

Agenda
GOSHEN PLAN COMMISSION
Tuesday, June 17, 2025, 4:00 pm
Council Chambers, 111 E. Jefferson Street, Goshen, Indiana

****Please turn off all cell phones****

- I. Roll Call
- II. 2025 Plan Commission Appointments
 - *Annual Appointment by the Board of Public Works & Safety*
- III. Approval of Minutes from 5/20/25
- IV. Filing of Zoning/Subdivision Ordinances and Official Staff Reports into Record
- V. Postponements/Withdrawals
- VI. **PUD Major Change & PUD Preliminary Site Plan Approval** (public hearing items)
25-01MA – Meijer Stores Limited Partnership, First Federal Savings Bank, and Abonmarche request a PUD major change and PUD preliminary site plan approval to permit a bank with drive-through on an undeclared outlot. The outlot is proposed without street frontage and with access via easements. The proposed outlot is part of the subject property generally located at 4522 Elkhart Road, Lot 1 of Meijer Subdivision, and is zoned Commercial B-3PUD (Planned Unit Development), part of the Meijer PUD.
- VII. **Commitment Modification** (public hearing)
25-01CM – NRG Holdings, LLC, Burton's Laundry, and Ancon Construction request a modification to a Plan Commission Written Commitment to allow a reduction in the required on-site parking for a proposed laundromat, where the Written Commitment requires on-site parking meeting the Zoning Ordinance requirements. The subject property is generally located at 301 W Pike Street and is zoned Commercial B-2 District.
- VIII. **PUD Major Change** (public hearing)
25-02MA – Ryan's Place, Inc., and SignArt, Inc., request a PUD major change to approve an illuminated monument sign, where sign illumination (internal and external) is prohibited adjacent to residential use/zoning, and where the approved PUD site plan was submitted with no sign illumination. The subject property is generally located at 1566 Regent Street and is zoned Commercial B-4PUD (Planned Unit Development), part of Waterford Commons PUD.
- IX. Audience Items
- X. Staff/Board Items
 - Unified Development Ordinance Initiative
 - Resolution 2025-PC01, Resolution of the Goshen Plan Commission Adopting a Policy to Provide Public Notice of Meetings
 - Resolution 2025-PC02, Resolution of the Goshen Plan Commission Adopting an Electronic Meetings Policy to Allow Members of the Plan Commission to Participate in Meetings by an Electronic Means of Communication
- XI. Adjournment

Minutes - Goshen Plan Commission
Tuesday, May 20, 2025 - 4:00 pm
Council Chambers, 111 E. Jefferson Street
Goshen, Indiana

I. The meeting was called to order with the following members present: Richard Worsham, Tom Holtzinger, Hesston Lauver, Doug Nisley, Aracelia Manriquez, and Dustin Sailor. Also present were Assistant City Planner Rossa Deegan and Assistant City Attorney James Kolbus. Absent: Rolando Ortiz and James Wellington

II. 2025 Plan Commission Appointments

- *Richard Worsham - Citizen Appointment by Mayor, Appointed 2/26/25 for 4-year term 1/1/25-12/31/28*
- *Dustin Sailor – City Civil Engineer, ongoing appointment*
- *Vacant - Annual Appointment by the Board of Public Works & Safety*

Mr. Deegan explained that Richard Worsham's appointment is to replace Caleb Morris and that we're still waiting on the Board of Works appointment. Dustin Sailor, City Civil Engineer, is an ongoing appointment.

Mr. Worsham noted that the vacant Board of Public Works & Safety appointment was his previous position.

III. Approval of Minutes from 1/21/25 – Nisley/Holtzinger 6-0

IV. Postponements/Withdrawals – None

V. Audience Items - None

VI. Staff/Board Items

- Order of the Goshen Plan Commission Determining that Resolutions Amending Certain Declaratory Resolutions Approved and Adopted by the Goshen Redevelopment Commission Conform to the Comprehensive Plan of the City of Goshen and Approving Said Amending Declaratory Resolutions

Mr. Deegan stated the Redevelopment Commission recently adopted four resolutions that make changes to three different TIF districts. The three districts are the Southeast Consolidated Area, the River Race/US 33 Consolidated Area, and the Lippert/Dierdorff Area. These are adding revenue expenditures, changing expiration dates, and a couple of the TIF areas are expanding slightly. He explained the Comprehensive Plan, enacted by the Plan Commission, is a document that the TIF areas should support and approval today will confirm that the three TIF districts still support the comprehensive plan. He went on to explain that these are still TIF areas that are developing public infrastructure. They're installing water mains, sewer mains, sidewalks, etc. He also pointed out that in the Economic Development section of the comprehensive plan, they are providing essential infrastructure to facilitate economic growth. Under the Community Services & Facilities section, he noted they are maintaining and upgrading existing utility infrastructure. He went on to say these TIF districts are still supporting multiple areas. He noted that Staff from Redevelopment is not present.

Mr. Nisley stated that if it weren't for Redevelopment, the City wouldn't be where we are with some of

the projects and growth. Goshen has operated their redevelopment well and has been very beneficial to the City.

Action:

A motion was made and seconded, Nisley/Holtzinger, to approve the *Order of the Goshen Plan Commission Determining that Resolutions Amending Certain Declaratory Resolutions Approved and Adopted by the Goshen Redevelopment Commission Conform to the Comprehensive Plan of the City of Goshen and Approving Said Amending Declaratory Resolutions*. The motion passed unanimously by a vote of 6-0.

- Mr. Deegan noted for the record that a signed residency form has been received from Richard Worsham.
- Mayor Leichty asked if the electronic meeting policy would be discussed at today's meeting. Mr. Deegan stated that it is not on the agenda.

XI. Adjournment – 4:09 pm Nisley/Holtzinger

Respectfully Submitted:

Lori Lipscomb, Recording Secretary

Approved By:

Richard Worsham, President

Tom Holtzinger, Secretary

To: Goshen City Plan Commission/Goshen Common Council
From: Rhonda L. Yoder, Planning & Zoning Administrator
Subject: 25-01MA, PUD Major Change & PUD Preliminary Site Plan Approval
4522 Elkhart Road, Lot 1 of Meijer Subdivision, Meijer PUD
Date: June 17, 2025

ANALYSIS

Meijer Stores Limited Partnership, First Federal Savings Bank, and Abonmarche request a PUD major change and PUD preliminary site plan approval to permit a bank with drive-through on an undeclared outlot. The outlot is proposed without street frontage and with access via easements. The proposed outlot is part of the subject property generally located at 4522 Elkhart Road, Lot 1 of Meijer Subdivision, and is zoned Commercial B-3PUD (Planned Unit Development), part of the Meijer PUD.

The Meijer PUD was established in September 1990 by Ordinance PC 90-41, while under the jurisdiction of Elkhart County. The property was annexed into the City of Goshen in January 1996. The 1990 PUD plan (copy attached) did not include outlots, and all outlots (Wendy's, Goshen Village Shoppes, IHOP, and Taco Bell) have been approved as major changes to the PUD, in June 2003, January 2004, November 2004, and April 2015. The current request is to allow development of a bank with drive-through on an undeclared outlot.

When a PUD is developed, it contains specific use and developmental requirements that are in addition to, or in place of, the underlying zoning district requirements. A PUD is always tied to a site plan, with a PUD preliminary site plan adopted when a PUD is established or modified, and a detailed PUD final site plan reviewed as development occurs. Changes to a PUD are defined by the Zoning Ordinance and may be minor or major. Major changes include those that change use, character or intensity of the development, and those that increase traffic or utility issues, reduce parking, or encroach into required setbacks. Changing stated conditions of a PUD are also typically major changes. PUD major changes and PUD preliminary site plans require review to amend the PUD ordinance and site plan, as a public hearing at Plan Commission, with final approval by Council. As a PUD develops, the original PUD conditions remain in place unless specifically changed. A PUD is intended to provide unified development, streamline the review process, and provide flexibility based on specific site conditions.

Developmental Requirements

Frontage & Access. The current outlot is proposed from within Lot 1 of Meijer Subdivision and is proposed without street frontage and with access via easements. As proposed, the outlot is consistent with a similar lot of Goshen Village Shoppes. The final design is subject to review by all City departments, to ensure safe access and maneuvering.

Lot Size, Lot Width, Building Height, Building Coverage & Setbacks. PUD districts do not require specific standards for lot size, lot width, building height, building coverage and setbacks, but there are practical factors which impact the location and size of structures, including the location of utilities, vehicle maneuvering, and space for landscaping. The proposed lot size, lot width, setbacks and building coverage must ensure adequate space to meet all other developmental requirements, such as landscaping and parking, and to maintain access for all services (fire protection, utilities, trash collection, for example).

Parking. According to preliminary plan General Notes, on-site parking will be provided to meet Zoning Ordinance requirements, with 26 spaces provided for the bank, where 13 are required, and with 902 spaces provided for the Meijer store, where 498 are required. The preliminary plan also shows the required five stacking spaces for each drive-through service for the bank.

Signs. According to preliminary plan General Notes, "the site will have one freestanding monument sign, one illuminated building sign above north entry, and one non-illuminated building sign on the east side of the building. The monument sign will be no taller than 7' and not longer than 8'. Both building signs will be 55 SFT in area." Based on the description, the monument sign appears to meet Zoning Ordinance requirements, but the wall signs cannot be evaluated as sign details

and building/façade details were not provided. All signs, including wall signs, should meet Zoning Ordinance requirements, and the allowed wall sign area will be determined by the signable wall area that is provided on the building façade where each sign is located.

Landscaping. According to preliminary plan General Notes, “landscaping to be in accordance with the City of Goshen Zoning Ordinance,” but no details were provided for review. Required landscaping will include landscaped area for the freestanding sign and street trees. Because there are no public streets, the required street trees should be calculated using the lot line length adjacent to grass areas, using spacing of 50 feet (to calculate the number of required trees), and with large species and diverse species (minimum of three different species) required. Based on the preliminary plan, street trees would be required as follows:

- North Lot Line – 1 large tree (apx 70’ lot line length adjacent to grass)
- East Lot Line – 4 large trees (apx 205’ lot line length adjacent to grass)
- South Lot Line – 2 large trees (apx 95’ lot line length adjacent to grass)
- West Lot Line – 6 large trees (apx 321’ lot line length adjacent to grass)

Lighting. According to preliminary plan General Notes, “the proposed site will have 20’ tall light poles with downward lighting,” which is consistent with typical PUD standards that require lighting to be designed and installed to be directed down and away from adjacent properties. In this case there are no adjacent residential properties, so no photometric plan will be required.

PUD Preliminary Site Plan

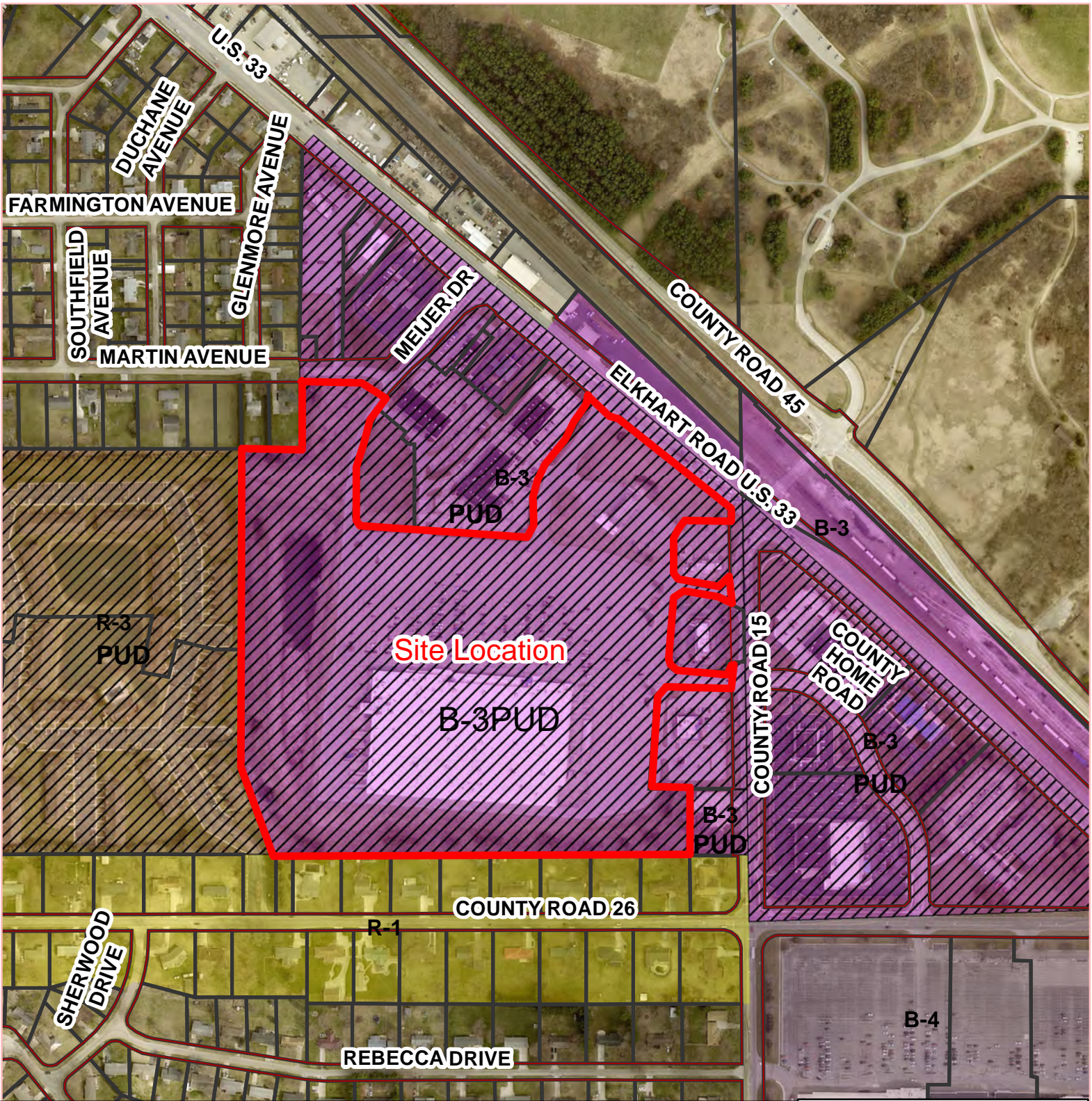
The PUD preliminary site plan submitted for Lot 1 of Meijer Subdivision is *PUD Preliminary Site Plan, Amendment to Meijer PUD, Sheets 1 and 2*, prepared by Abonmarche and dated 6/01/25. PUD preliminary site plan approval is a conceptual site plan approval, and PUD final site plan review, including a detailed landscape plan, is required, submitted as part of the City's administrative site plan review process, Technical Review, and may be reviewed by Staff on behalf of the Plan Commission. In this case, PUD final site plan review will require two site plans, one for the proposed outlot, and one for the modified Meijer site, including review of the relocated horse shelter, which was approved as a PUD minor change in November 2010.

If the PUD major change is approved, subdivision approval will be required to create the outlot and establish the remainder of Lot 1 of Meijer Subdivision.

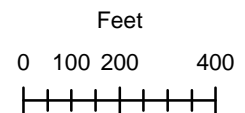
RECOMMENDATIONS

Staff recommends Plan Commission forward a favorable recommendation to Goshen Common Council, and Goshen Common Council approve a major change to a previously approved PUD (Planned Unit Development) to permit a bank with drive-through on an undeclared outlot, and to approve the PUD preliminary site plan, based upon the following and with the following conditions:

1. The proposed outlot development for a bank with drive-through is consistent with the overall Meijer PUD and prior outlot approvals.
2. The proposed outlot is approved without street frontage and with access via easements.
3. The approved preliminary site plan is *PUD Preliminary Site Plan, Amendment to Meijer PUD, Sheets 1 and 2*, prepared by Abonmarche and dated 6/01/25, subject to final review by all City departments.
4. Signs shall meet Zoning Ordinance requirements, with one freestanding monument sign permitted and with allowed wall sign area determined by the signable wall area on the building façade where each sign is located.
5. Landscaping shall meet Zoning Ordinance requirements, including landscaped area for the freestanding sign and street trees. The number of required street trees will be calculated using the lot line length adjacent to grass areas and spacing of 50 feet, with large species and diverse species (minimum of three different species) required.
6. Subdivision approval shall occur, with a recorded plat on file, before a zoning clearance/building permit is issued.
7. PUD final site plans, including a detailed landscape plan, shall be submitted for the outlot and for the modified Meijer site and approved before a zoning clearance form/building permit is issued, and may be reviewed by Staff on behalf of Plan Commission.
8. Site plan approval by Goshen City Engineering is required for site drainage, post construction, site utilities and right-of-way access, as applicable, before a zoning clearance/building permit is issued.



The City of Goshen's Digital Data is the property of the City of Goshen and Elkhart County, Indiana. All graphic data supplied by the city and county has been derived from public records that are constantly undergoing change and is not warranted for content or accuracy. The city and county do not guarantee the positional or thematic accuracy of the data. The cartographic digital files are not a legal representation of any of the features depicted, and the city and county disclaim any assumption of the legal status they represent. Any implied warranties, including warranties of merchantability or fitness for a particular purpose, shall be expressly excluded. The data represents an actual reproduction of data contained in the city's or county's computer files. This data may be incomplete or inaccurate, and is subject to modifications and changes. City of Goshen and Elkhart County cannot be held liable for errors or omissions in the data. The recipient's use and reliance upon such data is at the recipient's risk. By using this data, the recipient agrees to protect, hold harmless and indemnify the City of Goshen and Elkhart County and its employees and officers. This indemnity covers reasonable attorney fees and all court costs associated with the defense of the city and county arising out of this disclaimer.



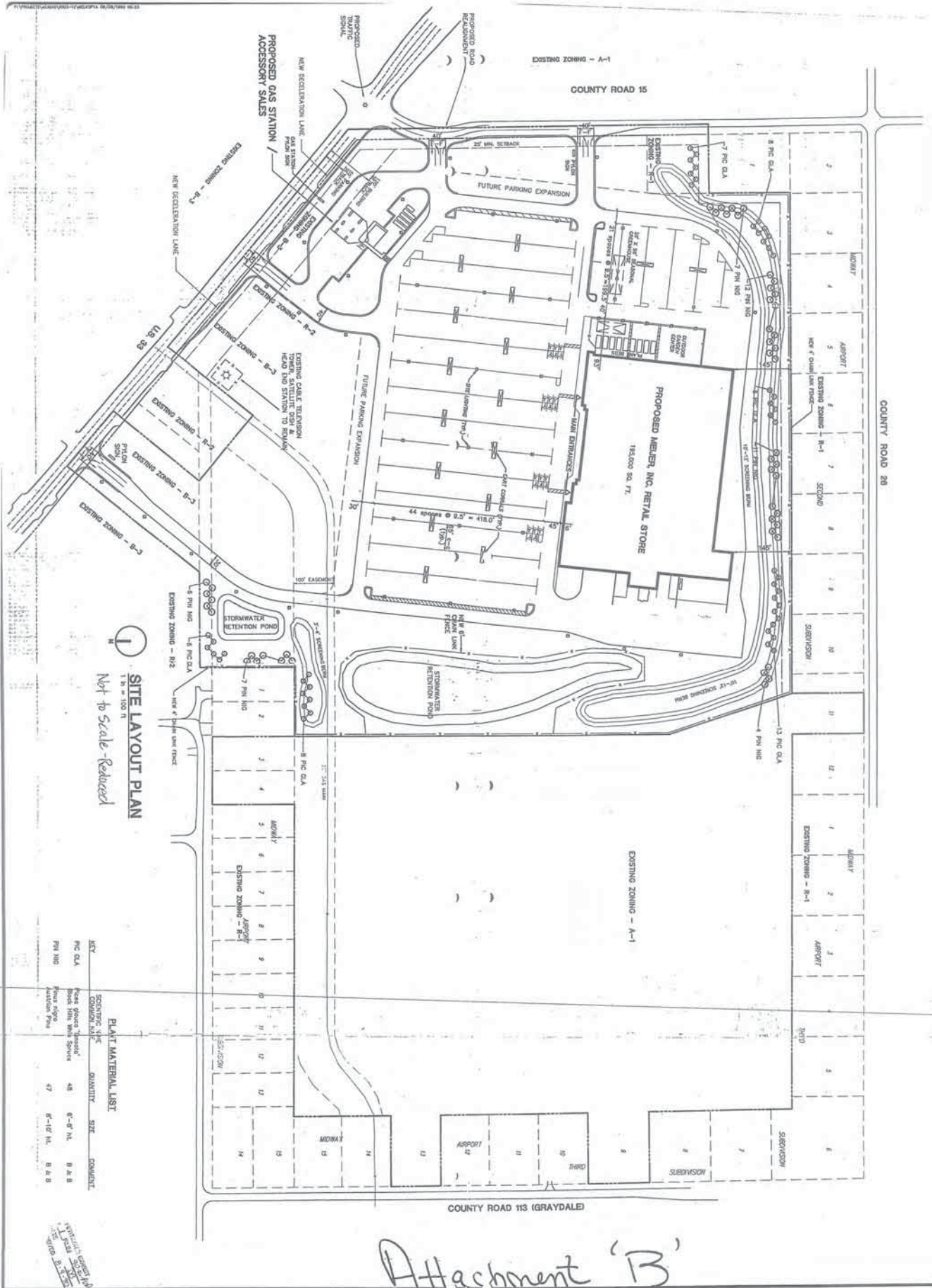
1 inch = 400 feet

4522 Elkhart Road

2023 Aerial
Printed May 30, 2025

The City of Goshen
Department of
Planning & Zoning

204 East Jefferson Street, Goshen, Indiana 46528
Phone: 574-534-3600 Fax: 574-533-8626



SITE LAYOUT PLAN
1" = 100' H
Not to Scale - Reduced

PLANT MATERIAL LIST

KEY	SCULPTURE	QUANTITY	SIZE	COMMENT
PC CL A	Small White Sculpture	48	6"-8" H.	B & B
PC CL B	Small White Sculpture	47	8"-10" H.	B & B

Attachment 'B'

SP-1A DRAWING NUMBER DATE: 8-6-90 FILE NO: 9003-13 DRAWN BY: DCM CHECKED BY: CDS EXAMINED BY:	PROGRESSIVE ARCHITECTS ENGINEERS PLANNERS 2942 Fuller Avenue, NE Grand Rapids, MI 49505 616 361-2664 800 358-5300	MEIJER MEIJER, INC. 2929 WALKER AVE., N.W. GRAND RAPIDS, MICHIGAN 49504
	PROPOSED STORE MEIJER, INCORPORATED ELKHART COUNTY, INDIANA SITE LAYOUT PLAN	

BASIS OF BEARING:
STATE PLANE GRID NORTH, NAD 83 (2011),
GEOD 12A, INDIANA EAST ZONE.

