



## **PLANNING AND ZONING BOARD/BOARD OF ZONING APPEALS MEETING AGENDA**

**Thursday, October 23, 2025  
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)*

### **1) CALL TO ORDER THE PLANNING AND ZONING BOARD/BOARD OF ZONING APPEALS**

### **2) PLEDGE OF ALLEGIANCE**

### **3) ROLL CALL**

___ Gary Janzen	___ Steve Conway	___ Dalton Wilson
___ Paul Spranger	___ Rick Shellenbarger	
___ Amy Bradley	___ Scot Phillips	

### **4) SET/AMEND AGENDA**

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

### **5) APPROVAL OF DRAFT MINUTES**

September 18<sup>th</sup>, 2025 DRAFT meeting minutes

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

### **6) COMMUNICATIONS**

### **7) PUBLIC HEARINGS BEFORE THE PLANNING AND ZONING BOARD/BOARD OF ZONING APPEALS**

1. Review of V-2025-07, application of Patricia Schilling, pursuant to City Code 17.10.08, who is petitioning for a variance to exceed the front lot/ max lot coverage on property addressed as 547 N Ash 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 Board of Zoning Appeals, I \_\_\_\_\_ make a motion to (**approve**, **deny**, or **table**) V-2025-07. Seconded by \_\_\_\_\_. For \_\_\_ Against \_\_\_

**8) OLD/UNFINISHED BUSINESS**

**9) NEW BUSINESS**

**10) STAFF REPORTS**

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

<input type="checkbox"/> Gary Janzen	<input type="checkbox"/> Steve Conway	<input type="checkbox"/> Dalton Wilson
<input type="checkbox"/> Paul Spranger	<input type="checkbox"/> Rick Shellenbarger	
<input type="checkbox"/> Amy Bradley	<input type="checkbox"/> Scot Phillips	

**12) ADJOURNMENT OF THE PLANNING AND ZONING BOARD/BZA**

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

**Note to Planning and Zoning Board Members: If you are unable to attend this meeting, please contact Kyle Fiedler (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/BOARD OF ZONING APPEALS MEETING  
MINUTES  
CITY OF VALLEY CENTER, KANSAS**

Thursday, September 18, 2025      7:00 P.M.

**CALL TO ORDER:** Dalton Wilson, called the meeting to order at 7:01 P.M. with the following board members present: Amy Bradley, Steve Conway, Scot Phillips

**Members Absent:** Rick Shellenbarger, Gary Janzen, Paul Spranger

**City Staff Present:** Kyle Fiedler, Brent Clark, Sabrina Young

**Audience:** Briana Bogdan, Jake Vasa

**AGENDA:** A motion was made by Wilson and seconded by Phillips to set the agenda. Motion passed unanimously.

**APPROVAL OF DRAFT MINUTES:** Wilson made a motion to approve August 26, 2025, meeting minutes. The motion was seconded by Bradley. Motion passed unanimously.

**COMMUNICATIONS:** None

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

1. Review of DS-2025-03, application of 4Front LLC, pursuant to City Code 16.04, who is petitioning for approval of a final plat for land located on the east side of Interurban Dr. between Meadow Rd and 93<sup>rd</sup> St N (not currently addressed), Valley Center, KS 67147.

Fiedler reviewed his staff report, sharing this is the second time the Board has seen the final plat. It is 181 lots and going to be zoned R-1B. There have been some changes to the plat and staff recommends approval. It will then go to City Council for acceptance of all the dedications on the public right-of-way.

Wilson opened the hearing for comments from the public: 7:05 PM

Jake Vasa with SEH, representing 4Front LLC stated that the changes are normal with a final plat. Coordinating where utilities are laid out, making sure the easements are in appropriate locations. Lowest opening elevations are also on this final plat for drainage purposes. No major changes from the preliminary plat.

Wilson closed the hearing for comments from the public: 7:06 PM

Based on the City Staff recommendations, public comments, and discussion by the Board of Zoning Appeals, Wilson made a motion to approve SD-2025-03. Motion was seconded by Phillips. The vote was unanimous. Motion passed.

**OLD/UNFINISHED BUSINESS:**

1. None

**NEW BUSINESS:**

1. None

**STAFF REPORTS:**

Fiedler reported that there is a new assistant for the Community Development Department, Sabrina Young.

