

MUNSTER PLAN COMMISSION
MINUTES OF REGULAR BUSINESS MEETING
Meeting Date: January 9, 2024

The announced meeting location was Munster Town Hall and could be accessed remotely via Zoom, a video conferencing application.

Call to Order: 7:41pm by President Baker

Pledge of Allegiance

New Appointments to the Plan Commission:

Clerk/Treasurer Wendy Mis administered the oath of office to the following new members of the Plan Commission.

- Joseph Hofferth, Town Council Representative
- George Shinkan, Town Council Representative
- Jonathan Petersen, Town Council Representative
- Jennifer Johns, appointed for a 4-year term.

Reappointment to the Commission:

Clerk/Treasurer Wendy Mis administered the oath to the following reappointed member of the Plan Commission.

- Rachel Branagan, re-appointed for an additional 4-year term.

Members in Attendance:

Bill Baker
Roland Raffin
Rachel Branagan
Joseph Hofferth
George Shinkan
Jonathan Petersen
Jennifer Johns

Members Absent:

Staff Present:

Sergio Mendoza, Planning Director
David Wickland, Attorney

Election of Officers:

President:

Motion: Mr. Petersen nominated Mr. Baker as President.

Second: Mr. Hofferth

Vote: Yes – 7 No – 0 Abstain – 0. Motion carries

Vice President:

Motion: Ms. Branagan nominated Mr. Raffin as Vice President.

Second: Mr. Petersen

Vote: Yes – 7 No – 0 Abstain – 0. Motion carries

Executive Secretary:

Motion: Mr. Petersen nominated Mr. Mendoza as Executive Secretary.

Second: Ms. Branagan

Vote: Yes – 7 No – 0 Abstain – 0. Motion carries

Approval of Minutes:

a. December 12, 2024, Draft Minutes

Motion: Mr. Raffin moved approve the December 12, 2023, minutes as presented.

Second: Ms. Branagan

Abstain: Mr. Petersen, Ms. Johns, and Mr. Shinkan

Vote: Yes – 4 No – 0 Abstain – 3. Motion carries

Preliminary Hearings: None

Public Hearings:

- a. PC23-028 The Town of Munster is requesting a zoning map amendment to rezone a portion of property from CD-3.R2 - Neighborhood - 60' Lot One Family Residence District to CD-4.A - General Urban - A Character District at 706 Ridge Road.**

Mr. Mendoza said this property is identified as 706 Ridge Road. The frontage of this property goes from Ridge Road to Briar Lane. The request is to rezone a portion of that parcel identified as the existing commercial building which is the dentist's office and the parking lot within that portion of this lot of record. Eventually, there will be dual zoning on one single lot; anything outside of that will require additional action by the Plan Commission with regard to development plans, any additional subdivision or reconstruction. He explained the history of this property. He displayed the current zoning classification from page 3 of the staff report. That zoning classification occurred shortly after 2019 when the Town updated their zoning map system. This parcel was rezoned residential. Up until 2019, this parcel had dual zoning. The southern half of that parcel was identified as residential, the northern half was identified as commercial. The structure existing on the site was constructed in 1985 when it was zoned commercial. This came to light when the property owner requested an appraisal of the property. The appraisal identified that the parcel was zoned as residential. They came in and questioned how the property was zoned. It was discovered to be an oversight on the zoning map creation and, inadvertently, the entire property, including the dentist's office and parking lot, was zoned residential. At that time, we identified it as legal non-conforming. The appraiser came back and said the legal non-conforming status of the parcel was a risk and liability for future refinancing. They asked if the Town would take the initiative to restore what was previously there for the property owner. The Town contracted SEH Engineering to create a legal description of what was previously zoned as commercial. Exhibit A of the staff report shows the rezoned plat dated October 30th. The front portion, 340 feet of the parcel, will be zoned commercial. The remaining will remain residential. Mr. Baker asked if this goes all the way back to Briar Lane and this was confirmed. Ms. Branagan wanted clarification that there will be no access to the Ridge Road property from Briar Lane. Mr. Mendoza said, as he understands it, there are no current plans for development or any construction. This petition is to restore the commercial zone. Mr. Hoeffner asked if they are planning to raze that building to put something else up or if they just want to legally have what they had. Mr. Mendoza said they are looking to continue the appraisal and possibly refinance

the existing parcel. If they wanted to tear it down, we would have to issue a building permit for the demolition and the new construction.

