



## PLANNING AND ZONING BOARD MEETING AGENDA

Tuesday, February 28, 2023

7:00 PM

*THE PLANNING AND ZONING BOARD SHALL HOLD ITS REGULAR MEETING IN THE COUNCIL CHAMBER IN THE CITY HALL, LOCATED AT 121 S. MERIDIAN AVE., BEGINNING AT 7:00 P.M. (MEETING WILL ALSO BE BROADCASTED ON CITY'S YOUTUBE CHANNEL AND/OR COX PUBLIC ACCESS CHANNEL 7)*

### A. CALL TO ORDER THE PLANNING AND ZONING BOARD

### B. PLEDGE OF ALLEGIANCE

### C. ROLL CALL

___ Gary Janzen	___ Rick Shellenbarger	___ Toby Meadows
___ Paul Spranger	___ Scot Phillips	
___ Brian Shelton	___ Steve Conway	

### D. SET/AMEND AGENDA

Motion made by (\_\_\_\_\_). Seconded by (\_\_\_\_\_). For\_\_\_ Against\_\_\_

### E. APPROVAL OF DRAFT MINUTES

January 24, 2023 DRAFT meeting minutes

Motion made by (\_\_\_\_\_). Seconded by (\_\_\_\_\_). For\_\_\_ Against\_\_\_

### F. COMMUNICATIONS

### G. PUBLIC HEARINGS BEFORE THE PLANNING AND ZONING BOARD

1. Review of LS-2023-01, application of the City of Valley Center, KS, pursuant to City Code 16.09.01, who is petitioning for a lot split involving the splitting of property the petitioner will be purchasing and having the owner's consent, this property currently addressed as 9014 N. Meridian Ave., Valley Center, KS 67147.

- Chairperson opens hearing for comments from the public: TIME\_\_\_\_\_
- Chairperson closes public hearing: TIME\_\_\_\_\_

RECOMMENDED MOTION: Based on the City Staff recommendations, public comments, and discussion by the Planning and Zoning Board, I \_\_\_\_\_ make a motion to (**approve**, **deny**, or **table**) LS-2023-01. Seconded by \_\_\_\_\_. For\_\_\_ Against\_\_\_

2. Review of LS-2023-02, application of Gaylan Nett, pursuant to City Code 16.09.01, who is petitioning for a lot split involving the splitting of property the petitioner owns, which is currently addressed as 2116 E. Ford St., Valley Center, KS 67147.

- Chairperson opens hearing for comments from the public: TIME\_\_\_\_\_

- Chairperson closes public hearing: TIME\_\_\_\_\_

RECOMMENDED MOTION: Based on the City Staff recommendations, public comments, and discussion by the Planning and Zoning Board, I \_\_\_\_\_ make a motion to (**approve**, **deny**, or **table**) LS-2023-02. Seconded by\_\_\_\_\_. For\_\_\_ Against\_\_\_

## **H. OLD/UNFINISHED BUSINESS**

## **I. NEW BUSINESS**

## **J. STAFF REPORTS**

## **K. ITEMS BY PLANNING AND ZONING BOARD MEMBERS:**

___ Gary Janzen	___ Rick Shellenbarger	___ Toby Meadows
___ Paul Spranger	___ Scot Phillips	
___ Brian Shelton	___ Steve Conway	

## **L. ADJOURNMENT OF THE PLANNING AND ZONING BOARD**

Motion made by \_\_\_\_\_. Seconded by \_\_\_\_\_. For\_\_\_ Against\_\_\_

**Note to Planning and Zoning Board Members: If you are unable to attend this meeting, please contact Ryan Shrack (316-755-7320) prior to the meeting.**

*All items listed on this agenda are potential action items unless otherwise noted. The agenda may be modified or changed at the meeting without prior notice. At anytime during the regular Planning and Zoning Board meeting, the Planning and Zoning Board may meet in executive session for consultation concerning cases to be deliberated. This is an open meeting, open to the public, subject to the Kansas Open Meetings Act (KOMA). The City of Valley Center is committed to providing reasonable accommodations for persons with disabilities upon request of the individual. Individuals with disabilities requiring an accommodation to attend the meeting should contact the Community Development Department in a timely manner, at [communitydevelopment@valleycenterks.org](mailto:communitydevelopment@valleycenterks.org) or by phone at (316)755-7320. For additional information on any item on the agenda, please visit [www.valleycenterks.org](http://www.valleycenterks.org) or call (316) 755-7320.*

**PLANNING AND ZONING BOARD MEETING MINUTES**  
**CITY OF VALLEY CENTER, KANSAS**

Tuesday, January 24, 2023

7:00 P.M.

