

CITY OF BLOOMINGTON



**AUGUST 4, 2014 @ 5:30 p.m.
COUNCIL CHAMBERS #115
CITY HALL**

**CITY OF BLOOMINGTON
PLAN COMMISSION AGENDA
August 4, 2014 @ 5:30 p.m.**

❖ City Hall Council Chambers, #115

ROLL CALL

MINUTES TO BE APPROVED: July 7, 2014

REPORTS, RESOLUTIONS AND COMMUNICATIONS:

- **Plan Commission Rules Changes**

PETITIONS CONTINUED TO NEXT MEETING:

**SP/UV-34-13 GMS – Pavilion Properties
306 E. Kirkwood Ave.**

Site plan approval for a 3-story mixed-use building. Also, Plan Commission review of a Use Variance for a bank drive-through in the CD zoning district.

(Case Manager: Tom Micuda)

**SP-14-14 AJ Capital Partners
210 E. Kirkwood Ave.**

Site plan approval for a downtown hotel.

(Case Manager: Patrick Shay)

**SP-17-14 JC Hart
730 N. Walnut St.**

Site plan approval of an 82-unit multifamily development at what's commonly known as the High Point property

(Case Manager: Patrick Shay)

APPROVAL OF CONSENT AGENDA:

**SP-19-14 David & Diane Holdman
608 N. College**

Site plan approval for an addition to an existing office building

(Case Manager: James Roach)

**SP-21-14 Paul Fratianni
412 W. 4th St.**

Site plan approval to allow an expansion to an existing parking lot

(Case Manager: Patrick Shay)

**ZO-22-14 City of Bloomington
Amendment to Standardized Business Ordinance**

(Case Manager: Tom Micuda)

Last Updated: 7/31/2014

****Next Plan Commission hearing scheduled for Sept 8, 2014**



**City of Bloomington
Planning Department**

Date: August 4, 2014
To: Members of the Plan Commission
From: James C. Roach, AICP
RE: Changes to PC Rules of Procedure

Proposed are changes to the PC Rules of Procedure. These changes reflect the recent reorganization of the City Planning Department and the City Engineering Department into the City Planning and Transportation Department. The following changes have been made:

- Planning Director changed to Planning and Transportation Director
- Planning Department changed to Planning and Transportation Department
- Planning staff changed to simply staff

In addition, changes were made which updated cross references to Indiana Code and parts of the Municipal Code and Unified Development Ordinance.

Finally, three obsolete petition types were removed; conditional use (CU), planned mobile home park (PMP), historic preservation (HP), and zoning test (ZT).

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CITY OF BLOOMINGTON

Last Revised: August 4, 2014

Deleted: February 27, 2014

PLAN COMMISSION

RULES AND PROCEDURES

Article I. Meetings

A. The Plan Commission shall hold regularly scheduled meetings at intervals which correspond with the anticipated case load. Each agenda may include cases in preliminary or final hearing.

B. All meetings shall be held at 5:30 p.m. in the City Hall at the Showers Building unless otherwise publicly announced.

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C. All meetings shall adjourn at 9:30 p.m. and no new cases shall be heard after 9:00 p.m. Any cases remaining to be heard on an agenda at time of adjournment shall be rescheduled for hearing at a special meeting within one (1) week of the original meeting.

D. Special meetings may be called as provided in by Indiana Code §36-7-4-307, as amended,

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E. A majority of the voting members shall constitute a quorum. However, no vote of the Commission shall be official unless authorized by a majority of the Commission's membership, and no vote of the Plat Committee shall be official unless authorized by the affirmative vote of two (2) members.

F. Executive Sessions may be held only with at least 48 hours advance notice and in compliance with all requirements of state law, and only such business as permitted by state law may be conducted in such session (certain matters relating to property acquisition, personnel, labor relations, or litigation).

G. All decisions on petitions, with the exception of those acted upon as part of the consent agenda, shall be by roll call. The vote of each member of the Commission or Plat Committee shall be recorded by the Secretary and placed in the minutes of the meeting.

H. No member of the Commission or Plat Committee shall participate in the hearing or decision of the Commission or Committee involving any matter in which that person is directly or indirectly interested in a financial sense, other than the preparation and enactment of a Master Plan. In the event that any member disqualifies himself or that any member's eligibility is challenged by a member of the public, such fact shall be entered on the records of the Commission or Committee and shall appear in the minutes. Members who intend to disqualify themselves from a vote on a particular petition due to direct or indirect financial interest shall notify the staff of this fact a minimum of two (2) business days prior to the hearing in order to provide staff and the Plan Commission President adequate time to arrange the

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attendance of a substitute member, if applicable, and to make other arrangements as necessary.

- I. As soon as possible a summary of minutes of the proceedings shall be made available to each member of the Commission or Committee.
- J. All minutes of the proceedings, tape recordings of the hearings, and all exhibits submitted by the petitioners, remonstrators and staff shall be public records and shall be filed in the Planning and Transportation Department office. These materials shall become a part of the case and all such materials shall be held by the Planning and Transportation Department for a period of at least one (1) year. At the end of the one (1) year time period, all materials held by the Planning Commission may be placed in a "back filing" system for preservation of city records.

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- K. The final disposition of any request, petition, or resolution before the Commission or Plat Committee shall be in the form of a motion, adopted according to proper parliamentary procedures. Said motion may be to grant, deny, continue, forward, modify, or table the petitioner's request; additionally, the members of the Commission may attach such conditions to a motion as are deemed necessary for the furtherance of the public health, safety, or convenience or to achieve consistency with the City Comprehensive Plan or Bloomington Municipal Code. The Plat Committee may impose conditions upon preliminary approval of a plat in accord with Article II(G)(3) of these Rules and Procedures. In all cases, the Plan Commission and Plat Committee shall act to determine the final disposition of a request, petition or resolution; in the absence of a majority vote to determine final disposition, said request, petition or resolution shall be administratively continued to the next regularly scheduled hearing.

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- L. No petition shall be heard unless the petitioner is present at the public hearing. In the event that a petitioner is not present at the time their case is called to be heard, that petition will be moved to the end of the agenda. If the petitioner is present after the remaining cases on the agenda have been heard, their case will be heard at that time. If the petitioner is not present, the case will be continued to the next Plan Commission or Plat Committee meeting.

Article II. Officers, Employees, Plat Committee, and Hearing Officer.

- A. The Commission shall at its first hearing in each year elect from among its members a president and vice-president, and appoint the members of the Plat Committee pursuant to Article II, Paragraph G.
- B. The president shall preside over Commission meetings and on behalf of the Commission shall exercise general supervision over the administration of the affairs of the Commission, including the execution of contracts and agreements, the appointment of committees and

representatives, the determination of points of order and procedure, and the signing of all official documents. The vice-president shall have authority to act as president of the Commission during the absence of the president. In the case of the resignation of the president, the vice-president shall succeed to the presidency and a new vice-president shall be elected from the membership.

C. The Planning and Transportation Director is designated as Secretary and shall be responsible for supervising the keeping of an accurate and complete record of all Commission and Plat Committee proceedings, including the keeping of records and minutes, and the custody and preservation of all paper documents of the Commission and Plat Committee. In the event of the absence of both president and vice-president, the secretary shall preside, provided, however, the first and only item of business to be presented by such presiding officer shall be the election of a chairman pro tempore. Deleted: Planning Director

D. The Commission may appoint and prescribe the duties and fix the compensation of such employees as are necessary for the discharge of the duties and responsibilities of the Commission, and may make contracts for special or temporary services and any professional counsel, subject, however, to annual appropriation for same by the Common Council.

E. The Commission shall request the City Attorney to serve as Counsel for the Commission.

F. The Planning and Transportation Director or their designee shall appear at all meetings and assist the Commission presenting factual opinion on significant issues raised by the petition. Deleted: City's Director of Planning Deleted: his

G. Pursuant to Indiana Code 36-7-4-701(e), as amended, a Plat Committee is established.

1. The Plat Committee shall consist of three (3) members, one (1) staff member from the Planning and Transportation Department, one (1) staff member from the Utilities Department and the member of the Plan Commission who also serves as the City's Engineer, unless another member of the Plan Commission is appointed instead. Deleted: planning department Deleted: engineering department

2. Plat Committee members shall be appointed by the Plan Commission for a one-year term ending upon completion of the first Plan Commission meeting of the following calendar year.

3. The Plan Commission shall appoint one (1) alternate for each member of the Plat Committee to serve for a one-year term ending upon completion of the first Plan Commission meeting of the following calendar year. The alternate for the Planning and Transportation Department member shall be an employee of the Planning and Transportation Department. The alternate for the Utilities Department member shall be Deleted: planning department Deleted: planning department Deleted: engineering department

an employee of the Utilities Department. The alternate for the Plan Commission member shall be a member of the Plan Commission.

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4. The Plat Committee may approve any subdivision of land, including preliminary and final plats. The Plat Committee may impose conditions upon preliminary approval as authorized and limited by Indiana Code §36-7-4-702, as amended.

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5. The committee shall meet at such times to be determined by the committee, as needed to accommodate caseload; provided, within eight (8) days of receiving an application for preliminary plat approval, the staff shall announce the date for hearing before the Plat Committee.

6. All petitions considered by the Plat Committee shall be considered in public hearings pursuant to the rules of procedure herein with respect to conduct of hearings, filing of petitions, fees, and notices, except that:

- (a) all plats may be considered by the committee in a single hearing; and
- (b) all interested parties, as defined in Article IV, shall be sent a copy of the decision of the Plat Committee, by regular first-class mail, within ten (10) days after the meeting at which such decision is made.

All provisions of these Rules and Procedures shall apply to the Plat Committee only if specified therein.

7. The Plat Committee may act only by a vote of a majority of the full membership of the committee. Decisions must be signed by the president and secretary of the Plan Commission.

8. Any applicant or other interested party may appeal a decision of the Plat Committee approving, disapproving or imposing conditions on a preliminary plat, to the Plan Commission. Such appeal shall be filed with the Planning and Transportation Department within ten (10) days after a copy of the Plat Committee's decision is mailed to the interested party.

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9. The Plat Committee shall at its first meeting in each year elect from among its members, a president and a vice president. The president shall preside over committee meetings and shall exercise general supervision over the administration of the affairs of the committee, including the determination of points of order and procedure. The vice-president shall have authority to act as president of the Plat Committee during the absence of the president. In the case of the resignation of the president, the vice-president shall succeed to the presidency and a new vice-president shall be elected from the membership.

10. The Planning and Transportation Department, may, at its discretion, schedule plats for consideration by the Plan Commission rather than the Plat Committee.

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H. Pursuant to Indiana Code 36-7-4-923, as amended, an alternate procedure for variance and conditional use is established.

1. A hearing officer is established.

(a) The Plan Commission shall appoint two (2) hearing officers. One (1) of the hearing officers shall generally fulfill the duties of the hearing officer, and the other hearing officer shall serve as an alternate in the event that the first is not available or has a conflict of interest.

(b) A hearing officer shall be a member of the staff.

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(c) The Plan Commission may remove a hearing officer from their responsibilities at any time.

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2. The hearing officer may approve or deny:

(a) Variances from development standards,

(b) Conditional uses,

(c) Use Variances;

3. Hearings conducted by the hearing officer shall be subject to all of the notice, minutes, records, and staff report, rules which apply to the Board of Zoning Appeals.

