



ADVISORY PLAN COMMISSION STAFF REPORT

| | |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Application No: | 2024-APC-13 |
| Meeting Date: | March 26, 2024 |
| Subject: | General Changes Amendment |
| Action Requested: | The Plan Commission wishes to amend the Town of Pittsboro Unified Development Ordinance to make general changes to the UDO including fixing page numbering, adding uses, adding definitions for new uses, establish parking standards for new uses, and updating the buffer standards table. |
| Petitioner: | Town of Pittsboro Advisory Plan Commission |
| Location: | Not Applicable |
| Parcel Size: | Not Applicable |
| Existing Zoning: | Not Applicable |
| Recommendation: | Approve |
| Prepared By: | Cynthia Bowen, FAICP cbowen@reasite.com 317-263-0127 |

Procedure

Proposed zoning text amendments (rezones) are considered by the Plan Commission and ultimately approved or rejected by the Town Council. Before making a recommendation to the Town Council, the Plan Commission must hold a publicly advertised hearing. The public hearing is advertised in The Republican one time, at least 10 days before the hearing. After the Plan Commission conducts the hearing and makes a recommendation, the proposed zoning text amendment is certified to the Town Council. The Town Council has 90 days to hear the text amendment. If the Town Council approves the proposal, it immediately becomes effective. If the Town Council fails to act on the proposal within 90 days after certification, the text amendment takes effect as if it has been adopted ninety days after certification. If the Town Council rejects the proposal or makes an amendment to the proposal, then it shall be returned to the Plan Commission for its consideration, with a written statement of the reasons for the rejection or amendment. The Plan Commission has 45 days to approve the amendment or reject the amendment. If the Plan Commission approves the amendment it becomes law. If the Plan Commission fails to act within 45 days, the ordinance stands as passed by the Town Council. If the Plan Commission disproves the rejection or amendments by the Town Council, the action of the Town Council on the original rejection or amendment stands only if confirmed by another vote of the Town Council within 45 days after the Plan Commission certifies its disapproval.

Background

The Town Planner drafted amendments to the UDO per direction of the Plan Commission from their January 23, 2024, Plan Commission Meeting. The Plan Commission held a workshop on February 8, 2024, to discuss each amendment and provide further direction to the Town Planner. Drafts of the amendments were published for review on February 20, 2024.

The Plan Commission discussed the proposal at the February 27th meeting and tabled the elements of the general changes related to the FI Flex Industrial District until that district was heard and decided upon by the Plan Commission.

Correspondence

As of the writing of this staff report, staff haven't received any comments from the public.

Summary

Technical Advisory Committee: Not Applicable

Waivers: None.

Secondary Plat Standards: Not Applicable.

Zoning District Standards: Not Applicable.

Attachments

1. Draft Amendments

Recommendation

Staff recommends that the Plan Commission forward a favorable recommendation to the Town Council for The Plan Commission wishes to amend the Town of Pittsboro Unified Development Ordinance to make general changes to the UDO including fixing page numbering, adding uses, adding definitions for new uses, establish parking standards for new uses, and updating the buffer standards table.

Motions

1. Motion to forward a favorable recommendation to the Pittsboro Town Council for the general changes to the UDO including fixing page numbering, adding uses, adding definitions for new uses, establish parking standards for new uses, and updating the buffer standards table.
2. Motion to forward an unfavorable recommendation to the Pittsboro Town Council for the general changes to the UDO including fixing page numbering, adding uses, adding definitions for new uses, establish parking standards for new uses, and updating the buffer standards table.
3. Motion to continue UDO Amendments 2024-APC-13 to the to the April 23, 2024 Advisory Plan Commission Meeting.

**RESOLUTION No. 2024-APC-13
RESOLUTION OF THE PITTSBORO
ADVISORY PLAN COMMISSION**

A Resolution Recommending and Certifying to the Pittsboro Town Council Amendment to the Town of Pittsboro Unified Development Code.

BE IT RESOLVED the Town of Pittsboro, Indiana Advisory Plan Commission, having reviewed, considered, and received public comment, both written and verbal, after notice and public hearing held on February 27, 2024, at the Town Administrative Building, 33 E Main Street, Pittsboro, Indiana, 46167 on the proposed amendments to the Town of Pittsboro Unified Development Ordinance to make general changes including fixing page numbering, adding new uses and definitions of the new uses, establishing parking standards for new uses, and updating the buffer standards table, which is attached hereto and incorporated by reference, now hereby certifies and recommends, and directs the Secretary of the Advisory Plan Commission to certify a copy of said amendments, to the Town Council for approval at it next regularly scheduled meeting.

