

**Webber Township Planning Commission
Meeting Minutes – March 3, 2025
(Invalid Meeting) (Keep on File)**

1. Call to Order

Chair Tim Jannereth called the meeting to order at 6:00 PM.

2. Pledge of Allegiance

Chair Tim Jannereth led the Pledge of Allegiance.

3. Roll Call

Present:

- Tim Jannereth (Chair)
- Kim Gunneman (Vice Chair)
- Mindy Gallentine (Secretary)
- Janita Fisher (Deputy Secretary)
- Virginia Hammer
- Kevin Newell
- Kathy Rose (Board Liaison)

4. Approval of Agenda

The agenda was amended to include a review of Planning Commission positions under unfinished business, as the previous nomination process on February 3, 2025, was conducted improperly. All members must be present for nominations.

Motion: Kim Gunneman moved to approve the agenda with the noted corrections. **Support:** Mindy Gallentine

Vote: All Ayes, 0 Nays – Motion carried.

5. Approval of Previous Meeting Minutes

Liaison Kathy Rose inquired whether the Planning Commission's schedule of meetings had been updated to include the date, time, and name of the person posting it. Secretary Mindy Gallentine confirmed that the corrections had been made. Discussion ensued regarding the February 3, 2025, meeting minutes, and it was determined that the previous nominations would remain in the record but be addressed under unfinished business.

Motion: Kim Gunneman moved to approve the February 3, 2025, meeting minutes as presented.

Support: Virginia Hammer

Vote: All Ayes, 0 Nays – Motion carried.

Approval of January 27, 2025, Special Meeting Minutes

Motion: Kim Gunneman moved to approve the January 27, 2025, special meeting minutes as presented.

Support: Virginia Hammer

Vote: All Ayes, 0 Nays – Motion carried.

6. Public Comments

A resident inquired about the submission date of the January special meeting minutes. Secretary Mindy Gallentine explained that after reviewing Robert's Rules and the MTA handbook, there was initial confusion regarding whether the Planning Commission needed to record minutes for a special meeting called by the Township Board. The minutes were completed and submitted on March 1, 2025.

7. Consent Agenda / Housekeeping Business

Chair Tim Jannereth reminded the board about the upcoming **Citizen Planner Program**, which will take place at Webber Township Hall for six weeks, beginning on Tuesday, April 8, 2025, from 6:00 PM to 9:00 PM.

Discussion ensued regarding which members were registered for the program. Liaison Kathy Rose stated that she informed the Township Clerk that all Planning Board members, except for Tim Jannereth and Kevin Newell, planned to attend. She will follow up to confirm registration.

8. Reports

Zoning Administrator Report

Chair Tim Jannereth presented the February 2025 Zoning Administrator (ZA) report:

- **Land Use Permits Issued:** 0
- **Second Letter Violations Issued:** 2 (Camping Permit Violations)
- **Camping Permits Issued:** 1 (RV Permit for the 2024 season)
- **Citations Issued:** 3 (No Camping Permits)

Discussion arose regarding whether the camping permit should be listed for 2025 instead of 2024.

9. Old & Unfinished Business

a.) Review of the Master Plan (Land Use Plan)

The Planning Commission is awaiting direction from the Township Board regarding the review of

the Master Plan. At the January 27, 2025, Special Meeting, the Township Board indicated it required additional time to determine whether the 2024 Master Plan was finalized before the Planning Commission proceeds.

b.) Planning Commission Position Review

Chair Tim Jannereth clarified that the nomination process conducted on February 3, 2025, was done incorrectly, as one nomination was made via text message rather than in person. Per Township Board feedback, all members must be physically present for nominations and voting.

After discussion, it was decided that the February minutes would remain unchanged but that the error would be acknowledged in the March 3, 2025, minutes. Kathy Rose emphasized the need to follow bylaws, which dictate that the Secretary should initiate nominations.

Nominations:

- **Chair:** Kim Gunneman nominated Tim Jannereth.
 - **Motion:** Virginia Hammer
 - **Support:** Kevin Newell
 - **Vote:** All Ayes, 0 Nays – Motion carried.
- **Vice Chair:** Tim Jannereth nominated Kim Gunneman.
 - **Motion:** Virginia Hammer
 - **Support:** Kevin Newell
 - **Vote:** All Ayes, 0 Nays – Motion carried.
- **Secretary:** Tim Jannereth nominated Mindy Gallentine.
 - **Motion:** Virginia Hammer
 - **Support:** Kim Gunneman
 - **Vote:** All Ayes, 0 Nays – Motion carried.
- **Deputy Secretary:** Tim Jannereth nominated Janita Fisher.
 - **Motion:** Virginia Hammer
 - **Support:** Kevin Newell
 - **Vote:** All Ayes, 0 Nays – Motion carried.

c.) Review of Ordinances

Liaison Kathy Rose and Virginia Hammer presented documentation regarding ordinances. The Planning Commission must ensure these ordinances align with the Master Plan. Some documents were found in township files, but additional materials may be available in packets from Williams & Works.

Discussion arose regarding a restricted camping area. Key questions included:

- Why is this specific area designated as restricted?
- How many camping permits currently exist in that area?
- What is the cutoff for camping permits?

It was determined that the existing ordinances need thorough review. Tim Jannereth will scan and distribute all documents to members for further examination.

Motion: Kim Gunneman moved to table the ordinance review until the April meeting.

Support: Virginia Hammer

Vote: All Ayes, 0 Nays – Motion carried.

10. Public Comments

- A resident urged board members to be patient and supportive of one another as they navigate their roles.
- A second resident echoed this sentiment and emphasized teamwork. • Discussion occurred regarding ordinance enforcement, specifically signage violations along the M-37 corridor. The Zoning Administrator is responsible for enforcement. Instructions on filing a complaint were provided.
- The benefits of the Citizen Planner class were discussed.

11. Next Meeting

- **Date:** Monday, April 7, 2025
- **Time:** 6:00 PM

12. Adjournment

Motion: Tim Jannereth moved to adjourn.

Support: Kim Gunneman

Vote: All Ayes, 0 Nays – Motion carried.

Meeting adjourned at 7:00 PM.

Respectfully Submitted By:

Mindy Gallentine (Secretary)