**Plan Commission**

**Meeting Minutes**

**September 18, 2018**

**Call to Order and Roll Call**

**MEMBERS PRESENT**: Mike Cousins, Tom Strayer and Barry Wood and Steve Duhamell.

**MEMBERS ABSENT:** Devin Stettler, John Price, and Jon Horton.

**OTHERS PRESENT**: Director of Planning Ryan Crum, Attorney Greg Morelock and Planning Administrative Assistant Michelle Strader.

**Motion made by Mr. Cousins to elect Steve Duhamell as the acting President for the September 18, 2018 Plan Commission Meeting. Mr. Wood seconded. Motion carried 4/0.**

**Agenda Consideration – None**

**Approval of Minutes**

**Motion by Mr. Wood to approve the minutes from the July 17, 2018 meeting as submitted. Second by Mr. Strayer. Motion carried 4/0.**

**Motion by Mr. Strayer to approve the minutes from the August 21, 2018 meeting as submitted. Second by Mr. Wood. Motion carried 4/0.**

**Old Business**

**Daniel’s Vineyard Commitment Modification Request – this item is requesting a continuance**

Mr. Crum stated the Vineyard is requesting a continuance again and they will be doing so until some resolution to the noise issue is made. Mr. Duhamell asked where we stand on that. Mr. Crum stated it is moving forward. Atty. Ariel Schoen stated Tonya and I met and went over several other town ordinances and we created our own. It’s out to the noise committee now for comments.

**New Business**

**2018 Zoning Ordinance Updates**

Mr. Crum reviewed the 2018 Zoning Ordinance Updates with the board:

Single-family Architectural Updates

**Section 6.04(A)(3)(g)**

Existing: New standard

Proposed: All front elevation returns on the front elevation returns shall be required to match the front elevation masonry in style and height.

**Section 4.17(B)(3)**

Existing: Two car garages, a minimum of twenty-two (22) feet in width, shall be required for all dwellings. Garages may be front-loading, side-loading, courtyard-loading, rear-loading, and/or detached. Any front-loading garage, attached or detached, which is located less than twenty (20) feet behind the front elevation of the home shall feature a decorative garage door. Front loading garages shall not project in front of, or be flush with, the front elevation of the home. Front-loading garages must be recessed a minimum of two (2) feet behind the front elevation of the home. Front-loading garages shall not exceed 45 percent of the width of the front elevation. Detached garages must be separated from the primary structure a minimum of 10 feet. For any 3 car or larger garage that faces a street, at least one of the bays must have a separate door and be recessed a minimum of two feet from the other bays. At least 25% of all lots within a residential subdivision shall feature a home that does not have a front-loading garage. All decorative garage doors shall be approved by the Architectural Review Committee.These regulations do not apply to multi-family residential developments.

Proposed: Two car garages, a minimum of twenty-two (22) feet in width, or twenty (20) feet in width with an additional 4’ deep by 6’ long storage area (within the garage), shall be required for all dwellings. Garages may be front-loading, side-loading, courtyard-loading, rear-loading, and/or detached. Any front-loading garage, attached or detached, which is located less than twenty (20) feet behind the front elevation of the home shall feature a decorative garage door. ~~Front loading garages shall not project in front of, or be flush with, the front elevation of the home. Front-loading garages must be recessed a minimum of two (2) feet behind the front elevation of the home.~~ Any front-loading garage that protrudes six (6) feet or more in front of the front elevation shall feature at least one window on the side of the garage closest to the front door. Front-loading garages that protrude ten (10) feet or more shall have a minimum of two (2) windows on the side of the garage closest to the front door. No front-loading garage shall protrude more than twelve (12) feet in front of the front elevation. Front-loading garages shall not exceed 45 percent of the width of the front elevation. Detached garages must be separated from the primary structure a minimum of 10 feet. For any 3-car or larger garage that faces a street, at least one of the bays must have a separate door and be ~~recessed~~ off-set a minimum of two feet from the other bays. At least 25% of all lots within a residential subdivision shall feature a home that does not have a front-loading garage. All decorative garage doors shall be approved by the Architectural Review Committee.These regulations do not apply to multi-family residential developments.

*Mr. Strayer suggested changing the 6 feet to 8 feet and leave it at one window if it’s more than 8 feet.*

**Section 6.04(A)(2)(c)**

Existing: There shall be a minimum roof overhang of nine inches on all sides of a house.

Proposed: There shall be a minimum roof overhang of nine inches, measured from the exterior surface of the exterior material, on all sides of a house.

