



CITY OF WESTFIELD, IN
Board of Zoning Appeals Meeting Agenda

BOARD OR COMMISSION: Board of Zoning Appeals Meeting
MEETING DATE: Tuesday, August 12, 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 - July 8, 2025

Review Rules of Procedure

ITEMS OF BUSINESS

2506-VS-08 [PUBLIC HEARING]

2045 West 166th Street

Timothy Hunter

The Petitioner requests a Variance of Development Standard to permit two (2) Principal Buildings for residential purposes to be located on one (1) Lot and to encroach fifteen (15) feet into the thirty (30) foot Minimum Side Yard Building Setback in order to construct a Dwelling within an existing Accessory Building on 3.50 acres +/- in the AG-SF1: Agriculture/Single-Family Rural District (Articles 6.4(B) and 4.2(E)(2)).

(Planner: Weston Rogers – wrogers@westfield.in.gov)

2508-VU-03 [PUBLIC HEARING]

223 Jersey Street

Jon & Kate Kneifel

The Petitioner requests to make permanent an existing Temporary Variance of Use permitting a Professional Office (Counseling) use on 0.24 acres +/- in the MF1: Multi-Family Low-Density District (Article 13.2)

(Planner: Lauren Gillingham-Teague – lgillingham@westfield.in.gov)

2508-VS-10 [PUBLIC HEARING]

19536 Justin Morgan Drive

Todd Walker

The Petitioner requests Variances of Development Standard to modify the Minimum Lot Size for an existing legal, nonconforming lot from 3 acres to 0.9 acres +/-, to encroach fifteen (15) feet into the 30-foot southeast Side Yard Building Setback, to encroach five (5) feet into the 30-foot southwest Side Yard Building Setback, and to make the US 31 Overlay inapplicable to the AG-SF1: Agriculture/Single-Family-zoned Property so that an Accessory Building may be constructed.

(Planner: Ryan Collingwood – rcollingwood@westfield.in.gov)

2508-VS-11 [PUBLIC HEARING]

1030 East 169th Street

Central Indiana Insulation

The Petitioner requests to encroach four (4) feet into the eastern forty (40) foot Front Yard Building Setback on 1.77 acres +/- in the EI: Enclosed Industrial District to accommodate a proposed building expansion (Article 4.24(E)(1)(b)).

(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: 0:01](#)

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.

City Staff Present Virtually: None.

Legal Counsel Present In-Person: Nicole Buskill, City of Westfield.

Approval of Minutes - June 10, 2025

Motion: Approve

By: William Bunkowfst

Seconded: Jeff Boller

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

No: None

Abstain: None

Motion Determination: Passed

Review Rules of Procedure

Crabtree reviewed the rules and procedures.

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)

[YouTube Time: 2:27](#)

Staff presentation / BZA comments / Staff responses.

Public Hearing for 2507-VS-09 opened at 7:09 p.m.

-No public comments.

Public Hearing for 2507-VS-09 closed at 7:10 p.m.

BZA comments / Petitioner responses.

Motion: Approve
By: William Bunkowfst
Seconded: Jeff Boller

Yes: William Bunkowfst, Jeff Boller, Larry Clarino, Mark Keen
No: None
Abstain: None

Motion Determination: Passed

Motion: Adopt Staff's Findings of Fact
By: William Bunkowfst
Seconded: Jeff Boller

Yes: William Bunkowfst, Jeff Boller, Larry Clarino, Mark Keen
No: None
Abstain: None

Motion Determination: Passed

REPORTS/COMMENTS

[YouTube Time: 15:51](#)

Plan Commission Liaison

Economic and Community Development Department

ADJOURNMENT

Adjourn

Motion: Adjourn
By: Jeff Boller
Seconded: Larry Clarino

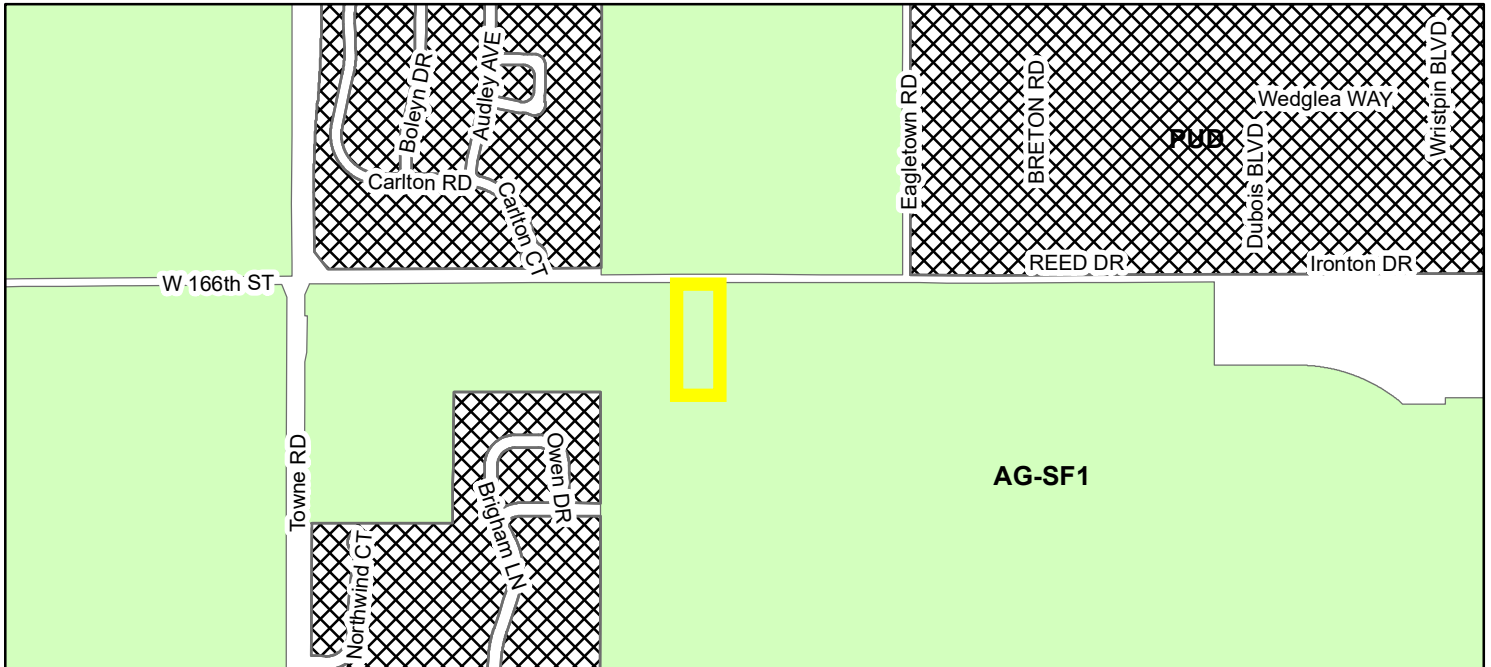
Yes: William Bunkowfst, Jeff Boller, Larry Clarino, Mark Keen
No: None
Abstain: None

