

**Procedure 16-01**

JOINT BOARD  
ORGANIZED UNDER THE  
INTERLOCAL COOPERATION AGREEMENT BETWEEN  
THE CITY OF WEST LAFAYETTE AND  
THE TRUSTEES OF PURDUE UNIVERSITY  
DATED AS OF MARCH 12, 2014

**Procedures for “Checkpoint Agency” Requests such as Exceptions, Variances, Re-zoning requests, Subdivision approvals**

**1.0 Background and Purpose.**

- 1.1** Pursuant to the Interlocal Cooperation Agreement Between the City of West Lafayette and Purdue University Concerning the U.S. 231 Annexation, subparagraph 5(B), the Joint Board has been vested with the responsibility of developing, adopting, and/or endorsing, and if necessary recommending to the City and/or the APC the adoption of, land use and zoning regulations for a geographical area adjacent to and/or relating to Purdue University’s existing campus (“City-Campus-Community Collaboration Zone,” originally known as the “Campus Buffer Area”).
- 1.2** The Joint Board serves as a “Checkpoint Agency” in that it receives requests from developers or citizens, via the Area Board of Zoning Appeals or the Area Plan Commission, for a review of certain actions on a proposed project or development within the City-Campus-Community Collaboration Zone, such as exceptions, variances, re-zoning requests, and subdivision approvals.
- 1.3** Developers and citizens may have a timeline for proposed work on the project or development in which they are interested that would be greatly hindered if the Joint Board was unable to review or take action on a given Checkpoint Agency request until the next regularly scheduled Joint Board meeting.
- 1.4** In order to facilitate the timely review of such projects and developments within the City-Campus-Community Collaboration Zone and to more effectively fulfill its role as a Checkpoint Agency, the Joint Board hereby adopts this procedure.

## **2.0 Procedure.**

- 2.1** Upon receipt of a Checkpoint Agency petition, notice or request by the Area Board of Zoning Appeals or the Area Plan Commission, the Secretary/Treasurer of the Joint Board shall circulate the petition, notice or request to the Chair and Vice-Chair of the Joint Board.
  
- 2.2.** The Chair and Vice-Chair shall each conduct a review of the petition, notice or request within their respective organizations and within one week (a) provide written comment to the Secretary/Treasurer on the item in question, and/or (b) request that the item be scheduled for an upcoming regular meeting or request that a special meeting be called in accordance with Section 3.2 of the Joint Board's Bylaws. Nothing in the foregoing shall abrogate any provision in the Bylaws providing that a Special Meeting of the Joint Board may be called by either the Chair or Vice-Chair in consultation with the other.
  
- 2.3.** Upon the Secretary/Treasurer's receipt of a written comment or a request for a special meeting from the Chair or Vice-Chair with respect to an item that is the subject of a petition, notice or request covered by this Procedure, the Secretary/Treasurer shall, in consultation with the Chair and Vice-Chair, take the appropriate action to (a) schedule the item for a regular meeting, (b) schedule the item for a special meeting or (c) provide a summary response on the item on behalf of the Joint Board to the Area Board of Zoning Appeals or the Area Plan Commission.

## **3.0 Ratified and approved: April 20, 2016**