

Burns Harbor Advisory Plan Commission

Minutes of Monday, September 14, 2026

The Advisory Plan Commission of the Town of Burns Harbor, Porter County, Indiana, met in a regular session on Monday, August 3, 2026, at the Burns Harbor Town Hall. The meeting was called to order by Advisory Plan Commission Vice President, Aaron Adcock, at 6:00 pm.

The Pledge of Allegiance to the American Flag was recited.

Roll Call:

Toni Biancardi.....	Absent
Bernie Poparad.....	Present
Roseann Bozak	Present at 6:02 pm
Travis Dunlap	Absent
Gordon McCormick.....	Present
Aaron Adcock	Present
Michelle Watkins.....	Present

Additional Officials Present

Attorney: Clay Patton, Building Commissioner: Joe Lawson, and Secretary: Jill Sherrill.

Also Present

Tom and Debbie Lightfoot, Adam McAlpine- McAlpine Consulting, and Juan Gonzalez.

Minutes

Poparad made a motion to approve the minutes of August 3, 2026. Watkins seconded the motion. Poparad-Aye, Watkins- Aye, McCormick- Aye, Bozak- Absent, Dunlap- Absent, Biancardi- Absent, Adcock- Aye. Motion passed.

Communication, Bills, Expenditures

Review: Bonds, Maintenance Guarantees, Letter of Credit

Report of Officers, Committee, Staff

Adcock asked Building Commissioner Lawson what the update was on the Tech Dr. review. Building Commissioner Lawson stated that I saw an invoice was sent over that they need to pay. I will be doing the inspections with Shem from Global Engineering.

Adcock asked Building Commissioner Lawson for a status on 1219 Stanley St. We discussed at our last meeting the homeowner potentially wanting to convert the property from residential to multi-family. Building Commissioner Lawson stated that I spoke with the homeowner, and she said she is not converting the property into a multi-family unit. She knows she cannot do that.

Adcock stated the last thing we have to discuss is Corlin's Landing Phase 2 paving. The owner of the development is here this evening to speak. Lightfoot stated my name is Tom Lightfoot, and I am the manager of R&D Developers. I have been in contact with a couple of different asphalt companies, but I am going to need the Town of Burns Harbor's help. If the Town Engineer can

come out and spray-paint some areas that they feel need to be replaced, upon getting a bid. I am also going to need some help with getting residents to park off the streets, because I cannot enforce that. I will have the paving done this year. Bozak questioned when Global Engineering comes out; who will be paying for that? We on this board have no budget to pay for engineering. Lightfoot stated well then I will just do it without the engineer coming out. So, if my asphalt guy says this is what I believe you need to do, should I just go with that? Bozak stated I don't have the answer to that. Attorney Patton stated I will have to look at Town Code, but I know there are some provisions within Town Code that developers must reimburse for expenses for engineers and legal expenses. I am not sure if this will fall under that or not. Lightfoot stated I will give you guys a week to figure it out yourselves. Attorney Patton stated you get to decide the deadline? Lightfoot stated I didn't say that I will give you a week to get in contact with you. I will be in touch with you, and we can go from there.

McCormick stated that the Taco Bell is losing more traffic delineators again. Building Commissioner Lawson stated that I will talk to INDOT regarding that; I know there is a limitation on that and how long they are required to keep those there.

New Business

Sidewalk Ordinance

Adcock stated that we have looked at this a few times; the goal tonight would be to potentially set this for a public hearing for the October meeting. McCormick stated that the only question I have is part 7, stating that a property owner is responsible for maintaining sidewalks adjacent to their property and ensuring compliance with safety standards. If the ADA changes something, is that homeowner responsible for the upgrades to the ADA improvements? I want to know who would be responsible for that, the homeowner or the Town of Burns Harbor. Building Commissioner Lawson stated that I believe that would fall under some of the improvements that we could investigate by getting reimbursed. That would be something we could potentially look into with that. McCormick stated that I just don't want to see a homeowner have to put out money for that. Adcock stated under number 5 stated that any new install needs to be the latest edition of the ADA guidelines. I don't think you can come back 10 years down the road and expect the homeowner to be responsible. Poparad stated that we have been talking a lot about a timeline for sidewalks. I don't see anything here where it says you must put a sidewalk in vacant lots. If you are going to have a subdivision, all sidewalks need to be completed. Building Commissioner stated that under subsection (B), it states that prior to acceptance of any and all subdivisions, sidewalks must be installed and completed. McCormick stated I think that needs to be modified to state all lots, not just lots that are occupied. A discussion was held regarding the language the board would like added to subsection (B). Bozak stated that I believe in no. 7, we meant for it to be worded that a property owner is responsible for fixing any minor cracks or bumps and the clearing of the sidewalks. How do we word it to make sure that we are not locking citizens into paving for ADA upgrades that they have on their sidewalks? Attorney Patton stated that this was language that was selected for me, so I would suggest that we have this discussion, and you tell me what you want it to read, and this be tabled. We need to get the majority of this commission's membership to agree to it. Bozak asked what you would suggest ending that with to ensure compliance with safety standards. Attorney Patton stated that I will need to think about that; I don't have the answer right now. Poparad stated that if you read number 5, it already says handicap ramps shall be installed at all street crossings per the latest edition of the ADA guidelines. So, if anything needs to be changed in compliance, the Town of Burns Harbor should handle. McCormick stated that is a good point; you are right. Poparad made a motion to move the Sidewalk Ordinance to a Public Hearing contingent on the wording of 15-13-31 (B) to add all plated lots. McCormick seconded the motion. Poparad-Aye, Watkins- Aye, McCormick- Aye, Bozak- Aye, Dunlap- Absent, Biancardi- Absent, Adcock- Aye. Motion passed.

