

WHITEWATER TOWNSHIP PLANNING COMMISSION AGENDA FOR REGULAR MEETING,

August 2nd, 2023, 7:00 p.m.,
Whitewater Township Hall in person and Via ZOOM
5777 Vinton Road, Williamsburg, MI 49690
Phone 231-267-5141/Fax 231-267-9020

Join Zoom Meeting:

<https://us06web.zoom.us/j/89470930379?pwd=WXRKbnFFR2JhQzZSbkNOSDJ6Tm9SZz09>

Meeting ID: 894 7093 0379 - Passcode: 802260

Dial by your location: +1 312 626 6799 US (Chicago), +1 646 558 8656 US (New York) +1 301 715 8592 US (Washington DC), +1 720 707 2699 US (Denver)

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 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: None
7. Approval of Minutes of Special ROS Meeting July 6, 2023 and Regular Meeting July 12, 2023
8. Correspondence - Mielnik
9. Reports/Presentations/Announcements/Comments
 - a. Zoning Administrator - Hall
 - b. Chair – Steelman
 - c. Township Board Representative – Vollmuth
 - d. ZBA Representative - Wroubel
 - e. Additional Items
10. Unfinished Business
 - a. Zoning Update Project
 - i. Quarterly Joint TB/PC meetings
 - b. Master Plan
 - i. Survey Results
 - ii. Community Engagement Proposals
 - iii. Budget discussion
 - c. Resident Outreach Subcommittee (PC + Peltonen, McElwee, Beam)
 - i. Membership discussion

- ii. Next steps/meetings/tasks of team.
 - d. TB 08/08/2023 Packet Submission - FYI
 - e. Bylaws as amended – FYI
- 11. New Business
 - a. Open seat on the PC
- 12. Next Meeting Agenda September 6th, 2023, at 7pm (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

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
RESIDENT OUTREACH SUBCOMMITTEE
SPECIAL MEETING MINUTES
July 6, 2023

Call to Order at 8:30 a.m.

No Zoom available

There will be discussion at the regular PC meeting regarding subcommittees, the bylaws and zoom access.

Roll Call: Rebant, Mielnik, Beam, McElwee

Absent: Steelman, Peltonen

Also in attendance: Recording Secretary MacLean

Set / Adjust Agenda: Set

Declaration of Conflict of Interest: None

Public Comment:

None

Special Meeting Business:

1. Review remaining ROS critical path activities regarding the survey that were to be completed by 07/01/2023. Everything went well getting the surveys out and back. Road signs were out about a week late. There has been a delay in getting the pricing from Networks Northwest (NN). They will not move forward until the contract is complete and signed. NN is making internal transitions and that could be causing delays in communication. NN previously indicated that it would be \$5 per paper survey. They indicate it will take two weeks to get the paper surveys input into their database. Suggest the contract include language indicating a two week turn-around. We have had good feedback on survey and upcoming proposed workshops.
2. Correct or Revise rollout activities as necessary. None discussed.
3. Phase II (ROS Communications and Workshops Facilitation) Discussion:
Types of public engagement would include workshops and general listening sessions learning more specifics in more specific areas which lead to small groups and interaction on specific topics.
SMART goals =
Specific (clear outcomes),
Measurable (quantifiable objectives),
Achievable (realistic),
Relevant (important benefits),
Timebound (deadlines or anticipated milestones).
Would hope for 100 people to attend. Will include the public input in the appendix of the master plan.
Different areas of need and growth and change need to be defined, such as roads, the village, infrastructure, etc.
The township seems to be broken into five areas: lake front, ag, state forest, M72 corridor including the industrial area and the village. This may be why the township seems fragmented.
Format of additional input is like a funnel – the big picture working down to individual topics.

Do an Request For Proposal (RFP) for a couple different entities to bring in for the workshops and community engagements.

Ideas and examples from NN include a recommendation to have at least two engagements with the PC and ROS being listeners, letting them run and lead the events.

First session: VISIONING and review of the survey results. NN would then move to begin to interpret the data with five facilitators being present from NN. They would share photos, pictures and visual input.

LIAA (Land Information Access Association) is an option and we would need their information on what they propose. LIAA also writes grants. LIAA has a lot of experience in the Northern Michigan area and could be used in the future moving forward.

Will present the RFP to one or two other entities with experience.

