

DRAFT MEETING MINUTES - NOT APPROVED

Fountain County, Indiana

Board of Zoning Appeals

DRAFT MEETING MINUTES

(Not approved - Subject to review)

December 16, 2025

6:00 PM

County courthouse Commissioner's room

1. Opening: After technical difficulty with recording, the meeting was called to order at 6:12 p.m. by Michael Cunningham

2. Pledge to the flag

3. Roll Call:

4. Members Present:

Michael Cunningham, Christine May, Dave Phillips, Reuben Spicer

Quorum established

Counsel present: Michelle Harter (Lekse Harter, LLC)

5. Old Business:

• Discussed previous motion to change rules of procedure to add words zoning administrator.

-Counsel Harter advised it could be included in a motion to accept with that insertion into Rules of Procedure

-Motion made by Dave Philips to approve inserting language “Zoning Administrator” in Article 3.05a in the Rules of Procedure

-Christine May seconded

-Vote 4-0 in favor of motion

•Approval of past meeting's minutes. Michael Cunningham clarifying asked Counsel Harter about approving past November meeting minutes. She advised to do it again.

-Christine May made a motion to approve minutes

-Dave Phillips seconded

-Vote 4-0 in favor of motion

6. New business

• None

7. Adjournment

•Motion made by Ruben Spicer to adjourn

-Dave Philips seconded

Submitted by:

Christine May

Secretary, Board of Zoning Appeals

DRAFT - Not approved by the Board until signed

Signed Chair Michael Cunningham
Secretary Christine May

Fountain County Board of Zoning and Appeals (BZA) Meeting Agenda

November 18, 2025 – 6:00 PM

Opening: The meeting was called to order at 6:00 p.m. by Michael Cunningham.

Attendance taken.

Present: Michael Cunningham, Dave Phillips, Christine May, Reuben Spicer

Pledge to the flag.

New Business:

1. Nomination/Election of BZA Chair—Dave Phillips nominated Michael Cunningham, Reuben Spicer seconded. Vote 3-0 in favor. Michael Cunningham abstained.
2. Nomination for BZA Vice-Chair—none were made
3. Nomination for BZA Secretary—Michael Cunningham nominated Chris May. Dave Phillips seconded. Vote 3-0 in favor. Christine May abstained.

Approval of Minutes:

Minutes from previous meeting unavailable. Tabled until next meeting.

Business From the Previous Meeting: Draft of Procedural Rules for consideration

1. Dave Phillips made a motion to discuss the draft. Christine May seconded. Vote 4-0 in favor
2. Dave Phillips discussed if a person should be added to Article 3.05 Hearing Procedures where it is unnamed in the draft. There were some questions about where this responsibility lies, the BZA Chair or the Board. Dave Phillips made a motion to change blank to BZA Chair. Christine May questioned whether that was the responsibility of Zoning Administrator or county staff. Dave Phillips withdrew his motion. Reuben Spicer seconded. Vote 4-0 in favor to withdraw motion. More was discussed of authorities and roles. Christine May made a motion to add in BZA Chair to Article 3.05a Dave Phillips seconded. Vote 4-0 in favor.
3. Michael Cunningham discussed adjourning the meeting because changes were made to the draft and will need approval and speak to the lawyer to confirm.

Adjournment:

Reuben Spicer moved to adjourn. Dave Phillips seconded. All voted in favor. The meeting was adjourned at approx 6:30 p.m. The next meeting will be held on Tuesday, December 16, 2025 at 6:00 p.m. at the Fountain County Courthouse.

Minutes submitted by:

Christine May

Michael Cunningham 12-16-25
Attested *Christine May* 12/16/25
Secretary

