

## Dillsboro Town Council

March 10, 2025

The regular meeting of the Dillsboro Town Council was called to order at 6:00 p.m. on March 10, 2025, by Council President, Tim Benning, who led the Pledge of Allegiance.

Council present: Tim Benning, Becky Fryman, Charlie Caldwell, Jerri Jackson and Dustin Kitchell.  
Attorney present: John Watson.

CM Fryman made a motion to approve the minutes from the regular meeting on February 10, special meetings on February 17 and March 3 and Executive Meeting on February 27. CM Jackson seconded the motion. All were in favor, and the motion carried.

### Guest

Lori Young with Fleis & VandenBrink was present to address the Council. She noted that Fleis & VandenBrink has partnered with Curry & Associates, a firm that has worked with the Town of Dillsboro for over 25 years.

Young acknowledged the Town's concerns regarding the contract amendment request for the Community Crossings Matching Grant (CCMG) 2024-2. She explained that the project was divided into three phases:

Phase 1 involved project scoping, budgeting assistance, and preparation of cost estimates for the grant application. The proposal was for services not to exceed \$10,000. Actual work completed totaled \$8,928.

Phase 2 was executed by the Town in December. Young acknowledged that the approved contract amount was higher than the Town had initially anticipated. Town Manager (TM) Walker clarified that the Town prepared its budget in October based on the initial proposal, but the final contract presented in December reflected a higher amount. Young stated that the increase was not intentional and provided further explanation of the services performed. The Council expressed appreciation for her transparency and explanation.

TM Walker added that since project bids came in lower than expected, there are sufficient funds available to cover the proposed amendment. However, he noted that the construction inspection services estimated at approximately \$7,500, would still need to be negotiated. He emphasized that the Town is not prepared to commit to those costs at this time.

CM Kitchell made a motion to proceed with payment for services rendered, utilizing a structured approach over time that aligns with the Town's budget and financial planning. CM Fryman seconded the motion. Motion carried unanimously.

### Clerk-Treasurer – Rita Stevens

Two sewer adjustment requests were presented to the Council: Heidi Sizemore (10089 Sesame Street) requested an adjustment of \$81.29 due to a leak under the house; and Cayla and Robin Bernius (13080 Main Street) requested an adjustment of \$303.23 due to water running from an outdoor faucet.

CM Fryman made a motion to approve both sewer adjustments. CM Jackson seconded the motion. Motion carried unanimously.

The council was informed of the AIM Roundtable that will be held on April 22 at 5:30 p.m. at the Tanglewood in Versailles. Council members interested in attending should notify CT Stevens by April 1 for reservations.

CT Stevens noted that she will attend the ILMCT Institute & Academy from March 16–20, 2025.

Council received the following financial reports: 2024 Cash & Investment Report, January and February Fund Reports, January and February Appropriation Reports

As of February 28, 2025, the fund balances are as follows: General Fund: \$2,021,677.44, Water Utility Operating Fund: \$133,589.74, Sewer Utility Operating Fund: \$185,111.73.

CT Stevens noted that, for the first time, water and sewer funds were fully appropriate in 2025. Both CT Stevens and TM Walker contributed significant additional work to implement this change. This appropriation will allow for more accurate tracking of utility expenses.

CT Stevens informed the Council that several customers have reported not receiving their utility bills in the mail. Bills were mailed on February 28, and customers who have not received them should contact the utility office to obtain their account balance.

Fire Department – Drew Tenhundfeld, Assistant Fire Chief – nothing to report.

Police Department – Josh Cady, Police Chief

Dillsboro Homecoming Security:

The Dillsboro Homecoming will take place in May. The total estimated cost for security is approximately \$3,200.00. This year's security plan includes two Dillsboro police officers and one additional officer on most nights, with two Dillsboro officers and two additional officers scheduled for Saturday night to accommodate the larger crowd. The Dillsboro Civic Club covers part of the expense, and the Town reimburses them. In past years, the expense has been paid from the Public Safety fund.

Code Enforcement – Junk Vehicles & Properties:

Work began last week addressing junk vehicles throughout town. Several property owners have already taken steps to resolve the issues. The next focus will be on junk properties.

Officer Training:

Officer Alex Sears is enrolled in three different training programs and will also be attending training at the Batesville Police Department for several days.

Speed Sign Placement:

Council Member Benning suggested placing the portable speed sign near Hopewell Lodge on North Street to address traffic concerns in that area.

