

Wexford Joint Planning Commission

c/o Cherry Grove Township
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Approved Minutes

Time, date: 6:30 pm, Monday, January 22, 2018

Meeting location: Wexford County Road Commission meeting room, 85 West Highway M-115, Boon, Michigan. Coordinates: 44° 19' 32.5" N, 85° 34' 53.4" W (44.325685, -85.581500)

A. Call to Order, Roll Call

Paul Osbourne, Vice Chair, called the meeting to order at 6:30 pm

The Pledge of Allegiance.

Members Present: Paul Osborne, Vice-chair; Beverly Monroe, Sec.; Richard Harvey, Erica Szegda, Marty Dahlstrom,, Ron Bates, Donna Taylor, Treas.,

Members Absent: Dave Schroeder, Chair, Thelma Paul, Dave Williams, Sharon Zakrajsek

Others present: Bob Hall, Planning/Zoning Administrator; Marli Wendel, Recording Secretary, Ben Townsend, Assistant Zoning Administrator

B. Matters pertaining to citizens present at the meeting, the hearings are in the following order:

1. None
2. Other public participation for items on this agenda: None

C. Housekeeping

1. Consent Business.
 - a. Approval of Dec. 18 2017 Minutes: Donna moved and Richard second to approve minutes as printed. Motion passed.

b. Approval of Oct. 25, 2017 Minutes (Special Meeting) Bev moved and second by Ron to approve special minutes from Oct. Motion passed.

and c. Approval of Commission's expense report (pay bills), including the internet paychecks and mileage. Donna entertained a motion to change totals to reduce total on pay and mileage by a discrepancy of \$2 to total \$7,017.17 Ron moved and Marty second to accept the total. Motion passed.

2. Treasurer's budget report – Donna Taylor stated that there were not too many extra bills this month. Went over printed budget and discussion on questions on villages. Marty moved to approve the budget for new fiscal year 2018-2019 and Ron second for \$62,000. Motion passed. Motion to accept treasure's report by Ron and second Richard and motion passed.

3. Planning and Zoning report- Robert Hall has agenda for joint meeting next month. Attempting in two more years to take permit fees and possibly reduce them and use reserves to use in master planning process. One item to have approval for him and Ben to attend conference in April in Traverse City. Permit activity is down and had some renewal on electric towers requests and no equipment or extra space is needed. Moved by Marty and second by Richard to send Bob and Ben to training session. Motion passed.

D. Unfinished business and reports (items considered here are taken up in the same order as established by the Commission to fix a priority for consideration and work done in the planning of-fice).

1. Report from each member of the Commission on the segment of the respective participating municipality they represent for the past month. Sharon has resigned from zoning commission for Selma Township and new member will be assigned soon.

2. Review of the draft of the Omnibus amendment to the Wexford Joint Master Plan (aka, Wexford County Comprehensive Plan [postponed until such time as a planner of record is retained])

3. Discussion on starting a draft of the Omnibus amendment to the Wexford Joint Zoning Ordinance or postpone: [postponed until such time as a planner of record is retained]

4. Approval of proposed 2018-2019 fiscal budget for the Planning Commission: Update from Planning and Zoning Administrator and Treasurer

a. Presented proposed 2018-2019 budget (voted on under Treasure's report)

E. New business (other business and communications).

1. Election of Officers:

- i. Chair
- ii Vice-Chair
- iii Secretary
- iv Treasurer

Moved by Marty and second by Richard to keep the four elected officials the same as this year for next year. Motion passed.

2. Review Bylaws (recommend postpone until March 2018 meeting) Bob asked for commission to review them. Moved by Richard and second by Bev to review bylaws in March. Motion passed.

3. Meeting Schedule (see attachment) To keep meetings on the fourth Monday of each month except for May and Dec. and to move them to third Monday, May 21 and Dec. 17.

Bev moved and second by Donna to accept the schedule as corrected for May and Dec.
Motion passed.

4. Confirmation of Annual Meeting Agenda (see attachment) Proposed as last years schedule for agenda and snacks for meeting. Speaker, Michelle Hoitenga, state rep, is committed and the Wexford Road Commission s host will be in attendance. Bob will send out copies of budget and other items for annual meeting to the townships.

5. Distribution of Annual Report (see attachment)

6. Training Discussion (Budget)

a. MTA Educational Conference (P&ZA and Asst. ZA)

i. P&Z Request-not to exceed \$800

Note: cost-share contributions expected to off-set: Bob is working on other municipalities to help out with cost. Bob and Ben has been approved to attend.

b. WJPC Training Forecast

i. Recommend to integrate with regular communication from Planner of Record and during Master Planning process


F. Public participation for items not on this agenda. None

Mike Mix commented on the problem of pole buildings in front of the houses which is not allowed under our Zoning ordinance. He thinks it should be changed. He said Thelma Paul and Bev Monroe are not in compliance because of their buildings.

G. Adjournment. Motion by Richard and second by Marty to adjourn at 7:38 pm. Motion passed.

Prepared by Marli Wendel, recording secretary, for Secretary

Respectfully submitted:


Beverly Monroe, [elected] Secretary