

MINUTES OF THE 442ND REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, JANUARY 21, 2015

The Meeting was called to order at 7:00 p.m. by Chairperson Mitzel in the Township Hall.

WTPC Members Present: Wilber Woods, Rob Mitzel, Cynthia Zuccaro, Erica Perry, John Westman, Paul Zalucha

WTPC Members Absent : George Goodman

Also Present: Martha Zeeb, John Kingsley, Bruce Pindzia, Gary Koch, Charles Estleman

I. Approval of Agenda- Rob Mitzel asked to add to item 8(c) “and maps”. John Westman moved, 2nd by Cindy Zuccaro, to accept the Agenda as amended. Motion carried.

II. Approval of Minutes: Cindy Zuccaro asked to change Next Meeting Date to January 21 and not 29. Erica Perry moved, 2nd by Cindy Zuccaro, to accept the minutes of the December 17, 2014 Meeting as amended. Motion carried.

III. Citizens Wishing to Address the Commission: None

IV. Township Board Report:

A. John Westman said the Board now allows the PDR consultant to submit applications to the Federal Government and the Washtenaw County Park and Recreation Department for additional funding.

B. Cottonwood Barn will be in circuit court Friday to weigh damage to 3rd parties who have a contract in the future. Cindy Zuccaro said she understood the barn continued to take reservations. Bruce Pindzia said yes but they have now stopped.

V. Zoning Officer Report: Bruce Pindzia reviewed his 2014 Planning, Zoning and Engineering Annual Report dated January 12, 2015(see attached). He mentioned that the Thompson Shore cell tower now has 6 antennas and is maxed out.

VI. Verizon Presentation:

A. As Verizon was not present, Rob Mitzel said he and Bruce Pindzia held a pre-application meeting with them for a site at Zeeb and Joy Roads. They would need to go to the ZBA as it is close to Zeeb Road and another tower. No formal application is submitted as of yet.

B. Rob Mitzel said AT&T has not submitted a new application for a tower along Mast Rd.

VII. Planning Commission Budget for 2015-2016:

A. Rob Mitzel proposed the same dollar amounts as the current budget for all items except he suggested increasing the Contract Serv., Eng/Planning Consultant line item to \$9000 from \$6000.

B. John Westman said currently the Planning Commission gets \$500/month for a Planner so the extra \$3000 would be for legal services.

C. Rob Mitzel said he would like to monitor our activity with a Revenue and Expenditure Report showing just the Planning Commission.

D. The Commissioners were comfortable with the proposed budget so Rob will submit it.

VIII Master Plan Residential Policies (Part 6) (attached):

A. Rob Mitzel said Kris Olsson submitted suggested changes to Part 6 and 2 Maps – Webster Township Green Infrastructure and Protected Areas; and Webster Township Natural Features. He asked if the Commissioners liked the format of the compiled maps.

1. Erica Perry thought the font type and cross hatch was hard to see.

2. John Westman suggested single feature individual maps in addition to these two overlay, big picture maps as it would be clearer.

3. Rob Mitzel wanted a date put on the maps.

B. Kris Olsson added 6.04B, based on the gravel road study of over capacity of the gravel roads, to suggest reducing development densities in rural residential areas. Rob Mitzel asked the Commissioners if they were okay with this addition.

1. Paul Zalucha said the statement was false as there are not many residents on gravel roads. He suggested going to the Township Board to see if they want to control development based on the gravel road study as the wording in 6.04B is strong language.

2. John Westman said gravel roads are in better shape than they were 50 years ago and we have higher density than we had then. He said road condition determines road capacity. More homes leads to more maintenance and properly maintained gravel roads are better than paved roads that fall apart. It is the obligation of the community to maintain the infrastructure and property rights are important so this paragraph should not be used to change the zoning ordinance 1 and 2 acre lot size density.

3. Cindy Zuccaro said the Master Plan is a goal for the future.

4. Rob Mitzel said the Master Plan provides tools like TDR for property owners to move density where it can handle it. In 2013 the Board asked us to explore TDR, but with other things we didn't get to it. Maybe try to put the impact, based on traffic and how it is related to development, in the Road Section.

C. Bruce Pindzia said to strike accessory dwellings in 6.04.

D. Rob Mitzel asked the Commissioners about the suggestion from Kris Olsson in 6.11 to allow package treatment of water and sewer systems. The Commissioners decided to leave this out as the Township is responsible if the system fails.

E. In 6.15 Rob Mitzel added TDR through the PUD. It would not reduce density but would preserve open space/farmland.

F. Next month we will discuss the Ag policy and we should ask people to come to the meeting.

IX. Draft Zoning Ordinance Amendments (see attached memo dated 1/14/2015):

A. 13.80 E (4) Rob Mitzel said the land division act doesn't require the land in the minimum lot size to be upland. He asked if the proposed wording should apply to only site plans.

Bruce Pindzia felt that would be a double standard and wanted 13.80 E(4) to be put in the definition of lot area.

B. 13.105 Parking and Storage of Vehicles/Trailers – Rob Mitzel said we have the Nuisance Ordinance about abandoned vehicles so 13.105 is excessive control and should be removed. Paul Zalucha wanted enforcement of vehicle parking and to add language to stop storage of boats. Rob Mitzel will work with Bruce on this.

C. Section 13.15 C – the Commissioners agreed our Zoning Ordinance should be consistent with the county regulations regarding building size as it is confusing for residents.

D. Section 13.90 Bruce Pindzia concurred with the recommendations from Carlisle/Wortman (see their memo dated January 12, 2015 attached)

E. Cul-de-sac and private road lengths inconsistency: John Westman said the Fire Department has no length limit providing the road has some wide flares. Bruce Pindzia and John Westman will work on 13.35 B 4.

X. Citizens comments:

A. Gary Koch said we should not be hung up on dirt roads when traffic on paved roads is the real issue. 90% of the traffic on Huron River Dr. is pass-through traffic. It is a County problem.

B. Gary Koch asked about the lot size land division. Rob Mitzel explained 13.80E (4) would prevent splitting off only a 2 acre lot if part of the lot is not useable.

XI. Correspondence:

- A. John Westman distributed an article “High Court sides with T-Mobile in Cell Tower Case” (attached).
- B. Rob Mitzel had copies of Township Focus and Planning & Zoning News magazines.
- C. Rob Mitzel asked about holding a joint meeting with the Township Board. John Westman thought it was not necessary as he is the Board Representative and we are accomplishing our objectives. John will ask John Kinglsey to see if a meeting is necessary. Erica Perry said it is useful to meet with the Board- especially about the implementation matrix.

XII. Paul Zaluch moved, 2nd by Erica Perry, to adjourn. Motion carried. The meeting adjourned at 9:27 p.m.

NEXT MEETING DATE:

Regular Meeting: Wednesday, February 19, 2015 at 7:00 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

Copy to: J. Kingsley

M. Heller

B. Pindzia

MINUTES OF THE 443RD REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, FEBRUARY 18, 2015

The Meeting was called to order at 7:00 p.m. by Chairperson Mitzel at the Township Hall.

WTPC Members Present: Wilber Woods, Robert Mitzel, Cynthia Zuccaro, George Goodman, John Westman, Erica Perry

Members Absent: Paul Zalucha

Also Present: Martha Zeeb, John Kingsley, Bruce Pindzia, Paul Montagno – Township Planner, and 1 citizen

I. Approval of Agenda: Rob Mitzel asked to add Accessory Use to 8(b)i and Maps to 9. Erica Perry moved, 2nd by Cindy Zuccaro, to accept the agenda with the addition of accessory use to 8(b)i and map to 9a. Motion carried unanimously.

II. Approval of Minutes: John Westman moved, 2nd by Erica Perry, to approve the minutes of January 21, 2015 as presented. Motion carried unanimously.

III. Comments from Citizens: None

IV Township Board Report by John Westman:

- A. John Westman said they tabled a Private Road Variance Application to get more information.
- B. John Westman said they approved the permit for St Joseph's Festival.
- C. John Westman said they have received 3 architectural proposals for a new Fire Hall and the committee will make a recommendation to the Board on if to proceed.

V. Zoning Officer Report: Bruce Pindzia reviewed the Planning, Zoning & Engineering Activity Report dated February 10, 2015. (see attached) In addition, Bruce met with a new 501 (c) 3 organization member to put up a cell tower on Scully Road and will hold a pre-application meeting.

VI. Election of Officers:

- A. Erica Perry moved, 2nd by George Goodman, to nominate Rob Mitzel as Chairperson. Carried.
- B. Erica Perry moved, 2nd by George Goodman, to nominate Paul Zalucha as Vice-Chairperson. Carried.
- C. Erica Perry moved, 2nd by Cindy Zuccaro, to nominate Wilber Woods as Secretary. Carried.

