

PLANNING AND ZONING BOARD
CITY OF VALLEY CENTER

Tuesday, May 23, 2017, 7:00 P.M.
CITY HALL, 121 S. MERIDIAN

CALL TO ORDER: Community Development Director Ryan Shrack called the meeting to order at 7:00 P.M. with the following members present: Don Keenan, Gary Janzen, Matt Stamm, Rick Shellenbarger, Delmer James, Katie Patry and Ben Neaderhiser.

Members absent: None

Staff Present: Ryan Shrack and Katrina Rubenich

Audience: Scott Hildebrand, City Administrator for City of Valley Center and Josh Golka, City Engineer for City of Valley Center

Meeting started with the Pledge of Allegiance to the American Flag.

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

APPROVAL OF DRAFT MINUTES:

A motion was made by Commissioner Janzen to approve the April 25, 2017 minutes. The motion was seconded by Commissioner Neaderhiser. Motion passed unanimously.

COMMUNICATIONS:

A. Officer Elections

Commissioner Janzen was nominated for Chairperson by Commissioner Shellenbarger and nomination was seconded by Commissioner Stamm. Vote was unanimous.

Chairperson Janzen asked if there was anyone interested in being Vice Chairperson and Commissioner Stamm volunteered. Commissioner Stamm was nominated for Vice Chairperson by Chairperson Janzen and nomination was seconded by Commissioner James. Vote was unanimous.

Community Development Director Shrack volunteered to be Secretary as is customary. Vote was unanimous.

B. Initial Terms for Planning and Zoning Board members

Katrina read the terms as follows:

Matt Stamm: term expires April 2020, Gary Janzen: term expires April 2019, Don Keenan: term expires April 2018, Del James: term expires April 2020, Rick

Shellenbarger: term expires April 2018, Ben Neaderhiser: term expires April 2019, Katie Patry: term expires April 2020

Ryan turned the meeting over to Chairperson Janzen. Chairperson Janzen asked that each commissioner introduce themselves to the new committee. He also asked City Administrator Scott Hildebrand to explain the reason for the new committee. City Administrator Hildebrand explained that, as part of the Strategic Plan and through community feedback, the City decided to condense the Planning Commission and Site Planning Commission into the Planning and Zoning Board to help streamline and shorten the application and approval process. Chairperson Janzen also asked the committee to try to make each meeting because 4 members are required for quorum. He requested that if any commissioner cannot make a meeting to please let Ryan know. Ryan reminded the committee that all meeting dates are listed on the website and that he will be in contact via email about upcoming meetings. Ryan also notified the committee that there will be no June meeting but there will likely be a July meeting. Chairperson Janzen also encouraged each commissioner to ask questions during the meetings to open up discussions.

PUBLIC HEARING BEFORE PLANNING COMMISSION:

- A. Review of SP-2017-02, application of The City of Valley Center, KS, pursuant to Section 17.12.020.A., who is petitioning to build a 13,370 square foot building to serve as the City's community center/library and be located at 314 E. Clay Street, Valley Center, KS 67147.

Chairperson Janzen expressed surprise that there was no audience from the public and verified that there was proper notification published. Ryan assured him that meeting was published in the newspaper as required by state law. Ryan informed the committee that the City did appoint a Design Review Committee for this projects and that the project has so far been approved by the Design Review Committee, the City Council and the Sedgwick County MABCD. The Planning and Zoning Board approval is the final step before a building permit can be issued. Chairperson Janzen asked for more information on the Design Review Committee. City Administrator Hildebrand explained that the Design Review committee was appointed to meet with the architect and give feedback from the community on the design of the new community center/library. Commissioner Shellenbarger asked if there was any inquiries into FEMA grant funding for the safe room because he is a part of a program that helps communities with this. City Administrator Hildebrand stated that there is a safe room but it is not FEMA qualified but he is not aware of any attempts at grant funding. Commissioner Keenan asked if the Design Review Committee is for all projects in the city and if this committee does any review over design elements. City Administrator Hildebrand and Ryan both explained that the Design Review Committee was formed just for this project, as it is a building for the community. Other city buildings and private buildings do not have to go through any design review since the City of Valley Center has no official design guidelines. Ryan clarified that the purpose of the this committee is mostly Site Plan related, surrounding footprint of the building, drainage, exterior lighting, egress, parking

lots and how it will impact the surrounding area. Ryan also stated that all plans do get reviewed internally by Community Development, Public Works and the City Engineer before going before the Planning and Zoning Board. Chairperson Janzen asked that Ryan “summarize” the applications when he initially sends out the paperwork. Ryan agreed and also clarified the key roles of the Planning and Zoning Board: Site Planning review for all new commercial builds/additions 20% or more of existing square footage. Also, lot split, platting, etc. applications will go before the Planning and Zoning Board.