Motion Determination: Passed

Aerial Location Map




Zoning Map



Zoning

AG-SF1 (Agriculture - Single Family - 1)

 PUD (Planned Unit Development)



Petition Number: 2506-VS-08
Subject Site Address: 2045 W 166th Street (the “Property”)
Petitioner: Timothy Hunter (the “Petitioner”)
Request: Variance of Development Standard to permit two (2) Principal Buildings used for residential purposes to be located on one (1) Lot and to encroach fifteen (15) feet into the thirty (30) foot Minimum Side Yard Building Setback line in order to construct a home within an existing Accessory Building.
Current Zoning: AG-SF1: Agriculture / Single-family Rural
Current Land Use: Residential
Approximate Acreage: 3.50 acres+/-
Exhibits:
1. Staff Report
2. Location Map
3. Site Plan Exhibit
Staff Reviewer: Weston Rogers, Senior Planner

OVERVIEW

Location: The subject Property is 3.50 acres +/- in size and is located at 2045 W 166th Street (the “Property”) (see **Exhibit 2**). The Property is zoned AG-SF1: Agriculture / Single-family Rural.

Property History: Per City records, the home on the Property was built around 1986 under permit cover 86-IP-70. In addition, the 48’ x 60’ Accessory Building was added to the Property in 1989 under permit cover 89-IP-230.

Requested Variances: Variance of Development Standard to permit two (2) Principal Buildings used for residential purposes to be located on one (1) Lot and to encroach fifteen (15) feet into the thirty (30) foot Minimum Side Yard Building Setback line in order to construct a home within an existing Accessory Building

SUMMARY OF REQUESTED VARIANCES

1) Permit two (2) Principal Buildings used for residential purposes on one (1) Lot

UDO Article 6.4(B)

- The Unified Development Ordinance (UDO) states that there shall not be more than one (1) Principal Building used for residential purposes, and its Accessory Buildings, located on one (1) Lot.
- The requested variance of development standard would permit two (2) Principal Buildings used for residential purposes to be located on the Property.

2) Encroach 15 feet into the 30-foot Minimum Side Yard Building Setback Line

Article 4.2(E)(2)

- The Unified Development Ordinance (UDO) requires AG-SF1 zoned properties to have a Minimum Side Yard Building Setback Line of 30 feet.
- The requested variance of development standard would resolve a conformity issue with the location of the existing Accessory Structure on the Property.

PROCEDURAL

Public Notice: The Board of Zoning Appeals is required to hold a public hearing on its consideration of a Variance of Use and Variance of Development Standard. This petition is scheduled to receive its public hearing at the June 10, 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 UDO¹ 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 benefited by a 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.

¹ Article 10.14(l) Processes and Permits; Variances; Conditions of the UDO.



Acknowledgement of Variance: If the Board of Zoning Appeals approves this petition, then the UDO² requires that the approval of the variance shall be memorialized in an acknowledgement of variance instrument prepared by the Department. The acknowledgement 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 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 acknowledgement 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 Use: The Board of Zoning Appeals shall approve or deny variances from the terms of the UDO. A variance may be approved under Indiana Code § 36-7-4-918.4 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;
3. The need for the variance arises from some condition peculiar to the property involved;
4. The strict application of the terms of the zoning ordinance will result in practical difficulties in the use of the subject property; and
5. The approval does not interfere substantially with the Comprehensive Plan.

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.

² Article 10.14(K) Processes and Permits; Variances; Acknowledgement of Variance of the UDO.

DEPARTMENT COMMENTS:

If the Board is inclined to approve the Variances, the staff recommends the following conditions for both the Variance of Use and the Variance of Standard:

Recommended Conditions for Approval:

1. That the proposed additional Dwelling unit be located within the existing Accessory Structure located on the Property; and
2. That the Petitioner records an Acknowledgement of Variance with the Hamilton County Recorder's Office and returns a copy of the recorded instrument to the Community Development Department.

Recommended Findings for Variance of Development Standard (2506-VS-08):

- 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 and proposed improvements will otherwise comply with the applicable standards of the AG-SF1: Agriculture/Single-Family Rural District.

