

MINUTES OF THE 450TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, JANUARY 15, 2014

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

WTPC Members Present: Wilber Woods, Rob Mitzel, Cynthia Zuccaro, Paul Zalucha,

WTPC Members Absent : Dave Lovell, Erica Perry, John Westman

Also Present: Martha Zeeb, John Kingsley, Charles Estleman, Mary Dee Heller, Gary Koch

I. Approval of Agenda- Cynthia Zuccaro moved, 2nd by Paul Zalucha, to approve the Agenda with addition of (b) becoming “Master Plan Training” and (c) as Master Plan. Motion carried.

II. Approval of Minutes. Paul Zalucha moved, 2nd by Cynthia Zuccaro, to approve as written the minutes of the December 18, 2013 meeting. Motion carried.

III. Citizens Wishing to Address the Commission: None

IV. Township Board Report – None as they will meet next week.

V. Zoning Officer Report - None

DISCUSSION ITEMS

VI. 2014-2015 Budget (attached Draft Proposed 2012-2015 Webster Township Planning Commission Budget dated January 2014). Rob Mitzel explained that it is identical to last year’s. He suggested the Contract Serv., Eng/Plng. Consultant expense has a potential to increase because of the Master Plan review and Cindy Zuccaro suggested asking for \$9000. The Commissioners agreed and said it was okay to submit the proposed budget to the Township Board.

VII. Master Plan Training - Rob Mitzel suggested the Michigan Assoc. of Planners could come here to put on their workshop on Comprehensive Planning It cost \$1433.00 and they need at least 10 people to attend. The Commissioners suggested dates February 26, 27 or March 5th as possibilities. Rob Mitzel will ask the other Commissioners and confirm the date. It will be a Special Meeting.

VIII Purchase of Development Rights Update by Barry Lonik

A. Barry Lonik explained that since Webster PDR millage started in 2005 they have conservation easements on 15 parcels (2 donations to the Legacy Land Conservancy; 4 purchased by the Ann Arbor Greenbelt and 9 purchased by Webster PDR).

B. Conservation Easements are deed restrictions of development rights that run with the property forever. The development right owner is responsible to ensure the restrictions are upheld so he visits each property every year and completes a form that there are no violations.

C. Webster Township has used 1.6 million dollars of the PDR millage to purchase development rights on 1200 acres in the Township. In addition the Federal Farm and Range Protection agency spent 3.7 million; Ann Arbor Greenbelt has spent 2.8 million and there have been 1.2 million dollars of landowner donations. There are 3,500 acres protected in Webster Township, 22% of which is woods or wetlands.

1. A potential property has two appraisals (one for the value of development and one for current Ag use). The difference is the value of development which has been about \$2,500 / acre.

2. The PDR Committee has more nominations so they recommend renewing the millage.

3. Barry Lonik suggested the Planning Commission identify Ag areas in the Township to preserve and to ensure there are adequate services available to support agriculture.

IX Master Plan

- A. Rob Mitzel reviewed Part 5 on the Policy for Agriculture Area. He will get the latest version of Map 2, and the Commissioners asked the current map of preserved land be included.
- B. Part 5.02 and 5.03 need to reflect the Ag Business Zoning. The Public Acts have changed in Part 5.05. In Parts 5.07 and 5.08 we could include the Build Out Study and TDR option. In Part 5.09 we could pull in what Ag Zoning allows in the Ag Business Section.
- C. In Part 5.10 the Commissioners agreed to drop the Timing Plan as it doesn't work in Webster Township. Part 5.12 and 5.13 should be changed as Open Space is not a Special use in the Zoning Ordinance. In Part 5.15 we could put in Barry Lonik information on multi jurisdictional entity.
- D. Rob Mitzel will update Parts 2, 3 and 5 for the February meeting.

X Citizens comments: None

IX. Informational Items/Correspondence

- A. Rob Mitzel passed out Planning and Zoning News and Michigan Township Focus magazine.
- B. Rob Mitzel discussed the Transportation Bonanza seminar from the Mich. Assoc of Planners.
- C. Rob Mitzel discussed meeting with neighbors about conditional zoning to allow for a Broadband internet tower. As the neighbors decided against this zoning they would like text amendment to the Zoning Ordinance to allow for a tower on their spot.

XI . Paul Zalucha moved, 2nd by Cindy Zuccaro, to adjourn. Motion carried. The meeting adjourned at 8:20 p.m.

NEXT MEETING DATE:

Public Hearing: Wednesday, February 19, 2014 at 7:00 p.m.

Regular Meeting: Wednesday, February 19, 2014 at 7:00 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

Copy to: J. Kingsley

M. Heller

B. Pindzia

MINUTES OF THE 431ST REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, FEBRUARY 19, 2014

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

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

Members Absent: None

Also Present: Martha Zeeb, John Kingsley, Mary Heller, Charles Estleman, and 6 citizens

I. Approval of Agenda – Motion by Erica Perry, 2nd by Cindy Zuccaro, to approve the agenda as presented. Motion Carried.

II. Approval of Minutes: Cindy Zuccaro moved, 2nd by Wilber Woods, to accept the minutes of the January 15, 2014 Regular Meeting as written. Motion carried.

III. Comments from Citizens:

- A. Chris Leonello said he has been working to solve the problem of areas without Broadband internet access for 3 years. He submitted “Fixed Wireless Broadband Solution for Webster Township” dated 2/8/14 (attached).
- B. Brian Norman of AT &T said they are trying to accomplish potential wireless towers for Broadband Internet service in Webster Township and he is happy to answer questions.
- C. Joshua Barclay said he is a teacher and needs Broadband internet for his job. He uses lots of data and AT&T data is capped so it is not sufficient. Ham radio towers are legal and he will put up his own if necessary as the need is urgent.
- D. John Scharf reported that in their court hearing today on Cottonwood Barn the Judge asked the parties to negotiate an agreement by the end of April.

IV Township Board Report by John Westman:

A. Gated communities will be considered in a Public Hearing in March as part of the Private Road Ordinance. Public safety is an issue.

B. The Township approved Policy No. 01-14 “Public Inspection of Township Record” dated 2/18/14 (attached) and the SunTimes will be the Newspaper of record for notices as it has wider distribution.

C. The 2014 Annual Report of the Webster Township Farmland and Open Space preservation Board was distributed (attached).

V. Zoning Officer Report: Bruce Pindzia submitted the 2013 Planning, Zoning and Engineering Annual Report dated 2/11/14 (attached) and a Memorandum on the proposed Sign Ordinance and Broadband Internet Tower dated 2/12/14 (attached).

VI. Public Hearing on Proposed Zoning Ordinance text Amendment to revise the definition of Signs in Section 2.10 and revise Section 13.140 to regulate signs.

- A. Rob Mitzel opened the Public Hearing at 7:20 pm.
- B. John Scharf said he appreciated the work that the Planning Commission did and asked what plans we have to enforce what is allowed.
- C. As there were no further comments Rob Mitzel closed the Public Hearing at 7:23pm.
- D. Rob Mitzel explained that we depend on residents to notify the Township of violations. If the landowner is non-compliant they are asked to correct the situation and if they don’t we can go to court. Also the proposed sign ordinance authorizes the Zoning Officer to remove temporary signs.

VII. Discussion on Proposed Sign Ordinance.

- A. Cindy Zuccaro asked if there were any other correspondence from citizens and Rob Mitzel said no.
- B. The Commissioners discussed Bruce Pindzia's Memorandum comments.
 1. Measurement of the sign area in B2. John Westman said we should use the attorney wording as if we get into a problem the attorney will need to defend it. The Commissioners agreed to leave the wording as is.
 2. In C 2 the Commissioners decided to strike the last sentence "When a place of worship has an identification sign a separate announcement bulletin shall not be permitted" as Bruce suggested.
 3. In C 3 sign permits are no longer required for subdivision identification signs. It was decided to have Bruce talk to the Township Board about his concerns.
 4. Erica Perry moved, 2nd by Dave Lovell, to recommend the Township Board adopt the Signage Ordinance amendment to 2.10 and 13.140 with the deletion of the last sentence in C2. The motion carried unanimously.

