

**TOWN OF PITTSBORO
ADVISORY PLAN COMMISSION
MINUTES**

Tuesday, January 23, 2024

6:00 pm

**Pittsboro Administration Building
33 E Main Street, Pittsboro, IN 46167**

To watch the live stream of the meeting:

https://townhallstreams.com/towns/pittsboro_IN

Members in attendance: Lisa Abbott, Jack Swalley, Steve Maple, Jarod Baker, Zach Buchannan

Members absent: Cathy Vandivier, Jason Anderson

Staff in attendance: Breana Love, Secretary; Jim Buddenbaum, Town Attorney; Cynthia Bowen, Town Planner

Attendees in person: Bill Majeski; Robin Swalley; Ed Schrier; Paul Kruz

1. Call Meeting to Order - President
2. Pledge of Allegiance & Moment of Silence
3. Roll Call
4. Determination of Quorum
5. Approval of Minutes-Steve made motion to approve November 28, 2023 minutes, Jack seconded. Zach abstains, was not in attendance.
6. **Election of 2024 Officers**
 - a. President- Steve Maple nominated Jarod, Baker and second by Jack Swalley. All ayes to follow. (4-0)
 - b. Vice-President-Jack was nominated by Jarod and, Zach Buchanon seconded, All ayes to follow. (4-0)
 - c. Appointment of Secretary- Bre was nominated by Steve, and seconded by Jarod
7. Public Comments (not related to public hearings)- None.
8. Old Business
 - a. None.
9. New Business
 - a. **Public Hearing: Sparks Minor Plat**
 - i. Guidelines for a public hearing.
 1. Everyone wishing to speak must provide their name and address, either verbally if attending in person, or in a chat message if viewing the live stream.
 2. Please be direct with your comments. You are welcome to say you agree with any previous speaker.
 - ii. The public hearing will now begin.
 - iii. Public notice was published in The Republican on January 11, 2024.

- iv. Purpose of the hearing.
 - 1. Consideration of splitting one 5 acre parcel into two parcels.
- v. Staff introduction- Petitioner asking to split parcel to two lots within the Sparks Minor Plat 512 on the property on East Main Street. Petitioner asking for waiver for sidewalk. Details about sidewalk, easement are recorded on plat.
- vi. Public comments.
- vii. Written responses the Town has received- None.
- viii. Close of public hearing once the public has finished speaking.
- ix. Plan Commission discussion / feedback.
- x. Staff to address the concerns that have been raised (none).
 - 1. Approve- Jack made a motion as amended, Steve second. all eyes to follow, motion carries 5-0. Jack motion for plat change, Jarod seconded. Resolution 2024-1

We need to address the new plot. It was recommended to be 452 East Main! Steve made a motion for a resolution to address the property 452 East Main Street and it was seconded by Zach **Resolution 2024-1**, it passed (5-0)

Extra

We need to vote on a BZA member:

Zack was nominated by Jarod with a second by Jack, it passed (5-0)

Discussion: Ordinance Amendments to the Unified Development Ordinance (UDO)

- 1. Review the following draft amendments to the UDO:
 - a. Outdoor Storage- 8.10 expanding outdoor storage and defining permitted use, sizing and time frames in industrial use. Noted under general changes. Jack requested a workshop meeting to discuss further before next month's meeting where it will be voted on. Jarod and Zach agree.
 - b. Accessory uses- 3.1 - recommended workshop
 - c. Driveways- Changed the standard, drives established before 2004 would be excluded to the pave rule. Steve requested for residential only. Zach questions the reasoning for this change. Per Jack the UDO said all new driveways have to be concrete. Jack requested removal of concrete curbs, Steve agrees.
 - d. Interstate Overlay- Because of the south side of I-74 and the west end is all steel mill, added a sentence to exclude this area from overlay.
 - e. Jeff Gordon Overlay- change in boundaries, took out 275 East. interchange will be in the middle of the intersection going over I-74. Cynthia explained the original intent was for retail but the direction of the area has migrated to more industrial.
 - f. Flex Industrial District- 4.12 a new ID. Mixed use for

industrial. New district so the board asked to add to the workshop.

- g. Administrative Subdivision- see j
 - h. Administrative Modification- see j
 - i. General Changes- fix the page numbering in ordinance to starting at 1 and numbering back. Allow to shift the numbering due to additions. Adding definitions. Parking standards. Buffer standards. Addition to special permitted and uses.
 - j. Administrative Plats- that allows a person to split one lot into two without any added infrastructure and to add lots together. Cynthia is suggesting a "Plat Committee" to review these case by case. If a person would want to appeal, it would then go to the Planning Commission. Jarod questioning fees. 2.6 add to establish the committee and requirements.
 - k. Agricultural district- changes to accessory structure height. Current 75ft setback off road. Steve recommended changes compared to structure height. Cynthia will look into it.
 - l. Modifications- Modifications of a site plan for nonresidential uses. Reviewed by Technical staff.
 - m. Special exceptions- workshop item
 - n. Meeting scheduled for February 8, 2024 at 6p. Will vote on changes at the February 27, 2024 meeting.
2. Direction to put on Plan Commission meeting in February for public hearing for Commission to consider.
- b. Discussion Street Names- Driveway by the park, recommended Heros Lane. Steve made the motion to approve, Zach seconded. All ayes to follow.
(5-0) **Resolution 2024-2**
10. Potential and/or On-going Enforcement- None.
11. Board Comments- None.
12. Adjourn- Motion made by Jack, seconded by Jarod.

NEXT MEETING: February 27, 2024

January 23rd, 2024 APC meeting minutes approved at the February 27th, 2024 APC meeting.

Advisory Plan Commission


Steve Maple (President)




Jack Swalley (Vice President)



Lisa Abbott (Member)



Jarod baker (Member)



Zach Buchanan (Member)




Jason Anderson (Member)

ABSENT

Cathy Vandivier (Member)

ABSENT

Bre Love (Secretary)



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Advisory Plan Commission Meeting
1/23/24

Name / Address

Bill Majeske - 4342 Quail Creek Tr. S.

Robi Swyg - 1285 Maple St P. Box