

**SITE PLAN COMMITTEE MINUTES**

7:00 P.M. SEPTEMBER 12, 2016

**CALL MEETING TO ORDER**

The meeting was called to order at 7:01 p.m.

The following members present: Chairperson Gene Sharp, Don Bosken, and Don Keenan

Committee Members absent: Jim Detwiler and Brian Maschino

Staff Present: Ryan Shrack, Community Development Director

Those present in the audience: Scott Servis and Ron Lee

**SET/AMEND AGENDA**

Motion was made by Don Bosken and seconded by Don Keenan to set the agenda. Vote Yea: Unanimous.

**APPROVAL OF MINUTES**

Don Bosken made a motion to accept the minutes, which was seconded by Don Keenan to approve the June 13, 2016 minutes. Vote was unanimous.

**COMMUNICATIONS**

Ryan and Chairperson Gene Sharp welcomed Don Keenan to the Site Plan Committee and thanked him for his willingness to serve the community. Ryan also relayed to the group that Fernetta Phillips is no longer working for the City and has taken a position with a company in Wichita. A new person will be hired to fill the role in the near future.

**SITE PLANS**

Ryan read the following request: SP 2016-04: SKM Enterprises, who is petitioning to build a 4,125 square foot building to be constructed on the lot located at 7945 N. Broadway Avenue, Valley Center, KS 67147.

