

**Town of Burns Harbor
Advisory Plan Commission**

Minutes of Monday, March 7, 2016

*Recording stopped near the end of the Fee Schedule discussion.

A regular meeting of the Burns Harbor Advisory Plan Commission was called to order by President Eric Hull at 7:00 pm. Present at roll call were Toni Biancardi, Gordon McCormick, Bernie Poparad, Krista Tracy, and Crystal Westphal. Andy Bozak was absent.

Also present were Building Commissioner Bill Arney, and Attorney Christine McWilliams.

Minutes

McCormick moved to approve the minutes of February 1, 2016 as written. Westphal seconded the motion. Motion carried by unanimous vote.

Communication, Bills, Expenditures

None.

Report of Officers, Committee, Staff

None.

Preliminary Hearing

Final Fee Schedule Proposal

The signage fee on the proposed amendment was corrected to reflect \$1.00 per square foot, minimum \$75.00.

Building Commissioner Arney asked the Board to consider removing the Maximum Permit Fee column from Table 15-5: Fee Schedule for RC2, DD, BP, SD. He said currently, based on the Permit Fee schedule, the town may lose money. When a permit is issued, Arney does a plan review and lists all of the inspections that will be needed. These are currently included in the cost of the permit. Often the permit fee with the set maximum does not cover all of the inspections. In addition, there are times that the number of permits exceeds Arney's initial review due to delays or changes in construction plans on the part of the business. The town does not have in place to charge for additional inspections that occur after the initial review. There was discussion and the consensus of the Board was to charge a base permit fee based on Table 15-5, charge \$50 per inspection determined at plan review, and charge \$50 per inspection not figured into the initial plan review due before the certificate of occupancy would be issued.

Biancardi moved to set amendments to the Fee Schedule for public hearing in March with the following corrections and additions:

Signage: \$1.00 per square foot, minimum \$75.00,

Remove the Max Permit Fee column from Table 15-5,

Add to Table 15-5: * Plus \$50.00 fee for each required inspection as determined at time of plan review,

Add to Table 15-5: ** Any additional inspections required as a result of change orders or unforeseen issues will incur separate/additional inspection fees which must be paid prior to a Certificate of Occupancy being issued

Tracy seconded the motion. Motion carried by unanimous roll call vote.

Biancardi amended the motion to include the addition of “as determined by plan review” to Table 15-1 following ** Plus \$35.00 fee for each required inspection. Krista seconded the amendment. Motion carried by unanimous roll call vote.

Final Surface Parking Proposal

Attorney Christine McWilliams and Bill Arney concur that the amendments adding Surface Parking (Option 1) to the Zoning Ordinance would accomplish what the Plan Commission intended it to do; help people understand it and give the Building Commissioner the tools to enforce it. There was no further discussion of the proposal.

Poparad moved to set the Surface Parking Amendments for Public Hearing in March. McCormick seconded the motion. Motion carried by unanimous roll call vote.

Public Hearing

None.

Old Business

None.

New Business

Organize Committee for Code Book Review

President Eric Hull appointed members Gordon McCormick, Crystal Westphal, and Krista Tracy to the committee for code book review.

The committee will meet outside of regular Plan Commission meetings to review the code book. Suggestions for review can be made by any interested parties including, but not limited to the Building Commissioner, members of the Plan Commission and residents.

No more than three (3) Plan Commission members can be in attendance. Meetings will be held at the Town Hall. Public input and participation is encouraged. Meeting dates will be announced.

The committee will report back under agenda item, Report of Officers, Committee, Staff at each regular meeting of the Plan Commission.

Review: Bonds, Maintenance Guarantees, Letters of Credit

The town is in receipt of Tom Lightfoot’s signed Infrastructure Guarantee Agreement and \$100,000 cashier’s check. The Clerk-Treasurer will update the spreadsheet to reflect the new expiration date.

New Orientation

Poparad and Attorney McWilliams discussed the function and duties of the Plan Commission. Arney and previous secretary Toni Biancardi shared the administrative function of the Building Commissioner and secretary positions.

Members were encouraged to read the materials provided in advance of meetings, do research when necessary, and ask questions. Each member should have access to or a hard copy of the Town Code for reference.

Good of the Order of the Community & Any Other Business

None.

Announcements

None.

Adjourn

Westphal moved to adjourn at 8:38 pm. McCormick seconded the motion. Motion carried by unanimous vote.

APPROVED on April 4, 2016

Eric Hull, President

Marge Falbo, Secretary