

# **PLANNING AND ZONING BOARD/BOARD OF ZONING APPEALS MEETING MINUTES**

CITY OF VALLEY CENTER, KANSAS

TUESDAY, MARCH 24, 2020, 7:00 P.M.  
CITY HALL, 121 S. MERIDIAN AVE.

**CALL TO ORDER:** Vice Chairperson Kelsey Parker called the meeting to order at 7:00 P.M. via Zoom (video chat) with the following members present: Don Keenan, Mike Boyd, Katie Patry present and Rick Shellenbarger via Zoom

**Members Absent:** Gary Janzen and Toby Meadows

**Staff Present:** Ryan Shrack via Zoom, Tristan Hendrickson, and Brent Clark

**Audience:** Tobias Conrady, Michael and Kathleen George via Zoom video chat

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

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

**APPROVAL OF DRAFT MINUTES:** Vice Chairperson Parker made a motion to approve the February 25, 2019 DRAFT meeting minutes. The motion was seconded by Board Member Shellenbarger. Motion passed unanimously.

**COMMUNICATIONS:** Ryan had no communications for the board.

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

- A. Review of LS-2020-02, application of Michael and Kathleen George, pursuant to Section 16.09.01, who are petitioning for a lot split involving the splitting of property the applicants own north of the intersection of 5<sup>th</sup> Street and Seneca St. on the west side of the street, Valley Center, KS 67147.

Community Development Director Ryan Shrack presented the following staff report to the Planning and Zoning Board:



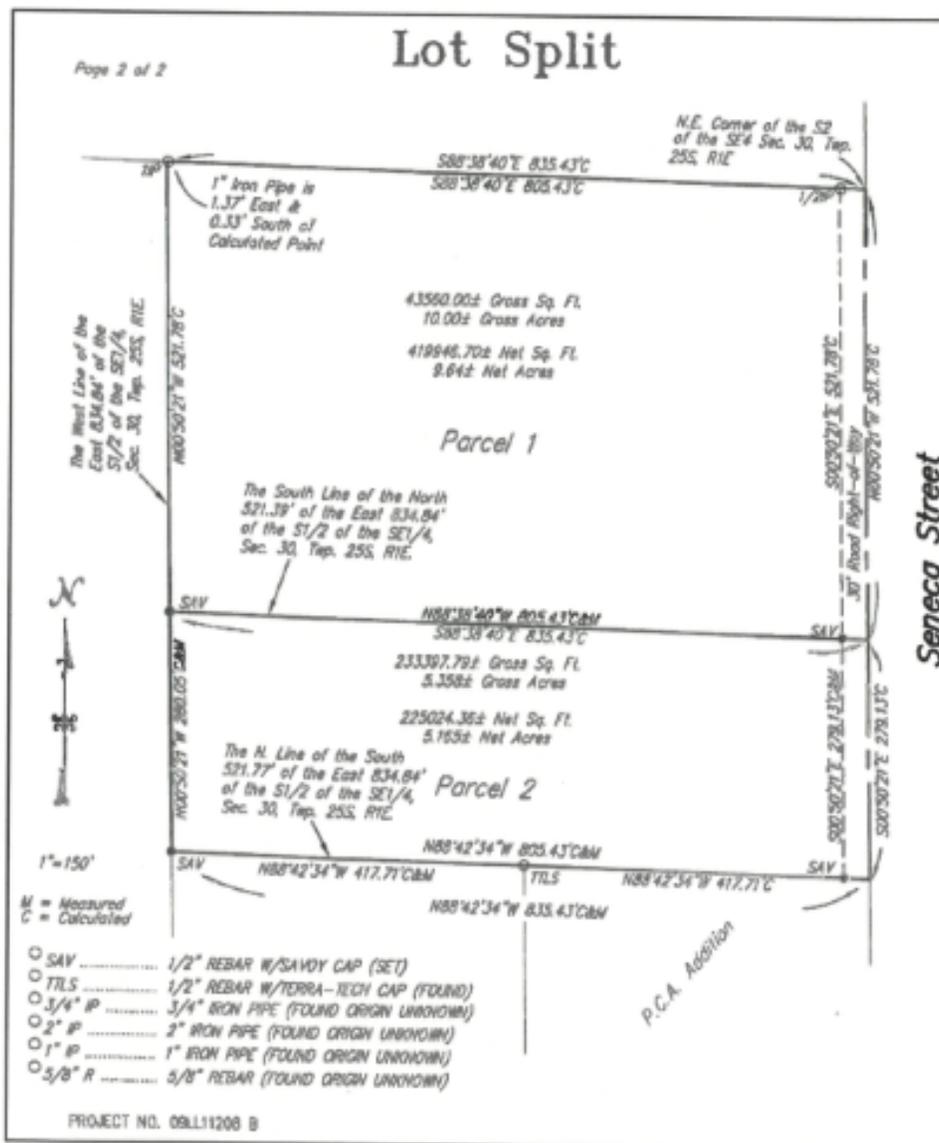
**Date:** March 12, 2020

**To:** City of Valley Center Planning and Zoning Board

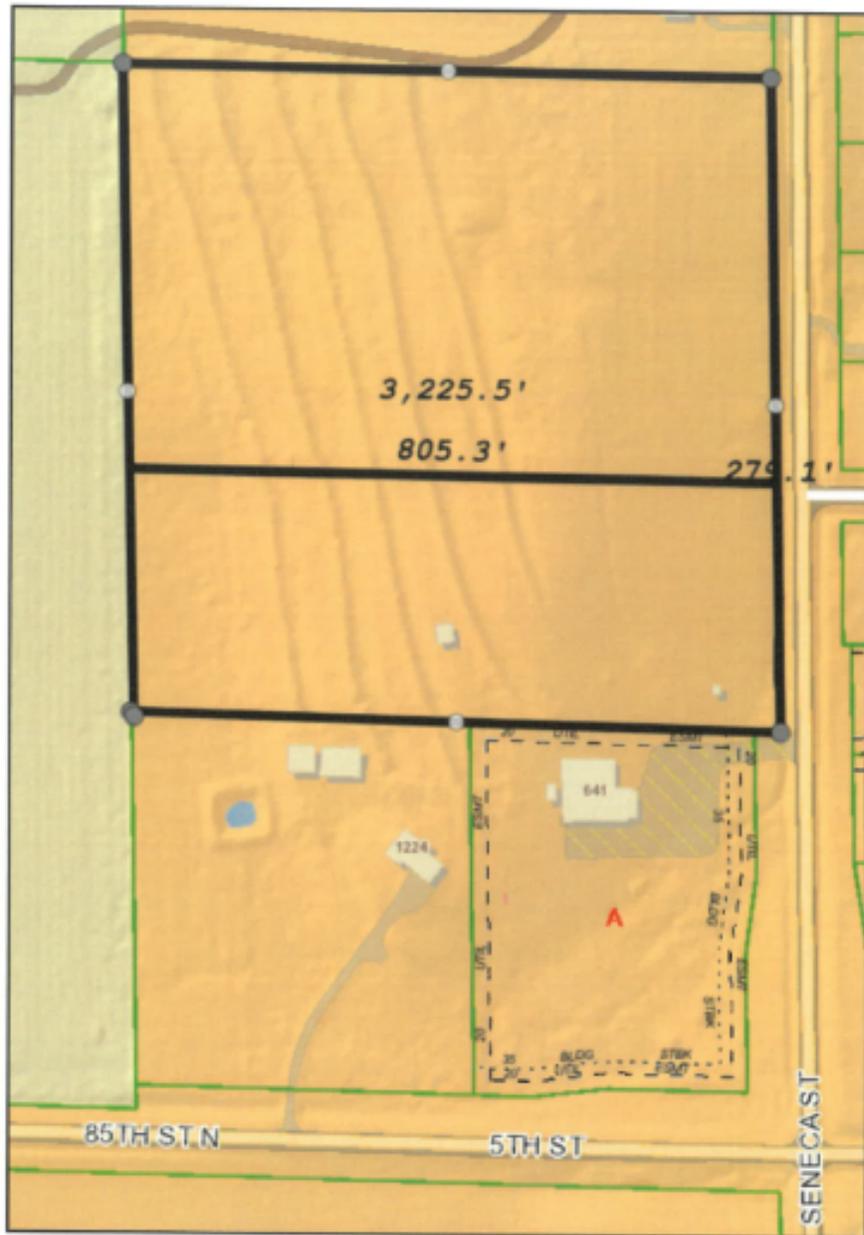
**From:** Ryan W. Shrack, Community Development Director

**RE:** Lot Split Application (LS-2020-02)

**Petition:** Michael and Kathleen George are petitioning for a lot split to separate the land located north of the intersection of 5<sup>th</sup> Street and Seneca Avenue (on the west side of the street) into two lots as shown in the image below:



**Existing Lot with Proposed New Lot Lines (approximate boundaries in black):**



**Staff Comments:**

The applicants live at 1224 W. 5<sup>th</sup> Street (see map above) and own the parcel directly to the north of their house. Currently, the lot in question contains one small accessory building, as well as many trees and meadow area. The land is zoned A-1 (Agricultural District). After the lot split is approved, the applicant plans to sell the north lot to a family that is going to build a single-family residence on that property and retain ownership of the south lot. The completed survey documents can be found at the end of this report, along with a letter from the applicants.

A public notice was sent out to all adjacent property owners and a public notice was published in *The Ark Valley News*. To date, no responses have been received.

**City staff recommends approval of this lot split application.**

02/25/2020

City of Valley Center KS  
Ryan Shrack

Re: Lot Split

Mr. Shrack;

This letter is for requesting a lot split of our 15 acres near 85<sup>th</sup> street north and Seneca. We are needing to split off 10 acres of the 15 we own in order to sell the property to a family wishing to build a home. Please let me know if there is anything additional you need from us to in order to start moving forward.