VIII Election of Officers

- A. Erica Perry nominated Rob Mitzel as Chairperson, 2nd by Cindy Zuccaro. Motion carried.
- B. Erica Perry nominated Paul Zalucha as Vice Chairperson, 2nd by Wilber Woods. Carried.
- C. Erica Perry nominated Wilber Woods as Secretary, 2nd by John Westman. Motion Carried.

IX. Special Meeting for Planning Commission Training – the Michigan Association of Planning can put on a Master Plan Training Workshop on March 5, 2014 at 7pm. in the Township Hall. Cindy Zuccaro moved, 2nd by Erica Perry, to set the date for the Special Meeting on March 5th at 7pm for the Master Plan Workshop. Motion Carried.

X. Broadband Internet Towers

- A. As Scully Road does not have Public Land or Industrial Zoning Districts close enough for a rebroadcast tower to service the area Rob Mitzel showed proposed changes to Section 13.190 B4 which would allow Broadband Internet Towers and Antennas in the Ag District. It would have specific restrictions without a Special Use Permit, at the Scully Road resident's request as it would be faster, but it would need a scaled down site plan.
 1. John Westman said the Township would have more control with a Special Use permit as he could foresee technology changes, unintended consequences, and we should look at areas not served by other viable alternatives. A small and specific area is Spot Zoning and we need some control over it.
 2. Paul Zalucha said the Zoning Ordinance is written for the whole Township and it would benefit the Township to have this be Special Use as residents could complain before the tower goes up instead of afterwards. He spent a year writing the Telecommunication rules and you need to consider insurance, who takes it down if it is obsolete, etc. The Ham towers in the current ordinance are only to receive data. He wanted to see what other townships have done.
- B. Brian Norman of AT&T said it is hard to provide service in some areas due to cost. Towers are radio signals and hills and trees make taller towers better. IP transition where networks intermingle is quickly coming. They have a commitment to look long term. The goal is co-location on existing towers. He sees lower towers in area gaps for density and capacity.
- C. Chris Leonello said there are some areas of the Township with no broadband internet options. A central tower to service that area is better than many visible towers as broadband is necessary for employment. A 120 foot height limit would eliminate AT&T. He has sample Ordinances from townships in Livingston County.
- D. Erica Perry moved, 2nd by Cindy Zuccaro, to amend the Special Meeting motion to meet at 6:30 pm. on March 5, 2014 to discuss Broadband Internet Tower. Carried.

XI. Master Plan – Rob Mitzel said Parts 2 and 3 are mostly done thanks to Erica. He plans to have Part

5 for the March 19th Regular Meeting. He added 3.01b, 3.02band 3.09. He received an email from Jason Wiley asking for the Sullivan Property to be put in the Ag Overlay District as they are being farmed and are in the State PA 116 program.

XII Citizens Wishing to Address the Commission: John Kingsley said we should have the results of the Broadband survey by the March Regular Meeting.

XIII. General Discussion - Erica Perry encouraged others to look at the Arms Creekshed Report from the HRWC.

IVX. Erica Perry moved, 2nd by Paul Zalucha, to adjourn. Motion carried. The meeting adjourned at 9:49 pm.

NEXT MEETING DATE:

Special Meeting: Wednesday, March 5, 2014 at 6:30 p.m.

Regular Meeting, Wednesday, March 19, 2014 at 7:00 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

copy to: J. Kingsley

M. Heller

Bruce Pindzia

MINUTES OF THE 432ND REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, MARCH 19, 2014

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

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

WTPC Members Absent : None

Also Present: Martha Zeeb, John Kingsley, Mary Dee Heller, Gary Koch, Bruce Pindzia, 5 visitors, Chris Patterson- attorney

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

II. Approval of Minutes. John Westman moved, 2nd by Erica Perry, to approve the minutes of the February 19, 2014 meeting as presented. Motion carried. Paul Zalucha moved, 2nd by Cynthia Zuccaro, to approve the Special Meeting minutes of March 5, 2014 as written. Motion carried.

III. Citizens Wishing to Address the Commission:

A. Marc Daneman, of AT&T, introduced their counsel Brian Monaghan. Marc Daneman said he hoped we approved the new ordinance quickly as we need to address wireless communication service to residential areas while still preserving the area's character.

B. Brian Monaghan said some stealth requirements reduce co-location. He wants the opportunity to provide written comments.

C. Chris Leonello asked why Section E 2c1 requires a free standing tower – due to visual?

IV. Township Board Report

A. John Westman said the Township Board amended the private road ordinance to allow gates. Erica Perry asked about safety and learned the Township needs written confirmation from the police and fire that access is adequate before a permit is issued.

B. The Sign Ordinance was tabled so Bruce Pindzia can make language for subdivision signs.

C. Cynthia Zuccaro said she did not like the negative tone toward the Planning Commission and wants to be a team between the Township Board and Planning Commission. John Westman said if the Planning Commission exceeds the \$6000 Budget for a Planning Consultant he will ask the Board for more, but he can't support a Planner at every meeting and wants the Master Plan to represent the ideas of the Planning Commission and not the Planner. Rob Mitzel said he would like Planning Consultant support for the Master Plan.

V. Zoning Officer Report – see attached dated March 10, 2014

DISCUSSION ITEMS

VI. Wireless Communication Towers – Section 13.190

A. Chris Patterson discussed “Statutory Scheme of Regulating Wireless Facilities” dated March 19, 2014 (attached). He explained the Federal and State regulations - including no discrimination between providers, non issue of environmental effects of radio frequency emissions, the difference between new towers and co location of new wireless on existing towers, and the timeliness of a decision on applications. Townships cannot charge more than \$1000 to review and process the application. Written “substantial material evidence”, provided by the applicant or professional service, is needed for denial.

B. Rob Mitzel explained that “Draft Revisions for Webster Township Zoning Section 13.190 Wireless Telecommunication Towers – dated March 12, 2013 (attached) is for the entire

- Township, and not just small areas of the Township, due to Township Attorney input.
- C. Erica Perry asked if esthetics is a valid concern. Chris Patterson said we can put a limit on the type of tower but not where it can go. Rob Mitzel asked if the Commissioners want stealth design such as Mono Pine cell towers in the Zoning Ordinance and the Commissioners said yes.
 - D. The Commissioners discussed E 2c for towers less than 115 feet tall in the Ag District.
 - 1. Marc Daneman said 115 feet tall towers allows for 4 co-locations they could sell.
 - 2. Chris Leonello said they need at least 110 feet to get the internet from Ann Arbor.
 - 3. Rob Mitzel said liability insurance and bonding to remove unneeded towers is difficult for some so there are fewer restrictions in this section.
 - 4. The Commissioners wanted to eliminate E2c so we only have one height limit and one process to get there so it applies to everyone. The applicant can go to the ZBA for possible relief of insurance, bonding, landscaping, etc.
 - 5. Marc Daneman said the bond should be based on the cost to remove the tower.
 - 6. The Commissioners asked Bruce Pindzia to get figures on tower removal costs.
 - E. The Commissioners wanted to add “not to exceed height allowed in the District” to Section D Permitted Uses.
 - F. In I2 “Scheduling Public Hearing” to allow the Planning Commission Chairman to schedule a Public Hearing for a Special Use if the Zoning Administrator’s review of application says it is complete. The Commissioners debated this change but Chris Patterson said it was okay so you can meet the time deadlines.
 - G. The Commissioners discussed B3 “Receive Only Antennas”. They decided to strike “be of the shortest height possible” from B 3 b as it is clearer.
 - H. The Commissioners discussed C “General Requirements”
 - 1. In C 7 “Separation Distances” the Commissioners decided to strike “New towers shall be located a minimum of the tower height from all other principal structures”.
 - 2. The Commissioners decided to strike C 21 for underground transmission lines.
 - 3. In C 23 “Construction”, as monopoles are very expensive, it was decided to strike this item and move to the stealth area that monopole construction is preferred.
 - I. Erica Perry moved, 2nd by Cindy Zuccaro, to set a public hearing to revise Section 13.190 Wireless Communication for the April 16, 2014 Regular meeting. Motion Carried unanimously.

VII. Master Plan -The Commissioners liked the Michigan Assoc. of Planners workshop on Comprehensive Planning. Rob Mitzel said he has asked Trish Machemer to have her MSU class work on maps for the Ag Preservation overlay.

