

**TOWN OF PITTSBORO
ADVISORY PLAN COMMISSION
MEETING MINUTES**

Tuesday, June 25, 2024

6:00 pm

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

Members Present: Steve Maple; Cathy Vandivier, Lisa Abbott, Jason Anderson, Jarod Baker, Zach Buchanan, Gary Golay

Members Absent: N/A

Staff in Attendance: Cynthia Bowen, Town Planner; Terry Northern, Town Council Member; William Majeske, Town Council Member

Attendees in person: See list attached

To watch the livestream of the meeting:

https://townhallstreams.com/towns/pittsboro_IN

1. Steve Maple Call Meeting to Order at 6:00pm
2. Steve led us in the Pledge of Allegiance & Moment of silence
3. Roll Call – Cathy Vandiver, Lisa Abbott, Jason Anderson, Jarod Baker, Zach Buchanan, and Gary Golay present
4. Seven of Seven Members present that determines that we have a quorum
5. Appointment of Gary Golay as new member
6. Vote of Vice President of Plan Commission
 - a. Steve Maple makes a motion to vote for a Vice President of the Plan Commission. Zach Buchanan nominates Jarod Baker. Jason Anderson seconds. Motion carries 6-0. Ayes: Cathy Vandivier, Lisa Abbott, Jason Anderson, Steve Maple, Jarod Baker, Gary Golay. Abstaining: Jarod Baker.
7. Approval of Minutes. Steve Maple makes motion to approve minutes as written. Minutes are approved 6-0.
8. Old business. None.
9. New Business

- a. **2024-APC-27 Alexander Contractors Minor Commercial Split:** A request, submitted by the applicant Alexander Contractors (Applicant), for a minor subdivision split of 6.38 acres of property located on the east side of Jeff Gordon Boulevard, approximately ¼ mile north of the I-74 interchange. The lot split is to split the lot into 2 lots.
- i. The purpose of this hearing is the request for a split of a parcel into two lots, which is considered a minor commercial plat
 - ii. Staff introduction.
 - iii. Public Comments
 - iv. Plan Commission discussion/feedback
 - v. Staff report motions:
 1. Motion to approve application 2024-APC-27 minor commercial plat for 8425 Jeff Gordon Boulevard, Pittsboro, Indiana, contingent on recording of the access agreement for the shared driveway between lots 1 & 2 and recording of the parcel and assignment of a parcel number by the county.
 2. Motion to deny application 2024-APC-27 minor commercial plat for 8425 Jeff Gordon Boulevard, Pittsboro, Indiana.
 3. Motion to continue application 2024-APC-27 to the July 23, 2024 Advisory Plan Commission Meeting.

Terry Northern, 137 Lakeside Drive. Questions on graphic of the proposal, specifically the common driveway. Clarifications on acreage of properties.

Mary Rokusic, 9769 North County Road 550 East. Speaking on behalf of Cara Sheets. Asking where the mandatory three year hook up rules is stated in the UDO for development. Steve Maple explains that it is a state law. Her follow-up question was if this is required for all districts? Cynthia Bowen explains that it is required for anything annexed in. Another follow-up question was what the requirements and rules for noncompliance within 3 years. Cynthia Bowen clarifies that the town has three years to provide the utilities, but the resident does not need to hook up the utilities during that time. Another follow-up question was when the three-year rule starts. Cynthia responds that it starts once the annexation is approved.

Steve Maple closes public hearing. No questions from the planning commission.

Jarod Baker makes a motion to approve application 2024-APC-27 minor commercial plat. Zach Buchanan seconds. No further discussion. Application passes 7-0.

- b. **2024-APC-28 Planned Unit Development (PUD) Ordinance Amendment for Hidden Hills PUD Ordinance:** A request to modify the PUD Ordinance for Hidden Hills to clarify the standards to state that Section 7.20.C, Rear Elevation Standards for Perimeter Lots, in the Towns

Unified Development Ordinance, does not apply to Area C (Sections 2, 3 & 5) on the south sides of Hidden Hills.

