

WHITEWATER TOWNSHIP PLANNING COMMISSION  
MINUTES FOR REGULAR MEETING  
February 1, 2023

Call to Order at 6:00 p.m.

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

Absent: Steelman, DeYoung

Also in attendance: Planner Randy Mielnik and Recording Secretary MacLean

Zoom attendance: 5 at start, up to 9 throughout meeting

Set / Adjust Agenda: switch Private roads item and Article 25 item

Declaration of Conflict of Interest: None

Public Comment:

Public comment began at 6:05 p.m.

Connie Hymore

Vicki Beam

Public comment ended at 6:09 p.m.

Public Hearing:

Open Public hearing at 6:10 p.m. on Zoning Ordinance Amendment #86, regarding Article 3, Definitions and Article 28, Condominium Development Regulations.

The public hearing notice was posted in the township hall and on the website. The notice appeared in the Record Eagle January 15, 2023.

Correspondence: None received

Public comment:

Beam is not in support of this amendment. There is no private road ordinance. Does site condos match the township's Master Plan? Not ready for this ordinance. No guidance on site condo vs. planned unit developments (PUD).

Hymore is not in support of this amendment. Does not feel we are ready for a site condominium. Do your due diligence.

Kim Mangus supports the approval of this amendment at this time. It is in conformity with state law. Legal by state law vs what we want.

Close public hearing at 6:19 p.m.

Commission discussion: Consensus to send to the attorney for formatting to bring it back for a vote to send to the Board.

Approval of Minutes:

MOTION by Vollmuth, second by Rebant to approve the minutes of January 4, 2023.

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

Motion carried.

Correspondence: None

Reports:

*Zoning Administrator Report, Hall:* None.

*Chair's Report, Steelman:* included in packet.

*Township Board Rep, Vollmuth:* Have included the agenda in the report to the board. The Zoning Administrator is available on Thursdays.

*ZBA Representative, Wroubel:* No cases in December, annual housekeeping completed, election of officers, meeting schedule, etc. The ZBA motioned to recommend the Planning Commission review Article IV of the Whitewater Township Zoning Ordinance as has been brought to the attention of the ZBA and the PC by the Zoning Administrator. Article IV offers flexibility. Consensus that the PC needs further guidance from the Zoning Administrator as to what should be addressed. The Zoning Administrator is who brought the question to light.

Discussion: The PC has a lot on their plate and maybe this should be on the back burner. The PC needs guidance from the zoning administrator. "What is wrong with Article IV?" What is the priority of this? How urgent is this?

*Committee Reports:* Part of the packet for discussion.

*Planner, Mielnik:* Part of the packet for discussion.

Unfinished Business:

1. Master Plan

Citizen interest: Rebant, noted that we have two township resident volunteers that have come forward, Vicki Beam and Tom McElwee. Consensus to support the additional committee members. The committee will come up with strategies.

PSA Information: DeYoung, information in packet.

General progress: Mielnik and Rebant, new survey and community engagement in the summer. Basic information is being put together behind the scenes including county aerial photography and information with Luanne Snider, the Historical Society Chair.

2. Zoning Ordinance “revamp” including status of Zoning Ordinance Amendments to 1, 12 and 14. Mark ups have come back from the Board. Not a lot of clarity from them. There is some duplication throughout the ordinance. Must be consistent and make sure each area is addressed as things are cross referenced.

Wroubel brings up the example of the campgrounds, where they are allowed and how many sites, noting that the master plan and ordinances need to work together.

Vollmuth recommended creating a subcommittee. Mielnik’s historical experience is that the planner/consultant will address zoning ordinance updates and changes and bring forth to the PC. Mielnik indicates we need one book in MS Word, searchable, format. Jacobson noted that this is exactly the direction we need.

What is the first / next step?

Rebant noted that we need to form the subcommittee and let the subcommittee present a scope to the Board.

Subcommittee would be Vollmuth, Jacobson and Keaton to look at the zoning ordinances.

