

**Lake County Planning Commission
Meeting Minutes**

November 10, 2011

1) Call to Order

Meeting was called to order by Chairperson Linda Van Dolsen at approximately 10:00a.m.

2) Roll Call

Present: Don Arquette, Commissioner Carrington, Craig Davis, Patrick Johnson, Linda VanDolsen, Gwen Warren, Craig Davis, Commissioner Collier (Liaison), Susan Dennis (USDA, Rural Development Specialist), Ryan Coffey (MSU Extension). Excused: Ellen Kerans

3) Approval of Minutes of October 18, 2011

Correction: Patrick Johnson and Ellen Kerans were absent and excused.

Motion was made by Don Arquette to accept the minutes with corrections and seconded by Patrick Johnson.

4) Correspondence

No Correspondence

5) Old Business

Colleen Carrington distributed an updated listing of civic organizations and churches. She thanked Don Arquette for assisting in this listing by filling in additional information. Commissioner Carrington will email a copy of the updated listing and the listing of townships to Ryan Coffey.

6) New Business

Master Plan

Ryan Coffey, MSU Extension will be assisting the Planning Commission in preparing the Master Plan. He mentioned that MSU will bill for his mileage only.

Ryan commented that the commission is on the right track and needs organizational structure. He stated that he needs information regarding the format and images for the document.

Ryan provided a copy of the Merrill Township Master Plan. He participated in the development of this plan and introduced it as an example format for the Lake County Master Plan. There are similarities because both are rural communities with similar issues. Ryan also stressed the following:

- The language for in the plan for townships is important when it comes to zoning issues and suggested that action items are listed as “should” rather than “shall”.
- There are liability issues when information changes and the plan are not updated accordingly.

- Under the Planning Act, the document must be called Master Plan
- New statute allows the master plan to reference township plans

Ryan stated that he has expertise in mapping and would get with the Lake County Equalization Department.

The color scheme for the cover page of the master plan will coincide with the Lake County logo which is green and blue.

Susan Dennis mentioned that the Master Plan is a living document and each person on the commission will need to keep in touch with the townships and keep the information current, making changes as they occur. She discussed cooperating with other regions and sharing resources.

Goals and Scheduling

Susan instructed the Planning Commission members to develop broad goals for the assigned areas of the master plan. To accomplish this task members will identify the 'Weaknesses' (Issues), the 'Opportunities' and the 'Threats' listed in the results from the community assessments.

Because many townships do not have websites, Susan stressed plugging into other communication sources, i.e. minutes, newsletters, etc. Review existing land use plans, Mason plan for references. Plans are updated every 5 years according to law.

Deadline for getting the information to Ryan is Tuesday, November 29, 2011. The draft master plan will be submitted to the Lake County Commissioners on December 28, 2011. Members will email the information to Ryan and to other planning commission members. Call Susan if you are unable to email. Review existing land use plans, Mason plan for references. Plans are updated every 5 yrs, according to law.

WMSRDC

Susan Dennis reported on the meeting she attended on October 26th. The Industrial Park project of Pleasant Plains will not be included in the 2012 CEDS. Susan encouraged the members to contact Erin Kuhn with any other known economic development projects that could be included for funding. County Commissioner, Dave Randall, also attended this meeting and submitted Baldwin's airport project.

Website Links

Susan advised that the community assessment exercises be listed rather than summarized in the master plan. Links can be used to provide details such as the various input can be acknowledged, such as, input supplied by the students.

7) Training

Planning Commission members will continue to review the materials from the last meeting: Handbook 5: Implementation & Benchmarking Methods and An excerpt from Introduction--Strategic Planning, Step 3 – Choosing issues and Opportunities

8) Next Meeting – Tuesday, December 20, 2011 at 3:30 p.m.