

DEKALB COUNTY DEPARTMENT OF DEVELOPMENT SERVICES

PLANNING • BUILDING • GIS

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AGENDA

DeKalb County Plan Commission

Commissioners Court – 2nd Floor DeKalb County Court House

Wednesday, July 17, 2024

7:00 PM

To view the livestream, click here: <https://tinyurl.com/YouTubeDCPC>

1. Roll call
2. Pledge of Allegiance
3. Prayer
4. Approval of Minutes: June 18, 2024
5. Consideration of Claims: June 2024

Payroll	\$22,726.20
Refund	\$50.00
Lassus	\$371.78
WestWood Car Wash	\$24.00
TOTAL:	\$23,171.98

6. Old Business:
7. New Business:

Comprehensive Plan Proposals

Petition #24-19 – Donna Griffis and API Construction Corp. requesting a RePlat of the Replat of LaOtto Business Park Section I, Lot 6. The purpose of the replat is to increase the acreage of Lot 6 by including approximately 4.5 acres to the south for a total of 7.085 acres. The property will be used for a construction trade office. The property is located at 6500 Merchants Dr., LaOtto, Indiana and is zoned C2, Neighborhood Commercial.

Petition #24-20 – API Construction Corp. requesting a Development Plan for a construction trade office including a new headquarters office & maintenance building, parking and fenced in lay-down storage yard. The property is located at 6500 Merchants Dr., LaOtto, Indiana and is zoned C2, Neighborhood Commercial.

8. Reports from Officers, Committees, Staff or Town/City Liaisons
9. Comments from Public in Attendance
10. Adjournment

Next Meeting: September 18, 2024

If you cannot attend, please contact Meredith Reith

mreith@co.dekalb.in.us | (260) 925-1923

***PLEASE ENTER THROUGH THE NORTH DOOR OF
COURTHOUSE LOCATED ON SEVENTH STREET.**

****No cellphones, tablets, laptops, or weapons are permitted.**

MINUTES
DEKALB COUNTY PLAN COMMISSION
Tuesday June 18, 2024

The Regular Meeting of the DeKalb County Plan Commission was called to order at 6:00 p.m. in the DeKalb County Commissioner's Courtroom by Plan Commission President, Jason Carnahan

ROLL CALL:

Members Present: Jason Carnahan, William Van Wye, William Hartman, Sandra Harrison, Tyler Lanning, Jerry Yoder, Suzanne Davis, Angie Holt, and Frank Pulver

Members Absent: Elysia Rodgers

Staff Present: Plan Commission Attorney Andrew Kruse, Director/Zoning Administrator Chris Gaumer, and Secretary Meredith Reith

Community Representatives Present: None

Public in Attendance: Jacob Farver

PLEDGE OF ALLEGIANCE:

Jason Carnahan led The Pledge of Allegiance.

PRAYER:

Jerry Yoder led in prayer.

APPROVAL OF MINUTES:

Motioned by Sandra Harrison to approve the April 17, 2024 meeting minutes. Seconded by William Hartman. None opposed. Motion carried.

CONSIDERATION OF CLAIMS:

Jason Carnahan inquired about any comments, questions, or motions to approve April and May 2024 claims, totaling \$115,055.20.

Suzanne Davis motioned to approve claims seconded by Sandra Harrison. None opposed. Motion carried.

OLD BUSINESS: None

NEW BUSINESS:

UDO Discussion – Short Term Rental

Chris Gaumer started discussions on Short Term Rentals. Stating the differences between owned occupied rentals, where you're living there and renting out a bedroom vs non-owner-occupied rentals where you're renting out the entire house and living elsewhere. Having varied standards for both. We can't enforce someone from renting out beds or bedrooms within their own home. But we can regulate non-owner-occupied short rentals. He proposed language added in the ordinance to what we can and can't enforce, permits, permit fees, and applications. We have received complaints from people who are unable to find their rentals. Stating added language for signage being no greater than 20 sq. ft. but not requiring signage. With the property address sign displayed per County Ordinances. A potential short term rental permit fee of \$150, being the life of the rental not being yearly. Asking if there were questions on the general proposed language.

Tyler Lanning asked if the permit fee will be the life of the rental or renewed every year. Mr. Gaumer answered that it would only be one permit fee charge, with no charge when renewed the next year.

William Hartman asked if the first year would have to be prorated if it was only a quarter of a year.

Mr. Gaumer stated that we would need to put it in the ordinance. Not being listed in the ordinance for contractor registrations. Mr. Lanning added that the fee will only be charged one time after that there's no renewal fee, seeing no need to prorate.

Mr. Gaumer stated that he would like to see this as a discussion and work on more language that dives deeper into some more development standards. These were just talking points for now to see if this was something to have as a proposal. If everyone agrees with moving forward, he would like to meet with Andrew Kruse to get his opinion on matching with the Indiana Code and not overstepping.

Suzanne Davis stated that she thought this was a good idea.

Angie Holt agreed to have something definitive to back us up if we need it too.

UDO Discussion – Home Based Business Standards

Mr. Gaumer stated the discussion on home-based business standards being a lot proposed to revise and have discussion on. One thing that he and Mr. Kruse find funny is that all three types have identical definitions. There are three levels of home-based business, home occupation like a dressmaker or teacher, home workshop a small engine repair shop in your garage, or home enterprise which occupies more space maybe electrical or plumbing business that needs an office space.

Mr. Kruse added that with the definitions being defined the same. The standards are not identical. But when you look at somethings definition you should typically want them to be different.

Mr. Gaumer stated that home occupation is the first level of home business and will get more intense as you go. Currently there is not a permit fee required, just requiring them to fill out a home-based business application with their contact information and what type of business. He stated the proposed changes he would like to see changed and removed. Asking for everyone's opinion.

Mr. Lanning asked if the size of space being required is a fact when there determined.

Mr. Gaumer stated that they will vary because of the size of the area, the number of employees, and signage. These three are the defining facts for when it comes to choosing the type of business. Knowing there needs to be definitions to help define what a business classifies as.

Jerry Yoder asked what the difference is between a gun shop being in their garage. Knowing a few years ago they turned down other petitions due to it had to be zoned commercial. Mr. Gaumer stated that it is not required to be rezoned now and can be treated as a home occupation.

Mr. Gaumer went on to state the changes to a home workshop being more intense. There was nothing listed for types of business associated with a home workshop or home enterprise. If there is anything everyone would like to see added that is an example for each one. He was open to hearing them. Adding that home workshop and home enterprise are reviewed and approved as a special exception by the BZA. A home enterprise would be a plumbing business where the employees come and pick up materials in the morning and are offsite during the day. He wouldn't count that against how many are there during the day. Not defining the number of offsite employees.

Mr. Hartman stated that he would like to address number 9 on all of these about nuisance. He gets calls about how it would get determined when you have a neighbor file a complaint. What would be the process to settle that and determine if it's a nuisance. Mr. Gaumer stated it would depend on the categories listed whether it would be a nuisance. I think if they say they're going to put up security lighting that's going to be on all night. If the light were shining into their windows, it could be documented by the neighbor's doing the complaining. They can take photos showing the light shining on their property and the business owner would need to bring into compliance like anyone else.

Mr. Hartman asked if decibel readings needed to be taken when the neighbor complains about excessive noise. What are the guidelines for all these issues under these categories for nuisance. Mr. Gaumer stated that the complaining party would need to document the noise. He would contact the owner of the home-

based business and ask what is going on. If you're getting into these categories and there's a problem, you should probably place these businesses in locations where they are best suited. Since these two go to the BZA he wouldn't foresee this happening for home occupation. Hoping that the BZA will ask questions regarding what type of equipment will be used. Needing to see evidence to prove it will not cause an issue.

William Van Wye addressed his concerns about what if there's a welder or woodworker who will have exhaust fans running too. If being a welder how much additional truck traffic will be arriving in and out during the day. Mr. Gaumer stated that he would like to see the BZA address the questions regarding what will be going on.

Mr. Yoder asked if nuisance would be added to an agricultural covenant on plat's located near the business, if the business is there before they moved in. Mr. Gaumer stated that it can be added to the covenants of the plat. Being a discussion with the Plan Commission if they would like to see this. Mr. Yoder asked how it differs from the agricultural covenant that we put on every plat. Mr. Gaumer stated that the agricultural covenant is an Indiana Code where home occupation is not. Mr. Kruse stated that it's a Right to Farm Act being to protect the farms if someone moves in close to a hog farm and sues for nuisance. The law would prevent that from happening.

Mr. Gaumer stated to Mr. Hartman that the short answer is it would get handled like any other complaint of the UDO. Where we would need information from the complaining neighbor showing evidence. Being if they went to the BZA to get approved then we could have them come back and explain to the board that there not doing what the complaint is.

Mrs. Holt stated that she would be inclined to trust the BZA. Being so circumstantial that they cannot renew or can revoke if they don't meet that standard. Mr. Hartman stated that it brings him to wonder if guidelines need to be in place. Mr. Gaumer stated that if we were to have something come forward then the BZA could add a condition of approval. Which for number nine of home enterprise stating something legally and that if any complaints are received you must come back and prove otherwise.

Mr. Kruse stated that it can't be workable unless we have some sort of scientific standard to test odor. Not knowing how to deal with it. Knowing the sound can be tested by using a decibel meter.

Mr. Yoder added that St. Joe Gun Club had received complaints. They went before the board and added conditions that had to be met requiring when the shooting can take place. Everything was limited and worked its way out. Mr. Gaumer stated that a plat was brought forward to the south of the club. That a covenant was added that they are on notice for any complaints that are received.

Mr. Gaumer asked if the Plan Commission was okay with the changes that are proposed. He would like to bring language forward on those definitions to fix those and make them better. Asking Mr. Hartman if nuisance is something that should be removed from the UDO and make it as the BZA would approve it. Mr. Hartman asked if there would be businesses that are excluded like a body shop. Mr. Gaumer stated that there could be language added that these types of businesses would be excluded from home occupation. Mr. Hartman stated that it would be the appropriate solution.

Mr. Van Wye asked what would be done to address someone, for example that has ten or fifteen lawnmowers sitting outside. Being a home business should be kept as a residence. Mr. Gaumer stated that they should file a complaint with his office and will go through the process to hopefully get them to comply. Being all types of businesses don't allow outside storage or display.

Petition #24-14 – Jacob Farver, Nicholas Gonzalez & William and Nancy Hartman requesting a Zone Map Amendment of approximately 3.25 acres from C1, Village Commercial and R2, Medium Density Residential to I2, Low Intensity Industrial. They are also requesting a Zone Map Amendment of approximately 12.35 acres from C1, Village Commercial and R2, Medium Density Residential to A2, Agricultural. The properties are located at and around 1047 US Highway 6, Corunna, Indiana.

Mr. Gaumer stated that William Hartman needed to step out due to conflict with the petition. He left the Courtroom.

Mr. Gaumer went over the staff report stating where the rezone will be located. He stated that Mr. Hartman requested the ground behind Jacob Farver's rezone be zoned agriculture like the rest. Mr. Farver is going to be purchasing the land from William and Nancy Hartman and Nicholas Gonzalez. He is proposing to have a welding shop there being a permitted use for I2. He is here if anyone would like to hear from him.

Jason Carnahan asked Jacob Farver to come to the podium.

Jacob Farver approached the podium stating that he was cleaning up the tires. He had three semi-trailers removed and has brought two more in. Being a lot of tires to clean up. He has put up caution tape to try to prevent people from trespassing to dump tires. Having a plan to shred the tires with the best way to recycle them. After the tires are removed, he would like to have a Conex box in place for temporary work.

Mrs. Harrison stated how shocked she was to see how clean that corner is. With a lot of the tires being gone.

Mr. Farver stated that he has demolished one semi-trailer, being tires in it too. If he can keep people from trespassing and dumping more tires, he can get them cleaned up.

Mr. Carnahan asked if there was any more discussion from the board. Being no audience in attendance there was no public comment.

Mr. Kruse went through the Finding of Fact.

JURISDICTIONAL FINDINGS:

The petitioner has complied with the rules and regulations of the Plan Commission in filing appropriate forms and reports.

1. Application completed and filed on **May 6, 2024**
2. Legal notice published in The Star on **June 7, 2024** and Publishers Affidavit received.
3. Certificate of mailing notices sent and receipts given to staff.
4. Non-Objection letter from the County Board of Health, dated **May 6, 2024**
5. Non-Objection letter from the County Highway Department, dated **May 6, 2024**
6. Non-Objection letter from the DeKalb County Soil & Water Conservation District, dated **May 8, 2024**
7. Non-Objection letter from the County Surveyor, dated **May 13, 2024**
8. Letter from the DeKalb County Airport Authority is not required as this property is not within an Airport Zoning District or the Airport Compatibility Overlay District.

UDO & STATUTORY MATTERS TO CONSIDER:

1. Is the change in zoning paying reasonable regard to the Comprehensive Plan?
The subject area has a Future Land Use (FLU) designation of Commercial. The proposed zoning districts are not necessarily compatible with this FLU designation, but the designation does not limit the Zoning Districts that can be located within it.
2. Is the change in zoning paying reasonable regard to the current conditions and the character of current structures and uses in each district?
The existing development surrounding the properties are residential, commercial and agricultural in use. This change in zoning will be consistent with the surrounding properties' current conditions and character of current structures and land uses.
3. Is the change in zoning paying reasonable regard to the most desirable use for which the land in each district is adapted?
The proposed zoning district is desirable for this property and the area.

