

## **SITE PLAN COMMITTEE MINUTES**

7:00 P.M. JUNE 13, 2016

### **CALL MEETING TO ORDER**

The meeting was called to order at 7:04 p.m.

The following members present: Chairperson Gene Sharp, Brian Maschino, and Jim Detwiler

Committee Members absent: Don Bosken and Adam Dunn

Staff Present: Ryan Shrack, Community Development Director and Fernetta Phillips, Community Development Assistant

Those present in the audience: Travis Lay, Sam Holmes and Ed Holmes

### **SET/AMEND AGENDA**

Motion was made by Jim Detwiler and seconded by Brian Maschino to set the agenda. Vote Yea: Unanimous.

### **APPROVAL OF MINUTES**

Jim Detwiler made a motion to accept the amended minutes, which was seconded by Brian Maschino to approve the March 14, 2016 minutes. Vote was unanimous.

### **COMMUNICATIONS**

Ryan stated Adam Dunn had resigned his position due to taking a commitment with the Boy Scouts, which meets on Monday nights. Mayor Dove will appoint someone to finish his term until October 2016 which will then become an open position to be filled.

### **SITE PLANS**

Ryan read the following request: SP 2016-02: Ed Holmes to construct a 7,225 sq. ft. building on the lot located on Broadway Avenue (between 7945 N. Broadway and 8003 N. Broadway, address to be assigned), Valley Center, KS.

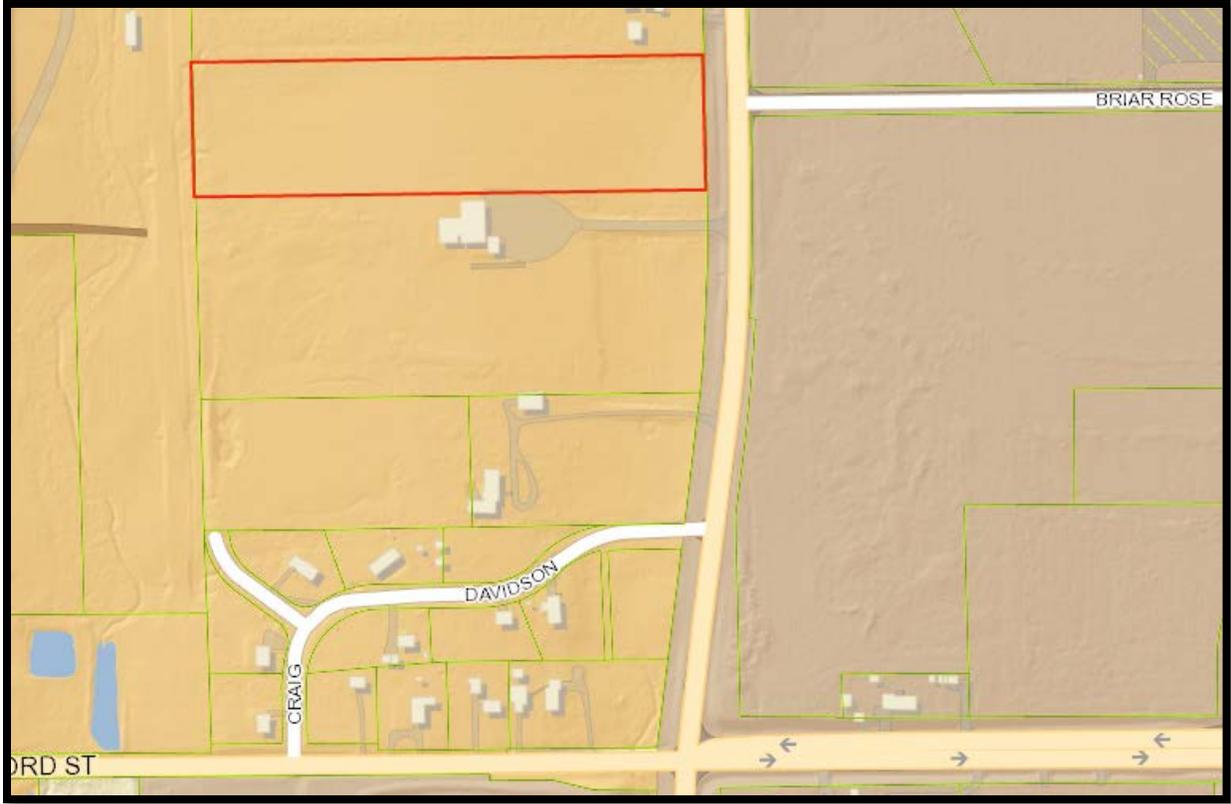
**Date:** June 13, 2016

**To:** Site Plan Committee

**From:** Ryan W. Shrack, Community Development Director

**Applicant:** Ed Holmes

**Location of Site Plan:** This lot is located on the west side of Broadway, in between 7945 N. Broadway and 8003 N. Broadway (address to be assigned at a future date). The lot contains no buildings at this time. It is located across the street from Briar Rose Lane. The following image shows the lot in relation to the surrounding neighborhood:



**Existing Zoning:** I-Industrial District

**Size of Parcel:** 9.57 acres (416,696 sq. ft.). It has 329 feet of frontage along Broadway Ave. on the east side of the property. The lot has a depth of 1,256 feet. The I-Industrial District requires a minimum of 10,000 sq. ft. Site plan meets all bulk regulations required of the zoning district.

**Purpose of Site Plan Application:**

**17.12.05 Site Plan Requirements:**

*Projects which are subject to review by the Site Plan Committee generally are required to meet the following standards:*

- A. *Show the location and dimensions of all right-of-way, easements and setback lines either required by these regulations or by platting or separate instruments.*
  - The proposed building is on one plat and does show the location of all right-of-way, easements and setback lines.
  
- B. *The site plan map generally should be oriented to the north with north arrow and scale plus dimensions and property boundary lines for the zoning lot.*
  - Dimensions are on the Site Plan and the site plan is generally oriented to the north and a

scale is present.

- C. *Topography by contour lines may be required if slopes exceed 5%, buffer berms are used, or a drainage plan is required.*
- Drainage is indicated on the site plan and has been reviewed by the City Engineer and Public Works Director. Drainage indicators are considered okay by city staff.
- D. *Show existing and proposed structures by bulk dimensions plus number of stories, gross floor area and entrances.*
- The developer is showing a building footprint. The structure is single story (with two mezzanine levels located on the north and south sides of the structure) and will have 7,225 square feet. The building will be used as a trucking service center.
- E. *Existing and proposed curb cuts, aisles, off-street parking, loading spaces and walkways, including type of surfacing and number of parking spaces. Delineate the traffic flow with directional arrows and indicate the location of direction signs and other motorist's aids (if any).*
- The site plan shows the proposed parking lot to be located west of the proposed building.
- F. *Location, direction and intensity of proposed lighting. All exterior lighting must be "full-cut-off" light fixtures when located near adjacent residential properties (no light should spill over on adjacent residential parcels)*
- Exterior light fixtures are shown on the site plan. The nearest residential properties are located over 500 feet to the south of this lot and will not be negatively affected by the proposed exterior lighting planned for this site.
- G. *Location and height of all existing (to remain) and proposed signs on the site, the setback dimensions from any sign to property lines, location and routing of electrical supply, surface area of the sign in square feet, size of letters and graphics, description of sign, frame materials and colors.*
- Signs indicated on the site plan are in conformity with city standards.
- H. *If disposal containers will be on the site, indicate how such areas will be fully screened from public view by means of a structure (including swinging doors) constructed with either solid treated lumber walls, cement block (with or without brick), or other materials deemed acceptable. The enclosure must also have the capability of latching the doors in a closed position, or when trash is being picked up, in an open position. Outdoor storage areas may also need to be screened if required by these zoning regulations.*
- The site plan does not show disposal containers as planned.

I. *Vehicular ingress and egress to and from the site and circulation within the site to provide safe, efficient and convenient movement of traffic, not only within the site but on adjacent roadways.*

- Vehicular ingress and egress to and from the site and circulation with the site will be safe, efficient, and convenient.

J. *Site plan provides for the safe movement of pedestrians within the site.*

Proposed building provides for the safe movement of pedestrians around the site.

Ryan Shrack stated an address would be assigned after approval from the Site Plan and Planning Commission. Ryan informed the Site Plan Committee of an adjustment was made to the current drive way due to it not being aligned with Briar Rose Lane and changes were made to meet with current Federal and States requirements. Ryan stated the plans have gone through PEC and Public Works received a thorough review by these departments. Ryan stated Ed Holmes, a representative for the trucking company was present for any questions the committee had.

