



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

**Tuesday, November 25, 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**

<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	

**4) SET/AMEND AGENDA**

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

**5) APPROVAL OF DRAFT MINUTES**

October 23<sup>rd</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-2025-08, application of Dan Frazier, pursuant to City Code 17.10.08, who is petitioning for a variance to have a side-yard setback less than 35 feet for an accessory garage on property addressed as 501 E. Valley Park Dr. 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-2025-08. Seconded by \_\_\_\_\_ For \_\_\_\_ Against \_\_\_\_

2. Review of V-2025-09, application of Kathleen & Mark Wood, pursuant to City Code 17.10.08, who is petitioning for a variance to have a side-yard setback less than 1 foot

for a carport addition to the home as well as an accessory shed on property addressed as 724 E. Butler, 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-2025-09. Seconded by \_\_\_\_\_ . For \_\_\_\_\_ Against \_\_\_\_\_

3. Review of V-2025-10, application of Hatchet General Contracting, pursuant to City Code 17.10.08, who is petitioning for a variance to build a new home on a RR-1 Lot that is smaller than the minimum zoning requirement on property addressed as 2330 W. 69<sup>th</sup> St N., Valley Center, KS 67204.

- 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-2025-10. Seconded by \_\_\_\_\_ . For \_\_\_\_\_ Against \_\_\_\_\_

## **8) OLD/UNFINISHED BUSINESS**

## **9) NEW BUSINESS**

1. Approval of 2026 Board Meeting Dates

## **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 checked="" 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, October 23, 2025      7:00 P.M.

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

**Members Absent:** Gary Janzen, Amy Bradley, Dalton Wilson

**City Staff Present:** Kyle Fiedler, Rodney Eggleston, Sabrina Young

**Audience:** None

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

**APPROVAL OF DRAFT MINUTES:** Spranger made a motion to approve September 18, 2025, meeting minutes. The motion was seconded by Conway. Motion passed unanimously.

**COMMUNICATIONS:** None

**PUBLIC HEARING 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.

Fiedler reviewed his staff report, sharing the applicant is asking for a variance to exceed the front lot/max coverage in order to widen her driveway. Only one neighbor reached out to ask why they were being notified. After explanation, they said that the project doesn't bother them. There will still be sufficient street parking.

Spranger opened the hearing for comments from the public: 7:04 PM

No public spoke.

Spranger 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, Spranger made a motion to approve V-2025-07. Motion was seconded by Phillips. The vote was unanimous. Motion passed.

**OLD/UNFINISHED BUSINESS:**

1. None

**NEW BUSINESS:**

1. None

**STAFF REPORTS:**

1. None

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

Gary Janzen - absent  
Paul Spranger - none  
Rick Shellenbarger - none  
Scot Phillips - none  
Steve Conway - none  
Dalton Wilson – absent  
Amy Bradley – absent

**ADJOURNMENT OF THE PLANNING AND ZONING BOARD/BOARD OF ZONING APPEALS MEETING:** At 7:07 P.M., a motion was made by Spranger to adjourn and seconded by Conway. The vote was unanimous, and the meeting was adjourned.

