

**WHITEWATER TOWNSHIP PLANNING COMMISSION AGENDA FOR REGULAR MEETING,**

**Wednesday, January 4th, 2023 6:00 p.m.,**

Whitewater Township Hall Via ZOOM and in person

5777 Vinton Road, Williamsburg, MI 49690

Phone 231-267-5141/Fax 231-267-9020

Whitewater Zoom is inviting you to a scheduled Zoom meeting.

***Topic: Planning Commission***

Time: Jan 4, 2023 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/82061242974?pwd=aWp6c0kvV09CcE9sQXRPUk5NM2gxZz09>

Meeting ID: 820 6124 2974 Passcode: 950602

One tap mobile: +13017158592,,82061242974#,,,,\*950602# US

Dial in: +1 301 715 8592 US

Mike Jacobson, Vice Chair – PO Box 159, Williamsburg MI 49690

Carlyle Wroubel – [pc5@whitewatertownship.org](mailto:pc5@whitewatertownship.org)

Al Keaton, Secretary – PO Box 159, Williamsburg MI 49690

Rachael Steelman – [rsteelmanpc@yahoo.com](mailto:rsteelmanpc@yahoo.com)

Rodney Rebant – [rrrebant@gmail.com](mailto:rrrebant@gmail.com)

Keith DeYoung – [keithdeyoung@gmail.com](mailto:keithdeyoung@gmail.com)

Heidi Vollmuth, Twp Board Rep – [heidivourtrustee@gmail.com](mailto:heidivourtrustee@gmail.com)

1. Call to Order/Pledge Allegiance
2. Roll Call of Commission 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. Public Hearing – None
7. Approval of minutes of December 7th, 2022
8. Correspondence:

9. Reports/Presentations/Announcements/Comments

- a. Zoning Administrator: Hall
- b. Chair: Jacobson
- c. Township Board Representative: Vollmuth
- d. ZBA Representative: Wroubel
- e. Committee Reports: None
- f. Additional Items: Planner, Randy Mielnik.

10. Unfinished Business:

- a. Article 28, Condo Regulations and related Article 3 definitions – postponed
- b. Status Update on ZO Amendments to 1, 12, and 14.
- b. Article 25, SUP commercial campgrounds, recommendations, Mielnik
- c. Master Plan Review discussion and Community Outreach plan (survey, committee, townhall meetings, timeline, etc.) – Randy Mielnik

11. New Business: None

- a. Appointment of officers
- b. Planning Commission Bylaws
- c. Resolution #PC23-01, 2023/2024 meeting dates
- d. Discussion of direction of PC – Al Keaton

12. Next Meeting Agenda: February 7th - Time?

13. Public Comment

14. Commission Discussion/Comments

15. Continuing Education: Citizen Planner update

16. Adjournment - Tabled Items: Article 5 Districts

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 or the TDD at 800-649- 3777

WHITEWATER TOWNSHIP PLANNING COMMISSION  
MINUTES FOR REGULAR MEETING  
December 7, 2022

Call to Order at 7: 00 p.m.

Roll Call: In person: Jacobson, Mangus, Steelman, Vollmuth, Wroubel

Absent: Darrow, Keaton

Also in attendance: Planner Randy Mielnik and Recording Secretary MacLean

Zoom attendance: 6

Set / Adjust Agenda:

Declaration of Conflict of Interest:

Public Comment:

Public comment began at 6:06 p.m.

Michelle Rorath

Vicki Beam

Connie Hymore

Public comment ended at 6:13 p.m.

Public Hearing: None

Approval of Minutes:

MOTION by Steelman, to approve the minutes of November 2, 2022, as amended; second by Jacobson.

Roll call: Wroubel-yes; Darrow-n/a; Jacobson-yes; Keaton-n/a; Mangus-yes; Steelman-yes, Vollmuth-yes.

Motion carried.

Correspondence:

Reports:

*Zoning Administrator Report, Hall:* Shared by Mangus: Randy has done excellent job on the ordinance and master plan requirements; High Pointe Golf will be back later; when the moratorium is lifted we will expect to hear back from the Baggs Road Project people; citizen complaint regarding land split; training link will be provided via email.

*Chair's Report, Mangus:* Nothing back from Supervisor Popp on the Word version of the current Zoning Ordinance. Reappointments that are on the board agenda are Wroubel and Steelman. Darrow does not want to be reappointed. Mangus is not on the agenda.

*Township Board Rep, Vollmuth:* No Zoning Ordinance copies have been provided.

*ZBA Representative, Wroubel:* No cases.

*Committee Reports:* None.

*Planner, Mielnik:* The contract is for working on the master plan and to be available for work on the zoning ordinance. Mielnik notes that he is under the authority of the Supervisor as far as getting approval to work on items.

Unfinished Business:

1. Update on Zoning Ordinance amendments submitted to the Board.  
#83 – Articles 1, 12 and 14, no additional information from the board, it is on the Board meeting agenda, will come back from the board, we will make updates, we will do another public hearing and send it back to the Board.  
#82 / #85 – Medical Marihuana and Adult Use, no notification has come back from the board.
2. Update on resource materials – Zoning Ordinance, General Ordinance, Policy and Procedure Manual and Employee Handbook still need to be provided.
3. Update – Citizen Planner Course Wroubel is done. Steelman notes that it is a lot common sense information. Steelman suggests possible study sessions in addition to meetings to understand things such as exparte and bylaws. Vollmuth is signed up for the course.

Bylaws review and election of officers will be in January.

Has publishing of Article 25 been completed? Heidi read through board meeting motions.

4. Attorney opinion on Conflict of Interest pertaining to current topics. Regarding the golf course, if it were a special use people within the 300' of the property could be considered questionable.  
Condo development conflict of interest, at this point nothing that has been brought up is viewed as a conflict.  
Keep the attorney opinion in your records for future reference.
5. Article 28, Condo Regulations. Definitions were added, changes from the attorney are mostly grammatical and minor.  
Heidi will find out why the attorney wants only one person involved in a pre-plan evaluation.  
**MOTION** by Jacobson to schedule Article 28 a public hearing for the January meeting, second by Vollmuth.  
Roll call: Darrow-n/a; Jacobson-yes; Keaton-n/a; Mangus-yes; Steelman-yes, Vollmuth-yes; Wroubel-yes.  
Motion carried.  
  
Mangus will get the information to the Clerk for publication.  
The Board may want the side by side comparison. Mielnik will supply the Word version.
6. Introduction to Master Plan process discussion with presentation.  
Mapping is needed for both zoning ordinance and the Master Plan.  
Create a committee / subcommittee / work session to create a survey and citizen engagement.  
Public can share photos for the plan.  
Heidi will include this in her board report at the meeting next week.  
Get familiar with the 2009 survey.  
What specific topics would you (PC members) like to have addressed at work sessions?
7. Article 25, SUP standards for commercial campgrounds, run through the language and suggested changes.  
Discussion ensued regarding roads, traffic studies, yard setbacks, buffer screening, standards, existing single family residential home, maximum site density (revisit at January meeting), shed / building size, open space or common area. Pickup next month.

New Business: None

Next Regular Meeting January 4, 2023, 6 p.m. Agenda: Public hearing, master plan, commercial campgrounds.

Public Comment:

Public comment began at 8:52 p.m.

Vern Gutknecht

Denise Peltonen

Connie Hymore

Public comment ended at 9:01 p.m.

Commission Discussion/Comments: Microphones, zoom, technology, screen sharing.

Continuing Education

Adjournment: 9:07 p.m.