**CALL TO ORDER:** Chairperson Janzen called the meeting to order at 7:02 P.M. with the following members present: Scot Phillips, Paul Spranger, Rick Shellenbarger, and Steve Conway

**Members Absent:** Brian Shelton and Toby Meadows

**City Staff Present:** Brent Clark, Ryan Shrack, and Brittney Ortega

**Audience:** none

**AGENDA:** A motion was made by Chairperson Janzen and seconded by Board Member Shellenbarger to set the agenda. Motion passed unanimously.

**APPROVAL OF DRAFT MINUTES:** Chairperson Janzen made a motion to approve the August 23, 2022, meeting minutes. The motion was seconded by Vice Chairperson Spranger. Motion passed unanimously.

**COMMUNICATIONS:** None

**PUBLIC HEARINGS BEFORE THE PLANNING AND ZONING BOARD:**

1. Review of RZ-2023-01, application of Jose Marquez, pursuant to City Code 17.11, who is petitioning for a rezoning of land that is currently zoned RR-1, which is the City's designation for a suburban residential district, to R-1B, which is the City's designations for a single-family residential district. The property is known as the Arbor Valley subdivision and is located north of Ford Street and west of Craig Street, Valley Center, KS 67147.

Chairperson Janzen opened the hearing for comments from the public: 7:05 PM

R. Shrack gave a summary of his report with the board. This will still maintain a single-family status. This rezoning will allow for additional buildable space. This subdivision will be using advance wastewater systems. These systems take up a significant amount of space especially where the lateral fields are. That space must remain open. Nothing can be built on top of this area. Allowing this rezoning will reduce the building setbacks which will allow for a larger buildable space for the future homeowners. R. Shrack did receive one phone call from the public in response to the public notices that were sent out. This call was not in opposition but looking for clarification. Chairperson Janzen inquired about reasoning for standard setbacks. R. Shrack responded that building setbacks go in part to health and safety but also to aesthetics and the overall look of the neighborhood. Vice Chairperson Spranger inquired about these lots being in or above the floodplain. R. Shrack informed the board that these lots are all in Zone X and not in or near the floodplain.

Chairperson Janzen closed the hearing for comments from the public: 7:10 PM

Based on the City Staff recommendations, public comments, and discussion by the Planning and Zoning Board, Chairperson Janzen made a motion to approve RZ-2023-01. Motion was seconded by Vice Chairperson Spranger. The vote was unanimous.

1. Review of RZ-2023-02, application of Jose Marquez, pursuant to City Code 17.11, who is petitioning for a rezoning of land that is currently zoned RR-1, which is the City's designation for a suburban residential district, to R-1B, which is the City's 2 designations for a single-family residential district. The property is known as the Marquez Acres subdivision and is located north of Ford Street and west of 2850 E. Ford Street, Valley Center, KS 67147.

Chairperson Janzen opened the hearing for comments from the public: 7:11PM

R. Shrack gave a summary of his staff report. This area was platted back in 2020 and is four residential lots. This request is the same as the first application that was reviewed. This will allow for more buildable space for the future homeowners. These four lots will utilize a public water line and use the advance wastewater system. R. Shrack also informed the board that these lots are also in Zone X on the floodplain maps.

Chairperson Janzen closed the hearing for comments from the public: 7:13 PM

Based on the City Staff recommendations, public comments, and discussion by the Planning and Zoning Board, Chairperson Janzen made a motion to approve RZ-2023-02. Motion was seconded by Board Member Shellenbarger. The vote was unanimous.