VII. Set Public Hearing for Zoning Ordinance Amendments:

- A. Rob Mitzel reviewed the proposed amendments.
 - 1. It was decided that Development needs more work before it is ready for a public hearing.
 - 2. Public Land definition would be changed to include public and privately owned land.
 - 3. Recreational Vehicle definition would be expanded to include boats, jet skis, snowmobiles, ATV, associated trailers, etc.
 - 4. Cul-de-Sac Streets – eliminate road length and replace with the Fire Department road flare-out requirements which John Westman received.
 - 5. Non-conforming uses and structures – 13.90 G Resumption of use and 13.90 K Substitution. It was decided to receive comments at the public hearing and then further discuss this policy issue.
 - 6. Off Street parking and Loading- Change definition of Setback to allow parking. Discussion followed on changes to Section 13.95 A 3 and 13.95 B2b. Paul Montagno will make revisions for the public hearing. The Commissioners will discuss again after receiving public comment.
 - 7. Lot Area Calculation is changed to not include wetlands in the calculation, instead of requiring uplands, so it is consistent with other ordinances.

- B. Erica Perry moved, 2nd by Cindy Zuccaro, to publish the Public Hearing Notice for Zoning Ordinance Amendments as presented except remove Development definition and clarify 13.95 A and 13.95 B2 in # 9. Motion Carried unanimously.
- C. Cindy Zuccaro discussed the accessory use definition as she felt it is vague. Paul Montagno explained that our definition is similar to other zoning ordinance definitions and the Zoning Administrator makes the decision on what is an accessory use.

VIII. Master Plan – Part 5 Agricultural Area

- A. Rob Mitzel asked the PDR Board to review the Map for Ag Preservation to update it for good farmland and active farms. The Sullivans have requested their farm at Daly and Mast Roads be included.
- B. Rob Mitzel reviewed his changes to the text (see attached) and asked for the Commissioners to think about them and get back to him.

IX Citizens Wishing to Address the Commission: None

X. General Discussion/ Correspondence: Rob Mitzel has Green Oaks letter and adopted Master Plan for Commissioners to look at. Also he has a copy of the Planning and Zoning News magazine.

IX. Erica Perry moved, 2nd by George Goodman, to adjourn. Motion carried. The meeting adjourned at 9:26 pm.

NEXT MEETING DATE:

Public Hearing, Wednesday, March 18, 2015 at 7:00 p.m.
Regular Meeting, Wednesday, March 18, 2015 at 7:00 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

copy to: J. Kingsley
M. Heller
Bruce Pindzia

MINUTES OF THE 444TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, MARCH 18, 2015

The Meeting was called to order at 7:00 p.m. by Chairperson Mitzel in the Township Hall.

WTPC Members Present: Wilber Woods, Rob Mitzel, Cynthia Zuccaro, Erica Perry, John Westman,

WTPC Members Absent : George Goodman, Paul Zalucha

Also Present: Martha Zeeb, John Kingsley, Gary Koch, Mary Heller, and 7 citizens

I. Approval of Agenda: Erica Perry moved, 2nd by John Westman, to approve the Agenda as written. Motion carried.

II. Approval of Minutes: John Westman moved, 2nd by Cindy Zuccaro, to approve the minutes of the February 18, 2015 Meeting as presented. Motion carried.

III. Citizens Wishing to Address the Commission:

A. Allison Bishop said they own 7 acres on Mast Road and asked about the Master Plan and what they can do with the property. Rob Mitzel said we will discuss this in the Master Plan part of the meeting and she can speak then.

B. Karen Hertenstein said she is preparing a fundraising for a band stand on the Webster Township Historical site and needed an idea of when the site plan would be due. Rob Mitzel said he will talk to John Kingsley and get back to her. He explained that tonight's public hearing will discuss text to allow private land to be in the Public Land District. She said she thought the Historic District Chairman had requested a zoning change.

C. Dan Chapman, Chairman of the Webster Township Historical Society, said he didn't initiate anything as he talked to John Kingsley and was told not to.

1. John Kingsley said tonight's public hearing for a text change is the first step and it is appropriate that the Township initiate rezoning. It can be a Township Board April meeting agenda item, and if agreed would then go back to the Planning Commission to schedule a public hearing for May, and then back to the Township Board in June for rezoning.

2. Rob Mitzel said after the property is rezoned a bandstand would not need a Special Use Permit but would need a site plan.

D. Mark Krecic asked if tonight's public hearing will clarify language but not change restrictions? Rob Mitzel said we will discuss this in the public hearing.

IV. Township Board Report:

A. John Westman said the Township has \$4000 from St Joseph Church as a performance guarantee to ensure trees on the berm are replaced if needed. The church gets the money back in four years if not used to maintain the trees.

B. John Westman said the budget is approved as submitted and there is a new line item for legal services of \$3,000 for the Planning Commission.

V. Zoning Officer Report: None

VI. Public Hearing: (See Attached)

VII. Recommendation to Township Board concerning Zoning Ordinance Amendments to Sections: 2, 6.10, 9.05 (A), 13.15 (C), 13.35 (B) (1), 13.80, 13.90(G), 13.90(M), 13.95(A), 13.95 (B)(2) and 13.105 (A).(see attached Proposed Zoning Ordinance Amendments for Public Hearing on March 18, 2015)

A. Erica Perry asked if we received the language from Paul Montagno on recreation vehicles. Rob Mitzel said we received page B (attached Changes Related to the Parking and Storage of Vehicles/Trailers—version as discussed on 2-18-15) which we shall use.

- B. Rob Mitzel said there was no communication from the public regarding Section 2 for Wireless Telecommunications Towers and the ZBA. The Commissioners were okay with proposed changes as is.
- C. The Commissioners were okay with the proposed wording of Public Lands - Section 9.05 (A) and Accessory Structure Section 13.15.
- D. The Commissioners discussed cul-de-sac length Section 13.35(B)(1). It was consensus to eliminate the road length limit. Commissioners tabled the flare outs decision.
- E. The Commissioners discussed Calculation of Minimum Lot Area.
 - 1. Rob Mitzel suggested changing from Storm Water Management System to Storm Water Management Facility which is more of basin and not piping.
 - 2. Rob Mitzel read Section 16.25 to protect a wetland of 5 acres or more in size. He said a wetland is self-regulating and we can address wetlands in site plans but the purpose is to not restrict what you can do in your yard. Erica Perry said it is to protect the homeowners.
 - 3. John Westman suggested removing wetland out of the equation as it is hard to define.
 - 4. Rob Mitzel said to change Section 2.10 and Section 13.80 to remove “wetlands or” and change “Water Management System” to “Water Management Facility”. The Commissioners agreed.
- F. Section 13.90 Nonconforming Uses and Structures
 - 1. The Commissioners were comfortable with Resumption of Use in 13.90(G).
 - 2. As there were no public comments regarding substitution of a non-conforming use the Commissioners decided to choose Alternate 2 for 13.90(M) to not allow it.
- G. Parking and Storage of Vehicles/Trailers
 - 1. Rob Mitzel said he received a call from Paul Zalucha about who is a guest and setting a time limit on guests. Rob Mitzel said he asked Paul Montagno and it is simpler to designate a number of vehicles so it is easy to count how many are parked in the front yard.
 - 2. John Westman, Erica Perry and Cindy Zuccaro did not want to specify the number of vehicles. Wilber Woods wanted to leave it as is because visitors come with a motor home.
- H. Motion by Erica Perry, 2nd by Cindy Zuccaro, to recommend to the Township Board as presented with these changes: Lot area – strike “wetlands or” and replace “System” with “Facility”; in 13.90(M) use Alternate 2; Recreational Vehicles and Trailers – use language on handout “B”; and hold back cul-de-sac length for further Planning Commission discussion. Motion Carried unanimously.

VIII Master Plan Draft Policies on Roads (Part 9) and (Part 11) Natural Features; Maps, including future land use, and next steps:

- A. Rob Mitzel asked Allison Bishop to discuss her thoughts on their property.
 - 1. Allison said they purchased 7 acres on Mast Road just north of Joy Road. It is zoned industrial and they were thinking of multi-family development. It is master planned for R-2 and R-3 development.
 - 2. Rob Mitzel said this area is the gateway to Webster Township from Dexter. He suggested PUD or R-2 or R-3 as industrial is not attractive.
 - 3. Erica Perry was concerned about traffic in the area and PUD means lots of traffic. She wanted a provision for senior housing so she liked the multi-family concept.
 - 4. Rob Mitzel said we can master plan a PUD on top of other areas and suggested Allison look at it and let him know if they are interested in a PUD there.

B. Rob Mitzel said Kris Olsson submitted suggested changes to Part 9 and 11 and changed the Maps per our suggestions. He asked the Commissioners to review them and give him comments in the next week so he can provide text for the next meeting.

1. Rob Mitzel asked if the Commissioners wanted all roads to be paved as it now states. He asked about multi-purpose roads for more than cars. John Westman did not think more roads would be paved as the Road Commission needs dollars.

2. The Commissioners said the Groundwater Recharge map color code was hard to decipher.

3. The Commissioners wanted clarification on the Impervious Surface maps.

IX. Citizens comments: Gary Koch asked why a flare out was necessary on cul-de-sacs. He thanked the Commissioners for considering the wetland issue as it is not our concern if someone wants to live with mosquitoes. The County will determine well and septic field issues.

X. Correspondence/General Discussion:

A. Rob Mitzel said he attended a pre-application conference for an internet tower on Scully Road. There is not a formal application yet. They will need a ZBA variance for setback.