Approved this 26th day of March, 2024, by a vote of _____ yeas and _____ nays.

ADVISORY PLAN COMMISSION OF PITTSBORO,
INDIANA

By: _____
Steve Maple
President, Plan Commission

By: _____
Breana Love
Secretary, Plan Commission

Attested By:

Printed Name:

PREPARED BY:
Cynthia Bowen, FAICP, LEED AP
Staff Planner

GENERAL CHANGES

The following general changes are requested as part of the series of amendments to the UDO.

A. Page Numbering

Renumbering the entire ordinance with consecutive page numbers.

B. Section Renumbering

Renumbering section numbers in Chapter 4, Zoning Districts.

Change "MU Mixed Use District" to Section 4.9

Change Section "GB General Business District" to 4.10

Change Section "HB Highway Business District" to 4.11

Add "FI Flex Industrial District" and located it as Section 4.12

Change Section "I-1 Warehouse Industrial District" to 4.13

Change Section "I-2 Light Industrial District" to 4.14

Change Section "I-3 Heavy Industrial District" to 4.15

Change Section "PUD Planned Unit Development" to 4.16

Change Section "MHP Mobile Home Park District" to 4.17

Change Section "FH Flood Hazard District" to 4.18

Change Section "INST Institutional District" to 4.19

Change Section "PPW Pittsboro Public Works District" to 4.20

C. Definitions

The following definitions are proposed changes or additions to the Definitions section.

1. **Motor Vehicle:** any passenger vehicle, truck, tractor, tractor-trailer, truck-trailer, trailer, boat, recreational vehicle, semitrailer, or any other vehicle propelled or drawn by mechanical power.
2. **Flex Space:** A space that allows building owners or tenants to customize the layout and design of their workspace according to their requirements.

- 3. **Artisan Manufacturing:** Shared or individual use of hand-tools, mechanical tools and electronic tools for the manufacture of finished products or parts including design, processing, fabrication, assembly, treatment, and packaging of products; as well as the incidental storage, sales and distribution of such products. Typical artisan manufacturing uses include, but are not limited to: electronic goods, food and bakery products; non-alcoholic beverages; printmaking; household appliances; leather products; jewelry and clothing/apparel; metal work; furniture; glass or ceramic production; paper manufacturing.
- 4. **Motor Sports Uses:** Any office, warehouse, or manufacturing that is devoted to the racing of motor vehicles. This category does not include a racetrack, drag strip, motorcycle racetracks, speedways, or anything that would require seating for attendees.

D. Parking Standards

Flex Space: 1 space per employee on the largest shift and 1 visitor space per 350 sq ft. of gross floor area.

Artisan Manufacturing: 1 space per employee and 1 visitor space per 3500 sq ft. of gross floor area.

Motor Sports: 1 space per employee on the largest shift and 1 visitor space per 350 sq ft. of gross floor area.

E. Section 8.6 Buffer Standards

TABLE 8.3: LANDSCAPE BUFFER REQUIREMENTS

Add the MU and FI to the table.

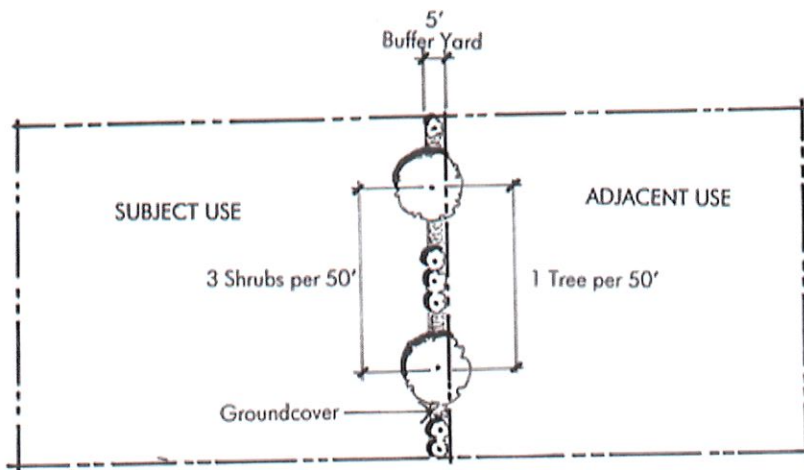
Add "A" Accessory Use to the use matrix table. Accessory use means that a use is permitted but only as an accessory to a primary use.

