

MINUTES OF THE 510TH REGULAR MEETING OF THE  
WEBSTER TOWNSHIP PLANNING COMMISSION  
WEDNESDAY, JANUARY 20, 2021

The Meeting was called to order at 7:00 p.m. by Chairperson Zamansky via GoToMeeting and the Pledge of Allegiance was recited.

WTPC Members Present: All located in Webster Township were Andrea Zamansky, Tammy Koch, Charles Estleman, Kay Stremmer and Paul Zalucha. Also in attendance were John Westman in Florida and George Goodman in Virginia.

WTPC Members Absent: None

Also Present: Martha Zeeb, John Kingsley, John Scharf, Randy Raiford, Bill Sinkule, John Enos and about 6 residents

I. Approval of Agenda: Andrea Zamansky asked to add item 10 (e) Site Plan Review for Land Divisions. Paul Zalucha made a motion, 2<sup>nd</sup> by Tammy Koch, to approve the draft agenda with the change to add (e) in Section 10. Motion carried unanimously.

II. Approval of the December 16, 2020 Minutes:

- A. Paul Zalucha said his address is really 6700 Mast Road in item 4B.
- B. Andrea Zamansky said to add “that some of the requirements for” just after “said” and to replace “this” with “any” in item X. A.
- C. In item VII A Andrea Zamansky asked to replace “standard” with “not uncommon”.
- D. George Goodman moved, 2<sup>nd</sup> by John Westman, to accept the draft minutes as amended. Motion carried unanimously.

III. Township Board Report:

- A. John Westman said the Board went into closed session to consider the Nixon litigation as the State Supreme Court elected not to hear his appeal.
- B. The Board postponed decisions on the Zoning Ordinance Amendments.
- C. Randy Raiford said the Fire Hall is 70 % complete and they expect it to be 95% complete by April 1<sup>st</sup>. Covid-19 has delayed receiving some supplies.

IV. Zoning Administrator Report:

- A. Randy Raiford reviewed his December 2020 “Zoning, Property Inspection & Code Enforcement Activity Report.” (attached)
- B. Kay Stremmer asked why some items on the Enforcement Tracking Spreadsheet are being turned over to Carlisle Wortman and learned that Randy Raiford is resigning from his Zoning Administrator position.

V. PDR Report: John Westman said he was elected Chairperson and Tom Bloomer was elected Vice Chairperson. They will meet at 6:30 p.m. on the 2<sup>nd</sup> Monday of each month.

VI. Citizens Wishing to Address the Commission:

- A. Mac Gills, of 5952 Daly Road, desired to allow animals on parcels less than 5 acres in size. He described Northfield Township’s requirements.
- B. John Tuttle, of 7535 Walsh Road, said he supports Mac Gills as he lives on less than 4 acres and he is interested in self reliance. He said Section 13.25 is ambiguous and would like it to allow animals on smaller parcels.
- C. Catalina Sypniewski, 8316 Walsh Road, wants to allow more animals on small acreage, and allow people to use their land. She wants self sufficiency and home-steading.

VII. Resignation of Planning Commission Chair:

- A. Andrea Zamansky said she was honored to serve for 3 ½ years on a team with such capable

people but she was resigning as Chairperson at the end of tonight's meeting.

- B. Paul Zalucha said he was stepping down as Vice Chairperson, effective today, as our By-Laws say he should take over as Chairperson and he has time constraints.
- C. As there were no volunteers for the positions Andrea Zamansky said there will be a hiatus on the Planning Commission Meetings until we get a Chairperson.

#### VIII. Master Plan Updates:

- A. The Commissioners liked the revised Parts 5 and 8.
- B. Initial Draft of Part 11 Future Land Use and Future Land Use Map (attached):
  - 1. Andrea Zamansky thanked Bill Sinkule for the individual lots and the colors shown on the Map. She thanked Kay Stremmer and Paul Zalucha for their input on the Committee.
  - 2. The Commissioners reviewed the proposed Map. John Enos said this is an excellent Map and it is not a problem to split a parcel Part Ag and Part R-1. When a property owner requests rezoning this Map is a guide, but goals and objectives are just as important.
  - 3. The Commissioners changed the "Parks & Preserves" to "Parks, Preserves and Municipal land".

C. Andrea Zamansky said the next step is to update maps, submit the Master Plan to Carlisle Wortman for formatting, and include photographs of the Township. Andrea Zamansky invited everyone to submit photos via e-mail to her or Randy Raiford.

#### IX. Nuisance Ordinance amendment – adequate care of animals - Rider A (attached):

- A. Paul Zalucha had concerns about normal farm practices that are not commonly known by others. He asked who, in the Township, can assess the emotional well being of an animal.
- B. Tammy Koch said best farm practices are sufficient.
- C. George Goodman said it must be enforceable but he doesn't want unintended consequences.
- D. John Enos said examples are out there from other municipalities. Andrea Zamansky said we would look at this again soon.

#### X. Short Term Uses (Events, Festivals) Section 12.3 of the Zoning Ordinance

A. Andrea Zamansky said we need to look at the Zoning Ordinance, and improve and approve the Application form so it matches the Zoning Ordinance. George Goodman and Andrea Zamansky volunteered to be on a Committee. John Enos will send George Goodman samples from other municipalities.

B. The Commissioners reviewed the January 2021 draft of the "Carnival, Festival, or Public Meeting Permit Application Form" (attached).

1. The Commissioners wanted the Township to send advance written notification to neighbors of an upcoming event. John Westman said it would be part of the fee. John Enos said it should be within 300 feet so it is similar to Special Uses.

2. The Commissioners wanted the event applicant to provide liability insurance and name the Township as an additional insured. John Enos will find out the appropriate insurance amount.

3. The Commissioners discussed the Escrow Deposit and intend it to only be used for costs the Township incurs.

4. The Commissioners wanted written acknowledgment from the proper authorities (Fire, Health, and Sheriff) that they have been notified for safety at the event.

5. The Commissioners discussed parking 200 feet from the property line and will look at it again when we change the Zoning Ordinance.

6. Andrea Zamansky asked to change item F that the Township (not the Board) and its lawful agents....

#### XI. Update Storm Water Management Regulations (Zoning Ordinance Article 14)

- A. The Commissioners agreed the Township should follow the updated Washtenaw County

Water Resource Commission Standards.

- B. The Commissioners agreed to send Article 14 to Carlisle Wortman for their expert input on Best Practices and then on to Counsel.

XII Site Plan Review for Land Divisions -Paul Zalucha and Andrea Zamansky will form a Committee to clarify language in Section 8.05 on when full Site Plan Review is needed. Minor changes to site plans could be reviewed by committee.

XIII. Public Comments:

- A. John Tuttle of 7535 Walsh Road discussed animal welfare and stressed careful wording to ensure enforcement is issued only after the Humane Society is involved with education.
- B. Catalina Sypniewski, of 8316 Walsh Road, encouraged the Township not to use the word “emotional well being” for animals as the term can be dangerously misconstrued.

IVX. Information Items:

- A. Kay Stremmer thanked Andrea Zamansky for her leadership and Paul Zalucha for his history and expertise.
- B. John Westman said we need a Chair and Vice Chair to move forward and complete the Master Plan.

VX. John Westman moved, 2<sup>nd</sup> by Tammy Koch, to adjourn the meeting. Motion carried. The meeting adjourned at 9:48 pm.

NEXT MEETING DATE:

Regular Meeting: Wednesday, February 17, 2021 at 7:00 p.m.

Respectfully Submitted,

Tammy Koch, Secretary

TK:mlz

Copy to: J. Kingsley

B. Calleja

R. Raiford

MINUTES OF THE SPECIAL MEETING  
WEBSTER TOWNSHIP PLANNING COMMISSION  
WEDNESDAY, APRIL 7, 2021

The Meeting was called to order at 7:00p.m by Secretary Tammy Koch at the Township Hall and the Pledge to Allegiance was recited.

WTPC Members Present: Andrea Zamansky, Charles Estleman, George Goodman, John Westman, Tammy Koch, Kay Stremler, Paul Zalucha

Members Absent: None

Also Present: Martha Zeeb, Randy Raiford, Zach Michels, John Kingsley, John Scharf, Rick Kleinschmidt, Connie Savander, Barb Calleja, Eugene Hopkins

I. Election of Acting Chair of this Planning Commission Meeting – Kay Stremler nominated Andrea Zamansky as Chair for this meeting. This was 2<sup>nd</sup> by George Goodman. A roll call vote was taken and it carried unanimously.