Utility Department– Matt Bauer, Utility Superintendent

Utility Superintendent Matt Bauer provided the following updates:

**Crack Sealing & Western Row Preparations:**

Crack sealing work is ongoing. On Western Row, two valves will be replaced, and a fire hydrant will be relocated and replaced in preparation for the upcoming road project.

**Park Restroom Facilities:**

Bauer reported that residents have been asking when the park restrooms will be opened for the season. After brief discussion, the Council agreed to go ahead and open the restrooms.

Bauer informed the council that he will be on vacation on March 14 and March 17.

Beautification – Charlie Caldwell

Nothing to report. M. Bauer did state he did check over the mule and the pump is working ok.

Parks

TM Walker reported that the contract has been signed for the work planned for the Community Park Sidewalk improvements, this is the concrete sidewalk near the baseball restrooms.

Main Street – Kami Hamilton, Executive Director

K. Hamilton reported that the Main Street sponsorship program has officially launched and has already collected \$2,175.00 in sponsorships. The program features tiered sponsorship levels offering benefits such as yard signs, window stickers, and social media recognition.

The annual Dillsboro in Bloom event will take place on Saturday, May 10, from 9:00 a.m. to 2:00 p.m. Vendor registration forms are completed, and work is underway on the event flyer.

Hamilton advised that she will be on vacation from March 26–28.

Attorney – John Watson

**Zoning & Commission Repeal Ordinance:**

Two ordinances were presented to the Council. An ordinance repealing the Downtown Dillsboro Design Commission Ordinance No. 2019-11-1 and all amendments thereto, and a proposed Article 16 addition to the Town of Dillsboro Zoning Ordinance.

These changes are intended to streamline operations by transferring responsibilities, such as appeals, from the Design Commission to the Board of Zoning Appeals (BZA), allowing for more efficient processes.

**Senate Bill 1 & Property Tax Resolution Discussion**

Town Manager Walker revisited a discussion from the February meeting regarding Senate Bill 1, which proposes a reduction in property taxes.

If enacted, the estimated financial impact to Dillsboro would be: \$7,290 in 2026, \$14,230 in 2027, and \$18,500 in 2028.

Attorney Watson has been in communication with Garrett Bascom on the issue. While the bill may benefit elderly and fixed-income residents, much of the taxpayer feedback to legislators has been centered on concerns about spending on schools and libraries.

Several towns are considering or have passed resolutions regarding Senate Bill 1. CM Kitchell made a motion for Attorney Watson to draft a resolution expressing the Town's position. CM Caldwell seconded the motion. Motion carried unanimously.

#### DEAU Legal Proceedings

Regarding the Dillsboro Emergency Ambulance Unit (DEAU) litigation, a certified letter has been received and signed by the unit's captain. A law firm based in Indianapolis has filed its appearance in the case and has been granted a 30-day extension. As a result no answer is required until April 15, 2025 and the scheduled April 2 hearing will not take place. Attorney Watson noted that the case is likely to involve significant preliminary motions and delays before moving forward.

#### Old Business – Derek Walker, Town Manager

Proposals for engineering services related to the North Street Streetscaping Improvement Project are due on March 19. Council Members Benning and Kitchell volunteered to assist with the review of submitted proposals and to potentially participate in interviews with interested firms.

A follow-up discussion was held to clarify the SIRPC grant administration proposal. The cost for SIRPC services will not exceed 8% of the grant award, plus \$5,000 for labor standards compliance administration and \$5,000 for environmental review services. SIRPC confirmed that no fees will be charged unless the grant is awarded, meaning the town will not be responsible for any costs if the grant is unsuccessful, even if preliminary work is performed. The Town is preparing a \$1.25 million grant application, with a 20% local match requirement. The grant will be submitted in the fall, and a grant administrator is required. CM Jackson made a motion to accept the SIRPC proposal, seconded by CM Kitchell. Motion carried unanimously.

One Dearborn has offered to pay for an informational sign to be placed in town promoting the Stellar initiative. Two design options were presented to the Council. The Council unanimously selected the version featuring the tagline "Stellar Investments in The Making."

Duke Energy has submitted a revised proposal and agreement for converting town-owned streetlights to LED lighting, which would result in cost savings with a proposed monthly fee of \$635.24. Attorney Watson reviewed the proposal and raised a few questions regarding the agreement's terms. The Council agreed there is no immediate action required, and discussions with Duke will continue.

