CITY OF WESTFIELD, IN

AdvisoryPlanningComminssion_Meeting_Agenda_07_05_2022

Tuesday, July 05, 2022 at 07:00 PM

BOARD OR COMMISSION: **Advisory Plan Commission (APC)**

MEETING DATE: **Tuesday, July 05, 2022 at 07:00 PM**

MEETING PLACE: **Westfield City Hall, 130 Penn Street, Westfield, IN 46074**

THE FOLLOWING AGENDA IS SUBJECT TO CHANGE AT THE DISCRETION OF THE WESTFIELD-WASHINGTON TOWNSHIP ADVISORY PLAN COMMISSION
Public input can be submitted in 1 of 2 ways:
• Email to planners@westfield.in.gov
• Show up at Westfield City Hall for an opportunity to participate in this public hearing. Staff will be present to help direct traffic inside the room.

OPENING OF MEETING

Note the Presence of a Quorum

Approval of Minutes
June 21, 2022 APC Minutes
Documents: June 21, 2022 APC Minutes

Approval of Amended Rules of Procedure

Documents: Exhibit 1: Staff Report | Exhibit 2: 2022 Proposed Amended Rules | Exhibit 3: 2013 Approved Rules (complied with 2020 amendment) | Exhibit 4: 2013 to 2022 Comparison Document

Review APC Rules & Procedures

CONSENT AGENDA

2206-DDP-20
Monon Softball Concession Parking Lot
19400 Tomlinson Road
Cripe requests Detailed Development Plan review of a 1.63 acre +/- parking lot in the AG-SF1: Agriculture / Single-family Rural District.
(Planner: Corrie Meyer - cmeyer@westfield.in.gov)

Documents: Exhibit 1: Staff Repot | Exhibit 2: Location Map | Exhibit 3: Detailed Development Plan

ITEMS OF BUSINESS

2206-PUD-12
Andover PUD Amendment - Parcel "I" Daycare
East Side of Grassy Branch Road, Approx. 200 feet south of Mere Boulevard
NVS Properties 20, LLC by Murphy Real Estate Services requests an amendment to the Development and Architectural Standards of Parcel I of the Andover PUD District.
(Planner: Weston Rogers - wrogers@westfield.in.gov)
Documents: Exhibit 1: Staff Report | Exhibit 2: Project Narrative | Exhibit 3: Location Map | Exhibit 4: Proposed Ord. 22-17 | Exhibit 5: Red Line Ordinance | Exhibit 6: Site Plan | Exhibit 7: Building Elevations | Exhibit 8: Landscape Plan | Exhibit 9: Neighborhood Meeting Summary | Exhibit 10: Public Comment Exhibit

PUBLIC HEARING ITEMS

2207-ODP-07 & 2207-SPP-07 [PUBLIC HEARING]
Osborne Trails, Phase III
West side of Horton Road, North of 191st Street
Lennar Homes of Indiana, LLC by HWC Engineering requests Overall Development Plan and Primary Plat approval for 107 single-family lots on 43.7 acres +/- in the Osborne Trails PUD District.
(Planner: Ryan Collingwood - rcollingwood@westfield.in.gov)
Documents: Exhibit 1: Staff Report | Exhibit 2: Location Map | Exhibit 3: Project Narrative | Exhibit 4: Primary Plat Plan | Exhibit 5: Overall Development Plan | Exhibit 6: Overall Open Space Plan | Exhibit 7: Overall Landscape Plan | Exhibit 8: Public Comment Exhibit

2207-PUD-13 [PUBLIC HEARING]
Woods Robinson Briggs PUD Amendment II
Generally at 904 East 191st Street
PUD to add 4.54 acres +/- of additional real estate, modify the General Regulations of the proposed District 1 water feature, and modify the proposed Park/Trail Head District standards.
(Planner: Weston Rogers - wrogers@westfield.in.gov)
Documents: Exhibit 1: Staff Report | Exhibit 2: Narrative Statement | Exhibit 3: Location Map | Exhibit 4: Draft Ordinance 22-19 | Exhibit 5: Concept Plan | Exhibit 6: District Plan | Exhibit 7: Park Plan | Exhibit 8: Water Feature Exhibit | Exhibit 9: Neighborhood Meeting | Exhibit 10: 191st St. / Grand Park Blvd. Draft Roundabout Exhibit

2207-PUD-15 [PUBLIC HEARING]
Midtown at Westfield PUD, Amendment I
NEC of US 31 and 191st Street
Alderson Development Group, LLC by Church Church Hittle + Antrim requests an

amendment to the Development Standards of the Midtown at Westfield PUD on 10 acres +/-.
(Planner: Daine Crabtree - dcrabtree@westfield.in.gov)
Documents: Exhibit 1: Staff Report | Exhibit 2: Location Map | Exhibit 3: Proposed Ord. 22-28 | Exhibit 4: Narrative Statement | Exhibit 5: Concept Site Plan | Exhibit 6: Building Character Exhibits | Exhibit 7: Light Exhibits | Exhibit 8: Signage Exhibits

ITEMS CONTINUED TO A FUTURE MEETING

2008-PUD-09 [CONTINUED]
Northpoint II PUD
North side of SR 38 between Anthony Road and Hinkle Road
Northpoint Owners, LLC by Clark, Quinn, Moses, Scott & Grahn, LLP requests a change of zoning for 183.5 acres +/- from the AG-SF1: Agriculture/Single-family Rural District to the Northpoint II PUD District.
(Planner: Pam Howard - phoward@westfield.in.gov)

2108-PUD-21 [CONTINUED]
Grand Millennium Center PUD Amendment I
North of David Brown Drive, East and West of Westfield Blvd
31/32 Investors by Edgerock Development, LLC requests an Amendment to the Permitted Uses and General Regulations of the Grand Millennium Center PUD District.
(Presenting Planner: Pam Howard - phoward@westfield.in.gov)

2111-PUD-27 [CONTINUED]
TowneRun PUD
Northwest corner of Towne Road & West 146th Street
LOR Corporation by Church Church Hittle + Antrim requests a change in zoning for 26.94 acres +/- from AG-SF1: Agriculture / Single-family Rural District to the TowneRun Planned Unit Development (PUD) District.
(Planner: Kevin Todd - ktodd@westfield.in.gov)

2112-ODP-26 [CONTINUED]
Southpark Industrial
16465 Southpark Drive
CTC02, LLC by Total Engineering Solutions Co. requests Overall Development Plan review of one Lot on 3.69 acres +/- in the Southoak PUD District.
(Planner: Caleb Ernest - cernest@westfield.in.gov)

2203-PUD-05 [CONTINUED]
Towns at Union PUD
East of and adjacent to Union Street and south of David Brown Drive
Pulte Homes of Indiana, LLC by Nelson & Frankenberger, LLC request a change of zoning of 12.85 acres +/- from the AG-SF1 District to the Towns at Union PUD District.
(Planner: Caleb Ernest - cernest@westfield.in.gov)

2206-ODP-06 & 2206-SPP-06 [CONTINUED]
Springwater
East side of Westfield Boulevard/Union Street, North of 161st Street
Apollo Developers, LLC by HWC Engineering requests Overall Development Plan and Primary Plat approval for 90 Single-family Attached residential Lots on 50.5 acres +/- in the Springwater PUD District.
(Planner: Ryan Collingwood - rcollingwood@westfield.in.gov)

2206-PUD-11-06 [CONTINUED]
Towne Road Crossing PUD Amendment I
South of SR 32, west of Little Eagle Creek Avenue
H&H Stables, LLC by Nelson & Frankenberger, LLC requests an amendment to the Towne Road Crossing PUD to permit an Equestrian Facility and a maximum of thirty (30) residential Lots on 69 acres +/- in the Towne Road Crossing PUD District.
(Planner: Daine Crabtree - dcrabtree@westfield.in.gov)

2205-PUD-09 [CONTINUED]
iBeach31 at Grand Park PUD
724 East 181st Street
iBeach31, LLC by Church Church Hittle + Antrim request a change in zoning for 3 acres +/- from OI-PD: Open Industrial / Planned Development District to the iBeach 31 at Grand Park Planned Unit Development (PUD) District.
(Planner: Ryan Collingwood - rcollingwood@westfield.in.gov)

REPORTS/COMMENTS

Plan Commission Members

Downtown Update

City Council Liaison

Board of Zoning Appeals Liaison

Community Development Department

<u>ADJOURNMENT</u>

NARRATIVE STATEMENT
OSBORNE TRAILS PHASE III

Lennar Homes of Indiana, LLC requests this primary plat and overall development plan approval for the 43.7 acres± located on the west side of Horton Road north of 191st Street. The existing zoning of the subject property is the Osborne Trails PUD – Amendment V, Ordinance 22-10, recorded as instrument number 2022026286.

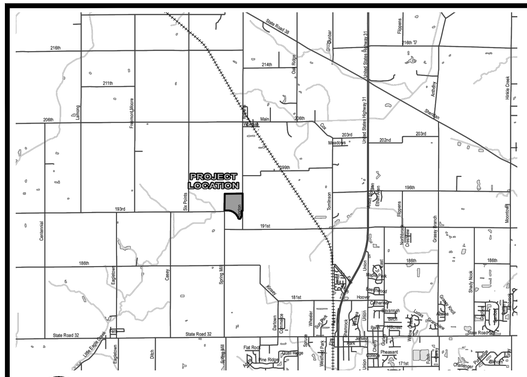
The proposed subdivision is consistent with the approved PUD District Ordinance and consists of 107 single family lots. The overall development plan essentially serves as a continuation and extension of the Osborne Trails residential neighborhood.

OSBORNE TRAILS - PHASE III

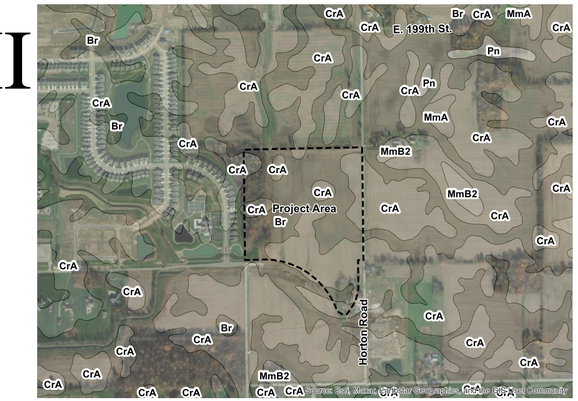
OVERALL PRIMARY PLAT PLAN

Lennar Homes of Indiana, Inc.

CONTACT: Tony Bagato
11555 N. Meridian Street, Suite 400
Carmel, Indiana 46032
(317) 659-3200
Email: tony.bagato@lennar.com



LOCATION MAP
SCALE 1"= 1/2 MILE



SOILS MAP
NOT TO SCALE

SOILS LEGEND

Br	Brookstone silty clay loam, 0 to 2 percent slopes
CrA	Crosby silt loam, fine-loamy subsoil, 0 to 2 percent slopes

WESTFIELD-WASHINGTON TOWNSHIP APPLICATION FORM
TECHNICAL ADVISORY COMMITTEE MEMBERS

To email all the members of this committee please use: tac@westfield.in.gov

CITY OF WESTFIELD

Westfield Community Development Department 2728 East 171st Street Westfield, Indiana 46074 (317) 804-3170 community@westfield.in.gov	**Westfield Fire Department** 17535 Dartown Road Westfield, Indiana 46074 **Fire Marshal/Division Chief** **Ryan Flora** (317) 804-3307 rflora@westfield.in.gov	**Westfield G.I.S.** *(for addressing)* 2706 East 171st Street Westfield, Indiana 46074 **Leane Hieber** (317) 804-3001 lhieber@westfield.in.gov
All TAC members can be contacted by using the email: **tac@westfield.in.gov** *This email group is updated regularly.*	CITY OF Westfield INDIANA	**Westfield Public Works Department Plan Review, Pre-Construction, Stormwater & Mass Grading (C)** 2706 East 171st Street Westfield, Indiana 46074 **John Rankin** (317) 804-3147 jrankin@westfield.in.gov

SCHOOL CORPORATION	STATE OF INDIANA	HAMILTON COUNTY
Westfield-Washington School Corp. 1143 East 181st Street Westfield, Indiana 46074 **Joe Montalone** (317) 867-8045 montalone@wws.k12.in.us	**Indiana Department of Transportation** *(INDOT) Tipton Sub-District* 2152 West State Road 28 Tipton, Indiana 46072 **Sandra Landrum** (317) 402-1823 (cell) slandrum@indot.in.gov	**Hamilton County Soil and Water Conservation** 1717 Pleasant St. Suite 100 Noblesville, IN 46060 **Dave Bradway** (317) 773-2181 David.Bradway@hamiltoncounty.in.gov

HAMILTON COUNTY	HAMILTON COUNTY	HAMILTON COUNTY
Hamilton County Surveyor's Office (H) One Hamilton County Square, Suite 188 Noblesville, Indiana 46060 **Samuel Clark** (317) 776-8495 Samuel.Clark@hamiltoncounty.in.gov	**Hamilton County Highway Department** 1700 S. 10th Street Noblesville, Indiana 46060 **Dave Lucas** (317) 773-7770 david.lucas@hamiltoncounty.in.gov	**Hamilton County Health Department** 18030 Foundation Drive, Suite A Noblesville, Indiana 46060 **Larry Beard** (317) 776-8500 larry.beard@hamiltoncounty.in.gov

SERVICE PROVIDERS		
Citizens Westfield *(for water & sanitary sewer)* 2150 Dr. Martin Luther King Drive Indianapolis, Indiana 46202 **Mitch House** (317) 917-5294 mhouse@citizensenergygroup.com	**Citizens Gas of Westfield (C)** 2150 Dr. Martin Luther King Drive Indianapolis, Indiana 46202 **Richard Miller, Jr.** *Construction Field Coordinator* (317) 927-4684 rmiller@citizensenergygroup.com	**Citizens Energy Group (C)** 2150 Dr. Martin Luther King Drive Indianapolis, Indiana 46202 **Jerry Sikes** (317) 927-6038 jsikes@citizensenergygroup.com utilitycoordination@citizensenergygroup.com

(H/E) = agencies/departments that request Hardcopies of plans; otherwise Electronic copies of plans suffice.
(C) = agencies/departments that request CAD files of plans; otherwise PDF files will suffice.

WESTFIELD-WASHINGTON TOWNSHIP APPLICATION FORM
TECHNICAL ADVISORY COMMITTEE MEMBERS

To email all the members of this committee please use: tac@westfield.in.gov

SERVICE PROVIDERS (CONT.)

Duke Energy (Noblesville Office) **(H/E) (C)** *Unable to accept Dropbox files.* 100 South Mill Creek Road Noblesville, Indiana 46062 **Jon Shultz** (317) 800-3264 jon.shultz@duke-energy.com	***Please note:*** **Duke Energy** Duke is unable to accept files that are on a Dropbox or any other public file shares. Duke can accept a company SharePoint or direct emails with files.	**Duke Energy: Asset Protection** **(H/E) (C)** *Unable to accept Dropbox files.* WF500 / 2727 Central Avenue Columbus, Indiana 47201 **Ryan Daugherty** (812) 375-2021 ryan.daugherty@duke-energy.com
Panhandle Eastern Pipeline Company 9371 Zionsville Rd, Indianapolis, Indiana 46268 **Troy Yackle**-(317) 733-3213 troy.yackle@energytransfer.com **Mark Wood**-(317) 733-3232 mark.wood@energytransfer.com **Nate Carlson**-(317) 733-3266 nathaniel.carlson@energytransfer.com	**Center Point Gas (C)** 16000 Allisonville Road Noblesville, Indiana 46061 **Chad Miller** (317) 776-5590 Chad.r.miller@centerpointenergy.com	**Comcast Cable** 5330 East 65th Street Indianapolis, Indiana 46220 **Earl Small, Jr** (317) 982-1161 Earl_Small@cable.comcast.com
Spectrum 3030 Rooseveltt Avenue Indianapolis, Indiana 46218 **Matt Filson** (317) 618.2822 (cell)/ (317) 734.0762 Matt.Filson@Charter.com	**Frontier Communication** 20905 Hague Road Noblesville, Indiana 46060 **Steve Costlow** (317) 984-9010 steve.costlow@ftr.com	**AT&T** 240 North Meridian Street Indianapolis, Indiana 46204 **Wendy Noble** (317) 610-5440 / (317) 403-6673 (cell) wl807s@att.com
Marathon Pipeline LLC 10722 East County Road 300 North Indianapolis, Indiana 46234 **Brian Phillips** (419) 379-8506 BrPhillips@marathonpetroleum.com	**Buckeye Partners, L.P.** 993 Brodhead Road, Suite 100 Coraopolis, Pennsylvania 15108 **Brandon Allen** (216) 318-2124 BAllen@buckeye.com	**Zayo Group** 722 N. High School Road Indianapolis, Indiana 46214 **Waylon Higgins** (765) 341-1199 inky_relo@zayo.com
Metronet (C) 1320 City Center Drive, Suite 275 Carmel, Indiana 46032 **Marc Hill** (317) 670-7995 Marc.Hill@metronet.com	**Lumen Technologies** 1902 East Street Indianapolis, Indiana 46225 **Dave Lucas** (317) 773-7770 david.lucas@hamiltoncounty.in.gov **Matt Buis** Sr Network Implementation Program Mgr. (317) 713-8936 matthew.buis@lumen.com For relocations: relocation@lumen.com	**Ray's Trash Service** P.O. Box I Clayton, Indiana 46118 **Calvin Davidson** (317) 539-7022 cdavidson@raystrash.com

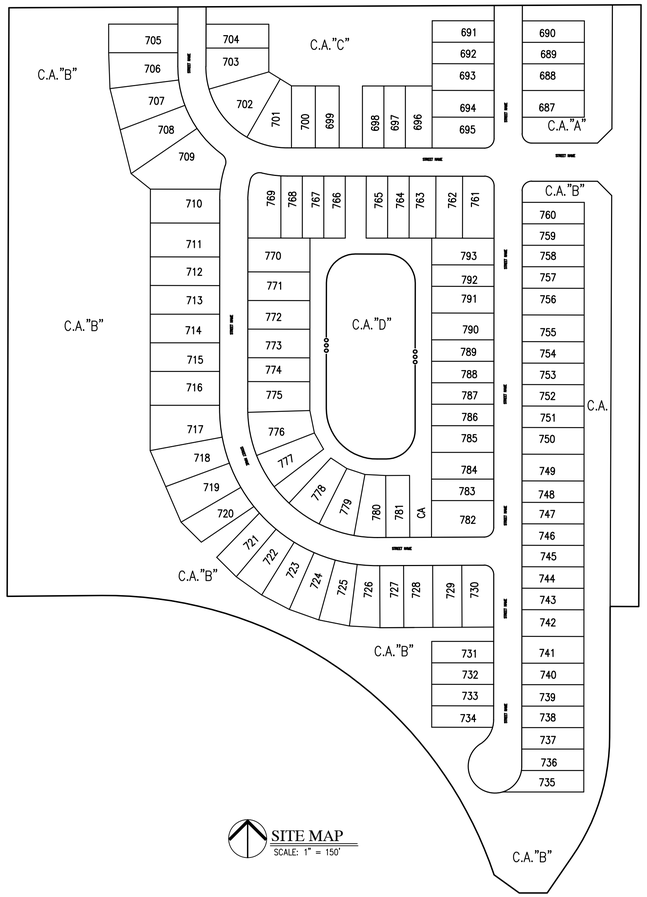
(H/E) = agencies/departments that request Hardcopies of plans; otherwise Electronic copies of plans suffice.
(C) = agencies/departments that request CAD files of plans; otherwise PDF files will suffice.

FLOOD HAZARD STATEMENT:

THE ACCURACY OF THE FLOOD HAZARD INFORMATION SHOWN OR IDENTIFIED HEREON IS SUBJECT TO MAP SCALE UNCERTAINTY AND TO ANY OTHER UNCERTAINTY IN LOCATION OR ELEVATION ON THE REFERENCED FLOOD INSURANCE RATE MAP. THE WITHIN DESCRIBED TRACT OF LAND LIES WITHIN FLOOD HAZARD ZONE X (UNSHADED) AS SAID TRACT PLOTS BY SCALE ON COMMUNITY PANEL NUMBER 180080 C0110 G (MAP NUMBER 18057C0110G) OF THE FLOOD INSURANCE RATE MAPS FOR HAMILTON COUNTY, INDIANA (MAPS DATED NOVEMBER 19, 2014).

All Contractors Shall Review City Of Westfield Standards And Specifications Prior To Bidding On This Project. Additional Specifications, Not Included In This Set Of Plans, May Be Required. http://www.westfield.in.gov/egov/apps/document/center.egov?view=item;id=50

The presence of a City of Westfield review and acceptance stamp on plans does not relieve the Contractor or Developer from compliance of the "City of Westfield construction Standards, latest edition". This review only designates that the general conformance with design and specifications have been met. Field changes may become necessary in order to comply with the detailed City of Westfield Specifications.



SITE MAP
SCALE: 1" = 150'

OSBORNE TRAILS PHASE III LEGAL DESCRIPTION

PARCEL I:

A part of the West Half of the Northwest Quarter of Section 26, Township 19 North, Range 3 East, Washington Township, Hamilton County, Indiana, more particularly described as follows:

Beginning at the Northwest corner of the Northwest Quarter of the Northwest Quarter of said Section 26; thence North 89 degrees 43 minutes 52 seconds East (assumed bearing) 1,323.21 feet along the North line of the said Northwest Quarter to the Northeast corner of the West Half of said Northwest Quarter; thence South 00 degrees 10 minutes 08 seconds West 1,261.54 feet along the East line of said West Half; thence North 89 degrees 49 minutes 52 seconds West 69.25 feet; thence South 01 degrees 49 minutes 40 seconds West 89.90 feet; thence South 89 degrees 45 minutes 23 seconds West 901.59 feet; thence North 62 degrees 57 minutes 15 seconds West 227.55 feet; thence North 89 degrees 49 minutes 24 seconds West 146.95 feet; thence North 00 degrees 10 minutes 36 seconds East 1,244.89 feet along the West line of said Northwest Quarter to the Place of Beginning, containing 40.286 acres, more or less.

EXCEPT for the following described tract:

A part of the Northwest Quarter of 26, Township 19 North, Range 3 East, in Washington Township, Hamilton County; Indiana, more particularly described as follows:

Commencing at the Southwest corner of the Northwest Quarter of said Section 26; thence North 00 degrees 10 minutes 36 seconds East (assumed bearing) a distance of 1,397.71 feet along the West line of said Northwest Quarter to the Northwest corner of the 40.011 acre owned by Osborne Trails Developer, LLC as recorded Instrument No. 2017-025934 in the office of the Recorder of Hamilton County, Indiana and the POINT OF BEGINNING of this description; thence North 00 degrees 10 minutes 36 seconds East along said West line, a distance of 11.60 feet; thence North 89 degrees 37 minutes 54 seconds East a distance of 198.78 feet to the of curvature of a curve concave southerly, the radius point of said curve being South 00 degrees 22 minutes 06 seconds East a distance of 860.00 feet from said point; thence easterly along said curve 456.58 feet to the point on said curve, said point being North 30 degrees 03 minutes 02 seconds East a distance of 860.00 feet from the radius point of said curve and being on the North Line of said 40.011 acre parcel; thence the next three (3) courses are along the boundary of said 40.011 acre parcel: (1) thence South 89 degrees 45 minutes 23 seconds West a distance of 285.39 feet; (2) thence North 62 degrees 57 minutes 15 seconds West a distance of 227.55 feet; (3) thence North 89 degrees 49 minutes 24 seconds West a distance of 146.56 feet to the West line of said Northwest Quarter and the place of beginning, containing 0.735 acres, more or less.

PARCEL II:

A part of the Northwest Quarter of Section 26, Township 19 North, Range 3 East, Washington Township, Hamilton County, Indiana, more particularly described as follows:

Commencing at the Southwest corner of the Northwest Quarter of said Section 26; thence North 89 degrees 46 minutes 30 seconds East (assumed bearing) 1,323.57 feet along the South line of said Northwest Quarter to the Southeast corner of the West Half of said Northwest Quarter; thence North 00 degrees 10 minutes 08 seconds East 1,382.07 feet along the East line of the West Half of said Northwest Quarter to the Northeast corner of the 40.011 acre parcel described in Instrument No. 2017-025934 as recorded in the Office of the Recorder of Hamilton County, Indiana; thence North 89 degrees 49 minutes 52 seconds West 60.00 feet along the North line of said 40.011 acre parcel to the POINT OF BEGINNING of this description; thence South 00 degrees 10 minutes 08 seconds West 269.68 feet to the point of curvature of a curve concave Westerly, the radius point of said curve being North 89 degrees 49 minutes 52 seconds West 450.00 feet from said point; thence Southerly along said curve 249.15 feet to the point of tangency of said curve, said point being South 58 degrees 05 minutes 32 seconds East 450.00 feet from the radius point of said curve; thence South 31 degrees 53 minutes 28 seconds West 20.07 feet; thence South 34 degrees 35 minutes 09 seconds West 93.94 feet; thence South 89 degrees 46 minutes 30 seconds West 58.43 feet; thence North 54 degrees 13 minutes 53 seconds West 65.05 feet to a point on a non-tangent curve concave Southwesterly, the radius point of said curve being South 71 degrees 24 minutes 32 seconds West 860.00 feet from said point; thence Northwesterly along said curve 620.78 feet to a point on said curve, said point being North 30 degrees 03 minutes 02 seconds East 860.00 feet from the radius point of said curve; thence North 89 degrees 45 minutes 23 seconds East 616.21 feet; thence North 01 degrees 49 minutes 40 seconds East 89.90 feet; thence South 89 degrees 49 minutes 52 seconds East 9.25 feet to the place of beginning, containing 4.076 acres, more or less.

PRIMARY PLAT SHEET SET
SHEET LIST TABLE

Sheet Title	Sheet Description
C1.0	COVER
C1.1	OVERALL SITE PLAN
C1.2-C1.3	OVERALL PRIMARY PLAT PLAN

PREPARED BY:

HWC ENGINEERING
135 N. PENNSYLVANIA ST., SUITE 2800
INDIANAPOLIS, IN 46204
CONTACT: KYLE EICHHORN
P: 317-981-1249
E: keichhorn@hwcengineering.com

Indiana 811
KNOW WHAT'S BELOW.
CALL BEFORE YOU DIG.

Call 811 or 800-382-5544 Before you Dig!

DEVELOPMENT STANDARDS
OSBORNE TRAILS PUD - AMENDMENT V
ORDINANCE 22-10 INST. #2022026286
SF4 RESIDENTIAL DISTRICT

MINIMUM LOT AREA:	5,850 S.F.
MINIMUM LOT FRONTAGE:	35'
MINIMUM BUILDING SETBACK LINES:	
• FRONT YARD	21'
• SIDE YARD	5'
• REAR YARD	20'
MINIMUM LOT WIDTH:	45'
MAXIMUM BUILDING HEIGHT:	2 ½ STORIES
MINIMUM LIVING AREA (TOTAL):	
• SINGLE-STORY	1,200 S.F.
• TWO-STORY	1,800 S.F.

REVISIONS

DATE	DESCRIPTION	BY

HWC ENGINEERING
INDIANAPOLIS - TERRE HAUTE
LAFAYETTE - MUNCIE - NEW ALBANY
www.hwcengineering.com

OSBORNE TRAILS - PHASE III
WESTFIELD, INDIANA

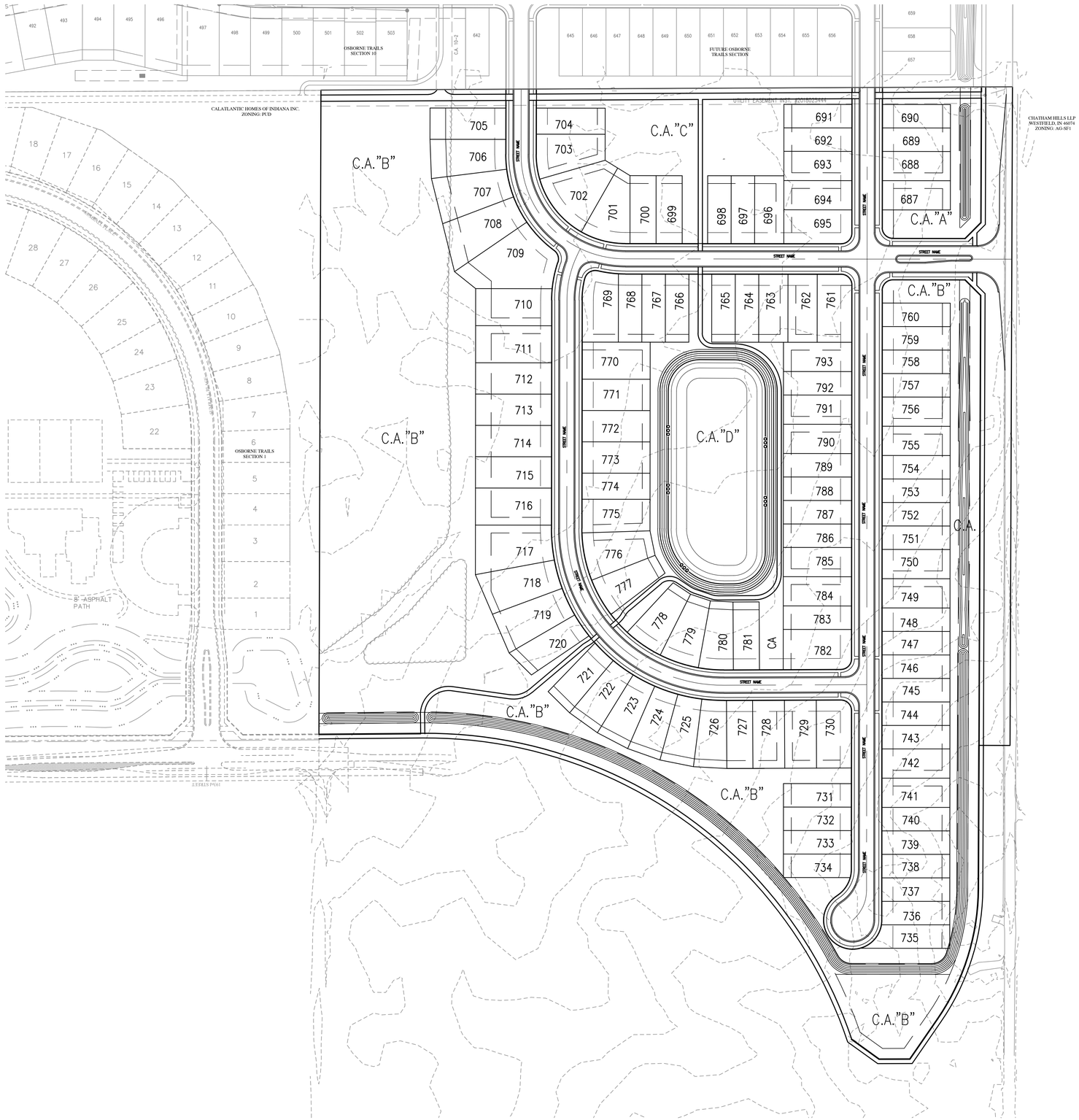
COVER

PRELIMINARY
NOT FOR CONSTRUCTION
KRISTOPHER K. EICHHORN
REGISTERED
No. 11400758
STATE OF INDIANA
PROFESSIONAL ENGINEER

DRAWN BY	BP
CHECKED BY	KE
DATE	JUNE 3, 2022
SCALE	AS SHOWN
JOB NUMBER	2021-277-S
SHEET	C1.0
	COVER

©2022

Plot Date: Jun 03, 2022 Plot Time: 8:41am File Name: W:\Lennar\2022-144-S Drexler Property\Design\CAD\Primary Plat\20277.PP_Cover.dwg, Layout: C1.0 By: tsmith



Indiana 811
KNOW WHAT'S BELOW.
CALL BEFORE YOU DIG.
Call 811 or 800-382-5544 Before you Dig!

GRAPHIC SCALE
0' 100' 200' 300'
(IN FEET)

LEGEND:

EXISTING		PROPOSED
	RIGHT-OF-WAY LINE	
	EASEMENT LINE	
	SETBACK LINE	
	TREE LINE	

ABBREVIATIONS:

C.A. – COMMON AREA
25 – LOT NUMBER

ALL STREET TREES ARE TO MATCH THE CURRENT CITY OF WESTFIELD MASTER TREE LIST.

STREET TREES SHALL NOT BE WITHIN FOUR (4) FEET OF ANY PAVEMENT.

THERE SHALL BE NO TREES WITHIN TEN (10) FEET OF ANY STORM SEWER INCLUDING SSD.

THE DESIGN AND CONSTRUCTION SHALL COMPLY WITH ALL ADA REQUIREMENTS.

THE DESIGN AND CONSTRUCTION SHALL COMPLY WITH THE CURRENT CITY OF WESTFIELD CONSTRUCTION SPECIFICATIONS AND STANDARD CONSTRUCTION DETAILS. THE OMISSION OF ANY CURRENT STANDARD DETAIL DOES NOT RELIEVE THE CONTRACTOR FROM THIS REQUIREMENT.

REVISIONS

DATE	DESCRIPTION	BY

HWC ENGINEERING
INDIANAPOLIS - TERRE HAUTE
LAFAYETTE - MUNCIE - NEW ALBANY
www.hwcengineering.com

OSBORNE TRAILS - PHASE III
WESTFIELD, INDIANA
OVERALL SITE PLAN

PRELIMINARY
NOT FOR CONSTRUCTION

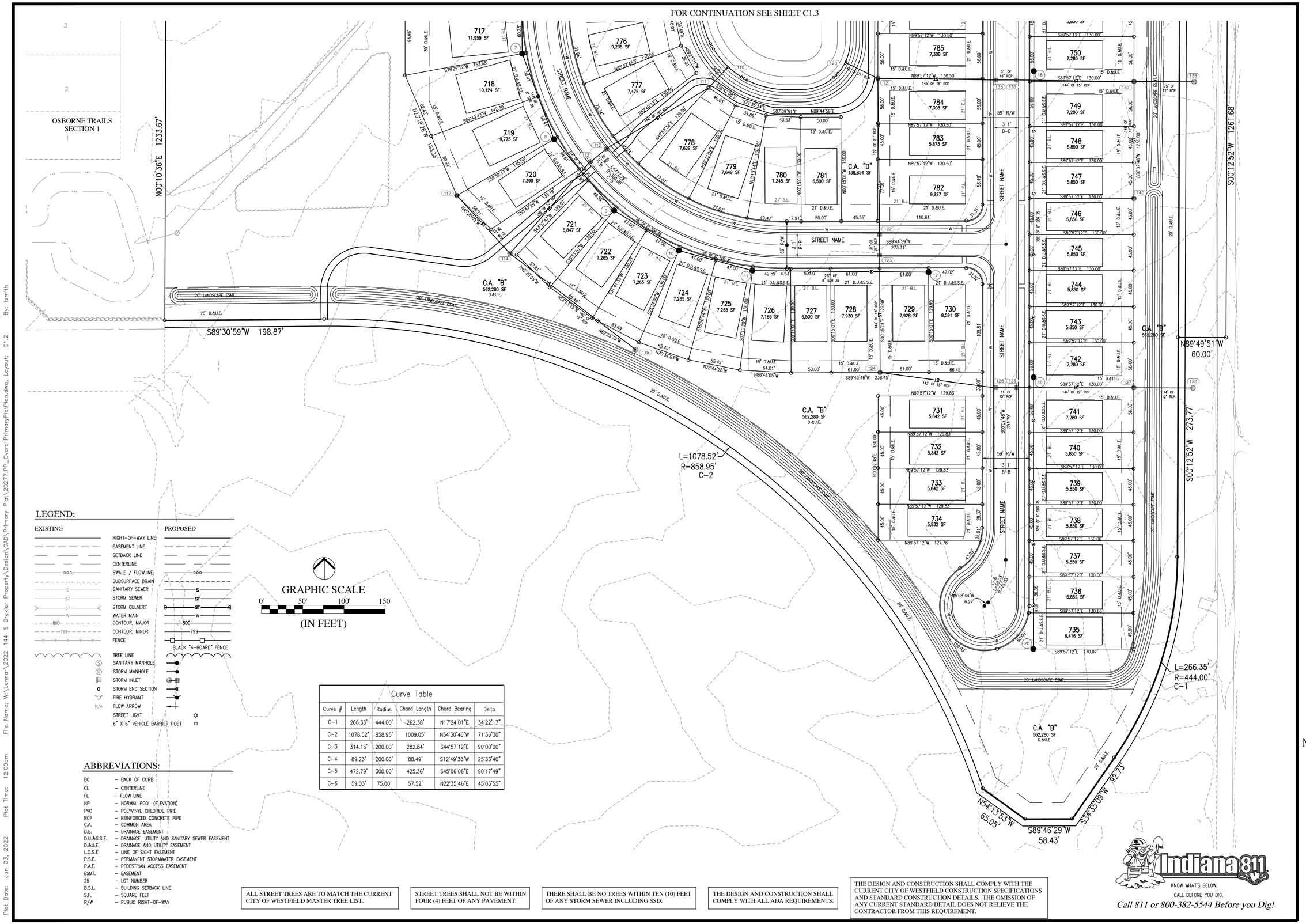
KRISTOPHER K. KIELHORN No. 11400758 INDIANA PROFESSIONAL ENGINEER

DRAWN BY TS	JOB NUMBER 2021-277-S
CHECKED BY KE	
DATE JUNE 3, 2022	
SCALE AS SHOWN	
SHEET C1.1 OVERALL SITE PLAN	

© 2022

Plot Date: Jun 03, 2022 Plot Time: 9:09am File Name: W:\Lennar\2022-144-S Drexler Property\Design\CAD\Primary Plat\20277PP_OverallSitePlan.dwg, Layout: C1.1 By: tsmith

FOR CONTINUATION SEE SHEET C1.3



LEGEND:

EXISTING		PROPOSED
	RIGHT-OF-WAY LINE	
	EASEMENT LINE	
	SETBACK LINE	
	CENTERLINE	
ooo	SWALE / FLOWLINE	ooo
	SUBSURFACE DRAIN	
S	SANITARY SEWER	S
ST	STORM SEWER	ST
ST	STORM CULVERT	ST
W	WATER MAIN	W
800	CONTOUR, MAJOR	800
799	CONTOUR, MINOR	799
x x x x x	FENCE	BLACK "4-BOARD" FENCE
	TREE LINE	
S	SANITARY MANHOLE	
ST	STORM MANHOLE	
	STORM INLET	
	STORM END SECTION	
	FIRE HYDRANT	
N/A	FLOW ARROW	
	STREET LIGHT	
	6" X 6" VEHICLE BARRIER POST	

GRAPHIC SCALE

0' 50' 100' 150'

(IN FEET)

Curve Table					
Curve #	Length	Radius	Chord Length	Chord Bearing	Delta
C-1	266.35'	444.00'	262.38'	N17°24'01"E	34°22'17"
C-2	1078.52'	858.95'	1009.05'	N54°30'46"W	71°56'30"
C-3	314.16'	200.00'	282.84'	S44°57'12"E	90°00'00"
C-4	89.23'	200.00'	88.49'	S12°49'38"W	25°33'40"
C-5	472.79'	300.00'	425.36'	S45°06'06"E	90°17'49"
C-6	59.03'	75.00'	57.52'	N22°35'46"E	45°05'55"

ABBREVIATIONS:

BC	– BACK OF CURB
CL	– CENTERLINE
FL	– FLOW LINE
NP	– NORMAL POOL (ELEVATION)
PVC	– POLYVINYL CHLORIDE PIPE
RCP	– REINFORCED CONCRETE PIPE
C.A.	– COMMON AREA
D.E.	– DRAINAGE EASEMENT
D.U.&S.S.E.	– DRAINAGE, UTILITY AND SANITARY SEWER EASEMENT
D.&U.E.	– DRAINAGE AND UTILITY EASEMENT
L.O.S.E.	– LINE OF SIGHT EASEMENT
P.S.E.	– PERMANENT STORMWATER EASEMENT
P.A.E.	– PEDESTRIAN ACCESS EASEMENT
ESMT.	– EASEMENT
25	– LOT NUMBER
B.S.L.	– BUILDING SETBACK LINE
S.F.	– SQUARE FEET
R/W	– PUBLIC RIGHT-OF-WAY

ALL STREET TREES ARE TO MATCH THE CURRENT CITY OF WESTFIELD MASTER TREE LIST.

STREET TREES SHALL NOT BE WITHIN FOUR (4) FEET OF ANY PAVEMENT.

THERE SHALL BE NO TREES WITHIN TEN (10) FEET OF ANY STORM SEWER INCLUDING SSD.

THE DESIGN AND CONSTRUCTION SHALL COMPLY WITH ALL ADA REQUIREMENTS.

THE DESIGN AND CONSTRUCTION SHALL COMPLY WITH THE CURRENT CITY OF WESTFIELD CONSTRUCTION SPECIFICATIONS AND STANDARD CONSTRUCTION DETAILS. THE OMISSION OF ANY CURRENT STANDARD DETAIL DOES NOT RELIEVE THE CONTRACTOR FROM THIS REQUIREMENT.

Indiana 811
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Plot Date: Jun 03, 2022 Plot Time: 12:00am File Name: W:\Lennar\2022-144-S Drexler Property\Design\CAD\Primary Plat\20277.PP_OverallPrimaryPlatPlan.dwg, Layout: C1.2 By: tsmith

REVISIONS

DATE	DESCRIPTION	BY

HWC ENGINEERING
INDIANAPOLIS - TERRE HAUTE
LAFAYETTE - MUNCIE - NEW ALBANY
www.hwcengineering.com

OSBORNE TRAILS - PHASE III
WESTFIELD, INDIANA
OVERALL PRIMARY PLAT PLAN

PRELIMINARY
No. 11400758
NOT FOR CONSTRUCTION

DRAWN BY TS	JOB NUMBER 2021-277-S
CHECKED BY KE	
DATE JUNE 3, 2022	
SCALE AS SHOWN	
SHEET C1.2 OVERALL PRIMARY PLAT PLAN	

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ALL STREET TREES ARE TO MATCH THE CURRENT CITY OF WESTFIELD MASTER TREE LIST.

STREET TREES SHALL NOT BE WITHIN FOUR (4) FEET OF ANY PAVEMENT.

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Indiana 811
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GRAPHIC SCALE
0' 50' 100' 150'
(IN FEET)

LEGEND:

EXISTING		PROPOSED
	RIGHT-OF-WAY LINE	
	EASEMENT LINE	
	SETBACK LINE	
	CENTERLINE	
	SWALE / FLOWLINE	
	SUBSURFACE DRAIN	
	SANITARY SEWER	
	STORM SEWER	
	STORM CULVERT	
	WATER MAIN	
800	CONTOUR, MAJOR	800
799	CONTOUR, MINOR	799
	FENCE	BLACK "4-BOARD" FENCE
	TREE LINE	
S	SANITARY MANHOLE	
ST	STORM MANHOLE	
	STORM INLET	
	STORM END SECTION	
	FIRE HYDRANT	
N/A	FLOW ARROW	
	STREET LIGHT	
	6" X 6" VEHICLE BARRIER POST	

ABBREVIATIONS:

BC	– BACK OF CURB
CL	– CENTERLINE
FL	– FLOW-LINE
NP	– NORMAL POOL (ELEVATION)
PVC	– POLYVINYL CHLORIDE PIPE
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ESMT.	– EASEMENT
25	– LOT NUMBER
B.S.L.	– BUILDING SETBACK LINE
S.F.	– SQUARE FEET
R/W	– PUBLIC RIGHT-OF-WAY

Curve Table

Curve #	Length	Radius	Chord Length	Chord Bearing	Delta
C-1	266.35'	444.00'	262.38'	N17°24'01"E	34°22'17"
C-2	1078.52'	858.95'	1009.05'	N54°30'46"W	71°56'30"
C-3	314.16'	200.00'	282.84'	S44°57'12"E	90°00'00"
C-4	89.23'	200.00'	88.49'	S12°49'38"W	25°33'40"
C-5	472.79'	300.00'	425.36'	S45°06'06"E	90°17'49"
C-6	59.03'	75.00'	57.52'	N22°35'46"E	45°05'55"

FOR CONTINUATION SEE SHEET C1.2

REVISIONS

DATE	DESCRIPTION	BY

HWC ENGINEERING
INDIANAPOLIS - TERRE HAUTE
LAFAYETTE - MUNCIE - NEW ALBANY
www.hwcengineering.com

OSBORNE TRAILS - PHASE III
WESTFIELD, INDIANA
OVERALL PRIMARY PLAT PLAN

PRELIMINARY
No. 11400758
NOT FOR CONSTRUCTION

DRAWN BY TS	JOB NUMBER 2021-277-S
CHECKED BY KE	
DATE JUNE 3, 2022	
SCALE AS SHOWN	
SHEET	

C1.3
OVERALL PRIMARY PLAT PLAN

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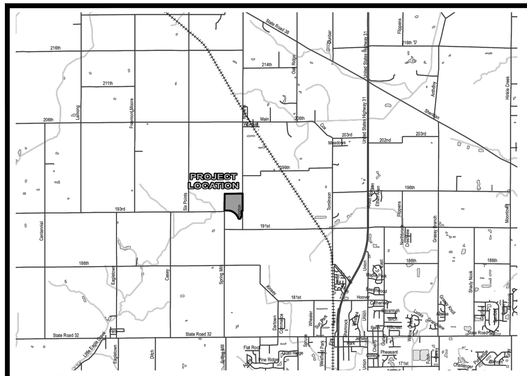
Plot Date: Jun 03, 2022 Plot Time: 12:04pm File Name: W:\Lennar\2022-144-S Drexler Property\Design\CAD\Primary Plat\20277.PP_OverallPrimaryPlatPlan.dwg, Layout: C1.3 By: tsmith

OSBORNE TRAILS - PHASE III

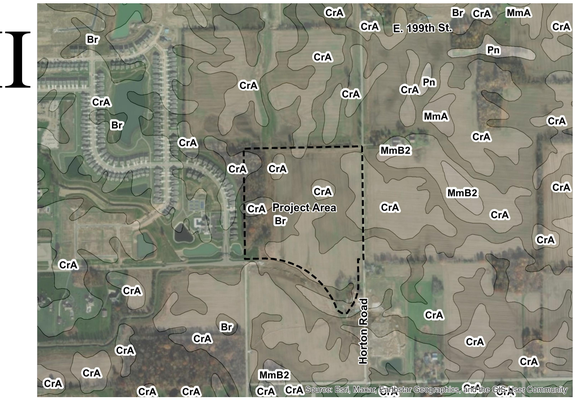
OVERALL DEVELOPMENT PLAN

Lennar Homes of Indiana, Inc.

CONTACT: Tony Bagato
11555 N. Meridian Street, Suite 400
Carmel, Indiana 46032
(317) 659-3200
Email: tony.bagato@lennar.com



LOCATION MAP
SCALE 1"= 1/2 MILE



SOILS MAP
NOT TO SCALE

SOILS LEGEND

Br	Brookstone silty clay loam, 0 to 2 percent slopes
CrA	Crosby silt loam, fine-loamy subsoil, 0 to 2 percent slopes

WESTFIELD-WASHINGTON TOWNSHIP APPLICATION FORM
TECHNICAL ADVISORY COMMITTEE MEMBERS

To email all the members of this committee please use: tac@westfield.in.gov

CITY OF WESTFIELD

Westfield Community Development Department
2728 East 171st Street
Westfield, Indiana 46074

(317) 804-3170
community@westfield.in.gov

Westfield Fire Department
17535 Dartown Road
Westfield, Indiana 46074

Fire Marshal/Division Chief
Ryan Flora
(317) 804-3307
rflora@westfield.in.gov

Westfield G.I.S.
(for addressing)
2706 East 171st Street
Westfield, Indiana 46074

Leane Hieber
(317) 804-3001
lhieber@westfield.in.gov

All TAC members can be contacted by using the email:
tac@westfield.in.gov
This email group is updated regularly.

Westfield Public Works Department Plan Review, Pre-Construction, Stormwater & Mass Grading (C)
2706 East 171st Street
Westfield, Indiana 46074

John Rankin (317) 804-3147
jrankin@westfield.in.gov

SCHOOL CORPORATION

Westfield-Washington School Corp.
1143 East 181st Street
Westfield, Indiana 46074

Joe Montalone
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montalone@wws.k12.in.us

STATE OF INDIANA

Indiana Department of Transportation
(INDOT) Tipton Sub-District
2152 West State Road 28
Tipton, Indiana 46072

Sandra Landrum
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slandrum@indot.in.gov

HAMILTON COUNTY

Hamilton County Soil and Water Conservation
1717 Pleasant St. Suite 100
Noblesville, IN 46060

Dave Bradway
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David.Bradway@hamiltoncounty.in.gov

HAMILTON COUNTY

Hamilton County Surveyor's Office (H)
One Hamilton County Square, Suite 188
Noblesville, Indiana 46060

Samuel Clark
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Samuel.Clark@hamiltoncounty.in.gov

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Noblesville, Indiana 46060

Dave Lucas
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HAMILTON COUNTY

Hamilton County Health Department 18030
Foundation Drive, Suite A
Noblesville, Indiana 46060

Larry Beard
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larry.beard@hamiltoncounty.in.gov

SERVICE PROVIDERS

Citizens Westfield
(for water & sanitary sewer)
2150 Dr. Martin Luther King Drive
Indianapolis, Indiana 46202

Mitch House
(317) 917-5294
mhouse@citizensenergygroup.com

Citizens Gas of Westfield (C)
2150 Dr. Martin Luther King Drive
Indianapolis, Indiana 46202

Richard Miller, Jr.
Construction Field Coordinator
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rmiller@citizensenergygroup.com

Citizens Energy Group (C)
2150 Dr. Martin Luther King Drive
Indianapolis, Indiana 46202

Jerry Sikes
(317) 927-6038
jsikes@citizensenergygroup.com
utilitycoordination@citizensenergygroup.com

(H/E) = agencies/departments that request Hardcopies of plans; otherwise Electronic copies of plans suffice.
(C) = agencies/departments that request CAD files of plans; otherwise PDF files will suffice.

WESTFIELD COMMUNITY DEVELOPMENT DEPARTMENT | 2728 EAST 171ST STREET, WESTFIELD, INDIANA 46074 *05.20.2022*

WESTFIELD-WASHINGTON TOWNSHIP APPLICATION FORM
TECHNICAL ADVISORY COMMITTEE MEMBERS

To email all the members of this committee please use: tac@westfield.in.gov

SERVICE PROVIDERS (CONT.)

Duke Energy (Noblesville Office)
(H/E) (C) *Unable to accept Dropbox files.*
100 South Mill Creek Road
Noblesville, Indiana 46062

Jon Shultz
(317) 800-3264
jon.shultz@duke-energy.com

Please note:
Duke Energy
Duke is unable to accept files that are on a Dropbox or any other public file shares.

Duke can accept a company SharePoint or direct emails with files.

Duke Energy: Asset Protection
(H/E) (C) *Unable to accept Dropbox files.*
WF500 / 2727 Central Avenue
Columbus, Indiana 47201

Ryan Daugherty
(812) 375-2021
ryan.daugherty@duke-energy.com

Panhandle Eastern Pipeline Company
9371 Zionsville Rd, Indianapolis, Indiana 46268
Troy Yackle-(317) 733-3213
troy.yackle@energytransfer.com
Mark Wood-(317) 733-3232
mark.wood@energytransfer.com
Nate Carlson-(317) 733-3266
nathaniel.carlson@energytransfer.com

Center Point Gas (C)
16000 Allisonville Road
Noblesville, Indiana 46061

Chad Miller
(317) 776-5590
Chad.r.miller@centerpointenergy.com

Comcast Cable
5330 East 65th Street
Indianapolis, Indiana 46220

Earl Small, Jr
(317) 982-1161
Earl_Small@cable.comcast.com

Spectrum
3030 Rooseveltt Avenue
Indianapolis, Indiana 46218

Matt Filson
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Matt.Filson@Charter.com

Frontier Communication
20905 Hague Road
Noblesville, Indiana 46060

Steve Costlow
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steve.costlow@ftr.com

AT&T
240 North Meridian Street
Indianapolis, Indiana 46204

Wendy Noble
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wl807s@att.com

Marathon Pipeline LLC
10722 East County Road 300 North
Indianapolis, Indiana 46234

Brian Phillips
(419) 379-8506
BrPhillips@marathonpetroleum.com

Buckeye Partners, L.P.
993 Brodhead Road, Suite 100
Coraopolis, Pennsylvania 15108

Brandon Allen
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BAllen@buckeye.com

Zayo Group
722 N. High School Road
Indianapolis, Indiana 46214

Waylon Higgins
(765) 341-1199
inky_relo@zayo.com

Metronet (C)
1320 City Center Drive, Suite 275
Carmel, Indiana 46032

Marc Hill
(317) 670-7995
Marc.Hill@metronet.com

Lumen Technologies
1902 East Street
Indianapolis, Indiana 46225

Matt Buis
Sr Network Implementation Program Mgr.
(317) 713-8936
matthew.buis@lumen.com
For relocations: relocation@lumen.com

Ray's Trash Service
P.O. Box I
Clayton, Indiana 46118

Calvin Davidson
(317) 539-7022
cdavidson@raystrash.com

(H/E) = agencies/departments that request Hardcopies of plans; otherwise Electronic copies of plans suffice.
(C) = agencies/departments that request CAD files of plans; otherwise PDF files will suffice.

WESTFIELD COMMUNITY DEVELOPMENT DEPARTMENT | 2728 EAST 171ST STREET, WESTFIELD, INDIANA 46074 *05.20.2022*

FLOOD HAZARD STATEMENT:

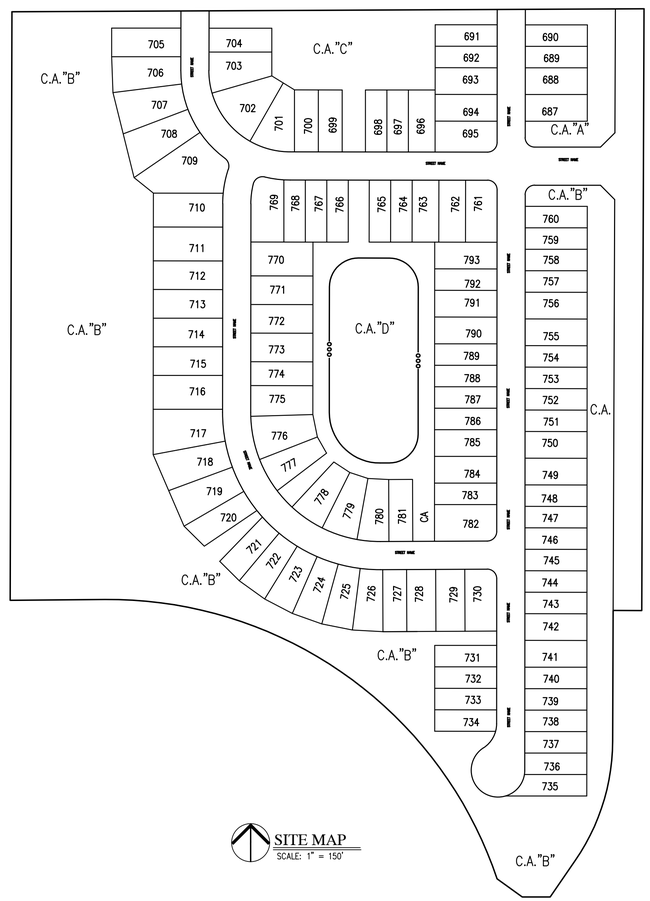
THE ACCURACY OF THE FLOOD HAZARD INFORMATION SHOWN OR IDENTIFIED HEREON IS SUBJECT TO MAP SCALE UNCERTAINTY AND TO ANY OTHER UNCERTAINTY IN LOCATION OR ELEVATION ON THE REFERENCED FLOOD INSURANCE RATE MAP. THE WITHIN DESCRIBED TRACT OF LAND LIES WITHIN FLOOD HAZARD ZONE X (UNSHADED) AS SAID TRACT PLOTS BY SCALE ON COMMUNITY PANEL NUMBER 180080 C0110 G (MAP NUMBER 18057C0110G) OF THE FLOOD INSURANCE RATE MAPS FOR HAMILTON COUNTY, INDIANA (MAPS DATED NOVEMBER 19, 2014).

All Contractors Shall Review City Of Westfield Standards And Specifications Prior To Bidding On This Project. Additional Specifications, Not Included In This Set Of Plans, May Be Required. http://www.westfield.in.gov/egov/apps/document/center.egov?view=item;id=50

The presence of a City of Westfield review and acceptance stamp on plans does not relieve the Contractor or Developer from compliance of the "City of Westfield construction Standards, latest edition". This review only designates that the general conformance with design and specifications have been met. Field changes may become necessary in order to comply with the detailed City of Westfield Specifications.

DEVELOPMENT SHEET SET
SHEET LIST TABLE

Sheet Title	Sheet Description
C1.0	COVER
C1.1	OVERALL SITE PLAN
C1.2-C1.3	DEVELOPMENT PLAN
C2.0	OVERALL OPEN SPACE PLAN
C3.0	EXISTING CONDITIONS PLAN
L1.0	OVERALL LANDSCAPE PLAN



SITE MAP
SCALE: 1" = 150'

OSBORNE TRAILS PHASE III LEGAL DESCRIPTION

PARCEL I:

A part of the West Half of the Northwest Quarter of Section 26, Township 19 North, Range 3 East, Washington Township, Hamilton County, Indiana, more particularly described as follows:

Beginning at the Northwest corner of the Northwest Quarter of the Northwest Quarter of said Section 26; thence North 89 degrees 43 minutes 52 seconds East (assumed bearing) 1,323.21 feet along the North line of the said Northwest Quarter to the Northeast corner of the West Half of said Northwest Quarter; thence South 00 degrees 10 minutes 08 seconds West 1,261.54 feet along the East line of said West Half; thence North 89 degrees 49 minutes 52 seconds West 69.25 feet; thence South 01 degrees 49 minutes 40 seconds West 89.90 feet; thence South 89 degrees 45 minutes 23 seconds West 901.59 feet; thence North 62 degrees 57 minutes 15 seconds West 227.55 feet; thence North 89 degrees 49 minutes 24 seconds West 146.95 feet; thence North 00 degrees 10 minutes 36 seconds East 1,244.89 feet along the West line of said Northwest Quarter to the Place of Beginning, containing 40.286 acres, more or less.

EXCEPT for the following described tract:

A part of the Northwest Quarter of 26, Township 19 North, Range 3 East, in Washington Township, Hamilton County; Indiana, more particularly described as follows:

Commencing at the Southwest corner of the Northwest Quarter of said Section 26; thence North 00 degrees 10 minutes 36 seconds East (assumed bearing) a distance of 1,397.71 feet along the West line of said Northwest Quarter to the Northwest corner of the 40.011 acre owned by Osborne Trails Developer, LLC as recorded Instrument No. 2017-025934 in the office of the Recorder of Hamilton County, Indiana and the POINT OF BEGINNING of this description; thence North 00 degrees 10 minutes 36 seconds East along said West line, a distance of 11.60 feet; thence North 89 degrees 37 minutes 54 seconds East a distance of 198.78 feet to the of curvature of a curve concave southerly, the radius point of said curve being South 00 degrees 22 minutes 06 seconds East a distance of 860.00 feet from said point; thence easterly along said curve 456.58 feet to the point on said curve, said point being North 30 degrees 03 minutes 02 seconds East a distance of 860.00 feet from the radius point of said curve and being on the North Line of said 40.011 acre parcel; thence the next three (3) courses are along the boundary of said 40.011 acre parcel: (1) thence South 89 degrees 45 minutes 23 seconds West a distance of 285.39 feet; (2) thence North 62 degrees 57 minutes 15 seconds West a distance of 227.55 feet; (3) thence North 89 degrees 49 minutes 24 seconds West a distance of 146.95 feet to the West line of said Northwest Quarter and the place of beginning, containing 0.735 acres, more or less.

PARCEL II:

A part of the Northwest Quarter of Section 26, Township 19 North, Range 3 East, Washington Township, Hamilton County, Indiana, more particularly described as follows:

Commencing at the Southwest corner of the Northwest Quarter of said Section 26; thence North 89 degrees 46 minutes 30 seconds East (assumed bearing) 1,323.57 feet along the South line of said Northwest Quarter to the Southeast corner of the West Half of said Northwest Quarter; thence North 00 degrees 10 minutes 08 seconds East 1,382.07 feet along the East line of the West Half of said Northwest Quarter to the Northeast corner of the 40.011 acre parcel described in Instrument No. 2017-025934 as recorded in the Office of the Recorder of Hamilton County, Indiana; thence North 89 degrees 49 minutes 52 seconds West 60.00 feet along the North line of said 40.011 acre parcel to the POINT OF BEGINNING of this description; thence South 00 degrees 10 minutes 08 seconds West 269.68 feet to the point of curvature of a curve concave Westerly, the radius point of said curve being North 89 degrees 49 minutes 52 seconds West 450.00 feet from said point; thence Southerly along said curve 249.15 feet to the point of tangency of said curve, said point being South 58 degrees 06 minutes 32 seconds East 450.00 feet from the radius point of said curve; thence South 31 degrees 53 minutes 28 seconds West 20.07 feet; thence South 34 degrees 35 minutes 09 seconds West 93.94 feet; thence South 89 degrees 46 minutes 30 seconds West 58.43 feet; thence North 54 degrees 13 minutes 53 seconds West 65.05 feet to a point on a non-tangent curve concave Southwesterly, the radius point of said curve being South 71 degrees 24 minutes 32 seconds West 860.00 feet from said point; thence Northwesterly along said curve 620.78 feet to a point on said curve, said point being North 30 degrees 03 minutes 02 seconds East 860.00 feet from the radius point of said curve; thence North 89 degrees 45 minutes 23 seconds East 616.21 feet; thence North 01 degrees 49 minutes 40 seconds East 89.90 feet; thence South 89 degrees 49 minutes 52 seconds East 9.25 feet to the place of beginning, containing 4.076 acres, more or less.

PREPARED BY:
HWC ENGINEERING
135 N. PENNSYLVANIA ST., SUITE 2800
INDIANAPOLIS, IN 46204
CONTACT: KYLE EICHHORN
P: 317-981-1249
E: keichhorn@hwcengineering.com

Indiana 811
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CALL BEFORE YOU DIG.
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DEVELOPMENT STANDARDS
OSBORNE TRAILS PUD - AMENDMENT V
ORDINANCE 22-10 INST. #2022026286
SF4 RESIDENTIAL DISTRICT

MINIMUM LOT AREA:	5,850 S.F.
MINIMUM LOT FRONTAGE:	35'
MINIMUM BUILDING SETBACK LINES:	
• FRONT YARD	21'
• SIDE YARD	5'
• REAR YARD	20'
MINIMUM LOT WIDTH:	45'
MAXIMUM BUILDING HEIGHT:	2 ½ STORIES
MINIMUM LIVING AREA (TOTAL):	
• SINGLE-STORY	1,200 S.F.
• TWO-STORY	1,800 S.F.

REVISIONS

DATE	DESCRIPTION	BY

HWC ENGINEERING
INDIANAPOLIS - TERRE HAUTE
LAFAYETTE - MUNCIE - NEW ALBANY
www.hwcengineering.com

OSBORNE TRAILS - PHASE III
WESTFIELD, INDIANA

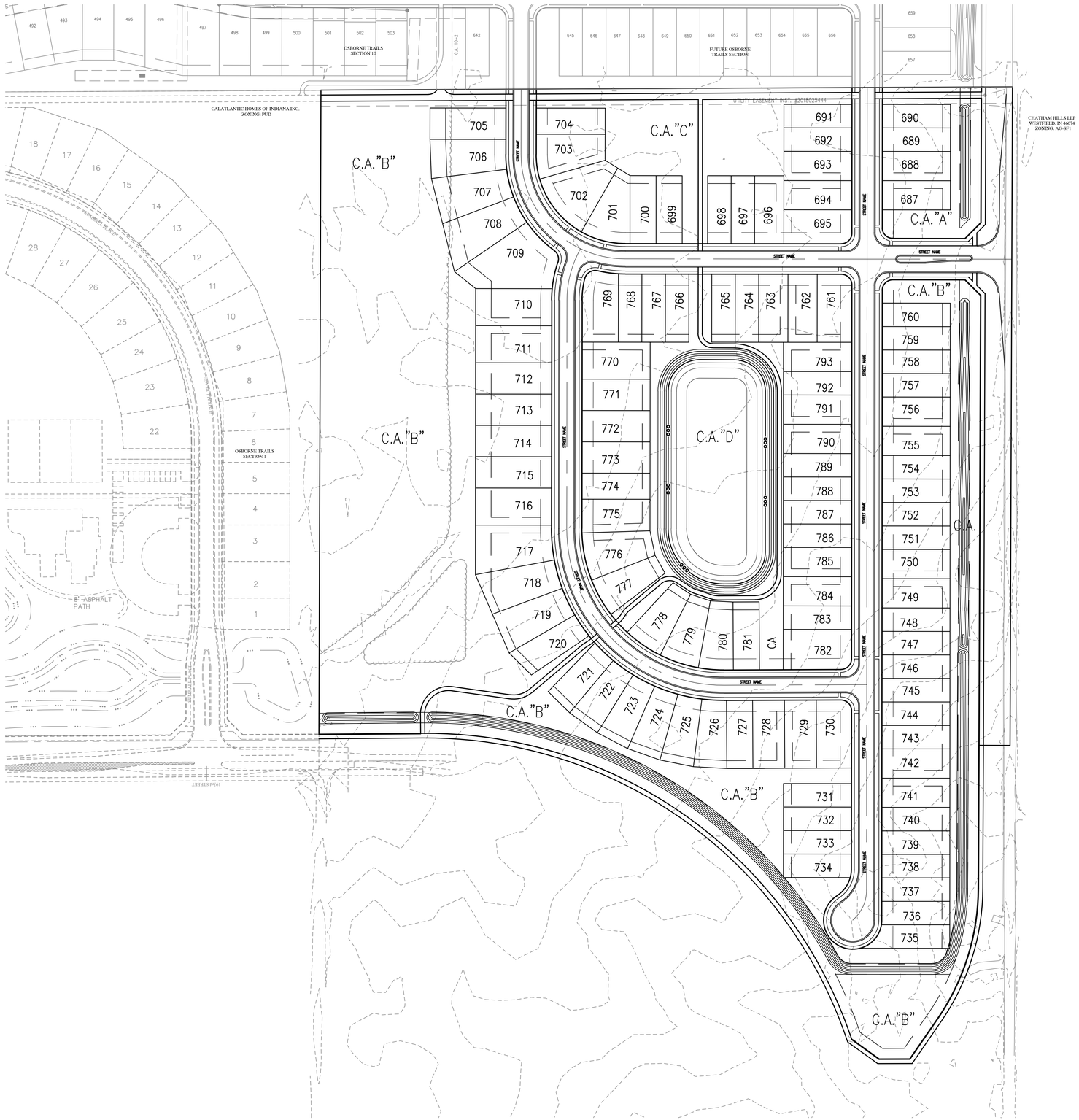
COVER

PRELIMINARY
NOT FOR CONSTRUCTION
CHRISTOPHER K. EICHHORN
REGISTERED
No. 11400758
STATE OF INDIANA
PROFESSIONAL ENGINEER

DRAWN BY: BP
CHECKED BY: KE
DATE: JUNE 2, 2022
SCALE: AS SHOWN
JOB NUMBER: 2021-277-S
SHEET: C1.0
COVER

©2022

Plot Date: Jun 03, 2022 Plot Time: 10:38am File Name: W:\Lennar\2022-144-S Drexler Property\Design\CAD\Development\20277.DP_Cover.dwg Layout: C1.0 By: tsmith



Indiana 811
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CALL BEFORE YOU DIG.
Call 811 or 800-382-5544 Before you Dig!

GRAPHIC SCALE
0' 100' 200' 300'
(IN FEET)

LEGEND:

EXISTING		PROPOSED
	RIGHT-OF-WAY LINE	
	EASEMENT LINE	
	SETBACK LINE	
	TREE LINE	

ABBREVIATIONS:

C.A. – COMMON AREA
25 – LOT NUMBER

ALL STREET TREES ARE TO MATCH THE CURRENT CITY OF WESTFIELD MASTER TREE LIST.

STREET TREES SHALL NOT BE WITHIN FOUR (4) FEET OF ANY PAVEMENT.

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REVISIONS

DATE	DESCRIPTION	BY

HWC ENGINEERING
INDIANAPOLIS - TERRE HAUTE
LAFAYETTE - MUNCIE - NEW ALBANY
www.hwcengineering.com

OSBORNE TRAILS - PHASE III
WESTFIELD, INDIANA
OVERALL SITE PLAN

PRELIMINARY
NOT FOR CONSTRUCTION

KRISTOPHER K. EICHHORN No. 11400758 INDIANA PROFESSIONAL ENGINEER

DRAWN BY TS	JOB NUMBER 2021-277-S
CHECKED BY KE	
DATE JUNE 2, 2022	
SCALE AS SHOWN	
SHEET C1.1 OVERALL SITE PLAN	

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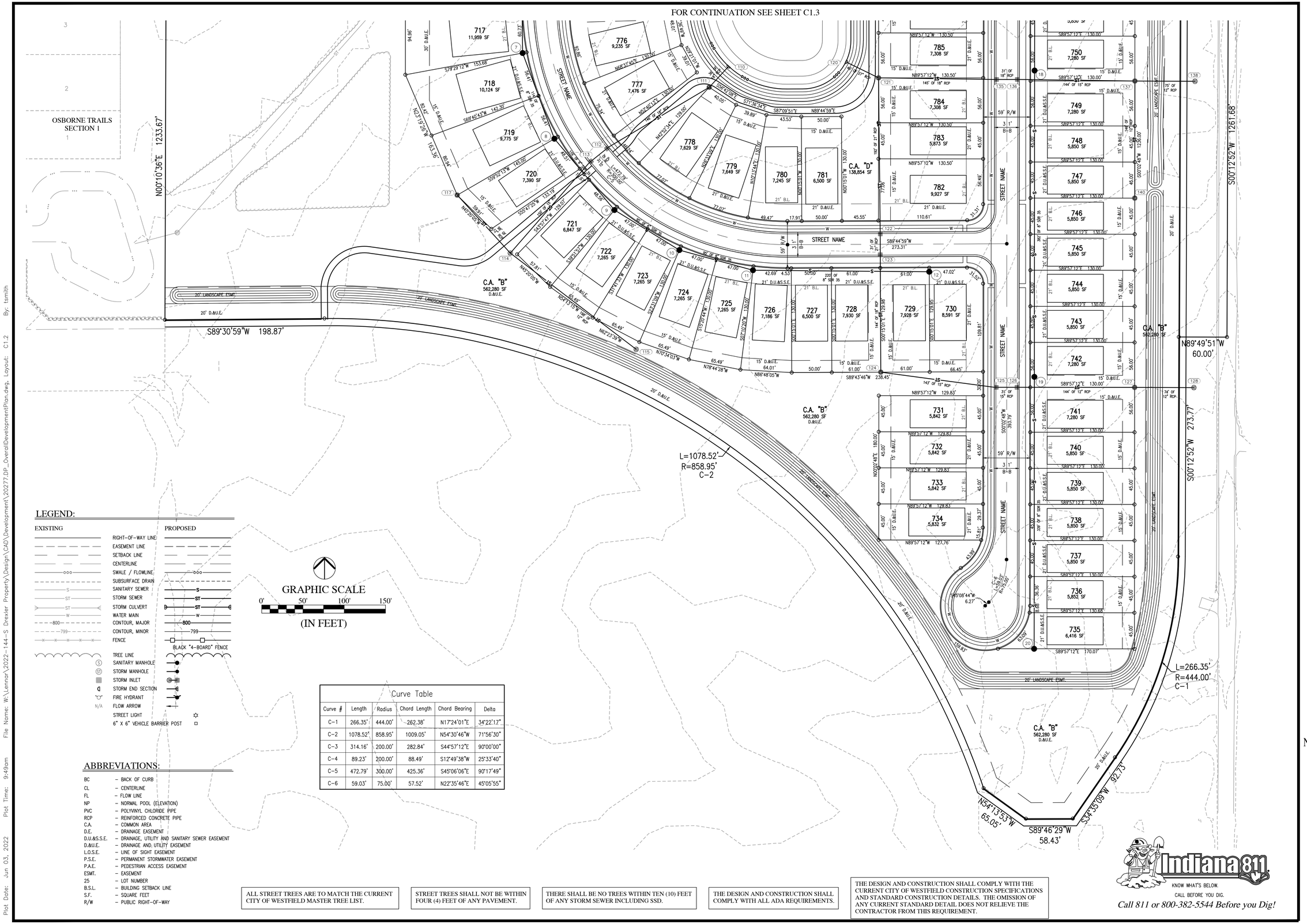
Plot Date: Jun 03, 2022 Plot Time: 9:34am File Name: W:\Lennar\2022-144-S Drexler Property\Design\CAD\Development\20277-DP_OverallSitePlan.dwg, Layout: C1.1 By: tsmith

FOR CONTINUATION SEE SHEET C1.3



LEGEND:

EXISTING		PROPOSED
	RIGHT-OF-WAY LINE	
	EASEMENT LINE	
	SETBACK LINE	
	CENTERLINE	
ooo	SWALE / FLOWLINE	ooo
	SUBSURFACE DRAIN	
S	SANITARY SEWER	S
ST	STORM SEWER	ST
ST	STORM CULVERT	ST
W	WATER MAIN	W
800	CONTOUR, MAJOR	800
799	CONTOUR, MINOR	799
	FENCE	BLACK "4-BOARD" FENCE
	TREE LINE	
S	SANITARY MANHOLE	
ST	STORM MANHOLE	
	STORM INLET	
	STORM END SECTION	
	FIRE HYDRANT	
N/A	FLOW ARROW	
	STREET LIGHT	
	6" X 6" VEHICLE BARRIER POST	

GRAPHIC SCALE

0' 50' 100' 150'

(IN FEET)

ABBREVIATIONS:

BC	– BACK OF CURB
CL	– CENTERLINE
FL	– FLOW LINE
NP	– NORMAL POOL (ELEVATION)
PVC	– POLYVINYL CHLORIDE PIPE
RCP	– REINFORCED CONCRETE PIPE
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R/W	– PUBLIC RIGHT-OF-WAY

Curve Table

Curve #	Length	Radius	Chord Length	Chord Bearing	Delta
C-1	266.35'	444.00'	262.38'	N17°24'01"E	34°22'17"
C-2	1078.52'	858.95'	1009.05'	N54°30'46"W	71°56'30"
C-3	314.16'	200.00'	282.84'	S44°57'12"E	90°00'00"
C-4	89.23'	200.00'	88.49'	S12°49'38"W	25°33'40"
C-5	472.79'	300.00'	425.36'	S45°06'06"E	90°17'49"
C-6	59.03'	75.00'	57.52'	N22°35'46"E	45°05'55"

ALL STREET TREES ARE TO MATCH THE CURRENT CITY OF WESTFIELD MASTER TREE LIST.

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THERE SHALL BE NO TREES WITHIN TEN (10) FEET OF ANY STORM SEWER INCLUDING SSD.

