



1. CALL TO ORDER

The meeting was called to order at 6:00pm by Chairperson Todd Woolsoncroft.

2. ROLL CALL

Committee Members present: Chairperson Todd Woolsoncroft, Homer Henry, Andrew Jarvis, Jessica Friedrichs, Kevin Graham.

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.

3. APPROVAL OF THE MINUTES OF THE OCTOBER 7, 2025 MEETING

Homer Henry made a motion to approve the minutes of the October 7, 2025, meeting as presented. Seconded by Jessica Friedrichs. Motion passed 5-0.

4. COMMUNICATIONS

A. COMMITTEE & STAFF REPORT

None.

B. POTENTIAL RESIDENTIAL DEVELOPMENT REPORT

5. AGENDA

5.1 SP-A25-0004 — REVIEW AND APPROVAL OF THE REVISED SIGN PLAN FOR POINT NINE, GENERALLY LOCATED AT 1539 N. ANDOVER RD., ANDOVER, KANSAS

Chairperson Todd Woolsoncroft called the first agenda item pertaining to the review and approval of the revised sign plan for Point Nine, generally located at 1539 N. Andover Rd.

Julie Boyd introduced the agenda item by stating that Point Nine already had their signs approved earlier this year and they have come back to Site Plan to place an additional sign on the north face of the building. The north face of the building currently only has 1 sign placed on it, the large bike & wine bottle logo, they plan to add an LED screen onto the north corner, visible from Andover Rd. With the addition of the LED display, they come up against the maximum percentage of wall coverage. As long as Point Nine complies with the brightness requirements for LED signs, Staff does not have issues with the proposal.

Homer Henry asked if there is another example of this type of sign being installed around the city. Julie Boyd stated that there are a number of LED signs installed around town. Homer Henry then replied that it looks more like a TV than an actual LED sign.



Kevin Graham asked about how the sign would work. Julie Boyd stated that the images will probably change, but the sign is not allowed to be animated per the sign code.

Homer Henry asked if any additional framing would be put in place around the proposed sign. Julie stated she was not sure and the picture provided in the packet was all that Staff was given regarding the sign placement and design.

Chairperson Woolsoncroft asked if any cords and electrical would be visible. Julie Boyd stated that it was not expressly communicated to Staff but she would be shocked if they just ran an extension cord around the building to the sign. Homer Henry asked if the committee could include in the motion that no electrical cords be visible. Julie stated the committee can absolutely include that in the motion.

Homer Henry stated that personally he believes the end of the Conex container should have some sort of trim around it and that he definitely doesn't want to see any electrical cords or wires being visible. He also stated his concerns about the lack of frame depicted around the sign.

The committee discussed the location of the TV and how much it might stick out into the sidewalk and their concerns about people bumping into it.

Les Mangus stated that he had texted one of the applicants and he was told there will be a secure enclosure around the sign that is not shown on the rendering.

Homer Henry made a motion to approve the revised sign plan for Point Nine on the condition that no visible electrical or fixtures be visible. Seconded by Kevin Graham. Motion passed 5-0.

5.2 SP-A24-0021 — REVIEW AND APPROVAL OF THE SIGN PLAN FOR LEADER SMOKE AND TOBACCO, GENERALLY LOCATED AT 224 E. CLOUD AVE. STE 100., ANDOVER, KANSAS

Chairperson Todd Woolsoncroft called the next agenda item pertaining to the review and approval of the sign plan for Leader Smoke and Tobacco, generally located at 224 E. Cloud Ave. STE 100.

Julie Boyd stated that the applicant in this case is seeking to put up wall signs on the front and rear of the building for their incoming business. The front of the building faces Cloud Ave and the rear faces Kellogg. The signs will be internally lit and much like the last case, they are up against the maximum sign coverage when the Great Clips signs next door is included in the calculations.

Homer Henry asked if this was the former AT&T store. Julie responded that it is.

Chairperson Woolsoncroft stated that while the committee does not have photos of the Great Clips signs that are located next door, he wanted to know if the proposed signs are consistent



size wise. Julie stated that the letters at Great Clips are slightly larger, but the total scale is similar. Chairperson Woolsoncroft further asked if Great Clips has signs on the front and back as well. Julie responded that they have signs on both the front and back of the building.

Homer Henry asked if this is a vape shop as well. Julie stated that she assumes they will sell vape items at the store in addition to the tobacco products, but it is not relevant to the approval of their signs.

Chairperson Todd Woolsoncroft asked if there were any leftover markings or shadowing from the previous signs. Julie stated that she did not see any but the committee can require that any shadowing or markings be removed before installation of the new signs.

Homer Henry asked how the sign would be lit. Julie stated that it would be internally lit.

Homer Henry stated his concerns about sign composition and the potential for the signs to fade or peel due to UV from the sun. Julie stated that acrylic signs get damaged by the sun but vinyl does not. She further stated that the sign company did not include what material the sign would be made out of in the application. Homer Henry stated that this is maybe something that should be included in the UDM refresher.

Homer Henry made a motion to approve the sign plan for Leader Smoke & Tobacco on the condition that any shadowing or fading from previous signs be cleaned or painted over. Seconded by Kevin Graham. Motion approved 5-0.

