

# TOWN OF DANVILLE

**Danville Plan Commission**  
**June 8, 2022**  
**7:00 PM**

## **AGENDA**

- I. **Call Meeting to Order**
  - Pledge of Allegiance
  - Establish Quorum
  - Approve Minutes
  
- II. **New Business:**
  - A. **Penrose Subdivision, Final, Section 1, 97-lots, located on the east side of County Road 300 East, approximately 0.50 mile north of East Main Street, 35.9 acres**  
*(Kimley-Horn)*
  
  - B. **Penrose Subdivision, Variance of the Stormwater Technical Standards, Section 6.D(2) and Figure 6-2 (Wet Bottom Detention Facility) to omitting the maintenance ledge above normal pol and also allow 4:1 slope on bank of pond above normal pool**  
*(Kimley-Horn)*
  
  - C. **Design Review Committee Recommendations: Pyramid Construction & Maintenance, LLC, Steve Ward, 94 North Jefferson St., Exterior Renovation**  
*(Staff)*
  
- III. **Items for Discussion:**

**Design Review Committee Rules & Regulations – Scott Perkins**
  
- IV. **Report of Officers, Committees and Staff**
  
- V. **Adjourn**

**Next Meeting:**

**July 13, 2022**

**DANVILLE PLAN COMMISSION  
MINUTES  
May 11<sup>th</sup>, 2022  
7:00 PM**

Members Present: Nancy Leavitt, Adam Harvey, Sue Rempert, Loris Thompson, Jill Howard,  
Barry Lofton  
Members Absent: Greg Vanlaere  
Staff Present: Lesa Ternet & Tasha Hensley  
Guests: David & Malinda Gouge, Brett Haff, Stu Huckelberry, Tony Bagato

A quorum was established, the meeting was called to order by L. Thompson.

J. Howard made a motion to approve minutes from April 13<sup>th</sup>, 2022, meeting. S.Rempert seconded the motion, motion passed 6-0.

**New Business:**

**A. Penrose, Preliminary Approval for a 323-lot major subdivision, located on the south and east side of County Road 300 East and County Road 100 North, 141 Acres**

This project was continued from last month due to not meeting notification requirements. Those requirements have now been met. Tony Bagato with Lennar Homes went through all requirements of the PUD stating their plans comply with the PUD ordinance. S. Rempert asked about the location of the common areas. T. Bagato explained where they are located. S. Rempert asked about water loop that was stated in the case summary. S. Huckelberry with Lennar Homes explained that Lennar is working with the town and contributing funds to creating a water main loop to reduce the possibility of homeowners from being without water in the event of a main break. L. Ternet stated that Joe Miller with Banning Engineering had reviewed the drainage and found no issues as stated in his letter submitted. A. Harvey asked what modifications to the ponds may be requested. B. Huff stated that the Stormwater Ordinance required slopes to be 6 to 1 which made the ponds very large. They would be requesting a variance to allow a 5 to 1 slope for the ponds. L. Thompson opened the public hearing. David and Malinda Gouge presented a list of questions for Lennar Homes. L. Thompson closed the public hearing. T. Bagato addressed each concern of Mr. & Mrs. Gouge and expressed Lennar Homes would be willing to work with them on their concerns. A. Harvey made a motion to approve the preliminary plat subject to the conditions stated in the Case Summary and that the developer work with Mr. & Mrs. Gouge on addressing their concerns. J. Howard seconded the motion.

**Roll Call Vote:**

S. Rempert - Aye  
N. Leavitt – Aye  
A. Harvey – Aye  
L. Thompson - Aye  
J. Howard – Aye  
B. Lofton – Aye  
Motion Passed 6-0

**B. Public Hearing: Text Amendment (Ordinance No. 10-2022) amend Section 18 Flood Hazard Areas of the Danville Zoning Ordinance as required by the Floodplain Management section of the State's Department of Natural Resources.**

B. Lofton explained construction within the floodway and how it was managed. L. Thompson opened the public hearing. No one requested to speak. L. Thompson closed the public hearing. S. Rempert made a motion to send a favorable recommendation of proposed text amendment to the Town Council. A. Harvey seconded the motion.

**Roll Call Vote:**

S. Rempert - Aye  
N. Leavitt – Aye  
A. Harvey – Aye  
L. Thompson - Aye  
J. Howard – Aye  
B. Lofton – Aye  
Motion passed 6-0

**C. Design Review Committee Recommendations: Unitarian Universalist Community Church, Anne Johnson, 95 North Jefferson St., Exterior Renovation**

N. Leavitt made a motion to accept the recommendation of the Design Review Committee for repairs on the entrance door located at 95 North Jefferson St. A. Harvey seconded the motion.

**Roll Call Vote:**

S. Rempert - Aye  
N. Leavitt – Aye  
A. Harvey – Aye  
L. Thompson - Aye  
J. Howard – Aye  
B. Lofton – Aye  
Motion passed 6-0

**Items for Discussion:**

**Design Review Committee Rules & Regulations -Scott Perkins**

Scott Perkins stated he had not had a chance to prepare the updated rules and regulations to present to the board. This item of discussion was moved to the next meeting.

With there being no further business, the meeting was adjourned at 7:52 p.m.

# Meeting Briefing

June 8, 2022

## Final Plat Approval for Penrose, Section 1

This is a request to approve Section 1 of the Penrose PUD residential subdivision containing 97 residential lots. There is also a waiver request from the Stormwater Technical standards for the ponds. This requires a vote for final approval of Section 1 and the waiver request.

## Design Review Committee Recommendations

In your packet you will find an application for the Design Review Committee that received a favorable recommendation to the Plan Commission on January 5, 2022, and was inadvertently left off of the PC agenda. The application is for an exterior rear façade renovation for 94 N. Jefferson Street that will become a business to be known as Creation Cookies. This will require a vote.

## Items for Discussion

Design Review Committee Rules & Regulations changes. Scott Perkins will attend and discuss the changes to their Rules proposed by the Committee to the Plan Commission. A consensus to make certain changes to the Rules will be necessary.

# CASE SUMMARY

## Final Plat & Construction Plan Request

**Case:** 2022-2099  
Lennar Homes of Indiana, Inc., Petitioner  
Brett Huff, Kimley-Horn & Associates

**Request:** Final Plat & Construction Plan Approval, Penrose, Section 1

**Location:** E/S of County Road 300 East, approximately 0.37-mile North of East Main Street

**Acreage:** 35.9 acres

**Zoning:** Planned Unit Development (PUD)

### **Final Plat Request:**

The petitioner is requesting final plat and construction plan approval for the first section of Penrose subdivision. This project consists of 97 single family residential lots and received preliminary approval on May 11, 2022. The petitioner is also requesting a waiver of the Stormwater Technical Standards Section 6.D.(2) and Figure 6-2 (Wet-Bottom Detention Facility, to omit the maintenance ledge above normal pool and allow a maximum 4:1 slope on pond banks above normal pool instead of a 6:1 slope. This type of waiver has been approved in the past and the Stormwater Ordinance will likely be amended to make changes to this section. The waiver application and Findings of Fact are included in your packet of information.

Staff held a Technical Advisory meeting with the developer and project engineer on May 19, 2022 and all comments from that meeting have been addressed. The Water Superintendent requested a couple of modifications to the plans and has communicated that information to the project engineer.

The developer has agreed to pay \$200,000 to assist the Town in providing a loop in the water system to the west along County Road 100 North to County Road 200 East. The developer has agreed to make a payment when an invoice has been provided by the Town.

Joe Miller, Banning Engineering, the Town's Engineer, has reviewed the final construction plans and provided a letter dated April 29, 2022, stating all comments had been addressed.

Staff recommends approval of the final plat request based on compliance with the PUD ordinance and subject to addressing the Water Superintendent's additional request.

### **Plan Commission Action:**

*Approve Final Plat & Construction Plan Request*  
*Approve Final Plat & Construction Plan Request with Conditions*  
*Deny Final Plat & Construction Plan Request*

## Subdivision Control Ordinance Waiver Request

Site Plan: Penrose Subdivision

Developer: Lennar Homes of Indiana, LLC

Engineer: Kimley-Horn and Associates, Inc.

Request: A waiver from Chapter Six, Section D.(2) and Figure 6-2 (Wet-Bottom Detention Facility) contained in the Danville ~~Subdivision Control Ordinance~~ to allow: Stormwater Technical Standards Manual

omitting the maintenance ledge above normal pool and also allow 4:1 slope on bank of pond above normal pool instead of 6:1 slopes

### Findings of Fact

1. The granting of the variance (**will / will not**) be detrimental to the public safety, health or welfare, or injurious to other nearby property because:  
4:1 side slopes on pond bank above normal pool is fairly typical and is the way several ponds in other subdivisions within the Town have been constructed. Omitting the maintenance ledge does not adversely affect any of the items listed above.
2. The conditions upon which the request for a variance is based (**are / are not**) unique to the property for which the variance is sought and (**are / are not**) applicable generally to other property because:  
As mentioned above, there are several ponds in the Town's subdivision with this requested configuration Using the standard minimum 6:1 side slopes and adding a 10' maintenance ledge causes the size of these ponds to increase and in some cases, require further tree clearing to accomodate the larger footprint.
3. Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner (**would / would not**) result, as distinguished from a mere inconvenience, if the strict letter of these regulations are carried out because:  
As mentioned above, based on the location of the ponds in this subdivision, they are adjacent to streams and in currently wooded areas. Additional tree clearing and disturbance of existing land conditions would be required. Would prefer to maintain existing woods and habitat as much as possible.
4. The variance (**will / will not**) in any manner contravene the provisions of the Zoning Ordinance, Comprehensive Plan, or Official Map as interpreted by the Commission and the Town Manager because:  
This is a waiver request of a stormwater technical standard and not a waiver from any of the provisions listed above. Site complies with these above provisions and/or the PUD for this property.

