



CITY OF WESTFIELD, IN
Board of Zoning Appeals Meeting Agenda

BOARD OR COMMISSION: Board of Zoning Appeals Meeting
MEETING DATE: Tuesday, July 8, 2025 at 7:00 PM
MEETING PLACE: Westfield City Hall - Assembly Room

THE FOLLOWING AGENDA IS SUBJECT TO CHANGE AT THE DISCRETION OF BOARD OF ZONING APPEALS

Mark Keen, Chairman | Advisory Plan Commission Appointed | 2-year term | 1/6/25-1/4/27
William Bunkowfst, Vice Chairman | Mayoral Appointed | 4-year term | 1/1/24-1/3/28
Jeff Boller, Pro-Tempore | Mayoral Appointed | 4-year term | 1/4/22-1/5/26
Larry Clarino | Mayoral Appointed | 4-year term | 1/5/21-1/6/25
Jacob Plummer | Council Appointed | 4-year term | 1/3/23-1/4/27

Public input can be submitted in 1 of 2 ways:

- Submit comments via email to planners@westfield.in.gov (Include petition number in the subject line.)
- Attend the meeting at Westfield City Hall for an opportunity to participate and publicly comment on a public hearing.

OPENING OF REGULAR MEETING

Note the presence of a quorum

Approval of Minutes - June 10, 2025

Review Rules of Procedure

ITEMS OF BUSINESS

2507-VS-09 [PUBLIC HEARING]

720 Liberty Drive

Cornerstone Bible Church by Coots, Henke & Wheeler, P.C.

The Petitioner requests a Variance of Development Standard to increase the maximum building height from twenty-five (25) feet to thirty-three (33) feet to accommodate the expansion of an existing Religious Institution on 4.1 acres +/- in the SF-3: Medium Density District (Article 4.6(G)).

(Planner: Daine Crabtree – Dcrabtree@westfield.in.gov)

REPORTS/COMMENTS

Plan Commission Liaison

Economic and Community Development Department

ADJOURNMENT

Adjourn



OPENING OF REGULAR MEETING

[YouTube Time: 0:00](#)

[Online viewable](#)

Note the presence of a quorum

BZA Members Present In-Person: Billy Bunkowfst, Jake Plummer, Larry Clarino, Jeff Boller, Mark Keen.

BZA Members Present Virtually: None.

BZA Members Absent: None.

City Staff Present In-Person: Daine Crabtree, Current Planning Manager; Kevin Todd, Community Development Director.

City Staff Present Virtually: None.

Legal Counsel Present In-Person: Blake Burgan with Taft Stettinius & Hollister LLP.

Approval of Minutes - February 11, 2025 & May 13, 2025

Motion: Approve

By: William Bunkowfst

Seconded: Jeff Boller

Yes: None

No: None

Abstain: None

Motion Determination: Passed

Review Rules of Procedure

Rules and procedures were suspended due to petitioner's withdrawal.

ITEMS OF BUSINESS

2504-VS-06 [ADOPTION OF FINDINGS OF FACT]

720 Liberty Drive

Cornerstone Bible Church by KJG Architecture, Inc.

Request by the Petitioner to withdraw petition 2504-VS-06 and for the Board to suspend Rules of Procedure, Articles XI(1) and (4) so that the Board is not required to adopt Findings of Fact for petition 2504-VS-06 and so that the Petitioner may file a new petition within six (6) months after the date of the Board's decision.

(Planner: Daine Crabtree – dcrabtree@westfield.in.gov)

[YouTube Time: 0:47](#)

BZA comments / Staff responses.

Motion: Approve to suspend rules of procedure, article 11.1

By: Larry Clarino

Seconded: Jeff Boller

Yes: William Bunkowfst, Jake Plummer, Jeff Boller, Larry Clarino, Mark Keen

No: None

Abstain: None

Motion Determination: Passed

Motion: Approve to suspend rules of procedure, article 11.4

By: Jake Plummer

Seconded: Larry Clarino

Yes: William Bunkowfst, Jake Plummer, Jeff Boller, Larry Clarino, Mark Keen

No: None

Abstain: None

Motion Determination: Passed

ITEMS CONTINUED TO A FUTURE MEETING

REPORTS/COMMENTS

Plan Commission Liaison

Community Development Department

ADJOURNMENT

Adjourn

Motion: Adjourn

By: Jeff Boller

Seconded: William Bunkowfst

Yes: William Bunkowfst, Jake Plummer, Jeff Boller, Larry Clarino, Mark Keen

No: None

Abstain: None

Motion Determination: Passed



Petition Number: 2507-VS-09

Subject Site Address: 720 Liberty Drive (the “Property”)

Petitioner: Cornerstone Bible Church by Coots, Henke & Wheeler, P.C. (the “Petitioner”)

Request: The Petitioner requests a Variance of Development Standard to increase the maximum building height from 25 feet to 33 feet to accommodate the expansion of an existing Religious Institution use on 4.1 acres +/- in the SF-3: Single-Family Medium Density District

Current Zoning: SF-3: Single-Family Medium Density

Current Land Use: Institutional

Approximate Acreage: 4.1 acres +/-

Exhibits:

1. Staff Report
2. Location Map
3. Building Elevation Comparison
4. Expansion Site Plan
5. CBC & Centennial HOA Meeting Summary

Staff Reviewer: Daine Crabtree, Current Planning Manager

PROPERTY INFORMATION & BACKGROUND

The subject Property is 4.1 acres +/- in size and located at 720 Liberty Drive, as seen in the Location Map ([Exhibit 2](#)). The Property’s zoning classification is the SF-3: Single-Family Medium Density District.

