

VILLAGE OF ONEKAMA PLANNING COMMISSION
MEETING MINUTES – NOVEMBER 12, 2014 **DRAFT**

The meeting was called to order at 1:00 p.m. by the Chair, Bonnie Miller.
Members present: Bonnie Miller, Sandy Beauvais, Bob Hall, and Alice Hendricks.
Bob Hall, Zoning Administrator provided a video for those present regarding EIGHT ELEMENTS OF MAKING MEETINGS EFFECTIVE. (See attached) There will be another educational video at the January meeting.

Motion by Beauvais, second by Miller to approved the October 2014 minutes as presented.
Motion carried.

It was suggested that information on how the village works should be sent with the next village tax letter. It would include the responsibilities of the Village Council, Maintenance and Sewer Department, Planning Commission and Zoning Board of Appeals. Village residents do not know what the village does and who does what and why. This might be a reason why apathy voting is rampant.

Motion by Beauvais, second by Miller to adopt the lengthy **Planning Commission By Laws** and use it as a guide regarding legal aspects, best practices. Motion carried. Bob Hall suggested we review it word for word and note comments for next meeting should we want to make some revisions.

Capital Improvement Plan (CIP) forms were distributed along with the current CIP plan. This needs to be addressed for the revision to the Community Master Plan being worked on currently. **See Ceceilia's CIP Priorities that are attached.**

2015 Meeting Dates

The members decided that 2015 meetings would be the second Wednesdays of January, June, September, and November at 1 p.m. Miller said that during the winter the commission will concentrate on education for the commission members.

Ordinance 42 Junk

Ceceilia's suggestions from her note to the commission.

- There are five areas that are too picky for the Village.
- Page 2 Junk – "fuel wood that is not neatly piles in the side or rear yard."
- Page 3 1st paragraph 5th line – "painted in a uniform color or contrasting pattern."
- Page3 1st paragraph 9th line – "locked"
- Page 4 (3) i 3rd line "junk is not permitted even in a completely enclosed building" What would "a nuisance" consist of?
- Page 5 Sect. 6 C 8th line – "A property owner shall have (10) daysto remedy." The time period is too short.

The commission members present discussed Ceceilia's concerns and decided this ordinance needed further review.

The members indicated that two **blighted buildings** on Main Street (Rt. 22) need to be addressed by speaking to the **owners** of those buildings. The members decided to refer this to the Village Council members asking them to direct the ZA to take the steps necessary to remedy the situation and enforcement of the current Blight Ordinance.

Need at least one more member for the Planning Commission.

Next Meeting January 14, 2015 at 1 p.m. Work on the CIP

Meeting adjourned at 3:30 p.m.

November 2014 12 Notes from video EIGHT ELEMENTS OF MAKING MEETINGS EFFECTIVE.

The following items are needed for productive and effective meetings.

- Purpose
- Notice
- Preparation
- Welcome
- Agenda
- Participants
- Place Results
- Records – Clear Minutes

Agenda is a guide for the meeting and should be prepared and distributed before the meeting. Chair runs the meeting and communicates so the public understands, sets meeting standards, listens and asks questions from the public and committee members which enables a consensus to be reached not just 1 or 2 individuals leading the discussion. Restate motions. Results and conclusions important.

Time Element: Keep on point/focus and limit time as appropriate

Agenda: Motions – prioritize, lump them together similar items, key items to be addressed first

Members Responsibilities are to review agenda and packet before the meeting.

Items for the Planning Commission (PC) (public hearings)

Professional Planner involved(?) with items presented to the Planning Commission and ready for them to consider.

Take care of small items first. Answer questions of PC. Audience/Public Comments at beginning of meeting. Do applications comply with standards – not personal opinions from commission members, provide rules of meeting with a handout.

Strategic Assets.

How to manage planning discussion (budget time).

Special planning sessions/study sessions are more informal.

Two things for efficient meeting

Preparation and Agenda

CAPITAL IMPROVEMENT PLAN
Ceceilia Huebner's Priorities
October 2014

Three issues that I feel are of crucial importance to Onekama Village are: Portage Lake, the sewer system and the roads. I'm not directly sure what the Village Planning commission's part is in keeping the lake healthy. A functioning sewer system speaks for itself in connection with the lake. Whatever it takes to keep it that way should be a priority to every resident because it involves the health of the lake and an unhealthy lake could impact the health of the residents. Also a healthy lake and a functioning sewer system is good for business/tourism.

The conditions of the roads have an impact on every single resident. Roads without potholes and cracks look good, plus this would also contribute to personal pride for the Village. Tourists appreciate a clean-looking village, therefore it would be good for business.

Another aspect of the roads to consider is lighting. Several years ago I attended a planning session at the Farr Center and a facilitator was hired to find out exactly what the people of Onekama wanted to see improved. The #1 issue that was repeated several time by the people that attended that session was that they would like to see the wires to the street light buried. Should this involve street scape? Could it be done in phases to help spread out the costs? Are grants available? How this project would be accomplished, I don't know, but it sure would look great and would be conducive for supporting existing businesses and enticing new businesses to Onekama. Frankfort, Mesick, Ludington and Pentwater are excellent examples of the visual improvements that getting rid of above-the-ground wires provided to a community. Also there is less chance of power being knocked out by weather, trees that fall on wires, or car accidents.

Sorry I couldn't join you toady. If feel so terrible when I miss a meeting. I'll try to do better next time.

Ceceilia Huebner

P.S.

The accumulated junk seminar was very informative. I will share the information at the next meeting.