

2021

WEXFORD COUNTY GUIDE TO PERMITTING & ZONING



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Introduction

Delays and issues with the permitting process can be costly to homeowners, construction companies, and even local governments. Unfamiliarity with permitting and zoning processes can arise for those not familiar with the road map and nuances of the process for different municipalities and agencies. The creation of the Guide to Permitting and Zoning for Wexford County is the result of the collaboration of county and regional stakeholders to assist individuals and businesses with the permitting and zoning process necessary to move development forward.

The primary goals of the guide are to act as a reference and to educate the public from individuals to contractors to developers with the resources to access information for applying for permits or beginning a project within a certain County or municipality. The applicant or contractor should always contact the local Zoning Administrator, plan reviewer, or permitting agent of the location's local agencies prior to starting the project.

This Guide is not intended to be a "Do-It-Yourself" tool or as a definitive guide to municipalities' regulations and processes relating to zoning and permitting. Each project is different and utilizing the flowcharts within this guide does not guarantee that a permit or approval will be issued. Potential applicants and contractors are encouraged to seek the assistance of local professionals who have experience dealing with the requirements of permits and approvals (i.e. Zoning Administrator).

An understanding of the permitting and approval process will improve the efficiency of the process for both the private and public sectors, in return creating a more successful project from the onset. More introductory information on the planning and zoning process is available in the New Designs For Growth A Citizen's Guide to Planning & Zoning, which can be found at www.nwm.org/citizensguide-planning.

Enabling Legislation

[Michigan Planning Enabling Act 33 of 2008](#)

An act to codify the laws regarding and to provide for county, township, city, and village planning; to provide for the creation, organization, powers, and duties of local planning commissions; to provide for the powers and duties of certain state and local governmental officers and agencies; to provide for the regulation and subdivision of land; and to repeal acts and parts of acts.

[Michigan Zoning Enabling Act 110 of 2006](#)

An act to codify the laws regarding local units of government regulating the development and use of land; to provide for the adoption of zoning ordinances; to provide for the establishment in counties, townships, cities, and villages of zoning districts; to prescribe the powers and duties of certain officials; to provide for the assessment and collection of fees; to authorize the issuance of bonds and notes; to prescribe penalties and provide remedies; and to repeal acts and parts of acts.

Wexford County Planning

All Wexford County planning occurs at the local level. All but two local municipalities have planning and/or zoning services (Colfax and Henderson Township). This guide provides the contact information for each local planning and zoning department. To apply for site plan approval or a zoning permit, contact the appropriate Township, Village or City. Wexford County also provides a link to the communities's contact information available [here](#).

Any properties placed in tribal trust is exempt from local zoning and building regulations, but are subject to tribal rules and regulations.

Department of Building Safety Contact

Robert Scarbrough, Building Official
401 North Lake Street
Cadillac, MI 49601
Phone: (231) 779-9465
Email: building@wexfordcounty.org
[Website](#)



Other Permit Approvals as Required

Planning and zoning approvals in all townships, cities, and villages may require additional approvals as required. Discuss the necessary outside approvals that may be needed with the local planning and zoning official.

- **Local Fire Department Review**
Depending on the project use, location, and scale, a review by the local fire department may be required for safety, access, and siting issues. See local jurisdiction contact information.
- **County Soil Erosion Officer - contact the County Building Safety Dept. for more information**
Before contracting for, allowing, or engaging in an earth change in the County, a Landowner or Designated Agent shall obtain an earth change permit in the landowner's name from Wexford County or applicable local soil erosion officer.

See Natural Resources and Environment Protection Act 451 of 1994, Part 91 for more information.

- **Road Jurisdiction - Either**
Wexford County Road Commission Office
85 West Highway M-115
Boon, MI 49618
Phone: (231) 775-9731
Email: admin@wexfordcrc.org
[Website](#)

OR

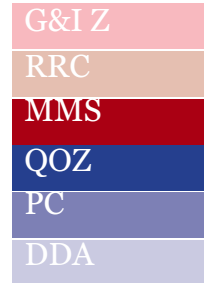
Michigan Department of Transportation
Traverse City Transportation Service Center
2084 US-31 South, Suite B
Traverse City, MI 49685
Phone: (231) 941-1986
[Website](#)

- **District Health Department #10**
Businesses may reach out to the Health Department regarding food safety/licensing, water safety, air quality, other use type inspections, and employee health and wellness. Here is a link to their [website](#).
- **Michigan Dept. of Environment, Great Lakes, & Energy**
Projects with the potential to impact air and water quality require EGLE-issued permits. Additionally, development near or in state protected wetlands, lakes, or streams may require EGLE-issued permits. View the EGLE [website](#) for more information. List all applicable development situations- critical dunes, high-risk erosion. Designated wetlands online viewer [here](#).

