

WHITEWATER TOWNSHIP PLANNING COMMISSION

AGENDA FOR REGULAR MEETING,

*January 8, 2020*

7:00 PM, Whitewater Township Hall

5777 Vinton Road, Williamsburg, MI 49690

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

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 December Regular Meeting minutes
8. Correspondence:
9. Reports/Presentations/Announcements/Comments
  - a. Zoning Administrator, Hall
  - b. Chair, Mangus
  - c. Township Board Representative, Lawson
  - d. ZBA Representative, Hooper
10. Unfinished Business:
  - a. Open House Discussion
  - b. RC District review, outreach and survey
  - c. Year-end Summary
  - d. Ordinance update and posting procedures
11. New Business:
  - a. Site Plan Review – Moore Rd. property
  - b. Election of Officers
  - c. Planning Commission By-laws review
  - d. Resolution #PC20-01, 2020/2021 Regular Meeting Schedule
12. Next Meeting Agenda
13. Public Comment
14. Commission Discussion/Comments
15. Continuing Education
16. Adjournment

Whitewater Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities who are planning to attend. Contact the township clerk at 231-267-5141 or the TDD at 800-649-3777.

WHITEWATER TOWNSHIP PLANNING COMMISSION  
MINUTES FOR REGULAR MEETING  
December 4, 2019

Call to Order at 7:01 p.m.

Roll Call: Dean, Hooper, Lawson, Mangus, Savage

Absent: Jacobson, Render

Also in attendance: Recording Secretary MacLean

Set / Adjust Agenda: Set

Declaration of Conflict of Interest: None.

Public Comment: Loraine Ehle, 268 Island View Dr., 5 acre, as a property owner against changing, birds and animals in the area, loss of trees, higher density, soil erosion, creates traffic concerns, 253 listings under 10 acres for sale. Average cost of building a home \$95-\$135 sf. Urge the PC and board to not reduce the lot size in Whitewater Township.

Public Hearing: None

Approval of Minutes:

MOTION to approve November 6, 2019 Regular Meeting Minutes by Savage, second by Lawson, a amended.  
All in favor. Motion carried.

Correspondence: None.

Reports:

*Zoning Administrator Report, Hall:* RLUPA, Clinton Twp., was caught treating a church differently than other uses. PC intends to plan, review of the Master Plan notices will be going out on 12/05/2019 by the ZA. Will supply a check list for the Master Plan including ZA notes. A plan for the whole township.  
Anyone interested in the Planning and Zoning subscription – let Bob know.  
Up to date on permits.

*Chair's Report, Mangus:* It has come to my attention, despite our best efforts, the amendments that have been made in the last year, that have been completed through the Board, have not been updated in the zoning ordinances that are available to the public, to the ZA or to the PC or the Board. Will be working diligently on that to get updated information into all of the copies. Would like to present a letter to the Board for their January meeting, from the PC Chair or from the Board representative, Lawson. Savage notes a time-line needs to be established. Incorporate into the PC By-Laws.

*Township Board Rep., Lawson:* The Board repealed of the Private Road Ordinance, #32.

*ZBA Representative, Hooper:* No meetings.

*Committee Reports:* None.

*Additional Items:* None.

Unfinished Business

1. Survey – Outreach survey completed but the board did not feel comfortable with the time to include in the December Newsletter. Publish in the ER News, TC Record Eagle, email blast, postcard, flyers on local bulletin boards for the open house that will be at 6 p.m. before the January meeting. Consensus to do notices in the local paper(s), email blast and community calendars.
2. Site Condo Standards went to the board for their meeting on the 10<sup>th</sup>. They will likely be sent to the attorney.
3. Master Plan (MP) review, process, timeline and missing items. Bob will have a check list for us, discretionary and mandatory items. The goals and objectives are the bulk of the MP.  
Tentative time line: It will depend on what we get back from the ZA. Bob notes that it generally takes six to nine months to complete the review. We can have PC work sessions and subcommittees for MP review work only. A zoning plan should be included in the MP. Need more definition of items such as “preserve rural character”, it means different things to different people, different communities.  
Will set up a schedule to address specific items.  
Address a couple of the maps right away as they may take additional time. We can work with GTCCounty GIS.

