MINUTES
West Lafayette Housing Appeals Board
Morton Community Center
222 N. Chauncey Ave.
West Lafayette, IN 47906
June 4, 2014

The meeting was called to order at 6:00 p.m.
Present: Zachary Baiel, John Grutzner, Stephen Burton and Nicholas DeBoer.
Absent: Michael Maule, Cathy Lockwood

Attorney Tom Brooks, Jr. explained that City Code states there can only be one at-large member on the Housing Appeals Board. In order to comply with City Code, Loren Randall has agreed to resign. Mr. Randall may return to the Board when the City obtains its Class II designation.

Nicholas DeBoer moved to approve the minutes of the May 7, 2014 meeting. Stephen Burton seconded. Attorney Tom Brooks, Jr. stated that the Bylaws were approved by the Common Council. However, due to the City Code requirement of having only one at large member, the Council changed the Bylaws as approved by the Housing Appeals Board at the May 7, 2014 meeting, to properly account for the requirement in the City Code. The minutes were approved as written by unanimous vote.

Notice of Appeal Form

The Notice of Appeal Form was introduced by Chair Zachary Baiel. Nicholas DeBoer moved to approve the Notice of Appeal Form. Stephen Burton seconded. Discussion followed. The Board agreed to amend the Form as follows:

Page 1, the addition of "a violation based upon" to the first paragraph. The paragraph shall read: Pursuant to West Lafayette Code Chapter 112, the Housing Appeals Board of West Lafayette provides a procedure for the right to appeal ***a violation based upon*** any interpretation, finding, decision, order, notice given or action taken in the administrative enforcement of the Housing-Property Maintenance Code of the City of West Lafayette.

Page 1, the deletion of ***Rm 106*** from the third paragraph.

Page 2, the deletion of "a separate piece of paper". The sentence shall now read: If necessary, please attach ***additional pages***.

Page 3, Next Steps: The last sentence of the first paragraph shall read as follows: If the Notice of Appeal is not received ten (10) days prior to ~~its next~~ ***a regularly*** scheduled meeting, the

Notice of Appeal shall be placed on the Agenda for the next meeting following receipt of the Notice of Appeal.

Chair Zachary Baiel commented the Form should be digitized to allow citizens to complete the Form online. He will look into setting that up. There was no further discussion. The motion to approve the Notice of Appeal Form with the aforementioned changes passed by majority vote.

Website Discussion

Items to be included on the City's website were reviewed and included a picture of the members, Bylaws, forms, meeting times, meeting agendas, meeting minutes and links to the City Code and other resources. Confirmation that forms are ADA compliant was also discussed.

Other

Board members were reminded to notify either Zachary Baiel or the Department of Development when they are unable to attend a meeting, to ensure a quorum will be present. There being no further business, John Grutzner moved to adjourn. Stephen Burton seconded. The meeting adjourned at 6:30 p.m.

Stephen E. Burton
Stephen E. Burton
Secretary

Approved:

Zachary Baiel
Zachary Baiel
Chair