

The Thorntown Plan Commission met in a regular meeting on November 14, 2022 at 6:00 PM in the Town Hall.

Members in attendance were as follows:

- Don Gray, President – Citizen Member.
- Ben Strong, Vice President – Citizen Member.
- Frank Clark – Town Employee.
- Shawn McClintock – Council Representative;
- Jerry Seymour – Citizen Member.

Members absent: Eric Smith.

Others in attendance: Planning Administrator, Oksana Polhuy.

President Gray calls the meeting to order at 6:02 PM.

OPENING CEREMONIES

President Gray leads the Plan Commission in the Pledge of Allegiance.

DETERMINATION OF QUARUM

Secretary Polhuy commences with the roll call and declares a quorum with the members present.

AGENDA CONSIDERATIONS

President Gray asks if anyone wants to add anything to the agenda. No agenda items are added.

MINUTES

President Gray states that there are Minutes for September 12 and October 10, 2022 meetings available for adoption. He asks if there is any comment on those. Hearing none, he asks for a motion.

Motion by Mr. McClintock, second by Mr. Clark, to approve September 12, 2022 Minutes as presented.

AYES: Don Gray, Jerry Seymour, Ben Strong, Shawn McClintock, Frank Clark. NAYS: Zero. ABSTAIN: Zero. Motion carries 5, 0, 0.

Motion by Mr. McClintock, second by Mr. Clark, to approve October 10, 2022 Minutes as presented.

AYES: Don Gray, Jerry Seymour, Ben Strong, Shawn McClintock, Frank Clark. NAYS: Zero. ABSTAIN: Zero. Motion carries 5, 0, 0.

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

President Gray asks the public for comment for items not on the agenda.

A member of the public has a proposal for the Plan Commission. She read town ordinances and found out that the minimum lot size required by the ordinance is 6,000 square feet. She wants to

propose the minimum lot size to be 0.75 acres with the idea that such a lot would be served by a septic field and a well, which would decrease the burden on the town to provide municipal services to the new lots.

Ms. Polhuy explains that the Plan Commission could consider this idea, but in order to make any requirement like that a law, several steps would need to be done at a certain time schedule required by the state statute and it would be the Council that would vote on such a regulation. She states that this process takes time, so it wouldn't be anything done at the current meeting.

The member of the public states that she would want this to be somehow added to the proposed Arbor's development where the minimum lot size requirement is 0.16 acres. She doesn't know whether it is possible to somehow change Arbor's proposal.

Ms. Polhuy explains the PUD process that Arbor is going through and how the public can participate. She states that a PUD is a Planned Unit Development process that allows the applicant to rezone a large territory, pass regulations for this territory and develop it all at once. This process is necessary only because the developer wants to amend a few existing zoning regulations by proposing a development that proposes a better development overall than if it was developed under the current regulations. She adds that this process also allows to update some regulations that haven't been updated within the zoning ordinance itself. For example, besides the recent amendments to Thorntown zoning ordinance in 2022 that didn't change most standards, Thorntown's Code of Ordinance was last updated in 1995. She states that a lot has changes since 1995, but the law hasn't been updated to reflect those changes. The process of PUD can address that and the applicant basically is asking the town whether the town would permit some changes in regulations for their specific development.

Ms. Polhuy says that Arbor will present their PUD application to the Council on November 21st. It won't be a hearing yet or a time for an in-depth analysis. It will be the time for Arbor to officially present the project idea to the Council and the public to gather their input. She states that the public hearing and the first in-depth analysis of the PUD application will happen at the next Plan Commission meeting on December 12th. The public will have an opportunity to express their opinions about the project. The Plan Commission will vote on a recommendation to the Council regarding this application. So the Plan Commission cannot approve this, but only to give the recommendation. The Council is scheduled to hear the PUD application on December 19th. The Council can make a decision on that date, move it further, maybe request more information from the applicant, modify the application.

