

WHITEWATER TOWNSHIP PLANNING COMMISSION AGENDA FOR REGULAR MEETING,

December 6th, 2023 7:00 p.m.

Whitewater Township Hall Via ZOOM (if available) and in-person

5777 Vinton Road, Williamsburg, MI 49690

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

Zoom:

<https://us06web.zoom.us/j/81740277325?pwd=aTBXjabmbJ13SbAfubmAPn7uLZhkZR.1>

Meeting ID: 817 4027 7325

Passcode: 196828

1. Mic Check, Call to Order, Pledge Allegiance
2. Roll Call of PC Members
3. Set/Adjust Meeting Agenda
4. Declaration of Conflict of Interest pertinent to agenda items
5. Public Comment – Any person shall be permitted to address a meeting of the PC. Public comments shall be carried out in accordance with the following rules and procedures:
 - a. Comments shall be directed to the PC, with questions directed to the Chair.
 - b. Any person wishing to address the PC shall speak from the lectern (or use the raise hand feature if Zoom is being utilized) and state his/her name and address.
 - c. Persons may address the PC 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 a PC member's questions.
 - e. Public comment shall be limited to 3 minutes per person.
6. Public Hearing: None
7. Approval of Minutes of November 1, 2023.
8. Correspondence - None
9. Reports/Presentations/Announcements/Comments – Read and Review together (15 minutes)
 - a. Zoning Administrator – Hall
 - b. Chair – Steelman
 - c. Township Board Representative – Vollmuth
 - d. ZBA Representative – Wroubel
10. Unfinished Business
 - a. Master Plan (MP) – LIAA/Barry & ROS may participate (45 minutes)
 - i. Review and discuss MP Open House & Workshop Results
 - ii. ROS Function moving forward Discussion
 - iii. Drone Photos (Randy)
 - iv. Anything else related to MP
 - b. Zoning Project Update (20 minutes)
 - i. Zoning Map Discussion (Randy & Al)
 - ii. Anything else related to Zoning Project

- c. Joint TB and PC Meeting Planning & Discussion (20 minutes)
 - i. 12/13 Agenda items; Metropolitan Planning Organization (MPO), Master Plan Update, Zoning Project Update, FY2024/2025 Budget Discussion
- 11. New Business
 - a. Bylaws (20 minutes)
 - i. Amendments (Section 13)
 - ii. Officer Selections (Section 2.A)
- 12. Next Meeting/s: Joint TB/PC Meeting 12/13 at 7pm, PC Regular Meeting 01/03 at 7pm
- 13. Public Comment
- 14. PC Discussion/Comments
 - a. Key Notes to share at next Regular TB Meeting (3 minutes)
 - b. Action Items for PC Members reviewed (3 minutes)
- 15. Continuing Education - none
- 16. Adjournment

Whitewater Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities who are planning to attend Contact the township supervisor at 231-267-5141

DRAFT
WHITEWATER TOWNSHIP PLANNING COMMISSION
MINUTES FOR REGULAR MEETING
November 1, 2023

Call to Order at 7:00 p.m.

Roll Call: DeYoung, Jacobson, Keaton, Slopsema, Wroubel

Absent: Steelman, Vollmuth

Also in attendance: Planner Mielnik, Recording Secretary MacLean, Members of the ROS, Barry Hicks of LIAA and Bryan McKenna, Superintendent of Elk Rapids Public Schools

Two on Zoom at the start of the meeting.

Set / Adjust Agenda: Consensus to move Mill Creek School discussion at the end of Reports/Presentations

Declaration of Conflict of Interest: None

Public Comment: None

Public Hearing: None

Approval of Minutes:

MOTION by DeYoung second by Slopsema to approve the Planning Commission Regular Meeting Minutes of October 4.

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

Motion carried.

Correspondence: None.

Reports and Presentations:

Zoning Administrator Report, Hall: None.

Chair's Report, Steelman: Included in packet. Keaton read through the presented report.

Township Board Rep, Vollmuth: Included in packet.

ZBA Representative, Wroubel: No cases in October.

Committee Reports: None

Additional items: None

Mill Creek School presentation by Elk Rapids School Superintendent Bryan McKenna. Information included in the packet. It is a difficult but necessary discussion regarding the financial situation of the elementary school.

Communication is of the utmost importance.

Explanation of “in formula” and “out of formula”. In formula is where the school is paid for each student in a seat on count day. Out of formula is where funding is based strictly on the tax base. The school district has a high number of students that attend Elk Rapids Schools as a “school of choice”.

Several options have been reviewed by the school. They are currently communicating with the State of Michigan on various options, one being that of turning Mill Creek into a charter / academy. The goal is to still have Elk Rapids Schools provide busing and food service.

A communication forum will be held November 3 at Mill Creek 8:30 – 9:30 a.m. More to be announced in the future.

Unfinished Business:

1. Master Plan / Resident Outreach Subcommittee (ROS)
 - a. Review and discuss MP Open House Results, Mielnik. We had more than 80 people participate. Discussion of the goals and objectives. Run through the categories and goals as they have been presented and discussed.
 - b. Workshop planning and discussion, Hicks. The plan is to rank the feedback of each of the sections from the Open House. Will create groups with 10-12 people in each. At the workshop Hicks will do a brief description of what the goal of the workshop is and will explain the ground rules, making sure all participants have their voice heard. LIAA will be general moderators and each group will have A “champion” who will go through the goals, make changes, and write them up. The group champion will present from each group with the what and why of their discussion / decisions. Will need to be careful that the champion does not dominate the group. Need to hear the voice of each person.
 - c. Anything else related to MP and upcoming workshop – Schedule ROS for November 30 at 9 a.m.

2. Zoning Project Update:
 - a. Define substantial change. Define what is a minor change and what is a major change? Working on clarifying and correcting words and definitions right now not changing anything that changes an outcome.
Consensus on a definition of current zoning ordinance work: Clarification, fix conflicts, state or federal law, duplication and organization but does not change the spirit of the ordinance. A substantial change is anything beyond.
Mielnik is working on reorganization of the zoning ordinance to make it more comprehensive and creating consistency.
Consensus to accept what has been presented by Mielnik for tonight's packet, Articles 1-4.
 - b. Review proposed ZO restructure and determine which should be updated now and which should wait for the completion of the master plan was included in the previous discussion.
3. Joint Township Board (TB) and Planning Commission (PC) meeting discussion. Looking to get the dates of availability from the Board. PC selected two dates: Thursday, December 13 or 14 for possible joint meeting.

New Business:

1. Elk Rapids Public School Superintendent, Bryan McKenna, sustaining and maintaining ER Schools.
Presentation was completed before Unfinished Business.

Next meetings:

Master Plan Workshop, November 7, 7-9 p.m. at Mill Creek. Helpers should be there by 6:30 p.m.

ROS November 30 at 9 a.m.

Joint TB/PC meeting TBD

Regular PC – December 6: Agenda: Discussion of the workshop and zoning ordinance updates that may come from

Public Comment:

Denise Peltonen

Commission Discussion/Comments:

Wroubel notes we are not changing, we are clarifying, not just one thing but through the whole thing.

Use the word clarify instead of change.

Key Notes to share with TB: Share the dates for the joint meeting;

Action Items for PC members, DeYoung will add to the chart regarding the clarification and change.

Continuing Education: None

Adjournment: 9:50 p.m.

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

Respectfully Submitted
Lois MacLean,
Recording Secretary

DATE: November 28, 2023

TO: Whitewater Township Planning Commission
Whitewater Township Resident Outreach Subcommittee (ROS)

FROM: Barry Hicks, AICP, LIAA

RE: **Master Plan Goals and Strategies Input Summery**

Whitewater Township residents participated in a number of public engagement events. Opportunities included a survey and two public workshops. The survey was conducted in coordination with Networks Northwest and the results are available on the township's website. The following report provides a summary of the results from the public workshops.

Public engagement activities were kicked off in June of 2023 with the launch of a public survey that was mailed to residents. Copies of the survey were mailed to residents and the township received over 600 responses. Survey questions included a mix of multiple-choice questions and open-ended comment questions. Question topics focused on the current and future growth of the township including eliciting opinions about the Town's character and future development. After responses were received, the township worked with their consultants, North Place Planning, LLC, and the Land Information Access Association (LIAA), to develop a series of two public input sessions:

- **Session 1 – Public Open House**

Date: Thursday, September 28, 2023
Location: Mill Creek Elementary School
Participants: Approximately 80-100

This session was a walk-through style open house where participants could attend at their convenience anytime between the hours of 4-7pm. Five stations were setup throughout the room each station focused on a specific topic area. Each station was comprised of multiple poster-boards that contained information specific to the topic. They also each had activities that were designed to allow participants to vote on certain questions and leave open-ended feedback.

- **Session 2 – Goals and Strategies**

Date: Tuesday, November 7, 2023
Location: Mill Creek Elementary School
Participants: Approximately 60+

Participants viewed a presentation that recapped the results of the survey and the open house. They then received recommended Goals and Strategies that were developed by the consultants that were based on the results of the input received through the public survey as well as the open house. Participants then reviewed the recommended goals and strategies and were asked to agree, disagree, suggest edits, or suggest new goals and strategies. They were also asked to consider which goals they would like to see prioritized highest and to rank each one.

Participants were split into four groups and each group focused on a specific topic area. After group discussions, each group provided a presentation to the rest of the participants to explain their results.

Advertising the public workshop began a few weeks prior to each meeting with announcements on the township's website and on signs placed along major roads throughout the community.

Public Open-House

Participants were asked to provide feedback at five stations set up around the cafeteria at Mill Creek Elementary School. Each station discussed various topics such as zoning/land-use, infrastructure, and development. Below is a summary of the feedback received from each station at the open house.

***Attached to this memo: Photos of each of the stations from the open house with the results.*

Public Open House Summarized results

2015 Master Plan

- Respect private property rights.
- Encouraging new development.
- Do NOT streamline the permit process – what does this mean? Do residents not like the current the process? What is working or not working in the ordinances or permit process?
 - Identify what ordinances need work.
 - Differentiate between what should be policies vs guidelines.
 - Clarify zoning map.

Zoning/Land-Use

Preserve, Enhance and Transform

- Downtown Whitewater Township needs some attention – what specifically do we need to address here?
- Corner of Crisp and Moore – traffic concerns, possibly a stop sign needed.
- Petobego Creek Natural Area – some attention needed.
- Battle Creek Natural Area – liked, but might need some attention.
- Whitewater Township Park – liked, but might need some attention.
- Trails in the southern portion of township are liked.
- New development near M-72 and Baggs road – potentially some room for resident concerns.

Alternative Energy

- A mix of support or dissent for alternative energy, specifically solar fields – concerns about siting and visual impact.
- Some comments about wind energy – similar concerns to solar regarding visual impact.
- Some comments and interest received regarding net-zero emissions housing.

Rural Character

- Generally, all of the pictures received positive feedback with the exception of the red-commercial/newer looking barn.

Development

Housing

- Most commercial development should be focused along M-72 near Williamsburg Road Intersection.
- Medium to high density residential areas should be near M-72 near Williamsburg. Some votes also focused near M-72 between Skegemog Point Road and Baggs Road.
- Most people favored low-density, single family dwellings on larger lot sizes with some feedback received indicating the need for smaller lot sizes to allow for lower- to moderate-income housing.
- Traditional medium to high density single-family residential neighborhoods as well as higher-density apartments or condos were not favored.
 - NOTE: Some exceptions for higher-density apartments or condos were favored with more green/open space. Lower height (one- to three- story max) would be better than anything taller.

Commercial

- Detached, single-unit Commercial development along the M-72 corridor is preferred.
- Traditional Rural American architectural styling (such as a colonial or craftsman look with gables or hip-roofs and porches), is preferred with materials such as wood or metal siding and roofs.

Downtown

- There is support to develop a more traditional downtown area in Williamsburg.
- Traditional look with seating, pedestrian scale lighting and permeable/transparent storefronts are preferred.

Infrastructure

Trails

- Generally, participants felt the trails were a positive attribute of the township.
- Some comments received indicated there could be better signage at trail heads to help locate and identify trails.
- Bike trails and walking trails could be separated.

M-72 and Traffic

- Participants were overwhelmingly supportive of limiting curb-cuts along M-72
 - Improve safety and reduce the number of opportunities for accidents.
 - Combined curb-cuts for multiple businesses.
- Some concerns around who will pay for these improvements.

Facilities

- EMS and fire facility should use some improvement. Some felt a new facility was needed or a combined EMS/Fire/Town Hall facility could be constructed.
- Public Transportation – while many felt traffic control and safety were a high priority, the integration of more public transportation was not necessary at this time.

- Town Hall - Many comments received indicated the building was in good shape or needed minor repairs. Most felt a new facility was not necessary.
- A resident posed the question as to whether or not there should be septic field inspections on lakefront property. This question was written on the general comment board and received 11 “yes” votes and four “no” votes.

General Feedback

- Support for short-term rentals is split between those opposed and those not opposed so long as there are restrictions or regulations in place.
- The condition and the need for better/more maintenance were mentioned several times.
- Many comments were directed towards enforcing the current ordinances.

Master Plan Goals and Strategies Session

Participants viewed a presentation that summarized the feedback that was received from the survey and open house. They were provided with worksheets that were developed by the consultants that outlined suggested goals and strategies to consider as well as some information sheets to describe some technical planning terms and zoning language in more detail. They were then split into four groups with each group focusing on a specific planning principle. Each group reviewed the suggested goals for their planning principal topic area and considered whether they agreed, disagreed, would suggest edits, or wanted to remove certain goals or add new ones. They then ranked the goals based on how they felt they should be prioritized.