- i. The purpose of the hearing is the request for a split of a parcel into two lots, which is considered a minor commercial plat.
- ii. Staff introduction.
- iii. Public comments.
- iv. Plan Commission discussion / feedback.
- v. Staff report motions:
 1. Motion to forward a favorable recommendation for application 2024-APC-28 Hidden Hills PUD Amendment.
 2. Motion to forward an unfavorable recommendation for application 2024-APC-28 Hidden Hills PUD Amendment.
 3. Motion to forward no recommendation for application 2024-APC-28 Hidden Hills PUD Amendment.
 4. Motion to continue application 2024-APC-28 to the July 23, 2024 Advisory Plan Commission Meeting.

Brian Estes, 130 Lakeside Drive sent a letter. He disagreed to the request because of the architectural standards should apply to all developments, including PUDs, as initially approved.

Kyle Martin, 108 Woodview Drive. Agreed with Brian. Many people worked towards these architectural standards. Complaint that staff reports are not publicly available. They are designated as perimeter lots, so they should stay as perimeter lots.

Linda Thompson 7722 Quail Creek Trace. What is the purpose of changing the roof standards? Jarod Baker references page 205 of the UDO, section 7.20 Subsection C. Perimeter Lot Materials. It states that the perimeter lots should use comparable or better materials than the surrounding development. The purpose is for the rear facades to be comparable to Jefferson Park.

Kyle Martin, 108 Woodview Drive. Clarifies on the provided map that only the yellow sections are being discussed. Steve Maple explains that this is a revision to an oversight in the PUD.

Jarod Baker clarifies that this motion is just to forward to the Town Council.

Jarod Baker makes a motion to forward recommendation 2024-APC-28 for Hidden Hills amendment to the Town Council. Steve Maple seconds. Passes 7-0 to forward to the Town Council.

- c. **Ordinance Amendment 2024-APC-29:** Administration Subdivision Process. A new process that provides the Town of Pittsboro with the opportunity to expedite adjustments to property lines and mergers of

exiting lots into fewer lots when such adjustments are considered non-impacting to the Town or surrounding properties.

- i. The purpose of the hearing is to consider an Administrative Subdivision Process for the Town of Pittsboro's Unified Development Ordinance.
- ii. Staff Present Staff Report.
- iii. Public comments
- iv. Plan Commission discussion / feedback.
- v. Motion in Packet:
 1. I move to make a favorable recommendation to Town Council to amend the UDO to include the Administrative Subdivision Process as part of the Unified Development Ordinance.
 2. I move to make no recommendation to the Town Council to amend the UDO to include the Administrative Subdivision Process as part of the Unified Development Ordinance.
 3. I move to table petition 2024-APC-29 to the July 23, 2024 Advisory Plan Commission Meeting.

Linda Thompson, 7722 Quail Creek Trace. Asked if they did not have to pay any fees whatsoever. Cynthia Bowen explained that this would be addressed in the next item.

Charles Childers, 9008 North County Road 500 East. Clarifying that the neighbor would not be notified until the neighbor built on it. Steve Maple responds that not all applications would be accepted and there could be restrictions and qualifications. Charles Childers says that neighbors should be notified. His house is eventually going to be annexed into the town, so wants to learn more about the town. Concerns about lowering the value of his house.

Kyle Martin, 108 Woodview Drive. There should be more accessible regulations and guidelines to the public. Expresses that they are trying to solve a problem that people are already solving on their own by paying the fee and going through the process.

Steve Maple closes the public hearing. Cathy Vandivier asks about the allowance of posters on telephone poles. Steve Maple says that the Plan Commission will revisit this issue.

Jason Anderson says if there is any major subdivision, there should be public notification. Steve Maple says that specifications can be put in there for size and neighbor notifications for the Town Council to review. Cynthia Bowen explains that there can be limits on how many lot splits can occur. Steve Maple says that the current applications did not have any of the issues that were expressed here.

Zach Buchanan expresses that there is not enough information for an informed decision. Does not like government telling him what he can do with his property, but also would not like a neighbor changing the character of his home.

