

**Whitewater Township
Marihuana Subcommittee
July 21, 2022**

Call to order 6:30 p.m.

Roll Call: Hall, Goss, Jacobson, Mellor, Vollmuth

Absent:

Set / Approve Agenda: Set

Declaration of Conflict of Interest: None

Public Comment: None

Approval of minutes:

MOTION by Goss, second by Mellor to approve June 16, 2022, meeting minutes.

Roll call vote: Vollmuth-yes; Mellor-yes; Jacobson-yes; Goss-yes; Hall-yes. Motion carried.

Reports/Presentations/Announcements/Comments/Correspondence: None

Unfinished Business:

1. Interview Questions – are there any tangible pieces of information that could be garnered through a pre-application interview? This is not in the ordinance, legal indicates to “tread lightly”. Hall is personally against. Consensus there would no informal meet and greet interview process because the board will have opportunity ask questions and the ordinance does not back it up. The flow chart, ordinance, application/check list and fee chart will be the Q & A and will be provided to anyone requesting application information.

2. Flow Chart presented. Discussion ensued regarding the items in the chart.

The left side chart is the flow of the permit / Board work.

The right side of the chart is the flow for zoning approval.

Optional pre-application conference with a limited number of members of the planning commission would be at the start / top of the chart. Site Plan Review (SPR) and Special Use Permit (SUP) can be done concurrently.

The ordinance states that the Board approval for a permit is contingent upon approval of the zoning / site plan and special use.

The Board and the Zoning Administrator (ZA) will both get a site plan. Timing of receipt of the site plan was discussed.

The ZA would work with them to complete the site plan. The PC would get a completed plan and schedule a public hearing for approval, approval with conditions or denial. On the zoning side approval or denial needs a “finding of fact”.

That would then be forwarded to the Board. The PC approval would also have to be stated that the approval is contingent upon approval of a permit from the Board.

Hall recommends the Board have a dedicated person take the permit applications or have the township attorneys do it.

That entity can make a recommendation to the Board.

The 90 day window begins when a completed application is presented.

As stated in the ordinance the Board is obligated to state the reasons for a denial.

3. Other topics the committee wishes to address:

Recommendations reviewed:

Recommend there not be pre-application interview process.

Recommend the township use the modified application as the administrative checklist.

Recommend the Board identify who will review the application for permit approval.

Recommend using the flow chart as created by the subcommittee to facilitate the process for applicants and the Board.

Subcommittee Comments / Discussion Appreciation expressed.

Next meeting: August 18, 2022, 6:30 p.m.

Public Comment: None

Motion to adjourn by Mellor, second by Vollmuth. All in favor.

Meeting adjourned 8:34 p.m.

Respectfully submitted,
Lois MacLean, Recording Secretary