



PLANNING & ZONING
1609 E. CENTRAL AVE.
POB 295
ANDOVER, KS 67002
316.733.1303

SITE PLAN REVIEW COMMITTEE MINUTES

FEBRUARY 2, 2021 | 6:00pm

VIRTUAL MEETING*

1. CALL TO ORDER

Chairperson Doug Allison called the meeting to order at 6:02 pm.

2. ROLL CALL

Committee Members in attendance: Doug Allison, Dave Foley, Homer Henry, Vu Nguyen, Brandon Wilson, and Todd Woolsoncroft. Member Don Kimble was absent. Staff in attendance: Lance Onstott, Assistant City Administrator; Les Mangus, Director of Community Development; and Justin Constantino, Assistant Director of Community Development.

3. APPROVAL OF THE MINUTES OF THE JANUARY 5, 2021 MEETING

Homer Henry made a motion to approve the minutes of the January 5, 2021 meeting as presented. Motion seconded by Todd Woolsoncroft. Motion carried 6/0.

4. COMMUNICATIONS

A. COMMITTEE & STAFF REPORT

None.

B. POTENTIAL RESIDENTIAL DEVELOPMENT REPORT

None.

5. AGENDA

5.1 CONTINUING EDUCATION – SITE PLAN REVIEW APPEARANCE STANDARDS

Mr. Mangus introduced the continuing education topic standards by discussing the Site Plan Review appearance checklists, which provide an overview of categories that staff uses when analyzing an applicant's site plan. Mr. Woolsoncroft asked if the checklists could be included in the Site Plan Review Committee meeting packets for each agenda item. Mr. Mangus said yes.

Mr. Mangus discussed the relationship of buildings to the site and surrounding area. Mr. Mangus discussed landscaping and the relationship of landscaping and site treatment as it pertains to buffering. Mr. Wilson asked if the new Heritage development would have any screening as the newly constructed homes will have backyards that face Yorktown Parkway. Mr. Mangus stated that the development will use a wall buffer.

Mr. Henry asked if a berm height counted toward the calculation required for screening. Mr. Mangus said yes.

Mr. Mangus stated that freestanding signage requires a landscaped planter bed consisting of hardy landscape materials as well as flowers and shrubs. Mr. Mangus discussed the importance that landscaping does not cover up the sign message area. Mr. Henry asked how the landscape species was determined and what happens when the planted landscape



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materials die. Mr. Mangus stated that a third of the plantings are required to be evergreens and that annual plantings are not included in the landscape calculation.

Mr. Woolsoncroft asked if it was required for businesses to post their address on freestanding signs. Mr. Mangus stated that the fire code only requires that addresses be posted on the building.

Mr. Mangus discussed building design and the relationship of architecture to the surrounding environment. Mr. Constantino stated that the applicant is required to submit photographs of the surrounding area with their applications to assist the Site Plan Review Committee and to ensure harmony with the surrounding area.

Mr. Mangus discussed the different types of monument signage. Mr. Henry asked why certain properties around the City appear to have signage that do not meet the current signage requirements. Mr. Mangus stated that the signage was likely installed prior to the updated sign code in the Unified Development Manual (UDM).

Mr. Henry asked about the signage that was recently approved by the Site Plan Review Committee at The Heritage development. Mr. Constantino stated that it was discovered during the sign permit application review that the proposed signage exceeded the maximum allowable height and did not meet the setback requirements. Mr. Constantino stated that the process for sign approval includes both the approval of the Site Plan Review Committee and the approval of the Planning Commission in the form of a variance or modification of the text within the planned unit development (PUD). Mr. Constantino stated that the applicant has modified the text of the PUD to allow for taller signage and shorter setbacks.

Mr. Mangus discussed site lighting requirements. Mr. Henry asked if the lighting plan shown for the USD 385 Bleachers Plan was intended to depict the site lighting. Mr. Mangus stated that the photometric plan depicted the measurement of light in relation to the given area of the subject property. Mr. Constantino added that the UDM includes language to prevent light spillage to adjacent properties as well as specific language pertaining to lighted signs across from residential properties.

Mr. Mangus discussed parking lot lighting, and Mr. Constantino added that staff will review site plans to account for on-site lighting, the number of parking spaces, parking screening, and landscape islands.

6. MEMBER ITEMS

Mr. Woolsoncroft asked if staff could provide a site map showing the overall location of the project site. Mr. Woolsoncroft mentioned the Social Stars playground project at 217 Ira Court and said that he had a hard time placing the subject property in relation to the surrounding area. Mr. Constantino stated that staff could include area maps in addition to site plan appearance checklists.



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7. ADJOURN

Todd Woolsoncroft made a motion to adjourn. Motion seconded by Homer Henry. Motion carried 6/0. The meeting was adjourned at 7:06 pm.

*Live Public Comment

Those wishing to participate remotely with public comment will be required to do so via web conference (requires internet connection). You must register with the City of Andover no less than 24 hours prior to the start of the meeting to participate. If participating remotely, an individual is required to submit their name, email address, phone number and item they wish to speak about to the City, by emailing the previous information to Planning&Zoning@AndoverKS.com. Those registering in advance will be provided instructions on how to connect with the live meeting. Commenters will be called upon by name to provide comment during the live meeting and all regular time limits will apply.

If you have any questions prior to the hearing, please call (316) 733-1303.