



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

**Town of Clear Lake – Plan Commission Meeting
Monday May 4, 2026, at 7:00pm**

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. March 17, 2026
- E.** Budget Items
 - 1. None
- F.** Applications, Petitions, or Hearings
 - 1. None
- G.** Old Business
- H.** New Business
 - 1. Administrative Subdivision Report
 - 2. Zoning Administration Services Committee Report: 2026 Distributed Model Trial Deployment
 - 3. Address Assignment Report
- I.** Adjournment

The next regular scheduled meeting of the Clear Lake Plan Commission will be on Tuesday, August 4, 2026, at 7pm. The deadline for items requiring legal notice 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 may be brought up for discussion.

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.

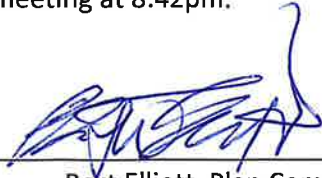
Motion by: B. Elliott

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



Plan Commission – May 4, 2026

Report of Administrative Subdivisions required per UDO 9.17.F.4.

Address	Owner	Status
891 SCLD	Disser	Survey and new deed submitted to ZA. Unable to locate or confirm receipt of application or fee. New deed that was provided had already been recorded, and upon looking at the County's GIS, the lots were combined, despite the Town not providing a signed off survey.
754 SCLD	Donnelly-Pozzebon	PC signed off on April 1, 2026. CT submitted to Steuben County Recorder.
66 WCLD	Huntsman	PC signed off on April 29, 2026 CT submitted to Steuben County Recorder.

Town of Clear Lake

Zoning Services Update

Zoning Administration Services Committee

May 4, 2024

Bert Elliott

Jim Hauguel

Dan Rippe

Amy Schweitzer

Committee Charter

Drive successful implementation of the new distributed zoning services model and evaluate results based on the October 28, 2025 trial plan.

- 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

Context

Historical Zoning Administration Model

Complex UDO and TOCL building requirements executed with a single full-time Zoning Administrator

TOCL Experience

- High Zoning Administrator turnover – no career path – difficult to retain talent
- Each Zoning Administrator approached the role in their own way
 - Reoccurring learning curves
 - Ever-changing procedures
 - Incomplete documentation – procedures and decisions
 - Various document management systems

Swirling, inefficient administrative tasks regardless of people or delivery model

Goal

Zoning Administration Outcomes

Deliver high quality, consistent, and legally compliant zoning administration services

- Fully integrated with other processes (sewer, drainage, etc.)
- Fully documented
- Mitigate risk of inconsistencies – reduces problems and legal consequences.
- Budget neutral over time
- Execution more in-line with intent of UDO and Comprehensive Plan

New Approach: A distributed model for Zoning Administration

Proposed Solution

Zoning Administration – Distributed Model

- **Context:** The zoning administration process consists of a recurring set of tasks within a phased workflow
- **Challenge:** Zoning administration tasks require expertise in many specialized areas (Legal, Technical, Planning, Enforcement, Field Inspection, Town Operations, etc.)
- **Solution:** Defining the objective & tasks of each phase enables zoning administration responsibilities to be distributed across a team of subject matter experts

A team of experts ensures every resident receives a fair, transparent, and consistent process.

Zoning Administration – Key Phases (1 of 2)

