

WHITEWATER TOWNSHIP PLANNING COMMISSION
AGENDA FOR REGULAR MEETING

June 7, 2023 7:00 p.m.

Whitewater Township Hall

5777 Vinton Road, Williamsburg, MI 49690

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

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: Special Land Use Review
7. Approval of Minutes of Regular PC meeting May 3, 2023, PC and Township Board Joint meeting of May 17, 2023, and special meetings minutes of May 4, May 11, May 15 and May 22, 2023
8. Correspondence - None
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. Master Plan - Resident Outreach Subcommittee Updates and Recommendations (PC + Peltonen, McElwee, Beam, Mielnik)
 - b. Bylaws
 - c. TB Regular Meeting (06/13) Submission – North Place Planning, LLC Contract
 - d. Budget Update (Rebant)
11. New Business
 - a. Special Land Use Review Public Hearing Decision
 - b. True Colors Exercise
 - c. Subcommittees
 - i. ROS
 - ii. Procedures/Checklists/Chain of command

12. Next Meeting Agenda July 12th, 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)
 - a. Citizen Planner Updates
 - b. Wexford MSU Extension Training 05/22/2023 Shared
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 ext. 23.

M Lehnert <lquarters@gmail.com>

To: Rachel Steelman, Rod Rebant

Fri, May 26 at 10:57 AM

Rachel,

See email from Zach Vega. This is the quote for Networks NW for the cost of entering the paper survey into the online survey. Do you need more detail for the Twp board packet for their review and approval? If we receive over 200 paper surveys, the P C contract would be over the \$1000 limit which would need board approval.

Do you need a contract stating this for the board packet or will this email suffice?

Denise

Begin forwarded message:

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

Date: May 26, 2023 at 7:24:24 AM EDT

To: M Lehnert <lquarters@gmail.com>

Subject: Re: Whitewater twp Master Plan Survey Quote/contract

Hi Denise,

Rob and I discussed yesterday and came to \$5 for each paper survey, estimating that it'll take 1 hour to enter 20 surveys.

Zach

On Fri, May 26, 2023 at 3:48 AM M Lehnert <lquarters@gmail.com> wrote:

Zach,

Do you have time today to send me a quote per paper survey for entry into the online survey by Networks Northwest today? The township board packet for their June meeting is due today, May 26 and that is when they will approve any additional funding for the Master Plan survey.

Please call if there are any details I need to provide. This should be a new, separate contract from the completion of the online survey portion.

Thanks,

Denise Peltonen

760.429.8277

--

Zach Vega, AICP

Community Planner

Networks Northwest

zach.vega@networksnorthwest.org

PH: 231-929-5048

Cell: 231-342-0903



600 E. Front St., Suite 104

Traverse City, MI 49686

To: Whitewater Township Board

From: Rachel Steelman, PC Chairperson

Date: 05/30/2023

The Planning Commission (PC) requests the Township Board (TB) take action on the following at the June 14th, 2023 TB Regular Meeting:

1. On 05/17/2023 the TB and PC held a joint meeting at which changes to the Townships contract with North Place Planning LLC was unanimously agreed upon. Due to several changes discussed it was determined rewriting the contract was the most effective way of updating the contract (as opposed to amendment/s). Behind this coversheet you will find said contract.

An appropriate motion would be: Motion to approve the contact with North Place Planning, LLC and repeal the existing contract.

PROPOSAL ACCEPTANCE AGREEMENT

This is an Agreement by and between North Place Planning LLC, 9304 Wheeler Oaks Drive, Williamsburg, MI 49690, and Whitewater Township, c/o Ron Popp, Supervisor, 5777 Vinton Rd., P.O. Box 159 Williamsburg, MI 49690 (hereinafter referred to as "Township").

RECITALS

1. Township desires to utilize the planning services of North Place Planning. North Place Planning agrees to provide such services on the terms and conditions set forth herein and as provided in the referenced Updated Proposal dated May 22, 2023, incorporated and amended herein.

TERMS

2. Engagement. Township hereby repeals the prior Independent Contractor Agreement dated 9-29-2022 and engages North Place Planning LLC to perform the professional Master Plan Update and Related Planning Services as referenced in the updated proposal dated May 22, 2023, (hereinafter referred to as the "Services"). All Services, unless otherwise specified in writing and agreed to by both parties shall be performed in accordance with the terms and conditions of this Agreement.

3. Terms of Payment. Township shall pay North Place Planning for services rendered according to the referenced Updated Proposal dated May 22, 2023.

4. Township's Authorized Agent. The Township Supervisor is the authorized agent of the Township for purposes of this Agreement. As such, the agent is duly authorized and shall be responsible for the execution of any document related to this Agreement or any amendment hereof. Management of specific work performed under this contract is assigned to the Whitewater Township Planning Commission. Management includes authorizing specific work assignments and monitoring the production of deliverables, charges, and schedules associated with the Master Plan update and amendments or updates to the Whitewater Township Zoning Ordinance. The Whitewater Township Planning Commission manages work activities and expenditures consistent with the budget approved by the Whitewater Township Board. The Whitewater Township Planning Commission may request that North Place Planning provide cost estimates, schedules, and cost estimates before authorizing the work to produce any requested deliverables.

5. Terms and Conditions. The terms and conditions of this Agreement shall include the provisions printed on the reverse side hereof and are hereby incorporated into this Agreement by reference.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the date indicated below.

North Place Planning, LLC

Randy A. Mielnik, AICP

(date)

Whitewater Township

Ron Popp, Township Supervisor

(date)

Rachel Steelman, Chairperson

(date)

Additional Terms and Conditions

1. This Agreement must be signed by North Place Planning within 30 days of the Agreement being signed by the Township.

2. The updated proposal dated May 22, 2023, Independent Contractor Agreement and Additional Terms and Conditions constitute the full agreement between Whitewater Township and North Place Planning, hereinafter collectively known as the ("Agreement"). To the extent the May 22, 2023 proposal conflicts with any terms and conditions set forth within the Agreement, the Agreement controls.

3. The Township hereby authorizes the above-described services and agrees to pay North Place Planning \$75.00 per hour plus reimbursable expenses as outlined in the Updated Proposal dated May 22, 2023. North Place Planning shall invoice monthly for hours worked and professional services rendered. Payment is due within 45 days of the date of invoice. A service charge of 1.0% per month will be added to past-due accounts calculated from the due date of the invoice.

4. North Place Planning shall, upon request of the Township, provide additional assistance with ordinance review, language development, and other ad-hoc projects as authorized.

5. North Place Planning agrees to perform planning services in accordance with AICP Code of Ethics & Professional Responsibilities referenced in the proposal dated August 29, 2022.

6. North Place Planning agrees to perform planning services in accordance with the Michigan Planning Enabling Act of 2008 and assist the Township in meeting the statutory requirements. Those projects performed by North Place Planning shall further comply with the Michigan Zoning and Enabling Act of 2006 when applicable.

7. North Place Planning is an independent contractor for the Township.

Initials/Date_____

8. North Place Planning will use reasonable efforts to maintain the confidentiality of the work undertaken for the Township and not divulge information to the public, except as required by the collaboration and visioning provisions of the proposal dated May 22, 2023, or as required by law. Information that is in the public domain shall not be deemed confidential.

9. The Township and North Place Planning recognize that professional standards and ethics govern the performance of North Place Plannings' services under this Agreement. If circumstances arise which, in North Place Plannings' opinion, preclude it for professional or ethical reasons from continuing such performance, North Place Planning shall advise the Township of that fact immediately. The parties shall immediately attempt to arrive at a mutually satisfactory solution. If this cannot be done to both parties' satisfaction, either party may terminate this Agreement at any time without additional process. Payment for work completed but not finished due to termination shall be subject to terms listed in provision 2.

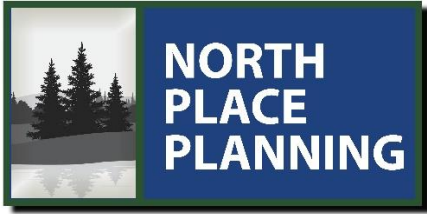
10. The Township bears full responsibility for any fines, penalties, or administrative actions that may be incurred due to non-compliance with Federal or State requirements that may result from any delays or actions by the Township or any suspension or termination of performance between the Township and North Place Planning as defined within these terms and conditions.

11. North Place Planning may not assign its rights or delegate its responsibilities under this contract without the express written consent of the Township.

12. This Agreement is not intended to confer rights on anyone other than the Parties.

13. If any portion of this Agreement shall be declared unenforceable by any court of competent jurisdiction, the remainder of this Agreement and Additional Terms and Conditions shall remain in full force and be unaffected by the portion which may be declared to be unenforceable.