4. The hearing officer shall be subject to the same requirements of the state law and the zoning ordinance as the Board of Zoning Appeals, with respect to conflicts of interest and communications with the hearing officer.

5. The hearing officer may, at their discretion, transfer a petition filed under this alternative procedure to the Board of Zoning Appeals if, in the judgment of the hearing officer, the issues involved warrant consideration by the Board or it appears likely that the decision of the hearing officer would be appealed to the Board.

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6. The staff may file a written objection to a petition filed for consideration by the hearing officer if:

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(a) the variance or conditional use sought would be injurious to the public health, safety, morals, and general welfare of the community; or

- (b) the use or value of the area adjacent to the property included would be affected in a substantially adverse manner.

If such written objection is filed, the petition shall:

- (c) be considered withdrawn; or
- (d) be transferred to the Board of Zoning Appeals if requested by the petitioner. Deleted: board of zoning appeals

Such written objection shall be filed not less than 12 days before the hearing, unless new information comes to the staff's attention within 12 days of the hearing.

7. The staff may indicate that it does not object to the approval of the petition if specified conditions are attached. If the applicant does not accept these conditions, the petition shall: Deleted: Planning

- (a) be considered withdrawn; or
- (b) be transferred to the Board of Zoning Appeals if requested by the petitioner.

8. The hearing officer may impose conditions and may permit or require the owner of a parcel of property to make a written commitment concerning the use or development of that parcel, as provided in Indiana Code 36-7-4-921, as amended. If the applicant for the variance, or conditional use does not accept these conditions or make the commitment, the petition shall: Deleted: IC

- (a) be considered withdrawn; or
- (b) be transferred to the Board of Zoning Appeals if requested by the petitioner. Deleted: board of zoning appeals

9. The hearing officer may not modify or terminate any commitment, whether made by the hearing officer or under Indiana Code 36-7-4-921, as amended. Commitments made by the hearing officer may be only modified by the Board of Zoning Appeals. Deleted: IC
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10. A decision of the hearing officer may be appealed to the Board of Zoning Appeals by an interested person. Any appeal shall be filed with the Planning and Transportation Department within 5 days of the hearing officer's decision. Deleted: Planning Department

Article III. Filing of Petitions, Permits, and Fees

- A. All requests to the Commission or Plat Committee shall be by petition and petitioners shall be required to follow these procedures:

1. All petitioners shall use the uniform petition forms approved by the Planning and Transportation Director which are available upon request in the Planning and Transportation Department. No petition shall be accepted until the petitioner has consulted with a staff member who has determined that the petition is presented in proper form with all the required exhibits and supporting documents. Upon such determination staff shall sign the application form and the petition shall be accepted.

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2. All petitions shall be filed no later than the deadlines established on the calendar of meetings to be adopted by the Commission each year; provided, these deadlines shall not apply to petitions to be heard by the Plat Committee.

3. Filing fees for petitions shall be as follows:

a. Rezoning Petitions

Rezone to Single family	\$250 + \$25/acre
Rezone to Non-Single Family	\$500 + \$50/acre
Rezone to Planned Unit Development.....	\$1000 + \$100/acre

b. PUD Preliminary Plan Amendment.....\$500 + \$50/acre

c. Plat Approvals

Preliminary	\$300 + \$25/lot
Final.....	\$300 + \$25/lot
Preliminary and Final together.....	\$300 + \$50/lot

d. Site Plans/PUD Final Plans

Remodels.....	\$200
Residential Addition.....	\$200 + \$25/dwelling unit
Residential New Construction.....	\$400 + \$25/dwelling unit

Non-Residential/Mixed Use Addition..... \$200 + \$0.10/square foot
 Non-Residential/Mixed Use New Construction..... \$400 + \$0.10/s.f.

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e. Conditional Uses

Home Occupation.....	\$100
Other.....	\$250

f. Use Variances.....\$500

g. Variances

Single-Family.....	\$100
Multi-Family and Non-Residential.....	\$500

h. Right-of-Way Vacations.....\$500

i. Letters of Zoning Verification.....\$100

j. Lot Line Adjustments..... \$100

k. Certificate of Occupancy Inspections..... \$100

l. No application fees shall be required for any application by not-for-profit, community service organization.

m. The Plan Commission may waive the application fee for any proposal which is actively being promoted by a unit of local government or quasi-public organization or which involves a local subsidy.

n. No refunds shall be permitted after a petition has received a Plan Commission or Plat Committee hearing, whether or not the Plan Commission or Plat Committee has taken action on the petition.

4. Fees associated with City of Bloomington review of building permit applications shall be \$0.14 per square foot of construction. All building permits are applied and paid for, and issued through the Monroe County Building Department. Certain categories of permits do not require this fee payment per the fee schedule contained in the *Monroe County Building Department Construction Permit Fees*. The exemptions contained in this Building Department document are incorporated in this rule. No fee shall be required for City review of any permit application filed by a not-for-profit, community service organization, or a governmental agency. Per the

Interlocal Cooperation Agreement between the City and the County, the County Building Department shall collect the \$0.14 permit fee and transmit the collected fees to the City of Bloomington Controller's Office on a quarterly basis.

Article IV. Notices

A. In the event a request for action by the Plan Commission or Plat Committee is being made by 100% of the property owners directly included in the proposed action, the following requirements for notice must be met:

1. All petitioners for any Plan Commission or Plat Committee approval shall inform interested parties of the proposal by notice sent to the residence or the last known address of the interested parties. Petitioners shall prepare the notice in a form specified by the Planning and Transportation Department and mail by regular first class delivery said notice not less than twenty-one (21) days before the date of the initial Plan Commission or Plat Committee hearing. The Planning and Transportation Department shall verify that the notice is properly distributed by the petitioner not less than twenty-one (21) days before the date of the initial Plan Commission or Plat Committee hearing. If adequate notice in accordance with these rules is not given to the interested parties and this fact is confirmed by staff prior to Plan Commission action, such petition may be continued to a later date to allow proper notice to all interested parties.

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2. Such notice shall state:

- a. The general location by address or other identifiable geographic description of the subject property or area;
- b. A summary of the subject matter contained in the proposal and/or a description of the proposed change in the zone maps, where the proposal involves a change to the zone maps;
- c. The name of the petitioner;
- d. The times and places the petition has been set for hearing;
- e. That the petition and file may be examined in the office of the Planning and Transportation Department;
- f. That the addressee may voice an opinion at the hearing and/or file written comments with the Commission or Plat Committee; and
- g. That the hearing may be continued from time to time as may be found necessary.

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3. **Interested parties** shall be defined as all persons owning land adjacent and contiguous to the property included in the petition or proposal and, all persons owning land abutting the aforementioned immediately-adjacent property owners (i.e, notice shall be provided “two (2) properties deep”) but not to exceed 300 linear feet from the subject parcel(s) for which a petition or proposal is being requested. Intervening public rights-of-way shall not be considered in determining what property is adjacent and contiguous. Where any adjacent or contiguous parcel is owned by a petitioner, the property included in the petition shall be deemed to include said adjacent parcel or parcels owned by a petitioner, and owners of property adjacent and contiguous to said parcel(s) owned by a

petitioner but not included in the petition shall be considered interested parties entitled to notice.

4. In order to determine the names and addresses of property owners to whom notice must be sent under this Rule, the ~~staff shall consult either the current Plat Book and computerized ownership records located in the Office of the Auditor of Monroe County, Indiana or the Monroe County, Indiana Geographic Information System to determine the name and address of each adjacent property owner. A good faith effort shall be made to investigate and resolve any discrepancies or omissions in or among such records in order to determine name and address of the current owner of record. Each notice shall be mailed and postmarked no later than the fifth business day after the date upon which the name and address of the owners were obtained from the Plat Book and the computer records in the Auditor's office as described above or as gained from the Monroe County, Indiana Geographic Information System.~~ Deleted: Planning Department
5. The manner in which notice must be sent to interested parties shall be as follows:
 - a. Required notices to interested parties shall be sent by regular first class mail.
 - b. Proof that notice has been mailed shall be sufficient proof of notice under these rules regardless of actual receipt.
 - c. Proof of notice shall consist of submittal of the following items to the ~~Planning and Transportation Department~~ Deleted: Planning Department in the following manner:
 - (1) A copy of the Notice of Public Hearing to be mailed to the interested parties.
 - (2) A list of interested parties with addresses.

(3) An Affidavit of Notice to Interested Parties in a form approved by the Planning and Transportation Department including: name of person preparing and mailing the notice; name of petitioner; location of petition; and a statement that notice was mailed at least twenty-one (21) days prior to the initial public hearing of the Plan Commission or Plat Committee.

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(4) A copy of the map indicating interested parties' property as generated by the Planning and Transportation Department.

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The Planning and Transportation Department shall retain the proof of notice within the petition file.

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d. Appearance at any hearing on a petition or proposal, in person or by representative, shall waive any defect in notice unless the alleged defect is raised at the beginning of the hearing.

6. The Planning and Transportation Department shall cause a legal notice to be published in a daily newspaper published and distributed in the county 10 days and prior to the initial hearing. Said notice shall serve as a legal advertisement for continued public hearings. The petitioner shall bear the expense of said advertisement.

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7. For change of zone and planned unit development preliminary plan the Planning and Transportation Department shall post a sign or signs on the subject property in a location clearly visible to passing traffic. The staff will determine sign locations with not less than one sign placed on the property per street frontage per block. Signs, of a design approved by the Plan Commission, shall be available in the City Planning and Transportation Department. The petitioner shall purchase the signs required for this notice at a price reflecting replacement cost.

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B. In the event a request for action by the Plan Commission or Plat Committee is being made by less than 100% of the property owners directly included in the proposed action, or in the event the Plan Commission or the Common Council are the proponents of the action, the following requirements for notice must be met:

1. All petitioners for any Plan Commission or Plat Committee approval (other than the Plan Commission or Common Council) shall inform interested parties of the proposal by notice sent to the residence or the last known address of the interested parties. Petitioners shall prepare the notice in a form specified by the Planning and Transportation Department and shall mail said notice not less twenty-one (21) days before the initial Plan Commission or Plat Committee hearing date. The Planning and Transportation Department shall verify that the notice is properly distributed by the petitioner not less than twenty-one (21) days before the date of the Plan Commission or Plat Committee hearing. If adequate notice in accordance with these rules is not given to the interested parties and this fact is confirmed by staff prior to Plan Commission action, such petition may be continued to a later date to allow proper notice to all interested parties.
2. In any case where a proposal to change the zone maps is initiated by the Plan Commission or by the Common Council, other than a proposal to repeal and replace the zone maps for the entire planning jurisdiction, notice shall be given to interested parties by the staff. Such notice shall be postmarked at least twenty-one (21) days prior to the initial hearing on the proposal.
3. Such notice shall state:
 - a. The general location by address or other identifiable geographic description of the subject property or area.
 - b. A summary of the subject matter contained in the proposal and/or a description of the proposed change in the zone maps, where the proposal involves a change to the zone maps.
 - c. The name of the petitioner.
 - d. The times and places the petition has been set for hearing.
 - e. That the petition and file may be examined in the office of the Planning and Transportation Department.
 - f. That the addressee may voice an opinion at the hearing and/or file written comments with the Commission or Plat Committee.
 - g. That the hearing may be continued from time to time as may be found necessary.