Once the information is presented and gathered how does the township move forward on the master plan? Do the visual build outs based on current and proposed zoning.

Builders, developers and businesses are reaching out into the Whitewater Township area. Current statistics available are based on information gathered during the pandemic – that data could be skewed.

The visioning sessions could be in the fall, with some of the “snowbirds” not in the area. How do we engage with them? Capture the majority with the first session. They will decide if they want to stay to supply input. Will want to get the first session in September. Hopefully the second in October.

Engagements would be three hours each, with two or three sessions planned. Data would be provided within 2-4 weeks. PC would process the data.

Set up a pop-up with a table with information regarding master plan input at the Park Halloween Party, 9/30.

Need to get the PC to approve an RFP and the get approval of the Board in August. The Board can do a special meeting to address and approve. Timing is very important getting RFPs out, returned and contracts signed.

MOTION by Rebant, second by Beam to take the Request For Proposal plan to engage Networks Northwest and LIAA for their bids on the project to the PC on July 12 and ask for their support to send out by July 13. All in favor. Motion carried.

4. Any related topic the subcommittee wishes to discuss.
Connect with Zach of NN for a contract for the paper survey data input and an established date of return.
5. Prepare an initial motion for PC to vote 07/12/2023 on funding package for Phase II, ROS Communications and Workshop Facilitation.
6. Next Meeting for this committee: July 31 at 8:30 a.m. to address the RFPs; will need to set places and dates for the workshops, especially the first workshop. Will check with the school and the casino.

Next Regular Meeting July 12, 2023, 7 p.m.

Public Comment:

None

Committee discussion:

Adjournment: 9:50 a.m.

Respectfully Submitted
Lois MacLean,
Recording Secretary

DRAFT
WHITEWATER TOWNSHIP PLANNING COMMISSION
MINUTES FOR REGULAR MEETING
July 12, 2023

Call to Order at 7:00 p.m.

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

Absent: DeYoung, Steelman

Also in attendance: Planner Mielnik and Recording Secretary MacLean

Set / Adjust Agenda: Vollmuth requested and everyone agreed to add SOP pay as UB e (5) and add Amendment #81 as NB a (2) (per Vollmuth SOP = Standard Operating Procedures. Should be labeled as Special PC Subcommittee pay)

Declaration of Conflict of Interest: None

Public Comment:

Began at 7:05 p.m.

Ron Popp – regarding contract, regarding possibly not signing the contract. Additional discussion ensued:

PC was requesting an additional \$5000 for Networks Northwest. \$800 to get started immediately. The “Up to \$5000” would include the cost for the total tabulation of the survey. The Supervisor interprets the minutes different than the PC. The totals have now been verified with a total number of responses that will need to be tabulated.

Public comment ended at 7:15 p.m.

Public Hearing: None

Approval of Minutes:

MOTION by Jacobson second by Rebant, to approve the PC regular meeting minutes of June 7, 2023.

Keaton–yes; Jacobson–yes; Wroubel–yes; Rebant–yes; Steelman–NA; DeYoung–NA; Vollmuth–yes. Motion carried.

Correspondence: None

Reports:

Zoning Administrator Report, Hall: None

Chair’s Report, Steelman: None

Township Board Rep, Vollmuth: No news.

ZBA Representative, Wroubel: No cases in June.

Committee Reports: None

Additional items: None

Unfinished Business:

1. Bylaws – review feedback from legal and discuss edits and approval – Mielnik clarification and background information on the bylaws being presented. Draft provided by the township attorney. Executive Committee and Adhoc committees have not been used at this point. The subcommittee is a valuable tool and moves projects forward. The legal amendment makes things more clear. Keaton wants to make sure this does not slow things down moving forward.
MOTION by Rebant second by Jacobson, to adopt the PC bylaws as presented by the township attorney. Rebant–yes; Steelman–NA; DeYoung–NA; Vollmuth–yes; Keaton–no; Jacobson–yes; Wroubel–yes. Motion carried.
Vollmuth will present the bylaws as updated by Mielnik to the Board for their record.
2. North Place Planning LLC contract has been approved. Working on the Zoning Ordinance: As work gets done it can be presented to the full PC or to a subcommittee and present to the Board periodically. It can be presented to the Board via the Board Rep and there can be joint meeting scheduled. Reserve a slot in Unfinished Business on each PC agenda. Can add subcommittee work as necessary. Rebant suggests a Board Rep and a PC Rep communicate with Mielnik and possibly include the Zoning Administrator and a member of the ZBA. Mielnik will bring what he has to the August meeting for the full PC review.
3. Budget update, Rebant – data presented and explained. We are approximately 15% through the budgeted funds and 25% of the year. More expenses (signs, Networks Northwest, etc.) for the survey will be hitting the general ledger in the next month or so.

