Wexford Joint Planning Commission
4830 E. M – 55 Highway
Cadillac, Michigan 49601

planningandzoning@wexfordjpc.org
www.wexfordjpc.org

231-775-1138 x 6

AGENDA
FEBRUARY 24, 2025 | 6:30 pm
Regular Meeting

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, Pledge of Allegiance, Roll Call
- **B.** Set / Amend / Approve the Agenda
- **C.** Matters pertaining to citizens, in the following order:
  1. Planner Grobbel – ADU's | Housing | Creative Zoning Techniques
- **D.** Public Comment
- **E.** Housekeeping Business
  1. Consent Business
     a. Approval of January 27th, 2025 'draft' Minutes
     b. Approval of Commission's Expense Report (pay the bills for FEBRUARY 2025
  2. Treasurer's Budget Report – Donna Taylor
  3. Planning and Zoning Report – Robert Hall

- **F.** 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. ADU Ordinance 'draft' language discussion
- **G.** New Business
  1. Innovative Planned Unit Development Overlay Discussion
- **H.** Public Comment
- **I.** Adjournment

- visit our website with your mobile device -

WJPC
WEXFORD JOINT
PLANNING COMMISSION

Wexford Joint Planning Commission
4830 E. M – 55 Highway
Cadillac, Michigan 49601

planningandzoning@wexfordjpc.org
www.wexfordjpc.org

231-775-1138 x 6

DRAFT Meeting Minutes

Time & Date: 6:30pm, Monday, January 27, 2025
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@634pm, Pledge of Allegiance, Roll Call

Members Present: Paul Osborne, Chairman (Antioch)
Randy Brewer, Vice Chairman (Springville)
Donna Taylor, Treasurer (South Branch)
Richard Harvey (Boon)
Marty Dahlstrom (Cherry Grove)
Mike Woodward (Hanover)
Lori Wetherell (Selma)

Members Absent: *Amanda Kimbel-Sparks, (Liberty)
Alan Devereaux (Slagle)
Vacant (Wexford)

Others Present: Robert Hall, Zoning Administrator
Ben Townsend, Assistant Zoning Administrator
Heather O'Connor, Recording Secretary

B. Set/Amend/Approve the Agenda: Motion to Approve the Agenda as corrected (Remove G d) made by **Richard Harvey**, supported by **Randy Brewer** and passed via voice vote. See (Agenda).

C. Matters pertaining to citizens, in the following order:

1. **Adam Gandolfi –** Municipal Underwriters of Michigan – (via phone) rate increase as quoted remains unchanged due to current "hard market" with minimum of approx. $9000. Motion to pay current insurance premium of $9000 and give ZA authority to "shop around" for cheaper rate made by **Mike Woodward**, seconded by **Richard Harvey** and passed via voice vote

D. Public Comment – The Chair recognized zero (0) members of the public present.

E. Housekeeping Business

1. Consent Business
   a. Approval of November 25, 2024 Minutes - Motion to Approve the November 25, 2024 Meeting Minutes as presented made by **Richard Harvey** supported by **Marty Dahlstrom** and passed via voice vote. See (Proposed Minutes)

b. Approval of January 14, 2025 Special Meeting Minutes - Motion to Approve the January 14, 2025 Special Meeting Minutes with correction to change heading **SPECIAL MEETING** added in the document itself made by **Richard Harvey** supported by **Mike Woodward** and passed via voice vote. See (Proposed Minutes)

c. Approval of Commissions Expense Report (pay the bills for DECEMBER 2024) - Motion to pay October Bills as presented ($8096.63) made by **Marty Dahlstrom**, supported by **Randy Brewer** passed via voice vote. See (Bills and Support Docs).

d. Approval of Commissions Expense Report (pay the bills for JANUARY 2025) - Motion to pay October Bills as presented ($13656.74) made by **Randy Brewer**, supported by **Richard Harvey** passed via voice vote. See (Bills and Support Docs).

2. Treasurer's Budget Report – Donna Taylor - Motion to Approve Treasurers Budget Report as presented made by **Mike Woodward**, supported by **Richard Harvey** passed via voice vote. See (Bills and Support Docs).

3. Planning & Zoning Report – Robert Hall – See (Staff Report)

ACTION ITEM REQUEST:
Staff requests that the WJPC authorize the immediate payment of the Spectrum Business (Internet/Phone) invoice as it is received as a recurring bill. This will avoid additional late fees of $8.95 per month.