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4. Interested parties shall be defined as owners of property within the area included in the petition or proposal who are not petitioners, owners of property adjacent and contiguous to the property included in the petition or proposal, and all persons owning land abutting the aforementioned immediately-adjacent property owners (i.e, notice shall be provided “two (2) properties deep”) but not to exceed 300 linear feet from the subject parcel(s) for which a petition or proposal is being requested. Intervening public rights-of-way shall not be considered in determining what property is adjacent and contiguous.

5. In order to determine the names and addresses of property owners to whom notice must be sent under this Rule, ~~staff~~ shall consult either the current Plat Book and computerized ownership records located in the Office of the Auditor of Monroe County, Indiana or the Monroe County, Indiana Geographic Information System to determine the name of each adjacent property owner and address. A good faith effort shall be made to investigate and resolve any discrepancies or omissions in or among such records in order to determine name and address of the current owner of record. Each notice shall be mailed and postmarked no later than the fifth business day after the date upon which the name and address of the owner were obtained from the Plat Book and the computer records in the Auditor's office as described above or as gained from the Monroe County, Indiana Geographic Information System.

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6. The manner in which notice must be sent to interested parties shall be as follows:

a. Required notices shall be sent by certified mail with return receipt requested to all owners of property within the area included in the petition or proposal, other than those who have signed the petition or application requesting Plan Commission or Plat Committee approval except as otherwise provided in Paragraph 6(c) herein.

b. Required notices to all other interested parties shall be sent by regular first-class mail.

c. It shall be the duty of the ~~staff~~ to examine the file within the three (3) business days prior to the initial hearing to determine whether all required proof of service (as set forth in Paragraph 7 and/or 6(d) of this Rule) has been filed, and to advise the Plat Committee at its hearing, or the Plan Commission at its initial hearing of any omissions or deficiencies in such proof of service. In any case where a notice has been sent by certified mail with return receipt requested in accordance with these rules, but no signed return receipt has been received by the sender on or before the date of the initial hearing, or where the notice is returned to the sender for any reason, ~~Staff~~ shall promptly make a good faith attempt to obtain delivery by reasonable alternative means which shall include:

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- (1) Re-sending notice by certified regular mail with return receipt requested, where a new address is located, or
 - (2) where the reason for non-delivery appears to be something other than incorrect address, leaving the notice at the residence of the person to be served, along with mailing a copy of the notice to that address by first class mail; or, where the owner is not a resident of the City of Bloomington, mailing by first class mail.
- d. Except as provided in 6(c) above, proof that notice has been mailed in accordance with Paragraph 7 shall be sufficient proof of notice under these rules regardless of actual receipt. In situations addressed by 6(c) above, proof of notice shall be adequate if it is shown that the second attempt at notice was mailed (and left at the residence, where applicable) at least ten days prior to the final hearing. Such proof shall be by affidavits in substantially the same form as Paragraph 7(a), detailing the manner in which a new address was obtained (where applicable) and the manner in which notice was sent and left at the residence (where applicable). Proof shall also include postmarked certified mail receipts and signed return receipts where used. Provided, however, the Plan Commission or Plat Committee may at its discretion continue a final hearing and require further attempts at notice to non-petitioning property owners whose property is included in the petition or proposal.
- e. Appearance at any hearing on a petition or proposal, in person or by representative, shall waive any defect in notice unless the alleged defect is raised at the beginning of the hearing.
7. Proof of notice shall be in the following form:
- a. For notice to non-petitioning owners, one or more notarized, sworn affidavits stating the manner in which the affiant(s) obtained the names and addresses of the property owners required to be notified, and stating the date upon which such names and addresses were obtained. Said manner shall be in accordance with Paragraph 5 of this Rule. In the case where the affidavit relates to a second attempt pursuant to Paragraph 6(c) of this Rule, the manner of obtaining a new name and/or address, if any, shall be in accordance with said Paragraph 6(c) and 6(d). Said affidavit(s) shall also include the list of names and addresses thus obtained, keyed to a map showing the petitioned property and surrounding property; and, said affidavit(s) shall also show that notice in the required form was sent to the names and addresses on said list, the date upon which said notice was sent (which shall be not later than the second business day after the names and addresses were obtained in accordance with Paragraph 5 of this Rule), and the manner in which said notice was sent, which shall be in accordance with Paragraph (6) of this Rule. All affidavits shall be made upon

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personal knowledge. The affidavits required by this provision shall be filed with the Planning and Transportation Department not later than three (3) business days prior to the initial hearing.

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b. Proof of compliance with these notice requirements shall also include the original receipts for certified mail stamped by the United States Post Office with the date of mailing, whenever these rules require that notice be sent by certified mail. The receipts shall be filed with the Planning and Transportation Department simultaneously with the affidavits required by Paragraph 7(a) above.

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c. Proof of notice sent by regular first class mail shall consist of submittal of the following items to the Planning and Transportation Department in the following manner:

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- (1) A copy of the Notice of Public Hearing to be mailed to the interested parties.
- (2) A list of interested parties with addresses.
- (3) An Affidavit of Notice to Interested Parties in a form approved by the Planning and Transportation Department including: name of person preparing and mailing the notice; name of petitioner; location of the petition; and a statement that notice was mailed at twenty-one (21) days prior to the initial public hearing of the Plan Commission or Plat Committee.
- (4) A copy of the plat map indicating interested parties' property.

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The Planning and Transportation Department shall retain the proof of notice within the petition file.

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d. In all cases where notice is required to be sent by certified mail with return receipt requested, proof of compliance with these notice requirements shall also include filing with the Planning and Transportation Department the original, signed return receipts showing the date and to whom delivered. Where the staff is responsible for giving notice, the return receipts shall be placed in the file as they are received. Where any other person is responsible for giving notice under these rules, that person shall file the return receipts with the Planning and Transportation Department at least three (3) business days prior to the initial hearing.

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Provided, however, signed receipts which are received by the person responsible for giving notice later than three (3) days before the initial hearing shall be filed with the Planning and Transportation Department as they are received but in no event later than three (3) days before the final hearing. Provided further, where any notice required to be sent by certified mail with return receipt requested is returned to the sender for any reason, the person

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responsible for sending notice shall promptly notify the Planning and Transportation Department of that fact and shall also provide the returned envelope to the Planning and Transportation Department.

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8. The Planning and Transportation Department shall cause a legal notice to be published in a daily newspaper published and distributed in the county ten (10) days prior to the initial hearing. Said notice shall serve as a legal advertisement for both public hearings. The petitioner shall bear the expense of said advertisement.

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C. In the event a proposal is initiated by either the Plan Commission or the Common Council, the following requirements must be met:

1. The Plan Commission shall give notice of all hearings by publication.
2. The notice by publication shall comply with Indiana Code Sections 36-7-4-604 and 5-3-1, as amended. Such notice shall state:
 - a. The time and place of the hearing(s);
 - b. The geographic areas (or zoning areas in a specified geographic area) to which the proposal applies;
 - c. A summary prepared by the Plan Commission of the subject matter contained in the proposal (the entire text of the ordinance is not required);
 - d. If the proposal contains or would add or amend any penalty or forfeiture provisions, the entire text of these penalty or forfeiture provisions;
 - e. The place where a copy of the proposal is on file for examination before the hearing;
 - f. The written objections to the proposal that are filed with the secretary of the Commission before the hearing will be considered;
 - g. That oral comments concerning the proposal will be heard; and
 - h. That the hearing may be continued from time to time as may be found necessary.
3. An additional notice shall be provided to all interested parties at least ten (10) days before the date set for the hearing.

- a. An interested party for purposes of this subsection is any person whose property is located in an area that the proposal plans to:
 - (1) Rezone;
 - (2) Subject to a new overlay; and/or
 - (3) Change the permitted or conditional uses.
 - b. The notice required by this subsection shall be given via United States mail, postage prepaid. The mailing shall be sent to the address listed on the tax records for the affected property and postmarked at least ten (10) days prior to the preliminary hearing on the matter.
 - c. If the notice given via the United States mail is returned, an additional notice shall be affixed to the affected property.
4. If the subject matter of the proposal abuts or includes a county line (or a county line street or road or county line body of water), then all owners of real property to a depth of two (2) ownerships or one-eight (1/8) of a mile into the adjacent county, whichever is less, are interested parties who must receive notice under the above subsection (C)(3).
 5. Proof that notice has been mailed in accordance with this Rule shall be sufficient proof of notice. In situations addressed by 3(c) above, proof of notice shall be adequate if it is shown that the second attempt notice was affixed to the affected property.
 6. Appearance at any hearing on a petition or proposal, in person or by representative, shall waive any defect in notice unless the alleged defect is raised at the beginning of the hearing.
 7. Proof of notice shall be in the following form:
 - a. A notarized, sworn affidavit stating the manner in which the staff obtained the names and addresses of the interested parties, and stating the date upon which such names and addresses were obtained.
 - b. A notarized, sworn affidavit stating the date upon which the required mailing was postmarked.
 - c. A notarized, sworn affidavit stating the date upon which notice given via U.S. mail was returned and the date upon which the notice was affixed to the affected property.

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- d. All affidavits shall be made upon personal knowledge and shall be kept on file in the Planning and Transportation Department with the file associated with the proposal.

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Article V. Hearings. Except as expressly provided herein, these provisions shall apply only to Plan Commission hearings, but not to Plat Committee hearings.

- A. The order of business of regular meetings shall be as follows:

- I. Roll Call
- II. Approval of Minutes
- III. Reports, Resolutions, and Communications
- IV. Consent Agenda
- IV. Cases (Preliminary and final hearings)
- VI. Discussion, Staff Proposals, etc.
- VII. Adjournment

1. Consent Agenda: A consent agenda shall be developed by staff in advance of the Plan Commission meeting. Each item within the consent agenda shall be individually numbered and included within the Plan Commission packet. The consent agenda shall be presented by the Plan Commission President after the *Reports, Resolutions, and Communications* section of the agenda. The President shall ask if there is anyone from the public in attendance to speak against any consent agenda petition. Items shall be removed from the consent agenda at the request of any member of the Plan Commission. Items not removed from the consent agenda shall be adopted by general consent without debate. Removed items shall be taken up for consideration in accordance with the order they appear in the Plan Commission's packet.

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- B. Limits on Testimony:

1. The general format for each case will be an order and time limit as follows:

Staff Report
 Presentation by Petitioner- 20 minutes total
 Questions for the Staff and Petitioner by the Plan Commission
 Public Comment - 5 minutes per speaker
 Back to the Plan Commission for final action

2. It will be the responsibility of staff to keep time for each speaker wishing to make public comment. Specifically, a five (5) minute time clock must be displayed inside the meeting room and within full view of each presenter.

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If a spokesperson for another local government board or commission wishes to address the Plan Commission, the Plan Commission shall allow up to ten (10) minutes of public

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comment. Upon unanimous vote of the Plan Commission, the same privilege may also be extended to a spokesperson for a neighborhood association or similar group of people wishing to make public comment.

It shall be the responsibility of the staff to publish speaking rules and make them available as handouts for the public. Speaking rules shall also be posted on the doors of the Council Chambers.

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3. Thereafter, further public discussion and inquiry by the Commission shall be at the sole discretion of the presiding officer of the Commission unless these rules are modified by a majority vote.