Tabled items: Article 5 Districts

Respectfully Submitted

Lois MacLean,

Recording Secretary

# MEMO

**To:** Whitewater Township Planning Commission  
**From:** Randy Mielnik, AICP  
**Date:** December 21, 2022  
**Re:** Commercial Campground Regulations

Our December Planning Commission meeting included discussion about updated commercial campground regulations. We made it through about half of the material previously provided. During the discussion, an important issue surfaced regarding the minimum sizes for RV and tent camping sites. Draft material in your packet (from October) relied on draft guidelines produced by the National Park Service, and resulted in proposed minimum campground sites that were 4,500 sq. ft. for RV sites and 3,000 sq. ft for tent sites. Meeting discussion revealed concerns that these minimum sizes were too large. Based on our discussion at the meeting, and a review of material provided by Mr. Wroubel and Mr. Keaton, the attached graphics have been produced to help visualize campsite sizes. This suggests that the minimum sizes could be reduced as follows:

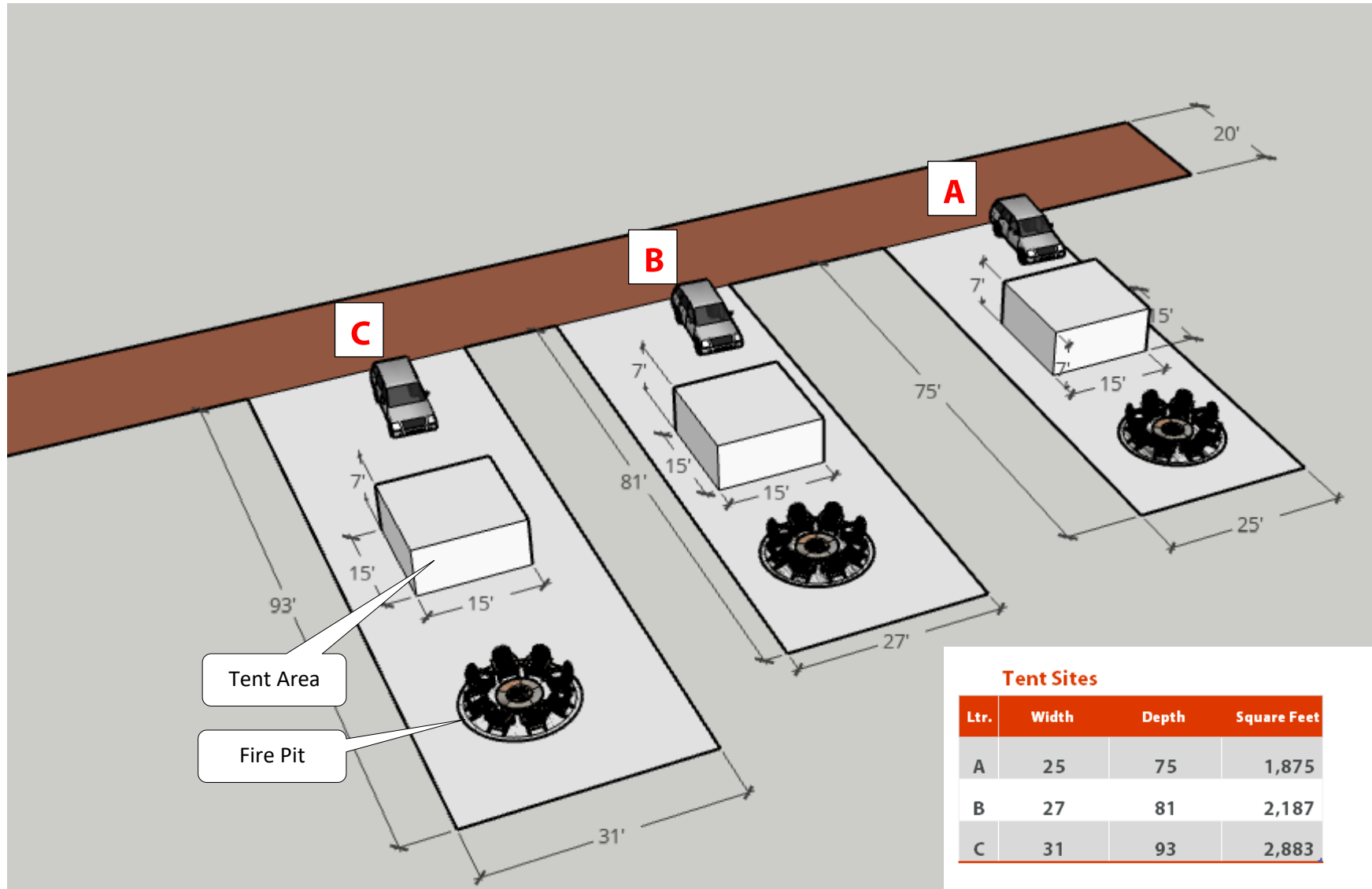
Type	Minimum Area (Sq. Ft.)	Maximum Permitted
Recreational Unit Sites	<del>4,500</del> -2,500	NA
Tent Campsites	<del>3,000</del> -1,750	10% of total number of campsites
Cabins	NA	No more than one cabin for each 4 acres of total campground area.
Group Campsites	1,000 per person given the design capacity of the group site.	NA

It was also suggested that we consider a cap on the number of tent (primitive) campsites.