Motion to authorize immediate payment of the Spectrum Business invoice as it is received as a recurring bill made by **Mike Woodward**, supported by **Randy Brewer** passed via voice vote

AND

ACTION ITEM REQUEST:
Staff requests that the WJPC authorize the ZA to attend the MTA educational conference on April 1st and 2nd. Registration = $400 | Lodging = $200 +/- … Norman Township has already approved a $150.00 reimbursement to the WJPC and Filer Charter Township will split the remainder, costing the WJPC approximately **$225.00**

Motion to authorize the Zoning Administrator to attend the MTA educational conference (approx cost $225) in April 2025 made by **Randy Brewer**, supported by **Richard Harvey** passed via voice vote

F. 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. ADU Ordinance 'draft' language discussion – summary language included in Staff Report. See (Staff Report). More details provided at February Meeting.

G. New Business –

1. Election of Officers:
   a. Chair – Paul Osborne – motion by Mike Woodward, seconded and passed via voice vote
   b. Vice-Chair – Randy Brewer - motion Paul Osborne, seconded and passed via voice vote
   c. Secretary – Mike Woodward – motion Randy Brewer, seconded and passed via voice vote
   ~~d. Deputy Secretary~~
   e. Treasurer – Donna Taylor - motion Richard Harvey, seconded and passed via voice vote

2. Staff (ZA) Continuing Education – MTA Conference (**See E. 3**)

3. Legal Opinion Discussion – WJPC – Zoning Ordinance(s) – Status (Boon) - Motion to authorize ZA to seek legal opinion regarding individual vs collective zoning ordinances (for townships) made by **Richard Harvey**, seconded by **Randy Brewer** and passed via voice vote

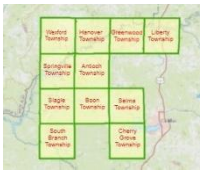
4. DRAFT Budget Review – See (Draft Budget 2025-2026).

H. Public Comment – None offered

I. Adjournment – Motion to adjourn made by **Marty Dahlstrom**, supported, and adjourned at 8:08pm.

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

Mike Woodward



Wexford Joint Planning Commission

4830 E. M – 55 Highway

Cadillac, Michigan 49601

231-775-1138 x 6 planningandzoning@wexfordjpc.org www.wexfordjpc.org

FEBRUARY 2025 STAFF REPORT

PLANNING and ZONING

The insurance premium has been paid, according to the direction of the WJPC. Multiple insurance quotes are being solicited currently.

ENFORCEMENT / COMPLIANCE

While active complaints have slowed (as is typical for this time of year) – office files are being created and organized to allow for more efficient 'compliance' issue management. (see attached report)

TRAINING OPPORTUNITY

The ZA has registered for the MTA conference taking place at the end of March / first of April. The cost to WJPC **was $588.88** including registration and lodging. Norman Township (Manistee County) has already submitted a cost sharing check in the amount of $125.00 and Filer Charter Township has submitted $231.50. **There will be a net cost to the WJPC of $231.50 plus miscellaneous expenses / mileage**.

RURAL READINESS GRANT

The **WJPC HAS RECEIVED A REIMBURSEMENT** related to our Rural Readiness grant.

Land Use Permit Activity (since last report)

Permit #	Parcel #	Applicant Information	Use Type	ZONE	TWP	Zoning Comments
2024-169	2311-MW-17	Harris Property Holdings LLC	ND	R1	ANT	26'8"x60'
2024-170	2412-01-1301	Northwest Michigan Engine Club	Sign	RR	WEX	21' tall base with Tractor
2024-171	2212-02-4402-02	Harris, Jamie	ND att. Garage	RR	SLA	New Dwelling attached Garage
2024-172	2211-26-3303	VanFleeren, Ed - Little Valley Homes	ND	RR	BOO	New Dwelling
2024-173	2110-26-3302	Weatherwax, Gregory - Northedge Steel	RA	RR	CHE	Carport
2024-174	2210-17-3301-01	Flores, Jason	ND	RR	SEL	New Dwelling
2024-175	2210-PW2201	Bust, Timothy - Bob Marr Const.	RAD	R2	SEL	Residentail Additions
		2025 Permits				
2025-01	2109-17-4101	Vincent, Robb	RA	RR	LIB	Residential Accessory
SPR-2025-01	2411-07-2303	United Trk Sales, LLC - Mesanovic, Admir	COMM	COMM	HAN	Comm. - Vehicle/Trailer Sales
N/A	N/A	Norman Twp. Training Reimbursement	TRAINING	N/A	N/A	TRAINING-WJPC
N/A	N/A	Filer Twp. Training Reimbursement	TRAINING	N/A	N/A	TRAINING-WJPC
2025-02	2411-LG4-385	Evernham, Matt - Clark Modular	ND	R1	HAN	New Dwelling att Garage

ND = New Dwelling RAD = Residential Addition RA = Residential Accessory

Visit our website on your mobile device

"***Police power ordinances avoid the non-conforming use problem inherent with the zoning approach, because they may regulate activities that are already underway regardless of their lawfulness under zoning***."

