

WHITEWATER TOWNSHIP PLANNING COMMISSION  
MINUTES FOR REGULAR MEETING  
May 3, 2023

Call to Order at 7:00 p.m.

Roll Call: Jacobson, Keaton, DeYoung, Rebant, Steelman, Vollmuth, Wroubel

Absent: None

Also in attendance: Planner Mielnik and Recording Secretary MacLean

Zoom attendance: 3 at start

Set / Adjust Agenda: Set

Declaration of Conflict of Interest: None

Public Comment:

Public comment began at 7:01 p.m.

Vicki Beam

Public comment ended at 7:03 p.m.

Public Hearing: None.

Approval of Minutes:

MOTION by DeYoung second by Jacobson, to approve the PC regular meeting minutes of April 5, 2023.

Roll call: Wroubel-yes; Jacobson-yes; Vollmuth-abstained; Keaton-yes; Rebant-yes; DeYoung-yes; Steelman-abstained.

Motion carried.

MOTION by Rebant, second by Keaton to approve the PC Subcommittee meeting minutes of April 13, 2023.

Roll call: Jacobson-yes; Vollmuth-yes; Keaton-yes; Rebant-yes; DeYoung-yes; Steelman-yes; Wroubel-yes.

Motion carried.

MOTION by Keaton, second by DeYoung, to approve the PC special meeting minutes of April 19, 2023.

Roll call: Vollmuth-was not here; Keaton-yes; Rebant-yes; DeYoung-yes; Steelman-yes; Wroubel-yes; Jacobson-yes.

Motion carried.

MOTION by Steelman, second by Vollmuth to approve the PC Resident Outreach Subcommittee (ROS) meeting minutes of April 24, 2023.

Roll call: Keaton-yes; Rebant-yes; DeYoung-yes; Steelman-yes; Wroubel-yes; Jacobson-yes; Vollmuth-yes.

Motion carried.

Correspondence: None

Reports:

*Zoning Administrator Report, Hall:* Sent a note to the Chair indicating that the Board had made a decision regarding the Baggs Road Partnership.

*Chair's Report, Steelman:* Will present during agenda item discussions.

*Township Board Rep, Vollmuth:* No answer on where the books for the PC are. It is a work in progress. Popp indicated to Wroubel that he did not need help on the binders at this time.

*ZBA Representative, Wroubel:* No meeting in April.

*Committee Reports:*

*Planner, Mielnik:* Will present information during agenda item discussions.

Unfinished Business:

1. Planning Commission ROS updates and recommendations Summary by Steelman.

The subcommittee voted to request a purchase order for Networks Northwest (NN). Peltonen noted that Vega from NN gave a higher quote than the original person she spoke and noted that postage will be a cost factor.

Noted that a postcard with a link can be mailed and ask people to request a paper copy. Paper surveys require extra work and expense. Peltonen will work with them to enter the paper surveys if it is possible. Online survey

makes for a more streamlined process for NN. NN will let us use their return address for the returned surveys. There are questions regarding merging the tax roll and the voter roll, costs and the services they could provide. Looking at approximately 2600 mailings – surveys to go out. Rebant notes to go for an “up to amount”. Will there be mailings for information regarding the workshop schedules? Will there be more surveys / mailings? It may cost more than originally budgeted.

Vollmuth notes that this is too important to nickel and dime.

**MOTION** by Steelman, second by Vollmuth to accept the ROS recommendation to submit a purchase order for NN for a package survey assistance program not to exceed \$4950, this PO is within the PC budget.

Discussion ensued regarding working with NN or doing it in house. Vollmuth would prefer it be under one umbrella rather than split between the PC/ROS and NN. Peltonen notes that the timeline is of concern. It can be done in house. The subcommittee will make a decision. Is there anything in writing from the NN? Peltonen notes that she will do a face to face appointment with NN.

The PC needs authorization to spend \$4950 and figure out where the dollars will be spent.

Vollmuth: What is the timeline for detailed expenses? Will need a written quote within 12 days.

Roll call: Rebant-yes; DeYoung-yes; Steelman-yes; Wroubel-yes; Jacobson-yes; Vollmuth-yes; Keaton-yes.

Motion carried.

No change in the content of the survey. Version 5 has just format changes.

The ROS members do not feel there will be changes to the survey itself.