**STAFF RECOMMENDATION:** Approve site plan application and send to Planning Commission for final approval.

Gene questioned the water drainage from the site; Ryan indicated it would flow to the west. Gene questioned if it would it affect the property to the west. Ryan stated according to KAW Valley, the engineers for this project, stated the retention pond and collection basin meets state standards and the property is not in the floodplain.

Brian asked if it the lighting would be cutoff lighting on the whole property. Ed responded the lighting would just shine on the property. The poles on the north will shine to the south on the trucks parked there. Brian was questioned about the future of the property north and south and if the lighting would be a problem. Ryan stated the property north and south is zoned industrial so there would not be a problem with the lighting shining on residential areas.

Gene questioned if there was screening for dumpsters would be in place. Ryan suggested to Ed Holmes that dumpster should be placed on the west side of the building. Ed stated the west side has a hedge screening to block view of the dumpsters.

Brian questioned if the drive was 45ft wide. Ed stated it was 45ft instead of the standard 30ft, so the trucks could turn in easier and prevent traffic problems.

Jim questioned if there would be any screening, landscaping and what kind of grass would be around the building. Ed stated not at this time, but there will be 20ft concrete aprons with a retention pond in the front and they will be using natural grass around the building.

Brian questioned if Broadway was shared with Park City. Ryan stated the ROW east and west is Park City but since the project is in Valley Center city limits the drive way needs to be aligned with Briar Rose. Valley Center's engineer has reviewed all the plans to make sure they meet state and federal requirements. Ryan stated Park City has been contacted and after approval from Planning Commission Ed will apply for ROW permit from Park City. Brian questioned if there

any need for special left turn signs. Ryan stated the driveway will be aligned so there would be no need for left turn signs.

Brian questioned if the surface of the property is crushed rock. Ed stated the driveway will be crushed concrete then the property will have crushed concrete with super slurry. This provides hard surface under concrete and will prevent pot holes. Ed stated water will run off rapidly with this type of material so that is why there is a retention pond.

Brian questioned if there was a 25ft offset on the north side. Ed stated there is 25ft off the south and 4ft on the north side. Brian questioned would the hay bales be permanent. Ryan stated these are BMP's to be used during construction for erosion control until vegetation has grown. Brian questioned will there be a lagoon for sewage. Ryan stated the document handed to the committee tonight was the current site plan modifications made throughout the review process.

Ed Holmes stated he would be available if the committee had any other questions. Brian thanked Ed Holmes for bringing his business to Valley Center. Ed Holmes stated he grew up here and is helping his brother Sam Holmes and a family friend start the trucking company.

Having considered the recommendation of the Community Development Director, and other factors discussed during the Site Plan Committee meeting, Jim Detwiler, moved to recommend approval of SP 2016-02 and the was seconded by Brian Maschino. Vote was unanimous. These recommendations will be forwarded to the Planning Commission.

SP 2016-03: Magellan Midstream Partners to construct a 684 sq. ft. building on the lot located at 1120 S. Meridian Avenue, Valley Center, KS.

**Date:** June 13, 2016

**To:** Site Plan Committee

**From:** Ryan W. Shrack, Community Development Director

**Applicant:** Magellan Midstream Partners

**Location of Site Plan:** This lot is located at 1120 S. Meridian Ave, Valley Center, KS. The lot contains the Magellan Midstream Partners Valley Center Terminal at this time, with a proposal to build a 684 square foot structure to serve as a control building for the terminal. Work is already underway on other improvements to the site that have gone through both state and federal review and are compliant with all current design and environmental standards. The following images show the overall construction site and the location of the proposed control building on the site:





north side. The I Industrial District requires a minimum of 10,000 sq. ft. Site plan meets all bulk regulations required of the zoning district.

**Purpose of Site Plan Application:**

**17.12.05 Site Plan Requirements:**

*Projects which are subject to review by the Site Plan Committee generally are required to meet the following standards:*