***Attached to this memo: a working document titled “Whitewater Township Planning Principles, Goals, and Implementation.” This is the document developed by the consultants that is comprised of the recommended goals and strategies.*

Session Outline

The general outline for the session was as follows:

- 7:00 – 7:20pm
The presentation welcomed participants and discussed the following topics:
 - What is a Master Plan and why are we doing this?
 - Project background, maps, and township demographics
 - Planning Enabling Act requirements
 - Timeline – what is complete, where are we today, what happens next?
 - Explanation of “S.M.A.R.T.” Goals
 - Explain Key Performance Indicators (KPI) – aka “measurability”
 - Explanation of policies and initiatives
 - Review goals developed by the Planning Consultant/ROS
- 7:20 – 7:30 pm
 - Discuss purpose of this evening’s exercise
 - Provide instructions for the groups
 - Ground rules and respect - no criticism or judgement, focus on quality not quantity, and build on each other’s ideas
 - Role of the Moderator

- Role of the “Group Leader/Note-Taker”
 - Explain where/how groups will convene and split up
- 7:30 – 8:10 pm
 - Group activity – appoint a group leader/Note-Taker
 - Review the proposed topic area and associated goals (as provided by the ROS)
 - Ask questions and discuss
 - What are our values (as it pertains to the assigned topic area)?
 - Where are we now?
 - Wouldn't it be fantastic if ...
 - What is liked, disliked, agreed with, disagreed with
 - Prioritize the goals
 - What do we ultimately want to achieve and why?
 - What can we do (resources available) and what will we do (five more years will not pass by without some measurable action)?
 - What is the timeline for each goal?
- 8:10 – 8:20 pm – BREAK TIME!
- 8:20 – 8:40 pm
 - Group presentations – what was discussed and why did you rank each goal where you did?
 - Audience participation – how does the rest of the room feel the group did? Was anything missed? Should we rearrange their rankings? Could be done through round of applause.
- 8:40 – 8:45pm
 - Bringing it all together – recap each group's goals/priorities
 - Discuss next steps in the planning process
 - Discuss how people can still participate – through public hearings/meetings, mail, email, etc.
 - Thanks!

Goals and Strategies Session Summarized Results

The following is the feedback received from the Goals and Strategies participants. The order of the list is the order that the group ranked each potential goal. Goals that were not ranked are listed with bullet-points in front of them after the goals that were ranked. *Italicized* fonts are notes from the groups. Goals that were added or deleted by the groups are denoted.

***Attached to this memo: the photos of the boards with notes from each group.*

Planning Principle: Respect the Rights of the Township Residents and Property Owners

1. Have a clear, well-organized, and effective Zoning Ordinance

No comments to revise – the group liked this goal.
2. ADDED GOAL: Need to have more R-1 zoning and all zones need review

The township should have more R-1, low density zoning, however, this district should not be located along the streams. Streams should be protected, but may need a new zoning district or overlay district that may make more sense.

3. Effectively address blight in Whitewater Township.

Enforcement is key, which includes the ability to enforce. Township should consider different degrees of infractions such as fines for minor offenses and municipal civil infractions for more severe offenses that are enforceable in court.

4. Reduce future land use conflicts in Whitewater Township

Do away with cumulative zoning; some districts, such as industrial, should not have single-family homes in them. Minimize the conflicts between such uses. Provide clear definitions of each use in each zone.

5. Provide effective landscaping and buffering requirements in the Zoning Ordinance
6. Have and maintain effective regulations regarding higher-density residential development

Goals that were not ranked or addressed by the group:

- Have and maintain practical regulations concerning alternative energy facilities in Whitewater Township opportunities to develop a corridor plan for M-72 with the newly created Metropolitan Planning Organization (MPO) and associated potential funding.

Planning Principle: Preserve Whitewater Township's Rural Character

1. Have regulatory tools necessary to help maintain rural character

There should be a lot size minimum in low-density districts. This may require additional study by the Planning Commission to determine an appropriate size. The group discussion generally favored a 1 acre lot minimum so that the cost would not be prohibitive to new families or people moving in, but there was some concern about the density of the homes being too great at that level. The group felt the depth to width ration of 4:1 in the zoning ordinance was decent. It was noted that lot size was crucial and the most important goal in maintaining a rural character.

2. Maintain the rural qualities of M-72 east of Cook Road
3. Eliminate the R-1 Zoning District along the creeks and tributaries
4. Re-evaluate the repeal of Article 27: Regulations for Environmentally Sensitive Areas
5. Create an improved PUD Zoning District that developers are inclined to use
6. Review and update zoning requirements to further support agricultural tourism
7. Develop consensus about the desirability of voluntary or mandatory architectural design guidelines
8. Update the existing "Road Plan" for Whitewater Township

Planning Principle: Build a Sense of Community

1. Attract and encourage redevelopment in the “V” Village Zoning District (North of M-72 and west of Elk Lake Road).

Expand higher density development to the northwest of Williamsburg utilizing PUDs

2. Evaluate permitted uses and development standards in the “V” Village Zoning District (North of M-72 and west of Elk Lake Road) to ensure they align with the development concept of a downtown-type setting with small-scale retail, commercial services, restaurants, and upper-floor housing.

Village general zoning needs to be changed and could include residential as an incidental or secondary use that would encourage a mix of residences and commercial uses. Could also include townhomes.

3. Encourage investigations into discovering feasible central water and sewer options to support more intensive development in Williamsburg

Sewer and water would be very expensive. Explore opportunities to partner with the tribe/casino or consider other options to offset cost.

4. ADDED GOAL – Address Blight

No additional comment

Goals that were not ranked or addressed by the group:

- Pursue opportunities to develop a corridor plan for M-72 with the newly created Metropolitan Planning Organization (MPO) and associated potential funding.
- Develop a general non-motorized plan for Whitewater Township
- Create a local community development foundation (CDF) or establish partnerships with existing CDF's.
- Maintain and Develop Partnerships with the Elk Rapids School District

Planning Principle: Encourage Economic Opportunities

1. Pursue designation as a “Redevelopment Ready Community” through the Michigan Economic Development Corporation (MEDC)

Grants and guidance from the state would be key to developing Downtown Williamsburg as well as other infrastructure needed to support higher density development.

2. Update the C-1 (Commercial) Zoning District

Update to protect property rights, improve facades, and improve trees and landscaping.

3. Update the N-1 (Industrial) Zoning District

Expand the industrial area or possibly add a second area.

4. Develop consensus about the desirability of voluntary or mandatory architectural design guidelines in C-1 (Commercial)

Only should apply to commercial districts, not residential. Add tree and landscape standards, enhance signage requirements and reduce the timeframe for approval.

5. Address the issue of Short-Term-Rentals (STR) in Whitewater Township

2/3 of residents say yes to allowing short-term rentals with some kind of regulation; possibly use a licensing system and limit the number each household could obtain.

6. Define and capitalize on the potential to use existing rail networks

Could better utilize the abandoned rail track south of downtown Williamsburg.

7. Invest in township facilities as development catalysts

School property could be used as a multi-purpose building, such as a shared community center space.

****Attachments:**

- *Open House – Photos of each of the panels from the five stations used to collect public input*
- *Goals and Strategies Session – “Whitewater Township Planning Principles, Goals, and Implementation” document used in the workshop*
- *Goals and Strategies Session – Planning Workshop Resource Sheets used during the workshop*
- *Goals and Strategies Session – Photos of the boards from each group*

Attachment 1:

Open House – Photos of each of the panels from the five stations used to collect public input

2015 Master Plan Revisit

Green = Yes/Keep

Orange = Not sure/Maybe

Red = No/Do not keep

Respect the Rights of Township Residents and Property Owners

Respect private property rights as guaranteed by the State of Michigan and United States Constitutions.

Encourage new development in areas with infrastructure that is available or attainable.

Encourage land uses that are compatible with adjacent land uses.

Encourage the cleanup or containment of blighted and/or contaminated sites.

Increase awareness of land use issues and the techniques available to address land use issues.

Preserve Whitewater Township's Rural Character.

Encourage development that retains or mimics natural features.

Encourage guidelines that preserve the environmental integrity of Township floodplains, wetlands, watersheds and water bodies.

Encourage community sewer and water systems in areas of the greatest environmental need.

Encourage the continuation of hunting, fishing, trapping, and other outdoor recreational opportunities.

What is rural character?
Support to retain as much more housing.

Encourage
Community Solar
Retrofitting
Health, Energy,
Climate

2015 Master Plan Revisit

Green = Yes/Keep

Orange = Not sure/Maybe

Red = No/Do not keep

Build a Sense of Community

Encourage social and cultural activities for year-round and seasonal residents.

Recognize and preserve the scale and compact nature of the commercial district.

Support and encourage the development and implementation of a recreation plan.

Encourage preservation of historically significant features within the Township.

Encourage Economic Opportunities

Support property owners who engage in home occupation activities which are in character with the area/neighborhood.

Support business, agricultural production and agritourism.

Streamline the application process for development.

Encourage municipal infrastructure for the benefit of the Township and areas of the greatest need.

Amey, Val
Amey, Val

Electricity
Building &
Transportation

Encourage
local character
of the district

How about
following the
Good Roads

We need to get
residents
united &
create
a vision for
the township

Follow
the
Ordinances

Alternative Energy

GREEN sticky dot Where should alternative energy facilities be located? **RED sticky dot** Where should alternative energy facilities absolutely not be located?

Legend:

- Major Arterial
- Minor Arterial
- Local Roads
- Battle Creek Trail
- Boardman River Trail
- Iron Belle Trail
- North Country Trail
- Sand Lake Trails
- Shore to Shore
- VASA; VASA Marked Singletrack
- State Land

Parks

- 1 Whitewater Township Park and Campground
- 2 Petobago Creek Natural Area
- 3 "Hi" Pray Park
- 4 Battle Creek Natural Area
- 5 Lossie Road Nature Trail

Community Facilities

- 6 Mill Creek Elementary School
- 7 Whitewater Township Hall
- 8 Whitewater Township EMS

Support Community Sales
Rep. John Kell
Soppe, Council Hill
Eliminate Sales Cap.

WWT does not have the space for alternative energy facilities. Visual and environmental impacts would be huge.

Q14A - Large solar or wind facilities are not uncommon in Michigan (Neighboring Acme Township approved 50-acre solar farm off M-72). Large solar or wind facilities produce larger amounts of power delivered to the grid and do not include individual systems serving individual properties (i.e., solar panels on rooftops). There are no current plans for an alternative energy facility in Whitewater Township, but what are your thoughts about such a facility in the future?

Response	Count
I support alternative energy and...	280
I support alternative energy, but I...	100
I do not support alternative...	20

Field:

Response	Count
I support alternative energy and believe that the environmental benefits outweigh the impacts on the appearance of the local rural landscape.	76
I support alternative energy, but I also want to see basic approval conditions to minimize impacts on the appearance of the local rural landscape.	321
I do not support alternative energy systems in a township like Whitewater.	198
Total	595

Incentivize bldg electrification of homes. Build Net Zero Homes and Commercial Bldgs.

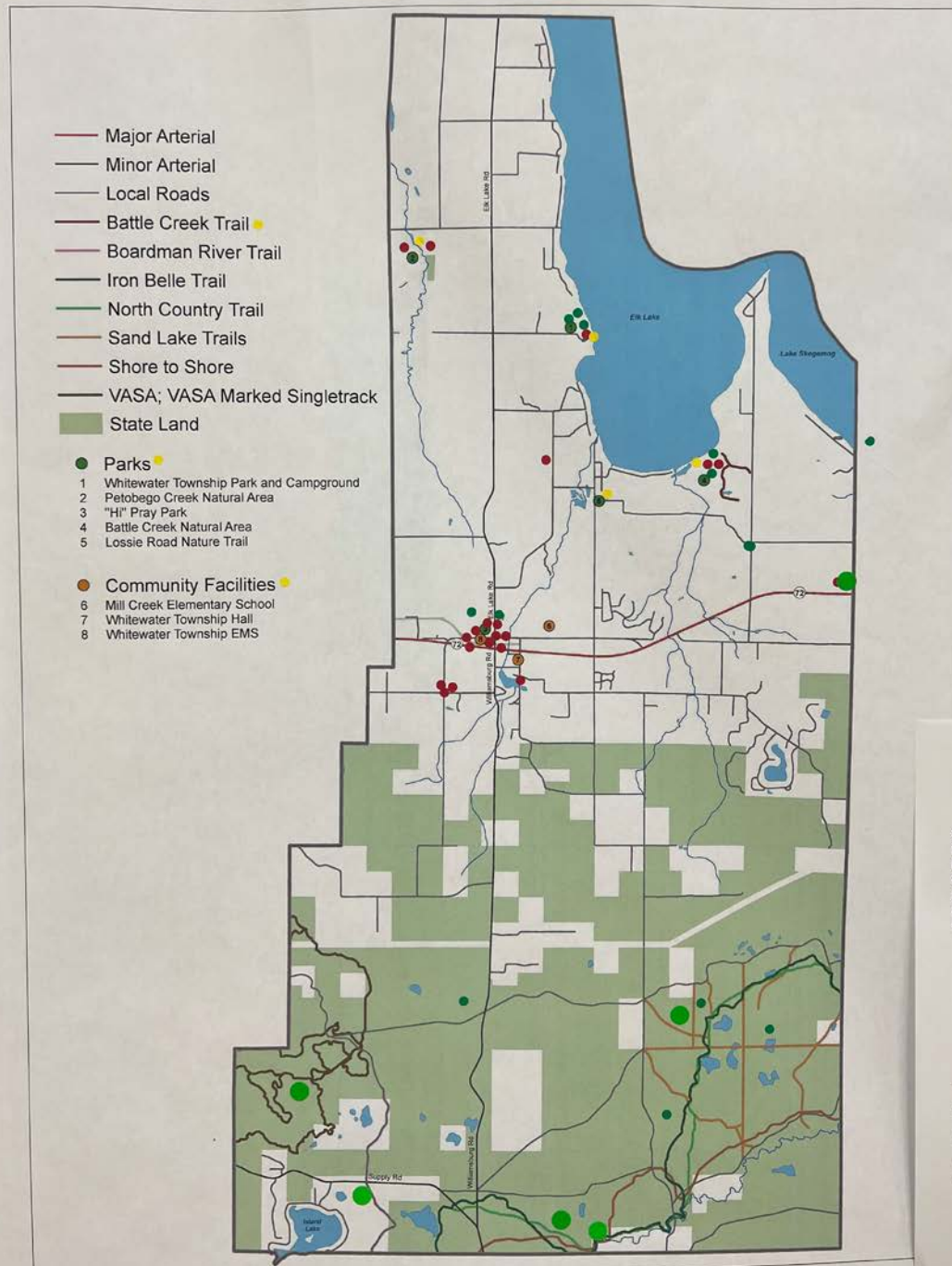
Q8A - Much of the land North of M-72 in Whitewater Township is...

