

MINUTES OF THE 406TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, JANUARY 18, 2012

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

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

WTPC Members Absent: None - Paul Zalucha said Dave Lovell resigned this past week.

Also Present : Martha Zeeb, John Kingsley, Charles Estleman; Pat & Diane Lapham

I. Approval of Minutes. Gary Koch moved, 2nd by Cindy Zuccaro, to approve the minutes of the December 21, 2011 Regular Planning Commission Meeting and Public Hearing . Carried.

II. Township Board Report and Approval of Agenda.

- A. Gary Koch said the Board passed the Lighting Standards Ordinance. The Board sent to the Planning Commission a proposed Land Division ordinance and a proposed Soil Erosion and Sedimentation Control ordinance to review and hold public hearings. The Board discussed holding a joint meeting with the Planning Commission. The Board will need to appoint a new ZBA and Planning Commission member.
- B. Meeting Agenda - Paul Zalucha asked to add to New Business item B – Set Public Hearing for February for Soil Erosion and Land Division Ordinances. Rob Mitzel moved, 2nd by Gary Koch, to approve the agenda as amended. The motion carried unanimously.

III. Citizens Wishing to Address the Commission: None

IV. Zoning Officer Report: See the Zoning Report (Calendar) Year End Summary dated January 9, 2012 (attached).

OLD BUSINESS:

V. Special Use Application for Lapham's Yorkies

A. The Commissioners reviewed the Memo from Bruce Pindzia to Ross Bower – dated 1-9-2012 (attached); and the Memo from Bruce Pindzia to the Planning Commission dated 1-11-2012 (attached); and the Memo from Bruce Pindzia to the Planning Commission dated 1-17-2012 (attached) and the Memorandum to Bruce Pindzia from Fahey Schultz Burzych Rhodes PLC dated 1-18-2012 (attached) and the Kennel Licenses from Catherine McClary, Washtenaw County Treasurer (attached) and an e-mail from Dr. Valerie Chadwick dated 1-16-2012 (attached).

1. Bruce Pindzia's conclusion is that the Lapham's will need Health Dept approval, Dog Run that is paved with 6 feet high fences and a self-closing latch to which a lock can be fastened, noise reduction berm or wall, County License, waste handling management, and a floor plan of how the dogs are housed.

2. The Commissioners determined that the dog run on the backside of the house is 100 feet from the north property line so it does meet our zoning ordinance requirement. The Township Zoning ordinance does not require an outdoor dog run.

3. The Lapham's said the back yard is fenced but it is not the dog run. Mr. Lapham said the dog run is 4' x 12' next to the back porch and he can make it's fence 6 feet high, with a self closing latch, and pave it if they determine they need a dog run. Mrs. Lapham said the dogs are

not kept in crates and they mostly live in the living room.

B. The Commissioners gave the Lapham's a copy of Bruce Pindzia's Memos dated 1-11-2012 and 1-17-2012 so they know what is needed. It is Section 12.7 in the zoning ordinance.

C. Paul Zalucha said the Special Use Permit goes with the land but the Commissioners can put conditions on it. He noted that in many zoning ordinances of other Townships a dog is not counted as a dog until it is over 4 months old. Erica Perry suggested limiting the size of the dog.

D. Paul Zalucha suggested the Lapham's invite Bruce for an inspection, when they have completed the requirements, before they are put on our meeting agenda.

E. Erica Perry moved, 2nd by Cindy Zuccaro, to table discussion until we get feedback from the Health Dept. Motion Carried.

VI. Transfer of Development Rights. - Rob Mitzel presented a Draft Lot Size/Density Analysis for Section 3 Webster Township – Dated 1/18/2012 (attached).

A. Rob Mitzel said we could figure out, based on what is on the ground, how many parcels can be built out if we use the allowed density of that zoning district. Category A parcels are already developed, Category B can be further developed.

B. Gary Koch said the parcels won't all perk so they can't all be used as potential two acre homes. He asked what is the goal – to transfer development to another part of the Township?

1. Rob said it is an option to do that, or make an overlay district, also to show the impact if the allowed density is left as is, or to change the lot size requirement.

2. Build out scenarios can be put in the Master Plan as a tool to help make decisions on long range plans but he knows he can't do a detailed job using all the factors as he is not a professional planner.

C. Erica Perry left the meeting at 8:20 pm and returned at 8:24p.m.

VII. Impervious Surface Limitations Discussion – nothing this month.

VIII. Planning Commission Budget for next fiscal year

A. The Commissioners reviewed the year to date activity report through 12/27/2011 (attached). John Kingsley said if the Commissioners need more funds they can put it in as there is extra revenue sharing money which he expects next year also.

B. The Commissioners increased Contract Serv. Eng/Planning Consultant to \$1500.00 to work on the Master Plan, but kept the other line items the same as the current fiscal year.

C. Rob Mitzel moved, 2nd by Gary Koch, to recommend to the Board of Trustees proposed 2012/2013 fiscal year budget to total \$18,000. Motion carried unanimously. Paul will update the proposed budget and turn this in to John Kingsley.

NEW BUSINESS:

IX. Joint Meeting with the Township Board

A. John Kingsley said the purpose is for the Commissioners to get Board direction and to inform the Board of potential planning objectives.

B. Erica Perry suggested the Commissioners prepare discussion items before this meeting.

C. Gary Koch said to set it up for 6:30 p.m. at the March Board Meeting. John Kingsley will send a memo to Board members.

X. Soil Erosion and Land Division Ordinances (attached)

A. John Kingsley said the Township Board has sent these draft ordinances to the Planning Commission to review them, get comments from contractors, and make recommendations

or change them if there are problems. He said the Land Division is State Law and is consistent with our current procedures. It was removed from the draft zoning ordinance as we want it a stand alone.

- B. Gary Koch said the Land Division Ordinance was okay but we need to look at the Soil Erosion Ordinance as it will be quicker and less costly for people than dealing with the County.
- C. Rob Mitzel moved, 2nd by Gary Koch, to hold a Public Hearing on Soil Erosion and Land Division Ordinances at the Regular March Meeting. Rob said we need to get the Ordinance numbers before we publish the public hearing notice. The Land Division Ordinance will be Ordinance No. 2012-01 and the Soil Erosion and Sedimentation Control Ordinance will be Ordinance No. 2012-02. Motion Carried.

XI. Citizens Wishing to Address the Commission: None

XII. GENERAL DISCUSSION: The Commissioners discussed possible training.

XIII. Erica Perry moved, 2nd by Cindy Zuccaro, to adjourn. Motion carried. The meeting adjourned at 9:10 p.m.

NEXT MEETING DATE:

Regular Meeting: Wednesday, February 15, 2012 at 7:00 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

Copy to: J. Kingsley

M. Heller

B. Pindzia

MINUTES OF THE 407TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, FEBRUARY 15, 2012

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

WTPC Members Present: Wilber Woods, Robert Mitzel, Paul Zalucha, Cynthia Zuccaro, Erica Perry

Members Absent: Gary Koch

Also Present: Bruce Pindzia; Mary Dee Heller; Martha Zeeb, John Kingsley

I. Approval of Meeting Minutes: Rob Mitzel moved, 2nd by Cindy Zuccaro, to approve the minutes of the Planning Commission's January 18, 2012 Regular Meeting. Motion carried.

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

1. Township Board Report - None as the Township Board will not meet until next week.
2. Approval of Agenda – Rob Mitzel moved, 2nd by Erica Perry, to approve the agenda as presented. Motion carried.

III. Comments from Citizens: None

IV. Zoning Officer Report - Bruce Pindzia reviewed the Zoning Report dated February 13, 2012 (attached). He also mentioned that Dexter United Methodist Church would like a small expansion and St. Joseph Catholic Church wishes to enhance their parking lot lighting. Both would need to amend their Special Use Permits.

OLD BUSINESS:

V. Transfer of Development Rights Discussion

A. Rob Mitzel presented Draft Lot Size/Density Analysis for Section 3 Webster Township (attached) and TDR Map Section 3 Webster Township (attached). He concluded that soil suitability, and topography are important factors and his analysis is time consuming.

B. Rob Mitzel presented "Zoning Build-Out Analysis" pages 67-69 of Dexter Township's Master Plan (attached). He suggested we follow what they did as it would be faster and our Township staff might be able to do much of it.

