

**ANDOVER CITY PLANNING COMMISSION /
BOARD OF ZONING APPEALS
Tuesday, January 16, 2018
Minutes**

1. Call to order. 00:00:05

Chairman Brian Lindebak called the meeting to order at 7:00 p.m.

2. Roll call. 00:00:13

Planning Commission members in attendance: Chairman Lindebak, Stephanie Gillespie, Lynn Heath, William Schnauber, Gary Israel, Tyson Bean and Alex Zarchan. Member Kirsten Bender was not in attendance.

Staff in attendance: Director of Public Works Les Mangus, City Administrator Mark Detter, Administrative Assistant Daynna DuFriend.

A/V: Craig Brown

3. Approval of the minutes of the December 19, 2017 meeting. 00:00:29

A motion was made by William Schnauber, seconded by Gary Israel to approve the minutes of the December 19, 2017 meeting. Motion carried 5/0/2. Stephanie Gillespie and Tyson Bean abstained as they did not attend this meeting.

4. Communications 00:01:10

- A. Committee and Staff Report.
- B. Potential Residential Development Report.

5. Andover Unified Development Manual update from Foster Design Associates, LLC. 00:01:57

David Foster and Debra Foster, Foster Design Associates, LLC. presented an update on the progress of the Unified Development Manual.

David Foster explained the process to date for the members new to the commission and provided details of the information included in the Planning Commission member packets for review. He noted that City Staff is finishing details related to stormwater and information related to building codes. Once that information is pulled together they will have a full draft document able to be reviewed. Their goal has been to make this document user friendly and easily understood. A lot of illustrations, diagrams and tables have been added and the completed document will be very

interactive. Within the document, users will be able to access links to definitions, State statutes, websites and other related information.

Part 2 – Unified Development Ordinance Zoning Regulations -108 Authorizing Site Plan Approval

Debra Foster stated that the Site Plan Review content stayed very much the same except for the plain English translations.

Les Mangus added that the Site Plan Guidelines have been pulled into the regulations.

Site Plan Review Procedures and Standards – Part 3

David Foster noted that the checklists do a very good job of synthesizing everything that is within the text, making it easier for staff and users.

Chairman Lindebak asked if this section included the term length for completion of approved Site Plan projects.

David Foster said that it does include the decided term of five years.

William Schnauber asked for the definition of commencement.

David Foster answered that anything tangible done to the property will be considered commencement of a project.

Part 2 – Unified Development Ordinance Zoning Regulations -Article 8. Signs

David Foster explained that the biggest guiding factor of sign regulations is the court case Reed vs. Town of Gilbert. Current sign regulations must be “content neutral”. Regulations must address the time, place and manner. Government interest must also be included to prohibit any signage containing unlawful activity, defamation, hate speech, obscenity, etc. Sign types have been simplified and enforcement defined. Permanent non-conforming signs will be given a ten-year amortization period, beginning from the date the new regulations are adopted, to be removed/replaced with new compliant signage. Changes to wording for temporary sign allowances have also been made.

Les Mangus clarified that the goal is to make temporary signs less desirable. These signs will only be allowed for a period of 60 cumulative days per year. The size of these banner type temporary signs will also be limited to only 32 square feet. A yard sign will be allowed to be displayed for up to 180 days. Yard signs must be permanently affixed to the ground with posts in the ground with laminated plywood or a more durable material for signage. There are different

allowances for different types of signs. All temporary signs will only be allowed for a maximum of 60 days.

William Schnauber asked how this would be enforced.

Les Mangus stated the plan is to create a numbered sticker placed on each sign that will be tracked by an inspector with the permitting program currently being used.

Part 2 – Unified Development Ordinance Definitions – for Zoning, Subdivision, and Site Plan Approval

David Foster noted that the definitions have been combined so that the subdivision and zoning definitions are found in one place. The challenge has been trying to sync them as best as possible with the building code definitions. There were some that did not work well and required further clarification. References to the State of Kansas definitions are included as well as pictures and diagrams.

Chairman Lindebak asked if a definition for shipping container homes should be included.

Les Mangus said that is about building materials. If a person wants to use those shipping containers they have to hire an engineer to design the structure because it is not typical construction methods.

David Foster said they would review that information.

6. Subdivision Committee elections.

01:24:35

Subdivision Committee appointments

William Schnauber, Chairperson
Brian Lindebak
Gary Israel
Alex Zarchan

A motion was made by Brian Lindebak, seconded by Lynn Heath to approve the Subdivision Committee appointments. Motion carried 7/0.

7. Member items.

01:30:30

Tyson Bean thanked the Planning Commission members for the opportunity to participate.

8. Adjourn.

01:31:14

*A motion was made by Lynn Heath, seconded by William Schnauber, to adjourn at 8:32p.m.
Motion carried 7/0.*

Respectfully Submitted by

Dayna DuFriend
Administrative Assistant

Approved this 20th day of February, 2018 by the Andover City Planning Commission/Board of Zoning Appeals, City of Andover.