

WEXFORD JOINT PLANNING COMMISSION

2017 ANNUAL REPORT

Serving:

**Antioch Township – Boon Township – Cherry Grove Township – Greenwood Township – Hanover Township – Liberty Township
Selma Township – Slagle Township - South Branch Township – Springville Township – Wexford Township**

Michele Hoitenga



MICHIGAN HOUSE
REPUBLICANS

Bio

DISTRICT

State Rep. Michele Hoitenga was first elected to the Michigan House of Representatives in November 2016. She represents the 102nd District, which includes Wexford and Mecosta counties and part of Osceola County that includes Reed City and the townships of Burdell, Cedar, Hartwick, Le Roy, Lincoln, Richmond and Rose Lake.

COMMITTEES

Rep. Hoitenga serves as chair of the House Communications and Technology Committee. In addition, she is a member of the Regulatory Reform, Insurance and Military and Veterans Affairs committees.

EDUCATION

Michele graduated from Buckley High School and earned a degree in human services from Baker College.

PROFESSIONAL

Michele and her husband own PhD Consulting, an energy consulting business.

PUBLIC OFFICE AND AFFILIATIONS

Michele served as the mayor of Manton from 2013 to 2016. She has also served as treasurer and president of the Manton Chamber of Commerce and as vice chair of the Wexford County Republican Party. In addition, Rep. Hoitenga is a lifetime member of the National Rifle Association and director of the Wexford County Women on Target.

PERSONAL

Michele and her husband Philip live in Manton. They have two sons, Greg and Tyler. Michele is also a military mom.



The logo is set against a red, shield-shaped background. At the top right, a portion of a black roof structure is visible. The word "Wexford" is written in a large, white, cursive script with a black outline and a light blue shadow. To the left of the "W" is a small white four-pointed star. Below "Wexford", the words "COUNTY ROAD" and "COMMISSION" are stacked in a bold, white, sans-serif font, both with black outlines. A thin horizontal line separates "COUNTY ROAD" from "COMMISSION". At the bottom of the red shield, there is a small, faint, reddish-brown decorative flourish.

Wexford
COUNTY ROAD
COMMISSION

February 2018

Wexford Joint Planning Commission

Planning Commission:

Dave Schroeder, Chair (Hanover)
Paul Osborne, Vice-Chair (Antioch)
Beverly Monroe, Secretary (Liberty)
Donna Taylor, Treasurer (South Branch)
Richard Harvey (Boon)
Marty Dahlstrom (Cherry Grove)
Thelma Paul (Greenwood)
Sharon Zakrajsek (Selma)
Ronald Bates (Slagle)
Erica Szegda (Springville)
Dave Williams (Wexford)



Planning Department Staff:

Robert (Bob) Hall, Director
Benjamin Townsend, Assistant ZA

Planner of Record:

Grobbel Environmental, Inc.
Chris Grobbel, Ph.D.

Zoning Board of Appeals:

Beverly Monroe, Chair (Liberty)*
Benedict Flies (Wexford)*
John Prebay (Selma)*
Bill Swank (Antioch)*
Tom Williams (Antioch)
Beverly Brighton (Boon)
Ron Vaughan (Cherry Grove)
Terry Garbrecht (Greenwood)
Peggy Benz (Hanover)
Marjorie Bogard (Liberty)
Carol Perrin (Selma)
Phil Wendel (Slagle)
Donna Taylor (South Branch)
Beverly Walton (Springville)
David Muldaugh (Wexford)
Bill Wiersma (Cherry Grove), Alternate
Richard Draper (Greenwood), Alternate

***Bold indicates full time ZBA**

LAST Last Year (2016) at a Glance

Decision for Joint Planning and Zoning

WJPC Creation

MSUE Citizen Planner
9 WJPC Graduates!

Budget / Hiring

GO!



