

**Lake County Planning Commission**  
**Meeting Minutes**  
**May 31, 2011**

1. **Call to Order.** Meeting was called to order by Chair Linda VanDolsen at 2:30 p.m.
2. **Pledge of Allegiance**
3. **Roll Call:**

*Present: Chair Linda VanDolsen, Patrick Johnson, Gwen Warren, Larry Collier, Donald Arquette, Bill Gillard*

*Absent: Ken Wenzel*
4. **Approval of Minutes from May 17, 2011.** Member Johnson moved; Member Arquette seconded. Unanimous.
5. **Research materials were distributed:** updated by-laws draft and CD's with various Lake County documents which Member Collier had copied for everyone.
6. **OLD BUSINESS**
  - a. ***Finalization of by-laws.***
    - Chair VanDolsen led the Commission through the by-laws for revisions and discussions. Member Warren felt her expertise would be better suited if she represented "a" under "Membership." Chair VanDolsen is switching with her and taking "g."
    - Page 2: "Liaisons" was changed to "Resource People" to better reflect the potential resources the Commission might benefit from using and areas we might wish to examine or learn about.
    - page 2: "Training" area was modified to reflect that the Commission members "may" take training (in lieu of "shall") since that was never a requirement when they were appointed.
    - Page 4: Site "Inspections" was changed to Site "Assessments" and #2 was eliminated.
    - Page 6: Regular Meetings: changed to reflect one meeting per month, with the caveat that the Commission can schedule a second meeting, if deemed necessary. The Commission will meet a minimum of four times annually.
    - Page 13: Township Zoning Reviews: "shall" was changed to "may", with other minor wording changes.
    - Changes will be incorporated into the by-law example, with that copy then sent to all Commission Members for final review. Changes are to be submitted to Secretary Kerans by Friday, June 3, 2011.
    - Motion to accept by-laws, with any changes from Chair VanDolsen and member Warren with their reassigned areas under Membership, and with the amendments suggested today made by Member Johnson, seconded by member Arquette. Passed unanimously.
  - b. ***List of influential people*** in assigned townships (including address and phone number).
    - Chair VanDolsen again requested that all members who have not already done so, submit a list of influential people in assigned townships to Member Kerans, remembering to include address and phone of each person listed.
  - c. ***Number of Meetings per Month*** was discussed. Chair VanDolsen requested permission from the County Commissioners for two monthly meetings and was granted that request for June.

**Commission Members chose June 21 and June 28, both from 2:30 p.m. – 5:00 p.m.** Linda will again request two meetings in July at a County Commissioners' meeting in June. The budget given this committee for stipends, travel, and supplies is \$10,000.
7. **NEW BUSINESS**
  - a. **Scheduling of Community Meetings**

Chair VanDolsen encouraged all Commission members to contact their assigned townships and to begin scheduling meetings for SWOT analysis. Susan Dennis has volunteered to be present, but needs notice to schedule these meetings. Member Collier passed out copies of all the township

meetings times and locales. Three members have already contacted townships and some have already scheduled meetings for Susan Dennis to attend. Chair VanDolsen encouraged everyone to make contact prior to the June 21 meeting.

**b. *Input from Meetings Already Held***

Chair VanDolsen asked for input, but this community outreach is still in its beginning stages, so there was not much discussion.

**c. *Discussion of Master Plan Outline (Tenative)***

Chair VanDolsen asked the members to study plans from Mason, Manistee, and Wexford, among others, to draft an outline for the lake County Master Plan. She asked that all members familiarize themselves with the requirements of said plan. She commented that the recent completed census will make the statistics very relevant.

-Member Collier then presented two master plans for the Commission to view and study: Newkirk Township (in Lake County) and Wexford County. Newkirk's is unique in that they mailed a questionnaire to area residents for input. Member Arquette noted that that method might work best in the townships he was assigned. Commissioners discussed various aspects of the Wexford County Plan and how it might be applicable and/or similar to Lake County's Plan.

**8. *GOALS FOR NEXT MEETING (June 21, 2011)***

- 1. *Share/list meetings attended or scheduled (outreach).***
- 2. *Be prepared to discuss a Master Plan outline for Lake County, having studied other Master Plans.***
- 3. *Complete/expand list of influential people in Lake County by Friday, June 3, 2011.***

**9. *ADJOURNED***

Member Johnson made motion; member Gillard seconded. Unanimously approved at 4:45 p.m.

Respectfully Submitted,

Ellen Kerans