

**CITY OF BUTLER, INDIANA  
PLAN COMMISSION  
JANUARY 13, 2020  
PUBLIC MEETING  
MINUTES**

1. **Call to Order** – Kent Likes, President, called the meeting to order at 6:31 PM.
2. **Roll Call** – Members present were Kent Likes, Ford Hudson, Tammy Davis, Sandy Lechleidner, Brian Moore, Stephanie Rohm, Gale Ryan and Anita Shultz. Also present was DeKalb County Plan Commission representative Sandy Harrison and Mayor Mike Hartman. Staff present were Attorney Cedric Hollabaugh and City Planner Steve Bingham.
3. **Election of Officers for the Year 2020** – President Likes then opened the floor for nominations of officers:
  - a. Nomination of Kent Likes for President by Tammy Davis; second by Ford Hudson. Nomination approved unanimously.
  - b. Nomination of Stephanie Rohm for Vice-President by Tammy Davis; second by Ford Hudson. Nomination approved unanimously.
4. **Minutes of Previous Meeting** – The minutes of the previous meeting of November 11, 2019 were provided to the members prior to this meeting.

**MOTION:** To approve the minutes as presented, by Tammy Davis; second by Ford Hudson. Motion adopted unanimously.
5. **Zoning Administrator Report:**
  - a. 2019 Permit Activity Report – Steve Bingham distributed and reviewed the 2019 Butler Permit Activity Report.
  - b. 2020 Meeting Schedule / 2020 Plan Commission Membership – Steve Bingham distributed the 2020 Commission meeting schedule and membership directory. Tammy Davis, Gale Ryan and Brian Moore are the Common Council appointees.
6. **Replacement Comprehensive Plan Update / Timetable** – Steve Bingham noted that the Butler Main Street Association will hold its first community meeting on February 18, 2020. The topic will be downtown Butler. Comments and ideas developed during that meeting can be use in further refining the draft replacement comprehensive plan.
7. **Commission Attorney** – Cedric Hollabaugh reviewed the current status of the transfer of the deed for the Butler Company property to the City from DeKalb County.
8. **Commission Members** – Nothing further offered from floor.
9. **Audience Participation** – Mayor Hartman thanked the Commission members for their service on the Commission.
10. **Next Meeting Date** – The next meeting of the Butler Plan Commission will be held March 9, 2020.
11. **Adjourn** – Meeting adjourned at 6:42 PM.

**CITY OF BUTLER, INDIANA  
PLAN COMMISSION  
MARCH 9, 2020  
PUBLIC MEETING  
MINUTES**

1. **Call to Order** – Kent Likes, President, called the meeting to order at 6:30 PM.
2. **Roll Call** – Members present were Kent Likes, Ford Hudson, Sandy Lechleidner, Brian Moore and Anita Shultz. Absent were Tammy Davis, Stephanie Rohm and Gale Ryan. Also present was DeKalb County Plan Commission representative Sandy Harrison and Butler Main Street President Jodi Barber. Staff present were Attorney Cedric Hollabaugh and City Planner Steve Bingham.
3. **Minutes of Previous Meeting** – The minutes of the previous meeting of January 13, 2020 were provided to the members prior to this meeting.  
  
**MOTION:** To approve the minutes as presented, by Brian Moore; second by Anita Shultz. Motion adopted unanimously.
4. **Comprehensive Plan Revision / Review – Downtown Redevelopment** – Steve Bingham provided a review of downtown that was originally presented at the February 18 Butler Main Street community meeting and asked for feedback from the Commission. Jodi Barber discussed Butler Main Street’s efforts to improve downtown Butler.
5. **Zoning Administrator Report** – Steve Bingham provided an update regarding the Butler Company clean-up activities.
6. **Commission Attorney** – Cedric Hollabaugh reviewed unsafe building enforcement actions related to 117 South Broadway and 403 North Broadway.
7. **Commission Members** – Discussion regarding the sale of the Family Dollar property on West Main Street.
8. **Audience Participation** – Nothing further offered from floor.
9. **Next Meeting Date** – The next meeting of the Butler Plan Commission will be held May 11, 2020.
10. **Adjourn** – Meeting adjourned at 7:10 PM.

**CITY OF BUTLER, INDIANA  
PLAN COMMISSION  
JULY 27, 2020  
PUBLIC MEETING & HEARING**

1. **Call to Order** – Kent Likes, President, called the meeting to order at 6:30 PM.
2. **Roll Call** – Members present were Kent Likes, Ford Hudson, Tammy Davis, Brian Moore, Stephanie Rohm, Gale Ryan and Anita Shultz. Absent was Sandy Lechleider. Staff present were Attorney Cedric Hollabaugh and City Planner Steve Bingham.

