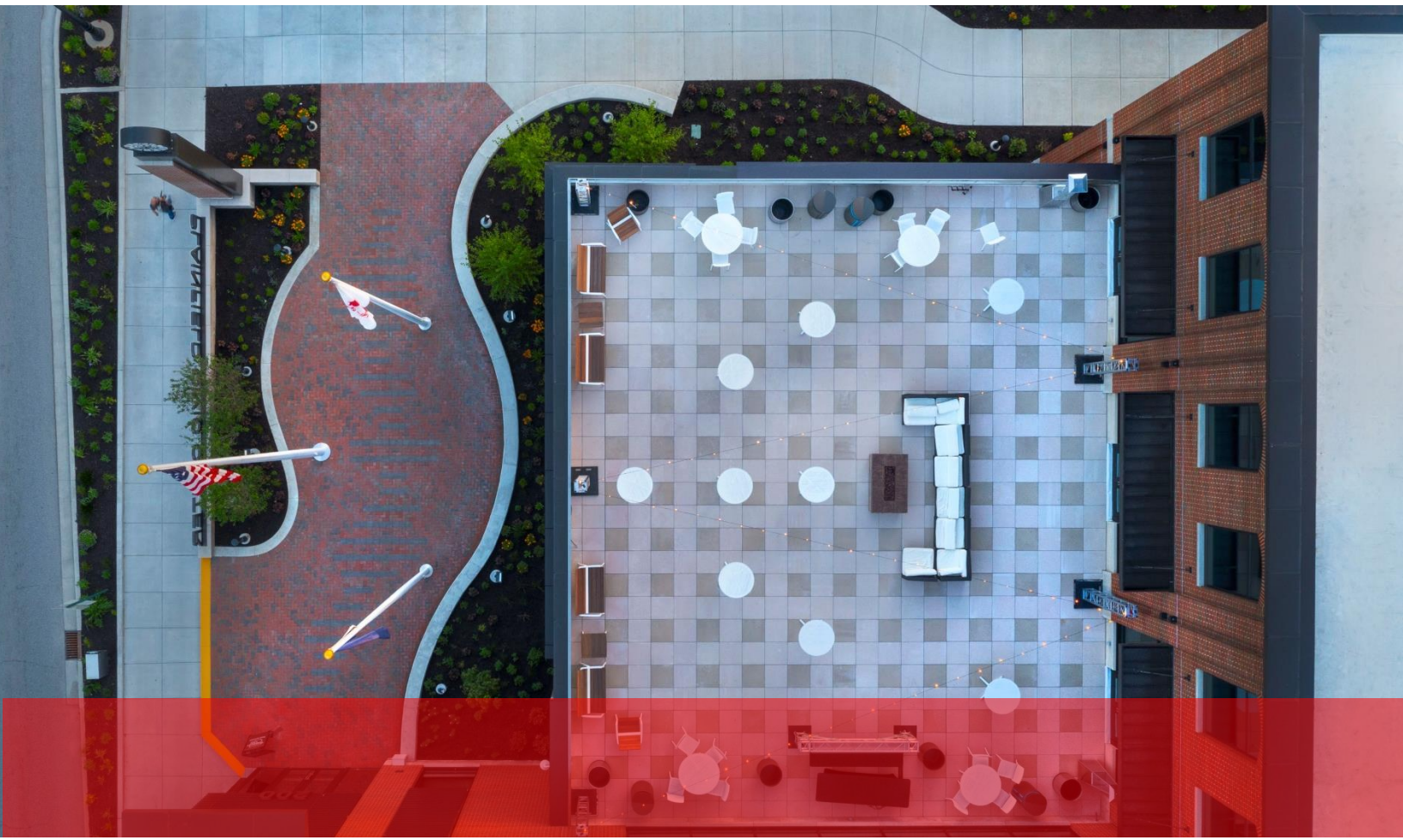




DESIGN REVIEW COMMITTEE RULES OF PROCEDURE

Updated 02-2025



RULES OF PROCEDURE: THE TOWN OF PLAINFIELD DESIGN REVIEW COMMITTEE

- A. Purpose.** The Design Review Committee (DRC) has been duly established by the Plan Commission under Resolution 98-1. The purpose of the Design Review Committee shall be to study problems and issues identified by the Plan Commission in this resolution and to advise and make recommendations to the Plan Commission concerning such problems and issues. Such advice and recommendations to the Plan Commission may be provided by of way technical assistance to Staff and the Plan Commission in the exercise of their duties in connection with the administration of the Town of Plainfield Zoning Ordinance.
- B. Membership.**
1. DRC membership is established by Article 10.5 of the Town of Plainfield Zoning Ordinance.
 2. At its first meeting of each calendar year, the Design Review Committee shall select a Chairperson from its membership.
 3. The Director is hereby authorized to invite additional experts, consultants, or representatives of affected governmental agencies as may be needed from time to time to provide a complete, thorough and responsive report to the Plan Commission, the Board of Zoning Appeals, or the Design Review Committee.
- C. Duties.** The Design Review Committee roles and responsibilities are defined in Article 10.5B of the Plainfield Zoning Ordinance.
- D. Meetings.**
1. DRC shall meet regularly following the schedule established by the Plan Commission. The Director may call a special meeting of the DRC at any time and shall post the time and location special meeting at least forty-eight (48) hours prior to the time of the special meeting.
 2. The Director shall have the authority to schedule a special meeting of all or some DRC members. A special meeting may be held for the purpose of:
 - a. Continued review and comment about applications or petitions for Improvement Location Permits, Zone Map Change, Primary Plat, Secondary Plat, Variance of Use, Variance of Development Standards, Special Exceptions, or Development Plans which were not completely reviewed at a regular meeting;
 - b. Review and comment about a particular project which, in the discretion of the Director, needs additional in-depth study; or
 - c. Discussing special matters to be brought before the Plan Commission.
- E. Agenda.** The agenda for regular meetings of the DRC shall generally follow the order in which cases have been filed, numbered, or docketed for hearing before the Plan Commission or Board of Zoning Appeals
- F. Quorum and Voting.**
1. Three members of the design review committee shall constitute a quorum for the transaction of business.
 2. Each regularly appointed member, excluding the ex-officio member, shall be entitled to one vote on any matter that may come before the design review board. The alternate member shall vote when one of the regular members is absent; otherwise, the alternate may participate but shall not vote unless a voting-eligible citizen member has a conflict of interest or is absent from the meeting. The record shall show the individual vote of each member.
 3. Actions requiring a vote must have a simple majority of the quorum present. All actions and recommendations of DRC shall be considered advisory in nature and shall not represent a final determination.

