



**CICERO/JACKSON
TOWNSHIP
PLAN COMMISSION**

PC-0823-08-DC- Mural on Booker Building

Comp plan interviews 2023

Plan Commission Meeting Minutes

August 9th, 2023, 7:00 p.m.

Cicero Town Hall
70 North Byron Street
Cicero, IN 46034

Roll Call of Members

Present:

- Dan Strong
- Harrison Massone
- Eric Hayden
- Chris Lutz
- Marc Diller
- Dennis Schrupf
- Mark Thomas
- Jenna Majors
- Aaron Culp - Legal Counsel
- Frank Zawadzki - Plan Director
- Terri Strong - Recorder

Absent:

Corey Burkhardt

1. Declaration of Quorum:

President Strong declared a quorum with 8/9 members present.

2. Approval of Minutes:

President Strong discussed the Minutes from PC Meeting: July 12th, 2023, being incomplete due to recorder issues at end of meeting. Discussion on missing info.

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Additions to July 12th, 2023, minutes are as follows:

Mr. Hayden made motion to adjourn. Mr. Diller second. All present in favor.

Mr. Thomas made motion to approve minutes from July 12th, 2023, meeting as amended above. Mr. Schrupf second. All present in favor.

3. **Public Comment:** President Strong asked if any comments on items not on agenda, if so come forward to address the Board.
No public comment.
4. **Old Business:** None
5. **New Business:**

Docket# PC-0823-08-DC - Aesthetic Review

Petitioner: Carrie VanAlstine

99 W Jackson Street, Cicero, IN 46034

An Aesthetic Overlay District application has been submitted concerning a mural on the property.

Carrie VanAlstine 1060 Coral Drive, on behalf of the Our Town Cicero Mainstreet Association. Have been awarded the Art Installation Grant from Destination Indiana for \$10,000. Which would cover approximately 400 square feet for a mural. All funds would go to the muralist, OTC is just the advocate. Provided an example of the mural with a couple modifications, the muralist is not wanting to go further without this approval. More work will go into detail if approved. Part of the grant requirements is the work has to be completed by October 31, 2023. Will need scaffolding and 2-3 parking spaces to accommodate said scaffolding and to prevent overspray. Will not need the street to be blocked off.

President Strong stated for parking spaces, we would ask you to coordinate that with the police department. And work with Street department for blocking of sidewalks etc., if approved. Mrs. Majors questioned the aesthetics of the background, the red brick, white, red brick is distracting to the beautiful mural, any discussion to painting the whole wall. Mr. Lutz restated if understanding the question, the mural kind of gets drowned out by the white stripe that goes across the whole building. Mrs. VanAlstine stated there is no money in the budget to make changes to the whole building, it does include prepping the space but the whole amount goes to the muralist. President Strong stated the building owner is present if he would like to address the board and add anything.

Chris Elliott 99 E. Jackson—Concerning the white strip, tried to get it taken off during the façade project but didn't have any money for that. They did not test it for lead-based paint, that is why it was left. The paint changes how you can take it off. Mrs. Majors asked if there was any plan to test or to remove. Mr. Elliott commented he didn't think it could be pressure washed off. Mr. Zawadzki was clear in commenting that no if it is lead and washed down the system that would be bad. Discussion ensued on the overall look with the white strip, options to paint over and the plan the muralist has presented. President Strong asked that the possibility of painting the wall or the white strip to fresh be considered by OTC and the property owner. Mr. Hayden expressed concern for 10 years and the mural starts to chip. Mr. Elliott stated doesn't know a lot about the process but understands they use

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an epoxy to seal when completed. Mrs. VanAlstine added that OTC is required as part of the grant to maintain for 10 years. Mr. Lutz added the white is a distraction, questioned the right side and brick changes. Mrs. VanAlstine stated they would not be painting the electrical boxes. Discussion ensued. Mr. Elliott suggested adding clouds/balloons across the white strip, maybe partnering. Mr. Thomas verified that boxes cannot be painted.

Mr. Massonne made motion to approve Docket # PC-0823-08-DC as presented. Mrs. Majors second.

Mr. Diller-approve, Mr. Schrupf-approve, Mr. Thomas-approve, Mrs. Majors-approve, Mr. Massonne-approve, Mr. Hayden-approve, Mr. Lutz-approve, Mr. Strong-approve. Motion passed.