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DATE	DESCRIPTION	BY

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OSBORNE TRAILS - PHASE III
WESTFIELD, INDIANA
OVERALL DEVELOPMENT PLAN

PRELIMINARY
NOT FOR CONSTRUCTION

KRISTOPHER K. ECKHART No. 11400758 INDIANA PROFESSIONAL ENGINEER

DRAWN BY TS	JOB NUMBER 2021-277-S
CHECKED BY KE	
DATE JUNE 2, 2022	
SCALE AS SHOWN	
SHEET C1.2 OVERALL DEVELOPMENT PLAN	

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GRAPHIC SCALE
0' 50' 100' 150'
(IN FEET)

LEGEND:

EXISTING		PROPOSED
	RIGHT-OF-WAY LINE	
	EASEMENT LINE	
	SETBACK LINE	
	CENTERLINE	
	SWALE / FLOWLINE	
	SUBSURFACE DRAIN	
	SANITARY SEWER	
	STORM SEWER	
	STORM CULVERT	
800	WATER MAIN	
800	CONTOUR, MAJOR	800
799	CONTOUR, MINOR	799
	FENCE	BLACK "4-BOARD" FENCE
	TREE LINE	
S	SANITARY MANHOLE	
ST	STORM MANHOLE	
	STORM INLET	
	STORM END SECTION	
	FIRE HYDRANT	
N/A	FLOW ARROW	
	STREET LIGHT	
	6" x 6" VEHICLE BARRIER POST	

ABBREVIATIONS:

BC	– BACK OF CURB
CL	– CENTERLINE
FL	– FLOW-LINE
NP	– NORMAL POOL (ELEVATION)
PVC	– POLYVINYL CHLORIDE PIPE
RCP	– REINFORCED CONCRETE PIPE
C.A.	– COMMON AREA
D.E.	– DRAINAGE EASEMENT
D.U.&S.S.E.	– DRAINAGE, UTILITY AND SANITARY SEWER EASEMENT
D.&U.E.	– DRAINAGE AND UTILITY EASEMENT
L.O.S.E.	– LINE OF SIGHT EASEMENT
P.S.E.	– PERMANENT STORMWATER EASEMENT
P.A.E.	– PEDESTRIAN ACCESS EASEMENT
ESMT.	– EASEMENT
-25	– LOT NUMBER
B.S.L.	– BUILDING SETBACK LINE
S.F.	– SQUARE FEET
R/W	– PUBLIC RIGHT-OF-WAY

Curve Table

Curve #	Length	Radius	Chord Length	Chord Bearing	Delta
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FOR CONTINUATION SEE SHEET C1.2

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OSBORNE TRAILS - PHASE III
WESTFIELD, INDIANA
OVERALL DEVELOPMENT PLAN

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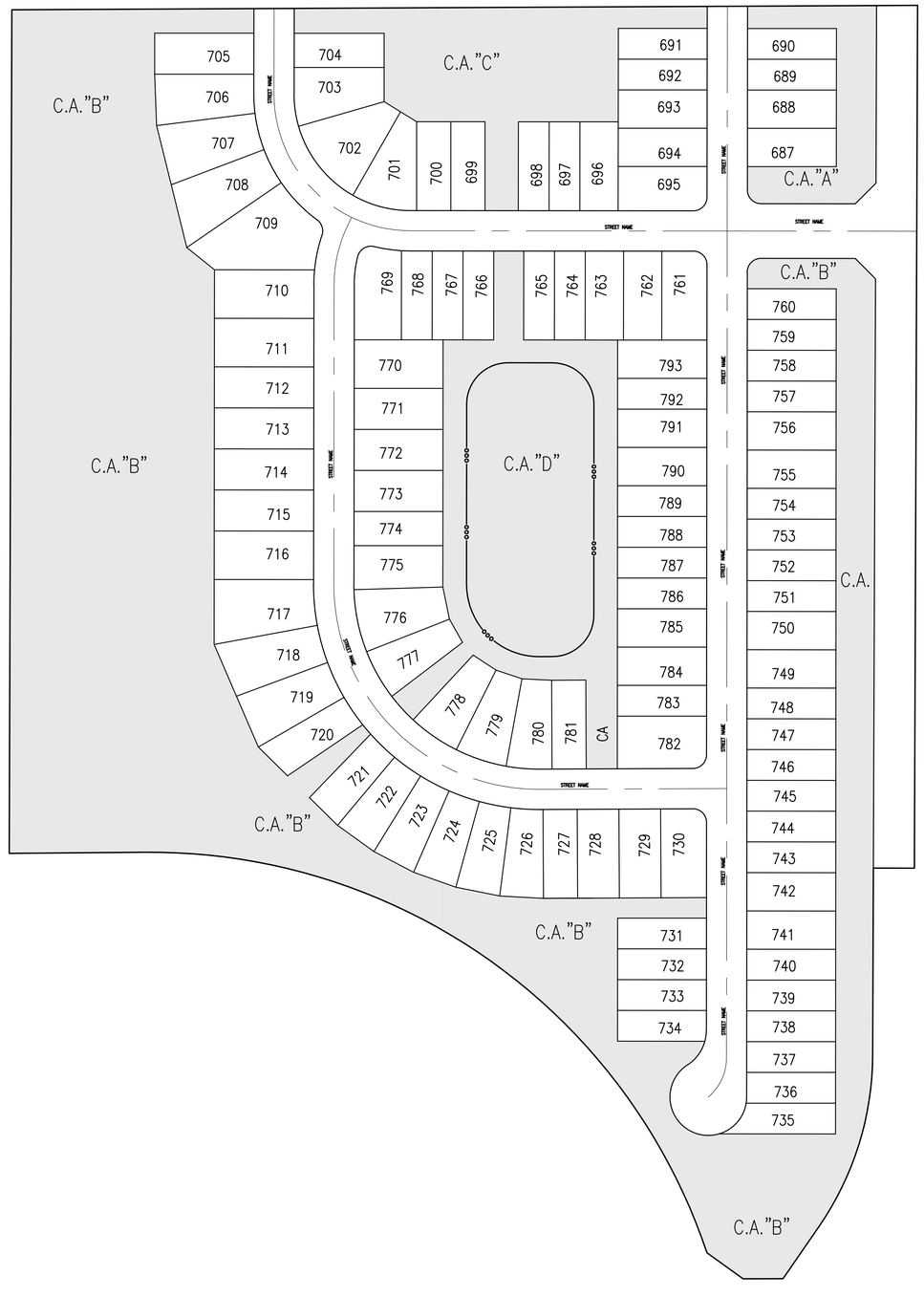

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GRAPHIC SCALE
0' 100' 200' 300'
(IN FEET)

LEGEND:

EXISTING		PROPOSED
	RIGHT-OF-WAY LINE	
	EASEMENT LINE	
	SETBACK LINE	
	TREE LINE	

ABBREVIATIONS:

C.A. – COMMON AREA
25 – LOT NUMBER

COMMON AREA SUMMARY (OPEN SPACE)
CA "A" = 27,686 SF
CA "B" = 562,280 SF
CA "C" = 71,886 SF
CA "D" = 138,854 SF
TOTAL COMMON AREA = 800,706 SF
TOTAL COMMON AREA = 18.38 ACRES

OPEN SPACE PROVIDED
OPEN SPACE AREA = 18.38 AC. / TOTAL ACREAGE = 43.65 AC. = 42.11%

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THERE SHALL BE NO TREES WITHIN TEN (10) FEET OF ANY STORM SEWER INCLUDING SSD.

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THE DESIGN AND CONSTRUCTION SHALL COMPLY WITH THE CURRENT CITY OF WESTFIELD CONSTRUCTION SPECIFICATIONS AND STANDARD CONSTRUCTION DETAILS. THE OMISSION OF ANY CURRENT STANDARD DETAIL DOES NOT RELIEVE THE CONTRACTOR FROM THIS REQUIREMENT.

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OSBORNE TRAILS - PHASE III
WESTFIELD, INDIANA
OVERALL OPEN SPACE PLAN

PRELIMINARY
NOT FOR CONSTRUCTION

KRISTOPHER K. EICHHORN
No. 11400758
STATE OF INDIANA
PROFESSIONAL ENGINEER

DRAWN BY BP	JOB NUMBER 2021-277-S
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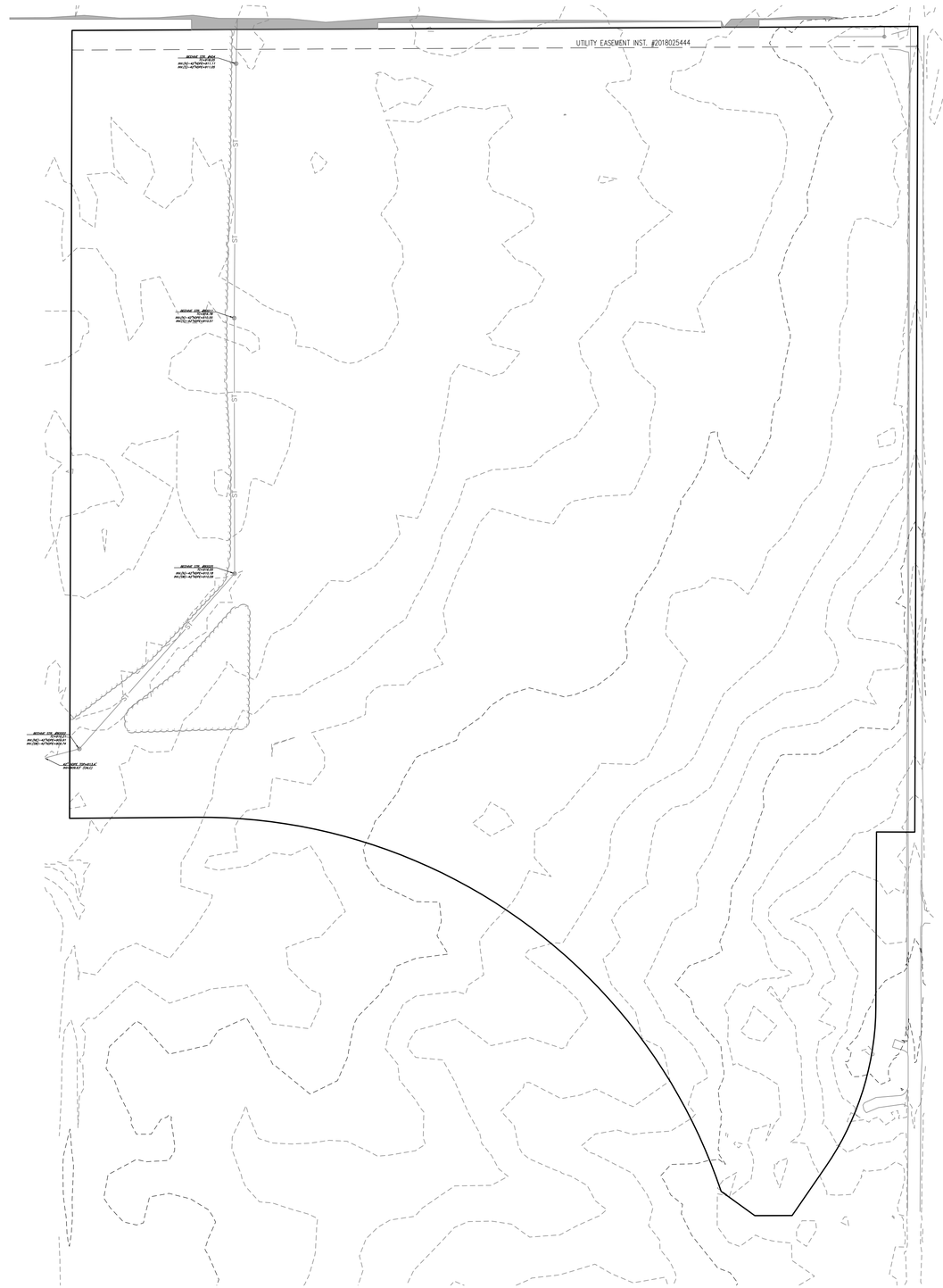

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GRAPHIC SCALE
0' 10' 20' 30'
(IN FEET)

LEGEND:

EXISTING

- RIGHT-OF-WAY LINE
- CENTERLINE
- SWALE / FLOWLINE
- SANITARY SEWER
- STORM SEWER
- STORM CULVERT
- WATER MAIN
- CONTOUR, MAJOR
- CONTOUR, MINOR
- FENCE
- TREE LINE
- SANITARY MANHOLE
- STORM MANHOLE
- STORM INLET
- STORM END SECTION
- FIRE HYDRANT

DEMOLITION KEYNOTES: (#)

(NOT ALL KEY NOTES APPLY TO THIS SHEET)

ALL ITEMS SHALL BE REMOVED IN THEIR ENTIRETY UNLESS NOTED OTHERWISE.

1. REMOVE EXISTING TREES AND/ OR TREE LINE.

DEMOLITION GENERAL NOTES:

1. THE CONTRACTOR SHALL DEMOLISH AND REMOVE FROM THE SITE ALL MATERIALS INDICATED ON THE PLAN. GENERALLY, DEMOLITION AREAS AND FACILITIES ARE INDICATED WITH BOLD LINES AND/OR SHADED AREAS. DISPOSAL OF SITE MATERIALS SHALL BE IN ACCORDANCE WITH APPLICABLE STATE AND FEDERAL GUIDELINES.

2. THE CONTRACTOR IS RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING FEATURES WHICH LIE ALONG THE PERIMETER OF THE SITE. THESE FEATURES INCLUDE, BUT ARE NOT LIMITED TO: BUILDINGS, PAVEMENTS, FENCES, VEGETATION, UTILITIES, PROPERTY MARKERS, ETC. CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGE WHICH OCCURS DURING OR AS A RESULT OF CONSTRUCTION ACTIVITY. REPLACEMENT OF DAMAGED PROPERTY SHALL BE EQUAL TO EXISTING CONDITIONS.

3. FOLLOWING REMOVAL OF INDICATED NATURAL FEATURES AND SITE IMPROVEMENTS, AND FOLLOWING THE COMPLETION OF EARTHWORK AS INDICATED ON THE GRADING PLAN, CONTRACTOR SHALL SUPPLY AND INSTALL TOPSOIL FILL TO THE FINISH GRADES INDICATED ON THE GRADING PLAN. TOPSOIL FILL SHALL BE FREE OF ROCK, RUBBISH, OR OTHER UNSUITABLE MATERIAL AND SHALL BE MODERATELY COMPACTED WHEN PLACED TO AVOID EXCESSIVE SETTLEMENTS. THE SURFACE OF ALL FILL SHALL BE UNIFORMLY AND SMOOTHLY GRADED IN ACCORDANCE WITH THE SITE GRADING PLAN. THE FINISHED SURFACE GRADES SHALL BE NOT MORE THAN 0.1 FOOT ABOVE OR BELOW THE GRADES INDICATED ON THE PLANS. PROVIDE A SMOOTH TRANSITION BETWEEN EXISTING GRADES AND THE ADJACENT FILL.

4. ALL TREES, BRUSH, STUMPS AND GRUBBING DEBRIS SCHEDULED FOR DEMOLITION ARE TO BE REMOVED FROM THE SITE.

5. CURRENT FIELD CONDITIONS MAY VARY SOMEWHAT FROM THOSE INDICATED ON THIS PLAN. THE INFORMATION SHOULD NOT BE CONSIDERED AS EXACT OR COMPLETE.

   A) THE CONTRACTOR SHALL FIELD VERIFY ALL EXISTING UTILITY LINE LOCATIONS PRIOR TO CONSTRUCTION. CONTACT THE INDIANA UNDERGROUND UTILITY PROTECTION SERVICE AT 1-800-382-5540.

   B) THE CONTRACTOR SHALL NOTIFY ALL APPROPRIATE UTILITY COMPANIES AT LEAST 48 HOURS PRIOR TO THE COMMENCEMENT OR RESUMPTION OF WORK WHICH COULD DISRUPT THE RESPECTIVE UTILITY SERVICE.

   C) ANY DEVIATIONS FROM THE UTILITY LOCATIONS OR ELEVATIONS FROM THOSE SHOWN ON THE PLANS SHALL BE REPORTED TO THE ENGINEER BEFORE CONSTRUCTION PROCEEDS AT THAT LOCATION. ANY OTHER DEVIATIONS OF THE SITE IMPROVEMENTS FROM THOSE SHOWN ON THE PLANS THAT AFFECT THE PROPOSED IMPROVEMENTS SHALL BE REPORTED TO THE ENGINEER BEFORE CONSTRUCTION PROCEEDS AT THAT LOCATION.

   D) THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE RELOCATION OF ALL EXISTING UTILITIES WHICH ARE IN CONFLICT WITH THE IMPROVEMENTS SHOWN ON THE SITE PLANS.

   E) ANY DAMAGE TO EXISTING UTILITY LINES SHALL BE REPAIRED AT THE EXPENSE OF THE CONTRACTOR.

6. UNLESS NOTED OTHERWISE, ALL UNDERGROUND UTILITIES SCHEDULED FOR DEMOLITION SHALL BE COMPLETELY EXCAVATED AND REMOVED, AND THE TRENCH BACKFILLED WITH STRUCTURAL FILL PLACED IN ACCORDANCE WITH THE EARTHWORK SPECIFICATIONS.

7. DAMAGE TO THE EXISTING RIGHT-OF-WAY SHALL BE RESTORED/ REPAIRED TO THE SATISFACTION OF THE CITY AT THE COMPLETION OF THE PROJECT. THE CONTRACTOR IS ENCOURAGED TO INSPECT THE RIGHT-OF-WAY WITH THE CITY PRIOR TO THE START OF CONSTRUCTION TO DOCUMENT THE EXISTING CONDITIONS OF THE RIGHT-OF-WAY.

REVISIONS

DATE	DESCRIPTION	BY

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LAFAYETTE - MUNCIE - NEW ALBANY
www.hwcengineering.com

OSBORNE TRAILS - PHASE III
WESTFIELD, INDIANA

EXISTING CONDITIONS PLAN

PRELIMINARY
NOT FOR CONSTRUCTION

CHRISTOPHER K. ELLISON No. 11400758 STATE OF INDIANA PROFESSIONAL ENGINEER

DRAWN BY BP	JOB NUMBER 2021-277-S
CHECKED BY KE	
DATE JUNE 2, 2022	
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SHEET C3.0 EXISTING CONDITIONS PLAN	

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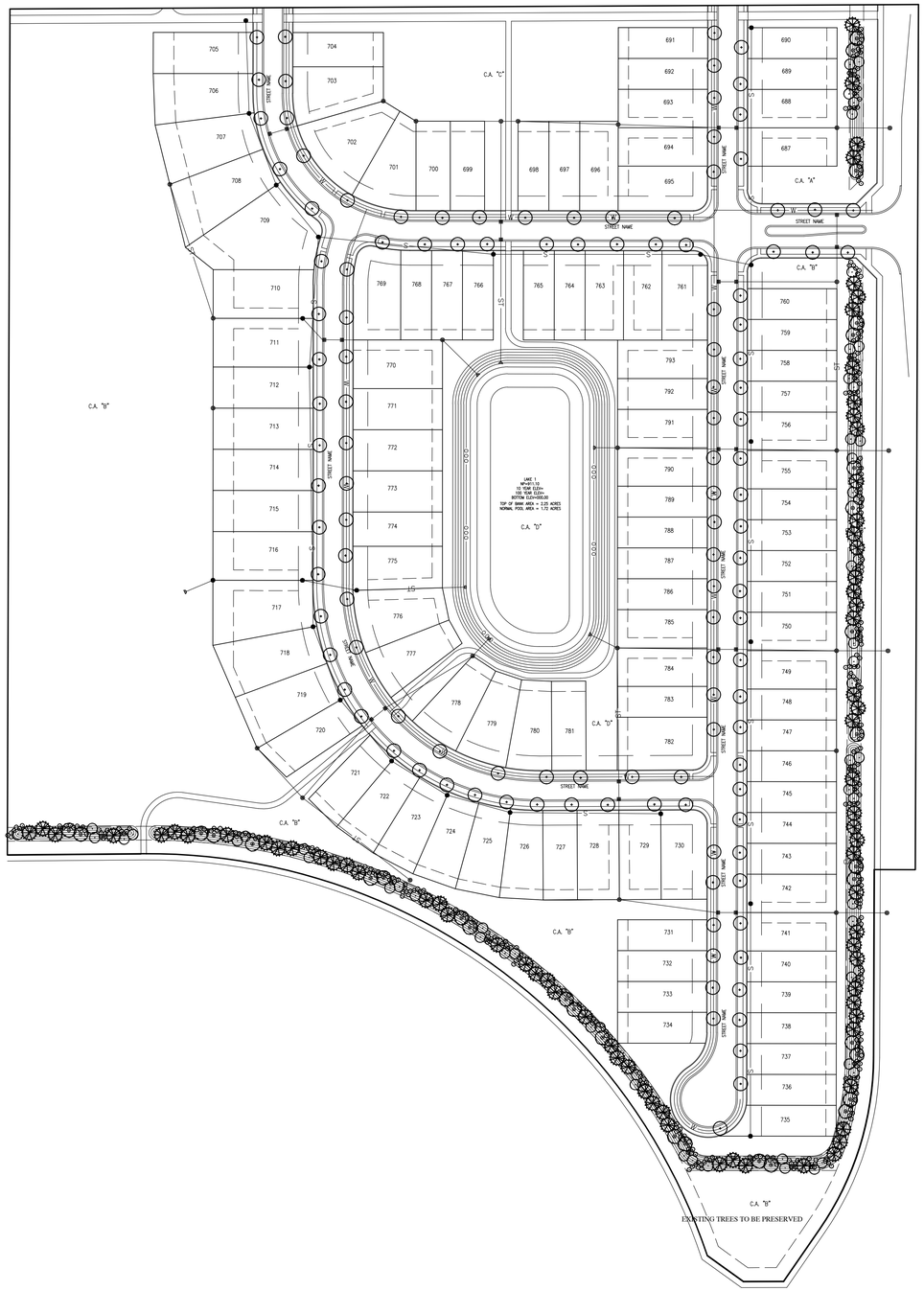

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GRAPHIC SCALE

0' 100' 200' 300'

(IN FEET)

LEGEND:

EXISTING		PROPOSED
	RIGHT-OF-WAY LINE	
	EASEMENT LINE	
	SETBACK LINE	
	TREE LINE	

ABBREVIATIONS:

C.A. – COMMON AREA
25 – LOT NUMBER

LANDSCAPE LEGEND:

- SHRUB
- STREET TREE
- SHADE TREE
- ORNAMENTAL TREE
- EVERGREEN TREE

GENERAL NOTES:

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REVISIONS

DATE	DESCRIPTION	BY

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OSBORNE TRAILS - PHASE III
WESTFIELD, INDIANA
OVERALL LANDSCAPE PLAN

PRELIMINARY
NOT FOR CONSTRUCTION

KRISTOPHER K. ECKHART No. 11400758 INDIANA PROFESSIONAL ENGINEER

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SHEET L1.0 OVERALL LANDSCAPE PLAN	

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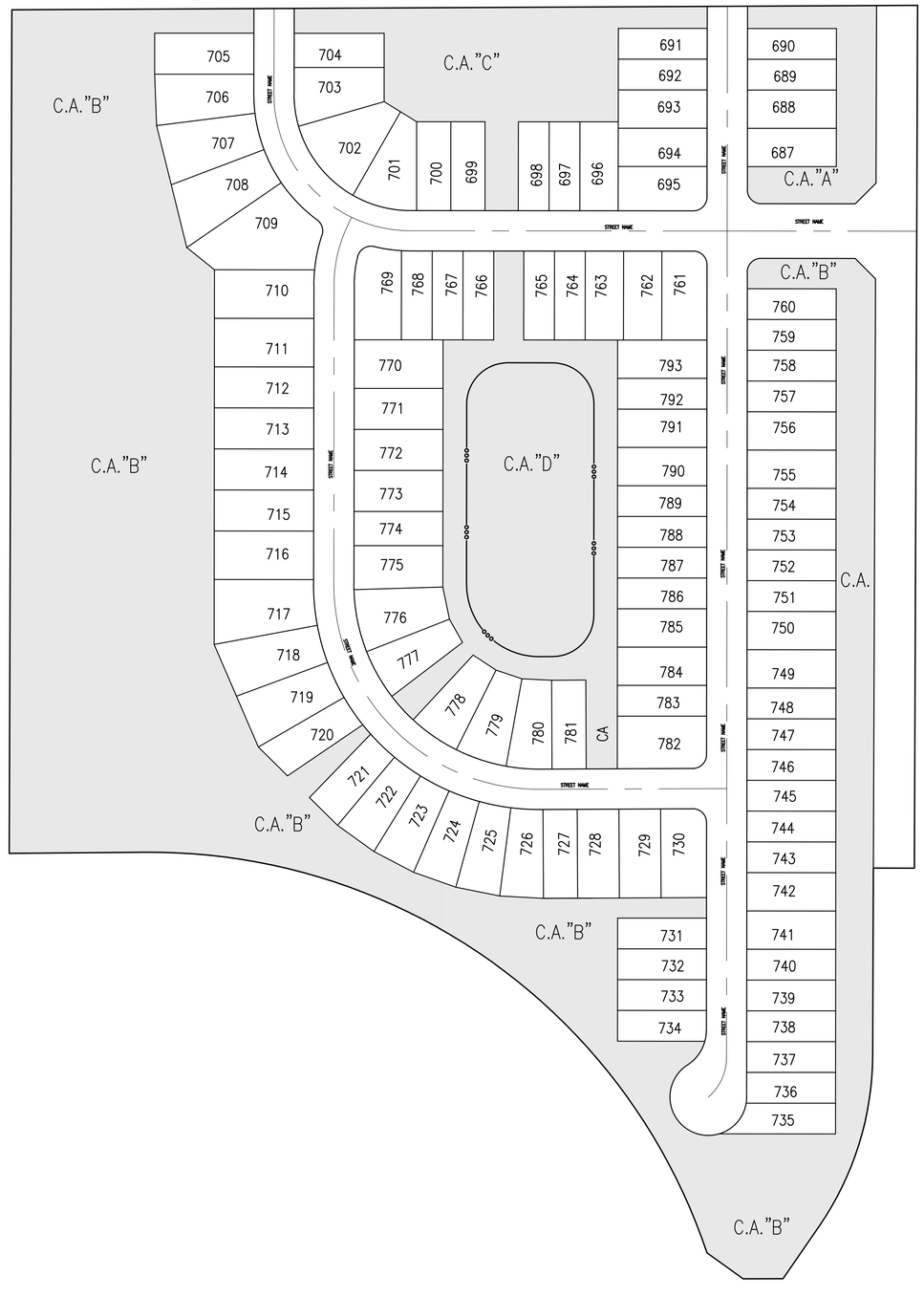

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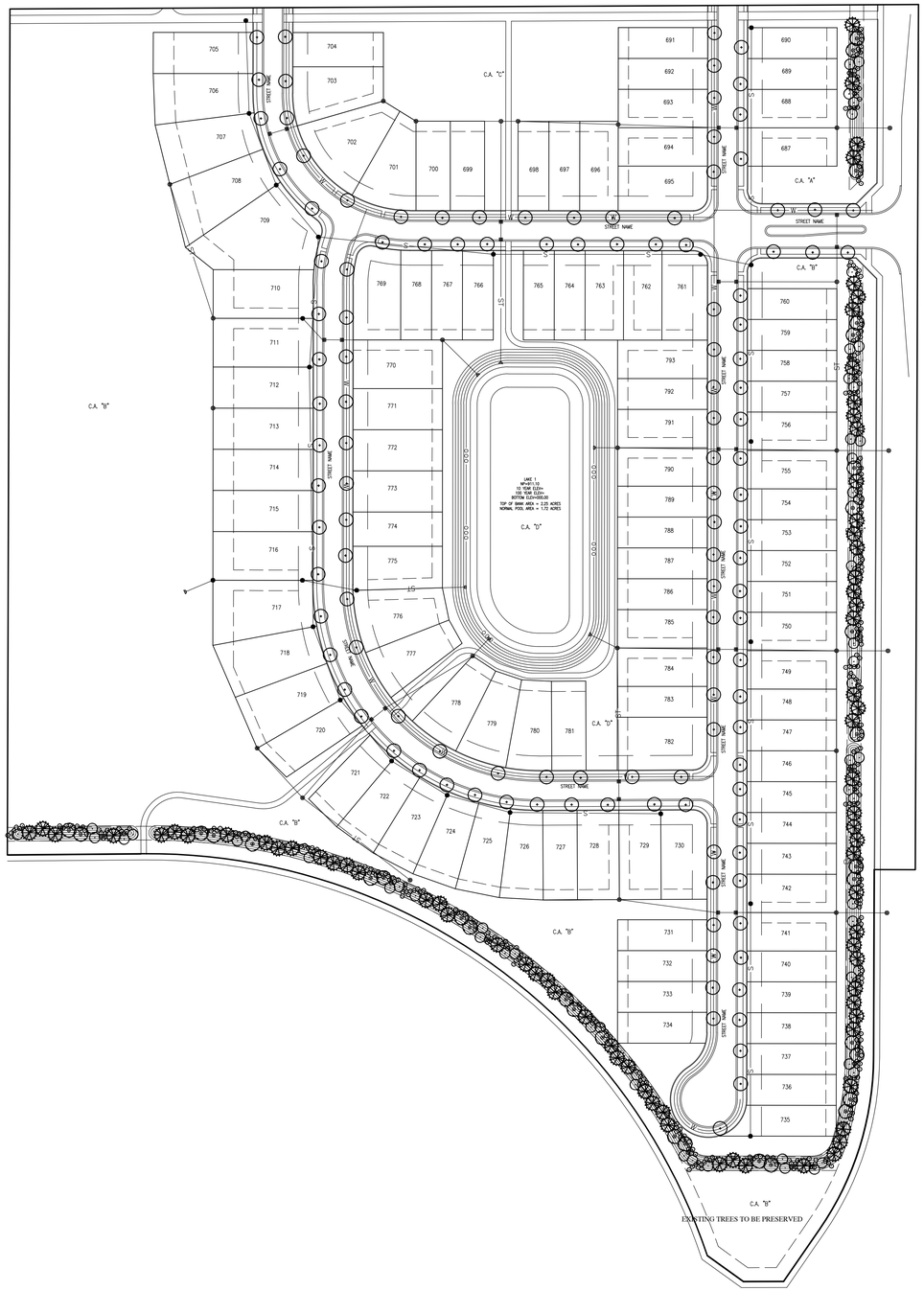

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OSBORNE TRAILS - PHASE III
WESTFIELD, INDIANA
OVERALL LANDSCAPE PLAN

PRELIMINARY
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KRISTOPHER K. ECKHART No. 11400758 INDIANA PROFESSIONAL ENGINEER

DRAWN BY BP	JOB NUMBER 2021-277-S
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SCALE AS SHOWN	
SHEET L1.0 OVERALL LANDSCAPE PLAN	

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Petition Number:	2206-DDP-20
Project Name:	Monon Softball Concession Parking Lot
Subject Site Address:	Northwest corner of 203rd Street and Grassy Branch Road
Petitioner:	19400 Tomlinson Road
Representative:	Cripe
Request:	Cripe requests Detailed Development Plan review of a parking lot
Current Zoning:	AG-SF1
Current Land Use:	School
Approximate Acreage:	1.63 +/-
Property History:	2007 Master Plan approved
Staff Reviewer:	Corrie Meyer, AICP, PLA Planning Consultant

PROCEDURAL

Approval of a Development Plan must be granted if the submitted plan demonstrates compliance with the terms of the UDO, subdivision control ordinance and/or applicable PUD District Ordinance, any variances associated with the site, and any commitments associated with the site.

DEVELOPMENT PLAN (Article 10.7(G) of the UDO):

The plans comply.

1) Area map insert showing the general location of the site referenced to Streets, section lines and alternative transportation plan system, as well as the Zoning District and use of adjacent property.
2) Address and legal description of the property.
3) Boundary lines of the property including all dimensions.
4) Location, name, centerline and width of all Streets, Private Streets, Alleys, access easements and alternative transportation plan system improvements that are existing or proposed to be located within or adjacent to the property.
5) Location, centerline and width (at the Lot Line) measurements of any proposed or existing Driveways within two hundred (200) feet of the property, and any connection to an Alley must be indicated.
6) Location and dimensions of primary vehicular ways in and around the proposed development, including depictions of all travel lanes, turning movements, vehicle storage areas and tapers.
7) All proposed Street and Driveway improvements, both on and offsite, including measurement of curb radius and/or taper.
8) Location and dimensions of existing and proposed sidewalks, pathways, trails or other alternate

transportation plan improvements.

9) Layout, number, dimension and area (in square feet and acres) of all Lots and Outlots with Building Setback Lines.
10) Location and dimensions of all existing structures and paved areas.
11) Location and dimensions of all proposed structures and paved areas (indicated by cross- hatching).
12) Location of all Floodplain areas within the boundaries of the property.
13) Names of legal ditches and streams on or adjacent to the site.
14) Location and feasibility statement of all existing and proposed utility facilities andeasements, including, but not limited to: sanitary sewer, water, storm water management, electric, gas, telephone and cable.
15) Identify buildings proposed for demolition.
16) Areas of the property reserved for Development Amenities, Open Space and other similar uses.
17) Use of each Lot and/or building by labeling, including approximate density or size of proposed uses and buildings (e.g., number of parking spaces, Dwelling Units, Gross Floor Area, Living Area).

DEVELOPMENT PLAN REVIEW (Article 10.7(E) of the UDO):

The plans comply.
Development Plans shall comply with and be reviewed by the Plan Commission upon finding that the Development Plan is in compliance with the following requirements:

18) Compliance with all applicable development and design standards of the Zoning District in which the real estate is located.
19) Compliance with all applicable provisions of any Overlay District in which the real estate is located.
20) Management of traffic will be in a manner that creates conditions favorable to health, safety, convenience, and the harmonious development of the community such that:
    a) The design and location of proposed street and highway access points shall minimize safety hazards and congestion.
    b) The capacity of adjacent streets and highways is sufficient to safely and efficiently accept traffic that will be generated by the new development.
    c) The entrances, streets and internal traffic circulation facilities in the proposed development are compatible with existing and planned streets and adjacent development.
21) The applicable utilities have sufficient capacity to provide potable water, sanitary sewer facilities, electricity, telephone, natural gas, and cable service at a satisfactory level of service to meet the needs of the proposed development.

DISTRICT STANDARDS

The plans comply with <u>AG-SF1</u> .

22) Lot Standards:
    a) Minimum Lot Area: Three (3) acres
    b) Minimum Lot Frontage: 250 feet
    c) Minimum Building Setback Line
        i) Front Yard:
            (1) Expressways/Arterials: 100 feet
            (2) On all other Streets: 80 feet

ii) Side and Rear Yard: 30 feet
d) Minimum Lot Width: 100 feet
e) Maximum Building Height: Two and one-half (2 ½) stories
f) Minimum Living Area (Ground Floor):
i) Single-story: 1,350 square feet
ii) All others: 800 square feet
g) Min. lot frontage on road: 50 feet
h) Min. building setback from Grassy Branch Road, south of 203rd St 100 feet

DEVELOPMENT STANDARDS AG-SF1

The plans comply.

23) Accessory use and Building Standards (Article 6.1):
24) Architectural Standards (Article 6.3) **N/A**
a) Mechanical Screening: All roof or ground mounted mechanical equipment shall be completely enclosed. Ground-mounted enclosures for mechanical equipment shall be landscaped on all sides not facing the building served in accordance with Article 6.8 Landscaping Standards.
b) Building Facades:
i) External Facades: Each Building Façade visible from a Street shall comply with the following:
(1) A minimum of fifty percent (50%) of the Building Façade (exclusive of window and doors) shall be per the PUD approved Materials.
(2) No loading spaces, loading docks or oversized service doors shall be permitted on an External Facade, as defined herein.
25) Building Standards (Article 6.4)
26) Fence Standards (Article 6.5)
27) Height Standards (Article 6.6) and (Northpoint PUD Ord. 17-52 Section 7.2)
a) Commerce Parke:
i) Maximum Building Height:
(1) District 2: Forty-five (45) feet, except any structure whose lot fronts on 196th Street where the maximum height shall be sixty (60) feet. Any building with a height of sixty (60) feet must be set back at least two hundred (200) feet from Grassy Branch Road.
28) Landscaping Standards (Article 6.8)
a) General Landscape Design Standards:
i) Placement: Installed plantings shall comply with the following:
(1) Minimum Distance from Sidewalk and Curb: Trees shall be planted a minimum distance of four (4) feet from the edge of a Street curb or pedestrian pathway or sidewalk.
b) General Screening Standards
c) Detention and Retention Areas
d) Street Trees
e) Minimum Lot Landscaping Requirements
f) Foundation Plantings
g) External Street Frontage Landscaping Requirements

h) Buffer Yard Requirements: Article 6.8 N of the UDO shall be replaced with this section.

i) In non-residential districts, trees required to be planted in buffer yards shall be credited toward total on-site landscaping requirements set forth in the UDO.

i) Parking Area Landscaping:

i) Interior Parking Area Landscaping:

(1) Minimum Area Required: A minimum landscape area of Parking Areas shall be set aside for Parking Area islands in accordance with the following:

Number of Parking Spaces	% of Parking Area to be Islands
0 to 4	0%
5 to 24	5%
25 to 49	7.5%
50 or more	10%

(2) Interior Parking Area Islands:

(a) Plantings: Parking Area islands shall include at least one (1) tree and four (4) shrubs per island. One hundred (100) percent of every island shall be covered with permitted Groundcover material to achieve complete coverage.

ii) Perimeter Parking Area Landscaping

29) Lighting Standards (Article 6.9)

a) All Light Fixtures, with the exception of internally illuminated signage or Electronic Signage, shall be positioned in such a manner so that no light-emitting surface is visible from a residential Lot or Right-of-way when viewed at ground level.

b) Light meter readings shall not exceed: (i) one-half (0.5) foot-candles at a single-family or multi-family residential Lot Line; or (ii) one (1.0) foot-candle at all other Lot Lines. [It should be understood that, with all of these measurements, light will still be visible at or beyond Lot Lines.]

c) All lights on poles, stands, or mounted on a building shall have a shield, adjustable reflector, and non-protruding diffuser.

d) All canopy structures shall have lights with diffusers which are recessed, and which do not extend below the surface of the canopy as measured on a plane parallel to the earth's surface.

e) Lighting under awnings and canopies shall only illuminate a Front Building Facade, a sign under an awning or canopy, or the sidewalk, but shall not illuminate the awning orcanopy itself.

f) All Parking Area lighting for nonresidential uses shall be reduced (e.g., turned off or dimmed) by a minimum of thirty percent (30%) within thirty (30) minutes of closing of the last business or no later than 11:00 p.m. Lot Standards (Article 6.10)

30) Outside Storage and Display (Article 6.12)

31) Outdoor Café and Eating Areas (Article 6.13)

32) Parking and Loading Standards (Article 6.14)

33) Performance Standards (Article 6.15)

34) Sign Standards (Article 6.17)

35) Vision Clearance Standards (Article 6.19)

36) Yard Standards (Article 6.21)

DESIGN STANDARDS (Chapter 8 of UDO)

The plans comply.

37) Easement Standards (Article 8.3)
38) Monument and Marker Standards (Article 8.5)
39) Open Space and Amenity Standards (Article 8.6)
40) Pedestrian Network Standards (Article 8.7)
    a) Internal Pedestrian Network Standards:
        i) The minimum sidewalk width shall be as indicated in the Thoroughfare Plan or five (5) feet (six (6) feet if immediately abutting the curb), whichever is greater.
        ii) Sidewalks shall be required on both sides of internal Streets and internal Private Streets in all developments.
        iii) When a proposed development lies between or adjacent to existing developments which have been provided with sidewalks, connecting sidewalks or pathways (which are extensions of the existing sidewalks) shall be constructed.
        iv) Connector sidewalks shall be provided from the sidewalk or path adjacent to the Street to the front entrance of all non-residential structures. Where the sidewalk intersects driving lanes or parking aisles within the Parking Area, then crosswalks and ramps shall be installed in accordance with ADA requirements and such areas shall be delineated (e.g., pavers, stamped, bricked), as determined by the Plan Commission or Director, to reinforce pedestrian safety.
    b) Perimeter/External Pedestrian Network Standards: All developments shall participate in the establishment or improvement to the pedestrian network along Streets adjacent to its perimeter in accordance with the following:
        i) Where a proposed Development Plan or Subdivision abuts an existing Right-of-way, then pedestrian paths, jogging paths, and bicycle paths shall be provided along the perimeter Street(s) or Private Street(s) in accordance with the Thoroughfare Plan. The type of pedestrian facility required shall be as set forth in the Thoroughfare Plan. The County or Public Works Department, as applicable, may waive the requirement for a path along perimeter streets for a Minor Subdivision.
        ii) Generally, all required pedestrian facility improvements shall be located within the Right-of-way. Required improvements located outside of the Right-of-way shall be located within an easement approved by the Director or Public Works Department.
        iii) The Plan Commission or Director may require Developers, at their expense, to construct off-site pedestrian facilities adjacent to the proposed development to respond to the proposed development's impact and infrastructure demands (see also Article 8.9 Street and Right-of-Way Standards as it may apply).
41) Storm Water Standards (Article 8.8)
42) Street and Right-of-Way Standards (Article 8.9)
43) Surety Standards (Article 8.12)
44) Utility Standards (Article 8.13)

Docket Number: 2207-PUD-13 (Ordinance No. 22-29)

Petitioner: 191st Land Acquisition, LLC

Request: An amendment to the Woods-Robinson-Briggs PUD to add 4.54 acres +/- of additional real estate, modify the General Regulations of the proposed District 1 water feature, modify the proposed Park/Trail Head District standards, and replace the district map and site plan.

Current Zoning: Woods Robinson Briggs PUD District, as amended (Ord. 21-10)

Current Land Use: Vacant

Acreage: 162 acres +/-

Exhibits:
1. Staff Report
2. Project Narrative
3. Location Map
4. Draft Ord. 22-29
5. Concept Plan
6. District Plan
7. Park Plan
8. Water Feature Exhibit
9. Neighborhood Meeting Summary
10. 191st St. / Grand Park Blvd. Roundabout Concept Exhibit

Staff Reviewer: Weston Rogers, Associate Planner

PETITION HISTORY

This petition was introduced at the June 13th, 2022 City Council meeting. The discussion for this petition can be viewed here. The petitioner held a neighbor meeting on June 28, 2022. A summary this meeting has provided by the petitioner and included as Exhibit 9. The petition is scheduled for a public hearing at the July 5th, 2022 Advisory Plan Commission (the "Plan Commission") meeting.

This filed petition is related to the following previous applications associated with the subject real estate.

- 03/22/2021
  - Real estate incorporated into Woods Robinson Briggs PUD Zoning District
  - Docket No. 2103-PUD-10 / Zoning Ordinance 21-10
- 05/09/2022
  - PUD Amendment I approved by Council
  - Docket No. 2203-PUD-06 / Zoning Ordinance 22-05

PROJECT OVERVIEW

Location: The subject real estate is approximately 157.53 acres +/- in size and is located on the north side of 191st St., west of the Monon Trail, north of Grand Park Blvd. (see **Exhibit 3**).

Project Description: The petitioner is requesting an amendment to the Woods-Robinson-Briggs PUD to add 4.54 acres +/- of additional real estate, modify the General Regulations of the proposed District 1 water feature, modify the proposed Park/Trail Head District standards, and replace the district map and site plan with updated versions.

ORDINANCE DETAILS

Real Estate:

The original PUD contained approximately 157.53 acres +/- of real estate. The proposed amendment would add 4.54 acres +/- of real estate to the Woods Robinson Briggs PUD. The additional real estate is currently zoned AG-SF1 – Agriculture / Single-family Rural District. Please see **Exhibit 3** outlining the contextual location of the real estate to be added to the Woods Robinson Briggs PUD.

The proposed amendment includes an additional legal description (see Exhibit B of the PUD Amendment) that outlines the real estate to be added to the Woods Robinson Briggs PUD.

District Plan:

The original PUD District Plan outlined district assignments for the real estate located within the Woods Robinson Briggs PUD. The proposed PUD amendment would replace the original District Plan with a revised District Plan that integrates the additional 4.54 acres +/- of real estate as shown on **Exhibit 6**.

The proposed PUD amendment would assign the additional 4.54 acres +/- of real estate to be located within District 1 which is identified as the Commercial District.

General Regulations:

District 1 –

The original PUD included language requiring a centrally located water feature; character exhibits specifically showed a large water fountain. The proposed PUD amendment would modify these regulations by revising the design of the District 1 water feature which also modifies some buildings' orientation. The proposed PUD amendment would replace the original Concept Plans with an updated Concept Plan as shown on **Exhibit 5** in order to capture the proposed modifications.

The proposed PUD Amendment requires the water feature to be developed in substantial compliance with the character exhibit as shown on **Exhibit 8**. The revised water featured

character exhibit (see **Exhibit 8**) would replace the character exhibits of water features in the original PUD Ordinance.

District 2 –

The original PUD included General Regulations associated with the Park / Trail Head District. The proposed PUD Amendment would replace these General Regulations with revised text that details the following modifications below:

- Revision of text:
    - stating the park "shall" serve as a trail head of the Monon Trail, in lieu of "anticipated to" serve as a trail head of the Monon Trail
    - stating the park "shall" be developed as a nature-focused park/ recreation area available to the public
    - revising amenities such as WIFI and play spaces for adults, teens, and children
- Addition of text:
    - permitting amenities and features commonly related to a passive park use as determined by the Director of the Community Development Department

The proposed PUD Amendment also requires the park to be development in substantial compliance with the "Park Plan" as shown on **Exhibit 7**.

COMPREHENSIVE PLAN

Indiana Code states that reasonable regard be paid to the Comprehensive Plan when considering zone map changes; however, the Comprehensive Plan is not law. The Comprehensive Plan is intended to serve as a guide in making land use decisions.

The Westfield-Washington Township Comprehensive Plan (the "Comprehensive Plan") identifies the "New Suburban" and "Employment Corridor" land uses as the appropriate land use for the Property. However, the Property also falls within the area identified in the Family Sports Capital Addendum II of the Westfield-Washington Township Comprehensive Plan (the "Addendum"), which supersedes the Comprehensive Plan to the extent that policies and recommendations conflict. The Addendum sets forth the following goals:

- Provide intergenerational health, recreation and sporting opportunities within the City and provide facilities for state, regional and national tournaments
- Cooperate with the Hamilton County Convention and Visitor's Bureau (the "HCCVB") to make Westfield the "Family Sports Capital of America" – a regional and national destination for sporting events and tournaments for all ages; and
- Pursue economic development opportunities to capitalize on Westfield's already developing intergenerational sports niche. Examples include: multiple championship quality sports facilities; complementary health, recreation and technology related land uses; supporting entertainment, dining, lodging land uses; and, other uses which would support and compliment the Westfield intergenerational sports initiative

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PROCEDURAL

Council Introduction: The petition was introduced at the June 13, 2022, City Council meeting.

Public Hearing: A change of zoning request is required to be considered at a public hearing by the Plan Commission. The public hearing for this petition is scheduled for the July 5, 2022, Plan Commission meeting. Notice of the public hearing was provided in accordance with Indiana law and the Plan Commission's Rules of Procedure.

Statutory Considerations: Indiana Code 36-7-4-603 states that in the consideration of zoning ordinance amendments and zone map changes that reasonable regard shall be paid to:

1. The Comprehensive Plan.
2. Current conditions and the character of current structures and uses.
3. The most desirable use for which the land is adapted.
4. The conservation of property values throughout the jurisdiction.
5. Responsible growth and development.

DEPARTMENT COMMENTS

1. **Action:** Hold a public hearing at the July 5, 2022 Plan Commission meeting.
2. The petitioner will make any necessary revisions to the proposal based on the Plan Commission comments, public comments, and any additional Department comments, prior to the Plan Commissions' further consideration of this petition.
3. If any Plan Commission member has questions prior to the public hearing, then please contact Weston Rogers at (317) 408-9895 or wrogers@westfield.in.gov

Amendment to Woods Robinson Briggs PUD Narrative

The applicant would like to add the Patricia Gerth Property (4.5) acres to District 1 as shown on the District Map as GB: General Business District.

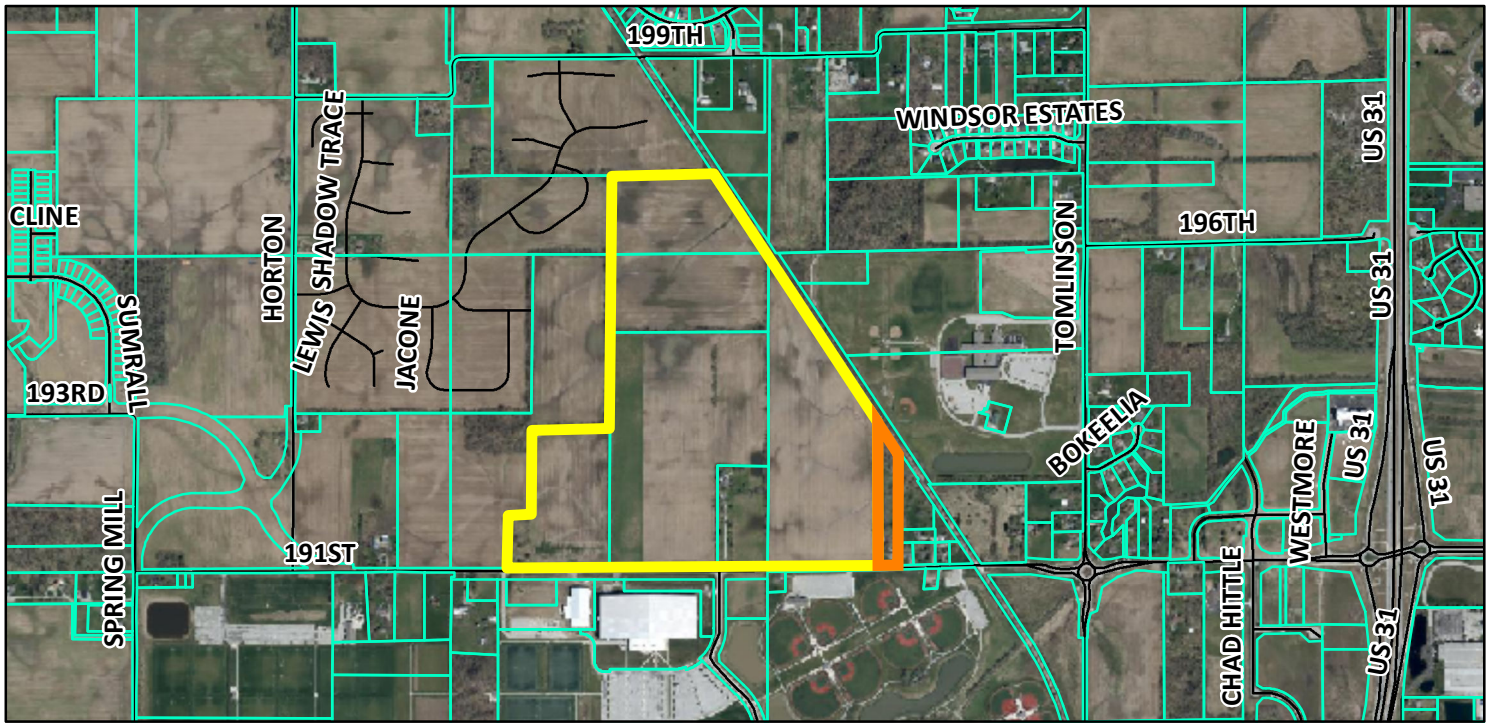
Further, the amendment requests some minor changes to section 8.2 "District 2: Park / Trail Head District" as noted in the proposed ordinance amendment.

Woods Robinson Briggs PUD

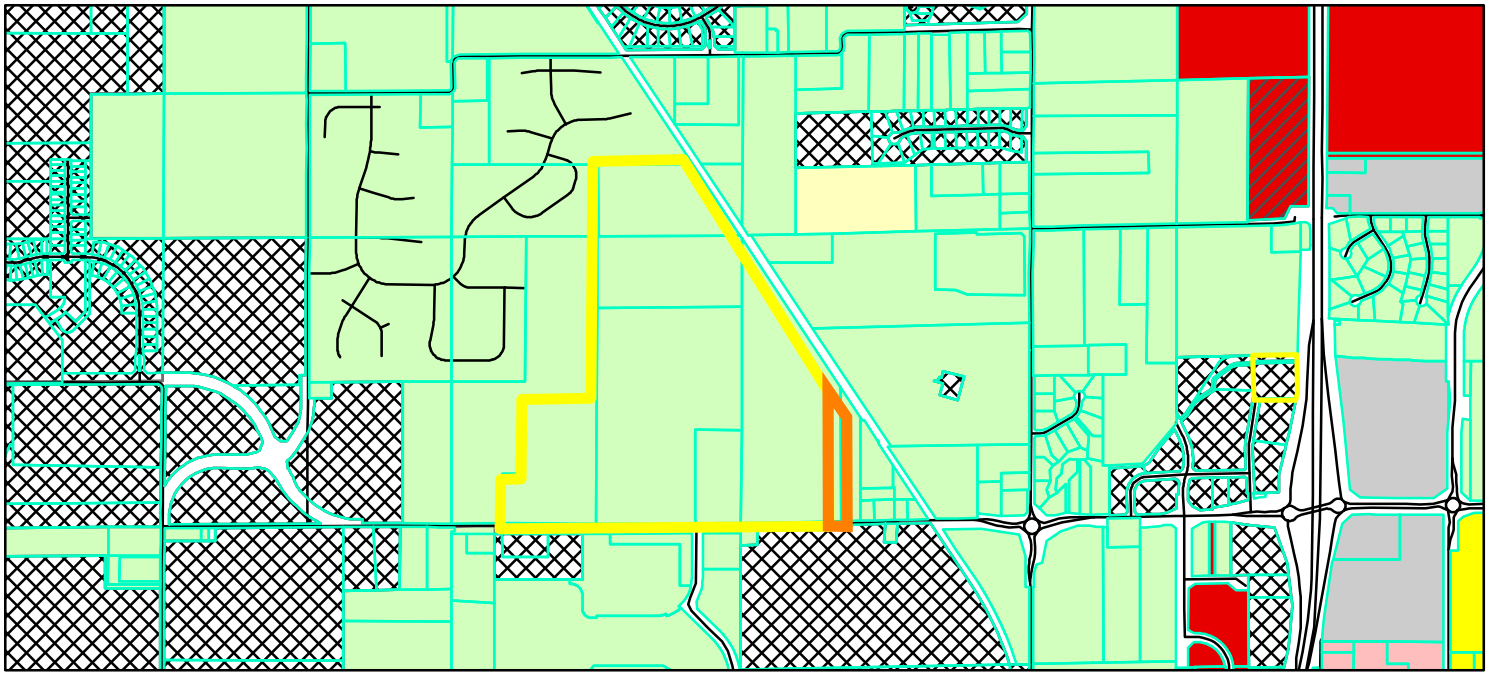
Aerial Location Map

Existing PUD Limits

Gerth Property Pproposed



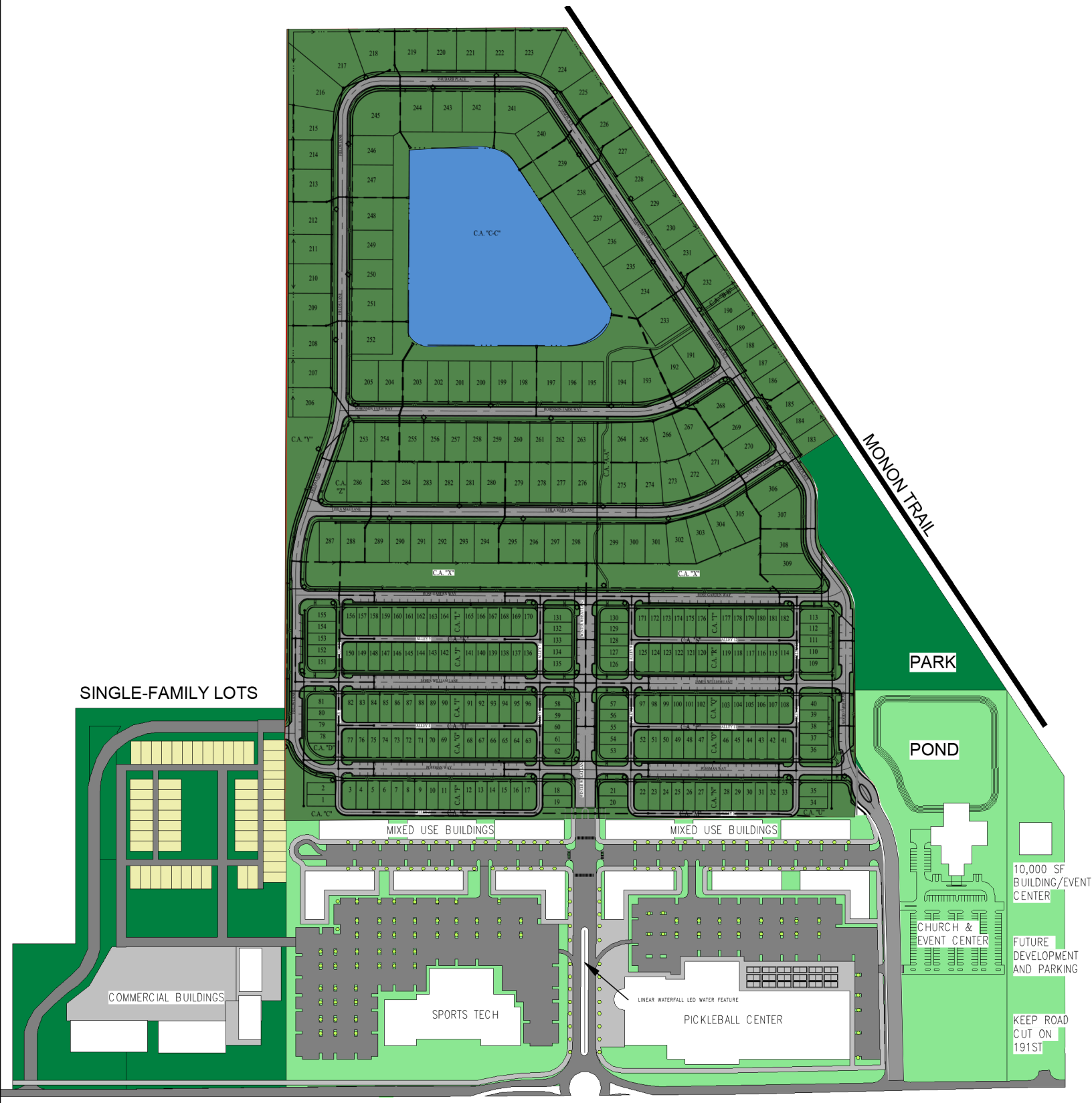
Zoning Map



Parcel
GIS.DBO.PW_Streets
Zoning - All
Zoning
AG-SF1 (Agriculture - Single Family - 1)
EI (Enclosed Industrial)
GB (General Business)
GB-PD (General Business - Planned Development)
LB (Local Business)
PUD (Planned Unit Development)
SF-2 (Single Family - 2)
SF-3 (Single Family - 3)

0 0.225 0.45 Miles

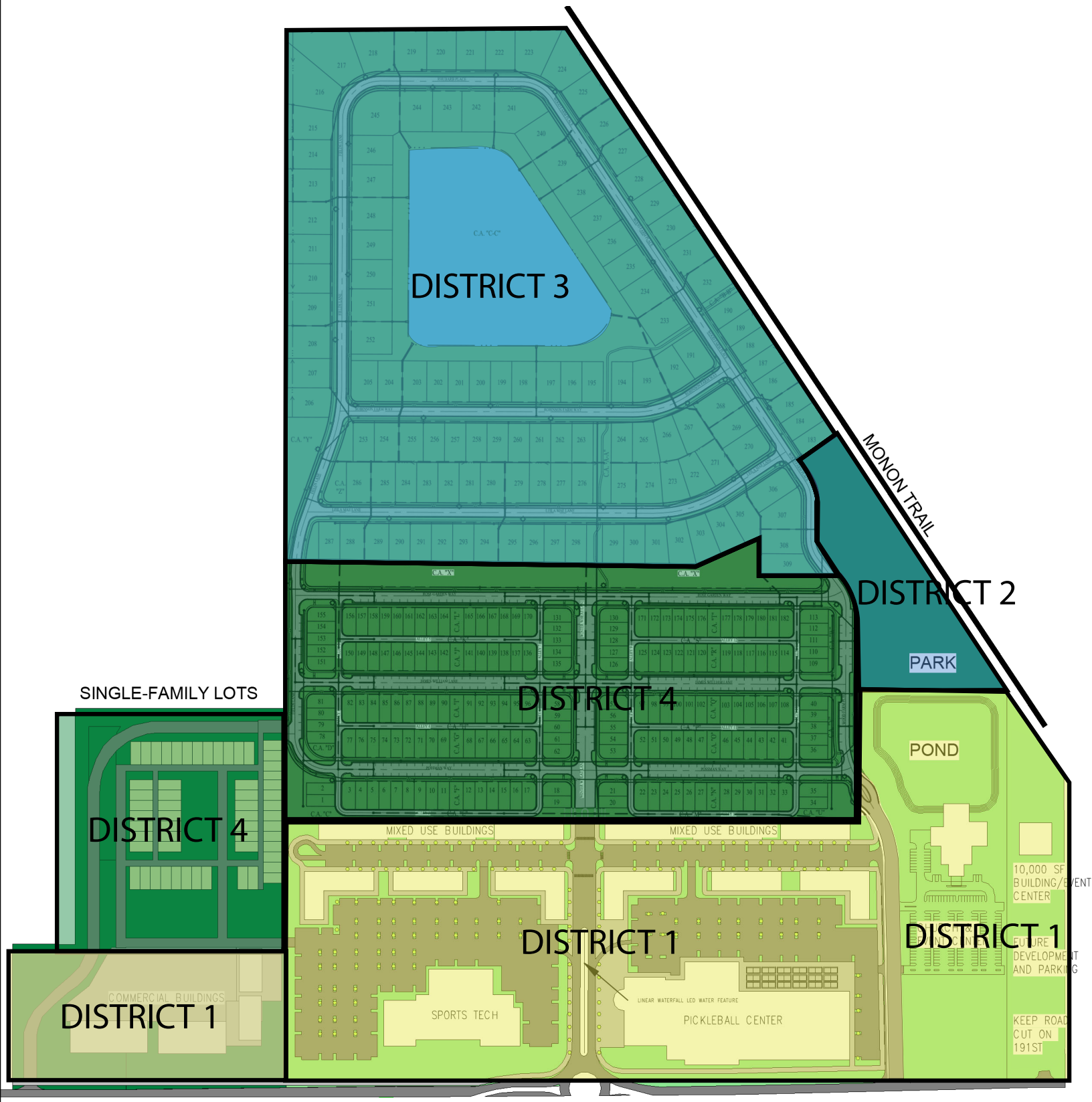
N W E S



1 WOODS/ROBINSON/BRIGGS PUD CONCEPT PLAN
1" = 400'-0"

WOODS ROBINSON PUD 191ST

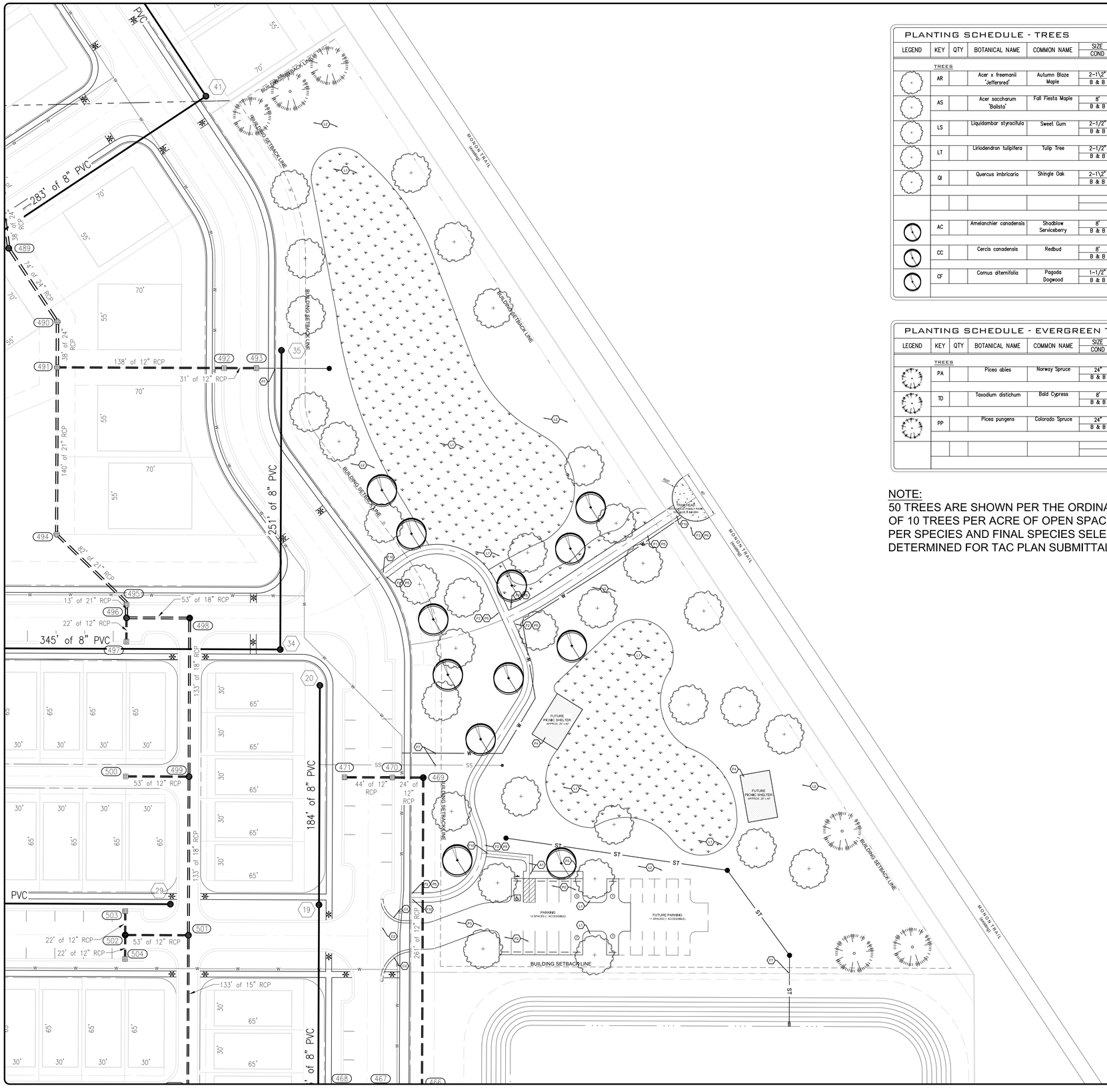
Cooler Design



1 WOODS/ROBINSON/BRIGGS PUD DISTRICT PLAN
1" = 400'-0"

WOODS ROBINSON PUD 191ST

Cooler Design



PLANTING SCHEDULE - TREES

LEGEND	KEY	QTY	BOTANICAL NAME	COMMON NAME	SIZE / COND	REMARKS	MATURE HEIGHT / MATURE SPREAD
TREES							
	AR		Acer x freemanii 'Jeffersred'	Autumn Blaze Maple	2-1\2" / B & B	Deciduous canopy (2 relocated)	50' / 45'
	AS		Acer saccharum 'Bailsta'	Fall Fiesta Maple	8' / B & B	Deciduous Shade Tree	50' / 40'
	LS		Liquidambar styraciflula	Sweet Gum	2-1/2" / B & B	Deciduous Shade Tree	40' / 25'
	LT		Liriodendron tulipifera	Tulip Tree	2-1/2" / B & B	Deciduous Shade Tree	70' / 40'
	QI		Quercus imbricaria	Shingle Oak	2-1\2" / B & B	Deciduous Canopy	50'-60' / 50'
	AC		Amelanchier canadensis	Shadblow Serviceberry	8' / B & B	Ornamental Tree	25' / 20'
	CC		Cercis canadensis	Redbud	8' / B & B	Ornamental Tree	25' / 25'
	CF		Cornus alternifolia	Pagoda Dogwood	1-1/2" / B & B	Ornamental Tree	25' / 25'

PLANTING SCHEDULE - EVERGREEN TREES

LEGEND	KEY	QTY	BOTANICAL NAME	COMMON NAME	SIZE / COND	REMARKS	MATURE HEIGHT / MATURE SPREAD
TREES							
	PA		Picea abies	Norway Spruce	24" / B & B	Evergreen Tree	80' / 30'
	TD		Taxodium distichum	Bald Cypress	8' / B & B	Deciduous Tree	75' / 50'
	PP		Picea pungens	Colorado Spruce	24" / B & B	Evergreen Tree	60' / 20'

NOTE:
50 TREES ARE SHOWN PER THE ORDINANCE REQUIREMENT OF 10 TREES PER ACRE OF OPEN SPACE. NUMBER OF TREES PER SPECIES AND FINAL SPECIES SELECTION TO BE DETERMINED FOR TAC PLAN SUBMITTAL.

NORTH

0 40 80 120

1" = 40'

(#) SHEET KEYNOTES:
(See City of Westfield details.)

PAVEMENT:
P1. Saw cut existing pavement along this line.
P2. Light duty asphalt pavement
P3. Heavy duty asphalt pavement.
P4. Concrete pavement (road).
P5. Perimeter Trail asphalt pavement per City of Westfield detail 2505-001.
P6. Concrete pavement at Trailhead.
P7. Trail surface alternate: crushed aggregate over geogrid.

CURB:
C1. Concrete straight curb.
C2. Concrete curb with 1" lip (Depressed Concrete Gutter).
C3. Combined concrete curb and gutter.

SITE ACCESSIBILITY (walks, ramps, striping)
A1. Concrete sidewalk.
A2. Van Accessible parking space.
A3. Accessible parking space.
A4. Accessible parking pavement markings.
A5. Detectable warning strip per details.
A6. Painted cross walk.

MISC. SITE FEATURES:
F1. Perimeter Trail, 10' wide, remaining standards per Westfield details.
F2. Perimeter Trail, 8' wide, standards per Westfield details.
F3. Trailhead, concrete pavement.

F4. Picnic shelters to be a future construction phase.
F5. Bicycle rack to be Inverted "U" type per detail or Urban Staple Brand, Model # UB-1000-STD or approved equal. See details.
F6. Monument sign for Wood Family Park dedication. Sign to be in compliance with city standards.
F7. Utility stub from residential.
F8. Light standard (base, pole & fixture), TYP. See site lighting plan for detail. Conduits required. Pole locations and number are preliminary until final photometric plan (by others) is available.
F9. Park bench with plaque from Wood Family.
F10. Bollard, removable & lockable. Brand & model to be chosen by Owner.

LANDSCAPE:
L1. Landscape island/area to be uncompacted and have a minimum depth of 6 inches of topsoil placed to proper grade. Protect landscape island areas from compaction during construction.
L2. Turf grass area.
L3. Native seed mix to be used for all remaining pervious areas.

NOTE: CONTRACTOR TO KEEP PARK PROPERTY SOIL IN PLACE EXCEPT WITHIN 30 FEET OF PAVEMENT AREA. DO NOT REMOVE TOPSOIL IN OTHER AREAS OF PARK PROPERTY. ADDITIONAL TOPSOIL MAY BE ADDED IF COORDINATED WITH PARK OWNER AND ENGINEER.

SEE ADDITIONAL NOTES ON GENERAL NOTES SHEET (L201)

SITE PLAN LEGEND

- PROPOSED BUILDING (Future Phase)
- HEAVY DUTY ASPHALT PAVEMENT (See P3 above)
- LIGHT DUTY ASPHALT PAVEMENT (See P2 above)
- CONCRETE PAVEMENT (IN R/W) (See P4 above)
- TURF GRASS
- (6) # OF PARKING SPACES (per aisle)

NOTE:
CURB RADII WITH NO LABEL ARE 5' DIAMETER.

SITE ZONING: PUD
SITE IMPERVIOUS % =

BUILDING SETBACK SUMMARY:
FRONT: 25'
REAR: 40' From edge of Monon Trail
SIDE: 5'

ORIGINAL FIELD SURVEY PREPARED BY:
WEIHE ENGINEERS, INC.

10505 N. COLLEGE AVENUE
INDIANAPOLIS, IN 46280
317-846-6611
DATED 2021

UTILITY STATEMENT:

THE UTILITIES INDICATED ON THESE PLANS AND ON THE SURVEY HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION. THE SURVEYOR/ENGINEER MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN-SERVICE OR ABANDONED. THE SURVEYOR DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR/ENGINEER HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES.

811 Know what's below. Call before you dig.

ELEMENTS ENGINEERING
P.O. Box 50656
Indianapolis, IN 46250
317.490.7054
www.elements-engineering.com

Wood Family Farm of Hamilton Co.
Westfield, IN

Wood Family Park at Harvest Trail
Wood Farm Place
Westfield, IN

PARK PLAN

APPROVAL PENDING
NOT FOR CONSTRUCTION

DATE:

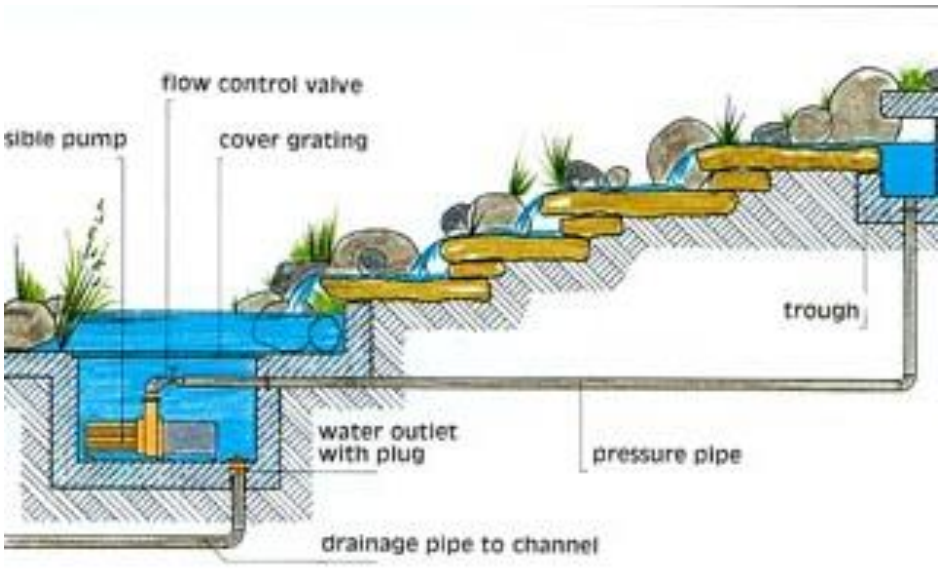
DWN BY:	JLR
CHKD. BY:	CLH
SCALE:	AS NOTED
DATE:	05/24/22

PROJECT NUMBER
21-99-002

DESIGN PHASE
PRELIMINARY

PLAN NUMBER
Exhibit C

EXHIBIT E
LINEAR WATERFALL EXHIBITS



Meeting Minutes

Project: Woods Robinson PUD Amendment (Docket #: 2207-PUD-17)

Meeting Date/Time: June 28, 2022 at 6:00 PM

Meeting Location: Grand Park Event Center 1st Floor Cafeteria

Purpose: Neighborhood Meeting

Attendees: See attendance sheet

In addition, the following were in attendance

Weston Rogers - Associate Planner City of Westfield

The following were present representing 191st Land Acquisition LLC

Birch Dalton

Mike Pepiot

Kyle Emgenbroich

Birch reviewed the proposed changes to the existing PUD.

Birch used the three display boards to explain the changes. The following were the three display boards:

1. Concept Plan
2. District Plan

District 2 Park Layout

Most of the question were about timing of the process and question around the widening of 191st Street.

Attendees were told the public meeting would be on July 5th at City Hall. Weston Rogers did mention if they were not able to attend, they could still submit their questions / comments in writing.

Neighbor Hood Meeting AT GPEC : 6PM

6/28/2021

	NAME	ADDRESS	EMAIL ADDRESS	PHONE NUMBER
1	Dan & Teresa Cox	910 E 151st		317 764 0758
2	Craig Wood	167 E. 191st St		317 532 7426
3	Joe Morris	4248 Creekside Pass, Zionsville		
4	Ed Fredriks	922 E 191st	efredriks@aol.com	
5	Sarey Wood	167 E. 191st		
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

191st St.
Grand Park Blvd
CITY OF
Westfield
INDIANA
LOCHMUELLER
GROUP

Docket Number: 2206-PUD-12 (Ordinance No. 22-17)

Petitioner: NVS Properties 20 LLC

Request: An amendment to the Development and Architectural Standards of Parcel I of the Andover PUD District.

Current Zoning: Andover PUD District, as amended (Ord. 03-40)

Current Land Use: Vacant

Acreage: 2.06 acres +/-

Exhibits:

1. Staff Report
2. Project Narrative
3. Location Map
4. Proposed Ord. 22-17
5. Red-line Ord. 22-17
6. Concept Site Plan
7. Building Elevations
8. Landscape Plan
9. Neighborhood Meeting Summary
10. Public Comment Exhibit

Staff Reviewer: Weston Rogers, Associate Planner

PETITION HISTORY

This petition was introduced at the May 9th, 2022 City Council meeting. The discussion for this petition can be viewed here. The petitioner held a neighbor meeting on May 17, 2022. A summary this meeting has provided by the petitioner and included as **Exhibit 9**. A public hearing was held for this item at the June 6th, 2022 Advisory Plan Commission (the "Plan Commission") meeting. The discussion for this item can be viewed here. The petition is set for APC Recommendation at the July 5, 2022 Advisory Plan Commission meeting.

This filed petition is related to the following previous applications associated with the subject 2.06-acre real estate.

- 12/08/2003
  - Real estate incorporated into Andover PUD Zoning District
  - Original Zoning Ordinance (Ord. 03-40)
- 04/01/2014
  - Recording of Primary Plat
  - Docket No. 1403-SPP-03

- 03/27/2015
    - Recording of Secondary Plat
    - Docket No. 1407-SFP-25

PROJECT OVERVIEW

Location: This subject real estate is approximately 2.06 acres in size and is located southeast at the intersection of Mere Blvd. and Grassy Branch Rd. (see **Exhibit 3**). The Property is currently zoned the Andover PUD District, which was originally adopted at the December 8, 2003 City Council meeting. Adjacent zoning districts include SF-2 and PUD containing Agriculture and Single-Family land uses.

Project Description: The petitioner is requesting an amendment to the Development and Architectural Standards of Parcel I of the Andover PUD District for the development of a daycare facility of 2.06 acres of real estate.

ORDINANCE DETAILS

Development Standards: The proposed amendment modifies some standards of the Original Ordinance, as described below:

- Local and Neighborhood Business Standards
    - The original PUD ordinance assigned Parcel I the underlying zoning classification of Local and Neighborhood Business as outlined in Section 5 "Local Business Area". Per Exhibit 6 – "Underlying Local and Neighborhood Business Standards" front yards adjacent to residential districts shall have a minimum Parking Area setback of thirty (30) feet from the Right-of-way. The proposed PUD Amendment would reduce the minimum Parking Area setback to ten (10) feet from the Right-of-way.
- Development and Architectural Standards
    - The original PUD ordinance contained standards outlined in Section 8 "Development and Architectural Standards".
        - These standards identify the maximum size of a daycare facility to be eight-thousand (8,000) square feet. The proposed PUD Amendment would modify the maximum size of a daycare facility to be eleven-thousand (11,000) square feet.
        - In addition, these standards default to the Zoning Ordinance requirements in effect at the time of PUD adoption. Per the 2000 Zoning Ordinance, External Insulation and Finishing Systems (EIFS) is identified to be used as a permitted primary building material per the Development Requirements for LB districts. The proposed PUD Amendment would replace External Insulation and Finishing Systems (EIFS) with Fiber Cement Siding as a permitted primary building material.

CHANGES SINCE LAST MEETING

Since the public hearing at the June 6, 2022 Plan Commission meeting the following changes have been incorporated into the proposed Andover PUD Amendment:

1) The front yard landscape buffer setback has been revised to match the front yard parking area setback of 10' from the Right-of-way.
2) The Landscape Plan has been added to the PUD Amendment as an exhibit which will be required to be developed in substantial compliance.