Thank you!  
Kathleen George  
1224 W 85<sup>th</sup> N  
Valley Center KS 67147



**Savoy Company, P.A.**  
**Land Surveyors**  
www.savoyco.com

**Wichita, Kansas**  
433 S. Hydraulic  
Wichita, KS 67211-1911  
Tel. (316) 265-0005  
Fax. (316) 265-0275

**El Dorado, Kansas**  
120 N. Main, Suite 3  
El Dorado, KS 67042-2058  
Tel. (316) 452-5552  
Fax. (316) 452-5682

**Kensington, Kansas**  
129 S. Main, Suite 100  
P.O. Box 95  
Kensington, KS 66951-9804  
Cell. (785) 476-8061

Page 1 of 2

## LOT SPLIT

February 12, 2020

**PARCEL 1:**

The North 521.39 feet of the East 834.84 feet of the South Half of the Southeast Quarter of Section 30, Township 25 South, Range 1 East of the Sixth P.M., Sedgwick County, Kansas.

**PARCEL 2:**

The East 834.84 feet of the South Half of the Southeast Quarter of Section 30, Township 25 South, Range 1 East of the Sixth P.M., Sedgwick County, Kansas. EXCEPT: The North 521.39 feet and the South 521.77 feet thereof.





**Savoy Company, P.A.**  
**Land Surveyors**  
 www.savoyco.com

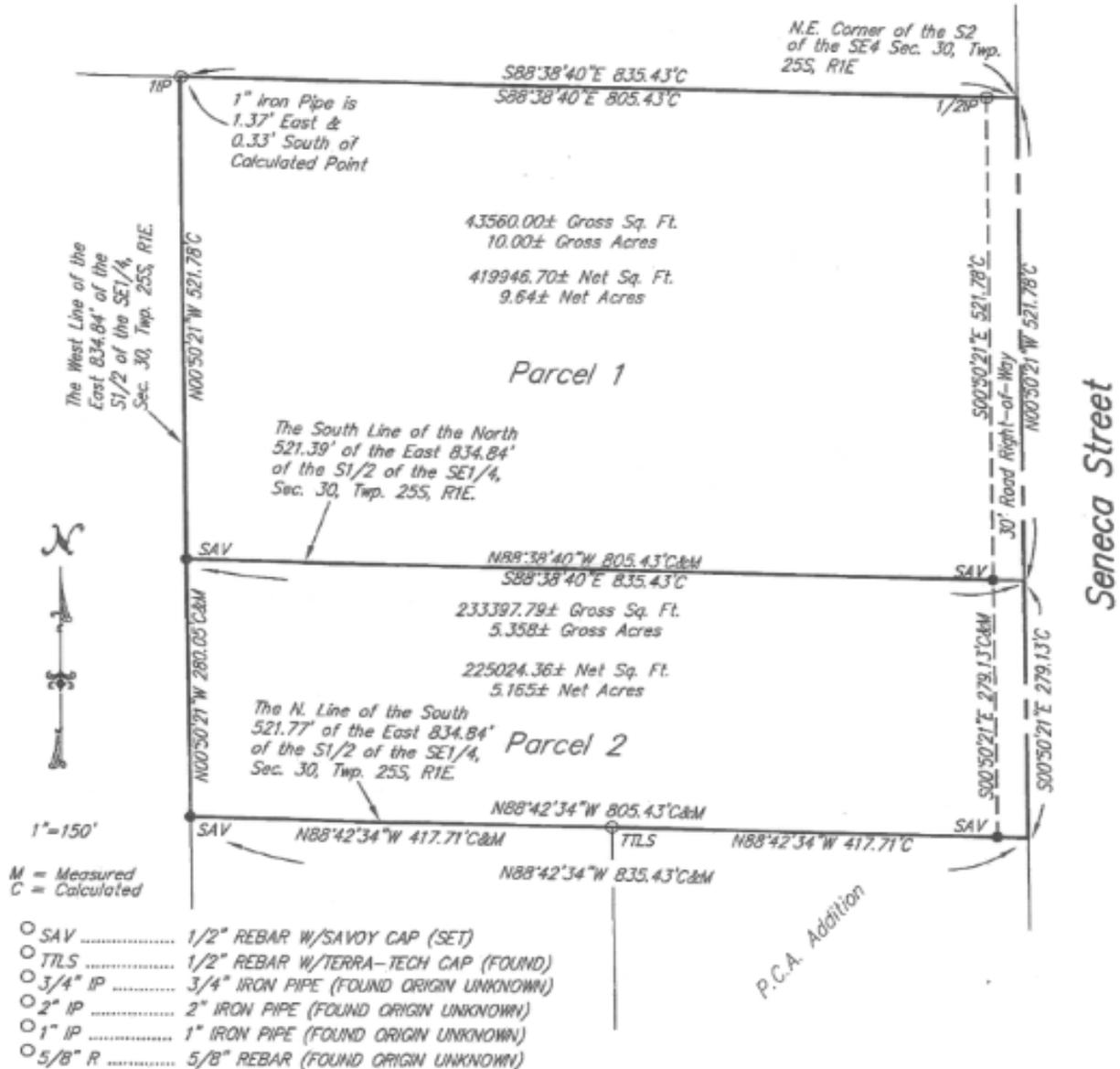
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# Lot Split

Page 2 of 2



PROJECT NO. 09LL11208 B

Vice Chairperson Parker opened the public hearing at 7:05 P.M.

There were not questions or comments.

Vice Chairperson Parker closed the public hearing at 7:07 P.M.

Based on City Staff recommendations, public comments, and discussion by the Planning and Zoning Board, Board Member Keenan made a motion to approve LS-2020-02. Board Member Boyd seconded the motion. The vote was unanimous.

