



*At Your Service*

**To:** President and Members of Town Council  
**From:** Dustin Anderson, Town Manager  
**Date:** July 14, 2016  
**Re:** Appointment of Members to the Unsafe Building Board

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The purpose of this memo is to request the appointment of members to the Unsafe Building Board, as per Chapter 26, Article XI of the Town of Munster Municipal Code.

**Background:**

There are multiple code violations at the property on 8012 Beech Avenue. The Town is currently working with legal counsel in order to compel the owner to complete the demolition process and come into compliance. In the possible and unfortunate event the owner should fail to comply with these requirements, the Town will pursue demolition of this property.

The appointment of the Unsafe Building Board is required for us to move forward with demolition of any property. This ensures that the proper hearing authority is in place should the property owner seek to appeal the determinations made by the building inspector.

**Methodology:**

Pursuant to Sec. 26-1342, Munster has a three-member Unsafe Building Board within its Office of Community Development. The board shall consist of two members of the Board of Zoning Appeals and one non-council member of the Plan Commission. This Board is the hearing authority for the Town under the State Unsafe Building Act and the Town Unsafe Building Regulations. To date, no action has been taken by Town Council to appoint members to this board.

The members of the BZA eligible for appointment to the Unsafe Building Board are: Jonathan D. Petersen, Sharon A. Mayer, Daniel J. Buksa, Stuart J. Friedman, and Roland R. Raffin.

The members of the Plan Commission eligible for appointment to the Unsafe Building Board are: Roland R. Raffin, Stuart J. Friedman, William F. Baker, and Michael Mellon.

**Recommendation:** That Town Council appoints three members to the Unsafe Building Board, as per their discretion, selected from the eligible members above. Two members must be chosen from the BZA and one from the Plan Commission.