TIED BY GPS TO I.D.O.T. VRS

LEGEND:

- EXISTING STONE R/W MARKER
- EXISTING IRON PIN FOUND AS NOTED
- EXISTING MAG NAIL FOUND AS NOTED
- ⊙ 5/8" X 30" REBAR WITH CAP "MULLANEY LS21100013" SET
- P/L — EXISTING PROPERTY LINE
- R/W — EXISTING RIGHT OF WAY LINE
- L/A R/W — EXISTING LIMITED ACCESS RIGHT OF WAY LINE
- C/L — EXISTING CENTER LINE
- P.O.C. POINT OF COMMENCEMENT
- T.P.O.B. TRUE POINT OF BEGINNING

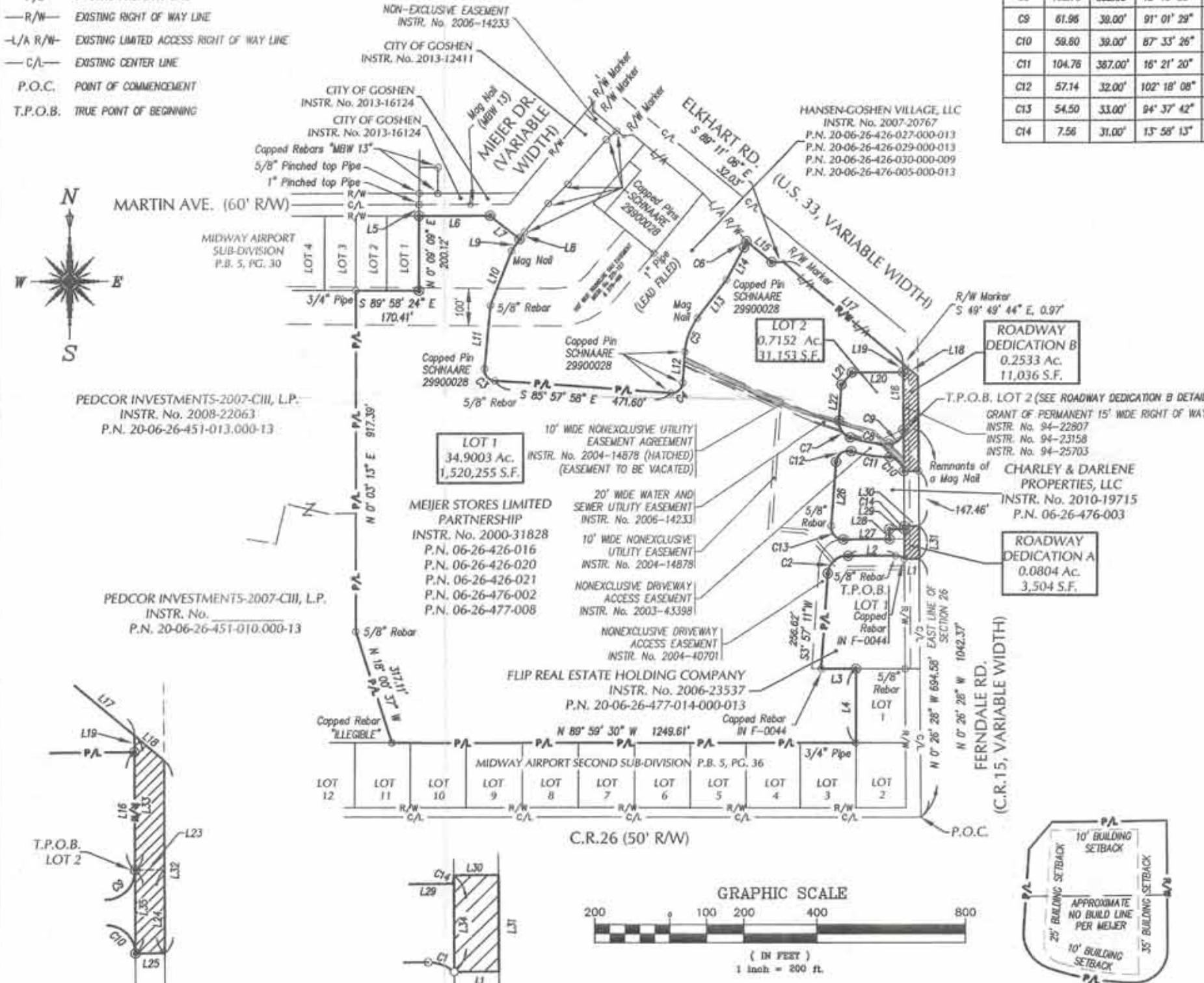
MEIJER SUBDIVISION

PART OF SECTION 26, T 37 N, R 5 E

CITY OF GOSHEN

COUNTY OF ELKHART

STATE OF INDIANA



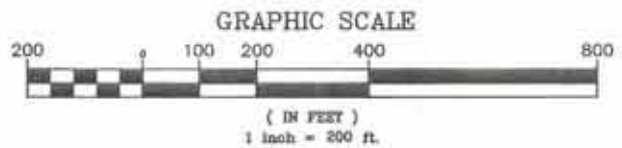
CURVE DATA						
CURVE	LENGTH	RADIUS	DELTA	TANGENT	CHORD	CHORD DIRECTION
C1	25.58	35.00'	41° 52' 36"	13.39'	25.02'	N 69° 28' 38" W
C2	80.03	50.00'	91° 42' 28"	51.51'	71.76'	S 49° 48' 25" W
C3	47.77	30.00'	91° 14' 28"	30.66'	42.88'	S 40° 21' 01" E
C4	47.13	30.00'	90° 00' 35"	30.01'	42.43'	N 49° 02' 06" E
C5	99.21	170.00'	33° 26' 16"	51.06'	97.81'	N 20° 45' 21" E
C6	18.14	64.02'	16° 14' 10"	9.13'	18.08'	N 20° 16' 52" E
C7	58.87	45.00'	74° 57' 22"	34.50'	54.76'	S 33° 40' 58" E
C8	105.78	332.00'	18° 15' 20"	53.34'	105.33'	S 80° 17' 19" E
C9	61.96	38.00'	91° 01' 29"	39.70'	55.65'	N 45° 04' 17" E
C10	58.80	38.00'	87° 33' 26"	37.37'	53.97'	N 44° 37' 00" W
C11	104.76	367.00'	16° 21' 20"	52.74'	104.41'	N 81° 39' 46" W
C12	57.14	32.00'	102° 18' 08"	39.73'	49.84'	S 55° 21' 50" W
C13	54.50	33.00'	94° 37' 42"	35.78'	48.52'	S 43° 06' 05" E
C14	7.56	31.00'	13° 58' 13"	3.80'	7.54'	N 8° 32' 49" E

LINE DATA		
LINE	LENGTH	DIRECTION
L1	40.00'	S 89° 35' 04" W
L2	127.54'	S 89° 35' 04" W
L3	93.89'	N 89° 57' 29" E
L4	200.29'	S 0° 01' 48" E
L5	30.00'	N 0° 09' 09" E
L6	190.93'	N 89° 49' 21" E
L7	101.48'	S 50° 58' 45" E
L8	23.70'	N 34° 41' 34" E
L9	37.62'	S 34° 41' 34" W
L10	155.78'	S 21° 26' 14" W
L11	172.15'	S 5° 16' 30" W
L12	83.55'	N 4° 02' 11" E
L13	128.40'	N 37° 28' 32" E
L14	98.85'	N 28° 24' 03" E
L15	88.02'	S 50° 30' 41" E
L16	157.71'	N 0° 26' 28" W
L17	422.62'	S 49° 56' 59" E
L18	52.89'	N 49° 49' 44" W
L19	22.59'	S 0° 26' 28" E
L20	138.05'	S 89° 33' 32" W
L21	42.96'	S 40° 10' 16" W
L22	100.00'	S 3° 47' 43" W
L23	40.00'	N 89° 33' 32" E
L24	112.73'	S 0° 26' 28" E
L25	40.00'	S 89° 33' 32" W
L26	173.60'	S 4° 12' 46" W
L27	123.75'	N 89° 35' 04" E
L28	27.19'	N 0° 26' 28" W
L29	38.56'	N 89° 33' 32" E
L30	40.00'	N 89° 33' 32" E
L31	87.60'	S 0° 26' 28" E
L32	258.74'	S 0° 26' 28" E
L33	180.31'	N 0° 26' 28" W
L34	87.58'	S 0° 26' 28" E
L35	112.73'	S 0° 26' 28" E

ROADWAY DEDICATION B DETAIL
NOT SCALE

ROADWAY DEDICATION A DETAIL
NOT SCALE

LOT 2 SETBACK DETAIL
NOT SCALE



526 South Main Street, Suite 2533
Akron OH 44311
330.572.2100 Fax 330.572.2101

ELKHART RD. & FERNDAL RD.
GOSHEN, INDIANA 46526

ISSUED FOR:	
PERMIT	-
BID	-
CONSTRUCTION	-
RECORD	-
PROJECT MANAGER	DESIGNER
SLM	JEK

JOB NO.
2014088.72

Drawing Name: C:\2014\2014088.72 - Goshen, IN (Elkhart Rd) Survey\2014088.72 Lot Split And Dedication Pl.dwg
February 21, 2012 - Jhaines

MARTIN AVE. (60' R/W)
MIDWAY AIRPORT SUBDIVISION
(PLAT BOOK 5, PG 30)

AMENDMENT TO MEIJER PUD

LOT 1 OF MEIJER SUBDIVISION (PLAT BOOK 35, PAGE 88), A SUBDIVISION IN THE SOUTHEAST QUARTER OF SECTION 26, TOWNSHIP 37 NORTH, RANGE 5 EAST, CITY OF GOSHEN, CONCORD TOWNSHIP, ELKHART COUNTY, INDIANA
ADDRESS: 4522 ELKHART ROAD, ELKHART, IN 46517
TAX ID#: 20-06-26-476-008.000-013

GENERAL NOTES

ZONING
THE ZONING FOR THIS SITE IS PUD B-3.
MINIMUM LOT SIZE FOR B-3 IS 8,000 SF AND MINIMUM LOT WIDTH IS 80 FEET AT THE ESTABLISHED FRONT LOT LINE.

DENSITY
TOTAL PROJECT AREA = 34.9 ACRES±
AREA WITHIN PROPOSED LOT #3 = 1.15 ACRES±
AREA WITHIN REMAINDER OF LOT #1 = 33.75 ACRES±

SOILS
THIS SITE CONSISTS OF BAINTER SANDY LOAM, 0 TO 1% SLOPES (BaaA); BaaA SOILS ARE A WELL DRAINED SOIL WITH A PERMEABILITY RATE OF 2.00-6.00 INCHES/HR AT A DEPTH OF 0-54 INCHES. SEASONAL HIGH WATER TABLE IS GREATER THAN 80 INCHES AND URBAN LAND-BRISTOL COMPLEX, 0-1% SLOPES (UpdA). UpdA SOILS ARE AN EXCESSIVELY DRAINED SOIL WITH A PERMEABILITY RATE OF 6.00-20.00 INCHES/HR AT A DEPTH OF 0-55 INCHES. SEASONAL HIGH WATER TABLE IS GREATER THAN 80 INCHES.

THIS INFORMATION IS OBTAINED FROM THE SOIL SURVEY OF ELKHART COUNTY, INDIANA.

SANITARY SEWER AND WATER SUPPLY
EACH LOT TO HAVE SERVICE BY THE MUNICIPAL UTILITIES OF THE CITY OF GOSHEN.

STREETS
NO NEW STREETS ARE PROPOSED.

DRYWELLS
THIS PROJECT WILL NOT UTILIZE PROPOSED CLASS V INJECTIONS WELLS.

RESTRICTIONS
ADDITIONAL RESTRICTIONS SHALL BE PREPARED AND RECORDED SEPARATELY BY THE OWNER.

CONTOURS
CONTOURS ARE FROM SURVEY DATA AND BASED ON NAVD8S.

WELLHEAD PROTECTION AREA
PROJECT SITE IS NOT WITHIN THE CITY OF GOSHEN WELLHEAD PROTECTION AREA.

FLOOD NOTE
THE SUBJECT PARCEL DOES NOT LIE WITHIN 1% ANNUAL CHANCE FLOOD (SPECIAL FLOOD HAZARD AREA) AS SCALED AND DEPICTED ON THE FEMA/FIRM COMMUNITY PANEL NUMBER 18039C0143D, EFFECTIVE MAP DATE: AUGUST 2, 2011.

SETBACK NOTE
FRONT SETBACK - 120 FOOT BUILDING SETBACK FROM THE CENTERLINE OF ELKHART ROAD
25 FOOT BUILDING SETBACK ADJACENT TO MEIJER DRIVE/INTERNAL MEIJER ACCESS DRIVE
SIDE YARD SETBACK - 25 FEET
REAR YARD SETBACK - 25 FEET

PARKING & DRIVE AISLE SETBACKS
FRONT/CORNER SIDE YARDS - 35 FEET ALONG U.S. HWY 33;
10' ALONG MEIJER ACCESS DRIVES
SIDE AND REAR YARDS - 5'

PARKING CALCULATIONS:-

BANK LOT:
1 SPACE PER 2 EMPLOYEES ON PEAK SHIFT
12 EMPLOYEES x (1 SPACE PER 2 EMPLOYEES) = 6 SPACES
1 SPACE PER 400 SFT OF OFFICE SPACE
2,670 SFT OFFICE SPACE x (1 SPACE PER 400 SFT) = 7 SPACES

PROVIDED PARKING: 26 SPACES (INCLUDES 2 ADA SPACES)

MEIJER LOT:
1 SPACE PER 2 EMPLOYEES ON PEAK SHIFT
200 EMPLOYEES x (1 SPACE PER 2 EMPLOYEES) = 100 SPACES
1 SPACE PER 400 SFT OF DISPLAY/SALES AREA
159,200 SFT SALES AREA x (1 SPACE PER 400 SFT) = 398 SPACES

PROVIDED PARKING: 902 SPACES (INCLUDES 24 ADA SPACES) (MEIJER PARKING LOT)
13 SPACES (INCLUDING 1 ADA SPACE) (MEIJER GAS STATION)

LIGHTING

THE PROPOSED SITE WILL HAVE 20' TALL LIGHT POLES WITH DOWNWARD LIGHTING

SIGNAGE

THE SITE WILL HAVE ONE FREESTANDING MONUMENT SIGN, ONE ILLUMINATED BUILDING SIGN ABOVE NORTH ENTRY, AND ONE NON-ILLUMINATED BUILDING SIGN ON THE EAST SIDE OF THE BUILDING. THE MONUMENT SIGN WILL BE NO TALLER THAN 7' AND NO LONGER 8'. BOTH BUILDING SIGNS WILL BE 55 SFT IN AREA.

LANDSCAPING

LANDSCAPING TO BE IN ACCORDANCE WITH THE CITY OF GOSHEN ZONING ORDINANCE.

BLANKET EASEMENTS & RESTRICTIONS AND/OR ORDINANCES

EASEMENTS, DECLARATION OF RESTRICTIONS AND/OR ORDINANCES ASSOCIATED WITH THE SUBJECT PARCEL THAT ARE BLANKET IN NATURE ARE AS FOLLOWS:

A) EASEMENT & ASSOCIATED RIGHTS GRANTED TO INDIANA & MICHIGAN ELECTRIC COMPANY BY MIDWAY MOTOR & AIRCRAFT, INC. IN DEED RECORD 198, PAGE 367.

B) TERMS AND PROVISIONS OF THE MUNICIPAL SANITARY SEWER & WATER SERVICES AGREEMENT BY AND AMONG THE CITY OF GOSHEN, INDIANA AND ITS BOARD OF PUBLIC WORKS AND SAFETY; MEIJER REALTY COMPANY AND THE COUNTY OF ELKHART IN INSTRUMENT #91-012498.

C) TERMS AND PROVISIONS OF DECLARATION OF RESTRICTIONS BY AND BETWEEN MEIJER STORES LIMITED PARTNERSHIP AND GOSHEN VILLAGE SHOPS, LLC IN INSTRUMENT #2004-14877; AS AMENDED BY FIRST AMENDMENT OF DECLARATION OF RESTRICTIONS IN INSTRUMENT #2007-17870.

D) TERMS AND PROVISIONS OF ORDINANCE NO. PC02-12 ADOPTED MARCH 18, 2002 BY THE BOARD OF COUNTY COMMISSIONERS FOR ELKHART COUNTY, INDIANA IN INSTRUMENT #2002-33140.

E) USE RESTRICTIONS CONTAINED IN CORPORATE WARRANTY DEED FROM MFB FINANCIAL TO GOSHEN VILLAGE SHOPS, LLC IN INSTRUMENT #2005-24766.

F) RESTRICTIONS AND ANY OTHER TERMS, COVENANTS AND CONDITIONS DISCLOSED BY DECLARATION OF RESTRICTIONS IN INSTRUMENT #96-013338.

G) TERMS AND PROVISIONS OF FIRST AMENDMENT TO DECLARATION OF RESTRICTIONS IN INSTRUMENT #2007-22212.

H) RESTRICTIONS AND ANY OTHER TERMS, COVENANTS AND CONDITIONS DISCLOSED BY DECLARATION OF RESTRICTIONS IN INSTRUMENT #2004-40699.

I) TERMS, CONDITIONS AND PROVISIONS OF ORDINANCE NO. 3677 ENTITLED (AN ORDINANCE ANNEXING CERTAIN TERRITORY TO THE CITY OF GOSHEN, INDIANA) IN INSTRUMENT #96-002078.

J) TERMS, PROVISIONS, CONDITIONS, RESTRICTIONS AND CONDITIONS CONTAINED IN WARRANTY DEED FROM MEIJER STORES LIMITED PARTNERSHIP (GRANTOR) TO GOSHEN VILLAGE SHOPS, LLC (GRANTEE) IN INSTRUMENT #2004-14878 AND AMENDED BY FIRST AMENDMENT TO UTILITY EASEMENT IN INSTRUMENT #2006-34411.

DRAINAGE AGREEMENT
DRAINAGE AGREEMENTS BETWEEN LOTS 1, 2 AND PROPOSED LOT 3 TO BE RECORDED BEFORE THE SECONDARY PLAT IS RECORDED.

ACCESS AGREEMENT
ACCESS EASEMENTS AND RESTRICTIONS AGREEMENTS BETWEEN LOTS 1, 2 AND PROPOSED LOT 3 TO BE RECORDED BEFORE THE SECONDARY PLAT IS RECORDED.

UTILITY AGREEMENT
UTILITY AGREEMENTS BETWEEN LOTS 1, 2 AND PROPOSED LOT 3 TO BE RECORDED BEFORE THE SECONDARY PLAT IS RECORDED.

LEGEND

- CP#1 CONTROL POINT
- TBM "A" TEMPORARY BENCHMARK
- FCI FOUND CAPPED IRON
- FP FOUND IRON PIPE
- FR FOUND IRON ROD
- FX FOUND "X"
- FPP FOUND PINCHTOP IRON PIPE
- RW FOUND R/W MONUMENT
- FMAG FOUND MAG NAIL
- DECIDUOUS TREE
- BUSH
- TRAFFIC SIGN
- SIGN
- LP LIGHT POLE
- PPID POWER POLE W/ DROP
- GUY ANCHOR
- UP/IFMR UTILITY POLE W/ TRANSFORMER
- CO SANITARY CLEANOUT
- CB CATCH BASIN
- CBH CURB CATCH BASIN
- MH MANHOLE
- STMH STORM MANHOLE
- FDC FIRE DEPARTMENT CONNECTION
- CS FIRE HYDRANT
- WCS WATER CURB STOP
- WV WATER VALVE
- BOLLARD
- FO FIBER OPTIC MARKER
- GAS MARKER
- GAS METER
- TELEPHONE PEDESTAL
- HH HAND HOLE
- SMH SANITARY MANHOLE
- ADA PARKING SPACE
- EXISTING GROUND CONTOURS
- BODY OF WATER
- OHE OVERHEAD ELECTRIC
- EL BURIED ELECTRIC
- W WATER MAIN
- CHAINLINK FENCE
- SS SANITARY SEWER LINE
- SSW STORM SEWER
- PROPOSED NEW ASPH. PAVEMENT

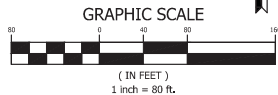
BENCHMARKS

No.	Description	Elevation
TBM "A"	"SQUARE" CUT W. SIDE OF LIGHT POLE BASE @ SW CORNER OF WENDY'S	783.47'
TBM "B"	"X" CUT IN NE BOLT OF FIRE HYDRANT ON S. SIDE OF GAS STATION	780.32'
TBM "C"	"SQUARE" CUT IN SW CORNER OF TRANSFORMER CONCRETE PAD	780.58'
TBM "D"	"X" CUT IN NW BOLT OF FIRE HYDRANT @ NW CORNER OF MEIJER BUILDING	780.79'
TBM "E"	"X" CUT IN NE BOLT OF FIRE HYDRANT ON SE SIDE OF MEIJER BUILDING	782.66'

PREPARED BY
ABONMARCHÉ CONSULTANTS, INC.
303 RIVER RACE DRIVE, UNIT 206
GOSHEN, IN 46526
PHONE: (574) 533-9913
FAX: (574) 533-9911

OWNER
MEIJER STORES LIMITED PARTNERSHIP
2929 WALKER AVENUE NW
GRAND RAPIDS, MI 49544-6402

DEVELOPER
FIRST FEDERAL SAVINGS BANK
301 EAST 9TH STREET
ROCHESTER, IN 46755-1617



NO.	2	ADDED STACKING SPACES FOR DRIVE THROUGH & CORRECTED PARKING CALCULATIONS	TRM/RDM	6/01/25
NO.	1	ADDED TEXT TO IDENTIFY NEW PARKING LOT ISLANDS & ADJUSTED ADDL TEXT	TRM	5/29/25

AMENDMENT TO MEIJER PUD

PUD PRELIMINARY SITE PLAN

SHEET TITLE:

DRAWN BY:

RDM

DESIGNED BY:

RDM

PM REVIEW:

BEM

QA/QC REVIEW:

BEM

DATE:

05-28-2025

SEAL:

SIGNATURE:

DATE:

SCALE:

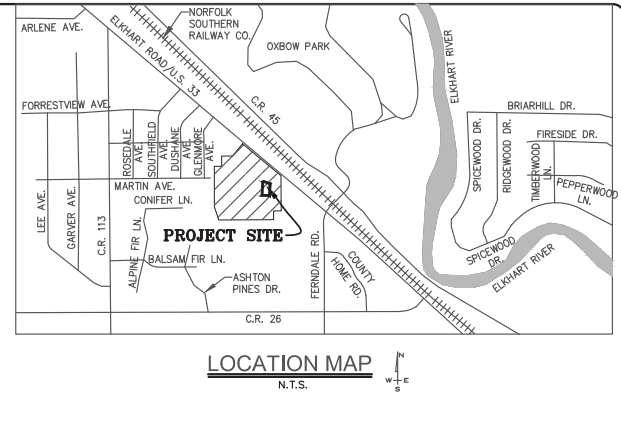
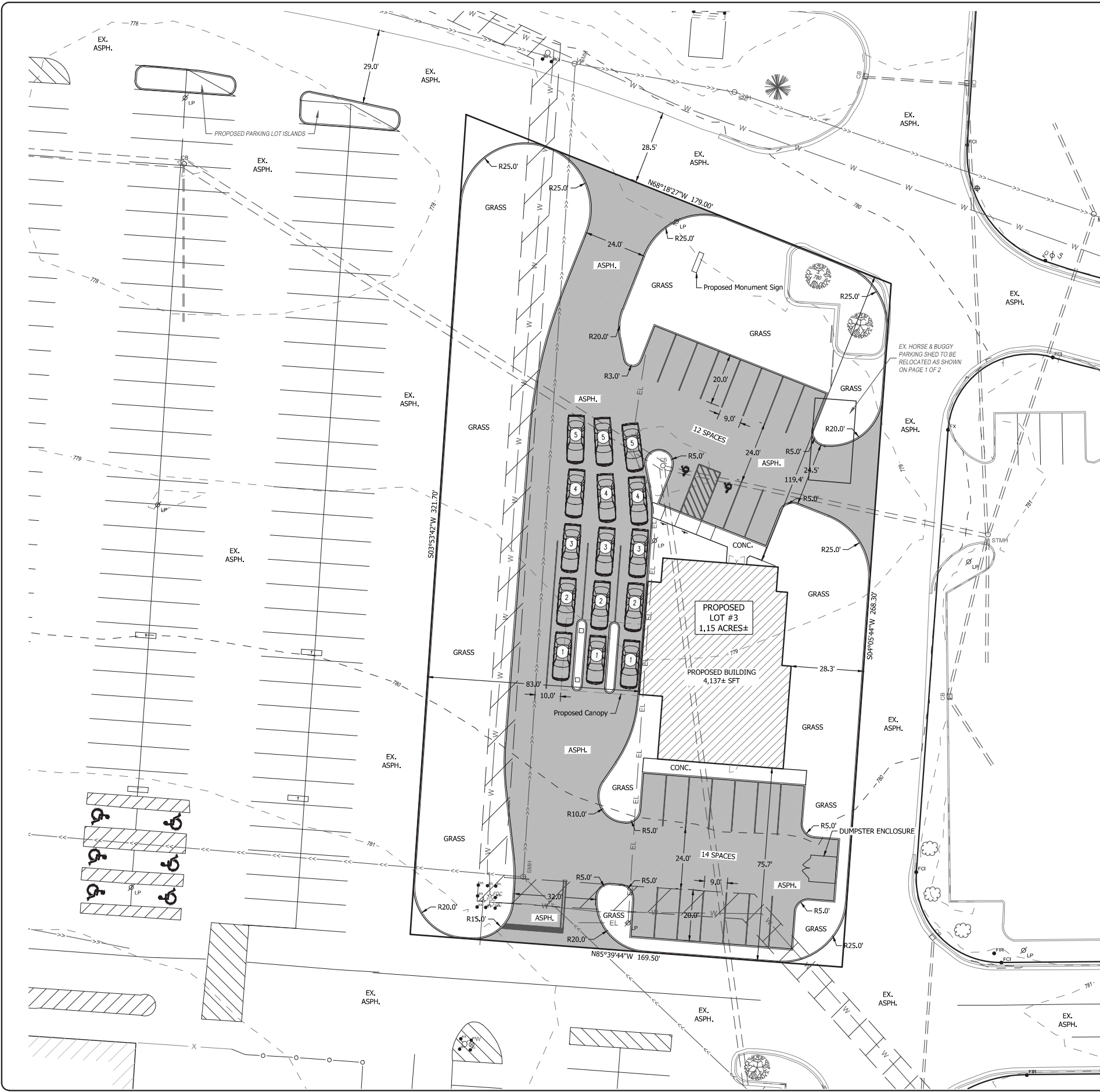
1" = 80'

ACT JOB #

25-0388

SHEET NO.

