

Minutes - Goshen Board of Zoning Appeals
Tuesday, October 28, 2025, 4:00 p.m.
Council Chambers, 111 E. Jefferson Street
Goshen, Indiana

- I.** The meeting was called to order with the following members present: Hesston Lauver, James Loewen, Tom Holtzinger, and alternate member Craig Yoder. Also present were Assistant City Planner Rossa Deegan, Assistant City Attorney Don Shuler, and Youth Advisor, Ezra Tice. Absent: Mathew Fisher, Lee Rohn
- II.** Approval of Minutes from 9/23/25: Lauver/Yoder 4-0
- III.** Filing of Zoning/Subdivision Ordinances and Official Staff Reports into Record: Lauver/Loewen 4-0
- IV.** Postponements/Withdrawals – None
- V. Use & Developmental Variances** – public hearing items
25-27DV – Carole A Miller and Raber Patio Enclosures & Furniture request a developmental variance to allow a rear (south) building setback of 10’ where a minimum of 25’ is required for the addition of an approximately 196 SF sunroom. The subject property is generally located at 1640 Autumn Blaze Lane and is zoned Residential R-3 District.

Staff Report

Mr. Deegan explained this is a single-family attached home and the applicant would like to add a 14’ x 14’ sunroom over an existing rear patio. This sunroom will encroach into the 25’ rear setback, having a 10’ setback to the property line. Staff recommends approval of the request, noting that the home is 46’ from the front property line which creates the need for a variance. He pointed out the assisted living facility to the east received a variance to allow a six-foot rear setback, so this request will not be out of character for the neighborhood. He also commented that for some reason this home was built on two different tax parcels and with this approval we’d like for the two tax parcels to be combined.

Petitioner Presentation:

Carole Miller, 1640 Autumn Blaze Lane spoke on behalf of the petitioner. She stated the sunroom will be built on the back of her home and she’s hoping the sunroom will also enhance the home’s value.

Mr. Loewen asked what the land to the south is.

Ms. Miller replied it is a ditch along County Road 36.

Audience Comments:

None

The public hearing was closed.

Staff Discussion:

None

Action:

A motion was made and seconded, Loewen/Yoder, to adopt the Staff recommendations as the findings of the Board and based on these findings, approve 25-27DV with the 5 conditions listed in the Staff Report. The motion passed unanimously by a vote of 4-0.

25-11UV – Chelsea M Curtis & Clayton L Chrisman request a use variance to allow a hair salon in a detached accessory building where beauty shops are a permitted use in the Commercial B-1, B-2, B-3, & B-4 Districts. The subject property is generally located at 605 Skyview Drive and is zoned Residential R-1 District.

Staff Report

Mr. Deegan explained this property contains a one-story, single-family home with a detached garage. The request is to use a portion of the garage for a hair salon which will be run by an occupant of the home. The salon will be for one stylist and according to the application, it will offer hair care services for a maximum of 6 clients per day. He went on

to say the Board of Works has already looked at this request and has allowed city water and sewer to be connected to the accessory structure. They have also allowed gravel for part of the driveway. He explained that Staff recommends approval of this request, pointing out this property is over three acres in size and the detached garage where the salon will be located is 85' from the right-of-way. He added that Staff recommends approval with conditions and commitments.

Petitioner Presentation:

Morgan Rue, 605 Skyview Drive, spoke on behalf of the petitioner. She stated they are familiar with the Staff Report and have nothing to add.

Mr. Loewen stated he's inclined to agree with this request, but questioned if it would be a good idea to stipulate the use variance would expire with a change of ownership.

Mr. Holtzinger asked Ms. Rue if she would have an objection to this variance expiring with the sale of the property.

Ms. Rue stated this is a family home and they don't see it going to anyone else, but if that time came, she doesn't foresee a problem.

Mr. Loewen proposed the stipulation that the use variance will expire in the event of a future change of ownership.

Audience Comments: None

The public hearing was closed.

Staff Discussion: None

Action:

A motion was made and seconded, Lauver/Loewen to adopt the findings of the Board, and based on these findings, approve 25-11UV with the following 7 conditions and 5 commitments:

Conditions:

1. If a Building permit is required, the variance shall become null and void unless a Building permit has been issued and substantial progress has been made within six (6) months of the date of BZA approval.
2. Deviation from the requirements and conditions of the variance may result in the cancellation and termination of the approval or permit.
3. The BZA approval shall be effective when the executed and recorded Result Letter/Commitment form has been returned to the City of Goshen Board of Zoning Appeals staff and when all conditions of approval have been met.
4. No zoning clearance form will be issued until the executed and recorded Result Letter/Commitment form has been returned to the City of Goshen Board of Zoning Appeals staff and until all conditions of approval have been met.
5. An approved zoning clearance form is required.
6. Approval by the Building, Fire, and Engineering Departments is required.
7. The salon shall be connected to City water and sewer.

Commitments:

1. If the variance is not implemented and expires, this Commitment automatically terminates as well, and the Zoning Administrator may execute and record a Termination of Commitment on behalf of the City of Goshen Board of Zoning Appeals.
2. The entire property shall remain under single ownership; it shall not be subdivided in a manner that results in the subject detached garage being on a separate lot from the home.
3. The salon use shall be accessory to the residential use, which shall remain the primary use of the property.
4. The salon shall accommodate one stylist only, be appointment-based only, and be as described in the document "605 Skyview_Salon_Owner Letter Received 10/6/25"
5. At the time the subject property transfers ownership, the variance shall become null and void.

The motion passed unanimously by a vote of 4-0.