Planner Grobbel has provided 'draft' ordinance language to allow us to begin discussion related to 'innovative' PUD design geared towards flexible housing options. This 'draft' language will allow us to visualize the process in its actual format.

MORE TRAINING?

The ZA has been researching training topics of interest for the benefit of the Planning Commission **and** participating municipalities. We have accomplished Site Plan Review and Special Land Use training – are there other 'specific' topics of interest that may be relevant? The ZA would recommend such topics as Basic Training for Planning and Zoning Officials, Zoning Board of Appeals Training / Certification, or perhaps Zoning Ordinance A to Z.

An annual group training may be more likely to have greater attendance by the WJPC membership rather than relying on hit and miss training opportunities.

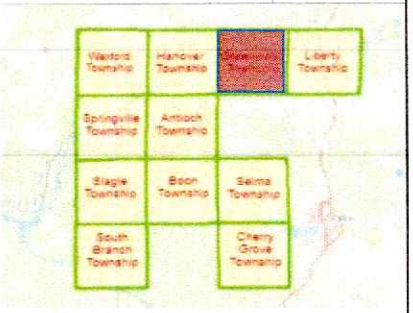
For your review,

Robert (Bob) Hall
Planning and Zoning Director

Visit our website on your mobile device

"***Police power ordinances avoid the non-conforming use problem inherent with the zoning approach, because they may regulate activities that are already underway regardless of their lawfulness under zoning***."

Invoice Date	Vendor	Service / Item Procured	Amount	Line Item - Budget
	Mika Meyers-Legal		**$0.00**	251.721.827.03
	Mika Meyers-Legal		**$0.00**	251.727.827.03
	JackPine Business Center		**$0.00**	251.721.727.00
	Cadillac News		**$0.00**	251.727.900.00
	Grobbel Env. & Planning Assoc.		**$0.00**	251.721.827.04
			$0.00	251.721.727.00
2/11/2025	SPECTRUM BUSINESS	Office-Internet and Phone Service	$84.98	251.721.801.00
	Michigan Townships Assoc.	**ZA-TRAINING**	$400.00	251.721.960.00
	Courtyard BY Marriott	ZA-TRAINING	$188.00	251.721.960.00
2/19/2025	CZServices Monthly Contract	Contracted Base Pay	**$1,775.00**	251.721.827.00
2/19/2025	CZServices Additional Pay	Meeting(s) Attendance/Site Visits	**$30.00**	251.721.827.00
2/19/2025	CZServices Mileage	Meeting(s) - Site Inspections(Miles)	**$29.61**	251.721.860.00
	CZServices Expense		**$0.00**	251.721.727.00
2/19/2025	Ben Townsend - Contract Pay	Hourly	**$816.00**	251.721.827.05
	Ben Townsend Mileage	Mileage	**$14.00**	251.721.860.00
	Ben Townsend-Office	Business Cards	**$42.64**	251.721.727.00
	PC/ZBA Quarterly Pay	**JAN-FEB-MAR 2025**		251.721.705.00
	PC/ZBA/Rec. Sec'y Quarterly Mileage	**JAN-FEB-MAR 2025**		251.721.860.00
	Recording Sec'y Quarterly Pay	**JAN-FEB-MAR 2025**		251.721.827.01
	TOTAL BILLS FOR THIS MONTH		$3,380.23	
		Adjusted Bill Total:		



Wexford Joint Planning Commission

401 N. Lake Street

Cadillac, Michigan 49601

www.wexfordjpc.org

231-444-6159

2025-WJPC BILLS

FEBRUARY 01 thru FEBRUARY 28

Date Approved: _____ / _____ / 2025

Donna Taylor - WJPC Treasurer

Treasurer Notes:

Spectrum BUSINESS

February 11, 2025
Invoice Number: 0245451021125
Account Number: **8284 13 203 0245451**
Security Code: **2177**
Service At: 401 N LAKE ST STE 100
CADILLAC MI 49601-1876

RECEIVED FEB 19 2025

Contact Us
Visit us at SpectrumBusiness.net
Or, call us at **855-252-0675**

Summary
Service from 02/11/25 through 03/10/25 details on following pages

Previous Balance	178.91
Payments Received -Thank You!	-178.91
Remaining Balance	**$0.00**
Spectrum Business™ Internet	59.99
Spectrum Business™ Voice	19.99
Other Charges	5.00
Current Charges	$84.98
Total Due by 02/28/25	**$84.98**

NEWS AND INFORMATION

NOTE. Taxes, Fees and Charges listed in the Summary only apply to Spectrum Business TV and Spectrum Business Internet and are detailed on the following page. Taxes, Fees and Charges for Spectrum Business Voice are detailed in the Billing Information section.

