

THE AREA PLAN COMMISSION OF ST. JOSEPH COUNTY, IN

AGENDA

Tuesday, May 19, 2020 - 3:30 p.m.

County-City Building

Fourth-Floor Council Chambers*

* Meeting is being held virtually due to the COVID-19 pandemic.

Before You Begin: AT&T uses a secure audio bridge; **you must install it to use computer audio.** [AT&T PC Audio Package](#)

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Join from Computer (Audio and Video) [Test Audio and Video](#) (Run this before joining your meeting)

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Join by App: Meeting Number: 967 733 153 Password: 422851

By Phone (No Computer Used, Audio Conference Only): 1-888-340-5470 Call-in toll-free number or 1-720-514-4182 Call-in number (ATT Audio Conference) Access Code: 550 452 1

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PUBLIC HEARING:

Rezoning public hearings are canceled due to COVID-19 pandemic.

ITEMS NOT REQUIRING A PUBLIC HEARING:

- A. Miscellaneous
 1. Resolution of the Area Plan Commission of St. Joseph County, Indiana, appointing Ryan D. Fellows as the Interim Executive Director of the Area Plan Commission #R256-20.
 2. Selection of new Executive Director of the Area Plan Commission
- B. Executive Director's Report
- C. Minutes
 1. Approval of the Minutes from the February 18, 2020 meeting.
- D. Adjournment

The Title VI Coordinator has made available at this meeting/hearing a voluntary Public Involvement Survey to collect demographic data to monitor and demonstrate St. Joseph County's compliance with its non-discrimination obligations under Title VI and Federal Regulation 23CFR 200.9(b)(4), and more importantly, ensure that affected communities and interested persons are provided equal access to public involvement. Compliance is voluntary. However, in order to demonstrate compliance with the federal regulation, the information requested must be documented when provided. It will not be used for any other purpose, except to show that those who are affected or have an interest in proceedings or the proposed project have been given an opportunity to provide input throughout the process.

RESOLUTION NO. 256-20

RESOLUTION OF THE AREA PLAN COMMISSION OF ST. JOSEPH COUNTY, INDIANA
APPOINTING AN INTERIM EXECUTIVE DIRECTOR

WHEREAS, the present Executive Director of the Area Plan Commission of St. Joseph County, Indiana, Lawrence P. Magliozzi, will retire from active service in the position of Executive Director at the close of business March 27, 2020; and

WHEREAS, the Indiana Code authorizes the Area Plan Commission to appoint its Executive Director as provided in IC 36-7-4-311 "The area plan commission shall appoint an executive director for the planning department and fix the director's compensation. To be qualified for the position, the executive director must have training and experience in the field of planning and zoning. The commission may not give any consideration to political affiliation in the appointment of the executive director"; and

WHEREAS, the Area Plan Commission of St. Joseph County, Indiana desires to appoint Ryan D. Fellows as Interim Executive Director; and

WHEREAS, Lawrence P. Magliozzi will be utilizing his unexpended vacation, holiday and leave time, and therefore continue to receive his salary as Executive Director until he is fully paid out.

NOW THEREFORE, BE IT RESOLVED by the Area Plan Commission of St. Joseph County, Indiana that:

1. The Area Plan Commission of St. Joseph County, Indiana does hereby appoint Ryan D. Fellows as Interim Executive Director from March 30, 2020 until such time as the Area Plan Commission appoints a permanent Executive Director.

2. Ryan D. Fellows will continue to be paid at his current salary as the Senior Planner under the Planner line item.

3. From March 30, 2020 to such time as a permanent Executive Director is appointed, Ryan D. Fellows will assume all the responsibilities of the position of Executive Director, including: oversight of the staff of the Division of Planning and Zoning of the Department of Infrastructure, Planning and Growth; Zoning Administrator for St. Joseph County; and, attending any and all meetings to which the Executive Director's position is required to attend as a member, or has been invited to attend due to his position and authority as the Interim Executive Director of the Area Plan Commission.

4. The Area Plan Commission of St. Joseph County, Indiana will begin a formal search for a permanent Executive Director, following the established procedures of St. Joseph County, Indiana in filling vacant positions.

Adopted by the Area Plan Commission of St. Joseph County, Indiana, this 17th day of March 2020.

Adam J. DeVon, President

Attest:

Ryan D. Fellows, Acting Secretary

**THE AREA PLAN COMMISSION
OF ST. JOSEPH COUNTY, IN**

MINUTES

February 18, 2020
3:30 p.m.