C. Preliminary and Final Hearings:

1. Preliminary Hearings:

- a. The purpose of the preliminary hearing shall be the exchange of information, and to allow the most thorough consideration of all sides of a controversy. All parties are encouraged to provide the Commission with written copies of their statements or position papers.
- b. Any petitioner withholding information from the Commission or other interested parties will be denied the right to rely on such information at the final hearing.
- c. Preliminary hearing cases shall always be forwarded to the next regularly scheduled Plan Commission meeting for a final hearing, unless the Plan Commission votes to forward the case to a different hearing date or to waive a second hearing. A Plan Commission vote is recommended, but not required, to forward cases from the preliminary hearing to the next regularly scheduled Plan Commission meeting for final hearing.

2. Final Hearings:

- a. The final hearing shall be for the purpose of final disposition and decision of the merits of each petition.
- b. In the event that the Commission feels that issues have been adequately aired and the case has received sufficient review, the final hearing may be waived by a majority vote and the petition may be acted upon at the first hearing. No final hearing shall be waived unless both the legal notice and the notices to interested parties have specified that such waiver is requested.

3. Single Hearing Cases. The following case types may be reviewed by the Plan Commission in one (1) hearing:

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- a. All preliminary plats which are in full conformance with Title ~~20 Unified Development Ordinance~~ and all final plats which are in full conformance with approved preliminary plats and with Title ~~20 Unified Development Ordinance~~,
- b. Any preliminary or final plat referred by the staff to the Plat Committee.
- c. Final Plans for planned unit developments which are in essential compliance with approved Preliminary Plans and which have been filed within 18 months of the date of preliminary approval by the Common Council.
- d. Site Plans which are in essential compliance with Title 20, Section ~~20.09.120~~ "Site Plan Review" of the Bloomington Municipal Code, ~~as amended~~.

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4. Findings:

The minutes of the Commission shall indicate action taken and the reasons therefore and shall be furnished to any interested party upon request; provided, however, decisions upon applications for subdivision approval shall be in the form of written findings and decisions of the Plan Commission or Plat Committee. All decisions must be signed by the president and secretary of the Plan Commission, and a copy of any decision by the Plan Commission disapproving a preliminary subdivision plat must be provided to the applicant. All decisions of the Plat Committee shall be provided to interested parties, pursuant to Article II(G)(5) of these Rules and Procedures.

Article VI. Docket

- A. Each case to be publicly heard before the Commission or Plat Committee shall be filed in proper form, numbered serially, and placed on the docket of the Plan Commission or Plat Committee. The document numbers shall begin anew on January 1 of each year.
- B. No case shall be placed on the docket until the petitioner has consulted with a staff member who has determined that the petition has been presented in proper form with all the required exhibits and supporting documents.
- C. The staff may schedule the case for hearing before the Plan Commission or Plat Committee at its discretion, taking into account the magnitude of required review or coordination, or the desirability of modifying the petition, but subject to any time limits in these Rules, the Subdivision Control Ordinance, the Zoning Ordinance, or state law. Prior to each regularly scheduled Plan Commission hearing, the staff shall determine the estimated time length for each petition. Where it is evident that discussion on petitions would likely occur after 9:00pm, the staff shall have the authority to limit such petitions and forward them to the next regularly scheduled meeting of the Commission. Furthermore, for petitions characterized by a high degree of complexity and public interest, staff and the Commission shall strongly consider

skipping monthly meeting cycles in order to allow for more timely consideration of other petitions which have been filed.

D. The identification of docket numbers for both Plan Commission and Plat Committee cases shall be as follows:

Adoption of or amendment to a Master Plan.....	MP
Adoption of or amendment to a Zoning Ordinance	ZO
Approval of Plat or Replat	DP
Resolutions	RS
Site Plan	SP
Planned Unit Development	PUD

Deleted: Conditional Use Permits CU¶

Deleted: Planned Mobile Home Park PMP¶
Historic Preservation HP¶
Zoning Test ZT¶

Article VII. Final Disposition of Petitions

A. The final disposition of any petition shall be recorded in the minutes of the Commission or Plat Committee. Following a vote against a petition, the Commission or Plat Committee president shall restate the position of the Commission for the record.

B. The Commission or Plat Committee may dismiss a case for lack of prosecution or lack of jurisdiction. When a petitioner or ~~their~~ representative has failed to appear at two (2) consecutive meetings, the case may be dismissed for lack of prosecution at a subsequent meeting after notice to the petitioner.

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C. No petition may be withdrawn by the petitioner after a vote has been ordered by the presiding officer. No petition which has been withdrawn by the petitioner shall be placed on the docket again for hearing within a period of three (3) months from the date of said scheduled meeting, except upon motion to permit redocketing, adopted by the affirmative vote of a majority of the members of the Commission or Plat Committee.

D. No zoning petition which has been disapproved by the Commission and rejected by the Common Council, either by lack of action or by vote, shall again be placed on the docket for hearing within a period of one (1) year from the date of the Commission's original disapproval. ~~(Indiana Code 36-7-4-609, as amended)~~

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Article VIII. Miscellaneous Provisions

A. Every person appearing before the Commission or Plat Committee shall abide by the order and direction of the president. Discourtesy, disorderly or contemptuous conduct shall be regarded as a breach of the privileges of the Commission or Committee and shall be dealt with as the Commission or Committee directs.

- B. No case shall be continued at the request of the petitioner unless such request has been made to the Planning and Transportation Department not later than noon, one (1) week before the scheduled hearing, and the request has been noted on the agenda before it is distributed. If the petitioner requests that a case be continued prior to the above referenced deadline, the Planning and Transportation Department, at its discretion, may act as agent for the Commission or Plat Committee and may approve such requests without formal Commission or Committee vote. Such staff approval shall be noted on the agenda. However, any request for continuance that occurs after the above-mentioned deadline requires a majority vote by the Commission or Committee. Similarly, if a petition is continued for three (3) consecutive hearings, any further request for continuance, even within the above-referenced deadline, requires a majority vote by the Commission or Committee. If the Commission or Committee denies such a request for continuance, the petition shall be treated as denied on the merits unless the petitioner elects to formally withdraw the petition within twenty four (24) hours.
- C. Amendments to these rules of procedures may be made by the Commission at any regular or special meeting upon the affirmative vote of a majority of the members of the Commission.
- D. The suspension of any rules may be ordered at any Plan Commission meeting by a unanimous vote of those present.

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**BLOOMINGTON PLAN COMMISSION
STAFF REPORT**
Location: 608 N. College Ave.

CASE #: SP-19-14
DATE: August 4, 2014

PETITIONER: David and Diane Holdman
608 N. College Ave., Bloomington

CONSULTANT: Tabor Bruce Architecture
213 S. Rogers Street; Bloomington, IN

REQUEST: The petitioner is requesting site plan approval to allow an addition to an existing office building.

Area:	0.17 Acres
Zoning:	CD/DGC
GPP Designation:	Downtown
Existing Land Use:	Office
Proposed Land Use:	Office
Surrounding Uses:	East, North: Multifamily West, Southeast: Mixed use South: Office

REPORT SUMMARY: The subject property is located on the east side of N. College Ave., one lot north of the intersection of College Ave. and W. 10th Street. The property is zoned Commercial Downtown (CD), and is part of the Downtown Gateway Overlay (DGO). The surrounding properties are all zoned CD as well, and are also in the DCO. Surrounding land uses are both multi-family and mixed use. The property is surrounded to the north and east by alleys.

The property has been developed with a two-story residential style structure and is currently used as an office use. The petitioner is proposing to construct an addition to the southeast corner of the structure in order to expand the business.

This structure was building circa 1910 and is listed as a contributing structure in the Illinois Central Railroad and North College Historic District. The Historic Preservation Commission (HPC) reviewed this project as part of a demolition delay request at their meeting held on July 10, 2014. The HPC chose to not recommend local designation to the City Council.

Plan Commission Site Plan Review: Two aspects of this project requires that the petition be reviewed by the Plan Commission, per BMC 20.03.310:

- The project is adjacent to residential uses.
- The project includes a waiver to the standards of 20.03.340

SITE PLAN REVIEW

Height and Stepback: The existing structure is one story. The proposed addition will be two stories in the rear (west) end of the building. The height of the proposed building addition is 38'5". The maximum height for the DCO district is 40'. The DGO also requires that buildings and building addition stepback portions of the building over 35 feet in height from the street facade. This entire addition is setback from the front of the building by 30+ feet.

Void-to-Solid Percentage: The DGO requires that the first floor maintain a minimum 40% void-to-solid ratio on facades facing a street. The proposed addition reduces the first floor void to 24% from 32%, but is in keeping with the residential style of the building.

Void-to-Solid Waiver-20.03.340(b)(2)(A): A waiver from the standards of the UDO is required to allow a 24% first floor void. The addition is setback 40+ feet from the right-of-way and is designed with a residential style doorway. Furthermore, the addition has limited visibility due to fencing and large evergreens. Staff recommends approval of the waiver.

Architecture: The proposed addition is clad in cementitious siding. This is permitted primary exterior finish material in the DGO. It includes a pitched roof with more than the minimum 8/12 pitch.

Streetscape: The N. College Ave. frontage already contains healthy street trees in a tree plot and a sidewalk. The DGO allows either a tree plot or tree grates. A street light is not required at this location.

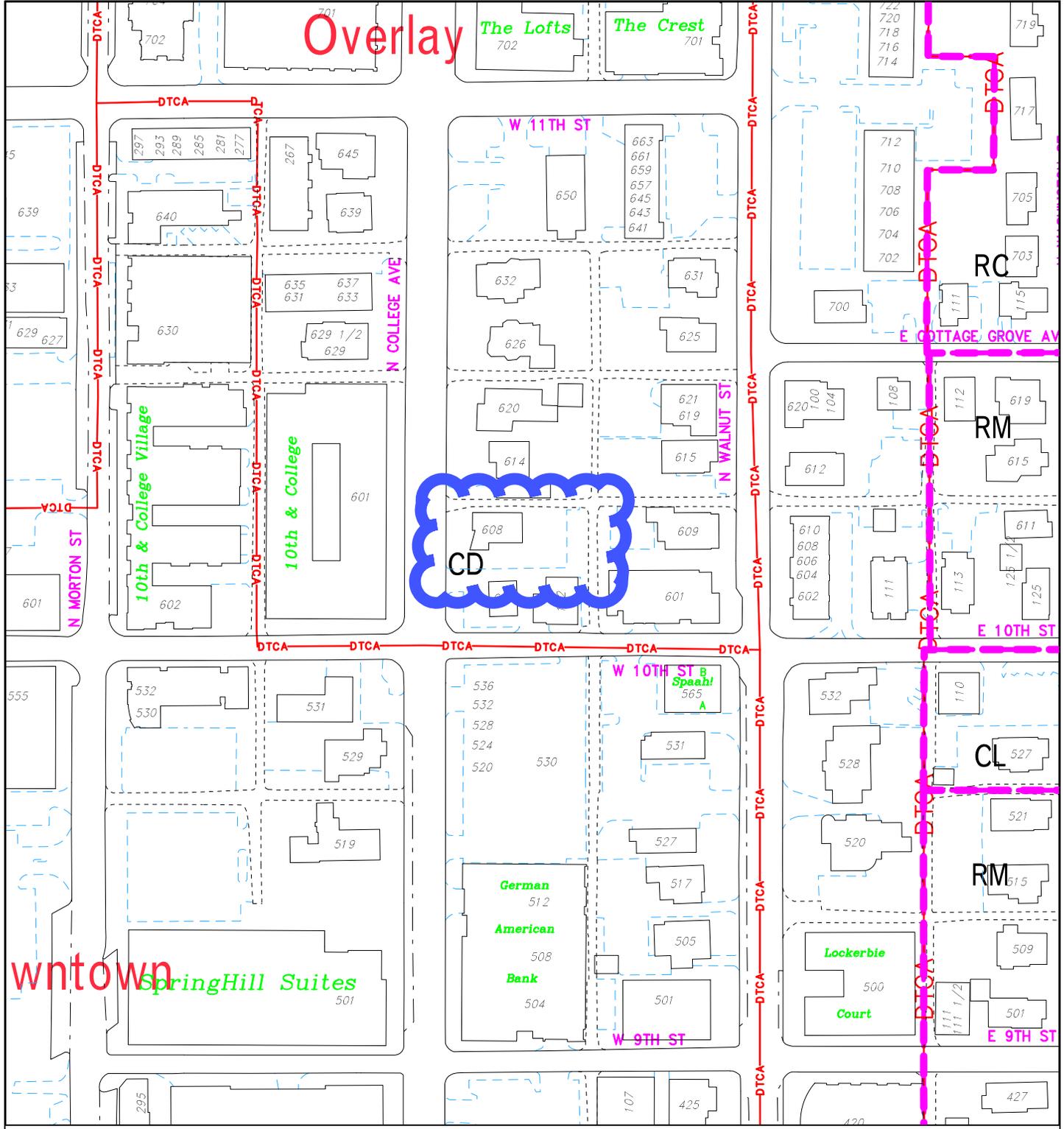
Parking: The existing parking lot for the property is located immediately adjacent to the north-south alley and contains 7 spaces. In order to meet ADA guidelines, one van accessible parking space is required. This will be located at the north end of the lot, with an accessible route down the alley to the accessible rear entrance to the building.

