



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

___ 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

October 23rd, 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. 69th 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:

____ Gary Janzen	____ Steve Conway	____ Dalton Wilson
____ Paul Spranger	____ Rick Shellenbarger	
____ Amy Bradley	____ 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 or by phone at (316)755-7320. For additional information on any item on the agenda, please visit 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 25th, 2025

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

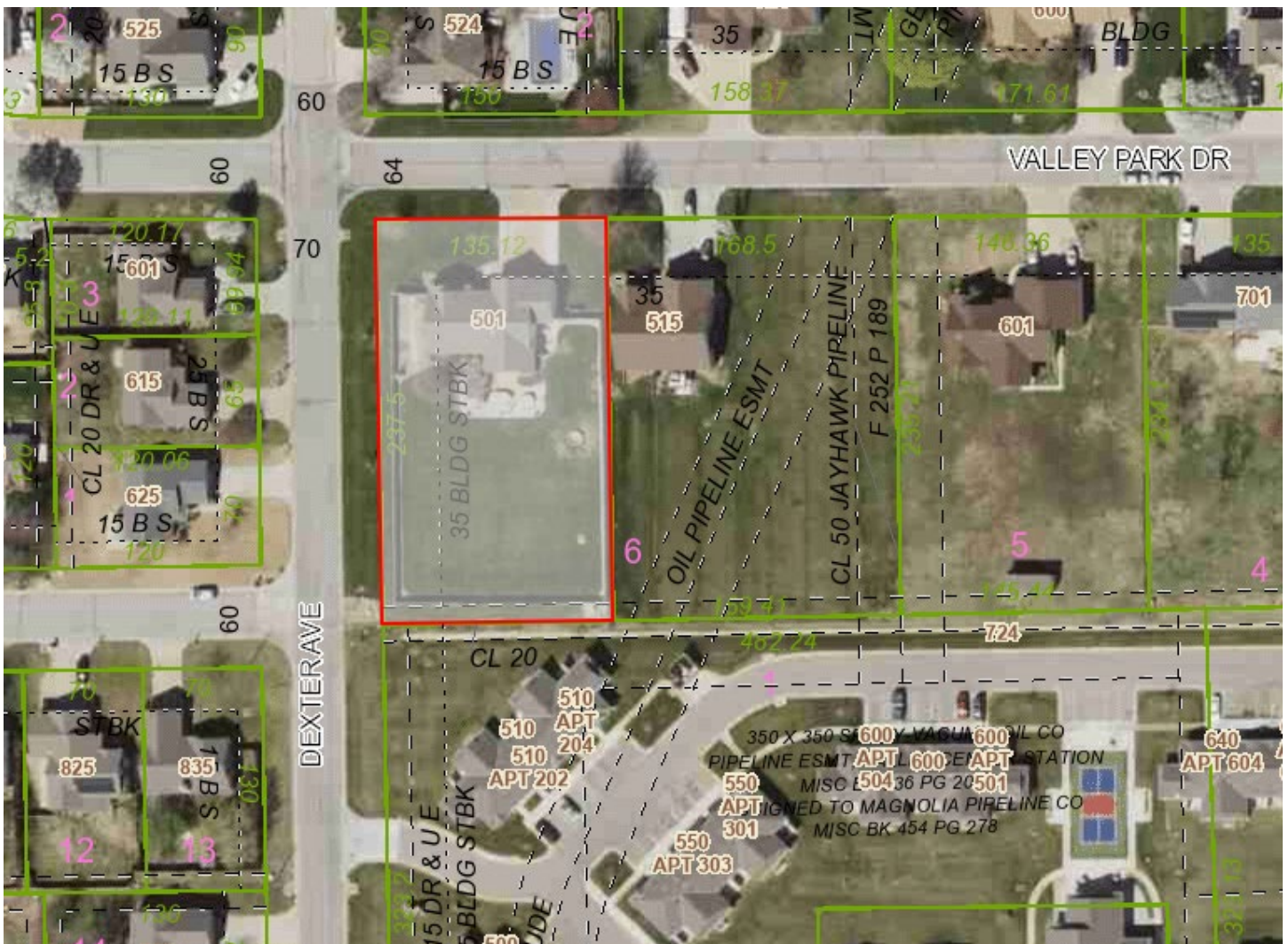
Variance Requests: The applicant, Dan Frazier, pursuant to City Code 17.10.08, is petitioning for a variance to have a side-yard setback less than 35 feet for an accessory structure.

