

## Planning Commission Report

April 17, 2019

The Planning Commission revisited their Project Task Schedule and Zoning Ordinance Revisions for the rest of the year. The PC got a little behind schedule with the Master Plan revision and the development of the Marijuana Ordinance.

The Project Task Schedule discussion as a matter of clarification also addressed how items come to the Planning Commission and who creates the agenda.

The Planner creates the agenda based on the previously approved Project Schedule. The draft agenda will go to the Chair, Vice-Chair and the Secretary prior to a final agenda being generated. Items can also be presented by Zoning Administrator as well as those issues that come through the Building Department and the Township Manager. Adequate back up documentation has to be included for the item to be on the agenda.

The question came up about individual board members requesting the Commission take up an item. It has been determined that any item a board member would like to be considered has to come through the board first and motion made to direct the Commission to consider it. In the future items on the agenda will notate where it came from. If it is a board directed item the motion will be attached to the documentation on the item. The Commission wants to be assured this is an item the majority of the board would like to see considered.

There was also clarification on who the contact people are in the office for the Planning, Zoning and Building Department. Other than the Planner, Zoning Administrator and Township Manager the staff should not be taking direction from any other source for their department. This is based on the Planner, Zoning Administrator and Manager's responsibilities. The goal is to avoid conflicting information that impacts the PC. This will all be part of the processes the Planning Commission will be working on as part of their Task Schedule.

The Planning Commission also received the Zoning Administrator's Quarterly Report.

