

SITE PLAN COMMITTEE MINUTES

7:00 P.M. APRIL 17, 2017

CALL MEETING TO ORDER

The meeting was called to order at 7:00 p.m.

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

Committee Members absent: None

Staff Present: Ryan Shrack, Community Development Director and Katrina Rubenich, Community Development Assistant

Those present in the audience: Bill Johnson

SET/AMEND AGENDA

Motion was made by Jim Detwiler and seconded by Don Bosken 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 September 12, 2016 minutes. Vote was unanimous.

COMMUNICATIONS

None

SITE PLANS

- A. Ryan read the following request: SP 2017-01: Safarik Tool Co. to construct a 12,138 sq. ft. building on the lot located at 400 W. Clay Street, Valley Center, KS.

Date: April 14, 2017

To: Site Plan Committee

From: Ryan W. Shrack, Community Development Director

Applicant: Safarik Tool Co.

Location of Site Plan: This lot is located at 400 W. Clay Street. The lot contains one building. The proposed building will be constructed on the northwest side of the property. The following image shows the lot in relation to the surrounding area:



Existing Zoning: I-Industrial District

Size of Parcel: 2.08 acres (90,705.89 sq. ft.). This is the acreage for the lot that the existing building sits on (400 W. Clay Street), as well as the lot to the west, which Safarik Took Co. also owns. A portion of the proposed building addition will sit on this lot. The I-Industrial Zoning District requires a minimum of 10,000 sq. ft. to construct a building. The submitted 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 (Valley Center Industrial Park 2nd Addition 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 the building footprint. The building addition is single story and will have a peak height of 38 feet. This addition will add 12,138 square feet to the existing building. The building will be used as factory space for the company.
- 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 existing concrete parking lot, along with an additional parking area to be constructed in a future phase of development. The existing parking lot has 8 parking stalls, 1 of which is designated handicapped parking only. Safarik Tool Co. has a temporary agreement with the City of Valley Center that allows the company to use the street right-of-way to the east of the existing building for parking. 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.*
- No exterior signs are proposed for this project.
- 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. Safarik Took Co. currently has two dumpsters that are located to the east of the existing building. Once construction is completed, these dumpsters will be moved to the north side of the building and no longer be visible from the public view.
- 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 within 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 per the recommendation of city staff and the Site Plan Review Committee.

Don Bosken asked how the drainage is being contained. Ryan stated that he believes that it is flowing from the site towards Clay Street. Ryan also stated that the City's engineer, Josh, is working with the builder to make sure this is revised to code. Gene asked about screening for the dumpster and Ryan stated that the dumpsters will be moved to the north of the building and there will be no screening needed. Gene asked about additional shrubs on the front of the building. Ryan answered that there will be none as most of the front is paved or covered with gravel. Jim clarified that they do have a couple of small trees and Ryan confirmed this. Gene asked if the roof of the addition would cover part of the existing structure. Bill Johnson stated it would to the back of the ridge. Ryan stated that A2.1 shows all the elevations. Don Keenan asked about the gutters and if they would daylight the downspouts and Bill Johnson confirmed.

Ryan stated that Safarik Tool understands that what is up for approval now is just for this addition and any other future additions will have to go through the site planning process again. Gene Sharp asked if the two drainage inlets on the west property line are not yet there, Ryan confirmed that they would be new. Gene Sharp asked if there were any more questions.

Jim Detwiler made a motion to recommend approval of SP 2017-01 to the Planning Commission, which was seconded by Don Bosken. Vote Yea: Unanimous.

UNFINISHED BUSINESS — None

NEW BUSINESS — Ryan mentioned that the City Administrator, Scott Hildebrand, is still proposing changes to the Site Plan Review process and that it will go before City Council at the next meeting and will keep everyone informed about their decision. Chairperson Gene Sharp asked Ryan to introduce Katrina Rubenich to the committee. Ryan informed the committee about the Community Development department taking on inspections and about the City's new Housing Incentive Program.

ITEMS BY SITE PLAN COMMITTEE MEMBERS — Gene Sharp asked if members of the committee could come to the City Council meeting to voice their opinion about the Site Plan Review process change. Ryan assured him that it is a public meeting and anyone is able to sign up to speak before the council. Ryan answered some other questions about why the process is being changed and some of the other steps in the building process.

Don Keenan asked about the fire hydrant that was originally on the plans and Ryan stated that they decided to remove it and it would not be put in.

ADJOURNMENT

Don Bosken made a motion and Jim Detwiler seconded the motion to adjourn the meeting at 7:39 p.m.

Respectfully submitted,

/Ryan Shrack
Ryan Shrack, Recording Secretary KSR