

1. 6:30 P.M. Advisory Plan Commission Agenda

Documents:

[FEBRUARY APC MEETING PACKAGE.PDF](#)



AGENDA  
For the Regular Meeting of the  
City of Charlestown

**ADVISORY PLAN COMMISSION**

**Monday, February 09, 2026, at 6:30 P.M.**

**City Hall**

**304 Main Cross Street, Charlestown, IN 47111**

**Livestream Link – [www.facebook.com/charlestown.in](https://www.facebook.com/charlestown.in)**

**Charlestown  
Advisory Plan  
Commission  
Members:**

**Mayor**

**Appointments:**

Daisy Lucio  
(1/01/2024 –  
12/31/2027)

Marnie Clark  
(1/01/2024 –  
12/31/2027)

Shane Holflich  
(1/01/2024 –  
12/31/2027)

Harold Goodlett Jr.  
(1/01/2024 –  
12/31/2027)

**Common Council  
Appointments:**

Ronald Blevins  
(President)  
(1/01/2024 –  
12/31/2027)

Brian Hester  
(1/01/2024 –  
12/31/2027)

Wayne Burgin  
(1/01/2024 –  
12/31/2027)

1. Opening
  - a. Call to Order
  - b. Pledge of Allegiance
  - c. Roll Call – Determination of a Quorum
  - d. Approval of Agenda
2. Standing Business
  - a. Approval of Prior Meeting Minutes from
3. Public Comments
4. Old Business
5. New Business
  - A.) Zoning Request -Thompson Street.
  - B.) Development Plan Approval – Thompson Street
6. Adjournment

**The above Agenda items may not be all inclusive of items to be discussed.**

**View meeting videos and minutes at <https://www.cityofcharlestown.com/AgendaCenter>**

Minutes of the  
Regular Meeting of the  
Charlestown Advisory Plan Commission  
304 Main Cross  
Charlestown, Indiana

The meeting of the Charlestown Advisory Plan Commission was called to order at 6:30pm on the 12<sup>th</sup> day of January 2026 in the council chambers of the Charlestown City Hall, 304 Main Cross, Charlestown, Indiana.

Members present were Wayne Burgin, Harold Goodlett, Shane Holefelich, and Brian Hester. Not present was Board President Ronald Blevins, Marnie Clark, and Daisy Lucio

**Open Meeting**

Building Commissioner Tony Jackson opens the meeting of the Charlestown Advisory Plan Commission on the 12<sup>th</sup> day of January 2026 at 6:30pm in the Charlestown City Hall, 304 Main Cross, Charlestown, Indiana.

**Pledge**

Mr. Tony Jackson leads the Board and Public in Pledge.

**Determination of Quorum**

Mr. Tony Jackson calls roll and determine that there is a quorum.

**Agenda**

Mr. Tony Jackson inquires if the board has had a chance to review the agenda. If so, he entertains a motion to approve that agenda.

Brian Hester makes a motion to approve, seconded by Harold Goodlett.

Motion carries 4 yea – 0 nay.

**Minutes**

Mr. Tony Jackson inquires if the board has had a chance to review the previous minutes, if so, he entertains a motion to approve the minutes.

Wayne Burgin makes a motion to approve, seconded by Shane Hofelich.

Motion carries 4 yea – 0 nay.

**Public Comment**

Mr. Tony Jackson inquires if there is any Public Comment.

None being heard, Mr. Jackson entertains old business.

## Old Business

None brought forward.

## New Business

- a. **Comprehensive Plan Approval**
- b. **Approval of Meeting Dates**
- c. **Election of Officers**

- a. Presentation overview of Comprehensive Plan. Talked about the process, goals, and vision for Charlestown. Over 400 people participated in a public survey. Very good turnout for the size of the community. Began process in April 2025. Immediate actions in 2026 include: Adoption of Main St – seeing if would benefit in Charlestown. The Commons = phase one being built; Support use of local state incentives, and different zoning changes.

Mr Tony Jackson entertains a motion to send the Comprehensive Plan before the City Council for approval, non-approval or no action at all.

Brian Hester makes a motion to send before Council, seconded by Harold Goodlett.

Mr. Tony Jackson advised will wait to vote on Meeting dates as well as election of new officers at next meeting when everyone would be present

Mr. Tony Jackson entertains a motion to adjourn.

Shane Hofelich makes a motion to adjourn, seconded by Brian Hester.

Motion carries 4 yea – 0 nay

Signed: \_\_\_\_\_

Michael "Tony" Jackson  
Building Commissioner/Secretary

27 January 2026

To: Adjoining Property Owners

From: City of Charlestown Department of Planning & Zoning

RE: NOTICE OF PUBLIC HEARING FOR A CHANGE OF THE ZONING MAP, DEVELOPMENT PLAN APPROVAL THOMPSON STREET.