IMPORTANT ACCOUNT UPDATE

At Spectrum Business, your privacy is important. When you contact us for assistance associated with your account, Spectrum Business may require information, such as your security code, to verify your identity prior to accessing your account information. Beginning 2/17/25, Spectrum Business **will no longer** include your security code on your monthly account statement. We are proactively implementing this security measure as part of our commitment to protecting the integrity of your information.

You can manage your security code on SpectrumBusiness.net/securitycode.

Please keep your security code confidential. For additional ways to safeguard your information, follow our guidelines on SpectrumBusiness.net/safeguard.

Thank you for choosing Spectrum Business.
We appreciate your prompt payment and value you as a customer.

Spectrum BUSINESS

4145 S FALKENBURG RD RIVERVIEW FL 33578-8652
8633 2450 NO RP 11 02122025 NNNNNYNN 01 000615 0004

WEXFORD JOINT PLANNING COMMISSION
401 N LAKE ST STE 100
CADILLAC MI 49601-1876

February 11, 2025

WEXFORD JOINT PLANNING

Invoice Number: 0245451021125
Account Number: 8284 13 203 0245451
Service At: 401 N LAKE ST STE 100
CADILLAC MI 49601-1876

Total Due by 02/28/25 **$84.98**

Amount you are enclosing $

Please Remit Payment To:
CHARTER COMMUNICATIONS
PO BOX 94188
PALATINE IL 60094-4188

828413203024545100084988

February 11, 2025

WEXFORD JOINT PLANNING COMMISSION
Invoice Number: 0245451021125
Account Number: 8284 13 203 0245451
Security Code: **2177**

Spectrum BUSINESS®

Contact Us
Visit us at SpectrumBusiness.net
Or, call us at **855-252-0675**

8633 2450 NO RP 11 02122025 NNNNNYNN 01 000615 0004

Charge Details

Previous Balance		178.91
Check Payment-thank You	01/24	-178.91
Remaining Balance		**$0.00**

Payments received after 02/11/25 will appear on your next bill.

Service from 02/11/25 through 03/10/25

Spectrum Business™ Internet

Security Suite	0.00
Spectrum Business Internet	129.99
Promotional Discount	-80.00
Your promotional price will expire on 12/10/25	
Business WiFi	10.00
	$59.99
Spectrum Business™ Internet Total	$59.99

Spectrum Business™ Voice

Phone number (231) 444-6159

Spectrum Business Voice	49.99
Promotional Discount	-30.00
Your promotional price will expire on 12/10/25	
	$19.99

For additional call details and terms of service, please visit spectrum.net/calldetails.

Spectrum Business™ Voice Total $19.99

Other Charges

Payment Processing	5.00
Other Charges Total	$5.00
Current Charges	**$84.98**
Total Due by 02/28/25	**$84.98**

Billing Information

Tax and Fees - This statement reflects the current taxes and fees for your area (including sales, excise, user taxes, etc.). These taxes and fees may change without notice. Visit spectrum.net/taxesandfees for more information.

Spectrum Terms and Conditions of Service – In accordance with the Spectrum Business Services Agreement, Spectrum services are billed on a monthly basis. Spectrum does not provide credits for monthly subscription services that are cancelled prior to the end of the current billing month.

Terms & Conditions - Spectrum's detailed standard terms and conditions for service are located at spectrum.com/policies.

Past Due Fee / Late Fee Reminder - A late fee will be assessed for past due charges for service.

Insufficient Funds Payment Policy - Charter may charge an insufficient funds processing fee for all returned checks and bankcard charge-backs. If your check, bankcard (debit or credit) charge, or other instrument or electronic transfer transaction used to pay us is dishonored, refused or returned for any reason, we may electronically debit your account for the payment, plus an insufficient funds processing fee as set forth in your terms of service or on your Video Services rate card (up to the amount allowable by law and any applicable sales tax). Your bank account may be debited as early as the same day payment is dishonored, refused or returned. If your bank account is not debited, the returned check amount (plus fee) must be replaced by cash, cashier's check or money order.

Complaint Procedures - If you disagree with your charges, you need to register a complaint no later than 60 days after the due date on your bill statement.

Continued on the next page....

Local Spectrum Store: 614 S Mitchell St, Cadillac MI 49601 Store Hours: Mon, Tues, Wed & Fri - 10:00am to 7:00pm; Thur - 10:00am to 8:00pm; Sat - 10:00am to 5:00pm

Simplify your life with **Auto Pay!**

Spend less time paying your bill
and more time doing what you love.

It's Easy - No more checks, stamps or trips to the post office
It's Secure - Powerful technology keeps your information safe
It's Flexible - Use your checking, savings, debit or credit card
It's **FREE** - And helps save time, postage and the environment

Set up easy, automatic bill payments with **Auto Pay!**
Visit: spectrumbusiness.net
(My Account login required)

Spectrum BUSINESS®

Payment Options

Pay Online – Create or Login to MyAccount to pay or view your bill online at **spectrumbusiness.net**.

