

PLAN COMMISSION

-MINUTES-

**Monday, June 1, 2026 - Commenced at 1:45 P.M. & adjourned at 2:07 P.M.
City Council Chambers – Municipal Building**

The Elkhart City Plan Commission was called to order by Jeff Schaffer at 1:45 P.M.

MEMBERS PRESENT

Bil Murray
Andy Jones
Dave Osborne
Rochali Newbill
Diana Lawson
Jeff Schaffer

MEMBERS ABSENT

Dan Boecher
Aaron Mishler

REPRESENTING THE PLANNING DEPARTMENT

Eric Trotter, Assistant Director for Planning
Kyle Anthony-Petter- Planner II

LEGAL DEPARTMENT

Maggie Marnocha, Corporation Counsel

TECHNOLOGY STAFF

Jim Hines

RECORDING SECRETARY

Carla Lipsey

Schaffer calls Trotter forward (inaudible). Not only was she a dedicated member of the planning commission and a former member of the park board, but she has also been a member of the band for 72 years. In recognition of her faithful service, he calls for a moment of silence.

APPROVAL OF AGENDA

Motion to approve by Osborne; Second by Newbill. Voice vote carries.

APPROVAL OF MINUTES

Motion to approve by Jones; Second by Murray. Voice vote carries.

APPROVAL OF PROOFS OF PUBLICATION

Motion to approve by Lawson; Second by Newbill. Voice vote carries.

NEW BUSINESS

26-PUDA-03 PETITIONER IS LaVanture Realty Inc. (Richard LaVanture)

PROPERTY IS LOCATED AT 3806 Gallatin Way

Per Section 20.10.B.3, of the City of Elkhart Zoning Ordinance, a Major Amendment to the Remington Park DPUD Planned Unit Development District, Ordinances PC 02-05 and 03-05, approved by the Board of County Commissioners for Elkhart County. The proposed amendment would add "Small Day Program for Young Adults with Disabilities" to the list of permitted uses for the parcel, which was previously designated as allowing only M-1 uses.

STAFF ANALYSIS

Per Section 20.10.B.3, of the City of Elkhart Zoning Ordinance, a Major Amendment to the Remington Park DPUD Planned Unit Development District, Ordinances PC 02-05 and 03-05, approved by the Board of County Commissioners for Elkhart County. The proposed amendment would add "Small Day Program for Young Adults with Disabilities" to the list of permitted uses for the parcel, which was previously designated as allowing only M-1 uses.

The petitioner is requesting to add a Small Day Program for Young Adults with Disabilities. The additional programming space will be developed above existing office space within the building at 3806 Gallatin Way. The size of the newly created mezzanine space will be approximately 1750 square feet. Amenities included in the area will encompass three (3) gathering areas and a lift will be installed to facilitate the safe movement of the clients to and from the second floor. Restroom facilities are found directly below the newly constructed mezzanine area. Drop off and pick up will occur on the north side of the building adjacent to the employee parking area.

This day program will be utilized by the petitioner's two sons plus two additional clients along with four to five care givers. This day program is proposed to be small in scale. There will be no exterior modification to the building, low volume of additional traffic and no discernable impact on any surrounding property. This use is envisioned to be temporary while the program is being established with plans to relocate to a suitable residential or academic-style facility as soon as possible.

The day program's activities will be structured and designed to build practical life skills and foster greater independence. Examples of such are practical math and reading skills practiced through real-life scenarios like grocery shopping and skills development to help communication with peers. Basic food preparation and kitchen safety, personal hygiene, and targeted support for bathroom independence and self-care are other learning skills tailored for each client.

STAFF RECOMMENDATION

The Staff recommends approval of the Major Amendment to the Planned Unit Development per Section 20.10.B.3, of the City of Elkhart Zoning Ordinance, a Major Amendment to the Remington Park DPUD Planned Unit Development District, Ordinances PC 02-05 and 03-05, approved by the Board of County Commissioners for Elkhart County. The proposed amendment would add "Small Day Program for Young Adults with Disabilities" to the list of permitted uses for the parcel, which was previously designated as allowing only M-1 uses, based on the following findings of fact:

1. The Comprehensive Plan calls for this area to be developed with industrial land uses. The proposed Small Day Program for Young Adults with Disabilities is proposed for the interior of the building over existing office space and should have no negative impact for the surrounding properties.
2. The proposed addition of the Small Day Program for Young Adults with Disabilities use, should not impact the other permitted uses approved for this PUD or have a substantial negative effect on the surrounding uses.
3. The proposed addition of the Small Day Program for Young Adults with Disabilities will not violate any of the current development conditions for the M-1, Limited Manufacturing District. The proposed use will not cause any vibration, produce an emission of toxic matter, or be injurious to human health, comfort or enjoyment to life and property within the area of the Planned Unit Development.

