**\*\* NOTE – THERE WAS NO ADMIN MEETING HELD IN JULY \*\***

The Hendricks County Area Plan Commission Administrative and Plat Committee held a meeting on Wednesday, August 9, 2023 at 9:00 a.m. in the Hendricks County Government Center, Meeting Rooms 4&5, 355 South Washington Street, Danville Indiana. Members present were Mr. Tim Dombrosky, Director of Planning & Building; Mrs. Ginger Harrington, Environmental Health Team Lead; Mr. Dave Gaston, County Surveyor; and Mr. Ron Kneeland, Plan Commission Representative. Also present was Mr. Brian Hurskainen, Senior Planner.

Mr. Dombrosky called the meeting to order with the Pledge of Allegiance. There was a quorum with four (4) members present.

Mr. Dombrosky asked for a motion of the meeting minutes for the May 10th and June 14th meetings.

Mr. Kneeland motioned for approval of both the May 10, 2023 and June 14, 2023

Mrs. Harrington seconded the motion.

FOR – 4 – AGAINST – 0 – ABSTAINED – 0 –

**DPR 514/23: THE CHURCH BY THE SIDE OF THE ROAD (SECONDARY);** a development plan review for a parking lot expansion; 1.7 acres; Washington Township; S17-T15N-R2E; located at 10323 E. CR 100 S. – Avon (Moench Engineering)

Mr. Dombrosky noted that this was continued at plan commission and at drainage board. There was no representative present.

Mrs. Harrington motioned to continue **DPR 514/23: The Church by the Side of the Road (Secondary)** to the September 13, 2023 meeting.

Mr. Gaston seconded the motion.

FOR – 4 – AGAINST – 0 – ABSTAINED – 0 –

**DPR 515/23: CHIPOTLE (SECONDARY);** a development plan review for a new restaurant; 0.981 acres; Guilford Township; S20-T14N-R2E; located directly east of 8060 Upland Bend – Camby (Evans Engineering)

**MAP 712/23: CHIPOTLE (SECONDARY);** a major plat; 0.981 acres; Guilford Township; S20-T14N-R2E; located directly east of 8060 Upland Bend – Camby (Evans Engineering)

Mr. Jonathan Evans, Evans Engineering, 4240 Airport Road, Cincinnati OH was present. The staff comments were reviewed.

Mr. Dombrosky noted that they were missing a sewer allocation.

Mr. Evans stated that they talked to them, and they would have to pay the fees first before receiving the letter. His client wanted to get through the approvals before paying the tap fees.

Mrs. Harrington motioned for approval of **DPR 515/23: Chipotle (Secondary) and MAP 712/23: Chipotle (Secondary)** subject to staff recommendations and obtaining the sewer allocation prior to any work being done.

Mr. Gaston seconded the motion.

The staff recommendations are as follows.

**drainage conditions:**

Subject to approval by the Tri County Conservancy District

**sTAFF RecoMMENdAtions:**

1. This land is under CC & R’s, include paragraph in owners certificate.
2. Sewer allocation letter is required. Only availability letter was provided.
3. Provide pipe bedding details for the storm structures.

**conditions of approval:**

1. A properly executed County/Owner Inspection Agreement must be provided prior to approval with all appropriate fees paid prior to the start of any construction.
2. This project is subject to the National Pollutant Discharge Elimination System (NPDES) General Permit covering storm water quality. Procedures there under are governed locally by the Hendricks County Stormwater Management Ordinance and corresponding Technical Standards Manual. An application, fees, construction plans, specifications and Stormwater Pollution Prevention Plan must be presented for approval to the Hendricks County Drainage Board separately from the application to the Hendricks County Area Plan Commission. Secondary Stormwater Approval for a plat plan must be obtained from the Drainage Board prior to Approval by the Plan Commission. In addition, an Erosion Control Permit issued by the Hendricks County Surveyor is required for individual building lots prior to obtaining a Building Permit from the Planning and Building Department.
3. The Hendricks County Planning and Building Department must be notified at least seventy-two (72) hours prior to any site improvements being installed.
4. The applicant will have two (2) years from the date of approval to obtain an Improvement Location Permit/Building Permit. Should this time period elapse without the applicant having obtained the appropriate permit, the development plan approval will become null and void.
5. Development plan approval does not constitute approval of signage unless such approval is expressly granted by the Plan Commission as part of this development plan. Signage review and approval is typically carried out as a permitting process separate from development plan approval.

