



Wexford Joint Planning Commission Staff Report – March/April 2020 (amended 04/24/2020 to include April)

Planning and Zoning Office

This office has been engaged in the conversation regarding the [Coronavirus Disease 2019 \(COVID-19\)](#) and the impact it has on our daily operations and especially our ability to conduct meetings in the presence of the public, just as we are sure your individual Townships have been. Staff is making every effort to act in the best interest of the Wexford Joint Planning Commission and the public.

The Zoning Administrator has taken preemptive measures to cancel the appearances of several invited guests that were scheduled to be present on the date of this meeting. The Master Plan visioning session to be hosted by planner Grobbel (advertised in the Cadillac News) had the potential to exceed the safe occupancy limit of the meeting room at the Wexford County Road Commission (practicing recommended social distancing measures). ***I advised planner Grobbel to NOT be present this evening.***

Additionally, the WJPC has received an application for a conditional rezoning located in Cherry Grove Township. The applicant / developer and agents were invited to appear this evening to allow them to briefly introduce the proposal ahead of any formal process. ***I have advised them to NOT appear this evening*** as it was not a mandatory part of the process.

One of the first steps for a petition involving any type of rezoning (because it's geographical in nature) is for the applicant to present the proposal to the affected Township Board. This allows the Township Board to present their specific concerns to the applicant / developer, and puts the developer on notice as to what concerns need to be immediately addressed in their planning process. The minutes of the affected Township Board are forwarded to the Wexford Joint Planning Commission so that they are made aware of the specific township concerns. This process was completed on March 11, 2020 at the Cherry Grove Township board meeting.

It is the intent of staff to schedule a public hearing for the regularly scheduled April 27th, 2020 meeting of the Wexford Joint Planning Commission **IF** the applicant developer has submitted sufficient material for review. On March 20, 2020 the applicant / agent had already submitted a 'draft' statement of conditions to be reviewed by our planner and attorney – this is an expeditious start for their project. As a reminder, this ***is*** one of the **ONLY** times where it is appropriate to review a Site Plan for a proposed 'conditional' rezoning. The reasoning behind this is because a conditional rezoning is requested for a very specific use or uses and is accompanied by a 'voluntary' agreement of conditions.

HOWEVER, none of us are aware of what the situation will be in 30 days that may dictate how we behave and are able to meet. Although the Governor, via [Executive Order No. 2020-15](#) has temporarily authorized remote participation in public meetings and hearings, the WJPC simply does not have the appropriate infrastructure to facilitate this type of meeting at this time. Staff will continue to keep you as informed as possible – we are committed to certain notice and publishing timelines that proceed our meeting date by approximately 20 days so we're looking at making decisions in about 14-16 calendar days or not later than Monday, April 6th, 2020.

Budget / Finances

As Staff and at least one member has already registered for the now canceled MTA educational conference, we are obligated to reimburse Cherry Grove Township. MTA expects to be issuing refunds after the end of the month or offering some other form of alternative training / education options.

The most immediate concern being addressed by staff is the budget of the planner for working on the Master Plan. It's not a money issue so much as it is a timing of payment and a rendering of services issue. The planning budget for our 2019-2020 fiscal year is only available until June 30th, 2020. The current state of affairs has us in a bit of a back-log in attempting to get in the necessary public venues required. It may be necessary for the WJPC to request approval from the participating municipalities to 'carry-forward' monies not expended during the 2019-2020 fiscal year during this uncertain time period into our 2020-2021 fiscal year.

Master Plan (re-write)

Assistant Zoning Administrator Townsend continues his work on the Master Plan – working around the edges that will bring form, function, and shape to our 'new' Master Plan. Included with this report is another 'peek' at an introductory section of the plan. As we are a 'joint' planning commission consisting of eleven municipal entities, it is important that the Master Plan recognize and document this fact.