Areas of Interest

This Guide utilizes (6) areas of interest that describe the communities' readiness for development and their public bodies overseeing development. They are:

- A Growth and Investment Zone
- A Redevelopment Ready Community (RRC)
- A Michigan Main Street community
- A Qualified Opportunity Zone
- Has a local Planning Commission
- Has a Downtown Development Authority or equivalent



The areas of interest are color-coded and organized into a bar chart for easy identification. A community that represents all six areas of interest will have an associated bar chart with all six representing colors. Shown here:



Each of the Wexford County local jurisdictions is assigned a color-coded bar chart. For an example of how the bar chart is applied, the City of Cadillac represents five of the six areas of interest: is a growth and investment zone, has participated in the Redevelopment Ready Communities program, is a Qualified Opportunity Zone, has a local Planning Commission, and has a Downtown Development Authority. Therefore, five of the six bars will be shown on the City's bar chart. Cadillac is not a Michigan Main Street community therefore that bar is excluded. A bar chart representing the associated areas of interest is included with each local jurisdiction. The City's bar chart is represented in the following manner:

City of Cadillac



A Growth & Investment Zone

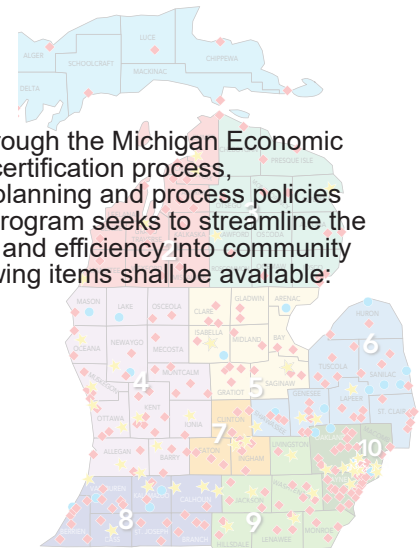
While many assets are needed for new growth and investment, there are five (5) essential criteria common to communities throughout the nation that support growth and investment potential. These five criteria were used in the selection of areas for additional analysis regarding growth and investment readiness, trends, and capabilities:

- Operational municipal water system
- Operational municipal sewer system
- Operational broadband service area - standard of 25 mbps download / 3 mbps upload
- Adopted master plan that recommends a defined higher density downtown core for development and investment
- Zoning ordinance that codifies higher density development in the downtown core
- Available governmental officials and staff to create effective growth- and investment-oriented policies and efficiently process requests and permits

A Redevelopment Ready Community

The Redevelopment Ready Communities® (RRC) program is provided through the Michigan Economic Development Corporation for communities across the state. Through the certification process, communities are empowered to build a strong foundation by establishing planning and process policies which retain and attract business investment and talent. Additionally, the program seeks to streamline the development approval process, by integrating transparency, predictability, and efficiency into community development practices. When encountering an RRC community, the following items shall be available:

- An updated Master Plan;
- An updated Zoning Ordinance;
- A comprehensive Guide to Development;
- A Public Participation Plan; and
- Strategic sites identified for development.



A Michigan Main Street Community

Michigan Main Street (MMS) began in 2003 and is a Main Street America™ Coordinating Program. As a Main Street America™ coordinating program, MMS is affiliated with the National Main Street Center, which helps to lead a powerful, grassroots network committed to creating high-quality places and to building stronger communities through preservation-based economic development. The Main Street program operates under the following four points:

- Economic Vitality
- Design
- Organization
- Promotion

A Qualified Opportunity Zone

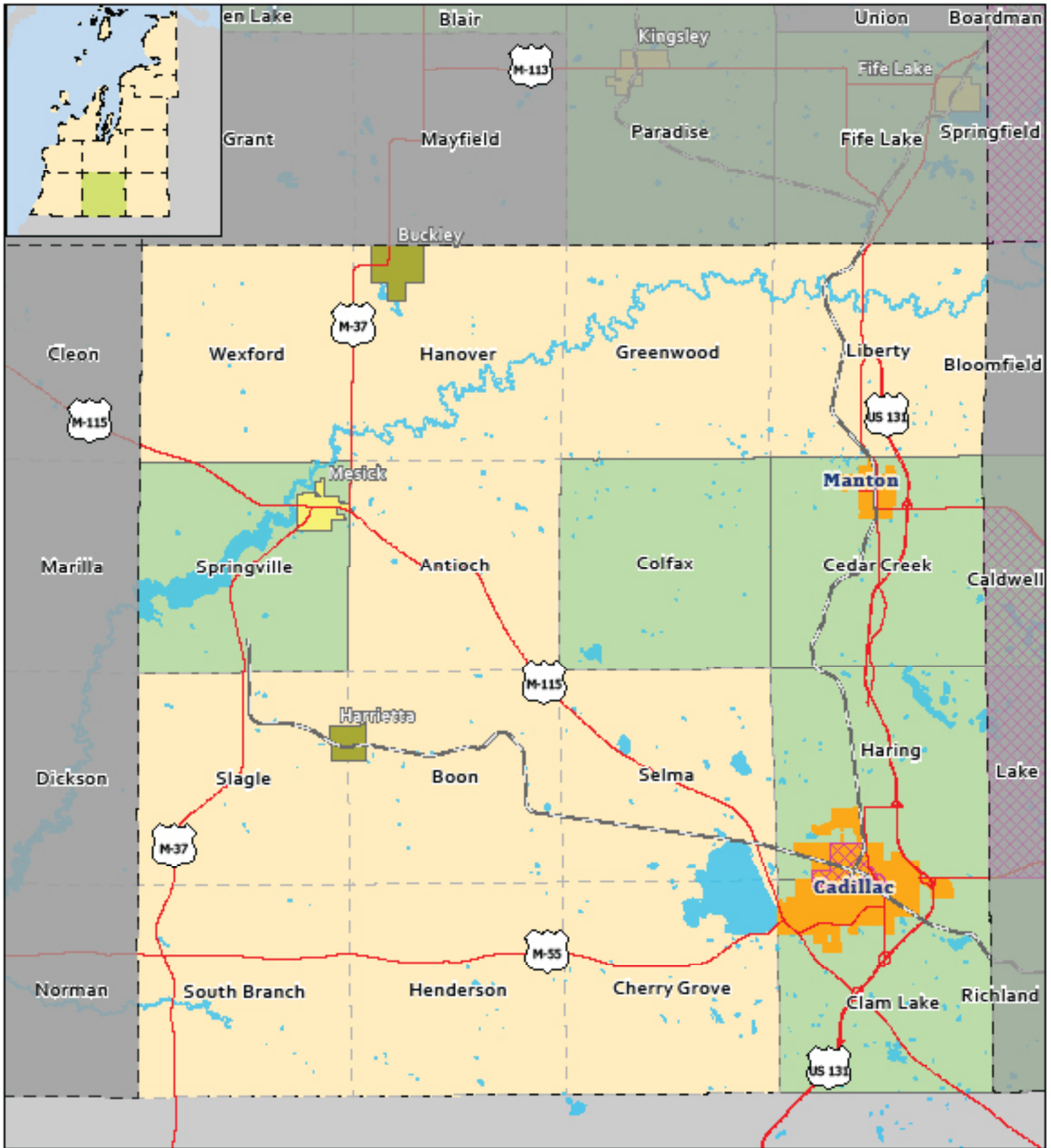
Opportunity Zones were created under the 2017 Tax Cuts and Jobs Act to stimulate economic development and job creation by incentivizing long term investments in low-income neighborhoods. Opportunity Zones are defined by the Economic Development Administration as an economically-distressed Census tract where private investments, under certain conditions, may be eligible for capital gain tax incentives. Communities located in designated Opportunity Zone Census tracts will be identified.

