

**MINUTES**  
**ELKHART COUNTY PLAN COMMISSION MEETING**  
**HELD ON THE 12TH DAY OF JULY 2018 AT 9:00 A.M. IN THE**  
**MEETING ROOM OF THE DEPARTMENT OF PUBLIC SERVICES BUILDING**  
**4230 ELKHART ROAD, GOSHEN, INDIANA**

1. The regular meeting of the Elkhart County Plan Commission was called to order by the Chairman, Jeff Burbrink. The following staff members were present: Chris Godlewski, Plan Director; Jason Auvil, Planning Manager; Mae Kratzer, Planner; Matt Shively, Planner; Deb Britton, Administrative Manager; and James W. Kolbus, Attorney for the Board.

**Roll Call.**

**Present:** Tony Campanello, Steven Edwards, Roger Miller, Steve Warner, Lori Snyder, Jeff Burbrink, Tom Stump, Frank Lucchese, Philip Barker.

2. A motion was made and seconded (*Edwards/Snyder*) that the minutes of the last regular meeting of the Elkhart County Plan Commission, held on the 14th day of June 2018, be approved as submitted. The motion was carried with a unanimous vote.

3. A motion was made and seconded (*Campanello/Miller*) that the Elkhart County Zoning Ordinance and Elkhart County Subdivision Control Ordinance be accepted as evidence for today's hearings. The motion was carried with a unanimous vote.

4. Text Amendments to the Elkhart County Subdivision Control Ordinance was presented by Chris Godlewski. He handed out the amended Ordinance for Administrative Subdivisions [*attached to minutes as Staff Exhibit #1*]. He stated that this is being reheard from a previous Plan Commission meeting that was in May 2018. He mentioned that the process editor reviewed the procedure and wanted to add the review criteria for the Surveyor's office in the Ordinance. When Mr. Campanello questioned how long the reviews typically take, Mr. Godlewski responded a couple of days. Mr. Auvil stated that the current difficulty is that the Commissioners need to sign the dedication of right-of-way document. He added that it can take, depending on when we receive the application, a day or two. Mr. Godlewski explained that by needing the Commissioners signature currently, it takes approximately 5 business days. He added that when we no longer need the Commissioners' signature it will only take one or two business days.

There were no remonstrators present.

A motion was made and seconded (*Burbrink/Edwards*) that the public hearing be closed, and the motion was carried with a unanimous vote.

The Board examined said request, and after due consideration and deliberation:

**Motion: Action:** Approve, **Moved by** Roger Miller, **Seconded by** Jeff Burbrink that the Advisory Plan Commission recommend to the Board of County Commissioners that this request to amend this Ordinance to include sections 4.1.3, 4.1.5, and 4.1.6 be approved.

**Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 9).

**Yes:** Frank Lucchese, Jeff Burbrink, Lori Snyder, Philip Barker, Roger Miller, Steve Warner,

Steven Edwards, Tom Stump, Tony Campanello.

5. The application For a Zone map change from R-1 to B-1, for Whitty City, LLC, on property located on the North side of Vistula St., across from the end of Chestnut St., common address of 400 W. Vistula St. in Washington Township, zoned R-1, was presented at this time.

Jason Auvil presented the Staff Report / Staff Analysis, which is attached for review as *Case #RZ-0350-2018*.

Mary Whit, Whitty City, LLC, 400 W. Vistula, Bristol, was present as the petitioner. She stated that they are looking to make improvements to the subject property. She added that the driveway is falling apart and the parking area is nonexistent. She explained that she will be making the parking area in the rear of the building larger and additional parking in the front. When Ms. Snyder questioned how long they have been at this location, Ms. Whit answered since 2013. Ms. Whit stated that there was a coffee shop there previously then was vacant for a while. Mr. Stump questioned if the parking area west of the museum was for that property. Mr. Lucchese stated that the parking area is for the park of Bristol.

There were no remonstrators present.

