

WHITEWATER TOWNSHIP PLANNING COMMISSION
AGENDA FOR REGULAR MEETING, AUGUST 4, 2010
7:00 PM, Whitewater Township Hall
5777 Vinton Road, Williamsburg, MI 49690
Phone 231-267-5141/Fax 231-267-9020

Call to Order
Roll Call
Set/Adjust Agenda

Approval of Minutes: 7-7-10 Regular Meeting

Declaration of Conflict of Interest

Public Comment: Any person shall be permitted to address the Planning Commission. Public comment shall conform to the following rules and procedures:

1. Comments shall be directed to the Planning Commission with questions directed to the Chair.
2. Any person addressing the Planning Commission shall speak from the lectern and state his/her name and address.
3. Comments and questions shall be relevant to the Planning Commission.
4. No person shall be allowed to speak more than once on the same matter. The Chair shall control the amount of time each person shall be allowed to speak which shall not exceed three (3) minutes, excluding time needed to answer Planning Commission questions.

Public Hearing: None

Reports:

Correspondence: Randy Locatis
Zoning Administrator
TC-TALUC
ZBA Liaison
Township Board Representative
Chair

Old Business:

1. Master Plan
 - a) SWOT Consideration
 - b) Goals

New Business:

1. Land Use Permits

Continuing Education:

Public Comment:

Adjournment:

TABLED ITEMS:

Non-Conformities; Definitions – Fences; Permitted and Special Uses; Accessory Structures; Wood Stoves

D R A F T
Whitewater Township Planning Commission
Minutes of 7/7/10 Regular Meeting

Call to Order

Chairperson, Zakrajsek, called the meeting to order at 7:01 p.m.

Roll Call

Members Present: Savage, Mangus, Lyons, Boyd and Zakrajsek

Members Absent: Courtade – excused, Miller - excused

Also Attending: Zoning Administrator Meyers, ZA Intern Akers, Recording Secretary MacLean and 3 members of the public.

Set/Adjust Agenda

No changes.

Approval of 6/2/10 Regular Meeting Minutes

Motion by Boyd to accept minutes, seconded by Savage.

Motion carried 5-0

Conflict of Interest: None declared

Public Comment: Steven Mangus, 1214 Cerro, Traverse City, had the chance to look at what has been created so far but would like to see an outline on what is going to be covered in the document, the Master Plan. Imploring the Commission to define what rights the people have to their property before any goals of the township are made; one person's goals may be one person's property rights. Also, it says in several places that the Master Plan is going to be the end all, as to what the zoning is going to be in the township. In Acme it was the Master Plan that was referred to and not the Zoning Ordinance. Some people say the Zoning Ordinance is the end all not the Master Plan. That statement gives a lot of authority to the Master Plan, that you can make it anything you want it to be. It seems very open ended. That is a concern. Would like a document that is as very "black and white" as possible. Back to the outline, again, figure out how far you are going to go and get an outline so we can know what you guys are thinking.

Cheryl Walton, 8423 Crisp Rd., Williamsburg. Would like the census figures that are mentioned in the document, where they were obtained from. The county clerk did not have the information. Verification of the census figures. (Meyers stated that the figures stated are actually population projections, sent out once a year.) With the census just being completed we don't need to use projections, we can use actual information when it is completed. What I see so far with the Master Plan is that there is no mention of the U.S. Constitution or the Michigan Constitution and the language in there that relates to property rights. That information absolutely needs to be front and center in this Master Plan. We need to have that language in there word for word because the foremost thing that needs to be recognized is the property rights that have been there forever. One more point, I will be very aggressively opposing any Master Plan that doesn't have that language in it. We are not going to approve a Master Plan that does not have the language of the Constitution in it. Also, in putting things in the Master Plan that are laws or regulations in the Master Plan, it needs to state clearly from where in the Constitution you derived the power to enact that law. So things won't just get thrown in there because it came from somewhere else and it sounds good. I expect to see the recitation in the document of the U.S. Constitution and the Michigan Constitution and any time there is a stating of a law that we need to indicate where the Constitutions give us the power to enact them.

Steven Mangus: It is important to be constitutional but above and beyond that it is important to be moral. You can exceed what the law says. MSU Extension states that the government can take 93% of a persons property value and not have it be considered a taking. Is that moral for the courts to do? Three years ago the predecessor to Ms. Meyers sat here and said you can take 80% of a person's property value. The Fifth Amendment says that no property can be taken without just compensation. Something to consider as you are going through this. It is important to be moral.

Public Hearing – None

Reports:

Correspondence: None

Zoning Administrator: Mangus requested the information on the upcoming legislation regarding Seniors and the Master Plan. Senate Bill 1331, is legislation that will not affect Whitewater Township because we are below the 20,000 in population but it is timely and part of the discussions we've had previously.

Road Committee: Requested to hold off on meetings until September.

Disaster Plan Committee: Requested to hold off on meetings until September.

ZBA: Miller: Absent

TC TALUS: They are plugging along on their issues. They are working on the transportation / road aspect and are battling amongst themselves. There is a packet of information from The Grand Vision, Land Use & Transportation Strategy, Public Involvement Committee

Township Board Representative, Boyd: The township bought a new ambulance, should be delivered in the next couple of weeks.

