

115 PARSONAGE STREET HUDSON, IN 46747 (260) 587-9500 Planning Commission Mtg.

Date: 6/4/2015

Call to order at 6:25 p.m. by D. Mann

No minutes were read due to the specific nature of this meeting

Present were: Todd Helmkamp, Melissa Westafer, David Mann, Phil Dawson, Gary and Kathy Kope.

The meeting was convened to review Improvement Location Permits (ILP)

Mark Philps ILP was reviewed by content only, and from the memory of D. Mann. D. Mann said Mark was building a deck on the north side of an existing house. D. Mann made a motion for approval of M. Philps ILP as long as all property set backs were met. T. Helmkamp seconded. Motion was approved my majority.

Jeff Brunt and Lorie Randol's ILP was reviewed by content only, and from the memory of D. Mann. D. Mann said Jeff and Lori wanted to place a 10 feet by 12 feet prefab shed on their property at 104 Third St. D. Mann made a motion for approval of Jeff and Lorie's ILP as long as all property set backs were met. T. Helmkamp seconded. Motion was approved by majority.

Due to Marlene being sick and was not in attendance, D. Mann could not remember any of the other ILP's that needed review.

Since no other business was scheduled to be discussed, K. Kope made a motion to adjourn the meeting. G. Kope seconded. Motion was approved by majority at 6:40 p.m.

Respectfully Submitted
David Mann, President
Plan Commission

Approved:

A handwritten signature in black ink, appearing to read "David Mann", written over a circular stamp that contains the word "Approved:".

D. Mann
President, Hudson Plan Commission

Marlene Smith

From: David Mann <handymann7@gmail.com>
Sent: Thursday, June 18, 2015 10:29 PM
To: travis musser; Kathy Kope; Phil; Melissa Westafer; Marlene Smith; Todd Helmkamp
Subject: Re: property line question

Travis,

Thank you for reaching out and being pro-active on this matter. Lyle (who's last name I too can not recall) talked with me, after his BZA meeting of last week, concerning your newly planted trees. I informed Lyle that the Planning Commission has and is dealing with several property boundary issues in Hudson over the last four (4) months. As you well stated, the street easements and alleys are Town property. These easements are to provide locations for the placement of certain utilities, as well as for emergency vehicles to travel, if the situation should ever require. Currently, no permanent structures are allowed to be placed, by adjacent property owners, in an alley or street easement, whether unimproved or developed.

My wife and I took a walk down the alley in question tonight, and noted that your trees are semi-dwarf fruit trees, and have been planted inline with the utility poles. Off hand, I can see potential issues with the power lines, and a sewer line that may be located in the alley. I will need to bring this issue up at my next Planning Commission meeting that is scheduled for this July. I will let you know what the out come of this discussion is, and any additional actions you may need to take. If you have any further questions, please do not hesitate in contacting me as you already have done.

Regards,
David Mann, President
Planning Commission

On Tue, Jun 16, 2015 at 11:49 AM, travis musser <travisbmusser@gmail.com> wrote:
Mr. Mann,

I was given your name as the person to contact concerning a question I have about some trees that I planted a few weeks ago.

My wife and I have lived over at 514 1st street for about 4 years now. It was my understanding that my western property line extended to the area where there are utility poles placed.

About a week ago, my neighbor to the west, Lyle (I cannot recall his last name) knocked on my door and informed me that there is actually an alley way, owned by the town, between his property and my property. He was concerned that I may have issues with the town if the town believed those trees were in the alley way, rather than the western edge of my property.

I am reaching out to get some clarification and the town's position on this issue. I am assuming that you will want to discuss this with Bill Eberhard, and if you would prefer that I discuss this matter with Bill directly, I will be happy to do that. Please contact me or have Bill contact me when you have a few minutes. During the workday I can be reached at 668-1000 (ext. 2570), or in the evening at 316-3737.

Thanks,

Travis Musser



Marlene Smith

From: David Mann <handymann7@gmail.com>
Sent: Thursday, June 18, 2015 9:38 PM
To: Kathy Kope; Phil; Melissa Westafer; Marlene Smith; Todd Helmkamp
Subject: Re: 224 Parsonage St. Angie Williams

Commissioners,

Angie Williams contacted me late last week concerning her participation in the Animal Feasibility Study. I inquired as to whether she had received the two (2) letters discussing the unsafe garage at her rental. She said yes, and that she didn't know where to start. I told her that calling me would have been a good starting place. She then explained further that due to funding short falls, and a lack of knowledge on "how to" begin a process of time tables, and financing the reconstruction of the unsafe garage, she just did not act. I asked her to send me an e-mail explaining her current situation. She did, and I will forward it to you all.

