

City of Clearwater, Kansas
Sedgwick County
Planning Commission - **MINUTES**
April 7, 2026
Clearwater City Hall
129 Ross Avenue Clearwater, KS 67026

1. Call meeting to order.

Lyle Berntsen called the meeting to order at 6:51 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 and Duane Schneider. Ron Witt, Ryan Karrick, Jarod Ledington and John Hurley were absent.

The following staff members were present:

Courtney Zollinger, City Administrator, Carol Reitberger, Deputy City Clerk, City Attorney Jennifer Hill.

3. Approve March 3, 2026, Minutes

Motion: *Watson* moved, *Schneider* seconded to approve the minutes of the March 3, 2026, as presented. The motion passed unanimously. 3-0

4. Hearing: None

5. Other Business: None

6. Adjournment

With there being no other business, *Watson* moved, *Schneider* seconded to adjourn the meeting. Voted and passed unanimously. 3-0

The meeting adjourned at 6:52 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 April 7, 2026 Planning Commission Board.

Given under my hand and official seal of the City of Clearwater, Kansas, this 7th day of July 2026.

A handwritten signature in cursive script, appearing to read "Carol Reitberger", written over a horizontal line.

Carol Reitberger, Deputy City Clerk, Secretary

A handwritten signature in cursive script, appearing to read "Lyle Berntsen", written over a horizontal line.

Lyle Berntsen, Chairperson

City of Clearwater, Kansas
Sedgwick County
Board of Zoning Appeals - **MINUTES**
April 7, 2026
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 and Duane Schneider. Jarod Ledington, Ron Witt, Kenny Watson were absent.

The following staff members were present:

Courtney Zollinger, City Administrator, Carol Reitberger, Deputy City Clerk, City Attorney Jennifer Hill.

3. Approval of Minutes from March 3, 2026

Motion: *Schneider* moved, *Berntsen* seconded to approve the minutes of the March 3, 2026, as presented. The motion passed unanimously. 2-0

4. Hearing:

a. 420 S. First Ave – Setback Variance

The hearing was opened at 6:31 p.m. *Schneider* moved, and *Berntsen* seconded the motion to open the hearing. 2-0

Zollinger stated the proper notice was given for the hearing. It was published in the newspaper and no one contacted city hall. Keith Youngers at 420 S. First St is requesting a variance to install an egress window. The current distance is 10'6" from the house to the neighbor's property line. The window will extend out 3'4" from the house.

Appendix C Article 6 Section 7-yard regulations. Paragraph (b) side yard shall have a width not less than 12 ½ ft. Egress window will be 7.5 ft. from side yard.

There was a brief discussion about neighbors, utility lines and safety of the occupant in the room.

The hearing was closed at 6:33 p.m. *Schneider* moved, and *Berntsen* seconded the motion to close the hearing. 2-0

The Board went over the 5 questions for uniqueness, Adjacent Property, Hardship, Public Interest and General Spirit/Intent. Uniqueness Supported 2-0, Adjacent Property Supported 2-0, Hardship Supported 2-0, Public Interest Supported 2-0, General Spirit/Intent Supported 2-0

Based on the Zoning Variance Action will carry as approved 2-0 with the recommendation that the egress window may be installed as presented.

Board Member Kenny Watson arrived at the meeting at 6:35 p.m.

b. 317 Kimberly Court -Accessory Structure Variance

The hearing was opened at 6:36 p.m. **Schneider** moved, and **Watson** seconded the motion to open the hearing. 2-0

Zollinger stated that proper notice was given for the hearing. It was published in the newspaper and no one contacted city hall. Wade Hoffman at 317 Kimberly Court is requesting to build an 8 ft fence on the east side and south side property. As the doors and windows sit on the house, a majority of the inside house is visible to the public even with the proposed 8 ft privacy fence. Capital Investments built two triplexes in a field east of the house. To do so dirt was brought in and raised the adjacent ground over a foot and a half to what was there previously. Because of the raised ground a 6 ft. fence would provide no privacy at all as the ground of the parking lot would still be visible from the main floor.

Appendix C Article 23 Section 2 paragraph (7) no fence shall be greater than 6'.

The Board discussed the fence and the neighbors to the south. Fence would not affect them as there is an open empty lot between them.

The hearing was closed at 6:40 p.m. **Watson** moved, and **Schneider** seconded the motion to close the hearing 3-0

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

Based on the Zoning Variance Action will carry as approved 3-0 as presented.

5. **Other Business:** A city resident had contacted Zollinger about a cargo container being put in the back yard on a 1-acre lot. The container would have a roll up door and be tucked away in the backyard for about 6 months for construction purposes. After construction was completed the cargo container would be removed. The board discussed the possibility of allowing this to be done.

6. Adjournment

With there being no other business, **Schneider** moved, **Watson** seconded to adjourn the meeting. Voted and passed unanimously. 3-0

The meeting adjourned at 6:50 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 April 7, 2026, Board of Zoning Appeals Board.

Given under my hand and official seal of the City of Clearwater, Kansas, this 7th day of July 2026.

A handwritten signature in cursive script, appearing to read "Carol Reitberger", written over a horizontal line.

Carol Reitberger, Deputy City Clerk, Secretary

A handwritten signature in cursive script, appearing to read "Lyle Berntsen", written over a horizontal line.

Lyle Berntsen, Chairperson