

**Burns Harbor Advisory Plan Commission
Minutes of Monday, May 11, 2020**

The Advisory Plan Commission of the Town of Burns Harbor, Porter County, Indiana met in a regular session on Monday, May 11, 2020 in a Microsoft Teams Virtual Meeting. The meeting was called to order by Advisory Plan Commission President, Eric Hull at 7:00 pm.

The Pledge of Allegiance to the American Flag was recited.

Roll Call:

Eric Hull	Present
Bernie Poparad	Present
Toni Biancardi	Present
Andy Bozak.....	Present
Gordon McCormick	Absent
Jeremy McHargue.....	Present
Sarah Oudman.....	Present

Additional Officials Present

Building Commissioner-Rob Wesley
Attorneys-Clay Patton and Michael Brazil
Consultant, Karnerblue Era-Tina Rongers
Global Engineers-Jeanette Hicks, Jeff Oltmanns, and Shem Khalil
Secretary-Marge Falbo

Also Present

Abonmarche-Matt Kaiser
Holladay Properties-Ryan Kelly and -Mike Micka
SMITHGROUP-Randy Macheliski
Paul Wiese

Hull says we are conducting the meeting today through the Indiana Governor’s Executive Order 20-0-4 Section 5, which allows for electronic participation because of the emergency orders of the pandemic.

We are streaming live on Facebook allowing anyone to offer comments or feedback through our website.

Minutes

Poparad makes a motion to approve the minutes of March 2, 2020 as written. Bozak seconded the motion. Motion carried by unanimous vote.

Communication, Bills, Expenditures

None

Report of Officers, Committee, Staff

Building Commissioner Wesley says Oudman and I had discussion about elevation compliance. Oudman says there is a document that has been in use with the Building Department with regard to the height of the top of the floor of the foundation (first floor) above the grade is what it says. That being applied as the height above the curb. We ran into a situation in the Village where there was some discussion about this and after looking at the form and talking about it with Building Commissioner Wesley, we realized that the application was maybe a little off and that the actual wording of the Ordinance says the height of the top of the grade to the top of the first floor should be no more than eighteen inches. Building Commissioner Wesley says it is twenty-eight inches. The Village has never been that low before. They have always gone higher than our current elevation standards and I don't know if we need to have that any longer. Oudman says I believe that the purpose for it was for especially in some of the other neighborhoods that you don't have somebody creating a daylight basement on a flat lot and end of up being taller than all their neighbors. Building Commissioner Wesley says I will check that and have the building clerk make any changes to the form so that it matches the Ordinance and we'll go from there.

Preliminary Hearing

None

Public Hearing

None

Old Business

Chapter 15 Zoning Ordinance

Storage and the Use of Shipping/Cargo Containers

Hull says I know Oudman worked with McCormick and they sent a draft copy over to the Commission for everyone to take a look at.

Oudman says one of the things that came out of our discussions was in the present form the Ordinance was a little difficult to understand and how you would apply it consistently across all the different districts without adding a lot of extra additions in separate zones. It was decided that reformatting it so that more of our requirements were in Section called 15-2-2. Definitions and also in 15-13-6.1 Shipping Containers that by having a general overview rule in that Ordinance and then adding additional requirements in the following sections that says:

14. Districts: ***Except as noted above in 15-13-6.1*** –

- A. Residential Open Space District: The use of a Shipping Container in a Residential Open Space (“ROS”) District is prohibited.
- B. Residential District: The use of a Shipping Container in a Residential (“R”) District is prohibited.
- C. Downtown District: The use of a Shipping Container in a Downtown (“DD”) District is prohibited.
- D. Residential/Commercial District 1: The use of a Shipping Container in a Residential/ Commercial 1 (“RC1”) District is prohibited.
- E. Residential/Commercial 2: The use of a Shipping Container in a Residential/ Commercial 2 (“RC2”) District is prohibited, except for the following uses:
 - i. A Shipping Container may be used for shipping and receiving merchandise and goods in a commercial use, provided that the Shipping Container does not remain **on a parcel** for more than ten (10) days, provided that the Shipping Container is not kept in the front setback area or landscaped area, designated parking area, fire access, public right-of-way, or in an area visible from the property’s primary street.
 - ii. A Shipping Container may be used for storing merchandise or goods, including long-term storage, provided that the Shipping Container is not kept in the front setback area or landscaped area, designated parking area, fire access, public right-of-way, in an area visible from the property’s primary street.
 - iii. A Shipping Container shall not impede traffic or pedestrians. No Shipping Container shall be located in a circulation aisle/lane, fire access, public utility easement or public right-of-way, including streets, sidewalks, and park strips.

This would make it easier to understand and easier to apply. The one thing that Attorney Brazil added today by email was in 15-2-2. Definitions that we change out the line that says:

“This definition will include accessory buildings used for temporary storage. A storage container is not a shed”, due to how that could be interpreted.