COMPREHENSIVE PLAN

The property falls within the "Existing Suburban" land use area of the Westfield-Washington Township Comprehensive Plan (the "Comprehensive Plan"). Detached dwellings, attached dwellings, institutional uses, and recreational uses are contemplated as appropriate uses within the "Existing Suburban" area. Indiana Code states that reasonable regard be paid to the Comprehensive Plan when considering zone map changes; however, the Comprehensive Plan is not law. The Comprehensive Plan is intended to serve as a guide in making land use decisions.

PROCEDURAL

Council Introduction: The petition was introduced at the May 9, 2022, City Council meeting.

Public Hearing: A change of zoning request is required to be considered at a public hearing by the Plan Commission. The public hearing for this petition was held at the June 6, 2022, Plan Commission meeting. Notice of the public hearing was provided in accordance with Indiana law and the Plan Commission's Rules of Procedure.

Statutory Considerations: Indiana Code 36-7-4-603 states that in the consideration of zoning ordinance amendments and zone map changes that reasonable regard shall be paid to:

1. The Comprehensive Plan.
2. Current conditions and the character of current structures and uses.
3. The most desirable use for which the land is adapted.
4. The conservation of property values throughout the jurisdiction.
5. Responsible growth and development.

DEPARTMENT COMMENTS

1. **Action:** Forward a recommendation to the City Council.
2. If any Plan Commission member has questions prior to the public hearing, then please contact Weston Rogers at (317) 408-9895 or wrogers@westfield.in.gov

4/28/2022

City of Westfield
Community Development
2728 East 171st Street
Westfield, IN 46074

RE: 18100 Grassy Branch Rd, Andover PUD Zoning Change

Dear Community Development Department,

Thank you for taking the time to review this application related to our Detailed Development Plan Approval. As a developer for the daycare operator Guidepost Montessori, we believe this site is a great use for daycare and believe our plan works well within the site. The site itself is already zoned for daycare, but the original PUD had a restriction on the size of the daycare on the site at 8,000 SF. Our typical daycare building is ~11,000 SF, and we'd like to request that the size restriction be amended to 11,000 SF.

The site under contract is currently vacant land. The building would be residential in finishes (masonry and siding), height (one story), and lot coverage (~11,000 SF vs a site area of ~89,000 SF). While there would be traffic with the parents picking up and dropping off, this traffic would be occurring during rush hour time periods in the morning and afternoon and would not interfere with the daytime or evening hours. Furthermore, the location would be closed on the weekends, except for an occasional special event, again further lessening the impact on the surrounding neighbors. Therefore, I would ask that the Plan Commission consider approving the adjustment in the size, as we don't believe it will have a meaningful difference to the impact of the surrounding neighbors and streets in comparison with what is already approved.

While there would be traffic with the parents picking up and dropping off, Grassy Branch Road is sized sufficiently to handle this traffic. With 37 parking spaces on site, this is more than enough to handle the pick-up and drop off periods, which are typically from 7-9 am in the morning and from 3-6 in the evening.

Some useful statistics and metrics about the proposed development are as follows:

Site Size – 53,870 SF
Building Size – ~11,000 SF
Daycare Operator – Guidepost Montessori
Parking Spaces – 37
Number of Employees – 27 at steady state* (only 16 on site at one time)
Number of Students – 138

Kids per class – 10-20 depending on age (10 per toddler, and 20 per 3-6 child)
Hours of Operation – 7am-6pm, Monday-Friday
% of students that are half-day vs. full-day – 100% full time

I look forward to having a conversation about the development in the near future and addressing any concerns the Commission may have about the project at that time.

Sincerely,

Chris Horney
Murphy Real Estate Services
Managing Director

Property Location Map
Lakes at Grassy Branch
Andover Planned Unit Development Amendment
2206-PUD-12

CITY OF Westfield INDIANA

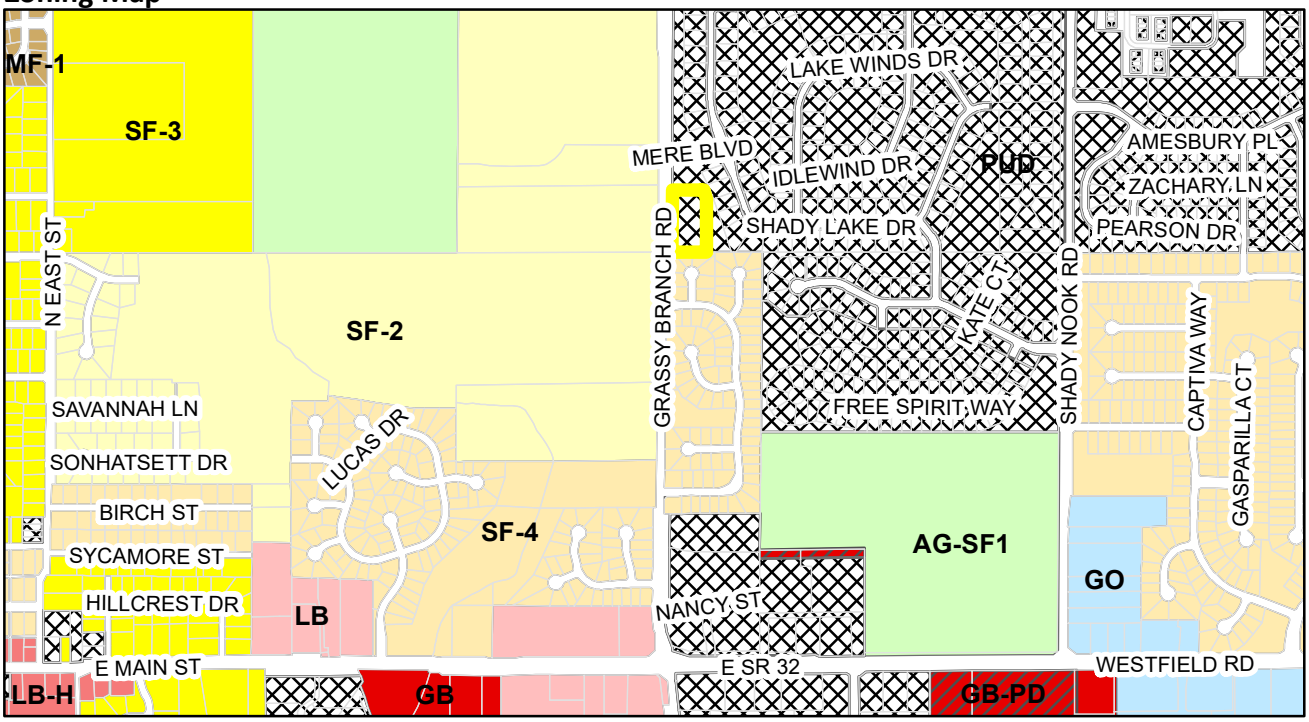
N W E S

Not To Scale

Aerial Location Map

Site

Zoning Map



Parcel selection
Parcel

Zoning - All

Zoning

- AG-SF1 (Agriculture - Single Family - 1)
- GB (General Business)
- GB-PD (General Business - Planned Development)
- GO (General Office)
- LB (Local Business)
- LB-H (Local Business - Historical)
- MF-1 (Multiple Family - 1)
- PUD (Planned Unit Development)
- SF-2 (Single Family - 2)
- SF-3 (Single Family - 3)
- SF-4 (Single Family - 4)

ORDINANCE NUMBER 22-17

AN ORDINANCE OF THE CITY OF WESTFIELD CONCERNING AMENDMENT TO TEXT OF THE ANDOVER PLANNED UNIT DEVELOPMENT BEING THAT OF ORDINANCE 03-40, ORDINANCE 06-24, ORDINANCE 12-37, ORDINANCE 15-19, ORDINANCE 15-23, ORDINANCE 18-35 AND TITLE 16 – LAND USE CONTROLS

"Andover PUD Amendment – Parcel I"

This is an amendment to a Planned Unit Development District Ordinance, known as the ANDOVER PLANNED UNIT DEVELOPMENT (the "**Amendment**"), to amend the Unified Development Ordinance of the City of Westfield and Washington Township, Hamilton County, Indiana (the "**UDO**"), enacted by the City of Westfield pursuant to its authority under the laws of the State of Indiana, Ind. Code§ 36-7-4 et seq., as amended.

WHEREAS, the City of Westfield, Indiana (the "**City**") and the Township of Washington, both of Hamilton County, Indiana are subject to the UDO;

WHEREAS, the Westfield-Washington Advisory Plan Commission (the "**Commission**") considered a petition (Docket 2206-PUD-12), filed with the Commission requesting an amendment to Ordinance 03- 40, enacted by the Westfield Town Council on December 8, 2003, and amended by (i) Ordinance 12-37, enacted by the City Council on January 14, 2013 (ii) Ordinance 15-19, enacted by the City Council on June 22, 2015; (iii) Ordinance 15-23, enacted by the City Council on July 27, 2015; (iv) Ordinance 18-35, enacted by the City Council on September 10, 2018 (collectively, the "**Andover PUD Ordinance**");

WHEREAS, the Amendment pertains to the subject real estate more particularly identified by as Block A, Section 1B of the Lakes at Shady Nook, a subdivision of the City of Westfield, Hamilton County, Indiana, recorded as Instrument No. 2015014367 in the Office of the Recorder of Hamilton County, Indiana (the "**Real Estate**"),

WHEREAS, the Commission forwarded Petition No. 2206-PUD-12 to the Common Council of the City of Westfield, Hamilton County, Indiana (the "**Council**") with a _____ recommendation (Vote: ___ in favor, ___ opposed) in accordance with Indiana Code § 36-7-4-608, as required by Indiana Code§ 36-7-4-1505;

WHEREAS, the Secretary of the Commission certified the action of the Commission to the Council on _____, 2022;

WHEREAS, the Council is subject to the provisions of the Indiana Code §36-7-4-1507 and Indiana Code § 36-7-4-1512 concerning any action on this request; and

NOW, THEREFORE, BE IT ORDAINED by the Council, meeting in regular session, that the UDO and Zoning Map are hereby amended as follows:

Section 1. Applicability of Ordinance.

1.1 The Andover PUD Ordinance is hereby amended for the Real Estate. In all other respects, the Andover PUD Ordinance shall remain in effect and unchanged. To the extent that the provisions of the UDO or the Andover PUD Ordinance conflict with the provisions of this Amendment, the provisions of this Amendment shall prevail.

1.2 Development of the Real Estate shall be governed by: (i) the provisions of this Amendment and any exhibits attached hereto, (ii) the Andover PUD Ordinance, and (iii) the provisions of the UDO, as amended and applicable to the Real Estate, except as modified, revised, supplemented or expressly made inapplicable by this Amendment.

1.3 Chapter ("**Chapter**") and Article ("**Article**") cross-references of this Amendment shall hereafter refer to the section as specified and referenced in the UDO.

1.4 All provisions and representations of the UDO that conflict with the provisions of this Amendment are hereby made inapplicable to the Real Estate and shall be superseded by the terms of this Amendment.

Section 2. Local Business Area. The standards of *Exhibit 6: Underlying LB Local and Neighborhood Business Standards* of the Andover PUD Ordinance shall apply to the development of Parcel I, except as otherwise modified below:

2.1 Use of Required Yards: Front Yard Adjacent Residential Districts – Required front yards adjacent to residential districts may include driveways and parking areas, provided that (i) no portion of the parking area may be located closer to the right-of-way than ~~(30)~~ (10) feet; and, (ii) the remainder of said required front yard shall be maintained as green space free from building or structures.

Section 3. Development and Architectural Standards. The standards of Section 8 of the Andover PUD Ordinance shall apply to the development of the Real Estate unless otherwise modified by this Amendment.

3.1 Section 8(C)(1) of the Andover PUD Ordinance is hereby replaced and restated as follows: "The square footage of the day care facility in Parcel I shall not exceed 11,000 square feet."

3.2 For Parcel I, Fiber Cement Siding shall replace External Insulation and Finishing Systems (EIFS) as a permitted primary material per WC 16.04.165(D)(3)(f)(2).

Section 4. Landscaping. The standards of Section 9 of the Andover PUD Ordinance shall apply to the development of the Real Estate unless otherwise modified below:

4.1 For Parcel I, the western parcel boundary fronting Grassy Branch Rd. shall have a landscape buffer width of ten (10) feet.

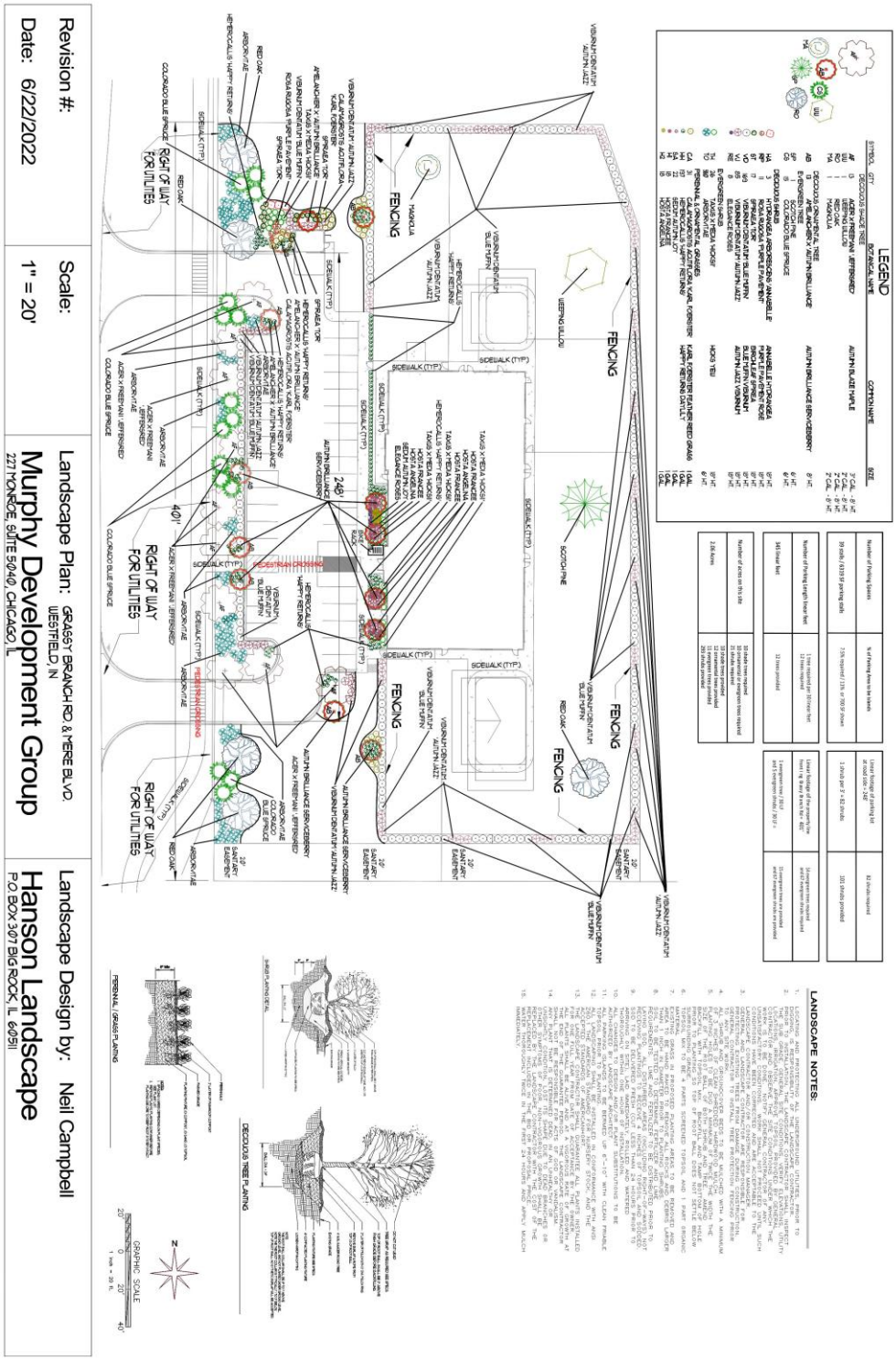
4.2 Proposed landscaping shall be constructed in substantial compliance with the Parcel I Landscape Plan attached hereto as Exhibit A.

Section 5. Duration. Failure to obtain approval of a Development Plan for the Real Estate by December 31, 2027 (unless otherwise extended by the Director) shall automatically void this Amendment and cause the zoning classification of the Real Estate to revert to the AG-SF1 District.

Section 6. Severability. If any term or provision of this Amendment is held to be illegal or unenforceable, the validity or enforceability of the remainder of this Amendment will not be affected.

Exhibit A

Parcel I Landscape Plan



ALL OF WHICH IS ORDAINED/RESOLVED THIS _____ DAY OF _____, 2022.

WESTFIELD CITY COUNCIL

Voting For	**Voting Against**	**Abstain**
_____	_____	_____
James Edwards	James Edwards	James Edwards
_____	_____	_____
Scott Frei	Scott Frei	Scott Frei
_____	_____	_____
Jake Gilbert	Jake Gilbert	Jake Gilbert
_____	_____	_____
Mike Johns	Mike Johns	Mike Johns
_____	_____	_____
Troy Patton	Troy Patton	Troy Patton
_____	_____	_____
Cindy L. Spoljaric	Cindy L. Spoljaric	Cindy L. Spoljaric
_____	_____	_____
Scott Willis	Scott Willis	Scott Willis

ATTEST:

_____

Cindy Gossard, Clerk Treasurer

I hereby certify that **ORDINANCE __-__** was delivered to the Mayor of Westfield on the _____ day of _____, 2022, at _____ ___m.

_____
Cindy Gossard, Clerk-Treasurer

I hereby APPROVE **ORDINANCE __-__**

this _____day of _____, 2022.

_____
J. Andrew Cook, Mayor

I hereby VETO **ORDINANCE __-__**

this _____day of _____, 2022.

_____
J. Andrew Cook, Mayor

This document prepared by: Matthew S. Skelton, Church Church Hittle + Antrim, Two North Ninth Street, Noblesville, Indiana 46074, (317) 773-2190.

I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security Number in this document, unless required by law: Matthew S. Skelton.

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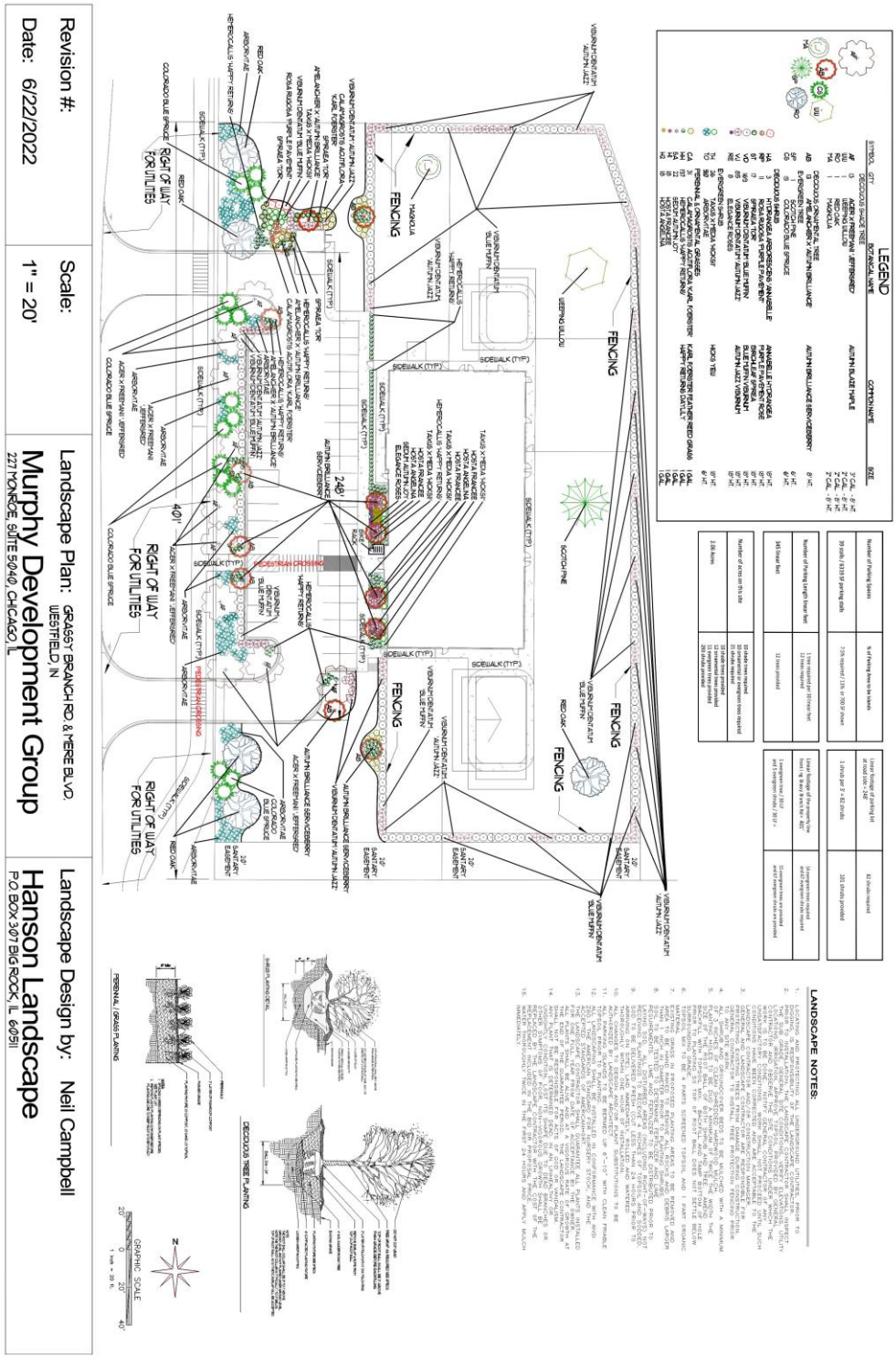

ALL OF WHICH IS ORDAINED/RESOLVED THIS _____ DAY OF _____, 2022.

WESTFIELD CITY COUNCIL

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_____	_____	_____
James Edwards	James Edwards	James Edwards
_____	_____	_____
Scott Frei	Scott Frei	Scott Frei
_____	_____	_____
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_____	_____	_____
Mike Johns	Mike Johns	Mike Johns
_____	_____	_____
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_____	_____	_____
Cindy L. Spoljaric	Cindy L. Spoljaric	Cindy L. Spoljaric
_____	_____	_____
Scott Willis	Scott Willis	Scott Willis

ATTEST:

_____

Cindy Gossard, Clerk Treasurer

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Cindy Gossard, Clerk-Treasurer

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this _____day of _____, 2022.

_____
J. Andrew Cook, Mayor

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J. Andrew Cook, Mayor

This document prepared by: Matthew S. Skelton, Church Church Hittle + Antrim, Two North Ninth Street, Noblesville, Indiana 46074, (317) 773-2190.

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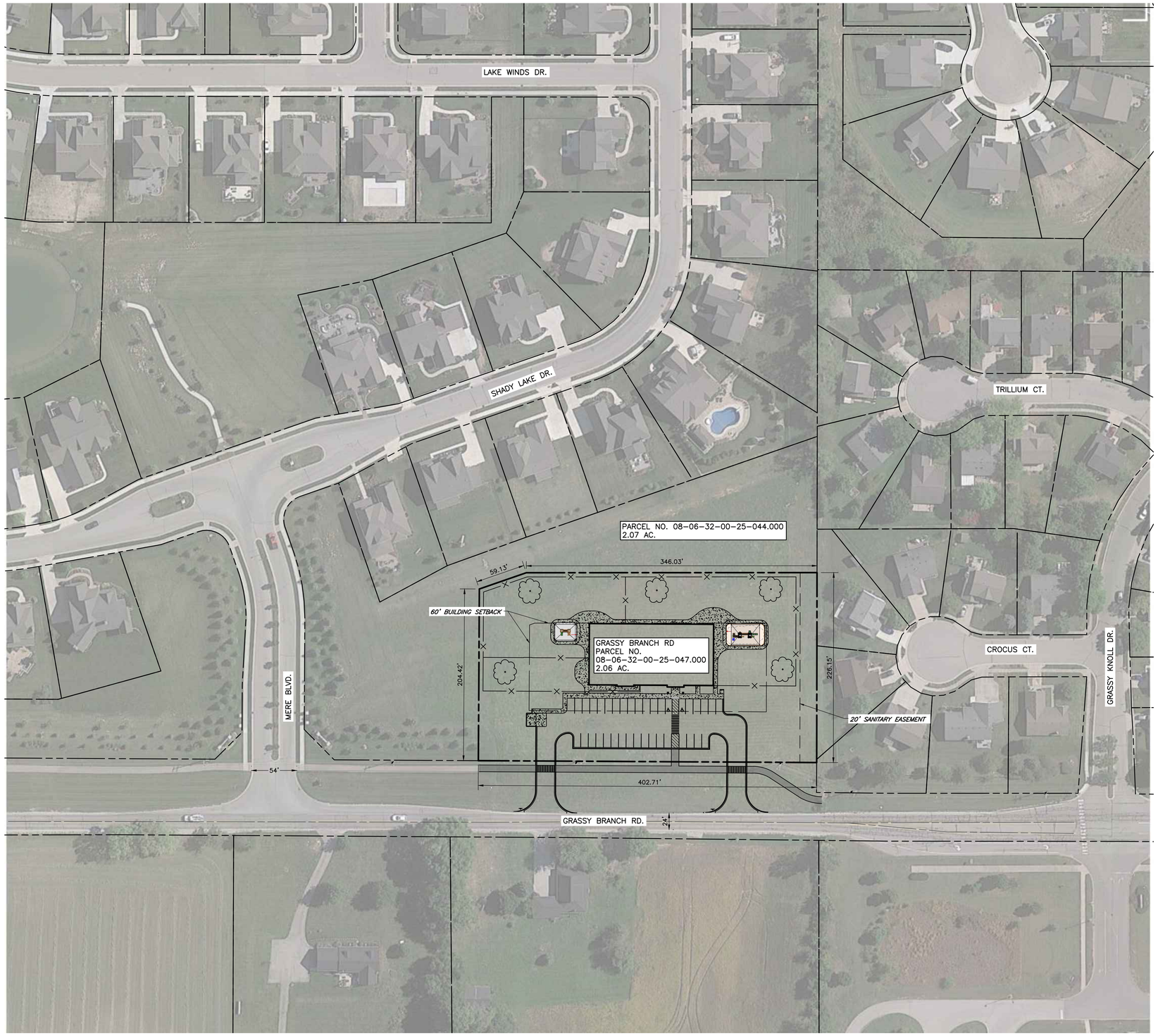
NORTH



LEGEND

- EXISTING PROPERTY LINE
- EXISTING SETBACK
- EXISTING ROADWAY CENTERLINE
- EXISTING EDGE OF PAVEMENT
- OH-E — EXISTING OVERHEAD WIRE
- EXISTING POWER POLE
- EXISTING FIRE HYDRANT
- PROPOSED CURB & GUTTER
- PROPOSED CONCRETE
- PROPOSED STRIPING
- PROPOSED SIDEWALK
- PROPOSED ASPHALT TRAIL
- PROPOSED BUILDING
- PROPOSED FENCE

LEGAL DESCRIPTION (PER HAMILTON COUNTY GIS)

ACREAGE 2.06 SECTION 32, TOWNSHIP 19, RANGE 4 LAKES AT SHADY NOOK SECTION 1B BLOCK A IRREGULAR SHAPE

DISCLAIMER: NOTWITHSTANDING THE FOREGOING OR ANYTHING ELSE CONTAINED IN THIS LEASE, IN NO EVENT SHALL TENANT'S REVIEW AND APPROVAL OF THE APPROVED PLANS OR ANY APPROVALS OR PERMITS BE DEEMED A REPRESENTATION BY TENANT THAT SUCH APPROVED PLANS, APPROVALS OR PERMITS COMPLY WITH APPLICABLE LAWS OR THE USE-SPECIFIC CONSTRUCTION OBLIGATIONS; IT BEING UNDERSTOOD AND AGREED BY LANDLORD THAT LANDLORD, AT ITS SOLE COST AND EXPENSE, IS RESPONSIBLE FOR DELIVERING THE PREMISES IN THE DELIVERY CONDITION INCLUDING, WITHOUT LIMITATION, OBTAINING ALL APPROVALS AND CONSTRUCTING THE BUILDOUT OF THE PREMISES IN ACCORDANCE WITH ALL APPLICABLE LAWS, AND THE REGULATORY REQUIREMENTS OF ANY GOVERNMENTAL AUTHORITIES WITH RESPECT TO THE PERMITTED USE AND CAPACITY (AND THE LICENSING REQUIREMENTS RELATED HERETO).

SUBMITTAL & REVISION RECORD

NO	DATE	DESCRIPTION
1	03/28/2022	ARCHITECTURAL REVISIONS
2	04/21/2022	REVISIONS PER CLIENT COMMENTS
3	04/28/2022	REVISIONS PER CLIENT COMMENTS

Civil & Environmental Consultants, Inc.
1230 East Diehl Road, Suite 200 - Naperville, IL 60563
Ph: 630.963.6026 · 877.963.6026 · Fax: 630.963.6027
www.cecinc.com

PREPARED FOR:
GLOBAL POWER AND CONSTRUCTION, INC.
7S882 CAMP DEAN ROAD
BIG ROCK, ILLINOIS 60511

DRAFT

DRAWN BY:	MMS	CHECKED BY:	ARG	APPROVED BY:	PTB
DATE:	03/24/2022	DWG SCALE:	1"=20'	PROJECT NO:	322-209.0001

VICINITY MAP
THE LAKES AT SHADY NOOK
WESTFIELD, INDIANA 46074

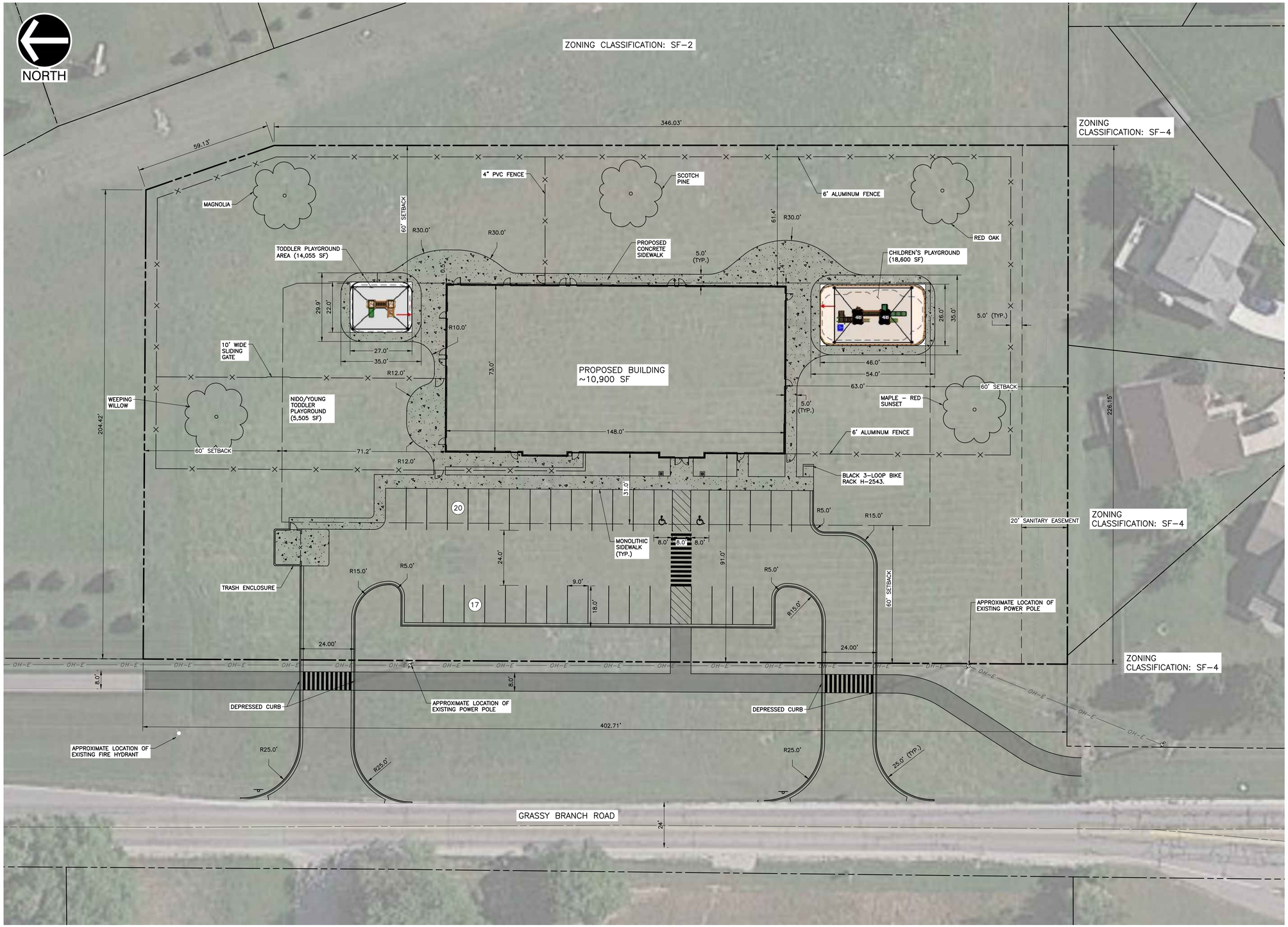
DRAWING NO.: **CP-01**
SHEET 1 OF 2

SCALE IN FEET
0 60 120

REFERENCE

1. PARCEL DATA OBTAINED FROM HAMILTON COUNTY GIS MAPS DOWNLOADED ON 03/22/2022.
2. AERIAL IMAGE PROVIDED BY GOOGLE EARTH. DATE OF IMAGE: SEPTEMBER 2021.

P:\320-2001\322-209\-CADD\Dwg\CVDD-Concept\322209-CVDD-Concept(REV2.dwg)[VICINITY MAP] LS:(4/27/2022 - mackbasse) - LP: 4/27/2022 10:39 AM



LEGEND

- EXISTING PROPERTY LINE
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- OH-E — EXISTING OVERHEAD WIRE
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- PROPOSED CONCRETE
- PROPOSED STRIPING
- PROPOSED SIDEWALK
- PROPOSED ASPHALT TRAIL
- PROPOSED BUILDING
- PROPOSED FENCE

SITE INFORMATION:

LOT SIZE:	89,949 SQ.FT. (±2.06 AC)
IMPERVIOUS SURFACE AREA:	30,859 SQ.FT. (0.71 AC.)
PERVIOUS SURFACE AREA:	59,090 SQ.FT. (1.35 AC.)
BUILDING SIZE:	~10,900 SQ.FT.
PARKING SUMMARY: MINIMUM: 1 SPACE PER 300 GROSS FLOOR AREA	
REQUIRED PARKING:	37 SPACES
PROPOSED PARKING:	35 SPACES
ACCESSIBLE PARKING SPACES:	2 SPACES
TOTAL PARKING SPACES:	37 SPACES
REQUIRED BICYCLE PARKING:	1 SPACE PER 15 VEHICLE SPACES
PROVIDED BICYCLE PARKING:	3 SPACES
ZONING:	LAKES OF WESTFIELD PUD WITH UNDERLYING ZONING CLASSIFICATION OF LOCAL AND NEIGHBORHOOD BUSINESS (LB) DISTRICT.
SETBACK SUMMARY:	
FRONT:	60 FEET
REAR:	60 FEET
SIDE (RESIDENTIAL):	60 FEET

FEMA FLOODPLAIN

NO FEMA FLOODPLAIN BOUNDARIES EXIST WITHIN 500+ OF THE SITE.

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SCALE IN FEET
0 20 40

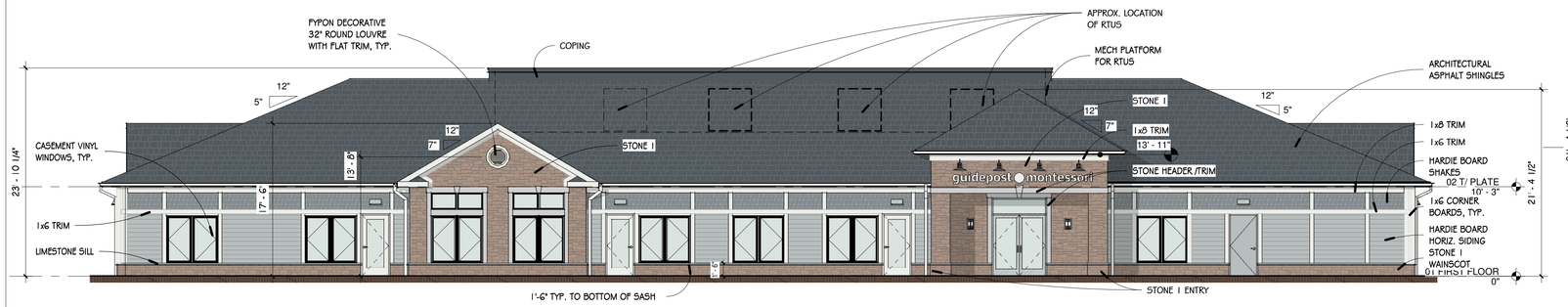
DRAFT

DRAWN BY:	MMS	CHECKED BY:	ARG	APPROVED BY:	PTB
DATE:	03/24/2022	DWG SCALE:	1"=20'	PROJECT NO:	322-209.0001

SITE PLAN
THE LAKES AT SHADY NOOK
WESTFIELD, INDIANA 46074

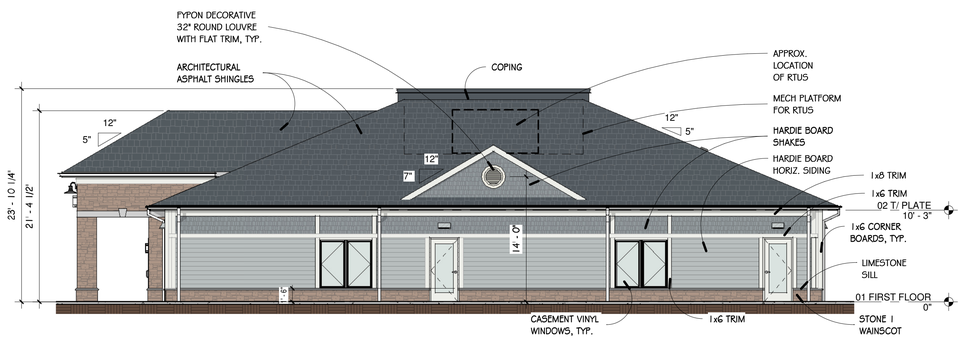
DRAWING NO.: **CP-01**
SHEET 2 OF 2

P:\322-0001\322-209\-CADD\Dwg\CVDD-Concept\322209-CVDD-Concept(REV3.dwg)[SITE PLAN] LS:(4/27/2022 - mschlosser) - LP: 4/27/2022 10:39 AM

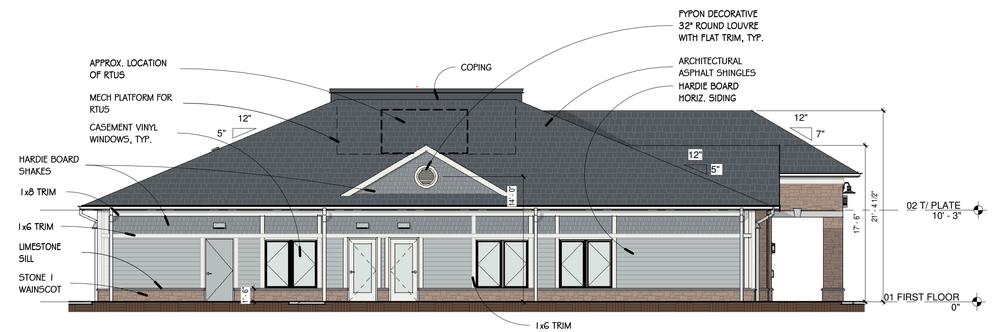


1 WEST ELEVATION
1/8" = 1'-0"

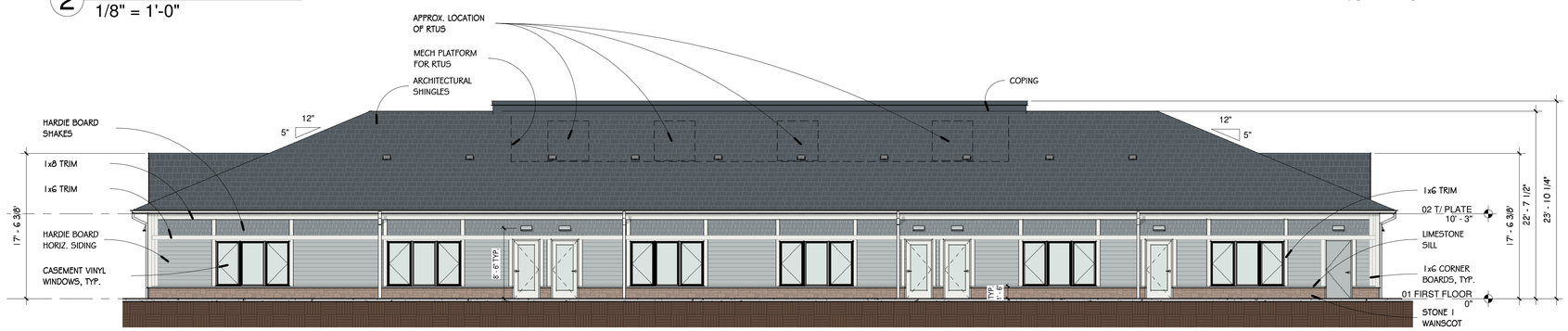
5 WEST ENTRY ELEVATION
1/4" = 1'-0"



2 SOUTH ELEVATION
1/8" = 1'-0"



3 NORTH ELEVATION
1/8" = 1'-0"



4 EAST ELEVATION
1/8" = 1'-0"

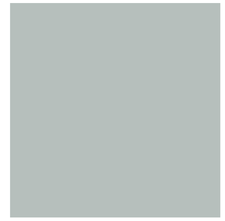
ARCHITECTURAL SHINGLES:
CERTAINTEED LANDMARK
MOIRE BLACK

STONE 1:
LAFARGE FOX RIVER DECORATIVE STONE
CUSTOM COUNTRY BLEND STONE

HARDIESHINGLE SIDING:
SHAKE SIDING, TEXTURED
SEE HARDIE BOARD SHAKE PAINT FOR COLOR

HARDIE BOARD SHAKE PAINT:
SHERWIN WILLIAMS
CADET SW9143

HARDIEPLANK LAP SIDING:
LAP SIDING, TEXTURED
SEE HARDIE LAP SIDING PAINT FOR COLOR



HARDIE LAP SIDING PAINT:
SHERWIN WILLIAMS
SAMOVAR SILVER SW6223

BOARD & BATTEN & TRIM PAINT:
SHERWIN WILLIAMS
EXTRA WHITE SW7006

SD 6/1/22 (NFC)

ALLEN PEPA ARCHITECTS
INFO@ALLENPEPA.COM
TEL: (630) 578-1105
215 FULTON ST., GENEVA, IL 60134

GPC GLOBAL POWER & CONSTRUCTION

MGN CONSULTING ENGINEERS, INC.
635 BUTTERFIELD ROAD
SUITE #310
OAKBROOK TERRACE, IL 60181
PHONE (630) 627-8078
WWW.MGNCONSULTING.COM
DESIGN FIRM #184001114-0002

SSE INC STRUCTURAL ENGINEERS

HIGHER GROUND WESTFIELD 2

GRASSY BRANCH RD
WESTFIELD, IN 46074

Schematic Design:	5/19/22
Design Development	
Bidding:	
Permit:	
ISSUE DATE:	

POST BID/PERMIT REVISIONS:

No.	Date	Description

PROJECT NO.	22-008
DRAWN BY	AK
CHECKED BY	EP
SHEET	2 OF 2

EXTERIOR ELEVATIONS

A2-1

W:\Arch 22\22-008 HG Westfield, IN\Higher Ground Westfield 2.rvt

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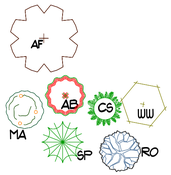
LEGEND



SYMBOL	QTY	BOTANICAL NAME	COMMON NAME	SIZE
		DECIDUOUS SHADE TREE		
AF	13	ACER X FREEMANII 'JEFFERSRED'	AUTUMN BLAZE MAPLE	3" CAL. - 8' HT.
WW	1	WEEPING WILLOW		2" CAL. - 8' HT.
RO	1	RED OAK		2" CAL. - 8' HT.
MA	1	MAGNOLIA		2" CAL. - 8' HT.
		DECIDUOUS ORNAMENTAL TREE		
AB	13	AMELANCHER X 'AUTUMN BRILLIANCE'	AUTUMN BRILLIANCE SERVICEBERRY	8' HT.
		EVERGREEN TREE		
SP	1	SCOTCH PINE		6' HT.
CS	15	COLORADO BLUE SPRUCE		6' HT.
		DECIDUOUS SHRUB		
HA	3	HYDRANGEA ARBORESCENS 'ANNABELLE'	ANNABELLE HYDRANGEA	18" HT.
RP	11	ROSA RUGOSA 'PURPLE PAVEMENT'	PURPLE PAVEMENT ROSE	18" HT.
ST	17	SPIRAEA 'TOR'	BIRCHLEAF SPIREA	18" HT.
VD	169	VIBURNUM DENTATUM 'BLUE MUFFIN'	BLUE MUFFIN VIBURNUM	18" HT.
VJ	85	VIBURNUM DENTATUM 'AUTUMN JAZZ'	AUTUMN JAZZ VIBURNUM	18" HT.
RE	8	ELEGANCE ROSES		18" HT.
		EVERGREEN SHRUB		
TH	26	TAXUS X MEDIA 'HICKSII'	HICKS YEW	18" HT.
TO	360	ARBORVITAE		6' HT.
		PERENNIAL & ORNAMENTAL GRASSES		
CA	31	CALAMAGROSTIS ACUTIFLORA 'KARL FOERSTER'	KARL FOERSTER FEATHER REED GRASS	1 GAL.
HH	197	HEMEROCALLIS 'HAPPY RETURNS'	HAPPY RETURNS DAYLILY	1 GAL.
SA	22	SEDUM AUTUMN JOY		1 GAL.
HI	18	HOSTA FRANCEE		1 GAL.
HZ	18	HOSTA ANGELINA		1 GAL.

Number of Parking Spaces	% of Parking Area to be islands
39 stalls / 6319 SF parking stalls	7.5% required / 11% or 700 SF shown

Linear footage of parking lot at road side = 248'	82 shrubs required
1 shrub per 3' = 82 shrubs	101 shrubs provided

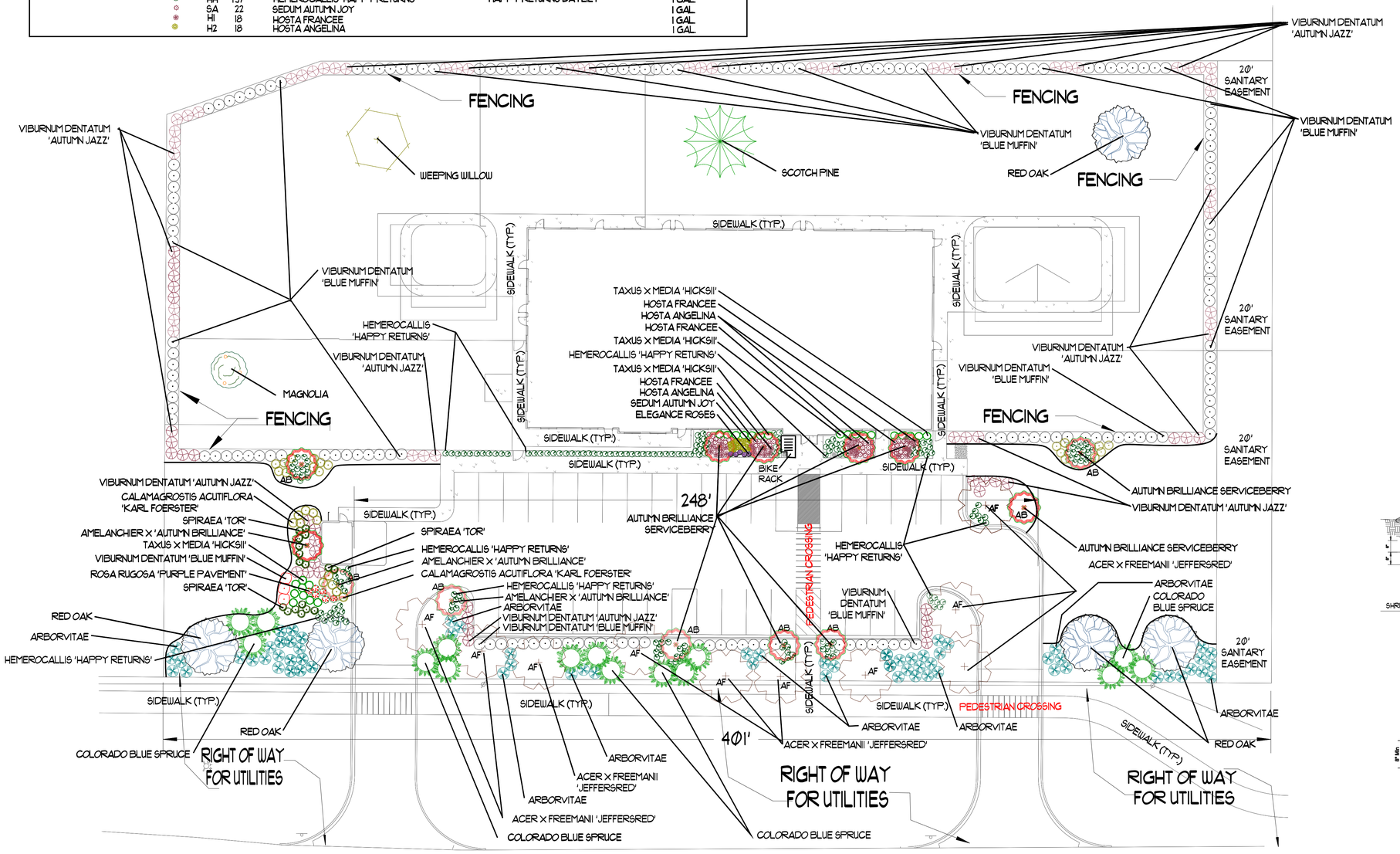
Number of Parking Length linear feet	1 tree required per 30 linear feet 12 trees required
345 linear feet	12 trees provided

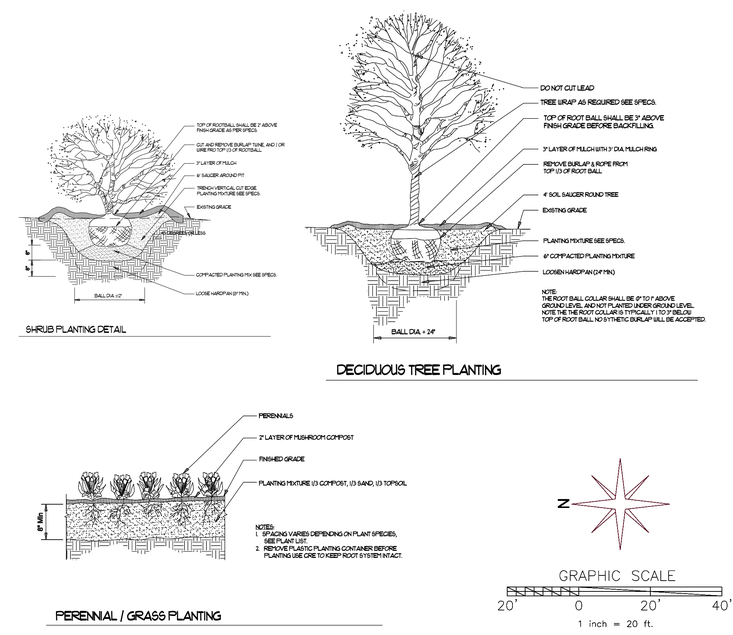
Linear footage of the property line front i ng Grassy Branch Rd = 401'	14 evergreen trees required and 67 evergreen shrubs required
1 evergreen tree / 30 LF and 5 evergreen shrubs / 30 LF =	15 evergreen trees are provided and 67 evergreen shrubs are provided

Number of acres on this site	10 shade trees required 10 ornamental or evergreen trees required 21 shrubs required
2.06 Acres	10 shade trees provided 12 ornamental trees provided 11 evergreen trees provided 293 shrubs provided

LANDSCAPE NOTES:

1. LOCATING AND PROTECTING ALL UNDERGROUND UTILITIES, PRIOR TO DIGGING, IS RESPONSIBILITY OF THE LANDSCAPE CONTRACTOR.
2. PRIOR TO INSTALLATION, THE LANDSCAPE CONTRACTOR SHALL INSPECT THE SUB GRADE, GENERAL SITE CONDITIONS, VERIFY ELEVATIONS, UTILITY LOCATIONS, IRRIGATION, APPROVE TOPSOIL PROVIDED BY GENERAL CONTRACTOR AND OBSERVE THE SITE CONDITIONS UNDER WHICH THE WORK IS TO BE DONE. NOTIFY GENERAL CONTRACTOR OF ANY UNSATISFACTORY CONDITIONS. WORK SHALL NOT PROCEED UNTIL SUCH CONDITIONS HAVE BEEN CORRECTED AND ARE ACCEPTABLE TO THE LANDSCAPE CONTRACTOR AND/OR CONSTRUCTION MANAGER.
3. GENERAL AND LANDSCAPE CONTRACTOR ARE RESPONSIBLE FOR PROTECTING EXISTING TREES FROM DAMAGE DURING CONSTRUCTION. GENERAL CONTRACTOR TO INSTALL TREE PROTECTION FENCING PRIOR TO ANY SITE WORK.
4. ALL SHRUB AND GROUNDCOVER BEDS TO BE MULCHED WITH A MINIMUM OF 3 INCHES OF CLEAN SHREDDED HARDWOOD MULCH.
5. PLANTING HOLES TO BE DUG A MINIMUM OF TWICE THE WIDTH THE SIZE OF THE ROOT BALL OF BOTH SHRUB AND TREE. AMEND BACKFILL WITH TOPSOIL MIX. BACKFILL AND TAMP BOTTOM OF HOLE PRIOR TO PLANTING SO TOP OF ROOT BALL DOES NOT SETTLE BELOW SURROUNDING GRADE.
6. TOPSOIL MIX TO BE 4 PARTS SCREENED TOPSOIL AND 1 PART ORGANIC MATERIAL
7. EXISTING GRASS IN PROPOSED PLANTING AREAS TO BE REMOVED AND AREA TO BE HAND RAKED TO REMOVE ALL ROCKS AND DEBRIS LARGER THAN 1 INCH IN DIAMETER PRIOR TO PLANTING SHRUBS.
8. SOIL TO BE TESTED TO DETERMINE FERTILIZER AND LIME REQUIREMENTS. LIME AND FERTILIZER TO BE DISTRIBUTED PRIOR TO LAYING SOD. ALL DISTURBED AREAS (INCLUDING RIGHT-OF-WAYS) NOT RECEIVING PLANTINGS TO RECEIVE 4 INCHES OF TOPSOIL AND SODDED.
9. SOD TO BE DELIVERED FRESH (CUT LESS THAN 24 HOURS PRIOR TO ARRIVING ON SITE), LAID IMMEDIATELY, ROLLED AND WATERED THOROUGHLY WITHIN ONE HOUR OF INSTALLATION.
10. ALL CHANGES TO DESIGN AND/OR PLANT SUBSTITUTIONS TO BE AUTHORIZED BY LANDSCAPE ARCHITECT.
11. ALL PARKING ISLANDS TO BE BERMED UP 6"-10" WITH CLEAN FRIABLE TOPSOIL PRIOR TO PLANTING.
12. ALL LANDSCAPING SHALL BE INSTALLED IN CONFORMANCE WITH ANSI Z60.1 THE AMERICAN STANDARD FOR NURSERY STOCK, AND THE ACCEPTED STANDARDS OF AMERICANHORT.
13. THE LANDSCAPE CONTRACTOR SHALL GUARANTEE ALL PLANTS INSTALLED FOR ONE FULL YEAR FROM DATE OF ACCEPTANCE BY THE OWNER. ALL PLANTS SHALL BE ALIVE AND AT A VIGOROUS RATE OF GROWTH AT THE END OF THE GUARANTEE PERIOD. THE LANDSCAPE CONTRACTOR SHALL NOT BE RESPONSIBLE FOR ACTS OF GOD OR VANDALISM.
14. ANY PLANT THAT IS DETERMINED DEAD, IN AN UNHEALTHY OR UNSIGHTLY CONDITION, LOST ITS SHAPE DUE TO DEAD BRANCHES OR OTHER SYMPTOMS OF POOR, NON-VIGOROUS GROWTH SHALL BE REPLACED BY THE LANDSCAPE CONTRACTOR WITH THE COST OF THE REPLACEMENT INCLUDED IN THE BID OR PROPOSAL PRICE.
15. WATER THOROUGHLY TWICE IN THE FIRST 24 HOURS AND APPLY MULCH IMMEDIATELY.





Revision #:	Scale:	Landscape Plan: GRASSY BRANCH RD. & MERE BLVD. WESTFIELD, IN	Landscape Design by: Neil Campbell
Date: 6/22/2022	1" = 20'	Murphy Development Group 227 MONROE, SUITE 5040, CHICAGO, IL	Hanson Landscape P.O. BOX 307 BIG ROCK, IL 60511

Memorandum

Date: May 26th, 2022

To: Weston Rogers, Associate Planner
Economic and Community Development Department

From: Chris Horney
Murphy Real Estate Services, LLC
227 W Monroe St, Chicago IL, 60654

Re: NVS Properties 20, LLC
Andover PUD Amendment Parcel I
Summary of Neighborhood Meeting

In accordance with Article 10.9(C)(1)(f) Planned Unit Development Districts; PUD District Ordinance; Application Procedures; Neighbor Meeting, Chris Horney of Murphy Real Estate Services, LLC (representee of NVS Properties 20, LLC) hosted a Neighborhood Meeting on Tuesday, May 17, 2022 on behalf of "The applicant" NVS Properties, 20 LLC. Invitations were extended to all property owners listed on the Adjoiner List for public hearing as well as Westfield Planning staff and Westfield Council persons. Below is a brief written report of the meeting.

The Neighborhood Meeting was held virtually via Zoom. It began at 6:00 p.m.

Petitioner representatives included Chris Horney and Ben Udell of Murphy Real Estate Services, LLC.

Attendees included Weston Rogers of the Westfield planning staff, Westfield City Council invitees and interested neighbors primarily made up of the property owners of the immediately surrounding homes.

A summary of the meeting follows.

Mr. Horney gave a summary of the proposed project. He explained how this section of the Andover PUD permits for the use of a Daycare albeit at 8,000SF, and that our proposal was to amend the text to allow for an 11,000SF Daycare. The proposal would modify the maximum allowable square footage of a Daycare on the lot within the Andover PUD to 11,000SF. The Petitioner also answered questions relating to the property and surrounding landscaping, lighting and traffic concerns, to which they are addressing and plan to present the latest plans at the 6/6 APC meeting.

Several attendees inquired as to whether the owner would be able to plant additional trees. Mr. Horney replied that this won't be an issue and that he would be happy to accommodate their basic landscaping requests and revise the landscaping plans. Likewise, several attendees addressed concerns about traffic flow issues in the area to which Mr. Horney presented a traffic flow analysis. This analysis was to further explain the pickup & drop off patterns at the typical Guidepost Montessori Daycare, showing that the Daycare will have limited impact on traffic.

One other point that a few attendees inquired about was the site lighting, they wanted to ensure that the extent of our lighting wouldn't be overwhelming hence shedding too much light onto their properties. Mr. Horney replied their plan is always to keep lighting to a minimum and that the team will provide further detail via the Photometrics submitted along with the additional documents needed for final approval. In addition, Mr. Rogers of Westfield Planning also mentioned that there are lighting and shielding standards in place per the local ordinances which will prevent such lighting concerns, to which Mr. Horney confirmed they intend to comply with.

There being no further questions or comments from the attendees, the meeting concluded around 6:45PM.

WRITTEN PUBLIC COMMENTS

Docket Number: 2206-PUD-12

Petitioner: NVS Properties 20 LLC

Request: An amendment to the Development and Architectural Standards of Parcel "I" of the Andover PUD District.

Enclosed Attachments (as of 5:00pm., Monday, June 6):

June 6, 2022 Advisory Plan Commission Meeting

1. Gary and Jenny Hetrick 18198 Lake Winds Dr. (06/01/2022)

June 1, 2022

Mr. Weston Rogers
City of Westfield
2728 E. 171st Street
Westfield, IN 46074

Dear Mr. Rogers:

We are writing in regards to the proposed variance for the preschool that is proposed for Grassy Branch south of Mere Blvd. It is our understanding that the developer has requested a variance which would allow for an increase in the size of the building from 8,000 to 11,000 square feet. We are not opposed to a preschool at this location, however there are several issues that need to be considered. These issues include:

1. Traffic. The preschool will increase the traffic on Grassy Branch especially around the time of start and dismissal of Washington Woods elementary school which is just south of the proposed preschool. Currently, traffic on Grassy Branch will back up from Washington Woods to Mere Blvd. during both the morning drop off and afternoon pick up times of the elementary school. There will be periods when parents who are dropping off children at the preschool will not be able to turn south on Grassy Branch from the preschool. The developer estimates that increasing the square footage will result in 30-35 additional cars at drop off and pick up times. This is a substantial increase and for this reason the 8000 square feet as planned for the lot is more appropriate.
2. We ask that assurances are made that the landscaping of the preschool both blends with the landscaping of the neighborhood, provides a block for the properties that will back up to the school, shields items on the preschool property such as trash bins and bin shelters, utility boxes and parking lots.
3. The developer has advised that the fence that will encircle the property will be similar to the fence that is required when a fence is placed in the Lakes of Westfield residential development. We appreciate this attention to detail. However, there is fencing proposed for the playground area that specifies PVC fencing. We would like to see this changed so that all fencing is similar to the fencing required in the Lakes of Westfield.

We will be out of town when this proposed variance is brought before the Planning Commission and, as result, will not be able top attend the meeting. We would appreciate if the above items are brought to the attention of the commission.

Thank you.

Sincerely,

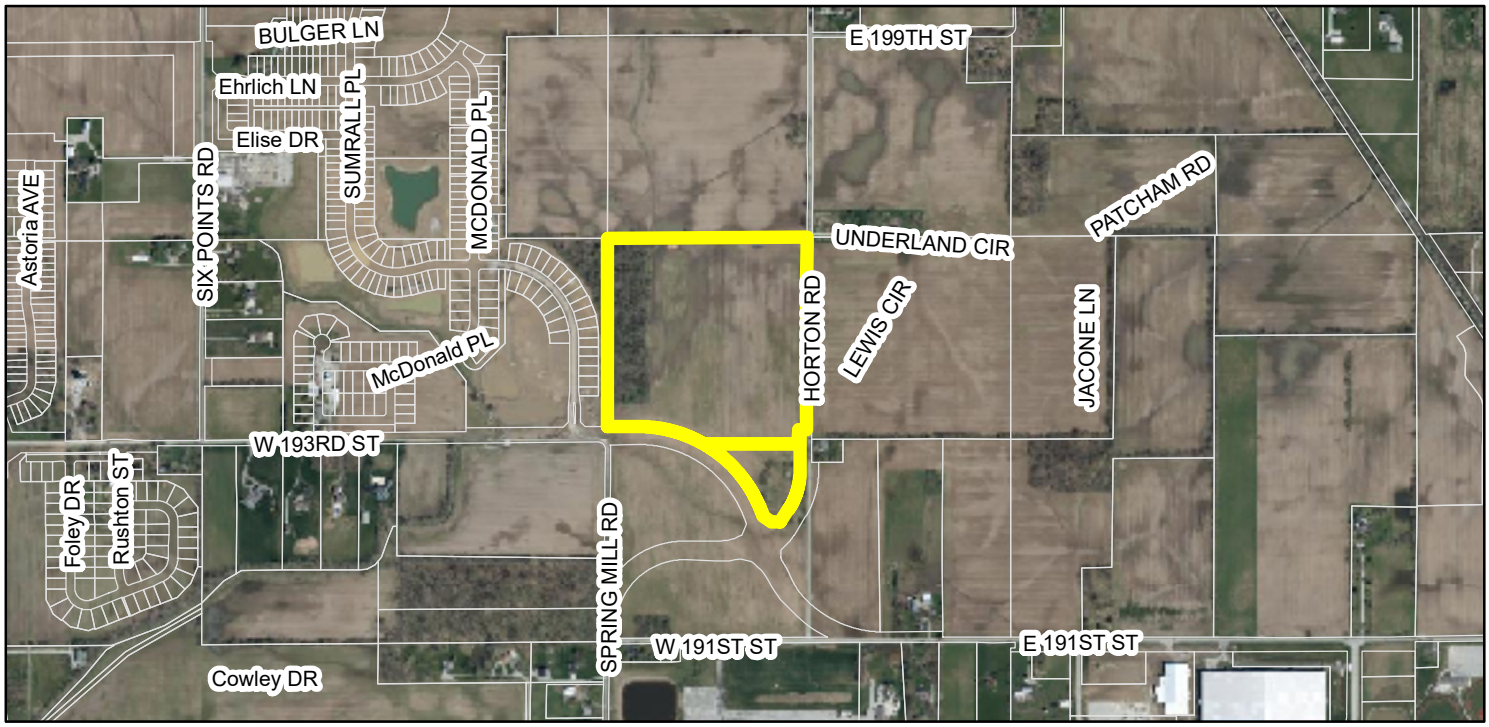
Gary and Jenny Hetrick
18198 Lake Winds Dr.
Westfield, IN 46074

EXHIBIT 2 - Property Location Map
Osborne Trails Phase III
2207-ODP-07 & 2207-SPP-07

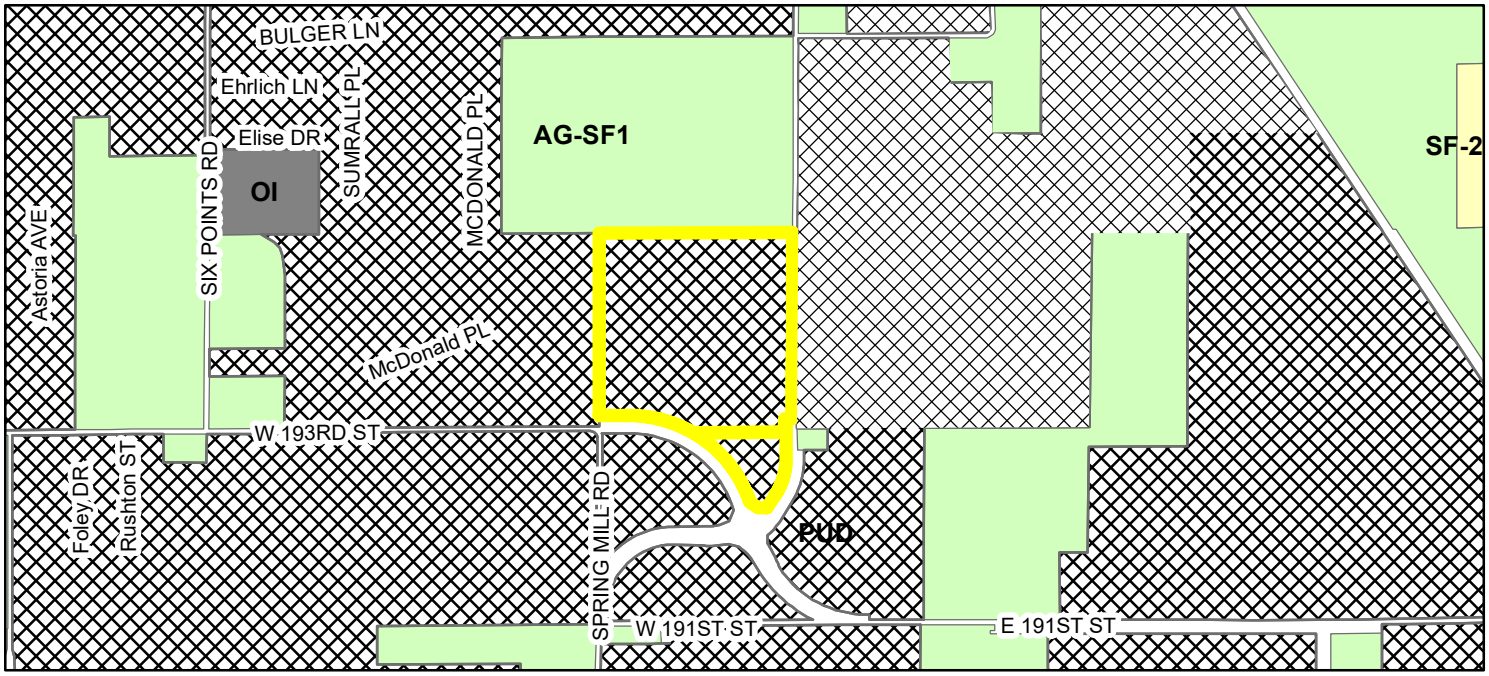
N
W E
S
Not To Scale

Aerial Location Map

Site



Zoning Map



SITE **Zoning**

- AG-SF1 (Agriculture - Single Family - 1)
- OI (Open Industrial)
- PUD (Planned Unit Development)
- SF-2 (Single Family - 2)

Docket Number: 2207-PUD-15 (Ord. No. 22-28) (the "Proposed Amendment")

Petitioner: Alderson Development Group, LLC by Church Church Hittle + Antrim

Request: An amendment to the Midtown of Westfield PUD to modify Development Standards on 10 acres +/-

Current Zoning: Midtown of Westfield PUD (Ord. 19-21) (the "Current PUD")

Current Land Use: Vacant

Acreage: 10 acres +/- (the "Property")

Exhibits:

1. Staff Report
2. Location Map
3. Proposed Ord. 22-28
4. Narrative Statement
5. Concept Site Plan
6. Building Character Exhibits
7. Light Exhibits
8. Signage Exhibits

Staff Reviewer: Daine Crabtree, Senior Planner

PETITION HISTORY

The Midtown of Westfield PUD was approved at the September 9, 2019 Westfield City Council meeting.

This petition was introduced at the June 13, 2022, City Council meeting. This introduction can be viewed here. The petition will receive a public hearing at the July 5, 2022 Advisory Plan Commission (the "Plan Commission") meeting.

PROJECT OVERVIEW

Location: This subject real estate is approximately 10 acres in size and is located at the northeast corner of US Highway 31 and 191st Street, approximately (see **Exhibit 2**).

Project Description: The petitioner is requesting an amendment to the Midtown of Westfield PUD for various development standards to accommodate a new ambulatory health care pavilion (see **Exhibit 4**).

The Proposed Amendment includes a Concept Plan for the Property and its development (see **Exhibit 5**). The final layout and site plan(s) may vary from the Concept Plan.

The Proposed Amendment includes specific Character Imagery which may vary from the Character Imagery provided in the Current PUD (see **Exhibit 6**).

The Proposed Amendment seeks to modify the following development standards for the Midtown of Westfield PUD, as applicable to the Property:

- *Building Height*
    - The Minimum Building Height standards would permit a two-story building on Lot 2.
        - The Current PUD sets forth a minimum building height of four (4) stories or sixty (60) feet.
        - The elevations shown in **Exhibit 6** indicate that a portion of the building proposed for Lot 1 being less than 4 stories/60 feet in height. Therefore, additional modifications to the PUD Ordinance to permit such will be necessary post-public hearing.
- *Architectural Standards*
    - In addition to glass, each Building Façade shall utilize a minimum of two (2) other exterior building materials
        - The Current PUD requires three (3) different exterior building materials; the PUD does not state whether glass is considered as such.
    - A minimum of thirty-five percent (35%) of each Building Façade shall be glass
    - A minimum of twenty percent (20%) of each Building Façade shall be Masonry Materials
        - The Current PUD permits a minimum of thirty-three percent (33%) Masonry Materials if Architectural Insulated Panels are used.
    - No more than eighty percent (80%) of each Building Façade shall be architectural aluminum panels
        - The Current PUD permits a maximum of sixty-seven percent (67%) of each Building Façade to be comprised of Architectural Insulated Panels.
- *Lighting Standards*
    - A light fixture exhibit (see **Exhibit 7**) has been included in the PUD, which would permit the light fixtures shown within and requires substantial compliance with the fixture images.
- *Parking and Loading Standards*
    - 20% of all parking spaces required on the Property would be permitted to be 8' wide by 18' deep to accommodate compact cars
        - The current UDO standard for parking spaces is 9' wide by 18' deep
    - Parking Space calculation requirements shall be determined by the Director of the Community Development Department
- *Sign Standards*

- A sign exhibit (see **Exhibit 8**) has been included in the PUD, which would permit the signage shown within and requires substantial compliance.

COMPREHENSIVE PLAN

Indiana Code states that reasonable regard be paid to the Comprehensive Plan when considering zone map changes; however, the Comprehensive Plan is not law. The Comprehensive Plan is intended to serve as a guide in making land use decisions.

The Westfield-Washington Township Comprehensive Plan (the "Comprehensive Plan") identifies the "Employment Corridor" land uses as the appropriate land use for the Property.

For the Employment Corridor area, the Comprehensive Plan lists 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.

Thoroughfare Plan: The following corridors are impacted by the development of the Property: (i) Primary Arterial 1: US 31; (ii) Primary Arterial 2: 191st Street; (iii) Secondary Arterial: East Street; (iv) Local: Flippins Road (v) Proposed Local: other proposed streets internal to the development; and (vi) Alternative Transportation Plan: proposed Cool Creek Trail, perimeter pathways along perimeter streets, and sidewalks along internal streets.

PROCEDURAL

Public Hearing: A change of zoning request is required to be considered at a public hearing by the Plan Commission. The public hearing for this petition is scheduled for the June 6, 2022, Plan Commission meeting. Notice of the public hearing was provided in accordance with Indiana law and the Plan Commission's Rules of Procedure.

Statutory Considerations: Indiana Code 36-7-4-603 states that in the consideration of zoning ordinance amendments and zone map changes that reasonable regard shall be paid to:

1. The Comprehensive Plan.
2. Current conditions and the character of current structures and uses.
3. The most desirable use for which the land is adapted.
4. The conservation of property values throughout the jurisdiction.
5. Responsible growth and development.

Council Introduction: The petition was introduced at the June 13, 2022, City Council meeting.

DEPARTMENT COMMENTS

1. **Action:** Hold a public hearing at the July 5, 2022, Plan Commission meeting.

2. If any Plan Commission member has questions prior to the public hearing, then please contact Daine Crabtree at (317) 416-2586 or dcrabtree@westfield.in.gov.

ORDINANCE NUMBER 22-__

AN ORDINANCE OF THE CITY OF WESTFIELD AND WASHINGTON TOWNSHIP, HAMILTON COUNTY, INDIANA CONCERNING AMENDMENT TO THE TEXT OF THE MIDTOWN AT WESTFIELD PLANNED UNIT DEVELOPMENT BEING THAT OF ORDOINACE 19-21 AND TITEL 16 – LAND USE CONTROLS

"Midtown at Westfield PUD Amendment"

This amendment to a Planned Unit Development District Ordinance (the "**Amendment**"), known as the MIDTOWN AT WESTFIELD PUD DISTRICT (Ordinance 19-21, the "**Midtown Ordinance**"), to amend the Unified Development Ordinance of the City of Westfield and Washington Township, Hamilton County, Indiana (the "**UDO**"), enacted by the City of Westfield pursuant to its authority under the laws of the State of Indiana, Ind. Code§ 36-7-4 et seq., as amended.

WHEREAS, the City of Westfield, Indiana (the "**City**") and the Township of Washington, both of Hamilton County, Indiana are subject to the Unified Development Ordinance;

WHEREAS, the Westfield-Washington Advisory Plan Commission (the "**Commission**") considered a petition (Petition No. ____-PUD-__), filed with the Commission requesting an amendment to Ordinance 19-21, enacted by the Common Council of the City of Westfield (the "**Council**") on September 9, 2011;

WHEREAS, the Amendment pertains to the subject real estate located north of 191st Street and east of U.S. Highway 31 North, and more particularly identified by legal description in Exhibit A attached hereto and incorporated herein (the "**Real Estate**");

WHEREAS, the Commission forwarded Petition No. ____-PUD-__ to the Council with a favorable recommendation (Vote: __ in favor, __ opposed) in accordance with Indiana Code § 36-7-4-608, as required by Indiana Code§ 36-7-4-1505;

WHEREAS, the Secretary of the Commission certified the action of the Commission to the Council on _____ ___, 2022;

WHEREAS, the Council is subject to the provisions of the Indiana Code §36-7-4-1507 and Indiana Code § 36-7-4-1512 concerning any action on this request; and

NOW, THEREFORE, BE IT ORDAINED by the Council, meeting in regular session, that the UDO and Zoning Map are hereby amended as follows:

Section 1. Applicability of Ordinance.

1.1 The Midtown Ordinance is hereby amended for the Real Estate. In all other respects, the Midtown Ordinance shall remain in effect and unchanged. To the extent that the provisions of the UDO or the Midtown Ordinance conflict with the provisions of this Amendment, the provisions of this Amendment shall prevail.

1.2 Development of the Real Estate shall be governed by (i) the provisions of this Amendment and any exhibits attached hereto, and (ii) the Midtown Ordinance, and (iii) the provisions of the UDO, as amended and applicable to the Real estate, except as modified, revised, supplemented or expressly made inapplicable by this Amendment.

1.3 Chapter ("**Chapter**") and Article ("**Article**") cross-references of this Ordinance shall hereafter refer to the section as specified and referenced in the UDO.

1.4 All provisions and representations of the UDO that conflict with the provisions of this Ordinance are hereby made inapplicable to the Real Estate and shall be superseded by the terms of this Amendment.

