

**Lake County Planning Commission
Meeting Minutes**

May 17, 2011

1. **Call to Order.** Meeting was called to order by Chair Linda VanDolsen at 2:40 p.m.
2. **Pledge of Allegiance**
3. **Roll Call:**
Present: Chair Linda VanDolsen, Patrick Johnson, Gwen Warren, Larry Collier, Donald Arquette
Absent: Bill Gillard and Ken Wenzel
4. **Approval of Minutes from April 19, 2011.** Member Warren moved; Member Johnson seconded.
Unanimous.
5. **OLD BUSINESS**
 - a. **Finalization of by-laws.**
-Chair VanDolsen gave the members until May 25 to complete this task and e-mail any changes/additions in the recommended by-laws to Member Kerans (ekerans@msn.com). Each member should especially check his/her represented area under the "Membership" section on pages 1 & 2. Member Kerans will incorporate additions/changes into existing/recommended by-laws and send a draft to all members prior to the next meeting.
 - b. **List of influential people** in assigned townships (including address and phone number).
-Chair VanDolsen gave the same deadline (May 25) to each member to collect and send a list of influential people in assigned townships to Member Kerans, remembering to include address and phone of each person listed.
 - c. Larry Collier will send everyone electronic copies of Lake County Recreation Plan, Lake County Fire Mitigation Plan, and Lake County Solid Waste Plan. Everyone already has the Lake County Land Use Plan. Committee members are to read each one and become familiar with each.
6. **NEW BUSINESS**
 - a. **Tutorial on Master Planning: Susan Dennis**
 - 1) Sectors of Assessment
 - Economic**
Examples: existing businesses; which ones do we leave town to find?
Current incomes?
Transportation: good?
Demographic trends: aging population?
 - Skills and Knowledge**
Examples: Education system: good?
Libraries?
Museums?
MEAP scores?
College degree percentage of population?
Job training available?
 - Setting and Environment**
Examples: natural resources available
Downtown(s)
Sanitation infrastructure
Recycling
Weather trends in area

-Civic Foundation

Examples: communication between/among population
Service-oriented groups
Cultural identity

-Personal Security

Examples: crime rate
Daycare availability
Health care options
Dental options. Vet options
Emergency response time.

- 2) Method Committee is to use to collect data: **Community Involvement Method.**
-Example of presentation: "We are developing a 5 – 10 year County-Wide Master Plan and would like to involve your group as part of our "community Involvement method."
-Committee is to begin to identify groups to "interview", making them varied and inclusive. Susan will attend as many of these meetings as possible, but needs some notice. Member Kerans volunteered to help maintain a calendar.
-Susan Dennis recommended viewing the Wexford County Plan on line as an example for the Lake County Planning Commission. Newkirk Township also completed a Plan, and used a mailed survey rather than face-to-face meetings, which is another data-collecting possibility.
-NEXT MEETING: deadline for project completion will be set so everyone, including the community groups, are aware of it.

3) SWOT Exercise for Committee (Strengths/Weaknesses/Opportunities/Threats)

Susan conducted exercise for Planning Commission Members to familiarize group with preferred methodology to collect data for inclusion in final Plan. She recommends beginning with Weaknesses, then moving to Opportunities (sometimes the two are related....."lack of communication is a weakness; add another newspaper is an opportunity"), then to Threats, and ending with Strengths.*
**Completed work sheets from exercise on following page*

7. GOALS and SCHEDULING of NEXT MEETING

- 1) **Next Meeting: May 31, 2011, at 2:30 – 5:00 p.m.** Larry Collier informed Chair VanDolsen that the County Commissioners did NOT approve having two meetings per month. Chair VanDolsen will appear before County Commissioners at their next scheduled meeting and ask that they reconsider, as the Planning Commission has a lot of work to be done in a short amount of time.
- 2) Goals for May 31st:
- By-laws are complete
 - List of influential people is complete
 - Meetings with townships and groups has begun to be scheduled, with tentative completion date noted as the end of November, 2011.
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8. ADJOURNED

Member Warren made motion; member Arquette seconded. Unanimous approval.

Respectfully Submitted,

Ellen Kerans