1 of 2



ABONMARCHÉ

Valparaiso
Hobart
South Bend
Kokomo
Crown Point
Lafayette
Grand Rapids

303 River Race Drive, Unit 206
Goshen, IN 46526
774.533.9713
abonmarche.com

Engineering Architecture Land Surveying

PROJECT:

AMENDMENT TO MEIJER PUD
GOSHEN, INDIANA

SHEET TITLE:

PUD PRELIMINARY SITE PLAN

DRAWN BY: **RDM**

DESIGNED BY: **RDM**

PM REVIEW: **BEM**

QA/QC REVIEW: **BEM**

DATE: **05-28-2025**

SEAL:

SIGNATURE: _____

DATE: _____

SCALE: **1" = 20'**

ACT JOB # **25-0388**

SHEET NO. **2 of 2**

NO. 2	ADDED STACKING SPACES FOR DRIVE THROUGH & CORRECTED PARKING CALCULATIONS	TRM/RDM	6/01/25
NO. 1	ADDED TEXT TO IDENTIFY NEW PARKING LOT ISLANDS & ADJUSTED ADDL TEXT	TRM	5/29/25

To: Goshen City Plan Commission
From: Rhonda L. Yoder, Planning & Zoning Administrator
Subject: 25-01CM – Commitment Modification
301 W Pike Street (*eight tax parcels*)
Date: June 17, 2025

ANALYSIS

NRG Holdings, LLC, Burton's Laundry, and Ancon Construction request a modification to a Plan Commission Written Commitment to allow a reduction in the required on-site parking for a proposed laundromat, where the Written Commitment requires on-site parking meeting the Zoning Ordinance requirements. The subject property is generally located at 301 W Pike Street and is zoned Commercial B-2 District.

The subject property is currently eight vacant tax parcels under single ownership, rezoned to B-2 District (Central Business District) in 2020, with the rezoning including a Plan Commission Written Commitment that established four commitments as a condition of the rezoning (copy enclosed). Modification of the Written Commitment requires a public hearing at the Plan Commission.

The rezoning to B-2 District matched the adjacent B-2 zoning on the south side of Pike Street, and allows development with minimal setbacks, which is consistent with existing area neighborhood commercial development. Because this B-2 location is on the periphery of the downtown Central Business District, the commitments were established to ensure impacts on the adjacent residential neighborhood are kept to a minimum.

For example, the B-2 District anticipates the availability of municipal parking lots to meet parking requirements for commercial uses, but there is no municipal parking lot near the subject property and there is limited on street parking, so the Written Commitment required that uses provide on-site parking meeting Zoning Ordinance requirements.

The subject property is to be developed as a single zoning lot, and the current proposed use is a laundromat and associated parking. Goshen Zoning Ordinance requires laundromat parking at three spaces, plus one space per two employees, plus one space per washing machine. For the proposed development with one employee and 44 washing machines, 48 parking spaces are required. The site as proposed provides 23 parking spaces.

The applicant studied parking on two different days at two Burton's Laundry locations in South Bend and Elkhart to observe usage and the number of cars in the parking lot each hour. The location in Elkhart has 44 washing machines and 22 parking spaces, with observed peaks of parking at 21 and 20 spaces on the two days. A location in South Bend with 44 washing machines has 24 parking spaces, with observed peaks of parking at 17 and 16. The parking study is enclosed and includes machine and parking space information for several other locations with dedicated parking lots. The development proposed in Goshen is similar to the Burton's Laundry locations included in the parking study.

In reviewing the request, Planning staff looked at four other cities to see how parking for laundromats was reviewed, and three of the four review by spaces per gross floor area and one by number of washing machines. The requirement of each is listed below with required parking based on the proposed Goshen development:

- Elkhart City, 1 space per 300 SF of floor area; 14 spaces required
- Mishawaka, 4 spaces per 1000 SF of floor area; 17 spaces required
- Columbus, 1 space per 300 SF of floor area, 14 spaces required
- Michigan City, 1 space per 2 washing machines, 22 spaces required

Based on the comparison with the way other jurisdictions review laundromat parking, and with the parking provided at similar Burton's Laundry locations, it appears the Goshen parking requirements may be excessive. Staff recommends the commitment modification be approved, to allow review of laundromat parking for 301 W Pike Street at 1 space per 2 washing machines.

RECOMMENDATIONS

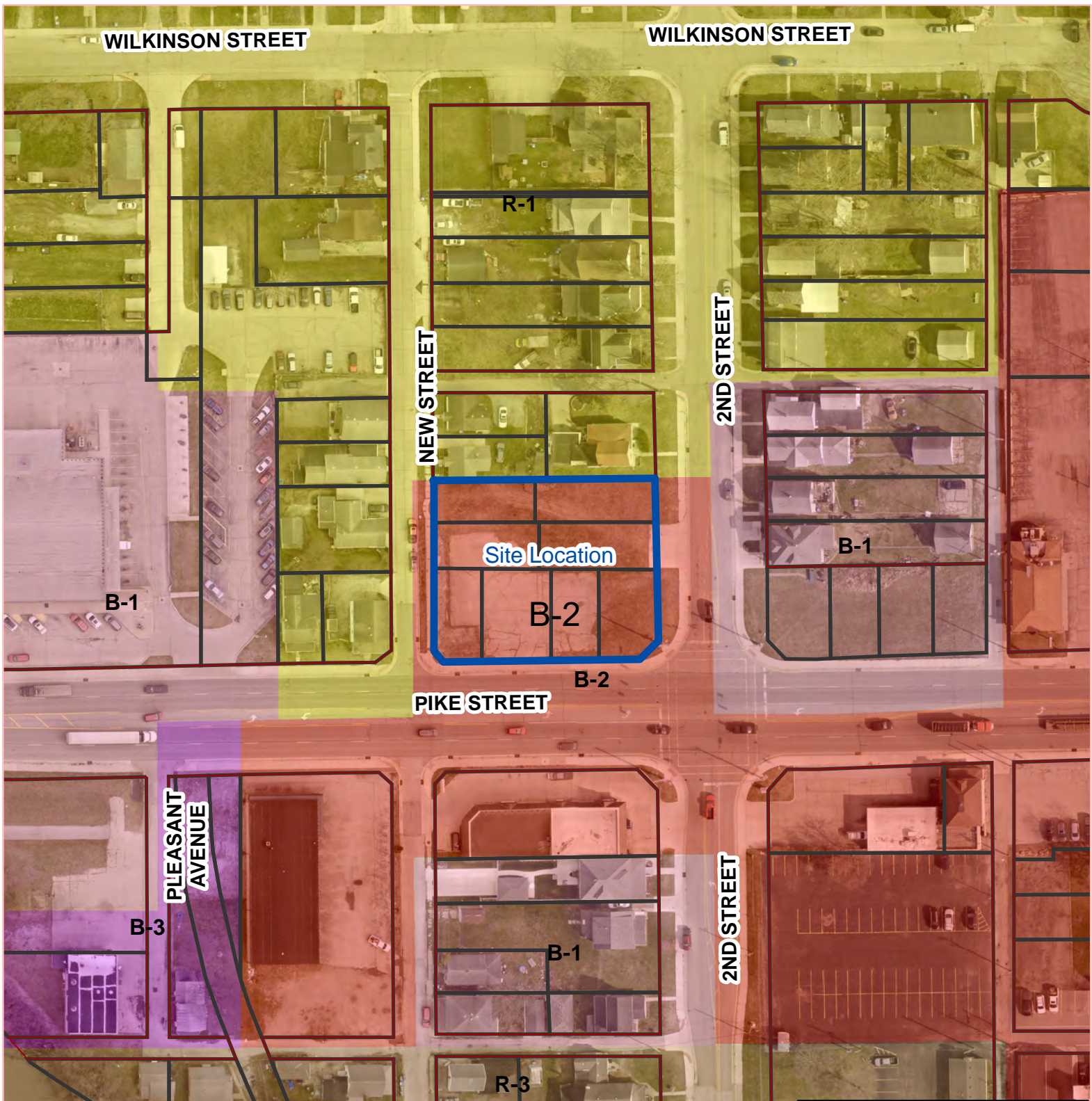
Staff recommends the Plan Commission approve the commitment modification, to allow review of laundromat parking for 301 W Pike Street at 1 space per 2 washing machines, based upon the following:

1. The commitment modification is reasonable based on a comparison with the method used by several other jurisdictions to review laundromat parking, and with the parking provided at similar Burton's Laundry locations.

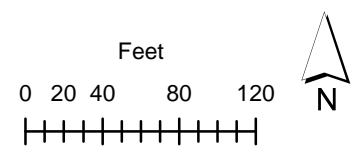
With approval, the following process shall apply:

1. A Written Commitment Modification will be executed and recorded by the current property owner, including the following provisions:
 - This modification allows a reduction in on-site parking for a proposed laundromat use, with on-site parking for the laundromat use required at one (1) parking space per two (2) washing machines.
 - This commitment modifies only the on-site parking for a laundromat, and all other requirements of the Written Commitment recorded as document 2020-00599 remain in effect.
2. Staff will provide the Written Commitment Modification form to the current property owner.
3. The current property owner shall execute and record the Written Commitment Modification and provide a recorded copy to the Planning office within ten days after recording.
4. No zoning clearance form associated with the site will be signed by staff until the recorded Written Commitment Modification has been provided.

An email was received from Raymond Jorgeon, 307 New Street, in support of the use, and asking for the City to enforce no parking restrictions in the neighborhood. A copy of the email is enclosed.



The City of Goshen's Digital Data is the property of the City of Goshen and Elkhart County, Indiana. All graphic data supplied by the city and county has been derived from public records that are constantly undergoing change and is not warranted for content or accuracy. The city and county do not guarantee the positional or thematic accuracy of the data. The cartographic digital files are not a legal representation of any of the features depicted, and the city and county disclaim any assumption of the legal status they represent. Any implied warranties, including warranties of merchantability or fitness for a particular purpose, shall be expressly excluded. The data represents an actual reproduction of data contained in the city's or county's computer files. This data may be incomplete or inaccurate, and is subject to modifications and changes. City of Goshen and Elkhart County cannot be held liable for errors or omissions in the data. The recipient's use and reliance upon such data is at the recipient's risk. By using this data, the recipient agrees to protect, hold harmless and indemnify the City of Goshen and Elkhart County and its employees and officers. This indemnity covers reasonable attorney fees and all court costs associated with the defense of the city and county arising out of this disclaimer.

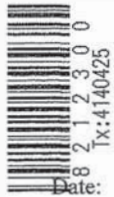


301 W Pike

2023 Aerial
Printed May 30, 2025

The City of Goshen
Department of
Planning & Zoning

204 East Jefferson Street, Goshen, Indiana 46528
Phone: 574-534-3600 Fax: 574-533-8626



Date: December 17, 2019

WRITTEN COMMITMENT

Grantor:

Eash Holdings, LLC
1202 Westbrooke Court
Goshen, IN 46528

Grantee:

Goshen City Advisory Plan Commission
204 E Jefferson Street, Suite 4
Goshen, IN 46528

The following shall be referred to as "the Real Estate":

Common Street Addresses: 301 W Pike Street, 307 N 2nd Street, and 306 New Street

Current Tax Code #: 20-11-09-257-013.000-015; 20-11-09-257-014.000-015; 20-11-09-257-015.000-015; 20-11-09-257-016.000-015; 20-11-09-257-012.000-015; 20-11-09-257-009.000-015 20-11-09-257-008.000-015; and 20-11-09-257-011.000-015.

Legal Description: Lots 238 and 239 in the Original Plat of the Town, now City of Goshen, Indiana; said Plat being recorded in Deed Record 1, pages 16-38, in the Office of the Recorder of Elkhart County, Indiana, less and excepting public right of way.

The Grantor, jointly and severally, agree to abide by these commitments concerning the use and/or development of the Real Estate:

1. Continuous screening shall be provided along the west and north property lines, adjacent to residential land use, with a combination of a 6' privacy fence and landscaping,
2. On-site lighting shall not extend beyond the west, north and east property lines, and light shall be directed downward, with light sources shielded.
3. Current and future uses will provide on-site parking meeting the Zoning Ordinance requirement.
4. Drive-through uses shall be prohibited.

Further, the Grantor, jointly and severally, agree to the following concerning the procedures associated with maintenance and enforcement of this Written Commitment:

1. That this Written Commitment shall be recorded in the Elkhart County Recorder's Office, and a copy of the recorded commitment delivered to Plan Commission Staff within ten (10) days after recording.
2. That the Grantor shall give notice of this Written Commitment, whether recorded or unrecorded, to any subsequent owner and/or any other person or persons acquiring an interest in any portion of the Real Estate.
3. That the Grantor and any subsequent owner and/or any other person or persons acquiring an interest in any portion of the Real Estate shall be bound by the terms of this Written Commitment.
4. That the Goshen City Advisory Plan Commission and/or the Goshen City Zoning Administrator are authorized to enforce the terms of this Written Commitment.
5. That any property owner adjacent to the Real Estate or any specifically affected persons listed below are also entitled to enforce the terms of this Written Commitment separately and independently from the Goshen City Advisory Plan Commission and/or the Goshen City Zoning Administrator; specifically affected persons are: None
6. This Written Commitment does not automatically terminate upon a legislative body's adoption of a zoning map amendment (a.k.a. rezoning) covering all or any portion of the Real Estate, or a change in the land use on the Real Estate to which this Written Commitment relates.
7. This Written Commitment may be modified or terminated only by a decision of the Goshen City Advisory Plan Commission after public hearing, except as otherwise stated herein.
8. That any and all signatories to this document as a Grantor warrant, jointly and severally, to the Goshen City Advisory Plan Commission that all persons having interest in the Real Estate have reviewed this Written Commitment and have signed this document.
9. This Written Commitment shall be effective immediately upon execution by the Grantor.
10. No zoning clearance form associated with the Real Estate will be signed by Plan Commission Staff until the recorded Written Commitment has been delivered to the Goshen City Advisory Plan Commission Staff.

Agreed this the 9th day of January, 2020 by the following Grantor (collectively the owner(s) of the Real Estate):

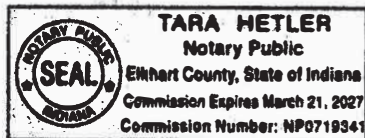
Loren Eash
Eash Holdings, LLC
Printed Name: Loren Eash Title: member

STATE OF INDIANA)
) SS:
COUNTY OF ELKHART)

Before me, the undersigned, a Notary Public in and for said County and State, personally appeared Eash Holdings, LLC, by Loren Eash, its member and acknowledged the execution of the foregoing instrument this 9th day of January, 2020

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal.

My Commission Expires: March 21, 2027



Tara Hetler, Notary Public
Resident of Elkhart County, Indiana

I, Rhonda Yoder, did prepare this document and do affirm under the penalties for perjury, that I have taken reasonable care to redact each Social Security number in this document, unless required by law.

TABLE OF PARKING REQUIREMENTS		
USE	PARKING REQUIREMENTS	LOCATION
Hardware Stores	One per two employees; plus one per 200 square feet of display/sales area, provided there shall be a minimum of three such parking spaces per establishment	On site or within 300 feet of the nearest entrance for use by the general public
Heating and Air Conditioning Sales and Service	One per two employees; plus one per 200 square feet of display/sales area; plus one per 800 square feet of inside/outside storage areas, provided there shall be a minimum of three such parking spaces per establishment	On site or within 300 feet of the nearest entrance for use by the general public
Heliports	One per two employees; plus three per helicopter pad	On site
Home Occupations	Not Applicable	Not Applicable
Hospitals, Institutions and Sanitariums	One per two employees (other than staff doctors); plus one per staff doctor, as determined by the maximum number of staff doctors on duty at one time; plus one per six beds; plus parking to meet the requirements as established in this table for the uses included in the establishment	On site
Hotels/Motels, including Adult Motels	One per two employees; plus one per vehicle operated by the establishment; plus one per guest room; plus parking to meet the requirements as set forth in this table for the uses included in the establishment	On site
Hotels, Apartment	One per two employees; plus two per apartment	On site
Ice Manufacturing Plants	One per two employees; plus one per vehicle operated by the establishment	On site
Interior Decorating Stores	One per two employees; plus one per 400 square feet of display/sales area	On site or within 300 feet of the nearest entrance for use by the general public
Junkyards	One per two employees; plus one per 400 square feet of display/sales area	On site
Kennels (With or Without Outside Runs or Pens)	One per two employees; plus one per 800 square feet of floor area used as a waiting room; plus one per five boarding animals, based on the maximum number of boarders that can be handled by the establishment at any one time	On site
Land Reclamation Projects	One per two employees	On site
Landscaping Companies, Non-Retail Sales	One per two employees	On site
Landscaping Companies, Retail Sales	One per two employees; plus one per vehicle operated by the establishment; plus one per 1,000 square feet of display/sales and planting area	On site
Laundries, Commercial Plant	One per two employees; plus one per vehicle operated by the establishment	On site
Laundries, Pick-Up and Self-Service Coin-Operated	Three per establishment; plus one per two employees; plus one per washing machine or self-service dry cleaning machine	On site
Lawn and Garden Supplies	One per two employees; plus one per vehicle operated by the establishment; plus one per 800 square feet of display/sales area	On site
Lawn Mower Sales and Service (Including Small Garden Tractors)	One per two employees; plus one per 400 square feet of inside display/sales area; plus one per 800 square feet of outside storage area	On site
Libraries, Branches and Main Libraries	One per two employees; plus one per 800 square feet of floor area for use by the general public; plus one per five seats in an auditorium or other assembly room	On site

Burton Laundry Parking Study: 4/27/2025 & 5/4/2025

The following parking study was gathered at the Burton Laundry's located in South Bend and Elkhart for Sunday 4/27 and Sunday 5/4. These stores were selected because the layout for the laundry facility is identical to what is proposed in Goshen.

For each store you will find the following:

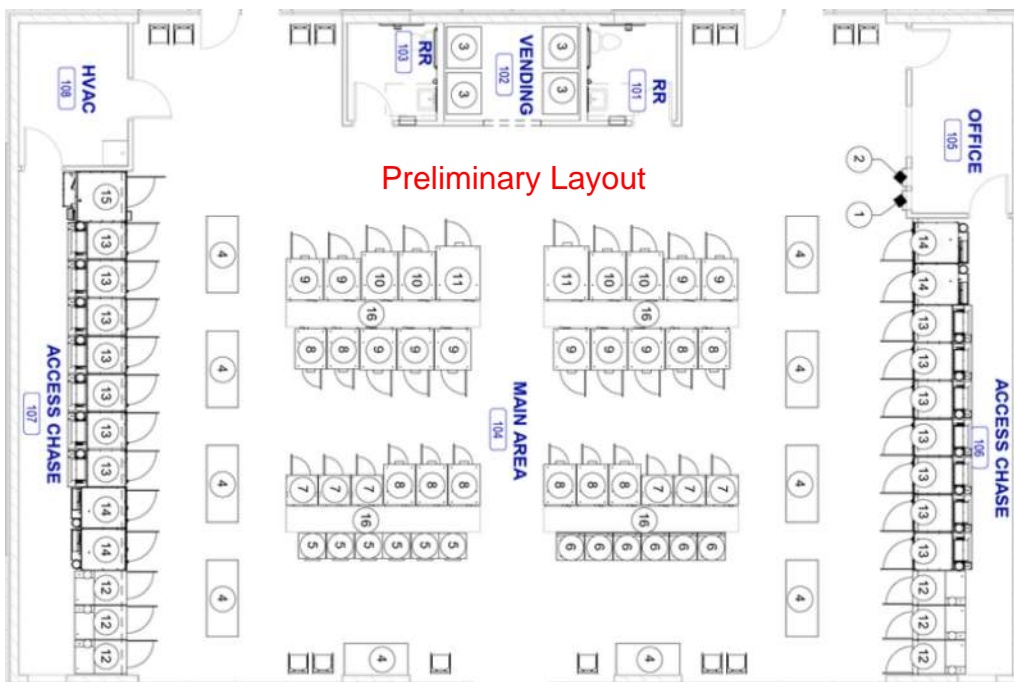
- Google Map of location and a clip of the civil drawing showing parking.
- Notes about near-by on-street parking.
- Number of washers in the building.
- Number of cards in use by hour and by day.
- Parking counts by hour along with details about the numbers of machines in use.

To explain more about the cards. Burton's do not use coins, rather customers purchase a re-loadable card. One card can be used on multiple machines at a time. Generally, a customer would only have 1 card but some clients do have multiple. Someone that was in the store for over an hour might show in the numbers multiple times as their card would be counted each hour it was in use.

