

WHITEWATER TOWNSHIP PLANNING COMMISSION
MINUTES FOR REGULAR MEETING
August 2, 2023

Call to Order at 7:00 p.m.

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

Absent: None

Also in attendance: Planner Mielnik and Recording Secretary MacLean

Four on Zoom at the beginning of the meeting.

Set / Adjust Agenda: Add payment for subcommittee meetings as Unfinished Business F (6)

Declaration of Conflict of Interest: None

Public Comment: None

Public Hearing: None

Approval of Minutes:

MOTION by DeYoung second by Keaton, to approve the PC regular meeting minutes of July 12, 2023 and Special ROS meeting of July 2, 2023.

Keaton-yes; Jacobson-yes; Wroubel-yes; Steelman-yes; DeYoung-yes; Vollmuth-yes. Motion carried.

Correspondence: Sue Mielnik included in the packet

Letter received from Rod Rebant read by Steelman regarding recommendations of the Master Plan Update RFP.

Recommends the Land Information Access Association (LIAA) proposal.

Reports:

Zoning Administrator Report, Hall: Vollmuth presented the ZA report included in the Township Board August packet.

Chair's Report, Steelman: No report. Thank you, Keith, for zoom facilitation.

Township Board Rep, Vollmuth: Did her own evaluation of Board and PC meetings regarding leadership. Recommends the PC read the Board packets. Vollmuth will provide a condensed version to the PC. Included in her Board Rep. info from the Board packet are the Supervisor's report and the ZA report as a handout to the PC. She asked that PC members share anything they would like shared with the Board before the monthly board meeting.

Mielnik would like the PC to read through and provide input on the Master Plan (MP) as it is being made available.

Discussion ensued regarding the history of the township as part of the MP. History of why there are specific zoning ordinances – used the example of the 150' set back along Supply Road.

ZBA Representative, Wroubel: No cases in July. There is an appeal on the calendar for August.

Committee Reports: None

Additional items:

Unfinished Business:

1. Zoning Update Project:

Mielnik notes that the contract has been signed by the board. The township attorney and the zoning administrator have been contacted regarding the zoning ordinance update. Started with the binder that was provided to the PC, the Municode document and information from the Clerk plus the 80+ amendments. Have created a Word document that will make moving forward much easier and smoother. We will need to make a decision on using zoning descriptions vs a zoning map. Will communicate with the attorney and will provide at the next meeting. A zoning map becomes a part of the zoning ordinance.

Quarterly Joint TB/PC meetings:

Everyone agrees that it is a good idea. Shoot for a November 9 meeting date, in the evening.

MOTION by Steelman second by Keaton, to schedule a special meeting with the Township Board on Thursday, November 9, 2023.

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

Motion carried.

2. Master Plan update:

Survey results, two additional surveys received. Consensus to not include surveys received after the surveys were

given to Networks Northwest.

MOTION by Steelman second by Vollmuth, to schedule a special meeting for August 16 at 7 p.m. to go over the survey results and community engagement update including the ROS committee members.

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

Motion carried.

Community Engagement Proposals for collaborative visioning workshops:

Two proposals were received, one from Networks Northwest (NN) and one from Land Information Access Association (LIAA). Consensus of the PC to go with LIAA.

Tom McElwee and ROS committee member was asked for input. He notes the frustration experienced in working with NN.

Steelman will provide the information to the Board including the findings of fact as presented in the Community Engagement Partner Selection and include Rod Rebant's correspondence that was read. The ROS has been disappointed with the responsiveness of NN.

Peltonen, an ROS committee member, will follow up with NN regarding the 8/7 survey results deadline.

MOTION by Steelman second by Vollmuth to accept the proposal from Land Information Access Association (LIAA) and to recommend the township board accept the proposal from LIAA and take any necessary contractual steps as soon as possible

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

Motion carried.

Budget discussion:

Currently just under \$6000 has been spent so far. Would like to include encumbered funds as part of the budget spreadsheet presented. Discussion ensued regarding the funds, the budget, breakdown of the MP funds and the zoning rewrite funds and the forecast of each. Will discuss at upcoming meetings. Will communicate the budget information with the Board when presenting the engagement request. Funding for the zoning rewrite was not budgeted.

3. Resident Outreach Subcommittee:

Membership discussion, DeYoung has offered to be on the ROS. Maybe put out a request for an additional three community members for the ROS on PC page on the website. Discussion ensued regarding subcommittees and the by-laws.

Next Steps / meetings / asks of the team:

Do we have any information on locations for the community engagement meetings? The Mill Creek School has been used in the past, what is the cost? – janitor fee only. Can check with the Woodland School. The casino has meeting room space available, what is the cost? Samels Barn? ROS meeting before the 8/16 meeting, possibly the 10th. Can do zoom. DeYoung will do the ROS agenda and get it to the Clerk to post as a special meeting. Waiting on clarification on purchase orders and approvals.

Consensus that the ROS team will bring information from their special meeting on the 10th to the special meeting on the 16th.

4. Submission to the Township Board for the August 8 meeting – FYI.

5. Bylaws as amended – FYI.

6. Pay for subcommittee: Special Subcommittee payment. There were two meetings which were the meetings planning for the joint TB and PC meeting. That committee has since been disbanded.

New Business:

1. Open seat on the Planning Commission to fill Rod Rebant's seat.

Special ROS meeting August 10 at 9 a.m.

Special PC / ROS August 16 at 7 p.m.

Next Regular Meeting September 6, 2023, 7 p.m.

Agenda: Amendment 81, zoning ordinance updates, master plan updates

Public Comment: None

Commission Discussion/Comments: Township computers for PC members. Zoom computer vs. individual computer for township use.

Continuing Education: None

Adjournment: 8:58 p.m.

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

Respectfully Submitted
Lois MacLean,
Recording Secretary