

YATES TOWNSHIP PLANNING COMMISSION
SPECIAL MEETING FINAL MINUTES
July 31, 2025 5:30 P.M. ET

1) The meeting was called to order by Chair Grier at 5:30 p.m.

2) Roll Call attendance was as follows:

Present: Commissioner Amy Ellis, Secretary Blair Evans, Commissioner Kyle Green, Chair Chris Grier, Commissioner Beulah Guydon and Commissioner Linda McClure.
Absent: YTB Rep. & Ex-officio Shawn Coffey.

A quorum was established.

3) The Pledge of Allegiance was recited.

4) Approval of the Agenda

Motion by Secretary Evans to approve the agenda as written, seconded by Commissioner Guydon.

Motion to approve agenda passed by unanimous voice vote.

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

No comments offered.

6) New Business

a. Public Hearing on ~~hearing on~~ Special Land Use for Parcel 43-15-166-001-00

Motion by Secretary Evans to open the hearing on Special Land Use for Parcel 43-15-166-001-00, seconded by Commissioner Ellis.

Motion to open the hearing passed by unanimous voice vote at 5:03 p.m.

Chair Grier thanked the subcommittee for the development of the evaluation rubric and gave instructions for the hearing.

Secretary Evans gave background on prior ZBA action on this parcel and the dimensional variance on setbacks granted which was conditioned on potential approval of this request to the Planning Commission.

Acting Zoning Administrator Johnson presented the findings of fact for the application.

Commissioner Ellis asked where the entrance drive would be located. She expressed a potential concern if it was directly from Lake Dr.

Commissioner McClure asked if the height of the proposed structure would obstruct the home behind it.

Acting ZA Johnson indicated that he did not believe so. And would be in kind with the existing buildings in the area. The landowner committed to use siding, etc that was consistent with the existing home.

Commissioner Guydon asked for clarification of how the dimensions of this lot meet the requirements. Acting ZA Johnson clarified how the ZBA acted on the requirements for the nontraditionally shaped lot.

Chair Grier asked how many houses are on Elm.

Secretary Evans commented on the idea of a right to an unobstructed view by an adjacent landowner.

Chair Grier walked the Commission through each line of the rubric and asked for agreement that it met each standard or not.

Under 19.03B7 Secretary Evans raised a concern about a hazard if the entrance was at an intersection of 2 streets. Chair Grier asked for confirmation of the location of the building. Commissioner Ellis voiced a concern about driveway placement if not on Elm. The ZA indicated that the entrance will be on Elm near the corner.

The commissioners discussed the role of the ZBA and PC in making this decision and if the PC was setting an adverse precedent. It was agreed that it isn't setting a new precedent as the ability is ready already defined in the Zoning ordinance.

The Planning commissioners completed review of all of the items in the rubric and found that all met standards.

Chair Grier invited the applicant to make any comments that they wished to make.

Applicant Karen Kelly offered to answer any questions.

Secretary Evans asked to confirm the driveway location. A discussion ensued and Chair Grier asked to look at Google maps images of the location. After discussing the location of the garage entrance and the street level images of the intersection it was concluded that the drive would actually be off of Lake Dr through a part of the applicants property that the public has been driving over at the intersection.

Commissioner McClure indicated that it would be an enhancement to the area.

The Commissioners had no further questions.

Chair Grier invited the public to comment in support or opposition.

There were no public comment in the room or on Zoom.

Motion by Commissioner Green to close the public hearing, seconded by Ex Secretary Evans.

Motion to close the hearing passed by unanimous voice vote.

b. Deliberation and decision on Special Land Use for Parcel 43-15-166-001-00

Motion by Secretary Evans to approve the Special Land Use application, seconded by Commissioner Ellis.

No discussion. Chair Grier called for a roll call vote. Amy Ellis – yes, Blair Evans – yes, Kyle Green – yes, Chris Grier – yes, Beulah Guydon – yes, Linda McClure – yes. Motion passed unanimously.

c. Election of Vice-Chair

Secretary Evans moved to open elections for Vice-Chair, seconded by Commissioner Ellis.

Chair Grier called for nominations.

Chair Grier nominated Beulah Guydon for Vice-Chair, seconded by Secretary Evans.

There were no other nominations.

Chair Grier moved to close nominations, seconded by Secretary Evans.

Secretary Evans reviewed key Vice-Chair responsibilities.

Chair Grier called for a roll call vote. Amy Ellis – yes, Blair Evans – yes, Kyle Green – yes, Chris Grier – yes, Beulah Guydon – yes, Linda McClure – yes. Motion passed unanimously.

d. Selection of New Date for August Meeting

Chair Grier explained that the regular meeting date in August would not accommodate the notice and publication requirements for some pending items. He suggested moving the meeting to Thursday August 28.

Commissioner Ellis suggested Tuesday August 26 instead.

After discussion Secretary Evans moved to cancel the August regular board meeting, schedule a Special meeting on August 26 with the agenda set by the Executive Committee. Seconded by Commissioner Ellis.

No discussion.

Motion carried by unanimous voice vote.

e. Volunteers to Represent Segments of the Community

Chair Grier explained the purpose of the representation defined in the bylaws.

Each Commissioner with existing assignments noted those.

Newer members were asked to volunteer for vacant slots. Commissioner McClure volunteered for h) sanitation, Secretary Evans volunteered for f) economic, Commissioner Green volunteered for a) environmental.

The resulting assignments are:

- a) environmental interests - Kyle Green,
- b) agriculture, forestry, and land use - Kyle Green,
- c) governmental municipal interests - Blair Evans,
- d) education - Beulah Guydon,
- e) recreation and tourism - Chris Grier,
- f) industrial and economic - Blair Evans,
- g) transportation and communication - Shawn Coffey,

- h) sanitation, environmental health, housing, and human services - Linda McClure,
- i) Ex-Officio member - Shawn Coffey,
- j) zoning board of appeals representative - Blair Evans,
- k) historical and cultural heritage of Idlewild - Chris Grier,
- l) Acreage - Amy Ellis

f. Review of Evaluation Rubrics

Chair Grier and Secretary Evans gave info and history of the rubrics.

Secretary Evans discussed Rezoning rubric. Commissioner Guydon spoke to the objective nature of the rubrics in general. Secretary Evans discussed PUD rubric.

Commissioners reflected on the use of the rubric during this meeting.

7) Public Comment: according to the Planning Commission bylaws

Acting ZA Johnson thanked the Commissioners and the applicant for the work in the Special Land use.

Kyle Grier asked for access to information on the segments of the community discussed.

8) Adjournment

Motion by Commissioner Guydon to adjourn.

Meeting adjourned by Chair Grier at 7:01 p.m.

Respectfully Submitted



Acting Secretary Blair Evans