Wroubel wants to know the methodology of determining the survey questions and compare to the last MP survey.

The ROS members indicate that they did a lot of comparisons with the 2009 survey.

**MOTION** by Steelman, second by Rebant to accept the version 5 of the Whitewater Township Master Plan Community survey.

Roll call: DeYoung-yes; Steelman-yes; Wroubel-yes; Jacobson-yes; Vollmuth-yes; Keaton-yes, Rebant-yes.

Motion carried.

2. Municode - Steelman did a presentation of the Municode as is currently in the township. The Municode version is what we have received from them as a start to the recodification. Mielnik notes that there was a lot of good work and notes that there are a lot of issues that need to be addressed. Municode addressed both the General Ordinance and the Zoning Ordinance. Mielnik commented on some of the issues that he noted in the Municode version. The Municode version includes a lot of notes in areas that need addressing. Some of it can be used. State law citations have been updated. There are references between the zoning ordinances that need to be checked and reviewed. There is useful, useable information in the Municode. There are no graphics or illustrations. The PC has been working to make the ZO understandable by the people. We are not going to throw away what has already been. This is a good place to start to build on, present and readopt. The Municode contract includes ongoing updates. The township attorney will review for legalities. Our township is small and may not need the ongoing support of updating. Because they were hired to handle the General Ordinance and the Zoning Ordinance would they continue to work on the General Ordinance? Possibly recommend to the Board to amend the Municode contract rather than cancel it. The General Ordinance is not under the purview of the PC. The PC would prefer to have Mielnik work on the Zoning Ordinance. Vollmuth will call Municode and find out where we are at with them and the contract.
3. PC Subcommittee – DeYoung, Rebant, Keaton, ZA, Planner -
  - a. Updates from subcommittee
  - b. Prepare for joint meeting with Board: DeYoung ran through of the notebooks he provided from the Subcommittee discussions and notes. PC members will take each subject to present to keep the meeting on track. Following the meeting, on the 10<sup>th</sup>, have another PC special meeting to get the details worked out and finalize things for the joint meeting on the 17<sup>th</sup>. PC will finalize and do a final run through of topics at a special meeting.
    - i. Joint special meeting agenda: Intro, PC vision, Municode, Mielnik support/contract, budget (good fiduciaries), Michigan Enabling Act (MEA), survey, progress of the MP, MP budget, MP timeline.
    - ii. Who will present /share/ask what:

Steelman will present the intro page.

Mielnik and Keaton will present what had already been presented to the board with an explanation of the PC vision.

Municode is DeYoung and Vollmuth.

Jacobson will speak about Mielnik and the contract.

Rebant will do the budget information.

Wroubel will do the MEA.

Then Steelman and Vollmuth will do the summary with examples.

Full PC Special meeting for May 15, at 7 p.m. to finalize the presentation and the documents to be posted and presented to the Board.

Discussion of budgeting and scope of work regarding the MP ensued.

New Business:

1. Township Board submission memo requests for a joint meeting, zoom facilitator and recording secretary.
2. Subcommittee bylaws need to be addressed. Send it to legal for review to be on the June agenda for PC approval.
3. Master Plan Chapter 1-4 in working draft form. Discussion of the census data. Bring back next month. Put it on the website so people can review.  
Consensus to remove the two MP items on the website currently and to add the new information. MacLean will update website as requested.

Next Regular Meeting June 7, 2023, 7 p.m.

Agenda: MP, subcommittee meetings discussion, Subcommittee bylaws,

Master Plan Resident Outreach Subcommittee meeting May 4, 2023

PC Subcommittee meeting on May 10, 2023

PC Special Meeting May 15, 2023

PC / Board Special Joint meeting May 17, 2023

Public Comment:

Public comment began at 10:12 p.m.

Lois MacLean

Public comment ended at 10:13 p.m.

Commission Discussion/Comments: None

Meeting Synopsis: Request PO for Networks Northwest work; continued discussion of Master Plan survey and methodology; plan for joint Board/PC meeting; review of Chapters 1-4 of draft Master Plan.

Continuing Education:

Adjournment: 10:15 p.m.

Tabled items: Article 5 Districts; Article 25, Special Use Permits: campgrounds

Respectfully Submitted

Lois MacLean,

Recording Secretary