Preserve, Enhance and Transform

PRESERVE — these are the things that are great — keep them just how they are! **GREEN** sticky dot

ENHANCE — there are already positive things happening here, how can we make them even better? **YELLOW** sticky dot

TRANSFORM — what could this look like or how could it be better? **RED** sticky dot



Q14A - Large solar
(Neighboring Acme
Large solar or wind
to the grid and do n
properties (i.e., sola
an alternative ener
thoughts about suc

I support alternative energy
I support alternative energy
I do not support altern

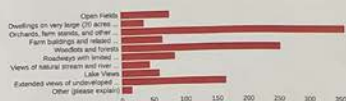
Field

I support alternative energy
I support alternative energy
I support alternative energy
I do not support alternative e
Total

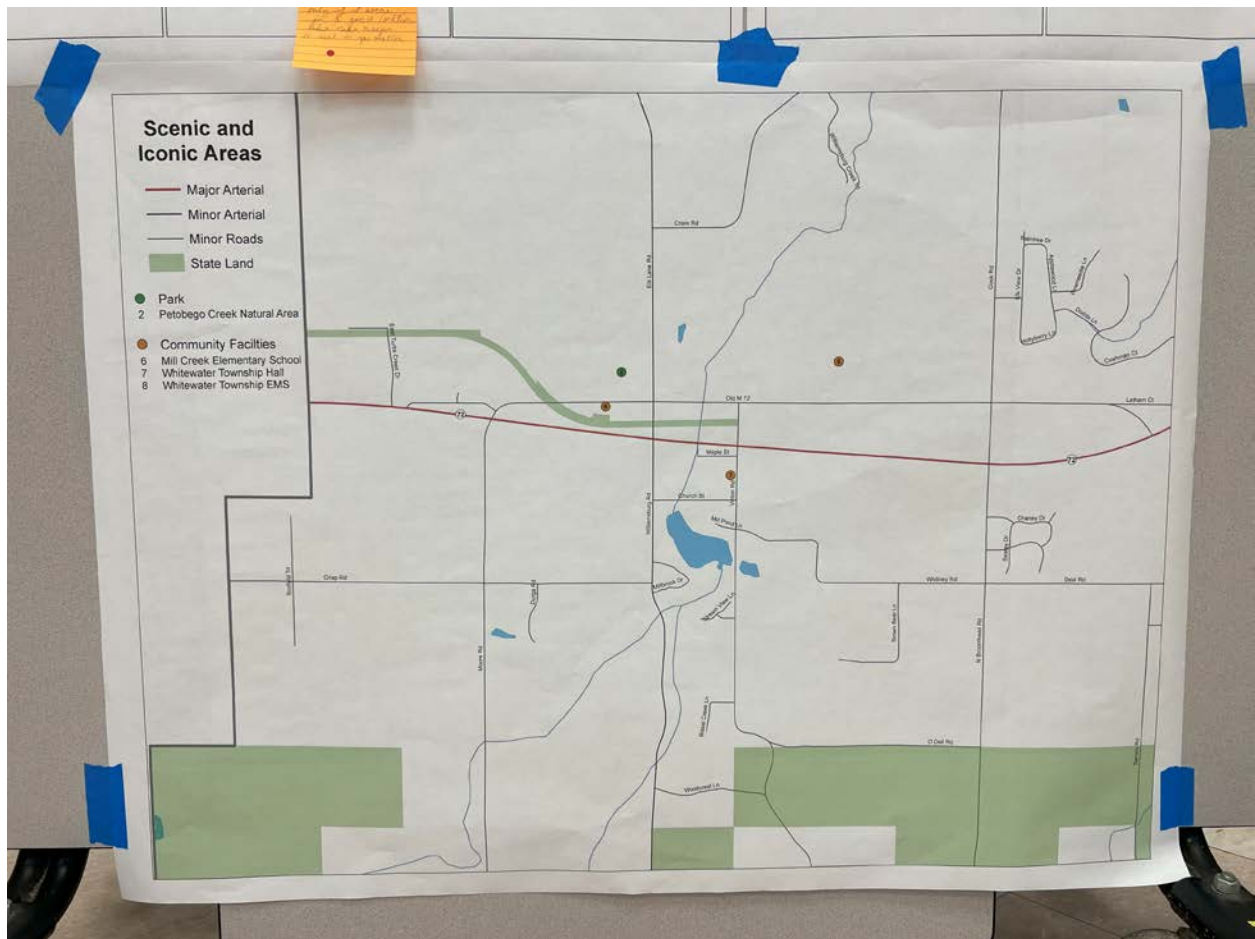
What else would you like to acknowledge?

What else would you like to acknowledge?

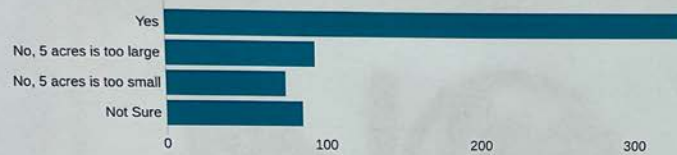
Q6 - Loss of rural character is sometimes mentioned as a concern when new development is proposed. However, the term "rural character" can be vague. Please indicate two of the following landscape elements that you most associate with rural character in Whitewater Township.



Factor	Choice Curve
Open Fields	76
Dwellings on very large (20 acres or more) parcels	38
Orchards, farm stands, and other agricultural land	35
Farm buildings and related architectural elements	27
Woodlots and forests	23
Roadways with limited developments on either side	84
Views of natural stream and river corridors	44
Lake Views	59
Extended views of undeveloped land across the landscape	134
Other (please explain)	16
Total	1,154



Q9A - Much of the land South of M-72 in Whitewater Township is zoned Recreational (RC-1). The minimum required parcel size in the RC-1 District is 5 acres (217,800 square feet – or about 300' x 725'). In your mind, is this 5-acre minimum parcel size appropriate in the RC-1 District?



Field	Choice Count
Yes	329
No, 5 acres is too large	93
No, 5 acres is too small	74
Not Sure	85
Total	581

Yes. In the Recreational area it is appropriate.

The 5-acre minimum lot size in RC-1 (or anywhere in the township) discriminates against lower income people. Absolutely should be reversed and not expanded.

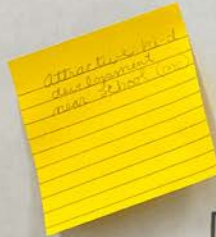
Development: Location

Where should low-density residential neighborhoods be located? Indicate with a **YELLOW** sticky dot
Where should higher-density residential neighborhoods be located? Indicate with a **GREEN** sticky dot
Where should commercial development be located? Indicate with a **RED** sticky dot

- Major Arterial
- Minor Arterial
- Local Roads
- Battle Creek Trail
- Boardman River Trail
- Iron Belle Trail
- North Country Trail
- Sand Lake Trails
- Shore to Shore
- VASA; VASA Marked Singletrack
- State Land

- Parks
- 1 Whitewater Township Park and Campground
- 2 Petobego Creek Natural Area
- 3 "Hi" Pray Park
- 4 Battle Creek Natural Area
- 5 Lottie Road Nature Trail

- Community Facilities
- 6 Mill Creek Elementary School
- 7 Whitewater Township Hall
- 8 Whitewater Township EMS



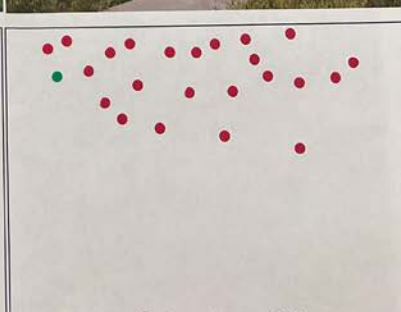
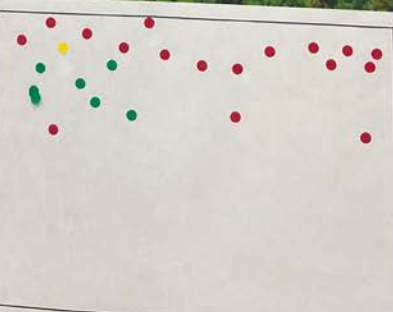
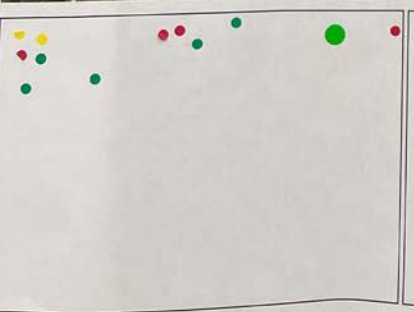
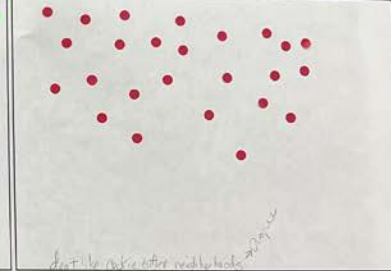
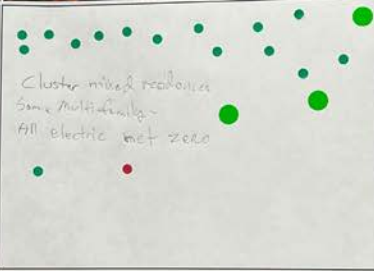
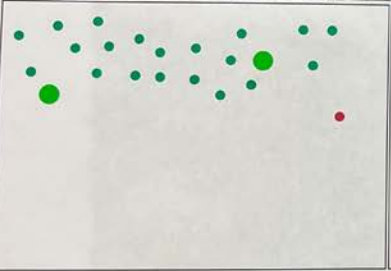
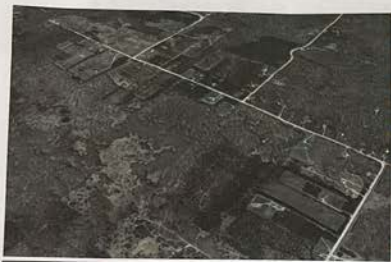
Development: Housing

The U.S. Census is estimating that the township will gain residents over the next few decades. We also know from the most recent survey that maintaining the rural character of Whitewater Township is important to the residents.

How should the township balance that growth while maintaining its identity?

Imagine 500 new residents move into the township — what would their new homes/neighborhoods look like?

You may leave a comment and explain why you do or do not like certain types of housing options — please keep comments brief so that others have an opportunity to provide feedback. **GREEN** for “Pros” and **RED** for “Cons”

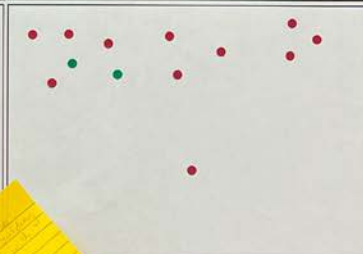
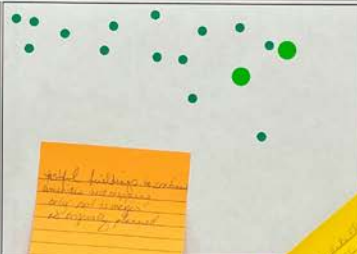
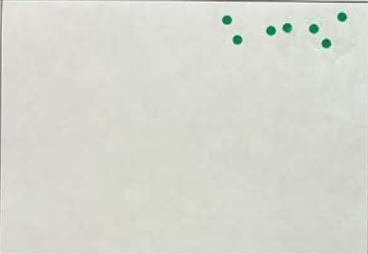


Development: M-72

M-72 is the most heavily trafficked corridor in the township and it is the only region that would be considered traditional commercial development. It is a major throughfare that drivers pass through on their way to or from Traverse City.

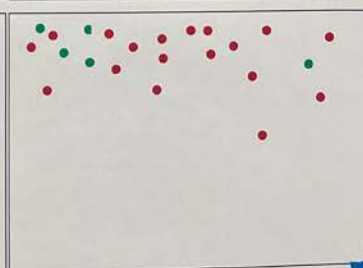
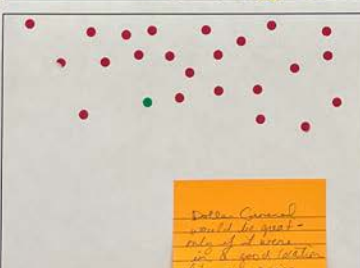
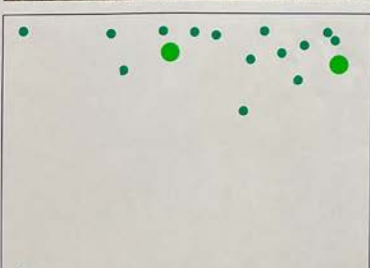
What should the development in this corridor look like? Below are some photos that show current buildings along the corridor as well as some samples from other communities. Use a **GREEN dot** if you like it and a **RED dot** if you do not.

You may leave a comment and explain why you do or do not like something — please keep comments brief so that others have an opportunity to provide feedback. **GREEN** for “Pros” and **RED** for “Cons”



Handwritten note on a yellow sticky note: "I like the building, but the parking lot is not well planned." (Note: The text is handwritten and somewhat blurry, but the context suggests a critique of the parking area.)

Handwritten note on a yellow sticky note: "I like the building, but the parking lot is not well planned." (Note: The text is handwritten and somewhat blurry, but the context suggests a critique of the parking area.)



Handwritten note on a yellow sticky note: "Dollar General would be great - only if it were for a good reason like a new store or not to replace." (Note: The text is handwritten and somewhat blurry, but the context suggests a critique of the store's location or purpose.)

