

WHITE LAKE TOWNSHIP

COMMUNITY DEVELOPMENT DEPARTMENT

DATE: October 8, 2026

TO: Rik Kowall, Supervisor
Township Board of Trustees

FROM: Sean O'Neil, Community Development Director

SUBJECT: Zoning Ordinance Reformatting & Update



Our current Zoning Ordinance was last overhauled in June of 2003 and then reformatted in April of 2012 when we went with the proprietary "Clearzoning" program (originally produced by Birchler Arroyo Associates) that is still in use today by Giffels-Webster, the current owner of this product. As you are aware, the 2003 version of the ordinance has been updated numerous times over the years, to remain legally compliant and to address the needs of the community, but it has not undergone a major rewrite or reorganization. Over time, the Clearzoning format has become cumbersome and expensive for the Township to maintain. All changes made to the document must go through Giffels-Webster at a significant cost, often taking weeks to accomplish. I believe that we can do the same job, internally, at no added cost to the Township. Therefore, I am requesting your approval to contract with Carlisle Wortman Associates to accomplish the reformatting and updating of our Zoning Ordinance and deliver a product that will be more user friendly, efficient, and cost effective. Their attached proposal explains and outlines the work that will take place, at a not-to-exceed amount of \$15,000. These funds will come from the Planning Division's Professional Fees line item in the 2026 budget.

I appreciate your consideration, and I look forward to discussing this matter with you at the October 20th Township Board meeting. Please let me know if you require any additional information.

Thank you.



Carlisle | Wortman
ASSOCIATES, INC.

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September 3, 2026

Sean O'Neil, AICP
Director of Community Development
White Lake Township
7525 Highland Rd.
White Lake, MI 48383

RE: Zoning Ordinance

Dear Sean:

As we have discussed, we are happy to assist you in reorganizing the current Zoning Ordinance into a format which is more understandable and able to be maintained by the Township.

Purpose

Regarding the organization, the current Ordinance could be organized in a manner which is both more usable and understandable. The current Ordinance suffers from an overly generalized approach to organization, thereby making it difficult to search. We typically divide the Ordinances we prepare into a greater number of divisions or articles categorized in a manner that better directs the reader.

I have attached an outline of how I would recommend the Ordinance be organized.

Regarding the Township's ability to maintain the Ordinance, the current arrangement apparently does not allow that to happen. Typically, the Zoning Ordinance is amended significantly more than any other Ordinance. Therefore, providing the Ordinance as a Word document would allow the Township to make either simple or more complex amendments without going to the expense of a codification service. The Ordinance would also be searchable with links and hyperlinks.

Process

We start with a standard Township Zoning Ordinance template which we have prepared for our use. Using the template, we will incorporate the portions of your Ordinance which you

Benjamin R. Carlisle, *President* John L. Enos, *Vice President* Douglas J. Lewan, *Principal*
David Scurto, *Principal* Sally M. Elmiger, *Principal* R. Donald Wortman, *Principal* Craig Strong, *Principal*
Paul Montagno, *Principal* Megan Masson-Minock, *Principal* Laura Kreps, *Principal*
Richard K. Carlisle, *Past President/Senior Principal*

want retained and correct any errors or conflicts which exist in the current Ordinance. We will also make sure that the Ordinance complies with the MZEA.

When complete, we will deliver a completely revised Ordinance in a Word format which is more usable and understandable. The document will contain hyperlinks of defined terms and section references, as well as references to other relevant Township Ordinances.

We will not make substantive changes other than to correct any critical omissions or conflicts. However, once the document is completed in Word, it will be much easier to make substantive amendment in the future. Most importantly, it will become the Township's document over which you have complete control.

Cost

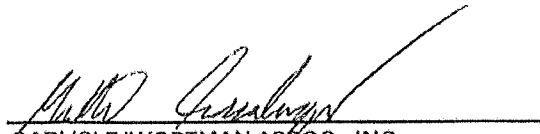
Time will be billed at prevailing rates for this basic reformatting and reorganizational effort but will not exceed \$15,000, excluding any meetings which may be required with the Planning Commission or Board.

Please let me know if you have any questions.

Yours Truly,



CARLISLE/WORTMAN ASSOC., INC.
Richard K. Carlisle, FAICP
Past President/Senior Principal



CARLISLE/WORTMAN ASSOC., INC.
Matteo Passalacqua
Senior Associate

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