Fourth-Floor Council Chambers
County-City Building

MEMBERS PRESENT:

Dr. Jerry Thacker
John R. McNamara
Jason Lambright
Dan Caruso
Kirk Youell
Rachel Rawls

ALSO PRESENT:

Lawrence P. Magliozzi
Ryan Fellows
Shawn Klein
Samantha Keultjes

PUBLIC HEARINGS

No items for public hearing.

ITEMS NOT REQUIRING A PUBLIC HEARING

A. Miscellaneous

Before the first agenda item, Larry Magliozzi asked that the Commission change the order of the agenda items and save the training portion for last. (Audio Position: 2:08)

After careful consideration, the following action was taken:

Upon a motion by Dan Caruso, being seconded by Jason Lambright and unanimously carried, the changes to the agenda order were approved.

1. Affirmation of the amendments to the Solar Energy Systems Ordinance - APC #2918-20

(Audio Position: 3:00)

Larry Magliozzi explained that there were changes made at the County Council level to add revisions for phasing out a solar farm.

After careful consideration, the following action was taken:

Upon a motion by John McNamara, being seconded by Jason Lambright and unanimously carried, the amendments to the Solar Energy Systems Ordinance APC #2918-20 were approved.

2. Revisions to the APC Bylaws – For Discussion Purposes Only

(Audio Position: 4:15)

Larry Magliozzi explained that after some slight revisions, the APC Bylaws are ready to be reviewed and approved at the next meeting in March. A copy of the Bylaws were provided.

3. 2019 Annual Report (Audio Position: 6:50)

Larry Magliozzi provided the Commission with a copy of the 2019 Annual Report and explained that the report is required by state law and has been given to the County Commissioners.

4. Plan Commission Member Training

Shifted to the end of the the meeting.

B. Executive Director's Report (Audio Position: 8:20)

Larry Magliozzi stated that Jordan Wyatt is going to Graduate School and will no longer be a staff member of the Area Plan Commission. Ryan Fellows and Shawn Klein will be the staff members to contact now. He continued to explain that the Solar Ordinance, the Agritourism Ordinance, and the Quick Fixes Ordinance all passed with the County Council. The Sign Ordinance was tabled in order for the County Council Attorney to have more time to review the ordinance. Larry also announced that he is retiring, with his last day being March 27, 2020. He will be meeting with the Executive Committee on February 25, 2020 to discuss how to move forward.

C. Minutes

1. Approval of the Minutes from the January 21, 2020 meeting. (Audio Position: 7:55)

After careful consideration, the following action was taken:

Upon a motion by John McNamara, being seconded by Jason Lambright and unanimously carried, the minutes from the January 21, 2020 Area Plan Commission Meeting were approved.

A. Miscellaneous (continued)

4. Plan Commission Member Training presented by Ryan Fellows (Audio Position: 12:20)

Training was not recorded.

D. Adjournment: 5:05 p.m.

ADAM J. DEVON,
PRESIDENT OF THE COMMISSION

RYAN D. FELLOWS,
ACTING SECRETARY OF THE COMMISSION

**THE AREA PLAN COMMISSION
OF ST. JOSEPH COUNTY, IN**

MINUTES

March 17, 2020
3:30 p.m.

Fourth-Floor Council Chambers
County-City Building

MEETING CANCELED

The March 17, 2020 meeting of the Area Plan Commission was canceled due to lack of quorum.

ABSENTEE VOTING ACTION

Due to the COVID-19 Pandemic and the timely need to address the impending absence of Executive Director Lawrence P. Magliozzi due to his retirement on March 27, 2020, Area Plan Commission members voted via email and approved Resolution No. 256-20, appointing Ryan D. Fellows as Interim Executive Director of the Area Plan Commission, effective March 30, 2020.

NEXT MEETING

The absentee voting of Resolution No. 256-20 will be put before the Area Plan Commission for ratification during their next meeting. All other agenda items of the March 17 meeting will be forwarded the next meeting of the Area Plan Commission, scheduled for April 21, 2020.

ADAM J. DEVON,
PRESIDENT OF THE COMMISSION

RYAN D. FELLOWS,
ACTING SECRETARY OF THE COMMISSION

**THE AREA PLAN COMMISSION
OF ST. JOSEPH COUNTY, IN**

MINUTES

April 21, 2020
3:30 p.m.

Fourth-Floor Council Chambers
County-City Building

MEETING CANCELED

The April 21, 2020 meeting of the Area Plan Commission was canceled due to the COVID-19 pandemic.

ADAM J. DEVON,
PRESIDENT OF THE COMMISSION

RYAN D. FELLOWS,
ACTING SECRETARY OF THE COMMISSION