

# Planning Commission Special Meeting Minutes

## Monday October 12, 2015

**Special Meeting:** Called to order by Vice Chairman Dave Ruble at 7:00 pm

**Election of New Planning Commission Chairman:** Gordy Plescher volunteered and was voted new Planning Commission Chairman. Motion to install Gordy Plescher as planning commission chairman by Ruble, second Davis, Motion Carried → 5 Ayes 0 Nays

### **Pledge of Allegiance**

**Roll Call:** Dave Ruble, Bill Leszinske (dual hat with Village Council), Susan Sample, Gordy Plescher, Eric Davis, and Angie Mayeaux.

**Approval of Minutes:** As this is a special combined Village Council/Planning Commission meeting, we table August 10, 2015 Version 2 minutes and September 14, 2015 minutes until the November 9, 2015 meeting.

**Approval of Agenda:** Special Meeting October 12, 2015 meeting agenda motion to approve Ruble second Sample. Motion carried.

### **New Business:**

1. Election of new chairman, accomplished prior to the Pledge of Allegiance.
2. Agenda items for next meeting are to be determined by the Planning Commission prior to the end of the current meeting. The draft proposed agenda will be forwarded with the minutes. However, as there may be new agenda items coming from the Village Council or Zoning Administrator prior to the final agenda, the Zoning Administrator or Village Clerk will finalize the agenda just prior to emailing/ mailing for the next Planning Commission meeting.
3. Discussions about the communication between the Village Council and the Planning Commission ensued. Bill Leszinske is the liaison to the Planning Commission from the Village Council, and both boards will make an extra effort to forward ideas/issues through Bill to the other board.
4. Eric Mayeaux, Zoning Administrator, presented a draft “Village of Ravenna, Business Occupancy Questionnaire”. Eric proposed to send these out to area business and will maintain those completed and returned. He hopes this will encourage business to call/email the Zoning Administrator prior to add/remove/change products or services offered. Motion to approve the questionnaire by Ruble, second Sample. Motion carried.
5. Steve Dohm, Village Council, discussed a Capital Improvements Program and the need for better forward budget plan, such as a 5-year plan. This could be a list of priorities, and working within the projected budget, plan what priorities could be accomplished in each year of the next 5 years. Maybe this should be part of the Master Plan. This topic was chaired for further discussion and research. Maintain as “Old Business”.

### **Old Business:**

1. Ravenna Family Practice expansion – Eric Mayeaux, Zoning Administrator, was in receipt of new plans, as well as an executed “Access and Parking Easement Agreement” between

Ravenna Family Practice and The (Kubco Inc.) Ravenna Foods. We reviewed the agreement and drawings; motion to approve plans as presented by Ruble second by Sample. Motion carried → 5 Ayes 0 Nays

2. Pharmacy Vacant Lot, at the corner of Stafford St. and Main St. Eric Mayeaux, Zoning Administrator, briefed that he has been in communication with the pharmacy management company and they are working a new plan for our consideration. Maintain as “Old Business”.

**Adjournment:** Meeting adjourned at 8: 10 p.m.

Respectfully submitted,  
Susan Sample, Planning Commission Secretary