Section 2. Definitions. Capitalized terms not otherwise defined in this Ordinance shall have the meanings ascribed to them in the UDO.

Section 3. Concept Plan. The concept plan, attached hereto as Exhibit B (the "**Concept Plan**"), is hereby incorporated in accordance with Article 10.9(F)(2) Planned Unit Development Districts; PUD District Ordinance Requirements; Concept Plan.

3.1 The District is hereby divided into two (2) areas, as depicted on the Concept Plan and labeled as "**Lot 1**" and "**Lot 2**" (individually or collectively, the "**Lot**" or "**Lots**").

3.2 Development of each Parcel shall be regulated as set forth in this Amendment.

3.3 The boundaries of the Parcels shall be developed in substantial compliance with the Concept Plan. The final layouts and site plans within the Parcels shall be subject to the terms of this Amendment and may vary from the depictions shown in the Concept Plan.

Section 4. General Regulations. The standards of Section 7 of the Midtown Ordinance shall apply to the development of the Real Estate, except as otherwise modified below.

4.1 Minimum Building Height: Section 7.7(A) of the Midtown Ordinance is hereby modified to permit a Minimum Building Height of two (2) stories on Lot 2.

Section 5. Development Standards. The standards of Section 8 of the Midtown Ordinance shall apply to the development of the Real Estate, except as otherwise modified below.

5.1 Character Imagery: Section 8.2(A) of the Midtown Ordinance is hereby modified for the Real Estate and is hereby replaced by Exhibit C (the "**Character Imagery Exhibit**") of this Amendment. In all other respects, Section 8.2(A) of the Midtown Ordinance shall remain in effect and unchanged.

5.2 Hotel and Office Subdistrict: Section 8.2(B) of the Midtown Ordinance is replaced and restated for the Real Estate as follows:

i. Glass shall constitute at least thirty-five (35) percent of the exterior surfaces of each Building Façade.

ii. In addition to glass, each Building Façade shall utilize a minimum of two (2) other exterior building materials.

iii. A minimum of twenty (20) percent of each Building Façade (exclusive of windows and doors) shall be Masonry Materials.

iv. No more than eighty (80) percent of each Building Façade (exclusive of windows and doors) shall be architectural aluminum panels.

5.3 Lighting Standards: Section 8.5(A) of the Midtown Ordinance is hereby modified to permit the street light and parking lot light fixtures included in Exhibit D (the "**Light Fixtures**") of this Amendment to be installed on the Real Estate.

5.4 Parking and Loading Standards: Section 8.7 of the Midtown Ordinance is hereby modified for the Real Estate as follows:

i. Article 6.14(G)(5) of the UDO is hereby modified to permit up to 20% of all parking spaces required on the Real Estate to be a minimum of 8' wide and 18' deep to accommodate compact cars.

ii. Parking Space requirements shall be determined by the Director based upon data supplied in response to traffic and parking data requested to be furnished with the application for a Detailed Development Plan.

5.5 Sign Standards: Section 8.8 of the Midtown Ordinance is hereby modified to permit signage on the Real Estate in substantial compliance with the signage included in Exhibit E ("**Signage**") of this Amendment.

Section 6. Infrastructure Standards. Infrastructure on the Real Estate shall comply with the UDO, the Midtown Ordinance and the City's Construction Standards (see Chapter 7 Subdivision Regulations) unless otherwise approved by the Department of Public Works.

Section 7. Severability. If any term or provision of this ordinance is held to be illegal or unenforceable, the validity or enforceability of the remainder of this ordinance will not be affected.

ALL OF WHICH IS ORDAINED/RESOLVED THIS ___ DAY OF _____, 2022.

WESTFIELD CITY COUNCIL

Voting For	**Voting Against**	**Abstain**
_____	_____	_____
James Edwards	James Edwards	James Edwards
_____	_____	_____
Scott Frei	Scott Frei	Scott Frei
_____	_____	_____
Jake Gilbert	Jake Gilbert	Jake Gilbert
_____	_____	_____
Mike Johns	Mike Johns	Mike Johns
_____	_____	_____
Troy Patton	Troy Patton	Troy Patton
_____	_____	_____
Cindy L. Spoljaric	Cindy L. Spoljaric	Cindy L. Spoljaric
_____	_____	_____
Scott Willis	Scott Willis	Scott Willis

ATTEST:

_____

Cindy Gossard, Clerk Treasurer

I hereby certify that **ORDINANCE 22-___** was delivered to the Mayor of Westfield on the ___ day of _____, 2022, at _____ ___m.

_____
Cindy Gossard, Clerk-Treasurer

I hereby APPROVE **ORDINANCE 22-__**

this _____day of _____, 2022.

_____
J. Andrew Cook, Mayor

I hereby VETO **ORDINANCE 22-__**

this _____day of _____, 2022.

_____
J. Andrew Cook, Mayor

This document prepared by: Matthew S. Skelton, Church Church Hittle + Antrim, Two North Ninth Street, Noblesville, Indiana 46074, (317) 773-2190.

I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security Number in this document, unless required by law: Matthew S. Skelton.

EXHIBIT A

“Real Estate”

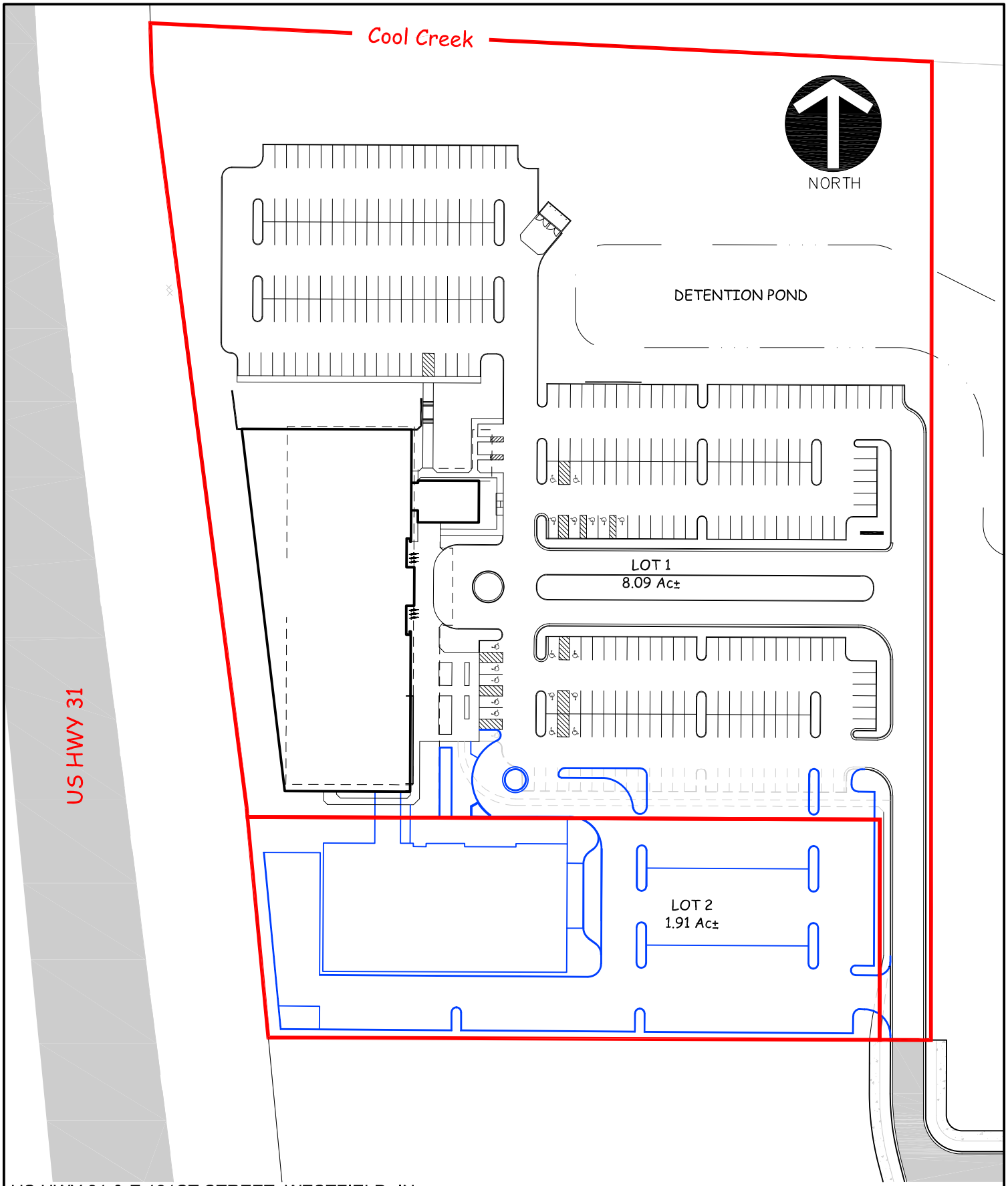
A PART OF THE NORTHWEST QUARTER OF SECTION 30, TOWNSHIP 19 NORTH, RANGE 4 EAST LOCATED IN WASHINGTON TOWNSHIP, HAMILTON COUNTY, INDIANA, BEING DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID NORTHWEST QUARTER; THENCE NORTH 89 DEGREES 46 MINUTES 30 SECONDS WEST ALONG THE SOUTH LINE OF SAID NORTHWEST QUARTER, 1330.93 FEET TO A HARRISON MONUMENT AT THE SOUTHEAST CORNER OF THE WEST HALF OF SAID NORTHWEST QUARTER; THENCE CONTINUING ALONG SAID SOUTH LINE NORTH 89 DEGREES 49 MINUTES 56 SECONDS WEST, 129.37 FEET; THENCE NORTH 00 DEGREES 10 MINUTES 04 SECONDS EAST, 74.58 FEET TO THE NORTH RIGHT OF WAY LINE OF EAST 191ST/ STREET AS CONVEYED TO THE STATE OF INDIANA AS INSTRUMENT NUMBER 2014010926 AND 2014021561 RECORDED IN THE OFFICE OF THE RECORDER FOR HAMILTON COUNTY; THENCE ALONG THE NORTHERN AND EASTERN LINES OF SAID INSTRUMENT NUMBERS FOR THE NEXT SEVEN (7) COURSES: (1) NORTH 89 DEGREES 47 MINUTES 50 SECONDS WEST, 350.00 FEET; (2) THENCE NORTH 88 DEGREES 54 MINUTES 57 SECONDS WEST, 325.04 FEET; (3) THENCE NORTH 52 DEGREES 08 MINUTES 13 SECONDS WEST, 118.93 FEET; (4) THENCE NORTH 05 DEGREES 24 MINUTES 33 SECONDS WEST, 437.38 FEET TO THE POINT OF BEGINNING; (5) THENCE CONTINUING NORTH 05 DEGREES 24 MINUTES 33 SECONDS WEST 181.05 FEET; (6) THENCE NORTH 07 DEGREES 21 MINUTES 55 SECONDS WEST, 575.59 FEET; (7) THENCE NORTH 01 DEGREE 39 MINUTES 52 SECONDS WEST, 39.10 FEET; THENCE SOUTH 87 DEGREES 11 MINUTES 19 SECONDS EAST 609.73 FEET; THENCE SOUTH 00 DEGREES 03 MINUTES 03 SECONDS WEST 762.31 FEET; THENCE NORTH 89 DEGREES 46 MINUTES 20 SECONDS WEST, 516.33 FEET TO THE POINT OF BEGINNING, CONTAINING 10.00 ACRES, MORE OR LESS.

EXHIBIT B

“Concept Plan”

The Concept Plan appears on the following page of this exhibit.



US HWY 31 & E 191ST STREET, WESTFIELD, IN

CSG PROJECT NUMBER ACG.060	DATE: 05/22/22	**CIVIL SITE GROUP, INC.** 718 ADAMS STREET, SUITE E CARMEL, INDIANA 46032 (317) 810-1677
SHEET **1** OF **1**	DWN. BY: BSC	
	CHKD. BY: BSC	
	SCALE: 1" = 100'	

Civil Site GROUP, INC.

EXHIBIT C

“Character Imagery Exhibit”

The Character Imagery Exhibit appears on the following fifteen (15) pages of this exhibit.

ALDERSON COMMERCIAL GROUP

STUDIO AXIS

ALDERSON COMMERCIAL GROUP

STUDIO AXIS

ALDERSON COMMERCIAL GROUP

STUDIO AXIS

ALDERSON COMMERCIAL GROUP

STUDIO AXIS

ALDERSON COMMERCIAL GROUP

STUDIO AXIS

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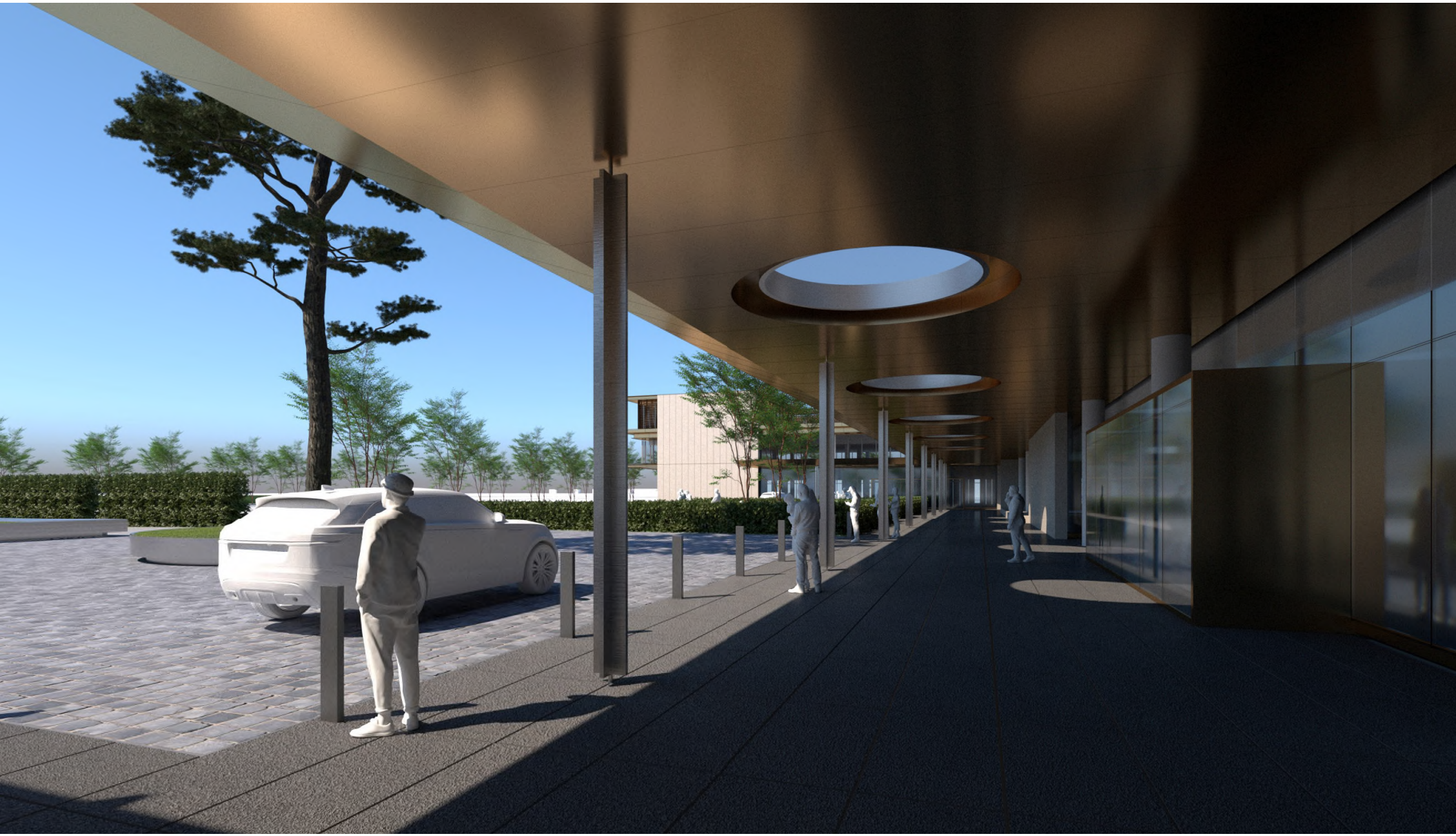
STUDIO AXIS

ALDERSON COMMERCIAL GROUP

STUDIO AXIS

ALDERSON COMMERCIAL GROUP

STUDIO AXIS

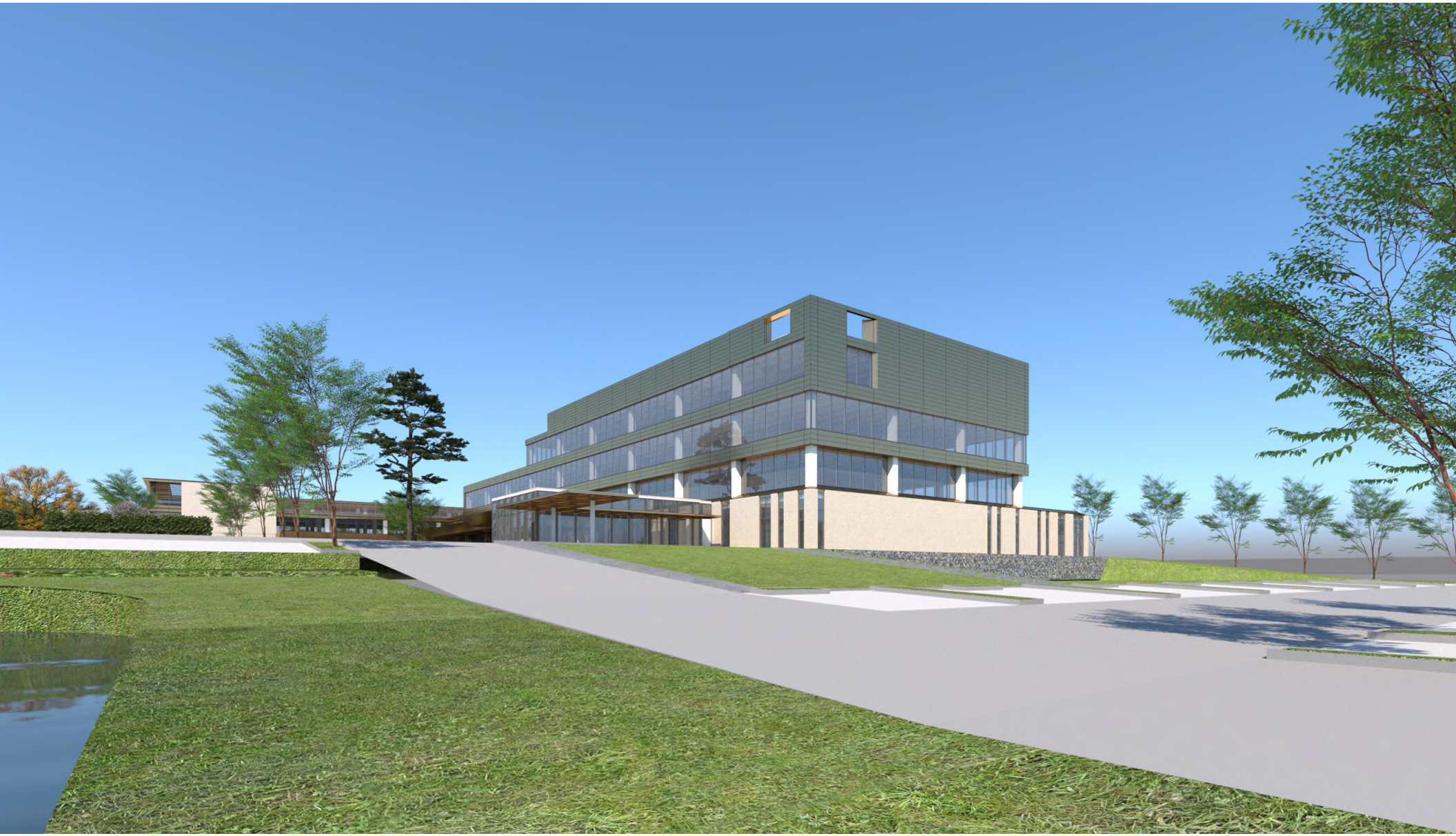


ALDERSON COMMERCIAL GROUP

STUDIO AXIS

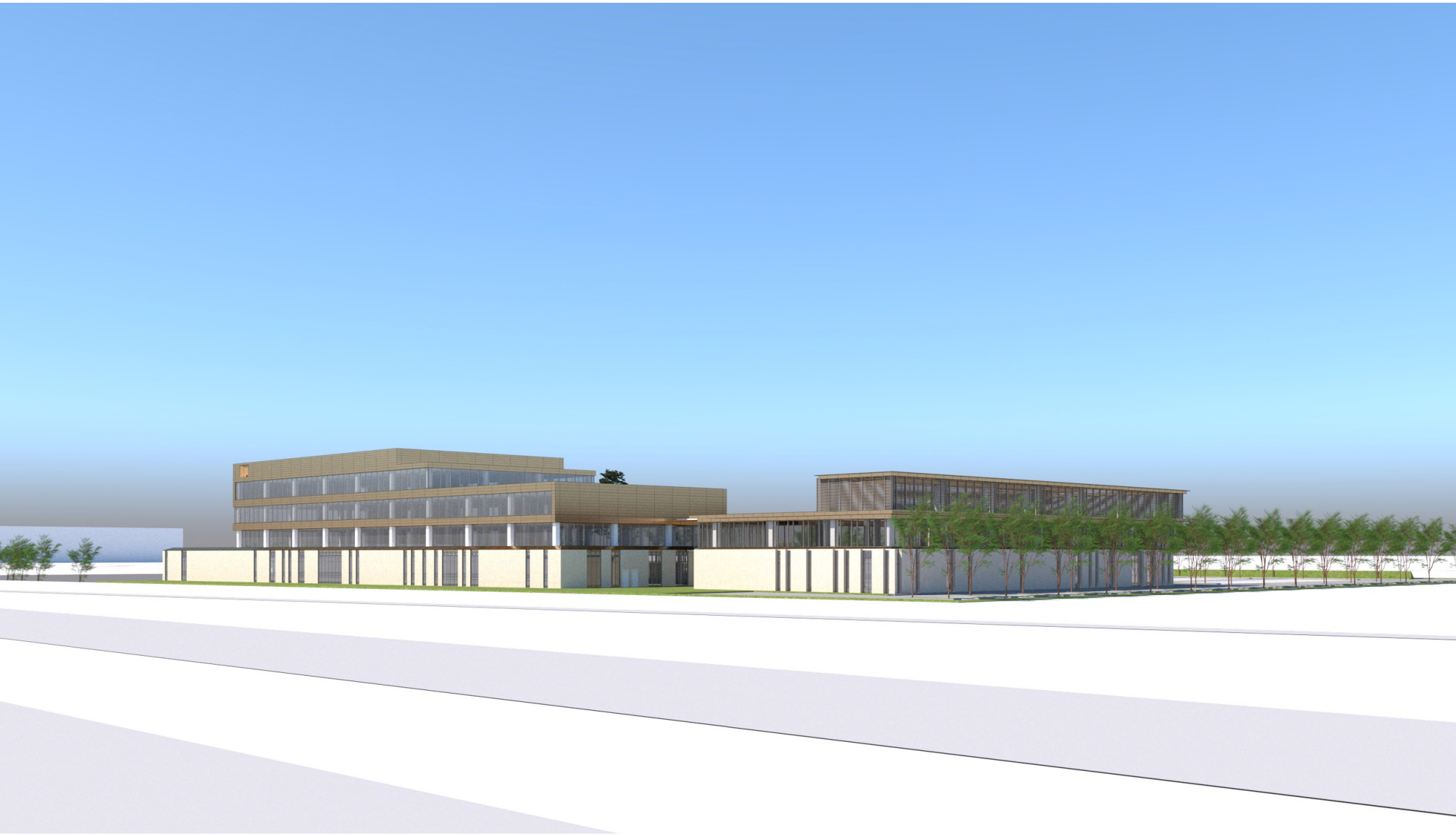
ALDERSON COMMERCIAL GROUP

STUDIO AXIS



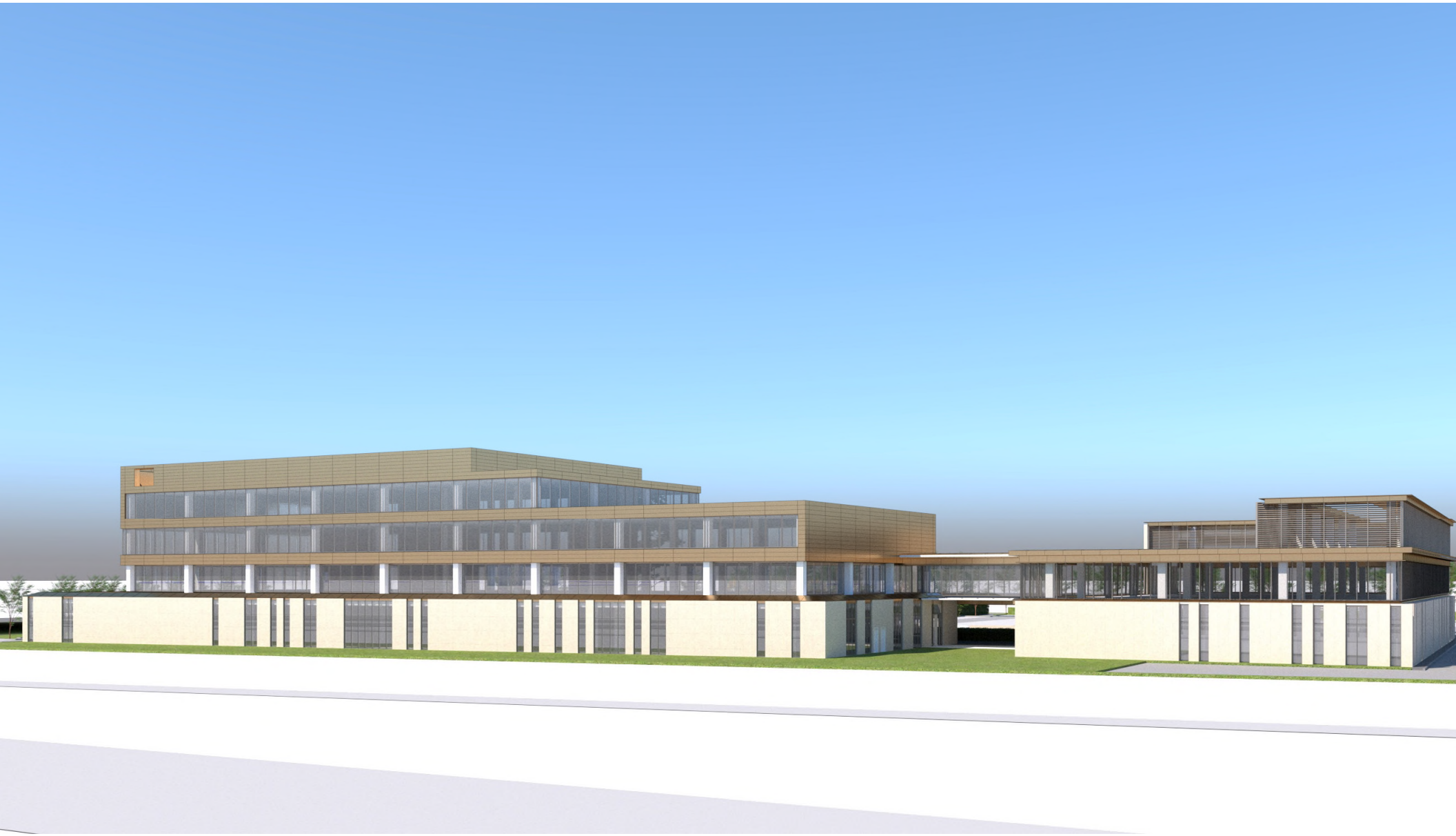
ALDERSON COMMERCIAL GROUP

STUDIO AXIS



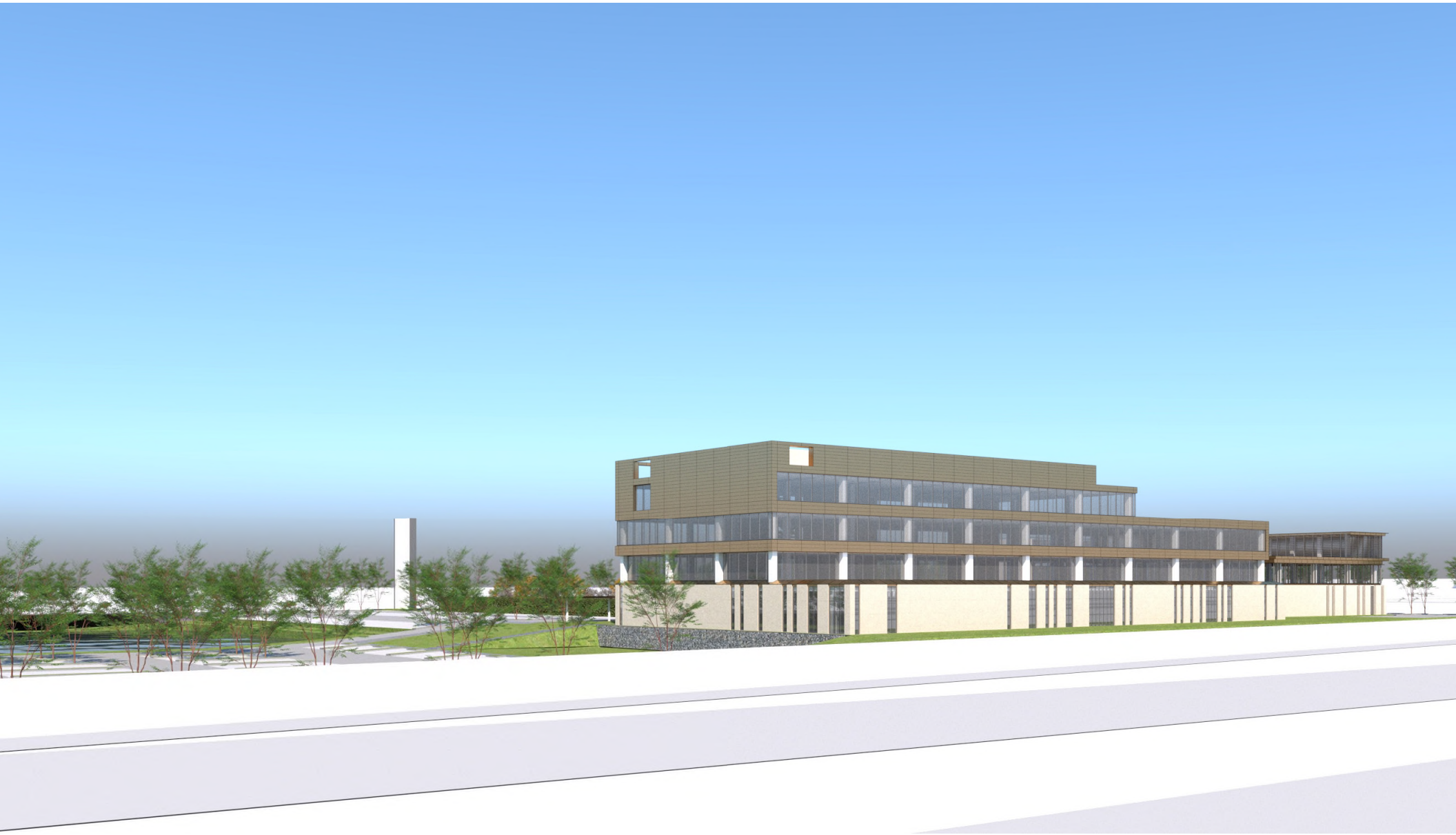
ALDERSON COMMERCIAL GROUP

STUDIO AXIS



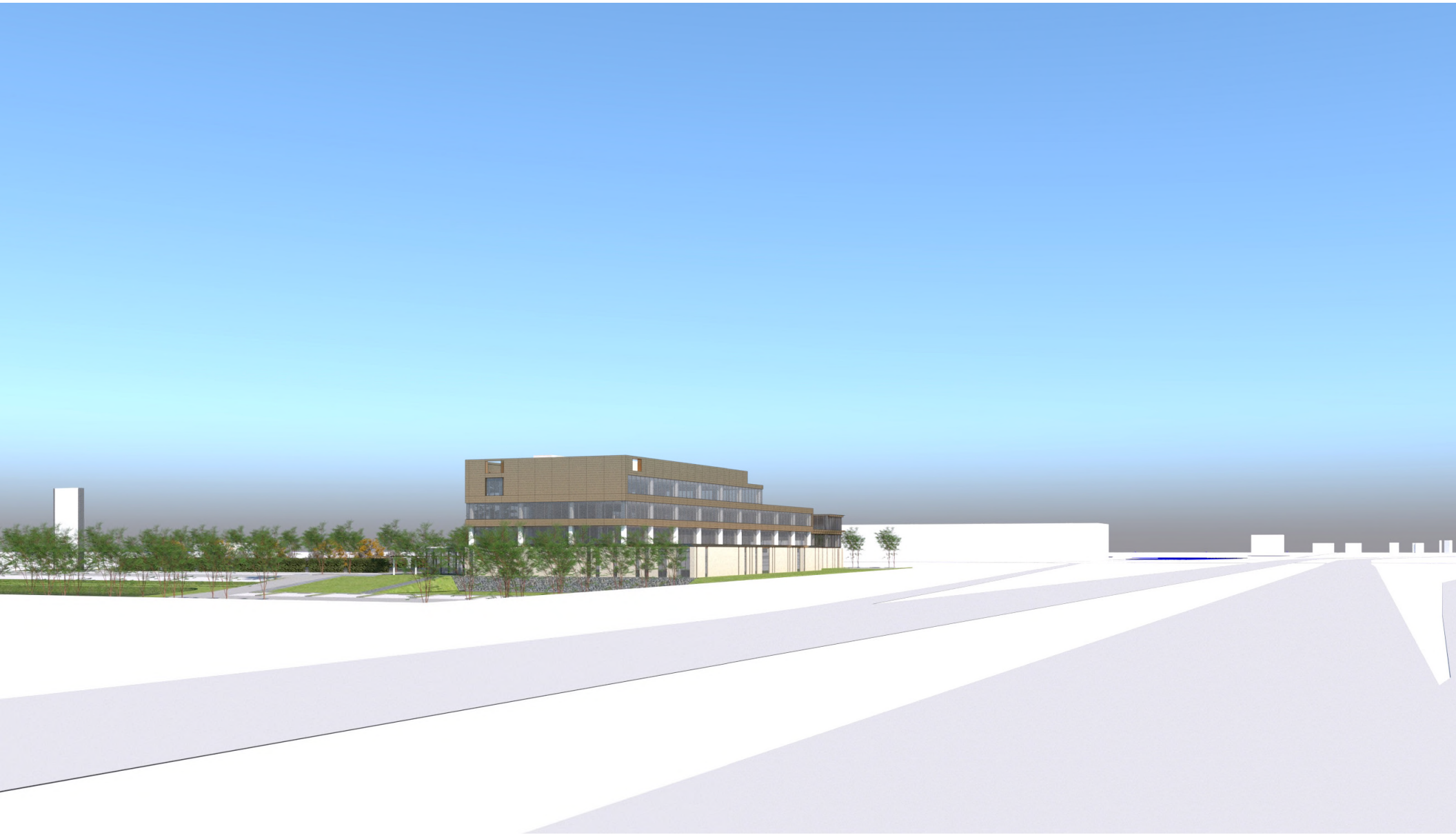
ALDERSON COMMERCIAL GROUP

STUDIO AXIS



ALDERSON COMMERCIAL GROUP

STUDIO AXIS



ALDERSON COMMERCIAL GROUP

STUDIO AXIS

EXHIBIT D

"Light Fixtures"

Street lights installed within the green shaded area on the site plan figure on this Page 1 of Exhibit D shall be in substantial compliance with the light fixture image included on this Page 1 of Exhibit D.

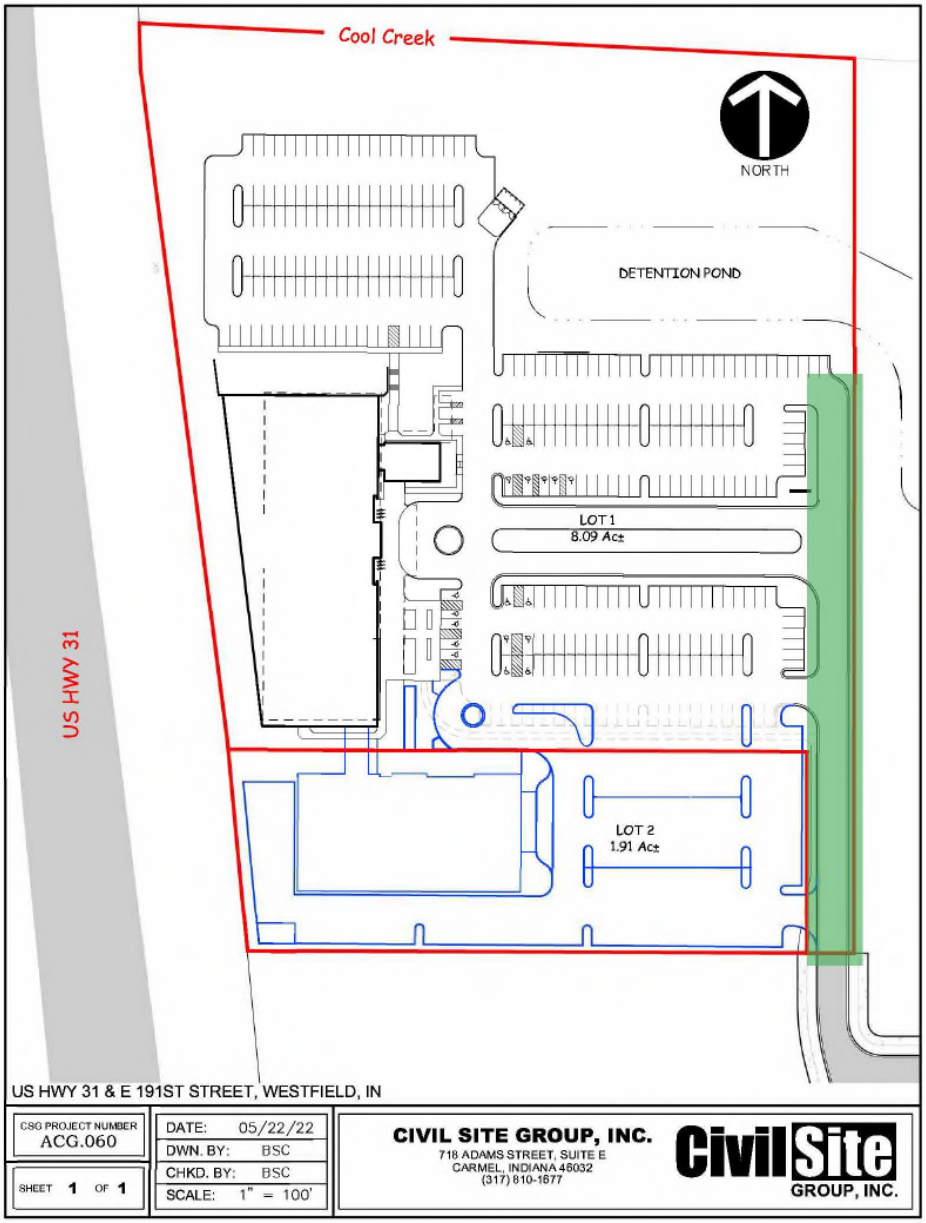


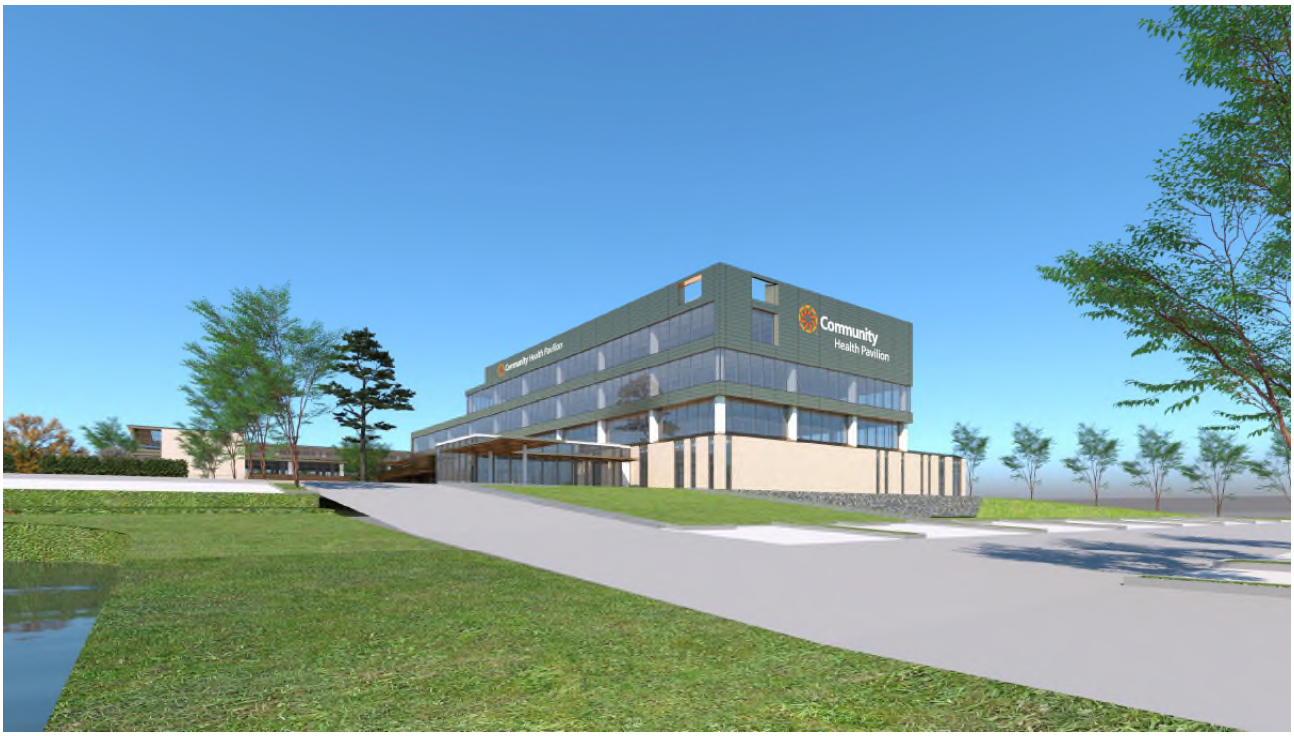
EXHIBIT D

"Light Fixtures"

Parking lot lighting installed on the Real Estate outside of the green shaded area on the site plan figure on Page 1 of Exhibit D shall be in substantial compliance with the style of light fixtures included on this Page 2 of Exhibit D.

EXHIBIT E

"Signage"



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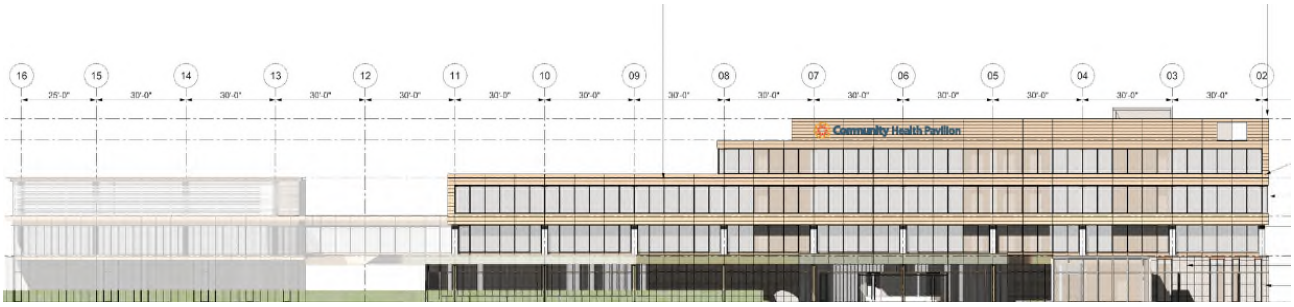
"Signage"



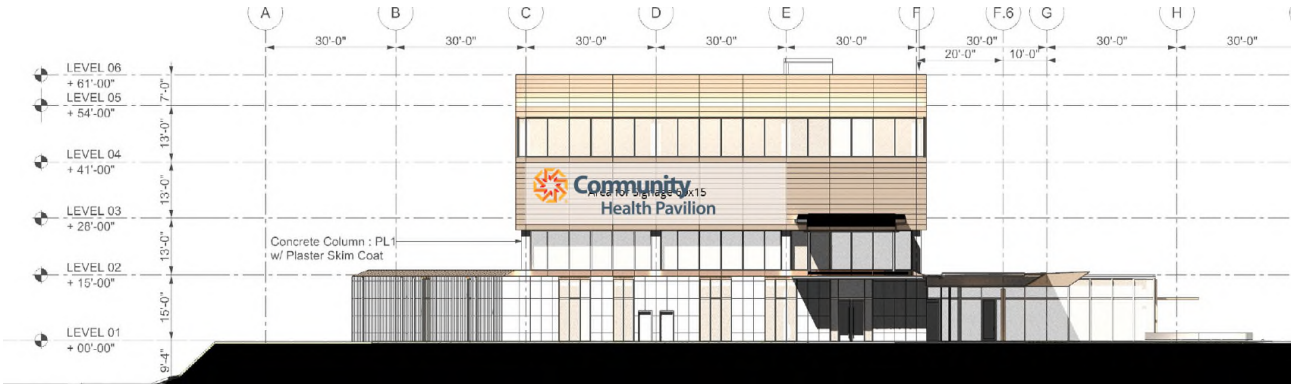


EXHIBIT E

“Signage”

Narrative Statement

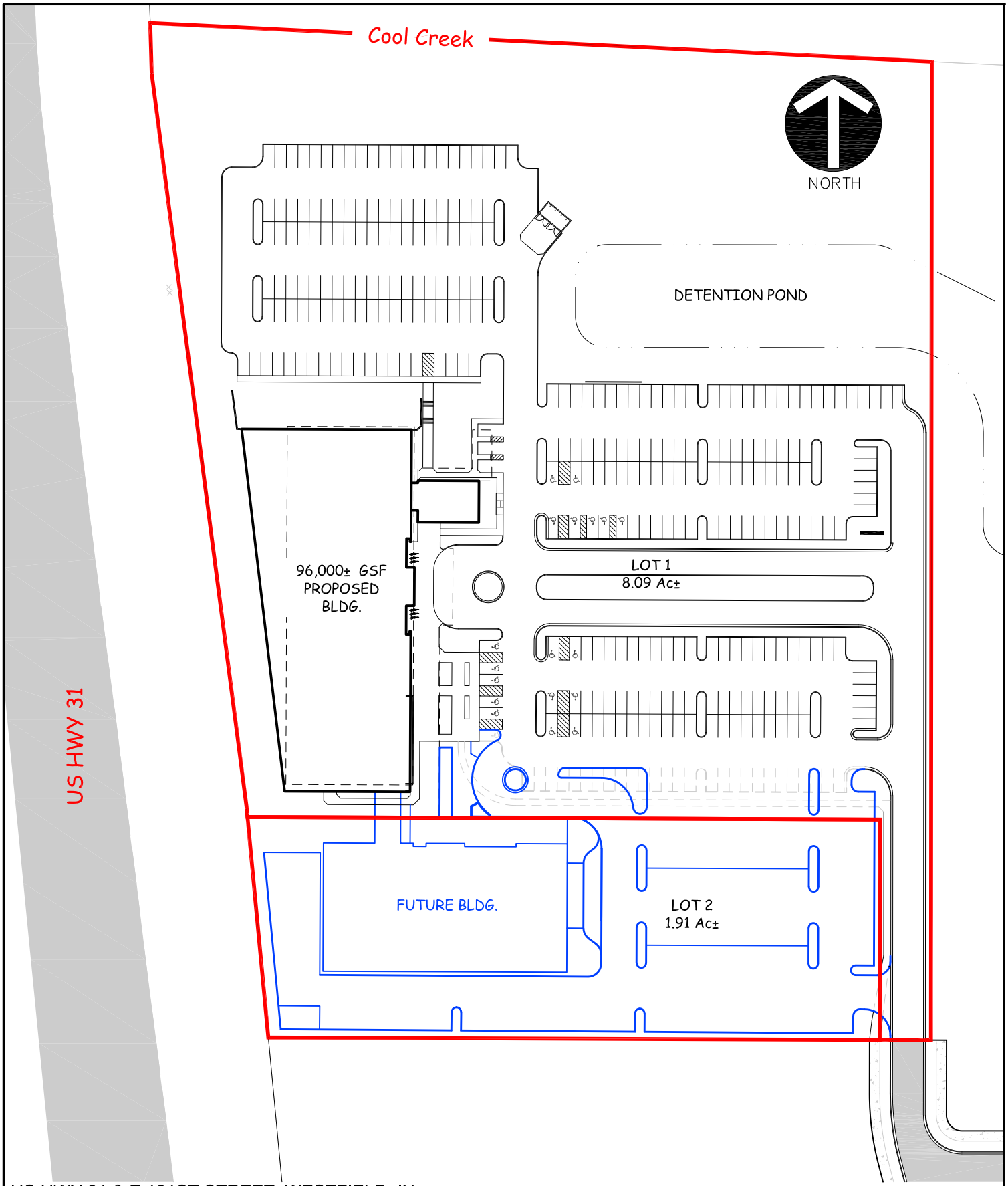
Midtown At Westfield PUD amendment

Northwest corner 191st Street and North East Street

Alderson Development Group is excited to bring forward a proposal to develop a new comprehensive medical campus for Community Health Network within the Midtown at Westfield Planned Unit Development. The location is on ten +/- acres near the northeast corner of 191st Street and U.S. 31 North. An amendment to the existing PUD is proposed to address certain architectural and design elements unique to the proposed medical campus.

The campus will be developed in two phases. Phase I will include the new Community Health Network pavilion and Phase II will include a connecting medical office building to the south.

Alderson would like to begin construction as soon as the required City approvals are obtained.



US HWY 31 & E 191ST STREET, WESTFIELD, IN

CSG PROJECT NUMBER ACG.060	DATE: 05/22/22	**CIVIL SITE GROUP, INC.** 718 ADAMS STREET, SUITE E CARMEL, INDIANA 46032 (317) 810-1677
SHEET 1 OF 1	DWN. BY: BSC	
	CHKD. BY: BSC	
	SCALE: 1" = 100'	

Civil Site GROUP, INC.

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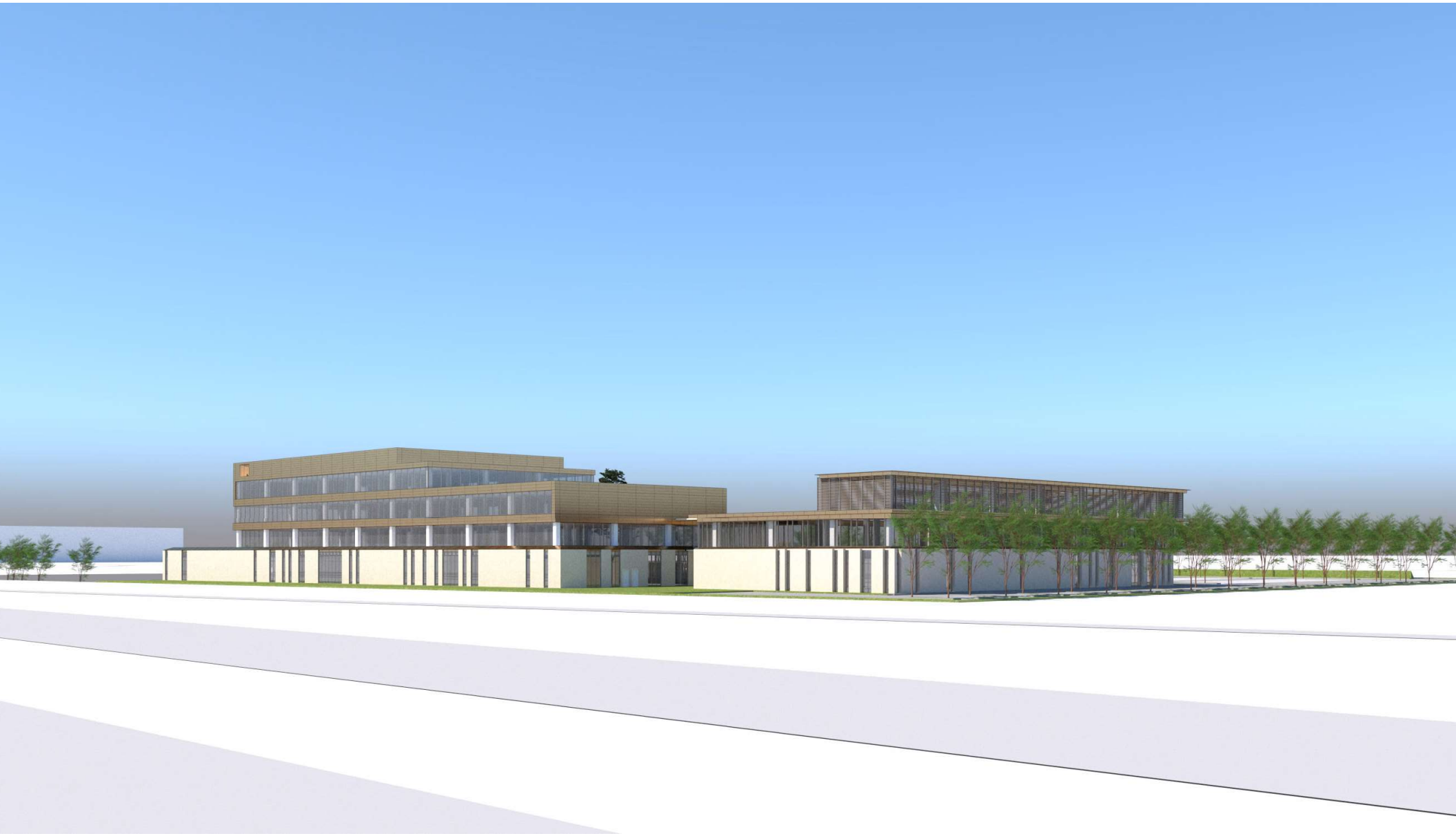
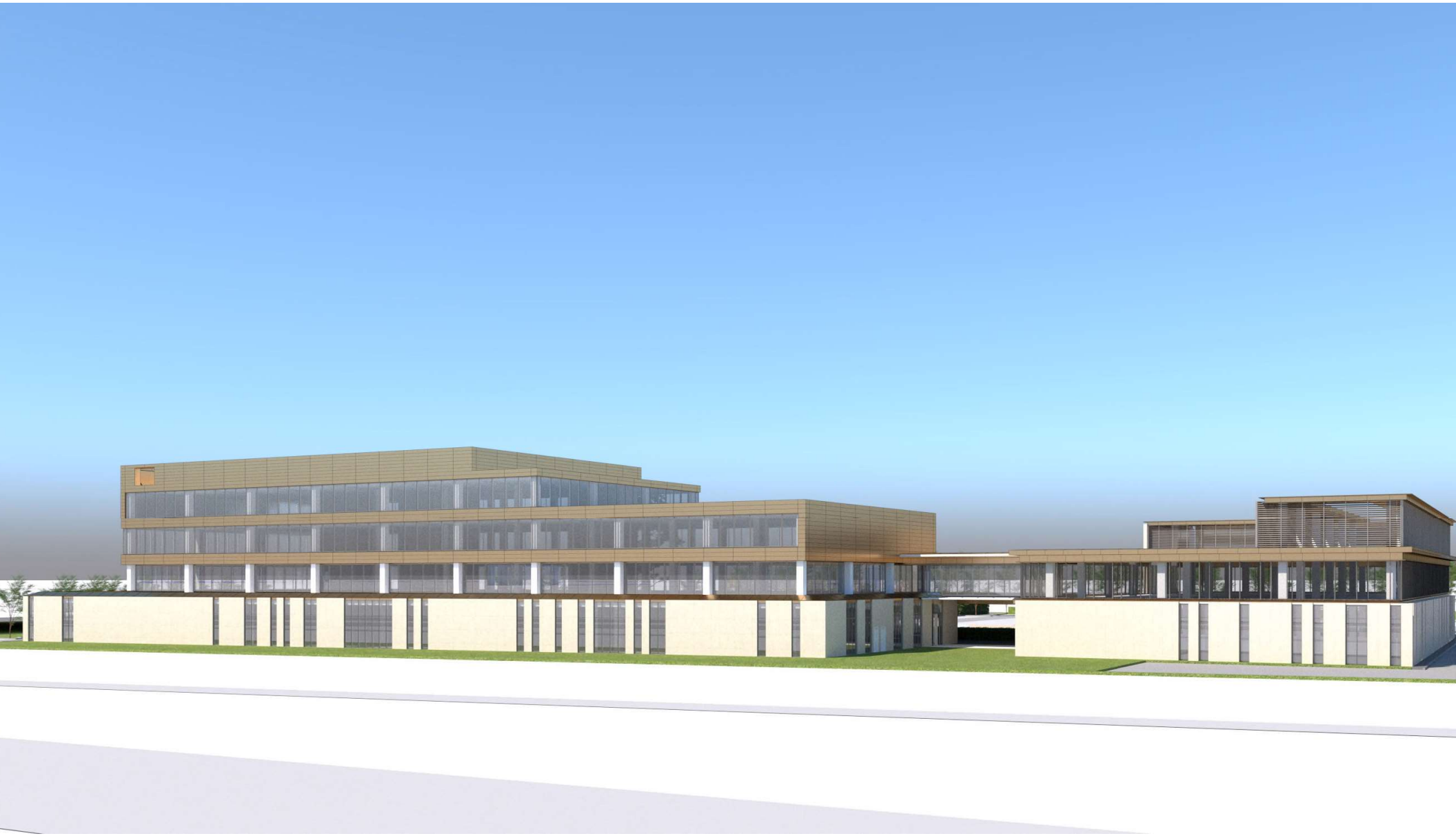


ALDERSON COMMERCIAL GROUP

STUDIO AXIS



ALDERSON COMMERCIAL GROUP

STUDIO AXIS

ALDERSON COMMERCIAL GROUP

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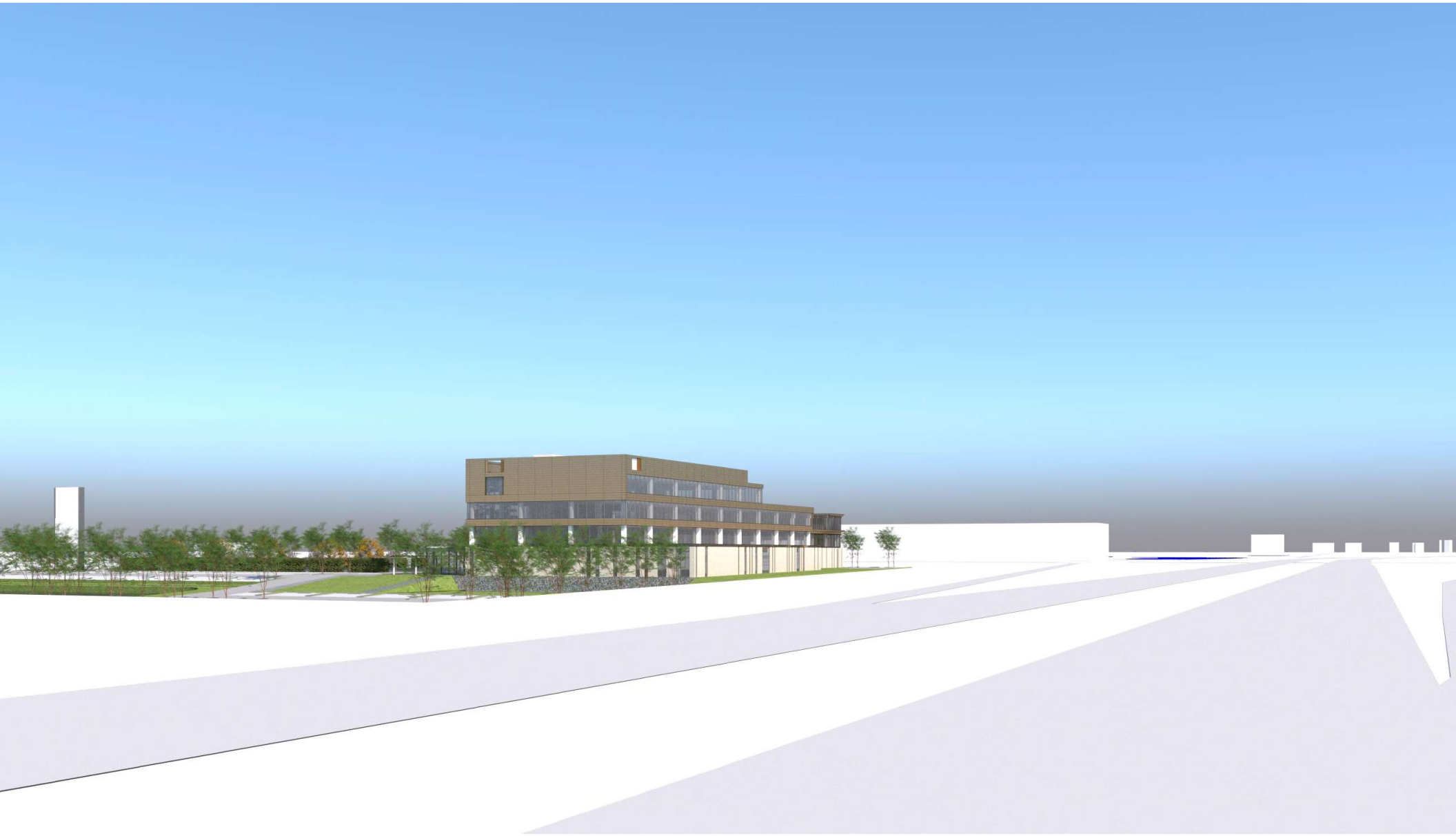

ALDERSON COMMERCIAL GROUP

STUDIO AXIS

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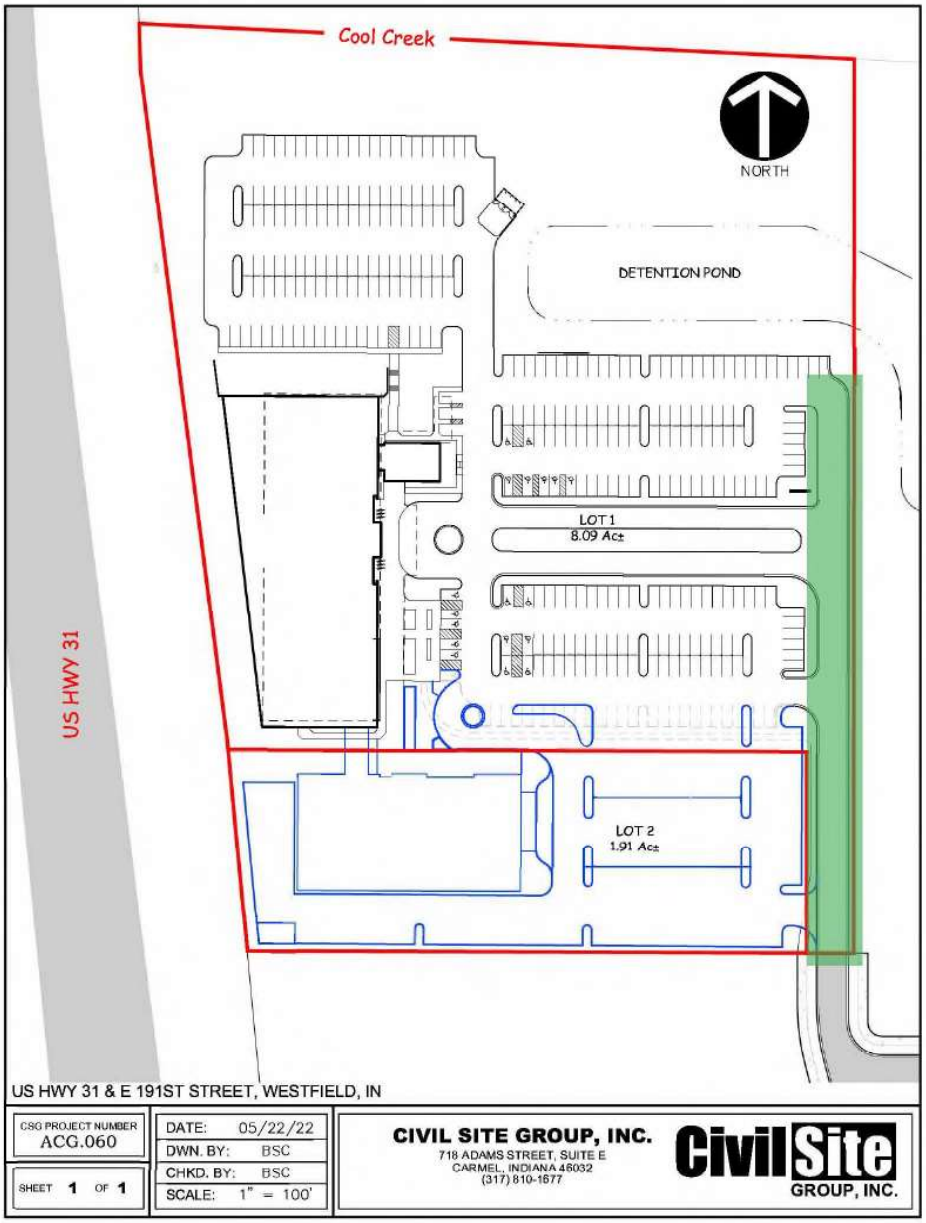

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EXHIBIT E

"Signage"

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"Signage"

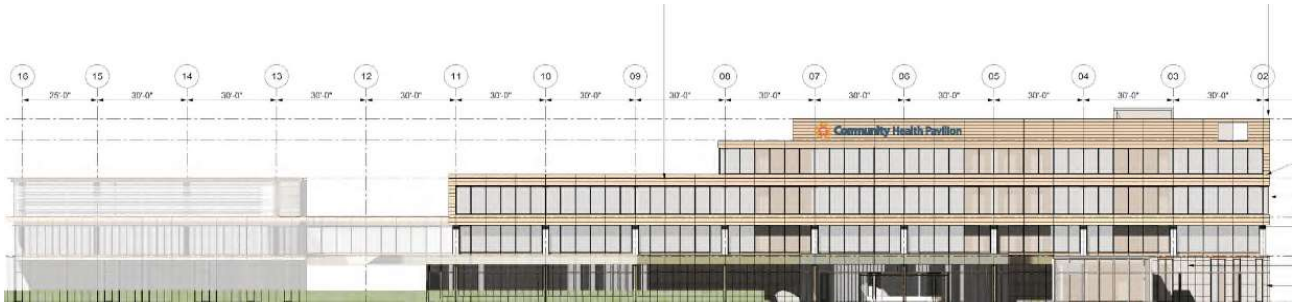


EXHIBIT E

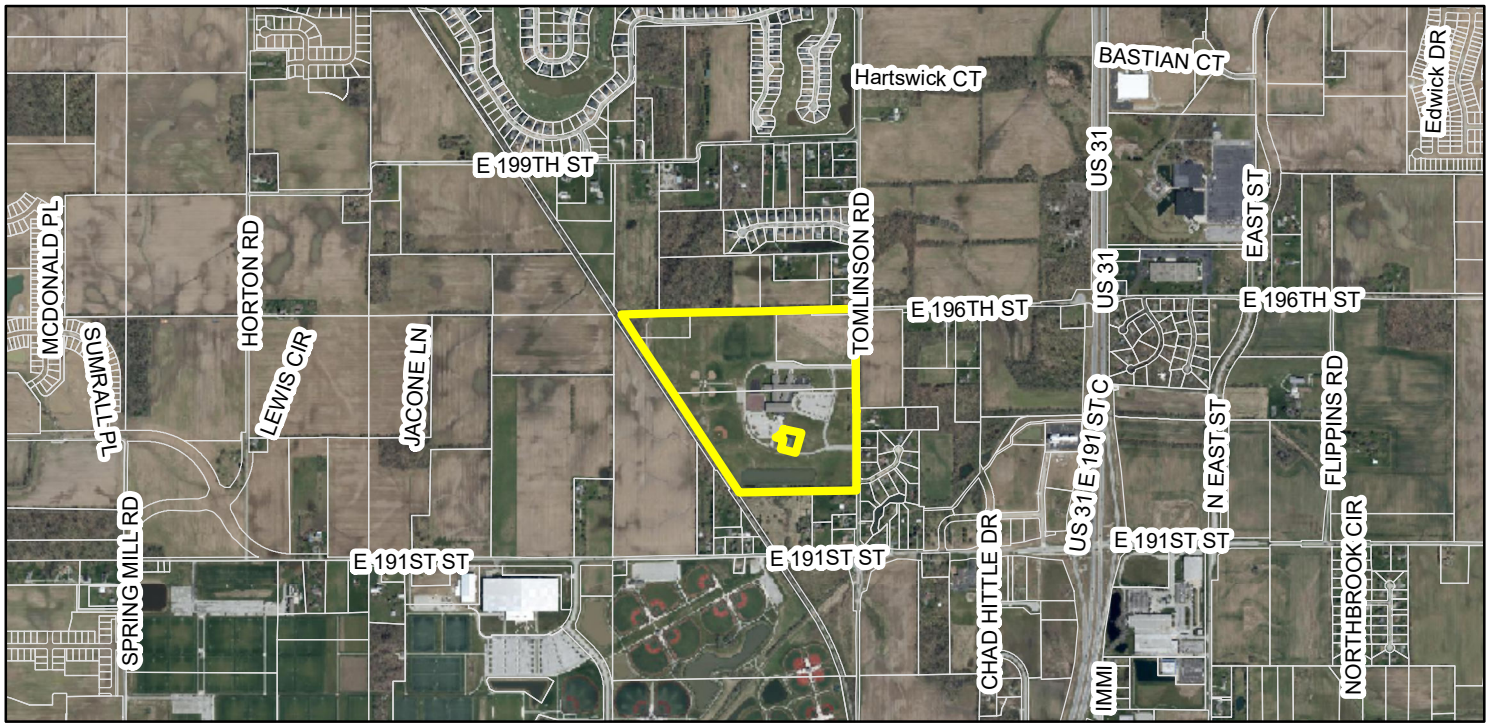
"Signage"

Property Location Map
Monon Trail Elementary
Softball Complex Parking Lot
2206-DDP-20

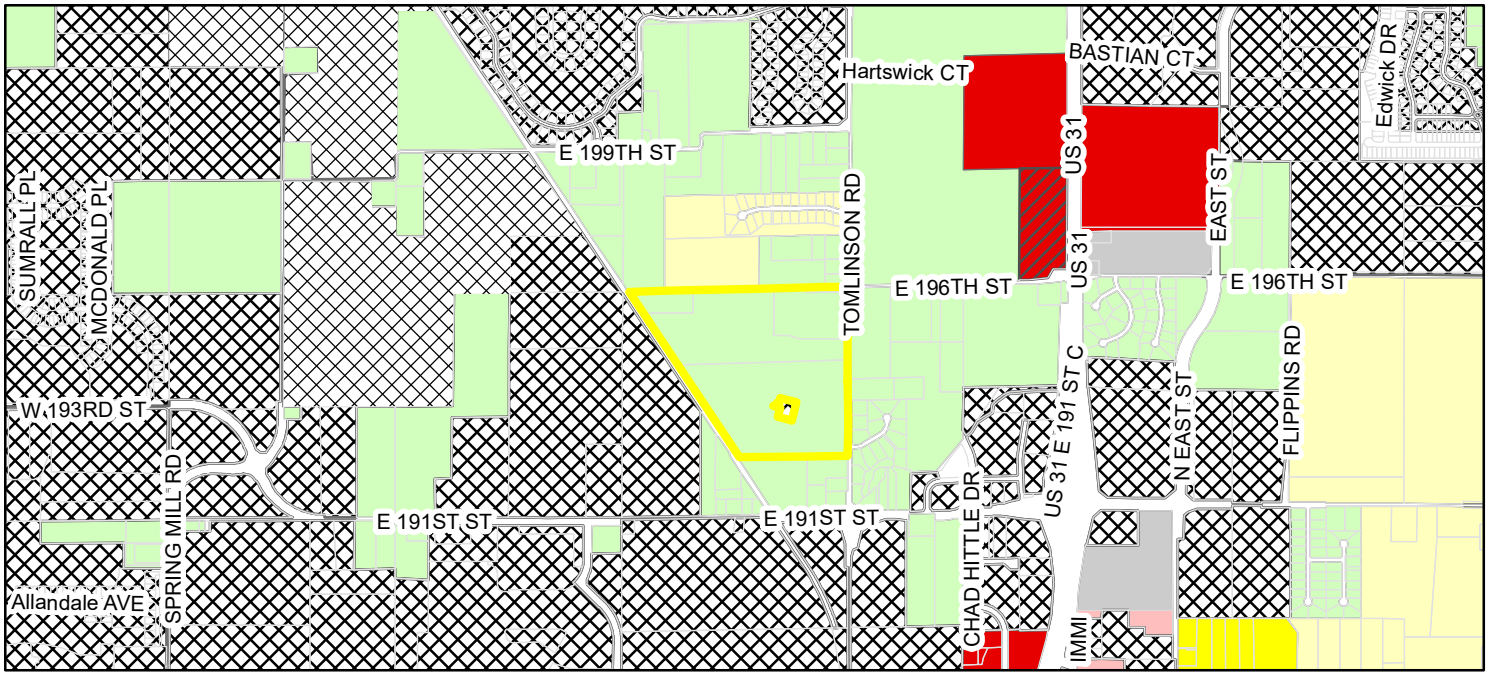
N
W E
S
Not To Scale

Aerial Location Map

Site



Zoning Map



Monon Trail Elementary School
Parcel

Zoning

- AG-SF1 (Agriculture - Single Family - 1)
- EI (Enclosed Industrial)
- GB (General Business)
- GB-PD (General Business - Planned Development)
- LB (Local Business)
- OI (Open Industrial)
- PUD (Planned Unit Development)
- SF-2 (Single Family - 2)
- SF-3 (Single Family - 3)

DESIGN DEVELOPMENT PLANS FOR MONON TRAIL SOFTBALL COMPLEX PARKING LOT

OWNER:

WESTFIELD-WASHINGTON SCHOOL
1143 EAST 181ST
WESTFIELD, IN 46074
Joe Montalone: (317) 867-8045
montalonej@wws.k12.in.us
FAX: (317) 867-0929

ARCHITECT:

CSO
JEFF OLSON JOLSON@CSOINC.NET 317-846-7800
8831 Keystone Crossing, Indianapolis, IN 46240
317.848.7800 | csoinc.net

ENGINEER:

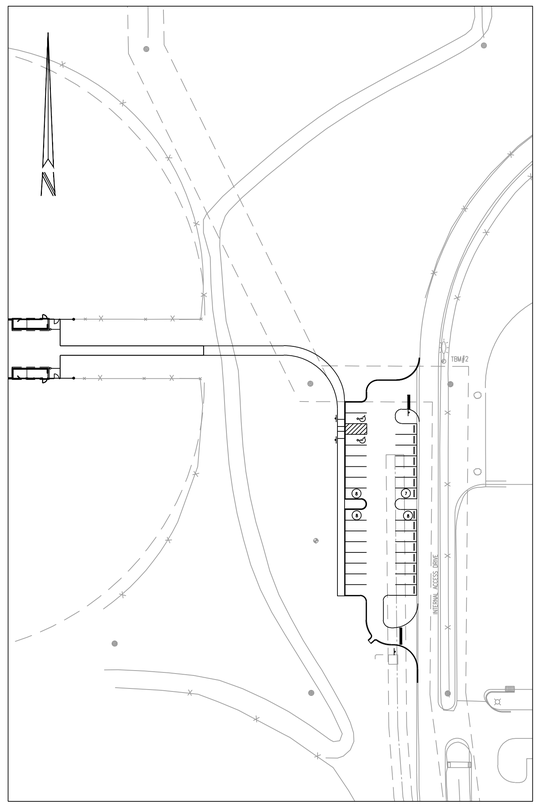
Cripe
Solutions by Design Since 1937
9339 PRIORITY WAY WEST DRIVE, SUITE 100
INDIANAPOLIS, INDIANA 46240
Darci Pellom: (317) 706-6318
dpellom@cripe.biz

LANDSCAPE ARCHITECT:

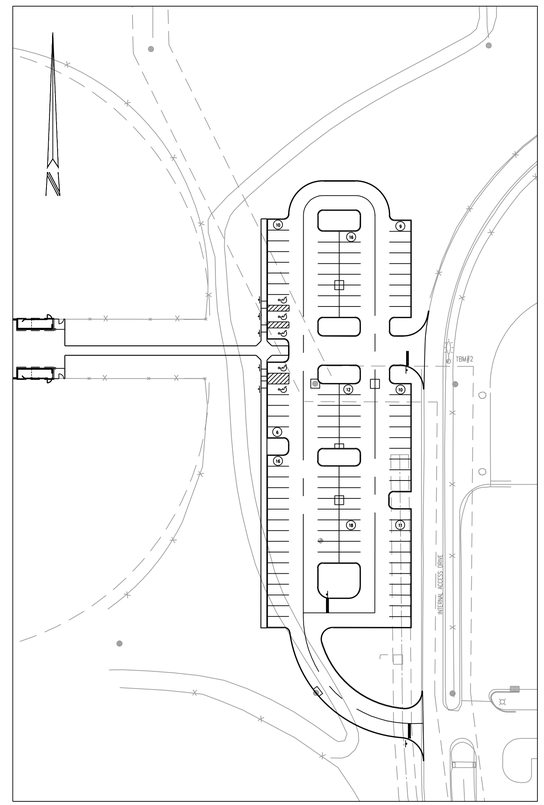
context DESIGN
FRED PRAZEAU FPRASEAU@CONTEXT-DESIGN.COM 317-485-6900

LOCATION MAP:

VICINITY MAP:



BASE BID



ALTERNATE

CITY OF WESTFIELD NOTES:

ALL CONTRACTORS SHALL REVIEW CITY OF WESTFIELD STANDARDS AND SPECIFICATIONS PRIOR TO BIDDING ON THIS PROJECT. ADDITIONAL SPECIFICATIONS, NOT INCLUDED IN THIS SET OF PLANS, MAY BE REQUIRED:
HTTP://WWW.WESTFIELD.IN.GOV/EGOV/APPS/DOCUMENT/CENTER.EGOV?VIEW=ITEM;ID=50

THE PRESENCE OF A CITY OF WESTFIELD REVIEW AND ACCEPTANCE STAMP ON PLANS DOES NOT RELIEVE THE CONTRACTOR OR DEVELOPER FROM COMPLIANCE OF THE "CITY OF WESTFIELD CONSTRUCTION STANDARDS, LATEST EDITION". THIS REVIEW ONLY DESIGNATES THAT THE GENERAL CONFORMANCE WITH DESIGN AND SPECIFICATIONS HAVE BEEN MET. FIELD CHANGES MAY BECOME NECESSARY IN ORDER TO COMPLY WITH THE DETAILED CITY OF WESTFIELD SPECIFICATIONS.

