

Planning Commission Meeting Minutes

June 13, 2025, 10am EST

Village Hall, Village of Michiana

Attendance:

Commission Members: Mike Botelho (Council Liaison), Kathleen Hogan Morrison, Maureen Shekleton, Julie Bonello (Chair), Ron Rossetto, Karen Syzp

Others: Timothy McCarthy (Council President), Marcy Hamilton

Absent: Renee Okonek

Julie Bonello called the meeting to order. The meeting agenda was reviewed.

1. Master Planning Status and Schedule

- a. Workplan Status – The Master Planning Document is under development. The Master Planning documents are available for review on the Village of Michiana website.
- b. Community Workshop
 - i. Communication Plan – The workshop is scheduled for July 26th. Community email invitations are being sent out and the workshop is displayed on the website
 - ii. Meeting Updates – There are collaborative Task Force/Department lead team meeting to finalize assessments, draft goal and objectives, create story boards, collate findings and summarize workshop input.

2. Follow Up – Land Use

- a. Marcy Hamilton reviewed the current Village of Michiana Land Use Map and recommended a new Natural Features overlay to identify the current environmental protections and preservation areas: high risk erosion, critical dunes, flood plains, White Creek, and Trees. The recommendation to add the Natural Features overlay passed unanimously.

3. Discussion Topics

- a. Charter and Bylaws – We are required to have adopted Planning Commission Bylaws and received a draft from the Village lawyer. Julie will work with the lawyer and Mike on any changes.
- b. Process Flow – The roles and relationship between the Planning Commission, the Village Council and the Zoning Board of Appeals was reviewed. The entities are separate but have coordinated functions.

- The **Planning Commission** creates land use policies (like the Master Plan and zoning ordinance).
- The **ZBA** applies those policies when interpreting the ordinance, hearing appeals, or granting variances.
- **Interaction occurs when:**
 1. The ZBA must interpret ambiguous zoning text written or recommended by the Planning Commission.
 2. The Planning Commission learns through the ZBA about recurring variance requests, which may suggest the zoning ordinance needs updating.

The Planning Commission meeting concluded at 10:55am EST.