5. Where the variance impacts on the decision and construction of public facilities, all appropriate public agencies have been given ample time to comment in writing to the Commission.

**Approved / Denied** This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**DANVILLE PLAN COMMISSION**

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C102

SHEET NUMBER

NOV 17, 2023

1725/2827

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LENNAR

OVERALL SECTION PLAN

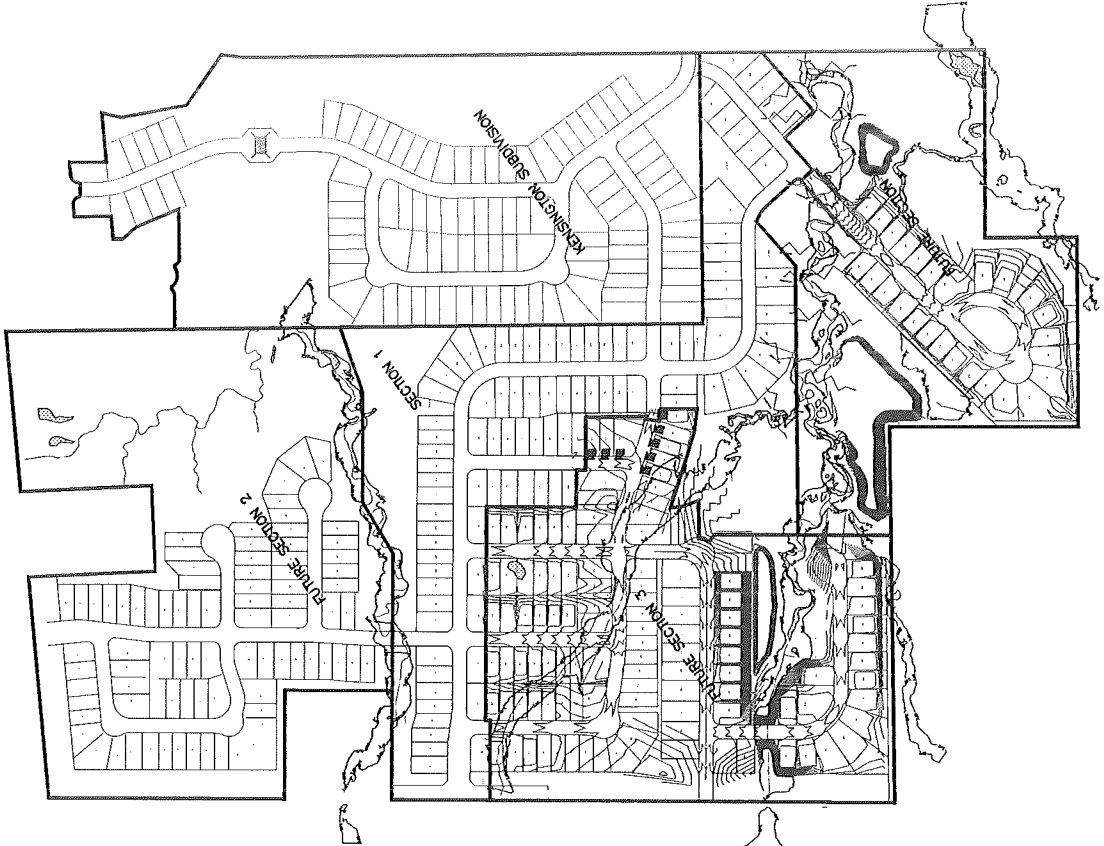
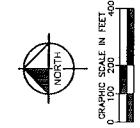
SECTION 1  
PENROSE

Kimley»Horn



SCALE: AS NOTED  
 DESIGNED BY: JAW  
 CHECKED BY: JAW  
 DRAWN BY: JAW  
 DATE: 11/17/23  
 PROJECT: PENROSE SECTION 1  
 SHEET: C102

NO.	REVISIONS	DATE
1	REVISIONS PER TAC COMMENTS	2/22/2023



THESE PLANS WERE PREPARED BY THE ENGINEER OR ARCHITECT AND THE ENGINEER OR ARCHITECT IS NOT PROVIDING ANY GUARANTEE OR WARRANTY FOR THE ACCURACY OF THE INFORMATION AND DATA PROVIDED HEREON. THE USER OF THESE PLANS SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES AND FOR OBTAINING ALL NECESSARY INFORMATION AND DATA FROM THE APPROPRIATE AGENCIES AND FOR OBTAINING ALL NECESSARY INFORMATION AND DATA FROM THE APPROPRIATE AGENCIES AND FOR OBTAINING ALL NECESSARY INFORMATION AND DATA FROM THE APPROPRIATE AGENCIES.



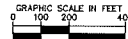


TITLE SHEET PREPARED BY:  
 TERRI D. WOOD-FACCHINI, L.L.P.  
 600 N. W. 10TH ST., SUITE 300  
 WICHITA, KS 67202  
 TEL: 316.261.1111  
 FAX: 316.261.1112  
 DATE: 11/15/2011

# SECONDARY PLAT OF PENROSE SECTION 1

PART OF THE NORTHWEST QUARTER OF SECTION 5-T15N-R1E  
 IN HENDRICKS COUNTY, INDIANA

RESIDENTIAL DEVELOPMENT STANDARDS	
AREA B	
MIN. LOT SIZE	6,500 SQ. FT.
MIN. LOT WIDTH	65'
MIN. DEPTH FRONT YARD	25'
MIN. DEPTH REAR YARD	25'
MIN. DEPTH SIDE YARD	6'-0"
AREA A	
MIN. LOT SIZE	6,500 SQ. FT.
MIN. LOT WIDTH	50'
MIN. DEPTH FRONT YARD	25'
MIN. DEPTH REAR YARD	25'
MIN. DEPTH SIDE YARD	6'-0"



**CERTIFICATE OF PLAN COMMISSION**

WHEREAS THE AUTHORITY PROVIDED BY SECTION 36-7-2-20 OF THE INDIANA CODE AND ALL APPLICABLE ORDINANCES IS HEREBY CERTIFIED THAT PUBLIC NOTICE OF THE HEARING BY THE BOARD OF ZONING AND PLANNING COMMISSION OF THE PROPOSED CHANGES TO THE SUBDIVISION OF THE NEARLY 100 ACRES OF LAND LOCATED IN SECTION 5-T15N-R1E OF PENROSE SECTION 1, 36-7-2-20 AND ALL APPLICABLE ORDINANCES, AND THAT SAID PLAN HAS BEEN REVIEWED AND APPROVED BY SAID COMMISSION WITH A MAJORITY OF THE MEMBERS OF SAID COMMISSION CONCURRING IN SUCH APPROVAL.

DATE: \_\_\_\_\_

PRESIDENT OF SAID COMMISSION:  
 LOUIS L. WOODRIFSON

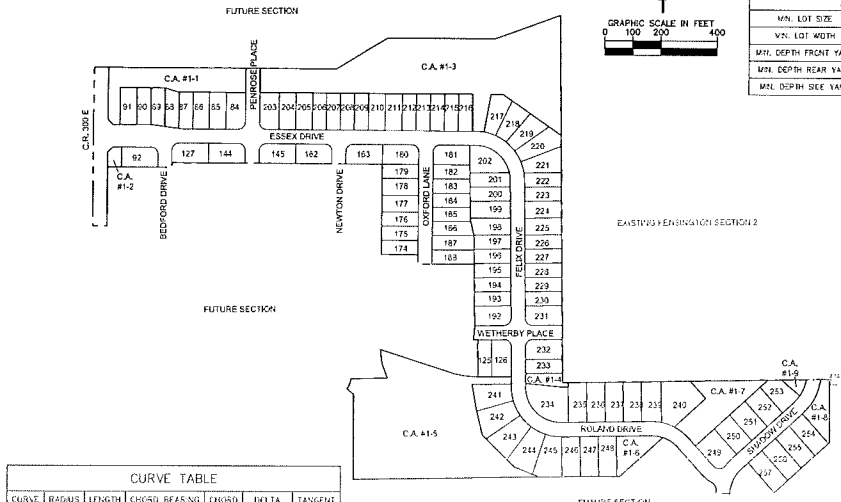
SECRETARY OF SAID COMMISSION:  
 BARRY L. COHEN

**LEGEND**

- 100' LOT WIDTH
- ESL. EASEMENT
- DAVE. DRIVEWAY
- CA. COMMON AREA
- FW. FUTURE WALKWAY
- LAKE. LANDSCAPE MAINTENANCE ACCESS
- Y.P. YARD
- ESL. EASEMENT
- Y.P. YARD