1. Bruce Pindzia suggested the Planning Commission ask the Township Board at our Joint meeting next month, and our budget does allow for consultants.

2. Erica Perry asked Rob how the analysis helps TDR. Rob explained it will help identify which areas can be built and to identify sending and receiving zones with data to back it up. It is really non-contiguous PUD. We also need this information if the buildout and master plan determine we need larger lots. Paul Zalucha said we deterred how to handle the natural feature overlay a year ago until the study was done.

NEW BUSINESS:

VI. Topics for Joint meeting with Township Board on March 20, 2012 at 6:30 p.m.:

- A. Sign Ordinance Update – based on a seminar Paul and Rob attended
- B. Impervious Surface
- C. Natural Watershed Preservation
- D. Ordinance Review Committee by Rob Mitzel Dated 2/15/12 (see attached)
- E. TDR and Master Plan Build Out Analysis
- F. Site Plan Manual

VII. Proposed Land Division Ordinance (attached)

A. Bruce Pindzia said it is to be a stand-alone ordinance based on MTA model ordinance and is

consistent with our Township's current policy. He recommended adoption as our Township Attorney, Assessor and himself are happy with it.

B. Rob Mitzel presented Novi Township's Section 12-173 Review of applications (attached). He suggested item (f) and (g) be considered for addition to allow for a local appeal process in case a lot split is denied. Bruce suggested letting our Township Lawyer see it.

C. Paul Zalucha asked about the 45 day requirement in Section 6 A. Bruce will find out if a time limit is required by the Land Division Rules.

D. Paul Zalucha asked to remove the word "related" in Section 7 B 2b.

VIII. Soil Erosion and Sedimentation Control Ordinance Review

A. Bruce Pindzia explained the proposed ordinance comes from Ann Arbor Township. He feels it would be cheaper and much quicker for our residents to not have to go to the County for a permit. Our Township Board would determine the fee.

B. Cindy Zuccaro felt 225 sq feet was too small. She asked if Bruce compared this with County regulations and Bruce said not in great detail.

C. Rob Mitzel wondered if 225 sq feet is required by state law. He said Novi requires permits if the earth change is greater than or equal to 1 acre or within 500 feet of water. He asked about waivers and exemptions.

1. Paul Zalucha asked if the Township will give directions on how to control erosion after the permit is issued. John Kingsley explained that a final site plan includes a page regarding soil erosion control. The Planning Commission approves the site plan and it goes to the Township Board and then they go to Bruce for a soil erosion permit so he ensures it meets the site plan.

2. Mary Dee Heller said the Public Meeting notice will be in Thursday, February 16, 2012 paper so the public hearing will be next month.

IX. PC Officer Nominations/Elections

A. Paul Zalucha said it has been a pleasure being Chairperson but his work travel will prevent him from being Chairperson in the future. Erica Perry nominated Rob Mitzel as Chairperson, 2nd by Cindy Zuccaro. Motion carried.

B. Erica Perry nominated Paul Zalucha as Vice-Chairperson, 2nd by Cindy Zuccaro. Motion Carried.

C. Erica Perry nominated Wilber Woods as Secretary, 2nd by Cindy Zuccaro. Motion Carried.

X. Future Training Options

A. Paul Zalucha asked which session offered by the Michigan Association of Training would be beneficial. The Commissioners liked "Making Bullet Proof Decisions". Paul will call to see if other nearby Townships have expressed interest in it so we could share in the \$800 fee plus expenses.

B. The Commissioners thought Rob and Paul could use the DVD and information from their Sign Ordinance Class to teach the rest of the Commissioners.

C. Paul Zalucha will call Steve Olds, District Conservationist, about Soils training.

XI. Citizens Wishing to Address the Commission:

A. John Kingsley said in a Zoning Ordinance an exemption means a citizen doesn't need to apply for a permit, but with a waiver they need to come and state their case for why they do not need a permit.

B. John Kingsley said an appeal process in the proposed Land Division Ordinance is not needed as the ordinance is a mirror of State Law, and he doesn't want the ZBA and Township Board involved in appeals as they cannot rule unless our restrictions are beyond what state law requires.

XII. General Discussion

A. The Commissioners discussed the letter to Diane Lapham from the Washtenaw County Environmental Health Division (attached) dated 2-10-2012. After their site review of the wastewater disposal system no changes were recommended by the Health Dept. Bruce will contact the Lapham's asking for a solid waste plan, as well as items requested at the December meeting.

- B. Bruce showed the February 14, 2012 mt@-newswire as it has education opportunities.(attached)
- C. Erica Perry wanted to show Township residents what the PDR Committee has done.
 - 1. Paul suggested a map that people can see when they come to vote.
 - 2. Rob Mitzel said we can start work on the Master Plan review again and find out if PDR is still resident's vision for the Township.

XIII. Cindy Zuccaro moved, 2nd by Erica Perry to adjourn. Motion carried. The meeting adjourned at 9:44 pm.

NEXT MEETING DATE:

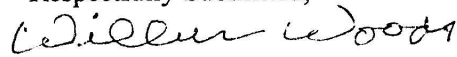
Joint Meeting with Township Board, March 20, 2012 at 6:30 p.m.

Regular Meeting, Wednesday, March 21, 2012 at 7:00 p.m.

Public Hearing, Wednesday, March 21, 2012 at 7:00 p.m.

Public Hearing, Wednesday, March 21, 2012 at 7:00 p.m.

Respectfully Submitted,



Wilber Woods, Secretary

WW:mlz

copy to: J. Kingsley

M. Heller

Bruce Pindzia

MINUTES OF THE 408TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, MARCH 21, 2012

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

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

WTPC Members Absent: None

Also Present : Martha Zeeb, John Kingsley, Diane Lapham, Jack Campbell

I. Approval of Minutes. Paul Zalucha asked to remove “deterred” from item V B 2 and replace it with “deferred”. Erica Perry moved, 2nd by Cindy Zuccaro, to accept the minutes of the February 15, 2012 Regular Planning Commission Meeting as amended. Motion carried.

II. Township Board Report and Approval of Agenda.

- A. Gary Koch said at the Board’s February Meeting they passed the St. Joseph Festival. At the March Board Meeting they passed the budget. There is not an appointment yet for the Planning Commission open position. The Dexter and Scio Fire Department issue was tabled as we need more information. The Road side Clean up will be April 21, 2012.
- B. Meeting Agenda - Erica asked to add review and approve the minutes of the March 20, 2012 Special Meeting as item 3.5. Rob Mitzel asked to add “Set public hearing date for Methodist Church revised site plan” as item 8 B. Paul Zalucha moved, 2nd by Erica Perry, to approve the agenda with these changes. The motion carried unanimously.
- C. The Planning Commission reviewed the minutes of the March 20, 2012 Special Meeting. Erica asked to add “among other options.” right after “or have permeable parking” in A 1 b. Cindy Zuccaro asked to remove the “the” before “Arms Creek” in A 1 c. Also a “(“needs to be added before “attached” in the first line of II F. Gary Koch moved, 2nd by Wilber Woods, to approve the Special Meeting minutes dated 3-20-12 with the Township Board with three corrections as mentioned. The motion carried unanimously

III. Citizens Wishing to Address the Commission: None

IV. Zoning Officer Report: See the Zoning Report dated March 12, 2012 (attached).

V. Public Hearing for Land Division Ordinance was opened at 7:20 p.m.

A. Rob Mitzel explained that this Ordinance is so the Township can approve lot splits in accordance with the State Land Division Act.

B. Rob Mitzel opened the Public Hearing to comments from the public: None.

C. Mr. Mitzel closed the public hearing at 7:22 p.m.

VI. Public Hearing for Soil Erosion and Sedimentation Control Ordinance was opened at 7:22 p.m.

A. Rob Mitzel explained that this is currently handled by Washtenaw County but we feel the Township can offer this service more effectively and at a lower cost to residents.

B. Mr. Mitzel opened the Public Hearing for public comment: None.

C. Mr. Mitzel closed the public hearing at 7:24 p.m.

OLD BUSINESS:

VII. Special Use Application for Lapham's Yorkies

A. The Commissioners reviewed the Memo from Bruce Pindzia dated 3-15-2012 (attached); and the Memo from Diane Lapham dated 2/23/2012. In addition Bruce provided copies of our Zoning ordinance Section 12.70 Kennels – Commercial and pages 150-151 Standards and Burden.