II. Approval of Agenda: Andrea Zamansky asked to eliminate items 6 (b) and 6 (c) and change item 6 (a) to “Resolution regarding application dated 3-24-2021 to Zoning Board of Appeals”. Kay Stremler moved, 2<sup>nd</sup> by George Goodman, to accept the agenda as amended. Motion carried unanimously.

III. Public Participation:

A. John Kingsley explained:

1. The Township now has a new computer server, software, website, and email due to a ransomware hack about March 18, 2021. No ransom was paid and nothing was lost except time and effort.
2. Randy Raiford did not deny the Planning Commission the ability to have a meeting but a new Chair and Vice Chair is needed. John is working with Carlisle Wortman to get support so these positions are not over burdened.
3. In February the Planning Commission received a Request for Waiver of Requirements of Section 16.20 but it failed to meet. The Planning Commission is to choose a Chair and Vice Chair and meetings are to be scheduled each month. Meetings were always the 3<sup>rd</sup> Wednesday but now will be the 2<sup>nd</sup> or 3<sup>rd</sup> Wednesday so September and December will be different this year. The Commissioners need to consider the request.

B. Randy Raiford said he needed to defend himself as he has worked with the petitioners from November to February and submitted a proposal to the Planning Commission. That application should be considered instead of trying to determine the outcome of tomorrow night’s ZBA meeting.

IV. Application of March 24, 2021 to the ZBA

A. Andrea Zamansky said she found out about the application to the ZBA a few days ago as the Website was down. She emailed her concerns and wanted the Commissioners to consider this issue.

1. When the Planning Commission received the Request in February there was not a Chair or Vice Chair. Per counsel and the MTA, she said she was willing to Chair a meeting just for this issue but Mr. Kingsley said he had someone in mind to become Chair and he would let us know. She heard nothing until the ZBA packet.

2. She said a resident wants to demolish a legal non-conforming residence and rebuild a non-conforming residence. It needs approval from the ZBA for rear setback and a waiver from the Planning Commission for Section 16.20 of the Zoning Ordinance. Legal counsel has said the applicant must go to the Planning Commission first and, if approval is denied, then appealed to the ZBA.

3. Andrea Zamansky said the Request would invalidate all provisions of Article 16 for single family houses and she is concerned about the sweeping scope. We must interpret the words as written so she got counsel opinion. Randy Raiford hadn’t used counsel opinion so the ZBA doesn’t have this information.

4. She proposes the ZBA postpone deliberation on the application until it is reviewed by counsel and urges the new Zoning Administrator to request the Planning Commission meet to consider and act in

accordance with counsel.

B. Kay Stremmer said the Webster Township Code of Ethics stresses transparency and truthfulness. She emailed the ZBA that they didn't have all the information so proceeding to make a decision tomorrow night is unwise and they should table it. The application saying they need a special description of development is not true as our job is to use the Zoning Ordinance definition.

C. George Goodman said he accepts the professional Zoning Administrator and attorney opinions, and we should let the Planning Commission and ZBA do their job as professional adults to discuss and make a decision. He called the MTA and then tried to have a meeting in February and March. Andrea Zamansky's request on February 25, 2021 to have a meeting was rejected on March 1<sup>st</sup>. It is not the Planning Commission's fault that they have not had a meeting until now. We need to solve this together with all the facts.

D. Paul Zalucha said he agrees with George Goodman. He read all the material and counsel shows a clear procedure. He hopes the ZBA reads the entire Article 16 of the Zoning Ordinance as it has several overlay districts that shows the Intent is not just for developments but for all properties. The Planning Commission gave individual homeowners an out to not meet the requirements of the General Requirements. He has been asked to become Chair and was considering it, with contingencies, but now he is so upset about what his "boss" has said he may go home to decide if he should resign.

E. Tammy Koch agreed with George, Paul and Kay. She felt attacked by the beginning comments. We are here to preserve the Township. There is a reason the Zoning Ordinance is written this way and we need to uphold it. The applicants have been stuck in limbo since November and she hopes this never happens again.

F. John Westman said it is not the Planning Commission's fault they have not met. We need to consider tonight where to go in the future and what to tell the ZBA to consider. It is not good they are missing communication from counsel and Planning Commission and Zoning Administrator.

G. Charles Estleman agreed with John and Paul and George about transparency.

H. Andrea Zamansky put forth a proposed motion as guidance to the ZBA from the Planning Commission urging them to postpone consideration of the appeal until input from counsel and the new Zoning Administrator's request to meet with the Planning Commission.

1. George Goodman said he has read the proposal 5 times. All of it is supported by Township emails.

2. Kay Stremmer moved, 2<sup>nd</sup> by Paul Zalucha, we approve and adopt the motion. John Westman asked that it be read aloud for the record (see attached).

3. John Westman said this motion is an official statement to the ZBA. He asked to reword item #1. so the memorandum is not the official statement. Andrea Zamansky suggested removing "adopts" and replace it with "confirms its agreement with". George Goodman moved, 2<sup>nd</sup> by Charles Estleman, to accept the document. A roll call vote was taken and it carried unanimously.

#### V. Public Participation:

A. John Kingsley said he did not intend to offend people with his earlier statement and he apologized. He said Paul Zalucha has 20 years of service and is an outstanding Commissioner. He has been working to get assistance from Carlisle Wortman for the last 2 months so the Chair will be an easier job. The citizens of Webster deserve better service.

B. John Scharf thanked the Commissioners for their service and he will give full support with resources to the new Chair. Paul Zalucha is a very valuable expert of the Planning Commission and begged him to not resign.

C. Connie Savander thanked the Commissioners as this is not an easy job but it needs to be done. Paul is the backbone of the Planning Commission and hopes he reconsiders and not resign.

VI. Motion by George Goodman, 2<sup>nd</sup> by Tammy Koch, to adjourn the meeting. Motion carried. The meeting adjourned at 8:10 pm.

Respectfully Submitted,

Tammy Koch, Secretary

MINUTES OF THE 511TH REGULAR MEETING OF THE  
WEBSTER TOWNSHIP PLANNING COMMISSION  
WEDNESDAY, APRIL 21, 2021

The Meeting was called to order at 7:00 p.m. by Treasurer Koch in the Township Hall and the Pledge of Allegiance was recited.

WTPC Members Present: John Westman, George Goodman, Charles Estleman, Paul Zalucha, Andrea Zamansky, Tammy Koch, Kay Stremler

WTPC Members Absent: None

Also Present: Martha Zeeb, John Kingsley, Zach Michel and about 6 residents

I. Elections of Chair and Vice Chair:

A. Andrea Zamansky nominated, 2<sup>nd</sup> by George Goodman, Paul Zalucha as Chairperson. A roll call vote was taken and it carried unanimously.

B. George Goodman nominated, 2<sup>nd</sup> by Charles Estleman, Kay Stremler as Vice-Chairperson. Andrea Zamansky nominated Co-Vice Chairpersons as Kay Stremler and George Goodman. This was 2<sup>nd</sup> by Tammy Koch and this motion carried unanimously with a roll call vote.

II. Approval of Agenda: Charles Estleman moved, 2<sup>nd</sup> by Andrea Zamansky, to approve the agenda as written. John Westman asked why we are not considering the Webster Township Historical Society proposal. Paul Zalucha said he took it off the agenda as we need 2 weeks to review prior to a meeting and it did not meet those criteria. Motion carried.

III. Chairperson Comments: Paul Zalucha said he is willing to take the Chairperson position in the interim. Because of his job preparation of a meeting is a challenge so he is only able to hold meetings in May, July, September and November and with a one-item Special Meeting if a petition is before us. Also, he is only able to meet with applicants and staff after 5 p.m. The Township must ensure items are complete and properly vetted so he has time to study them.

IV. Approval of Minutes:

A. Tammy Koch moved, 2<sup>nd</sup> by George Goodman, to accept the January 20, 2021 minutes with the change from "Municipals" to "Municipal lands" in item VIII B(3). Motion carried unanimously.

B. The Commissioners reviewed the Special Meeting minutes of April 7, 2021. In the last sentence of item IV A 3 Andrea Zamansky asked to strike the word "used" and replace with "sent the", and add "to the ZBA" after "opinions". Kay Stremler asked to remove "true" from IV B and replace it with "valid". Andrea Zamansky moved, 2<sup>nd</sup> by Charles Estleman, to accept the minutes as amended. Motion Carried.

V. Township Board Report:

A. John Westman said the Township will work on a lease agreement with the Fire Dept. for the new Fire Hall so it can be occupied by the end of May. The Township approved a plaque for the new Fire Hall, commemorating Don Zeeb's work, using the Don Zeeb Memorial Fund.

