

**PLAN COMMISSION**  
**-MINUTES-**  
**Monday, April 6, 2026 - Commenced at 1:45 P.M. & adjourned at 2:22 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  
Aaron Mishler  
Jeff Schaffer

**MEMBERS ABSENT**

Dan Boecher

**REPRESENTING THE PLANNING DEPARTMENT**

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

**LEGAL DEPARTMENT**

Maggie Marnocha, Corporation Counsel

**TECHNOLOGY STAFF**

Anthony Elkins

**RECORDING SECRETARY**

Carla Lipsey

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

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

**APPROVAL OF PROOFS OF PUBLICATION**

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

**26-FSP-01 PETITIONER IS All Secure Storage-County Road 17, LLC**  
**PROPERTY IS LOCATED AT 1185 Fremont Court**

As required by Section 20.7, seeking approval for a Final Site Plan for a new 24,900 square foot storage building at 1185 Fremont Court.

**STAFF ANALYSIS**

The petitioner is requesting Final Site Plan Approval for a new storage building at the end of the Fremont Court. The 24,900 square foot building will be placed at the southwest corner of the site. Currently there are five (5) existing buildings – making the building from the current request – number six (6).

The site plan has been approved through Tech Review with only minor elements to be addressed prior to permitting. The petitioner's agent has addressed comments raised by staff during the review process.

There is a 100-foot Electric Transmission Easement on the southeast corner of the property. The stormwater retention area is existing as it was constructed in an earlier phase of the development project. The buffer to the west will remain unchanged.

The site is accessed from Fremont Court by way of the signalized intersection of Verdant Drive and County Road 17. The development is located at the northwest corner of CR 17 and the US 20 Bypass.

## STAFF RECOMMENDATION

The Staff recommends approval of the final site plan based on the following findings of fact

1. The approval will not be injurious to the public health, safety, morals and general welfare of the community as the new storage building will be constructed as per all applicable building codes;
2. The proposed use is permitted within the underlying zoning of the Planned Unit Development.
3. The project has passed the City's Technical Review process.
4. The use conforms to the Comprehensive Plan, which is anticipated to call for commercial and industrial uses;
5. The proposed use should not be detrimental to the property values of adjacent properties.

## Conditions

- 1. Staff will investigate lighting in accordance with the City Ordinance prior to the issuance of the Certificate of Occupancy. Additionally, staff will ensure that parking is correctly arranged on-site before issuing the Certificate of Occupancy.**

Trotter states there were 17 letters mailed, 0 returned in favor with comments.

Schaffer asks if there are questions from the Commission.

Schaffer calls the petitioner forward.

Crystal Welsh from Abonmarche is representing the petitioner, located at 303 River Race, Goshen, Indiana.

Mishler asks if there are any plans for additional buildings.

Welsh states that the site is well developed. With the electrical easements, we have maximized the facility's capacity and have no plans for additional buildings.

Schaffer opens for public comments in favor or opposition of the petition.

Joseph Braun, of 56780 Via Pisa, is raising concerns on behalf of the residents living on the back side of the storage unit regarding light pollution. Last year, the fence was removed, and light from the back side of the storage unit now enters their homes. I have to use multiple curtains to sleep. We attempted to address this issue previously, but it did not lead to any resolution.

Schaffer calls Trotter forward and asks if the staff can investigate light pollution.

Trotter agrees.

Schaffer asks Trotter. Can this matter be resolved within 30, 60, or 90 days before the certificate of occupancy.

Trotter says we could complete it in 45 days.

Schaffer informed Braun that the staff will investigate this matter, which will be addressed within 45 days before the certificate of occupancy, as it violates the city ordinance.

Jones is asking whether the lighting is on the building or in the surface parking area.

Schaffer is addressing the lighting standards and the building's illumination. Jason Ughetti is available to take a look.

Osborne inquires about the aerial photo showing semi-trucks parked on the grass.

Tim McCollough, I am not sure if this facility was approved for outside storage, maybe just in the picture.

Schaffer suggests that we could explore this further.

Schaffer closes the public portion of the meeting.

Schaffer calls for a motion.

Schaffer will establish conditions for the staff to investigate lighting in accordance with the City ordinance before issuing the Certificate of Occupancy. Additionally, staff will confirm that parking is properly arranged on-site prior to granting the Certificate of Occupancy.

Mishler makes motion to approve with a Do-Pass Recommendation with listed conditions; Second by Osborne. Motion carries.