New Business:

1. Projects for 2020:

Last year the board asked us to work on more zoning ordinances while they worked on the recodification.

The Board has solicited our input on the RC District.

We had previously been working on the Ag District, Supplemental provisions, temporary uses and Article 1 (where the PC gets the authority).

The MP seems to be the most pressing thing that needs to be done. Focus on the MP.

2. Five Acre zoning in the RC District – direction, outreach plan, survey and report requested by the Board. The Board has requested a pros and cons list of various lot sizes in the RC district. They are looking for the PC to give them input on the 5 acre zoning in the RC District by their February meeting.  
Hooper notes that he wants community input. Was really looking forward to the input of the survey.  
We had previously discussed a couple things that we had decided on how we wanted to gather information from the community. Dedicated survey and open house.  
Research the number of acres, number of lots, number of land owners, etc.  
Conflict of interest has been brought up to the Board.  
Develop a plan to address the request of the board.  
The PC is the deliberating body on zoning.  
We do not know what the Board wants to do with the PC opinions they are requesting.  
The assessor will be able to get the basic information. Build out analysis information. Factual information.  
The PC requested that the attorney look at the legal basis of the five acre issue and the PC needs to be able to see the attorney opinion.  
If it wasn't done properly it needs to be done properly.  
Start with community input. Property owners, adjacent property owners and township as a whole.  
Process of coming up with the pros and cons.  
Send a progress update to the board.  
Survey and build out analysis sent out with core basic information.  
Survey is necessary to get the information to the board that they are requesting.  
Open house / town hall meeting.
3. 2019 PC Summary, year-end report, Chair's report.  
Some items are pending, sitting on the shelf.  
R1, R2, R3, waterfront, accessory structure definition, private road ordinance, environmentally sensitive, stand-alone structures, ADUs, condominium standards, Ag, temporary uses, event barns.

Next Regular Meeting is scheduled for January 8, 2020.

January 8, 2020, at 6 p.m. will be an open house

Regular meeting agenda items: Survey; MP maps; Time line of when amendments and updates are completed; Review of By-Laws; by-laws on process of amendments and public input; election of officers; 2020/2021 Meeting Schedule.

Public Comment: John Mater, 464 Island View Dr., lots of disconnect between the board and the PC. Attended a lot of meetings during the MP. 70+% is public land. 100 residents around the lake. Thought the legal opinion was that it was handled properly and it would stand up in a court of law. Benak has been trying to get rid of this from the beginning. She is the one who has been pushing. You can send an opinion to the board that you want to leave it. You can do a survey. Who is really pushing this? We are getting retirees not young families. We had 7 properties sold this past year. The money is coming up here. There are plenty of properties for sale. The area is in need of a lot of homes. There are a lot of property owners down there that want it to stay the same. We don't want a housing development.

Ron Bachi, 6987 Cook Rd., I don't see anyone that wants the splits. To Mickey, we haven't always seen eye to eye but I am begging you to please come back to the PC. Transparency and accountability: the PC has made leaps and bounds. Seems to be a lot of micro-management on the board level. There is one person in control on the Board. The micro-management needs to stop. Team work. We need to delegate, work together. Event Barn survey it was an overwhelming big NO. I've seen lots of people and heard lots of people say no event barns. There is no one pushing for one but lots of people pushing against. Open houses: listen to public concerns. My hope is that it is not used as a tool to check off the list. People have lives, they cannot always make it to a meeting.

Gerard Engler 240 Island View Dr., A couple ideas, the open house, I would do a postcard with bullet points. Most of the

people do not look at the papers. Do what is effective. Five acre: the board wants you to give them the pros and cons. There are no pros, there are a lot of cons. Who is requesting this? Who is driving this? How do you conduct a survey? How does changing the RC1 fit in with the MP? It needs to be very well spelled out or you will get inaccurate information. Thank you.

Ron Rebant, 648 Island View Dr., I sit on boards so I know the agony you go through trying to make everyone happy. Don't ever underestimate the information you can get from the people. I am concerned with the relationship between this commission and the board. Your board is not engaging. We all love it at Island Lake. We don't understand what could happen on the property next to us. We haven't heard anything we like except 5 acre lots. If the PC doesn't stick with the 5 acre lots we will see you in court.

