

YATES TOWNSHIP PLANNING COMMISSION
REGULAR MEETING FINAL MINUTES
June 12, 2025 5:30 P.M. ET

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

2) Roll Call attendance was as follows:

Present: Commissioner Amy Ellis, Secretary Blair Evans, Chair Chris Grier, Commissioner Beulah Guydon, Commissioner Kyle Green 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 Commissioner Ellis to approve the agenda as written, seconded by Secretary Evans.

Secretary Evans suggested deleting New business item c and replacing with a request that the supervisor lead the board in the process to put our zoning map on the county GIS system.

Commissioner Guydon corrected the April meeting date from April 12 to April 10.

Motion to approve agenda with changes passed by unanimous voice vote.

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

None offered.

6) Approval of Minutes

Motion by Secretary Evans to approve the minutes of April 10, 2025, seconded by Commissioner McClure.

Motion to approve passed by unanimous voice vote.

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

8) Unfinished business and reports

a. Training updates (none)

b. Report from each member of the Commission on the segment of the township they represent for the past month (none)

c. Report on Zoning Administration

Report from Kurt Johnson

ZBA update from Secretary Evans

d. Master Plan timeline for collaboration with Lake County

Secretary Evans recapped the collaborate timeline with Lake County.

d. Report on Zoning Administration

Acting Zoning Administrator (Supervisor Johnson) presented the activity over the last month. He also noted 3 ZBA cases prepared for hearings. Current Zoning Administration hours are Monday through Thursday from 10 am to 2 pm.

e. Update on status of Master Plan and amendment

Secretary Evans gave an overview of the history of the Master Plan amendment, the planning grant received, the strategic plan funded, and the direction for joint planning with Lake County. Secretary Evans also explained the relationship between the Master Planning and future zoning along with the importance of community engagement.

9) New Business

a. Recommendations on Recreational Marijuana and Short Term Rental regulatory ordinance

No additional recommendations offered.

b. Update Zoning Ordinance Article 4 by adding 4.03(g) for adjacent parcels

Chair Grier requested Secretary Evans to define and give context to Lawful nonconforming use. Secretary Evans gave the definition and background on the Yates Ordinance. Secretary Evans reviewed the ongoing responsibilities of the Planning Commission for historic sites that includes the approval of adding adjoining parcels and the treatment of adjoining or adjacent parcels other places in the Zoning Ordinance.

Commissioner Guydon asked about replacement of damaged buildings. Secretary Evans reviewed the provisions in the 4.02 for Idlewild Historic Sites concerning additional flexibility to continue operation of the institution.

Secretary Evans moved to pass the language to the township attorney for review and revision to be incorporated into a Zoning Ordinance amendment, seconded by Commissioner Guydon.

Motion passed by unanimous voice vote.

c. Update on amending zoning map

- Yates Zoning Map on County GIS

Secretary Evans moved that the Township Supervisor lean an effort for the Township Board to work with Lake County to put ~~of~~ our Zoning map as an overlay in the County GIS. Seconded by Commissioner McClure.

Motion passed by unanimous voice vote.

- To reconcile platted areas zoned Agricultural in general

Secretary Evans moved to update the zoning map to change all areas that are platted from Agricultural designation and including them in the adjacent residential designation, specifically Community Residential. Second by Linda McClure.

Motion passed by unanimous voice vote.

- d. Progress on By-laws update from the working group

Secretary Evans moved to approve the "Draft of an addition to YTPC by-laws to address ongoing responsibilities under Zoning". Seconded by Commissioner Green.

Motion passed by unanimous voice vote.

- e. Special land use application received and special hearing on July 10th

Secretary Evans moved to have a hearing at the July Planning Commission meeting, seconded by Commissioner Ellis.

Motion passed by unanimous voice vote.

Secretary Evans reviewed the information for the hearing.

- f. Process before Master Plan to achieve a collective understanding of facts prior to actual planning.

Secretary Evans described desired steps to take locally to prepare for common understanding of facts and a common representation of Idlewild's future. Commissioners discussed the advantages of a collective meeting.

10) Public Comment: according to the Planning Commission bylaws

Susan Matous commented on the progress of the Planning Commission. She also expressed the need for the discussions and review become part of the fabric and ritual of the Township.

Frank Cargle expressed appreciation for incorporating a diversity of people and views.

Commissioner McClure suggested updated the website with names.

Chair Grier gave a listing of upcoming events.

11) Adjournment

Meeting adjourned by Chair Grier at 6:58 p.m.

Respectfully Submitted



Acting Secretary Blair Evans