



111 Gecowets Drive Fremont IN 46737  
(260) 495-9158 / (260) 495-5902 fax  
[www.townofclearlake.org](http://www.townofclearlake.org)

**Town of Clear Lake – Plan Commission Special Session Meeting**  
**Tuesday, March 17, 2026, at 6:00pm**

Conference number 1-646-931-3860

Meeting ID: 647 970 5713

Web Passcode: Clear

Phone Passcode: 121380

Join Zoom Meeting: <https://us06web.zoom.us/j/6479705713?pwd=bGoxRjIITXNXeWRhQlcrVzljaHUwdz09>

**Agenda**

- A. Call to Order
- B. Introductions and Roll Call
- C. Approval of Meeting Agenda
- D. Approval of Minutes
  - 1. February 3, 2026
- E. Budget Items
  - 1. None
- F. Applications, Petitions, or Hearings
  - 1. 10 WCLD – Partial Plat Vacation & Minor Subdivision
- G. Old Business
- H. New Business
  - 1. Plan Commission 2026 priorities
  - 2. Zoning Administration Services Subcommittee
  - 3. Plan Commission procedures
- I. Adjournment

The next regular scheduled meeting of the Clear Lake Plan Commission will be on **Monday**, May 4, 2026, at 7pm. The deadline for items requiring legal notices is 28 days prior to the meeting.

*Please note: Agenda items listed are those reasonably anticipated and may be discussed at the meeting. Not all items listed may necessarily be discussed and there may be other items not listed that me be brought up for discussion.*

## 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.

**2<sup>nd</sup> 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.

**2<sup>nd</sup> 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 8<sup>th</sup>.

**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 8<sup>th</sup>.

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

**2<sup>nd</sup> 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 8<sup>th</sup>.

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.

**2<sup>nd</sup> 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.

**2<sup>nd</sup> 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

**2<sup>nd</sup> by:** J. Hauguel

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

Executive Committee (3<sup>rd</sup> 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.

**2<sup>nd</sup> 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

# Town of Clear Lake Plan Commission

Staff Report for PC 2026-01

Plat Vacation and Minor Subdivision of Land

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## General Information

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**Case Number:** PC 2026-01

**Applicant:** Jack and Lorrie Daniel  
11106 Dupont Oaks Blvd  
Fort Wayne, IN 46845

**Status of Applicant:** Future Owner  
**Owner (if different form applicant):** Ann Gullberg  
10 W Clear Lake Dr  
Fremont, IN 46737

**Location:** Lot 10 of Quiet Harbor Estates

**Zoning:** LA – Lake Accessory

**Requested Zoning:** N/A

**Current Land Use:** Storage-based Accessory Structure

**Adjacent Area Zoning/ Use:**

**North:** LA – Lake Accessory / Storage-based accessory structure

**East:** LA – Lake Accessory / Storage-based accessory structure

**Northeast:** CO – Conservation / Undeveloped

**South:** LR – Lake Residential / Dwelling, single-family detached

**West:** A – Agriculture (Steuben Co Territory) / Dwelling, single-family detached

**Lot Conditions:** 0.536 acre lot containing storage-based accessory structure for the single-family dwelling unit at 10 W Clear Lake Dr

**Project Description:**

Ann Gullberg is requesting that Lot 10 in Quiet Harbor Estates be vacated from its plat. Once vacated, Ms. Gullberg is requesting the new metes and bounds parcel be subdivided into two new lots via a minor subdivision of land called Quiet Harbor 2. Both lots will retain the LA – Lake Accessory zoning. Both lots will be 75-ft x 155-ft, or .268 acres of land. Lot 1 is expected to be developed for storage-based accessory, which will gain access from CR N 700 E and be addressed as 6560 CR N 700 E. Lot 2 will retain the existing storage-based accessory structure associated with 10 W Clear Lake Dr; no other alterations are expected at this time.

**Relevant Comprehensive Plan Elements:**

- **Land Use, Policy 7.1:** “Ensure the Town’s land use regulations, actions, and related plans are consistent with the policies and objectives contained in the 2013 Update to the Comprehensive Plan.”

**Relevant Processes and Regulations:**

- Plat Vacation Regulations: Section 9.14 Minor Subdivision of Land B.2. and IC 36-7-4-711
- Minor Subdivision of Land: Section 9.14 Minor Subdivision of Land; 6.01 Simple Subdivision (SS) Standards
- Lot Development Standards: Section 2.16 Lake Accessory (LA) District Standards

**Zoning History:**

The accessory garage on this lot was constructed in 1996.

**Hearing Date:**  
**Required Notice:**

February 3, 2026 @ 7PM; Continued Special Hearing Date March 17, 2026 @ 6 PM

- Publication of legal notice was published in the Herald Republican on *March 3, 2026*.
- A legal Notice was also posted by the Zoning Administrator outside the Town Hall.
- Twenty (20) adjacent owners/Quiet Harbor Estate property owners were sent Legal Notices via certified mail.
- Four (4) interested property owners were sent “courtesy notices” by regular US mail.
- Notifications were sent to adjacent property owners, all property owners within 300-feet of the subject property, and all property owners within the Quiet Harbor Estates subdivision.

## Background Information and Project Description

Ms. Ann Gullberg owns Lot 10 of Quiet Harbor Estates, which is the Lake Accessory lot directly across from her property at 10 W Clear Lake Drive. Mr. Daniel owns the property to the north, 6580 CR N 700 E. Both properties are within the Town of Clear Lake Town Limits and are zoned LA (Lake Accessory). Additionally, both properties are being used for storage-based accessory structures, compliant with the UDO permitted uses.

Mr. Daniel contacted the Zoning Administrator office in February of 2025 inquiring about purchasing a portion of Ms. Gullberg's property to construct a new storage-based accessory structure. He was provided with information for a Minor Subdivision of Land to split the Lake Accessory Lot into two. Additional correspondence in November included filing deadlines for a Plan Commission hearing.

Upon receiving the application and drawings at the beginning of January 2026, it was discovered that the request was not possible without a replat (plat amendment) or plat vacation, as this property was already part of an existing plat, the Quiet Harbor Estates Subdivision. Simply stated, one lot cannot be part of two separate subdivisions of land. The UDO does not allow for replats or plat amendments but instead requires for a plat vacation and minor/major subdivision of land application depending on the request.

With quick turnaround from the applicant, property owner, and the applicant's surveyor, an application for a partial plat vacation and update to the minor subdivision drawings were resubmitted.

The request sounds simple: dividing an 0.536 acre lake accessory lot into two lots. Because of the existing Quiet Harbor Estate Subdivision, the request becomes more complicated due to required processes.