**OLD OR UNFINISHED BUSINESS:** None

**NEW BUSINESS:** None

**STAFF REPORTS:** City Administrator Brent Clark gave an update on the new pool and rec. facility. The sales tax that was passed in 2020 began being collected in April of 2021. The dollar amount that was collected surpassed the estimated amount. This has allowed for the project to grow. Consultants, engineers, a construction company, and architects were hired in May/June of 2022 to being the next phase. Lions Park was included in that process as well. The existing outdoor pool renovation has not changed, and that renovation is currently underway. City Council approved a \$900,000.00 renovation that will include but not limited to a new guttering system, shade structures, additional seating, deck panel replacement as well as expanding some decking. Lions Park pool is set to open in May as usual. The property north of the middle school that was purchased by the City is an ideal site for the new building. There is plenty of space to grow and expand along with the community. Site designs are in the process of being finalized. A community survey will be out showing renderings of the of the building along with questions for the public to answer and give feedback. Clark also explained that with the location and the partnership with the school the existing parking lot and new parking lot will be tied together creating an additional 200 parking stalls. Vice Chairperson Spranger requested an update on streets and thoroughfares for 2023. B. Clark gave updates on Ford St., Seneca St., Meridian Ave, and the intersection of Dexter and Ford.

R. Shrack reminded the board of the next meeting on February 28, 2023.

**ITEMS BY PLANNING AND ZONING BOARD MEMBERS:**

Gary Janzen-none

Paul Spranger-none

Brian Shelton-absent  
Rick Shellenbarger-none  
Scot Phillips-none  
Steve Conway-none  
Toby Meadows-absent

**ADJOURNMENT OF THE PLANNING AND ZONING BOARD MEETING:** At 7:47 P.M., a motion was made by Vice Chairperson Spranger to adjourn and seconded by Board Member Phillips. Vote was unanimous and the meeting was adjourned.

Respectfully submitted,

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/s/ Ryan Shrack, Community Development Director

