

**Town of Georgetown
Board of Zoning Appeals
July 21, 2025
@ 4:00 P.M.
9111 State Road 64
Georgetown, IN 47122**

Pledge of Allegiance

Roll Call: Michael Mercer, Mike Davenport, and Harris Douglas.

Also in attendance: Haley James, Kristi Fox, Reny Keener, and Bob Woosley

Not in attendance: Jeff McCaffrey and one vacant position

Agenda Items/ New Business

Approval of Minutes

Harris Douglas made a motion to approve the minutes from January 22, 2025. Seconded by Michael Mercer and approved 3-0.

BZA Training – Don Lopp

Don Lopp is in attendance to offer a training session to the BZA board members. The training materials will be attached to these minutes.

Miscellaneous Business


Nothing to report.

Adjournment

Harris Douglas made a motion to adjourn. Seconded by Michael Mercer and approved 3-0.

Minutes Approved By:


Michael Mercer


Mike Davenport


Jeff McCaffrey


Harris Douglas

Vacant

Attest:


Haley James, Secretary

Town of Georgetown
Board of Zoning Appeals
Training Session
July 21, 2025

Town of Georgetown
Board of Zoning Appeals
Training Session

Background

20 years as Director of Operations and
Planning for Floyd County

American Institute Certified Planner

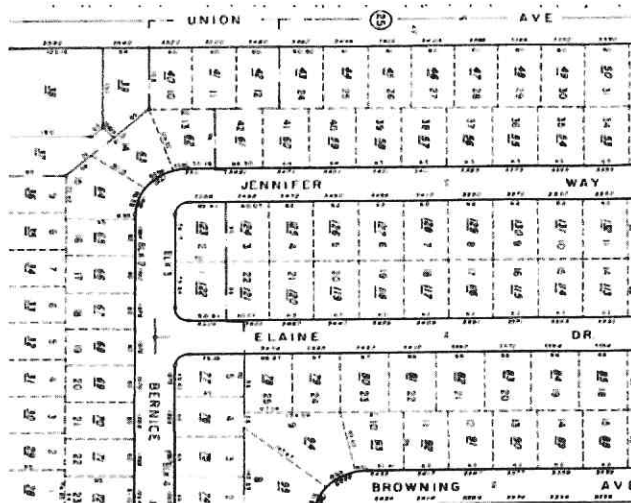
Served as Planning Officials
Development Director (PODO) for
Indiana American Planning Association

• Agenda

- Overview of Board of Zoning Appeals Duties and Responsibilities
- Rules of Procedure
- Due Process
- *Findings of Fact*
- Ex parte communications

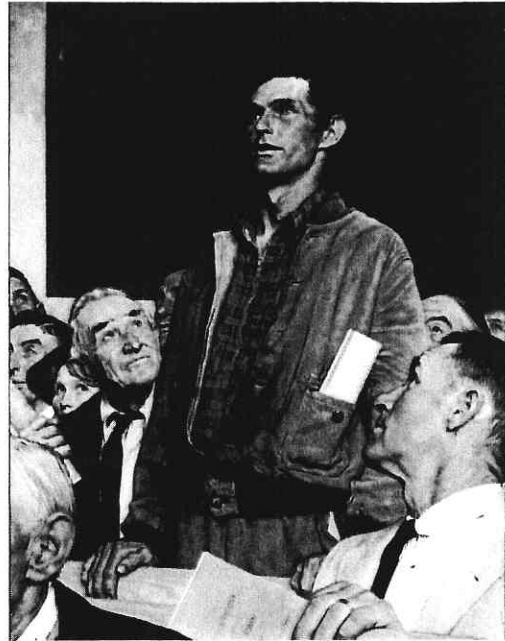
Overview of Board of Zoning Appeals

- Established through Indiana State Statute
- Board of Zoning Appeals
 - Quasi Judicial body
- Responsible for review of requests
 - Development Standard Variances
 - Conditional Uses
 - Use Variance
- 36-7-4-900 series



Rules of Procedure

- Establishes Conduct of Body
 - Sets rules regarding applications
 - Sets rules regarding meetings
 - Sets rules regarding notice
- Must be written form
- Approved by Board of Zoning Appeals
- Protects community regarding legal action



Due Process

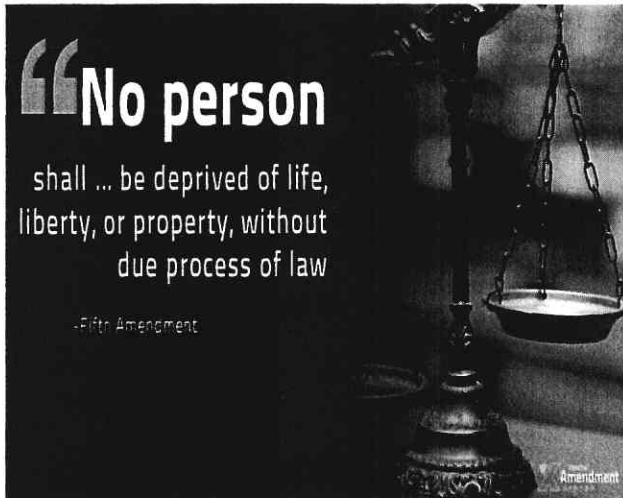
What is Due Process?

Why is it important?

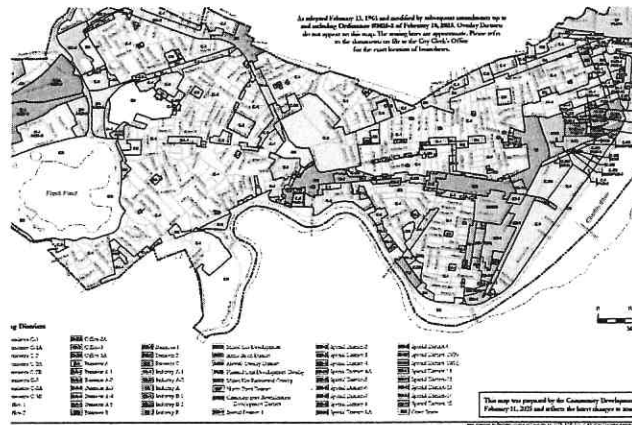
Two types

Procedural Due Process

Substantive Due Process



- Essential element for board actions
- Must be part of Board's Ballot
- Must be based on the evidence of the application and hearing
- Approval must meet all of the required standards
- Suggestions
 - Can make notes regarding application
 - Have staff prepare report to assist board
 - Limit discussion to matters related to the application
 - If you have more than four conditions – are attempting to get to a yes rather than denial



Ex Parte Communications

- Must not discuss pending dockets
- Board of Zoning Appeals is a quasi-judicial body
- Must disclose if communication is had with parties or citizens regarding docket
- Must recuse from docket
- Must leave room

