



WEBSTER TOWNSHIP ZONING BOARD OF APPEALS AGENDA

Special Meeting & Public Hearing

Wednesday, August 07, 2024 | 7:00 PM | Webster Township Hall

1. **CALL TO ORDER**
2. **ROLL CALL:** Becker, Harms, Hopkins, Savander, Kleinschmidt, Peterson (alternate)
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MINUTES:** May 07, 2024 ZBA Meeting
5. **CONFLICTS OF INTEREST DISCLOSURE**
6. **PUBLIC HEARING**
 - a. **9869 LEACH LANE (C-03-06-115-004):** Susan and Vic Elner are seeking approval for expanding an existing legal non-conforming single-family dwelling per sec.13.90. I. expansion and extension of nonconforming structure. **(Application No. 24-ZBA-001)**
 - b. **8249 SCULLY ROAD (C-03-10-300-007):** Vincent and Melissa Due Duhaime are seeking approval for expanding an existing legal non-conforming single-family dwelling per sec.13.90. I. expansion and extension of nonconforming structure. **(Application No. 24-ZBA-002)**
7. **FINDINGS OF FACTS & MOTIONS**
 - a. 9869 Leach Lane (C-03-06-115-004): Application No. 24-ZBA-001
 - b. 8249 Scully Road (C-03-10-300-007): Application No. 24-ZBA-002
8. **TOWNSHIP UPDATES**
 - a. Planning & Zoning Update
 - b. Township Board Update
 - c. Planning Commission Update
9. **PUBLIC COMMENTS** (*limited to three minutes per speaker*)
10. **ATTORNEY REMARKS**
11. **ZBA REMARKS**
12. **ADJOURNMENT**

Packet information and full set plans are available to view at the Township Hall. People with disabilities needing accommodations for effective participation in this meeting should contact the Township Clerk at 734.426.5103 at least seven business days in advance of the meeting. An attempt will be made to make reasonable accommodations.

Webster Township Zoning Boards of Appeals: Rules of Procedure

PUBLIC HEARINGS

1. Chairperson opens the public hearing and announces the subject.
2. Chairperson summarizes procedures/rules to be followed during the hearing.
3. Applicant presents their request.
4. Township Zoning Administrator, planning consultant, or other authorized Township agent presents a summary or analysis of the request.
5. Persons wishing to comment on the request are recognized. Members of the public who support or oppose the petitioner speak, and correspondence is read. Each person may be limited to 3 minutes of speaking, unless otherwise permitted by the chairperson. All comments by the public shall be directed to the chairperson.
6. The Chairperson declares the public hearing closed. At this point, all public participation on the issue ends.

The procedure is repeated for each item on the agenda.

FINDINGS OF FACT & MOTION

1. The Chairperson opens discussion for each request in the order noted on the agenda.
2. No person, other than a Board member, shall speak following the closing of the public hearing by the Chairperson, unless directed by the Chairperson or the Board to respond.
3. The Chairperson may permit the applicant or their designee to rebut any statements made during the public hearing.
4. The Zoning Board of Appeals deliberates and acts on the application.
 - (a) The Board may address each standard separately and make a finding before moving on to the next one or may discuss all items and make findings of fact in a global conclusion.
 - (b) The findings of fact shall be based on all information presented, including the application, written request for appeal, zoning ordinance, physical characteristics of the parcels, observations from site visits, summary presented in the staff report, and public hearing statements.
5. The Chairperson or Board may request postponement of a matter if additional information is identified and needed following discussion. Alternatively, the Board may deny a request but waive any timeline normally required before reapplication which would allow the applicant to incorporate feedback and re-apply.
6. A proposed motion should briefly identify or summarize the key facts, rationale, and conclusions of the Board. If the Board imposes any condition(s) then it must be clearly stated as part of the motion.

The procedure is repeated for each item on the agenda.