Following the reports on the two stores are the following sections:

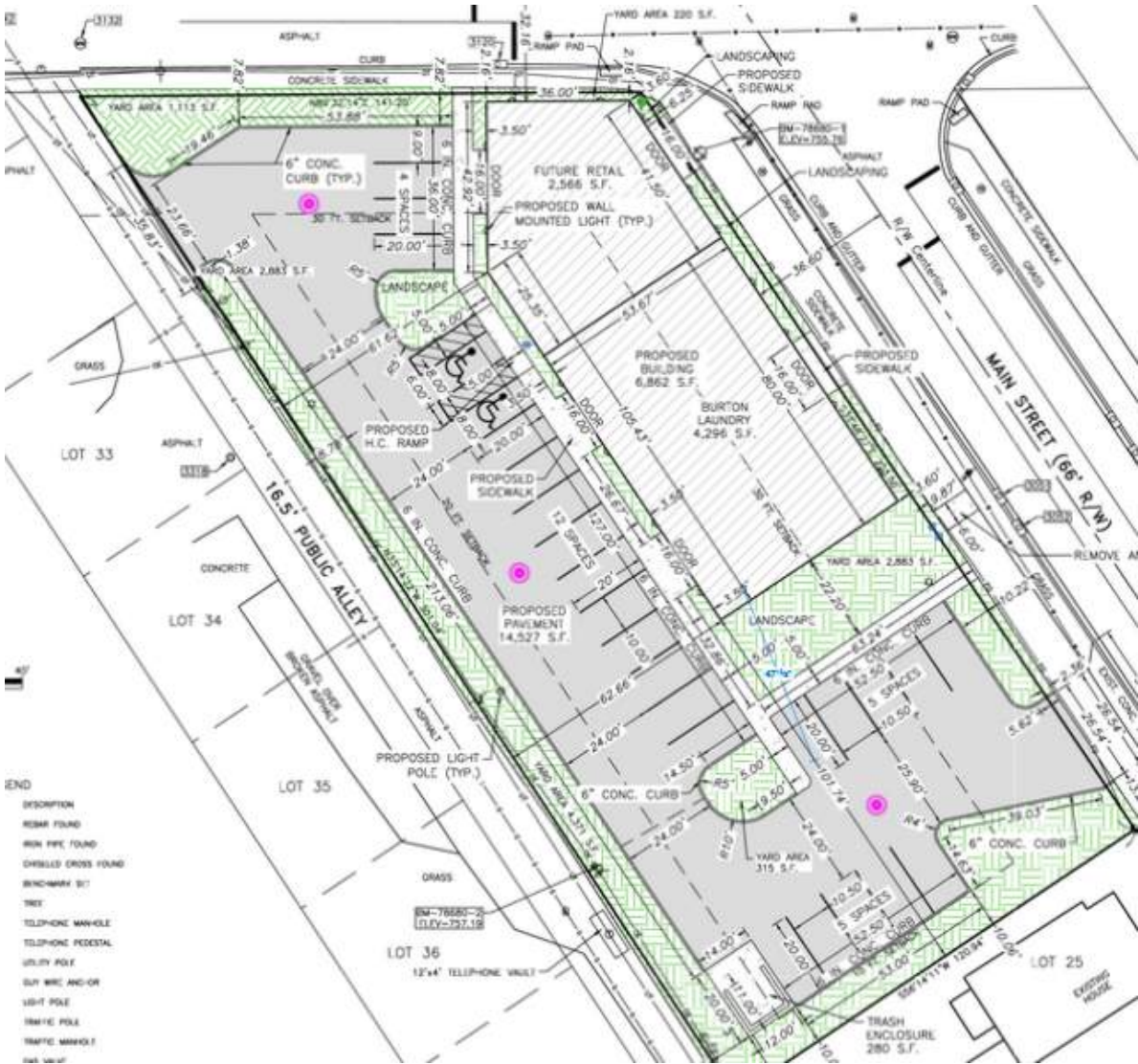
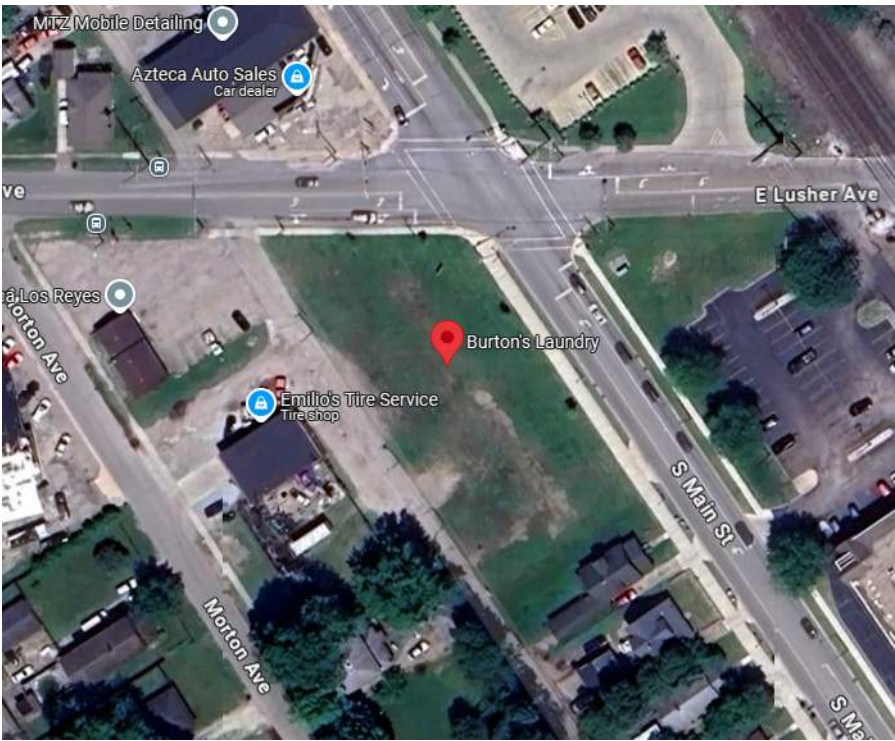
1. Details on other Burton's Laundry's that have dedicated parking lots including parking and washer counts.
2. Details regarding the City of Elkhart, IN parking ordinance
3. Details regarding the City of South Bend, IN parking ordinance.

Ancon Construction
Glen Kauffmann
574-971-1015
glen@anconconstruction.com



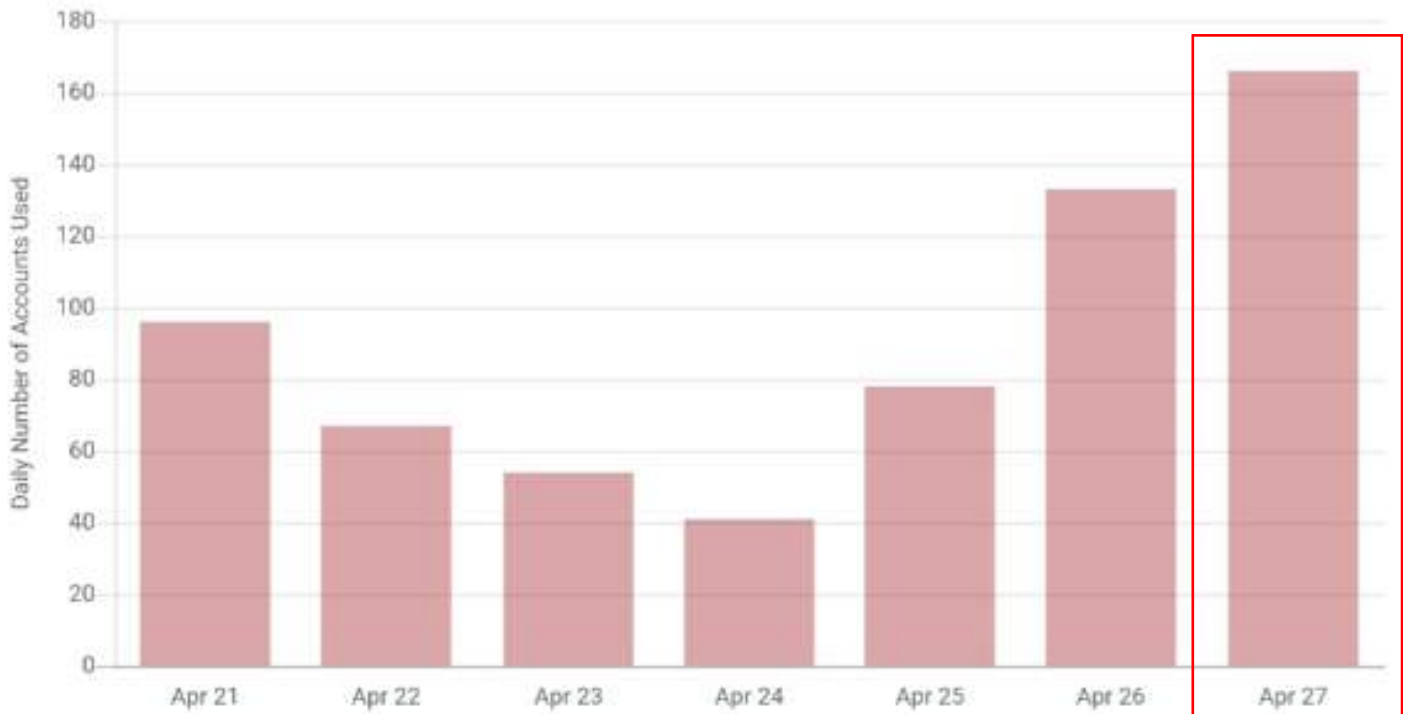
2101 S. Main St. Elkhart, IN

- Parking: 26 Total, 22 for Laundry, 4 for retail space.
- No near-by on-street parking
- Washers: 44

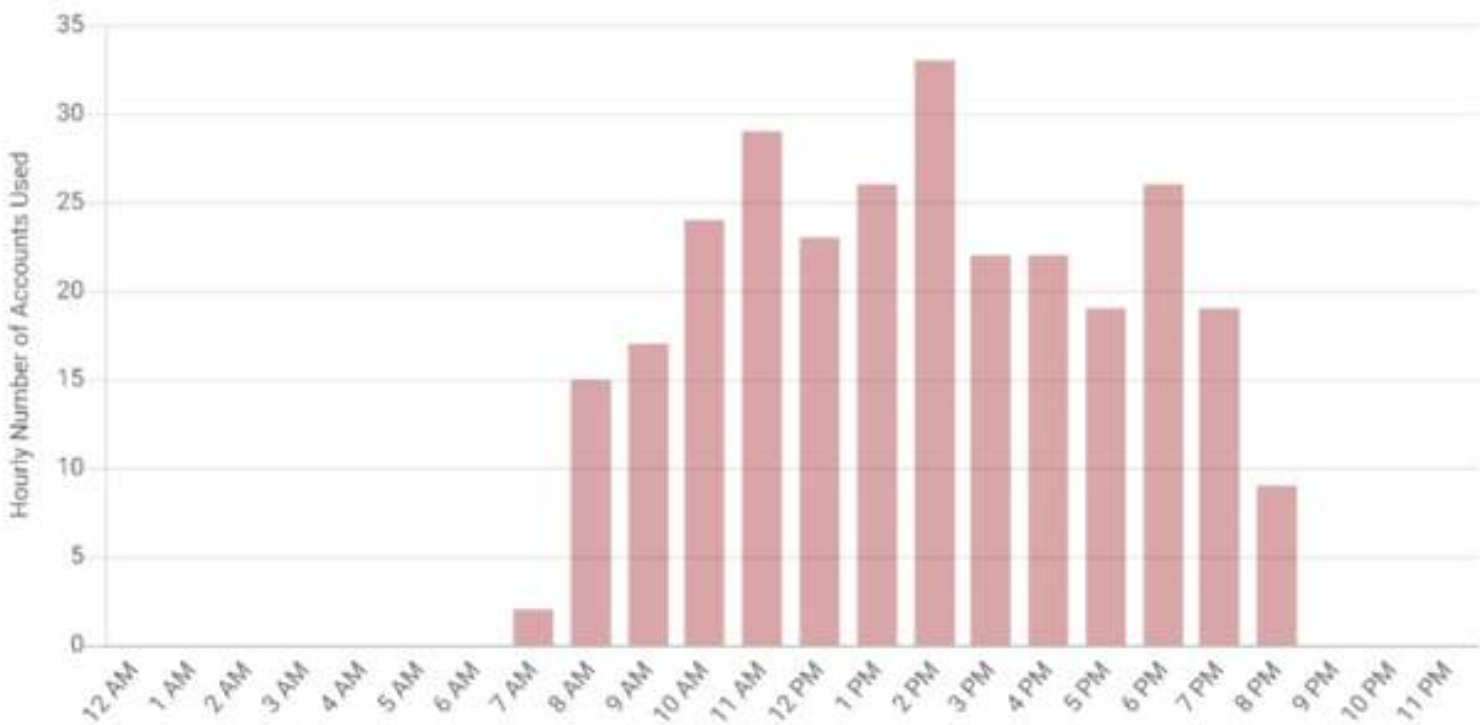


2101 S. Main St. Elkhart, IN
4/27/2025 Report

Average Daily Number of Accounts Used: 90.71



Average Hourly Number of Accounts Used: 11.92



Date: April 27 Store 720 2101 S. Main St. Elkhart, In 46516

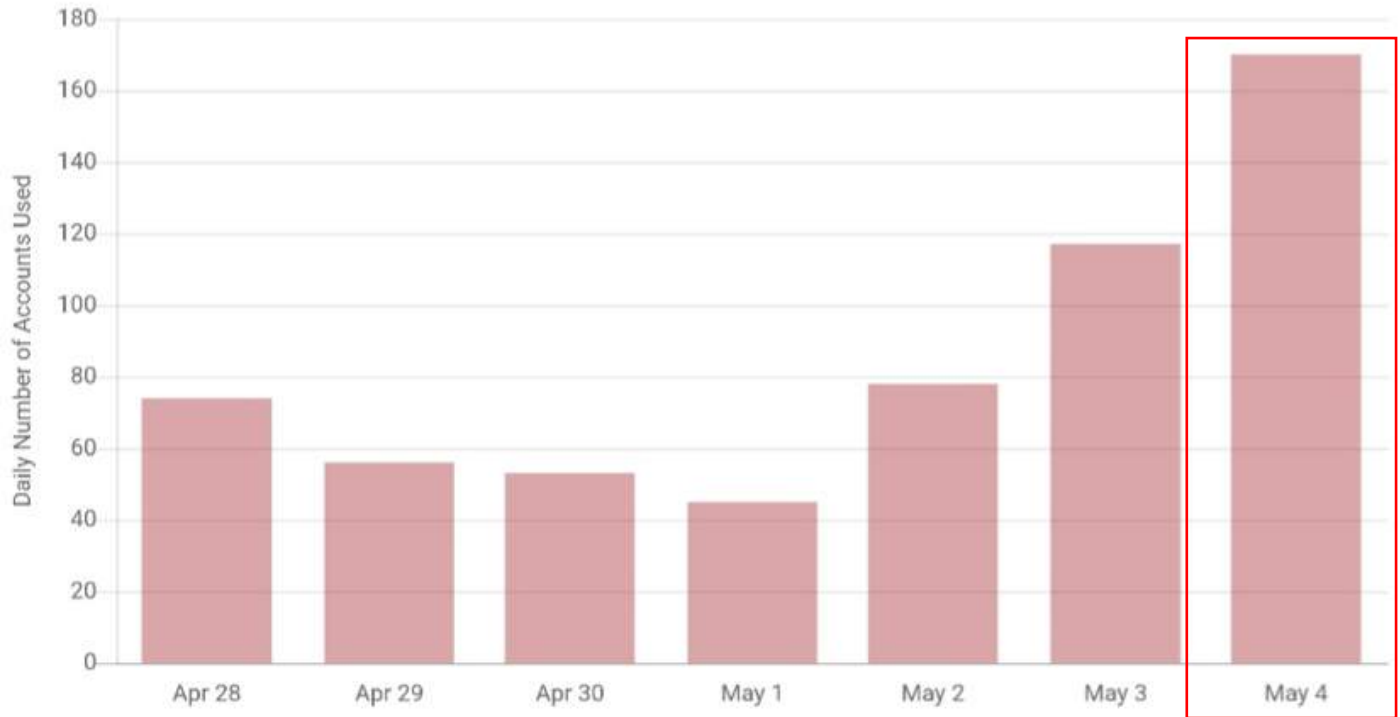
Every hour on the hour please go around and check how many washers are in use and dryers are in use

Along with how many cars are in the lot.

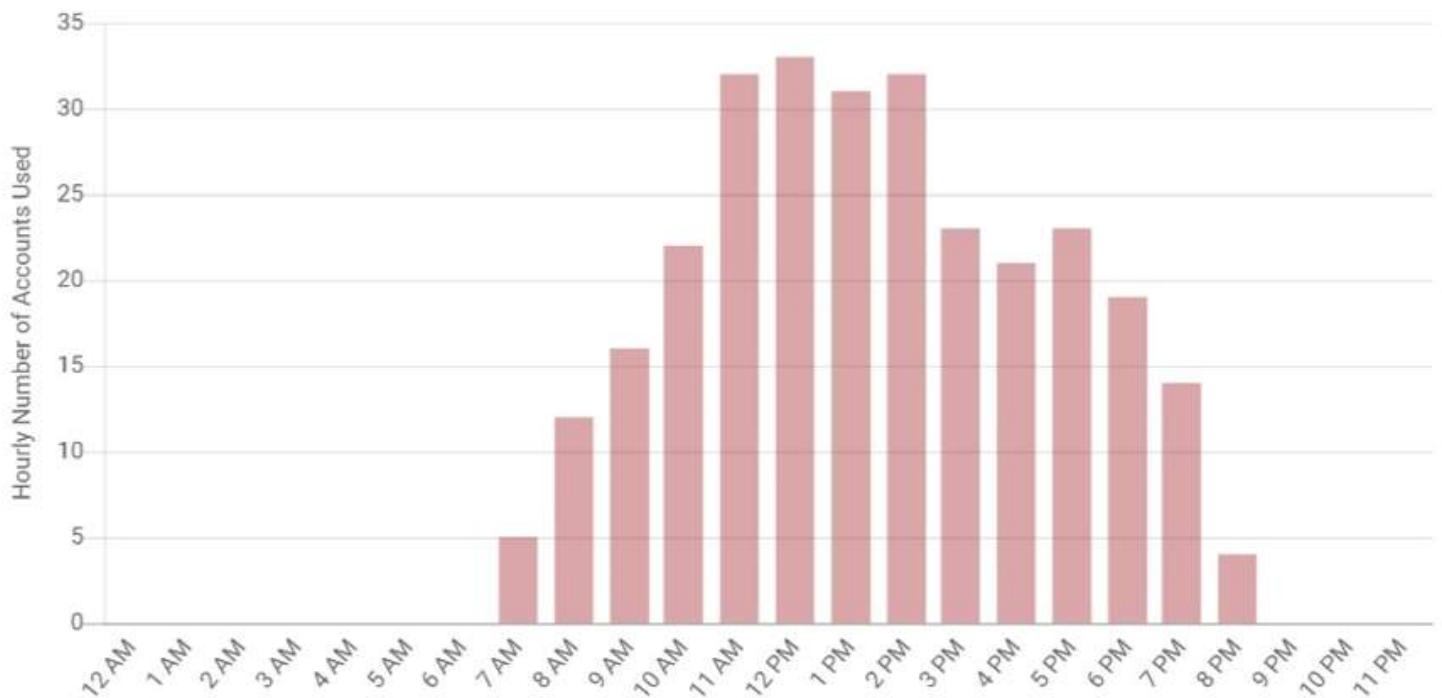
	<u>Cards</u>	<u>Washers</u> <u>in use</u>	<u>Dryers</u> <u>in use</u>	<u>Cars in lot</u>
8 a.m.	3	6	—	2
9 a.m.	13	14	27	10
10 a.m.	9	18	6	15
11 a.m.	15	18	11	17
12 p.m.	21	18	15	20
1 p.m.	11	40	41	21
2 p.m.	18	27	29	18
3 p.m.	18	24	26	15
4 p.m.	8	11	29	16
5 p.m.	16	12	18	13
6 p.m.	12	10	15	12
7 p.m.	13	12	10	10
8 p.m.	11	17	13	10
Total	168	227	240	179
Average	13	17	19	14

2101 S. Main St. Elkhart, IN
5/4/2025 Report

Average Daily Number of Accounts Used: 84.71



Average Hourly Number of Accounts Used: 11.96



Date: May 4 Store 720 2101 S. Main St. Elkhart, In 46516

Every hour on the hour please go around and check how many washers are in use and dryers are in use

Along with how many cars are in the lot.

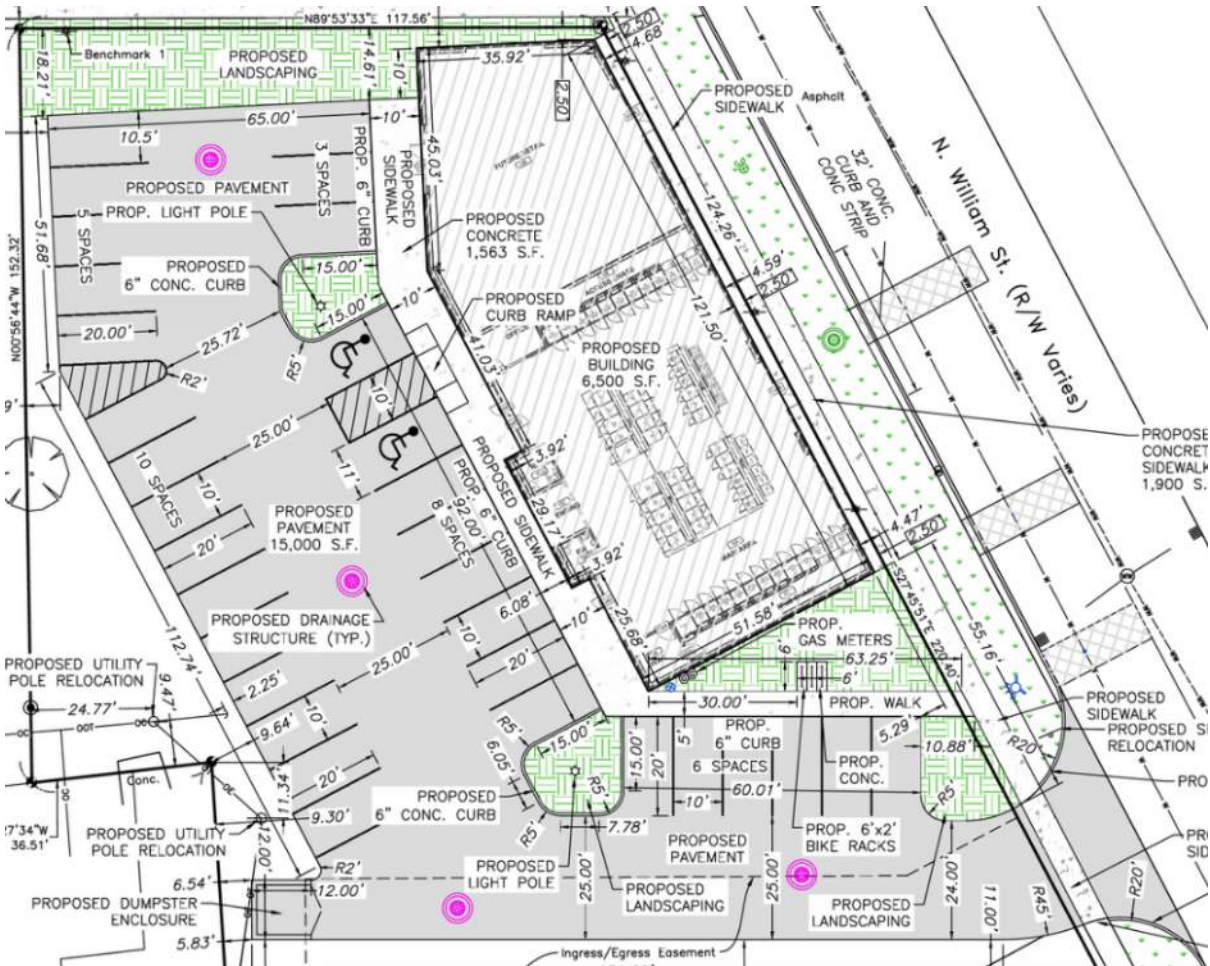
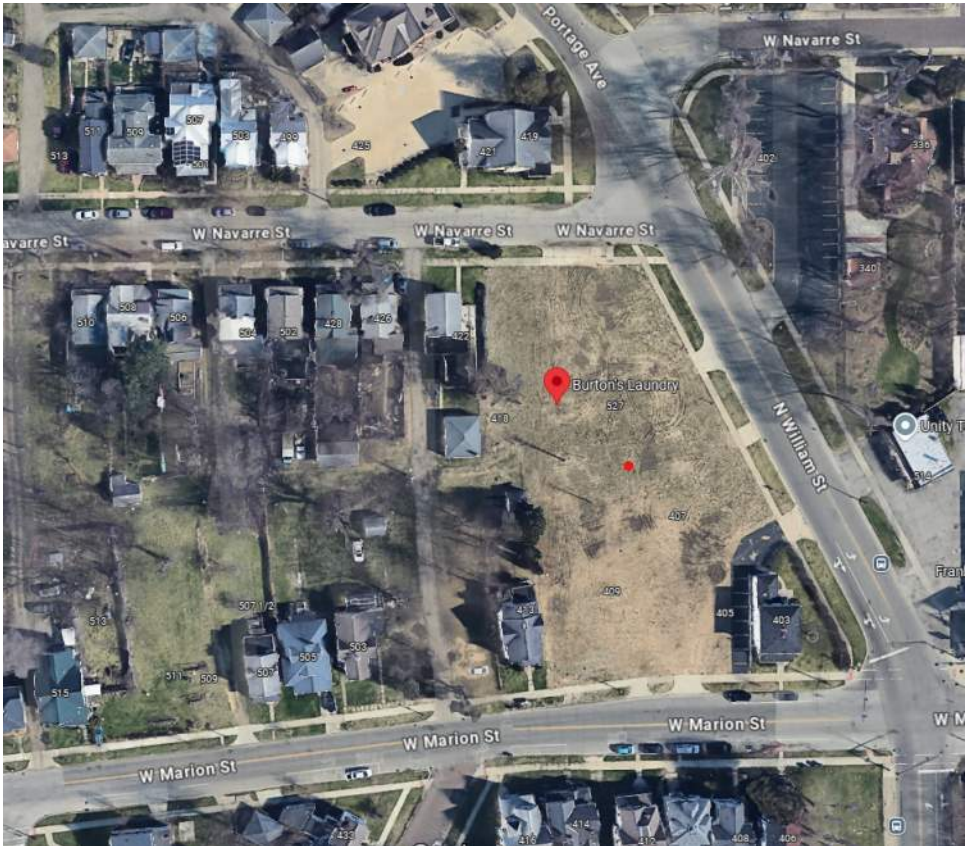
	Cards	Washers in use	Dryers in use	Cars in lot
8 a.m.				4
9 a.m.				12
10 a.m.				16
11 a.m.				20
12 p.m.				18
1 p.m.				20
2 p.m.				19
3 p.m.				12
4 p.m.				13
5 p.m.				15
6 p.m.				14
7 p.m.				9
8 p.m.				9
Total				181
Average				14

521 N William St South Bend, IN

On-site parking: 32 total,
8 are for the Retail Space,
24 for Laundry.

