

Monrovia Plan Commission Meeting
Tuesday June 11th, 2024

Call to Order: The meeting was called to order at 6:30 pm with the Pledge of Allegiance led by Eddie Menzel and the prayer led by Ed Olleman.

Meeting was held at the Government Center at 60 S. Marley Way, Monrovia, IN

Roll Call Present: Eddie Menzel, Ed Olleman, Bob Nicholls, Tammy Everett, Lori Choate, Michael Conner, Philip Fowler, and Maryanne Taylor: Plan Administrator

Did not attend: Samantha DeWester: Attorney

Public Hearing: Philip Fowler made a motion to open the public hearing for the Amendment to the fee schedule. Bob Nicholls seconded the motion. No one wished to speak so Philip also made a motion to close the public hearing. Ed Olleman seconded the motion.

Tammy Everett asked about the change to the above ground swimming pool permit. She wanted more details on what inspections would be performed for a pool permit. Eddie Menzel and Michael Conner explained all that needs to be inspected for pool permits.

Michael Conner asked about the fee being added for floor plan and elevation changes. The Plan Administrator, Maryanne Taylor, explained all the things that must be edited when a change is made. She added that DR Horton makes changes regularly.

Tammy Everett asked about the change to additions and wanted more clarity on what constitutes an addition. The Plan Administrator, Maryanne Taylor, said an addition is anything that adds living space. Tammy Everett wanted to know how many inspections would be done on an addition. There could be four to six inspections for additions.

Philip Fowler wanted clarification on what a relocation would intel. The Plan Administrator said this would be a home being moved from one lot to another.

The Plan Administrator, Maryanne Taylor, moved on to the section for accessory structures and asked about the wording being removed that referred to barns for Agriculture purposes on twenty (20) acres or more. Since the County dissolved the buffer zone, we do not have large farms in our zoning area.

The Plan Administrator suggested adding a section for new commercial instructions that included warehouses. The recommendation was to use what the county charges for permits, which is \$800.00 plus \$0.005 per square foot. Bob Nicholls asked if these fees would apply to the warehouses going South of Keller Hill Road. Philip Fowler said yes, and nothing is in writing so

this would apply to them. President Eddie Menzel said we still need to do a Site Plan Review on that project.

Michael Conner questioned the change to the fee for commercial pools. Tammy Everett made a motion to change the commercial fee for pools to be changed to five hundred dollars (\$500.00). Philip Fowler seconded the motion; all were in favor

Michael Conner feels that the inspection fees for work found incomplete should be more. Michael Conner added that the fee paid to our inspectors should be more. He said if our inspector was not available, we would have a hard time finding someone to come out for what The Town currently pays. Philip Fowler made a motion for the inspection and re-inspection fees to be one hundred dollars (\$100.00). Michael Conner seconded the motion; all were in favor.

Plan Commission moved on to the sewer availability fee and inspection fee. Michael Conner asked who was doing the sewer inspections. Eddie Menzel replied that Shawn Massingale from W.W.O.C is doing those inspections. Tammy Everette wanted clarification on one building with multiple hook ups for sewer. The Plan Administrator explained that this would be for future buildings and if someone built a large building with multiple rental units, each one would have a sewer availability fee and monthly bill. Tammy Everett voiced her concerns about a flat rate for the sewer bill. She feels that it should be on usage. Everyone agreed the fee to put meters on every home in Monrovia would be a huge expense. She asked about only putting meters on homes that will be built in the future. Discussions continued as to when an individual starts paying a sewer bill. The Plan Administrator said that once a certificate of occupancy is issued an account is created. Tammy Everett made a motion to table the discussion until we know what surrounding areas charge. There was not a second, motion died. Michael Conner said you cannot hire an inspector for twenty-five dollars (\$25.00). Philip Fowler added that the job of the Plan Commission is to use our knowledge and our judgment. He added that we can always change things later. Tammy Everett asked if all inspectors would get a raise to one hundred dollars (\$100.00) or did Town Council have to decide that. The Plan Administrator said that would go before the Town Council. Tammy Everett made a motion to change the inspection fee to one hundred dollars (\$100.00). Philip Fowler seconded the motion; all in favor.

