

Watertown Township
2630 South Sandusky Road
Sandusky, MI 48471

Special Board Meeting Minutes

Tuesday, August 25, 2026, 6:00 p.m.

The meeting was held at Watertown Township Hall

CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

Supervisor Zach Heifner called the meeting to order at 6:05 p.m. The Pledge of Allegiance was recited, and roll call was taken.

PRESENT: Hacker, Heifner, Radloff, Ross, Coats

ABSENT: None

STAFF: None

GUESTS: Julie Heifner, Dick Henderson, Rick Pangburn, Donald & Diane Ferguson, Steve Scribner, Jim Cambridge & Al Stoutenburg

ADDITIONS OR CORRECTIONS TO THE AGENDA

Motion by Hacker, supported by Radloff, to accept the agenda as presented. All present voted yes. Motion carried.

SPECIAL MEETING BUSINESS

Appointments to the Zoning Board of Appeals

- Heifner presented Mark Batkie, the candidate recommended by the Planning Commission, for appointment to the Zoning Board of Appeals.

Motion by Radloff, supported by Ross, to approve the reappointment of Mark Batkie to the Zoning Board of Appeals. All present voted yes. Motion carried.

- Heifner presented Sheila Coats, the sole Township Board member to apply, for appointment as the Watertown Township Board's representative to the Zoning Board of Appeals.

Motion by Radloff, supported by Ross, to approve the reappointment of Sheila Coats to the Zoning Board of Appeals. All present voted yes. Motion carried.

- Heifner led a discussion regarding the two applicants for the remaining position on the Zoning Board of Appeals.
 - o James Cambridge
 - o Diane Ferguson

Motion by Radloff, supported by Ross, to appoint James Cambridge to the Zoning Board of Appeals. All present voted yes. Motion carried.

Zoning Board of Appeals Rules of Procedure

- Heifner led a discussion regarding the possible adoption of a Zoning Board of Appeals Rules of Procedure Manual.

- Radloff requested that the ZBA hold an annual organizational meeting. The Board agreed to revise Section 4.2 from ‘may establish an annual meeting’ to ‘shall establish an annual meeting.’ The annual meeting may be cancelled if there is no business to conduct.”

Motion by Hacker, supported by Radloff, to adopt the Zoning Board of Appeals Rules of Procedure Manual as amended and presented. All present voted yes. Motion carried.

PUBLIC COMMENT

- A Township resident verbally requested a copy of the former Supervisor’s resignation letter. She also questioned whether a Board member who resigned while a recall petition was pending could serve on another Township committee. Discussion was held. Heifner will forward the matter to the Township attorney for clarification.
 - A Township resident stated that the ZBA position being discussed was not a vacant position, but rather one of two newly created alternate ZBA positions.
 - The former Township Supervisor stated that he had been informed that a resident had questioned the legality of his resignation.
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ADJOURNMENT

Motion by Hacker, supported by Radloff, to adjourn the meeting at 6:29 p.m. All present voted yes. Motion carried.

Upcoming Meetings:

- Board Meeting – Tuesday, September 1, 2026, at 6:00 p.m.

Respectfully submitted,

Tammy Ross
Township Clerk