He suggested that we change that to:

“This definition will include shipping containers used as accessory buildings for temporary storage and shipping containers used as sheds for residential storage” so there would be no confusion in that.

We addressed having moving pods and that no permit is required for those. There are permits that are required if you’re not doing a moving pod and there are ways to have them in different districts for construction as well as moving of goods and merchandise in and out of a place.

Some of the things that are additional exceptions in 15-13-6.1 will govern the use in the Residential/Commercial Zone 2 which would include the Pilot, KIA and some of those areas, Business Park and Special Use Districts.

The Clean2 pdf version of the Ordinance, which everyone received, is the easiest to understand. The only thing that is different is we decided to use the viewpoint of a public right-of-way instead of saying primary street and that would cover some of our double-sided parcels in Town. Other than that, it's the only thing that needed explaining.

Biancardi says my only question would be is that it makes sense to Building Commissioner Wesley, so he understands how to implement it and are there questions we need to answer for him to be more clear on it. Building Commissioner Wesley says I don't have any questions.

Attorney Brazil says I feel pretty good about it. I have reviewed it several times and everything looks good. The only thing I had an issue with was on the definitions of the shipping containers. I think that has been addressed. I thought there was really good language regarding the fire access lanes and everything else, so I think this is about as good as we're going to get. I have looked at other ordinances, it's really good, I'm happy with it and I could sign off on it.

Oudman makes a motion to set Chapter 15 Zoning Ordinance Storage and the Use of Shipping/Cargo Containers for a Public Hearing on June 8, 2020. McHargue seconded the motion. Motion carried by unanimous vote.

Oudman says this will require a permit document as well because it states we have permits required. Does that also need to be submitted along with the Ordinance or can that come afterwards? Hull says it would be nice if we did it all at once, so it's done. Attorney Patton says I don't believe the permit form or permit application has to be a part of the Ordinance. But, if it's something that Oudman would like to take a lead on to have available at the Public Hearing, but again, if it's not part of the Ordinance it doesn't need to be part of the published record before the meeting. However, if it's something you want to have ready that would be good. Hull asks Oudman to work with Building Commissioner Wesley on that.

New Business

Mike Micka

Holladay Properties

Westport Planned Unit Development Application

Micka says tonight we are here for the Westport PUD Ordinance Application. I have Randy Machelski from SMITHGROUP, Matt Kaiser from Abonmarche, and Ryan Kelly from Holladay Properties. The purpose of the meeting tonight is to go over the PUD Ordinance Application and the goal is to make sure the application is complete. At the end of the presentation we will be able to answer any questions or comments.

The



next

step after tonight would be to go back to the Plan Commission for a Public Hearing in June and to the Town Council in July. Assuming that all that goes as planned, we would also be presenting a primary plat in July.

WESTPORT PLANNED UNIT DEVELOPMENT (PUD)

WORK PLAN (TASKS COMPLETED)

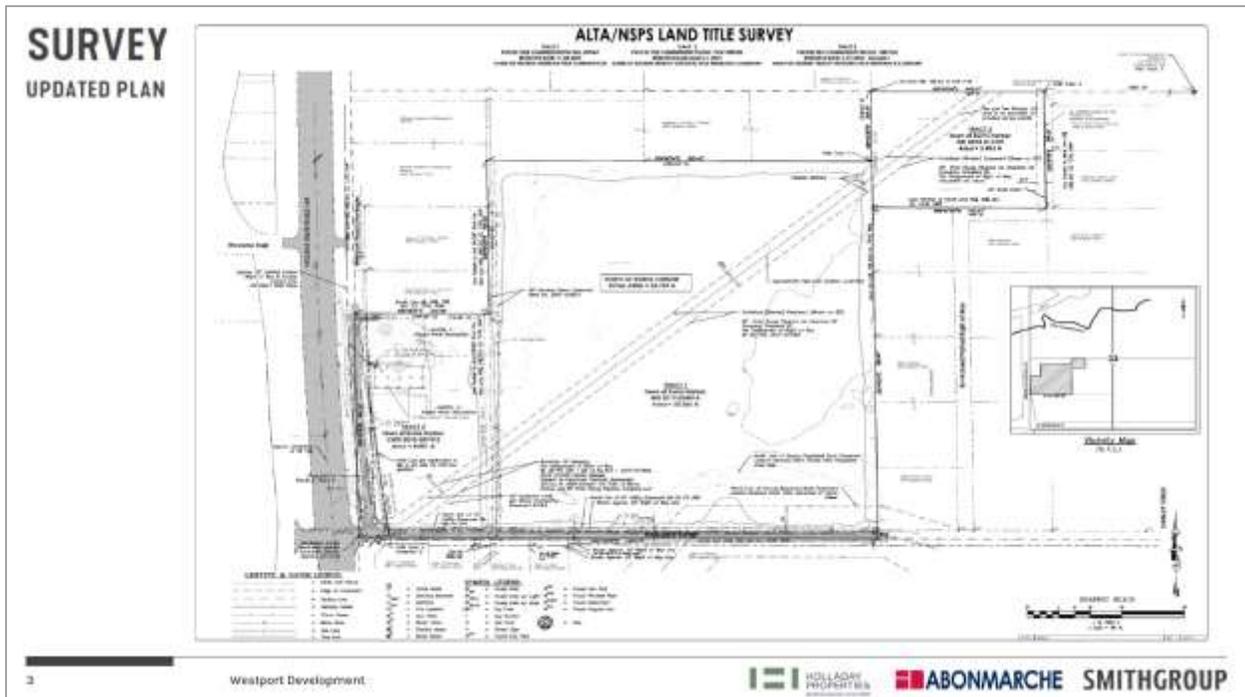
- Master Development Agreement Approved - May 8, 2019
- Detailed Work Plan Presented - July 10, 2019
- Burns Harbor Comprehensive Plan - Updated - August 14, 2019
- Design Contract Approved - September 11, 2019
- Team Site Visit - September 17, 2019
- Design Workshop - October 2 & 3, 2019
- BHRDC Concept Plan Presentation - November 13, 2019
- BHPC Concept Plan Presentation - February 03, 2020
- BHPC PUD Ordinance Application Meeting - May 11, 2020

