



CICERO/JACKSON TOWNSHIP PLAN COMMISSION

PETITIONERS:

CICERO/JACKSON TOWNSHIP PLAN COMMISSION MINUTES 1/14/15

President Dan Strong called the January Session of the Cicero/Jackson Township Plan Commission meeting to order at 7:00 pm.

The members of the C/JT Plan Commission were present or absent as follows:

PRESENT: Dan Strong - President
Paul Vondersaar - Secretary
Tim Fonderoli
Dennis Schrumpf
Glen Schwartz
Steve Shields
Steve Zell
Kelleigh Fagan - Legal Counsel
Paul Munoz - C/JT Plan Director
Sally Mangas - Recorder

ABSENT: Eric Hayden
Christopher Lutz
John Culp - Legal Counsel

1. DECLARATION OF QUORUM:

President Dan Strong declared a quorum with 7 members present. President Strong introduced Glen Schwartz to the board; he is replacing Mark Thomas who had to step down due to other responsibilities. Mr. Schwartz will be representing the Township.

2. APPROVAL OF MINUTES:

Steve Zell made a motion to approve the 12/10/14 minutes as submitted and Tim Fonderoli seconded the motion. All members present were in favor.

3. OLD BUSINESS:

Mr. Munoz asked Ms. Fagan about the fact that Mr. Schwartz was replacing Mr. Thomas on the Planning Commission and Mr. Thomas was appointed by the Planning Commission to be their representative on the BZA. Since there are two members on the Plan Commission who are from the Township could they share in the role with the BZA or does it have to be a specific person. Ms. Fagan asked Mr. Munoz if he was



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asking if there could be substitute members from the Township since there is more than 1 on the Plan Commission to which Mr. Munoz acknowledged. Ms. Fagan went on to state that she was not sure if the code spoke to that and she would have to get back with him on it. Mr. Munoz stated that supposedly there is a 2011 Code that states that you can have an alternate member; he further stated that what they will have to do is make sure that either Mr. Schwartz or Mr. Vondersaar will have to be able to show up to the meetings. President Strong remarked that in that particular case 1 of them would have to be the primary and be designated to the BZA and the other would be the alternate. Mr. Munoz stated that Mr. Schwartz and Mr. Vondersaar could discuss who would like to take the role and then who the Plan Commission would like to appoint. President Strong stated that they would let them work that out with Mrs. Miller.

4. NEW BUSINESS:

Election of 2015 Officers

President Strong stated that they would need to make officer nominations tonight and fill the roles. Mr. Zell stated that he would like to make the nomination of Dan Strong continuing as the Plan Commission President...Mr. Munoz injected that appointments have not been made for the Plan Commission, BZA, Department Heads and several other Boards and Commissions so he believes they should table the election of officers until...President Strong remarked that there are terms and asked if they were going to be doing away with terms and reappointing people to the terms because each board member does have a term however there are some people up for new terms so they would need to either be reappointed or have someone else appointed; President Strong continued stating that some clarification needs to be given. Ms. Fagan stated that the appointments should occur in what is required by statute or in time for the election of officers here. Ms. Fagan went on to say that specifically for department heads if you are not reappointed you maintain that roll; this will be done before 60 days she stated.

Steve Zell made a motion to table the election of 2015 officers until the next monthly board meeting; Paul Vondersaar seconded the motion. All members present were in favor.

President Strong stated that those are tabled until further notice.

Zoning Ordinances Draft

A presentation was given by Aaron Kowalski an Urban Planner with RATIO Architects, Inc. (3 handouts attached)

Mr. Kowalski stated that he had discussed the standards and requirements of outdoor seating with Mr. Munoz and was including that within the Development Standards section of the ordinance; this was not in the previous version that had been handed out. Mr. Munoz stated that there are several new members now who were not present when the process started; he explained that the reason they are looking at this is because it had become apparent when looking through the ordinance books that not all of the zoning books matched or were current. While going through the books and trying to make copies in a format that would fit into the books it was realized that the format that they are currently in is a program that is no longer used. Also, the ordinances have not been updated since 2002/2003. Because of this it was decided that it was time to take a more comprehensive look at the ordinances and try to find a way to put them into a format where if we chose later on that there was an ordinance that we wanted to amend that we would have a program in our office



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that would allow us to do that; we are enacting a new resolution and adding pages to the book. Mr. Munoz continued stating that they had gone through the process and contracted with RATIO; there have been several steering committee meetings that led to several areas that they feel need to be updated. Everyone will now have brand new updated books and CD copies. Mr. Kowalski added that the current zoning map is only available in PDF and scan format and the working files that controlled that have been lost so a big part has been recreating the map and tweaking it. By making this change Mr. Munoz will now be able to work with the Hamilton County GIS department to get the zoning online .

