

YATES TOWNSHIP PLANNING COMMISSION

REGULAR MEETING FINAL MINUTES

February 9, 2023 5 p.m. EST

1) The meeting was called to order by Chair Chris Grier at 5:00pm

2) The Pledge of Allegiance was recited.

3) Roll Call attendance vote was as follows:

Present: Secretary Blair Evans, Chair Chris Grier, YTB Rep. & Ex-officio Shawn Coffey, Commissioner Amy Ellis, and Commissioner Kurt Johnson

Absent: Commissioner Julia Carr, and Commissioner Lester Walker

A quorum was established.

4) Agenda additions/deletions:

There were no changes to the agenda proposed.

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

No comments on items on the agenda from the public.

6) Approval of the Minutes: April 14, 2022 & January 12, 2023

Motion by Kurt Johnson, second by Amy Ellis, to approve both sets of minutes April 14, 2022 & January 12, 2023.

Motion carried by unanimous voice vote.

Old Business

7) Present the Planning Commission amendment on training adopted by the Township Board

Provided the Commissioners with the July 28, 2022 ordinance (re)establishing the Planning Commission and the January 17, 2023 amendment to that ordinance for their records.

8) Review and approval of MPIP and schedule of Master Plan amendment process

Secretary Evans explained the amendment process. It starts with public input to allow contribution to the master plan prior to crafting specific language. There will also be a public hearing after the plan is written to allow further input. To start the process the Planning Commission developed a Master Plan Information Packet (MPIP) with information on our current Master Plan, our Strategic Plan, what a master plan is, and a completed checklist of improvements to our current Master Plan that are needed.

There were no suggested changes to the MPIP.

The process for amending the plan is to:

- Post the MPIP on the website.
- Publish a meeting notice in the Lake County Star with information on the meeting date and a link to MPIP that they can also pick up from the clerk's office.
- Hold the public information session.
- Take the checklist and input from the information session and draft a new plan.
- After review, comment and approval for distribution from the Township Board, the plan is distributed to the County Planning commission and other parties who were notified of the plan amendment.
- Post a notice for a public hearing on the draft in the Lake County Star.
- Hold public hearing.
- Submit plan with any revisions to the Township Board for consideration and approval.

Discussion on the need to move forward promptly as we have been trying to do this for almost 2 years. Clerk McGregory responded to Chair Grier that an ad could go into the Star the following week if she received the information by Monday.

Motion by Chris Grier to set the starting dates as:

- Feb 13: The MPIP is available and the publication notice for information session goes to the clerk
- Feb 16: Ad for information session appears in Lake County Star
- March 4: Information session held on Saturday at 2 pm.
- The balance of the schedule will be defined after the starting date is approved.

It was considered that 2 weeks would be appropriate to give people an ability to set their schedules and also read the background information to be able to make informed suggestions.

Second by Blair Evans

Motion carried by unanimous voice vote.

9) Amendment to by-laws

No suggested changes to the February 22, 2022 draft bylaws had been received from any commissioners prior to the meeting.

Chair Grier asked for a discussion on the draft bylaws. Secretary Evans suggested changes based on a comparison to the new Township ordinance. Chair Grier pointed out important changes in the draft. Commissioner Johnson offered corrections and changes for consistency and clarity.

Motion by Blair Evans to adopt the amended bylaws with the suggested changes from this meeting, effective immediately. Second by Shawn Coffey.

Motion carried by unanimous voice vote.

10) Review and possibly revise the annual work plan

Chair Grier called for discussion on changes or additions to the work plan.

Motion by Blair Evans to adopt the hold-over items in addition to the ones approved at the January special meeting, as represented in the draft presented as the annual work plan. Second by Amy Ellis. Discussion to change item 15 to remove prior names initiated by Commissioner Ellis.

Motion to adopt with the change made during discussion carried by unanimous voice vote.

New Business

Review operating budget and approve budget request for FY24

Motion by Blair Evans to adopt the proposed operating budget as a budget request to the Township Board, second by Kurt Johnson.

During discussion it was noted that the budget includes the remaining \$9,000 in grant funding and requests \$11,290 from the General Fund to complete the work plan including master plan amendment and ordinance updates. It was further noted that an amount for the ZBA was calculated as there doesn't seem to be leadership for the ZBA. That amount isn't a Planning Commission request just an information item for the Township Board.

Motion carried by unanimous voice vote.

Review and possibly approve the Planning Commission report

Motion by Blair Evans to submit the report ("Year-end Report 2022 and historical summary"), second by Kurt Johnson.

During discussion Secretary Evans informed that this report is different because when we came onto the Commission there were no annual reports on the record, so this is a historical summary in addition to a past year report. This includes the report given on July 17, 2021.

Motion carried by unanimous voice vote.

Chair Grier noted that the meeting schedule adopted at the last meeting is in the meeting packet in addition to the Township website and posted on the door of the Township Hall.

Public Comment: according to the Planning Commission bylaws

Comment by Susan Matous – thanked the commission for the work, suggests that more information be made available on the purpose of the Planning Commission and a master plan. Also offered thanks for the meeting which showed progress and productivity, and conveyed Facebook viewers comments on the openness and clarity of the meeting.

Comment from Barbara McGregory – thanked the commissioners, even though it was considered boring it was very good to see the progress that is being made. She can see people working together with real steps on the Master Plan.

Comment by Joyce Johnson – thanked the commission for a very productive meeting. The Commissioners seemed to be knowledgeable and doing things in an orderly way. Asked when the prior bylaws were written (2008 with a minor amendment in 2017). Asked that we document people who are present on Zoom and Facebook also, so that everyone counts.

Comment from Evelyn Walker – stated that she has been blocked from calling into the Zoom meetings. Secretary Evans (who administers the Zoom sessions) noted that there are call-in participants at each Zoom meeting including the present one. He further noted that Commissioner Carr had indicated that she was blocked from the Zoom meetings but it turned out that she wasn't using her phone properly. Secretary Evans offered to do testing of the problem with Evelyn Walker between meetings and suggested that she reach out when it is convenient for her.

Comment from Blair Evans – It would be fantastic to capture more information from remote participants but isn't practical given the current technology setup and duties. It would be possible if the Township, Planning Commission and ZBA arranged a recording secretary and installed a fixed Zoom meeting setup. Also suggested that the Commissioners look at the roles where the bylaws suggest that we have designated people and come prepared to volunteer at the next meeting. It was the consensus that Secretary Evans formulate a technology proposal for the Board.

Adjournment

Motion by Kris Grier to adjourn, second by Shawn Coffey.

Motion carried by unanimous voice vote.

Respectfully Submitted

A handwritten signature in black ink that reads "Blair Evans". The signature is written in a cursive style with a long horizontal flourish at the end.

Secretary Blair Evans