4. Is the change in zoning paying reasonable regard to the conservation of property values throughout the jurisdiction?
The property values of the area should not be disturbed negatively considering the adjacent uses.
5. Is the change in zoning paying reasonable regard to responsible development and growth?
In changing the zoning of the properties to I2, Low Intensity Industrial and A2, Agricultural, the Plan Commission will be promoting the desired use of the land while promoting responsible development and growth.

PLANNING STAFF RECOMMENDATIONS/COMMENTS:

Staff is recommending a favorable recommendation to the County Commissioners for the requested Zone Map Amendment. Should there be any conditions or commitments made by the Plan Commission and adopted by the County Commissioners, they shall be written and recorded in the Office of the DeKalb County Recorder.

IT IS, THEREFORE, THE DECISION OF THE PLAN COMMISSION THAT THIS ZONE MAP AMENDMENT, PETITION #24-14, FARVER, GONZALEZ, AND HARTMAN REZONE, HEREBY CERTIFYING A FAVORABLE RECOMMENDATION TO THE COUNTY COMMISSIONERS ON THIS 18th DAY OF JUNE 2024.

Motion made by: Sandra Harrison
Vote tally: Yes: 8 No: 0

Seconded by: Jerry Yoder

Jason Carnahan

Jerry Yoder

William Van Wye

Suzanne Davis

Tyler Lanning

Angie Holt

Sandra Harrison

Frank Pulver

REPORTS FROM OFFICERS, COMMITTEES, STAFF OR TOWN/CITY LIAINSONS:

Mrs. Davis informed the board that the City of Auburn had their meeting. They approved to have Dairy Queen torn down and rebuilt. The board heard a petition on a proposed Dollar General Market like the one located in Garrett but smaller. It will be located at the SW corner of SR-8 and CR-35. Facing SR-8 next to the veterinary office. There was concern from the neighbors about the traffic flow. The board approved it due to them meeting all the requirements.

Mrs. Harrison informed the board about the City of Hamilton, had their meeting with two rezones in Steuben County. City of Butler didn't meet.

Mrs. Holt informed the board about the City of Waterloo having their Comp Plan interview on May 3. There was only one qualified due to not receiving the other on time. However, the Grant was not summited due to a technicality in the approval by the Plan Commission. Not adequate to meet the

requirements. They will have to resubmit for the Grant in the third quarter. It will give them the opportunity to have more community input. On June 17th the property in Waterloo that is owned by the Redevelopment Commission was approved to split the Plat with secondary approval so the other property can be sold at the right time.

COMMENTS/QUESTIONS FROM THE PUBLIC IN ATTENDANCE: None

ADJOURNMENT:

Jason Carnahan adjourned the meeting at 7:20 p.m.

President – Jason Carnahan

Secretary – Meredith Reith



DeKalb County

Comprehensive Plan | Scope and Fee Proposal

JULY 10, 2024

DeKalb County Department of Development Services

Attn: Chris Gaumer
301 S Union Street
Auburn, IN 46706



HWC
ENGINEERING

Scope of Services

INTENT

In general, the scope of services for this project is to assist DeKalb County, Indiana (CLIENT) with the preparation of a Comprehensive Plan. The Comprehensive Plan will include the unincorporated areas of DeKalb County and the Town of Corunna.

The remaining cities and towns in the County have their own individual comprehensive plans, including Altona, Ashley, Auburn, Butler, Garrett, Hamilton, St. Joe, and Waterloo. These communities will be invited to participate in stakeholder and community meetings related to overall Countywide needs, but separate plans for these municipalities are not included.

The plan will be completed with local funds. A detailed description of the services to be provided by HWC are as follows:

PHASE 1: KICKOFF

In this phase, HWC, the CLIENT's staff, and the Steering Committee will build their working relationship, establishing procedures for communication, finalizing the project schedule, and beginning research and data collection work.

- **Initial Coordination Visit:** HWC will conduct one (1) meeting with staff and other officials to discuss the project process and finalize the project approach and schedule. HWC will also tour the project area, focusing on specific areas of concern recommended by local representatives, which highlight the current weaknesses and opportunities presented within the community.
- **Steering Committee Set-Up:** HWC will assist the CLIENT with the formation of a project Steering Committee. HWC will provide descriptions of the committee roles and duties and sample invitation letters. HWC will also provide advice regarding the membership of the Steering Committee. Materials for up to a 15-person Steering Committee are included in the base scope.
- **Data Collection and Demographic Profile:** The CLIENT will collect and provide HWC with copies of past and current plans and related documentation. HWC will review available demographic data and prepare a basic demographic profile of the community.
- **Steering Committee Workshop #1 - Steering Committee Kickoff Meeting:** HWC will conduct one (1) kickoff meeting with the Steering Committee. The meeting will include an introduction to the planning process and a review of the public participation strategy. The meeting will also include the identification of current planning issues and opportunities.
- **Project Management Plan:** HWC will prepare and distribute a project management plan to the Steering Committee. This will include the project schedule, communications plan, and a summary of key deliverables.
- **Public Outreach Plan:** HWC will prepare and distribute a public outreach plan. This will include a complete schedule for public outreach events, meeting announcements, and related activities.

Deliverables:

- *Demographics Report*
- *Meeting agendas and minutes for each meeting (.pdf format)*
- *Project Management Plan (.pdf format)*
- *Public Outreach Plan (.pdf format)*

PHASE 2: ENGAGEMENT

In the second phase of the plan, HWC will facilitate a public engagement process to solicit input from residents both in-person and online.

- **Project Website:** HWC will develop a project website to serve as a means for collecting project input and distributing draft documents. Draft chapters, reports, meeting minutes, and event announcements will be included on the website. This will be provided in all phases of the project. The website will also include a form for public input to be shared directly with HWC. Domain registration for up to 24 months is included in the scope.
- **Early Awareness Campaign:** HWC will develop materials for an initiative to build awareness of the upcoming Comprehensive Plan prior to its official launch. HWC will prepare up to three (3) announcement flyers/handouts. The flyers/handouts will include links to the project website or to a social media account (social media is controlled by the CLIENT). The CLIENT will be responsible for posting and distributing the materials.

- **Public Workshops #1 and #2:** HWC will facilitate two (2) in-person workshops to solicit input from the public. HWC will prepare meeting materials, facilitate the meetings, and prepare a meeting summary for each workshop. HWC will prepare meeting announcements for distribution on social media.
- **Online Public Workshop:** HWC will facilitate one (1) online workshop to solicit input from the public. HWC will prepare meeting materials, facilitate the meetings, and prepare a meeting summary. HWC will prepare meeting announcements for distribution on social media.
- **Public Survey:** HWC will prepare a public opinion survey related to key planning issues. The survey will be in the form of an online survey. HWC will be responsible for the tabulation of the survey.
- **Focus Group/Stakeholder Interviews:** During this task, HWC will conduct up to eight (8) focus group or stakeholder interviews. HWC will help schedule the interviews, document the results, and prepare a summary for use by the Steering Committee. Meetings will be held either in-person or virtually. In-person meetings will occur over no more than two (2) business days.
- **Meeting Toolkit:** HWC will prepare materials for the CLIENT and Steering Committee members to use to host additional public or stakeholder meetings throughout the course of the plan. HWC will prepare a PowerPoint summary of the plan and a series of presentation boards to summarize the plan and key questions for public/stakeholder input. The CLIENT will be responsible for facilitating meetings and providing HWC with a summary of input received.
- **Press Releases and Social Media:** The CLIENT will be responsible for all press releases, social media postings, and related updates throughout the planning process.
- **Public Participation Report:** HWC will prepare a Public Participation Report to summarize all input received.

Deliverables:

- *Public Participation Report (.pdf copies)*
- *Meeting agendas and minutes for each meeting (.pdf format)*
- *All documents posted to public website*

PHASE 3: STRATEGIES

This phase of the planning process will consist of various meetings with the Steering Committee and staff to review planning topics. This phase of the planning process will also compile the information, results, and guidance from the previous phases to prepare plan recommendations.

- **Existing Conditions Report:** HWC will prepare a report to summarize existing conditions in the study area. This will include base maps of the study area and a narrative summary of existing community character, the built environment, natural features, and related information.
- **Steering Committee Workshop #2 – Review Public Participation and Set Goals:** At this second Steering Committee meeting, HWC will present and review the results from the public participation phase of the project. HWC will also present key findings from the Existing Conditions Report. HWC will summarize key findings into a summary of preliminary goals for committee review.
- **Goals and Objectives:** HWC will prepare a summary of goals and objectives based on Steering Committee input, Existing Conditions Report analysis, and public participation findings.
- **Steering Committee Workshop #3 – Update Goals and Review Individual Topics:** For this task, HWC will conduct a



Scope of Services

Steering Committee meeting to review key planning issues in more detail, focusing on identifying specific actions and recommendations.

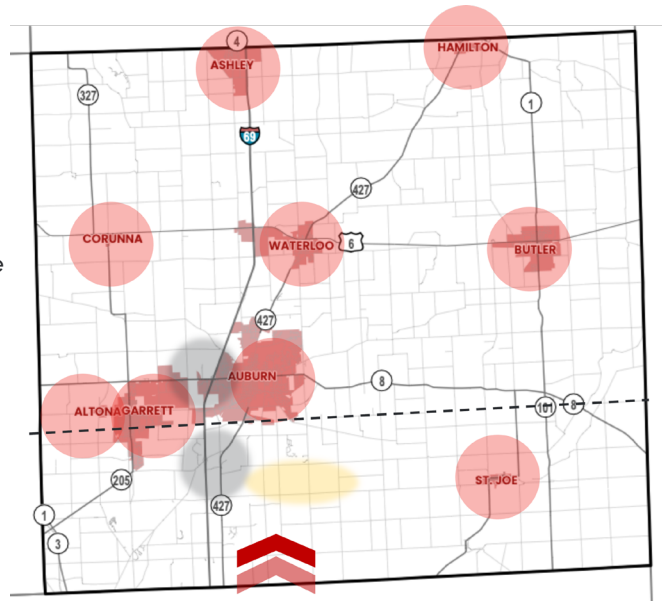
- **Big Ideas Open House:** HWC will summarize preliminary findings into a series of interactive presentation boards. These materials will be presented to the public for their review and input at in-person and online events as follows:

- **In-Person Open House:** HWC will facilitate one (1) in-person open house to solicit input on the preliminary findings of the plan. HWC will prepare meeting materials, facilitate the open house, and summarize the findings.
- **Online Open House:** HWC will prepare a video presentation of the preliminary findings of the plan. This will be in the form of a narrated PowerPoint presentation. Additionally, HWC will prepare an online survey to solicit public feedback on the materials. A summary of input received will be prepared.



- **Steering Committee Workshop #4 – Finalize Goals and Priorities:** HWC will conduct a Steering Committee meeting to review the results from the public open house. Final goals, objectives, and priorities will be determined.
- **Rough Draft:** HWC will analyze existing conditions and develop recommendations that address key components of the overall Comprehensive Plan. A summary of the topic chapters and intended content for each follows:

1. **Executive Summary:** A brief executive summary will be provided to offer an overview of the key recommendations of the plan.
2. **Introduction:** An introduction will be drafted that provides a summary of the planning process followed by an overview of the organization of the plan.
3. **Public Participation:** A summary of public participation will be provided.
4. **Land Use:** HWC will review existing land use patterns and pressures and make recommendations for future land use policies. A future land use map is also included.
5. **Transportation:** This chapter will primarily consist of an introduction, followed by goals and objectives related to transportation.
6. **Housing:** This chapter will primarily consist of an introduction, followed by goals and objectives related to housing.
7. **Community Facilities and Infrastructure:** This chapter will consist of an inventory of existing municipal facilities and associated recommendations.
8. **Parks and Open Space:** This chapter will consist of an inventory of parks, open space and natural features, and key recommendations.
9. **Economic Development:** The Project Team will create a set of goals and objectives to promote economic development. They will be based on identifying and capitalizing on local competitive advantages while mitigating local and regional market constraints.
10. **Arts and Culture/Placemaking:** A summary of existing quality of place assets and amenities will be provided, along with recommendations for each.



11. Focus Area Plans: HWC will prepare focus area plans for up to two sub-areas in the community. A plan graphic and text recommendations will be provided for each.

12. Implementation Plan: Goals and objectives included in the plan will be prioritized, and an action plan will be prepared that identifies goals as short, medium, or long-term. For the top three to five short-term priorities, specific implementation and funding recommendations will be identified.

Deliverables:

- *Meeting agendas and minutes for each meeting (.pdf format)*
- *Rough Draft (.pdf format)*
- *All documents posted to public website*

PHASE 4: ADOPTION

During the final phase, an Action Plan is prepared to guide implementation of the plan. After this, the Comprehensive Plan is formatted into a Public Draft, then reviewed and revised based on input received.