VIII Citizens comments:

- A. Marc Daneman said variance and setback language would help make decisions in the future.
- B. Chris Leonello asked if the 400 foot Separation Distance was left in place and if it applies to Ag Land. Rob Mitzel said yes and it might receive a ZBA variance.
- C. Gary Koch said he appreciates what we have done but is not sure it helps Scully Road. He suggested a meeting of the Township Board and Planning Commission for teamwork. The Budget can be amended.

IX. Correspondence – Rob Mitzel received a notice from Northfield Township that they are doing a sub-regional plan for the US 23/North Territorial Road area.

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

NEXT MEETING DATE:

Public Hearing: Wednesday, April 16, 2014 at 7:00 p.m.

Regular Meeting: Wednesday, April 16, 2014 at 7:00 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

Copy to: J. Kingsley

M. Heller

B. Pindzia

MINUTES OF THE 433 RD REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, APRIL 16, 2014

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

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

Members Absent: None

Also Present: Martha Zeeb, John Kingsley, Charles Estleman, Bruce Pindzia and 15 citizens

I. Approval of Agenda – Motion by Erica Perry, 2nd by Wilber Woods, to accept the agenda as written. Motion carried unanimously.

II. Approval of Minutes: Paul Zalucha moved, 2nd by Dave Lovell, to approve the minutes of the March 19, 2014 Regular Meeting as written. Motion carried unanimously.

III. Comments from Citizens: None

IV Township Board Report by John Westman:

- A. The sign ordinance was postponed until May for more discussion.
- B. The Dexter Area Historical Society was issued a permit for the June Civil War Days. Erica Perry asked if they specified parking would not be allowed and John Westman said no.
- C. The Planning Commission Chairman monthly compensation was increase to \$150/month and \$170/meeting.

V. Zoning Officer Report: Bruce Pindzia submitted the Zoning Report dated 4/7/14 (attached).

VI. Public Hearing on Draft Revisions to Section 13.190 Wireless Communication Towers.

- A. Rob Mitzel opened the Public Hearing at 7:15 pm.
- B. Bryan Monaghan, attorney for AT&T asked the Commissioners to closely review the letter from Steven Wells, attorney regarding Federal and State law. He also said a Michigan licensed professional engineer may not have the expertise to determine where a tower is needed. A Radio Frequency Engineer is needed to determine that, but they are not required to be certified. He also said the 1 mile separation of towers requirement was discriminatory.
- C. Chris Leonello passed out a packet dated 16-April-2014 (attached) with more of his thoughts. He said the requirements of C3, C14 and C 20 will cost more than the small tower proposed for Scully Road. He encouraged a streamlined process for approval based on the type of tower, service provided, and loading capability. In addition the bonding of \$10,000 or 50% of the construction cost is a burden for small towers. He suggested having a bond of 10% of the construction cost or some other mechanism for low cost installations..
- D. Joshua Barclay said he needs internet service and asked if we are here for the neighbors or AT&T that wants to make money. He asked that tower height as the main consideration be revisited as he wanted to protect the nature of our community and be fair to our citizens.
- E. John Harnois said they came up with the tower height and how you choose and what is needed to make it work.
- F. Jason Wylie asked if the goal is Webster Township wide internet service or just tower height. Rob Mitzel explained that the Zoning Ordinance regulates changes for all telecommunication tower service and the Planning Commission won't provide internet service.
- G. As there were no further comments Rob Mitzel closed the Public Hearing at 7:30pm.

VII Discussion on Wireless Telecommunications Towers

- A. Rob Mitzel explained that our original ordinance required a statement from a Michigan licensed professional engineer. In addition a distance separation like 1 mile can go to the ZBA for a variance. Our township attorney had said we can only regulate physical things like height but not things like type of service.
- B. Rob Mitzel reviewed the letters received from Chris Leonello (attached) and Steven Wells (attached) and the Memorandum from Bruce Pindzia (attached).
- C. Rob Mitzel reviewed the draft revisions for Section 13.190 for the Public Hearing on 16- April- 2014 (attached) and asked for questions from the Commissioners.
 - 1. Erica Perry wanted an objective skilled person to determine tower location. Rob Mitzel will ask the Township attorney for proper wording.
 - 2. Paul Zalucha asked to add in C 18 signs required by FCC as per Mr. Wells letter.
 - 3. The Commissioners agreed a bond was needed to ensure removal of a tower when it is no longer used. Bruce Pindzia said an adjustable scale could be used. Bruce and Rob Mitzel will work on it.
 - 4. John Westman questioned why Liability Insurance is required in C 14. Rob Mitzel will ask our Township attorney.
 - 5. The Commissioners decided Tower Spacing in C 21 should be a minimum of 2 miles.
 - 6. In E b e ii Special Uses in Residential locations the Commissioners agreed to remove “or master planned”.
 - 7. In G 3 Mr. Wells letter wanted determination of acceptable condition not left to the discretion of the Zoning Administrator. Bruce Pindzia suggested “per original site plan condition of the property” and the Commissioners agreed to this wording.
 - 8. In Part I Review Paul Zalucha suggested the Zoning Administrator and Planning Commission Chairman do a pre application conference to identify completeness of the application before it comes to the Planning Commission when the 14 day timing starts. The Commissioners agreed.
 - 9. Rob Mitzel will take tonight’s comments and bring a clean draft to the May meeting.

VIII Action Item – Erica Perry moved, 2nd by Cindy Zuccaro, to hold a Public hearing on May 21, 2014 for Zoning Ordinance Amendments to Sections 9.10C, 9.12 C, 9.35C and 9.37 C to add wireless communication tower as a special use and to amend sections 8.05 (E)(3)(h) and 10.05 (A)(8) to make changes regarding public hearing scheduling process. Motion carried unanimously.

IX. Master Plan –Rob will send a letter to neighboring communities, etc. to let them know we are starting the Master Plan review process. He will work on a survey for community input. The Commissioners liked distribution by mail and on line.

X. Citizens Wishing to Address the Commission:

- A. Joshua Barclay asked the Commissioners to consider their specific problem. He liked Chris Leonello’s proposed streamlined idea.
- B. Marc Daneman of AT&T supported what we are doing and asked if there will be more Public Hearings on this. Rob Mitzel said there would be public comment at the meeting and before the meeting.
- C. Cliff (?) suggested a cost of living increase for the Bonds, maybe paid in annually to a pool. Rob Mitzel was concerned on how the Township would collect if the tower was already put up.
- D. Chris Leonello asked the Commissioners to review his 3 page packet for the streamline process. The proposed tower on Scully Road would be a Class I structure. Rob Mitzel said the Class I is based on type of service which is discriminatory but he will verify this with our attorney.

XI. General Discussion/ Correspondence – Rob Mitzel showed a letter from Scio Township that they will be updating their master plan.

XII. Erica Perry moved, 2nd by Cindy Zuccaro, to adjourn. Motion carried. The meeting adjourned at 9:12 pm.

NEXT MEETING DATE:

Public Hearing: Wednesday, May 21, 2014 at 7:00 p.m.

Regular Meeting, Wednesday, May 21, 2014 at 7:00 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

copy to: J. Kingsley

M. Heller

Bruce Pindzia

MINUTES OF THE 434TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, MAY 21, 2014

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

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

WTPC Members Absent : Paul Zalucha

Also Present: Martha Zeeb, John Kingsley, Mary Dee Heller, Charles Estleman, Bruce Pindzia, Bryan Monaghan, 2 visitors

I. Approval of Agenda- Cynthia Zuccaro moved, 2nd by Erica Perry, to accept the Agenda as presented. Motion carried.

II. Approval of Minutes. In 6B the attorney's last name is spelled Monaghan and in 6 F Jason's last name is spelled Wylie. Dave Lovell moved, 2nd by Erica Perry, to accept the minutes of the April 16, 2014 meeting with two spelling corrections. Motion carried.

III. Citizens Wishing to Address the Commission:

A. Bryan Monaghan said there are exclusionary problems with the proposed Wireless Communication zoning ordinance including C7 400 foot separation from residences; C21 Two mile separation between towers; E2 natural features overlay and 5 acre limitation in the Ag District. Also an Independent Michigan Licensed Engineer with expertise in radio frequency doesn't exist and is an extra expense for the applicant. Lastly a 1 million dollar insurance policy is standard but having the landowner and Township as additional insured is an issue.