B. Rob Mitzel asked if the Commissioners thought a ZBA variance should be granted before coming to the Planning Commission. Opinions varied but Rob Mitzel said the pre application conference determines if it meets the requirements and towers need to be in the area so go to the ZBA first.

XI. Erica Perry moved, 2nd by Cindy Zuccaro, to adjourn. Motion carried. The meeting adjourned at 10:02 p.m.

NEXT MEETING DATE:

Regular Meeting: Wednesday, April 15, 2015 at 7:00 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

Copy to: J. Kingsley

M. Heller

B. Pindzia

MINUTES OF THE 445TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, APRIL 15, 2015

The Meeting was called to order at 7:00 p.m. by Chairperson Mitzel at the Township Hall.

WTPC Members Present: Wilber Woods, Robert Mitzel, Cynthia Zuccaro, George Goodman, John Westman, Erica Perry, Paul Zalucha

Members Absent: None

Also Present: Martha Zeeb, Paul Montagno – Township Planner, and Carol Whitney

I. Approval of Agenda: Paul Zalucha moved, 2nd by Erica Perry, to approve the agenda as presented. Motion carried unanimously.

II. Approval of Minutes: Cindy Zuccaro moved, 2nd by Erica Perry, to accept the minutes as written for the Public Hearing on March 18, 2015 and the Regular Meeting on March 18, 2015. Motion carried unanimously.

III. Comments from Citizens: None

IV Township Board Report: John Westman said the Board will meet next Tuesday. John Westman said Bruce Pindzia has departed and they have posted the position for a Zoning Administrator. Erica Perry asked if we will have a consultant Engineer in the future and John said yes.

IV. Zoning Officer Report: None

V. Section 13.35 (B)(1) Cul-de-Sac (See attached cul-de-sac 4/7/2015)

A. Rob Mitzel said he added “right of way” to the minimum turn around diameter as mentioned in the Public Hearing last month.

B. John Westman said he talked to Captain Dettling at the Fire Department about the road flare-outs and there is no national standard. In our case there is no need for flare-outs in addition to our 18 foot road width.

C. Erica Perry moved, 2nd by George Goodman, to recommend to the Township Board of Trustees the amendment to Section 13.35 (B) (4) with deletion of reference to flare-outs. Paul Zalucha said the agenda has Section 13.35 (B)(1) and the Memo from Rob Mitzel dated 4/7/2015 says 13.35 (B)(4). Rob Mitzel checked and it is (B)(4). Motion carried unanimously.

VI. Master Plan:

A. Part 7 (Manufactured Housing):

1. Rob Mitzel said State law has changed for the Master Plan so each community no longer needs to have Manufactured Housing.

2. Paul Montagno referenced his memo, dated March 30, 2015 (attached) where by a community cannot prohibit a use if there is a demonstrated need, but Manufactured Housing can be an option in the Affordable housing area. It needs access to food, public transportation, etc. It is a struggle to keep these areas affordable as prices rise if everyone wants to live there.

3. Paul Montagno will work with the Township Attorney to make defensible language in the Master Plan – that the need is being served in neighboring locations, etc.

4. John Westman said we need their assistance with this.

B. Part 9 (Roads – General Policies 9.01) (See attached Part 9 Road Policies):

1. Rob Mitzel said road definitions were different in the Master Plan, Zoning Ordinance, and County Road Commission. He suggested a change to make the terminology similar. He also looked at the Township survey where 56-63% of responders wanted to keep roads gravel.

2. Rob Mitzel suggested the Master Plan have Primary roads which are similar to Major Roads; Local Roads are rural roads which would be gravel and used for many kinds of transportation; and Neighborhood Roads which would mostly be private roads funded by the developer and maintained by residents in the development. Neighborhood Roads should have access to abutting property.

The Commissioners agreed.

3. Paul Montagno said he talked to the County Highway Engineer.

a. The Road Commission refers to state law for speed limits, though site distance may influence the speed limit so it is okay to keep the proposed language in the Master Plan. The Road Commission will use the Master Plan as guidance for paving/maintenance decisions.

b. Erica Perry wanted lower speed limits on dirt roads as her dog was hit by a car while she was walking it on Jennings Road.

c. A simple complete street policy could be part of the implementation matrix.

C. Part 9 Primary Roads 9.02 (See attached Part 9.02 and also County Road Commission Map):

1. Rob Mitzel suggested having only current paved roads be Primary Roads in the Master Plan.

All gravel roads would then become Local roads.

2. Paul Zalucha said there are setback differences between Primary and Local Roads so we would make some properties non-conforming.

3. Erica Perry said the northeast is rural so it is logical to not pave Merrill Road. Cindy Zuccaro said a lot of people drive on Merrill Road.

4. George Goodman said rumor has it that Zeeb from Joy to North Territorial Road is a county emergency thoroughfare and we want to align with County Road Commission maps.

5. Rob Mitzel said it makes sense that current paved roads are Primary but he doesn't see the need for Primary Roads in the Northeast. Gravel roads will be Local. He will revise Section 9.02 to include non-motorized traffic, limiting future improvements, revising Map 5, etc. The Commissioners liked it as there are a lot of bikes.

D. Part 9 Local Roads 9.03 (See attached Part 9.03):

1. Rob Mitzel added the proposed verbiage based on the Township survey and from Kris Olsson.

a. George Goodman said the way he reads this is Don't build it as it can't handle it. Paul Montagno said George is right and the land use plan is to suggest where we want to put development so it is consistent with the roads.

b. Erica Perry liked the language to maintain gravel roads and not have development.

c. Rob Mitzel said limestone makes good roads.

2. Paul Zalucha suggested changing the last words "are adequate" to "have capacity".

3. Erica Perry wanted to remove "requiring or" so it is only "encouraging clustering".

4. After discussion "reduce development densities" was changed to "reduce development pressure".

VII. Citizens Wishing to Address the Commission: None

VIII. General Discussion/ Correspondence:

1. Rob Mitzel has the Township Focus magazine.

2. Rob Mitzel said the Scully Road neighbors will submit plans for a communication tower.

3. Rob Mitzel said, due to the Township Board meeting being next week, the timeline given to the Webster Township Historical Society for when the rezoning of their property might be done will be postponed a month later than was discussed at the March meeting.

IX. Erica Perry moved, 2nd by George Goodman, to adjourn. Motion carried. The meeting adjourned at 8:42 pm.

NEXT MEETING DATE:

Regular Meeting, Wednesday, May 20, 2015 at 7:00 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

copy to: J. Kingsley

M. Heller

MINUTES OF THE 446TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, MAY 20, 2015

The Meeting was called to order at 7:00 p.m. by Chairperson Mitzel in the Township Hall.

WTPC Members Present: Wilber Woods, Rob Mitzel, Cynthia Zuccaro, Erica Perry, George Goodman, Paul Zalucha

WTPC Members Absent : John Westman

Also Present: Martha Zeeb, John Kingsley, Gary Koch, Mary Heller, Paul Montagno and 6 citizens

I. Approval of Agenda: Paul Zalucha moved, 2nd by Cynthia Zuccaro, to approve the Agenda as written. Motion carried.

II. Approval of Minutes: Paul Zalucha moved, 2nd by George Goodman, to approve the minutes of the April 15, 2015 Planning Commission meeting as presented. Motion carried.

III. Citizens Wishing to Address the Commission:

A. Jennifer , attorney for J's Tree Trimming, said Mr. Godfrey put down money for a storage barn, and got a permit, only to learn he can't store commercial equipment in it. The building won't be used for his business as he works in the field. They want the Planning Commission to know they try to be within the requirements of the Home Business and wanted to address concerns.

B. John Kingsley said he has a formal request from the Township Board to the Planning Commission to look at the language in the zoning ordinance of Home Occupation and the Home Based Business Stand Alone Ordinance.

1. Erica Perry said there are many illegal small businesses in the Township and we need a new pathway for them. We will need legal consultation about what power we have.

2. Rob Mitzel said this is for a future Planning Commission meeting.

IV. Township Board Report: Gary Koch, due to John Westman's absence, said the Township Board increased the insurance liability for the Zoning Ordinance. Gary Koch said he was appointed the zoning officer and property administrator starting on June 8, 2015. It is okay for him to do this and also be Township Trustee due to the Township size.

V. Request for 8.05 E Waiver of Site Plan Submittal Requirements from Webster Broadband Cooperative for a wireless internet tower on Scully Road.

A. Mr. Chris Leonello said he now has an application but many of the site plan requirements did not seem to apply. Rob Mitzel reviewed their letter, dated May 6, 2015,(attached) requesting waivers of several items and mentioned that if a waiver is granted, but we learn that we need it while processing the application, we can ask them to comply.

B. Chris Leonello said the proposed tower is within the setbacks so they didn't see the need for a surveyor. The Commissioners agreed some items were not applicable.

1. In item 8.05E (3) (b) vii the applicant will need to list the size of the parcel.

2. In item 8.05E (3)(b) xv Rob said the applicant will need to show the natural features.

3. In item 8.05E (3)(b) xvi Rob said we need a narrative of what the project is about.

4. In item 8.05 E(3) (d) The Commissions agreed a 11 x 17" print was okay.

5. In item 8.05E(3)(d) xi the Commissions agreed a survey, or irons identified, was needed but they could do it later. Paul Montagno said we would be forced to deny if we don't have what we need.