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

Gary Janzen - absent

Paul Spranger - absent

Rick Shellenbarger - absent

Scot Phillips - none

Steve Conway - none

Dalton Wilson – none

Amy Bradley – none

**ADJOURNMENT OF THE PLANNING AND ZONING BOARD/BOARD OF ZONING APPEALS MEETING:** At 7:14 P.M., a motion was made by Wilson to adjourn and seconded by Bradley. The vote was unanimous, and the meeting was adjourned.

Respectfully submitted,

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/s/ Kyle Fiedler, Secretary

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Gary Janzen, Chairperson



**Date:** October 23<sup>rd</sup>, 2025

**Present Zoning:** R-1B (Single-Family Residential District)

**Variance Requests:** The applicant, Patricia Schilling, pursuant to City Code 17.10.08, is petitioning for a variance to exceed the front lot/ max lot coverage to widen the driveway.

**Applicant:** Patricia Schilling

**Property Address:** 547 N Ash, Valley Center, KS 67147 (outlined in red below)



**Applicant's Reasons for Variance Request:**

The City of Valley Center's Zoning Code (17.04.05), sets the maximum lot coverage as 35%. The applicant is seeking these variances to allow for easier access to her garage.

**Review Standards for a Variance per 17.10.08.D. (*standards in italics*):**

1. *That the variance requested arises from such condition which is unique to the property in question, and which is not ordinarily found in the same zoning district and is not created by an action or actions of the property owner or the applicant.*

This variance request is unique to this property, as this parcel was split prior to the applicant purchasing the properties. The rear property parking is at the very north end of the subject property, with the current double-wide drive being used half for the subject property, half for the rear property. There are no other parcels this unique in the area that I am aware of.

2. *That granting of the variance will not adversely affect the rights of adjacent property owners or residents.*

The granting of this variance will not adversely affect the rights of adjacent property owners/residents. A public notice was published in *The Ark Valley News* and notice letters were mailed to all property owners within 200 feet of the applicant's property boundaries in the City limits. To date there has been one contact with the City Staff regarding this variance request. The party was asked why they were notified and stated that this did not affect them and they were fine with it. Any further responses received after the creation of this staff report will be shared with the Board of Zoning Appeals during the October 23<sup>rd</sup>, 2025, board meeting.

3. *That strict application of the provisions of these regulations from which a variance is requested will constitute unnecessary hardship upon the property owner represented in the application.*

The variance requested would allow the property owner to have a double-wide driveway and approach for her house.

4. *That the variance desired will not adversely affect the public health, safety, morals, order, convenience, prosperity, or general welfare.*

The variance will not adversely affect the public health, safety, morals, order, convenience, prosperity, or general welfare of the surrounding neighbors or the community in general, if the variance request is approved.

5. *That granting the variance desired will not be opposed to the general spirit and intent of these regulations.*

The lot in question is very unique and was the result of prior decisions. It does not conform with most requirements of R-1B and is already over the maximum lot coverage.

**Staff Recommendation:** Staff recommend approval to exceed the lot coverage at the property addressed as 547 N. Ash Ave, Valley Center, KS 67147.

**VARIANCE APPLICATION**

This application is for a Variance before the City Board of Appeals. The form must be completed in accordance with directions on the accompanying instructions and filed with the Zoning Administrator at Public Works, 545 W. Clay Street, Valley Center, Kansas 67147-0188 or FAX: (316) 755-7324. An incomplete application will not be accepted. For questions, call (316) 755-7310.

\*Property owner(s) Name & Address Patricia Schilling

\*Phone 316-737-6254 fax# \_\_\_\_\_

Petitioners Name & Address 547 N Ash

Phone \_\_\_\_\_ fax# \_\_\_\_\_

\*Contact email address [REDACTED] Contact Cell Phone \_\_\_\_\_

Relationship of applicant to property is that of X Owner \_\_\_ Tenant \_\_\_ Lessee \_\_\_ Other

Variance Requested:

From lot coverage to be over 35%, to have a front yard set back less than 25', to have a carport.

Address/Location of Request 547 N. Ash

Parcel number(s) 00315918

Property Zoning is now R-1B

The applicant or his/her authorized agent acknowledges all of the following:

1. That he/she has received instruction material concerning the filing and hearing of this matter.
2. That he/she has been advised of the fee requirements established and that the fee accompanies this application.
3. That he/she has been advised of his/her rights to bring action in the District Court of the County to appeal a decision of the Board of Zoning Appeals.
4. That all documents are attached to this petition as noted in the instructions.