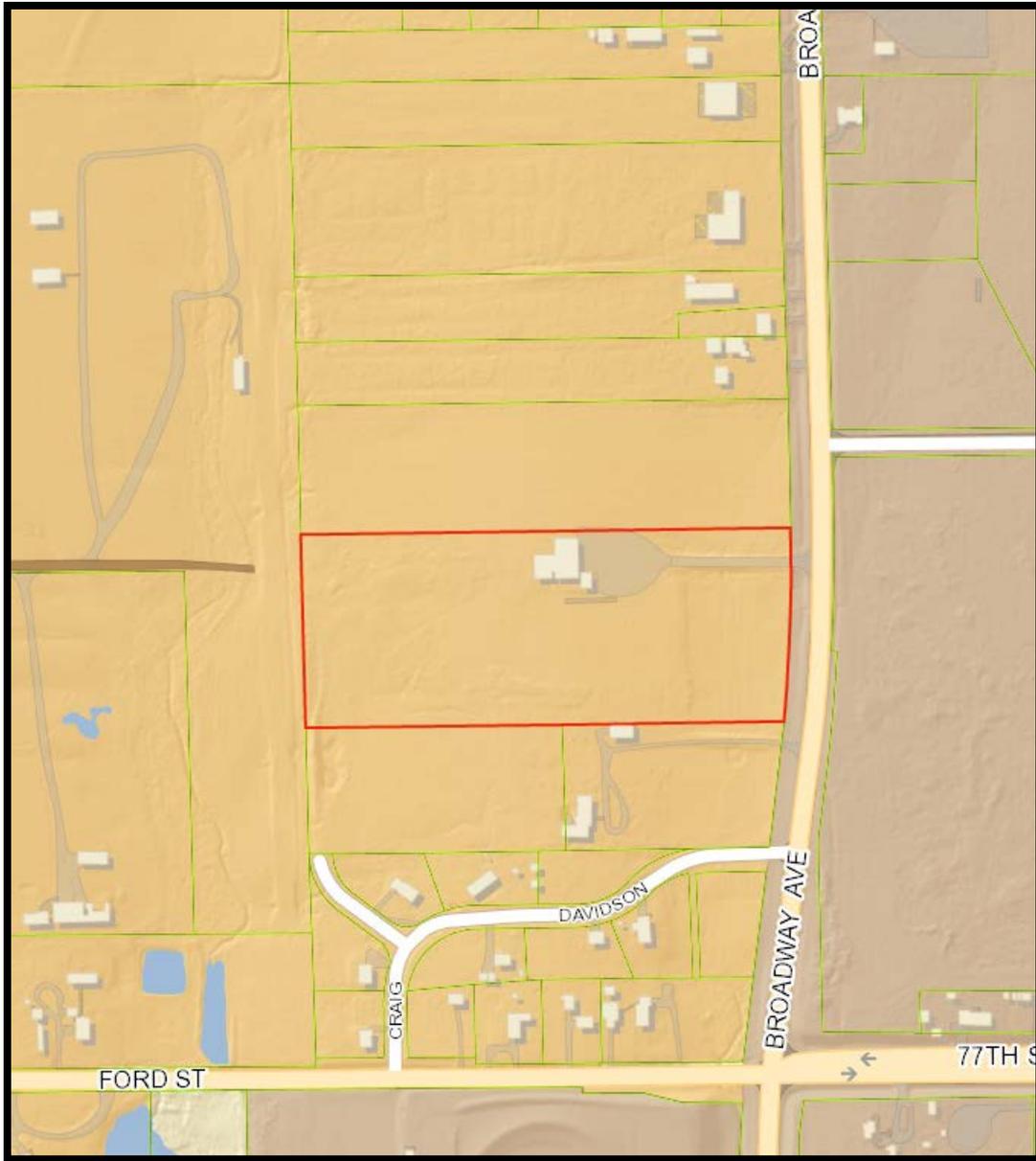
**Date:** September 12, 2016

**To:** Site Plan Committee

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

**Applicant:** SKM Enterprises, LLC

**Location of Site Plan:** This lot is located at 7945 N. Broadway Avenue. The lot contains one building. The proposed building will be constructed on the east side of the property. The following image shows the lot in relation to the surrounding neighborhood:



**Existing Zoning:** I-Industrial District

**Size of Parcel:** 14.21 acres (618,784.64 sq. ft.). It has 498 feet of frontage along Broadway Ave. on the east side of the property. The lot has a depth of 1,254 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. Revisions have been made to the proposed plan per the request of the City Engineer.
- 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 and will have 4,125 square feet. The building will be used as an office facility for the company. The existing building that is on the lot will be used as a warehouse to store equipment.
- 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 to the north and east of the proposed building. It will contain 35 parking spaces. Walkways conform to given standards and traffic flow has been indicated throughout the site plan and curb cuts are noted. No directional signage will be posted.
- 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)*
- No exterior light fixtures are shown on the site plan.
- 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.

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

Gene asked about the detention pond that is shown on the site plan near the new building to be constructed. Scott Servis, with Kaw Valley Engineering, stated that the water will flow towards the detention pond. Runoff from the parking lot will flow into the ditch located behind the proposed building.

Gene asked about exterior lighting on site and Scott Servis stated that there will be some near the warehouse as well as on the exterior of the new building. It will be added to the site plan and building plans. Don Keenan asked about parking and wanted to make sure it will be adequate for the number of employees working at the facility. Ron Lee, who represents the applicant, stated that the total number of new employees at the facility will be around 60. The parking lot will supply the appropriate amount of handicapped accessible parking spaces as required by local and federal standards.

A question was asked regarding trash. It is proposed that trash receptacles will be placed on the west side of the proposed building. Any type of screening that is necessary will be erected.

Don Keenan asked about the surface between the proposed building and the existing building. The surface between the two structures will be covered with AB3 rock, which will connect with concrete sidewalk/parking lots constructed by both buildings. A question was asked if it was necessary to put up a fence around the detention pond. It was indicated by city staff that this is not a requirement.

The applicant does not plan on adding any new trees to the site. The Utility Plan for the site is still being finalized and should be completed before the Planning Commission meeting that will take place later in the month. The internal city staff review team is okay with proceeding with the site plan review and approval as long as the plan is submitted before a building permit application is submitted to the City of Valley Center. Don Keenan asked if power lines brought into the site will be overhead or buried. Ron Lee indicated that they will most likely be buried.

**UNFINISHED BUSINESS** – None

**ITEMS BY SITE PLAN COMMITTEE MEMBERS** – Don Bosken asked if it would be alright to receive agendas, minutes, plans, etc. via digital format. The committee members discussed this and it was decided that all agendas, minutes, reports, etc. will be emailed to the members of the committee. All communications will be sent via email. Jim Detwiler will still receive all information via paper copies in the mail.

**ADJOURNMENT**

Don Bosken made a motion and Don Keenan seconded the motion to adjourn the meeting at 7:26 p.m.

Respectfully submitted,

/Ryan Shrack

Ryan Shrack, Recording Secretary