Respectfully submitted,

---

/s/ Kyle Fiedler, Secretary

---

Gary Janzen, Chairperson



**Date:** November 25<sup>th</sup>, 2025

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

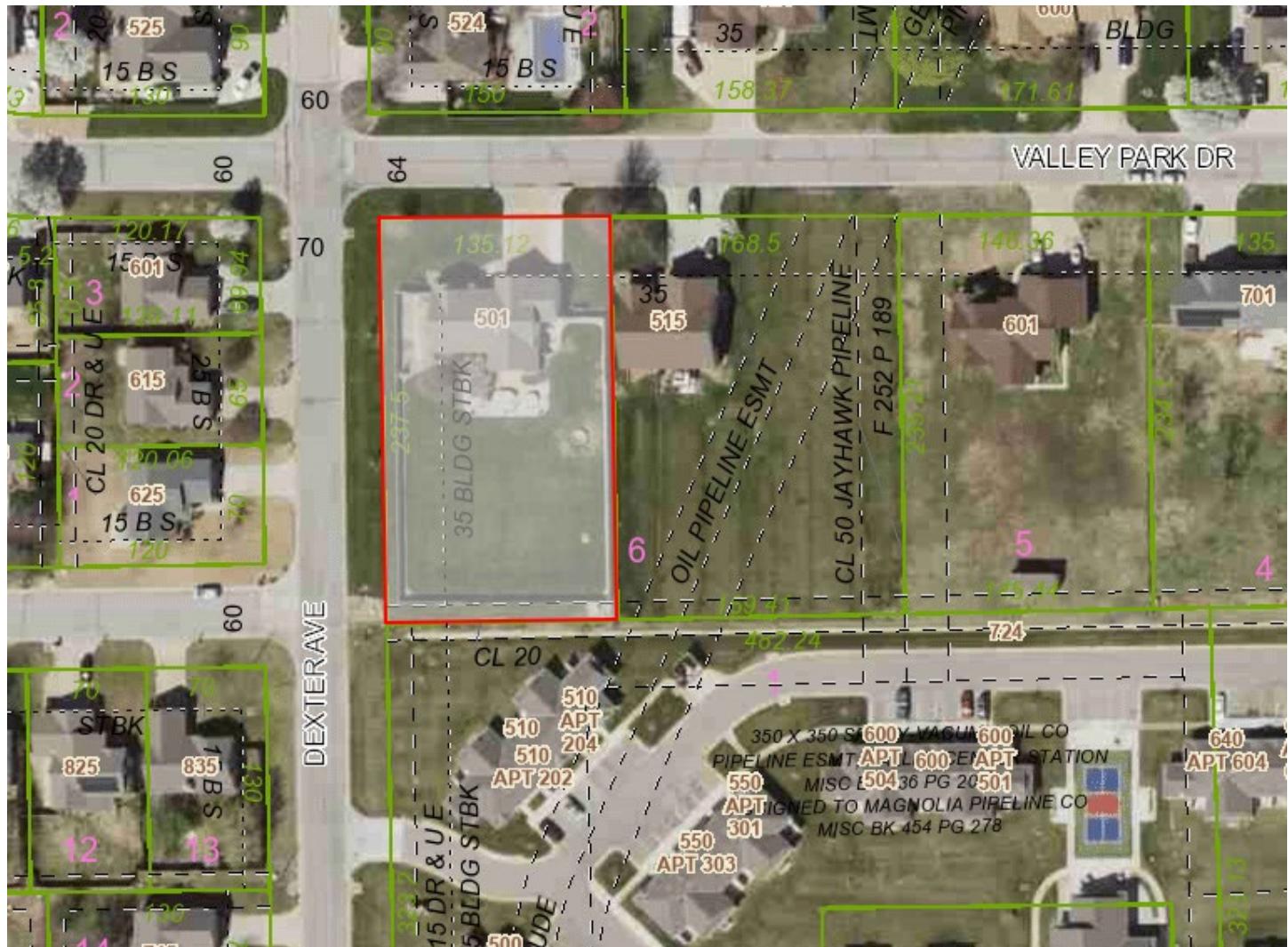
**Variance Requests:** The applicant, Dan Frazier, pursuant to City Code 17.10.08, is petitioning for a variance to have a side-yard setback less than 35 feet for an accessory structure.

**Applicant:** Dan Fraizer

**Property Address:** 501 E Valley Park Dr., Valley Center, KS 67147 (outlined in red below)

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

The Valley Park 6<sup>th</sup> D Addition has platted setbacks of 35', the parcel in question is a corner lot with 35' platted setbacks. In R-1B zoning (17.04.05), corner lots are typically allowed to have one of the sides abutting a street with a lesser setback, however this is on the plat and requires a variance. The applicant is seeking this variance to allow for a new detached garage to be closer to the property line and not in the middle of the backyard.