- **Action Plan:** HWC will prepare a Draft Action Plan for review by the Steering Committee. The Action Plan will identify the top priorities from the plan and identify funding strategies, responsible party, timeline, and key next steps.
- **Steering Committee Workshop #5 – Review Drafts:** For this task, HWC will conduct a Steering Committee meeting to review and edit the Rough Draft and Action Plan.
- **Public Draft:** The Rough Draft will be revised to incorporate input from staff and the Steering Committee. This second draft will then be prepared and released for public input.
- **Public Presentation:** HWC will make one (1) public presentation for the purpose of inviting comments on the Draft Plan. HWC will provide all presentation materials in either digital or printed format, document the results of the public comments and feedback, and provide a summary of the meeting for the Steering Committee. Elected and appointed officials involved in the adoption process are encouraged to attend this presentation. Following these presentations, final public input will be incorporated into the plan before proceeding with adoption steps.
- **Public Presentation Video:** HWC will prepare a brief video presentation summarizing plan content. This will be in the form of a narrated PowerPoint presentation. This will be posted to the website for public review.
- **Final Draft:** HWC will update the plan based on input received during and following the public presentation. A Final Draft of the plan will be prepared and distributed.
- **Plan Commission Adoption Presentation and Public Hearing:** HWC will attend one (1) Plan Commission adoption hearing to review and vote on the adoption of the plan. HWC will provide a brief summary presentation on the final plan at this meeting. If changes are requested after this meeting, additional hearings will be required, which shall constitute additional services.
- **County Commissioners Adoption Presentation:** One (1) meeting will be held with the County Commissioners to review and vote on the adoption of the plan. HWC will provide a brief summary presentation on the final plan at this meeting.
- **Post-Adoption Revisions and Final Deliverables:** HWC will make one (1) final revision to the Draft Comprehensive Plan to address all comments received during the adoption process. This revision will occur following the conclusion of the adoption process and will include the incorporation of the adopting resolution appended into the plan. These revisions will incorporate any additional text or formatting changes requested. HWC will then produce and provide the final Comprehensive Plan deliverables.

Scope of Services

Deliverables:

- *Public Draft (.pdf format)*
- *Final Draft (.pdf format)*
- *One (1) PowerPoint presentation*
- *One (1) video presentation*
- *Six (6) copies of the final Comprehensive Plan*
- *One (1) electronic copy of final Comprehensive Plan (.pdf)*

OPTIONAL SCOPE OF SERVICES:

Town Comprehensive Plan Chapter: HWC will prepare a Comprehensive Plan chapter for the Town of Corunna. The scope for the plan would include:

- Facilitate one (1) public participation workshop in the Town to collect input from residents and community leaders.
- Prepare a draft of the Comprehensive Plan chapter for the Town. This will include a summary of general goals and recommendations specific to the Town. A future land use plan for the Town would also be included.
- HWC will submit the draft Comprehensive Plan and focus area plan to the Town. HWC will meet virtually with Town leaders to review input on the draft. Input from the Town will be incorporated into the final plan.
- HWC will present the final plan to the Town for adoption. One (1) adoption meeting is included. If additional meetings are required, this will be the responsibility of the CLIENT.

Project Schedule

HWC recommends a 16-month schedule for the completion of this plan. Our team proposes to work on the Early Awareness Campaign materials ahead of the January 2025 launch. This schedule allows public workshops to begin in the spring of 2025 and would include the Big Ideas Open House in the fall of 2025. The plan would be drafted in late 2025, allowing for public review and adoption in the early spring of 2026. This schedule provides optimum timing for community engagement events where we have historically seen the most public participation.

We recognize that you had an interest in completing this project over a full two years. We have proposed a 16-month schedule, as a longer schedule would require additional public and Steering Committee meetings, increasing the cost of services more than necessary.

PHASE	TIMELINE
Phase 1: Kickoff	January - February 2025
Phase 2: Engagement	March - June 2025
Phase 3: Strategies	July - November 2025
Phase 4: Adoption	December 2025 - April 2026

Fee Proposal

Base Scope of Services

We understand that the goal is to split the fee over two fiscal years. To address this, HWC proposes to invoice no more than 50% of the fee in 2025 and 50% of the fee in 2026.

ACTIVITY	COMPENSATION
Base Scope of Services	\$112,500 (Lump Sum)

Optional Scope of Services

ACTIVITY	COMPENSATION
Town Plan Chapter - Corunna	\$7,500 (Lump Sum)

Proposal

COMPREHENSIVE PLAN

DeKalb County, Indiana

July 10, 2024



Planning NEXT

955 Yard Street
Suite 150
Columbus, Ohio 43212
614.586.1500
www.planning-next.com

In collaboration with
Ninigret Partners

planning
NEXT
moving communities forward

Proposal

COMPREHENSIVE PLAN

DeKalb County, Indiana

July 10, 2024

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Our Values

We not only work by ours, we live by them too.

Come Together

Collaborate in a positive spirit.

Lean In

Strive to hear and be inspired by others.

Regard and Respect

Consider all ideas and appreciate everyone.

Be Purposeful

Seek understanding rigorously.

Pursue Passionately

Believe what's possible.

Get Results

Find solutions that deliver a promise.



Awards and Recognition

Planning NEXT is consistently recognized for high quality work. The following are recent awards for projects we led or supported.

RECENT STATE

2024 William C Habig Collaborative Achievement Award

MID-OHIO REGIONAL PLANNING COMMISSION

FRAMEWORK, Licking County, Ohio

2023 Outreach and Communication Award for The Vibrant Communities of Elkhart County

INDIANA CHAPTER OF AMERICAN PLANNING ASSOCIATION

Vibrant Communities, Elkhart County, Indiana

2022 Outstanding Outreach and Communication

INDIANA CHAPTER OF AMERICAN PLANNING ASSOCIATION

Vibrant Communities, LaPorte County, Indiana

2021 Outstanding Planning Award for a Comprehensive Plan / Large Jurisdiction

ALABAMA CHAPTER OF AMERICAN PLANNING ASSOCIATION

Framework, Tuscaloosa, Alabama

2021 Outstanding Planning Award for a Comprehensive Plan / Large Jurisdiction

OHIO CHAPTER OF AMERICAN PLANNING ASSOCIATION

Wayne Onward, Wayne County, Ohio

2020 Outstanding Planning Award for a Comprehensive Plan / Large Jurisdiction

ALABAMA CHAPTER OF AMERICAN PLANNING ASSOCIATION

Envision Montgomery 2040, Montgomery, Alabama

2020 Marvin Collins Planning Award for a Comprehensive Plan / Small Community

NORTH CAROLINA CHAPTER OF AMERICAN PLANNING ASSOCIATION

What's Next Davidson, Davidson, North Carolina

RECENT NATIONAL

2023 Award of Merit for a Comprehensive Plan/Small Jurisdiction

AMERICAN PLANNING ASSOCIATION COUNTY PLANNING DIVISION AND NATIONAL ASSOCIATION OF COUNTY PLANNERS

Imagine One 85, Wabash County, Indiana

2022 Award of Merit for a Special Project /Large Jurisdiction

AMERICAN PLANNING ASSOCIATION COUNTY PLANNING DIVISION AND NATIONAL ASSOCIATION OF COUNTY PLANNERS

Age-Friendly Strategic Plan, Summit County, Ohio

2022 Award of Honor for a Comprehensive Plan /Small Jurisdiction

AMERICAN PLANNING ASSOCIATION COUNTY PLANNING DIVISION AND NATIONAL ASSOCIATION OF COUNTY PLANNERS

Envision Lebanon, Lebanon, Ohio

2021 Award of Merit for a Comprehensive Plan / Large Jurisdiction

AMERICAN PLANNING ASSOCIATION COUNTY PLANNING DIVISION AND NATIONAL ASSOCIATION OF COUNTY PLANNERS

Wayne Onward, Wayne County, Ohio

2020 Award for a Comprehensive Plan / Large Jurisdiction

AMERICAN PLANNING ASSOCIATION SMALL TOWN AND RURAL PLANNING DIVISION

Wayne Onward, Wayne County, Ohio

State APA recognition in the past 15 years:

Alabama 2021, 2020, 2018, 2017, 2015, 2011

Georgia 2018

Hawaii 2009

Indiana 2018, 2016, 2015

North Carolina 2020

Ohio 2021, 2017, 2009

South Carolina 2016, 2010

Virginia 2019

July 10, 2024

Chris Gaumer
DeKalb County Department of Development Services
301 S Union Street
Auburn, IN 46706

Re: Proposal, Comprehensive Plan, DeKalb County, Indiana

Dear Mr. Gaumer,

Thank you for the opportunity to submit our proposal to DeKalb County. Highlights of our proposal include:

Becoming your planning partner... We are prepared to become your shoulder-to-shoulder partner from the start of this project through its completion. We are accustomed to this kind of close relationship with our clients. Our Team's process is designed to ensure regular, open channels of communication and clear roles and responsibilities with you and other partners from the start of the project to its completion. This will allow for an easy, collaborative, and streamlined process.

Adapting to your needs... While we have a core methodology, we are clear that a successful process must be responsive to the unique conditions and needs of your community. We do not take a "one-size-fits-all" approach to planning. We are able to scale a project up or down in order to meet the exact needs of a community, ensuring that our approach is flexible and adaptable. We recognize and build upon communities' strengths to complete plans efficiently and tailored to local variables.

Appreciating the Indiana county context... We are experts in supporting communities in crafting comprehensive plans that address the intricate challenges and opportunities found in countywide planning. Our plans customized to meet the distinct needs and opportunities of each county. Our expertise has been sought for critical initiatives that add substantial value to the planning process. We have established meaningful partnerships with various Indiana communities, including the counties of Wabash, Whitley, LaGrange, Jefferson, Elkhart, La Porte, and Allen, as well as the cities of Valparaiso, Fishers, and Muncie.

We look forward to helping facilitate "what's next?" for DeKalb County.

Sincerely,



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1. SCOPE OF WORK

This section includes a refined scope of work that builds upon what was reflected on our Team's proposal and includes additional detail and direction based on information learned from the interview process and discussions with Staff.

Project Understanding

The following describes the Team's understanding of the project.

Guide a growing community. The Team recognizes that the County is a dynamic community and has been impacted by the growth in the surrounding region. Understanding the multifaceted nature of the County's growth and development, the Team recognizes that conducting thorough research and analysis to identify key challenges and opportunities unique to the County is a necessity.

Recognize the importance of rural heritage. The County is well known for its rich agriculture. The Team understands that the County wants to strategically plan for the growth it has been experiencing by strengthening the notable communities that have revitalized their downtown, but do so while also considering and preserving its rural assets. These strengths, in addition to others, should be highlighted as a foundation for the planning work.

Facilitate robust engagement. Participation in the planning process must be a choice for all who care about the future of the County community. Engagement opportunities must focus on connecting to communities that are difficult to reach and traditionally under-represented. This includes people from different demographic groups and geographies, such as the Amish community, a group that will require different engagement approaches in order to reach.

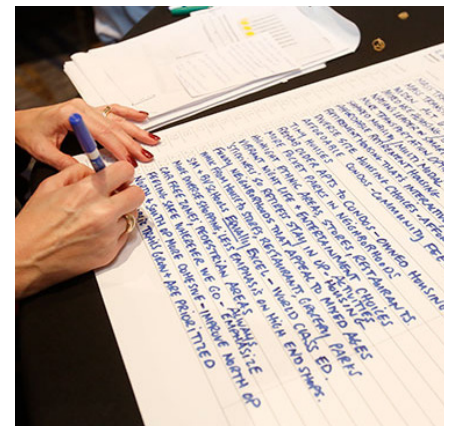
Focus on areas of interest. The Team understands that there are specific topics that the County wants to address throughout the planning process, including but not limited to, solar development, alternative energy, trails, septic/sanitary sewer connections, and public safety. It will be important to gather input from the County's residents on these specific topic areas so that, as the County continues to grow, they will be proactively addressed in the new comprehensive plan.

Conduct physical planning holistically. In a place with diverse urban, suburban, and rural land uses and character types, it's important to recognize the relationship between different parts of the County, as well as other factors that influence how development takes place. These factors include infrastructure, parks and open space conservation, and housing. The plan must knit these topics together into a coherent vision for the future.

Definitions

"Team" refers to the consulting Team members from Planning NEXT and Ninigret Partners.

"Staff" refers to relevant members of County Staff that will work with the Team throughout the planning process.



Scope of Services

The team will undertake the following tasks to complete the DeKalb County comprehensive plan. This section includes assumptions and approach organized down by task and sub-task.

Assumptions

The proposed scope of work is based on the following assumptions.

- This process is designed to create a new plan that will replace the comprehensive plan that was adopted in 2017. The process for the new comprehensive plan will build upon recent planning efforts the County has undertaken. This new plan will reflect the changes the community has experienced and new priorities that have emerged since the previous plan was adopted.
- The Team will work collaboratively with Staff throughout the process. It is anticipated that Staff will take an active role in the plan update and will facilitate coordination with other departments as needed.
- A Steering Committee will be appointed and will be a key part of the community engagement process. The Committee will meet regularly and provide input and feedback on the plan's development. The Team will facilitate all meetings (in-person and virtual) with this group, and will prepare necessary materials (agendas, presentations, hand-outs, etc.) in coordination with Staff.
- The process will be community-led and will reflect the understanding of and input from the entire community and its core values. The two rounds of public engagement will each be multifaceted, offering a range of opportunities to participate in various formats over a period of several weeks. Some of this work will need to involve community volunteers (e.g., the Steering Committee) in order to execute.
- Existing plans, projects, studies, and data from the County will inform the analysis for the plan. This information will be provided to the Team by Staff.
- The Team will work to provide recommendations in the comprehensive plan that will properly guide growth and development in the community, ensure safety of residents and visitors, and preserve the integrity of the environmental resources of the community.
- The process has been designed to be completed within 18 months from the date of authorization, but the schedule may be adjusted as part of the scoping process in consultation with Staff. If the schedule is extended by more than two months, it is anticipated that the project cost will increase, which would require a scope and budget amendment.
- County Commissioners, Planning Commission, and County Staff will need to establish a clear line of communication and task approval. The Team will report to a designated Staff person who will consolidate and coordinate input on draft products.

