

**CITY OF ANDOVER  
SITE PLAN REVIEW COMMITTEE  
December 6, 2011  
MINUTES**

The Site Plan Review Committee met for a regular meeting on Tuesday, December 6, 2011 at the Andover City Hall located at 1609 E. Central Ave., Andover, Kansas. Chairman Doug Allison called the meeting to order at 6:00 p.m. Members present were Fred Deppner, Brandon Wilson, Don Kimble and Dennis Bush. Others in attendance were Les Mangus Director of Public Works and Community Development, Sasha Stiles City Administrator and Daynna DuFriend Administrative Secretary. Members absent were Dave Tingley. *Dave Tingley arrived late.*

**Review the minutes of the November 1, 2011 meeting.**

*Fred Deppner made a motion to approve the minutes as presented. Brandon Wilson seconded the motion. Motion carried 5/0.*

**Communications:**

**Review the minutes of the October 25, 2011 and November 8, 2011 City Council meetings and the October 18, 2011 Planning Commission/ Board of Zoning Appeals meeting minutes.** The minutes were received and filed.

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

**SP-2011-19-** Review and approve the site plan for a sign alteration for Kwik Shop #717, located at 114 West US Hwy 54.

*STAFF: The proposed modifications to the existing pole sign are limited to the replacement of a portion of the mechanically operated fuel price sign with an electronic message center. The modifications do not change the size of the sign, so the existing surface area is not altered. Therefore the sign surface area is still in compliance with the maximum surface area for the zoning district.*

Jared Morrison, Schurle Signs Inc. was present to represent the application. Mr. Morrison explained that Kwik Shop is currently making sign changes to several area stores.

Brandon Wilson asked if the sign would be controlled from inside the store. Mr. Morrison said all of the stores have the same software standardized by Kwik Shop that each store manager controls from the store. The signs will automatically dim at night.

*Fred Deppner made a motion to approve SP-2011-19 as presented. Don Kimble seconded the motion. Chairman Allison asked if there was any further discussion. There was none. Motion carried 5/0.*

**SP-2011-20-** Review and approve the site plan for Computers PLUS sign located at 321 S. Andover Rd., Suite 400.

*STAFF: The proposed wall sign is within compliance with the maximum wall signage allowed for the building.*

Neal Coleman, Computers PLUS was present to represent the application.

Chairman Allison asked if there were any further questions. There were none.

*Dennis Bush made a motion to approve SP-2011-20 as presented. Don Kimble seconded the motion. Chairman Allison asked if there was any further discussion. There was none. Motion carried 5/0.*

Dave Tingley arrived at 6:10 p.m.

**Review and approve the City of Andover 2012 Site Plan Review Committee meeting and closing date schedule.**

*Chairman Coon asked if there was any discussion. There was none. Site Plan Review Committee approved the 2012 meeting and closing date schedule.*

**Discussion with Clark Nelson to form an ad hoc committee to review the SPRC Procedure and Criteria.**

*Staff: The Mayor has asked for an ad hoc committee to be formed, made up of members of the City Council, City Plan Review Committee, and Planning Commission, to review the Site Plan Review Committee Procedure and Criteria, and make recommendations for proposed changes. Councilmember Nelson volunteered to Chair the committee.*

Mr. Nelson explained that several years ago a process of trying to streamline the process, particularly with signage was started, however nothing was finalized. It is felt that certain decisions would be able to be made by the Zoning Administrator and that the Site Plan Review Committee may not be necessary.

Mr. Nelson suggested that this committee would meet approximately 3 to 4 times to create a procedure to submit to the City Council.

It was decided that Mr. Nelson would appoint persons from the Site Plan Review Committee to be on the ad hoc committee.

**Member Items:**

There were none.

*Chairman Allison adjourned the meeting at 7:05 p.m.*

Respectfully Submitted by

Dayna DuFriend  
Administrative Secretary

Approved this 7th day of February, 2012 by the Site Plan Review Committee, City of Andover.