

**MINUTES OF  
RENSELAER ADVISORY PLAN COMMISSION  
Tuesday February 18th at 5:30 PM CT**

**I. Call to Order:**

The Rensselaer Advisory Plan Commission (PC) met on Tuesday, February 18th, 2025 in City Hall Council Chambers. PC President, Kevin Arnold, called the meeting to order at 5:30 PM CT. Building Commissioner Davis, was asked to proceed with roll call.

**II. Roll Call**

**Present:** President Kevin Arnold, Councilman Jeff Rayburn, Cliff Wood, Mike Davis, Scott Barton, Building Commissioner (BC) Joshua Davis, City Attorney Todd Sammons, PC Secretary Krystal Bassett

**Absent:** Deana Rule, Bryce Black, Sean Cawby

**Guests:** Robert Schenk

**III. Election of Vice President:**

President Arnold initiated the nomination for the position of Vice President, to which Wood nominated Rayburn, seconded by Barton. **Motion Passed**

**IV. Approval of Past Minutes:**

President Arnold presented the minutes of the regular meeting, held on Thursday, January 16th. Motion to approve made by Davis, seconded by Wood. **Motion Passed**

President Arnold presented the minutes of the special meeting, held on Monday, January 27th. Motion to approve made by Davis, seconded by Rayburn. **Motion Passed**

**V. Old Business**

**A. Update on Zoning & Subdivision Control Fee Schedule**

BC Davis said the issue was tabled in the last Council meeting, with a request for more research on other local municipalities' practices. He has gathered fee schedules from Demotte, Jasper County, Wheatfield, Remington, and Tippecanoe County, noting comparison challenges. He plans to finish his research and re-present it to the Council for approval.

**B. Update on Amendments**

BC Davis reported that he had updated the zone map and subdivision control code (SCC). Additionally he had recorded SCC and provided the JC Auditor with a copy. He plans to continue to work with county officials to improve their communication in an effort to help decrease un-approved subdivisions in the future.

**VI. New Business**

**A. Discussion Topics**

**1. Expansion of Extra Territorial Jurisdiction**

BC Davis has been in discussions with the County about expanding the City's two-mile buffer zone. He presented various parcels that are just outside the current buffer zone but could be under the City's zoning jurisdiction. Part of the reasoning to expand the buffer zone is because of current efforts to create a joint City/County TIF District. Currently both the City's and County's PCs would need to approve the Development Plan unless we expanded our buffer zone to the state limit of two miles from the city limits. The Planning Commission agreed to pursue expanding the

jurisdictional area across the entire two-mile buffer zone. Davis plans to assign zoning districts to these parcels that closely match the current County designations.

## **2. Zoning Text Amendment**

BC Davis expressed that our current code lacks clarity regarding the circumstances under which an individual must apply for a rezone as opposed to merely requesting a variance. He proposed the idea of a zoning code text amendment that would clarify under what circumstances a petition would need to apply for a rezone. Attorney Sammons stated he would like to do more research on the issue as he was concerned if the PC could legally add an additional finding to a variance.

## **3. Plan Commission Meeting Rules**

BC Davis presented the PC with a model for rules to approve the meeting agenda and procedures to conduct a public hearing. President Arnold & Attorney Sammons agreed and expressed that having procedural rules for the PC would be very beneficial. Additionally, BC Davis stated this would be very helpful to the petitioners. Petitioners and their legal council routinely ask the Building Dept what to expect at the meeting, so establishing these rules will hopefully answer most of their questions. It was agreed to have BC Davis continue to develop these and additional rules for the PC to review and approve at future meetings.

## **4. Zoning Enforcement Procedures**

BC Davis presented the PC with a sample of a warning ticket that had been issued. He clarified that, in accordance with the code, upon receiving this ticket, the violator is granted a period of 14 days to rectify the issue prior to the issuance of the first citation. The citation imposes a fee of \$50 for each violation on the first day, \$100 for each violation on the second day, \$150 for each violation on the third day, and \$250 for each violation on the fourth day and for each subsequent day thereafter. He further noted that the violator has the option to submit an appeal or petition within the first ten days following the receipt of the notice, which would suspend the entire process until the Board of Zoning Appeals (BZA) reaches an official determination.

## **VII. Committee Reports:**

The Plat Committee meeting convened on Thursday, January 30th, at 10:00 AM. The Committee had elected Barton as President and Attorney Sammons as Vice-President. Additionally, the Committee had approved the Simple Subdivision Petition for Fenwick's, and since the appeals period had lapsed, President Arnold could now certify its approval.

## **VIII. Public Comments:**

There were no public comments.

## **IX. Adjournment:**

With no other business before the PC, Rayburn made a motion to adjourn the meeting, seconded by Wood. **Motion Passed**

Meeting was adjourned at 6:04 PM CT

**Next Meeting:** Monday, April 17th, 2025 at 5:30 PM CT

**Minutes Prepared by:** Krystal Bassett, PC Secretary