Phase	Responsible	Objective	Tasks
1. Pre-Application and Consultation	Hometown Innovations	Guide applicants before formal submissions.	<ul style="list-style-type: none"> - Assist the public, developers, architects, engineers, and property owners with inquiries about zoning requirements, proposals, and applications. - Provide interpretations of zoning ordinances, explain procedures, and direct individuals to other agencies for additional permits. - Research and gather data to support planning visions, such as reviewing preliminary development plans for alignment with comprehensive plan. - Oversee overall zoning ordinance administration and enforcement.
2. Application Review & Processing	Hometown Innovations	Evaluates submissions for compliance.	<ul style="list-style-type: none"> - Accept, review, and process zoning permit applications, site plans, special use permits, variances, appeals, and rezoning requests. - Determine if applications are complete and compliant with zoning ordinances; issue permits if approved or notify applicants of denials with alternatives. - Coordinate site plan reviews, prepare technical reports, maps, charts, and staff recommendations for planning commissions or zoning boards. - Conduct technical research, analyze data, and identify issues in building or development applications.
3. Board Collaboration & Decision-Making	Hometown Innovations	Collaboration with boards and final determinations	<ul style="list-style-type: none"> - Serve as staff liaison and technical advisor to Planning Commissions, Boards of Zoning Appeals and Town Council; prepare agendas, materials, minutes, and public notices. - Attend meetings to present reports, explain decisions, and advise on zoning issues. - Forward applications for zoning changes, conditional uses, or variances to appropriate boards and represent the Town in hearings, as necessary. - Draft ordinances/amendments, correspondence, and zoning verification letters. - Develop recommendations for fee structures, or administrative improvements.

Trial Period to Focus on Phase 2 Execution.

Zoning Administration – Key Phases (2 of 2)

Phase	Responsible	Objective	Tasks
4. Inspection and Compliance	TOCL Zoning Inspector	Post-approval monitoring to ensure adherence.	<ul style="list-style-type: none">- Perform on-site inspections and field investigations to verify compliance with approved plans, zoning codes, and occupancy certifications.- Identify and monitor nonconforming uses; use checklists and documentation like photographs for records.
5. Enforcement and Resolution	TOCL Plan Commission President	Addresses violations and maintains long-term compliance.	<ul style="list-style-type: none">- Investigate complaints and alleged ordinance violations; issue warning letters, citations, or corrective measures.- Coordinate enforcement, present case facts in appeals or court, and testify as needed.- Maintain records of violations, permits, inquiries, and enforcement actions; update office files.
6. Administration and Professional Development	Hometown Innovations	Support operations and broader planning efforts.	<ul style="list-style-type: none">- Handle office tasks like fee collection, supplier invoice approval, budgeting, reporting to town boards/committees, and distributing zoning materials.- Maintain cooperative relationships with peer agencies, stay updated on laws and trends through seminars, conferences, and certifications.

Trial Objectives and Methodology

Distributed Model Trial Deployment

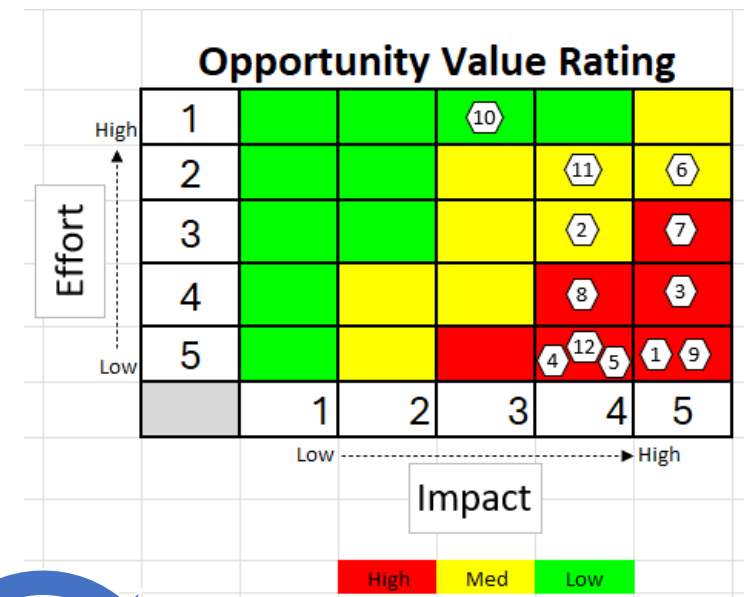
- **Objectives:**
 - Trial Period 4-months (January – April 2026)
 - Upgrade practices to industry standards
 - Gain insights on the time and resource requirements
 - Identify process gaps that affect satisfaction, independent of who fills the ZA role
- **Methodology:**
 - ✓ Assign experts to the zoning administration phases
 - ✓ Resolve backlog of in-process permits & process existing/new applications
 - ✓ Measure efficiency, quality and satisfaction metrics – Focusing on Phase 2
 - ✓ Evaluate phase 2 mid-trial using Value Stream Mapping tool (Visual construct of process, helps identify bottlenecks, rework, delays, etc.)
 - ✓ Identify high value process improvement targets

A focused pilot. A capped investment. A data-driven test of feasibility.