Michael Conner moved on to the Sketch Plan Submittal fee that was recommended. The Plan Administrator said this is a fee that we do not have but in the Unified Development Ordinance it refers to a fee.

The Plan Administrator said the next several changes that say, see engineering, just refer you to the fees for the engineering fee.

Philip Fowler said there was a recommendation to remove the Residential Design Guideline Review Fee. The Plan Administrator said this was a chapter in our old Ordinance that we no longer have.

The recommendation from the Plan Administrator was to remove the fees for publications. Philip Fowler asked how we answer when someone wants a copy. The Plan Administrator said we refer them to the website. Tammy Everett asked if that was allowed by the state to say we won't provide copies of our publications. The Plan Administrator added that the fees listed are old and not what the cost would be now. The Town just made copies of the Unified Development Ordinance and it was ninety-three dollars (\$93.00). Michael Conner said we should change the fee to read, At Market Cost. Philip Fowler added that it should also say, available upon request, at cost, and where it is dictated by statute. Philip Fowler made a motion to change the cost to say, At Market Cost as dictated by statute. Lori Choate seconded the motion, all in favor.

Michael Conner made a motion to add the wording to the Public Hearing Notifications. Philip Fowler seconded the motion, All in Favor.

Michael Conner made a motion to delete the section on Improvement Location Permits since it is the same as a building permit. Philip Fowler seconded the motion, All in Favor.

The Plan Administrator asked if there could be a flat rate fee for any signs. Michael Conner said that signs are expensive, and if a business wants more than one sign, they will pay for each sign. Philip Fowler made a motion that we make all sign permits one hundred-fifty (\$150.00). Lori Choate seconded the motion; all were in favor except Tammy Everett.

The Plan Administrator asked if they wanted to establish a fee for residential signs. Residential district can only have one sign per parcel. Tammy Everett asked if people who put birthday banners out would have to pay. The Plan Administrator said that is a temporary sign and there would not be a charge. The Plan Commission did not put a fee on signs in a residential district.

Motion to approve recommendations with changes:

- 1st Philip Fowler
- Bob Nicholls
- All in favor

Motion Carries

Motion to approve March 12th Plan Commission Minutes as presented:

- 1st Michael Conner
- 2nd Philip Fowler
- All in favor

Motion Carries

Building Permits: Eddie Menzel read the building permits for March through May. Which consisted of five new homes, one electric upgrade, one driveway, one outbuilding, and one remodel.

Old Business: Eddie Menzel said the hydrants in section 6 of the Homestead had been changed to the correct hydrants.

New Business: Plan Commission President, Eddie Menzel and the Plan Administrator, Maryanne Taylor, made a list of things that needed attention in the Unified Development Ordinance.

Chapter 2, page 3, has a clerical error. The Plan Commission agreed to fix this error.

Chapter 2 pages 4-5, the current setbacks are for any structure. Eddie Menzel recommends we have separate setbacks for accessory structures. The Plan Administrator added that the county has different setback standards for primary and accessory structures. Michael Conner made a motion to change the accessory structure setback to ten feet (10'). Lori Choate seconded the motion, All in Favor.

Chapter 5, page 7 states that chain fences are not allowed in any district except Industrial Districts. The Plan Commission agreed that chain fence should be allowed. Michael Conner made a motion to allow chain fence. Philip Fowler seconded the motion: All in Favor.

Chapter 6, page 45 has a clerical error that the Plan Commission agreed should be fixed.

There are some errors on the zoning map where commercial was changed to residential and vice versa. Philip Fowler said this could be considered a scrivener's error. Philip Fowler made a motion for the errors to be corrected. Michael Conner seconded the motion: All in Favor.

Ed Olleman said the Masonic Lodge wants to put a historical marker outside of the lodge. The Plan Commission agreed that the fee would be waived for a historical marker.

With no further business, a motion to adjourn was made.

Motion to Adjourn:

- 1st Philip Fowler
- 2nd Michael Conner
- All in favor

The meeting was adjourned at 8:50 pm

Plan Commission President
Eddie Menzel



Plan Commission Administrator
Maryanne Taylor

