

WHITEWATER TOWNSHIP PLANNING COMMISSION  
MINUTES FOR REGULAR MEETING  
January 4, 2023

Call to Order at 6:00 p.m.

Roll Call: In person: DeYoung, Jacobson, Keaton, Rebant, Steelman, Wroubel, Vollmuth  
Absent:

Also in attendance: Planner Randy Mielnik and Recording Secretary MacLean

Zoom attendance: 5

Set / Adjust Agenda: move 10.b (Article 25, SUP commercial campgrounds) to the end of the agenda add introductions before Declaration of Conflict of Interest.

Members introduce themselves.

Declaration of Conflict of Interest: Vollmuth passed out definition of conflict of interest.

Keaton notes High Pointe Golf course touches his property for future discussion. Keaton indicates that he will not recuse himself from discussion of the golf course. Legal opinion indicates that Keaton should recuse himself. If the attorney comes back with the same opinion Keaton indicates that he will not continue on the PC.

Commission discussion ensued regarding conflict of interest.

Vollmuth will contact attorney for additional clarification.

According to the PC bylaws the Commission votes to make the decision if recusal necessary or not on a particular issue.

Public Comment:

Public comment began at 6:33 p.m.

Connie Hymore

Comment read by Connie Hymore for Vicki Beam

Public comment ended at 6:38 p.m.

Public Hearing: None

Approval of Minutes:

MOTION by DeYoung, to approve the minutes of December 7, 2022, as amended; second by Steelman.

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

Motion carried.

Correspondence: None

Reports:

*Zoning Administrator Report, Hall:* Note read by Jacobson: The Planner's submission regarding Article 28 are thoughtful and well represented, easy to follow. Anticipating the Baggs Road Condo application in the near future. High Pointe Golf course will be back, likely, in February after the road study had been completed.

*Chair's Report, Jacobson:* Consistent communication is necessary.

*Township Board Rep, Vollmuth:* Has spoken with the Board regarding attorney opinions and wanting reasons for changes presented by legal regarding amendments and ordinances. Discussion ensued regarding communication with the board. PC would like to have a joint meeting with the Board. Make an agenda item in February to discuss communication with the Board and have Heidi make the same request of the Board. Then have a joint meeting where the communication ideas can be discussed.

Communication with the Board is very important.

*ZBA Representative, Wroubel:* No cases in December. Annual housekeeping are on the agenda for January. Carl has signed up for the online MSU Extension Water 101 course.

*Committee Reports:* None.

*Planner, Mielnik:* will be presented in the agenda items.

Unfinished Business:

1. Article 28, Condo Regulations and related Article 3 Definitions public hearing postponed.
2. Status update on ZO Amendments to 1, 12 and 14: Comments received. Discuss with the Board.
3. Article 25, SUP Commercial Campgrounds recommendations: Moved to end of the meeting.
4. Master Plan Review discussion and community outreach plan: Create a Resident Outreach Committee (ROC), survey, recognize core issues. The committee can be PC and community members. Community members can reach out to the two PC members with interest in serving on the committee. Looking for three or five community members.  
Consensus to create the working committee that work together and then bring back communications. Rachel and Rod are interested as PC members. Put out a request via email blast, post on the door and the website.  
Keith will bring back information on PSAs.

#### New Business:

1. Appointment of officers:  
Jacobson nominates Steelman for Chair. Steelman Accepts.  
MOTION by Jacobson , second by Vollmuth for Steelman to serve as Chair.  
Roll call vote: Jacobson-yes; Keaton-yes; Rebant-yes; DeYoung-yes; Steelman-yes; Vollmuth-yes; Wroubel-yes.  
Motion carried.  
  
Steelman nominates Keaton for Vice Chair. Keaton accepts.  
MOTION by Steelman, second by Jacobson for Keaton to serve as Vice Chair.  
Roll call vote: Keaton-yes; Rebant-yes; DeYoung-yes; Steelman-yes; Vollmuth-yes; Wroubel-yes; Jacobson-yes.  
Motion carried.  
  
Keaton nominates Jacobson for Secretary. Jacobson accepts.  
MOTION by Keaton, second by Vollmuth for Jacobson to serve as Secretary.  
Roll call vote: Rebant-yes; DeYoung-yes; Steelman-yes; Vollmuth-yes; Wroubel-yes; Jacobson-yes; Keaton-yes.  
Motion carried.
2. Planning Commission Bylaws review / read through.  
Section 1, F – Vollmuth will come back with roles.  
Add Ex Parte - Mielnik  
Add deadlines for presentation of information/plans to be included in the agenda / packet (example – 14 days).  
The agenda / packet deadline – posting and getting the packets available.  
Section 2, B – Steelman, Section 9, ROC  
Section 2, C – Keaton and conflict of interest  
Section 2, D – Jacobson  
Section 1, G - Wroubel  
Create a guideline, standard operating procedure (SOP), that can be presented to new members. Does not need to be included in the bylaws. Vollmuth and DeYoung will work on an SOP / policy and procedures.  
  
Steelman ran through action items for each.  
  
DeYoung will work with Mielnik. Scope of services, including zoning ordinance work, not just master plan work. Increase planner budget.  
  
Vollmuth noted a “point of order” at the three hour mark of the meeting.  
MOTION by Vollmuth to extend the meeting, second by DeYoung.  
Roll call: DeYoung-yes; Steelman-yes; Vollmuth-yes; Wroubel-yes; Jacobson-yes; Keaton-yes; Rebant-yes.  
Motion carried.
3. Resolution #PC23-01, 2023/2024 meeting dates  
MOTION by Steelman , second by Vollmuth to adopt Resolution #PC23-01, 2023/2024 meeting dates.

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

4. Discussion of direction of PC, has been a part of this meeting including planning and communication.

MOTION by Steelman, second by Keaton, to recommend the planner present scope of service to the Board to address the zoning ordinance as presented in the Keaton memo for up to an additional \$15,000.

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

Next Regular Meeting February, 1, 2023, 6 p.m.

Agenda: Public hearing, master plan, commercial campgrounds, resident outreach committee, bylaws, standing operating procedure/policies and procedure, joint meeting.

Public Comment:

Public comment began at 9:31 p.m.

Sue Mielnik

Denise Peltonen

Kim Mangus

Vicki Beam

Connie Hymore

Public comment ended at 9:43 p.m.

Commission Discussion/Comments: Good to have a board representative.

Continuing Education: Citizen Planner update

Adjournment: 9:45 p.m.

Tabled items: Article 5 Districts

Respectfully Submitted

Lois MacLean,

Recording Secretary