Mr. Baker opened the public hearing.

James Reed of 633 South Street, of Autumn Ridge Condominiums that shares an address of 633 and 643, Introduced himself. He said that the building sits on the north side of South Street with the (rear) of the property backing up to Casa Del Mar. The property in question here is to the east of their property. He understands the zoning issue; he doesn't have a problem with rezoning. What he has a problem with is the proposed elimination of South Street as a dead-end street and making it a business entrance into this property, as illustrated in a drawing. The reason is that they already have issues with commercial vehicles making a loop around the whole building; you can drive all the way around Autumn Ridge Association. They have started a petition where they oppose turning South Street into an entrance into their parking lot on South Street. Mr. Raffin said since this is a rezoning of this parcel as it is. He asked where Mr. Reed sees the inclusion of the South Street extension as part of their paperwork. Mr. Baker asked Mr. Mendoza if he was aware of this plan, Mr. Mendoza said he was not aware of this either. Mr. Baker said currently to access that building you have to come in the back of Casa Del Mar. Mr. Reed said there is an ingress and easements at the front of the building at 706 Ridge Road. Casa Del Mar, the restaurant, is due west of that. You have to go into Casa del Mar's parking lot to drive through that asphalted area to the north and the east and then into the south Side to enter the parking lot. Out of that parking lot, it currently goes into the back of Casa Del Mar. Mr. Peterson said they are looking at the map and there appear to be bollards there. He asked if the concrete bollards are there from South Street. He asked where the petitioners got the map. Mr. Reed said it was in the packet from the Town. Mr. Peterson asked Mr. Mendoza if it is contemplated that they are going to install bollards from South Street. Mr. Mendoza said he has no record of that. This is just a site plan that shows what is existing of the portion that is being rezoned. He has not received any proposal. Mr. Reed said what was interpreted by the drawing, and a lot of people have the understanding, is that they want to terminate the end of South Street and terminate into their parking lot. Mr. Baker said there is a whole process for that. Mr. Reed said if he is reading it incorrectly, others are reading it incorrectly. There is access from their parking lot into the south end of Casa Del Mar. Mr. Baker asked Mr. Mendoza if a cross access easement exists between this address and Casa Del Mar. Mr. Mendoza said that did not come up in discussion. This was about the rezoning to what was previously there. Mr. Reed said he is an engineer, so he is always focused on safety. Right now, the east side of that building is one-way traffic. You come in from the north end of Casa Del Mar, drive across the building, make a right-hand turn, go to the east side of the building then go to the parking lot. There is an egress out of the parking lot into Casa Del Mar. He doesn't know the relationship between the two. He said that a lot of children and families have moved into Autumn Ridge in recent years, they don't want to lose the dead end of South Street.

Fatima Shabaz of 8515 Madison Avenue said she started this petition to begin with. This (petition) was going on in October and, unfortunately, they did not receive the certified letter. Only a few of them did and that was on December 23rd, which was the weekend before Christmas. That didn't give them time to figure out what was going on. She said not being notified in October; she didn't think that was fair to the neighbors in that area. She said the drawing in question, the one that Mr. Reed brought to them, came from Mr. Mendoza's office, it was provided to them. Mr. Baker said this discussion is just about the rezoning of a property. It does not have anything to do with egress even though that point has been brought up, he thanked them for that. Ms. Shabaz asked what was happening next in Briar Lane. She

