

MINUTES OF THE 361ST REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, JANUARY 23, 2008

The Meeting was called to order at 7:30 p.m. by Chairperson Zalucha at the Township Hall.

WTPC Members Present: Wilber Woods, Paul Zalucha, Dave Lovell, Erica Perry, Gerry Calhoun, Gary Koch, Cynthia Zuccaro, Rob Mitzel

WTPC Members Absent: None

Also Present : Martha Zeeb, Bruce Pindzia , Megan Minock, Jennifer Simonds, Rick Kleinschmidt, Charles Estleman, John Kingsley, Mary Dee Heller

OLD BUSINESS:

I. Paul Zalucha read the minutes of the December 19, 2007 Regular Meeting. Gary Koch said that in item II A it should be “Alternate” instead of “Alternative”. Gary Koch moved, 2nd by Erica Perry, to approve the minutes with this change. Motion Carried.

II. Township Board Report and Approval of Agenda were next on the agenda.

A. Gary Koch reported on the January Township Board Meeting.

1. Cynthia Zuccaro and Robert Mitzel were appointed and Wilber Woods, and Paul Zalucha were re-appointed to the Webster Township Planning Commission. Lorie Hunter will be the ZBA Alternate. Karl Fink resigned from the Township Board effective February 1, 2008.

2. The Township Board did not take action on the Earth Art Special Use Permit.

B. Gerry Calhoun moved, 2nd by Gary Koch, to accept the agenda as written. Gerry amended her motion to add the new Commissioners and remove Don Heller from the Roll Call. This change was acceptable to Gary Koch. Motion Carried.

III. Citizens Wishing to Address the Commission: None

IV. Bruce Pindzia presented the Zoning Officer Update and Year End Summary. Work is completed on North Meadows and the Preserve. The Methodist Church has completed 3 of the drainage items.

V. Zoning Ordinance Review of Articles 6 – ZBA followed with Jennifer Simonds, Chairperson of the ZBA, asking for specific changes.

A. Jennifer asked that item 6.10 I Annual Budget be deleted and the Commissioners okayed this change.

B. Jennifer asked that item 6.15 B 2 be changed from “filed with” the Township Clerk to “submitted to” the Township Clerk because when it is filed the clock starts. The Planning Commissioners accepted this change.

C. Jennifer asked that item 6.15 B 8 –Township Planner be eliminated as the ZBA By Laws spell out how to handle applications.

1. Megan said the Planning Commissioners need to consider the flexibility of the By Laws and what needs to be communicated to applicants. Megan said the By Laws purpose is to structure common operating procedures and it can be changed by the ZBA. The Zoning Ordinance is law and can take a long time to change.

2. Jennifer said Mark Reading worked closely with the ZBA to write the By Laws.

3. Megan asked if the Commissioners would like to have the Zoning Ordinance say

“Members of the ZBA, in accordance with the ZBA By Laws, shall determine...” The Commissioners accepted this change.

D. Jennifer asked that in item 6.15 B 14 (a) “the appeal number” be removed as we don’t use appeal numbers. The Commissioners agreed with this change.

E. Jennifer asked that in item 6.15 B 14 (b) “may issue or” be deleted as they don’t issue permits. The Commissioners agreed with this change

F. Jennifer asked that the first sentence of item 6.20 B 2 be removed. The Commissioners agreed to remove this sentence. They said to instead include Bruce’s proposed underlined wording, in addition to keeping the last sentence.

G. Jennifer asked that item 6.20 B 4 Staking be removed as not every application needs this and it is a procedure in the By Laws. After discussion the Commissioners agreed to remove it.

H. The Commissioners agreed to eliminate Township Planner in item 6.20 B8 and change it to agree with action item on verification of completeness.

I. Jennifer asked that in item 6.20B 10 to add “and verification of completeness” after “Following receipt”. The Commissioners agreed with this change.

J. Jennifer asked that item 6.20 B12(b) be replaced by 9 Standards of Review which she found on line that is easier to understand and easier to make decisions and is easier for the applicant. Megan agreed they were good for decision making and good for the average person as they say the same things as in 12 (b) and is defensible.

1. The Commissioners wanted 12 (b) i “All required information has been provided and fees paid” to remain in the Standards. Megan agreed for consistency throughout the Ordinance.

2. Rob Mitzel asked if “dust, noise, fumes...” in item x should be included. Megan said that Webster is a rural community that has these and we should not set the farmer up. She asked for a show of hands to add “dust, smoke,” etc. to item 5 of the Standards of Review. 2=yes and 5=no.

3. The Commissioners reviewed the 9 proposed Standards of Review.

a. The Commissioners agreed to add item 1, 2 from current Standards as requested, & 3.

b. The Commissioners discussed item 4 and 6 of the Commissioners agreed it should be added – however Erica and Gary felt it needed rewording. Megan will work on this.

c. The Commissioners agreed to add item 5 and item 6, both with a change to add “surrounding properties” after neighborhood.

d. The Commissioners agreed to add item 7 as it is substantial justice.

e. The Commissioners agreed to add items 8 and 9.

K. Jennifer asked to change item 6.20B 14 from 12 months to 180 days so it is the same as our current Zoning Ordinance. The Commissioners agreed, but Megan will check State law.

L. Jennifer asked to make Section 6.25 a separate article in the Zoning Ordinance as it is not under the ZBA umbrella. Megan liked this idea as it is not clear when buried in the ZBA Section. The Commissioners all agreed.

M. Section 6.30 was discussed

1. Jennifer asked that in item 6.30 A we remove all except the first sentence as we don’t tell the court how to do their business. Megan said there was no other mention of the circuit court so it is not consistent to have it in here.

2. Jennifer asked that in item 6.30 C the time to file an appeal should be changed from 30 days back to 21 days. Bruce looked at the 2006 Zoning Enabling Act and learned it is 30 days and most of item 6.30 is in the Zoning Enabling Act so it is not necessary. The Commissioners agreed to remove the Circuit Court.

NEW BUSINESS: None

VI. Citizens Wishing to Address the Commission: None

VII. GENERAL DISCUSSION:

- A. Paul Zalucha showed the Commissioners the Certificate of Appreciation for Don Heller that he will get to him.
- B. There is a Citizen Planner Seminar on Risk Management for Planning and Zoning on February 13, 2008.

VIII Erica Perry moved, 2nd by Rob Mitzel, to adjourn. Motion carried. The meeting adjourned at 10:35 p.m.

NEXT MEETING DATE:

Regular Meeting, Wednesday, February 20, 2008 at 7:30 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

Copy to: J. Kingsely

M. Heller

E. Perdu

B. Pindzia

MINUTES OF THE 362ND REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, FEBRUARY 20, 2008

The Meeting was called to order at 7:30p.m. by Chairperson Zalucha at the Township Hall.

WTPC Members Present: Wilber Woods; Paul Zalucha, Erica Perry, Gary Koch, Gerry Calhoun, Dave Lovell, Robert Mitzel, Cynthia Zuccaro

Members Absent: None

Also Present: Martha Zeeb, Megan Minock, Bruce Pindzia , Charles Estleman, Mary Dee Heller and John Kingsley

OLD BUSINESS:

I. Paul Zalucha read the minutes of the January 23, 2008 Regular Meeting. Gary Koch asked to replace the first sentence in IIA 1 with "Cynthia Zuccaro and Robert Mitzel were appointed, and Wilber Woods and Paul Zalucha were reappointed to the Webster Township Planning Commission.". Gary Koch moved, 2nd by Cynthia Zuccaro, to approve the minutes with this change. Motion Carried.

