

TOWN OF HUDSON

115 PARSONAGE STREET HUDSON, IN 46747 (260) 587-9500 Planning Commission Mtg.
Date: 1/22/2015

President Mann called meeting to order at 6:40 pm, followed by Pledge to the Flag.

Present were : Todd Helmkamp, David Mann, Steve & Marlene Smith

Minutes of 11/20/14 meeting presented and approved with spelling of Shumaker correction.

IRC- International Residence Code. Draft letter reviewed of one that will be sent to citizens regarding compliance with ordinances. Corrective action will begin with residents applying to ILP (Improvement Location Permit) with the Town Clerk.

Motion by Mann, 2nd by Helmkamp to finalize draft and present to Town Council on Tuesday night. Approved.

U.B. Church – resurvey to combine all lots into one parcel. No ILP. Set back zones, and rain runoff all of concern.

Quarterly report on Feasibility program. Helmkamp reported clean conditions, well maintained, dry conditions at Mann's animal pens. No problems discovered. Report to be presented to Town Council at their next meeting.

Zoning issues:

U.B. Church

Funeral Home

Apartments

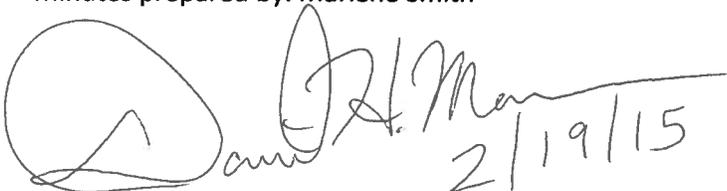
President Mann to check on options with Steuben County before March Plan Commission meeting.

Correct focus to promote our TIF District.

Motion by Mann, 2nd by Helmkamp to hold next meeting on February 19 as a 'makeup' meeting due to low attendance tonight.

Meeting adjourned at 7:55 pm.

Minutes prepared by: Marlene Smith



Handwritten signatures and date: *David Mann* and *2/19/15*

Hudson Planning Commission

Agenda: January 22, 2015

Call the meeting to Order

Pledge of Allegiance

Reading and Acceptance of the Old Minutes

Old Business:

1. Hudson Zoning Ordinance initial violation DRAFT letter.
 - a. Seven (7) letters to be issued
 - b. See List of Recipients
 - c. Corrective Action Activities.
2. Discuss proposed Budget Advisory Council.
 - a. See proposal handout
3. Quarterly Report for Internal Feasibility Study.
 - a. David and Mandy Mann's Comprehensive Animal Plan
4. Re-Zoning of up-town lots and properties that violate current Zoning Ordinances.

New Business:

1. Summer Youth Program proposal.
 - a. See proposal handout
2. Review current Zoning map.
 - a. Make revisions to a new DRAFT map for approval 2015
3. FEMA flood plain meeting review.
4. SCEDC meeting January 20, 2015 review.
5. Open Floor.

6. Next Planning Commission meeting: March ____, 2015, 6:30 p.m.

Residential Dwelling
622 1st. Street
Hudson, IN 46747

Dear Resident,

It has come to the attention of the Hudson Planning Commission, that you have *added a deck on the north side* of your home during 2014. We are encouraged when property owners make improvements to their dwellings that improve the value of our community. We have reviewed our records, and see that you did not apply for an Improvement Location Permit (ILP).

There are many misunderstand^{ings} and some misinformation surrounding when an ILP is required. Attached to this letter is a copy of Hudson's Zoning Ordinance that describes when an ILP is required. Within Section 10-64, it explains that an ILP is required for every building, structure, or dwelling. *The deck on the north side* of your home is covered under the term "structure". The term "structure", in Hudson's ordinance, is defined by the following:

Structure – Anything constructed or created requires location in or on the ground, or attachment to something having a location on or in the ground.

Another misunderstanding surrounds the governance of the Town of Hudson's Building Codes. This becomes a little more complicated due to the long standing relationship we have with Steuben County. Because we do not have our own Building Commission and Inspector, we are governed by Steuben County's Building Commission and ordinances. However, because we have a Planning Commission and Board of Zoning Appeals, Hudson governs its future building projects and grants its' own variances to its' own zoning ordinances. Therefore, all building activities, in Hudson, must go through the following process:

Process for Placing a Structure on a Property

1. Resident of Hudson desires to place a structure on a property.
2. Resident goes to the Clerk Treasurer of Hudson and submits, in writing and with necessary documentation, for an Improvement Location Permit.
3. The Clerk Treasurer brings the Resident's submitted material to the Hudson Planning Commission for a formal review.
4. The Hudson Planning Commission, after reviewing the submitted material, issues a Letter of Recommendation, to the Clerk Treasurer, with site specific requirements. Some of these requirements may include, but are not limited to, the following:
 - a. Additional permits and activities with the Steuben County Building Department
 - b. Additional permits and activities with the Steuben County Drainage Board
 - c. Additional activities with the Hudson Board of Zoning Appeals
 - d. No further local or county government activities necessary
 - e. Denial of the structure on property because it violates Zoning and/or Planning Ordinances.
5. The Hudson Clerk Treasurer then issues the Improvement Location Permit to the Resident based on the Hudson Planning Commission's review of Hudson Ordinances.

