

WHITEWATER TOWNSHIP PLANNING COMMISSION
SUBCOMMITTEE
SPECIAL MEETING MINUTES
April 13, 2023

Call to Order at 8:30 a.m.

ZA will chair the subcommittee and will be a non-voting member of the team.

Roll Call: Rebant, DeYoung, Keaton, Zoning Administrator Hall, Planner Mielnik

Absent: None

Also in attendance: Recording Secretary MacLean

Zoom attendance: None

Set / Adjust Agenda:

Declaration of Conflict of Interest:

Public Comment: None

Opened at 8:31 a.m.

None

Special Meeting Business:

1. Budget Expenditure Process discussion stated that \$32,000 is budgeted for outside, professional services. There is a problem that needs to be addressed. The money to have the planner work done is budgeted. The PC has a responsibility to use the funds in the best way possible. The budget set forward is a standard government budget. The PC has historically under spent the approved budgeted funds. The PC should be in control of the monies for the planner. The way it is the Board is spending the PC budget funds. The supervisor is looking to get a purchase order process in place for the PC. Recommended best practice is to have a special meeting with the PC and the Board. Get the topic of PC communication on a Board agenda with all or most of the PC members in attendance. Request a 5-15 minute slot for the PC at each board meeting to get the two boards working together. The Board liaison to the PC has not been utilized well so far. Present at the board meeting during the PC presentation and request a slot on the agenda, preferably under old business or before old business if there is a permission or vote required / requested to spend money. Discussion of Randy's contract. Randy is under the impression that everything must be approved by the Supervisor. May want to review the contract details. The PC should be in control of that and the monies for the planner. May need to look at the planner contract and have it reviewed. Possibly have the contract set to be under the purview of the PC with general authority by the Board, specific funds determined by the PC.

Hall believes there should be more funds for training. The PC is the Planner's "tool kit" so education is vital. The PC needs the basics and then rely on the professionals, the Planner, the ZA, the legal department, for the details. The PC does not need to know the nuances or have a degree.

Recommend to the full PC to present to the Board the budget expenditure(s) the way the PC wants to spend the professional services fees for the zoning ordinance, master plan, etc. DeYoung will bring details to the PC at the next meeting, April 19.

Recommend to the full PC that the PC can track their own budget in a spread sheet. Rebant volunteered to do the spread sheet.

Recommend to the full PC to request a 15 minute time slot at each board meeting to address the PC issues and items – sharing a progress report / working que. Would also need to request a time slot in the agenda for any presented items that may require any Board approval that needs to be made.

With a meeting date change you can get an urgent item on the next upcoming Board agenda. Non urgent items can be scheduled into the next month. It will be key to get the time slot on the agenda. It gives more flexibility. Will need Rachel's input since she has the majority of the preparation for the meeting packets and the gathering of information and presentation of data to the Board.
Will bring the pluses and minuses of a date change to the full PC for discussion.

2. Municode information can be used to copy/paste to eliminate retyping everything. (discussion included in other topic discussions)
3. Process to complete the rewrite of the Zoning Ordinance so it is in an editable and consistent format. Mielnik will bring more info back to the April 19 meeting with a sample. (discussion included in other topic discussions)
4. Workflow process discussion ensued regarding the priorities, Master Plan, zoning ordinance formatting, zoning ordinance amendments. Past, current and future activities review is used in preparation of an annual budget.
5. Any other related topic the committee wishes to discuss. Discussion of the zoning ordinance regarding non-conformities ensued and the general process of amendments.

Will discuss continuation of this subcommittee at the next meeting. Bob likes Thursday mornings. Consider monthly. Tentatively schedule for May 11, 8:30 a.m.

Next Meeting April 19, 2023 at 7 p.m.

Next Regular Meeting May 3, 2023, 7 p.m.

Public Comment:

Opened at 9:58 a.m.

None

Committee discussion: Productive meeting. Can see the value in continuing this subcommittee.

Adjournment: 9:59 a.m.

Respectfully Submitted

Lois MacLean,

Recording Secretary