

BOARD OF TRUSTEES

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Pierce Township Board of Trustees and Zoning Commission Work Session

950 Locust Corner Road

May 3, 2018

6:30 P.M.

AGENDA

- I. **Call to Order:** Allen Freeman, Chair of the Trustees
Dick Schuler, Chair of the Zoning Commission
- II. **Pledge of Allegiance**
- III. **Introduce agenda and materials for discussion:** Loretta Rokey, Township Administrator
- IV. **Jay Stewart, Zoning Consultant with Kleingers**

Best Practices for Zoning Related Public Meetings and Plan Review:

- Zoning Procedures – Administrative and Legislative Functions
- Robert’s Rules of Order
- Public meeting agendas and Public Hearing Do’s and Don’ts
- Conflicts of interest, Exparte communications, role of alternates
- Creating the Public Record – recording of motions and adoption of minutes
- Building the Public Record – addressing the level of detail
- The role of the Township Land Use Plan
- Public Initiated Referendum Petition
- Potential Liability (How can you be sued?)

Overview of New PUD Procedure:

- PUD Process Overview
- Responsibilities of each PUD participant for all three review Stages
- PUD Application and Review Checklist

- V. **Identify Action Items for follow up**
- VI. **Invite Public feedback**
- VII. **Adjournment**

Next regular meeting of Zoning Commission: May 7, 2018 at 6:30 p.m.

Next regular meeting of Board of Trustees: May 9, 2018