Mr. Kowalski then began speaking about the Summary of Changes handout and walking through the Power Point presentation. There were 9 points to the summary beginning with **Updated Formatting and Table of Contents** changes. This involved numbering changes and layout changes using Chapter, Section, Sub Section, etc... Changes with **Article 4** Restaurant Uses in Neighborhood Districts in particular included restaurants allowing alcohol. Mr. Kowalski stated again that they had worked on the Zoning Map; which is **Article 6**. The Zoning Map is not part of this ordinance but will be adopted as a separate ordinance; it is in here for referencing purposes. The only zoning that actually changed is along State Road 19 coming into town, along US 31 to allow for some business and industrial uses, and adding in some Residential zoning to fill in some holes in Town that did not have any zoning. Mr. Munoz added that most of these changes came from conversations in dealing with the Comprehensive Plan. **Article 7 and 7.24** deal with Wind Energy Conversion Systems both small and large. They have tried to work in some flexibility for some of the smaller wind turbines and set some more standards for the larger turbines. Mr. Munoz stated that in speaking with the Town and the Township there is not a lot of interest in wind turbines so adjustments have been made in regards to setbacks from homes and stricter standards for wind turbine replacement and larger installations. Ms. Fagan remarked that when setting the setbacks from property lines/overhead lines/right of ways they need to clarify that that is from the most outside line/field. Outdoor Seating Standards; **Article 7.5**, Mr. Kowalski passed around a handout. There was discussion about the storage of outdoor seating during the winter months and clarifying how it should look if it is left outside during those months. President Strong also brought up the topic of outdoor seating in regards to restaurant's serving alcohol. Secretary Vondersaar discussed signage on the outdoor umbrellas. **Article 10** dealt with Sign Regulations. Mr. Kowalski stated that there was actually a lot of cleanup done in this chapter. They have modernized the language used, strengthened some of the signage standards for different districts, tried to organize and illustrate better, and group like things together making it more user friendly. Mr. Munoz explained that these changes will make it easier for people trying to start up businesses to get their signage if it falls along the new guidelines; they may not have to go in front of the Plan Commission but instead have the Planning Director be able to sign off on those applications that match the standards. Mr. Kowalski stated that **Article 14.7** deals with the Fee Schedule to which Mr. Munoz spoke about how to remove the Fee Schedule from the ordinances and that by doing this they would have more flexibility to be able to alter the Fee Schedules as they see fit on a year to year basis with only having to have a resolution. Mr. Munoz continued by stating that 1 of the options allows for the approval of changes by the Town Council and the Plan Commission to review and be revised on a yearly basis, the second option allows for administrative changes to it based on the Consumer Pricing Index to which a formula is involved. Mr. Munoz's recommendation is to remove the Fee Schedule from the Zoning Ordinances. President Strong also spoke about violations and including them in Article 14 to which Mr. Munoz spoke briefly about the violation process and changing it to violation ticketing. **Article 16** dealt with



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Definitions; these are questionable words that the Planning Department are asked about frequently. Wind Turbines will be added to this section along with Pods, Accessory Structures, Portable Structures, Pole Signs, Monument Signs, Façades, etc...

Mr. Kowalski stated that this pretty much summed up the updates however there are a number of things they now need to still address before moving this forward. He further stated that he would like to make these changes and get them out to everyone in the next 10 days. Mr. Munoz asked the board to get any questions or concerns back to him as quickly as possible so that they may be able to adopt this at the next meeting.

Comprehensive Plan

A presentation was given by K.K. Gerhart-Fritz, AICP with Planning Workshop, Inc. . (slide show presentation attached)

The purpose of the Comprehensive Plan is to set a public policy for the community; it is used as a guideline for future decision makers; 1 generation out or 20-25 years. The Plan includes Cicero's incorporated area and all of unincorporated Jackson Township. Cicero is actually sitting pretty well in comparison to other small rural towns across the country this can be credited to where we sit in Hamilton County and having Morse Reservoir. The population will be changing with more single person households; this is a national trend, an aging population, and a more diverse population. The community needs to aggressively market the Town to give the millennial and young families what they want which is a walkable, active community with a variety of housing types. The community input was gathered through a steering committee, an open house, focus groups, and a community survey. Some of the top reasons for living in Cicero were Quality of Life, Schools, Morse Reservoir, Rural Setting, Family, and Low Taxes. The most popular response for what Cicero should become was a Mixed Use Community. Residents want to encourage more Single Family Growth, and more Retail and Commercial Growth. When they were asked if they would pay more tax or user fees for more services it was an unsure response. The Community Goals were to Preserve the Lake Shoreline and Water Quality, Foster a Thriving Downtown, More Sidewalks and Walking/Biking Trails, Beautifying Downtown and Thoroughfares, Developers should pay to help with Road Improvements, and to Require Builders to incorporate more Green Practices with Future Development. There is a Vision Statement that the group came up with that guided the Plan; Cicero is recognized as a destination of choice for individuals and families in search of high quality recreational activities, personal growth and opportunities, and quality of life. The Steering Committee recommended a brand for Cicero; Small Time Living, Big Time Fun. There were several sets of goals set; Government Services & Amenities, Public Works & Transportation, Parks & Recreation, Tourism & Entertainment, Community Character, Economic Development, and Community Health. State Law guides Comprehensive Plans in Indiana; objectives for future development, policy for land use, and policy for development. This Plan contains an action plan which sets out responsibilities and timeframes.