Initials/Date_____



Whitewater Township

Updated Proposal For Master Plan Update and Related Planning Services

May 22, 2023

NORTH PLACE PLANNING, LLC.
Randy A. Mielnik, AICP
9304 Wheeler Oaks Drive
Williamsburg, Michigan 49690
734-770-2698

1. Proposed Approach & Organizational Issues - Master Plan

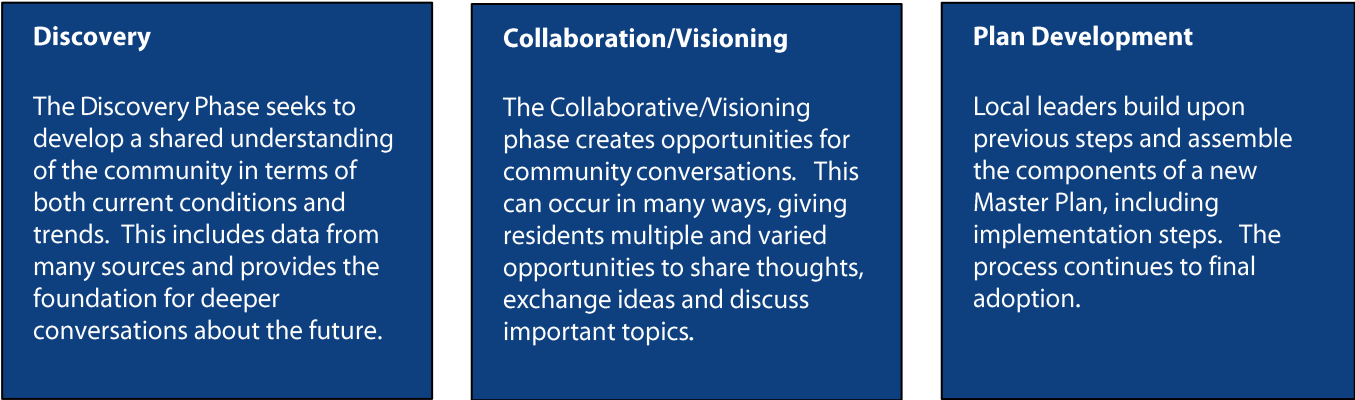
The development of an updated Master Plan for Whitewater Township is based on some organizational considerations and assumptions. These include:

- [1] The Master Plan will be prepared using software called Adobe InDesign. This software allows for better layout options and better handling of graphics and maps.
- [2] It is understood that the text, photos, and other graphics in the existing Master Plan are available for use in the original format (MS Word, JPEG images, etc.). A considerable amount of material will likely be carried forward in a new document.
- [3] There is a need for help with mapping, and it potentially involves some minimal costs. Grand Traverse County has high-resolution aerial photography and property ownership information essential for a new Master Plan. Therefore, costs may be incurred with Grand Traverse County (or other private vendors) to help create and organize geographic data in a way that supports a new Master Plan.
- [4] It is assumed that Whitewater Township will set aside prominent space on the township website for information on the progress toward an updated Master Plan. This information potentially includes a place to download draft material, meeting notices, links to related information, etc.
- [5] Draft material will be prepared for the Planning Commission to review. This material will be produced as a .pdf document and delivered in time to include in the meeting packet. Planning Commission members will be expected to review draft material in advance and attend the meeting prepared to raise any questions and substantive comments on the draft material. Extensive discussions about grammar, punctuation, and formatting should be avoided and not take up valuable Planning Commission meeting time.
- [6] This project is an update to the existing (30-page) Master Plan. However, there are important gaps between what is contained in this document and the requirements in the Michigan Planning Enabling Act (MPEA) of 2008 as amended. Some examples relate to Section 125.3833 and include:
 - a. The land use plan and zoning map (pages 22 & 23 in the existing Master Plan) raise many questions. These range from basic matters, such as the lack of a map scale and clear zoning/land use boundaries, to larger questions about desirable future land use patterns in Whitewater Township. Substantive attention to these two maps is anticipated.
 - b. A need to address complete streets and mobility issues
 - c. Recommendations regarding redevelopment or rehabilitation of blighted areas.
 - d. An explanation of how land use categories on the future land use map relate to existing zoning districts, and needed future zoning amendments. Substantive attention to this topic is also anticipated.
 - e. Recommendations for implementing Master Plan proposals.

1.1. Process

The steps to update the 2015 Master Plan should follow a predictable, steady, and logical path forward. That said, there is no such thing as a “one size fits all” Master Plan process. Often there are past experiences, practices, and expectations that provide context for how a community goes about developing a new Master Plan. There are mandatory elements and requirements of a Master Plan per the MPEA, but the process a community uses to meet these requirements varies. What is described below is a starting framework for action to be considered in the context of three work phases that will likely require

nine to twelve months. This time frame assumes ample time during monthly Planning Commission meetings to cover and discuss material fully. It does not include the time necessary to follow the adoption procedures defined in the MPEA (which can take several months because of notification requirements).



1.2. Discovery (2-3 Months)

At the onset, it is important to establish a shared understanding of the planning process. The beginning of the project is the time to engage in thoughtful discussion regarding the schedule, key points of contact, required notifications, future meeting dates and logistics, and a wide variety of other related organizational items. Other discussion items include a general discussion of specific hopes and expectations for the new Master Plan to help clarify key expectations. The discovery phase should also include an educational element that helps people understand what a Master Plan can and should do in a community and its relationships to zoning and other implementation tools.

Data collection and analysis is an important part of the discovery process, but it is also important to avoid placing too much emphasis on collecting and reporting data that dwells on the past and present. By definition, Master Plans are forward-looking and visionary, so emphasis is needed on information that captures the insight necessary to help reach meaningful perspectives for the future.

1.3. Collaboration/Visioning (3-4 Months)

Critical to the success of Master Plans are the early choices concerning public engagement activities. We should devote ample time to considering how best to reach out to residents in ways that will be both productive and enjoyable. At a minimum, an updated online survey should be conducted, followed by at least one public event. The survey would be “web-based,” using online tools to provide residents with the opportunity to weigh in on issues and concerns electronically. A similar survey was completed in 2009. A follow-up public and in-person event(s) would be conducted as a “workshop-type” event(s) during which participants are given opportunities to discuss issues, learn from each other, and weigh in on a wide range of planning issues. There is a long and extensive list of options regarding how events are organized and conducted to provide maximum impact and value.

1.4. Phase 3 - Plan Development (4-5 Months)

Building on the work in previous steps, efforts shift toward identifying updated goals, policies, and initiatives contained in the existing Master Plan. Draft supportive strategies will be provided, including potential timelines and funding sources (as applicable). Considerable attention is anticipated on needed updates to existing development regulations. Conversations are expected to develop a high level of understanding and consensus about necessary steps.

After there is consensus, a draft Master Plan will be prepared. The draft plan, when ready for formal consideration, will be made available on the Whitewater Township website, and physical copies will be provided online and at physical public venues (Township Hall, Fire Station, Library, etc.). As noted, the MPEA sets forth specific public review and approval steps that must be followed.

2. Proposed Approach & Organizational Issues - Zoning

In addition to work related to the Master Plan, North Place Planning may assist with specific zoning ordinance amendments. This work includes but is not limited to, work on specific amendments as may be required, along with a more comprehensive update of the entire zoning ordinance that includes reformatting, editing, clarifying language and requirements, graphic enhancements, the addition of zoning definitions, elimination of conflicting provisions, display of requirements in tabular form where desirable, and adding “hyperlinks” to facilitate easier document navigation. The Whitewater Township Clerk will be relied upon to provide lawfully adopted copies of the original zoning ordinance and subsequent adopted amendments. North Place Planning will be available to attend meetings with committees, the Planning Commission, and the Township Board as necessary to share work products and facilitate discussions. A 9–12-month time frame is anticipated to complete work related to a comprehensive zoning ordinance update. It is also understood that while work on a comprehensive update may uncover many issues that need attention, substantial changes to existing zoning requirements and development standards should be avoided until appropriate planning, findings, and public consensus support such changes.

3. Costs

The proposed costs to complete required tasks are based on an hourly rate and reimbursable expenses. The applicable hourly rate is \$75 per hour, and reimbursements cover any “out-of-pocket” costs for materials such as large-format printing services. All reimbursable expenses will be at actual cost (supported by a submitted invoice). Other related costs (such as securing a limited amount of GIS assistance or any sub-consultant) would be pre-approved by the Whitewater Township Planning Commission before work is authorized and performed by any outside vendor. Invoices will be generated monthly and include an itemized description of work performed and deliverables produced. Payment in full for services is due within forty-five days of receipt of the invoice. If payment in full is not received within forty-five days, the past due amount per month will be subject to a late fee of 1% per month of the amount due calculated from the invoice due date.

Services will be provided under the direction of the Whitewater Township Planning Commission concerning schedules, costs, deliverables, and processes and shall be accomplished within the budget limitations approved by the Whitewater Township Board of Trustees. For Fiscal Year 2023-2024, total costs for all services provided pursuant to this contract may not exceed \$32,000 (approximately \$9,000 for zoning-related work and \$23,000 for master plan-related work). In future fiscal years, the total costs charged pursuant to this contract will reflect budget appropriations by the Whitewater Township Board of Trustees and decisions made by the Whitewater Township Planning Commission with respect to specific work items, schedules, processes, and required deliverables.

4. Terms

- [1] All work will be carried out under the direction of the Whitewater Township Planning Commission concerning schedules, costs, deliverables, and processes and shall be accomplished within the budget limitations approved by the Whitewater Township Board of Trustees.
- [2] Deliverables include documents in .pdf format and original formats such as MS Word or InDesign format.
- [3] Either party may terminate the contract at any time for any reason.

STAFF REPORT

June 7th, 2023

	Site Plan Review		Special Land Use
Applicant:	Hubbell, Paul and Susan		
Address:	10937 Elk Lake Road Williamsburg, Michigan 49690		
Phone:	231-313-8165		
Applicant:	Merchant, Steve and Sadie		
Address:	10114 Elk Lake Road Williamsburg, Michigan 49690		
Phone:	231-313-1051		
Parcel ID:	28-13-109-010-00		
Zoning District:	A1 - Agriculture		
Use Request:	Applicant(s) request to operate a ‘ Major’ Home Occupation ’ ¹ in an Accessory Building ² as a special land use subject to site plan review. ³		
	HOME OCCUPATIONS: An occupation or business activity located within a residential dwelling or in an accessory building which is clearly subordinate to the principal residential use. (Whitewater Township Zoning Ordinance, Article III, Definitions)		
Summary:	The Whitewater Township Zoning Ordinance is structured in a manner that incorporates uses permitted in one district to be permitted in another simply by reference. In this case, the uses permitted in the A1-Agricultural district also includes: A. All uses permitted and as regulated in the Residential District R-2, except that... and, the Multiple Residential / Residential R-2 permits: A. All uses permitted by right in the Residential District R-1. The Residential R-1 district permits: G. Home occupations (emphasis added) subject to the requirements of Article 37, Supplementary Provisions. Article XXXVII (Section 37.40) further clarifies that a ‘Major Home Occupation’ can be conducted within the residence and / or an ‘accessory’ building, and further stipulates that this type of ‘occupation’ shall require a special use permit		

¹ Whitewater Township Zoning Ordinance, Article XXXVII, Section 37.40

² Whitewater Township Zoning Ordinance, Article III, ACCESSORY BUILDING: A supplemental building or structure located on the same lot as or a lot contiguous to the primary building or where a primary use is being established

³ Whitewater Township Zoning Ordinance, Article XXV, Section 25.11.A.3

from the Planning Commission subject to the provisions in Article XXV, Section 25.22.C – Special Use provisions for Major Home Occupations.