Bicycle Parking: The UDO requires the installation of four class II bicycle parking spaces, which are shown on the front porch, within fifty feet of the main entrance.

Landscaping: The petitioner has developed a landscaping plan that include preservation of existing trees, shrubs and a highly decorative front gate in addition to increase shrub plantings near the parking lot and along the foundation of the building.

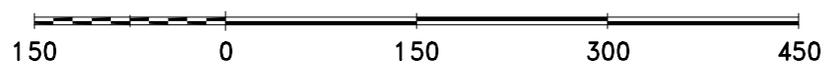
RECOMMENDATION: Based on the written findings above, staff recommends approval of SP-19-14, and one associated waiver, with the following condition.

1. The petitioner must create an ADA compliant parking space along the north-south alley.

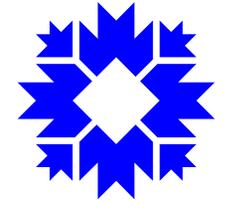


SP-19-14
Location map

By: roachja
31 Jul 14



City of Bloomington
Planning



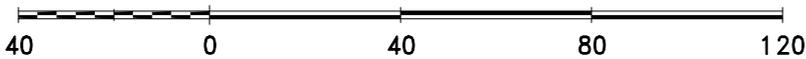
Scale: 1" = 150'

For reference only; map information NOT warranted.



SP-19-14
2011 Aerial Photo

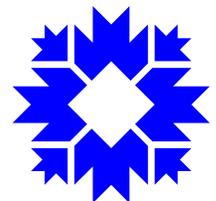
By: roachja
31 Jul 14



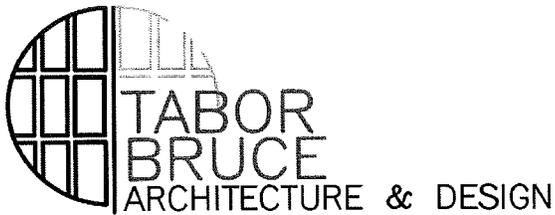
For reference only; map information NOT warranted.



City of Bloomington
Planning



Scale: 1" = 40'



1101 S Walnut Street Bloomington, Indiana. 47401 Ph. 812.332.6258 Fax 812.332.8658
 www.taborbruce.com E-Mail dtbruce@taborbruce.com

PLAN COMMISSION

Petitioner's Statement 608 North College

Overview-Existing site

The site is a small, carpenter-builder style two story building originally built in approximately 1910. This style represents structures that were usually not architectural designed, but designed and built by carpenters or tradesmen. It is one of the few remaining residential structures left in our downtown. Currently, the structure is used as an office for the petitioners own accounting firm. It contains roughly .17 of an acre and several old growth trees and a small 7 space parking lot along the east end of the lot and alley.

Location

The location of this site has created its own issues as the neighborhood has dramatically changed. Often the petitioners have had to clean up messes or chase students from the grand porches when they arrive for work in the mornings. Despite this, the petitioners have remained committed to renovating this old home and growing their accounting firm and staying in our downtown. New multi story apartment building now tower over this site and are much taller and larger in scale and mass.

Design

The proposed addition will contain 886 square foot of two story space for an additional office and conference room space that is much needed by the petitioner as the existing structure has been adapted to office use over time. The Addition respects the existing mass of the home and preserves almost all of the existing mature landscaping. The shape of the addition is driven by a few issues; the addition is designed so that it respects the existing mass and does not overwhelm the building. The petitioner only needs a small addition of about 400 sq ft per floor. Our "carriage house" addition will also leave the existing roof intact and only connect at an existing first story window near the back corner; it will not connect at both stories. The addition is set back from the front façade and connected at a corner, minimizing the impact to the original mass. The opposite corner of the original building was squared off and in-filled as was the existing second story porch many years ago.

The petitioner has taken this home from a near "demolition by neglect" house and has been a caretaker to insure this structure would become a restored and usable downtown office location. They have removed a near collapsed carriage structure, restored existing porches, painted existing wood siding and nurtured the landscaping and added numerous historical artifacts both in and outside the structure.

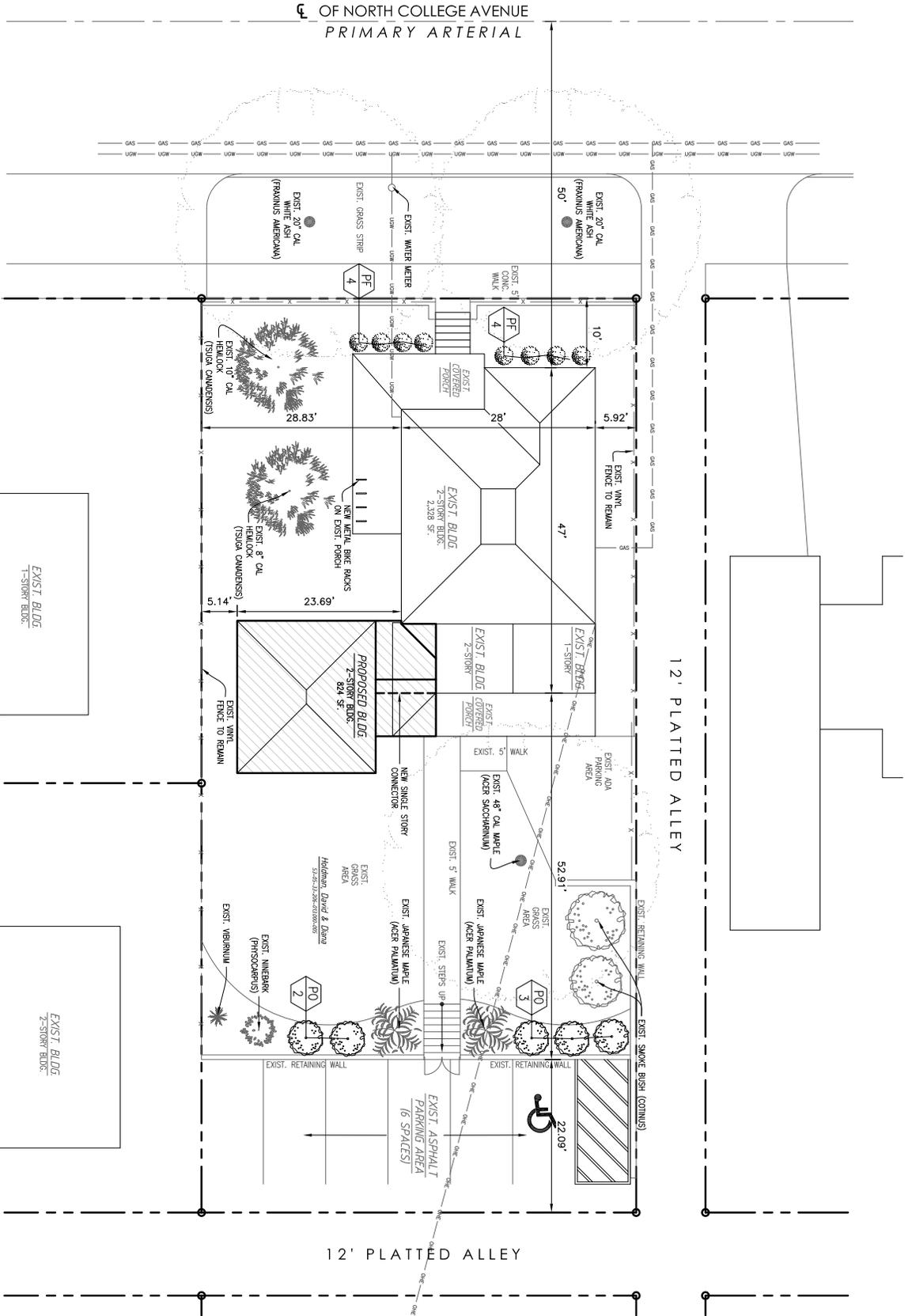
Decorative entry doors, transoms and sidelights have been added to the original structure as well as turned porch posts and railings; all of these character elements will be carried over to the proposed addition where they can be tastefully added.

This addition will insure that this structure remains a viable office for the petitioner despite the slowly increasing surrounding multi-story student apartment uses. This will also allow the original massing of the home to be easily understood and yet continue eclectic combination of architectural styles as often found in the Carpenter-Builder style.

Thank you for your consideration.



