

**Minutes of Regular Monthly Meeting
Crystal Lake Township Planning Commission
7:00 PM July 26, 2023
Crystal Lake Township Hall**

1. CALL TO ORDER at 7:10 pm by Chair Greg Wright

2. ROLL CALL AND RECOGNITION OF VISITORS

Planning Commission Secretary Bill Northway called the roll:

Present: Commission Chair Greg Wright
 Commission Vice Chair Bill Herd
 Commissioner Mike Pasche
 Commissioner Lee Ewing
 Commissioner Bill Northway

Staff present: Zoning Administrator Tom Kucera
 Recording Secretary Jeannette Feeheley

Visitors: None

3. CALL FOR CONFLICT OF INTEREST: None.

4. CORRESPONDENCE:

Wright and Kucera mentioned that Lake Township had sent their proposed Master Plan as a courtesy and as mandated by the Planning Enabling Act, (*underlined language added as an amendment by Commissioners at the Aug. 23, 2023 Meeting of the Planning Commission*) and asked for comments. Kucera will email it to the Commissioners. The status of the Master Plans of several other townships and villages was discussed, in particular to whether any others had yet adopted an Ordinance to inculcate the Crystal Lake & Watershed Association's (CLWA) Overlay District that Crystal Lake Township had adopted.

Kucera handed out a draft brochure to the Commissioners that he and the CLWA had put together to try to give people guidance on where to go and what to do regarding permitting. He said one had been put together years ago and this is an updated one and he asks the Commissioners to please critique it and offer any suggestions they may have before the CLWA finalizes it.

Kucera mentioned the Herban red barn is for sale and he has been getting inquiries about what can be done with that property.

5. APPROVAL OF MINUTES OF REGULAR MEETING OF JUNE 28, 2023

No one had any amendments to offer. All agreed to approve the Minutes. The Minutes of the Planning Commission's regular meeting of June 28, 2023 were approved by consensus.

6. APPROVAL OF AGENDA

Wright moved approval of the draft Agenda. Ewing seconded. All ayes. Agenda

approved.

7. PUBLIC COMMENTS: None.

8. REPORTS TO THE COMMISSION

A. Chair Report:

They will be taking up the Capital Improvement Plan today. Also, the Chair reported that there's been some confusion about the posting of notices and he has been clearing that up for people.

B. Zoning Administrator Report:

Kucera provided a log of permits issued so far for the year. About thirty permits have been issued, mostly small items, such as decks. Wright asked how many Special Land Use Permits have been issued over the last ten years. Kucera estimated somewhere less than six.

C. Zoning Board of Appeals:

Kucera reported nothing pending.

9. ELECTION OF OFFICERS

Ewing moved that the Planning Commission keep the same Officers as those currently holding those positions, that is, Chair Greg Wright, Vice Chair Bill Herd, Secretary Bill Northway. Northway seconded. After those nominated agreed to serve, a vote was taken. All ayes. Motion to re-elect the same officers was approved.

10. UNFINISHED BUSINESS:

A. 2023 Capital Improvement Plan

The Commissioners discussed at length the items listed on an Evaluation and Ranking Sheet that had been used in past years, and the relevance of the ranking sheet when the items listed have different funding sources, and after some monies have already been allocated by the Township Board. The items on the list were:

- Improvements to Township Hall
 - Expand & Remodel Existing Structure
 - Build New Office Building
- Cemeteries
 - East: Renovations or expansion to existing grounds
- Asphalt Roads
 - Resurfacing & Improvements
- Broadband Internet
- Other

Some Commissioners expressed a desire to get input from the Township's Committees who work on these items and also from the public as to any suggestions they may have for Township capital improvements. It was agreed by consensus that, to meet deadlines for this year, Pasche will draft a letter encapsulating the results of their discussions. He will send it to the Planning Commissioners for their review and possible approval at the next Planning Commission meeting prior to any submittal to the Township Board. It was also agreed by consensus that, going forward in regard to the Planning Commission's ongoing requirement to make yearly Capital Improvement recommendations to the Township Board, the Planning Commission needs to consult with the relevant Township Committees as part of the Capital Improvement Plan process,

and that such consultation should begin right away in order to be better equipped to provide next year's recommendations.

B. Short Term Rental Discussion/Plan for August STR Town Hall Meeting

Kucera passed out a draft flyer advertising the Commissioners' holding of a public forum in order to solicit the views of the public regarding the need or absence of a need for the Township Board to adopt an ordinance to begin to regulate short term rentals within Crystal Lake Township. The Commissioners expressed appreciation for Kucera's capturing their intent in his wording. They also agreed to hold the Public Forum at 7:30 pm on August 23, 2023, following a short meeting of the regularly scheduled monthly meeting of the Planning Commission at 7 pm. The Forum will be held at Crystal Lake Township Hall. There was further discussion of how the Forum will be conducted. Commissioner Herd will facilitate the Forum. Kucera will post the advertising Flyer at various locations throughout the Township. Commissioner Northway will alert the Township Board of the timing and place of the Public Forum and will encourage their attendance.

11. PUBLIC COMMENT: None.

12. OTHER BUSINESS: None.

13. ADJOURNMENT: Wright adjourned the meeting at 8:46 pm.

Respectfully submitted,

Jeannette Feeheley, Recording Secretary

Next Regularly Scheduled Monthly Meeting:

7 pm, Wednesday, August 23, 2023, at Crystal Lake Township Hall.

Short Term Rentals Public Forum:

7:30 pm, Wednesday, August 23, 2023, at Crystal Lake Township Hall

Attachments:

- Gmail – Red Barn on M 115
- 2023 Capital Improv. Plan w. att (1)
- Draft STR Township Hall Mtg Notice
- Final CLWA Zoning and Land Use Guide
- 2023 Zoning Permits Processed to date