

ROLL CALL

Dan Baumgardner	Jerome Markley
Harry Baumgartner, Jr	Mike Morrissey
Tyson Brooks	Tim Rohr
Jarrold Hahn	John Schuhmacher
Bill Horan	
Erin Kreigh	

Michael Lautzenheiser, Jr., Director

The January 4, 2018 meeting of the Area Plan Commission was called to order at 7:12 p.m. by Michael Lautzenheiser, Jr. Ten members were present for roll call. Becky Stone-Smith was absent. There was a delay in start time due to another board meeting in the room.

**ELECTION OF OFFICERS FOR 2018**

**President:** Jerome Markley

Motion to retain the same President: Jarrod Hahn

Second: John Schuhmacher

Vote: 10-0

**Vice-President:** Mike Morrissey

Motion to retain the same Vice-President: Jarrod Hahn

Second: John Schuhmacher

Vote: 10-0

**Secretary:** Michael Lautzenheiser, Jr

Motion to retain the same Secretary: Jarrod Hahn

Second: John Schuhmacher

Vote: 10-0

**Appointment to the BZA:** Harry Baumgartner, Jr.

Motion to retain current BZA appointment: Jarrod Hahn

Second: John Schuhmacher

Vote: 10-0

Jerome Markley conducted the meeting from this point forward. He also recognized the new board member, Erin Kreigh, from Uniondale.

**Plat Committee:** Michael Lautzenheiser, Jr., Jarrod Hahn, Bill Horan, Jerry Petzel, and Nick Huffman

Motion to select Plat Committee members: Mike Morrissey

Second: Tim Rohr

Vote: 10-0

**APPROVAL OF MINUTES:**

Jarrold Hahn made a motion to approve the minutes with changes from the December 7, 2017 meeting. John Schuhmacher seconded the motion; the motion carried 10-0.

**OLD ITEMS:**

**A 17-12-19 JEFFERSON TWP. SE/4 8-28N-12E Jason & Cassandra Meyer request an approval for a 4800 sq. ft. Storage Building. The property is located at 10350 N SR 1, Ossian, IN 46777 and is zoned R-1 currently.**

Jerome Markley gave a recap from the last meeting. Michael Lautzenheiser explained that the County Commissioners turned down the zoning request. He suggested the development plan be denied since it won't comply with the land use requirements. Mr. Markley asked the board if they had any questions. There were none. He asked if there was anyone in the public with comments or questions. There were none.

Reason: The property wasn't rezoned causing the development plan to not meet land use requirements.

Motion to Deny: Jarrod Hahn

Second: John Schuhmacher

Vote: 10-0

**NEW ITEMS:**

**A 18-01-01 LANCASTER TWP. SE/4 33-27N-12E JNSP Properties LLC request an approval for a zoning change to R-1. The property is located at 730 N Main St., Bluffton, IN 46714 and is zoned B-3.**

Michael Lautzenheiser represented the rezoning petition. He said that the decision to have this property rezoned was made by the Plan Commission office. Mr. Lautzenheiser gave a history of zoning in Bluffton and talked about how the current zoning makes it hard to be used as a home and be expanded. He said that this is a quality home and owner should be able to maintain it. Jerome Markley asked if the nearby properties had anything to say. Mr. Lautzenheiser said that there weren't any concerns from neighbors. Mike Morrissey said that from time to time there is a need for rezoning to help make properties more current. He asked if others were included in the rezoning. Mr. Lautzenheiser explained that it was just this property and mentioned the possibility of the others in the future. Mr. Markley asked if the board had any questions or comments. Jarrod Hahn asked if it's changed, could it be changed back if a business wanted to use it. Mr. Morrissey asked if there was a timeframe. Mr. Lautzenheiser said that there isn't a timeframe unless denied. He also talked about changing the zoning again if needed. Mr. Markley asked if they intended to sell once addition was completed. Mr. Lautzenheiser said that the owners intend to occupy the home. Mr. Markley asked if there were any additional questions or comments from the board. Mr. Morrissey said that R-1 zoning is the most basic land use and didn't see a problem with recommending this one. Mr. Lautzenheiser talked about long standing homes along that portion of road. Mr. Morrissey added that the businesses along there look like homes too. Mr. Markley asked if there was anyone from the public that had questions or comments regarding this petition. There were none.