- I. *Show the location and dimensions of all right-of-way, easements and setback lines either required by these regulations or by platting or separate instruments.*
  - The proposed building is on one plat and does show the location of all right-of-way, easements and setback lines.
- J. *The site plan map generally should be oriented to the north with north arrow and scale plus dimensions and property boundary lines for the zoning lot.*
  - Dimensions are on the Site Plan and the site plan is generally oriented to the north and a scale is present.
- K. *Topography by contour lines may be required if slopes exceed 5%, buffer berms are used, or a drainage plan is required.*
  - Drainage is indicated on the site plan and has been reviewed by the City Engineer and Public Works Director. Drainage indicators are considered okay by city staff.
- L. *Show existing and proposed structures by bulk dimensions plus number of stories, gross floor area and entrances.*
  - The developer is showing a building footprint. The structure is single story and will have 684 square feet. The building will contain
- M. *Existing and proposed curb cuts, aisles, off-street parking, loading spaces and walkways, including type of surfacing and number of parking spaces. Delineate the traffic flow with directional arrows and indicate the location of direction signs and other motorist's aids (if any).*
  - The site plan shows existing parking lot east of the proposed building. The construction of this proposed building will add new pavement to the existing parking lot, but not add any new parking spaces.
- N. *Location, direction and intensity of proposed lighting. All exterior lighting must be "full-cut-off" light fixtures when located near adjacent residential properties (no light should spill over on adjacent residential parcels)*

- No exterior light fixtures are shown on the site plan.
- O. *Location and height of all existing (to remain) and proposed signs on the site, the setback dimensions from any sign to property lines, location and routing of electrical supply, surface area of the sign in square feet, size of letters and graphics, description of sign, frame materials and colors.*
- No proposed signs are indicated on site plan.
- P. *If disposal containers will be on the site, indicate how such areas will be fully screened from public view by means of a structure (including swinging doors) constructed with either solid treated lumber walls, cement block (with or without brick), or other materials deemed acceptable. The enclosure must also have the capability of latching the doors in a closed position, or when trash is being picked up, in an open position. Outdoor storage areas may also need to be screened if required by these zoning regulations.*
- The site plan does not show disposal containers as planned.
- K. *Vehicular ingress and egress to and from the site and circulation within the site to provide safe, efficient and convenient movement of traffic, not only within the site but on adjacent roadways.*
- Vehicular ingress and egress to and from the site and circulation with the site would not be altered by construction of the proposed building.
- L. *Site plan provides for the safe movement of pedestrians within the site.*
- Proposed building provides for the safe movement of pedestrians around the site along existing sidewalks. The general public does not have access to this site as it is a controlled fuel terminal and not open to the general public.

**STAFF RECOMMENDATION:** Approve site plan application and send to Planning Commission for final approval.

Ryan indicated this is a small part of a bigger project Magellan Midstream is doing at the location. Warren was still here when Magellan started upgrading their lines and making plans for additions. Magellan indicated they were told they would not need to Site Plan or Planning Commission and about two months ago the expansion was brought to city's attention. A control room/office along with additional trucking stations was being added. It was determined most of the expansion would need to be approved by the EPA except for the control/office building. The plans have been reviewed by Public Works and the City Engineer. There is a foundation and walls already with some rough in plumbing but no electrical. Per Magellan they thought they had a permit already, but it was the site plan review permit Sedgwick County had set up. Per Sedgwick County there was problem in the system to make Magellan think they had a permit and apologized for the error. There has been inspection on foundation and the rough in plumbing but MABCD has placed a stop work order on the project. Josh was not able to come this evening due

to a pipeline issue he need to handle but will be at the planning commission meeting next Tuesday. He did apologize for not being there and thought he had paid all permit fees. The whole project has been approved by EPA but the office/control room needs approval from the Site Plan committee.

Gene stated whatever has been done is most likely acceptable due to restrictions set by EPA.

Ryan stated no more work will be done until approval from Site and Planning committees and then a building permit will be obtained.

Brian don't like the idea site plan does not show plans disposal containers either it has them or make a statement they will be in compliance.

Gene questioned where Meridian was to the expansion. Ryan showed Gene on the plans where meridian was located.

Gene asked if all the other notes on the drawings were approved already. Ryan stated the City received plans from Magellan for the whole project but very little on the control/office. Brian stated if most of this project was approved by EPA and could the information being presented have stated what items have been approved by the EPA.

Having considered the recommendation of the Community Development Director, and other factors discussed during the Site Plan Committee meeting, Jim Detwiler moved to approve SP 2016-03 and seconded by Brian Maschino. Vote was unanimous.

These recommendations will be forwarded to the Planning Commission.

**UNFINISHED BUSINESS – None**

**ITEMS BY SITE PLAN COMMITTEE MEMBERS -**

None

**ADJOURNMENT**

Jim Detwiler made a motion and Brian Maschino seconded it to adjourn the meeting at 7:52 p.m.

Respectfully submitted,

/Ryan Shrack

Ryan Shrack, Recording Secretary fp