said it doesn't make sense; first, they are saying that they are only going to go to a certain point as commercial and the rest as residential. The property was purchased, she guesses for almost \$1 million from Ridge Road to Briar Lane. Her main concern is South Street remains a dead-end street. She asked where the gates were going. It also shows a trash bin at the end of this gated commercial property. Mr. Baker said there is no development plan which would be the outline of what kind of fencing and what bollards would show up. They would have to present a development plan. This issue is just a rezoning of the property. Ms. Shabaz said they already have the package laid out; they already have the gates. Mr. Baker said it is already there; it is already commercial. He noted that as Mr. Mendoza said at the beginning, the owners were trying to refinance, and this came up as an issue that was overlooked when the whole Town did a form-based code. When they rezoned all the parcels in the Town, this parcel got overlooked. This issue is, in his opinion, more administrative. He said the points they brought up are of concern but that is not what they are discussing tonight. Ms. Shabaz said that Mr. Mendoza brought up that it is commercial to a certain point and then residential. Her concern is what will happen in five years when they try to rezone it to from residential to commercial. Mr. Baker said that is the future; anything is possible. Ms. Shabaz said as Mr. Reed stated, there are families who moved in there on Briar Lane. People coming out of Jewel drive like crazy. To have another business close to it or even part of Brian Lane, is not, to her, a good thing.

Pamela Michel from 8505 Madison Avenue said she did get a certified letter and wondered why when the building is on Ridge Road. If she is not affected, why did they get a certified letter. Mr. Baker said he thinks the law is 300 feet from the property line so it would go all the way down to Briar Lane. Ms. Michel said there were only a few of them that got the certified letters. South Street did not receive them, many of the neighbors did not receive them. Mr. Baker said she brought up that there are people she is aware of that did not get the certified letter. Mr. Mendoza said they are close to this parking lot on Ridge Road. She said she is on Briar Lane right where the field is empty, and she gets all that traffic. There is a lot of walking with schools and churches. Mr. Baker said it would be interesting to see the notification list. Mr. Mendoza said we have the list. If they want to identify the neighbor, we can cross reference. Mr. Baker pointed out that it would go to the property owner, in a condominium, if owner-occupied. Mr. Mendoza said we use the Lake County GIS. Mr. Reed said there are 20 units and about one half received the letters. Mr. Baker said it depends on how it goes to the County and the transfer of ownership.

Pamela Golon of 8522 Madison said she was made aware of this through their neighbors. She doesn't have a lot of knowledge about zoning and maps, but she understands that they want to rezone the portion closest to the business as commercial; the remaining would read stay residential. That being the case, why did Pamela get a letter if it is going to remain residential. She said they cleared the wooded property recently so they must have a plan. Mr. Baker said when they rezoned all the parcels in the community, this parcel was overlooked. Anytime something happens to the parcel, it affects the entire parcel. What is happening is the top half would be zoned to commercial and the rest would remain residential. Mr. Raffin said notification-wise, whether commercial or residential, it is on one piece of property. If you are close to the residential part of the property, you probably got a notice. Mr. Baker said if they want to make changes, they will have to go to a development plan process with drawings and they will consider everyone's concerns. Mr. Peterson said he had spoken to Ms. Shabaz previously and he echoes her concerns. In this case, as staff and the Plan Commissioners indicated, we are correcting a mistake the Town made which is the business on the north side of the property will operate

as a business. He echoes what he heard tonight which is South Street should remain residential. South Street should not be punching through. Any attempt by the parcel owner to deviate from that, meaning using South Street or doing something different with the south side, they would be required to come before this body or the Board of Zoning Appeals. That would be addressed at that time, and he would take a dubious view to rezoning it and changing hands. Mr. Baker closed the public hearing.