Trotter states there were 14 letters mailed, 0 returned.

Schaffer asks if there are questions from the Commission.

Schaffer calls petitioner forward.

The petitioner is Richard Lavanture from Lavanture Realty Group, located at 56260 County Road 19.

Jones asks what else is being added to the project.

Lavanture replies that we are a wholesaler with 45 employees. Our primary industries are RV manufacturing, boat manufacturing, and cargo trailer production. We sell and ship using our trucks.

Jones adds it's just a big warehouse and offices

Lavanture replies, yes, I don't anticipate job skills, but most people aren't on that track in life.

Murray asks if, in the longer term, you hope to move to a larger facility. This is just a temporary starter.

Lavanture responds that he has the space to evaluate its feasibility.

Newbill asked whether it is wheelchair-accessible since it is located on the second floor.

Lavanture replies that we plan to install a lift since my son uses a wheelchair.

Schaffer closes the public portion of the meeting.

Schaffer calls for a motion.

Jones makes motion to approve with a Do-Pass Recommendation to the Common Council; Second by Newbill. Motion carries.

Osborne- Yes

Newbill- Yes

Jones- Yes

Lawson- Yes

Murray - Yes

Schaffer- Yes

Eric Trotter, the Assistant Director of Planning and Zoning, is presenting the Rules and Procedures for the Plan Commission.

There is currently no staff report.

1. ****Plan Commission Membership****: This is outlined in the Indiana Code, Article 2, which covers the election of officers and the duties of those officers. The term lengths for officers are also specified in the Indiana Code, Article 3.
2. ****Meetings****: Information regarding the place, date, and time of meetings, as well as any special meetings, will be provided. The process for canceling a meeting will also be defined.
3. ****Conduct of Meetings****: We will outline the procedures for how meetings are conducted and the actions required for a majority vote. It is important that all commission members participate in the voting process.
4. ****Commission Records****: We will establish how to keep records of our meetings and track decision-making.
5. ****Public Hearings****: Article 4 will detail how we conduct public hearings, including presentations by staff and public comments.
6. ****Disposition of Petitions****: Article 5 will cover how to make motions, processes for dismissal, and jurisdiction issues—specifically concerning matters not within the jurisdiction of Elkhart. This section will also discuss how to withdraw petitions, both with and without prejudice, continuances, and approvals—with or without conditions. Additionally, we will discuss how to draft amendments, disapproval of amendments, changes to the zoning ordinance, and the process for vacation of plats and their disapproval.

7. ****Filing Procedures****: Article 6 will address the necessary filing procedures, with a focus on jurisdiction within the City of Elkhart.

8. ****Public Notice****: Article 7 will specify the requirements for publishing notices in the newspaper and notifying surrounding areas, which must occur at least 10 days in advance of meetings.

9. ****Committees****: Article 8 will outline the establishment of committees to address specific issues that the Plan Commission wishes to tackle.

10. ****Amendments and Suspension****: Article 9 will cover how to calculate time frames for amendments and the process for suspending rules.

These rules and procedures are standard and necessary for the effective operation of the Plan Commission.

Trotter asks if there are any questions.

Murray asks in section 2 on page 3 if all votes will be conducted by roll call. Will this include the agenda and minutes?

Trotter states that it pertains to any actions we address during roll calls and notices, which may be documented in the roll.

Jones inquires about the appointments listed and whether the board must be composed of City or County residents.

Maggie Marnocha, the city attorney for the Plan Commission, states that we are already implementing this. In our first draft, we only included the code reference, but I overruled that and wanted it laid out for future reference.

Schaffer asks if there are questions from the Commission.

Schaffer calls for a motion.

Trotter indicated that Carla has a copy for the Plan Commission Board to sign.

Lawson makes motion to approve with a Do-Pass Recommendation to Approve the Rules and Procedures; Second by Jones. Motion carries.

Lawson- Yes

Newbill- Yes

Jones- Yes

Osborne- Yes

Murray-Yes

Schaffer-Yes

STAFF ITEMS

26-SI-05 PETITIONER IS City of Elkhart PROPERTY IS LOCATED AT ADDRESS

Approval of proposed addresses for the City of Elkhart.

STAFF ANALYSIS

The Planning and Zoning Department is requesting approval of the addresses that have been reserved for structures in the City of Elkhart.