ZONING DISTRICT STANDARDS

1.00 By establishing the parcel location in the A-1 Agriculture zoning district, and by following each sequential zoning district and the referenced permitted uses, the Zoning Administrator has determined that a ‘home occupation’ (further classified as a ‘major’ home occupation) is a permitted use. Additionally, the permitted use is subject to special use review by the Planning Commission.

1.10 Article XII establishes building sizes, lot sizes, and yard requirements for all zoning districts

- The minimum lot width required is 200’ (two-hundred) feet – the subject parcel has 270’ (two-hundred and seventy) **unbroken** feet and in excess of 2,300’ (two-thousand and three hundred) feet respectively on the southwest corner of Elk Lake and Gay Roads as demonstrated on the provided site plan (File No: 2021-014).
- The minimum lot area required is 40,000 (forty thousand) square feet – the subject parcel size far exceeds the required minimum and is not in question.
- The minimum front yard setback (in this case: Gay Road and Elk Lake Road) required is 30’ (thirty) feet. There are no existing structures within and no new construction being proposed in the front yard setback(s) area.
- The minimum side yard setback required is 15’ (fifteen) feet. The nearest side yard (according to the site plan scale and personal site inspection) is 125’ +/- (one-hundred and twenty-five) feet away from the proposed new construction.
- The minimum rear yard setback required is 30’ (thirty) feet. There is no defined rear yard for the subject parcel.

SITE PLAN REVIEW

2.00 Having established that the zoning ordinance declares that a ‘Major’ Home Occupation is subject to special use review by the Planning commission, then it follows that a site plan review is also mandated.

Note: ***The Zoning Administrator under Article XXV, Section 25.20.A determined that the home occupation was permitted (as listed in Article VI) but subject to special use approval (as listed in Article XXXVII) due to the specificity of this particular Section.***

Note: Amendment No. 84 to the Whitewater Township Zoning Ordinance was published on September 29th, 2022 and became effective 8 days following publication. The amendment di not effect the review process outlined under Section 25.20.C

2.10 The ‘plot-plan’ | site plan contains all of the essential elements as required in Article XXV, Section 25.20.C with the exception of parking being delineated as required under Article XXXIV. Article XXXIV does ‘not’ seem to contemplate parking requirements for a ‘Major’ Home Occupation and staff could not determine a comparable use intensity in order to make an adequate parking recommendation. However, based upon the scale of the drawing, the demonstrated area would easily accommodate 6 to 8 vehicles. Additionally, the applicant(s) have sufficient area for reserved parking capacity if needed in the future.

SPECIAL LAND USE REVIEW

3.00 HOME OCCUPATIONS (‘Major’ Home Occupation) Article XXXVII, Section 37.40.B

B. Major Home Occupations can be conducted within the residence and/or an accessory building located on the property. Signage shall be allowed on site and non-resident employees may be allowed. Further, ***this type of occupation shall require a special use permit from the Planning Commission and meet the special conditions listed in Article 25.22 (C).*** Examples - Hairdresser, Retail Shops (including antiques and gifts) and similar uses as determined by the Planning Commission. (**emphasis added**)

3.10 Article XXV, Section 25.22 further provides – (**staff comments**)

1. At no time shall the number of vehicles on site impose a negative impact on adjacent uses. frequent shipments or deliveries by vehicles having more than two drive-axels are prohibited. (***as of 05/25/2023, staff has received no communication regarding concerns for this activity***)
2. The occupation may offer for sale any article or service provided that the sale of any articles shall not have a negative impact on the surrounding areas with regard to noise, light, odors, etc.
3. Hours of operation shall be stipulated by the Planning Commission. (***as of 05/25/2023, staff has received no communication regarding concerns for this activity***)
4. Signage size and number(s) shall be determined by the Planning Commission. (***staff would continue to recommend that the Planning Commission allow Article XXX – SIGN REGULATIONS of the Whitewater Township Zoning Ordinance dictate the size and number of signs permitted***)
5. Home Occupations shall only be permitted when endorsed by the property owner (if applicant is not the property owner). All application materials, site/plot plans and final conditions shall be authorized by the property owner. (**see staff comments on #7**)
6. Such other conditions as may be determined by the Planning Commission.
7. The occupation shall be required to submit an annual permit for administrative review. All annual permits shall be received by the Zoning Administrator by January 15. (***the initial staff report recommended review / removal of this requirement because zoning approvals inherently 'run with the land' and are not subject to constant review. Additional, Whitewater Township has not construed an 'annual permit for administrative review nor established any standards which to apply***)

Note: Staff took advantage of this request to amend the site plan / special use approval by the applicant to perform an informal review in the absence of a dedicated 'annual permit review process'. The review was based solely on the text of the ordinance and minutes of the March 3, 2021 meeting of the planning commission – there were no inconsistencies discovered and no concerns regarding the operation of the Major Home Occupation presented to the Zoning Administrator.

In the event the Zoning Administrator determines that the occupation no longer complies with the original approval by the Planning Commission, the applicant will be required to submit a revised application for special use approval to the Planning Commission. (***non-compliance with the zoning ordinance or an approval granted is a VIOLATION of the zoning ordinance and should be treated as such. This type of particular VIOLATION could be remedied by submitting a revised 'special' use application***)

STAFF RECOMMENDATION(S)
SITE PLAN | PLOT PLAN

After noting that there is sufficient parking (or deferred parking area available) for the proposed use, the Zoning Administrator would recommend that the Planning Commission make independent findings and conclusions that would support approval of the amended site plan as presented.

SPECIAL USE

After applying the standards outlines above in 3.10, and after having mitigated any concerns related to compliance with these same standards, the Zoning Administrator would recommend that the Planning Commission make independent findings and conclusions that would support approval of the requested 'special' use as a 'MAJOR' HOME OCCUPATION on the subject parcel.

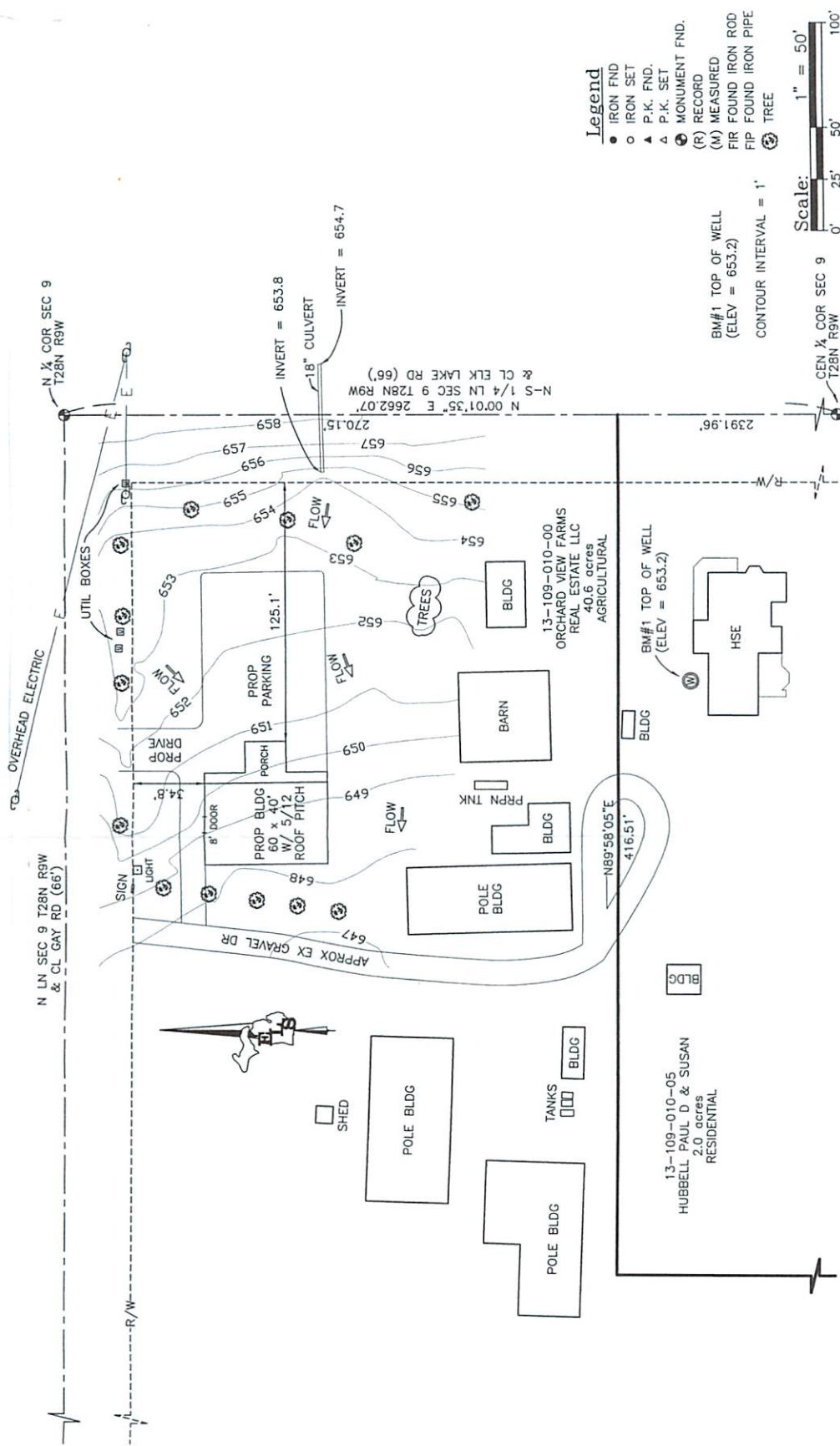
Submitted for Planning Commission review –

Robert (Bob) Hall



Whitewater Township

Zoning administrator



(231) 264-9110
FAX: 264-9311
eaglelandsurvey@aol.com

7164 EAGLE'S WAY LANE
KEWADIN, MI 49648

Inc.