- B. Review of SP-2020-02, application of Tobias Conrady, pursuant to Section 17.12, who is petitioning to build a two duplex residential development on the property formerly addressed as 338 N. Ash Ave., Valley Center, KS 67147.

Community Development Director Ryan Shrack presented the following staff report to the Planning and Zoning Board:



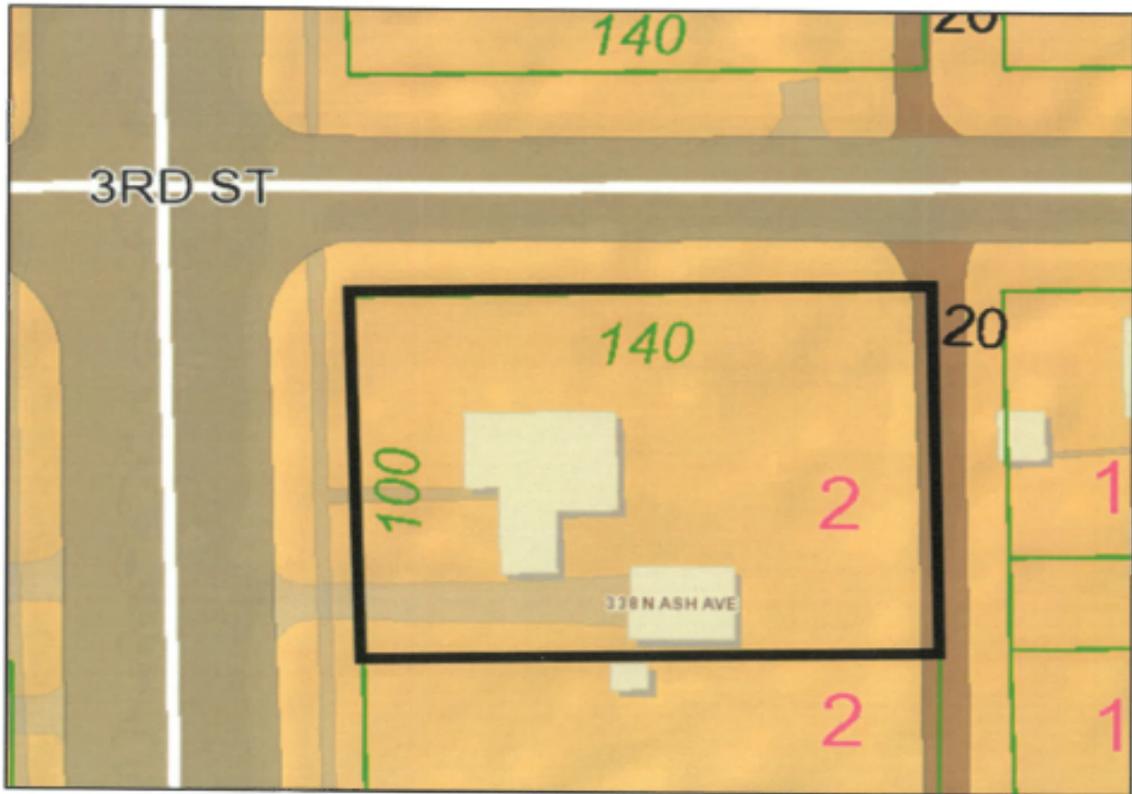
**Date:** March 12, 2020

**To:** City of Valley Center Planning and Zoning Board

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

**Applicant:** Tobias Conrady (SP-2020-02)

**Location of Site Plan:** The proposed two duplex development will be constructed on the property formerly addressed as 338 N. Ash Avenue. The map below shows the lot on which the duplexes will be constructed (outlined in black).



**Existing Zoning:** R-3 (Multi-Family Residential District).

**Size of Parcel:** The lot on which the duplexes will be constructed is .33 acres in size. 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 Planning and Zoning Board 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 duplexes will be constructed within the site development area noted on the attached site plan sheets, which also 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 shown on the site plan and the site plan is generally oriented to the north and a scale is present. Property boundary lines are also shown on the site plan map.
- C. *Topography by contour lines may be required if slopes exceed 5%, buffer berms are used, or a drainage plan is required.*
  - A contour map is provided as part of the site plan. Per the City Engineer, a drainage plan was not required for this construction project.
- D. *Show existing and proposed structures by bulk dimensions plus number of stories, gross floor area and entrances.*
  - The site plan shows the dimensions for the proposed duplexes. A set of blueprints for each duplex (the duplexes will be identical in design and size) has also been submitted and reviewed.
- 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).*
  - As shown on the site plan, each duplex will be served by one driveway. One new driveway will be constructed and connect to 3<sup>rd</sup> Street and one new driveway will be constructed and connect to Ash Avenue. The completed driveways will be inspected by Valley Center Public Works Dept. staff.
- 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 conform to residential standards.
- 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.*

- There are no disposal containers proposed for this project. Each duplex unit will maintain its own trash service with the City of Valley Center's waste provider.

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 will be safe, efficient, and convenient. As noted on the site plan sheets, there will be two driveways constructed to serve the two duplexes.