Because our records show you have not submitted for an ILP, the Hudson Planning Commission is requesting you make the following **corrective action** to this violation: **a written submittal for an Improvement Location Permit, with a drawing of the current dwelling and additional decking to the Hudson Clerk Treasure with thirty (30) days of receiving this letter.**

We are sorry for any inconvenience the misunderstandings and misinformation may cause you that continues to be circulated in the name of the Town of Hudson. If you have any questions, please direct your calls to Hudson's Clerk Treasure, 587-9500, to find out when the Hudson Planning Commission meets. We will be more than willing to discuss this issue with you at our meetings.

Regards,

David H. Mann, President
Hudson Planning Commission

shall be regarded as a conforming use and may be continued except that any change in layout, expansion or extension shall be subject to all provisions of this Ordinance.

Sec. 10-59 Non-Conforming Variance and Avoidance of Undue Hardship.

The Board of Zoning Appeals may authorize, upon appeals in specific cases, such variance from the terms of this section as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this section will result in unnecessary hardship, and so that the spirit of this section shall be observed and substantial justice done, no action shall be taken or decisions made, except after public hearing.

To avoid undue hardship, nothing in this Ordinance shall be deemed to require a change in the plans, construction, or designated use of any building or development on which actual building construction has been carried on diligently. Where demolition or removal of all existing building has been substantially begun, and/or preparatory to rebuilding, such demolition or removal shall be deemed to be actual construction, provided that the work shall be carried on diligently. Actual construction is defined as work done which is beyond the preparation stage, and which is into that stage where the changes or additions are made permanent.

Sec. 10-60 through Sec. 10-63 Reserved for Future Use.

Division IV. Administration and Enforcement.

Sec. 10-64 Improvement Location Permit.

a. No building, structure or dwelling shall be erected, reconstructed, enlarged or moved until an Improvement Location Permit has been applied for, in writing, and subsequently issued by the Clerk-Treasurer or Town Manager.

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b. No Improvement Location Permit shall be issued by the Clerk-Treasurer or Town Manager for the proposed erection, reconstruction, enlargement, or moving of a building or structure unless the same conforms to the provisions of this Ordinance and the Hudson Building Ordinance.

c. Applications for Improvement Location Permits shall be made by the owner(s) of the real estate on which the improvement is to be, or has been located, or their agent, or the superintendent or contractor in charge of the work, upon forms prescribed by the Clerk-Treasurer or Town Manager; and shall be accompanied by a site plan. The applicant must also prove compliance with all state and county health and fire regulations. If the Clerk-Treasurer or Town Manager determines that a site plan is not needed to make a determination that the proposed use is in conformance with the terms of this Ordinance, he may waive the need for such a plan.

d. The applicant shall post said permit in a prominent place on the premises prior to, and during, the period of erection, reconstruction, enlargement, or moving.

e. Any said permit may be revoked if active work is not commenced within one (1) year after the date of its issue and continued with due diligence to completion. The Clerk-Treasurer or Town Manager shall judge if due diligence is being shown and shall notify the owner or agent in case due diligence is not shown.

f. If the Clerk-Treasurer or Town Manager determines that the person to whom the permit has been issued has failed to commence, with due diligence, the improvement of the location specified in the permit, as according to the detailed statement, plans and specifications upon which such permit was issued; or is proceeding in violation of the

Hudson Zoning Ordinance Initial Violation Letters: January 22, 2015

622 1st Street

Violation: Deck on north side of dwelling.

Ordinances Violated: Hudson Zoning Ordinance, Div. IV, Sec. 10-64a.

Penalties for Violations: Hudson Zoning Ordinance, Div. IV, Sec. 10-70a, b, & c.

Corrective Action Proposed: Submit for an Improvement Location Permit.

621 2nd Street: Chad M.

Violation: Handicap ramp on south deck attached to dwelling.

Ordinance Violated: Hudson Zoning Ordinance, Div. IV, Sec. 10-64a.

Steuben County Building Code, Federal ADA Act.

Penalties for Violations: Hudson Zoning Ordinance, Div. IV, Sec. 10-70a, b, & c.

Corrective Action Proposed: Submit for an Improvement Location Permit.

104 North Street: Jason

Violation: Hand railing on north side of dwelling.

Ordinance Violated: Hudson Zoning Ordinance, Div. IV, Sec. 10-64a.

Penalties for Violations: Hudson Zoning Ordinance, Div. IV, Sec. 10-70a, b, & c.

Corrective Action Proposed: Submit for an Improvement Location Permit.

618 Smathers Street: Dixie Spilter

Violation: Deck on west side of dwelling.

Ordinance Violated: Hudson Zoning Ordinance, Div. IV, Sec. 10-64a.

Steuben County Building Code.

Penalties for Violations: Hudson Zoning Ordinance, Div. IV, Sec. 10-70a, b, & c.

Corrective Action Proposed: Submit for an Improvement Location Permit.

(Across the Street) 325 Hardy Street - Fender

Violation: Fence on north and east property line.

Ordinance Violated: Hudson Zoning Ordinance, Div. IV, Sec. 10-64a.

Penalties for Violations: Hudson Zoning Ordinance, Div. IV, Sec. 10-70a, b, & c.