Local Planning Commission

The group of appointed community residents who make up the Planning Commission serve as the sounding board for planning and development projects within the community. Each local government in Michigan has the authority to create a Planning Commission, but not all have one. Many communities in Michigan rely on County planning services. However, all local municipalities with a local planning department are listed in this guide. While the community may or may not have a dedicated planning staff member, the local Planning Commission will still be called upon to provide input on development projects. Where a community has enacted a local zoning ordinance, the Planning Commission will offer recommendations to the relevant City Council, Village Council, or Township Board. A community who is under county-wide zoning will offer recommendations to the County Planning Commission.

Local Downtown Development Authority

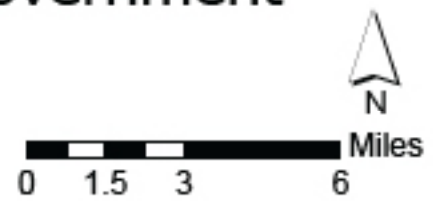
Part 2 of Act 57 of 2018: Recodified Tax Increment Financing Act describes the authority, purpose, and powers of local Downtown Development Authorities. The State legislation can be found [here](#). The Downtown Development Authority Board is made up of appointed officials charged with creating a development plan for a defined tax increment financing district. The Authority is a stakeholder body and instrumental to the growth and development of the district.



Wexford County & Local Units of Government

Legend

- Highways
- Railroad
- Hydrology
- Great Lakes
- Qualified Opportunity Zone
- G&I Areas Villages
- G&I Areas Cities
- Surrounding G&I Twps.
- Townships
- Villages
- Wexford County
- Adjacent Region 2 Counties
- Counties Outside Region



Map produced by Networks Northwest
Community Development 3/8/2021

City of Cadillac

G&I Z

RRC

QOZ

PC

DDA

[City Website](#)

City Hall Address
200 North Lake Street
Cadillac, MI 49601
Office Phone: (231) 775-0181

City Contact Information

Marcus Peccia, City Manager
Office Phone: (231) 775-0181
Email: mpeccia@cadillac-mi.net

Community Development & Planning Commission

John Wallace, Director
Phone: (231) 775-0181 ext. 101
Email: jwallace@cadillac-mi.net

Zoning

Mike Coy, Zoning Administrator
Office Phone: (231) 775-0181 ext. 102
Email: mcoy@cadillac-mi.net

