

**D R A F T**  
**Whitewater Township Planning Commission**  
**Minutes of 8/4/10 Regular Meeting**

**Call to Order**

Chairperson, Zakrajsek, called the meeting to order at 7:00 p.m.

**Roll Call**

Members Present: Mangus, Lyons, Boyd, Miller, Courtade and Zakrajsek

Members Absent: Savage – excused

Also Attending: Zoning Administrator Meyers and 5 members of the public.

**Set/Adjust Agenda**

No changes.

**Approval of 7/7/10 Regular Meeting Minutes**

Decision to have all comments by the public included in the minutes at the point the comments are made.

**Motion** by Boyd to accept minutes, seconded by Courtade

**Motion carried 6-0**

**Conflict of Interest: None declared**

**Public Comment:** None

**Public Hearing – None**

**Reports:**

**Correspondence:** Randy Locaitis letter. Mangus: Survey's are tricky, as they give wonderful insight and then the officials must find a way to take legal parameters into consideration.

**Zoning Administrator:** Report included. Site plan for day care on Old M72 is being prepared by their engineer

**ZBA: Miller:** None – no meeting last month

**TC TALUS:** Members are meeting regularly – almost weekly. The final deliverables are on track to be finalized by September 30.

**Township Board Representative, Boyd:** Township board meeting next week.

**Chair, Zakrajsek:** None

**Old Business:**

**Master Plan**

**1. Master Plan**

A. SWOT Analysis - Meyers: At the last meeting, there was concern from some of the members that public participation had become somewhat limited as few members of the public were contributing to the process. We have been quite successful with the survey and its response rate but unfortunately negative comments regarding the proposed fire station (which was not part of the survey) outnumbered useful feedback with respect to the new Master Plan. In order to keep as many engaged in the process as possible the PC may wish to consider conducting a S.W.O.T Analysis exercise.

The SWOT analysis is a strategic planning method to evaluate the Strengths, Weaknesses, Opportunities and Threats that effect/face Whitewater Township. Since the Goal is to prepare a Master Plan for the Township, the SWOT identifies the internal and external factors that are favorable and unfavorable to achieving the goal.

Strengths: attributes of Whitewater Township that are valuable/helpful/beneficial to who we are.

Weaknesses: attributes of Whitewater Township that are harmful.

Opportunities: external conditions that are helpful.

Threats: external conditions which could do damage.

Since public participation has been extremely limited over the past several months, this task could be undertaken in two distinct forums – 1) Public Participation at a Planning Commission meeting and 2) Through our Township listserv. With summer upon us this means vacations, family fun, harvest, etc. Those that cannot or chose not to participate in person can email their responses. We have a very positive response every time we send out a “mailing.” The list has grown to over 250 and could generate lots of additional ideas, comments and thoughts.

The Planning Commissioners directed Meyers to prepare a SWOT Analysis for distribution to the Public through the email list with an example and if at all possible, interactive for ease in the return process.

- B. Goals – Chairman Zakrajsek suggested that a discussion regarding goals should wait until results of the SWOT were returned. The Commission agreed.
- C. General Master Plan discussion – A copy of a proposed public participation section was passed out for discussion at the next meeting.

#### **New Business:**

1. Meyers reported that at the last Township Board meeting the land use permit form was discussed. Ordinance requires that the Township Board approve the form prescribed by the Zoning Administrator. While they approved the form, they asked that the Planning Commission modify the language to allow the ZA to perform the function with no approval needed.

Further, the Planning Commission discussed bathrooms in outbuildings. They would like to have the Zoning Administrator work on language to permit bathrooms in accessory structures.

**Public Comment:** Lynn DeLong, expressed concern with the language in the draft, specifically with the mention of the ZBA as a planning function and references to the Township Board and appointments.

#### **Continuing Education – none**

**Motion to adjourn at 7:45 pm** by Boyd, seconded by Mangus. **Motion carried 6-0.**  
Meeting adjourned.

Respectfully Submitted,

Lois MacLean  
Recording Secretary