4. Master Plan update Rebant has resigned from the PC.

We had 132 responses that were submitted online. The contract that needs to be signed by the Board representative with Networks Northwest is for the data entry of the 483 paper surveys. The expectation is that the data will be completed by the end of July.

MOTION by Rebant second by Vollmuth, to recommend the Networks Northwest contract #1730 be accepted and forwarded to the Whitewater Township Board for approval and signature by the Supervisor for an amount of \$2,415.00, payable in two installments.

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

Request For Proposal (RFP) for facilitation of workshops may be about \$5000.

MOTION by Rebant, second by Jacobson, to send the presented Request For Proposal (RFP) for a community engagement partner, requesting the proposal be returned by 5 p.m. on July 26th.

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

Keaton asked for input from Popp. Popp indicates he will call a special meeting of the board as soon as possible to approve and get the Networks Northwest contract signed.

Rebant notes that it seems extreme to have to call a special meeting in order to spend \$2,415.00.

Jacobson noted the history as presented in the Master Plan is interesting. There is information available through the Historical Society regarding diphtheria that could be included.

5. Standard Operating Procedures (SOP) pay, postpone to August. Information presented to and approved by the township board refers to it as Special PC Subcommittee pay.

New Business:

1. Subcommittees - postpone
Resident Outreach Committee (ROS)
Procedures / Checklists / Chain of command
2. Amendment #81, postpone to August.

Next Regular Meeting August 2, 2023, 7 p.m.

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

Public Comment:

Began at 9:25 p.m.

Via Zoom:

Sue

Ended at 9:28

Commission Discussion/Comments: Thank you Rod for all your time and efforts!

Meeting Synopsis: Bylaws updated; process moving forward on zoning ordinance updates; budget reviewed; Networks Northwest contract for survey tabulation approved and sent to Board for approval and signature; RFP approved for community engagement.

Continuing Education: Vollumuth shared information regarding zoning and police power ordinances.

Adjournment: 9:30 p.m.

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

Respectfully Submitted
Lois MacLean,
Recording Secretary

Cheryl A. Goss

From: Sue Mielnik <sue.mielnik@gmail.com>
Sent: Thursday, July 13, 2023 7:45 PM
To: Ron Popp; Cheryl A. Goss; treasurer@whitewatertownship.org; Heidi Vollmuth; trustee02@whitewatertownship.org
Subject: Re: PC Meeting

Mr. Popp,

Thank you for your message.

To be clear, we are not a democracy. We are a republic with statutes, laws, regulations etc. Because we are a republic, we have representatives vs majority rule (as in a democracy). You may see this as semantics but it's imperative to know the difference. As I see it, you are our representative (along with other Board members.) You do not work for the Board. You are the Board. In fact you are the Supervisor of our Board and as such, to the best of your ability, represent the people of Whitewater Township.

I understand processes and their importance. After all, they are part of a larger system to get work done. However, without goals, processes are useless. We cannot lose sight of what we are trying to accomplish in Whitewater Township. I'm excited to see the results of the survey, as I'm sure you are, and learn what matters most to residents and go from there. My suggestion is that this process, as well as others related to this matter and other matters, be fine-tuned to better expedite the work of the PC. Unnecessary approvals only hold up the Township from moving forward.

Thank you for your time, Mr. Popp. I look forward to our next Board and PC meetings.

Sue Mielnik

On Thu, Jul 13, 2023 at 5:43 PM Ron Popp <supervisorwhitewater@gmail.com> wrote:

Always good to hear from you Sue. Government is a process, not a goal. We may not like the guidelines and or rules but, I work for the board and therefore am responsible to carry out their wishes not mine. When I don't, they have questions for me. Following this basic protocol separates a democracy from an autocracy. Anyone can find fault, that is easy, simply turn on the news to see. I encourage everyone who is unhappy with a democracy to offer meaningful suggestions on how to make the process better. We do listen, especially to well thought out recommendations.

