



Wexford Joint Planning Commission

c/o Cherry Grove Township
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DRAFT Meeting Minutes

Time & Date: 6:30pm, Monday, January 27, 2020

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 @ 6:30pm, Pledge of Allegiance, Roll Call**

Members Present: Paul Osborne, Vice Chairman (Antioch)
Shelly Bigelow (Greenwood)
Cliff Redes (Selma)
Richard Harvey (Boon)
Donna Taylor (Treasurer) (South Branch)
Ronald Bates (Slagle)
Dave Williams (Wexford)
Marty Dahlstrom (Cherry Grove)

Members Absent: Dave Schroeder, Chairman (Hanover)
Beverly Monroe (Secretary) (Liberty)
Clyde Kastl (Springville)

Others Present: Robert Hall, Zoning & Planning Administrator
Ben Townsend, Assistant Zoning & Planning Administrator

Absent: Heather O'Connor, Recording Secretary

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

No matters pertaining to citizens present this evening.
Vice-Chair added to the agenda 'Election of Officers'.

C. **Public Comment** - a member of the public asked the commission to consider the opportunity to comment on each agenda topic item in addition to the regular comment periods offered at the beginning and end of the agenda.

D. **Housekeeping Business**

1. **Consent Business**

- a. Approval of December 16, 2019 meeting minutes - Motion to approve Meeting Minutes made by Paul Osborne, Richard Harvey seconded and approved unanimously.
- b. Approval of Commission's expense report (pay the bills) see (012020-Bills Support Docs) January 2020 Bills - Motion to pay bills totaling \$7,186.72- made by Cliff Redes, seconded by Ronald Bates and approved unanimously.

2. Treasurer's Budget Report – Donna Taylor – Balance on hand \$65,903.51. Motion to accept Treasurers Budget Report made by Paul Osborne, seconded by Richard Harvey and approved unanimously.

3. **Planning & Zoning Report – Robert Hall** – See attached file (012020 Staff Report). Administrator Hall provided a staff report summarizing the calendar year 2019 permit activity, and provided a preview of the annual report to be presented at the annual meeting in February. Hall advised the commission that minor line item adjustments were made to the proposed budget to more closely reflect the fiscal year-end audit representations. The commission was reminded of the public hearing to be scheduled for the March 23, 2020 meeting regarding ‘accessory buildings’. Hall also mentioned that he and planner Grobbel would like to schedule a public outreach session contemporaneously with our regular March meeting. This outreach session would focus on the statutory zoning plan as a required element of the Master Plan. Administrator Hall introduced Assistant Zoning Administrator Townsend

Assistant Zoning Administrator Townsend presented a proposal to entirely re-write the Master Plan (in-house) and made ‘draft’ copies of a portion available as a sample of the format. After brief discussion and consensus building there was a motion by Richard Harvey to have Assistant Zoning Administrator Townsend in collaboration with Planner Grobbel to proceed with the proposed Master Plan format; seconded by Dave Williams and passed unanimously.

- E. **Unfinished Business** (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 office):
 1. Accessory Building / Structure Language - Vice-Chair Osborn engage the commission in discussion regarding size, placement, setbacks and strict compliance with the zoning ordinance. Hall reminded members that the public hearing process may allow the commission to gain a better perspective on how this is viewed in particular zoning districts.
 2. Master Plan Progress - Hall reported that the planner and staff will continue progress and report back as soon as new material is available.
 3. Selma, Slagle, South Branch, Springville, and Wexford WJPC Representatives - Hall reported that South Branch had appointed Donna Taylor for a new 3 year term and that Selma had appointed Cliff Redes to a new 3 year term. Hall also advised that the planning act allowed current members to serve until they were replaced or re-appointed.
- F. **New Business** (other business and communications).
 1. Election of Officers (added to agenda) - Vice-Chair Osborn open the floor for nomination of officer for the 2020 calendar year. Cliff Redes motioned to nominate Dave Schroeder as Chair, Paul Osborn as Vice-Chair, Beverly Monroe as Secretary, and Donna Taylor as Treasurer thereby retaining the same officers for 2020. Shelly Bigelow seconded; unanimously approved by all commission members present.
 2. Budget Review - Hall reported with his staff report of minor adjustments made.
 3. Training Video presentation - Hall presents a training video on blight.
- G. **Public Comment**

Comment was made that the plan as presented looked much more pleasant and was more comprehensible to the lay-person. Draft copies of Master Plan Samples were distributed to public and commission members.
- H. **Adjournment** - Motion to adjourn by Richard Harvey, seconded by Dave Williams, approved unanimously and adjourned at 8:34pm

Prepared by Robert Hall, Zoning Administrator, for Secretary
Respectfully submitted:

Beverly Monroe, (elected) Secretary