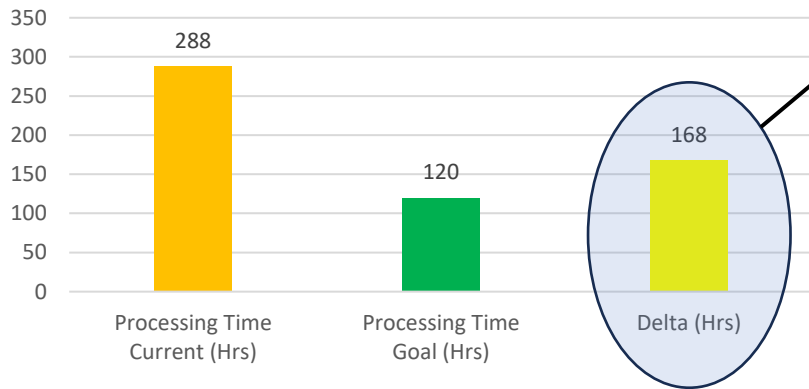
Trial Results - Performance

Distributed Model – Efficiency

- **Efficiency Metric:** Phase 2 application processing time (target <5 business days)
- Value Stream Map (VSM) Assessment

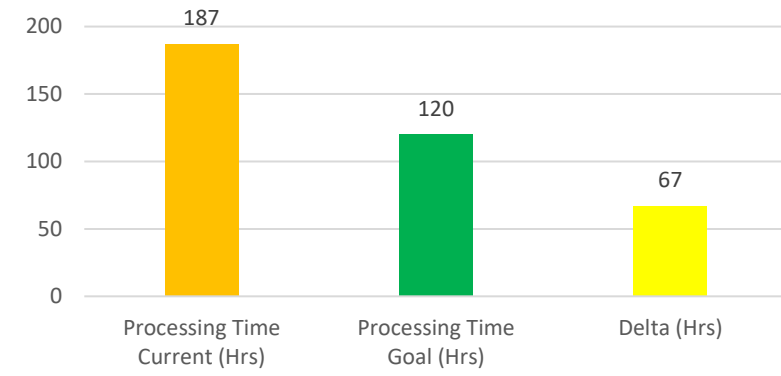


PHASE 2 ILP PROCESSING TIME
CURRENT STATE VS GOAL



OPPORTUNITIES	
Item #	Description of Improvement
1	Applicant checklist with all ILP requirements
9	Update UDO document to include all changes
3	Meet with County Auditor regarding administrative subdivision: "all changes require TOCL approval"
4	Update ILP acknowledgement list: Include Architectural Standards, Landscape Standards, and Drainage Plan requirements
5	Update ILP acknowledgement list: Include Road closure requirements
12	Print inspection list on permit placard for TOCL
13	Add billing tracking into metrics spreadsheet with assigned responsibilities. Paid/unpaid
8	Meet with county to get Beacon GIS zoning map updated and update TOCL zoning map
7	Document into one fee schedule to include all fees from all TOCL departments.
2	Road-cut/ROW permit simplification; single permit with single fee
6	Create "Project Applicability Standard" for grinder pump power. May require revision/update to TOCL Ordinance 51.59
11	Improve (speed and accuracy) UDO interpretation process
10	Meet with county to update easements on Beacon GIS and update easement on TOCL GIS