2 Westport Development

 HOLLADAY PROPERTIES  ABONMARCHE  SMITHGROUP

Since this started in May 2019, our contracts were all approved and negotiated as of September. The total design team came out in September and we held some workshops in October. We presented the Concept Plan to the Redevelopment Commission in November and presented it to the Plan Commission in February and received approval at that point in time. We also presented the Plan to the Redevelopment Commission in March to make sure everyone was in agreement with it as presented. This leads us to where we are now at this May 11 meeting to present the PUD Ordinance Application to the Plan Commission.

This is the existing survey of the property:



This is at the northwest corner of Haglund Road and State Road 149. The total development site is just under 34 acres and if you'll notice there is a pipeline that dissects the property from the southwest corner through the northeast corner. The site as it sits right now is relatively flat which is a good thing but could provide some challenges during the development of the process – water runoff and things like that. This is going to be presented as a PUD, mixed use.

We'll go through some of the detail of the uses of the site, but I will reference back to the Comprehensive Plan that the Town did back in 2019. In that Comprehensive Plan, this identified the site as a Planned Unit Development. The purpose of the Planned Unit Development is the existing zoning of the properties in R1 zoning and in order to get the type of development that is being proposed it was decided that a Planned Unit Development would be the best. This hits everything we talked about in the Comprehensive Plan. The site does provide for economic development. It provides for linkage of public spaces. It provides for linkage to the Indiana Dunes. It's mixed use in nature as you'll see in this presentation and it really fits what the Comprehensive Plan has addressed.

This is the development in general and I'm going to turn it over to Ryan Kelly to talk a little bit about the uses in the park, the zoning district and some of the needs that we're going to have within the development.

DEVELOPMENT PLAN - WESTPORT DEVELOPMENT

OVERALL:

Community Center Building: 22,878sf
Municipal offices, kitchen, gym, storage, restrooms/lockers and Trailhead

Townhomes or Detached Villas: 40 townhomes
25'x125' lot with 2 car, driveway and 2 car rear loaded garage

Apartments: 138 units
5 buildings

Commercial space: 5832sf total
3 buildings, 1,944 sf on the first floor of 3 apartment buildings

Parking: 652 spaces
173 onstreet, 319 parking lots, 80 driveway and 80 garage



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Westport Development

HOLLADAY PROPERTIES ABONMARCHE SMITHGROUP

Kelly says in pretty general terms I will discuss access and the uses. Those will be expanded upon a little bit later in this presentation.

As Micka mentioned earlier, the site is bound by State Road 149 to the west and Haglund Road to the South. We're looking at two primary access points into the development from Haglund Road and these are shown on this color rendering as the two north and south roads identified as Road A and Road C.

There will also be two east-west roads for circulation. One at the northern portion of the site identified as Road B and then one at the middle of the site identified as Road C.

I would also like to briefly point out for pedestrians, there are two major trail connections proposed in this development. The Marquette Greenway Trail will bisect the site along the pipeline easement. It is identified as No. 7 on this rendering. There is also an accommodation for the future extension of the Lakeland Trail along Haglund Road which identified as No. 8.

DEVELOPMENT PLAN - WESTPORT DEVELOPMENT

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Westport Development

HOLLADAY PROPERTIES ABONMARCHE SMITHGROUP

In keeping with the Comprehensive Plan, the following uses are proposed for the Westport Development.

- Municipal Office and Community Center – the building shown in blue and identified as No. 1.
- Residential Townhomes: the second block of buildings in yellow and identified as No. 2.
- Residential Apartments: the two buildings in orange and identified as No. 3.
- Mixed-Use Residential: consists of apartments with a small component of first floor commercial retail space. These are the three buildings in orange & red identified as No. 4.
- Then along State Road 149 there is a future commercial development site identified as No. 5.

