

WHITEWATER TOWNSHIP PLANNING COMMISSION
AGENDA FOR SPECIAL MEETING,
August 24, 2023 – 9 a.m.
Whitewater Township Hall
5777 Vinton Road, Williamsburg, MI 49690
Phone 231-267-5141/Fax 231-267-9020

1. Mic Check / Call to Order / Pledge of Allegiance
2. Roll Call of Members
3. Set/Adjust Meeting Agenda
4. Declaration of Conflict of Interest
5. **Public Comment:** Any person shall be permitted to address a meeting of the Planning Commission. Public comments shall be carried out in accordance with the following rules and procedures:
 - a. Comments shall be directed to the Commission, with questions directed to the Chair.
 - b. Any person wishing to address the Commission shall speak from the lectern and state his/her name and address.
 - c. Persons may address the commission on matters that are relevant to township planning and zoning issues.
 - d. No person shall be allowed to speak more than once on the same matter, excluding the time needed to answer Commission members' questions.
 - e. Public comment shall be limited to 3 minutes.
6. Special Meeting Business:
 - a. Review information from community outreach survey
 - b. First workshop planning
 - c. Correct or Revise rollout activities as necessary
 - d. Discuss resource levels needed to support our group
 - e. Any related topic that the subcommittee wishes to discuss.
 - f. Schedule next meeting date/time
7. Next ROS Meeting Date to be determined.
Next regular PC meeting September 6, 2023 at 7 p.m.
8. Public Comment
9. Commission Discussion/Comments
10. Adjournment

Whitewater Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities who are planning to attend. Contact the Township Supervisor at 231-267-5141 x23.

DATE: August 21, 2023

TO: Whitewater Township Planning Commission's Resident Outreach Subcommittee (ROS)
Randy Mielnik, AICP, North Place Planning, LLC

FROM: Barry Hicks, AICP

RE: **Master Plan Open House Organization**

The Whitewater Township Planning Commission, and its Resident Outreach Subcommittee (ROS) will conduct an open-house to be followed by a goal/visioning session several weeks later to gain input from residents and property owners regarding updates to the Township's Master Plan document. The Land Information Access Association (LIAA) was hired to work alongside North Place Planning to conduct the open house and goal/visioning session.

At this time, we are requesting that the ROS consider the following information and prepare for discussion at the next meeting (Thursday, August 24, 2023 at 9am) to review, revise, and develop the open-house scheduled to occur in September.

Open House

Date: Thursday, September 28, 2023
Location: Mill Creek Elementary School (3039 Old M 72, Williamsburg, MI 49690)
Time: 4pm – 7pm

About the Open-House:

The open house is designed to allow stakeholders to come and go as they please throughout the 3-hour period of time. While visiting, they will have the opportunity to speak with representatives from the Township as well as the consultants that will be onsite. There will be _____ stations set-up, each of which will present information regarding topics that pertain to the master plan update. Attendees can review information, ask questions, engage in discussions about each topic, and leave feedback. The information collected during the open-house will help guide the development of goals and objectives that will be considered in further detail at the goal/visioning session.

Stations:

Notes: all stations will include a comment board to collect both general and specific feedback. Ideally, each station will have at least one representative available for discussion throughout the entire duration of the open-house.

- **Welcome**

The welcome station should be staffed for the entire duration of the open-house. We can collect basic information about participants (if desired) at this location. The staff at this station should

be able to describe the activities taking place at the various stations around the room and encourage participants to stop at each one.

- Zoning/Land Use Station & P.E.T.(Preserve, Enhance, and Transform)

- This station will include Zoning, Land Use, and air photo maps to aid as visuals to help collect information. Definitions of the various zoning districts will be included.
- Sticky dots or markers may be used so that people may identify different areas that they would like to preserve, enhance, or transform.
- Agriculture/rural character photos will be provided with the opportunity to vote on what these terms mean to the community.
- Where should certain types of development go?
 - Commercial
 - Higher or lower-density residential
 - Alternative energy (such as solar)
- Scenic and Iconic areas
 - Include a map that can be used for sticky-dots and a general comment board.
 - What are some of the most scenic views from a public road in the township?
 - What other parts of the township do you consider to be iconic – such as a park, trail, business, natural feature, rural spaces – anything you associate with Whitewater Township that you would like to preserve.

- Development

- Two Boards with air photos/maps – one zoomed-in on Williamsburg and the other includes the entire township.
- Identify sub-areas that may have different types of development (such as a downtown, cultural center, higher-density residential, agriculture, etc.)
- Photos to provide examples and compare different looks/styles of development (large-lot residential, mixed-use, conservation/open space subdivision design, commercial corridors, etc.) with some way to vote on styles.
 - We may want to consider exterior lighting and signage.
 - Assure that we respect private property owner rights.

- Infrastructure/Transportation

- What type of non-motorized/trail options would you like to see? Where should they be located?
 - Connections – such as bike trails or walking trails.
 - Bike/rail riding – on existing railroad tracks.
- What is needed to support higher-density development or commercial areas (such as sewer or water service) and where should this go?
- M-72 – how should this major thoroughfare look/feel? Are there opportunities to avoid worsening congestion with new development (such as combining driveways and limiting curb-cuts)?

- Review of 2015 Master Plan Goals

- This station will include a board that lists all the 2015 Master Plan goals and objectives.
- Questions to gain feedback:

- Do these goals still apply?
 - What has changed since this set of goals was developed
 - Can the goals be made more specific, and how can/should we measure progress?
- General Feedback
 - Does the ROS want one more station for general feedback? For example, some specific topics were discussed in the survey, such as short-term rentals, encouraging agri-tourism, lake area septic system inspection, blight, etc.

Communications:

- Township will provide an email list to LIAA – an email will be sent a few weeks before the open-house.
- Posters advertising the workshop will be created and should be displayed at public facilities. Private businesses may choose to display posters.
- The Township will post information about the public input sessions on its website.
- Are there other ways we can communicate with the public?

Goals & Objectives/Visioning Session

This session is to be held in late-October/early November. This session will be a guided workshop that will take participants through the results of the survey and open-house to narrow-down a vision for the community as well as review possible goals and objectives. Participants will be placed in a group at a table with a facilitator to help guide the discussion and gain feedback. More information about this session will be available in the coming weeks.