B. Rob Mitzel asked for comments from the Commissioners

1. Gary Koch said he would like the waste removed every 15-30 days due to warm weather and he preferred 2 inspections per year. Paul Zalucha wanted a vet or expert to inspect with Bruce.

2. The Commissioners agreed to allow Mrs. Lapham speak. She said she has a 30 gallon and a smaller stainless steel can and she will empty them more often than every 60 days. She plans to plant 5-6 fruit trees and the nearest house is 1000 feet away.

3. Cindy Zuccaro wanted to reduce the number of dogs allowed. Mrs. Lapham was willing to reduce the number allowed to 15 adult dogs and 15 puppies. Erica Perry wanted to limit the Special Use Permit to toy dogs. Mrs. Lapham suggested toy dogs as defined by the AKC. She was willing to limit it to toy dogs so she could show a different small breed later.

4. Paul Zalucha wanted pine trees, and not fruit trees, planted for a sound barrier. Rob said the trees were needed to screen the area per Section 12.70.

5. Paul Zalucha asked if Mrs. Lapham would board dogs and she replied only for a short time for breeding. He also asked if she would hire employees and was told no – only family.

6. Paul Zalucha did not want to allow her dogs running free in the fenced back yard as the Special Use permit goes with the land and he doesn't want the neighbors to complain about noise.

7. Rob Mitzel said the Zoning Ordinance requires a paved outdoor run and if Mrs. Lapham wants it to be unpaved she will need a ZBA approved variance. Her outdoor run is the small area next to the house that has the 6 foot tall solid fence lined with Styrofoam as a noise barrier. She said she would pave the run.

C. Rob Mitzel reviewed Section 12.70 and the Standards and Burdens on pages 150-151 of the Zoning Ordinance as well as the approval conditions recommended in Bruce Pindzia's memo.

1. The Commissioners agreed to complete waste removal from the site monthly.

2. The Commissioners agreed to annual Township inspections.

3. The Commissioners agreed that new evergreen trees, meeting the specifications of the Landscaping section of the Zoning Ordinance, should be planted this spring.

4. The Commissioners agreed a current County License should be provided to the Township each year.

5. The Commissioners agreed to limit the Special Use Permit to 25 dogs – Yorkshire Terriers, and to understand that petition to the Township Board to change condition of specific breed to another toy breed would not trigger a special use application fee.

6. In addition to reviewing Bruce's suggested conditions the Commissioners agreed:

a. that dogs outside the enclosed small run shall be limited to no more than 3 loose dogs at a time.

b. no boarding of dogs except directly related for breeding purposes.

c. no employees allowed

d. floor plan showing area within the house that the dogs are limited to shall be recorded as part of this permit.

e. the outdoor run shall be paved

7. The Commissioners wanted clarification on item 12.70 B as the Yorkies will live in part of the house and the Commissioners were not sure if it references the area the dogs live in or the whole structure. Paul Zalucha moved, 2nd by Gary Koch, to ask for ZBA interpretation of Section 12.70 B regarding structure setback 100 feet from the property line.- if it applies to residential structure where dogs live in part of the house. Rob Mitzel restated Paul Zalucha's motion to request the ZBA to interpret Section 12.70B with regard to how 100 foot setback applies to a residential structure with proposed restriction within the structure on where animals will be housed. Motion Carried unanimously.

D. Cindy Zuccaro excused herself from the meeting at 9 p.m. Erica Perry moved, 2nd by Gary Koch, to request approval by Board of Trustees for Lapham Yorkies Special Use Permit based on 10 conditions as well as pending review of interpretation of Section 12.70 B by ZBA of setback of house and area dogs limited to in the house.

1. Waste removal on monthly basis
2. Annual Inspection by Township
3. Plant trees to provide required screening
4. Copy of County License provided to the Township and current license provided at each inspection

5. Limit to 25 dogs, specific breed Yorkshire Terriers, with understanding that petition to Township Board to change condition of specific breed to another toy breed would not trigger a Special Use Application fee.

6. Loose dog outside enclosed run limited to not more than 3 at a time.
7. No boarding of dogs except directly related to breeding purposes
8. No employee allowed
9. Floor plan showing areas within the house that dogs limited to shall be recorded as part of this permit.
10. Outdoor run will be paved per Section 12.70F.

Cindy returned to the meeting at 9:03 pm. and Rob Mitzel repeated the motion and called for a vote. The motion carried unanimously.

VIII. Land Division Ordinance (attached)

- A. Rob Mitzel reviewed Bruce Pendzia memo dated 3/20/2012 (attached). An appeal process to the ZBA has been added to Section 6 B.
- B. Rob Mitzel explained that Section 7B of the proposed Land Division Ordinance says the 4:1 ratio of parcel size is for everything but we could depart from it and be like State Law. State Law says the depth to width ratio doesn't apply to parcels greater than 10 acres or to the parent parcel retained by the proprietor but a local ordinance can be different.
 1. John Kingsley said we always operated under State Law before.
 2. Cindy Zuccaro liked the way it is written.
- C. Paul Zalucha moved, 2nd by Erica Perry, to recommend to the Township Board to adopt Webster Township Land Division Ordinance No. 2012-02 Revised 03-20-12. Motion carried unanimously.

IX Soil Erosion and Sedimentation Control Ordinance (attached)

- A. Rob Mitzel reviewed Bruce Pindzia's memo dated 3/19/12 (attached). Rob said it would be best to clarify Section 4 A before a recommendation is made to the Township Board. Rob said Bruce is willing to take out the 225 sq ft and the ordinance still needs work.
- B. Erica Perry moved, 2nd by Cindy Zuccaro, to table the potential ordinance on Soil Erosion until next meeting and request Bruce to be present to give clarification. Motion carried.

- C. Rob Mitzel asked the Commissioners to read the proposed ordinance and contact Bruce with questions before the next meeting.

X. Joint Meeting with the Township Board. The Commissioners discussed the difficulties of making a site plan manual specific for our zoning ordinance. Paul said we could do sign ordinance training at the May meeting. Rob and Erica will bring recommendations regarding the TDR/Impervious Surface/Density Study to the next meeting.

XI. Set Public Hearing Date for Dexter United Methodist Church Revised Site Plan.

- A. Rob Mitzel said the 20x40 foot addition is a major change to the site plan so it will involve a complete site plan review. Rob Mitzel explained that the site plan will need to comply with the current zoning ordinance as a site plan can no longer be non-conforming when there is a major change.
- B. We did not receive the documents from the church until March 11, 2012 (attached). The Commissioners realized they do not have a complete package and Bruce's review letter so we are not ready to set a public hearing.

XII Citizens: None

XIII. GENERAL DISCUSSION:

- A. Rob Mitzel has a Master Land use draft for Dexter Village
- B. Rob Mitzel has Ann Arbor Charter Township Adopted Master Plan amendment
- C. Rob Mitzel has a Planning and Training magazine
- D. Paul Zalucha said Monroe has a Planning and Zoning Essentials training meeting on March 29, 2012 from 6-9:30pm at the Community College
- E. Gary Koch wanted a Planning Commission packet like the Twp Board gets before their meeting as Bruce's email is too much to copy at home.

IVX. Paul Zalucha moved, 2nd by Erica Perry, to adjourn. Motion carried. The meeting adjourned at 10:24 p.m.

NEXT MEETING DATE:

Regular Meeting: Wednesday, April 18, 2012 at 7:00 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

Copy to: J. Kingsley

M. Heller

B. Pindzia

MINUTES OF THE 409TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, APRIL 18, 2012

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, Paul Zalucha, Cynthia Zuccaro, Erica Perry, Gary Koch

Members Absent: None

Also Present: Bruce Pindzia; Mary Dee Heller; Martha Zeeb, John Kingsley

I. Approval of the March 21, 2012 Meeting Minutes: Paul Zalucha asked to remove the "5" from item VII C 3. Erica Perry moved, 2nd by Paul Zalucha, to accept the minutes as amended by deleting "5" from Section VII C3 on page 2. Motion carried.