Mr. Mendoza said there were two letters received, one from Randall Taylor and one from Ms. Shabaz, who spoke here tonight. They will become part of the record. Mr. Peterson said that Ms. Shabaz said she wanted more information. He asked if she had her questions answered. She said no, she is concerned down the road with someone changing residential to commercial. That is their main concern, that down the road, they could change residential to commercial if they wanted to. Mr. Peterson said they can't do that unilaterally; they'd have to come before the Board again and everyone gets notices. They can come before the Board and the members of the Board will listen to them. He said he heard her concerns; she expressed them tonight and she expressed them to him by phone earlier. He takes those concerns very seriously.

Motion: Ms. Branagan moved to send the Town Council a favorable rezone recommendation, including all discussion and findings, to approve PC Docket No. 23-028, the proposed rezoning amendment.

Second: Mr. Raffin. He added that the Plan Commission has heard all the concerns, and that Mr. Baker and Mr. Petersen are absolutely correct on how things will go in the future.

Vote: Yes –7 No – 0 Abstain – 0. Motion carries

- b. PC23-029 Nicholas Georgiou for OSNI (Orthopedic Specialists of Northwest Indiana) is requesting Development Plan approval for a 10,000 SF church building into a medical office facility and the addition of a 10,000 SF medical office building, parking lot expansion, landscaping, and stormwater detention at 9900 Columbia Avenue.**

Mr. Mendoza said this parcel was in front of the Board of Zoning Appeals earlier this evening. They received 3 variances, they withdrew 1 variance, they were denied 1 variance. The petitioners are before the Plan Commission tonight for Developmental Plan Review with consideration for one item as part of the development plan standard. This project consists of converting the existing Gate Church structure. Phase 1 consists of a remodel of the exterior and the 10,000 square foot interior as well as an expansion of the parking lot to accommodate the square footage for medical use. Phase 2 will incorporate an additional 10,000 square feet of additional structure. As part of this upgrade, they will install another ½ acre of lots. Part of this lot will be a detention area. He listed from the Board of Zoning Appeals staff report, all the variances they were seeking and the outcomes. He explained that the enhanced screening variance was deferred to the Plan Commission to decide that variance request during the Development Plan approval this evening. He asked that a condition of any approval include the engineering recommendations made by SEH in their review of the project. This document can be found in the staff report, Exhibit A. These recommendations include proof of a maintenance agreement or reuse of the adjacent parcel for drainage. They have indicated that there is an agreement in place for the storage of stormwater with the adjacent partner. We have requested a copy of this agreement for our records including the maintenance of that. He wanted the Plan Commission member to know about the lot coverage. Mr. Baker asked if they would be able to decide on anything considering what happened at the BZA meeting. He further asked what the bridge is between the Plan Commission and the BZA and what is on this agenda. Mr. Mendoza said the one action they deferred to the Plan

Commission is whether they are required to install the ornamental wrought iron fence along the first lot layer. Everything else has been approved or denied. Mr. Raffin said he is looking at the parking lot and all the parking spaces. He asked Mr. Mendoza if they are exceeding the lot coverage. Mr. Mendoza said he did not know; that is why he is asking them to memorialize the lot coverage. Mr. Raffin asked if the Town Engineer had reviewed the stormwater. Mr. Mendoza said they have, their letter is included as Exhibit A. They need more time on the engineering scope to define the development plan. Mr. Baker asked If there was a signage plan. Mr. Mendoza said there was one included, Exhibit E. Mr. Raffin said he did not see photometric, landscaping, or signage plans but confirmed they were also in Exhibit E of the staff report.

Mr. Petersen said he had to disclose that he is practicing attorney in the Town of Munster. He has provided legal representation to the petitioner's representative, Nickolas Georgiou. Consequently, he will recuse himself from any further actions.

