

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

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

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

WTPC Members Absent: None

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

I. Elections of Chair and Vice Chair:

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

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

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

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

IV. Approval of Minutes:

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

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

V. Township Board Report:

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

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

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

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

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

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

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

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

X. Master Plan Status:

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

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

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

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

XII. Public Comments: None

XIII. Information/Correspondence/Comments:

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

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

NEXT MEETING DATE:

Special Meeting: Wednesday, May 5, 2021 at 7:00 p.m.  
Regular Meeting: Wednesday, May 19, 2021 at 7:00 p.m.

Respectfully Submitted,

Tammy Koch, Secretary

TK:mlz

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