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

- A. Township Board Report - Gary Koch said the Township Board passed the Land Division Ordinance and will hold a public hearing on the Private Road Ordinance. The Township Board voted down the request by Gordon Hall to drive cars across the Preservation Easement for their Civil War Days in June.
- B. Approval of Agenda – Cindy Zuccaro moved, 2nd by Erica Perry, to approve the agenda of April 18, 2012 as printed. Motion carried.

III. Comments from Citizens: None

IV. Zoning Officer Report - Bruce Pindzia reviewed the Zoning Report dated April 9, 2012 (attached). He discussed the Dexter United Methodist Church project for a small expansion and explained that the Zoning Ordinance Section 8.05 (L) (2) g allows administrator approval (see Memo dated April 9, 2012 attached).

- A. Gary Koch suggested the Commissioners go through the Zoning Ordinance and make a list of items that need clarification such as major and minor changes. Rob Mitzel said our Zoning Ordinance is silent on when a site plan must be amended and he would like Section 8.05L to be revised.
- B. Bruce said the Township Attorney will meet with Burton Hoey's attorney to come to a written agreement.

OLD BUSINESS:

V. Webster Township Soil Erosion & Sedimentation Control Ordinance (revised 3/15/12 attached)

A. Rob Mitzel suggested the Commissioners discuss the threshold for needing permits as designated in Section 4 A 2. Bruce Pindzia said 225 sq feet threshold is not required in State Law.

1. The Commissioners discussed 4 A 2a and decided to combine 4A 2a and 4A4, about waivers, with "That occur within 500 feet of natural surface water edge". Bruce and Rob will work on the text and also add a definition of natural surface water.

2. The Commissioners were comfortable with the wording in 4 A 2 b "Or which disturb one (1) or more acres." and with the wording in 2 c.

3. Bruce will create a SESC Plan Checklist for the Township Board as specified in item 4A 5.

B. Fees – Section 4C

1. The Commissioners deleted the reference to Major and Minor Projects

1. The Commissioners changed "non-refundable administrative fee" in 4C1a to "non-refundable application fee"

2. The Commissioners deleted "from time to time" from 4C1b.

3. The Commissioners deleted Section 4C2 regarding “Single Family Residential Project” and will clean up the definition of Single Family Residential Project in Section 3.

4. Gary Koch said to delete Section 4C3 as people should not need to pay a Waiver Fee.

C. Section 4D – Exempt Activities

1. In Section 4D1ci -remove “if the natural elevation of the area is not raised.”

2. In Section 4D1civ 4th bullet point - remove “not greater than a total of 10 cubic yards”

3. In Section 4D1c iv the bullet point “Maintenance or restoration of a detention basin within a residential subdivision or site condominium project back to original design elevations” will be removed and become Section 4D1e.

4. Section 4D4 will be removed and combined with Section 4A2a on page 3.

D. Section 3 – Definitions A definition of “natural surface waters” will be added.

E. Rob Mitzel and Bruce Pindzia will work on this draft and bring it to the May meeting. Bruce said the State will review this ordinance.

VI. TDR and Density Discussion - Rob Mitzel said he and Erica Perry met with Larissa Larson and Sarah Mills at the UofM to discuss a possible project for Sarah. It would be a Build Out Analysis and Non Contiguous PUD for Webster Township. Sarah will think about it and, if this project is chosen, it could be completed by next April.

VII. Impervious Surface Limitation – Erica Perry reviewed the Watershed Planning: Determining Impervious Surface Capacity to Better Manage Growth at the rural/urban Fringe (attached). She plans to be trained as a bio observer on May 5th.

NEW BUSINESS:

VIII. Board of Appeals Interpretation Update –Rob Mitzel said the ZBA will meet May 1, 2012 to interpret structures for animals. It is a Public Hearing and notices were sent to the Papers.

IX. Citizens Wishing to Address the Commission: None

X. General Discussion

A. The Commissioners discussed their desire to have a hard copy of the meeting packet delivered to them by the Thursday before their meeting and earlier if it contains a site plan to review.

B. Bruce Pindzia attended a MTA seminar on “Speed Bumps” and said Complete Streets needs to be in our Master Plan the next time it is revised.

XIII. Erica Perry moved, 2nd by Cindy Zuccaro to adjourn. Motion carried. The meeting adjourned at 9:43 pm.

NEXT MEETING DATE:

Regular Meeting, Wednesday, May 16, 2012 at 7:00 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

copy to: J. Kingsley

M. Heller

Bruce Pindzia

MINUTES OF THE 408TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, MAY 16, 2012

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

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

WTPC Members Absent: None

Also Present : Martha Zeeb, Bruce Pindzia, Mary Dee Heller

I. Approval of Minutes. Erica Perry moved, 2nd by Cindy Zuccaro, to accept the minutes of the April 18, 2012 Regular Planning Commission Meeting as written. Motion carried.

II. Township Board Report and Approval of Agenda.

A. Gary Koch said the Park Committee needs members and the Planning Commission needs someone with an Ag background. John Kingsley will get back to us about amending the Zoning Ordinance for minor site plans using the Ordinance Review Committee.

B. Rob Mitzel explained that the Sign Workshop will be postponed until June as Paul Zalucha will be late tonight. (Paul walked in just after he said this).

C. Erica Perry said parking is not allowed on the Conservation Easement at Gordon Hall and we must hold firm and be good stewards. Bruce Pindzia said Gordon Hall could be rented for other fundraising activities so parking issues could be a regular occurrence.

D. Erica Perry moved, 2nd by Gary Koch, to approve the agenda as written. The motion carried unanimously.

III. Citizens Wishing to Address the Commission: None

IV. Zoning Officer Report: See the Zoning Report dated May 7, 2012 (attached). Erica Perry suggested putting the page "Zoning Enforcement & Compliance Program" (attached) on the Website.

A. Bruce Pindzia said St. Joseph Church is putting in 5 new parking lot light poles that will be 3 feet shorter than the originals so glare will be less and he will inspect to verify.

B. Bruce Pindzia said Jenny's Farm Market filed a lawsuit against the Township. The attorneys are talking and set up a 60 day delay to respond to the law suit. Hopefully they will make a global agreement by the end of the 60 day delay to keep it out of court.

OLD BUSINESS:

V. Proposed Soil Erosion & Sedimentation Control Ordinance revised 5-9-12 (attached)

A. The Commissioners reviewed the changes made at the April Meeting and made the following changes.

1. To Section 4 A2c add "Or are" associated with construction... It was suggested to make a. b. and c. all one sentence and remove the d. to make it part of the text starting with "Exception:" An owner may request....

2. The Commissioners changed the definition of Surface Water to "Naturally occurring ponds and wetlands greater than half acre in size and all lakes, streams and rivers."

3. Gary Koch and Paul Zalucha both expressed concern with the amount of fees in Section 4 C. Rob Mitzel said the Township Board will set the dollar amount of fees and it can be broken

down into Residential vs. Commercial with sliding scales.

4. In item Section 4 D 1b the Commissioners removed “of a minor nature” so that the text becomes “An earth change that is stabilized....”

5. The Commissioners deleted Major and Minor Projects from Section 3: Definitions.

6. In addition the numbering of items will be corrected after deletions changed things.

B. Cindy Zuccaro moved, 2nd by Erica Perry, that we recommend approval by the Board of Trustees of the Webster Township Soil Erosion and Sedimentation Control Ordinance No.2012-01 with changes made this evening of May 16, 2012 including double checking the numbers of sections within the ordinance.

1. Bruce Pindzia said he will need to take two classes to be certified and make a SESC Plan Checklist as mentioned in section 4 A 5 and give the Board suggested fees. Also the State must review it before the Township Board should adopt it.

2. Paul Zalucha asked what the Township will do if they adopt this and no one is certified. Bruce said they would need to hire a consultant.

3. Rob Mitzel asked for a vote and the motion carried unanimously.

VI. Work Plan Items

A. Rob Mitzel said he has not made any progress on a Site Plan Manual and hiring a consultant is an option. We already have a sample format. Bruce said he might have some time. Rob said he may also be able to spend some time before the June Meeting.

