

Westfield Township Zoning Commission

Organizational Meeting
Text and Natural Hazards Map Public Hearing
January 13, 2015

Attendance: Brewer, Doty, Sturdevant, O'Neil, Anderson. Also in attendance were ZI Sims, Trustee Schmidt, Trustee Thombs, Trustee Likley and Alternate Haumesser

Secretary Porter opened the meeting on Tuesday, January 13, 2015 at 7:40 PM. Secretary Porter asked for nominations of a chair.

Anderson makes a motion to nominate Heather Sturdevant as chair; seconded by Brewer.

Discussion: Sturdevant asked if anyone on the board wished to have the chair position. Doty answered he would like to be Chairman and Sturdevant then declined accepting the nomination.

Sturdevant makes a motion to nominate Joseph Doty as chair; seconded by O'Neil. Roll call: Brewer-aye, Doty-aye, Sturdevant-aye, O'Neil-aye, Anderson-aye. The motion passes.

Doty asked for nominations for vice-chair.

O'Neil makes a motion to nominate Heather Sturdevant as vice-chair; seconded by Anderson. Roll call: Doty-aye, Sturdevant- abstain, O'Neil- aye, Anderson- aye, Brewer- aye. The motion passes.

Doty requested that the roll call announce the member whom made the motion and then the member who made the second.

Approve the minutes

O'Neil makes a motion to approve the November 18, 2014 meeting minutes as submitted; seconded by Anderson. Roll call: O'Neil- aye, Anderson- abstain, Brewer- abstain, Doty-aye, Sturdevant- aye. The motion passes.

Sturdevant makes a motion to approve the December 9, 2014 meeting minutes as amended; seconded by Anderson. Roll call: Sturdevant- aye, Anderson- aye, Brewer- aye, Doty- aye, O'Neil- aye. The motion passes.

Doty requested Secretary Porter to attempt to have Jill Kemp and Greg Brezina sign the past minutes.

Date and time of meetings

Doty would like the dates to better correspond with Planning Services calendar. After much discussion the board agreed that the fourth Wednesday of the month would be the new meeting night and 7:00 will be the meeting time. The time will be adjusted if Anderson has difficulties with his schedule.

The following dates will be ZC Meeting nights:

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January 28, February 25, March 25, April 22, May 27, June 24, July 22, August 26, September 23, October 28, November 25 and December 23.

Sturdevant makes a motion to adopt the fourth (4th) Wednesday of the month to hold the Zoning Commission monthly meeting; seconded by Brewer. Roll call: Sturdevant- aye, Brewer- aye, Doty- aye, O'Neil- aye, Anderson- aye. The motion passes.

Approval of By Laws

Sturdevant would like to include 'within a 24 hour advance notice to the Chair and or Secretary if a member was unable to attend a meeting.

Discussion: Language says "3 consecutive meetings without notice to the chair" did not hold any accountability to the board.

Likley explained that the ZC Board did not have the authority to remove a member but 'Removal for Cause' could be carried out by the Trustees with a Public Hearing.

Discussion: "Absence of Four (4) or more meetings annually" will be the new language.

Article VIII: Order of a Public Hearing

Doty suggested changes to #8, #9, and #10

Discussion: The board decided on the following language after much discussion:

- 8. Questions from the Zoning Commission members*
- 9. Motion to recommend or motion to continue Public Hearing*
- 10. Vote of the Zoning Commission*
- 11. Motion to adjourn Public Hearing*

The board discussed how to make a motion and it was agreed that normal practice should be in the affirmative although there may on some occasions be it necessary to make a motion in the negative or to deny.

Doty provided a copy of new language for **Article IX: Form and Character of Motions.**

Doty explained his new language for providing structure when making a motion. If there are no seconds then anyone can restart the motion but it is not appropriate to discuss as a board until there is a proper motion with a second. Also, public opinion may need a reason for why a board member chose to vote as they do but legally it is not required.

Discussion: After much discussion from the board there may be some instances to discuss text changes without a motion first. In these cases board discussion would be appropriate. If there is no application before the board than the board may not need to make a motion. Doty also stated that this board can take up an issue to discuss at any time.

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Sturdevant mentioned that if there is an application before the board than the ZC can do research but the BZA can't. All information that is gathered should be provided to the members as soon as possible so they may be prepared for the meetings or discussion.