PHASE 2 ILP PROCESSING TIME
FUTURE STATE VS GOAL

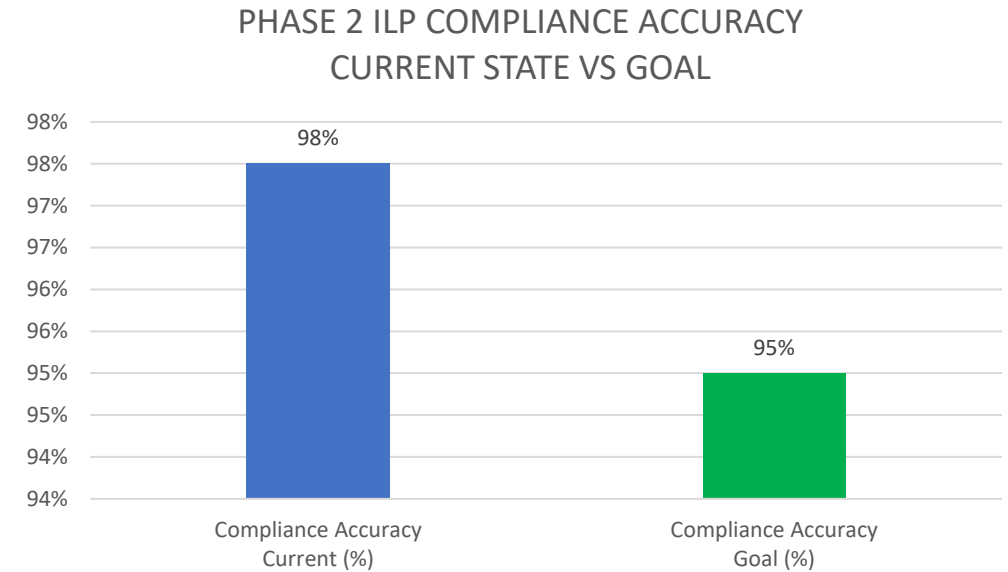


VSM delivered a 40% reduction in ILP processing time, yet a 53-hour deficit remains. Continued waste elimination is the priority moving forward.

Trial Results - Performance

Value Stream Map – Quality

- **Quality Metric: Phase 2 Application Compliance Assessment Accuracy of $\geq 95\%$**
- **Value Stream Map (VSM) Assessment**
 - **Comprehensive multi-code compliance review**
 - Each application is evaluated against ~1,500 requirements across 11 UDO Articles (224 sections), plus all applicable provisions of the Town's Sewer Ordinance and Street Ordinance.
 - **Process efficiency & quality are interdependent requiring a balanced optimization approach – variation reduction & waste elimination**



With quality results at 98%—well above the 95% requirement—the emphasis going forward will be on removing process waste rather than tightening variation.

Performance Results – Trial

Efficiency

- Development of improved checklist for ILP requirements; improve ILP acknowledgement list
- Ensure UDO posted online is up-to-date with all approved amendments
- Create consistent forms
- Create required Inspection List to include with ILP Placard
- Integrate tracking mechanism for Fee Collection to insure proper fund accounting
- Create consistency across right-of-way permitting – forms, fees, and applicability
- Improve speed and accuracy of UDO interpretations
- Collaboration with Steuben County Offices on when TOCL approvals are required, updated TOCL Zoning on Beacon

Performance Results - Trial

Quality

- Extensive experience with administering UDO's and zoning standards
 - Knowing what to look for + where to look for it
 - Consistent administration
- Drawing from Best Practices
 - Written findings of fact for BZA decisions
 - Final determination letters
 - Addressing
 - Official zoning interpretations
- File organization + documentation

Performance Results - Trial

Satisfaction

Positive, unsolicited responses from residents

Commentary from high volume contractors

- Some early growing pains. “At first, we were waiting too long”
- In many ways, things are “similar to how it’s been”
- Amy is great to work with. We are “excited to have her back”
- Things are “a little stricter” now. “No wiggle room”
- They are asking for more information and drawings up front.
- Now that we know the list, we are golden. It is good to know what to expect.
- They get back to us quickly. We are able to work through issues over the phone or by email
- Fewer trips to Town Hall are needed now
- A suggestion: Town communication to raise resident awareness regarding Administrative Subdivision requirements

