

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

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

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

WTPC Members Absent: George Goodman, Tammy Koch

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

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

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

III. Township Board Report:

A. John Westman reported that they granted a festival permit for the Webster Fall Festival on September 25, 2021.

B. John Westman reported that the Board increased the PDR appropriation, not to exceed \$2000, for Base Lake Farms as closing costs were not included in the original estimate.

C. The LASA-TDML Settlement Agreement is a long term contract regarding phosphorus discharge into the Huron River. Kay Stremler asked for a copy of the Agreement.

D. Kay Stremler asked for an update on the Zoning Administrator Subcommittee. Shelly Vrsek said they are looking at how similar townships use the Zoning Administrator.

IV. Zoning Administrator Report:

A. John Kingsley said Zach Michels is keeping up with zoning compliance requests and is working on Zoning violations a few at a time.

B. Paul Zalucha said the Subcommittee needs the hours Zach Michels spends on the different tasks. John Kingsley said he would talk to Carlisle Wortman next week.

C. Discussion followed on frustration of the Zoning Administrator’s overwhelming task with limited hours, and the need for the Board to set priorities as Zach is not able to do what the Planning Commission requests.

V. PDR Report: See Township Board Report above.

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

VII. Planning Commission’s Annual Report:

A. The Commissioners reviewed the 2020 Annual Planning Commission Report (attached). Kay Stremler said it is an excellent report and asked to add Article 16 to the 2021 Goals.

B. John Westman moved, 2nd by Andrea Zamansky, to accept this report for the Board of Trustees with the change and forward it to the Board of Trustees. Motion Carried unanimously.

VIII: Master Plan Maps:

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

- B. The Commissioners reviewed the Township Roads Map (attached) and asked to remove “Private” roads as it is not in our Zoning Ordinance. They asked for the Neighborhood Roads to be named if it was there before and would be clearly legible.
- C. Andrea Zamansky will give our comments to Carlisle Wortman and she and Kay Stremler will review the Master Plan Maps when they come back, hopefully for the July Meeting.

IX. Carnival, Festival, or Public Meeting Permit Application:

- A. The Commissioners reviewed e-mail comments from Zach Michels and Kendall O’Connor, Township Attorney dated June 9, 2021(attached), and from George Goodman dated June 16, 2021 (attached). They also reviewed Pittsfield Charter Township Special Event Permit Application (attached).
- B. Revisions suggested for Webster’s Application
 - 1. Under Applicant Information – add a line for Relation to Property Owner
 - 2. Add a line for a response to last bullet point about disclosures just above Property Owner Signature.
 - 3. From the Pittsfield “Special Events Permit Application” the Commissioners liked
 - a. Checklist in “For Official Use Only” box
 - b. Contact Person(s) on Day(s) of Event
 - c. Impact on Adjacent Properties
 - d. Insurance Requirements
 - e. Page 5 of Pittsfield Application, including the first paragraph of Applicant Responsibilities and reason for denial line.
 - 4. The Commissioners wanted our Permit to require the applicant to carry insurance if the Township Board thinks it is needed. Paul Zalucha will check with the lawyer about the expense for the applicant to add the Township as additional insured. The permit form could include indemnity of the Township by the Applicant’s insurance.
 - 5. The Commissioners discussed our Zoning Ordinance requirement for tents and parking to be 200 feet from the property line. They liked changing it to 75 feet. They want to remove other than passenger vehicles and not allow parking in the road right of way.
 - 6. The Commissioners wanted our Permit to say cash deposit as determined by the Township Board in item D of Conditions of Approval.
 - 7. The Pittsfield Township Application allowed for property evaluation before, during, and after an event.
- C. Andrea Zamansky suggested Paragraph 3 of Kendall O’Connor’s Attorney letter be added to Section 12.30 of our Zoning Ordinance to allow the Board to attach additional conditions to an approval.
- D. Paul Zalucha will work with George Goodman and our Township Attorney on the Permit.

X. Next Meeting Agenda: Review Master Plan Maps and Special Events Application

XI. Public Comments: John Scharf said the Township Board approved fireworks and needed \$1 million additional insured so we should ask Ryan Nixon. Also our roads are Primary, Local and Private. Andrea Zamansky will check the Zoning Ordinance.

XII. Information/Correspondence/Comments:

- A. Paul Zalucha distributed the memorandum from Carlisle Wortman dated June 4, 2021 (attached).
- B. Paul Zalucha asked the Commissioners to look at our Stormwater Management Section and think about revising it. He passed out Sections from Lodi and Lima Townships to look at.

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

NEXT MEETING DATE:

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

Respectfully Submitted,

Tammy Koch, Secretary

TK:mlz

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