

**TOWN OF NEWBURGH  
PLANNING COMMISSION  
MINUTES – October 5, 2015**

**MEMBERS PRESENT:** Rick Hornbeck, Anne Rust Aurand; Bill Bell; Tammy Timmel; Jason Brown; Tom Bodkin  
**ADMINISTRATIVE PRESENT:** Chris Wischer, Town Attorney; Tonya McGuire, Town Council Liaison

**CALL TO ORDER**

Tom Bodkin called the meeting to order. Roll call was taken.

**MINUTES**

Tom Bodkin stated that the August minutes need to be approved. Tom Bodkin moved to approve the August minutes. Tammy Timmel seconded the motion and the motion carried. Tom Bodkin stated that the September minutes also need to be approved. Jason Brown moved to approve the September minutes. Bill Bell seconded the motion and the motion carried.

**REPORTS**

**Town Council Liaison**

Tonya McGuire stated that she believes everyone is aware at this point that the Town has a new Town Manager, Christy Powell, who will be starting on October 19, 2015. Tonya McGuire stated that Mrs. Powell comes from Boonville and she has been a zoning administrator, floodplain administrator, and assistant to the Mayor of Boonville.

**Staff**

Tavi Wydicks stated that there were a total of seven projects in the month of September totaling \$535,866.00. Tavi Wydicks stated that Mr. Mattingly has now obtained all required permits for the new construction in the Overlook subdivision. Tavi Wydicks stated that there may be a minor subdivision coming up, Bill Bivens called in regarding a minor subdivision in Darby Hills. Tom Bodkin asked if the new structure being built in the Overlook subdivision is a house and Tavi Wydicks answered yes.

**UNFINISHED BUSINESS**

**BZA/Acting Zoning Administrator**

Tonya McGuire stated that Tavi Wydicks is the acting Zoning Administrator, and it is her hope that Tavi Wydicks will become the full time zoning administrator. Tonya McGuire stated that the outside search for a Zoning Administrator has been cancelled because Christy Powell is coming in with a zoning background. Tonya McGuire stated that Tavi Wydicks will be handling all of the day to day zoning tasks and working with Christy Powell on some of the larger projects.

**Master Plan Project Status Update**

Chris Wischer stated that he would have something for the commission regarding RFQ ideas shortly. Chris Wischer stated that he has been working on this with his associate, Kristin Head, and they have a pretty good draft and they are going to refine the draft and get it to the commission in the next week or two. Tom Bodkin stated that he believes it is a good idea to wait until Christy Powell gets here so she can be a part of the process, along with Tavi Wydicks. Tonya McGuire stated that last week at the IACT conference, there were a number of planning firms that she spoke with that are interested in participating in the RFQ.

**NEW BUSINESS**

**Proposed Standardization of Time Line for Rezoning and Plats**

Chris Wischer stated that he believes the Town needs an established set schedule of deadlines for filing of the various zoning applications. Chris Wischer stated that not having deadlines in place can put the staff in an awkward position. Chris Wischer provided the commission with a proposed filing date schedule. Chris Wischer stated that he looked at Evansville and Warrick County's filing date schedule. Chris Wischer stated that in all cases, notice has to be published in the paper and mailed to adjoining property owners at least ten days prior to the hearing, so deadlines have to be backed up at least ten days prior to the meeting date, and then another week because that is the deadline for the staff to have the notice to the paper in order for it to be published in the paper ten days prior to the meeting date. Chris Wischer stated that the commission also needs to be sure that there is plenty of time for review and to process the applications and complete the work required before the notice is sent for publication. Chris Wischer stated that what he came up with is; rezoning would need to be filed four weeks prior to the meeting date, major subdivisions would need to be filed eight weeks prior to the meeting date, and minor subdivisions would need to be filed three weeks prior to the meeting date. Chris Wischer stated that the reason the minor subdivision is quite a bit less is because there is not a public hearing required and the notices come after the Plan Commission meeting. Chris Wischer clarified that a minor

subdivision involves only two lots and no new roads or infrastructure. Chris Wischer stated that Evansville and Warrick County's deadlines for major subdivisions are both about eight weeks. Chris Wischer stated that major subdivisions have to have drainage board approval before it comes to public hearing, so there needs to be time to make sure that is completed. Chris Wischer stated that most of the rezonings in the Town are fairly straight forward so he believes four weeks is enough time to have the petition ready for public hearing. Chris Wischer stated that he has the items due on different days so the staff does not have everything coming in at once. Chris Wischer stated that the deadlines highlighted on the proposed filing date schedule are due to holidays that will affect Plan Commission meeting dates. Chris Wischer explained the highlighted dates to the commission. Tom Bodkin asked the commission if they were ready to adopt the filing date schedule and pointed out that it could always be amended if issues arose. Anne Rust-Aurand pointed out that there are other holidays that were not taken into consideration on the proposed filing date schedule. Chris Wischer stated that he would make the correction and the commission discussed the changes. Jason Brown moved to adopt the filing date schedule with the corrections outlined. Bill Bell seconded the motion and the motion carried.

**Discussion – Updating Zoning Map**

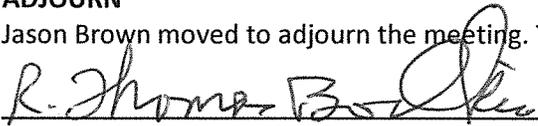
Chris Wischer stated that the commission discussed the idea of adding the zoning maps to the GIS at the last meeting. Chris Wischer stated that he spoke with Tom Bodkin and they agree that the first thing that needs to be done is updating the physical maps, and then take that information and add it to the GIS. Chris Wischer stated that in the past, CEI has completed the map updates, and what he recommends is inquiring with CEI about what it would take to update the maps. Tom Bodkin stated that there are two maps that need to be updated; one is the zoning code map and the other is the floodplain map. Tom Bodkin stated that there is new floodplain information, as of last year, from FEMA that increased the size of the floodplain and includes added map amendments. Tom Bodkin recommended asking CEI for a proposal to update the maps. Tom Bodkin asked Tavi Wydicks to contact CEI and request a quote.

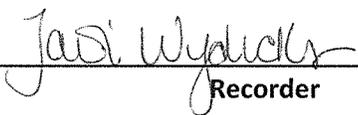
**Set November Meeting Date**

Tom Bodkin stated that the commission needs to set the November meeting date. Tom Bodkin stated that the next meeting will occur on the Monday before the election and historically, commissions do not meet the Monday before an election due to commissioners working the poles. The commission agreed to keep the meeting as scheduled, November 2, 2015.

**ADJOURN**

Jason Brown moved to adjourn the meeting. Tammy Timmel seconded the motion and the motion carried.

  
Chair

  
Recorder