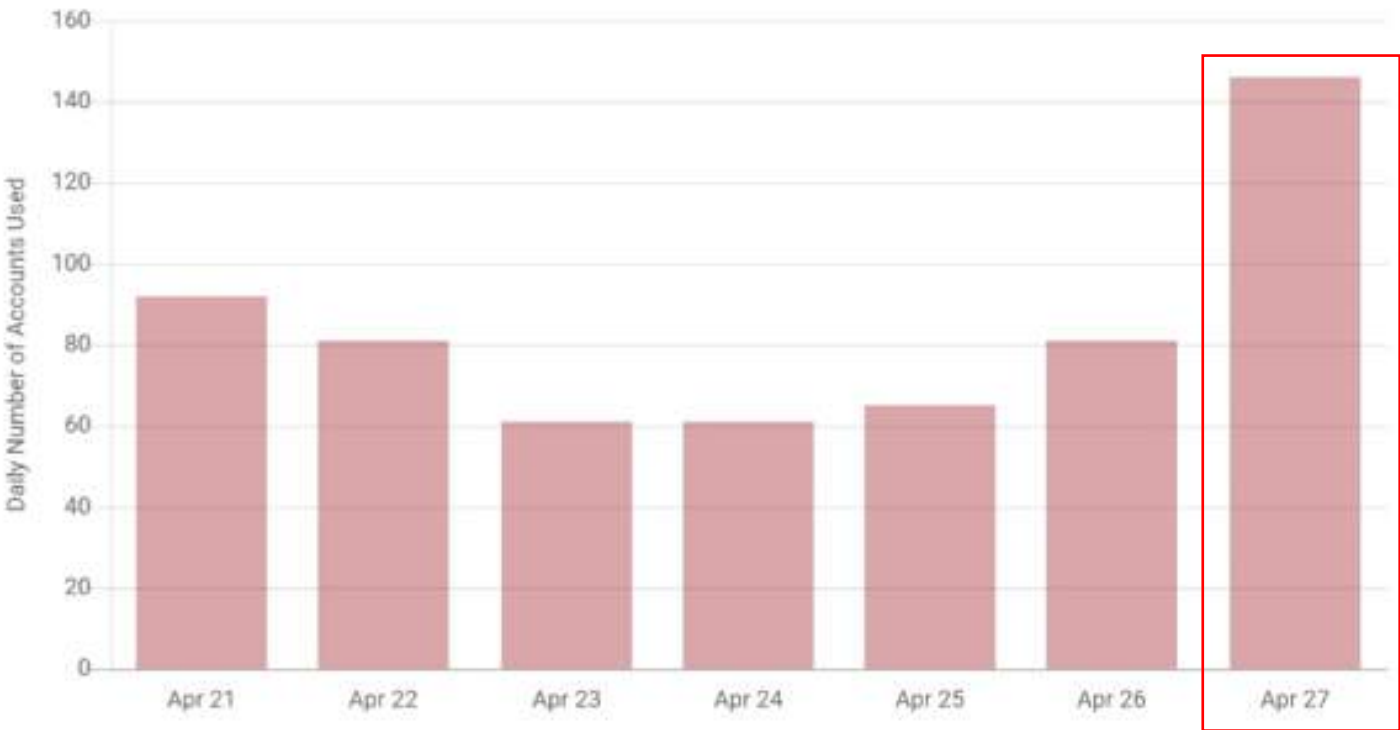
There is limited on-street
parking in proximity to the
building.

Washers: 44

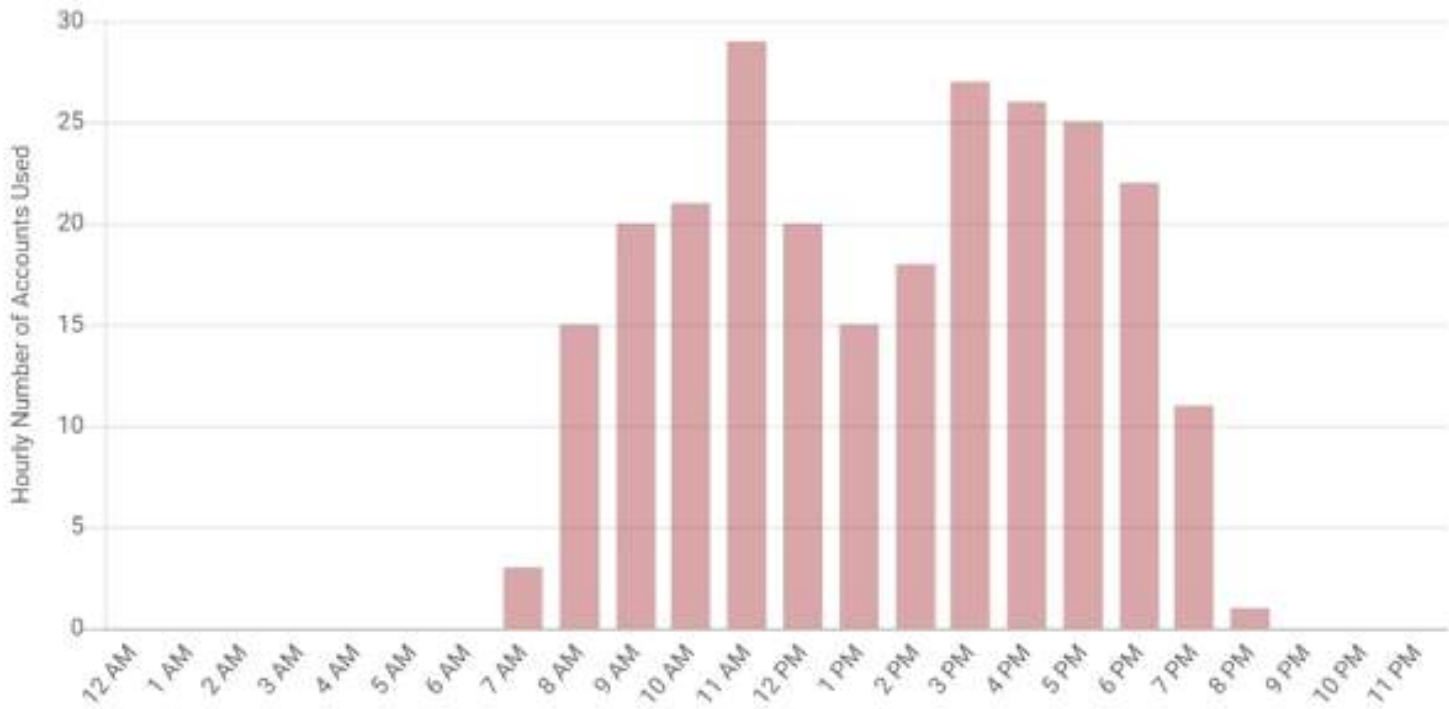


521 N William St South Bend, IN
4/27/2025 Report

Average Daily Number of Accounts Used: 83.86



Average Hourly Number of Accounts Used: 10.54



Date: *April 27* Store 500

521 N. Williams St. South Bend, IN 46616

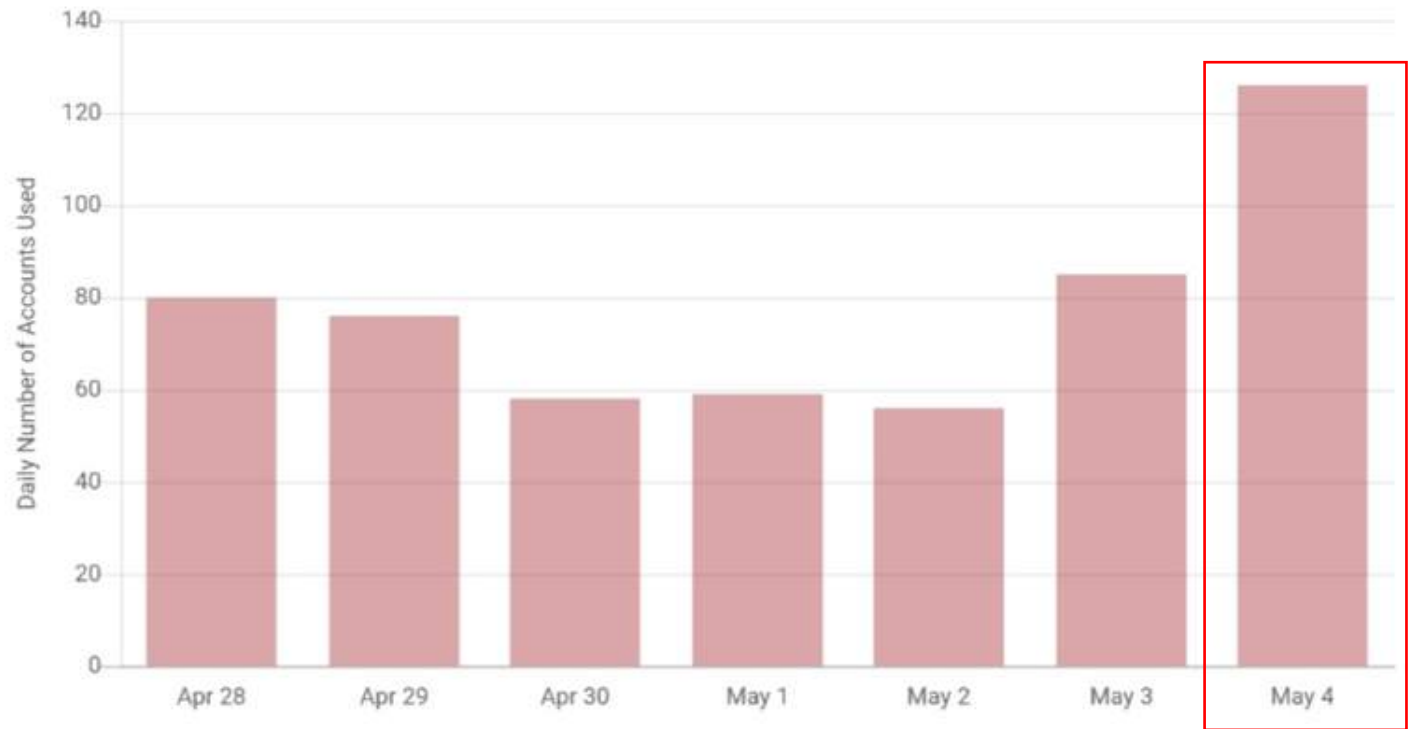
Every hour on the hour please go around and check how many washers are in use and dryers are in use

Along with how many cars are in the lot.

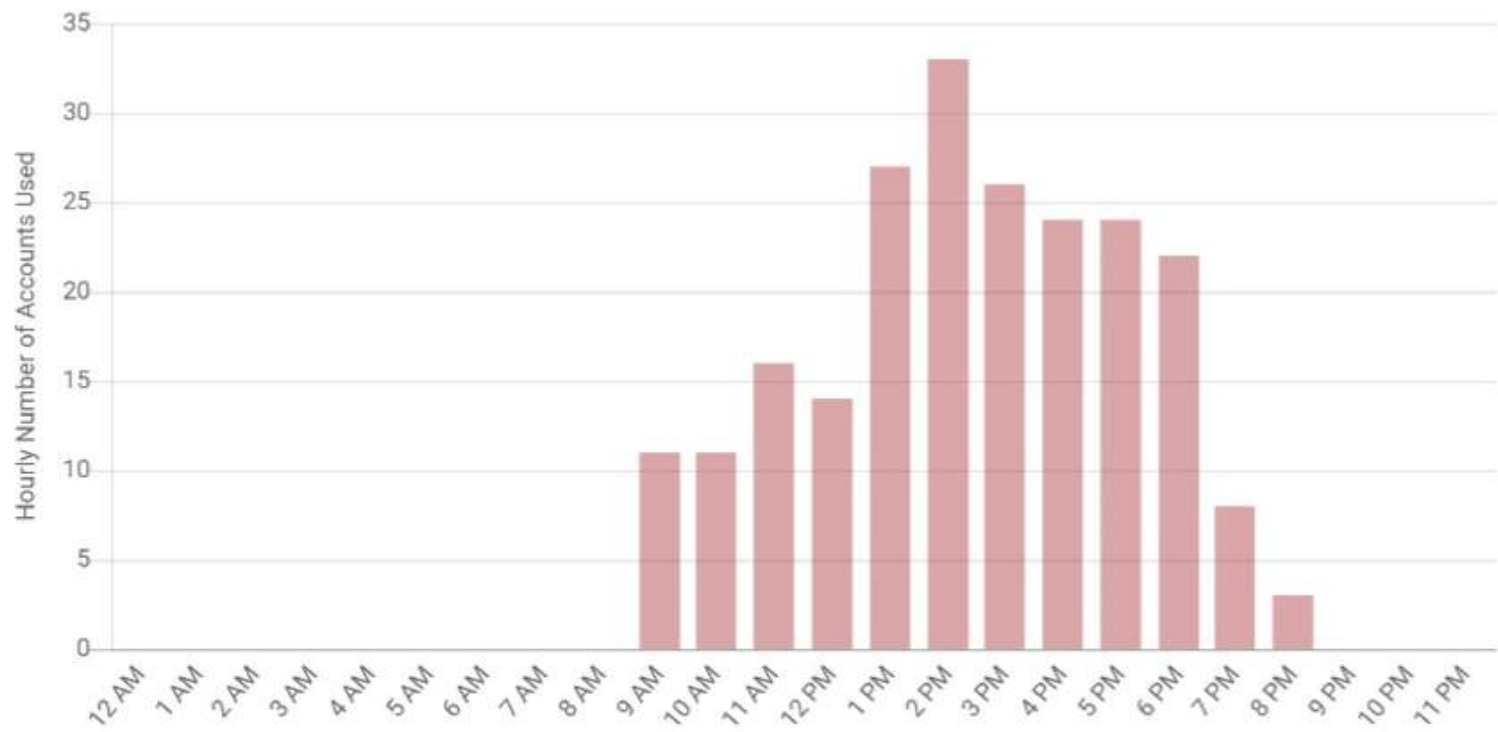
	<u>Cards</u>	<u>Washers</u> <u>in use</u>	<u>Dryers</u> <u>in use</u>	<u>Cars in lot</u>
8 a.m.	<i>1</i>	<i>2</i>	<i>0</i>	<i>4</i>
9 a.m.	<i>14</i>	<i>20</i>	<i>9</i>	<i>14</i>
10 a.m.	<i>13</i>	<i>21</i>	<i>9</i>	<i>15</i>
11 a.m.	<i>12</i>	<i>13</i>	<i>22</i>	<i>15</i>
12 p.m.	<i>17</i>	<i>17</i>	<i>34</i>	<i>16</i>
1 p.m.	<i>10</i>	<i>11</i>	<i>22</i>	<i>17</i>
2 p.m.	<i>7</i>	<i>19</i>	<i>13</i>	<i>15</i>
3 p.m.	<i>15</i>	<i>17</i>	<i>23</i>	<i>13</i>
4 p.m.	<i>14</i>	<i>18</i>	<i>28</i>	<i>10</i>
5 p.m.	<i>13</i>	<i>7</i>	<i>27</i>	<i>12</i>
6 p.m.	<i>18</i>	<i>11</i>	<i>15</i>	<i>14</i>
7 p.m.	<i>8</i>	<i>14</i>	<i>15</i>	<i>6</i>
8 p.m.	<i>3</i>	<i>0</i>	<i>3</i>	<i>4</i>
Total	<i>145</i>	<i>170</i>	<i>220</i>	<i>157</i>
Average	<i>11</i>	<i>13</i>	<i>17</i>	<i>12</i>

521 N William St South Bend, IN
5/4/2025 Report

Average Daily Number of Accounts Used: 77.14



Average Hourly Number of Accounts Used: 9.13



521 N William St South Bend, IN
5/4/2025 Report

Sun

Date: May 4 Store 500 521 N. Williams St. South Bend, IN 46616

Every hour on the hour please go around and check how many washers are in use and dryers are in use

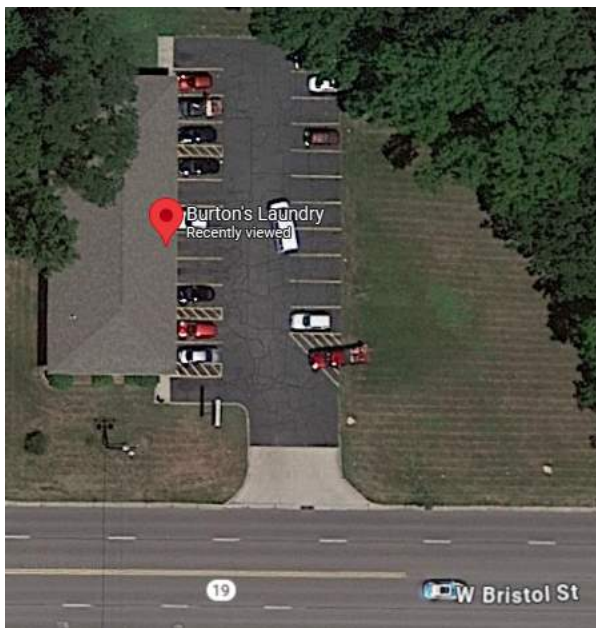
Along with how many cars are in the lot.

	Cards	Washers in use	Dryers in use	Cars in lot
8 a.m.				
9 a.m.				3
10 a.m.				9
11 a.m.				11
12 p.m.				12
1 p.m.				14
2 p.m.				16
3 p.m.				10
4 p.m.				12
5 p.m.				11
6 p.m.				12
7 p.m.				7
8 p.m.				
Total				
Average				

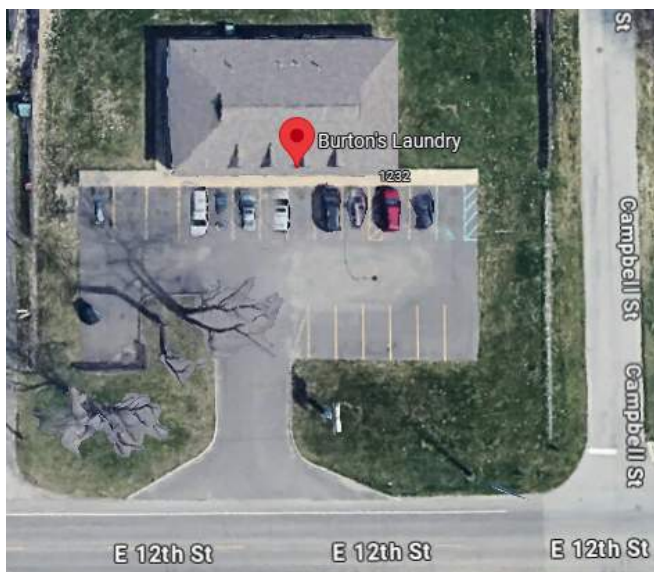
Other Burton Laundry's that have dedicated parking lots



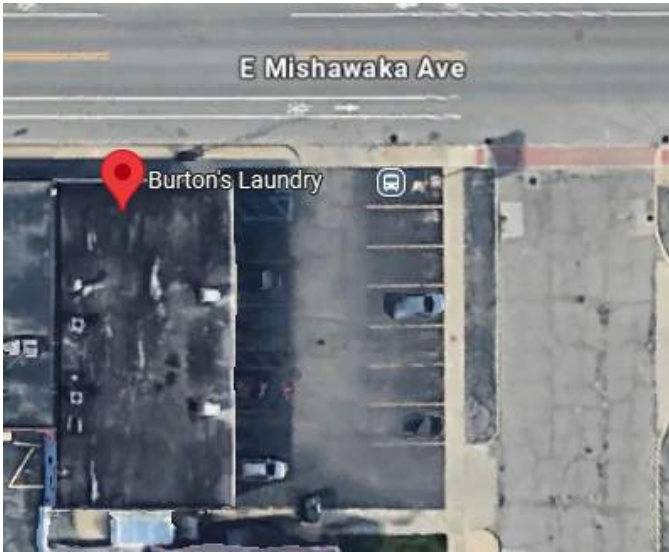
1118 Lusher Ave, Elkhart, IN 46517
24 Parking spots
58 Washers



408 W Bristol St, Elkhart, IN 46514
25 Parking spots
42 Washers



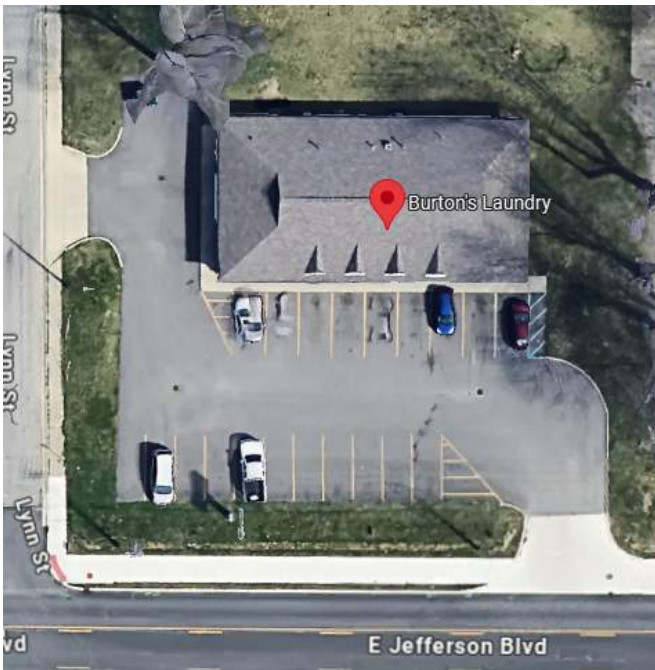
1232 E 12th St, Mishawaka, IN 46544
20 Parking spots
40 Washers