Ryan presented the following:

Date: May 16, 2017

To: City of Valley Center Planning and Zoning Board

From: Ryan W. Shrack, *Community Development Director*

Applicant: City of Valley Center, Kansas (**SP-2017-02**)

Location of Site Plan: The proposed building will be constructed in the southeastern section of Lions Park, which is bounded by Abilene Street on the west, Clay Street on the south, Colby Street on the east, and Allen Street on the north. The park currently contains multiple buildings, including the existing community center (316 E. Clay St., Valley Center, KS), city swimming pool, a park gazebo, playground areas, and pavilion. The existing community center building will be demolished and the area converted into parking spaces to serve the new community center/library. The new community center/library will be constructed immediately northwest of the existing community center building (*red rectangle shows approximate location of new building*). The following image shows the lot in relation to the surrounding area:



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

Size of Parcel: 9.78 acres (426,272 sq. ft.). This number is the acreage for the lots that are designated as Lions Park. The new community center/library will have the following mailing address: 314 E. Clay Street, Valley Center, KS. The R-1B Zoning District requires a minimum of 6,500 sq. ft. to construct a building. The submitted site plan meets all bulk regulations required of the zoning district.

Purpose of Site Plan Application:

17.12.05 Site Plan Requirements:

Projects which are subject to review by the Site Plan Committee generally are required to meet the following standards:

- A. *Show the location and dimensions of all right-of-way, easements and setback lines either required by these regulations or by platting or separate instruments.*
 - The proposed building is on one plat (Miles 1st Addition Plat) and does show the location of all right-of-way, easements and setback lines.
- B. *The site plan map generally should be oriented to the north with north arrow and scale plus dimensions and property boundary lines for the zoning lot.*
 - Dimensions are on the Site Plan and the site plan is generally oriented to the north and a scale is present.
- C. *Topography by contour lines may be required if slopes exceed 5%, buffer berms are used, or a drainage plan is required.*
 - Drainage is indicated on the site plan and has been reviewed by the City Engineer and Public Works Director. Revisions have been made to the proposed plan and have been finalized and approved.
- D. *Show existing and proposed structures by bulk dimensions plus number of stories, gross floor area and entrances.*
 - The developer is showing the building footprint. The building addition is single story and will have a peak height of 24 feet. This building will comprise 13,370 square feet and serve as the city's community center and library facility.
- E. *Existing and proposed curb cuts, aisles, off-street parking, loading spaces and walkways, including type of surfacing and number of parking spaces. Delineate the traffic flow with directional arrows and indicate the location of direction signs and other motorist's aids (if any).*
 - The site plan shows the proposed parking lot that will be constructed along with the new community center/library. The proposed parking lot will have 72 total parking stalls, 6 of which are designated handicapped parking only. Walkways conform to given standards and traffic flow has been indicated throughout the site plan and curb cuts are noted. No directional signage will be posted.

- F. *Location, direction and intensity of proposed lighting. All exterior lighting must be “full-cut-off” light fixtures when located near adjacent residential properties (no light should spill over on adjacent residential parcels)*
- Exterior lighting will meet all city standards and ensure that no spill over occurs onto adjacent residential parcels.
- G. *Location and height of all existing (to remain) and proposed signs on the site, the setback dimensions from any sign to property lines, location and routing of electrical supply, surface area of the sign in square feet, size of letters and graphics, description of sign, frame materials and colors.*
- No exterior signs are proposed for this project.
- H. *If disposal containers will be on the site, indicate how such areas will be fully screened from public view by means of a structure (including swinging doors) constructed with either solid treated lumber walls, cement block (with or without brick), or other materials deemed acceptable. The enclosure must also have the capability of latching the doors in a closed position, or when trash is being picked up, in an open position. Outdoor storage areas may also need to be screened if required by these zoning regulations.*
- The site plan does show a disposal container to be placed on site. The disposal container will be located north of the new building and will be fully screened. The screening will be able to be latched closed, as well as opened for scheduled collecting.
- I. *Vehicular ingress and egress to and from the site and circulation within the site to provide safe, efficient and convenient movement of traffic, not only within the site but on adjacent roadways.*
- Vehicular ingress and egress to and from the site and circulation within the site will be safe, efficient, and convenient.
- J. *Site plan provides for the safe movement of pedestrians within the site.*
- Proposed building provides for the safe movement of pedestrians around the site.

