**Boone County Area Plan Commission**

**February 7, 2024 - 7:00 PM**

**Lamar Meeting Room – Boone County Government Building**

**Members Attending:** Dan Fry, Dustin Plunkett, John Merson, Tad Braner, Carol Cunningham, Jay Schaumberg, and Kasey Copeland

**Members Absent:** None

**Staff Attending:** Stephen Elkins (Executive Director), Ashley Elliott (Administrative Assistant) and

Bob Clutter (Attorney for the Boone County BZA and APC)

**A. Administrative Issues**

**1.** John Merson opened the meeting at 7:00pm by leading the Pledge of Allegiance.

Introductions followed.

**2. Determination of Quorum:** 7 of 7 members present

**3.** **Approval of the Agenda:**

None at this time.

**4. Approval of Minutes for December 6, 2023:**

Tad Braner made a motion to approve the minutes from December 6, 2023, meeting.

Dan Fry seconded the motion. Motion carried 7-0.

**A. Old Business Public Hearings:**

None at this time.

**B. New Business Public Hearings:**

**1. 23WO-25-393 Hoffer/Newton/Vitreon Group; Plat Amendment**

Stephen Elkins read the staff report.

After reading the staff report Stephen Elkins let the Board know that the applicant’s agent or the applicant for this petition will not be able to attend on February 7, 2024, mid-afternoon.

Mr. Merson let a resident of Lyn-Lea come forward to give a brief background on the circumstances around the petition.

Jay Schaumberg made a motion to table 23WO-25-393 to the March 6, 2024, Area Plan Commission meeting. Dustin Plunkett seconded the motion. Motion carried 7-0.

**2. 23WO-25-392 Emily Byczek; Plat Amendment**

Stephen Elkins read the staff report, but an issue was raised regarding certified mailings through the post office versus the first-class mailings.

Jay Schaumberg made a motion to waive/suspend the rules or procedure regarding how the mailings were sent first class instead of through the post office by certified mailings.

Kasey Copeland seconded the motion. Motion carried 7-0.

Karen Sutton came forward on behalf of this petition. No one else came forward.

John Merson closed the public hearing and opened it to the Board. No questions or issues were raised by Board Members.

Carol Cuningham made a motion to approve 23WO-25-392 with the conditions stated in the staff report.

Dustin Plunkett seconded the motion. Motion carried 7-0.

**C. Violations Report:**

None at this time.

**D. Administrative Matters:**

**1. Election of 2024 APC Officers**

John Merson stated the Board needed to complete the 2024 Election of Officers.

Tad Braner made a motion to appoint John Merson as President and Dustin Plunkett seconded the motion. Motion carried 7-0.

Carol Cunningham made a motion to appoint Jay Schaumberg as Vice President and Tad Braner seconded the motion. Motion carried 7-0.

Kasey Copeland made a motion to appoint Dan Fry as Executive Committee Member and

Dustin Plunkett seconded the motion. Motion carried 7-0.

**2. Floodplain Management**

Stephen Elkins discussed Floodplain Management and if the floodplain matters were through the Area Plan Office and if so, should the office be permitting floodplain permits. Also, whomever the Floodplain Administrator is must be a certified floodplain manager, which is someone who has a credential and with that comes expenses, course work and continuing education.

NOTE: The Executive Director, based on the APC discussion, clarified with the Indiana Department of Natural Resources (DNR) that certified floodplain manager is not required and trainings independent of this training can satisfy the new requirements.

**3. Staff Evaluations**

Stephen Elkins stated in the Rules of Procedure that all employees of the Area Plan Commission are required to be reviewed annually. Performance reviews in the past have not been done, so going forward the County Council will likely require some type of evaluation when it comes to potential raises.

Stephen Elkins completed evaluations for Ashley Elliott (Administrative Assistant) and Kerby Britton (Building Inspector) reviews. The Executive Committee (President, Vice-President, and Executive Chairman) are tasked to complete Stephen’s review.

**4. Comprehensive Plan**

Stephen Elkins mentioned the Comprehensive Plan and that it was last adopted January 23, 2009, by the Commissioner’s, when standard practice is to update it every 5 years. The Area Plan Commission expressed interest in a joint workshop with the County Commissioners and County Council, and Stephen Elkins was tasked with setting up the workshop.

With no further business, Jay Schaumberg made a motion to adjourn at 8:11pm.

Dustin Plunkett seconded the motion. Motion carried 7-0.