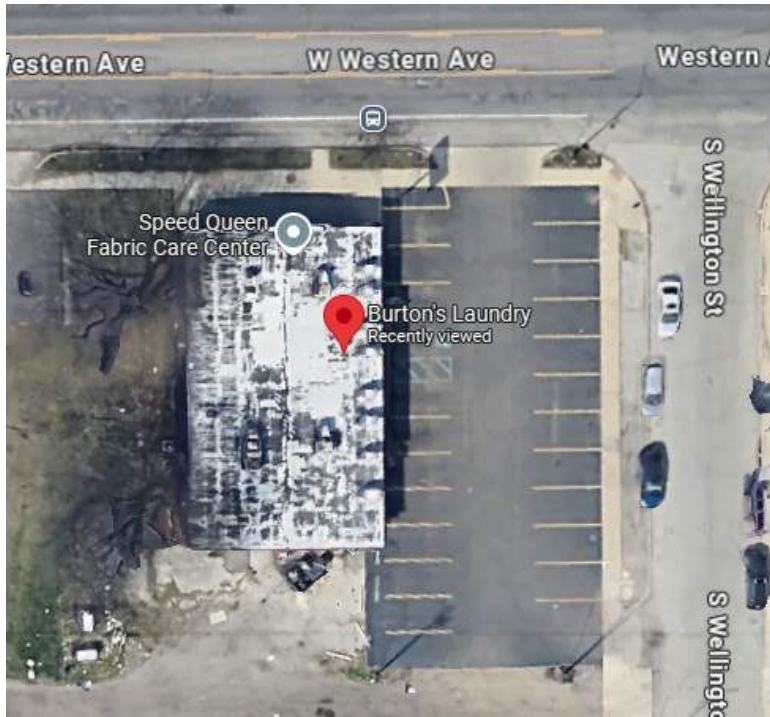
2626 E Mishawaka Ave, South Bend, IN 46615
13 Parking spots
36 Washers



2622 Lincolnway W, Mishawaka, IN 46544
19 Parking spots
44 Washers



1510 E Jefferson Blvd, Mishawaka, IN 46545
20 Parking spots
41 Washers



3706 W Western Ave, South Bend, IN 46619
23 Parking spots
42 Washers

Other Burton locations share parking space with other businesses

1. Required off-street parking spaces shall be so designed, arranged and regulated as to have individual spaces marked, be unobstructed and have access to an aisle or driveway so that any vehicle may be moved without moving another and so that no maneuvering directly incidental to entering or leaving a parking space shall be on any public right-of-way or in a required setback.
2. Drive-thru lanes shall be of sufficient width so as to allow for the passage of two cars side-by-side in two (2) marked driving lanes. In no case shall the required width be less than 16 feet. This requirement shall apply to the entire length of the queuing line of the drive-thru business. This requirement also applies to the area of the parking lot necessary for the overflow of waiting cars in the extended queuing line for drive-thru businesses. (As amended per Ordinance No. 4683 July 10, 2002)

D. Schedule of Off-Street Parking Space Requirements

Accessory off-street parking spaces shall be provided as required for the following uses:

Type of Use	Space Requirements
Residential Uses	
Single- two-, multi-family, and townhouse dwelling	2 spaces per dwelling unit
Boarding and lodging houses, fraternities, and sororities	1 space per bed
Home occupation	1 space per 200 square feet devoted to the home occupation (in addition to the dwelling unit requirement)
Residential Uses in the R-5 District (amended per Ordinance No. 4960 on April 10, 2006)	1 space per dwelling unit (amended per Ordinance No.4960 on April 10, 2006)
Commercial Uses	
Automobile, mobile home, truck, recreational vehicle, boat, and farm implement sales	1 space per 300 square feet of showroom floor area plus 1 space per 2,000 square feet of outdoor sales area
Auto service station and repair	1 space per pump plus 2 spaces per service bay
Car wash (self service or automatic)	1 space per employee on the largest shift
Convenience retail	6 spaces per 1,000 square feet
Greenhouse	1 space per 1,000 square feet
Hotel, motel, and bed-and-breakfast	1 space per room plus 1 space per employee on the largest shift
Video Rental Store	1 space per employee on the largest shift plus 1 space per every 350 square feet

Type of Use	Space Requirements
Movie theater	1 space per 2 seats
Office (Professional, Government, and Business)	1 space per 300 square feet
Plant nursery	1 space per 300 square feet of sales area plus 1 space per acre
Rental agency	1 space per 300 square feet plus 1 space per 1,000 square feet outdoor display area
Restaurants and fast food establishment	1 space per 2.5 seats plus 1 space per employee on the largest shift
Retail sales and services establishment, under 150,000 SF	1 space per 300 square feet
Retail sales and services establishment, 150,000 SF or greater	1 space per 400 square feet
Roadside sales	5 spaces per stand
Tavern and night club	1 space per 100 square feet
Wholesale sales	1 space per 600 square feet plus 1 space per employee on the largest shift
Schools, Churches, Health Care Facilities, and Other Institutions	
Assisted Living Facility	1 space per two dwellings plus 1 space per employee on the largest shift.
Religious Institutions	1 space per 4 seats in the main place of assembly plus other uses
College; university; business, trade, or commercial; and high school	10 spaces per classroom
Day care and kindergarten	1 space per employee plus 1 space per 6 students
Elementary and middle schools	1 space per 2 employees plus 2 spaces per classroom
Hospital	1 space per 2 beds plus 1 space per employee on the largest shift
Medical office building	1 space per 250 square feet
Nursing or convalescent facility	1 space per 3 beds plus 1 space per employee on the largest shift
Penal or correctional institution	1 space per employee on the largest shift plus 1 space per 5 cells
Research, medical, or optical laboratory	1 space per 300 square feet
Cultural and Entertainment Facilities	

Type of Use	Space Requirements
Bowling alley	5 spaces per lane
Carnival, circus, and fair	50 spaces per acre
Golf course	6 spaces per hole
Meeting or party hall, banquet facility, country club, or dance hall	1 space per 50 square feet of dining or activity space. (amended 7-10-2002)
Private club or lodge	1 space per 200 square feet plus 1 space per 2 seats in main place of assembly
Race track	1 space per 4 seats or six feet of benches
Riding stable (public)	1 space per stall
Stadium or coliseum	1 space per 3 seats or six feet of benches
Tennis or racquetball facility	2 spaces per court plus 1 space per employee on the largest shift
Manufacturing, Warehouse, and Miscellaneous	
Cemetery	1 space per employee on the largest shift
Airport	1 space per employee on the largest shift plus 1 space for every 1,000 square feet of hangar space or outdoor aircraft storage space
Manufacturing establishment	1 space per employee on the largest shift, plus 1 space per 300 square feet of public office area
Mineral extraction, borrow pit, top soil removal and storage	1 space per employee on the largest shift
Mortuary or crematory	1 space per 50 square feet of public area
Motor bus or railroad passenger station	1 space per 4 seats of waiting area seat
Post office	1 space per official vehicle plus 1 space per employee on the largest shift plus 1 space per 200 square feet
Sanitary landfill or refuse dump; sewage, trash, garbage disposal or recycling plant	1 space per employee on the largest shift plus 1 space per 4 acres
Self-service storage	1 space per 2,000 square feet
Truck terminal	1 space per 1,000 square feet
Warehouse and storage facility	1 space per employee on the largest shift, plus 1 space per 300 square feet of public office space
Water treatment or storage facility	1 space per employee on the largest shift

E. Off-Street Loading Requirements

Section 21-07.03: Vehicle Access & Parking

(a) Intent

This section is intended to assure that the design and construction of any motor vehicle parking areas meet minimum design standards necessary to promote efficient circulation.

(b) Applicability

Off-street parking spaces are not required for any use. However, any new off-street vehicle parking area provided shall be developed in accordance with the regulations of this section and the development standards of the applicable district of this Ordinance.

(c) Location of Vehicle Parking Areas

Off-street parking areas shall be located as specified in the applicable district.

(d) Off-Street Vehicle Parking Area Access

- (1) All off-street parking shall have direct access to a public right-of-way through an alley, driveway, or permanent access easement.
- (2) Whenever practical, if an alley is present and open to traffic, all vehicular access should take place from the alley. When an alley is not present, access to corner lots from a secondary street is preferable to access from a primary street.
- (3) The number and width of curb cuts shall be the minimum needed to provide reasonable access to the site. Curb cuts shall meet the standards of the Board of Public Works.
- (4) Where applicable, curb cuts should be placed to maximize the number of on-street parking spaces.
- (5) Shared driveways between abutting properties are encouraged provided that an access easement exists between all property owners.
- (6) A lot that may be accessed by way of a recorded cross-access agreement through an abutting lot shall not receive a separate curb cut from the same street frontage.

(e) Design and Construction of Off-Street Vehicle Parking Areas

The design and construction of all off-street parking areas

shall be in compliance with the stricter of the regulations contained in this section or the minimum specifications prescribed by the Board of Public Works and in conformity with the Americans with Disabilities Act (ADA).

- (1) **Parking Area Layout.** The layout of all off-street parking areas shall be in compliance with [Table 21-07B](#) or the most recent version in the Architectural Graphic Standards for a Level of Service "A" or "B." An alley adjacent to the lot may be used to meet the requirement for drive aisle width.
- (2) **Landscape of Off-Street Parking Areas.** The landscape of all off-street parking areas with 4 or more spaces shall comply with the regulations contained in [Section 21-09.01\(o\)](#).
- (3) **Delineation of Off-Street Parking Areas.** All off-street parking areas with 4 or more spaces, excluding driveways, shall be:
 - (A) Identified by painted lines (minimum 4 inches in width), raised curbs, or other means to indicated individual spaces; and,
 - (B) Provided with a raised curb, wheel stops, or other devices to ensure that motor vehicles do not encroach beyond the off-street parking area or into a required setback.
- (4) **Surface of Off-Street Parking Areas.** Off-street parking areas and any driveway, interior access driveway, or interior access drive to and from such off-street parking areas shall be hard surfaced with asphalt, concrete, pervious pavement, pavers, or other material to provide a durable, dust-free surface, which meets or exceeds the minimum specifications prescribed by the Board of Public Works, provided, however, a temporary or seasonal use permitted by the district in which such temporary or seasonal use is located may use an unimproved or gravel surface for the duration of the temporary or seasonal use. If a temporary gravel surface is provided, such gravel shall be removed and the off-street parking area shall be returned to its prior condition immediately upon cessation of the temporary or seasonal use.

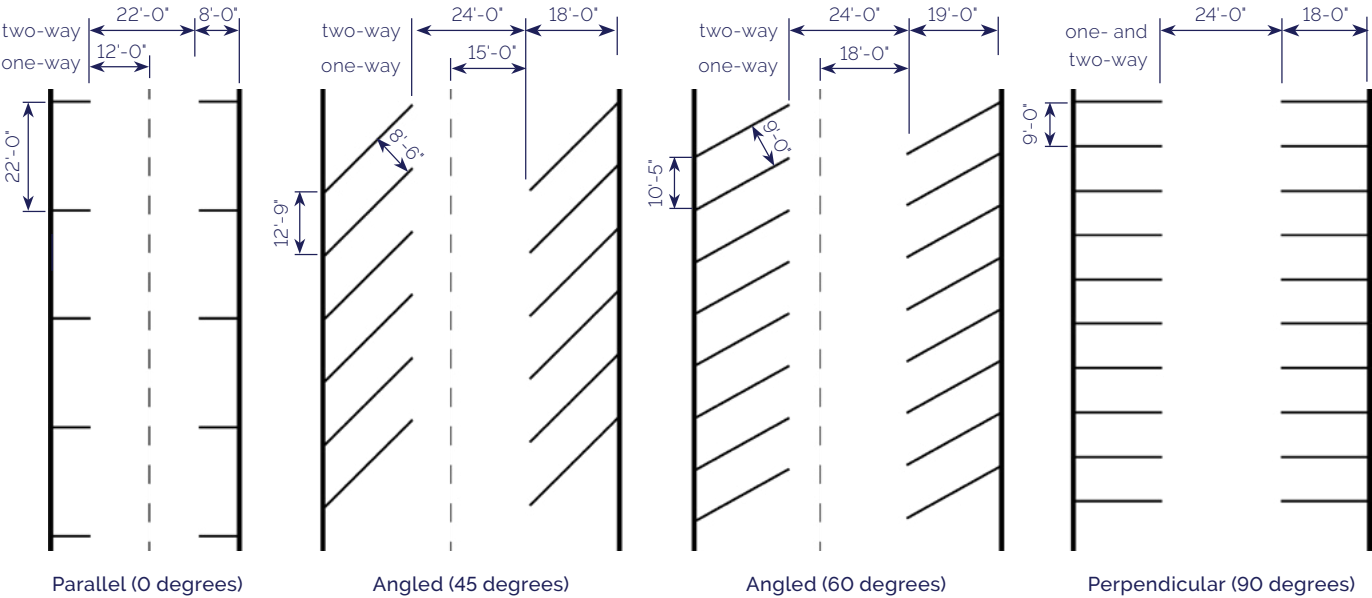
ACCESS & PARKING

21-07.03

Vehicle Access & Parking

Table 21-07B: Parking Lot Design

Space Angle	Space Width	Parking Row Depth	Curb Width	Drive Aisle Width: One-Way	Drive Aisle Width: Two-Way
Parallel (0°)	8'	8'	22'	12'	22'
45°	8'-6"	18'	12'-9"	15'	24'
60°	9'	19'	10'-5"	18'	24'
Perpendicular (90°)	9'	18'	9'	24'	24'



(f) Required Parking for the Disabled

Every off-street vehicle parking area and parking garage available to the public shall have parking spaces reserved for the use of physically disabled persons as specified in [Table 21-07C](#) or as required by the latest federal ADA Accessibility Guidelines.

Table 21-07C: Minimum ADA Parking Spaces

Total Parking Spaces Provided	Minimum Number of ADA Parking Spaces
1 - 25	1
26 - 50	2
51 - 75	3
76 - 100	4
101 - 150	5
151 - 200	6
201 - 300	7
301 - 400	8
401 - 500	9
501 - 1000	2% of the total number of off-street vehicle parking spaces.
1001 and over	20, plus 1 for each 100 off-street vehicle parking spaces over 1000

- (1) Facilities which provide medical care and other services to persons with mobility impairments shall provide ADA Parking Spaces as follows:
 - (A) Outpatient units and facilities. 10 percent of the total number of off-street vehicle parking spaces provided; and,
 - (B) Units and facilities that specialize in treatment services for persons with mobility impairments. 20 percent of the total number of off-street vehicle parking spaces provided.

(g) Parking Structures

Parking structures shall be designed per the following standards.

- (1) Parking structures shall be considered buildings, not parking, for the purpose of determining setbacks.

(h) Parking of Vehicles – General

- (1) Unless otherwise provided for in this Ordinance, the parking of vehicles on a lot without a primary building is prohibited.
- (2) Vehicles parked on a lot shall be related to the principal use of the lot or a use allowed in that district.
- (3) Except as otherwise provided in the applicable district, vehicles shall not be parked in an established front or corner yard. Parking areas serving a 1 or 2 unit dwelling shall be exempt from this requirement, provided that vehicles can be parked without blocking the sidewalk or any public way.

(i) Commercial and Recreational Vehicles

- (1) **Large Vehicles.** No tractor, trailer, tractor-trailer combination, or vehicle (including but not limited to a tow truck, dump truck, flatbed truck, semi-trailer, and the like) equal to or in excess of one and one half (1 ½) tons capacity, or which has a bed more than 8 feet long, may not be parked on any land or premises except in an OS, U, C, or I district. However, the foregoing shall not apply to school buses used for the transportation of school children to and from school or to and from a school sponsored activity.
- (2) **Parking, Storing, Maintaining, or Keeping of Any Recreational Vehicle or Recreational Trailer.** Parked or stored recreational vehicles shall not be occupied or used for living, sleeping, or human habitation. Notwithstanding any provision in this Ordinance to the contrary, no recreational vehicle or recreational trailer shall be parked, stored, maintained or kept on any lot in a S1, S2, U1, U2, U3, or UF district unless in compliance with the following:
 - (A) Recreational vehicles or recreational trailers may be parked or stored:
 - i. Inside an accessory building or garage; or

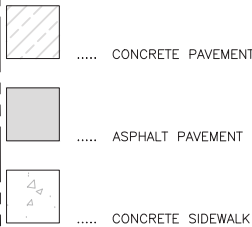
ACCESS & PARKING

21-07.03

Vehicle Access & Parking

- ii. Outside in such a manner that no part of the recreational vehicle shall project into any minimum required front, corner, or side setback for a primary building or any minimum required rear setback for an accessory building.
- (B) Not more than a total of two recreational vehicles or recreational trailers shall be permitted to be parked or stored in the open on the same lot at any one time.

PAVEMENT HATCH LEGEND



SANITARY SEWER SERVICE CONSTRUCTION NOTES AND SPECIFICATIONS:

1. GRAVITY SANITARY SEWER MATERIAL TO BE SDR 35 PVC MEETING ASTM D3034 REQUIREMENTS OR APPROVED EQUAL. PIPE TO BE INSTALLED IN ACCORDANCE WITH ASTM D2321. PIPE JOINTS TO BE IN ACCORDANCE WITH ASTM D3212.
2. TRACER WIRE TO BE PLACED ON PLASTIC GRAVITY SANITARY SEWER PIPE DURING INSTALLATION. TRACER WIRE TO BE #10 WIRE, ELECTRICALLY CONTINUOUS, COPPER-CLADDED, AND HIGH STRENGTH. TRACER WIRE TO BE BROUGHT TO GRADE AT ALL SANITARY SEWER STRUCTURES.
3. INFILTRATION-EXFILTRATION TESTING BY LOW-PRESSURE AIR TEST IN ACCORDANCE WITH ASTM F1417.

WATER SUPPLY SERVICE NOTES:

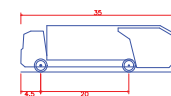
1. EXISTING WATER SERVICE MARKER LOCATED AT WEST CURB OF SECOND STREET.
2. EXISTING WATER LATERAL SIZE NOT KNOWN.
3. NEW WATER SERVICE SHUTOFF TO BE INSTALLED AT EAST PROPERTY LINE.
4. PROPOSED WATER SERVICE CONNECTION TO BE INSPECTED AND APPROVED BY CITY UTILITY REPRESENTATIVE.

WATER SERVICE PIPE CONSTRUCTION NOTES AND SPECIFICATIONS:

1. WATER SERVICE MATERIAL TO BE HDPE TUBING CTS DR9 OR APPROVED EQUAL.
2. TRACER WIRE TO BE PLACED ON PLASTIC WATER SERVICE DURING INSTALLATION. TRACER WIRE TO BE #10 WIRE, ELECTRICALLY CONTINUOUS, COPPER-CLADDED, AND HIGH STRENGTH.
3. WATER FIXTURE COUNT: 5 RESTROOMS, 6 KITCHEN. FIXTURE LIST AND ISOMETRIC PLAN TO BE PROVIDED WHEN AVAILABLE.
4. BACKFLOW PREVENTER TO BE INSTALLED INSIDE BUILDING.

SITE PLAN NOTES:

1. ZONING:
 - 1.1. PROPOSED B-2 COMMERCIAL (CBD)
2. PROPERTY AREA: 21,711 S.F., 0.50 AC.
3. SETBACKS:
 - 3.1. SECOND STREET: REQUIRED: 0, PROVIDED: 5 FT.
 - 3.2. NEW STREET: REQUIRED: 0, PROVIDED: 65 FT.
 - 3.3. PIKE STREET: REQUIRED: 0, PROVIDED: 0.5 FT.
 - 3.4. SIDE YARD (NORTH LINE): REQUIRED: 5, PROVIDED: 5 FT.
4. PARKING REQUIREMENTS:
 - 4.1. LAUNDRIES: THREE PER ESTABLISHMENT; PLUS ONE PER TWO EMPLOYEES; PLUS ONE PER WASHING MACHINE.
 - 4.2. EMPLOYEES: 1; 1 PARKING SPACE, WASHING MACHINES: 44; 44 PARKING SPACES
 - 4.3. TOTAL REQUIRED: 48 PARKING SPACES
 - 4.4. TOTAL PROVIDED: 25 PARKING SPACES, 24 STANDARD, 1 HANDICAP (1 VAN ACCESSIBLE)
5. SIGNAGE TO BE IN ACCORDANCE WITH CITY REQUIREMENTS. SEPARATE SIGN PERMITS REQUIRED
6. SITE SOILS ARE URBAN LAND-BANTER COMPLEX ON ENTIRE PROPERTY.



Rear-Load Garbage Truck
Overall Length 35
Overall Width 8.5
Overall Body Height 10.546ft
Min Body Ground Clearance 1.00ft
Track Width 8.375ft
Back-to-Back Time 29.300ft
Curb to Curb Turning Radius 35.000ft

SYMBOL	DESCRIPTION
	CURB INLET
	IRON PIPE FOUND
	LIGHT POLE
	GAS MARKER
	SIGN
	CHISELED X SET
	GAS METER
	UTILITY POLE
	BENCHMARK FOUND
	TREE
	REBAR FOUND
	TRAFFIC SIGNAL STRAIN POLE
	CLEANOUT
	WATER VALVE
	CONCRETE MONUMENT FOUND
	FIRE HYDRANT
	SANITARY SEWER
	UNDERGROUND GAS
	STORM SEWER
	OVERHEAD ELECTRIC
	RIGHT-OF-WAY
	OVERHEAD TELEPHONE
	UNDERGROUND TELEPHONE

LANDSCAPE PLAN NOTES:

1. STREETSIDE LANDSCAPING:
 - 1.1. LARGE TREES ON PIKE ST FRONTAGE: AT 40 FT. MINIMUM SPACING, TWO SPECIES REQUIRED. CITY OF GOSHEN RECOMMENDED LARGE TREES: KENTUCKY COFFEE, HACKBERRY, PRINCETON ELM, SWAMP WHITE OAK, LONDON PLANE TREE, SWEET GUM, OR BURR OAK.
 - 1.2. LARGE TREES ON N. SECOND STREET FRONTAGE: 2 AT 40 FT. SPACING, 2 SPECIES REQUIRED.
 - 1.3. SMALL TREES ON NEW STREET FRONTAGE: 4 AT 20 FT. MINIMUM SPACING, 2 SPECIES REQUIRED, SPECIES APPROVAL BY CITY FORESTER REQUIRED.
 - 1.4. ACTUAL LOCATIONS MAY VARY.
 - 1.5. SIZE: 2 INCH CALIPER AT 1 FT. ABOVE GROUND
2. BUFFER YARD LANDSCAPING:
 - 2.1. 6 FT. SOLID PRIVACY FENCE ON NORTH AND WEST PROPERTY LINES FOR BUFFERING.
 - 2.2. SHRUBS ON NORTH PROPERTY LINE NORTH OF FENCE, 25 SHRUBS AT 6 FT. SPACES, 18 INCH. HT. AT PLANTING. ACTUAL LOCATIONS MAY VARY.
3. FOUNDATION LANDSCAPING:
 - 3.1. SHRUBS (8 FOR 40 FT. BUILDING WIDTH, 9 FOR 45 FT. BUILDING WIDTH), 18 INCH. HT. AT PLANTING. ACTUAL LOCATIONS MAY VARY.

