

City of Clearwater, Kansas
Sedgwick County
Planning Commission - **MINUTES**
June 7, 2022
Clearwater City Hall
129 E. Ross Avenue Clearwater, KS 67026

1. Call 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, John Hurley, John Graham and Kenny Watson were present. Samantha Warkins and Michael McBee were absent.

There was no quorum.

Shaun Weaver was present.

The following staff member was present:

Courtney Zollinger, City Administrator; Carol Reitberger, Deputy City Clerk.

3. Elect Officers -

Officers shall hold their offices for one year. According to the By-laws the Commission must elect a Chairperson, Vice Chairperson, and Secretary each year. Officers shall hold their offices for one year. Officers may serve more than one term.

Motion: *Graham* moved, *Hurley* seconded to nominate Lyle Berntsen as Chairperson of the Planning Commission. The motion passed unanimously 4-0

Motion: *Graham* moved, *Berntsen* seconded to nominate John Hurley as Vice Chairperson of the Planning Commission. The motion passed unanimously. 4-0

Motion: *Hurley* moved, *Berntsen* seconded to nominate Carol Reitberger as secretary of the Planning Commission. The motion passed unanimously 4-0

4. Approve Minutes from the May 3, 2022

Motion: *Hurley* moved, *Graham* seconded to approve the minutes of the May 3, 2022 as presented. The motion passed unanimously. 4-0

5. Public Forum Nothing at this time.

6. Public Hearing None

7. Other Business:

- a. Next Meeting – July 5, Hearing for Comprehensive Plan and Adoption. The hearing will be at 6:30 p.m. and will need four members present for a quorum.

8. Adjournment

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

The meeting adjourned at 6:57 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 the June 7, 2022, Planning Commission meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 5th day of July 2022.

Carol Reitberger, Deputy City Clerk, Secretary

Lyle Berntsen, Chairperson

City of Clearwater, Kansas
Sedgwick County
Board of Zoning Appeals - **MINUTES**
June 7, 2022
Clearwater City Hall
129 Ross Avenue Clearwater, KS 67026

1. Call meeting to order

Lyle Berntsen called the meeting to order.

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. Michael McBee and Samantha Warkins were absent.

No quorum.

Samantha Warkins joined the meeting via go to meeting at 6:38 p.m.

3. Elect Officers – Officers shall hold their offices for one year. Officers may serve more than one term.

Lyle Berntsen stated since he was Chairperson of the Planning Commission, he would nominate himself to be Chairperson of the Board of Zoning Appeals.

Motion: *Berntsen* moved, *Watson* seconded to nominate Lyle Berntsen as Chairperson of the Board of Zoning Appeals. The motion passed unanimously 3-0

Motion: *Warkins* moved, *Watson* seconded to nominate Carol Reitberger as Secretary of the Board of Zoning Appeals. The motion passed unanimously. 3-0

4. Approval of Minutes None

5. Public Hearing – Zoning Variance Park Glen Estates

Park Glen Estates Phase Plat was approved in 2015 with a variance to reduce the setbacks in the cul-de-sac on E. Park Glen Court and to reduce the setback on the two corner lots 5 and 21 Block 2 from 25' to 15' on the north side of each lot.

Park Glen Estates/Weaver Construction Services are now requesting to reduce the front yard setbacks on all other lots on E. Park Glen Court (lots 5-10 and Lots 1-21 Block 2) to 15' to accommodate the patio home size that is being built on the lots.

There are already houses on lots 5 and 6 where the houses were built with a 15' front setback. This error was not found until a third building permit was applied for on Lot 7 when we discovered the error.

Motion: *Berntsen* moved, *Warkins* seconded to open the hearing at 6:45 p.m. The motion passed unanimously 3-0

There was discussion if this would have to be done for every property. City Administrator stated

that is a one time only for all of the above-mentioned lots. Board Member Watson asked a few questions as this was his first meeting.

Motion: *Watson* moved, *Berntsen* seconded to close the hearing at 6:55 p.m. The motion passed unanimously. 3-0

The Board of Zoning Appeals supported uniqueness, adjacent property, hardship, public interest and general spirt of the project. No other parties were at the meeting and no phone calls had been received at City Hall.

Motion: *Watson* moved, *Berntsen* seconded to approve reducing the front yard setbacks on Lots 5-10 and Lots 16-21 Block 2 from 25’ to 15’ as presented. 3-0

6. Other Business

The July 5th meeting will just be for Planning Commission as there is no business for the Board of Zoning Appeals at this time.

7. Adjournment

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

The meeting adjourned at 6:57 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 the June 7, 2022, Board of Zoning Appeals Board.

Given under my hand and official seal of the City of Clearwater, Kansas, this 5th day of July 2022.

Carol Reitberger, Deputy City Clerk, Secretary

Lyle Berntsen, Chairperson