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 6th 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 it is 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 25th, 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.

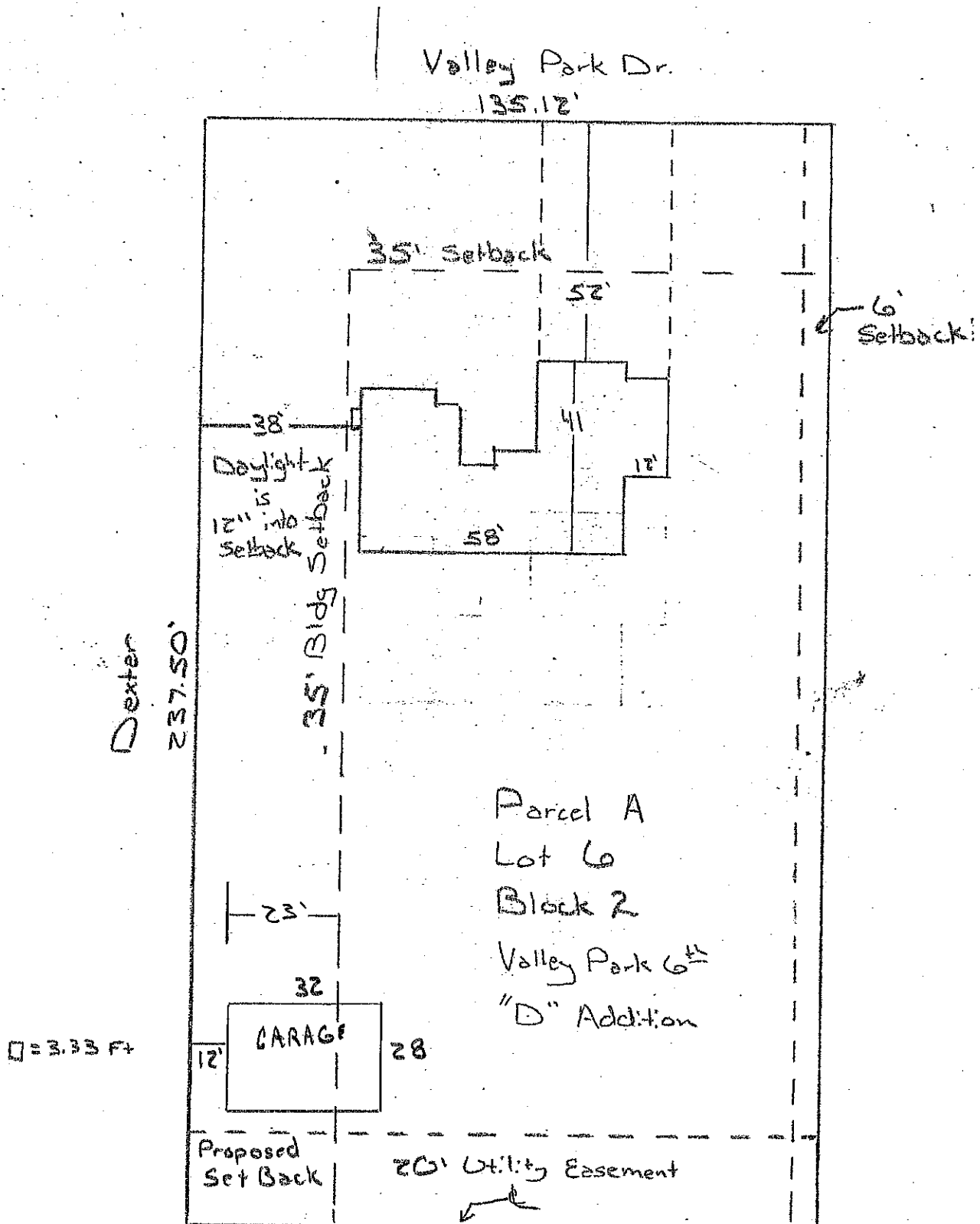
5. *That granting the variance desired will not be opposed to the general spirit and intent of these regulations.*

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 _____



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.CPhone 316-619-5875 fax# _____

Petitioners Name & Address _____

Phone _____ fax# _____

Contact email address [REDACTED] Contact Cell Phone _____Relationship of applicant to property is that of ☒ Owner ☐ Tenant ☐ Lessee ☐ Other

Variance Requested:

Accessory structure setback less than flatbed
35'.Address/Location of Request 501 Valley Park Dr.Parcel number(s) 00264775Property 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.

