

Pulaski County Board of Zoning Appeals
Commissioners Room, Pulaski County Courthouse
Winamac, Indiana
Monday, November 27, 2017

Meeting Minutes

Present: Rick Stone, Pam Chumley, Matt Kelsey, Phil Woolery, Derrick Stalbaum, Doug Hoover, Nathan P. Origer, Karla Kreamer.

Visitors: Jerry Locke

Call to Order President Stone called the meeting to order at 6:00

p.m.

Approval of Agenda Motion to approve: Derrick, 2nd Matt; no discussion; approval: all.

Approval of Minutes Motion to approve September minutes: Matt, 2nd Derrick; no discussion; approval: all.
October minutes not noted on Agenda or copies available, but will be reviewed at the next meeting

Old Business

Findings of Fact/variance and special exception applications

-Nathan discussed, at the present time, we could have up to 4 different applications depending on what's requested from the resident for the planning commission. The updated application is an easier administrative form for BZA or zoning administration and will be used for all 4 possible application scenarios in 1 application.
All agreed this application will make the application process smoother for all involved in its use.

Plan Commission business-proposed changes to Pulaski County UDO

No discussion. Everyone received a copy for their personal review.

New Business

Rules of Procedure update

Nathan discussed adjusting deadlines: Sec 2.8 presently states we need a 7 day notice. Nathan believes we should extend this to 14 days to give zoning administration time to prepare documents to present to the BZA. Also change deadline for documentation submitted for a public hearing to go from 21 to 28 days. Nathan also suggests Sec 2.9 to state agenda documentation is distributed 10 days prior to the BZA meeting to board members

8.1a Rules & Procedures presently state we need to use certified mail. This is no longer a true statement as applicants must do a certificate of mailing no more than 30 days in advance or less than 15 days.

8.1b Do we need to obligate applicant to inform persons who don't fall into the 660' radius of proposed property change? Nathan believes this should be removed since we don't presently require this.

Motion to approve changes: Derrick, 2nd Matt; approval: all.

2018 meeting schedule and location

Still 6pm Mondays every other month

Discussion determined elevator construction in the court house will not make meetings handicap accessible so meetings need to be moved for next year. It was decided meetings will be held at the municipal complex and the public and media will be notified for the year of 2018.

Doug discussed the Nitty Gritty rules & regulations seminar possibly in the month of February. This meeting would be held in the municipal complex. It was also suggested to offer this program to neighboring counties and they cover their portion of costs involved. Doug will contact program speaker on specific detail before we choose a date.

Membership Terms

It was determined that terms are established by the state. Rick's term is up after 2 years with the planning commission. Planning commission appoints a citizen member or Phil to fill Rick's position. Discussion was carried about how positions are filled for BZA. Doug asked about absentee members if there is any guideline to how many meetings they must attend. He also concerned we need an additional alternate available. Nathan stated we will look for an alternate for 2018.

Other Business

Doug will work on scheduling the Nitty Gritty/KK program for the month of February. Catered and costs covered by the Building & Zoning department.

Public Comment N/A

Adjournment Motion to approve: Pam, 2nd: Derrick, all approval. 6:36pm

Sincerely submitted,
Staff, Pulaski County Board of Zoning Appeals

President-Rick Stone

Executive Secretary-Matt Kelsey

Administrative Secretary-Karla Kreamer