*Attachments – Camp site graphics (new), material from 10/25/2022.*

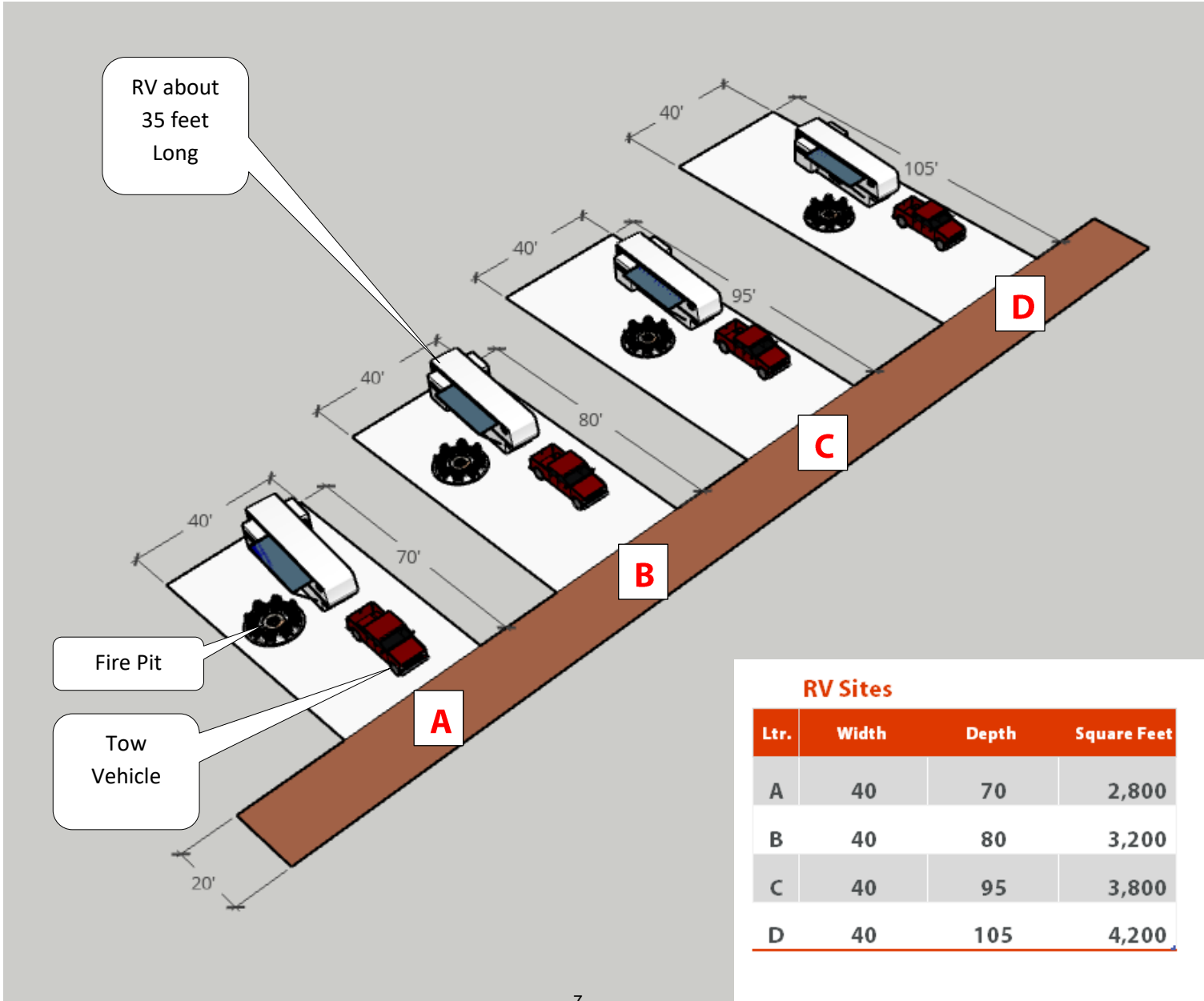
## CAMP SITE GRAPHICS

### Tent Sites



CAMP SITE GRAPHICS

RV Sites



**DRAFT MATERIAL PROVIDED BEFORE**

**ARTICLE XXV 25.22 (D)  
Campground Special Use**

Draft Language from Oct. Mtg.	Proposed Zoning Language	Comments / Questions
<p>D. Commercial Campgrounds: The following standards are designed to provide additional requirements and guidance for the development of commercial campgrounds include youth camps, religious retreats and hunting camps, recreational vehicle parks or travel trailer parks within.</p>	<p><b>D. Commercial Campgrounds:</b></p> <p>The following standards provide additional requirements for commercial campgrounds when allowed by Special Use Permit in a zoning district.</p>	<ul style="list-style-type: none"> <li>Rely on a single definition of a commercial campground (updated in Article 3).</li> </ul>
<p>1. Location Requirements: Commercial Campgrounds are permitted by Special Use Recreational District (RC) and the Agricultural District (R).</p>	<p>Eliminate this provision</p>	<ul style="list-style-type: none"> <li>No need to list where Commercial Campgrounds are allowed by Special Use Permit here. Descriptions of each Zoning District (Articles 5-11 provide this information). When information is redundant in a zoning ordinance, there is greater likelihood of code conflicts as a result of future amendments.</li> </ul>
<p><b>2. Site Requirements:</b></p> <p>a. Commercial campgrounds shall only be allowed on parcels of 40 acres or greater.</p> <p>b. The campground shall have access to an all-season road, either public or private. Traffic impact studies may be required depending available road classification, and the size and location of the proposed campground.</p> <p>c. Internal road systems shall be a minimum of 20' travel width.</p> <p>d. All structures, campsites, or campground amenities shall be located two hundred (200) feet back from adjoining property line and one hundred (100) feet back from road frontage.</p>	<p><b>2. Site Size and Access:</b></p> <p>Minimum Size: 40 acres</p> <p>Road Access: All commercial campgrounds shall have access to a public or private all-season road.</p> <p>Traffic Impact: If the size of a proposed commercial campground is such that the peak hour traffic generation exceeds 100 vehicle trip ends in any peak hour according to the current version of the Institute of Transportation Engineers' Trip Generation Manual, an independent traffic impact study is required. Such a study shall be prepared by a qualified engineering consultant and paid for by the applicant. The study shall explore the need for traffic control measures such as turn lanes and deceleration lanes.</p>	<ul style="list-style-type: none"> <li>Do we want to say that road access must be to a road maintained by the Road Commission or MDOT?</li> <li>State regulations already require 20-foot-wide travel widths in roads. (325.1558)</li> <li>Having structures, campsites, or campground amenities setback 200 feet from side and rear property lines seems excessive and inconsistent with the 100-foot buffer described in #3. What exists between the buffer and setbacks?</li> <li>Reference to Chapter 33 should be made after that Chapter is updated.</li> </ul>



Draft Language from Oct. Mtg.	Proposed Zoning Language	Comments / Questions								
<p><b>3. Buffering Requirements:</b></p> <p>a. All campgrounds shall be designed to blend in with the surrounding environments to the greatest possible extent. Visual buffers or screening shall be required when a natural barrier is not present.</p> <p>b. The first one hundred (100) feet of the front, side and rear yard of the campground shall be maintained as a greenbelt around property. This area may house utilities, walking paths, and management residence, but shall not contain parking, campsites, structures, or other campground amenities.</p> <p>c. Appropriate screening shall be provided to limit noise reaching adjacent land uses. This screen may include the use of fencing, berms, landscape, or other natural geographical features.</p> <p>d. Outdoor storage, dumpsters, bulk trash receptacles, and maintenance equipment shall be screened from all neighboring properties and public view.</p>	<p><b>3. Setbacks, Buffering and Screening</b></p> <p><b>Building Setbacks:</b> Regardless of the setbacks normally applicable in a given zoning district, the following setbacks are applicable to commercial campgrounds. No campsite, cabins, campground facilities, recreational structures, playgrounds, sanitation facilities/equipment, parking lots, or similar improvements are permitted in the required setbacks listed below.</p> <table><tr><th>Yard</th><th>Feet</th></tr><tr><td>Front</td><td>100</td></tr><tr><td>Side</td><td>100</td></tr><tr><td>Rear</td><td>100</td></tr></table> <p><b>Buffering:</b> The setback area required shall be maintained in natural state and may include underground utilities, access driveways, signage and non-motorized trails. When a Commercial Campground abuts a residential zoning district, additional landscaping may be required to mitigate potential off-site impacts. Additional required landscaping may include trees, shrubs, earthen mounding and similar landscape treatments.</p> <p><b>Screening:</b> All outdoor storage, dumpsters, bulk trash receptacles, and maintenance equipment shall be screened with plant material and/or fencing that completely obscures view of containers and equipment on three sides.</p>	Yard	Feet	Front	100	Side	100	Rear	100	<ul style="list-style-type: none"><li>Item a. is too vague to be useful.</li><li>Clarify the applicable setbacks</li><li>It is not clear why a management residence would be allowed in the required setback, so it was removed.</li><li>Improve screening language to be more specific. Reference to Chapter 33 should be made after that Chapter is updated.</li></ul>
Yard	Feet									
Front	100									
Side	100									
Rear	100									

