

## Wexford Joint Planning Commission

% Cherry Grove Township  
 4830 E. M-55  
 Cadillac, Michigan 49601

(231)775-1138

### Proposed Minutes

**Time, date:** 6:30pm, Monday, October 17, 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.

Present: Chair David Schroeder, Hanover; Vice Chair Paul Osborne, Antioch; Secretary Beverly Monroe, Liberty; Deputy Secretary Sharon Zakrajsek, Selma; Treasurer Dona Taylor, South Branch; Marty Dahlstrom, Cherry Grove; Gary Emery, Wexford; Richard Harvey, Boon; Thelma Paul, Greenwood; and Erica Szegda, Springville.

Absent: None.

Others present: Kurt H. Schindler, AICP, MSU Extension; Robert Dunning, Slagle; Patti Dunning; Mike Vogelorne (?); Robert Hall; John L. Prebay, Slagle; and Michele Holland.

1. Members introduction of each other: Name, township representing, and brief bio.  
 Members did so in round-robin fashion.

6:34pm Szegda arrived.

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. None.
3. Other public participation for items on this agenda.
  - a. None.

C. Housekeeping business.

1. Consent Business.

- b. Act to file statement of accounts (which municipalities have paid), sent under separate cover from your treasurer.

Not done yet. Discussion on procedure for future meetings.

Bills will go to Cherry Grove Township and be disbursed from there on WJPC account.

- a. Action to approve minutes of September 26, 2016 meeting as printed.

**Harvey moved, seconded by Osborne to approve the September 26, 2016 minutes as printed. Motion passed after voice vote.**

Items on attorney questions and GIS were pulled from the Consent Agenda or discussion later.

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.

None.

2. Members sign the code of conduct/oath of office. (Dahlstrom, Dunning)

Done

3. Discussion on work plan and strategy for creation and adoption of a zoning ordinance (goal to be done by Nov. 15, 2016, adopted by Dec. 31, 2016, (not at all realistic) see section 13.a. of Ordinance and Agreement).

- a. Which template to start from (1) Cedar Creek/Harrietta Village [recommended], (2) Wexford County [not recommended], (3) other

- b. Time line for adoption of new zoning by a goal of January 1, 2017 presented by Kurt.

Discussion: Wexford county's current zoning ordinance (zoning ordinance #5), Wexford county's proposed zoning ordinance edited from zoning ordinance #5 (zoning short ordinance #5), Wexford County's proposed zoning ordinance #6 (zoning ordinance #6), Harretta Village zoning, and Cedar Creek Township zoning were looked at. Zoning ordinance #6 is similar to the template Schindler is recommending (which was the template for Harretta and Cedar Creek. But those ordinances are out-of-date. Most townships, when surveyed, liked zoning ordinance #6 best. Template Schindler is proposing to use is now

more current (except for cell towers). So take zoning districts text from zoning ordinance #6 and insert into updated template as the first draft. Maybe just adopt zoning ordinance #6 and be done with it fast. Understood whatever is done will have problems, and will right away need to work on updating it. If adopt zoning ordinance #6, attorney will have a list of problems s/he will want fixed before adoption (cell towers, right to farm, and more). #6 version had a good road section, but cell towers needs revision and farming has several court cases which will affect the ordinance. Want draft for Commission review to mark it up for what will be politically palatable. Wexford County planning commission had worked on zoning ordinance #6 for several years., but that was several years ago. **Osborne move, second by Erica, adopt zoning ordinance #6 zoning districts as written and have Schindler put it into updated template, and send to Commission and attorney by October 22, 2016 as a starting draft. Motion passed after a roll call vote Yes: Chair Schroeder, Vice Chair Osborne, Secretary Monroe, Deputy Secretary Zakrajsek, Treasurer Taylor, Dahlstrom, Emery, Harvey, Paul, and Szegda. No: None.**

**Consensus: Special meeting for Saturday, October 29, 2016 at 9am to review draft at Road Commission if location is available.**

- c. How to proceed to review the ordinance (committee, work sessions by the whole Joint Planning Commission, other)
- d. Action to establish special meetings of the Joint Planning Commission or a committee, or a committee of the whole.