B. Chris Leonello said he tried to find a State of Michigan licensed Engineer with expertise in Radio Frequency and was told there isn't anyone that meets these criteria. Also, he is not sure an insurance policy rider would commonly cover the Township.

IV. Township Board Report

A. John Westman said the Township Board approved the sign ordinance amendment.

B. The Township Board approved July 4th fireworks but not for wedding reception.

C. The Township Board held a closed session to discuss the Cottonwood Barn issue and the parties are distance apart in mediation.

V. Zoning Officer Report – see attached dated May12, 2014

VI. Public Hearing on Zoning Ordinance Amendments to add Wireless Communication Towers as Special Use for the Ag, Agribusiness, Commercial and Office Districts; also to change the process to schedule public hearings for Wireless Communication Towers to meet the timing requirements. Rob Mitzel opened the Public Hearing at 7:15 pm and as there were no comments from the public the Public Hearing was closed at 7:16 pm.

ACTION ITEM

VII. Wireless Communication Towers

A. Rob Mitzel explained that the insurance issue is in the current zoning ordinance, but he will ask the Township Attorney to review C14 for clarification.

B. Rob Mitzel said the 400 feet from existing dwelling is in the current zoning ordinance and Paul Zalucha had explained to him it was for protection if the tower falls. Applicants can go to the ZBA for distance or parcel size problems.

C. Bruce Pindzia said we need a professional engineer for the tower structure. Dave Lovell said we need an engineer for the structure in C14 and a radio frequency professional in C3. Rob Mitzel said you can find independent engineers and the Commissioners wanted these

people to be independent so this word was left in.

1. C3 sentence will now read “In addition, the applicant shall supply a written statement from an independently hired radio frequency professional that justifies the need...”
2. C14 sentence will now read “Application for tower or antenna siting approval must be accompanied by a signed certification from an independently hired State of Michigan licensed professional engineer.”

D. Rob Mitzel reviewed the proposed sliding scale security deposit in item C20. He said Paul Zalucha suggested adding a tier \$25001-\$50,000 construction cost for \$15000 security deposit and a tier greater than \$50000 construction cost with a \$25000 security deposit. Bruce Pindzia liked this suggestion and the Commissioners agreed to this change.

E. Rob Mitzel said the Township attorney suggested we add definitions for stealth design, receive only antenna, and administratively complete. The Commissioners agreed to change E(2)(b)(iv) to read “Wireless communication facilities and towers shall be of a design that camouflages or conceals the presence of antennas and towers into the surrounding environment and to minimize the visual impact so as to be compatible with the existing character of the proposed site, neighborhood, and general area, as found satisfactory by the Township. Monopole construction is preferred.”

F. Erica Perry moved, 2nd by Dave Lovell, to recommend the Township Board adopt zoning ordinance amendment to Section 8.05 (E) (3)(h), 9.10.C, 9.12.C, 9.35.C, 9.37.C, 10.05(A)(8) and 13.190 including changes to 13.190 C3, C14, C20, E(2)(b)(iv) along with further clarification of liability insurance requirements including landowner and Township.

1. Rob Mitzel will ask the attorney to clarify the insurance question for the Township Board.
2. The motion carried unanimously.

VIII. Master Plan

- A. Rob Mitzel prepared the “Notice of Intent to Update the Master Plan” letter dated May 14, 2014 (attached) and Bruce Pindzia will send it out.
- B. Rob Mitzel will make a Survey that can be sent to residents with the Township tax bills.
- C. Rob Mitzel reviewed the proposed Master Plan Schedule (attached). He will provide maps for the June meeting.

IX. Joint Meeting with Township Board

- A. Rob Mitzel suggested a meeting in June on our Regular Meeting night to discuss Work plan for this year. The Commissioners agreed providing there is an agenda so it is productive.
- B. Erica Perry moved, 2nd by Wilber Woods, that the Planning Commission invite the Township Board to attend a special joint meeting on Wednesday, June 18, 2014 at 6:30 pm. Motion carried. Rob Mitzel asked the Commissioners to provide him with discussion items soon so he can meet with John Kingsley to set an agenda.
- C. Erica Perry moved, 2nd by Cindy Zuccaro, that should the Township Board agree to a joint meeting on June 18th that the Planning Commission meeting start at 7:30 p.m. Motion Carried.

X. Citizens comments: Chris Leonello thanked the Commissioners for all their hard work.

XI. Correspondence – Rob Mitzel received magazines – Township Focus and Planning Zoning News.

XII. Erica Perry moved, 2nd by Cindy Zuccaro, to adjourn. Motion carried. The meeting adjourned at 8:38 p.m.

NEXT MEETING DATE:

Special Meeting: Wednesday, June 18, 2014 at 6:30 p.m.
Regular Meeting: Wednesday, June 18, 2014 at 7:30 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

Copy to: J. Kingsley
M. Heller
B. Pindzia



Webster Township Board of Trustees & Planning Commission Joint Meeting June 18, 2014

The Webster Township Board of Trustees Portion of the joint meeting with the Planning Commission was called to order at 6:30 pm by Supervisor Kingsley at the Township Hall at 5665 Webster Church Road, Dexter, MI 48130.

Members present: Supervisor Kingsley, Clerk Heller, Treasurer Whitney, Trustees: Westman, Koch, Kleinschmidt, Estleman and Zoning Administrator Pindzia; from the Planning Commission Chair Rob Mitzel, Commissioners Zalucha, Woods, Zuccaro, Koch, Lovell and Recording Secretary Martha Zeeb & Deputy Clerk Barb Calleja. Absent Erica Perry.

Approval of Agenda

Motion Kleinschmidt second Westman to approve the agenda as presented. All ayes, and carried.

Public Participation

Discussion on the following topics took place with no vote or action taken:

Discussion Items

Zoning Ordinance Updates

1. Open space, Drainage Easements, and Road criteria Items that were noticed during Arlington Woods review last year
2. Trustees list
3. Options that a Site Plan Manual may allow- which way should we pursue
4. General Overview of the Master Plan Work Plan
5. Updates from BOT on:
6. Road Projects
7. Status of Barn Events

Public Participation

Adjourn

Motion Kleinschmidt second Koch to adjourn meeting. All ayes and carried.

Webster Township Board of Trustees portion of the meeting was adjourned at 7:40 p.m.

Respectfully submitted

Mary Dee Heller, Clerk
Webster Township

MINUTES OF THE 435 TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, JUNE 18, 2014

The Meeting was called to order at 7:47 p.m. by Chairperson Mitzel at the Township Hall.

WTPC Members Present: Wilber Woods, Robert Mitzel, Cynthia Zuccaro, Dave Lovell, Paul Zalucha, John Westman

Members Absent: Erica Perry

Also Present: Martha Zeeb, John Kingsley, Bruce Pindzia and Mr. & Mrs. John Scharf

I. Approval of Agenda – Motion by Paul Zalucha, 2nd by Cindy Zuccaro, to approve the agenda as written. Motion carried unanimously.

II. Approval of Minutes: John Westman moved, 2nd by Wilber Woods, to approve the minutes of the May 21, 2014 Regular Meeting as presented. Motion carried unanimously.

III. Comments from Citizens: None

IV Township Board Report by John Westman:

A. The Board approved the Wireless Communication Amendment. The Township Attorney said the Township could be included in liability insurance so they voted to include this also.

B. The Board approved applications for private gates at the Preserve and Autumn Ridge with conditions.

C. The Board voted to put the PDR millage renewal on the August, 2015 ballot. He gave the Commissioners a copy of a memo “PDR millage renewal” dated 6/18/14 (attached)

V. Zoning Officer Report: Bruce Pindzia submitted the Zoning Report dated 6/17/14 (attached).

A. Rob Mitzel asked what is being built at the corner of Webster Church and N. Territorial Roads as it is close to the set back. Bruce will investigate.

B. John Westman said the Day Care at N. Territorial and Chamberlin is sold and has upgrades.

VI. Master Plan

A. Rob Mitzel said he worked with John Kingsley and Carol Whitney to make the survey one sheet of paper and it is now in the mail.

B. Master Plan Charts and Maps – Rob said most maps haven’t changed much. He will make them a consistent format later. He passed out Sencog’s community profile of Webster Township which projects a decrease in population by 2040 (attached).