**SUBDIVISION MONUMENTATION**

- MONUMENTS SHALL BE PLACED AT THE CORNERS OF THE LOTS AND AT THE INTERSECTIONS OF THE CURVES AND AT THE POINTS OF BEGINNING AND END OF EACH CURVE.
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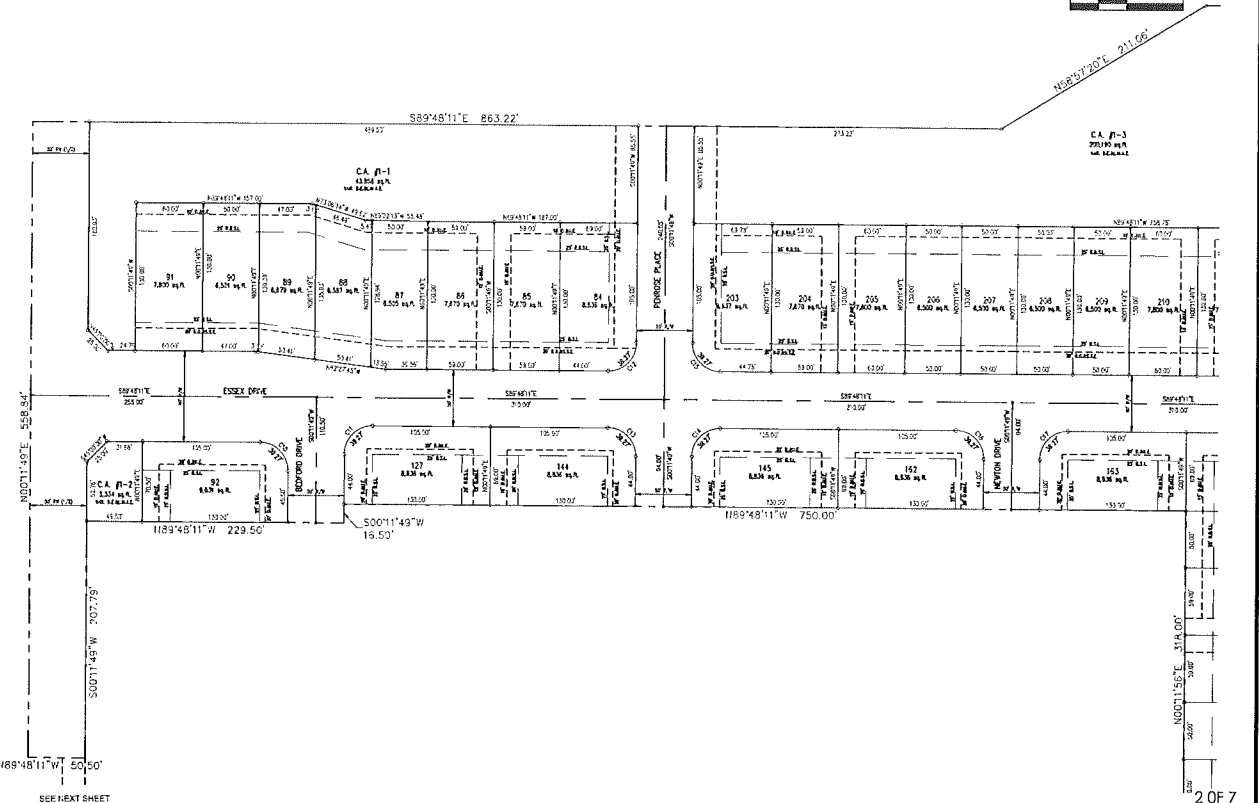
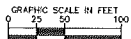
CURVE	RADIUS	LENGTH	CHORD BEARING	CHORD	DELTA	TANGENT
C10	25.00'	39.27'	S44°48'11"E	35.26'	90°00'00"	25.00'
C11	25.00'	39.27'	S45°11'49"W	35.26'	90°00'00"	25.00'
C12	25.00'	39.27'	S45°11'49"W	35.26'	90°00'00"	25.00'
C13	25.00'	39.27'	N44°48'11"W	35.26'	90°00'00"	25.00'
C14	25.00'	39.27'	S45°11'49"W	35.26'	90°00'00"	25.00'
C15	25.00'	39.27'	S44°48'11"E	35.26'	90°00'00"	25.00'
C16	25.00'	39.27'	N44°48'11"W	35.26'	90°00'00"	25.00'
C17	25.00'	39.27'	N45°11'49"E	35.26'	90°00'00"	25.00'
C18	25.00'	39.27'	S44°48'11"E	35.26'	90°00'00"	25.00'
C19	25.00'	39.27'	S45°11'49"W	35.26'	90°00'00"	25.00'
C20	25.00'	39.27'	N44°48'11"W	35.26'	90°00'00"	25.00'
C21	25.00'	39.27'	S45°11'49"W	35.26'	90°00'00"	25.00'
C22	25.00'	39.27'	S45°11'49"W	35.26'	90°00'00"	25.00'
C23	25.00'	39.27'	N44°48'11"W	35.26'	90°00'00"	25.00'
C24	25.00'	42.71'	N82°27'42"E	38.24'	92°20'52"	27.61'

CURVE	RADIUS	LENGTH	CHORD BEARING	CHORD	DELTA	TANGENT
C1	150.00'	116.55'	S67°32'30"E	113.64'	44°31'06"	61.33'
C2	150.00'	116.55'	S23°01'32"E	113.84'	44°31'06"	61.33'
C3	150.00'	12.62'	S89°04'50"E	12.62'	4°49'19"	6.32'
C4	150.00'	236.20'	S45°52'36"E	212.54'	90°23'15"	150.58'
C5	150.00'	127.97'	S69°32'48"E	124.12'	48°52'51"	68.17'
C6	150.00'	73.17'	S59°04'48"E	72.44'	27°56'49"	37.33'
C7	150.00'	45.07'	S11°20'23"W	44.90'	17°12'50"	22.70'
C8	150.00'	73.17'	S33°55'12"W	72.44'	27°56'49"	37.33'
C9	150.00'	89.73'	S28°59'48"W	97.90'	38°05'39"	51.73'

TITLE SHEET PREPARED BY:  
 TERRI D. WOOD-FACCHINI, L.L.P.  
 600 N. W. 10TH ST., SUITE 300  
 WICHITA, KS 67202  
 TEL: 316.261.1111  
 FAX: 316.261.1112  
 DATE: 11/15/2011

# SECONDARY PLAT OF PENROSE SECTION 1

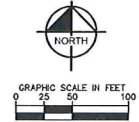
PART OF THE NORTHWEST QUARTER OF SECTION 5-T15N-R1E  
 IN HENDRICKS COUNTY, INDIANA



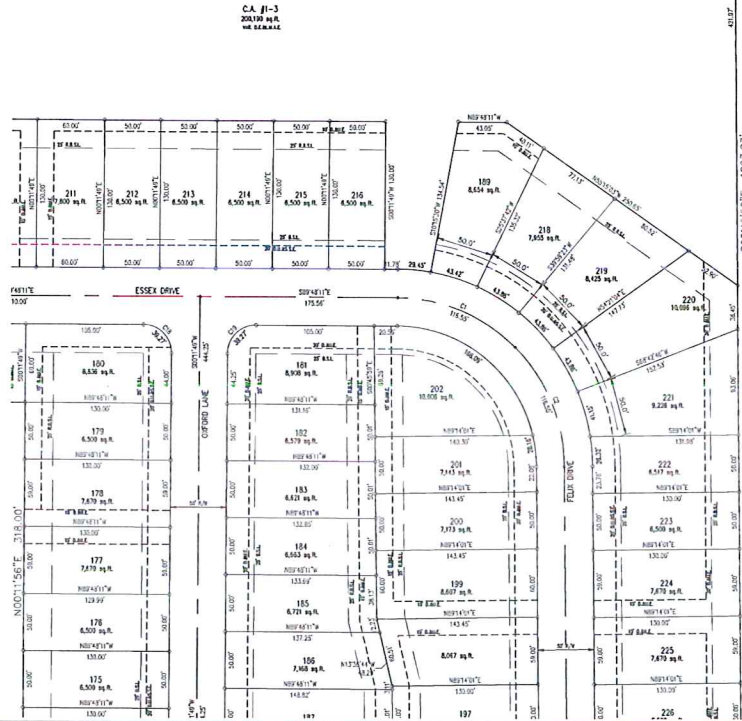
THIS INSTRUMENT PREPARED BY:  
 TERRY D. WIRTH - PROFESSIONAL LAND SURVEYOR  
 PLS#14 417200-3  
 HAMBTON DESIGN, LLC  
 11 W. HOSPITAL DRIVE, SUITE 300  
 REVERE, IN 46383  
 THIS INSTRUMENT PREPARED FOR:  
 HENRICH DESIGN, INC.  
 11553 N. HOSPITAL STREET, SUITE 400  
 CARVEL, INDIANA 46532  
 (317) 912-4127  
 DATE PREPARED: 1/15/2022