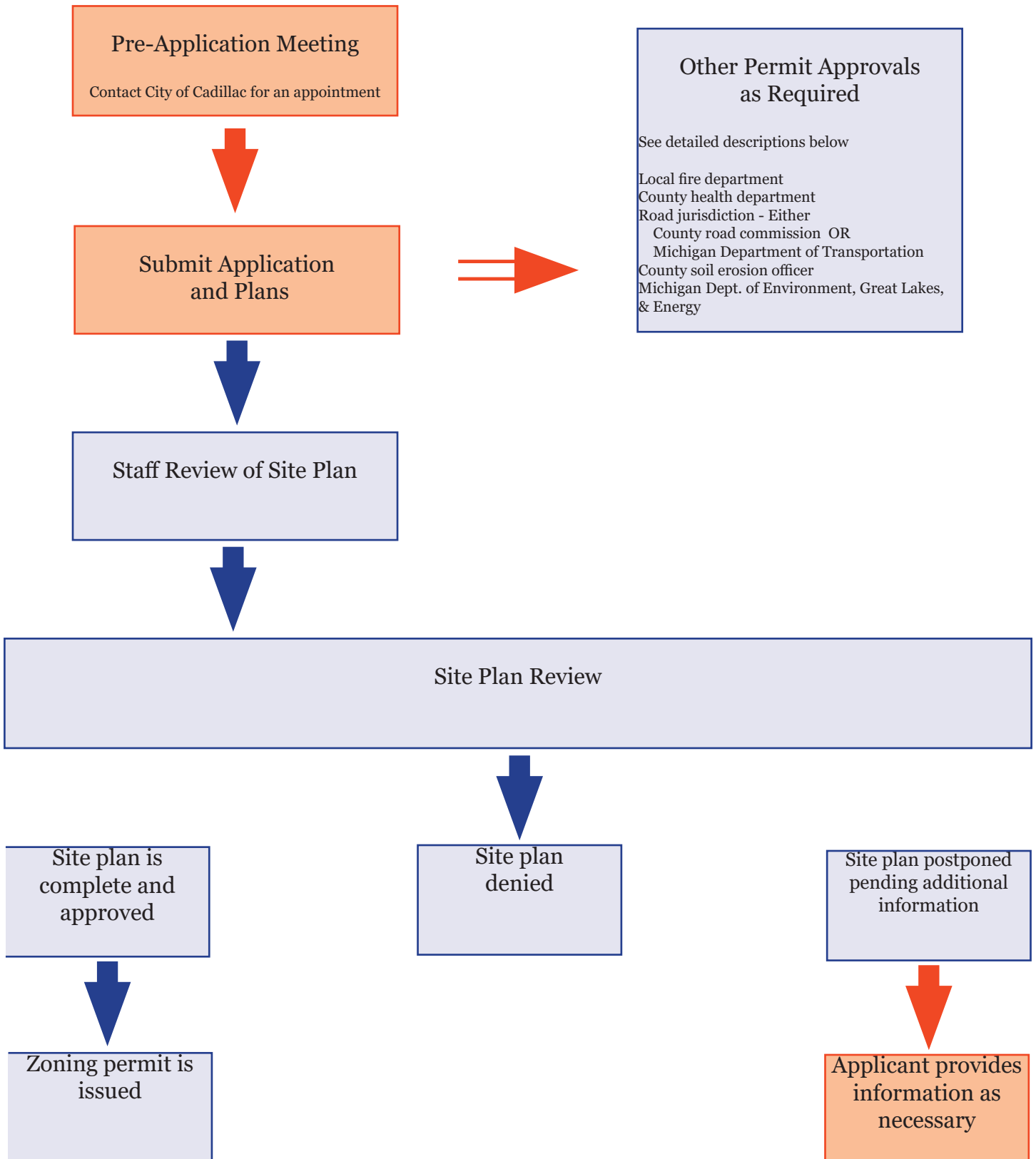
[Master Plan](#)

[Zoning Ordinance](#)
[Permits & Applications](#)



City of Cadillac Site Plan Review Process

Steps marked in **orange** indicates items the applicant is responsible for while **blue** indicates government or other agency review steps.



City of Manton

G&IZ

PC

[City Website](#)

City Hall Address
306 West Main Street
Manton, MI 49663
Office Phone: (231) 824-3572

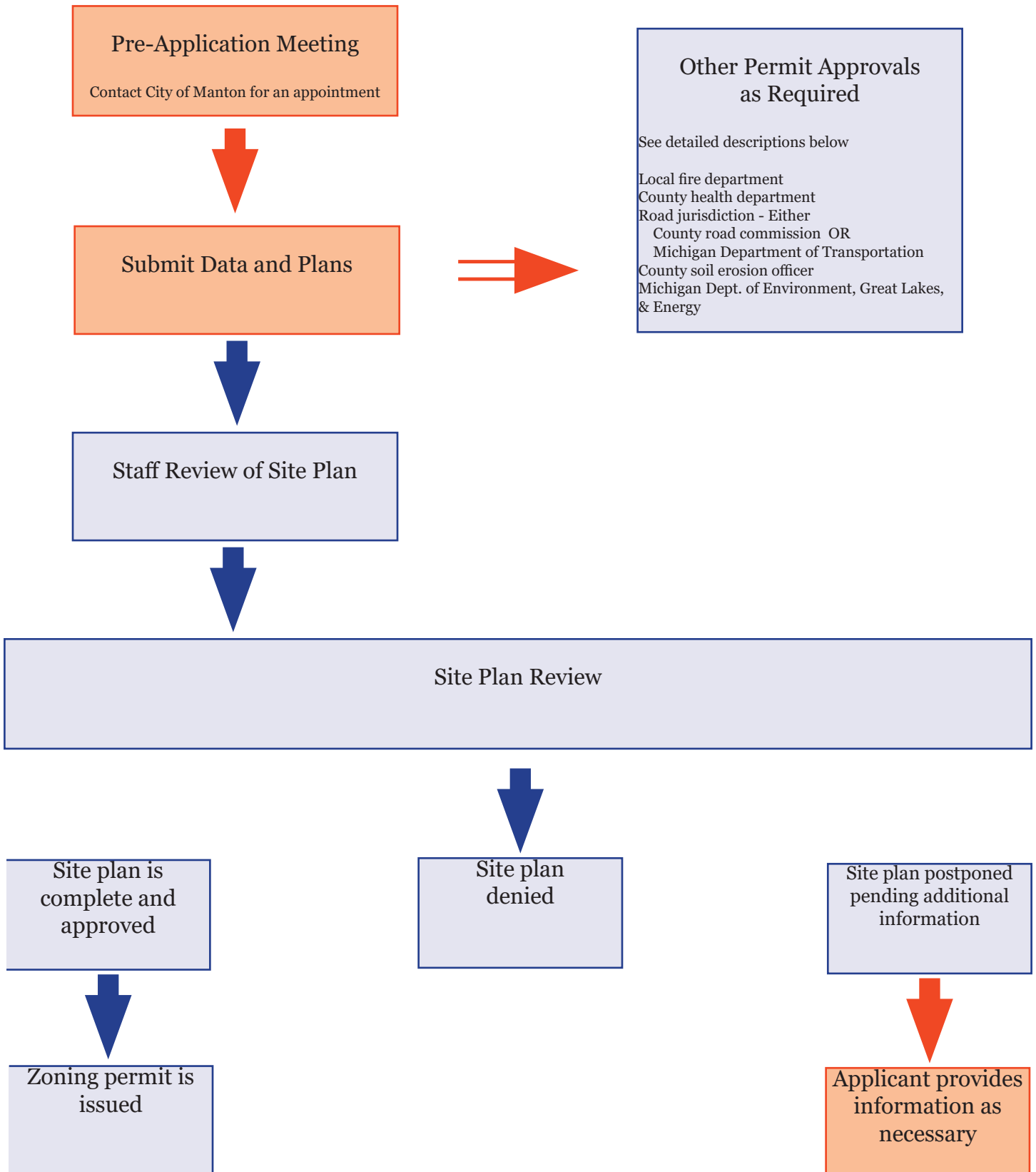
City Contact & Zoning Information
Jessica Schisser, City Clerk
Office Phone: (231) 824-3572
Email: jschisser@mantonmichigan.us