SURVEYING, Inc.

Neil L. Way

NEIL L. WAY
Licensed Surveyor Number: 28432

For:

PAUL HUBBELL
Part of the NW 1/4 of Section 9,
T28N, R9W, Whitewater Township,
Grand Traverse County, Michigan.

File No.: 2021-014

Date: 1/21/21

Drafted By: AKW

FB/PG: N/A

Sheet 1 of 1

Print File: **ORIGINAL**

Legend

- IRON FND
- IRON SET
- ▲ P.K. FND.
- △ P.K. SET
- ⊙ MONUMENT FND.
- (R) RECORD
- (M) MEASURED
- FIR FOUND IRON ROD
- FIP FOUND IRON PIPE
- ⊙ TREE

BM#1 TOP OF WELL
(ELEV = 653.2)
CONTOUR INTERVAL = 1'

Scale: 1" = 50'
0' 25' 50' 100'

Special Use Permit/ Site Plan Review Application

WHITEWATER TOWNSHIP

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

Case No. SLUP 2023-01
Date Rec. 05/11/2023
Fee 100.00
231 25159
CASH

Property Information

Parcel Number 13-109-010-00
Address 10981 Elk Lake Rd. Williamsburg, MI 49690
Zoning District _____ Acres 40.6 Current Use Agriculture

****Note Address changed from 10937 - business was required to get its own address**

Property Owner Information

Name Paul & Susan Hubbell
Address 10937 Elk Lake Rd. Williamsburg, MI 49690
Phone 231-313-8165 Fax n/a

Applicant Information

Name Paul & Susan Hubbell and Steve & Sadie Merchant
Address 10937 Elk Lake Rd. Williamsburg, MI 49690
Phone 231-313-1051 Fax n/a

Description of Proposed Use (Use reverse side or attach pages as needed)

see attached - along with previous application from 2021 as this
application is a proposed alteration/addition to the previously approved
Special Use Permit/Plan

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

[Signature]
Signature of Applicant

5/25/23
Date

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

[Signature]
Signature of Property Owner

5/25/23
Date

Special Use Permit
Site Plan Review Application

WHITEWATER TOWNSHIP

Description of Proposal Use

We are submitting this proposal in hopes to improve/alter our previous approved permit to construct a unique farm market in Whitewater Township from 2021. Myrtle and Maude's has been up and running since the fall of 2021 and has proved to be treasured by many members in our township! We are so thankful for the support of the local community; however, it has come to our attention that the process currently used to create goods from our homegrown fruits (pies, caramel apples, and donuts) is not supported by the State of Michigan. The production of these goods is not covered by the commonly known "cottage law" and therefore we find ourselves requesting approval for the addition of a commercial kitchen to the posterior aspect of the current structure of the market. Our plan is to construct a conservative commercial kitchen, with a footprint of 20ft x 22ft. We would like to be granted approval ASAP so that construction can start this summer with plans to operate out of the space this coming fall 2023.

It is our goal to continue to provide community members and our visitors with the ultimate up north farm experience, to stimulate the local economy, and to promote the importance of preserving America's rural livelihood and farmland. It is vital that Myrtle and Maude's be granted permission to add on the commercial kitchen to the existing market, so that we become compliant with the state requirements and the current goods produced can continually be offered to our community.

Site Plan Requirements

a. The applicant's name, address and phone number in full.

**Paul & Susan Hubbell
10937 Elk Lake Rd.
Williamsburg, MI 49690
231-313-8165**

**Steve & Sadie Merchant
10114 Elk Lake Rd.
Williamsburg, MI 49690
231-313-1051**

b. Proof of property ownership, and whether there are any options on the property, or liens against it.

c. A signed statement that the applicant is the owner of the property or officially acting on the owner's behalf.

N/A

d. The name and address of the owner(s) of record if the applicant is not the owner of record (or firm or corporation having a legal or equitable interest in the land) and the signature of the owner(s).

N/A

e. The address and/or parcel number of the property.

Parcel Number: 13-109-010-00 Address: 10981 Elk Lake Rd. Williamsburg, MI 49690

f. Name and address of the developer (if different from the applicant).

N/A

g. Name and address of engineer, architect and/or land surveyor.

See previous proposal for current market structure from Neil Way with Eagle Land Surveying Inc.

h. Project title.

Myrtle & Maude's Commercial Kitchen Addition

i. Project description, including the total number of structures, units, bedrooms, offices, square feet, total and usable floor area, parking spaces, carports or garages, employees by shift, amount of recreation and open space, type of recreation facilities to be provided, and related information as pertinent or otherwise required by the Ordinance.

Addition of a 20ft x 22ft structure to the back of the existing pole building/market.

j. A vicinity map drawn at a scale of 1" = 2000' with the northpoint indicated.

k. The gross and net acreage of all parcels in the project.

See previous proposals land survey

l. Land uses, zoning classification and existing structures on the subject parcel and adjoining parcels within 300 feet of the site.

Land uses: Currently Myrtle and Maude's farm market site on the property of Orchard View Farms – a cherry & apple farm. Surrounding pole buildings are utilized for farm storage and equipment.

m. Project completion schedule/development phases.

Plan to start the addition as soon as approval is granted (summer 2023) and to operate out of kitchen this fall 2023.

n. Written statements relative to project impacts on existing infrastructure (including traffic capacity of streets, schools and existing utilities) and on the natural environment of the site and adjoining lands. A formal impact statement may be required.

No significant change/impact expected as the addition will just allow the market to be compliant with state requirements.

o. A listing of types and quantities of hazardous substances and polluting materials which will be used, stored or generated on-site at the facility, and completion of the "Hazardous Substance Reporting Form for Site Plan Review".

No hazardous substances will be utilized with the project.

2. The site plan shall consist of an accurate, reproducible drawing at a scale of 1"=100' or less, showing the site and all land within 300' of the site. If multiple sheets are used, each shall be labeled and the preparer identified. Each site plan shall depict the following:

a. Location of proposed and/or existing property lines, dimensions, legal descriptions, setback lines and monument locations.

See previous land survey

b. Existing topographic elevations at two foot intervals, proposed grades and direction of drainage flows.

See previous land survey

c. The location and type of existing soils on the site at least to the detail provided by the U. S. Soil Conservation Service and any certifications of borings.

N/A

d. Location and type of significant existing vegetation.

N/A

e. Location and elevations of existing water courses and water bodies, including county drains and man-made surface drainage ways, floodplains and wetlands.

N/A

f. Location of existing and proposed buildings and intended uses thereof, as well as the length, width, and height of each building and typical elevation views of proposed structures.

See previous land survey

g. Proposed location of accessory structures, buildings and uses, including but not limited to all flagpoles, lightpoles, bulkheads, docks, storage sheds, transformers, air conditioners, generators and similar equipment, and the method of screening where applicable.

N/A

h. Location of existing public roads, rights-of-way and private easements of record and abutting streets.

See previous land survey

i. Location of and dimensions of proposed streets, drives, curb cuts, and access easements, as well as acceleration, deceleration and passing lanes (if any) serving the development. Details of entryway and sign locations should be separately depicted with an elevation view.

No changes from current market

j. Location, design and dimensions of existing and/or proposed curbing, barrier free access, carports, parking areas (including indication of all spaces and method of surfacing), fire lanes and all lighting thereof.

No changes from current market

k. Location, size and characteristics of all loading and unloading areas.

N/A

l. Location and design of all sidewalks, walkways, bicycle paths and areas for public use.

N/A – no changes

m. Location, design and specifications of existing and proposed service facilities and structures, above and below ground, including:

(1) Public and private groundwater supply wells on-site and related distribution systems including fire hydrants and shut off valves.

No fire hydrants on property

(2) Septic systems and other waste water treatment systems (the location of the drain field and the septic tank should be clearly distinguished).

See previous survey – all additions will be tied in to current systems.

(3) Areas to be used for the storage, use, loading/unloading, recycling, or disposal of hazardous substances and polluting materials, including interior and exterior areas as well as any containment structures or clear zones required by government regulation or designed to meet the standards of this Article.

No hazardous or polluting materials to be used.

(4) Underground storage tank locations together with connected distribution and collection systems.

N/A

(5) Location of exterior drains, dry wells, catch basins, retention/detention areas, sumps and other facilities designed to collect, store or transport wastewater or stormwater to the naturally occurring aquifer. The point of discharge for all drains and pipes shall be specified on the site plan.

N/A

n. Location of all other utilities on the site including, but not limited to natural gas, electric, cable TV, telephone and steam.

Plan to be wired in to existing market.

o. Proposed location, dimensions and details of common open spaces and common facilities such as community buildings or swimming pools if applicable.

N/A – no plan for common open spaces

p. Location, size and specifications of all signs, both temporary and permanent, and advertising features, with cross-sections.