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Gary Janzen, Chairperson



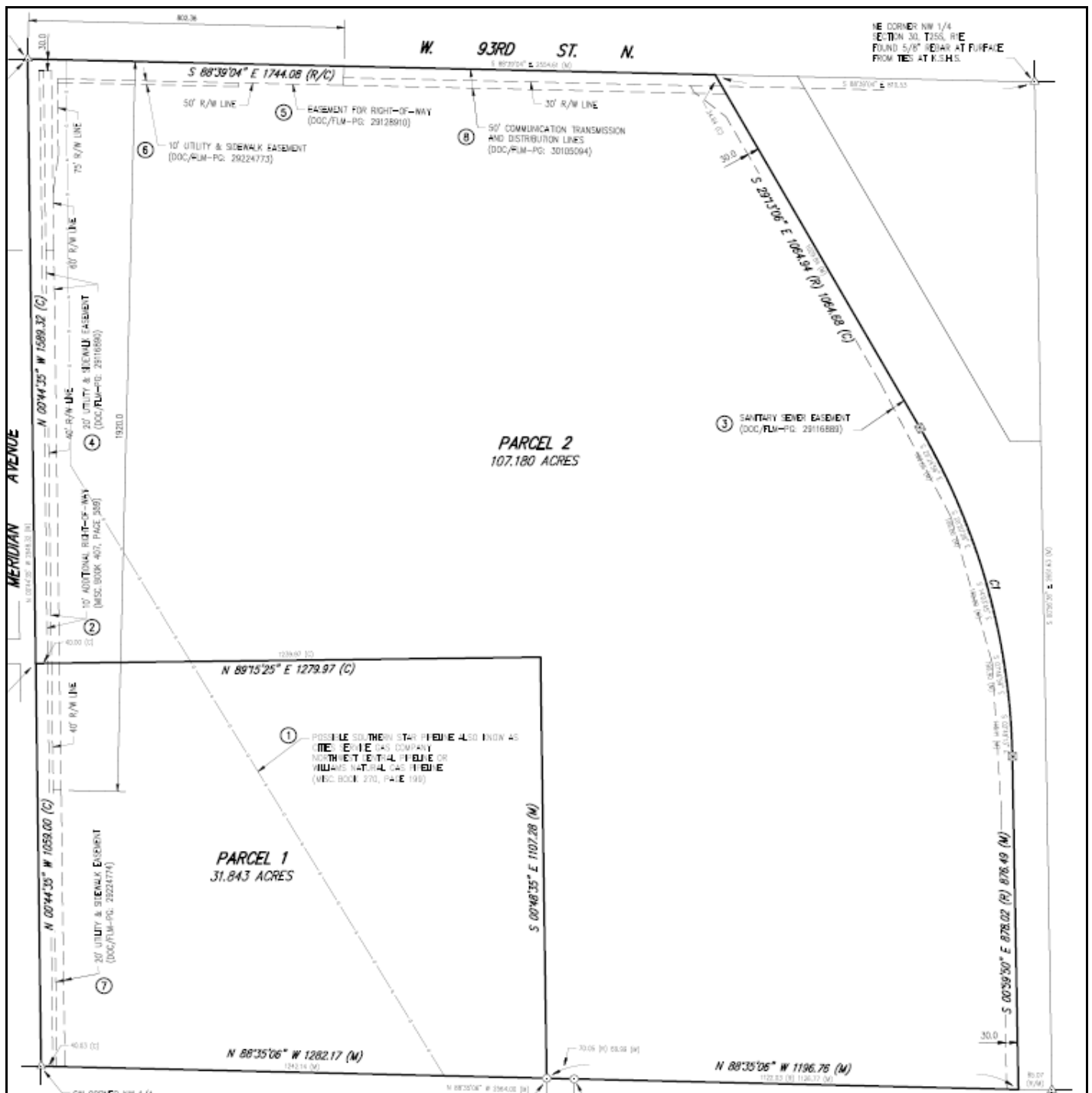
**Date:** February 21, 2023

**To:** City of Valley Center Planning and Zoning Board

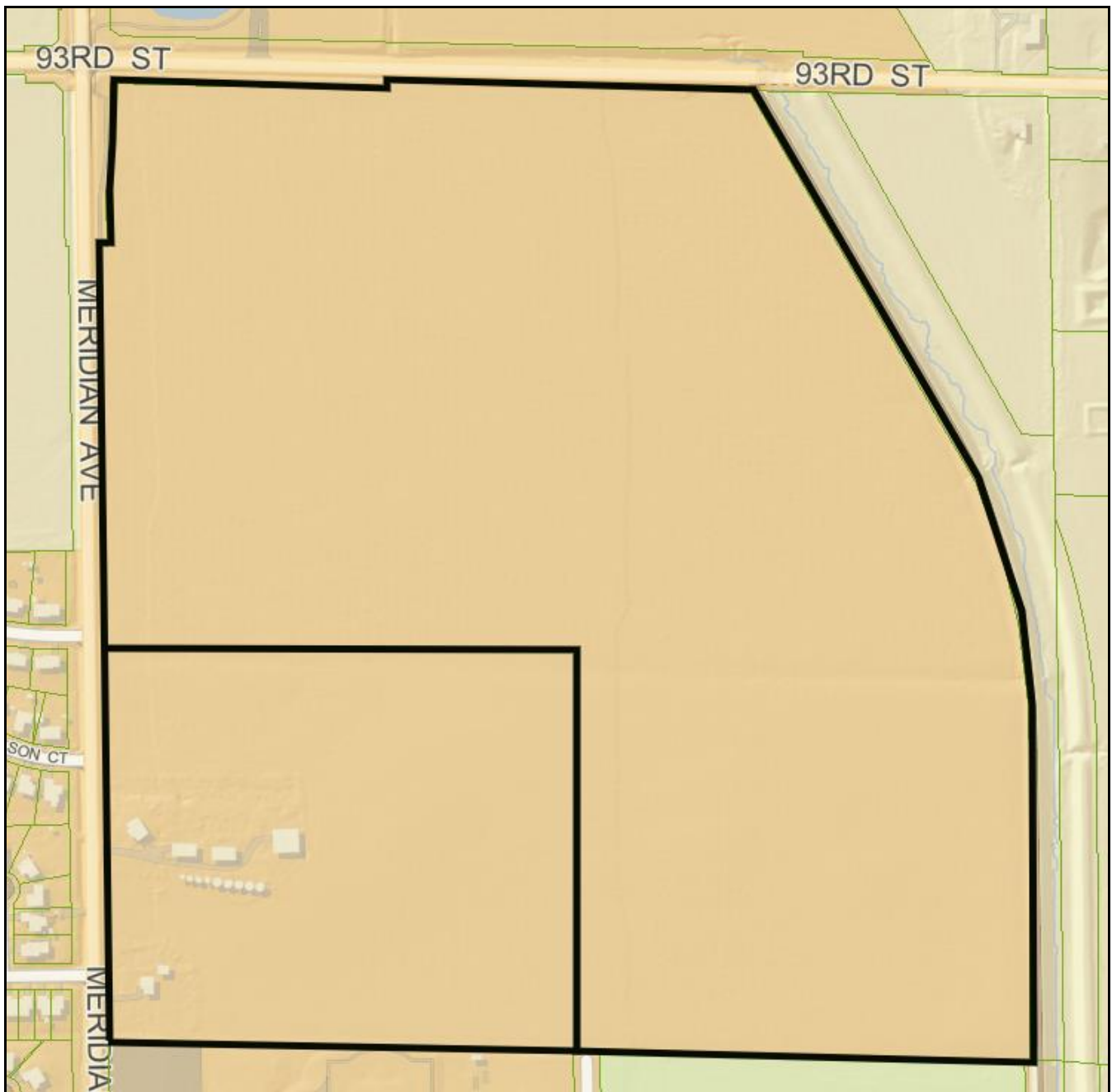
**From:** Ryan W. Shrack, *Community Development Director*