A motion was made and seconded (*Lucchese/Stump*) that the public hearing be closed, and the motion was carried with a unanimous vote.

The Board examined said request, and after due consideration and deliberation:

**Motion: Action:** Approve, **Moved by** Jeff Burbrink, **Seconded by** Tony Campanello that the Advisory Plan Commission recommend to the Board of County Commissioners that this request For a Zone map change from R-1 to B-1 be approved in accordance with the Staff Analysis.

**Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 9).

**Yes:** Frank Lucchese, Jeff Burbrink, Lori Snyder, Philip Barker, Roger Miller, Steve Warner, Steven Edwards, Tom Stump, Tony Campanello.

6. Mr. Godlewski presented the 2019 Plan Commission Budget. He handed out the budget documents [*attached to minutes as Staff Exhibit #2*]. He stated that after the Board's decision on this item it will then go to the County Commissioners meeting in September. He explained that he tried to spell out the expenditures, the revenues, the plan of action, and the percentage increases. When Mr. Stump questioned what office equipment is rented, Mr. Godlewski answered the postage meter. Mr. Godlewski explained that the postage meter is used by the following departments, Planning and Development, Environmental Health, and the Surveyor. Mr. Stump questioned what the cost of the Plan Commission share of the postage meter is. Ms. Britton estimated the amount of renting the postage meter to be about \$222.33. She also added that the Plan Commission pays for the renting portion of the postage meter; however each individual office pays their own postage. Mr. Campanello questioned if the Attorney, Craig Busche, is also budgeted in the Plan Commission funds. Mr. Godlewski stated that the \$178,000 that is on the list is generated from the ten TIF's. He added that those ten TIF's then generates a percentage to the general fund. He added that the general fund then covers legal fees and Craig Busche is paid from the TIF funds. When Mr. Campanello questioned if there were enough funds just in case someone would sue the Plan Commission, Mr. Godlewski answered that if need be they can go to the Commissioners or transfer funds. Mr. Kolbus added that the line showing legal services is a budget and that budget has not been maxed out.

When Mr. Campanello questioned if the funds roll to the next year, Mr. Godlewski answered no, it is not cumulative. Mr. Godlewski added that the TIF funds are cumulative but not the general fund.

The Board examined said request, and after due consideration and deliberation:

**Motion: Action:** Approve, **Moved by** Jeff Burbrink, **Seconded by** Tom Stump that the Board approve the proposed 2019 budget. The motion was carried with a unanimous vote.

**7. Board of County Commissioners Approvals Following Plan Commission Recommendations**

Mr. Auvil reported that on June 4, 2018, the Board of County Commissioners approved a Zone map change from R-1 to B-3 for WPTA Television. He added that on June 5, 2018, the Wakarusa Town Council approved an Amendment to an existing DPUD known as Abel Estates DPUD. Mr. Auvil stated that on June 18, 2018, the Board of County Commissioners approved two Secondary approvals for major subdivisions known as River Shore Woods and Winding River Estates Phase Three.

8. Mr. Godlewski stated that this next item was not on the agenda. He handed the Board a copy of the fee schedule [*attached to minutes as Staff Exhibit #3*]. He mentioned that he highlighted a few items in blue and orange. He explained that the PUD Secondary and Conditional Industrial Unit Development fees that are highlighted in orange are being removed from the fee schedule due to no longer existing. He added that for the Vacation of right-of-way and Administrative Subdivision fees will have an increase of \$50. He stated that there will be two new fees added to the fee schedule. He explained that an Amendment to an existing DPUD will be \$200 and Special Use Amendment will be \$100. He stated that the fee should be less for the amendments since those are not the original petition.

9. A motion was made and seconded (*Warner/Stump*) that the meeting be adjourned. The motion was carried with a unanimous vote, and the meeting was adjourned at 9:34 a.m.

Respectfully submitted,

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Kristi Shaffer, Recording Secretary

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Jeff Burbrink, Chairman