

YATES TOWNSHIP PLANNING COMMISSION
REGULAR MEETING FINAL MINUTES
July 15, 2023 9:00 A.M. ET

1) The meeting was called to order by Chair Chris Grier at 9:05 am.

2) Roll Call attendance vote was as follows:

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

Absent: Commissioner Julia Carr

A quorum was established.

3) The Pledge of Allegiance was recited.

4) Agenda additions/deletions:

Motion by Commissioner Kurt Johnson to approve the agenda as written, seconded by Commissioner Amy Ellis.

Motion carried by unanimous voice vote.

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

No comments offered.

6) Approval of Minutes

Motion by Chair Grier to approve all five sets of minutes including:

- Special Meeting for Camping Ordinance Information Session on June 3 at 10am,
- Regular Planning Commission Meeting on June 8 at 5pm,
- Special Meeting for Camping Ordinance Information Session on June 29 at 5pm,
- Special Meeting for Master Plan Information Session on June 30 at 10am, and
- Special Meeting on July 3 at 10am,

seconded by Ex-officio Shawn Coffey.

Commissioner Kurt Johnson asked to correct the time of adjournment for the June 3 meeting from 12:01 am to 12:01 pm.

Motion to approve with noted correction carried by unanimous voice vote.

7) Approval of Department's expense report (none this month)

8) Unfinished business and reports

- a. Report from each member of the Commission on the segment of the township they represent for the past month.

Chair Grier stated that he would send Commissioner Lester Walker a list of any open areas to be covered.

Commissioner Ellis noted several community recruitment and safety conversations.

Commissioner Johnson noted participation in the recent Idlewild Lake Milfoil treatment activity. The Idlewild Lake Association will be hosting a boat wash demonstration and distributing information with MSU at the Idlewild Lake boat launch on July 20 starting at 9:00 am and continuing until all watercraft have been served.

Chair Grier noted three items related to history:

- There will be a community outreach activity on August 12 from noon until 4pm on Williams Island that will offer information and solicit input on Idlewild community planning for a grant initiative supported by the Freemont Foundation, Right Place and MSU Extension. There is also an option to give input through an online survey that will be available soon.
- There will be a museum exhibit on Idlewild from July 28 through October 23 at the Holland Museum along with several associated events.
- Dr. Ron Stephens is presenting every Saturday until Labor Day at 11:30 am and 2:30 pm at the Idlewild Historic and Cultural Center.

Secretary Evans reported that the Lake County Economic Development Alliance (LCEDA) received a grant that will allow it to increase their work over the next 3 years including having more dedicated support from the Right Place. There is an Economic Diversification Advisory Group that is being formed with representatives from the LCEDA board and several townships and villages along with WMRSDC. The results of the regional strategic planning activity that the LCEDA participated in should be available soon. Lake County was awarded a grant for blight reduction which will be managed through the land bank.

b. Work plan review and determination of action items

Chair Grier provided a general update on progress.

Commissioner Johnson gave an update on the work that he and Commissioner Ellis are performing to organize the township zoning records. This includes individual property level files and coordination with the Zoning Administrator for consistent use.

c. Training updates

Commissioner Lester Walker reported that he completed the Citizen Planner training.

d. Report on Zoning Administration

No report was available.

9) New Business

a. Update on Master Plan

Chair Grier gave an update on the Master Plan Survey results to date (there were 41 participants through June 16).

Chair Grier gave an overview of the results from the June 3 input session.

b. Update on Ordinance development

i. Compilation of current ordinances

Secretary Evans reported that although the current ordinances are about to be amended, they are important in order to understand what was legal prior to the new ordinances coming into effect. The process is being coordinated with the Township Attorney along with the new ordinance development.

The existing ordinances have been researched and compiled into one workable document.

ii. Updating Yates ordinances to modern structure

Commissioner Johnson gave update of progress and showed a sample of the process for matching the old and new ordinance structures.

Secretary Evans described and showed a sample of the process for moving the existing Yates decisions into the Merrill structure.

Secretary Evans described the process for coordination with the Clerk, Executive Committee of the Planning Commission, and the Township Attorney to complete this effectively.

iii. Cultural and Historic ordinance

Secretary Evans reported that it will take the form of a specification of non-conforming use and will be considered for adoption as part of the new ordinance structure. Chair Grier is developing the historical list of properties impacted.

c. Overview of where we are in the entire Planning and Zoning Process

- i. Where we were
- ii. Where we are now and what has been accomplished
- iii. Where we are going, what needs to be done and discussion of timeline for progress.

Chair Evans gave a brief update due to the meeting length. Referred to May 11 report of Zoning for some background. Described the overall coordination that is needed between the different bodies of Township Board, Planning Commission, ZBA and different documents including Strategic Plan, Master Plan, Capital Improvement Plan, etc. A brief update of the progress of the bodies was given. He noted that it is important to understand the Planning Commission actions in the context of the overall township process.

Chair Evans noted that a primary focus for the timeline is to make sure that the correct pieces are in place to start 2024 with everything related to zoning transparent and coordinated for property owners and government bodies.

10) Public Comment: (According to the Planning Commission bylaws.)

Commissioner Lester Walker commented on Chair Grier's early comment on an agreement between the Township and Commissioner Walker. He commented that it is not an agreement but rather a federal law.

Commissioner Lester Walker welcomed Commissioner Johnson onboard.

Susan Matous offered recognition on the amount of work that the Commissioners are doing. She noted the results show as more effective operation and that there are many quiet positive comments in addition to the loud complaints.

Nicolena Innis-Stubbs offered thanks for the hard work and effective meetings.

Commissioner Ellis noted that there is a ZBA meeting on July 25.

11) Adjournment

Motion by Commissioner Johnson to adjourn, second by Ex-officio Shawn Coffey.

Meeting adjourned at 10:07 a.m.

Respectfully Submitted



Secretary Blair Evans