No new signs to be added

q. Exterior lighting locations with area of illumination illustrated as well as the type of fixtures and shielding to be used.

One light to be added to the exterior of the kitchen, beside the entryway door

r. Location and specifications for all fences, walls, and other screening features with cross sections.

No plan for screening features

s. – z. **N/A**

T. C. RECORD-EAGLE, INC.
120 WEST FRONT STREET
TRAVERSE CITY MI 49684
(231)946-2000
Fax (231)946-8273

ORDER CONFIRMATION

Salesperson: MEGAN O'BRIEN

Printed at 05/17/23 09:25 by mobri

Acct #: 2055

Ad #: 601146

Status: New WHOLD

WHITEWATER TOWNSHIP CLERK
CHERYL GOSS
P.O. BOX 159
WILLIAMSBURG MI 49690

Start: 05/20/2023 Stop: 05/20/2023
Times Ord: 1 Times Run: ***
STDAD 3.00 X 3.88 Words: 222
Total STDAD 11.64
Class: 147 LEGALS
Rate: LEGAL Cost: 132.45
Affidavits: 1

Contact:

Phone: (231)267-5141

Fax#:

Email: clerk@whitewatertownship.org

Agency:

Ad Descript: LEGAL NOTICE NOTICE OF PU
Given by: *

P.O. #:

Created: mobri 05/17/23 09:21

Last Changed: mobri 05/17/23 09:25

PUB	ZONE	EDT	TP	START	INS	STOP	SMTWTFS
RE	A	97	W	Sat 05/20/23	1	Sat 05/20/23	SMTWTFS
IN	AIN	97	W	Sat 05/20/23	1	Sat 05/20/23	SMTWTFS

AUTHORIZATION

Thank you for advertising in the Record-Eagle, our related publications and online properties. If you are advertising with the Record-Eagle classifieds, your ad will begin running on the start date noted above.

Please be sure to check your ad on the first day it appears. Although we are happy to make corrections at any time, the Record-Eagle is only responsible for the first day's incorrect insertions. Also, we reserve the right to edit or reclassify your ad to better serve buyers and sellers.

No refunds or rebates will be issued if you cancel your ad prior to the stop date.

We appreciate your business.

(CONTINUED ON NEXT PAGE)

T. C. RECORD-EAGLE, INC.
120 WEST FRONT STREET
TRAVERSE CITY MI 49684
(231) 946-2000
Fax (231) 946-8273

ORDER CONFIRMATION (CONTINUED)

Salesperson: MEGAN O'BRIEN

Printed at 05/17/23 09:25 by mobri

Acct #: 2055

Ad #: 601146

Status: New WHOLD WHOI

LEGAL NOTICE
NOTICE OF PUBLIC HEARING
Whitewater Township Planning Commission

The Whitewater Township Planning Commission will conduct a public hearing at its regular meeting on **JUNE 7, 2023 at 7:00 PM**, at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, MI, to receive public comment on an amended proposed special use application.

The proposed amended special use request is to add a kitchen to a previously approved Major Home Occupation at 10981 Elk Lake Rd., Williamsburg, Michigan 49690, a/k/a: Parcel #28-13-109-010-00 by adding a 20' x 22' addition to an existing structure.

All persons are welcome to attend and will be heard concerning the proposed special use amendment. A copy of the complete application is available for public viewing at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, MI 49690, during regular office hours, or on the home page of the township website at www.whitewatertownship.org.

Written comments will be received until the time of the meeting and should be addressed to the Whitewater Township Planning Commission, Attn: ZONING, P.O. Box 159, Williamsburg, MI 49690.

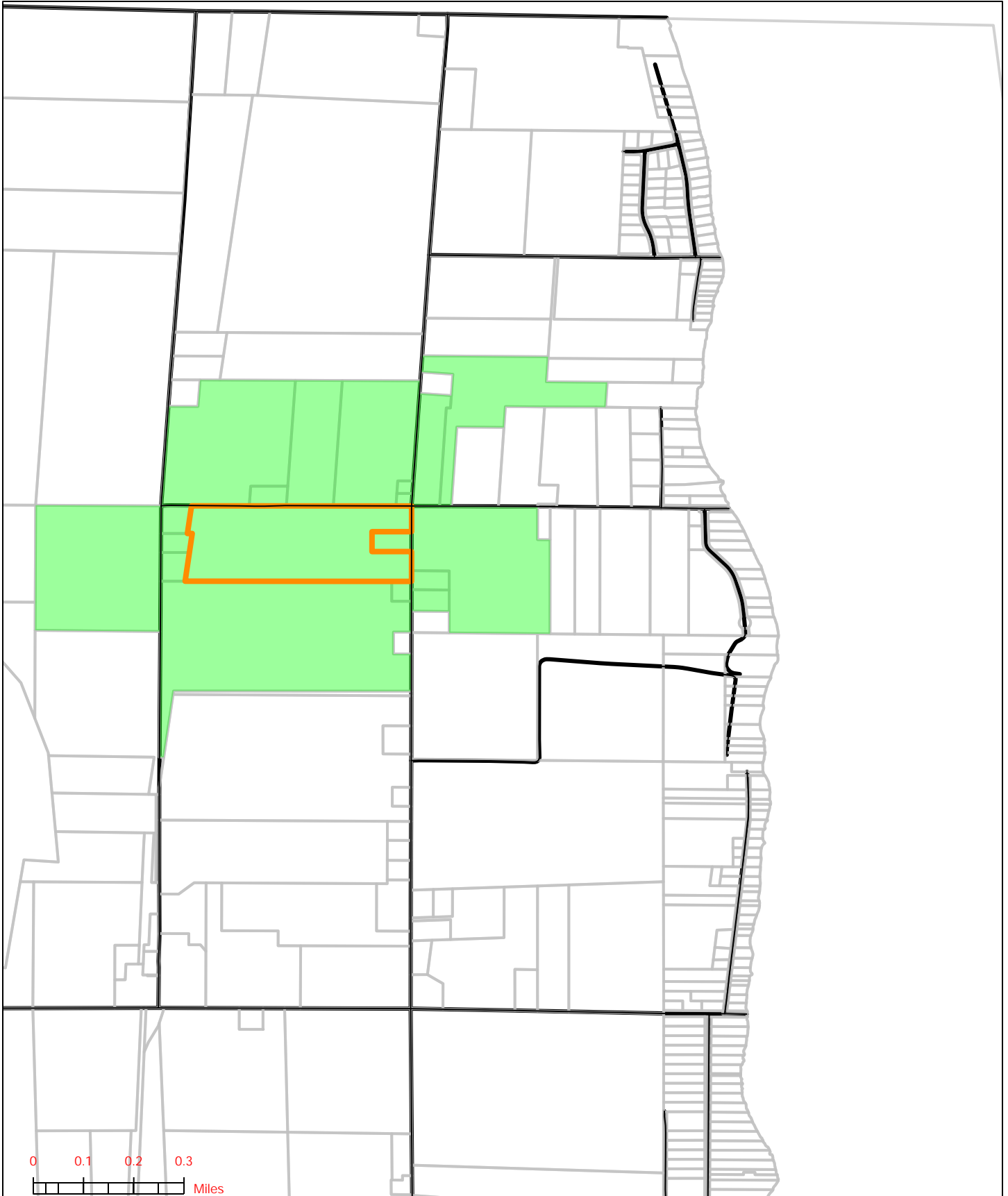
Whitewater Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities who are planning to attend. Contact the township supervisor at (231) 267-5141 x23 at least 5 days in advance of the public hearing.

Cheryl A. Goss
Whitewater Township Clerk

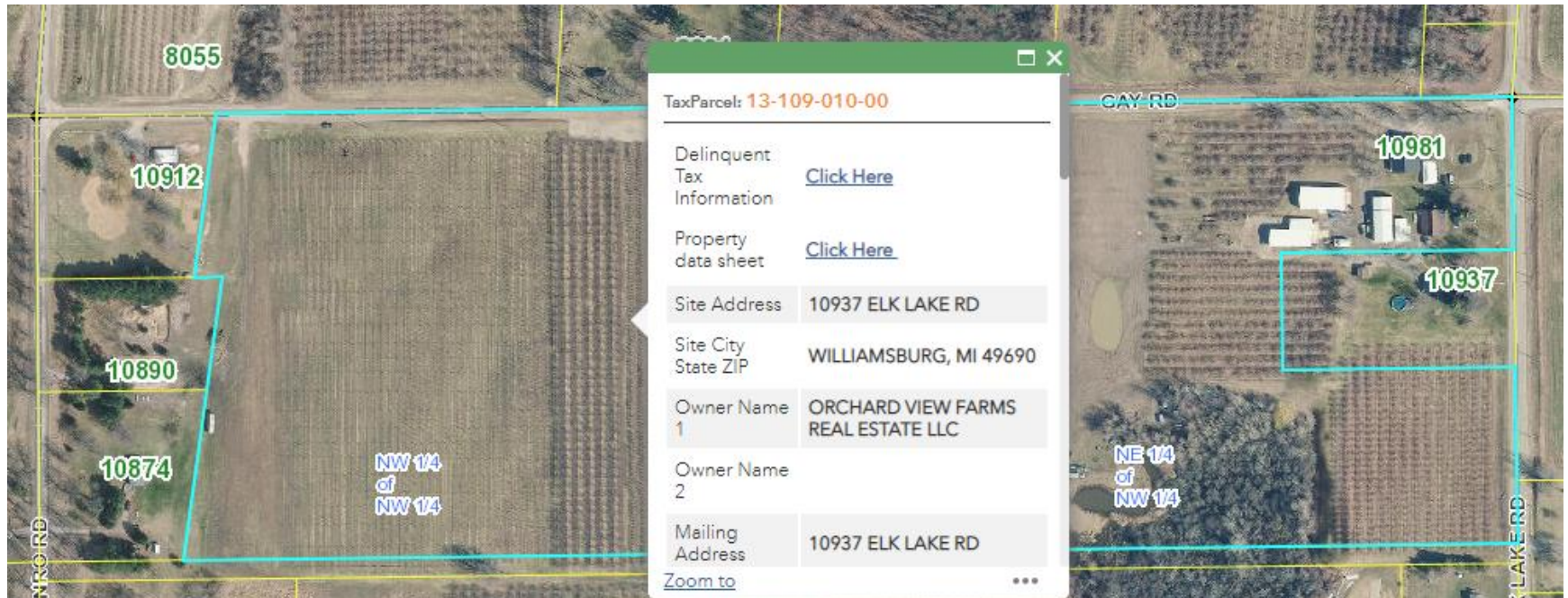
May 20, 2023- 1T

601146

WHITEWATER



28-13-109-010-00



Proposed 20' x 22' addition to match the existing structure profile for purposes of incorporating an MDARD [**Michigan Department of Agriculture and Rural Development**] approved kitchen

WHITEWATER TOWNSHIP PLANNING COMMISSION
MINUTES FOR REGULAR MEETING
May 3, 2023

Call to Order at 7:00 p.m.

