

LONG BEACH BUILDING COMMISSION
MEETING MINUTES
January 8, 2016

Call to Order by: __@8:30

Roll Call: _p_ Joe Jogman

p Robert Lemay Excused from meeting @ 10:30am

p Peter Byvoets

p Lawrence P Wall

p Aaron Tomscheck

Approval of minutes from previous meeting:

Motion: L. Wall

Second: P Byvoets

Vote: Yay_5__ Nay_____

Accepted_x__ Accepted with corrections____ Rejected_____

Commissioners report:

See attached: report form Aaron Exhibit "A"

Old Business:

See report attached marked Exhibit "A"

New Business

1. Motion to elect chairperson/president of building commission - 5/0
2. Elected L. Wall Chairperson of building commission. Motion: P. Byvoets – 2nd R. Lemay – Motion carried 5/0
3. FOIA policy - copy attached marked Exhibit 'B' - presented and approved for adoption by the building commission. Motion: R. Lemay – 2nd : P Byvoets – Motion carried 5/0
4. Electronic drawing requirement policy – copy attached marked exhibit 'C' presented, discussed and approved for adoption by the building commission. Motion: R. Lemay- 2nd J. Jogman – Motion carried 5/0
5. Communication policy/procedures – copy attached marked exhibit 'D' presented, discussed and approved for adoption by the building commission. Motion: P. Byvoets – 2nd: R. Lemay – Motion carried 5/0
6. Tiered Permit Application procedure – copy attached marked exhibit "E" presented, discussed and approved for adoption by the building commission. Motion: R. Lemay – 2nd: J. Jogman – Motion carried 5/0
7. Building Commissioner directives – Copy attached marked exhibit "F" presented, discussed and approved for adoption by the building commission. Motion: R. Lemay – 2nd: P. Byvoets – Motion carried 3/0
8. Discussed open items;

- a. Fargo – Neulib requests relative to 2216 & 2120 LSD.
 - i. Aaron will send copy of HWL letter to commission members and send letter of explanation to J. Neulib & C. Fargo
 - b. Sharkey 12/10/15 request for public review and comment on 28/29 seawall permits and Sharkey request for FOIA access to permit records.
 - i. Permit records are to made available to Sharkey, emails will be made available to Sharkey
 - c. Bartlett FOIA request for LSD permit records for homes @ 21/22/23.
 - i. Permit records will be made available to Bartlett
 - d. Fargo Northern property line email 1/6/15.
 - i. Ongoing discussion and survey per town council.
 - e. Fargo Occ Permit email 1/7/16
 - i. See; Fargo Neulib request @ (a) above
 - f. Fargo request to health department
 - i. Informational only for commission
9. 1412 LSD BZA application
- a. Was building permit applied for?
 - b. Were proper drawings attached?
 - i. Site plans for new home
 - ii. Proposed new home drawings/plans
10. Snow Fence procedures/policy?
- a. Discussion, no resolution tabled

Public Comment

- 11. D. Kavanuagh – Thank you to past commission, commission take into consideration of a female for next appointment
- 12. J. Neulib – stop work order on seawalls @ 28/29 –
 - a. Discussion ensued about ability of commission to stop work
- 13. J. Bartlett – Silt fence removal on lsd/chastleton project.
 - a. Aaron gave approval to remove silt fence after a resident complained about it.
 - b. Commission recommended that all silt fences remain in place, and maintained, until completion of job.
- 14. ???? – Dumpster overflowing @ LSD/Chastleton.
 - a. Aaron advised that it was being dumped today (1/8)
 - b. Comission advised residents to call police on nuisance issues.
- 15. J. Neuilib – J Bartlett – Extension of seawall at stop 31 lakefront home (plywood)
 - a. Discussion about what has taken place. Aaron will get in touch with owner and request permit or purpose.

Next Meeting scheduled for February /12/ 2016 @ 1:pm

Adjournment: Motion: Joe Jogman
Second Pete Byvoets
Yay _4___ Nay __0___ Carried
Meeting Adjourned @ 11:46 am

LONG BEACH BUILDING COMMISSION

Minutes Dec 11, 2015

EXHIBIT 'A'



Call to Order: 8:30 A.M.