[Signature] 10/16/2025
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.

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 25th, 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 _____ Contact Cell Phone 602-361-3504

Relationship of applicant to property is that of X 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) 00264591

Property Zoning is now R-1B

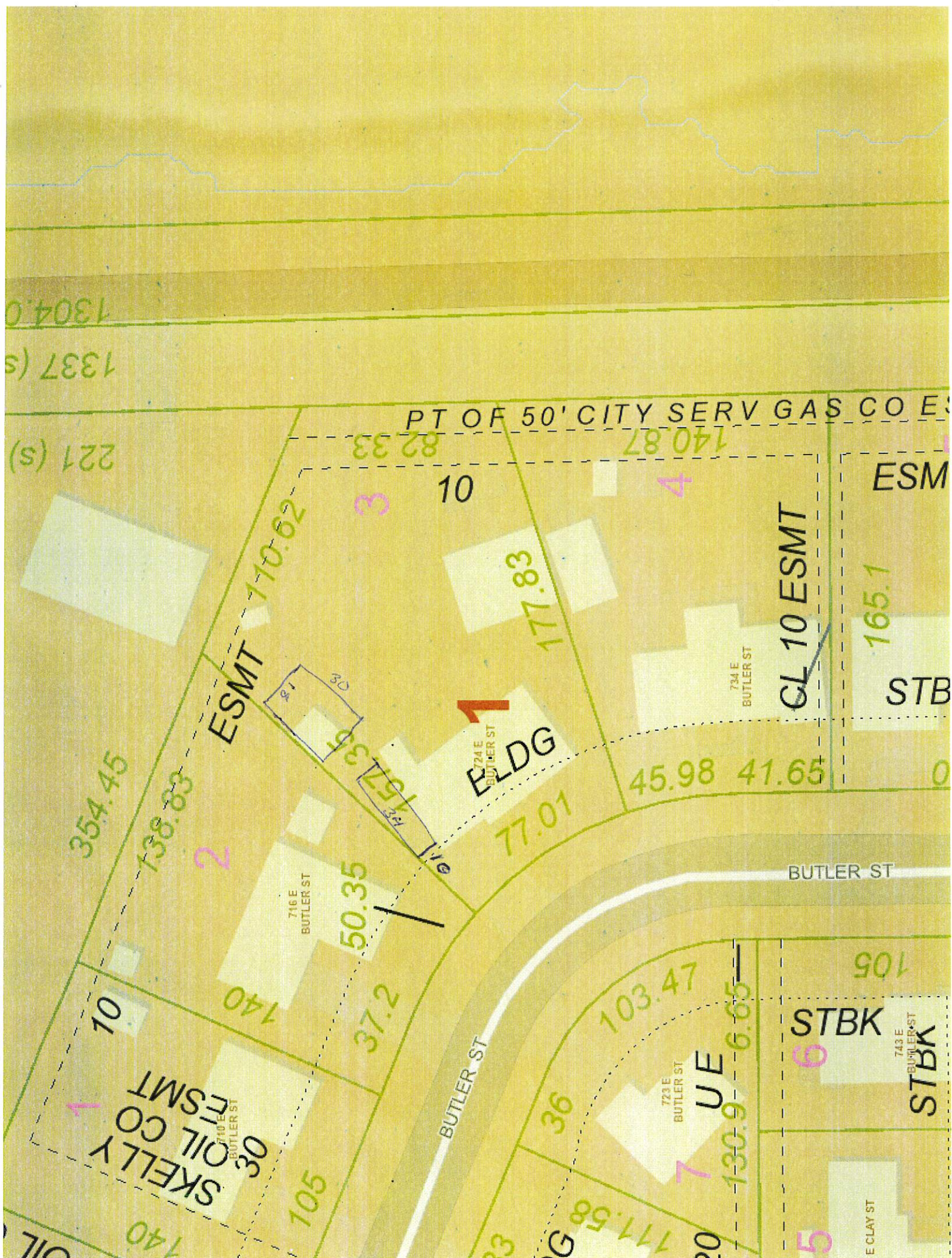
The applicant or his/her authorized agent acknowledges all of the following:

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.

[Signature] 22 Oct 2025
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.