**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 platted with 35' setbacks on both sides abutting a street. The other homes on the same corner have 25' platted setbacks for the front of the home and 15' for the side.

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 person thought the building was being requested 12' off of the curb, it was explained that is it 12' from the property line and they were fine with the location. Any further responses received after the creation of this staff report will be shared with the Board of Zoning Appeals during the November 25<sup>th</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 an accessory garage with a 12' setback, allowing them to not break up their backyard and also not require them to pour as long of a driveway.

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 variance will be more in line with R-1B zoning regulations, which allow for one setback abutting a street on a corner lot to be less than required. The home meets the platted setbacks on both sides, they are just asking for the accessory garage to be less.

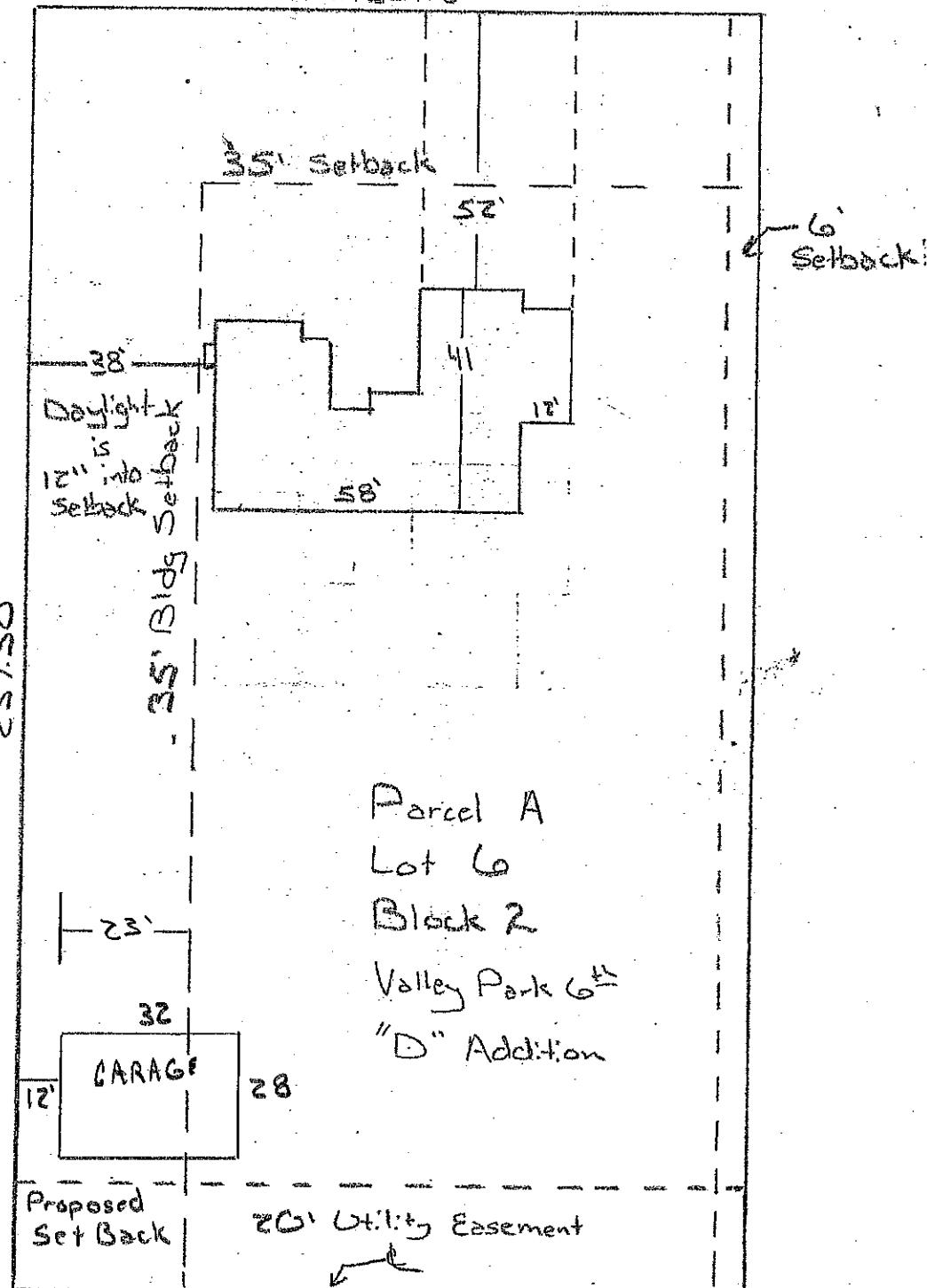
**Staff Recommendation:** Staff recommend approval to have a building setback of 12' for an accessory garage on the property addressed as 501 E Valley Park Dr., Valley Center, KS 67147.

