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City of Clearwater, Kansas
Sedgwick County
Planning Commission - **MINUTES**
June 3, 2025
Clearwater City Hall
129 E. Ross Avenue Clearwater, KS 67026

1. Call meeting to order.

Lyle Berntsen called the meeting to order at 6:30 p.m.

2. Roll Call

Deputy City Clerk called the roll to confirm the presence of a quorum. The following members were present: Lyle Berntsen, Kenny Watson, Jarod Ledington, Ron Witt, Duane Schneider. Ryan Karrick and John Hurley were absent.

The following staff members were present:

Courtney Zollinger, City Administrator; Carol Reitberger, Deputy City Clerk, City Attorney Scott Ufford.

Also present: Don and LaDonna Lawrenz

3. Approve May 6, 2025, Minutes

Motion: *Watson* moved, *Ledington* seconded to approve the minutes of the May 6, 2025, as presented. The motion passed unanimously. 5-0

4. Lot Split – 235 and 237 W. Wood

The owners of 235 and 237 W. Wood would like to split one lot into two lots. Per Article 9, Section 9.2 Clearwater Subdivision Regulations, property owners within 200 square feet of the property proposed to be split had 10 days from the date of notification to notify Carol Reitberger, Deputy City Clerk, of any protests. There was one call and once the split was explained the resident said they were fine with it.

The request meets all but one requirement of Article 9, Section 9.2 of the Clearwater Subdivision Regulations. The regulations state that a lot size for a single-family home shall be 6,000 square feet. One parcel will be 4,610 square feet and one parcel will be 5,902 square feet.

When researching other lot splits in Sedgwick County and others have where there is R-2 districts some have set the minimum lots size at 3,500 square feet to account for a single duplex lot that could be divided in half. Clearwater's is 6,000. The other point for setbacks would be "Single-family attached and two-family dwellings: 5 feet on each side, **except for the common lot line of an attached dwelling.**"

With the cost of building and owning this option is becoming more popular. It is recommended to approve the lot split and amend the ordinance to accommodate the twin homes.

The commission discussed and agreed that reducing the minimum lot size for single family dwellings will be necessary for current housing needs. This will require an amendment to the zoning ordinance to make it legal.

Motion: *Witt* moved, *Ledington* seconded to approve the lot split for 235 W. Wood and 237 W. Wood contingent upon the ordinance amendment as presented. The motion passed unanimously. 5-0

5. Lot Size and Accessory Structures

At the May Board of Zoning Appeals meeting the group discussed whether an amendment should be made to the Zoning Regulations to allow a large square foot of detached accessory structures on larger lots.

Park City is addressing this issue, and their Zoning Administrator, Russ Ewy, thinks it's a good idea to allow larger accessory structures on larger lots. During his tenure with them, they have approved all the BZA applications for larger accessory structures, which raises the question of why not just increase the maximum size. The 900 square feet was typically the size of a larger two-car garage, but most property owners now want sheds in the 1,200 square foot range. Park City categorizes them by lot size but only allows larger buildings on five-acre parcels, and there aren't many of those in a small city.

Some of the considerations to handling this issue: (1) stay at 900 square feet for lots smaller than 20,000 square feet (roughly a half-acre), allow 1,200 square feet for tracts between 20,000 square feet and an acre; or (2) use a lot coverage maximum of 30 to 35 percent to create a balance between the larger house and the accessory structure (e.g., smaller house with a larger accessory building, or a larger house with a smaller accessory building). The board will have options for approving exceptions to this standard, either via staff approvals or BZA exceptions.

Our current Zoning Regulations within each zoning district has a section on Lot Coverage. For R-1 and R-L coverage cannot exceed 30% total area and R-2 and R-3 districts is 40%.

There was discussion about lot splits of 9,000 sq feet which would make each lot 4,500 square feet.

There have been some lots split in the Indian Ridge Development according to the Sedgwick County GIS. Zollinger is not sure how this happened but will make some phone calls to stop this practice. Those lot splits need to come through Clearwater.

The Board discussed several larger lots on North Fourth Street that have gotten a variance to have an accessory structure larger than 900 square feet and still have plenty of room on the lot. The Board stated there could be exceptions when there is plenty of room.

The Board also discussed having larger accessory structures but not allowing them to be larger than the primary structure. The 900 square feet regulation was put into place in 2003 and times have changed and people are wanting bigger accessory structures.

The Board consensus on a lot that is .75 the accessory structure cannot be bigger than the primary structure (home) and dwelling and accessory structure cannot exceed 30% of the lot. Zollinger will bring an ordinance amendment to the Commission at the next meeting for a hearing.

6. Other Business

Nothing currently to report. There will be a meeting July 1, 2025

7. Adjournment

With there being no other business, *Ledington* moved, *Watson* seconded to adjourn the meeting.

Voted and passed unanimously. 5-0

The meeting adjourned at 7:20 p.m.

CERTIFICATE

State of Kansas }
County of Sedgwick }
City of Clearwater }

I hereby certify that the foregoing is a true and correct copy of the approved minutes of June 3, 2025, Planning Commission Board.

Given under my hand and official seal of the City of Clearwater, Kansas, this 1st of July 2025.



Carol Reitberger, Deputy City Clerk, Secretary



Lyle Berntsen, Chairperson

City of Clearwater, Kansas
Sedgwick County
Board of Zoning Appeals - **MINUTES**
June 3, 2025
Clearwater City Hall
129 Ross Avenue Clearwater, KS 67026

1. Call meeting to order

Lyle Berntsen called the meeting to order at 7:20 p.m.

2. Roll Call

Deputy City Clerk called the roll to confirm the presence of a quorum. The following members were present: Lyle Berntsen, Kenny Watson, Jarod Ledington, Ron Witt and Duane Schneider.

The following staff members were present:

Courtney Zollinger, City Administrator; Carol Reitberger, Deputy City Clerk, City Attorney Scott Ufford.

3. Approval of Minutes from May 6, 2025

Motion: *Ledington* moved, *Schneider* seconded to approve the minutes of the May 6, 2025, as presented. The motion passed unanimously. 5-0

4. Other Business

Zollinger stated there would be a meeting with a variance on July 1, 2025. It will be for a fence at 416 N. First Ave Court. The resident is proposing the fence be in front of the primary dwelling. There will be more information in the packet that comes out before the meeting.

5. Adjournment

With there being no other business, *Schneider* moved, *Witt* seconded to adjourn the meeting. Voted and passed unanimously. 5-0

The meeting adjourned at 7:26 p.m.

CERTIFICATE

State of Kansas }
County of Sedgwick }
City of Clearwater }

I hereby certify that the foregoing is a true and correct copy of the approved minutes of June 3, 2025,
Board of Zoning Appeals Board.

Given under my hand and official seal of the City of Clearwater, Kansas, this 1st day of July 2025.



Carol Reitberger, Deputy City Clerk, Secretary



Lyle Berntsen, Chairperson