## SECONDARY PLAT OF PENROSE SECTION 1

PART OF THE NORTHWEST QUARTER OF SECTION 5-T15N-R1E  
 IN HENDRICKS COUNTY, INDIANA



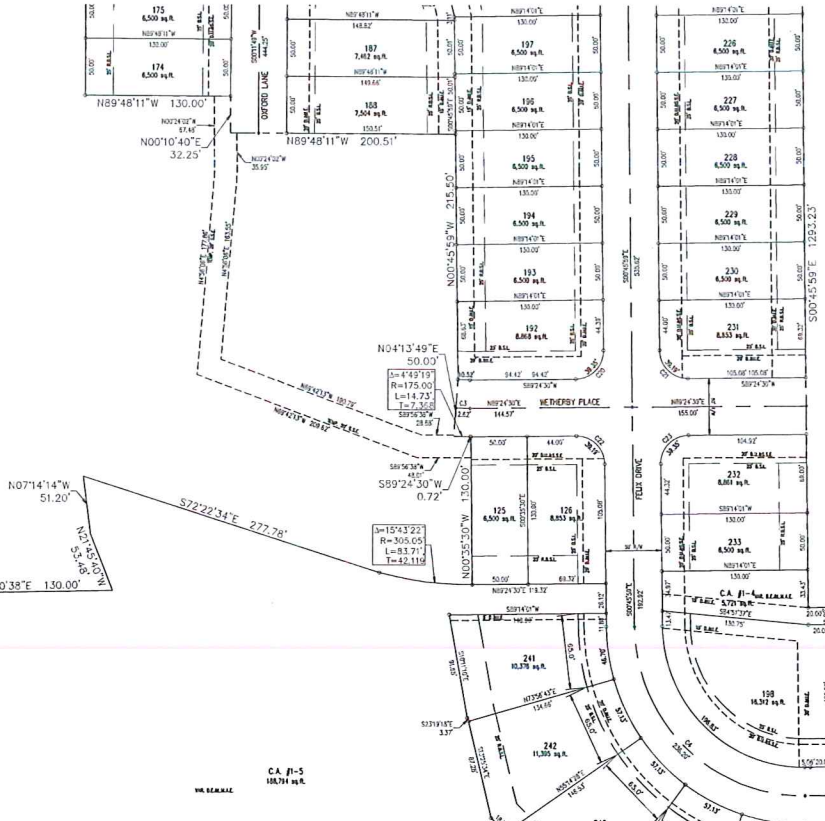
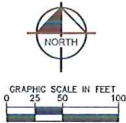
SEE PREVIOUS SHEET  
 N89°48'11"W 50.15'



THIS INSTRUMENT PREPARED BY:  
 TERRY D. WIRTH - PROFESSIONAL LAND SURVEYOR  
 PLS#14 417200-3  
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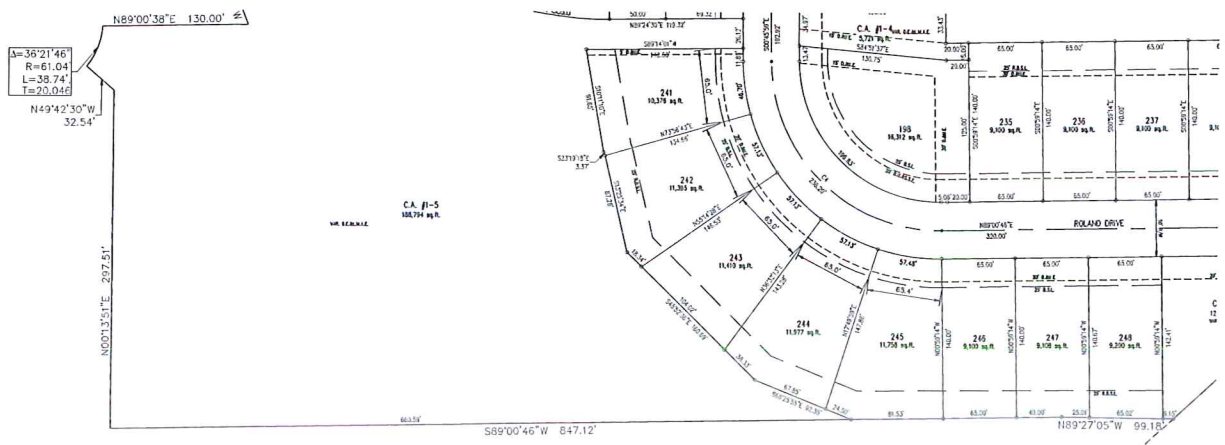
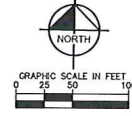
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 IN HENDRICKS COUNTY, INDIANA



THE INSTRUMENT PREPARED BY:  
 TERRY D. WISSE, PROFESSIONAL LAND SURVEYOR  
 PLSHA #170013  
 HAMILTON DESIGN LLC  
 11 MUNICIPAL DRIVE, SUITE 300  
 TERRELL, IN 46788  
 THE INSTRUMENT PREPARED FOR:  
 EDWARDS HOMES OF INDIANA, INC.  
 11553 N. WOODS CREEK DRIVE, SUITE 400  
 CAPRIEL, INDIANA 46032  
 (317) 912-4129  
 DATE PREPARED: 1/15/2022

## SECONDARY PLAT OF PENROSE SECTION 1

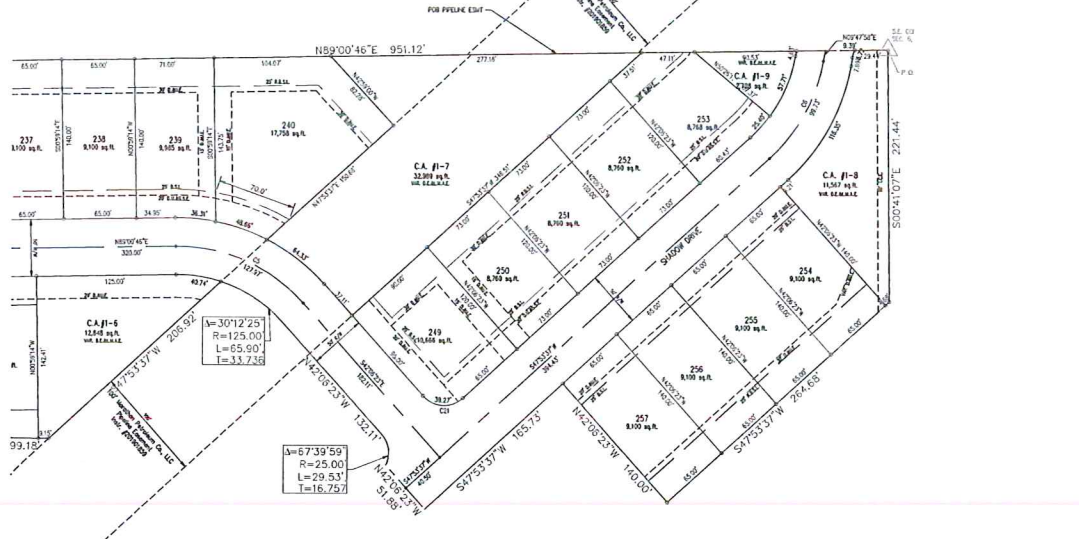
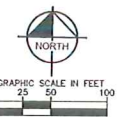
PART OF THE NORTHWEST QUARTER OF SECTION 5-T15N-R1E  
 IN HENDRICKS COUNTY, INDIANA



THE INSTRUMENT PREPARED BY:  
 TERRY D. WISSE, PROFESSIONAL LAND SURVEYOR  
 PLSHA #170013  
 HAMILTON DESIGN LLC  
 11 MUNICIPAL DRIVE, SUITE 300  
 TERRELL, IN 46788  
 THE INSTRUMENT PREPARED FOR:  
 EDWARDS HOMES OF INDIANA, INC.  
 11553 N. WOODS CREEK DRIVE, SUITE 400  
 CAPRIEL, INDIANA 46032  
 (317) 912-4129  
 DATE PREPARED: 1/15/2022

## SECONDARY PLAT OF PENROSE SECTION 1

PART OF THE NORTHWEST QUARTER OF SECTION 5-T15N-R1E  
 IN HENDRICKS COUNTY, INDIANA



THE PROJECT PREPARED BY:  
LENN HOVES OF INDIANA, INC.  
10001 WOODHURST DRIVE  
INDIANAPOLIS, INDIANA 46240  
DATE: 10/22/2012

# SECONDARY PLAT OF PENROSE SECTION 1

PART OF THE NORTHWEST QUARTER OF SECTION 5-T15N-R1E  
IN HENDRICKS COUNTY, INDIANA

### DEDICATION

THE UNDERSIGNED, LENN HOVES OF INDIANA, INC. (HEREINAFTER DEVELOPER), BEING THE OWNER OF THE HEREIN DEDICATED REAL ESTATE, DOES HEREBY DEDICATE AND CONVEY TO THE PUBLIC AS A PUBLIC HIGHWAY AND DEDICATED TO THE TOWN OF DANVILLE FOR USE AND MAINTENANCE.

THERE ARE STRIPS OF LAND, HEREINAFTER SHOWN ON THE PLAT, AND RELATED AS UTILITY EASEMENT AND DRAINAGE EASEMENT OF THE PROPERTY OF THE DEVELOPER, WHICH WERE RESERVED TO BE USED BY THE DEVELOPER, PUBLIC UTILITY COMPANIES, STATE AND FEDERAL AGENCIES, AND GOVERNMENTAL AGENCIES FOR THE INSTALLATION, OPERATION AND MAINTENANCE OF IMPROVEMENTS AND FACILITIES AS FOLLOWS:

- (1) UTILITY EASEMENTS ARE RESERVED FOR USE BY THE DEVELOPER, PUBLIC UTILITY COMPANIES AND GOVERNMENTAL AGENCIES FOR THE INSTALLATION, OPERATION AND MAINTENANCE OF POWER, TELEPHONE, CABLE, TELEVISION, FIBER OPTICS, TELEPHONE, FIBER OPTICS, GAS, WATER, SANITATION AND FLOOD CONTROL.
- (2) EASEMENT EASEMENTS ARE RESERVED FOR USE BY THE DEVELOPER AND GOVERNMENTAL AGENCIES FOR THE INSTALLATION, OPERATION AND MAINTENANCE OF STORM WATER DRAINAGE FACILITIES, SEWER EFFLUENT TREATMENT FACILITIES, FLOOD CONTROL, DRAINAGE RETENTION AND/OR RETENTION AREAS AND SEWER EFFLUENT TREATMENT FACILITIES.
- (3) EASEMENT EASEMENTS ARE RESERVED FOR USE BY THE DEVELOPER AND GOVERNMENTAL AGENCIES FOR THE INSTALLATION, OPERATION AND MAINTENANCE OF STORM WATER DRAINAGE FACILITIES, SEWER EFFLUENT TREATMENT FACILITIES, FLOOD CONTROL, DRAINAGE RETENTION AND/OR RETENTION AREAS AND SEWER EFFLUENT TREATMENT FACILITIES.
- (4) THE DEVELOPER HEREBY DEDICATES AND CONVEYS TO THE PUBLIC AS A PUBLIC HIGHWAY AND DEDICATED TO THE TOWN OF DANVILLE FOR USE AND MAINTENANCE.
- (5) THE DEVELOPER HEREBY DEDICATES AND CONVEYS TO THE PUBLIC AS A PUBLIC HIGHWAY AND DEDICATED TO THE TOWN OF DANVILLE FOR USE AND MAINTENANCE.

