

PLANNING AND ZONING BOARD MEETING MINUTES

CITY OF VALLEY CENTER, KANSAS

TUESDAY, JANUARY 22, 2019, 7:00 P.M.

CITY HALL, 121 S. MERIDIAN AVE.

CALL TO ORDER: Chairperson Gary Janzen called the meeting to order at 7:00 P.M. with the following members present: Don Keenan, Kelsey Parker, Danielle Keenan, and Katie Patry.

Members Absent: Delmer James and Rick Shellenbarger

Staff Present: Ryan Shrack

Audience: Tymber Lee

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

AGENDA: A motion was made by Chairperson Janzen and seconded by Board Member Parker to set the agenda. Motion passed unanimously.

APPROVAL OF DRAFT MINUTES: A motion was made by Vice Chairperson Keenan to approve the December 20, 2018 meeting minutes. The motion was seconded by Board Member Danielle Keenan. Motion passed unanimously.

COMMUNICATIONS: Ryan informed the board members that Delmer James recently resigned his position on the Planning and Zoning Board due to health issues and encouraged anyone that felt so inclined to reach out to Del and thank him for his years of service to the community. Ryan also shared information regarding the 2019 WABA Home Show and invited all of the board members to volunteer to help operate the City's booth if time permits.

PUBLIC HEARING BEFORE THE PLANNING AND ZONING BOARD:

- A. Review of SD-2019-01, application of Tymber Lee, pursuant to Section 16.04.15., who is petitioning for approval of a small tract plat for the lot located at 2859 E. 5th Street, Valley Center, KS 67147.

Ryan presented the following staff report to the Planning and Zoning Board:



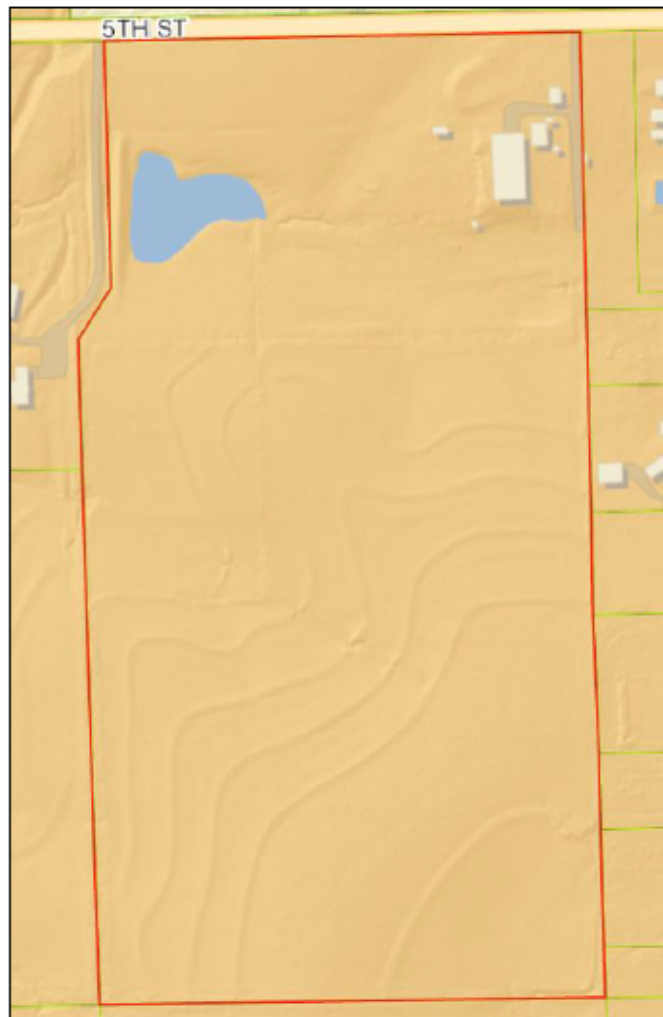
Date: January 14, 2019

To: City of Valley Center Planning and Zoning Board

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

Final Small Tract Plat Approval for LN Ranch Plat (SD-2019-01)

Tymer Lee, pursuant to Section 16.04.15, is petitioning the City of Valley Center Planning and Zoning Board to approve a small tract plat for the lot located at 2859 E. 5th Street, Valley Center, KS 67147.



