

Wexford	Hanover	Greenwood	Liberty
Springville	Antioch	Collfax no zoning	Cedar Creek zoned
Slagle	Boon	Selma	Haring zoned
South Branch	Henderson no zoning	Cherry Grove	Clam Lake zoned

■ Planning and zoning by the Wexford Joint Planning Commission

Wexford Joint Planning Commission

☞ Cherry Grove Township 4830 E. M-55

Cadillac, Michigan 49601

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Proposed Meeting Minutes

Time & Date: 6:30pm, Monday, December 17, 2018

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, Pledge of Allegiance, Roll Call

Members Present: Dave Schroeder, Chairman (Hanover)
Paul Osbourne, Vice Chairman (Antioch)
Bev Monroe (Secretary) (Liberty)
Donna Taylor (Treasurer) (South Branch)
Marty Dahlstrom (Cherry Grove)
Dave Williams (Wexford)
Ronald Bates (Slagle)
Richard Harvey (Boon)
Thelma Paul (Greenwood)

Members Absent: Cliff Redes (Selma)
Erica Szegda (Springville)

Others Present: Robert Hall, Zoning & Planning Administrator
Ben Townsend, Assistant Zoning Administrator
Heather O'Connor, Recording Secretary

B. Paul Osbourne, Vice Chairman, presiding.

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

1. Other public participation for items on this agenda.

Ten (10) members of the public in attendance.

Nathan Boerma, attorney for residents opposing conditional rezoning in Selma Township.

Comments regarding 9802.F and the December Staff Report. Summary of discussion and Mr Boerma's question posed to the WJPC: "Does the WJPC have intent to recognize the Liberty Township NO vote for conditional rezoning?" & statements "Cutting out townships has no benefit to local government" & "...reasons for a Townships NO vote should not be imposed".

2. Site Plan Review – Ms. Green, LLC

Presentation by Ben Townsend of Site Plan for approval of a 20x50 Storage Building for materials & equipment. The Site Plan is classified as a Simple, Medium Site Plan as outlined in the report provided using both survey & topographical maps in order to meet all requirements of the ordinance both current and grandfathered. Present was Luke Madison, owner of the property. Dave Williams asked the operating hours & purpose of the property. Mr. Madison stated the purchase of the former recycling center was to remain a recycling center operating three (3) days per week and operating hours on two days 8am – 230pm and 8am – pm a third day. There were no further comments from the public present. It was moved by Dave Williams & seconded by Marty Dahlstrom to approve the Site Plan for a 20x50 Storage Building as presented. The motion was passed unanimously.

C. **Housekeeping business**

1. *Consent Business*

a. Approval of November 26, 2018 Meeting Minutes – With no corrections/additions, it was moved by Bev Monroe & seconded by Richard Harvey to approve the Meeting Minutes as presented. The motion was passed unanimously.

b. Approval of Commission's expense report (pay the bills)

(1) December 2018 Bills - It was moved by Richard Harvey & seconded by Ronald Bates to approve the Commissions Expense Report as presented. The motion was passed unanimously.

2. *Treasurers Budget Report* – Donna Taylor. It was reported that contributions by local governments has been received. Budget items for Planner & Assistant had no adjustment. It was moved by Richard Harvey & seconded by Bev Monroe to approve the Treasurers Report as presented. The motion was passed unanimously.

3. *Planning and Zoning Report* – Robert Hall. The December Staff Report was presented noting unofficially that Liberty Township voted NO to conditional Rezoning. Officially the process is incomplete until all Township data is received. Dave Williams inquired as to the number of Township Clerks that have not responded to Mr. Hall's request. Mr. Hall noted that "half" of the Township Clerks have not responded, therefore the vote remains "incomplete". Noted also is the language in 9802.F that all eleven (11) Townships must unanimously agree for ANY change to the ordinance. Mr. Hall suggested the need for resolution to the ordinance language vs understanding PRIOR to the Annual Meeting in February 2019. Mr. Hall asked the WJPC to consider engaging Municipal Law Firm of Bauckham, Sparks, Thall, Seeber & Kaufman, P.C. (abbreviated Bauckham Sparks) for a formal opinion as well as work with Mr. Hall, WJPC Chair Schroeder and the Planner. It was moved by Bev Monroe and seconded by Dave Williams to engage Bauckham Sparks as requested with a cap of \$1200.00. The motion was passed unanimously.