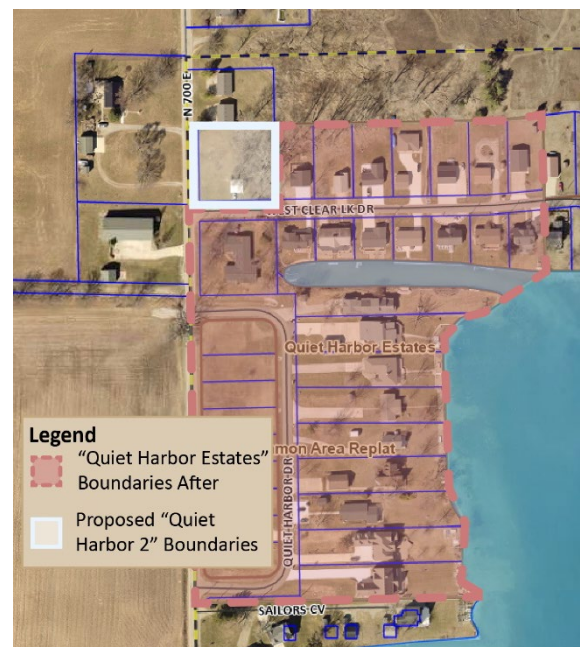
Ultimately, the request is to divide the 0.536 acre lot into two lots. Both lots will consist of 0.268 acres and will be roughly 75-ft x 155-ft. The existing zoning, LA (Lake Accessory), will not change nor will the existing and proposed use change, which is storage-based accessory structure. Ms. Gullberg's existing accessory structure will remain exactly as it is today on the new Lot 2 of Quiet Harbor 2. The new Lot 1 of Quiet Harbor 2 will be sold to Mr. Daniel who intends to construct a new storage-based accessory structure which will gain access from CR N 700 E. A driveway approval email from the County is included in this Staff Report.

The proposed lots in Quiet Harbor 2 are in compliance with lot development standards outlined in Section 2.16 Lake Accessory (LA) District Standards. There are no additional easements proposed, but the existing easements will be retained.

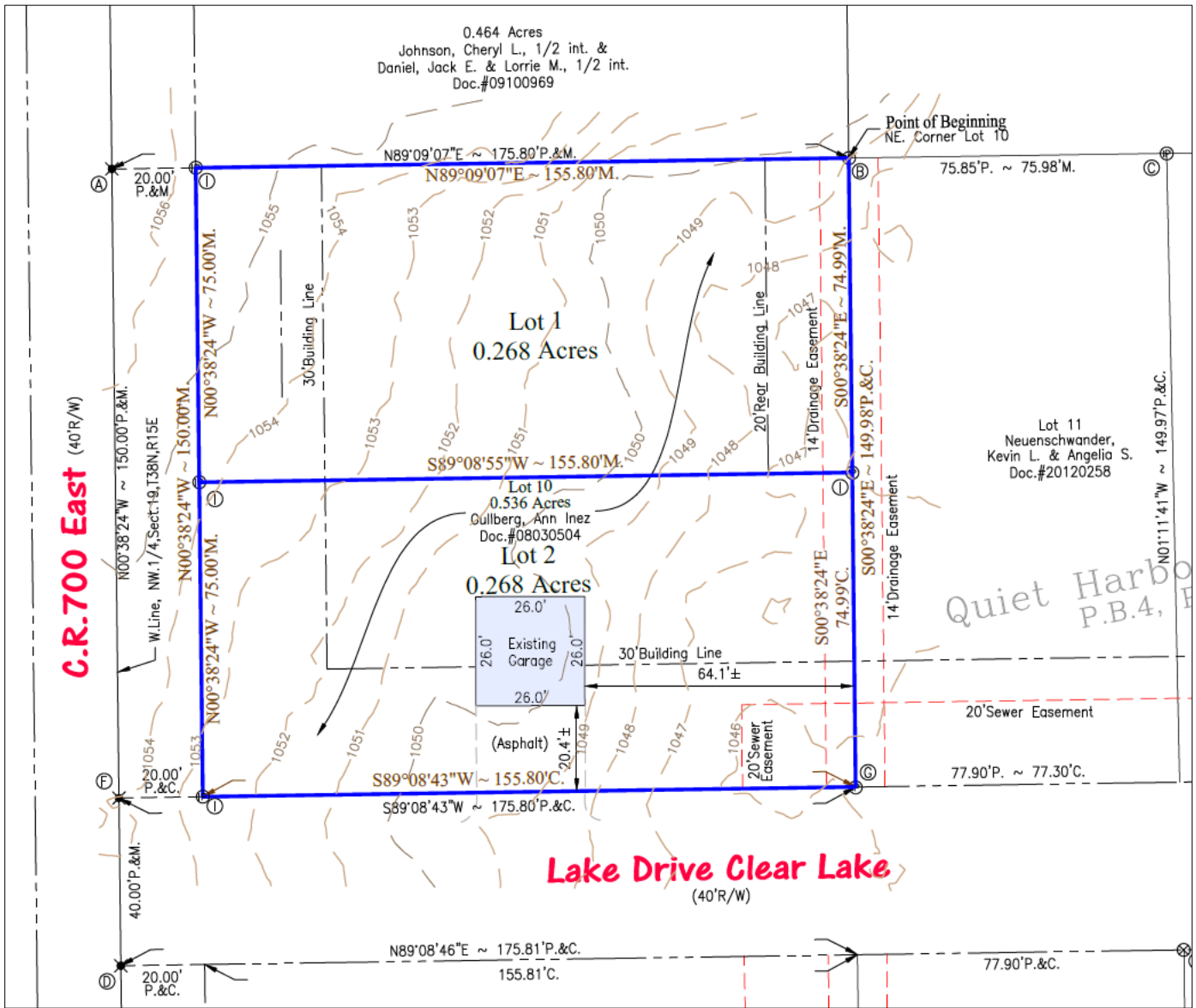


**Left:** The original boundaries of Quiet Harbor Estates.

**Right:** The new boundaries of "Quiet Harbor Estates" and the proposed "Quiet Harbor 2" after a plat vacation and minor subdivision of land.



Site Plan of Quiet Harbor 2



## Plat Vacation Criteria:

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### *UDO Section 9.14 Subdivision of Land; Minor Subdivision Plat*

- B. Project Applicability: A Minor Subdivision Plat can be used to subdivide property within the jurisdictional area of the Plan Commission, but only if the proposed division meets the "Applicable Districts" and "Prerequisites" standards written below.
2. Replats: A replat shall consist of two (2) processes. First, the plat, or the portion of the plat, shall be vacated in accordance with IC 36-7-3-10 and IC 36-7-3-11 [36-7-4-711]. Then, the property shall be platted using the Minor or Major Subdivision Plat process.