EQUIVALENT RUNOFF UNIT (ERU) CALCULATIONS ARE REQUIRED FOR COMMERCIAL PROJECTS. (SF OF TOTAL IMPERVIOUS SURFACE)/ERU:
(BASE BID) 13,531 SF / 3500 = 3.87 STORMWATER UNITS
(ALTERNATE) 44,838 SF / 3500 = 12.81 STORMWATER UNITS

PROJECT DATA:

PROJECT ADDRESS	19400 TOMLINSON ROAD
PROJECT AREA	0.60± AC (BASE BID) 2.05± AC (ALTERNATE)

SHEET INDEX:

SHEET	DESCRIPTION
C001	CIVIL COVER SHEET
C100	OVERALL EXISTING CONDITIONS AND DEMOLITION PLAN
C101	EXISTING CONDITIONS AND DEMOLITION PLAN
C200	OVERALL DEVELOPMENT PLAN
C201	DETAILED DEVELOPMENT PLAN
C201A	DETAILED DEVELOPMENT PLAN (ALTERNATE)
C202	DEVELOPMENT DETAILS
C202A	DEVELOPMENT DETAILS (ALTERNATE)
C301	GRADING PLAN
C301A	GRADING PLAN (ALTERNATE)
C401	STORMWATER POLLUTION PREVENTION PLAN
C401A	STORMWATER POLLUTION PREVENTION PLAN (ALTERNATE)
C402	STORMWATER POLLUTION PREVENTION DETAILS
C403	STORMWATER POLLUTION PREVENTION NOTES
C701A	STORM PLAN AND PROFILES (ALTERNATE)
L101-L102	MATERIALS AND NOTES PLAN
L201-L202	LAYOUT PLAN
L301-L302	PLANTING PLAN
L50-L504	SITE DETAILS
L510	LANDSCAPE DETAILS
E101	GROUND & SECOND FLOOR LIGHTING PLAN
E002	ALTERNATE PARKING - SITE LIGHTING PLAN

BENCHMARKS:

VERTICAL DATUM INFORMATION STATEMENT:
ORIGINATING BENCHMARK:

Indiana State Highway Commission (ISHC) disk found: Set in top of a concrete post, 104 feet South of 196th Street and 79 feet West of the Southbound lane of U.S. 31. [verified with check into G11].

Elev. = 903.48 (NAVD 88)

AGENCY & UTILITY INFO:

AGENCY/UTILITY	PHONE NUMBER
CITY OF WESTFIELD PLANING RACHEL RIENSCHNEIDER	317-531-3751
CITY OF WESTFIELD ENGINEERING JONATHAN NAIL	317-430-6750
PUBLIC WORKS - CITY OF WESTFIELD JOHN RANKIN	317-804-3147
FIRE DEPARTMENT - CITY OF WESTFIELD JAMES ROBERTS	317-804-3300
SURVEYOR - HAMILTON COUNTY SAM CLARK	317-776-8495
HAMILTON COUNTY SOIL AND WATER	317-773-2181
GAS - VECTREN CHAD MILLER	317-776-5550
ELECTRIC - DUKE ENERGY - NOBLESVILLE OFFICE JD COX	317-776-5350
COMMUNICATIONS - COMCAST CABLE EARL SMALL JR.	317-982-1161
COMMUNICATIONS - AT&T BRIAN WENTER	317-610-5440
CITIZENS WATER AND WASTEWATER OF WESTFIELD 2150 DR. MARTIN LUTHER KING JR ST INDIANAPOLIS, IN 46202 BRAD HOSTETLER	317-927-4351

CAUTION

LOCATIONS OF ALL EXISTING UNDERGROUND UTILITIES SHOWN ON THIS PLAN ARE BASED UPON ABOVE GROUND EVIDENCE (INCLUDING, BUT NOT LIMITED TO, MANHOLES, INLETS, VALVES, AND MARKS MADE UPON THE GROUND BY OTHERS) AND ARE SPECULATIVE IN NATURE. THERE MAY ALSO BE OTHER EXISTING UNDERGROUND UTILITIES FOR WHICH THERE IS NO ABOVE GROUND EVIDENCE OR FOR WHICH NO ABOVE GROUND EVIDENCE WAS OBSERVED. THE EXACT LOCATIONS OF SAID EXISTING UNDERGROUND UTILITIES SHOULD BE VERIFIED BY THE CONTRACTOR PRIOR TO ANY AND ALL CONSTRUCTION.

CRIPE TEAM:

PROJECT MANAGER	DARCI PELLOM, PLA	317-706-6318
PROJECT ENGINEER	JOE BYRNE, PE	317-706-6319
DESIGN SPECIALIST	CALEB CHANCE	317-706-6325
DESIGN ASSOCIATE	SHANNON SHAW	317-706-6312
QUALITY ASSURANCE	GARY MURRAY, PE, LEED AP	317-706-6429

Revisions			
Mark	Date	Description	
1	05-23-22	ADDENDUM 1	
2	06-22-22	CONSTRUCTION AGENCY COMMENTS	

Cripe
9339 PRIORITY WAY WEST DRIVE, SUITE 100
INDIANAPOLIS, INDIANA 46240
(317) 844-6777
www.cripe.biz
ARCHITECTURE • INTERIORS
CIVIL ENGINEERING
SURVEY • 3D LASER SCANNING
ENERGY • FACILITIES
LANDSCAPE ARCHITECTURE
GRAPHIC DESIGN
REAL ESTATE SERVICES
Solutions by Design Since 1937

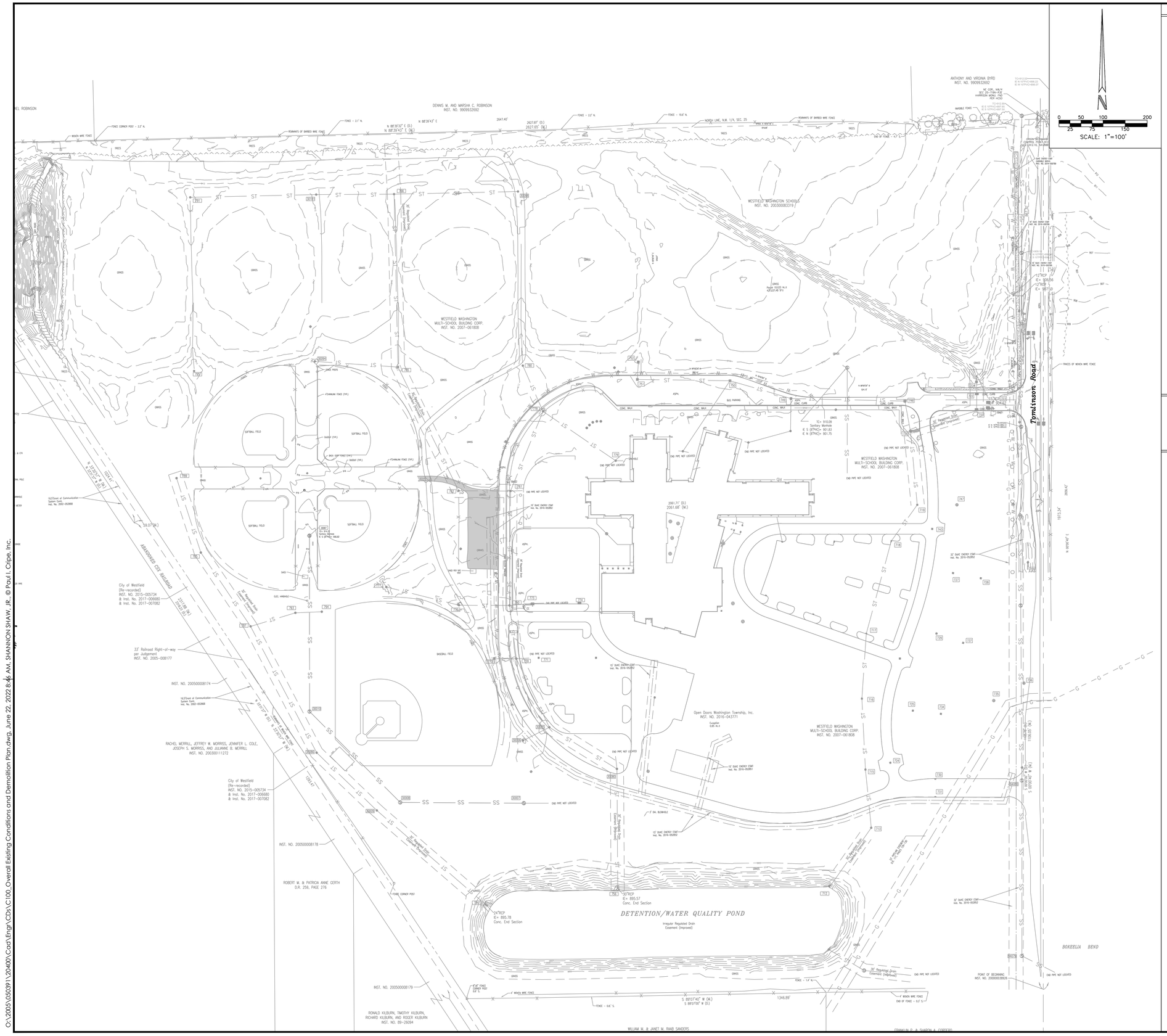
CIVIL COVER SHEET
MONON TRAIL SOFTBALL COMPLEX PARKING LOT
WESTFIELD-WASHINGTON SCHOOL
19500 TOMLINSON ROAD
WESTFIELD, IN 46074

CERTIFIED BY:
Gary E. Murray
Date 06-22-2022

Indiana 811 Know what's below. Call before you dig.
811 FOR CALLS IN INDIANA 1-800-382-5544 CALL TOLL FREE

Drawn By: S. SHAW
Checked By: D. PELLOM, PLA
Quality Assurance: G. MURRAY, PE, LEED AP
Scale: 1" = 60'
Sheet C001
Date 04-15-2022
Project Number 050391-20400

O:\2005\050391\20400\Cad\Engr\CDs\C001_Cover Sheet.dwg, June 22, 2022 9:07 AM, STEV PIERRE, © Paul I. Cripe, Inc.



EXISTING CONDITIONS LEGEND

- SS — SANITARY SEWER & MANHOLE
- ST — STORM SEWER; END SECTION, INLET & M.H.
- G — GAS LINE
- W — WATER LINE
- E — ELECTRIC LINE (AERIAL)
- T — TELEPHONE LINE (AERIAL)
- CTV — CABLE TELEVSION (AERIAL)
- BTC — BURIED TELE. CABLE
- BEC — BURIED ELEC. CABLE
- FENCE LINE (FNC)
- BCTV — BURIED CABLE TV
- GUARDRAIL
- RIGHT OF WAY LINE (R/W)
- PROPERTY LINE
- EASEMENT LINE
- CENTER LINE
- SWALE LINE

- POWER POLE
- GUY WIRE
- UTILITY RISER; TELEPHONE, ELECTRIC & CABLE TV
- ELECTRIC TRANSFORMER
- AIR CONDITIONER UNIT
- STREET LIGHT
- LIGHT POLE
- FLOOD LIGHT
- TRAFFIC MANHOLE AND SIGNAL POLE
- FIRE HYDRANT
- VALVE; GAS & WATER
- STREET SIGN
- WATER, TELEPHONE AND ELECTRIC MANHOLE
- SEWER CLEANOUT
- ELECTRIC, GAS AND WATER METER
- PIPELINE MARKER POST
- MAILBOX
- GUARD POST
- SPRINKLER HEAD
- IRRIGATION CONTROL BOX
- SPOT GRADE
- TOP CURB/GUTTER GRADE
- MONITORING WELL
- FIRE SERVICE STAND PIPE
- GAS VENT PIPE
- SEPTIC TANK LID
- WELL CAP
- AIR RELIEF VALVE
- UNDERGROUND TANK FILLER PIPE
- 123 SITE ADDRESS

D.	DEED DIMENSION
M.	MEASURED DIMENSION
P.	PLAT DIMENSION
R.	RADIUS
L.	ARC LENGTH
H.H.	HANDHOLE
FND.	FOUND
CONC.	CONCRETE
ASPH.	ASPHALT
TC	TOP OF CASTING ELEVATION
IE	INVERT ELEVATION
FFE	FINISH FLOOR ELEVATION
TBM	TEMPORARY BENCHMARK

● DENOTES A 5/8" DIA. REBAR WITH YELLOW PLASTIC CAP SET. CAP STAMPED "CRIPE FIRM NO. 0055" UNLESS OTHERWISE NOTED.

○ DENOTES A MAG NAIL WITH WASHER SET. WASHER STAMPED "CRIPE FIRM NO. 0055" UNLESS OTHERWISE NOTED.

DEMOLITION PLAN LEGEND

DEMOLITION PLAN NOTES

1. UTILITY LOCATIONS ARE APPROXIMATE. THE CONTRACTOR IS TO DETERMINE AND FIELD VERIFY ALL HORIZONTAL AND VERTICAL LOCATIONS OF THE UTILITIES PRIOR TO COMMENCEMENT OF CONSTRUCTION.
2. THE CONTRACTOR SHALL COORDINATE ALL WORK ASSOCIATED WITH THE ABANDONMENT, REMOVAL, RELOCATION, AND INSTALLATION OF UTILITIES WITH EVERY UTILITY COMPANY AND OBTAIN THEIR APPROVAL PRIOR TO PERFORMING ANY UTILITY WORK.
3. ALL DEMOLISHED MATERIAL TO BECOME THE PROPERTY OF THE CONTRACTOR UNLESS OTHERWISE NOTED, AND SHALL BE LEGALLY DISPOSED OF OFF-SITE.
4. CONTRACTOR SHALL INSTALL EROSION CONTROL MEASURES PER SHEET C401-C403 PRIOR TO COMMENCING DEMOLITION.
5. MAINTAIN PROPER DRAINAGE IN DEMOLITION AREAS.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REPAIRING DAMAGE TO ALL BUILDINGS AND/OR SITE ENTITIES THAT ARE TO REMAIN.
7. THE CONCRETE TO BE SAWCUT SHALL BE SAWCUT TO THE NEAREST CONCRETE JOINT BEYOND THE LIMITS ILLUSTRATED. NOTIFY ENGINEER IF JOINT IS OVER ONE (1) FOOT FROM LINE SHOWN.
8. REMOVAL OR RELOCATION OF ALL LANDSCAPING MUST BE COORDINATED WITH OWNER.
9. CONTRACTOR TO ESTABLISH NEW LOCAL SURVEY CONTROL SYSTEM (VERTICAL AND HORIZONTAL) PRIOR TO COMMENCEMENT OF CONSTRUCTION ACTIVITY. MANY TEMPORARY BENCHMARKS UTILIZED IN THE PREPARATION OF THE TOPOGRAPHIC SURVEY FOR THE DESIGN WILL BE RELOCATED AS PART OF CONSTRUCTION.

Revisions				
Mark	Date	Description	Mark	Date	Description
1	05-25-22	ADDENDUM 1			
2	06-22-22	COMMENTS - AGENCY			

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OVERALL EXISTING CONDITIONS AND DEMOLITION PLAN
MONON TRAIL SOFTBALL COMPLEX PARKING LOT
WESTFIELD-WASHINGTON SCHOOL
19500 TOMLINSON ROAD
WESTFIELD, IN 46074

CERTIFIED BY:

Gary E. Murray

APPROVAL FOR PERMITTING ONLY
STATE OF INDIANA
GARY E. MURRAY
PROFESSIONAL ENGINEER

Date 06-22-2022

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Checked By: D. PELLOM, PLA
Quality Assurance: G. MURRAY, PE, LEED AP
SCALE: 1" = 100'
Sheet: C100
Date: 04-15-2022
Project Number: 050391-20400

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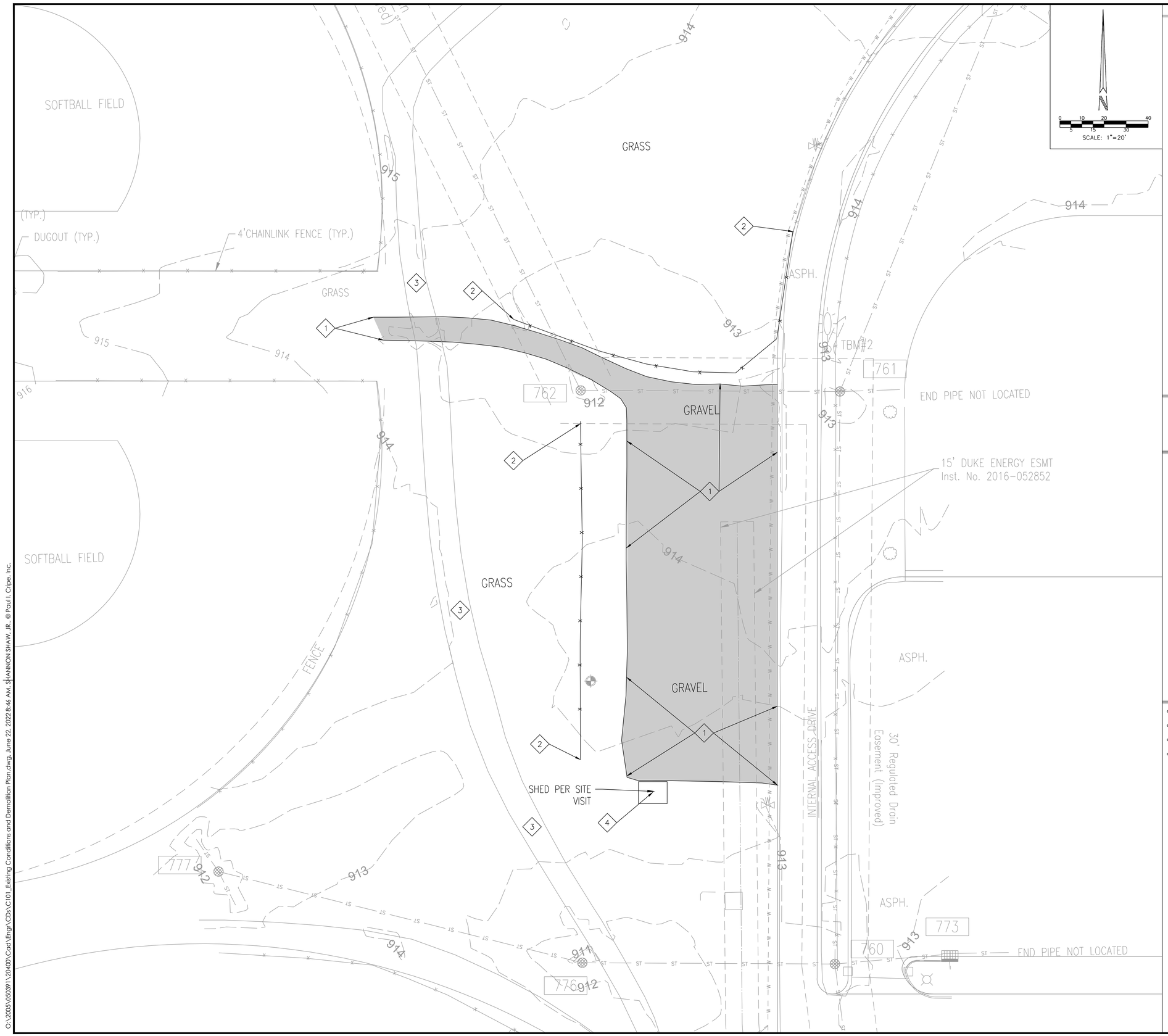

EXISTING CONDITIONS LEGEND

- SANITARY SEWER & MANHOLE
- STORM SEWER; END SECTION, INLET & M.H.
- GAS LINE
- WATER LINE
- ELECTRIC LINE (AERIAL)
- TELEPHONE LINE (AERIAL)
- CABLE TELEVSION (AERIAL)
- BURIED TELE. CABLE
- BURIED ELEC. CABLE
- FENCE LINE (FNC)
- BURIED CABLE TV
- GUARDRAIL
- RIGHT OF WAY LINE (R/W)
- PROPERTY LINE
- EASEMENT LINE
- CENTER LINE
- SWALE LINE

- POWER POLE
- GUY WIRE
- UTILITY RISER; TELEPHONE, ELECTRIC & CABLE TV
- ELECTRIC TRANSFORMER
- AIR CONDITIONER UNIT
- STREET LIGHT
- LIGHT POLE
- FLOOD LIGHT
- TRAFFIC MANHOLE AND SIGNAL POLE
- FIRE HYDRANT
- VALVE; GAS & WATER
- STREET SIGN
- WATER, TELEPHONE AND ELECTRIC MANHOLE
- SEWER CLEANOUT
- ELECTRIC, GAS AND WATER METER
- PIPELINE MARKER POST
- MAILBOX
- GUARD POST
- SPRINKLER HEAD
- IRRIGATION CONTROL BOX
- SPOT GRADE
- TOP CURB/GUTTER GRADE
- MONITORING WELL
- FIRE SERVICE STAND PIPE
- GAS VENT PIPE
- SEPTIC TANK LID
- WELL CAP
- AIR RELIEF VALVE
- UNDERGROUND TANK FILLER PIPE
- SITE ADDRESS

D.	DEED DIMENSION
M.	MEASURED DIMENSION
P.	PLAT DIMENSION
R.	RADIUS
L.	ARC LENGTH
H.H.	HANDHOLE
FND.	FOUND
CONC.	CONCRETE
ASPH.	ASPHALT
TC	TOP OF CASTING ELEVATION
IE	INVERT ELEVATION
FFE	FINISH FLOOR ELEVATION
TBM	TEMPORARY BENCHMARK

DENOTES A 5/8" DIA. REBAR WITH YELLOW PLASTIC CAP SET. CAP STAMPED "CRIPE FIRM NO. 0055" UNLESS OTHERWISE NOTED.

DENOTES A MAG NAIL WITH WASHER SET. WASHER STAMPED "CRIPE FIRM NO. 0055" UNLESS OTHERWISE NOTED.

DEMOLITION PLAN LEGEND

DEMOLITION PLAN NOTES

1. UTILITY LOCATIONS ARE APPROXIMATE. THE CONTRACTOR IS TO DETERMINE AND FIELD VERIFY ALL HORIZONTAL AND VERTICAL LOCATIONS OF THE UTILITIES PRIOR TO COMMENCEMENT OF CONSTRUCTION.
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5. MAINTAIN PROPER DRAINAGE IN DEMOLITION AREAS.
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KEYNOTE LEGEND

1. REMOVE GRAVEL ENTIRELY
2. REMOVE FENCE IN ITS ENTIRETY UNTIL NEXT INDICATED FENCE POST
3. PROTECT CROSS-COUNTRY TRAIL DURING CONSTRUCTION
4. REMOVE AND RELOCATE SHED. COORDINATE WITH OWNER

Revisions				
Mark	Date	Description	Mark	Date	Description
1	05-25-22	ADDENDUM 1			
2	06-22-22	ISSUED FOR AGENCY COMMENTS			

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EXISTING CONDITIONS AND DEMOLITION PLAN

MONON TRAIL SOFTBALL COMPLEX PARKING LOT

WESTFIELD-WASHINGTON SCHOOL

19500 TOMLINSON ROAD
WESTFIELD, IN 46074

CERTIFIED BY:

Gary E. Murray

APPROVAL FOR CONSTRUCTION
REVISIONS NOT APPROVED
STATE OF INDIANA
GARY E. MURRAY
10900015
PROFESSIONAL ENGINEER

Date 06-22-2022

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Checked By: D. PELLOM, PLA
Quality Assurance: Q. MURRAY, PE, LEED AP
Scale: 1" = 20'
Sheet C101
Date 04-15-2022
Project Number 050391-20400

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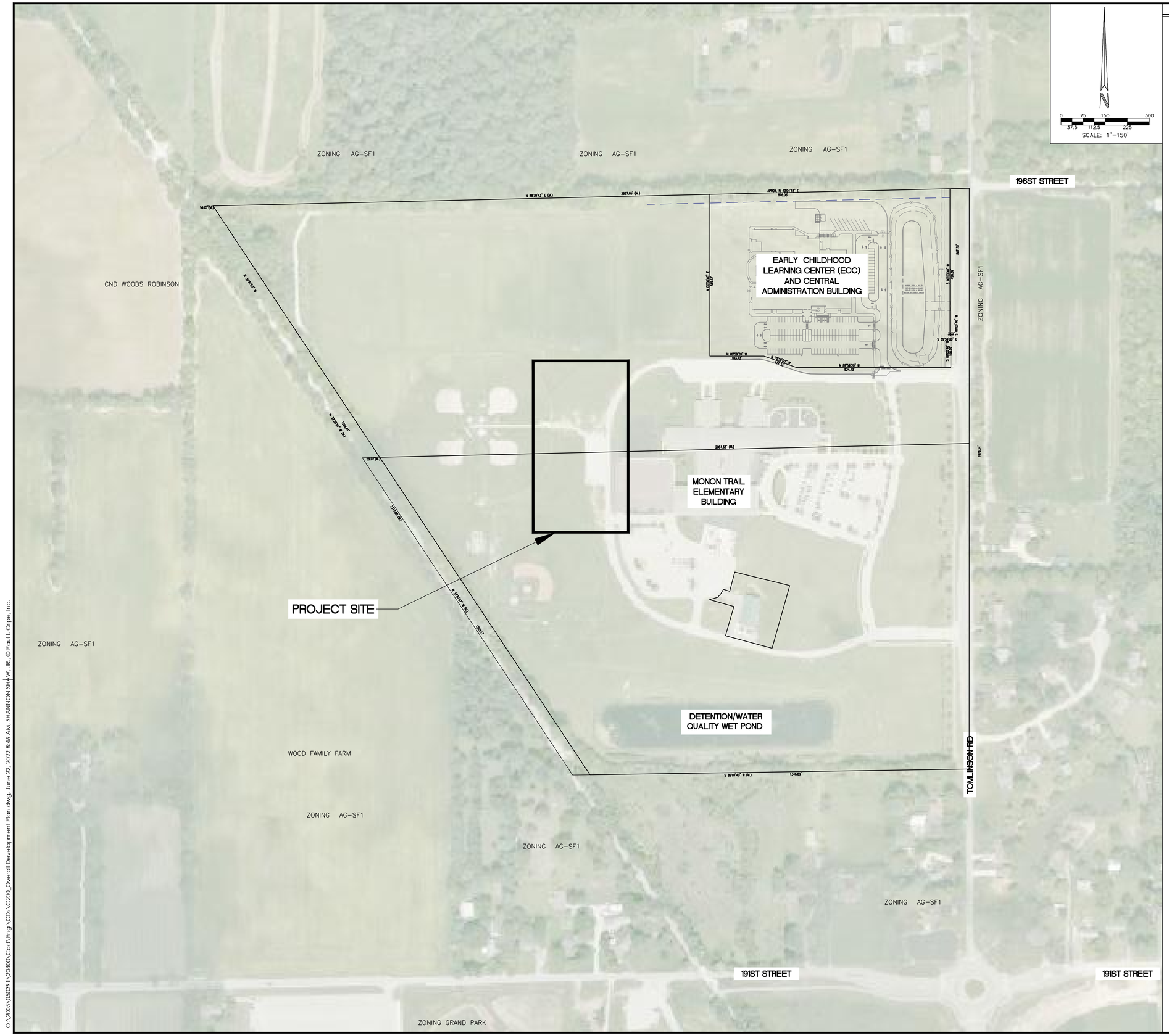

SITE PLAN LEGEND

- PROPERTY LINE
- EASEMENT LINE
- CONSTRUCTION LIMITS
- FENCE
- GUARD RAIL
- BUILDING LIMITS

LEGAL DESCRIPTION:

A SURVEY OF PART OF THE NORTHWEST QUARTER OF SECTION 25, TOWNSHIP 19 NORTH, RANGE 3 EAST OF THE SECOND PRINCIPAL MERIDIAN IN WASHINGTON TOWNSHIP, HAMILTON COUNTY, INDIANA, DESCRIBED AS FOLLOWS:

COMMENCING AT A ONE INCH IRON PIPE AT THE SOUTHEAST CORNER OF SAID QUARTER SECTION; THENCE NORTH 00 DEGREES 00 MINUTES 00 SECONDS EAST (BASIS OF BEARINGS IS THE EAST LINE OF SAID QUARTER SECTION AS RECITED IN WARRANTY DEED RECORDED IN INSTRUMENT NUMBER 199909968679 IN THE OFFICE OF THE RECORDER OF THE COUNTY AND STATE AFORESAID) ON THE EAST LINE THEREOF 683.00 FEET TO THE NORTHEAST CORNER OF CORDERO AS DESCRIBED IN SAID WARRANTY DEED AND THE POINT OF BEGINNING; THENCE SOUTH 89 DEGREES 07 MINUTES 00 SECONDS WEST ON THE NORTH LINE OF SAID CORDERO AND THE WESTERLY EXTENSION THEREOF 1346.89 FEET TO A 5/8 INCH BY 30 INCH REBAR WITH ORANGE PLASTIC CAP STAMPED HEI (HEREAFTER REFERRED TO AS A HEI MONUMENT) AT THE SOUTHWEST CORNER OF D AND W FARMS, INC., AS DESCRIBED IN QUITCLAIM DEED RECORDED IN INSTRUMENT NUMBER 9405173 IN THE OFFICE OF SAID RECORDER ON THE CENTERLINE OF THE NOW ABANDONED CSX RAILROAD; THENCE NORTH 33 DEGREES 31 MINUTES 37 SECONDS WEST ON THE WESTERLY LINE OF SAID D AND W FARMS, INC. AND SAID CENTERLINE 2318.23 FEET TO A HEI MONUMENT ON THE NORTH LINE OF SAID QUARTER SECTION, SAID MONUMENT BEING NORTH 88 DEGREES 39 MINUTES 32 SECONDS EAST 19.66 FEET FROM A STONE AT THE NORTHWEST CORNER OF SAID QUARTER SECTION; THENCE NORTH 88 DEGREES 39 MINUTES 32 SECONDS EAST ON SAID NORTH LINE 2627.87 FEET TO A 1/2 INCH REBAR AT THE NORTHEAST CORNER OF SAID QUARTER SECTION; THENCE SOUTH 00 DEGREES 00 MINUTES 00 SECONDS WEST ON THE EAST LINE THEREOF 1973.34 FEET TO THE POINT OF BEGINNING.

Revisions				
Mark	Date	Description	Mark	Date	Description
1	05-23-22	ADDENDUM 1			
2	06-22-22	CONSTRUCTION AGENCY COMMENTS			

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CERTIFIED BY:

Gary E. Murray

APPROVAL FOR CONSTRUCTION
STATE OF INDIANA
GARY E. MURRAY
PROFESSIONAL ENGINEER

Date 06-22-2022

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Quality Assurance: G. MURRAY, PE, LEED AP
Scale: 1" = 150'

Sheet C200
Date 04-15-2022
Project Number 050391-20400

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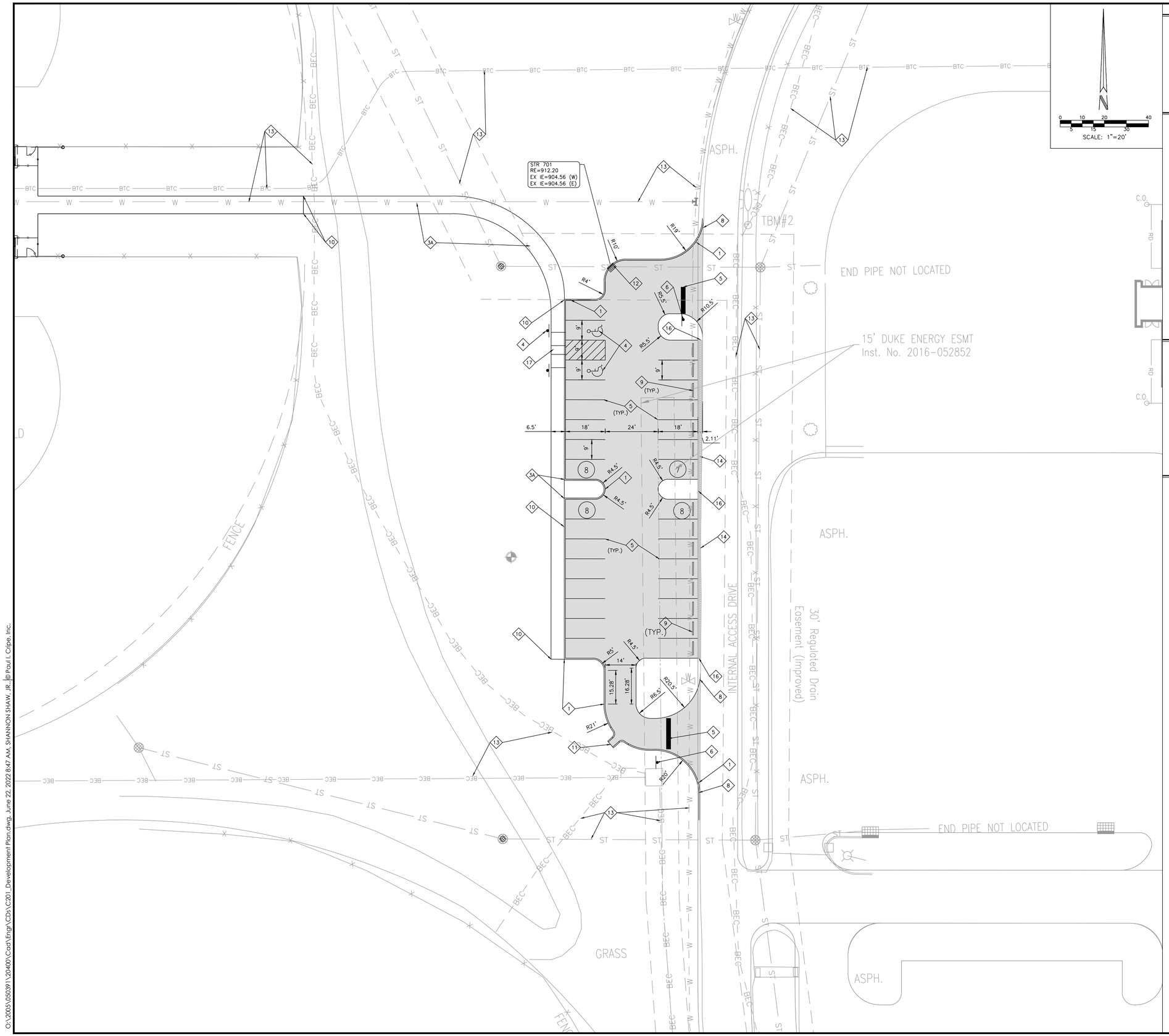

SITE PLAN LEGEND

EASEMENT LINE
CONSTRUCTION LIMITS
FENCE
00 PARKING = 31 SPACES

SITE WORK GENERAL NOTES AND SPECIFICATIONS

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING, OR VERIFYING, THAT ALL PERMITS AND APPROVALS ARE OBTAINED FROM THE RESPECTIVE CITY, COUNTY, STATE AND ANY OTHER REGULATORY AGENCIES PRIOR TO STARTING CONSTRUCTION.
2. EXISTING UTILITY LOCATIONS ARE APPROXIMATE. THE CONTRACTOR SHALL DETERMINE AND FIELD VERIFY ALL HORIZONTAL AND VERTICAL LOCATIONS PRIOR TO COMMENCEMENT OF CONSTRUCTION.
3. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY AND OBTAIN APPROVAL FROM EACH RESPECTIVE UTILITY COMPANY PRIOR TO PERFORMING ANY WORK ON OR IN THE VICINITY OF EXISTING UTILITIES LINES AND APPURTENANCES.
4. IT SHALL BE THE RESPONSIBILITY OF THE DEVELOPER AND CONTRACTOR TO MAINTAIN QUALITY CONTROL THROUGHOUT THE PROJECT; FAILURE TO DO SO MAY RESULT IN REMOVAL AND REPLACEMENT OF THE DEFECTIVE WORK. IT IS RECOMMENDED THAT THE DEVELOPER HAVE A QUALIFIED INSPECTOR ON THE JOB SITE AT ALL TIMES DURING CONSTRUCTION.
5. ALL QUANTITIES GIVEN ON THE PRINTS, VERBALLY OR IN THE SCOPE OF WORK SECTION ARE ESTIMATES AND SHALL BE CONFIRMED BY THE BIDDING CONTRACTOR.
6. OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) STANDARDS FOR EXCAVATIONS FINAL RULE 29 CFR PART 1926, SUBPART "P" APPLIES TO ALL EXCAVATIONS EXCEEDING FIVE (5) FEET IN DEPTH.
7. EXCAVATIONS EXCEEDING TWENTY (20) FEET IN DEPTH REQUIRE THE DESIGN OF A TRENCH SAFETY SYSTEM BY A REGISTERED PROFESSIONAL ENGINEER.
8. IT IS ESSENTIAL THAT THE WORK TO BE COMPLETED IN CONJUNCTION WITH THIS PROJECT SHALL BE INSTALLED ACCORDING TO THESE PLANS AND SPECIFICATIONS. THE ENGINEER WILL BE REQUIRED TO CERTIFY TO CERTAIN PORTIONS OF THIS PROJECT UPON COMPLETION. THEREFORE, IT IS NECESSARY TO OBTAIN APPROVAL AND ACCEPTANCE BY THE CITY THAT CONSTRUCTION WAS COMPLETED IN COMPLIANCE WITH THESE PLANS AND SPECIFICATIONS.
9. LOCATIONS & ELEVATIONS OF "FLOODWAY LIMITS" AND "100 YEAR FLOOD LIMITS" ARE SHOWN FOR REFERENCE ONLY. DEVELOPER/BUILDER/INDIVIDUAL LOT OWNER TO REFER TO NATIONAL FLOOD HAZARD INSURANCE MAP (F.E.M.A.) TO DETERMINE FLOOD HAZARD POTENTIAL PRIOR TO PROJECT CONSTRUCTION.

SITE PLAN NOTES

1. ALL RADII AND STREET DIMENSIONS SHALL BE MEASURED TO FACE OF CURB OR FACE OF INTEGRAL CURB AND WALK. ALL DIMENSIONS TO THE BUILDING ARE TO THE OUTSIDE OF BUILDING FOUNDATION WALL.

ALL PAVEMENT AND/OR CURB RADII ARE NOTED ON THE PLAN.

2. BEARINGS, DIMENSIONS AND EASEMENTS ARE SHOWN FOR REFERENCE ONLY. REFER TO RECORDED BOUNDARY SURVEYS, ALTAS AND SECONDARY PLATS FOR EXACT INFORMATION.
3. ALL PARKING STALLS SHALL BE 9' X 20" WHERE ADJACENT TO SIDEWALK OR GRASS AREA. WHERE INTEGRAL CURB AND WALK IS ADJACENT TO A PARKING STALL, TWO (2) FEET OF SIDEWALK SHALL BE UTILIZED AS PARKING AREA OVERHANG. PARKING STALLS ARE DIMENSIONED TO THE FACE OF CURBS.
4. TEMPORARY TRAFFIC CONTROL DURING CONSTRUCTION SHALL CONFORM TO APPLICABLE LOCAL STANDARDS.
5. REFER TO SHEET C202 FOR DETAILS REFERENCED.
6. ANY DISCREPANCIES OR CONFLICTS WHICH BECOME APPARENT BEFORE OR DURING CONSTRUCTION SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER OF RECORD IMMEDIATELY SO THAT CLARIFICATION OR REDESIGN MAY OCCUR.

KEYNOTE LEGEND

1. STRAIGHT CURB
2. STANDARD ASPHALT PAVEMENT
3. CONNECT TO MONON CONCESSION SIDEWALK, REFER TO MONON CONCESSION BUILDING PLANS
3A. CONCRETE SIDEWALK, REFER TO LANDSCAPE PLANS
4. ACCESSIBLE PARKING SPACE WITH SIGN
5. PAVEMENT MARKING
6. STOP SIGN/DO NOT ENTER SIGN ON BACK
7. CONCRETE COLLAR
8. CURB END TRANSITION
9. CONCRETE PARKING STOP
10. COMBINED CURB AND WALK, REFER TO LANDSCAPE PLANS
11. CONCRETE CURB TURN-OUT
12. DOGHOUSE MANHOLE OVER EXISTING 24" PIPE
13. PROTECT EXISTING UTILITIES THROUGHOUT CONSTRUCTION
14. STONE MULCH SHOULDER
15. 20' OF 6" SUBSURFACE DRAINS
16. ⅜" X 5" COMMERCIAL GALVANIZED STEEL EDGE
17. ACCESSIBLE RAMP WITH DEPRESSED CURB

Revisions					
Mark	Date	Description	Mark	Date	Description
	05-23-22	ADDENDUM 1			
	06-22-22	CONSTRUCTION AGENCY COMMENTS			

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CERTIFIED BY:
Gary E. Murray
APPROVAL FOR BIDDING AND CONSTRUCTION
STATE OF INDIANA
GARY E. MURRAY
PROFESSIONAL ENGINEER
Date 06-22-2022

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Checked By: D. PELLOM, PLA
Quality Assurance: G. MURRAY, PE, LEED AP
SCALE: 1" = 20'
Sheet: C201
Date: 04-15-2022
Project Number: 050391-20400

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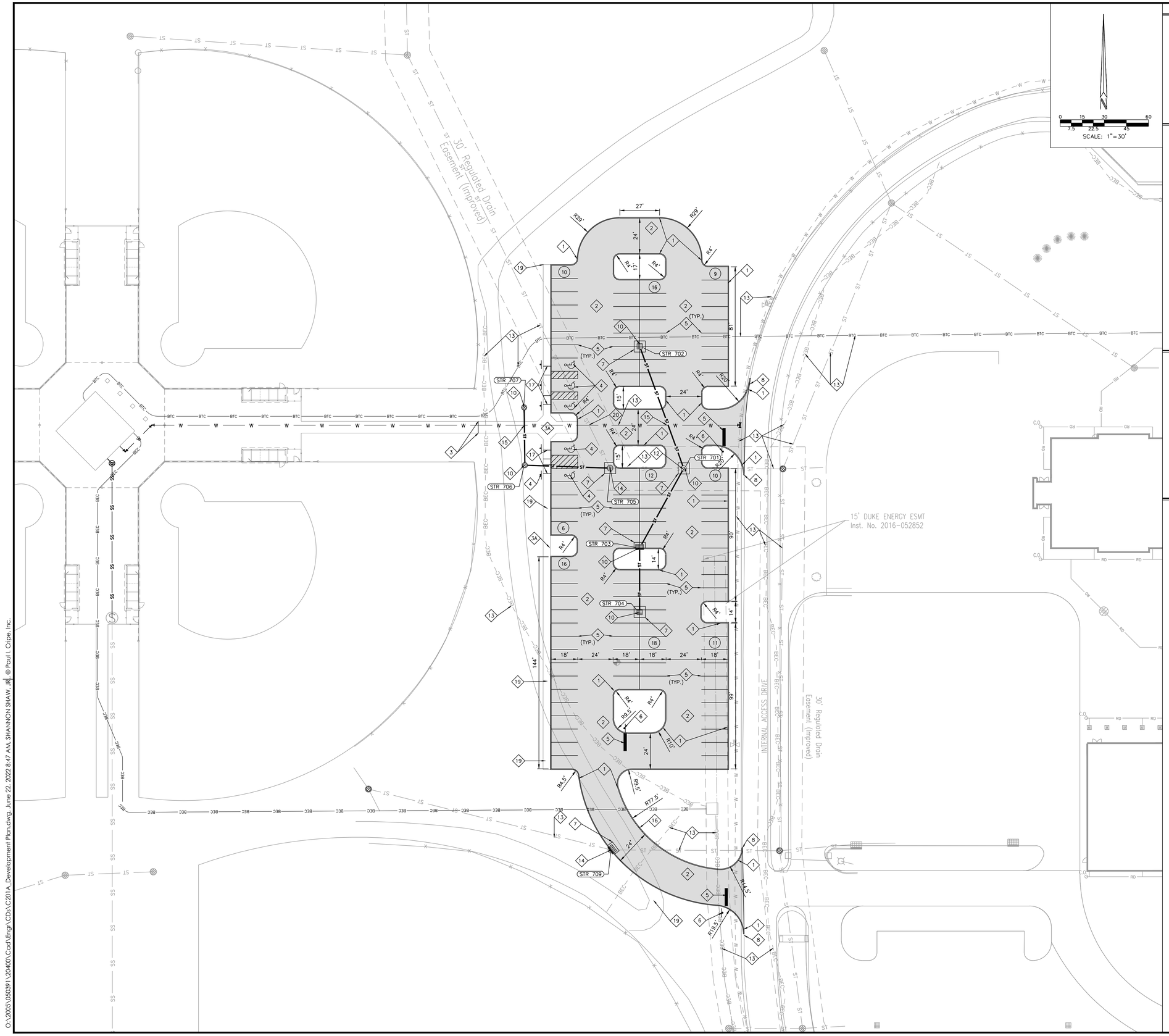

SITE PLAN LEGEND

EASEMENT LINE

FENCE

BUILDING LIMITS

(00) PARKING COUNTS = 108 PARKING SPACES

SITE WORK GENERAL NOTES AND SPECIFICATIONS

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4. IT SHALL BE THE RESPONSIBILITY OF THE DEVELOPER AND CONTRACTOR TO MAINTAIN QUALITY CONTROL THROUGHOUT THE PROJECT; FAILURE TO DO SO MAY RESULT IN REMOVAL AND REPLACEMENT OF THE DEFECTIVE WORK. IT IS RECOMMENDED THAT THE DEVELOPER HAVE A QUALIFIED INSPECTOR ON THE JOB SITE AT ALL TIMES DURING CONSTRUCTION.
5. ALL QUANTITIES GIVEN ON THE PRINTS, VERBALLY OR IN THE SCOPE OF WORK SECTION ARE ESTIMATES AND SHALL BE CONFIRMED BY THE BIDDING CONTRACTOR.
6. OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) STANDARDS FOR EXCAVATIONS FINAL RULE 29 CFR PART 1926, SUBPART "P" APPLIES TO ALL EXCAVATIONS EXCEEDING FIVE (5) FEET IN DEPTH.
7. EXCAVATIONS EXCEEDING TWENTY (20) FEET IN DEPTH REQUIRE THE DESIGN OF A TRENCH SAFETY SYSTEM BY A REGISTERED PROFESSIONAL ENGINEER.
8. IT IS ESSENTIAL THAT THE WORK TO BE COMPLETED IN CONJUNCTION WITH THIS PROJECT SHALL BE INSTALLED ACCORDING TO THESE PLANS AND SPECIFICATIONS. THE ENGINEER WILL BE REQUIRED TO CERTIFY TO CERTAIN PORTIONS OF THIS PROJECT UPON COMPLETION. THEREFORE, IT IS NECESSARY TO OBTAIN APPROVAL AND ACCEPTANCE BY THE CITY THAT CONSTRUCTION WAS COMPLETED IN COMPLIANCE WITH THESE PLANS AND SPECIFICATIONS.
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2. BEARINGS, DIMENSIONS AND EASEMENTS ARE SHOWN FOR REFERENCE ONLY. REFER TO RECORDED BOUNDARY SURVEYS, ALTAS AND SECONDARY PLATS FOR EXACT INFORMATION.
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4.
5. REFER TO LANDSCAPE ARCHITECTURAL PLANS FOR PEDESTRIAN CONNECTIVITY.
6. TEMPORARY TRAFFIC CONTROL DURING CONSTRUCTION SHALL CONFORM TO APPLICABLE LOCAL STANDARDS.
7. REFER TO SHEET C202 FOR DETAILS REFERENCED.
8. REFER TO SHEET C701A FOR STORM PLAN AND PROFILES.
9. ANY DISCREPANCIES OR CONFLICTS WHICH BECOME APPARENT BEFORE OR DURING CONSTRUCTION SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER OF RECORD IMMEDIATELY SO THAT CLARIFICATION OR REDESIGN MAY OCCUR.

KEYNOTE LEGEND

1. STRAIGHT CURB
2. STANDARD ASPHALT PAVEMENT
3. CONNECT TO MONON CONCESSION SIDEWALK, SEE MONON CONCESSION BUILDING PLANS
34. CONCRETE SIDEWALK, REFER TO LANDSCAPE PLANS
4. ACCESSIBLE PARKING SPACE WITH SIGN
5. PAVEMENT MARKING
6. STOP SIGN
7. CONCRETE COLLAR
8. CURB END TRANSITION
9. NOT USED
10. STORM STRUCTURE
11. REPLACE CASTING AND ADJUST STRUCTURE TO PROPOSED GRADE
12. DOGHOUSE MANHOLE OVER EXISTING 24" PIPE
13. PROTECT EXITING UTILITIES
14. CORE DRILL EXISTING STRUCTURE. REHABILITATE IF NECESSARY.
15. PROPOSED STORM/UTILITY CROSSING; LOWER WAER LINE TO MAINTAIN 18" VERTICAL SEPARATION BETWEEN UTILITIES
16. DEPRESSED CURB
17. ACCESSIBLE RAMP WITH DEPRESSED CURB
18. RELOCATE CROSS-COUNTRY TRAIL TO ACCOMMODATE PARKING LOT
19. COMBINED CURB AND WALK, REFER TO LANDSCAPE PLANS

Revisions				
Mark	Date	Description	Mark	Date	Description
	05-23-22	ADDENDUM 1			
	06-22-22	CONSTRUCTION AGENCY COMMENTS			

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STATE OF INDIANA
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Sheet C201A

Date 04-15-2022

Project Number 050391-20400

G:\2005\050391\20400\Cad\Engr\CDs\C201A_Development Plan.dwg, June 22, 2022 8:47 AM, SHANNON SHAW, JR. @ Paul I. Cripe, Inc.

Petitioner: City of Westfield

Request: Approval of an amendment to the Westfield-Washington Township APC Rules of Procedure.

Exhibits:
1. Department Report
2. 2022 Amended Rules
3. 2013 Approved Rules (complied with 2020 amendment)
4. Comparison Document

Staff Reviewer: Pamela Howard, Assistant Director

HISTORY

The currently applicable Rules of Procedure document was adopted on March 18, 2013. An amendment related to the BZA appointment was adopted in 2020. On June 13, 2022, the City Council adopted an amendment to the Unified Development Ordinance related to the rezoning and subdivision processes, including the creation of a Plat Committee. These changes require an update to the Rules of Procedure.

SUMMARY OF CHANGES

As shown in the Comparison Document, several changes are being made to the current Rules of Procedure. Many of these are formatting changes, or changes to the order of the document. More substantial changes include:

1. Incorporation of rules relating to the Plat Committee, including membership and meetings.
2. Separating out the first and second APC meeting, designating the first for Public Hearings and Items of Business, and the second for Workshop Items. Consent Agenda Items can be approved at either meeting.
3. Formalizing the adopted best practice of prohibiting ex-parte communications with petitioners and between APC/Plat Committee members.
4. Removing the 6-month continuance rule and replacing it with a 12-month administrative dismissal.
    a. Previous Rule: Petitions that continue to appear on the Commission docket for a period of six (6) months beyond the originally noticed Commission meeting (the "Initial Period") shall be administratively dismissed and removed from the Commission docket, unless a continuation or postponement is granted by the Director for due cause. Petitioners aggrieved by the Director's determination to dismiss and remove a petition from the Commission docket may appeal such determination to the Commission, without notice, at the next regularly scheduled Commission meeting. In the event the Director administratively

grants a continuation or postponement beyond the Initial Period (or in the event the Commission grants a continuation or postponement beyond the Initial Period, in the event of a successful appeal), the Director may require additional public notice to be served if the Director determines such additional notice is warranted.

b. New Rule: Petitions for which no action has been taken will be administratively dismissed one (1) year after the date of filing, unless the Commission or Committee approves an extension. Requests for an extension shall be made in person by the Petition Representative at a Commission or Committee meeting prior to the dismissal date.

DEPARTMENT COMMENTS

1. **Action: Approve the amended Rules of Procedure.**
2. If any Plan Commission member has questions prior to the meeting, then please contact Pam Howard at (317) 531-3751 or phoward@westfield.in.gov.

RULES OF PROCEDURE
WESTFIELD-WASHINGTON TOWNSHIP ADVISORY PLAN COMMISSION

ARTICLE I: AUTHORITY & JURISDICTION

Section 1: Authority

The Westfield-Washington Township Advisory Plan Commission (the "Commission") exists as an Advisory Planning Commission under the authority of I.C. 36-7-4-401 and the Westfield-Washington Township Unified Development Ordinance (the "Unified Development Ordinance"), and any amendments thereto. The Commission shall appoint a Plat Committee (the "Committee") in accordance with I.C. 36-7-4-701. These rules are adopted in accordance with the requirements of I.C. 36-7-4-401.

Section 2: Jurisdiction

As set forth in Article 2.3 Authority and Purpose; Jurisdiction and defined in Article 12.1 Definitions of the Unified Development Ordinance, the jurisdiction of the Plan Commission and Committee is all land within Washington Township, Hamilton County, Indiana, and all land incorporate into the City of Westfield, Hamilton County, Indiana.

ARTICLE II: DUTIES & RESPONSIBILITIES

Section 1: Duties

Article 3.6 Administration; Plan Commission; Duties of the Unified Development Ordinance sets forth the duties and powers of the Commission, as defined by Indiana law (I.C. 36-7-4-400 *et seq.*) or as may otherwise be required by the Unified Development Ordinance, as generally described below:

1) The Commission shall be governed by the provisions of the Unified Development Ordinance, as adopted and amended by the City Council of the City of Westfield, Indiana (the "City Council") and the Rules and Procedures set forth herein, as adopted and amended by the Commission;
2) Any member of the Commission who has a conflict of interest in a matter before the Commission shall remove him / herself from hearing the matter and not vote thereon, as further described in Article IV, Section 5, Item 3;
3) Nothing herein shall be construed to give or grant to the Commission the power of authority to alter or change the Unified Development Ordinance, including all official zoning maps; this authority is reserved for and with the City Council;
4) The Commission attorney shall be consulted in all cases where the powers of the Commission are not clearly defined; and,

5) The office of the Commission shall be located in the offices of the City of Westfield, Community Development Department, Westfield, Indiana (the "Department").

Section 2: Responsibilities

The responsibilities of the Commission shall be to act in an advisory capacity to the City Council regarding the following:
1) The adoption of a Comprehensive Plan and amendments thereto in accordance with I.C. 36-7-4-500 *et seq.*;
2) The adoption of a Unified Development Ordinance and Zoning Map and amendments thereto in accordance with IC 36-7-4-600 *et seq.*;
3) Any other matter, within the responsibilities of the Commission, authorized by Indiana law or the Unified Development Ordinance.

Section 3: Final Decisions

The Commission shall render final decisions concerning the following matters, unless delegated to the Department or Committee; provided, that the Department has made evidentiary findings as to their compliance with the Unified Development Ordinance:
1) Plats or re-plats of Subdivisions (see Article 10.12 Subdivision of the Unified Development Ordinance);
2) Vacations of Subdivisions; and,
3) Development Plans and amendments to Development Plans (see Article 10.7 Development Plan Review of the Unified Development Ordinance).

ARTICLE III: MEMBERSHIP & OFFICERS

Section 1: Commission Membership

1) Members: The Commission shall consist of nine (9) voting members (see I.C. 36-7-4-1210.5) as follows:
   a) Four (4) residents who reside within the corporate limits of the City and are not elected officials or employees of the City. These members shall be appointed by the City's executive officer (Mayor) and shall each serve a four (4) year term.
   b) One (1) resident who resides within the corporate limits of the City and who is not an elected official or employee of the City. This member shall be appointed by the City Council and shall serve a four (4) year term.
   c) Two (2) members of the City's legislative body (City Council), who may be appointed by the City Council for a one (1) year term
   d) Two (2) residents of Washington Township who are not elected officials, employees of the Township or City. These members shall be appointed by

the Township's executive (Township Trustee) with the approval of the Township's legislative body and shall serve a four (4) year term.

2) Reappointment: Each Commission member appointed herein are eligible for reappointment.

3) Removal for cause: The appointing authority may remove a member pursuant to I.C. 36-7-4-218(f).
   a) In addition, if a member of the Commission has three (3) unexcused absences[1] in any calendar year from a meeting on the Commission's adopted schedule of meetings (see Article 3.1(B) of the Unified Development Ordinance) (the "Schedule of Meeting and Filing Dates"), then that member becomes disenfranchised at the sole discretion of the appointing authority and shall no longer be considered a viable member of the Plan Commission.
   b) In the event of removal by the appointing authority, the Plan Commission member shall receive a mailed notice in accordance with the terms of I.C. 36-7-4-218(f). The appointing authority shall mail notice of the removal, along with written reasons for the removal, to the members at their address. A member who is removed may, within thirty (30) days after receiving notice of the removal, appeal the removal to the appointing authority. The appointing authority may consider the appeal and hold a hearing to either uphold or overturn the removal of the member.

4) Vacancy:
   a) If a vacancy occurs among the membership, then the appointing authority shall appoint a member for the unexpired term of the vacancy or vacating member.
   b) The President, through the Director, shall inform the appropriate appointing authority as promptly as possible, when a member has three (3) unexcused absences, as outlined herein, for the purpose considering the replacement of said member so that the appointing authority may appoint a replacement to fulfill the unexpired term. Other vacancies occurring in the Commission shall also be reported to the appropriate appointing authority for similar action.

5) Commission Communications: Communication between Commission members outside of a meeting is prohibited. Ex-parte communications with the applicant, property owner, agent or representative for the applicant (the "Petition Representative") is prohibited; however, all Commission members are encouraged to discuss any concerns that they may have with a particular petition or application with the Department.

[1] An excused absence(s) shall be considered as a call in to the Director of the Department.

6) Appointment to the Board of Zoning Appeals:
   a) In accordance with I.C. 36-7-4-902, the Commission shall, from its membership, appoint one representative to serve on the Westfield-Washington Township Board of Zoning Appeals (the "Board of Zoning Appeals"). This appointee shall not hold elective office, other appointive office or be an employee of the City or Township.
   b) In accordance with I.C. 36-7-4-907, the Commission may, in the absence of its appointment under the above paragraph (a), appoint an alternate member to the Board of Zoning Appeals, as needed.
   c) In accordance with I.C. 36-7-4-903 this member be from the citizen membership appointed by the Township Executive and shall represent the unincorporated area.
   d) The term of the appointment shall be two (2) years.

7) Appointment to the Plat Committee: In accordance with I.C. 36-7-4-701, the Commission shall appoint members to the Plat Committee, in accordance with Section 2 of this Article.

Section 2: Committee Membership

1) Members: The Commission shall consist of five (5) voting members (see I.C. 36-7-4-701) as follows:
   a) At least one (1) member of the Commission.
   b) At least one (1), but not more than two (2), City of Westfield staff members.
   c) At least one (1) Citizen member.
   d) All members are appointed by the Commission.
   e) All membership terms are for one (1) year.

2) Reappointment: Each Committee member appointed herein is eligible for reappointment.

3) Removal for cause: The Commission may remove a member pursuant to I.C. 36-7-4-701.
   a) In addition, if a member of the Committee has three (3) unexcused absences[2] in any calendar year from a meeting on the Committee's adopted schedule of meetings (see Article 3.1(B) of the Unified Development Ordinance) (the "Schedule of Meeting and Filing Dates"), then that member becomes disenfranchised at the sole discretion of the Commission and shall no longer be considered a viable member of the Committee.
   b) In the event of removal by the Commission, the Committee member shall receive a mailed notice in accordance with the terms of I.C. 36-7-4-701(e). The appointing authority shall mail notice of the removal, along with written

[2] An excused absence(s) shall be considered as a call in to the Director of the Department.

reasons for the removal, to the members at their address. A member who is removed may, within thirty (30) days after receiving notice of the removal, appeal the removal to the appointing authority. The appointing authority may consider the appeal and hold a hearing to either uphold or overturn the removal of the member.

4) Vacancy: If a vacancy occurs among the membership, then the appointing authority shall appoint a member for the unexpired term of the vacancy or vacating member.

5) Committee Communications: Communication between Committee members outside of a meeting is prohibited. Ex-parte communications with Petition Representatives is prohibited; however, all Committee members are encouraged to discuss any concerns that they may have with a particular petition or application with the Department.

Section 3: Officers

The Commission and Committee shall, at their first regular meeting in each year, elect from its membership a President and Vice-president.

1) The President shall preside over all meetings of the Commission or Committee.
2) The Vice-president shall have the authority to act as President during the absence or disability of the President.
3) In the absence of both the President and Vice-president, the Secretary shall preside over the election of a President pro-tempore who shall have the authority to act as President for the specific meeting of the Commission or Committee at which they are elected.
4) Upon resignation or replacement of the President or Vice-president as a member of the Commission or Committee, the Commission or Committee shall elect a successor at its next regularly scheduled meeting.
5) In accordance with City of Westfield Ordinance 06-02, members of the City Council who are appointed to serve on the Commission shall not be eligible for the position of President, Vice-president or Secretary of the Commission.
6) The Director of the Department ("Director") shall be permanently appointed as the Secretary of the Commission and Committee. In the event of a vacancy in the position of Director, the office of Secretary shall be transferred to the interim Director as appointed by the Mayor.
7) The Director shall be responsible for recording and transcribing all regular and special meeting minutes of the Commission or Committee.

Section 4: Training, Seminars, Continuing Education and/or Field Trips

1) Training
   a) Within the first ninety (90) days of serving on the Commission, each new member shall be given an opportunity to attend an introductory training session conducted by the Department. This session will be offered at least

twice during this time period and take place at a scheduled workshop meeting of the Commission.

b) If a member fails to attend the initial training requirements, or subsequent scheduled session, then that member and appointing authority shall be duly notified of failure to fulfill requirement.

2) Seminars / Conferences / Workshops
   a) Each member of the Commission appointed to a four (4) year term, is encouraged to attend at least one (1) planning seminar / conference / workshop offered by the Department, other governmental offices, local builders association, American Planning Association or local universities regarding planning principals and how they affect local planning, during each term of service (this excludes the legislative body appointments).
   b) The cost to participate in one event (per member, per term) shall be fully reimbursable if the event details are reviewed and approved by the Department prior to registration. The cost to participate in additional events may be reimbursable, at the Department's discretion.

3) Continuing Education
   a) Each new member shall become a member of the American Planning Association (APA) and the Indiana Chapter (APA Indiana) through the Department. With this membership, you are encouraged to participate in programming offered by these organizations.

ARTICLE IV: MEETINGS

Section 1: Monthly Meetings

1) Schedule of Meetings: The Commission shall adopt an annual Schedule of Meetings and Filing Dates of the regularly scheduled Commission and Committee meetings each year and deadlines for filing applications for placement on a meeting agenda (the "Schedule of Meeting and Filing Dates"). The Schedule of Meetings and Filing Dates shall be maintained by the Department (see Article 3.1(B) of the Unified Development Ordinance) and shall be approved by the Commission no later than their first December meeting of each year.

2) Commission Meeting Time, Date & Location: The meetings of the Commission shall be the first and third Monday of each month at 7:00 p.m. The meeting location shall be in the Council Chambers of the City of Westfield, City Hall, Westfield, Indiana. If the date of the meeting falls on a legal holiday, or if it is impossible to conduct the meeting at that time or place, then the meeting will be held on the following Tuesday. If that is unavailable, then the Director may administratively set an alternate date, time or place for the meeting, or the

meeting may be postponed with the unanimous consent of the members of the Commission, provided that the notice requirements of I.C. 5-14-1.5 are satisfied.

3) Committee Meeting Time, Date & Location: The meetings of the Committee shall be the second and fourth Monday of each month at 11:00 a.m. The meeting location shall be at the Westfield City Services Building, Westfield, Indiana. If the date of the meeting falls on a legal holiday, or if it is impossible to conduct the meeting at that time or place, then the meeting will be held on the following Tuesday. If that is unavailable, then the Director may administratively set an alternate date, time or place for the meeting, or the meeting may be postponed with the unanimous consent of the members of the Committee, provided that the notice requirements of I.C. 5-14-1.5 are satisfied.

4) Special Meetings: Special meetings of the Commission or Committee may be called by the President or by two (2) members of the Commission or Committee upon written request to the Secretary (IC 36-7-4-307). The Secretary shall send to all members, at least five (5) calendar days before the special meeting, a written notice fixing the time and place of the meeting. Written notice of a special meeting is not required if:
   a) The date, time, and place of a Special Meeting are already fixed on the Schedule of Meeting and Filing Dates;
   b) All members of the Commission or Committee are present at a meeting on the Schedule of Meetings and Filing Dates where the Special Meeting was called; and,
   c) The Secretary complies with the notice requirements of I.C. 5-14-1.5.

5) Meeting Purpose & Intent:
   a) First Commission Meeting of Month: The primary purpose of the first Commission meeting of the month is to hold public hearings and take action Items of Business and Consent Agenda Items.
   b) Second Commission Meeting of Month: The primary purpose of the Second Commission Meeting is to hold workshops for Zoning Map Changes, including Rezone, PUD, and PUD Amendment petitions. The purpose of the workshop is to allow the commission to provide comments on changes that have been made following the public hearing, and to allow the petitioner to gain final comments prior to returning for a recommendation. Consent Agenda Items may be acted upon at this meeting.
   c) Committee Meetings: The purpose of Plat Committee meetings is to hold public hearings and take action on Primary Plat and Overall Development Plan petitions. This will typically occur at the same meeting, but it is possible that some items will need to attend more than one meeting.

Section 2: Order of Business (Agenda):

1) The order of business at **First Monthly Commission Meetings** shall be as follows:
   - Call to Order
   - Roll Call
   - Determination of a Quorum
   - Meeting Announcements:
     - Changes to the Agenda
     - Continuance Requests
     - Withdrawal Requests
   - Consideration / Approval
     - Minutes of Previous Meetings
     - Procedural Items
     - Items of Discussion
   - Review Meeting Rules & Procedures
   - Consent Agenda Items
   - Items of Business
   - Public Hearing Items
   - Reports:
     - Commission Members
     - Downtown Update
     - City Council Liaison
     - Board of Zoning Appeals Liaison
     - Plat Committee Liaison
     - Department
   - Adjournment

2) The order of business at **Second Monthly Commission Meetings** shall be as follows:
   - Call to Order
   - Roll Call
   - Determination of a Quorum
   - Meeting Announcements:
     - Changes to the Agenda
     - Continuance Requests
     - Withdrawal Requests
   - Consideration / Approval
     - Minutes of Previous Meetings
     - Procedural Items
     - Items of Discussion
   - Review Meeting Rules & Procedures
   - Consent Agenda Items
   - Workshop Items

- Reports:
    - Commission Members
    - Downtown Update
    - City Council Liaison
    - Board of Zoning Appeals Liaison
    - Plat Committee Liaison
    - Department
- Adjournment

3) The order of business at **Committee Meetings** shall be as follows:
    - Call to Order
    - Roll Call
    - Determination of a Quorum
    - Meeting Announcements:
        - Changes to the Agenda
        - Continuance Requests
        - Withdrawal Requests
    - Consideration / Approval
        - Minutes of Previous Meetings
        - Procedural Items
        - Items of Discussion
    - Review Meeting Rules & Procedures
    - Items of Business
    - Public Hearing Items
    - Reports:
        - Committee Members
        - Plan Commission Liaison
        - Department
    - Adjournment

Section 3: Quorum and Decisions

1) Quorum:
    a) Commission: A majority of five (5) of the Commission membership shall constitute a quorum. No action, however, is official unless authorized at a workshop, regular or properly called special meetings by a majority of the Commission.
    b) Committee: A majority of three (3) of the Committee membership shall constitute a quorum. No action, however, is official unless authorized at a regular or properly called special meetings by a majority of the Committee.

2) Voting:
   a) Except as otherwise provided below, decisions of the Commission or Committee shall be by roll call vote of the members. The first roll of each meeting shall be called in alphabetical order of the members' last names. Each successive roll call shall be called in the same order as the immediately preceding roll except that the member who voted first in the immediately preceding roll call shall vote last. For example: 1st Roll Call = 1,2,3,4,5,6,7,8,9; 2nd Roll Call = 2,3,4,5,6,7,8,9,1; 3rd Roll Call = 3,4,5,6,7,8,9,1,2; and, etc.

   b) Approval of minutes and adjournment may be conducted by voice vote, unless a roll call vote is requested by a member of the Commission or Committee, or any member is attending virtually.

3) Conflict:
   a) No member of the Commission or Committee shall participate in the hearing or in any decision on any zoning matter, other than the preparation and enactment of a comprehensive plan, in which the member has a direct or indirect financial interest in a petition or application that is being presented to the Commission or Committee for consideration.

   b) A member of the Commission or Committee is disqualified and may not participate in a hearing if the member is biased or prejudiced or otherwise unable to be impartial.

   c) In the event of a conflict, then the member shall describe the conflict immediately after the matter is introduced by the presiding officer and take no part in the discussion and/or decision-making process described herein.

   d) The presiding officer shall note the existence and description of the conflict and it shall be entered into the record.

Section 4: Minutes

a) The Commission and Committee shall keep minutes of its proceedings showing the vote of each member on each question presented, or indicating that the member is absent or not voting.

b) The Director, or their designee, shall keep a record of all proceedings (minutes) of the Commission and Committee which shall be presented to the Commission at the next regular succeeding meeting for review and acceptance into the record. Upon acceptance, the record shall be signed by the President and attested by the Secretary.

Section 5: Decisions

All members present shall vote on every question unless prevented by conflict or excused by the presiding officer.

Section 6: Adjournment

The Commission or Committee may adjourn so long as all business has been conducted in accordance with these Rules of Procedure. The Commission may, by a majority vote, continue any case(s) that have not been called onto the floor by 10:30 p.m. to allow for adjournment. Such cases shall be continued to a subsequent meeting.

ARTICLE V: DOCKET

Each petition that is to be publicly heard before the Commission or Committee shall be filed in proper form with the required data, shall be numbered serially and placed on the docket of the Commission (see Chapter 10: Processes and Permits of the Unified Development Ordinance). The docket numbers shall include the year and begin anew with the January filing deadline.

As soon as the petition receives a docket number, then it shall be placed on the docket of the Commission or Committee and a date set for hearing, in accordance with the Schedule of Meeting and Filing Dates. Petition items shall come before the Commission or Committee in the regular order of their consecutive docket numbers unless otherwise ordered by the Department or changed by the Commission or Committee at the beginning of a meeting.

ARTICLE VI: NOTICES

In the event that a public hearing is required, the following requirements for notice must be met:

Section 1: General Requirements

1) All public hearings shall be noticed using each of the following means of communication:
   a) Letter mailed via First Class U.S. Mail to Interested Parties (as defined in Section 3 of this Article);
   b) Yard Sign(s) posted on the subject property; AND
   c) Newspaper Publication, per IC 5-3-1.

2) All three (3) forms of notice shall be postmarked/posted/published at least ten (10) calendar days before the scheduled public hearing.

3) For all Commission or Committee meetings other than public hearings, a 48-hour notice shall be made by posting the meeting time and location at the entrance of the building where the meeting will occur and at City Hall. No other notice shall be required.

4) The Department may cause notice to be posted on the official City of Westfield website.

5) Appearance at any hearing on an application or proposal, in person or by representative, shall waive any defect in notice unless the alleged defect is raised at the beginning of the hearing.

6) In the event that a petition which has met all public notice requirements, as set forth herein, is postponed or continued for any reason prior to a public hearing being held, no further public notice shall be necessary, so long as at the meeting for which the public hearing was noticed and scheduled, the President has announced the date, time and place of the new public hearing.

Section 2: Exemptions

1) A public hearing shall not be required for Secondary Plat approval, per I.C. 36-7-4-710.

2) A public hearing shall not be required for a Detailed Development Plan, per Article 10.7(G)(3) of the Unified Development Ordinance.

3) Applications to change, repeal, replace or amend all or portions of the zoning ordinance or comprehensive plan shall only be required to give notice of the hearing by newspaper publication, as set forth herein.

Section 3: Public Notice by First Class Mail

1) Interested Parties: Public notice in accordance with this article and with I.C. 5-3-1-2 and I.C. 5-3-1-4 and due notice to interested parties. Interested parties shall be:
   a) The owners of real property adjacent to the property subject of the petition to a depth of two (2) ownerships of no direct or indirect financial or other interested to the petitioner or property owner, or six hundred and sixty (660) feet, whichever is less; and
   b) Additional parties deemed advisable by the Director.

   A list of the interested parties' last known address shall be obtained from the Hamilton County Auditor, Office of Transfers and Mapping. The list of interested parties should be obtained and dated no earlier than ninety (90) days prior to the postmarked date of the mailed public notice. A good faith effort shall

be made to investigate and resolve any discrepancies or omissions in or among such records in order to determine the name and address of the current owner of record.

2) The applicant shall provide notice to all Interested Parties. Such notice shall state:
   a) The general location by address or other identifiable geographic description of the subject property or area.
   b) A summary of the subject matter contained in the proposal and/or a description of the proposed change in the zone maps, where the proposal involves a change to the zone maps.
   c) Docket number of the petition or appeal.
   d) The name of the applicant(s).
   e) The time, date and place that the petition has been set for hearing.
   f) That the application and file may be examined in the office of the Department.
   g) That written objections to the proposal may be filed in the office of the Department before the hearing will be considered.
   h) That oral comments concerning the proposal will be heard at the public hearing.
   i) That the hearing may be continued from time to time as may be found necessary.

3) The manner in which notice must be sent to Interested Parties shall be as follows:
   a) Required notices to Interested Parties shall be sent by First Class U.S. Mail (or an equivalent alternative accepted by the Director) and postmarked at least ten (10) calendar days before the public hearing. The Department will advise the Commission at the public hearing of any deficiencies in providing notice.
   b) Proof that notice has been mailed shall consist of a verified affidavit by the applicant or the Petition Representative indicating compliance with the notice requirements (or an equivalent alternative accepted by the Director) and shall be sufficient proof of notice under these rules regardless of actual receipt by the intended recipient. Said affidavit and a copy of the mailing list from the County Mapping and Transfers Office, must be filed in the office of the Department four (4) calendar days prior to the public hearing.

4) The applicant shall bear the cost of and responsibility for all mailed notice to Interested Parties.

Section 4: Public Notice by Yard Sign(s)

1) The applicant shall post a sign or signs on the subject property in a location clearly visible to passing traffic.

2) The sign(s) shall not obstruct vehicular line of site, in compliance with the City of Westfield's Construction Standards and Specifications.
3) The Department shall determine sign locations with not less than one (1) sign placed on the property per street frontage, per block.
4) Signs shall be available in the office of Department.
5) The Department shall bear the cost of the initial sign(s). The cost for any subsequent replacement signage shall be borne by the applicant. The responsibility of sign placement shall be borne by the applicant.

Section 5: Public Notice by Newspaper Publication

1) The Department shall cause a legal notice to be published in a newspaper(s) qualified to publish legal notices as established by Council, in accordance with I.C. 5-3-1. Such notice shall state:
   a) The general location by address or other identifiable geographic description of the subject property or area.
   b) A summary of the subject matter contained in the proposal and/or a description of the proposed change in the zone maps, where the proposal involves a change to the zone maps.
   c) Docket number of the petition or appeal.
   d) The name of the applicant(s).
   e) The time and place that the petition has been set for hearing.
   f) That the application and file may be examined in the office of the Department.
   g) That written objections to the proposal may be filed in the office of the Department before the hearing will be considered.
   h) That oral comments concerning the proposal will be heard at the public hearing.
   i) That the hearing may be continued from time to time as may be found necessary.
   a) The applicant shall bear the costs of and responsibility for all newspaper notices.

Section 6: INDOT Notice

1) In accordance with City of Westfield Ordinance 07-09, all development proposals which are located within the area designated as the U.S. Highway 31 Overlay Zone, as defined in the Unified Development Ordinance, that require a public hearing or action by the Commission shall provide notice to the Indiana Department of Transportation in accordance with the requirements established on the INDOT Notice Form.
2) In accordance with City of Westfield Ordinance 07-15, all development proposals which are located within the area designated as the State Highway 32 Overlay Zone, as defined in the Unified Development Ordinance, that require a public hearing or action by the Commission shall provide notice to the

Indiana Department of Transportation in accordance with the requirements established on the INDOT Notice Form.

ARTICLE VII: HEARINGS & CONDUCT OF HEARINGS

Section 1: Hearings

1) Public hearings shall be held on the adoption or amendment of a Comprehensive Plan, the adoption or amendment of the Unified Development Ordinance or Zoning Map, vacation of Subdivisions and the approval of a Primary Plat, Overall Development Plan and other petitions as presented to or required by the Unified Development Ordinance or Indiana law.