Date: November 25th, 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. 69th 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 69th 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 25th, 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. 69th St. N., Valley Center, KS 67147.

VARIANCE APPLICATION

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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:

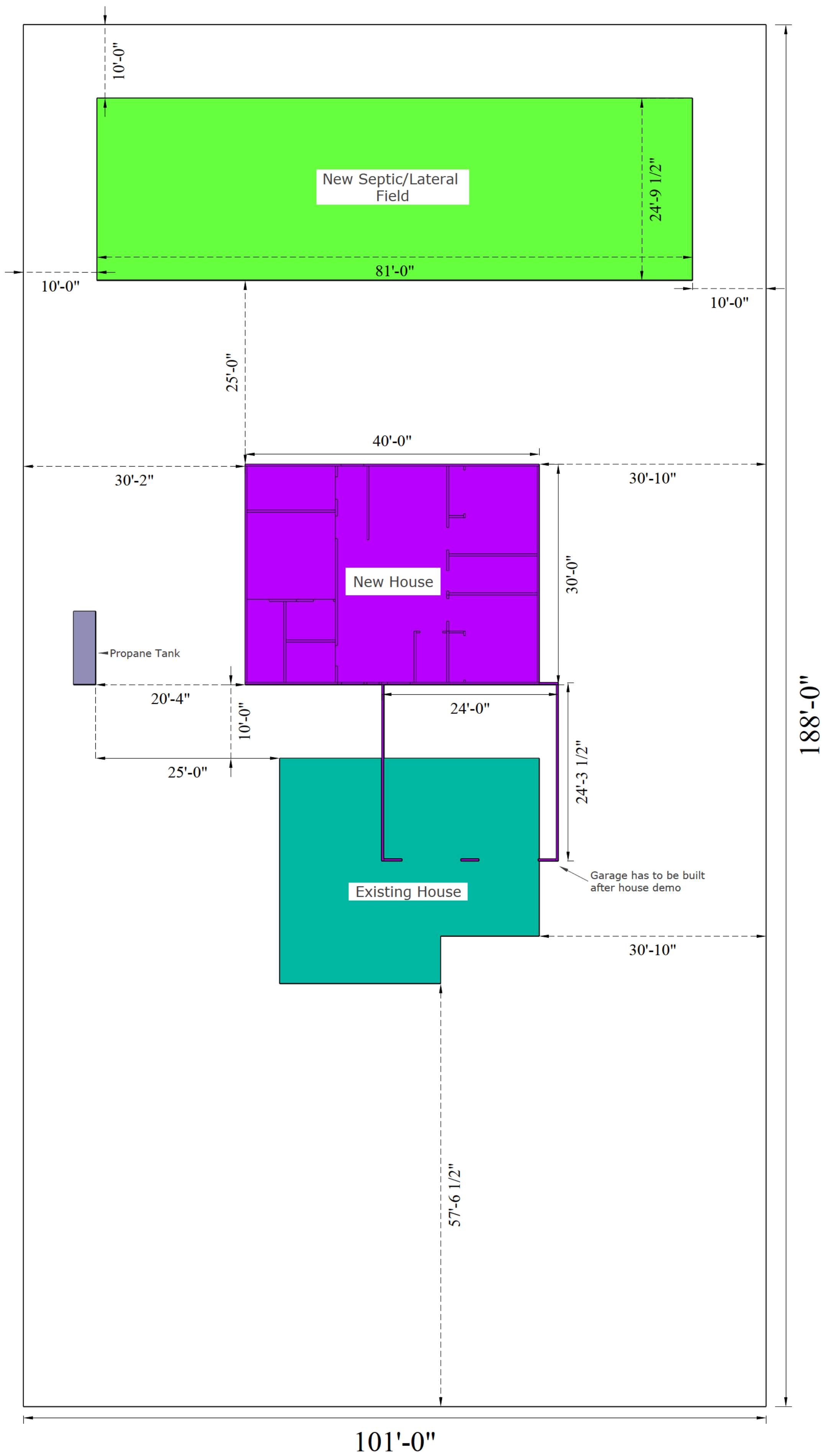
1. That he/she has received instruction material concerning the filing and hearing of this matter.
2. That he/she has been advised of the fee requirements established and that the fee accompanies this application.
3. That he/she has been advised of his/her rights to bring action in the District Court 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
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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	--/--/--	...



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.