

**General Code Review Committee  
Agenda for the  
Tuesday, Oct 15, 2019 Meeting  
7p at the Town Hall**

Approval of Minutes of August Meeting

Discussion: Editing and updating 31.24 Standing Committees; Committee Liaisons and 31.01 Continuation of Boards and Commissions.

(review recommendations by Ken Thompson -sent in August)

Discussion of Golf Carts Ordinance, 75.01 for possible updating

New Business

Public Comments

Reminder: Please let me know if you are attending or not attending the upcoming meeting. Because of a lack of a quorum in September, only three members came, we were unable to meet. I received emails from three members who were unable to attend because of business or personal commitments. However, I was not contacted by three members who did not attend. Also keep in mind that we will meet every month on the 3rd Tuesday, unless notified early that we will not meet.

**GCRC Committees of the Board**

**31.24 Standing Committees; Committee Liaison**

Note: In this section of Chapter 31 Part (A) reads: "The following standing committees shall be committees of the whole, and shall be the standing committees of the Council and their respective duties." There are six committees, Security and Fire Protection, Streets and Utilities, Parks and Recreation, Environmental and Public Affairs, Building and Zoning and Finance and Administration. Part (B) The president shall annually appoint one or more Council members as liaison for each standing committee. Committee members so appointed shall serve a term concurrent with the term of the appointing President.

Discussion: It appears that the only two standing committees that are active are Parks and Recreation and Building and Zoning. I am not sure that these two follow their respective duties. Parks: "The Parks and Recreation Committee shall maintain liaison with the Ogden Dunes Park." Building: "The Building and Zoning Committee shall maintain liaison with the Building Commissioner, the Board of Zoning Appeals, and the Plan Commission.

This section should be rewritten to reflect the current method of governing and administering the Town **or** incorporate the concept that the standing committees are the working committees of the Council, that is prepare recommendations for action by the Council. For example, from my experience with the General Code Committee and observing the Council in action, there are three committees that do this – the Building and Zoning Committee, the General Code Review Committee and more recently the Historic Character and Preservation Standards.

In regards to Security, Fire, and Streets the Council relies on reports and recommendations from the Fire Chief, from the Marshal, and from the head of the Street Department.

### 31.40 Introduction and Passage of Ordinances

I believe that this section is followed, except there is no mention of the reliance of the Council on the General Code Committee or the Building and Zoning Committee. Perhaps this needs to be included.

### Chapter 32: Departments, Boards and Commissions

#### 32.01: The Following boards, commissions, and appointments are in full force and effect.

Note: what follows is a list of 15 created, I am assuming, by the Town Board through a resolution. It is a mix of boards, commissions, committees, and appointments. This list needs to be segmented and respective reasons for their creation include.

It includes appointments: representative to the Northwest Indiana Planning Commission, Safety Director, Town Engineer.

It includes Plan Commission, Building Code Review Committee, Board of Zoning Appeals. These are then given separate sections – 32.02 Advisory Plan Commission and 32.03 Master Plan, Subdivision Control Ordinance, Zoning Ordinance and Building Code Review Committee.

It includes other committees and boards without any description.

- Town Beautification Committee

- ADA (Access) Committee

- Dog (Animal) Committee

- Environmental Advisory Committee

- Cable Advisory Board

- Shore Protection (Beach Nourishment and Preservation) Committee

  - Note: In 1995 the Council created the Beach Nourishment Advisory Committee (Ordinance 612, amended by 620) and then in 2000 through Ordinance 661 dissolved the Committee.

- Grant Committee, replaced by Community Fund Committee

#### Defunct or not active:

- Recognition Committee – not active

- Donor Project Committee – ? defunct

- Bridge (and Railroad) Committee – defunct?

- New Commission: Shared Ethics Advisory Commission

**Discussion:** Develop a layout that segments these appointments and defines the purpose of each. Also how to be update additions or deletions.

Jean Manna has provided a great deal of information on the background and other information.

For example: In 1982 the Council approved in Ordinance 292, four standing committees. These were Road and Drainage, Grounds and Security, Finance and Administration, and Ordinance Committee. The last read: The Ordinance Committee shall coordinate and advice with the Town Attorney regarding requests for and preparation of proposed ordinances and contracts. The Clerk-Treasurer shall be an ex officio member. Note: this is I believe the role was seem to have, along with the Building and Zoning Committee.

However, Two years later in 1984 Ordinance 507, the Council created six standing committee (currently listed), deleting the Ordinance Committee. Also having a separate section in the Code is Parks and Recreation (94.02).

**Doug**, could you review this to see if this is how this operates with the Parks and Recreation Board.

### 31.24 STANDING COMMITTEES; COMMITTEE LIAISON. – **proposed revision in red from Ken**

(A) The following standing committees shall be committees of the whole, and shall be the standing committees of the Council and their respective duties. <sup>1</sup>

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<sup>1</sup> The number of standing committees have been reduced by 1, to simplify the committee structure and improve accountability.