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

Absent: None

Also in attendance: Planner Mielnik and Recording Secretary MacLean

Zoom attendance: 3 at start

Set / Adjust Agenda: Set

Declaration of Conflict of Interest: None

Public Comment:

Public comment began at 7:01 p.m.

Vicki Beam

Public comment ended at 7:03 p.m.

Public Hearing: None.

Approval of Minutes:

MOTION by DeYoung second by Jacobson, to approve the PC regular meeting minutes of April 5, 2023.

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

Motion carried.

MOTION by Rebant, second by Keaton to approve the PC Subcommittee meeting minutes of April 13, 2023.

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

Motion carried.

MOTION by Keaton, second by DeYoung, to approve the PC special meeting minutes of April 19, 2023.

Roll call: Vollmuth-was not here; Keaton-yes; Rebant-yes; DeYoung-yes; Steelman-yes; Wroubel-yes; Jacobson-yes.

Motion carried.

MOTION by Steelman, second by Vollmuth to approve the PC Resident Outreach Subcommittee (ROS) meeting minutes of April 24, 2023.

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

Motion carried.

Correspondence: None

Reports:

Zoning Administrator Report, Hall: Sent a note to the Chair indicating that the Board had made a decision regarding the Baggs Road Partnership.

Chair's Report, Steelman: Will present during agenda item discussions.

Township Board Rep, Vollmuth: No answer on where the books for the PC are. It is a work in progress. Popp indicated to Wroubel that he did not need help on the binders at this time.

ZBA Representative, Wroubel: No meeting in April.

Committee Reports:

Planner, Mielnik: Will present information during agenda item discussions.

Unfinished Business:

1. Planning Commission ROS updates and recommendations Summary by Steelman.

The subcommittee voted to request a purchase order for Networks Northwest (NN). Peltonen noted that Vega from NN gave a higher quote than the original person she spoke and noted that postage will be a cost factor.

Noted that a postcard with a link can be mailed and ask people to request a paper copy. Paper surveys require

extra work and expense. Peltonen will work with them to enter the paper surveys if it is possible. Online survey

makes for a more streamlined process for NN. NN will let us use their return address for the returned surveys. There are questions regarding merging the tax roll and the voter roll, costs and the services they could provide. Looking at approximately 2600 mailings – surveys to go out. Rebant notes to go for an “up to amount”. Will there be mailings for information regarding the workshop schedules? Will there be more surveys / mailings? It may cost more than originally budgeted.

Vollmuth notes that this is too important to nickel and dime.

MOTION by Steelman, second by Vollmuth to accept the ROS recommendation to submit a purchase order for NN for a package survey assistance program not to exceed \$4950, this PO is within the PC budget.

Discussion ensued regarding working with NN or doing it in house. Vollmuth would prefer it be under one umbrella rather than split between the PC/ROS and NN. Peltonen notes that the timeline is of concern. It can be done in house. The subcommittee will make a decision. Is there anything in writing from the NN? Peltonen notes that she will do a face to face appointment with NN.

The PC needs authorization to spend \$4950 and figure out where the dollars will be spent.

Vollmuth: What is the timeline for detailed expenses? Will need a written quote within 12 days.

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

Motion carried.

No change in the content of the survey. Version 5 has just format changes.

The ROS members do not feel there will be changes to the survey itself.

Wroubel wants to know the methodology of determining the survey questions and compare to the last MP survey.

The ROS members indicate that they did a lot of comparisons with the 2009 survey.

MOTION by Steelman, second by Rebant to accept the version 5 of the Whitewater Township Master Plan Community survey.

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

Motion carried.

2. Municode - Steelman did a presentation of the Municode as is currently in the township. The Municode version is what we have received from them as a start to the recodification. Mielnik notes that there was a lot of good work and notes that there are a lot of issues that need to be addressed. Municode addressed both the General Ordinance and the Zoning Ordinance. Mielnik commented on some of the issues that he noted in the Municode version. The Municode version includes a lot of notes in areas that need addressing. Some of it can be used. State law citations have been updated. There are references between the zoning ordinances that need to be checked and reviewed. There is useful, useable information in the Municode. There are no graphics or illustrations. The PC has been working to make the ZO understandable by the people. We are not going to throw away what has already been. This is a good place to start to build on, present and readopt. The Municode contract includes ongoing updates. The township attorney will review for legalities. Our township is small and may not need the ongoing support of updating. Because they were hired to handle the General Ordinance and the Zoning Ordinance would they continue to work on the General Ordinance? Possibly recommend to the Board to amend the Municode contract rather than cancel it. The General Ordinance is not under the purview of the PC. The PC would prefer to have Mielnik work on the Zoning Ordinance. Vollmuth will call Municode and find out where we are at with them and the contract.
3. PC Subcommittee – DeYoung, Rebant, Keaton, ZA, Planner -
 - a. Updates from subcommittee
 - b. Prepare for joint meeting with Board: DeYoung ran through of the notebooks he provided from the Subcommittee discussions and notes. PC members will take each subject to present to keep the meeting on track. Following the meeting, on the 10th, have another PC special meeting to get the details worked out and finalize things for the joint meeting on the 17th. PC will finalize and do a final run through of topics at a special meeting.
 - i. Joint special meeting agenda: Intro, PC vision, Municode, Mielnik support/contract, budget (good fiduciaries), Michigan Enabling Act (MEA), survey, progress of the MP, MP budget, MP timeline.
 - ii. Who will present /share/ask what:

Steelman will present the intro page.

Mielnik and Keaton will present what had already been presented to the board with an explanation of the PC vision.

Municode is DeYoung and Vollmuth.

Jacobson will speak about Mielnik and the contract.

Rebant will do the budget information.

Wroubel will do the MEA.

Then Steelman and Vollmuth will do the summary with examples.

Full PC Special meeting for May 15, at 7 p.m. to finalize the presentation and the documents to be posted and presented to the Board.

Discussion of budgeting and scope of work regarding the MP ensued.

New Business:

1. Township Board submission memo requests for a joint meeting, zoom facilitator and recording secretary.
 2. Subcommittee bylaws need to be addressed. Send it to legal for review to be on the June agenda for PC approval.
 3. Master Plan Chapter 1-4 in working draft form. Discussion of the census data. Bring back next month. Put it on the website so people can review.
- Consensus to remove the two MP items on the website currently and to add the new information. MacLean will update website as requested.

Next Regular Meeting June 7, 2023, 7 p.m.

Agenda: MP, subcommittee meetings discussion, Subcommittee bylaws,

Master Plan Resident Outreach Subcommittee meeting May 4, 2023

PC Subcommittee meeting on May 10, 2023

PC Special Meeting May 15, 2023

PC / Board Special Joint meeting May 17, 2023

Public Comment:

Public comment began at 10:12 p.m.

Lois MacLean

Public comment ended at 10:13 p.m.

Commission Discussion/Comments: None

Meeting Synopsis: Request PO for Networks Northwest work; continued discussion of Master Plan survey and methodology; plan for joint Board/PC meeting; review of Chapters 1-4 of draft Master Plan.

Continuing Education:

Adjournment: 10:15 p.m.

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

Respectfully Submitted

Lois MacLean,

Recording Secretary

WHITEWATER TOWNSHIP PLANNING COMMISSION
MASTER PLAN SUBCOMMITTEE
SPECIAL MEETING MINUTES
May 4, 2023

Call to Order at 9:00 a.m.

Roll Call: Rebant (Chair), Mielnik, Peltonen, Beam, McElwee

Absent: Steelman

Also in attendance: Recording Secretary MacLean

Zoom attendance at start of meeting: 2

Set / Adjust Agenda: Set

Declaration of Conflict of Interest: None

Public Comment:

Open at 9:02 a.m.

Rachel Steelman

Close at 9:04 a.m.

Special Meeting Business:

1. Review and discuss draft five of the survey: The PC has expressed an approval of the survey as presented.
2. Discussion of survey mechanisms and timeline: PC would like to know the details of the expense of the survey including printing, distribution, etc.
Postcard mailing would include a QR code to complete the survey online.
Use social media to promote, help those who do not have internet access.
Would need to draft postcard language.
Even with the expense, this is important and needs to be mailed.
Internet only access is not necessarily good for reaching out to our whole community.
Mielnik can do a flyer that can be used for this.
Converting from paper to a digital format is noted as an issue with Networks Northwest (NN).
Will need a combination of digital and paper. Get it out in as many formats as we can.
Written comments can be made into a pdf while the check boxes are used for tabulating the data.
There are resources within the township to prepare the mailing inhouse. Tabulating can be done by NN.
Will the survey be online? NN has been asked if we can enter the survey into their tabulator.
Peltonen will get a quote of various ways of processing through NN.
The survey data sets, digital and printed can be separated and combined.
Individuals can request additional copies of the survey or come pick them up at the township.

