



**BOARD OF BUSINESS & NEIGHBORHOOD SERVICES  
VONNEGUT CONFERENCE ROOM  
INDIANAPOLIS-MARION COUNTY, INDIANA**

**December 7, 2017**

**ATTENDANCE:**

The following Board of Business and Neighborhood Services members were present:

Jason Larrison, Director  
Kenneth Allen  
Anthony Bridgeman  
Kevin Sifferlen

The following staff members were present:

Lucy West	Board Secretary
Courtney Bennett	Deputy Director, Construction and Business Services
Kate Trennepohl	Deputy Director, Animal Care Services
Brian Madison	Deputy Director, Property and Land Use Services
Sonya Seeder	Assistant Corporation Counsel

**INTRODUCTIONS:**

Mr. Jason Larrison called the meeting to order at 3:03 p.m. and board members Mr. Anthony Bridgeman, Mr. Kevin Sifferlen, and Mr. Kenneth Allen were announced.

The following staff introductions were also made: Ms. Lucy West, Board Secretary, Ms. Courtney Bennett, Deputy Director, Ms. Katie Trennepohl, Deputy Director, Mr. Brian Madison, Deputy Director, and Ms. Sonya Seeder, Assistant Corporation Counsel.

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**ADOPTION OF MINUTES:**

The Board of Business and Neighborhood Services approved the business meeting minutes of October 26, 2017. Motion made by Mr. Sifferlen. Motion seconded by Mr. Bridgeman. Motion carried.

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## **REPORTS:**

Mr. Jason Larrison informed the Board that Proposal 299 was approved on Tuesday, December 5<sup>th</sup>. Mr. Larrison stated that the proposal allows for the charges for plan review fees to switch from hourly fees to be based upon the square footage of the project. Mr. Larrison went on to say the change will take effect on January 1, 2018. Mr. Larrison also explained that the proposal allows the Board of Business and Neighborhood Services to approve and adjust fees based on the circumstances through the process of adopting regulations.

Ms. Sonya Seeder made a presentation on the procedure for adopting rules and regulations that would need to be followed by the Board. Ms. Seeder first gave an overview of the process and then went over each step in detail. Ms. Seeder explained that the Board has the authority to adopt rules and regulations that would change preciously adopted rules and regulations through a hearing that would happen at one of the Board's meeting. Ms. Seeder explained that 10 days before a hearing is set to take place, a notice of the hearing has to be published. Ms. Seeder stated that a Regulatory Impact Statement has to be filed with the clerk of the council no later than the notice of hearing is published. Ms. Seeder further explained that the proposed regulation would also need to be on file with the department, the clerk of the council, and each member of the City-County Council so that any interested person could examine the proposal. Ms. Seeder stated that the next step in the process would be to hold the hearing and at the conclusion of the hearing, the proposal can be adopted or continued. Ms. Seeder pointed out that the Board can pass an emergency rule or regulation temporarily that would expire after 30 days. Next, Ms. Seeder stated that the department would need to provide public notice of the adoption of the rule or regulation once a week for two consecutive weeks after its adoption. Ms. Seeder pointed out that any rules or regulations that are adopted do not go into effect until 45 days after the publication of adoption otherwise mandated by the mayor or the City-County Council. Ms. Seeder stated that after 45 days there is not any opposition from the City-County Council, the regulation is officially adopted. Ms. Seeder informed the Board that the clerk of the council is responsible for the rules and regulations in the Indianapolis Administrative Code. Ms. Seeder also stated that a violation of any regulation would be a municipal violation and could be enforced as such. Ms. Seeder went over the timeline for the process of adopting regulations a second time.

Mr. Bridgeman asked who would perform the analysis for the Regulatory Impact Statement. Ms. Seeder stated that it would be done by the department. Mr. Bridgeman went on to ask what are the criteria for the Regulatory Impact Statement. Ms. Seeder went back to her slide on the Regulatory Impact Statement and went over the items that must be included in the statement.

Mr. Sifferlen asked if the proposal had been in the works for a while.

## **BUSINESS POLICY AND RESOLUTIONS:**

### **2017-C10-027      Certification: Trash Liens**

Under Chapter 575 of the Revised Code of the Consolidated City of Indianapolis and Marion County the Department of Business and Neighborhood Services (“DBNS”) is responsible for the inspection, abatement, and enforcement of environmental public nuisances. In the event that the property owner does not correct the violation or cannot be found, the City enlists a contractor to abate that property. Section 575-7(a) of the Revised Code authorizes DBNS to abate the violation and charge the costs related to abatement to the responsible property owner.

Section 575-7(b)(3) of the Revised Code provides that in the event these abatement costs are unpaid, the City shall place a lien upon the property.

Financial Obligation:      There are a total of 80 trash cases with a total amount owed of \$54,207.71. The cases reflect outstanding fees 30 days past due as of December 7, 2017.

Funding Source              N/A

Mr. Steven Webb, Chief Financial Officer, stated that the number of cases is inflated because it has been a longer period between meetings. Mr. Webb went on to say that the trash cases for 2017 are right on track with 2016. Mr. Webb stated that there were no large outliers in the cases to be certified with this batch.

MOTION: Mr. Allen moved to adopt Resolution 2017-C10-027. Seconded by Mr. Sifferlen. Motion carried.