**RE:** Lot Split Application (LS-2023-01)

**Petition:** The City of Valley Center, KS, is petitioning for a lot split to divide the parcel of land located at 9014 N. Meridian Ave., Valley Center, KS 67147, into two lots as shown in the image below:



**Existing Lot with Proposed New Lot Lines (approximate boundaries in black):**

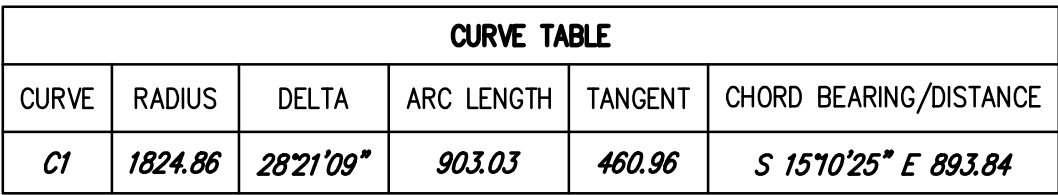


**Staff Review Comments:**

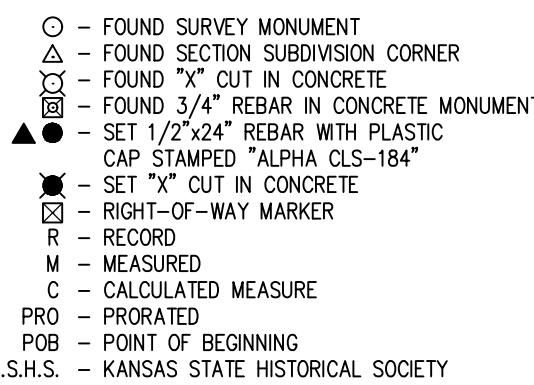
Currently, the lot in question is mainly used for agricultural purposes with some residential and agricultural buildings that are being demolished. The land is zoned RR-1 (Suburban Residential District) and was annexed into the City of Valley Center last year. Upon approval of this lot split, the applicant intends to purchase Parcel 1, which will be the future location of the new aquatic and recreation center. Parcel 2 will be developed into a new subdivision with planned residential and commercial uses. There will be platting and rezoning applications submitted for review later this year. The completed lot split survey document is attached to the end of this staff report.

A public notice was sent out to all adjacent property owners and a public notice was published in *The Ark Valley News*. To date, no responses have been received regarding the proposed lot split. Any responses received after this report's creation will be shared with the board during the February 28, 2023 meeting.

**City staff recommends approval of this lot split application.**



A circular professional seal for a land surveyor. The outer ring contains the text "LLOYD P. DORZWEILER" at the top and "KANSAS LAND SURVEYOR" at the bottom. Inside this ring, the word "LICENSED" is at the top and the number "885" is in the center. The seal is surrounded by a decorative border of small dots.