II. Township Board Report and Approval of Agenda were next on the agenda.

- A. Paul Zalucha asked to move item 7. New Business: Election of Officers before item 6. Old Business on the meeting agenda. Rob Mitzel moved, 2nd by Gary Koch, to approve the agenda as amended. Carried.
- B. Gary Koch said Charles Estleman was appointed as the new Township Trustee, Dita Albert was appointed to the Board of Review, and Randy Krull was appointed to the ZBA at the Township Board Meeting on February 19, 2008.

III. Paul Zalucha asked for comments from citizens: None

IV. Zoning Officer Update: Bruce Pindzia said 3 permits have been issued and he has dealt with several complaints.

NEW BUSINESS:

V. Election of Officers

- A. Erica Perry nominated Paul Zalucha to continue as Chairman. This was 2nd by Gary Koch. Carried.
- B. Erica Perry nominated Gerry Calhoun to continue as Vice Chairman. This was 2nd by Gary Koch. Carried.
- C. Cindy Zuccaro nominated Wilber Woods to continue as Secretary. This was 2nd by Erica Perry. Carried.

OLD BUSINESS CONTINUED:

VI. Megan Minock lead the discussion on the Proposed Zoning Ordinance Review.

A. FAR in R-3 District – Megan suggested a 10% difference between the FAR and Lot coverage to encourage increased density in this District as suggested in the proposed Master Plan.

1. The Commissioners decided on 30% FAR and 20% lot coverage similar to Scio Township.
2. Bruce will revisit set back requirements in the R-3 District and Megan will go over it for the March Meeting.

B. Section 12.90 – Removal of Earth Material – Megan stressed that removal of earth material can become a fabulous development if it is handled right and a balance must be struck for farmers, etc. The Commissioners wanted regulations to ensure reclamation, etc. Bruce said the Special Use permit provides for annual review of the property to ensure compliance.

1. The Commissioners all agreed to drop the additional approval standards in Section 12.90 and to rely on the Special Land Use Standards. They will add requirements for earth removal operations and add to item 3 on page 244 a request for a concept plan showing feasibility of intended use after reclamation.

2. The Commissioners reviewed #4-10 of Scio Township's standards and Megan will rewrite and bring them back next month. The Commissioners liked hours of operation to be 7 am to 7 pm, or sundown, whichever is earlier. The Commissioners removed the 10 year maximum duration. The Commissioners wanted the property fenced on all sides. The Commissioners wanted more research on proper screening of the property, % of the property being mined at one time, on roads to be traveled, and if a 160 foot set back would fit Webster Township.

3. Paul Zalucha asked why it is in Article 12 and then general standards in Article 13. Paul suggested to keep it all in Article 12.

4. The Commissioners thought 1000 cubic yards was only enough for a driveway. Bruce and Megan will research a more appropriate number for the permit regulations to kick in.

C. Definition of Laundromat

1. The Commissioners agreed to strike "to businesses" from the definition and to change it to "An establishment providing washing and drying facilities, and /or dry cleaning services.

2. The Commissioners agreed Laundromats would be a permitted use in the Industrial District and washing and drying facilities would be a permitted use in the Commercial District. Dry cleaning services would be a Special Use in the Commercial District

D. Variable Fees - Megan felt it best if all three entities have the power to set variable fees as all are empowered to make decisions. Bruce said he makes recommendations but the Planning Commission and Township Board set the variable fees. The Commissioners decided they would maintain the current proposed standards.

E. Woodland Size Requirement – Megan said this regulation applies for site plan review when developing more than 3 lots and we need an economic incentive to protect the trees from clear cutting. Bruce said it does not prohibit tree cutting but developers must replant the trees. 6 Commissioners were in favor of keeping the current standards.

F. Berms - Megan said this is an allowed option between non-residential and residential uses. Berms are more expensive and take more space than a landscaped screen. Vegetative screens need to block the view year round. The Commissioners liked berms at times and asked Megan to bring recommendations for beefed up landscaping to the next meeting.

VII Rob Mitzel moved, 2nd by Erica Perry, to postpone the Zoning map Review until the March meeting. Carried.

VIII Citizens Wishing to Address the Commission: Charles Estleman thanked the Planning Commission on all their work and asked when they expect to finish.

IX General Discussion:

A. Megan will bring material on wind towers for the Commissioners to review.

B. Bruce mentioned that residents around the Township lakes have drafted zoning regulations for their small lots. Bruce asked the Commissioners to consider waterfront zoning and also an overlay district. It will take Erin and Megan and Bruce 7 months for a lakefront ordinance process. Rob Mitzel moved, 2nd Erica Perry, that the Planning Commission directs Bruce to continue working on the proposed lakefront ordinance. Motion Carried.

X. Erica Perry moved, 2nd by Cynthia Zuccaro, to adjourn. Motion Carried. The meeting adjourned at 10:40 p.m.

NEXT MEETING DATE:

Regular Meeting, Wednesday, March 19, 2008 at 7:30 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

copy to: J. Kingsley

M. Heller

Erin Perdu

Bruce Pindzia

MINUTES OF THE 363RD REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, MARCH 19, 2008

The Meeting was called to order at 7:30 p.m. by Chairperson Zalucha at the Township Hall.

WTPC Members Present: Wilber Woods, Paul Zalucha, Dave Lovell, Erica Perry, Gerry Calhoun, Gary Koch, Robert Mitzel and Cynthia Zuccaro.

WTPC Members Absent: None.

Also Present: Bruce Pindzia, Megan Mason-Minock, Charles Estleman, Mary Dee Heller, John Kingsley and Rick Kleinschmidt.

Approval of Meeting Minutes:

I. Paul Zalucha read the minutes of the February 20, 2008 Regular Meeting. Erica Perry changed "he as dealt" to "he has dealt" in Item IV. Paul Zalucha changed the date from 2007 to 2008 in Item II B. Bruce Pindzia suggested adding the sentence "Motion carried." to Item IX B. Erica Perry changed "He said" to "Paul suggested" under item VI B(3) Erica Perry moved, 2nd by Gary Koch, to approve the minutes with these changes. Motion Carried.

II. Township Board Report and Approval of Agenda were next on the agenda.

A. Gary Koch moved, 2nd by Erica Perry, to approve the agenda as presented. Motion carried.

B. Gary Koch reported on the March 18, 2008 Township Board Meeting.

1. Upcoming area road projects were described.
2. Dexter School District Millage proposal was briefly described.
3. Trustee John Westman was appointed to the Dexter Area Fire Board.
4. Webster's roadside clean up has been scheduled for Saturday, April 19, 2008.
5. A new budget has been approved by the Board for the next fiscal year.

III. Citizens Wishing to Address the Commission: None

IV. Bruce Pindzia gave the Zoning Officer Update: Little permit activity was reported. The single family dwelling under construction at 7594 Base Lake Drive was discussed. The Uguccioni drainage complaint was described in detail. The Mumm zoning violation was briefly described.

V. OLD BUSINESS:

A. Section 12.90 Removal of Earth Materials:

Megan's presentation included discussion of definitions from other communities as well as consideration of a threshold number to act as a trigger for the proposed regulations. The Planning Commission agreed that the Blacksburg, Virginia definition was most appropriate if the phrase "for commercial purposes" was added to it. The figure of one thousand (1,000) cubic yards was also agreed upon as the threshold for a special use permit application. Megan was to research the best location for this number specification as the definitions section is not appropriate.

Road Access: Scio Township's regulations call for earth removal operations to be located on a paved road with a 120-foot wide, planned right-of-way. Megan noted the

disconnect between the requirement for a future or planned, extra wide right-of-way and the reality of the current width right-of-ways expected to be part of any special use permit application. The Commission voted against a requirement for a planned right-of-way width.

Transportation Routes: Comparisons were made with Scio Township standards (somewhat general) and Superior Township standards (more specific). Consensus was to utilize Scio Township's standards, which allow the routes to be determined at the discretion of the Township. No requirement should be established for arterial or major roads.