6. In item 8.05E(3)(g) the Commissioners agreed this item could be waived, however the lease agreement for the driveway and part of the property used by the tower should be part of the

application in case there is a change of property ownership. Paul Montagno said the FAA is part of the Wireless Ordinance.

8. In item 8.05E (4)(d) viii we need the location of utilities.

9. In item 8.05E(4)(d) ix don't waive.

10. In item 8.05E(4)(d) xxii they need to include what is applicable.

11. In item 8.05E(4)(d) xxiii we need a landscape statement of how many trees were cut down and mitigation to replace the landscaping to screen the ground level site.

C. Erica Perry moved, 2nd by Paul Zalucha, in item 8.05E(3)(d) to allow the 11x17 print; in 8.05E(3)(d) xx and xxx to grant the waiver; in 8.05E(3)(g) to grant the waiver; in 8.05E(4)(d) to waive iv x xii xxiv xxvii; in 8.05E(4)(d) xiii submit a statement instead of formal plan; and items to be submitted for public hearing and not at time of submittal are: 8.05E(3)(d) iv and xi and 8.05E(4)(d) ii. Motion carried.

VI. Set Public Hearing for Township initiated Rezoning parcels C-03-27-100-021, C-03-27-100-006, and C-03-27-100-005 at corner of Farrell and Webster Church Road from Ag to PL. Rob Mitzel said our next meeting is June 17, 2015. Cindy Zuccaro moved, 2nd by Erica Perry to hold a public hearing for rezoning parcel at Ferrell and Webster Church for three parcels from Ag to Public Lands. Motion carried.

VII. Master Plan Draft Policies on Part 6 - Residential Policies

A. Rob Mitzel said Paul Montagno drafted this language and Chris Patterson, township attorney, on Manufactured Housing, Senior Housing and Affordable Housing. Chris Patterson told him it is okay to be silent in the Master Plan and do a housing study if we want to change the zoning ordinance.

B. Paul Montagno said he added more stringent requirements to limit development and we need to update future land use map to pull out the manufactured housing area.

C. Paul Zalucha asked how we will try to keep this housing affordable? Paul Montagno said the zoning ordinance can have a bonus density if developers offer. Rob Mitzel said it could be part of the development agreement or PUD.

IX. Citizens comments: None.

X. Correspondence/General Discussion:

A. Rob Mitzel said the City of Dexter is starting their Master Plan update.

B. Erica Perry said the HRWC wants us to make a report on how our Township used their information at their meeting May 28, 2015 at 1pm.

XI. Erica Perry moved, 2nd by George Goodman, to adjourn. Motion carried. The meeting adjourned at 8:37 p.m.

NEXT MEETING DATE:

Public Hearing, Wednesday, June 17, 2015 at 7:00 pm.

Regular Meeting: Wednesday, June 17, 2015 at 7:00 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

Copy to: J. Kingsley

M. Heller

G. Koch

MINUTES OF THE 447TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, JUNE 17, 2015

The Meeting was called to order at 7:00 p.m. by Chairperson Mitzel at the Township Hall.

WTPC Members Present: Wilber Woods, Robert Mitzel, Cynthia Zuccaro, George Goodman, John Westman, Erica Perry, Paul Zalucha

Members Absent: None

Also Present: Martha Zeeb, John Kingsley, Mary Heller, and 9 Citizens

I. Approval of Agenda: Erica Perry moved, 2nd by George Goodman, to approve the agenda as presented. Motion carried unanimously.

II. Approval of Minutes: Erica Perry moved, 2nd by Wilber Woods, to approve the minutes of the May 20, 2015 Regular Meeting as written. Motion carried unanimously.

III. Comments from Citizens: None

IV Township Board Report: John Westman said the Board approved a draft of a Historical Preservation Easement at Gordon Hall to replace the Ag Conservation Easement. The Township will continue the recycling this year.

IV. Zoning Officer Report: As Gary Koch was not present Rob Mitzel presented the written report dated 6/16/2015.

V. Public Hearing for Township Initiated rezoning of 3 parcels on NorthWest corner of Farrell and Webster Church Roads from AG to PL

A. Rob Mitzel explained that the Webster Township Historical Society does not have a site plan and museums are a Special Land Use in the Ag District. In Public Land District museums are a permitted use. He read Section 9.50 of the Zoning Ordinance explaining the uses that are allowed in Public Land.

B. As Cindy Zuccaro is a Webster Township Historical Society Board member she asked to recuse herself and left the meeting at 7:16pm.

C. Rob Mitzel opened the Public Hearing at 7:17 pm.

1. Karen Hertenstein said she was in support of rezoning to Public Land as she wants the band stand in memorial for her husband. She has submitted a site plan for it and it will not have flood lights as it is for the summer season.

2. Kate Heywood encouraged the Commissioners to change to Public Land.

3. Anne Kleinschmidt Lask said she was in support of the change as her family is from here and it is a waste of blood and sweat to not keep the history going. It is not a public nuisance – just to keep the grounds preserved.

4. Jack Clark said he is President of the Webster Township Historical Society and is in favor of building the music stand.

5. John Scharf questioned the Board bringing the rezoning request without a vote and waiving the fee. He said he didn't oppose the rezoning but wants limitations and enforcement. He thought the Ag District has a long list of uses so the grounds could be a Special use permit to control it more. He hears PJ Martin sometimes and he is even closer to the historical grounds. There are 30 property owners ½ mile from the Historical grounds so consider them.

6. As there were no further comments Rob Mitzel closed the Public Hearing at 7:25pm.

VI. Planning Commission Discussion on Rezoning from Ag to Public Lands:

A. Rob Mitzel reviewed the recommendation in the Carlisle Wortman document "Land Use and Zoning Analysis for Webster Township, Michigan" dated June 9, 2015 (attached). It stated the rezoning is compatible with other surrounding zones and would be beneficial to the Township and its property owners so it suggested the Planning Commission recommend approval.

B. Rob Mitzel said the Township Board wants a way for the proposed Band Shell to be compliant with the Zoning Ordinance. Public Lands give a clean path as it is a permitted use.

1. Rob was concerned with public assembly which is allowed in Public Lands without restrictions

as the use could grow and we need protection for the community. The Township Board issues event permits, per Section 12.30, for the Ag District but Public Lands do not need an event permit.

2. John Westman asked if there is anything in the Ag District to prevent building a Band Stand. Rob Mitzel said the Historical Society would need a Special Land Use permit for Ag Zoning and a site plan and large events would need a permit to be compliant with zoning. Currently the church property is a non-conforming existing use.

- C. Erica Perry asked Jack Clark, President of the Historical Society, if they are paid a fee for weddings. Jack Clark said there is a fee for use of the grounds or buildings but it is minimal and the Fall Festival is the moneymaker.
1. John Scharf said there is no frequency and not many weddings.
 2. Erica Perry asked Jack Clark if they intend to increase the number of weddings if rezoned. Jack said it is possible as the buildings are improved but there is not extensive lighting on the grounds. Karen Hertenstein said the proposed band stand has a light on stage but dusk is the end of use.
- D. Paul Zalucha asked if non-governmental entities can apply for Public Lands and if public use could be a wedding so Cottonwood could apply. Rob said yes.
- E. George Goodman said the timing isn't the best due to Cottonwood. PJ Martin is not every weekend. Control is appropriate to limit frequency. He asked if prior special events at the Historical grounds normally end at sunset.
1. Jack Clark said yes on the grounds but the community house has lights. We can put restrictions in the rental agreement.
 2. Marge Smyth said the Fall Festival always ends at 7pm. The grounds is due to a lot of effort and the Fall Festival is used to maintain the site. The Band Stand is in memory of Karen's husband and music is used as part of the Fall Festival.
- F. John Westman said he is a Webster Township Historical Society member but not a Board member. The Community House has had events for 100 years so it is grandfathered. He does not see problems with current zoning but sees potential problems with rezoning. If any of the 3 parcels were sold the rezoning could be a difficulty.
- G. Erica Perry asked John Kingsley if there is anything we need to think about. John Kingsley said only the Community House is a legal non-conforming building. All the other buildings would need a site plan and special use permit. Public Land rezoning would make these automatically comply.
- H. John Westman moved, 2nd by George Goodman, to table till next month.
1. Under discussion, Erica Perry asked what happens if the Historical Society dissolves and it is Public Land. Rob Mitzel said there are no restrictions on who owns Public Land.
 2. Paul Zalucha said to table will delay the Webster Township Historical Society and if we deny they can get working on a Special Use Permit.
 3. John Westman and George Goodman were willing to rescind their motion.
- G. Paul Zalucha moved, 2nd by Erica Perry, to recommend the Webster Township Board deny rezoning to Public Land from Ag.

1. Rob Mitzel said as it is currently Ag zoning the Historical Society could start a Special Land Use permit application. They can get the form from Gary Koch and will need a pre-application meeting.

