

Minutes of the Porter Plan Commission
March 22, 1999

A. The meeting was called to order at 7:00 p.m.

B. Pledge of allegiance

Present were Mr. Grasher, Mr. Eriksson, Mr. Donley, Mr. Whisler, Mr. Bell, Mr. Bernth, and Mr. Chemma. Quorum was established. Also present were Mr. Kennedy, Mr. Mandon, and Mr. Powell.

C. Consideration of minutes from previous meeting.

Motion to approve minutes of previous meeting was made by Mr. Bell. Second by Mr. Eriksson. Motion carried 6-0. Mr. Grasher abstained from the vote.

D. Audience Participation

There were no comments from the audience.

E. Old Business

Request of reduction of bond amount – Porter Cove: Mr. Jim Zimmer present to speak regarding issue. Mr. Zimmer stated he was in communication with the town Engineer and would continue this communication to help in obtaining the necessary information to bring before the board for approval.

Mr. Bernth questioned progress on formation of a homeowners association. Mr. Zimmer stated it is the responsibility of the developer to form the association and that he will follow its progress. Mr. Dale Tipton, 1374 Essex Drive expressed concern over the formation of association, and it's responsibilities to the subdivision. Mr. Chemma advised that his concerns be re-directed to the association upon it's formation.

Motion by Mr. Bell that matter be tabled to the next meeting until Mr. Babcock and Mr. Powell have an opportunity to review issue together. Second by Mr. Donley. Motion carried 7-0.

F. New Business

Review of the Plan Commission Rules and Procedures: Mr. Mandon recommending changes in wording of Plan Commission Rules and Procedures. These changes to be reviewed with Mr. Kennedy for language approval. The following issues were discussed and agreed upon:

1. **Meetings:** Should be left to the president to schedule an alternate date, no longer needing the unanimous consent of the members.
2. **Agendas:** A copy of the meeting agenda should be placed in the Town Hall three business days prior to scheduled meeting. Changes to the agenda may not be accepted after the posting of the meeting agenda.
3. Mr. Kennedy will review Article V to refine the wording regarding decision making of commission members when a financial interest is involved.
4. **Public Hearings:** Ten copies of each petition will be submitted by petitioner to the commission via the Clerk-Treasurer at least 10 days prior to the scheduled meeting. The Clerk-Treasurer will assign a docket number to each petition upon receipt.

5. **Fees:** The fees had been updated and approved, a new list needs to be submitted to the Clerk-Treasurers office. Fees to be added and researched: site plan, rezoning, PUD, comprehensive plan change.
6. **Meeting notices:** Notices will continue to be posted in both the town hall and the public library. Mr. Mandon suggested a new notification method involving signage upon properties up for approval by the commission. The sign would be required to be placed upon the property in question 10 days prior to the meeting. The sign would be approximately the size of a real-estate sign. Currently being utilized in some communities in Lake County. Policing of proper signage an issue for further discussion.
7. **Plat approval:** The language needs to include the requirement of a financial instrument (i.e. a letter of credit) to continue on with final approval procedures. It was suggested the Town Engineer, Town Planner, or designee to secure the financial instrument.
8. **Amendments:** A unanimous vote of the members present, or quorum.

G. Adjourn:

Motion to adjourn by Mr. Donley. Second by Mr. Grasher. Meeting adjourned at 8:20 p.m.

Eugene Chemma
President

Lisa Liebert
Secretary