C. Rob Mitzel reviewed the Master Plan Part 2: “Conditions for Planning” (attached). Cindy Zuccaro asked to put a date in Ag changes in 2.04 Agriculture; Rob will date it as of 2014. Rob asked the Commissioners to send him any changes and we can discuss it later.

VII. Citizens Wishing to Address the Commission: None

VIII. General Discussion/ Correspondence – Rob Mitzel has copies of Michigan Township Focus and Planning and Zoning News. Cindy Zuccaro thanked Rob for the meeting packets so we are prepared.

IX. Cindy Zuccaro moved, 2nd by Dave Lovell, to adjourn. Motion carried. The meeting adjourned at 8:35 pm.

NEXT MEETING DATE:

Regular Meeting, Wednesday, July 16, 2014 at 7:00 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

copy to: J. Kingsley
M. Heller
Bruce Pindzia

MINUTES OF THE 436TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, JULY 16, 2014

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

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

WTPC Members Absent : Dave Lovell, Paul Zalucha

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

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

II. Approval of Minutes. Cynthia Zuccaro moved, 2nd by Wilber Woods, to approve the minutes of the June 18, 2014 Special Meeting. Motion carried. John Westman moved, 2nd by Cynthia Zuccaro, to approve the Regular Meeting Minutes of June 18, 2014 as amended to correct the spelling of Paul Zalucha's name in I. Motion carried.

III. Citizens Wishing to Address the Commission: None

IV. Township Board Report

A. John Westman said the Township Board agreed to put the PDR renewal, with a Headley override, on the November ballot as citizens at the Board meeting support this.

B. The Township Board paid dues to the HRWC and are entitled to appoint a representative. Erica Perry volunteered to be considered.

V. Zoning Officer Report – (see attached dated July 17, 2014) Bruce Pindzia said he and Rob Mitzel met with St Joseph church as they want some lighting improvements and a waiver of site plan submittal for major site plan amendment as it is just for lights.

DISCUSSION ITEMS

VI. The Commissioners reviewed Master Plan Part 1- Introduction (attached). Rob Mitzel said he added definitions of Goals; Objective; and Policy as per terms in the Training Sessions.

VII. Proposed Master Plan Workshop was discussed to get public feedback to help with goals and objectives.

A. The Commissioners felt a Special Meeting was best with an educational piece in the beginning and then small groups on different topics with Commissioners taking notes and index cards for further comments. Rob Mitzel will contact John Enos and look at the Master Plan Training handbook for other possible formats.

B. A suggested time to have the Special Meeting was on Sunday, September 28th from 2-4 pm as we can spread the word about the meeting at the Fall Festival.

VIII Zoning Ordinance Amendments

A. Bruce Pindzia said he was working on the non conformity section for our August Meeting.

B. Rob Mitzel discussed how the Zoning Ordinance has a maximum length for cul de sacs and the Private Road Ordinance does not, so it is best to be consistent. John Westman said we could limit the length if there is a legitimate public safety issue. He will ask the Fire Dept and Bruce Pindzia will contact the Road Commission for their input.

C. The Commissioners discussed lots with drainage easements that limit the useable land. John Kingsley said for site plans a lot needs to be net of wetland or drainage easement and not be retroactive. Rob Mitzel will talk with Bruce Pindzia to consolidate 13.80 and 13.85 and possible new language in site plan so the lot is all useable land.

IX. Citizens comments: None

X. Correspondence

A. Rob Mitzel received magazines – Michigan Township Focus and Planning Zoning News. He also received a pamphlet on Natural Gas Pipeline Safety.

B. Erica Perry suggested looking at Ann Arbor Township's Site Plan Manual which also outlines what the Township would like to encourage. She will bring us a copy.

XI. Erica Perry moved, 2nd by Wilber Woods, to adjourn. Motion carried. The meeting adjourned at 8:55 p.m.

NEXT MEETING DATE:

Regular Meeting: Wednesday, August 20, 2014 at 7:00 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

Copy to: J. Kingsley

M. Heller

B. Pindzia

MINUTES OF THE 437 TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, AUGUST 20, 2014

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

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

Members Absent: None

Also Present: Martha Zeeb, John Kingsley, Bruce Pindzia, John Scharf, Mary Dee Heller, Father Walsh, Gary Koch, Charles Estleman

I. Approval of Agenda – Motion by Erica Perry, 2nd by Cindy Zuccaro, to approve the agenda as presented. Motion carried unanimously.

II. Approval of Minutes: Paul Zalucha moved, 2nd by Erica Perry, to approve the minutes of the July 16, 2014 Regular Meeting with amendments to item VII B to change to September from October and the Next Meeting Date is at 7:00 pm and not 7:30 pm. Motion carried unanimously.

III. Comments from Citizens: None

IV Township Board Report by John Westman:

A. The Board issued a permit for the Webster Fall Festival.

B. The Board agreed to have a Historic Preservation Easement supersede the Ag Preservation Easement as it is more in keeping with the mission of Gordon Hall and will resolve the parking issue. It will be recorded at the County and he assumes Gordon Hall will approve it. The PDR funding of \$33,000 will be reimbursed to the PDR fund.

C. The Board approved a Township Pay Policy that we will only be compensated for one meeting per day.

V. Zoning Officer Report: Bruce Pindzia reviewed the Zoning Report dated 8/11/14 (attached).

VI. Site Plan submittal requirement waiver and public hearing request from St. Joseph Church.

A. Rob Mitzel explained that St. Joseph Church would like to install additional parking lot and pedestrian lights. This is a major amendment so it requires a full submittal of the site plan.

B. Bruce Pindzia verified that the lighting changes do not affect grading, soil erosion, etc. and he can request more information from the church if needed.

C. Erica Perry moved, 2nd by Cindy Zuccaro, to grant a site plan waiver as stated in the letter submitted to the Planning Commission from St. Joseph Parish dated July 16, 2014. (Attached) Motion Carried 6-0 with Paul Zalucha abstaining.

D. In addition St Joseph has requested the Planning Commission consider both the preliminary and final site plan as one item. The Planning Commission received a memo from Bruce Pindzia dated 8-12-2014 (attached) that the site plan is complete.

1. Cindy Zuccaro moved, 2nd by David Lovell, to set a Public Hearing for St. Joseph Church site plan on September 17, 2014 and mail notices to property owners within 300 feet. Motion carried 6-0 with Paul Zalucha abstaining.

2. John Westman suggested we amend the zoning ordinance in the future so that property owners within 300 feet are always notified of public hearings so we are consistent.

VII. Master Plan Workshop

A. Rob Mitzel suggested that he give a 5-10 minute overview presentation and then the Commissioners man tables where the public could ask questions and give comments on various topics so we get their feedback. He suggested the Commissioners decide how they wanted to run their table and bring their ideas to the September Regular meeting.

B. John Westman and Wilber Woods volunteered to run the Agriculture/PDR table.

C. David Lovell volunteered to run the Residential table.

D. Erica Perry volunteered to run the Roads and Infrastructure; Manufactured Housing;

Commercial and Industrial policy.

- E. Cindy Zuccaro volunteered to take the Natural Areas and Recreation table.
- F. Paul Zalucha volunteered to take the Maps table.
- G. Erica Perry moved, 2nd by Cindy Zuccaro, to schedule a Special Meeting of the Planning Commission on 9-28-2014 at 2pm at the Township Hall for the purpose of soliciting public input on Master Plan review. Motion carried unanimously.

VIII. Proposed Zoning Ordinance Revisions for Non-conformity Section – Bruce Pindzia presented his Memo dated 8-7-2014 (attached) and the Commissioners discussed it. The Commissioners decided that they want to keep scheduling public hearings as it is now. Bruce will think about the first three issues and bring them back to the October Planning Commission Meeting.

IX. Master Plan Part 7 – Manufactured Housing Policy; John Westman suggested the Commissioners ask John Enos to talk to us about this. Rob Mitzel will talk to John Kingsley to get help from the Planner.

X. Master Plan Part 8 – Commercial and Industrial Policies; Rob Mitzel suggested we need input from the workshop and surveys before we discuss this.