Land Use Permit Activity

START CALENDAR YEAR 2020						
LUP1	2412-18-2303	Hill, Clifford	Ag. Bldg.	RR	WEX	Agricultural Building
LUP2	2412-15-2203	Little Valley Homes - Murzin	ND	RR	WEX	New Modular Home
LUP3	2411-LG4-411	Miller, Barry	ND	RR	HAN	New Mobile Home
LUP4	2110-06-1202	Freese, Craig	ND	RR	CHE	New Modular Home
LUP5	2412-18-2303	Hill, Clifford	ND	RR	WEX	New Dwelling
LUP6	2110-11-1317	Ludke, Mark and Rose	RAD	R2	CHE	Residential Addition
LUP7	2211-36-1101-02	Pike, Amber and Mark - Pwr. Home Solar	RA	RR	BOO	Solar Array Installation
LUP8	2211-29-2107	Mueller, Wolfgang and Shelly-CBS Solar	RA	RR	BOO	Solar Array Installation
LUP9	2112-CR3-101&2	Boshoven, Barbara - Deverman Bldg.	ND	R1	SOU	New Dwelling
LUP10	2410-04-3101	Prouty, Peter	OTHER	RR	GRE	Address / Electric for Exist.
LUP11	2210-02-4102-04	Bismack, Drew	ND	RR	SEL	New Dwelling
LUP12	2412-30-4102	Chambo, Kimberly	ND	RR	WEX	New Dwelling / Modular
C-REZ	2110-12-1401	Oliver Bro's / W3T, LLC	C-REZ	RST	CHE	Conditional Rezoning
LUP13	2311-17-2305	American Tower / Great Lakes Towe	OTHER	RR	ANT	Tower Support Upgrade

April 2020

Master Plan (re-write)

Throughout this unusual time period, Assistant Zoning Administrator Townsend has continued his efforts on a section of the 'new' Master Plan that explores the history and the character of each individual township involved with the Wexford Joint Planning Commission. The hope is to lend a bit of credence to future decisions. To see another preview of Hanover, Liberty, and Greenwood - visit:

[http://www.wexfordjpc.org/uploads/9/7/9/9/97992734/wjpc_master_plan_2020 - 4-1-2020 han-gre-lib.pdf](http://www.wexfordjpc.org/uploads/9/7/9/9/97992734/wjpc_master_plan_2020_-_4-1-2020_han-gre-lib.pdf)

As much as our work is now revolving around gathering public opinion (think Master Plan-Zoning Plan visioning session), how comfortable do you think people are going to feel about 'gathering' in groups again? As of the writing of this Staff Report [April 24th, 2020] the Governor has just again extended the Stay-at-Home Order through May 15th. We (the planning commission) are still deemed non-essential.

Budget Amendment (proposal)

Staff recommends that the Wexford Joint Planning Commission seek the participating municipalities' approval to allow the Wexford Joint Planning Commission to carry forward any remaining funds from line item #251.721.827.04 (Planning Consultant) 2019-2020 fiscal year into the 2020-2021 fiscal year for purposes of completing the Master Plan – essentially amending the budget.

Land Use Permit Activity

N/A	N/A	Bakke, Brent	N/A			N/A - Zoning Ordinance Copy
N/A	2110-15-4302	SMJ International	OTHER	RR	CHE	Cell Tower Upgrades
LUP14	2112-G37-12	LeVeque, darlene	RAD	R1	SOU	Attached Garage
LUP15	2311-15-4201	SMJ Int'l - Marshall, Judith and Paul	OTHER	RR	ANT	Cell Tower Upgrades
LUP16	2210-17-1401	Simon, Ed	RA	R1	SEL	Accessory Building
LUP17	2210-34-4105	Davis, Rick	OTHER	R2	SEL	Deck (48' X 12')
LUP18	2412-19-2203	Barnes, Brandin	Ag. Bldg.	RR	WEX	Agricultural Building
LUP19	2312-03-4401	Slater, Michael	Ag. Bldg.	RR	SPR	Agricultural Building
LUP20	2210-HB-096	Johnson, Michael	RAD	R2	SEL	Residential Addition
LUP21	2312-10-2401	Gorsuch, Kirke	RAD	RR	SPR	Residential Addition
LUP22	2410-15-3101	Sikora, Robert and marcy	RA	FCD	GRE	Accessory Building

Respectfully submitted,

Planning and Zoning Director