



1. CALL TO ORDER

Chairperson Marla Canfield called the meeting to order at 5:30pm.

2. ROLL CALL

Committee Members present: Chairperson Marla Canfield

Staff Members present: Jolene Graham, Assistant City Administrator; Les Mangus, Director of Community Development; Julie Boyd, Interim Planning & Zoning Administrator; Dylan Carroll, Interim Planning Technician; Kevin Graham, City Engineer.

3. APPROVAL OF THE MINUTES OF THE SEPTEMBER 9, 2025, MEETING

Chairperson Marla Canfield made a motion to approve the minutes of the September 9, 2025, meeting as presented. Motion approved.

4. COMMUNICATIONS

A. COMMITTEE & STAFF REPORT

None.

B. POTENTIAL RESIDENTIAL DEVELOPMENT REPORT

None.

5. AGENDA

5.1 PRELIMINARY PLAT — REVIEW AND RECOMMENDATION ON THE PRELIMINARY PLAT FOR THE GREEN MEADOW ADDITION, ON CERTAIN LANDS GENERALLY LOCATED AT 1904 E. CENTRAL AVE., ANDOVER, KANSAS

Chairperson Marla Canfield called the first agenda item pertaining to the review and recommendation of the preliminary plat for the Green Meadow Addition, generally located at 1904 E. Central Ave.

Julie Boyd stated that last year the applicant split off about an acre portion of his property to be annexed into the city, which became the Green Meadow Properties Addition. The plat is for another portion of the same parcel that will create one lot that has an existing house and several other structures already on it. There is a floodplain that is located within the property, Reserve A is where it is located. There is an existing bridge on the property, located within the 40 foot access easement. The bridge serves as a private drive to the existing house and outbuildings. The shape is a bit strange, as the drainage area creates a backwards C shape. The part to the North is labeled as an exception and extends south to Central for access, but it is not a part of the Green Meadow Addition. In addition, there is an existing RWD #5 water line as well as a sewer line running north/south on the property. No additional structures are being



planned at this time and any substantial improvements would most likely require utility improvements to be installed, as the property is not adequately served by a fire hydrant. Staff gave comments to those that prepared the preliminary plat and they were implemented diligently. Staff are in support of approval.

Charlie Brown from PEC was in attendance as a representative of the owner. He stated that this is a simple straight forward thing and the owner is basically wanting to create a parcel that he can sell as well as have annexed into the city.

Chairperson Canfield asked about Fire's comments regarding the property. Julie Boyd stated that as we are planning to annex the property, it would be a nonconformance because it is not within range of a fire hydrant that is typically required. Any additional modification to the existing structures or addition of new structures would require the need for a fire hydrant.

Julie Boyd added that the reason this is not a one step plat and requires the preliminary and final plat is due to the size of the one lot. There is an acreage limit for the one step process and this lot exceeds it.

Chairperson Canfield asked how many acres over the lot is from the limit. Julie Boyd responded quite a lot. The maximum is 5 acres.

Chairperson Marla Canfield made a motion recommending the Planning Commission to approve the preliminary plat for the Green Meadow 1st addition. Motion passed.

5.2 FINAL PLAT — REVIEW AND RECOMMENDATION ON THE FINAL PLAT FOR THE GREEN MEADOW ADDITION, ON CERTAIN LANDS GENERALLY LOCATED AT 1904 E. CENTRAL AVE., ANDOVER, KANSAS

Chairperson Canfield called the next agenda item pertaining to the review and recommendation on the final plat for the Green Meadow Addition, generally located at 1904 E. Central Ave.

Julie Boyd stated that this is the final plat complimentary to the preliminary plat that was just recommended for approval. Everything stated about the preliminary plat applies here and there is nothing further to add.

Chairperson Marla Canfield made a motion recommending the Planning Commission to approve the final plat for the Green Meadow Addition. Motion passed.