Jarod Baker thinks that everything in this change makes sense, except for the large lot splits. That should be a separate process. Anything over an acre should be considered large. Steve Maple said that the four current applications are all small lots being split.

Steve Maple says that the cost to the town is high every time there is a minor subdivision. Suggests that it should cost \$200 instead of \$700.

Terry Northern, 137 Lakeside Drive. Believes that the process in place for \$700 is an appropriate amount in comparison to the county.

Jarod Baker motions for a favorable recommendation to the Town Council of Ordinance Amendment 2024-APC-29, but striking section 5. Gary Golay seconds. It is approved 7-0.

Steve Maple revisits Cathy Vandivier's question about signs on telephone poles. Steve Maple confirms that this is not allowed in the right of way. Cathy Vandivier recommends a large map of the Town of Pittsboro in the room.

- d. **Ordinance Amendment 2024-APC-30:** Administration Subdivision Fee. Setting a fee for the Administrative Process.
 - i. The purpose of the hearing is the request for a split of a parcel into two lots, which is considered a minor commercial plat.
 - ii. Staff Present Staff Report.
 - iii. Public comments
 - iv. Plan Commission discussion / feedback.
 - v. Potential motions:
 - 1. I move to make a favorable recommendation to Town Council to amend the fee schedule to include the Administrative Subdivision at \$200.
 - 2. I move to make no recommendation to the Town Council to amend the fee schedule for the Administrative Subdivision.
 - 3. I move to table petition 2024-APC-30 to the July 23, 2024 Advisory Plan Commission Meeting.

Kyle Martin, 108 Woodview Drive. He clarifies that the fees are due to external employment and would require TAC Committees. Steve Maple responds that a fee of some sort is needed because it would help the cost of paying for external employment as well as the cost of taking away public employees from their other engagements. Kyle Martin expressed that the number could be higher, considering that the town should cover its bases.

Mary Rokusic, 9769 North County Road 550 East. She expresses that a financial analysis should be run to determine the exact number that the fee should be to avoid a deficit. Employees have hourly rates, so she expressed that it should be simple to find an estimate.

Charles Childers, 9008 North County Road 500 East. Agreed with Mary Rokusic that there should be a cost analysis. Steve Maple responded that the number he proposed was an estimate.

Lisa Abbott is concerned that the town is not covering its costs. Jason Anderson agrees. Steve Maple thinks that since it will be passed to the Town Council as a recommendation, the Plan Commission should approve it, and then determine the exact number later.

Jarod Baker states that the rate should account for each external TAC person's hourly rate. Recommends that this is tabled.

Gary Golay thinks that this Ordinance Amendment should have been proposed prior to the previous one because of the potential of the fee being higher. Steve Maple responds that there could not be a fee for something that was not approved previously.

Jarod Baker makes a motion to table Ordinance Amendment 2024-APC-30. Jason Anderson seconds. Motion passes 7-0 to table.

Steve Maple and Cynthia Bowen say that they will help configure the fee estimate.

- e. **Resolution 2024-APC-31:** Speed Limit Resolution. Setting a speed limit for Subdivision.
 - i. Staff introduce resolution.
 - ii. Plan Commission discussion / feedback.
 - iii. Staff to address the concerns that have been raised (if any).
 - iv. Potential motions:
 - 1. I move we that we set the speed limit for subdivisions at 25 Miles Per Hour.
 - 2. I move that we deny setting the speed limit for subdivisions at 25 Miles Per Hour
 - 3. I move to table petition 2024-APC-31 to the July 23, 2024 Advisory Plan Commission Meeting.

Jarod Baker asks if there is a cost on a speed study. Steve Maple says that he is waiting to get Eric Wathan's estimate.

Cathy Vandivier expresses that her son lives in that subdivision, and the speed limit should be 20mph.

Zach Buchanan says that in Ashton Park, where he lives, there is a speed issue. 70% of the neighborhood signed it. 94% of the people he talked to signed the petition. Got 61 signatures. Doing 25mph speed limit because to do a 20mph speed zone would require a speed study. Would need to move to 25mph before 20mph.