Chair, Zakrajsek: We need to work together on the signs issue, set guidelines.

Meyers: 45% of our population is over 45 (2000 census data). We should have full census information and numbers by October.

Old Business:

Master Plan

1. Master Plan

a. Review Introduction and Background Information

Discussion: We will be posting updates of the draft of the Master Plan on the Township website. Use a time date stamp and a "ghost image" of Draft. Drafts will have been gone over at least once before posting to web as a draft for public comment. We have cross communication, need to move forward and we cannot open and reopen and reopen every can over and over. Let people know the month before or a couple months ahead what will be covered in upcoming meetings.

1. Content to Table of Contents (this is the outline)
 2. Combine Acknowledgements and Boards, Commissions and Administration
 3. Introduction to Introduction to the Master Plan. Change verbiage to remove "only official" from paragraph 1 under What is Planning. Include a definition of a Master Plan and how it relates to Zoning.
 4. Remove "how is the plan organized paragraph" on the current page 4.
 5. Change Background Studies to Township Information. Will be using actual 2010 Census information when it is available. Have a chart that shows projections and a separate chart that shows the actual numbers. Meyers will change the verbiage.
- Point: if the recording secretary wants to make a comment as a member of the community, it will have to be at the podium

b. Review Maps

Discussion:

Maps: Elevations, property ownership, soil types, natural features, simple road map, Whitewater Township in the Tri-County area, soil data/building suitability, school and major watersheds. All maps are color coded with reference keys. Build out maps will be parcel by parcel. These will be tri-fold maps in the Master Plan.

c. Public Participation Strategies: Tabled until the next meeting.

New Business:

Township Wide Fire Emergency Service / Emergency Water Services:

Underground storage tanks in the township, only one is really useable by the fire department.

Township has no maintenance fund for the storage tanks. Is there a better way to deal with these?

An enterprise fund? Land Use Permit to include additional fee? Can we determine where they go and deal with the maintenance? Fire Department should be able to have a maintenance easement and plan. Possible special assessment district where needed?

Public Comment: Steve Mangus, on the water system it is a situation for the developer to deal with it. Maps – there are actually three watersheds. Soil types – varies. Are residential homes permitted in a commercial zone? Public participation strategy: one on one, door to door.

Cheryl Walton, have to consider all demographics, not just seniors. Township needs to prioritize.

Continuing Education – none

Motion to adjourn at 9:20 pm by Mangus, seconded by Boyd. **Motion carried 5-0.**

Meeting adjourned.

Respectfully Submitted,

Lois MacLean
Recording Secretary

Whitewater township....And the Survey Really Says

It always amazes me how numbers, one of our most exacting science, can be interpreted using omissions, have collection and distribution design flaws, and have included data to fit some perceived preference only to disregard what the numbers are really saying loud and clear.

Whitewater township recently mailed 1425 surveys to residents trying to get people's input to re-write their master plan (view full survey results at www.whitewatertownship.org) With a 40% response rate , the Township in their spring news letter highlighted what they felt they found, in a segment named "and the survey says..." Although the bulleted type listing was accurate to numbers within the survey, some how what the people hands down said they most wanted, was omitted from the listing.

What the newsletter listed: "45% want the Township to plan for growth and development" This would lead one to believe that the survey indicated a large amount of support for development

What the newsletter DID NOT list: In the very same question as above, Only 10% of respondents wanted the township to actively seek growth and development and 17% stated they wanted to DISCOURAGE it, and 23% said they wanted it to stay the same! **This to me says "yes it's prudent to plan for development but what we want to plan for is less development...a lot less!"**

What the newsletter listed: "There is support for more commercial amenities but not big box stores" again what is projected here is that one of our priorities is commercial development (again, see the above listing Only 10% want ANY development actively sought)

What the newsletter DID NOT list: In a 14 question section (#4), that gave options of how important each point was, what the majority of respondents listed as "Very Important" were emergency services **and shoreline, lake, open space and farm land preservation.**

What flawed the question on the respondents "view of growth and Development" (question #5) was the "plan for development" option. "Planning for" and "Wanting" development are two entirely different questions. And then also there were several other sub questions concerning development about where, when, what, and how, but all these questions fall under an umbrella of only a small amount of people that said they want the township to seek ANY development. **Yet there was no elaborating on what most respondents considered one of the most important items, the preservation of natural resources and farmland.**

Looking within the survey for other clues as to what is important to our residents, you don't have to look too hard to see that what's on their mind is less development and more preservation

When residents were asked how they would like to describe the township in 10-20 years, the top answers were: Quiet, safe, rural, Agricultural, low density, Recreational, and Forested.

In the additional comments section, it is repeated over and over about the desire to be quiet, rural and to preserve what we have

46% wish for M72 to be natural open space

On housing (#9), ALL answers, the majority want the same or none, which makes question # 10 on where housing should be, n/a!