We will expand on these uses later in the presentation.

I would like to move on to the standards for the development. District standards for the Downtown District closely align with the type of development in the proposed uses for Westport. For this reason, in the application, we are proposing that the Westport PUD follow the District standards of the Downtown District as outlined in Section 15.10 of the Zoning Ordinance.

We propose the following exceptions/variances to the standards.

Exception 1 is accessory buildings. Accessory buildings are proposed to be a maximum of 60% up to 700 square feet of the principal residential building. Accessory buildings shall only be permitted for townhouse development. The reason we're asking for this is the current allowable maximum of the Downtown District is 30% of the principal residential building which puts it well below the size garage that a townhouse market demands.

Exception 2 is the minimum square feet of a residential unit. The minimum square feet of a residential apartment unit is being proposed at 500 square feet. The minimum square feet of a single floor residential townhouse is being proposed at 1,200 square feet. The minimum square feet of a multiple floor residential townhouse is being proposed at 1,800 square feet.

The current minimum square footage of a residential unit as defined currently in the Downtown District is 960 square feet. This doesn't allow for the flexibility in meeting the market demands of smaller single occupancy efficient apartment units that we believe are going to be necessary for the apartment unit mix in this development.

Exception 3 is regards to attached and detached garages. We are proposing detached garages for the townhomes be accessed from an alley. Currently the Downtown District doesn't allow for access from an alleyway.

Exception 4 is regarding building disposition. We are proposing that all building dispositions as defined in the Ordinance are allowed to be permitted at Westport. Currently, side yard, split yard and rear yard are permitted in the Downtown District, but edge yard is not. Edge yard will definitely be required to accommodate the Municipal Office, and possibly that future commercial development lot.

Exception 5 is principal building rear setback. The minimum rear setback of a principal building is proposed at 5 feet. Currently in the Downtown District it's at 20 feet. The reason we're asking for the reduction in the rear setback is to alleviate some site constraints for the apartments that are adjacent to the pipeline easement.

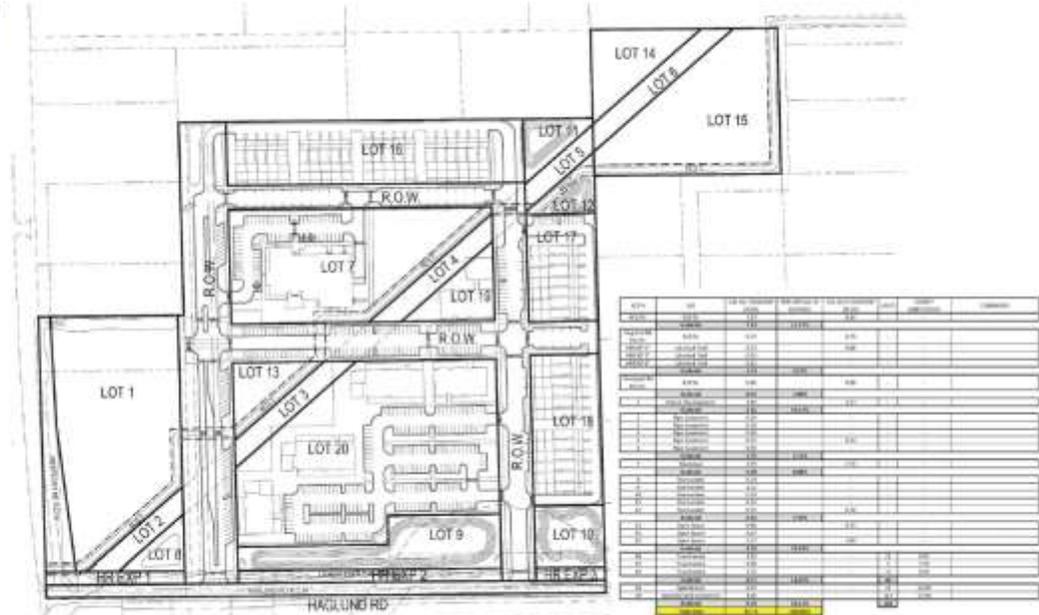
Exception 6 - the final exception to the District standards is the minimum side setback of an accessory building. We are asking or proposing for Westport that this is "0" feet. It is currently set at 5 feet and the reason for this is to accommodate the "0" line standard for the townhouse garages because they will be adjoined in a sense.

Development Standards

The Westport PUD will follow the development standards including those specific to the Downtown District as outlined in Section 15.13. of the Zoning Ordinance with one exception/variance. That would be parking space size. We are proposing a parking space size of 9x20 feet in lieu of the 10x18 foot space that the development standards require. From previous development experience, we have found that the 20-foot deep space is needed to accommodate different size vehicles, trucks, SUVs, etc., being driven today.