25-28DV – Goshen College, Inc. and Abonmarche Consultants request developmental variances to allow a non-illuminated freestanding sign 14 Sf in area and 6’ in height on the corner of Main Street & River Vista Drive and a non-illuminated freestanding sign 7 Sf in area and 8’ in height along River Vista Drive where only ground signs are permitted. The subject property is generally located at 400 Reservoir Place and is zoned Residential R-1 District.

Staff Report

Mr. Deegan explained this Residential R-1 property, owned by Goshen College contains a cabin, a small pavilion, and approximately 13 acres of woods and trails. The request to install two non-illuminated signs on the property requires approval because the R-1 District only allows small ground signs. One of the proposed signs, located along S Main Street and River Vista Drive will be 6’ in height and approximately 14 SF in area. The other sign is located west along River Vista and is proposed at 8’ in height and approximately 7 SF in area. He noted this property contains 17 acres and has close to 2,000 feet of frontage along two different streets. Staff feels the request is reasonable given that the signs are small in relation to the large site. He pointed out that one of the signs along River Vista is requested at 1’ from the property line, noting the minimum distance permitted for freestanding signs is 5’ from the property line and staff recommends maintaining that 5’ setback.

Petitioner Presentation:

Tom Runkle, Abonmarche, 303 River Race Drive and Brian Mast, 1700 S Main Street spoke on behalf of the petitioner. Mr. Runkle stated they have worked with Goshen College to develop monument and way-finding signs for the overall campus, but because this Witmer Woods site is not part of the college PUD, it requires review. They would like to keep the same look and character and be able to identify this as part of Goshen College.

Mr. Lauver asked what the height is of the sign along River Vista, measured from the ground to where the actual sign begins, explaining that he’s concerned pedestrians could hit their head if it’s not high enough.

Mr. Runkle explained there is no sidewalk in this location, but they could increase the height if it’s a concern.

Mr. Deegan pointed out that it was advertised as a certain height and the height cannot be increased.

Mr. Holtzinger noted it’s likely in an area where this wouldn’t be a concern.

Mr. Lauver asked for confirmation this is the sign that needs to be moved 5’ back.

Mr. Deegan confirmed that yes, this is the sign that he recommends be moved farther back.

Mr. Yoder questioned if this sign will be set back far enough so it doesn’t impede vision.

Mr. Runkle stated they are well out of the vision clearance area.

Mr. Deegan stated the location of this sign was included as part of the review.

Mr. Mast stated the public rents the facility and this sign will help direct them to the location. He went on to say the reason they requested the one-foot setback instead of five foot is because with a five-foot setback they will need to remove some trees for the sign to be visible.

Mr. Loewen commented that there is a 10’ grassy right-of-way between the edge of the road and the property line. He questioned if this would be ample room for the sign to be placed at one foot off the property line.

Mr. Deegan pointed out that during review, thought is given to the future, noting that we don’t know what the road will look like in 15 years or if there might be changes to the right-of-way. He also explained there are utilities in that area which run through the right-of-way and allowing the sign at one foot is a concern to the Engineering Department.

Mr. Mast stated they are ok with the 5’ requirement, but they will have to take down some trees. He went on to say they have also chosen a sign with a smaller footprint with less impact into the ground.

Audience Comments: None

The public hearing was closed.

Staff Discussion: None

Action:

A motion was made and seconded, Loewen/Yoder, to adopt the Staff recommendations as the findings of the Board and based on these findings, approve 25-28DV with the 4 conditions listed in the Staff Report. The motion passed unanimously by a vote of 4-0.

VI. Audience Items – None

VII. Staff Board Items

- *11-07UV – Owner request to rescind use variance 11-07UV, 415 Park Court*

Mr. Deegan explained in 2011 a home beauty shop was approved at 415 Park Court. The beauty shop is no longer part of this home so the owners would like the approval to be removed.

Action:

A motion was made and seconded, Lauver/Loewen to rescind 11-07UV for 415 Park Court. The motion passed unanimously by a vote of 4-0.

- *BZA Rules of Procedure – Proposed Amendment Related to Notices & Electronic Meetings*

Mr. Deegan reminded Board members that they approved two resolutions in June of this year. One was to adopt the state standard for public notices and the other was participating in public meetings by electronic means. He explained that the BZA has rules and procedures, and this was discussed with members during orientation, explaining how the board operates. Because the two resolutions were recently approved, staff has updated the Rules of Procedure to include these changes. The packet you received has a memo with red line changes and a clean copy is also attached. The Board is being asked to approve the two resolutions and to adopt the updated BZA Rules of Procedure.

Staff Discussion:

None

Action:

A motion was made and seconded, Loewen/Lauver to adopt the amended BZA Rules of Procedure – Proposed Amendment Related to Notices & Electronic Meetings. The motion passed unanimously by a vote of 4-0.

- *Discussion regarding Form of Motion*

Mr. Deegan reminded Board members that the Proposed Form of Motion is included with packets each month and it's a good idea for Board members to use it word for word when making motions. He explained that using this form to make motions ensures the Board is operating as it should. He went on to say that motions should be based on the criteria and in cases where the Board isn't adopting Staff's recommendations the Board needs to go through the criteria and they are listed on the form. No action is required regarding this discussion.

- *2026 BZA Calendar*

The 2026 BZA calendar was approved by the Plan Commission on 10/21/25 and a copy has been provided to BZA members in today's packet. This is informational only; no action is required.

VIII. Adjournment: 4:30 pm

Respectfully Submitted:

Lori Lipscomb, Recording Secretary

Approved By:

Tom Holtzinger, Chair

Hesston Lauver, Secretary