

DELPHI PLAN COMMISSION

Aug 21, 2023 – 6 PM

Second Floor, City Building, 201 S. Union Street

The oath of office was administered to Brian Garrison by Mayor Werling. President Sandy Flora opened the meeting at 6p.m.

Attendance:

PC Member	Present	Absent
Sandy Flora (P)	X	
Spencer Kingery (VP)		X
Christina Langsdorf (S)	X	
Dick Bradshaw	X	
Brian Garrison	X	
Jacob Grist	X	
Cody Nelson		X

As President Flora was unable to run the meeting due to a sore throat and VP Kingery was absent, the meeting was run by Secretary Christina Langsdorf. Introductions were made by members present.

The July 17, 2023, meeting minutes were reviewed. No additions or corrections were made. Dick Bradshaw made a motion to approve the July 17, 2023 minutes as presented. Second by Jacob Grist. Motion passed unanimously.

The agenda was reviewed, and no changes were made.

Old Business

1. The DPC considered the appointment of a citizen member to the Board of Zoning Appeals (BZA). Greg Norman is willing to be appointed as that member. Dr. Norman is a resident of Carroll County and owns the property in Delphi where his business is located.

Dick Bradshaw made a motion to appoint Greg Norman to the BZA. Second by Brian Garrison. Motion passed unanimously.

New Business

1. Public Hearing on Zoning Ordinance Amendment.

Secretary Langsdorf suspended the meeting of the DPC at 6:04pm and opened the public hearing on the proposed amendments as advertised in the August 9th issue of the Comet. Deb Luzier from GRW Engineers Inc. presented the proposed amendment to the City of Delphi's current Zoning Ordinance.

As it relates to Section 5 of the Central Business District Zoning, the proposed amendment would allow, as a special exception by the BZA, short term rentals above the first floor of a structure in accordance with Article 4, Section 21.

- Discussion of Support - none
- Discussion of Neutrality - none
- Discussion of Opposition - none
- Closing remarks by Staff – none

With no DPC discussion of the amendment, the public hearing was concluded at 6:06pm and the plan commission meeting was resumed. Dick Bradshaw made a motion to provide a favorable recommendation to the City Council regarding the proposed amendment to the current Zoning Ordinance. Sandy Flora provided the second. Motion passed unanimously.

2. Proposed Fee Schedule and Application Form Packets

Deb Luzier walked through the proposed application packet. The packet is a “one size fits all” application for the following:

- Development Plan – a review of any new construction, exterior alteration, relocation, demolition, occupancy, or change or expansion in use of a commercial, industrial, or certain residential uses (condominiums, multi-family, etc.).
- Zone Map Change – a change from one zoning district to another.
- Primary Plat – preliminary approval of a subdivision layout.
- Secondary Plat & Construction Drawings – final approval of a subdivision layout including detailed construction drawings.

Christina Langsdorf asked how the proposed fees compare to other Plan Commissions. Deb Luzier noted that she uses the same methodology for each community she consults. The fees are based on the estimated time required to review an application. An example of the hourly breakdown was in the board packet. If the review activities are performed by in-house employees (vs. a consultant) they may be slightly lower.

Dick Bradshaw asked when the DPC would review the application materials. Deb advised that once the complete application is filed a hearing date would be set for the DPC (or BZA if applicable). It was also noted that the Administrator can delegate review of an application.

Sandy Flora made the motion to adopt the proposed fee schedule and application packet. Second by Jacob Grist. The motion passed unanimously.

There was no new business from the floor and no announcements.

There being no other business, moved to adjourn made by Dick Bradshaw, second by Brian Garrison and the motion carried. The meeting was adjourned at 6:27p.m.

Christina Langsdorf, Secretary