Randy Machelski of the SMITHGROUP says this is the Lot Plan. \

LOT PLAT OVERALL PLAN



Lot 1 is a dedicated opportunity for a compatible future development. It is shown on the left side in the lower left corner.

Lots 2 through 6 are dedicated separate lots for the pipeline that runs diagonally across the site. Where those lots are exceptions in the pipeline is where they intersect with municipal roadways. The roadways are denoted by R.O.W. and are developed municipal standards and will subsequently become roadways as part of Burns Harbor's overall roadway network construction.

I want to mention the Marquette Greenway Trail, one of the amenities that this Plan celebrates and that appears as not a Lot but an easement as it primarily is parallel on the north side of the diagonal pipeline easement.

The Municipal Building which is on Lot 7 – that is the Community Center, parking, associated play area and stormwater easement.

Lots 8 through 12 are separately devoted to stormwater.

Lots 13 through 15 which is open space will be discussed in the Development Plan. The Civic Plaza is in the center of the image.

Lots 16 through 18 are townhomes.

Lots 19 and 20 which you see in the center of the illustration are apartments.

WESTPORT DEVELOPMENT



This is a three-dimensional rendering of that Lot Plan and the building massing. Starting in the lower left, you can see the vacant area, which is Lot 1, the future development I mentioned.

The primary entrance to the site is off Haglund Road. There is a roadway adjacent to the townhomes in the front yards and on the east side of those townhomes there is also a road that returns and connects Haglund.

Overall the roadway structure is fully accessible for emergency vehicles, waste handling, visitors and the residents that are there.

Also, you see the Community Center and the three-story apartment building/commercial as well as the two-story townhomes.

You can see the large landscaped buffer that is along Haglund Road and the major entrance for this project.

WESTPORT DEVELOPMENT

VIEW TO EAST - CIVIC PLAZA



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Westport Development



HOLLADAY
PROPERTIES



ABONMARCHE



SMITHGROUP

Here you can see the Community Center on the left.

This is the heartbeat of the development- the fun place.

This is a multi-functional space and will work in concert with the Community Center.

This is really what the community is going to be about.

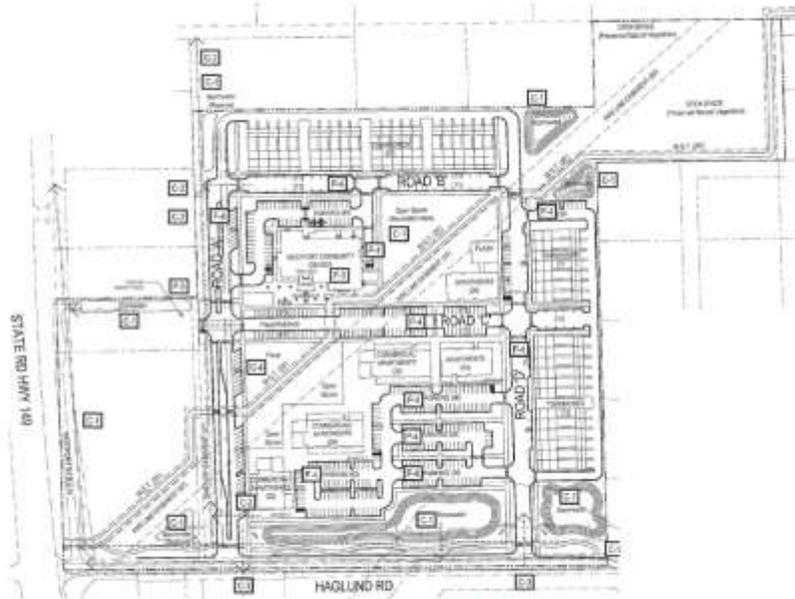
It's also networking and connecting the neighborhood using the Marquette Greenway Trail.

This is the central space which gives this project its dynamic, it's character, and really messages to the surrounding regional area that Burns Harbor does a development of high quality and it's going to be fun!

DEVELOPMENT PLAN

SUMMARY				
LANDUSE	QUANTITY	HEIGHT	PARKING QUANTITY	REMARKS (COMMENTS)
Westport Community Center	1 BLDG	3 Story	120	50 On-Street 60 Off-Street (180)
Commercial	1,832 SF	3 Story	50	40 On-Street
Apartments (Multi-Family Building)	138 Units	3 Story	230	Garage Parking (Shared On-Street) 230 Off-Street (120)
Residential (Single Family - For Sale)	80 Units	2 Story	200	2 Garage, 2 Driveway (100) 1 Per (80) On-Street 200
Open Space (Recreation & Social Area)	1.5 Acres	N/A	0	64 On-Street & 6 Off-Street (70)
			500 (110/40)	

- Planning:**
P-1 TRAILHEAD
P-2 SITE SIGNAGE
P-3 WASTE HANDLING
P-4 LIGHTING
P-5 PRESERVE NATURAL VEGETATION
- Civil:**
C-1 STORMWATER
C-2 SANITARY SEWER
C-3 WATER UTILITY
C-4 CIVIC PLAZA



Westport Development HOLLADAY PROPERTIES ABONMARCHE SMITHGROUP

The Westport Community Center is in the center of the project. Note in the lower left there is Planning and Civil.