### *IC 36-7-4-711 Vacation of plats; alternate procedure; petition; notice and hearing*

- (a) The plan commission (or plat committee acting on its behalf), proceeding in accordance with [IC 36-7-3-10](#) or with this section, has exclusive control over the vacation of plats or parts of plats.
- (b) In a case in which not all the owners of land in a plat are in agreement regarding a proposed vacation, this section provides an alternate procedure under which one (1) or more owners of land in the plat may file with the plan commission a petition to vacate all the plat or only that part of the plat that pertains to land owned by the petitioner or petitioners. A petition under this section must:
- (1) state the reasons for and the circumstances prompting the request;
  - (2) specifically describe the property in the plat proposed to be vacated; and
  - (3) give the name and address of every other owner of land in the plat.
- (c) Subject to section 714 of this chapter, a petition under this section may also include a request to vacate any recorded covenants filed as a part of the plat.
- (d) Not more than thirty (30) days after receipt of a petition under this section, the plan commission staff shall announce the date for the hearing before the plan commission (or plat committee acting on the plan commission's behalf). The plan commission shall adopt rules prescribing procedures for setting hearing dates and for providing other notice as may be required in accordance with this chapter. The petitioner shall pay all expenses of providing the notice required by this subsection.
- (e) The plan commission shall adopt rules prescribing procedures for the conduct of the hearing, which must include a provision giving every other owner of land in the plat an opportunity to comment on the petition.
- (f) After hearing the petition, the plan commission or plat committee shall approve or disapprove the request. The commission or committee may approve the vacation of all or part of a plat only upon a determination that:
- (1) conditions in the platted area have changed so as to defeat the original purpose of the plat;
  - (2) it is in the public interest to vacate all or part of the plat; and
  - (3) the value of that part of the land in the plat not owned by the petitioner will not be diminished by the vacation.
- (g) The commission or committee may impose reasonable conditions as part of any approval. The commission or committee shall furnish a copy of the commission's or committee's decision to the county recorder for recording.
- (h) An applicant or other interested party may appeal the approval or disapproval of a vacation by the plat committee in the manner prescribed by section 402(d) of this chapter.

## Minor Subdivision of Land Criteria:

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### *UDO Section 9.14 Subdivision of Land; Minor Subdivision Plat*

#### E. Primary Plat Procedure

##### 7. Decision:

- a. The Plan Commission shall make findings of fact and take final action, or continue the petition for a Minor Subdivision Primary Plat to a defined future meeting date.
- b. The Plan Commission shall make the following findings of fact. Findings, or lack of findings, may be in the form of a general statement.
  - i. The subdivision of land is consistent with the *Town of Clear Lake Comprehensive Plan*.
  - ii. The subdivision of land satisfies the standards of *Article 06: Subdivision Types*.
  - iii. The subdivision of land satisfies the standards of *Article 07: Design Standards*.
  - iv. The subdivision of land satisfies all other applicable provisions of this Unified Development Ordinance.
- c. Final Action:
  - i. If the Plan Commission by vote finds all of the findings of fact in the affirmative, it shall approve or approve with commitments the petition for a Minor Subdivision Primary Plat.
  - ii. If the Plan Commission by vote does not find all of the findings of fact in the affirmative, it shall deny the petition for a Minor Subdivision Primary Plat.

Future Land Use



## Public Notice

The Herald Republic posted the notice on March 3, 2026.

Twenty (20) notices were sent via certified mailing to owners immediately adjacent to the property and owners within the Quiet Harbor Estates plat.

Four (4) notices were sent via regular mail to other interested parties (properties within 300-feet of the property).

Parcel ID	Name	Owner Address	City, State, Zip	Physical Address (if different than mailing address)
<b>Adjacent Property Owners (Certified Mailing 14 days prior to meeting)</b>				
760119230103010002	Johnson cheryl L und 1/2 int & Jack E & Lorrie M Daniel H/W und 1/2 int	180 West Clear Lake Dr	FREMONT, IN 46737	
760224000008000022	Johnson Alan W	6565 N 700 E	FREMONT, IN 46737	
760119230103000002 & 760119230102060001	Clear Lake Township Land Conservancy Inc	111 Gecowets Dr	FREMONT, IN 46737	
760119230105000002 & 760119230219000002	Neuenschwander Kevin L & Angelia S H/W	16 W Clear Lake Dr	FREMONT, IN 46737	
760224000009000022	Hastings Kathleen J	146 West Clear Lake Dr	Fremont, IN 46737	
760119230106000002 & 760119230218000002	Oldsen Richard L & Ruthann Oldsen Trts of Richard L & Ruthann Oldsen Rev Family Trust dtd July 7 2004 W/LE	18 West Clear Lake Dr	Fremont, IN 46737	
760119230108000002 & 760119230216000002	Woodward Brian J & Tiffany L H/W	22 W Clear Lake Dr	FREMONT, IN 46737	
760119230109000002 & 760119230215000002	Vanderpool Micki J	24 W Clear Lake Dr	FREMONT, IN 46737	
760119230214000002 & 760119230110000002	Howarth Delores A	26 West Clear Lake Dr	FREMONT, IN 46737	
760119230213000002 & 760119230111000002	Parker Thomas E & Jeannette C H/W	28 W Clear Lake Dr	FREMONT, IN 46737	
760119320101000002 & 760119320111090002	Pridgeon Paul D & Nicole S H/W	787 Phillip Rd	MONTGOMERY, MI 49255	
760119320102000002 & 760119320111080002	Thorp Darin L & SuAnn G H/W	1236 Quiet Harbor Dr	FREMONT, IN 46737	
760119320105000002 & 760119320111070002	Eisel Randall T & Rebecca L H/W	Po Box 74	NEY, OH 43549	1234 Quiet Harbor Dr
760119320104000002 & 760119320111060002	Gamble Troy M & Wendy H/W	16368 La Paloma Court	Noblesville, IN 46060	1232 Quiet Harbor Dr
760119320105000002 & 760119320111050002	Nelsen Family Trust Under Trust Agreement dtd	791 Springfield Av	Ventura, CA 93004	1230 Quiet Harbor Dr
760119320106000002 & 760119320111040002	Billings Kelsey D & Alicia M Carver w/LE Thoma	1228 Quiet Harbor Dr	Fremont, IN 46737	
760119320107000002 & 760119320111030002	Curin John C & Daniel J Curin JT/RS w/LE Burto	1226 Quiet Harbor Dr	FREMONT, IN 46737	
760119320108000002 & 760119320111020002	Walter Kenneth J & Linda K	1224 Quiet Harbor Dr	FREMONT, IN 46737	
760119320109000002 & 760119320111000002 & 760119320111010002	Ostermeyer Brent M & Janet S	1222 Quiet Harbor Dr	FREMONT, IN 46737	
760119230107000002 & 760119230217000002	Petruska Kenneth M & Stacy L Joint Rev Trust dtd 8-24-21	14473 Christie Ann Dr	FORTVILLE, IN 46040	20 & 21 WCLD

### Interested Property Owners - 300-ft

760224000006000000-	Penner Family Farms Inc w/LE John E Penner	Po Box 942	FREMONT, IN 46737
760224000009010022	Crawford Rodney Allen & Vicky Lynn H/W	452 Grass Lake Rd	COLDWATER, MI 49036
760224000007000022	GS Richhart Holdings LLC	9822 Roberts Rd	Woodburn, IN 46797
760119230102020001	Palmerton Gabriel D	6620 N 700 E	FREMONT, IN 46737

## Public Input

As of March 11, one response was received through the online public input form. Mr. Kenneth Walter at 2224 Quiet Harbor Drive is supportive of the request and had no opposition or comments of the request.

