

**TOWN OF PITTSBORO
ADVISORY PLAN COMMISSION
AGENDA**

Tuesday, June 25, 2024

6:00 pm

Pittsboro Administration Building

33 E Main Street, Pittsboro, IN 46167

To watch the live stream of the meeting:

https://townhallstreams.com/towns/pittsboro_IN

1. Call Meeting to Order - President
2. Pledge of Allegiance & Moment of Silence
3. Roll Call
4. Determination of Quorum
5. Appointment of New Member
6. Vote of Vice President of Plan Commission
7. Approval of Minutes
8. Old Business
 - a. 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. Guidelines for a public hearing.
 1. Everyone wishing to speak must provide their name and address, verbally.
 2. 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 published in The Republican on June 13, 2024.
 - iv. The purpose of the hearing is the request for a split of a parcel into two lots, which is considered a minor commercial plat.
 - 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. Plan Commission discussion / feedback.
- x. Staff to address the concerns that have been raised (if any).
- xi. A motion from a Plan Commission member to do one of the following:
 - 1. Approve
 - 2. Deny
 - 3. Table
- xii. 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.

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. Guidelines for a public hearing.
 - 1. Everyone wishing to speak must provide their name and address, verbally.
 - 2. 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 published in The Republican on June 13, 2024.
- iv. The purpose of the hearing is the request for a split of a parcel into two lots, which is considered a minor commercial plat.
- 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. Plan Commission discussion / feedback.
- x. Staff to address the concerns that have been raised (if any).
- xi. A motion from a Plan Commission member to do one of the following:
 - 1. Approve
 - 2. Approve with Conditions
 - 3. Deny

- xii. 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.

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. Open the public meeting and remind everyone about the guidelines for a public hearing.
 - 1. Everyone wishing to speak must provide their name and address, either verbally if attending in person, or in a chat message if viewing the live stream.
 - a. Please be direct with your comments. You are welcome to say you agree with any previous speaker.
- ii. Public notice was published in The Republican on June 13, 2024.
- iii. Purpose of the hearing.
 - 1. Consideration of an Administrative Subdivision Process for the Town of Pittsboro's Unified Development Ordinance.
- iv. Staff Present Staff Report.
- v. Public comments
- vi. Written responses the Town has received (if any).
- vii. Close of public hearing once the public has finished speaking.
- viii. Plan Commission discussion / feedback.
- ix. Staff to address the concerns that have been raised (if any).
- x. Plan Commission Makes a Motion to Town Council:
 - 1. Favorable recommendation
 - 2. No recommendation
 - 3. Table to next meeting
- xi. 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.
- d. **Ordinance Amendment 2024-APC-30:** Administration Subdivision Fee. Setting a fee for the Administrative Process.
- i. Guidelines for a public hearing.
 1. Everyone wishing to speak must provide their name and address, verbally.
 2. 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 published in The Republican on June 13, 2024.
 - iv. The purpose of the hearing is the request for a split of a parcel into two lots, which is considered a minor commercial plat.
 - 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. Plan Commission discussion / feedback.
 - x. Staff to address the concerns that have been raised (if any).
 - xi. A motion from a Plan Commission member to do one of the following:
 1. Favorable recommendation
 2. No recommendation
 3. Table
 - xii. 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.
- 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. A motion from a Plan Commission member to do one of the following:
 1. Approve
 2. Deny

3. Table
 - v. 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.
- 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. A motion from a Plan Commission member to do one of the following:
 1. Approve
 2. Deny
 3. Table
 - v. 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.
- 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. A motion from a Plan Commission member to do one of the following:
 1. Favorable Recommendation
 2. No Recommendation
 3. Table
 - v. 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.

- h. **Discussion UDO Changes Introduction – Jeff Gordon Boulevard Overlay District:**
Should we extend the Jeff Gordon Boulevard Overlay District down to 136/Mitchell Avenue?
 - 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?
- 10. Public Comments (not related to public hearings)
 - 11. Potential and/or On-going Enforcement
 - 12. Miscellaneous
 - 13. Board Comments
 - 14. Adjourn

NEXT MEETING: July 23, 2024