

**Crystal Lake Township Planning Commission  
Regular Meeting Draft Minutes  
July 24, 2013 @ 7:00 P.M.  
Crystal Lake Township Hall**

**Call to Order 7PM**

**Pledge of Allegiance**

**Roll Call of Officers:** Laarman, Wright, Herd, T. May, S. May.

**Recognition of Visitors:** Bill and Pat Cleary, Cathy Morris, Clarissa Wright, Supervisor Amy Ferris, Kent Stewart, Jessica Carland

**Quorum present**

**Motion to approve Minutes of Special Meeting on June 26, 2013 moved Laarman, seconded Wright, all ayes, motion passed.**

**Motion to approve Agenda with changes and additions moved Wright, seconded T. May; all ayes; motion passed.**

**Public Comments and Letters of Correspondence Concerning Items Not on Agenda**

**Amy Ferris** suggested that the Planning Commission add the following as future agenda items: fireworks, Right-of-Way, Brownfield Redevelopment Authority. She asked if the Commission was going to deal with the lack of a Zoning Administrator.

**Nomination of Planning Commission Officers**

**Motion to have newly elected chair immediately preside over meeting moved Herd, Wright, Laarman –abstained, Wright – aye; Herd – ayes; T. May- aye; S. May – aye; motion passed.**

**Motion to nominate Greg Wright for chair moved Herd, seconded T. May, all ayes, motion passed.**

**Motion to nominate Jim Laarman for vice-chair moved Wright, seconded Herd, all ayes, motion passed.**

**Motion to nominate Sharron May for secretary moved Wright, seconded Laarman; all ayes; motion passed.**

All nominations were accepted.

**Reports to the Commission**

a. **Chair Report** – Wright thanked Jim Laarman for filling the vacant chair position after the previous chair resigned. Laarman thanked each individual planning commission member for their stepping up to the job. Wright thanked Tammy May for her work as secretary prior to the appointment of S. May.

b. **Zoning Administrator (ZA) Report** – ZA position is open. Wright gave RV Park update and presented documentation from ZA Dave Neiger denying a certificate of zoning compliance to Roger Mix prior to his resignation. There were meetings with the township supervisor, attorney and Neiger and letters exchanged between RP2.5 group, Mr. Mix and the township. The PC has not been involved – they did their job when approving the Special Land Use permit. Wright suggests that the PC support Mr. Figura's suggestion that the three parties meet. Richard Barklay has contacted the township about his prior appointment to the ZBA, which is valid until August 14th. Wright did not see confirmation of a certified letter sent by Neiger to Mr. Mix as requested by the Planning Commission; an email was sent. Chair Wright opened the discussion to public/**Ferris** clarified that the aforementioned meetings happened prior to July 3 and that there have

been none since; and suggested how the ZA position might be filled and asked that the PC make a recommendation. 9 people have applied.

**Motion to appoint two PC members to interview Zoning Administrator moved S. May, seconded, T. May. All ayes, motion passed. Wright appointed Bill Herd and Jim Laarman.**

**Cathy Morris** asked who authorized the Spec. Land Use Permit. Wright responded that the Planning Commission did, with conditions. **Kent Stewart** applauded the commission's obvious intent to do the right thing and supported Mr. Figura's idea about a meeting. He emphasized the importance of getting things out on the table so the Commission knows what their responsibility is and has guidance, particularly regarding enforcement to avoid further controversy.

c. **Zoning Board of Appeals (ZBA)** – Wright suggested advising Mr. Mix that he has the right to object through the ZBA. **Supervisor Ferris** explained how **Mr. Barclay** was overlooked and found confirmation of his appointment in prior minutes. He will need to be reappointed on August 12; however Ferris wants to make sure that the ZBA is ready to hit the ground running. Mr. Barclay has not been trained and agreed to undergo training but it costs \$400. **Ferris** did not want to imply that **Mr. Barclay** was not suitable but if someone could be appointed with ZBA training, she would rather avoid the accusation of decisions made by an untrained ZBA. Chair closed public comment.

**d. Capital Improvements Committee – No report**

**e. Article 10 Review & Update Committee Report – No report**

f. **Master Plan Committee Report** – The Master Plan Committee met twice. The Future Land Use map will be completed at the next meeting. Tomorrow's meeting is being rescheduled. The next step is for Beckett & Raeder (B&R) to create a Zoning Plan and Action Plan. A Special Meeting is scheduled for August 31<sup>st</sup> when John Iacoangeli from B&R will present the draft MP to the Planning Commission who will have a week to review it for comments. A special meeting was scheduled for Wednesday, August 7 to consolidate PC comments. Then the MP can be presented to the Township Board to approve for release to the public at the August 13<sup>th</sup> board meeting.

g. **Lakes To Land Report** – A schedule was sent from B&R. S. May confirmed that our Township could release their plan sooner to accommodate seasonal residents.

#### **Unfinished Business**

**Discussion about Monitoring and Managing Special Land Use Permits** – Bill Herd opened the discussion. The Planning Commission needs to know what has been done/not done and take a more active part in monitoring and managing Special Land Use Permits. S. May moved on Wright's suggestion to support Mr. Figura's recommendation.

**Motion to support Mr. Figura's suggestion in his July 15<sup>th</sup> letter for the 3 parties to meet moved S. May, seconded Wright; all ayes, motion passed.**

**Motion that the chair draft a letter including the original conditions plus the consent agreement conditions; confirm that Mix is in violation of the zoning ordinance; that the matter will be taken up by the new ZA; and the proper channel for appeal is the ZBA moved Laarman, seconded Herd; 4 ayes, 1 abstain (S. May), motion passed.**

**Discussion:** Wright suggested the Planning Commission notifying Mix of the PC expectations. S. May was concerned that the matter had moved beyond the scope of the PC and should be conveyed through the attorney with one document including all of the conditions (Special Land Use and Consent Judgment) to avoid confusion. Wright asked secretary May to draft the letter. May, who abstained, declined preferring letter come from the Chair.

New Business

- a. Draft Master Plan Presentation – tabled to July 31<sup>st</sup> special meeting.
- b. Planning Commission Email account – tabled to next regular meeting
- c. Discussion: Alternates on the Planning Commission – tabled to next regular meeting
- d. Discussion: Administrative Section XIV – tabled until next regular meeting.

**Public Input – Agenda Items Only – none**

**Any other Business/Ongoing Business/Announcements**

Laarman suggested adding Medical Marihuana and wind turbine ordinance to a future agenda.

**Motion to Adjourn moved S. May seconded Herd; all ayes motion passed; Meeting adjourned at 8:42pm**

**Next Special Meeting: Wednesday, July 31, 2013**

**Next Regular Meeting: Wednesday, August 28<sup>th</sup>, 2013**

**Handouts: Agenda, Minutes, copy of correspondence from David Neiger to Roger Mix denying certificate of Zoning Ordinance compliance; Master Plan Committee Report**