Town Manager Walker reported having a conversation with developer Chris Robers regarding proposed improvements to Lake, Erie, and Superior Drives. Robers expressed interest in covering

the local match for road improvements in exchange for the Town assuming long-term maintenance responsibilities. TM Walker will work with Attorney Watson to draft an agreement, potentially including an escrow arrangement at the time of grant application. Council members were encouraged to notify TM Walker of any additional road projects to consider for 2026 funding.

New Business

Clerk-Treasurer Stevens reported that the Town's six-month CD at Friendship State Bank matured on March 16, 2025. The \$500,000 investment earned \$11,535.90 in interest. The previous rate was 4.60% with an APY of 4.70%. Friendship State Bank is offering a special rate with a 0.25% increase with 12-month CD bearing 3.95% interest, APY 4.029%, and 6-month CD bearing 3.85% interest, APY 3.925%. CM Jackson made a motion to renew the CD for 12 months at \$500,000, seconded by CM Kitchell. Motion carried unanimously.

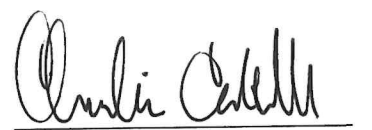

Clerk-Treasurer Stevens also noted discussions with TM Walker regarding investing \$200,000 from the Redevelopment Fund into a CD. TM Walker stated this would need Redevelopment Commission approval before proceeding.

The council reviewed two ordinances related to the repeal and replacement of the Downtown Design Overlay Zoning Provisions. The Planning Commission gave a favorable recommendation at its February meeting. CM Jackson made a motion to approve Ordinance 2025-3-1 titled: *"An Ordinance Repealing Downtown Dillsboro Design Commission Ordinance No. 2019-11-1 and All Amendments Thereto"*. (attached) Second, by CM Kitchell. Motion carried unanimously.

CM Kitchell made a motion to approve Ordinance 2025-3-2, titled *"Proposed Article 16 of the Town of Dillsboro Zoning Ordinance"*. (attached) Second, by CM Caldwell. Motion carried unanimously.

With no further business, CM Fryman made a motion to adjourn the meeting at 7:05 p.m., seconded by CM Kitchell. Motion carried unanimously.

  
Rita Stevens, Clerk-Treasurer


ORDINANCE NO. 2025-3-1

AN ORDINANCE REPEALING DOWNTOWN DILLSBORO DESIGN COMMISSION  
ORDINANCE NO 2019- 11- 1 AND ALL AMENDMENTS THERETO

WHEREAS, Dillsboro established its Downtown Design Commission to develop design standards for downtown Dillsboro and to administer said guidelines in Ordinance 2019-11-1 and amendments thereto;

WHEREAS, the council still feels that design standards are necessary and desirable for ordered development in Dillsboro, but believes design standards can be more efficiently addressed as part of the Town's Zoning Code.

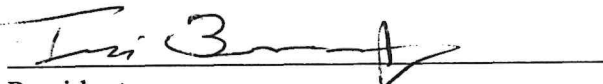
WHEREAS, the Dillsboro Plan Commission and Town Council have approved the inclusion of a Downtown Design Overlay Zoning Ordinance in Dillsboro's Zoning Ordinance, obviating the need for the Dillsboro Downtown Design Commission and the standards previously developed by the commission

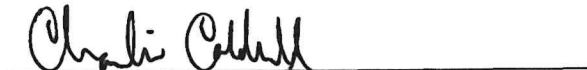
NOW, THEREFORE, BE IT ESTABLISHED AND ORDAINED AS FOLLOWS:

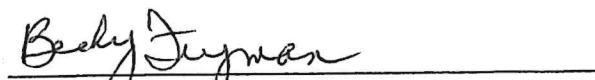
1. Ordinance 2019-11-1 together with any and all amendments thereto, is hereby repealed.
2. The design standards developed by the Downtown Design Commission are hereby repealed as they have been superseded by the Dillsboro Downtown Design Overlay District.

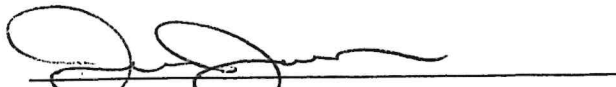
Passed and adopted by the Town Council of Dillsboro Indiana, on this 10<sup>th</sup> day of March, 2025.