62 % want more stringent septic regulation for shoreline

Other items listed as important were park facilities, walking/bike paths, and zoning regulation,

So what this "survey says" is that the planning commission and board need to re-focus itself and consequently the new Master plan on Emergency services and aggressively preserving and even reverting some land back to open and undeveloped. If they really wish to achieve the people's will, it should be a top priority for them to align themselves strongly with organizations like the Elk Skegemog Lake association, the Grand Traverse regional land conservancy, Grand Travers conservation district, the watershed center, etc. and put development on the back burner with very strict and limiting controls.

Please reply that you have received this E-mail

Thank you!

Randy Locatis

Merrill Ridge Drive

Memo

To: Whitewater Township Board

From: Leslie Meyers

CC:

Date: 7/28/2010

Re: July 2010

-
- There were 8 LUP's issued in July. There were 7 permits issued in July 2009, however two related to the previously proposed fire station.
 - There was no ZBA meeting this month.
 - Four violation notices were sent and two have complied while one is in the process of compliance, the other is ignoring us. I will be discussing the violation with the GTC Deputy and determine if we should proceed through the court system as no changes have been made with the County Ordinance.
 - The Planning Commission finalized the **draft** of the introduction to the Master Plan which is available on our website and work continues.
 - Continued work on Master Plan draft sections.
 - General assistance to residents and interested parties.
 - Prepared and sent the third Monthly Township E-letter.
 - Intern Ron's last day with us was July 8. He was appointed Zoning Administrator for Blair Township. He began July 13 but will be available to complete his mapping project as changes are determined throughout the Master Plan process. There is still money in the fund that was allocated to the mapping project and Ron has committed to the project whether he is paid or volunteers.
 - Assistance to Treasurer with tax time.
 - Revisions to LUP permit form and process.
 - Updated Township Website.
 - Provided assistance and minute taking services to the Emergency Services Committee.

Whitewater Township

Master Plan

2010

DRAFT

Acknowledgements

Planning Commission

Steve Zakrajsek, Chair
Patrick Miller, Vice Chair
Matt Lyons, Secretary
Julie Courtade
Glenn Savage
Kim Mangus
Arnell Boyd, Township Board Rep

Township Board

Larry Lake, Supervisor
Carol Hockin, Clerk
Ardella Benak, Treasurer
Paul Hubbell
Arnell Boyd

Township Staff

Leslie Meyers, Planning/Zoning Administrator
Ron Akers, Planning Intern
Lois MacLean, Deputy Treasurer and Recording Secretary

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Part I INTRODUCTION

This document represents the rewrite of the Whitewater Township Master Plan that was adopted in 1999. Since the adoption of the previous plan, a number of changes have occurred within the Township, the surrounding area and in State Law. To ensure that development policies reflect current conditions in the Township, the Planning Commission has determined that it is essential to Whitewater Township for the Master Plan to be rewritten.

What is the Master Plan?

A master plan is a comprehensive long range plan intended to guide growth and development of Whitewater Township. It will include analysis, recommendations and proposals for our population, economy, housing, transportation, facilities and land use. It is based on public input, the survey, existing development, physical characteristics, and social and economic conditions.

The Master Plan is a policy based document, it does not nor can it regulate land use. The master plan is not a zoning document; therefore the recommendations of the Plan are only for guidance, not to regulate properties.

Master Planning is an orderly, open approach to determining Whitewater Township's needs and goals and develops strategies to address those needs and goals. The planning process involves working with four basic questions:

1. Where is Whitewater Township now?
2. How did Whitewater Township get here?
3. Where does Whitewater Township want to go?
4. How do we get there?

How does the Township Derive its authority?

The Township derives its authority for the preparation of a Master Plan from the Michigan Planning Enabling Act of 2008, P.A. 33 of 2008, as amended. Section 33 of the Act states:

“(1) A master plan shall address land use and infrastructure issues and may project 20 years or more into the future. A master plan shall include maps, plats, charts, and descriptive, explanatory, and other related matter and shall show the planning commission's recommendations for the physical development of the planning jurisdiction.

(2) A master plan shall also include those of the following subjects that reasonably can be considered as pertinent to the future development of the planning jurisdiction:

a) A land use plan that consists in part of a classification and allocation of land for agriculture, residences, commerce, industry, recreation, ways and grounds, public buildings, schools, soil conservation, forests, woodlots, open space, wildlife refuges, and other uses and purposes.

- b) The general location, character, and extent of streets, railroads, airports, bicycle paths, pedestrian ways, bridges, waterways, and waterfront developments, sanitary sewers and water supply systems; facilities for flood prevention, drainage, pollution prevention, and maintenance of water levels; and public utilities and structures;
- c) Recommendations as to the general character, extent, and layout of redevelopment or rehabilitation of blighted areas; and the removal, relocation, widening, narrowing, vacating, abandonment, change of use, or extension of streets, grounds, open spaces, buildings, utilities, or other facilities;
- d) A zoning plan for various zoning districts controlling the height, area, bulk, location, and use of buildings and premises. The zoning plan shall include an explanation of how the land use categories on the future land use map relate to the districts on the zoning map;
- e) Recommendations for implementing any of the master plan's proposals."

