



Wexford Joint Planning Commission

4830 E. M – 55 Highway

Cadillac, Michigan 49601

231-775-1138 x 6

planningandzoning@wexfordjpc.org

www.wexfordjpc.org

DECEMBER 2021 STAFF REPORT

Planning and Zoning

BUDGET

A 'draft' budget is attached to this report for your consideration. An immediate item of consideration for the WJPC will be pay for staff. It's been a couple of years (**July of 2018**) since any adjustments or requests have been made by **CZS**. This topic is supposed to be discussed each June but under the circumstances, it now seems appropriate. The ZA currently receives a salary of \$1125 per month and \$15.00 per hour for additional time. **The Assistant ZA** currently receives \$13.00 per hour (**since July of 2019**).

ACTION ITEM

Proposed Wage Adjustments (***all well within the past and future budget projections***)

CZS-Z/A (Bob) - \$1200,00 / month plus \$15.00/ per hour for additional hours / meetings
The math: \$1200/4.33=\$277.13/16=\$17.32/hr.

Asst. Z/A (Ben) - from \$13.00/hr. to \$14.00/ hr.

Motion(s) might look like:

*'motion to adjust the salary of the **Planning and Zoning Director** from \$1125 per month to \$1200 per month, and to keep the pay for additional hours at \$15.00 per hour to become effective July 1st, 2021'.*

...and...

*'motion to adjust the pay of the **Assistant Zoning Administrator** from \$13.00 per hour to \$14.00 per hour effective July 1st, 2022'.*

Land Use Permit Activity

Permit #	Parcel #	Applicant Information	Use Type	ZONE	TWP	Zoning Comments
LUP166	2410-04-1101	Chubre, Abraham - Power Home Sol	SOLAR	RR	GRE	Solar Array
LUP167	2210-25-3302	Coon, Karen - Nichols Const.	RAD	RR	SEL	Residential Addition
SPR-2021-05	2311-06-3203-03	Fuller, Jim-JBF Prperties	COMM	COMM	ANT	Commercial storage Units
LUP168	2410-04-1202	McKee, Don	AG	RR	GRE	AG BUILDING
LUP169	2411-RV-28-01	Schaub, Zachary	SOLAR	R1	HAN	Solar Array
LUP170	2411-07-1110	Martin, William - Pine Grove Homes	ND	RR	HAN	New Dwelling Modular
SPR-2021-06	2110-MPK-227	Dewey, Kevin	SPR	R1	CHE	Deck and Patio
LUP171	2210-HB-046	Richards, Carolyn	RAD	R1	SEL	Residential Addition
LUP172	2412-35-4106	Luther, Michael	ND	RR	WEX	New Dwelling and Acc. Bldg.
LUP173	2210-24-4105	Blevins, Kathleen	RAD	RR	SEL	Deck and Coverd Porch
FOIA 120821	N/A	Prine, Nathan	N/A	N/A	SLA	NUISANCE ACTIVITY
<u>FOIA 121521</u>	N/A	Bieganowski, PLC	N/A	N/A	WEX	VRBO/HIPCAMP

ND = New Dwelling

RAD = Residential Addition

RA = Residential Accessory

Master Plan

The Future Land Use Map is the only missing 'key' component of the Master Plan. Last month you were provided a copy of the zoning map for your Township and asked to -----

Think about where 'you' see future development taking place – what type of development, (commercial, residential, mixed use) why will the development take place, why will / should it take place there - how could the WJPC help facilitate that development?

What type of zoning techniques or ordinances could help direct growth where it is desired?

Office / Staff

Staff received and responded to two FOIA requests:

One request was related to activity in Wexford Township regarding a particular property that was reported to the WJPC staff in May / June of 2020 advertising a 'campground' on social media sites. The second FOIA request was related to activity in Slagle Township regarding Junk / Business operations, wetland filling, in March / April of 2021 taking place on a particular property. WJPC staff filed a complaint with EGLE.

Staff has completed the budget proposal for the 2022-2023 fiscal year. Items that will be taken into consideration are selected / specific updates of the zoning ordinance, an overdue adjustment to staff compensation, 'possible' replacement of the 5-year-old desktop computer and / or the printer in the office of record --- all resulting in continuing conservative fiscal responsibility.

For your review,



Planning and Zoning Director

REMINDER

The Risk Reduction Grant Program (RRGP) application was mailed to the MPP (Michigan Par Plan) on November 17th. We are requesting the maximum award amount of \$1200 (one thousand and two hundred) dollars. The total estimated cost for the 5-hour, two-part training, is \$2900 (two thousand and nine hundred) dollars.

