

The Thorntown Plan Commission met in a regular meeting on October 14, 2024, at 6:00 PM in the Town Hall.

Members in attendance were as follows:

- Don Gray, President – Citizen Member.
- Eugene Doctor, Vice President – Citizen Member.
- Erick Smith – Citizen Member.
- Frank Clark – Town Employee.

Others in attendance: Oksana Polhuy, Planning Administrator.

President Gray calls the meeting to order at 6:00 PM.

OPENING CEREMONIES

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

DETERMINATION OF QUORUM

President Gray states that four members are present and declares that there is a quorum.

MINUTES

No new minutes to adopt.

AGENDA CONSIDERATIONS

President Gray says that there is a need to add an item to the agenda. There is a Resolution for APC to adopt to permit participation by electronic means.

Motion by President Gray, second by Mr. Smith, to add a second New Business item to the agenda about adopting Resolution 1-2024 APC.

AYES: Don Gray, Eugene Doctor, Erick Smith, Frank Clark. NAYS: Zero. ABSTAIN: Zero. Motion carries 4, 0, 0.

NEW BUSINESS

ITEM #1. FDP-01-2024

Subject	Detailed Development Plan for Phase 1 of Westfall Place PUD
Petitioner	Arbor Homes
Summary	The petitioner provided a detailed development plan for the Phase 1 of the single-family residential subdivision, phase 1, 70 lots. The improvements under consideration are the general layout of the public improvements, sidewalks, trails, roads, signs, street and common area landscaping, natural area preservation, park design.

Mrs. Polhuy states that in 2023, the Plan Commission reviewed and approved the zoning ordinance and the primary plat for Westfall Place PUD and explains that this review is focused on the details of the development, including things like where the trees will be planted and the utilities will be located.

Mrs. Polhuy explains that platification is necessary for this project because it includes lots 1-4 of Royal Crossing subdivision. Since these four lots, which haven't been developed yet, are already part of a subdivision, they must be "taken out" of the Royal Crossing subdivision before they can be added to Westfall Place. This is called vacating the lots, and it requires a public hearing as well. She states that the vacation must happen before the approval of the detailed development plan or it can be included as a condition of approval.

Mrs. Polhuy explains that the Detailed Development Plan (DDP) covers "improvements that happen above the ground in common areas" such as trees, signage, landscaping, parks, and general dimensions of sidewalks, roads, etc. She adds that staff is concurrently reviewing the application for the Subdivision Improvement Location permit, which is generally the next approval needed in the process, with engineers, the County Drainage Board, the electric utility, and superintendent. She clarifies that she included this information for context and that the item on the agenda today will not involve approval of any engineering.

Mrs. Polhuy further clarifies that approval of the DDP is not a construction permit, and that construction cannot begin until after the Subdivision Improvement Location permit is granted.

Mrs. Polhuy presents the staff report. She describes Phase 1, which is the only part of the development being considered this evening. She provides a plan of the development, identifying the common areas and preserved wetland feature. The application meets all the standards, except the petitioner has not provided a detailed parks plan for the development. This is because there is a shortage of certain park equipment that the developer expect to be alleviated by the time construction begins, and thus their options of what to include in the park are limited now, but are expected to expand closer to construction. Staff recommends that approval of the DDP include a commitment by the petitioner to apply for an amendment to the DDP with a specific park design and plans for shelters and benches throughout the development.

Mrs. Polhuy lists the standards met: street trees and interior landscaping; road layout and dimensions; street lighting and signage; informational and warning signs for pond, wetlands, and dead-end streets; preservation of existing natural features in the wetland and wooded areas; landscape buffers.

However, Mrs. Polhuy recommends continuing to the next meeting because staff has determined that more information is needed to determine if there is capacity in the existing Town water and electrical systems to accommodate the new development. It would be better to make sure that the capacity exists or determine what improvements are needed to provide that capacity before any construction begins.

Mrs. Polhuy further explains that if it were not for this capacity issue, staff would recommend approval under the condition that the vacation of the 4 lots from Royal Crossing is recorded and with the commitment to apply for an amendment to the DDP to provide more specific details for the park and the improvements along the trail near the wetland area within 3 months of recording the secondary plat.