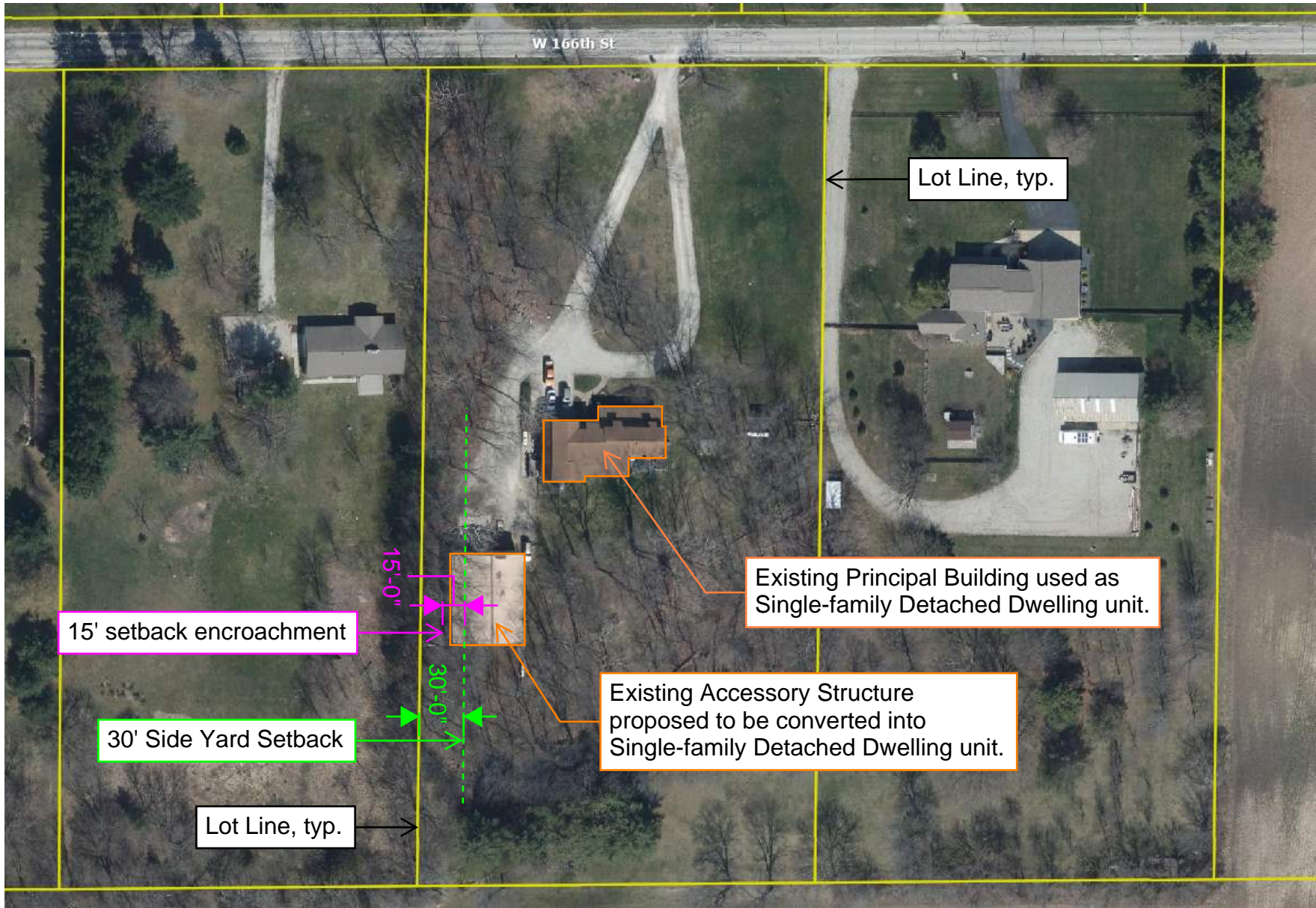
- 2) *The use and value of the area adjacent to the Property included in the variance will not be affected in a substantially adverse manner:*

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 surrounding properties because the use of the property 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 adherence to the zoning ordinance would result in the inability to develop one (1) additional dwelling unit on the Property to accommodate the family assistance needs of the petitioner.

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.





Petition Number: 2508-VU-03
Subject Site Address: 223 Jersey Street (the “Property”)
Petitioner: Josh and Katie Kneifel (the “Petitioner”)
Request: The Petitioner is requests to renew a previously approved Variance of Use allowing an Office use on 0.24 acres +/- in the MF1: Multi-Family Low Density District
Current Zoning: MF1: Multi-Family Low Density
Current Land Use: Residential
Approximate Acreage: 0.24 acres+/-
Exhibits:
1. Staff Report
2. Location Map
3. Original Statement of Intent
Staff Reviewer: Lauren Gillingham-Teague, AICP - Senior Planner

PROPERTY INFORMATION

The subject property is 0.24 acres +/- in size and is located at 223 Jersey Street (the “Property”) (see **Exhibit 2**). The Property is zoned MF1: Multi-Family Low Density.

VARIANCE HISTORY

The initial Variance of Use request was approved in September of 2020, but was limited to a period of five years due to the uncertainty around the future development of Jersey. The Petitioner is requesting to renew an existing Variance of Use to permit the continued operation of Yellow Key Collaborative, a therapy and counseling office, for an indefinite period of time. Now that there is a clearer vision for the development of downtown, City Administration and Staff are comfortable with renewing the variance without expiration.



COMPREHENSIVE PLAN

The Property is located within an area that is identified in the Grand Junction Addendum (the "Addendum"), an addition to the Westfield-Washington Township Comprehensive Plan, as the Grand Junction Plaza Block (the "Sub-Area") of the Grand Junction Sub-District.

The Addendum states that the Sub-Area should, "have a more urban form than the village or old town form of other sub-areas". The Addendum also states that land uses within the Sub-Area, "are encouraged to be a mix of uses typically associated with central business and entertainment districts and that residential uses should be restricted from the first floor within the sub-area."

The area immediately surrounding the Property is either being redeveloped or contemplated for redevelopment in the future in accordance with the Comprehensive Plan and its subsequent amendments for Downtown Westfield and Grand Junction Plaza. As a result of these economic development opportunities, there is an emerging desire for transitional businesses in the downtown area that contribute to further activity and liveliness. Nearby properties (203 Jersey Street, 227 Jersey Street, 337 Jersey Street, and 201 Mill Street) were granted variances at previous Board of Zoning Appeals (BZA) meetings, allowing a plant shop, arts center, coffee shop, and a health and wellness business, all in former residences.

PROCEDURAL

Public Notice: The Board of Zoning Appeals is required to hold a public hearing on its consideration of a Variance of Use and Variance of Development Standard. This petition is scheduled to receive its public hearing at the August 12, 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 benefited by a 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.

Acknowledgement of Variance: If the Board of Zoning Appeals approves this petition, the UDO requires that the approval of the variance shall be memorialized in an acknowledgement of variance instrument prepared by the Department. The acknowledgement 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 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 acknowledgement shall be provided to the Department prior to the issuance of any subsequent permit or commencement of uses pursuant to the granted variance.

Variations of Use: The Board of Zoning Appeals shall approve or deny variances from the terms of the UDO. A variance may be approved under Indiana Code § 36-7-4-918.4 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;
3. The need for the variance arises from some condition peculiar to the property involved;
4. The strict application of the terms of the zoning ordinance will result in practical difficulties in the use of the subject property; and
5. The approval does not interfere substantially with the Comprehensive Plan.

