



## PLANNING & BUILDING

APRIL 2020



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8:00 am to 4:00 pm

### Quarterly Stats

April, May, June

New Residential:	65
Accessory:	51
Fence:	51
Total Permits:	220

### Upcoming

*All meetings are held in the Town Hall  
Council Chambers unless otherwise noted.*

Board of Zoning Appeals 6:30 p.m.  
8/5; 9/2; 10/7

Technical Advisory Committee 1:00 p.m.  
8/6; 9/3; 10/1

Architectural Review Committee 5:30 p.m.  
7/21; 8/18; 9/15

Plan Commission 6:30 p.m.  
7/21; 8/18; 9/15



### Census Update

Due to the Covid-19 Pandemic, the US Census Bureau delayed sending Census takers out and extended the time to self-report.

You can still respond online, over the phone, or by mail. It only takes about 10 minutes to complete. Census takers will begin to go to the homes of non-responders on August 11 (July 11 in a few select states).

Right now, McCordsville has a response rate of 74.4%. As a comparison, Fortville has a response rate of 70.1%, Greenfield has a response rate of 72.3%, and New Palestine has a response rate of 65.7%.

Responses to the Census helps to determine representation in our legislative bodies and funding for schools and hospitals.

### Question of the Month

**Q)** Do I need a permit for the my new patio?

**A)** The Planning & Building Departments has a patio approval process. For a patio approval, you should submit a plot plan showing where the patio will be and the dimensions. Staff will review the drawing to ensure the patio does not extend into the easement and that it is under the lot coverage requirement.

Staff generally does not inspect patios after installation. The exception to this is if the patio includes steps or if it is the precursor to a larger project that requires footings.

*Please contact the Planning & Building Department Staff with any questions!*

# Building Briefs

## Technical Advisory Committee

The Technical Advisory Committee met in May to review the Secondary plat for Gateway Crossing Senior Apartments and the Development Plans and Secondary Plats for both Meadows at Sagebrook and Pine Vail Estates.

The June and July meetings were cancelled due to a lack of agenda items.

The next meetings are scheduled for Aug. 6, Sep 3, and Oct 1. Please check our website for agendas and up to date information.

TAC is an eight-member committee that meets on the first Thursday of the month at 1:00 p.m. It will be held virtually unless otherwise noted. The purpose of the committee is to assist in the reviewing of development plans before submission to either the Plan Commission or the Board of Zoning Appeals. Meetings are open to the public.

## Board of Zoning Appeals

The Board of Zoning Appeals met in April, June and July to hear requests for variances and special exceptions. In April, the Board heard from two petitioners. The first, Star Financial Bank, requested to put an Interactive Teller Machine in prior to the primary structure being built. The request was approved with the expectation that Star Financial will meet specific conditions. The Board also approved a Variance requests for solar panels on the front of a residence, a new grain bin, and for a business moving into an existing building on Broadway.

The Board of Zoning Appeals is a statutory five-member board whose purpose is to conduct hearing and render decisions on appeal, variances, special exceptions, or changes of non-conforming uses and to hear other petitions deemed to fall within its purview. The BZA meets monthly on the first Wednesday of the month at 6:30 p.m. Meetings will be held virtually unless otherwise noted.

## Advisory Plan Commission

The Advisory Plan Commission met in March, May, and June to approve Primary Plats and Development Plans for Meadows at Sagebrook, McCord Pointe Amenity Area, Pine Vail Estates, and Gateway Senior Apartments. At the May meeting, the Commission also heard a rezoning request for a parcel on the north side of N. Railroad St, between CR 600 W and Depot St. The request was to rezone from R3 to Breedlove Dobbs PUD. The Commission voted to give a favorable recommendation to the Town Council.

At the June meeting, the Commission voted to approve a favorable recommendation to the Town Council to amend the Meadows at Sagebrook PUD. The PUD originally limited to parking to one side of the street only. The amendment allows parking on both sides of the street.

The Commission meets monthly on the third Tuesday at 6:30 p.m. It will be held virtually unless otherwise noted. The next meetings are scheduled for Jul 21, Aug 18, and Sep 15. The meetings will be cancelled if there are no items on the agenda. Please check our website for up to date information. Meetings are open to the public.

## Architectural Review Committee

The Architectural Review Committee met in March, May, and June to review new home models and elevations for Villages at Brookside and Stone Grove. The models were reviewed and placed on the anti-monotony matrix as needed.

The ARC is a five-member board that meets monthly on the third Tuesday of the month at 5:30 p.m. Meetings are open to the public and will be held virtually unless otherwise noted.

## The Planning and Building Department's Response to the COVID-19 Pandemic

McCordsville's Planning & Building Department had to make adjustments in how we conducted business while ensuring that the residential construction that was continuing was built to code. Town Hall closed for a few weeks, but we were able to quickly adjust to ensure that the work did not stop.

One of those ways was by holding all of our meetings virtually through the ZOOM app. Tonia Galbraith, Town Manager, purchased a subscription to the service so that all Town meetings could be held virtually. Planning & Building's first official virtual meeting was the April Board of Zoning Appeals! Even though some restrictions have been lifted, we are continuing to hold meetings both virtually and in-person.

We also implemented technology into our day-to-day work. The Governor's mandate classified home builders as essential workers, allowing construction to continue in McCordsville. However, the Planning & Building Staff were working from home. Staff devised a system that allowed the builders to "self-certify" their work with inspector oversight. We still required builders to request inspections and recorded them in our system. This allowed us to continue to track the construction step-by-step. Instead of our inspectors going out, the builders were required to complete a "self-certification form" and submit it along with pictures. This systems allowed us to monitor construction, even catching problems that we required the builders to correct before the inspection was marked as passed in our database.

Planning & Building staff greatly appreciate the support of our Boards and the flexibility Builders through this unprecedented time.



This newsletter is a Quarterly Publication of the Town of McCordsville Planning & Building Department.

If you have any questions or concerns, please contact us at:

Phone: (317) 335-3604

Email: [building@mccordsville.org](mailto:building@mccordsville.org)

The Town Hall will be closed on the following Holidays:

Sep. 7—Labor Day

Nov. 3—General Election Day

Nov. 11—Veteran's Day

Nov. 26-27—Thanksgiving

Dec. 24-25—Christmas