Ms. Polhuy wants to clarify that there is a concurrent application for an annexation of the property into town. This application's subject is simply adding the property to the town limits. Things like reviewing minimum lot sizes, project layout, and so on are part of the PUD application. Ms. Polhuy recommends to the public member to come to December 12th meeting with her ideas and concerns about Arbor's development.

OLD BUSINESS

None

NEW BUSINESS

President Gray wants to add an agenda item number "0". Mr. Charles Edwards wants to add an address to his property that has a residential garage. President Gray states that this is the property that Mr. Clark was recently inquiring about regarding its usage because USPS asked whether it's for a commercial or residential use.

Mr. Edwards states that someone told him that the address is 175 N Front Street, but wanted to confirm whether it is an official address that he could use to receive mail for his business.

Ms. Polhuy states this address was added to the parcel for the purposes of 911. Boone County requires that every barn has an address for 911 purposes and sometimes a reassessment office might input an address for 911 purposes in the absence of any other direction from the towns. However, if Thorntown Plan Commission wanted to change this address, it could agree on one and send it the Boone County GIS Department to request to assign a new address.

Mr. Edwards says that he needs an address there to receive mail. He says that he also needs an address to put into the state application for a car dealership.

Ms. Polhuy says that state forms for the car dealerships typically ask for a zoning sign-off from the local planning department confirming that the property at the address stated in the application is zoned for car use. However, she says, the barn at 175 N Front Street is zoned Residential, so she wouldn't be able to sign off on it.

Mr. Edwards asks if Thorntown has zoning.

Ms. Polhuy states yes.

Mr. Edwards asks what the zoning is for the barn.

Ms. Polhuy responds Residential.

Mr. Edwards asks if it would be possible to rezone it.

Ms. Polhuy says that he would need to apply for a rezone and go through a public hearing, the Plan Commission would hear it and give its recommendation to the Council; the Council would vote on it.

President Gray asks if Mr. Edwards could obtain a PO Box.

Mr. Edwards says that he would need to check with the state about their requirements. He wanted to confirm that he could use 175 N Front Street address in general.

Ms. Polhuy asks Mr. Clark what exactly the post office wanted from the government.

Mr. Clark says that the post office worker wanted to know what the use is of this address: residential or commercial.

Ms. Polhuy says so the hang-up is not the absence of the address, but what it is used for.

Mr. Clark says yes and he doesn't know exactly why it matters for the post office.

Mr. Edwards says that he will check with the state requirements regarding the address before proceeding with any local applications.

ITEM #1. Adoption of a Resolution Establishing TAC

Ms. Polhuy, Planning Administrator, present the resolution and states that the Technical Advisory Committee exists so that all government and commercial entities involved in developments can coordinate all parts of the development: infrastructure, communications, buildings, parks and so on. She states that the resolution proposes to have certain members constant within the TAC: town planner, building inspector, fire marshal/chief, engineer, and utility superintendent. She states that if the proposed project somehow touches on the jurisdiction of other agencies, then those agencies will be invited to the TAC meetings. She gives an example where the development could be along or close to the county road which would necessitate inviting the Boone County Highway Department because this department might want to know about any traffic impact to that road. She gives another example regarding Arbor's development: the Boone County REMC has jurisdiction over the small portion of the proposed Arbor's development. Due to that, Ms. Polhuy asked REMC whether they need to be involved in the review of this project, and they responded that unless electric meters go into their jurisdiction, they won't have to be involved. She concludes that this is the kind of information that is gathered and checked at the early stages of the development before any designs are solidified.

President Gray asks if the police chief needs to be involved in this committee.

Ms. Polhuy states that generally, no. She thinks that the closest relation to the police is the addresses, but even if Plan Commission was to assign addresses with the assistance and guidance from the Boone County addressing and 911, it's more so that Thorntown Police would be notified of the new addresses once they are assigned. So, the police wouldn't be involved in reviewing anything.

Mr. Clark adds that once the addresses are sent to the county and recorded for 911 purposes, then the communications department updates their electronic database of addresses and sends the updates to Thorntown police.

President Gray asks if the school superintendent falls under point "F" in the resolution "other representatives... deemed necessary".