Site Plan Review Process

Adcock stated that we just need to designate a point of contact person, who should be the Building Commissioner, to coordinate with the engineers and the applicant. After they have come to this board for a site plan review or the initial meeting, their point of contact for any questions would be directed to the Building Commissioner. Building Commissioner Lawson asked if that includes any blueprints and drawings because if it involves the Plan Commission and they ask questions, I want to be prepared equally and have time to review drawings and information. McCormick stated this would be for commercial or residential; if they want to come to this board first, there is no cost, and they can discuss what they want to do. Building Commissioner asked if I should not tell people to reach out to me and tell them they need to come to the Plan Commission meeting first for that information? Poparad stated I feel they need to reach out to you, so you have full context on what they are wanting to do and give us a heads up. They still must come, but you will at least know what is being brought before the board.

Engineering Standards Chapter 14

Adcock stated this has not been looked at or reviewed since 2013. I know the engineer is not here tonight, but just for us to start reading and looking in to for updates and having the engineer review.

Old Business

Proposed Code Book Amendments

Light Ordinance

Building Commissioner Lawson stated that I was waiting for the Plan Commission to review what was established on the list of questions that I sent over. Bozak stated that I did not have any questions.

Announcements

None

Good of the Order

McAlpine stated that my name is Adam McAlpine and I am working on the excavation permit for 298 Meadowbrook. I want to obtain approval for a public hearing at the next meeting. I didn't know if this was intended for a work session and then, at the next meeting, to have a public hearing. Building Commissioner Lawson stated that I would need time to review the information that you sent and look at the drawings. McAlpine stated that I have hired a surveyor and prepared a site plan for the Meadowbrook property. I have also been in communication with the Indiana Department of Environmental Management because they were concerned about the original problems with no permits being obtained. McAlpine went over the property details. My client wishes to re-grade the property so that some areas of the property will be raised and some areas will be hauled away. We are intending to cut down the mound. Any excess would be hauled away. Building Commissioner Lawson asked if the elevation readings were reflective of after or prior to the soil being hauled away. McAlpine stated that those are existing. Building Commissioner Lawson stated that the soil being removed will change that. McAlpine stated that is corrected and shown on sheet 3. Right now, we are trying to get that ground stabilized. I spoke with IDEM and let them know I am working with the Town of Burns Harbor, and we are working through the process. Once it is approved, I will follow up with him. There is a sanitary sewer line out in front of the property that my client wishes to extend to a new sanitary sewer service to it. Building Commissioner Lawson stated that all of that will need to be inspected by our Sanitary Superintendent. Secretary Sherrill stated the \$100 application fee has not been paid. Attorney Patton stated, if the application fee hasn't been paid, why is this on the agenda? Building Commissioner Lawson stated that I have not reviewed the current drawings that were submitted tonight at this meeting. I also must talk to Superintendent Downey since they are talking about tying into the town's sanitation. That will involve inspections, both locally and, I believe, from the county as well, to mediate an existing septic system. Attorney Patton stated that, to me, this is

more of an informational discussion; I would suggest that we go through the formal process of submitting the application with all the documents and paying the application fee. The Plan Commission can look at this at the October meeting, and then if the commission chooses, then you can set it for a public hearing on November 2nd. Building Commissioner Lawson asked if it was possible, due to potential inclement weather happening, that if they wanted to do so, to request a special meeting to expedite that. Attorney Patton stated that yes, that is a possibility.

Adjournment

Bozak made a motion to adjourn at 6:49 pm. Watkins seconded the motion. Poparad-Aye, Adcock-Aye, Dunlap-Absent, Watkins-Aye, Bozak-Aye, McCormick- Aye, Biancardi-Absent.

Motion passed.

Approved October 5, 2026

Toni Biancardi, President

Jill Sherrill, Secretary