B. Webster Township Build out Scenario and Open Space Preservation Work Plan (attached).

1. Sarah Mills, Uof M Doctoral Student, is interested in making this her project at no cost. She wants to attend our June Meeting and hopes to have it done by mid-November. She will want our feedback.

2. Erica Perry moved, 2nd by Paul Zalucha, to approve the Webster Township Build-Out Scenario & Open Space Preservation Work Plan draft dated May 15, 2012 with Sarah Mills at the UofM. Motion carried.

3. Rob Mitzel will give a copy to John Kingsley to take to the Township Board and they can come to the June Planning Commission Meeting.

NEW BUSINESS:

VII Board of Appeals Interpretation Update

A. Rob Mitzel said the ZBA decided that Section 12.70 (B) of the Zoning Ordinance 100 foot setback applies to the entire structure. This means the Lapham Yorkies can change their site plan or ask for a ZBA variance.

B. Bruce Pindzia said the Lapham's intend to ask for a variance and they do not plan to ask for a waiver of the fee. The Township Board can wait until the ZBA acts on the variance request before voting on the Special Use Permit.

C. Cindy Zuccaro said this is a common hobby so we need a zoning ordinance for a breeding kennel. Rob Mitzel said he can ask the Township Board if they want us to work on this and the Commissioners said yes.

VIII Citizens: None

IX. GENERAL DISCUSSION: There was no mail.

X. Erica Perry moved, 2nd by Gary Koch, to adjourn. Motion carried. The meeting adjourned at 8:38 p.m.

NEXT MEETING DATE:

Regular Meeting: Wednesday, June 20, 2012 at 7:00 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

Copy to: J. Kingsley

M. Heller

B. Pindzia

MINUTES OF THE 411TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, JUNE 20, 2012

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, Paul Zalucha, Cynthia Zuccaro, Erica Perry, Gary Koch

Members Absent: None

Also Present: Charles Estleman; Mary Dee Heller; Martha Zeeb, John Kingsley, Sarah Mills

I. Approval of the May 16, 2012 Meeting Minutes: Erica Perry asked to correct Cindy “Zalucha” in item VII C to Cindy “Zuccaro”. Erica Perry moved, 2nd by Cindy Zuccaro, to accept the May 16, 2012 minutes with correction to Cindy Zuccaro. Motion carried.

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

- A. Township Board Report - Gary Koch said John Kingsley will send Gordon Hall a letter as they parked on the PDR Easement during the Civil War Days.
- B. Approval of Agenda – Rob Mitzel asked to add Minor Site Plan Section 8.05 L to New Business. Erica Perry moved, 2nd by Gary Koch, to accept the agenda as amended. Motion carried.

III. Comments from Citizens: None

IV. Zoning Officer Report – the Commissioners reviewed the report dated June 12, 2012 (attached). Rob Mitzel commented that the Lapham Yorkies may go directly to the Township Board instead of applying for a ZBA variance.

V. Discussion with Ms. Sarah Mills for Build-out/TDR Study.

A. Sarah Mills said she is a grad student with the UofM Dept of Urban and Regional Planning and is willing to do the Build out/TDR study for Webster Township as an externship. She is interested in how planning decisions are made in rural communities. She wishes to talk to people in the community to hear their priorities for rural planning. She would like a list of names of real estate agents, Planning Commissioners, Trustees, large land owners and farmers. She asked who she could talk to about groundwater recharge. She said she wanted to hear lots of perspectives.

B. Erica Perry suggested Sarah talk to Kris Olsson of the HRWC for ground water recharge and also the Webster Twp Historical Society for their vision of the Township.

C. Erica Perry said the 10% Impervious Surface rule could affect build-out. Sarah Mills said most houses don’t cover 10% of the lot so it is not very usable unless there is very dense housing.

D. Rob Mitzel read the workplan for the project, as presented at the May meeting, and cautioned that we don’t scope creep. He asked the Commissioners to give him a list of people Sarah can interview. Sarah said she will draft a list of what she wants to ask. Rob Mitzel said the Planning Commission would notify the people so they know Sarah will want to talk to them. Rob Mitzel said Sarah Mills will contact him on her progress and may come to some meetings.

VI Paul Zalucha presented Sign Training Overview dated June 20, 2012 (attached) for an hour as part of this year’s Planning Commission Training. It is based on the Sign Ordinance Training Session he and Rob Mitzel attended in Frankenmuth.

- A. Paul said we must first ask ourselves if we need a sign ordinance (i.e. – what problems or potential problems need fixing, and what is the goal for sign regulation such as safety and to prevent blight.) It must have a purpose statement and clear definitions of words and phrases (i.e. – what is a sign).

- B. Paul said free speech and first amendment rights are important. Sign rules cannot regulate the message but they can regulate the number of signs or square feet of signs allowed, the display time period, location and building material of the sign, etc. Other State and Federal laws may apply as well. County Road Commissions will remove signs that are a traffic hazard and illegally placed in the road right of way.

OLD BUSINESS:

VI. 2012 Work Plan Items

- A. Sign Ordinance – Paul Zalucha suggested the Commissioners bring photos of Township signs they like, or don't like, to the July meeting. John Kingsley said Cliff can take photos when he is driving in the Township for the next meeting.
- B. Site Plan Manual – Rob Mitzel said he hopes to have something for the July meeting.
- C. Impervious surface – this is a lower priority.

NEW BUSINESS:

VII. Hobby Kennel – Rob Mitzel explained we do not have clear direction from the Township Board on if we should work on this. Bruce Pindzia told him that breeding/grooming kennels come up regularly and in the early 1980s the Township had Hobby Kennel regulations. Rob Mitzel said Milan Township has both Hobby and Commercial Kennels. He suggested the Commissioners get ideas and he will float them by the Board of Trustees.

VIII. Section 8.05L – Definition of Major and Minor changes. Rob Mitzel asked the Commissioners to review the list on page 105-106 of the Zoning Ordinance for discussion at the July meeting.

IX. Citizens Wishing to Address the Commission: John Kingsley said the Township just received a draft from CAPT/DART to identify road improvements and non-motorized trails. John will give electronic copies to the Commissioners as we have 60 days to make comments.

X. General Discussion – Rob Mitzel provided the Commissioners with a copy of the Michigan Dept. of Agriculture & Rural Development GAAP for Farm Markets dated January 2012 (attached). He asked the Commissioners to review it for the July Meeting.

XI. Erica Perry moved, 2nd by Paul Zalucha to adjourn. Motion carried. The meeting adjourned at 9:35 pm.

NEXT MEETING DATE:

Regular Meeting, Wednesday, July 18, 2012 at 7:00 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

copy to: J. Kingsley

M. Heller

Bruce Pindzia

MINUTES OF THE 413TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, AUGUST 23, 2012

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, Paul Zalucha, Cynthia Zuccaro, Erica Perry, Dave Lovell

Members Absent: Gary Koch

Also Present: Charles Estleman; Mary Dee Heller; Martha Zeeb, John Kingsley, Sarah Mills

I. Approval of the July 18, 2012 Meeting Minutes: Erica Perry moved, 2nd by Cindy Zuccaro, to accept the July 18, 2012 minutes as printed. Motion carried.

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

A. Township Board Report - Rob Mitzel read Gary Koch's report dated 8/23/12 (attached).

1. Rob Mitzel said he was willing to be on the Ac Hoc committee for computer issues.

2. John Kingsley said some Township Residents need Flood Insurance which is cheaper if it is through FEMA.

3. Erica Perry asked about AATA potential county wide transportation system. John Kingsley said it would cost the Township about \$200,000/year and last year the Township only spent \$5,600 to have WAVE transportation for Township residents.

B. Approval of Agenda – Erica Perry moved, 2nd by Dave Lovell, to accept the agenda as written. Motion carried.

III. Comments from Citizens: None

IV. Zoning Officer Report – the Commissioners reviewed the report dated August 14, 2012 (attached).

OLD BUSINESS:

V. Build Out Study-Ms. Sarah Mills

A. Rob Mitzel sent letters to large land owners, realtors, etc. on August 7, 2012 (attached). Sarah said she is in the process of contacting them and will also be contacting the Planning Commissioners and Township Board members for their input. She has an outline of allowed options to preserve farmland. She will be meeting with Bill on the Township GIS maps. She plans to finish by mid November.

