

Town of Clear Lake - Plan Commission Meeting Minutes – February 1, 2016

Plan Commission President Mike Long called the meeting to order at 7:00 PM. Members introduced themselves, and the following members of the Plan Commission were present.

Bonnie Brown
Emma Brown
Roger Dammeier
Chris Folland
Mike Long
Don Luepke
Jill Powers

Plan Commission Attorney, Mike Hawk, and Zoning Administrator, Amy Schweitzer, were present for the meeting. President Long announced that a quorum was present.

President Long asked the Plan Commission if they had the opportunity to review the minutes from the November 4, 2015 meeting. Mr. Dammeier made a motion to approve the minutes from the November 4, 2015 meeting of the Plan Commission as presented. Mr. Luepke seconded the motion. Motion carried with all in favor. Mrs. Powers and Mr. Folland abstained as neither were present for the November 2015 meeting.

President Long introduced the Hewes Application for a Minor Subdivision of Land and the Hewes Application for a Rezoning. He stated there had been an issue with publishing one of the legal notices and proper notice had not been given. Therefore, the Plan Commission would be continuing Hewes Application for a Minor Subdivision of Land and the Hewes Application for a Rezoning, as well as the Public Hearings associated with these applications, to a later date. The Plan Commission determined February 22, 2016 at 7:00 PM would be the meeting date and time. Mr. Dammeier made a motion to continue the hearing on both Hewes Applications to 7:00 PM on February 22, 2016. Mrs. Powers seconded the motion. Motion carried with all in favor.

Under Old Business, President Long stated the Executive Committee had met once to discuss potential amendments to the UDO, but that would be discussed in detail under New Business.

Long asked for the Zoning Administrator's Report. Schweitzer reported the following:

- The 2015 Update to the Unified Development Ordinance has been printed and distributed.
- The 2015 Year End Recap had been distributed in January, and 2015 was a very busy year for permits and Administrative Subdivisions.
- An Administrative Subdivision for Judith Bauman at 711 South Clear Lake Drive has been approved since the last meeting. Bauman owns three lots that are stacked behind one another, and the lots were all combined.
- The Oilers, who purchased 712 and 714 South Clear Lake Drive, officially combined them via an Administrative Subdivision into one lot and sold 10-feet to Bruce Moody who owns the adjoining 708 South Clear Lake Drive. Moody combined the 10-feet with his lot via an Administrative Subdivision.
- A "checklist" for Administrative Subdivisions will be created.

Ms. Brown asked about contractors and subcontractors blocking streets during construction and suggested that parking arrangements be made before permits are issued. Other members of the Plan Commission echoed Ms. Brown's concerns and added that mud on the roads is terrible right now. Discussion ensued.

motion. Hearing no other nominations, Mr. Luepke made a motion to close the nominations with Mr. Dammeier seconding. Both motions carried with all in favor.

Continuing with New Business, Long introduced the meeting dates for 2016. An election year brings conflicts with the Plan Commission's regularly scheduled May and November meetings. The Board discussed options before deciding on the following meeting dates for 2016:

- Monday, April 25, 2016
- Monday, August 1, 2016
- Monday, October 24, 2016
- Monday, February 6, 2017

Mr. Folland mentioned that the local media has asked Clear Lake to consider setting the meeting dates at the end of the calendar year for the upcoming year, as opposed to the first meeting.

Mr. Long stated that he was in favor of re-establishing the policy of reviewing potential UDO amendments in February; reviewing a first draft in May (or April in the case of this year); holding the Public Hearing in August; and voting on it in November (October in the case of this year) and Mr. Long made a motion to do so. Mr. Folland seconded the motion. Motion carried with all in favor.

Schweitzer distributed a member list and corrections were offered where necessary. Hearing no additional business, the meeting was adjourned at 8:45 PM.


Amy Schweitzer, Secretary