Corrective Action Proposed: Submit for an Improvement Location Permit.

224 Parsonage St.: Angie

Violation: Unsafe Structure.

Ordinance Violated: Steuben County Unsafe Building Code.

Corrective Action Proposed: Letter informing unattached structure is structurally unsafe.

516 Zonker: Hudson United Brethren Church

Violation: Concrete approaches to drive-through awning.

Improvements to parking lot.

Ordinance Violated: Off-Street Parking, Div II, Sec. 10-18.

Lot Coverage in Specific Districts, Div. II, Sec. 10-48.

Hudson Zoning Ordinance, Div. IV, Sec. 10-64a.

Div. V, Sec. 10-157, 158, 159.

Penalties for Violations: Hudson Zoning Ordinance, Div. IV, Sec. 10-70a, b, & c.

Corrective Action Proposed: Submit for an Improvement Location Permit.

Budget Advisory Council: January 22, 2015

Purpose:

To set apart time to independently study, brain-storm, discuss and submit quarterly proposals, in writing to the Hudson Town Council, that ~~are~~ do not violate Indiana Law, to reduce costs, increase efficiencies, and utilize the resources of the Town of Hudson to eliminate future deficit spending and repayment of current debts.

Eligibility and Election:

The Hudson Town Council will create a group of 20 residents, from the Town of Hudson, to meet and write proposals to be submitted to the Hudson Town Council, at regular Town Council meetings. Of the 20 seats, seven (7) will be appointed by the Hudson Town Council. The other thirteen (13) will be filled by volunteers from the Town of Hudson. If the number volunteers who wish to participate are greater than the seats available, a raffle will be conducted by the Hudson Clerk Treasurer. Volunteer's names will be written on an index card, folded once, and placed in a container. Once the folded index cards have been placed in the container, the Hudson Clerk Treasurer will 'stir' the cards and then choose thirteen (13) cards with eyes closed. These chosen names will be added to the appointed seats and then will be recorded in the Town Council minutes, on the convened Budget Advisory Council Membership role for a one (1) year term starting when recorded.

Positions Within the Budget Advisory Council

Once the twenty (20) Budget Advisory Council (BAC) members have been determined, they will be lead into the elections of officers by an individual who will provide Oversight. This Oversight position will be chosen by the Town Council from an individual who currently holds a position in the governance of the Town of Hudson. The election will determine the following positions: President and Liaison to the Clerk Treasurer. Once elected, the President will preside over BAC meetings for the term of that Council. The Liaison to the Clerk Treasurer will take the proposals drafted during BAC meetings, and check with the Hudson Clerk Treasurer to verify the proposed actions are allowed by Indiana Law. Once draft proposals have been approved by a simple majority of the BAC, the President of the BAC will present them to the Hudson Town Council at the next scheduled meeting. These proposals will be reviewed and taken under advisement by the presiding Town Council.

Limits of the Budget Advisory Council

The Budget Advisory Council will be active for one (1) year from being recorded in the regular Town Council minutes. After the one (1) year time frame has elapsed, the Town Council will evaluate the proposals that have been submitted over the term. If the Town Council finds value with the proposals, then the Town Council may extend the BAC for another year. Upon such extension, the President of the BAC will preside over elections, at the following BAC meeting, for the two positions with the BAC.

All rights, privileges, and powers to govern, not expressly described within this BAC proposal, will remain and reside with the Hudson Town Council.

Summer Youth Program

Executive Summary:

In many Towns and Cities, there is a summer youth program. These summer youth programs are designed to engage the youth, of that community, in focused group activities that are fun and make improvements to their world. The work conducted by the youth is geared to their abilities and usually very visible to the general public. Work sessions are limited to short mounts of time during the summer time, and can end with a heavy snack. These summer youth programs have multiple positive outcomes, not only for the youth, but to the community as well. Cultivating community pride, getting your hands a little dirty, and improving the very place you live and breathe are just some of the major points in these programs. Hudson has many opportunities to engage the youth of its community in constructive work to promote these major points, as well as gain an understanding of 'how and why' communities works.

General Outline:

There are many maintenance activates, to the infrastructure of Hudson, that can be completed by youth, that currently take up valuable time of the senior members of Hudson's staff. All departments have jobs that 'can' be completed by adult staff, but could just as easily be conducted by a few, supervised youth. One example of these jobs is the painting of our fire hydrants. This task takes little skill, and involves no power equipment. With adult supervision, the youth of our community can take part in the needed maintenance of our infrastructure, while taking pride in making their community 'look' better. Depending upon youth participation, there are many, many maintenance jobs that could be conducted by the youth.

Each youth who participates would be given a brightly colored t-shirt, signifying they are a participant in the program. Each day of the program, roll call would be conducted. The hours that each youth participated in will be recorded. Then, a short discussion of the activities for the day would be conducted. After that, the Adult Supervisors and youth would then proceed to get the necessary tools and supplies for the activities of the day. Since all activities will be conducted in the Town, no transportation is required. Drinks would be provided throughout the work. Once the work is completed, tools and supplies will be put away and then a heavy snack would be enjoyed before the end of the session.