Cornerstone Bible Church was before the BZA (the “Board”) at the [May 13, 2025](#), meeting with the same variance request as before the Board with petition 2507-VS-09, which was denied by the Board with a 4-1 vote.

Cornerstone Bible Church came before the Board at the [June 10, 2025](#) meeting with a request to suspend two (2) BZA rules and subsequently withdraw petition 2504-VS-06. The rules that were requested to be suspended were:

1. That the Board shall make written findings of fact for all petitions heard (Article XI(1)), and
2. That a petition that has been withdrawn by the petitioner or a petition that has received an adverse decision shall not be placed on the docket for consideration until six (6) months after the date of the decision (Article XI(4)).



The Board voted unanimously to approve the aforementioned two (2) rule suspensions and the Petitioner formally requested to withdraw petition 2504-VS-06 with the Community Development Department.

With the rule suspensions granted and petition 2504-VS-06 formally withdrawn, the Petitioner subsequently filed an application for a Variance of Development Standard with the Community Development Department, docketed as 2507-VS-09, which is the item before the Board at its July 8, 2025, meeting.

REQUEST FOR VARIANCE

The Maximum Building Height standard for SF-3 zoned properties set forth in Article 4.6 of the Westfield-Washington Unified Development Ordinance (UDO) is 25 feet. For gable roofs, as proposed, the building height is measured from ground level to the mean height between eaves and ridges. The building the Petitioner desires to develop (see page 2 of **Exhibit 3**) is proposed to be greater in height than currently permitted.

Exhibit 3, Building Elevation Comparison, has been modified since the May 13, 2025, BZA meeting. This exhibit now includes building elevations that would be compliant with existing SF-3 zoning (page 1 of Exhibit 3) as well as those that the Petitioner is seeking to build in the event the Variance of Development Standard is granted (page 2 of Exhibit 3).

Per Article 6.6 of the UDO, Building Height Standards, church steeples are exempt from this standard in all zoning districts. As such, the steeple height shown within both pages of Exhibit 3 is permitted.

For additional context, per Article 6.6, Building Height, of the UDO, in Single-Family Districts in which Building Height is limited to twenty-five (25) feet, a Dwelling may be increased in height not to exceed thirty-five (35) feet provided Side Yard setbacks are increased an additional one (1) foot for each foot such building exceeds twenty-five (25) feet in height. As such, if this were a residential structure, the proposed structure would be permitted by-right and no variance would be needed.

This petition is scheduled for a public hearing at the July 8, 2025, Board of Zoning Appeals (BZA) meeting.

PROCEDURAL

Public Notice: The Board of Zoning Appeals is required to hold a public hearing on its consideration of a Variance of Development Standard. This petition will receive its public hearing at the July 8, 2025, Board of Zoning Appeals meeting. Notice of the public hearing was properly advertised in accordance with Indiana law and the Board of Zoning Appeals' Rules of Procedure.



Conditions: The UDO and Indiana law provide that the Board of Zoning Appeals may impose reasonable conditions and limitations concerning use, construction, character, location, landscaping, screening, and other matters relating to the purposes and objectives of the UDO upon any Lot benefitted by variance as may be necessary or appropriate to prevent or minimize adverse effects upon other property and improvements in the vicinity of the subject Lot or upon public facilities and services. Such conditions shall be expressly set forth in the order granting the variance.

Acknowledgment of the Variance: If the Board of Zoning Appeals approves this petition, then the UDO requires the approval of the variance shall be memorialized in an acknowledgment of variance instrument prepared by Department. The acknowledgment shall: (i) specify the granted variance and any commitments made or conditions imposed in granting of the variance; (ii) be signed by the Director, Property Owner and Applicant (if Applicant is different than the Property Owner); and (iii) be recorded against the subject property in the Office of the Recorder of Hamilton County, Indiana. A copy of the recorded acknowledgment shall be provided to the Department prior to the issuance of any subsequent permit or commencement of uses pursuant to the granted variance.

Variances of Development Standard: The Board of Zoning Appeals shall approve or deny variances from the development standards (such as height, bulk, or area) of the underlying zoning ordinance. A variance may be approved under Indiana Code § 36-7-4-918.5 only upon a determination in writing that:

- 1. The approval will not be injurious to the public health, safety, morals, and general welfare of the community;**
- 2. The use and value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner; and**
- 3. The strict application of the terms of the zoning ordinance will result in practical difficulties in the use of the subject property.**

COMPREHENSIVE PLAN

The Westfield-Washington Township Comprehensive Plan (The “Plan”) identifies the property within the “Existing Suburban” land use classification¹. The vision for the Suburban Residential

¹ Page 24 of the Westfield and Washington Township Comprehensive Plan; Chapter 2; Land Use Plan: Land Use Classifications and Development Policies.



classification is contemplated for future residential growth of the community, generally to the west and north of the Existing Suburban area.²

The Existing Suburban classification is designed to accommodate detached dwellings, attached dwellings, institutional uses, and recreational uses³. The Plan also contemplates Existing Suburban to:

- Ensure that new development occurs in a way that it is contiguous with existing development:
- Prevent monotony of design and color. Recognize that quality in design applies not just to individual homes, but to the collective impact of an entire development:
- Encourage a diverse range of homes styles in individual subdivisions, using innovative architecture of a character appropriate to Westfield, and:
- Emphasize connectivity between subdivisions, and avoid creating isolated islands of development.