Yes, your comments will be placed in they'll correspondence section of the next regular board meeting.

Thank you,
Ron Popp
Whitewater Township Supervisor
231.267.5141 Ext. 23
supervisorwhitewater@gmail.com

On Thu, Jul 13, 2023 at 2:38 PM Sue Mielnik <sue.mielnik@gmail.com> wrote:

Hello Mr. Popp,

I listened to the PC meeting last evening and offer the following comments relative to the Networks Northwest contract.

I'd like to see this contract as well as others that are below a \$5000 threshold to move forward without Board approval. It is counter productive at many levels to require "permission" for the PC to use their budgeted dollars as they see fit. If this is the case, why have a budget? It reminds me of a parent giving their kids an allowance, yet requiring them to check in with mom and dad before spending it. I have confidence in our PC (as I hope parents have with their kids) that they have and will continue to spend their budgeted dollars wisely. In fact, you may have heard them account for each dollar spent thus far. This is not a group of people who spend frivolously but do so very thoughtfully.

Mr. Rebrand raised several good points at the meeting and gave good examples. They were disregarded. You mentioned you may have been wrong, but from your point of view, based on a motion at the May meeting of which you did not attend, you assumed that the PC was required to seek Board approval. You were incorrect in your interpretation. Your understanding is flawed and taken out of context. I sensed that you were not open to a point of view other than your own, which you reiterated several times. Doing so does not make it correct nor does it ingratiate yourself with the PC nor the public.

I understand contracts. Before retirement, I negotiated and was heavily involved in multi-million dollar contractual agreements. I understand nuances of such. If I were to seek approval for every contract I negotiated, I would not be retired but still working in my office.

Additionally, it is my hope that a \$2415 contract does not go to the Township's Legal counsel. It would be an utter waste of money and time to do so. Let me suggest that the focus be on the goal and not on the process, which it appears to be. It is not helpful to confuse and deflect which is becoming a pattern.

Mr. Popp, I am disappointed in the lack of leadership at the Board level. I expected more. I hope to see significant positive change in how the Board manages itself and how it builds partnership with the PC and the public.

Sue Mielnik

Ps - I expect to see this email in next month's packet.

From: Zach Vega <zach.vega@networksnorthwest.org>

Sent: Wednesday, June 28, 2023 4:12 AM

To: Randy Mielnik <randy@northplaceplanning.com>; Rebant Rod <rrrebant@gmail.com>

Subject: Facilitation Contract

Hi Rod and Randy,

First, can you remind me how many total paper surveys were collected? I'll get that draft contract prepared as soon as you let me know.

I've attached a copy of the draft contract for facilitation services. Please look it over and let me know if you have any questions or suggested edits. If all looks good, I'll get both of these contracts to our CEO for signature before sending them over to you for the same.

As a reminder, I'm out of the country so my response times may not be quick. Thanks for your patience.

Zach

--

Zach Vega, AICP

Community Planner

Networks Northwest

zach.vega@networksnorthwest.org

PH: 231-929-5048

Cell: 231-342-0903



**Networks
Northwest**

Talent / Business / Community

600 E. Front St., Suite 104

Traverse City, MI 49686

Contract Number:

Contractual Agreement
Between

Whitewater Township
5777 Vinton Road
P.O. Box 159
Williamsburg, MI 49690

And

Networks Northwest
P.O. Box 506
Traverse City, MI 49685-0506

This Contract, designated Number ____ is made and entered into by and between Whitewater Township, 5777 Vinton Road, P.O. Box 159, Williamsburg, MI 49690, and Networks Northwest, P.O. Box 506, Traverse City, MI 49685-0506, hereinafter referred to as NN. Whitewater Township is hereinafter referred to as THE TOWNSHIP.

In consideration of the mutual promises, covenants, and representations herein contained, the parties hereto agree as follows:

I. STATEMENT OF PURPOSE

The purpose of this agreement is to develop terms and conditions to support the arrangement for NN to provide two facilitated community meetings for THE TOWNSHIP.

II. SCOPE OF WORK

NN agrees to perform the functions set forth in this contract (pages 1-3) and in Attachment A (page 4) and comply fully with mutually agreed upon subsequent revisions and/or modifications.

II. PERIOD OF PERFORMANCE

NN shall commence performance of this Contract on September 1, 2023, and shall complete said performance on November 15, 2023.