Approach

Following is the Team's proposed approach to update the County's comprehensive plan through meaningful public involvement and solid technical analysis. The approach describes the specific proposed tasks to be undertaken throughout the process in each component of the project.

The project is organized into four components.

1. Preparation
2. Public Engagement
3. Existing Conditions Analysis
4. Plan Development

COMPONENT 1: PREPARATION

This component is focused on orienting Staff, the Steering Committee, and the public to the planning process and building a solid foundation for public engagement. The Team places great emphasis on preparation to create a strong foundation for the work.

1.1 Conduct kick-off and tour. The Team will organize a kick-off meeting with Staff. The primary focus of this meeting will be to establish key milestones, deliverables, communication protocols, and baseline understanding for the project. This will include a discussion about previous plans, practices, and studies relevant to this planning effort. Staff will also lead the Team on a tour of key locations in the County to familiarize the Team with key opportunities and issues that should be addressed through the plan.

1.2 Review background materials. The Team will review relevant documents such as existing plans, practices, studies, codes, and data available from participating jurisdictions. The Team will review the existing goals, objectives, and strategies contained in these documents to help identify emerging trends, issues, and opportunities within the County.

1.3 Create plan brand platform and visual identity. A process brand platform and visual identity will be created to provide a clear understanding of the project and its purpose, and to differentiate the plan process from other initiatives. This includes the development of an identity (name, logo, and tagline) that will help to interest and engage the public, as well as key messages that will help to consistently brand the work.

1.4 Develop communications, outreach, and engagement plan. To ensure the public is consistently engaged and informed, the Team will work with Staff on the following components of an integrated plan for outreach and communications. For each component below, The Team will work with Staff and the Steering Committee to develop creative methods to ensure all groups, including traditionally under-represented communities, are reached and able to participate throughout the process.



Project Identity

The Team believes a strong recognizable identity for a process is key to its successful promotion. The Team has developed graphic identities like the one pictured above for many projects. These graphics, along with key messages, give the process an identifiable stamp that can be extended to print materials and online tools.



Collateral

Posters, postcards, flyers, worksheets, newspaper ads, press releases, email, videos, social media, festival appearances, presentations to civic groups, corporate partners, etc. Extensive publicity and outreach activities ensure that all citizens are aware of the opportunities to get involved in the planning process.

1.4.1 Communications. The communications component will include both innovative use of new media and technology, as well as traditional tools and will utilize various channels (public relations, social media, press releases, community events, and other opportunities). It will outline production schedules for publicity, identifying outlets for communication and assigning responsibility between the Team, Staff, and the Steering Committee.

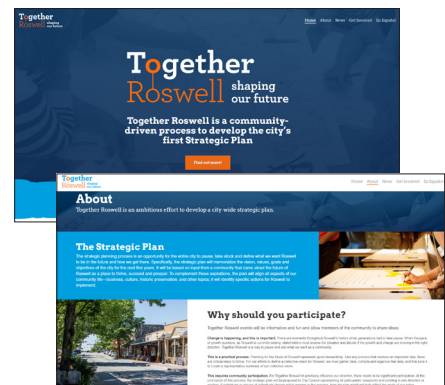
1.4.2 Outreach. The outreach component will be targeted to reach widespread participation across the community in the public engagement process. Staff and the Steering Committee will be asked to assist the Team in identifying target demographic, civic, and geographic groups within the County. Specific attention will be given to underrepresented or especially the hard-to-reach groups, including the Amish Community.

1.4.3 Engagement. The engagement component will include recommendations for in-person workshops and/or virtual webinars, as well as other information-gathering techniques, such as meeting-in-a-box or tactical engagement. Various methods will be employed to ensure that engagement educates involved parties about the role and importance of the comprehensive plan to the community. It will be well-rounded, inclusive, multiple-sourced, robust, fun, and broad to provide the opportunity for anyone who cares about the future of the County to have input.

1.5 Create branded project website and online engagement tools. The Team will work with Staff to design and launch a branded project website that will become the heart of communications for the planning process. The site will include project background, resources, contact information, news, and information about how to get involved during the strategic planning process, interim information, and drafts of the plan. Also, online engagement opportunities will be provided in association with each round of public engagement. Tools will be integrated into the project website and include interactive activities that mimic workshops, mapping exercises, visual preference surveys, rating, and ranking questionnaires, and more. Social media tools will be employed to share information about in-person and web-based opportunities.

1.6 Prepare community snapshot report. The Team will prepare a report on existing conditions as part of the effort to educate the public, internal/external stakeholders, and decision makers. The information will include information about demographics, economics, land use, and more.

1.7 Establish Steering Committee. The Team will advise Staff on the formation of a Steering Committee to oversee the process, guide community engagement, and review plan content. This group should be representative of the broader community interests and include individuals that are diverse demographically, geographically, and civically. The Steering Committee will be an extremely important component of the process. If desired, the Team can prepare materials to assist Staff with the Steering Committee selection, including a job description, online application form, and diversity matrix. Staff will use materials to conduct a broad outreach campaign to solicit applicants for the Steering Committee.



Project Website and Engagement Tools

The Team will create a web presence to support the planning process. The Team ensures that website interface for online information and engagement is user-friendly and accessible. The online activities can be hosted on the project's website.

1.8 Facilitate Steering Committee meeting (#1). The Team will facilitate all meetings with this group and prepare necessary materials (agendas, presentations, hand-outs, etc.) in coordination with Staff. The first meeting with the Steering Committee will focus on review of the scope and schedule, the identification of preliminary opportunities and issues, and helping with the development of the communications and outreach plans.

COMPONENT 2: PUBLIC ENGAGEMENT

This component includes the design, promotion, facilitation, and documentation of two multifaceted rounds of public engagement and regular meetings with the Steering Committee. It will be conducted concurrently with components three and four as shown on the proposed schedule. The Team will work with Staff and the Steering Committee to tailor an engagement format specific to the needs of the County. In addition to engagement of the general public, stakeholders will be directly engaged.

2.1 Facilitate Steering Committee meetings (#2-#6). The Team will facilitate all meetings with this group, and will prepare necessary materials (agendas, presentations, hand-outs, etc.) in coordination with Staff. The first meeting with the Steering Committee will focus on review of the scope and schedule, the identification of preliminary opportunities and issues, and helping with the development of the communications and outreach plans. Meetings conducted in advance of public engagement opportunities will be focused partially on preparation for engagement. Other meetings will be used primarily to discuss key elements of the analysis, development of the plan's recommendations, and the draft and final plan documents. These meetings are typically one-and-a-half hours long, but could be longer (up to two hours, with a break) workshop-style sessions if necessary.

2.2 Conduct public engagement (2 rounds). The Team will work with Staff to design and facilitate two rounds of public engagement, with activities, events, and fairs in the spring and summer the ideal target for both rounds. Meetings may be convened in different areas of the County to maximize geographic and demographic participation. There will be an effort to bring the meetings to locations, and potential events, where there is likely to be a high degree of participation. Engagement may include "open call" workshops or open houses, collaboration with pre-existing community events, small focus group meetings with stakeholders, "pop-up" engagement in public locations, online surveys, or other online / virtual engagement activities. The final approach for each round will be decided in collaboration with Staff. It will involve the following activities, which will be managed by the Team.

Design. The Team will work with Staff to design the details for the engagement, including specific input gathering activities, as well as the creation of meeting materials. The Staff will help with meeting location logistics.

Promote. The Team will manage promotion of the engagement, including creating and producing print and electronic collateral and preparing press releases, etc. The Staff will be responsible for contacting local media outlets and assisting in organizing outreach to key stakeholder groups.



Steering Committee

Committee members should be thoughtful, open minded and represent a wide constituency. The Steering Committee not only brings their insight and perspective to the process, but also helps to encourage community participation.



Pop-up Engagement.

Multiple engagement events can be held during local, community-wide events. This allows engagement to occur at various locations across the County. These events range in scale and can include community brewery tours, community picnics, farmers' markets, festivals, etc.

ENGAGING THE AMISH COMMUNITY

The Team will undertake a special effort to engage the County's Amish population, which will likely involve identification of community leaders and working through them to determine opportunities for soliciting input. (It is also recommended that there is Amish representation on the Steering Committee, which may help to facilitate this). Through trusted leaders, the Team will organize small-groups, in-person meetings and/or solicit input at auctions or other community gathering places. In the Team's experience, open-ended engagement is not as effective with this population. Rather, specific feedback should be solicited on topics of potential interest. The Team will adhere to guidance from Amish leadership regarding specific cultural norms to take into consideration—including family and gender dynamics—in order to ensure respectful, but also effective, engagement.

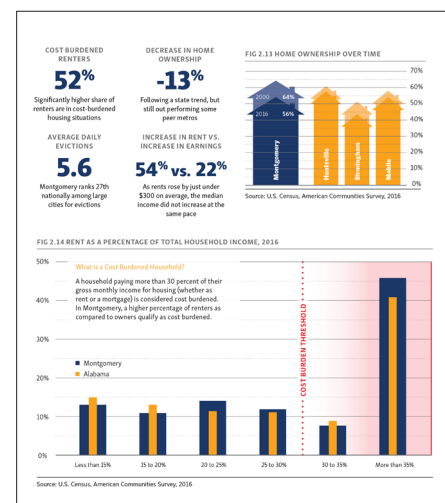


Facilitate. The Team will facilitate an informative and engaging program that will include both educational components and input or feedback activities for participants. The rounds of engagement will be designed to include both in-person and online formats.

Document. The Team will input raw results into a spreadsheet that will be analyzed and organized around key themes and prepare a summary memo.

2.3 Conduct Key Stakeholder interviews. The Team will facilitate up to 10 individual interviews with key stakeholders in the community as well as one interview early in the planning process with each County Commissioner. There interviews may be in-person or virtual. The Team will rely upon Staff to generate a list of community stakeholders that would be interested in contributing to the planning process. Interviews will provide an opportunity to learn more about community concerns, strengths, and strategies at a greater level of detail.

2.4 Present the plan to elected officials and commissioners. The Team will present the plan to the County Commissioners and Planning Commission at a public hearing(s) to meet necessary requirements. For the purposes of this proposal, it is assumed that there will be up to three of these presentations (joint meetings are recommended if they can be scheduled). It would be recommended for Staff to complete up to five additional update presentations to inform elected officials about the planning process. To assist, the Team can provide PowerPoint slides, handouts, etc. Additional meetings could be accommodated with a commensurate reduction to scope and fee or for an additional fee.



Conditions and Trends Reports

The Team presents data showing how the community stands on a variety of measures using compelling graphics and language accessible to the general public.

COMPONENT 3: EXISTING CONDITIONS ANALYSIS

This phase will include data collection and analysis of existing conditions, trends, and potential key topical areas to inform the plan's recommendations. The Team will integrate and build upon previous research and develop strategies based on the analysis during this phase.

3.1 Conduct land use existing conditions analysis. In the Team's comprehensive planning work, the analysis of land use and three-dimensional aspects of form and character is an integrated task. The Team will take a character-based approach to land use that will describe development patterns, types, and intensities that currently exist in the County. The character types will not only infer land use, but also form and mobility characteristics such as street patterns and connectivity, building heights, and relationship to streets, mix of uses, etc. This analysis will be conducted in coordination with analysis pertaining to housing, transportation, economics, sustainability, parks, open space, recreation programs, facilities, and other topical areas.

With additional data collection support from Staff, the Team will identify countywide and regional conditions and trends that may impact the future. The Team will use this land use and character analysis to discuss the merits of potentially redefining the plan's future land use categories. A future land use character-type palette would describe compatible development patterns, types, and intensities that are desired and feasible in the County in the future.

CHARACTER-BASED APPROACH TO LAND-USE PLANNING











Planning NEXT has successfully utilized a character-based approach to land use planning for a broad range of projects. This often is done in a three step process.

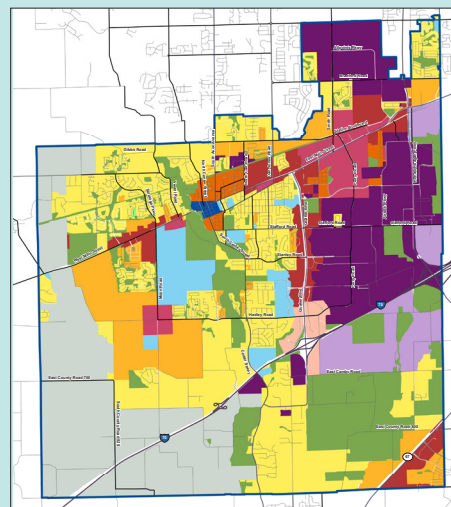
1. Identify Principles. Principles are statements of intent related to the character of the physical environment and preferences for how a county should manage its land resources in the future.

2. Determine Character Areas and Development Types. Character Areas are types of neighborhoods, districts, or corridors that share similar attributes in their form and function. Attributes may include

the size and type of buildings and their relationship to the street; the surrounding street and block pattern; parking and access; as well as typical types of development or mix of development.

3. Create a Character Map. The Character Area map illustrates where the various character areas should apply throughout the planning area.