[Zoning Ordinance](#)



City of Manton Site Plan Review Process

Steps marked in orange indicates items the applicant is responsible for while blue indicates government or other agency review steps.



Village of Mesick

G&I Z

PC

[Village Website](#)

Village Hall Address

119 East Mesick Avenue

Mesick, MI 49668

Office Phone: (231) 885-1646

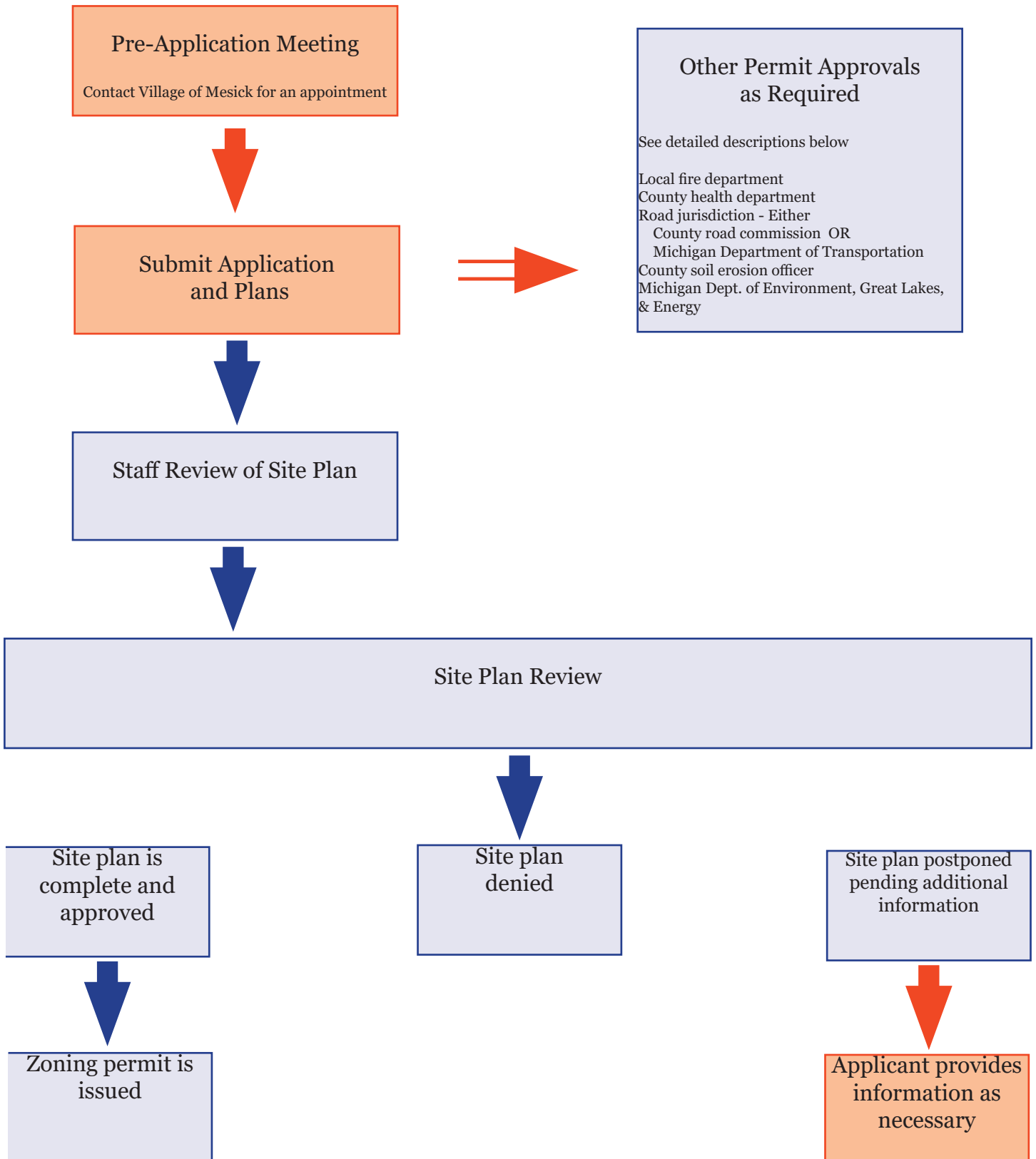
Email: mesickvillage@villageofmesick.com

[Zoning Ordinance](#)



Village of Mesick Site Plan Review Process

Steps marked in **orange** indicates items the applicant is responsible for while **blue** indicates government or other agency review steps.