Motion to Send a Do Pass Recommendation to Bluffton Common Council: Mike Morrissey

Second: Jarrod Hahn

Vote: 10-0

**OTHER BUSINESS:****2017 End of Year Report**

Michael Lautzenheiser gave a recap of the 2017 year. He said that the best way to look at it was growth. He talked about the quality of developments and how the number of permits was up and gave a breakdown regarding the new homes built in both urban and rural settings. Mr. Lautzenheiser went over the outstanding violations. Jarrod Hahn asked if the newer violations were all over or a certain area. Mr. Lautzenheiser said that they were random throughout the county. He also talked about the office petitions regarding the APC, BZA, and Plat Committee. Mr. Lautzenheiser reviewed the budget for 2017 and the fees collected. He explained that the percentage was down even though the amount collected was higher this year due to the fact that GIS has added items in the budget. He talked about the updated ordinance and how things seem to be working well with the update. Mr. Lautzenheiser went over items like Bluffton NOW! and the Ossian Revitalization projects. He talked about the possibility of a series of videos that he would like to show at the end of the meetings called Strong Cities. Mr. Lautzenheiser gave a recap of the drone's usage and how it was helpful this year. He gave a recap on the GIS projects as well. He talked about new layers that are in the works such as the right-of-way and TIF Districts. He also mentioned the work that's been done on other layers to help keep them the most up-to-date and accurate. Mr. Lautzenheiser talked about the steps he took to continuing his education for the office. In conclusion he said that 2017 was a successful year for growth in many aspects. He said that he would like to move on to the next level through next year with the housing study and revitalization projects. He asked if there were any questions or comments. Jerome Markley asked about the rezoning projects. Mr. Lautzenheiser said that Zanesville led the way due to over zoning. He said that there are a couple more prepared and that we are just waiting on the towns to be ready. There were no comments or questions from the public.

**2018 Plan of Operations**

Michael Lautzenheiser gave a recap of the proposed plan for 2018. He talked about the approved budgets and explained the increases. He mentioned the continuing education to maintain the accreditations he currently has. He talked to the board about the upcoming projects including continuing to work on the Comprehensive Plan and working of items suggested in regards to the housing study. Mr. Lautzenheiser explained the online permitting process and how we are continuing to work towards improved online presence. He said that he will still continue to give the director opinion letters with the packets as it's currently provided. He explained that he will be adding discussions regarding the housing study and downtown revitalization to the meetings as well. Mr. Lautzenheiser talked about the possibility of bulk legal ads and how that could potentially save petitioners money as the year goes on. He explained the current employment level in the office and explained the possible need for additional part-time employees. Mr. Lautzenheiser talked about the GIS projects and how we are working towards increasing the accuracy of the data and making sure that it is being used to its highest potential in order to help the community. He also talked about how he is working on creating some how-to guides and videos to help promote an increased understanding of that is provided through GIS and how it is used. He asked if there were any questions. Jerome Markley asked about credit and debit cards used as payments. Mike Morrissey asked about the fees for the credit and debit card payments. Mr. Lautzenheiser explained that the fee is added in addition to the permit or petition cost and goes directly to the processing company and that amount we receive is the same as if they would have paid with check or cash.

**DISCUSSION:**

**DOWNTOWN REVITALIZATION UPDATES**

Michael Lautzenheiser talked about the upcoming Ossian Downtown event they are hosting for Valentine’s Day. He also talked about the Bluffton NOW! and their fundraising for the Plaza Project along with the upcoming Brr Fest event in February. He said that the office would like to help other communities if they ask us. Mr. Lautzenheiser said that the next meeting will have more information regarding the Bluffton Investment Guide. He said that he wants to get the board involved with Downtown Revitalization. Jerome Markley asked what the APC role would be. Mr. Lautzenheiser said that it could be anything from questions to comments to suggestions of projects or ideas. He said that both groups are looking for ideas.

**HOUSING STUDY UPDATE**

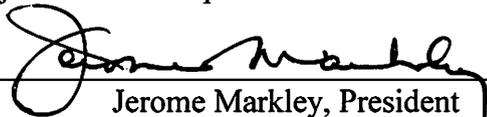
Michael Lautzenheiser asked the board to please read the document and be prepared for discussions in the future. He said that the committee is to meet at the end of January and will possibly have future recommendations. He talked about how it’s not typical planning and that the report doesn’t hold back any punches. Michael asked if there were any questions or comments about the report. Marcia Hotopp said that it was a depressing document when thinking about students in the schools. Jarrod Hahn said that it wasn’t sugar coated. Tyson Brooks asked about getting a copy to Erin Kreigh. John Schuhmacher said that thought it was interested and didn’t expect some of the items. Mr. Lautzenheiser said that there have been several new homes built over the years but it hasn’t increased the number of employers.

**ADVISORY:**

Jerome Markley confirmed the February meeting. Board was informed that they would be notified within a week as to if there will be a meeting or not. Michael Lautzenheiser said that there might be some violations to review at the next meeting.

**ADJOURN:**

John Schuhmacher made a motion to adjourn the meeting. Tim Rohr seconded the motion. The January 4, 2018 Area Plan Commission meeting adjourned at 8:14 p.m.

  
Jerome Markley, President

ATTEST:   
Michael Lautzenheiser Jr., Secretary