*Mr. Strayer suggested 8 inch from any masonry product and 12 inch from any other siding product.*

**Section 6.04(A)(3)(f)**

Existing: All vinyl siding shall be approved and endorsed as meeting or exceeding ASTM D3679 by the Vinyl Siding Institute through their Vinyl Siding Certification Program. Vinyl siding shall be a minimum thickness of 0.044 inches. Lap siding shall have a maximum 6” exposed board face. A letter or certificate stating such shall be attached to each building permit request. All vinyl siding colors shall be submitted for review by the Architectural Review Committee.

Proposed: All vinyl siding shall be approved and endorsed as meeting or exceeding ASTM D3679 and D7856 by the Vinyl Siding Institute through their Vinyl Siding Certification Program. Vinyl siding shall be a minimum thickness of ~~0.044~~ 0.046 inches. Lap siding shall have a maximum 6” exposed board face. A letter or certificate stating such shall be attached to each building permit request. All vinyl siding colors shall be submitted for review by the Architectural Review Committee.

**Section 6.04(A)(4)(m)**

Existing: Unless adjacent to masonry wrap, all windows, doors and corners shall have a minimum nominal one inch by six inch wood or vinyl surround, shutters, decorative trim, or headers.

Proposed: Unless adjacent to masonry wrap, all windows, doors and corners shall have a minimum nominal one inch by six inch wood or vinyl surround~~, shutters, decorative trim, or headers~~.

**Section 6.04(A)(4)(k)**

Existing: Exhaust vents shall not be visible from the front elevation of the home.

Proposed: Exhaust vents shall not be visible from the front elevation of the home. No other vent or louver shall be located on the first floor exterior of a front elevation.

*Mr. Strayer suggested adding wall vents or louver.*

**Section 6.04**

Existing: No standard

Proposed: Use any combination of allowed material as trim or transition to clearly distinguish between ground floor and upper levels.

**Section 6.04**

Existing: No standard

Proposed: All homes greater than 2,200 (excluding basements) shall feature a minimum of four (4) distinct colors. This would generally be two field colors, one trim color, and an accent color/material. Exceptions may be granted by the ARC for home styles that lend themselves to less color variation (ie. Modern Farmhouse, etc).

*Mr. Strayer suggested adding masonry counts as a separate color.*

**Section 6.04**

Existing: No standard

Proposed: Provide detailing that transition or frame material changes. An example would be decorative caps on brick/stone, decorative lintels, and cornices.

**Section 6.04(A)(2)(a)**

Existing: Two or more roof planes visible on the front of the house shall count towards architectural feature requirements.

Proposed: Two or more roof planes visible on the front of the house shall be required ~~count towards architectural feature requirements~~.

Residential Bulk Standards

**Appendix B**

Existing: Current lot standards cannot produce the stated densities.

Proposed: In progress.

Commercial Architectural Standards

**Section 5.02(F)(5)(h)(ii)**

Existing: Sloped roofs shall not exceed an average height equal to that of the supporting walls.

Proposed: In progress.

**Section 5.02(F)(5)(h)(iii)**

Existing: Sloped roofs shall have overhanging eaves that extend a minimum of eighteen inches past the supporting walls.

Proposed: Sloped roofs shall have overhanging eaves that extend a minimum of eighteen (18) inches past the ~~the supporting walls~~ exterior of the exterior siding material.

*Mr. Crum stated this will be revised.*

**Section 5.02(F)(5)(h)(i)**

Existing: All rooftop mechanical equipment, such as HVAC units, shall be screened from the view of all streets (public and private) by parapets, dormers, or other screens on properties within the Highway Corridor Overlay District. The material of all such screens shall be consistent with the exterior materials used on the façade of the structure.

Proposed: All rooftop mechanical equipment, such as HVAC units, shall be screened from the view of all streets (public and private) and adjacent properties by parapets, dormers, or other screens on properties within the Highway Corridor Overlay District. The material of all such screens shall be consistent with the exterior materials used on the façade of the structure.

**Section 6.05(C)(1)(g)**

Existing: No standard

Proposed: All commercial buildings of 15,000 square feet or less shall incorporate four-sided architecture. All buildings elevations shall feature the same materials and detailing as the front elevation.

**Section 6.05(C)(1)(c)**

Existing: All siding must be brick, stone, cement fiber board, stucco, decorative pre-cast panels, architectural metal panels, matching approved materials in scale, integrally colored CMU, E.I.F.S., or a combination of these materials. Each building must feature a minimum of 50% brick or stone on all elevations. All siding material shall be submitted for review by the Architectural Review Committee.