Osborne-Yes

Newbill-Yes

Jones-Yes

Lawson-Yes

Murray-Yes

Mishler-Yes

Schaffer-Yes

**26-SUB-03 PETITIONER IS Missionary Church, North Central Region, Inc. and Habitat for Humanity of Elkhart County  
PROPERTY IS LOCATED AT 1135 E Hively Avenue and VL E Hively Avenue**

Per Article 4 of the Subdivision Ordinance, approval of a Preliminary Plat for a 10-lot, +/- 8.853 acre major subdivision, a replat of Lot 1 Zion Missionary Church Minor Subdivision; a part of the Southeast Quarter of Section 16, Township 37 North, Range 5 East, Concord Township, Elkhart County, Indiana

**STAFF ANALYSIS**

Per Article 4 of the Subdivision Ordinance, approval of a Preliminary Plat for a 10-lot, +/- 8.853 acre major subdivision, a replat of Lot 1 Zion Missionary Church Minor Subdivision; a part of the Southeast Quarter of Section 16, Township 37 North, Range 5 East, Concord Township, Elkhart County, Indiana.

This subdivision request is a joint venture between the Zion Missionary Church and Habitat for Humanity. The plan calls for the church to remain on the larger main parcel closer to Hively – approximately 6.14 acres. The land sold to Habitat will contain nine (9) lots for Habitat families currently participating in the future homeowner program. The acreage for the Habitat homes is approximately 2.71 acres.

The street connection for the new Habitat homes will connect from the east at the intersection of Roosevelt Avenue and Bradley Street. Bradley will be extended to the west in a fifty (50) foot right of way that will provide for all required public improvements – curb, gutter, street and public sidewalks. There is proposed to be a secondary entrance for the church on the newly extended Bradley Street.

The project meets the requirements of the Zoning and Subdivision Ordinances including lot size, layout, and street width. It has not yet been submitted to the city's Technical Review process but will be required to do so prior submitting for secondary platting prior to construction. Staff has had several preliminary reviews around the technical aspects of the project and no issues are anticipated.

**STAFF RECOMMENDATION**

Per IC 36-7-4-702, a plan commission must consider when determining whether to grant primary/preliminary approval of a plat, the plan commission shall determine if the plat or subdivision qualifies for primary/preliminary approval under the standards prescribed by the subdivision control ordinance.

Under the 700 Series of the Indiana Code Statues, the review of primary/preliminary plats are ministerial and if the proposed preliminary/primary plat has adhered to all of the requirements prescribed by the subdivision control ordinance, the plan commission must grant approval, thereby,

The City of Elkhart Planning Staff has reviewed the subject petition and recommends approval a Preliminary Plat per Article 4 of the Subdivision Ordinance, approval of a Preliminary Plat for a 10-lot, +/- 8.853 acre major subdivision, a replat of Lot 1 Zion Missionary Church Minor Subdivision; a part of the Southeast Quarter of Section 16, Township 37 North, Range 5 East, Concord Township, Elkhart County, Indiana.

1. The proposed Lots 1-9 along the future extension of Bradley Street are residential lots, meeting all of the bulk standards of the R-2, One-Family Dwelling District, specifically, minimum lot size, lot frontage, and property development setbacks;
2. The proposed extension of Bradley Street to the west will not impact any existing development.
3. In review of the proposed preliminary plat for a new major subdivision, Staff finds the petitioner has demonstrated compliance with all the enacted regulations of both the City of Elkhart Zoning and Subdivision Control Ordinance.

#### CONDITIONS

- 1) The approval is preliminary only. The applicant must submit the required application materials for Final Plat Approval to the Plat Committee as per Article 5 of the Subdivision Ordinance prior to the issuance of any permits for construction or sale of property.
- 2) Subsequent approvals may be required from the appropriate City Departments. Those approvals may include plans for water supply, storm water retention, sewage disposal, grading, roadway construction and other infrastructure prior to final plat approval.
- 3) Approval is tentative and shall be valid for a maximum period of twelve (12) months. The City Plan Commission may grant an extension upon written request. If the final plat has not been recorded within the time limit, the primary approval is null and void and the preliminary subdivision plan must be resubmitted for approval.
- 4) The project must be reviewed and approved through the City's Technical Review process prior to the submission of the secondary plat to the Plat Committee.