Pay by Mail - Detach payment coupon and enclose with your check made payable to Charter. Please do not include correspondences of any type with payments.

WEXFORD JOINT PLANNING COMMISSION
Invoice Number: 0245451021125
Account Number: 8284 13 203 0245451
Security Code: **2177**

Spectrum BUSINESS

Contact Us
Visit us at SpectrumBusiness.net
Or, call us at **855-252-0675**

8633 2450 NO RP 11 02122025 NNNNNYNN 01 000615 0004

Franchise Administrator - City of Cadillac 200 N Lake St Cadillac MI 49601 Phone: (231) 775-0181

The following taxes, fees and surcharges are included in the price of the Spectrum Business Voice services - TAXES: E911 Fee $0.25, E911 Operational $3.00, E911 Technical $0.69, Sales Tax $0.91. FEES AND CHARGES: Federal USF $1.00.

Spectrum Business Voice - provided by Charter Communications Operating, LLC's voice subsidiaries.

Timely Payment - If your payment is not received by the next billing statement, your account is subject to interruption of service. Charter equipment may be rendered non-functional prior to termination. You may be subject to a change of service charge to reinstate your digital channels and Internet service when function is restored.

Statements with Zero or Credit Balances - Customers with a zero or credit balance on their bill will not receive a paper statement.

February 11, 2025

WEXFORD JOINT PLANNING COMMISSION

Invoice Number: 0245451021125
Account Number:: 8284 13 203 0245451
Security Code: **2177**

Spectrum BUSINESS

Contact Us
Visit us at SpectrumBusiness.net
Or, call us at **855-252-0675**

8633 2450 NO RP 11 02122025 NNNNNYNN 01 000615 0004

Welcome, Maria Lynn

#370511 Invoice

MICHIGAN TOWNSHIPS ASSOCIATION

512 Westshire Dr. | Lansing, MI 48917
P: 517.321.6467 | F: 517.321.8908
service@michigantownships.org

Invoice #370511

Transaction Date: 1/29/2025

Order: 391200

Customer:

#46966
Cherry Grove Twp. (Wexford Co.)

Billing:

Cherry Grove Twp. (Wexford Co.) 4830 E M-55
Cadillac, Michigan 49601
United States

Line Items

1 [1 to 1 out of 1 records]

Item	Item Price	Charge Amount	Purchase Profile
2025 MTA Annual Conference & Expo (In-Person) Event Purchased For: Hall, Robert	$400.00 (Early Main Conference Member)	$400.00	View

Payments

Number	Payment Method	Amount	Name	Transaction Date	Cancel Date	View
263332	Visa	Amount Paid: $400.00	Cherry Grove Twp. (Wexford Co.)	1/29/2025 8:42 AM		Details

Notes

Welcome, Maria Lynn

Note Category	Note Title	Note	Follow Up Date	Created On ▼	Created By	Edit

Total:	$400.00
Payments:	$400.00
Balance:	$0.00

MTA Headquarters

512 Westshire Dr. Lansing, MI 48917
Phone: 517.321.6467 | Fax: 517.321.8908

MTA Mailing Address

P.O. Box 80078, Lansing, MI 48908-0078

Contact Us

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Outlook

Hotel Reservation Confirmation - 2025 MTA Annual Conference - Hall

From Amy Cole <event-information@certain.com>
Date Wed 1/29/2025 12:45 PM
To Bob Hall <planningandzoning@wexfordjpc.org>
Cc clerk@cherrygrovetwp.org <clerk@cherrygrovetwp.org>; cole@grandconnection.com <cole@grandconnection.com>

2025 MTA Annual Conference | March 31 - April 3, 2025

Dear Robert Hall:

Thank you for making your MTA 2025 Conference Hotel Reservation!

Registration Code: 2470-586084-9225
Attendee Type: Attendee

Below you will find important information regarding your hotel and reservation.

Should you need to contact your assigned hotel for billing questions, please do so no earlier than March 11, 2025

Hotel Accommodations	
Do you need accommodations?	Yes
Guest Name(s)	Robert Hall
Accommodations:	Courtyard by Marriott - Downtown Hotel Cancellation Policy - 48 Hours Prior to Arrival 11 Monroe Avenue NW Grand Rapids, Michigan 49503, United States 616-242-6000
Hotel	Standard Guest Room - 1 King or 2 Queen Beds in Room
Rate:	$ 188.00
Payment method:	VS - 8767
Arrival Date:	Apr 1, 2025
Departure Date:	Apr 2, 2025

CHANGE OR CANCEL AN EXISTING RESERVATION: All changes on or before March 26, 2025, must be made in writing by contacting Amy Cole at cole@grandconnection.com or you may make changes to

your registration online at www.grandconnection.com/mta2025 (click on the "Modify an Exisiting Reservation" button and follow the instructions). An email confirmation of your changes will be sent to you at that time. If you do not have access to email, fax your changes to (616) 600-4499 and you will receive a fax back of the changes within two business days. If you do not receive a confirmation of the changes, please call the MTA Housing Bureau at (616) 785-6027 x34.