Mrs. Polhuy then quickly goes through what plans and details are included in the DDP.

Mr. Gray asks if the development will include a consolidated mailbox bank.

Mr. Lantz McElroy states that yes, there will be a single mailbox location as that is the USPS's preference.

Mr. Smith asks for clarification about the capacity concerns.

Mrs. Polhuy explains that the Indiana Department of Environmental Management (IDEM) expressed concern during the water permit review process about the Town's water capacity because of the measurements, readings, calculations included in the application. Water engineers at ms consultants, inc. are working with IDEM to confirm that the capacity is there for 70 lots and that the readings are accurate.

[There is further discussion of this point, but the audio quality of the recording is too poor to understand what is being discussed.]

Mrs. Polhuy states that the electrical engineer said that the addition of the whole subdivision would require upgrades to the Town's electrical infrastructure. She asked him if there is at least capacity for Phase 1 without any upgrades, and the engineer said they will figure that out.

[There is further discussion of this point, but the audio quality of the recording is too poor to understand what is being discussed.]

Mr. Gray opens the Public Hearing.

PUBLIC HEARING

[The audio quality is poor here and it is unclear who is speaking at times and what they are saying.]

There is a question about a landscape buffer adjacent to some existing housing that Mrs. Polhuy helps answer.

There is discussion about the design and layout of the extension to the public water system to bring water to the development. Mrs. Polhuy explains that the design is because of Arbor Homes working only within the property they own and that alternatives would require cooperation with neighboring property owners.

There seems to be a question about the ponds. Mr. McElroy explains that there are ponds showing as temporary because they will be expanded with later phases of the project, and that the basins aren't being built all at once because of the amount of dirt that would need to be excavated and then stored. Mrs. Polhuy asks if there is enough capacity in the ponds to accommodate the stormwater from Phase 1, and Mr. McElroy confirms there is.

[Poor audio quality discussion of what sounds like the park, its final design, and responsibility for its maintenance.]

Mr. Gray closes the Public Hearing.

Mr. Smith attempts to summarize the comments made and questions asked in the hearing:

- Mr. Jared Cole is concerned about potential encroachment on his property during construction including demolition of some trees, a fence, and other structures understood to be on his property.

- There was a question about a fire hydrant [audio quality was too poor to understand what the answer provided to this question or concern was]
- A question about the west drainage pond and information included about the pond in the plan. The developer will provide an updated plan in hard copy
- A comment about whether the park in the development will be donated to the Town’s Parks Department
- A request to see what the HOA’s rules and covenants will be.

Motion by Mr. Smith, second by VP Doctor, to CONTINUE the review of item FDP-01-2024 to November 18, 2024, meeting due to the need to clarify town’s water and electric capacity to meet the needs of the development.

AYES: Don Gray, Eugene Doctor, Erick Smith, Frank Clark. NAYS: Zero. ABSTAIN: Zero. Motion carries 4, 0, 0.

ITEM #2. Resolution 01-2024

Subject	Electronic means of participation by PC and public in the PC meetings
Petitioner	Thorntown Plan Commission, Town Council

Mrs. Gray reads the Resolution out loud.

Plan Commissioners clarify how they can participate in the meetings and what criteria need to be met for them to be able to vote on the items while being present via electronic means.

Motion by Vice President Doctor, second by Mr. Smith, to adopt Resolution 1-2024 APC.

AYES: Don Gray, Eugene Doctor, Erick Smith, Frank Clark. NAYS: Zero. ABSTAIN: Zero. Motion carries 4, 0, 0.

OTHER BUSINESS

Due to the town not being served by a Building Inspector since September of 2024, the Plan Commissioners go over the outstanding permits and decide on the permits that can be approved, and what permits cannot be approved due to the lack of information. They discussed what is necessary to be provided by the applicant for the Commissioners to be able to review the permits. The Plan Administrator is given the direction on the further permit steps.

ADJOURNMENT

President Gray makes a motion to adjourn. Meeting adjourned at 8:30 PM.

Donald Gray President

Secretary

(typed)