Setbacks: Pictorial representations were reviewed utilizing real Township parcels (40 acres and 20 acres in area). Setbacks were overlaid on each and compared. The biggest concern over extraction operations was how to limit disturbance to the neighbors. The Commission voted to require a 160-foot setback for all activities and a 200-foot setback for processing and stockpiling. In addition, mining should be limited to 40% of the parcel area at any given time. The minimum lot area was set at twenty (20) acres.

Fencing/Berming: Various example regulations were reviewed. The Planning Commission needs to consider safety and aesthetics when considering special use applications for extraction operations. Megan presented new language for requiring fencing and/or berming, which was unanimously agreed upon.

Restoration Plan: All special use permit applications for extraction operations need to have a restoration plan. If approved, the permit will require a performance bond to ensure compliance with the proposed restoration plan. The plan needs to be designed by a licensed engineer. The list of requirements should include the items noted from the Superior Township check list as well as those identified in Section 12.90 (C)(3) items (a) through (f) of Webster Township's proposed ordinance.

B. Section 13.75 Landscaping

Proposed landscaping requirements from Section 13.75 located on page 281 were reviewed. These regulations pertain to non-residential developments, which abut R-1, R-2, R-3 and MHP zoning districts. The regulations are weak and need strengthening. More detail in the requirements will result in a clearer direction for the applicants to follow.

General consensus was to eliminate the phrase "along major roads" from the requirements such that landscaping is required along all roads. The Commission further indicated that berms should be required to screen parking lots from the road frontage. It was also desired that landscaped islands be required to break up rows of automobiles in parking lots. Consideration should be given to providing parking space credits to developers who utilize low impact development practices such as bio-retention swales, pervious concrete, rain gardens, etc.

Discussion over providing landscaping examples in graphical or pictorial formats followed. General consensus was to have Megan prepare illustrations for inclusion with the ordinance.

The Commission also agreed to add the Agricultural (AG) zoning district to the list of residential districts which, when abutting a proposed non-residential development, trigger the landscaping requirements noted in Section 13.75.

The Commission also agreed to add native species plants to the list of approved species for landscaping new projects.

Megan and Bruce were asked to research the following:

- The best way to enforce an 80% opacity regulation after three years of growing seasons.
- Should the opacity requirement represent a summer, winter or other seasonal condition.
- What appropriate length of time should a performance guarantee (i.e. bond) be held by the Township.

VI. NEW BUSINESS: None

VII. Proposed Business for Next Meeting:

- Section 13.75 Landscaping (opacity regulations)
- Section 9.25 R-3 Regulations (setbacks)
- Discussion of proposed "Lakefront Residential Zoning District"
- Discussion of Wind Towers
- Review of the Zoning Map

VIII. Citizens Wishing to Address the Commission: None

IX. GENERAL DISCUSSION:

April 30, 2008 is the date set for an informational meeting regarding the proposed Lakefront Residential Zoning District. In lieu of mailing individual invitations to affected property owners, a notice will be posted on the Township's website and in the Dexter Leader.

X. Erica Perry moved, 2nd by Gerry Calhoun to adjourn. Motion carried. The meeting adjourned at 10:18 p.m.

NEXT MEETING DATE:

Regular Meeting, Wednesday, April 16, 2008 at 7:30 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:bp

Copy to: J. Kingsley

M. Heller

B. Pindzia

M. Mason-Minock

MINUTES OF THE 364TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, APRIL 16, 2008

The Meeting was called to order at 7:30p.m. by Chairperson Zalucha at the Township Hall.

WTPC Members Present: Wilber Woods; Paul Zalucha, Erica Perry, Gary Koch, Gerry Calhoun, Dave Lovell, Robert Mitzel, Cynthia Zuccaro

Members Absent: None

Also Present: Martha Zeeb, Megan Mason-Minock, Bruce Pindzia , Charles Estleman, Mary Dee Heller and John Kingsley

I. Paul Zalucha read the minutes of the March 19, 2008 Regular Meeting. Erica Perry moved, 2nd by Rob Mitzel, to accept the minutes as printed. Motion Carried.

II. Township Board Report and Approval of Agenda were next on the agenda.

A. John Kingsley gave the April Township Board Meeting Report. It included: The Township Board asked that the Chairman of the Planning Commission give a Zoning Ordinance progress report and completion date at their May 20, 2008 Board Meeting.

B. Paul Zalucha asked to add item g. "Plan to Complete the Zoning Ordinance" to Old Business. Rob Mitzel moved, 2nd by Cindy Zuccaro, to approve the agenda as amended. Carried.

III. Paul Zalucha asked for comments from citizens: None.

IV. Zoning Officer Update: Bruce Pindzia related there have been no new house permits issued and he has dealt with several complaints.

OLD BUSINESS:

V. Proposed Zoning Ordinance Review

A. R-3 Setbacks – Bruce explained that there are no minimum lot widths in this multi family district and the set back requirements could eliminate space for a building window.

1. Paul Zalucha said we assume property will have public sewer and water if it is zoned R-3.

2. Rob Mitzel said if the site is Master Planned for R-3 we can't legally say this zoning district is only allowed when there is public sewer and water.

3. Megan said the Master Plan says we want the option of affordable housing so it is best if the R-3 District is used for attached single family. Detached housing could be a Special land Use in R-3 District.

4. Megan suggested adding Special Use using R-2 Regulations for single family detached housing in the R-3 District. The Commissioners agreed.

B. Landscaping Opacity Limits – Bruce said he has not been able to reach Dexter or Scio Township yet so we need to discuss this at next month's meeting.

C. Landscaping – Specific Regulations

1. Landscaping for Office, Commercial and Industrial Districts

a. The Commissioners agreed to use Scio Township's landscape standards adjacent to the road. Erica wanted to add "with consideration to maintain site vision". Megan said plantings generally are every 40 feet so it shouldn't be a problem.

b. The Commissioners agreed to require interior landscaping areas of 10% of the total lot area, using trees and shrubs, with the clarification that the roadside plantings are not included in this 10% and the land does not need to be contiguous.

c. Megan said the developers could get a credit if they save existing natural features so they don't have to plant additional trees.

2. Landscaping for Apartment or Multiple-Family Developments - The Commissioners agreed to require general site landscaping, as well as parking lot landscaping and a screen from major roads, using

trees and shrubs.

3. Street Trees in Residential Districts - The Commissioners voted to require street trees every 40 feet in staggered and clumped plantings.

4. Environmental Regulations for Landscaping

a. The Commissioners agreed to use the Landscape Variety Schedule that Megan had.

b. The Commissioners agreed that tree preservation regulations should be included, with the adjustment that saved trees which die within 3 years must be replaced, and developers will also get a credit for saving existing trees that are even larger than 8" in caliper.

D. Due to time constraints the Commissioners decided that Zoning Map Revisions, Wind Farm Regulations, and Lakefront Residential Zoning District can be discussed after we approve the Zoning Ordinance.

E. Plan to Complete the Zoning Ordinance was discussed. It was decided we will need the May meeting to discuss the newly written Landscaping Regulation and opacity, the June meeting to discuss the new section on ZBA Non Conformity, the July meeting for presentation of the rewritten Zoning Ordinance draft, and the August meeting will be for the Public Hearing.

NEW BUSINESS: None

VI. Citizens Wishing to Address the Commission: None

VII General Discussion:

A. The Commissioners discussed ways to speed up the future meetings.

1. Gary Koch moved, 2nd by Rob Mitzel, that we privately read meeting minutes, and approve them at the meeting, rather than Paul read them. Motion carried.

2. Erica Perry moved, 2nd by Dave Lovell, that for the next four months Gary should editorialize Township Board minutes to share only that which directly relates to the Planning Commission. Motion carried.