### CERTIFICATE OF PLAIN CONVEYANCE

WHEREAS THE UNDERSIGNED, LENN HOVES OF INDIANA, INC. (HEREINAFTER DEVELOPER), BEING THE OWNER OF THE HEREIN DEDICATED REAL ESTATE, DOES HEREBY DEDICATE AND CONVEY TO THE PUBLIC AS A PUBLIC HIGHWAY AND DEDICATED TO THE TOWN OF DANVILLE FOR USE AND MAINTENANCE.

DATE: \_\_\_\_\_

LENN HOVES OF INDIANA, INC.  
10001 WOODHURST DRIVE  
INDIANAPOLIS, INDIANA 46240

LENN HOVES OF INDIANA, INC.  
10001 WOODHURST DRIVE  
INDIANAPOLIS, INDIANA 46240

REGULATED DRAINAGE TILES  
ARE HEREBY DEDICATED TO THE PUBLIC AS A PUBLIC HIGHWAY AND DEDICATED TO THE TOWN OF DANVILLE FOR USE AND MAINTENANCE.

THIS DEDICATION OF REGULATED DRAINAGE TILES IS HEREBY DEDICATED TO THE PUBLIC AS A PUBLIC HIGHWAY AND DEDICATED TO THE TOWN OF DANVILLE FOR USE AND MAINTENANCE.

REGULATED DRAIN TILES	
1	0.15'
2	0.15'
3	0.15'

THERE ARE DRAINAGE TILES HEREBY DEDICATED TO THE PUBLIC AS A PUBLIC HIGHWAY AND DEDICATED TO THE TOWN OF DANVILLE FOR USE AND MAINTENANCE.

WHEREAS THE UNDERSIGNED, LENN HOVES OF INDIANA, INC. (HEREINAFTER DEVELOPER), BEING THE OWNER OF THE HEREIN DEDICATED REAL ESTATE, DOES HEREBY DEDICATE AND CONVEY TO THE PUBLIC AS A PUBLIC HIGHWAY AND DEDICATED TO THE TOWN OF DANVILLE FOR USE AND MAINTENANCE.

LENN HOVES OF INDIANA, INC.  
10001 WOODHURST DRIVE  
INDIANAPOLIS, INDIANA 46240

STATE OF INDIANA  
COUNTY OF HENDRICKS

LENN HOVES OF INDIANA, INC. (HEREINAFTER DEVELOPER), BEING THE OWNER OF THE HEREIN DEDICATED REAL ESTATE, DOES HEREBY DEDICATE AND CONVEY TO THE PUBLIC AS A PUBLIC HIGHWAY AND DEDICATED TO THE TOWN OF DANVILLE FOR USE AND MAINTENANCE.

DATE: \_\_\_\_\_

LENN HOVES OF INDIANA, INC.  
10001 WOODHURST DRIVE  
INDIANAPOLIS, INDIANA 46240

2021-2096



# Application for CPOD Design Review

### APPLICANT INFORMATION

Name of Applicant: Pyramid Construction & Maintenance LLC Steven Ward  
 Mailing Address: 1080 Judith LN Danville, IN 46122  
 Phone: 317-509-5622 Email: StWard32@MSN.com  
 Property Owner(s) same  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Project Engineer/Architect: none  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### PROJECT INFORMATION

Location of Project: 94 N. Jefferson St, Danville, IN 46122  
 Existing Use of Property: Vacant Current Zoning: commercial  
 Proposed Use of Property: Cookie/Coffee shop / Apartment Acreage: 0.25  
 Type of Activity: New Construction \_\_\_\_\_ Exterior Renovation  Sign \_\_\_\_\_  
 Est. Project Cost: \_\_\_\_\_ Est. Start Date: \_\_\_\_\_

### Documents to be included with application (1 original and 1 electronic):

- Building elevations
- Color samples white with black trim Hardiplank siding
- Photos of adjacent structures
- Signage and/or lighting
- List of work to be completed in numerical order

Signature of Applicant: [Signature] Date: 12/15/21

### APPLICATION FEES

Residential	\$50
Residential accessory >150 sq ft	\$25
Commercial	\$150
Commercial accessory	\$100
Sign	\$50

Fee paid: 150.00 Received by: Alesa Tennit Date: 12-20-21



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BY: .....

## Corridor Protection Overlay District (CPOD) Review Checklist

Property Location: 94 N. Jefferson St, Danville, IN 46122  
Name of Applicant: Pyramid Construction + Maintenance, LLC, Steven Ward  
Design Review Committee Meeting Date: January 4, 2022

### DEVELOPMENT STANDARDS

#### Architecture (pg 97)

New construction conforms to the following architectural style:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> American Four Square | <input type="checkbox"/> Gothic Revival | <input type="checkbox"/> Renaissance Revival  |
| <input type="checkbox"/> Bungalow             | <input type="checkbox"/> Greek Revival  | <input type="checkbox"/> Roman Classicism     |
| <input type="checkbox"/> Colonial Revival     | <input type="checkbox"/> Italianate     | <input type="checkbox"/> Romanesque Revival   |
| <input type="checkbox"/> Eastern Stick        | <input type="checkbox"/> Neoclassical   | <input type="checkbox"/> Second Empire        |
| <input type="checkbox"/> Federal              | <input type="checkbox"/> Prairie        | <input type="checkbox"/> Tudor Revival        |
| <input type="checkbox"/> Georgian             | <input type="checkbox"/> Queen Anne     | <input type="checkbox"/> Victorian Gothic     |
|   |   | <input type="checkbox"/> Victorian Vernacular |

- Exterior renovation of existing building conforms in style and context with the existing building's architecture.
- New construction style compatible with the intent of the CPOD.

Comments: We are only adding an exterior door and a deck with handicap ramp in the back

#### Building Orientation (pg 98)

- The primary structure faces the front of the lot on which it is located.
- The structure is located in the CB-P District and is set to the prevailing streetwall.
- The structure is located in the CB-S District and is no *closer* to the front lot line than the adjacent primary structure that is closest to the front lot line. The location of the primary structure is no *further* from the lot line than the adjacent primary structure that is farthest from the front lot line. In any case, the structure is not set back from the front lot line more than 5 feet.
- The structure is not in a CB-P or CB-S District and is setback according to the setback requirements listed for that district.
- This is an existing structure. The building orientation is not being altered.
- There are no loading docks, overhead service doors, or trash collection bins placed on or adjacent to any façade which faces a public street.

Comments: \_\_\_\_\_

**Large Building Elevations (pg 98)**

The front elevation of large structures must be divided into smaller areas or planes. If the front elevation of the structure is more than 750 square feet in area, the elevation must be divided into distinct planes of 750 square feet or less. For the purpose of this standard, areas of wall that are entirely separated from other wall areas by a projection, such as a porch or a roof over a porch, are also individual building wall planes. This division is accomplished by the following:

- A porch, a dormer that is at least 4 feet wide, or a balcony that is at least 2 feet deep and is accessible from an interior room.
- A bay window extending at least 2 feet.
- A recessed section of the façade at least 2 feet deep and at least 6 feet long.
- The front elevation does not exceed 750 sq. ft. in area.
- This is an existing structure.

Comments: \_\_\_\_\_

**Building Height (pg 99)**

- The maximum height of the primary structure does not exceed 50 feet.
- The structure is in the CB-P District and the minimum height of the primary structure is at least 26 feet.
- The structure is not in the CB-P District and the minimum height of the primary structure is at least 16 feet.
- This is an existing structure. The height is not being altered.

Comments: \_\_\_\_\_

**Main Entrance (pg 99)**

Non-residential

- The main entrance to the structure faces Main Street. On corner lots the main entrance may face either Main Street or be oriented to the corner.
- If the front entrance has an awning, it is made of professional-grade fabric or canvas.
- If the front entrance has a canopy, the design is architecturally integrated, is shaped to fit the opening, and is without back lighting.
- If the front porch or covered balcony at a main entrance provides columns as corner supports, the columns are consistent with the architectural style of the primary structure.
- All openings between the porch floor and the ground are covered with a solid material or lattice.

Residential

- The main entrance to the structure faces Main Street. On corner lots the main entrance may face either Main Street or be oriented to the corner.
  - There is a front porch surrounding the main entrance that faces a street. If the porch projects out from the building, it must have a roof. If the roof of a required porch is developed as a deck or balcony, it may be flat.
- OR**
- There is a covered balcony over the main entrance that faces a street. The floor of the covered balcony must be no more than 15 feet above grade, and must be accessible from the interior space of the building.

- If the front entrance has an awning, it is made of professional-grade fabric or canvas.
- If the front entrance has a canopy, the design is architecturally integrated, is shaped to fit the opening, and is without back lighting.
- If the front porch or covered balcony at a main entrance provides columns as corner supports, the columns are consistent with the architectural style of the primary structure.
- All openings between the porch floor and the ground are covered with a solid material or lattice.

