

**WEBSTER TOWNSHIP**  
**AMENDMENT TO WEBSTER TOWNSHIP ZONING ORDINANCE**

**No. 08-11**

**Adopted by Resolution No. 15-22**

At a regular meeting of the Township Board of Webster Township, Washtenaw County, Michigan, held at the Webster Township Hall on **June 21, 2022** at 7:00 p.m., Township Board Member Westman moved to adopt the following ordinance, which motion was seconded by Township Board Member Scharf.

*An Ordinance to amend the Webster Township Zoning Ordinance to update definitions and duties for 'Zoning Administrator' and Zoning Enforcement Officer.*

WEBSTER TOWNSHIP, WASHTENAW COUNTY, ORDAINS:

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**SECTION 1. Amendment to Article 1, Section 2.10:** Zoning Ordinance Article 1, Section 2.10, is amended to revise the existing text and shall read as follows:

**Zoning Administrator.** Any person, persons or firm appointed by the Township Board by resolution, as applicable, to administer provisions of this Ordinance and other such ordinances. The Zoning Administrator may be a consultant or employee of the Township. The responsibilities of this position may be divided between more than one (1) person or firm.

**Zoning Enforcement Officer.** Any person, persons or firm appointed by the Township Board by resolution, as applicable, to enforce provisions of this Ordinance and other such ordinances. The Zoning enforcement Officer may be a consultant or employee of the Township. The responsibilities of this position may be divided between more than one (1) person or firm.

**SECTION 2. Amendment to Article 3, Section 3.30:** Zoning Ordinance Article 3, Section 3.30, is amended to revise the existing text and shall read as follows:

**Section 3.30 Zoning Administrator and Zoning Enforcement Officer**

**A. Zoning Administrator.** The Zoning Administrator shall administer provisions of this Ordinance and such other ordinances, rules and regulations as specified by resolution of the Township Board, and decisions rendered by the Township Board, Planning Commission and Board of Appeals pursuant to those ordinances, rules and regulations. The Zoning Administrator shall have the following duties and powers:

1. Apply all provisions of this Ordinance.
2. Receive applications and issue certificates of zoning compliance.
3. Review, approve, approve with conditions, or reject site plans for single and two-family dwellings and such other site plans as assigned to the Zoning Administrator by the Planning Commission.
4. Review zoning applications for variance requests, appeals, substitution and expansion of nonconforming uses and structures, rezoning, conditional rezoning, special use, permits, site plan review, and development plans, and make recommendations thereon to Planning Commission, Board of Appeals, and Township Board.

5. Review site plans and consult with developers and appropriate reviewing agencies to ensure quality and compliance with policies, regulations, and ordinances.
6. Submit written reports to the Township Board at such intervals as directed by the Township Board, summarizing the activities of the Zoning Administrator.
7. Attend all regularly scheduled Planning Commission, Township Board, and Board of Appeals meetings and any additional meetings as directed by the Township Supervisor.
8. Assist in the presentation of facts, documents, and other material necessary for the Township Board, Planning Commission and Board of Appeals to make an informed decision.
9. Keep official records of applications received, certificates issued, fees collected and reports of inspections.
10. Prepare special reports and studies as requested by the Planning Commission and Township Board.
11. Submit written recommendations to the Planning Commission and Township Board concerning proposed changes to the Master Plan, this Ordinance, and other ordinances.
12. Conduct site inspections as required for issuance of final zoning compliance permit.
13. The Township Supervisor or his/her designee may perform site inspections as an alternate zoning administrator.

**B. Zoning Enforcement Officer.** The Zoning Enforcement Officer shall enforce the provisions of this Ordinance and such other ordinances, rules and regulations as specified by resolution of the Township Board, and decisions rendered by the Township Board, Planning Commission and Board of Appeals pursuant to those ordinances, rules and regulations. The Zoning Enforcement Officer, shall have the following duties and powers:

1. Enforce provisions of this Ordinance, rules and regulations duly adopted by the Township Board, and issue notices, orders, directives, citations for municipal civil infractions, and initiate other legal proceedings to ensure compliance with this Ordinance.
2. Make inspections to enforce this Ordinance and engage the assistance of the Fire Chief and County Building Inspector acting on behalf of the Township in making such inspections, and such other experts as approved by the Township Board.
3. Prosecute violations of orders, directives, decisions, certificates and permits issued by the Township Board, Planning Commission, and Board of Appeals.
4. Keep official records of complaints received, reports of inspections, and notices, orders and citations.
5. Enforcement duties herein authorized shall include, among others, investigating ordinance violations; serving notice of violations; serving appearance tickets as authorized under Chapter 4 of the Code of Criminal Procedure Act, as amended [MCL 764.9c]; appearing in court or other judicial proceedings to assist in the prosecution of ordinance violations; and such other ordinance enforcement duties delegated through the Township supervisor and/or assigned by the Township Attorney.
6. Submit written reports to the Township Board at such intervals as directed by the Township Board, summarizing the activities of the Zoning Enforcement Officer.
7. Attend meetings of the Township Board, Planning Commission and Board of Appeals, as directed by the Township Supervisor.

- 8. Assist in the presentation of facts, documents, and other material, as requested for the Township Board.
- 9. The Township Supervisor or his/her designee may also serve as an alternate Zoning Ordinance Enforcement Officer. The Washtenaw County Sheriff Department are granted supplementary authority to assist the Zoning Ordinance Enforcement Officer as needed.

**SECTION 3. Severability:** The provisions of this Ordinance are hereby declared to be severable and if any provision, section or part of this Ordinance is declared invalid or unconstitutional by a court of competent jurisdiction, such decision shall only affect the particular provisions, section or part involved in such decision and shall not affect or invalidate the remainder of such Ordinance, which shall continue in full force and effect.

**SECTION 4. Repeal:** All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

**SECTION 5. Effective Date:** This Ordinance shall take effect seven days after publication of a notice of adoption of this Ordinance, unless referendum procedures are initiated under MCL 125.3402. If referendum procedures are initiated, this Ordinance will take effect in accordance with MCL 125.3402.

YEAS	Supervisor John Kingsley; Clerk Barbara Calleja; Treasurer John Scharf; Trustees Dan Munzel, Jeff Harms, John Westman, Shelly Vrsek
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NAYS	None
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ABSENT	
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**ORDINANCE DECLARED ADOPTED.**

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John Kingsley, Township Supervisor

**CERTIFICATION**

I hereby certify that:

1. The above is a true copy of an Ordinance adopted by the Webster Township Board at a duly scheduled and noticed meeting of that Township Board held on June 21, 2022, pursuant to the required statutory procedures.
2. A summary of the above Ordinance was duly published in the Sun Times newspaper, a newspaper that circulates within Webster Township, on \_\_\_\_\_.
3. Within 1 week after such publication, I recorded the above Ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the township board voting, and how each member voted.
4. I filed an attested copy of the above Ordinance with the Washtenaw County Clerk on \_\_\_\_\_, 2022.

**ATTESTED:**

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Barbara Calleja, Township Clerk