2. The Commissioners voted and the motion passed unanimously.

H. Cindy Zuccaro returned at 8:30 pm

VII. Home Occupation Discussion:

- A. Rob Mitzel explained the Township Board asked the Planning Commission to reevaluate language in the Zoning Ordinance based on J's Tree Service request. He asked the Planning Consultant to give examples of Home Occupation ordinances in other communities.
- B. George Goodman said J's Tree Service is a home based business and farmers have a business with huge equipment so we must figure out language for heavy equipment.
1. Rob Mitzel said farmers are protected by the Right to Farm Act. Home Occupation zoning ordinance is for residential area that run business that affect neighbors. We want to minimize the residential effect and allow people to make a living.

2. Rob Mitzel read Section 12.60 Home Occupation in any zoning district.
- C. Paul Zalucha said the Planner needs to see our Home Based Business stand-alone ordinance as it has a license and a permit. He liked the Massachusetts ordinance that allows more employees if they work off premise, but do they start work on the property? He said our Zoning ordinance matches up with what the Planner found in other Zoning Ordinances. We must be careful on what we open up to as businesses can grow.
- D. Cindy Zuccaro thought it was odd that a person with a business can't store equipment in a building out of sight of the neighbors. Rob Mitzel said J's Tree Service had additional employees.
- E. Erica Perry thought having all Districts under the same rule is too ridged. The idea is to protect the neighborhood so there isn't an eyesore, but if they own 10 acres or can't afford commercial land – we need to think about small business. We want to be a rural community.
- F. John Westman said we need to make changes to bring business into conformance like not allow on site work, etc. If it is in the Zoning Ordinance we should enforce it.
- G. Rob Mitzel said he would distribute copies of the stand-alone ordinance and we should come to the July meeting with suggestions.
- VIII. Citizens Wishing to Address the Commission: John Scharf asked to move this Citizen Comment up and the Commissioners agreed.
- A. John Scharf suggested replacing Section 12.60 of the Zoning Ordinance, and instead stating to refer to the Home Based Business stand-alone ordinance so it is clear.
- B. John Scharf thanked the Commissioners for their public hearing deliberation. We want to be prudent for now and for 20 years from now. John Westman said he would talk to Jack Clark.
- IX. Master Plan Map
- A. John Westman suggested adding Jason Wiley property on Daly Road to the future land use map for Ag Preservation. He also wanted additions that are contiguous with current Ag preservation areas as it adds extra points to get Federal Funding.
1. Rob Mitzel wanted the Ag Preservation and Natural Feature Overlay maps supported by data.
 2. Erica Perry said the Washtenaw Parks has funds for natural features. The Legacy Land Conservancy is giving free appraisals.
- X. Matrix – the commissioners reviewed the existing matrix and removed items already completed. Erica Perry wanted to add explore Natural River District Overlay to the matrix.
- XI. General Discussion/ Correspondence: Rob Mitzel has a letter from the Dexter Area Historical Society on the success of their Civil War Day.
- XII. John Westman moved, 2nd by Paul Zalucha, to adjourn. Motion carried. The meeting adjourned at 9:55 pm.

NEXT MEETING DATE:

Regular Meeting, Wednesday, July 15, 2015 at 7:00 p.m.
Possible Public Hearing, Wednesday, July 15, 2015 at 7:00 pm.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz
copy to: J. Kingsley
M. Heller
G. Koch

MINUTES OF THE 448TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, JULY 15, 2015

The Meeting was called to order at 7:00 p.m. by Chairperson Mitzel in the Township Hall.

WTPC Members Present: Wilber Woods, Rob Mitzel, Cynthia Zuccaro, Erica Perry, John Westman

WTPC Members Absent : George Goodman, Paul Zalucha

Also Present: Martha Zeeb, John Kingsley, Gary Koch, Charles Estleman, Mary Heller, Paul Montagno, Kris Olsson and 2 citizens

I. Approval of Agenda: Rob Mitzel asked to add item 8a “August Meeting Date” to the agenda. Erica Perry moved, 2nd by Cynthia Zuccaro, to approve the Agenda as amended. Motion carried.

II. Approval of Minutes: John Westman moved, 2nd by Cynthia Zuccaro, to approve the minutes of the June 17, 2015 Planning Commission meeting as presented. Motion carried.

III. Citizens Wishing to Address the Commission: None

IV. Township Board Report: John Westman said their meeting is next week. The Fire Chief search is ongoing.

V. Zoning Report (see attached dated July 15, 2015) Gary Koch said building activity is up.

VI. August Meeting Date – Rob Mitzel explained the he and Paul Zalucha will be out of town on August 19th. Cindy Zuccaro moved, 2nd by Erica Perry, to postpone the August 19, 2015 Planning Commission Meeting until August 26, 2015 at 7 pm. Motion carried.

VII Set Public Hearing for Webster Township Historical Society for a band stand. Rob Mitzel said Gary Koch reviewed the application and it is complete. Cindy Zuccaro moved, 2nd by Erica Perry, to schedule a public hearing on August 26, 2015 at 7 pm. for Special Use Permit and Site Plan approval for the Webster Township Historical Society Site consisting of Parcels C-03-27-100-021 (5583 Webster Church Road) and C-03-27-100-006 (5501 Webster Church Road), located at the northwest corner of Farrell and Webster Church Roads, aka ‘Webster Corners Village’. Motion carried.

VIII Kris Ollson of Huron River Watershed Council gave her presentation with many maps. She passed out HRWC Recommended Zoning Ordinance Elements, Webster Township Potential Field Assessment Properties and list of owners (see attached).

- A. She suggested a TDR program for the zoning ordinance with a PUD density bonus as it could help keep the township rural, though there are not a lot of residential areas to do TDR with. Rob Mitzel said this is already in our matrix.
- B. As the Arms Creek and Huron River are in Webster Township, she suggested flexible lot coverage standards in the zoning ordinance or make a Natural River Ordinance (she would work with us to make it).
- C. Kris asked to share the list of owners of potential bioreserve properties with the PDR Board to see if any owners are interested in a Field Assessment on their property this summer.
- D. Kris presented maps by the Watershed council in 2003 and Sarah Mill’s growth capacity maps of 2012. She suggested we form a committee of experts to look at what we could do to prevent impervious surface from affecting surface water quality.

- IX. Home Occupations zoning ordinance/Licensed Home Based Occupations stand alone
- A. Rob Mitzel reviewed Paul Zalucha's letter (attached). Rob said Paul suggested allowing more than 2 non-family employees if there are not more than 2 on the site at one time, as well as looking at increasing the allowed space for the business on the property.
 - B. Paul Montagno said we want to protect residents so we could list the types of businesses we are interested in. Many other townships have special land use permit. Rob Mitzel said our Stand Alone Ordinance does not run with the land so we can rescind if needed.
 - C. Erica Perry thought we could be more flexible if they have larger acres so no one sees it. Rob Mitzel said we could consider the lot size and if the lot is screened in the application.
 - D. Gary Koch also suggested we look at noise from the business. Businesses are hard to enforce but if they get a license we can review at the renewal. Paul Montagno said renewals could create a lot of work.
 - E. John Westman said we have the ordinance so we can update it so it is enforceable. He suggested increasing the number of allowed employees off site verses on site, and specifies the kinds of uses we tolerate. The Township Board tasked us to make a recommendation to the Board.
 - F. Paul Montagno suggested increasing the number of employees with only two on site, a sliding scale if more than 2 acres, if storage is hidden it is okay, with a renewal process and a list of uses we don't want (consumed on site, heavy on site traffic, etc.). The Commissioners asked him to recommend specific language for the Township Board about the number of employees and increase the size if no adverse effect to the neighbors as the stand alone ordinance would be good with these tweaks.
 - G. Erica Perry wanted Township residents to be made aware of the ordinance.
- X. Citizens comments: John Scharf said enforcement is a big challenge but the Township needs to address it.
- XI. Correspondence/General Discussion: None
- XII. Erica Perry moved, 2nd by Cindy Zuccaro, to adjourn. Motion carried. The meeting adjourned at 9:04 p.m.

NEXT MEETING DATE:

Public Hearing, Wednesday, August 26, 2015 at 7:00 p.m.

Regular Meeting: Wednesday, August 26, 2015 at 7:00 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

Copy to: J. Kingsley

M. Heller

G. Koch

MINUTES OF THE 449TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, AUGUST 26, 2015

The Meeting was called to order at 7:01 p.m. by Chairperson Mitzel at the Township Hall.

WTPC Members Present: Wilber Woods, Robert Mitzel, Cynthia Zuccaro, George Goodman, John Westman, Erica Perry

Members Absent: Paul Zalucha

Also Present: Martha Zeeb, Paul Montagno, John Kingsley, Mary Heller, Carol Whitney, Charles Estleman, Karen Hertenstein, Dan Chapman, and 3 citizens

I. Approval of Agenda: Rob Mitzel asked to add item D – Date of September Meeting to the agenda. Erica Perry moved, 2nd by George Goodman, to approve the amended agenda including the date of the September meeting. Motion carried unanimously.

II. Approval of Minutes: Erica Perry moved, 2nd by George Goodman, to approve the minutes of the July 15, 2015 Regular Meeting as written. Motion carried unanimously.