Also present were Mayor Mike Hartman, Mike Stump of Forest River, Joe Gabet of ForeSight Consulting and Jeff Jones of KPC Media.

3. **Minutes of Previous Meeting** – The minutes of the previous meeting were provided to the Commission members prior to this meeting.

**MOTION:** To approve the minutes as presented, by Tammy Davis; second by Ford Hudson. Motion adopted unanimously.

4. **Public Hearing Regarding a Development Plan, DP-2020-01, submitted by the DeKalb Eastern School Corporation** - President Likes then called to order a public hearing regarding an application for a development plan submitted by Forest River Manufacturing.

**Notice** - Steve Bingham then reviewed the proposed amendment and the hearing notice materials. Attorney Hollabaugh found the hearing notice materials to be in order.

**Plan Review** - Bingham then reviewed the plan and the findings, based on the requirements of the Butler zoning ordinance. The plan and findings are reference herein and made a part of the file copy of these minutes as “Attachment 1.”

**Petitioners Presentation** – Mike Stump, Forest River, summarized the proposed building construction. The proposed new building construction is 63,000 square feet in size. The proposed building expansion is 12,000 square feet in size.

Additional display of the plan pages, review and discussion by Joe Gabet or ForeSight Consulting, the project engineer. Several elements of the plan were reviewed for clarification, including signage, driveway access and parking areas.

**Public Comment** – No public comment offered from floor and no written public comment submitted prior to this hearing.

**Commission Comment** – Brian Moore reviewed the proposed storm sewer interceptor that the City of Butler has proposed constructing through the Forest River property. The interceptor would extend around the north side of the new building and down the east side of the property near the east parcel line. A utility easement agreement is being pursued by the two parties and will be a proposed condition for the approval of this Plan.

**Proposed Conditions** - Steve Bingham proposed that the following conditions be attached to any approval for this plan:

- Review & approval of the site drainage by the DeKalb County Surveyor and DeKalb County Drainage Board review & approval of the site infrastructure by the City of Butler Board of Public Works & Safety.
- Approval and signature of a Utility Easement agreement by and between the City of Butler and Forest River.
- Illustration and location of signage on site.
- Waiver of Article 8.9(C)(4)(a) & (f) regarding proposed loading docks facing street and the enclosure of roof mounted mechanical equipment.

**Article 8.9(D) Review & Action** – The Commission then considered the following findings regarding this Plan, as prescribed by this sub-chapter:

- a. The proposed development is consistent with the intent and purpose of the City of Butler Comprehensive Plan, i.e, *Goal 5, page 19, Butler Comprehensive Plan, 2001 – “Ensure adequate public facilities are available for development; and*

-All members present concurred with this statement.

- b. The proposed Development Plan satisfies the Development Requirements specified in Article 8.9(C).

-All members present concurred with this statement.

**MOTION:** To approve the development plan submitted by Forest River, with the noted conditions and waiver, by Tammy Davis; second by Stephanie Rohm. Motion adopted unanimously.

5. **Zoning Administrator Report** – Steve Bingham provided an update regarding the Butler Company site clearance project, unsafe building enforcement activities and downtown development activities.
6. **Commission Attorney** – No further report.
7. **Commission Members** – Nothing further offered from floor.
8. **Audience Participation** – Nothing further offered from floor.
9. **Next Meeting Date** – Next Plan Commission meeting will be held Monday, September 14, 2020 at 6:30 PM.
10. **Adjourn** – Meeting adjourned at 7:08 PM.

Minutes Prepared by Steve Bingham, Secretary

### **May 10, 2021 Commission Meeting**

- **Capital Improvements** – Review and incorporate any existing capital improvement plans.
- **Land Use Development Potential – Areas Adjacent to Butler** – Review areas adjacent to Butler for future development potential and infrastructure needs.

### **July 12, 2021 Commission Meeting**

- **Policies & Objectives** – Review draft policies and objectives and update based on discussion at previous meetings and public input.

### **September 13, 2021 Commission Meeting**

**Public Hearing** – Revised plan draft will be provided to public via City website and Facebook page. Provided there is a favorable recommendation by the Plan Commission, it will then go to the Common Council for consideration as an Ordinance.

## **5. Zoning Administrator Report.**

- a. **Discussion Regarding Proposed Amendment to Butler Zoning Ordinance & Map** – Steve Bingham reviewed the current Butler Zoning Ordinance allowance for manufactured housing in “OTR-Old Town Residential” zoning districts. He asked if the Commission members would consider an amendment to the zoning ordinance that would prohibit placing such units on either North or South Broadway and East and West Main streets.

Discussion regarding current requirements and whether there are any existing manufactured units on these streets.