REFERENCE BENCHMARK

TBM2
RAILROAD SPIKE FOUND ON THE SOUTH SIDE OF POWER POLE #696-199 UP 0.66' AT THE NORTHEAST QUAD. OF NEW STREET AND U.S. 33
ELEVATION 796.85

SITE BENCHMARK

BM 0249-2019-1
CHISELED CUT SET ON TOP OF THE NORTH ANCHOR BOLT OF A TRAFFIC SIGNAL STRAIN POLE LOCATED IN THE NORTHEAST CORNER OF PIKE STREET (U.S. 33) AND SECOND STREET.
ELEVATION 799.21

BM 0249-2019-1

0 10' 20'
GRAPHIC SCALE

PATH:\LAMING\ELK\PROJECTS\1025098405\100\SURVEY\11850\SURVEY\DESIGN\DWG

PRINTED: Wednesday, May 26, 2025 8:35:12 AM

NO.	REVISIONS	DATE
1		
2		
3		
4		
5		
6		
7		
8		



2810 Dexter Drive
Elkhart, IN 46514
Phone: 574-266-1010
Email: info@sam.biz

DRAWING FILE: 98405_DESIGN.DWG

CERTIFICATION DATE: 05/27/2025

HORIZONTAL SCALE: 1" = 10'

VERTICAL SCALE: NONE

ENGINEER: Debra S. Hughes, P.E.

TECHNICIAN: AKM



PROPOSED SITE PLAN

BURTON LAUNDRY, 301 W. PIKE ST., LOTS 238 AND 239,
PLAT OF GOSHEN, PT. NE 1/4, SEC. 9, T36N, R6E,
ELKHART TWP., ELKHART CO., INDIANA

JOB NUMBER: 1025098405

SHEET C1

From: Raymond Jorgeson
Sent: Monday, June 9, 2025 2:02 PM
To: Lipscomb, Lori
Cc: Gerber, Linda
Subject: 301 W. Pike St.

We have talked to Mr. Burton about the laundry and told him we had no issues except his customers possibly parking on the side streets. We have exactly seven legal spaces on New Street. Second Street on the south side is in the no parking on the westside during Post Office hours which people ignore all the time. Years ago our neighborhood association attended all the city meetings to get the area zoned R1 with a few exceptions. Now we have had spot zoning with barbers shops, auto repair services and sales, daycares and computer services being created! We believe that this possible use for this lot would be the best usage but really would like the city to stepup the no parking issue. My wife has lived here 84 years and seen this neighborhood decline with all the rental properties and enforcement issues from the city. Raymond and RoseMarie Jorgeson 307 New Street

To: Goshen City Plan Commission/Goshen Common Council
From: Rhonda L. Yoder, Planning & Zoning Administrator
Subject: 25-02MA, PUD Major Change
1566 Regent Street, Waterford Commons PUD, Regent Street B-4 Area
Date: June 17, 2025

ANALYSIS

Ryan's Place, Inc., and SignArt, Inc., request a PUD major change to approve an illuminated monument sign, where sign illumination (internal and external) is prohibited adjacent to residential use/zoning, and where the approved PUD site plan was submitted with no sign illumination. The subject property is generally located at 1566 Regent Street and is zoned Commercial B-4PUD (Planned Unit Development), part of Waterford Commons PUD.

The subject property is an unplatted parcel on the south side of Regent Street, located between Regent Square Apartments on the west, and Prairieview School on the east. Development is underway for a single story office building and parking for Ryan's Place.

A PUD major change and PUD preliminary site plan, Ordinance 5191, was approved for the development in July 2024 to allow an alternative landscape plan, review of required parking per offices standard, and a reduced west side driving aisle setback.

At the time the PUD major change application was submitted in May 2024, complete sign details were not provided, and Planning staff notified the petitioners of specific sign requirements to ensure the PUD major change application would address any sign issues. Information provided by staff included that sign illumination was not permitted adjacent to residential use/zoning. The PUD preliminary site plan submitted as part of the PUD major change included the following note: "PROPOSED MONUMENT SIGN: 8 FT. HT. 7.5 FT. WIDTH. 4 FT. BASE. TOTAL HT. 12 FT. MAX. NO SIGN ILLUMINATION PERMITTED. SIGN PERMIT REQUIRED."

The same sign note was part of the PUD final site plan, which was approved by staff on July 30, 2024 (copy enclosed). Complete sign details were not submitted as part of the PUD final site plan, which is typical, and separate review for signs is then required.

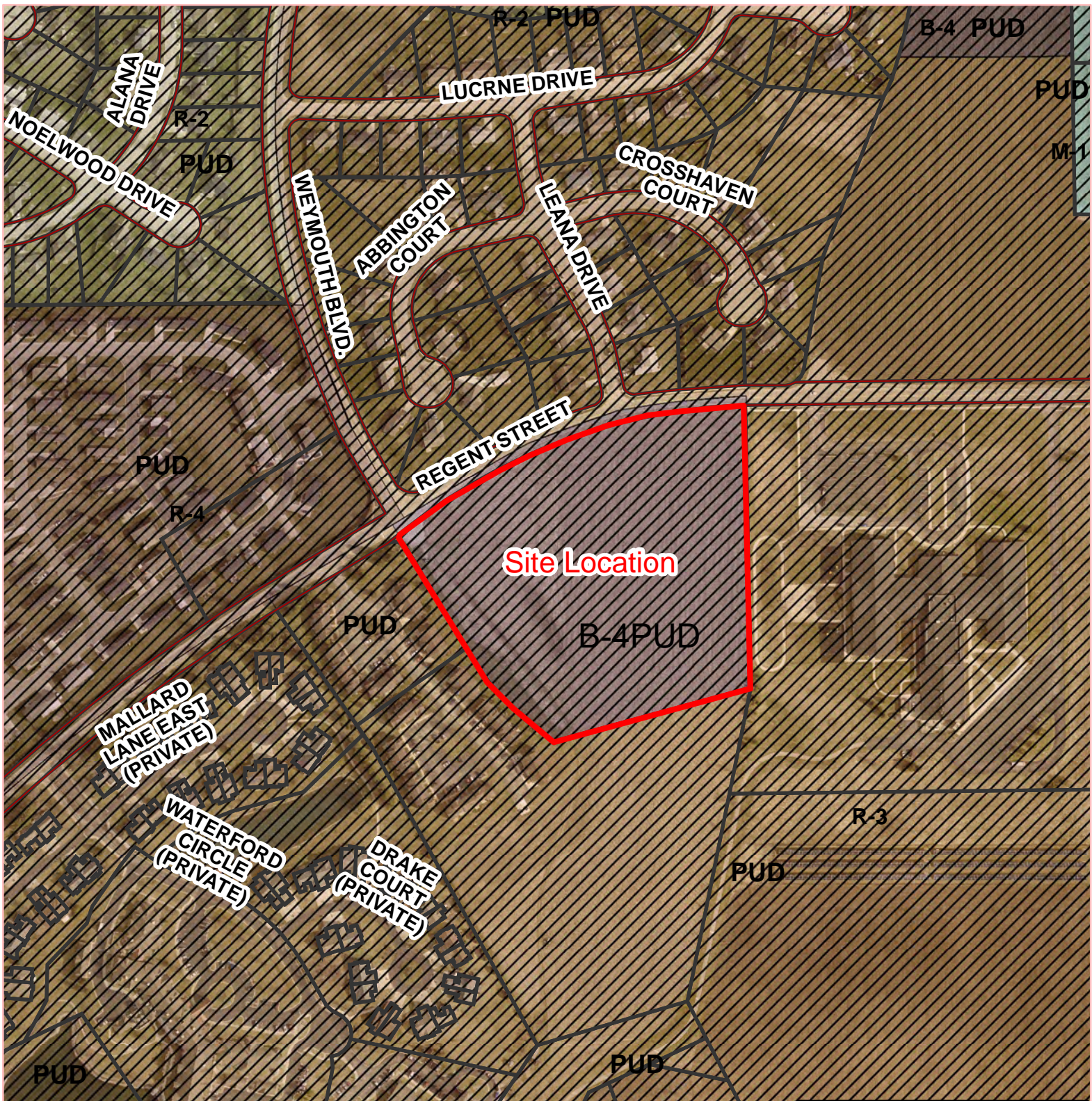
On May 14, 2025, the Planning office received an email from SignArt asking for the zoning for the site, related to "talks about a sign" and staff provided the zoning, with a follow up the same day noting that sign illumination (internal and external) was not permitted because of the location adjacent to residential use/zoning.

PUD guidelines for changes to approved plans indicate that "a change in the use or character of the development" is a major change. Sign illumination for a site surrounded on all sides by residential use/zoning meets the criteria for a major change, and in this case the approved PUD site plan specifically states "no sign illumination permitted." In a PUD, the site plan is part of the zoning. The original Waterford Commons PUD did not provide specific sign allowances for the B-4 areas, and stated development would follow the applicable provisions of the Zoning Ordinance.

RECOMMENDATIONS

Staff recommends the Plan Commission forward an unfavorable recommendation to Goshen Common Council for the PUD major change to allow an illuminated monument sign, and that the Common Council deny the request, based upon the following:

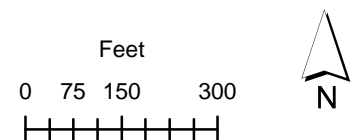
1. The approval for sign illumination is inconsistent with the original Waterford Commons PUD and with the approved PUD site plan for the Regent Street B-4 site.
2. The site is surrounded by residential use and/or zoning, and sign illumination may negatively impact adjacent residential properties.
3. The office use does not require an illuminated sign to identify the location for the general public, and people coming to the site will likely use an electronic maps application to find the site and not rely on an illuminated sign.



The City of Goshen's Digital Data is the property of the City of Goshen and Elkhart County, Indiana. All graphic data supplied by the city and county has been derived from public records that are constantly undergoing change and is not warranted for content or accuracy. The city and county do not guarantee the positional or thematic accuracy of the data. The cartographic digital files are not a legal representation of any of the features depicted, and the city and county disclaim any assumption of the legal status they represent. Any implied warranties, including warranties of merchantability or fitness for a particular purpose, shall be expressly excluded. The data represents an actual reproduction of data contained in the city's or county's computer files. This data may be incomplete or inaccurate, and is subject to modifications and changes. City of Goshen and Elkhart County cannot be held liable for errors or omissions in the data. The recipient's use and reliance upon such data is at the recipient's risk. By using this data, the recipient agrees to protect, hold harmless and indemnify the City of Goshen and Elkhart County and its employees and officers. This indemnity covers reasonable attorney fees and all court costs associated with the defense of the city and county arising out of this disclaimer.

1566 Regent Street

2023 Aerial
Printed May 30, 2025



The City of Goshen
Department of

Planning & Zoning
204 East Jefferson Street, Goshen, Indiana 46528
Phone: 574-534-3600 Fax: 574-533-8626

LEGAL DESCRIPTION: (FROM DOCUMENT NO. 2020-26979)

A PART OF THE NORTHEAST QUARTER OF SECTION 27, TOWNSHIP 36 NORTH, RANGE 6 EAST, ELKHART TOWNSHIP, CITY OF GOSHEN, ELKHART COUNTY, INDIANA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A HARRISON MONUMENT MARKING THE NORTHEAST CORNER OF THE NORTHEAST QUARTER OF SAID SECTION 27; THENCE SOUTH 01 DEGREE 15 MINUTES 37 SECONDS EAST ALONG THE EAST LINE OF THE NORTHEAST QUARTER OF SAID SECTION 27, A DISTANCE OF 1754.09 FEET TO A 5/8 INCH REBAR WITH CAP STAMPED "BRADS-KO 0041" MONUMENTING THE NORTHEAST CORNER OF A PARCEL OF LAND CONVEYED TO GOSHEN COMMUNITY SCHOOLS AS DESCRIBED AND RECORDED IN THE OFFICE OF THE RECORDER OF ELKHART COUNTY IN INSTRUMENT NUMBER 2004-24578; THENCE SOUTH 89 DEGREES 09 MINUTES 23 SECONDS WEST ALONG THE SOUTH RIGHT OF WAY LINE OF REGENT STREET, A SIXTY FOOT WIDE RIGHT OF WAY, A DISTANCE OF 830.52 FEET TO A REBAR WITH CAP STAMPED "ABONMARCHÉ FIRM #0050", THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE SOUTH 01 DEGREE 15 MINUTES 37 SECONDS EAST ALONG THE WEST LINE OF SAID GOSHEN COMMUNITY SCHOOLS PARCEL, A DISTANCE OF 619.17 FEET TO A REBAR WITH CAP STAMPED "ABONMARCHÉ FIRM #0050" ON THE NORTH LINE OF A PARCEL OF LAND CONVEYED TO GT PROPERTIES OF GOSHEN, LLC AS DESCRIBED AND RECORDED IN THE OFFICE OF THE RECORDER OF ELKHART COUNTY IN INSTRUMENT NUMBER 2008-25800; THENCE SOUTH 74 DEGREES 44 MINUTES 20 SECONDS WEST ALONG THE NORTH LINE OF SAID GT PROPERTIES OF GOSHEN, LLC PARCEL, A DISTANCE OF 459.81 FEET TO A CORNER OF SAID GT PROPERTIES OF GOSHEN, LLC PARCEL; THENCE NORTHWESTERLY ALONG THE ARC OF A 648.12 FOOT RADIUS CURVE TO THE RIGHT, CONCAVE TO THE NORTHEAST, A DISTANCE OF 282.96 FEET (CHORD BEARING NORTH 43 DEGREES 36 MINUTES 27 SECONDS WEST, CHORD DISTANCE 280.71 FEET) TO A REBAR WITH CAP STAMPED "PCB #S0538" MARKING THE POINT OF TANGENCY OF SAID CURVE; THENCE NORTH 31 DEGREES 06 MINUTES 03 SECONDS WEST ALONG THE NORTHEASTERLY LINE OF SAID GT PROPERTIES OF GOSHEN, LLC PARCEL, A DISTANCE OF 249.73 FEET TO A REBAR WITH CAP STAMPED "PCB #S0538" MARKING THE POINT OF CURVATURE OF A 50.00 FOOT RADIUS CURVE TO THE LEFT, CONCAVE TO THE SOUTHWEST; THENCE NORTHWESTERLY ALONG THE NORTHEASTERLY LINE OF SAID GT PROPERTIES OF GOSHEN, LLC PARCEL BEING ON THE ARC OF SAID 50.00 FOOT RADIUS CURVE, A DISTANCE OF 78.67 FEET (CHORD BEARING NORTH 76 DEGREES 10 MINUTES 56 SECONDS WEST, CHORD DISTANCE 70.80 FEET) TO A REBAR WITH CAP STAMPED "PCB #0538" MARKING THE POINT OF CUSP OF SAID CURVE; THENCE NORTH 58 DEGREES 43 MINUTES 27 SECONDS EAST ALONG THE SOUTH RIGHT OF WAY LINE OF SAID REGENT STREET, A DISTANCE OF 340.11 FEET TO THE POINT OF CURVATURE OF A 882.14 FOOT RADIUS CURVE TO THE RIGHT, CONCAVE TO THE SOUTHEAST; THENCE NORTHEASTERLY ALONG THE SOUTH RIGHT OF WAY LINE OF SAID REGENT STREET BEING ON THE ARC OF SAID 882.14 FOOT RADIUS CURVE, A DISTANCE OF 468.78 FEET (CHORD BEARING NORTH 73 DEGREES 55 MINUTES 58 SECONDS EAST, CHORD DISTANCE 463.29 FEET) TO A REBAR WITH CAP STAMPED "ABONMARCHÉ FIRM #0050" MARKING THE POINT OF TANGENCY OF SAID CURVE; THENCE NORTH 89 DEGREES 09 MINUTES 23 SECONDS EAST ALONG THE SOUTH RIGHT OF WAY LINE OF SAID REGENT STREET, A DISTANCE OF 85.49 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION CONTAINING 9.578 ACRES, MORE OR LESS.

PARCEL NO.: 20-11-27-276-003.000-015

SITE PLAN NOTES

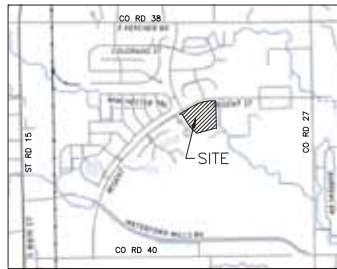
- ONE OWNER AND TENANT: RYAN'S PLACE INC.
- EASEMENT NOTE:
 - PROPOSED UTILITY EASEMENT OF VARYING WIDTH AS SHOWN ON PLAN.
- FLOOD NOTE:
 - BASED ON SCALING FROM THE FLOOD INSURANCE RATE MAP OF ELKHART COUNTY, INDIANA, MAP NUMBER 18039C0262D & 18039C0266D, DATED AUGUST 2, 2011, THE PROPERTY IS LOCATED WITHIN ZONE X.
- WETLANDS:
 - THERE ARE NO WETLANDS LOCATED ON SITE AS SHOWN ON THE NATIONAL WETLANDS INVENTORY MAP.
- SOILS DATA:
 - ENTIRE SITE IS *voia* - VOLINIA LOAM (NRCS WEB SOIL SURVEY)
 - DRAINAGE CLASS: WELL DRAINED, 0.60 TO 2.00 INCHES/HOUR
 - DEPTH TO WATER TABLE: MORE THAN 80 INCHES.
- DRAINAGE NOTES:
 - STORM WATER TO BE RETAINED ON SITE IN PROPOSED RETENTION BASINS.
- UTILITY NOTES:
 - PROPOSED SANITARY SEWER SERVICE TO BE CONNECTED TO EXISTING PUBLIC SANITARY SEWER LOCATED ON SITE.
 - PROPOSED WATER SERVICE TO BE CONNECTED TO EXISTING PUBLIC WATER MAIN LOCATED ON SITE.
- PARKING CALCULATION:
 - OFFICE: ONE PER 2 EMPLOYEES PLUS 1 PER 400 SF OFFICE SPACE.
 - EMPLOYEES: $12 / 2 = 6$ SPACES
 - OFFICE SPACE: $3424 / 400 = 9$ SPACES
 - PROGRAM SPACE: $6201 + 101 / 400 = 16$ SPACES
 - TOTAL PARKING REQUIRED: 31
 - PARKING PROVIDED: 70 SPACES, 67 STANDARD, 3 HANDICAP

BENCHMARKS

BM-86349-1
TOP OF SOUTHWEST TOP FLANGE BOLT, MARKED WITH CROSS IN PERMANENT MARKER, OF HYDRANT NEAR SOUTHWEST CORNER OF SUBJECT PARCEL, APPROXIMATELY 600' SOUTHEAST OF INTERSECTION REGENT STREET AND WEYMOUTH BOULEVARD.
ELEV=815.54

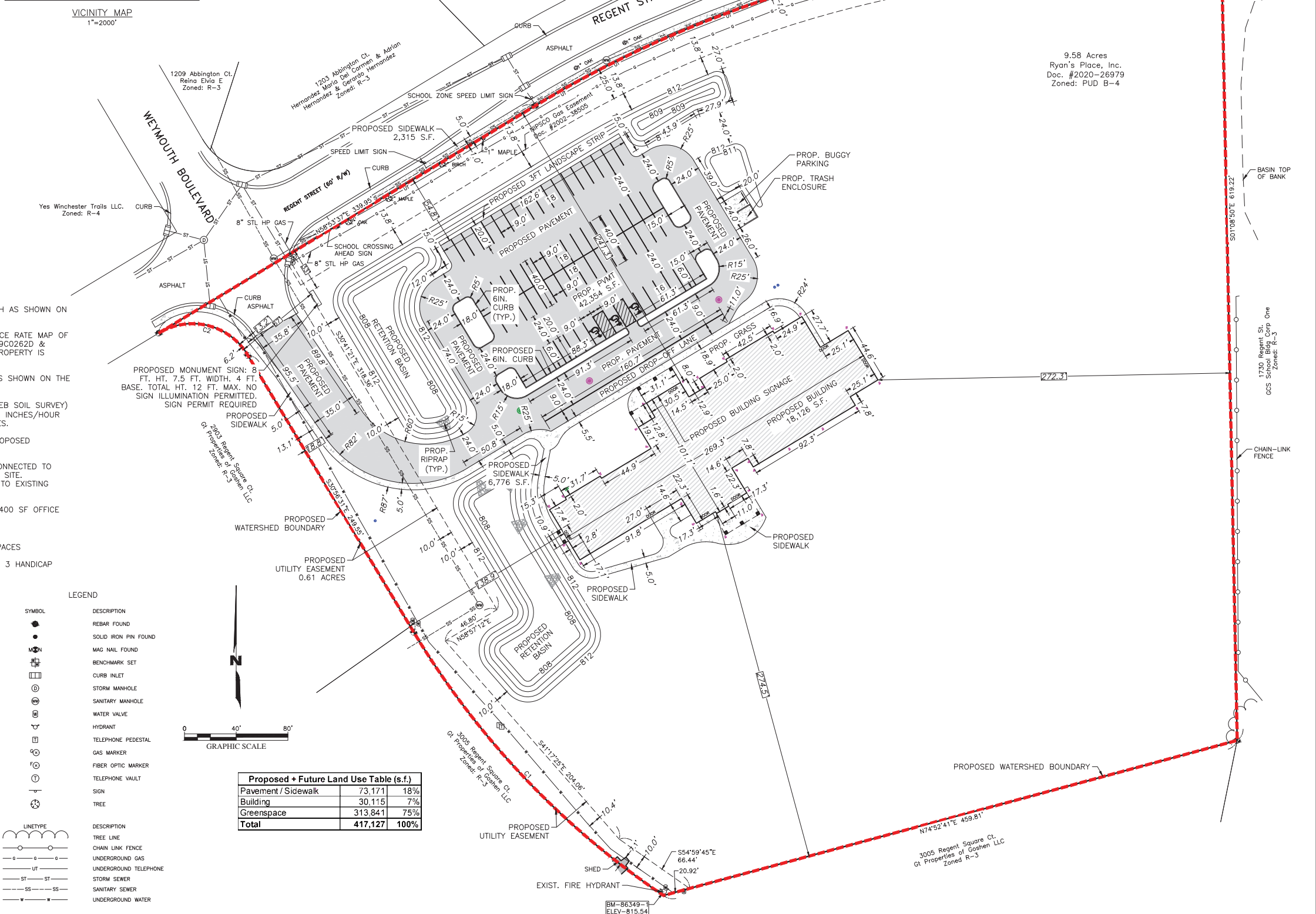
BM-86349-2
TOP OF SOUTHWEST TOP FLANGE BOLT, MARKED WITH CROSS IN PERMANENT MARKER, OF HYDRANT NEAR NORTHEAST CORNER OF SUBJECT PARCEL, APPROXIMATELY 4' SOUTH OF SOUTH BACK OF CURB OF REGENT STREET, AND APPROXIMATELY 286' EAST OF THE INTERSECTION OF REGENT STREET AND LEANA DRIVE.
ELEV=814.97

BM-86349-3
TOP OF SOUTHWEST TOP FLANGE BOLT, MARKED WITH CROSS IN PERMANENT MARKER, OF HYDRANT, APPROXIMATELY 4' NORTH OF NORTH BACK OF CURB OF REGENT STREET, AND APPROXIMATELY 175' SOUTHEASTERLY OF THE INTERSECTION OF REGENT STREET AND LEANA DRIVE.
ELEV=814.13



VICINITY MAP
1"=2000'

CURVE TABLE				
CURVE NO.	DELTA	RADIUS	LENGTH	CHORD BEARING
C3	030°26'50"	882.14'	468.77'	N74°02'55"E 463.28'
C1	025°00'50"	648.12'	282.96'	N43°29'36"W 280.71'
C2	090°34'18"	50.00'	79.04'	N75°55'17"W 71.06'



Proposed + Future Land Use Table (s.f.)		
Pavement / Sidewalk	73,171	18%
Building	30,115	7%
Greenspace	313,841	75%
Total	417,127	100%

P:\1024086349\1024086349\100\SURVEY\1\DESIGN.DWG (1024086349.DWG)

PRINTED: Monday, July 15, 2024 2:59:16 PM

1	ADD SIGN INFORMATION FOR CITY COMMENTS	DSH	05/30/2024
2	REVISE PARKING CALCULATIONS	DSH	06/04/2024
NO.	REVISIONS	BY	DATE



2810 Dexter Drive
Elkhart, IN 46514
Phone: 574-266-1010
Email: info@sam.biz

DRAWING FILE: 1024086349 DESIGN.DWG

CERTIFICATION DATE: 07/15/2024

HORIZONTAL SCALE: 1"=40'

VERTICAL SCALE: NONE

ENGINEER: Debra S. Hughes, P.E.