DEPARTMENT COMMENTS

If the Board is inclined to approve 2507-VS-09, The Department recommends the following findings and conditions:

Recommended Findings for Variance of Development Standard (2507-VS-09):

1) *The approval will not be injurious to the public health, safety, morals, and general welfare of the community:*

Finding: It is unlikely that approving the requested variance would be injurious to the public health, safety, morals, and general welfare of the community because the existing use is permitted; additionally, because the use of the property is non-residential, the ability to increase building height is limited in a way that is not if it were residential. If the structure on the Property were residential, the proposed variance would not be necessary.

² Page 38 of the Westfield and Washington Township Comprehensive Plan; Chapter 2; Land Use Plan: Background.

³ Pages 38-39 of the Westfield and Washington Township Comprehensive Plan; Chapter 2; Land Use Plan; New Suburban.



- 2) ***The use and value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner:***

Finding: It is unlikely the use and value of adjacent property will be affected in a substantially adverse manner. The proposed variance should not have a negative impact on adjacent surrounding properties because the use of the Property, permitted by-right, will not change.

- 3) ***The strict application of the terms of the zoning ordinance will result in practical difficulties in the use of the subject property.***

Finding: Strict application of the zoning ordinance would result in a sanctuary inefficient to seat its members. Because of the sloped roofs, which maintain the architectural style of the building and surrounding buildings, the size of the building footprint needed increases the roof height needed.

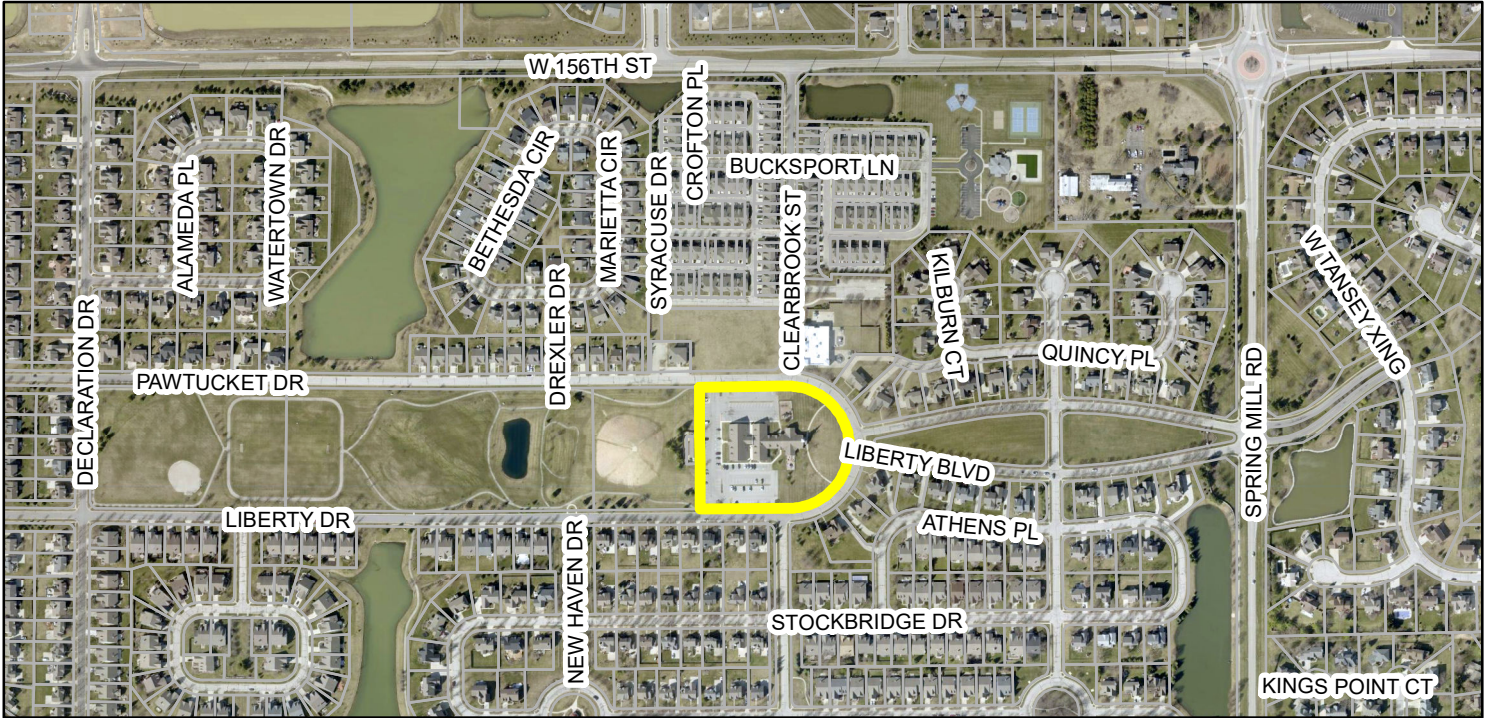
Recommended Conditions:

- That the Property be developed in substantial compliance with page 2 of the Building Elevation Comparison exhibit (**Exhibit 3**).
- That the Petitioner record an acknowledgement of this approval with the Hamilton County Recorder's Office and return a copy of the recorded instrument to the Community Development Department

