



PLANNING & ZONING  
1609 E. CENTRAL AVE.  
ANDOVER, KS 67002  
316.733.1303

**SITE PLAN REVIEW COMMITTEE MINUTES**  
**DECEMBER 3, 2024 | 6:00 P.M.**  
ANDOVER CITY HALL | 1609 E. CENTRAL AVE.

**1. CALL TO ORDER**

Chairperson Allison called the meeting to order at 6:02 P.M.

**2. ROLL CALL**

Committee members in attendance: Chairperson Doug Allison; Homer Henry; Kevin Graham; Todd Woolsoncroft; Brian Schwan; and Jeff Adelson.

Staff members in attendance: Jenni McCausland, City Administrator; Les Mangus, Director of Community Development; David Westphall, Zoning Administrator; and Connor Boyd, Planning Technician.

**3. APPROVAL OF THE MINUTES OF THE NOVEMBER 5, 2024 MEETING**

*Homer Henry made a motion to approve the minutes of the November 5, 2024 meeting as presented. Motion seconded by Kevin Graham. Motion carried 6/0.*

**4. COMMUNICATIONS**

**A. COMMITTEE & STAFF REPORT**

None.

**B. POTENTIAL RESIDENTIAL DEVELOPMENT REPORT**

**5. AGENDA**

**5.1 SP-A24-0019 — REVIEW AND APPROVAL OF THE SITE PLAN FOR ANDOVER AUTO BODY, GENERALLY LOCATED AT 123 W. CLOUD AVENUE, ANDOVER, KANSAS**

Jeff Coykendall, the owner and applicant, was in attendance. Mr. Coykendall stated that he had returned with an updated Site Plan per the Committee's request.

Mr. Henry asked for clarification on the two sheets both labelled "A3" in the provided plans. Mr. Coykendall stated that the old and new plans were included for comparison.

Chairperson Allison asked if the depicted roof slope was included to account for site grading. Mr. Coykendall responded that it is what the Committee requested previously, to match the other buildings on the site.

Mr. Henry stated that he saw the HVAC/mechanical units placed where the Committee had wanted, and asked if the area around the building was going to be paved. Mr. Coykendall stated that it would be.

Mr. Henry asked Mr. Woolsoncroft if his previously-raised concerns about the roof slope appeared to be resolved. Mr. Woolsoncroft stated that it had been, and that the overall building height had been reduced, which was his preference.



Mr. Coykendall noted that while the updated A3 said "50 x 100" on the side, the structure would in fact be 60 x 100. Mr. Mangus noted that the plans do depict it as 60 x 100.

Mr. Woolsoncroft asked if there were any outstanding Staff comments which had not been addressed. Mr. Mangus stated that there were not any.

*Homer Henry made a motion to approve the site plan for Andover Auto Body. Motion seconded by Brian Schwan. Motion carried 6/0.*

Mr. Henry thanked the applicant for returning with the improved plans.

**5.2 SP-A24-0029 — REVIEW AND APPROVAL OF THE SITE PLAN FOR THE PROPERTY  
GENERALLY LOCATED AT 1145 N. ANDOVER RD., ANDOVER, KANSAS**

Matt Cartwright of MJC Architecture was in attendance. Mr. Cartwright stated that this project is a parking lot expansion for Andover Family Dentistry. He continued that they will be adding another ADA-accessibly parking space, and should be over the required minimum number of spaces. He stated that the landscaping and lighting plan had been recently resubmitted, responding to Staff comments. Mr. Cartwright stated that there is an existing fence to the north, which would remain. He added that all parking spaces would be 8.5 x 19, and that brown cedar mulch would be used for all planting beds.

Mr. Mangus stated that the new photometric (lighting) plan had not been fully reviewed by Staff, but that it appeared to still be insufficient in a few areas, letting the light level fall below the 1 isofootcandle minimum. He stated that adding some downshaded fixtures should fix this problem. Mr. Cartwright stated that those fixtures could be added.

Chairperson Allison asked if the depicted parking to the west is already existing. Mr. Cartwright confirmed as much.

Mr. Woolsoncroft asked if they would be restriping the eastern side to accommodate the new ADA requirements. Mr. Cartwright stated that the ADA spaces would be relocated to the front of the property, near the new entry point.

Chairperson Allison asked what the dimensions are of this new entry point. Mr. Cartwright stated that it was approximately 21 feet, per a former legal nonconforming lot layout, adding that an extra space could be removed to allow for the minimum 24 feet.

Mr. Henry asked if the fire department had reviewed the plans. Mr. Mangus stated that they had, and that Fire had provided no comments for the applicant.