DEPARTMENT COMMENTS:

The area immediately surrounding the Property is either being redeveloped or contemplated for redevelopment in the future in accordance with the Comprehensive Plan and its subsequent amendments for Downtown Westfield such as the Grand Junction Plaza. As a result of these economic development opportunities, there is an emerging desire for transitional businesses in the downtown area that contribute to further activity and liveliness.

Recommended Conditions for Approval:

1. That the approval be limited to a therapy and counseling office, as described in the original Statement of Intent (see **Exhibit 4**)

Recommended Findings:

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

Finding: The use has already existed for five years. It is unlikely that renewing the variance will be injurious to the public health, safety, morals, and general welfare of the community. If anything, mental health providers help to secure the health and welfare of a 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:*

Finding: It is unlikely the use and value of adjacent property will be affected in a substantially adverse manner as the use will be utilizing only those improvements currently existing on the property which is consistent with the character of the surrounding area. The surrounding ground-floor uses are or will be primarily nonresidential and commercially-oriented.

- 3) *The need for the variance of use arises from some condition peculiar to the property involved.*

Finding: The use of Office is not permitted within the MF-1: Multi-Family Low Density District. The Comprehensive Plan and subsequent Comprehensive Plan Addendums have identified an emerging economic development opportunity in downtown. As this redevelopment will occur overtime, the transitional period warrants the adaptive reuse of existing structures to promote downtown as a destination and lively center to the community.

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

Finding: Strict adherence to the Zoning Ordinance would allow for arguably more intense uses (nursing home, daycare) that, although permitted by-right, would not be in line with the City's vision for Jersey St.

- 5) *The approval does not interfere substantially with the comprehensive plan:*

Finding: The Westfield-Washington Comprehensive Plan (the "Comprehensive Plan") includes this property in the area designated as "Downtown" and recommends commercial, offices, and retail land uses in addition to residential homes. The use of the Property as Office, specifically a therapy and counseling office, is in line with the Comprehensive Plan.

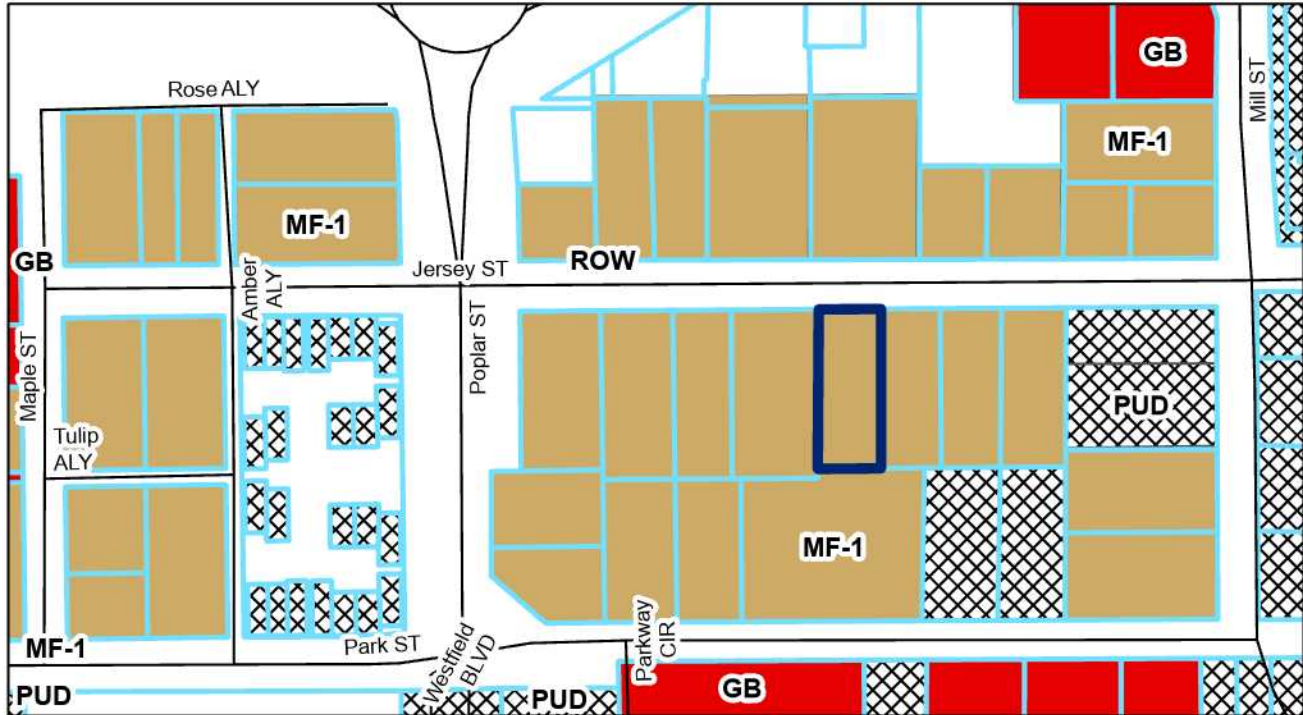
Denial: If the Board is inclined to reject or deny the Variance of Use, then the Department recommends denying the Variance of Use, and then tabling the adoption of findings until the Board's next meeting with direction to the Department to prepare the findings pursuant to the public hearing evidence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



Aerial Location Map



Zoning Map



Legend

 Subject Parcel

0 0.01 0.03 0.06 Miles

N





July 27, 2020

Re: STATEMENT OF INTENT - 223 Jersey Street, Westfield, IN 46074

Dear Westfield Community Development and Board of Zoning Appeals:

The purpose of this letter is to provide a statement of intent as part of the variance application for 223 Jersey Street.

Personal Introduction:

We are Kate and Josh Kneifel. We recently celebrated our 20th anniversary and are very proud parents of two children; Elizabeth (17) and Kai (15). Elizabeth is starting her senior year, and Kai is starting his freshman year at Carmel High School.

Kate is a former elementary teacher. She started her career in education, spending most of her teaching career here in Westfield teaching 1st and 2nd grade at Oak Trace Elementary under Robin Lynch before transitioning into counseling. Kate spent several years working as a school social worker in elementary, middle and high schools, working with students and families to provide mental health support and connect families to necessary community services.