## Final Determination

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The Plan Commission should remember as it makes its decision:

1. There are two separate requests for this project. Each request will require an individual vote.
  - a) Vacation of Lot 10 in Quiet Harbor Estates. This request removes Lot 10 from the existing Quiet Harbor Estates subdivision by creating a metes and bounds legal description for this property.
  - b) Minor Subdivision of Land through Quiet Harbor 2. This request legally splits the metes and bound parcel into two lots in a new subdivision of land. If the vacation of Lot 10 does not get approved, then Quiet Harbor 2 cannot be approved as one lot cannot be in two separate subdivisions.
2. The items highlighted in the sections above will be the findings for each request, which should be independent from each other.

1. Conditions in the platted area *have/have not* changed so as to defeat the original purpose of the plat.
  - APPROVE (have): Conditions in the platted area have changed, defeating the original purpose of the plat as a new Unified Development Ordinance has been adopted designating minimum lot size and area requirements. Lot 10 of Quiet Harbor Estates is significantly larger than the other Lake Accessory lots in the plat.
  - DENY (have not): Conditions in the platted area have not changed and the purpose of the original plat remains intact. Lot 10 of Quiet Harbor Estates was platted to accommodate the single-family residence on the opposite side of W Clear Lake Drive and not to accommodate any additional property.
  
2. It *is/is not* in the public interest to vacate all or part of the plat.
  - APPROVE (is): It is in the public interest to vacate part of the plat as allowing any additional Lake Accessory lot in this location decreases the demand of creating a Lake Accessory lot in an already overdeveloped area of the lake, where this location is further separated from the lake.
  - DENY (is not): It is not in the public interest to vacate a part of the plat as this lot was created as part of the Quiet Harbor Estates plat and was considered acceptable when it was originally approved. Vacating it leads to potential redevelopment concerns.
  
3. The value of that part of the land in the plat not owned by the petitioner *will/will not* be diminished by the vacation.
  - APPROVE (will not): The value of that part of the land in the plat not owned by the petitioner will not be diminished by the vacation as the proposed use of the vacated lot will be consistent with the current adjacent uses – storage-based accessory structure – and consistent with the Future Land Use Map in the Town of Clear Lake Comprehensive Plan.
  - DENY (will): The value of that part of the land in the plat not owned by the petitioner will be diminished by the vacation as the vacation leads to redevelopment in an area densely populated by Lake Accessory lots.

Motion to

- Approve
- Approve with Conditions
- Deny
- Continue/Table \_\_\_\_\_ (date)

Conditions for Approval

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Vote of Members

	Yes	No	Abstain	Absent
Bert Elliott				
Cecil Fleeman				
Bill Hanna				
Jim Hauguel				
Dan Rippe				
Guy Rodgers				
John Schenkel				

1. The subdivision of land *is/is not* consistent with the *Town of Clear Lake Comprehensive Plan*.
  - APPROVE (is): The subdivision of land is consistent with the Town of Clear Lake Comprehensive Plan as the proposed lots will retain their existing zoning – LA (Lake Accessory) – and will retain the existing use – storage-based accessory structure – both of which are consistent with the Future Land Use Map.
  - DENY (is not): The subdivision of land is not consistent with the Town of Clear Lake Comprehensive Plan as the plan discourages new residential development outlined in Policy 2.2.
  
2. The subdivision of land *does/does not* satisfy the standards of *Article 06: Subdivision Types*.
  - APPROVE (does): The subdivision of land does satisfy the standards of Article 06: Subdivision Types by meeting all applicable standards for a Simple Subdivision as outlined in Sections 6.01, 6.02, and 6.03.
  
3. The subdivision of land *does/does not* satisfy the standards of *Article 07: Design Standards*.
  - APPROVE (does): The subdivision of land does satisfy the standards of Article 07: Design Standards through meeting or exceeding minimum design standards for a Simple Subdivision including by not limited to Lot Establishment Standards, Prerequisite Standards, and Erosion Control Standards.
  
4. The subdivision of land *does/does not* satisfy all other applicable provisions of this Unified Development Ordinance.
  - APPROVE (does): The subdivision of land does satisfy all other applicable provisions of the Unified Development Ordinance, specifically regarding Lake Accessory Development Standards outlined in Article 02: Zoning Districts. Future development will be required to adhere to the development standards established in the Unified Development Ordinance or obtain applicable approval from corresponding agencies.

Motion to

- Approve
- Approve with Conditions
- Deny
- Continue/Table \_\_\_\_\_ (date)

Conditions for Approval

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Vote of Members

	Yes	No	Abstain	Absent
Bert Elliott				
Cecil Fleeman				
Bill Hanna				
Jim Hauguel				
Dan Rippe				
Guy Rodgers				
John Schenkel				

## APPLICATION FOR VACATION OF PLATTED LAND

ANN GUILBERG, as owner of Lot numbered ten (10) in Quiet Harbor Estates, an addition to town of Clear Lake, as per plat thereof recorded in Plat Book 4, page 69, in the Office of the Recorder of Steuben County, Indiana, hereby submits the following application for vacation of platted land to vacate her property from Quiet Harbor Estates:

1. The property proposed to vacate is described as follows:

Lot numbered ten (10) in Quiet Harbor Estates, an addition to the Town of Clear Lake, as per plat thereof recorded in Plat Book 4, page 69, in the Office of the Recorder of Steuben County, Indiana  
(more commonly known as 10 West Clear Lake Drive, Fremont, Indiana)

2. Ann Guilberg is requesting the property in question to be vacated for purposes of removing the property from Quiet Harbor Estates and approving the Minor Subdivision of the Property to Quiet Harbor 2. The Minor Subdivision will divide the Property into two equal parcels with the northern half being sold to Jack and Lorrie Daniel for the purpose of constructing a new 40' x 30' wood frame storage garage similar to the two adjacent structures. A copy of the survey from Miller Land Surveying with the proposed division of the Lot as Quiet Harbor 2 is attached as Exhibit "A."

3. A list of the names and addresses of all owners of land in Quiet Harbor Estates subdivision is attached as Exhibit "B."

