

**MINUTES**  
**CASS COUNTY PLAN COMMISSION**  
**Tuesday November 4, 2014**

Jenny Clark called the meeting of the Cass County Plan Commission to order at 8:30 AM in the Commissioners Hearing Room on the 2<sup>nd</sup> floor of the Cass County Government Building.

**ROLL CALL:**

Mrs. Clark welcomed new member, Jim Donato.

Members present: Jim Sailors, Fred Seehase, Chris Frey, Jenny Clark, Brad Johnson, Stacy Odom, George Stebbins and Jim Donato.

Member absent: 1 to be appointed

Staff present: Arin Shaver, Chris Gaumer, Peggy Dillon, and legal counsel Jeff Stanton.

Public in attendance: None

**CCBZA APPOINTMENT:**

George Stebbins motioned to appoint Stacy Odom as the Plan Commission member to the Board of Zoning Appeals and to appoint Jim Donato as the alternate. Brad Johnson seconded the motion and all were in favor.

**ACTION ON MINUTES:**

Minutes of August 5, 2014 were presented. George Stebbins motioned to approve the minutes as presented. Chris Frey seconded the motion and all were in favor.

**PUBLIC HEARING:**

None

**REPORTS:**

Improvement Location Permits:

The 3<sup>rd</sup> quarter Improvement Location Permits were presented and no questions were asked.

Quarterly Report:

The third quarter report was presented, no questions were asked.

**OLD BUSINESS:**

None:

**NEW BUSINESS:**

Subdivision Control Ordinance Re-write:

Arin Shaver explained that CHA has provided recommendations for changes to the subdivision control ordinance and she is currently working with title companies; surveyors; the Auditor, Recorder and Assessor offices; to discuss the changes. Mrs. Shaver explained the proposed changes as the following:

- Trying to produce a better process for splits approvals
- Addition of the Findings of Fact for subdivision approvals
- Private drives/ streets to be eliminated
- All access easements and easements must be shown on plats and mentioned on deeds and contracts
- Interested parties to be notified if within 300 ft of proposed subdivision
- Pipestem lots allowed as a single pipestem/ remove double pipestem lots
- Remove Plat Committee: Minor approvals go to Administrator, if any issues arise, full Plan Commission will hear the application
- Right of way dedicated and shown on the plat for all subdivisions
- Anyone wanting to make property buildable will go through the subdivision process
- Types of subdivision remain: Exempt, Minor & Major
- State allows the ability to have no public hearing for minors if there is no infrastructure; but notice to interested parties is required after decision is made
- Procedures - plat requirements to be added for exempt and all be included in the Developer Guidebook and removed from the zoning ordinance
- To require a minor subdivision have only 1 plat that includes all necessary sign-offs
- Easement issues have arisen when a parcel is land locked - 2 options to prevent problems are as follows
  - Deed may state that easement is provided
  - Combine parcels as if landlocked
- 604 changing modifications to waivers
- Waivers will go to Plan Commission
- Fee to be Major - \$165 + \$15 per lot ; Minor to be \$115

Discussion followed and it was suggested \$75 + \$15 for each additional lot for a minor subdivision and possibly a fee for exempt subdivisions of \$20.

Mrs. Shaver explained that these changes will be brought forth at the next meeting.

#### **FLOOR IS OPEN TO THE PUBLIC IN ATTENDANCE:**

#### **ADJOURNMENT:**

There was no further business and the meeting was adjourned at 9:19 AM, November 4, 2014.

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CCBZA, Officer

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CCBZA, Officer

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Peggy Dillon, Recording Secretary