5.3 PRELIMINARY PLAT — REVIEW AND RECOMMENDATION ON THE PRELIMINARY PLAT FOR THE MEADOWS 4TH ADDITION, ON CERTAIN LANDS GENERALLY LOCATED AT 620 N. ANDOVER RD., ANDOVER, KANSAS



Chairperson Marla Canfield called the next agenda item, pertaining to the review and recommendation of the preliminary plat for the Meadows 4th Addition, on certain lands generally located at 620 N. Andover Road.

Julie Boyd introduced the agenda item by stating that this one is a bit more complex than the previous agenda items. This is a preliminary plat to replat certain parts of the Andover Plaza Shopping Center. The property as it sits has a couple of pad sites with frontage on Andover Road, that are currently unused. These sites were originally slated for development, but it never happened. The Meadows 2nd addition contains some of that land and it is most of the replat here. This replat will create 3 total pad sites for anticipated commercial development. The Fire Marshal did point out that this is another case where there is insufficient fire protection in place. This means that the new pad sites will likely require at least one more fire hydrant to be installed in the area. This is a fairly easy task, as water service is readily available along Andover Road. Some of the parking spaces for the shopping center is being removed and moved around the center as the new lots are created. Baughman supplied the city with a parking study that they ran to ensure that there would be adequate parking after the construction of the new sites is completed.

Les Mangus stated that the only thing left up for debate currently in how the city would provide sanitary sewer service to the northwest lots. He stated that this shopping center goes back to the early 1980s and was zoned and platted when the B-4 zone had large front yard setbacks. Due to these setbacks, the sanitary sewer service lines were built on the backside of the shopping center, making it difficult to access this line from the northwest lots. Les Mangus stated that there is a plan to extend the sewer line up from the south to serve the two new lots. The current plan is showing a connection to an existing private 4 inch sewer line that goes to a lift station that then empties into the public sewer at the rear of the property. The 4 inch line is untenable to serve new lots, so a plan will have to be created to somehow get sewer out to the northwest corner. Les Mangus also stated regarding the fire protection required by the Fire Marshal that he has studied the utilities in this area and there is only a 6 inch water main running across the frontage of this property, which is the bare minimum for fire protection. The city may have to conduct a fire flow analysis at the time the lots would be developed to make sure we have the capabilities required by the fire code.

Chairperson Canfield asked if the fire improvements wouldn't be needed until there is an actual plan for development on the lots. Les Mangus stated that it is correct. Chairperson Canfield also asked about the parking situation and whether the Site Plan Committee would look at it. Les Mangus stated that Site Plan would look at it and there may be the opportunity to share parking.

City Engineer Kevin Graham said that the main question when it came to parking, is whether enough spots are being left for existing building. He stated that it looks like approximately 20 spots will be removed from the space and it raises questions about the conformance to parking requirements for the existing building.

Les Mangus stated that he made some comments to the engineer about access. Currently there is not anything on the preliminary that talks about joint access. There are 3 existing curb cuts that appear to all remain about of the lot that is the existing shopping center. The city



would not be allowing any additional curb cuts, so somehow there needs to be a joint access agreement with the shopping center lot so that the new lots have access.

Kevin Graham stated that the joint access agreement and the sewer easement can all be handled with the final plat.

Thomas Joyce from Baughman Co. was in attendance and spoke about the plans. He stated they will be making a cross lot circulation agreement for the new parcels and that another curb is not needed.

Chairperson Canfield asked about what specifically are the modifications that should be included within the recommended action. Les Mangus and Julie Boyd stated that a couple of staff comments were already talked about and would be included in the final plat, such as the sewer easement and the joint access agreement.

Chairperson Marla Canfield made a motion to recommend to the Planning Commission to approve with modifications the preliminary plat for the Meadows 4th Addition. Motion passed.

6. MEMBER ITEMS

None.

7. ADJOURN

Chairperson Canfield made a motion to adjourn the meeting at 5:44pm. Motion approved.

Meeting adjourned at 5:44pm.