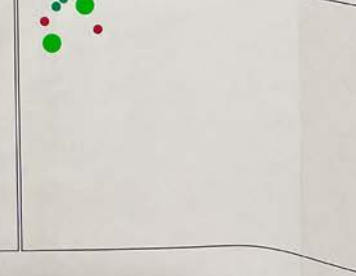
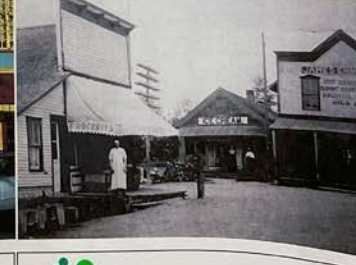
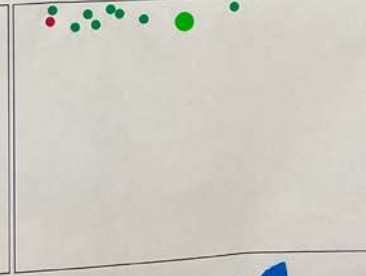
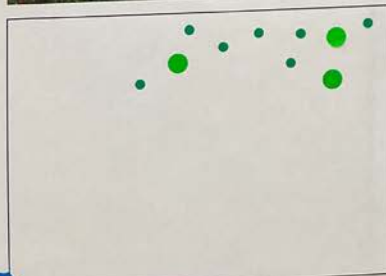
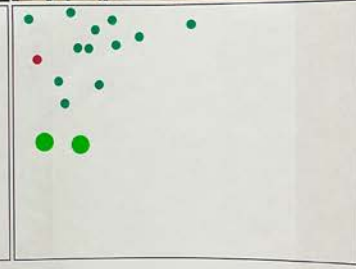
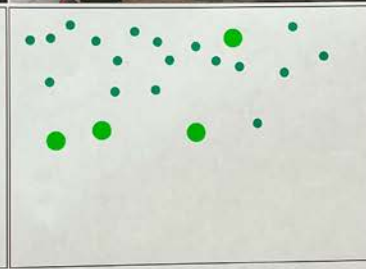
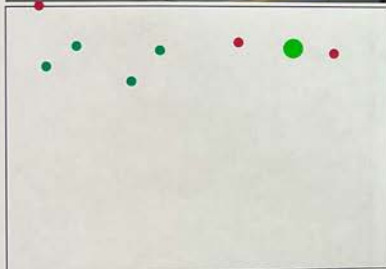
Scenic and

Development: Downtown

Downtown Williamsburg is located near the intersection of Williamsburg Road/Elk Lake Road and Old M-72. In the past, there was what some may have considered a "traditional" downtown. Residents have indicated there is interest in having a traditional downtown again.

What should the downtown look like? Below are some photos that show current buildings along the corridor as well as some samples from other communities. Use a **GREEN dot** if you like it and a **RED dot** if you do not.

You may leave a comment and explain what you do or do not like in any of the pictures — please keep comments brief so that others have an opportunity to provide feedback. **Green for "Pros"** and **Red for "Cons"**



Q1:
cor
bul
star
red
sce

Enc

Favor
E not
relike
E not
E like
Some
Total

Development Comments

- Focus COMMERCIAL DEVELOPMENT ON M72 CORRIDOR
- NO COMMERCIAL DEVELOPMENT ON LOOK ROAD

would like to see
few requirements for
using free board
without having to set
aside any other
income. Having the
instructors in 1977
hope to reduce high
pollution.

Keep natural elements
in the community of
time, habits
Keep light pollution, sound
and non-commercial
environments

No Camouflage
 Adaptation to
 the Environment
 Slow Growth
 Juvenile Effort

Protein from
No ugly carbohydrates
2g. High fiber - low
sodium sweetener

Electrify Everything
for health, economy, climate

A place for kids
can engage with
activities, a walking
path that does a
full circle

I think a whole lot of soft metal would cause a lot of mechanical and constructive damage to the frame during the whole time of the whole time of the whole time.

at the very least
can it be cleaned
up? looks like
a great wood

Suppose, $\mathcal{D}_{\text{train}}$
 $\mathcal{D}_{\text{test}}$ have labels
 we need more
 information for
 training

Bring a Home Dept/
Merricks

Support Community
Solar to
democratize energy
generation & grid

When I went to see
the building
disastrous
Will the foundation
Save people to sell
the name of "Lac" ?
better ?

Control Short-term
Pentels to provide
more local housing
for families
who can then
work locally.

☒ Inferno
Clean up your
messes - or be
Fired.

It would be nice
to have a cleaner
downside with
some chance.

Most Jews never do not
batter the people should
be able to manage their
own priorities of the time
here full time.

Supports for Team Practice

15. Don't be negative in the RL document

Bring a small
honey toast restaurant
for breakfast.

Enforce!
STR
restrictions

Infrastructure: Facilities



Fire/EMS

Do you feel the Emergency Services in Whitewater Township are adequate?

Should the Fire/EMS Building be improved/updated?

Comments

When chief gets a new car, make it electric.

Not spending too much on a place that's not too big. I think it's better to have a smaller building that's better suited for what it's intended.

No. Not adequate.

Special all emergency equipment on fire building.

I support this. I think it's a good idea to have a new building.

We need a new Fire/EMS facility.

More space for two high-council cut down before passing.

Building is adequate. I think it's better to have a smaller building that's better suited for what it's intended.

Upgrade Fire/EMS. Really need entire replacement. Training & construction.

Township needs a new fire hall with a fire station.



Public Transportation

Do you feel that public transportation services are adequate?

Currently, there are no bus stops in the township—should there be? If so, where?

Comments

Not needed - not a high use township.

Traffic Control is a must! Our downtown needs a Re-do...



Township Hall

Should the Township offices be improved/updated? What types of updates would improve services?

Comments

Current building seems adequate.

Add a library and garden to property.

Building is good. Modernize.

Some adequate cost to much - don't need higher taxes!

Modernizing the building.

It's in good repair however.

It's a good building and it's in good repair. I think it's better to have a smaller building that's better suited for what it's intended.

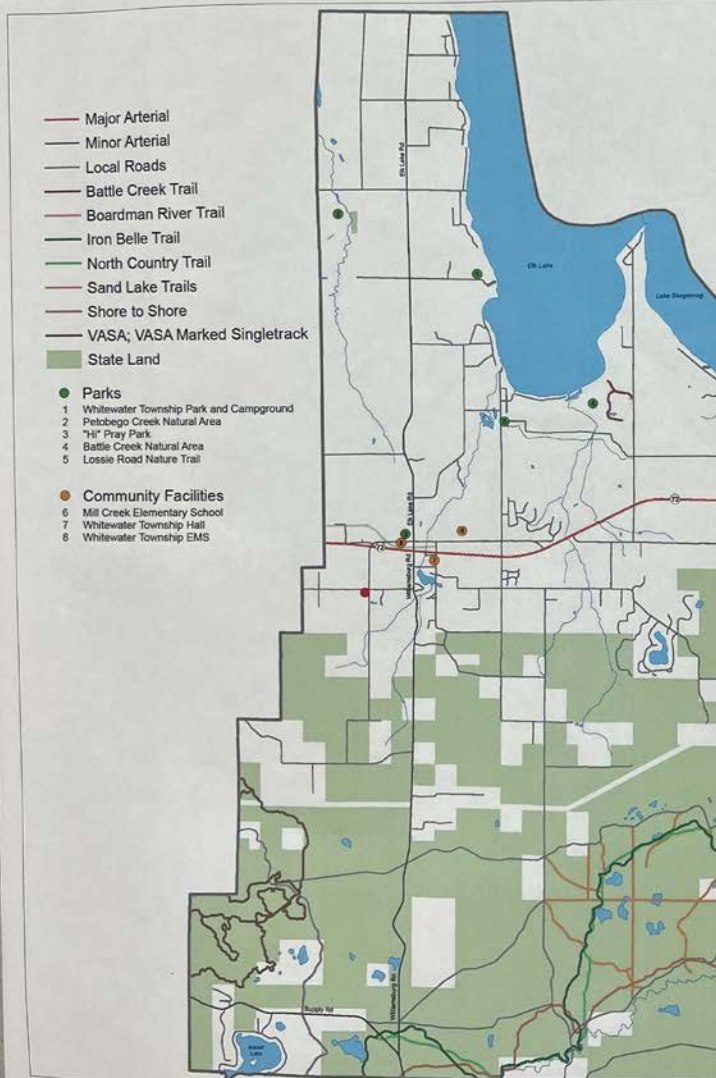
Building is adequate. I think it's better to have a smaller building that's better suited for what it's intended.

Current township hall was supposed to be replaced. The township should have a top hall that is being properly maintained.

Infrastructure: Trails

One significant trail in Whitewater Township is the Iron Belle Trail which connects Belle Isle (in the Detroit River near downtown Detroit) to Ironwood in the western Upper Peninsula. The Iron Belle Trail is 2,000 miles long and it crisscrosses more than half of Michigan's counties along two distinct hiking and biking routes. The biking route utilizes many of the state's existing bike paths, bike lanes and designated biking routes as it travels up the east side of the state. The hiking route (which goes through Whitewater Township) utilizes sidewalks, trails, and the 1,000-mile plus North Country National Scenic Trail traveling up the west side of the Lower Peninsula. The trail is still under development and is more than two-thirds complete. When done, it will be the longest state-designated trail in the nation. The west leg of the Iron Belle Trail travels through southern Whitewater Township.

An illustration of all trails in Whitewater Township is provided to the right. It should also be noted that TART (Traverse Area Recreation and Transportation Trails, Inc.) is a local 501(c)(3) nonprofit organization. The mission of this organization is to provide and promote a trail network that enriches people and communities throughout the greater Grand Traverse region. The TART Trail network is within and near Whitewater Township. The Boardman/Ottaway River Trail is a 24-mile trail that crosses Supply Road west of Williamsburg Road.



What are your thoughts on the trails?

Do we need more? If so, where?

Are the township trails adequately connected to the region?

What facilities need to be added or improved?

Self walking loop
at township park

River Stream Access Points

would like to see
more in areas
where there are
many rivers on
slopes to help
people walking
the river banks
(like Lake Michigan)
and

I have never
heard of the
Iron Belle trail
Better signage?
In some of the
trails for safety
-direction-

More bike trails
for people a trail
that connects to the
Tart Trail

* improve parking
is a must for
those pulling campers
trucks.
* trail improvements

Reconnect BCNA to
Etik Lake

Infrastructure: M-72

M-72 is a high-speed, heavily trafficked corridor that is the center of commercial development in the township. There are a number of reasons why it is important to consider what infrastructure in this corridor will look like as more businesses change ownership or new businesses are developed.

Combining access drives, also known as driveway consolidation or access management, is a planning and design strategy used in transportation and urban development to improve safety, traffic flow, and overall efficiency. Access management should be carefully planned and executed to balance the needs of various stakeholders, including property owners, businesses, commuters, pedestrians, and local communities. Here are several reasons why combining access drives might be implemented:

Safety Improvement: One of the primary reasons for combining access drives is to enhance safety on roads and streets. Multiple driveways or access points close to one another can lead to conflicts between vehicles and pedestrians, create weaving movements, and increase the risk of accidents. By consolidating access points, you can reduce the number of conflict points and improve safety for all road users.

Traffic Flow: Multiple access points can disrupt the flow of traffic by causing congestion, especially during peak hours. Combining access drives can reduce congestion and improve the overall traffic flow, benefiting both commuters and businesses in the area.

Efficiency: Consolidating access drives can improve the efficiency of transportation networks. When access points are combined or reduced, it can lead to smoother traffic operations, shorter travel times, and reduced delays for motorists.

Pedestrian Safety: Access management is not only about vehicles; it also takes into consideration the safety and convenience of pedestrians. Fewer access points mean fewer potential conflicts between pedestrians and vehicles, making it safer for people walking or using crosswalks.

Accessibility: Improving access management can enhance accessibility for individuals with disabilities. Well-designed access points can provide safe and convenient crossing opportunities for people with mobility impairments.

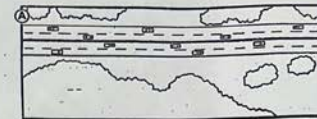
Land Use Planning: Combining access drives is often part of a broader urban planning strategy. It can help guide and control development in a way that ensures the efficient use of land and promotes a more sustainable, walkable, and transit-friendly urban environment.

Economic Benefits: Enhanced access management can benefit businesses by improving the visibility and convenience of commercial properties. When access points are strategically located and consolidated, it can make it easier for customers to access businesses, boosting their economic viability.

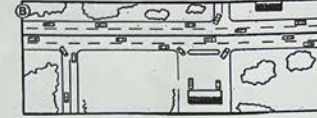
Aesthetics: Combining access drives can lead to a more aesthetically pleasing streetscape. It can reduce visual clutter and create a more attractive environment for residents and visitors.

Environmental Impact: Reduced congestion and smoother traffic flow resulting from access management can contribute to lower fuel consumption and reduced emissions, which align with environmental sustainability goals.

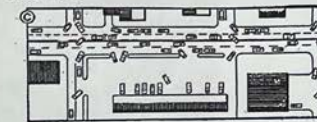
Cumulative Impact of Increased Roadside Development ...



What happens when unrestricted development takes place ...



over time ...



Source: Center for Transportation Research and Education, Iowa State University, Iowa Access Management Guidebook, October 2000, p. 19.



Minimum Horizontal Offset Distance Across Street Right-of-Way



Aligned on Driveway Centerline Across Street Right-of-Way



Combined access drives for multiple businesses provide improved safety for motorists. Limited crossing points for pedestrians decreases the opportunity for vehicle/pedestrian accidents. Uniform landscaping and development patterns create an aesthetically improved look.



Unregulated access drives lead to reduced pedestrian and motorist safety by increasing the opportunities for vehicular deceleration and more points of conflict. It can also lead to driver confusion when looking for a drive to access a specific business.

Would you support the township developing regulations to improve the M-72 corridor to assure that it remains safe, efficient, and an economic hub for the township? GREEN for "YES" and RED for "NO"

YES



Is the township going to pay for this? No to Ap. Stock. Should not have to pay for this.

NO

Infrastructure Comments

Would you be in favor of septic field inspection on lakefront property? •••

- Yes. Inspect septic fields. Support state wide regulation.
- Yes. Keep our lakes clean.
- NO

Turn Lane All Through Business on M72

- Light @ M72 + Williamsburg Rd needs new sensor and/or flashing red (in automatic lanes) (current wait times 3-12 min)
- Enforce speed limit on Williamsburg Rd. Cus are passing at 40mph in non-passing zones

Are ^{current} speed limits appropriate in WWT?

- yes
- Vinton needs to be slowed to 35 mph.

General Feedback

What else would you like to acknowledge?

Q13 - Short-term rentals (i.e., Airbnb and VRBO) of private residential homes occur in some communities, and this activity is particularly popular in Northern Michigan. The term "Short-term rental" typically means the rental of a dwelling unit for less than 30 consecutive days. What are your thoughts about whether short-term rentals should be allowed in Whitewater Township? (Note: A Bed and Breakfast is different from a short-term rental and is permitted as a Special Use in Whitewater Township, and state law could change how a local government may regulate short-term rentals in the future).

