

**DEARBORN COUNTY PLAN COMMISSION MINUTES**

**Monday, November 27, 2017**

**7:00 pm**

**A. Andrew Baudendistel's reading of the Voluntary Title VI Public Involvement Survey** – As a recipient of federal funds, and in support of Dearborn County's efforts to ensure nondiscrimination and equal access to all citizens, the County gathers statistical data regarding participants in county activities. Therefore, we have provided a Voluntary Title VI public Involvement Survey at this meeting. You are not required to complete this survey. However, the form is anonymous and will be used solely for the purpose of monitoring our compliance with Title VI and ADA.

**B. ROLL CALL –**

Members present:

Jake Hoog

Mark Lehmann

Jim Thatcher

Dennis Kraus, Jr.

Dan Lansing

Russell Beiersdorfer

Eric Lang

John Hawley

Mark McCormack – Planning Director

Andrew Baudendistel – Attorney

Members absent:

Art Little

**C. ACTION ON MINUTES**

NO ACTION ON THE MINUTES.

**D. OLD BUSINESS SCHEDULED TO BE RE-OPENED: NONE**

**E. OLD BUSINESS TO REMAIN TABLED: NONE**

**F. NEW BUSINESS**

- 1. Request: **Requesting 2 Waivers** (1) Create an access point which does not meet the minimum driveway spacing requirements. (2) Create a direct access point onto Salt Fork Road.  
Applicants/Owners: Troy & Lindsay Holbrock  
Site Location: Salt Fork Road  
Legal: Sec. 28, T 6N, R1W, Parcel #15-06-28-100-023.000-020  
  
Township: Miller  
Zoning: Agriculture (A) Size: 1.59 Acres

Mr. McCormack presented the staff report. The existing zoning of the site and surrounding areas was presented. The existing land use to the south is a commercial area (part of the Perfect North Slopes property). Aerial images and pictures of the site were shown to the board. The proposed access is near the southern edge of the owner’s property. The applicants’ septic system is in the front yard and the existing driveway can’t be feasibly extended to access the applicants’ proposed new storage building. Therefore, a second, new driveway which requires waivers is being requested. The waiver requests are derived from Article 24, Section 2408 and Section 2416 of the Zoning Ordinance, and Article 3, Section 305B, and Article 1, Section 160 of the Subdivision Control Ordinance. Based on County staff’s research and site inspection, the sight distance can be achieved—but some adjustments are required (to reduce the grade of the hill to the north of the proposed entrance area), according to the County Engineer’s report. The proposed access is about 35 feet deficient of the driveway spacing requirements in the Zoning Ordinance. The proposed driveway width will meet the County’s standards. Letters were sent out to adjoining property owners and were delivered with receipt of notice. There were no questions from the board for Mr. McCormack.

The applicants explained that the barn that is going to be built will be used for personal use only (storing a fishing boat, among other items). This building will not be affiliated or contain a business or business-related property. The existing barn on the northeastern portion of the property will be torn down—which is the impetus for the new storage building. The existing barn is in a bad location and in bad condition. The proposed storage building will be 30 feet by 50 feet. There were no questions from the board for applicants.

There were no cards received for public discussion and no members of the public present besides the applicants.

**Mr. Beiersdorfer made a motion to close public discussion. Seconded by Mr. Lehmann. All in favor. None opposed. Motion carried.**

There was significant discussion from the board regarding how much of the hillside (in the front of the property, near Salt Fork Road) needed to be removed to achieve sight distance. The board also talked about raising the driveway entrance elevation as much as possible to achieve better sight distance. Until the utilities are all located, the applicants won't know how much of the hill between the existing and proposed driveway can be removed—and how much fill can be placed to raise the driveway access area.

**Mr. Lang made a motion to grant the first waiver request to create an access point which does not meet the minimum driveway spacing requirements on Salt Fork Road. Seconded by Mr. Hawley. All in favor. None opposed. Motion carried.**

**Mr. Lehmann made a motion to grant the second waiver request to create a direct access point onto Salt Fork Road with the following conditions: fill must be removed and / or added as needed to achieve proper sight distance over the hill to the north of the proposed driveway access. Seconded by Mr. Beiersdorfer. All in favor. None opposed. Motion carried.**

## **G. ADMINISTRATIVE**

- **Working session to discuss potential ordinance amendments.**

This item was not discussed and was postponed until the next meeting.

- **December P.C. Meeting**

There is no applicant for the December PC meeting. Mr. McCormack asked the board if they would like to meet in December to go over ordinances, findings of facts and potential templates to use, etc. There was discussion amongst the board. They agree that a December meeting would be good to have a working meeting. The December PC meeting will be on Monday, Dec.18<sup>th</sup>—and will be a working session.

- **2018 Meeting Schedule**

A draft of the 2018 meeting schedule was given to the board members to review. Mr. McCormack noted that in May and December there are sometimes issues because of Memorial Day and Christmas. The Board discussed the proposed schedule and there was consensus to keep the dates prepared / planned by the staff.

- **West Harrison interlocal agreement**

West Harrison would like to increase the interlocal agreement with the County Plan Commission and Planning & Zoning Dept. to have assistance preparing a new comprehensive plan and ordinances (in the future). The Town Council members would like to have something in place by early next year. They would like their agreement to be set up more like St. Leon's. Mr. McCormack feels that the request is doable, but a planning intern or part-time planner would be vital. Mr. McCormack will be looking more into the possibility of having an intern or otherwise having someone on contract to assist with planning work / activities and will provide an update to the board in the next month or two.

- **Code Enforcement Position**

There is extra money for this position because it hasn't been filled the entire year and hasn't been utilized to its full extent (based on the hours worked by one of the previous employees). Mr. McCormack is looking into how the money can be used. For example, 2 computers need to be replaced for office staff. Mr. McCormack is also looking into getting tablets for the board to minimize the paperwork that is printed out for each meeting. Mr. McCormack asked the board members if they would potentially actually use tablets for meetings. Mr. McCormack noted that there are other possible uses for the tablets other than just the meetings. Windshield surveys can be completed with the tablets and in-the-field applications can be utilized on the tablets. Mr. Lehmann questioned how much money would be saved if tablets were purchased to replace paper documents. Mr. Lang felt that the overall cost reduction(s) wouldn't be much, as far as paper and mailings, but noted that the tablets could be useful for other areas in the department. He suggested that maybe only buying 2 or 3 tablets would be more reasonable. The board may have further discussion about this once more research is completed.

**Mr. Beiersdorfer makes a motion to adjoin the meeting. Seconded by Mr. Lehmann.  
All in favor. None opposed. Motion carried.**

Meeting adjoined at 8:33 p.m.

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Dennis Kraus, Jr., President

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Mark McCormack, Secretary  
Planning Director