PROJECT: 501 Valley Park Dr.  
LOCATION: Valley Center  
CLIENT: Don Frazier

DATE \_\_\_\_\_  
BY \_\_\_\_\_ CKD \_\_\_\_\_  
JOB NO. \_\_\_\_\_ SHEET NO. \_\_\_\_\_ OF \_\_\_\_\_

Valley Park Dr.

135.12



## 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 Dan Frazier 501 Valley Park Dr. V.C.

Phone 316-619-5875 fax#

Petitioners Name & Address

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

Contact email address [REDACTED] Contact Cell Phone [REDACTED]

Relationship of applicant to property is that of  Owner  Tenant  Lessee  Other

**Variance Requested:**

Accessory structure setback less than platted 35'.

Address/Location of Request 561 Valley Park Dr.

Parcel number(s) 00264775

Property Zoning is now **F-1B**

Copyright © 2014 by Pearson Education, Inc.

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.

Frances 10/16/2025 \_\_\_\_\_ 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.



**Date:** November 25<sup>th</sup>, 2025

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

**Variance Requests:** The applicants, Kathleen & Mark Wood, pursuant to City Code 17.10.08, are petitioning for a variance to have a side-yard setback less than zoning code allows for an attached carport and an accessory structure.

**Applicant:** Kathleen & Mark Wood

**Property Address:** 724 E Butler St., Valley Center, KS 67147 (outlined in red below)

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

The City of Valley Center Zoning Code 17.04.05 requires the minimum setback for a residential structure in R-1B to be 6 feet from the side lot line and an accessory structure to be 15 feet from the side lot line. The applicants would like to add on a carport to the northwest side of the home for additional covered parking and well as tear down and build a new shed along the northwest property line.



**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 not unique to this property, other than part of the property is in the floodplain, which is somewhat limiting to the build-able area. There are multiple other properties in this neighborhood that have accessory structures within 15' of the side lot lines.

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. If the property owner to the northwest would want to place an accessory structure along the property line, they would have to have a minimum of 5' between structures to meet fire code. 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 no contact with the City Staff regarding this variance request. Any further responses received after the creation of this staff report will be shared with the Board of Zoning Appeals during the November 25<sup>th</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.*

If the property owner is not granted the variance, their other option to build covered parking space and storage space would be in the rest of the back yard, which is in the floodplain and does not have direct access to the street.

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. The Fire Department's only concern with building the carport up against the lot line was ensuring access to the rear of the property, through the carport and not having it closed in.

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

The granting of the variance is not against the general spirit and intent of these regulations, as this property and others in the neighborhood have been allowed to build within 15' of the property line in the past.

**Staff Recommendation:** Staff recommend approval to have a building setback of less than 1' for an attached carport and a shed on the property addressed as 724 E Butler St., 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 Kathleen & Mark Wood 724 E Butler

Phone 602-361-3504 fax# \_\_\_\_\_

Petitioners Name & Address \_\_\_\_\_

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

Contact email address [REDACTED] Contact Cell Phone 602-361-3504

Relationship of applicant to property is that of  Owner  Tenant  Lessee  Other

Variance Requested: Minimum side yard  
Setback for a carport + accessory  
shed. to be less than 1' at front of property and 5' for  
shed.