J. *Site plan provides for the safe movement of pedestrians within the site.*

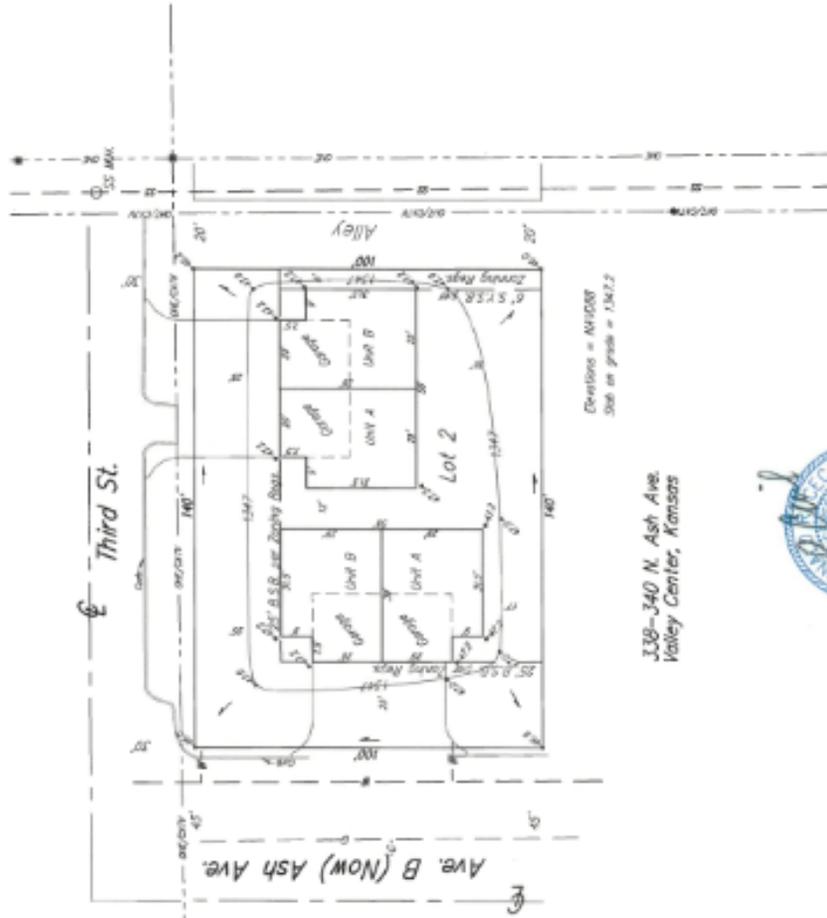
- The proposed development is a private residential development, so no public pedestrians should have access to the site. Currently, there is a public sidewalk located on the west side of this property along Ash Avenue that will remain a public sidewalk.

**STAFF RECOMMENDATION:** City staff recommends approval of this site plan application.

# SITE PLAN

LOT 2 ON AVE. B (NOW) ASH,  
CARPENTERS' ADDITION,  
VALLEY CENTER, SEDGWICK COUNTY, KANSAS

**TOBIAS CONRADY**  
PO Box 82, Valley Center, Ms. 67147  
(316) 398-8290



Elevations = MVD007  
Sub on grade = 1341.2

338-340 N. Ash Ave.  
Valley Center, Kansas



1" = 30'  
January 20, 2018

GRAPHIC SCALE



R.S.B. = Building Setback  
S.S.B. = Side Yard Setback  
R.F.S.B. = Rear Yard Setback

**LEGEND**

- G = GAS MAIN
- # = WATER MAIN
- SS = SANITARY SEWER
- ONE = OVERHEAD ELECTRIC
- DTY = OVERHEAD TELEPHONE
- CITY = DISCONNECT CABLE TV



Sevoy Company, P.A.  
Land Surveyors  
1011 South Main Street  
Valley Center, MO 64689

