



**TO:** Tricia Abbott, Controller/Interim Town Manager  
David Nellans, Town Council President

**CC:** Julie Stooksbury, Office of the Town Manager

**FROM:** Sergio Mendoza, Planning Director

**DATE:** February 21, 2024

**RE:** Appointment to Unsafe Building Board

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### **Purpose**

This memo is to request the appointments of Roland Raffin, Ed Pilawski, and Bill Baker to the Town of Munster Unsafe Building Board (UBB). Mr. Raffin, Mr. Pilawski, and Mr. Baker have been asked and agreed to serve on the UBB with Town Council consent.

### **Briefing**

The Town of Munster Municipal Code Article XI Unsafe Building Regulations (attached) establishes an Unsafe Building Board as the hearing authority to conduct public hearings on orders issued by the Munster Chief Building Inspector under the unsafe building law. In addition, IC 36-7-9-2, reads that the legislative body of a town designates the person or persons that comprise said hearing authority. Further, the UBB consists of two members of the Board of Zoning Appeals and one non-council member of the Plan Commission.

For your consideration, please appoint Plan Commission member Bill Baker, and BZA members Ed Pilawski and Roland Raffin to the UBB.