Residential

1520 El Reno Street	New Single-Family Dwelling 20-06-07-327-017.000-012
1521 El Reno Street	New Single-Family Dwelling 20-06-07-326-014.000-012
1525 El Reno Street	New Single-Family Dwelling 20-06-07-326-015.000-012
1528 El Reno Street	New Single-Family Dwelling 20-06-07-327-018.000-012
1529 El Reno Street	New Single-Family Dwelling 20-06-07-326-016.000-012
1401 Strong Avenue	New Single-Family Dwelling 20-06-06-333-045.000-012
4908 County Road 6 East	Change of Addresses annexed Single Family Home

Residential Subdivision

Boulder Run Subdivision

2324 Boulder Run	New Single-Family Dwelling 20-02-26-301-026.000-027
2320 Boulder Run	New Single-Family Dwelling 20-02-26-301-027.000-027
2316 Boulder Run	New Single-Family Dwelling 20-02-26-301-028.000-027
2312 Boulder Run	New Single-Family Dwelling 20-02-26-301-029.000-027
2306 Boulder Run	New Single-Family Dwelling 20-02-26-301-030.000-027
2210 Boulder Run	New Single-Family Dwelling 20-02-26-301-031.000-027
2204 Boulder Run	New Single-Family Dwelling 20-02-26-301-032.000-027
2116 Boulder Run	New Single-Family Dwelling 20-02-26-301-033.000-027
2114 Boulder Run	New Single-Family Dwelling 20-02-26-301-034.000-027
2108 Boulder Run	New Single-Family Dwelling 20-02-26-301-035.000-027
2018 Boulder Run	New Single-Family Dwelling 20-02-26-301-036.000-027
2012 Boulder Run	New Single-Family Dwelling 20-02-26-301-037.000-027
2002 Boulder Run	New Single-Family Dwelling 20-02-26-301-038.000-027
2211 Boulder Run	New Single-Family Dwelling 20-02-26-301-039.000-027
2119 Boulder Run	New Single-Family Dwelling 20-02-26-301-040.000-027
3520 Whisper Rock Court	New Single-Family Dwelling 20-02-26-301-041.000-027
3514 Whisper Rock Court	New Single-Family Dwelling 20-02-26-301-042.000-027
3518 Whisper Rock Court	New Single-Family Dwelling 20-02-26-301-043.000-027
3515 Whisper Rock Court	New Single-Family Dwelling 20-02-26-301-044.000-027
3517 Whisper Rock Court	New Single-Family Dwelling 20-02-26-301-045.000-027
3519 Whisper Rock Court	New Single-Family Dwelling 20-02-26-301-046.000-027
2001 Boulder Run	New Single-Family Dwelling 20-02-26-301-047.000-027
3522 Moonlight Place	New Single-Family Dwelling 20-02-26-301-048.000-027
3518 Moonlight Place	New Single-Family Dwelling 20-02-26-301-049.000-027
3516 Moonlight Place	New Single-Family Dwelling 20-02-26-301-050.000-027
3514 Moonlight Place	New Single-Family Dwelling 20-02-26-301-051.000-027
3515 Moonlight Place	New Single-Family Dwelling 20-02-26-301-052.000-027
3519 Moonlight Place	New Single-Family Dwelling 20-02-26-301-053.000-027
3523 Moonlight Place	New Single-Family Dwelling 20-02-26-301-054.000-027
1928 Boulder Run	New Single-Family Dwelling 20-02-26-301-055.000-027
1924 Boulder Run	New Single-Family Dwelling 20-02-26-301-056.000-027
1920 Boulder Run	New Single-Family Dwelling 20-02-26-301-057.000-027
1916 Boulder Run	New Single-Family Dwelling 20-02-26-301-058.000-027

Commercial

999 County Road 6 West	New Service in Easement 20-02-30-228-016.000-027
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Industrial

4908 Elkhart East Boulevard	New Industrial Building 20-02-25-226-004.000-027
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STAFF RECOMMENDATION

Staff recommends that the Plan Commission assign the proposed addresses based on staff recommendation.

Schaffer asks if there are questions from the Commission.

Schaffer calls for a motion.

Lawson makes motion to approve with a Do-Pass Recommendation; Second by Newbill. Motion carries.

Jones- Yes

Lawson- Yes

Osborne- Yes

Newbill- Yes

Murray-Yes

Schaffer-Yes

ADJOURNMENT

Schaffer calls for a motion to adjourn meeting. Osborne approves motion to adjourn and is seconded by Jones. Meeting is adjourned and all are in favor.



Jeff Schaffer, President



Diana Lawson, Secretary