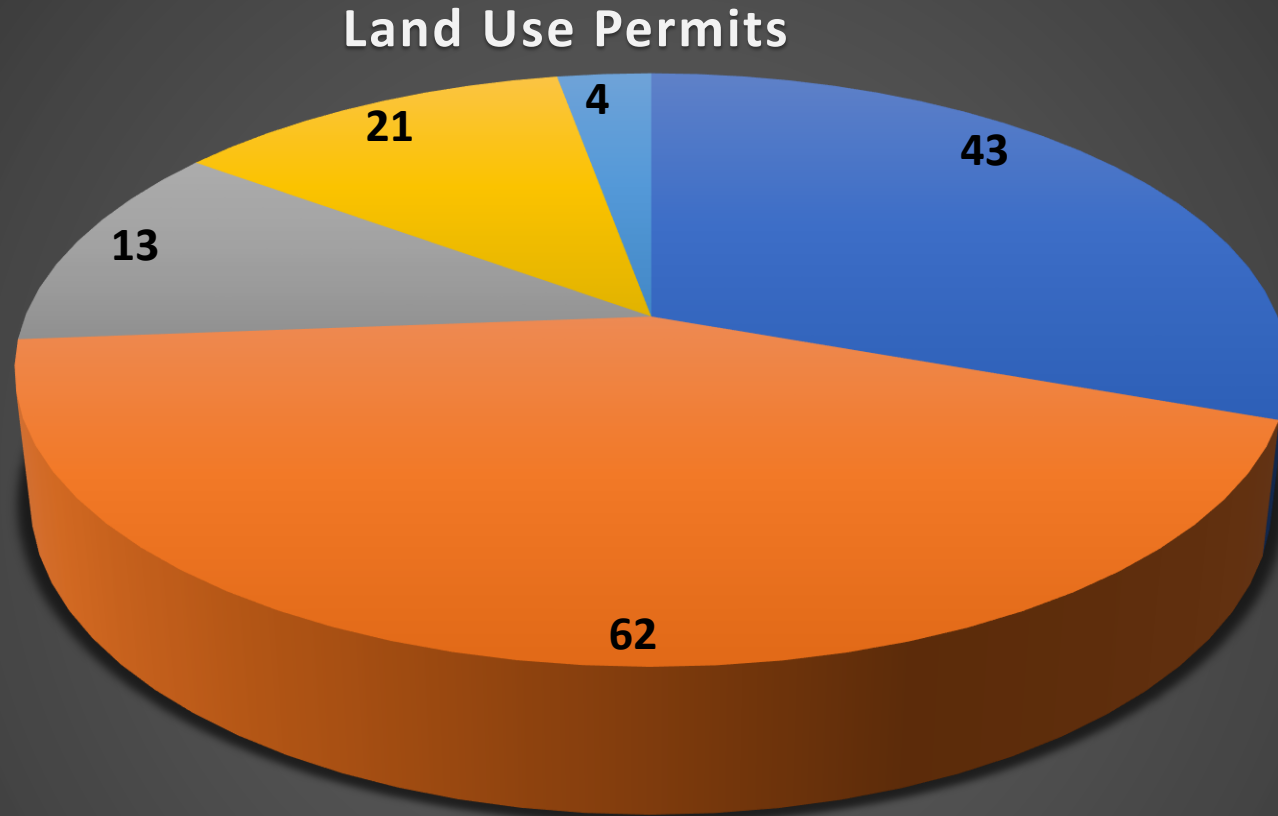
What have “WE” accomplished?

- summary - (annual report of activities)

- WE: have contracted with a Planning and Zoning Administrator and an Assistant Zoning Administrator
 - Issued 123 land Use Permits
 - Staff Reports for: 12 Planning Commission meetings, 9 Zoning Board of Appeals cases, 1(Commercial) Special Land Use, and 1(Commercial) Site Plan Review
 - Responded to 415 + phone calls to the office
- WE: have managed to staff an office for 2-1/2 days a week (28 hrs./week) (Wednesday [8-5], Thursday [8-12], and Friday [8-12 (afternoon by appt. / normally reserved for site inspections)])
- WE: have established an effective working relationship with [our ‘office-of-record’] Cherry Grove Township
- WE: have established an effective working relationship with the Wexford County Building Department
- WE: have survived our 1st audit
- WE: have contracted with a Planner of Record
 - Grobbel Environmental & Planning Associates – Guest Speaker this evening
- WE: have ‘accomplished’ ALL of the above – within our means!