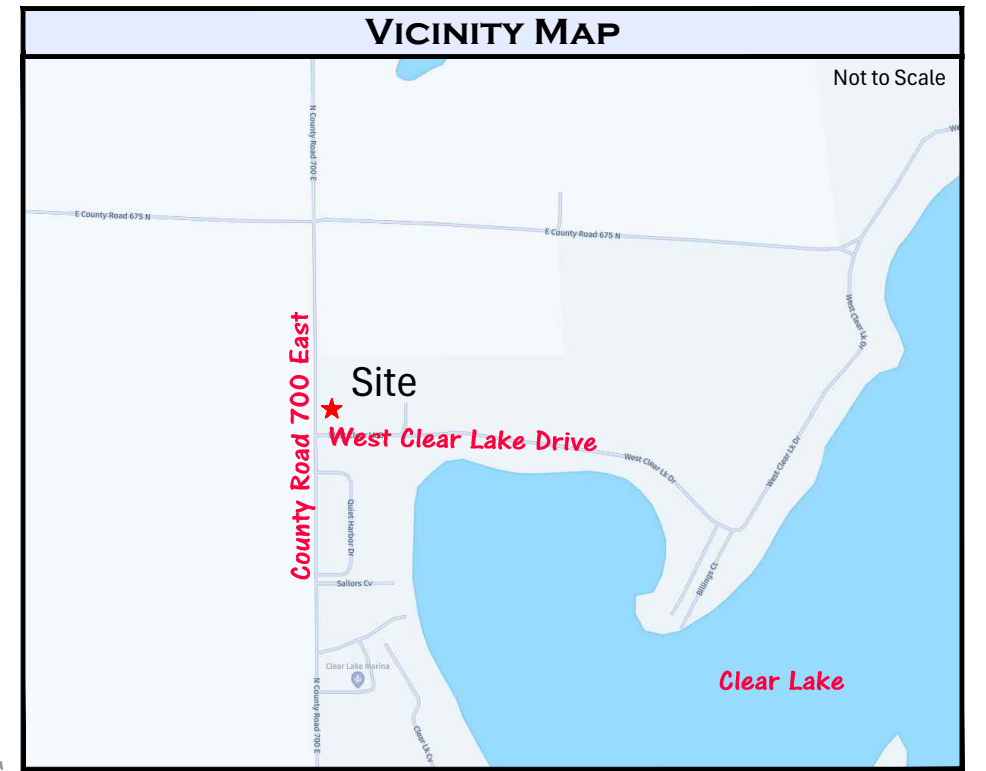
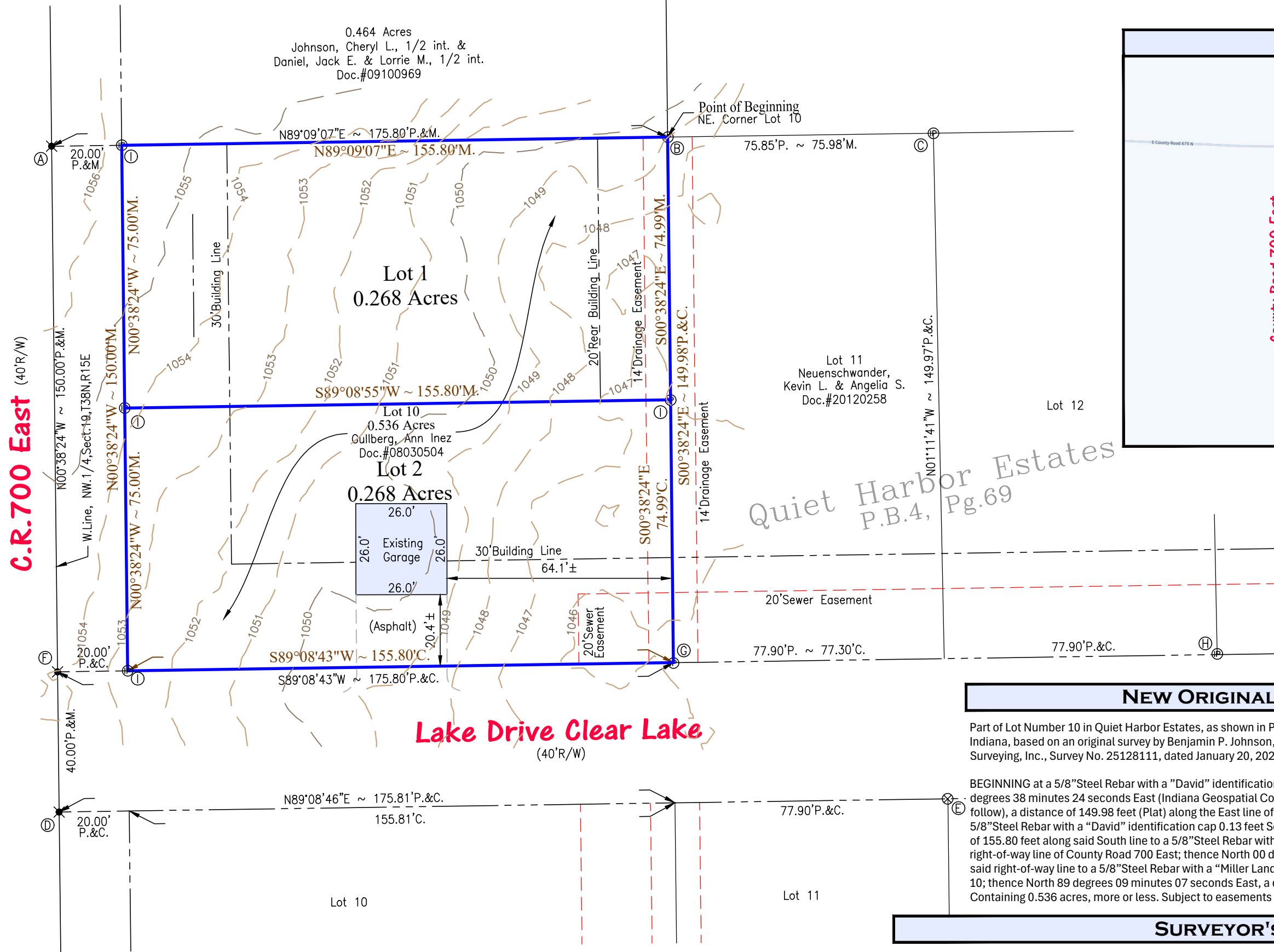
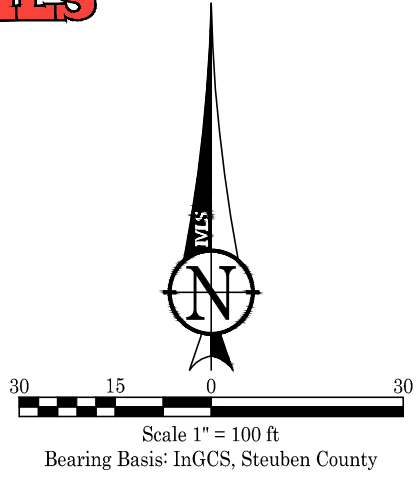
Wherefore, Ann Guilberg respectfully requests that the Town of Clear Lake approve the Application to Vacate Lot numbered ten (10) in Quiet Harbor Estates for the purposes stated above.