At the end of the summer, the Town of Hudson would have a short ceremony celebrating the participation of the youth. The hope is, as the youth see their activities are making a real difference in the community, it will cultivate a desire to invest further in the very community they live in. And with their hopeful return, year after year, the projects can graduate into increased abilities.

Infrastructure:

The Summer Youth Program would be a joint venture between the Town of Hudson, and local businesses and organizations. A member of the Planning Commission would coordinate activities between all parties, and would schedule the summer events. The Town of Hudson would provide the materials needed to conduct the work projects. The participating businesses and organizations would supply oversight and expertise in conducting the work projects in Hudson, as well as provide drinks and the heavy snack. Area businesses would be solicited for donations for the first year to cover costs for t-shirts and gloves. In following years, expenses would be added to Hudson's budget.

Improvement Location Permit Request

Process for Placing a Structure on a Property

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2. Resident goes to the Clerk Treasurer of Hudson and submits, in writing and with necessary documentation, for an Improvement Location Permit.
3. The Clerk Treasurer brings the Resident's submitted material to the Hudson Planning Commission for a formal review.
4. The Hudson Planning Commission, after reviewing the submitted material, issues a Letter of Recommendation, to the Clerk Treasurer, with site specific requirements. Some of these requirements may include, but are not limited to, the following:
 - a. Additional permits and activities with the Steuben County Building Department
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 - d. No further local or county government activities necessary
 - e. Denial of the structure on property because it violates Zoning and/or Planning Ordinances.
5. The Hudson Clerk Treasurer then issues the Improvement Location Permit to the Resident based on the Hudson Planning Commission's review of Hudson Ordinances

Structure – Anything constructed or created requires location in or on the ground, or attachment to something having a location on or in the ground. (Per Hudson Zoning Ordinance 2015)

February 2, 2015

Residential Buildings
516 Main Street
Hudson, IN 46747

Re: Zoning Violations

Dear Resident,

The Hudson Planning Commission is in the process of updating the Hudson Zoning Map dated March 14, 1990. This review is due to zoning changes and issues through the 2014 year.

As we are continuing our review of Hudson's Zoning Map, it has come to the attention of the Planning Commission the improvements that were made to the original brick structure, as well as the 2008 construction of the Fellowship Hall, has violated many Zoning Ordinances that have been on the books since September 1996. It is unknown to the Planning Commission why the ordinance information was not provided to you before construction activities commenced. However, the fact remains there are many zoning violations on your four (4), adjacent properties.

With the recent construction of concrete approaches to the car port, being on the north side of the current Fellowship Hall, the Planning Commission is requesting all current and future surface maintenance and construction activities, to the current parking lot, stop immediately. Hudson Zoning Ordinance states, under Division II, section 10-48 Lot Coverage in Specified Districts, R-1 districts shall not have more that 30% coverage with buildings or structures. Any further improvements to the parking lot will result in further Zoning Ordinance violations, and possible subsequent expenses incurred, by you, to remedy.

The current review of the Hudson Zoning Map, as well as conversations with Steuben County Building Department, Assessor and Auditor Offices reveal the current buildings bisect multiple property lines. This potentially poses a serious legal problem should future ownership of the properties become separate. This potential ownership problem is similar to a current issue that is being remedied. The current GIS map of Hudson also shows on the two central properties, more than 30% of the total surface area is covered with buildings or structures.

The Hudson Planning Commission wishes to work with you on developing corrective actions to bring the current buildings into compliance with Zoning Ordinances and eliminate potential future ownership issues. The Hudson Planning Commission is requesting a meeting, within ___ days of receipt of this letter, to discuss the corrective actions necessary in bring these properties into Zoning compliance. Once the necessary corrective actions have been established, implementation time tables will be established by the Planning Commission for compliance.

We are sorry for any inconvenience this may cause you. If you have any questions, please direct your calls to Hudson's Clerk Treasurer, 587-9500, or to find out when the Hudson Planning Commission meets. We will be more than willing to discuss these issues with you at our meeting.

Regards,

David H. Mann, President
Hudson Planning Commission

Cc: Steuben County Building Department

Town of Hudson Planning Commission

CONTIGUOUS LOT FORM (ILP# _____)

This declaration, made this ____ day of _____, 20__, is executed by the undersigned parties who are the deeded owners of contiguous properties located in Section ____ of _____ Township, Steuben County, Indiana, for the purposes stated below.

WHEREAS, the undersigned has constructed or submitted plans for construction of a single-family home and/or accessory structure(s) that will be located on the described properties, and

WHEREAS, the improvements, according to the plans submitted to the Steuben County Plan Commission reflect an encroachment over an existing property line or would otherwise create a violation of other developmental standards as outlined in the Steuben County Zoning Ordinance,

NOW, THEREFORE, the undersigned hereby declare and stipulate as follows:

- 1) The ____ properties, described below, owned in fee simple by the undersigned, from and after the date hereof, shall be designated of record as one (1) building site,
- 2) The properties to be combined are described as follows:

Lot #	Subdivision	Map #	Deed Record #

- 3) This declaration is for the purpose of establishing the above properties as one (1) building site for all related purposes,
- 4) This declaration shall not be rescinded so long as the conditions requiring the above properties be considered as one (1) building site remain. Conditions are described as follows:

- 5) This declaration shall only be rescinded upon approval of the Plan Director after finding that the above conditions no longer exist and the properties may be considered separate building sites, and
- 6) I, the undersigned, am the title owner of the properties described above or have been granted authority by the property owner to execute this document.