HOTEL CANCELATION POLICY: Cancelations or changes after March 26, 2025, must be made directly with the hotel. Cancelation policies vary by hotel. Please check the "Hotel Details" page to confirm what your hotel policy is.

VERY IMPORTANT: If you do not arrive on the first night of your reservation, your entire reservation will be canceled, and you will be charged at a minimum, for one night's room and tax. Please double-check your arrival and departure dates for accuracy. You must also notify your hotel in advance of any change in your scheduled departure date or you may be charged an early departure fee.

TAX-EXEMPT APPLICATION/PROCESS: All guests must pay the applicable 12 percent local tax assessment. To be exempt from Michigan's 6 percent state sales tax on lodging, you must provide a completed sales tax exemption form to your assigned hotel. Also, your room must be paid by township check or township credit card to obtain the exemption.

PRE-PAYMENT OF HOTEL ROOM: For those pre-paying by township or business check, checks must be received at your confirmed hotel 7-10 days prior to your arrival date, but not before **March 11, 2025**. For those staying at the Amway Grand Plaza Hotel, checks must arrive 10 days prior to your arrival date. For those staying at the Courtyard by Marriott or the JW Marriott, checks must arrive 7 days prior to your arrival. Please list guest name(s) and, if you are state sales tax exempt, include a copy of your exemption form to ensure payment is applied correctly. If your township or organization plans to pay for multiple rooms on one credit card, please contact your hotel directly after **March 11, 2025,** but at least three days prior to check-in to be sent an authorization form.

All guests will be asked to provide a credit card for incidentals at check-in. If you do NOT have a credit card you may be asked to provide a cash deposit per hotel policy. For further details, contact your assigned hotel directly.

Thank you for your registration.

Related Links:
MTA Website: www.michigantownships.org
Hotel reservation website: www.grandconnection.com/mta2025

For additional assistance, please contact Amy Cole at cole@grandconnection.com or (616) 785-6027 x34.

MTA Housing Bureau (Grand Connection)
P.O. Box 2105 - Grand Rapids, MI 49501
ph: (616) 785-6027 x34 fax: (616) 600-4499

CERTIFIED ZONING SERVICES

Robert Hall
511 E. Division Street
Cadillac, Michigan 49601

email: CZServices@hotmail.com

Certified Zoning Services

Compliance Specialists

FEBRUARY 2025
INVOICE FOR SERVICES

DATE	PURPOSE - DESTINATION - DESCRIPTION of TRIP	MILES	
2/7/2025	SELMA TWP. Sit Inspection | 30 Road	14.3	
2/24/2025	FEBRUARY WJPC MEETING	28	
	TOTAL MILES	42.3	
	[A] Amount Due at 2024 IRS rate of .70 cents / mile	$29.61	860.00 Miles
	EXPENSES		Line Item
2/19/2025	Contracted Compensation-Certified Zoning Services-Admin & Compliance	$1,775.00	827.00 Salary
		$0.00	727.00 Office
2/24/2025	WJPC x 2hr.	$30.00	827.00 Add. Pay
		$0.00	827.00 Add. Pay
		$0.00	
		$0.00	
	[B] TOTAL EXPENSES	$1,805.00	
	[A +B] = [C] TOTAL AMOUNT DUE:	$1,834.61	

ZONING

Robert Hall

2/19/2025

Dr. Ben Townsend

201 N. Clark St.
Mesick, Michigan 49668

Email – btownsend@wexfordcounty.org

February 19, 2025

To Whom it may concern:

I, Benjamin E. Townsend, Assistant Zoning Administrator, during the month of February, 2025:
251-721-827.05 Pay – 51 Hours @ $16 per hour = $816.00
251-721-860.00 Mileage – 20 Miles to PC and Special PC meetings @ $.70 per mile = $14.00
251-721-727-00 Reimbursement for Business Cards = $42.64
Total = $872.64
Truly yours,

Dr. Ben Townsend

Thank you for your order.

Updates will be sent to lmstly@acegroup.cc. For updates, visit order history.

