

**TOWN OF PITTSBORO  
BOARD OF ZONING APPEALS  
AGENDA**

**Monday, March 25, 2024  
7:00 pm, Town Administration Building  
33 E Main Street  
Pittsboro, Indiana 46167**

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Determination of Quorum
5. Approval of Minutes
6. Election of Officers
  - a. Motion to nominate one board member to serve as Chairman.
  - b. Vote on motion to elect Chairman. If the motion passes, that individual is elected Chairman. If the motion does not pass, a new motion and vote is needed to elect someone else as Chairman.
  - c. Motion to nominate one board member to serve as Vice-Chairman.
  - d. Vote on motion to elect Vice-Chairman. If the motion passes, that individual is elected Vice-Chairman. If the motion does not pass, a new motion and vote is needed to elect someone else as Vice-Chairman.
7. New Business
  - a. **Public Hearing: 2400 Commerce Way, Pittsboro - Development Standards Variance**
    - i. Guidelines for a public hearing.
      1. Everyone wishing to speak must sign in on the sheets in the entryway.
      2. When called to speak, please state your name and address for the record.
      3. 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 given on March 7, 2024 in The Republican newspaper and sent to neighboring property owners on March 5, 2024.
  - iv. Purpose of the hearing.
    - 1. Development standards variance to landscape standards to reduce amount and number of landscape plants including removing foundation plantings, and parking lot landscaping and add additional landscaping to the pond and front of building.
  - v. Staff introduction.
  - vi. Public comments.
  - vii. Written responses the Town has received (if any).
  - viii. Close of public hearing once the public has finished speaking.
  - ix. Board discussion / feedback.
  - x. Staff to address the concerns that have been raised (if any).
  - xi. Open floor for motion of approval, approval with conditions, or denial. The motion needs to reference the findings of fact and any other conditions of approval. If the findings of fact need to be amended, that language needs to be incorporated into the motion.
  - xii. Note any additional conditions or amendments to the findings of fact.
  - xiii. Sign the findings of fact.
8. Other Comments (if there are no other comments, have the board make a motion for adjournment.)
9. Adjourn

**NEXT REGULAR MEETING: To Be Announced**