

WHITEWATER TOWNSHIP PLANNING COMMISSION
Whitewater Township Hall, 5777 Vinton Road, Williamsburg, MI 49690
231-267-5141 Phone

SPECIAL MEETING
APPROVED MINUTES

Monday, November 24, 2025, 6:00 p.m.

CALL TO ORDER:

Chair DeYoung called the meeting to order at 6:01 p.m.
The Pledge of Allegiance was recited.
A microphone check was done.

No Zoom Available.

Public Attendance: 2 (approximately)

ROLL CALL:

Secretary Peltonen called Roll.

Present:

Keith DeYoung, Chair
Denise Peltonen, Secretary
Carl Wroubel, Member
Sadie Merchant, Member
Randy Mielnik, Township Board Trustee

A quorum was established.

Absent: Rene Stratton, Vice Chair

ALSO PRESENT:

Zoning Administrator Deb Graber
Recording Secretary Kay Held

SET/ADJUST AGENDA:

Board Action: Mr. DeYoung made a motion to approve the Agenda as presented. Ms. Merchant seconded the motion.
VOTE: YEAS: All. NAYES: None. Motion carried.

DECLARATION OF CONFLICT OF INTEREST: None.

PUBLIC COMMENT: None.

PUBLIC HEARING: None.

APPROVAL OF MINUTES: None.

CORRESPONDENCE: None.

REPORTS / PRESENTATIONS / ANNOUNCEMENTS / COMMENTS:

Zoning Administrator – Deb Graber: None.

Chair – Keith DeYoung: None.

Vice Chair – Rene Stratton: None.

Secretary – Denise Peltonen: None.

Township Board Representative – Randy Mielnik: None.

ZBA Representative – Carl Wroubel: None.

UNFINISHED BUSINESS:

Zoning Ordinance - Giffels Webster Update:

Planners Andy Aamodt and Stephanie Osborn of Giffels Webster appeared via Teams. The Planning Commission had reviewed content of the first bundle of topics in advance of the meeting for the following areas:

-Development Processes for Site Plan Review (SPR) and Special Land Uses (SLU)

-Condominium Development

-Planned Unit Development (PUD)

-Corridor Overlay Planned Unit Development (COPUD)

Note: COPUD IS NOW ENTITLED “M-72 CORRIDOR OVERLAY DISTRICT”

OVERVIEW:

Commissioners and Giffels Webster Planners reviewed the redline versions of the initially prepared documents in extensive detail. Discussion covered every section, reviewed content and suggested multiple changes, additions, deletions and corrections.

There was discussion among the Planning Commission and with Mr. Aamodt and Ms. Osborn to clarify specific items. In addition to primary content edits and procedural information, language was corrected as were formatting changes and minor edits. Primary topics were discussed at length.

Zoning Administrator Graber’s input was also requested by the Planning Commission. Additionally, she discussed with the PC appropriate instances when the services of Gourdie Fraser may be required. ZA Graber and the PC reiterated a prior discussion about the value of the ZA and two members of the PC conducting a cursory review of an application to ensure completeness prior to it coming before the Planning Commission in a Public Hearing. Planners supported this recommendation. Ultimately, this will be both a time- and cost-saving measure for the Township as well as an educational enhancement for PC Members.

There was consensus from the Planning Commission to institute this process. A sample checklist was prepared Gourdie Fraser to utilize as a guide in the process. It was noted no specific data would be evaluated nor would any decisions be made; the focus is to ultimately ensure a thorough and complete application is presented to the PC.

Note: Vice-Chair Stratton arrived at 6:18 p.m.

There were dozens of comments and edits discussed in the four documents, each reviewed individually and meticulously. Those notations will be available in a redline version of the edit process on this Bundle #1. A recording of the meeting is also available for viewing.

Development Processes for Site Plan Review and Special Land Uses:

Condominium Development:

Planned Unit Development (PUD):

Corridor Overlay Planned Unit Development (COPUD):

(Note: COPUD IS NOW ENTITLED “M-72 CORRIDOR OVERLAY DISTRICT”)

Board Action: Ms. Stratton made a motion to extend the meeting past the three-hour mark. Mr. Mielnik seconded the motion.

VOTE: YEAS: All. NAYES: None. Motion carried.

Ms. Osborn suggested the PC consider creating a committee (non-quorum) to review provisions for establishing the Corridor Plan, develop ideas, fine tune language and review with Giffels Webster in order to better develop this section based on this evening’s discussion. It was also suggested as a possible project for the ROWG’s involvement.

In the course of discussion, Mr. Mielnik made reference to a large passenger rail study that has been approved to analyze the possibility of rail travel from Ann Arbor to Traverse City. This could have a large impact on the area.

In closing, Mr. Aamodt and Ms. Osborn will make the additions, deletions and changes discussed, revise text and clarify items discussed. Giffels Webster will forward the next revision to Chair DeYoung. The Planning Commission will move forward with review of the latest revision at another Regular or Special Meeting, to be determined. This next step is anticipated to be in January, 2026.

NEW BUSINESS: None.

NEXT MEETING:

Planning Commission Regular Meeting **Wednesday, December 3, 2025, at 7:00 p.m.**

A Public Hearing will be held at that meeting.

PUBLIC COMMENT: None.

PC DISCUSSION / COMMENTS:

Chair DeYoung asked Mr. Scott Trumbull to introduce himself. He has been appointed to the Planning Commission, effective January 1, 2026. He will be replacing Mr. Carl Wroubel.

Chair DeYoung, Vice Chair Stratton and ZA Graber will meet to conduct a cursory review of a Special Land Use Permit Major Home Occupation Application from Kewadin Botanicals, to ensure application completeness prior to formal review at the January meeting.

A Public Hearing will be held at the December 3, 2025, meeting regarding a proposed Text Amendment to increase fence heights to seven feet.

Ms. Stratton noted that a first draft of the most recent ROWG White Papers will be available at the December 3, 2025, PC meeting.

CONTINUING EDUCATION: None.

ADJOURNMENT:

Board Action: Mr. DeYoung made a motion to adjourn the meeting. Ms. Peltonen seconded the motion.

VOTE: YEAS: All. NAYES: None. Motion carried.

The meeting adjourned at 9:44 p.m.

Submitted by: Kay Z. Held, Recording Secretary