2) A petitioner who seeks to amend the Unified Development Ordinance, Zoning Map, or the Comprehensive Plan or to gain approval of a Primary Plat, as may be required by the Unified Development Ordinance, shall file such petition with the Department on forms provided by the Department, with documentation and supporting information set forth in the Unified Development Ordinance, and in accordance with the Schedule of Meeting and Filing Dates. Upon the receipt of such petition, the Department shall prepare a notice in accordance with these Rules of Procedure.

3) In order for a petition to be heard, the Petition Representative, shall be in attendance to present the petition and answer questions about the petition. If no Petition Representative is present at the meeting, then the Commission or Committee may dispose of the petition in accordance with Section 3 of this Article.

Section 2: Conduct of Hearings

1) Public Hearings: Public hearings shall be conducted according to the following procedure. Please note the time limitations for each hearing segment.
   a) The President of the Commission or Committee will introduce the agenda item, followed by a report from the Department.
   b) After being recognized by the President, the Petition Representative will step up to the podium, and state their name and address.
   c) The Petition Representative shall present the facts and arguments in support of the case (15 minutes maximum).
   d) Comments and questions from the Commission or Committee and Department shall be held until the end of the initial presentation.
   e) The official public hearing shall then be opened. Comments from organized groups, committees (5 minutes maximum, 1 member per group), and individuals, other than the petitioner, shall then follow (3 minutes maximum per speaker). Speakers should present new points and not repeat

comments from previous speakers. The public hearing shall then be closed.

f) The Petition Representative shall then respond to comments. Additional discussion may occur between Commission members and the Petition Representative.
g) To maintain orderly procedure, parties should proceed without interruption by other interested parties.
h) After the discussion of the petition has concluded:
   i) The Commission may consider the petition; however, action will typically occur at a future meeting.
   ii) The Committee will typically take action on a petition; however, petitions may be continued if it is determined to be noncompliant.

2) Presentations: In the presentation of a petition:
   a) The burden shall be upon the Petition Representative to supply all information, including charts, diagrams and other exhibits necessary for a clear understanding of the petition.
   b) Statements and/or discussions to the Commission or Committee made by the Petition Representative at the meeting regarding anticipated methods of operation, site design / layout or other details relevant to the decision may be incorporated into a binding agreement between the applicant and Commission or Committee (see Article 10.6: Processes and Permits; Commitments of the Unified Development Ordinance), or they may be included as conditions to any Commission or Committee motion to approve. Such commitments or conditions shall be reflected in the minutes of that meeting.

Conduct: Every person appearing before the Commission or Committee shall abide by the orders and directions of the President. Discourteous, disorderly or contemptuous conduct shall be regarded as a breach of the privileges of the Commission and shall be dealt with as the President directs.

Section 3: Failure to Appear

Failure on behalf of an application or Petition Representative to appear during a public hearing shall be dealt with as follows:

1) The President may entertain a motion from the Commission or Committee to dismiss the case for failure to appear. In the absence of a motion by the Commission or Committee, the petition shall be continued to the subsequent meeting.
2) If a petition is dismissed for failure to appear, then the applicant will be furnished with a written notice by the Department.
3) The applicant shall have thirty (30) days from the date of the notice of dismissal to apply for reinstatement of the petition by submitting a written request with the Department for reinstatement. Reinstatement shall be at the discretion of

the President for good cause shown, and upon payment of the appropriate fees by the applicant.

4) In all reinstated petitions, the petition will be treated as a new petition and shall be re-filed in proper form with the required data, numbered serially and placed on the docket of the Commission or Committee by the Department. The applicant shall be responsible for paying all associated fees with the new petition. Advertisement and public notifications as required herein shall be required as if the petition were a new application.

ARTICLE VIII: FINAL DISPOSITION OF CASES

1) After Commission or Committee consideration of any reports, testimony (written or verbal) and the recommendations of the Department, the final disposition of any petition shall be in the form of a decision or report, setting forth, when deemed appropriate, the recommendation (if any), findings and determinations of the Commission or Committee, together with any modifications, specifications or limitations which it makes.

2) The disposition of petitions requiring final approval from the Council shall be in the form of a recommendation to the Council.

3) A Petition Representative may not withdraw a petition after a roll call vote has been ordered by the President.

4) Petitions Withdrawn.
   a) A petition which has been withdrawn shall not be placed on the docket again for consideration within a period of six (6) months after the date of withdrawal.
   b) A new application involving the same property that was the subject of a petition which has been withdrawn shall not be placed on the docket for consideration within a period of three (3) months after the date of withdrawal.

5) Petitions Decided Upon.
   a) A petition which has been decided adversely to the petitioner shall not be placed on the docket again for consideration until the legality of the Commission's or Committee's decision is finally determined pursuant to IC 36-7-4-1000 *et seq.*, or for a period of twelve (12) months following the date of the adverse decision previously rendered, whichever is later.

   b) A new petition involving the same property that was the subject of a case which has been decided adversely to any petitioner shall not be placed on the docket for consideration until the legality of the Commission's or Committee's decision is finally determined pursuant to IC 36-7-4-1000 *et*

seq., or for a period of six (6) months following the date of adverse decision previously rendered, whichever is later.

6) The Commission's recommendation is advisory in matters of Zoning Map changes and amendments to the Unified Development Ordinance or Comprehensive Plan. As a result, all such matters shall be certified to the Council for its consideration in accordance with Indiana law. The Commission's recommendation on any such matter may then be followed or overturned by the Council in accordance with Indiana law and the rules of the Council.

ARTICLE VIII: ADMINSTRATIVE DISMISSAL

Petitions for which no action has been taken will be administratively dismissed one (1) year after the date of filing, unless the Commission or Committee approves an extension. Requests for an extension shall be made in person by the Petition Representative at a Commission or Committee meeting prior to the dismissal date.

Petitions may also be dismissed by the Commission or Committee for lack of jurisdiction or for lack of representation by the Petition Representative at a meeting where the item appears on the agenda (as a non-continued item).

ARTICLE X: VIRTUAL MEETING POLICY

Plan Commission Resolution 21-01 (the "Virtual Meeting Policy") is hereby incorporated into these rules. If a provision of the Virtual Meeting Policy conflicts with these rules, then the Virtual Meeting Policy shall supersede.

ARTICLE XI: TRANSITION RULES

Petitions submitted prior to the adoption of these amended rules, will be subject to the previously approved rules (dated March 18, 2013).

ARTICLE XII: AMENDMENTS

Amendments to these Rules of Procedure may be made by the Commission at any meeting of the Commission with and upon the affirmative vote of a majority of the members of the Commission.

A suspension of any rule herein may be so ordered by the Commission or Committee at any meeting by a majority vote of the members present.

ARTICLE XII: ADOPTION

These Rules of Procedure are for and of the "Westfield-Washington Township Advisory Plan Commission", Westfield, Indiana have been approved by the affirmative vote of the membership of said Commission (__) – (__) – (__) at a meeting of the Commission held on the _____ day of _____,_____. This approval repeals any prior Rules of Procedure.

_____ _____
President Date

_____ _____
Vice-president Date

_____ _____
Commission member Date

_____ _____
Commission member Date

_____ _____
Commission member Date

_____ _____
Commission member Date

_____ _____
Commission member Date

_____ _____
Commission member Date

_____ _____
Commission member Date

<u>Attested by:</u>

_____ _____
Secretary, Date
Director of the Community Development Department

Westfield / Washington
Planning Commission

Rules of Procedure

ARTICLE I: AUTHORITY & DUTIES

Section 1 – Authority
The Westfield / Washington Planning Commission (hereinafter called "Commission") exists as an Advisory Planning Commission under the authority of IC 36-7-4-401 and the Zoning Ordinance of the City of Westfield, Indiana, and any amendments thereto. These rules are adopted in accordance with the requirements of IC 36-7-4-401.

Section 2 – Duties
The duties of the Commission shall be those set forth in IC 36-7-4-400 *et seq.*, and such other responsibilities as may be required by State Statute or the Westfield City Code and as follows:

1) The Commission shall be governed by the provisions of the City of Westfield Zoning Ordinance, specifically, Chapter 16.04, as adopted and amended by the City Council and the Rules and Procedures set forth herein, as adopted and amended by the Commission;

2) Any member of the Commission who has a conflict of interest in a matter before the Commission shall remove him / herself from hearing the matter and not vote thereon, as further described in Article IV, Section 5, Item 3;

3) Nothing herein shall be construed to give or grant to the Commission the power of authority to alter or change the Zoning Ordinance, including all official zoning maps; this authority is reserved for and with the City Council of the City of Westfield;

4) The Westfield / Washington Advisory Planning Commission Attorney shall be consulted in all cases where the powers of the Commission are not clearly defined; and,

5) The office of the Commission shall be located in the offices of the City of Westfield, Community Development Department, , Westfield, Indiana, 46074.

ARTICLE II: JURISDICTION & RESPONSIBILITIES

Section 1 – Jurisdiction

The jurisdiction of the Commission shall be the whole of Washington Township, Hamilton County, Indiana, inclusive of the corporate City of Westfield, Indiana.

(*Generally described and beginning as follows: The intersection of Hamilton-Boone Road and 216th Street (northwest corner of Washington Township) then extending east to and with the intersection of Hinkle Road (northeast corner of Washington Township) then extending south along Hinkle Road connecting to Moontown Road and then connecting to Gray Road to the intersection of Gray Road and 146th Street (southeast corner of Washington Township), then extending west along 146th Street to Hamilton-Boone Road (southwest corner of Washington Township), then extending north along Hamilton-Boone Road to the intersection with 216th Street, which is inclusive of approximately fifty-six (56) square miles and the corporate City of Westfield.*)

Section 2 – Responsibilities

The responsibilities of the Commission shall be to act in an advisory capacity to the Westfield City Council (hereinafter called "Council") regarding the following:

1. The adoption of a Comprehensive Plan and amendments thereto in accordance with IC 36-7-4-500 Series-Comprehensive Plan;

2. The adoption of a Zoning Ordinance and Zoning Map and amendments thereto in accordance with IC 36-7-4-600 Series-Zoning Ordinance;

3. Vacation of any Public Right-of-Way, as per IC 36-7-3 *et al*; and,

4. Any other matter, within the responsibilities of the Commission, authorized by the advisory planning law or City Code.

Section 3 – Final Decisions

The Commission shall render Final Decisions concerning the following applications / petitions, provided, that the Community Development Department / Planning Division has made evidentiary findings as to their compliance with the Westfield City Code of Ordinances and City of Westfield Zoning Ordinance:

1) Plats of Subdivision / Re-Plats of Subdivision (IC 36-7-4-700 Series-Subdivision Control); and,

2) Development Plan Review (IC 36-7-4-1400 Series-Development Plans).

ARTICLE III: MEMBERSHIP & OFFICERS

Section 1 – Membership

The Commission shall consist of nine (9) voting members (IC 36-7-4-1210.5) to begin as follows:

1) Four (4) city residents who are not elected officials or city employees, to be appointed by the City Executive Officer (Mayor) shall each serve a four (4) year term. Section 1, (5) herein then applies;

2) One (1) city resident who is not an elected official or city employee, to be appointed by the City Council shall serve a four (4) year term. Section 1, (5) herein then applies;

3) Two (2) members of the City legislative body (City Council), may be appointed by the City Council for a one (1) year term; and,

4) Two (2) township residents who are not elected officials, township employees or city employees, to be appointed by the Township Executive with the approval of the township legislative body shall serve a four (4) year term.

5) Each Commission member appointed herein are eligible for reappointment.

6) Vacancy: If a vacancy occurs among the membership, then the appointing authority shall appoint a member for the unexpired term of the vacancy or vacating member.

7) Removal for cause: The appointing authority may remove a member pursuant to IC 36-7-4-218(f).

    a) In addition, if a member of the Commission has three (3) unexcused absences (i.e. workshop, regular or special meeting) of the Commission in any calendar year, that member becomes disenfranchised at the sole discretion of the appointing authority and shall no longer be considered a viable member of the Commission.

        i) An excused absence(s) shall be considered as a call in to the Director of Community Development.

    b) In the event of removal by the appointing authority, the Commission member shall receive a mailed notice in accordance with the terms of IC 36-7-4-218(f). The appointing authority shall mail notice of the removal, along with written reasons for the removal, to the members at their address. A member who is removed may, within thirty (30) days after receiving notice of the removal, appeal the removal to the appointing

authority. The appointing authority may consider the appeal and hold a hearing to either uphold or overturn the removal of the member.

c) Commission Communications

All Commission members are encouraged to discuss any concerns that they may have with a particular petition or application with the Director of Community Development or Department Planning Staff.

8) Appointment to the Board of Zoning Appeals:

a) In accordance with IC 36-7-4-902, the Commission shall, from its membership, appoint one representative to serve on the Board of Zoning Appeals. This appointee shall not hold elective office, other appointive office or be a City or Township employee.

b) In accordance with IC 36-7-4-907, the Commission may, in the absence of its appointment under the above paragraph (8) (a), appoint an alternate member to the Board of Zoning Appeals as needed.

c) In accordance with City of Westfield Ordinance 06-02, the President of the Commission shall not be eligible for membership on the Board of Zoning Appeals.

d) In accordance with IC 36-7-4-903 this member shall not reside within the Corporate Limits of the City.

9) Training, Seminars, Continuing Education and/or Field Trips

a) Training

i) Within the first ninety (90) days of the Commission each new member shall be given an opportunity to attend an introductory training session conducted by the Department of Community Development. This session will be offered at least twice during this time period and take place at a scheduled workshop meeting of the Commission.

ii) Each new member(s) will receive a certificate stating the completion of the introductory course.

iii) Should a member fail to attend the initial training requirements, or subsequent scheduled session, that member and appointing authority shall be duly notified of failure to fulfill requirement.

b) Seminars / Conferences / Workshops

i) Each member of the APC appointed to a four (4) year term, shall be required to attend at least one (1) planning seminar / conference / workshop offered by the Department of Community Development, other Governmental Offices, Local Builders Association, American Planning Association or local universities regarding planning principals and how they affect local planning, during each term of service (This excludes the legislative body appointments under Article III, Section 1 – 3).

ii) These events shall be fully reimbursable (if a cost is involved) upon proof of completion by the member in attendance through the Department of Community Development.

c) Continuing Education

i) Each new member shall become a member of the American Planning Association (APA) and Indiana Planning Association (IPA) through the Department of Community Development.

ii) With your membership you are encouraged to participate in Planning Commissioners Programs and Services with the American Planning Association online in the following areas: 1) Live Audio Conference Series; 2) Training Resource Center; 3) Chapter Workshops; 4) Planning and Land Use Law; and, 5) Ethics Training.

d) Field Trips

i) These trips are not mandatory; however, the membership is strongly encouraged and advised to attend as Community Development Staff will be providing education and research into new development proposals. Staff will make available areas for each Commissioner to see first hand how other Indiana or out of State municipalities have been managing their growth.

Section 2 – Officers

The Commission shall, at its first regular meeting in each year, elect from its membership a President and Vice-President.

1) The President shall preside over all meetings of the Commission.

2) The Vice-president shall have the authority to act as President of the Commission during the absence or disability of the President.

3) In the absence of both the President and Vice-president, the Secretary shall preside over the election of a President pro-tempore who shall have the

authority to act as President of the Commission for the specific meeting at which they are elected.

4) Upon resignation or replacement of the President or Vice-president as a member of the Commission, the Commission shall elect a successor at its next regularly scheduled meeting.

5) In accordance with City of Westfield Ordinance 06-02, members of the City Council who are appointed to serve on the Commission shall not be eligible for the position of President, Vice-president or Secretary of the Commission.

6) The Community Development Director ("Director") shall be permanently appointed as the Secretary of the Commission. In the event of a vacancy in the position of Director, the office of Secretary shall be transferred to the interim Director as appointed by City Council.

7) The Director shall be responsible for recording and transcribing of all regular and special meeting minutes of the Commission.

Section 3 – Vacancies

The President, through the Director of Community Development, shall inform the appropriate appointing authority as promptly as possible, when a member has three (3) unexcused absences, as outlined in Section 1 (7) (a) herein, for the purpose considering the replacement of said member so that the appointing authority may appoint a replacement to fulfill the unexpired term. Other vacancies occurring in the Commission shall also be reported to the appropriate appointing authority for similar action.

ARTICLE IV: MEETINGS

Section 1 – First Monthly Meeting

1) Meeting Time, Date & Location

The First Monthly Meeting (the "First Meeting") of the Commission shall be the first Monday of each month at 7:00 p.m. The location of the First Meeting shall be in the Council Chambers of the City of Westfield, City Hall, Westfield, Indiana. If the date of the First Meeting falls on a legal holiday, or if it is impossible to conduct the First Meeting at that time or place, the meeting will be on the following Tuesday. If that is unavailable, the Community Development Director may administratively set an alternate date, time or place for the First Meeting, or the First Meeting may be postponed with the unanimous consent of the members of the Commission, provided that the notice requirements of IC 5-14-1.5 are satisfied.

2)_Meeting Purpose & Intent

The primary purpose of the First Meeting is to hold public hearings, for the petitioner to comment on its petition, and for APC members to ask questions and identify issues the petitioner should address prior to the APC taking action on the petition. The APC may also take action on pending matters, including rezonings, ordinance amendments, and comprehensive plan amendments, at this meeting.

Section 2 – Second Monthly Meeting

1) Meeting Time, Date & Location

The Second Monthly Meeting (the "Second Meeting") of the Commission shall be the third Monday of each month at 7:00 p.m. The location of the meeting shall be in the Council Chambers of the City of Westfield, City Hall, Westfield, Indiana. If the date of the Second Meeting falls on a legal holiday, or if it is impossible to conduct the meeting at that time or place, the meeting will be on the following Tuesday. If that is unavailable, the Community Development Director may administratively set an alternate date, time or place for the Second Meeting, or the meeting may be cancelled with the unanimous consent of the members of the Commission, provided that the notice requirements of IC 5-14-1.5 are satisfied.

2)_Meeting Purpose & Intent

The primary purpose of the Second Meeting is to take action on matters that have received a public hearing at the previous APC meeting. However, in some instances the APC may hold a public hearing at this meeting as well. The APC may hear additional public comment at the APC President's discretion, or by a majority of the APC members present.

Section 3 – Special Meetings

Special meetings of the Commission may be called by the President or by two (2) members of the Commission upon written request to the secretary (IC 36-7-4-307). The secretary shall send to all members, at least five (5) calendar days

before the special meeting, a written notice fixing the time and place of the meeting. Written notice of a special meeting is not required if:

1) The date, time, and place of a Special Meeting are fixed in a First Meeting or Second Meeting;

2) All members of the Commission are present at the First Meeting or Second Meeting where the Special Meeting was called; and,

3) The secretary complies with the notice requirements of IC 5-14-1.5.

Section 4 – Order of Business (Agenda)

1) The Order of Business at **First and Second Meetings** shall be as follows:

- Call to Order
- Roll Call
- Determination of a Quorum
- Meeting Announcements:
  - Changes to the Agenda
  - Continuance Requests
  - Withdrawal Requests
- Consideration / Approval
  - Minutes of Previous Meetings
  - Procedural Items
  - Items of Discussion
- Review Meeting Rules & Procedures
- Consent Agenda Items
- Old Business
  - Petition Presentation
  - Public Hearing (typically at First Meeting only)
  - APC Action (typically at Second Meeting only)
- New Business
  - Petition Presentation
  - Public Hearing (typically at First Meeting only)
  - APC Action (typically at Second Meeting only)
- Reports:
  - Commission Members
  - City Council Liaison
  - BZA Liaison
  - City Staff
- Commission Membership Comments
- Adjournment

Section 5 – Quorum and Decisions

1) Quorum, a majority, five (5), of the membership of the Commission shall constitute a quorum. No action, however, is official unless authorized at a workshop, regular or properly called special meeting by a majority of the Commission.

2) Voting

   a) Except as provided in Section 5, 2b below, decisions of the Commission shall be by roll call vote of the members. The first roll of each meeting shall be called in alphabetical order of the members' last names. Each successive roll call shall be called in the same order as the immediately preceding roll except that the member who voted first in the immediately preceding roll call shall vote last. For example: 1st Roll Call = 1,2,3,4,5,6,7,8,9; 2nd Roll Call = 2,3,4,5,6,7,8,9,1; 3rd Roll Call = 3,4,5,6,7,8,9,1,2; and, etc.

   b) Approval of Minutes and Adjournment shall be conducted by voice vote, unless a roll call vote is requested by a member of the Commission

3) Conflict

   a) No member of the Commission shall participate in the hearing or decision upon any zoning matter, other than the preparation and enactment of an overall or comprehensive plan, in which the member is directly or indirectly having or holding a financial interest in a petition or application that is being presented to the City for consideration.

   b) In the event of a conflict, the member shall describe the conflict immediately after the matter is introduced by the presiding officer, leave the room, and take no part in the discussion and/or decision making process described herein.

   c) The presiding officer shall note the existence and description of the conflict and it shall be entered into the record.

4) The Commission shall keep minutes of its proceedings showing the vote of each member on each question presented, or indicating that the member is absent or not voting.

5) The Director, or their designee, shall keep a record of all proceedings (minutes) of the Commission which shall be presented to the Commission at the next regular succeeding meeting for review and acceptance into the record. Upon acceptance, the record shall be signed by the President and attested by the Secretary.

6) The Commission may continue any case(s) that have not been called onto the floor by 10:30 p.m. Such cases shall be continued to either the next First Meeting, Second Meeting or Special Meeting. The Commission shall adjourn the meeting no later than 10:30 p.m. This rule may be suspended by a simple majority vote of the Commissioners present.

7) Continuances may be granted at the discretion of the Commission in any case for good cause shown, and to any interested party who has entered their appearance as follows:

   a) New cases appearing for the first time on the Agenda – continuances may be granted upon request.

   b) Cases which have previously appeared on the agenda of the Commission constitute continued cases. A request for the further continuance of a case may be granted by the Planning Commission for any of the following reasons:

      i) At the request of petitioner because they will be unable to proceed with their hearing and are requesting time to answer questions or modify petition.

      ii) At the request of the Director of Community Development or Department Planning Staff to allow time for further modification of the Petition / Application.

   c) The Commission at its discretion and on an affirmative vote of a majority of the Commission, may continue or postpone a public meeting or hearing of any case where, in its judgment, the petitioner has not provided sufficient evidence on which to make a final determination.

8) Adjournment. The Commission may adjourn so long as all business has been conducted in accordance with these Rules of Procedure.

ARTICLE V: DOCKET

Each case that is to be publicly heard before the Commission shall be filed in proper form with the required data, shall be numbered serially and placed on the docket of the Commission. The docket numbers shall include the year and begin anew on January 1 of each year.

As soon as the case receives a docket number it shall be placed on the docket of the Commission and a date set for hearing. Cases shall come before the Commission in the regular order of their consecutive numbers unless otherwise ordered by the Director or changed by the Commission at the beginning of a meeting.

ARTICLE VI: FILINGS

Petitions / Filings. The Community Development Director shall administratively establish petition filing deadlines for all First Meeting or Second Meeting of the Planning Commission. Those deadlines shall be approved by the APC no later than their first December meeting of each year.

ARTICLE VII: HEARINGS & CONDUCT OF HEARINGS

Section 1 - Hearings

1) Public hearings shall be held on the adoption or amendment of a Comprehensive Plan, the adoption or amendment of a Zoning Ordinance (text or map), vacation of public rights-of-way and the approval of a preliminary subdivision plat and other petitions as presented to or required by Indiana Code or planning law.

2) A petitioner who seeks to amend the Zoning Ordinance or the Comprehensive Plan or to gain approval of a preliminary subdivision plat as may be required by the Zoning Ordinance shall file such petition with the Secretary (Director of Community Development). Upon the receipt of such petition, the Secretary shall prepare a notice in accordance with Article VIII Notices, contained herein.

3) In order for a petition to be heard, the petitioner, agent or representative for the petitioner ("Petition Representative"), shall be in attendance to present the petition and answer questions about the petition. If no one is present to represent the petition, then the Commission shall dispose of the petition in accordance with Section 3 of this Article.

4) Administrative rules and deadlines are established by the Secretary (Director of Community Development) for procedures such as filing petitions and are available in the Community Development Department.

Section 2 – Conduct of Hearings

1) Public hearings shall be conducted according to the following procedure. Please note the time limitations for each hearing segment.

   a) For any petition for which a public hearing is required, after a petition is introduced by the President, a staff report will be given.

   b) After being recognized by the President, the Petition Representative will step up to the podium, and state their name and address.

   c) The Petition Representative shall present the facts and arguments in support of the case (15 minutes maximum).

   d) Comments and questions from the Commission and staff shall be held until the end of the initial presentation.

   e) The official public hearing shall then be opened. Comments from organized groups, committees (5 minutes maximum), and individuals,

other than the petitioner, shall then follow (3 minutes maximum per speaker). Speakers should present new points and not repeat comments from previous speakers. The public hearing shall then be closed.

f) The petitioner shall then receive time for rebuttal. (5 minutes maximum) There shall be no time granted for a rebuttal to the rebuttal.

g) To maintain orderly procedure, each side should proceed without interruption by the other side.

h) After the discussion of the case has concluded, the commission may consider the petition; however, action on a petition will typically occur at the APC meeting following a public hearing.

2) In the presentation of a case:

a) The burden shall be upon the Petition Representative to supply all information, including charts, diagrams and other exhibits necessary for a clear understanding of the case.

b) Statements and/or discussions to the Commission made by the Petition Representative at the meeting regarding anticipated methods of operation, site design / layout or other details relevant to the decision shall be incorporated into a binding agreement between the petitioner and Commission and shall become written commitments as per WC 16.04.010 W. (in the case of Development Plans and rezones) or if they are included as conditions to any motion to approve. Such commitments or conditions shall be reflected in the minutes of that meeting.

3) Every person appearing before the Commission shall abide by the orders and directions of the President. Discourteous, disorderly or contemptuous conduct shall be regarded as a breach of the privileges of the Commission and shall be dealt with as the President directs.

4) Applicants shall be entitled to one postponement/continuance to another scheduled Commission meeting following the meeting advertised by public notice. Such postponement/continuance must be requested in writing by the petitioner / applicant, or their representative, at the scheduled meeting.

5) Subsequent postponements, continuances or requests for such action to a meeting beyond the meeting referred to in paragraph “4” above shall be made to the Commission in person by the petitioner / applicant, or by their representative.

6) Failure of the applicant, or Petition Representative, to appear in order to make the request referred to in paragraph “5” above shall result in the dismissal of the petition. If the applicant chooses to proceed with the petition, it will be treated as a new petition and shall be re-filed in proper form with the required

data, numbered serially and placed on the docket of the Commission by City staff. Should the above occur the petitioner / applicant shall be responsible for paying all associated fees with the new petition / application.

7) Petitions that continue to appear on the Commission docket for a period of six (6) months beyond the originally noticed Commission meeting (the "Initial Period") shall be administratively dismissed and removed from the Commission docket, unless a continuation or postponement is granted by the Director for due cause. Petitioners aggrieved by the Director's determination to dismiss and remove a petition from the Commission docket may appeal such determination to the Commission, without notice, at the next regularly scheduled Commission meeting. In the event the Director administratively grants a continuation or postponement beyond the Initial Period (or in the event the Commission grants a continuation or postponement beyond the Initial Period, in the event of a successful appeal), the Director may require additional public notice to be served if the Director determines such additional notice is warranted.

8) All members present shall vote on every question unless prevented by conflict or excused by the presiding officer.

Section 3 – Failure to Appear

Failure on behalf of a petitioner to appear during a public hearing shall be dealt with as follows:

1) The President may entertain a motion from the Commission to dismiss the case for failure of the petitioner to appear. In the absence of a motion by the Commission, the Petition shall be continued to the next First Meeting or Second Meeting.

2) In cases which are dismissed for failure of the petitioner to appear, the petitioner will be furnished with a written notice by the Secretary of the Commission.

3) The petitioner shall have thirty (30) days from the date of the notice of dismissal to apply for reinstatement of the case. In such cases, the petitioner must file a written request with the Secretary for reinstatement. Reinstatement shall be at the discretion of the President for good cause shown, and upon payment of the appropriate fees by the petitioner.

4) In all cases reinstated in the above-described manner, the case will be docketed with new advertisement and public notifications as required by State Law and Westfield Code, as if this were a new case.

ARTICLE VIII: NOTICES

In the event that a public hearing is required, the following requirements for notice must be met:

1) General Requirements
   a) All public hearings shall be noticed using each of the following means of communication:
      i) Letter mailed via First Class U.S. Mail to Interested Parties (as defined in the Zoning Ordinance, WC 16.04.210);
      ii) Yard Sign(s) posted on the subject property; AND
      iii) Newspaper Publication, per IC 5-3-1.

   b) All three (3) forms of notice shall be postmarked/posted/published at least ten (10) calendar days before the scheduled public hearing.

   c) For all Commission meetings other than public hearings, a 48-hour notice shall be made by posting the meeting time and location at the entrance of the building where the meeting will occur and at City Hall. No other notice shall be required.

   d) The Community Development Department may cause notice to be posted on the official City of Westfield website.

   e) Appearance at any hearing on an application or proposal, in person or by representative, shall waive any defect in notice unless the alleged defect is raised at the beginning of the hearing.

2) Exemptions
   a) A public hearing shall not be required for Final Plat approval, per IC 36-7-4-710.

   b) Applications to change, repeal, replace or amend all or portions of the zoning ordinance or comprehensive plan shall only be required to give notice of the hearing by Newspaper Publication.

3) Public Notice – First Class Mail
   a) The applicant shall provide notice to all Interested Parties. Such notice shall state:

      i) The general location by address or other identifiable geographic description of the subject property or area.

      ii) A summary of the subject matter contained in the proposal and/or a description of the proposed change in the zone maps, where the proposal involves a change to the zone maps.

iii) Case number of the petition or appeal.

iv) The name of the applicant(s).

v) The time and place that the petition has been set for hearing (including First Meeting and Second Meeting dates).

vi) That the application and file may be examined in the office of the Community Development Department.

vii) That written objections to the proposal may be filed in the office of the Community Development Department before the hearing will be considered.

viii) That oral comments concerning the proposal will be heard at the public hearing.

ix) That the hearing may be continued from time to time as may be found necessary.

b) In order to determine the names and addresses of property owners to whom notice must be sent, the applicant or the applicant's agent shall consult with the County Mapping and Transfers Office, Hamilton County, Indiana, for a list of parties requiring notification per the zoning ordinance. A good faith effort shall be made to investigate and resolve any discrepancies or omissions in or among such records in order to determine the name and address of the current owner of record.

c) The manner in which notice must be sent to Interested Parties shall be as follows:

i) Required notices to Interested Parties shall be sent by First Class U.S. Mail (or an equivalent alternative accepted by the Director of Community Development or designee) and postmarked at least 10 calendar days before the public hearing. City staff will advise the Commission at the public hearing of any deficiencies in providing notice.

ii) Proof that notice has been mailed shall consist of a verified affidavit by the applicant or the applicant's agent indicating compliance with the notice requirements (or an equivalent alternative accepted by the Director of Community Development or designee) and shall be sufficient proof of notice under these rules regardless of actual receipt by the intended recipient. Said affidavit and a copy of the mailing list from the County Mapping and Transfers Office, must be filed in the

office of the Community Development Department four (4) calendar days prior to the public hearing.

d) The applicant shall bear the cost of and responsibility for all mailed notice to Interested Parties.

4) Public Notice – Yard Signs

a) The applicant shall post a sign or signs on the subject property in a location clearly visible to passing traffic.

b) The sign(s) shall not obstruct vehicular line of site, in compliance with the City of Westfield's Construction Standards and Specifications.

c) The City staff shall determine sign locations with not less than one sign placed on the property per street frontage, per block.

d) Signs shall be available in the office of Community Development.

e) The Community Development Department shall bear the cost of the initial sign(s). The cost for any subsequent replacement signage shall be borne by the applicant. The responsibility of sign placement shall be borne by the applicant.

5) Public Notice – Newspaper Publication

a) The Community Development Department shall cause a legal notice to be published in a newspaper(s) qualified to publish legal notices as established by Council, in accordance with IC 5-3-1. Such notice shall state:

i) The general location by address or other identifiable geographic description of the subject property or area.

ii) A summary of the subject matter contained in the proposal and/or a description of the proposed change in the zone maps, where the proposal involves a change to the zone maps.

iii) Case number of the petition or appeal.

iv) The name of the applicant(s).

v) The time and place that the petition has been set for hearing.

vi) That the application and file may be examined in the office of the Community Development Department.

vii) That written objections to the proposal may be filed in the office of the Community Development Department before the hearing will be considered.

viii) That oral comments concerning the proposal will be heard at the public hearing.

ix) That the hearing may be continued from time to time as may be found necessary.

b) The applicant shall bear the costs of and responsibility for all newspaper notices.

6) In the event that a petition which has met all public notice requirements is postponed or continued for any reason prior to a public hearing being held, no further public notice shall be necessary, so long as at the meeting for which the public hearing was noticed and scheduled, the APC President has announced the date, time and place of the new public hearing.

7) In accordance with City of Westfield Ordinance 07-09, all development proposals which are located within the area designated as the U.S. Highway 31 Overlay Zone, as defined in the Westfield-Washington Township Zoning Ordinance, that require a public hearing or action by the Commission shall provide notice to the Indiana Department of Transportation in accordance with the requirements established on the INDOT Notice Form.

8) In accordance with City of Westfield Ordinance 07-15, all development proposals which are located within the area designated as the State Highway 32 Overlay Zone, as defined in the Westfield-Washington Township Zoning Ordinance, that require a public hearing or action by the Commission shall provide notice to the Indiana Department of Transportation in accordance with the requirements established on the INDOT Notice Form.

ARTICLE IX: FINAL DISPOSITION OF CASES

1) After Commission consideration of any reports, testimony (written or verbal) and the recommendations of the Department of Community Development, the final disposition of any case shall be in the form of a decision or report, setting forth, when deemed appropriate, the recommendation (if any), findings and determinations of the Commission, together with any modifications, specifications or limitations which it makes.

2) The disposition of cases requiring final approval from the Westfield City Council ("Council") shall be in the form of a recommendation to the Council.

3) The final disposition of cases requiring only Commission approval shall set forth the findings and determinations of the Commission, together with any modification, specification or limitation it makes.

   a) In any case in which the Commission is required to make written findings along with a final decision, the Commission may adopt findings as submitted by the petitioner or by any interested party, with or without modifications, specifications or limitations, or the Commission may delegate to Staff and/or legal counsel the authority to prepare written findings.

   b) When written findings are required, the Commission's findings shall be executed by the President and Secretary of the Commission and filed in the office of the Commission within forty-five (45) days after the date of the Commission's final decision.

4) The Commission may dismiss a case for lack of representation by the petitioner or lack of jurisdiction. If a petition is dismissed for lack of representation and a postponement/continuation in accordance with Article VIII has not been granted by the Commission, then the case may be dismissed and the petitioner may re-file in accordance with these rules.

5) A petitioner may not withdraw a case after a roll call vote has been ordered by the President.

6) Cases Withdrawn.

   a) A case which has been withdrawn by the petitioner shall not be placed on the docket again for consideration within a period of six (6) months after the date of withdrawal.

   b) A new case involving the same property that was the subject of a case which has been withdrawn by any petitioner shall not be placed on the

docket for consideration within a period of three (3) months after the date of withdrawal.

7) Cases Decided Upon.

   a) A case which has been decided adversely to the petitioner shall not be placed on the docket again for consideration until the legality of the Commission's decision is finally determined pursuant to IC 36-7-4-1000 *et seq.*, or for a period of twelve (12) months following the date of the adverse decision previously rendered, whichever is later.

   b) A new case involving the same property that was the subject of a case which has been decided adversely to any petitioner shall not be placed on the docket for consideration until the legality of the Commission's decision is finally determined pursuant to IC 36-7-4-1000 *et seq.*, or for a period of six (6) months following the date of adverse decision previously rendered, whichever is later.

8) Because the Commission's recommendation (if any) is advisory in matters of Rezones and Text Amendments to the Zoning Ordinance or Comprehensive Plan, all such matters shall be certified to the City Council for its consideration in accordance with State Statute. The Commission's recommendation (if any) on any such matter may then be followed or overturned by the City Council in accordance with State Statute and the rules of the Council.

ARTICLE X: AMENDMENTS

Amendments to these rules of procedure may be made by the Commission at a First Meeting, Second Meeting, or Special Meeting. With and upon the affirmative vote of a majority of the members of the Commission it shall be effective.

A suspension of any rule may be so ordered by the Commission at any meeting by a majority vote of the members present.

These Rules of Procedure are for and of the "Westfield / Washington Planning Commission", Westfield, Indiana have been approved by the affirmative vote of the membership of said Commission (__) – (__) – (__) at a meeting of the Commission held on the _____ day of _____,_____. This approval repeals any prior Rules of Procedure.

_____	_____
President	Date
_____	_____
Vice-President	Date
_____	_____
Commissioner	Date
_____	_____
Commissioner	Date
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Commissioner	Date
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Commissioner	Date
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Commissioner	Date
_____	_____
Commissioner	Date

Attested by:

_____	_____
Secretary/Director of Economic & Community Dev.	Date

Approved: 01/28/08;
Amended: 01/04/10; Amended: 01/18/11; Amended 03/18/13

Proposed Change to the BZA Appointment Requirements

Article III; Section 1(8)(d) shall be modified as follows: In accordance with IC 36-7-4-903 this member shall ~~not reside within the Corporate Limits of the City.~~be from the citizen membership appointed by the Township Executive and shall represent the unincorporated area.

Article III; Section 1(8)(e) shall be added to state: The term of the appointment shall be two (2) years.

6/30/2022 2:15:30 PM

Compare Results

Old File:	versus	New File:
City of Westfield - APC Rules of Procedure_030413.pdf		**APC Rules of Procedure 2022_clean.pdf**
21 pages (54 KB)		**19 pages (198 KB)**
4/2/2014 5:01:52 PM		6/30/2022 1:19:08 PM

Total Changes

435

Content

141 Replacements

52 Insertions

52 Deletions

Styling and Annotations

188 Styling

2 Annotations

Go to First Change (page 1)

Summary of Comments on [Compare Report] APC Rules of Procedure 2022_clean.pdf

This page contains no comments

RULES OF PROCEDURE

WESTFIELD-WASHINGTON TOWNSHIP ADVISORY PLAN COMMISSION

ARTICLE I: AUTHORITY & JURISDICTION

Section 1: Authority

The Westfield-Washington Township Advisory Plan Commission (the "Commission") exists as an Advisory Planning Commission under the authority of I.C. 36-7-4-401 and the Westfield-Washington Township Unified Development Ordinance (the "Unified Development Ordinance"), and any amendments thereto. The Commission shall appoint a Plat Committee (the "Committee") in accordance with I.C. 36-7-4-701. These rules are adopted in accordance with the requirements of I.C. 36-7-4-401.

Section 2: Jurisdiction

As set forth in Article 2.3 Authority and Purpose; Jurisdiction and defined in Article 12.1 Definitions of the Unified Development Ordinance, the jurisdiction of the Plan Commission and Committee is all land within Washington Township, Hamilton County, Indiana, and all land incorporate into the City of Westfield, Hamilton County, Indiana.

ARTICLE II: DUTIES & RESPONSIBILITIES

Section 1: Duties

Article 3.6 Administration; Plan Commission; Duties of the Unified Development Ordinance sets forth the duties and powers of the Commission, as defined by Indiana law (I.C. 36-7-4-400 *et seq.*) or as may otherwise be required by the Unified Development Ordinance, as generally described below:

1) The Commission shall be governed by the provisions of the Unified Development Ordinance, as adopted and amended by the City Council of the City of Westfield, Indiana (the "City Council") and the Rules and Procedures set forth herein, as adopted and amended by the Commission;
2) Any member of the Commission who has a conflict of interest in a matter before the Commission shall remove him / herself from hearing the matter and not vote thereon, as further described in Article IV, Section 5, Item 3;
3) Nothing herein shall be construed to give or grant to the Commission the power of authority to alter or change the Unified Development Ordinance, including all official zoning maps; this authority is reserved for and with the City Council;
4) The Commission attorney shall be consulted in all cases where the powers of the Commission are not clearly defined; and,
5) The office of the Commission shall be located in the offices of the City of Westfield, Community Development Department, Westfield, Indiana (the "Department").

Page: 1

Text Replaced
[Old]: "Westfield / Washington Planning Commission Rules of Procedure ARTICLE I: AUTHORITY & DUTIES Section 1 – Authority The Westfield / Washington Planning Commission (hereinafter called"
[New]: "RULES OF PROCEDURE WESTFIELD-WASHINGTON TOWNSHIP ADVISORY PLAN COMMISSION ARTICLE I: AUTHORITY & JURISDICTION Section 1: Authority The Westfield-Washington Township Advisory Plan Commission (the"

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[Old]: "IC"
[New]: "I.C."

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[Old]: "Zoning Ordinance of the City of Westfield, Indiana, and any amendments thereto. These rules are adopted in accordance with the requirements of IC 36-7-4-401. Section 2 – Duties The duties of the Commission shall be those set forth in IC 36-7-4-400 et seq., and such other responsibilities as may be required by State Statute or the Westfield City Code and as follows: 1) The Commission shall be governed by the provisions of the City of Westfield Zoning Ordinance, specifically, Chapter 16.04, as adopted and amended by the City Council"
[New]: "Westfield-Washington Township Unified Development Ordinance (the "Unified Development Ordinance"), and any amendments thereto. The Commission shall appoint a Plat Committee (the "Committee") in accordance with I.C. 36-7-4-701. These rules are adopted in accordance with the requirements of I.C. 36-7-4-401. Section 2: Jurisdiction As set forth in Article 2.3 Authority and Purpose; Jurisdiction and defined in Article 12.1 Definitions of the Unified Development Ordinance, the jurisdiction of the Plan Commission and Committee is all land within Washington Township, Hamilton County, Indiana, and all land incorporate into the City of Westfield, Hamilton County, Indiana. ARTICLE II: DUTIES & RESPONSIBILITIES Section 1: Duties Article 3.6 Administration; Plan Commission; Duties of the Unified Development Ordinance sets forth the duties and powers of the Commission, as defined by Indiana law (I.C. 36-7-4-400 et seq.) or as may otherwise be required by the Unified Development Ordinance, as generally described below: 1) The Commission shall be governed by the provisions of the Unified Development Ordinance, as adopted and amended by the City Council of the City of Westfield, Indiana (the "City Council")"

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[Old]: "Zoning"
[New]: "Unified Development"

Comments from page 1 continued on next page

RULES OF PROCEDURE

WESTFIELD-WASHINGTON TOWNSHIP ADVISORY PLAN COMMISSION

ARTICLE I: AUTHORITY & JURISDICTION

Section 1: Authority

The Westfield-Washington Township Advisory Plan Commission (the "Commission") exists as an Advisory Planning Commission under the authority of I.C. 36-7-4-401 and the Westfield-Washington Township Unified Development Ordinance (the "Unified Development Ordinance"), and any amendments thereto. The Commission shall appoint a Plat Committee (the "Committee") in accordance with I.C. 36-7-4-701. These rules are adopted in accordance with the requirements of I.C. 36-7-4-401.

Section 2: Jurisdiction

As set forth in Article 2.3 Authority and Purpose; Jurisdiction and defined in Article 12.1 Definitions of the Unified Development Ordinance, the jurisdiction of the Plan Commission and Committee is all land within Washington Township, Hamilton County, Indiana, and all land incorporate into the City of Westfield, Hamilton County, Indiana.

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Section 1: Duties

Article 3.6 Administration; Plan Commission; Duties of the Unified Development Ordinance sets forth the duties and powers of the Commission, as defined by Indiana law (I.C. 36-7-4-400 *et seq.*) or as may otherwise be required by the Unified Development Ordinance, as generally described below:

1) The Commission shall be governed by the provisions of the Unified Development Ordinance, as adopted and amended by the City Council of the City of Westfield, Indiana (the "City Council") and the Rules and Procedures set forth herein, as adopted and amended by the Commission;
2) Any member of the Commission who has a conflict of interest in a matter before the Commission shall remove him / herself from hearing the matter and not vote thereon, as further described in Article IV, Section 5, Item 3;
3) Nothing herein shall be construed to give or grant to the Commission the power of authority to alter or change the Unified Development Ordinance, including all official zoning maps; this authority is reserved for and with the City Council;
4) The Commission attorney shall be consulted in all cases where the powers of the Commission are not clearly defined; and,
5) The office of the Commission shall be located in the offices of the City of Westfield, Community Development Department, Westfield, Indiana (the "Department").

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[Old]: "Council of the City of Westfield; 4) The Westfield / Washington Advisory Planning Commission Attorney"
[New]: "Council; 4) The Commission attorney"

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[Old]: ", Westfield, Indiana, 46074."
[New]: "Westfield, Indiana (the "Department")."

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"Approved: 01/28/08; Amended: 01/04/10; Amended: 01/18/11; Amended 03/18/13 -1 -"

Section 2: Responsibilities

The responsibilities of the Commission shall be to act in an advisory capacity to the City Council regarding the following:

1) The adoption of a Comprehensive Plan and amendments thereto in accordance with I.C. 36-7-4-500 *et seq.*;
2) The adoption of a Unified Development Ordinance and Zoning Map and amendments thereto in accordance with IC 36-7-4-600 *et seq.*;
3) Any other matter, within the responsibilities of the Commission, authorized by Indiana law or the Unified Development Ordinance.

Section 3: Final Decisions

The Commission shall render final decisions concerning the following matters, unless delegated to the Department or Committee; provided, that the Department has made evidentiary findings as to their compliance with the Unified Development Ordinance:

1) Plats or re-plats of Subdivisions (see Article 10.12 Subdivision of the Unified Development Ordinance);
2) Vacations of Subdivisions; and,
3) Development Plans and amendments to Development Plans (see Article 10.7 Development Plan Review of the Unified Development Ordinance).

ARTICLE III: MEMBERSHIP & OFFICERS

Section 1: Commission Membership

1) Members: The Commission shall consist of nine (9) voting members (see I.C. 36-7-4-1210.5) as follows:
   a) Four (4) residents who reside within the corporate limits of the City and are not elected officials or employees of the City. These members shall be appointed by the City's executive officer (Mayor) and shall each serve a four (4) year term.
   b) One (1) resident who resides within the corporate limits of the City and who is not an elected official or employee of the City. This member shall be appointed by the City Council and shall serve a four (4) year term.
   c) Two (2) members of the City's legislative body (City Council), who may be appointed by the City Council for a one (1) year term
   d) Two (2) residents of Washington Township who are not elected officials, employees of the Township or City. These members shall be appointed by the Township's executive (Township Trustee) with the approval of the Township's legislative body and shall serve a four (4) year term.

Page: 2

Text Inserted
"RULES OF PROCEDURE WESTFIELD-WASHINGTON TOWNSHIP ADVISORY PLAN COMMISSION"

Text Replaced
[Old]: "ARTICLE II: JURISDICTION & RESPONSIBILITIES Section 1 – Jurisdiction The jurisdiction of the Commission shall be the whole of Washington Township, Hamilton County, Indiana, inclusive of the corporate City of Westfield, Indiana. (Generally described and beginning as follows: The intersection of Hamilton-Boone Road and 216 th Street (northwest corner of Washington Township) then extending east to and with the intersection of Hinkle Road (northeast corner of Washington Township) then extending south along Hinkle Road connecting to Moontown Road and then connecting to Gray Road to the intersection of Gray Road and 146 th Street (southeast corner of Washington Township), then extending west along 146 th Street to Hamilton-Boone Road (southwest corner of Washington Township), then extending north along Hamilton-Boone Road to the intersection with 216 th Street, which is inclusive of approximately fifty-six (56) square miles and the corporate City of Westfield.) Section 2 – Responsibilities The responsibilities of the Commission shall be to act in an advisory capacity to the Westfield City Council (hereinafter called "Council") regarding the following: 1. The adoption of a Comprehensive Plan and amendments thereto in accordance with IC 36-7-4-500 Series-Comprehensive Plan; 2. The adoption of a Zoning Ordinance and Zoning Map and amendments thereto in accordance with IC 36-7-4-600 Series-Zoning Ordinance; 3. Vacation of any Public Right-of-Way, as per IC 36-7-3 et al; and, 4. Any other matter, within the responsibilities of the Commission, authorized by the advisory planning law or City Code. Section 3 – Final Decisions The Commission shall render Final Decisions concerning the following applications / petitions, provided, that the Community Development Department / Planning Division has made evidentiary findings as to their compliance with the Westfield City Code of Ordinances and City of Westfield Zoning Ordinance: 1) Plats of Subdivision / Re-Plats of Subdivision (IC 36-7-4-700 Series-Subdivision Control); and, 2) Development Plan Review (IC 36-7-4-1400 Series-Development Plans)."
[New]: "Section 2: Responsibilities The responsibilities of the Commission shall be to act in an advisory capacity to the City Council regarding the following: 1) The adoption of a Comprehensive Plan and amendments thereto in accordance with I.C. 36-7-4-500 et seq.; 2) The adoption of a Unified Development Ordinance and Zoning Map and amendments thereto in accordance with IC 36-7-4-600 et seq.; 3) Any other matter, within the responsibilities of the Commission, authorized by Indiana law or the Unified Development Ordinance. Section 3: Final Decisions The Commission shall render final decisions concerning the following matters, unless delegated to the Department or Committee; provided, that the Department has made evidentiary findings as to their compliance with the Unified Development Ordinance: 1) Plats or re-plats of Subdivisions (see Article 10.12 Subdivision of the Unified Development Ordinance); 2) Vacations of Subdivisions; and, 3) Development Plans and amendments to Development Plans (see Article 10.7 Development Plan Review of the Unified Development Ordinance)."

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[Old]: "1 – Membership"
[New]: "1: Commission Membership 1) Members:"

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[Old]: "(IC 36-7-4-1210.5) to begin as follows: 1) Four (4) city"
[New]: "(see I.C. 36-7-41210.5) as follows: a) Four (4)"

Comments from page 2 continued on next page

Section 2: Responsibilities

The responsibilities of the Commission shall be to act in an advisory capacity to the City Council regarding the following:

1) The adoption of a Comprehensive Plan and amendments thereto in accordance with I.C. 36-7-4-500 *et seq.*;
2) The adoption of a Unified Development Ordinance and Zoning Map and amendments thereto in accordance with IC 36-7-4-600 *et seq.*;
3) Any other matter, within the responsibilities of the Commission, authorized by Indiana law or the Unified Development Ordinance.

Section 3: Final Decisions

The Commission shall render final decisions concerning the following matters, unless delegated to the Department or Committee; provided, that the Department has made evidentiary findings as to their compliance with the Unified Development Ordinance:

1) Plats or re-plats of Subdivisions (see Article 10.12 Subdivision of the Unified Development Ordinance);
2) Vacations of Subdivisions; and,
3) Development Plans and amendments to Development Plans (see Article 10.7 Development Plan Review of the Unified Development Ordinance).

ARTICLE III: MEMBERSHIP & OFFICERS

Section 1: Commission Membership

1) Members: The Commission shall consist of nine (9) voting members (see I.C. 36-7-4-1210.5) as follows:
   a) Four (4) residents who reside within the corporate limits of the City and are not elected officials or employees of the City. These members shall be appointed by the City's executive officer (Mayor) and shall each serve a four (4) year term.
   b) One (1) resident who resides within the corporate limits of the City and who is not an elected official or employee of the City. This member shall be appointed by the City Council and shall serve a four (4) year term.
   c) Two (2) members of the City's legislative body (City Council), who may be appointed by the City Council for a one (1) year term
   d) Two (2) residents of Washington Township who are not elected officials, employees of the Township or City. These members shall be appointed by the Township's executive (Township Trustee) with the approval of the Township's legislative body and shall serve a four (4) year term.

Approved: 01/28/08;
Amended: 01/04/10; 01/18/11; 03/18/13, 07/05/22

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[Old]: "are not elected officials or city employees, to be appointed by the City Executive Officer (Mayor) shall each serve a four (4) year term. Section 1, (5) herein then applies; 2) One (1) city resident who is not an elected official or city employee, to be appointed by the City Council shall serve a four (4) year term. Section 1, (5) herein then applies; 3) Two (2) members of the City legislative body (City Council),"
[New]: "reside within the corporate limits of the City and are not elected officials or employees of the City. These members shall be appointed by the City's executive officer (Mayor) and shall each serve a four (4) year term. b) One (1) resident who resides within the corporate limits of the City and who is not an elected official or employee of the City. This member shall be appointed by the City Council and shall serve a four (4) year term. c) Two (2) members of the City's legislative body (City Council), who"

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[Old]: "term; and, 4) Two (2) township residents"
[New]: "term d) Two (2) residents of Washington Township"

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[Old]: "township employees or city employees, to be appointed by the Township Executive with the approval of the township legislative body"
[New]: "employees of the Township or City. These members shall be appointed by the Township's executive (Township Trustee) with the approval of the Township's legislative body and"

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[Old]: "Amended 03/18/13 -2 -"
[New]: "03/18/13, 07/05/22 Page 2 of 19"

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2) Reappointment: Each Commission member appointed herein are eligible for reappointment.

3) Removal for cause: The appointing authority may remove a member pursuant to I.C. 36-7-4-218(f).
   a) In addition, if a member of the Commission has three (3) unexcused absences[1] in any calendar year from a meeting on the Commission's adopted schedule of meetings (see Article 3.1(B) of the Unified Development Ordinance) (the "Schedule of Meeting and Filing Dates"), then that member becomes disenfranchised at the sole discretion of the appointing authority and shall no longer be considered a viable member of the Plan Commission.
   b) In the event of removal by the appointing authority, the Plan Commission member shall receive a mailed notice in accordance with the terms of I.C. 36-7-4-218(f). The appointing authority shall mail notice of the removal, along with written reasons for the removal, to the members at their address. A member who is removed may, within thirty (30) days after receiving notice of the removal, appeal the removal to the appointing authority. The appointing authority may consider the appeal and hold a hearing to either uphold or overturn the removal of the member.

4) Vacancy:
   a) If a vacancy occurs among the membership, then the appointing authority shall appoint a member for the unexpired term of the vacancy or vacating member.
   b) The President, through the Director, shall inform the appropriate appointing authority as promptly as possible, when a member has three (3) unexcused absences, as outlined herein, for the purpose considering the replacement of said member so that the appointing authority may appoint a replacement to fulfill the unexpired term. Other vacancies occurring in the Commission shall also be reported to the appropriate appointing authority for similar action.

5) Commission Communications: Communication between Commission members outside of a meeting is prohibited. Ex-parte communications with the applicant, property owner, agent or representative for the applicant (the "Petition Representative") is prohibited; however, all Commission members are encouraged to discuss any concerns that they may have with a particular petition or application with the Department.

6) Appointment to the Board of Zoning Appeals:
   a) In accordance with I.C. 36-7-4-902, the Commission shall, from its membership, appoint one representative to serve on the Westfield-Washington Township

[1] An excused absence(s) shall be considered as a call in to the Director of the Department.

Page: 3

Text Inserted
"RULES OF PROCEDURE WESTFIELD-WASHINGTON TOWNSHIP ADVISORY PLAN COMMISSION"

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Text Inserted
"Reappointment:"

Text Replaced
[Old]: "6) Vacancy: If a vacancy occurs among the membership, then the appointing authority shall appoint a member for the unexpired term of the vacancy or vacating member. 7) Removal for cause: The appointing authority may remove a member pursuant to IC"
[New]: "3) Removal for cause: The appointing authority may remove a member pursuant to I.C."

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Annotation Inserted

Text Replaced
[Old]: "(i.e. workshop, regular or special meeting) of the Commission in any calendar year, that member becomes disenfranchised at the sole discretion of the appointing authority and shall no longer be considered a viable member of the Commission. i) An excused absence(s) shall be considered as a call in to the Director of Community Development. b) In the event of removal by the appointing authority, the Commission member shall receive a mailed notice in accordance with the terms of IC 36-7-4-218(f)."
[New]: "1 in any calendar year from a meeting on the Commission's adopted schedule of meetings (see Article 3.1(B) of the Unified Development Ordinance) (the "Schedule of Meeting and Filing Dates"), then that member becomes disenfranchised at the sole discretion of the appointing authority and shall no longer be considered a viable member of the Plan Commission. b) In the event of removal by the appointing authority, the Plan Commission member shall receive a mailed notice in accordance with the terms of I.C. 36-7-4-218(f)."

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Font "ArialMT" changed to "Calibri".
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Text Deleted
"Approved: 01/28/08; Amended: 01/04/10; Amended: 01/18/11; Amended 03/18/13 -3 -"

Text Replaced
[Old]: "c)"
[New]: "4) Vacancy: a) If a vacancy occurs among the membership, then the appointing authority shall appoint a member for the unexpired term of the vacancy or vacating member. b) The President, through the Director, shall inform the appropriate appointing authority as promptly as possible, when a member has three (3) unexcused absences, as outlined herein, for the purpose considering the replacement of said member so that the appointing authority may appoint a replacement to fulfill the unexpired term."

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Comments from page 3 continued on next page

2) Reappointment: Each Commission member appointed herein are eligible for reappointment.

3) Removal for cause: The appointing authority may remove a member pursuant to I.C. 36-7-4-218(f).
   a) In addition, if a member of the Commission has three (3) unexcused absences[1] in any calendar year from a meeting on the Commission's adopted schedule of meetings (see Article 3.1(B) of the Unified Development Ordinance) (the "Schedule of Meeting and Filing Dates"), then that member becomes disenfranchised at the sole discretion of the appointing authority and shall no longer be considered a viable member of the Plan Commission.
   b) In the event of removal by the appointing authority, the Plan Commission member shall receive a mailed notice in accordance with the terms of I.C. 36-7-4-218(f). The appointing authority shall mail notice of the removal, along with written reasons for the removal, to the members at their address. A member who is removed may, within thirty (30) days after receiving notice of the removal, appeal the removal to the appointing authority. The appointing authority may consider the appeal and hold a hearing to either uphold or overturn the removal of the member.

4) Vacancy:
   a) If a vacancy occurs among the membership, then the appointing authority shall appoint a member for the unexpired term of the vacancy or vacating member.
   b) The President, through the Director, shall inform the appropriate appointing authority as promptly as possible, when a member has three (3) unexcused absences, as outlined herein, for the purpose considering the replacement of said member so that the appointing authority may appoint a replacement to fulfill the unexpired term. Other vacancies occurring in the Commission shall also be reported to the appropriate appointing authority for similar action.

5) Commission Communications: Communication between Commission members outside of a meeting is prohibited. Ex-parte communications with the applicant, property owner, agent or representative for the applicant (the "Petition Representative") is prohibited; however, all Commission members are encouraged to discuss any concerns that they may have with a particular petition or application with the Department.

6) Appointment to the Board of Zoning Appeals:
   a) In accordance with I.C. 36-7-4-902, the Commission shall, from its membership, appoint one representative to serve on the Westfield-Washington Township

[1] An excused absence(s) shall be considered as a call in to the Director of the Department.

Text Inserted
"Other vacancies occurring in the Commission shall also be reported to the appropriate appointing authority for similar action."

Text Replaced
[Old]: "Commission Communications All Commission members are encouraged to discuss any concerns that they may have with a particular petition or application with the Director of Community Development or Department Planning Staff."
[New]: "5) Commission Communications: Communication between Commission members outside of a meeting is prohibited. Ex-parte communications with the applicant, property owner, agent or representative for the applicant (the "Petition Representative") is prohibited; however, all Commission members are encouraged to discuss any concerns that they may have with a particular petition or application with the Department."

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Font "ArialMT" changed to "Calibri".
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Text Replaced
[Old]: "IC"
[New]: "I.C."

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Font-color changed.

Text Inserted
"Westfield-Washington Township"

Graphic Element Inserted

Text Inserted
"1 An excused absence(s) shall be considered as a call in to the Director of the Department."

Text Inserted
"Approved: 01/28/08; Amended: 01/04/10; 01/18/11; 03/18/13, 07/05/22 Page 3 of 19"

Board of Zoning Appeals (the "Board of Zoning Appeals"). This appointee shall not hold elective office, other appointive office or be an employee of the City or Township.

b) In accordance with I.C. 36-7-4-907, the Commission may, in the absence of its appointment under the above paragraph (a), appoint an alternate member to the Board of Zoning Appeals, as needed.

c) In accordance with I.C. 36-7-4-903 this member be from the citizen membership appointed by the Township Executive and shall represent the unincorporated area.

d) The term of the appointment shall be two (2) years.

7) Appointment to the Plat Committee: In accordance with I.C. 36-7-4-701, the Commission shall appoint members to the Plat Committee, in accordance with Section 2 of this Article.

Section 2: Committee Membership

1) Members: The Commission shall consist of five (5) voting members (see I.C. 36-7-4-701) as follows:

a) At least one (1) member of the Commission.

b) At least one (1), but not more than two (2), City of Westfield staff members.

c) At least one (1) Citizen member.

d) All members are appointed by the Commission.

e) All membership terms are for one (1) year.

2) Reappointment: Each Committee member appointed herein is eligible for reappointment.

3) Removal for cause: The Commission may remove a member pursuant to I.C. 36-7-4-701.

a) In addition, if a member of the Committee has three (3) unexcused absences[2] in any calendar year from a meeting on the Committee's adopted schedule of meetings (see Article 3.1(B) of the Unified Development Ordinance) (the "Schedule of Meeting and Filing Dates"), then that member becomes disenfranchised at the sole discretion of the Commission and shall no longer be considered a viable member of the Committee.

b) In the event of removal by the Commission, the Committee member shall receive a mailed notice in accordance with the terms of I.C. 36-7-4-701(e). The appointing authority shall mail notice of the removal, along with written reasons for the removal, to the members at their address. A member who is removed may, within

[2] An excused absence(s) shall be considered as a call in to the Director of the Department.

Page: 4

Text Inserted
"RULES OF PROCEDURE WESTFIELD-WASHINGTON TOWNSHIP ADVISORY PLAN COMMISSION"

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Text Replaced
[Old]: "Appeals."
[New]: "Appeals (the "Board of Zoning Appeals")."

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Text Replaced
[Old]: "a City or Township employee. b) In accordance with IC"
[New]: "an employee of the City or Township. b) In accordance with I.C."

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Text Deleted
"(8)"

Text Replaced
[Old]: "Appeals"
[New]: "Appeals,"

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Text Replaced
[Old]: "City of Westfield Ordinance 06-02, the President of the Commission shall not be eligible for membership on the Board of Zoning Appeals. d) In accordance with IC 36-7-4-903 this member shall not reside within the Corporate Limits of the City. 9) Training, Seminars, Continuing Education and/or Field Trips a)"
[New]: "I.C. 36-7-4-903 this member be from the citizen membership appointed by the Township Executive and shall represent the unincorporated area. d) The term of the appointment shall be two (2) years. 7) Appointment to the Plat Committee: In accordance with I.C. 36-7-4-701, the Commission shall appoint members to the Plat Committee, in accordance with Section 2 of this Article. Section 2: Committee Membership 1) Members: The Commission shall consist of five (5) voting members (see I.C. 36-7-4 701) as follows: a) At least one (1) member of"

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Board of Zoning Appeals (the "Board of Zoning Appeals"). This appointee shall not hold elective office, other appointive office or be an employee of the City or Township.

b) In accordance with I.C. 36-7-4-907, the Commission may, in the absence of its appointment under the above paragraph (a), appoint an alternate member to the Board of Zoning Appeals, as needed.

c) In accordance with I.C. 36-7-4-903 this member be from the citizen membership appointed by the Township Executive and shall represent the unincorporated area.

d) The term of the appointment shall be two (2) years.

7) Appointment to the Plat Committee: In accordance with I.C. 36-7-4-701, the Commission shall appoint members to the Plat Committee, in accordance with Section 2 of this Article.

Section 2: Committee Membership

1) Members: The Commission shall consist of five (5) voting members (see I.C. 36-7-4-701) as follows:
   a) At least one (1) member of the Commission.
   b) At least one (1), but not more than two (2), City of Westfield staff members.
   c) At least one (1) Citizen member.
   d) All members are appointed by the Commission.
   e) All membership terms are for one (1) year.

2) Reappointment: Each Committee member appointed herein is eligible for reappointment.

3) Removal for cause: The Commission may remove a member pursuant to I.C. 36-7-4-701.
   a) In addition, if a member of the Committee has three (3) unexcused absences[2] in any calendar year from a meeting on the Committee's adopted schedule of meetings (see Article 3.1(B) of the Unified Development Ordinance) (the "Schedule of Meeting and Filing Dates"), then that member becomes disenfranchised at the sole discretion of the Commission and shall no longer be considered a viable member of the Committee.
   b) In the event of removal by the Commission, the Committee member shall receive a mailed notice in accordance with the terms of I.C. 36-7-4-701(e). The appointing authority shall mail notice of the removal, along with written reasons for the removal, to the members at their address. A member who is removed may, within

[2] An excused absence(s) shall be considered as a call in to the Director of the Department.

Text Deleted
"Training"

Text Replaced
[Old]: "i) Within the first ninety (90) days of the Commission each new member shall be given an opportunity to attend an introductory training session conducted by"
[New]: "the Commission. b) At least one (1), but not more than two (2), City of Westfield staff members. c) At least one (1) Citizen member. d) All members are appointed by the Commission. e) All membership terms are for one (1) year. 2) Reappointment: Each Committee member appointed herein is eligible for reappointment. 3) Removal for cause: The Commission may remove a member pursuant to I.C. 36-7-4 701. a) In addition, if a member of the Committee has three (3) unexcused absences"

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Annotation Inserted

Text Replaced
[Old]: "the Department of Community Development."
[New]: "2 in any calendar year from a meeting on the Committee's adopted schedule of meetings (see Article 3.1(B) of the Unified Development Ordinance) (the "Schedule of Meeting and Filing Dates"), then that member becomes disenfranchised at"

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Text Deleted
"This session will be offered at least twice during this time period and take place at a scheduled workshop meeting of the Commission."

Text Replaced
[Old]: "ii) Each new member(s) will receive a certificate stating the completion of the introductory course. iii) Should a member fail to attend the initial training requirements, or subsequent scheduled session, that member and appointing authority shall be duly notified of failure to fulfill requirement. b)"
[New]: "the sole discretion of the Commission and shall no longer be considered a viable member of the Committee. b) In the event of removal by the Commission, the Committee member shall receive a mailed notice in accordance with the terms of I.C. 36-7-4-701(e). The appointing authority shall mail notice of the removal, along with written reasons for the removal, to the members at their address. A"

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Text Deleted
"Amended:"

Text Deleted
"Seminars / Conferences / Workshops"

Text Replaced
[Old]: "i) Each member"
[New]: "member who is removed may, within"

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Text Inserted
"2"

Text Inserted
"An excused absence(s) shall be considered as a call in to the Director of the Department."

Text Attributes Changed

Comments from page 4 continued on next page

Board of Zoning Appeals (the "Board of Zoning Appeals"). This appointee shall not hold elective office, other appointive office or be an employee of the City or Township.

b) In accordance with I.C. 36-7-4-907, the Commission may, in the absence of its appointment under the above paragraph (a), appoint an alternate member to the Board of Zoning Appeals, as needed.

c) In accordance with I.C. 36-7-4-903 this member be from the citizen membership appointed by the Township Executive and shall represent the unincorporated area.

d) The term of the appointment shall be two (2) years.

7) Appointment to the Plat Committee: In accordance with I.C. 36-7-4-701, the Commission shall appoint members to the Plat Committee, in accordance with Section 2 of this Article.

Section 2: Committee Membership

1) Members: The Commission shall consist of five (5) voting members (see I.C. 36-7-4-701) as follows:
   a) At least one (1) member of the Commission.
   b) At least one (1), but not more than two (2), City of Westfield staff members.
   c) At least one (1) Citizen member.
   d) All members are appointed by the Commission.
   e) All membership terms are for one (1) year.

2) Reappointment: Each Committee member appointed herein is eligible for reappointment.

3) Removal for cause: The Commission may remove a member pursuant to I.C. 36-7-4-701.
   a) In addition, if a member of the Committee has three (3) unexcused absences[2] in any calendar year from a meeting on the Committee's adopted schedule of meetings (see Article 3.1(B) of the Unified Development Ordinance) (the "Schedule of Meeting and Filing Dates"), then that member becomes disenfranchised at the sole discretion of the Commission and shall no longer be considered a viable member of the Committee.
   b) In the event of removal by the Commission, the Committee member shall receive a mailed notice in accordance with the terms of I.C. 36-7-4-701(e). The appointing authority shall mail notice of the removal, along with written reasons for the removal, to the members at their address. A member who is removed may, within

[2] An excused absence(s) shall be considered as a call in to the Director of the Department.

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Font "TimesNewRomanPSMT" changed to "Calibri".
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Text Replaced
[Old]: "Amended 03/18/13 -4 -"
[New]: "03/18/13, 07/05/22 Page 4 of 19"

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thirty (30) days after receiving notice of the removal, appeal the removal to the appointing authority. The appointing authority may consider the appeal and hold a hearing to either uphold or overturn the removal of the member.

4) Vacancy: If a vacancy occurs among the membership, then the appointing authority shall appoint a member for the unexpired term of the vacancy or vacating member.

5) Committee Communications: Communication between Committee members outside of a meeting is prohibited. Ex-parte communications with Petition Representatives is prohibited; however, all Committee members are encouraged to discuss any concerns that they may have with a particular petition or application with the Department.

Section 3: Officers

The Commission and Committee shall, at their first regular meeting in each year, elect from its membership a President and Vice-president.

1) The President shall preside over all meetings of the Commission or Committee.
2) The Vice-president shall have the authority to act as President during the absence or disability of the President.
3) In the absence of both the President and Vice-president, the Secretary shall preside over the election of a President pro-tempore who shall have the authority to act as President for the specific meeting of the Commission or Committee at which they are elected.
4) Upon resignation or replacement of the President or Vice-president as a member of the Commission or Committee, the Commission or Committee shall elect a successor at its next regularly scheduled meeting.
5) In accordance with City of Westfield Ordinance 06-02, members of the City Council who are appointed to serve on the Commission shall not be eligible for the position of President, Vice-president or Secretary of the Commission.
6) The Director of the Department ("Director") shall be permanently appointed as the Secretary of the Commission and Committee. In the event of a vacancy in the position of Director, the office of Secretary shall be transferred to the interim Director as appointed by the Mayor.
7) The Director shall be responsible for recording and transcribing all regular and special meeting minutes of the Commission or Committee.

Section 4: Training, Seminars, Continuing Education and/or Field Trips

1) Training
   a) Within the first ninety (90) days of serving on the Commission, each new member shall be given an opportunity to attend an introductory training session conducted by the Department. This session will be offered at least twice during this time period and take place at a scheduled workshop meeting of the Commission.

Page: 5

Text Inserted
"RULES OF PROCEDURE WESTFIELD-WASHINGTON TOWNSHIP ADVISORY PLAN COMMISSION"

Text Replaced
[Old]: "of the APC appointed to a four (4) year term, shall be required to attend at least one (1) planning seminar / conference / workshop offered by the Department of Community Development, other Governmental Offices, Local Builders Association, American Planning Association or local universities regarding planning principals and how they affect local planning, during each term of service (This excludes the legislative body appointments under Article III, Section 1 – 3). ii) These events shall be fully reimbursable (if a cost is involved) upon proof of completion by the member in attendance through the Department of Community Development. c)"
[New]: "thirty (30) days after receiving notice of the removal, appeal the removal to the appointing authority. The appointing authority may consider the appeal and hold a hearing to either uphold or overturn the removal of the member. 4) Vacancy: If a vacancy occurs among the membership, then the appointing authority"

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Text Deleted
"Continuing Education"

Text Replaced
[Old]: "i) Each new member shall become a member of the American Planning Association (APA) and Indiana Planning Association (IPA) through the Department of Community Development. ii) With your membership you are encouraged to participate in Planning Commissioners Programs and Services with the American Planning Association online in the following areas: 1) Live Audio Conference Series; 2) Training Resource Center; 3) Chapter Workshops; 4) Planning and Land Use Law; and, 5) Ethics Training. d) Field Trips i) These trips are not mandatory; however, the membership is strongly encouraged and advised to attend as Community Development Staff will be providing education and research into new development proposals. Staff will make available areas for each Commissioner to see first hand how other Indiana or out of State municipalities have been managing their growth. Section 2 – Officers The Commission shall, at its first regular meeting in each year, elect from its membership a President and Vice-President. 1) The President shall preside over all meetings of the Commission. 2) The Vice-president shall have the authority to act as President of the Commission"
[New]: "shall appoint a member for the unexpired term of the vacancy or vacating member. 5) Committee Communications: Communication between Committee members outside of a meeting is prohibited. Ex-parte communications with Petition Representatives is prohibited; however, all Committee members are encouraged to discuss any concerns that they may have with a particular petition or application with the Department. Section 3: Officers The Commission and Committee shall, at their first regular meeting in each year, elect from its membership a President and Vice-president. 1) The President shall preside over all meetings of the Commission or Committee. 2) The Vice-president shall have the authority to act as President"

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"Approved: 01/28/08; Amended: 01/04/10; Amended: 01/18/11; Amended 03/18/13 -5 -"

Text Deleted
"of the Commission"

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thirty (30) days after receiving notice of the removal, appeal the removal to the appointing authority. The appointing authority may consider the appeal and hold a hearing to either uphold or overturn the removal of the member.

4) Vacancy: If a vacancy occurs among the membership, then the appointing authority shall appoint a member for the unexpired term of the vacancy or vacating member.

5) Committee Communications: Communication between Committee members outside of a meeting is prohibited. Ex-parte communications with Petition Representatives is prohibited; however, all Committee members are encouraged to discuss any concerns that they may have with a particular petition or application with the Department.

Section 3: Officers

The Commission and Committee shall, at their first regular meeting in each year, elect from its membership a President and Vice-president.

1) The President shall preside over all meetings of the Commission or Committee.
2) The Vice-president shall have the authority to act as President during the absence or disability of the President.
3) In the absence of both the President and Vice-president, the Secretary shall preside over the election of a President pro-tempore who shall have the authority to act as President for the specific meeting of the Commission or Committee at which they are elected.
4) Upon resignation or replacement of the President or Vice-president as a member of the Commission or Committee, the Commission or Committee shall elect a successor at its next regularly scheduled meeting.
5) In accordance with City of Westfield Ordinance 06-02, members of the City Council who are appointed to serve on the Commission shall not be eligible for the position of President, Vice-president or Secretary of the Commission.
6) The Director of the Department ("Director") shall be permanently appointed as the Secretary of the Commission and Committee. In the event of a vacancy in the position of Director, the office of Secretary shall be transferred to the interim Director as appointed by the Mayor.
7) The Director shall be responsible for recording and transcribing all regular and special meeting minutes of the Commission or Committee.

Section 4: Training, Seminars, Continuing Education and/or Field Trips

1) Training
   a) Within the first ninety (90) days of serving on the Commission, each new member shall be given an opportunity to attend an introductory training session conducted by the Department. This session will be offered at least twice during this time period and take place at a scheduled workshop meeting of the Commission.

"of the Commission or Committee"

Text Replaced
[Old]: "Commission, the Commission"
[New]: "Commission or Committee, the Commission or Committee"

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Font "ArialMT" changed to "Calibri".
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Text Replaced
[Old]: "Community Development Director"
[New]: "Director of the Department"

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Font "ArialMT" changed to "Calibri".
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Text Replaced
[Old]: "Commission."
[New]: "Commission and Committee."

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Text Replaced
[Old]: "City Council."
[New]: "the Mayor."

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"of"

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Font "ArialMT" changed to "Calibri".
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Font "ArialMT" changed to "Calibri".
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Text Replaced
[Old]: "Commission. Section 3 – Vacancies The President, through the Director of Community Development, shall inform the appropriate

Comments from page 5 continued on next page

thirty (30) days after receiving notice of the removal, appeal the removal to the appointing authority. The appointing authority may consider the appeal and hold a hearing to either uphold or overturn the removal of the member.

4) Vacancy: If a vacancy occurs among the membership, then the appointing authority shall appoint a member for the unexpired term of the vacancy or vacating member.

5) Committee Communications: Communication between Committee members outside of a meeting is prohibited. Ex-parte communications with Petition Representatives is prohibited; however, all Committee members are encouraged to discuss any concerns that they may have with a particular petition or application with the Department.

Section 3: Officers

The Commission and Committee shall, at their first regular meeting in each year, elect from its membership a President and Vice-president.

1) The President shall preside over all meetings of the Commission or Committee.
2) The Vice-president shall have the authority to act as President during the absence or disability of the President.
3) In the absence of both the President and Vice-president, the Secretary shall preside over the election of a President pro-tempore who shall have the authority to act as President for the specific meeting of the Commission or Committee at which they are elected.
4) Upon resignation or replacement of the President or Vice-president as a member of the Commission or Committee, the Commission or Committee shall elect a successor at its next regularly scheduled meeting.
5) In accordance with City of Westfield Ordinance 06-02, members of the City Council who are appointed to serve on the Commission shall not be eligible for the position of President, Vice-president or Secretary of the Commission.
6) The Director of the Department ("Director") shall be permanently appointed as the Secretary of the Commission and Committee. In the event of a vacancy in the position of Director, the office of Secretary shall be transferred to the interim Director as appointed by the Mayor.
7) The Director shall be responsible for recording and transcribing all regular and special meeting minutes of the Commission or Committee.

Section 4: Training, Seminars, Continuing Education and/or Field Trips

1) Training
   a) Within the first ninety (90) days of serving on the Commission, each new member shall be given an opportunity to attend an introductory training session conducted by the Department. This session will be offered at least twice during this time period and take place at a scheduled workshop meeting of the Commission.

appointing authority as promptly as possible, when"
[New]: "Commission or Committee. Section 4: Training, Seminars, Continuing Education and/or Field Trips 1) Training a) Within the first ninety (90) days of serving on the Commission, each new member shall be given an opportunity to attend an introductory training session conducted by the Department. This session will be offered at least twice during this time period and take place at a scheduled workshop meeting of the Commission."