Discussion: Already have authority to engage the attorney. **Paul moved, seconded by Szegda to authorize getting mapping from Wexford County GIS or if GIS shape files can be obtained, then elsewhere as necessary. Passed with a voice vote.** Zakrajsek will ask about getting shape files.

- 4. Discussion and possible action to hire, or appoint staff: a “Planner” (zoning administrator) for the Joint Planning Commission.

Discussion: Do we want to require zoning administrator certification? Pay is not enough. One day a week is not enough. Need at least three years experience. Job will grow, and ad should reflect that job will grow in pay and time per week. Should use this ad with additions as noted:

Wanted, a contract position to be staff for the Wexford Joint Planning Commission, to perform planning and zoning duties, oversee a planning and zoning office, work with the public, provide support services to the Wexford Joint Planning Commission, attending evening and other meetings,

This is a part time position, which may or may not grow into more hours and responsibilities. Having a zoning administrator certification from MSU Land Policy Institute is

preferred. Shall obtain the certification within one year of hire. Preferred individual with general planning experience, and AICP certification.

Part time contractor, one day a week: compensation is \$5,240 to \$6,240 depending on experience and zoning administrator certification.

Add three years general planning experience and that enforcement is part of the job. This is a contractor, not an employee. Require certification or obtain in one year. Has code enforcement responsibilities. **Szegda moved, seconded by Emery, to adopt the above as the ad with additions noted.** Discussion: Run add in Cadillac, Big Rapids, Manistee and Traverse City daily newspaper, **Consensus the executive committee will handle details, conduct interviews and recommend candidate to contract with. Motion passed after a voice vote.**

5. Other

Need to start communication with the county so we can set up how will have access to the county's zoning records. They are public records, have to allow access and viewing. **Consensus: Chair will talk to county officials to determine what their preferred way to have access the records, and the process used to access this.**

Mr. Dunning is not eligible as Slagle Township's representative. But will attend meetings to report back to the Slagle Township. Township is looking for a replacement. Village of Harrietta may wish to join the joint planning commission

John L. Prebay has complaint about individuals putting in land uses under the impression there is not zoning anymore. Bob Scarbrough, Wexford County Building Inspection department head, says he hates zoning and he is the head of the county's zoning. County's interim zoning administrator works only on Thursdays.

6. Website will be needed to post minute and meeting notices. This will become a responsibility of the Planner as well.

E. New business (other business and communications).

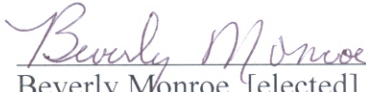
1. Which is preferred way to list permitted uses and possible special uses in the zoning ordinance?

Two ways, detailed classification (NAICS), or generalized. Dahlstrom related his experience with the NAICS method. Robert Hall (attendee) spoke to the flexibility of the detailed classification. #6 is already written in. Not a "right" or "wrong" way to do it. It is a preference issue. For flexibility the broader terms accommodate that. The NAICS is on line, so do not need a book, can look at it on line. Detail is liked. The classification gets out-of-date due to new technologies and things coming along every day. Broader terms allow fitting the new things in. **Consensus is to use the detailed classification system.**

2. Taylor (treasurer) asked that September per diem be added to the quarter of October, November and December. Consensus is it is ok.
- F. Public participation for items not on this agenda  
John L. Prebay : Hope the Commission keeps the Lake Mitchell Overlay district.  
Bob Hall: Think it is great that you are working to get someone on board this early. Remember contractor will be more independent than an employee. Blight is a major issue and a major consumption of time.  
Discussion: Enforcement includes the work by an attorney, and that will cost a lot of money. That will be a big expense without having the county prosecutor involved anymore.
- G. Adjournment.  
**Osborne/Sharon move to adjourn at 8:28pm. Motion pass with a voice vote.**

Recording Secretary: Kurt H. Schindler and Beverly Monroe

Respectfully submitted:

  
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Beverly Monroe, [elected] Secretary