Marquette Greenway Trail is a real celebration of the intersection of this trail with a neighborhood. Subsequently, it needs a trailhead. The trailhead will be located inside the Community Center where Burns Harbor can celebrate its history on the walls and with photographs. Perhaps even three-dimensional artifacts and exhibits. This will tell a visitor that's using the Trail what the history of Burns Harbor is and where the future is going.

There will be signage throughout as well as regulatory directional informational signage that will be needed.

Waste handling will be at the back of the apartments. Waste containers will be brought to the alley. Subsequently there will be waste enclosures provided for each commercial apartment building appropriately screen per Ordinance.

The pedestrian lighting is meant to be warm, inviting and very respectful of the adjacent neighbors.

Preservation of natural areas as shown in the northeast corner protects a total of about 3.5 acres to be completely natural. This will be an opportunity for people to explore, to walk through, to engage nature, watch birds through the migration and be enjoyed by all the residents.

SCHEMATIC INFRASTRUCTURE PLAN



Matt Kaiser of Abonmarche says this is how the utilities work.

The site is relatively flat. One of the issues that we have is how do we drain it properly. To understand that we have to really go into what is the existing infrastructure that is currently in the ground.

Currently there is a 36-inch steel pipe that runs along the north side of Haglund from east to west and turns at Westport and discharges its water all the way north into the Little Cal. That's going to be our main improvement that we tie into for our outlet. All of our ponds are interconnected. We are surface draining from the buildings into the roads as a conventional subdivision. We are looking at a traditional type of development. The grid system and the way the water flows. We don't want to do a lot of pumping. We want to try to get everything gravity that we can. Gravity is going to give us the best economics and best efficiency. So, we are looking at taking advantage of the current high points which are along the pipeline easement. That pipeline bisects the subdivision into the northwest and southeast quadrants. Our infrastructure is not going to cross those pipelines, with the exception of the water lines which are under pressure.

So, everything out of the southeast quadrant (the south side of the pipeline easement) is going to be drained into separate detention ponds which overflow into other detention ponds and end of tying into and releasing into that existing storm main along Haglund.

The northwest portion of the site is going to be running into the two detention ponds that are seen on the 25-acres. They will outlet back through the site into a stormwater improvement that will occur along the future development parcel and that will tie into the existing storm drain along Westport.

All of those are set at different elevations. They are going to tie in and during our design phase we will be going in and determining exactly how the ponds are going to operate under different storm durations. We are going to be looking at a couple different storm events to see how the ponds overflow into each other to make sure that we've got the necessary capacity and that we're not overtaxing the existing infrastructure that is currently in place. Those are the blue lines that are shown.

SCHEMATIC INFRASTRUCTURE PLAN



The green lines that are shown are sanitary. The Town has an existing sanitary main on the north side of Haglund running from east to west. It turns and runs north on the west side of the old school property and discharges into lift stations at the Little Cal and ends up getting over to the water treatment plant.

Our site will utilize the existing improvement that are there. Everything is going to run gravity – we are not going to put in new lift stations. We don't want to over burden the utility departments with meters and pumps that need to be replaced. We will be bringing in fill in order to get those sanitary mains to flow properly.

Water is the last utility. We've got an existing water main that runs north and south along Westport and then turns and runs east and west along Haglund. We're going to be able to tap into that existing main. You can see that in red. We are gridding it, so that we've have redundancy and no dead ends. You can also see that we're stubbing it to the north so if improvements do happen on the north side of the subdivision, we're able to continue that infrastructure and continue that loop.

That's it for the three utilities. We still have NIPSCO, Comcast, Verizon and Frontier but they are regulated on the IURC (Indiana Utility Regulatory Commission). They get handled at a different location and typically not part of the Town's improvements.