III. STIPULATIONS

1. All powers not explicitly vested in THE TOWNSHIP shall remain with NN.
2. A request for Contract modification can be made by either party and will be subject to negotiation and mutual consensus.

IV. COMPENSATION

1. THE TOWNSHIP agrees to pay NN as compensation for all work performed and

services provided under this Agreement as outlined in Attachment A. Payment shall be due upon receipt of invoice from NN. Compensation for the services outlined in Attachment A of this contract is set at three thousand seven hundred dollars (\$3,700). Payment shall occur in two installments, with one-half or one thousand eight hundred fifty dollars (\$1,850) of the payment due upon execution of the contract and one-half or one thousand eight hundred fifty dollars (\$1,850) of the payment due upon the final date of the period of performance.

V. TERMINATION

1. Either party may terminate this Agreement at any time by giving written notice to the other party of such termination and specifying the effective date thereof, at least 30 days before the effective date of such termination.
2. If either party terminates this Contract, NN will be reimbursed for all costs incurred up to receipt date of said effective termination date. NN will be reimbursed a proportionate share of the fixed fee based on the portion of the project that is complete as determined by THE TOWNSHIP; and THE TOWNSHIP will receive the work product produced by NN under this Contract up to the effective date of termination, prior to NN being reimbursed. In no case will the compensation paid to NN for partial completion of services exceed the amount NN would have received had the services been completed in full.

VI. INDEMNIFICATION

To the fullest extent permitted by law, THE TOWNSHIP shall indemnify, defend (at THE TOWNSHIP's sole expense) and hold harmless NN (including its officers, employees and agents) from and against any and all claims for bodily injury, death or damage to property, demands, damages, actions, causes of action, suits, losses, judgments, obligations and any liabilities, costs and expenses (including but not limited to investigative and repair costs, attorneys' fees and costs, and consultants' fees and costs) which arise or are in any way connected with the work performed, materials furnished, or services provided under this Agreement by NN or its agents. These indemnity and defense obligations shall apply to any acts or omissions, negligent or willful misconduct of NN, its employees or agents, whether active or passive.

THE TOWNSHIP's indemnification and defense obligations hereunder shall extend to claims occurring after this agreement is terminated as well as while it is in force, and shall continue until it is finally adjudicated that any and all actions against NN (including its officers, employees and agents) for such matters which are indemnified hereunder are fully and finally barred by applicable laws.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

ACKNOWLEDGEMENT OF AGREEMENT

FOR WHITEWATER TOWNSHIP

Ron Popp
Township Supervisor

Date

NETWORKS NORTHWEST

Terry Vandercook
Chief Executive Officer

Date

Attachment A
Project Deliverables

1. NN will facilitate two (2) public meetings in THE TOWNSHIP to collect information relevant to master plan development.
2. NN will have four (4) staff members at each meeting to act as meeting facilitators.
3. The first public meeting will focus on general community perceptions around 1) population and demographic shifts in THE TOWNSHIP; 2) preferred development patterns, and 3) identifying areas for redevelopment. The results of THE TOWNSHIP's recent master plan survey will be disseminated and will help guide the facilitation.
4. The second public meeting will seek input on more specific planning topics including but not limited to: redevelopment, agricultural preservation, transportation and housing.
5. Each of the two (2) meetings will be 3 hours in length and will feature a variety of facilitated activities.
6. NN will provide food and light beverages for each public meeting.
7. NN will provide a summary of the raw data received as a result of the public meetings in a Microsoft Word document.

Matthew Cowall <mcowall@liaa.org>

To:rsteelmanpc@yahoo.com

Cc:randy@northplaceplanning.com,heidivyourtrustee@gmail.com,Barry Hicks

Tue, Jul 25 at 3:13 PM

Dear Chair Steelman,

On behalf of the Land Information Access Association (LIAA), please accept the attached proposal in response to the township's request for community engagement services. A master planning process is an exciting time for a community, and we would be honored to partner with the township to help capture the voices and aspirations of your constituents. Please let us know if you have any questions or needs, and best wishes on your selection process.