Secretary Porter will make changes to the By Laws and email to the members for their review prior to the January 28th meeting.

Doty also asked O'Neil to make any changes that will help with the Public Hearing Language in the By Laws.

Sturdevant makes a motion to adjourn the ZC Organizational Meeting; seconded by Anderson. Roll call: Sturdevant- aye, Anderson- aye, Brewer- aye, Doty- aye, O'Neil- aye. The motion passes.

Public Hearing

Sturdevant makes a motion to open the Public Hearing to discuss the Text and Natural Hazards Overlay District Map; seconded by Anderson. Roll call: Sturdevant- aye, Anderson- aye, Brewer- aye, Doty- aye, O'Neil- aye. The motion passes.

Trustee Likley explained to the ZC Board the reasoning and logistics behind the text and map changes. Likley is the trustee who wrote the changes and he explained the recommendations from Planning Services were then the same recommendations that were struck from the language. The test language had to be changed because new data was provided to update the maps. Likley suggested to the ZC Board that 1a, 2a, and 2b should have the addition "***or as subsequently amended***" to the end of the sentences.

Doty asks for any other comments from the floor. – None

Sturdevant makes a motion to close the public participation of the Public Hearing; seconded by O'Neil. Roll call: Sturdevant- aye, O'Neil- aye, Brewer- aye, Doty- aye, Anderson-aye. The motion passes.

Sturdevant makes a motion to recommend approval of the Text in Article III, Section 302.2, 1a, 2a and 2b.on January 13, 2015 regarding the added text (with modifications); seconded by Anderson. Roll call: Sturdevant- aye, Anderson- aye, Brewer- aye, Doty- aye, O'Neil- aye. The motion passes.

Discussion: The maps will have their own motion. The maps also have an updated "side block" form the Planning Services to reflect specific data used to make these maps accurate.

Doty makes a motion to update all three (3) maps; Westfield Township zoning District, Westfield Township Natural Hazards Overlay, and Westfield Township Natural Hazards and Zoning; seconded by Sturdevant. Roll call: Doty- aye, Sturdevant- aye, Brewer- aye, O'Neil- aye, Anderson- aye. The motion passes.

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Anderson makes a motion to adjourn the Public Hearing; seconded by Sturdevant. Roll call: Anderson- aye, Sturdevant- aye, Brewer- aye, Doty- aye, O'Neil- aye. The motion passes.

Anderson makes a motion to open the Regular ZC meeting; seconded by Sturdevant. Roll call: Anderson- aye, Sturdevant- aye, Brewer- aye, Doty- aye, O'Neil- aye. The motion passes.

Comments from the floor

Trustee Thombs discussed with the ZC Board the 3 target goals for 2015 and asked for the board to work together. The BZA and ZC are service communities that are committed beyond the meeting night and he feels the process is as important as the outcome. He also suggested delegating out tasks so that 1 person doesn't do everything and there is a sharing of ideas. He wishes to see the board unified and productive in the best interest of this township.

Doty discussed the agenda for the January 28th meeting.

1. Rob Henwood is working on 'entry features' to go along with the fence language. Everyone should be looking at the current zoning code on fences and make changes using Lafayette's text. (Tentative Item)
Sturdevant is waiting for Assistant Prosecutor Thorne to provide a yard definition.
2. Review Highway/ Commercial District.
(ZC Board must decide how to deal with this new language and what areas should be included.) Chairman Doty asked all members to be prepared to discuss this new process and new language. All members are to look at the map and decide what is allowed and what line items need to be addressed. Also having some language written would be a great starting point.

January 28, 2015 Agenda Items:

1. By Laws
2. Tentative Fence Language
3. Tentative Yard Definition
4. Highway/ Commercial and zoning areas

Sturdevant explained to the new members the problem with the zoning resolution on yards.

Sturdevant makes a motion to adjourn at 9:45 PM; seconded by O'Neil. Roll call: Sturdevant- aye, O'Neil- aye, Brewer- aye, Doty- aye, Anderson. With no further business before the board the meeting is adjourned.

Respectfully Submitted by:

Cheryl Porter, Zoning Secretary

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Date approved: _____

Joseph Doty, ZC Chair

Heather Sturdevant, ZC Vice-chair

Sue Brewer, ZC Board Member

Rory, O'Neil, ZC Board Member

Scott Anderson, ZC Board Member

Debbie Haumesser, ZC Alternate
Board Member