

Town of Clear Lake - Plan Commission Meeting Minutes – August 18, 2016

Plan Commission President Mike Long called the meeting to order at 6:00 PM. The following members of the Plan Commission were present.

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

President Long announced that a quorum was present.

President Long indicated that it was time to select a zoning administrator. He indicated that it was the selection committee's opinion that candidate Kenneth Hughes was the better choice for the position. He indicated that the primary reason was that the candidate is able to commit to half day weekday office hours. He indicated that the other candidate was Vina Conti and that she was only able to offer Saturday office hours.

Mr. Dammeier indicated that Mr. Hughes had prepared well for the interview by looking at the Unified Development Ordinance.

Mr. Dammeier then motioned to recommend to Town Council that Kenneth Hughes be appointed as Zoning Administrator. Ms. E Brown seconded the motion. The motion carried with all members in favor.

President Long moved on to the second item on the agenda concerning a porch that had been screened in without an Improvement Location Permit at 912 South Clear Lake Drive (owned by Thomas and Kathleen Reifel). When the homeowners met with President Long and Acting Administrator Folland, they were told they would need a variance because of setback issues and the blockage of viewsheds. Mr. Folland indicated that Mr. Michael Hawk sent the homeowner a letter indicating that they had twenty-one (21) days to remove the structure. The homeowner responded with a letter asking for leniency. Mr. Hawk responded via a letter that there is no option for leniency. Mr. Folland indicated that the homeowner had a deadline to remove the structure twenty-one (21) days from the date of the letter (July 12, 2016.) Mr. Folland and Mr. Hawk determined previously that it would be appropriate to give the homeowner until after Labor Day to remove the structure and if not, to assess fines for the illegal structure.

Mr. Folland read aloud the letter received from the homeowner and the letter that was sent in response by Mr. Hawk.

Ms. Powers indicated that the homeowners have had plenty of time to remove the structure and that this action is appropriate.

Mr. Dammeier said that most homeowners and builders know that whenever one does anything in Clear Lake it is always prudent to check with the Zoning Administrator.

Mr. Folland moved to have Mr. Hawk send the homeowner a letter indicating that they would have until September 9, 2016 to remove the structure or face a \$100 a day penalty. Ms. E Brown seconded the motion. The motion carried with all members in favor.

President Long asked for any other new business. Hearing none, Mr. Dammeier made a motion to adjourn. Ms. E Brown seconded the motion. Motion carried with all voting in favor. Meeting adjourned at 7:16 PM.

Kenneth J. Hughes, Secretary