ROADWAYS & EASEMENTS

PLAN AND SECTIONS: NORTH



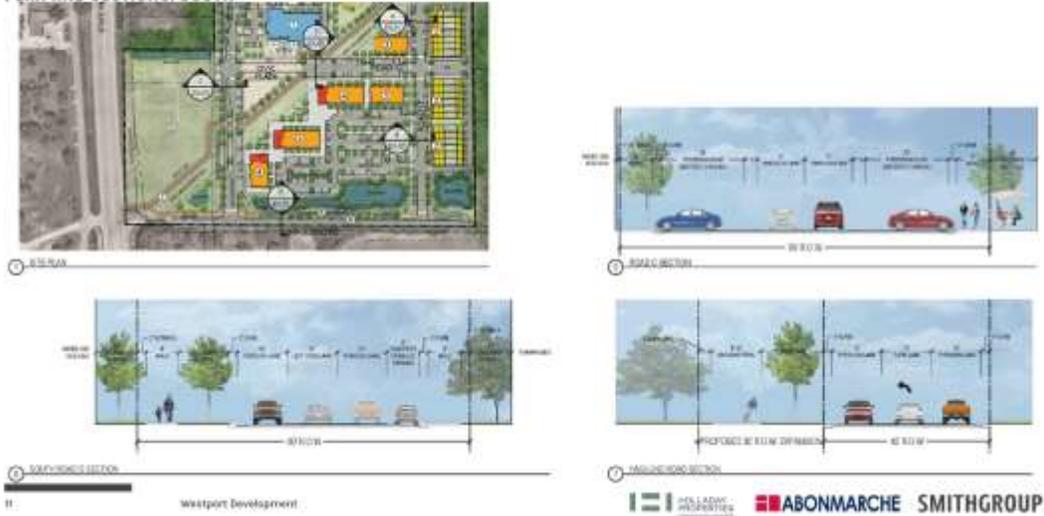
These are cross sectional renderings of what the street sections will look like.

They'll give you an idea of

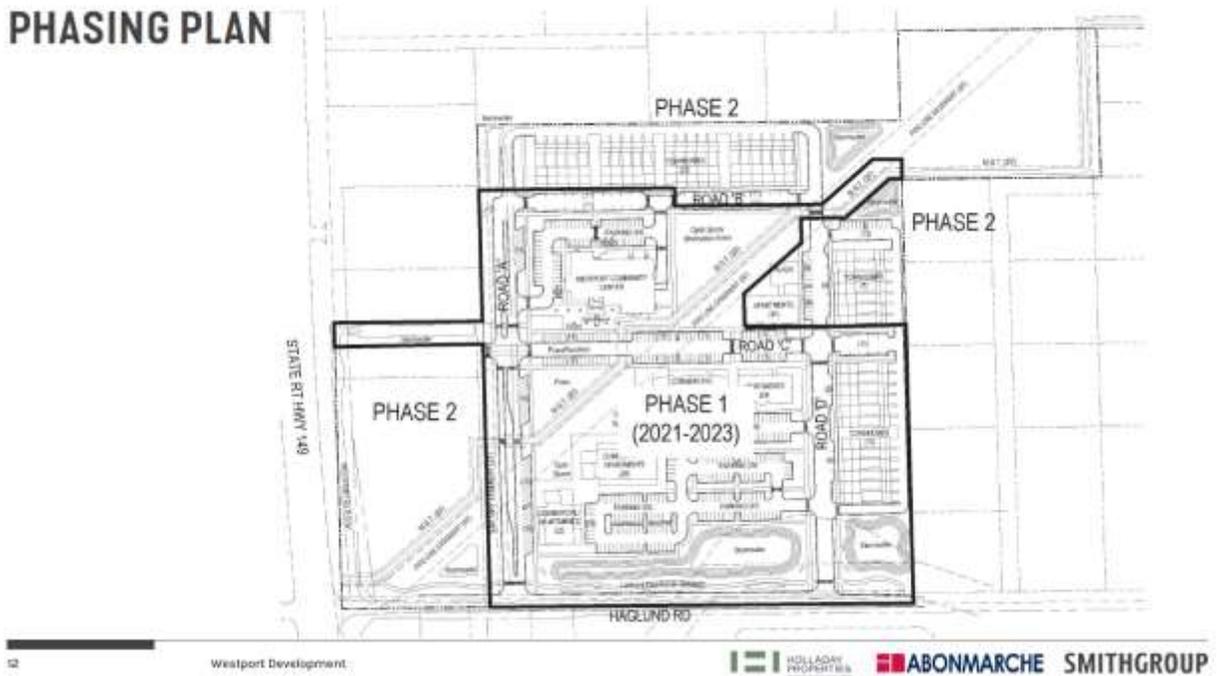
- how many lanes we're putting in;
- how much green space there is where the sidewalks are located;
- how a pedestrian walking on a sidewalk will have a clear distance from vehicles.

ROADWAYS & EASEMENTS

PLAN AND SECTIONS: SOUTH



PHASING PLAN



Micka says you're looking at the slide called Phasing Plan. You will notice a dark outline of the phases.

Phase 1 of the project would include Road A from Haglund Road north to Road B, halfway east down Roadway B and what that does is it gives us full circulation access of the Westport Community Center which would then be allowed to be constructed in Phase 1. It also continues east almost to the property line and then southwest and south back down to Haglund Road. That then includes the ability to construct the Marquette Greenway Trail throughout the development. Then construction of Roadway C and construction of Roadway D south of Haglund Road. That phasing plan would then allow for the construction of the Westport Community Center. It would allow for the construction of the first four multi-use buildings, which include the commercial and apartments. It will also allow for the first development of the 12 townhomes east of Roadway D.

As we are doing the infrastructure for Phase 1, we are going to also include the underground infrastructure of the next Phase of the development which would be water. Sewer would also be going in at that time. Phase 2 would just include finishing of the roadways basically. All infrastructure would be in place.