Nicholas Georgiou, Georgiou and Associates, Architects, of Griffith, IN, said he is representing the owners of Orthopedic Specialists of Northwest Indiana. He is the architect of record so he will be addressing the architectural aspects of the project. He said Mr. Pozen will be discussing the civil site aspects of the project. He said the site is the current Gate Church site. The overall master plan is renovating the existing Gate Church with some minor additions which are reflected in the plan they submitted. There is a future Phase 2 which is an addition. When they went through Site Review with the Town of Munster, the Committee indicated that they would need to show the overall master plan as part of the development approval process. They have done that. He wants to clarify that, initially, they are only going to build Phase 1. They have designed parking for the overall development. He said Mr. Pozen will talk further about parking for the entire development. He explained that this is an existing one-story building which was built in 2 phases in the late 1990's. They have reflected some of the comments made. The signage plan is found on drawing A-100. The photometrics are included in the package they submitted. There is a rendering on drawing A-202 of the proposed material, etc. Per the comments Mr. Raffin made, they would have to amend some of their drawings to conform with the BZA decisions that were made in the previous meeting. They will update that relative to what transpired at the Board of Zoning Appeals. They intend to conform with the use of siding materials since one of the denials was the use of EFIS which is the existing material. The owners have wholeheartedly agreed to remove it and replace it with conforming material on the exterior. Since they are limited on the east side of the project with a significant pipeline easement and a utility easement, they have a west facing entrance which was approved by the BZA. The desire of the medical practice is to drop off patients at a covered entrance. They were basically prevented from having their frontage of Otis Bowen Drive and/or Columbia Avenue based on the site. He said he believed they conform to most of the other issues but would let Mr. Pozen talk about the Civil Site, the utilities, and the detention. Russ Pozen of DVG, 1155 Troutwine Road, Crown Point, IN, introduced himself. He asked Mr. Mendoza to project the C-104 site plan for civil plan. He said he thinks most of the comments made were correct, but he did want to clarify a few things. He said Mr. Mendoza brought up the lot coverage. On this drawing, specifically in the top left corner, there is a lot coverage calculation statement of 58%, which is below the requirements. He believes they show that they are meeting the ordinance. He wanted to point that out for clarity's sake so it can be reviewed, they are capped at 58%. For the parking requirements, they do provide 112 parking spaces in both Phase 1 and Phase 2. The combined requirement is 103 so they are meeting the ordinance. In Phase 1, the requirement is only 46 but they are building 93 because of the functionality of the site. He said there were a few comments from SEH, 7 in total. Some of them will need to be coordinated through with Mr. Mendoza because the detention basin location speaks to the right-of-way as mentioned but they are nowhere near the right-of-way. They are near property lines, so clarification

is needed on the engineering review. On some of the other matters, he thinks the answer is that more discussion is needed. He feels that all the engineering comments can be easily resolved. Mr. Baker asked about the drainage, whether the retention pond that's in the northwest corner is built to the spec of losing the one in Phase 2. Mr. Pozen said that the detention basin will be sized and built in Phase 1 and will cover the entire Phase 1 and Phase 2 development. There is a little extra there currently. There is an agreement with the owner of the west property. They can drain into it but if they have a future development there, they will have to come to the Board with a development plan and the detention basin would have to be increased as applicable to the ordinance and would do so at that time. Mr. Baker asked if they would be doing that on this property. Mr. Pozen said they would do that on the west property. That is currently Community Foundation's property but there is an easement. That area is an easement and an easement agreement, a covenant, has been approved and will be recorded for the use of that land which is not OSNI's land. It is Community's land, but it has an agreed upon easement for this OSNI land and Community Foundation land to use that as detention. Mr. Baker asked if they would be able to expand that detention over the property line as part of that easement. Mr. Pozen answered to the south that is not a property line, that is an easement. It is still their property so they can do an expansion of easement. Mr. Raffin commented that the goal is that most of the parking is going in during Phase 1. There is a small parking lot in Phase 2, but they are way over parked in Phase 1. He asked the timelines for Phase 2 since there are not many times that the Plan Commission gives approval for a huge, massive parking lot for a small building. Mr. Pozen said the parking size for 20,000 square feet of medical office space conforms with the medical office requirements overall. The owners are currently Munster residents, and their practice is in Munster. He said when they first started this project, they told the owners that we only needed 46 spaces, they said at their existing practice, they have 80 parking spaces. That is why Phase 1 has expanded beyond that. To Mr. Raffin's question, there is no immediate plan other than to make sure it is approved overall so when they come back to do Phase 2, it will be more procedural, so to speak. Right now, they are committed, they have actually started some demolition on the existing Building, which they are allowed to do. They are moving forward and, hopefully, everything meets the Board's approval. Mr. Baker asked if the owners would be open to saving some money and not putting all that parking in right now. This would be as opposed to putting in all that money and plowing it and taking care of it. They might have a nice, landscaped entryway down toward Phase 1. Then, when Phase 2 does come up, they can incorporate the parking into the plan. Mr. Georgiou said the owners told them that they need a minimum of 90 parking spaces even though Phase 1 by code requires only 46.

