

YATES TOWNSHIP PLANNING COMMISSION

SPECIAL MEETING FINAL MINUTES January 12, 2023 5 p.m. EST

The meeting was called to order by Blair Evans at 5:00pm

The Pledge of Allegiance to the Flag was recited.

Julia Carr asked to address the board: She requested that the meeting be cancelled or postponed because the meeting wasn't called according to the by-laws. It was explained that it was called according to bylaws, township ordinance and state law. A vote/poll was taken and it was decided to proceed with the meeting by 4 to 1.

Roll Call attendance vote was as follows:

Present: Commissioner Amy Ellis, Commissioner Julia Carr, Yates Township Board Representative & Ex-officio Shawn Coffey, Secretary Chris Grier, Chair Blair Evans

Absent: Commissioner Lester Walker

A quorum was established.

4) Information from the public for items on the agenda:

No comments on items on the agenda from the public.

Commissioner Carr stated for the record that she felt that the agenda is not in order due to having elections and setting a meeting schedule at a special meeting and that her phone has been blocked from attending planning commission and township meetings via zoom. (At the end of the meeting Secretary Grier determined that the phone being used to attempt to connect could not dial the number correctly because the case didn't fit properly and successfully connected after removing the case).

5) Agenda additions/deletion:

There were no changes to the agenda proposed.

6) Election of officers:

Blair Evans nominated Chris Grier for Chair of the Planning Commission. Second by Ex-officio Coffey.

Julia Carr nominated Lester Walker for Chair. Second by Commissioner Ellis.

Commissioner Carr moved to close the nominations. Second by Chair Evans. Unanimous voice vote to close nominations for Chair.

Roll call vote for election of Chris Grier:

Commissioner Amy Ellis: Commissioner Walker

Commissioner Julia Carr: Commissioner Lester Walker

Ex-officio Shawn Coffey: Secretary Grier

Secretary Chris Grier: Secretary Grier

Chair Blair Evans: Grier

Chris Grier was elected with a majority of the vote as Chair for this year which started July 1, 2022 with 3 to 2 vote.

Nominations were opened for Secretary:

Ex-officio Shawn Coffey nominated Blair Evans for Secretary. Second by Commissioner Chris Grier.

No answer to call for additional nominations.

Commissioner Blair Evans moved to close the nominations. Second by Ex-officio Shawn Coffey.

Voice vote 4 to 1 in favor of closing nominations.

Roll call vote for the election of Blair Evans:

Commissioner Amy Ellis: Yes

Commissioner Julia Carr: No

Ex-officio Shawn Coffey: Yes

Secretary Chris Grier: Yes

Chair Blair Evans: Yes

Blair Evans was elected as Secretary for this year which started July 1, 2022 by a 4 to 1 vote.

Blair Evans moved to delay the election of vice-chair until the seventh seat is filled and a member completes the Citizen Planner training. Second by Ex-officio Shawn Coffey.

Roll call vote to delay the election of the vice-chair:

Commissioner Amy Ellis: Yes

Commissioner Julia Carr: No

Ex-officio Shawn Coffey: Yes

Secretary Chris Grier: Yes

Chair Blair Evans: Yes

By 4 to 1 vote the election of vice-chair is delayed.

Chair elect Grier assumes the Chair.

Ex-officio Shawn Coffey asks to test if Commissioner Carr's phone is in fact blocked. Chair Grier pauses to test the ability of Commissioner Carr's phone to connect to the zoom meeting as she has stated that it is blocked. Chair Grier indicates that some of the button's don't work when dialing. It was decided to continue testing the malfunctioning buttons at the end of the meeting.

7) Establish regular meeting dates for the year

Secretary Evans moved to continue the meeting schedule as the second Thursday of the month at 5 pm as it has been in the past. Second by Commissioner Carr.

Motion carried by unanimous voice vote.

8) Present updates on Yates Township Board actions effecting the Planning Commission.

- a. Two new Township Policies which are already in effect
Secretary Evans gave summaries on two Township Board adopted policies on 1) administration and support of planning and zoning which embodied the ideas in the operating document that the Planning Commission and Board discussed earlier in the year 2022, and 2) appointee recruitment and approval for boards and commissions.
- b. New township ordinance for the planning commission that is in effect.
Secretary Evans provided a summary.
- c. Proposed amendment to planning commission ordinance.
Secretary Evans noted that the Township Board is considering amending the ordinance to make clear that the training requirement applies to seated members in addition to new appointees.
- d. Board adoption of a police power camping ordinance with input from a community committee.
Secretary Evans provided a summary of the process.
- e. Yates Township board removal of one planning commissioner
Chair Grier reminded everyone of the change.
- f. Board resolution: "A RESOLUTION ADMONISHING THE YATES TOWNSHIP PLANNING COMMISSION AND URGING SWIFT ACTION ON SEVERAL IMPORTANT ZONING AND RELATED MATTERS."
Chair Grier noted the Township Board's action.
- g. Yates Township Strategic Plan
Chair Grier and Secretary Evans reviewed its funding, development, and adoption. Secretary Evans provided copies for those who hadn't accessed it yet.

9) Update and restart the annual work plan

- a. Update bylaws
Chair Grier indicated that we need to complete this and requests any edits to the draft from the members ASAP, but by Feb 2, 2023 at the latest to the Secretary for distribution to Commissioners.

- b. Rapid completion of Master Plan amendment which is in progress
Chair Grier and Secretary Evans reminded all of the status. Secretary Evans moved to form a committee to update the Master Plan Information Packet including the Strategic Plan and then restart the previously defined schedule for adoption. Second by Commissioner Carr. Motion amended by Secretary Evans for the committee to include as members Chair Grier and Secretary Evans. Amendment was supported by Commissioner Carr. Approved through unanimous voice vote.
- c. Rapid adoption of a new set of ordinances based on a form that the Township attorney has recommended
Secretary Evans reviewed the history and reasons. Commissioner Carr suggested also looking at Webber Township ordinances.
- d. Report to the Board
Secretary Evans suggests reviewing the planning commission report to the board to be in the packet prior the next PC meeting. Report to include what has been done, what the workplan is and what budget will be requested. This should be on the February meeting agenda for approval. The draft will be finalized with the Secretary and the Chair.
- e. Budget request
Discussed under report to Board.
- f. Other work plan items
Will continue discussion at next meeting to allow participation by additional commissioners.

10) Public Comment: according to the Planning Commission bylaws

Township Clerk McGregory thanked the PC for resuming work as the township was suffering from inaction.

Susan Matous thanked the Commission. Hopes for rapid progress on the bylaws and training.

11) Adjournment

Movement to adjourn by Chair Grier. Second by Secretary Evans. Approved by unanimous voice vote.

Respectfully Submitted



Secretary Blair Evans