5.3 SP-A25-0022 — REVIEW AND APPROVAL OF THE SIGN PLAN FOR PEARSON CONSTRUCTION, GENERALLY LOCATED AT 611 W. 13TH ST., ANDOVER, KANSAS

Chairperson Todd Woolsoncroft called the next agenda item pertaining to the sign plan for Pearson Construction, generally located at 611 W. 13th St.

Julie Boyd stated that this is another sign plan, this time for Pearson Construction located at 611 W. 13th St. The proposed sign is a circular logo that will be placed on the side of the building that faces I-35. The sign will be internally lit and given the large wall the sign will be placed on, it does not come anywhere near the maximum sign area allowed.

Chairperson Todd Woolsoncroft asked what frontage is considered. Julie stated that business itself fronts onto 13th street, but the rear of the building where the sign will be placed is I-35. The nearest right of way is used to calculate sign coverage and, in this case, it is I-35.

Homer Henry asked about the amount of light being put out by this sign and if it might affect drivers on I-35. Julie stated that the sign will be internally lit and the city's code requirements ensure that it is not bright enough to affect surrounding drivers.

Chairperson Todd Woolsoncroft asked if the measurement stating the sign is 18 inches deep was correct. The applicant Colin Heagler from Tri-Mark was present and spoke at the podium to address committee questions. He stated the reason the sign is that deep is due to placement of the LED nodes. If the LEDs are too close to the face of the sign, you can see the



individual nodes through the face and if they are placed further back in the sign, it gives it a more even lighting appearance.

Homer Henry stated he liked the rendering of the sign at night and that he believes that the sign will look pretty cool.

Homer Henry made a motion to approve the sign plan for Pearson Construction. Seconded by Jessica Friedrichs. Motion passed 5-0.

5.4 PRELIMINARY SITE PLAN — REVIEW OF THE PRELIMINARY SITE PLAN FOR A DUPLEX DEVELOPMENT, GENERALLY LOCATED AT 420 W. MIKE ST., ANDOVER, KANSAS

Chairperson Todd Woolsoncroft called the next agenda item pertaining to the review of the preliminary site plan for a duplex development, generally located at 420 W. Mike St.

Julie Boyd stated that this case is a preliminary site plan for a proposed selection of duplexes to be built next to Terradyne. This area has a lot of multi-family housing there already and the applicant/owner would like this property to be similar to that surrounding it. The applicant wanted to get some comments regarding the proposed site layout before putting together a formal site plan submittal in the future. There are 4 duplexes proposed, with 8 dwelling units and the proposed parking shown does meet all parking requirements. These duplexes are stacked on top of each other similar to the Paul Gray development at the Hodges.

Kevin Graham stated that he jotted down a few notes, most related to the UDM, when he was reviewing this preliminary site plan. When there is a sidewalk next to parking stalls, the minimum width is 7 feet and it looks like the width shown is 5 feet. Coordinating with the Fire Department is an important step and a dead end fire lane may be needed. In regard to the trash placement, it is a long distance for a trash truck to back up with no location for them to turn around. In addition, it appears there is an old electric service line located at the southeast corner and that they will need to coordinate with the electric provider. Lastly, Kevin made a few comments about the hedgerow to the west and the feasibility of keeping the hedgerow through the construction process.

Homer Henry asked if the cul-de-sac is existing and if the streets are curb & gutter. Julie stated that the cul-de-sac is already there and the streets are curb & gutter.

Chairperson Woolsoncroft made a comment about the location of the mechanical units and how they should be included in any future submissions, in addition to any photometric studies.

Homer Henry asked about the surrounding neighborhood. Julie stated there is a bunch of multi-family housing in the area with the golf course to the west. There is no need to screen the properties to the east due to the same use cases.

Julie stated the zoning for this is already in place, the property owner rezoned it last year.



Homer Henry asked about the grading of the lot. Cody Lynxwiler is the property owner and was present and spoke at the podium to answer any questions from the committee. He stated he tore down the house that was on the property as it was dilapidated and the engineer told him that the lot is pretty flat and there doesn't appear to be any drainage issues in the area.

Chairperson Woolsoncroft asked about parking and if it is sufficient. Julie Boyd stated that the proposed parking is sufficient for the development.

Cody Lynxwiler stated the tree line will need to be trimmed but provides sufficient coverage for the golf course.

Kobe Pietro from Kaw Valley Engineering was present and spoke at the podium. He had questions about potentially replatting the lot and combining it into one parcel. Les Mangus stated staff sees no reason to replat it and that lots are combined all the time. Kobe stated that they are proposing 4 separate private sewer lines for the duplexes.

Kevin Graham asked about fire coverage. Kobe stated there is a hydrant at the west edge of the property.

Homer Henry made a comment about the recent drainage discussions that have been happening and wanted to ensure that the applicant and engineer are keeping drainage at the forefront of this development. Les Mangus stated that the final site plan will require a grading plan.

Julie stated no action from the committee was required and that the applicant was just seeking feedback.

6. MEMBER ITEMS

None.

7. ADJOURN

Homer Henry made a motion to adjourn the meeting. Seconded by Chairperson Todd Woolsoncroft. Motion passed 5-0.

Meeting adjourned at 6:31pm.