In 2018, Kate opened her own private practice, *Kneifel Counseling*, in Carmel. She specializes in the treatment of anxiety, depression and trauma. She is also an EMDR certified trauma therapist. Kate has partnered with Carmel High school and Westfield Washington schools to provide services and has been asked to present on topics including: stress management, grief and loss, emotional regulation, and how to help students cope with academic pressures.

While she loves being in private practice, Kate misses the close community connections she had during her time working in the schools, both as a teacher and then a school social worker. Relocating her practice to the Grand Junction area will provide a great opportunity to connect with the Westfield community on many levels.

Josh has over 20 years of commercial aviation and business experience. As a FAA licensed Commercial Pilot and Certified Flight Instructor, he has held operational, sales and management roles with industry leading Fortune 500 organizations, including Continental Airlines, Cessna Aircraft Company and Rolls-Royce Corporation. Josh currently works as a Sales Executive with PlaneSense, a fractional aircraft ownership program. He also works as an independent Business Broker with Indiana Equity Brokers, helping small business owners sell their business and entrepreneurs purchase businesses.

Vision and Goals:

Our vision for 223 Jersey St. as a general professional office space is three fold. First, we have detailed plans to update and renovate the main house in order to create 3 office spaces for counselors and/or related wellness professionals to work with clients. Some of the primary renovations include improved curb appeal, on-wall business signage, new paint, new windows, updated & improved landscaping, tree trimming, new flooring, trimwork, doors and interior paint, recessed lighting throughout, new kitchen, new bath, updated rear deck and more.

Second, in addition to professional office space in the main building, we plan to convert the three car garage into a larger gathering space to hold workshops, guest speakers and host community events for individuals, Westfield organizations and businesses. Mental health and personal wellness stretches well beyond individual counseling. Loneliness and a sense of disconnection from our communities is one of the most detrimental factors at play in our modern day lives. We want to create a space that offers community members a number of ways to connect and grow with others. As a signal of that collaborative spirit, the business name will change from *Kneifel Counseling* to *Yellow Key Collaborative*.

Third, we fully intend to contribute to the community of Westfield as active community members in its development, but also the health and well-being of the town. In addition to being involved and vested in mental health initiatives within Westfield, we would be proud to be part of the Grand Junction Task Force as property owners in the area.

Fit With Grand Junction and Westfield:

We believe the opportunity presented by 223 Jersey St. is a perfect fit with the professional vision for *Kneifel Counseling / Yellow Key Collaborative*, and also aligns with the family and community centric values of Westfield. As it states on the Grand Junction District website, *“Every community needs a heart, a place where people can connect. The Grand Junction District is that place for downtown Westfield.”*

Our collaborative mental health and wellness services align with the goal of providing a place where people can connect, and will help strengthen the Grand Junction area and Westfield community as a whole. Additionally, our requested use of the property aligns with the Grand Junction Addendum (Sub-Districts of the Grand Junction), resolution 16-106, as stated on page 23 under *Land Uses - “Professional, medical, or general office uses (including a visitor’s center) are desirable throughout the sub-district and are primarily anticipated along Main Street, Poplar Street and Jersey Street within mixed-use or multi-tenant buildings.”*

We greatly appreciate your consideration and would be proud to be a part of your community. We will look forward to hearing from you and working with you further.

Sincerely,

The image shows two handwritten signatures in black ink. The signature on the left is 'Kate Kneifel' and the signature on the right is 'Josh Kneifel'. Both are written in a cursive, flowing style.

Kate & Josh Kneifel
Kneifel Counseling / Yellow Key Collaborative



Petition Number: 2508-VS-10

Subject Site Address: Generally located at 19536 Justin Morgan Dr. (the “Property”)

Petitioner: Todd Walker (the “Petitioner”)

Request: The Petitioner requests multiple Variance of Development Standards to waive US 31 Overlay standards for the Property, modify the Minimum Lot Size for an existing legal nonconforming lot, and to modify the southeastern Side Yard Setback from thirty (30) feet to fifteen (15) feet & the southwestern Side Yard Setback from thirty (30) feet to twenty-five (25) feet to accommodate a new detached storage structure on 0.9 acres +/- in the AG-SF1: Agriculture/Single-Family Rural District.
UDO Articles 4.2(C), 4.2(E)(2), & 5.2

Current Zoning: AG-SF1: Agricultural / Single Family Rural District

Current Land Use: Residential

Approximate Acreage: 0.9 acres +/-

Exhibits:

1. Staff Report
2. Location Map
3. Site Plan
4. Architectural Rendering

Staff Reviewer: Ryan Collingwood, Senior Associate Planner

PROPERTY INFORMATION & BACKGROUND

The subject Property is approximately 0.9 acres in size and generally located at 19536 Justin Morgan Dr., as seen in the Location Map (**Exhibit 2**). The Property’s zoning classification is the AG-SF1: Agricultural / Single-family Rural District.

REQUEST FOR VARIANCE

The Petitioner intends to construct a detached storage structure on the Property. In order to legally construct the structure & develop the property to the Petitioner’s request, numerous Variance of Development Standard is required to be sought due to the legal nonconforming status of the lot, as well as the Minimum Lot Size for AG-SF1-zoned properties. Additionally, the Side Yard Setbacks are to be modified in order to permit the structure. Outlined below is the request for Variance:

- **UDO Article 4.2(C) – Minimum Lot Area: Three (3) acres**
 - *In order to bring the existing lot into compliance with the controlling AG-SF1 standards, the Minimum Lot Area of the Property will be modified from 3 acres to 1 acre.*

- **UDO Article 4.2(E)(2) – Minimum Building Setback Line, Side Yard: 30 feet**
 - *The proposed location of the storage structure encroaches into the southeastern & southwestern Side Yard Setback lines. The southeastern Side Yard Setback line shall be modified from thirty (30) feet to fifteen (15) feet, and the southwestern Side Yard Setback line shall be modified from thirty (30) feet to twenty-five (25) feet.*

- **UDO Article 5.2 – US Highway Overlay District**
 - *Due to outdated standards of the US-31 Overlay that are not applicable to the subject Property, the Petitioner is requesting to waive the US-31 Overlay standards from this petition.*

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 is scheduled to receive its public hearing at the August 12, 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.

