

WHITEWATER TOWNSHIP PLANNING COMMISSION  
MINUTES FOR REGULAR MEETING  
January 3, 2024

Call to Order at 7:01 p.m.

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

Absent: DeYoung, Slopsema

Also in attendance: Planner Mielnik, Recording Secretary MacLean, Members of the ROS

Eight on Zoom at the start of the meeting.

Set / Adjust Agenda: Set

Declaration of Conflict of Interest: None

Public Comment:

Connie Hymore

Public Hearing: None

Approval of Minutes:

MOTION by Jacobson second by Wroubel to approve the Regular Meeting Minutes of December 6, 2023.

Roll call vote: Vollmuth-yes; Jacobson-yes; Wroubel-yes; Steelman-yes; DeYoung-N/A; Slopsema-N/A, Keaton-yes.

Motion carried.

Correspondence: Elk Rapids draft Master Plan open for comments

Reports and Presentations:

*Zoning Administrator Report, Hall:* None

*Chair's Report, Steelman:* None

*Township Board Rep, Vollmuth:* General Ordinance Books presented to PC members. Read the Board packet.

*ZBA Representative, Wroubel:* No cases in December.

*Committee Reports:* None

*Additional items:* None

Unfinished Business:

1. Master Plan (MP) / Resident Outreach Subcommittee (ROS)
  - a. Popp's comments on Chapters 1-4 from the joint meeting  
Mielnik summary of Popp's comments: typo correction
  - b. Chapter 5 represents the overview of current engagement and past surveys. Review the summary and bring back comments to the February meeting. A high-resolution file of the photos is available on the website.  
Next up is goals and action steps to be taken.
  - c. Anything else related to the MP. There was a statement about Supply Road being federally funded. Does that have something to do with the setbacks along that road? That information would be important to include in the MP and/or zoning ordinance. Bring back to the February meeting.
2. Zoning Ordinance project update
  - a. Zoning map discussion: Keaton suggests funding for zoning map verification. A local surveyor is evaluating the Industrial Zone. Possibly have all of the districts surveyed. Validate the map. Need a scope of work to create an RFP to get that moving.  
Legal descriptions and a map to match. Current parcel layer from the county and draw the zoning district boundaries according to the legal descriptions. Include the zoning ordinance and amendments for the RFP.  
MOTION by Vollmuth, second by Keaton to have Randy create the RFP as discussed.  
Roll call vote: Vollmuth-yes; Slopsema-N/A; DeYoung-N/A; Wroubel-yes; Jacobson-yes; Keaton-yes; Steelman-yes. Motion carried.
3. Correspondence and discussion about the timing to invite Laura Rigan from Grand Traverse Regional Land Conservancy to explain what services they provide, educate on options and what development easements are, not necessarily try to create development easements just to educate. Invite for February or March meeting.

a. Discussion about other resources / ideas to assist during some of the hot topic zoning concerns. Possibly connect with other townships regarding short term rentals (STRs). Mielnik will connect with a contact from East Bay regarding STRs.

4. Popp's comments on the draft zoning ordinance as presented at the joint PC / Board meeting. Mielnik noted there are 120 comments and questions on the 20 pages presented. The PC does not want to deviate from the work and plan that the PC is trying to accomplish. It was noted that nothing in the comments should bring the current trajectory to a halt. This is a working draft.  
It is a consensus of the PC to keep moving the way we are to move the draft forward.  
Mielnik will have more to the PC.
5. Anything else related to the zoning project.

New Business:

1. Resolution PC24-01 Meeting dates  
MOTION by Steelman second Jacobson to adopt Resolution #PC24-01, Meeting Schedule for 2024/2025 as amended.  
Roll call vote: DeYoung-N/A; Jacobson-yes; Keaton-yes; Slopsema-N/A; Steelman-yes; Wroubel-yes; Vollmuth-yes. Motion carried.
2. Bylaws discussion regarding suggestions presented.  
MOTION by Steelman second by Jacobson to accept the changes and present to the Board.  
Roll call vote: Jacobson-yes; Keaton-yes; Slopsema-N/A; Steelman-yes; Wroubel-yes; Vollmuth-yes; DeYoung-N/A. Motion carried.

Discussion of the annual report to be presented to the board for the February meeting. Coordinate with the zoning administrator and include the previous year(s) report(s) for reference.

3. Fiscal Year 2024/2025 Budget discussion ensued regarding number of meetings, the costs of public hearing notice publications, office supplies, postage, printing, Michigan Association of Planning membership for 12, education and professional services for the MP, the zoning ordinance and survey map work.  
Consensus to send the discussed budget amounts to the Board.
4. Zoning Administrator email – Grant opportunity: MSHDA Housing Ready Grant Initiative. The portal opens January 16.

Next meeting: February 7, 2024

Public Comment:

Linda Slopsema

Commission Discussion/Comments:

The Master Plan discussion may bring forth areas that require more details. Don't want to hold up the whole MP.  
The zoning map may cause delays.

Key notes to share at next Regular Board Meeting: Budget information for February, year-end report for March, RFP.  
Action items for PC members Steelman will send the to-do lists.

Continuing Education: None

Adjournment: 9:35 p.m.

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

Respectfully Submitted  
Lois MacLean,  
Recording Secretary