Thanks,

Matt

Matt Cowall

Executive Director

LIAA - Innovative Ideas for Sustainable Communities Since 1993

324 Munson Avenue

Traverse City, MI 49686

231-929-3696

www.liaa.org

www.tacm.tv

WHITEWATER TOWNSHIP COMMUNITY ENGAGEMENT *PROJECT PROPOSAL*

Whitewater Township

Rachel Steelman, Chairperson, Planning Commission

5777 Vinton Rd

Williamsburg, MI 49690

rsteelmanpc@yahoo.com

July 25, 2023

Submitted by



*324 Munson Ave
Traverse City, MI 49686*

*Matt Cowall, Executive Director
231-929-3696
mcowall@liaa.org
LIAA.org*

Proposal

Whitewater Township Community Engagement Services

The Land Information Access Association (LIAA) is pleased to provide a proposal for services related to the update of the Master Plan for Whitewater Township. Thank you for the invitation to provide this proposal. As detailed in this document, we offer our enthusiasm and complete commitment to assist the Township with community engagement to inform the new master plan.

ABOUT LIAA

Founded in 1993, the Land Information Access Association (LIAA) is a federally approved, Section 501(c)(3) nonprofit corporation that works to make Michigan communities even better places to live, work and play. From its headquarters in Traverse City, LIAA serves communities throughout the state with a staff of eight professionals. LIAA provides innovative community-building and support services for governments, organizations and individual citizens, including: community planning and development; geographic information systems (GIS) and cartography; asset inventories and asset mapping; website development, software and database development, and IT support; graphic design; community media and video production; public resource management; and related facilitation, training and education. A six-member volunteer Board of Directors oversees all of LIAA's operations, finances and programs. LIAA staff are all based in Traverse City.

Over its 30 years of service, LIAA has worked with literally hundreds of local governments across Michigan on projects like this one proposed by Whitewater Township. A current community engagement project is focused on the 10 jurisdictions surrounding Lake Charlevoix; references for that work can be had from the Lake Charlevoix Association (Tom Darnton, President, tdarnton@me.com, 231-675-9787) and Tip of the Mitt Watershed Council (Jennifer McKay, Policy Director, jenniferm@watershedcouncil.org, 231-347-1181). Additional references are available upon request.

PERSONNEL

Based on the needs described in the request for proposals, we expect at least three LIAA staff members to be most prominently engaged in the successful completion of the project. The following paragraphs provide brief descriptions of LIAA's professional staff assigned to support the project and perform various tasks.

Community Planner Barry Hicks, AICP, will provide municipal planning and facilitation expertise to the project and serve as project lead. Barry has a passion for local community development and has served throughout Michigan as a City Planner, DDA Director, and Economic Developer. He has a B.S. from Michigan State University and an M.S. from Eastern Michigan University, both degrees in Urban & Regional Planning. He is a member of the American Institute of Certified Planners (AICP) and joined LIAA in 2021 to help build sustainable and resilient communities.

Executive Director Matt Cowall will provide project support. Matt is responsible for setting the strategic direction and policies for LIAA and leads the organization in business planning, project management, program design and development, and day-to-day operations. In addition, he has served as the

Executive Director for The City of Traverse City and Charter Township of Garfield Recreational Authority since 2011. Matt holds a dual B.S. in Natural Resource Policy and Communications from Michigan State University and is a returned Peace Corps volunteer.

GIS Specialist Paul Riess, GISP, will provide geographic information system (GIS) expertise throughout the project. A geographer and cartographer, Paul has more than 25 years of experience in developing and managing spatial databases, designing GIS systems, and teaching GIS operations. He has extensive experience in the development of geographic data and mapping for city, township and county master plans, recreation plans, trail plans, corridor plans and natural resource management plans. A bio-geographer, he holds a B.S. in Biology and Geography and an M.S. in Biology from Andrews University as well as an M.A. in Geography from Western Michigan University.

WORK PLAN, TIMELINE AND COST ESTIMATES

We propose to complete the community engagement process in a series of three main tasks as follows.

Task #1 – Work with the Whitewater Township Resident Outreach Subcommittee (ROS) and the full Planning Commission to plan for and execute event #1

- *Delivered: Mid to late September 2023*
- *LIAA Allocations: 113 total staff hours, \$7,950*

As described in the RFP, LIAA will work with the Township to conduct a general visioning workshop with the community to support further development of the master plan. LIAA's resource allocations for this task include:

- Community backgrounding, research, and data analysis (review of relevant plans and survey results).
- One phone or video conference with Township representatives to discuss Township goals and objectives, desired project outcomes and expectations.
- The development of public input exercises and draft concepts or questions to review with township officials and staff.
- One In-Person meeting with Township officials to review public input session concepts/format and finalize approach.
- Event preparation, including meeting materials (maps, informational printouts and instructions, writing utensils, etc.).
- In-person event participation with two LIAA staff persons on the day of the event.