Pittsboro UDO General Changes

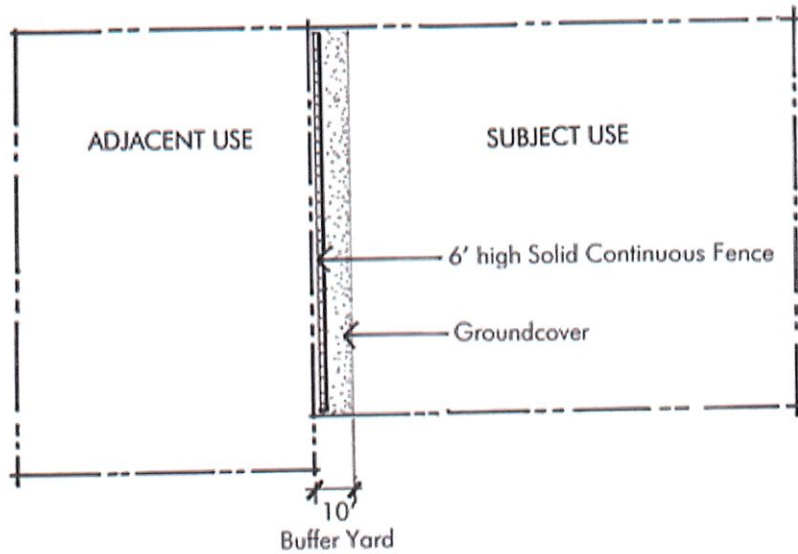
| Subject Zoning | Adjacent Zoning | | | | | | | | | | | | | | | | | | | | |
|----------------|-----------------|---|-----|-----|-----|-----|-----|-----|------|----|----|----|-----|-----|-----|-----|------|-----|-----|---------------|---|
| | OS | A | R-1 | R-2 | R-3 | R-4 | R-5 | PUD | OTBD | MU | GB | HB | F-1 | I-1 | I-2 | I-3 | INST | MHP | PPW | Public Street | |
| OS | | | | | | | | | | | | | | | | | | | | | |
| A | | | | | | | | | | | | | | | | | | | | | E |
| R-1 | | | | | | | | | | | | | | | | | | | | | E |
| R-2 | | | | | | | | | | | | | | | | | | | | | E |
| R-3 | | | | | | | | | | | | | | | | | | | | | E |
| R-4 | | | | | | | | | | | | | | | | | | | | | E |
| R-5 | | | B | B | B | B | B | B | | | | | | | | | B | B | B | | E |
| OTBD | | | B | B | B | B | B | B | | | | | | | | | B | B | B | | |
| MU | | | B | B | B | B | B | B | B | | B | B | B | C | C | C | B | B | B | | |
| GB | | | C | C | C | C | C | C | B | | | | | | | | B | B | B | | |
| HB | | | C | C | C | C | C | C | C | | B | | | | | | C | C | B | | |
| F-1 | | | C | C | C | C | C | C | C | B | B | B | | | B | B | C | C | B | | |
| I-1 | C | | C | C | C | C | C | C | C | | B | B | | | | | C | C | B | | |
| I-2 | C | | C | C | C | C | C | C | C | | B | B | | B | | | C | C | B | | |
| I-3 | D | | D | D | D | D | D | D | D | | C | C | | C | C | | D | D | C | | |
| INST | | | A | A | A | A | A | A | A | | A | A | | | | | A | A | | | |
| MHP | | | C | C | C | C | B | C | B | | B | B | | | | | B | | | | |
| PPW | | | A | A | A | A | A | A | A | | A | A | | | | | A | A | | | |