Mr. Baker opened the public hearing. There were no comments, he closed the public hearing.

The petitioner asked about the enhanced hedge item that came over from the BZA. He said they have continuous landscaping around the south end of the parking lot and at the entrance. The only missing piece is the ornamental iron fence, but they do have a continuous hedge, trees, and landscaping. Mr. Baker asked if the properties to the west have a similar type of frontage on the entrance to their properties. He said there has been a zoning change and that is why it is unique. Mr. Georgiou said Hospice is to the west of them. He couldn't recall their entrance, but he would figure it out. Mr. Raffin asked who will be handling the maintenance of the detention pond, who mows it, who cleans it, who makes sure it is not all weeds and cattails and filled with silt. Mr. Georgiou said he would have to get back to them on that. It was recorded with the negotiation, the calculation to allow that detention to be for the entire development, and the reference to the Community Foundation for future expansion. He will confirm what is in the recorded copy of the purchase agreement that addresses maintenance. Mr. Raffin said there will be a lot of run off, they may need a good storm trap in the parking lot. Mr. Pozen said they have a hydro down separator as part of this project. Mr. Raffin asked what the release rate is.

Mr. Pozen said they are meeting the ordinance on that. Mr. Baker asked if they needed to talk about the BZA transition to the Plan Commission. Mr. Raffin said the only item to discuss is the fence in front. That was deferred to the Plan Commission as a developmental plan standard. Mr. Baker asked how it looks up and down (the street) because everyone had different zoning requirements. Now, you have the parcel at the entrance and at the corner of a pretty busy part of town. It's going to get even busier especially when the train comes in. It needs to be expanded. Mr. Raffin said if he was asked his opinion on the wrought iron fence, there is not a parcel around Hartsfield or anywhere else that has the fence. If you are heavily landscaping it, he thinks it would look nice, like Hartsfield. He doesn't think any kind of use in that area is going to put in an ornamental fence. There is just one empty property between this parcel and Community Foundation's office building. Mr. Baker said these are the conversations that we knew we were going to have to deal with when we were going through the whole rezoning; one size does not fit all. Ms. Branagan said this is a really small fence, it is not a privacy fence. Mr. Baker said what about when everyone is driving down Columbia Avenue. Mr. Raffin said this project meets the lighting. There are some issues to discuss with engineering; they need to work that stuff out. They are meeting all the building requirements regarding building materials that are approved by the Town of Munster. They are putting in the sidewalks, and the landscaping. He said, based on all that, he'd make a motion to approve contingent on the petitioners working with staff regarding the issues that are outstanding, engineering for one. Mr. Baker asked about the ornamental fence and the 95 parking spaces. Mr. Raffin said he was on the fence about the fence, and he doesn't have a problem with the 95 parking spaces. He said he doesn't think they need to put the fence in because nothing around them has it. Ms. Branagan seconded the motion adding that the current building is not pleasing as is and that she likes the changes that are proposed. Mr. Baker asked Mr. Mendoza if he has a list of contingencies as it relates to this approval. Mr. Mendoza said he does.

Motion: Mr. Raffin moved to approve PC Docket No. PC23-029 contingent upon the petitioner working with staff on the following engineering recommendations.

