



## Wexford Joint Planning Commission

4830 E. M – 55 Highway

Cadillac, Michigan 49601

231-775-1138 x 6

[planningandzoning@wexfordjpc.org](mailto:planningandzoning@wexfordjpc.org)

[www.wexfordjpc.org](http://www.wexfordjpc.org)

### FEBRUARY 2023 STAFF REPORT

#### Zoning Ordinance Amendment Proposal

Packets were sent out to all of the participating municipalities on Wednesday, January 11<sup>th</sup>, 2023 requesting that signed Certificates of Adoption be returned to the WJPC office following their next regularly scheduled meeting. Following receipt of a majority, the ordinance amendment will be published and the zoning ordinance will be updated. On February 22<sup>nd</sup>, we received a majority approving of the amendment. The amendment will become effective 8 days after publication.

The 'proposed' BUDGET in preparation for the April 24<sup>th</sup>, 2023 Annual Meeting is attached. Minor adjustments have been made based on anticipated projects in the 2023/2024 fiscal year(s).

#### Land Use Permit Activity (since last report)

Permit #	Parcel #	Applicant Information	Use Type	ZONE	TWP	Zoning Comments
2023-02	2312-34-2203	Salter, Jeffery - Power Home Solar	SOLAR	RR	SPR	Ground Mount Solar Array
2023-03	2409-33-4203	Yager, William	ND	RR	LIB	New Dwelling-Mobile Home
2023-04	2212-14-3101	Byers, Timothy	RA	RR	SLA	Storage Building
SPR-23-01	2210-25-3402	Helsel, Bruce - 13th Street Market	SPR-23-01	COMM	SEL	Commercial Add - 64 sq. ft.
2023-05	2312-05-4405	Bulls Farm	Ag buildings	RR	SPR	3 Ag buildings
2023-06	2110-MPK-148	Donigian, Aram	Class-A Expand	R2	CHE	Class A Expansion-ZBA-23-01
2023-07	2110-18-1402	Hodges, Sharon and Brian	RA	RR	CHE	Accessory Buildin

ND = New Dwelling      RAD = Residential Addition      RA = Residential Accessory

#### Master Plan [Distribution / Future Land Use Maps]

Permission to distribute the Master Plan was granted by a majority of the participating municipalities in the fall of 2021. FLU Maps have been corrected – performing a final review and working on incorporation into the Master Plan. Goal is to send to participating municipalities requesting permission to distribute (for the 63-day period) not later than the month of March / April.

#### Zoning Board of Appeals

The ZBA DENIED the expansion of a nonconforming use request on January 25<sup>th</sup>, [Cherry Grove Township]. The applicant made application afterwards to expand the nonconforming use in compliance with the expansion limitations of the zoning ordinance.

**\*\*ACTION ITEM\*\* Staff requests to be able to spend \$390.00 for the Michigan Townships Association Annual Conference**

## FEES

A letter from Cherry Grove Township to the WJPC (*see attached*) expressed concerns regarding permit fees. The letter makes comparisons to other neighboring townships fee structures. Staff spent considerable time during the inception phase of the WJPC, accompanied by Michigan State University Extension, in establishing fees based upon an 'approximation' of the **actual** costs involved in the administration of the zoning ordinance. The WJPC realized that not all permits are equal and that while some permits may seem mundane in nature, others are extremely time and resource consuming.

Cherry Grove Township has correctly pointed out that we do have a sizable cash balance and proposes that the WJPC fees can be lowered. By lowering our fees, we automatically (unlike an individual township) decrease one of our only sources of revenue. To date, the WJPC has been extremely conservative in the expenditure of budgeted funds, constantly coming in under anticipated expenses.

Unlike an *individual* Township, the WJPC realized that we cannot offset extreme portions of the fee structure because we do not operate from a 'general' fund that can be used for those (or other) purposes. We have exactly 2 (two) sources of revenue, The Townships participating share and Licensing / Permit fees. ***The participating share and the licensing / permit fees must also support the entire 'expense' portion of the WJPC:*** (staff salaries, planning and legal, annual audits, fiduciary and rent, WJPC and ZBA pay and mileage).

In my personal experience, I have *never* worked in a community where the permit fees even came close to offsetting the expense of your zoning administrator as well as the planning / zoning, and legal team.

After reviewing the fee structure for the WJPC, staff finds that the only probably fee structure change would possible be to the cost to amend the zoning ordinance. That fee could be reduced by 50% with the understanding that additional fees may need to be collected in accordance with Article 82, Section 8204.D

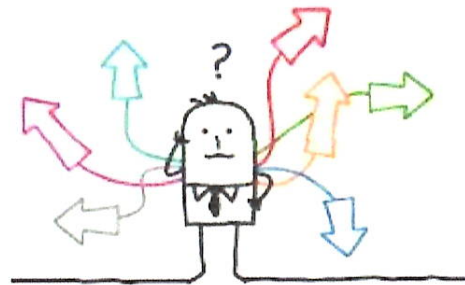
This supports the fact that the WJPC does not retain a general fund to offset the 'actual' cost(s) of processing applications.

For your review,



Robert (Bob) Hall

Planning and Zoning Director



RECEIVED FEB 01 2023

*3d*

## Cherry Grove Township

4830 E. M-55

Cadillac, MI 49601

(231)775-1138

Dear Wexford JPC,

I am writing to express concern from our board of trustees regarding the zoning fees charged to our constituents. After a brief look at our neighboring townships zoning fees, it is easy to see that ours are the highest around. The JPC covers multiple townships and is paid a similar fee as neighboring townships pay for their own administration of their zoning ordinances.

The current cash balance for the JPC is \$126,747. Establishing such a large balance in a few years allows for the fees to be lowered now.

The most comparative township for Cherry Grove is our neighbor to the east. Clam Lake Township. Therefore it would be fair to ask that our zoning fees are equal to theirs.

Thank you for your service and considering this letter. Please respond when our fees will be considered. Thanks.

Ben Pearson

Cherry Grove Supervisor

	Wexfordjpc	Clam Lake	Burdell	Haring	
Land Use	70		50	50	25
Site Plan Review	660		250	400	100
Special Use + unit dev	1070	150/250		500	200
Appeals (variance)	590	150/250			
Petition to amend zoning Ord.	4670		500	600	440
After the fact fees	3x fee			100 + fee	
Call a Special Mtg	474.36		500	400	
Call a sp. Mtg board of appeals	242.75		250	300	440

Note: All fee schedules note that fees are subject to increase or noted that if the nature of the request goes "normal" review the person will be subject to extra fees.



CASH SUMMARY BY ACCOUNT FOR CHERRY GROVE TOWNSHIP  
 FROM 07/01/2022 TO 01/30/2023  
 FUND: 251  
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 07/01/2022	Total Debits	Total Credits	Ending Balance 01/30/2023
Fund 251	JOINT PLANNING				
001.00	CASH	(1,943.73)	32,172.10	32,179.63	(1,951.26)
002.00	MONEY MARKET HOLD	99,235.77	13,752.69	0.00	112,988.46
004.00	MONEY MARKET ACCOUNT	20,059.62	27,823.05	32,172.10	15,710.57
	JOINT PLANNING	<u>117,351.66</u>	<u>73,747.84</u>	<u>64,351.73</u>	<u>126,747.77</u>