DWG-NAME: Lot 2 on Ave B (now) Ash-SP

Project No.: 18011009 SP

# SITE PLAN

LOT 2 ON AVE. B (NOW) ASH,  
CARPENTERS ADDITION,  
VALLEY CENTER, SEDGWICK COUNTY, KANSAS

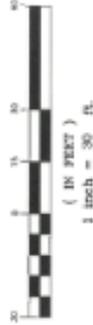
**TOBIAS CONRADY**

PO Box 82, Valley Center, KS, 67147  
(316) 309-6290

N

1" = 30'  
January 13, 2025

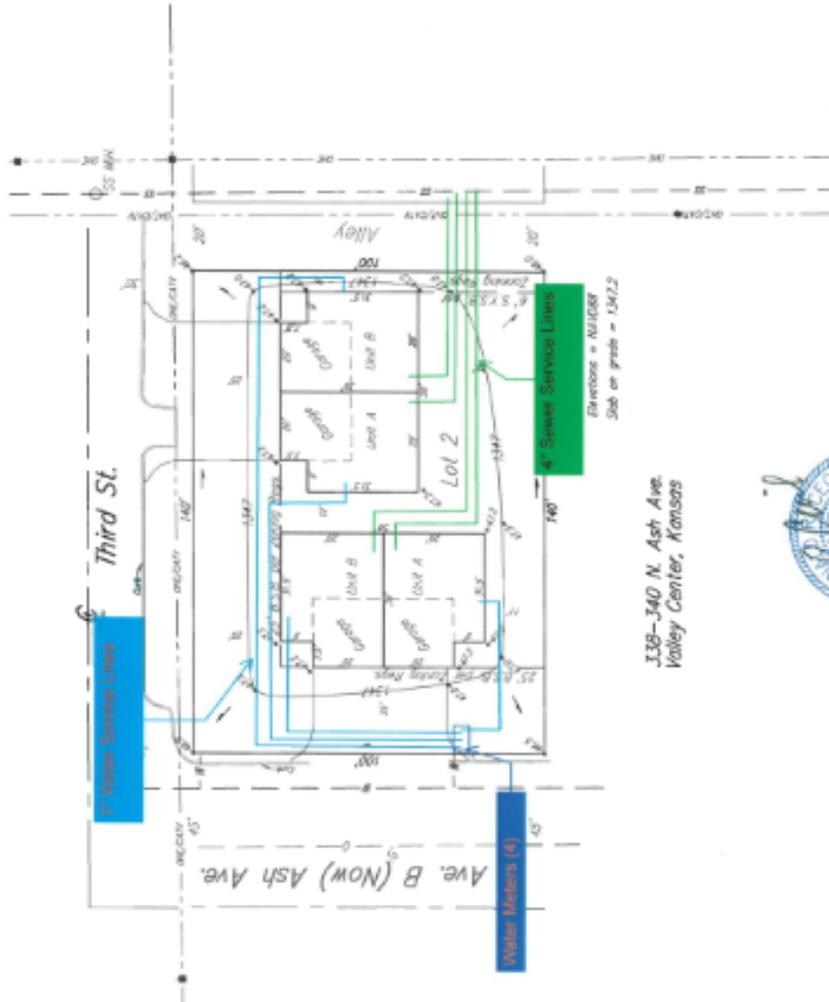
GRAPHIC SCALE



B.S.B = Building Setback  
S.V.S.B = Side Yard Setback  
R.C.S.B = Rear Yard Setback

LEGEND

C = GAS MAIN  
W = WATER MAIN  
S = SANITARY SEWER  
SIP = SANITARY INTERCEPTOR  
O.M.F. = OVERHEAD FLEETING  
O.M.T. = OVERHEAD TELEPHONE  
C.M.T.V. = OVERHEAD CABLE TV



338-340 N. Ash Ave.  
Valley Center, Kansas

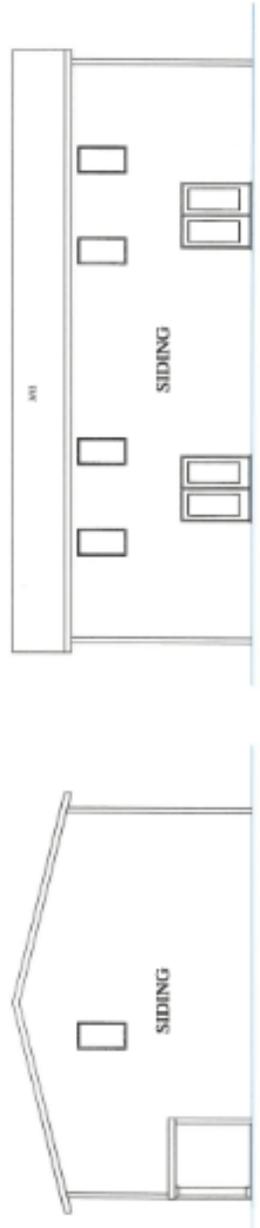


ENG-11416 Lot 2 on Ave B (now) Ash-09

Project No: 19440009 0P

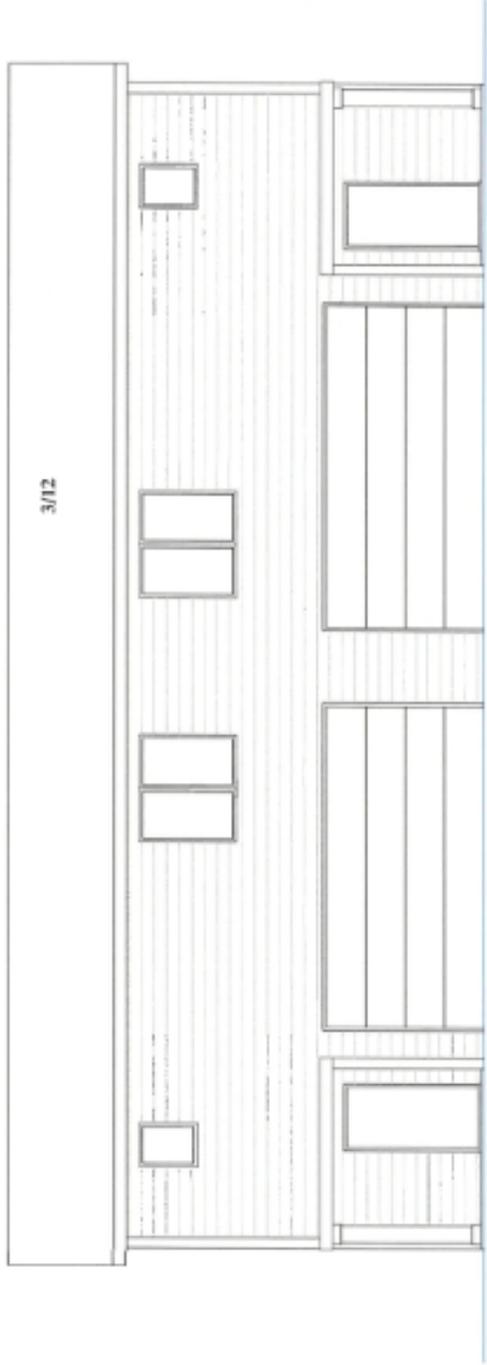
1/31/2020

TOBIAS CONRADY



RIGHT SIDE ELEVATION  
(LEFT SIDE SIMILAR)