Doug Bruce NCARB-LEED AP
TABOR/BRUCE ARCHITECTURE & DESIGN, Inc.
1101 S Walnut Street
Bloomington, IN 47401
(812) 332-6258



LANDSCAPING SCHEDULE

MARK	QTY.	TYPE	BOTANICAL NAME	COMMON NAME	SIZE	SPACING
PF	8	DOS	POTENTILLA FRUTICOSA	ONOCERIFOL	5 GAL.	SEE PLAN
PO	5	DOS	PHYSOCARPUS OPULIFOLIUS (DART'S GOLD)	DART'S GOLD NINE BARK (YELLOW LEAF)	5 GAL.	SEE PLAN

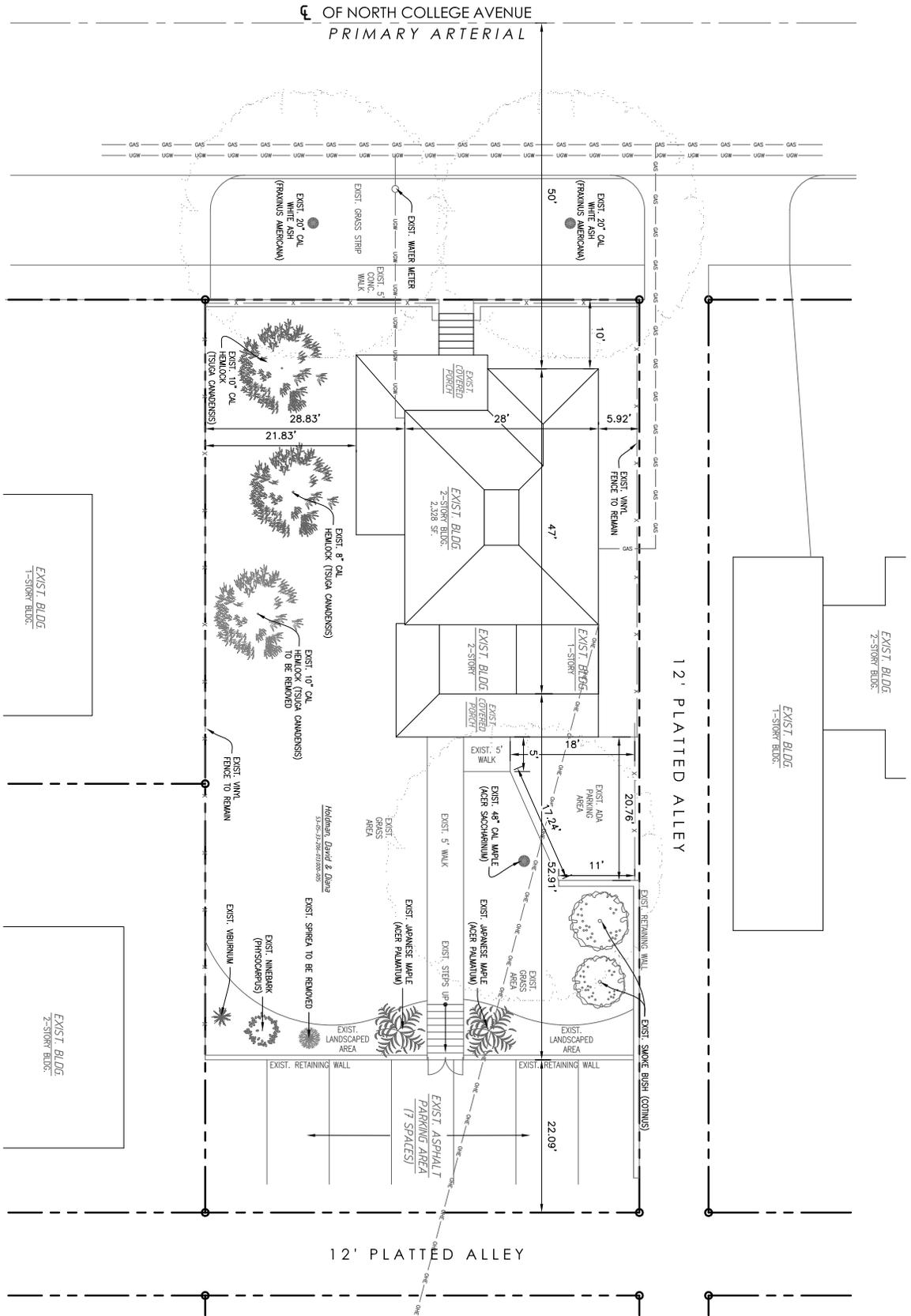
PROPOSED SITE PLAN



CONCEPT	HOLDMAN	1" = 10'-0"
© 2014 TABOR BRUCE ARCHITECTURE & DESIGN		07.25.14



SP-19-14
Proposed Site Plan

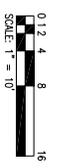


OF NORTH COLLEGE AVENUE
PRIMARY ARTERIAL

12' PLATTED ALLEY

12' PLATTED ALLEY

EXISTING SITE PLAN



HOLDMAN	1" = 10'-0"
CONCEPT	
© 2014 TABOR BRUCE ARCHITECTURE & DESIGN	
07.25.14	



SP-19-14
Existing site plan



sp-19-14
Elevation

PROPOSED WEST ELEVATION

HOLDMAN	1/4" = 1'-0"
CONCEPT	© 2014 TABOR BRUCE ARCHITECTURE & DESIGN 07.01.14





PROPOSED SOUTH ELEVATION

HOLDMAN	1/4" = 1'-0"
CONCEPT	© 2014 TABOR BRUCE ARCHITECTURE & DESIGN 07.01.14



sp-19-14
Elevation

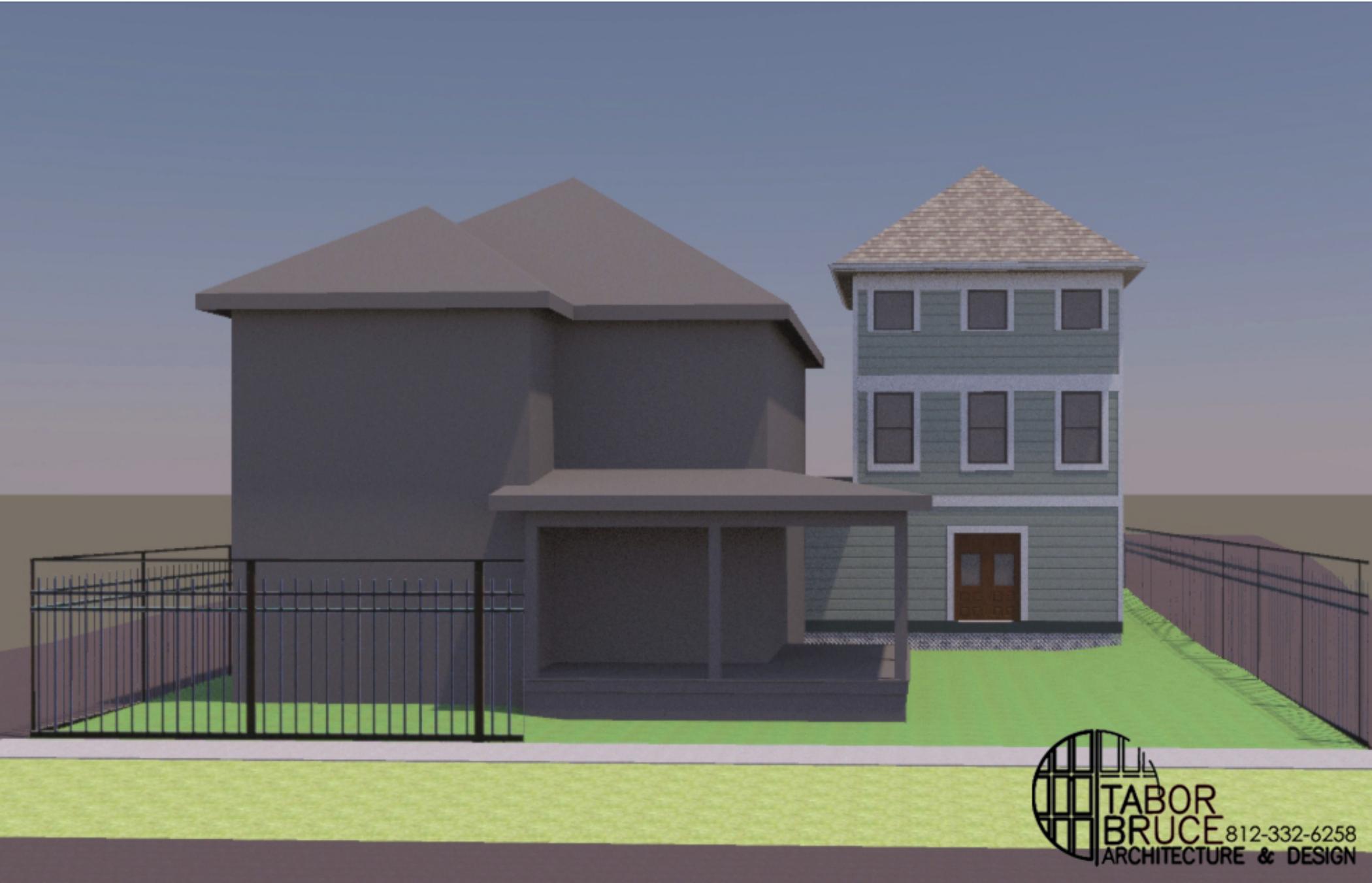


PROPOSED EAST ELEVATION

HOLDMAN		1/4" = 1'-0"
CONCEPT	© 2014 TABOR BRUCE ARCHITECTURE & DESIGN	07.01.14



sp-19-14
Elevation



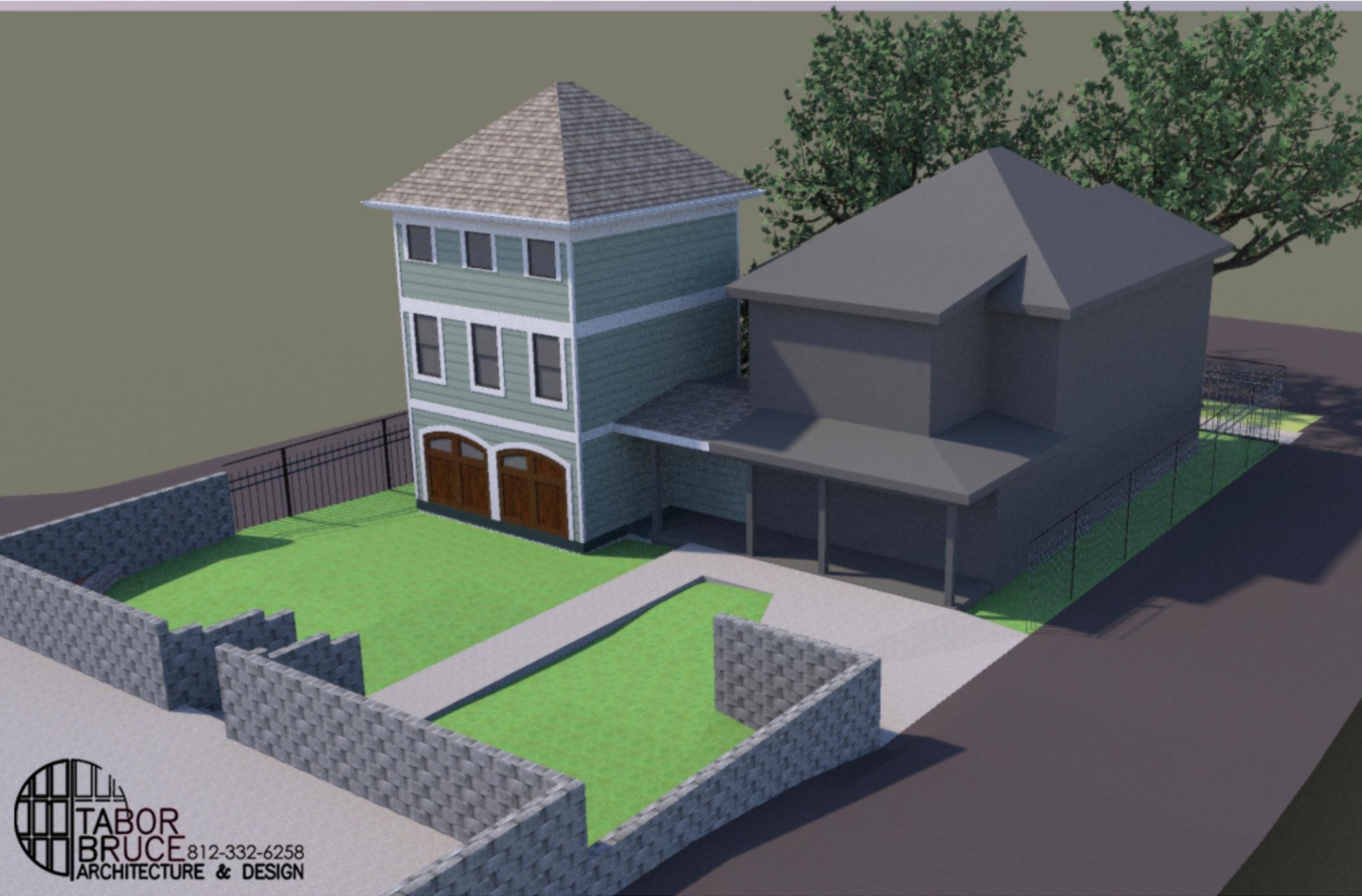
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 **TABOR
BRUCE** 812-332-6258
ARCHITECTURE & DESIGN

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Model image



EXISTING SOUTHEAST ELEVATION PHOTO

HOLDMAN	1/4" = 1'-0"
CONCEPT	© 2014 TABOR BRUCE ARCHITECTURE & DESIGN 04.30.14



SP-19-14
Rear of building



SP-19-14
Front of building

EXISTING WEST ELEVATION PHOTOS

HOLDMAN	1/4" = 1'-0"
CONCEPT	© 2014 TABOR BRUCE ARCHITECTURE & DESIGN 04.30.14



**BLOOMINGTON PLAN COMMISSION
STAFF REPORT
LOCATION: 412 W. 4th Street**

**CASE#: SP-21-14
DATE: August 4, 2014**

**PETITIONER: Paul Fratianni
412 W. 4th St, Bloomington**

REQUEST: The petitioner is requesting site plan approval to allow an expansion to an existing parking lot.

