

RESOLUTION NO. 1 - 2026

A RESOLUTION OF THE TOWN OF LAPEL ADVISORY PLAN COMMISSION,
MADISON COUNTY, INDIANA,
AMENDING THE RULES AND PROCEDURES
FOR THE TOWN OF LAPEL PLAN COMMISSION

WHEREAS, the Town of Lapel Plan Commission has the duty to make Rules and Procedures for the administration of the affairs of the commission pursuant to IC 36-7-4-401; and

WHEREAS, the Plan Commission has the duty to adopt and maintain Rules and Procedures pursuant to Lapel UDO V1.7.3; and

WHEREAS, the Rules of Procedures provide governance to the Plan Commission members and petitioners; and

WHEREAS, the State of Indiana has amended IC 36-7-4-218 concerning the appointment and removal of Plan Commission members; and

WHEREAS, the Plan Commission now desires to amend the Rules and Procedures, as more particularly described in Exhibit A, which is attached hereto.

NOW, THEREFORE, BE IT RESOLVED, by the Plan Commission of Town of Lapel, Madison County, Indiana, meeting in regular session as follows:

Section 1: The Plan Commission hereby amends the Lapel Plan Commission Rules of Procedures, as more particularly described in Exhibit A, attached hereto and incorporated herein.

SO RESOLVED THIS _____ DAY OF _____, 2026.

PLAN COMMISSION OF THE TOWN OF LAPEL, MADISON COUNTY, INDIANA

YAY (Signature)

NAY (Signature)

Matt Wood (President)

Andrea Baldwin (Vice President)

Justin Mayes

Alicia West

Kristi Worthman

[Vacant]

[Vacant]

Attest:

Jennifer Reske, Secretary

EXHIBIT A. AMENDED RULES AND PROCEDURES

ARTICLE II. Plan Commission Membership

- 1) **Composition.** The PC shall consist of seven (7) members as prescribed by *IC 36-7-4-207*.
- 2) **Appointing authority**
 - a) Town Council shall appoint three (3) persons, which must be town officials or town employees (*IC 36-7-4-207*).
 - b) Town Council President shall appoint four (4) citizen members (*IC 36-7-4-207*).
- 3) **Term of service.** The PC members shall serve the terms as described herein:
 - a) Town officials or employees may serve the term coextensive with the term of their office or employment.
 - b) Citizen members shall be appointed for a term of four (4) years. Each member's term expires on the first Monday of January of fourth year after the year of the member's appointment. A member serves until the member's successor is appointed and qualified. A member is eligible for reappointment (*IC 36-7-4-218*).
- 4) **Qualifications for Citizen Members.** The qualifications for citizen members shall be as prescribed by *IC 36-7-4-216*, which includes the residency requirement.
- 5) **Certification.** The Clerk of the Town shall certify members appointed by their respective bodies, and the Town Council President shall certify their appointments. The certificates shall be sent to and made a part of the records of the PC (*IC 36-7-4-212*).
- 6) **Removal of Members.**
 - a) Members serve at the pleasure of the member's appointing authority provided (*IC 36-7-4-218*):
 - (i) the officeholder who appointed the individual continues to hold the office; or
 - (ii) the board, committee, or body that appointed the individual retains all of the same members who served on the board, committee, or body when the individual was appointed.
 - (iii) If subdivision (i) or (ii) does not apply, the individual may only be removed for cause.
 - a)b) Members may be removed from the PC by the respective appointing authority prior to the end of their term for failure to appear at three (3) consecutive, regularly scheduled PC meetings and for any other reason authorized by law. The PC President shall inform the appropriate appointing official as promptly as possible when a member fails to attend three consecutive meetings (*IC 36-7-4-220*).
- 7) **Vacancies.** If a vacancy occurs among the PC members, the appointing authority shall fill the position within ninety (90) days (*IC 36-7-4-220*).

ARTICLE III. Officers and Staff, Duties and Powers

- 1) **Plan Commission Authority.** The authority to review, approve, and grant the petitions outlined in the Town of Lapel UDO shall rest with the Town of Lapel PC. Where permitted, the PC may, at its discretion, delegate such authority to the Administrator as defined in the Town of Lapel UDO.

- (i) the member has a direct or indirect financial interest in a subject property or petition; or
 - (ii) the member (individually or jointly) owns property close enough to a subject petition to receive written notice; or
 - (iii) the member is biased or prejudiced or otherwise unable to be impartial.
- b) Commission members are required to fully disclose any conflict of interest as defined herein on any matter appearing on the Commission's agenda during the public meeting.
 - c) The Secretary shall note in the Minutes that a member has been disqualified for a conflict of interest.
- 4) **Procedure for Petition Consideration.** Hearing of an item shall follow the following order. The President (or presiding member) shall have the authority to extend the time periods specified below where appropriate, unless otherwise directed by a majority of the quorum present.
- a) **Introduction.** The President shall introduce the petition.
 - b) Petitioner's Presentation. The petitioner shall present their petition and shall be allotted a total of fifteen (15) minutes for the presentation.
 - c) Questions to Petitioner. The PC may ask questions of the Petitioner at this time regarding the evidence or clarification of statements.
 - ~~b)d)~~ **Staff and Public Official's Report.** The Administrator shall present the staff and public official's report for the petition.
 - ~~e)e)~~ **Questions to Staff.** The PC may ask questions of the Administrator at this time regarding the evidence or clarification of statements.
 - ~~d)a)~~ ~~Petitioner's Presentation.~~ ~~The petitioner shall present their petition and shall be allotted a total of fifteen (15) minutes for the presentation.~~
 - ~~e)a)~~ ~~Questions to Petitioner.~~ ~~The PC may ask questions of the Petitioner at this time regarding the evidence or clarification of statements.~~
 - f) **Public Hearing**
 - (i) **Opening.** The President shall open the floor for the Public Hearing.
 - (ii) **Public Comment.** Persons in support, neutral, or in opposition may present evidence, comments, and questions relevant to the matter being considered. Every person shall be allotted a total of two (2) minutes for their presentation.
 - (iii) **Closing.** The President shall close the floor for the Public Hearing.