

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

Tuesday, November 25, 2025 7:00 P.M.

CALL TO ORDER: Gary Janzen, called the meeting to order at 7:00 P.M. with the following board members present: Steve Conway, Dalton Wilson, Rick Shellenbarger, Amy Bradley, Scot Phillips

Members Absent: Paul Spranger

City Staff Present: Kyle Fiedler, Sabrina Young

Audience: Dan Frazier, Mark Wood, Kathy Wood

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

APPROVAL OF DRAFT MINUTES: Janzen made a motion to approve October 25, 2025, meeting minutes. The motion was seconded by Phillips. Motion passed unanimously.

COMMUNICATIONS: None

PUBLIC HEARING 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.

Fiedler reviewed his staff report, sharing the applicant is asking for a variance to have a side-yard setback of less than 35 feet. There will be a second piece to this variance at the next meeting. The property currently has a 35ft setback on both sides. Typically, in a R-1B district you can have a 25 ft setback for one side on a corner. The other can be reduced to 15 ft. When this property was platted, it was platted with 35ft on both sides which is very limiting to where he can build on the lot. The house meets the 35ft setback, but he is asking for a variance to have a 12ft setback to add an accessory garage. Only one communication was received from a neighbor to the west. They thought the garage would only be 12ft from the curb. Once it was explained that there is a right-of-way and then the property line and that the garage would be 12ft from the property line, they had no issue with it.

Janzen opened the hearing for comments from the public: 7:02 PM

No public spoke.

Janzen closed the hearing for comments from the public: 7:05 PM

Based on the City Staff recommendations, public comments, and discussion by the Board of Zoning Appeals, Janzen made a motion to approve V-2025-08. Motion was seconded by Wilson. The vote was unanimous. Motion passed.

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.

Fiedler reviewed his staff report sharing the applicant is asking for a variance to have a side-yard setback of less than 1 foot for a carport addition to the home as well as an accessory shed. After the hailstorm, the applicant would like to add a carport for another covered parking space. They also plan to tear down the small shed on the property and build a slightly larger one. Fire also reviewed the plan as there were concerns about access to the shed behind the carport. Fire stated that as long as the carport is open and not enclosed, then there is no issue. No communication was received on this variance. The applicant stated that they spoke to their neighbors on both sides and neither had an issue.

Janzen opened the hearing for comments from the public: 7:06 PM

No public spoke.

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

Based on the City Staff recommendations, public comments, and discussion by the Board of Zoning Appeals, Janzen made a motion to approve V-2025-09. Motion was seconded by Shellenbarger. The vote was unanimous. Motion passed.

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.

Fiedler reviewed his staff report sharing the applicant is asking for a variance to build a new home on a property that is smaller than the minimum zoning requirement. Hatch General Contracting is handling the application for the property owner. The property owner has decided it is more cost effective to tear down and build new. However, they will have to put in a new septic system because where they want to build the new home is on top of the existing system. The variance process is required because this is a whole new project on the property which does not conform with the current zoning regulations. The lot was never plated and simply annexed into the city and is causing it to not conform to the current zoning regulation and is about 1400 feet smaller than what code requires. Fiedler and the public works department went onsite and reviewed this with the property owner and the contractor to come up with a stie plan that would work for all parties. The only concern came from the neighbor to the east who simply wanted to make sure the new home would not be built any closer to the property line. The garage will be a

little closer because it is a bit offset from the home but is still greater than the minimum setback requirement. No other communications were received.

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

No public spoke.

Janzen closed the hearing for comments from the public: 7:14 PM

Based on the City Staff recommendations, public comments, and discussion by the Board of Zoning Appeals, Janzen made a motion to approve V-2025-10. Motion was seconded by Conway. The vote was unanimous. Motion passed.

OLD/UNFINISHED BUSINESS:

1. None

NEW BUSINESS:

1. Approval of 2026 Board Meeting Dates

Fiedler presented a tentative schedule for the 2026 meeting dates. It was suggested to move the November date from the 26th to the 19th. Janzen made a motion to approve the meeting schedule with the suggested change. Bradley seconded the motion. The vote was unanimous.

STAFF REPORTS:

1. None

ITEMS BY PLANNING AND ZONING BOARD/BZA MEMBERS:

Gary Janzen - Officer elections to be on the agenda for the December meeting.

Paul Spranger - absent

Rick Shellenbarger - none

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 7:18 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,

/s/ Kyle Fiedler, Secretary

Gary Janzen, Chairperson