CURVE TABLE					
CURVE	RADIUS	DELTA	ARC LENGTH	TANGENT	CHORD BEARING/DISTANCE
<i>C1</i>	<i>1824.86</i>	<i>28°21'09"</i>	<i>903.03</i>	<i>460.96</i>	<i>S 15°10'25" E 893.84</i>

*CITY OF VALLEY CENTER*

SURVEY TYPE: *LOT SPLIT*

**Alpha Land Surveys, Inc.**  
102 EAST 4TH AVENUE

HUTCHINSON, KANSAS 67501  
PH: (620) 728-0012 FAX: (620) 728-0413

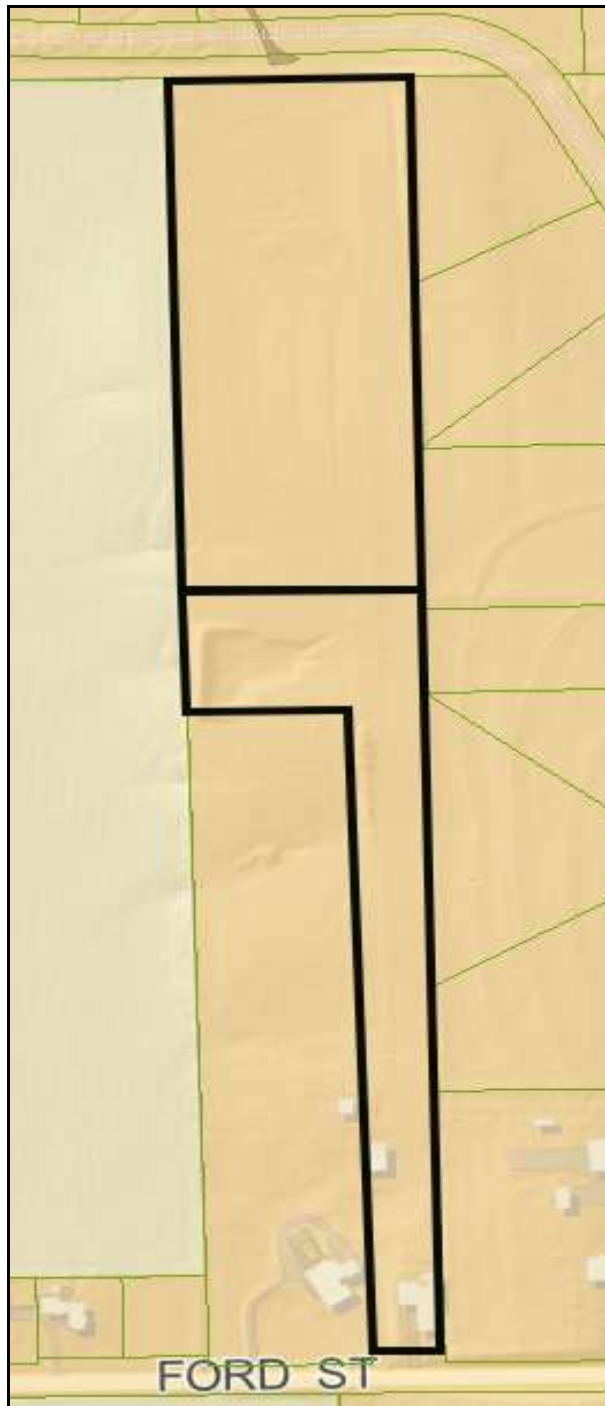
SURVEY DATE: 12/16/2022 PLOT DATE: 01/25/2022

DRAWN BY: RDB	PROJ. NO.: 220280B
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CHECKED BY: LPD	SHEET 1 OF 1
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**Existing Lot with Proposed New Lot Lines (approximate boundaries in black):**



**Staff Review Comments:**

Currently, the lot in question consists of one, single-family residence. All existing buildings and utility infrastructure will remain on the same lot. The land is zoned RR-1 (Suburban Residential District). The applicant's request letter and completed lot split survey document are attached to the end of this staff report. As noted in the applicant's letter, the intent is to sell Parcel A and develop Parcel B into a new residential development area in conjunction with Cedar Ridge Estates. A thirty (30) ft. access easement is being created for Parcel B so that it doesn't become a landlocked lot.

A public notice was sent out to all adjacent property owners and a public notice was published in *The Ark Valley News*. To date, no responses have been received regarding the proposed lot split. Any responses received after this report's creation will be shared with the board during the February 28, 2023 meeting.

**City staff recommends approval of this lot split application.**

**Applicant's Letter**

**LETTER OF INTENT**

I, Gaylan Nett, Member of VCRC, LLC, owner of 2116 E Ford Street, Valley Center, Sedgwick County, Kansas, do hereby certify that the reason for the Lot Split for 2116 E Ford Street is to sell off approximately the south 5.8 acres with the house and the outbuildings along with the pond and to retain and develop the north 10 acres. Splitting off the north 10 acres will landlock said parcel and this is the reason for the 30-foot Access Easement to the north in Reserve "B". Future plans are to include this parcel as part of the replat process of a portion of Cedar Ridge Estates, Valley Center, Sedgwick County, Kansas:

As a result of the above-mentioned intent for the two parcels.