Continued on the next page.

Plan Commission Staff Review.

- Proposed Contiguous Lot Document Approved
- Proposed Contiguous Lot Document Denied:

Comments:

Plan Commission Staff:

Signature :

Date:

The undersigned hereby executes this document as of the date recorded above.

Applicant :

Signature :

Date:

Subscribed and sworn to me, a Notary Public in _____ County, State of _____, this _____ day of _____.

_____, Notary Public, residing in _____ County, State of _____. My commission expires on _____.

I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security Number in this document, unless required by law _____.

Document prepared by _____.

February 19, 2015

Residential Dwelling
301 Parsonage Street
Hudson, IN 46747

Dear Resident,

It has come to the attention of the Hudson Planning Commission, that you are adding a structure, on the south west side of your existing residential building. We are encouraged when residents of Hudson make improvements to dwellings that improve the value of our community. We have reviewed our records, and see that you did not apply for an Improvement Location Permit (ILP).

There are many misunderstandings and some misinformation surrounding when an ILP is required. Attached to this letter is a copy of Hudson's Zoning Ordinance that describes when an ILP is required. Within Section 10-64, it explains that an ILP is required for every building, structure, or dwelling. The new structure on the south west side of the house is covered under the term "structure". The term "structure", in Hudson's ordinance, is defined by the following:

Structure – Anything constructed or created requires location in or on the ground, or attachment to something having a location on or in the ground.

Another misunderstanding surrounds the governance of the Town of Hudson's Building Codes. This becomes a little more complicated due to the long standing relationship we have with Steuben County. Because we do not have our own Building Commission and Inspector, we are governed by Steuben County's Building Commission and ordinances. However, because we have a Planning Commission and Board of Zoning Appeals, Hudson governs its future building projects and grants its' own variances to its' own zoning ordinances. Therefore, all building activities, in Hudson, must go through the following process:

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4. The Hudson Planning Commission, after reviewing the submitted material, issues a Letter of Recommendation, to the Clerk Treasurer, with site specific requirements. Some of these requirements may include, but are not limited to, the following:
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 - d. No further local or county government activities necessary
 - e. Denial of the structure on property because it violates Zoning and/or Planning Ordinances.
5. The Hudson Clerk Treasurer then issues the Improvement Location Permit to the Resident based on the Hudson Planning Commission's review of Hudson Ordinances.

Because our records show you have not submitted for an ILP, the Hudson Planning Commission is requesting you make the following **corrective action** to this violation: **a written submittal for an Improvement Location Permit, with a drawing of the current dwelling and additional structure to the Hudson Clerk Treasurer with thirty (30) days of receiving this letter.**

We are sorry for any inconvenience the misunderstandings and misinformation may cause you that continues to be circulated in the name of the Town of Hudson. If you have any questions, please direct your calls to Hudson's Clerk Treasurer, 587-9500, to find out when the Hudson Planning Commission meets. We will be more than willing to discuss this issue with you at our meetings.

Regards,

David H. Mann, President
Hudson Planning Commission

Cc: Steuben County Building Department



P.O. Box 97
115 Parsonage Street
Hudson, Indiana 46747-0097

(260) 587-9500 Telephone
(260) 587-3504 Fax

treasurer@hudsonstown.org

Visit the Hudson Web Page: www.hudsonstown.org

February 2, 2015

Residential Dwelling
224 Parsonage Street
Hudson, IN 46747

Re: Unsafe Structure at 224 Parsonage Street

Dear Resident,

It has come to the attention of the Hudson Planning Commission, that you have a structure that has become unsafe during 2014. The garage, on the north side of the house on 224 Parsonage Street, had construction-type activities during the 2014 year. The siding and wall sheeting has been removed and not replaced to date. It seems these activities have ceased, and has left the structure in an unsafe condition. The wall sheeting that was removed is a central component to stabilizing the exterior stud walls. Without wall sheeting or strategic cross-bracing, stud walls cannot withstand external forces due to weather events, or gravity over time.

Due to the current unsafe condition of your structure, the Hudson Planning Commission is requesting you submit a written proposal stating how, with corresponding time line, you intend to remedy the unsafe condition of this structure. The Hudson Planning Commission is requesting you submit your proposal to the Hudson Clerk Treasurer with thirty (30) days of receiving this letter.

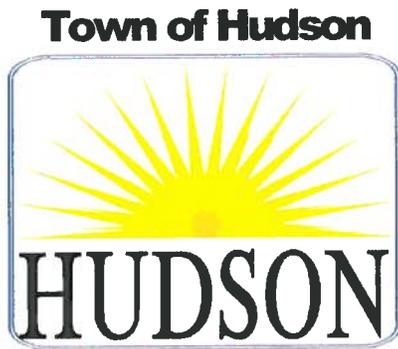
We are sorry for any inconvenience this may cause you; however, this has become a safety issue to the surrounding residents. If you have any questions, please direct your calls to Hudson's Clerk Treasurer, 587-9500, or to find out when the Hudson Planning Commission meets. We will be more than willing to discuss this issue with you at our meeting.