Short-term rentals should be:

Response	Count
Short-term rentals should be allowed in Whitewater Township without any local regulation	177
Whitewater Township should regulate short-term rental activity in some fashion (e.g., licensing mechanism, limits on how many short-term rentals a property owner could operate, limits on how many short-term rentals can be approved in a community, etc.)	189
Not Sure	28
Total	407

Short-term rentals should be prohibited in Whitewater Township.

Short-term rentals should be allowed in Whitewater Township without any local regulation.

Whitewater Township should regulate short-term rental activity in some fashion (e.g., licensing mechanism, limits on how many short-term rentals a property owner could operate, limits on how many short-term rentals can be approved in a community, etc.).

Not Sure

Total

What else would you like to acknowledge?

Roads
are Costly.
Let's ReExamine
the Process !!

Zoning Enforcement

light

Consider H_2O
 because it's
 source of
 Argon

I do not
support Energy
Road Development
at Possible Issues

that he drove up after
was a "maniac" & had
like a good record with
only on the main street
to put after, asked to
drive up home with me
in the house

This is a good process
overall
what we need is a
clear, coherent
vision of what we want
to achieve - to stand for
what are the most
important things driving
our development?

Support Activities
and Task
Merge to Ed Awar

Widened ERK late 1990s
in a conservative
sense.

NEED
DEEMED
PEOPLE
COURTESY

PUT CAP ON
LAST mile at
Stacy Pt Road
for this accident & counts
will not count
the whole situation!

1. Write down the names
 of the people at every
 point on the map and
 draw short lines leading
 to the boundary. Do you
 know the date and
 the place of birth?

Include non-motorized transportation in road planning; separate physically the bicyclist, who is faster, from the pedestrian.

Aller Anfang ist schwer.

- Learn up around the Post Office
- Support local Small Business & Persuasion
- Stop all the horse show people from entering our community
- Stop all the models from

- * Billie Jean
 - rees
 - * Billie Jean
 - rees
 - * Billie Jean
 - rees
 - * Billie Jean
 - rees

I think that
Roberts was a ~~man~~ and
he was very ~~kind~~ to
and ~~kind~~ ~~kind~~ ~~kind~~

Thanks for being
so
now, you know
- and teach
the story.

Ph. 2011-11-11

Mass + traffic control
- The daughter who almost
hit by a driver that pass
on the right without
any vehicle at the time. She
was at the risk of any one
when the car passed. But
people pass the stop light
on the bus all the time

Later - Sheel form remains.

Our started off with this to get along, & conduct themselves more professionally.

Orange Enrichment
is
a Property
for
K-12

We need to spend
the hard paper -
they spend it
at a war room.

We need to support
Syria and
Iraq and Kuwait.

If you make
new entries, then
you may be
called them?
I don't know

BRUNNEN THERM
ZUGELI 1000 THERM
ZUGELI
TO NOT BRING AN
ANY MORE IN
ANY MORE, BUT THAT,
MAKING IN
THE OTHER HAND

Start from 1000000.
Then we need to
know what people
think about this
issue. We need
a survey in place
to see what
more info we
need.

those towns which develop
a lot of ready to eat food.

— places if they have
an where to other things will
be able to get outside and those
things and that will be great
more than a new year

STRIP
NICK
VIBR
CLEAN
DEFINITE
Enthusiasm!

Good evidence is a huge safety net.
PSK used not much
with shoulder surgery
after fracture and
Knee replacement
A CoR Ref - this is more
potentially harmful

It would be interesting
to know what % of WWI
residents are pipefitters,
to live as Elk Lake & Lake
Skiing.

Thank you for
having this open
house & looking
forward to get you
with updated info

1. Stability is stable
 the other would be bad
 even so it can't have enough
 stability, they have enough
 and it's getting worse, along coming
 the spread of AIDS and could be
 just a few years till the first
 case has to be reported. The people
 in the world are not aware of the
 situation, they think it's
 impossible, but it's in the air

Great
Job!

Attachment 2:

Goals and Strategies Session – “Whitewater Township Planning Principles, Goals, and Implementation”
document used in the workshop

Whitewater Township Planning Principles, Goals, and Implementation

Ultimately, a community master plan must chart a course for the future. While a community's vision for itself in the future can be expressed in multiple ways, the essential elements of community planning come down to defining where a community "wants to go" and implementation steps describing "how it intends to get there."

The steps to define "where Whitewater Township intends to go" began by revisiting the goals described in the 2015 Master Plan. This review revealed the fact that the four master plan goals (and bullets thereunder) are not goals in a strict sense but rather are general statements about what Whitewater Township values and hopes to encourage. These overarching principles are pertinent to many local planning issues but do not articulate a clear policy or provide actionable steps forward. They can, however, be used as a framework for more specific, actionable goals and implementation steps.

In considering and developing more specific community goals, two major considerations were to view them through the lens of current community attitudes (survey and workshops) and use a framework called "SMART goals" as much as possible. SMART goals help to define clear, realistic, and measurable targets. SMART is an acronym that stands for:

Specific: The goal should be well-defined and clear.

Measurable: The goal should have criteria for measuring progress and success.

Achievable: The goal should be attainable and not impossible.

Realistic: The goal should be within reach and relevant.

Time-bound: The goal should have a clear start and end date.

Given the development of SMART goals, implementation steps in a community master plan often fall into two general categories. First, policies are developed to help the community respond to future requests for action or provide guidance for future actions as opportunities present themselves. This might include information on how to respond to future rezoning requests. Second, initiatives are developed to define action items that must be completed to achieve something. This might include developing new zoning standards, procedures, or special planning studies to address a key issue. Defined initiatives should be associated with a sense of priority and timeframe.

Planning Principle: Respect the Rights of the Township Residents and Property Owners.

Context: The rights of residents and property owners can be infringed upon in several ways. These include:

1. No one is served by poorly drafted or ambiguous zoning requirements that create confusion, permitting delays, and legal challenges.
2. A lack of consistent zoning enforcement can leave property owners unprotected from nuisances and diminish property values.
3. Blighted areas in Whitewater Township reduce property values and discourage investment.
4. Existing permitted and special uses in various zoning districts may create land use conflicts (i.e., residential uses are currently allowed in the industrial zone).
5. Effective and reasonable landscaping requirements in the zoning ordinance can mitigate visual and noise impacts between dissimilar land uses.

Potential Goals	Initiative	Policy
1. Have a clear, well-organized, and effective Zoning Ordinance. This includes current and future steps to improve the clarity of the existing zoning ordinance so that requirements and standards are unambiguous. This also includes preparing, updating, and adopting a Zoning Map linked to the Zoning Ordinance that plainly defines the boundaries of all zoning districts.	X	
2. Effectively address blight in Whitewater Township. Specific steps include updating the Township Junk Ordinance (38) (and any other related ordinance) as necessary and providing for an effective enforcement mechanism as required to ensure compliance.	X	
3. Reduce future land use conflicts in Whitewater Township. Presently, the Whitewater Township Zoning Ordinance is cumulative (for example, all uses are permitted in the Industrial Zoning District). Specific steps include a review of all permitted and special uses in <u>all</u> zoning districts to ensure that they are generally harmonious and compatible. This is also an ongoing process as new land uses and development trends emerge.	X	X
4. Provide effective landscaping and buffering requirements in the Zoning Ordinance. Specific steps include reviewing and updating existing landscaping requirements, particularly regarding buffering, lighting, and noise for land uses that may have off-site impacts.	X	
5. Have and maintain effective regulations regarding higher-density residential development. Specific steps include a review of permitted density, required open space, parking area locations, lighting, etc. This is also an ongoing process as development trends emerge.	X	X
6. Have and maintain practical regulations concerning alternative energy facilities in Whitewater Township. Specific steps include creating basic regulations to allow for the development of local alternative energy production (solar panels, wind). Such regulations provide safeguards to mitigate off-site impacts. This is also an ongoing process as technology evolves.	X	X

Planning Principle: Preserve Whitewater Township's Rural Character

Context: Residents value the rural character of Whitewater Township and want to preserve it. Additionally:

1. To residents, the area's rural character is the presence of orchards, farm stands, other agricultural land, woodlots and forests, and extended views of undeveloped land across the landscape.
2. Preserving rural character also includes protecting the environmental integrity of the Township floodplains, wetlands, watersheds, and water bodies.
3. Land east of Cook Road on M-72 is largely zoned A-1.
4. There is strong support for agricultural tourism as a broad category of activities that can include roadside stands, u-pick operations, and other activities incidental to the operation of a farm that brings members of the public to the farm for educational, recreational, or retail purposes.

Potential Goals	Initiative	Policy
1. Have regulatory tools necessary to help maintain rural character. Specific steps include a focused effort to identify and evaluate potential new tools to minimize impacts on rural character. Primary options include 1) a focus on permitted density (units per acre to keep housing units more spread out) and/or 2) more stringent requirements on landscape design (home placements, retaining natural vegetation, native plantings, visual blocks, etc.).	X	
2. Maintain the rural qualities of M-72 east of Cook Road. Land next to M-72 and east of Cook Road is now zoned Agricultural (A-1). The policy of Whitewater Township should be to discourage rezoning of Agriculturally-zoned land on M-72 east of Cook Road to Commercial (C-1) or other more intensive development zoning districts.		X
3. Create an improved PUD Zoning District that developers are inclined to use. Specific steps include updating the existing PUD Zoning District to include regulatory incentives. A PUD should be an attractive option, allowing for residential density to be clustered with the preservation of unique environmental and landscape features that contribute to rural character.	X	
4. Review and update zoning requirements to further support agricultural tourism. Specific steps include reviewing existing zoning requirements for roadside stands, farm markets, u-pick operations, and other related activities incidental to farm operations. A zoning amendment would be necessary to align requirements with desirable development activity.	X	
5. Develop consensus about the desirability of voluntary or mandatory architectural design guidelines. Local preferences point toward favoring architectural styles that reflect rural qualities. Voluntary or mandatory architectural design guidelines could be based on survey and open house findings and additional study to articulate desirable features to be included in new construction. This would apply to new commercial, industrial, and multi-family development; this would not apply to single-family residences.	X	
6. Eliminate the R-1 Zoning District along the creeks and tributaries. Presently, land along streams and tributaries in Whitewater Township is zoned R-1 (a higher density and more intensive zoning district than A-1). This encourages more development in areas generally regarded as environmentally sensitive (wetlands/floodplains). Specific steps include rezoning such property to A-1 (like adjacent property).	X	
7. Update the existing "Road Plan" for Whitewater Township. Specific steps include reviewing the current Road Plan in the context of seeking the designation of local roads as Natural Beauty Roads per the Natural Beauty Road Act (Act 451 of the Public Acts of 1994). Such designation provides some protections concerning mowing, use of herbicides, tree removal, etc.	X	
8. Re-evaluate the repeal of Article 27. Article 27 contained regulations for Environmentally sensitive areas (wetlands, steep slopes, shorelines, etc.). This Article was eliminated in 2019. While this article may have shortcomings, some useful requirements should be considered for reinstated in a new zoning amendment. A review of Article 27 is warranted, and a replacement should be considered as necessary to address important issues.	X	

Planning Principle: Build a Sense of Community

Context: Like many small rural communities, Whitewater Township lacks a defined downtown and sense of place common in cities and villages. However, Williamsburg was once a commercial center, but many buildings are now gone. Additionally:

1. Three out of four survey respondents want to encourage redevelopment of Williamsburg, north of M-72, into a downtown-type setting with small-scale retail, commercial services, restaurants, and upper-floor housing.
2. Most, if not all, of the land uses in Williamsburg (south of M-72) are now residential (except for the Township Hall and the Methodist Church).
3. Places for social and cultural activities and interaction (farmers market, car shows, concerts, senior programs, etc.) are limited (except for the township park).
4. The area west of Elk Lake Road and North of M-72 is zoned "V" (Village).
5. Residents point to the need to develop more convenient bike trails and walking paths in Whitewater Township. More non-motorized transportation options in Whitewater Township would help build a sense of community.

Potential Goals	Initiative	Policy
1. Evaluate permitted uses and development standards in the "V" Village Zoning District (North of M-72 and west of Elk Lake Road) to ensure they align with the development concept of a downtown-type setting with small-scale retail, commercial services, restaurants, and upper-floor housing. Steps toward this goal may include preparing and refining land use sketches showing building mass, placement, and parking area locations. This is followed by a zoning amendment(s) to eliminate regulatory barriers to a desirable development pattern.	X	
2. Attract and encourage redevelopment in the "V" Village Zoning District (North of M-72 and west of Elk Lake Road). This might include partnerships with the Michigan Economic Development Corporation and other local or regional economic development entities.		X
3. Pursue opportunities to develop a corridor plan for M-72 with the newly created Metropolitan Planning Organization (MPO) and associated potential funding. Such a plan would identify ways to manage access to adjacent property as it develops to lessen congestion and increase traffic safety. This potentially includes topics such as future signals, roundabouts, access roads, combined access drives, turn lanes, deceleration lanes, etc., and allows for coordinated land use and transportation planning.	X	X
4. Encourage investigations into discovering feasible central water and sewer options to support more intensive development in Williamsburg. Continue to study and support investigations into possible central water and sewer options to reduce concerns over pollution and water supply and to support more intensive development in Williamsburg proper.		X
5. Develop a general non-motorized plan for Whitewater Township. Such a plan defines opportunities for bike and walking trails and creates a list of long and near-term projects that would connect to a regional non-motorized network and community facilities such as parks and schools. It may include paved road shoulders and standalone trails. Emerging partnerships include TART, the Grand Traverse County Road Commission, and the newly formed MPO.	X	
6. Create a local community development foundation (CDF) or establish partnerships with existing CDF's. Encourage and support the creation of a local community development foundation to assist with community projects related to education, environmental projects, or economic development efforts. Such an entity could be a local non-profit corporation, or partnerships with entities such as the Grand Traverse Regional Community Foundation could be formed or strengthened.	X	
7. Maintain and Develop Partnerships with the Elk Rapids School District. A focus on the Mill Creek School is warranted, given current enrollment and facility issues. At the same time, a growing community raises issues about needs such as libraries, senior centers, and related public space needs. Coordinated planning (especially regarding facilities and public buildings) is desirable and warranted.		X

Planning Principle: Encourage Economic Opportunities

Context: Whitewater Township is pro-business and seeks to provide an environment wherein people can succeed economically. Additionally:

1. Whitewater Township has an industrial area (generally south of M-72, West of Williamsburg Rd and east of Moore Road). It is home to several light industrial uses that provide jobs and a local tax base.
2. The M-72 corridor (west of Cook Road) presents opportunities for new commercial development. Residents generally desire smaller building footprints (75,000 square feet or less), mixed uses (potentially retail, services, office, residential, etc.), controlled signage, limited driveways, limited site lighting, and extensive landscaping.