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### **2017-C10-028      Certification: High Weeds and Grass Liens**

Under Chapter 575 of the Revised Code of the Consolidated City of Indianapolis and Marion County the Department of Business and Neighborhood Services (“DBNS”) is responsible for the inspection, abatement, and enforcement of environmental public nuisances. In the event that the property owner does not correct the violation or cannot be found, the City enlists a contractor to mow and/or clean that property. Section 575-7(a) of the Revised Code authorizes DBNS to abate the violation and charge the costs related to abatement to the responsible property owner.

Section 575-7(b)(3) of the Revised Code provides that in the event these abatement costs are unpaid, the City shall place a lien upon the property.

Financial Obligation:      There are a total of 997 mowing cases with a total amount owed of \$775,853.00. The cases reflect outstanding fees 30 days past due as of December 7, 2017.

Funding Source                      N/A

Mr. Steven Webb, Chief Financial Officer, stated that the number of cases is inflated because it has been a longer period between meetings, but that 2017 was still behind the numbers of 2016, which again shows that 2016 the outlier of the past four years. Mr. Webb informed the Board that the total of high weeds and grass fees that were certified to lien was \$2.67 million for the year. Mr. Webb pointed out that there were 6 or 7 cases that were above the standard of a ½ acre.

Mr. Sifferlen asked if there was any enforcement education for abatement in the works. Mr. Madison confirmed that there would be.

Mr. Webb stated that he would have maps showing the cases for both trash and high weeds and grass in 2017 at the next meeting.

MOTION: Mr. Bridgeman moved to adopt Resolution 2017-C10-028. Seconded by Mr. Sifferlen. Motion carried.

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**2017-C10-029                      Contract: Develop Indy, Inc.**

Authorizes the Director of the Department of Business and Neighborhood Services to enter into an agreement with Develop Indy, Inc. to continue to provide communication, education, outreach, and facilitation services related to the permit process for construction projects for a term of one (1) year.

Financial Obligation:                      \$128,500.00

Funding Source                      Department of Business and Neighborhood Services

Ms. Lacey Harney, Contract Compliance Analyst, stated that this contract would just continue the permitting assistance services that Develop Indy, Inc. provides to their clients. Mr. Jim Rawlinson, Regulatory & Permitting Ombudsman, appeared on behalf of Develop Indy, Inc. was present and stated that Develop Indy, Inc. is a nonprofit group that manages economic development for the City of Indianapolis. Mr. Rawlinson went on to say that Develop Indy, Inc. provides entrepreneur services, financial planning, and assists small businesses. Mr. Rawlinson also stated that they work closely with the BOI.

Mr. Allen asked if Develop Indy, Inc. participates in any outreach events. Mr. Rawlinson stated he tries to go to any event that he can.

Mr. Bridgeman asked if Develop Indy, Inc. helps people get connected with other resources they may need. Mr. Rawlinson responded that they do try to get their customers in touch with any other resources they might need.

MOTION: Mr. Allen moved to adopt Resolution 2017-C10-029. Seconded by Mr. Sifferlen. Motion carried.

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**2017-C10-030      Contract: Tourism Tomorrow Indy**

Authorizes the Director of the Department of Business and Neighborhood Services to enter into an agreement with Tourism Tomorrow Indy to provide film commissioner services for a term of one (1) year.

Financial Obligation:      \$25,000.00

Funding Source              Department of Business and Neighborhood Services

Ms. Lacey Harney, Contract Compliance Analyst, stated that this contract would provide permitting assistance services to people in the film industry from Tourism Tomorrow Indy.

Ms. Teresa Sabatine, film and media industry ombudsman, from Tourism Tomorrow Indy provided the Board an overview of what Tourism Tomorrow Indy does. Ms. Sabatine stated that Tourism Tomorrow Indy is a 501-C-3 nonprofit portion of Visit Indy that provides film permit assistance, along with other permits that may be needed for filming, and works to gain more of the film industry in Indianapolis.

Mr. Sifferlen asked if Tourism Tomorrow Indy partners with the State or other regional offices to gain any tax incentives? Ms. Sabatine stated that the organization does partner with them.

MOTION: Mr. Bridgeman moved to adopt Resolution 2017-C10-030. Seconded by Mr. Allen. Motion carried.

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**2017-C10-031      Contract: Legal Services**

Authorizes the Director of the Department of Business and Neighborhood Services to extend the existing agreement with Ammeen & Associates, P.C. to provide legal services and represent the interests of the City in City of Indianapolis v. Towne & Terrace Corp. et al., Cause No. 49D04-1311-OV-042187, in the Marion Superior Court, Indianapolis, Indiana.

Financial Obligation:      \$10,000.00

Funding Source              N/A

Ms. Lacey Harney, Contract Compliance Analyst, stated that this resolution is to extend an existing contract with Ammeen & Associates, P.C. through March in order to finish out the legal case.

Mr. Larrison asked Mr. Madison to sum up the nuisance challenge with the case. Mr. Madison stated that the largest challenge was that each unit within the large complex is a separate parcel with its own owner.

MOTION: Mr. Allen moved to adopt Resolution 2017-C10-031. Seconded by Mr. Bridgeman. Motion carried.

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**NEW BUSINESS:**

Mr. Larrison asked each deputy director for an update on their respective sections of the department. Ms. Bennett stated that the permitting and construction side of things were still very busy. Ms. Trennepohl gave an overview on the things going on with the animal shelter. Mr. Madison gave an update on the inspections staff case load and some reorganization that would be happening.

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**ADJOURNMENT:**

It was taken by consensus of the Board of Business and Neighborhood Services that the meeting adjourns at 3:45 p.m.

Respectfully submitted,

Lucy West  
Board Secretary