

Yates Township Planning Commission Meeting
Special Meeting July 15, 2020 – Final Minutes

Meeting called to order 4:00 PM

The Pledge of Allegiance

Roll Call:

Charles Atkins, Ex-Officio – Present; Iris Hill, Secretary – Present; Evelyn Walker – Present; Blair Evans, Chair - Present; Julia Carr – Present; Janie Durban –Present; Micah Franklin – Absent

Chairman Evans explained that this is a virtual meeting. That everyone will be muted except the board members until public comments. The members of the public will be called on one at a time for their comments. Comments will be limited to three minutes. We are hosting these meetings at the township office. The meeting was opened to the board for any questions regarding the virtual meeting process. There were 21 people on the call.

Commissioner Carr asked if we could know who was on the call. Chairman Evans stated that if citizens wanted to identify they could and if they did not they could pass.

Reading of the Minutes:

Reading of the draft minutes: Thursday, February 13, 2020: Evelyn Walker moved and Iris Hill seconded that the minutes be approved. All members voted Aye - no nays - motion passed. Charles Atkins, Ex-Officio – Yes; Iris Hill, Secretary – Yes; Evelyn Walker – Yes; Blair Evans, Chair - Yes; Julia Carr – Yes; Janie Durban –Yes

Reading of the Draft minutes: February 14, 2020:

Evelyn Walker moved that the minutes be approved without corrections Julia Carr seconded the motion. All members voted aye - no nays motion passed.

Charles Atkins, Ex-Officio – Aye; Iris Hill, Secretary – Aye; Evelyn Walker – Aye; Blair Evans - Aye; Julia Carr- Aye; Janie Durban – Aye;

Reading of the Draft minutes: July 9, 2020:

Julia Carr moved that the minutes be received until the necessary corrections are made. Evelyn Walker seconded the motion. All members voted aye - no nays motion passed.

Charles Atkins, Ex-Officio – Aye; Iris Hill, Secretary – Aye; Evelyn Walker – Aye; Blair Evans - Aye; Julia Carr- Aye; Janie Durban – Aye;

Chair Evans asked for a motion that draft minutes for March 13, 2020 be tabled until Julia Carr, Evelyn Walker and Iris Hill meet and review the minutes. Evelyn Walker moved and Julia Carr seconded that the March 13, 2020 minutes be tabled until

Julia Carr, Evelyn Walker and Iris Hill meet and review them. Julia Carr asked if the motion could be amended to include the October 10, 2019; November 14, 2019; and the March 13, 2020 minutes. Voice Vote: motion passed. Charles Atkins, Ex-Officio – Aye; Iris Hill, Secretary – Aye; Evelyn Walker – Aye; Blair Evans - Aye; Julia Carr- Aye; Janie Durban – Aye

Old Business

7A) Chair Evans updated the board on the communication to two individuals who had requested variances at the July 9, 2020 PC meeting: one individual requested a dimensional variance and the other requested a use variance. After reviewing their requests he found they were outside of the purview of the PC that the Zoning Board of Appeals (ZBA) can address their requests. He reached out to the ZBA members and found the appeal forms need updating. He sent both citizens letters by email explaining the process and the forms needed to make an appeal. The forms are being updated (based on the MTA template) and will be sent to the applicants. A copy of the letters has been given to Commissioners.

He also reached out to the marijuana businesses: they reported that they are still following up with the state's process and are looking forward to working with and receiving the input of the planning commission in the future. He pointed out that our role would not be as consultants but to review their plans and that he is avoiding ex parte communication with anyone who may bring business before the PC. 7B) Chair Evans shared that requests for a rustic cabin have come up and that Lake County does have an ordinance that addresses rustic cabins but Yates Township ordinances do not speak to rustic cabins which means it is not allowed. We may want to clarify our position on rustic cabins, modular and auxiliary buildings in our ordinances. 8) Commissioner Walker (and Hill) suggested that we consider having a person who is not a commissioner take the commission minutes because the issues are important and it is difficult for commissioners to focus on input during our meetings and recording the minutes. Chair Evans asked Commissioner Walker to put together the proposal for the budget. Commissioner Atkins asked if the recording could be used for minutes and pointed out that the secretary will still be responsible for the minutes? Commissioner Carr shared that the person needed to be equipped with the technology needed to fill the job (i.e. computers, township, email addresses, etc.needed by Commissioners).

Commissioner Atkins reported no communications from Yates Township Board.

New Business

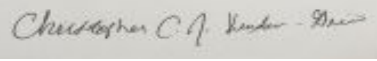
- a. Chair Evans briefly gave an overview of the Roles on the board
- b. Chair Evans described responsibilities Zoning Administrator reviewed job description, part of the commission budget, responsibilities, reporting and location/maintenance of files.
- c. Related Entities. Chair Evans wants to open lines of communication with all related Entities planning Commission, Zoning Board of Appeals, Zoning Administrator, Yates Township Board, Ordinance Enforcer, Circuit court, Lake County Ordinances and building department.

d. He has begun setting up a virtual document repository – with the Agendas and minutes, etc. Chair Evans, the township Clerk, and the zoning personnel have reviewed and understand.

Yates Township Board Update

The Yates Township Board approves Ordinances and can appeal to the courts regarding ordinances.

Approved January 14, 2021 ,



Planning Commission secretary.