

Town of Clear Lake Plan Commission Meeting Minutes – February 3, 2026

Plan Commission President Jim Hauguel called the meeting to order at 7:00pm.

There were 6 residents in attendance and 7 via Zoom.

Members introduced themselves:

Amber Bassett, Hometown Initiatives
Cecil Fleeman, 240 Penner Drive
Dan Rippe, 126 Lakeside Court
Jim Hauguel, 154 West Clear Lake Drive
Bert Elliott, 1058 South Clear Lake Drive
Mike Hawk, Attorney to the Plan Commission
Jennifer Smith-Sattison, Billing Clerk
Bill Hanna, 208 West Clear Lake Drive (Zoom)
John Schenkel, 472 East Clear Lake Drive (Zoom)

J. Hauguel entertained a motion to approve agenda with the addition under new business of the conservancy rezoning introduction.

Motion by: J. Hauguel

Plan Commission discussed.

To approve agenda with the addition under new business of the conservancy rezoning introduction.

2nd by: D. Rippe

All in favor, say aye. Motion carried; agenda approved with the addition under new business of the conservancy rezoning introduction.

J. Hauguel entertained a motion to approve minutes from November 4, 2025, Plan Commission meeting.

Motion by: J. Schenkel

To approve minutes from November 4, 2025, Plan Commission meeting.

2nd by: B. Elliott

All in favor, say aye. Motion carried; minutes from November 4, 2025, Plan Commission meeting approved.

No Budget Items.

A. Bassett discussed that when they administered the legal notice they missed some of the properties in the existing plat for notification. They do not at this time have proper legal notice and cannot take legal action.

J. Hauguel entertained a motion to postpone agenda item until proper notification can be provided to the stakeholders and add letter to county highway that provides approval to access from the petitioned new lot to County Road 700 East to the next Plan Commission meeting on May 8th.

Motion by: D. Rippe

To postpone agenda item until proper notification can be provided to the stakeholders and add letter to county highway that provides approval to access from the petitioned new lot to County Road 700 East to the next Plan Commission meeting on May 8th.

Plan Commission discussed protocol on requesting a special session and waiving the special session fee.

2nd by: C. Fleeman

All in favor, say aye. Motion carried; To postpone agenda item until proper notification can be provided to the stakeholders and add letter to county highway that provides approval to access from the petitioned new lot to County Road 700 East to the next Plan Commission meeting on May 8th.

Old Business

J. Hauguel and Plan Commission discussed zoning administration services, ILP extension fees, certificate of completion and UDO proposed change status.

J. Hauguel gave update on ad hoc committee.

New Business

UDO Change 2026-01

B. Hanna went through UDO Change 2026-01.

Plan Commission discussed UDO Change 2026-01.

J. Hauguel entertained a motion to reject UDO Change 2026-01.

Motion by: D. Rippe

To reject UDO change 2026-01.

2nd by: B. Elliott

All in favor, say aye. Motion carried; UDO Change 2026-01 was denied.

UDO Change 2026-02

J. Hauguel went through UDO Change 2026-02.

Plan Commission and Attorney Mike Hawk discussed UDO Change 2026-02

J. Hauguel entertained a motion to accept UDO Change 2026-02 with the removal of the last sentence and then move to public comment.

Motion by: B. Elliott

To accept UDO Change 2026-02 with the removal of the last sentence and then move to public comment.

2nd by: D. Rippe

All in favor, say aye. Motion carried; accepted UDO Change 2026-02 with the removal of the last sentence and then move to public comment.

Plan Commission members discussed.

B. Hanna discussed the conservancy's rezoning from LA to CO.

Attorney M. Hawk discussed that an application needed to be submitted before they can discuss the rezoning.

Plan Commission discussed the Zoning Administration's filing system and contractor's permits.

Election of Officers

President

B. Hanna nominated J. Hauguel.

J. Hauguel declined nomination.

J. Schenkel and D. Rippe nominated B. Elliott.

All in favor, say aye. Motion carried; B. Elliott is Plan Commission President.

Vice President

B. Elliott nominated D. Rippe.

All in favor, say aye. Motion carried; D. Rippe is Plan Commission Vice President.

Secretary

D. Rippe nominated J. Sattison

2nd by: J. Hauguel

All in favor, say aye. Motion carried; J. Sattison is Plan Commission Secretary.

Executive Committee (3rd member)

B. Elliott nominated J. Hauguel

All in favor, say aye. Motion carried; J. Hauguel is Plan Commission Executive Committee Member.

Plan Commission Representative to Board of Zoning

J. Hauguel nominated B. Hanna.

D. Rippe nominated J. Schenkel

J. Schenkel declined nomination.

All in favor, say aye. Motion carried; B. Hanna is the Plan Commission Representative.

President – B. Elliott

Vice President – D. Rippe

Secretary – J. Sattison

Executive Committee – J. Hauguel

PC Rep to BZA – B. Hanna

D. Rippe entertained a motion to adjourn the meeting.

2nd by: J. Hauguel

All in favor, say aye. Motion carried; meeting adjourned.

President B. Elliott adjourned meeting at 8:42pm.



Bert Elliott, Plan Commission President



Attest: Jennifer Smith-Sattison, Billing Clerk