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Text Inserted
"Approved: 01/28/08; Amended: 01/04/10; 01/18/11; 03/18/13, 07/05/22 Page 5 of 19"

b) If a member fails to attend the initial training requirements, or subsequent scheduled session, then that member and appointing authority shall be duly notified of failure to fulfill requirement.

2) Seminars / Conferences / Workshops
   a) Each member of the Commission appointed to a four (4) year term, is encouraged to attend at least one (1) planning seminar / conference / workshop offered by the Department, other governmental offices, local builders association, American Planning Association or local universities regarding planning principals and how they affect local planning, during each term of service (this excludes the legislative body appointments).
   b) The cost to participate in one event (per member, per term) shall be fully reimbursable if the event details are reviewed and approved by the Department prior to registration. The cost to participate in additional events may be reimbursable, at the Department's discretion.

3) Continuing Education
   a) Each new member shall become a member of the American Planning Association (APA) and the Indiana Chapter (APA Indiana) through the Department. With this membership, you are encouraged to participate in programming offered by these organizations.

ARTICLE IV: MEETINGS

Section 1: Monthly Meetings

1) Schedule of Meetings: The Commission shall adopt an annual Schedule of Meetings and Filing Dates of the regularly scheduled Commission and Committee meetings each year and deadlines for filing applications for placement on a meeting agenda (the "Schedule of Meeting and Filing Dates"). The Schedule of Meetings and Filing Dates shall be maintained by the Department (see Article 3.1(B) of the Unified Development Ordinance) and shall be approved by the Commission no later than their first December meeting of each year.

2) Commission Meeting Time, Date & Location: The meetings of the Commission shall be the first and third Monday of each month at 7:00 p.m. The meeting location shall be in the Council Chambers of the City of Westfield, City Hall, Westfield, Indiana. If the date of the meeting falls on a legal holiday, or if it is impossible to conduct the meeting at that time or place, then the meeting will be held on the following Tuesday. If that is unavailable, then the Director may administratively set an alternate date, time or place for the meeting, or the meeting may be postponed with the unanimous consent

Page: 6

Text Inserted
"RULES OF PROCEDURE WESTFIELD-WASHINGTON TOWNSHIP ADVISORY PLAN COMMISSION"

Text Replaced
[Old]: "a member has three (3) unexcused absences, as outlined in Section 1 (7) (a) herein, for the purpose considering the replacement of said member so that the appointing authority may appoint a replacement to fulfill the unexpired term. Other vacancies occurring in the Commission shall also be reported to the appropriate appointing authority for similar action."
[New]: "b) If a member fails to attend the initial training requirements, or subsequent scheduled session, then that member and appointing authority shall be duly notified of failure to fulfill requirement. 2) Seminars / Conferences / Workshops a) Each member of the Commission appointed to a four (4) year term, is encouraged to attend at least one (1) planning seminar / conference / workshop offered by the Department, other governmental offices, local builders association, American Planning Association or local universities regarding planning principals and how they affect local planning, during each term of service (this excludes the legislative body appointments). b) The cost to participate in one event (per member, per term) shall be fully reimbursable if the event details are reviewed and approved by the Department prior to registration. The cost to participate in additional events may be reimbursable, at the Department's discretion. 3) Continuing Education a) Each new member shall become a member of the American Planning Association (APA) and the Indiana Chapter (APA Indiana) through the Department. With this membership, you are encouraged to participate in programming offered by these organizations."

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Deleted
"Amended:"

Text Attributes Changed
Font "Arial-BoldMT" changed to "Calibri-Bold".
Font-size "12" changed to "13.98".
Font-color changed.

Text Replaced
[Old]: "1 – First Monthly Meeting 1) Meeting Time, Date & Location The First Monthly Meeting (the "First Meeting") of the Commission shall be the first Monday of each month at 7:00 p.m. The location of the First Meeting shall be in the Council Chambers of the City of Westfield, City Hall, Westfield, Indiana. If the date of the First Meeting falls on a legal holiday, or if it is impossible to conduct the First Meeting at that time or place, the meeting will be on the following Tuesday. If that is unavailable, the Community Development Director may administratively set an alternate date, time or place for the First Meeting, or the First Meeting"
[New]: "1: Monthly Meetings 1) Schedule of Meetings: The Commission shall adopt an annual Schedule of Meetings and Filing Dates of the regularly scheduled Commission and Committee meetings each year and deadlines for filing applications for placement on a meeting agenda (the "Schedule of Meeting and Filing Dates"). The Schedule of Meetings and Filing Dates shall be maintained by the Department (see Article 3.1(B) of the Unified Development Ordinance) and shall be approved by the Commission no later than their first December meeting of each year. 2) Commission Meeting Time, Date & Location: The meetings of the Commission shall be the first and third Monday of each month at 7:00 p.m. The meeting location shall be in the Council Chambers of the City of Westfield, City Hall, Westfield, Indiana. If the date of the meeting falls on a legal holiday, or if it is impossible to conduct the meeting at that time or place, then the meeting will be held on the following Tuesday. If that is unavailable, then the Director may administratively set an alternate date, time or place for the meeting, or the meeting"

Font "ArialMT" changed to "Calibri-Bold".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri-Bold".
Font-color changed.

Text Attributes Changed
Font "TimesNewRomanPSMT" changed to "Calibri".
Font-size "10.02" changed to "9".
Font-color changed.

Text Replaced
[Old]: "Amended 03/18/13 -6 -"
[New]: "03/18/13, 07/05/22 Page 6 of 19"

Comments from page 6 continued on next page

Font "TimesNewRomanPSMT" changed to "Calibri".
Font-size "10.02" changed to "9".
Font-color changed.

b) If a member fails to attend the initial training requirements, or subsequent scheduled session, then that member and appointing authority shall be duly notified of failure to fulfill requirement.

2) Seminars / Conferences / Workshops
   a) Each member of the Commission appointed to a four (4) year term, is encouraged to attend at least one (1) planning seminar / conference / workshop offered by the Department, other governmental offices, local builders association, American Planning Association or local universities regarding planning principals and how they affect local planning, during each term of service (this excludes the legislative body appointments).
   b) The cost to participate in one event (per member, per term) shall be fully reimbursable if the event details are reviewed and approved by the Department prior to registration. The cost to participate in additional events may be reimbursable, at the Department's discretion.

3) Continuing Education
   a) Each new member shall become a member of the American Planning Association (APA) and the Indiana Chapter (APA Indiana) through the Department. With this membership, you are encouraged to participate in programming offered by these organizations.

ARTICLE IV: MEETINGS

Section 1: Monthly Meetings

1) Schedule of Meetings: The Commission shall adopt an annual Schedule of Meetings and Filing Dates of the regularly scheduled Commission and Committee meetings each year and deadlines for filing applications for placement on a meeting agenda (the "Schedule of Meeting and Filing Dates"). The Schedule of Meetings and Filing Dates shall be maintained by the Department (see Article 3.1(B) of the Unified Development Ordinance) and shall be approved by the Commission no later than their first December meeting of each year.

2) Commission Meeting Time, Date & Location: The meetings of the Commission shall be the first and third Monday of each month at 7:00 p.m. The meeting location shall be in the Council Chambers of the City of Westfield, City Hall, Westfield, Indiana. If the date of the meeting falls on a legal holiday, or if it is impossible to conduct the meeting at that time or place, then the meeting will be held on the following Tuesday. If that is unavailable, then the Director may administratively set an alternate date, time or place for the meeting, or the meeting may be postponed with the unanimous consent

of the members of the Commission, provided that the notice requirements of I.C. 5-14-1.5 are satisfied.

3) Committee Meeting Time, Date & Location: The meetings of the Committee shall be the second and fourth Monday of each month at 11:00 a.m. The meeting location shall be at the Westfield City Services Building, Westfield, Indiana. If the date of the meeting falls on a legal holiday, or if it is impossible to conduct the meeting at that time or place, then the meeting will be held on the following Tuesday. If that is unavailable, then the Director may administratively set an alternate date, time or place for the meeting, or the meeting may be postponed with the unanimous consent of the members of the Committee, provided that the notice requirements of I.C. 5-14-1.5 are satisfied.

4) Special Meetings: Special meetings of the Commission or Committee may be called by the President or by two (2) members of the Commission or Committee upon written request to the Secretary (IC 36-7-4-307). The Secretary shall send to all members, at least five (5) calendar days before the special meeting, a written notice fixing the time and place of the meeting. Written notice of a special meeting is not required if:
   a) The date, time, and place of a Special Meeting are already fixed on the Schedule of Meeting and Filing Dates;
   b) All members of the Commission or Committee are present at a meeting on the Schedule of Meetings and Filing Dates where the Special Meeting was called; and,
   c) The Secretary complies with the notice requirements of I.C. 5-14-1.5.

5) Meeting Purpose & Intent:
   a) First Commission Meeting of Month: The primary purpose of the first Commission meeting of the month is to hold public hearings and take action Items of Business and Consent Agenda Items.
   b) Second Commission Meeting of Month: The primary purpose of the Second Commission Meeting is to hold workshops for Zoning Map Changes, including Rezone, PUD, and PUD Amendment petitions. The purpose of the workshop is to allow the commission to provide comments on changes that have been made following the public hearing, and to allow the petitioner to gain final comments prior to returning for a recommendation. Consent Agenda Items may be acted upon at this meeting.
   c) Committee Meetings: The purpose of Plat Committee meetings is to hold public hearings and take action on Primary Plat and Overall Development Plan petitions. This will typically occur at the same meeting, but it is possible that some items will need to attend more than one meeting.

Page: 7

Text Inserted
"RULES OF PROCEDURE WESTFIELD-WASHINGTON TOWNSHIP ADVISORY PLAN COMMISSION"

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "IC"
[New]: "I.C."

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "2)_Meeting Purpose & Intent The primary purpose of the First Meeting is to hold public hearings, for the petitioner to comment on its petition, and for APC members to ask questions and identify issues the petitioner should address prior to the APC taking action on the petition. The APC may also take action on pending matters, including rezonings, ordinance amendments, and comprehensive plan amendments, at this meeting. Section 2 – Second Monthly Meeting 1) Meeting Time, Date & Location The Second Monthly Meeting (the "Second Meeting") of the Commission shall be the third Monday of each month at 7:00 p.m. The location of the meeting shall be in the Council Chambers of the City of Westfield, City Hall, Westfield, Indiana. If the date of the Second Meeting falls on a legal holiday, or if it is impossible to conduct the meeting at that time or place, the meeting will be on the following Tuesday. If that is unavailable, the Community Development Director may administratively set an alternate date, time or place for the Second Meeting, or the meeting may be cancelled with the unanimous consent of the members of the Commission, provided that the notice requirements of IC 5-14-1.5 are satisfied. 2)_Meeting Purpose & Intent The primary purpose of the Second Meeting is to take action on matters that have received a public hearing at the previous APC meeting. However, in some instances the APC may hold a public hearing at this meeting as well. The APC may hear additional public comment at the APC President's discretion, or by a majority of the APC members present. Section 3 – Special Meetings Special meetings of the Commission may be called by the President or by two (2) members of the Commission upon written request to the secretary (IC 36-7-4307). The secretary"
[New]: "3) Committee Meeting Time, Date & Location: The meetings of the Committee shall be the second and fourth Monday of each month at 11:00 a.m. The meeting location shall be at the Westfield City Services Building, Westfield, Indiana. If the date of the meeting falls on a legal holiday, or if it is impossible to conduct the meeting at that time or place, then the meeting will be held on the following Tuesday. If that is unavailable, then the Director may administratively set an alternate date, time or place for the meeting, or the meeting may be postponed with the unanimous consent of the members of the Committee, provided that the notice requirements of I.C. 5 14-1.5 are satisfied. 4) Special Meetings: Special meetings of the Commission or Committee may be called by the President or by two (2) members of the Commission or Committee upon written request to the Secretary (IC 36-7-4-307). The Secretary"

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Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Deleted
"Approved: 01/28/08; Amended: 01/04/10; Amended: 01/18/11; Amended 03/18/13 -7 -"

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "1)"
[New]: "a)"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Comments from page 7 continued on next page

of the members of the Commission, provided that the notice requirements of I.C. 5-14-1.5 are satisfied.

3) Committee Meeting Time, Date & Location: The meetings of the Committee shall be the second and fourth Monday of each month at 11:00 a.m. The meeting location shall be at the Westfield City Services Building, Westfield, Indiana. If the date of the meeting falls on a legal holiday, or if it is impossible to conduct the meeting at that time or place, then the meeting will be held on the following Tuesday. If that is unavailable, then the Director may administratively set an alternate date, time or place for the meeting, or the meeting may be postponed with the unanimous consent of the members of the Committee, provided that the notice requirements of I.C. 5-14-1.5 are satisfied.

4) Special Meetings: Special meetings of the Commission or Committee may be called by the President or by two (2) members of the Commission or Committee upon written request to the Secretary (IC 36-7-4-307). The Secretary shall send to all members, at least five (5) calendar days before the special meeting, a written notice fixing the time and place of the meeting. Written notice of a special meeting is not required if:
   a) The date, time, and place of a Special Meeting are already fixed on the Schedule of Meeting and Filing Dates;
   b) All members of the Commission or Committee are present at a meeting on the Schedule of Meetings and Filing Dates where the Special Meeting was called; and,
   c) The Secretary complies with the notice requirements of I.C. 5-14-1.5.

5) Meeting Purpose & Intent:
   a) First Commission Meeting of Month: The primary purpose of the first Commission meeting of the month is to hold public hearings and take action Items of Business and Consent Agenda Items.
   b) Second Commission Meeting of Month: The primary purpose of the Second Commission Meeting is to hold workshops for Zoning Map Changes, including Rezone, PUD, and PUD Amendment petitions. The purpose of the workshop is to allow the commission to provide comments on changes that have been made following the public hearing, and to allow the petitioner to gain final comments prior to returning for a recommendation. Consent Agenda Items may be acted upon at this meeting.
   c) Committee Meetings: The purpose of Plat Committee meetings is to hold public hearings and take action on Primary Plat and Overall Development Plan petitions. This will typically occur at the same meeting, but it is possible that some items will need to attend more than one meeting.

Text Replaced
[Old]: "fixed in a First Meeting or Second Meeting; 2) All members of the Commission are present at the First Meeting or Second Meeting where the Special Meeting was called; and, 3) The secretary"
[New]: "already fixed on the Schedule of Meeting and Filing Dates; b) All members of the Commission or Committee are present at a meeting on the Schedule of Meetings and Filing Dates where the Special Meeting was called; and, c) The Secretary"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "IC 5-14-1.5."
[New]: "I.C. 5-14-1.5. 5) Meeting Purpose & Intent: a) First Commission Meeting of Month: The primary purpose of the first Commission meeting of the month is to hold public hearings and take action Items of Business and Consent Agenda Items. b) Second Commission Meeting of Month: The primary purpose of the Second Commission Meeting is to hold workshops for Zoning Map Changes, including Rezone, PUD, and PUD Amendment petitions. The purpose of the workshop is to allow the commission to provide comments on changes that have been made following the public hearing, and to allow the petitioner to gain final comments prior to returning for a recommendation. Consent Agenda Items may be acted upon at this meeting. c) Committee Meetings: The purpose of Plat Committee meetings is to hold public hearings and take action on Primary Plat and Overall Development Plan petitions. This will typically occur at the same meeting, but it is possible that some items will need to attend more than one meeting."

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Inserted
"Approved: 01/28/08; Amended: 01/04/10; 01/18/11; 03/18/13, 07/05/22 Page 7 of 19"

Section 2: Order of Business (Agenda):

1) The order of business at **First Monthly Commission Meetings** shall be as follows:
   - Call to Order
   - Roll Call
   - Determination of a Quorum
   - Meeting Announcements:
     - Changes to the Agenda
     - Continuance Requests
     - Withdrawal Requests
   - Consideration / Approval
     - Minutes of Previous Meetings
     - Procedural Items
     - Items of Discussion
   - Review Meeting Rules & Procedures
   - Consent Agenda Items
   - Items of Business
   - Public Hearing Items
   - Reports:
     - Commission Members
     - Downtown Update
     - City Council Liaison
     - Board of Zoning Appeals Liaison
     - Plat Committee Liaison
     - Department
   - Adjournment

2) The order of business at **Second Monthly Commission Meetings** shall be as follows:
   - Call to Order
   - Roll Call
   - Determination of a Quorum
   - Meeting Announcements:
     - Changes to the Agenda
     - Continuance Requests
     - Withdrawal Requests
   - Consideration / Approval
     - Minutes of Previous Meetings
     - Procedural Items
     - Items of Discussion
   - Review Meeting Rules & Procedures
   - Consent Agenda Items

Page: 8

Text Inserted
"RULES OF PROCEDURE WESTFIELD-WASHINGTON TOWNSHIP ADVISORY PLAN COMMISSION"

Text Replaced
[Old]: "(Agenda)"
[New]: "(Agenda):"

Font "ArialMT" changed to "Calibri-Bold".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri-Bold".
Font-color changed.

Text Replaced
[Old]: "4 –"
[New]: "2:"

Font "ArialMT" changed to "Calibri-Bold".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri-Bold".
Font-color changed.

Text Replaced
[Old]: "and Second"
[New]: "Monthly Commission"

Font "Arial-BoldMT" changed to "Calibri-Bold".
Font-color changed.

Text Attributes Changed
Font "Arial-BoldMT" changed to "Calibri-Bold".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "Order of Business"
[New]: "order of business"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "o"
[New]: "•"

Font "CourierNewPSMT" changed to "SymbolMT".

Comments from page 8 continued on next page

Section 2: Order of Business (Agenda):

1) The order of business at **First Monthly Commission Meetings** shall be as follows:
   - Call to Order
   - Roll Call
   - Determination of a Quorum
   - Meeting Announcements:
     - Changes to the Agenda
     - Continuance Requests
     - Withdrawal Requests
   - Consideration / Approval
     - Minutes of Previous Meetings
     - Procedural Items
     - Items of Discussion
   - Review Meeting Rules & Procedures
   - Consent Agenda Items
   - Items of Business
   - Public Hearing Items
   - Reports:
     - Commission Members
     - Downtown Update
     - City Council Liaison
     - Board of Zoning Appeals Liaison
     - Plat Committee Liaison
     - Department
   - Adjournment

2) The order of business at **Second Monthly Commission Meetings** shall be as follows:
   - Call to Order
   - Roll Call
   - Determination of a Quorum
   - Meeting Announcements:
     - Changes to the Agenda
     - Continuance Requests
     - Withdrawal Requests
   - Consideration / Approval
     - Minutes of Previous Meetings
     - Procedural Items
     - Items of Discussion
   - Review Meeting Rules & Procedures
   - Consent Agenda Items

Font-size "10.02" changed to "12".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "o"
[New]: "•"

Font "CourierNewPSMT" changed to "SymbolMT".
Font-size "10.02" changed to "12".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "o"
[New]: "•"

Font "CourierNewPSMT" changed to "SymbolMT".
Font-size "10.02" changed to "12".
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Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "o"
[New]: "•"

Font "CourierNewPSMT" changed to "SymbolMT".
Font-size "10.02" changed to "12".
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Text Attributes Changed
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Font-color changed.

Text Replaced
[Old]: "o"
[New]: "•"

Font "CourierNewPSMT" changed to "SymbolMT".
Font-size "10.02" changed to "12".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "o"
[New]: "•"

Font "CourierNewPSMT" changed to "SymbolMT".

Comments from page 8 continued on next page

Section 2: Order of Business (Agenda):

1) The order of business at **First Monthly Commission Meetings** shall be as follows:
   - Call to Order
   - Roll Call
   - Determination of a Quorum
   - Meeting Announcements:
     - Changes to the Agenda
     - Continuance Requests
     - Withdrawal Requests
   - Consideration / Approval
     - Minutes of Previous Meetings
     - Procedural Items
     - Items of Discussion
   - Review Meeting Rules & Procedures
   - Consent Agenda Items
   - Items of Business
   - Public Hearing Items
   - Reports:
     - Commission Members
     - Downtown Update
     - City Council Liaison
     - Board of Zoning Appeals Liaison
     - Plat Committee Liaison
     - Department
   - Adjournment

2) The order of business at **Second Monthly Commission Meetings** shall be as follows:
   - Call to Order
   - Roll Call
   - Determination of a Quorum
   - Meeting Announcements:
     - Changes to the Agenda
     - Continuance Requests
     - Withdrawal Requests
   - Consideration / Approval
     - Minutes of Previous Meetings
     - Procedural Items
     - Items of Discussion
   - Review Meeting Rules & Procedures
   - Consent Agenda Items

Font-size "10.02" changed to "12".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "o"
[New]: "•"

Font "CourierNewPSMT" changed to "SymbolMT".
Font-size "10.02" changed to "12".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "Items o Old Business o Petition Presentation o Public Hearing (typically at First Meeting only) o APC Action (typically at Second Meeting only) o New Business o Petition Presentation o Public Hearing (typically at First Meeting only) o APC Action (typically at Second Meeting only) o" [New]: "Items • Items of Business • Public Hearing Items • Reports: o Commission Members o Downtown Update o City Council Liaison o Board of Zoning Appeals Liaison o Plat Committee Liaison o Department • Adjournment 2) The order of business at Second Monthly Commission Meetings shall be as follows: • Call to Order • Roll Call • Determination of a Quorum • Meeting Announcements: o Changes to the Agenda o Continuance Requests o Withdrawal Requests • Consideration / Approval o Minutes of Previous Meetings o Procedural Items o Items of Discussion • Review Meeting Rules & Procedures • Consent Agenda Items"

Font "ArialMT" changed to "Calibri".
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Text Inserted
"Approved: 01/28/08; Amended: 01/04/10; 01/18/11; 03/18/13, 07/05/22 Page 8 of 19"

- Workshop Items
- Reports:
  - Commission Members
  - Downtown Update
  - City Council Liaison
  - Board of Zoning Appeals Liaison
  - Plat Committee Liaison
  - Department
- Adjournment

3) The order of business at **Committee Meetings** shall be as follows:
- Call to Order
- Roll Call
- Determination of a Quorum
- Meeting Announcements:
  - Changes to the Agenda
  - Continuance Requests
  - Withdrawal Requests
- Consideration / Approval
  - Minutes of Previous Meetings
  - Procedural Items
  - Items of Discussion
- Review Meeting Rules & Procedures
- Items of Business
- Public Hearing Items
- Reports:
  - Committee Members
  - Plan Commission Liaison
  - Department
- Adjournment

Section 3: Quorum and Decisions

1) Quorum:
   a) Commission: A majority of five (5) of the Commission membership shall constitute a quorum. No action, however, is official unless authorized at a workshop, regular or properly called special meetings by a majority of the Commission.
   b) Committee: A majority of three (3) of the Committee membership shall constitute a quorum. No action, however, is official unless authorized at a regular or properly called special meetings by a majority of the Committee.

Page: 9

Text Inserted
"RULES OF PROCEDURE WESTFIELD-WASHINGTON TOWNSHIP ADVISORY PLAN COMMISSION"

Text Inserted
"• Workshop Items • Reports: o Commission Members o Downtown Update"

Text Attributes Changed
Font-color changed.

Text Replaced
[Old]: "BZA Liaison o City Staff o Commission Membership Comments o"
[New]: "Board of Zoning Appeals Liaison o Plat Committee Liaison o Department • Adjournment 3) The order of business at Committee Meetings shall be as follows: • Call to Order • Roll Call • Determination of a Quorum • Meeting Announcements: o Changes to the Agenda o Continuance Requests o Withdrawal Requests • Consideration / Approval o Minutes of Previous Meetings o Procedural Items o Items of Discussion • Review Meeting Rules & Procedures • Items of Business • Public Hearing Items • Reports: o Committee Members o Plan Commission Liaison o Department •"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Deleted
"Amended:"

Text Attributes Changed
Font "ArialMT" changed to "Calibri-Bold".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri-Bold".
Font-color changed.

Text Replaced
[Old]: "5 –"
[New]: "3:"

Font "ArialMT" changed to "Calibri-Bold".
Font-color changed.

Text Replaced
[Old]: "Quorum, a majority, five (5), of the membership of the Commission shall constitute a quorum. No action, however, is official unless authorized at a workshop, regular or properly called special meeting by a majority of the Commission."
[New]: "Quorum: a) Commission: A majority of five (5) of the Commission membership shall constitute a quorum. No action, however, is official unless authorized at a workshop, regular or properly called special meetings by a majority of the Commission. b) Committee: A majority of three (3) of the Committee membership shall constitute a quorum. No action, however, is official unless authorized at a regular or properly called special meetings by a majority of the Committee."

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Font-color changed.

Text Attributes Changed
Font "TimesNewRomanPSMT" changed to "Calibri".
Font-size "10.02" changed to "9".
Font-color changed.

Text Replaced
[Old]: "Amended 03/18/13 -8 -"
[New]: "03/18/13, 07/05/22 Page 9 of 19"

Comments from page 9 continued on next page

Font "TimesNewRomanPSMT" changed to "Calibri".
Font-size "10.02" changed to "9".
Font-color changed.

- Workshop Items
- Reports:
  - Commission Members
  - Downtown Update
  - City Council Liaison
  - Board of Zoning Appeals Liaison
  - Plat Committee Liaison
  - Department
- Adjournment

3) The order of business at **Committee Meetings** shall be as follows:
   - Call to Order
   - Roll Call
   - Determination of a Quorum
   - Meeting Announcements:
     - Changes to the Agenda
     - Continuance Requests
     - Withdrawal Requests
   - Consideration / Approval
     - Minutes of Previous Meetings
     - Procedural Items
     - Items of Discussion
   - Review Meeting Rules & Procedures
   - Items of Business
   - Public Hearing Items
   - Reports:
     - Committee Members
     - Plan Commission Liaison
     - Department
   - Adjournment

Section 3: Quorum and Decisions

1) Quorum:
   a) Commission: A majority of five (5) of the Commission membership shall constitute a quorum. No action, however, is official unless authorized at a workshop, regular or properly called special meetings by a majority of the Commission.
   b) Committee: A majority of three (3) of the Committee membership shall constitute a quorum. No action, however, is official unless authorized at a regular or properly called special meetings by a majority of the Committee.

2) Voting:
   a) Except as otherwise provided below, decisions of the Commission or Committee shall be by roll call vote of the members. The first roll of each meeting shall be called in alphabetical order of the members' last names. Each successive roll call shall be called in the same order as the immediately preceding roll except that the member who voted first in the immediately preceding roll call shall vote last. For example: 1st Roll Call = 1,2,3,4,5,6,7,8,9; 2nd Roll Call = 2,3,4,5,6,7,8,9,1; 3rd Roll Call = 3,4,5,6,7,8,9,1,2; and, etc.

   b) Approval of minutes and adjournment may be conducted by voice vote, unless a roll call vote is requested by a member of the Commission or Committee, or any member is attending virtually.

3) Conflict:
   a) No member of the Commission or Committee shall participate in the hearing or in any decision on any zoning matter, other than the preparation and enactment of a comprehensive plan, in which the member has a direct or indirect financial interest in a petition or application that is being presented to the Commission or Committee for consideration.

   b) A member of the Commission or Committee is disqualified and may not participate in a hearing if the member is biased or prejudiced or otherwise unable to be impartial.

   c) In the event of a conflict, then the member shall describe the conflict immediately after the matter is introduced by the presiding officer and take no part in the discussion and/or decision-making process described herein.

   d) The presiding officer shall note the existence and description of the conflict and it shall be entered into the record.

Section 4: Minutes

   a) The Commission and Committee shall keep minutes of its proceedings showing the vote of each member on each question presented, or indicating that the member is absent or not voting.

   b) The Director, or their designee, shall keep a record of all proceedings (minutes) of the Commission and Committee which shall be presented to the Commission at the next regular succeeding meeting for review and acceptance into the record. Upon acceptance, the record shall be signed by the President and attested by the Secretary.

Page: 10

Text Inserted
"RULES OF PROCEDURE WESTFIELD-WASHINGTON TOWNSHIP ADVISORY PLAN COMMISSION"

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "Voting"
[New]: "Voting:"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "provided in Section 5, 2b"
[New]: "otherwise provided"

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Text Attributes Changed
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Text Inserted
"or Committee"

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Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "Minutes and Adjournment shall"
[New]: "minutes and adjournment may"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "3) Conflict a) No member of the Commission"
[New]: "or Committee, or any member is attending virtually. 3) Conflict: a) No member of the Commission or Committee"

Comments from page 10 continued on next page

2) Voting:
   a) Except as otherwise provided below, decisions of the Commission or Committee shall be by roll call vote of the members. The first roll of each meeting shall be called in alphabetical order of the members' last names. Each successive roll call shall be called in the same order as the immediately preceding roll except that the member who voted first in the immediately preceding roll call shall vote last. For example: 1st Roll Call = 1,2,3,4,5,6,7,8,9; 2nd Roll Call = 2,3,4,5,6,7,8,9,1; 3rd Roll Call = 3,4,5,6,7,8,9,1,2; and, etc.

   b) Approval of minutes and adjournment may be conducted by voice vote, unless a roll call vote is requested by a member of the Commission or Committee, or any member is attending virtually.

3) Conflict:
   a) No member of the Commission or Committee shall participate in the hearing or in any decision on any zoning matter, other than the preparation and enactment of a comprehensive plan, in which the member has a direct or indirect financial interest in a petition or application that is being presented to the Commission or Committee for consideration.

   b) A member of the Commission or Committee is disqualified and may not participate in a hearing if the member is biased or prejudiced or otherwise unable to be impartial.

   c) In the event of a conflict, then the member shall describe the conflict immediately after the matter is introduced by the presiding officer and take no part in the discussion and/or decision-making process described herein.

   d) The presiding officer shall note the existence and description of the conflict and it shall be entered into the record.

Section 4: Minutes

   a) The Commission and Committee shall keep minutes of its proceedings showing the vote of each member on each question presented, or indicating that the member is absent or not voting.

   b) The Director, or their designee, shall keep a record of all proceedings (minutes) of the Commission and Committee which shall be presented to the Commission at the next regular succeeding meeting for review and acceptance into the record. Upon acceptance, the record shall be signed by the President and attested by the Secretary.

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Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "decision upon"
[New]: "in any decision on"

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Font "ArialMT" changed to "Calibri".
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Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "is directly or indirectly having or holding a"
[New]: "has a direct or indirect"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "an overall or"
[New]: "a"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "City for consideration. b) In the event of a conflict, the member shall describe the conflict immediately after the matter is introduced by the presiding officer, leave the room, and take no part in the discussion and/or decision making"
[New]: "Commission or Committee for consideration. b) A member of the Commission or Committee is disqualified and may not participate in a hearing if the member is biased or prejudiced or otherwise unable to be impartial. c) In the event of a conflict, then the member shall describe the conflict immediately after the matter is introduced by the presiding officer and take no part in the discussion and/or decision-making"

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Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "4) The Commission"
[New]: "Section 4: Minutes a) The Commission and Committee"

Comments from page 10 continued on next page

2) Voting:
   a) Except as otherwise provided below, decisions of the Commission or Committee shall be by roll call vote of the members. The first roll of each meeting shall be called in alphabetical order of the members' last names. Each successive roll call shall be called in the same order as the immediately preceding roll except that the member who voted first in the immediately preceding roll call shall vote last. For example: 1st Roll Call = 1,2,3,4,5,6,7,8,9; 2nd Roll Call = 2,3,4,5,6,7,8,9,1; 3rd Roll Call = 3,4,5,6,7,8,9,1,2; and, etc.

   b) Approval of minutes and adjournment may be conducted by voice vote, unless a roll call vote is requested by a member of the Commission or Committee, or any member is attending virtually.

3) Conflict:
   a) No member of the Commission or Committee shall participate in the hearing or in any decision on any zoning matter, other than the preparation and enactment of a comprehensive plan, in which the member has a direct or indirect financial interest in a petition or application that is being presented to the Commission or Committee for consideration.

   b) A member of the Commission or Committee is disqualified and may not participate in a hearing if the member is biased or prejudiced or otherwise unable to be impartial.

   c) In the event of a conflict, then the member shall describe the conflict immediately after the matter is introduced by the presiding officer and take no part in the discussion and/or decision-making process described herein.

   d) The presiding officer shall note the existence and description of the conflict and it shall be entered into the record.

Section 4: Minutes

   a) The Commission and Committee shall keep minutes of its proceedings showing the vote of each member on each question presented, or indicating that the member is absent or not voting.

   b) The Director, or their designee, shall keep a record of all proceedings (minutes) of the Commission and Committee which shall be presented to the Commission at the next regular succeeding meeting for review and acceptance into the record. Upon acceptance, the record shall be signed by the President and attested by the Secretary.

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Text Attributes Changed
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Font-color changed.

Text Replaced
[Old]: "5)"
[New]: "b)"

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Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Inserted
"and Committee"

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "TimesNewRomanPSMT" changed to "Calibri".
Font-size "10.02" changed to "9".
Font-color changed.

Text Deleted
"Amended:"

Text Attributes Changed
Font "TimesNewRomanPSMT" changed to "Calibri".
Font-size "10.02" changed to "9".
Font-color changed.

Text Replaced
[Old]: "Amended 03/18/13 -9 -"
[New]: "03/18/13, 07/05/22 Page 10 of 19"

Font "TimesNewRomanPSMT" changed to "Calibri".
Font-size "10.02" changed to "9".
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Section 5: Decisions

All members present shall vote on every question unless prevented by conflict or excused by the presiding officer.

Section 6. Adjournment

The Commission or Committee may adjourn so long as all business has been conducted in accordance with these Rules of Procedure. The Commission may, by a majority vote, continue any case(s) that have not been called onto the floor by 10:30 p.m. to allow for adjournment. Such cases shall be continued to a subsequent meeting.

ARTICLE V: DOCKET

Each petition that is to be publicly heard before the Commission or Committee shall be filed in proper form with the required data, shall be numbered serially and placed on the docket of the Commission (see Chapter 10: Processes and Permits of the Unified Development Ordinance). The docket numbers shall include the year and begin anew with the January filing deadline.

As soon as the petition receives a docket number, then it shall be placed on the docket of the Commission or Committee and a date set for hearing, in accordance with the Schedule of Meeting and Filing Dates. Petition items shall come before the Commission or Committee in the regular order of their consecutive docket numbers unless otherwise ordered by the Department or changed by the Commission or Committee at the beginning of a meeting.

ARTICLE VI: NOTICES

In the event that a public hearing is required, the following requirements for notice must be met:

Section 1: General Requirements

1) All public hearings shall be noticed using each of the following means of communication:
   a) Letter mailed via First Class U.S. Mail to Interested Parties (as defined in Section 3 of this Article);
   b) Yard Sign(s) posted on the subject property; AND
   c) Newspaper Publication, per IC 5-3-1.

Page: 11

Text Inserted
"RULES OF PROCEDURE WESTFIELD-WASHINGTON TOWNSHIP ADVISORY PLAN COMMISSION"

Text Replaced
[Old]: "6)"
[New]: "Section 5: Decisions"

Font "ArialMT" changed to "Calibri-Bold".
Font-color changed.

Text Inserted
"All members present shall vote on every question unless prevented by conflict or excused by the presiding officer."

Text Replaced
[Old]: "The Commission may continue any case(s) that have not been called onto the floor by 10:30 p.m. Such cases shall be continued to either the next First Meeting, Second Meeting or Special Meeting. The Commission shall adjourn the meeting no later than 10:30 p.m. This rule may be suspended by a simple majority vote of the Commissioners present. 7) Continuances may be granted at the discretion of the Commission in any case for good cause shown, and to any interested party who has entered their appearance as follows: a) New cases appearing for the first time on the Agenda – continuances may be granted upon request. b) Cases which have previously appeared on the agenda of the Commission constitute continued cases. A request for the further continuance of a case may be granted by the Planning Commission for any of the following reasons: i) At the request of petitioner because they will be unable to proceed with their hearing and are requesting time to answer questions or modify petition. ii) At the request of the Director of Community Development or Department Planning Staff to allow time for further modification of the Petition / Application. c) The Commission at its discretion and on an affirmative vote of a majority of the Commission, may continue or postpone a public meeting or hearing of any case where, in its judgment, the petitioner has not provided sufficient evidence on which to make a final determination. 8) Adjournment. The Commission may adjourn so long as all business has been conducted in accordance with these Rules of Procedure."
[New]: "Section 6: Adjournment The Commission or Committee may adjourn so long as all business has been conducted in accordance with these Rules of Procedure. The Commission may, by a majority vote, continue any case(s) that have not been called onto the floor by 10:30 p.m. to allow for adjournment. Such cases shall be continued to a subsequent meeting."

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Text Deleted
"Approved: 01/28/08; Amended: 01/04/10; Amended: 01/18/11; Amended 03/18/13 -10 -"

Text Attributes Changed
Font "Arial-BoldMT" changed to "Calibri-Bold".
Font-size "12" changed to "13.98".
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Text Replaced
[Old]: "case"
[New]: "petition"

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Text Attributes Changed
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Font "ArialMT" changed to "Calibri".
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Comments from page 11 continued on next page

Section 5: Decisions

All members present shall vote on every question unless prevented by conflict or excused by the presiding officer.

Section 6: Adjournment

The Commission or Committee may adjourn so long as all business has been conducted in accordance with these Rules of Procedure. The Commission may, by a majority vote, continue any case(s) that have not been called onto the floor by 10:30 p.m. to allow for adjournment. Such cases shall be continued to a subsequent meeting.

ARTICLE V: DOCKET

Each petition that is to be publicly heard before the Commission or Committee shall be filed in proper form with the required data, shall be numbered serially and placed on the docket of the Commission (see Chapter 10: Processes and Permits of the Unified Development Ordinance). The docket numbers shall include the year and begin anew with the January filing deadline.

As soon as the petition receives a docket number, then it shall be placed on the docket of the Commission or Committee and a date set for hearing, in accordance with the Schedule of Meeting and Filing Dates. Petition items shall come before the Commission or Committee in the regular order of their consecutive docket numbers unless otherwise ordered by the Department or changed by the Commission or Committee at the beginning of a meeting.

ARTICLE VI: NOTICES

In the event that a public hearing is required, the following requirements for notice must be met:

Section 1: General Requirements

1) All public hearings shall be noticed using each of the following means of communication:
   a) Letter mailed via First Class U.S. Mail to Interested Parties (as defined in Section 3 of this Article);
   b) Yard Sign(s) posted on the subject property; AND
   c) Newspaper Publication, per IC 5-3-1.

Text Inserted
"or Committee"

Text Replaced
[Old]: "of the Commission. The docket numbers shall include the year and begin anew on January 1 of each year. As soon as the case"
[New]: "of the Commission (see Chapter 10: Processes and Permits of the Unified Development Ordinance). The docket numbers shall include the year and begin anew with the January filing deadline. As soon as the petition"

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Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "number"
[New]: "number, then"

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Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "hearing. Cases shall come before the Commission in the regular order of their consecutive"
[New]: "hearing, in accordance with the Schedule of Meeting and Filing Dates. Petition items shall come before the Commission or Committee in the regular order of their consecutive docket"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Inserted
"or Committee"

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

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Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "Director"
[New]: "Department"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Inserted
"or Committee"

Comments from page 11 continued on next page

Section 5: Decisions

All members present shall vote on every question unless prevented by conflict or excused by the presiding officer.

Section 6: Adjournment

The Commission or Committee may adjourn so long as all business has been conducted in accordance with these Rules of Procedure. The Commission may, by a majority vote, continue any case(s) that have not been called onto the floor by 10:30 p.m. to allow for adjournment. Such cases shall be continued to a subsequent meeting.

ARTICLE V: DOCKET

Each petition that is to be publicly heard before the Commission or Committee shall be filed in proper form with the required data, shall be numbered serially and placed on the docket of the Commission (see Chapter 10: Processes and Permits of the Unified Development Ordinance). The docket numbers shall include the year and begin anew with the January filing deadline.

As soon as the petition receives a docket number, then it shall be placed on the docket of the Commission or Committee and a date set for hearing, in accordance with the Schedule of Meeting and Filing Dates. Petition items shall come before the Commission or Committee in the regular order of their consecutive docket numbers unless otherwise ordered by the Department or changed by the Commission or Committee at the beginning of a meeting.

ARTICLE VI: NOTICE

In the event that a public hearing is required, the following requirements for notice must be met:

Section 1: General Requirements

1) All public hearings shall be noticed using each of the following means of communication:
   a) Letter mailed via First Class U.S. Mail to Interested Parties (as defined in Section 3 of this Article);
   b) Yard Sign(s) posted on the subject property; AND
   c) Newspaper Publication, per IC 5-3-1.

Text Deleted
"ARTICLE VIII:"

Text Deleted
"data, numbered serially and placed on the docket of the Commission by City staff. Should the above occur the petitioner / applicant shall be responsible for paying all associated fees with the new petition / application. 7) Petitions that continue to appear on the Commission docket for a period of six (6) months beyond the originally noticed Commission meeting (the "Initial Period") shall be administratively dismissed and removed from the Commission docket, unless a continuation or postponement is granted by the Director for due cause. Petitioners aggrieved by the Director's determination to dismiss and remove a petition from the Commission docket may appeal such determination to the Commission, without notice, at the next regularly scheduled Commission meeting. In the event the Director administratively grants a continuation or postponement beyond the Initial Period (or in the event the Commission grants a continuation or postponement beyond the Initial Period, in the event of a successful appeal), the Director may require additional public notice to be served if the Director determines such additional notice is warranted. 8) All members present shall vote on every question unless prevented by conflict or excused by the presiding officer. Section 3 – Failure to Appear Failure on behalf of a petitioner to appear during a public hearing shall be dealt with as follows: 1) The President may entertain a motion from the Commission to dismiss the case for failure of the petitioner to appear. In the absence of a motion by the Commission, the Petition shall be continued to the next First Meeting or Second Meeting. 2) In cases which are dismissed for failure of the petitioner to appear, the petitioner will be furnished with a written notice by the Secretary of the Commission. 3) The petitioner shall have thirty (30) days from the date of the notice of dismissal to apply for reinstatement of the case. In such cases, the petitioner must file a written request with the Secretary for reinstatement. Reinstatement shall be at the discretion of the President for good cause shown, and upon payment of the appropriate fees by the petitioner. 4) In all cases reinstated in the above-described manner, the case will be docketed with new advertisement and public notifications as required by State Law and Westfield Code, as if this were a new case."

Text Deleted
"Discourteous, disorderly or contemptuous conduct shall be regarded as a breach of the privileges of the Commission and shall be dealt with as the President directs."

Text Deleted
"Such commitments or conditions shall be reflected in the minutes of that meeting."

Text Deleted
"Speakers should present new points and not repeat comments from previous speakers. The public hearing shall then be closed."

Text Deleted
"Comments from organized groups, committees (5 minutes maximum), and individuals,"

Text Deleted
"d) Comments and questions from the Commission and staff shall be held until the end of the initial presentation. e)"

Text Deleted
"a) For any petition for which a public hearing is required, after a petition is introduced by the President, a staff report will be given."

Text Deleted
"Section 1 -Hearings 1) Public hearings shall be held on the adoption or amendment of a Comprehensive Plan, the adoption or amendment of a Zoning Ordinance (text or map), vacation of public rights-of-way and the approval of a preliminary subdivision plat and other petitions as presented to or required by Indiana Code or planning law. 2) A petitioner who seeks to amend the Zoning Ordinance or the Comprehensive Plan or to gain approval of a preliminary subdivision plat as may be required by the Zoning Ordinance shall file such petition with the Secretary (Director of Community Development). Upon the receipt of such petition, the Secretary shall prepare a notice in accordance with Article VIII Notices, contained herein. 3) In order for a petition to be heard, the petitioner, agent or representative for the petitioner ("Petition Representative"), shall be in attendance to present the petition and answer questions about the petition. If no one is present to represent the petition, then the Commission shall dispose of the petition in accordance with Section 3 of this Article. 4) Administrative rules and deadlines are established by the Secretary (Director of Community Development) for procedures such as filing petitions and are available in the Community Development Department. Section 2 – Conduct of Hearings 1)"

Text Deleted
"ARTICLE VII: HEARINGS & CONDUCT OF HEARINGS"

Text Deleted
"Public hearings shall be conducted according to the following procedure. Please note the time limitations for each hearing segment."

Text Deleted
"b) After being recognized by the President, the Petition Representative will step up to the podium, and state their name and address. c) The Petition Representative shall present the facts and arguments in support of the case (15 minutes maximum)."

Text Deleted
"The official public hearing shall then be opened."

Text Deleted
"other than the petitioner, shall then follow (3 minutes maximum per speaker)."

Text Deleted
"f) The petitioner shall then receive time for rebuttal. (5 minutes maximum) There shall be no time granted for a rebuttal to the rebuttal. g) To maintain orderly procedure, each side should proceed without interruption by the other side. h) After the discussion of the case has concluded,

Comments from page 11 continued on next page

Section 5: Decisions

All members present shall vote on every question unless prevented by conflict or excused by the presiding officer.

Section 6: Adjournment

The Commission or Committee may adjourn so long as all business has been conducted in accordance with these Rules of Procedure. The Commission may, by a majority vote, continue any case(s) that have not been called onto the floor by 10:30 p.m. to allow for adjournment. Such cases shall be continued to a subsequent meeting.

ARTICLE V: DOCKET

Each petition that is to be publicly heard before the Commission or Committee shall be filed in proper form with the required data, shall be numbered serially and placed on the docket of the Commission (see Chapter 10: Processes and Permits of the Unified Development Ordinance). The docket numbers shall include the year and begin anew with the January filing deadline.

As soon as the petition receives a docket number, then it shall be placed on the docket of the Commission or Committee and a date set for hearing, in accordance with the Schedule of Meeting and Filing Dates. Petition items shall come before the Commission or Committee in the regular order of their consecutive docket numbers unless otherwise ordered by the Department or changed by the Commission or Committee at the beginning of a meeting.

ARTICLE VI: NOTICES

In the event that a public hearing is required, the following requirements for notice must be met:

Section 1: General Requirements

1) All public hearings shall be noticed using each of the following means of communication:
   a) Letter mailed via First Class U.S. Mail to Interested Parties (as defined in Section 3 of this Article);
   b) Yard Sign(s) posted on the subject property; AND
   c) Newspaper Publication, per IC 5-3-1.

the commission may consider the petition; however, action on a petition will typically occur at the APC meeting following a public hearing. 2) In the presentation of a case: a) The burden shall be upon the Petition Representative to supply all information, including charts, diagrams and other exhibits necessary for a clear understanding of the case. b) Statements and/or discussions to the Commission made by the Petition Representative at the meeting regarding anticipated methods of operation, site design / layout or other details relevant to the decision shall be incorporated into a binding agreement between the petitioner and Commission and shall become written commitments as per WC 16.04.010 W. (in the case of Development Plans and rezones) or if they are included as conditions to any motion to approve."

Text Deleted
"3) Every person appearing before the Commission shall abide by the orders and directions of the President."

Text Deleted
"4) Applicants shall be entitled to one postponement/continuance to another scheduled Commission meeting following the meeting advertised by public notice. Such postponement/continuance must be requested in writing by the petitioner / applicant, or their representative, at the scheduled meeting. 5) Subsequent postponements, continuances or requests for such action to a meeting beyond the meeting referred to in paragraph "4" above shall be made to the Commission in person by the petitioner / applicant, or by their representative. 6) Failure of the applicant, or Petition Representative, to appear in order to make the request referred to in paragraph "5" above shall result in the dismissal of the petition. If the applicant chooses to proceed with the petition, it will be treated as a new petition and shall be re-filed in proper form with the required"

Text Attributes Changed
Font "Arial-BoldMT" changed to "Calibri-Bold".
Font-size "12" changed to "13.98".
Font-color changed.

Text Deleted
"FILINGS Petitions / Filings. The Community Development Director shall administratively establish petition filing deadlines for all First Meeting or Second Meeting of the Planning Commission. Those deadlines shall be approved by the APC no later than their first December meeting of each year."

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "1) General Requirements"
[New]: "Section 1: General Requirements 1)"

Font "ArialMT" changed to "Calibri-Bold".
Font-color changed.

Text Inserted
"All public hearings shall be noticed using each of the following means of communication:"

Text Deleted
"i)"

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Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "the Zoning Ordinance, WC 16.04.210); ii)"
[New]: "Section 3 of this Article); b)"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Deleted
"All public hearings shall be noticed using each of the following means of communication:"

Comments from page 11 continued on next page

Section 5: Decisions

All members present shall vote on every question unless prevented by conflict or excused by the presiding officer.

Section 6: Adjournment

The Commission or Committee may adjourn so long as all business has been conducted in accordance with these Rules of Procedure. The Commission may, by a majority vote continue any case(s) that have not been called onto the floor by 10:30 p.m. to allow for adjournment. Such cases shall be continued to a subsequent meeting.

ARTICLE V: DOCKET

Each petition that is to be publicly heard before the Commission or Committee shall be filed in proper form with the required data, shall be numbered serially and placed on the docket of the Commission (see Chapter 10: Processes and Permits of the Unified Development Ordinance). The docket numbers shall include the year and begin anew with the January filing deadline.

As soon as the petition receives a docket number, then it shall be placed on the docket of the Commission or Committee and a date set for hearing, in accordance with the Schedule of Meeting and Filing Dates. Petition items shall come before the Commission or Committee in the regular order of their consecutive docket numbers unless otherwise ordered by the Department or changed by the Commission or Committee at the beginning of a meeting.

ARTICLE VI: NOTICES

In the event that a public hearing is required, the following requirements for notice must be met:

Section 1: General Requirements

1) All public hearings shall be noticed using each of the following means of communication:
   a) Letter mailed via First Class U.S. Mail to Interested Parties (as defined in Section 3 of this Article);
   b) Yard Sign(s) posted on the subject property; AND
   c) Newspaper Publication, per IC 5-3-1.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "iii)"
[New]: "c)"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Inserted
"Approved: 01/28/08; Amended: 01/04/10; 01/18/11; 03/18/13, 07/05/22 Page 11 of 19"

2) All three (3) forms of notice shall be postmarked/posted/published at least ten (10) calendar days before the scheduled public hearing.

3) For all Commission or Committee meetings other than public hearings, a 48-hour notice shall be made by posting the meeting time and location at the entrance of the building where the meeting will occur and at City Hall. No other notice shall be required.

4) The Department may cause notice to be posted on the official City of Westfield website.

5) Appearance at any hearing on an application or proposal, in person or by representative, shall waive any defect in notice unless the alleged defect is raised at the beginning of the hearing.

6) In the event that a petition which has met all public notice requirements, as set forth herein, is postponed or continued for any reason prior to a public hearing being held, no further public notice shall be necessary, so long as at the meeting for which the public hearing was noticed and scheduled, the President has announced the date, time and place of the new public hearing.

Section 2: Exemptions

1) A public hearing shall not be required for Secondary Plat approval, per I.C. 36-7-4-710.

2) A public hearing shall not be required for a Detailed Development Plan, per Article 10.7(G)(3) of the Unified Development Ordinance.

3) Applications to change, repeal, replace or amend all or portions of the zoning ordinance or comprehensive plan shall only be required to give notice of the hearing by newspaper publication, as set forth herein.

Section 3: Public Notice by First Class Mail

1) Interested Parties: Public notice in accordance with this article and with I.C. 5-3-1-2 and I.C. 5-3-1-4 and due notice to interested parties. Interested parties shall be:
   a) The owners of real property adjacent to the property subject of the petition to a depth of two (2) ownerships of no direct or indirect financial or other interested to the petitioner or property owner, or six hundred and sixty (660) feet, whichever is less; and
   b) Additional parties deemed advisable by the Director.

Page: 12

Text Inserted
"RULES OF PROCEDURE WESTFIELD-WASHINGTON TOWNSHIP ADVISORY PLAN COMMISSION"

Text Replaced
[Old]: "b)"
[New]: "2)"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "c)"
[New]: "3)"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Inserted
"or Committee"

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "d) The Community Development"
[New]: "4) The"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "e)"
[New]: "5)"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced

Comments from page 12 continued on next page

2) All three (3) forms of notice shall be postmarked/posted/published at least ten (10) calendar days before the scheduled public hearing.

3) For all Commission or Committee meetings other than public hearings, a 48-hour notice shall be made by posting the meeting time and location at the entrance of the building where the meeting will occur and at City Hall. No other notice shall be required.

4) The Department may cause notice to be posted on the official City of Westfield website.

5) Appearance at any hearing on an application or proposal, in person or by representative, shall waive any defect in notice unless the alleged defect is raised at the beginning of the hearing.

6) In the event that a petition which has met all public notice requirements, as set forth herein, is postponed or continued for any reason prior to a public hearing being held, no further public notice shall be necessary, so long as at the meeting for which the public hearing was noticed and scheduled, the President has announced the date, time and place of the new public hearing.

Section 2: Exemptions

1) A public hearing shall not be required for Secondary Plat approval, per I.C. 36-7-4-710.

2) A public hearing shall not be required for a Detailed Development Plan, per Article 10.7(G)(3) of the Unified Development Ordinance.

3) Applications to change, repeal, replace or amend all or portions of the zoning ordinance or comprehensive plan shall only be required to give notice of the hearing by newspaper publication, as set forth herein.

Section 3: Public Notice by First Class Mail

1) Interested Parties: Public notice in accordance with this article and with I.C. 5-3-1-2 and I.C. 5-3-1-4 and due notice to interested parties. Interested parties shall be:
   a) The owners of real property adjacent to the property subject of the petition to a depth of two (2) ownerships of no direct or indirect financial or other interested to the petitioner or property owner, or six hundred and sixty (660) feet, whichever is less; and
   b) Additional parties deemed advisable by the Director.

[Old]: "Exemptions a) A public hearing shall not be required for Final Plat approval, per IC 36-7 4-710. b) Applications to change, repeal, replace or amend all or portions of the zoning ordinance or comprehensive plan shall only be required to give notice of the hearing by Newspaper Publication. 3) Public Notice – First Class Mail a)"
[New]: "In the event that a petition which has met all public notice requirements, as set forth herein, is postponed or continued for any reason prior to a public hearing being held, no further public notice shall be necessary, so long as at the meeting for which the public hearing was noticed and scheduled, the President has announced the date, time and place of the new public hearing. Section 2: Exemptions 1) A public hearing shall not be required for Secondary Plat approval, per I.C. 36-7-4-710. 2) A public hearing shall not be required for a Detailed Development Plan, per Article 10.7(G)(3) of the Unified Development Ordinance. 3) Applications to change, repeal, replace or amend all or portions of the zoning ordinance or comprehensive plan shall only be required to give notice of the hearing by newspaper publication, as set forth herein. Section 3: Public Notice by First Class Mail 1) Interested Parties: Public notice in accordance with this article and with I.C. 5-3-1-2 and I.C. 5-3-1-4 and due notice to interested parties. Interested parties shall be: a) The owners of real property adjacent to the property subject of the petition to a depth of two (2) ownerships of no direct or indirect financial or other interested to the petitioner or property owner, or six hundred and sixty (660) feet, whichever is less; and b) Additional parties deemed advisable by the Director."

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "TimesNewRomanPSMT" changed to "Calibri".
Font-size "10.02" changed to "9".
Font-color changed.

Text Deleted
"Amended:"

Text Replaced
[Old]: "Amended 03/18/13 -15 -"
[New]: "03/18/13, 07/05/22 Page 12 of 19"

Font "TimesNewRomanPSMT" changed to "Calibri".
Font-size "10.02" changed to "9".
Font-color changed.

A list of the interested parties' last known address shall be obtained from the Hamilton County Auditor, Office of Transfers and Mapping. The list of interested parties should be obtained and dated no earlier than ninety (90) days prior to the postmarked date of the mailed public notice. A good faith effort shall be made to investigate and resolve any discrepancies or omissions in or among such records in order to determine the name and address of the current owner of record.

2) The applicant shall provide notice to all Interested Parties. Such notice shall state:
   a) The general location by address or other identifiable geographic description of the subject property or area.
   b) A summary of the subject matter contained in the proposal and/or a description of the proposed change in the zone maps, where the proposal involves a change to the zone maps.
   c) Docket number of the petition or appeal.
   d) The name of the applicant(s).
   e) The time, date and place that the petition has been set for hearing.
   f) That the application and file may be examined in the office of the Department.
   g) That written objections to the proposal may be filed in the office of the Department before the hearing will be considered.
   h) That oral comments concerning the proposal will be heard at the public hearing.
   i) That the hearing may be continued from time to time as may be found necessary.

3) The manner in which notice must be sent to Interested Parties shall be as follows:
   a) Required notices to Interested Parties shall be sent by First Class U.S. Mail (or an equivalent alternative accepted by the Director) and postmarked at least ten (10) calendar days before the public hearing. The Department will advise the Commission at the public hearing of any deficiencies in providing notice.
   b) Proof that notice has been mailed shall consist of a verified affidavit by the applicant or the Petition Representative indicating compliance with the notice requirements (or an equivalent alternative accepted by the Director) and shall be sufficient proof of notice under these rules regardless of actual receipt by the intended recipient. Said affidavit and a copy of the mailing list from the County Mapping and Transfers Office, must be filed in the office of the Department four (4) calendar days prior to the public hearing.

4) The applicant shall bear the cost of and responsibility for all mailed notice to Interested Parties.

Section 4: Public Notice by Yard Sign(s)

1) The applicant shall post a sign or signs on the subject property in a location clearly visible to passing traffic.

Page: 13

Text Inserted
"RULES OF PROCEDURE WESTFIELD-WASHINGTON TOWNSHIP ADVISORY PLAN COMMISSION"

Text Inserted
"A list of the interested parties' last known address shall be obtained from the Hamilton County Auditor, Office of Transfers and Mapping. The list of interested parties should be obtained and dated no earlier than ninety (90) days prior to the postmarked date of the mailed public notice."

Text Inserted
"A good faith effort shall be made to investigate and resolve any discrepancies or omissions in or among such records in order to determine the name and address of the current owner of record."

Text Inserted
"2)"

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "i)"
[New]: "a)"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "ii)"
[New]: "b)"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "iii) Case"
[New]: "c) Docket"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "iv)"
[New]: "d)"

Comments from page 13 continued on next page

A list of the interested parties' last known address shall be obtained from the Hamilton County Auditor, Office of Transfers and Mapping. The list of interested parties should be obtained and dated no earlier than ninety (90) days prior to the postmarked date of the mailed public notice. A good faith effort shall be made to investigate and resolve any discrepancies or omissions in or among such records in order to determine the name and address of the current owner of record.

2) The applicant shall provide notice to all Interested Parties. Such notice shall state:
   a) The general location by address or other identifiable geographic description of the subject property or area.
   b) A summary of the subject matter contained in the proposal and/or a description of the proposed change in the zone maps, where the proposal involves a change to the zone maps.
   c) Docket number of the petition or appeal.
   d) The name of the applicant(s).
   e) The time, date and place that the petition has been set for hearing.
   f) That the application and file may be examined in the office of the Department.
   g) That written objections to the proposal may be filed in the office of the Department before the hearing will be considered.
   h) That oral comments concerning the proposal will be heard at the public hearing.
   i) That the hearing may be continued from time to time as may be found necessary.

3) The manner in which notice must be sent to Interested Parties shall be as follows:
   a) Required notices to Interested Parties shall be sent by First Class U.S. Mail (or an equivalent alternative accepted by the Director) and postmarked at least ten (10) calendar days before the public hearing. The Department will advise the Commission at the public hearing of any deficiencies in providing notice.
   b) Proof that notice has been mailed shall consist of a verified affidavit by the applicant or the Petition Representative indicating compliance with the notice requirements (or an equivalent alternative accepted by the Director) and shall be sufficient proof of notice under these rules regardless of actual receipt by the intended recipient. Said affidavit and a copy of the mailing list from the County Mapping and Transfers Office, must be filed in the office of the Department four (4) calendar days prior to the public hearing.

4) The applicant shall bear the cost of and responsibility for all mailed notice to Interested Parties.

Section 4: Public Notice by Yard Sign(s)

1) The applicant shall post a sign or signs on the subject property in a location clearly visible to passing traffic.

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "v) The time"
[New]: "e) The time, date"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "hearing (including First Meeting and Second Meeting dates). vi)"
[New]: "hearing. f)"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "Community Development Department. vii)"
[New]: "Department. g)"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Deleted
"Community Development"

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "viii)"
[New]: "h)"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "ix)"
[New]: "i)"

Comments from page 13 continued on next page

A list of the interested parties' last known address shall be obtained from the Hamilton County Auditor, Office of Transfers and Mapping. The list of interested parties should be obtained and dated no earlier than ninety (90) days prior to the postmarked date of the mailed public notice. A good faith effort shall be made to investigate and resolve any discrepancies or omissions in or among such records in order to determine the name and address of the current owner of record.

2) The applicant shall provide notice to all Interested Parties. Such notice shall state:
   a) The general location by address or other identifiable geographic description of the subject property or area.
   b) A summary of the subject matter contained in the proposal and/or a description of the proposed change in the zone maps, where the proposal involves a change to the zone maps.
   c) Docket number of the petition or appeal.
   d) The name of the applicant(s).
   e) The time, date and place that the petition has been set for hearing.
   f) That the application and file may be examined in the office of the Department.
   g) That written objections to the proposal may be filed in the office of the Department before the hearing will be considered.
   h) That oral comments concerning the proposal will be heard at the public hearing.
   i) That the hearing may be continued from time to time as may be found necessary.

3) The manner in which notice must be sent to Interested Parties shall be as follows:
   a) Required notices to Interested Parties shall be sent by First Class U.S. Mail (or an equivalent alternative accepted by the Director) and postmarked at least ten (10) calendar days before the public hearing. The Department will advise the Commission at the public hearing of any deficiencies in providing notice.
   b) Proof that notice has been mailed shall consist of a verified affidavit by the applicant or the Petition Representative indicating compliance with the notice requirements (or an equivalent alternative accepted by the Director) and shall be sufficient proof of notice under these rules regardless of actual receipt by the intended recipient. Said affidavit and a copy of the mailing list from the County Mapping and Transfers Office, must be filed in the office of the Department four (4) calendar days prior to the public hearing.

4) The applicant shall bear the cost of and responsibility for all mailed notice to Interested Parties.

Section 4: Public Notice by Yard Sign(s)

1) The applicant shall post a sign or signs on the subject property in a location clearly visible to passing traffic.

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "b) In order to determine the names and addresses of property owners to whom notice must be sent, the applicant or the applicant's agent shall consult with the County Mapping and Transfers Office, Hamilton County, Indiana, for a list of parties requiring notification per the zoning ordinance. A good faith effort shall be made to investigate and resolve any discrepancies or omissions in or among such records in order to determine the name and address of the current owner of record."
[New]: "3)"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Inserted
"The manner in which notice must be sent to Interested Parties shall be as follows:"

Text Deleted
"i)"

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Deleted
"The manner in which notice must be sent to Interested Parties shall be as follows:"

Text Replaced
[Old]: "Director of Community Development or designee) and postmarked at least 10"
[New]: "Director) and postmarked at least ten (10)"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "City staff"
[New]: "The Department"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "ii)"
[New]: "b)"

Comments from page 13 continued on next page

A list of the interested parties' last known address shall be obtained from the Hamilton County Auditor, Office of Transfers and Mapping. The list of interested parties should be obtained and dated no earlier than ninety (90) days prior to the postmarked date of the mailed public notice. A good faith effort shall be made to investigate and resolve any discrepancies or omissions in or among such records in order to determine the name and address of the current owner of record.

2) The applicant shall provide notice to all Interested Parties. Such notice shall state:
   a) The general location by address or other identifiable geographic description of the subject property or area.
   b) A summary of the subject matter contained in the proposal and/or a description of the proposed change in the zone maps, where the proposal involves a change to the zone maps.
   c) Docket number of the petition or appeal.
   d) The name of the applicant(s).
   e) The time, date and place that the petition has been set for hearing.
   f) That the application and file may be examined in the office of the Department.
   g) That written objections to the proposal may be filed in the office of the Department before the hearing will be considered.
   h) That oral comments concerning the proposal will be heard at the public hearing.
   i) That the hearing may be continued from time to time as may be found necessary.

3) The manner in which notice must be sent to Interested Parties shall be as follows:
   a) Required notices to Interested Parties shall be sent by First Class U.S. Mail (or an equivalent alternative accepted by the Director) and postmarked at least ten (10) calendar days before the public hearing. The Department will advise the Commission at the public hearing of any deficiencies in providing notice.
   b) Proof that notice has been mailed shall consist of a verified affidavit by the applicant or the Petition Representative indicating compliance with the notice requirements (or an equivalent alternative accepted by the Director) and shall be sufficient proof of notice under these rules regardless of actual receipt by the intended recipient. Said affidavit and a copy of the mailing list from the County Mapping and Transfers Office, must be filed in the office of the Department four (4) calendar days prior to the public hearing.

4) The applicant shall bear the cost of and responsibility for all mailed notice to Interested Parties.

Section 4: Public Notice by Yard Sign(s)

1) The applicant shall post a sign or signs on the subject property in a location clearly visible to passing traffic.

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "applicant's agent"
[New]: "Petition Representative"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "Director of Community Development or designee)"
[New]: "Director)"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Deleted
"Amended:"

Text Replaced
[Old]: "Community Development Department four (4)"
[New]: "Department four (4)"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "d)"
[New]: "4)"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "4) Public Notice – Yard Signs a)"
[New]: "Section 4: Public Notice by Yard Sign(s) 1)"

Comments from page 13 continued on next page

A list of the interested parties' last known address shall be obtained from the Hamilton County Auditor, Office of Transfers and Mapping. The list of interested parties should be obtained and dated no earlier than ninety (90) days prior to the postmarked date of the mailed public notice. A good faith effort shall be made to investigate and resolve any discrepancies or omissions in or among such records in order to determine the name and address of the current owner of record.

2) The applicant shall provide notice to all Interested Parties. Such notice shall state:
   a) The general location by address or other identifiable geographic description of the subject property or area.
   b) A summary of the subject matter contained in the proposal and/or a description of the proposed change in the zone maps, where the proposal involves a change to the zone maps.
   c) Docket number of the petition or appeal.
   d) The name of the applicant(s).
   e) The time, date and place that the petition has been set for hearing.
   f) That the application and file may be examined in the office of the Department.
   g) That written objections to the proposal may be filed in the office of the Department before the hearing will be considered.
   h) That oral comments concerning the proposal will be heard at the public hearing.
   i) That the hearing may be continued from time to time as may be found necessary.

3) The manner in which notice must be sent to Interested Parties shall be as follows:
   a) Required notices to Interested Parties shall be sent by First Class U.S. Mail (or an equivalent alternative accepted by the Director) and postmarked at least ten (10) calendar days before the public hearing. The Department will advise the Commission at the public hearing of any deficiencies in providing notice.
   b) Proof that notice has been mailed shall consist of a verified affidavit by the applicant or the Petition Representative indicating compliance with the notice requirements (or an equivalent alternative accepted by the Director) and shall be sufficient proof of notice under these rules regardless of actual receipt by the intended recipient. Said affidavit and a copy of the mailing list from the County Mapping and Transfers Office, must be filed in the office of the Department four (4) calendar days prior to the public hearing.

4) The applicant shall bear the cost of and responsibility for all mailed notice to Interested Parties.

Section 4: Public Notice by Yard Sign(s)

1) The applicant shall post a sign or signs on the subject property in a location clearly visible to passing traffic.

Font "ArialMT" changed to "Calibri-Bold".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "TimesNewRomanPSMT" changed to "Calibri".
Font-size "10.02" changed to "9".
Font-color changed.

Text Replaced
[Old]: "Amended 03/18/13 -16 -"
[New]: "03/18/13, 07/05/22 Page 13 of 19"

Font "TimesNewRomanPSMT" changed to "Calibri".
Font-size "10.02" changed to "9".
Font-color changed.

2) The sign(s) shall not obstruct vehicular line of site, in compliance with the City of Westfield's Construction Standards and Specifications.
3) The Department shall determine sign locations with not less than one (1) sign placed on the property per street frontage, per block.
4) Signs shall be available in the office of Department.
5) The Department shall bear the cost of the initial sign(s). The cost for any subsequent replacement signage shall be borne by the applicant. The responsibility of sign placement shall be borne by the applicant.

Section 5: Public Notice by Newspaper Publication

1) The Department shall cause a legal notice to be published in a newspaper(s) qualified to publish legal notices as established by Council, in accordance with I.C. 5-3-1. Such notice shall state:
   a) The general location by address or other identifiable geographic description of the subject property or area.
   b) A summary of the subject matter contained in the proposal and/or a description of the proposed change in the zone maps, where the proposal involves a change to the zone maps.
   c) Docket number of the petition or appeal.
   d) The name of the applicant(s).
   e) The time and place that the petition has been set for hearing.
   f) That the application and file may be examined in the office of the Department.
   g) That written objections to the proposal may be filed in the office of the Department before the hearing will be considered.
   h) That oral comments concerning the proposal will be heard at the public hearing.
   i) That the hearing may be continued from time to time as may be found necessary.
   a) The applicant shall bear the costs of and responsibility for all newspaper notices.

Section 6: INDOT Notice

1) In accordance with City of Westfield Ordinance 07-09, all development proposals which are located within the area designated as the U.S. Highway 31 Overlay Zone, as defined in the Unified Development Ordinance, that require a public hearing or action by the Commission shall provide notice to the Indiana Department of Transportation in accordance with the requirements established on the INDOT Notice Form.
2) In accordance with City of Westfield Ordinance 07-15, all development proposals which are located within the area designated as the State Highway 32 Overlay Zone, as defined in the Unified Development Ordinance, that require a public hearing or action by the Commission shall provide notice to the Indiana Department of Transportation in accordance with the requirements established on the INDOT Notice Form.

Page: 14

Text Inserted
"RULES OF PROCEDURE WESTFIELD-WASHINGTON TOWNSHIP ADVISORY PLAN COMMISSION"

Text Replaced
[Old]: "b)"
[New]: "2)"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "c) The City staff"
[New]: "3) The Department"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Inserted
"(1)"

Text Replaced
[Old]: "d)"
[New]: "4)"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "Community Development. e) The Community Development"
[New]: "Department. 5) The"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced

Comments from page 14 continued on next page

2) The sign(s) shall not obstruct vehicular line of site, in compliance with the City of Westfield's Construction Standards and Specifications.
3) The Department shall determine sign locations with not less than one (1) sign placed on the property per street frontage, per block.
4) Signs shall be available in the office of Department.
5) The Department shall bear the cost of the initial sign(s). The cost for any subsequent replacement signage shall be borne by the applicant. The responsibility of sign placement shall be borne by the applicant.

Section 5: Public Notice by Newspaper Publication

1) The Department shall cause a legal notice to be published in a newspaper(s) qualified to publish legal notices as established by Council, in accordance with I.C. 5-3-1. Such notice shall state:
   a) The general location by address or other identifiable geographic description of the subject property or area.
   b) A summary of the subject matter contained in the proposal and/or a description of the proposed change in the zone maps, where the proposal involves a change to the zone maps.
   c) Docket number of the petition or appeal.
   d) The name of the applicant(s).
   e) The time and place that the petition has been set for hearing.
   f) That the application and file may be examined in the office of the Department.
   g) That written objections to the proposal may be filed in the office of the Department before the hearing will be considered.
   h) That oral comments concerning the proposal will be heard at the public hearing.
   i) That the hearing may be continued from time to time as may be found necessary.
   a) The applicant shall bear the costs of and responsibility for all newspaper notices.

Section 6: INDOT Notice

1) In accordance with City of Westfield Ordinance 07-09, all development proposals which are located within the area designated as the U.S. Highway 31 Overlay Zone, as defined in the Unified Development Ordinance, that require a public hearing or action by the Commission shall provide notice to the Indiana Department of Transportation in accordance with the requirements established on the INDOT Notice Form.
2) In accordance with City of Westfield Ordinance 07-15, all development proposals which are located within the area designated as the State Highway 32 Overlay Zone, as defined in the Unified Development Ordinance, that require a public hearing or action by the Commission shall provide notice to the Indiana Department of Transportation in accordance with the requirements established on the INDOT Notice Form.

[Old]: "5) Public Notice –"
[New]: "Section 5: Public Notice by"

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Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri-Bold".
Font-color changed.

Text Replaced
[Old]: "a) The Community Development"
[New]: "1) The"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "IC"
[New]: "I.C."

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "i)"
[New]: "a)"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "ii)"
[New]: "b)"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "iii) Case"
[New]: "c) Docket"

Comments from page 14 continued on next page

2) The sign(s) shall not obstruct vehicular line of site, in compliance with the City of Westfield's Construction Standards and Specifications.
3) The Department shall determine sign locations with not less than one (1) sign placed on the property per street frontage, per block.
4) Signs shall be available in the office of Department.
5) The Department shall bear the cost of the initial sign(s). The cost for any subsequent replacement signage shall be borne by the applicant. The responsibility of sign placement shall be borne by the applicant.

Section 5: Public Notice by Newspaper Publication

1) The Department shall cause a legal notice to be published in a newspaper(s) qualified to publish legal notices as established by Council, in accordance with I.C. 5-3-1. Such notice shall state:
   a) The general location by address or other identifiable geographic description of the subject property or area.
   b) A summary of the subject matter contained in the proposal and/or a description of the proposed change in the zone maps, where the proposal involves a change to the zone maps.
   c) Docket number of the petition or appeal.
   d) The name of the applicant(s).
   e) The time and place that the petition has been set for hearing.
   f) That the application and file may be examined in the office of the Department.
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Font-color changed.
Text Attributes Changed
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Font-color changed.
Text Replaced
[Old]: "iv)"
[New]: "d)"

Font "ArialMT" changed to "Calibri".
Font-color changed.
Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.
Text Replaced
[Old]: "v)"
[New]: "e)"

Font "ArialMT" changed to "Calibri".
Font-color changed.
Text Attributes Changed
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Font-color changed.
Text Replaced
[Old]: "vi)"
[New]: "f)"

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Font-color changed.
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Font-color changed.
Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.
Text Deleted
"Community Development"
Text Deleted
"Approved: 01/28/08; Amended: 01/04/10; Amended: 01/18/11; Amended 03/18/13 -17 -"
Text Replaced
[Old]: "vii)"
[New]: "g)"

Font "ArialMT" changed to "Calibri".
Font-color changed.
Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Comments from page 14 continued on next page

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Text Deleted
"Community Development"

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "viii)"
[New]: "h)"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "ix)"
[New]: "i)"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "b)"
[New]: "a)"

Font "ArialMT" changed to "Calibri".
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Text Attributes Changed
Font "ArialMT" changed to "Calibri".
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Text Replaced
[Old]: "6) In the event that a petition which has met all public notice requirements is postponed or continued for any reason prior to a public hearing being held, no further public notice shall be necessary, so long as at the meeting for which the public hearing was noticed and scheduled, the APC President has announced the date, time and place of the new public hearing. 7)"
[New]: "Section 6: INDOT Notice 1)"

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Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced

Comments from page 14 continued on next page

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[Old]: "Westfield-Washington Township Zoning"
[New]: "Unified Development"

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Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "Westfield-Washington Township Zoning"
[New]: "Unified Development"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "TimesNewRomanPSMT" changed to "Calibri".
Font-size "10.02" changed to "9".
Font-color changed.

Text Deleted
"Amended:"

Text Replaced
[Old]: "Amended 03/18/13 -18 -"
[New]: "03/18/13, 07/05/22 Page 14 of 19"

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ARTICLE VII: HEARINGS & CONDUCT OF HEARINGS

Section 1: Hearings

1) Public hearings shall be held on the adoption or amendment of a Comprehensive Plan, the adoption or amendment of the Unified Development Ordinance or Zoning Map, vacation of Subdivisions and the approval of a Primary Plat, Overall Development Plan and other petitions as presented to or required by the Unified Development Ordinance or Indiana law.

2) A petitioner who seeks to amend the Unified Development Ordinance, Zoning Map, or the Comprehensive Plan or to gain approval of a Primary Plat, as may be required by the Unified Development Ordinance, shall file such petition with the Department on forms provided by the Department, with documentation and supporting information set forth in the Unified Development Ordinance, and in accordance with the Schedule of Meeting and Filing Dates. Upon the receipt of such petition, the Department shall prepare a notice in accordance with these Rules of Procedure.

3) In order for a petition to be heard, the Petition Representative, shall be in attendance to present the petition and answer questions about the petition. If no Petition Representative is present at the meeting, then the Commission or Committee may dispose of the petition in accordance with Section 3 of this Article.

Section 2: Conduct of Hearings

1) Public Hearings: Public hearings shall be conducted according to the following procedure. Please note the time limitations for each hearing segment.
   a) The President of the Commission or Committee will introduce the agenda item, followed by a report from the Department.
   b) After being recognized by the President, the Petition Representative will step up to the podium, and state their name and address.
   c) The Petition Representative shall present the facts and arguments in support of the case (15 minutes maximum).
   d) Comments and questions from the Commission or Committee and Department shall be held until the end of the initial presentation.
   e) The official public hearing shall then be opened. Comments from organized groups, committees (5 minutes maximum, 1 member per group), and individuals, other than the petitioner, shall then follow (3 minutes maximum per speaker). Speakers should present new points and not repeat comments from previous speakers. The public hearing shall then be closed.

