

**CITY OF ANDOVER  
SITE PLAN REVIEW COMMITTEE  
June 2, 2009  
MINUTES**

The Site Plan Review Committee met for a regular meeting on Tuesday, June 2, 2009 at the Andover Central Park Lodge located at 1607 E. Central, Andover, Kansas. Clark Nelson called the meeting to order at 6:03 p.m. Members present were Jason Mohler, Chad Stearns and Don Kimble. Others in attendance were Les Mangus Director of Public Works and Community Development, Sasha Stiles City Administrator and Kandace Hunt Administrative Secretary. Chairman Doug Allison arrived at 6:12 p.m. Members absent were Stephanie Melsheimer, Fred Deppner, Dennis Bush and Assistant City Administrator Shane Coelho.

**Review the minutes of the May 5, 2009 Site Plan Review Committee meeting.**

*Jason Mohler made a motion to approve the minutes as presented. Chad Stearns seconded the motion. Motion carried 4/0.*

Call to order  
Review the minutes of the May 5, 2009 Site Plan Review Committee meeting

**Communications:**

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**Review the minutes of the April 14, 2009 and April 28, 2009 City Council meetings.** The minutes were received and filed.

**Review the minutes of the April 21, 2009 Planning Commission Meeting.** The minutes were received and filed.

**Review the Potential Residential Development Lot Report.**

Les Mangus reported residential building permits are at about 25 percent of what they were last year.

Review the proposed Guidelines for Miscellaneous Structures and Mechanical Equipment Screening, Guidelines for Monument and Sign Landscaping, Guidelines for Parking Lot Interior Landscaping, Guidelines for Parking Lot Interior Pedestrian Circulation and Guidelines for Parking Lot Perimeter Screening.

Review proposed guidelines

Les Mangus said he had reviewed several site plan review ordinances and used the City of Olathe's format to create the proposed guidelines.

Clark Nelson asked how Mr. Mangus decided on the guidelines. Les Mangus said the group felt prescriptive standards were going too far, but that some minimums should be met which is what he has attempted to create with the proposed guidelines. Clark Nelson asked if the guidelines were an attempt to compromise. Les Mangus said the proposed guidelines are an attempt to put good planning in writing rather than having prescribed standards. The guidelines will also be accompanied by pictures or line drawings to give the applicant and design professional a better idea of what the Committee wants to see.

Clark Nelson asked if Les Mangus had addressed setting a dollar limit on requirements. Les Mangus said he was not yet to that point, but the dollar limit is something the Committee will have to agree on.

Chairman Allison asked if the City has received extensive complaints regarding the cost of building in Andover. Sasha Stiles said there have not been extensive complaints, but there have been a few loud complaints. Les Mangus said the proposed guidelines will level the playing field for all applicants and eliminate some of the complaints.

Clark Nelson asked what the legal effect of the guidelines would be. Les Mangus said guidelines are similar to policies and can be adapted with each case. Clark Nelson asked if an applicant would have to come before the Committee to ask for a modification of the guidelines. Les Mangus said yes. Chairman Allison stated the Committee will rarely see more than what the guidelines require. Les Mangus said the proposed guidelines create minimums, but do not allow the minimum to be all that is required. Don Kimble said he is afraid applicants will use the guidelines as an excuse to get out of some of the Committee's conditions. Sasha Stiles suggested the proposed guidelines be accompanied by a forward stating that complying with the minimum guidelines in no way guarantees approval.

Don Kimble said it is important for the Committee to follow through with its decisions and provided photos of sites that have not complied with the Committee's decisions.

Don Kimble said 2b of the Guidelines for Miscellaneous Structures and Mechanical Equipment Screening states: "Trash receptacle screening structures shall have gates that when closed obstruct the view of the contents. Whenever site conditions allow,

the opening of the trash receptacle screening structure shall not face the street or adjacent residential properties.” Don Kimble said he felt this was too objective. Les Mangus asked if stating “Trash receptacle screening structures shall have gates that when closed completely obstruct the view of contents”, would solve the problem. Don Kimble said yes, but the structures need to be landscaped as well.

Don Kimble suggested using mathematics to determine how many bushes and trees a site requires based on the size of the building. Les Mangus said with this method some applicants will apply good planting technique others will use the equation to simply fill in the blanks. This also leaves too much room for monotony.

Don Kimble said he feels the City’s Streetscape Guideline needs to be utilized more and provided to applicants. Les Mangus said the City has several documents an applicant could use, but they are all separate documents. He continued by saying many Cities are beginning to combine all of their regulations and guides into one large book.

Don Kimble presented the Committee with pictures and line drawings he thinks should accompany the guidelines.

Jason Mohler said he feels the proposed guidelines will give the applicant a good idea of what the Committee is looking for without dictating their project and still allow the Committee a subjective design review.

Don Kimble said he feels the comments of members not present regarding the proposed guidelines need to be heard.

**Member Items:** Clark Nelson asked about the joint City Council, Planning Commission and Site Plan Review Committee meeting on June 23. Les Mangus said the meeting is to allow each group the opportunity to discuss the design concept for the Highway 54 freeway. Member Items

*Clark Nelson adjourned the meeting at 7:14 p.m.*

Adjourn

Respectfully Submitted by

Kandace Hunt  
Administrative Secretary

Approved this 4<sup>th</sup> day of August 2009 by the Site Plan Review Committee, City of Andover.