



**CITY OF WESTFIELD, IN**  
**Board of Zoning Appeals Meeting Agenda**

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**BOARD OR COMMISSION:** Board of Zoning Appeals Meeting  
**MEETING DATE:** Tuesday, November 11, 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](mailto: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 - October 14, 2025

Review Rules of Procedure

**ITEMS OF BUSINESS**

**2511-VS-17 [PUBLIC HEARING]**

**3917 Abbotsford Drive**

*Thomas & Sherry Strauss by K.D. Landscaping, Inc.*

The Petitioner requests a Variance of Development Standard to encroach thirteen (13) feet into the twenty (20) foot Rear Yard Minimum Building Setback to accommodate a covered porch on 0.2 acres +/- in the Oak Manor Planned Unit Development (PUD) District.

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

**ITEMS CONTINUED TO A FUTURE MEETING**

None.

**REPORTS/COMMENTS**

Plan Commission Liaison

Economic and Community Development Department

**ADJOURNMENT**

Adjourn



**Petition Number:** 2511-VS-17

**Subject Site Address:** 3917 Abbotsford Drive (the "Property")

**Petitioner:** Thomas & Sherry Strauss by K.D. Landscaping, Inc.

**Request:** The Petitioner requests a Variance of Development Standard to encroach thirteen (13) feet into the twenty (20) foot Rear Yard Minimum Building Setback to accommodate a covered porch on 0.2 acres +/- in the Oak Manor Planned Unit Development (PUD) District.

**Current Zoning:** Oak Manor PUD (Ord. 03-37)

**Current Land Use:** Residential

**Approximate Acreage:** 0.2 acres +/-

**Exhibits:**

1. Staff Report
2. Location Map
3. Site Plan
4. Covered Porch Elevations

**Staff Reviewer:** Daine Crabtree, Current Planning Manager

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### **PROPERTY INFORMATION & BACKGROUND**

The subject Property is approximately 0.2 acres +/- in size and generally located at 3917 Abbotsford Drive, as seen in the Location Map (**Exhibit 2**). The Property is zoned as part of the Oak Manor Planned Unit Development (PUD) District.

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### **REQUEST FOR VARIANCE**

The Petitioner is requesting a Variance of Development Standard to encroach thirteen (13) feet into the twenty (20) foot Rear yard Minimum Building Setback to accommodate a covered porch. As can be seen on the Site Plan, a small uncovered porch currently exists behind the house. The proposed covered porch would be located over the existing porch and extend further north/northwest over existing ground not currently covered by a porch.

Uncovered porches and at-grade developments are permitted to encroach into setbacks provided they remain outside of drainage and utility easements, unless otherwise permitted by the Westfield Public Works Department. Because the existing uncovered porch and other real



estate adjacent to said porch is proposed to be covered by a roofed structure, a variance is necessary to permit the structure.

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## **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 November 11, 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.

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## **DEPARTMENT COMMENTS**

If the Board is inclined to approve 2511-VS-17, The Department recommends the following findings and conditions:

### **Recommended Conditions:**

- 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 (2511-VS-17):**

- 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 Oak Manor PUD 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 cover able to cover the existing porch with a roofed structure, resulting in a perpetually open-air outdoor gathering space.



