

**CHESTERTON ADVISORY PLAN COMMISSION
FEBRUARY 19, 2015
6:30 P.M.**

The meeting was called to order at 6:30 P.M. Present were members E. Delaney, T. Kopko, J. Ton, J. Kowalski and President G. Stone. Town Manager B. Doyle was in attendance. Attorney J. Paulson was present as legal advisor. Member J. Trout and F. Owens were absent. Town Engineer M. O'Dell was absent. The pledge of allegiance was recited.

APPROVAL OF MINUTES

Member T. Kopko moved approval of the minutes from January 15, 2015 seconded by member J. Ton and passed by unanimous voice vote.

COMMENTS FROM THE PUBLIC- None

PRELIMINARY HEARINGS- None

CONCEPT REVIEW- None

PUBLIC HEARINGS- None

OLD BUSINESS

Dogwood Estates Phase 2 & 3 Sidewalk Guar. Comp. 08/19/14 Exp. 08/19/14 (Check) No new information.

Amend Rules of Practice

A revised copy of the rules of practice for the Advisory Plan Commission was drafted by Attorney Paulson for the boards review. Suggestions from the board along with input from Town Engineer M. O'Dell concluded that the first initial submission from petitioners/developers would consist of 5 copies of documentation and or preliminary site plans to be distributed for the Department Heads review 17 days prior to the next regular scheduled meeting. After preliminary review, 12 copies of all revised petitions would be filed 7 days prior to the next regular scheduled meeting. Petitioners were also encouraged to submit an electronic version of all petitions, plans and drawings if available.

The secretary Gail Murawski said that submittal days have always been on a Monday. The change from a 10 day prior to the regular meeting date to a 7 day prior to the meeting re-submittal date would have petitioners filing the revised petitions on Thursday. She expressed to the board that a Thursday filing date would create a hardship for her.

Attorney J. Paulson said the reasoning behind receiving the revised petitions 7 days before the meeting was to give the developer more time to make the necessary revisions.

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There was some additional discussion among the board regarding submittal dates. President G. Stone suggested changing the initial filing of the 5 copies of all petitions to be received 20 days prior to a regular scheduled meeting.

It was the general consensus of the board that the petitioner/developer would file 5 copies of petitions, plans and or drawings by 10:00 a.m. 20 days prior to a regular scheduled meeting of the Plan Commission for preliminary review. After the preliminary review by Department Heads, 12 copies of the revised materials shall be filed by 10:00 a.m. 10 days prior to the regular scheduled meeting.

Member J. Ton moved to amend the rules the petitioner/developer would file 5 copies of petitions, plans and or drawings by 10:00 a.m. 20 days prior to a regular scheduled meeting of the Plan Commission for preliminary review. After the preliminary review by Department Heads, 12 copies of the revised materials shall be filed by 10:00 a.m. 10 days prior to the regular scheduled meeting seconded by member J. Kowalski and passed by unanimous voice vote.

Attorney J. Paulson said the only other changes made to the Rules of the Advisory Plan Commission document, were to clean up a few typographical errors and change the towns address from 726 Broadway to 1490 Broadway.

Member J. Ton moved to accept the revised Rules of the Plan Commission seconded by J. Kowalski and passed by unanimous voice vote.

President G. Stone pointed out that the submittal process is also included in the Zoning Ordinance which must be changed by the Chesterton Town Council.

Attorney J. Paulson said she would draft the necessary changes to the Zoning Ordinance for the town councils approval which would need to take place at a public hearing.

Member E. DeLaney moved to set this item for public hearing at the March 19, 2015 the Amended Rules of the Plan Commission seconded by member T. Kopko and passed by unanimous voice vote.

NEW BUSINESS None

MISCELLANEOUS BUSINESS- None

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ADJOURNMENT

Member T. Kopko moved adjournment seconded by J. Ton and passed by unanimous voice vote.
The meeting adjourned at 7:03 p.m.

Respectfully submitted:

Gail A. Murawski, Secretary

Approved;

G. Stone, President