Potential Goals	Initiative	Policy
1. Pursue designation as a “Redevelopment Ready Community” through the Michigan Economic Development Corporation (MEDC). This certification process signals that a community has clear development policies and procedures, a community-supported vision, a predictable review process, and compelling sites for developers to locate their latest projects.		X
2. Update the C-1 (Commercial) Zoning District. Specific steps include reviewing permitted uses, special uses, and development standards (lot sizes, setbacks, and maximum building size limitations align with desired development scenarios). Potential updates in a future zoning amendment align with the community survey results and feedback from the open house.	X	
3. Update the N-1 (Industrial) Zoning District. Specific steps include reviewing permitted uses, special uses, and development standards (lot sizes, setbacks, and maximum building size limitations) to align with desired development scenarios. Particular attention should be focused on uses currently allowed that are not industrial.	X	
4. Develop consensus about the desirability of voluntary or mandatory architectural design guidelines in C-1 (Commercial). Determine if architectural design guidelines (voluntary or mandatory) are appropriate to further rural character in new non-residential buildings in the C-1 Zone. Local preferences point toward favoring architectural styles that reflect rural qualities. Voluntary or mandatory architectural design guidelines could be based on survey and open house findings and additional study to articulate desirable features to be included in new construction.	X	
5. Address the issue of Short-Term-Rentals (STR) in Whitewater Township. Zoning regulations should be clarified, and new / updated regulations should reflect recent survey results and other feedback obtained through the Master Plan process. Any steps forward in terms of new or revised regulations should take into account any legislative changes at the state level.	X	
6. Define and capitalize on the potential to use existing rail networks. The existing rail line west of the post office may present development/redevelopment opportunities for Whitewater Township. This might include new recreation attractions such as utilizing abandoned railways for rail bikes or other forms of transportation. Whitewater Township should encourage and support efforts to use this existing rail bed and right-of-way for purposes that help stimulate redevelopment of this area.		X
7. Invest in township facilities as development catalysts. Township and public facilities (such as EMS, fire protection, township hall, etc.) are necessary to support quality public services. From a planning perspective, there are opportunities to co-locate facilities in ways that help support development and redevelopment. The Township Board, Planning Commission, and School Board should maintain close communication and collaboration to ensure related decisions create synergy, efficiency, and development catalysts where possible.		X

Attachment 3:

Goals and Strategies Session – Planning Workshop Resource Sheets used during the workshop

GENERAL ZONING INFORMATION

Like most Michigan Townships, Whitewater has a Zoning Ordinance. It was first adopted in 1972 and it divides the township into 11 Zoning Districts (see map). Each zoning district allows certain land uses. Some uses are “permitted” and some are “special uses.” Special uses require Planning Commission review and approval. Each zoning district has development standards (minimum lot sizes, building setbacks, etc.). These are summarized below:

R-1 RESIDENTIAL

Permitted Uses Such As: Single family dwellings, parks, churches (less than 5,000 square feet), etc.

Special Uses Such As: Bed and Breakfasts, churches (more than 5,000 square feet), Planned Unit Developments

Minimum Lot Size: 20,000 square feet

R-2 RESIDENTIAL

Permitted Uses Such As: All uses permitted in R-1, two family dwellings, schools, libraries.

Special Uses Such As: All special uses in R-1, Nursing homes,

Minimum Lot Size: 12,000 square feet (1 fam.), 22,000 (2 fam.)

R-3 RESIDENTIAL

Permitted Uses Such As: All uses permitted in R-2, two family dwellings, schools, libraries.

Special Uses Such As: All special uses in R-2, multi-family dwellings, townhouses and apartments

Minimum Lot Size: 12,000 square feet (1 fam.), 11,000 square feet per dwelling unit.

C-1 Commercial

Permitted Uses Such As: All uses allowed in R-1 and R-2, restaurants, offices, retail stores, equipment rental, personal services, daycare, churches.

Special Uses Such As: Any use in a building more than 10,000 square feet, drive thru, indoor recreation, multi-family, vet clinics, storage buildings, etc.

Minimum Lot Size: N/A

V Village

Permitted Uses Such As: All uses allowed in R-1, R-2, R-3 and C in buildings with a footprint of less than 5,000 square feet, apartments and offices located above commercial uses in mixed-use buildings

Special Uses Such As: Permitted Uses allowed in the R1, R2, R3, and C districts in buildings with a building footprint of 5,000 square feet or more, and any use in a building which exceeds 5,000 square feet, and drive-through services, or live entertainment.,

Minimum Lot Size: NA

N Industrial

Permitted Uses Such As: All uses permitted and as regulated within the Commercial, Village, and Residential Districts, wholesale warehouses, storage warehouses, billboards.

Special Uses Such As: Junk, scrap metal, or salvage yards, stock yards, slaughterhouses, rendering plants, meat or pelt processing establishments, heavy industry such as smelters, foundries, heavy industrial stamping operations, all special uses permitted within the Commercial, Village, and Residential Districts.

Minimum Lot Size: N/A

A-1 Agricultural

Permitted Uses Such As: All uses permitted and as regulated in Residential District R- 2, Farming of all types, including the construction and maintenance of migrant worker's quarters, Riding academies and stables, veterinarian hospitals and kennels, farm markets, private family campgrounds.

Special Uses Such As: Commercial Campgrounds

Minimum Lot Size: 40,000 square feet

RC-1 Recreational

Permitted Uses Such As: All uses permitted and as regulated within R-2, Bed and breakfast establishments providing tourist/vacation accommodations, private family campgrounds, riding academies and stables, veterinarian hospitals and kennels, hydro-electric plants, State-owned conservation lands.

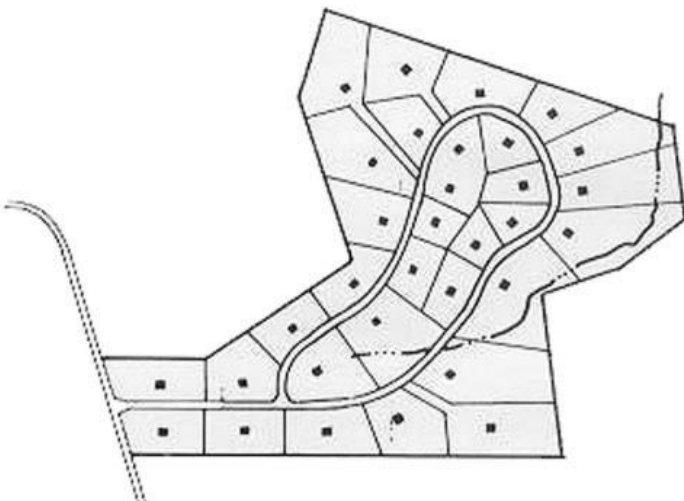
Special Uses Such As: Planned Unit Developments, commercial campgrounds

Minimum Lot Size: 5 Acres

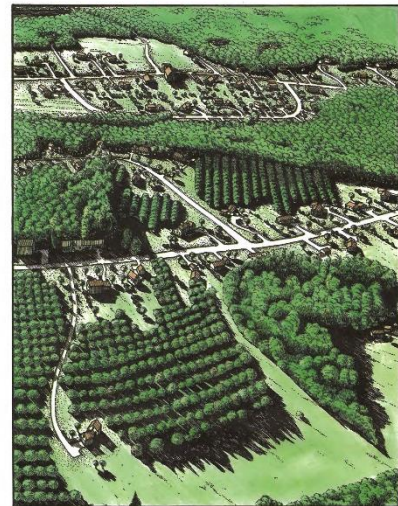
Planned Unit Developments (PUD)

A PUD is a broad category of zoning that allows for more creativity in land planning, site design, and the protection of environmentally sensitive lands not possible with conventional zoning and development practices. A PUD can allow for more compact development with common open space making, it easier to preserve environmental and scenic attributes of a site. PUDs often allow for smaller lots on some parts of the site in exchange for permanently preserved common open space elsewhere on the site. They can also allow for mixed uses (different housing types and non-residential uses).

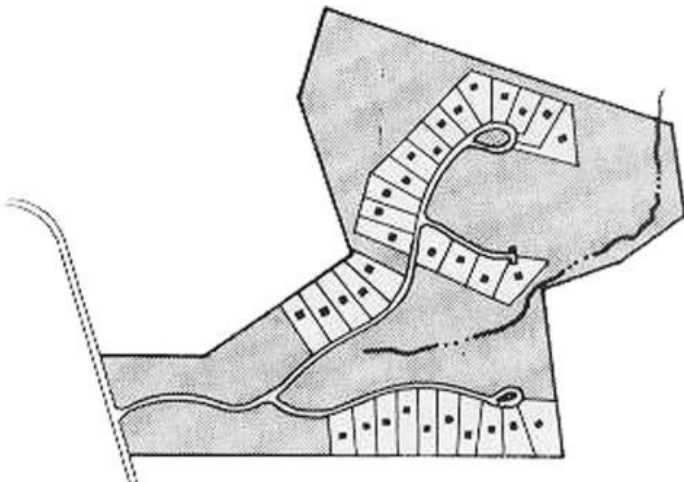
Conventional Development



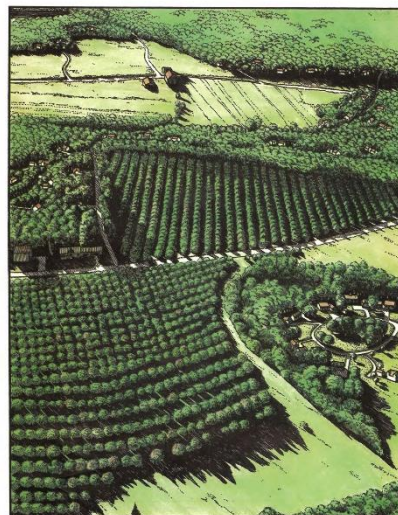
Conventional Development



Cluster Option with Preserved Open Space



Cluster Option with Preserved Open Space



Images: Dealing with Change in the Connecticut River Valley: A Design Manual for Conservation and Development. Lincoln Institute of Land Policy

REDEVELOPMENT READY COMMUNITIES (RRC)

Several years ago, the Michigan Economic Development Corporation (MEDC) created a program called Redevelopment Ready Communities (RRC). RRC is a voluntary technical assistance program offered by the (MEDC) to empower communities by building a strong foundation of planning, zoning, and economic development best practices. RRC Technical Assistance (RRC TA) match funding is available.

Some area communities now involved in the RRC program include: East Bay Charter Twp., Elk Rapids, Ellsworth, Garfield Charter Twp., Kalkaska, and Mancelona.

Best Practice – 1 (Plans & Engagement)

Evaluates community planning and how a community's redevelopment vision is embedded in the master plan, capital improvements plan, and downtown plan or corridor plan(s). It also assesses how a community identifies its stakeholders and engages them, not only during planning processes, but on a continual basis.

Best Practice 2 (Zoning)

Evaluates a community's zoning ordinance and how it meets community goals, enables the form and type of development the community is seeking and includes modern approaches to zoning. Zoning is a key tool for plan implementation and obsolete zoning regulations can discourage development and investment.

Best Practice 3 (Development Review)

Evaluates the community's development review policies and procedures to ensure they integrate predictability throughout. Unnecessary steps or unclear instructions increase time and expenses associated with development. Community leaders should look to simplify and clarify policies and increase efficiency to create an inviting development climate that is vital to attracting investment.

Best Practice 4 (Boards & Commissions)

Assesses the tools a community has put in place to strengthen their boards and commissions. Diversity on boards and commissions can ensure a wide range of perspectives are considered when making decisions on development and financial incentives. Being intentional when a community conducts recruitment and orientation for newly appointed or elected officials and board members creates a solid foundation for the community to build upon.

Best Practice 5 (Economic Development & Marketing)

Assess the community's plans to strengthen its overall economic health and market itself to create community pride and increase investor confidence. Today, economic development means more than business attraction and retention. While business development is a core value, a community needs to include community development and talent in the overall equation for economic success.

