

The Pendleton Plan Commission (PC) met on November 12, 2019 at 7:00 pm at 100 W State Street, Pendleton, Indiana. The meeting was called to order at 7pm. Commission members present were Tim Pritchard, Kyle Eichhorn, Connie Schultz-Heinz, Carol Hanna, and Brad Ballentine. A quorum was established.

Representing the Town were Town Manager Tim McClintick, Planning and Zoning Administrator Kayla Hassett, Assistant Planning Director Rachel Christenson, Town Attorney Alex Intermill and Planning Clerk Kate Edwards.

Others in attendance were Jenny Sisson of 366 Blue Spruce Dr Pendleton, Chris Schaler of 1464 Huntzinger Blvd, Guy East of 16517 Haddam Lane Westfield and Sandi Butler of 178 Fall Creek Pendleton.

Pritchard advised the Huntzinger Farm agenda item was postponed until December 11th at the request of the petitioner. Intermill then added, because notice had already gone out, no new notice will go out.

MINUTES

CAROL HANNA MOTIONED, SECONDED BY BRAD BALLENTINE, THE APPROVAL OF THE OCTOBER 9, 2019 MEETING MINUTES. MOTION CARRIED.

OLD BUSINESS

A. Unified Development Ordinance Update –

Christenson provided an overview of the Unified Development Ordinance (UDO) on Google Drive. The Timeline also available on Google Drive Presentation.

Progress made since the October Plan Commission meeting:

- Staff is reviewing Chapter 9: non-conforming Lots, Structures, and Uses (closely parallels our existing section 154.14 but reorganizes the chapter).
- Staff has been given an outline of the landscape ordinance section and is reviewing new sign ordinances for peer communities.

Next Steps:

- Staff is pushing to have Steering committee Meeting #3 in December, but a date has not been scheduled yet.
- Plan Commission and Steering Commission engagement will pick up in January 2020.

B. Thoroughfare Plan Update –

Christenson provided an overview of the Thoroughfare Plan is on Google Drive. The Timeline also available on Google Drive Presentation.

Progress made since the October Plan Commission meeting:

- Planning Staff has prepared a list of entities who should be represented on the Thoroughfare Plan Steering Committee.
- Planning Staff has advertised and collected names of individuals interested in serving on the Thoroughfare Plan Steering Committee.

Next Steps:

Plan Commission and Steering Commission engagement will pick up in January 2020.

Three Feet Passing Law
Vulnerable Road Users Policy
Right-of-Way Dedication Ordinance
Interim Functional Classification Map
Complete Streets Policy
Access Management Control Ordinance

C. Impact Fees Discussion –

Christenson provided an overview on Impact Fees on Google Drive. The Timeline also available on Google Drive Presentation.

Progress made since the October Plan Commission meeting:

- Town Council is still moving forward on gathering information on the impact fee process, costs, etc.
- The Park Board is also moving forward and participating. They have retained Pros Consulting to assist the park board through the process. Pros will be working with Baker Tilly to prepare a cost estimate for the Park.
- Town Manager and Planning Staff met with Baker Tilly and Banning who are preparing a cost estimate for the Town.

McClintick added that the Impact Fees would be specific to streets and the Park. Everyone involved felt the utilities would be best to do with our capacity fees and connection fees that the Town already have in place. That will simplify the Impact Fee research.

Ballentine asked for clarification on whom would be impacted by the Impact Fees. Christenson understands that it will impact new builds. Intermill added they would have to be in the Impact Zone which is part of what Banning Engineering and Baker Tilly will develop. Part of the process will be to create a map of the Impact Zone. Ballentine noted that no existing home owners will be impacted. Christenson said that was correct and added, following similar discussions at last night's Park Board meeting, there needs to be clear and accurate information put out about Impact Fees. The Town wants to make sure the public is educated so they know what the pros and the cons are so we can make an education choice moving forward. She suggested that the Plan Commission be involved in looking at that information and help get that information out to our public. The Park Board will play a big part in that process as well.

Schultz-Heinz asked if there had been further conversation with the School Board. Christenson reported that would have to be a decision the School Board would make on their own, if they are in need of Impact Fees. Adding, if our Town wants to encourage them, that is okay. Schultz-Heinz asked if the School Board was aware that the Town and Park are investigating this in case they wanted to do the same. Christenson was not aware if Town Council had reached out to the Park Board or not.

Pritchard believed they had covered this topic during Carrick Glen. For example, they are starting Phase 1 and they get twenty houses built and we don't have our Impact Fee passed, then those twenty houses are excluded. Christenson added once the Impact Fees are in place, that is when it starts impacting new builds. Not based on when Primary Plat was approved. Intermill added there is a moratorium of six months.

Dr Lau asked if there was a legal definition of an Impact Fee. Christenson noted that Impact Fees are specific charges imposed on development for “capital costs” to public infrastructure like parks, roads or utilities. Christenson added the School Impact Fee would be a different type of fee. Sisson shared that the Indiana website site has the specific codes available with legal terminologies and everything you have to uphold if such fees are implemented.

Jones suggested that something else to consider is the expense of having the research done versus perhaps upping our Permit fees for new builds based on square footage. The Park would be a separate deal all together under this scenario.

Butler asked if there was a committee working on the Impact Fees. Christenson advised that Staff is working right now to get the information together for the Town Council. If the Town decides to move forward with the Impact Fee, there is a committee that has to be put together for that Impact Fee process. It is very specific about the types of people that have to be represented on that committee and those assignments will be made by Town Council.

NEW BUSINESS

A. PC11132019-01: Huntzinger Farm Primary Plat (Arbor Homes) – POSTPONED UNTIL DECEMBER 11TH

Christenson reported that the petitioner asked for a continuance yesterday late afternoon. As Staff they are able to approve a continuance, which they did.

Planning Department Request:

- Planning Staff would like the Plan Commission to consider moving the regular meeting date to the first Wednesday of each month starting in February of 2020.
- The change will require an amendment to the Plan Commission rules.

**CAROL HANNA MOTIONED, SECONDED BY CONNIE SCHULTZ-HEINZ, APPROVAL TO
ADOPT THE NEW PLAN COMMISSION MONTHLY MEETING DATE TO FIRST WEDNESDAY OF
EACH MONTH STARTING FEBRUARY 5, 2020 AT 7PM. MOTION CARRIED.**

Meeting adjourned at 7:33pm.

Next meeting December 22, 2019.

Kate Edwards
Planning Clerk Town of Pendleton