

**CITY OF MASON  
PLANNING COMMISSION TRAINING WORKSHOP  
MINUTES OF APRIL 9, 2019**

Waxman called the meeting to order at 6:50 p.m. in the Sycamore Room 1<sup>st</sup> floor at 201 West Ash Street, Mason MI.

Present: Barna, Droscha, Howe, Perrault, Shattuck, Waxman  
Absent: Sabbadin (gave notice)

Also present: Elizabeth A. Hude, AICP, Community Development Director

**PUBLIC COMMENT**

None.

**PRESENTATION**

- a. Tour and overview of Community Development Office  
Members toured the Community Development Office and were provided an overview on department staff and roles.

**TRAINING**

- a. Contents of binder  
There was an overview of the components of the Planning Commissioner binders.
- b. Communication - Social Media and the Grocery Store  
There was a discussion that highlighted elements of the Open Meeting Act and Ex Parte conversations.
- c. Checklist for site plan review  
There was an overview of aspects of the site plan review that are critical when completing a site plan review.
- d. Roster and Nameplates  
Commissioners verified the spelling of their names for nameplates that are accepted to be ordered in the near future.

**ADJOURN**

The meeting adjourned at approximately 7:30 p.m.



Anne Klein Barna, Secretary