Trotter states there were 35 letters mailed, 1 returned in favor with comments. Comments were:

Roxanne Hable, 2724 Roosevelt Avenue. I am concerned about the increased traffic in the neighborhood and do not want any additional crime in the area.

Schaffer asks if there are questions from the Commission.

Mishler inquires about any concerns regarding the upcoming construction on Hively that might affect this project, including any potential utility disruptions.

Trotter replies, No, it's far enough off Hively to the south.

Newbill asked if that is the road they would come back through, Roosevelt.

Trotter responds, Yes, it's located at the intersection of Roosevelt and Bradley.

Newbill mentions that housing will be developed on Roosevelt. Will it be located directly across from it.

Trotter responds that there is a 50-foot right-of-way on Roosevelt, which is the extension of Bradley to the west.

Newbill adds that the church will have an additional entrance.

Trotter, they will drive off of Bradley.

Schaffer noted that Bradley has terminated into the church parking lot for years.

Schaffer calls the petitioner forward.

Crystal Welsh from Abonmarche is representing the petitioner located at 303 River Race, Goshen, Indiana. Greg Conrad, representing Habitat, is also present. This partnership with the existing church will utilize the back acreage to build nine single-family homes for families, and we are excited to get started.

Schaffer asks if there are questions from the Commission.

Mishler is inquiring about the number of bedrooms in these homes.

Welsh states that Habitat does not build speculative homes; each lot will be tailored to the needs of the family choosing the lot.

Schaffer opens for public comments in favor or opposition of the petition.

Greg Conrad, the president of Habitat for Humanity, 2910 Elkhart Road, Goshen, shared an update on an exciting project. We have been in discussions with the church for over a year, and the project has gone through numerous congregation hearings. The site is close proximity to Homer Avenue, where we have already built five homes. We have five more homes ready to close, and nine additional homes are in progress, plus this new project.

Habitat for Humanity will have invested over five million dollars in properties within a quarter of a mile of this location, particularly in the Hively Street area. All of these homes will be affordable workforce housing for lower to moderate-income families. The financial support Habitat provided to the church will allow them to dedicate more time to their local community ministry.

We are very excited about this project, with construction planned to start in 2027-2028. We will finish the work on Homer Avenue before we commence any new developments on this site.

Schaffer asks if there are questions from the Commission.

Osborne asks if the homes will include basements.

Conrad states that they will all be in a poured-cement crawl space.

Osborne mentioned that the furnace and hot water heater are located down there.

Conrad states that they are all located on the main floor.

Franklin Troyer, who lives at 2211 County Road 10, has a question regarding the construction of a habitat being built near his home, where his son resides. He would like to inquire about the storm shelter feature included in this type of construction, as it appears that Habitat for Humanity will be developing the site. He wants to address the storm shelter issue.

Schaffer calls for staff

Schaffer asks Trotter whether we require basements in single-family residential homes; it's up to Habitat to build proper homes for families.

Trotter replied that it is not required.

Schaffer closes the public portion of the meeting.

Schaffer calls for a motion.

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

Murray-Yes

Osborne-Yes

Jones-Yes

Newbill-Yes  
Lawson-Yes  
Mishler-Yes  
Schaffer-Yes

**26-X-01 #PETITIONER IS City of Elkhart, Board of Public Works and Ermine Meadows, Inc.**

**PROPERTY IS LOCATED AT 626 West Cleveland Avenue**

Per Section 5.3, Special Exception Uses, (4.3.O) Parks and Playgrounds to allow for the establishment and expansion of a new park and playground.

**STAFF ANALYSIS**

The request is per Section 5.3, Special Exception Uses, (4.3.O) Parks and Playgrounds to allow for the establishment and expansion of a new park and playground at 626 W. Cleveland Avenue. The request is considered an expansion of the park and therefore a new petition request is required.

The City of Elkhart and Ermine Meadows are submitting a joint special exception request to expand the existing Ullery Park onto land owned by the Ermine Meadows organization. The reimagined park master plan has an emphasis on activating the space and community vision for the amenities at the park.

Based on information provided by the City of Elkhart Parks Superintendent, Jamison Czarnecki, the master plan and vision for the park came from a series of neighborhood meetings, feedback collected in door-to-door survey work and additional outreach conducted in both English and Spanish. The new master plan elements call for an open air pavilion, off street parking, additional landscaping, a new walking path and a splash pad.