Type	RURAL				SUBURBAN				WALKABLE COMPACT			
	Traditional Rural	Suburban Residential	Suburban Mixed Residential	Business / Industrial Park	Carrier Commercial	Tech Flex	Hospitality	Traditional Neighborhood	Community Mixed Node	Town Center		
Description	Primarily areas of agricultural use and include single-family residential, agriculture related buildings and institutional uses. Buildings are generally set far back from the roadway on large lots (over one acre). The traditional agricultural aesthetic is maintained. Areas may not be served by municipal water below a certain density.	Primarily single family residential subdivisions with a pattern of continuous streets, long blocks, and connectivity between neighborhoods and other non-residential areas.	Primarily single family residential with a higher percentage of multifamily units, with connectivity between neighborhoods and other non-residential areas.	Industrial areas with large or mixed operations including light manufacturing, assembly, and distribution. They are characterized by large, single-story buildings set back a considerable distance from the street. These areas typically have access to highway corridors for business operations and require large parcel sizes to conduct operations.	Commercial development adjacent to arterial roads and highways that serves the region or multiple neighborhoods. Existing development is characterized by large, multi-story buildings set back from the street behind parking areas. Over time, new development and redevelopment in these areas is encouraged to include design quality, improve mobility and accessibility for all users of the corridor.	Employment centers with a mix of light industrial, office, commercial, and institutional uses emphasizing biotechnology, life science, research, and high technology. These areas may be arranged in a walkable setting with connecting open space. Limited supportive housing and commercial will be within the area, but these will not form regional commercial nodes.	An area for lodging and transient based business. With side streets, narrow streets, local streets, and connections to major roads, it is a place where someone can park once and still get around with a minimum of personal driving. Buildings are near the street and frame the public realm.	Residential areas with a mix of housing types in a pattern of walkable blocks with integrated open spaces, civic uses, and connections to mixed-use and commercial areas. These areas may incorporate office, retail, civic, residential and community gathering spaces both vertically and horizontally and should provide connectivity to nearby neighborhoods.	Areas appropriate for medium-scale mixed-use areas with employment, commercial, residential, civic, and supporting uses integrated horizontally and vertically with connectivity to surrounding neighborhoods.	Large and more compact walkable mixed-use areas with employment, commercial, residential, civic, and supporting uses integrated horizontally and vertically with connectivity to surrounding neighborhoods.		
Primary Use	• Agriculture • Single-family detached	• Single-family detached	• Single-family detached • Single-family attached • Multifamily	• Industrial • Warehousing and Distribution	• Commercial • Office	• Light Industrial • Office • High technology assembly/manufacturing, distribution, and research	• Lodging, restaurants, commercial	• Single-family detached • Single-family attached	• Commercial • Office • Business Incubator	• Commercial • Office		
Secondary Use	• Commercial-retail (small scale)	• Office • Commercial	• Office • Commercial • Specialty Housing (high-density etc.)	• Commercial	• Residential • Civic/Institutional	• Commercial • Civic/Institutional • Housing • Commercial • Commercial	• Office, non-commercial • Commercial	• Office • Commercial • Civic/Institutional	• Multifamily • Single-family attached • Civic/Institutional	• Multifamily • Single-family attached • Civic/Institutional		
Housing Mix	• Large lot single-family	• Residentially single-family subdivisions	• Residentially single-family detached • Single-family attached • Multifamily	-	• Residential • Single-family detached • Single-family attached • Residential apartments above the ground-floor retail	• Residential above ground-floor retail • Single-family detached • Multifamily	• Residential above ground-floor retail (not common)	• Single-family detached • Single-family attached	• Multifamily • Single-family attached • Residential apartments above ground-floor retail	• Multifamily • Single-family attached • Residential apartments above ground-floor retail		
Primary Mode	• Automobile	• Automobile • Walk / Bike	• Automobile • Walk / Bike	• Automobile • Transit	• Automobile • Walk / Bike	• Automobile • Walk / Bike	• Automobile • Walk / Bike	• Walk / Bike • Automobile	• Automobile • Transit	• Walk / Bike • Automobile		
Pattern and photos												



3.2 Conduct transportation analysis. The Team will conduct a general analysis of the County's transportation network based upon relevant data and analysis supplied by Staff. The Team will review existing plans, projects, studies that are available and consider input from local stakeholders and the public to understand the strengths and weaknesses of the current system. If additional technical analysis is desired, the Team can engage a transportation subconsultant for additional fee and/or with a commensurate reduction in scope and fee.

3.3 Conduct community facilities and services analysis. Utilizing data provided by Staff, the Team will identify key public facilities and services as well as public infrastructure, internet access and capacity, parks and recreation facilities, and buildings. The Team will review and assess information on these existing conditions regarding their level of service and projected public needs. The Team will develop draft strategies that include recommended policies, programs, and projects.

3.4 Conduct economic analysis. The Team will create an economic profile of the County. It will draw from trends in establishments and employment; shifts in the industry sectors; agriculture production; labor shed and commuting; workforce age in key industries; and will include the following:

3.4.1 Perform base level analysis. With available data, the Team will produce a base level economic profile, which will include employment growth, establishment change, wages, industry concentrations, entrepreneurial activity, investment patterns, and County revenue changes, among others.

3.4.2 Analyze economic infrastructure. This will include logistics assets, such as transportation access, employment building (industrial/office) stock quality indicators, incubators, and co-working space availability, among others.

3.4.3 Perform workforce analysis. This will include commuter sheds, occupational distribution, educational levels, and talent pipeline if relevant and available.

3.4.4 Formulate local context. The Team will compile local context through review of progress on goals and strategies from economic development reports, targeted interviews, and discussion groups to identify strengths, weaknesses, opportunities, and challenges.

3.5 Conduct housing analysis. The Team will analyze demographic data with a focus on the age of the county and their impact on housing. This will include:

3.5.1 Analyze housing inventory and geographic distribution. The Team will document the number and location of the County's current stock of housing units by type, the age of units, owner-occupancy versus rental units, and an inventory of subsidized housing and estimates of housing vouchers.

3.5.2 Analyze attainability and affordability of housing units. The Team will examine and determine the present housing costs for owners and renters.

3.5.3 Evaluate housing conditions. The Team will determine the condition of housing units across the County by utilizing County code enforcement, building permits, and property tax data.



Making Data Accessible

Above is an illustration of how the Team presents key data and information to the public in an easily digestible format as part of an education campaign. This two-page document was created for the Imagine Westerville community plan in Westerville, Ohio.

3.5.4 Assess housing units under development. The Team will identify the number of, and type of housing units approved, target markets such as senior housing, the location of these future units, and the general sales price or lease range of the units.

3.6 Conduct environmental asset analysis. The Team will perform an environmental asset analysis for the County that will involve a thorough inventory and review of the County's open space system and associated environmental features. This includes parks, recreation facilities, natural areas, trailways, water bodies, and other special natural features. Existing assets will be identified, mapped, and assessed for use, condition, and access. The Team will evaluate opportunities to preserve, protect, and enhance these assets, taking into consideration key factors uncovered during the analysis.

COMPONENT 4: PLAN DEVELOPMENT

This phase will include the development of the overall vision and goals, recommendations, elements of the comprehensive plan document as well as an implementation strategy.

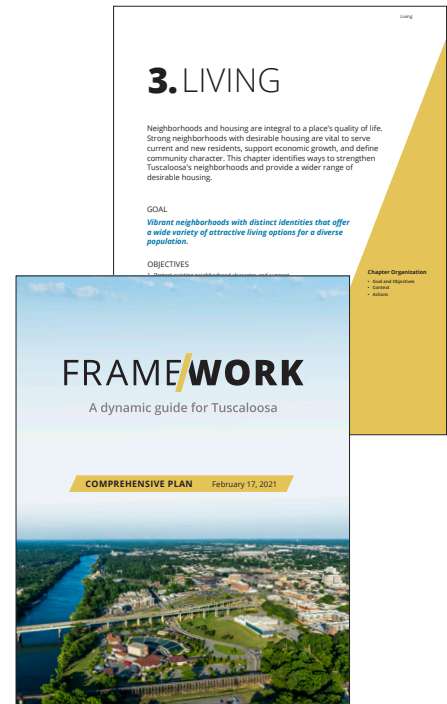
4.1 Define vision and goals. The Team will work with Staff to prepare draft vision and goal statements, which will be evaluated with the community during the second round of engagement. The Team and Staff will work to incorporate the County's existing mission, vision, and values into the plan. Each plan element will include goals and actionable recommendations (in the form of policies, programs, and projects). The recommendations will include both bold and visionary strategies, and practical and cost-effective measures.

4.2 Create a future land use map. The Team will prepare a dynamic, character based future land use map, including: a summary of key inputs to the plan, principles for land use and the County's land use intent, and a map that illustrates preferred land use for the entire planning boundary. Recommendations to support the plan will be made in the form of policies, programs, and projects that will help achieve the community's goals.

4.3 Draft plan document. Bringing all parts together, the Team, in consultation with Staff and the Steering Committee, will draft the plan document. The Team understands that the plan document should be flexible, bold, and innovative, and based upon the community-led process. Recommendations in the plan will include both visionary strategies and action-oriented recommendations. All the preceding recommendations will be compiled into a graphically rich, accessible final plan document. Strategies will be developed by integrating data analysis, key stakeholder input, and industry best practices.

4.4 Develop implementation strategy. The Team will work with Staff and the Steering Committee to develop a post-adoption implementation plan to initiate and incorporate ways the County can practically work on the plan's actions. The strategy will make recommendations on organization, project prioritization, funding, feedback mechanisms, timeframes, entities with the responsibility for seeing items completed, and other related topics. The Team will work with staff to establish and describe reporting systems, responsibilities, and appropriate timeframes and/or triggers for evaluation.

4.5 Finalize plan document. The Team will prepare the final plan, incorporating final Staff, Steering Committee, and elected official comments. The final plan will be graphically oriented using maps, illustrations, and photographs to convey planning recommendations to the community in a user-friendly manner. The Team will provide a print-ready pdf file that is also web-optimized with separate technical appendices and relevant data.

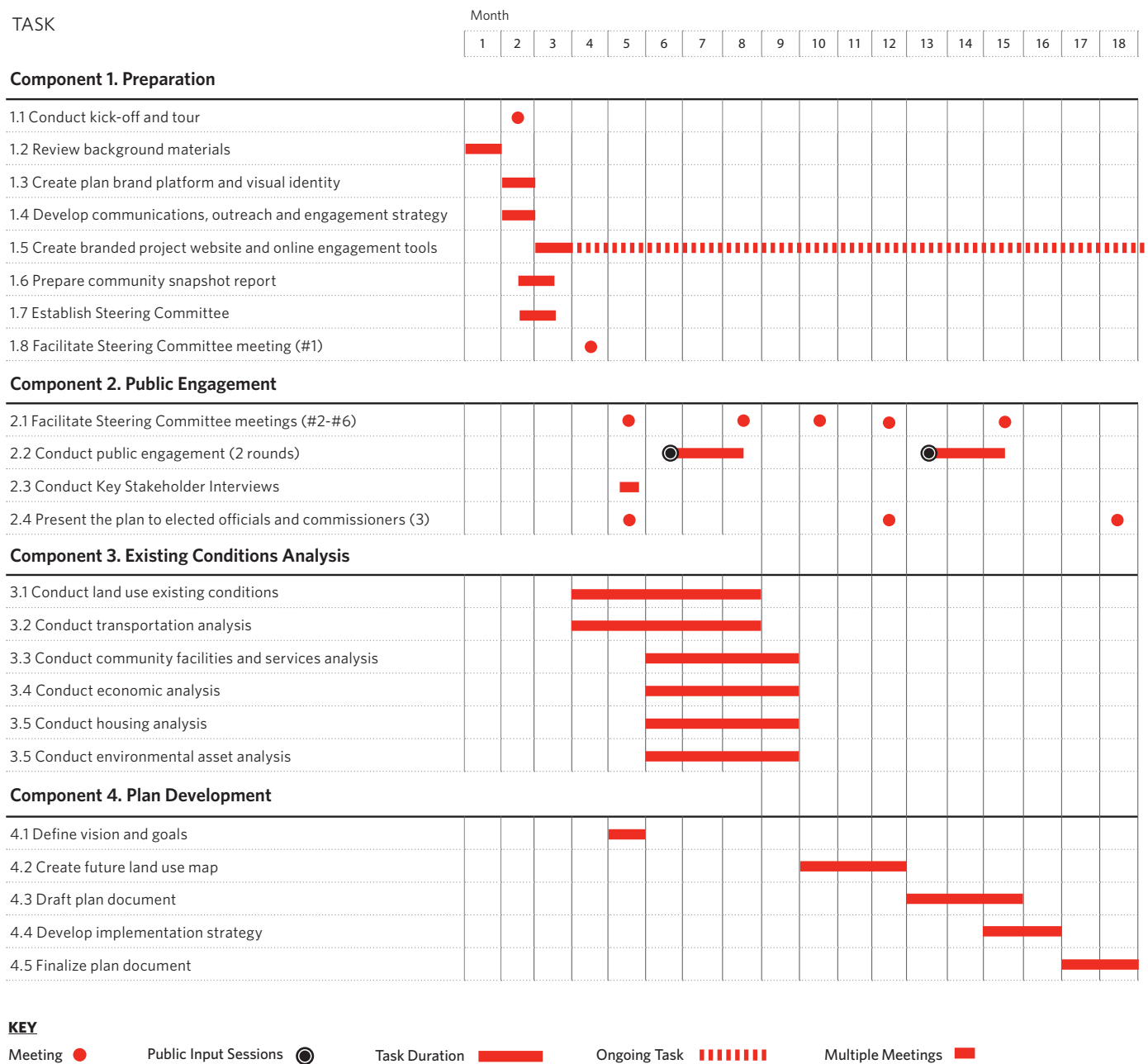


Final Comprehensive Plan

The Team ensures that all plan documents are graphically rich, dynamic and easy to understand, as shown in the example above from Framework, the comprehensive planning process in Tuscaloosa, Alabama.

