

**MUNSTER BOARD OF ZONING APPEALS**  
**MINUTES OF REGULAR BUSINESS MEETING**  
Meeting Date: March 12, 2024

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

**Call to Order:** Mr. Buksa, Vice Chairman, called the meeting to order at 6:45 pm

**Pledge of Allegiance**

**Members in Attendance:**

Sharon Mayer  
Brad Hemingway  
Ed Pilawski  
Johnathan Peterson, Liaison

**Members Absent:**

Jennifer Johns (With Notice)  
Roland Raffin (With Notice)

**Staff Present:**

Sergio Mendoza, Planning Director  
David Wickland, Attorney

**Approval of Minutes:**

**a. February 13, 2024, Draft Minutes**

**Motion:** Mr. Pilawski moved to approve February 13, 2024, minutes.

**Second:** Ms. Mayer

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

**Preliminary Hearings: None**

**Public Hearings: None**

**Findings of Fact: None**

**Continued Discussion Items/Other Business:**

**a. Board of Zoning Appeals Training Update**

Mr. Mendoza gave an update on Board member training. They had discussed bringing in someone to assist with refresher training as a benefit to Board of Zoning Appeals and Plan Commission members. He said two individuals have been contacted and he has met with one. The second will respond after March 18<sup>th</sup> so he will have more information after that time. He said the individual he is hoping to work with is a fellow AICP member who has provided training and workshops nationally, throughout the state, and locally. She is based in Indianapolis. Their intent is to find out what type of training the members are looking for. He said that the feedback he has received so far is from the Plan Commission questioning how we can use the new Comprehensive Plan, being adopted this year, as a tool to move forward with new developments that come in the future. They also asked us to look at some previous actions to see how our current zoning codes and development standards were applied so if any opportunities were missed, we can learn from that and move forward with other developments. There was a question

about the conditions we can impose on certain projects; to understand the parameters and limits. When a developer comes in, we want to understand how far back we can say absolutely no to a request or if they are within our current codes. He said that a few weeks ago, he emailed the members some Citizen Planners Guides. They were short reads; the person they hope to collaborate with is the author of some of those chapters. He will continue to update the members when he receives more information.

Mr. Petersen said he wanted to thank the members of the Board for attending this meeting. He said that it can be, at times, a lot of work. Even though there is a small stipend, the stipend doesn't come anywhere near to covering the services that Mr. Pilawski, Mr. Hemingway, Ms. Mayer, and all the other members provide. He said he was on the BZA a number of years ago and one of the things he thought was a very nice gesture, and being mindful of the time of all the participants, was when we have an evening like tonight where all we have is approval of the minutes, rather than call a meeting and having all of our members come in just for that purpose, they would just carry it over to the subsequent meeting. That way, we would be appreciative of the time of our members and bring them in when there is substantive work. He said he wanted to put that out for consideration if, in the future, there is a night like tonight when there is only the approval of minutes from a prior meeting. He said he didn't think there were any legal requirements for a meeting for the approval of minutes. Mr. Wickland said there are not. Mr. Petersen said we can be appreciative of our members' time and not call them in when there is just an administrative function that can be saved for the next meeting. Mr. Mendoza said if that is the pleasure of the Board, we will keep that in mind; when there is no other business, the minutes can be set aside until the next meeting. Mr. Petersen reiterated his appreciation for the Board members who attended, for doing their civic duty. He wants to be respectful of their time going forward so that when they are here, they are getting meaningful work done.

**Next Meeting:** Mr. Buksa announced the next regular business meeting will be held on April 9, 2024.

**Adjournment:**

**Motion:** Mr. Pilawski moved to adjourn.

**Second:** Ms. Mayer

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

Meeting adjourned at 6:51 pm

---

Chairman Roland Raffin/Vice Chairman Daniel Buksa  
Board of Zoning Appeals

---

Date of Approval

---

Executive Secretary Sergio Mendoza  
Board of Zoning Appeals

---

Date of Approval