TECHNICIAN: AKM



PROPOSED SITE PLAN

RYAN'S PLACE, INC., 1566 REGENT ST., GOSHEN
PT. NE 1/4, SEC. 27, T36N, R6E,
ELKHART TWP., ELKHART CO., INDIANA

JOB NUMBER: 1024086349

SHEET 1
OF 12



Sign #1

Double Faced Illuminated Monument Sign

Cap/Embellishment
Custom fabricated .100 aluminum.
Paint with GripGard EFX semi-gloss enamel.

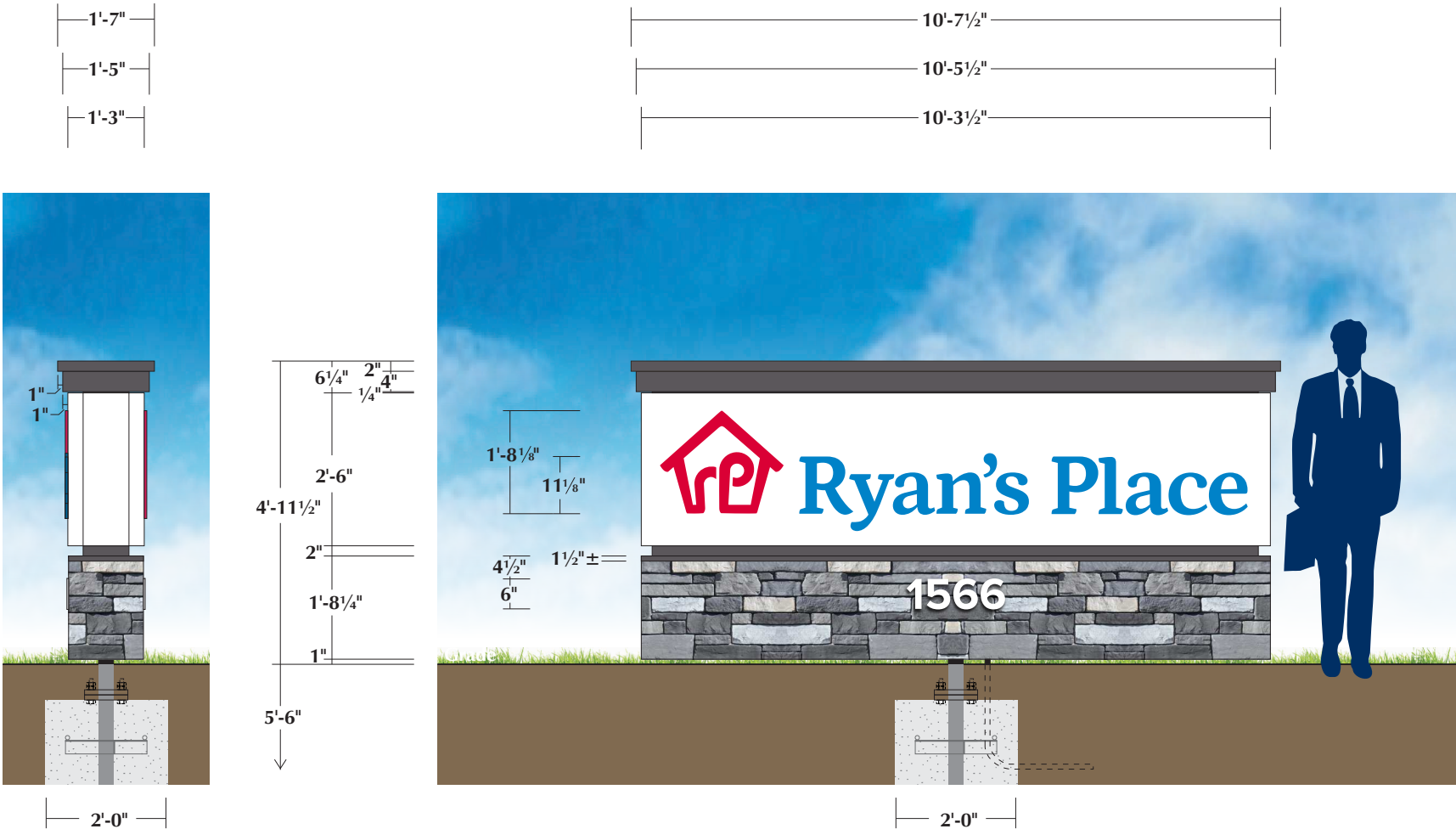
I.D. Sign Cabinet
S.A. Double filler with 1 3/4" retainers.
1/4" and 2" Aluminum reveals.
Paint with GripGard EFX semi-gloss enamel.

Faces
Precision routed .100 aluminum backed with 3/4" white push-thru acrylic.
Overlaid with digitally printed pressure sensitive vinyl.
Paint with GripGard EFX semi-gloss enamel.

Electrical/Illumination
White LEDs powered by low voltage power supplies.


Masonry
1" x 1" x .125 Aluminum tube frame.
1/2" Cement board sheathing.
Stone veneer (provided by customer).
Custom fabricated aluminum cap with drip edge.
Paint with GripGard EFX semi-gloss enamel.
Flat cut 3/4" acrylic address numerals.

Support/Foundation
3" x 3" x .25" Steel support tube.
Standard Steel base plate.
Standard Steel companion plate.
2'-0" x 5'-6" Deep augered concrete footing.




Sign #1 — Double Faced Illuminated Monument Sign


Scale: 3/8" = 1'-0"




Stone Veneer
QR Stone
Ledgestone Midnight
to match building.



SW 9154



3M #3630-337
Process Blue
(PMS Process Blue)



3M #3630-78
Vivid Rose
(PMS 206c)

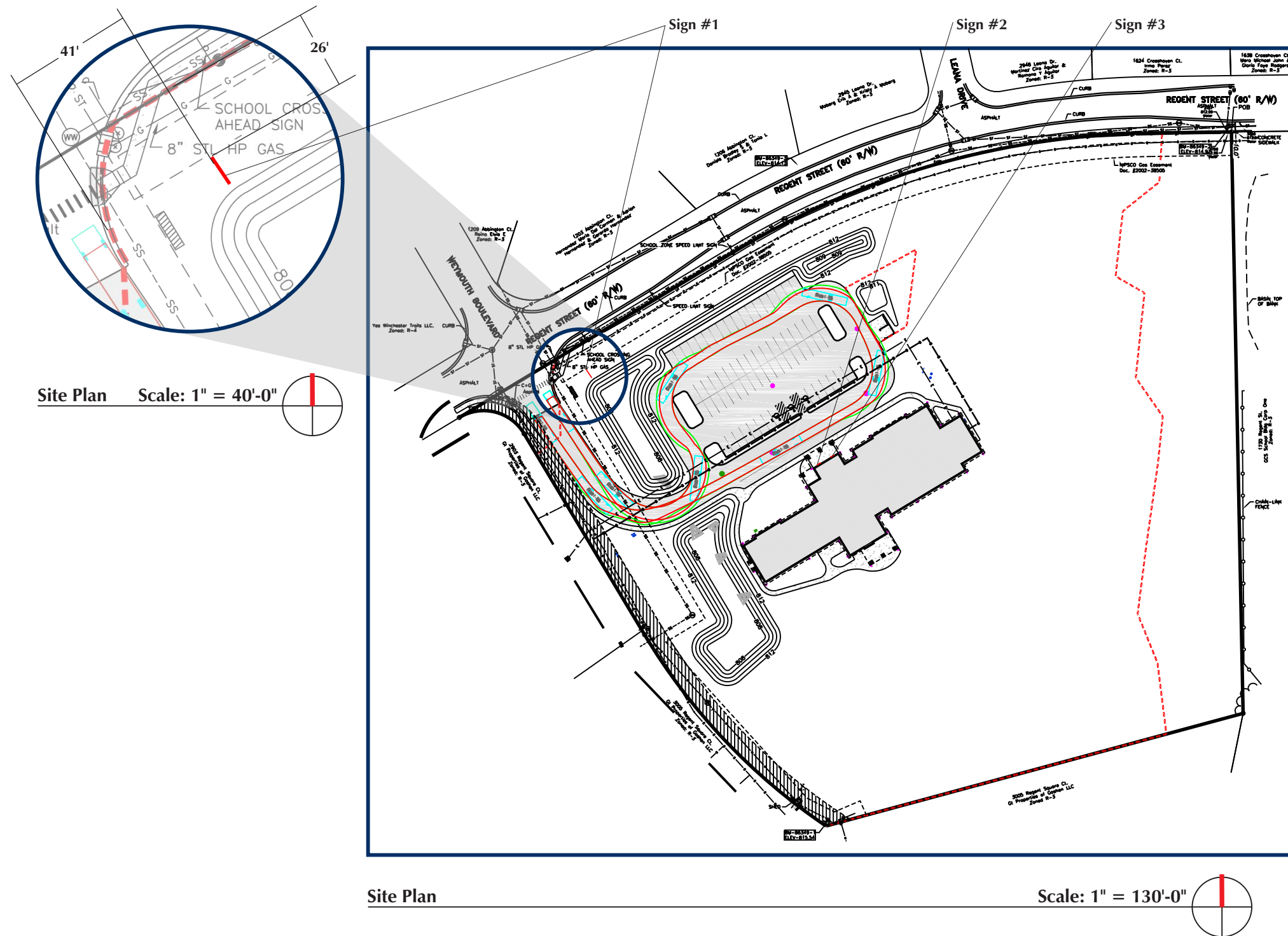


Night Time View

Square Footage	
Sign #1	2'-6" x 10'-3 1/2" = 25.72 Sq.Ft.



This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.



Notes:



GINA M. LEICHTY

Mayor of **Goshen, Indiana**

City Hall • 202 South Fifth Street, Suite 1 • Goshen, IN 46528-3714

mayor@goshencity.com • goshenindiana.org

(574) 533-9322

MEMO

TO: Goshen Plan Commission
FROM: Mayor Gina Leichty
DATE: June 17, 2025
RE: Unified Development Ordinance Initiative

As part of our ongoing efforts to enhance and modernize our planning tools, I'm writing to request your authorization for City staff to commence work on a Unified Development Ordinance (UDO). This new document will consolidate and update both the City's Zoning Ordinance and Subdivision Ordinance, which are each approximately 40 years old.

The UDO will feature simplified, accessible language and incorporate clearer, more modern visuals. Our goal is to create a more user-friendly, consistent, and adaptable framework to guide future development in Goshen.

To move this effort forward, I am asking the Plan Commission to grant City staff the authority to:

- Initiate the UDO process.
- Establish a task force that includes representatives from the Plan Commission, City Council, and Board of Zoning Appeals.
- Convene additional advisory groups as needed.
- Hire a qualified land use planning consultant to lead the process.

We anticipate that the process will take approximately two years and will include meaningful public input at every stage. Staff will provide the Plan Commission with regular updates throughout the project. Once complete, the Plan Commission will review the final draft and give a formal recommendation to the City Council.

Thank you,

Gina M. Leichty

Mayor, City of Goshen

Requested Motion:

Authorize City staff to initiate work on a Unified Development Ordinance that consolidates and updates both the City's Zoning and Subdivision Ordinances. This includes the authority to form a task force and advisory groups, and to hire a qualified land use planning consultant to lead the process.



CITY OF GOSHEN LEGAL DEPARTMENT

City Annex

204 East Jefferson Street, Suite 2

Goshen, Indiana 46528-3405

Phone (574) 537-3820 • Fax (574) 533-8626 • TDD (574) 534-3185

www.goshenindiana.org

April 29, 2025

To: City Boards and Commissions

From: Shannon Marks, Legal Compliance Administrator

Subject: Policy to Provide Public Notice of Meetings and Electronic Meetings Policy

Enclosed are two separate Resolutions to adopt a Policy to Provide Public Notice of Meetings and an Electronic Meetings Policy for the consideration of each city board or commission (a governing body) at the governing body's next regularly scheduled meeting. It is necessary for each city governing body to adopt each of these policies, and it is the intent for these policies to be consistent city-wide.

The Policy to Provide Public Notice of Meetings revises a policy that many of the city's governing bodies adopted in 2013. This policy sets forth the statutory requirements for providing the public notice of meetings, including the method in which the governing body will provide notice to all news media and to any person (other than news media) submitting an annual written request for such meeting notices. The public notice must be given at least 48 hours (excluding Saturdays, Sundays, and legal holidays) before the meeting. A new requirement is that the notice must also include the website address for live transmissions and archived copies of the live transmissions of meetings. The notice shall be given by posting a copy at City Hall, publishing the notice on the City's website, and emailing the notice to all news media.

The Electronic Meetings Policy is substantially similar to the policy adopted by the Goshen Common Council January 27, 2025. This policy sets forth the procedures that apply to a member's participation in a meeting by an electronic means of communication. The electronic means of communication must allow all participating members of the governing body to simultaneously communicate with each other, and it must allow the public to simultaneously attend and observe the meeting (excluding an executive session).

If you have any questions regarding either of the policies, please call or send me an email at shannonmarks@goshencity.com. Once a governing body has adopted both Resolutions, please forward a signed copy of each Resolution to the Legal Department. You may either scan and email the signed Resolutions to me as a PDF or make hard copies and send to my attention through interoffice mail. The original, signed Resolutions should be retained for the records of each governing body.

RESOLUTION 2025-PC01

Resolution of the Goshen Plan Commission Adopting a Policy to Provide Public Notice of Meetings

WHEREAS I.C. 5-14-1.5-5 sets forth the requirements for a governing body to provide public notice of any meetings, executive sessions or of any rescheduled or reconvened meeting.

WHEREAS I.C. 5-14-1.5-5(b)(2) provides that a governing body shall determine the method in which the governing body shall provide notice of meetings to all news media which deliver to the governing body an annual written request for notices not later than December 31 for the next succeeding calendar year.

WHEREAS I.C. 5-14-1.5-5(b)(3) provides that a governing body may adopt a policy to determine the method in which the governing body shall provide notice of meetings to any person (other than news media) who delivers to the governing body an annual written request for notices not later than December 31 for the next succeeding calendar year.

WHEREAS the purpose of this policy is to state the methods in which the Goshen Plan Commission, as a governing body of the City of Goshen, shall provide public notice of meetings in accordance with I.C. 5-14-1.5-5.

NOW, THEREFORE, BE IT RESOLVED that, in accordance with I.C. 5-14-1.5 et seq., the Goshen Plan Commission, hereinafter referred to as "governing body," shall provide public notice of meetings as follows:

- A. Public notice of any meetings, executive sessions, or of any rescheduled or reconvened meeting, shall be given at least forty-eight (48) hours (excluding Saturdays, Sundays, and legal holidays) before the meeting. This requirement does not apply to reconvened meetings (not including executive sessions) where announcement of the date, time, and location of the reconvened meeting is made at the original meeting and recorded in the memoranda and minutes thereof, and there is no change in the agenda. This requirement also does not apply to a meeting called to deal with an emergency as provided under I.C. 5-14-1.5-5(d).
- B. The public notice shall include the following information:
 - 1. Governing body name.
 - 2. Date of meeting.
 - 3. Time of meeting.
 - 4. Location of meeting.
 - 5. Website address for live transmissions and archived copies of live transmissions of meetings, excluding an executive session.
 - 6. If the meeting is an executive session, the public notice shall include the subject matter by specific reference to the enumerated instance or instances for which an executive session may be held under I.C. 5-14-1.5-6.1(b).

- C. The public notice of meetings shall be given by:
1. Posting a copy of the notice at Goshen City Hall.
 2. Publishing the notice on the City of Goshen's website at least forty-eight (48) hours in advance of the meeting shall serve as notice to any person (other than news media) who delivers to the governing body or the Goshen Clerk-Treasurer's Office an annual written request for the notices not later than December 31 for the next succeeding calendar year.
 3. Transmitting the notice by electronic mail to all news media which deliver to the governing body or the Goshen Clerk-Treasurer's Office an annual written request for the notices not later than December 31 for the next succeeding calendar year.
- D. Notice of regular meetings need be given only once each year, except that an additional notice shall be given where the date, time, or location of a regular meeting or meetings is changed. This does not apply to executive sessions.
- E. If an agenda is utilized for a meeting, a copy of the agenda shall be posted at the entrance to the location of the meeting prior to the meeting.
- F. This policy to provide public notice of meetings shall be effective immediately. Upon the effective date of this policy, all prior policies on providing public notice of meetings, specifically including the policy adopted February 19, 2013, shall be repealed.
- G. This policy is intended to be consistent with the Indiana Open Door Law codified at I.C. 5-14-1.5 et seq. as in effect on April 25, 2025, and is incorporated hereto by reference. In the event that I.C. 5-14-1.5 et seq. is amended in such a way to conflict with any provision in this policy, then this policy shall be amended to comply with the statutory amendment.

PASSED and ADOPTED by the Goshen Plan Commission on _____, 2025.

RESOLUTION 2025-PC02

Resolution of the Goshen Plan Commission Adopting an Electronic Meetings Policy to Allow Members of the Plan Commission to Participate in Meetings by an Electronic Means of Communication

WHEREAS I.C. 5-14-1.5-3.5 allows a member of the governing body of a political subdivision who is not physically present at a meeting of the governing body to participate in a meeting by any electronic means of communication that:

- A. Allows all participating members of the governing body to simultaneously communicate with each other; and
- B. Allows the public to simultaneously attend and observe the meeting, except for a meeting held in executive session.

WHEREAS the governing body must adopt a written policy establishing the procedures that apply to a member's participation in a meeting by an electronic means of communication, which may include procedures that are more restrictive than the procedures established by I.C. 5-14-1.5-3.5.

WHEREAS Goshen Common Council Resolution 2024-03 adopts an Electronic Meetings Policy to allow members of the Common Council to participate in meetings by electronic means of communication. The Common Council Electronic Meetings Policy also applies to all other governing bodies of the City of Goshen, excluding the Board of Aviation Commissioners, until such time as such other governing bodies adopt a substantially similar policy.

NOW, THEREFORE, BE IT RESOLVED that the Goshen Plan Commission adopts the following Electronic Meetings Policy:

Section 1. Attendance at Meetings of the Goshen Plan Commission by Electronic Means of Communication

- A. A member of the Plan Commission ("Commission") who is not physically present at a meeting of the Commission may participate in the meeting of the Commission by any electronic means of communication that:
 - 1. allows all participating members of the Commission to simultaneously communicate with each other; and
 - 2. allows the public to simultaneously attend and observe the meeting, except for a meeting held in executive session.
- B. The following conditions apply to a Plan Commission member not physically present at a meeting of the Commission but participating in the meeting of the Commission by an electronic means of communication:
 - 1. At least fifty percent (50%) of the Commission members must be physically present at a meeting at which a member may participate by an electronic means of communication.
 - 2. All votes taken during a meeting at which at least one (1) member participates by an electronic means of communication must be taken by roll call vote.
 - 3. Subject to Section 2, paragraph C, a member who participates in a meeting by an electronic means of communication may participate in final action only if the member can be seen and heard.

4. Subject to Section 2, paragraph C, a member who participates by an electronic means of communication shall be considered present for purposes of establishing a quorum.

Section 2. Limitations

- A. A member of the Plan Commission may not attend more than two (2) meetings in a calendar year by an electronic means of communication, unless the member's electronic participation is due to:
 1. military service;
 2. illness or other medical condition;
 3. death of a relative; or
 4. an emergency involving actual or threatened injury to persons or property.
- B. A member of the Plan Commission may attend two (2) consecutive meetings ("a Set of Meetings") by an electronic means of communication; however, a member must physically attend, in person, at least one (1) meeting between a Set of Meetings that the member attends by an electronic means of communication, unless the member's absence is due to:
 1. military service;
 2. illness or other medical condition;
 3. death of a relative; or
 4. an emergency involving actual or threatened injury to persons or property.
- C. A member of the Plan Commission may not participate in a meeting by an electronic means of communication at which the Commission may take final action, as applicable to the governing body, to:
 1. adopt a budget;
 2. make a reduction in personnel;
 3. initiate a referendum;
 4. establish or increase a fee;
 5. establish or increase a penalty;
 6. exercise the governing body's eminent domain authority; or
 7. establish, raise, or renew a tax.

Section 3. Technological Failure

A technological failure in an electronic means of communication that disrupts or prevents:

- A. the simultaneous communication between a member who is not physically present at the meeting and the Plan Commission; or
- B. a member of the public who is not present at the meeting from attending and observing the meeting;

does not prevent the Plan Commission from conducting the meeting or affect the validity of an action taken by the Commission at the meeting if the sum of the Commission members physically present at the meeting and the

Commission members participating by electronic communication without technological failure satisfy the quorum and (if a final action is taken) the voting requirements of the Plan Commission.

Section 4. Minutes or Memoranda

The minutes or memoranda of a meeting at which any member of the Plan Commission participates by an electronic means of communication must:

- A. identify each member who:
 - 1. was physically present at the meeting;
 - 2. participated in the meeting by using any electronic means of communication; and
 - 3. was absent; and
- B. identify the electronic means of communication by which:
 - 1. members participated in the meeting; and
 - 2. the public attended and observed the meeting, if the meeting was not an executive session.

Section 5. Declared Emergencies

- A. Members are not required to be physically present for a meeting of the Plan Commission during such time when following authorities have declared a disaster emergency and the disaster emergency remains in effect:
 - 1. the governor under I.C. 10-14-3-12; or
 - 2. the mayor under I.C. 10-14-3-29,to the extent allowed by I.C. 5-14-1.5-3.7.
- B. Members may participate in a meeting during a declared disaster emergency by an electronic means of communication provided that:
 - 1. At least a quorum of the members participates in the meeting by an electronic means of communication or in person.
 - 2. The public may simultaneously attend and observe the meeting unless the meeting is an executive session.
- C. The minutes or memoranda of the meeting must comply with requirements for meetings where members are allowed to attend by an electronic means of communication.
- D. All votes taken during a meeting at which at least one member participates by an electronic means of communication must be taken by roll call vote.

Section 6. Definitions

The definitions found in I.C. 5-14-1.5-2, as amended, shall apply to this policy.

Section 7. Application

The policy adopted by this resolution shall be known as the “Electronic Meetings Policy” of the Goshen Plan Commission and it shall apply to meetings of the Plan Commission.

Section 8. Intent of Policy

- A. It is the intent of this policy to comply with the provisions of I.C. 5-14-1.5-3.5 and I.C. 5-14-1.5-3.7, as each may be amended from time to time, to allow for a member of the Plan Commission who is not physically present at a meeting to participate by any electronic means of communication. In the event that I.C. 5-14-1.5-3.5 and I.C. 5-14-1.5-3.7 are amended or repealed, then this policy shall be amended to comply with said amended statutory provisions.
- B. This resolution incorporates by reference the provisions of I.C. 5-14-1.5-3.5 and I.C. 5-14-1.5-3.7, as each may be amended from time to time; however, the more restrictive provisions of this resolution shall govern.

Section 9. Effective Date

This resolution shall be effective from and after adoption.

PASSED and ADOPTED by the Goshen Plan Commission on _____, 2025.