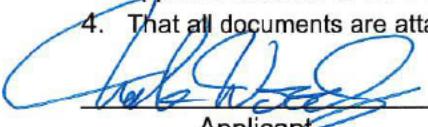
Address/Location of Request 724 E Butler

Parcel number(s) 002164591

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.



Applicant

22 Oct 2025

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.





**Date:** November 25<sup>th</sup>, 2025

## **Present Zoning: RR-1 (Suburban Residential District)**

**Variance Requests:** The applicant, Hatchet General Contracting, pursuant to City Code 17.10.08, is petitioning for a variance to build a new home on a RR-1 lot that does not meet the minimum size requirement for the zoning district.

**Applicant:** Hatchet General Contracting

**Property Address:** 2330 W. 69<sup>th</sup> St. N., Valley Center, KS 67147 (outlined in red below)

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

The City of Valley Center Zoning Code 17.04.03 requires the minimum lot size for a RR-1, when connected to City water, to be 20,000 sq. ft. The lot in question is 18,608 sq. ft. and currently it has a single-family home with an on-site septic system. The homeowner wishes to build a new home on their lot and tear down their existing home. Because it will be completely new construction, they are requesting a variance to build on their current lot.



**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 it is unplatted, in the city limits. There are multiple other properties along 69<sup>th</sup> that would be in a similar situation if they were to rebuild, as these properties were annexed into the City.

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. The site plan submitted meets all setbacks for the zoning district. 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 and 1,000 feet within the County. To date there has been one contact with the City Staff regarding this variance request. This person was curious as to the setbacks and they were provided with the site plan included in the packet. Any further responses received after the creation of this staff report will be shared with the Board of Zoning Appeals during the November 25<sup>th</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 current home is in need of repairs, and the homeowners would rather build new on their existing lot. If the variance is not approved, the homeowner could experience hardship repairing their existing home.

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. Public Works met with the owners and contractor to verify they have enough space for an updated septic system within their lot as well.

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

The granting of the variance is not against the general spirit and intent of these regulations, as this property and others in the neighborhood have been allowed to build within 15' of the property line in the past.

**Staff Recommendation:** Staff recommend approval to allow a new residence to be built on a lot smaller than the zoning district allows on the property addressed as 2330 W. 69<sup>th</sup> St. N., 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 \_\_\_\_\_

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

Petitioners Name & Address \_\_\_\_\_

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

Contact email address \_\_\_\_\_ Contact Cell Phone \_\_\_\_\_

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

Variance Requested:

---

---

---

Address/Location of Request \_\_\_\_\_

Parcel number(s) \_\_\_\_\_

Property Zoning is now \_\_\_\_\_

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.