I told her she must do something to the garage structure to stabilize it and remove the safety hazards. To date, she has stabilized the walls, per my suggestions, and has removed the remaining roof sections.

Due to my businesses busy season, Boy Scouts, and my Family obligations, I have not yet mailed the Notification Letter to the Steuben County Building Department informing them of this Unsafe Structure. My question to you, the Commissioners, is should I still mail the letter, or, shall we help Angie continue to develop a Reconstruction Plan and hold her to some reasonable performance time tables? As I stated at the meeting, where we voted to sent the letter to the County, once the letter has been sent, we will no longer have control over this situation.

Regards,
David Mann, President
Planning Commission

Marlene Smith

From: David Mann <handymann7@gmail.com>
Sent: Thursday, June 18, 2015 9:40 PM
To: Kathy Kope; Phil; Melissa Westafer; Marlene Smith; Todd Helmkamp
Subject: Fwd: 224 Parsonage St
Attachments: 20150614_192755.jpg; 20150614_192739.jpg

On Tue, Jun 16, 2015 at 10:15 AM, Angela Williams <awilliams3557@yahoo.com> wrote:

David,

I wanted to let you know that we have removed the upper/roof part of the garage and have stabilized the walls of the garage on this property. I have not gotten back with you prior to now because I really didn't know how I was going to get this done. I do not have the means to pay someone because in the last 3 years we have yet to have renters to pay consistent rent, with some leaving us hanging completely with rent *and* utilities making us essentially in the negative for much of the time. I would estimate that between theft and no rent/utilities paid and expense related, we have had a loss of over \$15,000. The goal is to rebuild the garage, replacing the south wall and center wall and reinforcing where necessary. We would like to do this as quickly as funds allow. I do not know how quickly that will be, as the home is owned by my 17 year old daughter. She had money from funds received upon her fathers death, however with the theft and loss of income due to late/non paying rent we have been unable to do this as timely as we had hoped.

Please see the attached pictures.

Angela Williams





Marlene Smith

From: David Mann <handymann7@gmail.com>
Sent: Thursday, June 18, 2015 10:29 PM
To: travis musser; Kathy Kope; Phil; Melissa Westafer; Marlene Smith; Todd Helmkamp
Subject: Re: property line question

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David Mann, President
Planning Commission

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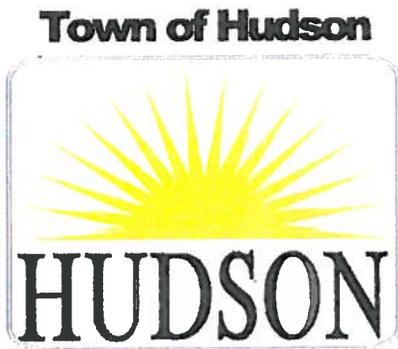
Thanks,

Travis Musser



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

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

treasurer@hudsontown.org

Visit the Hudson Web Page: www.hudsontown.org

July 8, 2015

Darrel Brandenburg
728 Smathers Street
Hudson, IN 46747

Re: Ownership of Unattached Building on North Street Easement

Darrel,

The Hudson Planning Commission is in the process of reviewing the towns Plat and Zoning Map. During this reviewing process, it has been determined an unattached building, north of the house at 728 Smathers Street, is on the Town of Hudson's North Street easement. A map has been enclosed with this letter detailing the building in question.