Non-residential or Residential

- This is an existing structure. The main entrance is not being altered.

Comments: \_\_\_\_\_

**Reinforcing the Corner (pg 100)**

On sites within the CB-P and CB-S Districts, all of the following requirements have been met:

- The primary structure meets the average front setback of adjacent buildings, but is not more than 10 feet from the edge of the right-of-way.
- The highest point of the building's street-facing elevation is within 25 feet of the corner.
- The main entrance is on a street-facing wall and either at the corner, or within 25 feet of the corner.
- There is no parking within 40 feet of the corner.
- This is an existing structure. The footprint is not being altered.

Comments: \_\_\_\_\_

**Exterior Finish Materials (pg 100)**

On all building facades, at least 80% of the structure's exterior is finished using the following:

- Quarried stone
- Cultured stone
- Brick
- Wood siding
- Composite lap siding\*
- Architectural concrete

On all building facades, no more than 20% of the structure's exterior is finished using the following materials:

- Metal
- Wood shakes
- Stucco (EIFS)
- Exterior color is appropriate to the architectural style and compatible with adjacent buildings.
- Another building material is proposed but must be approved by the Committee.
- This is an existing structure. Exterior alterations or renovations are consistent with the existing façade finish.

*\*Where horizontal siding is used, it is shiplap or clapboard siding composed of boards with a reveal of 3 to 6 inches. Vinyl or aluminum siding that is in clapboard or shiplap pattern may be used where the boards in the pattern are 6 inches or less in width.*

Comments: \_\_\_\_\_

**Foundation Material (pg 101)**

\_\_\_ Plain concrete block or exposed concrete is being used as foundation material since the foundation material is not revealed more than 1 foot above the finished grade level adjacent to the foundation wall.

✓ This is an existing structure. No new foundation is being added.

Comments: \_\_\_\_\_

**Foundation Landscaping (pg 103)**

For any non-residential use, all street-facing elevations must have landscaping along their foundation. The landscaped area may be along the outer edge of a porch instead of the foundation. This landscaping requirement does not apply to portions of the building façade that provide access to the building for pedestrians or vehicles. The foundation landscaping must meet the following standards:

\_\_\_ The landscaping plants comply with the list provided in Appendix C.

\_\_\_ The landscaped area is at least 3 feet wide.

\_\_\_ There is at least one (1) three-gallon shrub for every three (3) lineal feet of foundation AND ground cover plants will fully cover the remainder of the landscaped area.

✓ This is an existing non-residential structure. No new foundation is being created.

Comments: \_\_\_\_\_

**Distinct Ground Floor (pg 101)**

\_\_\_ The ground floor of the primary structure is visually distinct from upper stories. This distinction is provided by the following:

\_\_\_ a cornice above the ground level,

\_\_\_ an arcade,

\_\_\_ a portico, or

\_\_\_ changes in building material or texture.

✓ This is a single story structure.

✓ This is an existing structure. The existing ground floor distinction is not being altered.

Comments: \_\_\_\_\_

**Windows (pg 101)**

\_\_\_ This is a new non-residential structure in a commercial district. At least 60% of the street-facing ground level façade is comprised of windows. The windows are:

\_\_\_ Either square or vertical and are at least as tall as they are wide.

\_\_\_ Horizontal window openings have been created by two or more vertical windows grouped together to provide a horizontal opening and they are either all the same size, or no more than two sizes are used.

\_\_\_ This is a non-residential renovation and windows are being replaced with ones that match the existing windows.\*

\_\_\_ This is a residential structure and at least 15% of the area of the street-facing façade is comprised of windows.

✓ This is an existing structure. Existing windows are not being altered.

\*Where applicable, the Committee may approve replacement windows that do not match.

Comments: \_\_\_\_\_

**Trim and Historic Details (pg 102)**

- Trim marks all building roof lines, porches, windows, and doors on all elevations.
- The trim is at least 3-1/2 inches wide.
- Historic details are being retained or replicated.\*
- This structure is constructed with a masonry exterior and is exempt from this standard.

*\*Where applicable, the Committee may approve replacement materials that do not match.*

Comments: \_\_\_\_\_

**Roofs (pg 102)**

This structure has:

- A sloped roof with a pitch that is no flatter than 4/12 and no steeper than 12/12
- OR**
- A roof with a pitch of less than 4/12 and has a cornice that meets the following:
  - Contains a two-part cornice. The top part of the cornice projects at least six inches from the face of the building and is at least 2 inches further from the face of the building than the bottom part of the cornice; **AND**
  - The height of the cornice is based on the height of the building as follows:
    - This building is 16 feet in height and has a cornice at least 12 inches high.
    - This building is more than 16 feet but less than 26 feet and has a cornice at least 18 inches high.
    - This building is 26 feet or more and has a cornice at least 24 inches high.
- This is an existing structure. The roof is not being altered.

Comments: \_\_\_\_\_

**Roof Eaves (pg 103)**

- Roof eaves on all elevations project from the building wall at least 12 inches for every 12 feet of building height.
- This structure is located in the CB-P District and is exempt from this standard.
- This is an existing structure. The eaves are not being altered.

Comments: \_\_\_\_\_

**Exterior Stairs and Fire Escapes (pg 103)**

- Exterior stairs, other than those leading to a main entrance, are at least 40 feet from all streets.
- This structure is not located in the CB-P District and the fire escapes are at least 40 feet from all streets.
- This is an existing structure. The exterior stairs and/or fire escapes are not being altered.

Comments: \_\_\_\_\_

**Parking Lot Location (pg 106)**

For parking areas which include 15 or more parking spaces:

N/A

- If located in the CB-P or CB-S District, no parking lot is placed between the primary structure and the abutting public street.
- If located in any other district, no more than 10% of the parking spaces provided are placed between the front façade of the primary structure and the abutting public street.
- The parking area contains less than 15 spaces.
- The existing parking area is not being altered.

Comments: \_\_\_\_\_

**Parking Area Landscaping (pg 103)**

- Landscape screening is provided around the perimeter of all parking areas which include 15 or more parking spaces.
- The landscaping plants comply with the list provided in Appendix C.
- The screening is located within 5 feet of the edge of the parking area
- The screening is at least 4 feet in height for at least 75% of the perimeter or the parking area.
- The screening consists of either a row of evergreen shrubs or a combination of mounding, ground covers and shrubs.
  - If only shrubs are used, they measure a minimum of 24 inches in height from ground level at the time of planting and are placed 5 feet on center.
  - If landscape mounding is used, it undulates between the heights of 2 and 4 feet from ground level and the following requirements must be met:
    - Shrubs are planted on the mound at a ratio of one shrub for every 5 horizontal feet of mounding, **AND**
    - Shrubs measure a minimum of 18 inches in height from ground level at the time of planting and are placed in an irregular, natural pattern.
- The parking area is less than 15 spaces.
- This is an existing structure. No additional parking is being created.

Comments: \_\_\_\_\_

**Pedestrian Walkways/Sidewalks (pg 106)**

- Pedestrian sidewalks are provided across the front of all lots, connecting the lot, the primary structure, and parking areas to each other and with adjacent properties.
- Sidewalks are provided along the full length of all facades which include a customer entrance and/or are adjacent to a parking area.
- Walkways are concrete and are a minimum of 4 feet in width.
- Walkways parallel to parking lots and interior drives are separated from such areas by a curbed landscaped area measuring a minimum of 5 feet in width.
- Walkways passing through vehicle use areas are of a paving material different from that of the vehicle use area.
- Except for the CB-P District, walkways along the facades of the primary structure are separated from the building by a landscape area which is a minimum of 5 feet in width.

- For each 100 square feet of hard-surface area between the building and the street lot line at least one of the following amenities is provided:
  - a bench or other seating;
  - a fountain; or
  - a landscape planter or similar feature.
- This structure is in the CB-P District and is exempt from this requirement.
- This is an existing structure with existing sidewalks.

Comments: \_\_\_\_\_

**Street Trees (pg 104)**

- One (1) tree is planted in the area between the sidewalk and the street for each 30 feet of street frontage on any street.
- The location of the street trees is limited and the Committee may approve alternate tree locations.

Comments: \_\_\_\_\_

**Outdoor Storage/Docks/Mechanical Equipment/Waste Containers (pg 104)**

- All outdoor storage of finished products, all trash and recycling containers, all truck docks, and all mechanical equipment is completely enclosed or screened using the following standards:
  - The enclosure(s) is a fence or walls constructed of the same materials as the primary structure.
  - The enclosure does not exceed 8 feet in height.
  - No stored products or waste containers or materials exceed the height of the enclosure.
  - An opaque wooden gate, painted consistent with the main color of the primary structure is provided at all access points to the enclosed area.
  - Mechanical equipment located on the roof is screened on all sides by a parapet or other building feature based on an elevation view of the building.
  - Mechanical equipment located on the ground is screened on all sides by the building, walls, or fences using a material or color which is compatible with the primary building or an evergreen hedge which is not less than the height of the mechanical equipment at the time of planting.
  - No enclosure created for the storage of waste materials is located within 20 feet of any public street right-of-way, public sidewalk, or internal pedestrian way.
  - Truck docks are screened from view from all public areas, including parking lots and adjacent public streets. The screening enclosure consists of a fence or wall constructed of the same material as the exterior of the primary structure.
- There is no outdoor storage of unfinished products or supplies provided on this property.