B. Erica Perry asked Sarah to speak to Kris Olsson about Impervious Surface. Sarah said she thought the number of residences in an area has a bigger impact.

VI. Hobby Kennels: The Commissioners agreed that a Hobby Kennel was owning more than 3 and less than 11 adult (older than 6 months) dogs for the purpose of breeding and sale. The Commissioners agreed that 5 acres would be needed to have a Hobby Kennel and would not need a Special Use Permit.

A. The Commissioners used the State Dog Law of 1919 (attached) which said Kennels are for remuneration. They decided household pets do not need a Kennel license and Commercial Kennels are for Breeding, Sale and Boarding of 11 or more dogs.

B. The Commissioners used Marion Township Zoning Ordinance item D 2 conditions for Hobby Kennels (attached). They used item D 2 b, c, the first sentence of d, and e, f, g, h, i, j, and k. They removed "adjacent" from item h and added "Temporary breeding studs are permitted." to b.

C. Rob Mitzel said he would get feedback from the Township Board and have the Commissioners review these proposed changes to the Zoning ordinance at the next meeting to see if we want to pursue this with a Public Hearing.

VI. Major & Minor Changes to Site Plans

- A. Rob Mitzel reviewed the Mark Up, dated 10-Aug-2012 he made to Section 8.05L of the Zoning Ordinance.(see attached). Erica Perry suggested ‘ “currently” valid final site plan’ be added to 8.05L 1.
- B. Rob Mitzel will get input from the Township Board before we set up a public hearing.

VII. Sign Ordinance

- A. The Commissioners reviewed 3 sample sign ordinance purpose statements which Paul Zalucha provided from the Sign Seminar he and Rob Mitzel attended (attached). The Commissioners liked the 1st sentence of the Independence Charter Township purpose statement and its objectives 2-5, along with some of our own Zoning Ordinance wording. They also liked the free speech (item D) of the Grand Rapids purpose statement. Erica wanted aesthetic included in the statement. Paul Zalucha will draw up a draft purpose statement for the next meeting.
- B. The Sign Seminar suggested Townships get input from citizens and businesses that would be affected. Erica Perry will write questions for the September Meeting which Township Staff can use to contact people.
- C. Rob Mitzel distributed photo's of CJ party store as examples of signs. He asked the Commissioners to keep these for discussion of square footage.

VIII Site Plan Manual - Rob Mitzel reviewed his draft dated 10-Aug-2012 (attached) and asked for input from the Commissioners. He will meet with Bruce to discuss the flow chart inconsistencies. The Commissioners wanted a check list to give to people of what should be included in the site plan. Erica wanted numbered items so it is easy to read and to mention our Township likes conservation easements, cluster developments, etc.

NEW BUSINESS: None

IX. Citizens Wishing to Address the Commission: Charles Estleman praised the Commissioners on their progress on the sign ordinance and Hobby Kennel. He questioned adding Aesthetics to the sign ordinance as it hard to determine.

X. General Discussion – Rob Mitzel had copies of Michigan magazines and information about the Michigan Association of Planning 2012 Annual Conference. He had a copy of the County Soil Survey for the Township Office.

XI. Cindy Zuccaro moved, 2nd by Wilber Woods to adjourn. Motion carried. The meeting adjourned at 9:27 pm.

NEXT MEETING DATE:

Regular Meeting, Wednesday, September 19, 2012 at 7:00 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

copy to: J. Kingsley

M. Heller

Bruce Pindzia

MINUTES OF THE 414TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, SEPTEMBER 19, 2012

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

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

WTPC Members Absent: None

Also Present : Martha Zeeb, Charles Estleman, John Kingsley, Mary Dee Heller, Bruce Pindzia, Sarah Mills

I. Approval of Minutes. Erica Perry moved, 2nd by Gary Koch, to approve the minutes of the August 22, 2012 Regular Planning Commission Meeting as written. Motion carried.

II. Township Board Report and Approval of Agenda.

A. Gary Koch said the Board passed the CAP DART access plan. The Township may need a new ordinance regarding flood insurance.

B. Meeting Agenda – Rob asked to add Barn Special Uses as item 1 in New Business. Cindy Zuccaro moved, 2nd by Erica Perry, to approve the agenda with the amendment to add Barn Special Uses as item 1 in New Business. The motion carried unanimously.

III. Citizens Wishing to Address the Commission:

A. St Joseph Catholic Church

1. Robert Vargo said he agreed St Joseph Catholic Church needed more parking lot lights, but he said installing 13 lights from having 8 lights was not a minor change and two of the lights glare into his home. In addition there are 5-6 dead pine trees on the berm which is a site violation as they are needed as a sight barrier. Also the dumpster is on the property line and is noisy in the morning.

2. Rob Mitzel asked Bruce Pindzia for the results of the inspection after the lights were installed. Bruce said they are in compliance and he will bring the report to the October Meeting.

3. Cindy Zuccaro said the Township Attorney determined the change in lights was a minor change so we did not have a say about the outcome.

B. John Kingsley asked the Commissioners about electronic vrs paper delivery of meeting material prior to the Planning Commission Meeting. The Commissioners preferred having a hard copy delivered and then they would not need an electronic copy.

IV. Zoning Officer Report: See the Zoning Report dated September 18, 2012 (attached).

OLD BUSINESS:

V. Build-Out Study

A. Sarah Mills reviewed her “Webster Township Build-out Analysis – Community Interview Take-away Messages” dated 9/19/2012 (attached) . She found ” rural” means different things to different people but most thought of open space, saving farms, and deer.

B. Sarah Mills reviewed her “Summary of Alternate Zoning Options” dated 9/19/2012 (attached). The Commissioners were interested in the “sliding scale zoning” and TDR. She will discuss it at the October Meeting and also bring the current build out allowance of the Township.

VI. The Commissioners reviewed the proposed Zoning Ordinance amendment “Proposed Resolution No. PC2-12 (attached).

- A. Bruce Pindzia said the Township has had cat kennels in the past. The Commissioners asked to add cats to the proposed Commercial Kennel definition in Section 2.10 for boarding. They also eliminated “over six months of age” regarding boarding at the end of the proposed definition.
- B. The Commissioners liked the proposed definition of Hobby Kennels and its conditions. They agreed it would be a permitted use in the Ag District and also in Rural Residential as long as it was on at least 5 acres.
- C. The Commissioners reviewed the Proposed Amendment to Section 8.05L”Amendment to Site Plan” and did not make any changes. Rob Mitzel said L3 makes a lighting change not a minor change.
- D. Erica Perry moved, 2nd by Paul Zalucha, to set a Public Hearing for the Regular October Meeting on October 17, 2012 to amend Section 2.10, add Section 9.10. B xii, add Section 9.15.B.vi, add Section 12.72, and amend Section 8.05.L to Resolution No. 08-11, Webster Township Zoning Ordinance. Motion carried unanimously.
 1. Mary Dee Heller asked Rob Mitzel to email her the exact wording to use in the newspaper.
 2. John Kingsley said to put in section number changed and the new section number and what section it will amend in the Zoning Ordinance.

VII Sign Ordinance

- A. The Commissioners reviewed the proposed purpose statement Paul Zalucha drafted “Section 13.140 Sign Regulations” dated September 2012 (attached) and thought it was good as written.
- B. Erica Perry presented her “List of Questions and Potential Interviewees to Gather Input for Sign Ordinance” (attached) which Township staff could use. Rob Mitzel will work with John Kingsley on how to do the survey.

VIII. Site Plan Manual – Rob Mitzel met with Bruce and they will have more material for the October Meeting.

NEW BUSINESS:

IX Barn Special Uses

- A. Rob Mitzel said the Township Board has asked the Planning Commission to look at putting in the Zoning Ordinance (with restrictions) allowing barns to be used for party rentals.
- B. Rob Mitzel will get information regarding using the Ag Business District or a Special Use Permit for the next meeting.

X. Citizens: None

XI. GENERAL DISCUSSION:

- A. The Commissioners discussed the Michigan Association Planning Conference on October 17-19, 2012. Rob Mitzel would like to attend and encouraged others as well.
- B. Rob Mitzel suggested email accounts for the Commissioners exclusively for Township use. Bill can set them up.

