

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

Tuesday, April 23, 2024      7:00 P.M.

**CALL TO ORDER:** Chairperson Janzen called the meeting to order at 7:00 P.M. with the following board members present: Paul Spranger, Steve Conway, Scot Phillips, Rick Shellenbarger and Dalton Wilson

**Members Absent:** Brian Shelton

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

**Audience:** Dixie Mayhew, Mark Koehn, Will Clevenger, Ryan Nett, Gaylan Nett, Randy Jackson, Tammy Miller, Michael Miller, and Brad Isham

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

**APPROVAL OF DRAFT MINUTES:** Chairperson Janzen made a motion to approve the March 26, 2024, meeting minutes. The motion was seconded by Board Member Wilson. Motion passed unanimously.

**COMMUNICATIONS:**

1. Election of Board Officers for 2024: Chairperson, Vice Chairperson, and Secretary

A motion was made by Vice Chairperson Spranger and seconded by Board Member Wilson for Gary Janzen to continue to serve as Chairperson for another year. The motion passed unanimously. Motion was made by Chairperson Janzen and seconded by Board Member Wilson for Paul Spranger to continue to serve as the Vice Chairperson. Motion passed unanimously. Motion was made by Board Member Shellenbarger and seconded by Chairperson Janzen for Ryan Shrack to continue to serve as the Secretary. Motion passed unanimously.

**PUBLIC HEARING BEFORE THE PLANNING AND ZONING BOARD/BOARD OF ZONING APPEALS:**

1. Review of CU-2024-01, application of Michael and Tammy Miller, pursuant to City Code 17.10.09., who are petitioning for a conditional use approval to allow for a single-family residence to be used as a bed and breakfast, which is currently addressed as 125 N. Ash Ave., Valley Center, KS 67147.

Chairperson Janzen opened the hearing for comments from the public: 7:04 PM

R. Shrack gave a summary of his staff report noting that per the City's zoning code, single-family residential buildings on R-1B zoned property may be used for this purpose, with the approval of a conditional use application. Public notices were sent to surrounding property owners as well as published in the *Ark Valley News*. We did receive one inquiry, not in opposition, just looking for more information. City staff is recommending approval of this application. Both Michael and Tammy Miller addressed the board giving details on this operation. This will be used as a short-term rental such as Air BNB and VRBO.

Chairperson Janzen closed the hearing for comments from the public: 7:09 PM

Based on the City Staff recommendations, public comments, and discussion by the Board of Zoning Appeals, Chairperson Janzen made a motion to approve CU-2024-01. Motion was seconded by Board Member Shellenbarger. The vote was unanimous.

2. Review of SP-2024-01, application of Builders FirstSource, pursuant to City Code 17.12, who is petitioning to build a 46,200 sq. ft. industrial building on property currently addressed as 801 S. Meridian Ave., Valley Center, KS 67147.

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

R. Shrack gave a summary of his staff report. He expressed a few of the ways BFS has, and continues to have, a positive impact on our community. The proposed building will be a millworks facility. Public notices were sent to surrounding property owners as well as published in the *Ark Valley News*. We did receive one inquiry, not in opposition, pertaining to this application. City staff is recommending approval of this application. A brief discussion was had about where exactly the building would be constructed. No comments were made by the public.

Chairperson Janzen closed the hearing for comments from the public: 7:15 PM

Based on the City Staff recommendations, public comments, and discussion by the Planning and Zoning Board, Chairperson Janzen made a motion to approve SP-2024-01. Motion was seconded by Board Member Conway. The vote was unanimous.

3. Review of SD-2024-01, application of the Douglas E. Kirkland Revocable Trust, pursuant to City Code 16.04, who is petitioning for approval of a preliminary plat for land located southeast of the intersection of 77th Street and West St. (currently addressed as 7710 N. West St.), Valley Center, KS 67147.

Chairperson Janzen opened the hearing for comments from the public: 7:16 PM

R. Shrack gave a summary of his staff report including the recent annexation of the subject property. This plat will create a total of 35 new lots, along with 2 designated reserve areas. There will be no rezoning required, a preliminary and final plat only. Will Clevenger, agent for the applicant, addressed the board and answered a few questions. This new development will consist of all single-family homes and the current proposed name will be Rio Bella. Brad Isham, resident, inquired about city utilities being brought into this area. Clarification was given regarding wells and septic systems. Mark Koehn, resident, addressed the board with questions about minimum square footage, duplex allowances, HOA, wear and tear on nearby roads and a common area. All answers were provided by Ryan Shrack, Gaylan and Ryan Nett (developers), Will Garver, and City Administrator Brent Clark.

Chairperson Janzen closed the hearing for comments from the public: 7:35 PM

Based on the City Staff recommendations, public comments, and discussion by the Planning and Zoning Board, Chairperson Janzen made a motion to approve SD-2024-01. Motion was seconded by Vice Chairperson Spranger. The vote was unanimous.

**OLD/UNFINISHED BUSINESS:** None

**NEW BUSINESS:** None

**STAFF REPORTS:** R. Shrack informed the board of the approval of Foster Design Associates to be the contractor for the new 10-year comprehensive plan for the City. He also reminded the board of the next meeting that will be held on May 28, 2024.

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

Gary Janzen-none  
Paul Spranger-none  
Brian Shelton-absent  
Rick Shellenbarger-none  
Scot Phillips-none  
Steve Conway-none  
Dalton Wilson-none

**ADJOURNMENT OF THE PLANNING AND ZONING BOARD/BOARD OF ZONING**

**APPEALS MEETING:** At 7:43 P.M., a motion was made by Chairperson Janzen to adjourn and seconded by Board Member Shellenbarger. The vote was unanimous and the meeting was adjourned.

Respectfully submitted,

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/s/ Ryan Shrack, Secretary

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Gary Janzen, Chairperson