How does Whitewater Township use this Plan?

The Plan serves many functions and is to be used in a variety of ways:

1. The Plan is a general statement of the Township's goals and policies and provides a single, comprehensive view of the Whitewater Township's desires for the future.
2. The Plan serves as an aid in daily decision-making. Goals and policies outlined in the Plan guide the Planning Commission and Township Board in their deliberations on zoning, subdivisions, capital improvements, and other matters relating to land use and development.

The policy orientation of this Plan provides decision-makers with a framework and basis for decisions while recognizing the dynamic character of Whitewater Township. The variables upon which this Plan is based will likely change over time. However, adherence to the goals and policies will provide a stable, long-term basis for decision making.

3. The Plan provides the statutory basis upon which zoning decisions are based. The Michigan Zoning Enabling Act of 2006, P.A. 110 as amended, requires that the Zoning Ordinance be based upon a plan designed to promote the public health, safety and general welfare.
4. The Plan attempts to coordinate public improvements and private developments. An outcome of the Plan should be that public investments such as infrastructure improvements will be located in areas identified in the Plan as having the greatest benefit to the Township and its residents.
5. The Plan is an educational tool and gives citizens, property owners, developers and adjacent communities a clear indication of the Township's direction for the future.

In summation, the Whitewater Township Master Plan is a document which sets forth an agenda for the achievement of goals and policies for the entire Township. It is a long-range statement of general goals and policies aimed at the unified and coordinated development of the Township. As such, it provides the basis upon which zoning and land use decisions are made.

BOARDS, COMMISSIONS AND ADMINISTRATION

The Township has a number of official bodies associated with the planning and development of the Township. A description of each body and its function in relation to planning follows:

Township Board

The Township Board is the chief governing body of the Township and consists of the Supervisor, Clerk, Treasurer and two trustees. All Board members are elected for concurrent four year terms.

The Township Supervisor appoints the Planning Commission and Zoning Board of Appeals with the concurrence of the Township Board. State statute requires that the Board approve rezoning requests, zoning map and text amendments and subdivision plats.

Planning Commission

In accordance with planning and zoning enabling statutes, the Township has established a seven member Planning Commission. These members are appointed to serve three year staggered terms. One member must be a member of the Township Board. Further, the Township allows one member to be a non-qualified elector. This allows the Township to involve a seasonal property owner, business owner or otherwise interested person to serve the community.

The Planning Commission reviews and makes recommendations to the Township Board for those duties statutorily delegated to the Board. By Ordinance, the Township Board grants the Planning Commission authority to approve special land uses and most site plans. The Commission is also responsible for making recommendations regarding the Master Plan, ordinances and general development to the Board.

Zoning Board of Appeals

The Zoning Board of Appeals consists of five members appointed to three year staggered terms. One member is a member of the Township Board and one member is a member of the Planning Commission. The Zoning Board of Appeals ensures that the objectives of the Zoning Ordinance can be more fully and equitably achieved, that a means be provided in the application of the Ordinance, that reasonable flexibility be provided in the application of the Ordinance and that the public health, safety and welfare is protected.

Administration

Township functions relating to zoning, planning and economic development are performed by the Planning/Zoning Administrator. The Planning/Zoning Administrator responds to general questions from the public; processes and reviews site plans, rezoning requests and special land uses; performs zoning inspections; issues land use permits; addresses code enforcement; and provides support staff to the Township Board, Planning Commission, Zoning Board of Appeals and Township Committees.

DRAFT

DRAFT

Memo

To: Planning Commission
From: Leslie Meyers
CC:
Date: 7/28/2010
Re: Master Plan and a S.W.O.T. Analysis

At the last meeting, there was concern from some of the members that public participation had become somewhat limited as few members of the public were contributing to the process. We were quite successful with the survey and its response rate but unfortunately negative comments regarding the proposed fire station (which was not part of the survey) outnumbered useful feedback with respect to the new Master Plan. In order to keep as many engaged in the process as possible the PC may wish to consider conducting a S.W.O.T Analysis exercise.

The SWOT analysis is a strategic planning method to evaluate the Strengths, Weaknesses, Opportunities and Threats that effect/face Whitewater Township. Since the Goal is to prepare a Master Plan for the Township, the SWOT identifies the internal and external factors that are favorable and unfavorable to achieving the goal.

Strengths: attributes of Whitewater Township that are valuable/helpful/beneficial to who we are.

Weaknesses: attributes of Whitewater Township that are harmful.

Opportunities: external conditions that are helpful.

Threats: external conditions which could do damage.

Since public participation has been extremely limited over the past several months, this task could be undertaken in two distinct forums – 1) Public Participation at a Planning Commission meeting and 2) Through our Township listserv. With summer upon us this means vacations, family fun, harvest, etc. Those that cannot or chose not to participate in person can email their responses. We have a very positive response every time we send out a “mailing.” The list has grown to over 250 and could generate lots of additional ideas, comments and thoughts.