Page: 15

Text Inserted
"RULES OF PROCEDURE WESTFIELD-WASHINGTON TOWNSHIP ADVISORY PLAN COMMISSION"

Text Replaced
[Old]: "IX: FINAL DISPOSITION OF CASES 1) After Commission consideration of any reports, testimony (written or verbal) and the recommendations of the Department of Community Development, the final disposition of any case shall be in the form of a decision or report, setting forth, when deemed appropriate, the recommendation (if any), findings and determinations of the Commission, together with any modifications, specifications or limitations which it makes. 2) The disposition of cases requiring final approval from the Westfield City Council ("Council") shall be in"
[New]: "VII: HEARINGS & CONDUCT OF HEARINGS Section 1: Hearings 1) Public hearings shall be held on the adoption or amendment of a Comprehensive Plan, the adoption or amendment of the Unified Development Ordinance or Zoning Map, vacation of Subdivisions and the approval of a Primary Plat, Overall Development Plan and other petitions as presented to or required by the Unified Development Ordinance or Indiana law. 2) A petitioner who seeks to amend the Unified Development Ordinance, Zoning Map, or the Comprehensive Plan or to gain approval of a Primary Plat, as may be required by the Unified Development Ordinance, shall file such petition with the Department on forms provided by the Department, with documentation and supporting information set forth in the Unified Development Ordinance, and in accordance with the Schedule of Meeting and Filing Dates. Upon the receipt of such petition, the Department shall prepare a notice in accordance with these Rules of Procedure. 3) In order for a petition to be heard, the Petition Representative, shall be in attendance to present the petition and answer questions about the petition. If no Petition Representative is present at the meeting, then the Commission or Committee may dispose of the petition in accordance with Section 3 of this Article. Section 2: Conduct of Hearings 1) Public Hearings: Public hearings shall be conducted according to the following procedure. Please note the time limitations for each hearing segment. a) The President of the Commission or Committee will introduce the agenda item, followed by a report from the Department. b) After being recognized by the President, the Petition Representative will step up to the podium, and state their name and address. c) The Petition Representative shall present the facts and arguments in support of the case (15 minutes maximum). d) Comments and questions from the Commission or Committee and Department shall be held until the end of the initial presentation. e) The official public hearing shall then be opened. Comments from organized groups, committees (5 minutes maximum, 1 member per group), and individuals, other than the petitioner, shall then follow (3 minutes maximum per speaker). Speakers should present new points and not repeat comments from previous speakers. The public hearing shall then be closed."

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Font-color changed.

Text Attributes Changed
Font "Arial-BoldMT" changed to "Calibri-Bold".
Font-size "12" changed to "13.98".
Font-color changed.

Text Inserted
"Approved: 01/28/08; Amended: 01/04/10; 01/18/11; 03/18/13, 07/05/22 Page 15 of 19"

f) The Petition Representative shall then respond to comments. Additional discussion may occur between Commission members and the Petition Representative.
g) To maintain orderly procedure, parties should proceed without interruption by other interested parties.
h) After the discussion of the petition has concluded:
   i) The Commission may consider the petition; however, action will typically occur at a future meeting.
   ii) The Committee will typically take action on a petition; however, petitions may be continued if it is determined to be noncompliant.

2) Presentations: In the presentation of a petition:
   a) The burden shall be upon the Petition Representative to supply all information, including charts, diagrams and other exhibits necessary for a clear understanding of the petition.
   b) Statements and/or discussions to the Commission or Committee made by the Petition Representative at the meeting regarding anticipated methods of operation, site design / layout or other details relevant to the decision may be incorporated into a binding agreement between the applicant and Commission or Committee (see Article 10.6: Processes and Permits; Commitments of the Unified Development Ordinance), or they may be included as conditions to any Commission or Committee motion to approve. Such commitments or conditions shall be reflected in the minutes of that meeting.

Conduct: Every person appearing before the Commission or Committee shall abide by the orders and directions of the President. Discourteous, disorderly or contemptuous conduct shall be regarded as a breach of the privileges of the Commission and shall be dealt with as the President directs.

Section 3: Failure to Appear

Failure on behalf of an application or Petition Representative to appear during a public hearing shall be dealt with as follows:
1) The President may entertain a motion from the Commission or Committee to dismiss the case for failure to appear. In the absence of a motion by the Commission or Committee, the petition shall be continued to the subsequent meeting.
2) If a petition is dismissed for failure to appear, then the applicant will be furnished with a written notice by the Department.
3) The applicant shall have thirty (30) days from the date of the notice of dismissal to apply for reinstatement of the petition by submitting a written request with the Department for reinstatement. Reinstatement shall be at the discretion of the

Page: 16

Text Inserted
"RULES OF PROCEDURE WESTFIELD-WASHINGTON TOWNSHIP ADVISORY PLAN COMMISSION"

Text Replaced
[Old]: "the form of a recommendation to the Council. 3) The final disposition of cases requiring only Commission approval shall set forth the findings and determinations of the Commission, together with any modification, specification or limitation it makes. a) In any case in which the Commission is required to make written findings along with a final decision, the Commission may adopt findings as submitted by the petitioner or by any interested party, with or without modifications, specifications or limitations, or the Commission may delegate to Staff and/or legal counsel the authority to prepare written findings. b) When written findings are required, the Commission's findings shall be executed by the President and Secretary of the Commission and filed in the office of the Commission within forty-five (45) days after the date of the Commission's final decision. 4) The Commission may dismiss a case for lack of representation by the petitioner or lack of jurisdiction. If a petition is dismissed for lack of representation"
[New]: "f) The Petition Representative shall then respond to comments. Additional discussion may occur between Commission members and the Petition Representative. g) To maintain orderly procedure, parties should proceed without interruption by other interested parties. h) After the discussion of the petition has concluded: i) The Commission may consider the petition; however, action will typically occur at a future meeting. ii) The Committee will typically take action on a petition; however, petitions may be continued if it is determined to be noncompliant. 2) Presentations: In the presentation of a petition: a) The burden shall be upon the Petition Representative to supply all information, including charts, diagrams and other exhibits necessary for a clear understanding of the petition. b) Statements and/or discussions to the Commission or Committee made by the Petition Representative at the meeting regarding anticipated methods of operation, site design / layout or other details relevant to the decision may be incorporated into a binding agreement between the applicant and Commission or Committee (see Article 10.6: Processes and Permits; Commitments of the Unified Development Ordinance), or they may be included as conditions to any Commission or Committee motion to approve. Such commitments or conditions shall be reflected in the minutes of that meeting. Conduct: Every person appearing before the Commission or Committee shall abide by the orders and directions of the President. Discourteous, disorderly or contemptuous conduct shall be regarded as a breach of the privileges of the Commission and shall be dealt with as the President directs. Section 3: Failure to Appear Failure on behalf of an application or Petition Representative to appear during a public hearing shall be dealt with as follows: 1) The President may entertain a motion from the Commission or Committee to dismiss the case for failure to appear. In the absence of a motion by the Commission or Committee, the petition shall be continued to the subsequent meeting. 2) If a petition is dismissed for failure to appear, then the applicant will be furnished with a written notice by the Department. 3) The applicant shall have thirty (30) days from the date of the notice of dismissal to apply for reinstatement of the petition by submitting a written request with the Department for reinstatement. Reinstatement shall be at the discretion of the"

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"Approved: 01/28/08; Amended: 01/04/10; 01/18/11; 03/18/13, 07/05/22 Page 16 of 19"

President for good cause shown, and upon payment of the appropriate fees by the applicant.

4) In all reinstated petitions, the petition will be treated as a new petition and shall be re-filed in proper form with the required data, numbered serially and placed on the docket of the Commission or Committee by the Department. The applicant shall be responsible for paying all associated fees with the new petition. Advertisement and public notifications as required herein shall be required as if the petition were a new application.

ARTICLE VIII: FINAL DISPOSITION OF CASES

1) After Commission or Committee consideration of any reports, testimony (written or verbal) and the recommendations of the Department, the final disposition of any petition shall be in the form of a decision or report, setting forth, when deemed appropriate, the recommendation (if any), findings and determinations of the Commission or Committee, together with any modifications, specifications or limitations which it makes.

2) The disposition of petitions requiring final approval from the Council shall be in the form of a recommendation to the Council.

3) A Petition Representative may not withdraw a petition after a roll call vote has been ordered by the President.

4) Petitions Withdrawn.
   a) A petition which has been withdrawn shall not be placed on the docket again for consideration within a period of six (6) months after the date of withdrawal.
   b) A new application involving the same property that was the subject of a petition which has been withdrawn shall not be placed on the docket for consideration within a period of three (3) months after the date of withdrawal.

5) Petitions Decided Upon.
   a) A petition which has been decided adversely to the petitioner shall not be placed on the docket again for consideration until the legality of the Commission's or Committee's decision is finally determined pursuant to IC 36-7-4-1000 *et seq.*, or for a period of twelve (12) months following the date of the adverse decision previously rendered, whichever is later.

   b) A new petition involving the same property that was the subject of a case which has been decided adversely to any petitioner shall not be placed on the docket for consideration until the legality of the Commission's or Committee's decision is finally determined pursuant to IC 36-7-4-1000 *et seq.*, or for a period of six (6)

Page: 17

Text Inserted
"RULES OF PROCEDURE WESTFIELD-WASHINGTON TOWNSHIP ADVISORY PLAN COMMISSION"

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
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Text Replaced
[Old]: "and a postponement/continuation in accordance with Article VIII has not been granted by the Commission, then the case may be dismissed and the petitioner may re-file in accordance with these rules. 5) A petitioner may not withdraw a case after a roll call vote has been ordered by the President. 6) Cases Withdrawn. a) A case which has been withdrawn by the petitioner shall not be placed on the docket again for consideration within a period of six (6) months after the date of withdrawal. b) A new case involving the same property that was the subject of a case which has been withdrawn by any petitioner"
[New]: "President for good cause shown, and upon payment of the appropriate fees by the applicant. 4) In all reinstated petitions, the petition will be treated as a new petition and shall be re-filed in proper form with the required data, numbered serially and placed on the docket of the Commission or Committee by the Department. The applicant shall be responsible for paying all associated fees with the new petition. Advertisement and public notifications as required herein shall be required as if the petition were a new application. ARTICLE VIII: FINAL DISPOSITION OF CASES 1) After Commission or Committee consideration of any reports, testimony (written or verbal) and the recommendations of the Department, the final disposition of any petition shall be in the form of a decision or report, setting forth, when deemed appropriate, the recommendation (if any), findings and determinations of the Commission or Committee, together with any modifications, specifications or limitations which it makes. 2) The disposition of petitions requiring final approval from the Council shall be in the form of a recommendation to the Council. 3) A Petition Representative may not withdraw a petition after a roll call vote has been ordered by the President. 4) Petitions Withdrawn. a) A petition which has been withdrawn shall not be placed on the docket again for consideration within a period of six (6) months after the date of withdrawal. b) A new application involving the same property that was the subject of a petition which has been withdrawn"

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"Amended:"

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Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "Cases"
[New]: "Petitions"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "case"
[New]: "petition"

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Comments from page 17 continued on next page

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Text Inserted
"or Committee's"

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Text Attributes Changed
Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Replaced
[Old]: "case"
[New]: "petition"

Font "ArialMT" changed to "Calibri".
Font-color changed.

Text Inserted
"or Committee's"

Text Attributes Changed
Font "TimesNewRomanPSMT" changed to "Calibri".
Font-size "10.02" changed to "9".
Font-color changed.

Text Attributes Changed
Font "TimesNewRomanPSMT" changed to "Calibri".
Font-size "10.02" changed to "9".
Font-color changed.

Text Replaced
[Old]: "Amended 03/18/13 -19 -"
[New]: "03/18/13, 07/05/22 Page 17 of 19"

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Font-size "10.02" changed to "9".
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months following the date of adverse decision previously rendered, whichever is later.

6) The Commission's recommendation is advisory in matters of Zoning Map changes and amendments to the Unified Development Ordinance or Comprehensive Plan. As a result, all such matters shall be certified to the Council for its consideration in accordance with Indiana law. The Commission's recommendation on any such matter may then be followed or overturned by the Council in accordance with Indiana law and the rules of the Council.

ARTICLE VIII: ADMINISTRATIVE DISMISSAL

Petitions for which no action has been taken will be administratively dismissed one (1) year after the date of filing, unless the Commission or Committee approves an extension. Requests for an extension shall be made in person by the Petition Representative at a Commission or Committee meeting prior to the dismissal date.

Petitions may also be dismissed by the Commission or Committee for lack of jurisdiction or for lack of representation by the Petition Representative at a meeting where the item appears on the agenda (as a non-continued item).

ARTICLE X: VIRTUAL MEETING POLICY

Plan Commission Resolution 21-01 (the "Virtual Meeting Policy") is hereby incorporated into these rules. If a provision of the Virtual Meeting Policy conflicts with these rules, then the Virtual Meeting Policy shall supersede.

ARTICLE XI: TRANSITION RULES

Petitions submitted prior to the adoption of these amended rules, will be subject to the previously approved rules (dated March 18, 2013).

ARTICLE XII: AMENDMENTS

Amendments to these Rules of Procedure may be made by the Commission at any meeting of the Commission with and upon the affirmative vote of a majority of the members of the Commission.

A suspension of any rule herein may be so ordered by the Commission or Committee at any meeting by a majority vote of the members present.

Approved: 01/28/08;
Amended: 01/04/10; 01/18/11; 03/18/13, 07/05/22

Page: 18

Text Inserted
"RULES OF PROCEDURE WESTFIELD-WASHINGTON TOWNSHIP ADVISORY PLAN COMMISSION"

Text Replaced
[Old]: "Rezones and Text Amendments to the Zoning Ordinance or Comprehensive Plan,"
[New]: "Zoning Map changes and amendments to the Unified Development Ordinance or Comprehensive Plan. As a result,"

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Text Replaced
[Old]: "Because the Commission's recommendation (if any)"
[New]: "The Commission's recommendation"

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"City"

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"(if any)"

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Text Replaced
[Old]: "State Statute."
[New]: "Indiana law."

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Text Deleted
"City"

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Text Replaced
[Old]: "State Statute"
[New]: "Indiana law"

Comments from page 18 continued on next page

months following the date of adverse decision previously rendered, whichever is later.

6) The Commission's recommendation is advisory in matters of Zoning Map changes and amendments to the Unified Development Ordinance or Comprehensive Plan. As a result, all such matters shall be certified to the Council for its consideration in accordance with Indiana law. The Commission's recommendation on any such matter may then be followed or overturned by the Council in accordance with Indiana law and the rules of the Council.

ARTICLE VIII: ADMINSTRATIVE DISMISSAL

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Petitions may also be dismissed by the Commission or Committee for lack of jurisdiction or for lack of representation by the Petition Representative at a meeting where the item appears on the agenda (as a non-continued item).

ARTICLE X: VIRTUAL MEETING POLICY

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ARTICLE XI: TRANSITION RULES

Petitions submitted prior to the adoption of these amended rules, will be subject to the previously approved rules (dated March 18, 2013).

ARTICLE XII: AMENDMENTS

Amendments to these Rules of Procedure may be made by the Commission at any meeting of the Commission with and upon the affirmative vote of a majority of the members of the Commission.

A suspension of any rule herein may be so ordered by the Commission or Committee at any meeting by a majority vote of the members present.

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"Approved: 01/28/08; Amended: 01/04/10; Amended: 01/18/11; Amended 03/18/13 -20 -"

Text Replaced
[Old]: "X: AMENDMENTS Amendments to these rules of procedure may be made by the Commission at a First Meeting, Second Meeting, or Special Meeting. With and upon the affirmative vote of a majority of the members of the Commission it shall be effective. A suspension of any rule may be so ordered by the Commission"
[New]: "VIII: ADMINSTRATIVE DISMISSAL Petitions for which no action has been taken will be administratively dismissed one (1) year after the date of filing, unless the Commission or Committee approves an extension. Requests for an extension shall be made in person by the Petition Representative at a Commission or Committee meeting prior to the dismissal date. Petitions may also be dismissed by the Commission or Committee for lack of jurisdiction or for lack of representation by the Petition Representative at a meeting where the item appears on the agenda (as a non-continued item). ARTICLE X: VIRTUAL MEETING POLICY Plan Commission Resolution 21-01 (the "Virtual Meeting Policy") is hereby incorporated into these rules. If a provision of the Virtual Meeting Policy conflicts with these rules, then the Virtual Meeting Policy shall supersede. ARTICLE XI: TRANSITION RULES Petitions submitted prior to the adoption of these amended rules, will be subject to the previously approved rules (dated March 18, 2013). ARTICLE XII: AMENDMENTS Amendments to these Rules of Procedure may be made by the Commission at any meeting of the Commission with and upon the affirmative vote of a majority of the members of the Commission. A suspension of any rule herein may be so ordered by the Commission or Committee"

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"Approved: 01/28/08; Amended: 01/04/10; 01/18/11; 03/18/13, 07/05/22 Page 18 of 19"

ARTICLE XII: ADOPTION

These Rules of Procedure are for and of the "Westfield-Washington Township Advisory Plan Commission", Westfield, Indiana have been approved by the affirmative vote of the membership of said Commission (__) – (__) – (__) at a meeting of the Commission held on the _____ day of _____, _____. This approval repeals any prior Rules of Procedure.

_____ _____
President Date

_____ _____
Vice-president Date

_____ _____
Commission member Date

_____ _____
Commission member Date

_____ _____
Commission member Date

_____ _____
Commission member Date

_____ _____
Commission member Date

_____ _____
Commission member Date

_____ _____
Commission member Date

Attested by:

_____ _____
Secretary, Date
Director of the Community Development Department

Approved: 01/28/08;
Amended: 01/04/10; 01/18/11; 03/18/13, 07/05/22

Page: 19

Text Inserted
"RULES OF PROCEDURE WESTFIELD-WASHINGTON TOWNSHIP ADVISORY PLAN COMMISSION"

Text Inserted
"ARTICLE XII: ADOPTION"

Text Replaced
[Old]: ""Westfield / Washington Planning"
[New]: ""Westfield-Washington Township Advisory Plan"

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Font-color changed.

Text Replaced
[Old]: "Secretary/Director of Economic & Community Dev. Date"
[New]: "Secretary, Date Director of the Community Development Department"

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"Amended:"

Comments from page 19 continued on next page

ARTICLE XII: ADOPTION

These Rules of Procedure are for and of the "Westfield-Washington Township Advisory Plan Commission", Westfield, Indiana have been approved by the affirmative vote of the membership of said Commission (__) – (__) – (__) at a meeting of the Commission held on the _____ day of _____,_____. This approval repeals any prior Rules of Procedure.

_____	_____
President	Date
_____	_____
Vice-president	Date
_____	_____
Commission member	Date
_____	_____
Commission member	Date
_____	_____
Commission member	Date
_____	_____
Commission member	Date
_____	_____
Commission member	Date
_____	_____
Commission member	Date
_____	_____
Commission member	Date

Attested by:

_____	_____
Secretary,	Date
Director of the Community Development Department	

Approved: 01/28/08;
Amended: 01/04/10; 01/18/11; 03/18/13, 07/05/22

Text Replaced
[Old]: "Amended 03/18/13 -21 -"
[New]: "03/18/13, 07/05/22 Page 19 of 19"

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ORDINANCE 22-19

Woods - Robinson - Briggs PUD Amendment II

AN ORDINANCE OF THE CITY OF WESTFIELD AND WASHINGTON TOWNSHIP, HAMILTON COUNTY, INDIANA CONCERNING AMENDMENT TO THE UNIFIED DEVELOPMENT ORDINANCE

This is an Ordinance to amend the Westfield-Washington Township UDO of the City of Westfield and Washington Township, Hamilton County, Indiana (the "UDO"), enacted by the City of Westfield pursuant to its authority under the laws of the State of Indiana, Ind. Code § 36-7-4 *et seq.*, as amended.

WHEREAS, the City of Westfield, Indiana (the "City") and the Township of Washington, both of Hamilton County, Indiana are subject to the Unified Development Ordinance;

WHEREAS, the Common Council enacted Ordinance No. 21-10, The Woods-Robinson-Briggs Planned Unit Development on March 22, 2021;

WHEREAS, the Westfield-Washington Advisory Plan Commission (the "Commission") considered a petition (**2207-PUD-XX**), requesting (i) an amendment to the Unified Development Ordinance and the Zoning Map with regard to the subject real estate more particularly described in **Exhibits A** (the "Gerth Property") and **Exhibit B** (the "Original Woods-Robinson-Briggs PUD Real Estate"), and (ii) an amendment to the District and Concept Plans of the Woods-Robinson-Briggs PUD Ordinance;

WHEREAS, the Commission forwarded Petition No. **2207-PUD-XX** to the Common Council of the City of Westfield, Hamilton County, Indiana (the "Common Council") with a _____ recommendation **(X-X)** in accordance with Indiana Code § 36-7-4-608, as required by Indiana Code § 36-7-4-1505;

WHEREAS, the Secretary of the Commission certified the action of the Commission to the Common Council on _____, 2022; and,

WHEREAS, the Common Council is subject to the provisions of the Indiana Code §36-7-4-1507 and Indiana Code § 36-7-4-1512 concerning any action on this request.

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Westfield, Hamilton County, Indiana, meeting in regular session, that the Woods-Robinson-Briggs PUD Ordinance, Unified Development Ordinance, and Zoning Map are hereby amended as follows:

Section 1. Applicability of Ordinance.

1.1 The Unified Development Ordinance and Zoning Map are hereby changed to incorporate the Gerth Property into the **Woods-Robinson-Briggs Planned Unit Development District** (the "District").

1.2 This Ordinance shall also amend the Woods Robinson Briggs PUD Ordinance as applicable to the Original Woods Robinson Briggs PUD Real Estate.

1.3 Development of the Gerth Property and the Original Woods-Robinson-Briggs PUD Real Estate shall be governed by (i) the provisions of this Ordinance and its exhibits, the Woods-Robinson-Briggs PUD Ordinance; and (iii) the provisions of the Unified Development Ordinance as amended and applicable to the Underlying Zoning District or a Planned Unit Development District, except as modified, revised, supplemented or expressly made inapplicable by this Ordinance.

1.4 Chapter ("*Chapter*") and Article ("*Article*") cross-reference of this Ordinance shall hereafter refer to the section as specified and referenced in the Unified Development Ordinance.

1.5 All provisions and representations of the (i) Unified Development Ordinance and (ii) the Woods-Robinson-Briggs PUD Ordinance that conflict with the provisions of this Ordinance are hereby made inapplicable to the Gerth Property and the Original Woods Robinson Briggs PUD Ordinance and shall be superseded by the terms of this Ordinance.

Section 2. District Area Assignment

2.1 The Gerth Property is hereby assigned to District 1/the Commercial District, as originally set forth in Ordinance 21-10 (the "Assigned Area"). The standards of the Woods-Robinson-Briggs PUD Ordinance applicable to the Assigned Area shall apply to the development of the Gerth Property.

2.2 The District Plan attached hereto and incorporated herein by reference as **Exhibit C** (the "District Plan") hereby amends the Woods Robinson Briggs PUD District Plan.

Section 3. Water Feature

3.1 A Water Feature, as originally required in Article 8.1 of Ord. 21-10, shall still be required. However, the Water Feature may not contain a fountain, and the size, scale, and features of the Water Feature shall be amended so that substantial compliance shall be required with what is shown on the revised Concept Plan (see **Exhibit D**).

In addition, Character Exhibits of fountain Water Features in Ord. 21-10 shall not apply. Instead, new Character Exhibits of a linear waterfall have been added (see **Exhibit E**) for which substantial compliance must be achieved.

Section 4. District 2: Park/Trail Head District

4.1 Article 8.2 of Ordinance 21-10, "District 2 Park/Trail Head District" shall be replaced with following:

The Park District (a minimum of 3 acres in size up to a maximum of 5 acres) is to be a donation or designated conservatory by Wood Family Farm of Hamilton County, LLC or a successor in interest (the "Owner") with respect to the Park District. The Park District shall be developed as a nature-focused park/recreation area available to the general public (the "Park"). The Park District shall serve as a trail head of the Monon Trail. The following standards shall apply to District 2:

1. Open-sided shelters shall be permitted.
2. Enclosed buildings for park-related activities and/or facilities such as restrooms, maintenance, and similar other uses deemed appropriate for a passive activity park as determined by the Director of Community Development, shall be permitted.
3. Park amenities shall include the following:
    a. Lighting and safety features as may be reasonably required for a dusk-to-dawn community park;
    b. Exercise stations;
    c. Lawn area for recreational play such as frisbee, croquet, corn hole, etc;
    d. Sculptured walking areas;
    e. Crushed stone trails similar to Cool Creek connecting features within the Park; and
    f. Other similar amenities and features commonly related to a passive park use as determined by the Director of the Community Development Department
4. An application for Detailed Development Plan Review for the park/trail head in District 2 shall be submitted to the Community Development Department within one year from the issuance of the first Improvement Location Permit for the Real Estate. The park amenities listed above shall be installed within District 2 within one year of the aforementioned Detailed Development application submittal unless The Director of the Community Development Department approves an extension due to unforeseen circumstances.

3.2 Development of District 2, the Park District, shall be in substantial compliance with **Exhibit F**, the Park Plan, as determined by the Director of Community Development.

ALL OF WHICH IS HEREBY ADOPTED BY THE CITY COUNCIL OF WESTFIELD, HAMILTON COUNTY, INDIANA THIS _____ DAY OF _____, 2022.

WESTFIELD COMMON COUNCIL
HAMILTON COUNTY, INDIANA

Voting For	**Voting Against**	**Abstain**
_____	_____	_____
James J. Edwards	James J. Edwards	James J. Edwards
_____	_____	_____
Scott Frei	Scott Frei	Scott Frei
_____	_____	_____
Jake Gilbert	Jake Gilbert	Jake Gilbert
_____	_____	_____
Mike Johns	Mike Johns	Mike Johns
_____	_____	_____
Troy Patton	Troy Patton	Troy Patton
_____	_____	_____
Cindy L. Spoljaric	Cindy L. Spoljaric	Cindy L. Spoljaric
_____	_____	_____
Scott Willis	Scott Willis	Scott Willis

ATTEST:

_____
Cindy J. Gossard, Clerk-Treasurer

I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security Number in this document, unless required by law: R. Birch Dalton

This Instrument prepared by: Birch Dalton, EdgeRock Development, 555 E. Main Street, Westfield, IN 46074

I hereby certify **ORDINANCE 22-19** was delivered to the Mayor of Westfield on the _____day of__ _____, 2021.

_____
Cindy J. Gossard, Clerk Treasurer

I hereby APPROVE ORDINANCE 22-19
this _____ day of _____, 2022.

_____
J. Andrew Cook, Mayor

I hereby VETO ORDINANCE 22-19
this _____ day of _____, 2022.

_____
J. Andrew Cook, Mayor

ATTEST:

_____
Cindy J. Gossard, Clerk Treasurer

EXHIBIT A

GERTH PROPERTY LEGAL DESCRIPTION

~~**Acreage 4.54 Section 25, Township 19, Range 3**~~

NEED ACTUAL METES AND BOUNDS LEGAL DESCRIPTION

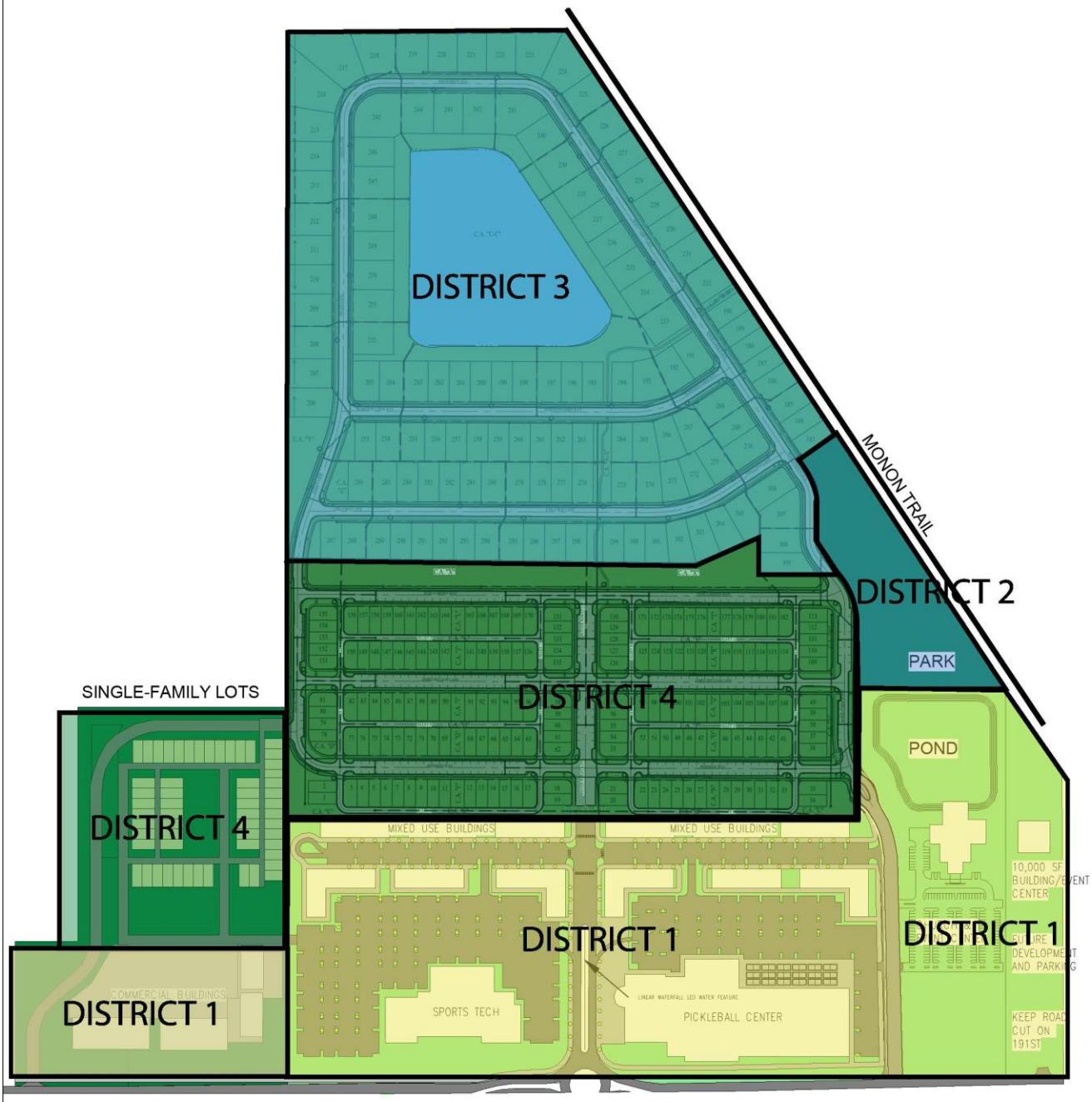
EXHIBIT B

ORIGINAL WOODS-ROBINSON-BRIGGS PUD LEGAL DESCRIPTION (sans GERTH PROPERTY)

A part of the Southeast Quarter of Section 23, part of the Northwest Quarter of Section 25, and part of the Northeast Quarter of Section 26 all in Township 19 North, Range 3 East Hamilton County, Indiana, described as follows:

BEGINNING at the Southeast Corner of the Northeast Quarter of Section 26; thence along the south line of said Quarter South 89 degrees 54 minutes 14 seconds West (bearings are derived from coordinates based on the Indiana State Plane Coordinate System East Zone NAD 83 (2011) epoch 2010.0) a distance of 1323.22 feet to the Southeast Corner of the West Half of said northeast Quarter; thence continue along the south line of said Quarter Section South 89 degrees 54 minutes 14 seconds West 850.18 feet to a point 188.57 feet west of the Southwest Corner of the East Half of said Half Quarter Section; thence parallel with the west line of said East Half of said West Half Quarter Section North 00 degree 13 minutes 27 seconds East 462.01 feet; thence parallel with aforesaid south line North 89 degrees 54 minutes 14 seconds East 188.57 feet to the west line of the East Half of said West Half; thence along said west line North 00 degree 13 minutes 27 seconds East 723.04 feet to the northwest corner of 18 acres off the entire south end of said Half Half Quarter Section; thence along the north line of said 18 acres North 89 degrees 54 minutes 14 seconds East 661.74 feet to the northeast corner of said 18 acres; thence along the west line of the East Half of said Northeast Quarter North 00 degrees 13 minutes 50 seconds East 1463.08 feet to the Southwest Corner of the South Half of the of the Southeast Quarter of the Southeast Quarter of said Section 23; thence along the west line of said Half Quarter Quarter of said Section 23 North 00 degrees 01 minute 08 seconds West 663.50 feet to the Northwest Corner of the South Half of the Southeast Quarter of said Southeast Quarter; thence along the north line of said Half Quarter Quarter Section North 89 degrees 39 minutes 04 seconds East 866.88 feet to the westerly line of the lands of the City of Westfield (Former Monon Railroad); thence along said westerly line South 33 degrees 30 minutes 30 seconds East 2461.68 feet to the east northeast corner of the lands of the Wood Family Farm of Hamilton County, LLC as described in Instrument No. 2015012811; thence along the east line of Wood South 00 degrees 16 minutes 39 seconds East 1242.37 feet to the south line of the Northwest Quarter of said Section 25; thence along said south line South 88 degrees 46 minutes 09 seconds West 919.30 feet to the place of beginning, containing 157.53 acres, more or less.

EXHIBIT C
REVISED DISTRICT PLAN



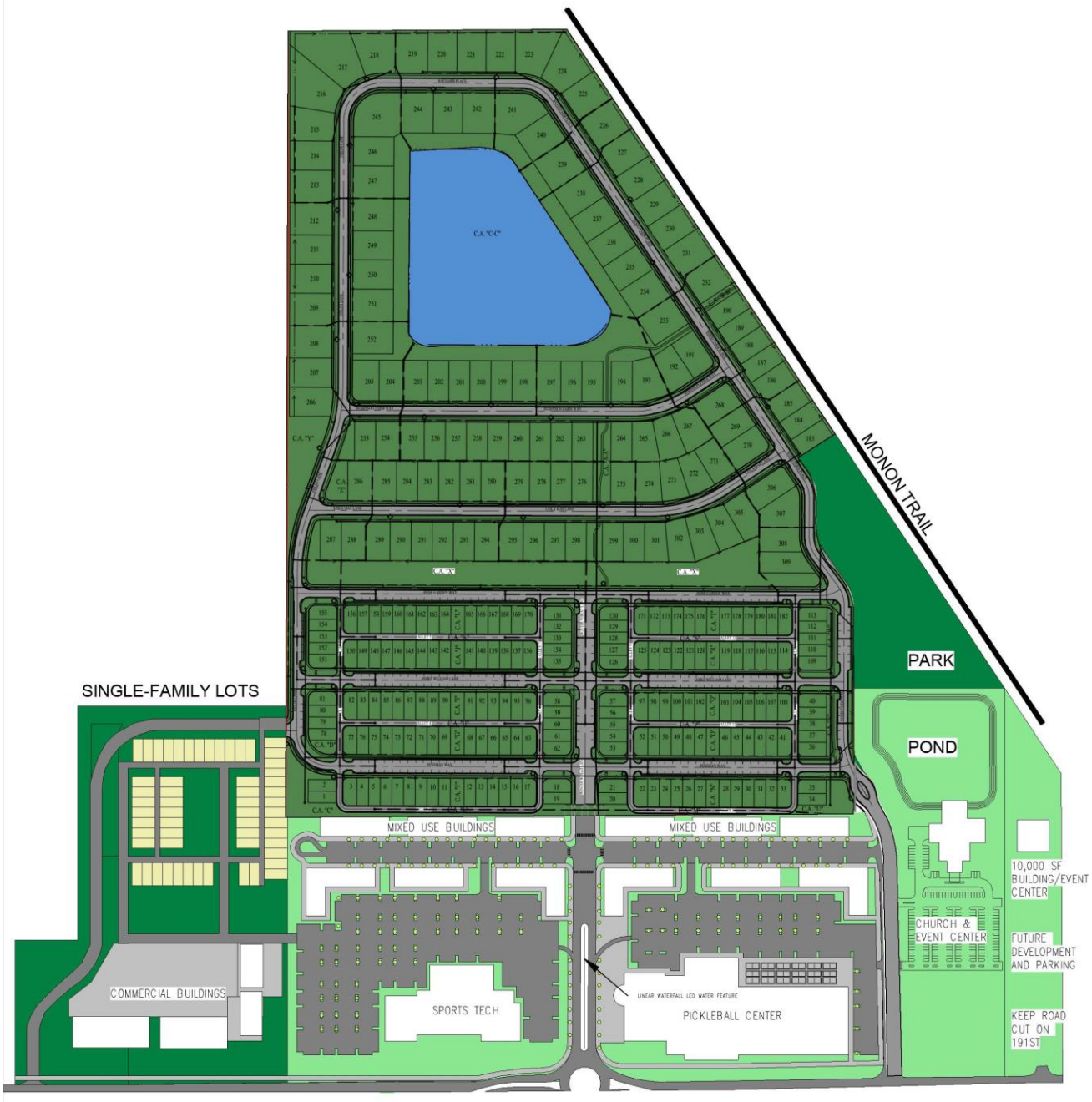
1 WOODS/ROBINSON/BRIGGS PUD DISTRICT PLAN
1" = 400'-0"

WOODS ROBINSON
PUD 191ST

Cooler Design

EXHIBIT D

REVISED CONCEPT PLAN



1 WOODS/ROBINSON/BRIGGS PUD CONCEPT PLAN
1" = 400'-0"

WOODS ROBINSON
PUD 191ST

Cooler Design

EXHIBIT E
LINEAR WATERFALL EXHIBITS

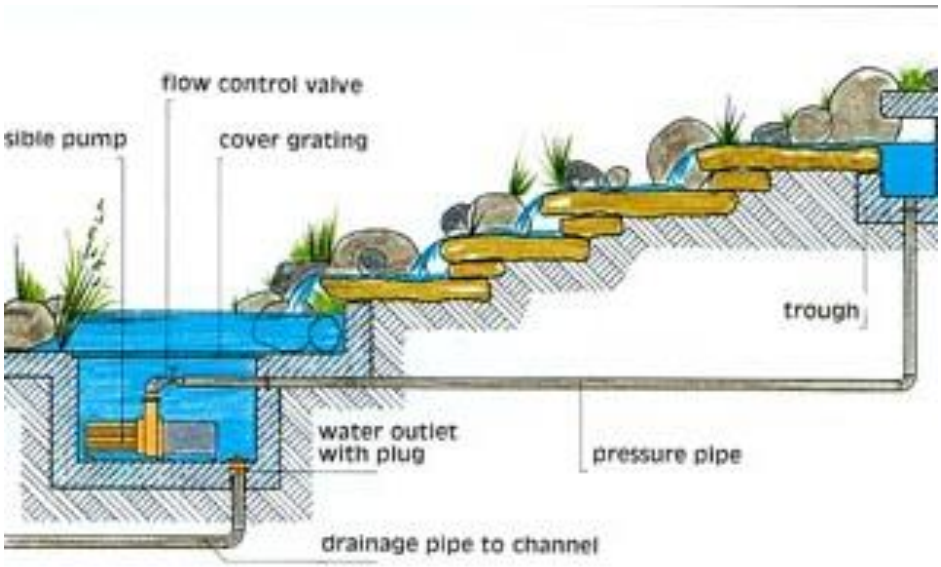
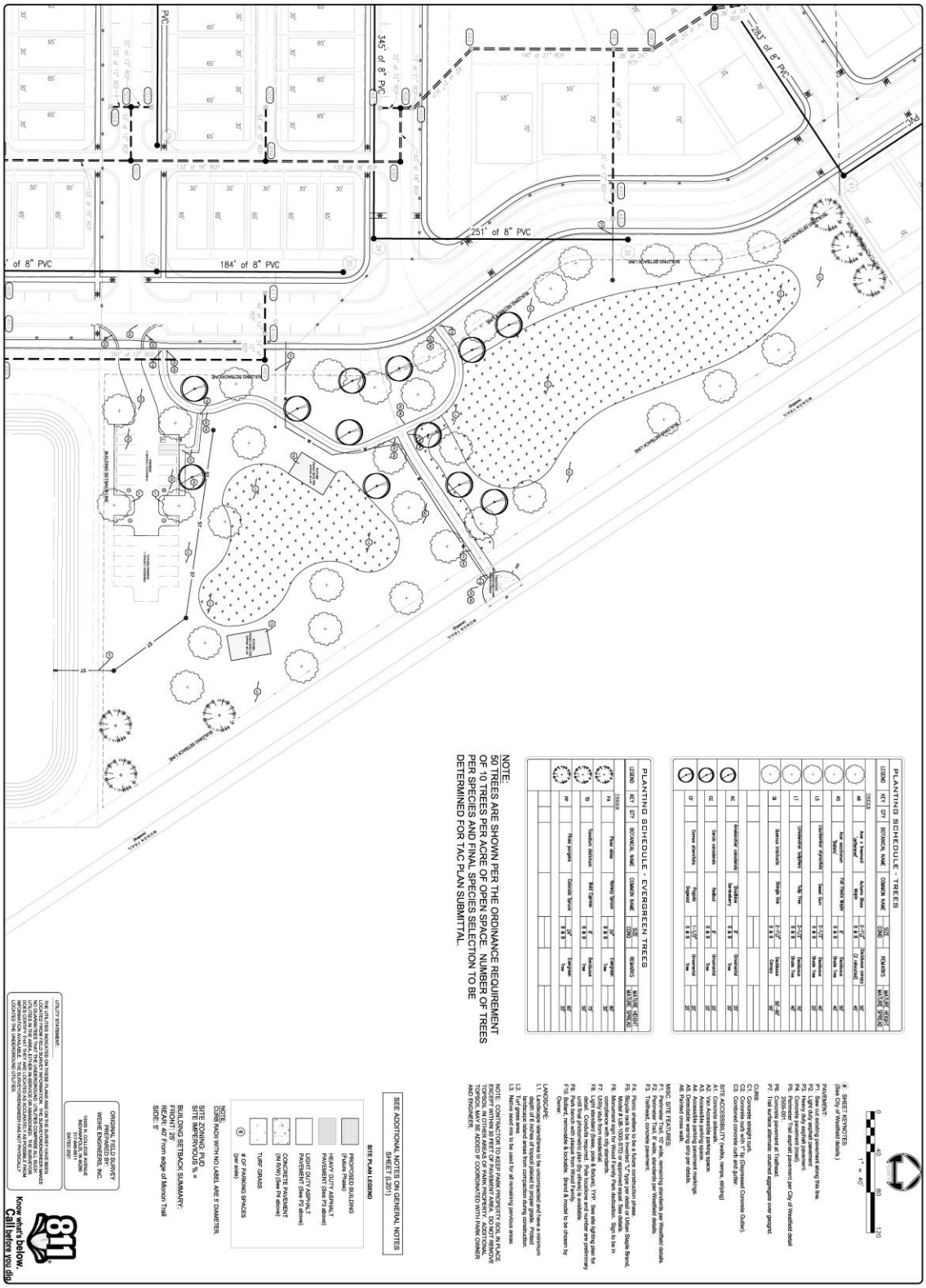


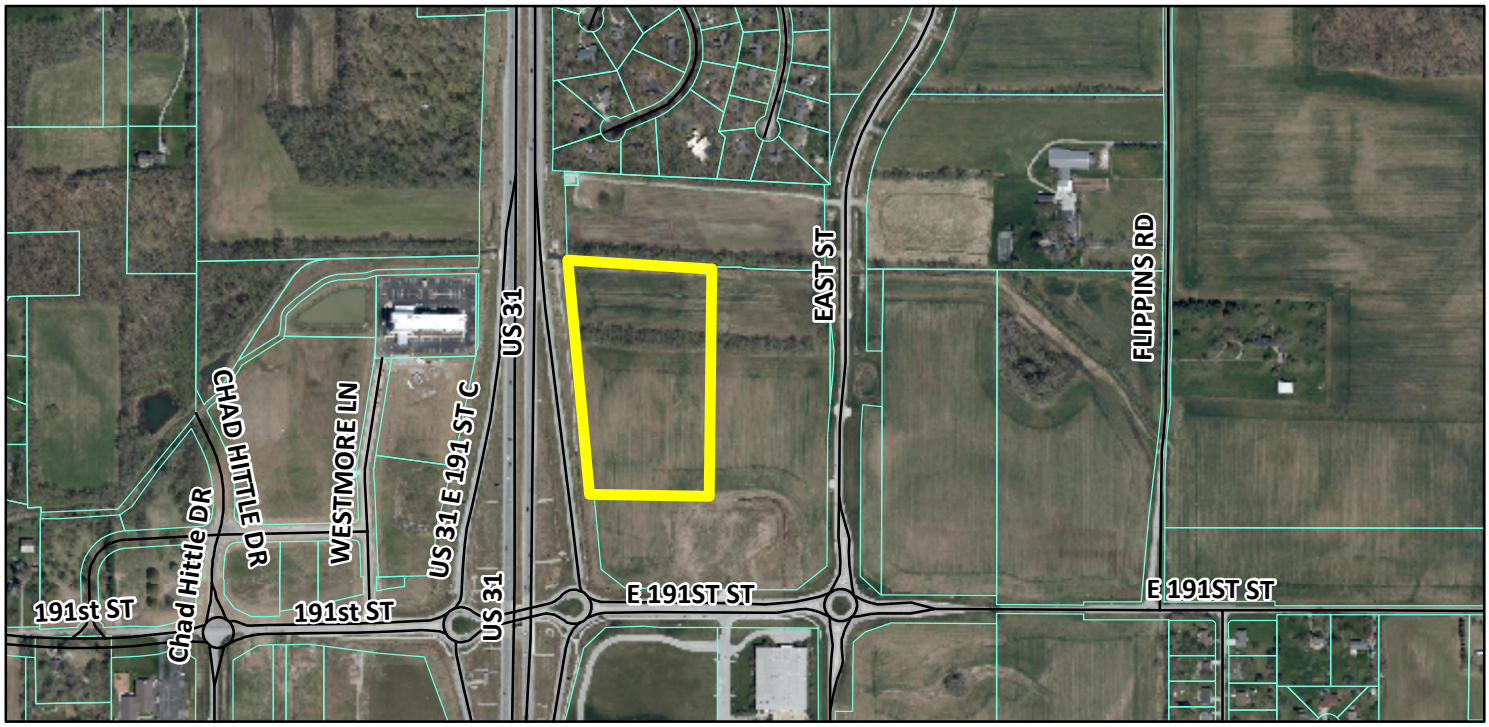
EXHIBIT F
PARK PLAN



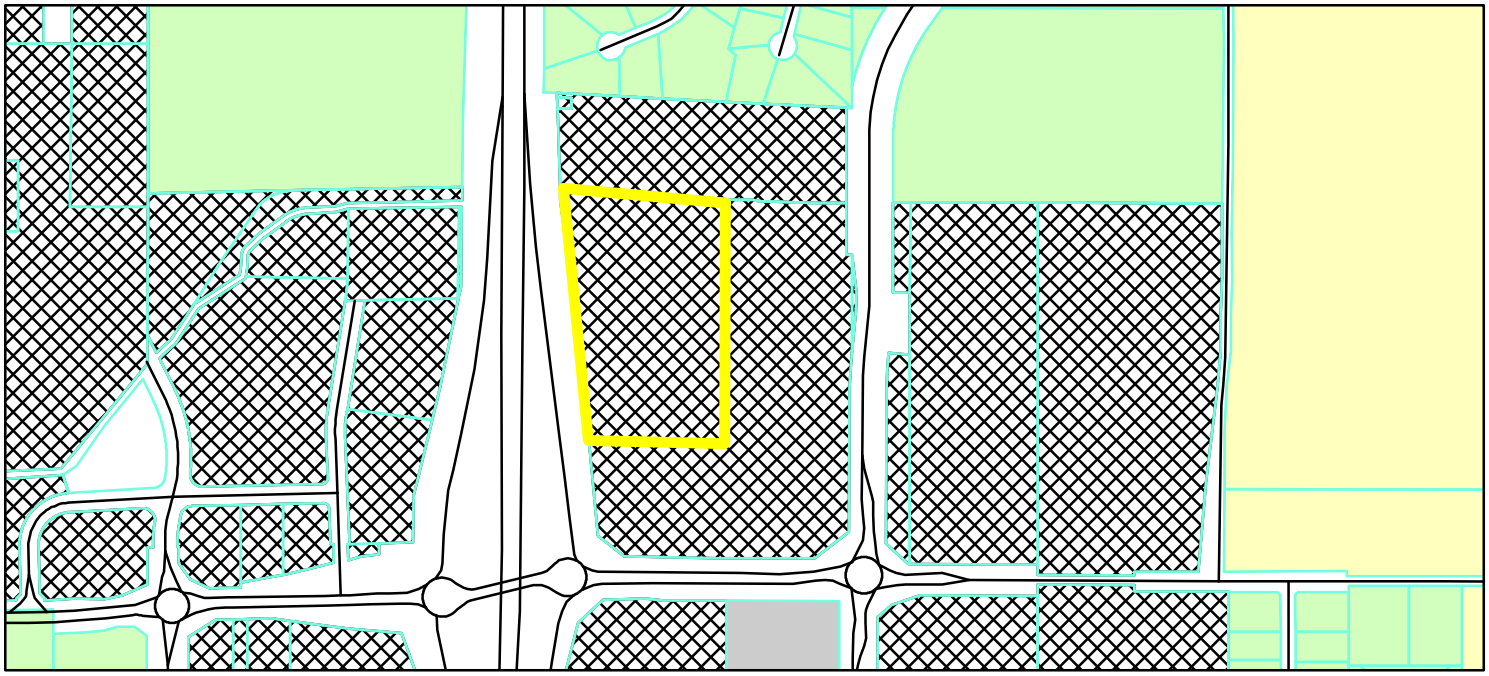
Midtown at Westfield PUD
Amendment I

Aerial Location Map

Site



Zoning Map



GIS.DBO.PW_Streets
Parcel
Parcel
Zoning - All

Zoning
AG-SF1 (Agriculture - Single Family - 1)
EI (Enclosed Industrial)
PUD (Planned Unit Development)
SF-2 (Single Family - 2)

0 0.05 0.1
Miles

N
W E
S

Petition Number:	2207-ODP-07 & 2207-SPP-07
Project Name:	Osborne Trails, Phase III
Subject Site Address:	West side of Horton Road, North of 191st Street (the "Property")
Petitioner:	Lennar Homes of Indiana, LLC
Representative:	HWC Engineering
Request:	Lennar Homes of Indiana, LLC by HWC Engineering requests Overall Development Plan and Primary Plat approval for 107 Single-family residential lots on 43.7 acres +/- in the Osborne Trails PUD District.
Current Zoning:	Osborne Trails PUD District (Ord. 16-44)
Current Land Use:	Agricultural / Vacant
Approximate Acreage:	43.7 acres +/-
Property History:	Osborne Trails PUD Amendment V (Ord. 22-10, 05/23/2022)
Exhibits:	1. Staff Report 2. Location Map 3. Project Narrative 4. Primary Plat Plan 5. Overall Development Plan 6. Overall Open Space Plan 7. Overall Landscape Plan 8. Public Comment Exhibit
Staff Reviewer:	Ryan Collingwood, Associate Planner

Procedural

- TAC Meeting 06/21/2022
- APC Public Hearing 07/05/2022

BACKGROUND

The Property is currently zoned the Osborne Trails PUD District.

Ordinance 22-10, Osborne Trails PUD Amendment V (2204-PUD-07), was approved at the May 23, 2022, City Council meeting.

The comments contained herein are in review of the filed Overall Development Plan and Primary Plat scheduled for a public hearing at the July 5, 2022, Advisory Plan Commission meeting.

PRIMARY PLAT STANDARDS (Article 10.12(J) of UDO)

The plans comply except for those items with comments identified as outstanding below:

1) Proposed name of subdivision.

2) Names and addresses of the owner, owners, land surveyor or land planner.

3) Title, scale, north arrow and date.

4) Streets on and adjoining the site of the proposed subdivision, showing the names (which shall not duplicate other names of streets in the community, unless extensions of such streets) and including roadway widths, approximate gradients, types and widths of pavement, curbs, sidewalks, cross-walks, tree plantings and other pertinent data.

   Comment: Items identified as outstanding, staff will confirm compliance prior to this item being docketed for final APC consideration.

5) Easements (locations, widths and purposes). (Article 8.3)

   Comment: The Petitioner is coordinating with WPWD to address outstanding issues.

6) Statement concerning the location and approximate size or capacity of utilities to be installed.

   Comment: The Petitioner is coordinating with WPWD to address outstanding issues.

7) Layout of Lots (showing dimensions, numbers and square footage). (Article 4.5)

8) Parcels of land proposed to be dedicated or reserved for schools, parks, playgrounds or other public, semi-public or community purposes.

9) Contours at vertical intervals of two (2) feet if the general slope of the site is less than ten percent (10%) and at vertical intervals of five (5) feet if the general slope is greater than ten percent (10%).

10) Tract boundary lines showing dimensions, bearings, angles, and references to section, township and range lines or corners.

11) Building setback lines. (Article 4.14)

12) Legend and notes.

13) Drawing indicating the proposed method of drainage for storm sewers and other surface water drainage.

    <u>Comment:</u> The Petitioner is coordinating with WPWD, HCSO, and/or utility companies to address outstanding issues.

14) Other features or conditions which would affect the subdivision favorable or adversely.

15) A National Cooperative Soil Survey Map showing the soil limitations based upon the intended usage of the development land.

16) A statement from County departments, State highway departments, or the Public Works Department concerning rights-of-way, road improvements, roadside improvements, roadside drainage, entrances, culvert pipes, and other specifications deemed necessary.

17) If private sewage systems, then a statement from the County Health Officer whether private septic system can be used on the property.

18) If legal drain is involved, then a statement from the County Drainage Board or County Surveyor's Office concerning easements, right-of-way, permits, etc.

    <u>Comment:</u> Items identified as outstanding, staff will confirm compliance prior to this item being docketed for final APC consideration.

19) If floodplain is involved, then a statement from the Indiana Department of Natural Resources, Division of Water, concerning construction in floodway, including floodplain high water marks, etc.

20) Misc.

OVERALL DEVELOPMENT PLAN (Article 10.7 of the UDO)

The plans comply except for those items with comments identified as outstanding below:

21) Title, scale, north arrow and date.

22) Proposed name of the development.

23) Area map insert showing the general location of the site referenced to Streets, section lines and alternative transportation plan system, as well as the Zoning District and use of adjacent property.

24) Address and legal description of the property.

    Comment: Items identified as outstanding, staff will confirm compliance prior to this item being docketed for final APC consideration.

25) Boundary lines of the property including all dimensions.

26) Location, name, centerline and width of all Streets, Private Streets, Alleys, access easements and alternative transportation plan system improvements that are existing or proposed to be located within or adjacent to the property.

    Comment: Items identified as outstanding, staff will confirm compliance prior to this item being docketed for final APC consideration.

    Comment: Items identified as outstanding, staff will confirm compliance prior to this item being docketed for final APC consideration.

27) Location, centerline and width (at the Lot Line) measurements of any proposed or existing Driveways within two hundred (200) feet of the property, and any connection to an Alley must be indicated.

28) Location and dimensions of primary vehicular ways in and around the proposed development, including depictions of all travel lanes, turning movements, vehicle storage areas and tapers.

<u>Comment:</u> Items identified as outstanding, staff will confirm compliance prior to this item being docketed for final APC consideration.

29) All proposed Street and Driveway improvements, both on and offsite, including measurement of curb radius and/or taper.

30) Location and dimensions of existing and proposed sidewalks, pathways, trails or other alternate transportation plan improvements.

<u>Comment:</u> Items identified as outstanding, staff will confirm compliance prior to this item being docketed for final APC consideration.

31) Layout, number, dimension and area (in square feet and acres) of all Lots and Outlots with Building Setback Lines.

<u>Comment:</u> Items identified as outstanding, staff will confirm compliance prior to this item being docketed for final APC consideration.

32) Location and dimensions of all existing structures and paved areas.

33) Location and dimensions of all proposed structures and paved areas (indicated by cross-hatching).

34) Location of all Floodplain areas within the boundaries of the property.

35) Names of legal ditches and streams on or adjacent to the site.

36) Location and feasibility statement of all existing and proposed utility facilities and easements, including, but not limited to: sanitary sewer, water, storm water management, electric, gas, telephone and cable.

37) Identify buildings proposed for demolition.

38) Areas of the property reserved for Development Amenities, Open Space and other similar uses.

39) Use of each Lot and/or building by labeling, including approximate density or size of proposed uses and buildings (e.g., number of parking spaces, Dwelling Units, Gross Floor Area, Living Area).

DISTRICT STANDARDS

The plans comply with the UDO as noted below **and** the Osborne Trails PUD Amendment V (Ord. 22-10)**, except for those items identified as outstanding below.**

40) Minimum Lot Area	5,850 square feet
41) Minimum Lot Frontage	35’
42) Minimum Building Setback Lines	
a) Front Yard	21’
b) Side Yard	5’
c) Rear Yard	20’
43) Minimum Lot Width	45’
44) Maximum Building Height	2 ½ stories
45) Minimum Living Area (total):	
a) Single-story	1,200 square feet
b) Two-story	1,800 square feet

DEVELOPMENT PLAN REVIEW (Article 10.7(E) of the UDO):

Development Plans shall comply with and be reviewed by the Plan Commission upon finding that the Development Plan is in compliance with the following requirements:

46) Compliance with all applicable development and design standards of the Zoning District in which the real estate is located.

47) Compliance with all applicable provisions of any Overlay District in which the real estate is located.

48) Management of traffic will be in a manner that creates conditions favorable to health, safety, convenience, and the harmonious development of the community such that:

a) The design and location of proposed street and highway access points shall minimize safety hazards and congestion.

b) The capacity of adjacent streets and highways is sufficient to safely and efficiently accept traffic that will be generated by the new development.

c) The entrances, streets and internal traffic circulation facilities in the proposed development are compatible with existing and planned streets and adjacent development.

49) The applicable utilities have sufficient capacity to provide potable water, sanitary sewer facilities, electricity, telephone, natural gas, and cable service at a satisfactory level of service to meet the needs of the proposed development.

DEVELOPMENT STANDARDS (Chapter 6 of UDO and the Osborne Trails PUD Amendment V, Ord. 22-10)

The plans comply, as applicable to a Primary Plat and Overall Development Plan, except for those items identified as outstanding below, that need addressed prior to approval:

50) Accessory Use and Building Standards (Article 6.1)

51) Architectural Standards (Article 6.3 & Ord. 22-10)

a) Character Exhibit: The Character Exhibit, attached hereto as Exhibit C. is hereby incorporated as a compilation of images designed to capture the intended architecture of Dwellings. It is not the intent to limit the architecture shown in the Character Exhibit, but to encourage a diversity in architecture of Dwellings. (Ord. 22-10)

b) Building Materials: Vinyl siding shall be prohibited as an exterior siding material. (Ord. 22-10)

c) Exterior Trim Materials: Wood, fiber cement or equivalent trim shall be used for comers, frieze boards, window wraps, door wraps, and as a transitional material between two different exterior materials, provided, however, trim shall not be required for windows, doors, comers, and the like that are surrounded by Masonry Materials; and provided further, that if windows have shutters, then such windows shall not require a trim wrap. Required trim shall be a minimum of five and one-half inches (5-1/2") wide. (Ord. 22-10)

d) Windows: All homes shall have a minimum of one (1) window on all four (4) sides of the home, except the garage side of a ranch style home may have no windows provided the other three (3) elevations have a minimum of nine (9) windows total. For the purposes of this calculation, a twin window shall be counted as two (2) windows. (Ord. 22-10)

e) Minimum Overhangs: All homes shall have a minimum of 8" roof overhangs. (Ord. 22-10)

f) Roof Pitches: The minimum roof pitch for the main roof of a home shall be 6/12. Gable, dormer and porch roof pitches may vary to achieve various architectural styles. (Ord. 22-10)

g) Shingles: All homes shall have dimensional or architectural grade shingles. (Ord. 22-10)

h) Garages: All homes must have at least a 2-car attached garage and meet the following requirements (Ord. 22-10):
   (i) For front loading garages, the garage door total width may not exceed fifty percent (50%) of the linear footage of the front elevation of the home.
   (ii) Two (2) dusk-to-dawn coach lights shall be provided on all garages.
   (iii) If a home has a third car garage, the third car bay shall be offset by a minimum of two (2) feet.
   (iv) Garage elevations shall include a variety of design elements to vary the appearance of the garage facade. Design elements include the garage door, garage door windows and/or hardware, garage door header, roof gable brackets, multiple building materials, gable accent windows and gable decorative louver. All homes shall have decorative garage doors with windows and be painted a color to match the dominant exterior material or a color to accent the dominant exterior material.

i) Side Building Facades with Gable: All Dwellings (i) on Corner Lots (side facing a street) or (ii) with a side lot line abutting a Common Area (side facing the common area) which have a gable end on the side Building Facade shall incorporate a minimum of one of the following elements on the side Building Facade. A variety of the following elements should be used and the incorporated element(s) should be consistent with elements on the front Building Façade (Ord. 22-10):
   (i) A masonry material a minimum of thirty-six (36) inches tall;
   (ii) A change in the exterior color separated by trim;
   (iii) A change in the Exterior Material pattern separated by trim;
   (iv) A change in the Exterior Material separated by trim;

(v) A gable end architectural detail (e.g., brackets, louvers, pediment, corbel, decorative window detail created with shutters, etc.)
(vi) A minimum of ten (10) square foot gable window;
(vii) A gable peak with a change in Exterior Material; or
(viii) A projecting chimney running the fill height of the side Building Facade constructed with Masonry Material.

52) Building Standards (Article 6.4)

53) Fence Standards (Article 6.5)

54) Height Standards (Article 6.6)

55) Landscaping Standards (Article 6.8 & Ord. 22-10)

a) Lot Landscaping: Article 6.8(K) Minimum Lot Landscaping Requirements shall apply except as modified below (Ord. 22-10);
   i) A minimum of ten (10) shrubs will be provided at the foundation of the home in the front yard.
   ii) Front yards must be planted with sod and side and rear yards may be either seeded or sodded. For comer lots, sod must be planted in both "front" yards.

b) External Street Frontage Landscaping Requirements: Article 6.8(M) shall apply except as modified below (Ord. 22-10):
   i) A black "4-board" fence shall be provided along a minimum of sixty-five percent (65%) of the Street Frontage Planting Area of Horton Road and 191st/193rd Street.
   ii) The minimum mound height along the external street frontage shall be increased from three (3) feet to six (6) feet. Exceptions to the six (6) foot requirement are permitted subject to easement, utilities and final site engineering.
   iii) The minimum external street frontage landscape width shall be fifty (50) feet. Up to fifteen (15) feet of landscape area width may include individual lot area and internal right-of-way provided the required landscaping is provided.

c) Buffer Yard Requirements: Article 6.8(N) shall apply. (Ord. 22-10)

d) Tree Preservation: The existing vegetation and Natural Areas, labeled as "Tree Preservation Area" on the Concept Plan, where preserved shall be placed in a tree preservation easement. Within this tree preservation easement, no trees with a diameter at breast height ("DBH") of four inches (4") or more (the "Protected Trees") shall be removed unless the tree is damaged, diseased, dead, or is to be removed in order to: (1)

comply with requirements of any governmental agency; or (2) to accommodate the installation of drainage, utilities, street connections or other infrastructure. If a Protected Tree is damaged or otherwise removed by the developer or builder, except as permitted to be removed as listed above, then the developer or builder shall reestablish the Protected Tree with a tree or trees of combined equal or greater DBH subject to the availability of space for their healthy growth in the tree preservation area as determined by the Director. Additionally, all protected woodlands shall have proper signage to dictate preserved areas every one-hundred and fifty (150) feet. (Ord. 22-10)

<u>Comment:</u> Items identified as outstanding, staff will confirm compliance prior to this item being docketed for final APC consideration.

e) Detention and Retention Areas (Article 6.8(I)):
   i) Detention and Retention Areas shall be landscaped in a manner that replicates the natural form of ponds and shall include shade trees, ornamental trees, evergreens, shrubs, hedges, and/or other plantings (see also Minimum Lot Landscaping Requirements and Article 8.6 Open Space and Amenity Standards).

<u>Comment:</u> Items identified as outstanding, staff will confirm compliance prior to this item being docketed for final APC consideration.

56) Lighting Standards (Article 6.9)

57) Lot Standards (Article 6.10)

58) Outside Storage and Display (Article 6.12)

59) Outdoor Café and Eating Areas (Article 6.13)

60) Parking and Loading Standards (Article 6.14)

61) Setback Standards (Article 6.16)

62) Sign Standards (Article 6.17)

63) Vision Clearance Standards (Article 6.19)

64) Yard Standards (Article 6.21)

DESIGN STANDARDS (Chapter 8 of UDO and the Osborne Trails PUD Amendment V District (Ord. 22-10))

The plans comply except for those items identified as outstanding below, that need addressed prior to approval:

65) Block Standards (Article 8.1)

a) The maximum length of a block in a single-family residential Subdivision shall not exceed one thousand two hundred and fifty (1,250) feet; except where an Internal Street or Frontage Road parallels an Expressway or Arterial.

66) Easement Standards (Article 8.3)

67) Monument and Marker Standards (Article 8.5)

68) Open Space and Amenity Standards (Article 8.6 & Ord. 22-10)

a) Open Space and Amenity Standards: Shall apply except as otherwise modified or enhanced below. (Ord. 22-10)
   i) Minimum Open Space: Open Space area shall be a minimum of fifteen (15) percent and as generally shown on the Concept Plan.
   ii) Amenities: The following amenities shall include, but shall not be limited to the following;
      (a) Passive Amenities: Open space including trails shall be provided for passive recreation opportunities in substantial compliance with the trail locations illustrated on the Concept Plan. The final locations are subject to existing easements and final engineering. If trails are prevented from being installed as shown, then alternative trail locations may be approved by the Director that still provide comparable access and connectivity to the District's Open Space.
      (b) Osborne Trails Amenities: Section 9(B)(ii) of the Osborne Trials PUD established requirements for Active Amenities (the "Osborne Trails Amenities"). The Real Estate shall be subject to any covenants and restrictions applicable to the Osborne Trails Amenities in order to ensure the enjoyment and shared maintenance costs of the Osborne Trails Amenities by the residents of the Real Estate.

69) Pedestrian Network Standards (Article 8.7)

70) Storm Water Standards (Article 8.8)

<u>Comment:</u> The Petitioner is coordinating with WPWD, HCSO, and/or utility companies to address outstanding issues.

71) Street and Right-of-Way Standards (Article 8.9)

<u>Comment:</u> The Petitioner is coordinating with WPWD to address outstanding issues.

72) Street Light Standards (Article 8.10)

<u>Comment:</u> The Petitioner is coordinating with WPWD and utility companies to address outstanding issues.

73) Street Sign Standards (Article 8.11)

<u>Comment:</u> The Petitioner is coordinating with WPWD to address outstanding issues.

74) Surety Standards (Article 8.12)

<u>Comment:</u> The Petitioner is coordinating with WPWD, HCSO, and/or utility companies to address outstanding issues.

75) Utility Standards (Article 8.13)

<u>Comment:</u> The Petitioner is coordinating with WPWD, HCSO, and/or utility companies to address outstanding issues.

<u>DEPARTMENT COMMENTS</u>

1) **Action: Hold a public hearing at the July 5, 2022, Plan Commission meeting.**

2) The Petitioner will make any necessary revisions to the plans, as noted in this report as outstanding. The Community Development Department will confirm compliance prior to this item being placed on the next Plan Commission agenda.

3) If any Plan Commission member has questions prior to the public hearing, please contact Ryan Collingwood at 317-741-8857 or rcollingwood@westfield.in.gov.

WRITTEN PUBLIC COMMENTS

Docket Number: 2207-ODP-07 & 2207-SPP-07

Petitioner: Lennar Homes of Indiana, Inc by HWC Engineering

Request: Lennar Homes of Indiana, LLC by HWC Engineering requests Overall Development Plan and Primary Plat approval for 107 single-family lots on 43.7 acres +/- in the Osborne Trails PUD District.

Enclosed Attachments (as of 5:00pm., Tuesday, July 5):

July 5, 2022 Advisory Plan Commission Meeting

1. Eugene Kaminski 19477 Sumrall Pl. (07/2/22)

From: EUGENE KAMINSKI
To: Ryan Collingwood
Cc: kaminski Gene
Subject: Re: Automatic reply: Recent Voicemail
Date: Saturday, July 2, 2022 12:57:53 PM

WARNING: This external email is from keugene871@aol.com.

Please include in the planning commission packet for Tuesday evening public hearing the following questions/considerations concerning petitions 2207-OPD-07 & 2207-SPP-07 filed by Lennar Homes of Indiana.

1. Lennar failed to address in their Commitments Concerning Use and Development of Real Estate document one of the council woman's concerns regarding the north middle open section area, recommending some sort of gathering space, gazebo, etc. between Phase II & Phase III properties.

2. In the Lennar Commitments Concerning Use and Development of Real Estate document Section 1. Commitments. The Real estate is subject to the following Commitments:
A. Area C of the Osborne Trails Amenities shall be enhanced to include the following:
1. The Clubhouse Space square footage of seven thousand (7000) square feet required under Section 9(B)(ii)(a) of the Osborne Trails PUD shall be increased to a minimum of eleven thousand, three hundred (11,300) square feet, including a fitness center.

The Planning Council may recall I spoke about this concern at an earlier public meeting. Osborne Trails Phase I marketing documents identify the Retreat Square footage to be 9000. When Phase II Plat Plat was being discussed the required notice to residents along the property line identified the Retreat now to be 10,000 square feet. Keith Lash VP Lennar Land Acquisition responded its more likely 11,000 square feet with overhang/patio area. I wasn't aware building square footages could count as outside space.

For discussion: Let's say the Retreat is 10,000 square feet. That leaves 1300 new square footage Lennar is identifying in the Commitments document. I believe their intent is to use this square footage for the men/woman's bathroom and changing area of the new additional pool they have committed to build. That may leave a small adjacent room for either storage or other use.

What's not addressed by these commitment statements is the concern over Gathering Space for a growing community of 1500 members in 787 households. Lennar continues to suggest when adding on Amenities under consideration for homeowners HOA fees will be increased. Using the current HOA monthly fee of $250/month X 12 months X 787 Homes = $2,361,000 in annual HOA fees.

This last week Lennar sponsored a pool party but limited the attendees to 150. We see disgruntlement on the horizon on behalf of home owners once the community reaches its current projected maximum of 1500 residents.

Homeowners also believe Lennar has reached out the the Carey Family off of Six Points Road in an attempt to acquire an additional parcel north of Phase I properties where the North pool will be located. They may or may not be in current negotiations.

Please note that Size Matters when designing +55 communities where the majority of the homeowners routinely use available amenities.

I'd ask the Planning Commission to request a Master Facility Plan of this entire 55+ Community with all amenity structures prior to moving forward vs building it as we go along.

Thank you for your time in reviewing this correspondence.

Gene Kaminski 19477 Sumrall PL Westfield IN

On Jun 29, 2022, at 2:11 PM, Ryan Collingwood <rcollingwood@westfield.in.gov> wrote:

Hello,

I will be out of the office beginning on Wednesday, June 29th and will return to the office on Tuesday, July 5th. I will have limited access to my email. If you have an urgent matter, please contact planners@westfield.in.gov or call (317) 804-3170 to get in contact with a planner. Thank you!

Ryan Collingwood | Associate Planner

Community Development | 2728 East 171st Street | Westfield, IN 46074
rcollingwood@westfield.in.gov | 317-741-8857

Need to send me a file over 25MB?

Westfield-Washington Township Advisory Plan Commission (APC)

Minutes of the June 21, 2022 APC Meeting

Presented for approval: July 5, 2022

Westfield-Washington Township Advisory Plan Commission
met at 7:00 p.m. on Tuesday, June 21, 2022 at Westfield City Hall.

Active links for this meeting:

June 21, 2022 APC Agenda & Exhibits **June 21, 2022 YouTube Video**

OPENING OF MEETING

You Tube Time: 0:03

Roll Call

Commissioners Members Present In-Person: Kristen Burkman, Matt Deck, Ginny Kelleher, Robert Horkay, Mike Johns, Andre Maue, Victor McCarty, and Dave Schmitz.

Commissioners Present Virtually: None

Commissioners Absent: Cindy Spoljaric.

City Staff Present In-Person: Kevin Todd, Director and Pam Howard, Assistant Director.

City Staff Present Virtually: None.

Legal Counsel Present: Beth Copeland with Taft Stettinius & Hollister LLP.

APPROVAL OF MINUTES

Kelleher motioned to approve the June 6, 2022 Minutes with corrections to Public Hearing time. Burkman seconded. Motion passed. Vote 8-0.

REVIEW RULES AND PROCEDURES

Howard reviewed APC rules and procedures.

CHANGES TO AGENDA

YouTube time: 3:00

CONSENT AGENDA ITEMS

YouTube Time: 3:21

2201-DDP-02
Northpoint Building 2
Northwest Corner of East Street and Fenside Crossing

DDP: Holladay Properties by Kimley-Horn & Associates request Detailed Development Plan review of a 168,000 square foot industrial building on 13.12 acres +/- in the Northpoint Planned Unit Development District.
(Planner: Caleb Ernest - cernest@westfield.in.gov)

2204-DDP-13
Hageman Group 55+ Mixed Use
East Side of Wheeler Road, Approx 500 feet north of 181st Street

HG Acquisition Company, LLC by Cripe requests Detailed Development Plan review of a 57,090 square foot mixed-use building on 8.56 acres +/- in the Grand Park Village PUD District.
(Planner: Daine Crabtree - dcrabtree@westfield.in.gov)

Maue motioned to approve the Consent Agenda as presented in the Staff Reports.
Kelleher seconded. Motion passed. Vote 8-0.

ITEMS OF BUSINESS

2111-PUD-27 *YouTube Time 4:02*

TowneRun PUD

Northwest corner of Towne Rd & West 146th Street

LOR Corporation by Church Church Hittle + Antrim requests a change in zoning for 26.94 acres +/- from AG-SF1: Agriculture / Single-family Rural District to the TowneRun PUD District.
(Planner: Kevin Todd - ktodd@westfield.in.gov)

This item was continued.

2206-ODP-05 & 2206-SPP-05 *YouTube Time*

Midtown at Westfield

Northwest corner of 191st Street & East Street

Henke Development Group by Weihe Engineers requests Overall Development Plan and Primary Plat approval for three (3) Lots and two (2) Blocks on 37.78 acres +/- in the Midtown at Westfield PUD District.
(Planner: Daine Crabtree - dcrabtree@westfield.in.gov) (Presenter: Kevin Todd – ktodd@westfield.in.gov)

Staff presentation / APC comments.

Kelleher motioned to approve 2206-ODP-05 & 2206-SPP-05 with recommended conditions.
McCarty seconded. Motion passed. Vote 8-0.

PUBLIC HEARING ITEMS

No Public Hearing Items

ITEMS CONTINUED TO A FUTURE MEETING

2008-PUD-09 [CONTINUED]

Northpoint II PUD

North side of SR 38 between Anthony Road and Hinkle Road

Northpoint Owners, LLC by Clark, Quinn, Moses, Scott & Grahn, LLP requests a change of zoning for 183.5 acres +/- from the AG-SF1: Agriculture/Single-family Rural District to the Northpoint II PUD District.
(Planner: Pam Howard - phoward@westfield.in.gov)

2108-PUD-21 [CONTINUED]

Grand Millennium Center PUD Amendment I

North of David Brown Drive, East and West of Westfield Blvd

31/32 Investors by Edgerock Development, LLC requests an Amendment to the Permitted Uses and General Regulations of the Grand Millennium Center PUD District.
(Planner: Pam Howard - *phoward@westfield.in.gov*)

2112-ODP-26 [CONTINUED]

Southpark Industrial

16465 Southpark Drive

CTC02, LLC by Total Engineering Solutions Co. requests Overall Development Plan review of one Lot on 3.69 acres +/- in the Southoak PUD District.
(Planner: Caleb Ernest - *cernest@westfield.in.gov*)

2203-PUD-05 [CONTINUED]

Towns at Union PUD

East of and adjacent to Union Street and south of David Brown Drive

Pulte Homes of Indiana, LLC by Nelson & Frankenberger, LLC request a change of zoning of 12.85 acres +/- from the AG-SF1 District to the Towns at Union PUD District.
(Planner: Caleb Ernest - cernest@westfield.in.gov)

2205-PUD-09 [CONTINUED]
iBeach31 at Grand Park PUD
724 East 181st Street

iBeach31, LLC by Church Church Hittle + Antrim request a change in zoning for 3 acres +/- from OI-PD: Open Industrial / Planned Development District to the iBeach 31 at Grand Park Planned Unit Development (PUD) District.
(Planner: Ryan Collingwood - rcollingwood@westfield.in.gov)

2206-ODP-06 & 2206-SPP-06 [CONTINUED]
Springwater
East side of Westfield Blvd/Union Street, North of 161st Street

Apollo Developers, LLC by HWC Engineering requests Overall Development Plan and Primary Plat approval for 90 Single-family Attached residential Lots on 50.5 acres +/- in the Springwater PUD District.
(Planner: Ryan Collingwood - rcollingwood@westfield.in.gov

2206-PUD-11
Towne Road Crossing PUD Amendment I [CONTINUED]
South of SR 32, west of Little Eagle Creek Avenue

H&H Stables, LLC by Nelson & Frankenberger, LLC requests an amendment to the Towne Road Crossing PUD to permit an Equestrian Facility and a maximum of thirty (30) residential Lots on 69 acres +/- in the Towne Road Crossing PUD District.
(Planner: Daine Crabtree - dcrabtree@westfield.in.gov)

2206-PUD-12
Andover PUD Amendment - Parcel "I" Daycare [CONTINUED]
East Side of Grassy Branch Rd., Approx. 200 feet south of Mere Blvd.

NVS Properties 20, LLC by Murphy Real Estate Services requests an amendment to the Development and Architectural Standards of Parcel I of the Andover PUD District.
(Planner: Weston Rogers - wrogers@westfield.in.gov

REPORTS/COMMENTS:

YouTube Time: 8:17

- Plan Commission Comments
- Downtown Update
- City Council Liaison
- Board of Zoning Appeals Liaison
- Community Development Department

ADJOURNMENT

McCarty motioned to adjourn the meeting. Deck seconded. Motion passed. Vote 8-0.
The meeting adjourned at 7:18 p.m.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

Signature Page for APC Minutes for June 21, 2022

_____
Robert Horkay, President

_____
Ginny Kelleher, Vice President

_____
Kevin M. Todd, Secretary