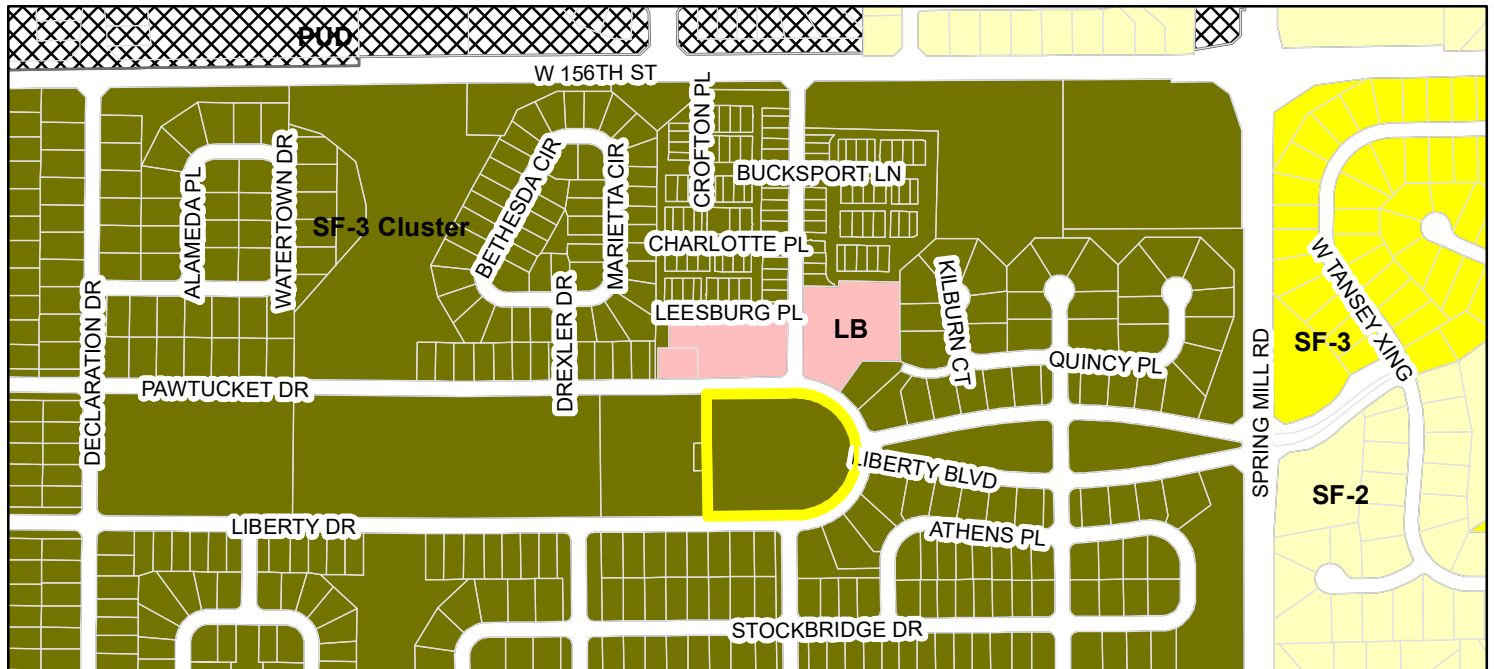
Denial: If the Board is inclined to reject or deny the Variance of Development Standard, then the Department recommends denying the Variance of Development Standard, and then tabling the adoption of findings until the Board's next meeting with direction to the Department to prepare the findings pursuant to the public hearing evidence and Board discussion.

