



Wexford Joint Planning Commission

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January 21, 2026

To: Wexford Joint Planning Commission

Re: LIBERTY TOWNSHIP withdrawal from the Wexford Joint Planning Commission

*Section 11 of the Ordinance and Agreement to Establish the Wexford Joint Planning Commission describes the process for a participating municipality to withdraw from the Joint Commission.

Section 11.a.4: Following receipt of the withdrawing municipality's findings, recitation and declaration of intent, the Joint Commission shall prepare a plan and a budget to accomplish the withdrawal and shall present its plan, budget and the request for withdrawal to each of the other participating municipalities, a copy of which shall be delivered to the withdrawing municipality.

*Liberty Township presented its Findings of Fact, Recitation of Reasons and a Declaration of Intent to Withdraw from the Joint Planning Commission via email on Monday, December 22, 2025 through their attorney, McCurdy, Wotila & Porteous, P.C.

Section 11.a.5: Following receipt of the Joint Commission's plan and budget, the legislative body of the withdrawing municipality may act to withdraw from the Joint Commission, provided that it has paid, or made arrangements satisfactory to the remaining municipalities to pay, the costs identified pursuant to section 11, paragraph a.6.

PLAN and BUDGET to accomplish the withdrawal of Liberty Township
[Section 11.a.4] Ordinance and Agreement to Establish the Wexford Joint Planning Commission
(to facilitate the Liberty Township withdrawal from the Wexford Joint Planning Commission)

Legal Review: (Mika Meyers – Richard Wilson)

1. Draft language to amend Ordinance and Agreement to delete all references to Liberty Township
2. Prepare new Certificates of Adoption for Ordinance and Agreement
3. Prepare amending ordinance to amend the Wexford Joint Zoning Ordinance to:
 - a. Delete all text references to Liberty Township
 - b. Delete the Liberty Township detailed zoning map
 - c. Amend the Zoning Ordinance map designating Liberty Township as NOT ZONED
 - d. Prepare new Certificates of Adoption for Zoning Ordinance amendments

4. Prepare a contractual payment agreement obligating Liberty Township to fulfil their responsibility under the Ordinance and Agreement, Section 11.b, due and payable not later than April 30th, 2026 based upon this ‘plan and budget’
5. Assist with preparation of required public hearings and coordinate publication of zoning ordinance amending language with WJPC staff

Attorneys’ estimate of costs: \$ 1750.00

Planning Review: (Grobbel Environmental & Planning Associates – Chris Grobbel)

1. Submit written report of recommendation(s) for amending the Master Plan and Future Land Use Map to the Wexford Joint Planning Commission
2. Prepare Notice of Intent to Plan for distribution (63-day notice period: 125.3841(3))
3. Master Plan advisory work
4. Zoning Ordinance advisory work

Planners’ estimate of costs: \$ 2700.00

Staff Review: (Certified Zoning Services – Robert Hall, contracted Planning and Zoning Director, Ben Townsend – Zoning Administrator), contracted

1. Facilitate the flow of information between the Attorney, Planner, Staff, and the Wexford Joint Planning Commission and the Participating Municipalities prior to any required public hearings
 - a. Staff (based on planner recommendations) to write amendatory language for master plan including:
Prepare Master Plan language that acknowledges the withdrawal of Liberty Township and impacts of having no zoning in three of the four townships in the northeast quadrant of Wexford County
Remove all references to Liberty Township from the Master Plan (coordinating with staff) – and rewrite as appropriate recognizing the two (Greenwood and Liberty) Townships and the impact of their withdrawal
 - b. Staff to reorganize master plan document / edits / additions / deletions
 - c. Staff to coordinate with Wexford County GIS for map production / amendments
2. Coordinate preparation of any public notices w/ legal to ensure publication in a timely fashion for required public hearing(s) for required zoning ordinance and master plan amendments
3. Coordinate request for permission to distribute master plan for 63-day review period from participating municipalities
4. Distribute recommendations of the WJPC facilitating the withdrawal of Liberty Township to the participating municipalities
5. Facilitate w/ legal - timely publication of zoning ordinance / map amendments
 - a. Coordinate with Wexford County GIS for zoning map amendments / updates
 - b. Coordinate with Attorney, Planner, and Staff to update the Wexford Joint Zoning Ordinance and master plan with relevant amendments resulting in the withdrawal of Liberty Township
6. Facilitate the publishing and assembly of new maps, amendments, ordinances and master plans and distribute

Staff’s estimate of costs: \$1200.00

ITEMIZED BUDGET

Responsible Party	Task Product Supplied	Estimated Cost
Mika Meyers WJPC Legal	Legal Services	1750.00
Grobbel Environmental	Planning Text Amendments	2700.00
Wexford County GIS	Mapping Amendments	500.00
Cadillac News	Required Notices Publications	500.00
Print Publishing	Copies New Master Plan Zoning	
WJPC Planning Commission	Meeting Time Project Specific	750.00
WJPC Office Staff	Liberty Twp. Project Specific	1200.00
	Liberty Twp. Withdrawal	\$7,400.00

TOTAL BUDGET ESTIMATE TO FACILITATE LIBERTY TOWNSHIP WITHDRAWAL FROM THE WEXFORD JOINT PLANNING COMMISSION - \$7400.00



Robert (Bob) Hall - Planning and Zoning Director