~~(1) Security and Fire Protection. The Security and Fire Protection Committee shall provide liaison with the Police Department, Marshal, Fire Department, medical/ambulance service.~~

~~(2) Streets and Utilities. The Streets and Utilities Committee shall maintain liaison with the Street Department, Street Commissioner, Water Board, and utilities providing services within the town.~~

~~(3) Parks and Recreation. The Parks and Recreation Committee shall maintain liaison with the Ogden Dunes Park.~~

~~(4) Environmental and Public Affairs. The Environmental Committee shall maintain liaison with the Environmental Advisory Board, Cable TV Advisory Board, National Lakeshore, and U.S. Postal Service and in addition shall maintain such public relations as are to be found to be necessary or desirable.~~

~~(5) Building and Zoning. The Building and Zoning Committee shall maintain liaison with the Building Commissioner, the Board of Zoning Appeals, and the Plan Commission.~~

~~(6) Finance and Administration. The Finance and Administration Committee shall maintain responsibility in the areas of the town budget and financial matters.~~

(^99 Code, § 3-13)

(1) Building Code Review Committee – Propose and modify building and zoning ordinances to support the safety, value, and beauty of the community.

(2) Environmental and Beautification Committee<sup>2</sup> – will advise the town council and work on projects that will enhance the welfare and beauty of the community.

(3) General Code Review Committee - Propose and modify non-building and zoning ordinances to support the safety, value, and beauty of the community.

(4) Park Board – To advise the board on park issues and the maintain a safe and functional park space for the residents and visitors to our community.

(5) Zoning Board of Appeals – to hear appeals related to variances related to building and zoning codes and to report to the town council on recommended changes to building and zoning ordinances.

(B) The President shall annually appoint one or more Council members as liaison for each standing committee. Council members so appointed shall serve a term concurrent with the term of the appointing President.

(^99 Code, § 3-14) (Ord. 492, passed 8-2-82; Am. Ord. 507, passed 3-5-84; Am. Ord. 807, passed 12-1-14)

## § 32.01 CONTINUATION OF BOARDS AND COMMISSIONS.

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<sup>2</sup> This committee is a combination of the former Beautification Committee and the Environmental Advisory Board

The following ~~boards, commissions, and appointments are continued in full force and effect~~ supports the use of standing committee and special committees:

- ~~(A) (Reserved for future use).~~
- ~~(B) Building Code Review Committee.~~
- ~~(C) Environmental Advisory Board.~~
- ~~(D) Northwest Indiana Regional Planning Commission.~~
- ~~(E) Town Beautification Committee.~~
- ~~(F) Ogden Dunes Board of Zoning Appeals.~~
- ~~(G) Safety Director.~~
- ~~(H) Shore Protection Review Committee.~~
- ~~(I) Town Engineer (Volunteer).~~
- ~~(J) Ogden Dunes, ADA (Americans with Disabilities Act).~~

~~(K) Ogden Dunes, Recognition Committee. (L) Ogden Dunes, Grant Committee.  
(M) Ogden Dunes, Donor Project Committee. (N) Cable Advisory Board.~~

~~(O) Ogden Dunes, Plan Commission.~~

~~(P) Ogden Dunes, Bridge Committee.~~

~~(Q) Ogden Dunes, Dog Committee.  
(99 Code, § 2-123) (Am. Ord. 807, passed 12-1-14)~~

~~(A) There are two designation of committees: standing (permanent) and special (that are created for a specific purpose and would cease to exist once that purpose has been addressed).~~

~~(B) Membership on a committee would be determined by the town council and would be for a maximum term of three years with staggered membership so that one-third of the committee's term would expire in a given year. A member of the committee whose term has expired could not be reappointed to the committee for one year after the expiration of his or her term.~~

~~(C) Committees (Special and Standing) are designed to be advisory to the Town Council. Committees cannot create contracts or encumber funds without prior town council approval only to the limit of that approval.~~

~~(D) Annually by Sept 15<sup>th</sup>, each standing and special committee will provide an annual report of their activities summarizing their goals and progress toward meeting their goals.~~

(E) Special committees can be formed or be disbanded by the town council at will. Examples of special committees are as follows:

1. Access Ogden Dunes (former ADA committee)
2. Animal Committee
3. Beach Nourishment & Preservation
4. Cable Advisory Board
5. Community Fund
6. Historic Character Preservation and Standards Committee
7. Plan Commission
8. Water Works Board

#### **§ 31.40 INTRODUCTION AND PASSAGE OF ORDINANCES.**

The following shall govern the introduction and passage of ordinances:

(A) An ordinance shall be introduced by reading the same aloud in toto at a regular or special meeting; provided, that in the event that ordinance is of such length or complication so as to make reading thereof impractical, the Council may, by majority vote, allow introduction thereof by reading aloud of title only and by announcement that the complete text will be posted at the police building.

(B) No ordinance shall be voted upon or passed on the same day or at the same meeting at which it is introduced unless at least four Council members are present and all Council members present consent to suspend the rules to allow final action thereon.

(C) Final action on a proposed ordinance shall be permitted without suspension of the rules upon a second presentation thereof which said presentation may be made by reading aloud the title of the proposed ordinance.

(D) All amendments or changes to a proposed ordinance shall be made subject to the same rules governing the introduction and passage of the original proposed ordinance except that the change or amendment may be offered orally by motion of a Council member passed by a majority vote.

(E) An ordinance duly passed shall be considered adopted when it is signed by the majority of the Council unless a later date is specified by law.

(’99 Code, § 3-21) (Ord. 492, passed 8-2-82; Am. Ord. 575, passed 12-2-91)

**I see no change warranted in 31.40. The town council can or cannot use the advice of the Gen Code or Building Code Review**