Dear Sir or Madam:

This letter serves notice that Charlestown Development LLC, P.O. Box 1248, New Albany, Indiana, has filed an application for a Zoning Map Change and Development Plan Approval as it relates to the following:

*Requesting a recommendation to the Charlestown City Council for a change in the Charlestown Zoning Map for the portion of 457 Thompson Street, parcel number 10-18-11-701-077.000-004 (not currently zoned PUD) from the current Single Family Residential [R] to a Planned Unit Development [PUD] to allow for the development plan approval for the construction of smaller single family housing units.*

Upon completion of the hearing a recommendation of APPROVED, DISAPROVED or NO-RECOMMENDATION will be forwarded to the Charlestown City Council for their consideration of the Zoning Map Change Request and Development Plan approval at the next available council meeting.

Enclosed is a copy of the legal notice indicating that the petition will be brought before the Charlestown Advisory Plan Commission on Monday, the 9<sup>th</sup> of February 2026 at 6:30 pm in the Charlestown City Hall, 304 Main Cross, Charlestown, Indiana

You are encouraged to attend and present any questions you may have. You will be allowed to verbally express your concerns or approvals to the board. You may also send a letter of response (handwritten signature please) to the Office of the Building Commissioner, 304 Main Cross-, Charlestown, Indiana 47111

Your input is important in ensuring that the board makes a decision based on all available information.

If you have any questions, please contact the Charlestown Office of Planning & Zoning at 502-297-2387

Sincerely  
Michael "Tony" Jackson

Legal Notice

Notice is hereby given that, Charlestown Development LLC, P.O. Box 1248, New Albany, Indiana 47151 has filed a petition with the Charlestown Advisory Plan Commission requesting a Change of the Zoning Map from (R) Single Family Residential to (PUD) Planned Unit Development and Development Plan Approval concerning the following described real estate in the jurisdiction of the City of Charlestown in Clark County Indiana, to wit:

Legal Description:

Parcel Number: 10-18-11-701-077.000-004

Parcel Number: 10-18-11-700-201.001-004

Parcel Number: 10-18-11-700-201.000-004

The street address of the property, which is subject to the petition is:

457 Thompson Street., Charlestown, Indiana 47111

1014 Thompson Street, Charlestown, Indiana 47111

All persons are hereby notified that a public hearing will be held on the 9<sup>th</sup> of February 2026 at 6:30 pm in the Charlestown City Hall, 304 Main Cross, Charlestown, Indiana.

A copy of this petition is on file at Charlestown City Hall, 304 Main Cross, Charlestown, Indiana. Written objections that are filed prior to the hearing will be considered. Oral comments will be heard at the Public Hearing. The hearing may be continued from time to time as deemed necessary.