Part-1 will consist of a 3-hour training session focusing on the legal basis for administrative planning and zoning decisions including site plan, special use, and zoning administrator decisions. **Part-1** will be presented by Attorney Catherin Kaufman of Bauckham, Sparks, Thall, Seeber & Kaufman, P.C. **(\$1750.00)**

Part-2 will consist of 2, 1-hour training sessions using practical examples and exercises in decision making. **Part-2** will be presented by the planner of record for the WJPC, Dr. Chris Grobbel of Grobbel Environmental & Planning Associates. **(\$1150.00)**

Our current 'over-all' budget supports this event in the 2021-2022 fiscal year. **Staff is recommending a date of Wednesday May 18th or Wednesday May 25th for Part-1 TRAINING.**

Part-2 training will be incorporated into 2 consecutive regular meeting agendas. Currently, staff is looking at an April to June timeframe.

BUDGET WORK SHEET

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December 22, 2021

2017-2018 Budget for three fiscal years prior to this fiscal year

2018-2019 fiscal years prior to this fiscal year

2019-2020 Budget for one fiscal year prior to this fiscal year

2020-2021 Budget for this fiscal year

Thru DEC '21 Spent, this fiscal year to date

2021-2022 Proposed Budget for coming fiscal year

2022-2023 Proposed Budget

Balance Remaining of Fiscal 2021/2022 Budget

Budget Line	2017-2018 Budget for three fiscal years prior to this fiscal year	2018-2019 fiscal years prior to this fiscal year	2019-2020 Budget for one fiscal year prior to this fiscal year	2020-2021 Budget for this fiscal year	Thru DEC '21 Spent, this fiscal year to date	2021-2022 Proposed Budget for coming fiscal year	2022-2023 Proposed Budget	Balance Remaining of Fiscal 2021/2022 Budget
Budgeted Participating Municipality Share							46,937.00	
Budgeted Permit Fee Revenue							15,500.00	
Total Budgeted Revenue							62,437.00	
705.0 Reg. Meetings Per Diem	\$ 3,400.00	\$ 6,500.00	\$ 6,500.00	\$ 4,620.00	\$ -	\$ 4,620.00	\$ 3,500.00	
705.1 Spcl. Meetings Per Diem	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
727.0 Office Supplies / Postage	\$ 1,800.00	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 2,000.00	\$ 3,000.00	
727.01 Admin. Fiduciary-Cherry Grove Twp.	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,500.00	
000-800 BANK FEES	\$ -	\$ 50.00	\$ 50.00	\$ 50.00	\$ -	\$ 50.00	\$ 50.00	
801.01 Audit - Baird Cotter Bishop	\$ 800.00	\$ 3,000.00	\$ 2,500.00	\$ 2,650.00	\$ -	\$ 2,750.00	\$ 3,000.00	
827.0 Zone Admin - Contract	\$ 6,240.00	\$ 13,500.00	\$ 18,550.00	\$ 15,975.00	\$ -	\$ 15,975.00	\$ 15,975.00	
827.01 WJPC - Recording Secretary	\$ 800.00	\$ 600.00	\$ 700.00	\$ 800.00	\$ -	\$ 1,000.00	\$ 1,000.00	
801.0 Internet / Web / Office	\$ -	\$ 500.00	\$ 775.00	\$ 775.00	\$ -	\$ 1,250.00	\$ 1,250.00	
827.03 WJPC - Attorney - Legal	\$ 13,000.00	\$ 5,500.00	\$ 7,500.00	\$ 7,500.00	\$ -	\$ 10,000.00	\$ 9,000.00	
827.04 WJPC - Planning Consultant	\$ 10,000.00	\$ 9,000.00	\$ 22,500.00	\$ 12,500.00	\$ -	\$ 10,000.00	\$ 10,000.00	
827.02 Asst. ZA	\$ -	\$ 9,000.00	\$ 10,000.00	\$ 9,950.00	\$ -	\$ 9,950.00	\$ 9,950.00	
860.0 Mileage - Regular Meetings	\$ 2,000.00	\$ 4,625.00	\$ 4,625.00	\$ 4,625.00	\$ -	\$ 4,100.00	\$ 3,900.00	
860.01 Mileage - Spcl. Meetings	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
860.02 Mileage - Training	\$ 975.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
860.03 Mileage - Administration and Enforce	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
900.0 Publishing	\$ 700.00	\$ 775.00	\$ 3,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00	
910.0 Insurance	\$ 3,385.00	\$ 2,600.00	\$ 2,800.00	\$ 2,750.00	\$ -	\$ 3,100.00	\$ 2,750.00	
940.01 Rent - Cherry Grove Twp.	\$ 1,200.00	\$ 1,200.00	\$ 2,400.00	\$ 2,400.00	\$ -	\$ 2,400.00	\$ 2,400.00	
958.0 Dues - memberships	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ -	\$ 650.00	\$ 650.00	
960.0 Training - Conference - Education	\$ 850.00	\$ 1,000.00	\$ 2,250.00	\$ 2,250.00	\$ -	\$ 3,000.00	\$ 4,000.00	
990.0 Contingency / Legal Defense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,500.00	\$ 29,500.00	
TOTALS	\$ 50,000.00	\$ 62,000.00	\$ 88,800.00	\$ 73,495.00	\$ -	\$ 75,345.00	74,925.00	