

MINUTES  
**CASS COUNTY PLAN COMMISSION**

Tuesday, April 7, 2015

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, Fred Seehase, Jim Sailors, Krista Pullen, Brad Johnson, Stacy Odom, Mike Kinsey, George Stebbins and Jim Donato

Member absent: None

Staff present: Arin Shaver, Chris Gaumer, and Peggy Dillon

Public in attendance: Dan Elliott and David Barnes

**ACTION ON MINUTES:**

George Stebbins motioned to approve the minutes of March 3, 2015, Jim Donato seconded the motion and all were in favor.

**PUBLIC HEARING:**

#15-04 Subdivision Control Ordinance Amendments:

Arin Shaver explained that the major change is to keep the exempt status and discussed the amendments to the Subdivision Control Ordinance as presented:

- All splits must receive sign offs by Auditor and Subdivision Administrator
- Findings of Fact added
- Easements must be shown on plat and in deed
- Elimination of Private Streets
- Better definitions of Exempt Subdivisions; when they are buildable and when they are not
- Non- Residential Subdivision – if more than 2 lots; considered major

A discussion followed concerning this issue. Mrs. Shaver stated that a major subdivision process may be only 2 weeks longer and will require additional information but will give the Technical Review Committee more time to review this request. The Commission felt that developments do create drainage problems but they do not want to hinder developments. Mrs. Shaver stated that the line “with the exception of non-residential subdivisions which shall be considered major if more that 2 lots” can be taken out for now.

- Addition of Exempt Division approval procedures
- Buildable Exempt Division will require sewage disposal standards
- Primary Minor Subdivision approval:
  - Guidelines will be specified in the Developers Guidebook
  - Will require a plan describing subsurface drainage systems
  - Eliminate “Primary Plat” on plat
- Primary Major Subdivision approval:
  - “Primary Plat” on plat
  - Drainage plan to comply with State Code and 519.01 of this ordinance
- Resubdivision of Minor Subdivision process
- Secondary Approval for Minor Subdivision will given after 5 days of primary approval
- Eliminate items repeated from primary approval requirements
- Floodplain adopted map date is changed to September 3, 2014
- “Modifications” changed to “Waivers”
- Waiver process amended

Mrs. Shaver asked for further questions or changes, there were none.

Mrs. Clark asked for questions or comments from the public.

David Barnes, 6110 N. Kenmore Avenue, Chicago, asked if the exemption for agricultural allowed for any residence construction and Mrs. Shaver explained that the exemption is for 20 acres and the use of only agricultural. Mr. Barnes suggested that some residential be allowed such as a mobile home as a temporary residence for someone working on the agricultural site.

Mr. Sailors motioned to approve the changes to the subdivision control ordinance along with the addition of the plat committee; removal of non-residential and the addition of information of additional being within the Developer's Guidebook. Mr. Donato seconded the motion and roll call vote was unanimous to approve Resolution #15-04.

## **REPORTS:**

### Quarterly Report:

The first quarter financial report was presented with no questions asked.

### Improvement Location Permits:

The first quarter report for permits was presented with no questions asked.

### Notice for Vendors:

Mrs. Shaver reported that a notice was published in the newspaper requesting contractors to contact the Planning Department if they are interested in the work to board up/demolish/clean up unsafe properties with the intention of compiling a list of contractors that could be called for securing unsafe properties.

## **OLD BUSINESS:**

### Plat Committee Members:

Mrs. Shaver stated that at the last meeting the Commission agreed that the Plat Committee be amended to consist of 3 members, not 5. Mrs. Shaver asked the Commission to appoint the members to that committee. Mr. Stebbins motioned that the committee consist of Arin Shaver; Jenny Clark and Krista Pullen. Fred Seehase seconded the motion and all were in favor.

## **NEW BUSINESS:**

Mrs. Shaver stated that Cases #15-01 & #15-02 were not sent certified mailing before the last meeting, so these 2 cases will be re-heard now that certified letters have been sent to the property owners.

*#15-01 – 3914 S. 400 W.:*

Ralph Koppe stated the property is unsafe and gave the following information:

- Foundation appears OK
- Siding & Guttering is falling off and missing
- Front porch lower roof is rotted out
- Face boards falling off
- 2 windows are broken and open
- Front door is OK
- Chimney is falling down
- East side roof is rotted out
- Yard is overgrown and trees are growing out of foundation

Mr. Koppe presented pictures of the site and stated that staff gives the recommendation that this order be approved and property owner be given until May 27, 2015 to secure the property or a fine of \$5000 will be assessed.

Mrs. Clark asked for questions from the public, there was none.

Mr. Stebbins motioned to approve this order and to give the property owner until May 27, 2015 to secure and clean up the property or a fine of \$5000 will be assessed. Mr. Seehase seconded the motion and all were in favor to approve.

*#15-02 4044 Quincy Road:*

Mr. Koppe stated that this property is totally unsafe and explained the following:

- Structure is not on a foundation
- All windows are open
- All doors are open
- Nothing is safe on this property

Mr. Koppe presented pictures and stated that staff recommends approval of this order, give the property owner until May 27, 2015 to secure and clear the property or to impose a fine of \$5000.

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

Mr. Stebbins motioned to approve the order and to give the property owner until May 27, 2015 to secure and clean up the property or a fine of \$5000 will be imposed. Fred Seehase seconded the motion and all were in favor.

*#15-03 7442 S. 500 E.:*

Mr. Koppe explained that this property is unsafe and explained the following:

- Roof has holes
- Windows are broken out
- Foundation is OK
- Some siding is missing
- Side door has glass broken
- Porch is rotting
- Abandoned vehicles
- Service wire is tied on TV tower

Mr. Koppe presented pictures and stated that staff recommends approval of this order, give the property owner until May 27, 2015 to secure and clear the property or to impose a fine of \$5000.

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

Mr. Sailors motioned to approve the order; give the owner until May 27, 2015 to secure and clear the property or to impose a fine of \$5000. Mr. Donato seconded the motion and all were in favor.

*#15-04 – 2200 Oakland Ave.:*

Mr. Koppe explained that this property is unsafe and explained the following:

- Baseboard are rotting
- Windows are broken
- Doors are open and unsafe
- Roof has a tarp on it
- Debris in the yard
- Camper open on site

Mr. Koppe presented pictures and stated that staff recommends approval of this order, give the property owner until May 27, 2015 to secure and clear the property or to impose a fine of \$5000.

Mrs. Clark asked for questions or comments from the public.

Daniel Elliott, 2201 Oakland Ave., stated that these problems have been taken care of:

- Camper is gone
- Windows are boarded up
- Working on securing the roof shingles
- House is cleared out
- Working on soffit
- Will be clearing off the debris

Mrs. Clark asked of the plans for the house and Mr. Elliott replied that it is not bad and may be used at a later date.

Mr. Stebbins made a motion to continue this case and re-inspect the property before the next meeting, May 27, 2015. Mr. Kinsey seconded the motion and all were in favor.

**PUBLIC COMMENTS:**

None.

Mrs. Clark asked for further questions from the board or the public, there were none.  
The meeting was adjourned at 9:20 AM April 7, 2015.

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Official, CCPC

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Official, CCPC

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Peggy Dillon, Recording Secretary