

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

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### DRAFT Meeting Minutes

Time & Date: 6:30pm, Monday, December 27, 2021

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@630pm, Pledge of Allegiance, Roll Call

*Members Present:* (See Attendance Sheet)

Paul Osborne, Chairman (Antioch)  
 Beverly Monroe, Secretary (Liberty)  
 Richard Harvey (Boon)  
 Marty Dahlstrom (Cherry Grove)  
 Shelly Bigelow (Greenwood)  
 Kim Manuel (Hanover)  
 Ben Fleis (Wexford)

*Members Absent:* Donna Taylor, Treasurer (South Branch)  
 Clyde Kastl (Springville)  
 Ronald Bates (Slagle)  
 Dan Prince (Selma)

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

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

Fuller, Jim – JBF properties, LLC Site Plan Review

See ([jbf\\_properties\\_pkt\\_-\\_website\\_posting20211217\\_08174966](#))

Standards for Site Plan Review:

A. ~~All applicable regulations of this Ordinance which apply generally to all districts, and all applicable regulations of this Ordinance which apply to the specific zoning district, to any conditions imposed with the granting of a Special Use Permit or variance, shall be shown on the site plan as being complied with.~~

#### Staff Comment and Recommendations:

*Staff finds that all of the specific zoning district requirements are met as documented above in Section 4 of this report. The General Regulations found to be most applicable are outlined above in section 5 of this report – Standards of Review. Staff finds that there are no concerns except as mentioned. Staff feels that compliance with this standard (General regulations and Specific Zoning District) is or shall be demonstrated by the applicant prior to the issuance of a Land Use (zoning) Permit.*

*Staff also feels that based on the literal reading of this standard, that the entire standard is NOT applicable.*

**Discussion:**

Dimensions on property? Survey attached – whole property is 610 X 1076 – specific part to utilize in site plan does not have dimensions in (250 x 610) as stated by applicant – setbacks are on site plan. Mr. Hall to annotate site plan. What is inclusive of the site plan? The Site Plan is inclusive of the 28 page packet titled [jbf\\_properties\\_pkt\\_-\\_website\\_posting20211217\\_08174966](#). The area will be fenced with a twenty (20) ft sliding gate. Request annotation for fence line, gate etc.

**B.** All utility easements shall be distributed on site in a manner which is least harmful to surrounding properties. Electric, telephone coaxial cable and other lines shall be located underground unless this requirement is specifically waived by the administrator, Commission or Appeals Board upon review of the site plan.

**Staff Comment and Recommendations:**

*The existing utility connections are not expected to change to a degree that would require the concern of this commission with this building proposal. Staff feels that if new utility infrastructure is placed underground as required, then compliance with this standard is demonstrated.*

**Discussion:**

No further discussion

**C.** Water lines, sewer lines, all provisions of surface water drainage shall be approved by the respective agency and designed in compliance with any applicable federal and state statute, city, village, township. Or county ordinance.

**Staff Comment and Recommendations:**

*There is no well and / or septage proposed at the current time. Surface water drainage is covered in Section 1013. Staff feels that compliance with this standard is demonstrated. (see letter dated December 14<sup>th</sup>, 2021 from Wexford County Drain Commissioner)*

**Discussion:**

No further discussion

**Final Staff Comments and Recommendation(s):**

*Staff recommends approval of the site plan as presented with a condition that any future proposed signage and / or lighting comply with zoning ordinance standards. Additional, staff recommends that any further expansion will require storm / surface water runoff to be contained on-site.*

**Discussion & Approve/Approve with Conditions/Deny:**

Motion by Beverly Monroe to Approve with conditions Site Plan of JBF properties with specific dimensions, fence line, scale and gate annotated as discussed in Standards for Site Review A., supported by Richard Harvey and adopted unanimously by roll call vote.

**C. Public Comment** – The Chair recognized four (4) members of the public present – None

**D. Housekeeping Business**

**1. Consent Business**

- a. Approval of November 22, 2021 Meeting Minutes - Motion to approve Meeting Minutes as presented made by Marty Dahlstrom, supported by Richard Harvey and adopted.

- b. Approval of Commission's expense report (pay the bills) - Motion to pay bills (\$4472.61), as presented made by Richard Harvey, supported by Beverly Monroe and adopted. See ([122021-bills\\_and\\_support\\_docs20211222\\_14183866](#))

2. **Treasurer's Budget Report – Donna Taylor – Absent**

3. **Planning & Zoning Report – Robert Hall –**

See ([122021-staffreportwithbudget\\_attached20211222\\_14245469](#)) (See details within report)  
Notes on the budget – dues & memberships – projected income includes the subtraction of Greenwood if they continue the withdrawal from WJPC

**E. Unfinished Business & 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. **Master Plan – Future Land Use discussion –**

See ([122021-staffreportwithbudget\\_attached20211222\\_14245469](#)) (See details within report)  
Please send Mr. Hall an email with township input

**F. New Business** (other business & communications) –

1. Training Plan discussion for WJPC – Possible dates Wednesday May 18<sup>th</sup> or 25<sup>th</sup> or April 20<sup>th</sup> – Kim Manuel suggested April 20<sup>th</sup> 5:30pm – 8:30pm – Pizza? Sodas? Snacks? – ZBA members & townships will be invited to attend
2. Budget Presentation – See ([122021-staffreportwithbudget\\_attached20211222\\_14245469](#))

**\*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 1<sup>st</sup>, 2021'.*

*...and...*

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

Motion by Beverly Monroe to adjust salary of Planning & Zoning Director from \$1125 to \$1200 per month, keeping additional pay hours at \$15 per hour effective July 1, 2022, supported by Marty Dahlstrom and adopted.

Motion by Beverly Monroe to adjust hourly wage for Assistant Zoning Administrator from \$13 per hour to \$14 per hour effective July 1, 2022, supported by Richard Harvey and adopted.

3. Greenwood Township Withdrawal update – next step in process is to present a budget and plan to the WJPC to expedite the process – Mr. Hall will present that data at the January 2022 meeting
4. 2022 Meeting dates – Last Monday of the month – See provided dates. Motion to approve meeting dates made by Beverly Monroe, supported by Richard Harvey and adopted.

- G. Public Comment** – Mr. Harvey requested discussion regarding attendance of the Members of the WJPC. Mr. Hall has contacted the townships. This is a concern. Attendance is considered non-feasance – a letter – public hearing requesting the WJPC member removal can be pursued however, attendance for township input is vital.
- H. Adjournment** – Motion to adjourn by Richard Harvey supported and adjourned at 8:04pm.

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

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Beverly Monroe, (elected) Secretary