

**City of Clearwater, Kansas**  
Sedgwick County  
Planning Commission - **MINUTES**  
October 7, 2025  
Clearwater City Hall  
129 Ross Avenue Clearwater, KS 67026

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**1. Call meeting to order.**

Lyle Berntsen called the meeting to order at 7:02 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 and Ron Witt. Duane Schneider, John Hurley and Ryan Karrick were absent.

The following staff members were present:

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

**3. Approve September 2, 2025, Minutes**

**Motion:** *Ledington* moved, *Witt* seconded to approve the minutes of the September 2, 2025, as presented. The motion passed unanimously. 4-0

**4. Hearing: None**

**5. Other Business** None at this time.

**6. Adjournment**

With there being no other business, *Ledington* moved, *Watson* seconded to adjourn the meeting. Voted and passed unanimously. 4-0

The meeting adjourned at 7:03 p.m.

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**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 October 7, 2025, Planning Commission Board.

Given under my hand and official seal of the City of Clearwater, Kansas, this 4thday of November 2025.

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Carol Reitberger, Deputy City Clerk, Secretary

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Lyle Berntsen, Chairperson

**City of Clearwater, Kansas**  
Sedgwick County  
Board of Zoning Appeals - **MINUTES**  
October 7, 2025  
Clearwater City Hall  
129 Ross Avenue Clearwater, KS 67026

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**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 and Ron Witt. Duane Schneider was absent.

The following staff members were present:

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

Also Present: Jeremy Clymer

**3. Approval of Minutes from October 7, 2025**

**Motion:** **Witt** moved, **Watson** seconded to approve the minutes of the September 2, 2025, as presented. The motion passed unanimously. 4-0

**4. Hearing:**

**a. 731 E. Hellar**

The hearing was opened at 6:31 p.m. **Ledington** moved, and **Witt** seconded the motion to open the hearing. 4-0

Zollinger stated that proper notice was sent for the hearing. It was published in the newspaper and no one contacted city hall. Jeremy Clymer would like to install an 8 ft privacy fence on the east side only of his property. The fence is for privacy reasons between them and the neighbors. Clymer house sits higher on his property and neighbors can see into his home. Clymer stated there is a 6 ft privacy fence but not high enough to solve the problem.

Jeremy Clymer stated that there are back windows on his patio and nosy neighbors are a problem. The tree line is not enough. Neighbors are not friends and do not want them looking into their home. The fence will have steel posts, and he is willing to spend the \$5600 to make this fence happen. The existing fence has been there since 2008, and he will keep the new fence on his property and keep it clean.

The board had a brief discussion after looking at the map and were reading for the hearing to close.

The hearing was closed at 6:38 p.m. **Witt** moved, and **Watson** seconded the motion to close the hearing 4-0

The Board went over the 5 questions for uniqueness, Adjacent Property, Hardship, Public Interest and General Spirit/Intent. Uniqueness Supported 4-0, Adjacent Property Supported 4-0, Hardship Supported 4-0, Public Interest Supported 4-0, General Spirit/Intent Supported 4-0

Based on the Zoning Variance Action will carry as approved 4-0

**b. 200 /220 S. Third**

The hearing was opened at 6:40 p.m. **Ledington** moved, and **Watson** seconded the motion to open the hearing. 4-0

Zollinger stated that proper notice was sent for the hearing. It was published in the newspaper and no one contacted city hall. Jeremy Cain installed a privacy fence on the south and west side of the property but was placed in the front setback and right of way. It has been explained that this is against the zoning regulations. Cain understands that the fence needs to be moved back onto the property but would like to request a variance to extend privacy 10 feet into the front setback line. The fence would remain on the property but be extended only 10 feet instead of approximately 30 feet where it currently sits.

The board discussed differences between this fence and other fences around town. Fence permits are required prior to construction and must be accompanied by a plot plan and an application for zoning compliance. Fences are not permitted in the city right of way.

The hearing was closed at 6:57 p.m. **Ledington** moved, and **Witt** seconded the motion to close the hearing 4-0

The Board went over the 5 questions for uniqueness, Adjacent Property, Hardship, Public Interest and General Spirit/Intent. Uniqueness Unsupported 4-0, Adjacent Property Supported 4-0, Hardship Supported 4-0, Public Interest Supported 4-0, General Spirit/Intent Supported 3-1

Based on the Zoning Variance Action will not carry and is not approved.

**5. Other Business meeting November 4th accessory structure.**

**6. Adjournment**

With there being no other business, **Ledington** moved, **Watson** seconded to adjourn the meeting. Voted and passed unanimously. 4-0

The meeting adjourned at 7:02 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 October 7, 2025, Board of Zoning Appeals Board.

Given under my hand and official seal of the City of Clearwater, Kansas, this 4th day of November 2025.

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Carol Reitberger, Deputy City Clerk, Secretary

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Lyle Berntsen, Chairperson