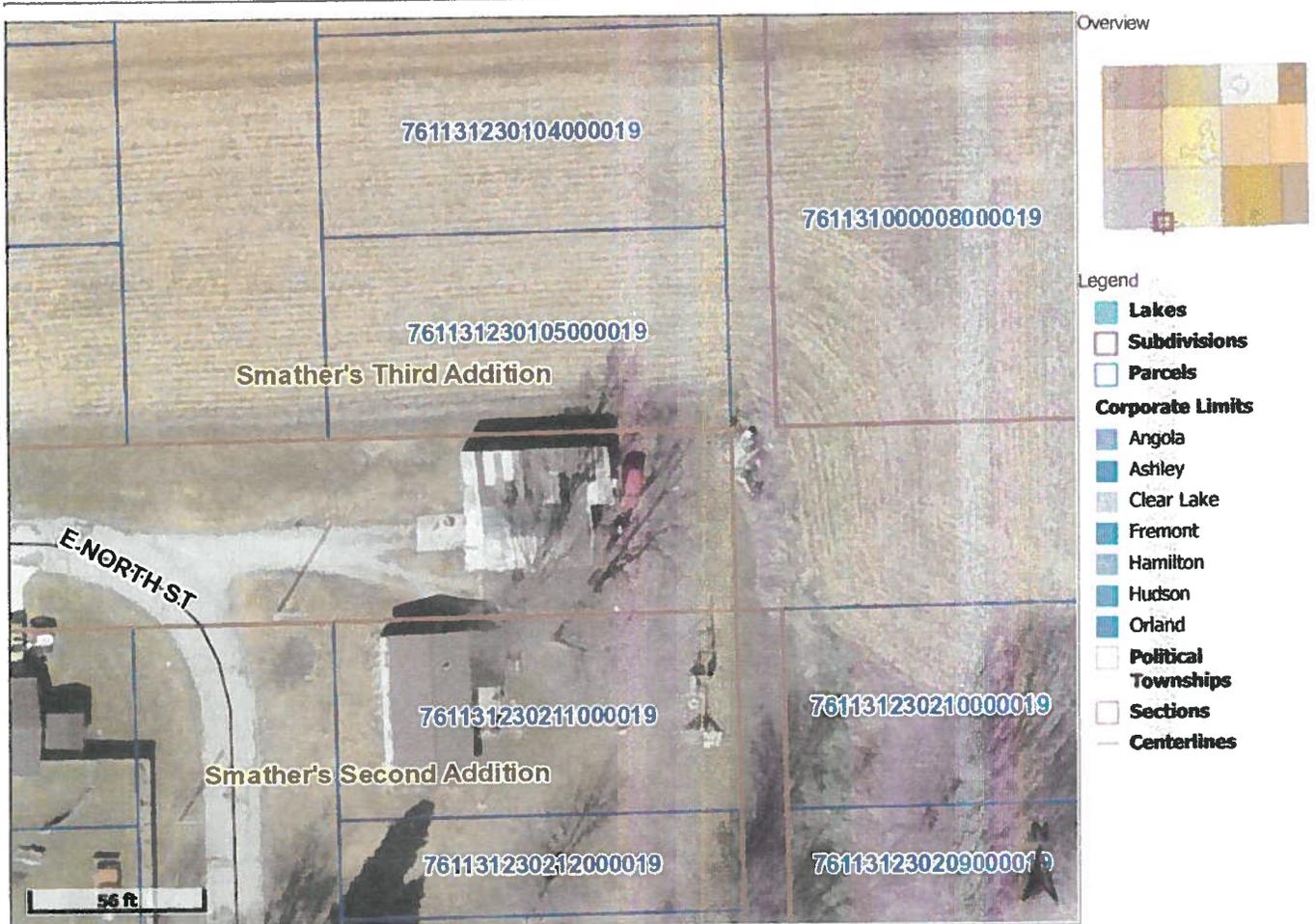
The Hudson Planning Commission is unsure what you were told when you purchased the property at 728 Smathers Street. The Town of Hudson has found no records, to date, recording the purchase, or transfer of ownership of this easement to any surrounding properties. The Hudson Planning Commission is requesting, within the next 60 days, documentation that proves this structure is lawfully yours. If you have any questions, please submit your questions, in writing, to the Hudson Clerk / Treasurer during normal business hours. Please reference this letter in all written correspondence and / or submitted questions.

President of the Planning Commission

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

David H. Mann

enclosure



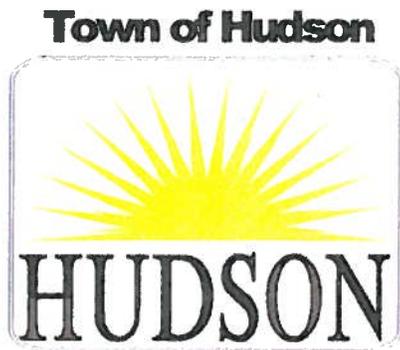
Parcel ID	76113123022000019	Alternate ID	11-31-230-220.000-40	Owner Address	Bowman Delbert H Jr & Gloria J 705 Smathers St P O Box 112 Hudson, IN 46747
Sec/Twp/Rng	31-36-13	Class	Res- Land for another parcel		
Property Address	705 N SMATHERS ST Hudson	Acreage	n/a		
District	HUDSONSTEB-CORP				
Brief Tax Description	040-00135-00 SMATHERS 2ND N 10' LOT 17 (Note: Not to be used on legal documents)				

