

# Town of Roanoke

## Board of Zoning Appeals

Monday, July 14, 2025  
6:00 p.m.

Roanoke Town Hall  
141 Third Street  
Roanoke, Indiana

### Meeting Agenda

**Call to Order**

**Roll Call**

**Consideration of Minutes** - January 8, 2024

**Conflict of Interest:**

**Administrative Matters**

1. Election of Officers
2. Adoption of the Rules of Procedure
3. Appointment of Secretary (Jessica Beal and Laci Langston)
4. Appointment of Legal Counsel (Hartburg, Roth, Halverstadt & Garrott)
5. Adoption of the 2025 Meeting Calendar

**New Business**

Docket RBZA-25-001: An application filed by Joel Buzzard for a Special Exception to allow the property to be used as a short-term rental on property located at 855 N. Main Street, Roanoke, Indiana.

**Items of Discussion by Citizens**

**Items of Discussion by Board Members**

**Director's Report**

**Adjournment**

Board Members in Accordance with IC 5-14-9			
Name	Appointing Authority	Term Start	Term End
Greg Morris	Town Council	1 <sup>st</sup> Monday, 2025	1 <sup>st</sup> Monday, 2029
Ryan Harkless	Town Council	1 <sup>st</sup> Monday, 2023	1 <sup>st</sup> Monday, 2027
Breann McCoart	Town Council	1 <sup>st</sup> Monday, 2024	1 <sup>st</sup> Monday, 2028
Brandon Kitt	Plan Commission	1 <sup>st</sup> Monday, 2025	1 <sup>st</sup> Monday, 2027
Vacant		4-Year Term	

### **Procedures and Conduct for Board of Zoning Appeals (BZA) Meetings:**

First and foremost, the chairperson would like to welcome you to the Huntington County Board of Zoning Appeals meeting. The items on the agenda will be heard this evening with the intent that a decision will be made on each request based on the application, evidence provided by the applicant, remarks made by the general public present, and letters sent to the Department of Community Development.

The Board asks that participants clearly state their name and address for the record prior to giving reasons for or against the docket open for discussion. We ask that you address all comments to the Board and try to bring new information to the Boards' attention (try to keep from repeating items already stated for the record). The Board will allow an opportunity for rebuttal by the applicant prior to closing the meeting to the public. Once the docket has been closed to the public, information from the public will not be considered unless specifically asked by a Board member. For this reason it is important to speak when the opportunity is provided if you want your comments, concerns, or questions heard.

Once the docket has been closed to the public; the Board will discuss the request and may ask for comments by the Department of Community Development. The Board ask that a participant from the hearing make additional comments on a specific thought or item, but will be limited to just that. Once the Board is finished with this discussion process, they will then answer the appropriate questions, also known as "Findings of Fact" as provided by State Statute. These questions will help determine whether a request should be approved or denied.

### **The "Findings of Fact" are as follows:**

1. Variance of Use
  - The approval will not be injurious to the public health, safety, morals, and general welfare of the community because
  - The use and value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner because;
  - The need for the variance arises from some condition peculiar to the property involved because
  - The strict application of the terms of the zoning ordinance will constitute an unnecessary hardship if applied to the property for which the variance is sought because
  - The approval does not interfere substantially with the Comprehensive Plan because
2. Variance from Development Standards
  - The approval will not be injurious to the public health, safety, morals, and general welfare of the community because
  - The use and value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner because
  - The strict application of the terms of the zoning ordinance will result in practical difficulties in the use of the property because
3. Special Exceptions
  - The proposed exception or use will not be injurious to, or alter the normal and orderly development of, permitted uses of property within the general vicinity because
  - The proposed exception or use is serviced by adequate access roads, ingress and egress points, and traffic flow and control mechanisms because
  - The establishment, maintenance, or operation of the proposed exception or use will not be injurious to the public health, safety, or general welfare because
  - The proposed exception or use is not inconsistent with the Comprehensive Plan because