3, Rob Mitzel moved, 2nd by Gary Koch, to use Bruce's written report for the Zoning Officer Update. Dave Lovell said Bruce can bring up new items at the meeting if needed. Motion carried.

B. Bruce and Megan have scheduled a Planning Commission Lake Front workshop on April 30, 2008 to have a two way discussion with lake residents. Planning Commission, Township Board and ZBA members are also invited. Bruce said we will use this information in September when we resume regulation discussion.

C. Erica Perry said the Huron River Watershed Rapid Assessment Phase of natural area project training will be May 10, 2008 from 10am-4pm and she encouraged Commissioners to attend.

D. The Michigan Planning Enabling Act meeting will be June 3, 2008 in Ann Arbor and Commissioners should let Mary Dee know if they want to attend.

VIII. Erica Perry moved, 2nd by Cynthia Zuccaro, to adjourn. Carried. The meeting adjourned at 10:30 pm

NEXT MEETING DATE:

Lakefront Workshop, Wednesday, April 30, 2008 at 7:30 p.m.

Regular Meeting, Wednesday, May 21, 2008 at 7:30 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

copy to: J. Kingsley

M. Heller

Erin Perdu

Bruce Pindzia

MINUTES OF THE 365TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, MAY 21, 2008

The Meeting was called to order at 7:30p.m. by Chairperson Zalucha at the Township Hall.

WTPC Members Present: Wilber Woods; Paul Zalucha, Erica Perry, Gary Koch, Gerry Calhoun, Robert Mitzel, Cynthia Zuccaro

Members Absent: Dave Lovell

Also Present: Megan Mason-Minock, Bruce Pindzia , Mary Dee Heller and John Kingsley

I. Rob Mitzel moved, 2nd by Gary Koch, to accept the minutes as printed. All Ayes. Motion Carried.

II. Township Board Report and Approval of Agenda:

- A. Gary Koch gave the May Township Board Meeting Report. He stated that Paul Zalucha presented a time table to the B.O.T. for completion of the PC review of the new zoning ordinance.
- B. Paul Zalucha added that the BOT wished to thank the PC for their hard work up to this point. The BOT is concerned about a completion date for review of the zoning ordinance. Paul expressed that four meetings were necessary to complete the project and that our goal was for an August public hearing.

III. Gary Koch moved, 2nd by Erica Perry to approve this evening's agenda as presented. All Ayes. Motion carried.

IV. Paul Zalucha asked for comments from citizens: Richard Weidmayer (4935 N. Delhi Road) addressed the PC regarding a complaint over a commercial business located on Joy Road near his home. The landscape maintenance service provided at that location brings home materials for burning. DAFD has been notified. The zoning inspector will perform another inspection and look into the complaint further.

V. Zoning Officer Update: A written report was presented.

OLD BUSINESS:

VI. Proposed Zoning Ordinance Review

- A. Bruce opened the discussion by reviewing the issue of landscaping opacity. Tonight's issue to be decided was how to measure opacity, what level of opacity was desired, and when to measure the subject opacity. A general consensus was given to use Scio Township's requirement of 80% opacity as determined by the zoning inspector. It was recognized that the measurement was based upon the inspector's judgment as no tool was available to perform an objective measurement. A second general consensus showed that the PC desired the opacity measurement to be made as soon as possible after construction was complete. Therefore, it was concluded to require an 80% opacity on landscape screens by the first winter following installation.
- B. Megan then turned the discussion over to non-conformities. The following votes were recorded for each of the following questions:

1. Approval of Nonconformity Completion, Resumption, Repairs and Reconstruction

- a. Who should decide whether repairs can be performed on nonconformity, as long as the repairs do not exceed more than 10% of the structure's replacement cost within a single year?

Residential: Zoning Administrator (8-0)

Non-residential: Zoning Administrator (5-3)

b. Who should decide whether a nonconforming use can be resumed?

Residential – Zoning Administrator (8-0)
Non-residential – ZBA (8-0)

c. Who should decide whether a nonconforming structure can be completed (e.g. finishing a basement in a nonconforming structure)?

Residential – Zoning Administrator (8-0)
Non-residential – ZBA (7-1)

d. Who should decide whether a nonconformity can be reconstructed and the cost to meet the standards for occupancy is less than 50% of the replacement cost?

Residential – Zoning Administrator (8-0)
Non-residential – ZBA (8-0)

2. Approval of Nonconformity Expansion & Substitution

a. Who should decide whether a nonconformity can be expanded (more square footage within a structure) or extended (building made bigger)?

Residential & Non-Residential ZBA (8-0)

b. Who should decide whether a nonconformity can be substituted (switching a different use not allowed in the zoning district for an existing nonconforming use)?

Zoning Administrator 0 ZBA 8

c. Should reasons for expansion or substitution specified?

Yes 0 No 8

3. Should all uses and proposed improvements on a nonconformity, meet zoning requirements?

Aside from an existing structural nonconformity, should we require that any existing and proposed use and any proposed improvements meet the requirements of the zoning district (i.e. an addition to a house on a lot smaller than the minimum lot size must meet all setbacks, use regulations, etc.)?

Yes 8 No 0

4. Reversion Question:

Should the reversion language be under its own heading (i.e. sub-section), so it applies to all nonconformities, not just those falling under the procedures outlined in Section 13.92.B?

Yes 8 No 0

5. Building on Vacant Nonconforming Lots

Should building on vacant lots which are too small in area or width be allowed? Keep current regulations to allow building on vacant, non-conforming lots?

Yes 8 No 0

6. Restrictions on Enlargement and Movement Nonconforming Uses

What body should decide on enlargement or movement of nonconforming uses?

Restriction	ZBA	Z.A.
Nonconforming use shall not be enlarged, extended or expanded to occupy a greater area of land	8	0
Nonconforming use cannot be moved in whole or in part to any other part of the lot	8	0
Structure with a nonconforming use cannot not be enlarged, constructed, reconstructed, moved or structurally altered, except in conformance with district regulations	8	0

7. Time Limits for Cessation of Nonconforming Status

a. If a nonconforming use ceases for more than 365 consecutive days, should the use be allowed to resume?

Yes 0 Yes, but only with ZBA approval 7 No 1

b. If a nonconforming use of a structure ceases for more than one year, then should the building be allowed to be used not in conformance with district regulations?

Yes 0 Yes, but only with ZBA approval 8 No 0

VII. NEW BUSINESS: Notice was received from Putnam Township that they are updating their Master Plan. Brief discussion over whether to have our Planner review said Master Plan. General consensus no.

VIII. Citizens Wishing to Address the Commission: None

IX. Erica Perry moved, 2nd by Cynthia Zuccaro, to adjourn. All Ayes. Motion carried. The meeting adjourned at 9:45 pm.

NEXT MEETING DATE: Regular Meeting, Wednesday, June 18, 2008 at 7:30 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:bp

copy to: J. Kingsley

M. Heller

Megan Mason-Minock

Bruce Pindzia

MINUTES OF THE 366TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, JUNE 18, 2008

The Meeting was called to order at 7:30 p.m. by Chairperson Zalucha at the Township Hall.

WTPC Members Present: Wilber Woods, Paul Zalucha, Dave Lovell, Gerry Calhoun, Gary Koch, Cynthia Zuccaro

WTPC Members Absent: Erica Perry, Rob Mitzel

Also Present : Martha Zeeb, Bruce Pindzia , Megan Minock, Charles Estleman, John Kingsley and 4 citizens

OLD BUSINESS:

I. The Commissioners read the May 21, 2008 minutes silently. Gary Koch moved, 2nd by Cindy Zuccaro, to approve the minutes as printed. Dave Lovell said he was here in May. Gary moved to amend his motion to approve the minutes with the correction that Dave was here. Dave Lovell 2nd this motion. Motion Carried.