Roll Call:

Commissioner: Aaron Tomscheck

Commission Members: Bob Angelo, Donna Kavanagh, Pat McDonald, Larry Wall

Quick Facts for the month of November:

- We had 24 Construction Permits worth \$2,954,717 generating \$10,025 in revenue for the town.
- We had 4 Electrical permits worth \$505 generating \$50.50 in revenue for the town
- Streets approved 0 Beach access permit
- Streets approved 2 Street-cut permit
- As of November 30, there were currently 324 registered contractors
- We had 0 fines issued

Business:

- Approval of November and Special Meeting Minutes (4-0)
- Quick Facts Over View
- Appointment of Electrical Inspector
 - Per TOLB ordinance, yearly electrical inspector appointment was recommended by Aaron that the current inspector, Mr. Leroy Pinkston, stay on. (5-0)
- 2016 Contractor Registration
 - Updated Contractor Registration Application had been sent to Pete (Byvoets) to be on town website.
- 2906 LSD Demolition Update
 - Engineer has met with property owner, neighbor to property, and potential buyer of the property to go over concerns. Engineer has also contacted IDEM with regards to needed permits. Owner has been given invoice for the town's fines and fee's. Waiting on payment and application.
- FOI Policy
 - Further discussion tabled.
- Emergency Construction
 - Definition of this topic was sought but not responded to yet.
- 2216 LSD "Stop Work"
 - Septic permit has been reinstated by the LaPorte County Board of Health. Owner/Contractor are seeking to have the Stop Work order lifted that was put in place by TOLB due to the septic recall. Stop work order lifted (3-2)
- New Projects
 - Plans have been submitted and needs to be reviewed for the following: 1602 LSD, 1604 LSD, 2310 LSD, and 2308 LSD.

Approved

Next Meeting is Jan 08, 2016

EXHIBIT "B"

To: Bob Schaefer and Julie Paulson

Date: 10-9-2015

Regarding Access to Public Information

The ACT:

The **Indiana Access to Public Records Act** is a series of laws designed to guarantee that the public has access to public records of government bodies at all levels. Public records are defined as essentially any information created, maintained or filed by government agencies. Exemptions include trade secrets, confidential information received upon request, academic research, licensing information, medical records, anything declared exempt by the Supreme Court, autopsy photos or videos, social security numbers, law enforcement investigations, attorney information, personal files of employees, names of charitable donors, security measures for telecommunications, schools, and general infrastructure, correctional officer information, complaint information within law enforcement agencies, contact information for utility employees, or labor negotiations.

Any person can request public records in Indiana and no request may be refused due to a lack of statement of purpose. Record cannot be used for commercial purposes except if it is news publications, academic research, or non-profit organization activities that are using the information. The Indiana statute allows for seven days to ~~respond~~ **TO** **INDIANA ACCESS TO PUBLIC RECORDS ACT** requests. **RESPOND.**

The Process:

In general:

All information required or submitted in proof or support of an application for a building permit or a zoning variance is to be available to the public in its original form of submission. No summaries or supplements are sufficient. This means the original documents from which any and all decisions are made concerning the application and documents that are part of the approval process such as certified letters

of notification and legal postings and any other documents submitted or required to complete the process.

Specific:

1. All documents submitted for a permit or variance are available at one location, easily accessible, for viewing or reproduction by the public. The requestor does not have to state a reason to view this information.
2. These documents are to be made available from the moment the first request for a building permit or variance petition is filed and in advance of any hearing so that the public may respond in a timely fashion.
3. The building commission and no other is responsible for ensuring that the documents are accessible in one location complete and accurate and meet **all** requirements to satisfy the issuance of a building permit. The same is true for the BZA.
4. The sum total of the information on the submitted documents must be sufficient to satisfy each and every building and zoning ordinance of the town.
5. Any information that is to be redacted from the original documents is to be so "stamped" and certified by the appropriate authority.
6. In **no** case can information be redacted that has a bearing on the approval of a permit or variance: this means dimensions, site location, volume, height, site plan, foundation plan, length and width, etc. including any calculations.
7. Calculations to satisfy Town ordinances and Variance petitions are to be double-checked and certified (that they meet all of the Town ordinances) by the Building Commission and made part of the retained documents.
8. If a document is submitted to the building commission or the bza it is to be retained as a public document in its original state forever and is available for public viewing.
9. A duplicate set of all documents is to be maintained by the clerk treasurer to ensure that the document record is complete. No original documents or their duplicate are to be removed once they are submitted.

10. The office of the building commission and no other is responsible to ensure that all of the above is accomplished.

Exhibit "C"

Long Beach Building Commission

Electronic drawing requirement policy

- 1) Electronic Drawings/submittals - In addition to paper hardcopies, drawings & specifications shall be submitted in electronic format whenever possible but will be **required** for the following projects:
 - a) New construction
 - b) Work which will require a change in footprint on a zoning lot or lots
 - c) Additions to existing buildings
 - d) Renovations that will change interior walls either by removal or addition
 - e) Work over \$35,000.00 in cost
 - f) Renovation over 400 sq. ft.
- 2) Hardcopy drawings must be initialed by the applicant upon presentation to the commission or town for consideration & date stamped when received by the town or commission

Adopted: January 8 2016

Exhibit "D"

Long Beach Building Commission

Communication policy

- 1) All communications to the town or commissions attorney, must be in written form and directed through the president/chairperson
- 2) All notices of potential or actual litigation must be forwarded to all commission members immediately
- 3) Any notices that are sent to the building commission must be disseminated to commission members upon receipt by the town, or building commissioner.
- 4) All communications with permit applicants with regard to the permit process, requesting additional information, approval, denial or alteration of submittals must be in written form

Adopted: January 8 2016

Exhibit "E"

Long Beach Building Commission

Tiered Permit application policy

- 1) There shall be at least two levels of permit application.
 - a) One for 'minor' projects that would not require commission review
 - b) One for projects that require commission review
 - i) Permits that may be issued without building commission approval;
 - (1) Window replacement
 - (2) Siding replacement
 - (3) Roofing removal & replacement
 - (4) Repair of existing structures which does not change footprint or configuration of the structure
 - (5) Landscaping work?
 - ii) Permits which will require review by the building commission;
 - (1) New construction
 - (2) Work which will require a change in footprint on a zoning lot or lots
 - (3) Additions to existing buildings
 - (4) Renovations that will change interior walls either by removal or addition
 - (5) Work over a specified cost
 - (6) Renovation over a specified sq ft range.
 - (7) Shore protection
 - (8) Land disturbance
 - (9) Work which will affect or increase lot coverage
 - (10) Work which requires structural changes within a building
 - (11) Construction permits as may be deemed necessary for entire commission review

Adopted January 8 2016

Exhibit "F"

Long Beach Building Commission

Building Commissioner Directives

- 1) Building Commissioner
 - a) Building commissioner is responsible to the building commission and must be supervised by either the chairperson or designated commission member
 - i) Joe Jogman will review and approve time sheets
 - b) There shall be oversight/review of the paid commission staff, review the weekly time sheets for staff and approve same. A commission member shall be appointed as the person responsible for this task.
 - c) Any expenditures over 200.00 shall require review by commission members before funds are appropriated.
 - d) There shall be specific building commission office hours and posting of same.
 - e) It is the building commissioner's responsibility to enforce all ordinances of Title XV and ensure that the storm water prevention plan and Flood Plain ordinances are adhered to, and enforced.
 - f) The building commissioner shall provide no opinions on changes to the zoning ordinances or building codes unless they are approved by the building commission
 - g) Any action to be considered by the building commissioner that relates to ethical, legal, or other sensitive issues shall be brought before the building commission before it is acted upon
- 2) Building Commissioner Job description needs to be developed/modified and voted on

Adopted January 8 2016