

City of Clearwater, Kansas
Sedgwick County
Planning Commission - **MINUTES**
November 4, 2025
Clearwater City Hall
129 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, Ryan Karrick and Duane Schneider. Ron Witt and John Hurley were absent.

The following staff members were present:

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

3. Approve October 7, 2025, Minutes

Motion: *Ledington* moved, *Watson* seconded to approve the minutes of the October 7, 2025, as presented. The motion passed unanimously. 5-0

4. Hearing: None

5. Other Business Nothing currently for December meeting. Zollinger will keep board informed.

6. Adjournment

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

The meeting adjourned at 6:31 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 November 4, 2025, Planning Commission Board.

Given under my hand and official seal of the City of Clearwater, Kansas, this 2nd day of December 2025.

Carol Reitberger, Deputy City Clerk, Secretary

Lyle Berntsen, Chairperson

City of Clearwater, Kansas
Sedgwick County
Board of Zoning Appeals - **MINUTES**
November 4, 2025
Clearwater City Hall
129 Ross Avenue Clearwater, KS 67026

1. Call meeting to order

Lyle Berntsen called the meeting to order at 6:31 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 Duane Schneider. Ron Witt was absent.

The following staff members were present:

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

Also Present: Janice Bedell

3. Approval of Minutes from October 7, 2025

Motion: *Watson* moved, *Schneider* seconded to approve the minutes of the October 7, 2025, as presented. The motion passed unanimously. 4-0

4. Hearing:

a. 240 S. Third

The hearing was opened at 6:32 p.m. *Ledington* moved, and *Watson* seconded the motion to open the hearing. 4-0

Zollinger stated that proper notice was given for the hearing. It was published in the newspaper and no one contacted city hall. Janice Bedell currently has a metal portable carport but will be moving it to the backyard to store her camper under. Bedell would like to put up a stick-built car port in front of her existing garage. The existing garage is too small to hold her car since it was built in 1940. Her neighbor has a large pecan tree that hangs over her driveway that drops pecans and branches throughout the year. The neighbors also have a sprinkler system that sprays onto driveway and leaves stains. To protect her vehicle, she would need a carport to park her car under. The new wood frame would be more aesthetically pleasing to have better curb appeal.

The existing accessory structure on her property includes small garage, 2 8' X 8 sheds, 1 10' X 12' shed, and 1 18' X 20' carport for new camper. Existing accessory structures total 88r sq ft. The new carport would be 12' X 20' making a total accessory structure square feet of 1,124. Bedell would also like to line up the carport in front of the existing garage which would put it 8' from the house. (this is the current location of the metal carport that will be moved to the back yard).

Bedell stated that the metal portable carport would be moved to the back yard to cover a camper that she will be restoring. She would like the new stick-built carport to have a peak roof and the same shingles as the garage and home to make the buildings all match.

Ledington asked if the camper would fit under the carport if it was moved to the back yard. Bedell stated it is a vintage 1965 Aristocrat and will fit.

There was concern whether any part of the neighbor's property would be used for this project and she stated no. By moving the carport, she will be able to move the camper to the backyard going on her property by the side of the garage. Bedell has had discussions with her neighbors, and all are nice and feel like she will make the project make the property look better than before.

The hearing was closed at 6:43 p.m. **Watson** moved, and **Schneider** 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

5. **Other Business** nothing currently for December meeting. Zollinger will keep board informed.

6. **Adjournment**

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

The meeting adjourned at 6:46 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 November 4, 2025, Board of Zoning Appeals Board.

Given under my hand and official seal of the City of Clearwater, Kansas, this 2nd day of December 2025.

Carol Reitberger, Deputy City Clerk, Secretary

Lyle Berntsen, Chairperson