Regards,

A handwritten signature in black ink, appearing to read "David H. Mann". The signature is written in a cursive style with a large, looped initial "D".

David H. Mann, President
Hudson Planning Commission

Cc: Steuben County Building Department



P.O. Box 97
115 Parsonage Street
Hudson, Indiana 46747-0097

(260) 587-9500 Telephone
(260) 587-3504 Fax

treasurer@hudsonstown.org

Visit the Hudson Web Page: www.hudsonstown.org

February 2, 2015

Residential Dwelling
104 North Street
Hudson, IN 46747

Dear Resident,

It has come to the attention of the Hudson Planning Commission that you have added a hand railing to your home during 2014. We are encouraged when property owners make improvements to their dwellings that improve the value of our community. We have reviewed our records, and see that you did not apply for an Improvement Location Permit (ILP).

There are many misunderstandings and some misinformation surrounding when an ILP is required. Attached to this letter is a copy of Hudson's Zoning Ordinance that describes when an ILP is required. Within Section 10-64, it explains that an ILP is required for every building, structure, or dwelling. The hand railing on the north side of your home is covered under the term "structure". The term "structure", in Hudson's ordinance, is defined by the following:

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Because our records show you have not submitted for an ILP, the Hudson Planning Commission is requesting you make the following **corrective action** to this violation: **a written submittal for an Improvement Location Permit, with a drawing of the current dwelling and additional hand railing to the Hudson Clerk Treasurer with thirty (30) days of receiving this letter.**

We are sorry for any inconvenience the misunderstandings and misinformation may cause you that continues to be circulated in the name of the Town of Hudson. If you have any questions, please direct your calls to Hudson's Clerk Treasurer, 587-9500, to find out when the Hudson Planning Commission meets. We will be more than willing to discuss this issue with you at our meetings.

Regards,



David H. Mann, President
Hudson Planning Commission

Cc: Steuben County Building Department

which is located in a district which permitted mobile home court either as a permitted use, or by special exemption, shall be regarded as a conforming use and may be continued except that any change in layout, expansion or extension shall be subject to all provisions of this Ordinance.

Sec. 10-59 Non-Conforming Variance and Avoidance of Undue Hardship.

The Board of Zoning Appeals may authorize, upon appeals in specific cases, such variance from the terms of this section as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this section will result in unnecessary hardship, and so that the spirit of this section shall be observed and substantial justice done, no action shall be taken or decisions made, except after public hearing.

To avoid undue hardship, nothing in this Ordinance shall be deemed to require a change in the plans, construction, or designated use of any building or development on which actual building construction has been carried on diligently. Where demolition or removal of all existing building has been substantially begun, and/or preparatory to rebuilding, such demolition or removal shall be deemed to be actual construction, provided that the work shall be carried on diligently. Actual construction is defined as work done which is beyond the preparation stage, and which is into that stage where the changes or additions are made permanent.

Sec. 10-60 through Sec. 10-63 Reserved for Future Use.

Division IV. Administration and Enforcement.

Sec. 10-64 Improvement Location Permit.

a. No building, structure or dwelling shall be erected, reconstructed, enlarged or moved until an Improvement Location Permit has been applied for, in writing, and subsequently issued by the Clerk-Treasurer or Town Manager.

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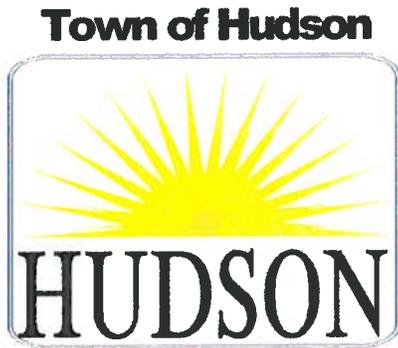
b. No Improvement Location Permit shall be issued by the Clerk-Treasurer or Town Manager for the proposed erection, reconstruction, enlargement, or moving of a building or structure unless the same conforms to the provisions of this Ordinance and the Hudson Building Ordinance.

c. Applications for Improvement Location Permits shall be made by the owner(s) of the real estate on which the improvement is to be, or has been located, or their agent, or the superintendent or contractor in charge of the work, upon forms prescribed by the Clerk-Treasurer or Town Manager; and shall be accompanied by a site plan. The applicant must also prove compliance with all state and county health and fire regulations. If the Clerk-Treasurer or Town Manager determines that a site plan is not needed to make a determination that the proposed use is in conformance with the terms of this Ordinance, he may waive the need for such a plan.

d. The applicant shall post said permit in a prominent place on the premises prior to, and during, the period of erection, reconstruction, enlargement, or moving.

e. Any said permit may be revoked if active work is not commenced within one (1) year after the date of its issue and continued with due diligence to completion. The Clerk-Treasurer or Town Manager shall judge if due diligence is being shown and shall notify the owner or agent in case due diligence is not shown.

f. If the Clerk-Treasurer or Town Manager determines that the person to whom the permit has been issued has failed to commence, with due diligence, the improvement of the location specified in the permit, as according to the provisions of this Ordinance, the Clerk-Treasurer or Town Manager may, at his discretion, revoke such permit, or in proceeding in violation of the



P.O. Box 97
115 Parsonage Street
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treasurer@hudsonstown.org

Visit the Hudson Web Page: www.hudsonstown.org

February 2, 2015

Residential Structure
516 North Main Street
Hudson, IN 46747

Dear Resident,

It has come to the attention of the Hudson Planning Commission, that you have added concrete approaches, to the car port, on the north side of the fellowship hall during 2014. We are encouraged when property owners make improvements to their structures that improve the value of our community. We have reviewed our records, and see that you did not apply for an Improvement Location Permit (ILP).