Michael "Tony" Jackson

Charlestown Building Commissioner

# Thompson Street - West. Development Plan and PUD

Created by: Tony





# Thompson Street - East. Development Plan

Created by: Tony





REVISION	SYMBOL	DATE	BY	APP'D.
		1-17-25		

DRAWN: J.G.D.  
 CHECKED: H.L.H.  
 SCALE: 1" = 20'  
 DRAWING NO. 24-45-01  
 FILE NO. SURVEY 117

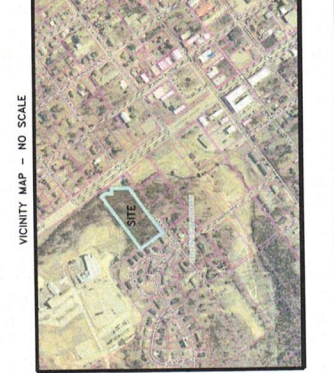
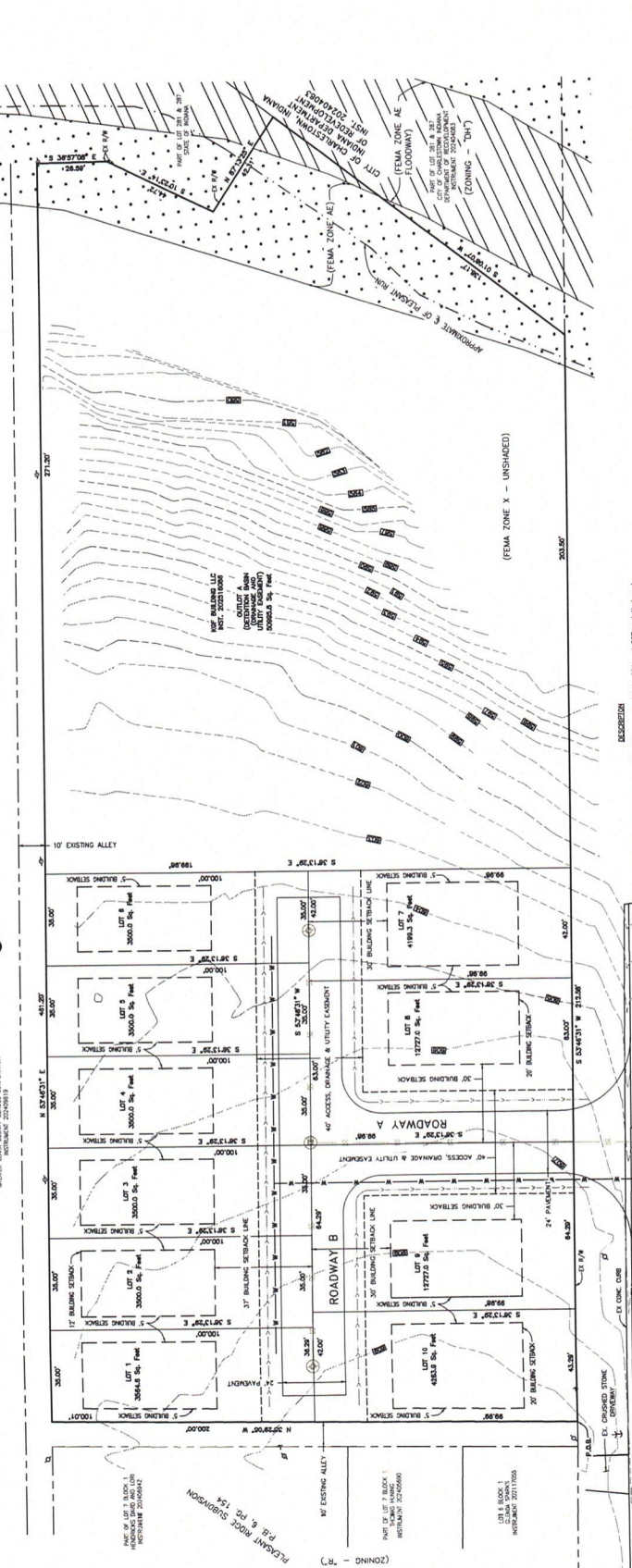
**HART'S SURVEYING & ENGINEERING, INC.**  
 958 WATER STREET, CHARLESTON, IN • PHONE: 812-256-7781

PRELIMINARY PLAN  
**JENNINGS GROVE SUBDIVISION**  
 SHEET NO. 1 OF 1  
 JOB NO. 24-45-01

**LEGEND**

Three standard symbols will be found in this drawing:  
 1. EXISTING ELEVATION  
 2. EXISTING UTILITY POLE  
 3. PROPOSED SANITARY SEWER MAINLINE  
 4. PROPOSED SANITARY SEWER MANHOLE  
 5. PROPOSED STORM DRAINAGE  
 6. PROPOSED STORM DRAINAGE

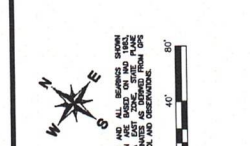
SPECIAL FLOOD HAZARD AREAS (SFHA) SUBJECT TO INUNDATION BY THE 1% ANNUAL CHANCE FLOOD (FLOODING IS THE CHANNEL OF A STREAM FLOOD AND FLOODING AREAS THAT MUST BE COPTED BY THE 1% ANNUAL CHANCE FLOOD ARE SHOWN WITH A HATCHED PATTERN. THESE AREAS CAN BE CLEARED WITHOUT SUBSTANTIAL INCREASES IN FLOOD HEIGHTS.



**OWNER/DEVELOPER:**  
 KGF BUILDING, LLC  
 SOURCE OF TITLE: INST. 202516086  
 CHARLESTOWN, IN 47111  
 812-748-2227

**DESCRIPTION**

The property shown on this plat is located in the Jennings Grove Subdivision, which is a subdivision of the property owned by KGF Building, LLC, and is located in the City of Charleston, Indiana. The property is being subdivided into 10 lots, each 3000.0 sq. feet, and is being offered for sale. The property is located on the east side of Thompson Street, which is 60 feet wide. The property is bounded by Thompson Street to the north, by an alley to the west, and by an alley to the south. The property is bounded by an alley to the east. The property is bounded by an alley to the north. The property is bounded by an alley to the south. The property is bounded by an alley to the east. The property is bounded by an alley to the north. The property is bounded by an alley to the south. The property is bounded by an alley to the east. The property is bounded by an alley to the north. The property is bounded by an alley to the south.



1. Flood data as shown on FEMA Flood Insurance Rate Map Panel No. 18070C024E, dated April 16, 2014.  
 2. Copy of any such data on this plat will be furnished to \$10.00 when the plat is recorded.  
 3. The subject property is zoned "R7" per Ordinance 2014-08-18.

**NOTE: THIS DRAWING IS INTENDED TO BE PRINTED IN BLACK AND WHITE. IT IS NOT TO BE REPRODUCED IN COLOR OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, AND BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM.**