II. Township Board Report and Approval of Agenda were next on the agenda.

A. Gary Koch reported that Earth Art attended the Township Board Meeting.

B. Gary Koch moved, 2nd by Cindy Zuccaro, to approve the agenda as written. Carried.

III. Citizens Wishing to Address the Commission: None

IV. Bruce Pindzia presented the Zoning Officer Report.

V. Zoning Ordinance Review

A. Landscaping Regulations

1. The Commissioners added Ag District will be Buffered and Screened from Non Residential in the Standards for Buffer which developers need to follow.

2. The Commissioners agreed to remove Soft Maple from the prohibited list and Ohio Buckeye from the approved species list.

3. Paul Zalucha mentioned that DTE has planting guidelines to prevent problems with power lines. The Commissioners asked to add the DTE guidelines to the Zoning Ordinance.

B. Keyhole Regulations

1. Megan presented the model ordinance and said it is temporary as the Planning Commission will revisit it after the Township Board has the Zoning Ordinance.

2. The Commissioners were concerned that non motorized boats on Park Lake (which are deed restricted) would not count in the boat capacity formula.

3. The Commissioners agreed to have the Keyhole Ordinance only for lakes and Megan will revise it.

4. Bruce said the proposed regulations are better than those in the current Ordinance and the Commissioners agreed to use it temporarily.

VI. Review of Zoning Ordinance Definitions

A. Landscape Contractor

1. Paul Zalucha felt this definition allowed too intense retail sales and was more commercial than the Commissioners intended for the Ag Business District. Megan said the intent of the Ad Business District is to preserve Ag in the area.

2. The Commissioners felt landscape contractors were a service with no retail sales.
3. Megan presented a revised definition for landscape contractors and all of the Commissioners present approved it. – An operator that installs and maintains plant material off site. May include storage of truck and tree moving equipment. May also include wholesaling of nursery products.

B. Nursery:Plants

1. Megan suggested changing the name to Nursery: Commercial and add to the definition Which may include products used for gardening or landscaping such as but not limited to fertilizer, mulch, groundcover, boulders, etc may be sold. The Commissioners agreed.
2. Megan suggested and 4 of the Commissioners agreed, 2 disagreed, to remove Nursery: Commercial Special Use from the Ag Business District.

C. Roadside Stands - Megan will put this in the Ag District allowed section where people will see it and have it as an accessory use as defined in Section 2.15. Megan asked if 100 % of the ag products should be produced exclusively on lands used for farming upon which or adjacent to the structure and all the Commissioners agreed. They felt this was easiest for Bruce to monitor.

VII Miscellaneous Zoning Ordinance

A. Bruce said he has not entered all the revisions from the log reviews yet. He will give the Commissioners an updated book by July 1st for discussion at the July Regular meeting.

B. Preliminary Discussion of Public Hearing Presentation

1. Megan asked the Commissioners to email to her what they want in her presentation.
 - a. Suggestions included new concepts such as PUD, keyholes, storm water and environmental regulations.
 - b. Dave Lovell thought grandfathering should be explained for the people.
2. The Commissioners felt the proposed ordinance should be put on the web and the Township should make a newspaper article for the people.

NEW BUSINESS: None

VIII. Citizens Wishing to Address the Commission: None

IX. GENERAL DISCUSSION: None

X. Gary Koch moved, 2nd by Dave Lovell, to adjourn. Motion carried. The meeting adjourned at 11:00 p.m.

NEXT MEETING DATE:

Regular Meeting, Wednesday, July 16, 2008 at 7:30 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

Copy to: J. Kingsely

M. Heller

E. Perdu

B. Pindzia

MINUTES OF THE 367TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, JULY 16, 2008

The Meeting was called to order at 7:30p.m. by Chairperson Zalucha at the Township Hall.

WTPC Members Present: Wilber Woods; Paul Zalucha, Gary Koch, Dave Lovell, Robert Mitzel, Cynthia Zuccaro

Members Absent: Erica Perry, Gerry Calhoun

Also Present: Martha Zeeb, Megan Mason-Minock, Bruce Pindzia, Charles Estleman

I. As the Commissioners had already reviewed the June 18, 2008 WTPC Minutes prior to this meeting Gary Koch moved, 2nd by Dave Lovell, to approve the minutes as printed. Motion Carried.

II. Township Board Report and Approval of Agenda were next on the agenda.

A. Gary Koch had a copy of the MTA Capital Currents paper. He learned from it that Townships can only regulate setbacks and noise from Wind Towers.

B. Rob Mitzel moved, 2nd by Gary Koch, to approve the agenda as printed. Motion carried.

III. Paul Zalucha asked for comments from citizens: None.

IV. Zoning Officer Update: Bruce Pindzia's written report was available for review.

OLD BUSINESS:

V. Proposed Zoning Ordinance Review

A. Cellular Towers

1. Location of Cellular Towers - Megan suggested Public Lands be permitted to have Cellular Towers so the money goes to the public but it is up to the owner of the Public Land if they want to lease it. Paul Zalucha said that the Commercial District is by people so it is better to also allow Cellular Towers in Industrial Districts. The Commissioners agreed that new cell towers be allowed in Public Land and Industrial Districts. The Commissioners wanted these cell towers to be a Special Use so the Planning Commission and Township Board are involved.

2. Discussion of Uses and Zones for antennae and cable microcell networks followed. The Commissioners wanted towers no higher than 195 feet. Megan said the definition of Height: Tower ensures that antennae are included. The Commissioners also clarified the Permitted Uses that the Zoning Administrator would approve, and Special Uses that the Planning Commission would recommend to the Township Board for approval. They added agricultural, commercial, industrial and institutional structures could have antennae attached, but limited the height.

3. Megan will change the text of Section 13.190 to reflect the Uses and Zones. Megan will compare the Cell Tower section from the current zoning ordinance to the proposed zoning ordinance to make sure no other changes were made. If she finds changes she will adapt the proposed language to match the current original language.

B. Adult Businesses

1. Megan explained that the Township must balance First Amendment rights with Township, Federal and State Law. Our zoning ordinance requires Adult Business to be a Special Use and at least 1000 feet away. She was hesitant to change the definition as she felt case law might require it to be very explicit.

2. The Commissioners decided to flag this item when the proposed zoning ordinance is sent to the Township Board, asking them if the Township attorney can draft language that is less explicit but still affords protection under current case law.

C. Megan will get samples of definitions from other zoning ordinances regarding family (rent to college students), dwelling unit (guardianship), and adult businesses (less explicit). Megan will also review the proposed zoning ordinance to ensure compliance with the MZEA and the MPEA.

D. Draft Public Hearing Presentation was discussed.

1. The Commissioners wanted Megan to also explain that the Private Road Ordinance, Subdivision Ordinance and Land Division Regulations have been included in the proposed zoning ordinance.

2. Rob Mitzel moved, 2nd by Gary Koch, to set the Public Hearing date for the regular meeting on August 20, 2008. Motion carried.

3. Megan will give a draft of her power point presentation to the Commissioners by August 13th.

4. Bruce will have a copy of the proposed zoning ordinance in his office, at the front desk, the Township Clerk and Supervisor, and on the web.

NEW BUSINESS: None

VI. Citizens Wishing to Address the Commission: Charles Estleman said he appreciated the work the Commissioners have done and he feels the zoning ordinance is a work in process that will have changes in the future.

VII. General Discussion: Bruce Pindzia passed out the Overlay District map for Environmental Regulations for the Zoning Ordinance. Paul said the maps will be inserted after the public hearing. Rob Mitzel said Arms Lake does not exist.