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Ann Guilberg

# SECONDARY PLAT Quiet Harbor 2

A SUBDIVISION BEING A PART OF SECTION 19,  
TOWNSHIP 38 N, RANGE 15 E, CLEAR LAKE TWP., STEUBEN CO., INDIANA.



Quiet Harbor Estates  
P.B.4, Pg.69

### NEW ORIGINAL LEGAL DESCRIPTION

Part of Lot Number 10 in Quiet Harbor Estates, as shown in Plat Book 4, Page 69 in the Office of the Recorder of Steuben County, Indiana, based on an original survey by Benjamin P. Johnson, Indiana Professional Surveyor Number 22500003 of Miller Land Surveying, Inc., Survey No. 25128111, dated January 20, 2026 and being more particularly described as follows:

BEGINNING at a 5/8" Steel Rebar with a "David" identification cap marking the Northeast corner of said Lot 10; thence South 00 degrees 38 minutes 24 seconds East (Indiana Geospatial Coordinate System - Steuben County bearing and basis of bearing to follow), a distance of 149.98 feet (Plat) along the East line of said Lot 10 to a point on the South line of said Lot 10 referenced by a 5/8" Steel Rebar with a "David" identification cap 0.13 feet South; thence South 89 degrees 08 minutes 43 seconds West, a distance of 155.80 feet along said South line to a 5/8" Steel Rebar with a "Miller Land Surveying Firm #0095" identification cap on the East right-of-way line of County Road 700 East; thence North 00 degrees 38 minutes 24 seconds West, a distance of 150.00 feet along said right-of-way line to a 5/8" Steel Rebar with a "Miller Land Surveying Firm #0095" identification cap on the North line of said Lot 10; thence North 89 degrees 09 minutes 07 seconds East, a distance of 155.80 feet along said North line to the Point of Beginning. Containing 0.536 acres, more or less. Subject to easements of record.

### SURVEYOR'S REPORT

**PURPOSE OF SURVEY:**  
The purpose of this survey was to create an original 0.536 acre tract from Lot Number 10 in Quiet Harbor Estates, Steuben County, Indiana. Located at 10 West Clear Lake Drive, Fremont, IN 46737.

In accordance with Title 865, Article 1, Rule 12, Section 1 through 30 of the Indiana Administrative Code, the above theory of location was based upon the following opinions and observations a result of uncertainties in lines and corners because of the following:

- A) AVAILABILITY AND CONDITION OF REFERENCE MONUMENTS**  
The monuments found are shown on the survey and listed on the survey under monument legend. It is not known if these are original monuments set during the original subdivision layout, but due to the age of the addition and the dissimilarity in the type of monuments it is likely that some or all of the monuments were set during earlier retracement surveys of this or surrounding lots.
- B) OCCUPATION OR POSSESSION LINES**  
There were no uncertainties based on visual inspection of occupation or possession lines.
- C) CLARITY OR AMBIGUITY OF DESCRIPTIONS**  
There were no ambiguities found within the descriptions used for the survey. Documents used include:
  - 1) Document Number 08030504
  - 2) Document Number 09100969
  - 3) Document Number 20120258
  - 4) Plat of Quiet Harbor Estates (Plat Book 4, Page 69)
  - 5) Replat of Quiet Harbor Estates Common Area (Document Number 20120582)
  - 6) Survey completed by Accurate Survey Co., as File No. S1-19003, dated July 10, 1989
- D) THEORETICAL UNCERTAINTY OF THE MEASUREMENTS**  
Based on the use of the property (commercial property, industrial property, condominiums, townhouses, apartments, multiunit developments--single family residential subdivision lots--real estate lying in rural areas) the acceptable relative positional accuracy is rural survey 0.26 feet (79 millimeters) plus 200 ppm.

**THEORY OF LOCATION:**  
The North (155.80 feet) line of the subject tract was established per the North line of Quiet Harbor Estates, which was established along a line of found monuments labeled "A", "B", & "C". The South (155.80 feet) line of the subject tract was established per the North right-of-way Lake Drive Clear Lake which was established per plat geometry and verified by found monument labeled "F". The East (149.98 feet) line of the subject tract was established per the East line of Lot 10, which was established by being parallel and plat distances Easterly of the West line of the Northwest Quarter of Section 19, T38N, R15E, which was established along a line of found monuments labeled "A", "D", & "F", verified by found monuments labeled "B" & "G". The West (150.00 feet) line of the subject tract was established per the East right-of-way line of County Road 700 East, which was established by being parallel and 20 feet Easterly of the West line of the Northwest Quarter of Section 19, T38N, R15E, which was established along a line of found monuments labeled "A", "D", & "F".

This survey is valid only with original signature and seal, full payment of invoice, and complete with all pages of survey. The information shown on the survey documents is intended for this transaction only as dated on said survey documents. Any reuse without written verification and adaptation by the land surveyor for the specific purpose intended will be at the users' sole risk and without liability or legal exposure to the land surveyor.

Since the last date of field work of this survey, conditions beyond the knowledge or control of Miller Land Surveying, Inc. may have altered the validity and circumstances shown or noted hereon.

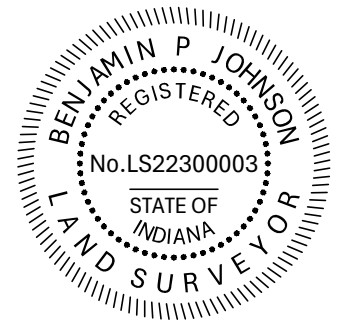
I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security number in this document, unless required by law, Benjamin P. Johnson.

The commitment for title insurance was not provided at the time of this report, nor did the surveyor perform a title search. An abstract or title search may reveal additional information affecting the property.

### CERTIFICATION

I, Benjamin P. Johnson, hereby certify that I am a Land Surveyor, licensed in compliance with the laws of the State of Indiana; that this plat correctly represents a survey conducted under my supervision in accordance with Title 865 IAC, Article 1, Rule 12, Sections 1 thru 29; that all markers thereon will be installed in accordance with the provisions of the Platting Ordinance; and that their location, size, type and material are accurately shown.

Benjamin P. Johnson, PS Date: January 20, 2026



### MONUMENT LEGEND

- A = Railroad Spike Found (-0.1')
- B = 5/8" Steel Rebar w/"David" id. Cap Found (Flush)
- C = 5/8" Steel Rebar Found (Flush)
- D = Railroad Spike Found (-0.1')
- E = 1" Pipe Found 0.11' W. of Actual (-0.3')
- F = Railroad Spike Found (-0.1')
- G = 5/8" Steel Rebar w/"David" id. Cap Found 0.13' S. of Actual (-0.1')
- H = 5/8" Steel Rebar w/"Burlage" id. Cap Found 0.15' N. of Actual (-0.1')
- I = 5/8"x24" Steel Rebar w/"Miller Land Surveying Firm #0095" id. Cap Set (Flush)

### FLOOD PLAIN CERTIFICATION

This property is within Zone "X" (areas determined to be outside the 0.2% annual chance floodplain) as defined by the FIRM (Flood Insurance Rate Map) for Town of Clear Lake, Steuben County, Indiana, Community No.180247, Panel No.0180E, dated December 17, 2013.