2. TIMELINE

Following is the Team's proposed timeline for completing the comprehensive plan. The project scope has been proposed to be completed within 18 months. The timeline is flexible and can be adjusted in consultation with the Staff.



3. TOTAL COST

Following is a proposed not-to-exceed cost by component along with expenses necessary in order to complete the scope of work.

		Fee
Component 1: Preparation		
	Component 1 Subtotal	\$30,518
Component 2: Public Engagement		
	Component 2 Subtotal	\$51,357
Component 3: Existing Conditions Analysis		
	Component 3 Subtotal	\$38,678
Component 4: Plan Development		
	Component 4 Subtotal	\$39,947
Expenses		
Travel		\$15,500
Printing and production		\$6,000
	Expenses Subtotal	\$18,500
	PROJECT TOTAL	\$179,000

Recommended Contingency

The Team encourages the County to hold a contingency (10%) for unforeseen needs and/or adjustments to the work.

DeKalb County Department of Development Services
Planning, Building & GIS
301 S. Union St.
Auburn, IN 46706
Ph: 260-925-1923
Fax: 260-927-4791

FOR OFFICE USE ONLY:

File Number: 24-19
Date Application Filed: 6/10/2024
Fee Paid: pd CC
9471795

**Application for REPLAT
(Section 9.24)**

This application must be completed and filed with the DeKalb County Department of Development Services in accordance with the meeting schedule.

APPLICANT INFORMATION

Applicant's Name: Engineering Resources INC. (Ken Dunn)
Address: 4175 New Vision Drive, Fort Wayne IN, 46845
Telephone Number: (260)490-1025 E-Mail: ken@eri.consulting

OWNER INFORMATION (if different from applicant information)

Owner's Name: Donna Griffis
Address: 0151 County Road 66 LaOtto IN 46763
Telephone Number: (260)318-5678 E-Mail: griffismx@gmail.com

REPRESENTATIVE INFORMATION (if different from applicant information)

Representative: Aaron S. Lybarger
Address: P.O. Box 191 11808 St. Rd. 205 E. LaOtto, IN
46763
Telephone Number: (260)438-3126 E-Mail: a.lybarger@apiland.net

Legal Ad Payment & Public Hearing Notifications: Applicant Owner Representative x

Number of Parcels & Total Area (square feet or acreage):
Combine parcel 01-09-19-300-041 and a portion of 01-09-30-100-004

Name of Subdivision and Address or Parcel # of property:
Replat of the Replat of LaOtto Business Park Lot 6

Legal description of property affected:
See attached Legal Description

Reason for the Proposed Replat:
Expanding the size of Lot 6 for a proposed development

The Replat should include (check all that apply):

- () All of the Platted Area () All recorded restrictive covenants
(x) Part of the Platted Area as shown in the attached documents () None of the restrictive covenants
() Those restrictive covenants specifically listed in the attached documents

By my signature, I acknowledge the above information and attached exhibits, to my knowledge and belief, are true and correct.

Applicant's Signature: 
(If signed by representative for applicant, state capacity)

This Staff Report is prepared by the DeKalb County Planning Department to provide information to the Plan Commission to assist them in making a decision on this Application. It may also be useful to members of the public interested in this Application.

SUMMARY FACTS:

APPLICANT: Aaron Lybarger (Donna Griffis – owner)
SUBJECT SITE: 6500 Merchants Dr., LaOtto, Indiana
REQUEST: Replat of the Replat of LaOtto Business Park Lot 6
EXISTING ZONING: A2: Agricultural
SURROUNDING LAND North: Bank (C2)
USES AND ZONING: South: Farmground (C2)
East: Indoor/outdoor Paintball (C4)
West: Manufacturing (I2)

ANALYSIS:

Definition of Subdivision: *The division or partial division of a parent tract (as defined) or any parcel of land into at least two or more smaller lots, parcels, sites, units, plats, or interests or the combination of two or more smaller lots into one lot for the purpose of offer, sale, lease, transfer of ownership, or development. It also includes replat or vacation of plat. Divisions of parent tracts which meet the standards of an exempt division (9.22 D) shall not be counted in determining whether or not a further division qualifies as an exempt subdivision. No division shall create the original, parent parcel to be a nonconforming lot*

UDO 1.19 Establishing Buildable Lots - No structure shall be permitted on a lot unless the lot:

- A. Resulted from a legal subdivision of land approved by the Plan Commission, or
 - B. Was legally established prior to January 1, 2009 but is not the result of a split of a platted lot not approved by the Plan Commission.
 - C. Is otherwise allowed by recorded covenants and/or restrictions of a platted subdivision which was approved by the Plan Commission.
-
- The RePlat of the RePlat of LaOtto Business Park, Lot 6 will be increasing the acreage of Lot 6.
 - The Petitioner is meeting the standards of the UDO as follows:
 - *Minimum Lot Area: 15,000 square feet*
 - Proposed Lot 6 Area: 7.085 acres
 - *Minimum Lot Width: 100 feet*
 - Proposed Lot 6 Width: 670 feet
 - *Minimum Lot Frontage: 80 feet*
 - Proposed Lot 6 Frontage: 60 feet as approved on original plat of LoOtto Business Park
 - This division of land fronts the following roads:
 - Merchants Dr. is considered a County Local Road with a projected total right-of-way width of 60 feet.
 - 30 feet of right-of-way was dedicated per the original plat of LaOtto Business Park. No additional right of way is required.

JURISDICTIONAL FINDINGS:

The Petitioner has complied with the rules and regulations of the Plan Commission in filing appropriate forms and reports.

1. Application completed and filed on **June 10, 2024**
2. Legal notice published in The Star on **July 5, 2024** and Affidavit received.
3. Certificate of mailing notices sent and receipts given to staff.
4. Letter from the County Board of Health, dated **June 21, 2024**
5. Letter from County Highway dated **June 10, 2024**
6. Report from the DeKalb County Soil & Water Conservation District, dated **June 10, 2024**
7. Letter from the Drainage Board, dated **June 27, 2024**
8. Airport Board report, if applicable: **not applicable**
9. Plat prepared by **Miller Land Surveying**
10. The real estate to be developed is in Zoning District C2, which permits the requested development.

PROPOSED FINDINGS OF FACT:

These Findings of Fact proposed by the Zoning Administrator are based off the knowledge and understanding of the proposed project.

1. Does the proposed RePlat adequately conform to the Comprehensive Plan?
Yes, the replat will be used for a commercial use, which is compatible to the existing and adjacent land uses.
2. Does the Minor Subdivision conform to the following UDO standards:
 - a. Minimum width, depth & area of lot(s).
Yes. See Plat & Staff Report.
 - b. Public way widths, grades, curves & the coordination of public ways with current and planned public ways, if applicable or required.
Adequate access off Merchants Dr. The right of way has been dedicated per the original plat LaOtto Business Park. The existing driveway for Lot 6 will be utilized.
 - c. The extension of water, sewer & other municipal services, if applicable or required.
Letter received from LaOtto Regional Sewer District states: "The LaOtto Regional Sewer District has reviewed the plans from Engineering Resources, Inc. for a new API Corporate Office (Aaron Lybarger) on Merchants Drive. The District has the capacity to serve this new development with sanitary sewer. The Board has approved this new connection to the system."
 - d. The allocation of areas to be used as public ways, parks, and schools, public and semipublic building, homes, businesses, and utilities, if applicable or required.
None required.

PLANNING STAFF RECOMMENDATIONS/COMMENTS:

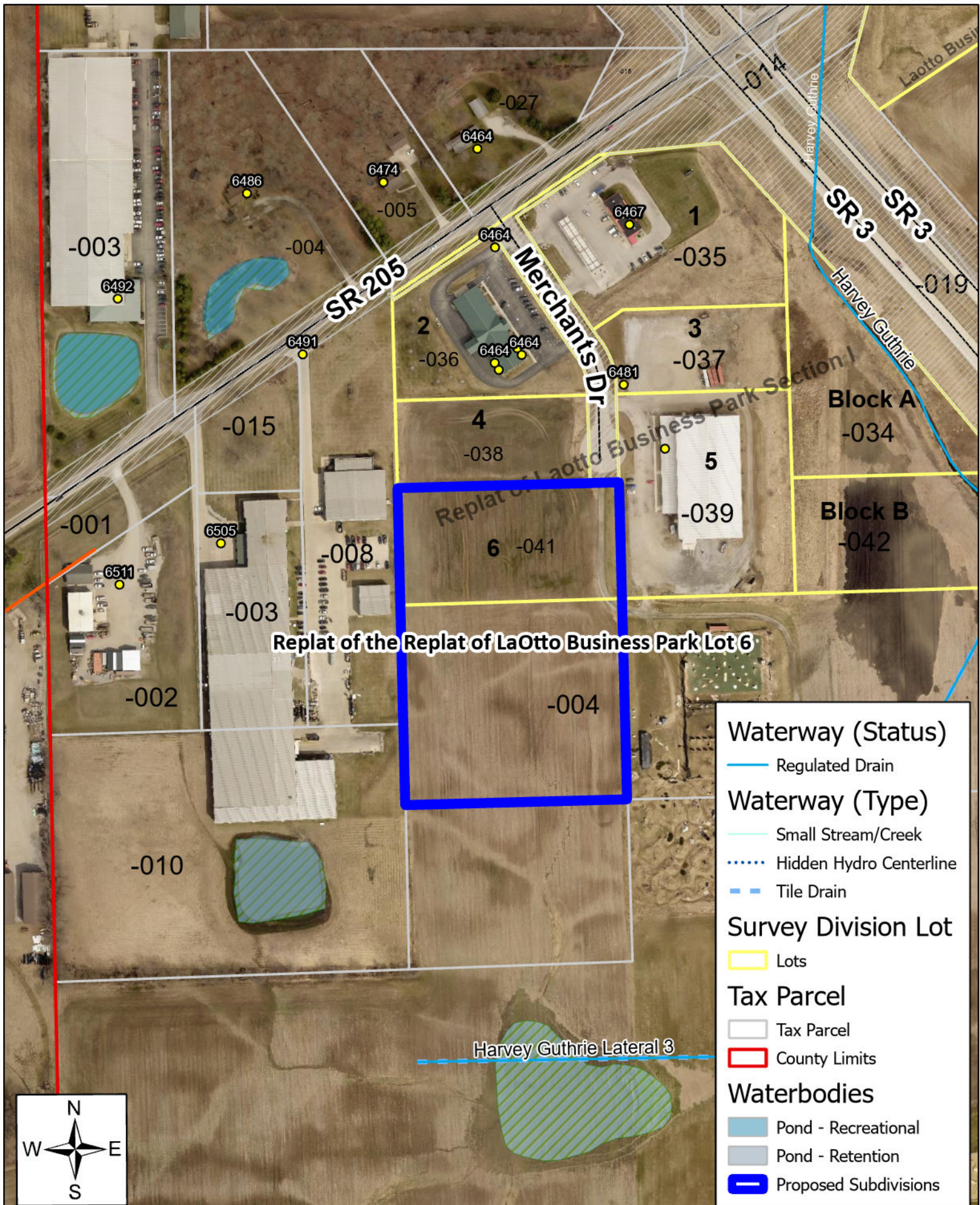
Staff is recommending approval to allow the Minor Subdivision and recommends the following conditions:

Standard Conditions to be recorded on or with the plat:

1. This lot shall be included in any subdivision arising from any further development from the land involved. However, there is no intention that any terms, conditions, or restrictions on a future plat will have any retroactive applicability to this division of land.
2. There shall be compliance with the laws and regulations of any Federal, State, or local agency.
3. No offsite drainage, existing surface water or existing tiled water drainage, crossing over said real estate shall be obstructed by any development on the site. The Plan Commission may enforce these conditions by injunctive relief with attorney fees.
4. The appropriate agricultural covenants, Drainage Board covenants and airport zone covenants shall be on the plat, if required.