Mr. Henry asked for more information about the existing fence to the north of the property. Mr. Cartwright stated that it extends across the north and west sides of the property, and acts as screening for the residential properties that abut the subject property. He stated that landscaping would be added near the fence to improve screening. Mr. Henry asked for confirmation that the fence would be kept. Mr. Cartwright confirmed as much, stating that it



may be temporarily removed in order to install the aforementioned landscaping, but would be reinstalled afterward.

Mr. Henry asked if the proposed landscaping/planting beds would be irrigated. Mr. Cartwright confirmed as much, and stated that the existing plantings are irrigated via a drip line. Mr. Henry stated that he simply did not wish to see dead bushes along Andover Road. Mr. Graham added that the landscaping plan does mention irrigation.

Mr. Henry and Chairperson Allison asked if Staff were okay with the proposed parking layout. Mr. Mangus stated that he would prefer to keep as much existing parking the same as is possible, but that the plan was overall to Staff's liking.

*Homer Henry made a motion to approve the site plan for 1145 N. Andover Rd., on the conditions that an updated photometric plan be submitted, and the discussed southern parking stall in the center aisle be removed. Motion seconded by Todd Woolsoncroft. Motion carried 6/0.*

**5.3 SP-A24-0030 — REVIEW AND APPROVAL OF THE SITE PLAN FOR ANDOVER SENIOR LIVING, GENERALLY LOCATED ON E. FOUNDERS PKWY., ANDOVER, KANSAS**

Dustin Lohmann with MKEC Engineering was in attendance. He stated that they intended to construct a senior living center in the Heritage, with the building being 4 stories tall with 0 full-time staff.

Chairperson Allison asked if a full-color render was available. Mr. Mangus noted that the elevations had labelled materials. Mr. Lohmann stated that he could have a render prepared and sent to Staff. Chairperson Allison asked if the building frontage was all one plane, or if reliefs and bump outs were planned. Mr. Lohmann stated that the elevations depict the intended front side of the building. Mr. Mangus stated that it is hard to tell from the elevations whether the entry area protruded from the frontage. Mr. Graham concurred.

Chairperson Allison asked what screening would be in place for the parking lot. Mr. Graham asked if the screening was based on the requirements of the Heritage Planned Unit Development. Mr. Mangus stated that the subject lot does have specific prescriptive screening requirements. Mr. Graham asked if they were met; Mr. Mangus confirmed.

Chairperson Allison asked if the existing berm is tall enough for the lot requirements. Mr. Lohmann stated that the berm would be raised to 3.5 feet, and that extra cedar trees were added to the plan. Mr. Henry asked if the berm height was dictated by the same provisions as the plantings. Mr. Mangus stated that the lot is required to have a 3 foot berm and 15 foot cedar trees for screening. He added that many other requirements were placed on the property during the original zoning case, and that all of them seemed to be accounted for.

Mr. Graham asked what material the trash enclosure would be made out of. Mr. Lohmann said he did not know, and that the architects for the case had seemingly not designated one yet.



Mr. Graham stated that the enclosure would be very visible from Willowbrook, so he wanted it to look congruous.

Mr. Woolsoncroft asked if any HVAC/mechanical units would be located at ground level, as none were depicted on the roof or ground. Mr. Lohmann stated that a transformer would be present near the northwest corner of the building, but that this would be the only ground mechanical equipment.

Mr. Graham asked why the storm sewer line extends into the public right of way. Mr. Lohmann stated that the drainage ditch is very shallow, and that they intended to avoid a water line in the area. Mr. Graham asked if Staff found this to be acceptable. Mr. Mangus stated that the final location of the line would be ironed out in the civil plan review, but that if it were located in the right of way, an excavation permit would be required from the Public Works department.

Chairperson Allison stated that he would like to see a more complete architectural plan before issuing approval, adding that a color render showing the different planes of the building would be helpful. Mr. Woolsoncroft concurred, and asked that the mechanical units be depicted as well. Mr. Henry asked the gentlemen if otherwise, they found the plans acceptable; Mr. Woolsoncroft confirmed, and Chairperson Allison stated that he did, but needed clarification on several points as discussed.

Mr. Henry asked if a viewing deck would be included on the western side of the building. Mr. Lohmann stated that he was not aware of any such plans, but added that there is a planned rear patio depicted.

Mr. Graham noted that a photometric plan for the parking lot was not included. Mr. Lohmann had a copy of this plan in paper, and showed it to the Committee. He stated that it would be provided to Staff after the meeting. Mr. Graham asked if Staff had reviewed the photometric plan, and Mr. Mangus replied in the negative.