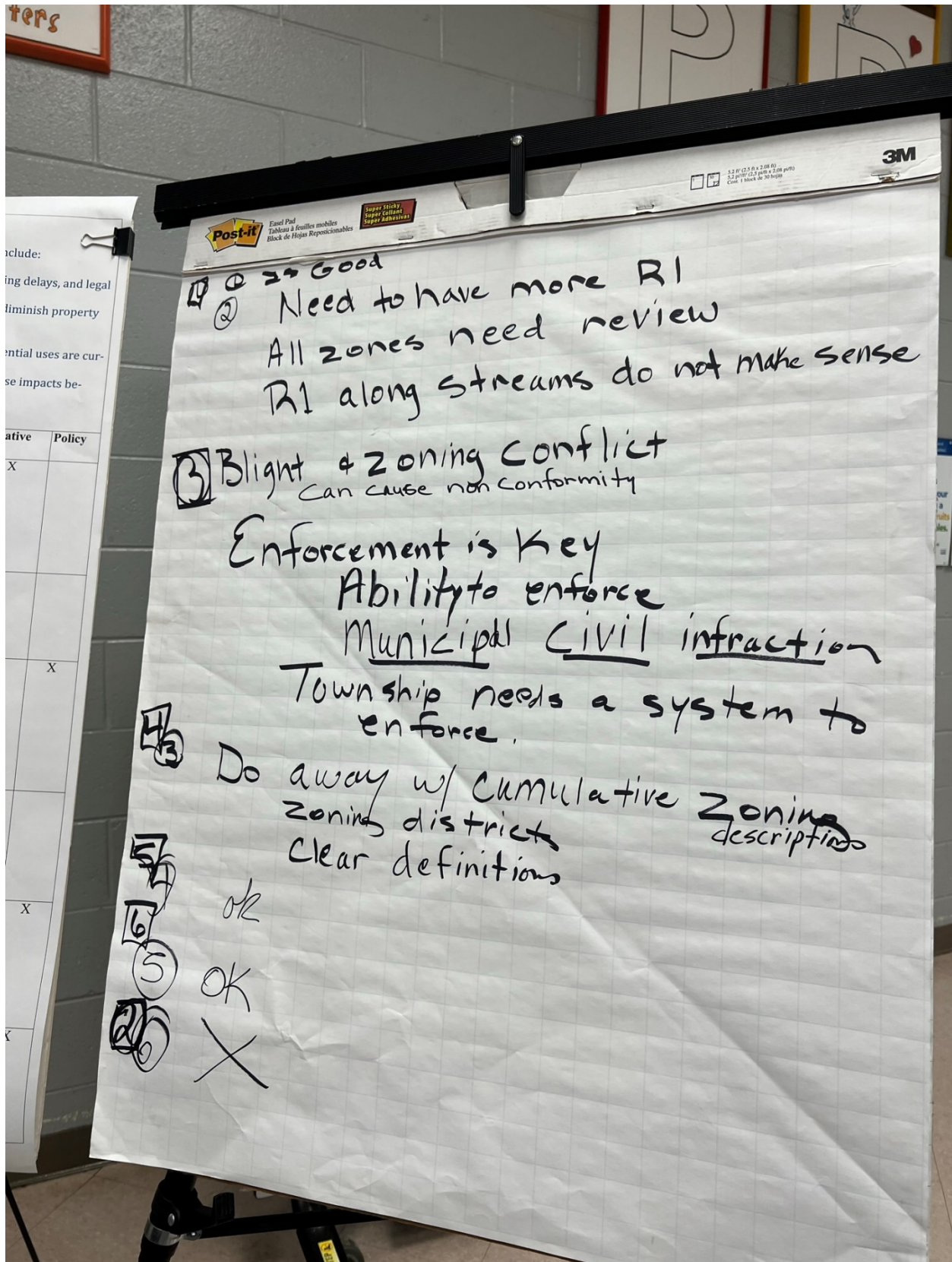
Best Practice 6 (Redevelopment Ready Sites)

Assesses how a community identifies, envisions, and markets their priority redevelopment sites. Instead of waiting for developers to propose projects, Redevelopment Ready Communities identify priority sites and prepare information to assist developers in finding opportunities that match the community's vision.

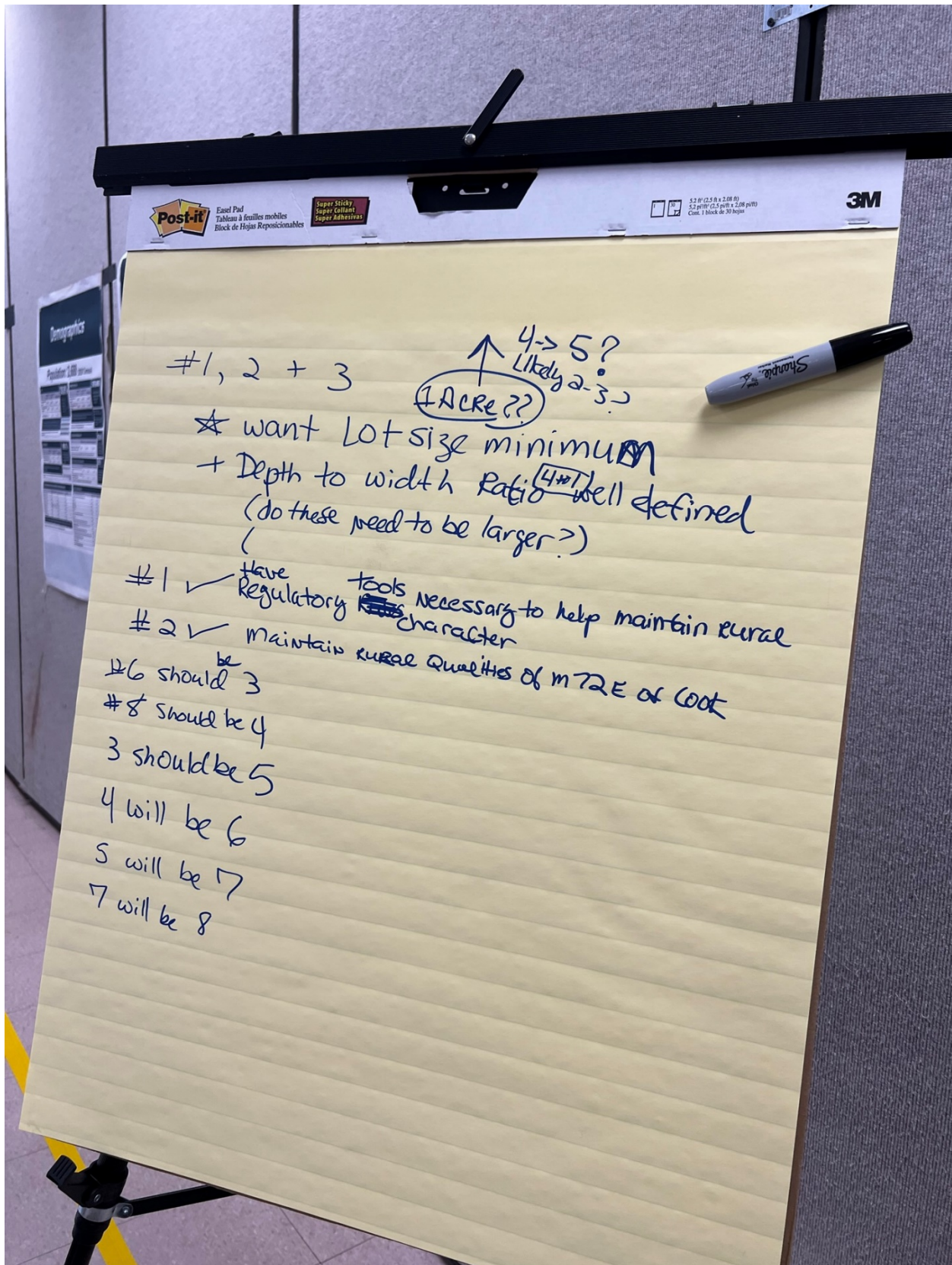
Attachment 4:

Goals and Strategies Session – Photos of the boards from each group

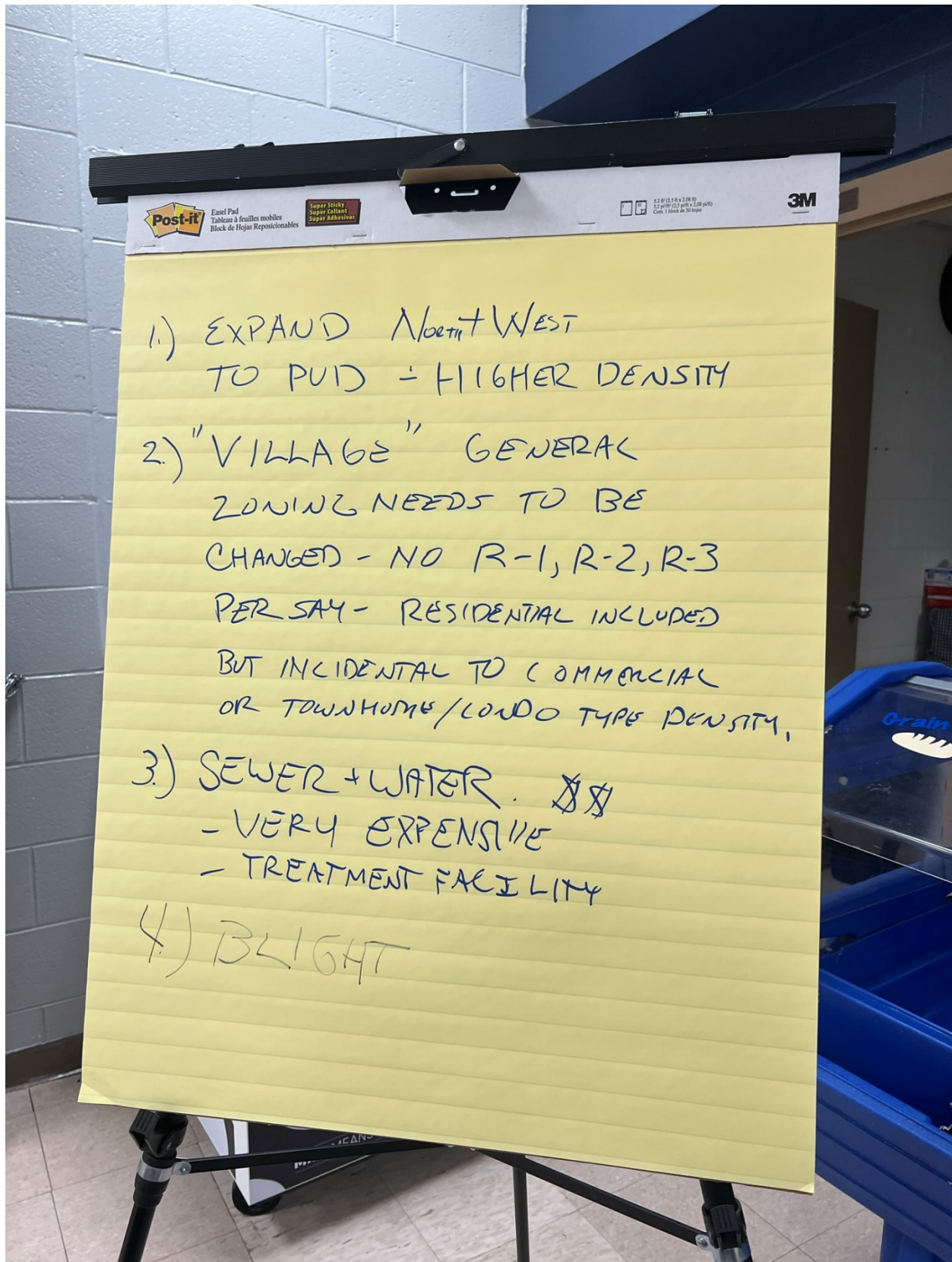
Planning Principle: Respect the Rights of the Township Residents and Property Owners



Planning Principle: Preserve Whitewater Township's Rural Character

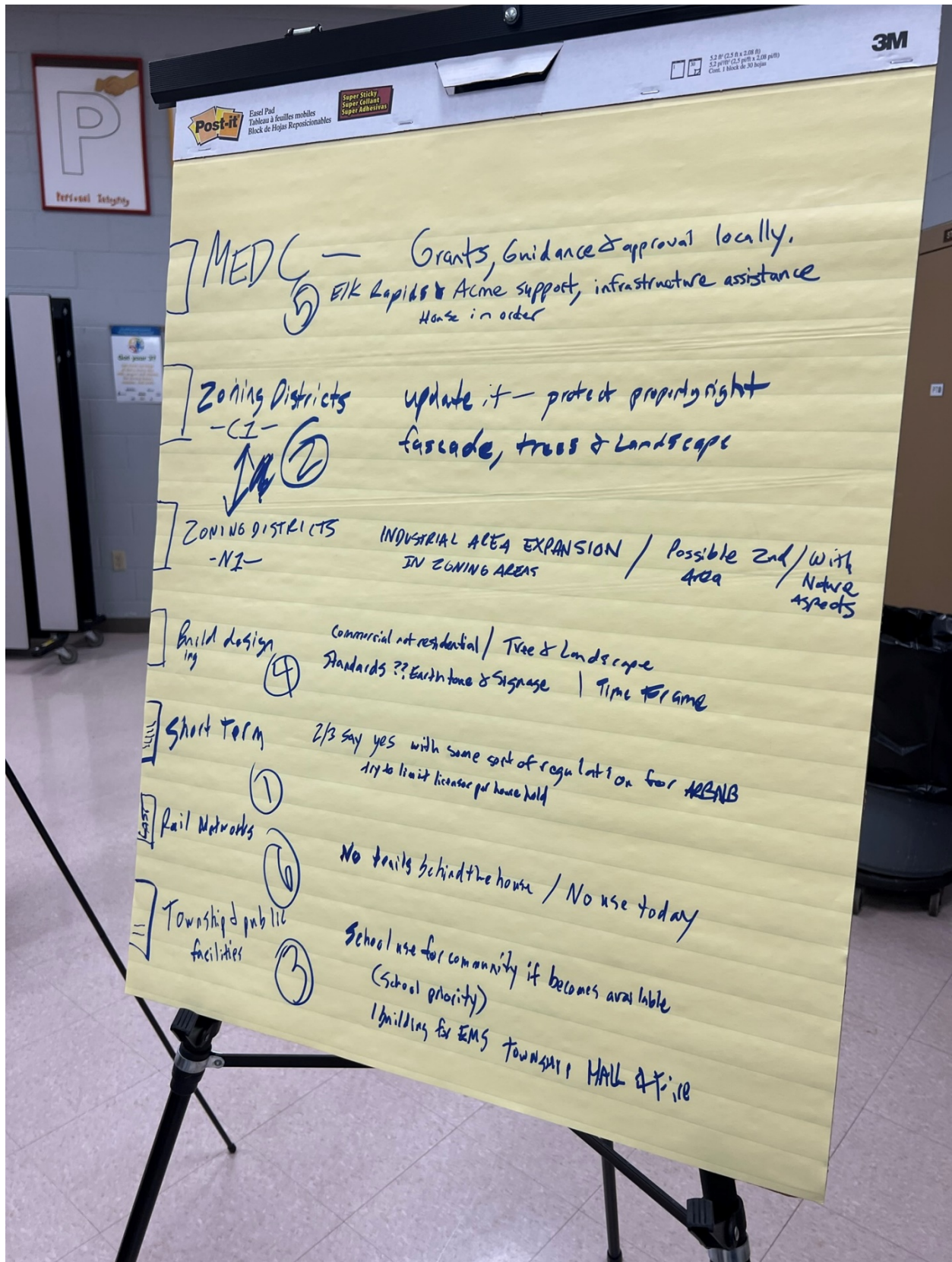


Planning Principle: Build a Sense of Community



- 1.) EXPAND North + West
TO PUD - HIGHER DENSITY
- 2.) "VILLAGE" GENERAL
ZONING NEEDS TO BE
CHANGED - NO R-1, R-2, R-3
PER SAY - RESIDENTIAL INCLUDED
BUT INCIDENTAL TO COMMERCIAL
OR TOWNHOME/CONDO TYPE DENSITY,
- 3.) SEWER + WATER. ~~XX~~
- VERY EXPENSIVE
- TREATMENT FACILITY
- 4.) BLIGHT

Planning Principle: Encourage Economic Opportunities



This memo was in the January 2023 Regular PC meeting packet and is included here to aid in our discussion of the ROS function/s and/or necessity moving forward.