Conditions that will not be recorded but must be met:

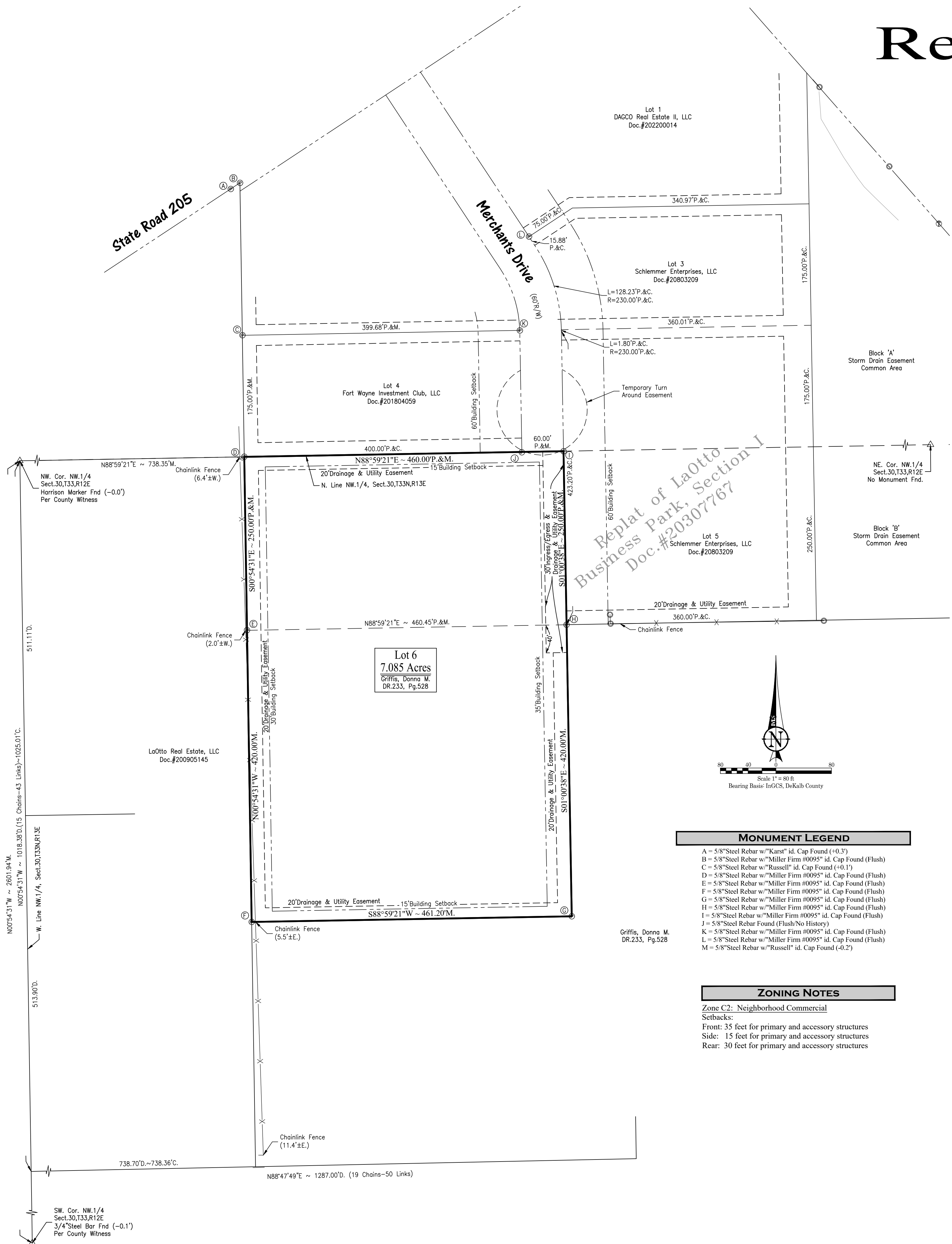
1. Comply with the Staff Report.
2. Comply with any applicable Environmental Standards as required in Article 5, 5.11; EN-01, in the Unified Development Ordinance.
3. Comply with the Flood Hazard Area for DeKalb County Ordinance and any wetland laws and regulations, if required.
4. The plat shall not be recorded until the applicant files written evidence of compliance with any conditions of the DeKalb County Board of Health, DeKalb County Highway Dept., DeKalb County Drainage Board or DeKalb County Surveyor, DeKalb County Airport, DeKalb County Soil & Water Conservation District, or other agency as applicable. File written evidence of compliance with Federal or State agencies where identified in the findings or conditions. The Zoning Administrator to determine when conditions have been met.



Replat of the Replat of LaOtto Business Park Lot 6

Butler Township, Section 30, T33N, R12E
DeKalb County, Indiana

Secondary Plat of:



RECORD DESCRIPTION

Lot Numbered Six (6) in the replat of LaOtto Business Park Section 1 recorded June 24, 2003 as Instrument Number 20307108 and re-recorded July 10, 2003 as Instrument No. 20307767 of the records in the Office of the Recorder of DeKalb County, Indiana.

TOGETHER WITH

Part of the Northwest Quarter of Section 30, Township 33 North, Range 12 East of the Second Principal Meridian, Butler Township in DeKalb County, Indiana, based on an original survey by Brett R. Miller, Indiana Professional Surveyor Number 20300059 of Miller Land Surveying, Inc., Survey No. 24047391, dated May 20, 2024, and being more particularly described as follows:

Commencing at a Harrison Marker marking the Northwest corner of said Northwest Quarter; thence North 88 degrees 59 minutes 21 seconds East, (Indiana Geospatial Coordinate System - DeKalb County bearing and basis of bearings to follow), a distance of 738.35 feet along the North line of said Northwest Quarter to a 5/8" Steel Rebar with a "Tri-County" identification cap on the West line of Lot 6 in the Replat of LaOtto Business Park, Section 1, as described in Document Number 20307767 in the Office of the Recorder of DeKalb County, Indiana, thence South 00 degrees 54 minutes 31 seconds East, a distance of 250.00 feet (Plat) along said West line to a 5/8" Steel Rebar with a "Tri-County" identification cap on the South line of said Lot 6, said point also being the POINT OF BEGINNING of the herein described tract; thence North 88 degrees 59 minutes 21 seconds East, a distance of 460.45 feet (Plat) along said South line to a 5/8" Steel Rebar with a "Tri-County" identification cap on the East line of said Lot 6; thence South 01 degrees 00 minutes 38 seconds East, a distance of 420.00 feet along the Southerly extension of said East line to a 5/8" Steel Rebar with a "Miller Land Surveying Firm #0095" identification cap; thence South 88 degrees 59 minutes 21 seconds West, a distance of 461.20 feet parallel with the South line of said Lot 6 to a 5/8" Steel Rebar with a "Miller Land Surveying Firm #0095" identification cap on the East line of an existing tract as described in Document Number 200905145 in the Office of said Recorder; thence North 00 degrees 54 minutes 31 seconds West, a distance of 420.00 feet along said East line, also being parallel with the West line of said Northwest Quarter to the Point of Beginning. Containing 4.443 acres, more or less. Subject to easements of record.

DEED OF DEDICATION

I/We, the undersigned Donna M. Griffiths, owner(s) of the real estate shown and described herein, do hereby certify that we have laid off, platted and subdivided, and do hereby lay off, plat and subdivide, said real estate in accordance with the within plat.

This subdivision shall be known and designated as Replat of the Replat of LaOtto Business Park Lot 6 Subdivision, an addition to County of DeKalb, Indiana. All streets and alleys shown and now heretofore dedicated, are hereby dedicated to the public.

Front and side yard building setback lines are hereby established as shown on this plat, between which lines and the property lines of the streets, there shall be erected or maintained no building or structure.

There are strips of ground, shown and labeled Utility and Drainage Easements, reserved for the use of public utilities for the installation of water and sewer mains, poles, ducts, lines, wires, storm sewers, and storm water drainage swales, subject at all times to the proper authorities and to the easements herein reserved. No permanent or other structures are to be erected or maintained upon these strips of land, but owners of lots in this subdivision shall take their titles subject to the rights of the public utilities.

The foregoing covenants, (or restrictions), are to run with the land and shall be binding on all parties and all persons claiming under them until January 1, _____, at which time said covenants, (or restrictions), shall be automatically extended for successive periods of ten years unless by a vote of a majority of the then owners of the building sites covered by these covenants, or restrictions, it is agreed to change such covenants, or restrictions, in whole or in part.

Invalidation of any one of the foregoing covenants, or restrictions, by judgment or court order shall in no way affect any of the other covenants or restrictions, which shall remain in full force and effect.

The right to enforce these provisions by injunction, together with the right to cause the removal, by due process of law, of any structure or part thereof erected or maintained in violation hereof, is hereby dedicated to the public, and reserved to the several owners of the several lots in this subdivision and to their heirs and assigns.

Witness our hands and seals this _____ day of _____, 2024.

Donna M. Griffiths

STATE OF INDIANA)
COUNTY OF DEKALB) SS:

Before me, the undersigned, a Notary Public in and for said County and State,

this _____ day of _____, 2024, personally appeared _____ and acknowledged the execution

of the foregoing instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal.

(_____) Notary Public

My Commission Expires: _____

My County of Residence is: _____

PLAN COMMISSION CERTIFICATION

Under the authority provided by Chapter 174-Acts of 1947 enacted by the General Assembly of the State of Indiana and Ordinance adopted by the County Commissioners of DeKalb County, Indiana this plat was given approval by the County, as follows:
Approved by Plan Commission at a meeting held on the _____ day of _____, 20____.

President _____ Zoning Administrator _____

LAND SURVEYOR
Miller Land Surveying, Inc.
221 Tower Drive
Monroe, IN 46772
Phone: (260) 692-6166

PROPERTY OWNER
Donna M. Griffiths
0151 County Road 66
LaOtto, IN 46763

Corporate Office
221 Tower Drive
Monroe, IN 46772
Phone: (260) 692-6166

Miller Land Surveying, Inc.

Brett R. Miller, P.S. No.LS20400059
Robert J. Marucci, P.S. No.LS20400028

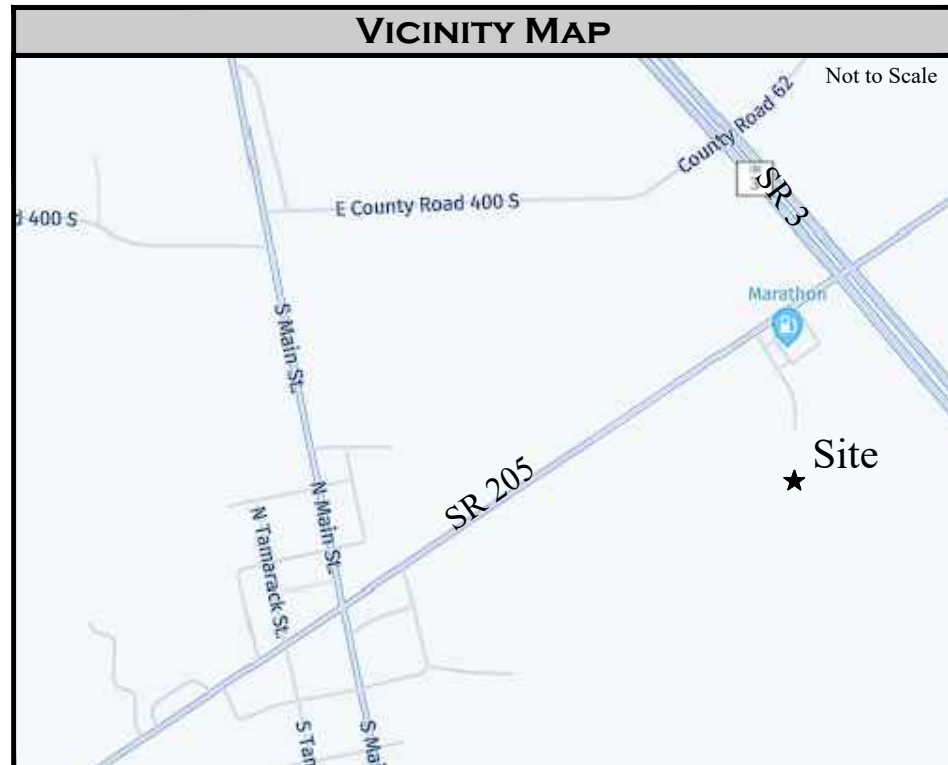
www.mlswebsite.us

Precision and Professionalism is where we draw the line.

Fort Wayne Office
10060 Bent Creek Blvd.
Fort Wayne, IN 46825
Phone: (260) 489-8571

Developer

AML Properties, LLC
11808 East State Road 205
LaOtto, IN 46763



Flood information from FIRM (Flood Insurance Rate Map) for DeKalb County, Indiana, Community No.180044, Panel No.0215E, dated September 29, 2006.

AGRICULTURAL COVENANT

The owner(s) of the lot(s) within this subdivision agree to recognize the existing agricultural land usage surrounding this subdivision and further agree to not object to the surrounding agricultural land use or changes therein as permitted by law, i.e., IC 34-1-52-4.

FURTHER DEVELOPMENT

This lot/these lots shall be included in any subdivision arising from any further development of the land involved. However, there is no intention that any terms, conditions or restrictions on any future plat would have any retroactive applicability to this division of land.

There shall be compliance with the laws and regulations of any federal, state, or local agency.

No offsite drainage, existing surface water or existing tiled water drainage, crossing over said real estate shall be obstructed by any development on the site. The plan commission may enforce these conditions by injunctive relief with attorney fees.

CROSS ACCESS EASEMENT CERTIFICATE

Areas on these plans designated as a Cross-access Easement are established in favor of the adjoining property owner and grant the public the right to enter the easement for purposes of accessing adjoining lots. These easements prohibit any person from parking vehicles within the easement and prohibit the property owners or any other persons from placing any obstruction within the easement. These easements are binding on all heirs, successors, and assigns to the property on which they are located. The grantee or the City may enforce the provisions of the easement. The easement shall only be modified or vacated in the manner stipulated in this Unified Development Ordinance, or its successor ordinance.

FLOOD PLAIN CERTIFICATION

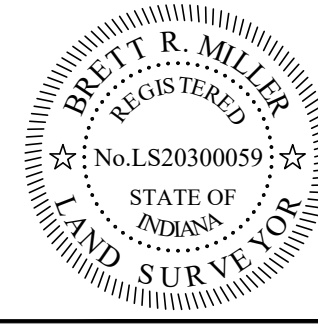
This property is within Zone "X" (areas determined to be outside the 0.2% annual chance floodplain) as defined by the FIRM (Flood Insurance Rate Map) for DeKalb County, Indiana, Community No.180044, Panel No.0215E/0220E, dated September 29, 2006.

CERTIFICATION

I, Brett R. Miller, hereby certify that I am a Land Surveyor, licensed in compliance with the laws of the State of Indiana; that this plat correctly represents a survey conducted under my supervision in accordance with Title 865 IAC, Article 1, Rule 12, Sections 1 thru 29, and the that the survey upon which this plat is based has been recorded in Document Number 202402459 in the Office of the Recorder of DeKalb County, Indiana; that all markers thereon will be installed in accordance with the provisions of the Platting Ordinance; and that their location, size, type and material are accurately shown.

