

Wexford	Hanover	Greenwood	Liberty
Springville	Antioch	Collax 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

c/o Cherry Grove Township
 4830 E. M-55
 Cadillac, Michigan 49601-9332
 (231)775-1138 x 6

Agenda v2

Time, date: 6:30pm, Monday, December 19, 2016

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, roll call, and Pledge of Allegiance.
- B. Matters pertaining to citizens present at the meeting, in the following order:
 1. Advertised Public Hearings. The Chair will declare such a public hearing open and state its purpose. The petitioner, or proponent of the action advertised will be heard first.
 - a. None
 2. Persons requested by the Commission to attend the meeting.
 - a. Adam Gandolfi from Municipal Underwriters of Michigan, Inc. (who carries Liberty Township's insurance). – Short presentation of what we may need for insurance.
 3. Other public participation for items on this agenda.¹
- C. Housekeeping business.
 1. Consent Business.²
 - a. Approval of November 17, 2016 Minutes
 - b. Approval of Commission's expense report (Suggestion: Listing of approved bills should be attached to the minutes, as well as budget balance sheet.)

¹Public comment is at the beginning of the meeting so the Commission can hear concerns and questions before acting on an issue. Those making public comment are expected to be familiar with the issue and have prepared comments ahead of time. To help the public in preparing for the meeting, any written material shall be made available without cost for members of the public asking for a copy prior to the meeting. The Chair may limit the amount of time allowed for each person wishing to make public comment at a Commission meeting. The Chair may ask members of the audience to caucus with others sharing similar positions so they may select a single spokesperson. If a single spokesperson is selected, that individual shall be able to make public comment at the Commission meeting without time limit or an extended time limit. After this point in the agenda public comment is normally not allowed; however, sometimes the Commission may direct questions to members of the public.

²Certain items of business before the Commission are routine matters where no discussion normally occurs or is expected to occur and a consensus for adoption normally occurs or is expected to occur. First, any Consent Item can be removed by request of a member. It is automatically removed if discussed during Public Participation. Second, a motion to adopt the Consent Items can be made, in effect adopting all agenda items still included as Consent Items.

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2. Welcome to Robert Hall, Planner/Zoning Administrator, and Ronald Bates (Slagle Twp) and introductions of each member of the Wexford Joint Planning Commission.
 3. Other.
- D. 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 – including progress report(s) on adoption of the Joint Zoning Ordinance.
 2. Nominations for Joint Zoning Board of Appeals
 - a. Member one: (A member of the Wexford Joint Planning Commission).
 - b. Members two, three, and four: (no more than one from a township, not a township employee or elected official, resident of a participating township not a village).
 - c. Two alternates: (no more than one from a township, not a township employee or elected official, resident of a participating township not a village).
 - d. Action to send those nominations as recommendations to the respective participating municipality for appointment.
- E. New business (other business and communications).
1. Adopt proposed Freedom of Information Act policy and guidelines, and summary of the same.
 2. Proposal to authorize Robert Hall to contact attorney for zoning administration purposes and terminate Kurt H. Schindler’s authority to contact attorney upon completion of zoning ordinance adoption.
 3. Office equipment purchase authorization:
 - a. Computer system (computer; 2 monitors; mouse; keyboard; Epson Et-4500 printer, scanner, fax copier; Windows 10, MS Office Professional, WordPerfect) \$1,859.94. Quote coming under separate cover or brought to the meeting.
 - b. File cabinet and file supplies: cabinet: \$249.97, file supplies: \$310.70
 - c. Internet web page (piggyback with Cherry Grove, or with another provider) (Jackpine is \$200 setup, \$120 per year hosting + \$17.95 per year domain name.)
 - d. Authorize \$200 for misc. office supplies.
 4. Adoption of fee schedule. Fees for (1) land use permit, (2) minor land use permit, (3) special use permit, (4) planned unit development, (5) appeals, (6) petition to amend the zoning ordinance, (7) after the fact permit multiplier, (8) special meetings, and (9) discount, if any, for non-profits, indigent, participating municipalities.

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5. Invite Sarah Lucas, AICP, Regional Planning Department Manager, Networks Northwest (Michigan's Prosperity Region for the 10-county northwest Michigan in which Wexford is located).
 6. Selection of a Planner of Record. Discussion, Start a Quality Based Selection (QBS) process or postpone.
 7. Review of first draft of amendments to the Wexford Joint Master Plan (a.k.a. Wexford County Comprehensive Plan).
- F. Public participation for items not on this agenda.³
- G. Adjournment.

[December 15, 2016 (2:10pm); C:\Users\Kurt\Documents\wp\OtherCounty\Wexford\WexfordJointPln\Meetings-Planning\AGENDA 20161219.wpd]

³ See footnote number 1. This public comment is to bring up items not on the agenda, and thus at the end of the meeting.