B. The Board approved having Zach Michel from Carlisle Wortman as the new Zoning Administrator.

C. John Westman said the Board passed a Resolution that an attorney is present at all ZBA meetings; that an attorney is present at Planning Commission Meetings when requested; and that training is made available for all Township officials.

VI. Zoning Report: Zach Michel explained he will be in the Township Office on Monday and Wednesday from noon until 4 pm each week and it is up to the Township on what we want him to do. He reviewed his extensive prior work experience and credentials. He will look at his Carlisle Wortman emails often.

VII. PDR Report: John Westman said he will have the PDR Annual Report for us next month but there were no closings last year. They are looking at 3 projects this year, including one from last year that is delayed.

VIII. Public Participation: Thelma Tucker, President of the Webster Township Historical Society, was shocked that the tiling project was not on the agenda as it was submitted in January. The grounds need to be tiled and reseeded before the end of September for the Webster Fall Festival. She asked that the Commissioners reconsider as now meetings are every other month. George Goodman said it may have been in the Township Office but was not given to the Planning Commission and we do not have control over when we receive submitted documents.

IX: Base Lake Drive Waiver Request of Section 16.20 of the Zoning Ordinance:

- A. Paul Zalucha explained that the Petitioner is requesting the Planning Commission grant a waiver of Section 16.20 for their project.
- B. Andrea Zamansky read the minutes of the ZBA meeting of April 8, 2021 regarding Section 16.20. She said the ZBA has authority to grant variances and to interpret the Zoning Ordinance, but she is unclear if they have authority to grant waivers. So, just in case the ZBA made an invalid decision, the petitioner is asking the Planning Commission to rule on their original request. She suggested the Planning Commission vote so it is addressed. The Attorney concluded the Planning Commission cannot approve the waiver as it doesn't meet the standards of Section 16.20 in the Zoning Ordinance.
- C. George Goodman said an email from our attorney suggested the Planning Commission deny the waiver request as mute as the merits of the waiver request were addressed by the ZBA on this property, but now we are discussing the attorney opinion prior to the ZBA meeting.
- D. Paul Zalucha said the Planning Commission could rule on it as the attorney advised in the original package.
- E. Andrea Zamansky said the petitioners are asking us to rule on the original request so she moved, 2<sup>nd</sup> by Charles Estleman, to deny the waiver of Section 16.20 with respect to this project.
  - 1. During further discussion Paul Zalucha mentioned he received an email today from Township Officials regarding evidence if the petitioner owns the property to request a waiver as it is in a trust.
  - 2. Andrea Zamansky amended her motion, 2<sup>nd</sup> by Charles Estleman, to instead state "That assuming the applicant has proper legal authority to submit the application, dated February 25, 2021 sent to the Planning Commission with respect to this property, then the Planning Commission deny the waiver of Section 16.20 for this project".
    - a. Zach Michel said some townships need a Register of Deeds so they know who has to sign, but our Zoning Ordinance is not as specific for this as for Site Plans.
    - b. A roll call vote was taken and the motion carried unanimously.

X. Master Plan Status:

A. Andrea Zamansky said the language in the Master Plan is complete. We still need updated maps from Kris Olsson and the Road Commission. The Planning Commission can then approve it before sending it on to the PDR Committee for their review and then to the Township Board. After the Board reviews, we can then send it to Carlisle Wortman to pretty it up and to add the Cackleberry Airport map attachment and Google photos of the Township.

B. Zach Michel said we need to send the finished Master Plan document to neighboring townships after our Township Board review is complete.

C. Kay Stremmer referenced the “Master Plan 2020 Draft Implementation Items for 2021” (attached) which listed items we would consider looking at in 2021. She said in January we chose to do Storm Water Best Management Practices and John Enos said his office would work on it. Andrea Zamansky suggested we look at this in a couple of months.

XI. May Agenda Topics: Discussion followed and they decided on the Webster Township Historical Society application; the Township Board has asked to improve clarity in Article 16; Review Master Plan Maps; Special Events Application from our January meeting; Site Plan Review- Article 8 into chart form; and Nuisance Zoning Ordinance – Rider A (Animal Welfare).

XII. Public Comments: None

XIII. Information/Correspondence/Comments:

- A. John Westman expressed concern that the Planning Commission will not be able to accomplish all that is needed with only 6 meetings per year. The Commissioners discussed ideas to help the Chairperson out to make this work.
- B. Paul Zalucha said he cannot look at emails or other documents when it shows up on his desk the day of the meeting. We need to uphold the 2 week time frame for submissions.
- C. John Westman wants the Planning Commission to know that the Webster Township Historical Society started the process last December. He has a letter to, and response from, the Water Resource Commission dated the middle of December. He asked the Planning Commission to consider holding a Special Meeting, which we would pay for, as this is not the applicant’s fault.
  - 1. George Goodman wanted tonight to be the last time the Commissioners are blamed. He said the Planning Commission itself needs 8 hours per week of Carlisle Wortman’s time and thought the Township Board would pay for it.
  - 2. John Westman moved, 2<sup>nd</sup> by George Goodman, to have a Special Meeting at 7 p.m. on May 5, 2021 to consider the Webster Township Historical Society request regarding tiling of the Historical Society property. Motion carried.

IVX. Charles Estleman moved, 2<sup>nd</sup> by George Goodman, to adjourn the meeting. Motion carried. The meeting adjourned at 9:08 pm.

NEXT MEETING DATE:

Special Meeting: Wednesday, May 5, 2021 at 7:00 p.m.

Regular Meeting: Wednesday, May 19, 2021 at 7:00 p.m.

Respectfully Submitted,

Tammy Koch, Secretary

TK:mlz

Copy to: J. Kingsley

B. Calleja

Z. Michel



MINUTES OF THE 512TH REGULAR MEETING OF THE  
WEBSTER TOWNSHIP PLANNING COMMISSION  
WEDNESDAY, MAY 19, 2021

The Meeting was called to order at 7:00 p.m. by Chairperson Zalucha and the Pledge of Allegiance was recited.

WTPC Members Present: John Westman, George Goodman, Charles Estleman, Paul Zalucha, Andrea Zamansky, Tammy Koch, Kay Stremmler

WTPC Members Absent: None

Also Present: Martha Zeeb, John Kingsley, John Scharf, Zach Michels, Rick Kleinschmidt and 6 citizens

I. Approval of Agenda: Paul Zalucha asked to add item (e) "Agenda for Next Meeting". Andrea Zamansky moved, 2<sup>nd</sup> by Charles Estleman, to approve the agenda as amended. Motion carried.

II. Approval of Minutes:

A. Charles Estleman moved, 2<sup>nd</sup> by George Goodman to accept the April 21, 2021 Regular Meeting Minutes as presented. Motion carried.

B. The Commissioners reviewed the May 5, 2021 Special Meeting Minutes.

1. Kay Stremmler said she, not Andrea Zamansky, attended the meeting in Item IV. A.

2. Kay Stremmler asked to remove the second sentence in Item IV. C. The Natural River Overlay District is for everyone.

3. Kay Stremmler asked to change the 2<sup>nd</sup> sentence of Item VI.A. 2. by adding "Zoning" before "Planning" and adding "with another experienced person" after "Enforcement".

4. Andrea Zamansky moved, 2<sup>nd</sup> by George Goodman, to approve the minutes as amended. Motion carried.

III. Township Board Report:

A. John Westman reported that the Fire Board will meet tomorrow night to discuss the agreement to open the Fire Station. The Station sign will be changed so it is easier to read.

B. John Westman asked John Kingsley to speak about the Zoning Administrator commitment from Carlisle Wortman. John Kingsley said the commitment has been extended through December 31, 2021 and he has appointed an ad hoc committee to study it.

C. The Dexter Area Historical Society will hold an event September 10-12, 2021 at Gordon Hall. They will follow pandemic guidelines.

D. The Board subscribed to the MTA Online Learning – option 1 for training. (see attached)

E. The Board agreed to reimburse interest on a loan a PDR recipient incurred while waiting for the promised funds to be paid due to delay of the County and Federal review. Our attorney drafted an agreement for the funds to come from the PDR fund.

IV. Zoning Report – Zach Michels said the many permits are complete and he is sending out violation letters now. He is working longer on Mondays and Wednesdays, and working some hours on Fridays.

V. PDR Report – John Westman said it is the same as in the Township Board Report.

VI. Public Participation: None

VII. Master Plan Maps Review: The Commissioners discussed and made minor revisions. These will be sent to the PDR Committee and looked at again at the next meeting.