*Homer Henry made a motion to table discussion of the site plan for Andover Senior Living to the January 7<sup>th</sup> meeting, in order for the applicant to address the Committee comments. Motion seconded by Kevin Graham. Motion carried 6/0.*

**5.4 SP-A24-0032 — REVIEW AND APPROVAL OF THE SITE PLAN FOR VICTORY BAR & GRILL, GENERALLY LOCATED AT 418 N. ANDOVER RD., ANDOVER, KANSAS**  
Mr. Schwan recused himself from the case.

David Allan, the applicant, was in attendance.

Mr. Graham asked if the parking lot had been adjusted since he provided Engineering comments, and whether additional spaces could be agreed upon with the businesses to the north. Mr. Allan concurred. Mr. Westphall stated that the in-progress Conditiona Use permit to allow for off-site parking would have to take into account how many spaces are needed. Mr. Graham asked if this agreement would reduce the number of spaces available at the other business. Mr. Mangus stated that the parking minimums were in effect for both businesses.



PLANNING & ZONING  
1609 E. CENTRAL AVE.  
ANDOVER, KS 67002  
316.733.1303

**SITE PLAN REVIEW COMMITTEE MINUTES**  
**DECEMBER 3, 2024 | 6:00 P.M.**  
**ANDOVER CITY HALL | 1609 E. CENTRAL AVE.**

regardless. Mr. Graham asked if the nearby Walgreens had enough extra parking spaces to allow for the CU. Mr. Mangus stated that an application had not been submitted that shows an off-site parking plan. Mr. Henry asked who owned the aforementioned Walgreens; Mr. Mangus stated that it was a property management company headquartered in Florida. Mr. Allan stated that he had been unable to get in contact with the property owner in order to negotiate the Conditional Use terms yet.

Mr. Allan stated that he is open to reducing the restaurant square footage in order to ease the parking requirements. Mr. Woolsoncroft asked how the required parking is calculated. Mr. Westphall stated that for restaurants, it is based on the occupancy and number of employees. He added that the prime hours of the restaurant would be in the evening, from 6 to 10 P.M., which reduces conflict with the nearby businesses.

Mr. Henry asked if the wall sign would be illuminated. Mr. Allan confirmed, stating that it is backlit from the inside of the channel letters.

Mr. Henry asked Staff if a wall sign at a multi-tenant building could be any size, relative to the other businesses. Mr. Mangus stated that the wall sign area requirement is based on the overall wall area, so distribution of the total allowable area is between the property owner and the tenants.

Mr. Henry stated that he is not in favor of off-site parking across the street, but would support it at the Walgreens.

Mr. Mangus stated that in order to keep the existing parking only, the occupancy of the restaurant would have to be reduced by 33. Chairperson Allison asked what the current occupancy calculation is at; Mr. Mangus stated that it is currently 94 occupants with 4 employees, and that the fire code puts the limit at 140 occupants. Chairperson Allison asked if the posted occupancy could match the available parking until such time as the Conditional Use is in effect. Mr. Mangus stated that he would discuss that with the Fire Marshal.

*Homer Henry made a motion to approve the site plan for Victory Bar & Grill with the condition that either a Conditional Use for off-site parking, or a reduced overall occupancy to match the existing parking, be approved. Discussion continued.*

Mr. Allan asked if he could designate just employee parking off-site. Mr. Mangus stated that this would not change the on-site parking requirements.

Mr. Woolsoncroft asked if more parking could be added on the eastern side of the property. Mr. Mangus stated that the ground slopes downward significantly in this area. Mr. Allan added that he believes there is some sewer connection there as well.

Mr. Henry asked if the roll-up canopy was acceptable to Staff. Mr. Boyd confirmed as much. Mr. Allan and Mr. Schwan stated that it would match the building.

*Motion seconded by Jeff Adelson. Motion carried 5/0.*



**PLANNING & ZONING**  
1609 E. CENTRAL AVE.  
ANDOVER, KS 67002  
316.733.1303

**SITE PLAN REVIEW COMMITTEE MINUTES**  
**DECEMBER 3, 2024 | 6:00 P.M.**  
**ANDOVER CITY HALL | 1609 E. CENTRAL AVE.**

**6. MEMBER ITEMS**

Mr. Henry stated that he wanted to wish everyone a merry Christmas.

Mr. Woolsoncroft, Mr. Graham, and Mr. Henry asked that the meeting reminder messages be sent further in advance of the meetings going forward. Mr. Boyd asked what time the Committee would prefer. The gentlemen stated that they would prefer it to be sent Monday afternoon.

**7. ADJOURN**

*Homer Henry made a motion to adjourn the meeting. Motion seconded by Kevin Graham. Motion carried 6/0.*

Meeting adjourned at 7:08 P.M.