Comments: \_\_\_\_\_

**Gas Stations, Gas Island Canopies and Related Facilities (pg 105)**

- All structures on the site (such as kiosks, car wash buildings, gas pump islands, etc) are architecturally consistent with the primary structure.
- All building elevations are architecturally detailed to avoid the appearance of the "back of the building" and contribute a positive presence to the streetscape.
- Gas island canopies are built of the same high quality materials as the convenience store or kiosk associated with the gas island. These structures create architectural harmony with the primary structure on the site.
- Gas island canopy structural columns are covered with the same architectural materials as the primary structure.
- Gas station canopies have flush-mounted or shielded canopy fixtures.
- The existing canopy and/or related structures are not being altered.
- This project is not a gas station facility.

Comments: \_\_\_\_\_

**Fencing (pg 105)**

The following type of fence is provided for this project:

- Masonry wall
- Ornamental iron
- Wood or vinyl
- Live hedge
- The fence complies with the requirements of Section 4.8 and Section 12.8 of the Danville Zoning Ordinance.
- There is no fence being constructed on this site.
- The existing fence is not being altered.

Comments: \_\_\_\_\_

**Lighting (pg 105)**

Lighting on each lot shall be designed to reduce light pollution while providing the minimum light necessary for security and safe pedestrian and vehicle traffic movements.

- Exterior lighting is limited to those areas needed for safety and security purposes only.
- All outdoor lighting limits light spillage onto adjacent property to no more than one (1) footcandle through the use of light fixture shielding, location, height, and aim.
- All lighting fixtures have 90-degree cutoff luminaries (shielded down lighting).
- If a structure is illuminated, all fixtures are designed to wash the façade of the building in light rather than providing a spot or floodlight effect.
- Light poles in parking areas are round and do not exceed 20 feet in height.
- Sidewalks have 90-degree cutoff luminaries (shielded down lighting). Bollard-style lighting is preferred adjacent to pedestrian walkways.
- No additional lighting is proposed for this project.

Comments: \_\_\_\_\_



**Signs (pg 107)**

In addition to the sign regulations described in Section 12 of the Danville Zoning Ordinance, the following regulations apply:

- The following type of sign(s) are provided for this project:
  - Wall sign
  - Monument or ground sign
  - Projecting or blade sign
  - Awning or canopy sign
- All signs are architecturally integrated with their surroundings in terms of size, shape, color, texture, and lighting so that they are complementary to the overall design of the project.
- When applicable, sign themes are designed so that all signs within a strip-style development are comprised of one single sign type (i.e. cabinet type, channel letters, projecting, etc.) for each commercial use.
- Sign is constructed of materials that match or are compatible with the principal materials of the primary structures and landscaping on the property.
- Monument or ground sign does not exceed five (5) feet in height.
- Sign area of monument or ground sign in the CB-P or CB-S zoning districts with frontage on Main Street is equal to 1/2 sq ft of signage per each ft of linear building frontage, but does not exceed 32 sq ft.
- Monument or ground sign is setback a minimum of one (1) foot from the road right-of-way and does not inhibit vision clearance.
- If sign is located in the CB-P or CB-S zoning district, it is not internally illuminated.
- In all other districts, illuminated signs comply with Section 12.5.C of the Danville Zoning Ordinance.
- Projecting signs do not project more than thirty-six (36) inches from the wall surface upon which they are mounted and the bottom edge of the sign is at least nine (9) feet from grade.
- No signage is located on roof top screening or roof top equipment penthouses, above the roof line, or on sloped roofs.
- A landscaped area is provided around the entire base of all monument or ground signs:
  - For CB-P and CB-S districts, the landscaped area is one-half (1/2) square foot in area for every one (1) square foot of sign area.
  - For all other districts, the landscaped area is one (1) square foot in area for every one (1) square foot of sign area.
- Non-residential directional signs do not exceed three (3) feet in height and three (3) square feet in area for each sign. All directional signs are used for directional indications and address identification purposes only and are not used for business advertising purposes.
- This is a residential use. No signage is proposed for this project.
- The existing signage is not being altered.

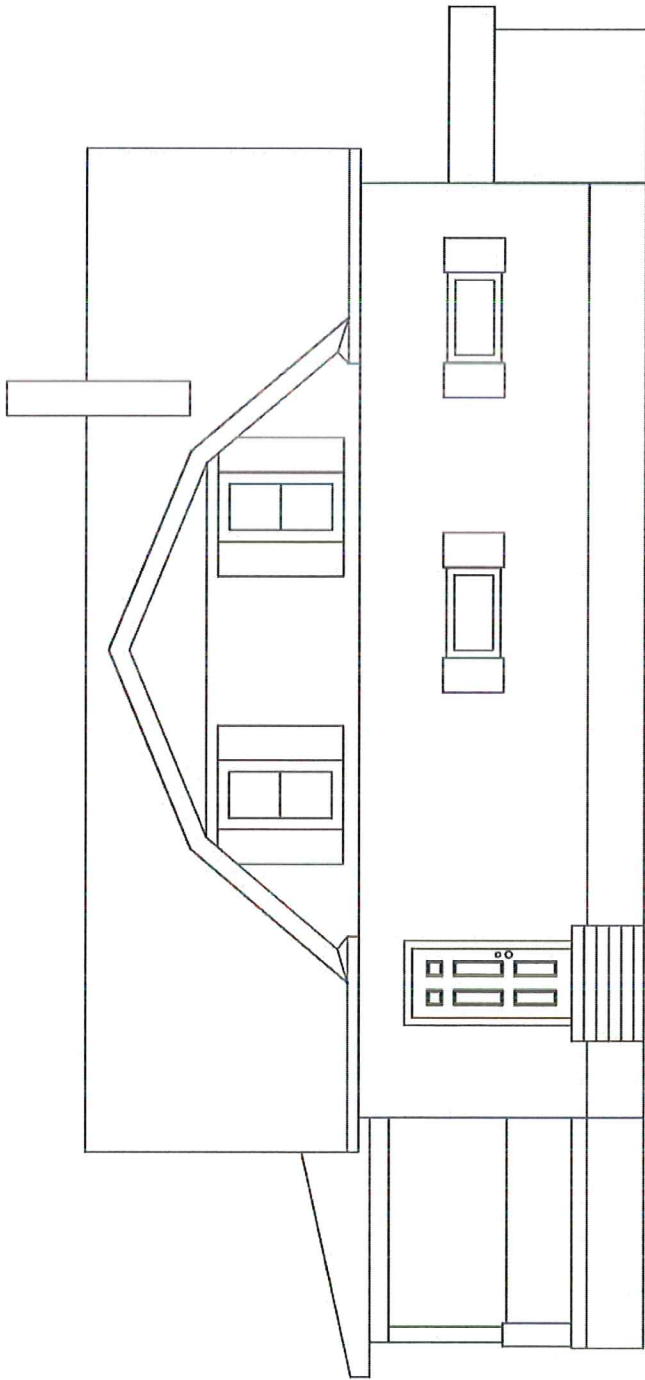
Comments: \_\_\_\_\_

**Design Review Committee Recommendation**

Motion - DK  
Second - JM

Approved 5-0

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BY: .....



**PROPERTY  
PROS**

DRAWN BY: J. MULL

CHECKED BY: T. COX

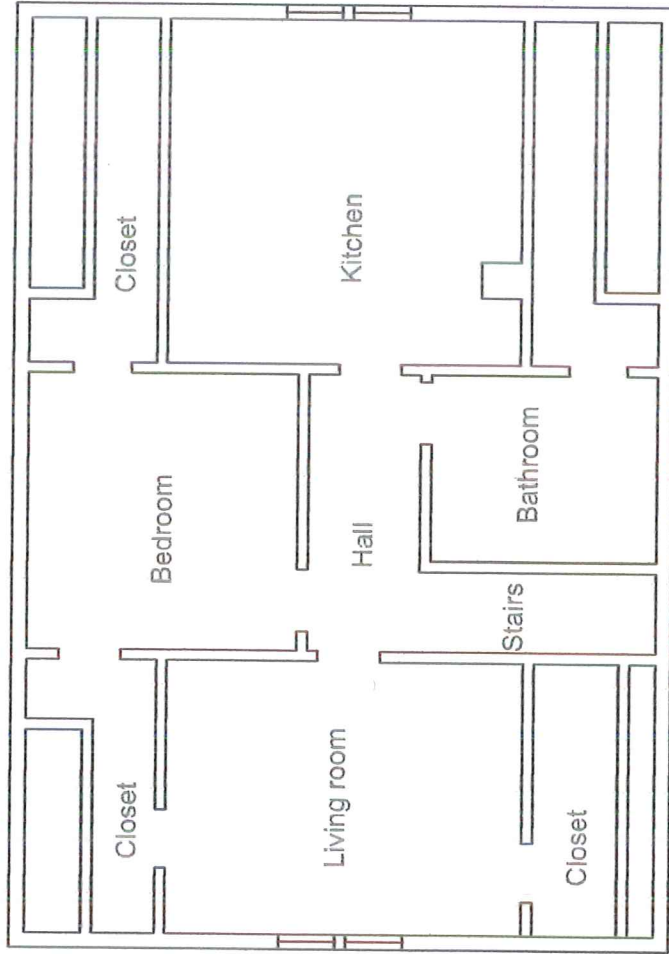
**PYRAMID  
CONSTRUCTION**  
94 N. Jefferson St.  
Danville, IN 46122

SCALE IN FEET  
1/8" = 1'-0"  
0' 4' 8' 24'

ISSUE DATE:  
DECEMBER, 2021

ALL IDEAS REPRESENTED BY THIS DRAWING ARE PROPERTY OF PROPERTY PROS LAND MANAGEMENT, LLC AND WERE CREATED AND DEVELOPED FOR USE ON AND IN CONNECTION WITH THE SPECIFIED PROJECT. PLANS SHALL NOT BE USED BY OR DISCLOSED TO ANY PERSON, FIRM, OR CORPORATION WITHOUT THE WRITTEN PERMISSION OF PROPERTY PROS LAND MANAGEMENT, LLC.