VIII. Care of Animals Ordinance Amendment Review: George Goodman showed the proposed language (attached) to follow GAAMP for livestock. The Commissioners liked the wording and will hold a public hearing in the future.

IX. Carnival, Festival, or Public Meeting Permit Application Form Review: (see attached)

A. Zach Michels said he and George Goodman worked on this. They removed items that were not in the Zoning Ordinance. George Goodman wanted the fee structure to be laid out.

B. Much discussion followed to revise the form. Zach Michels will:

a. Check with counsel on if insurance should be required for a hazardous event and if the Township should be listed as Additional Insured on the policy;

b. Page 1 change to "Additional Applicant Information (relation to property owner)";

c. Correct the spelling of "Sheriff" in the 2<sup>nd</sup> bullet point on page 1;

d. In the last line of the 4<sup>th</sup> bullet point change to "safety zones, applicable permits and licenses." Also add "for other agencies and entities" after "applicable permits". Add need fireworks license and alcohol permit;

e. Move the 2<sup>nd</sup> sentence of the 1<sup>st</sup> paragraph on page 2 farther down on the page. Also add wording that complaints are validated by the township to ensure they are accurate.

f. Add acknowledgement item on if applicant is aware of a previous complaint to police or fire department;

g. Add that Zach may enter the property for inspection of the site;

h. Discuss modifying the Zoning Ordinance text regarding the 200-foot requirement;

i. Add wording such as intoxicants, alcohol or hazardous material to the boxes on page 1.

C. The Commissioners wanted a conference call with the lawyers and not a written legal opinion.

X. Zoning Ordinance Section 16 Draft Language Review: Zach Michels did not have it updated as he wanted to know if other sections in the Zoning Ordinance that are environmentally similar should be combined. The Commissioners were reluctant to do this.

XI. Chairman Paul Zalucha said the discussion items for the next meeting will be the Master Plan Maps and the Road Map that we should get in a couple of weeks, and the revised Festival Permit. Andrea Zamansky said she would make a draft Annual Report for the Township Board also.

XII. Public Comments:

A. Matt Gills asked about livestock on small lots and what is the correct number of animal units on his land. George Goodman read his proposed Zoning Ordinance amendment.

B. Inshal Chenet asked where the standard is found and who is the judge who determines if it is met? George Goodman said expert guidance may come from the Michigan DNR, Sheriff, Animal Control, and Humane Society. Andrea Zamansky said also Michigan State University.

C. John Tuttle thanked the Commissioners for addressing their concerns. He asked if the enforcement for a violation must examine the animal. George Goodman said currently a letter is sent to educate the owner and work with them so the situation can be corrected. John Tuttle asked that the statute state that. He appreciated the goodwill.

D. John Scharf asked about exotic animals such as tigers and alligators.

XIII. Information/Correspondence/ Comments: George Goodman asked if the Commissioners can choose training courses from the MTA Online Learning subscription and John Scharf said

yes. Paul Zalucha said the classes change monthly.

XIV. Andrea Zamansky moved, 2<sup>nd</sup> by Charles Estleman, to adjourn the meeting. Motion carried. The meeting adjourned at 8:50 pm.

NEXT MEETING DATE:

Regular Meeting: Wednesday, June 16, 2021 at 7:00 p.m.

Respectfully Submitted,

Tammy Koch, Secretary

TK:mlz

Copy to: J. Kingsley

B. Calleja

Z. Michels

MINUTES OF THE 513TH REGULAR MEETING OF THE  
WEBSTER TOWNSHIP PLANNING COMMISSION  
WEDNESDAY, JUNE 16, 2021

The Meeting was called to order at 7:01 p.m. by Paul Zalucha, Chairperson, in the Township Hall and the Pledge of Allegiance was recited.

WTPC Members Present: John Westman, Charles Estleman, Paul Zalucha, Andrea Zamansky, Kay Stremler

WTPC Members Absent: George Goodman, Tammy Koch

Also Present: Martha Zeeb, John Kingsley, John Scharf, Shelly Vrsek, Connie Savander and 1 resident

I. Approval of Agenda: John Westman moved, 2<sup>nd</sup> by Charles Estleman, to approve the agenda as presented Motion carried.

II. Approval of Minutes of May 19, 2021 Meeting: Andrea Zamansky asked to replace "it is" with "expert guidance may come from" in item XII B. Also, in item XII B, Paul Zalucha asked for a comma between Sheriff and Animal Control. Andrea Zamansky moved, 2<sup>nd</sup> by Kay Stremler, to approve the minutes as amended. Motion Carried.

III. Township Board Report:

- A. John Westman reported that they granted a festival permit for the Webster Fall Festival on September 25, 2021.
- B. John Westman reported that the Board increased the PDR appropriation, not to exceed \$2000, for Base Lake Farms as closing costs were not included in the original estimate.
- C. The LASA-TDML Settlement Agreement is a long term contract regarding phosphorus discharge into the Huron River. Kay Stremler asked for a copy of the Agreement.
- D. Kay Stremler asked for an update on the Zoning Administrator Subcommittee. Shelly Vrsek said they are looking at how similar townships use the Zoning Administrator.

IV. Zoning Administrator Report:

- A. John Kingsley said Zach Michels is keeping up with zoning compliance requests and is working on Zoning violations a few at a time.
- B. Paul Zalucha said the Subcommittee needs the hours Zach Michels spends on the different tasks. John Kingsley said he would talk to Carlisle Wortman next week.
- C. Discussion followed on frustration of the Zoning Administrator's overwhelming task with limited hours, and the need for the Board to set priorities as Zach is not able to do what the Planning Commission requests.

V. PDR Report: See Township Board Report above.

VI. Public Participation: John Scharf said Zach Michels did two final inspections Monday and two today and when he got back to the office there were three people waiting for his services. We are Carlisle Wortman's customer and Zach Michels doesn't say no when he should.

VII. Planning Commission's Annual Report:

- A. The Commissioners reviewed the 2020 Annual Planning Commission Report (attached). Kay Stremler said it is an excellent report and asked to add Article 16 to the 2021 Goals.
- B. John Westman moved, 2<sup>nd</sup> by Andrea Zamansky, to accept this report for the Board of Trustees with the change and forward it to the Board of Trustees. Motion Carried unanimously.

VIII. Master Plan Maps:

- A. Andrea Zamansky said the maps are not ready yet. Carlisle Wortman was asked to make minor revisions but they are rebuilding the maps.

- B. The Commissioners reviewed the Township Roads Map (attached) and asked to remove “Private” roads as it is not in our Zoning Ordinance. They asked for the Neighborhood Roads to be named if it was there before and would be clearly legible.
  - C. Andrea Zamansky will give our comments to Carlisle Wortman and she and Kay Stremmer will review the Master Plan Maps when they come back, hopefully for the July Meeting.
- IX. Carnival, Festival, or Public Meeting Permit Application:
- A. The Commissioners reviewed e-mail comments from Zach Michels and Kendall O’Connor, Township Attorney dated June 9, 2021(attached), and from George Goodman dated June 16, 2021 (attached). They also reviewed Pittsfield Charter Township Special Event Permit Application (attached).
  - B. Revisions suggested for Webster’s Application
    - 1. Under Applicant Information – add a line for Relation to Property Owner
    - 2. Add a line for a response to last bullet point about disclosures just above Property Owner Signature.
    - 3. From the Pittsfield “Special Events Permit Application” the Commissioners liked
      - a. Checklist in “For Official Use Only” box
      - b. Contact Person(s) on Day(s) of Event
      - c. Impact on Adjacent Properties
      - d. Insurance Requirements
      - e. Page 5 of Pittsfield Application, including the first paragraph of Applicant Responsibilities and reason for denial line.
    - 4. The Commissioners wanted our Permit to require the applicant to carry insurance if the Township Board thinks it is needed. Paul Zalucha will check with the lawyer about the expense for the applicant to add the Township as additional insured. The permit form could include indemnity of the Township by the Applicant’s insurance.
    - 5. The Commissioners discussed our Zoning Ordinance requirement for tents and parking to be 200 feet from the property line. They liked changing it to 75 feet. They want to remove other than passenger vehicles and not allow parking in the road right of way.
    - 6. The Commissioners wanted our Permit to say cash deposit as determined by the Township Board in item D of Conditions of Approval.
    - 7. The Pittsfield Township Application allowed for property evaluation before, during, and after an event.
  - C. Andrea Zamansky suggested Paragraph 3 of Kendall O’Connor’s Attorney letter be added to Section 12.30 of our Zoning Ordinance to allow the Board to attach additional conditions to an approval.
  - D. Paul Zalucha will work with George Goodman and our Township Attorney on the Permit.
- X. Next Meeting Agenda: Review Master Plan Maps and Special Events Application
- XI. Public Comments: John Scharf said the Township Board approved fireworks and needed \$1 million additional insured so we should ask Ryan Nixon. Also our roads are Primary, Local and Private. Andrea Zamansky will check the Zoning Ordinance.
- XII. Information/Correspondence/Comments:
- A. Paul Zalucha distributed the memorandum from Carlisle Wortman dated June 4, 2021 (attached).
  - B. Paul Zalucha asked the Commissioners to look at our Stormwater Management Section and think about revising it. He passed out Sections from Lodi and Lima Townships to look at.