VIII. Rob Mitzel moved, 2nd by Gary Koch, to adjourn. Carried. The meeting adjourned at 9:10 pm.

NEXT MEETING DATE:

Public Hearing, Wednesday, August 20, 2008 at 7:30 p.m.

Regular Meeting, Wednesday, August 20, 2008 at 7:30 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

copy to: J. Kingsley

M. Heller

Erin Perdu

Bruce Pindzia

MINUTES OF THE 368TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, AUGUST 20, 2008

The Meeting was called to order at 7:31 p.m. by Chairperson Zalucha at the Township Hall.

WTPC Members Present: Wilber Woods, Paul Zalucha, Dave Lovell, Gerry Calhoun, Gary Koch, Cynthia Zuccaro, Erica Perry, Rob Mitzel

WTPC Members Absent: None

Also Present : Martha Zeeb, Bruce Pindzia , Megan Masson-Minock, and 18 citizens

I. As the Commissioners had reviewed the minutes previously Gary Koch moved, 2nd by Cindy Zuccaro, to approve the minutes of the July 16, 2008 meeting. Motion Carried.

II. Township Board Report and Approval of Agenda were next on the agenda.

A. Gary Koch reported that Milligan Landscaping has a one year extension to build on Mast Road.

B. Paul Zalucha wanted the numbering of items on the agenda to change to eliminate the duplicate 6 and 7 and extend the numbers to 13. Gary Koch moved, 2nd by Dave Lovell, to approve the agenda with the change of numbering system. Motion carried.

III. Citizens Wishing to Address the Commission: None

IV. Bruce Pindzia presented his written Zoning Officer Report and said he has received a question from a couple who want an academy on North Jennings Road.

V. Megan Masson-Minock presented her overview of the proposed Zoning Ordinance (attached). She asked for questions and Shawn Murray of the Builders Association asked if a template was used to craft it as it is big. Megan said they looked at other zoning ordinances in southeast Michigan but did a lot of work to fit Webster. It was originally written by a lawyer so it is wordy.

VI. Public Hearing for Proposed Zoning Ordinance (attached)

OLD BUSINESS:

VII Consideration of comments received.

A. Megan said the comments on woodland and wetland regulations (Section 16.25 and 16.30) are very specific but restrictions are only for site plan review. Some communities have stand alone woodland and wetland ordinances so that they cannot be appealed to the ZBA but they govern all the time.

1. Paul Zalucha said the 3 year time limit was put in the zoning ordinance to prevent a developer from clear cutting prior to development. Gerry Calhoun said the complaint is a farmer has a woodlot and the number of years prior to development.
2. Rob Mitzel suggested adjusting wetland and woodlot size and striking the 3 year time limit as he felt they are extreme for this township. The heritage tree is what a farmer would want to harvest.

B. Paul Zalucha said we can clean it up based on tonight's findings, or create a list of

concerns and send the proposed zoning ordinance to the Township Board as it is, with the exception of items that Megan will look into and clean up before. Gerry Calhoun wanted to ask the Township Board if that is over burdening.

1. John Kingsley said the Township Board has not discussed the process of how to review; they were waiting and then discuss the legal review and Board of Trustee review. He would like the perfect document that would win in court and not tramp on property rights and not let developers do whatever they would like.
2. Dave Lovell thought we needed a fresh set of eyes to look at it so we need to send it forward. Erica Perry thought we needed the Township Board to direct us to spend time to work on it. The Commissioners took a pole and 5 agreed to send it to the Board.
3. Megan said the items she can quickly work on include: definition of pond and lake, gas stations, dog kennel setbacks, deck and post definition, accessory structure definition, ZBA site plan review, and private road section changed to again allow 3 on a driveway. Major items of concern include: purpose of ZBA , is the noise ordinance appropriate, woodland and wetlands, and accessory structures allowed in setbacks.

VIII Review of definitions of Family, Dwelling Unit and Adult Use compared to sample ordinances

A. Family

1. Megan said dwelling unit reference one family so the family definition is important as you can't rent a room to non "family" and we are a single family community. Bruce said he can't ask if people are married and the definition of family is the definition used in the current definition.
2. The Commissioners decided to leave it as it is.

B. Dwelling Unit - Megan did not recommend a change and the Commissioners agreed.

C. Adult Business – Megan said the question was if the proposed definition should be as specific and graphic as it is, and all the sample ordinances are very detailed.

1. Dave Lovell said it is good to prevent problems in the beginning.
2. Erica Perry thought a certified message therapist should be excluded from adult business.
3. Megan said to flag the Township Board to exclude certified message therapist but properly regulate and it needs further research.

IX Other Issues of the Zoning Ordinance

A. Erica Perry asked that the Township Board decide if a professional editor could make the proposed zoning ordinance more readable. She wondered if other zoning ordinances are written negatively and over regulatory. Megan said they are usually restrictive by their nature and pretty silent on uses, but this one is heavy handed to win lawsuits.

B. Erica Perry said Dave Calhoun's email asked to promote historic areas. Megan said we could use an overlay district to allow flexibility and preserve character. When an area is designated a Historic District by the State you can have a Historic District Ordinance which can have strict restrictions. Paul Zalucha said we can put this on the "to do" list.

X. Zoning Ordinance action

A. Rob Mitzel moved, 2nd by Cindy Zuccaro, to forward on the proposed zoning ordinance to the Board of Trustees along with the comments received at the public hearing tonight as previously iterated by Megan and to request that the Board of Trustees provide us with the next step.

1. Dave Lovell wanted time for Megan and Bruce to get answers to the public comments. Megan said they can have answers ready by September 9, 2008.
2. Rob Mitzel asked about State Law and Megan said the Planning Commission must give a recommendation to the Township Board.
3. The Commissioners voted on the motion and it died with 7 voting no.
 - B. Rob moved, 2nd by Gerry Calhoun, to recommend the Board of Trustees adopt the proposed Zoning Ordinance subject to clarification of the items raised at tonight's public hearing.
 1. Discussion followed and Bruce and Megan said they would send an email to the Commissioners of the changes they make so the Commissioners also are aware. Rob Mitzel said he expects the Board will send it back to the Planning Commission. Gerry Calhoun wanted outside input.
 2. The Commissioners voted and the motion carried unanimously.

NEW BUSINESS: None

XI. Next Meeting Business: Zoning Map, Budget, Lakefront regulations, review of grant available for cooperative interaction between planner of municipalities and townships to make a recommendation to the Township Board on if we should participate.

XII. Citizens Wishing to Address the Commission:

- A. John Kingsley thanked the Commissioners for their effort and the Township Board will discuss how they will review it. He knows it will never be perfect but until we use it we won't find out what it needs.
- B. Erica Perry thanked Megan and Bruce for their research.

XIII. GENERAL DISCUSSION: Paul Zalucha said Green Oak Township has sent us their master plan. He gave it to Bruce and said the Planning Commissioners can look at it.

IVX. Rob Mitzel moved, 2nd by Erica Perry, to adjourn. Motion carried. The meeting adjourned at 10:55 p.m.

NEXT MEETING DATE:

Regular Meeting, Wednesday, September 17, 2008 at 7:30 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

Copy to: J. Kingsely

M. Heller

E. Perdu

B. Pindzia

MINUTES OF THE 369TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, SEPTEMBER 17, 2008

The Meeting was called to order at 7:30p.m. by Chairperson Zalucha at the Township Hall.

WTPC Members Present: Wilber Woods; Paul Zalucha, Gary Koch, Dave Lovell, Robert Mitzel, Cynthia Zuccaro, Erica Perry, Gerry Calhoun

Members Absent: None

Also Present: Martha Zeeb, Megan Masson-Minock, Bruce Pindzia, John Kingsley and 7 citizens

I. Gary Koch moved, 2nd by Dave Lovell, to approve the minutes of the Regular August Meeting, and Public Hearing of August 20, 2008, as printed. Discussion followed and Rob Mitzel wanted the vote on page 3 of the Regular Meeting to note that it was unanimous. Gary Koch amended his motion to include Rob's change on page 3 of the Regular Meeting minutes. This was 2nd by Dave Lovell. Motion Carried.