Aerial Location Map

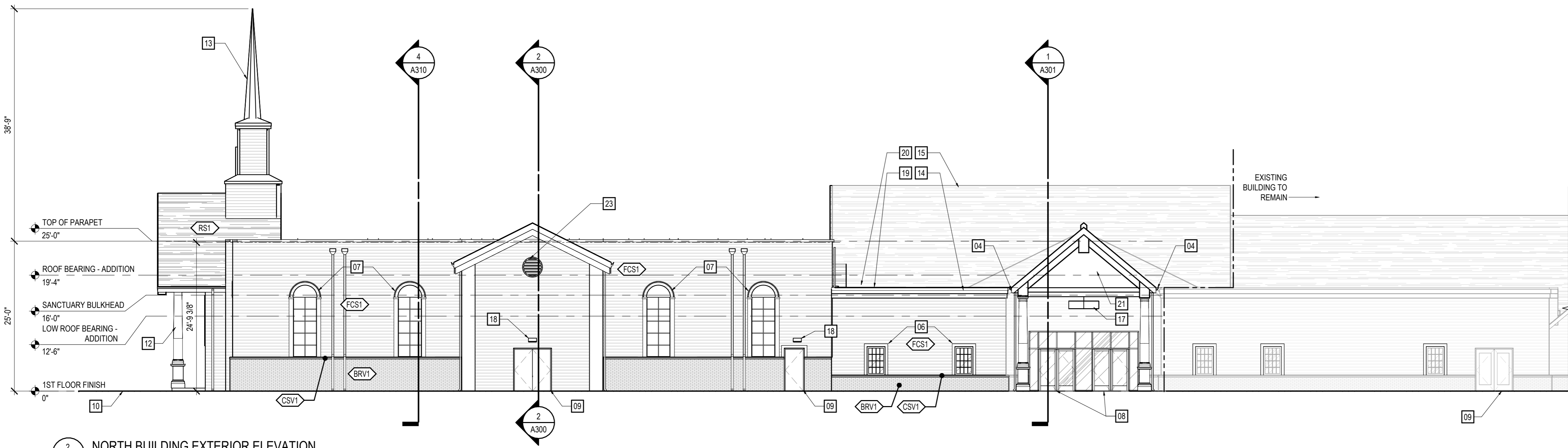
Site



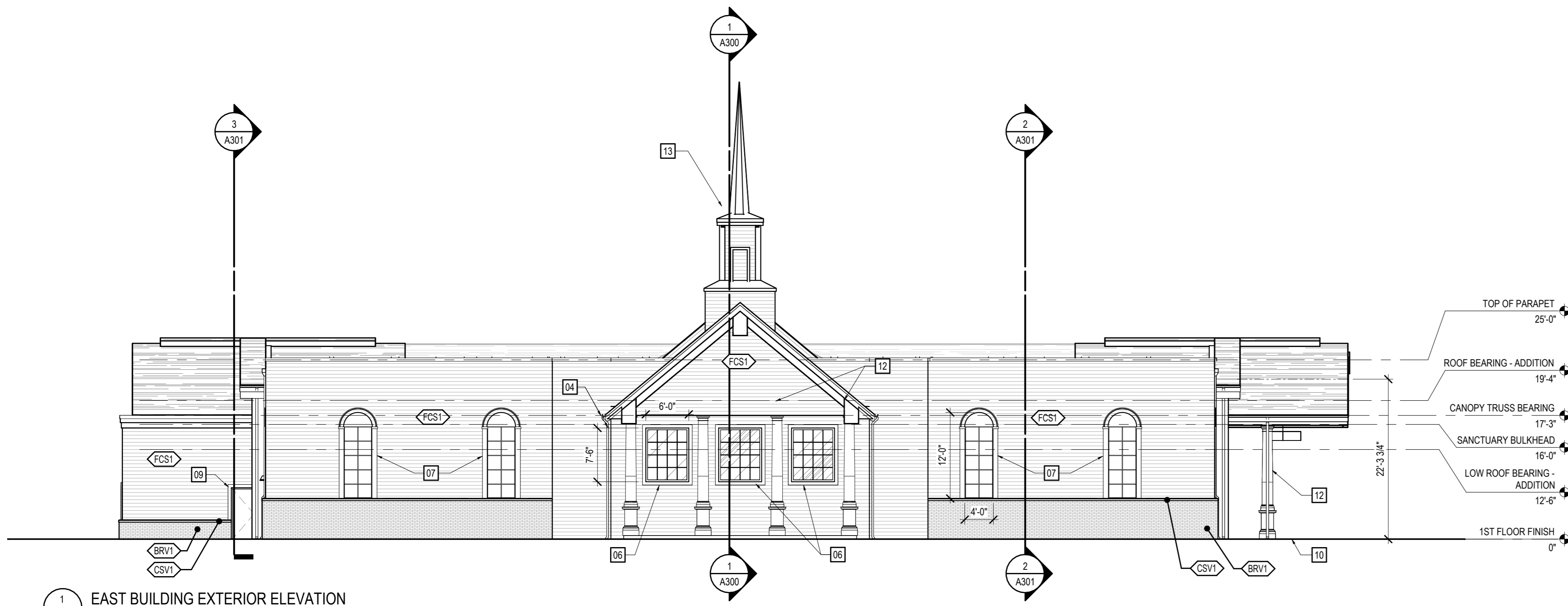
Zoning Map



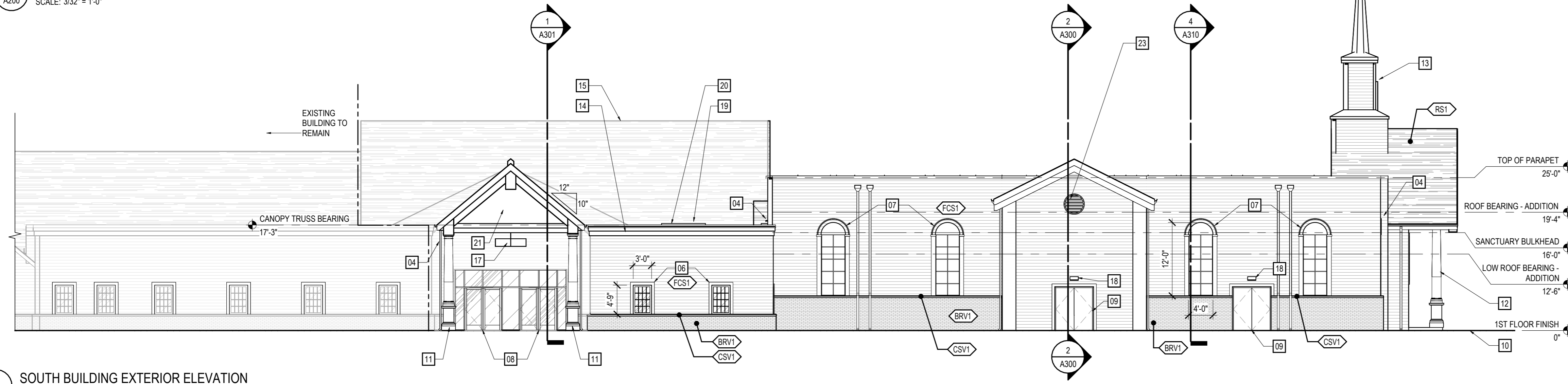
- Parcel selection
- Parcel
- Zoning - All**
- Zoning**
- LB (Local Business)
- PUD (Planned Unit Development)
- SF-2 (Single Family - 2)
- SF-3 (Single Family - 3)
- SF-3 Cluster