TOWN COUNCIL OF THE TOWN OF DILLSBORO

  
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President

  
\_\_\_\_\_  
Member

  
\_\_\_\_\_  
Member

  
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Member

  
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Member

Attest: *Rita Steves*  
Rita Steves, Clerk Treasurer

**PROPOSED ARTICLE 16 OF THE TOWN OF DILLSBORO ZONING ORDINANCE**

**Downtown Dillsboro Overlay District**

**SECTION 1600 – Purpose of the Downtown Design Overlay (DD-OL) District**

The Downtown Design Overlay District is established to preserve the historical and architectural character of the downtown area, ensure compatible new construction, and foster economic vitality through thoughtful and consistent design standards.

**SECTION 1605 - Applicability**

These standards apply to all properties within the designated Downtown Design Overlay District and shall be shown on the Official Zoning Map.

1. A lot covered by an Overlay District shall be subject to both the underlying Zoning District and the Overlay District standards found in this Chapter.
2. If a use is prohibited in either an applicable Overlay District or the underlying zoning district, then the use is prohibited, even though one (1) of the districts allows the use.
3. In the event of a conflict with the underlying zoning district, the overlying standards shall apply.

**SECTION 1610 - Design Standards**

The following standards shall apply to renovations, additions, and new construction within this district. Later alterations may be replaced with a design that meets the standards of the district.

**(A) Scale & Proportion**

1. Total Building Height:
  - a. Commercial / Non-Residential: 24–42 feet (2–3 stories)
  - b. Residential: 18–35 feet (1.5–2.5 stories)
2. Ground Floor Height:
  - a. Commercial / Non-Residential: 12–16 feet
  - b. Residential: 9–12 feet
3. Upper Floor Height: 10–12 feet
4. Width-to-Height Ratio:
  - a. Commercial / Non-Residential: 1:2 or 1:3 (narrower storefronts preferred)
  - b. Residential: 1:1.5 or 1:2
5. Mechanical Equipment: Mechanical equipment should not be visible from public rights of way. If no location is entirely screened, a location of less visibility should be chosen.
6. Accessory Structures: Cannot exceed 40% of the footprint of the main building.
7. Additions to Historic Structures: Additions are limited to non-character defining elevations and must be subordinate to the existing building.



## (B) Facades

1. Proportions and Elements: Original proportions, dimensions, and elements must be maintained when restoring, renovating, or reconstructing facades. Elements which have deteriorated beyond repair may be replaced with a design compliant with the standards of this ordinance.
2. Trim and Ornamentation: At least three of the following traditional design features must be incorporated to ensure compatibility:
  - a. Contrasting Base or Water Table: A different material or texture on the lower portion of the facade.
  - b. Trim Depth: Minimum 1-inch relief on all windows, door, and roofline trim.
  - c. Decorative Vent or Gable Detail: Such as a gable vent, brackets, or exposed rafter tails.
  - d. Mixed Siding Treatments: A combination of materials (e.g., brick base with wood siding above).
  - e. Roof Detail: Overhang brackets, dormers, or cupolas.
  - f. Masonry or Siding Variation: Historic-style brickwork patterns, shake siding, or board-and-batten.

## (C) Window &amp; Door Materials &amp; Detailing

1. Existing Window & Door Openings:
  - a. No Enlargement or Reduction: The size of the original window and door openings must be preserved.
  - b. Alteration Prohibited: Enlarging or reducing window or door openings is prohibited.
  - c. New Openings: Any new windows or doors proposed in an existing structure must match the size and placement of the original openings.
2. Storefront & Entry Design. The following standards shall apply to storefronts and entry design based on the use of the structure.
  - a. Commercial
    - i. Recessed Entry Depth: 3–5 feet from sidewalk
    - ii. Door Height: 8–10 feet high, typically with a width-to-height ratio of 1:1.5. Traditional wood or metal with appropriate detailing (e.g., transoms, sidelight windows).
    - iii. Storefront Transparency: At least 60% glass on the ground floor
    - iv. Doors & Windows: Must include multi-pane or transom elements
  - b. Residential:
    - i. Entry Porches: Minimum 6 feet deep
    - ii. Door Height: 7–8 feet with a width-to-height ratio of 1:2. Must feature traditional panel doors, with an optional transom or sidelights for added character.
  - c. Outbuildings / Accessory Structures:
    - i. If the outbuilding includes large doors (e.g., for a garage or barn), at least one minimum 24 inches by 36 inches should be incorporated into the door or wall.