Gary Golay asks if this would bring any of the 20mph zones up to 25mph. There is a liability fee for raising the speed limit, so they would need to be aware of this. There are no 20mph zones in the subdivision that is proposed.

Jarod Baker makes a motion to approve Resolution 2024-APC-31. Zach Buchanan seconds. Cathy Vandivier expresses that the speed limit should be less than 25mph, so votes nay on the resolution. Steve Maple lives in the subdivision, so abstains from voting. Cynthia Bowen clarifies that it applies to all subdivisions, so he can still vote. The motion passes 6-1.

- f. **Resolution 2024-APC-32:** Speed Limit Sign Resolution. Installing a sign with the new speed limit.
 - i. Staff introduce resolution.
 - ii. Plan Commission discussion / feedback.
 - iii. Staff to address the concerns that have been raised (if any).
 - iv. Potential motions:
 - 1. I move we that we post speed limit signs for new speed limit where needed.
 - 2. I move that we deny posting speed limit signs for the new speed limit.
 - 3. I move to table petition 2024-APC-32 to the July 23, 2024 Advisory Plan Commission Meeting.

Jarod Baker emphasizes that these signs should be placed "where needed."

Lisa Abbott states that the sign in Ashton Park needs to be moved because the trees are blocking it.

Kyle Martin, 108 Woodview Drive. Clarifies if this study would be in every neighborhood, or would each neighborhood have to be paid for separately. Steve Maple responds that each neighborhood would have to be paid for separately.

Zach Buchanan says that there are some caveats of HOAs owning the street. Ashton Park has no HOA, so this is something to consider. Jarod Baker clarifies that this is not the case.

Cathy Vandivier states that many signs need repair. Specifies one green sign off Wall Street. Steve Maple says that he will look at it.

Jarod Baker makes a motion to approve Resolution 2024-APC-32. Lisa Abbott seconds. Resolution passes 7-0.

- g. **Resolution 2024-APC-33:** Speed Limit Study. Resolution to request the Town Council spend money conducting a speed study for Ashton Park setting the speed limit to 20 miles per hour.
- i. Staff introduce resolution.
 - ii. Plan Commission discussion / feedback.
 - iii. Staff to address the concerns that have been raised (if any).
 - iv. Potential motions:
 1. I move to make a favorable recommendation to Town Council to conduct a speed study for Ashton Park.
 2. I move to make no recommendation to the Town Council to conduct a speed study for Ashton Park.
 3. I move to table petition 2024-APC-33 to the July 23, 2024 Advisory Plan Commission Meeting.

Jarod Baker makes a motion to table Resolution 2024-APC-33 because it was previously mentioned that there is no speed study, so without a dollar amount, the Plan Commission can not give a good recommendation.

Zach Buchanan does not want to table this resolution because of the time sensitive issue. The difference between 30mph and 20mph is fatal to children.

Jarod Baker says that it is hard to make a recommendation to the Town Council to spend money without the dollar amount.

Zach Buchanan recommends figuring out the dollar amount later or at the town council meeting. He argues that the Plan Commission would pass it anyways regardless of the price.

Jarod Baker emphasizes that a dollar amount is important to give a recommendation to the Town Council. He emphasizes that he is not against the speed study, but he wants to go through the formalities.

Jarod Baker makes a motion to table Resolution 2024-APC-33. Lisa Abbott seconds.

Gary Golay clarifies that if the speed limit is changed to 20mph, then the 25mph signs would be replaced quickly.

Zach Buchanan emphasizes that this would be wasteful to both time and money if the resolution is tabled. The Plan Commission does not have the authority to spend money anyways because that power lies with only the Town Council.

Steve Maple calls Eric Wathan to clarify the cost of a speed study. The rough estimate is a max estimate of \$10,000

Revisiting motion to table the resolution. The motion to table the resolution failed 2-5.