XI Citizens Wishing to Address the Commission: None

XII. General Discussion/ Correspondence

- A. Rob Mitzel has copies of Michigan Township Focus, and Planning and Zoning News. He also has a letter from Northfield Township as they are amending their master Plan in the southwest corner of the Township.
- B. John Westman said he discussed the length of cul de sacs with the Fire Department. They need a flare in the road every 400 feet for vehicle passage. He and Bruce Pindzia will take care of the disconnect between the Zoning Ordinance and Private Road Ordinance.

XIII. Erica Perry moved, 2nd by Paul Zalucha, to adjourn. Motion carried. The meeting adjourned at 9:00 pm.

NEXT MEETING DATE:

Regular Meeting, Wednesday, September 17, 2014 at 7:00 p.m.

Special Meeting, Sunday, September 28, 2014 at 2:00 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

copy to: J. Kingsley

M. Heller

Bruce Pindzia

MINUTES OF THE 438TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, SEPTEMBER 17, 2014

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

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

WTPC Members Absent : None-Rob Mitzel explained that Dave Lovell has resigned.

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

I. Approval of Agenda- Cynthia Zuccaro moved, 2nd by Erica Perry, to approve the Agenda of the September 17, 2014 Webster Township Planning Commission meeting as presented. Motion carried.

II. Approval of Minutes. Paul Zalucha moved, 2nd by Cynthia Zuccaro, to approve the minutes of the August 20, 2014 Meeting as printed. Motion carried.

III. Citizens Wishing to Address the Commission:

A. John Scharf thanked Rob Mitzel for his service of courage and integrity to the Township. .

B. Patrick Flaherty asked about St Joseph site plan waiver in the August 20, 2014 minutes.

Rob Mitzel said we would discuss this later in the meeting.

IV. Township Board Report - John Westman said he has worked on tabulating the Planning Commission survey and gave it to Rob Mitzel

V. Zoning Officer Report – (see attached dated September 8, 2014)

VI. Public Hearing for St Joseph Church amended site plan for additional exterior lighting (see attached)

ACTION ITEMS

VII. SP 14-01.1: Amended Site Plan for St. Joseph Church. (Paul Zalucha recused himself)

A. Rob Mitzel reviewed Bruce Pindzia's suggestions in his memorandum dated September 10, 2014 (attached) 1) have metal shield on the luminaires 2) plant more trees on the berm and 3) Install lower wattage bulbs in the 4 areas that exceed maximum illumination levels. Bruce also told him a wooden screen fence on top of the berm could help prevent glare.

B. Rob Mitzel asked for questions from the Commissioners.

1. Erica Perry said our duty is to take care of the church and provide glare prevention for the neighbors. She remembered that originally the neighbors didn't want a fence and wondered if the berm was to be 20 feet high?

2. John Westman said the church originally gave us assurance the trees on the berm would be cared for, so if trees are part of this deliberation it needs to be up to agreed standards as the trees did not accomplish the goal. The topography is a problem as the church is higher so we need a fence or vegetation barrier as he believes they need more light in the parking lot. Cindy Zuccaro said she liked a fence as it is immediate and trees die.

3. Father Walsh said the berm is 10 feet high and they are willing to put on metal shields and plant more trees if Bruce Pindzia says where.

4. Rob Mitzel said he had no issues with the 3 proposed bollard lights but we need to better screen the lighting. A landscaping screen plan to come back to us before the additional 10 foot and 16 foot lights are installed. We could approve with conditions based on their plan. The plan would show how adjacent parcels won't see the light

- source and how vegetation would be maintained.
- a. Bruce Pindzia said this is a good approach as we need more information.
 - b. Father Walsh said the bollards are minor and the 10 foot poles in the circle drives are for safety. They will have shields and can look at berm vegetation.
 - c. Rob Mitzel said we want to enable safety and minimize the impact to neighbors. It may need conifer trees and a fence to meet no offsite glare, look nice, and sustain itself.
5. Erica Perry moved, 2nd by Cynthia Zuccaro, to postpone approval until we receive a plan that includes provision for screening on the south and east side.
 - a. Bruce said he needs to receive the plan about the first of October to review it.
 - b. Cindy asked about the timer on Mast Road that doesn't go off until 11pm. Father Walsh said the Township Development Agreement says 11 pm.
 - c. The Commissioners voted and the motion passed 5 – 0.
 6. Paul Zalucha returned to the meeting at 8:50 pm. We went to a break until 8:56pm.

VIII Election of Planning Commission Officers to fill vacancies

- A. Rob Mitzel explained that tonight is his last meeting as he cannot do the job to his standards with the lack of professional support and increased workload. He has tried to do it himself but we're not professionally trained and he does not foresee anything changing. He hopes if he steps down the Planning Commission will get a Planner and organizational support.
 1. John Westman said, speaking for himself, he has tried to discuss with Rob several times and offered a planner, but Rob has made no request other than to have a professional planner set in at the Planning Commission meetings for 3 hours. John suggested getting a planner during the month to review and make suggestions but he won't have a planner set in Planning Commission meetings. He asked, as a Planning Commission member, Rob to reconsider as Rob is an effective Chairman. He was willing to sit down and discuss it with Rob and then take it to the Board of Trustees on how the Planning Commission can be better supported.
 2. Rob Mitzel said he has asked for a planner during the month and not for meetings and is asking for heavy lifting between meetings as they have more resources than he does and he needs the help as zoning permits are up and we are doing the Master Plan. The Township Attorney is on retainer and John Kingsley allows him to contact him, so a similar method with a planner is what he is asking for. The Township Board needs to hire a planner that fits in the budget.
- B. Erica Perry moved, 2nd by Cynthia Zuccaro, that John Westman take to the Board to have John Enos on retainer as our Planner per our Budget as needed for researching Planning Commission needs.
 1. Rob Mitzel said the motion needs a firm instead of John Enos. Erica amended her motion to the firm of Carlisle Wortman.
 2. The motion Carried. Erica Perry said to postpone the resignation to next month.
- C. John Kingsley said George Goodman was appointed last night at the Township Board Meeting to replace Dave Lovell. He is a Federal Employee in conflict resolution and plans to be here for the September 28th meeting.

IX. Master Plan Workshop of September 28, 2014

- A. John Westman will not be here that day. He said the workshop is to solicit public information and not to indoctrinate the public.

- B. Erica said the purpose is to get input from the community and to educate the community on the Master Plan. Lucy of Carlisle Wortman will do the introduction and John Enos said SWOT exercise will solicit concerns of the citizens. She asked that Commissioners put facts from the Master Plan on poster boards along with a map of the area which they can request from Bill.
- C. John Westman said in October we will look at the results of the survey and the workshop to get community input.

X. Citizens comments:

- A. Jack Carlson said appreciated the integrity and services.
- B. John Scharf said he was not a fan of light pollution but he likes safety, so motion detectors may be possible to mitigate the church's issues.

XI. Correspondence - Rob Mitzel said he received a notice from Northfield Township of their revised master plan.

XII. Erica Perry moved, 2nd by Wilber Woods, to adjourn. Motion carried. The meeting adjourned at 9:47 p.m.

NEXT MEETING DATE:

Master Plan Workshop: Sunday, September 28, 2014 at 2 p.m.
Regular Meeting: Wednesday, October 15, 2014 at 7:00 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

Copy to: J. Kingsley
M. Heller
B. Pindzia

MINUTES OF THE 439TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, OCTOBER 15, 2014

The Meeting was called to order at 7:02 p.m. by Chairperson Mitzel at the Township Hall.

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

Members Absent: None

Also Present: Martha Zeeb, John Kingsley, Bruce Pindzia, Kris Olsson

I. Approval of Agenda – Motion by Cindy Zuccaro, 2nd by Erica Perry, to approve the October 15, 2014 agenda as presented. Motion carried unanimously.

II. Approval of Minutes:

- A. September 17, 2014 minutes of Regular Meeting and Public Hearing were discussed. Erica Perry asked to add “are installed” after “16 foot light” in item VII B 4; and to change Swat to “SWOT” in item IX B. Rob Mitzel asked to add “has asked for a planner during the month and not for a meeting and” prior to “is asking” in the first sentence of item VIII A2. Erica Perry moved, 2nd by Cindy Zuccaro, to approve the minutes of the September 17, 2014 Regular Meeting as well as minutes of the Public hearing on September 17, 2014 with amendments made to item VII B4; VIII A2 and IX B of the Regular meeting minutes. Motion carried unanimously.
- B. Erica Perry moved, 2nd by Paul Zalucha, to approve the minutes of the Special Meeting of September 28, 2014. Motion Carried.