WESTFIELD-WASHINGTON  
BOARD OF ZONING APPEALS

November 11, 2025

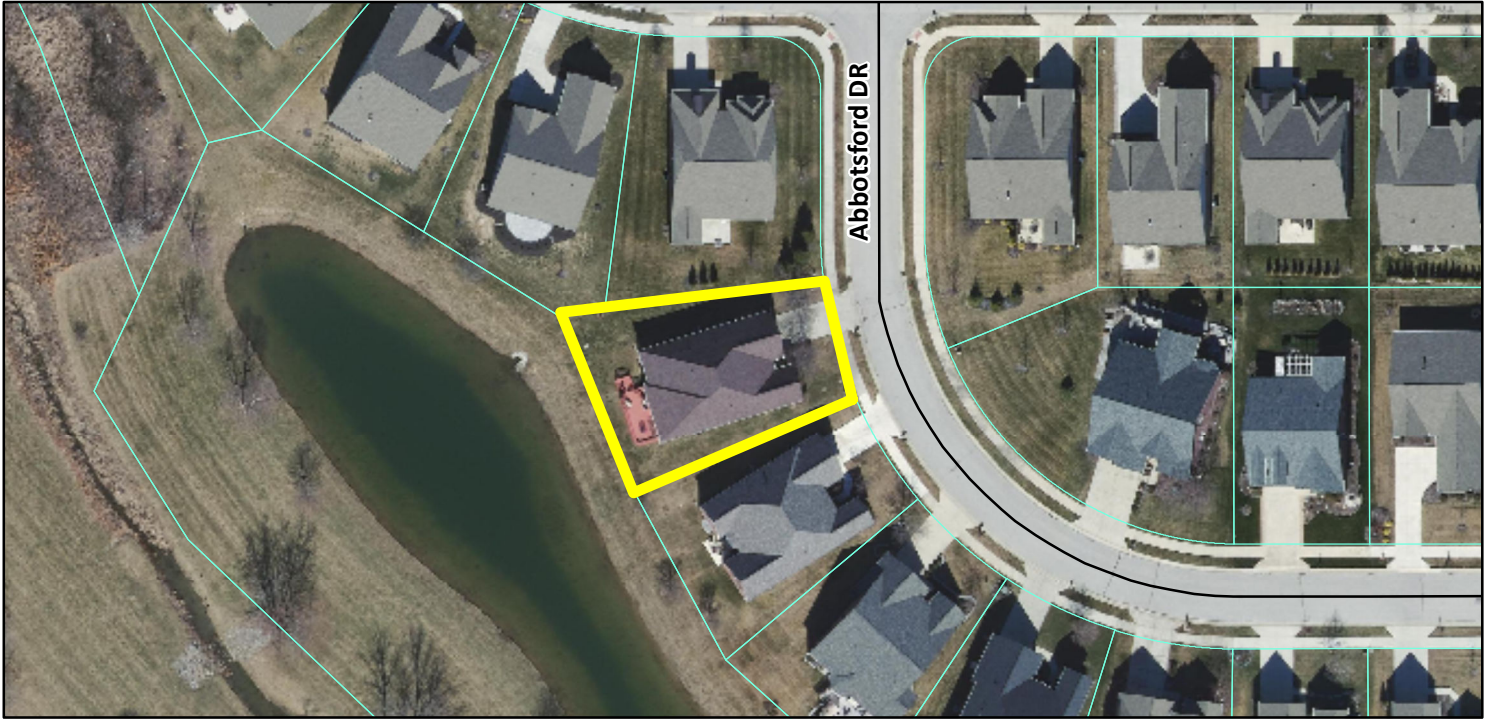
2511-VS-17

Exhibit 1

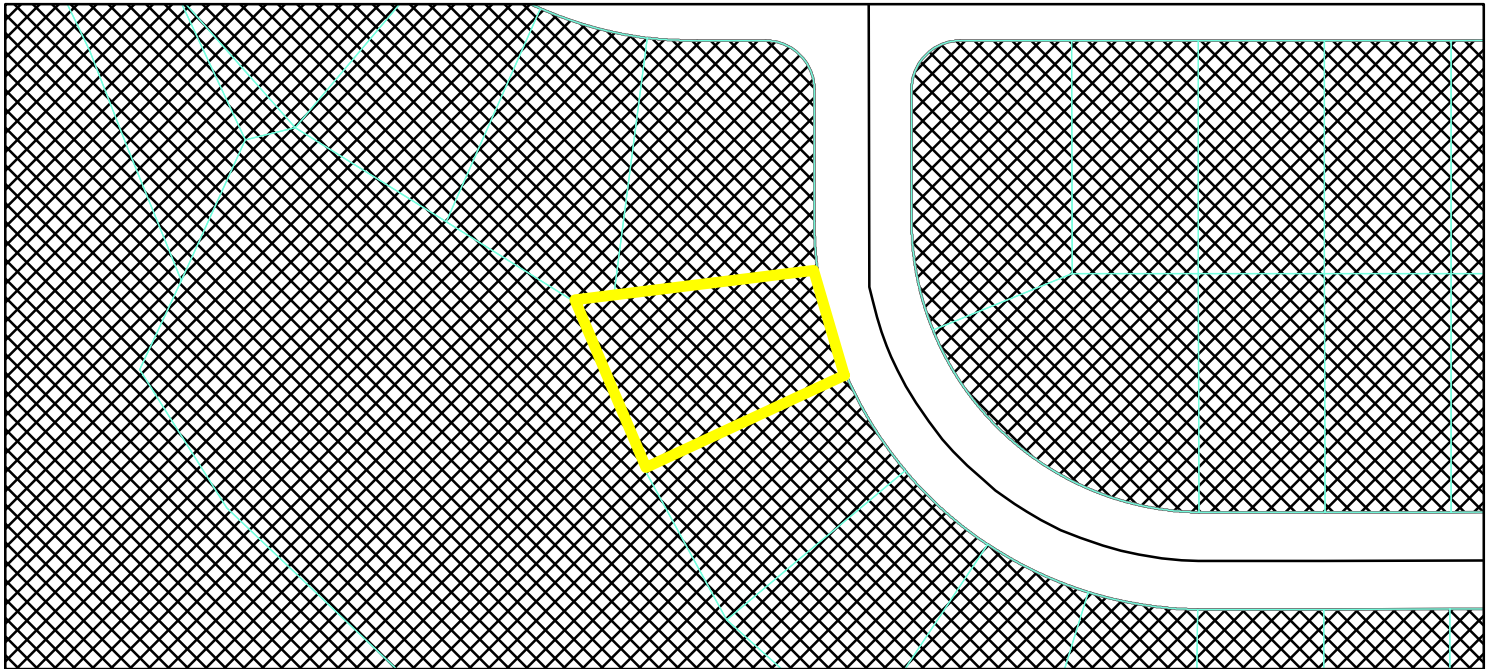
**Denial:** If the Board is inclined to reject or deny the Variance of Development Standard, then the Department recommends denying the Variances of Development Standard, and then tabling the adoption of findings until the Board's next meeting with direction to the Department to prepare the findings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

**Aerial Location Map**


 Site



**Zoning Map**



 GIS.DBO.PW\_Streets Zoning  
 Parcel  
 PUD (Planned Unit Development)  
**Zoning - All**

0 0.0125 0.025  
 Miles





The Schneider Corporation  
 6604 Old Avenue  
 Historic Fort Harrison  
 Indianapolis, Indiana 46216-1077  
 317-826-7100  
 317-826-7200 FAX

Engineering  
 Surveying  
 Landscape Architecture  
 GIS • US  
 Geology

Note:  
 This drawing is based on construction plans or record drawings, and is not based upon a field survey. The Schneider Corporation does not warrant the accuracy or sufficiency of this information. Contractors should verify existing conditions prior to any construction. Any discrepancy found on this drawing should be reported to The Schneider Corporation immediately, failing to do so results in the contractors assumption of all liability.

This Plot Plan Prepared For:  
 Hills Communities  
 Lot # 54, containing 8,887 S.F.±, in  
 The Villages of Oak Manor  
 Section # 2  
 Instrument # 2007028690  
 P.C. # 4, SLIDE # 307  
 Hamilton County, Washington Twp.  
 3917 Abbotsford Drive (50' R/W)  
 Westfield, IN 46074  
 Prepared Date: 10/19/07 : By: AMA

Community Restrictions:  
 Side Yard = 5'  
 Rear Yard = 20'  
 Aggregate = 15' B.H.  
 Zoning = PUD