XIII. Charles Estleman moved, 2<sup>nd</sup> by Andrea Zamansky, to adjourn the meeting. Motion carried. The meeting adjourned at 8:55 pm.

NEXT MEETING DATE:

Regular Meeting: Wednesday, July 21, 2021 at 7:00 p.m.

Respectfully Submitted,

Tammy Koch, Secretary

TK:mlz

Copy to: J. Kingsley  
B. Calleja  
Z. Michel

MINUTES OF THE 51 4TH REGULAR MEETING OF THE  
WEBSTER TOWNSHIP PLANNING COMMISSION  
WEDNESDAY, JULY 21, 2021

The Meeting was called to order at 7:03 p.m. by Chairperson Zalucha and the Pledge of Allegiance was recited.

~~WTPC Members Present:~~ John Westman, Charles F. Goodman, Paul Zalucha,  
Andrea Zamansky, Kay Stremler

~~WTPC Members Absent:~~ Tammy Koch

Also Present: Martha Zeeb, John Kingsley, Rick Kleinschmidt

I. Approval of Agenda: Kay Stremler moved, 2nd by George Goodman, to approve the agenda as written. Motion carried.

II. Approval of June 6, 2021 Minutes: Kay Stremler moved, 2nd by Andrea Zamansky to approve the Minutes as written. Motion carried.

III. Township Board Report:

A. John Westman reported that the Fire Hall has a punch list of items to complete and they hope to open next month. The Township would need to pay to improve the visibility of the Fire Station sign. They would like an Open House and Dedication Ceremony at the Webster Fall Festival.

B. John Westman said the Township Board held a 2nd Public Hearing on the Scully Road Special Assessment District.

C. John Westman reported the Township has applied for \$720,000 from the American Rescue Plan. The Township made a Broadband Resolution asking the County to use part of their American Rescue Plan funds for under served areas.

D. John Westman said Shelly Vrsak gave the Zoning Administrator Subcommittee Report.

1. Andrea Zamansky said the Subcommittee has talked to similar municipalities and is making a draft proposal for the Township Board. She asked for a Board Special Meeting to provide direction so the Planning Commission gets help sooner.

2. George Goodman asked for the Township's stand on Zoning Violation enforcement . old outstanding violations versus response to new complaints. He said an outside agency may be heavy handed on enforcement which could affect cost.

3. Andrea Zamansky said the Township Board could employ a part time enforcement employee now, to free up Zach, and decide later if they want enforcement separate from a Zoning Administrator or professional firm.

IV. Zoning Administrator Report: John Westman presented the Carlisle Wortman Associates, Inc. invoice for work done in June, 2021 dated 7/13/2021 (attached) which was emailed to the Commissioners previously.

V. PDR Report - John Westman said they closed on Base Lake Farms 204 acres.

VI. Public Participation: None

VII. Master Plan Maps: The 18 Maps will be presented at the August meeting.

VIII. Carnival, Public Meeting Tent, and Circus Permit Application (draft 6/30/2021 see attached)

A. Paul Zalucha asked under Conditions of Approval:

1. Item (A) to add "temporary" before "facilities".

2. Item (D) to strike out "in an amount not less than One Thousand (\$1,000) Dollars".

B. The Commissioners agreed the title should be "Event Permit Application".

C. Andrea Zamansky asked under Applicant's Permit Compliance Agreement

1. 4'h bullet point - add an "s" to "Ordinance".
2. 6'h bullet point - add "and all costs" after "property", and add "and or to Township" before "employees".
3. 9'h bullet point - delete "any elected Township official" and replace with "the Township or its agents"

D. The Commissioners discussed Insurance Requirements.

1. Andrea Zamansky asked under "Note" to remove "their" and replace with "the applicant". Also remove "request" and replace with "requested".
2. Paul Zalucha said he talked to his insurance agent and liability insurance is not that expensive. The Commissioners liked \$1 million of coverage, but on a case by case basis. Sometimes the Township will need proof of insurance and be named as additional insured. The Township can waive the insurance requirement. Paul Zalucha will ask counsel about insurance and if the township has liability if the event is on private property.

E. Paul Zalucha asked to remove "Application Fee" from Applications Must Include the Following Attachments.

F. The Commissioners reviewed Paul Zalucha's proposed revisions to Section 12.30 (see attached). He will discuss the language with our counsel.

X. Stormwater Management Language:

- A. Paul Zalucha said our zoning regulations is 16 pages long which are not necessary. John Kinglsey said we used to have a civil engineer on staff and it allowed our residents to get approval in house. Five years ago the County updated their standards in anticipation of climate change.
- B. Andrea Zamansky liked Lodi Township's regulations but suggested some of our Article 14 was worth keeping such as:
  1. 14.05 Intent; 14.15A and 14.15B; 14.35 - Inspections; and 14.40 - Maintenance.
  2. She asked if 14.25H Automated Watering Systems is in the County Standards.

C. Kay Stremmer also liked 14.25 A General Requirements. She volunteered to work on this Article of the Zoning Ordinance.

XI. Paul Zalucha said the discussion items for the next meeting will be the Master Plan Maps and Event Permit. Andrea Zamansky will let the PDR Committee know when she gets the Master Plan Maps.

XII. Public Comments: None

XIII. Information/Correspondence/ Comments: None

XIV. Andrea Zamansky moved, 2nd by Kay Stremmer, to adjourn the meeting. Motion carried. The meeting adjourned at 9:15 pm.

NEXT MEETING DATE:

Regular Meeting: Wednesday, August 18, 2021 at 7:00 p.m.

Respectfully Submitted,

Tammy Koch, Secretary

TK:mlz  
Copy to: J. Kingsley  
B. Calleja  
Z. Michels



MINUTES OF THE 515TH REGULAR MEETING OF THE  
WEBSTER TOWNSHIP PLANNING COMMISSION  
WEDNESDAY, AUGUST 18, 2021

The Meeting was called to order at 7:00 p.m. by Paul Zalucha, Chairperson, in the Township Hall and the Pledge of Allegiance was recited.

WTPC Members Present: John Westman, Charles Estleman, Paul Zalucha, Kay Stremler, George Goodman, Tammy Koch

WTPC Members Absent: Andrea Zamansky

Also Present: Martha Zeeb, John Kingsley, Shelly Vrsek, Jeff Harms, Rick Kleinschmidt, Tom Neil

I. Approval of Agenda: Tammy Koch moved, 2<sup>nd</sup> by Charles Estleman, to approve tonight's agenda as written. Motion carried.

II. Approval of Minutes: John Westman moved, 2<sup>nd</sup> by Charles Estleman, to approve the Webster Township Planning Commission minutes of July 21, 2021 as presented. Carried.

III. Township Board Report by John Westman:

- A. They have a Certificate of Occupancy for the Fire Hall. They plan to leave the lettering on the sign as is for now.
- B. The Webster Fall Festival has been cancelled due to Delta Variant concerns.
- C. The Special Assessment District for Scully Road was finalized.
- D. The Zoning Administrator Subcommittee will post requests for proposals.
- E. The Board approved a festival permit for a Winter Market at the Methodist Church to be held every 2 weeks from November to April.

IV. Zoning Administrator Report: None

V. PDR Report: John Westman reported they approved \$3000 for an appraisal on 140 acres.

He said 25% of the Township will be protected and asked for input on the future of the program.

VI. Public Participation: None

VII: Master Plan Maps: The Commissioners reviewed the Maps and made minor revisions. John Westman will take these maps to the PDR Committee and give their comments to Kay Stremler.

VIII. Public Event Permit Form - dated August 4, 2021:

- A. George Goodman suggested boxes be added to the Administration section – Insurance required - Yes (and amount) or No.
- B. Paul Zalucha will adjust the form and send it to our Township Attorney for their input.

