



## Wexford Joint Planning Commission Staff Report – January 2020

### **ACTION**

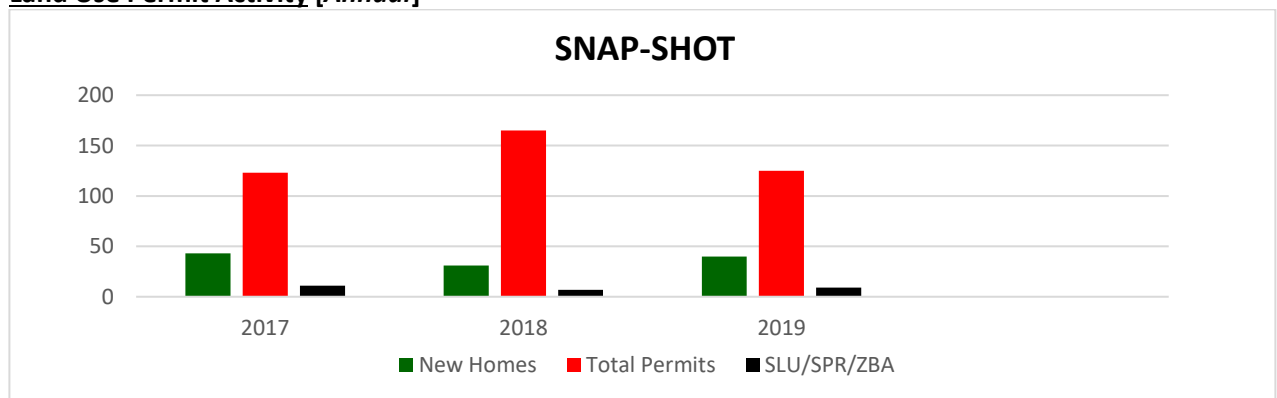
1. The proposed budget has been slightly amended (*see attached*) to reflect the actual amounts of ‘cash-on-hand’ that the WJPC had as of the end of the 2018-2019 fiscal year. **Staff asks that the WJPC approve the amended proposed budget for presentation to the participating municipalities at the annual meeting on February 24, 2019.**

*There has been some discussion about ‘why’ the WJPC is doing an amendment that will incorporate the prior Wexford County Comprehensive Plan of 2004 by reference into our Master Plan instead of re-writing a more user-friendly document. After a thorough review by staff and the planner, we are now recommending that we re-write the existing document into a more preferred format. A comparative sample has been prepared for your review and approval. This will NOT require any additional expenses outside of what has already been budgeted. Assistant Zoning Administrator Townsend will assume this task.*

#### ***Assistant Zoning Administrator Townsend – Master Plan re-write proposal***

2. Staff seeks WJPC approval to commence an in-house re-write of the prior Wexford County Comprehensive Plan of 2004 to claim as the Wexford Joint Master Plan as part of the Master Plan amendment process.

### **Land Use Permit Activity [Annual]**



### **Master Plan**

The ‘draft’ demographics portion of the Master Plan is attached for your review. This type of information is statistical in nature and generally doesn’t require much planning commission input. Staff has reviewed and corrected several typographical errors and the changes have been made by the planner.

*A Master Plan specific survey is in the works by the planner with the intent of posting a link on the WJPC website and publicizing it as practically as possible. The survey is focusing on group specific questions to gather valid input that will address many of the issues that were brought up in the public participation sessions.*

Staff and the planner are working to set a date in late March in which we will conduct another visioning session directly focusing on land use and zoning issues as a prerequisite to compiling a zoning plan for insert into the Master Plan.

### **Annual Meeting**

The initial idea behind scheduling the Annual meeting in February was to allow those Townships' having a fiscal year that starts on April 1<sup>st</sup> adequate time to budget. It is evident now that we know (within several hundred dollars) that the participating share, although it fluctuates based upon Township specifics, will remain financially manageable.

**Staff would like to recommend that each planning commission representative approach their board about amending the Ordinance and Agreement (Section 9.c) which requires:**

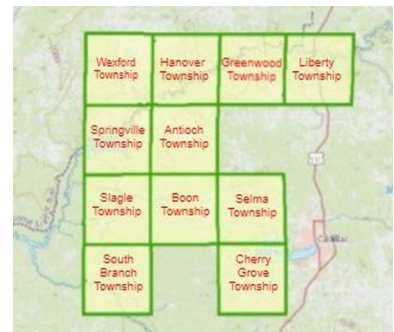
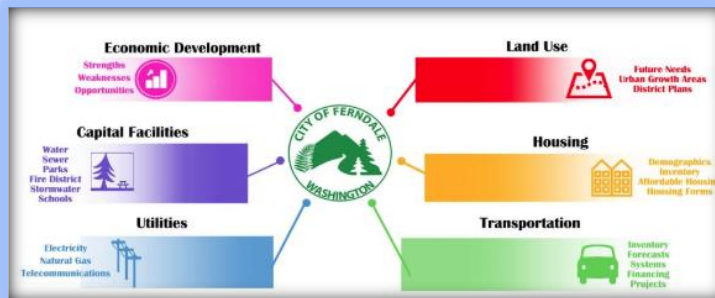
- 1. The WJPC to approve an annual proposed budget**
- 2. Invite all elected bodies of the WJPC to a single meeting to discuss recommendations**

**An amended agreement would 'propose' to change the Annual Meeting date to the regular WJPC meeting in April of each year. The weather is generally not as great a factor in April and increased attendance is important if we are to share our message.**

**ANNUAL MEETING  
MONDAY, FEBRUARY 24<sup>th</sup>, 2020  
TIME: 6:30 PM**

### **Annual Report**

The Annual Report this year is abbreviated and focuses on the year ahead (the Master Plan) and recaps the events that transpired this past year. The report will also summarize the over-all benefits of having the planning and zoning resources available to each participating Township.



The Wexford Joint Planning Commission should be prepared to seek financial guidance from the participating municipalities as it relates to over-all budget operations and reserve / Enterprise Fund cash on hand.

Respectfully submitted,

Planning and Zoning Director