Draft Language from Oct. Mtg.	Proposed Zoning Language	Comments / Questions																																	
<p><b>3. Site Density:</b></p> <p>The following chart shall be used to calculate overall site density for the design of all commercial campgrounds. Calculations shall be based on total acreage minus any lakes or wetlands.</p> <table><tr><td></td><td>Density per acre in the AG District</td><td>Density per acre in the RC District</td><td>Maximum Units per Facility</td><td>Maximum Units per type</td></tr><tr><td>Cabins</td><td>1? per acre</td><td>1 per 5 acres</td><td rowspan="3">100 units</td><td>10 cabins</td></tr><tr><td>RV campsites</td><td>2? per acre</td><td>1 per 2 acres</td><td>80 RV sites</td></tr><tr><td>Tent Sites</td><td>3? per acre</td><td>1 per 2 acres</td><td>100 tent sites</td></tr></table> <p>a. Youth camps, religious retreats, and hunting camps or similar facilities may exceed the 10-cabin maximum limit provided no tent or RV sites are included in facility.</p>		Density per acre in the AG District	Density per acre in the RC District	Maximum Units per Facility	Maximum Units per type	Cabins	1? per acre	1 per 5 acres	100 units	10 cabins	RV campsites	2? per acre	1 per 2 acres	80 RV sites	Tent Sites	3? per acre	1 per 2 acres	100 tent sites	<p><b>3. Site Density:</b></p> <p>The location and number of campsites shall be shown on the site plan. Each campsite shall be associated with a defined area in accordance with the following requirements.</p> <table><tr><th>Type</th><th>Area (Sq. Ft.)</th><th>Maximum Permitted</th></tr><tr><td>Recreational Unit Sites</td><td>4,500</td><td>NA</td></tr><tr><td>Tent Campsites</td><td>3,000</td><td>NA</td></tr><tr><td>Cabins</td><td>NA</td><td>No more than one cabin for each 4 acres of total campground area.</td></tr><tr><td>Group Campsites</td><td>1,000 per person given the design capacity of the group site.</td><td>NA</td></tr></table>	Type	Area (Sq. Ft.)	Maximum Permitted	Recreational Unit Sites	4,500	NA	Tent Campsites	3,000	NA	Cabins	NA	No more than one cabin for each 4 acres of total campground area.	Group Campsites	1,000 per person given the design capacity of the group site.	NA	<ul style="list-style-type: none"><li>Calculations that determine the overall site density should <u>not</u> be based on total acreage minus any lakes or wetlands. We should ask for a site plan that illustrates campsites that are the required sizes.</li><li>Per the National Park Service, RV campsites require roughly 4,500 square feet of space, including parking (page 70).</li><li>Per the National Park Service, tent campsites require roughly 3,000 square feet of space (page 70).</li><li>Need to add group camp sites. Per the National Park Service, group sites require roughly 1,000 square feet per person (page 71).</li><li>While the basis for limiting cabins seems clear (you would not want a campground that is all cabins), the rationale for specifying a maximum number of RV campsites vs. tent sites is unclear.</li></ul>
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Draft Language from Oct. Mtg.	Proposed Zoning Language	Comments / Questions
<p><b>4. General Standards:</b></p> <p>a. All requirements of Public Act 368 of 1978 regulating Campgrounds shall be met.</p> <p>b. The campground shall provide evidence of full compliance with the State Public Health Code, P.A. 368 of 1978, as amended and any other applicable federal, state, county and local permits, codes and regulations.</p> <p>c. Permanent cabins, accessory/service buildings such as storage facilities, laundry, restrooms, kitchens, pavilions, etc. shall be allowed but shall require a building permit, and approval from Grand Traverse County Construction Code, regardless of size.</p> <p>d. Recreational elements such as pools, pavilions, basketball or tennis courts shall not have a negative impact on the surrounding areas with regard to noise, light, odors, etc.</p> <p>e. Onsite storage of campers when not in use shall be permitted but shall not exceed the total number of improved RV campsites.</p> <p>f. A common use area shall be provided in the parcel of five hundred (500) square feet per campsite.</p>	<p><b>4. General Standards:</b></p> <p>a. All requirements of Public Health Code, Act 368 of 1978, Part 125, as amended shall be met.</p> <p><del>b. The campground shall provide evidence of full compliance with the State Public Health Code, P.A. 368 of 1978, as amended and any other applicable federal, state, county and local permits, codes and regulations.</del></p> <p>c. Cabins, accessory/service buildings such as storage facilities, laundry, restrooms, kitchens, pavilions, etc. shall be allowed but shall require a building permit, and approval from Grand Traverse County Construction Code, regardless of size.</p> <p>d. Recreational elements such as pools, pavilions, basketball, tennis courts, or similar areas that generate noise and high activity levels shall be located in interior portions of the campground to the greatest extent practical to reduce negative impacts on the surrounding areas with regard to noise, light, odors, etc.</p> <p>e. Onsite storage of campers when not in use shall be permitted, but shall not exceed the total number of recreational unit campsites. This includes winter storage in a designated area.</p> <p><del>f. A common use area shall be provided in the parcel of five hundred (500) square feet per campsite.</del></p>	<ul style="list-style-type: none"> <li>• Improve Michigan Public Health Code citation.</li> <li>• B. is redundant with a., so it was eliminated. Section 333.12510 of the Public Health Code allows for local health department inspections.</li> <li>• Eliminate “regardless of size” in c. The Construction Code stipulates what size buildings require a permit (not Whitewater Township).</li> <li>• Reword d. to provide direction as to how to reduce impacts off-site.</li> <li>• Address winter storage in e.</li> <li>• F. is not needed or practical.</li> </ul>

Draft Language from Oct. Mtg.	Proposed Zoning Language	Comments / Questions
<p>5. Duration of Residency: Permanent residency is prohibited on the property with the exception of one residential home/office to be used and occupied by the campground owner or designated employee. Campsites or structures may be rented by the day, week, not to exceed 30 days at one site.</p> <p>6. Parking and Access: Facility shall provide adequate parking and passenger loading areas per the requirements of Article 34, Off-Street Parking and Loading. Adequate stacking area shall be provided for vehicles waiting to enter or exit the facility.</p> <p>7. Campfires: All campfires shall be confined to designated fire rings and fires shall be monitored at all times to maintain a safe environment.</p> <p>8. Lighting: Exterior lighting shall be installed in such a manner that it does not impede the vision of traffic along adjacent streets. In addition, facilities using night lighting adjoining a residentially zoned property shall deflect lighting away from these areas. Use of low impact walkway lighting is encouraged.</p>	<p><b>5. Duration of Residency:</b></p> <p>Permanent residency is prohibited on the property with the exception of one residential home/office to be used and occupied by the campground owner or designated employee. Campsites or cabins may be rented by the day or week, but not to exceed 30 days at one site.</p> <p><b>6. Parking and Access:</b></p> <p>Facility shall provide adequate parking and passenger loading areas per the requirements of Article 34, Off-Street Parking and Loading. Adequate stacking area shall be provided so that no vehicles waiting to enter the campground are staged in a public or private road.</p> <p><b>7. Campfires:</b></p> <p>All campfires shall be confined to designated fire rings and fires shall be monitored at all times to maintain a safe environment.</p> <p><b>8. Lighting:</b></p> <p>Exterior lighting shall utilize full cut-off type light fixtures that direct light downward. Fixtures shall be designed such that illumination from the light source does not occur above a 90-degree angle. This includes free-standing light fixtures and exterior building wall packs.</p>	<ul style="list-style-type: none"> <li>• Need to discuss the 30-day limit on campground / cabin stays.</li> <li>• Clarify that stacking areas are designed such that no vehicles waiting to enter the campground are staged in a public or private road.</li> <li>• #7 is too vague to be useful</li> <li>• Add specifics to the limitations on exterior lighting.</li> </ul>