Pittsboro UDO General Changes

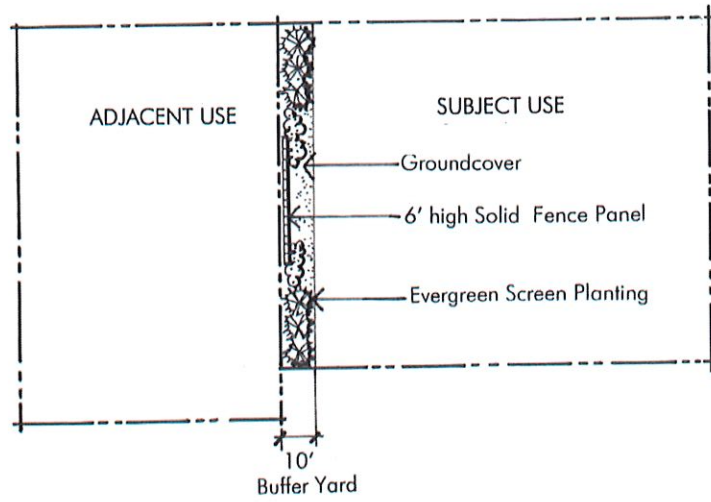
Buffer graphics that illustrate the various buffer types depending on the buffer chart above.
There have been no changes to the buffer graphics.



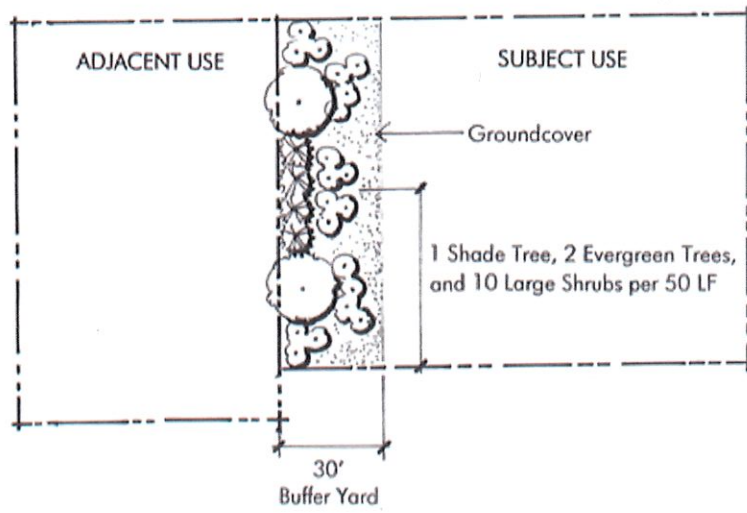
Level B Buffer



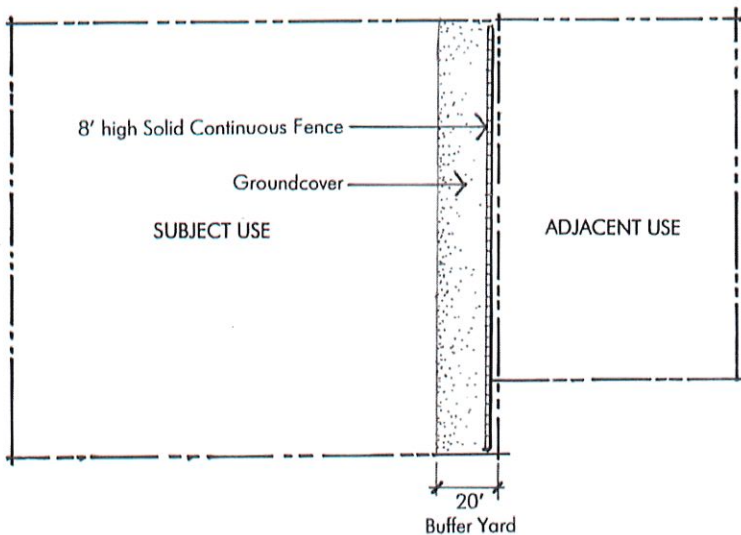
Level C Buffer – Option 1 with Solid Continuous Fence



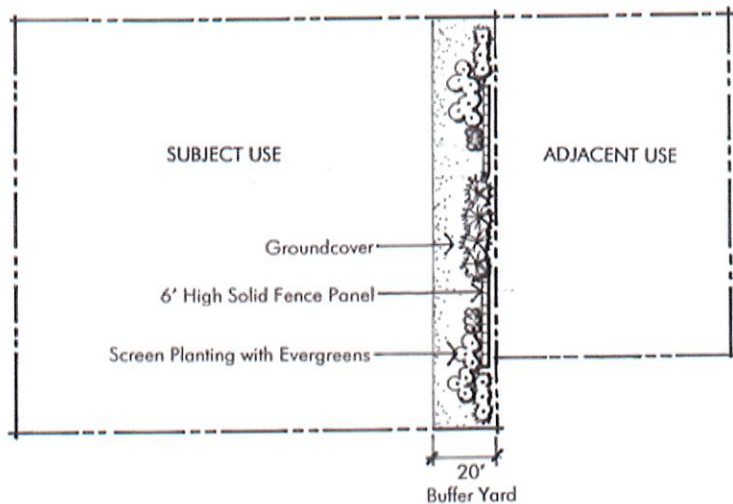
Level C Buffer – Option 1 with Interrupted Solid Fence Panels



