



WEBSTER TOWNSHIP

Webster Township Planning Commission
February 21, 2018 7:00 PM
Webster Township Hall
5665 Webster Church Road
Dexter, Michigan 48130

Agenda:

1. Call to Order
2. Take Attendance: Charles Estleman, George Goodman, Tammy Koch, Erica Perry, John Westman; Paul Zalucha; Andrea Zamansky
3. Approval of Agenda
4. Approval of Minutes for January 17, 2018 Meeting
5. Township Board Report
6. Zoning Administrator Report
7. PDR Report
8. Public Participation
9. Action Items:
 - (a) 7495 Joy Rd.: Set Public Hearing Date for: (i) Preliminary Site Plan approval, and (ii) Special Use permit application
 - (b) Election of Officers
10. Discussion Items:
 - (a) Zoning Ordinance Discussion: Natural River District program
 - (b) Draft Memorandum regarding the Site Plan, Special Use and Rezoning application process
 - (c) Zoning Ordinance Discussion: Clean-up corrections to "Road"-related defined terms in Zoning Ordinance
11. Public Participation
12. Informational Items / Correspondence
13. Adjournment



MEMO

To: Webster Township Planning Commission
From: Randy Raiford, Zoning Administrator
Subject: Site Plan, Rezoning and/or Special Land Use Application Process
Date: February 21, 2018

In our continuing efforts to improve the forms and processes related to Site Plan, Rezoning and Special Land Use applications, I propose the following outline for the submission of the application documents as they are received and reviewed by the township staff and outside entities (planners, engineers, etc.) then distributed to the commissioners prior to Meetings and Public Hearings

1. Initial Inquiry: The property owner or his/her duly authorized agent submits an application or otherwise notifies the Township of their intent to seek approval of a Site Plan, Rezoning and/or Special Land Use application.
 - a. The applicant will be provided with the proper Township form(s) and directed to the relevant sections of the Ordinances relating to their application. The applicant will be required to become familiar with this information prior to the date of the Pre-Application Conference.
2. Pre-Application Conference: The Zoning Administrator schedules a pre-application conference with Township Officials, Staff and/or Third Party Experts as may be required depending on the complexity of the development.
 - a. At the pre-application conference, the Township will discuss the application process and review the requirements for a complete application.
3. Special Requests by Applicant: The applicant may submit a written request for the following:
 - a. The applicant may request to combine the application for Preliminary Site Plan and Final Site Plan into one process.
 - b. The applicant may request a waiver of any requirements set forth in Article 8 of the Zoning Ordinance. If the matter waived becomes relevant during the processing of the application, then the waiver may be rescinded and the applicant required to comply.



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Any such requests must be received not less than 14 days prior to the Planning Commission meeting at which the applicant wishes the Special Request to be considered.

4. Submission of Application Materials & Initial Review: The applicant shall submit one (1) copy of the completed Application form and all related materials to the Township and pay the required application fees. The Zoning Administrator will conduct an initial review of the application for completeness. The Zoning Administrator will notify the applicant in writing that (1) the application is complete or (2) what additional information is required before the application can be considered complete.
5. Escrow Deposit: Following the initial review, if applicable, the Zoning Administrator will provide the applicant with a Determination of Escrow Amount to be deposited with the Township to defray the anticipated costs incurred by the Township to review and process the application.
6. Third Party Review: The Zoning Administrator will distribute the completed application and documents to third party(s) for review and comment as required depending on the complexity of the application.
7. Setting a Public Hearing Date: Setting a date for a Public Hearing on the merits of the application will be placed on the agenda of the Planning Commission upon completion of the following: (1) The Zoning Administrator has deemed the application complete; (2) All fees have been paid; (3) The applicant has deposited all required escrow amounts with the Township Clerk and (4) All third party reviews have been received by the Township.

All conditions must be satisfied no less than 14 days prior to the next scheduled meeting of the Planning Commission in which the Public Hearing date is to be set.

8. Distribution of Materials to the Planning Commission: At the Planning Commission meeting in which the Public Hearing date is to be set, the Zoning Administrator will distribute copies of all application materials, plans, third party reviews and any other documents of record to the commissioners.
9. Public Notices: Upon the Planning Commission setting a date for the Public Hearing, the Township Clerk will give notice in accordance with Subsection 3.40 of the Zoning Ordinance.
10. Revised or Supplemental Application Materials: Any revisions, amendments or additions to the documents of record to be considered at the Public Hearing must be received and reviewed by the Zoning Administrator and approved by the Chair of the Planning Commission no less than 14 days prior to the date of the Public Hearing.
 - a. If the applicant wishes for information to be considered that is received within 14 days of the Public Hearing date, the Public Hearing shall be removed from the



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Planning Commission agenda and a new date shall be established according to these guidelines.

- b. If the Public Hearing is rescheduled at the request of the applicant, the applicant will be required to deposit an amount in escrow to cover the costs of notifications and publication of the new Public Hearing notice in accordance with Subsection 3.40 of the Zoning Ordinance.
11. Final Approvals of Other Agencies: Final approvals of other public agencies (i.e., Washtenaw County Road Commission, Washtenaw County Water Resources Commissioner, Washtenaw County Health Department, Michigan DNR, Dexter Area Fire Department, etc.) may be submitted after the Public Hearing date.
 12. Zoning Compliance Permit: A Zoning Compliance Permit will not be issued for any application until all public agency final approvals are received; and approval or approval with conditions has been granted by the Planning Commission and/or Board of Trustees as required in the Zoning Ordinance.