Pat Schilling 8-21-25  
Applicant Date Agent (If any) Date

**Office use only**

A pre-application meeting occurred with the applicant on \_\_\_\_\_. This application was received at \_\_\_\_\_ (am) (pm) on \_\_\_\_\_, 20\_\_ by the Zoning Administrator acting on behalf of the Board of Zoning Appeals. It has been checked and found to be complete and accompanied by the required documents and a nonrefundable fee of \$200.





## **STORMWATER CITIZENS ADVISORY COMMITTEE MEETING AGENDA**

**Thursday, October 23, 2025  
7:00 PM**

*THE STORMWATER CITIZENS ADVISORY COMMITTEE 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 STORMWATER CITIZENS ADVISORY COMMITTEE MEETING**

### **B. ROLL CALL**

<input type="checkbox"/> Gary Janzen	<input type="checkbox"/> Amy Bradley	<input type="checkbox"/> Scot Phillips
<input type="checkbox"/> Paul Spranger	<input type="checkbox"/> Rick Shellenbarger	<input type="checkbox"/> Dalton Wilson
<input type="checkbox"/> Steve Conway		

### **C. SET/AMEND AGENDA**

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

### **D. APPROVAL OF DRAFT MINUTES**

August 26, 2025, DRAFT meeting minutes

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

### **E. COMMUNICATIONS**

### **F. OLD/UNFINISHED BUSINESS**

1. New Stormwater permit and minor changes.
  - a. SWP (Stormwater Pollution Prevention Plan). Public Works yard. Needed changes for the permit requirements.

### **G. NEW BUSINESS**

1. Next Meeting Date

### **H. ADJOURNMENT OF THE STORMWATER CITIZENS ADVISORY COMMITTEE MEETING**

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

**Note to Stormwater Citizens Advisory Committee Members: If you are unable to attend this meeting, please contact Rodney Eggleston (316-755-7320) by 4:00 PM on the previous day of 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. 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 Public Works Dept. in a timely manner, at [reggleston@valleycenterks.org](mailto:reggleston@valleycenterks.org) or by phone at (316) 755-7320. For Additional information on any item on the agenda, please visit ll (316) 755-7320.*





**STORMWATER CITIZENS ADVISORY COMMITTEE MEETING MINUTES**  
**CITY OF VALLEY CENTER, KANSAS**

Tuesday, August 26, 2025, 7:00 P.M.

**CALL TO ORDER:** Vice Chairperson Spranger called the meeting to order at 8:29 P.M. with the following committee members present: Scot Phillips, Amy Bradley, and Dalton Wilson

**MEMBERS ABSENT:** Gary Janzen, Steve Conway and Rick Shellenbarger

**CITY STAFF PRESENT:** Kyle Fiedler and Brent Clark

**AUDIENCE:** None

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

**APPROVAL OF DRAFT MINUTES:** Vice Chairperson Spranger made a motion to approve the September 24, 2024, committee meeting minutes. The motion was seconded by Committee Member Bradley. Motion passed unanimously.

**COMMUNICATIONS:** None

**OLD/UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

1. Discuss MS4 Inspection Report & Response from November 2023.  
Brent Clark reviewed the projects going on and the State Permit inspection and reviewed the stormwater discharge areas. Clark reviewed the areas that the inspection identified for maintenance needs and the oversight of stormwater runoff in new developments.  
  
Spranger asked questions about the rain event in June and commented on the performance of the floodway and the new detention basin.
2. Next Meeting Date  
The consensus of the group was to come back at the October 23<sup>rd</sup> Planning and Zoning meeting.

**ADJOURNMENT OF THE STORMWATER CITIZENS ADVISORY COMMITTEE MEETING:** At 8:42 P.M., a motion was made by Vice Chairperson Spranger to adjourn and seconded by Committee Member Wilson. The vote was unanimous, and the meeting was adjourned.

Respectfully submitted,

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/s/ Rodney Eggleston, Secretary

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Gary Janzen, Chairperson

## NPDES Permit Changes for 2025

Our plan is to make the changes needed to be exempt from the SWP2 requirement.

We have some housekeeping to do at our Public Works facility and some runoff prevention measures around our brine making area, diesel tank, and salt/sand storage.



We need to device watertight wall or something behind the brine unit to stop drainage into the ditch beyond.



The roof over our salt/sand mixing bin was damaged during the wind storm this year. This will be repaired through insurance along with other city roofs. We need to devise a solution to mitigate runoff during rain washing brine out of the bin.



We will be relocating and/or removing this debris as it is next to our drainage ditch.

We have already redirected a wash bay drain to sanitary sewer during the last NPDES inspection period.