MEMO

To: Whitewater Township Planning Commission
From: Randy Mielnik, AICP
Date: December 20, 2022
Re: Master Plan – Resident Outreach Committee (ROC)

At the December meeting, the Planning Commission discussed the need for a committee to help organize steps to engage residents in the Master Plan process. We discussed the importance of deliberately reaching out to residents so they can provide input and shape key parts of the updated Master Plan. We also discussed the fact that much organizational work needs to be done, and that it would be best accomplished with the help of a committee focused on these matters.

The material below provides additional details on how this committee might function, what needs to be done and a general time table for your consideration:

- [1] The Resident Outreach Committee (ROC) is an advisory committee of the Planning Commission, but as mentioned in December, committee membership need not be limited to Planning Commission members (See Section 125.3817(2) of the Michigan Planning Enabling Act).
- [2] The ROC should include 5 people to keep it small and effective. The ROC is a working group with no more than two Planning Commission members and three residents with a good understanding of current planning issues and Whitewater Township. Resident members should be selected by the full Planning Commission at the January meeting.
- [3] Scheduled ROC meetings should be announced at Planning Commission meetings, and input from others not on the committee itself should also be encouraged.

- [4] The ROC should be focused on decisions related to process and logistics, and it should meet as necessary to address the following specific issues:
- Make a recommendation with respect to the need to prepare a new community survey to update data from 2009. The key question is whether the existing survey information provided is current enough to be useful.
 - If a new survey is desired, review questions and recommend updated survey questions to the Planning Commission. Also, consider and recommend a course of action related to the mechanics of a survey (mailing, newsletter, website link, etc.)
 - Old survey results, and potentially new survey results, will be used to help define a select number of issues that would be topics at subsequent workshops/community meetings.
 - Address the issue of timing and completion dates as the aim is to complete the survey by spring/early summer, so that results are available for planning workshops.
 - Plan for one or more community workshops. Planning work includes potential dates, meeting location, workshop format, advertisements, etc.
 - Target workshop(s) for summer 2023, so seasonal residents are present.





Whitewater Township Planning Commission Bylaws

Adoption Date: July 12, 2023

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 (PC) 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 PC 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/Safety
 - 6. Government
 - 7. Transportation
 - 8. Industry
 - 9. Commerce
 - 10. Waterfront 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 PC. 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. As a Township Board representative, he or she shall prepare and share a report on PC activities at Board meetings, and shall act as a primary liaison between the PC and the Board. The Township Board representative shall also present proposed PC action items at Township Board meetings for consideration. The Township Board representative may not serve as an officer of the PC. The Township Board representative shall also inform the PC of Township Board activities, actions, and goals.
- G. Zoning Board of Appeals Representation** – The Michigan Zoning Enabling Act requires Townships that enact a zoning ordinance to have a Zoning Board of Appeals (ZBA). The ZBA is responsible for ruling on appeals of administrative decisions and zoning ordinance requirements. The processes are explained in the ZBA handbook published by the Michigan Municipal League, and in the Whitewater Township Zoning Ordinance itself. One member of the PC shall be appointed by the supervisor to serve as a member of the (ZBA). His/her term shall coincide with their appointment to the PC. The PC chair shall provide the supervisor with a recommendation for appointment following consultation with the PC membership. The PC member reports to the ZBA on relevant PC actions, proposed ordinances and, developments etc..., and responds to questions regarding the spirit and intent of ordinances. The PC member reports back to the PC on ZBA decisions and any issues the ZBA would like assistance on.
- H. Meeting Participation** - The Township Attorney, Planner, Zoning Administrator and any township planning staff shall have the ability to participate in discussions of the PC as they deliberate on agenda items during meetings.
- I. Zoning Administrator** - The Zoning Administrator shall carry out all responsibilities associated with an employment contract, or job description (if an employee). Such responsibilities should include assisting with the development of the PC annual report, preparation of required legal notices and preparation of materials needed to support development-related PC action items.
- J. Planner** - Subject to applicable contractual terms, the Planner may assist with updates to the Master Plan and zoning ordinance amendments. The Planner may also assist with independent reviews of development-related PC action items (special use approvals, site plans, etc...).

SECTION 2: OFFICERS

- A. Selection and Tenure** - At the first regular meeting each January, the PC 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 PC is unable to elect officers at the January meeting, those officers whose terms as officers have expired and who remain as active members of the PC 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 PC, including recommending the ZBA Representative to the Township Board when a vacancy occurs. Other roles and responsibilities include:
1. Preside at all meetings
 2. Appoint committees
 3. Agenda creation and submission
 4. Inform Clerk of any necessary meeting date and/or time changes within 48 hours of known change
 5. Create Action Item list and distribute within 72 business hours of meeting to PC members
- 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 PC 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 PC and shall perform such other duties as the PC may determine. The Secretary may be assisted by a Recording Secretary and/or the Zoning Administrator in the performance of his/her duties. Other roles and responsibilities include:
1. Ensure hall setup is complete 5 minutes prior to meeting start time (mics checked, name tags, recording equipment, Zoom, chairs, tables, etc.)
 2. Conduct Roll Calls
 3. Monitor zoom & equipment
 4. Take notes
 5. Assist with meeting packet organization and posting in a timely manner.

SECTION 3: MEETINGS

The business the PC may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act. The PC may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting.

- A. Regular Meetings** – Meetings of the PC 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 PC shall, if possible, select a suitable alternate meeting date in the same month as the originally scheduled meeting.

Notice of regular PC 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 PC. Notice of special meetings shall be given to the members of the PC 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 PC 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 PC must be held as part of a regular or special meeting of the PC.
1. Public Hearings that will result in the consideration of amending the Zoning Ordinance text or map shall be set by motion of the PC.
 2. Public Hearings that are required for site plan and/or special use consideration may be set in accordance with the PC regular schedule by the Zoning Administrator.
- E. Agenda** – Per, Section 2B above, the chairperson is responsible for preparing a tentative agenda, with assistance from the Zoning Administrator and/or Recording Secretary, if requested. The agenda may be modified by quorum of the PC. The PC may only take action on items that appear on the agenda.
- F. Quorum** - Four (4) members of the PC 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 PC 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 PC 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 PC member or directed by the chairperson. Except in the case of conflict of interest, all PC 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 PC 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 PC meetings shall be governed by Roberts Rules of Order.
- J. Subcommittees** - The PC may establish subcommittees to aid in conducting business as described below. All subcommittees are advisory in nature and only capable of making recommendations to the full PC.
1. **Executive Subcommittee:** An Executive Committee consisting of the Chair, Vice-Chair, and Secretary of the PC may consider matters related to budgets, contracts, and similar administrative items and draft a report containing

recommendations as to those items. The report shall be presented to the entire PC, who may amend, adopt, or veto the recommendation contained therein.

2. **Ad Hoc Subcommittees:** The PC may establish and appoint members and other individuals to ad hoc subcommittees for purposes related to the duties of the PC. A new subcommittee may be formed when the PC identifies an issue that needs attention, substantial discussion, or investigation. Each subcommittee shall be titled to ensure notices, agendas, packets, payments, and documentation can be easily identified. This will also help delineate if the subcommittee is advisory and only capable of making recommendations concerning a particular subject matter.
 - a. **Chair and Report:** Each subcommittee shall appoint a chair, who shall be responsible for drafting and submitting a report to the PC included in the PC Regular Meeting packet, summarizing the subcommittee's findings and recommendations. The subcommittee chair must be a member of the PC. All subcommittees serve the entire PC, and the recommendations offered to the PC are subject to review, amendment, or veto.
 - b. **Ad Hoc Membership:** The size of a subcommittee can vary as the PC deems fit. Subcommittees can be made up of both PC members and individuals who are not PC members. However, at no time shall a quorum of PC members serve on an ad hoc subcommittee.
3. **Subcommittee Operation:**
 - a. The subcommittee chairperson shall conduct the meeting, and a quorum shall consist of at least half of the total membership of the subcommittee.
 - b. Subcommittee meetings are not "meetings" under the Michigan Open Meetings Act, MCL 15.261 et seq.
 - c. Motions are adopted by a majority vote of the members present and voting with a quorum present. Only subcommittee members physically present at a meeting are eligible to cast a vote.
 - d. If any subcommittee member is absent for three consecutively scheduled meetings, the PC may remove such member from the subcommittee.
 - e. Minutes of meetings shall be prepared in the same format used by the PC and filed in the same manner as PC minutes.
 - f. Subcommittee meetings are open meetings for public attendance and participation, and minutes of the meetings are to be available for public inspection. Subcommittee meetings may be open for public attendance and participation via videoconference software, such as Zoom.
 - g. Subcommittee members, including residents, may be paid according to the salary and wage schedule adopted by the Township Board. Non-PC members on a subcommittee must complete payroll paperwork with the Clerk before payments are processed.

SECTION 4: DUTIES OF THE PC

The PC 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. At the beginning of each year the Chairperson shall appoint one member of the PC to prepare an annual written report of the PC's accomplishments, development and planning activities for the Township Board. As required by the Michigan Planning Enabling Act, this report will include the status of planning activities, including recommendations regarding actions by the Township Board. This report will be presented to the PC for approval before presentation to the Township Board.
- 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, and Whitewater Township Zoning Ordinance.
- G. Review, approve and submit an annual budget to the Supervisor, on or before the first Township Board meeting in January of each year.
- 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 PC shall notify the PC Chairperson, 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 PC Chairperson shall present to the Township Board a recommendation for dismissal or continued service of a member.

SECTION 6: CONFLICT OF INTEREST

During the Declaration of Conflict of Interest portion of the agenda, PC member(s) shall disclose the potential conflict of interest to the full PC membership. 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 PC member shall declare a conflict of interest and abstain from participating in PC deliberations and voting on a request, when:

- A. An immediate family member is involved in any request for which the PC 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.
- B. The PC 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.
- C. The PC member owns, or has a financial interest in, property that is required to receive a notice of a public hearing as required by the Whitewater Township Zoning Ordinance on an application under consideration by the PC. A financial interest is herein defined as an ownership stake in an equity security or debt security issued by an entity, including the rights and obligations to acquire such an interest.
- D. These guidelines shall be superseded when the "rule of necessity" is invoked.

If there is a question whether a conflict of interest exists or not, the question shall be put before the PC. Whether a conflict of interest exists or not shall be determined by a majority vote of the remaining members of the PC.

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

PC members will receive compensation on a per meeting basis as determined by the Township of Whitewater Board of Trustees. PC members may receive reimbursement for travel and expenses with recommendation by the PC and approval by the Township Board.

SECTION 8: EDUCATION

Members shall complete one training/educational program each year. Training may be provided when available at regular meetings of the PC by other PC members, the Planner or Zoning Administrator and will qualify as acceptable training. Additional training from professional or educational organizations is also encouraged.

SECTION 9: ORDER OF BUSINESS

The order of business shall be as follows:

1. Mic Check, Call to Order/Pledge of Allegiance
2. Roll Call of PC Members
3. Set/Adjust Meeting Agenda
4. Declaration of Conflict of Interest pertinent to agenda items
5. Public Comment – Any person shall be permitted to address a meeting of the PC. Public comments shall be carried out in accordance with the following rules and procedures:
 - a. Comments shall be directed to the PC, with questions directed to the Chair.
 - b. Any person wishing to address the PC shall speak from the lectern (or use raise hand feature if Zoom is being utilized) and state his/her name and address.
 - c. Persons may address the PC 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 a PC members' questions.
 - e. Public comment shall be limited to 3 minutes per person.
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. Brief Introductory Presentation (Zoning Admin. Planner, Applicant/Agent, etc.).
 - 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. PC discussion and action shall take place after the public hearing is closed. Action may also take place at a subsequent PC meeting.
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 (Review action items, due dates, meeting date/time)
13. Public Comment
14. PC Discussion/Comments
15. Continuing Education (5-15 minutes at each meeting)
16. Adjournment

SECTION 10: EX-PARTE COMMUNICATIONS

Pursuant to the Open Meetings Act, a “meeting” is any gathering of a quorum of members of a governmental body to discuss, or take action on, official business or policy. The term “meeting” also applies to information-gathering and fact-finding sessions at any location where a quorum of members is present and discussions include a public business item. All meetings must be properly noticed and advertised pursuant to the Open Meetings Act.

Members of the PC may not email, text or engage in other forms of electronic communication during, or outside of formal meetings for the purpose of sharing information or asking questions related to any action item. Additionally, it is the policy of the PC to not take part in meetings of three or more PC members at any location with an applicant to discuss a pending action item. Such communication may constitute deliberations toward decision-making or an actual decision.

SECTION 11: SUBMITTAL DEADLINES

To facilitate timely action on agenda items, it is the policy of the PC to require complete applications, applicable fees and related supporting material to be submitted to the Zoning Administrator no less than ten working days before a scheduled PC meeting. This provides time to review material, determine its completeness, place it on the meeting agenda and include all relevant materials in the meeting packet. If changes, updates, or additional information related to application for an action item is provided less than ten working days before a PC meeting, the PC reserves the right to defer consideration of such additional or updated material to a subsequent meeting.

SECTION 12: MEETING PACKETS

To ensure that PC members and the public have adequate time to review the agenda, and supporting materials for an upcoming meeting, the PC will aim toward making meeting packets available by the close of business on the day that is one week before the meeting. Pursuant to Section 3A above, the packet should be available by 5 PM on the prior Wednesday.

SECTION 13: AMENDMENTS

These bylaws may be amended at any time following a recommendation of the majority of the membership of the PC and subsequent notification to the Township Board. It is the policy of the PC to review these by-laws in January of each year and thereafter, make necessary changes to maintain a relevant and useful set of rules of conduct and practice.