**STAFF RECOMMENDATION**

Staff recommends approval of the request based on the following findings of fact:

1. The Special Exception is so defined, located and proposed to be operated that the public health, safety and welfare will be protected; The Ullery Park improvements are being designed to add amenities to make this park a premier park for the City of Elkhart. The improvements to the playground, parking, additional landscape plantings and splash pad will allow for future growth and attendance to increase usage.
2. The Special Exception will not reduce the values of other properties in its immediate vicinity because the additional amenities proposed will add to the quality of place for Ullery Park and enhance the city's park system. The park is part of the Mayor's ASPIRE Initiative to enhance the vibrancy and increase usage of the City's parks and greenspaces.
3. The Special Exception shall conform to the regulations of the zoning district in which it is to be located because it will not generate adverse effects on adjacent properties in the form of noise, smoke, or odor. The proposed amenities will add to the vibrancy of the neighborhood and allow for more programming for the Parks Department. The open air pavilion will be built to conform to all necessary building construction requirements and have been submitted for Technical Review and addressed all comments raised during the review.

**CONDITIONS**

1. The petitioner shall project for Technical Review to ensure all developmental requirements have been met.

Schaffer asks if there are questions from the Commission.

Osborne asks if the proposed parking is off the alley and whether the alley is paved.

Trotter states that the alley is not paved, but Schaffer mentions that the city is currently working on it.

Newbill mentions that the alley is unpaved, and the street has serious potholes.

Schaffer has stated that he will collaborate with the street department to address the issue.

Mishler is asking Trotter if he mentioned the word "splash pad."

Trotter confirmed yes.

Schaffer calls the petitioner forward.

Matthew Moyers, project manager with the Parks and Recreation Department, located at 229 S Second St, representing Jamison Czarnecki.

Schaffer asks if there are questions from the Commission.

Mishler is asking for more information about the splash pad, specifically regarding Nibco or McNaughton Park.

Moyer explained that the size of the new installation is comparable to that of Nibco, while the one at McNaughton is larger. This installation will be situated at the southeast corner of Cleveland and Sixth, set back from the road for safety. The dimensions of the concrete pad will be 40 feet by 40 feet, which should be large enough to serve as a regional attraction without overwhelming the park.

Mishler continues to inquire about the filtration system. One is more intense, utilizing chlorination, while the one at McNaughton is more heavy-duty. Will this system be upgraded in the future.

Moyer replies that you are describing a closed system. The water undergoes a chlorination process and is subjected to chemical testing, making it more complex than a traditional splash pad. It cycles through the regular system as part of the city's water network.

Osborne asks about the after-hours lighting plan for the park.

Moyer stated that we are planning to add lighting to the park to create a dark-sky alternative; however, we have not yet determined what the lighting system will look like. We will not be changing the park's hours of operation, so the closing time will remain the same. The pavilion being installed in the center of the park will have some interior lighting planned, but we are uncertain if this lighting will extend beyond the lights designed to illuminate the path.

Schaffer mentioned that the public works department completed a lighting project on Sixth Street in 2019, which extends down the street.

Mishler inquires about the time schedule.

Moyer announced that the grand opening will take place at the end of this summer, in August.

Schaffer opens for public comments in favor or opposition of the petition.

Schaffer closes the public portion of the meeting.

Schaffer calls for a motion.

Mishler makes motion to approve with a Do-Pass Recommendation to the Board of Zoning Appeals; Second by Jones. Motion carries.

Lawson-Yes  
Newbill-Yes  
Jones-Yes  
Osborne-Yes  
Murray-Yes  
Mishler-Yes  
Schaffer-Yes

**NEW BUSINESS**

**26-SI-04 PETITIONER IS City of Elkhart**

**PROPERTY IS LOCATED AT City of Elkhart**

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**

301 McDowell Street                      New Single-Family Dwelling    20-02-29-454-001.000-027  
707 Christian Avenue Unit 101 & 102    New Two-Family Dwelling    20-06-17-179-013.000-012

**Residential Subdivision**

2751 Old US Highway 20 West Unit 101-114    New Residential Development    20-02-34-253-027.000-027

**Commercial**

3699 South Main Street                      New Service in Easement    20-06-22-427-009.000-011

**Industrial**

1000 Oak Street                              New Industrial Building

Schaffer calls for a motion.

Mishler makes a motion to approve with a Do-Pass Recommendation, seconded by Jones. Motion carries.

**ADJOURNMENT**

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

  
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Jeff Schaffer, President

  
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Diana Lawson, Secretary