

**CITY OF CLEARWATER, SEDGWICK COUNTY, KANSAS**

**PLANNING COMMISSION MEETING**

**MINUTES**

**MAY 7, 2013**

The regular meeting of the City of Clearwater, Sedgwick County, Kansas, Planning Commission was held on Tuesday, May 7, 2013, at 7:00 p.m., in the Clearwater City Council Chamber, City Hall, 129 E. Ross Avenue, Clearwater, Kansas.

The following members were present: Mike Cass, Mike Machart, George Rudy, Ryan Shackelford, Dick Croft, and Shawna Perry. The following members were absent: Scott Howell. The following City staff members were present: Kent Brown, City Administrator; Liza Donabauer, City Clerk; and Janet Amerine, City Attorney.

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**1. Approval of the Minutes of the Regular Meeting of April 2, 2013**

**MOTION:** The motion to approve the 4-02-13 minutes was made by Mike Cass and seconded by Mike Machart. The motion passed unanimously.

**2. Public Hearing RE Amendment to Zoning Ordinance at Article XXIII Parking and Loading Regulations, Section 1 Schedule of Minimum Off-Street Parking and Loading Requirements**

Ryan Shackelford opened the public hearing at 7:03 p.m. He noted that no members of the public are in attendance at today's public hearing. Shackelford reviewed the draft ordinance which was prepared by City Attorney Janet Amerine. Amerine noted that the Convenience Store classification was added to reflect one (1) space per 200 SF of gross floor area. She also changed the Retail Sales establishment to reflect one (1) space per 300 SF of gross floor area. She stated that the Planning Commission would decide tonight if they want to recommend approval of the ordinance to the City Council.

City Administrator Kent Brown stated that no comments were received from the public. Shackelford asked for input from the Commission. Shawna Perry noted that the Planning Commission has reviewed this topic extensively. Amerine stated that a variance request was requested from the Planning Commission because of the one (1) space per 200 SF of gross floor area which caused the Planning Commission to consider this type of change in to additional classifications.

Ryan Shackelford closed the public hearing at 7:08 p.m.

**MOTION:** Mike Machart made a motion to recommend approval of the drafted ordinance adding to and amending Ordinance No. 835, Section 1 and the Official Zoning Regulations for the City of Clearwater at Article V, Section 1, adding the definition of "Convenience Store" and amending article XXIII,

Section 1, setting forth the schedule of minimum off-street parking and loading within the City of Clearwater for Council's approval. George Rudy seconded the motion. The motion carried.

**ROLL CALL VOTE:** Rudy yea, Machart yea, Shackelford yea, Cass yea, Perry yea, and Croft yea. Six Yea. Motion carried.

Janet Amerine noted that this would be forwarded to the City Council for their approval.

### 3. Inventory Housing Stock Update

Ryan Shackelford reviewed the assignments that were assigned at the 4-02-13 Planning Commission Meeting. He noted that a "C" rating is for structural repairs that are needed. The "C" rating does not reflect nuisances such as weeds or trash in yard.

Dick Croft noted that he made his own listing. He had 5 "B" ratings and a "C" rating. He noted that there were a few addresses that he did not find on the list. He added the missing addresses and supplied them to City Administrator Kent Brown. Amerine stated that after accumulating a list of "C" ratings, the entire Board would go and review the list.

Ryan Shackelford stated that he was assigned the new homes in town and stated that he did not have any "B" or "C" ratings.

Shawna Perry stated that noted a property that had a sagging porch roof. She also noted an abandoned home at 253 N. Byers that is at risk of becoming structurally damaged. Machart stated that he did not have any "C" ratings. He noted that a few homes needed repainting or had excessive cars parked in the front yard.

Mike Cass stated that the former Les Langston house has a trailer in its front yard next to the garage. Cass noted that he found a potential encroachment at the same address of 200 S. Gorin as it pertains to the alley. Cass noted that the home Dean Langston lives in at 204 S. Gorin is approaching a "C" rating.

Shackelford recommended that the Board review all properties with B and C ratings.

### 4. Upcoming Zoning Variance Request at 202 N. Lee Ave

Kent Brown, City Administrator, explained that there might be up to three zoning variances at the next meeting. However, no variance applications have been submitted yet. The verbal request for a variance request at 202 N. Lee is for a fencing variance. He noted that the homeowner wants to have a fence along the front of the house. Both of her doors face the front of the property.

Another request is from a resident on N. 1<sup>st</sup> Av. for covered storage. It is potentially going to be larger than 900 square feet or possibly bump up against another requirement for accessory structures.

Another variance request is for a home on 4<sup>th</sup> Avenue. The new owners would like to build a shed that will be over 900 square feet.

The variance request applications have to be brought into City Hall this week in order to be published in time for the next meeting.

**5. Other Matters or Concerns**

Shawna Perry noted that she would not be able to attend the 6-04-13 Meeting.

**6. Adjournment**

**MOTION:** With there being no further business to come before the Commission, George Rudy made a motion to adjourn the meeting. The motion was seconded by Mike Machart passed unanimously.

The meeting adjourned at 7:34 p.m.

**CERTIFICATE**

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

I, Liza Donabauer, City Clerk of the City of Clearwater, Sedgwick County, Kansas, hereby certify that the foregoing is a true and correct copy of the approved minutes of the May 7, 2013 Planning Commission meeting.

Given under my hand and official seal of the City of Clearwater, this 4th day of June 2013.

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Liza Donabauer, City Clerk