Order #: VP_ KOMVJMD

Order date: February 5th 2025

Shipping method

Economy
Estimated arrival Feb 20th

Shipping address

Benjamin Townsend
201 N Clark St.
Mesick, Michigan 49668-9205
United States of America
2318852368

Billing address

Benjamin Townsend
201 N Clark St.
Mesick, Michigan 49668-9205
United States of America
2318852368

Payment method

Visa $42.64
•••• 7797

Items

Standard Business Cards
Quantity: 250

Order placed
Expected delivery: Thursday, Feb 20
Check status

Order summary

Subtotal	$42.99
Savings [redacted]	-$10.75
Shipping: Economy	$7.99
Tax	$2.41
Total paid	**$42.64**

Selected options

Item total ~~$42.99~~ $32.24

Wexford Joint Planning Commission
401 N. Lake Street 231-444-6159
Cadillac, Michigan 49601

www.wexfordjpc.org planningandzoning@wexfordjpc.org

February 12, 2025

Re: legal Opinion [Individual Zoning Ordinance status]

Dear Richard –

I have been directed to seek a legal opinion regarding the status of the Wexford Joint Zoning Ordinance. More specifically, **do we have a single zoning ordinance governing land use in all the participating municipalities, or do all the municipalities have their own (albeit identical) zoning ordinances that can be changed with effect only in an 'individual' participating municipality**?

Giving rise to these questions are discussions centering around a participating municipality's ability to have the zoning ordinance amended to allow land uses that may (or may not) be received favorably in another municipality. Most recently, the Wexford Joint Planning Commission has been discussing Accessory Dwelling units and the possibility of changing the minimum 800 square footage for dwellings required by the specific zoning district regulations. (Example: Article 37, Section 3704.F.1)

Enclosed or referenced within this letter are several documents that staff (Robert (Bob) Hall and Ben Townsend) have used to express our point of view, as we have been here since all but the inception of the 'commission'. Continuing, and after having reviewed the minutes from early 2016 on the WJPC website, there was never any discussion of multiple zoning ordinances, but rather one zoning ordinance that would become effective in all the participating municipalities.

Even prior to the 'official' meetings, it becomes even more obvious in the Ordinance and Agreement to Establish the Wexford Joint Planning Commission, in Section 1 (Purpose), that 'joint' was a key element:

The Ordinance and Agreement in Section 1.a clearly states: "… *to form a joint planning commission for the purpose of cooperating on joint planning and joint zoning for the participating municipalities; to act jointly in these matters so as to coordinate said activities in the respective municipalities; in order to avoid duplicative efforts and duplicative expenditures of funds; and to plan and regulate land use in a larger geographic area* … "

A memorandum from Attorney Catherine Kaufman of Baucham, Sparks, Thall, Seeber & Kaufman, P.C. (February 1, 2029) addressed to the Wexford Joint Planning Commission emphasized a particular subsection of the Joint Municipal Planning Act, MCL 125.137(4):

"[t]he participating municipalities, with the joint planning commission acting as the zoning commission, ***may each*** adopt a joint zoning ordinance which affects the jurisdictional area of the joint planning commission and provides for the joint administration of the joint zoning ordinance, including, but not limited to, a joint zoning board of appeals." MCL 125.137(4) (emphasis added)

Although this memo was directed at a different concern that required unanimity in voting, I believe that Attorney Kaufman was attempting to emphasize that 'each' municipality was required to adopt its own zoning ordinance. However, reading further in that same subsection ("… *of the joint planning commission and provides for the joint administration of* ***the*** *joint zoning ordinance, including, but not limited to,* ***a*** *joint zoning board of appeals* …"), it appears that the Act is explicitly referring to a singular 'joint' zoning ordinance and a singular 'joint' zoning board of appeals.

Additionally, an article published by Kurt Schindler of Michigan State University Extension (September 23, 2016), entitled Joint Planning Commission involves 11 townships, emphasized:

> It may be the largest Joint Planning Commission in Michigan, with 11 governments cooperating. The Joint Commission forms one planning commission and one zoning ordinance for the 11 participating townships.

If it is your 'opinion' that the participating municipalities are sharing and bound by one singular zoning ordinance, **then it is only prudent to also ask for / seek recommendations or suggestions about how the zoning ordinance may be manipulated to have sections that may only affect a single participating Township**. From my perspective (as a simplistic example), could you create a new zoning district and then locate that zoning district only in Townships that may be agreeable to those standards? Would an overlay, or multiple overlays be more appropriate?

Respectfully,
Robert (Bob) Hall

Planning and Zoning Director

Cc: Chris Grobbel | Grobbel Environmental & Planning Associates

JOINT ZONING – LEGAL MEMORANDUM

This is a Memorandum of Law provided by the Zoning Administrator Staff of the Wexford Joint Planning Commission to determine if all its Municipalities have one zoning ordinance or each can have their own zoning ordinance.