Further noted by Mr. Hall – the goal is to have the Master Plan complete in the 2019 fiscal year.

D. Chairman Dave Schroeder presiding

Unfinished business and reports (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. *Report from each member of the Commission on the segment of the respective participating municipality they represent for the past month.*
 - Thelma Paul (Greenwood) – unable to attend township meeting, notified the Supervisor – clerk has not yet responded
 - Paul Osbourne (Antioch) – attended township meeting – vote to accept conditional rezoning 3-2
 - Dave Schroeder (Hanover) – Robert Hall attended Hanover Township meeting - vote to accept conditional zoning 4-0
2. *Master Plan direction / discussion*
 - Ensuing conversation regarding best vehicle to use for reaching and encouraging participation in the Master Plan as public involvement is necessary for the best cross-sectional representation of the total community. Ideas proposed include: post cards, an open newspaper invitation, online surveys, public television appearances, flyers to households, information to the schools, county website inclusion, assessment notices, attachment to property tax documents

E. **New Business** (other business and communications).

- 1 *Staff: Amending the Zoning Ordinance - Article 98, Section 9802.F* – see B1, C3, D1. It was reiterated to have the ordinance language resolved prior to February 2019
- 2 *Draft Budget Presentation / Discussion* – draft budget to include increases for:
 - Planner
 - Master Plan publishing
 - Advertising
 - Additional 8 hours for Zoning & Planning Administrator to attend township meetings, inter-governmental cooperation
 - Proposed Budget reductions:
 - Audits (drop in cost)

The goal is to formulate a final document for distribution to fifty-five (55) Board Members for the Annual Meeting

Donna Taylor noted there was not a budgeted subsistence increase for the Zoning & Planning Administrator nor the Assistant Zoning Administrator in the proposed budget. It was moved by Marty Dahlstrom and seconded by Ronald Bates to increase the Assistant Zoning Administrator wage by \$1.00 per hour. The motion was passed unanimously. It was then moved by Paul Osbourne and seconded by Richard Harvey to add eight (8) hours per week to the Zoning & Planning Administrator starting July 1, 2019. The motion was passed unanimously.

Further it was moved by Ronald Bates and seconded by Paul Osbourne to move a total of \$200.00 from two budget line items to the Recording Secretary line item for attendance at the four (4) ZBA meetings and send the proposed budget to the townships. The motion was passed unanimously.

- 3 *Annual Meeting [Annual Report / Budget / Joint Training]* – Suggested by Mr. Hall that since the ordinance language is unresolved, place it in the suggested attorneys hands (see C3) first vs AT the Annual Meeting in the hopes the ordinance language is resolved PRIOR to the Annual Meeting in February 2019.
- 4 *2019 Calendar* – It was suggested by Mr. Hall that the 2019 WJPC calendar be amended as follows:
 - From May 27th (Memorial Day) to May 20th
 - From November 25th (Thanksgiving Week) to November 18th
 - From December 23rd (Christmas Week) to December 16th

As there was no dissent from the Commission members, Mr. Hall will update the website accordingly.

F. Public Participation for Items not on this Agenda


Wanda (1927 E Lake Mitchell Dr) expressed concern why the commission would spend money to have a second legal opinion for ordinance language. She also suggested communication vehicles (see D2) for encouraging public participation (Survey Monkey, School District Meetings, local business offices, festivals) and to offer hearings open to the public at several different times throughout the day for the same issue, allowing a greater percentage of participation based on public's schedules.

G. Adjournment

It was moved by Motion by Marty Dahlstrom & seconded by Paul Osbourne to adjourn the meeting at 7:57pm. The motion was passed unanimously.

Prepared by Heather A. O'Connor, Recording Secretary, for Secretary

Respectfully submitted:


Beverly Monroe, [elected] Secretary