### NOTES

- All buried utilities must allow for drainage swale grades as found on the site grading plan, storm drainage plans and storm sewer and swale profiles.
- All utility easements shall remain free of all permanent structures and the removal of any obstruction by a utility company shall in no way obligate the utility company to restore obstruction to its original form.
- Surface Information Based on 2011 - 2013 Indiana Statewide LiDAR
- The Plat must comply with Zoning Ordinance requirements for minimum lot area, width and frontage.
- Zoning district is LA (Lake Accessory).
  - Minimum Front Yard Setback shall be 30 feet for primary and accessory structures.
  - Minimum Side Yard Setbacks shall be 20% of the lot width shall be the minimum aggregate for side yards. However, no single side yard shall be less than 5 feet for primary and accessory structures.
  - Minimum Rear Yard Setbacks shall be 20 feet for primary and accessory structures.

### OWNER CERTIFICATION

I, the undersigned, Ann Gullberg, owner of the real estate shown and described herein, do hereby certify that we have laid off, platted and subdivided, and do hereby lay off, plat and subdivide, said real estate in accordance with the within plat.

This subdivision shall be known and designated as Quiet Harbor 2, an addition to Steuben County, Indiana. All streets, alleys, parks, and other public lands shown and not heretofore dedicated, are hereby dedicated, to the public.

Front and side yard building setback lines are hereby established as shown on this plat, between which lines and the property lines of the street, there shall be erected or maintained no building or structure.

Ann Gullberg  
STATE OF INDIANA )  
                          ) SS:  
COUNTY OF STEUBEN )

Before me, the undersigned, a Notary Public in and for said County and State, this \_\_\_\_ day of \_\_\_\_\_, 2026, personally appeared \_\_\_\_\_ and acknowledged the execution of the foregoing instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal.

\_\_\_\_\_) Notary Public  
My Commission Expires: \_\_\_\_\_  
My County of Residence is: \_\_\_\_\_

### PRIMARY PLAT APPROVAL

The undersigned, by the authority granted to them by the Unified Development Ordinance of the Town of Clear Lake, Indiana, certifies that this minor plat has been granted secondary approval as required by the laws of the State of Indiana and shall be legally effective upon filing with the Auditor of Steuben County and recording in the Office of the Recorder of Steuben County, Indiana.

Dated this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Town of Clear Lake Plan Commission:

\_\_\_\_\_  
President Clear Lake Plan Commission

\_\_\_\_\_  
Zoning Administrator Clear Lake Plan Commission

### SECONDARY PLAT APPROVAL

This Minor Plat complies with the Zoning Ordinance requirements of minimum lot area, width and frontage.

Dated this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Town of Clear Lake Plan Commission:

\_\_\_\_\_  
President Clear Lake Plan Commission

\_\_\_\_\_  
Zoning Administrator Clear Lake Plan Commission

Notary:  
STATE OF INDIANA )  
                          ) SS:  
COUNTY OF STEUBEN )

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\_\_\_\_\_) Notary Public

My Commission Expires: \_\_\_\_\_

My County of Residence is: \_\_\_\_\_

Petitioner  
Jack Daniel  
11106 Dupont Oaks Boulevard  
Fort Wayne, Indiana

Corporate Office  
221 Tower Drive  
Monroe, IN 46772  
(260) 692-6166

**MLS MILLER LAND SURVEYING**  
Precision and Professionalism is where we draw the line.  
Brett R. Miller, PS No.LS20300059 Robert J. Marucci, PS No.LS20400028 Benjamin P. Johnson, PS No.LS22500003

Fort Wayne Office  
10060 Bent Creek Blvd.  
Fort Wayne, IN 46825  
(260) 489-8571

Survey Number: 25128111  
Date: January 20, 2026  
Drawing Name: 25128111.sub.dwg

**FW: Driveway permit 3868**

---

**From** Jack Daniel <jdaniel@martin-riley.com>  
**Date** Wed 2/25/2026 1:52 PM  
**To** Amber Zoning <amber.zoning@townofclearlake.org>

Amber,

Below is an e-mail I received today from the Steuben Co. Highway Dept. regarding the proposed driveway.

Is this (e-mail below) sufficient for our purposes, in lieu of a letter? I think in ordinary circumstances he would have issued us the actual permit, but since I won't be paying the fees until the PC approves the minor sub-division, he thought this would be sufficient. I'm happy to ask him for a letter, but I'm guessing he won't want to do so.

I received your e-mail of earlier this morning and will plan to attend the March 17<sup>th</sup> meeting at 6:00 p.m.

Thanks,

**Jack Daniel**

**MARTINRILEY** architects-engineers  
221 West Baker Street  
Fort Wayne, Indiana  
Ph: 260-422-7994 Fx: 260-426-2067  
<http://www.martin-riley.com>  
[jdaniel@martin-riley.com](mailto:jdaniel@martin-riley.com)

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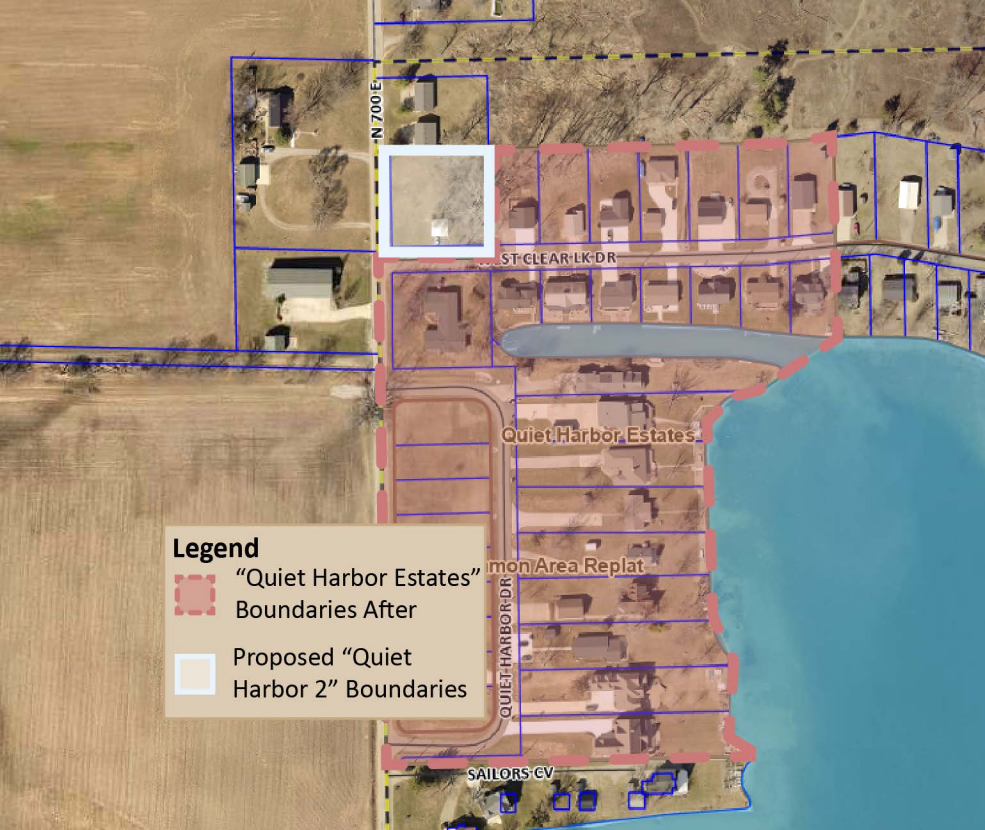
**From:** Jennifer Ferrell <jferrell@co.steuben.in.us>  
**Sent:** Wednesday, February 25, 2026 12:32 PM  
**To:** Jack Daniel <jdaniel@martin-riley.com>  
**Subject:** Driveway permit 3868