Five options, yes or no:

Flyer – good method of signaling the survey to the community – consensus, yes (flyer can be on the website)
Digital – digital link on the township website and on the flyer – consensus, yes (with NN or Survey Monkey)
Paper survey – in house or external – consensus, yes
Postcard – NN with digital / QR code for survey access – consensus, no
Postcard as a leader to the survey going out - consensus, no
Campaign style road signs that can be moved – consensus, yes with a \$500 limit
Email blast to sending out a leader to the survey going out - consensus, yes
Social media, Record Eagle, Traverse Ticker, Elk Rapids News – consensus, yes

Tabulating, graphing, etc. through NN with the township receiving the data via a spreadsheet for future access.
Does Survey Monkey hold the data or does it come back in a “spreadsheet” type form?

Electronic via Survey Monkey or NN and mail the paper survey.

What are we asking NN to do?

They would create the hyperlink to the survey for online access.

Would need to find out what the process would be for entering the paper survey.

Will want the data of the online survey available at the township as the township wants to have ownership of all of the data.

Creation of the mailing list is inhouse at the township. One per household mailed with the ability to access online or pick up additional copies at the township.

Mielnik will update the survey with header information and provide to Beam for the outside print quote and to Peltonen for a quote from NN for approximately 3000 to be mailed.

Mielnik will prepare a draft of the flyer.

A note that can be posted at the township campground, at the WESA taco dinner.

3. Recommendations to PC: completed last night.
4. Any other related topic the committee wishes to discuss. Bigger picture timeline to cover at the next meeting.
5. Next Meeting for this committee: May 11, 2023 at 8:30. Revisit the quotes and timelines, big picture/overall timeline, workshop dates schedule in July, August, September can go out with the tax bill.
There are different formats for workshops. Mielnik will bring some options on how and what can be done.

Next Regular Meeting June 7, 2023, 7 p.m.

Public Comment:

Began at 10:34 a.m.

Lois MacLean

Ended at 10:35

Committee discussion:

Adjournment: 10:40 a.m.

Respectfully Submitted
Lois MacLean,
Recording Secretary

WHITEWATER TOWNSHIP PLANNING COMMISSION
RESIDENT OUTREACH SUBCOMMITTEE
SPECIAL MEETING MINUTES
May 11, 2023

Call to Order at 8:30 a.m.

Roll Call: Rebant (Chair), Peltonen, Beam, McElwee

Absent: Steelman, Mielnik

Also in attendance: Recording Secretary MacLean

Set / Adjust Agenda: Set

Declaration of Conflict of Interest: None

Discussion of Zoom meeting access ensued. The subcommittee will request through the PC Chair to have Zoom facilitated at the meetings.

Public Comment:

Open at 8:36 a.m.

None

Approval of the May 4, 2023, minutes.

MOTION by Rebant, second by McElwee to approve the May 4, 2023. On voice vote, all in favor. Motion carried.

Special Meeting Business:

1. Survey quotes and timeline discussion: Mailing lists from Clerk and Treasurer have been submitted.
Quotes: Quick Print proposal, including printing, envelopes, return envelopes = \$2489.70 plus postage for 3000.
\$1638 for postage. \$4121.70 total including postage. Out before June 1.
Did not hear back from Copy Central.
Quote Snap Printing postage, print, fold, stuff no return envelope = \$2674.77, return envelope it would be an additional \$230 approximately.
In house would be \$2808.00 estimate based on 20 hours to print, fold, stuff, label and mail (includes postage of \$1800.00.

This type of in house has been done and has been positive at approximately \$3000 – Beam-yes, Peltonen-yes, McElwee-yes, Rebant-yes, with a hard date of mailing May 31, 2023.
Recommendation PC to approve in house printing.

Networks Northwest, Peltonen, interested in the online survey and the tabulating and include the data to the township = verbal quote of \$800 would like to plan for \$1000, get a PO for \$1000 (request approval at the 5/15/2023 special meeting. The township would do the paper survey data entry then supply to NN for reporting / tabulating / results. They can do additional result tabulation after the fact if needed. The township would have the raw data. NN has done multiple Master Plan Surveys. As a professional consultant tabulating it is well worth the cost.

Denise will get quote/estimate from NN to Rebant and have a contract signed by the end of next week (May 19). Hyperlink from NN to be included on the paper survey and on the township website on the front page and on the PC page will need to be provided by NN as soon as possible, by the end of next week for adding to the print copy.

The moving signs will need to be addressed next week.

The updated survey and flyer have been provided. Question: website link – it would be the supplied by NN hyperlink, township phone – extension for Treasurer, directions for the Board regarding additional copies of the survey.

Flyer will be included in the initial email blast announcing the coming of the survey. It will be updated by

Mielnik. Mailing date May 31, end date change to June 16 and add extension 22 to the phone number. Using the PO Box 100, for return mail.

2. Big picture / Overall timeline. There may very well be additional funds needed above what is currently budgeted. As discussed previously the MP may run into the next fiscal year. This committee is working on the next six weeks at this point. One step at a time.
3. Workshop planning discussion: Timing is essential. May need a professional facilitator or get information from a professional facilitator – Mielnik has mentioned it previously. Defer continued discussion until Mielnik is available.
4. Recommendations to the PC. Funding and PO, etc. will be discussed
5. Any related topic the subcommittee wishes to discuss. Concerned expressed about the availability of fund approvals, using the school only during the school season, using Hi Pray park, using a tent - set up by the FD, using the WESA tent. May be able to converse with the Tribe regarding a conference room. Check on July, August and September dates at the school. Possibly coordinate with dates that the school already has events happening such as Kindergarten Roundup or parent dates, etc., possibly before school is in session.

Social Media blasts of various community pages.

Who will contact WTCM?, the Record Eagle? the ER News? Free public notices are available at the Record Eagle, ER News, TC Ticker, Whitewater Township Park, Next Door. Look at putting that in the hands of the PC itself. Different blasts for the survey, the workshops.

Post the flyer to the various businesses, TSC, Post Office, Renee's, Butterfly House, Vet, Village Market, Shorts, gas stations, the Methodist Church, the various HOAs throughout the township and all of the businesses throughout the township.

Bring this back to the PC for input, possibly include Mielnik.

Signage along the road, need to be ready by June 1. Get a cost of estimate. Beam will get some estimates. Possibly two waves of signs. Limit of \$500 – what can be gotten.

6. Next Meeting for this committee: Monday, May 22 at 8:30 a.m.

Next Regular Meeting June 7, 2023, 7 p.m.

Public Comment:

Began at 10:07 a.m.

None

Committee discussion:

Adjournment: 10:07 a.m.

Respectfully Submitted
Lois MacLean,
Recording Secretary

WHITEWATER TOWNSHIP PLANNING COMMISSION
MINUTES FOR SPECIAL MEETING
May 15, 2023

Call to Order at 7:00 p.m.

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

Absent: None

Also in attendance: Planner Mielnik and Recording Secretary MacLean

Zoom attendance:

Set / Adjust Agenda: Add Mielnik training and follow up on ROS – consensus to add both

Declaration of Conflict of Interest: None

Public Comment:

Public comment

Began at 7:04 p.m.

None

Mielnik training presentation regarding the history of local planning and importance of a Master Plan. Planning was standardized in 2006 and 2008. The PC creates the plan and must be approved by the Board for distribution before it can be published and shared. The PC approves by resolution by a 2/3 vote. The Board can approve or reject. Planning Zoning Enabling Act 125.3843 section 43 (1), (2) & (3). This shows the authority the PC has to move forward. The MP drives the zoning ordinance.

This is for clarification of the process. This is an available tool that can be pulled out if we need it.

Consensus of the majority of the PC to not have to bring this up to the Board right now. Can pull out that “tool” in the future if we need to. This is information that the Board should already know. If, at some point, it seems they do not we can present at that time.

Rod Rebant, ROS update. The PC is being asked to approve the key dates that have been decided on.

The major component of the spend is print and mail the survey. Networks Northwest has been contacted for tabulation.

The plan is to do the printing and mailing out by May 31. Inhouse price is \$2808 approximately.

The plan is to have the surveys back by the 16th of June.

Networks Northwest may have more options as part of the tabulating.

The \$4950 will get the survey out and back and tabulated.

July, August and September will be the time for the workshops. Places have not been decided but communication is in the works.

Looking for approval \$800 for Networks Northwest for the basic start, the printing, the supplies are all individual things that come in under the \$1000 each.

Bring it back at the June 7 PC meeting.

ROS meeting scheduled for May 22 to plan and bring to the PC meeting.

Rachel will share the sheet that Tom McElwee came up with that will be shared with the Board and everyone so everyone can be on the same page with how to answer questions regarding accessing the survey, returning, etc.

The survey will be available online through links on the website and links included in the email blast and via mail.

Consensus to let the ROS continue with the plans.

Special Meeting Business:

1. Preparation for joint meeting with Township Board. Run through of the plan for the joint meeting with the Board on Wednesday.
The notebook is another tool for our tool belt. It reinforces the work of the PC.
2. Any related topic the PC wishes to discuss. None.

PC / Board Joint meeting scheduled for Wednesday, May 17 at 6 p.m.

Public Comment:

Public comment

Began at 9:11 p.m.

None

Commission Discussion/Comments: The binders are being worked on getting closer to be complete.

Adjournment: 9:12 p.m.

