

## **Town of Clear Lake - Plan Commission Meeting Minutes – February 6, 2012**

Plan Commission President Chris Folland called the meeting to order at 7:00 PM. President Folland introduced the members of the Plan Commission.

Emma Brown  
Chris Folland  
Bill Geiger  
Bob Lewis  
Mike Long  
George Schenkel  
K. Sue Williams

It was determined that a quorum was present. Neal Blythe, Town Attorney and Amy Schweitzer, Zoning Administrator, were also present.

President Folland stated the minutes of the last meeting had been sent out via e-mail. Hearing no questions or comments on the minutes, Folland entertained a motion. Mrs. Williams made a motion to approve the minutes of the September 19, 2011 special meeting as presented. Mr. Long seconded the motion. Motion carried with all in favor.

Under Old Business, President Folland reported that the last amendment to the Unified Development Ordinance was put in to law by the Clear Lake Town Council on October 10, 2011. Also, Folland reported that an Administrative Subdivision had been approved for the Hauguel's who are now constructing a new cottage at 156 Lake Drive. The Administrative Subdivision was approved in September and included one (1) whole lot and two (2) half lots.

Mr. Lewis gave an update on the street renaming project starting by saying it would no longer be necessary to have "Clear Lake" in the addresses. Also, using the term "Round Lake" will no longer be necessary. Lewis listed the streets that would not experience any changes. Mr. Lewis also stated that some house numbering was going to change to maintain proper sequencing around the lake. Lewis stated the Post Office would be maintaining the old and new address and would not require any forwarding. Anyone whose address is being changed will receive a letter. New addresses will become official on April 1, 2012.

Audience member Jerry McArdle asked about each cottage having its own "cottage" number. Lewis stated each cottage would have its own number that would be its address number. McArdle clarified stating that two (2) cottages then could have the same number, but they would be on different streets. There was discussion about updating maps, the directory, and signage. McArdle asked that the maps be updated in the directory.

President Folland stated that the Plan Commission Executive Committee had not met since last August, but would be meeting soon.

Under New Business, President Folland stated that it was time to review and update the Town's Comprehensive Plan and told the Commission it was a project that Amy Schweitzer would take the lead on with guidance and direction from the Plan Commission. Schweitzer distributed a basic outline of the existing Comprehensive Plan highlighting the areas where changes would be likely. Schweitzer also

proposed a process for the Comprehensive Plan Update that would include a demographic update, public meeting or open house, and a community survey. Part of the process includes the creation of a small committee to oversee the update and be the first level of review for the drafts of the update. Mrs. Brown asked how members of that committee would be selected, and Schweitzer stated it could be at the Commission's discretion, but her preferences was for the committee to be small and representative of various entities in the Town.

Mr. Blythe stated that the 2011 legislature had changed some of the laws relating to plan commissions and boards of zoning appeals. He briefly explained the changes to the residency requirements for commission members, the modified conflict of interest provisions, new provisions for an alternate member of the plan commission, new laws relating to the availability of the Unified Development Ordinance (UDO) for inspection, and changes in plat waivers. President Folland asked if a computer with access to the internet (thus a copy of the UDO) would be considered "an available copy," and after a quick review of the provision, Mr. Blythe stated yes. The Plan Commission's current rules probably should be reviewed and updated, where necessary, based on the new state laws.

Blythe also reported that the judicial review area of the statutes had changed: deadlines, noticing requirement, and procedures. The Plan Commission's records need to be kept a little differently, and Plan Commission hearings should be recorded.

President Folland asked for an update on the new FEMA Floodplain map. Mrs. Schweitzer provided a handout of general information regarding the proposed new map. The handout included a timeline for the project which began in 2006. The 90-day Appeal and Protest period designed for appeals of the data, methods, or calculations used to determine the boundaries has yet to begin. Schweitzer's handout also included information on the Letter of Map Amendment (LOMA) process that is designed for an individual land owner to use to prove a structure's elevation is not within the Standard Flood Hazard Area (SFHA.)

President Folland opened the election of officers by nominating Bill Geiger to be President of the Plan Commission. Mrs. Brown seconded the motion. Motion carried with all voting in favor. Regarding the office of Vice-president, Mrs. Brown nominated George Schenkel to be Vice-president of the Plan Commission. Mrs. Williams seconded the nomination. Motion carried with all voting in favor. Regarding the office of Secretary, Mr. Schenkel nominated Zoning Administrator Amy Schweitzer to be Secretary of the Plan Commission. Mrs. Williams seconded the nomination. Motion carried with all voting in favor.

Folland drew the Commission's attention to meeting dates for 2012 and February 2013 stating the dates follow the pattern of being the first Monday of the month, except that May and November meetings will fall on Wednesdays due to election conflicts.

There being no other business, Folland entertained a motion to adjourn. Mr. Schenkel made a motion to adjourn. Mrs. Brown seconded the motion. Motion carried; meeting adjourned at 8:00 PM.

Audience member Jerry McArdle asked a question (after the meeting was adjourned) concerning elevated decks within the street yard building envelope. General discussion ensued.

---

Amy Schweitzer, Secretary