There are many misunderstandings and some misinformation surrounding when an ILP is required. Attached to this letter is a copy of Hudson's Zoning Ordinance that describes when an ILP is required. Within Section 10-64, it explains that an ILP is required for every building, structure, or dwelling. The concrete approaches, on the north side of the fellowship hall, are covered under the term "structure". The term "structure", in Hudson's ordinance, is defined by the following:

Structure – Anything constructed or created requires location in or on the ground, or attachment to something having a location on or in the ground.

Another misunderstanding surrounds the governance of the Town of Hudson's Building Codes. This becomes a little more complicated due to the long standing relationship we have with Steuben County. Because we do not have our own Building Commission and Inspector, we are governed by Steuben County's Building Commission and ordinances. However, because we have a Planning Commission and Board of Zoning Appeals, Hudson governs its future building projects and grants its' own variances to its' own zoning ordinances. Therefore, all building activities, in Hudson, must go through the following process:

Process for Placing a Structure on a Property

1. Resident of Hudson desires to place a structure on a property.
2. Resident goes to the Clerk Treasurer of Hudson and submits, in writing and with necessary documentation, for an Improvement Location Permit.
3. The Clerk Treasurer brings the Resident's submitted material to the Hudson Planning Commission for a formal review.
4. The Hudson Planning Commission, after reviewing the submitted material, issues a Letter of Recommendation, to the Clerk Treasurer, with site specific requirements. Some of these requirements may include, but are not limited to, the following:
 - a. Additional permits and activities with the Steuben County Building Department
 - b. Additional permits and activities with the Steuben County Drainage Board
 - c. Additional activities with the Hudson Board of Zoning Appeals
 - d. No further local or county government activities necessary
 - e. Denial of the structure on property because it violates Zoning and/or Planning Ordinances.
5. The Hudson Clerk Treasurer then issues the Improvement Location Permit to the Resident based on the Hudson Planning Commission's review of Hudson Ordinances.

Because our records show you have not submitted for an ILP, the Hudson Planning Commission is requesting you make the following **corrective action** to this violation: **a written submittal for an Improvement Location Permit, with a drawing of the current fellowship hall and additional concrete approaches to the Hudson Clerk Treasurer with thirty (30) days of receiving this letter.**

We are sorry for any inconvenience the misunderstandings and misinformation may cause you that continues to be circulated in the name of the Town of Hudson. If you have any questions, please direct your calls to Hudson's Clerk Treasurer, 587-9500, to find out when the Hudson Planning Commission meets. We will be more than willing to discuss this issue with you at our meetings.

Regards,



David H. Mann, President
Hudson Planning Commission

Cc: Steuben County Building Department

which is located in a district which permitted mobile home court either as a permitted use, or by special exemption, shall be regarded as a conforming use and may be continued except that any change in layout, expansion or extension shall be subject to all provisions of this Ordinance.

Sec. 10-59 Non-Conforming Variance and Avoidance of Undue Hardship.

The Board of Zoning Appeals may authorize, upon appeals in specific cases, such variance from the terms of this section as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this section will result in unnecessary hardship, and so that the spirit of this section shall be observed and substantial justice done, no action shall be taken or decisions made, except after public hearing.

To avoid undue hardship, nothing in this Ordinance shall be deemed to require a change in the plans, construction, or designated use of any building or development on which actual building construction has been carried on diligently. Where demolition or removal of all existing building has been substantially begun, and/or preparatory to rebuilding, such demolition or removal shall be deemed to be actual construction, provided that the work shall be carried on diligently. Actual construction is defined as work done which is beyond the preparation stage, and which is into that stage where the changes or additions are made permanent.

Sec. 10-60 through Sec. 10-63 Reserved for Future Use.

Division IV. Administration and Enforcement.

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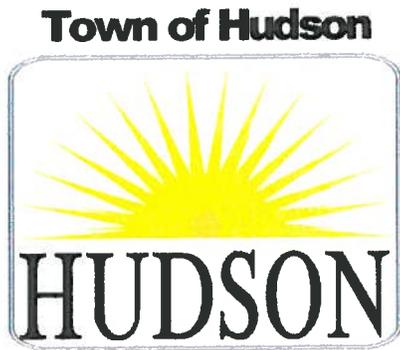
b. No Improvement Location Permit shall be issued by the Clerk-Treasurer or Town Manager for the proposed erection, reconstruction, enlargement, or moving of a building or structure unless the same conforms to the provisions of this Ordinance and the Hudson Building Ordinance.