Variance 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.

DEPARTMENT COMMENTS

If the Board is inclined to approve 2508-VS-10, The Department recommends the following findings and conditions:

Recommended Conditions:

- That the detached storage structure develops in substantial compliance with the Site Plan & Architectural Rendering (**Exhibit 3 & 4**), and
- 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.



Recommended Findings for Variance of Development Standards (2508-VS-10):

- 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 proposed use and improvements will otherwise comply with the applicable standards of the AG-SF1 District.

- 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 as a residence is not changing.

- 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 adherence to the zoning ordinance would result in the Petitioner not being permitted to develop the site as intended and results in lack of storage for the Petitioner, which may result in outdoor storage not enclosed.

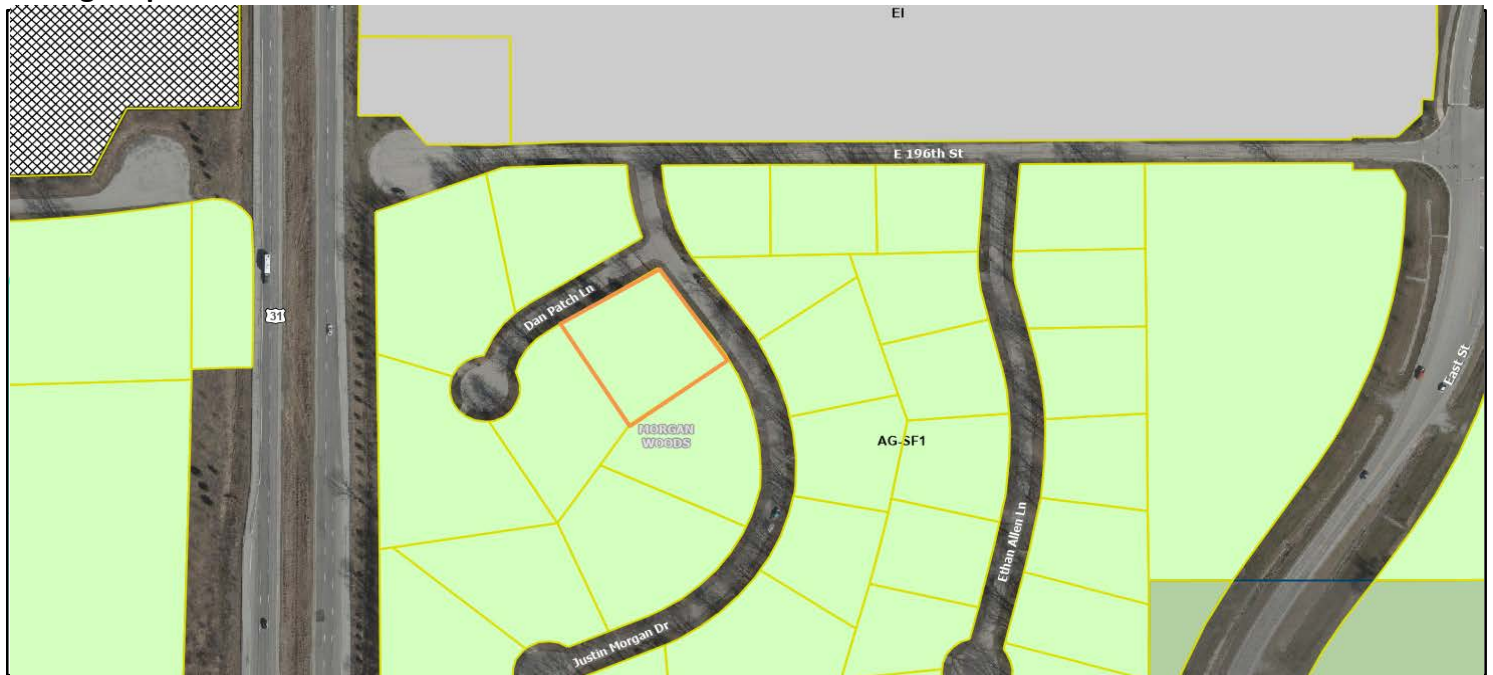
Denial: If the Board is inclined to reject or deny the Variance of Development Standard, then the Department recommends denying the Variances of Development Standard, and then tabling the adoption of findings until the Board's next meeting with direction to the Department to prepare the findings pursuant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




Aerial Location Map

 Site



Zoning Map



-  AG-SF1: Agricultural / Single Family Rural District
 -  EI: Enclosed Industrial District
- 0 0.0275 0.055
 Miles





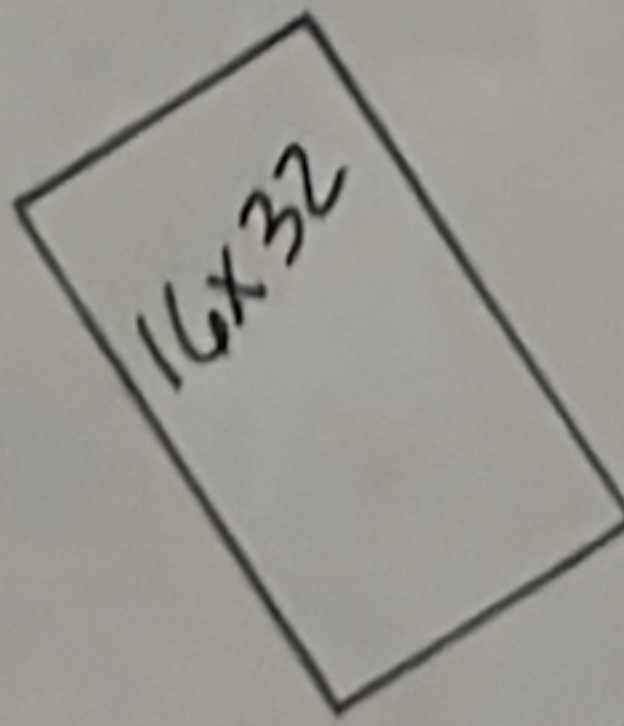
Dan Patch Ln

Patch Ln

Justin Morgan Dr

19536

\$349k



26'

16'

\$510k





Petition Number: 2508-VS-11

Subject Site Address: 1030 E. 169th Street (the “Property”)

Petitioner: Central Indiana Insulation (the “Petitioner”)

Request: The Petitioner requests a Variance of Development Standard to encroach four (4) feet into the eastern forty (40) foot Front Yard Building Setback on 1.77 acres +/- in the EI: Enclosed Industrial District to accommodate a proposed building expansion (Article 4.24(E)(1)(b)).