Proposed: All siding must be brick, stone, cement fiber board, stucco, decorative pre-cast panels, architectural metal panels, matching approved materials in scale, integrally colored split-face CMU, E.I.F.S., or a combination of these materials. Each building must feature a minimum of 50% brick or stone on all elevations. Changes in material shall be separated with a transition material. All siding material shall be submitted for review by the Architectural Review Committee.

*Mr. Strayer suggested adding non-masonry after changes in.*

**Section 6.05(C)(1)(h)**

Existing: No standard

Proposed: Buildings must orient, frame, and/or direct pedestrian views to adjacent buildings, parks, plazas, destinations, and other points of interest.

**Section 6.05(C)(1)(i)**

Existing:

Proposed: Integrate at least one (1) material change, color variation, or horizontal reveal for every 12‐vertical ft. of building façade; vertical spacing may be averaged over façade. However, the first floor façade shall appear to be greater than the other floor heights. Integrate at least one (1) material change, color variation, or vertical reveal every 50‐horizontal ft. of building façade; horizontal spacing may be averaged over façade elevation. Use scale and design elements, such as but not limited to special lighting, awnings, trees, and other elements, to visually relate the building to the pedestrian scale and visually anchor the building to the ground/street level.

**Section 6.05(C)(1)(j)**

Existing: No standard

Proposed: For at least 30% of applicable façade length, use any combination of concrete, stone, or unique variation of color, texture, or material, at least 10” in height, around the base of the building. May alternatively incorporate other architectural features such as ledges, façade reveals, ground level fenestration, raised planters, or landscaping elements within 3’ of finished grade.

**Section 5.02(F)(5)(a)**

Existing: Wall recesses/projections that are at least 12 inches for every 700 feet of façade shall be required. Each projection shall extend for at least 20 percent of the length of the building.

Proposed: ~~Wall recesses/projections that are at least 12 inches for every 700 feet of façade shall be required. Each projection shall extend for at least 20 percent of the length of the building.~~

**Section 6.05(C)(1)(f)**

Existing: If the length of any elevation is greater than 60 feet it shall have incorporated into the design wall plane projections or recesses of a composite of at least five percent of the length of any elevation and extending at least 20 percent of the length of any elevation. For the purposes of administering and enforcing this Ordinance an awning shall not constitute a façade projection.

Proposed: ~~If the length of any elevation is greater than 60 feet it shall have incorporated into the design wall plane projections or recesses of a composite of at least five percent of the length of any elevation and extending at least 20 percent of the length of any elevation. For the purposes of administering and enforcing this Ordinance an awning shall not constitute a façade projection.~~ For buildings with façades longer than 200’, reduce massing of buildings by grouping by incorporating at two (2) façade changes with depth at least 5% of the total façade length, and a width of at least 20% of the façade length. Qualifying modulation must be at least 12” in depth, be at least 14” in width, and occur in total for 20% of overall façade elevation. Buildings with façades less than 200’ shall follow the requirements of Section 6.05(D)(6). All flat roof shall feature articulation that coincides with the wall plane articulation.

*Mr. Crum stated this section will be revised for next month because corrections need to be made.*

**Section 6.05(D)(6)**

Existing: No standard

Proposed: If the length of any elevation is greater than 60 feet it shall have incorporated into the design wall plane projections or recesses of a composite of at least five percent of the length of any elevation and extending at least 20 percent of the length of any elevation. For the purposes of administering and enforcing this Ordinance an awning shall not constitute a façade projection.

*Mr. Crum stated this section will be revised for next month because corrections need to be made.*

**Section 5.02(F)(5)(c)**

Existing:All front façades and facades along pedestrian walkways shall have display windows, faux windows, or decorative windows for no less than 60 percent of the facades horizontal length.

Proposed: All front façades and facades (except office and industrial uses) along pedestrian walkways shall have display windows, faux windows, or decorative windows for no less than 60 percent of the facades horizontal length.

*Mr. Crum suggested adding in institutional uses to cover schools and churches.*

**Section 5.02(F)(5)(e)**

Existing: All front facades shall include a repeating pattern that incorporates no less than three of the changes listed below. One of the changes used shall repeat horizontally. All changes used shall repeat at intervals of no more than 100 feet, either horizontally or vertically.

1. Change in color;
2. ii) Change in texture;
3. iii) Change in material module;
4. iv) Architectural change wherein the form of structural bays created through a change in plane is no less than 24 inches wide such as an offset, reveal, or projecting rib; or
5. v) Change in story wherein there is a clear delineation between each story of the structure provided by a consistent cornice line.