Draft Language from Oct. Mtg.	Proposed Zoning Language	Comments / Questions
<p><b>9. Trash and sanitation:</b></p> <p>a. Each cabin, pad, or primitive campsite shall be provided water and sanitary service approved by the Grand Traverse County Health Department or have convenient access to approved sanitary service building(s).</p> <p>b. No temporary sanitary facility or trash receptacle shall be located within two hundred (200) feet of an existing dwelling.</p> <p>c. Adequate trash receptacles shall be provided, as needed throughout the site. Sites shall be periodically cleared of debris so that litter does not accumulate or drift onto adjacent properties.</p> <p><b>10. Accessory Commercial Activities:</b></p> <p>a. One camp store shall be permitted provided that it is designed to provide for camping provisions such as ice, pop, snacks, firewood, or other items related or incidental to camping.</p> <p>b. In no case shall a recreational accessory use predate the installation and operation of the principal use.</p> <p>c. When the principal use ceases operation, the accessory use shall immediately cease.</p> <p>d. Accessory commercial activities shall be limited to those necessary to serve only the seasonal patrons of the facility.</p>	<p><b>9. Trash and sanitation:</b></p> <p>a. Each cabin, campsite or group campsite shall have water and wastewater service at the site, or have convenient access to sanitary facilities and sanitary stations approved by the Grand Traverse County Health Department and in accordance with Public Act 368 of 1978.</p> <p>b. No sanitary facility, sanitary station or trash receptacle shall be located within two hundred (200) feet of an existing dwelling located on any adjacent parcel.</p> <p><del>c. Adequate trash receptacles shall be provided, as needed throughout the site. Sites shall be periodically cleared of debris so that litter does not accumulate or drift onto adjacent properties.</del></p> <p><b>10. Accessory Commercial Activities:</b></p> <p>a. One camp store shall be permitted as an accessory use to provide for camping provisions such as ice, pop, snacks, firewood, other items related or incidental to camping, or support services such as laundry rooms. Such a camp store may not operate independently from normal campground operations and shall cease operations when the campground is closed seasonally or permanently.</p>	<ul style="list-style-type: none"> <li>• Clarify language about sanitary facilities and sanitary stations, Grand Traverse County Health Department and Public Act 368 of 1978 in a. and b.</li> <li>• Refuse disposal requirements is addressed in Public Act 368 of 1978 (325.1581).</li> <li>• Eliminate c.</li> <li>• Clarify language with respect to a campground store.</li> </ul>

Draft Language from Oct. Mtg.	Proposed Zoning Language	Comments / Questions
<p><b>11. A Management Plan:</b></p> <p>As part of the application process the applicant shall present a detailed management plan for the campground. This plan shall include plans for implementation of the following:</p> <p>a. All campgrounds shall provide for contact with management to facility residents, visitors, township, or law enforcement officials. Onsite supervision is preferred but staff shall be available within a 10-minute response time at all times, 24-hour a day, whenever campground is in operation.</p> <p>b. The total number of campsite, cabins, and accessory buildings proposed as well as any green belt, walking trails, or recreational components.</p> <p>c. The campground policies and enforcement procedures to deal with noise, rowdy behavior, and similar nuisance activities. This plan shall include methods for policy implementation, a plan for education of policies, and plan for enforcement when voluntary compliance is not provided.</p> <p>d. The posted office hours and quiet hours for the campground and the seasons the campground will operate. Operating hours shall be approved by the Planning Commission based on the nature of the use and the nuisance potential to adjoining property owners.</p> <p>e. A campground policy for the use of ATV, golf carts, snowmobiles or other recreational vehicles which might accompany campers.</p> <p>f. Disclosure of all recreational elements and whether these elements will be available to the general public in some form or reserved exclusively for resident and guests.</p> <p>g. Procedures for trash pick-up and disposal.</p> <p>h. Standards for fire safety, fire safety equipment, and resident evacuation routes.</p>	<p><b>11. A Management Plan:</b></p> <p>As part of the application process the applicant shall present a management plan that describes policies and rules for the campground. At a minimum, this plan shall include the following elements:</p> <p>a. Owner/operator/manager contact information.</p> <p>b. Office hours</p> <p>c. Campground policies and procedures with respect to dealing with noise complaints, disturbances, and other nuisances.</p> <p>d. Applicable quiet hours</p> <p>e. Policies with respect to use of off-road vehicles in the campground.</p> <p>f. Description of policies and procedures related to fire safety, fire safety equipment, emergency vehicle access and evacuation routes.</p>	<ul style="list-style-type: none"> <li>Consider requiring only information that would aid Whitewater Township address operational complaints and issues</li> </ul>

Draft Language from Oct. Mtg.	Proposed Zoning Language	Comments / Questions
<p>i. Gravel and dirt roads shall have a road maintenance plan in place to address dust control and condition.</p> <p>j. Excessive dust, noise, traffic, and trespassing shall not be inflicted on adjacent properties. Appropriate fencing, design, and signage shall be provided to address any issues that arise.</p>		

## Proposed Amendment (Draft)

**D. Campgrounds:** The following standards provide additional requirements for commercial campgrounds when allowed by Special Use Permit in a zoning district.

### 1. Site Size and Access

- a) Minimum Size: 40 acres
- b) Road Access: All commercial campgrounds shall have access to a public or private all-season road.
- c) Traffic Impact: If the size of a proposed commercial campground is such that the peak hour traffic generation exceeds 100 vehicle trip ends in any peak hour according to the current version of the Institute of Transportation Engineers' Trip Generation Manual, an independent traffic impact study is required. Such a study shall be prepared by a qualified engineering consultant and paid for by the applicant. The study shall explore the need for traffic control measures such as turn lanes and deceleration lanes.

### 2. Setbacks, Buffering and Screening

- a) Building Setbacks: Regardless of the setbacks normally applicable in a given zoning district, the following setbacks are applicable to commercial campgrounds. No campsite, cabins, campground facilities, recreational structures, playgrounds, sanitation facilities/equipment, parking lots, or similar improvements are permitted in the required setbacks listed below.

Yard	Setback
Front	100'
Side	100'
Rear	100"

- b) Buffering: The setback area required shall be maintained in natural state and may include underground utilities, access driveways, signage and non-motorized trails. When a commercial campground abuts a residential zoning district, additional landscaping may be required to mitigate potential off-site impacts. Additional required landscaping may include trees, shrubs, earthen mounding and similar landscape treatments.
- c) Screening: All outdoor storage, dumpsters, bulk trash receptacles, and maintenance equipment shall be screened with plant material and/or fencing that completely obscures view of containers and equipment on three sides.

### 3. Site Density

- a) The location and number of campsites shall be shown on the site plan. Each campsite shall be associated with a defined area in accordance with the following requirements.

Type	Area (Sq. Ft.)	Max. Permitted
Recreational Unit campsites	4,500	NA
Tent campsites	3,000	NA
Cabins	NA	No more than one cabin for each 4 acres of total campground area.
Group campsites	1,000 per person given the design capacity of the group campsite.	NA



#### **4. General Standards**

- a) All requirements of Public Health Code, Act 368 of 1978, Part 125, as amended shall be met.
- b) Cabins, accessory/service buildings such as storage facilities, laundry, restrooms, kitchens, pavilions, etc. shall be allowed but shall require a building permit, and approval from Grand Traverse County Construction Code.
- c) Recreational elements such as pools, pavilions, basketball, tennis courts, or similar areas that generate noise and high activity levels shall be located in interior portions of the campground to the greatest extent practical to reduce negative impacts on the surrounding areas with regard to noise, light, odors, etc.
- d) Onsite storage of campers when not in use shall be permitted, but shall not exceed the total number of recreational unit campsites. This includes winter storage in a designated area.

#### **5. Duration of Residency**

- a) Permanent residency is prohibited on the property with the exception of one residential home/office to be used and occupied by the campground owner or designated employee. Campsites or cabins may be rented by the day or week, but not to exceed 30 days at one site.

#### **6. Parking and Access**

- a) Facility shall provide adequate parking and passenger loading areas per the requirements of Article 34, Off-Street Parking and Loading. Adequate stacking area shall be provided so that no vehicles waiting to enter the campground are staged in a public or private road.

#### **7. Lighting**

- a) Exterior lighting shall utilize full cut-off type light fixtures that direct light downward. Fixtures shall be designed such that illumination from the light source does not occur above a 90-degree angle. This includes free-standing light fixtures and exterior building wall packs.

#### **9. Trash and sanitation**

- a) Each cabin, campsite or group campsite shall have water and wastewater service at the site, or have convenient access to sanitary facilities and sanitary stations approved by the Grand Traverse County Health Department and in accordance with Public Act 368 of 1978.
- b) No sanitary facility, sanitary station or trash receptacle shall be located within two hundred (200) feet of an existing dwelling located on any adjacent parcel.