3. Ground Floor Transparency:
  - a. Commercial / Non-residential Structures: At least 60% of the ground-floor facade must be composed of transparent window areas.
  - b. Residential: At least 15% of the total wall area on the front elevation must be made up of window openings.
  - c. Outbuildings, Garages, and Sheds: At least 10% of the total wall area on the side facing the street or visible from public areas must be made up of window openings.
4. Window Alignment: Windows and doors must be aligned vertically across all floors and horizontally spaced consistently with neighboring buildings.
  - a. Commercial: Windows should line up vertically with the storefront elements (such as transoms) and ensure that horizontal spacing of windows is consistent across the facade to maintain a cohesive streetscape.
  - b. Residential: Windows on the second floor should align vertically with the windows of the first floor, respecting the original rhythm of openings. Ensure uniform horizontal spacing between windows on adjacent stories.
5. Minimum Window Opening Sizes (All Structures):
  - a. Residential Windows: 1:1.5 or 1:2 ratio, windows should be proportionally tall but slightly wider than commercial windows. Window height must be at least 36 inches, and width at least 24 inches, to ensure natural light and ventilation.
    - i. Windows that are smaller than these sizes may be allowed for specific uses (e.g., attic spaces, utility rooms) but must still comply with the minimum total window area.
  - b. Commercial Windows: 1:2 or 1:3 ratio (windows should be at least twice as tall as wide) Each ground-floor window must have a minimum height of 5 feet to align with the typical height of historic storefronts.
  - c. Upper Floor Windows (All Structures): No window should be smaller than 30 inches in height and 18 inches in width and at least one window shall be provided per room for natural ventilation and light
  - d. Outbuildings & Accessory Structure Windows: Windows should have traditional proportions (tall and narrow), with height generally greater than width and should incorporate at least one window on every visible wall, especially when facing public areas or side streets. Small storage spaces may have smaller windows, but they must still meet the minimum total window area requirement.
6. Window Trim Requirements:
  - a. All windows and doors shall have a minimum 4-inch trim depth around windows and doors.
  - b. Materials: Windows must feature traditional detailing such as wooden or metal sills, and shaped lintels
7. Outbuilding / Accessory Structure Decorative Elements. At least one of the following decorative elements must be incorporated into the design for all outbuildings / accessory structures:
  - a. multi-pane windows,
  - b. barn-style doors,

c. transoms, etc.

(D) Roofs

1. Retention of Original Features: Original roof slopes, forms, shapes, and materials should be retained or replicated.
2. Pitched Roofs: Pitched roofs should have slopes between 6:12 to 12:12 slope for gable/hip roofs.
3. Flat Roofs: Flat roofs are only permissible for commercial use and must include a parapet (minimum 18 inches high) or cornice (minimum 6-inch projection).
4. Overhangs: Minimum 6-inch eave overhang required.
5. Mechanical Equipment: Place mechanical and service equipment (e.g., solar devices, condensers) in inconspicuous locations to avoid damaging or obscuring original features.
6. Decorative Elements. At least one of the following decorative elements must be incorporated into the design for all renovations, additions, and new construction:
  1. Brackets or corbels
  2. Gable vents or dormers
  3. Exposed rafter tails

(E) Paint

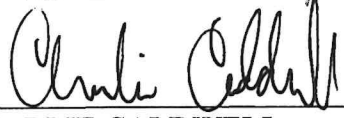
- Maintenance: Maintain original painted surfaces and use compatible paint colors representative of the building's period of construction.

(F) Demolition Guidelines

1. Justification: Demolition should be considered only in extreme cases where buildings are beyond feasible economic repair, pose a threat to public health and safety, or do not contribute to the neighborhood context.
2. Preservation: Contributing resources should be protected and preserved whenever possible.

**DILLSBORO, INDIANA  
TOWN COUNCIL**

Date: March 10 2025

  
CHARLIE CALDWELL  
 Aye  
 Nay  
 Abstain


  
TIM BENNING  
 Aye  
 Nay  
 Abstain

  
DUSTIN KITCHELL  
 Aye  
 Nay  
 Abstain

  
BECKY FRYMAN  
 Aye  
 Nay  
 Abstain

  
TERRI JACKSON  
 Aye  
 Nay  
 Abstain

**ATTEST:**

  
RITA STEVENS  
Clerk-Treasurer