Tom Packer, 212 Island View, we want the survey to go out to the public.

Commission Discussion/Comments: Lawson: Point out that this year is a census year and it is very important.

Mangus: Please try to understand that we are genuinely going to represent all of the community (the best we can). There has been a long standing situation in this community where people do not speak up without being scared.

Savage: If you can, get enough people to purchase even a part of the property.

Hooper: Who is pushing this? No one has been pushing it. We have been looking at this for 15 years.

Continuing Education: Planning and Zoning News: Let Bob know.

Adjournment: 9:32 p.m.

Respectfully Submitted  
Lois MacLean,  
Recording Secretary



**Special Use Permit/  
Site Plan Review Application**

**WHITEWATER TOWNSHIP**

5777 Vinton Road, PO Box 159  
Williamsburg MI 49690  
PH (231) 267-5141 Fax (231) 267-9020

Case No. <u>SLUP-2020-01</u>
Date Rec. <u>01-02-2020</u>
Fee <u>500.00</u>

**Property Information**

Parcel Number 28-13-008-003-01  
Address 4575 Moore Rd., Williamsburg, MI 49690  
Zoning District RC Acres ~75 Current Use Residential

**Property Owner Information**

Name Robert Evina  
Address 546 M-72 SE, Kalkaska, MI 49646  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Applicant Information**

Name Same as above  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Description of Proposed Use** (Use reverse side or attach pages as needed)  
See attached.

I hereby attest that the information on this application form is, to the best of my knowledge, true and accurate.

Robert M. Evina  
Signature of Applicant

1.1.2020  
Date

I hereby grant permission for members of the Whitewater Township Planning Commission and the Zoning Administrator to enter the above described property for the purposes of gathering information related the this application.

Robert M. Evina  
Signature of Property Owner

1.1.2020  
Date



December 31, 2019

Planning Commission  
Whitewater Township  
5777 Vinton Road, PO Box 159  
Williamsburg, MI 49690

Re: Sketch Plan Review – 4575 Moore Rd.

Dear Planning Commissioners,

On behalf of our client, Robert Evina, we are please to submit the attached conceptual plans for your preliminary sketch plan review. Mr. Evina owns the roughly 75-acre property located at 4575 Moore Rd. and is proposing that the property be used for a 15-site, high-end, private campground.

The subject property is located on the west side of Moore Rd. and is surrounded on the north, west, and south by state land. A 100' setback for all campground structures and improvements is proposed from all property lines. The existing driveway entrance will be maintained and improved to provide vehicular and emergency services access to the site and proposed uses. The driveway will comply with the standards of the Road Commission and the property owner is willing to work with the Road Commission to provide additional maintenance on the gravel portion of Moore Rd. to limit any potential impacts of the proposed use on the roadway and neighboring properties.

The proposed campground use will include 15 campsites, each with its own geodesic dome-shaped tent on a platform for visitors to stay in. The proposed campground will comply with all Whitewater Township Zoning standards and is allowed as a Special Use in the Recreational Zoning District. All improvements to the site will also comply with the standards of all local and state agencies and be permitted through these agencies prior to work commencing.

We are excited to attend your January 8<sup>th</sup> meeting to discuss this project and answer any questions that you may have.

Thank you for your time and review of our request. If you have any questions, please feel free to call me at (231) 360-7021 or email me at [dusty@maaeps.com](mailto:dusty@maaeps.com).

Sincerely,  
Mansfield Land Use Consultants

A handwritten signature in dark ink, appearing to read "Dusty Christensen", is written over a light blue horizontal line.