The process for the Plan is to have a draft prepared, this tonight is the official Public Hearing that State Law requires, the Plan Commission will make a recommendation to the Town Council, and the Town Council will adopt it by a Resolution.



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Citizen's and Developers would use the Plan to look for a reasonable reassurance about what they can expect with the future direction of the community. The Plan Commission would use the Plan at any time we would be looking at a rezoning or when reviewing plans to make sure they match the vision of the Comprehensive Plan. Indiana State Law considers the Planning Commission to be the keepers of the Plan; making sure it gets done, gets updated, gets adopted, and is used. The Board of Zoning Appeals will also use the Plan when they hear Use Variance Requests. The Town Council would use the Plan when looking at rezoning, setting budgets, and considering services for the community.

An existing Land Use Study was conducted and Future Land Use Maps are included in hand drawn form at this time. They will become electronic computerized maps once they are in final form. The Future Land Use Map is a general guideline and not intended to have exact property lines. Most of the new development was pulled towards Cicero. The Steering Committee had 2 very different alternatives that they reviewed; 1 scenario allowed development throughout the Township, and another really concentrated the development to be on public water and sewer within Cicero when possible. The map that is included in the Plan is a combination of the 2 alternatives. This Map also includes a Park Plan; they worked with the County to try and link up with what they are doing.

There was discussion about the Downtown Overlay; this is an area they feel is critical for the heart and soul of the community. Special attention needs to be given to preserving what is there and having standards for new construction in that area. Infill Development and Redevelopment are key to the Plan. Several areas because of their visibility and location were selected as areas that really need to be further developed.

Development Strategies...direct residential development within Cicero where public water and sewer are available; annex property, extend street grid pattern when necessary but really try to funnel the major single family development into the Town limits. Required Conservation Subdivisions as the alternative to major subdivisions outside of the Town; these would have package plans. Promoting more senior citizen/empty nester housing; accessory housing such as an apartment above your garage or second entrance to your home for an apartment or mixed used buildings downtown with accessory housing. Strategies for the Commercial concentrate on the Downtown; historic preservation. Home Occupation and Small Business Development is the number 1 way jobs are being created in the country right now. Cottage industry to promote local products is another area to look at. Other ideas include Commercial Kitchens or Business Incubators. The Town needs to increase tourism related to Morse Reservoir; water quality issues and gaining control of key waterfront parcels. The Town needs to take advantage of tourism spillover from Grand Park and the Strawtown Kotewi Park; example being Bed and Breakfast locations. As for Industrial Development citizens are wanting clean, low impact, small scale industrial uses such as tool and die. The desire is to have outside storage screened. The locations chosen for industrial would be along State Road 19 south of Cicero or along US 31. The Parks Department is very important to the quality of life. The need to involve the schools, library, and Nickel Plate Arts for programming and promoting local artists. As in the last Comprehensive Plan this one also includes building a new Town Hall; multiuse facility. Preserving the Churches in Town is also important; even if they are not being used for worship. Several suggestions on how to improve the quality of development were also given.



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A Thoroughfare Plan was also developed. This classified the roads, sets, locations, right of ways; it also included trails, bicycle facility locations as well as it talked about transit and carpooling.

New Development concentrated on public water and sewer and set the highest priority on infill redevelopment/annexation and development in the Township is discouraged. Other new non residential development would be downtown/heart of the community, recreation, and tourism. Other Economic Development Opportunities would relate to the home and small businesses.

The Action Plan is where you find out what the highest priority items are. You also find out what the task is, what document is involved and who is responsible for the task. The highest priority items were grouped together and need to be completed in 1-3 years. The second priority are task that need to be accomplished in 4-7 years. The third priority are tasks that need to be accomplished in 8-10 years of adopting the Plan.

Mrs. Gerhart-Fritz stated that this Comprehensive Plan should be revisited every year. We need to look back at the year and see if we accomplished what we wanted to. Did the Plan work, are there tweaks that we need to make? This is the Cicero/Jackson Township Plan and it has to be ready to be implemented in a form that the Town/Township can do with people who are able to do it in a timeframe that works for the Town/Township.

