

WHITEWATER TOWNSHIP PLANNING COMMISSION
MINUTES FOR REGULAR MEETING, MARCH 4, 2015

Call to Order at 7:02 p.m.

Roll Call: Dean, Lawson, Lyons, Miller, Hooper

Absent: Mangus, Link

Also in attendance: Recording Secretary, MacLean, Interim ZA, Ron Popp

Set/Adjust Agenda: Add invoice for Tom Johnson

Declaration of Conflict of Interest None.

Public Comment: None

Public Hearing: None

Approval of Minutes: February 4, 2015, Regular Meeting Minutes: Motion to approve by Lyons, second by Lawson . All in favor. Motion carried.

Correspondence: None

Reports:

Zoning Administrator Report, Popp: Busy with the ZBA. Horse Shows by the Bay: ZBA decided to overturn the previous Zoning Administrator's decision, not a use by right due to an error in assigning the national standards number that it is not a horse stable or riding academy rather a festival. Applicants of the original request said they would likely be bringing plans back for a site plan review, which will involve the PC.

Possibly recommend a moratorium until a zoning administrator can be hired.

Chair's Report, Link: NA

Township Board Representative, Lawson: Master Plan Draft approved on the 24th to move forward to the next step. Get the list together and ready to send out to start the 63 day period. Move forward with the process, execute the plan. Send to the mailing list of local entities that received the Notice of Intent to send the document to.

ZBA Representative, Lyons: Covered by ZA

Committee Reports: None

Additional Items:

Old Business

1. Master Plan Draft – Approved for submission. More discussion in New Business #2

New Business:

1. Updated MCL Information Memo by attorney Bill Fahey (followed by a sample training roster for Roscommon). Zoning workshop. Popp: This all came about from a discussion between Link and Popp. How do we know if we are looking at the most up to date information regarding a law? Public Act (PA) is as it was passed, the verbiage is exactly as it was passed at the time which becomes MCL. An MCL includes the changes that have been made to it (the PA) by subsequent updates. The frequent changes encountered highlights the fact that these boards need to stay up to date and check for updates periodically. Checking for updates on a periodical basis, could be part of the by-laws. Must do our due diligence to keep up to date.
2. MP Adoption Process 2013 check list – Compare to NB #3. Read through and discussion.
3. PA 33 of 2008 2-26-2015 render date for general discussion and review. Administrative plan for naming files to include dates of changes, leaves a paper trail of what has happened. (mmddyyy) Popp lead discussion regarding MCL125.3839. Have to be certain all entities are contacted as required . Popp notes: Send an electronic notice, potentially tracked by the clerk or the Secretary of the PC. Entities can decide on hard copy or electronic version. Could send out a new notice of intent to plan, notify of electronic vs. print options and then immediately send out the plan. Our checklist appears to only be unclear in regards to who has to be contacted "all entities". Legislative bodies would include the Tribe (Economic Development Corp.). It is the PC's responsibility to adopt unless the Township Board retains the right to adopt. PC Secretary is responsible

for a lot of what needs to be done, notifications etc. The Secretary is the conduit to the board, the clerk, the public, etc. Part of the 63 days is receiving comments from the other entities. Must be approved by 2/3's of the commission. At this point the Board has not given up their right for final approval or rejection of the plan. Need to specifically ask the board what their desire is so the checklist can be completed correctly. Possibly get a professional opinion on the final draft and the checklist. MCL125.3864 = Capital Improvement program/plan. It is not being done at the PC level more at the Board level. Each Board and commission and group can supply input to the Township Board regarding Capital Improvements. (Possibly go through PA 33 / MCL125.3839 + as continued education.)

Make changes to the checklist for the adoption process and present to all members.

4. PA 110 of 2006 2-26-2015 render date for general discussion and review. Some maintenance on the zoning ordinance coming soon so PA 110 review is important.

FYI for reference: RTF = PA 93 of 1981 MCL 286.472

5. New Zoning Ordinance checklist #2 – compare to NB #4. Various checklists from Regional Land Use Planner, Kurt Schindler of MSU. Review for future reference. (Possibly use as continued education also, training resources.)

Discussion of a possible e-library on the township website in the PC area.

6. Roberts Rules – Guideline refresher. Review. Most importantly be courteous. March 19 training with Bob Cooney.
7. Invoice for Tom Johnson. Total \$750, prepaid \$300, balance due \$450 to present to the Board for payment. Motion to submit the invoice for the final payment by Lyons, second by Lawson. Roll call: Yes: Lawson, Lyons, Miller, Hooper, Dean. All in favor. Motion carried.

Next Meeting: April 1, 2015 – MP Adoption Process, update the approval process checklist using the PA as reference. Make a decision of whether the MP Draft will be submitted to outside council for input.

Public Comment: None

Commission Discussion/Comments:

Need to get a projector for training. Put it on the PC budget? Discretionary funds available. Motion by Miller to request PC budget funds, \$1500 for a projector, second by Hooper. Roll Call: Yes: Lyons, Miller, Hooper, Dean, Lawson. All in favor. Motion carried.

Continuing Education:

- a. Corridor Approach to Access Management Webinar-On demand. 5:30 – 7:00 April 1, 2015, before the PC regular meeting.
- b. Engaging the Public – report by Lyons and Miller - to be next month, March 4, prior to the meeting.

Adjournment: 9:00 p.m.

Respectfully Submitted
Lois MacLean,
Recording Secretary