**MAP 754/23: FAMILY PROMISE (SECONDARY);** an 8-lot major plat; 5.79 acres; Guilford Township; S26-T15N-R1E; located at 7233 E. CR 300 S. – Plainfield (Banning Engineering)

Mr. Steve Brehob, Banning Engineering, 305 Columbia Road, #101, Plainfield was present along with Ms. Julie Randoph, Family Promise. He noted they had received drainage board approval and were in agreement with the conditions of approval on the staff letter. He felt they had addressed the staff comments.

Mr. Dobmrosky stated that he had not had time to review the landscaping changes they had sent over. He did acknowledge that they were minor so he would be okay with an approval subject to review of those items.

There was discussion about the sidewalk timing and street trees.

Mr. Gaston motioned for approval of **MAP 754/23: Family Promise (Secondary)** subject to staff recommendations and review of responses for the landscaping notes.

Mr. Kneeland seconded the motion.

FOR – 4 – AGAINST – 0 – ABSTAINED – 0 –

The staff recommendations are as follows.

**drainage conditions:**

Subject to Drainage Board approval and the conditions of the County Surveyor.

**sTAFF RecoMMENdAtions:**

1. Show required buffer yard along CR 300 S on landscaping plan.
2. The detail for the sidewalk should show a minimum 5’ width.
3. The under-drain detail (sheet 520) does not match the road cross section (sheet 200 and 530)
4. Note which lots require fill compaction testing.
5. Swales at 1% should have a sub-surface drain as the slope could be less than 1%.
6. Sewer allocation letter is required.
7. Plans must indicate limits of sanitary force main installation prior to home construction and the limit must be marked in the field.
8. The plans must clarify when the sidewalk on Lot 5 and on the west side of the cul-de-sac will be constructed.
9. The plans must clarify when the trees across Lot 5 will be planted.

**conditions of approval:**

1. A properly executed County/Owner Inspection Agreement must be provided prior to approval with all appropriate fees paid prior to the start of any construction.
2. This project is subject to the National Pollutant Discharge Elimination System (NPDES) General Permit covering storm water quality. Procedures there under are governed locally by the Hendricks County Stormwater Management Ordinance and corresponding Technical Standards Manual. An application, fees, construction plans, specifications and Stormwater Pollution Prevention Plan must be presented for approval to the Hendricks County Drainage Board separately from the application to the Hendricks County Area Plan Commission. Secondary Stormwater Approval for a plat plan must be obtained from the Drainage Board prior to Approval by the Plan Commission. In addition, an Erosion Control Permit issued by the Hendricks County Surveyor is required for individual building lots prior to obtaining a Building Permit from the Planning and Building Department.
3. The Hendricks County Planning and Building Department must be notified at least seventy-two (72) hours prior to any site improvements being installed.

**EX 294/23: MIP 1142 – JAMES & BRITTER COOK;** an exception of the Subdivision Control Ordinance, Section 5.02 Expiration of Approval (Kruse Consulting)

Mr. Joel Brame, Kruse Consulting, 7384 Business Center Dr., Avon was present. He stated that they were wanting to extend the time to allow for improvements to be put in before recording.

Mr. Dombrosky asked what improvements they still had to do.

Mr. Brame replied that it was the street trees and the stub of the shared drive up to the right of way line.

Mr. Gaston asked why they were needing the extension.

Mr. Brame stated that the owners were consumed with the sale of their business and have started the work but will not be able to plant the trees before the expiration. They were hoping for a year extension so they could get 2 plantings in.

Mr. Gaston motioned for approval of **EX 294/23: MIP 1142 James & Britter Cook** to extend the time to record to May 31, 2024.

Mrs. Harrington seconded the motion.

FOR – 4 – AGAINST – 0 – ABSTAINED – 0 –

There being no further items to be discussed, the meeting was adjourned at 9:15 a.m.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tim Dombrosky, Chairman