XII. Erica Perry moved, 2nd by Cindy Zuccaro, to adjourn. Motion carried. The meeting adjourned at 9:30 p.m.

NEXT MEETING DATE:

Public Hearing: Wednesday, October 17, 2012 at 7:00 p.m.

Regular Meeting: Wednesday, October 17, 2012 at 7:00 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

Copy to: J. Kingsley

M. Heller

B. Pindzia

MINUTES OF THE 415TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, OCTOBER 17, 2012

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

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

Members Absent: None

Also Present: Charles Estleman; Mary Dee Heller; Martha Zeeb, John Kingsley, Sarah Mills; 5 citizens

I. Approval of the September 19, 2012 Meeting Minutes: Cindy Zuccaro asked to add “about the outcome” to the end of her comment in Section III A 3. Gary Koch moved, 2nd by Cindy Zuccaro, to approve the September 19, 2012 minutes with the addition of “about the outcome”. Motion carried.

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

- A. Township Board Report - Gary Koch said that CAP/DART is on our website. The Township Board has opted- out of the AATA county wide transit plan.
- B. Approval of Agenda – Paul Zalucha moved, 2nd by Dave Lovell, to approve the agenda as presented. Motion carried.

III. Comments from Citizens: Dan Waitz said he bought the Mast Barn and wants to tell us their plans.

IV. Zoning Officer Report – the Commissioners reviewed the report dated October 8, 2012 (attached).

V. Public Hearing for Zoning Ordinance text amendments

A. Rob Mitzel explained the public hearing procedure and asked for comments to be limited to 3 minutes.

B. Rob Mitzel opened the Public Hearing at 7:10 pm. As there were no comments he closed the Public Hearing at 7:11 p.m

OLD BUSINESS:

VI. Build Out Study-Ms. Sarah Mills

- A. Sarah Mills related that in making the maps (attached) she assumed there were .65 children per home and each home makes 9 car trips per day. She also assumed that land currently zoned Commercial, Industrial or in the PDR area won’t be developed. She assumed that a 5 acre parcel with a home currently on it won’t be split in the future. She assumed that wetlands so designated by the State or Federal governments or by HRWC are considered non-perkable so these lands were subtracted from the parcel before the zoning applied. She also rounded down when calculating the number of houses. The Commissioners agreed with her assumptions.
- B. Sarah listed different scenarios she could work on.
 - 1. Large Lot Zoning which she didn’t recommend as protection of farmland is minimal and there is an equity issue for large landowners.
 - 2. Planned/timed growth directs growth to the best areas but there is an equity issue for those not in that area.
 - 3. Sliding Scale helps to keep large tracts but is an equity issue for large landowners
 - 4. TDR is better for large landowners but you need large lots or with sliding scale.
- C. The Commissioners ask Sarah to work on the Planned/timed growth using priority 1 as land south of N. Territorial Road on paved roads using 2 acre minimums; priority 2 as land on gravel roads south of N. Territorial Road using 5 acre minimum; and Priority 3 as lands north of N. Territorial Road using 10 acre minimum.
- D. The Commissioners asked Sarah to work on Sliding Scale in the current Ag District using 2 acre minimums.

E. The Commissioners asked Sarah to work on TDR with Sliding Scale.

VII. Zoning Ordinance Text Amendments

- A. Rob Mitzel said he has not received any written comments. He did notify the Lapham Yorkies of the Public Hearing.
- B. Erica Perry recommended, 2nd by Cindy Zuccaro, adoption of the clean copy (attached) of the proposed zoning ordinance amendment for Kennel-Hobby to the Township Board.
 - 1. Paul Zalucha asked to add minor site plan amendment and Rob asked to make it all one motion.
 - 2. Erica agreed. Motion to recommend adoption to the Township Board of revisions to Section 2.10 to add a definition for “Kennel:Hobby” and revise the definition for “Kennel:Commercial”; Addition of Section 9.10 B xii to add hobby kennels as a permitted use in Ag District; Addition of Section 9.15 B vi to add hobby kennels as a permitted use in the Rural Residential District; addition of Section 12.72 to provide specific requirements and regulations for hobby kennels; and Revision to Section 8.05L to revise the criteria for minor site plan amendments. Motion Carried unanimously.

VIII. Sign Ordinance

- A. Rob Mitzel said he has not heard from the Township staff on the status of the sign survey.
- B. Mike and Chester of CJ’s party store said they received a notice from the Township and they are concerned as signage is hugely important for their business. They don’t want to hamper business but we need signs to be clean, non blight, and taste full.

IX Site Plan Manual (attached) - Rob Mitzel said he added a Special Use Permit Review Process Chapter and just got Bruce Pindzia’s comments. He asked the Commissioners to review and give him their comments for the next meeting.

X. Barn Special Uses

A. Rob Mitzel presented a Draft 17-October-2012 (attached) based on Acme, Dexter and Manchester Township’s zoning ordinance. He said it is for profit and would be an allowed special use in the Ag District and permitted use in the Ag Business District. The intent is to preserve historical structures.

- 1. Paul Zalucha said Acme Township has these on working farms and we must be clear so it is not commercial. He asked if Misty Farm is in Ag zoning. Rob said he would find out for our next meeting.
- 2. Erica Perry said there cannot be parking in a field if the barn is on PDR land.
- 3. Gary Koch said the County Health Dept covers food preparation. He didn’t feel a 50 foot setback was enough. He was also concerned as special use runs with the land.

B. The Commissioners asked for ideas from members of the audience.

1. Dan Waitz said he fixed up the barn on Joy Road and people ask to rent it but the Preserve will not allow this. He is buying May Mast’s barn for weddings, etc. He will restore it and do landscaping but is concerned as it is only 4.4 acres.

2. Ryan Nixon said he has land in the PDR and it is a working farm. He has 14 acres that is not part of the Greenbelt for parking. He does a corn maze and is fixing up the barn. He has done parties.

NEW BUSINESS: As the November Meeting would be the day before Thanksgiving, Dave Lovell moved, 2nd by Erica Perry, to move the November Planning Commission meeting to November 28th. Motion carried.

XI. Citizens Wishing to Address the Commission: None.

XII. General Discussion – Rob Mitzel said he will attend the Michigan Association of Planning 2012 Annual Conference on Thursday and Friday. He, John Kingsley and Bruce met with a citizen who wants to rezone land on Mast Road to Industrial.

XI. Cindy Zuccaro moved, 2nd by Gary Koch, to adjourn. Motion carried. The meeting adjourned at 9:24 pm.

NEXT MEETING DATE:

Regular Meeting, Wednesday, November 28, 2012 at 7:00 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

copy to: J. Kingsley

M. Heller

Bruce Pindzia

MINUTES OF THE 416TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, NOVEMBER 28, 2012

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

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

WTPC Members Absent: Paul Zalucha

Also Present : Martha Zeeb, Charles Estleman, John Kingsley, Mary Dee Heller, Sarah Mills, Gerry Calhoun

I. Approval of Minutes. Cynthia Zuccaro made a motion, 2nd by Erica Perry, to accept the minutes of the October 17, 2012 Regular Planning Commission Meeting as written. Motion carried.

II. Township Board Report and Approval of Agenda.

A. Gary Koch said the Board passed the proposed Zoning Ordinance amendments. The Washtenaw County Road Commission is being taken over by the County Commissioners. 83.55% of Webster's registered voters actually voted in the November 6th election.

B. Meeting Agenda Erica Perry moved, 2nd by Cindy Zuccaro, to approve the agenda as written. The motion carried unanimously.

III. Citizens Wishing to Address the Commission: None

IV. Zoning Officer Report: See the Zoning Report dated November 11, 2012 (attached).

OLD BUSINESS:

V. Webster Township Build-Out and Open Space Preservation Options Analysis dated November 28, 2012 (attached) presentation by Sarah Mills.

A. Rob Mitzel said he would video this presentation. Sarah Mills said we were welcome to post the presentation.

B. Sarah Mills said she interviewed 17 people and they all agreed on three things:

1. they all wanted to protect the rural character of the Township (although they did not agree if this was wildlife or farming)
2. they all wanted to not increase taxes (so limit infrastructure and road impact)
3. they all wanted fairness to landowners (especially large landowners) –i.e. Are we taking value from certain landowners?