Mrs. VanAlstine questioned if she could get written approval for the muralist. President Strong stated quickest is for Mr. Zawadzki to have admin draft a letter of the motion. And reminded to contact police and street departments prior to work for assistance. President Strong thanked and appreciated any consideration to modifications for the white strip discussion.

Ahead of schedule will come back to Comp Plan interviews.

6. Plan Director's Report: Mr. Zawadzki summarized the information enclosed in the packets. July 2023 permits revenue of \$8965 with YTD of \$61765 compared to July 2022 of \$9926/136805 ytd. Down 961 for month and -\$75040 for year so far. Issued 28 building permits for the month, 26 in town limits, 4 of those new homes. Additionally, 2 in township with 1 being a new home. Estimated cost of \$2, 552, 669. Update from last month, IDEM audit complete with better than passing can continue to operate as we have. A few things dinged that are easily fixed.

Mr. Hayden thanked Mr. Strong for his assistance with the audit. President Strong acknowledged Mr. Cooper's assistance as well, and added that some training would be added, adjustments will be made due to changes with the county, however minor corrections overall.

Back to agenda: President Strong asked if the first group was ready to proceed. Set up commenced. Thanked the group for their interest in completing the RFP and explained that everyone on the Board received proposal to review prior. Explained 10 minutes to present with 15-20 for Q&A. Reminded the group to state name and address for the record.

Mike McBride VP with America StructurePoint started presentation with company team information and expressed the presentation would show the abilities to recreate be a realistic plan not just a vision.

Matt O'Rourke (?) Planning and Zoning area with America StructurePoint 9250 River Road Drive Indianapolis. Asked the group what the Board would like versus discussing the processes they use to create comprehensive plans.

Mr. Culp started, the attorney and always looking at things that can be reduced to ordinances. Questioned if there are challenges with the ordinances. Mr. Culp answered updating needed for some, 10-year differences, and impact due to growth. Mr. Massonne plan on being here for a while and want the town to be inviting and the plan to make sense for the growth that is to come. Questioned if concerns for growth. Mr. Massonne answered mixed zoning, and ordinances that are impacted with growth.

Mrs. Majors member of the community via family for generations. Want to work to preserve some of the things that make the community special/unique. Continue to grow, but preserve the things that make it unique, farmland, parks, roomy.

Mr. Lutz that is a consistent view of what residents and community are looking for. Question was, is it well known, or something needed. Mr. Lutz stated mixed bag, visionary thoughts that can be explored.

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Mr. Schrupf is looking for a plan with guidelines but with some flexibility. As things change can't scrap the whole plan, have to adapt.

Mr. Strong would like to see where we were and where we are today and capturing a vision of what the Cicero and Jackson Township residents want to see. Being able to use vision as a guiding principle for this Board to utilize, and able to use the information to update ordinances reviews.

Mr. Hayden wants something that keeps our old town history yet advances us civically & economically. Bringing the citizens in is important to know what they want to see in 10-15 years.

Mr. Thomas growth is coming our way, getting the locations right for what is where and the rules behind that. Being the township there is growth along the 31-276th corridor and controlling that growth while keeping Cicero the charming town feel.

Mr. Zawadzki stated he read the comments from the last comp plan survey, and others touched upon it, but heard more than anything else is: 1. Keep small town feel. 2. How to effectively control growth. No one said wanted growth, how would they feel now 10 years later.

Invited public comment:

Mrs. VanAlstine –agree with others, grow smart not just big, conscious of what has brought people here as well as kept them here.

Mr. O'Rourke this example shows our planning process how we gather information to get to themes. Hearing, growth, preserving character, plans that are actionable.

Phil Broth planner for 30 years. Land Use and Transportation planner by trade. Explained the group represents all levels of expertise. Vision to action involves educating of issues in the community, exploring options, and powering types of activities that drive community forward. Not always a linear journey to get to a plan. Ending with a list of actions to be implemented so document doesn't just sit on a shelf. Timelines listed as well as responsible individuals. Mr. Broth gave examples of how information is gathered from public by attending events/farmers markets etc. Use of website/QR code for engaging individuals that may not be available during meeting times. Also using Facebook for targeting for responses to surveys.

Mr. O'Rourke taking the information that is gathered all around the township and presenting it back in actionable form.

Example of DC district and how the pandemic may impact ordinances to make more general/not as specific.

David Poler VP utility structure. Make sure plans that are put together can be done from an infrastructure standpoint. Aging downtown sewer etc. Capacity of development. Make sure realistic.