Proposed: All front facades shall ~~include a repeating pattern that~~ incorporate~~s~~ no less than three of the changes listed below. ~~One of the changes used shall repeat horizontally. All changes used shall repeat at intervals of no more than 100 feet, either horizontally or vertically~~. All other facades shall incorporate at least one (1) wall plane change listed below

1. ~~Change in color;~~
2. ~~ii) Change in texture;~~
3. ~~iii) Change in material module;~~
4. ~~iv) Architectural change wherein the form of structural bays created through a change in plane is no less than 24 inches wide such as an offset, reveal, or projecting rib; or~~
5. ~~v) Change in story wherein there is a clear delineation between each story of the structure provided by a consistent cornice line.~~
6. projections/recesses
7. columns with trim or accent materials
8. change in finished material depths
9. change in material
10. building overhangs (as a an architectural feature, not a standard roof overhang)
11. materials such as false windows or fenestration with architectural accents.

These shall not be counted towards meeting the requirements of subsection 6.04(D)(2).

**Section 5.02(F)(5)(h)(v)**

Existing: No standard

Proposed: Flat roofs shall feature a parapet with varying heights. The variations in height shall coincide with wall plane articulation.

Commercial Pedestrian Accessibility

**Section 5.02(F)(6)(a)(iii)**

Existing: All internal pedestrian walkways shall be distinguished from driving surfaces through the use of special pavers, bricks, or scored concrete. The design characteristics of the internal pedestrian walkways shall continue when the walkway crosses driving surfaces.

Proposed: All internal pedestrian walkways shall be distinguished from driving surfaces through the use of ~~special~~ decorative pavers, bricks, or ~~scored~~ stamped and colored concrete/asphalt. ~~The design characteristics of the internal pedestrian walkways shall continue when the walkway crosses driving surfaces.~~

*Atty. Morelock suggested adding decorative in front of bricks.*

Street Lighting

**Section 5.02(F)(9) – Decorative Lighting**

Existing: Decorative lighting shall be required along CR 600 W. Decorative lighting shall also be required along Broadway, unless prohibited by INDOT. All standards set forth above shall apply where not in direct conflict with any other provision of this Ordinance. In the event that one or more of the following criteria conflicts with any other requirement of this Section, the more restrictive standard shall apply. (Refer to Appendix C, Lighting Specifications)

Proposed: Decorative lighting shall be required along CR 600 W and W. Broadway (unless prohibited by INDOT), in accordance with the design specifications detailed in Appendix C, Lighting Specifications. Town staff may approve alternative lighting if the overall design is consistent with the design and specifications of Appendix C. ~~Decorative lighting shall also be required along Broadway, unless prohibited by INDOT.~~ ~~All standards set forth above shall apply where not in direct conflict with any other provision of this Ordinance. In the event that one or more of the following criteria conflicts with any other requirement of this Section, the more restrictive standard shall apply. (Refer to Appendix C, Lighting Specifications)~~

*Mr. Strayer suggested having street traditional posts and leave it open for developments.*

**Section 5.02(F)(10)**

Existing: None

Proposed: All standards set forth above shall apply where not in direct conflict with any other provision of this Ordinance. In the event that one or more of the following criteria conflicts with any other requirement of this Section, the more restrictive standard shall apply.

Industrial Architecture

**Section 6.05(H)(2)**

Existing: All siding must be stone, brick, cement fiber board, integrally colored CMU, or E.I.F.S. Pre-cast concrete (must have integral color or embedded brick or stone). Buildings clad in metal may be permitted. All siding materials shall be submitted for review by the Architectural Review Committee.

Proposed: ~~All siding must be stone, brick, cement fiber board, integrally colored CMU, or E.I.F.S. Pre-cast concrete (must have integral color or embedded brick or stone). Buildings clad in metal may be permitted. All siding materials shall be submitted for review by the Architectural Review Committee.~~ Exterior siding shall be stone, brick, E.I.F.S., and/or pre-cast concrete (painted or pigmented).

**Section 6.05(H)(3)**

Existing: Each single tenant industrial establishment greater than 7,500 square feet shall have clearly defined, highly visible customer entrances wherein the primary customer entrance features no less than three of the following:

a) Canopies or porticos;

b) Overhangs;

c) Recesses/projections;

d) Arcades;

e) Raised corniced parapets over the door;

f) Peaked or gabled roof forms;

g) Arches;

h) Columns;

i) Awnings;

j) Sidelights, transoms width must equal door width;

k) Architectural details such as tile work and moldings which are integrated into the building structure and design;

l) Integral planters or wing walls that incorporate landscaped areas and/or places for sitting;

m) Enhanced exterior lighting, such as wall sconces, building mounted accent lights, or decorative pedestal lights;

n) Prominent 3-D entryway feature such as a clock tower or other similar architectural design element projecting from the plane of the main exterior walls by a minimum of eight feet and raised above the adjoining parapet wall or roof by a minimum of three feet.