2 NORTH BUILDING EXTERIOR ELEVATION
SCALE: 3/32" = 1'-0"

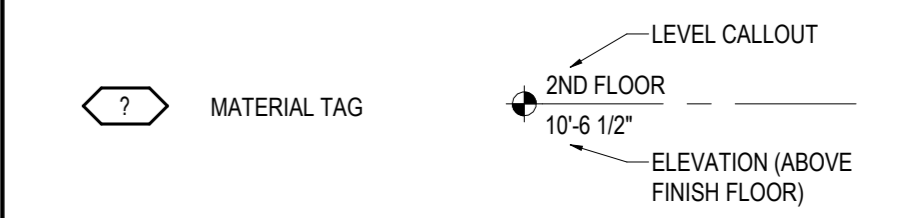


1 EAST BUILDING EXTERIOR ELEVATION
SCALE: 3/32" = 1'-0"



3 SOUTH BUILDING EXTERIOR ELEVATION
SCALE: 3/32" = 1'-0"

EXTERIOR ELEVATION LEGEND



GENERAL EXTERIOR ELEVATION NOTES

- A. DO NOT SCALE DRAWINGS. USE ONLY WRITTEN DIMENSIONS. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THAT ALL DIMENSIONS OF THE PROPOSED STRUCTURE ARE CORRECT BEFORE BEGINNING WORK.
- B. ALL DIMENSIONS SHALL BE FIELD VERIFIED.
- C. ALL WORK SHALL BE COMPLETED IN STRICT ACCORDANCE WITH ALL APPLICABLE CODES.
- D. COLOR AND TEXTURE OF MATERIAL, IF NOT INDICATED, SHALL BE APPROVED BY THE OWNER AND THE ARCHITECT PRIOR TO INSTALLATION.
- E. COORDINATE FINAL GRADE LINES WITH THE CIVIL ENGINEER'S SITE FINISHED GRADES FOR ELEVATIONS AND LOCATIONS OF BRICK LEDGES, VENTS, BOTTOM OF FOOTERS, STEPS, AND RAMPS, ETC.
- F. PRODUCT MANUFACTURER LISTED ON DRAWINGS ARE DETERMINED TO BE FOR BASIS OF DESIGN.
- G. FIELD VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS FOR ACCURACY.

EXTERIOR ELEVATION KEYNOTES

- KEY**
- 01 ARCHITECTURAL SHINGLE ROOFING. SEE EXTERIOR FINISH INDEX FOR COLOR
 - 02 CONTINUOUS RIDGE VENT. FINISH TO MATCH ADJACENT ROOFING
 - 03 FASCIA PROFILE TO MATCH EXISTING. SEE EXTERIOR FINISH INDEX FOR COLOR
 - 04 CONTINUOUS ALUMINUM 5" K-STYLE PROFILE GUTTER SYSTEM. COLOR TO MATCH FASCIA
 - 05 RECTANGULAR ALUMINUM DOWNSPOUT WITH BOOT. SEE EXTERIOR FINISH INDEX FOR COLOR
 - 06 RESIDENTIAL STYLE WINDOWS WITH MULLIONS AND 2X6 CASTING TRIM. SEE SHEET A600 FOR DETAILS
 - 07 RESIDENTIAL STYLE WINDOWS WITH CLEAR GLASS, MULLIONS AND TRIM-OPERABLE BLACKOUT SHADES ON INTERIOR. SEE SHEET A600 FOR DETAILS
 - 08 ALUMINUM STOREFRONT WINDOW/DOOR. SEE EXTERIOR FINISH SCHEDULE AND SHEET A600 FOR DETAILS
 - 09 NEW DOOR AND TRIM. SEE A600 SERIES FOR DETAILS
 - 10 APPROXIMATE GRADE, SIDEWALK, OR ASPHALT. ALLOW FOR PROPER FLASHING AT BUILDING AND PROVIDE POSITIVE SLOPE AWAY FROM THE BUILDING. SEE CIVIL
 - 11 BRICK WRAPPED COLUMN WITH CAST STONE CAP. SEE SHEET ___ FOR DETAILS
 - 12 COLUMN WRAP AT STEEL COLUMN. SEE SHEET ___ FOR DETAILS
 - 13 PRE-ENGINEERED CHURCH STEEPLE
 - 14 VARIES
 - 15 EXISTING ROOF TO REMAIN
 - 16 EXISTING CANOPY
 - 17 EXTERIOR RATED PENDANT LIGHT. SEE ELECTRICAL
 - 18 WALL PACK. SEE ELECTRICAL
 - 19 20 OR 25 TON RTU. SEE SHEET A120 FOR PLACEMENT. SEE M SERIES FOR DETAILS
 - 20 ROOF ACCESS HATCH. SEE SHEET A120 FOR PLACEMENT
 - 21 CEMENT BOARD WRAPPED CANOPY STRUCTURE
 - 22 RECTANGULAR ALUMINUM DOWNSPOUT WITH BOOT. SEE EXTERIOR FINISH INDEX FOR COLOR
 - 23 DECORATIVE ROUND LOUVER



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MASTER EXTERIOR FINISH INDEX

MARK	MATERIAL	MFR.	COLOR / FINISH
EXTERIOR MASONRY FINISHES			
BRV1	BRICK VENEER	TBD	TO MATCH EXISTING
CSV1	CAST STONE VENEER		TO MATCH EXISTING
EXTERIOR METAL FINISHES			
AGD1	ALUMINUM GUTTER & DOWNSPOUT SYSTEM		COLOR: TO MATCH WHITE FASCIA BOARD AND LAP SIDING
EXTERIOR CLADDING FINISHES			
FCT1	FIBER CEMENT TRIM		
FCS1	FIBER CEMENT SIDING		TO MATCH VS1
FCS2	FIBER CEMENT SIDING WITH REVEALS		TO MATCH VS1
VS1	VINYL SIDING WITH 6" EDGE TRIM		TO MATCH EXISTING
EXTERIOR ROOFING FINISHES			
RS1	ARCHITECTURAL ROOF SHINGLES		TO MATCH EXISTING
VF1	VINYL FASCIA		TO MATCH EXISTING
RM1	ROOFING MEMBRANE		
MISCELLANEOUS			
ANO1	PREFINISHED ALUMINUM ANODIZED FINISH		TO MATCH EXISTING
PNT1	EXTERIOR DOOR PAINT		TO MATCH EXISTING