Mr. O'Rourke shared information page as example of towns and areas that they have worked on. Speedway is one area.

Mr. McBride added that the Speedway project was an example of discovering preexisting elements of the town's character that resulted in economic gain.

Q&A

Mrs. Majors asked if could highlight industry awards that may have been received. Gentlemen shared several plans and engineering awards that have been received. As well as a recent award for implementation award, citing involvement from the beginning of the project and utilization of both sides of a project.

President Strong in your proposal didn't see the start to finish timeline. How long would you expect to be working on this project? A: Depends upon public engagement events, around 10-12 months is general timeline.

President Strong asked limited budget say \$50K, do you work with communities on how they can assist to save dollars, make budget more efficient. A: Certainly, that amount is a typical amount, depends upon the number of public engagement events we conduct, can offer up materials that staff can conduct, or online survey process. Comes down to time management.

Mr. Lutz who would this be assigned to, who is the go-to person. A: The people listed are the ones doing the work for the plan, project manager attends the events. The ones attending, no bait and switch.

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Mr. Lutz asked if done any other projects that would be similar, regarding our type of community, farmland. A: Zionsville was one area with the annexation of the townships. Currently Johnson County on ordinances. Liberty Township in Ohio, zoning is similar to here. Fulton County north of Kings Island, area is very similar and seeing massive movement. Lincoln County east of Columbus in dealing with waste and wastewater. New Haven near Ft. Wayne is another area similar in land.

Mr. Thomas on the infrastructure side, if you see a need or have a solution, do you make those recommendations. A: Absolutely, that is a part of the process. Water or road use can be used as a tool, capacity levels for infrastructure plan into control growth as you want it to be. Carmel experience was shared regarding the planning process and maintaining focus on the plan to have a walkable downtown and have the infrastructure to execute the plan.

Mr. Culp asked if copies of Zionsville and Liberty Township plans could be sent. A: Sure can. And added New Haven and Mount Vernon as similar.

To be sent to Mr. Zawadzki.

President Strong thanked the group for attending and sharing their plan process. Added decision would be expected to be made in the September timeframe.

Group one leaves.

President Strong explained to the Board, there are sheets to capture thoughts and propose listening to second group before discussion. Brief discussion among Board and previous developer of the Comp plan.

Group one arrives.

President Strong welcomed and discussed the flow.

Taylor Siefker Williams Design Group and Banning Engineering

Scott Siefker with Taylor Siefker Williams Design Group 10 S. New Jersey St. Indianapolis and

Haley Barge (?) with Taylor Siefker Williams Design Group-project manager

Joe Miller with Banning Engineering 853 Columbia Road 101 Plainfield IN

Mr. Siefker will walk through slides that go with materials presented. Comprehensive Plan discussion begins with dissecting the layers. Creating the blueprint for building/enhancing the community. Spend a lot of time talking to the community, wanting the local community to own the plan. Like to call a boutique firm, 15 people that work on planning communities, familiar with OCRA process if interested in that. Action orientated plans are goals. Do all different types of comprehensive planning.

Mr. Miller, we have about 55 employees with offices in Pendleton as well as Plainfield, focus on small communities. Unique issues due to size, financing and like as a company to work with to help succeed. Working with Sheridan and Hamilton County so have knowledge of Cicero.

Mr. Siefker passion for determining the unique issues and solutions. Approach is to bring resources together.

Ms. Barge bring fresh perspective to the group, some issues are obvious but other that may not be known. Most important is other local issues, what makes you unique and relating to development of plan. Can be tailored to community desires.

Process is three phase approach: Data collection, talking to community as well. Vision/goals recommendation. Phase three is implementation with detailed action plans. Educate and engage residents throughout the process. A lot of time creating fun creative approaches to talk to people where they are.

Mr. Siefker end of day want plan to give tools for implementation. Action items, fund recommendations, capacity needs. While everyone tends to like to go to brick and mortar things (easy to touch), there may be policies to implement or plans for marketing and promotion. Look as opportunity to dream, think big. Get the ideas on the table.

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Q&A

Mrs. Majors asked to hear further details on engagement and use of social media. What has been done in past? Examples.

A: Website for project, input tools, interactive map. Social media sometimes Facebook, with link to website. Building the audience timeline is short. Utilizing current if that is there and preferred. Candy grams at an event, texting response, festival balloons with logo of project.

Company website has tab for past/current projects that could also be checked out.

Mr. Lutz unique in Hamilton County last remaining cornfields, is there one example that would be most similar to our situation to review.