The timing for Phase 1 would be about four months for the actual infrastructure. Then the four mixed-use buildings and everything south of Roadway C is about a 17-month construction schedule. Then the Westport Community Center itself is about a 12-month construction schedule. The estimated timeline for Phase 1 is somewhere around 16 to 17-months

Phase 2 of the development would just be finishing off Roadway B and the rest of Roadway D. That would free up the ability to do the last apartment building north of Roadway C and open-up all the townhome lots for development. The apartment building is about a 12-month build. Then the townhomes themselves is all depending upon the demand of the market at that time. We are estimating about a 24-month timeframe to build the rest of those townhomes.

Overall the total development is somewhere around a 40-month build from the time we break ground on this project. Again, a lot of that is based on absorption of the townhomes themselves and how quickly those get absorbed in the market. That is the Infrastructure Phasing Plan.

As mentioned, the goal of the meeting tonight is to go over this application to make sure the application is complete and then allow us to go back to the Plan Commission for the Public Hearing at the June meeting.

Referencing back to the Comprehensive Plan, the Planned Unit Development we're talking about tonight has a diverse use. It has municipal, commercial, residential, recreational areas, trails available for open space, spurs economic development on this site, provides a place for people to live, a place for people to work and most definitely a place for people to hang out and then stay.

With that said, that's the end of our presentation. At this point in time we just would like to open it up to the Board for any questions or comments and hope to move on to the next meeting in June.

Oudman says Page 9 of the application. Exception1 which is the size of the parking spaces. I am totally in agreement with have them being 20-feet long. I was wondering if reducing them to 9-feet from 10-feet would increase the number of door dings and problems with fender benders. Do you have information on that?

Kelly of Holladay Properties says I won't say I have scientific information right here but we as a company have developed hundreds of thousands of buildings, whether it be residential, retail, industrial, commercial and we have not had that problem. We've pretty much solely used 9x20 foot stalls. I don't know if that's an adequate answer at this moment for you or not.

Oudman says that's fine.

Hull asks Khalil of Global Engineering if he has any questions or comments. Khalil says not at the moment, the letter than we sent are our comments for now. Hull says those were forwarded to the Commissioners and the developers, so everyone has had a chance to receive them. I know Micka said he was hoping to answer a few of those questions tonight. Micka says I think what would be best is we continue to work with Khalil of Global Engineering, I know Kaiser from Abonmarche has had a lot of communication with Khalil and Global Engineering recently. I think there are some we can address over the next weeks just more for clarification than anything. I want to acknowledge receipt of the comments and know that we will continue to work with you over the next couple of weeks before the June meeting. Khalil says thanks and I have been in communication with Kaiser quite a bit and Kaiser has been in communication with our office.

Poparad makes a motion to move the June 1, 2020 Advisory Plan Commission meeting to June 8, 2020. McHarque seconded the motion. Motion carried by unanimous vote.

Attorney Patton says I am fine with that unless the public health emergency declaration is extended. *Inaudible...*

Poparad makes a motion to set the Westport PUD Ordinance Application for a Public Hearing on June 8, 2020 pending all the legalities. Oudman seconded the motion. Motion carried by unanimous vote.

Mark Hartman

Shadyside Mobile Home Park Expansion

Hull says do we have anyone here for that. Building Commissioner Wesley says Hartman said he would be available for an electronic meeting but then I never heard back from him.

Hull says we'll go ahead and table it for now, but we are happy to work with him.

Review: Bonds, Maintenance Guarantees, Letters of Credit

None

Good of the Order and Any Other Business

Khalil says at the beginning of the meeting Building Commissioner Wesley and Oudman discussed elevation compliance. The elevation for a house and the finished floor for a house -- if I'm not mistaken -- is required in the Town Code or if it isn't required it should be, an as-built of the site itself after it's built. This is rather important because we've seen some issues in the subdivisions where someone who built a house had an architectural plan but not a site plan. My point is it's fairly important to require an as-built after the construction is complete to make sure there isn't draining into adjacent lots because that's been a problem that I've seen in the past.

Poparad says the problem is different developers. One developer didn't want to dig a basement as deep as required and plopped a house on the ground sitting on sometimes 2 to 3 feet up which caused ran off into all his neighbor's yards. That's when we came up with an ordinance to address it.

Khalil says I agree with Poparad, I just want to make sure that it's planned. It doesn't have to be high or lower. It could be lower, it's just that it's planned for either drainage easement or somewhat of a ditch or swail in between the houses. As long as it's planned for and constructed for the plan, would make Building Commissioner Wesley's job easier. It takes the guess work out.

Announcements

None

Adjournment

Poparad makes a motion to adjourn at 8:15 p.m. Bozak seconded the motion. **Motion carried by unanimous vote.**

APPROVED on June 8, 2020

Eric Hull, President

Marge Falbo, Secretary