---

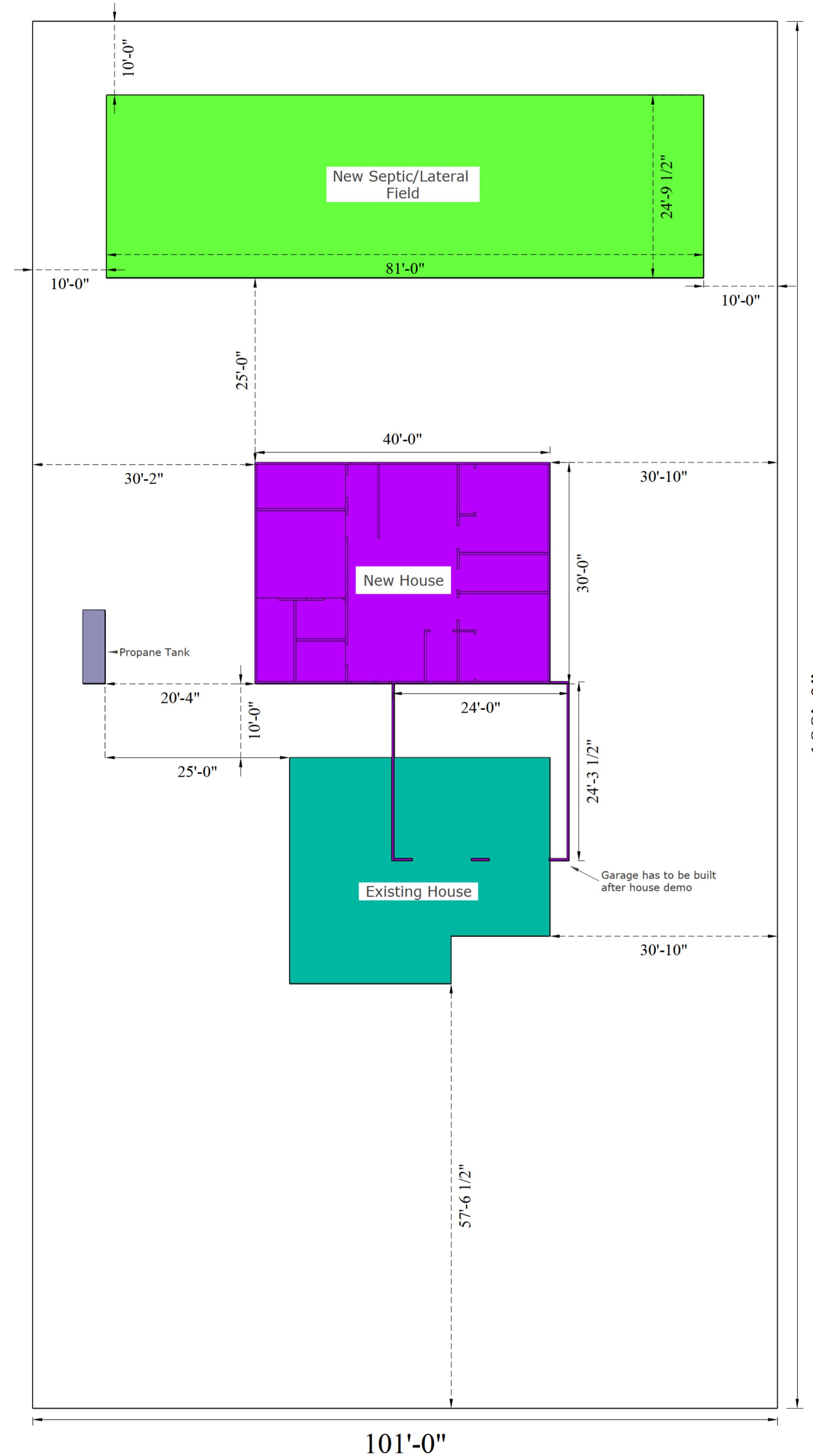
Applicant	Date	Agent (If any)	Date
-----------	------	----------------	------

---

**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**.

Measurements Taken Via  
Tape Measure. Laser Measurements  
may differ slightly. Property has been  
surveyed, pins marked.



Robert and Deann Smith - New Home  
Project Address: 2330 W 69th St. N  
Valley Center, KS



Preliminary Site Plan  
Scale: 1" = 10'

REVISIONS

MM/DD/YY	REMARKS
1	...
2	...
3	...
4	...
5	...

A 00



## **VALLEY CENTER PLANNING AND ZONING BOARD/BOARD OF ZONING APPEALS\***

### **2026 MEETING SCHEDULE**

1/27/2026  
2/24/2026  
3/24/2026  
4/28/2026  
5/26/2026  
6/23/2026  
7/28/2026  
8/25/2026  
9/22/2026  
10/27/2026  
11/24/2026  
12/17/2026

\*The Planning and Zoning Board also serves as the City's Stormwater Citizens Advisory Committee and will meet at least twice during 2024. These meetings will take place immediately following the adjournment of the Planning and Zoning Board meetings.