Wexford Joint Planning Commission

The Wexford Joint Planning Commission provides planning and zoning for the following eleven townships.

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

To apply for site plan approval or a zoning permit within one of the eleven townships use the following contact information.

Planning Commission Contact

Wexford Joint Planning Commission
c/o Cherry Grove Township
4830 East M-55
Cadillac, MI 49601
Office Phone: (231) 775-1138 Ext. 6

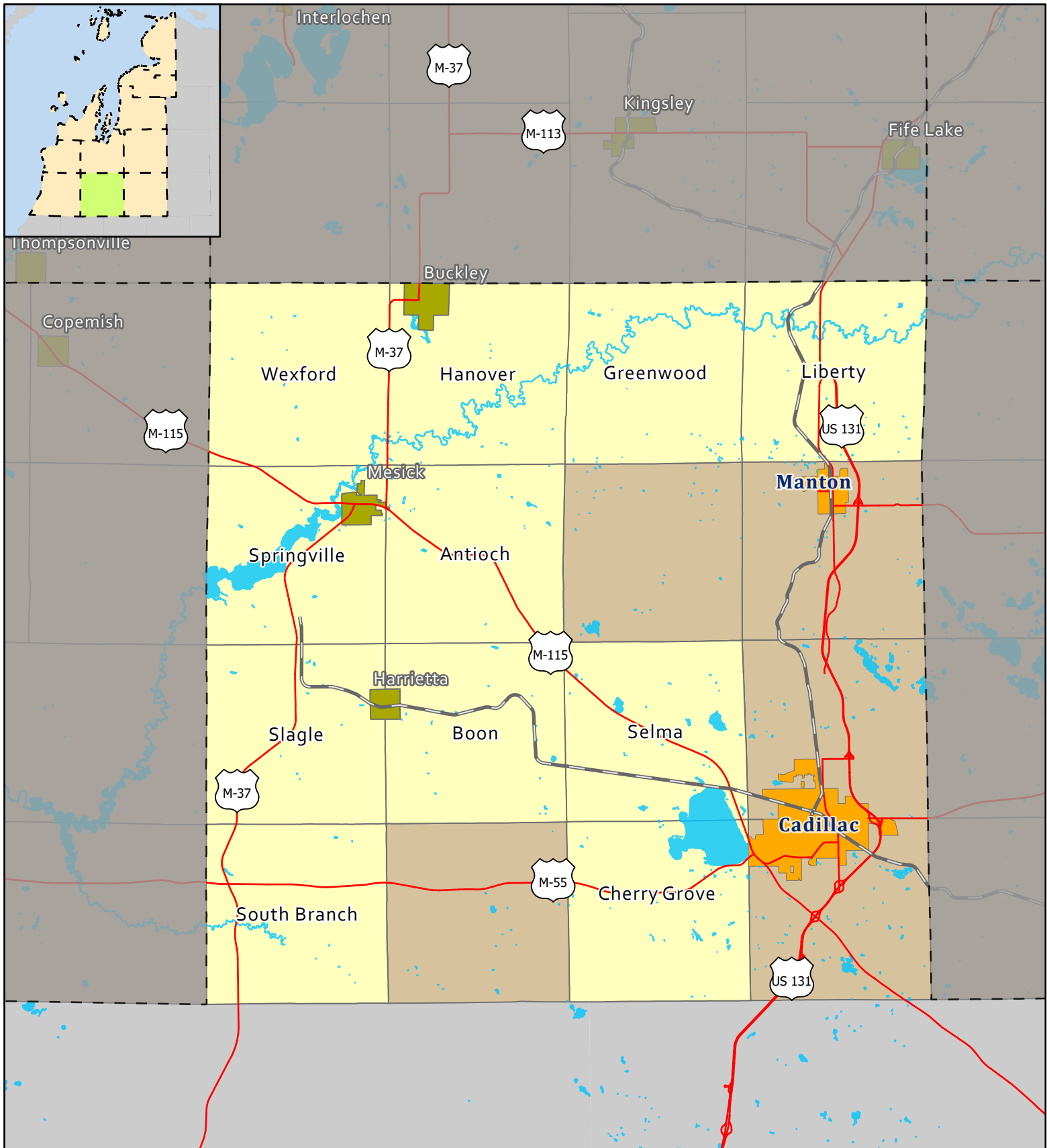
[Website](#)

Planning & Zoning

Robert Hall, Planning/Zoning Administrator
Email: planningandzoning@wexfordjpc.org

[Master Plan](#)
[Zoning Ordinance](#)
[Permits & Applications](#)