Level C Buffer – Option 2

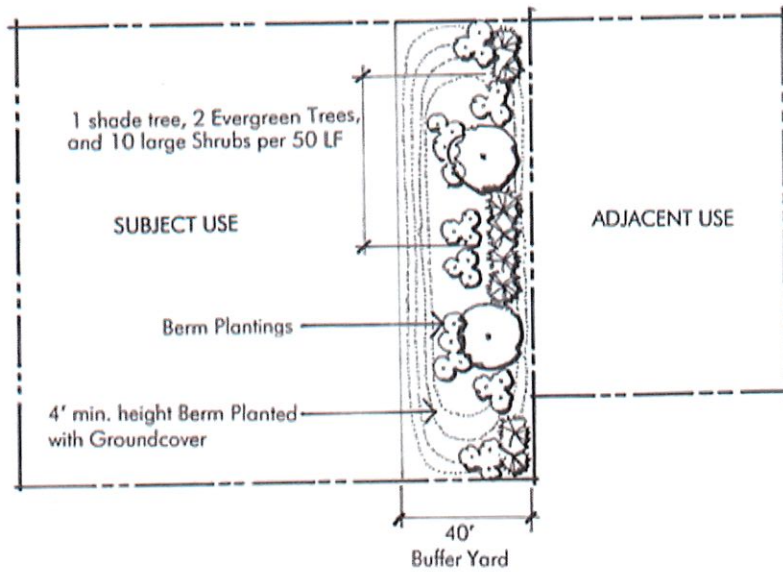


Level D buffer – Option 1 with Solid Continuous Fence

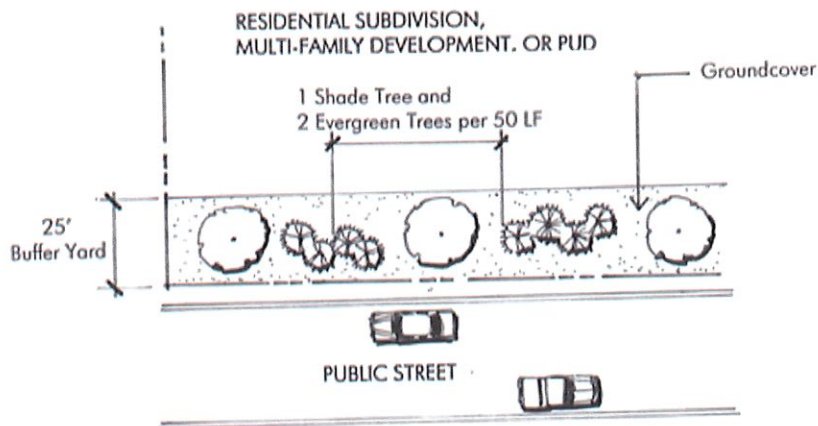


Level D Buffer – Option 1 with Interrupted Solid Fence Panels

Pittsboro UDO General Changes



Level D Buffer – Option 2



Level E Buffer

F. Appendix A: Schedule of Uses

The following changes are proposed changes or additions to the Use Matrix

1. Add new uses to the Schedule of Uses
2. Add in the FI District
3. Moved MU with the commercial districts

| Use Category | OS | A | R1 | R2 | R3 | R4 | R5 | OTBD | GB | HB | MU | FI | I1 | I2 | I3 | PUD | MHP | FH | INST | PPW |
|------------------------|----|-----|----|----|----|----|----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|----|------|-----|
| INDUSTRIAL USES | | | | | | | | | | | | | | | | | | | | |
| Flex Space | | | | | | | | | | S | S | P | P | P | P | P | | | | |
| Outdoor storage | | A,P | | | | | | | A,P | A,P | A,P | A,P | A,P | A,P | A,P | | | | A,P | A,P |
| Artisan Manufacturing | | | | | | | | | S | S | S | P | P | P | | | | | | |
| Motor Sports Uses | | | | | | | | | | | | P | P | P | | | | | | |