

CITY OF EAST CHICAGO  
PLAN COMMISSION

BOARD MEMBERS

Val Gomez, President  
Anthony Serna, Vice President  
Lilia Ramos, Secretary  
Joanne Moricz, Commissioner  
Chanthini Fowler, Commissioner  
Douglass Sloss, Commissioner  
William Allen, Commissioner  
Lydia Lopez, Commissioner  
Stacy Winfield, Commissioner

Regular Meeting Minutes  
(Via Zoom Videoconference)  
Monday, March 1, 2021 @ 4:30 p.m.

Reported for Fissinger & Associates  
By: Lisa Pena

CALL TO ORDER: 4:30 p.m.

ROLL CALL: Present in Chambers: Val Gomez, Anthony Serna.  
Chanthini Fowler, William Allen

Present Via Zoom: Lilia Ramos, Joanne Moricz,  
Douglass Sloss, Stacy Winfield

STAFF: Present in Chambers: Richard Morrisroe, Douglas  
Powers, Esperanza Ceja Ramirez

PLEDGE OF ALLEGIANCE:

APPROVAL OF MINUTES: Regular Meeting of Monday,  
February 15, 2021

Comments/Questions: None

Motion to approve February 15, 2021 Regular Meeting Minutes  
made by Anthony Serna. Second by Lilia Ramos.

Roll Call: "All in Favor": All Abstain: None  
Opposed: None Motion Carries.

NEW BUSINESS:

CITY PLANNER'S REPORT:



1 MR. GOMEZ: We'll move on to New Business. We have the  
2 City Planner's Report. We have the Indiana Citizen Planner's  
3 Guide, Chapter 10, Site Development Plan Review.

4 MR. POWERS: Good afternoon, Council. This chapter  
5 directly pertains to a lot of the job responsibilities of the  
6 Plan Commission. So it is good to be familiar with it.

7 Start off by reading the Introduction and going to  
8 some of these details a little bit.

9 Site and development plan review of public and  
10 private projects is conducted by the Plan Commission or its  
11 designated staff to ensure compliance with stated policies of  
12 the comprehensive and other relevant jurisdictional plans and  
13 zoning district development and design standards.

14 Nearly all physical development necessitates the  
15 submission of a site/sketch plan before a permit can be  
16 issued.

17 Examples include, but are not limited to fences,  
18 signs and pools.

19 On the more simple end of the scale is a  
20 residential garage. One must know the size of the garage,  
21 how it relates to other structures on the property and its  
22 distance from property lines.

23 More complex projects such as a new bank,  
24 multifamily residential, retail center, business park, et  
25 cetera, or projects in specifically designated districts  
typically will require a development plan before a permit can  
be issued.

In these cases there are many issues that need to  
be addressed including access from public streets, site  
layout, building size, internal vehicular and pedestrian  
circulation, drainage, parking, landscaping, utility  
connections and lighting.

Design details including building materials,  
architectural style, roof, entrance details and others also  
may be important to a community.

So the section that talks about defining a site  
plan a lot of that is determined by what the Building  
Department and Planning Department are looking for in regards  
to permits and zoning clearance.



1           The section that goes around defining development  
2 plan, this goes into some details that are good for you to be  
3 familiar with. What I would add onto this is that how our  
4 process works here is the contractor has to originally submit  
5 plans to the Planning Department.

6           Those will be reviewed internally. Then there  
7 would be a tech committee review date that the would be  
8 established.

9           And what the tech committee would do is all the  
10 affected department heads that would have a say in how this  
11 does or does not comply with their standards would give  
12 technical feedback in regards to what the proposes project  
13 was.

14           Now with that being said if there's any corrections  
15 that are needed, if everything is not viewed as technically  
16 correct, they would have to make those corrections. Then  
17 that would have to be brought back in front of the technical  
18 committee.

19           At the time which all corrections have been  
20 successfully addressed and met everyone's requirements then  
21 that project would come before you. And then you would have  
22 the determination on approval or denial at that time.

23           So this shows some examples of possible flowcharts.  
24 But really that is how our policy is and our standards.

25           So if you do have any questions that pertain to how  
we handle things or something that I didn't necessarily  
discuss in this chapter like compliance with the  
comprehensive plan, that weighs into the process as well, I  
will gladly answer those questions.

          However it's kind of more general and case by case  
a lot of times.

          MR. GOMEZ: Any questions or comments? Thank you,  
Mr. Powers.

          MR. POWERS: Thank you.

          OLD BUSINESS: None.

          COMMISSIONER COMMENTS: None.

          PUBLIC COMMENTS: None.



1                   \* Next Regular Meeting Date: Monday, March 15,  
2021 @ 4:30 p.m.

3                   Motion to adjourn was made by Anthony Serna. Second by  
William Allen.

4                   Roll Call: "All in Favor": All           Abstain: None  
5                   Opposed: None           Motion Carries.

6                   \* Meeting ended at 4:42 p.m.

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Approval of Meeting Minutes of  
Monday, March 1, 2021

Approved and Signed March 15, 2021

  
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Val Gomez, President

  
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Ateria Allen, Interim  
Recording  
Secretary

  
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Anthony Serna, Vice President


  
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Lilia Ramos, Secretary


  
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Joanne Moricz, Commissioner

  
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Stacy Winfield, Commissioner

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Douglass Sloss, Commissioner

  
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William Allen, Commissioner

  
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Lydia Lopez, Commissioner

  
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Chanthini Fowler




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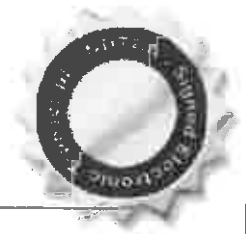
C E R T I F I C A T E

I, Lisa Pena, a competent and duly qualified court reporter, do hereby certify that I did report in machine shorthand the foregoing proceedings and that my shorthand notes so taken at said time and place were thereafter reduced to typewriting under my personal direction.

I further certify that the foregoing typewritten transcript constitutes minutes of said proceedings taken at said time and place, so ordered to be transcribed.

Dated at Portage, Indiana, this 7th day of March, 2021.

  
\_\_\_\_\_  
Lisa Pena  
Notary Public Porter County  
Certified Shorthand Reporter  
License Number 084-003483



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