

Town of Clear Lake Plan Commission

Special Session Meeting Minutes – March 17, 2026

Plan Commission President Bert Elliott called the meeting to order at 6:00pm.

There were 9 residents in attendance and 3 via Zoom.

Members introduced themselves:

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

B. Elliott entertained a motion to approve March 17, 2026, agenda.

Motion by: D. Rippe

To approve March 17, 2026, agenda.

2nd by: G. Rodgers

All in favor, say aye. Motion carried; March 17, 2026, agenda approved.

B. Elliott entertained a motion to approve minutes from February 3, 2026, Plan Commission meeting.

Motion by: D. Rippe

To approve minutes from February 3, 2026, Plan Commission meeting.

2nd by: C. Fleeman

All in favor, say aye. Motion carried; minutes from February 3, 2026, Plan Commission meeting approved.

Variance 2026-01: Plat vacation of Lot 10 of Quiet Harbor Estates

A. Bassett went through Variance 2026-01, staff report and public feedback.

Plan Commission discussed and asked questions.

Applicants, Jack and Lorrie Daniel, discussed their Variance 2026-01.

Findings of Fact #1: 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.

G. Rodgers – Yes
C. Fleeman – Yes
D. Rippe – Yes
B. Elliott – Yes
J. Hauguel – Yes
J. Schenkel – Yes

Final Vote: 6-0, B. Hanna absent. Findings of Fact #1 criteria was met.

Findings of Fact #2: 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.

G. Rodgers – Yes
C. Fleeman – Yes
D. Rippe – Yes
B. Elliott – Yes
J. Hauguel – Yes
J. Schenkel – Yes

Final Vote: 6-0, B. Hanna absent. Findings of Fact #2 criteria was met.

Findings of Fact #3: 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.

G. Rodgers – Yes
C. Fleeman – Yes
D. Rippe – Yes
B. Elliott – Yes
J. Hauguel – Yes
J. Schenkel – Yes

Final Vote: 6-0, B. Hanna absent. Findings of Fact #3 criteria was met.

B. Elliott entertained a motion to approve the vacation of Lot 10 in Quiet Harbor estates.

Motion by: B. Elliott

To approve the vacation of Lot 10 in Quiet Harbor estates.

2nd by: J. Schenkel

All in favor, say aye. B. Hanna absent. Motion carried; Vacation of Lot 10 of Quiet Harbor estates was approved.

Variance 2026-01: Minor Subdivision of Land

Findings of Fact #1: 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.

- G. Rodgers – Yes
- C. Fleeman – Yes
- D. Rippe – Yes
- B. Elliott – Yes
- J. Hauguel – Yes
- J. Schenkel – Yes

Final Vote: 6-0, B. Hanna absent. Findings of Fact #1 criteria was met.

Findings of Fact #2: 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.

- G. Rodgers – Yes
- C. Fleeman – Yes
- D. Rippe – Yes
- B. Elliott – Yes
- J. Hauguel – Yes
- J. Schenkel – Yes

Final Vote: 6-0, B. Hanna absent. Findings of Fact #2 criteria was met.

Findings of Fact #3: 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.

- G. Rodgers – Yes
- C. Fleeman – Yes
- D. Rippe – Yes
- B. Elliott – Yes
- J. Hauguel – Yes
- J. Schenkel – Yes

Final Vote: 6-0, B. Hanna absent. Findings of Fact #3 criteria was met.

Findings of Fact #4: 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.

G. Rodgers – Yes
C. Fleeman – Yes
D. Rippe – Yes
B. Elliott – Yes
J. Hauguel – Yes
J. Schenkel – Yes

Final Vote: 6-0, B. Hanna absent. Findings of Fact #4 criteria was met.

B. Elliott entertained a motion to approve with the conditions that the applicant provides evidence that the existing building does not encroach on the lot line.

Motion by: D. Rippe

To approve with the conditions that the applicant provides evidence that the existing building does not encroach on the lot line.

2nd by: J. Schenkel

B. Elliott – Yes
C. Fleeman – Yes
J. Hauguel – Yes
D. Rippe – Yes
G. Rodgers – Yes
J. Schenkel – Yes

All I favor, say aye. B. Hanna absent. Motion carried; Minor subdivision approved with the conditions that the applicant provides evidence that the existing building does not encroach on the lot line.

B. Elliott went through the 2026 Executive Committee priorities.

B. Elliott entertained a motion to approve a subcommittee to focus on the distributed model zoning services and report at the next Plan Commission meeting.

Motion by: B. Elliott

To approve a subcommittee to focus on the distributed model zoning services and report at the next Plan Commission meeting.

2nd by: D. Rippe

All in favor, say aye. Motion carried; A subcommittee is approved to focus on the distributed model zoning services and report at the next Plan Commission meeting.

B. Elliott discussed the rules of procedure.

B. Elliott entertained a motion to adjourn the meeting.

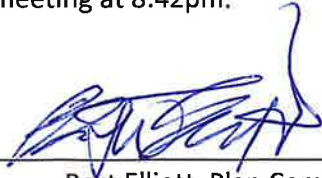
Motion by: B. Elliott

To adjourn meeting.

2nd by: G. Rodgers

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