1. To be compliant with the Town's infrastructure standard, the detention basin should be set back off the right-of-way 10 feet plus 2 feet for every 2 feet of depth. It appears that the pond is approximately 5 feet deep. Therefore, the setback needed is 20 feet on both sides.
2. The maximum grade for grassed bottom detention pond shall be 2% with a maximum slope of 10%. The current slope of the bottom is 1%.
3. Pipe used in sanitary and storm sewer construction shall be concrete, vitrified clay, ABS/PVC composite pipe. Revise all proposed storm sewer pipe material.
4. Add the following to the water main note. Polyethylene encasement meeting AWWA C105 low density. 8 mil thickness is required on all ductile water mains.
5. The proposed curb will need to include reinforcing with two ¾" smooth round greased dowel rods 30" lengths at 40' spacing.
6. Adjusting rings greater than 9' shall not be allowed. Revise adjusting ring call out on all structure details.
7. The Stormwater Pollution Prevention Plan was not reviewed at this time.

Second: Ms. Branagan

Abstain: Mr. Petersen

Vote: Yes –6 No – 0 Abstain –1. Motion carries

Findings of Fact: None

Other Items/ Additional Items for Discussion:

a. Plan Commissions Meeting Dates and Filing Deadlines

Mr. Mendoza said the schedule has been completed and dates confirmed. He explained the change in the Site Review filing deadline is to allow the Committee more time for input by Public Works, Police and Building Department staff. This will allow the petitioners to submit more complete paperwork needed for specific projects. Mr. Mendoza said the final deadlines have been very vague, but we are looking to find Rules and Procedures for the Plan Commission to see if there is any additional language to clarify these deadlines. He said he did find one document that did not provide sufficient evidence as to compliance. We are continuing the 3 weeks or 21 day filing deadline to the Plan Commission meeting date. Mr. Baker said 3 weeks between the filing deadline and when it shows up on the agenda. He asked how often people are come in and want to do projects in the Town, and spend millions of dollars, and have asked for assistance in squeezing that 3 weeks down to 1 week and how long does the staff take to process this stuff. Mr. Mendoza said producing a staff report takes anywhere between 2 and 6 hours to create depending on the size of the project and additional reviews. At the Site Plan Review Committee, we try to notify applicants ahead of time what all would be required for submission. There are, however, many occasions where last-minute items are submitted after the filing deadline which then changes the staff report. Mr. Baker asked if someone wanted to come and spend money in the Town, is there a place on the website to go and get a list of all the things they need to provide before they come and introduce themselves to the team. Mr. Mendoza said yes, we have identified that as part of the Site Plan Review Committee process. What is required for review is part of that. We discuss what additional information is required and they come back for additional review of the site plan. At that time, we review that additional information, and we determine whether they comply with all the requirements. Then we push them through to submission. Mr. Petersen asked who is on the Site Plan Review Committee. Mr. Mendoza said he is included, the Building Official, the Town Engineer, Public Works Director, the Town Manager, and the Police and Fire Chiefs. In addition, there are policies in place to allow up to 2 or 3 Plan Commission members to participate. They don't need a quorum for this. Mr. Baker asked if anyone had squeezed the 3 weeks down- if they had the wherewithal. Mr. Mendoza said in his 21 years, he has had 1 complete application. Mr. Raffin said they would like to review the documents one week prior to the meetings.

Next Meeting: Mr. Baker announced that the next Regular Business Meeting will be February 13, 2024.

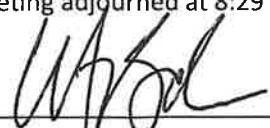
Adjournment:

Motion: Mr. Raffin moved to adjourn.

Second: Ms. Branagan

Vote: Yes – 7 No – 0 Abstain – 0. Motion carries.

Meeting adjourned at 8:29 pm




President Bill Baker
Plan Commission



Date of Approval



Executive Secretary Sergio Mendoza
Plan Commission



Date of Approval