**Area: 0.1 Acre
Zoning: CD/DEO
GPP Designation: Downtown
Existing Land Use: Single Family
Proposed Land Use: Hotel/Motel (Persimmon Inn)
Surrounding Land Uses: North: Bank
South: Commercial, Multifamily
East: Commercial. Residential
West: Residential**

REPORT SUMMARY: This property is located on the north side of W. 4th Street midblock between S. Rogers Street and S. Madison Street. The property is zoned Commercial Downtown (CD), and is within the Downtown Edges Overlay (DEO). Furthermore, this property is located within the Prospect Hill local historic district. The existing structure has been used as a single family residence, but is being converted to a small inn for short term rental. The four rooms would be rented separately. Surrounding uses include a bank to the north, office and residential to the east, and commercial and residential to the west and south.

Parking for the current property is currently provided by a 13' x 48' parking area accessed by an adjacent alley along the east property line. This concrete parking area accommodates 3-4 cars parked at an angle. These spaces are poorly shaped and not well defined. This results in cars occasionally extending into the alley way. The petitioner is requesting to expand this parking area to create a more formalized parking area to accommodate 4 cars (one per guest room) and a handicap parking space. This will widen the parking area by about 4 feet and add 11 feet of depth to the spaces. This additional depth will allow for perpendicular, back-out parking from the alley with deeper spaces (24 feet) to give adequate room for vehicle movements.

Plan Commission Site Plan Review: Two aspects of this project require that the petition be reviewed by the Plan Commission, per BMC 20.03.230. Those aspects are as follows:

- The project is adjacent to residential uses.
- The petitioner is requesting two waivers.

SITE PLAN REVIEW:

Parking: No parking is required for nonresidential uses in the DEO district. The petitioner is requesting one parking space per guest room plus a handicap parking space. To accommodate these spaces, he is proposing to expand an existing concrete parking area to the rear of his structure.

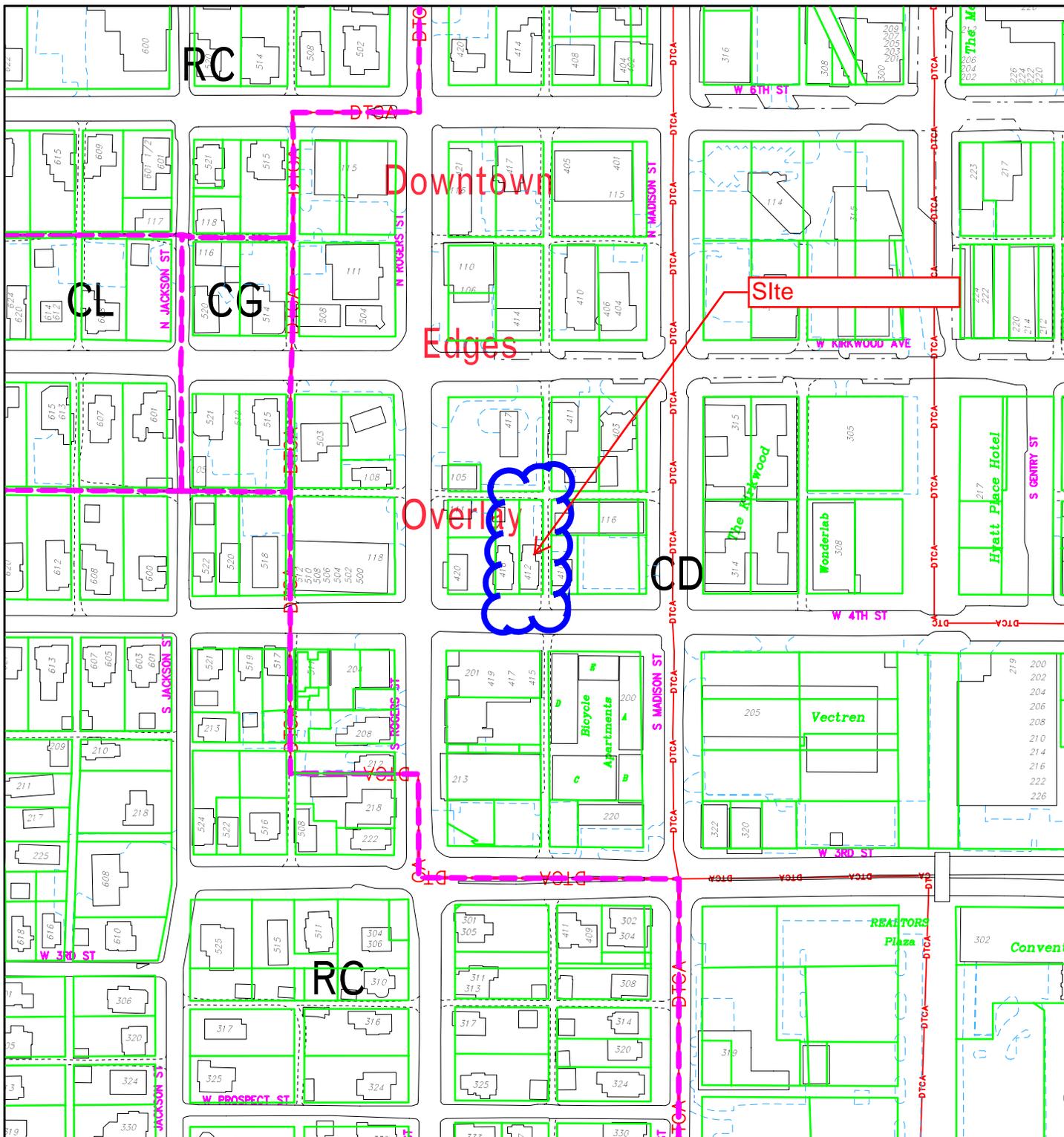
Parking Setbacks: The DEO requires parking setbacks against side and rear property lines to be a minimum of 7 feet and a front setback of 20 feet behind the front building wall. The petitioner's proposal meets the side and front setbacks, but is proposing a 0-foot setback against the northern (rear) property line which is also an adjacent alley. Even with the expanded parking area, the petitioner could meet this setback by removing an existing tree to the rear of the structure and adding the parking closer to the structure. However, the petitioner is seeking a waiver to allow the back-out parking to extend to the north property line in order to retain the tree.

Parking Setback Waiver-20.03.260(c)(1): The Design Guidelines as set forth in the Downtown Vision and Infill Strategy Plan do not specifically address parking setbacks. Much of the guidelines speak to encouraging development that is consistent and compatible with the historical development of the downtown. Staff finds that the proposed parking plan is consistent with other back-out parking situations that are found in the DEO. Furthermore, staff finds the proposed layout to be more desirable than moving the parking against the structure and removing the existing tree. Staff supports this waiver.

Maximum Impervious Surface Coverage: After the proposed improvements, the petitioner will retain approximately 65% impervious surface coverage. This is in compliance with the maximum coverage of 70%.

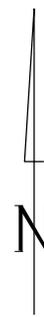
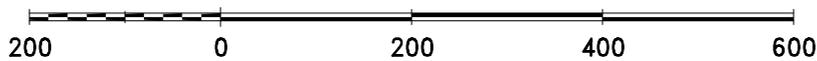
RECOMMENDATION: Based on the written findings above, staff recommends approval of SP-21-14 and associated waivers with the following conditions:

1. The petitioner must install a minimum of four (4) bicycle parking spaces within fifty (50) feet of the entrance.
2. The petitioner must receive a Certificate of Appropriateness and a change in use permit prior to any expansion of the parking area.