Current Zoning: EI: Enclosed Industrial

Current Land Use: Industrial

Approximate Acreage: 1.77 acres +/-

Exhibits:

1. Staff Report
2. Location Map
3. Site Plan

Staff Reviewer: Daine Crabtree, Current Planning Manager

PROPERTY INFORMATION & BACKGROUND

The existing subject Property (the “Existing Property”) is 1.77 acres +/- as seen in the Location Map (**Exhibit 2**). The Property’s zoning classification is EI: Enclosed Industrial.

EI: Enclosed Industrial standards require a minimum tract size of 3 acres. However, in 1990, the Board of Zoning Appeals (BZA) approved a variance for the entirety of the Southpark Business Park (case 90-V-12) to permit lots as small as 1.3 acres. This variance was also made applicable to the existing Property.

REQUEST FOR VARIANCE

Although EI: Enclosed Industrial zoning districts require a Minimum Tract Size of 3 acres, the Existing Property is compliant at a size of 1.77 acres – permitted because of a variance approved in 1990 (case 90-V-12).

The Petitioner, seeking to expand the existing building, requests to encroach four (4) feet into the forty (40) foot eastern Front Yard Setback as shown in **Exhibit 3**.



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 is scheduled to receive its public hearing at the August 12, 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.

Variations 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 Land Use Plan contemplates the Property as “Employment Corridor”.

The Employment Corridor classification identifies office and service uses, research and development and retail and institutional uses that are subordinate to and supportive of the office and service uses as appropriate land uses.

The Employment Corridor development policies encourages:

- Employment-generating uses and related supporting service uses;
- Promoting smaller scale local office and service uses along SR 32; and,
- Local office and service uses shall generally take place along the north side of SR 32, with business uses on the south side of SR 32 (allowed only where it is demonstrated that they will not negatively impact residential neighborhoods or uses).

DEPARTMENT COMMENTS

If the Board is inclined to approve 2508-VS-11, The Department recommends the following findings and conditions:

Recommended Findings for Variance of Development Standard (2508-VS-11):

- 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 will not change.

- 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 proposed encroachment will not substantially alter the character of the Property or surrounding area.



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

Finding: Being located on a corner lot, the Property has two (2) Front Yards – the south and east, which have double the setback depth than rear or side yards in E1-zoned districts. Strict adherence to the zoning ordinance would result in the expansion being required to occur to the west or north of the Property. Considering the expansion seeks to modify the south and eastern portion of the building that contains the entrance, the practical difficulty finding is met.

Recommended Conditions:

- That the Property be developed in substantial compliance with the Site Plan (**Exhibit 3**), and
- 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

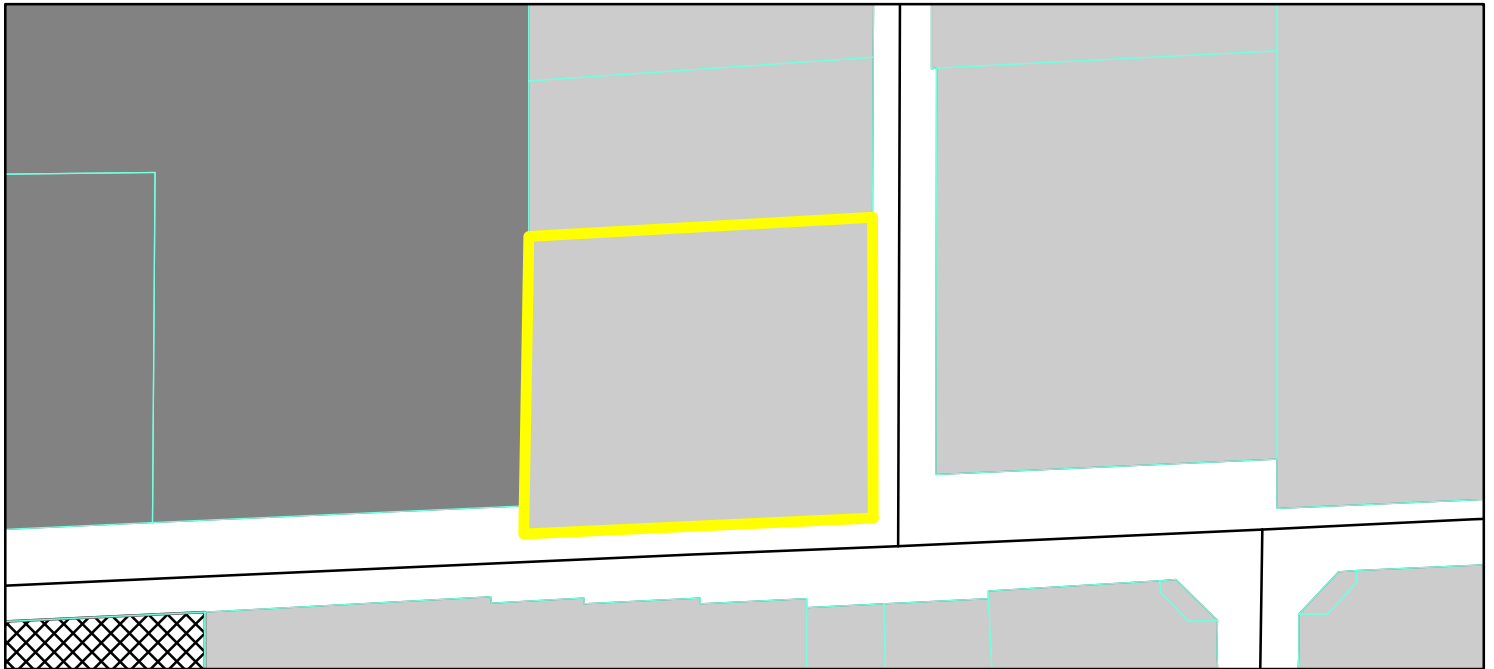
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Aerial Location Map