Apartment



Second Floor

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 BY: .....



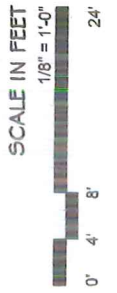
**PROPERTY  
 PROS**

DRAWN BY: J. MULL

CHECKED BY: T. COX

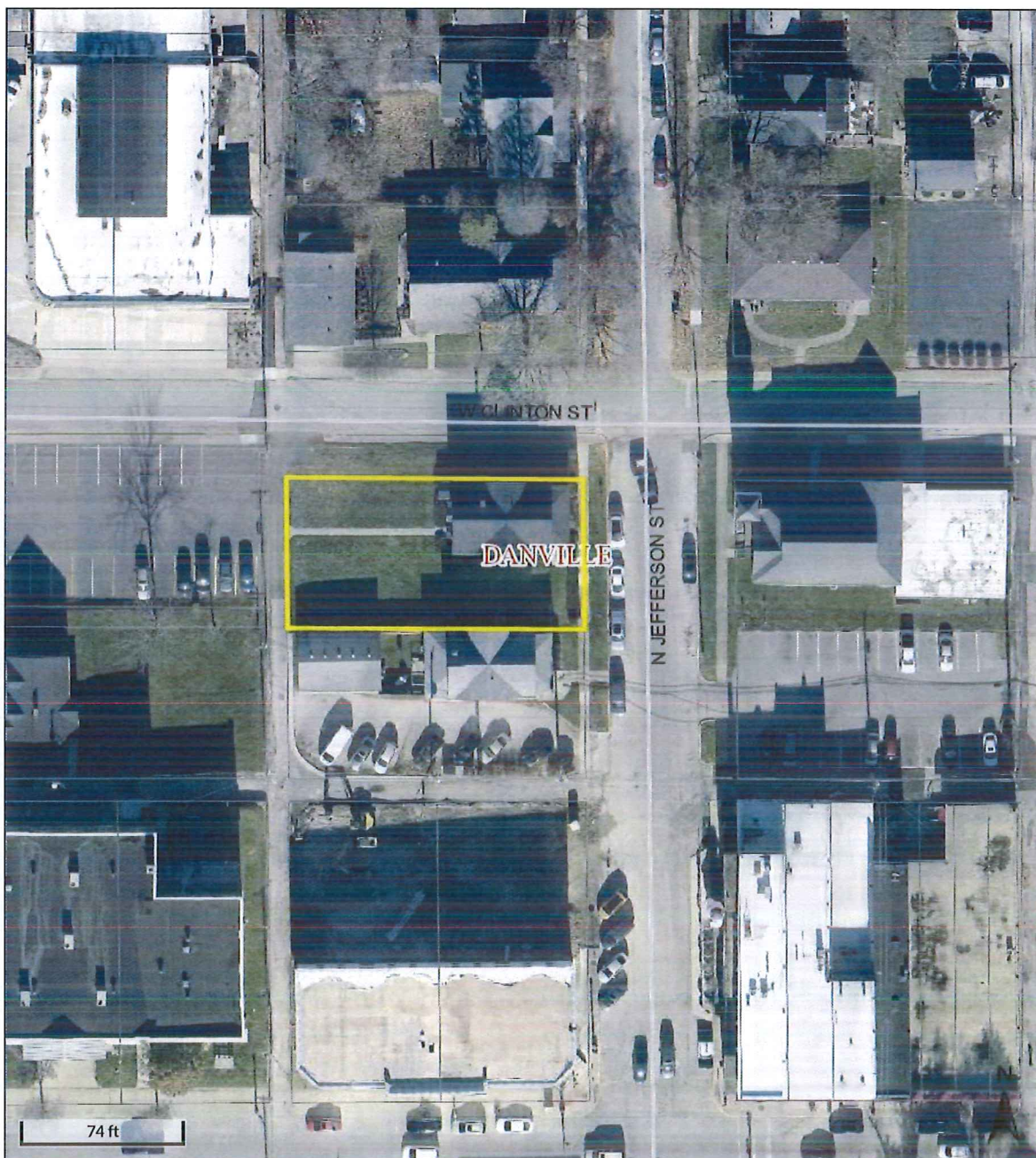
**PYRAMID  
 CONSTRUCTION**

94 N. Jefferson St.  
 Danville, IN 46122

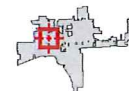


ISSUE DATE:  
 DECEMBER, 2021

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Overview



Legend

-  Roads
-  Parcels
-  Danville Corporate Boundary

Date created: 6/2/2022

Developed by  **Schneider**  
GEOSPATIAL

# CORRIDOR PROTECTION OVERLAY DISTRICT DESIGN REVIEW COMMITTEE

## Rules & Regulations

### ORGANIZATION:

1. The Design Review Committee shall consist of seven members. ~~Four members must own~~ A majority of members must be property owners within the Town of Danville, preferably with ownership of either commercial or residential property located in the CPOD.
2. A Chair and a Vice-chair shall be nominated and elected by the members of the Design Review Committee at the first regularly scheduled meeting of each new calendar year.
3. There shall be a quorum of four members of the Design Review Committee present to hold any meeting and to take any action. Subject to and in conjunction with any requirements or limitations of the Town of Danville or the Plan Commission, member participation via telephone or online meeting format is permissible.
4. The Danville Town Planner provides staff support for the Design Review Committee. As part of the staff support, the Town Planner will maintain individual files for each petition submitted for review by the Design Review Committee. Files shall consist of all related documents including application forms, designs, drawings, checklists, and any samples submitted by the applicant or any other reference materials related to the activities of the Design Review Committee.
5. A member of the Design Review Committee appointed by the Plan Commission shall serve as the liaison to the Plan Commission and shall serve as the representative of the Design Review Committee at Plan Commission meetings.
6. Design Review Committee members shall not participate in reviewing any submittal where they may have a conflict of interest. A conflict of interest exists when the committee member, a member of their family, or a business partner has involvement in the project that is the subject of the submittal.
7. It is permissible for Design Review Committee members to discuss submittals with each other prior to the meeting where the submittal will be considered, as long as a majority of Committee members do not participate in a discussion held at one time.
8. It is permissible for Design Review Committee members to discuss projects with the Town Planner prior to the meeting where the submittal will be considered, as long as a majority of Committee members do not participate in a discussion held at one time.
9. Design Review Committee members shall refrain from discussions or correspondence with applicants regarding their submittals outside of Design Review Committee meetings without the knowledge and consent of the Design Review Committee.
10. Design Review Committee members shall refrain from specific discussions or correspondence regarding submittals with outside individuals.

## **PROCEDURES:**

1. The Design Review Committee shall hold regular meetings on the first Wednesday of each month at 4:30 PM local time at the Danville Town Hall Conference Room. This meeting may be canceled by the Town Planner or the Committee Chair if there are no submittals to review. Additional meetings may be scheduled by the Town Planner or Committee Chair on an as-needed basis.
2. A work session consisting of the Design Review Committee and Town Planner begins at 4:30 PM. This is to discuss submitted project(s), identify significant concerns, and to prepare for the discussion with the applicant(s).
3. Individual applicant reviews begin at 4:30 PM. To the extent feasible, review and discussion time will be limited to 30 minutes per project. A five-minute interval between applicants should be scheduled. The Town Planner will contact each applicant regarding their scheduled appointment time.
4. Preliminary design review consultations may be granted to future applicants to provide input into their proposed designs in advance of their formal submittal. These design consultations may be held on a date other than the first Wednesday of the month if a majority of the members of the Design Review Committee agree to an alternate meeting date.
5. A complete design review petition must be submitted no later than 15 days prior to the date of the Design Review Committee meeting where the petition shall be reviewed. To be considered complete, a petition must include one (1) original set of required documents and/or materials and one (1) electronically submitted set of required documents and/or materials. Required documents are: a signed application, a copy of the site plan for the subject property, elevations of the proposed project, and photographs of the existing conditions on the subject property including the immediate adjacent properties. Where applicable, samples of proposed paint colors, siding, shingles, and other exterior construction materials will also be required before a petition is considered complete. Incomplete submittals will not be reviewed by the Design Review Committee until all document requirements have been satisfied.
6. Design Review Committee members should be sent design submittals from the Town Planner one week prior to the meeting where the submittal will be considered.
7. Design Review Committee members should review the design submittals and come to the meetings prepared to discuss specific issues, comments and suggestions.
8. Projects should be reviewed in the order that the design submittals were received by the Town Planner.
9. A completed CPOD Design Review Checklist shall be prepared as a worksheet for each project submittal. However, a written recommendation prepared by the Chair of the Design Review Committee will be the document that is forwarded to the Danville Plan Commission for action.
10. The completed CPOD Design Review Recommendation shall be ready by Tuesday 12 noon one week prior to the Plan Commission meeting day where the submittal will be considered.

11. Construction of projects submitted to the Committee shall commence within one (1) year of Plan Commission approval. If construction has not begun within the one (1) year period, the approval shall expire and must be re-submitted to the Committee for a decision by the Plan Commission.