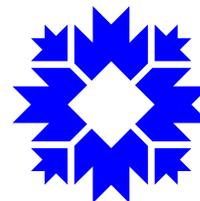


SP-21-14 Paul Fratianni
 Location/Zoning/Land-Use Map

By: shapp
 31 Jul 14

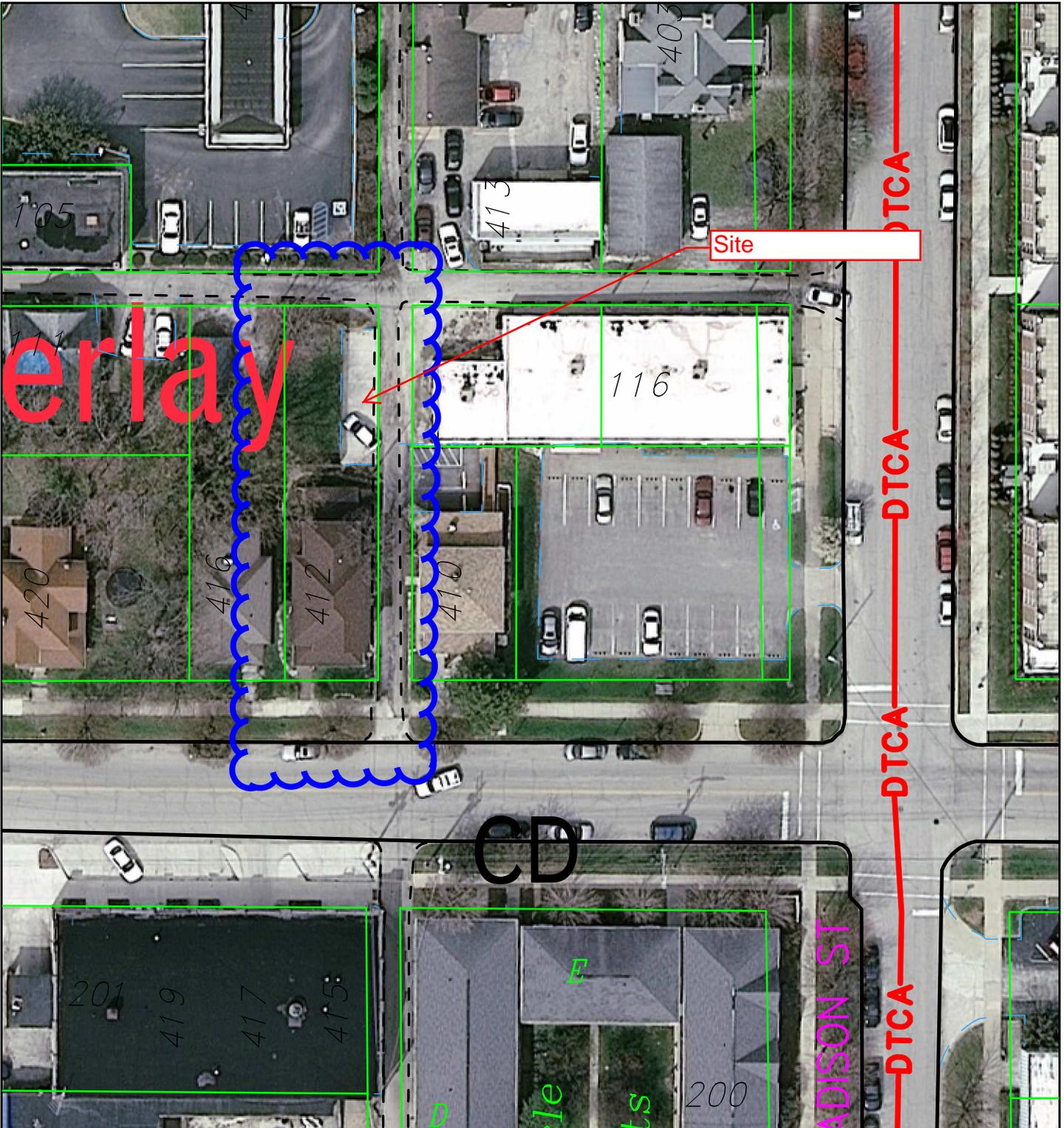


City of Bloomington
 Planning



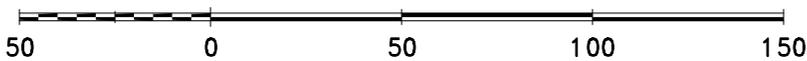
Scale: 1" = 200'

For reference only; map information NOT warranted.



SP-21-14 Paul Fratianni
 2010 Aerial Photo

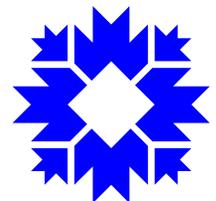
By: shayp
 31 Jul 14



For reference only; map information NOT warranted.



City of Bloomington
 Planning



Scale: 1" = 50'

Persimmon Inn
412 W 4th Street
Bloomington, IN 47404

July 11, 2014

Dear Bloomington residents and city planners,

This letter is to request approval for a variance to all us to provide parking for the Persimmon Inn patrons located at 412 W 4th Street, Bloomington, IN 47404.

We wish to expand the existing 48 ft wide x 13 ft deep concrete parking pad by 15 ft, to a finished size of 52 ft wide x 24 ft deep. This will accommodate five (5) parking spaces. One parking space for each of the four guest rooms available at the Persimmon Inn, and one ADA compliant handicap parking space.

The parking pad is located at the rear of the property on the northwest side. Each space will be side-by-side, in-line and accessible via the existing alleys. We will make every effort to preserve and beautify the remaining amount of green space available.

Please feel free to contact us at persimmoninn@gmail.com or (812) 391-3573 with any questions or concerns.

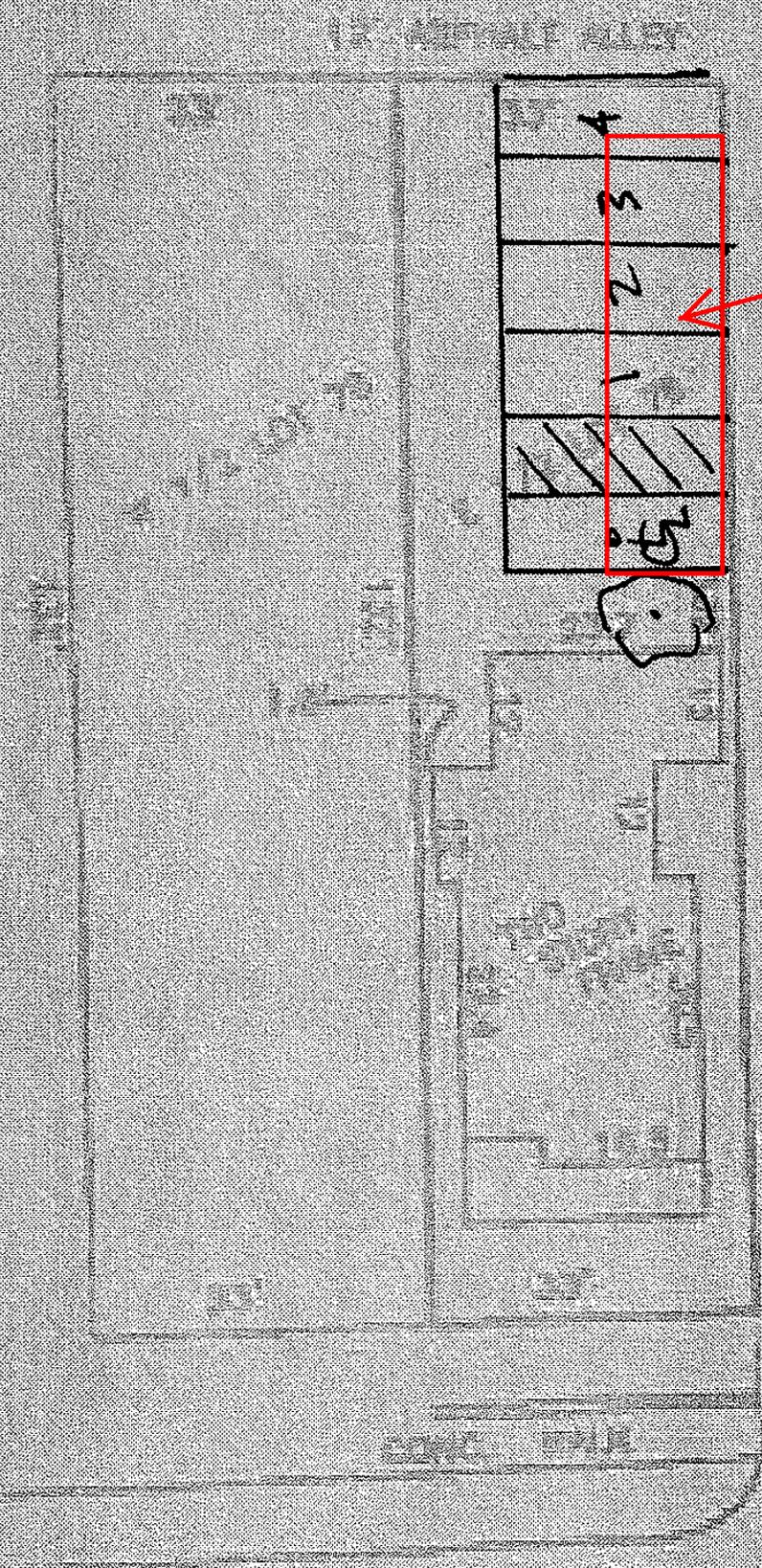
We appreciate your consideration.

Sincerely,

Paul and Sue Fratianni

SP-21-14
Petitioner's Statement

Existing concrete



SP-21-14
Site Plan

W. FOURTH ST.

47

Area of Parking

N

Photo from 4th Street



N
↓

Area of Parking





Adjacent Parking to the northeast



Adjacent parking to the west



Area of parking to be expanded

Amendment #: UDO-001**Synopsis:**

This amendment corrects an omission to the recently approved Standardized Business Ordinance. During the final City Council hearing on the ordinance as well as in a subsequent letter to the Planning and Transportation Department, it was brought to staff's attention that the adopted definition of Standardized Business was broad enough so that upper story business and professional office users would have to undergo the same Conditional Use process as first story retail and office uses.

Since it's very clear that upper story office uses do not possess any potential to create the same aesthetic concerns presented by first floor standardized retail and office uses, the amendment below is being proposed to revise the definition of Standardized Business.

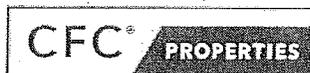
Proposed Amendment:

Page 11-9
Chapter 11 Definitions

Business, Standardized: Any type of commercial ~~business~~ establishment, not including ~~business/professional offices located above the ground floor and any~~ commercial businesses located in such a manner as to be devoid of any building frontage which is visible to a street, located in the Courthouse Square Overlay and University Village Overlays, which are required by contractual or other arrangement or affiliation to offer or maintain standardized services, merchandise, menus, employee uniforms, trademarks, logos, signs, or exterior design.

Recommendation: Staff recommends approval of Case # ZO-22-14, which would add this minor amendment to the definition of Standardized Restaurant.

Highlighted text denotes text to be added
Strikethrough text denotes text to be deleted



CFC PROPERTIES
320 W. EIGHTH ST., SUITE 200
P.O. BOX 729
BLOOMINGTON, IN 47402-0729 U.S.A.
PHONE: 812.332.0053 FAX: 812.333.4680
WWW.CFCINCORPORATED.COM

Date: July 7, 2014

To: City of Bloomington Common Council and Plan Commission

From: CFC Properties

Re: Ordinance 14-05: Conditional Use Proposal for Standardized Businesses in the Courthouse Square and University Village

Dear City of Bloomington Common Council and Plan Commission Members.

We are writing to request an Amendment to Ordinance 14-05. We anticipate that the Ordinance, as it was approved by the Council, will be approved at tonight's Plan Commission meeting and we want to communicate our support for an amendment to be introduced at the August Plan Commission and Council meetings. We are seeking an amendment that will exempt upper-floor, non-retail businesses from the definition of a "Standardized Business".

We are deeply concerned about the impact of the Ordinance on upper-floor, non-retail businesses in the Courthouse Square and University Village Overlay Districts. These employers are vital to Bloomington's economy and specifically to our downtown and we believe that many of these employers could unintentionally be classified as "standardized" given the current definition. These "standardized" employers might be companies that were founded here, as well as employers that the City of Bloomington helped to recruit or assist in some way in order to induce the employer to locate and hire staff in our downtown.

It seems counter-productive, given the many past, collaborative efforts to grow professional employment downtown, to implement legislation that would tell such employers that they don't have a right to operate in downtown Bloomington, unless they can't be seen from the street or unless they are willing to pay a fee and wait a minimum of two weeks for the City to consider their application. Of course, the process could take several weeks longer and put us at risk of losing employers to other communities or outside the overlay districts.

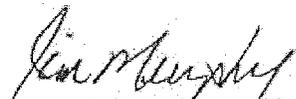
The existence of such a requirement would send a negative, unwelcome and unsupportive message to employers, many of which are the types of employers that our entire community has worked so hard to recruit and nurture.

We believe that including such businesses and employers in this Ordinance, was probably not the original intent of the standardized business legislation. We support a revision to the language that will exclude upper floor, non-retail employers from the definition of a standardized business and we hope

that after careful consideration, the Plan Commission and Common Council will believe the revision to be appropriate and will move to pass such an amendment.

Thank you for considering this request. We can be available to speak directly to this matter at the August Plan Commission and Common Council meetings. In the meantime, feel free to contact us at (812) 332-0053 if you wish to speak with our regarding this letter.

Sincerely,


James E. Murphy, President
CFC Properties


Ron Walker, Vice President, Commercial Real Estate
CFC Properties