#### **10. Accessory Commercial Activities:**

- a) One camp store shall be permitted as an accessory use to provide for camping provisions such as ice, pop, snacks, firewood, other items related or incidental to camping, or support services such as laundry rooms. Such a camp store may not operate independently from normal campground operations and shall cease operations when the campground is closed seasonally or permanently.

#### **11. A Management Plan:**

As part of the application process the applicant shall present a management plan that describes policies and rules for the campground. At a minimum, this plan shall include the following elements:

- a) Owner/operator/manager contact information.
- b) Office hours
- c) Campground policies and procedures with respect to dealing with noise complaints, disturbances, and other nuisances.
- d) Applicable quiet hours
- e) Policies with respect to use of off-road vehicles in the campground.
- f) Description of policies and procedures related to fire safety, fire safety equipment, emergency vehicle access and evacuation routes.

### **Existing Relevant Definitions in Article III**

**CABIN:** A simple housing structure providing temporary accommodation for recreational purposes.

**CAMPGROUND, COMMERCIAL:** A campground owned and operated expressly for the purpose of renting space in the campground on a transient basis for profit to the general public. A campground owned and operated by a non-profit organization for the exclusive temporary use and enjoyment of its members shall also be considered a commercial campground.

**CAMPGROUND, PRIVATE FAMILY:** Parcels of land owned and operated exclusively for the temporary use and enjoyment of those sharing in the ownership of the parcel, their invited guests and not for remuneration.

**RECREATIONAL UNIT:** A vehicular structure, primarily designed as temporary living quarters for recreational camping or travel use, which either has its own motive power or is mounted on or drawn by another vehicle which is self-powered. Recreational units shall include travel trailers, camping trailers, motor homes, truck campers, slide-in campers and chassis-mounted dwellings.

### **New/Updated Definitions in Article III**

**CABIN:** A seasonal dwelling designed for temporary use, that does not exceed 700 square feet in total area, available for rent on a limited basis.

**CAMPSITE:** An area of land in a campground for the placement of tents, and recreational units. Campsites often have site improvements such as gravel or hard surface pads, fire rings and may have hookups to water, sewer, electric and cable.

**CAMPGROUND, PRIVATE FAMILY:** Parcels of land owned and operated exclusively for the temporary use and enjoyment of those sharing in the ownership of the parcel, their invited guests and not for remuneration.

**COMMERCIAL CAMPGROUND:** A parcel or tract of land under the control of a person in which sites are offered for the use of the public or members of an organization, either free of charge or for a fee, for the establishment of temporary living quarters for five or more recreational units. Campground does not include a seasonal mobile home park licensed under the mobile home commission act, 1987 PA 96, MCL 125.2301 to 125.2349. A campground owned and operated by a non-profit organization for the exclusive temporary use and enjoyment of its members shall also be considered a commercial campground. A commercial campground is not a private family campground as defined herein.

**GROUP CAMPSITE:** A parcel of land designed and reserved for the location of recreational unit sites and/or tent sites to accommodate a specific number of people

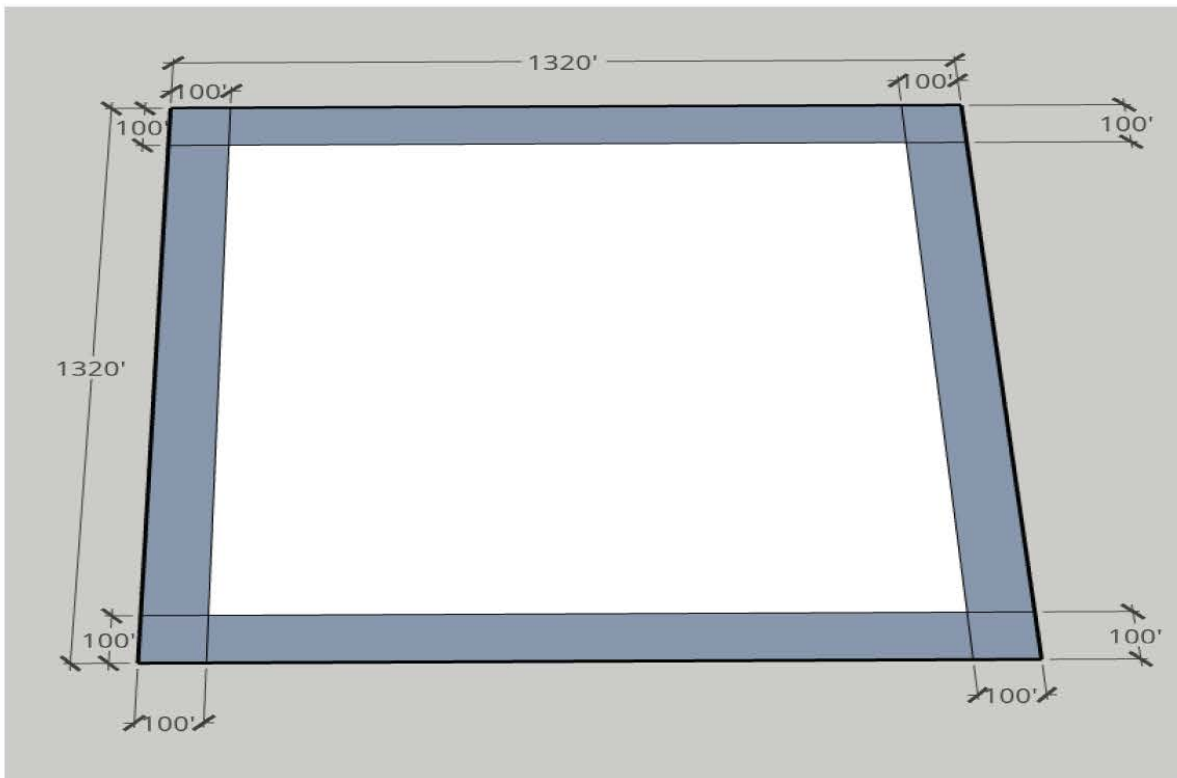
**RECREATIONAL UNIT:** A vehicular-type structure, primarily designed as temporary living quarters for recreational, camping, or travel use, which either has its own motive power or is mounted on or drawn by another vehicle which is self-powered. Recreational units include travel trailers, a camping trailer, a motor home, a truck camper, a slide-in camper, a chassis-mount camper. A recreational unit does not include a mobile home used as a permanent dwelling, residence, or living quarters.

**RECREATIONAL UNIT CAMPSITE:** An area of land in a campground for the placement of a single recreational unit and the exclusive use of its occupants. Recreational unit sites may be supported by individual water, sewer and electric services, or may rely on centralized restrooms, showers and similar services.

**TENT:** A tent means a collapsible shelter of canvas or other fabric stretched and sustained by poles and used for camping outdoors.

**TENT CAMPSITE:** An area designated for recreational campers using a tent as housing. Tent campsites are supported by access to central restrooms, showers and similar services.

## COMMERICAL CAMPGROUND ILLUSTRATION



- $1320 \times 1320 = 1,742,400$  Sq. Ft. (40 acres)
- Required 100' buffer around the site can only be used for underground utilities, access driveways, signage and non-motorized trails.
- 100' buffer around the property reduces a 40-acre site to slightly more than 34 acres of developable property.

# MEMO

**To:** Whitewater Township Planning Commission  
**From:** Randy Mielnik, AICP  
**Date:** December 20, 2022  
**Re:** Master Plan – Resident Outreach Committee (ROC)

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At the December meeting, the Planning Commission discussed the need for a committee to help organize steps to engage residents in the Master Plan process. We discussed the importance of deliberately reaching out to residents so they can provide input and shape key parts of the updated Master Plan. We also discussed the fact that much organizational work needs to be done, and that it would be best accomplished with the help of a committee focused on these matters.