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4. The DRC shall take action to recommend approval, approval with conditions, denial, or continuance to another specified time and date on any matter which comes before it on which it is authorized to act.
- G. Filing Deadline.** To provide all DRC members with sufficient time to review applications or petitions in their particular areas of expertise, all items which are to be reviewed by DRC shall be filed with the Director by the deadlines specified in the schedule adopted by the Plan Commission.
- H. Meetings Open to the Public.** DRC meetings are not public hearings. However, the Chairperson, in its discretion or on the advice of DRC members, may invite comment from the applicant, petitioner, or interested parties. Such comment shall be limited to providing responses to the specific issues set forth for discussion by the Chairperson. The Chairperson shall have the right to limit any further comment from an applicant, petitioner, or interested party if such comment is redundant to prior comment or not addressing the issues at hand.
- I. Meeting Summary.**
1. The Director, or its designee, shall maintain a record of the relevant discussion topics and recommendations of the DRC members.
 2. The Director shall include a summary report of DRC comments and recommendations to the Plan Commission or the Board on any application, petition or special matter being considered by the Plan Commission or the Board.
- J. Definitions.** Unless explicitly stated or inferred by context, terms used within these Rules of Procedure shall have the meanings as stated in the Plainfield Zoning Ordinance.
- K. Waivers.** The Director, or a majority of the members of the DRC, for good cause shown, may waive any filing deadline or other requirement specified in these Rules when such waiver is deemed: necessary or expedient to provide for a complete and thorough discussion of a particular application, petition or special matter; and to be in the best interest of the Town of Plainfield.
- L. Amendments.** Amendments to these Rules of Procedure shall be made by the Plan Commission upon the affirmative vote of a majority of the members of the Plan Commission.
- M. Adoption.** The foregoing Rules of Procedure of the Design Review Committee for the Town of Plainfield, Indiana, were adopted by the affirmative vote of the members of the Plan Commission on the 5th day of January, 1998, with an effective date of the 1st day of February, 1998, and amended by Resolution No. 99-002 on the 3rd day of January, 2000, by Resolution No. 2-2006 on the 6th day of April, 2006, and by Resolution 2025-02 on the 3rd day of February, 2025. The effective date of these Rules of Procedure, as amended, shall be the 3rd day of February, 2025.

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TOWN OF PLAINFIELD PLAN COMMISSION

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Steve Bahr
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Steve Bahr, President

DocuSigned by:
Jennifer Andres
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Rob G Brandgard
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Kent McPhail
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Kent McPhail

Signed by:
Richard A. Philip
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Rich Philip

ATTEST: *Andrew J. Klinger*
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Andrew J. Klinger, Secretary
Town of Plainfield
Plan Commission