 Site



Zoning Map

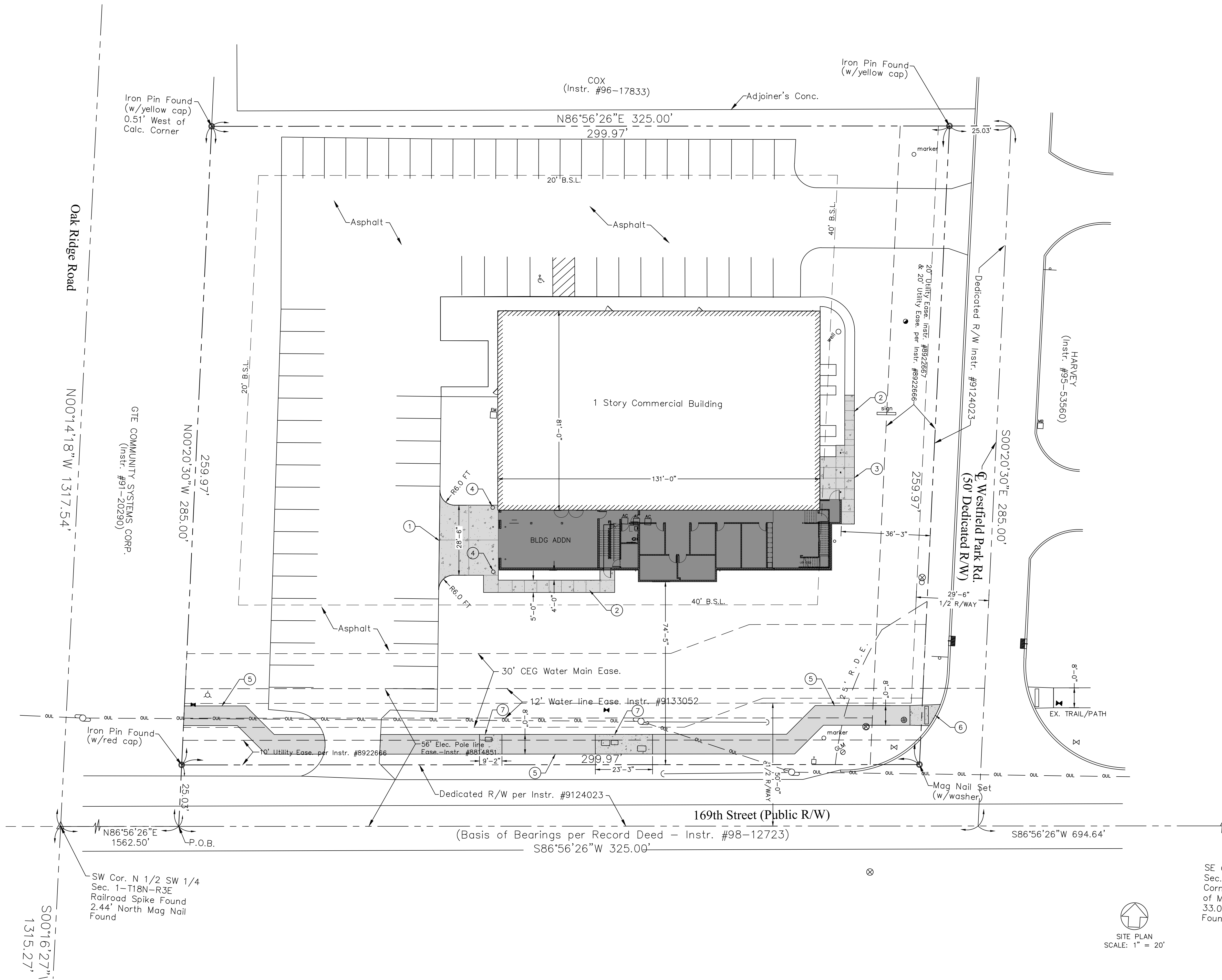


GIS.DBO.PW_Streets Zoning
Parcel
Zoning - All
EI (Enclosed Industrial)
OI (Open Industrial)
PUD (Planned Unit Development)

0 0.0175 0.035
Miles



LOCATION: 61/MA Cash\2025\18-2025 1030 E 169th Street Westfield\DWG\C200 Site Plan.dwg
 DATE/TIME: June 30, 2025 - 3:38pm
 PLOTTED BY: Admin



GENERAL NOTES

1. ALL DIMENSIONS MEASURE FROM FACE OF CURB UNLESS OTHERWISE NOTED.
2. ALL WORK WITHIN THE R/WAY SHALL COMPLY WITH THE CITY OF WESTFIELD DPW STANDARDS.

SITE PLAN KEYNOTES

- ① 6" DEPTH CONCRETE PAVEMENT
- ② 4" DEPTH CONCRETE SIDEWALK
- ③ 4" DEPTH EXTERIOR CONCRETE ENTRY AREA
- ④ STEEL BOLLARD WITH CONCRETE FOUNDATION AND YELLOW PVC SLEEVE AT OVERHEAD DOOR OPENING
- ⑤ 8' WIDTH ASPHALT MULTI-USE PATH
- ⑥ FLAIR CONCRETE RAMP WITH DETECTABLE WARNING SURFACE
- ⑦ 4" DEPTH CONCRETE LEVELING PANEL FOR UTILITY HAND-HOLES

No.	Revision/Issue	Date
B	SETBACK VARIANCE	6/30/2025
A	WESTFIELD SITE PERMITS	5/15/2025

Firm Name and Address
WILLIAM A. CASH
 212 REDWOOD CIRCLE
 NOBLESVILLE, IN 46062
 wacash71@gmail.com
 317-490-4036

BAXTER ENGINEERING LLC
 570 TRACY ROAD, SUITE 610
 NEW WHITLAND, IN 46184
 baxterengineeringllc@gmail.com
 317-509-4142

Project Name and Address
CENTRAL INDIANA INSULATION
 1030 E 169TH STREET
 WESTFIELD, IN 46074
 WESTFIELD TWN, HAMILTON CO

Sheet Title	Sheet
SITE PLAN	C200
Date	4/9/2024
Scale	AS NOTED

SE (Sec. Corn of M 33.0 Four