An example of the exercise that can be emailed to our listserv is as follows:

Whitewater Township Planning Commission

SWOT Exercise

Examples Advantages Resources Location Financials Agriculture	<h3 style="margin: 0;">Strengths</h3>	<h3 style="margin: 0;">Weaknesses</h3>	Criteria Examples Disadvantages Reputation Financials Pressures Limited tax base
Criteria Examples Location Trends Development Environment Agriculture	<h3 style="margin: 0;">Opportunities</h3>	<h3 style="margin: 0;">Threats</h3>	Criteria Examples Environmental Location Development Economy Declining Revenues

This allows the residents to not be limited to specific questions that don't allow for them to tell the "rest of the story" as they see it. We are all too aware that the results of the survey can be interpreted many different ways. Your thoughts are greatly appreciated.

Memo

To: Planning Commission
From: Leslie Meyers
CC:
Date: 7/28/2010
Re: Master Plan Goals and General Information

Over the past month I have made several attempts to proceed with **draft** chapters of the Master Plan and have found it quite difficult as there are many unanswered questions and/or topics in which it is still quite premature to prepare. As an example, it is impossible to draft language dealing with public participation component as that phase is far from complete.

The same argument can be made about the goals as other information still needs to be collected. However, the goals can start to be formulated and refined. I have pasted the goals (and objectives and policies) that were stated in the May meeting minutes as well as sample goals that were provided at the same. Your comments, ideas and suggestions are greatly appreciated.

Goals are very general statements that are not easily qualified or measured. More specifically goals are defined as broad-based public policy that:

- Represent basic desires of the community;
- Are non-specific, in that they refer to the quality (not the quantity) of the outcome;
- Are future-oriented, in that they are achievable in the future; and
- Are time-independent, in that they are not scheduled events.

Goals must then be translated into specific objectives that can be prioritized and pursued by instituting specific policies.

Examples of Goals and Objectives:

1. Goal - Provide appropriate infrastructure to support the Township in a manner that is sensitive to the environment while addressing community needs.
 - Objective – Develop sewer water, and roadway systems to protect the health, safety and general welfare of the Township’s residents, provide needed services, and move goods and people with the maximum efficiency.
 - Policy – Ensure that developers within the village area provide sewer and water utilities without added expense to the Township and its existing residents.
 - Policy – Continue to work with MDOT and GTCRC to get traffic signals in appropriate locations to improve safety while maintaining traffic flow.
 - Policy – Work with the Band to continue the extension of fire hydrants throughout the village area.

2. Goal - Allow for a range of housing choices while maintaining a primarily low density residential community due to natural features, limiting soil conditions for on-site septic systems, lack of sewer and water and other urban services and the capacity of the existing road network.
 Objective – Provide a range of residential density categories based on the limits of areas of the Township.
 Policy – Adopt ordinances that promote a mixture of housing types within residential developments.
 Policy – Adopt ordinances that allow for creativity in design as a matter of right, not special use.
3. Goal - Protect and enhance the natural features of the Township as the community continues to grow.
4. Goal - Provide a variety of commercial facilities to meet the needs of Township residents.
5. Goal - Provide for a limited range of light manufacturing uses in an appropriate area of the Township.
6. Goal - Provide a variety of recreational facilities to accommodate residents of all ages, interests and physical abilities.
7. Goal - Improve the conditions which lead to private economic growth in a planned and thoughtful manner which recognizes and is compatible with the needs, characteristics and capabilities of the Township.
 Objective – Allow for densities in the southern portion of the Township to be determined by fixed-area allocation.
 Policy – Adopt an ordinance allowing for fixed-area allocations in the RC-1 district.
8. Goal - Develop a more balanced tax base for the Township.
9. Goal - Consider the Township's position in the region and recognize that certain intensive land uses may be more suitably located in areas outside the Township with available infrastructure and support uses.
10. Goal - Develop and promote a positive and identifiable community image for the Township.

May 2010 Minutes

Mangus: Property Rights Goals and Other / Business Goals: Whitewater Twp will protect the private property rights of its citizens and business owners. Then listed 8 specific policy ideas. (see attached):

- WWTS will not adopt any ordinance that is designed to specifically target or benefit one person or group.
- WWTS will evaluate the economic ramifications of legislation on the individual and the community as a whole before adopting any ordinance.
- WWTS will provide for each citizen the maximum freedom without impeding on the freedom of neighboring property owners.
- WWTS will not implement any ordinance that will render substantial numbers of properties “non-conforming.”
- WWTS will not adopt any ordinance that reduces the value of private property without just compensation and sue process.
- WWTS will provide consistency and clarity in each zoning district in order to provide owners with clear expectations of allowable property uses.
- WWTS will not attempt to impede the growth or expansion of business.

- WWTS will recognize the zoning ordinance not the Master Plan as the final authority on Township planning and zoning.

Lyons: Goal: To promote, in a positive light, agriculture and agri-tourism within the township. Objective: to educate growers and residents of GAMPS and GAP, what is required of growers and why. Policy: Work with growers in the area to promote in a positive manner.

