

MINUTES
CASS COUNTY PLAN COMMISSION
Tuesday, January 3, 2017

Jim Sailors, Vice President, called the regular meeting of the Cass County Plan Commission to order at 8:30 AM in the Commissioners Hearing Room on the 2nd floor of the Cass County Government Building.

ROLL CALL:

Members present: Jim Sailors, Jim Donato, Fred Seehase, Stacy Odom, Mike Kinsey, George Stebbins and Josh LeDonne.

Members absent: Krista Pullen and member to be appointed

Staff present: Arin Shaver, Austin Brass, Ralph Koppe, Jeff Stanton, legal counsel and Peggy Dillon.

Public in attendance: Dan Musselman, Mike Collins and Jeff LeDonne

ELECTION OF OFFICERS:

Mr. Stebbins motioned to nominate Jim Sailors for president, motion was seconded by Mr. Seehase; all were in favor. Mr. Stebbins motioned to nominate Josh LeDonne as Vice President, motion was seconded by Mr. Seehase; all were in favor. Mr. Stebbins motioned to nominate Krista Pullen as Secretary, motion was seconded by Mr. Kinsey; all were in favor. The nominations for the officers as presented were approved by all.

ACTION ON MINUTES:

Minutes of December 6, 2016 were presented. Mr. Donato motioned to approve as presented. Mr. Stebbins seconded the motion and all were in favor.

PUBLIC HEARING:

None.

REPORTS:

4th Quarter ILP's:

Improvement location permits for the 4th quarter of 2016 were presented with no questions asked.

4th Quarter Financial Report:

The 4th quarter financial report was presented with no questions asked.

OLD BUSINESS:

Unsafe Property:

Mrs. Shaver reported that the Unsafe Building Fund has approximately \$5000 and if this Commission wishes to demolish any properties she will need to ask County Council to appropriate more money to the Unsafe Fund.

1925 Rogers Street – Sandburg

Mr. Koppe reported that this structure has not changed or been improved in 1 ½ years and staff recommends demolition; 1 estimate from B&G Construction for \$5800 has been received. Mr. Kinsey motioned to demolish the structure with the lowest bid staff has received if it is not improved by April 3, 2017. Mr. Stebbins seconded the motion and all were in favor. Mr. Sailors stated that he may have 2 more contractors interested in this type of work.

1547 Fitch Street – Crowder

Mr. Koppe presented pictures of the inside of the house that showed trash and debris throughout the house. Mr. Stebbins stated that he is in favor of demolition. Mr. Stebbins motioned to demolish the house if not improved by April 3, 2017. Mr. Donato seconded the motion and all were in favor.

1682 N. 50 E. – Lopez

Mr. Koppe showed pictures of the house and stated that improvements such as new windows have been made. Mr. Stebbins motioned to continue this case to be inspected on March 1, 2017 and brought back to this Commission on March 7, 2017.

13545 S. Main St. – Wilson

Mr. Koppe explained that work was completed on the roof; no payment was made by the owner and needs to be certified on the property taxes. (Assessment: \$530 for roof repair; \$250 Administration Fee; \$23 Filing Fee) Mr. Stebbins motioned to certify this on their taxes. Mr. Seehase seconded the motion and all were in favor.

NEW BUSINESS:

Cass County Board of Zoning Appeals:

Mr. Stebbins motioned to retain Stacy Odom as the Plan Commission appointment to the CCBZA. Mr. Seehase seconded the motion and all were in favor.

Plan Commission Committees:

Mr. Stebbins motioned to retain the current committee membership with the exception of replacing Jenny Clark with Josh LeDonne, current Surveyor. Mr. Seehase seconded the motion and all were in favor.

Bylaws Revision:

Mrs. Shaver explained the amendments to notifications to interested parties to be:

- Plan Commission Rezones – all those parcels affected
- Plat Committee – all those within 300 ft of property line of subject area
- Development Plan Reviews – all those within 30ft of property of subject area

Mr. Stebbins motioned to approve these amendments, Mr. Seehase seconded the motion and all were in favor.

New Zoning Administrator:

Mrs. Shaver introduced the new Zoning Administrator, Austin Brass.

FLOOR IS OPEN TO THE PUBLIC:

Mr. Sailors asked for public comments, there were none.

ADJOURNMENT:

There were no further questions and the meeting was adjourned at 8:46AM January 3, 2017.

CCPC Officer

CCPC Officer

Peggy Dillon, Recording Secretary