

WHITEWATER TOWNSHIP PLANNING COMMISSION
SUBCOMMITTEE
SPECIAL MEETING MINUTES
April 27, 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: One

Set / Adjust Agenda: Set

Declaration of Conflict of Interest:

Public Comment:

Began at 8:36 a.m.

Rachel Steelman

Ended at 8:39 a.m.

Special Meeting Business:

1. Preparation for Joint Meeting with Township Board: presented items that may require any Board approval that needs to be made.

Discussion:

This is something that DeYoung indicates the plan is to present packet / booklet for all to have at the joint meeting. Everything in writing so there is some record of what, when, who and where these things have been discussed.

What the PC needs to do, feel we need to do, Municode contract, Planner contract, PC budget and control of budgeted funds.

“What are we going to do in Whitewater Township to improve planning” is a basic question that needs to be addressed. Whitewater Township needs a plan for the development pressures that are coming this way.

Mielnik noted the Municode version of the zoning ordinance.

The PC can at least present their points and concerns at the joint meeting.

Cancelling Municode would be cancelling the zoning ordinance and general ordinance codification and the online maintenance when complete. Hall recommends moving the zoning ordinance out of the Municode contract.

New ordinances are more graphic than previously. It looks like Municode does not do graphics. Presentation of a sample zoning ordinance that includes charts, graphics, hyperlinks, eliminates conflicts between areas of the ordinance and is easily available online. Hall noted that this type of zoning ordinance is great and the better way to be able to use a zoning ordinance by the zoning administrator, the township and the public.

Mielnik will include four examples for the packet/booklet and a presentation.

Will be able to use the Municode ZO as we have it currently where they did reference quite a few conflicts within the current document.

Will need new contract information from Mielnik.

Four areas of focus for the joint meeting: Municode contract, Mielnik zoning ordinance presentation, Mielnik contract, budget and control of budgeted funds with a six to eight month time frame.

Finish with a synopsis.

Be prepared for questions.

Prepare motions for any areas that will require motions for acceptance.

Rebant noted that the PC could have a “sign off” process from the administrative body, the departments (PC, ZBA, ZA) on the various things that the PC is doing / has done. Discussion of various “sign off” options ensued.

Consensus by the subcommittee to have DeYoung complete the booklet for presentation to the PC for the May 3 meeting.

Discussion of Mielnik contract under the control of the subcommittee or the PC. The subcommittee makes recommendations to the PC.

The ZA and the Planner are part of the tool kit of the PC. Keep the attorney in the loop for the legal aspect – they are not planners but they know the law.

ZA noted that this makes for a proactive approach to moving forward.

2. Development of work project flow sheet. Budget spreadsheet of the PC budget for 2023/2024 FY. Rebant intends to track the PC budget spending. Will need information from the Clerk for line item detail. The PC has had two years in a row of significant under spending.

Project Work Flow Process worksheet document presented that was created by the previous PC Chair, Mangus, in 2022. This is based on a standard MTA document.

Need to know who is responsible for tracking the flow.

ZA noted a checklist that was adopted by the Board, that includes check lists/sign offs. Build the control document while the PC is working on these other items. .

Hall explained the board adopted document.

3. Any related topic

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

Public Comment:

Began at 9:55 a.m.

Rachel Steelman commented on the schedule for full PC and PC subcommittee meetings.

Carl Wroubel

Lois Maclean

Ended at 10:00

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

MOTION by DeYoung, second by Keaton for request for payment for Keaton and DeYoung; Rebant is not seeking payment. Roll call: Rebant-yes; DeYoung-yes; Keaton-yes. Motion carried.

Adjournment: 10.07 a.m.

Respectfully Submitted

Lois MacLean,

Recording Secretary