Last Data Upload: 3/11/2015 3:28:45 AM

The information on this page was collected from several sources. Steuben County assumes no legal responsibility for the information contained on this map. Users noting errors or omissions are encouraged to contact the Steuben County GIS Department. Address information contained in the Parcel Report may not be accurate. Please use the address information in the Transportation Layers. See full disclaimer for more information.



developed by
The Schneider Corporation
www.schneidercorp.com



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July 8, 2015

Brian Schmidt
Residential Parking Lot
516 North Main Street
Hudson, IN 46747

Dear Brian,

Enclosed with this letter is a copy of the Zoning Ordinances, per your requested, that will guide your corrective actions to bring the recent changes to the parking lot and drive way improvements, into compliance at the Hudson United Brethren Church (HUBC) in Hudson. The following is a brief explanation to aid you in understanding what you are required to do as the Contractor. The explanation's heading numbering will directly correlate with the Zoning Ordinance numbering.

Sec. 10-18 The parking spaces will need to be not less than one hundred eighty (180) square feet in area.

Sec. 10-18a – e. These do NOT apply to the parking lot.

Sec. 10-18 f. This applies to the parking lot.

Sec. 10-18 g – o. These do NOT apply to the parking lot.

Sec. 10-18 p. This applies to the HUBC facilities and parking lot

Sec. 10-18 q. This does NOT apply to the parking lot.

Sec. 10-18 r – t. These DO apply to the parking lot.

Sec. 10-19 This gives the authority of all off-street parking specifications to the Hudson Plan Commission. This applies to the parking lot.

Sec. 10-19 a. The parking lot and driveways at the HUBC are subject to all minimum specifications described in this section.

Sec. 10-19 b. The parking lot and driveways are NOT adjoining R-Districts, therefore, this does not apply.

Sec. 10-19 c. This applies to the north side of the parking lot bordering Zonker Street. Parking lot entries and exits will cross this buffer strip.

Sec. 10-19 d. After conferring with Ed, of Hudson's Street Department, a storm water drain exists on the south side of Zonker Street, and runs the full length of the street easement. You will need to choose which of the three (3) options will best address the maximum snow pack melt and/or collected rain water run-off.

Additionally, if you choose to utilize catch basins, you will need to confer with Ed, of Hudson's Street Department, to determine what acceptable schedule and materials can be used to connect with Hudson's storm water system.

Sec. 10-19 e. If you choose to utilize lights in the parking lot, you will need to follow the instructions.

Sec. 10-20 This does NOT apply to you.

If you have any additional questions concerning these ordinances, or need further clarification, please do not hesitate in contacting me at 260.585.9853 during regular business hours. Also, The Plan Commission will be meeting this month on the 23rd at 6:30 pm, in the upper floor of the Town Hall.

Regards,



David Mann, President
Hudson Plan Commission

enclosure (3)

Sec. 10-18 Off-Street Parking

The following off-street parking spaces shall be provided and maintained by the owner of, or persons using, property for each building which is erected, or the use of which is changed, excepting the Central Business District, after the adoption of this Ordinance; or any new use that requires a greater number of off-street parking spaces. Each automobile parking space shall not be less than one hundred eighty (180) square feet in area. Off-street parking space shall be provided for the following categories as minimum requirements:

- a. Single family or two family dwelling: At least two (2) parking spaces for each dwelling and one (1) parking space for each 2 sleeping rooms rented to persons not members of the family occupying the dwelling.
- b. Multiple Family Dwelling: At least two (2) parking spaces per dwelling. (Example: 20 units would require 40 spaces).
- c. Hotel, motel or any similar use: At least one (1) parking space per sleeping room plus whatever spaces may be required for restaurant facilities.
- d. Manufactured housing park: At least two (2) parking spaces on the same parcel of land for each individual manufactured house plus two (2) spaces for each three (3) lots located elsewhere on the park tract. Configuration and location of the lots is at the discretion of the developer subject to the approval of the Plan Commission.
- e. Auditorium, theater, gymnasium, stadium or any other place of assembly except churches: At least one (1) parking space for each six (6) seats based on maximum seating capacity, including fixed and movable seats. (Example: A maximum seating capacity of 360 would require 60 spaces.)
- f. Any place of assembly without fixed seats: At least one (1) parking space for each 6 seats based on maximum seating capacity, including fixed and movable seats.
- g. Office building, professional office, or any other similar use: At least one (1) parking space for each 400 sq. ft. of gross floor area. (Example: A 10,000 sq. ft. office building would require 25 spaces).
- h. Medical clinic or any other similar use: At least one (1) parking space per 100 sq. ft. of waiting room area and one (1) per doctor or dentist and one (1) per each full-time employee. (Example: A medical clinic with a 700 sq. ft. waiting room, two (2) doctors & five (5) full-time employees would require 14 spaces)
- i. Eating or drinking establishment or any similar use of an establishment with a dining or serving room: At least one (1) parking space for each 60 sq. ft. of dining or serving room floor area. (Example: A building where customers are served within eating area of 600 sq. ft. would require 10 spaces)
- j. Eating or drinking establishment or any similar use where customers are served outside of a building: At least one (1) parking space for each 50 sq. ft. of gross floor area. There shall not be less than six (6) parking spaces for each such establishment. (Example: A drive-in with a gross floor area of 300 sq. ft. would require 12 spaces.)
- k. Furniture, household appliance or mechanical trades display store or any other similar use: At least one (1) parking space for each 1,000 sq. ft. of gross ground floor area and one (1) space for each 1,500 sq. ft. of gross area of floor other than the ground floor used for sales, display or show purposes.
- l. Launderette, Laundromat, self- service laundry, washeteria or any similar use: At least one (1) parking space for every two (2) washing machines. (Example: A Laundromat with 40 washers would require 20 spaces.)
- m. Bowling alley: At least one (1) parking space for each bowling lane. (Example: A bowling alley w/40 lanes would require 40 spaces.)
- n. Retail or service store: At least one (1) parking space for each 400 sq. ft. of gross floor area. (Example: A store with a gross floor area of 10,000 sq. ft. would require 25 spaces.)
- o. Processing, wholesaling, ware-housing, manufacturing or any other industrial use or commercial establishment not specifically set out in this subsection: At least one (1) parking space for each 2 employees and sufficient space to park all company-owned or leased motor vehicles, semi-trailers and trailers. (Example: A factory with 150 employees would require 75 spaces.)

p. **Mixed Uses:** In the event mixed uses are located in the same building or structure, the total number of off-street parking spaces shall be the sum of the requirements of the various uses computed according to the standards specified in this Section. Off-street parking facilities for one (1) use shall not be considered as providing the required parking facilities for any other use.

q. **Collective Parking Facilities:** Collective parking facilities for two (2) or more buildings or uses may be allowed. However, the total number of off-street parking spaces shall not be less than the combined number of required spaces for each individual use. (Example: Two (2) businesses share a parking lot. One (1) business would require fifty (50) parking spaces if it had its own lot, the other business would require thirty (30) spaces if it had its own lot. The number of parking spaces for the combined lot therefore cannot be less than eighty (80).)

r. **Location of Parking Spaces:** All required parking spaces shall be on the same lot with the attendant building or use. The BZA may permit the parking spaces to be on any lot within three hundred (300) feet of the building or use, provided that the requirements of this Section are observed.

s. **Distance Measurements:** The distance to any parking space area shall be measured between the nearest point of the off-street parking facility and the nearest point of the building or use the parking facility is to serve.

t. **Access:** All parking facilities are to be accessible to and from a public street or road.

Sec. 10-19 Parking Area Improvements.

The Hudson Plan Commission shall prescribe minimum specifications for paving, surfacing and drainage of all land used for off-street parking, and for drainage of all land used for off-street parking, and for drainage of all land used for off-street parking, whether required by this Ordinance or other regulations, and for all connected driveways.

a. All land developed for off-street parking, and all connected driveways, shall be paved, surfaced and drained according to the minimum specifications required by this Ordinance and Plan Commission.

b. A parking lot adjoining any R-District shall be screened with a solid wall, hedge, compact evergreen screen or uniformly painted board fence with a height of not less than three (3) feet, nor more than six (6) feet,

c. A buffer strip, at least five (5) feet wide, shall be built between any land developed for off-street parking and a property line abutting a street.

d. Site plans proposing large parking areas may be required to include catch basins, retention ponds or gravel surfaces by the Plan Commission.

e. Any light used to illuminate land used for off-street parking, or all attendant driveways, shall be installed and maintained to reflect the light away from any adjoining R-District.

Sec. 10-20 Off-Street Loading.

Any use with a gross floor area of six thousand (6,000) square feet or more which requires deliveries or shipments must provide off-street loading facilities in accordance with below requirements:

<i>Gross Floor Area in Square Feet</i>	<i>Number of Berths</i>
6,000 - 24,999	1
25,000 - 79,999	2
80,000 - 127,999	3
128,000 - 198,999	4
199,000 - 255,999	5