

**MINUTES  
CASS COUNTY PLAN COMMISSION  
MONDAY, June 3, 2014**

Jenny Clark called the regular 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:**

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

Member absent: Tamera Ogle, Allen Paschen and Chris Frey

Staff present: Arin Shaver, Chris Gaumer and Peggy Dillon

Staff absent: Jeff Stanton

Public in attendance: None

**ACTION ON MINUTES:**

George Stebbins made a motion to approve the minutes of February 4, 2014 as presented. Stacy Odom seconded the motion and all were in favor.

Jim Sailors entered the meeting at 8:34 am.

**PUBLIC HEARING:**

#14-01 Amendments to the Cass County Zoning Ordinance;

Arin Shaver presented various amendments to the zoning ordinance stating that many of these changes will be for the smaller towns in the county. Brief descriptions are as follows:

*Accessory Apartments:*

- Allowing accessory apartments in the B1, Business District
- An opportunity to increase affordable housing and add to the economic life of large, older structures
- Encourage development and foster property maintenance
- Addition of 517.06 & 517.07

No questions were asked.

*Accessory Structure Height:*

- Don't want accessory structures higher than the primary structure
- Change from the regulation of the height from 16ft to 24 ft

Jim Sailors stated the problem of a 1 story residence and the accessory structure would not accommodate storage of an RV. Mrs. Shaver explained that many county homes are 2 story and the 1 story homes are usually in a subdivision. Mrs. Shaver stated that a variance can be applied for to the Board of Zoning Appeals.

*Awnings:*

- Addition of Awnings regulations
- May projected 4 ft onto sidewalk
- 7ft height regulation
- Signage not to exceed 50% of awning
- All other signage is still permitted

No questions were asked.

*Sidewalk Cafes:*

- Allowed in B1 districts
- Stating the café must meet ADA accessibility standards

No questions were asked.

*Non-conforming Structures & Uses:*

- Properties that have been operating 20 years plus may not meet zoning standards
- Will only be regulating structures & uses that have been established after January 1, 2000

No questions were asked.

*Parking :*

- Giving flexibility to off-street parking
- Parking requirements may be waived by Zoning Administrator if at least half of the block is business or industrial
- Waiver may include up to 25% of standards; up to 50% of standards in B1, Convenience Business

No questions were asked.

*Plan Review Committee:*

- Will be a permanent committee of Plan Commission
- Will review and approve development plans

No questions were asked.

*ILP Timeframe & AG Structures:*

- Require an Improvement Location Permit (ILP) for AG uses to make sure projects are meeting standards of ordinance
- Removing Section 902.03, items included on the ILP Application
- Adding the time limit of 10 years to complete a project

Stacy Odom questioned the elimination of 902.03 and where someone would find this information. Mrs. Shaver stated that Cass County has a Developer Guidebook that contains this information and this can be stated in section 902.03.

Mrs. Shaver asked for further questions or comments. Mr. Sailors asked how the public will be notified and Mrs. Shaver stated through the newspaper and word of mouth.

Jenny Clark asked if there were any questions or comments from the Commission or the public, there were none.

Mr. Odom made a motion to approve this resolution along with the amendment “ 902.03 will state applications for an ILP will be defined within the Developers Guidebook”.

Mr. Stebbins seconded the motion, roll call vote was unanimous to approve Resolution #14-04.

#14-05 Fee Schedule:

Mrs. Shaver explained the amendments to the Fee Schedule:

- Accessory Structures on Skids (excluding Commercial & Industrial) – 12 cents per SF with a \$20 minimum
- Moving Accessory Structures on Skids (excluding Commercial & Industrial) - \$20
- Fees for ILP's – Residential \$10; Commercial \$50

Mr. Sailors stated concern that churches are being charged a fee though they do not pay taxes on their structures. Mrs. Shaver stated that structures still need to meet standards of the ordinance and also need to be on the taxing records.

Mrs. Clark asked for public comments, there were none.

Mr. Stebbins motioned to approve the fee schedule and Brad Johnson seconded the motion. Mr. Sailors asked if churches are classified commercial, Mrs. Shaver stated yes. Roll call vote was as follows: Jim Sailors, no; Fred Seehase, yes; George Stebbins, yes; Jenny Clark, yes; Brad Johnson, yes; Stacy Odom, yes.

#14-05 was approved.

**REPORTS:**

Quarterly Reports and Improvement Location Permits:

Mrs. Shaver asked for questions from the Commission, there were none.

Subdivision Re-write:

Mrs. Shaver reported that the committee has met with the firm, CHA, developing the new subdivision control ordinance to discuss concerns and issues. Mrs. Shaver stated that the next step is CHA will present their recommendations to the committee.

**OLD BUSINESS:**

None;

**NEW BUSINESS:**

Bylaw Revisions:

Mrs. Shaver explained the changes to the Plat and Plan Review Committee votes and to the number of members on Plat Committee. No questions were asked. Mrs. Shaver stated that at the next meeting these revisions will be voted on.

**PUBLIC IN ATTENDANCE:**

None

Mrs. Clark asked for further questions from the board or the public, there were none.

The meeting was adjourned at 9:13 am, June 3, 2014.

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Officer, CCPC

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Officer, CCPC

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Peggy Dillon, Recording Secretary