III. Comments from Citizens: None

IV Township Board Report: John Westman said the Board approved a permit for a private road, permit for the Webster Fall Festival, and survey of 3 parcels totaling about 280 acres for the PDR Committee.

IV. Zoning Officer Report: See Zoning Report dated 8/26/2015 (see attached).

V. Public Hearing for Special Use Permit and Site Plan Approval for Webster Township Historical Society on North West corner of Farrell and Webster Church Roads.

A. Karen Hertenstein said she is representing the Webster Township Historical Society. She wants to put up a corn crib band shell in honor of her late husband, Richard Dieterle. The spot chosen is the highest and driest with an alternate proposal where the music tent is at the Fall Festival. She would like landscaping and buffering to be an administrative memorandum so this project can move ahead. There are 10 parking spots by the Community House and a reciprocal agreement with the church. She plans music 5 times during the summer and they will be done before dusk with not a lot of traffic.

B. Paul Montagno said this is an expansion of a non-conforming use so it would need to go to the ZBA or instead apply for a Special Use Permit to cover the entire site plus the Band Stand. The area surrounding the property is zoned Agriculture but not likely to be used for Ag so he feels the proposal is logical and consistent with the goals of the Township's Master Plan. The Zoning Ordinance requires on-site parking and the existing use would need 10 spaces. The band stand could be a special event so we can deal with parking on an as needed basis. As the Community House is separated from the rest of the grounds by the Boy Scout cabin we will need an easement for parking. As the special use permit goes with the land we need a vision for the area in the future – for the welfare and safety of everyone and to minimize intrusions of light, sound, etc. He read the Special use Standards on pages 8-10 of his letter dated August 19, 2015 (attached).

C. Rob Mitzel opened the Public Hearing for Public Comment at 7: 25 pm.

1. John Scharf said he supports the Webster Township Historical Society but trusts we will give careful deliberation to this request as the corn crib use could grow to generate revenue. The Ark is a 501 c 3 that changed over time so he likes a 5 times per year limit. Parking is a big issue so he prefers each event gets a permit. The sound from the corn crib aims south towards his house and trees are not enough.

2. Dan Chapman, Chairman of the WTHS Board, said we want to maintain the property as it is, with occasional use of the corn crib as a bit of a money maker as that would be helpful to maintain the buildings. We asked Karen to allow us to determine where the corn crib would be located, to make sure it is low maintenance, and be given to the Historical Society when it is built. The Board is aging and they have talked with the Township on the future but have no plans to sell as commercial. We are willing to work with the Township Board on closing times, lighting, and sound as the people will sit close to the corn crib, and restrict alcohol and smoking. We will ask the Township Board to use their parking area.

3. As there were no further comments Rob Mitzel closed the Public Hearing at 7:37 pm.

D. Rob Mitzel asked about the on-site parking. Paul Montagno said if there is clear access from the Community House he recommends it is acceptable. Rob Mitzel wanted permanent access in case the Boy Scout cabin is sold.

E. Rob Mitzel asked for questions from the Commissioners.

1. George Goodman said we need basic restrictions in the Special Use Permit and event specific restrictions for individual event permits. He was concerned about the hours of operation, number of events, and progressive growth of the Township to bring others to the event for a safe environment.

2. Cindy Zuccaro recused herself at 7:52pm as she is a Historical Society Board member.

3. Erica Perry wanted a Special Event Permit each time so we have control. She suggested using Township hall parking to prevent more impervious surface. She asked if the band stand could be directed toward more non-residential areas but Karen Hertenstein wanted to preserve the center of the grounds for activities. She is not willing to face the band stand west due to the sun.

4. John Westman said the application was for an existing archeological park and for a new band stand. He said the Historical Society and the Township have discussed the Township taking over and he is not interested in managing a concert venue. He does not support renting it to generate income. The band shell is not a historical structure. He asked how the Historical Society will afford to maintain the band shell after construction.

F. Rob Mitzel asked Dan Chapman if they plan to keep the activity level similar to prior years. Dan said yes except for the Band Stand.

1. Rob asked about amplified music and Karen Hertenstein said it would be similar to the music at the Fall Festival. He asked if bands would rehearse there and was told no.

2. Rob said a Special Use Permit gives certainty to the future of the site. The Band stand would need a Special Event Permit each time.

3. Rob said the Planning Consultant issues were addressed except documentation of parking at the Community House, access across the Boy Scout area, and landscaping.

G. Paul Montagno said the Zoning Ordinance requires a visual buffer, fence or berm to the south.

H. Karen Hertenstein said she thought the corn crib band stand would be built next year and she plans a large fund raiser at the Ark on November 21st so she needs to know if this will happen.

I. Dan Chapman said a tree buffer is okay but the expense of paving a parking area or putting up a berm would make this a no starter. Karen is financing this, not the Historical Society.

J. Erica Perry asked Karen if maintenance is included in the donation requests. Karen said it depends on the amount raised. She will need to return the donations if this doesn't get approved.

K. Erica Perry moved, 2nd by George Goodman, to recommend the Township Board of Trustees approve the Special Land Use Permit for Archeological Park for the 2 parcels, and to recommend conditions for activity level maintained at similar level as last 10 years, and if proposed Band Stand is approved with each event getting a Special Event Permit from the Township Board detailing parking, noise, timing, sanitation, crowd management, how the event supports the historical purpose of the site, no smoking, no alcohol, all events end at dusk, and no rehearsals generating noise.

1. John Westman said the motion was too lengthy and the Band Stand should be a separate issue.

2. Erica Perry asked about landscaping and site plan issue. Rob Mitzel said Special Land Use Permit is subject to approval of a site plan which includes parking, landscape buffer and 14 conditions mentioned by the Planner.

3. Wilber Woods said he liked Karen's idea.

4. The Commissioners voted and the motion passed 4 in favor and John Westman voting no.

L. Site Plan – Rob Mitzel said the Site Plan needs documentation of access between parking at the Community House and the grounds, how many parking spaces are there, and landscaping buffer between the Historical Society and the parcel to the south.

1. Paul Montagno said 10 parking spaces are needed. It is not required to be paved but it must meet aisle width requirements.

2. Erica Perry moved, 2nd by George Goodman, to approve the Webster Township Historical Society site plan subject to condition that it be administratively approved, and designate 10 parking spots at the Community Center, and include buffered landscaping on south property line, and permanent pedestrian

access documentation between Community House and grounds, and no reason to come back to the Planning Commission.

a. Rob Mitzel asked to add that the Site Plan be approved subject to Township Board approving the Special Land Use Permit. This was acceptable to Erica and George.

b. John Scharf asked if it meets the setbacks. Rob said it does or it would need to go to the ZBA.

c. The Commissioners voted and the motion carried with 4 approving and John Westman voting no.

3. Rob Mitzel told Karen Hertenstein that she should provide revised site plan for the Township Board's September 15, 2015 meeting if it is on their agenda.

M. Cindy Zuccaro returned to the meeting at 8:58 pm.

VI. September Planning Commission Meeting – Rob Mitzel said he will not be able to attend the 16th of September and Paul Zalucha suggested postponing the meeting to September 23, 2015. Erica Perry moved, 2nd by George Goodman, to move the September meeting from September 16th to September 23rd. Motion carried unanimously.

VII. Master Plan – Rob Mitzel presented the 2015 Draft (attached) for discussion. The Commissioners reviewed it and made some suggestions. Rob will revise for the September meeting as we could then vote to hold a Public Hearing after the required notification process.

VIII. Webster Township Licensed Home Based Occupation Ordinance #2006-3 (attached).

A. Paul Montegno discussed his changes based on our July Meeting. The definition of structures now is consistent with the Zoning Ordinance; it prohibits commercial traffic, and increases the allowed number of employees. Gary Koch can make businesses aware so they are compliant.

B. Erica Perry wanted screened outdoor storage allowed on larger parcels.

C. Cindy Zuccaro wanted setbacks for structures.

D. Rob Mitzel wanted no more than 2 employees on site.

E. Erica Perry moved, 2nd by Cindy Zuccaro, to recommend to the Township Board of Trustees the Webster Township licensed Home Based Occupation Ordinance 2006-3 amended changes that Paul Montegno will provide. Motion carried unanimously.

1. Paul Montegno said he would make a memo for Rob Mitzel and Gary Koch.

2. Rob Mitzel said the Township Board would hold a public hearing on it.

IX. Citizens comments – Charles Estleman said this was a very productive meeting.

X. General Discussion/ Correspondence: Rob Mitzel mentioned there is a Storm Water Management seminar November 30, 2015 in Novi. Paul Montegno said the Michigan Association of Planning Conference will be in Detroit this year. Rob Mitzel had 2 Zoning magazines and a flyer of the Huron Waterloo Pathway.

XI. Erica Perry moved, 2nd by Cindy Zuccaro, to adjourn. Motion carried. The meeting adjourned at 10:00 pm.

NEXT MEETING DATE:

Regular Meeting, Wednesday, September 23, 2015 at 7:00 p.m.

Respectfully Submitted,



Wilber Woods, Secretary

WW:mlz

copy to: J. Kingsley

M. Heller

G. Koch

MINUTES OF THE 450TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, SEPTEMBER 23, 2015

The Meeting was called to order at 7:04 p.m. by Chairperson Mitzel in the Township Hall.