Joint PC Participating Townships in Wexford County

Legend

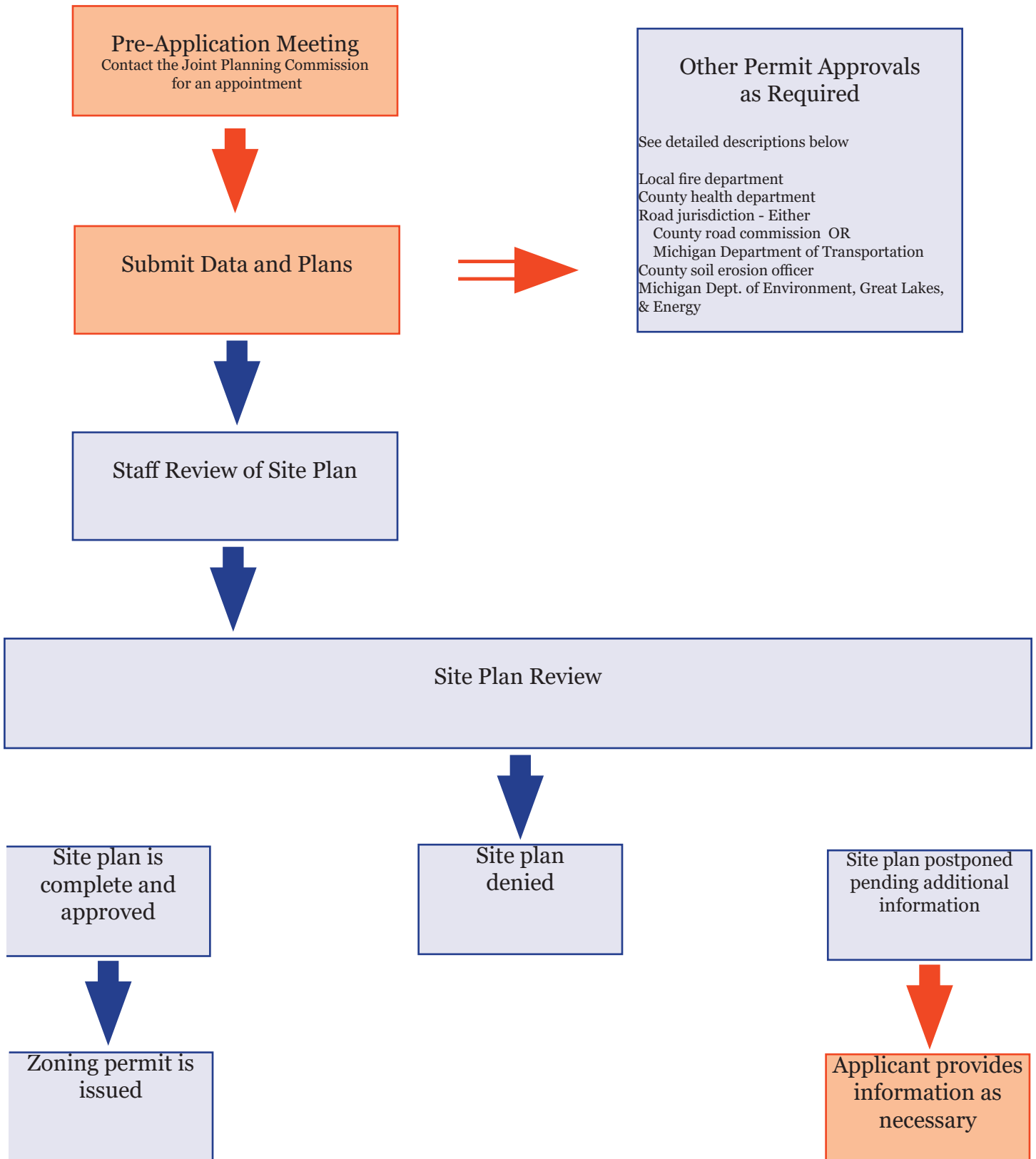
- Highways
- Railroad
- Hydrology
- Great Lakes
- Joint PC Participating Townships
- Non-Participating Townships
- Cities
- Villages
- Other NW MI Counties
- Counties Outside Region



Map produced by Networks Northwest
Community Development 4/29/2021

Wexford Joint Planning Commission Site Plan Review Process

Steps marked in **orange** indicates items the applicant is responsible for while **blue** indicates government or other agency review steps.



Cedar Creek Township

PC

Justin Paquette, Township Supervisor
2530 North 41 1/2 Road
Manton, MI 49663
Office Phone: (231) 824-3621

Clam Lake Township

PC

DDA

Steven Kitler, Supervisor
8809 East M-115
Cadillac, MI 49601
Office Phone: (231) 775-5401
Email: supervisor@clamlaketownship.org
[Website](#)

Cindy Warda, Zoning Administrator
Phone: (517) 403-2489
Email: zoningadmin@clamlaketownship.org

[Zoning Ordinance](#)
[Permits & Applications](#)

Colfax Township

Mike Mix, Township Supervisor
4960 North 31 Road
Manton, MI 49601

No Zoning
Office Phone: (231) 775-6540
Email: colfaxtp@gmail.com
[Website](#)

Haring Township

PC

Bob Scarbrough, Township Supervisor
515 Bell Avenue
Cadillac, MI 49601
Office Phone: (231) 775-8822
Email: caroscar@netonecom.net
[Website](#)

Mike Green, Zoning Administrator
Office Phone: (231) 920-2029
Email: zoning@twpofharing.org
[Master Plan](#)
[Zoning Ordinance and Applications](#)

Henderson Township

Linda Sours, Township Clerk
Mailing Address
9522 South 21 Road
Cadillac, MI 49601

No Zoning
Phone: (231) 510-1677
Email: LindaSoursS30@hotmail.com

Village of Buckley

PC

Dennis Kuhn, President & Mayor
PO Box 186
Buckley, MI 49620
Phone: (989) 350-0448

[Website](#)
[Zoning Ordinance](#)

