



**Scope of Services and Fee Proposal**  
**Town of Munster, Indiana**  
**Rules of Procedure for the Plan Commission and Board of Zoning Appeals**  
**21 January 2025**

**GENERAL DESCRIPTION**

The general scope of services for this project consists of HWC Engineering developing Rules of Procedure for both the Plan Commission (PC) and Board of Zoning Appeals (BZA) for the Town of Munster, Indiana (CLIENT).

**DETAILED SCOPE OF WORK**

1. The project begins with an analysis of the current Rules of Procedure for the PC and BZA. This review checks for compliance with state law and allows an understanding of local approval procedures.
2. HWC will meet virtually with the Client to discuss their desired outcomes for the Rules of Procedure updates. The discussion will address local approval processes and timelines, local public notice requirements, and other concerns regarding the operations of the PC and BZA.
3. Based upon the direction provided in the previous step, HWC will prepare Draft Rules of Procedure for the PC and BZA.
4. HWC will meet virtually with the Client to review the Draft Rules of Procedure. Desired refinements will be noted and alternative solutions discussed.
5. HWC will refine the Rules of Procedure and prepare the final versions of the documents for approval by PC and BZA, respectively. Meeting with the PC or BZA for the adoption of Rules of Procedure are the responsibility of the Client and are not part of the base scope of services.

Task Summary:

- i. 2 Meetings:
  - Project initiation meeting (virtual)
  - Virtual meeting to review Draft Rules of Procedure.
- ii. Deliverable:
  - Draft Rules of Procedure for both the PC and BZA.
  - Final versions of the Rules of Procedure for adoption by the PC and BZA, respectively.

**PROJECT SCHEDULE**

HWC can complete this work within one month of notice to proceed from the Client.

**PROJECT FEE**

HWC will complete this work for a lump sum fee of \$2,530.