c. Applications for Improvement Location Permits shall be made by the owner(s) of the real estate on which the improvement is to be, or has been located, or their agent, or the superintendent or contractor in charge of the work, upon forms prescribed by the Clerk-Treasurer or Town Manager; and shall be accompanied by a site plan. The applicant must also prove compliance with all state and county health and fire regulations. If the Clerk-Treasurer or Town Manager determines that a site plan is not needed to make a determination that the proposed use is in conformance with the terms of this Ordinance, he may waive the need for such a plan.

d. The applicant shall post said permit in a prominent place on the premises prior to, and during, the period of erection, reconstruction, enlargement, or moving.

e. Any said permit may be revoked if active work is not commenced within one (1) year after the date of its issue and continued with due diligence to completion. The Clerk-Treasurer or Town Manager shall judge if due diligence is being shown and shall notify the owner or agent in case due diligence is not shown.

f. If the Clerk-Treasurer or Town Manager determines that the person to whom the permit has been issued has failed to commence, with due diligence, the improvement of the location specified in the permit, as according to the provisions of this Ordinance, which such permit was issued, or is proceeding in violation of the



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February 2, 2015

Residential Dwelling
308 Hardy Street
Hudson, IN 46747

Dear Resident,

It has come to the attention of the Hudson Planning Commission, that you have added a fence on the north and east side of your property during 2014. We are encouraged when property owners make improvements to their dwellings that improve the value of our community. We have reviewed our records, and see that you did not apply for an Improvement Location Permit (ILP).

There are many misunderstandings and some misinformation surrounding when an ILP is required. Attached to this letter is a copy of Hudson's Zoning Ordinance that describes when an ILP is required. Within Section 10-64, it explains that an ILP is required for every building, structure, or dwelling. The fence on the north and east side of your property is covered under the term "structure". The term "structure", in Hudson's ordinance, is defined by the following:

Structure – Anything constructed or created requires location in or on the ground, or attachment to something having a location on or in the ground.

Another misunderstanding surrounds the governance of the Town of Hudson's Building Codes. This becomes a little more complicated due to the long standing relationship we have with Steuben County. Because we do not have our own Building Commission and Inspector, we are governed by Steuben County's Building Commission and ordinances. However, because we have a Planning Commission and Board of Zoning Appeals, Hudson governs its future building projects and grants its' own variances to its' own zoning ordinances. Therefore, all building activities, in Hudson, must go through the following process:

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3. The Clerk Treasurer brings the Resident's submitted material to the Hudson Planning Commission for a formal review.
4. The Hudson Planning Commission, after reviewing the submitted material, issues a Letter of Recommendation, to the Clerk Treasurer, with site specific requirements. Some of these requirements may include, but are not limited to, the following:
 - a. Additional permits and activities with the Steuben County Building Department
 - b. Additional permits and activities with the Steuben County Drainage Board
 - c. Additional activities with the Hudson Board of Zoning Appeals
 - d. No further local or county government activities necessary
 - e. Denial of the structure on property because it violates Zoning and/or Planning Ordinances.
5. The Hudson Clerk Treasurer then issues the Improvement Location Permit to the Resident based on the Hudson Planning Commission's review of Hudson Ordinances.

Because our records show you have not submitted for an ILP, the Hudson Planning Commission is requesting you make the following **corrective action** to this violation: **a written submittal for an Improvement Location Permit, with a drawing of the current dwelling and additional fence to the Hudson Clerk Treasurer with thirty (30) days of receiving this letter.**

We are sorry for any inconvenience the misunderstandings and misinformation may cause you that continues to be circulated in the name of the Town of Hudson. If you have any questions, please direct your calls to Hudson's Clerk Treasurer, 587-9500, to find out when the Hudson Planning Commission meets. We will be more than willing to discuss this issue with you at our meetings.

Regards,



David H. Mann, President
Hudson Planning Commission

Cc: Steuben County Building Department

which is located in a district which permitted mobile home court either as a permitted use, or by special exemption, shall be regarded as a conforming use and may be continued except that any change in layout, expansion or extension shall be subject to all provisions of this Ordinance.

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b. No Improvement Location Permit shall be issued by the Clerk-Treasurer or Town Manager for the proposed erection, reconstruction, enlargement, or moving of a building or structure unless the same conforms to the provisions of this Ordinance and the Hudson Building Ordinance.

c. Applications for Improvement Location Permits shall be made by the owner(s) of the real estate on which the improvement is to be, or has been located, or their agent, or the superintendent or contractor in charge of the work, upon forms prescribed by the Clerk-Treasurer or Town Manager; and shall be accompanied by a site plan. The applicant must also prove compliance with all state and county health and fire regulations. If the Clerk-Treasurer or Town Manager determines that a site plan is not needed to make a determination that the proposed use is in conformance with the terms of this Ordinance, he may waive the need for such a plan.

d. The applicant shall post said permit in a prominent place on the premises prior to, and during, the period of erection, reconstruction, enlargement, or moving.

e. Any said permit may be revoked if active work is not commenced within one (1) year after the date of its issue and continued with due diligence to completion. The Clerk-Treasurer or Town Manager shall judge if due diligence is being shown and shall notify the owner or agent in case due diligence is not shown.

f. If the Clerk-Treasurer or Town Manager determines that the person to whom the permit has been issued has failed to commence, with due diligence, the improvement of the location specified in the permit, as according to the provisions of this Ordinance, which such permit was issued, or is proceeding in violation of the