C. Sarah Mills said projected Full Build-out, using current zoning regulations, would almost triple houses in the Township with traffic increases especially on unpaved roads. The current Master Plan and Zoning Ordinance are fair to all landowners but is bad for rural character and infrastructure.

D. Sarah Mills reviewed her 5 Scenarios but said that none of them retain rural character and limit infrastructure and is fair. She recommended the Township continue PDR as it is voluntary but stated that PDR alone won't keep Ag as people like to live by PDR land. She recommended considering restricting development in the Natural Feature Overlay District to protect rural character without placing the burden entirely on large landowners. Consider introducing voluntary Transfer of Development Rights (TDR) with across the board larger lot zoning to

direct traffic to areas with adequate infrastructure. Transfer bonus encourages large landowners to use TDR but it is voluntary so it may not preserve farming but it balances priorities.

1. Gary Koch asked where we send the development. Sarah Mills said in Michigan TDR is only allowed to send development to another part of the Township.

2. Rob said TDR is part of a PUD in Michigan. John Kingsley said developers using a PUD can volunteer to make road improvements if you give them something they want.

3. Sarah Mills said her traffic projections are for local traffic and does not consider pass through traffic from outside the Township so we may need a Traffic Study. Planners say a regional approach is good but people like local control.

VI. Barn Special Uses - The Commissioners discussed the possible use of barns for Weddings, etc. Much concern was expressed that it is really a commercial business that would grow in use and conflicts due to traffic, noise, etc. They agreed it could save the barns in the area and be an extra source of income to pay for taxes but would need to be controlled. The Commissioners decided to explore options and get Township Board input.

VII Sign Ordinance - The Commissioners received survey comments from St. Joseph Church and CJ Party Store (attached) but do not expect to receive any more. The Commissioners suggested we look for pitfalls regarding signs that are in our Zoning Ordinance to clean it up. Rob and Paul will highlight parts of our Sign Ordinance that need correction for the next meeting.

VIII. Site Plan Manual – No update

NEW BUSINESS:

IX Michigan Association of Planning (MAP) Annual Conference Re-Cap. Rob Mitzel attended this meeting in October. His presentation would be training for the Planning Commission. Erica Perry moved, 2nd by Gary Koch, to table the presentation from MAP to next month. Motion carried.

X. 2013 Fiscal Year Planning Commission Budget - Rob Mitzel showed the current year budget. He asked the Commissioners to think about tasks for next year to discuss at the December meeting. The Commissioners thought work should start on the Master Plan and wanted Township Board input so Rob Mitzel said he would talk to John Kingsley to set up a joint meeting.

XI Citizens: None

XII. GENERAL DISCUSSION:

- A. Rob Mitzel said he went to Mr. Vargo's property by St. Joseph Church to see the parking lot lights and see how our Zoning Ordinance worked out. (email to Bruce Pindzia dated 11-9-2012 attached). Also attached is Bruce Pindzia's response dated 11/28/12(attached)
 - 1. Rob said the height of the lights and the elevation of the neighbors should be considered in future site plans
 - 2. Dave Lovell said the neighbors did not want a fence on the berm. Gary Koch said the pine trees on the berm are gone and we need a planner to review site plans.
- B. Rob Mitzel said he talked to several Planners at the MAP Conference and the Township could use them on a time and material basis. Dave said a Planner would be part of the

Budget so we know how much we could spend.

XIII. Erica Perry moved, 2nd by Cindy Zuccaro, to adjourn. Motion carried. The meeting adjourned at 9:33 p.m.

NEXT MEETING DATE:

Regular Meeting: Wednesday, December 19, 2012 at 7:00 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

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

MINUTES OF THE 417TH REGULAR MEETING OF THE
WEBSTER TOWNSHIP PLANNING COMMISSION
WEDNESDAY, DECEMBER 19, 2012

The Meeting was called to order at 6:59 p.m. by Chairperson Mitzel at the Township Hall.

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

Members Absent: None

Also Present: Charles Estleman; Mary Dee Heller; Martha Zeeb, John Kingsley, Bruce Pindzia

I. Approval of the November 28, 2012 Meeting Minutes: Erica Perry moved, 2nd by Gary Koch, to accept the November 28, 2012 minutes as written. Motion carried.

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

A. Township Board Report

1. Gary Koch said that the Township Board is requiring that Dave Milligan come to the Planning Commission as he wants to expand a barn on Mast Road and sell retail there.
2. Gary Koch said Cindy Zuccaro, Gary Koch and Erica Perry were reappointed to the Planning Commission and Rob Mitzel has been reappointed to the Zoning Board of Appeals.
3. Gary Koch said he asked the Board their thoughts on Barn Special Uses but got no response. Cindy Zuccaro said she talked to Rick Kleinschmidt and he said it would be a way to save the barns as they are expensive to keep up but it is Commercial.

B. Approval of Agenda – Rob Mitzel asked to add “Joint Meeting with Township Board” as item 3 under New Business. Cindy Zuccaro moved, 2nd by Paul Zalucha to approve the 12-19-12 agenda as amended with the addition of item 3 in New Business. Motion carried.

III. Comments from Citizens: None

IV. Zoning Officer Report – Bruce Pindzia said Jenny Farm Market is in the mediation process with the County and Township. Jack and Julie Frost want a new barn but will need a setback variance from the ZBA. Erica Perry asked if the Frost’s have a conservation easement and Bruce said they do in the back of the property.

OLD BUSINESS:

V Sign Ordinance discussion

A. The Commissioners suggested that one permanent sign could be allowed for each residential parcel in Ag, R-1 and R-2 without a permit - with limits on size, type, non-lit, etc. All other permanent signs in the Township would need a permit.

B. Gary Koch did not want the Township responsible for taking down temporary signs as it is a liability. Rob Mitzel said temporary signs could be dealt with later if they become a problem. The sign ordinance workshop said signs must be enforced consistently, if it is in the ordinance, so it is fair.

C. The Commissioners will deal with Temporary signs and exemptions at the next meeting and also get direction from the Board.

VI. Barn Special Uses

- A. Rob Mitzel said he asked the Township lawyer if the use of barns rented for weddings, etc. are not in the zoning ordinance are they allowed? The lawyer said generally no (see attached memo dated 10-DEC-12). Private parties are allowed but not when rented out.
- B. Bruce Pindzia said accessory uses are allowed and the Mast Barn has a single family home on the property so the barn is an accessory use. He asked how he knows if a party is not for the family.
 1. Dave Lovell said neighbor complaints or advertising would let us know.

2. Paul Zalucha said Mr. Waitz attended our October Meeting so we know his intentions.
- C. Gary Koch said Dexter Township has embraced the concept and no one has complained. Bruce Pindzia said he has met with Mr. Waitz and with PJ Martin in Webster Township so there is interest. Erica Perry said if it was Ag Business district we could regulate it so the barn was used.
- D. Erica Perry made a motion, 2nd by Dave Lovell, that the Planning Commission recommend the Board of Trustees not include within the Zoning Ordinance barn special uses such as wedding reception, banquet and other similar commercial ventures. Motion Carried unanimously.

NEW BUSINESS:

VII. Michigan Association of Planning (MAP) Annual Conference Re-Cap - Rob Mitzel passed out a packet (attached) from the October, 2012 meeting he attended and gave a training session for the Commissioners from 8:45 pm – 9:54pm.

VIII. Planning Consultant Discussion – The Commissioners agreed to have Carlisle/Wortman and McKenna come to the January meeting to familiarize us with them. Bruce Pindzia said we might need a consultant soon.

IX. Joint Meeting with the Township Board - discussion topics may include Barns, Build out study, signs and enforcement. Erica Perry moved, 2nd by Cindy Zuccaro, to hold a special meeting with the Township Board of Trustees at 7pm. on Tuesday, January 29, 2013. Motion carried.

X. Citizens Wishing to Address the Commission: None.

XI. General Discussion – Rob Mitzel had the MTA Planning and Zoning Magazine.

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

NEXT MEETING DATE:

Regular Meeting, Wednesday, January 16, 2013 at 7:00 p.m.
Special Meeting, Tuesday, January 29, 2013 at 7:00 p.m.

Respectfully Submitted,

Wilber Woods, Secretary

WW:mlz

copy to: J. Kingsley

M. Heller

Bruce Pindzia