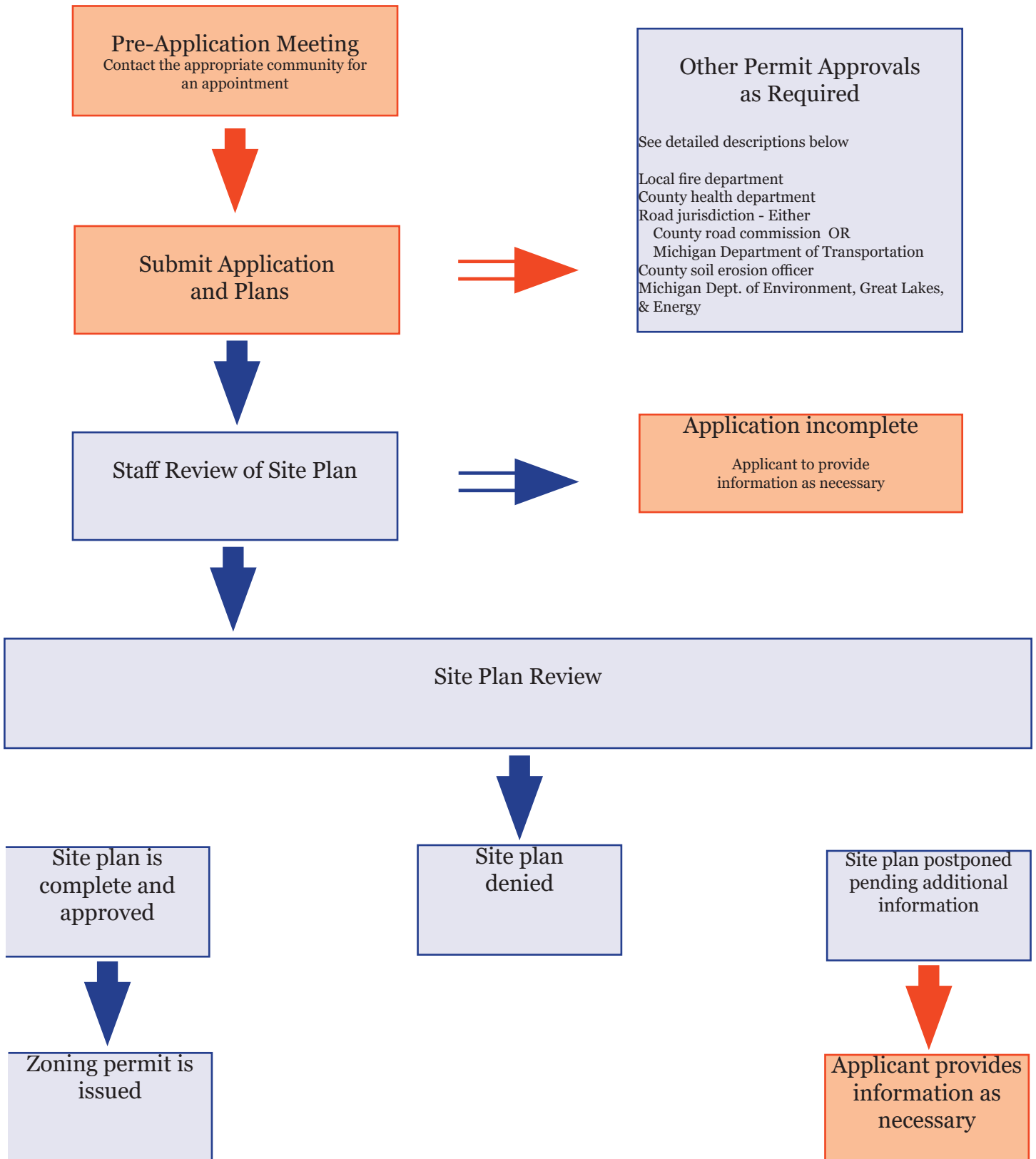
Village of Harrietta

PC

122 Davis
PO Box 40
Harrietta, MI 49636

Zoning Permit & Site Plan Review Process

Steps marked in orange indicates items the applicant is responsible for while blue indicates government or other agency review steps. Steps may vary by community.



Additional Resources

Many regional and local agencies offer assistance to developers who are considering a project in Wexford County. Many of these agencies are partners to local government and can help support a project through the permitting and zoning process. Please contact the individual agency for further information.



Housing North

Housing North is a regional housing advocacy agency for northwest lower Michigan. Housing North was formed in 2018 by a cross-sector group of regional housing partners (business, philanthropic, government, workforce development, housing agencies) to overcome communication, policy, and financial barriers that prevent housing solutions. Housing North exists as a result of a shortage of housing in Northwest Michigan which hurts both residents and businesses. Housing North seeks to offer assistance to systemic issues such as expensive land and development costs, zoning that doesn't allow needed housing, and public opposition to development or zoning amendments.

[Website](#)



Michigan State Housing Development Authority

The Michigan State Housing Development Authority (MSHDA), established in 1966, provides financial and technical assistance through public and private partnerships to create and preserve safe and decent affordable housing, engage in community economic development activities, develop vibrant cities, towns and villages, and address homeless issues. MSHDA has a number of housing assistance programs which a developer might be eligible to apply for.

[Website](#)



Networks Northwest

Formerly Northwest Michigan Council of Governments, Networks Northwest is a regional planning agency which services 10 counties in northwest, lower Michigan: Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford. Networks Northwest's staff of Community Planners provide technical planning expertise related to community engagement, spatial analysis, and master and recreational planning.

[Website](#)