



**1. CALL TO ORDER**

Acting Chairperson Woolsoncroft called the meeting to order at 6:02pm.

**2. ROLL CALL**

Committee members in attendance: Acting Chairperson Todd Woolsoncroft, Brian Schwan, Jessica Friedrichs, Kevin Graham and Andrew Jarvis.

Staff members in attendance: Les Mangus, Director of Community Development; Julie Boyd, Interim Planning & Zoning Administrator; and Dylan Carroll, Interim Planning Technician.

**3. APPROVAL OF THE MINUTES OF THE MAY 6, 2025 MEETING**

Kevin Graham made a motion to approve the minutes of May 6, 2025 meeting as presented. Motion seconded by Brian Schwan. Motion carried 5/0.

**4. COMMUNICATIONS**

**A. COMMITTEE & STAFF REPORT**

Mr. Mangus informed the committee that they will need to vote to select a new Chairperson as Former Chairperson Doug Allison has retired from the committee.

Kevin Graham motioned to elect Todd Woolsoncroft the new chairperson. Motion seconded by Brian Schwan. Motion carried 5-0.

Todd Woolsoncroft was elected the new Chairperson of the Site Plan Review Committee.

**B. POTENTIAL RESIDENTIAL DEVELOPMENT REPORT**

**5. AGENDA**

**5.1 SP-A25-0007 — REVIEW AND APPROVAL OF THE SIGN PLAN FOR TIP TOP NAIL & SPA, GENERALLY LOCATED AT 626 S. ANDOVER RD., ANDOVER, KANSAS**

Chairperson Woolsoncroft called the next agenda item, pertaining to the review of the sign plan for Tip Top Nail & Spa.

The applicant Ken Pham was in attendance and spoke at the podium. He said that the new sign would be using the same materials as the old one and that it would be located in the same space.

Julie Boyd gave further clarification on the sign plan. She stated that the new sign is a bit smaller than the old one and that it would be going in the same location. In addition, the sign will be unlit, and City Staff have no concerns with the sign plan.

Kevin Graham asked if it would be like the unlit metal sign that was on the building previously. Julie Boyd responded that it was correct.



Chairperson Woolsoncroft asked if the building facing underneath the old sign was going to be cleaned before the installation of the new sign. The applicant Ken Pham responded that they had already cleaned the building face and that it was ready for installation of the new sign.

Kevin Graham made a motion to approve the sign plan for Tip Top Nail & Spa. Seconded by Jessica Friedrichs. Motion carried 5-0.

**5.2 SP-A25-0008 — REVIEW AND APPROVAL OF THE SIGN PLAN FOR TAILORED TAILS, GENERALLY LOCATED AT 229 N. ANDOVER RD., ANDOVER, KANSAS**

Chairperson Woolsoncroft called the next agenda item, pertaining to the review of the sign plan for Tailored Tails.

The applicant was not in attendance.

Julie Boyd stated that this case is similar to the previous agenda item, the sign will be installed on a multi-tenant space. In 2024, the Site Plan Review Committee approved a sign for the adjacent tenant space. Julie added that accounting for the existing wall signs on the building face, there is approximately 79.3 square feet of wall sign area that is available for use. The applicant provided sign details showing an approximately 33.7 square foot sign package for the tenant space, this puts it well within regulations. The sign will be lit by internal LEDs and is similar in nature to the other existing tenant signs on the building. City staff have no concerns and support the installation.

Chairperson Woolsoncroft asked if the other signs on the building face were lit up as well. Julie Boyd responded that not every sign on the building face lights up, but there are a few signs that do.

Chairperson Woolsoncroft made a motion to approve the sign plan. Seconded by Kevin Graham. Motion carried 5-0.

**6. MEMBER ITEMS**

No members items to report.

**7. ADJOURN**

Kevin Graham made a motion to adjourn the meeting. Motion seconded by Todd Woolsoncroft. Motion carried 5-0.

Meeting adjourned at 6:09pm