Savage: (1) To meet the needs and expectations of the citizens and property owners of Whitewater Twp., while still maintaining the rural character we all cherish. (2) To allow for the use by right of individual properties while still maintaining the rural character of the township as the survey suggests. (attached) We have to come up with some kind of lot size strategy that will keep the rural character of the township and yet let people maintain their property rights. It's a tough balancing act. The most suitable, environmentally viable properties in the township, as far as septic systems and water goes, are in the area of the township with the five acre minimums. The worst area (land / water / environmentally) that can be built on is in the one acre area north of M72. Farmers are not going to go for larger lot sizes. Farm land preservation, fixed area based allocation will give us what we need to meet the needs and wants as expressed by the citizens, based on density. This could be a compromise. Our township is about 50% state, county and township owned properties, plus the large acre farms and there is not a lot of property available for building homes. Systematic planning rather than spot zoning.

Boyd: One goal: Community involvement / public participation. I want one of the goals to be to involve the citizenry of the community with the government on a sub-committee, steering committee or committee. Somehow encourage the citizenry to be involved – clean up day, parks advisory, fire advisory, community fun days, historical society, etc., even some seasonal groups for the “snow birds” to be involved in, for example the parks board does not need to run November through March. Meyers: The e-mail list is growing and each communication seems to draw more people's interest to different things. We are working on a monthly e-news letter and are going to be including a one page letter to go in with the tax bills twice each year. We are working on communication with the community.

Miller: Make sure that what ever we do it is to help our township grow. We cannot be stagnant if we want to survive.

Memo

To: Planning Commission

From: Leslie Meyers

CC:

Date: 7/28/2010

Re: Land Use Permits

At their last regular meeting, the Township Board approved the attached Land Use Permit form. Per Article 17.14 (A) of the Zoning Ordinance, "the application shall be prescribed by the Zoning Administrator and approved by the Township Board."

Subsequently, the Board passed a motion to direct the Planning Commission to change the Ordinance to allow for the Zoning Administrator to change the form without Board approval as needed. I respectfully asked if the Ordinance modification could be added to a future meeting of the Planning Commission when a notice was required so that this issue could "piggyback" the future notice. They unanimously agreed. Therefore, I am putting the issue before you now so that you will be on board with the request when it comes before you in the future and it can be added to our tabled list so as not to be forgotten.

Permit Number: _____

Form Number: _____

**WHITEWATER TOWNSHIP
LAND USE PERMIT APPLICATION**

Owner: Name: _____	Agent: Name: _____
Street: _____	Street: _____
City: _____	City: _____
Telephone/Fax: _____	Telephone/Fax: _____

Tax ID # 28-13- _____ - _____ - _____	Zoning District _____	Flood Zone: _____
Subdivision: _____ Metes & Bounds _____ Condo: _____ Lot/Unit No. _____ Name _____		
Property Address: _____		

Property Ownership: Deed: _____ Tax Record: _____ Land Contract: _____ Other: _____

Type of Improvement, Building or Use:

Residential: _____ New Home: _____ Garage/Accessory: _____ Addition: _____ Remodel: _____

Deck: _____ Sea Wall: _____ Fence: _____ Home Occupation: _____ Other: _____

Commercial/Industrial: _____ Sign: _____ Accessory: _____ Other: _____

Agricultural Use: _____ Building Permit Exemption? _____

DESCRIPTION: _____

THIS PERMIT APPLICATION AND INSPECTIONS UNDER IT ARE NOT TO BE CONSTRUED AS ESTABLISHING LEGAL RESPONSIBILITY FOR THE DESIGN, OR CONSTRUCTION OF THE BUILDING, PREMISES OR SANITARY SYSTEM. PROPERTY OWNERS, BUILDERS AND CONTRACTORS ARE RESPONSIBLE FOR OTHER FEDERAL, STATE AND COUNTY CODE COMPLIANCE AND REASONABLE CARE IN CONSTRUCTION.

The undersigned agrees to the provisions of this LAND USE PERMIT APPLICATION and also allows the Planning/Zoning Department personnel the right to inspect the described property.

SIGNATURE – OWNER: _____ AGENT: _____

LAND USE PERMITS ARE VALID FOR ONE (1) YEAR

Office Use Only

Date: _____	Approved: _____	Denied: _____	Referred to: _____	ZBA: _____
				PC: _____
				Land Division: _____
Fee Tendered: _____	Check: _____	No. _____	Cash: _____	
Zoning Administrator: _____	Date: _____			
Additional Conditions: _____				

Whitewater Township
Whitewater Township Guidelines for Land Use Permits (LUP's)

The following are guidelines for Land Use Permits in Whitewater Township. The intent of these guidelines is to address the information that is required to streamline the process of review.