Proposed: Each single tenant industrial establishment greater than 7,500 square feet shall have clearly defined, highly visible customer entrances wherein the primary customer entrance features ~~no less than three of~~ the following:

~~a) Canopies or porticos;~~

~~b) Overhangs;~~

c) Recesses/projections;

~~d) Arcades;~~

~~e) Raised corniced parapets over the door;~~

~~f) Peaked or gabled roof forms;~~

~~g) Arches;~~

~~h) Columns;~~

~~i) Awnings;~~

j) Sidelights, transoms width must equal door width;

k) ~~Architectural details such as tile work and moldings which are integrated into the building structure and design;~~ Embedded texture or reveal incorporated into the entrance design, featuring a complimentary accent color;

l) Integral planters or wing walls that incorporate landscaped areas ~~and/or places for sitting;~~

m) Enhanced exterior lighting, such as wall sconces, building mounted accent lights, or decorative pedestal lights;

~~n) Prominent 3-D entryway feature such as a clock tower or other similar architectural design element projecting from the plane of the main exterior walls by a minimum of eight feet and raised above the adjoining parapet wall or roof by a minimum of three feet.~~

**Section 6.05(H)(4)**

Existing: No Standard

Proposed: All pre-cast concrete must include embedded reveals on all elevations at standard intervals to create visual interest and reduce the massing of the wall plane. Each front elevation shall include at least one panel (or group of panels) that features a decorative embedded reveal that is not complimentary to the standard reveal. Panel and reveal design shall be approved by the Architectural Review Committee.

**Section 6.05(H)(5)**

Existing: No standard

Proposed: Each single tenant industrial establishment greater than 7,500 square feet shall have clearly defined, highly visible customer entrances wherein the primary customer entrance features no less than three of the following:

a) Canopies or porticos;

b) Overhangs or awnings;

~~c) Recesses/projections;~~

d) Arcades;

e) Raised corniced parapets over the door;

f) Peaked or gabled roof forms;

g) Arches;

h) Columns;

~~i) Awnings;~~

~~j) Sidelights, transoms width must equal door width;~~

~~k) Architectural details such as tile work and moldings which are integrated into the building structure and design;~~

~~l) Integral planters or wing walls that incorporate landscaped areas and/or places for sitting;~~

~~m) Enhanced exterior lighting, such as wall sconces, building mounted accent lights, or decorative pedestal lights;~~

n) Prominent 3-D entryway feature such as a clock tower or other similar architectural design element projecting from the plane of the main exterior walls by a minimum of eight feet and raised above the adjoining parapet wall or roof by a minimum of three feet.

*Mr. Strayer suggested removing “f) Peaked or gabled roof forms” and “*d) Arcades;”.

**Section 6.05(H)(6)**

Existing: No standard

Proposed: Front elevations shall feature a minimum of three colors. Other elevations visible from the public right-of-way shall feature a minimum of two colors.

Parking Standards

**Section 6.05(E)(5)**

Existing: Appendix D

Proposed: In progress.

**Section 6.05(M)**

Existing: No standard

Proposed: Commercial developments featuring a minimum of 50,000 square feet of restaurant, retail, office, commercial services, and/or combination thereof shall be required to feature a dedicated area for vehicular pick-up and drop-off of visitors to the development. This pick-up/drop-off area shall not impact other on-site vehicular circulation. A pick-up/drop-off area shall not be less than 20’ long and 8’ deep. Any adjacent curb shall meet ADA accessibility guidelines.

*Mr. Strayer suggested increasing 20’ to 40’.*

Home Occupation

**Section 4.14(M)**

Existing: No standard

Proposed: Home occupations which comply with the list below are permitted by a Home Occupation Permit and are not required to receive a Special Exception from the BZA.

1. Compliant with Section 4.14(C-L), and as further restricted below:
2. No signage
3. No on-site sales
4. No Operator/employee that is not an owner in the property
5. No storage or parking of business vehicles
6. No customer visits

**New Business from the floor – None**

**Announcements – None**

**Adjournment**

**There being no further business, meeting was adjourned.**