**MOTION:** By Gary Miller to initiate a public hearing process regarding a proposed amendment to the Butler Zoning Ordinance regarding manufactured housing units, with such hearing to be scheduled and advertised for the January 11, 2020 Plan Commission meeting; second by Gale Ryan. Motion adopted unanimously.

6. **Commission Attorney** – Nothing further offered from floor.
7. **Commission Members** – Nothing further offered from floor.
8. **Audience Participation** – Vivian Likes commended the City for its code enforcement activities. She also encouraged the Commission to expand the area of notification for future zoning changes, variances, etc., i.e., to 300 feet to 600 feet.
9. **Next Meeting Date** – The next meeting of the Butler Plan Commission will be held January 11, 2020.
10. **Adjourn** – Meeting adjourned at 7:04 PM.

**CITY OF BUTLER, INDIANA  
PLAN COMMISSION  
SEPTEMBER 14, 2020  
PUBLIC MEETING  
MINUTES**

1. **Call to Order** – Kent Likes, President, called the meeting to order at 6:30 PM.
2. **Roll Call** – Members present were Kent Likes, Ford Hudson, Tammy Davis, Scott Lanning, Stephanie Rohm, Gale Ryan. Absent were Sandy Lechleidner, Gary Miller and Anita Shultz. Also present was DeKalb County Plan Commission representative Sandy Harrison, Mayor Mike Hartman and Butler Main Street board president Jodi Barber. Staff present were Attorney Cedric Hollabaugh and City Planner Steve Bingham.
3. **Minutes of Previous Meeting** – The minutes of the previous meeting and hearing of July 27, 2020 were provided to the members prior to this meeting.

**MOTION:** To approve the minutes as presented, by Stephanie Rohm, second by Ford Hudson. Motion adopted unanimously.

4. **Review and Discussion of Proposed Replacement Butler Comprehensive Plan Focusing on Downtown Development** – Steve Bingham reviewed the comprehensive plan update activities to date, including the update website at [www.theroadstobutlersfuture.com](http://www.theroadstobutlersfuture.com). He also reviewed the Butler Main Street activities that have occurred in the past year.

Jodi Barber presented Butler Main Street’s plans for downtown, including murals and future sponsored events.

Steve Bingham reviewed several downtown properties, including those properties that have changed ownership and those that are currently listed on the DeKalb County tax certificate sale list for the October 7, 2020 auction.

5. **Zoning Administrator Report** – Steve Bingham provided updates on the High Street reconstruction project and the Butler Company site clearance project.
6. **Commission Attorney** – No report.
7. **Commission Members** – Nothing additional offered from the members.
8. **Audience Participation** – Nothing additional offered from floor.
9. **Next Meeting Date** – The next meeting of the Butler Plan Commission will be held November 9, 2020.
10. **Adjourn** – Meeting adjourned at 7:19 PM.

**CITY OF BUTLER, INDIANA  
PLAN COMMISSION  
NOVEMBER 9, 2020  
PUBLIC MEETING  
MINUTES**

1. **Call to Order** – Kent Likes, President, called the meeting to order at 6:33 PM.
2. **Roll Call** – Members present were Kent Likes, Ford Hudson, Gary Miller, Stephanie Rohm, Gale Ryan and Anita Shultz. Absent were Sandy Lechleidner and Scott Lanning. Also present were Mayor Mike Hartman and Vivian Likes. Staff present were Attorney Cedric Hollabaugh and City Planner Steve Bingham.
3. **Minutes of Previous Meeting** – The minutes of the previous meeting and hearing of September 9, 2020 were provided to the members prior to this meeting.

**MOTION:** To approve the minutes as presented, by Stephanie Rohm. Second by Anita Shultz. Motion adopted unanimously.

4. **Review and Discussion of Proposed Replacement Butler Comprehensive Plan**

- a. **Content Revisions** – Steve Bingham reviewed the synopsis for the contents of the proposed replacement Butler Comprehensive Plan draft.
- b. **Timetable for Public Hearings and Adoption** - Steve Bingham reviewed a proposed schedule for revising, reviewing and adopting the new plan in 2021, as follows:

**January 9, 2021 Commission Meeting**

- **Title and Authority** – Review for compliance with Indiana Code and incorporation of all relevant City of Butler documents (zoning ordinance, zoning map, subdivision ordinance, thoroughfare plan, etc.
- **History** – Review draft History section to ensure that it includes relevant information regarding Butler, and is up to date with current activities.
- **Physical Features** – Verify accuracy of physical features, including topography and soil types.
- **Municipal Government** – Review municipal government section. Ensure compliance with current requirements of Indiana Code.

**March 8, 2021 Commission Meeting**

- **Demographics** – Data from 2020 Census should start becoming available at this time. Review for updating this section.
- **Infrastructure** – Review for accuracy and updated needs.
- **Development Status / Common Area Reviews** – Review and update as needed.