

**MINUTES**  
**CHURUBUSCO PLAN COMMISSION**  
**REGULAR MEETING**  
**OCTOBER 12, 2022**  
**6:30 p.m.**

**Boy Scout Building**  
**501 N. Krieger Drive**

**MEMBERS PRESENT**

Brandon Johnson  
Devin Keener  
Wayne Krider  
Vivian Sade  
Madalyn Sade-Bartl  
Brenda Saggars  
Pat Stanford  
Ashley Wagner

**MEMBERS ABSENT**

Mark Pepple

**STAFF**

Nathan Bilger

**ATTORNEY**

*Absent*

**AUDIENCE MEMBERS**

There were no members of the public in attendance at the meeting.

**CALL TO ORDER/ROLL CALL**

Ms. Sade-Bartl called the meeting to order at 6:32 p.m. Mr. Bilger read the roll call with members present and absent listed above.

**CONSIDERATION OF PREVIOUS MEETING MINUTES**

Mr. Stanford made a motion to accept the July 13, 2022, regular meeting minutes, as presented. Ms. Sade gave the second; motion passed, 8-0.

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

There was no new business.

**OTHER BUSINESS**

**1. Rules of Procedure**

Mr. Bilger reviewed the proposed Rules of Procedure with the Commission. He stated that the Rules would replace previous rules and would be comparable to the rules of the other Plan Commissions. He then highlighted following:

- There are rules for holding Executive Sessions, although they would be uncommon. Ms. Sade asked if there was an example. Mr. Bilger stated that plan commissions that hired their own employees would have executive sessions frequently. For this

Commission, he suggested that if a prospective business desired to meet to discuss development requirements prior to publicly announcing a decision to locate in town, that might qualify for an executive session. Usually, such meetings would be with staff, and executive sessions would be rare.

- Quorums would be explicitly five members, as that is the majority of the seats of the Commission. So even if there is a vacancy, the minimum number of members to conduct business would remain the same.
- Electronic meeting participation by members would be allowed, if electronic meetings would be conducted. Most of the rules matched the recently adopted state statute. Mr. Bilger stated that due to the nature of the cases, electronic member participation would not be allowed for a primary plat for a major subdivision, such as the new Turtle Meadows subdivision, or for changes to the zoning or subdivision ordinances or the Comprehensive Plan.
- Electronic participation by applicants would generally not be permitted, except in extenuating circumstances. Public participation would be possible.
- There would be cutoff times for hearings and meetings, at 9:30 p.m. and 10:30 p.m. Ms. Sade-Bartl asked if those times came from experience with the County. Mr. Bilger affirmed that was part of it, but it was also a general recommendation to set expectations. He noted that the rule could still be waived with the vote of the Commission at the meeting.
- Interested parties would be defined as surrounding property owners within two property ownerships or 660' of a subject property, whichever is satisfied first. Mailed notice would be by certified mail or certificate of mailing; typically, certificate of mailing would be used since regular first class mail is cheaper. On-site notice signs would also be required. Mr. Stanford asked what the signs would include. Mr. Bilger stated that the signs indicated the date of the hearing, case number, type of case, and contact information for the Department.
- Continuances and voting on motions were clarified. He stated that members should vote on cases, but if they felt it necessary to abstain from a vote, they should always state why they were abstaining.
- Executive Committee membership would be defined. As previously, it was expected that the Commission as a whole would be the Committee. Additionally, a Technical Review Committee would be established, primarily to review subdivision plats, and that would need some members appointed at the beginning of each year.

Mr. Bilger concluded by asking that if the Commission approved the Rules of Procedure, an effective date would be needed.

Mr. Krider made a motion to approve the Rules of Procedure as presented, with an effective date of November 1, 2022. Mr. Stanford gave the second; motion passed, 8-0.

## **2. 2023 meeting calendar**

Mr. Bilger presented proposed meeting dates for 2023, noting that the June dates would be shifted due to Turtle Days. After discussion, the Commission felt that the date should remain the same as normally scheduled, but the location moved to Town Hall.

Mr. Bilger also presented the concept of holding scheduled training sessions for the Plan Commissions and BZAs. He suggested this could be done on fifth Mondays. For 2023, the fifth Mondays would be January 30, May 29, July 31, and October 30, but May would be excluded due to Memorial Day. The Commission discussed topics, locations, and times.

Mr. Bilger said that this would be somewhat experimental, so things could change.

Mr. Johnson suggested that if the sessions could be recorded, that would be helpful since he would be working Monday evenings. Mr. Bilger stated that they could be, and the Government Center already had video equipment. The Commission felt that scheduling training sessions was a good idea, and they would try to attend.

Ms. Sade made a motion to approve the 2023 meeting schedule as presented, with the June meeting changed to June 14. Ms. Saggars gave the second; motion passed, 8-0.

## **ADJOURNMENT**

There being no further business, Mr. Stanford made a motion to adjourn; Mr. Krider gave the second, and the meeting was adjourned at 7:04 p.m.