Statistics 2026-Q1

Activity Summary

ILP Process	RACI Phase	Total	%
	1 - Pre-App / Consultation	19.12	
	2 - App Review + Processing	55.77	
	3 - Approval + Decision Making	14.08	
	4 - Inspection + Compliance	17.45	
	5 - Enforcement + Resolution	7.58	
		114.00	52%
Administration			
	6 - Admin + Professional Dev	71.02	
	(blank)	32.50	
		103.52	48%
		217.52	

Projects	Project Type	Total	%
	Daily	80.70	
	Exceptions	40.23	
	Inquiry Only	6.47	
	Special	7.25	
		134.65	62%
Administrative			
	Drive Time	18.25	
	Meeting	14.33	
	Other	27.15	
	Startup	23.13	
		82.87	38%
		217.52	

Opportunities

- 1 – Pre-App / Consultation
- 2 – App Review + Processing
- Administration – Startup & Other

Hours by RACI Phase & Project Type

Financial Summary

	January	February	March	Total
Hometown Initiatives Fees	\$ 7,455	\$ 7,454	\$ 5,226	\$ 20,136
Zoning Inspector Fees	\$ 588	\$1,128	\$ 696	\$2,412
Total Monthly Fees	\$ 8,043	\$ 8,582	\$ 5,922	\$ 22,548
Hometown Initiatives Hours	63.23	62.70	42.84	168.77
Zoning Inspection Hours	12.25	23.50	14.50	50.25
Total Monthly Hours	75.48	86.20	57.34	219.02

Scope of Activity

- Properties served: 58
- Average cost per property: \$389
- Average hours per property: 3.8

Average cost & hours by property

Statistics 2026-Q1

Budget Projections

Current 2026 Projections

	Rate	Jan-Jul	Aug-Dec	Annual
Fees				
Retainer Fee	\$500	1	1	\$6,000
Standard rate	\$110	60	52	\$74,800
After-hours rate	\$125	4	4	\$6,000
Zoning Inspector	\$48	20	16	\$10,560
				\$97,360
Fully loaded ZA Rate				\$73,300
Variance (under)			32.8%	\$24,060

Proposed 2027 Budget

	Rate	Qty	Monthly	Annual
Fees				
Retainer Fee	\$500	1	\$500	\$6,000
Standard rate	\$125	40	\$5,000	\$60,000
After-hours rate	\$125	4	\$500	\$6,000
Zoning Inspector	\$48	16	\$768	\$9,216
				\$81,216
Fully loaded ZA Rate				\$73,300
Variance (under)			10.8%	\$7,916

Benefit Observations

- Risk Mitigation
- Startup Hours
- Organization & Consistency

Budget Summary by Year

Summary

Zoning Administrative Services

Thus far

- Successful transition to distributed services model
- Increased professionalism with higher level of service
- More consistent adherence to UDO and Comprehensive Plan

Start up phase is over; driving efficiency remainder of 2026.

- Investing time now – to save time later
- Adopting best practices
 - Examples: Address Committee, Document management
- Working together as a team

High quality, Consistent, Legally compliant

Next Steps

Committee Recommendation

1. Continue operating with distributed model through 2026.
 - Hometown Initiatives, Zoning Inspector
 - Execute on process improvements and efficiencies
2. Secure TOCL appropriation to cover projected expenses including on-going delivery of services and investments in efficiency.
3. Deliver progress update in September with proposal for 2026

Discussion

**Plan Commission – May 4, 2026
Address Report**

Rieke Subdivision – New Homes

Proposed Addresses:

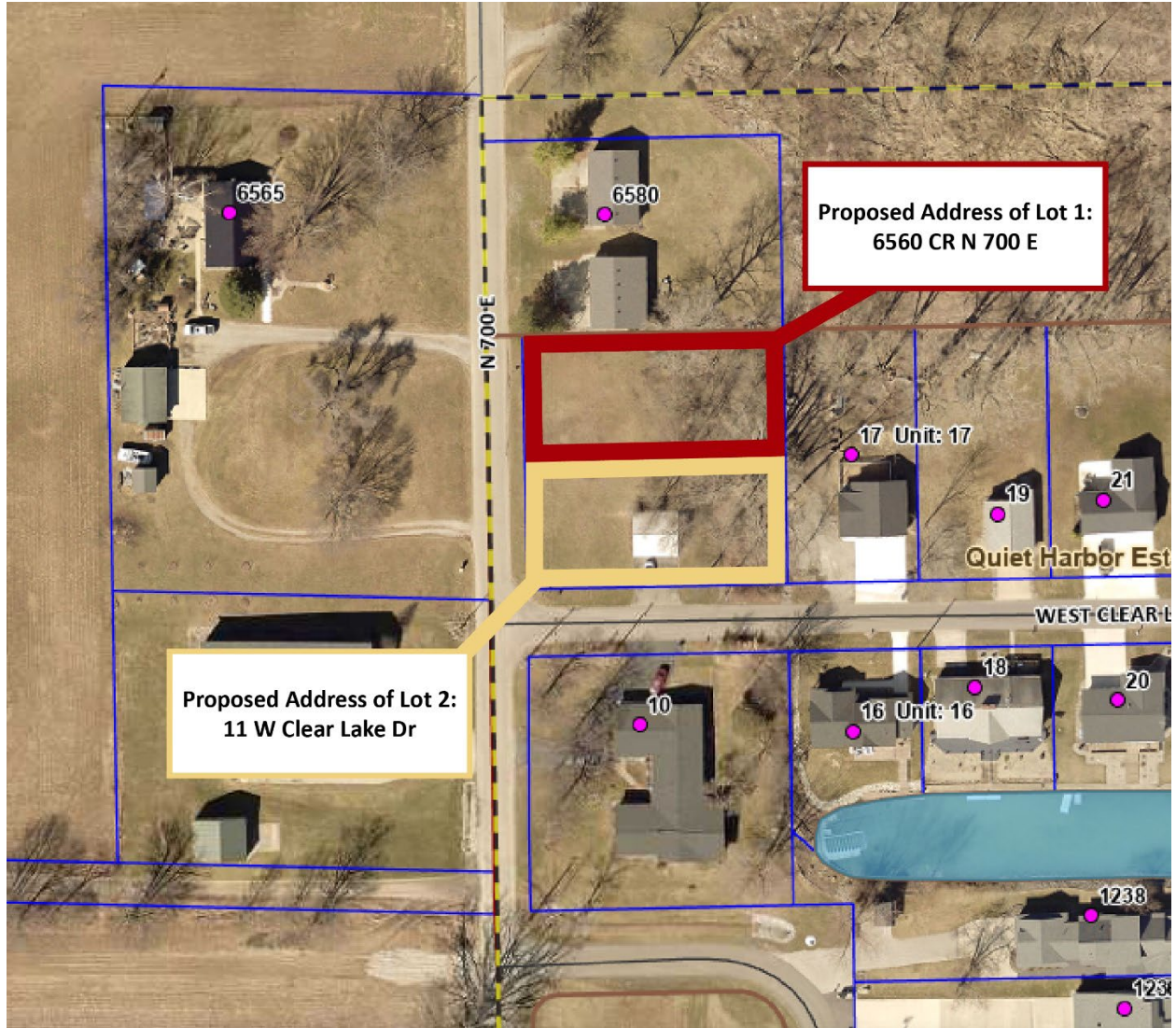
- Lot 1 (North): 190 ½ W Clear Lake Dr
- Lot 2 (South): 190 W Clear Lake Dr



Quiet Harbor 2 – New LA Lot

Proposed Addresses:

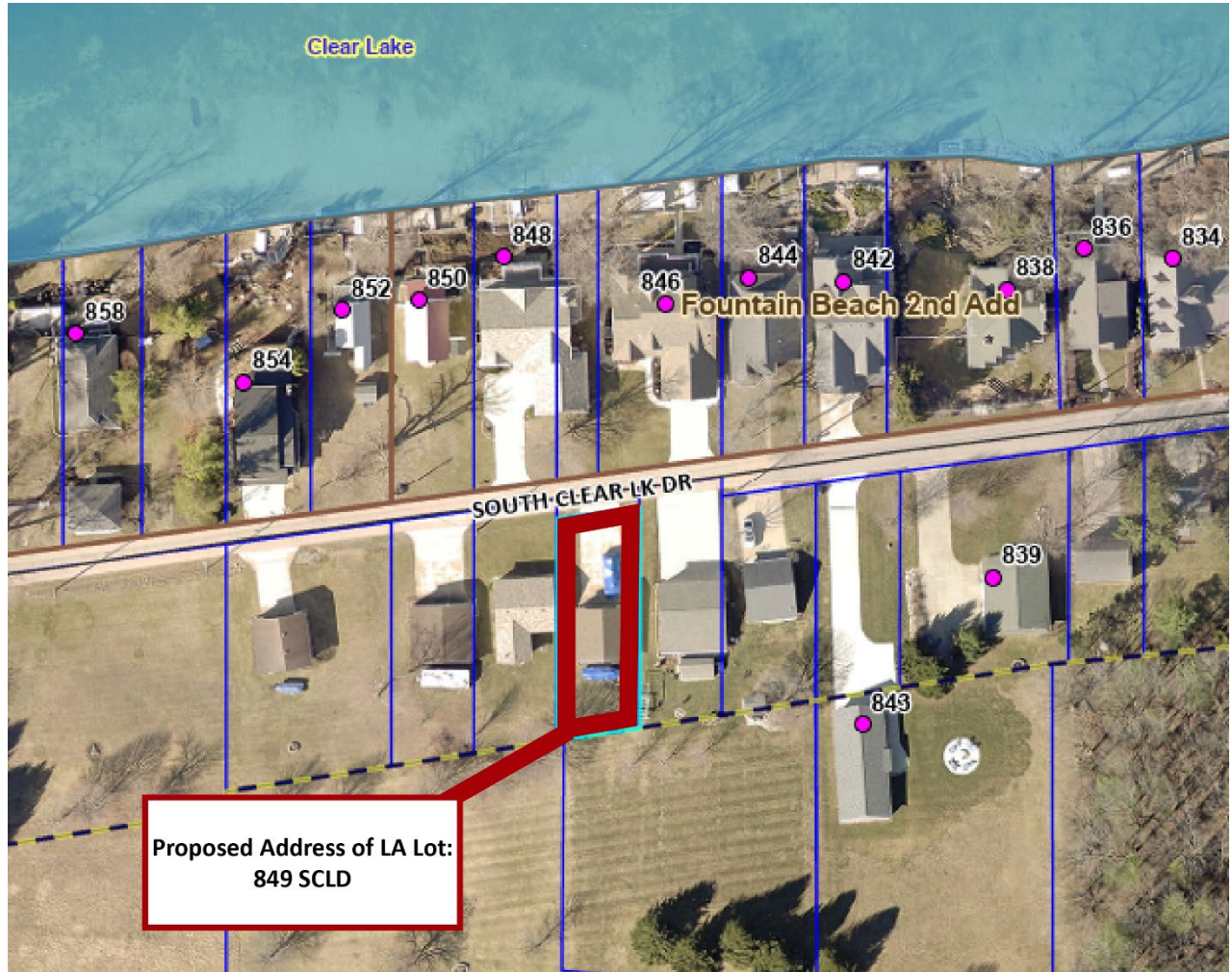
- Lot 1 (North): 6560 County Road N 700 E
- Lot 2 (South): 11 W Clear Lake Dr



LA Lot – New Garage

Proposed Address:

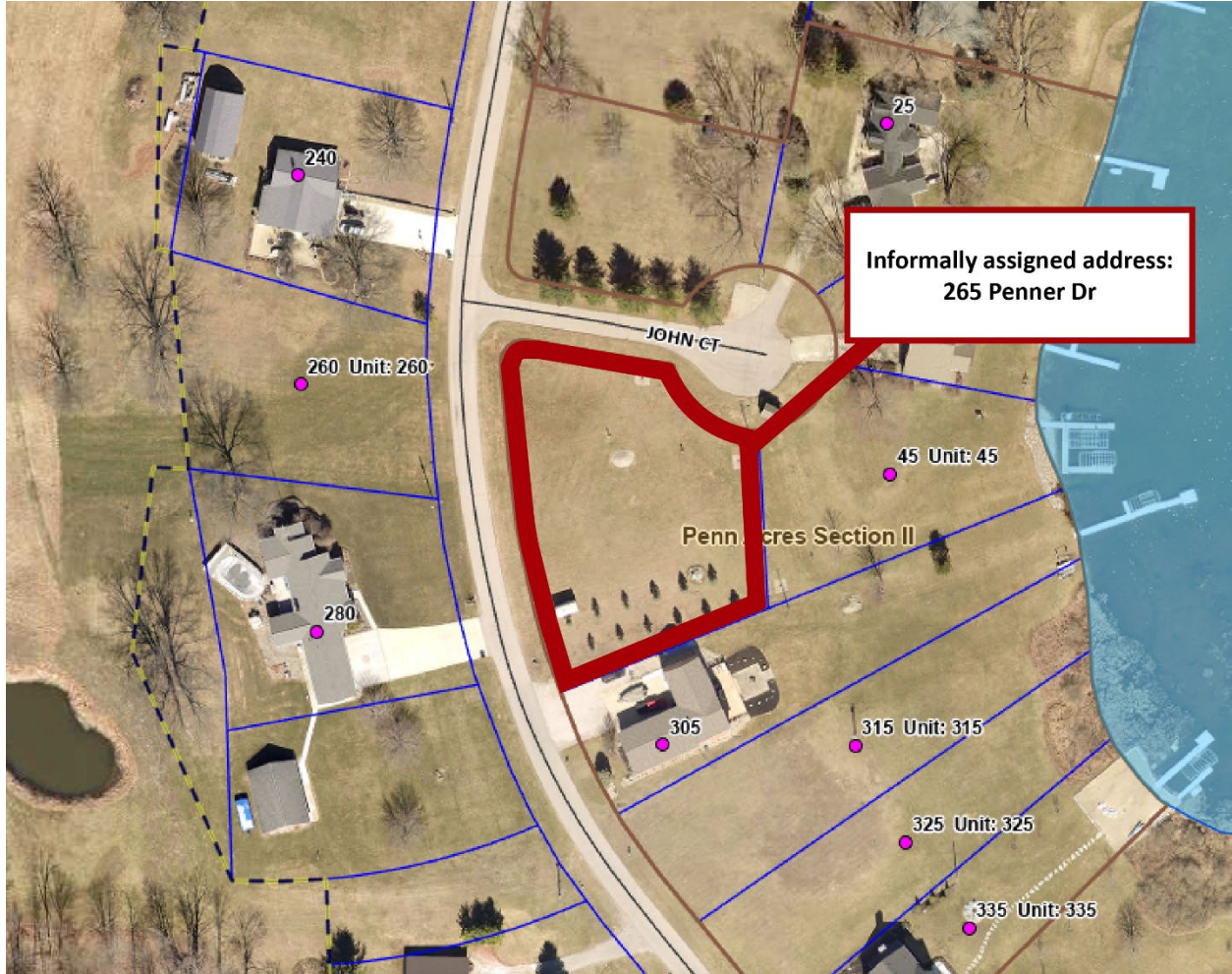
- 849 S Clear Lake Dr



Penner Dr – New Home

Informally Assigned Address:

- 265 Penner Dr



E Clear Lake Dr – Administrative Subdivision

Proposed Address:

- 504 ½ E Clear Lake Dr