IX. Zoning Ordinance Section 12.30 Event Permits: Paul Zalucha felt the existing wording was inadequate guidance for the Township Board. After discussion it was decided to get language from our planner to look at.

X. Next Meeting Agenda: Section 12.30, possibly Master Plan Maps, Section 16.

XI. Public Comments: None

XII. Information/Correspondence/Comments:

- A. Kay Stremler is talking to Christopher Patterson on our Storm Water Management Section.
- B. George Goodman said MTA told him meetings do not have to be recorded, and if they are

the recording can't be erased until the minutes are approved. He suggested all meetings be recorded and have the Board set a policy on the length of time to keep them. He also pointed out that there have been instances in the past where the minutes were corrected as what was said was not their intent. Much discussion followed.

XIII. Kay Stremmer moved, 2<sup>nd</sup> by George Goodman, to adjourn the meeting. Motion carried. The meeting adjourned at 9:03 pm.

NEXT MEETING DATE:

Regular Meeting: September 15, 2021 at 7:00 p.m.

Respectfully Submitted,

Tammy Koch, Secretary

TK:mlz

Copy to: J. Kingsley  
B. Calleja  
Z. Michel

MINUTES OF THE 516TH REGULAR MEETING OF THE  
WEBSTER TOWNSHIP PLANNING COMMISSION  
WEDNESDAY, SEPTEMBER 22, 2021

The Meeting was called to order at 7:00 p.m. by Chairperson Zalucha and the Pledge of Allegiance was recited.

WTPC Members Present: Andrea Zamansky, Tammy Koch, Charles Estleman, Kay Stremmer, Paul Zalucha, John Westman, and George Goodman

WTPC Members Absent: None

Also Present: Martha Zeeb, John Kingsley, Rick Kleinschmidt, Connie Savander, and Joe Blair

I. Approval of Agenda: John Westman moved, 2<sup>nd</sup> by George Goodman, to approve tonight's agenda as presented. Motion carried unanimously.

II. Approval of Minutes: Tammy Koch moved, 2<sup>nd</sup> by Charles Estleman, to approve the August 18, 2021 meeting minutes. Motion carried.

III. Township Board Report:

A. John Westman said the Board discussed, and will prepare, a draft of a meeting minute policy.

B. John Westman said the Fire Station Dedication is Saturday, September 25, 2021 about 10:30 am with the Open House from 10am to 2pm. They expect to occupy October 1st.

IV. Zoning Administrator Report: See Carlisle Wortman invoice 2162171 (attached) for August activity.

V. PDR Report: John Westman said they reviewed the Master Plan Maps and adjusted the Ag Priority Map.

VI. Citizens Wishing to Address the Commission: None

VII. Master Plan Maps: The Commissioners reviewed the updated maps, made minor changes, and thanked Kay Stremmer for her work. Kay will make these updates and send the Maps to John Enos for formatting, and to include photographs of the Township.

VIII. Public Event Permit Form (draft dated 9/6/2021)

A. Paul Zalucha suggested changing the name to "Special Event Permit Application" and the Commissioners agreed.

B. John Kingsley liked the 60 day prior to the event deadline for application submittal in case the Board needs more information. John Westman wanted to allow for a waiver of the timeline at the Board's discretion.

C. Paul Zalucha suggested this Form be revised again when the Zoning Ordinance Section 12.30 is ready.

IX. Section 12.30 Zoning Ordinance (Event Permit):

A. Paul Zalucha presented suggestions received from John Enos, Kendall O'Connor and a Banks Township Special Event Licensing Ordinance.

B. Paul Zalucha added "Special" to the Section 12.30 "Special" Event Permits. He also added the following items for consideration:

1. F. Applications shall be submitted to the Township Office at least 45(60) days prior to the special event

2. G. The Township Board shall have the authority to place "Conditions of Approval" as indicated on the Event Permit with which the applicant must comply

3. H. No more than two Event Permits shall be granted on an individual lot or to one individual applicant in any one rolling calendar year. The duration of the event shall not exceed four days.

C. Much discussion followed. Paul Zalucha will talk to John Enos again and asked the Commissioners to think about it for our next meeting.

X. Next Meeting Agenda: Section 12.30 Zoning Ordinance. Possible items include Master Plan; Site Plan for Mast Road car storage lot; Storm Water Management; and Article 16.

XI. Public Comments: None

XII. Information Items:

A. Tammy Koch related that our December meeting is scheduled 2 days before Christmas. Paul Zalucha said he would put this on our Next Meeting Agenda.

B. George Goodman said Bill Sinkule has worked for the Township 15 years. Bill has updated the Township Website and will add our emails to the Website. John Kingsley said the Township purchased a new license. The Commissioners will need to set up passwords.

XIII. Kay Stremmler moved, 2<sup>nd</sup> by Tammy Koch, to adjourn the meeting. Motion carried. The meeting adjourned at 9:47 pm.

NEXT MEETING DATE:

Regular Meeting: Wednesday, October 20, 2021 at 7:00 p.m.

Respectfully Submitted,

Tammy Koch, Secretary

TK:mlz

Copy to: J. Kingsley

B. Calleja

Z. Michels

MINUTES OF THE 517TH REGULAR MEETING OF THE  
WEBSTER TOWNSHIP PLANNING COMMISSION  
WEDNESDAY, OCTOBER 20, 2021

The Meeting was called to order at 7:00 p.m. by Chairperson Zalucha in the Township Hall and the Pledge of Allegiance was recited.

WTPC Members Present: John Westman, George Goodman, Charles Estleman, Paul Zalucha, Andrea Zamansky, Kay Stremler, Tammy Koch

WTPC Members Absent: None

Also Present: Martha Zeeb, John Kingsley, Rick Kleinschmidt, Connie Savander and 1 citizen

I. Approval of Agenda: Paul Zalucha asked to add item 10(e) Set Public Hearing to consider Special Use request for 4144 Mast Road to Action Items. Kay Stremmer asked to add 11 (b) Master Plan -Next Step to Discussion Items. Andrea Zamansky moved, 2<sup>nd</sup> by Charles Estleman, to approve the agenda as amended. Motion carried.

II. Approval of September 22, 2021 Minutes: Paul Zalucha asked to change Item IX. B.1.F. to 60 days. Kay Stremler moved, 2<sup>nd</sup> by George Goodman to approve the Minutes as modified. Motion carried.

### III. Township Board Report: Given by John Westman

IV. Zoning Administrator Report: Zach Michels gave his report.

V. PDR Report – John Westman reported they only held a Special Meeting.

## VI. Public Participation: Connie Savander suggested approaches to tracking data.

## VII. Section 12.30 Ordinance (Special Event Permit)

A. The Commissioners discussed the suggestions from Kendall O'Connor to amend article 2.10 to define "Special Event" and changes to Section 12.30 (See attached Draft 10-20-2021).

1. The Commissioners agreed to put the definition in Article 2.10.
2. The Commissioners decided to strike the last sentence of Section 12.30 A – “A majority vote of the members of the Township Board is required for a decision”.
3. The Commissioners decided in Section 12.30 B 6 to add “consecutive” before “days.”
4. In Section 12.30 B 7 the Commissioners changed 9 a.m. to 8 a.m.
5. The Commissioners removed the “j” from Section 12.30 C 2.
6. The Commissioners removed “activity which” from Section 12.30 D (5) and replaced it with “provided that the activity”.
7. The Commissioners removed Item I from Section 12.30.

B. Andrea Zamansky moved, 2<sup>nd</sup> by George Goodman, to approve the language with changes identified. A roll call vote was taken and it carried unanimously. Paul Zalucha will make the changes and bring it to a future public hearing.

VIII. Special Event Permit Form (see attached Draft 10-20-2021)

- A. The Commissioners agreed to add the last bullet point from Kendall O'Connor to page 4 – Administration box, “Effective \_\_/\_\_/\_\_ to \_\_/\_\_/\_\_”.
- B. The Commissioners agreed to add to Administration Box on Page 4 “Record of previous unresolved violations or complaints”. (Yes/No). If Yes, describe \_\_\_\_\_.
- C. The Commissioners agreed to replicate Section 12.30 item B from the Zoning Ordinance to Conditions of Approval on page 2. They will remove items A, B, C, D.
- D. The Commissioners discussed Insurance Requirements and Paul Zalucha will talk to our lawyers about c. and d.

E. Andrea Zamansky moved, 2<sup>nd</sup> by Kay Stremler, to postpone further consideration until our next Planning Commission Meeting. A roll call vote was taken and it carried unanimously.