Respectfully Submitted

Lois MacLean,

Recording Secretary

DRAFT
WHITEWATER TOWNSHIP
PLANNING COMMISSION and TOWNSHIP BOARD MINUTES
FOR SPECIAL JOINT MEETING
May 17, 2023

Call to Order at 6:00 p.m.

Planning Commission Roll Call: Jacobson, Keaton, DeYoung, Rebant, Wroubel, Steelman, Vollmuth

Absent: None

Board Roll Call: Benak, Glenn, Goss, Vollmuth

Absent: Popp

Also in attendance: Planner Mielnik and Recording Secretary MacLean

Set / Adjust Agenda: Master Plan update, ROS update, Networks Northwest contract, survey mailing and employee information sheet

Declaration of Conflict of Interest: None

Public Comment:

None

Special Meeting Business:

1. Jacobson shared a statement about the zoning ordinance and update.
Discuss Municode contract. The contract can be left as is or keep the contract for the General Ordinance only or keep it for both. Goss likes the idea of taking the zoning ordinance out of the contract right now.
Benak notes that the Municode document can be provided in a Word document.
Mielnik feels the Municode document is useable and has some things that need to be addressed. If Municode does not want to provide a Word document Mielnik, notes that he will be able to create a Word document from the pdf provided. There are things that are missing like definitions, links and graphics.
Discussion ensued regarding more details about the Municode document.
The ongoing process of updating the zoning ordinance is something that needs to be addressed.
Goss noted that there is an amendment key that can be referenced.
Mielnik noted that codification is not making changes to the ordinances themselves, just cleaning them up, use graphics and get it adopted for moving forward with a document that the public, the PC and the Zoning Administrator can access and use.
The Municode contract will be a Board discussion.
The PC will still need to have the contract with North Place Planning.
Clerk Goss will contact Municode to give them an update and get information back.
2. Expansion of North Place Planning contract. The township needs a point of contact for management of the work being done.
Would like the contract to be updated to have the PC Chair as the person for Mielnik to report to.
Would like the contract to be updated to include work on the zoning ordinance.
Goss and Benak agree that these updates to the contract would be good.
Updated contract presented in the packet – E page 5 Attachment A.

Mielnik needs to be given the authorization to move forward.

Discussion ensued regarding creating an addendum to the current contract or creating a new contract that would be under the purview of the Planning Commission.
Mielnik will create a new contract with the changes.
Glenn said, when initially set up, it was noted at the time that it may need to be changed in the future.
Glenn is in favor of getting a new contract with the updated reporting structure.
Mielnik will revise the contract to encompass Master Plan, related planning services and work on the zoning ordinance.

MOTION by DeYoung, second by Steelman to approve a new contract between North Place Planning LLC and Whitewater Township Planning Commission and then present that to the board for the June 13 meeting; the contract would include the work for the Master Plan, related planning services, and work on the zoning ordinance with a total cap of \$32,000.

Roll call: Keaton-yes; DeYoung-yes; Rebant-yes; Wroubel-yes; Steelman-yes; Jacobson-yes; Vollmuth-abstained. Motion carried.

Discussion ensued regarding the possible need for other outside services.

The Board needs to approve the wages of subcommittees. Steelman will submit for the pay for the subcommittee.

3. Planning Commission Budget Discussion - Rebant explained the highlighted items in the presented budget sheet. Giving a heads-up on the potential need for additional funding by the end of the fiscal year, especially regarding the work on the Master Plan. Rebant will keep a running total monthly and will compare and work with the quarterly budget report from the Clerk.

Future planning includes keeping tools available, such as Networks Northwest.

Benak notes that past experience is that this township wants a locally written Master Plan.

Wroubel recommends reading the master plans of the communities around us to know what their plans are because what communities around us are planning to do will impact our township.

Discussion regarding purchase orders, how it works and the limits. \$1000 and under the Clerk can approve.

\$1001 to \$5000 would need the Supervisor signature also. Wages always need to be approved by the Board. If something is approved by the Board it does not need two signatures. The Clerk will only approve a PO if the dollars fit in the budget.

4. Any related topic the PC wishes to discuss:

Chapters 1-4 of the Draft Master Plan are to be posted to the township website this week.

Proposal for supplies, mailing services and wages for printing and mailing the Master Plan Survey.

MOTION by Goss, second by Vollmuth to approve Master Plan survey expenditures as presented up to \$3000, for envelopes, copy paper, postal services and wages.

Roll call: Benak-yes; Glenn-yes; Vollmuth-yes; Goss-yes; Popp-N/A. Motion carried.

Contract with Networks Northwest (NN) for electronic tabulation services. The mailed survey will have the link available so people can do the survey online. People will be able to pick up additional copies of the survey at the township.

Reservations expressed about the availability of the online link. Paper and electronic data can be calculated separately. Mielnik has not seen evidence of "ballot stuffing" in previous surveys he has worked with.

The survey is a base to build the workshops.

NN will create the online survey, they will gather the online survey responses. The plan is to have PC member(s) enter the paper surveys into NN program and then they can tabulate and provide the data. NN will provide all spreadsheet data after all is complete and will also be available for extra reporting options.

Benak wants to have verification and data control. Benak would prefer to have NN do all data entry of the paper surveys, even if there is an additional cost.

Request up to \$5000 for Networks Northwest. Board members expressed that they would like a clearer scope of work to approve a larger dollar amount.

The presented contract is for \$800. Can possibly add to or create another contract to do the paper survey data entry. Get a quote for an up to amount for an up to number of paper surveys or a per survey amount.

MOTION by Vollmuth, second by Benak to approve and pay for contract #3161 between Whitewater Township and Networks Northwest to provide project deliverables in attachment A of the contract dated May 12, 2023, for \$800 and authorize the Supervisor or Clerk to sign.

Roll call: Glenn-yes; Vollmuth-yes; Goss-yes; Popp-N/A; Benak-yes. Motion carried.

Key milestone dates of the Resident Outreach Subcommittee: mail the survey May 31, with a requested return date of June 16. Where does NN fit in after the tabulation? Workshops will be set up in July, August and September. Would like to start with a full township meeting at the school. Would like to have the workshop

dates set so they can be included in the newsletter that goes out with the taxes. Info must be presented to the treasurer by the 19th.

Email blast using the treasurer's list will go out to let people know to look for the survey.

Information for employees should questions come in regarding the survey.

A little Q&A with the Board members: how do you think this meeting went?

Everyone is working together.

The packet material was very good and well presented.

Rachel is doing an excellent job keeping meetings on task.

The PC is all working and working together as a team.

Very productive.

Next Planning Commission regular meeting date is June 7, 2023.

Next Board regular meeting date is June 13, 2023.

Public Comment:

Began at 8:36 p.m.

Denise Peltonen

Tom McElwee

End at 8:36 p.m.

Commission Discussion/Comments:

None

Adjournment: 8:38 p.m.

Respectfully Submitted

Lois MacLean,

Recording Secretary

DRAFT
WHITEWATER TOWNSHIP PLANNING COMMISSION
RESIDENT OUTREACH SUBCOMMITTEE
SPECIAL MEETING MINUTES
May 22, 2023

Call to Order at 8:30 a.m.

Roll Call: Rebant (Chair), Peltonen, Mielnik, McElwee

Absent: Beam, Steelman

Also in attendance: Recording Secretary MacLean

Set / Adjust Agenda: Peltonen: When will this subcommittee be completed? – discuss during top of Next Meeting

Declaration of Conflict of Interest: None

Public Comment:

None

Special Meeting Business:

1. Review from PC and Township Board Joint Meeting: run through of the joint meeting follow up from Rachel: MP Survey Employee Cheat Sheet, Mielnik contract, survey flyer for email blast to Della.

Networks Northwest contract.

Workshop dates for newsletter by June 19.

Link to Networks Northwest survey on the landing page of the township website and the PC page May 31 – Lois. Everyone is willing to stuff the envelopes on the 30th if need be.

Copies on color paper will be available at the township hall with pens / pencils available.

Price of NN doing the paper ballot tabulating. Peltonen to get the price quote and it will be presented to the Board for approval. Would like to get per piece price for tabulating paper surveys, a quote for the total is not necessary. Someone from the PC or this committee will hand deliver to NN. Discussion of a QR code – the Board did not seem interested in having the QR code available. Decision to leave it off.

Reach out to and pass out “What do you think” flyers to a list of businesses, places, entities, HOAs, church bulletin, various social media pages / sites. McElwee, Peltonen and Rebant each selected multiple businesses and entities to contact.

Email blast of the flyer on the 31st using the Treasurer’s email list. Email a second blast a week to 10 days before. Rebant will communicate with Treasurer Benak.

Social media reminders, newspapers, radio stations – McElwee.

Use of road side signs, pricey. Two signs 1) MASTER PLAN 2) changeable SURVEY DUE date,

WORKSHOP date. Discussion of design and placement. Rebant and Mielnik will work on design and process.

2. Review readiness for May and June survey rollout program. Rebant notes that the Planning Commission as a whole will need to become more involved once we are passed the survey portion.
3. Workshop planning discussion: The ROS was established to work on the survey along with scheduling and planning the workshops. The ROS is to gather the information (survey and workshops). The PC will take the gathered information into consideration for the Master Plan rewrite. Discussion ensued regarding the use of facilitators for workshops.
4. Discuss resource levels, money and people, needed to support our group: More info at the next meeting moving this process forward.
5. Any related topic the subcommittee wishes to discuss. Is there another person willing to help on this subcommittee since Steelman cannot participate?

6. Next Meeting for this committee: Wednesday, May 31, at 8:30 a.m., and Thursday, June 8, 8:30 a.m. for Mielnik presentation of the next steps.

Next Regular Meeting June 7, 2023, 7 p.m.

Public Comment:

None

Committee discussion:

Adjournment: 10:13 a.m.

Respectfully Submitted
Lois MacLean,
Recording Secretary