REAR ELEVATION



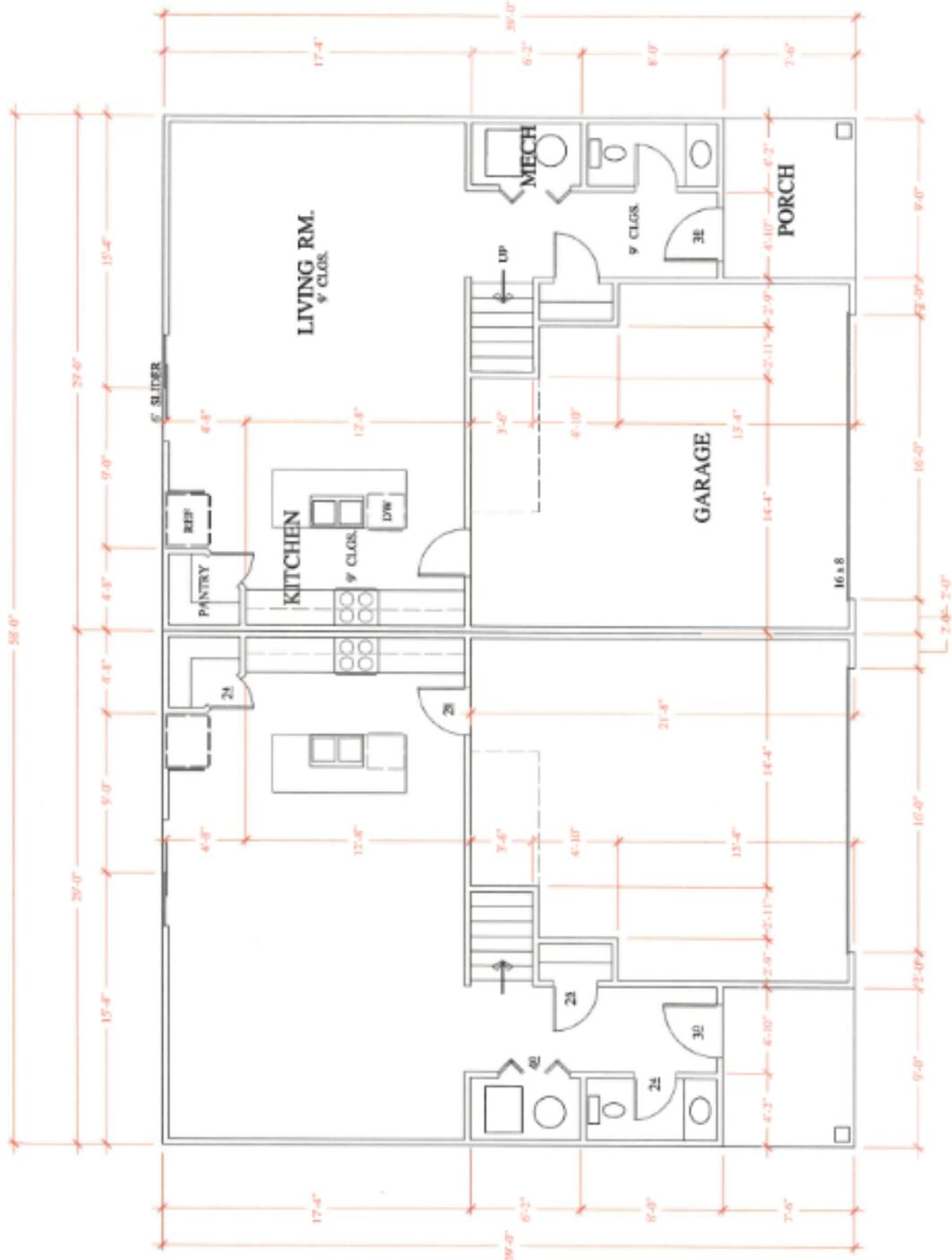
FRONT ELEVATION



R.B. Drafting  
316-729-0648

1/31/2020

TOBIAS CONRADY

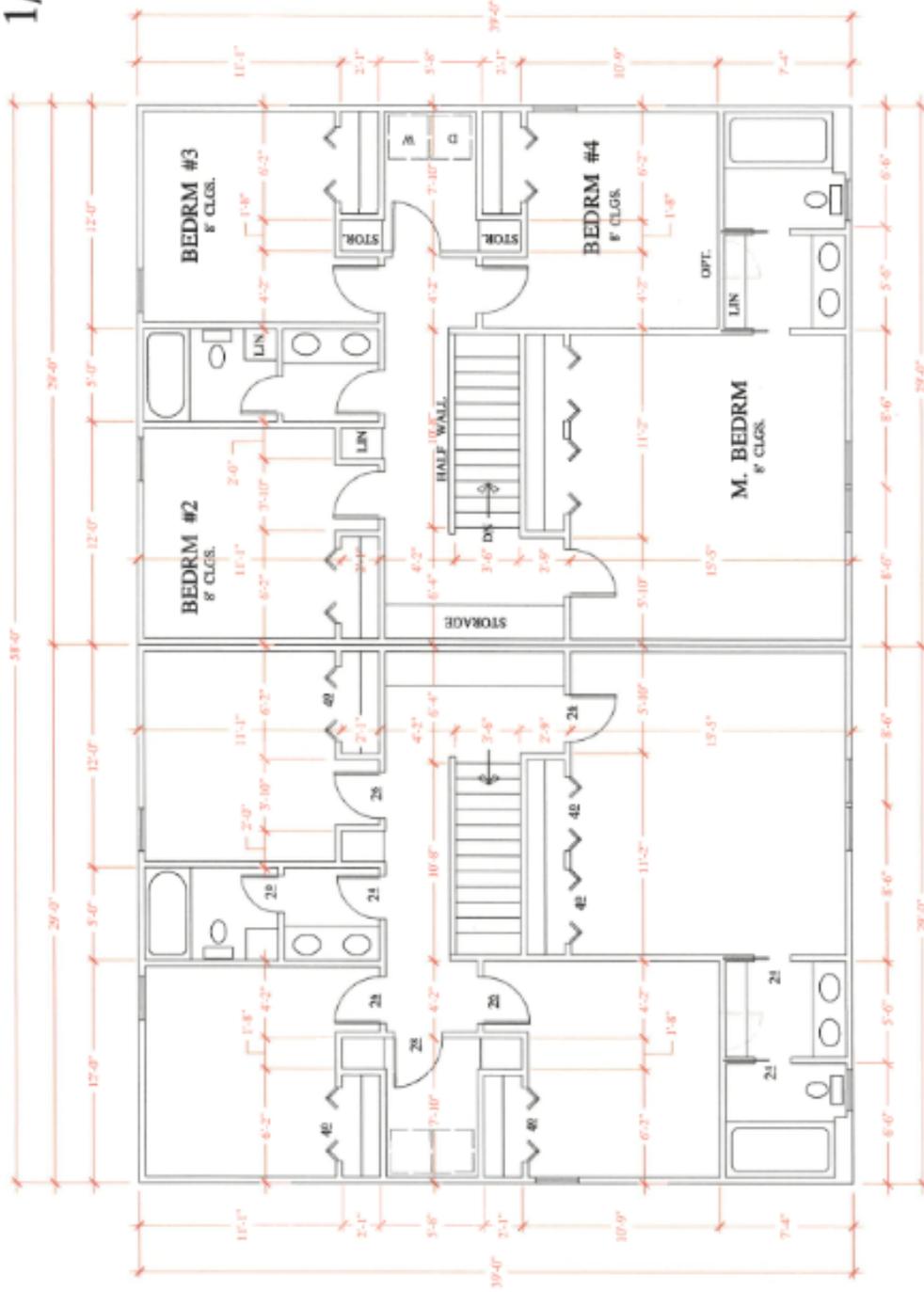
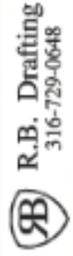


MAIN LEVEL PLAN

665 S.F.

1/31/2020

TOBIAS CONRADY



# UPPER LEVEL PLAN

1131 S.F. (EA. SIDE)

Vice Chairperson Parker opened the public hearing at 7:10 P.M.

Tobis Conrady stood in front of the zoom computer to explain that he has talked to city staff so he could make sure the duplexes are in compliance and conform to city standards.

Vice Chairperson Parker asked if the duplexes would be two stories

Ryan responded that yes they will be two stories

Vice Chairperson Parker closed the public hearing at 7:13 P.M.

Based on City Staff recommendations, public comments, and discussion by the Planning and Zoning Board, Vice Chairperson Parker recommended approval of SP-2020-02, Board Member Shellenbarger seconded the motion. The vote was unanimous.

**NEW BUSINESS-** Ryan had no new business.

**OLD OR UNFINISHED BUSINESS-** None

**COMMITTEE AND STAFF REPORTS-** Ryan reminded the Board the next Planning and Zoning Meeting will be Tuesday, April 28, 2020 at 7 P.M. at City Hall or Via Zoom.

**ITEMS BY PLANNING AND ZONING BOARD MEMBERS:**

Gary Janzen-Not present

Don Keenan-Nothing

Kelsey Parker-Nothing

Rick Shellenbarger-Nothing

Katie Patry-Nothing

Mike Boyd- Nothing

Toby Meadows – Not present

**ADJOURNMENT OF THE PLANNING AND ZONING BOARD MEETING:** At 7:15 P.M., a motion was made by Vice Chairperson Parker to adjourn and was seconded by Board Member Keenan. Vote was unanimous.

Respectfully submitted,

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Ryan Shrack, Community Development Director

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Gary Janzen, Chairperson