

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: Vollmuth 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