- A completed LUP Application.
- Proof of ownership.
- Letter of authorization to act as agent if not the owner.
- Three (3) sets of construction plans. Two (2) sets will be returned to you upon approval.
- A plot plan which includes the following (if applicable):
 - Name of Owner
 - Parcel ID Number
 - Property Address
 - North Arrow
 - Scale
 - Existing and/or Proposed Structures (including fencing)
 - Existing and/or Proposed Driveways
 - Road Right of Way and/or Utility Easements
 - Septic Field, Well
 - Water bodies on Site (Natural and/or Man Made).
 - Wetlands
- Site inspections will be done after the completed application is submitted. Often the inspection will occur the same day the application is submitted. **The location of the proposed structure(s) shall be staked prior to inspection.**
- Most approved LUP's and construction plans are then required to be submitted to the Grand Traverse County Construction Codes Office for Building Permit Application*. The Construction Codes Office is located at 2650 LaFranier Road, Traverse City, MI. Construction Codes will not accept applications without an approved LUP from Whitewater Township.
- A final Zoning Compliance Certificate is required from Whitewater Township prior to certificate of occupancy from the Construction Codes Office. It is the applicant's responsibility to schedule accordingly.

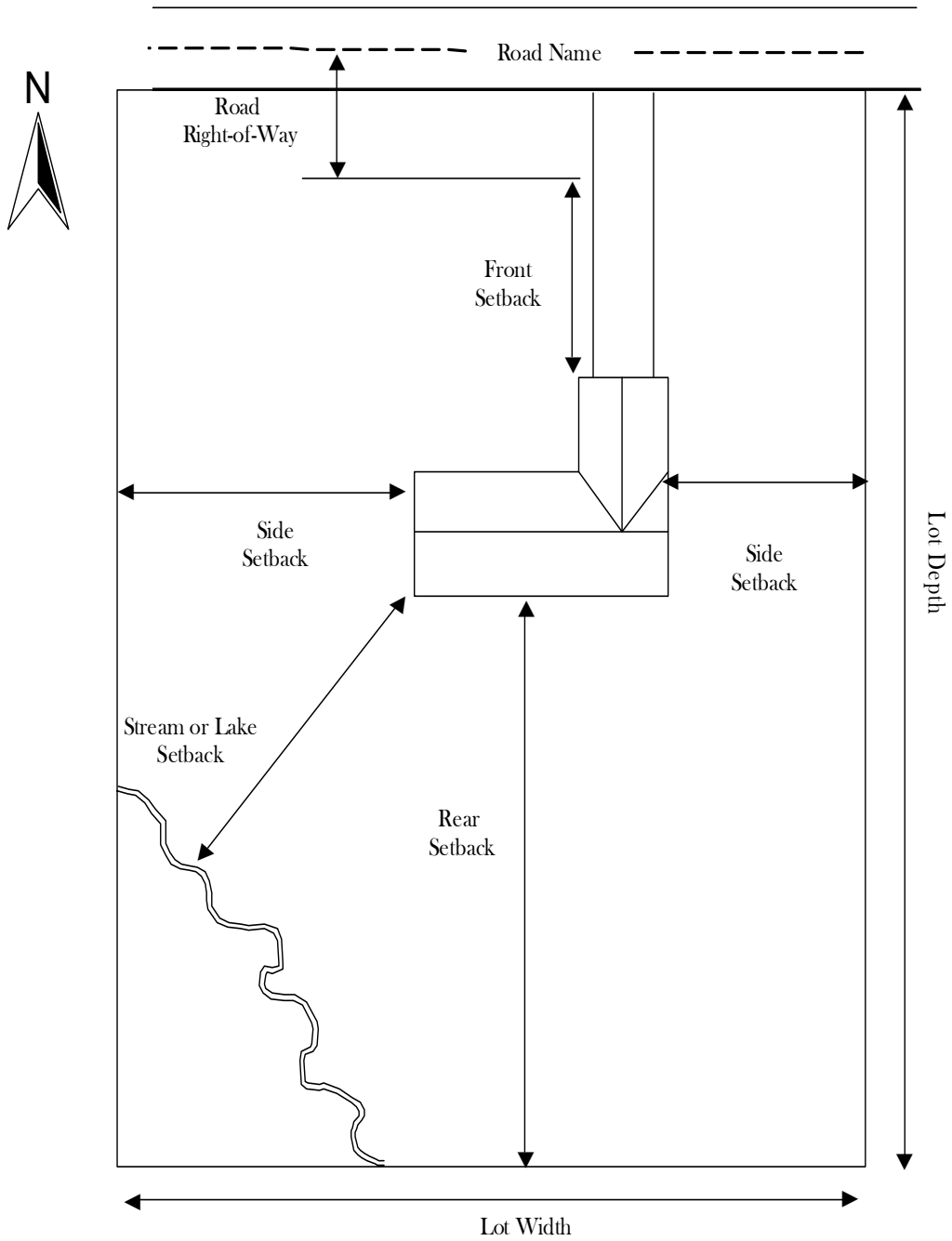
If you have any questions please contact the Whitewater Township Zoning Administrator.

E-Mail: zoning@whitewatertownship.org

Phone: (231) 267-5141 ext. 21

* While not exempt from a LUP, the following are exempt from a building permit – agriculturally exempt structures, fences and sheds/accessory structures less than 200 sq. ft. in size. Your LUP will clearly state if it is exempt from the building permit requirement.