II. Township Board Report and Approval of Agenda were next on the agenda.

- A. Gary Koch said Bruce Pindzia presented the proposed Zoning Ordinance to the Township Board. They will read it and review it in two months.
- B. Paul Zalucha wanted the Public Hearing Minutes to be added to item 2 of the Agenda. Erica Perry moved, 2nd by Gary Koch, to approve the agenda with this change. Motion carried.

III. Paul Zalucha asked for comments from citizens:

- A. Norman Koch asked the Planning Commission to designate his 6 acres on the corner of Mast and North Territorial Road a Commercial Node. He would like a reply to his letter of September, 2007 to the Township. He would follow the rules for a Commercial Node and feels it would enhance the community. Paul Zalucha said we will discuss the Master Plan this year.
- B. John Kingsley said the Township Board agreed to participate in the Land Information Access Association grant as this is the beginning of Regional Planning. Much of western Washtenaw County will be involved. He asked the Planning Commission to decide if we would like to be involved and who we would like to represent us at these meetings when they are set up.

IV. Zoning Officer Update: Bruce Pindzia's written report was available for review.

OLD BUSINESS: None

NEW BUSINESS:

V. Budget and Work Plan

A. Megan presented her list of projects the Commissioners could work on. Compliance with the Michigan Planning Enabling Act must be done by 2011. The Commissioners agreed updating the By Laws and the budget should be done this year. Gerry Calhoun wanted education in next year's budget.

B. Bruce Pindzia said our fiscal year ends the end of March, 2009 and we have already used 70% of our budget. John Kingsley said the consultants cost \$2,000 per month even though we have had no extra meetings this year.

C. Megan added Historic District to her list of projects. She will have ENP & Associates put a price on the projects and bring it back next month for discussion.

VI. Revisions to Zoning Map

- A. Megan said the Commissioners could do housekeeping revisions to the Zoning Map or a comprehensive review. Housekeeping includes rezoning two parcels purchased by the County at Independence Lake to Public Lands, and Gordon Hall is Public Land but has new owners. A

- Comprehensive Review would rezone lands to current use and the proposed Master Plan.
- B. Rob Mitzel asked if we would need to publish the notice to rezone, hold a public hearing, and then recommend it to the Township Board.
 - 1. Megan said yes but it could all be in one public hearing.
 - 2. Rob suggested not doing the Housekeeping and let the new owners request the rezoning so they pay for it. The Commissioners agreed.
 - C. The Commissioners discussed a Comprehensive Review. Megan said the Zoning Map could be adopted with the new Zoning Ordinance or as a separate project. Gerry Calhoun suggested making changes now but hold them until the Zoning Ordinance and Master Plan are approved. Megan felt things could change during the wait.
 - 1. Rob Mitzel said Mr. Koch's property is not in the current or proposed Master Plan as a Commercial node so we would need to revise the proposed Master Plan and Master Plan Map. The Township Board can change it.
 - 2. Paul Zalucha told Mr. Koch the Commissioners would not discuss a Comprehensive Zoning Map tonight as the Township Board has not approved the Master Plan and Zoning Ordinance yet and his request depends on them so in the future we would discuss it.

VII. Land Information Access Association Discussion followed. John Kingsley said he expected the grant to be approved in December or January. He felt the meetings would be once per month for 6 months to a year. Megan recommended we take advantage of regional planning and find out what power the entity has. Erica Perry, Rob Mitzel, and Paul Zalucha volunteered to attend these meetings.

VIII. Citizens Wishing to Address the Commission: None

IX. General Discussion:

- A. The Commissioners discussed the desire to have a joint meeting with the Township Board to discuss the proposed Master Plan and Zoning Ordinance. John Kingsley will ask the Board for joint meetings to be held at the December Board and Planning Commission meetings. Gerry Calhoun suggested the Planning Commissioners review the Master Plan at home.
- B. Paul Zalucha discussed several planning workshops the Commissioners could attend.
- C. Paul Zalucha gave Bruce the Putnam Township draft of their Master Plan update and said the Commissioners could review it.

X. Rob Mitzel moved, 2nd by Erica Perry, to adjourn. Carried. The meeting adjourned at 10:00 pm.

NEXT MEETING DATE:

Regular Meeting, Wednesday, October 16, 2008 at 7:30 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

copy to: J. Kingsley

M. Heller

Erin Perdu

Bruce Pindzia

MINUTES OF THE 370TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, OCTOBER 15, 2008

The Meeting was called to order at 7:30 p.m. by Chairperson Zalucha at the Township Hall.

WTPC Members Present: Wilber Woods, Paul Zalucha, Dave Lovell, Gerry Calhoun, Gary Koch, Cynthia Zuccaro, Erica Perry, Rob Mitzel

WTPC Members Absent: None

Also Present : Martha Zeeb, Bruce Pindzia , Megan Masson-Minock, and John Kingsley

I. Paul Zalucha asked that Item II B have Public Hearing “Minutes” added to the September 17, 2008 meeting minutes. Rob Mitzel moved, 2nd by Gary Koch, to approve the minutes as amended. Motion Carried.

II. Township Board Report and Approval of Agenda were next on the agenda.

A. There was no Township Board Report as they will meet next week.

B. Erica Perry moved, 2nd by Cynthia Zuccaro, to approve this agenda. Motion carried.

III. Citizens Wishing to Address the Commission: None

IV. Bruce Pindzia presented his written Zoning Officer Report. Bruce mentioned that Roy Radtke was asked to submit a Special Use Permit Application for his trucking operation at 7520 Walsh Road.

OLD BUSINESS: None

NEW BUSINESS:

V. Bruce Pindzia presented proposed Planning Commission By-Laws which he took from the ZBA By-Laws created by Mark Reading. Megan Masson-Minock said she has several samples from other entities. Much discussion followed to fit the By-Laws to the Planning Commission.

A. Paul Zalucha asked Bruce and Megan to propose new language for a Conflict of Interest Section that the Commissioners can review at the next meeting.

B. Megan will add guidelines for Public Hearing procedures and Audience Participation.

C. A Quorum is more than half of the appointed Planning Commission members and a meeting will be adjourned if a Quorum is not present.

D. A majority vote of members of the Planning Commission who are “present” at a meeting is necessary for a motion to be decided on.

E. Bruce will look for the stipulation that developer plans be at the Township Hall 2 weeks before the Planning Commission Meeting. Paul did not want the By Laws to state what is already in the Zoning Ordinance.

F. Variable Costs and Expenses shall be established for the applicant by the Planning Commission Chairperson and Zoning Officer.

G. Megan suggested that amendments to the By-Laws be made by a majority of the appointed Planning Commission members so that all the members contribute.

H. The Commissioners discussed Planning Commission member training and liked the idea if the cost is low. Megan will put a sub section in the By Laws on Training for later discussion.

I. Megan will research Township policies on official township business being sent to private emails.

VI. Bruce reviewed the Planning and Zoning Budget Report for the current year, and ENP Services Estimate for the 2009/2010 Budget, and Internal Costs of expected topics for next year. He asked the Commissioners to review these for discussion of next year's budget at the November Meeting. We will need our budget completed by the end of this calendar year and he expects a 10% cut in income.

- A. Rob asked for TDR estimate and learned that ENP's projection would be \$5,000-\$6,000.
- B. Paul Zalucha asked Bruce to update the current budget report for the next meeting.

