



Board of Zoning Appeals City of Crawfordsville, Indiana

City Building
300 E. Pike Street, 2nd Floor
Crawfordsville, IN 47933

March 19, 2025 at 7:00 PM Meeting Minutes

The City of Crawfordsville Board of Zoning Appeals met as scheduled on Wednesday, March 19, 2025 at 7:00 p.m. in the Common Council Chambers of the Municipal Building. Board members present were: Joyce Burnette, Ron Henricks, Allen Slight, Shelle Wheeler, and Mac Petty. Others in attendance were: Megan Huckstep, Director of Planning & Building Services; Kent Minnette, City Attorney of Taylor, Minnette, Schneider & Clutter; and Katie Fisher, Executive Assistant, Planning & Building Services.

Joyce Burnette called the meeting to order at 7:00 p.m. and the roll was called.

Meeting minutes from December 18, 2024 were presented for consideration. Mac Petty moved to approve the minutes as presented. Ron Henricks seconded. Motion passed 5-0.

208 N Englewood Drive – Pascuala Valenzuela Rodriguez – SE 0068

Continuing with items of new business, Planning Director Megan Huckstep reviewed the staff report concerning petition SE 0068 submitted by Pascuala Valenzuela Rodriguez who was requesting a special exception from the schedule of uses of the City Zoning Ordinance to allow a second single-family dwelling on a single parcel in an R-1, residential zoning district at 208 N Englewood Drive. The findings of fact are as follows:

1. Whether the special exception is listed as such in the Official Schedule of Uses?

Yes, duplex dwellings are a special exception in an R-1, residential zoning district.

2. Whether the special exception will not involve any element or cause any condition that may be dangerous, injurious, or noxious to any other property or persons?

No issues are anticipated. The structure is existing.

3. Whether the special exception is a manufacturing or industrial/processing facility that will comply with all of the performance standards of Section 153.023?

N/A. The proposal is not for a manufacturing or industrial processing facility.

4. Whether the special exception will be sited, oriented, and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties?



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The structure is existing on the property already. There should not be much damage.

5. *Whether the special exception will produce a total visual impression and environment which is consistent with the environment of the neighborhood?*

The structure is existing and staff believes it is consistent with the existing residential dwelling and would continue to be consistent and harmonious with the residential character of the neighborhood. No complaints or concerns have been received or expressed.

6. *Whether the special exception will organize vehicular access and parking to minimize traffic congestion in the neighborhood?*

Staff has no concerns regarding traffic and vehicular access for this request. There is an attached garage to the residential homes as well as parking in the existing driveway. Additional parking could be added to the south side of the driveway if necessary. The ordinance requires 2 off-street parking spaces per unit; therefore, 4 parking spaces would be required and staff believes the Petitioner can satisfy this requirement.

7. *Whether the special exception is for a home occupation?*

N/A. The special exception is not for a home occupation.

8. *Whether the special exception will preserve the purposes of this chapter?*

The property is zoned R-1, residential. Residential duplex units are a special exception according to the Schedule of Uses in the City Zoning Ordinance. The future land use map in the Comprehensive Plan shows this area as residential neighborhoods.

Ms. Huckstep stated based on the findings, Staff would recommend approval of the special exception with the following conditions:

1. Permits are obtained for the construction and that it meets the residential building code.
2. Should the second dwelling become a rental at any time, it must be registered with the City annually under the Rental Registration Program.

Pascuala Valenzuela Rodriguez was present to represent the petition and had no comments in addition to what was presented by Staff.

There were no members of the public present for comment.



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After discussion amongst the Board, Shelle Wheeler moved to approve the special exception. Allen Slight seconded. Motion passed 5-0.

With no further business, the meeting was adjourned at 7:18 p.m.

Minutes Approved: 4/16/2025

Joyce Burnette
President

Ken Acomb
Member

Allen Slight
Member

Shelle Wheeler
Member

Mac Raley
Member