Finished Floor Elevation Information  
 Pad Grade = 856.9 per plan  
 Residential FFE - 1.17' = Garage FFE (857.93)  
 Street Grade + 3.0' = Residential FFE (859.1)  
 Residential FFE - 10.0' = Basement FFE (849.1)  
 DRIVEWAY SLOPE = 4.3%

Ground Cover Calculations:  
 Drive = 695 SF±  
 Public Walk = 202 SF±  
 Private Walk = 48 SF±  
 Rear Yard = 2,126 SF±  
 Sod = 404 SF±, from  
 rear of residence

Plot Plan Legend

1000.0	Proposed Grades
000.0	Existing Grades
000.0	Contour Grade
*	Approx. Lateral Location
S	Sanitary Sewer Lines
SS	Storm Sewer Lines
W	Water Service Lines
SD	Sub-Surface Drain Lines
●	Manhole (Sanitary or Storm)
●	Beehive Inlet (Storm)
□	Curb Inlet (Storm)
D	End Section (Storm)
⊕	Fire Hydrant
---	Flow Line of swale

Note: Sanitary Sewer  
 Top of Casting Information  
 Upstream Manhole, TC=856.99  
 Downstream Manhole, TC=857.55  
 per record drawing

Note: The contractor is to maintain  
 a minimum distance of ten feet (10')  
 between the sanitary sewer and  
 water line laterals.

Note: Builder to ensure  
 positive drainage away from  
 structure(s).

Note: The garage finished floor elevation  
 is 1.8' above the curb of the drive, per  
 plan.

**BASEMENT NOTE**

The basement elevation, depicted hereon, has been determined and based on the pad grades and/or contours taken from the construction plans for this subdivision. Unless stated, no information about fluctuating water tables, soil conditions, or soil types has been provided or stated on said plans. This lot is located near a body of water. Lot or soil conditions may require that the basement floor elevation be held two feet (2'-0") above normal pool elevation. Site investigation may be needed if water is encountered during the excavation process or if other known water elevation or soils conditions are present. Investigation and any remedial procedures are at the discretion of the builder to determine and take appropriate steps of action. If any ground water is encountered during the excavation the builder is encouraged to contact The Schneider Corporation to discuss possible courses of action.

Note: Sump pump(s) to be  
 placed by builder as needed.



Assumed North  
 Scale: 1" = 20'  
 40'

LOT # 54  
 VB # 07.0081751



Stamped  
 Concrete  
 Ratio  
 13'x42'  
 DATE 11-29-07  
 BY [Signature]  
 THIS IS A TRUE PLOT PLAN  
 SHOWING PROPOSED LOCATION OF  
 BUILDING AND EXISTING BUILDINGS  
 ON THIS LOT OR PLOT  
 [Signature]

FLOOD HAZARD STATEMENT  
 CERTIFICATION  
  
 [Signature]

Covered  
 Porch  
 13'x27'

NOTE: MINIMAL TOLERANCE PRESENT ON THIS LOT  
 The home location shown hereon has minimal tolerance for placement of said home due to its proximity to setback lines and/or easement lines. While not required, it may be advantageous that the builder have the foundation pinned after the footing is poured to help ensure that the improvements do not encroach upon such lines.

Note: This drawing is not intended to be represented as a retracement or original boundary survey, a route survey, or a Surveyor Location Report.  
 Flood Hazard Statement: The accuracy of any flood hazard data shown on this report is subject to map scale uncertainty and to any other uncertainty in location or elevation on the referenced flood insurance rate map. ALL of the within described land DOES NOT LIE within that special flood hazard zone A as said land plots by scale on flood insurance rate map #18057C 0120F for the City of Westfield, Indiana (maps dated February 19, 2003).