IX. Section 6.10 B(3)(b) iv Ordinance (see attached)

- A. The Commissioners discussed and added “the property owner, or any previous property owner or predecessor in title or their agent (ie. It is not self-created)” to the end of the sentence.
- B. Kay Stremler moved, 2<sup>nd</sup> by Tammy Koch, to approve this provision to be with current state law as is written in B (3)(b) iv. A roll call vote was taken and it carried unanimously. Paul Zalucha will add this to future public hearings.

X. Reschedule December Planning Commission Meeting

A. Andrea Zamansky moved, 2<sup>nd</sup> by Charles Estleman, to cancel the regular scheduled meeting on December 22, 2021. A roll call vote was taken and it carried unanimously.

B. George Goodman moved, 2<sup>nd</sup> by Kay Stremler, to create a Special Meeting on December 15, 2021. A roll call vote was taken and it carried unanimously.

XI. Set Public Hearing for 4144 Mast Road Special Use request: John Westman moved, 2<sup>nd</sup> by Andrea Zamansky, to postpone discussion for Special Land use from LAG indefinitely. A roll call vote was taken and it carried unanimously.

XII. Discussion Items:

- A. Next Meeting Agenda: Special Event Permit, possibly Domestic Animal language and set public hearing dates for ordinances.
- B. Master Plan: The Commissioners agreed to use Word program for the final draft. Andrea Zamansky asked to credit the photographers of the photos. Zach Michaels was asked to give notice to confirm when it will be done.

XIII. Public Comments: None

XIV. Information/Correspondence/ Comments: Discussion followed.

XV. Andrea Zamansky moved, 2<sup>nd</sup> by Kay Stremler, to adjourn the meeting. Motion carried. The meeting adjourned at 10:00 pm.

NEXT MEETING DATE:

Regular Meeting: Wednesday, November 17, 2021 at 7:00 p.m.

Respectfully Submitted,

Tammy Koch, Secretary

TK:mlz

Copy to: J. Kingsley  
B. Calleja  
Z. Michels

MINUTES OF THE 518TH REGULAR MEETING OF THE  
WEBSTER TOWNSHIP PLANNING COMMISSION  
WEDNESDAY, NOVEMBER 17, 2021

The Meeting was called to order at 7:00 p.m. by Paul Zalucha, Chairperson, in the Township Hall and the Pledge of Allegiance was recited.

WTPC Members Present: John Westman, Charles Estleman, Paul Zalucha, Kay Stremler, George Goodman, Tammy Koch, Andrea Zamansky

WTPC Members Absent: None

Also Present: Martha Zeeb, Rick Kleinschmidt, and 6 residents

I. Approval of Agenda: Kay Stremler asked to add Master Plan Next Step to Discussion Item 11 (c). Andrea Zamansky moved, 2<sup>nd</sup> by John Westman, to accept the agenda as amended. Motion carried.

II. Approval of Minutes for October 20, 2021: Charles Estleman moved, 2<sup>nd</sup> by Kay Stremler, to approve as written. Motion Carried.

III. Township Board Report: Given by John Westman

IV. Zoning Administrator Report: See Carlisle Wortman Invoice dated 10/7/21 (attached)

V. PDR Report: Given by John Westman.

VI. Public Participation:

A. Ed Dorrington requested an additional map inserted in Section 9.22 Baseline Lake Residential District Overlay. He passed out a letter dated 2/6/21 (attached).

B. Mac Gills asked about potential openings on Township boards and when would they start.

VII. Section 12.30 Special Event Permit:

A. Paul Zalucha said he talked to lawyers. The Commissioners agreed to add “and other insurance” before “for the event” in item B. (5).

B. Andrea Zamansky moved, 2<sup>nd</sup> by John Westman, to set a public hearing to consider amendment to Zoning Ordinance Section 12.30 and 2.10 per Special Event document at the December 15, 2021 Planning Commission Meeting. A roll call vote was taken and it carried unanimously.

VIII. Section 6.10.B.(3) (b) iv. (Dimensional Variances)

A. Paul Zalucha read proposed change to add “the property owner, or any previous property owner or predecessor in title or their agents (ie. it is not self-created)” at the end of the sentence.

B. Andrea Zamansky moved, 2<sup>nd</sup> by Tammy Koch, to set a public hearing to consider the amendment to Zoning Ordinance Section 6.10B(3)(b)iv. Regarding Dimensional Variance for our December 15, 2021 Planning Commission Meeting. A roll call vote was taken and it carried unanimously.

IX. Public Nuisance Ordinance (Care of Animals): The Commissioners read item 7 (attached). Andrea Zamansky moved, 2<sup>nd</sup> by George Goodman, to set a public hearing for consideration of Public Nuisance Ordinance new section 7 regarding Care of Animals at the 12/15/21 Planning Commission Meeting. A roll call vote was taken and it carried unanimously.

X. Special Event Permit:

A. Paul Zalucha said he updated changes of last month’s meeting to the permit and contacted an attorney on the Insurance Requirements. They recommended having the Professional Liability Insurance and keeping Worker’s Compensation Insurance for petitioner awareness.

B. John Westman moved, 2<sup>nd</sup> by Andrea Zamansky, to move forward the proposed Special

Event Permit Application to the Township Board for its consideration. A roll call vote was taken, and it carried unanimously.

C. George Goodman suggested having a revised date put on the application, so we know when the Board last updated it.

XI. Zoning Ordinance Section 13.25 (Domestic Animals):

A. Andrea Zamansky discussed changes she made to Section 13.25 including from Domestic Animals to Animals. She said the Right to Farm Act offers landowners free education and supersedes Township rules. However, if livestock are for personal use only they do not fall under State rules. She suggested we discuss livestock in the Ag District with counsel or our Planner.

B. George Goodman said the 2 dog limit is removed as care is most important.

C. After discussion Paul Zalucha said he will talk to John Enos.

XII. Next Meeting Agenda: 3 Public Hearings, Section 13.25, Master Plan review, Set Public Hearing for Storage Lot Special Use on Mast Road

XIII. Master Plan Next Step: It was suggested that text changes be red lined and the Matrix 2021 timeline be extended because of Covid's past limitation on activity. The Commissioners will review the Master Plan for our December Meeting. They said Zach Michels did a great job.

XIV. Public Comments:

A. Mac Gills said MSU Extension would also help landowners with animal care, manure handling, etc. He hopes to have animals on his 3 acres.

B. Connie Savander discussed MTA's on-line training.

XV. Information:

A. Kay Stremmer discussed MTA Training she attended on how our Township Boards can work together.

B. The draft Storm Water Management Section is still in process.

XVI. Kay Stremmer moved, 2<sup>nd</sup> by Tammy Koch, to adjourn the meeting. Motion carried. The meeting adjourned at 8:54 pm.

NEXT MEETING DATE:

Special Meeting: December 15, 2021 at 7:00 p.m.

3 Public Hearings: December 15, 2021 at 7:00 p.m.

Respectfully Submitted,

Tammy Koch, Secretary

TK:mlz

Copy to: J. Kingsley

B. Calleja

Z. Michel



MINUTES OF THE SPECIAL MEETING  
WEBSTER TOWNSHIP PLANNING COMMISSION  
WEDNESDAY, DECEMBER 15, 2021

The Meeting was called to order at 7:00p.m. by Chairperson Paul Zalucha at the Township Hall and the Pledge to Allegiance was recited.

WTPC Members Present: George Goodman, John Westman, Tammy Koch, Kay Stremmer, Paul Zalucha, Andrea Zamansky

Members Absent: Charles Estleman recently resigned as Commissioner.

Also Present: Martha Zeeb, Zach Michels, John Kingsley, John Scharf, Rick Kleinschmidt, Jennifer Simonds, Connie Savander, and 9 citizens

I. Approval of Agenda: Paul Zalucha asked that item 11(a) be scratched as he hasn't received comments from the Planner about Section 13.25. Tammy Koch moved, 2<sup>nd</sup> by George Goodman, to accept the agenda as written except for 11(a). Motion carried.

II. Approval of Minutes of November 17, 2021: Kay Stremmer moved, 2<sup>nd</sup> by Andrea Zamansky, to approve the minutes as written. Motion carried.

