Hendricks County

- Located immediately west of Indianapolis-Marion County
- 2010 Population: 142,393
- Population Change (1990-2010): 88.1%
- Area plan commission and BZA (county + four towns)
- Urban east side, rural west side

Staff Role in Managing Meetings

- Meetings are tip of iceberg
- Hearing most important part of approval process
  - Publicly visible
  - Citizen involvement with local government
- Staff responsible to public and board/commission for managing elements of meeting

Staff Responsibility to Public

- Bottom line: meetings run smoothly, respectfully, and professionally
- Fundamental responsibility: proper notification
- Furniture set up properly
- Sufficient number of clean chairs for audience
- Projector works and lens clean
- Computer and software work
- Room neat and picked up
- Distracting material taken off the walls
Staff Responsibility To Board/Commission

- Bottom line: no surprises for chairman
- Calm, deliberative atmosphere for making decisions
- Keep chairman apprised of situation
  - Changes to agenda
  - Unusual aspects of cases
  - Unusual degree or type of remonstrance
- Encourage concrete motions with quantifiable standards

Staff Responsibility To Board/Commission

- Information packets
  - Present sufficient information, but no more than necessary
  - Use bullet lists, charts, and tables
  - Standardize format and terminology
  - Limit written comments
  - Recommendation

Staff Responsibility To Board/Commission

- Applicant preparation (TAC session)
  - Explain hearing procedure
  - Clarify what PC/BZA will want to know about
  - Explain statutory/ordinance legal standards that board/commission will be basing its decision on
  - Note any board/commission hot buttons
Staff Responsibility To Board/Commission

- Board/commission attorney
  - Let attorney know if legal questions will come up during meeting and work out position if possible
  - Have attorney approve legally important matters ahead of time (e.g., text amendments, easements, complicated commitments)