

VILLAGE OF ONEKAMA PLANNING COMMISSION INFORMATION SESSION  
NOTES

MAY 11, 2016

The meeting was called to order by Chairman, Bonnie Miller at 1:00 p.m.  
Present: Miller, Huebner, Beauvais, Hall, Milasich, Hall (ZA) and Hendricks.

This meeting was called at the request of Zoning Administrator, Bob Hall, for the purpose of informally reviewing the process regarding **ex parte contact to ensure impartiality.**

Members should review: Ex parte information, Deliberation information and Public hearing information

General Items Noted

- **Must follow the agenda which is received prior to the meeting**
- **Need to open and close the meeting.**
- **Process must be followed. Information will be received prior to the meeting. Bring your Zoning Ordinance.**
- **Do not over think reasons for or against request.**
- **Items from Article 86 will be reviewed**
- **The Site Plan will be approximately 12 to 15 pages.**
- **Information is for everyone however, members of the planning commission (and others) are not to give their opinions to anyone.**
- **Planning commission members need confidence to apply standards.**
- **Subjective/Objective**
- **Review Standards**
- **When information received, review it and ask your own questions and write them down before the public hearing.**
- **Give questions to the Zoning Administrator**
- **Planning Commission members do not share with other commission members.**
- **Do not get sidetracked ... follow the agenda.**
- **Finding of Fact and Conclusions of Law.**
- **At public hearing meeting be concise – short clear sentences.**
- **The hearing will be recorded.**

A motion to close the meeting was made by Heubner, second by Beauvais. Motion carried.

Meeting adjourned at 2:15 p.m.

Respectfully submitted:

Alice E. Hendricks