(Mr. Lee's property outlined in red in the above image)

Applicant's reasons for Platting: It is the intent of Mr. Lee to construct a new residence for himself on one of the newly created smaller lots (Lot 1) and transfer ownership of the other two smaller lots to family members, who also plan to build new single-family homes on each lot. A copy of the proposed plat is located at the end of this staff report. The City of Valley Center Community Development Department will oversee the approval of all building permits for each of these future residences. No portion of this property is located in the designated special flood hazard area (SFHA).

Comparison of Small Tract Subdivision Requirements with this petition:

In order to file for approval in the manner provided in Section 16.04.15.B, a proposed Small Tract Plat shall comply with the following requirements:

1. The proposed Small Tract Plat shall include not more than five acres if a residential plat, nor more than five acres for any other type of plat, unless approved for a larger acreage by the Planning and Zoning Board.

As indicated on the submitted plat map, the creation of this small tract plat will create three new lots. Lot 1 will be 7.87 acres, Lot 2 will be 5.5 acres, and Lot 3 will be 4.08 acres. The remaining land will be named Lot 4. Prior approval was given by the Planning and Zoning Board to allow for the creation of new lots larger than 5 acres for this small tract plat.

2. The proposed Small Tract Plat shall create not more than five lots, tracts or parcels of land, unless approved for a larger number by the Planning and Zoning Board.

This plat will contain four lots in total. Lots 1-3 will be developed with single-family homes and Lot 4 will remain as agricultural use. This land is currently zoned A-1 (Agricultural District), which is compatible with low-density residential development. The existing single-family home located in the northeast corner of the property will be demolished.

3. No public street or easement of access, e.g., a utility or drainage easement, is sought to be dedicated or is contemplated or projected through (as opposed to adjacent to) the lot, tract or parcel proposed to be subdivided or re-subdivided.

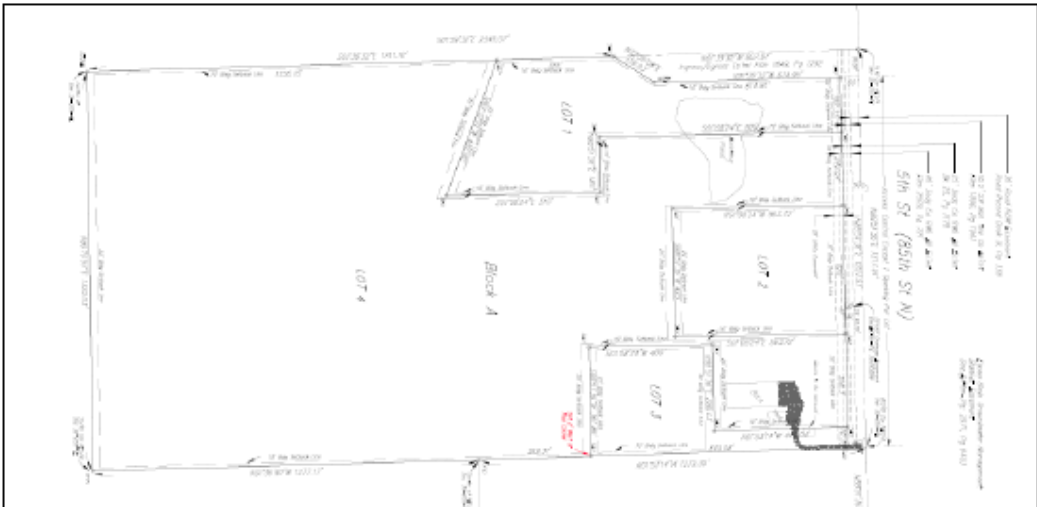
All existing easements are shown on the map. The City Engineer has requested a 30' utility easement be placed on the north end of the property. This will overlap existing utility easements by other organizations and not have a negative impact on the existing property nor is it the request of the property owner, therefore this standard is still met. This easement is being placed in anticipation of a future, not yet determined, water line expansion project along 5th Street. A similar request was made by the City when a property located on the southwest corner of 5th Street and Broadway Avenue was platted in 2015.