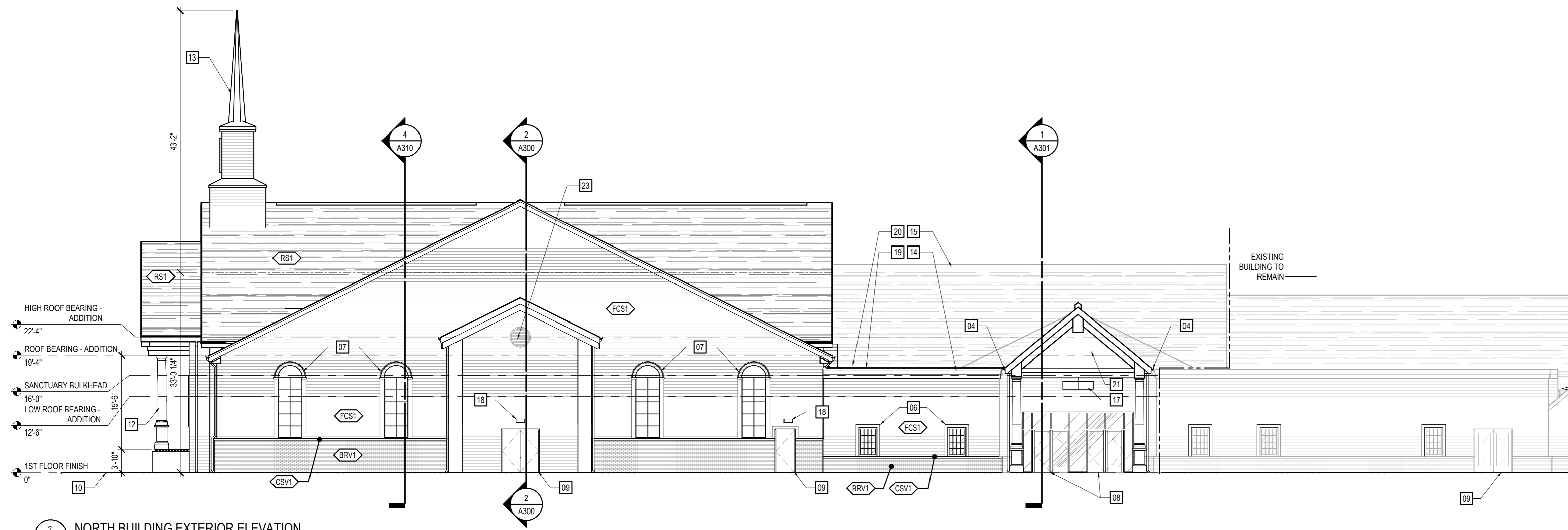
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EXTERIOR ELEVATIONS
BUILDING ADDITION AND RENOVATION
CORNERSTONE BIBLE CHURCH
720 LIBERTY DRIVE
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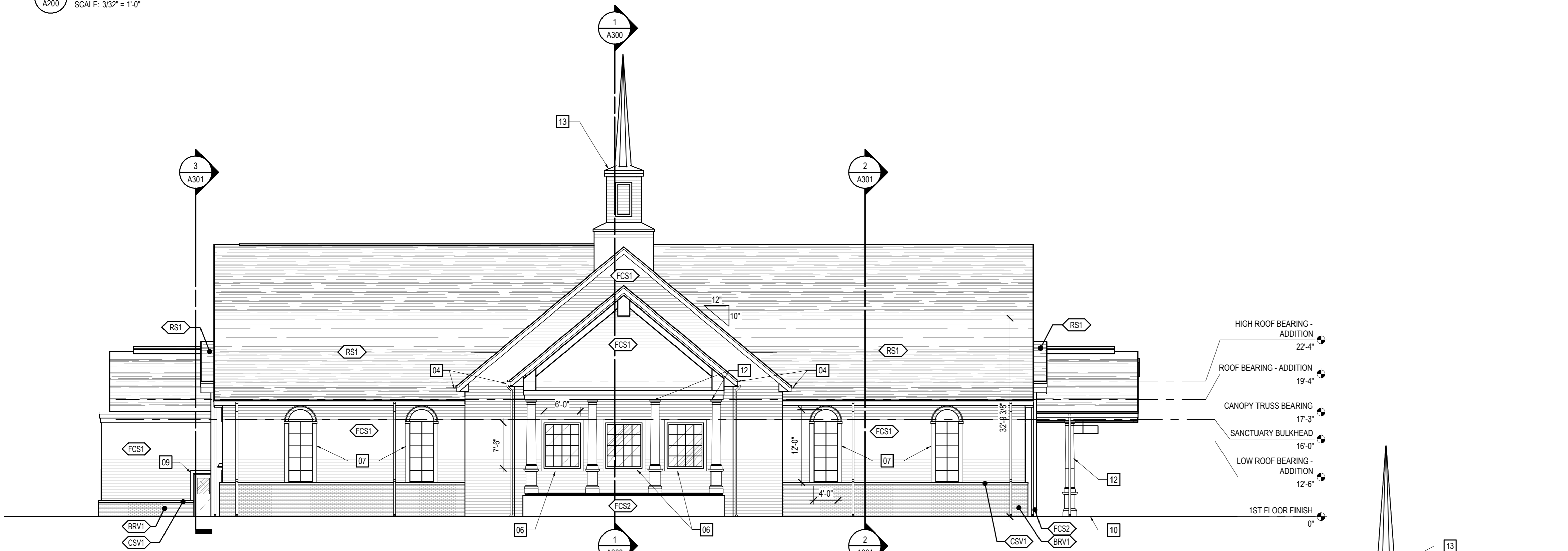
PROJECT DATE:
2025-06-09
SHEET REVISIONS:
NO. DESCRIPTION DATE