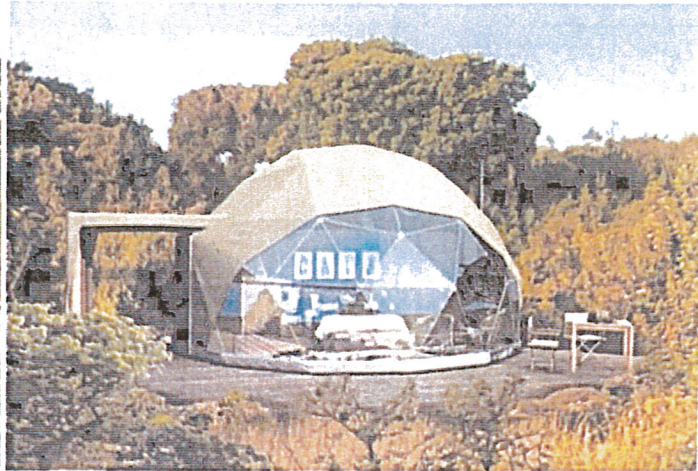
Dusty Christensen, LLA



**Mansfield**  
— *and* —  
**Land Use Consultants**

**\$90** Cambridge Ct., Ste. 201  
P.O. Box 4875  
Tigard, Ore. 97138-0875  
Phone: 503-686-4710  
Fax: 503-686-4710  
[info@cambridge.com](mailto:info@cambridge.com)





Mansfield  
Land Use Consultants



## Whitewater Township Zoning – Staff Report

JANUARY - 2019

**Preliminary Site Plan Review**  
**January 2, 2020**

**To: Whitewater Township Planning Commission**  
**From: Zoning Administrator**

**Parcel #28-13-008-003-01**

**Zoning District: RC-Recreational**  
**Article XI, Section 11.11.B Commercial Campgrounds**

Article XXV of the Whitewater Township zoning ordinance permits a preliminary site plan review to be waived upon written request. In this particular instance, the preliminary site plan review has been requested by the agent of the property owner.

As there are no separate standards of review for a preliminary site plan the Planning Commission is left to apply the standards listed in Section 25.12 in order to render a decision to approve, approve with conditions, or deny the preliminary site plan.

The agent of the applicant met with the zoning administrator on December 30, 2019 and requested a Preliminary Site Plan Review to be performed at the January 8, 2020 meeting of the Whitewater Township Planning Commission.

Because there are no separate standards for a preliminary review, staff recommends applying the standards as presented in Section 25.12 of Article XXV in an 'informal' fashion so as to engage the applicant / agent in a conversation that will allow the applicant / agent to present a 'final' site plan in conjunction with the required special use request at a future public hearing that will garner approval of the planning commission.

Following the preliminary review, staff will prepare a formal report that covers the site plan and special use standards for presentation at the anticipated future public hearing.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Robert Hall".

Robert (Bob) Hall  
Zoning Administrator



## 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. Littoral 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 serve as a member of the Zoning Board of Appeals. His/her term shall coincide with their appointment to the Planning Commission.
- 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

*As Adopted by the Whitewater Township Board on 01/23/2018*



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.

*As Adopted by the Whitewater Township Board on 01/23/2018*

## **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.

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 will be provided during each regular meeting of the Planning Commission by the Planning/Zoning Administrator (or his/her designee) 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.

*As Adopted by the Whitewater Township Board on 01/23/2018*

- 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 adoption by the Township Board.

Adopted by the Whitewater Township Board at their regular meeting on January 23, 2018.

*As Adopted by the Whitewater Township Board on 01/23/2018*

Resolution #PC20-01

Resolution for Whitewater Township Planning Commission  
Regular Meeting Schedule for 2020/2021  
Whitewater Township  
Grand Traverse County, Michigan

**Be It Resolved** that the Whitewater Township Planning Commission will meet in regular sessions for the 2020/2021 fiscal year on the following dates at 7 p.m. at the Whitewater Township Hall, 5777 Vinton Rd., Williamsburg, Michigan.

Wednesday, April 1, 2020  
Wednesday, May 6, 2020  
Wednesday, June 3, 2020  
Wednesday, July 1, 2020  
Wednesday, August 5, 2020  
Wednesday, September 2, 2020  
Wednesday, October 7, 2020  
Wednesday, November 4, 2020  
Wednesday, December 2, 2020  
Wednesday, January 6, 2021  
Wednesday, February 3, 2021  
Wednesday, March 3, 2021

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

Upon roll call vote, the following voted:

Dean -  
Hooper -  
Jacobson -  
Lawson -  
Mangus -  
Render -  
Savage -

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 #PC20-01.

\_\_\_\_\_