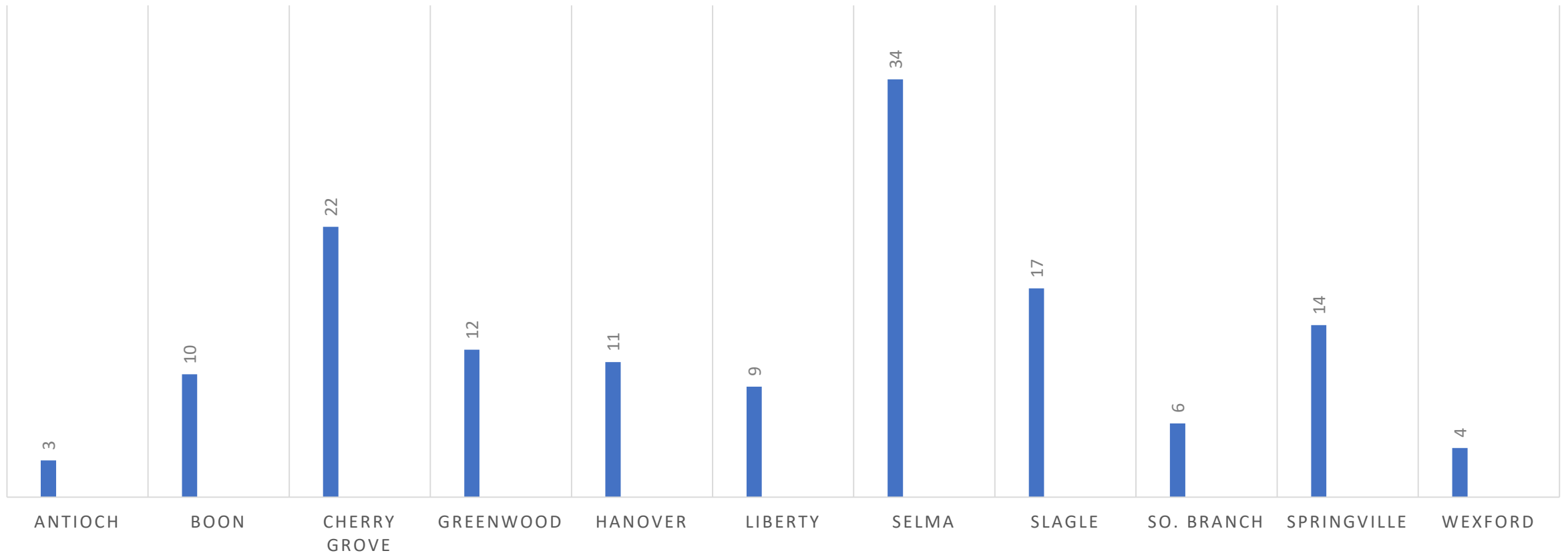
THE DETAILS



■ New Dwellings ■ Accessory Bldgs. - Garages / Pole Barns ■ Residential Additions ■ Other [deck, fence, gazebo, generator] ■ AG - Agricultural Use Bldg.

Permits By Township

ALL CATEGORIES OF LAND USE PERMITS - 2017



Zoning Board of Appeals

Case Type	Township	Recommendation	ZBA - Decision
Dimensional Variance Request	SELMA	NEUTRAL	APPROVED
Dimensional Variance Request	SELMA	DENY	APPROVED
Dimensional Variance Request	SELMA	DENY	APPROVED
Dimensional Variance Request	BOON	DENY	APPROVED
Dimensional variance Request	SELMA	DENY	APPROVED
Dimensional Variance Request	CHERRY GROVE	DENY	APPROVED
Dimensional Variance Request	SELMA	DENY	APPROVED
Dimensional Variance Request	CHERRY GROVE	DENY	APPROVED
Dimensional Variance Request	GREENWOOD	DENY	APPROVED