Signed this 30<sup>th</sup> day of January, 2023.

  
Gaylan Nett, Member

VCRC, L.L.C.

CERTIFICATE OF LOT SPLIT APPROVAL

STATE OF KANSAS )  
 ) SS  
CITY OF VALLEY CENTER )

I hereby certify that this lot split has been examined by the Valley Center City Planning Commission and found to comply with the Subdivision Regulations of the City of Valley Center, Kansas, and is therefore, approved for recording.

Date Signed \_\_\_\_\_, 2023

\_\_\_\_\_ Chairperson

STATE OF KANSAS )  
 ) SS  
CITY OF VALLEY CENTER )

The foregoing instrument was acknowledged before this \_\_\_\_\_, day of \_\_\_\_\_, 2023  
by \_\_\_\_\_.

\_\_\_\_\_ Notary Public

My appointment expires: \_\_\_\_\_.

LEGAL DESCRIPTIONS:

PARCEL "A":

Commencing at the Southeast Corner of the West Half of the Southwest Quarter of Section 32, Township 25 South, Range 1 East of the Sixth Principal Meridian, Sedgwick County, Kansas; thence N 1°33'46" W along the East line of said West Half a distance of 50.00 feet to a Point of Beginning; thence S 89°05'54" W parallel with the South line of said Southwest Quarter a distance of 138.37 feet; thence N 1°33'46" W parallel with the East Line of said West Half a distance of 1233.62 feet; thence S 89°05'54" W a distance of 271.50 feet; thence N 1°33'46" W parallel with said East Line of a distance of 203.96 feet; thence N 89°05'54" E parallel with said South Line a distance of 409.87 feet to said East Line of said West Half of said Southwest Quarter; thence S 1°33'46" E along said East Line a distance of 1437.59 feet to the Point of Beginning. *Written by Randall L. Elkins PS-1294, on January 30, 2023.*

PARCEL "B":

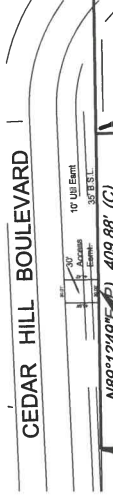
Commencing at the Southeast Corner of the West Half of the Southwest Quarter of Section 32, Township 25 South, Range 1 East of the Sixth Principal Meridian; thence N 1°33'46" W along the East Line of said West Half a distance of 1487.59 feet to a Point of Beginning; thence S 89°05'54" W parallel with the South line of said Southwest Quarter a distance of 409.87 feet; thence N 1°33'46" W parallel with the East Line of said West Half a distance of 1063.68 feet to the North Line of said Southwest Quarter, said Line also being the South Line of Reserve "B" as platted in Cedar Ridge Estates, Valley Center, Kansas; thence N 89°12'49" E along said North Line a distance of 409.88 feet to the Northeast Corner of said West Half; thence S 1°33'46" E along said East Line a distance of 1062.85 feet to the Point of Beginning. *Written by Randall L. Elkins PS-1294, on January 30, 2023.*





LOT SPLIT

Valley Center, Sedgwick County, Kansas



30.01'	30'	Access
48.58'	44.42'	Esmt.
30.00'		

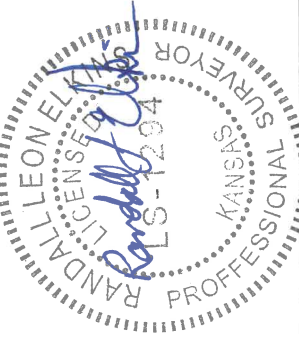
Access Easement by Separate Instrument

Parcel "A"

Legal Description on page 1  
Square Feet: 254273.13 square feet more or less.  
Acres: 5.84 acres more or less

Parcel "B"

Legal Description on page 1  
Square Feet: 435767.43 square feet more or less.  
Acres: 10.0 acres more or less.