Ms. Polhuy says yes because his presence is beneficial mostly for residential developments, but not for commercial projects; so his participation is "as needed".

Mr. McClintock asks what happens if the people listed do not want to be on the committee.

Ms. Polhuy explains that this committee doesn't have to exist and participation in this committee is voluntary. She says that this committee's role is solely advisory. So, the absence of people at this committee can happen, and it is okay. The Plan Commission, by this resolution, creates it to have a legal tool to request a TAC hearing as part of a review of certain applications.

President Gray asks for a motion.

Motion by Vice President Strong second by Mr. McClintock, to approve the resolution.

AYES: Don Gray, Jerry Seymour, Ben Strong, Shawn McClintock, Frank Clark. NAYS: Zero. ABSTAIN: Zero. Motion carries 5, 0, 0.

ITEM #2. Miscellaneous administrative items

Moving the next regular meeting to Library

President Gray states that a need for a bigger space for the next meeting has been discussed before to accommodate possibly larger turnout for Arbor's hearing. He mentions two places: library and Sugar Creek Art center.

Ms. Polhuy states that the town clerk confirmed that the library space is available for December 12th meeting and is already reserved.

President Gray asks the Commissioners whether they agree to move the meeting on December 12th to the library.

There is a general agreement.

President Gray says that the next plan commission meeting will be held in Thorntown Public Library located at 124 N Market St Thorntown, IN 46071.

Time and dates for the Plan Commission regular meetings in 2023

President Gray asks the Commissioner whether they are okay with meeting every second Monday of the month at 6 pm in 2023.

There is a general agreement.

President Gray moves to reviewing the articles 6 and 7 of the Rules and Procedures.

Ms. Polhuy states that she wanted to review them in preparation for the upcoming public hearing. She reads them, explains what the sections mean and answers any questions.

NEW BUSINESS FROM THE FLOOR

None.

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Mr. McClintock states that he invited Eugene Doctor to this meeting because he showed interest in serving on Plan Commission and asks Eugene to introduce himself.

Mr. Doctor introduces himself, explains his work background and experience related to urban planning and the reasons for his interest in serving the Plan Commission.

ANNOUNCEMENTS

None.

MISCELLANEOUS**Discussion of Plan Commission membership next year**

Mr. McClintock reminds everyone that his term serving on the Plan Commission expires at the end of 2022 and he doesn't intend to serve on Plan Commission in the future. There needs to be a request to the Council to fill in his position with another town employee or official.

President Gray states that he would support that the town council would hire Jerry as a full-time building inspector. He supports him being a fulltime employee in general.

Mr. McClintock agrees and says that he found a town resident who is interested to serve on Plan Commission, but at this point, all Citizen Member spots are taken on the Plan Commission, while the town employee/official position is empty and his position would create an empty spot too.

President Gray asks whether there is a way to show his support for Jerry's candidacy to be a fulltime employee.

Ms. Polhuy recommends bringing this up to the Council during monthly reports from the committees and departments.

Updates from President Gray

President Gray says that he went to AIM conference at French Lick, IN and attended a few learning sessions. He says that one session talked about a case in Richmond similar to the Smith building in Thorntown. He says that the session went over things that were done there to help entrepreneurs and small businesses to come into town. He says that another session talked about signs, the legality of regulating signs based on their content. He gives an example of "Cheryl's hearing get gas" sign on 31 and an example of IKEA: the Cheryl sign was on IKEA's property. He says that the IKEA's sign said "Come check out our stool samples" wasn't on IKEA's property which wasn't appropriate.

Ms. Polhuy says that typical sign regulations prohibit placement of off-site business signs.

President Gray says that he will share the notes and presentations obtained at AIM conference with the Commission members.

President Gray states that on January 31st, there will be a webinar on Indiana unsafe building law, "Using the statute to eliminate blight" that Jerry will register to watch and other Commissioners are welcome to join.

ADJOURNMENT

President Gray makes a motion to adjourn. Meeting adjourned at 7:34 PM.

Donald Gray

President

Oksana Polhuy

Secretary