\* 10 on center  
for all joists and  
rafters.  
\* Stick build

2x8 Rafters  
1 7/8 LVL's  
6x6 treated post

1x6 Gutter  
board

Shingles

LVL Header

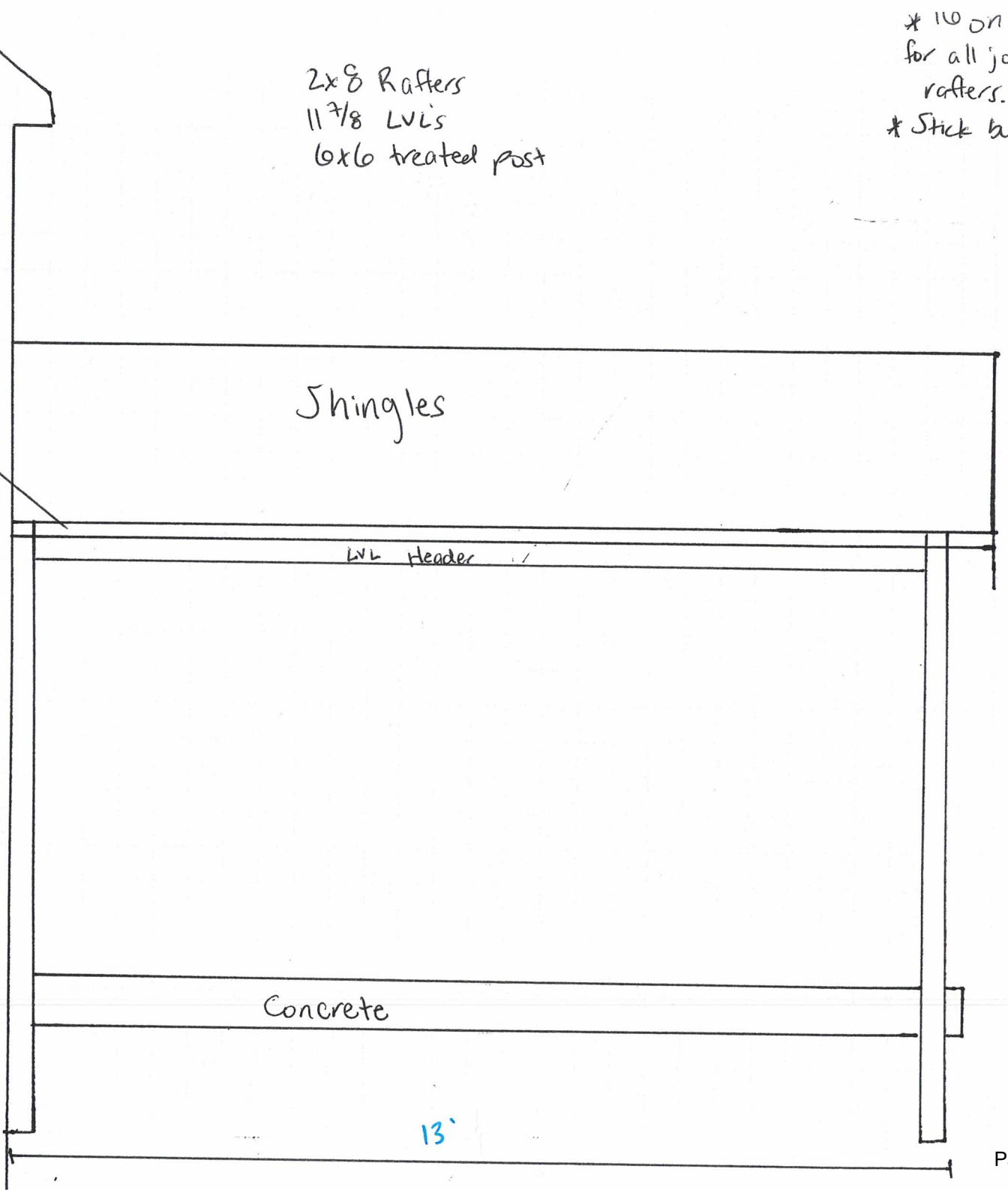
Concrete

Existing  
house

19'

13'

Side view



\* 16 on center for  
all joists and  
rafters  
\* Stick build

7/12

Hardie  
siding

11 7/8 LVL x 2

1' overhang

19'

6 x 6 post treated

38"

18"

27'