VII Bruce presented a proposal from Clear Zoning to illustrate the proposed Zoning Ordinance and have interactive cross references. It is very expensive but he asked to put it in next year's budget. Megan said future amendments are not updated unless you use their service again.

VIII. Citizens Wishing to Address the Commission: None

IX. GENERAL DISCUSSION:

- A. Erica Perry asked about the multi Township meetings and Paul Zalucha said we will not know until January.
- B. Rob Mitzel discussed a conference he attended on October 2, 2008 on tax incentives with development, public health and land use planning, and TDR and non contiguous PUD.

X. Gerry Calhoun moved, 2nd by Erica Perry, to adjourn. Motion carried. The meeting adjourned at 9:38 p.m.

NEXT MEETING DATE:

Regular Meeting, Wednesday, November 19, 2008 at 7:30 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

Copy to: J. Kingsely
M. Heller
E. Perdu
B. Pindzia

MINUTES OF THE 371ST REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, NOVEMBER 19, 2008

The Meeting was called to order at 7:30p.m. by Vice-Chairperson Calhoun at the Township Hall.

WTPC Members Present: Wilber Woods; Dave Lovell, Robert Mitzel, Cynthia Zuccaro, Erica Perry, Gerry Calhoun

Members Absent: Paul Zalucha, Gary Koch

Also Present: Martha Zeeb, Megan Masson-Minock, John Kingsley and Mary Dee Heller

I. Erica Perry moved, 2nd by Dave Lovell, to accept the minutes of the Regular October Meeting as written. Motion Carried.

II. Township Board Report and Approval of Agenda were next on the agenda.

- A. John Kingsley gave the report on the October and November Township Board Meetings. He hopes to get Board comments on specific items in the proposed Zoning Ordinance soon, as after the December Meeting they plan a joint Special Meeting with the Planning Commission and again the next night after the Planning Commission Meeting. They want to give feedback on the Zoning Ordinance and Map and have their questions answered.
- B. Erica Perry moved, 2nd by Cynthia Zuccaro, to accept the agenda. Motion carried.

III. Gerry Calhoun asked for comments from citizens: None

IV. Zoning Officer Update: Cynthia Zuccaro reviewed Bruce Pindzia's written report. Milligan has relocated to Mast Road.

OLD BUSINESS:

- V. The Commissioners reviewed the revised By Laws.
 - A. The Commissioners added that 'Every new member should receive a copy of the By Laws'.
 - B. The Commissioners changed the training to 4 hours annually as it will be in the budget and some training is free. However, they did not want mandatory dismissal from the Planning Commission if this requirement is not met.
 - C. Under the Public Hearing rules of conduct for public comments the Commissioners added to H4 that the Chairman may also recognize an identified spokesperson for an organized group to speak for an additional time to be determined.

VI. Planning Commission Work Plan for next fiscal year was discussed and items prioritized. The Commissioners agreed that highest priority should be given to discussion of Zoning Ordinance Text, Zoning Map Draft, Master Plan Text Revisions, Fee Schedule Revision, and Site Plan Review Process and Evaluation. Middle priority should be given to Lakefront Regulation and Transfer of Development Rights Program. Lesser priority should be given to the Historical District and Wind Energy Regulation.

VII. The Commissioners discussed the Budget for the next fiscal year. Megan showed projected costs for various work items. If only the highest priority Work Plan items are done the budget would be \$26,362.50.

- A. John Kingsley said the Planning Commission's current fiscal year budget was \$18,000 and next year they expect a 5% reduction in available funds for operations.
- B. The Commissioners agreed to submit the Work Plan and \$26,362.50 Budget to the Township Board as a tentative and discuss it further after the December Joint Special Meeting discussion.

NEW BUSINESS: Rob Mitzel moved , 2nd by Erica Perry, to hold a Special Meeting on Tuesday December 16, 2008 immediately following the Township Board Meeting and a Special Meeting with the Township Board on December 17, 2008 immediately following the Planning Commission Regular Meeting. Motion Carried.

VIII. Proposed Business for the December Regular Meeting Agenda: Rob Mizel suggested approving the revised By Laws, and the Planning Commission Budget if it is in fact due by December 31, 2008. Megan will get this date verified.

IX. Citizens Wishing to Address the Commission: None

X. General Discussion: John Kingsley said the grant has been approved for the inter Township Meeting.

XI. Erica Perry moved, 2nd by Cynithia Zuccaro, to adjourn. Carried. The meeting adjourned at 9:30 pm.

NEXT MEETING DATE:

Special Meeting, Tuesday, December 16, 2008 at 7:30 p.m.
Regular Meeting, Wednesday, December 17, 2008 at 7:30 p.m.
Special Meeting, Wednesday, December 17, 2008 at 7:30 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

copy to: J. Kingsley
M. Heller
Erin Perdu
Bruce Pindzia



Webster Township Special Joint Meeting with the Board of Trustees and Planning Commission December 16, 2008

The Webster Township Special Meeting was called to order at 7:55 p.m. by Supervisor Kingsley and Chairman of the Planning Commission Paul Zalucha on December 16, 2008 at the Township Hall, 5665 Webster Church Road Dexter, MI 48130.

Members present Supervisor Kingsley, Clerk Heller, Treasurer Whitney, Trustees: Koch Kleinschmidt, Estleman and Westman Planning Commission Board members Chair Zalucha, Calhoun, Mitzel, Perry, Koch, Zuccaro, Woods, absent Lovell. Zoning Administrator: Pindzia and recording secretary Zeeb.

Supervisor Remarks

Discussion took place in regards to the new Zoning Ordinance

Call to Public

Adjourn:

Motion Kleinschmidt second Koch to adjourn meeting. Meeting adjourned at 10:55 p.m. All ayes and carried.

MINUTES OF THE 372ND REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, DECEMBER 17, 2008

The Meeting was called to order at 7:30 p.m. by Chairperson Zalucha at the Township Hall.

WTPC Members Present: Wilber Woods, Paul Zalucha, Dave Lovell, Gerry Calhoun, Gary Koch, Cynthia Zuccaro, Erica Perry, Rob Mitzel

WTPC Members Absent: None

Also Present : Martha Zeeb, Bruce Pindzia , Megan Masson-Minock, Dave Calhoun, and The Township Board

I. As the Commissioners had received the November 19, 2008 minutes prior to this meeting Gary Koch moved, 2nd by Cynthia Zuccaro, to approve the minutes as printed. Motion Carried.

II. Township Board Report and Approval of Agenda were next on the agenda.

A. Gary Koch reported that the Township Board reappointed Dave Lovell to the Planning Commission.

B. Erica Perry moved, 2nd by Cynthia Zuccaro, to approve the agenda as printed. Carried.

III. Citizens Wishing to Address the Commission: None

IV. Zoning Officer Update: Bruce Pindzia mentioned that there is a Base Lake situation that has potential for litigation.

OLD BUSINESS: None

NEW BUSINESS: None

V. Proposed Business for Next Meeting includes By-Law Approval, Budget, and potential Zoning Ordinance.

VI. Citizens Wishing to Address the Commission: None

VII. GENERAL DISCUSSION:

A. Erica Perry said several of them went to a meeting on wind towers.

B. Paul Zalucha thanked Gerry Calhoun for her many years of service to the Township. John Kingsley said they would find out how long she served.

X. Erica Perry moved, 2nd by Gary Koch, to adjourn. Motion carried. The meeting adjourned at 7:48 p.m.

NEXT MEETING DATE:

Special Meeting: Tuesday, January 20, 2009 at 6:30 p.m.

Regular Meeting: Wednesday, January 21, 2009 at 6:30 p.m.

Special Meeting: Wednesday, January 21, 2009 at 6:30 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

Copy to: J. Kingsley

M. Heller

E. Perdu
B. Pindzia