III. Comments from Citizens: None

IV Township Board Report by John Westman:

- A. John Westman attended the mortgage burning ceremony for Gordon Hall.
- B. John Westman will take the planning support proposal that Rob Mitzel submitted to the Board meeting next week.

V. Zoning Officer Report: Bruce Pindzia reviewed the Zoning Report dated 10-14-14 (attached).

- A. St. Joseph church has now had L&J Landscaping plant many nice trees on the berm and west property line. St Joseph will come to the November Planning Commission meeting for their amended site plan.
- B. Arlington Woods Site Condo is in danger of their site plan expiring as the appraisal is taking a long time.

VI. Green Infrastructure Planning: Kris Olsson passed out “HRWC Green Infrastructure Services for Local Governments” (attached). She showed the map of green infrastructure that was made by attendees at our September 28, 2014 Special meeting. She discussed BioReserve field assessments and how the HRWC has helped in Oakland County and the Townships of Ann Arbor, Dexter and Scio.

- A. The Commissioners asked her to look at Webster’s Master Plan and Zoning Ordinance to make suggestions at our December Regular meeting.
- B. Other ideas were improving water quality, promoting PDR, and looking at density and setbacks, working with other municipalities, PUD, TDR and non-motorized paths.
- C. George Goodman asked Kris to find the background on how the demographic trends discussed at our September Special Meeting were determined.

VII. Master Plan Workshop: The Commissioners discussed the Carlisle Wortman “Webster Township Master Plan Update Workshop Summary”, dated 10-1-2014(attached). John Kingsley will ask the Road Commission about fixing the light loop sensor at Mast and North Territorial Road.

VIII. Master Plan Survey Results: John Westman said most people are generally happy with as is. Many are opposed to high density residential development and prefer 10 acres to 2 acre lots but that is sprawl. Some people were confused by the questions. The Commissioners agreed to keep the surveys and cite them in the Master Plan as data.

IX. Master Plan Part 3 – Planning Objectives and Part 4 – Planning Strategy: Rob Mitzel reviewed the changes made (see attached). Erica Perry asked to add “including roads” in 3.02b to more clearly explain infrastructure.

X. Draft Zoning Ordinance Amendment to Section 13.80.E.4 drainage and storm water easements within lots: Rob Mitzel reviewed the proposed change (see attached) to exclude drainage easements from lots in new site plans as suggested at our July Planning Commission Meeting. George Goodman suggested adding the words buildable, useable lot, as that is the intent. Rob Mitzel may ask Carlisle Wortman to come up with wording.

XI Citizens Wishing to Address the Commission: None

XII. General Discussion/ Correspondence:

- A. Rob Mitzel has Planning and Zoning News.
- B. Rob Mitzel asked the Commissioners to verbally acknowledge if they went to St Joseph church to see the site, and tell what they saw there, when we discuss the church at the November meeting.
- C. The Commissioners decided to discuss Part 10 Public Utilities at the November meeting and postpone the Natural Features of the Master Plan to December.

XIII. Paul Zalucha moved, 2nd by George Goodman, to adjourn. Motion carried. The meeting adjourned at 9:11 pm.

NEXT MEETING DATE:

Regular Meeting, Wednesday, November 19, 2014 at 7:00 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

copy to: J. Kingsley

M. Heller

Bruce Pindzia

MINUTES OF THE 440TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, NOVEMBER 19, 2014

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

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

WTPC Members Absent : None

Also Present: Martha Zeeb, John Kingsley, Bruce Pindzia, Gary Koch, Father Walsh, Tom Hitch, Helen E.R. Mills and 4 citizens

I. Approval of Agenda- Rob Mitzel asked to add item 7B – closed session to review legal opinion. Erica Perry moved, 2nd by George Goodman, to accept the Agenda as revised to include 7B closed session to review legal opinion. Motion carried.

II. Approval of Minutes. Erica Perry said “site” in last sentence of Item VIII should be “cite”. Erica Perry moved, 2nd by Paul Zalucha, to approve the minutes of the October 15, 2014 Meeting as amended with spelling “site” to “cite” on page 2. Motion carried.

III. Citizens Wishing to Address the Commission:

A. Robert Vargo read his email “Comments on SJP site Plan #SP 14-01.2” (attached) and asked to deny the church’s request until they are not in violation of the zoning ordinance.

B. Tom Hitch, attorney for St Joseph, said the church doesn’t feel it is specifically required but they are trying to address neighbor’s concerns.

1. They spent in excess of \$2,000 to modify the safety light at the Mast Road entrance, shield the light fixture by Mr. Vargo’s home, redesigned the light poles along North Territorial Road to reduce light spillage and the layout of lights along Mast Road, and added in excess of 40 trees to the berm to try to improve the screening because of dead trees. Bruce Pindzia’s report said the proposed lights won’t increase the light at the property line and is in compliance with the Township ordinance.

2. The church objects to the need for additional shielding of parking lot lights as they were approved by the prior site plan.

3. The church is not required to meet the 80% opacity landscape buffer requirement as it is in the 2012 zoning ordinance and their site plan was approved in 2007. They are obligated to comply with the 2007 site plan and the 80% can’t apply to them unless the church and the Township agree to change the prior site plan.

4. The Township can inspect the church property, issue citations, and have a hearing at the Planning Commission but it is not a condition of approval of this proposed site plan.

C. Jack Carlson, Dunlavy Farms Homeowners Association Secretary, read the 10-25-14 letter (attached) stating the church is in violation of the previous approved site plan and they want the township to enforce the current ordinance to provide landscape screening of 80% opacity and light shields. If not possible a 20 foot continuous fence should be discussed.

IV. Township Board Report - John Westman said the Township Board agreed to \$500/month for outside Planning support for the Planning Commission.

V. Zoning Officer Report – (see attached dated November 6, 2014)

A. Bruce Pindzia said he and John Kingsley attended a court hearing on Cottonwood Barn today and expects the defendant will appeal.

B. He also received an application from AT&T for a cell tower at Mast and Walsh Rd which is administratively complete. Erica Perry said the set back of the tower does not meet the zoning ordinance. Bruce said he has asked AT&T to change it.

VI. Closed Session (7:35 pm.) Erica Perry moved, 2nd by George Goodman, to go into closed session to discuss the legal advice regarding lighting amendment for St Joseph Church. A roll call vote was taken and the motion carried unanimously. Paul Zalucha then recused himself as he is a member of St. Joseph Church.

ACTION ITEMS (8:26 pm)

VII. SP 14-01.1: Amended Site Plan for St. Joseph Church.

- A. Cindy Zuccaro moved, 2nd by Erica Perry, that Paul Zalucha is recused from this item as he is a member of St Joseph Parrish. Motion carried unanimously
- B. Rob Mitzel said he has a revised submittal from St Joseph Parrish showing the changes to the proposed lighting and landscape screening plan. Rob said that the Planning Commissioners were invited, and some did go, to see the lighting October 8th and 9th. It is documented that some of the trees on the berm were not maintained and the church was not in compliance with the 2007 landscape plan. The new landscape plan has a greater number of trees on the berm and the Commissioners must decide if it meets the screening requirements.
- C. Rob Mitzel asked for questions from the Planning Commissioners.
 1. Erica Perry thought a performance guarantee would be desirable to ensure that the trees are growing and are doing their job to protect the neighbors. She was amendable to give the church the alternative of a fence to replace the trees that die. Rob Mitzel said the site plan would need to be amended to document the fence. Helen E. R. Miller said the performance guarantee is so the Township replaces the trees if the church doesn't and is designed to be a dollar value instead of a fence option. The Planning Commission has the authority to set the amount.
 2. George Goodman asked the applicant if they have considered any other ways, in addition to the trees, to shield the lights. Father Walsh said a fence was not agreed to before so they thought replanting trees was the best approach. A fence is cost prohibited at this time.
 3. Rob Mitzel said the Commissioners asked for a revised landscape plan at the September meeting. Mr. Hitch said the church submitted a 2014 plan, not to change the 2007 plan but to show the trees that were added to further improve the screening and comply with the 2007 plan. It doesn't mean the change to 80% opacity takes effect.
 4. Rob Mitzel asked if the existing shielded lights are identified on the site plan. Father Walsh gave him a new plan layout and said the 4 lights on the east edge of the parking lot are not shielded but if the township wants the church can shield those in the spring. The Safety light at the Mast Road entrance by the gate is now changed so it won't have spillage to the east and is documented on the site plan.
 5. Rob Mitzel asked Bruce if the new lights are in compliance and Bruce said yes and the church has reduced the light along North Territorial Road.
- D. Hellen E. R. Mills restated the church position that they do not intend to waive their legal requirement should we intend to enforce the opacity requirement in 3 years, and they are willing to be held to the 2014 landscape plan as to the number of trees, but should it be an issue in 3 years that in the township view the standard is not met and the township seeks enforcement, they indicate they want to keep defense on the record.
- E. Erica Perry moved, 2nd by Cindy Zuccaro, that we approve St Joseph Church preliminary and final site plan lighting and revised screening contingent upon a clean copy that includes shielded lights already shielded, 4 additional lights on the east side that