Mr. Munoz spoke about how everyone wants to maintain the Small Town feel and character of Cicero and with the distance from I 69 and SR 37 we will probably not get major manufacturing or office complexes that would not fit in with our desire; however, becoming a destination community with smaller types of businesses and still allowing for light industrial and businesses that will service the residents will accomplish this. With the future growth and plans for the Strawtown Kotewi are our close proximity we need to market ourselves to draw from them. This can be accomplished with signage showing distance and amenities. This can also be used in reference to Grand Park in Westfield and drawing people to Cicero. Mr. Munoz concluded by stating that tourism can be a great economic development opportunity for the community if we market ourselves and do it right.

President Strong spoke about the Parks Department and how the Comprehensive Plan works very well with the future needs of the Parks Department; he also spoke about the Park Impact Fees, fees for maintaining the parks and future developments of the parks.

Mr. Zell asked if there would be an opportunity to get a copy of what Mrs. Gerhart-Fritz had presented to which she stated that she would email the presentation to Mr. Munoz.

Stephen Zell made a motion to open the public hearing on the Comprehensive Plan; Tim Fonderoli seconded the motion. All members present were in favor.

Chad Amos thanked everyone for all the time put into this project.



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Tim Fonderoli made a motion to close the public hearing; Paul Vondersaar seconded the motion. All members present were in favor.

Mr. Munoz stated that as the Plan Commission, as the BZA, or as the Town Council in making their decisions for future growth on any dockets that come in front of them these are the guidelines to look at to see if future growth is following along with what the Town had wanted.

President Strong stated that they are not prepared to move forward with the comments that Mr. Culp had made with a recommendation as far as the ordinances and everyone would like some time to absorb and look over it some more before next month's meeting...members were acknowledging this...Mr. Munoz stated that he has a Resolution ready so if next month they are in a position to move it forward...so we need to make a motion at this meeting to table it until next month so that we do not need to re-advertise.

Tim Fonderoli made a motion to table the Comprehensive Plan; Stephen Zell seconded the motion. All members present were in favor.

5. PLAN DIRECTORS REPORT:

Mr. Munoz stated that he will be emailing out what he has ready in reference to the End of the Year report by the end of the week. He stated that he is still waiting on the Clerk Treasurer Office to reconcile the books for 2014 so he can get the financial data. Mr. Munoz has the permit and variance numbers ready as well as this year he is adding in the projects that were worked on and their results.

6. PRESIDENTS REPORT:

President Strong stated that we have to be consistent in dealing with people. We need to either stick to the ordinances or amend the ordinances. This is in dealing with the timeliness of getting papers into the Planning Department for variance hearings. The board needs time to study the papers before arriving at the meeting so we must stick to the ordinances. This was brought up at last month's meeting by a couple of members so they need to discuss this issue. Secretary Vondersaar stated that paperwork must be submitted 30 days before a meeting; they have to stick to it, this will not only help Mr. Munoz but also the board. Mr. Zell stated that he agrees with Secretary Vondersaar, he likes to have the time to review the materials before the meeting. Mr. Zell continued stating that the bigger picture however is that they need to follow the ordinance. President Strong stated that he has spoken with Mr. Munoz about this and they just want to make sure that Mr. Munoz has the backing of the board to say we cannot put you on the docket or whatever because of the timelines and not having the paperwork turned in on time.

President Strong spoke about the elections at the next meeting and asked everyone to think about what they might like to do.

7. LEGAL COUNSEL REPORT:

None



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8. PUBLIC COMMENT:

None

9. COMMENTS FROM COMMISSION MEMBERS:

Mr. Fonderoli asked about the property on State Road 19 where the containers had been buried. Mr. Munoz stated that it is for private use; a wine cellar. Mr. Munoz continued stating that the design has a ventilation system, drainage system, and actually as you step down into it there is a patio with a couple of tables. He further stated that the owner is brewing his own home wine and beer for himself and he stores it in the containers to keep it cool. This was done on an Improvement Location permit based on the fact that he is not selling it. There is down the line a plan to expand his business next door onto that lot; the business is metal roofing for commercial/industrial use. He will be applying for a Land Use Variance for a combination building in the future.

10. NEXT PLAN COMMISSION MEETING:

February 11th, 2015 @ 7:00 p.m.

11. ADJOURNMENT:

Paul Vondersaar made a motion to adjourn and Tim Fonderoli seconded the motion. All members present were in favor and the meeting was adjourned at 9:25 pm.

Signature on Official Documents!

Dan Strong, 2014 C/JT Plan Commission - President

Paul Vondersaar, 2014 C/JT Plan Commission - Secretary

Sally Mangas, C/JT Plan Commission - Recorder

Date: _____

Location:
Cicero Town Hall
70 N Byron Street
Cicero, IN 46034