The material below provides additional details on how this committee might function, what needs to be done and a general time table for your consideration:

- [1] The Resident Outreach Committee (ROC) is an advisory committee of the Planning Commission, but as mentioned in December, committee membership need not be limited to Planning Commission members (See Section 125.3817(2) of the Michigan Planning Enabling Act).
- [2] The ROC should include 5 people to keep it small and effective. The ROC is a working group with no more than two Planning Commission members and three residents with a good understanding of current planning issues and Whitewater Township. Resident members should be selected by the full Planning Commission at the January meeting.
- [3] Scheduled ROC meetings should be announced at Planning Commission meetings, and input from others not on the committee itself should also be encouraged.

- [4] The ROC should be focused on decisions related to process and logistics, and it should meet as necessary to address the following specific issues:
- Make a recommendation with respect to the need to prepare a new community survey to update data from 2009. The key question is whether the existing survey information provided is current enough to be useful.
  - If a new survey is desired, review questions and recommend updated survey questions to the Planning Commission. Also, consider and recommend a course of action related to the mechanics of a survey (mailing, newsletter, website link, etc.)
  - Old survey results, and potentially new survey results, will be used to help define a select number of issues that would be topics at subsequent workshops/community meetings.
  - Address the issue of timing and completion dates as the aim is to complete the survey by spring/early summer, so that results are available for planning workshops.
  - Plan for one or more community workshops. Planning work includes potential dates, meeting location, workshop format, advertisements, etc.
  - Target workshop(s) for summer 2023, so seasonal residents are present.

Requestor: Alfred Keaton - PC member

Topic of discussion: Master Plan and Zoning Ordinances

Objective: Update both with high quality products

Discussion: Occasionally it's better to look at complex problems from a different perspective. Whitewater Township has had long term problems with their Master Plan and Zoning Ordinance compatibility. What my short time on the PC revealed is both are out of step with our TWP's needs and require a drastic overhaul.

Whitewater Township has hired Randy Mielnik of North Place Planning to update our Master Plan. This process is unfolding now and it will likely take about nine more months to complete. The new master plan will address "big picture issues" and it will rely on ample citizen engagement and participation. When done, it will likely recommend substantial changes to our zoning ordinance to help implement the goals and updated vision contained in the new Master Plan.

As the new Master Plan is being developed over the next 9 months, we know we continue to rely on a zoning ordinance that is flawed at many basic levels. It is hard to follow, confusing and may even be contradictory in certain places. It lacks a consistent terminology and organization. I propose that we take steps to clean up our zoning ordinance now (while the Master Plan is underway) so that we have a better foundation to work from when the Master Plan is done. The Master Plan will contain a list of recommendations to implement the plan and many will likely include zoning amendments.

With the Master Plan update process, we need a parallel effort to "shore up and clean-up" our zoning ordinance so we have a better foundation to work from going forward. I talked with Randy Mielnik, and asked how long it might take to "clean up" our zoning ordinance, and he said about 2-3 months. This effort would not include any changes to the regulations as they are now, but would address conflicts, organization, terminology, cross referencing, and similar organizational and formatting issues. The overriding goal is to get to a much-improved document that is more easily understood.

My vision is Randy who has been doing this very successfully over 40 years has numerous master plans and zoning ordinances he has prepared for others over his career that fit rural and non-rural communities. Mr. Mielnik would put together both documents, meanwhile the PC's main focus would be getting specific conclusive resolution to areas in question.

## Whitewater Township Planning Commission Bylaws

The following rules of procedure are hereby adopted by the Whitewater Township Planning Commission to facilitate the performance of its duties as outlined in the Michigan Planning Enabling Act, Public Act 33 of 2008, MCL 125.3801, *et seq.*, and the Michigan Zoning Enabling Act, Public Act 110 of 2006, MCL 125.3101, *et seq.*

### SECTION 1: Membership

- A. Membership Size** - The Planning Commission shall consist of seven (7) members.
- B. Membership Terms of Office** – Members are appointed by the Township Supervisor for staggered three year terms with the approval of the Township Board and expire December 31. Members are expected to take the Oath of Office and serve until their term expires and a successor has been appointed as provided above.
- C. Membership Departure** - Members who are unable or unwilling to serve the entire terms for which they were appointed or who do not wish to be considered for reappointment shall provide sixty (60) days advance written notice of that fact to the Township Supervisor so that a successor may be appointed and approved in a timely manner that does not require the Commission to function with less than the seven (7) members provided.
- D. Membership Qualification** - All members shall be qualified electors of the Township of Whitewater, except that one member may be a non-qualified elector.
- E. Membership Representation** - Membership shall be representative of the important segments of the community including:
  - 1. Agriculture
  - 2. Natural Resources/Environmental
  - 3. Recreation
  - 4. Education
  - 5. Public Health
  - 6. Government
  - 7. Transportation
  - 8. Industry
  - 9. Commerce
  - 10. Waterfront Owner
  - 11. Building Trades
  - 12. Resident at Large
- F. Township Board Representation** – One member of the Township Board shall serve as a member of the Planning Commission. His/her term shall coincide with their term of office on the Whitewater Township Board of Trustees. The Township Supervisor is ineligible to serve in this capacity.
- G. Zoning Board of Appeals Representation** – One member of the Planning Commission shall be appointed by the supervisor to serve as a member of the Zoning Board of Appeals. His/her term shall coincide with their appointment to the Planning Commission. The PC chair shall provide the supervisor a recommendation for appointment following consult with the PC.
- H. Liaisons** - The Township Attorney and the Planning Department staff (including their agents and consultants) shall have the ability to participate in discussions of the Commission during their meetings.

### SECTION 2: Officers

- A. Selection and Tenure** - At the first regular meeting each January, the Planning Commission shall select a Chairperson, Vice Chairperson and Secretary. All officers shall serve a term of one year and shall be eligible for re-election for consecutive terms for the same office. The newly elected officers shall assume their responsibilities at the next regular meeting. If due to unforeseen circumstances, the Planning Commission is unable to elect officers at the January meeting, those officers whose terms as officers have expired and who remain as active members of the Planning Commission shall continue their services as officers until elections are held.
- B. Chairperson** - The Chairperson shall preside at all meetings, appoint committees and perform such other duties as may be ordered by the Planning Commission, including recommending the Zoning Board Representative to the Township Board when a vacancy occurs.
- C. Vice Chairperson** - The Vice Chairperson shall act in the capacity of the chairperson in his/her absence. In the event the office of Chairperson becomes vacant, the Vice Chairperson shall succeed to this office for the unexpired term, and the Planning Commission shall select a successor to the office of Vice Chairperson for the unexpired term.
- D. Secretary** - The Secretary shall execute documents in the name of the Planning Commission and shall perform such other duties as the Planning Commission may determine. The Secretary may be assisted by a Recording Secretary and/or the Zoning Administrator in the performance of his/her duties.

### **SECTION 3: Meetings**

The business the Planning Commission may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act. The Planning Commission may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting.

- A. Regular Meetings** – Meetings of the Planning Commission shall be held on the First Wednesday of each month. All meetings shall take place at Whitewater Township Hall, 5777 Vinton Road, Williamsburg, MI 49690 at 7:00 P.M. When a regular meeting falls on a legal holiday or upon a day resulting in a conflict, the Planning Commission shall, if possible, select a suitable alternate meeting date in the same month as the originally scheduled meeting.  
  