WTPC Members Present: Wilber Woods, Rob Mitzel, Cynthia Zuccaro, Erica Perry, John Westman, George Goodman

WTPC Members Absent : Paul Zalucha

Also Present: Martha Zeeb, John Kingsley, Gary Koch, Charles Estleman, Paul Montagno, and 2 citizens

I. Approval of Agenda: John Westman moved, 2nd by Cynthia Zuccaro, to approve the Agenda as presented. Motion carried.

II. Approval of Minutes: Erica Perry moved, 2nd by George Goodman, to approve the August 26, 2015 minutes of the Regular Planning Commission Meeting and Public Hearing as written. Motion carried.

III. Citizens Wishing to Address the Commission: None

IV. Township Board Report:

A. John Westman said they approved the Special Land Use Permit for Archeological Park and Site Plan of the Webster Township Historic Society.

B. John Kingsley presented a suggested revised fee schedule in line with Township cost data and it will be vote on next month. Rob Mitzel asked for a copy for the Commissioners.

V. Zoning Report (see attached Zoning Report dated September 23, 2015) Gary Koch reviewed the report and also a list of items the Commissioners could look at in the Zoning Ordinance. He said Verizon has submitted an application and site plan for a 190' tower on Northfield Church Road. The Road Commission has shut down Strawberry Lake Road to fix a culvert. The Township is to pay for half. Rob Mitzel said the Road Commission left barricades, etc. on North Territorial Road after construction. Gary said he would let them know.

VI. Master Plan

A. Rob Mitzel reviewed the notes from the last meeting, etc. to make a clean copy of the Master Plan. He passed out revised maps to replace those in, or missing from, the Master Plan.

B. He asked for comments from the Commissioners.

1. Erica Perry asked to revise 2.04 that the last PDR millage provides funding to 2024.

2. Erica Perry asked if Capital Improvements were already developed in 2.10.

3. John Westman asked if John Enos has reviewed the Affordable Housing section. Paul Montagno said he will verify that John Enos has done this and provided his blessing.

4. John Westman suggested not having the alternate energy section as there is not enough sun or wind. Cindy Zuccaro said solar is effective in the summer and she knows people who are interested in a small wind tower. Paul Montagno said it could be more specific on what we expect. Rob Mitzel said we can make it clear it is for small scale use.

C. Paul Montagno reviewed his memorandum, dated September 11, 2015 regarding the procedure for adopting the Master Plan (see attached). He also read a sample letter to send to entities with the draft Master Plan (see attached).

D. Rob Mitzel will make requested revisions, for Township Board review, before it is sent out to others.

E. Erica Perry moved, 2nd by Cindy Zuccaro, to ask the Township Board for authorization to distribute the draft Master Plan for comment, with inclusion of changes discussed tonight. Motion carried unanimously.

- VII. Wetland and Watercourse Buffer Zones in Section 16.20 of the Zoning Ordinance.
- A. Cindy Zuccaro expressed concern about clear cutting on Whitney Creek off Pillar Drive. She found out the 25 foot buffer is for new site plans. She said a vegetative strip should be clarified.
 - B. Erica Perry said it was a fragile area and a branch of the Arms Creek. Kris Olssen has offered free help to protect all creeks in the Township.
 - C. Paul Montagno said a stand-alone ordinance would have police power. We could update the language in the Zoning Ordinance regarding what is a vegetative strip.
 - 1. Rob Mitzel asked the Commissioners if we need to define a vegetative strip and was told it is clear.
 - 2. Erica Perry said we will look at Natural River Overlay in the Implementation matrix.
 - D. Gary Koch said he contacted the State and was told it is not their district. The County Water Resources Commission said they would send someone out but he didn't hear back from them. Gary asked if it is a natural creek or dug during the Depression.
 - E. Rob Mitzel said we should get through the Master Plan and Implementation Matrix.

VIII. Citizens comments: None.

X. Correspondence/General Discussion:

A. Erica Perry asked John Westman to include PDR on our agenda. Rob Mitzel said it could be part of the Township Board report. John Westman said the PDR Committee is putting a newsletter in the next tax bill. They are getting support from the County Park & Recreation Committee so we are getting more natural feature preservation.

B. Rob Mitzel said he and Paul Zalucha are getting travel pressure from work so we might consider a new Vice Chairman. George Goodman said he is getting travel pressure also. John Westman said we could elect a Chair for one meeting only. Rob Mitzel said he would have the meeting packet ready.

XI. Erica Perry moved, 2nd by George Goodman, to adjourn the meeting at 8.22 p.m. Motion carried. The meeting adjourned at 8.22 p.m.

NEXT MEETING DATE:

Regular Meeting: Wednesday, October 21, 2015 at 7:00 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

Copy to: J. Kingsley

M. Heller

G. Koch

MINUTES OF THE 451ST REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, OCTOBER 21, 2015

The Meeting was called to order at 7:00 p.m. by Vice-Chairperson Zalucha at the Township Hall.

WTPC Members Present: Wilber Woods, Cynthia Zuccaro, George Goodman, John Westman, Erica Perry, Paul Zalucha

Members Absent: Robert Mitzel

Also Present: Martha Zeeb, Paul Montagno, John Kingsley, Steven Brouwer

I. Approval of Agenda: Erica Perry moved, 2nd by John Westman, to approve the agenda as written. Motion carried unanimously.

II. Approval of Minutes: Erica Perry said in item 7 A it should be Scadin Creek and in item X A it is the Washtenaw County Park & Recreation Commission. George Goodman moved, 2nd by Cindy Zuccaro, to accept the minutes of the September 23, 2015 Regular Meeting except changing Whitney Creek to Scadin Creek and Committee to Commission. Motion carried unanimously.

III. Comments from Citizens: None

IV. Township Board Report: John Westman said the Board passed a resolution for Broadband in Webster Township and approved the new fee schedule for Township services. The Board approved sending the Master Plan to other entities for review. The PDR budget was amended to increase the level of money for the consultant to \$30,000/yr. Eight PDR projects may be completed that would mostly be funded by the County as they are natural feature areas.

V. Zoning Officer Report: John Kingsley said we approved 11 permits in the last month, and one land split. The Township has a completed application for a broadband tower from the Webster Broadband Cooperative that will come to the Planning Commission next month. The Verizon application is incomplete. The Zoning Administrator position is posted. It is a full time position.

VI. A.R.Brouwer, LLC potential site plan for 7.06 acres on east side of Mast Road north of Joy Road.

A. Steven Brouwer said he met with John Kingsley and passed out a site plan for 4144 Mast Road (attached). It is for a multi-family project and asked if the Township would support this kind of a project on this property. The proposed units fit the property topography. The ponds are manmade. The Road Commission limits access to the site. The property is currently zoned Industrial and would need to be rezoned. The Township has a 425 agreement with Dexter City to use their water and sewer on this property if it is Industrial. The Brouwer's are proposing community well and septic. He asked for feedback from the Commissioners.

B. Erica Perry said the Master Plan is for mixed use in this area and we would like affordable and senior housing. Steven Brouwer said they would be single story units, 1200 square feet in size, and could support an older segment of the population. It could be condos or rentals depending on feedback from the Township. He was willing, but not sure if they would cost less than \$200,000.

C. John Kingsley said step one would be to rezone the property to conditional residential zoning. Dexter has passed an ordinance that they won't service development beyond their limit and it is very specific in the 425 agreement that it is only for Industrial. Changing this agreement would need a vote from Dexter City and the Township Board. The Brouwer's are proposing an oversized septic tank and not a sewage treatment plant. The Zoning Ordinance's intent is for one well and septic tank per lot.

D. Paul Montagno said the Township could initiate a meeting with Dexter as we are revising the Master Plan. This is a gateway to the community so it is better than Industrial. He would look to see if PUD could allow community well and septic. Paul Zalucha asked Paul Montagno to look into if the definition of a lot could be a condominium lot.

E. George Goodman said he supports the project and wondered if adding 2 more buildings could help bring the price down. He mentioned covering maintenance, or replacement of the well and septic, with monthly association fees or an escrow fund.

1. Steve Brouwer said yearly fees in a condo association would be there to deal with issues or, if they are rental units, he would be responsible.

2. Paul Montagno said to look at the homeowner agreement from developer to homeowner to ensure the dedicated funds would be there.

F. Paul Zalucha asked if any Commissioners were opposed to the project and all were in favor. Cindy Zuccaro wanted the units to be reasonably priced.

G. Paul Zalucha said we would get back to the Brouwer's in 2- 3 weeks.

VII. Potential Zoning Ordinance Revisions

A. The Commissioners reviewed the letter from Gary Koch dated September 23, 2015 (attached) and Paul Zalucha asked what order they wanted to address the items. (Item 3 and 6 are already done)

B. The Commissioners decided they would deal with #4 first, #5 second, #2 third, and #1 last.

VIII. Citizens comments – None

IX. General Discussion/ Correspondence: Paul Zalucha had copies of letters from Paul Montagno on Master Plan process and one for the Township to send to municipalities.

