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

Tuesday, January 27, 2026 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: Paul Spranger, Amy Bradley, Steve Conway, Rick Shellenbarger, Scot Phillips

Members Absent: Dalton Wilson

City Staff Present: Kyle Fiedler, Cyndra Kastens, Sabrina Young

Audience: Tim McNeeley

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

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

COMMUNICATIONS: Fiedler announced that the new City Administrator Cyndra Kastens is in attendance.

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

1. Review of V-2026-01, application of Tim McNeeley, pursuant to City Code 17.10.08, who is petitioning for a variance to have no side yard setback for an accessory structure where code requires 15 feet on property addressed as 950 N. Gayle St., Valley Center, KS 67147.

Fiedler reviewed his staff report, the property is unique as a corner lot and has a 30ft setback on Gayle and a 20ft setback on Goff. Because the lot has a platted setback of 20ft, it needs a variance to be able to build within that setback. If approved, they could build at the property line allowing enough space for a 14x14ft shed while being 5ft away from the house to meet fire code. We would also make sure that the placement is not too far forward to not impede the sight lines from Gayle for those trying to turn onto Goff. This was published in the Ark Valley News and notice was sent to the neighbors. There were no concerns and Staff recommends approval.

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

Spranger asked if the shed will be directly on the property line or a few feet away and if a survey has been done to know where the property line is.

Tim McNeely responded that he has not had a survey.

Fiedler stated that staff did measurements using Sedgwick County GIS, that if he stays within them, he should be fine. But they could require a survey be done or find the property pins before placement.

Spranger asked if the shed will be movable or on a foundation.

Fiedler and McNeeley confirmed it will be portable with anchors.

McNeeley stated that he plans to put the shed a couple feet inside the fence line rather than right on the property line to give room to move around it and to ensure it doesn't go over the property line.

Janzen closed the hearing for comments from the public: 7:07 PM

Based on the City Staff recommendations, public comments, and discussion by the Board of Zoning Appeals, Janzen made a motion to approve V-2026-01. Motion was seconded by Shellenbarger. The vote was unanimous. Motion passed.

2. Review of V-2026-02, application of Eric Gilbert and Air Capitol Land Company, pursuant to City Code 17.10.08, who is petitioning for a variance to have a minimum lot width less than 35 feet on several proposed lots in the Sunflower Valley Addition. The parcels are 1A, 3A, 21A, 41A, 43A, and 45A, part of lot 1, Block B Sunflower Valley Addition. 492 E. Harper St., Valley Center, KS 67147.

Fiedler reviewed his staff report, the applicant is asking for an approximately 10% variance on each lot. The lots are more pie shaped and code requires them to be 35ft wide at the setback. These are all narrower than that but within the 10% variance. The lots meet all other size requirements. The northern lots already have duplexes on them and the southern lots the plan is to build duplexes as well. The plan with the lot splits is to be able to sell each side of the duplexes individually, essentially turning them into townhomes. Only one resident reached out and was not concerned once it was explained that the buildings are already there and the only change would be that each side could be sold individually. The same size building as they have been building will fit on lots without violating fire code and firewalls were included because of the ones that were already split.

Janzen opened the hearing for comments from the public: 7:08 PM

No public spoke.

Janzen closed the hearing for comments from the public: 7:13 PM

Based on the City Staff recommendations, public comments, and discussion by the Board of Zoning Appeals, Janzen made a motion to approve V-2026-02. Motion was seconded by Bradley. The vote was unanimous. Motion passed.

3. Review of V-2026-03, application of Philip Ruffo, pursuant to City Code 17.10.08, who is petitioning for a variance to have a minimum lot width less than 35 feet on several proposed lots in the Sunflower Valley Addition. The parcels are CD, EF, and

GH, part of Lot 5, Block B, Sunflower Valley Addition. 844 S. Jay St., Valley Center, KS 67147

Fiedler reviewed his staff report, similar to the last item, the request is to split these lots into four. There is already a duplex on each. The outside lots meet the frontage requirements, but the inside lots will not which is why the variance is required. Notification was sent out but no comments were received and staff recommends approval.

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

No public spoke.

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

Based on the City Staff recommendations, public comments, and discussion by the Board of Zoning Appeals, Janzen made a motion to approve V-2026-03. Motion was seconded by Conway. The vote was unanimous. Motion passed.

4. Review of LS-2026-01, application of Eric Gilbert and Air Capitol Land Company, pursuant to City Code 16.09.01, who is petitioning for lot splits involving the splitting of property the applicant owns and is currently addressed as 492 E. Harper St., Valley Center, KS 67147. Parcels: 1A, 3A, 21A, 41A, 43A, & 45A.

Fiedler reviewed his staff report, these are the same lots as item 2 for which the variance was just approved. This item will formally split the lots. Staff recommends approval.

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

No public spoke.

Janzen closed the hearing for comments from the public: 7:17 PM

Based on the City Staff recommendations, public comments, and discussion by the Board of Zoning Appeals, Janzen made a motion to approve LS-2026-01. Motion was seconded by Bradley. The vote was unanimous. Motion passed.

5. Review of LS-2026-02, application of Philip Ruffo and RMS LLC, pursuant to City Code 16.09.01, who is petitioning for lot splits involving the splitting of property the applicant owns and is currently addressed as 844 S. Jay St., Valley Center, KS 67147. Parcels: CD, EF, & GH.

Fiedler reviewed his staff report, these are the same lots as item 3 for which you the variance was just approved. This item will formally split the lots. Staff recommends approval.

Janzen opened the hearing for comments from the public: 7:18 PM

No public spoke.

Janzen closed the hearing for comments from the public: 7:20 PM

Based on the City Staff recommendations, public comments, and discussion by the Board of Zoning Appeals, Janzen made a motion to approve SL-2026-02. Motion was seconded by Phillips. The vote was unanimous. Motion passed.

OLD/UNFINISHED BUSINESS:

1. None – Term renewals and officer elections will occur in April

NEW BUSINESS:

1. None

STAFF REPORTS:

1. None

ITEMS BY PLANNING AND ZONING BOARD/BZA MEMBERS:
Gary Janzen - none
Paul Spranger - none
Rick Shellenbarger - none
Scot Phillips - none
Steve Conway - none
Dalton Wilson – absent
Amy Bradley – none

ADJOURNMENT OF THE PLANNING AND ZONING BOARD/BOARD OF ZONING APPEALS MEETING: At 7:23 P.M., a motion was made by Janzen 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