Notice of regular Planning Commission meetings shall be posted at Township Hall each year in accordance with the Open Meetings Act and on the township website.
- B. Special Meetings** - Special meetings may be called by the Chairperson or upon written request to the secretary by at least two members of the Planning Commission. Notice of special meetings shall be given to the members of the Planning Commission at least 48 hours prior to the meeting. Such notice shall state the purpose, time and location of the special meeting and shall be posted in accordance with the Open Meetings Act.
- C. Notice** - Notice required for specific planning, zoning or other land use actions will be given in accordance with the Michigan Planning Enabling Act, the Michigan Zoning Enabling Act, Land Division Act, or other applicable statute. All Planning Commission agendas and notices will be posted on the Township website, whitewatertownship.org. and in all other Township designated locations.
- D. Public Hearings** - All public hearings held by the Planning Commission must be held as part of a regular or special meeting of the Planning Commission.
  - 1. Public Hearings that will result in the consideration of amending the Zoning Ordinance text or map shall be set by motion of the Planning Commission.
  - 2. Public Hearings that are required for site plan and/or special use consideration may be set in accordance with the Planning Commissions regular schedule by the Zoning Administrator.



- E. Agenda** - The chairperson shall be responsible for preparing a tentative agenda, with the assistance of the Zoning Administrator or Recording Secretary, if requested, for Planning Commission meetings. The agenda may be modified by quorum of the Commission.
- F. Quorum** - Four (4) members of the Planning Commission shall constitute a quorum for transacting business and taking official action for all matters with the exception of Master Plan adoption or amendments (see G below).
- G. Voting** - An affirmative vote of 2/3 of the members of the Planning Commission is required to recommend approval of the master plan or amendments to the plan or to amend these bylaws. Unless otherwise required by statute, other actions or motions placed before the Planning Commission may be adopted by a majority vote of the members present and voting, as long as a quorum is present. Voting shall be by voice vote; a roll call vote shall be required if requested by any Commission member or directed by the chairperson. Except in the case of conflict of interest, all Planning Commission members, including the Chairperson and ex officio member, shall vote on all matters.
- H. Public Records** - All meetings, minutes, records, documents, correspondence and other materials of the Planning Commission shall be open to public inspection in accordance with the Freedom of Information Act, except as may otherwise be provided by law.
- I. Parliamentary Procedure** – Parliamentary procedure in Planning Commission meetings shall be governed by Roberts Rules of Order.

#### **SECTION 4: Duties of the Planning Commission**

The Planning Commission shall perform the following duties:

- A.** Prepare, review, and update a master plan as a guide for development within the Township's planning jurisdiction.
- B.** Take such action on petitions, staff proposals and Township Board requests for amendments to the Zoning Ordinance as required.
- C.** Take such action on petitions, staff proposals and Township Board requests for amendments to the Master Plan as required.
- D.** Prepare an annual written report to the Township Board of the Planning Commission's operations and the status of planning activities, including recommendations regarding actions by the Township Board related to planning and development.
- E.** Take such actions as authorized or required by the Michigan Planning Enabling Act.
- F.** Take such actions as authorized or required by the Michigan Zoning Enabling Act.
- G.** Review subdivision proposals and recommend appropriate actions to the Township Board.
- H.** Perform other duties and responsibilities or respond as requested by any Township Board or Commission.

#### **SECTION 5: Absences and Removals**

- A.** To be excused, members of the Planning Commission shall notify the Planning Commission Chairperson, other Planning Commission member or Township Staff when they intend to be absent from a meeting. Failure to make this notification prior to the meeting shall result in an unexcused absence.
- B.** Members may be removed by the Township Board for misfeasance, malfeasance or nonfeasance in office upon written charges and after a public hearing.

- C. Following three consecutive absences or six within any 12-month period, the Planning Commission shall present to the Township Board a recommendation for dismissal or continued service of a member.

## **SECTION 6: Conflict of Interest**

During the Declaration of Conflict of Interest portion of the agenda, Planning Commission member(s) shall disclose the potential conflict of interest to the Planning Commission. Failure of a member to disclose a potential conflict of interest as required by these bylaws constitutes malfeasance in office.

Conflict of interest is defined as, and a Planning Commission member shall declare a conflict of interest and abstain from participating in Planning Commission deliberations and voting on a request, when:

1. An immediate family member is involved in any request for which the planning commission is asked to make a decision. "Immediate family member" is defined as a spouse, mother, father, sister, brother, son, or daughter, including an adopted child.
2. The Planning Commission member has a business or financial interest in the property involved in the request or has a business or financial interest in the applicant's company, agency or association.
3. The Planning Commission member owns or has a financial interest in neighboring property or property within a notification zone.
4. These guidelines shall be superseded when the "rule of necessity" is invoked.

If there is a question whether a conflict of interest exists or not, the question shall be put before the Commission. Whether a conflict of interest exists or not shall be determined by a majority vote of the remaining members of the Commission.

In the event that a conflict is declared, the member shall remove themselves from the meeting table until the agenda item is concluded.

## **SECTION 7: Compensation**

Planning Commissioners will receive compensation on a per meeting basis as determined by the Township of Whitewater Board of Trustees. Planning Commissioners may receive reimbursement for travel and expenses with recommendation by the Planning Commission and approval by the Township Board.

## **SECTION 8: Education**

Members shall complete one training/educational program each year. Training may be provided when available at regular meetings of the Planning Commission by the Planning/Zoning Administrator (or his/her designee) and will qualify as acceptable training. However additional training is encouraged.

## **SECTION 9: Order of Business**

The order of business shall be as follows:

1. Call to Order/Pledge of Allegiance
2. Roll Call of Commission 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. Public Hearing
  - a. Open public hearing/ state time.
  - b. Request those attending sign attendance sheet.
  - c. State date of public hearing notice publication and newspaper published in.
  - d. State purpose of public hearing.
  - e. Introduce any presentations to be given.
    - i. Zoning Administrator
    - ii. Petitioner/Agent
  - f. Read any written comments received.
  - g. Receive public comment.
  - h. Close public hearing/state time.

Questions shall be addressed through the Chair during the public hearing. Planning Commission discussion and/or action shall take place following the public hearing.

7. Approval of Minutes of Previous Meeting(s)
8. Correspondence
9. Reports/Presentations/Announcements/Comments
  - a. Zoning Administrator
  - b. Chair
  - c. Township Board Representative
  - d. ZBA Representative
  - e. Committee Reports
  - f. Additional Items

10. Unfinished Business
11. New Business
12. Next Meeting Agenda
13. Public Comment
14. Commission Discussion/Comments
15. Continuing Education
16. Adjournment

## **SECTION 10: Amendments**

These bylaws may be amended at any time following a recommendation of the majority of the membership of the Planning Commission and subsequent notification to the Township Board.

Resolution #PC23-01

Resolution for Whitewater Township Planning Commission  
Regular Meeting Schedule for 2023/2024  
Whitewater Township  
Grand Traverse County, Michigan

**Be It Resolved** that the Whitewater Township Planning Commission will meet in regular sessions for the 2023/2024 fiscal year on the following dates at 7 p.m., unless otherwise noted, at the Whitewater Township Hall, 5777 Vinton Rd., Williamsburg, Michigan.

Wednesday, April 5, 2023  
Wednesday, May 3, 2023  
Wednesday, June 7, 2023  
Wednesday, July 5, 2023  
Wednesday, August 2, 2023  
Wednesday, September 6, 2023  
Wednesday, October 4, 2023  
Wednesday, November 1, 2022  
Wednesday, December 6, 2023  
Wednesday, January 3, 2024  
Wednesday, February 7, 2024  
Wednesday, March 6, 2024

A motion to adopt the foregoing Resolution was made by \_\_\_\_\_ and seconded by \_\_\_\_\_.

Upon roll call vote, the following voted:

DeYoung -  
Jacobson -  
Keaton -  
Rebant -  
Steelman -  
Wroubel -  
Vollmuth -

Resolution declared adopted.

I, \_\_\_\_\_, Secretary of the Whitewater Township Planning Commission, Grand Traverse County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Whitewater Township Planning Commission of said municipality at a meeting held on \_\_\_\_\_, relative to the adoption of Resolution #PC23-01.

\_\_\_\_\_