III. Township Board Report: Given by John Westman.

IV. Zoning Administrator Report: Given by Zach Michels.

V. PDR Report: Given by John Westman.

VI. Public Participation: None.

VII. Public Hearing on Section 2.10 Definition: Addition of "Special Event" definition opened at 7:10pm

A. Paul Zalucha said he has received no written comments. He asked for comments from the floor. Karen Bright, of the Webster Township Historical Society Board, requested we do not require a 60 day notice for outside special events as many things come up less than 60 days for the Historical Society and sometimes we can't plan. Paul Zalucha said we will consider this comment for the next public hearing. As there were no further comments, he closed the public hearing at 7:15 pm.

B. Motion by Andrea Zamansky, 2<sup>nd</sup> by Tammy Koch, that we recommend the Township Board adopt the amendment to Article 2.10 on term special event in form presented at this meeting. A roll call vote was taken, and it carried unanimously.

VIII. Public Hearing on draft Zoning Ordinance amendment for Section 12.30 opened at 7:17 pm

A. Paul Zalucha read the email from Cheryl and Thomas Hall (attached) dated November 25, 2021.

B. Paul Zalucha related that the Township Board asked the Commissioners to review the Special Event Permit. The Zoning Ordinance was rewritten to match the Permit.

C. Paul Zalucha asked for comments from the floor. Zach Michels said the Halls asked him to reiterate their email letter. However, the Commissioners were comfortable as the Note to D5 says nothing unlawful is allowed and Item H also offers protection.

D. Zach Michels asked to replace 'temporary use' with "Special Event permit" and in all cases permit should be a small "p". He also asked that B 7 capitalize "Ordinance" and in D 5 Note to replace "Webster Township Zoning" with "this". In item B4 he asked that "the use" be replaced with "the Special Event". In Item B5 replace "event" with "Special Event". In item G he asked to delete "Webster".

E. Much discussion followed on the number of days needed to apply for the permit. The Commissioners decided in A – the 2<sup>nd</sup> sentence replace "may" with "shall" and delete "at least sixty (60) days". The Township Board could choose the number of days needed in the permit, with the Zoning Ordinance silent on the number of days as the Township Board cannot waive the Zoning Ordinance.

F. Andrea Zamansky moved, 2<sup>nd</sup> by George Goodman, to recommend the Township Board adopt the amendment to Section 12.30 in form presented at this meeting with changes discussed at this meeting. A roll call vote was taken, and it carried unanimously. Paul Zalucha said he would point out the time frame in the permit when he sends it to the Board.

G. The Public Hearing closed at 8:10 pm

~~VIII.~~ IX. Public Hearing on Section 6.10.B(3)(b)iv Dimensional Variances: Amendment regarding Standards of Review:

A. Paul Zalucha opened the Public Hearing at 8:10 pm. He said he has a written comment from Connie Savander (attached) which the Commissioners need to read so the meeting will reopen at 8:20pm.

B. Paul Zalucha reopened the meeting at 8:20 pm and asked for public comment. Jennifer Simonds, Chairperson of the ZBA, said she has been on the ZBA for about 30 years. We didn't have Standards of Review until she worked with the Township Attorney and got surrounding Township ZBA Bylaws as guidelines. In 2011 the Zoning Ordinance included the Standards of Review without the ZBA blessing. By accident she heard about this Public Hearing to change the Standards of Review. She thought the ZBA should have some say and to talk to the Township Attorney. Standards of Review are not in the Zoning Enabling Act – they are written for the needs of that particular ZBA Board and adjustments of the guidelines should start with the ZBA. She said it was unfair to hold the current landowner accountable for actions of the previous owner as life changes and no one has a crystal ball. As there were no further comments the Public Comment Portion was closed at 8:45 pm.

C. Andrea Zamansky said Michigan has case law. The purpose is to bring the Zoning Ordinance language into conformity, so it is clear for residents on what is self-created. ~~The email from Connie Savander is incorrect advice.~~ THE MTA INSTRUCTOR'S ADVICE REFERENCED IN CONNIE SAVANDER'S EMAIL IS INCORRECT.

1. Paul Zalucha said we should have discussed the proposed change with the ZBA to come up with something we all agree on as we are a team. The Commissioners agreed it would be best to have an attorney and the ZBA look at it.

2. Motion by John Westman, 2<sup>nd</sup> by Tammy Koch, to postpone action on Section 6.10 B(3)(b) iv for Dimensional Variance until next month pending legal review. Paul Zalucha said he will discuss with the ZBA Chair. A roll call vote was taken, and it carried unanimously.

D. The Public Hearing was closed at 8:45pm.

~~IX.~~ X. Public Hearing on Nuisance Ordinance Section 3 adding #7 Care of Animals:

A. The Public Hearing opened at 8:45pm. Paul Zalucha read the proposed amendment.

B. Paul Zalucha said he has no written comments and opened the meeting for comments from the floor.

1. Kurt Hiester said he supports the measure, but said it is vague on what is adequate care and on who is in charge of determining what adequate care will be. Standard GAAMP doesn't address everything. He asked why Care of Animals is in the Nuisance ordinance. The State of Michigan has the Animal at Large Act so animals are required to be confined. How much space should they have? There are many reasons to tie up an animal, so this ordinance needs many exceptions.

2. Max Gills asked that the documents for the Meeting Agenda be on the Township website so it is easy for the public to access it. He asked if we need this ordinance for Zach to inspect, as State law has care of animals and it is infrequent when animals are treated poorly in the Township. It is an unnecessary burden of documentation to follow GAAMP.

3. Inshal Chenet said the 1<sup>st</sup> paragraph is great. He asked what the reason is for the 2<sup>nd</sup> paragraph when we already have many resources for care of animals. It is not clear as feeding on grass can be for 8 hours. Dogs can be tethered, but this specifies livestock cannot. This rule is unfair to the poor who do not have money for fences and try to do farm animals. GAAMP allows small spaces for livestock with hay.

C. George Goodman said the attorney has reviewed this and we have worked on it a long time. It will be local control instead of State control as the State agencies are busy. It costs money to have animals and local control allows talking to neighbors to help them out.

D. Zach Michels said GAAMP only applies to commercial agricultural operations so with this amendment all Township livestock applies to GAAMP. He would reach out to experts to get guidance if he needed to investigate a situation.

E. The Commissioners discussed getting information put on the website. Paul Zalucha will talk to the Township Office.

F. Andrea Zamansky moved, 2<sup>nd</sup> by George Goodman, to recommend the Township Board approve the draft amendment to the public nuisance ordinance in form presented at this meeting. A roll call vote was taken, and it carried unanimously.

G. The Public Hearing was closed at 9:22 pm.

X. XI. Set Public Hearing for 4144 Mast Road Special Land Use request for Vehicle Storage Facility:

A. Zach Michels said enough information has been submitted for Special Land Use Public Hearing and Preliminary Site Plan Public Hearing. He will include his comments and the criteria for the site plan for the Commissioners to review. The ZBA variance documents will be included also.

B. Due to the Holidays, and much to review, Andrea Zamansky moved, 2<sup>nd</sup> by John Westman, to set a public hearing date for Special Land Use permit request and for consideration of Preliminary Site Plan approval request with respect to 4144 Mast Road to be held on date of regular February 2022 Planning Commission Meeting. A roll call vote was taken, and it carried unanimously.

C. Paul Zalucha will meet with Zach Michels to discuss this.

~~XI~~. XII. Master Plan Review (the meeting recessed for a 5 minute break at 9:45 pm and reopened at 9:50 pm)

A. Kay Stremmer said the Master Plan was not ready, but is very close (see attached Master Plan Draft Comments dated 11/29/21).

B. It was decided that Kay Stremmer, Andrea Zamansky and Zach Michels would meet as a committee to work on it.

~~XII~~. XIII. Next Meeting Agenda: Master Plan; Zoning Ordinance Section 6.10 B (3)(b) iv; Section 13.25 Domestic Animals from Carlisle Wortman; New Minutes Policy; Discuss joint Township governing body meeting to enhance understanding of possible needed Zoning Ordinance updates.

~~XIII~~. XIV. Public Participation: Jennifer Simonds explained the ZBA is not meeting in January. Paul Zalucha said he would meet with her when he gets a recommendation from the attorney or postpone the January agenda item on Section 6.10 B (3)(b) iv.

~~XIV~~. XV. Information: Paul Zalucha said comments can be taken until 4 pm on the date of the Public Hearing. John Kingsley said, as there is no time for review, he will look into it.

~~XV~~. XVI. Motion by Kay Stremmer, 2<sup>nd</sup> by Tammy Koch, to adjourn the meeting. Motion carried. The meeting adjourned at 10:22 p.m.

Respectfully Submitted,

Kay Stremmer, Secretary

TK:mz

copy to: J. Kingsley

B. Calleja

Z. Michels