Any decision made by a ZBA is subject to review by the circuit court on appeal, such as zoning ordinance and map interpretations and variances granted or denied. The circuit court is also the next stop for appeal of a ZBA's own quasi-judicial review of decisions made by the zoning administrator, planning commission, or legislative body (when acting in an administrative capacity). These matters include zoning permits, special land uses, site plans, and enforcement actions

Timing is critical to exercising the aggrieved party's right to appeal a ZBA decision. Under [MCL 125.3606\(3\)](#), an appeal must be filed by the earlier of:

1. 30 days after the ZBA issues its decision in writing signed by the chairperson, if there is a chairperson, or signed by the members of the ZBA, if there is no chairperson, or
2. 21 days after the ZBA approves the minutes of its decision.

It is good practice for a ZBA to promptly issue signed, written decisions to start the clock ticking on the appeal deadline. If a ZBA does not do so and meets infrequently, an appeal could be filed long after the ZBA believes that an issue has been resolved.

Proposed Work Plan

TRAINING

Master Plan



- Notice of Intent to Plan
- PUBLIC NOTICE(S) to adjacent and internal communities

Participating Municipality Outreach

- Community Outreach – Workshops
- PUBLIC RELATIONS
and more ... PUBLIC RELATIONS
- Community Education!

Zoning

- Study possible amendment(s) to Zoning Ordinance to recognize nonconforming lots and setback issues creating excessive variance requests (primarily on lakefront property)*
- Review Zoning Plan in the Master Plan
- Amend Zoning ordinance as required to the extent necessary to implement the Master Plan

Is it possible for the WJPC to be a driving force in the fight against BLIGHT?

* Priority Item



**GROBBEL ENVIRONMENTAL
& PLANNING ASSOCIATES**

Wexford Joint Planning Commission

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Land Use Planning

Home



Christopher Grobbel, Ph.D.

Proposed Budget 2018-2019 **WJPC** Fiscal Year

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1		Wexford Joint Planning Comm.	Proposed														YTD
2		2018-2019	Budget		JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	Balance
3	Revenue																
4	580	Contribution From Local Units	\$50,000.00														\$0.00
5	664	Interest	\$0.00														\$0.00
6	451	Permits - Fees 60% of \$20,000	\$12,000.00														\$0.00
7			\$62,000.00														
8	Expenses																
9	000-800	Bank Fees	\$50.00														\$50.00
10	705	Meeting Per Diem - All	\$6,500.00														\$6,500.00
11	727	Office Supplies & Postage	\$1,000.00														\$1,000.00
12	727.01	Administrative Fee, Fiduciary	\$2,500.00														\$2,500.00
13	801	Internet/WEB/office supplies	\$500.00														\$500.00
14	801.01	Attorney/Audit	\$3,000.00														\$3,000.00
15	827	Consultant/Contract: Zoning Adm/Planner	\$13,500.00														\$13,500.00
16	827.01	Consultant/Contract: Asst. Zoning Admin.	\$9,000.00														\$9,000.00
17	827.02	Contract: Office - Recording Secretary	\$600.00														\$600.00
18	827.03	Consultant/Contract: Attorney	\$5,500.00														\$5,500.00
19	827.04	Consultant/Contract: Planning	\$9,000.00														\$9,000.00
20	860	Mileage - Meetings All	\$4,625.00														\$4,625.00
21	900	Publishing	\$775.00														\$775.00
22	910	Insurance	\$2,600.00														\$2,600.00
23	940	Rent	\$1,200.00														\$1,200.00
24	958	Dues, Memberships	\$650.00														\$650.00
25	960	Training, Conf. Education	\$1,000.00														\$1,000.00
26																	\$0.00
27			\$62,000.00		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$62,000.00
28																	Actual Account Balance

Participating Municipality Share

Antioch: 3462.08

Boon: 2898.30

Chery Grove: 9544.38

Greenwood: 2912.92

Hanover: 3799.69

Liberty: 3141.06

Selma: 8091.42

Slagle: 3202.42

South Branch: 3339.94

Springville: 5055.52

Wexford: 4552.28