Sample Plot Plan



	Minimum Lot Width	Minimum Lot Area (in square feet, unbroken by any road street or thoroughfare)	Front Yard	Side Yards	Rear Yards	Maximum Structure Height	Maximum Structural Coverage of Lot (building footprint)	Minimum Width: Maximum Depth ratio regulating lot shape	Land Use Regulated in Setbacks (see applicable zone regulations)
R-1	100'	20,000	30'	15'	30'	35' (*)	-	1:3	
R-2 Single Family	100'	12,000	30'	15'	30'	35' (*)	-	1:3	
R-2 Two Family	120'	22,000	30'	15'	30'	35' (*)	-	1:3	
R-3 Single Family	100'	12,000	30'	15'	30'	35' (*)	-	1:3	
R-3 Multi Family	120'	11,000 per dwelling	30'	15'	30'	35' (*)	-	1:3	
A-1	200'	40,000	30'	15'	30'	35' (*)	-	1:3	
RC-1	300'	5 acres	30'	15'	30'	35' (*)	-	1:3	
C-1	100'	-	50'	Total 30% of width but not less than 15'	30'	35' (*)	40%	1:3	Yes
N	100'	-	50'	Total 30% of width but not less than 15'	30'	35' (*)	40%	1:3	Yes
MHP	300'	17 acres	50'	30'	30'	35' (*)		1:3	
SPECIAL SITUATIONS: (except for the specific requirement stated, the regulations for the underlying zone shall remain unchanged)									
Frontage on Boardman River and tributaries. See note 2	200'		100' from water's edge. See notes 3&4						Yes
Frontage on all other Lakes and Streams			50' from water's edge. See note 3						Yes
M-72 in A-1 Zone			100'						
Supply Road			150'						
Old M-72 in C-1 Zone			30'	0					Yes
Enclosures/structures for livestock, domestic animals (except house pets)		2 1/2 acres	100'	100'	100'				
M-72 in C-1, R-3 & N	100'		75'	25'	30'		33%	1:3	Yes

(*) or 2 1/2 stories above grade

17.00**ARTICLE XVII
ADMINISTRATION****17.10 ZONING ADMINISTRATOR; APPOINTMENT; DUTIES.**

A Zoning Administrator shall be appointed by and on such terms as shall be determined by the Township Board; provided that the Zoning Administrator shall not be a member of the Township Board, the Planning Commission or the Board of Appeals. He/she shall perform such duties as the Township Board may prescribe in addition to any duties prescribed in this Ordinance.

17.11 ZONING ADMINISTRATOR ELIGIBILITY.

To be eligible for appointment, the Zoning Administrator shall be generally informed on good building construction, on good practice in fire prevention and the proper installation of safety, health and sanitary facilities. He/she shall be in good health and physically capable of fulfilling his duties. In case he/she is personally interested in the construction of any building subject to the provisions of this code, the Township Board shall designate some other person to examine the plans, to inspect such building and to issue the necessary permits, approvals and certificates.

17.12 ZONING ADMINISTRATOR; DUTIES.

It shall be the duty of the Zoning Administrator to inspect buildings or structures; to determine compliance with this Ordinance and to be in charge of the enforcement of this Ordinance.

17.13 ZONING ADMINISTRATOR; COMPENSATION.

Compensation for the Zoning Administrator shall be established by the Township Board.

17.14 LAND USE PERMITS.

A. Any individual, corporation, association, officer, department, board or bureau of the State, County or Township, planning to erect or move a structure or alter any existing structure to the extent of more than one hundred (100) square feet of floor area or to establish a new use or expand an existing use for any premises in any land use district, shall file an application and plot plan and such other information as required by this ordinance (which may include and up dated site-plan in writing with the Zoning Administrator for a land use permit. Said Zoning Administrator shall issue a "Land Use Permit" if such planned building or structure or land use or expanded use is in compliance with the provisions of this Ordinance. The application shall be on a form prescribed by the Zoning Administrator and approved by the Township Board. The application shall be accompanied by a clearly drawn plot plan in conformance with Section 3.32 of this Ordinance.

B. The Zoning Administrator shall request that the applicant submit with the application such additional materials as may be needed to determine whether or not a permit should be issued, such as surveys, soil suitability tests, surface water disposal surveys, erosion control surveys and excavation disposal plans, abstracts, building plans, and permits from other government agencies, or an application for Site Plan Review in accordance with the provisions of Sec. 25.00.

C. The Zoning Administrator shall require submission of an application for Site Plan Review in accord with the provision of Section 25.00 for all proposed special land uses and all land uses in areas zoned Commercial or Industrial.

17.15 LAND USE PERMITS; DISTRIBUTION.

Each land use permit shall be used in triplicate and the copies shall be distributed as follows: One to the applicant which he is to retain until construction is completed; one to the Township Supervisor; and one to be retained by the Zoning Administrator as part of the permanent records of the Township.

17.16 LAND USE PERMITS; DENIAL.

The Zoning Administrator shall promptly inform the applicant of the denial of a " Land Use Permit" if such planned building or structure or land use does not comply with the provisions of this Ordinance.

17.17 LAND USE PERMITS; FEES.

The fees for land use permits shall be established by the Township Board.