



Planning & Building Department  
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**ADVISORY PLAN COMMISSION**  
**Minutes**

**Brownsburg Town Hall  
61 North Green Street  
Brownsburg, Indiana 46112**

**Monday, November 28, 2011**

The Brownsburg Advisory Plan Commission convened at 7:00 PM with the Pledge of Allegiance. A roll call was taken, where upon determination of quorum was found.

Members Present: Don Spencer, Jim Hill, Brett Scowden, Summit Ghosh, Jack Swalley, and Eric Willman

Members Absent: Tom Lacy

Also Present: Todd A. Barker, AICP – Director of Planning, and Tom DeRue with KGR

**Consideration of Minutes of Previous Meeting(s)**

**1. September 26, 2011**

Don Spencer recused himself in regards to voting on the meeting minutes as he was absent from the September 26, 2011 Plan Commission Meeting.

**Motion:** Eric Willman made a motion to **APPROVE** the meeting minutes from September 26, 2011, seconded by Brett Scowden, motion carried 5-0-1.

**2. October 24, 2011**

Don Spencer recused himself in regards to voting on the meeting minutes as he was absent from the October 24, 2011 Plan Commission Meeting.

**Motion:** Jim Hill made a motion to **APPROVE** the meeting minutes from October 24, 2011, seconded by Eric Willman, motion carried 5-0-1.

**C. Approval of Finding of Fact and Reports of Determination**

1. NONE

**D. Projects Requesting Continuances**

1. NONE

**E. Old Business**

1. NONE

**F. New Business**

1. NONE

## **H. Reports from Officers, Committee & Staff**

Todd Barker indicated he would like to have an end of year review meeting with the commission in mid January of 2012. Mr. Barker explained the staff is wrapping up some of the Plan Commission cases and any loose ends there may be with any previous projects. Mr. Barker would also like to review any issues that occurred during the year, questions on cases the Commission may have, communicate if ordinances need updated, make sure we are integrating the Comprehension Plan when making decisions for the Plan Commission, and receive feedback and/or suggestions that will help us move forward. Mr. Barker would also like to discuss yearly training for the Plan Commission Members.

Todd Barker provided an update on the Comprehension Plan. Mr. Barker indicated the vision sessions and workshop sessions have completed but residents can still provide their input through the Comprehension Plan survey on the Town's web-site. Mr. Barker's hope is to get the draft back from the consultant to provide the Steering Committee and the Plan Commission for review. Mr. Barker informed the board when the draft is complete there will be two (2) more opportunities for Public to comment before the Public Hearing. The first Public Meeting is an Open House which would consist of question and answering sessions. The second Public Meeting would be presenting the plan to the public in a more formal presentation. Mr. Barker would like to be ready for the Public Hearing by February or March 2012.

Todd Barker stated once the draft plan becomes public we can move forward with updating the zoning ordinances and engage the community in this process.

Don Spencer stated the Town Council wanted to make sure the scheduling of these meeting did not interfere with the East Annexation.

Todd Barker stated the East Annexation is complete and no remonstrance's has been filed.

Don Spencer suggested adding on-going projects, projects that have gained prior approval but have not started, and/or any project(s) that are still alive to the task list.

Todd Barker stated once a parcel has been platted, the plat can be built on for two (2) years from the approval date. He stated a site plan is good for one (1) year. Mr. Barker explained once a parcel is designated a zoning classification and it cannot be changed unless a zoning map amendment is approved or a comprehensive zoning change is completed by the Town.

Todd Barker asked if the Commission wanted the monthly Capital Project update included with the task list.

Don Spencer stated he did not think the board needed the monthly Capital Project update but asked if the Commission could have access to the projects in Laserfiche.

Todd Barker asked the board if they would like to cancel the December 2011 meeting, as the only item the agenda would consist of would be the meeting minutes from this meeting. The board was in favor of canceling the Plan Commission meeting for December 27, 2011.

## **I. Communications & Bills**

1. NONE

**J. Administrative Fillings**

1. NONE

**K. Task List**

1. Capital Projects See notes

**L. Adjournment**

**MOTION:** Don Spencer made a motion for **ADJOURNMENT**, seconded by Eric Willman, motion was carried 6-0. 7:20pm

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Don Spencer, President

ATTEST:

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Todd A. Barker, AICP, Administrator