Jack,

Chip, the County Engineer has approved your driveway permit. You will not need to install a culvert at the end of your driveway.

Thank you,

Jennifer Ferrell  
1900 N 200 W  
Angola, IN 46703  
[jferrell@co.steuben.in.us](mailto:jferrell@co.steuben.in.us)



**Legend**



“Quiet Harbor Estates”  
Boundaries After



Proposed “Quiet  
Harbor 2” Boundaries

N 700 E

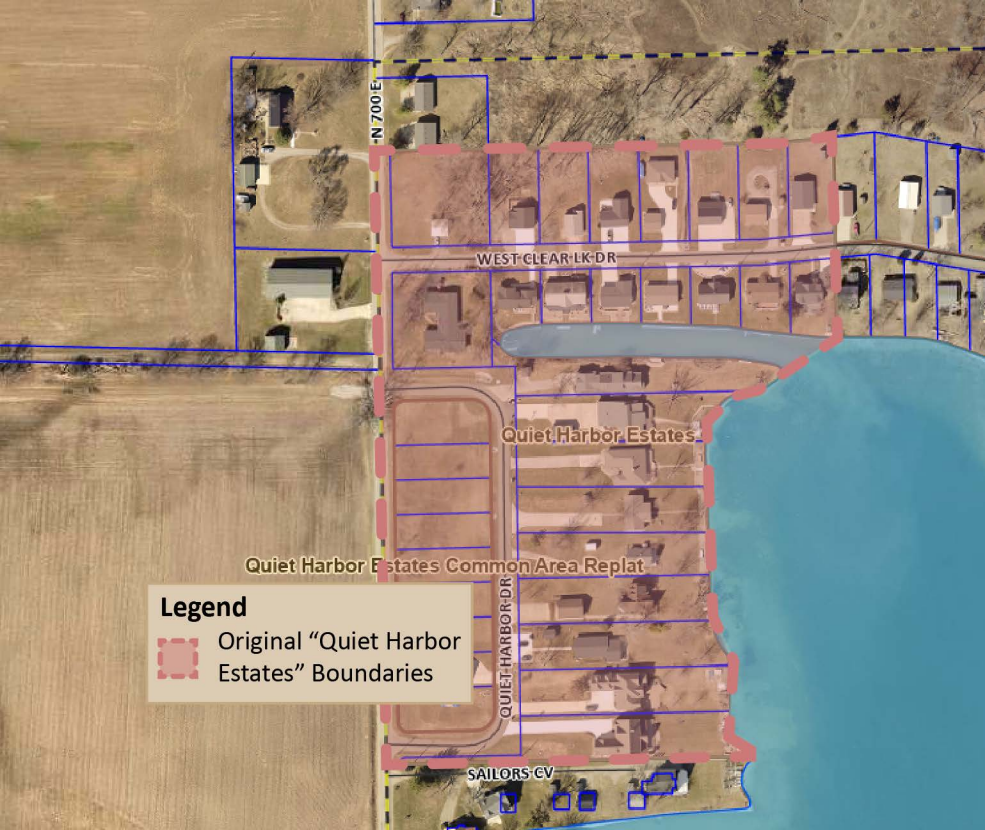
ST CLEAR LK DR

Quiet Harbor Estates

mon Area Replat

QUIET HARBOR DR

SAILORS CV



N 700 E

WEST CLEAR LK DR


Quiet Harbor Estates

Quiet Harbor Estates Common Area Replat

QUIET HARBOR DR

SAILORS CV

**Legend**

 Original "Quiet Harbor Estates" Boundaries



N 700 E

Zaharako

WEST CLEAR LK DR

Sunset Bay

Quiet Harbor Estates

Quiet Harbor Estates Common Area Replat

QUIET HARBOR DR

SAILORS CV

**FW: Driveway permit 3868**

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E 675 N

N 700 E

N 700 E

SAILORS CV

E

WEST CLEAR LK DR

BILLINGS CT WEST



## **Charter: Zoning Administration Services Subcommittee**

### **Purpose**

The Plan Commission establishes a **Zoning Administrative Services Subcommittee** to drive successful implementation of the new distributed zoning services model. The focus will be on zoning service delivery and execution.

### **Scope:**

The committee will assess and make improvements based on the cost, efficiency, quality, and satisfaction criteria as outlined in the Zoning Administration trial plan dated October 28, 2025. Specifically:

- Monitor the zoning administration execution
- Report performance against success criteria
- Monitor cost to deliver services
- Identify deficiencies, gaps, inefficiencies, and root causes
- Working the zoning administration team, town employees, and subject matter experts, develop corrective actions for areas that are falling short.

### **Membership**

The Subcommittee shall consist of three members of the Plan Commission and one member employed by our zoning administration service partner, Hometown Initiatives.

The Subcommittee may request participation from Town of Clear Lake staff, municipal officials, and other subject matter experts.

A Subcommittee Chair shall be designated by the Plan Commission Chair.

### **Deliverables**

The Subcommittee shall provide a written report to the Plan Commission that includes:

- Summary of findings
- Evaluation of service performance relative to success criteria
- Cost of service delivery and projected financial run-rates
- Recommended process improvements
- Recommended next steps

Recommendations may include maintaining or extending the zoning services trial, adopting the new model, modifying staffing, or proposing a new delivery model.

### **Timeline**

The Subcommittee shall present an interim report of findings to the Plan Commission on May 4, 2026.

**Authority**

The Subcommittee is advisory only and shall make recommendations to the Plan Commission. Any policy decisions shall be made by the governing body.

**Dissolution**

The Subcommittee shall dissolve on December 31, 2026 unless determined otherwise by the Plan Commission.