

**Town of Porter  
Plan Commission  
Meeting Minutes  
February 21, 2024  
6:30 p.m.  
Porter Town Hall**

A. Meeting called to order at 6:30 p.m.

B. Pledge of Allegiance

C. Roll Call/Determination of Quorum

Present: Mr. Eriksson, Ms. Duffie, Mr. Craig, and Mr. Albrecht-Mallinger

Absent: Mr. Bugajski, Ms. Burke, Mr. Burge

Also, Present Ms. Sufana, Ms. Frost, Mr. Barry and Mr. Mandon

D. Appointments of Officers, BZA Appointment and Secretary

Ms. Duffie nominated Mr. Albrecht-Mallinger as President, Mr. Eriksson seconded.

Motion passed 4-0

Mr. Albrecht-Mallinger nominated Mr. Burge as vice President, Mr. Craig seconded.

Motion passed 4-0.

Mr. Craig nominated Mrs. Sufana as Secretary, Mr. Albrecht-Mallinger seconded.

Motion passed 4-0.

E. Quorum-There are enough present for a quorum.

F. Consideration of Minutes from September 20, 2023 meeting

Mr. Craig made a motion to approve the minutes from the September 20, 2023, Ms. Duffie seconded.

Motion passed 4-0.

G. Audience Participation-NONE

H. Site Plan-Signature Graphics requesting site plan for south parking lot. Tim Guse, President/CEO, 100 Signature Dr. They are requesting a site plan approval for south parking lot. They assumed the contractor had got permits for a gravel parking lot on south side for a parking lot when they were notified it was not done. He is asking for permission to go forward with getting permit for parking lot.

Mr. Barry states he went out to inspect for a different permit and observed the parking lot. Normally, a site plan is applied for and a TAC meeting is done but being parking lot is finished he bypassed TAC meeting. Mr. Barry states the parking lot is very well

constructed and drainage is correct. They also cleaned up in that area. This approval is just administrative only, once approved they will apply for permit and pay for it.

Mr. Guse apologized and said they are vested in the Town of Porter and the goal is to keep supporting the Town.

Mr. Craig made a motion to approve the site plan, Mr. Eriksson made the second.

Motion passed 4-0 with roll call vote.

I. Old Business-NONE

J. Preliminary Hearing-NONE

K. Public Hearing- NONE

L. Findings of Fact-NONE

M. Other Business/Old Business-

Update from Town Council-NONE

Update from Attorney-NONE

Board Comments-NONE

Public Comments-

N. Adjournment-Mr. Craig a motion to adjourn, Ms. Duffie seconded.

Motion passed 4-0.

James Burge, Vice-President

Lewis Craig, Fire Chief

Brian Bugajski, Park Director

Tara Duffie

Mary T Burke

ATTEST: Tammie Sufana, Secretary