PROJECT NUMBER: A2024.083
CHECKED BY: JS

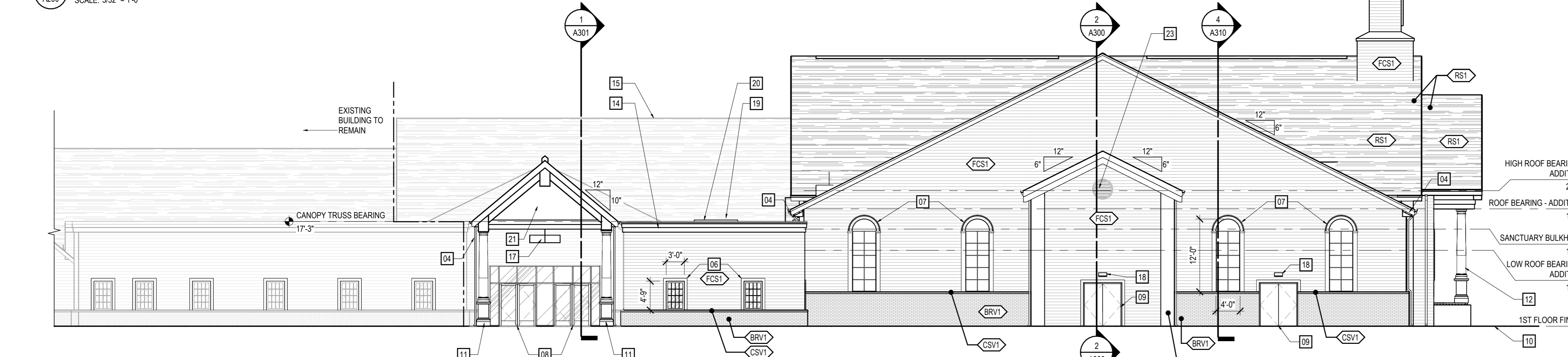
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A200



2 NORTH BUILDING EXTERIOR ELEVATION
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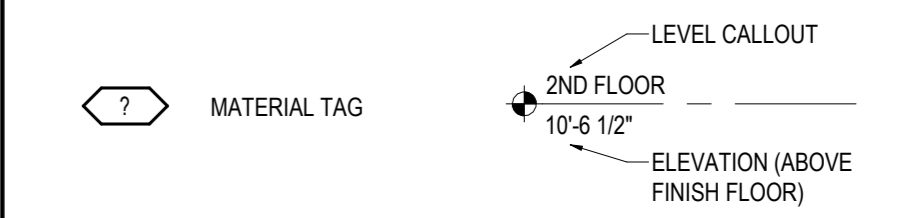


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EXTERIOR ELEVATION LEGEND



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PROFESSIONAL SEAL:
NOT FOR CONSTRUCTION

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EXTERIOR ELEVATIONS
BUILDING ADDITION AND RENOVATION
CORNERSTONE BIBLE CHURCH
720 LIBERTY DRIVE
WESTFIELD, IN 46074
HAMILTON COUNTY

PROJECT DATE:
2025-03-28
SHEET REVISIONS:
NO. DESCRIPTION DATE

PROJECT NUMBER: A2024.083
CHECKED BY: JS

SHEET NUMBER:
A200

Cornerstone Bible Church & Centennial HOA Discussion Forum

Date: 5/5/25

Location: CBC

Time: 6-7PM

Meeting Background:

The Executive Pastor of CBC Ryan Swedberg reached out to HOA board member Mike Lyons on April 10th inquiring about hosting a meeting with CBC for Centennial residents and communicating information about this meeting through the HOA. Approval for information to be distributed through HOA communication channels was granted and details were sent out later in April for this May 5th meeting. The meeting was held in the sanctuary at CBC and was open to any residents of the Centennial neighborhood or any staff/elders at Cornerstone Bible Church. Approximately 20 residents from the Centennial neighborhood attended the meeting.

Meeting Format:

The meeting was led by the Executive Pastor and detailed CBC's desire to build a new sanctuary. Explanation was given concerning the proposed building footprint, where CBC is at in the process of obtaining funding & permits to build this sanctuary, and the tentative construction timeline. It was stressed that the current zoning variance request before the City of Westfield is not the standard city permitting process but is instead focused on merely the height of the building. Residents were made aware that should this variance fail to pass, CBC will have to go back to the drawing board on their sanctuary design and may have to shift away from designing a "New England" style structure. After 15 minutes of speaking and providing a general explanation of the project, the Executive Pastor opened the floor for questions for the remaining 45 minutes.

Primary Resident Questions & Concerns:

The questions from the residents were varied and consisted of clarifying questions from the presentation (e.g. "Is the variance height for the building in general or the steeple?" "Is the variance for existing construction or new construction?"), logistic questions (e.g. "Will CBC lose parking in this expansion?" "How many people will the new sanctuary hold?") and philosophy of ministry questions (e.g. "Why is CBC not looking to move out of the neighborhood and build elsewhere?"). The two primary discussion points/concerns/questions that were circled back to repeatedly were concern about traffic/parking with this expansion and concern about the parking lot lights at night. Residents also expressed concern about the (unrelated) Duke project in the neighborhood.

Action Steps:

The Executive Pastor closed the meeting at 7pm and indicated to residents that he would speak to the Facilities Director of CBC about the possibility of either dimming parking lot lights in the evening or finding softer lights.