A: Examples handed out. Bargersville is one example. 6000 approx., interstate is gamechanger to strategies.

Mr. Lutz asked who is go to person. Mr. Siefker stated this group and he is lead, utilize members of staff as needed, engineering or design.

Mr. Thomas asked if have done many townships. Mr. Siefker stated the township/town relationship is unique but similar to town/county situations that have been done in past.

President Strong asked about dollars and cents, if we have a budget of \$50K, if your costs are higher is there opportunity to take on tasks that could stay within budget. And what typical costs for a Comp Plan are.

A: Approach is at that level, a good baseline for activities. If you want more engagement, there could be ala carte items to be added. Bargersville would be in that range. Zoning could be additional; outreach we would give "meeting in a box" that could be used by the town. Mapping is another task that could be assisted by a local person.

Mr. Massonne, what are the challenges with this size of community. Is it engagement? Answers from people

A: Engagement misconception means consensus. For them it is not about 100% for every idea. Hope to achieve, because of the process, they understand why elements made it to the board. Part of the job is to listen to people they may just want to be heard. Mr. Miller stated having people engaged is the biggest challenge.

President Strong questioned the timeline, packet indicated approx. 10 months, what happens at the end of the 10 months. How to make plan to come to life.

A: Plan adopted would be first, action plan with timeframes-identify easier things to help build momentum. Perhaps a special project that is identified but may take a while. Grant opportunities that may apply. Recommend an annual grading report card, to see impact or modifications that may need tweaking. Can participate in this if asked. Example given of Ellettsville and turning the plan steering committee into a task force meeting monthly, it is a separate contract.

President Strong thanked the group for coming and presenting. Our plan will be to take it under advisement and make a decision in the September timeframe.

Mr. Culp website should be able to get the plans for some of the communities discussed.

Group departs.

President Strong stated we had couple good companies to review and choose from, suggest time to review information and make decision at next meeting.

Mr. Hayden made motion to table the Comprehensive Plan discussion. Mr. Massonne second. All present in favor.

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7. **President's Report:** President Strong shared that have had member not attend very many meetings this year, and we are looking to replace Corey Burkhardt. Mr. Zawadzki shared missed four meetings and last three consecutively. Mr. Culp explained the process. By state law, if member misses three meetings consecutively the appointing group has right to remove from Board. President Strong stated research to review who appointed, however as members want to get feedback from this group. Discussion ensued, including overall attendance.
8. **Legal Counsel's Report:** No report.
9. **Board Member Comments:** Mr. Massonne stated time to go through the information will help to make a decision on the Plan. Mr. Lutz encouraged everyone to review the current plan. Mr. Hayden added the infrastructure conversations were interesting and looking at traffic flow is important. Mr. Thomas added the corridors are certainly different than they were 8 years ago. Limited access points, 236th and 276th, and 281 to 37 changing dramatically. The township and Arcadia growth impact to the overall plan even though focus was Cicero. Mr. Thomas shared that if 31 corridors doesn't get rules in place will bog down time of the Plan Commission. Mr. Lutz stated he heard twice in presentations that towns/county/communities/jurisdictions etc. controlled growth with utilities, and that is not our situation. Mrs. Majors expressed concern for annexation rules coming into play. As developers' ideas versus what we may want it to look like out at 31, and neighboring border to Westfield, potentially eroding Township. Mr. Thomas stated that would be another good question, how do we keep that from happening. Mrs. Majors expressed concern regarding needed fire station and the potential impact. President Strong added each community is discussing and exploring the options for the area. Mr. Thomas stated the corridor along 236th can be a main growth. President Strong stated knowing what we know now we are probably behind; the good news is we are getting it moving. Ordinances that may need adjusted, looking at districts that don't exist today and what they may look like are all part of this process. Mr. Hayden questioned Mr. Culp if one area annexed another who takes over the zoning. Mr. Culp answered the area annexed comes under the jurisdiction of the new town/body. Mrs. Majors expressed example of Arbor in Arcadia asking for the area to be annexed so Arcadia would have jurisdiction. Mr. Culp stated that was already under the Arcadia zoning-they have a two-mile radius around town. Discussion ensued on annexation and joining of areas.
10. **Next Planned Plan Commission Meeting:** September 13th, 2023
11. **Adjournment:** Mr. Schrupf made motion to adjourn. Mr. Thomas second. All present in favor.

President

Secretary

Date:

Location:

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