will be done in the spring; document change to the safety light along Mast Road, also include changes already made along N. Territorial Road and that the revised screening plan dated 10/10/2014 showing west and south tree count and a plan that they be properly watered sufficiently in the first year and mutually agreed upon performance guarantee to replace any trees that die along the berm to be determined by the Zoning Administrator.

1. George Goodman asked if the 4 lights could be screened before spring. Father Walsh said they need 50 degree weather but he will try to make it happen.
2. Cindy liked the 80% opacity as they need a good screen.
 - a. Erica suggested Mr. Vargo be allowed to plant trees to help. Mr. Vargo said he would like the option again with trees similar to the ones that were bulldozed down. Rob Mitzel said we have no authority to say Mr. Vargo can plant trees on the church's property.
 - b. Father Walsh said the trees on the berm are planted at various spacing. Bruce said it is random so hard to measure 80% opacity. Rob Mitzel said the applicant has agreed to comply with the approved landscape plan and with ongoing tree maintenance to be in compliance at all times and we will monitor.
3. John Westman amended the motion to specify the performance guarantee be based on replacement cost of 25% of the trees planted in 2014. Motion was 2nd by Cindy Zuccaro. Rob Mitzel said 52 trees are new and if the Church doesn't replace dead trees the Township will replace a reasonable number. The motion to amend the motion was voted on with a roll call vote and it passed unanimously.
4. Rob Mitzel restated the motion. It is for preliminary and final site plan approval of St. Joseph revised lighting plan subject to them submitting a clean copy noting the proposed shielding to be done in the spring on existing lights on east side of Mast Road parking lot, shielding that existing on the center aisle of lights including the one at the south and north of Mr. Argo property and the shielding that existing on the west end of existing lights and new 16 foot pole on the west side being shielded on the south and west side of that light and the change to the safety light on Mast Road from north light to the south side of the entrance along with revised landscape plan for the south and west berm dated 10/10/2014 and subject to performance guarantee for 4 years for 25% of replacement cost of trees planted in 2014. The Commissioners took a roll call vote on the main motion and it carried unanimously. Mr. Hitch verified that the performance guarantee is to replace 25% of the cost of the 52 trees planted in 2014 on the south and west property line for 4 years. Motion passed 6-0.
5. Paul Zalucha returned to the meeting.

VIII Master Plan Public Facilities Policies (Part 10) - Rob Mitzel will change it to the City of Dexter and added "On Site drainage facilities should not be counted towards minimum lot area requirements" in item 1 of E. Storm Drainage. He also slightly revised Public Schools to remove "by the year 2010" and changed the 2nd to last sentence to "The Dexter school district concentrates their facilities in campus areas."

IX. Draft Zoning Ordinance Amendment to Section 13.80.E.4

- A. Wording from Carlisle Wortman used Upland Area and Storm Water management System definitions from the Zoning Ordinance to explain that "For any newly created lot or parcel, the lot must contain at least the minimum required lot size as upland area; further, areas that are part of the Storm Water Management System shall not be included in the calculation of required lot size or density".

B. Paul Zalucha verified that this wording applies to parallel plans also.

X. Citizens comments:

A. Bruce Pindzia suggested the Zoning Administrator submit a report of site plan approved in the prior 6 months to be a trigger to inspect the site plans.

B. Gary Koch thanked the Planning Commission for the last 2 months work with St Joseph Church. He asked to review the light standards as shields are a problem and light is annoying.

XI. Correspondence:

A. Rob Mitzel said he received a draft of Scio Township's master plan and a draft of Green Oak Township's master plan.

B. AT &T submitted a tower proposal and the Township must reply by February 11, 2015 or it is automatic approval. The Commissioners took home the drawings and a public hearing will be held in December.

C. Cindy Zuccaro asked about mining and fracking as there have been testing along Zeeb and Webster Church Roads. John Kingsley said the rocks in our area are not conducive to fracking. Under the Zoning Enabling Act the township has no say in oil wells except for light, noise and where trucks can go.

XII. Erica Perry moved, 2nd by Wilber Woods, to adjourn. Motion carried. The meeting adjourned at 10:15 p.m.

NEXT MEETING DATE:

Public Hearing: Wednesday, December 17, 2014 at 7:00 p.m.

Regular Meeting: Wednesday, December 17, 2014 at 7:00 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

Copy to: J. Kingsley

M. Heller

B. Pindzia

MINUTES OF THE 441TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, DECEMBER 17, 2014

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

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

Members Absent: None

Also Present: Martha Zeeb, John Kingsley, Kris Olsson and 9 citizens

I. Approval of Agenda – Rob Mitzel said that earlier this afternoon AT&T withdrew their application for a cell tower so there will not be a Public Hearing or Action Item. (see attached email to Bruce Pindzia from TJ Garrett). They have submitted a revised site plan, but it is not complete. Motion made by John Westman, 2nd by Paul Zalucha, to approve the December 17, 2014 agenda with the deletion of AT&T telecommunication tower. Motion carried unanimously.

II. Approval of Minutes: Cindy Zuccaro moved to approve both the open meeting of November 19, 2014, with correction in item X A from “approval” to “approved” , and the meeting of closed session of November 19, 2014. Motion was 2nd by George Goodman and it carried unanimously.

III. Comments from Citizens:

- A. Toni Spears thanked Bruce for his review of the cell tower and the Township for it being on the website. She asked if our area is saturated or could AT&T use other poles. She wanted them to comply with Federal regulations so they don’t destroy bird nests on the poles.
- B. A lady asked if there will be a public hearing on cell phone towers in the future. Rob Mitzel said yes.
- C. Jennifer Starrs said there are 6 towers near her house and it should be enough so how do we determine a gap. Rob Mitzel said the company must demonstrate they can’t use existing towers and it must meet our zoning ordinance, but Federal laws trump local laws.

IV Township Board Report by John Westman:

- A. John Westman said George Goodman was appointed to the Planning Commission for 3 years.
- B. John Westman said Cottonwood Barn’s new attorney has appealed the judge’s decision.

V. Zoning Officer Report: See attached Planning & Zoning Activity Report dated December 8, 2014.

VI. Green Infrastructure Planning: Kris Olsson passed out “HRWC Recommended Master Plan Elements”(attached) and she reviewed it for the Commissioners. She also showed the map of green infrastructure that was made by attendees at our September 28, 2014 Special meeting. She will make recommendations to consolidate the maps in the Master Plan, and language changes to support open space, watersheds and non-motorized transportation for the January meeting.

VII Citizens Wishing to Address the Commission:

- A. A lady asked if the cell tower would be in the area of large intact natural features on the Green Infrastructure Map. Rob said no.
- B. Thomas Huettner asked how resident views would be considered. Rob Mitzel explained that concerns would be heard at the Public Hearing so the applicant can address them, but if it meets the zoning ordinance we must approve it.
- C. Toni Spears asked if the proposed tower location would be near Cackleberry airport. Rob Mitzel said he will ask about Federal Aviation Regulations.

VIII. General Discussion/ Correspondence: Rob Mitzel has Ann Arbor Township’s proposed Master

Plan for Commissioners to look at.

IX. Erica Perry moved, 2nd by George Goodman, to adjourn. Motion carried. The meeting adjourned at 9:00 pm.

NEXT MEETING DATE:

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

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

copy to: J. Kingsley

M. Heller

Bruce Pindzia