

VILLAGE OF ONEKAMA PLANNING COMMISSION INFORMATION SESSION NOTES
MARCH 16, 2016

The meeting was called to order by Chairman, Bonnie Miller at 12:30 p.m.
Present: Miller, Huebner, Beauvais, Hall, and Hendricks.

This meeting was called at the request of Zoning Administrator, Bob Hall, for the purpose of reviewing Article 86 Special Uses in the Zoning Ordinance.

8601 Purpose - Special Uses Some uses, due to their particular needs or nature of the service offered, may have to be established in a district in which they cannot be allowed reasonably as a permitted use.

8602 Optional Draft Plan Review with the Zoning Administrator (ZA). Opportunity to review the Site Plan and the Site Plan Scale (86-06).

8603 Special Permits, Authority, Reviews, Recommendations and Time Periods. Initial review by ZA, then, if application complete, review by the Planning Commission (PC) and an opportunity for their questions, if any. Question from Heubner regarding exact time lines (which comes first, etc.) as timing here is important. PC gets 50 days maximum to review, obtain new information needed and make their recommendation the Council.

8604 Application Procedure, Form, Fees, Escrow Account for Costs. Explanation by ZA of the materials required, as well as certain fees and escrow account. 8604 C is a good reference.

8605 Supporting Materials Required for Review by the ZA and Approval. Item listed A through Q. A Planner is available to use at \$1500. Items of importance for PC review are Wetlands and Environmental items.

8606 The ZA takes care of this but the PC can be involved as they receive a narrative.

8607 Site Plan, Standards for Approval by PC. This section is important as the PC must write out their decision. (Open ended/ discretionary factors for the PC to review and decide. Item G is a concern for our village (parking striping, traffic, ingress, and egress). (ZA PC use language in findings and conclusion.)

8608 Notice of Public Hearing (ZA responsibility) to incorporate all reports in minutes.

8609 Recommendations regarding PC Decision. PC will produce a written decision following the public hearing and deliberations. However, if the PC is not ready immediately following the public hearing to make a recommendation there needs to be a motion to adjourn the meeting and give a specific date for the meeting to continue (within 72 hours). ZA's recommendation is to try to make a determination and go slow initially. There will be a professional recorder available during the meeting. The PC's recommendation will be forwarded to the Village Council.

8610 Council will review all.

8611 Council review.

8612 Applies to the Council and PC.

8613 MDOT information will be needed.

8614 Applicants responsibility.

8615 Amendment to Special Use Permit. ZA approves, if appropriate.

8616 Transfer of Special Use Permit. When, why and conditions.

8617 Expiration of Special Use Permit. When appropriate, allowed and null and void.

8618 Violation of Special Use Permit and possible revocation or suspension.

The members of the commission had questions during the meeting which the ZA answered. Hall strongly suggested the members re-review all the materials in the ZO regarding Site Plan Review and the General Regulations in Article 10 for site plan review.

Heubner made a motion, second by Miller to adjourn. Motion carried.

Meeting adjourned at 2:25 p.m.

Respectfully submitted,

Alice E. Hendricks