Brett R. Miller, PS

Date: June 6th, 2024



DeKalb County Department of Development Services
Planning, Building & GIS
301 S. Union St.
Auburn, IN 46706
Ph: 260-925-1923
Fax: 260-927-4791

FOR OFFICE USE ONLY:
File Number: 24-20
Date Application Filed: 6/10/2024
Fee Paid: PH CC
9471795

**Application for DEVELOPMENT PLAN/DEVELOPMENT PLAN AMENDMENT
(Section 9.08)**

This application must be completed and filed with the DeKalb County Department of Development Services in accordance with the meeting schedule.

APPLICANT INFORMATION

Applicant's Name: Engineering Resources INC. (Ken Dunn)

Address: 4175 New Vision Drive, Fort Wayne IN, 46845

Telephone Number: (260)490-1025

E-Mail: ken@eri.consulting

OWNER INFORMATION (if different from applicant information)

Owner's Name: Donna Griffis

Address: 0151 County Road 66 LaOtto IN 46763

Telephone Number: (260)318-5678

E-Mail: griffismx@gmail.com

REPRESENTATIVE INFORMATION (if different from applicant information)

Representative: Aaron S. Lybarger

Address: P.O. Box 191 11808 St. Rd. 205 E. LaOtto, IN
46763

Telephone Number: (260)438-3126

E-Mail: a.lybarger@apiland.net

Legal Ad Payment & Public Hearing Notifications: Applicant ☐ Owner ☐ Representative ☒

Zoning Classification of Property: C2

Acreage of Property: 7.084 acres

Overlay District: N/A

Address or Parcel # of Property: 01-09-19-300-041 and portion of 01-09-30-100-004

Legal Description of Property Affected: See attached legal description

Description of Present Use:

Undeveloped parcel of the Replat of the LaOtto Business Park, Section 1 and a
portion of the adjacent farm land.

Description of Proposed Project (use multiple pages if necessary):

API/Land Construction Corp. is building a new head quarters office, maintenance building and
fenced in lay-down storage yard. The development will include a small parking lot with 12 spaces.

***Note: approvals are valid for a period of three years. If an Improvement Location and Building Permit have not been issued within the three years, the approval is rescinded. Substantial**

This Staff Report is prepared by the DeKalb County Planning Department to provide information to the Plan Commission to assist them in making a decision on this Application. It may also be useful to members of the public interested in this Application.

SUMMARY FACTS:

PETITIONER: API/Land Construction Corp.
SUBJECT SITE: 6500 Merchants Dr., LaOtto, Indiana
REQUEST: Development Plan
PURPOSE: A construction trade office including new headquarters office & maintenance building, parking and fenced in lay-down storage yard
EXISTING ZONING: C2 – Neighborhood Commercial
SURROUNDING LAND North: Bank (C2)
USES AND ZONING: South: Farmground (C2)
East: Indoor/outdoor Paintball (C4)
West: Manufacturing (I2)

ANALYSIS:

9.08: Development Plan: Purpose and Intent: The purpose to outline the procedure employed by the Plan Commission when considering a petition for the approval of a Development Plan. Further, the intent of the Development Plan section is to ensure that the statutory requirements established in the Indiana Code for the consideration of a Development Plan petition are met.

Compliance with the Development Standards:

Article 2, Section 2.29: C2 District Permitted Uses:

- Construction Trade Office

Article 2, Section 2.30: C2 District Development Standards:

- Minimum Front Yard Setback: 35 feet (240 feet proposed)
- Minimum Side Yard Setback: 15 feet (43 feet – north & 250 feet – south proposed)
- Minimum Rear Yard Setback: 30 feet (130 feet proposed)
- Maximum Impervious Surface: 65% (19.1% proposed)
- Maximum Height: 35 feet (22 feet proposed)

Article 5, Section 5.10: Entrance Drive:

- Utilize & Upgrade existing driveway

Article 5, Section 5.11: Environmental Standards:

- Meets Standards (See DeKalb County Soil & Water Conservation District letter dated June 12, 2024)

Article 5, Section 5.16: Fence/Wall Standards:

- 6' tall chain-link fence and rolling gates

Article 5, Section 5.21: Height Standards:

- Meets Standards (See Section 2.30 above & Architectural Plans: Exterior Elevations & Roof Plans A2.0)

Article 5, Section 5.24 A(1 & 2): Landscaping: Parking Lots:

- No trees required (2 trees proposed)
- 36 shrubs required (36 shrubs proposed)
- See Sheet L1.0 Site Landscape Plan for additional information

Article 5, Section 5.25 A(4)(a & b): Landscaping Buffer Yards

- North, South & East & West Buffer Yard: None Required

Article 5, Section 5.30: Lighting Standards:

- Meets Standards: See Photometric Plan

Article 5, Section 5.35: Outdoor Storage: Non-residential Districts:

- Trash Receptacle/Dumpster meets standards.

Article 5, Section 5.38-5.39: Parking Standards:

- 9 Parking Spaces Required (12 proposed)
- Additional employee parking will be available inside the gravel lay down yard.

Article 5, Section 5.43: Setback Standards:

- Meets Standards (See Section 2.30 above)

Article 5, Section 5.44: Sewer/Water Standards:

- LaOtto Regional Sewer District – see letter.
- Water supplied through private well on site (south of parking area)

Article 5, Section 5.47: Sign Standards:

- No signage plans submitted. A separate sign company will submit plans for any and all signage.

Other requirements per Section 9.08: Development Plan:

- Letters from Utilities serving the project
 - Letter received from LaOtto Regional Sewer District stating “The District has the capacity to serve this new development with sanitary sewer. The Board has approved this new connection to the system.”
- Public Safety Report: Fire Dept. & Sheriff Dept.
 - Service letters from the LaOtto Fire Dept. & DeKalb County Sheriff Dept. have been received.
- Erosion Control Plan
 - Site Construction Erosion Control Plan included on C5.0-C5.4 and Rule 5 application submitted to County Soil/Water Conservation District.

JURISDICTIONAL FINDINGS:

The Petitioner has complied with the rules and regulations of the Plan Commission in filing appropriate documents:

1. Application completed and filed on **June 10, 2024**
2. Legal notice published in The Star on **July 5, 2024** and Affidavit given to staff.
3. Certificate of mailing notices sent and receipts given to staff.
4. Letter from the County Board of Health, dated **June 21, 2024**
5. Letter from County Highway dated **June 12, 2024**
6. Letter from the DeKalb County Soil & Water Conservation District, dated **June 12, 2024**
7. Letter from the Drainage Board, dated **June 27, 2024**
8. Letter from the LaOtto Regional Sewer District, dated **June 18, 2024**
9. Airport Board report, if applicable **not applicable**
10. The real estate being developed is in Zoning District **C2 – Neighborhood Commercial**, which permits the requested development.

PROPOSED FINDINGS OF FACT:

When considering approval of a Development Plan, the DeKalb County Plan Commission shall — under Section 9.08 G(6 & 7) of the DeKalb County Unified Development Ordinance — determine the following:

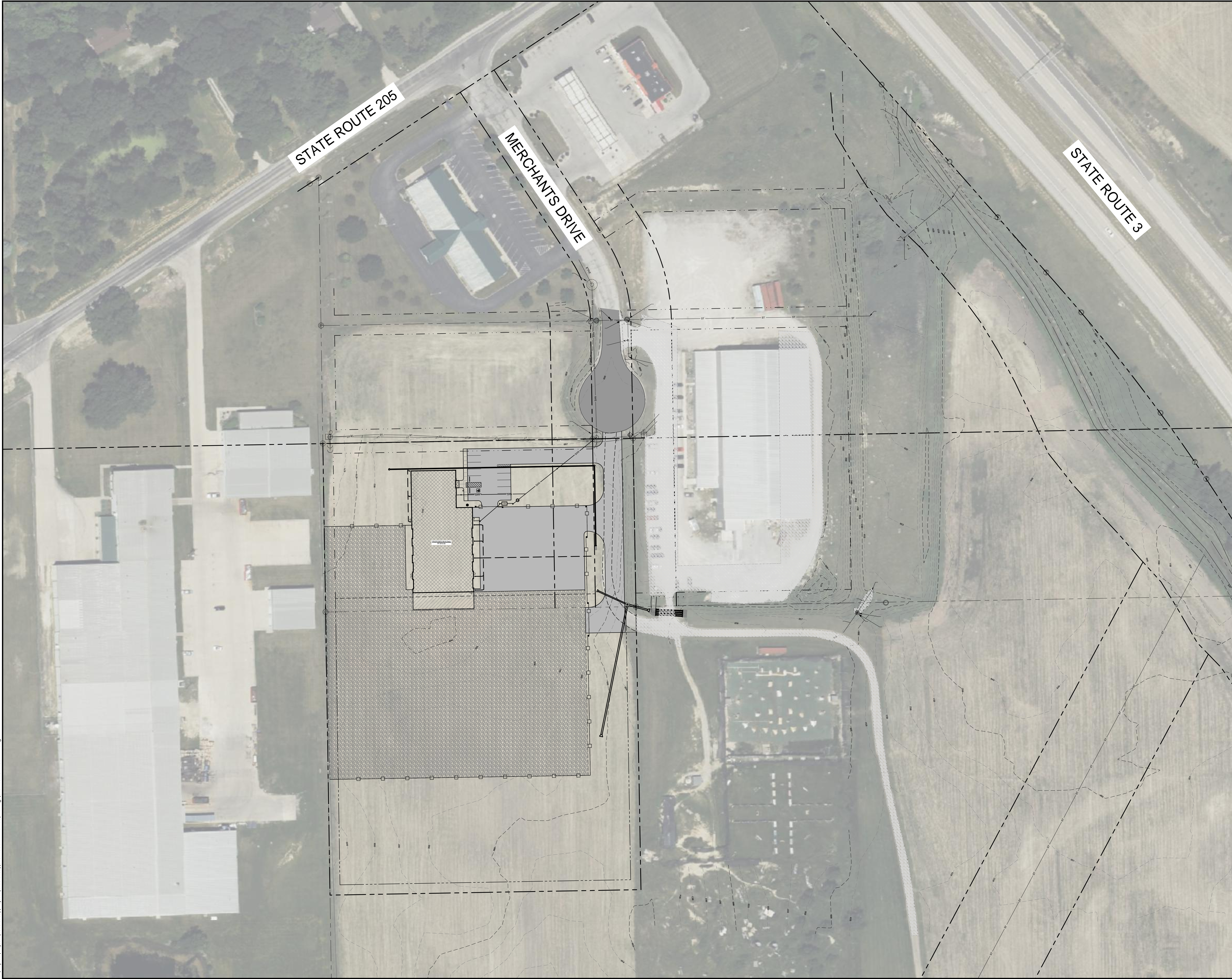
1. Does the Development Plan meet the minimum design standards as listed in Section 9.08: Development Plan?
Yes, all minimum design standards are met. See Staff Report and letters from the DeKalb County Highway Dept., Health Dept., Soil Water Conservation District, Drainage Board & LaOtto Regional Sewer District.
2. Is the Development Plan consistent with the Comprehensive Plan?
Yes, commercial development is encouraged in areas zoned for such. This property was platted for commercial development and remained vacant for at least 20 years.
3. Does the Development Plan comply with the standards of this Unified Development Ordinance?
Yes, all Development Standards of the Unified Development Ordinance are in compliance with the Development Plan. See Staff Report and letters from the DeKalb County Highway Dept., Health Dept., Soil Water Conservation District, Drainage Board & LaOtto Regional Sewer District.

PLANNING STAFF RECOMMENDATIONS/COMMENTS:

Staff is recommending approval of the Development Plan and recommends the following conditions:

Conditions of Approval

1. The Plan Commission retains continuing jurisdiction of this Development Plan to assure compliance with all terms and conditions and/or impose additional conditions deemed necessary for health and safety.
2. This Development Plan is approved for a construction trade office including new headquarters office, maintenance building & fenced in lay-down storage yard in the LaOtto Business Park.
3. Development to commence within three (3) year and be completed within seven (7) years. See UDO Section 9.08 H.
4. No Certificate of Occupancy or Certificate of Completion shall be issued until the applicant files written evidence of compliance with any conditions of the DeKalb County Board of Health, DeKalb County Highway Dept., DeKalb County Drainage Board or DeKalb County Surveyor, DeKalb County Airport, DeKalb County Soil & Water Conservation, or other agency as applicable. And further, where applicable, file written evidence of compliance with Federal or State agencies where identified in the findings or conditions. The Zoning Administrator to determine when conditions have been met.



June 10, 2024 11:03 AM
S:\Projects\Projects (6006-6999)\Projects (6250-6299)\6261-LaOtto Air Office\Drawings\6261-CD1 SITE SURVEY.dwg

FOR PERMITTING ONLY
FOR
INFORMATION
ONLY

The concepts, ideas, designs, plans and details shown on this document are the sole property of Engineering Resources, Inc., and were created, developed, and presented for use on this specific project. None of the concepts, ideas, designs, plans, or details shall be used, or dissemination of any data herein may be made without the written permission of Engineering Resources, Inc.

API
LaOtto Office
Merchants Drive, LaOtto,
IN, 46763



ERI PROJECT NUMBER: 6261

ISSUE DATE: XX.XX.2024

BUILDING PROCESS DRAWINGS
50% SET

REVISIONS
NO. DATE DESCRIPTION

SITE PLAN AERIAL

C0.2