

**Town of Clear Lake Plan Commission
Meeting Minutes – November 6, 2023**

Plan Commission President Bill Hanna called the meeting to order at 7:00pm.

There were 8 residents in attendance and 2 via Zoom.

Members introduced themselves:

Bill Hanna, 208 West Clear Lake Drive
George Schenkel, 144 West Clear Lake Drive
Dan Rippe, 126 Lakeside Court
Mike Hawk, Attorney to the Plan Commission
Jennifer Smith-Sattison, Billing Clerk
Robert Hawley, Zoning Administrator
Guy Rodgers, Street & Sewer Superintendent
Jim McClain, 1226 Quiet Harbor
Jessica Swander, 7382 E State Road 120
Jim Hauguel, 154 West Clear Lake Drive

Zoning Administrator, R. Hawley went through zoom instructions.

B. Hanna asked for a motion to approve agenda.

Motion by: G. Schenkel

To approve agenda

2nd by: G. Rodgers

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

B. Hanna asked for a motion to approve minutes from August 1, 2023, Plan Commission meeting.

Motion by: D. Rippe

To approve August 1, 2023, minutes.

2nd by: J. Swander

All in favor, say aye. Motion carried; minutes from August 1, 2023, approved.

No Budget Items.

Rezoning 2023-01: Rezone two lots in the Neighborhood Commercial District (NC) to Single Family Residential District (SR). Lots are currently vacant and located along Lakeside Court abutting 101 Lakeside Court.

Zoning Administrator R. Hawley went through the staff report.

Rezoning Applicant, Bruce Krill (online) discussed that he is not planning on doing anything with the lots at this moment in time but is planning for their children in the possible future, so if they wanted, they could do something with the properties. He also went through the questions that were brought up from the last meeting.

Plan Commission discussed and asked rezoning applicant, Bruce Krill and Zoning Administrator, R. Hawley questions.

B. Hanna asked for a motion for a recommendation of Rezoning 2023-01 to the Town Council.

Motion by: D. Rippe made a motion to recommend Rezoning 2023-01 as an unfavorable recommendation to the Town Council.

To recommend Rezoning 2023-01 as an unfavorable recommendation to the Town Council.

2nd by: J. Swander

Roll Call:

G. Rodgers – Yes

J. McClain – Yes

J. Swander – Yes

J. Hauguel – Yes

D. Rippe – Yes

G. Schenkel – Yes

B. Hanna – Yes

7 – 0 to recommend Rezoning 2023-01 as an unfavorable recommendation to the Town Council.

Old Business

B. Hanna went through the progress of the UDO change 2023-01.

G. Schenkel went through UDO change 2023-01.

Zoning Administrator R. Hawley went through feedback forms for UDO change 2023-01.

B. Hanna asked for a motion to open for public comment.

Motion by: J. Swander

To open for public comment.

2nd by: D. Rippe

All in favor, say aye. Motion carried; open for public comment.

Resident Todd Swander discussed why he was in opposition of UDO change 2023-01.

Resident Bob Hill (Zoom) discussed why he was in support of UDO change 2023-01.

B. Hanna asked for a motion to close public comment.

Motion by: J. Hauguel

To close public comment.

2nd by: D. Rippe

All in favor, say aye. Motion carried; closed public comment.

Plan Commission discussed UDO change 2023-01.

- UDO Article Description: Definition: Accessory Structure, Occupiable & Guest Quarters
- UDO Article #: 11.02, Defined Words
- UDO Page #: 11-03, 11-16
- Description of Change: Remove references to Guest Quarters in Accessory Structures to clarify the permitted use of Occupiable Accessory Structure & amended and establish regulation of Guest Quarters in all districts.
- Basis for Change: Remove contradiction, add clarity, attain uniformity of language, and support the Comprehensive Plan consistent with UDO Change 2022-02.

B. Hanna asked for a motion for a recommendation of UDO change 2023-01 to the Town Council.

Motion by: G. Schenkel made a motion to recommend UDO change 2023-01 as a favorable recommendation to the Town Council.

To recommend UDO change 2023-01 as a favorable recommendation to the Town Council.

2nd by: J. Hauguel

Roll Call:

D. Rippe – Yes

J. Hauguel – Yes

J. Swander – Yes

J. McClain – No

G. Rodgers – Yes

B. Hanna – Yes

G. Schenkel – Yes

6 – 1 to recommend UDO change 2023-01 as a favorable recommendation to the Town Council.

UDO change 2023-02.

- UDO Article Description: The Footprint of Primary Structure
- UDO Article #: 5.13.C
- UDO Page #: 5-12
- Description of Change: Change UDO 5.13.C and add 5.13.D.
- Basis for Change: 5.13.C as it applies to LA structures is overly restrictive. The proposed revision will create a standard that will reduce the likelihood of residents requesting a variance and achieve desired architectural features.

B. Hanna went through UDO change 2023-02.

Plan Commission members and Attorney M. Hawk discussed UDO change 2023-02.

B. Hanna asked for a motion to accept UDO change 2023-02 as amended with the word structure added to Section C following LA Lot for public hearing.

Motion by: D. Rippe made a motion to approve UDO change 2023-02 as amended with the word structure added to Section C following LA Lot for public hearing.

To approve UDO change 2023-02 as amended with the word structure added to Section C following LA Lot for public hearing.

2nd by: G. Schenkel

Roll Call:

J. Hauguel – Yes

J. Swander – Yes

J. McClain – Yes

G. Schenkel – Yes

G. Rodgers – Yes

D. Rippe – Yes

B. Hanna – Yes

7 – 0 to approve UDO change 2023-02 as amended with the word structure added to Section C following LA Lot for public hearing.

New Business.

B. Hanna went through UDO change 2023-03.

- UDO Article Description: Nonconforming Structure Standard
- UDO Article #: 8.04.C.2
- UDO Page #: 8-03
- Description of Change: Modify verbiage of 8.04.C.2 Removal of permanent structures.
- Basis for Change: To clarify what qualifies as removed or razed structure.

Plan Commission members and Attorney M. Hawk discussed UDO change 2023-03.

B. Hanna asked for a motion to postpone UDO change 2023-03.

Motion by: J. Swander

To postpone UDO change 2023-03.

2nd by: J. McClain

All in favor, say aye. Motion carried; UDO change 2023-03 postponed.

Zoning Administrator Robert Hawley went through tentative Plan Commission meeting dates for 2024.

B. Hanna asked for a motion to approve 2024 Plan Commission meeting dates.

All in favor, say aye. Motion carried; 2024 Plan Commission meeting dates approved.

B. Hanna entertained a motion to adjourn meeting.

Motion by: J. Hauguel

To adjourn meeting.

2nd by: J. Swander

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

Meeting adjourned at 8:57pm.

Bill Hanna

Bill Hanna, Plan Commission President

JSS

Attest: Jennifer Smith-Sattison, Billing Clerk

November 6, 2023