1. The Joint Municipal Planning Act of 2003 is the presiding document for this discussion. The title of the act is: "AN ACT to provide for **joint** land use planning **and zoning** by local units of government; and to provide for the establishment, powers, and duties of joint planning commissions and zoning boards of appeals." The ACT does state that "joint zoning" is a purpose for the Joint Municipal Planning Act. Section 7(4) of this ACT provides that: "The participating municipalities, with the joint planning commission acting as the zoning commission, may each adopt **a joint zoning ordinance that affects the jurisdictional area of the joint planning commission** and **provides for the joint administration of the joint zoning ordinance**, including, but not limited to, a **joint zoning board of appeals**." There is no language in the ACT that provides for different zoning ordinances for individual municipalities.
2. Our own Wexford Joint Planning Commission Ordinance and Agreement, which was unanimously adopted by the townships in 2016, provides for what the agreement is between all the municipalities. It states in section 1.a an agreement "to form a joint planning commission for the purpose of cooperating on joint planning and **joint zoning for the participating municipalities**; to **act jointly** in these matters so as to coordinate **said activities** in the respective municipalities." Section 4.b under Zoning powers and duties states: "The Joint Commission shall have sole power and duty under the MZEA to **develop a joint zoning ordinance** with respect to **the jurisdictional area of the Joint Commission**…" The same Agreement states in Section 10 of a new municipality joining the WJPC: "The requesting municipality shall bear the entire cost of revising the Agreement and the Ordinance, and all cost of updating a Joint Commission's master plan and **a joint zoning ordinance**, then in effect…" All ten townships agreed that they would have ONE zoning ordinance for the entire jurisdiction of the WJPC!
3. The WJPC's zoning ordinance itself provides for one zoning ordinance for the entirety of the Joint Planning Commission. The title of the zoning ordinance reads: "Wexford **Joint Zoning Ordinance** of 2017… Effective December 31, 2016 in **all participating municipalities**…" In Section 101. Title, it states: "Wexford Joint Zoning Ordinance shall be known as the '**Wexford Joint Zoning Ordinance**…'" The entirety of the zoning ordinance's purpose is all inclusive in its language. For example, Section 102 B, "To protect the character and stability of the agricultural, forestry, recreational, residential, commercial, and industrial areas; and open space, lakes, and streams **within the unincorporated portions** of **Wexford Joint Zoning Ordinance area of jurisdiction** and **promote the orderly and beneficial development of the participating municipalities**." In the "Effective Date" Section 104, each and every township was named when it adopted the ordinance and when it became effective in its township. For

example, “This Ordinance was adopted by the Township Board of the Township of Antioch, Wexford County, Michigan, at a meeting held on December 1, 2016 and a notice of publication ordered published in the Cadillac Evening News, a newspaper having general circulation in said Township, as required the Zoning Act. **This ordinance became effective** on December 31, 2016 **in this township**.”

4. Other Joint Zoning Ordinances in the state of Michigan provide exact language to back up the fact that the zoning ordinance applies equally to each and every municipality.
    a. Colfax Township, Weldon Township and the Village of Thompsonville’s zoning ordinance is titled: “**Greater Thompsonville Area Zoning Ordinance**.” These three municipalities agreed to adopt one zoning ordinance which applies to all three municipalities.
    b. Benzonia and Platte Townships adopted the “**West Benzie Joint Zoning Ordinance**.” It states, “An ordinance to establish zoning districts and regulations governing the unincorporated portions of Benzonia and Platte Township, Michigan…to provide for regulations governing nonconforming uses and structures; to provide for a Board of Appeals and its duties and powers, to provide for land use and other permits and the collection of fees thereof; to provide for the administration of this Ordinance, including the official whose duty it shall be to enforce the provisions here of; to provide the penalties for the violation of this Ordinance, and to provide for conflicts with other Ordinances or regulations.”
    c. Townships of Homestead and Inland, County of Benzie and State of Michigan adopted its zoning ordinance a few years ago. Section 1.1 provides: “This Ordinance shall be known and may be cited as the “Homestead Inland Joint Zoning Ordinance” and will be referred to herein as ‘this Ordinance’”.
5. In the WJPC, there is ONE Zoning Board of Appeals for the entire ten townships. In the Agreement between all ten townships, Section 4.f. states: “The joint zoning ordinance adopted pursuant to this Ordinance and Agreement shall provide for a **single joint zoning board of appeals** with one rotating member to be from the respective municipality for where the case is located. If the commission decides that each township can have its own separate zoning ordinance, that would mean that each township’s differing ordinances could only be appealed to a Board of Appeals put together from people of that particular township. It would be costly for townships to do this, not only with the money involved, but also the 3-5 people tasked with hearing cases. The WJPC does this as a service to all ten townships, with a voice from each township should the appeal come from that particular township.