Task #2 – Work with the Whitewater Township Resident Outreach Subcommittee (ROS) and the full Planning Commission to plan for and execute event #2

- *Delivered: Early to mid October 2023*
- *LIAA Allocations: 85 total staff hours, \$5,990*

LIAA will compile feedback from the first event and then work with Township officials to plan and conduct a second community engagement event focused on more specific community planning topics.

The list of topics will be determined based on the Township's survey data and the results of the first workshop. LIAA's resource allocations for this task include:

- Analysis of input received during Event #1.
- One phone or video conference with Township officials to discuss the results of Event #1 and develop the objectives and format for Event #2.
- One in-person meeting with Township officials to review public input session concepts/format and finalize approach.
- Event preparation, including meeting materials (maps, informational printouts and instructions, writing utensils, etc.).
- In-person event participation with two LIAA staff persons on the day of the event.

Task #3 – Compile final summary report

- *Delivered: November-December 2023*
- *LIAA Allocations: 49 total staff hours, \$3,490*

LIAA will compile all community input and describe workshop outcomes and results in a narrative report delivered in electronic (PDF) format along with the source files. Township officials will have their own opportunity to provide input on a draft of the report before it is finalized.

Project Logistics

- *Printing, meeting supplies, mileage: \$800*

TOTAL PROJECT COSTS – \$18,230

The total value of services provided under this proposal is \$18,230, inclusive of \$17,430 budgeted for staff time and \$800 budgeted for meeting supplies, printing and mileage.

PROJECT ACCEPTANCE

We believe this estimate is reasonable and correct. LIAA will not exceed the costs projected without seeking and receiving prior approval. If we can complete these tasks in less time, the costs will be less. We will invoice Whitewater Township on a monthly basis for only those hours worked and costs incurred, and expect payment within 30 days of receipt of the invoice. An authorized signature will commit Whitewater Township to working with LIAA and paying for properly invoiced work as described in this document.

For Whitewater Township

Date

Print Name

Title

To: Whitewater Township Board
From: Rachel Steelman, PC Chairperson
Date: 07/25/2023



The Planning Commission (PC), requests the Township Board (TB) act on the following agenda items at the August 8th, 2023, TB Regular Meeting:

1. During the Special TB Meeting dated 07/18/2023 it was indicated the TB's "practice" has been the TB approves all "Contracts" and "Agreements" regardless of cost. It was also stated, a "Purchase Order" can be approved with two signatures (Clerk and Supervisor) up to \$5,000. The PC requests written clarification distinguishing a "Purchase Order", "Agreement", and "Contract". Likewise, can a "Service" be approved via a "purchase order"? If so, under what circumstances? Please discuss and provide written clarification to the PC Chairperson no later than 08/22/2023.
2. At the Special TB Meeting dated 07/18/2023 it was requested the PC provide an estimate or forecasted cost for the Master Plan project. At this time, we can offer the following: To date, approximately 1/3 (or more) of the Master Plan project has been completed and approximately \$12,000 has been spent (part of this was out of last FY's budget). The next steps are to engage the public through workshop/s which should be considered the most important piece of the project. We are in the planning stages of our first workshop and cannot predict where this will lead. While we could throw figures out, it would not be prudent or wise to do so until we have a better understanding of our community's involvement, topics of interest, and needs. Thus, we respectfully ask to give you a more accurate forecasted cost necessary for completion of the Master Plan project at your October Regular TB meeting. Please provide the PC Chairperson written confirmation of this no later than 08/22/2023.
3. The attached RFP was originally sent to 5 Vendors and subsequently forwarded to more. Several of the Vendors were unable to provide a proposal due to not having the bandwidth to take on additional work at this time. Two proposals were returned and have been included in this packet for informational purposes as of today, 07/25/2023. The PC will review these proposals at our 08/02 meeting and inform you in writing of our recommendation.
4. The PC Respectfully asks an appointment for Rod Rebant's vacated seat be filled as expeditiously as possible. It is imperative the PC operate at full capacity to complete the tasks before us successfully and dutifully.
5. The PC Bylaws have been updated and are attached for informational purposes.

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.