STAFF RECOMMENDATION: Approve site plan application per the recommendation of city staff.

Chairperson Janzen asked the committee to take a few minutes to look over the plan and ask any questions. Commissioner Shellenbarger asked if the existing building would stay or be included. Ryan stated that the existing building will be demolished and will become part of the parking lot. Commissioner Keenan asked if there will be new trees planted to replace the trees taken out for the new building. Mr. Golka stated that they tried to save as many of the established trees as possible, including islands in the parking lot and that Parks & Public Buildings Director Neal Owings plans on planting new trees and shrubs and installing irrigation once the project is complete.

Commissioner Shellenbarger asked about transplanting trees. City Administrator Hildebrand stated that some trees will be transplanted. Commissioner Keenan asked about the sand volleyball courts and alternate flagpole. City Administrator said that those things will be addressed in the Parks Master Plan. Commissioner Shellenbarger asked about extending the additional playground. City Administrator Hildebrand stated that, too, will be addressed in the Parks Master Plan and that the City's ultimate goal is to make Lion's Park a "destination park" for the city and to continually add more amenities. Commissioner Keenan asked how the kitchen area is being vented and Mr. Golka replied that it has 2 standard access lids. Commissioner Stamm asked about alternate 3 parking lot. City Administrator Hildebrand stated that it is more related to the potential dog park and will be added later. Chairperson Janzen wanted to know if the driveways are all 6" and if they are reinforced. Mr. Golka stated that they are all 6" except for one, which will be 8" and the trash company will be instructed to use only that one and that they are all reinforced. Commissioner Patry asked who uses the community building. City Administrator Hildebrand explained that the building is mainly used as a Senior Center but is also used to store commodities and can be rented for private usage. Commissioner Shellenbarger asked if there will be a sidewalk surrounding the park and City Administrator Hildebrand explained that a sidewalk is part of the Parks Master Plan. Commissioner Patry asked if there are public restrooms available in the park and City Administrator Hildebrand stated yes.

At 7:50 P.M., Chairperson Janzen opened hearing for comments from the public. At 7:51 P.M., Chairperson Janzen closed public hearing. Chairperson Janzen asked the commissioners if they had any comments.

Based on the City Staff recommendations, public comments and discussion by the Planning Commission, Vice Chairperson Stamm made a motion to approve SP-2017-02. Commissioner Shellenbarger seconded the motion. Vote was unanimous to approve the plan.

NEW BUSINESS-None

OLD OR UNFINISHED BUSINESS-None

COMMITTEE AND STAFF REPORTS-Ryan thanked and expressed his appreciation to everyone for their service to the community by serving on this board.

ITEMS BY PLANNING COMMISSION/ZONING BOARD OF APPEALS MEMBERS:

Don Keenan-Nothing
Gary Janzen-Nothing
Matt Stamm-Nothing
Rick Shellenbarger-Nothing
Delmer James-Nothing
Katie Patry-Nothing
Ben Neaderhiser-Nothing

Chairperson Janzen reminded everyone to please let Ryan or Katrina know if they cannot make it to any meetings in the future so we can be sure to obtain quorum.

ADJOURNMENT OF THE PLANNING COMMISSION/ZONING BOARD OF APPEALS

At 7:56 P.M., a motion was made by Vice Chairperson Stamm to adjourn and seconded by Commissioner Shellenbarger. Vote was unanimous.

Respectfully submitted,

Ryan Shrack/KSR
Community Development Director

Gary Janzen, Chairperson