4. The proposed Small Tract Plat shall be in the form required by Section 16.05.02 and shall contain all the data, information and certificates required as well as the supplemental information.

Savoy Company, which drafted the plat map for the applicant, has included all of the required items as identified in section 16.05.02 of the Subdivision regulations. The information on this plat has been reviewed by the Community Development Department, Public Works Department, and the City Engineer and was found acceptable.

Staff Recommendation:

City staff recommends **approval** of this small tract plat application and submitting it to City Council for final approval.



Be, the undersigned holder of a mortgage on the above described property do hereby consent to the plan of "LN RANCH", an Addition to Valley Center, Sedgewick County, Kansas.

Comptroller State _____
 The _____

State of Kansas) SS
 Sedgewick County) The foregoing instrument was acknowledged before me, this _____ day of _____, 2018, by _____ of Sedgewick County, Kansas, as the holder of the above described property.

By _____ Notary Public

State of Kansas) SS
 Sedgewick County) The foregoing instrument was acknowledged before me, this _____ day of _____, 2018, by _____ of Sedgewick County, Kansas, as the holder of the above described property.

By _____ Notary Public

State of Kansas) SS
 City of Valley Center) This plan of "LN RANCH", an Addition to Valley Center, Sedgewick County, Kansas, was approved by the Valley Center City Planning and Zoning Board on _____, 2018.

Signed _____, 2018

Day Mayor _____ Chairman
 Ryan R. Strunk Secretary

City of Valley Center) SS
 The declaration shall be the plan of "LN RANCH", an Addition to Valley Center, Sedgewick County, Kansas, if and only if the same is accepted by the governing body of the City of Valley Center, Kansas on _____, 2018.

Mayor _____ Mayor
 _____ City Clerk

Received in accordance with K.S.A. 5A-2010 on this _____ day of _____, 2018.

_____ County Clerk

Entered on transfer record this _____ day of _____, 2018.

_____ County Clerk

State of Kansas) SS
 Sedgewick County) This is to certify that this plan has been filed for record in the office of the Register of Deeds, this _____ day of _____, 2018, at _____.

_____ Register of Deeds

_____ County Clerk

State of Kansas) SS
 Sedgewick County) This plan of "LN RANCH", an Addition to Valley Center, Sedgewick County, Kansas, was approved by the Valley Center City Planning and Zoning Board on _____, 2018.

Signed _____, 2018

Day Mayor _____ Chairman
 Ryan R. Strunk Secretary

City of Valley Center) SS
 The declaration shall be the plan of "LN RANCH", an Addition to Valley Center, Sedgewick County, Kansas, if and only if the same is accepted by the governing body of the City of Valley Center, Kansas on _____, 2018.

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_____ County Clerk

Entered on transfer record this _____ day of _____, 2018.

_____ County Clerk

State of Kansas) SS
 Sedgewick County) This is to certify that this plan has been filed for record in the office of the Register of Deeds, this _____ day of _____, 2018, at _____.

_____ Register of Deeds

_____ County Clerk



After the staff report presentation, Vice Chairperson Keenan opened the public hearing at 7:05 P.M.

Vice Chairperson Keenan closed the public hearing at 7:06 P.M. No comments were received from the audience.

Based on City Staff recommendations, public comments, and discussion by the Planning and Zoning Board, Board Member Parker made a motion to approve SD-2019-01. Chairperson Janzen seconded the motion. The vote was unanimous.

NEW BUSINESS-None

OLD OR UNFINISHED BUSINESS-None

COMMITTEE AND STAFF REPORTS-Ryan informed the board members that they probably won't have a meeting in February.

ITEMS BY PLANNING AND ZONING BOARD MEMBERS:

- Gary Janzen-Nothing
- Don Keenan-Nothing
- Kelsey Parker-Nothing
- Rick Shellenbarger-Not present
- Delmer James-Not present
- Katie Patry-Nothing
- Danielle Keenan-Nothing

ADJOURNMENT OF THE PLANNING AND ZONING BOARD MEETING: At 7:12 P.M., a motion was made by Chairperson Janzen to adjourn and was seconded by Vice Chairperson Keenan. Vote was unanimous.

Respectfully submitted,

Ryan Shrack, Community Development Director

Gary Janzen, Chairperson