X. Cindy Zuccaro moved, 2nd by Erica Perry, to adjourn. Motion carried. The meeting adjourned at 8:13 pm.

NEXT MEETING DATE:

Regular Meeting, Wednesday, November 18, 2015 at 7:00 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

copy to: J. Kingsley

M. Heller

MINUTES OF THE 452ND REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, NOVEMBER 18, 2015

The Meeting was called to order at 7:04 p.m. by Chairperson Mitzel in the Township Hall.

WTPC Members Present: Wilber Woods, Rob Mitzel, Cynthia Zuccaro, John Westman, George Goodman

WTPC Members Absent : Paul Zalucha, Erica Perry

Also Present: Martha Zeeb, John Kingsley, Mary Heller, Paul Montagno

I. Approval of Agenda: Cynthia Zuccaro moved, 2nd by George Goodman, to approve the Agenda as presented. Motion carried.

II. Approval of Minutes: John Westman moved, 2nd by Cindy Zuccaro, to approve the October 21, 2015 minutes of the Regular Planning Commission Meeting as presented. Motion carried.

III. Citizens Wishing to Address the Commission: None

IV. Township Board Report: John Westman said the new Fire Chief presented his ideas. The proposed fire budget is significantly higher than last year.

V. Zoning Report – Rob Mitzel said the Township is conducting interviews for a Zoning Administrator. John Kingsley passed around a report of permits issued in the past month.

VI. Zoning Ordinance Revisions – The Commissioners reviewed the memo dated November 10, 2015 from Paul Montagno, Township Planner (attached)

A. Definition of Development. After some discussion Rob Mitzel said to use the first definition that Paul Montagno presented.

B. Paul Montagno said measuring the road setback in Ag District needs to be from the center line of the road, to be consistent with other zoning districts. He also suggested changing Major Road to Primary Road in the Zoning Ordinance if the proposed Master Plan is adopted.

C. Paul Montagno suggested amending Section 9.10D.xi to read “Parking – a single family dwelling shall provide a least two (2) on-site parking spaces” to be consistent with Section 13.95.

D. The definition of Building was changed to “A structure covered by a roof that may or may not be enclosed by exterior wall built, erected, and framed of component structural parts, designed for the housing, shelter, enclosure, and support of individuals, animals or property of any kind.”

E. The Commissioners liked the definition of Petting Farm and Historical Museum that Paul Montagno presented in his memo. They decided to not define Agricultural Processing.

F. George Goodman suggested defining Animal Slaughter house as “A facility used for butchering and/or processing animals” and this was agreed to by the Commissioners.

G. After discussion it was decided that Paul Montagno should come up with a definition of Agricultural Teaching Center. The Special Use Section can make restrictions as needed.

H. Paul Montagno will provide direction for Event, Festival or Festival Permit.

VII. Rob Mitzel presented the Planned Unit Development Special District from Salem Township’s Zoning Ordinance that included Transfer of Development Rights (attached).

A. Rob Mitzel stressed that a bonus density can be given to developers if another parcel they own in the same Township is protected. He said non-contiguous PUD with TDR is in our planned matrix and would be an option for landowners to preserve open space.

B. John Westman said the concept has merit but people usually want easy and this is complex. In addition large high density areas may impact roads and residents may push back as everyone has a different idea of what is high density.

B. Paul Montagno said neither Salem nor Northfield Townships have used the TDR in their

zoning ordinance yet. He suggested, before we work on adopting language, that he talk to developers to see if it is useful and has economic value.

VIII. Citizens comments: None.

IX. Correspondence/General Discussion:

A. John Kingsley passed out Webster Broadband Cooperative Fixed Wireless Internet Tower proposal to look over for the December Public Hearing.

B. Rob Mitzel said Verizon may not have their application for a cell phone tower complete in time for the December 16, 2015 meeting.

C. Rob Mitzel had Planning & Zoning News and Township Focus Magazines. He also had a brochure on Transportation Bonanza for a December 10th seminar.

X. Cindy Zuccaro moved, 2nd by George Goodman, to adjourn the meeting. Motion carried. The meeting adjourned at 8.37 p.m.

NEXT MEETING DATE:

Regular Meeting: Wednesday, December 16, 2015 at 7:00 p.m.

Public Hearing: Wednesday, December 16, 2015 at 7:00 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

Copy to: J. Kingsley
M. Heller

MINUTES OF THE 453RD REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, DECEMBER 16, 2015

The Meeting was called to order at 7:00 p.m. by Chairperson Mitzel at the Township Hall.

WTPC Members Present: Wilber Woods, John Westman, Erica Perry, Paul Zalucha, Robert Mitzel

Members Absent: Cynthia Zuccaro, George Goodman

Also Present: Martha Zeeb, John Kingsley, Mary Heller, Gary Koch, Charles Estleman, Randy Raiford and a room full of citizens

I. Approval of Agenda: Erica Perry moved, 2nd by Paul Zalucha, to accept the agenda as printed. Motion carried unanimously.

II. Approval of Minutes: John Westman moved, 2nd by Wilber Woods, to approve the Planning Commission minutes of the November 18, 2015 Regular Meeting as presented. Motion carried unanimously.

III. Comments from Citizens: None

IV. Township Board Report: John Westman said the Board appointed Rob Mitzel to the Zoning Board of Appeals and appointed Rob Mitzel, Erica Perry and Cindy Zuccaro to the Planning Commission.

V. Zoning Officer Report: Randy Raiford started December 1, 2015 as Zoning Administrator. Randy said he has helped assess and received four zoning complaints which he has asked the owners to correct.

VI. Public Hearing for Special Use Permit and Site Plan approval for Webster Broadband Cooperative Wireless Telecommunication Tower at 9260 Scully Road. (See attached)

VII. Discussion of Webster Broadband Cooperative Wireless Telecommunication Tower

A. Rob Mitzel asked for questions from the Commissioners

1. Paul Zalucha asked about the tower's fall zone. Chris Leonello explained the tower is 400 feet from the neighbor's residence and it is 70 feet from John Harnois's house. The tower is designed to fall within.

2. John Westman asked about the tower base. Chris Leonello said it is 6 feet deep and the cement slab is 6'x6' by 1' with a pier on top.

B. Rob Mitzel reviewed Zoning Ordinance requirements for a tower. He said the Security Bond is a condition of approval. Randy Raiford's review said the Zoning Ordinance requirements for a Special Land Use Permit and Site Plan have been met. Issues are the Fire Dept. request for a turn-around and waive the road frontage requirement as the Harnois parcel has no road frontage.

1. John Westman said the Fire Dept. requests seem excessive as they shouldn't need a large fire truck there.

2. Randy Raiford said in the future the tower may need to be stronger and servicemen to climb it.

3. Erica Perry asked if they will need to come back to the Planning Commission to expand the tower. Rob Mitzel explained they can go 20 feet higher without coming back to us and they can co-locate other companies, but a new structure would need to come to us.

4. Rob Mitzel said the site plan shows an access drive to the tower. Chris Leonello said it is 12 feet wide. Rob Mitzel said the 20 foot width the Fire Dept. requests is not in the zoning ordinance but a turn-around is needed and a key for the gate is good.

5. Paul Zalucha said the Fire Dept. requests the turn-around be within 50 feet from the tower and he learned there is an existing turn-around 70 feet away.

C. Erica Perry made a motion to approve the site plan for Wireless Telecommunication Tower at 9260 Scully Road subject to the Township Board approve the Special Land Use Permit and waive road construction turn around recommendation to tower and accept landscape proposal as already beautiful and waive road frontage as provided in zoning ordinance. Paul Zalucha 2nd the motion. The members voted and it carried unanimously.

D. Erica Perry moved, 2nd by Paul Zalucha, to recommend to the Township Board to approve the Special Land Use application as have met all requirements for special land use. Motion Carried. They will need a bond for removal of the tower before getting a building permit.

- E. The Commissioners took a 5 minute break as many of the attendees were leaving.
- VIII. Public Hearing for Revised Master Plan
 - A. Rob Mitzel said he received only one comment. It was from the Huron River Metropolitan Authority saying they wanted their name spelled out.
 - B. Paul Zalucha moved, 2nd by John Westman, to set a public hearing for the revised Master Plan for January 20, 2016. Motion Carried.
- IX. Zoning Ordinance revisions from Paul Montagno, Township Planner were discussed and suggestions made to correct spelling items and reword Building definition.
- X. Citizens comments – Gary Koch said the Building definition came up when someone questioned if a porch could be in the setback or was it part of the house.
- XI. General Discussion/ Correspondence:
 - A. Rob Mitzel had copies of Township Focus and Planning and Zoning Magazines.
 - B. Erica Perry explained that Webster Township is included in part of the State’s Natural River District. The Huron River Watershed Council has a renewed grant which could be used to make a brochure to protect the area and the DNR is willing to pay for mailings. Rob Mitzel said we can work on it during the implementation matrix.
- XII. Paul Zalucha moved, 2nd by Erica Perry, to adjourn. Motion carried. The meeting adjourned at 8:48 pm.

NEXT MEETING DATE:

Public Hearing, Wednesday, January 20, 2016 at 7:00 p.m.
Regular Meeting, Wednesday, January 20, 2016 at 7:00 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz
copy to: J. Kingsley
M. Heller
R. Raiford