Zach Buchanan makes a motion to pass Resolution 2024-APC-33 as long as the cost does not exceed \$10,000. Jason Anderson seconds.

Lisa Abbott recommends speed bumps. Zach Buchanan clarifies that you cannot place speed bumps on public roads.

Resolution 2024-APC-33 passes 7-0.

- h. **Discussion UDO Changes Introduction - Jeff Gordon Boulevard Overlay District:** Should we extend the Jeff Gordon Boulevard Overlay District down to 136/Mitchell Avenue?

Jarod Baker wants to clarify what this area is zoned as. It is zoned as I-2.

Steve Maple said there should be a decision to have Cynthia Bowen create a proposal for next month.

Cynthia Bowen clarified that this would keep an eyesore from going into this area.

- i. **Discussion UDO Changes Over All:** Should we establish a subcommittee of the Advisory Plan Commission to assist with reviewing the UDO to identify other areas of review and changes?

Steve Maple expresses that there needs to be a subcommittee of three people on the Plan Commission in addition to Cynthia Bowen.

Steve Maple requests for volunteers to be a part of the subcommittee. Jarod Baker abstains from being a part of the subcommittee due to conflict of interest. The chosen subcommittee members are Jason Anderson, Gary Golay, Steve Maple, and Cynthia Bowen.

Kyle Martin, 108 Woodview Drive. Asks if this is something that they would review.

Terry Northern, 137 Lakeside Drive. Clarifies what they are focusing on or changing in the subcommittee. Cynthia Bowen expresses that a lot could be changed or fixed in the UDO.

The newly formed subcommittee agrees tentatively to meet at 9am on 7/9/2024.

10. Public Comments (not related to public hearings)

Kyle Martin, 108 Woodview Drive. Is the 5-year comprehensive plan review coming up. Cynthia Bowen clarifies that the last comprehensive plan review was in 2019. There

were map amendments as the annexations came into effect. Steve Maple expresses that this would be a \$60,000 endeavor.

Jason Lee, 182 Warrington Drive. Had a question about if speed limit signs could be put up without them being legal. Wanted to know how these signs would be enforced because it is about accountability. Steve Maple said that they could get a commitment from the police of how often they come through subdivisions to enforce. At a town council meeting, they can ask to have police assist enforcement. The follow up question was what the process for being on the Plan Commission. Steve Maple responds that they are appointed by the town council until then their term expires.

11. Potential and/or On-going Enforcement

12. Miscellaneous

13. Board Comments

Jarod Baker states that he will not be here for the July 23rd Plan Commission Meeting.

Gary Golay expresses that HOA Pages or Neighborhood Facebook pages can assist in reporting drivers that are speeding on neighborhood roads.

Cynthia Bowen states that she will not be here for the July 23rd Plan Commission Meeting, and Allison Richardson will be taking her place.

14. Adjourn

Steve Maple makes a motion to adjourn the meeting. Jarod Baker seconds. Vote 7-0. Motion carries.

Advisory Plan Commission 6/25/24

Name / Address

Bill Haynes - 4342 Q.C.T.S.

Carol Young 238 Jansen Ct.

Bois King 295 S. Woodridge Dr

Mitchell Alexander 8425 Jeff Gordon

JAY + LINDA THOMPSON 7722 QUAIL CREEK

Jason Lee 182 Warrington Dr

Annette Childers 2008 N CR 500 E

Chuck Childers 900 B N CR 500 E

Antonio Sanchez Not resident

Mary Rokusek 9769 N CR 550 E

Kirk Martin 108 Woodman Dr

MARK WAGGONER 4503 E CR 850 N

June 25th, 2024 APC meeting minutes approved at the July 23th, 2024 APC meeting.

Advisory Plan Commission

Steve Maple (President)

ADY

Jarod Baker (Vice President)

ABSENT

Jason Anderson (Secretary)

JA

Jarod Baker (Member)

JB

Zach Buchanan (Member)

ABSENT

Lisa Abbott (Member)

Lisa Abbott

Cathy Vandivier (Member)

ABSENT