Mielnik recommends no major changes until the Master Plan review is complete.

**MOTION** by Keaton second by Rebant to create a subcommittee consisting of Jacobson, Vollmuth and Keaton to go over the zoning ordinances.

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

PC Budget is forth coming.

3. Bylaws review and update: Postpone until next meeting. Consensus to send the bylaws with suggested amendments to the attorney.

Leave the time set at 7 p.m.

Officers have no term limit. Chair, vice chair and secretary are nominated and voted on each year. Each member is brought on by the board for three year terms and can be reapproved.

Discussion of verbiage change.

4. Standard Operating Procedure (SOP), Vollmuth and DeYoung, postpone to March when DeYoung can be present.

5. Discussion regarding a joint meeting with the Board, Rebant and Steelman addressing workflow and communications both directions. PC report is delivered via the PC Board Representative.

Possibly bring an outside person / facilitator in to develop workflows and processes. Make it a training opportunity for the Board and the PC.

Adversarial communication and attitudes are not helpful. PC to set the example of workflows and processes.

Vollmuth is presenting to the Board monthly and will include subcommittee reports.

The Board has to fix their end but we cannot make them.

Standard Operating Procedures = Procedures / Policies / Guidelines / Check list / Step by Step / Work flow

Mielnik notes that there are some procedures that are already in place and have been shared, example Zoning Ordinance Amendments procedure.

6. PC priorities, programs and timelines, Rebant, following suit on the communication. A project timeline documents the work flows, processes and action plans. Rebant will load the projects into the spreadsheet as

provided by Mangus for 2022.

7. Private Road Ordinance, Vollmuth has found multiple private road ordinances. None have been approved. The one that was on the books was taken away. We need to know “why” when the board and attorney want changes. Mielnik explained what a private road ordinance is and is not for and follow up expectations. The county has a private road ordinance, mostly from an engineering standards point. The site condominiums and subdivisions and PUDs would reference the standards of the county. It would address standards, definition of driveways and private roads and state who is going to verify the road being in compliance. What is the priority? Does the board want it addressed? It is a General Ordinance/Police Power Ordinance and not under the purview of the PC without Board direction. Need to know why something is rejected. Do we have one that we would recommend? Do we know why General Ordinance #32 was repealed? Submit a question to the Board – why and what regarding the repealed ordinance and the rejected suggests. Vollmuth recommends that the PC resubmit one. Mielnik notes that the township needs to get something on the books. Possibly request a special meeting with the board to address the private road ordinance. Vollmuth will request it being an agenda item. Mielnik will write up the reasons why the township needs the ordinance. The disconnect between the Board and the PC is a problem. Kim Mangus was requested to share some background on the repeal of the private road ordinance. Mielnik and Vollmuth will put something together for the board and explain the possible fix.

8. Article 25, Special Use Permit (SUP) Commercial Campground recommendations, Mielnik – postpone to March

New Business:

1. PC Priorities Discussion, as part of Unfinished Business #6
2. MTA Authorities and Responsibilities of Michigan townships: Carl, Al, Mike, Planning & Zoning (green) Mike Jacobson  
Heidi will follow up with emails regarding orders for specific books for the PC members.

Next Regular Meeting March, 1, 2023, 7 p.m.

Agenda: Discussion of Amendment #86, Master plan, SOP, SUP, Article 25, commercial campgrounds, resident outreach committee, bylaws, standard operating procedure/policies and procedure, joint meeting.

Public Comment:

Public comment began at 8:52 p.m.

Lois MacLean

Vicki Beam

Connie Hymore

Public comment ended at 9:02 p.m.

Commission Discussion/Comments:

Continuing Education: MAP training, Mielnik. Training opportunities in the packet, some are virtual. This is an excellent opportunity.

Lakes 101 online course update from Wroubel.

Vollmuth will follow up with information on a podcast.

Adjournment: 9:06 p.m.

Tabled items: Article 5 Districts

Respectfully Submitted

Lois MacLean,

Recording Secretary