

**WARSAW PLAN COMMISSION  
MEETING MINUTES  
JANUARY 12, 2026  
7:00 PM**

**PRESENT:**

Rick Keeven, Diane Quance, Juergen Voss, Michelle Boxell, David Baumgartner, Dan Stevens, Max Maile, Aaron Ott (City Engineer), Justin Taylor (City Planner), Jeff Owens, Amber Utter (Recording Secretary)

**ABSENT:**

Scott Reust (City Attorney)

**CALL TO ORDER:**

Keeven called the meeting to order.

**APPROVAL OF MINUTES:**

November 10, 2025 meeting minutes were reviewed and approved.

**ELECTION OF OFFICERS:**

**President:** Keeven is current president

**Vice President:** Diane Quance

Boxell motions keeping the president and vice president status quo. Voss seconds motion. Motion carries

**Election of Board of Zoning Appeals Member**

Baumgartner states not interested in continuing on the Board of Zoning Appeals, but if no one is interested, he will do it. Maile offers to serve on the board.

Ott made a motion to nominate Maile. Owens seconded the motion. Voss motioned to appoint Maile to the Board of Zoning Appeals. Boxell seconded the motion. Motion Carries.

Max Maile is appointed to the Board of Zoning Appeals to replace Dave Baumgartner.

## **NEW BUSINESS:**

1. 420 Westcreek Dr. - Subdivision to Create 2 lots - preliminary

Keeven turned the meeting over to Taylor for a summary of the request.

Taylor opens up with the subdivision layout stating this is a preliminary layout for a subdivision of a tract of land located at 420 Westcreek Dr. The owners would like to create a subdivision of two parcels. One of the parcels would be around 3 acres and would be on the north side of the property designated for a residential structure. The second parcel would be about 13 acres on the south side, and it contains additional floodplain and floodway, but has an existing pole barn located on that site. The utilities and site access for both properties would be off of Westcreek Dr. So the Planning office recommends that we approve the preliminary layout for the subdivision. We're waiting on the final plat to do the preliminary and final so once that comes through, they will bring that before the Board of Works.

Keeven asked if there are any questions for Taylor

Owens asked if the barn would be placed where the floodplain/floodway are?

Taylor states that there is an existing structure and that is in the lower part of the property.

Owens asks since it's an R-2, if they would have to come back again and get an exception for having an accessory structure with no primary?

Taylor doesn't know the history of structure. Taylor stated he believes it actually has been converted into a residence, but either way it's an existing non conforming structure, so placing it on a smaller stretch of land will not create a violation.

Owens asks that assuming there's a residence there, do we know whether or not the elevation meets flood level?

Taylor states it's actually out of the flood plain, so it would not need to conform to those regulations.

Owens and Taylor discuss where the pole barn/residence is located on the map to confirm that it is out of the flood plain.

Quance questions where the entrance to the property is.

Taylor states the drive is off of Westcreek Dr.

Quance questions where the other drive is going to go?

Taylor states just north of the existing drive. So they would create a new drive off of Westcreek.

Owens states Westcreek is right of way; both lots have footage on Westcreek Dr but he doesn't think that Westcreek Dr. is approved for city standards.

Taylor states it is a city road.

Owens states but currently the road doesn't have any curbs or pavement.

Taylor states that is correct. Not every city road has those amenities. Unfortunately it may have fallen on the priority list for paving or the curb/gutter because that would involve drainage infrastructure that would have to be added.

Quance asks what is the point in subdividing this?

Taylor responds that one brother wants to build a house on the north side and the other brother is living on the south side where the existing structure is.

Owens asks if properties are being serviced by sewer

Taylor said yes.

Keeven asks the board if there are any other questions?

Keeven closed to the public since no one showed up to ask further questions.

Owens moves to approve

Boxell seconded motion

Motion carries

## **OTHER BUSINESS:**

Quance states that a question came up about the comprehensive plan and realized that the city needs to do a strategic plan in order for the board to proceed. Quance met with the Mayor and has scheduled a meeting next month for the City Council to begin the development of that strategic plan. As soon as that is finished, we can come back and finish our discussion that we started. It could take an additional month or so to get completed. We normally have the public input on the strategic plan. Boxell encourages the Plan Commission Board to be at the public hearing in order to hear from the public if they have any ideas or opinions on how they would like to see things.

Boxell asks if they will get a reminder on when that will happen.

Quance assures board members that they will get notification of the meetings for the strategic plan.

Taylor states those meetings will be a couple of hours before a council meeting and we'll set up tables. Logistically it might be challenged, because we're going to be over at the police department for that month. Taylor wants to make sure everyone is aware that there will be a new location involved in all of this as well. Taylor assures the board that we will keep everything posted publicly so everyone is notified on what's going on with that.

## **OTHER MATTERS THAT MAY COME BEFORE THE BOARD**

The next meeting is scheduled for February 9, 2026. Most likely to be held at the Warsaw City Police Station training garage.

**\*\*Also please note because of technical difficulties there was no live streaming and video recording of this meeting.**

## **ADJOURNMENT**

With no further business to come before the Plan Commission, Owens made a motion to adjourn. Quance seconded the motion. The meeting adjourned.

  
Rick Keeven, President

  
Amber Utter, Recording Secretary