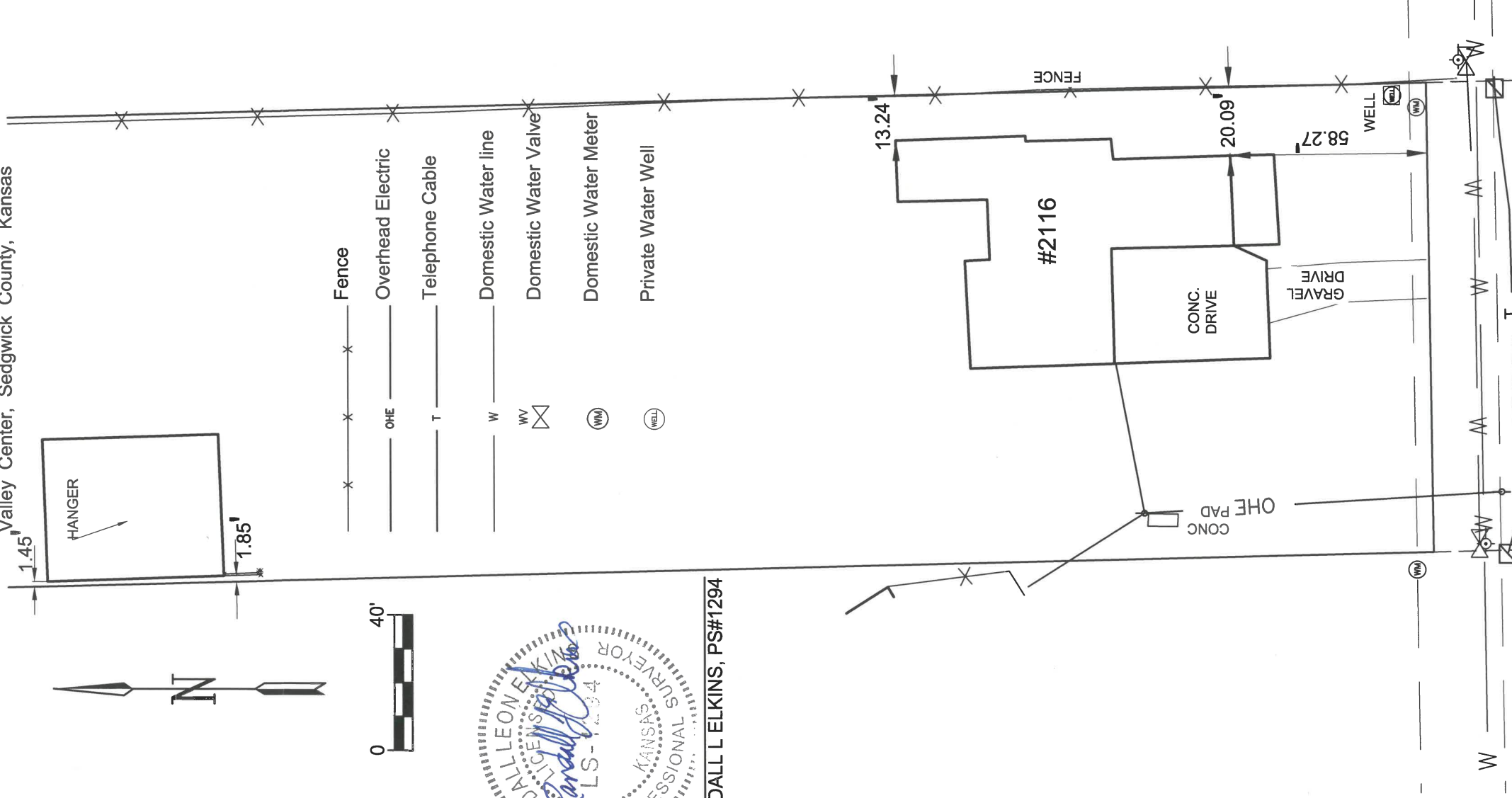
RANDALL L ELKINS, PS#1294

Reviewed in accordance of K.S.A. 58-2005  
on this \_\_\_\_\_, day of \_\_\_\_\_, 2023

Deputy County Surveyor  
Tricia L. Robello, PS#1246  
Sedgwick County, Kansas

Improvements AND Utilities EXHIBIT

Valley Center, Sedgwick County, Kansas



RANDALL L ELKINS, PS#1294

DWG FILE: 23S04003 SURVEY BASE  
PROJECT NUMBER: 23S04003

FORD ST. (77th ST N)