

Town of Clear Lake - Plan Commission Meeting Minutes – May 9, 2018

Plan Commission President Mike Long called the meeting to order at 7:00 PM. The following members of the Plan Commission were present.

Roger Dammeier
Chris Folland
Jim Hauguel
Jaclyn Howarth
Jill Powers
Mike Long

Don Luepke was absent. President Long announced that a quorum was present.

Mr. Dammeier moved to approve the February 5, 2018 minutes. Mr. Folland seconded the motion. The motion carried 6-0.

Old Business

The Executive Committee at this time is acting as the Zoning Administrator and reviewing and approving ILPs. They also discussed if there were any changes to the UDO this year. There was also a discussion about rule changes to the Plan Commission. It was suggested that if the Zoning Administrator's position were vacant, the responsibility would default to the Executive Committee.

Zoning Administrator's Report:

Since the last meeting, the Executive Committee has approved 7 ILPs with 3 pending. There was one Administrative Sub-Division approved.

New Business

The Search Committee for the Zoning Administrator's position reported that no one to date has applied.

The Executive Committee has made some changes to the ILP application form. They put in some clarifiers as to what is required for an As-Built Print. The ILP now says that a "Foundation As-Built Survey" is due after foundation is complete, or a "Post-Construction As-Built Survey" is due at certificate of occupancy. A motion was made by Ms. Powers and seconded by Ms. Howarth to approve the new changes to the ILP. The motion carried 6-0.

There was a discussion about training and guidelines when a new Zoning Administrator is hired. One suggestion was there be a review process for the first 30, 60 and 90 days, to make sure they are meeting certain benchmarks. Also require them to drive around the lake weekly or at least every other week. Another suggestion was to randomly pull an ILP on occasion and check that it met all the requirements.

The Committee decided there would be no proposed amendments to the UDO this year.

Mr. Dammeier made a motion to adjourn. Ms. Powers seconded the motion. Motion carried with all voting in favor. Meeting adjourned at approximately 7:25 PM.

Michael J Long, President