

WHITE CLOUD PLANNING COMMISSION
Regular Meeting Minutes
White Cloud City Office, 12 N. Charles, White Cloud MI 49349
January 24, 2023
6:00 p.m.

A. Call to Order

Chairperson Shears called the meeting to order at 6:01 p.m.

B. Roll Call (confirmation of a quorum)

Wallace conducted a roll call for attendance.

Board Members Present: Anthony Johnson, Chad Fetterley, Lori Shears, Christine Tiernan, and Jamie Steffes.

Others Present: April Storms (City Manager), John Wallace (Zoning Administrator), Joe Hayes (Developer for Michigan Self Storage), Dan Abid (Public)

C. Invocation and Pledge of Allegiance

Chairperson Shears gave the invocation and led the Pledge of Allegiance.

D. Set/Amend Agenda

Motion made by Johnson, supported by Steffes to approve the agenda as presented.

Ayes: 5

Nays: 0

Motion approved.

E. Public Comment (Comments limited to 2 minutes)

None

F. Approval of Minutes

1. Regular Meeting Minutes of November 22, 2022

Motion made by Steffes, supported by Johnson to approve the regular meeting minutes of November 22, 2022.

Ayes: 5

Nays: 0

Motion approved.

G. New Business

1. Site plan review Parcel: 62-11-32-300-062 &063.

Chairperson Shears advised the members that they have in their packet the site plan, application, and Wallace's staff report with a recommendation. They also have on their table a memo from Don Barnhard which states the following requirements:

- Sidewalk at the front of the property.
- The back of the sidewalk should be at the same elevation as the centerline of the road.
- Sidewalk should be placed on foot in front of the property line.
- There must be a dub down in the driveway curb for the sidewalk.

These requirements would be in addition to the recommendations in Wallace's staff report.

Shears inquired about the adequacy of the fire hydrants. Wallace responded that Barnhard was satisfied with the one proposed hydrant.

Johnson inquired why the need for storage in White Cloud with such low growth. Shears responded that people have more toys. Storms responded that there is a lack of housing and many people are in between housing and that creates the storage need. Joe Hayes indicated when deciding where to locate their self-storage facilities they look at the capacity of the existing facilities and on traffic counts.

Wallace reviewed the 12 conditions for approval that were included in his staff report with Joe Hayes as well as the sidewalk requirements as required by the DPW Supervisor. Based on this review the following conditions were mutually agreed to:

1. Driveway approval by the Michigan Department of Transportation.
2. Increase the width of the 24 feet access aisles to 25 feet. (no longer required)
3. Submission of more detail on the lighting plan for the project.
4. Provide the city with the access codes to gain entry to the facility for emergency purposes.
5. The ongoing maintenance of the tree buffer on the eastern side of the property on an ongoing basis. Any trees which die must be replaced.
6. Maximum height of the buildings not to exceed 12 feet in height.
7. All notes on the plan should be updated to reflect the change of using asphalt or concrete for the access aisles.
8. No outdoor storage of vehicles or other materials shall be permitted.
9. All access aisles must be paved in timing with each phase of the project.
10. Each phase of the project must be approved by the Zoning Administrator. If changes are made the Zoning Administrator may require the plan to go back to the Planning Commission.
11. A sidewalk must be installed at the front of the property per city specifications and approval by the DPW Supervisor.
 - The back of the sidewalk should be at the same elevation as the centerline of the road.
 - Sidewalk should be placed on foot in front of the property line.
 - There must be a dub down in the driveway curb for the sidewalk.
12. The site plan must be revised per this Planning Commission site plan approval and resubmitted to the city. This submittal can be digital (pdf format).

Mr. Hayes indicated that they intended to do the first building this spring and would probably take three (3) years to complete the entire project.

A motion was made by Johnson, supported by Steffes to approve the Michigan Self-storage site plan for parcel 62-11-32-300-062 & 063 subject to the above conditions.

Ayes: 5

Nays: 0

Motion approved.

2. Ordinance 2023-01 – Solicitor, Peddler & Transient Vendors

Shears inquired how this revised ordinance would address situations similar to the Red Project which was proposed in town recently.

Storms responded that the new revised ordinance addresses peddlers, solicitors, and transient vendors. A mobile vendor would be addressed under the regulations for a transient vendor. These regulations give more discretion to the police chief and city manager to deny a request if it were not in keeping with community standards. If granted, a permit would be valid for a calendar year. People given a permit under the revised ordinance would also have to have credentials showing they have approval by the city.

A motion was made by Steffes, supported by Johnson, to recommend that Ordinance 2023-01 go to City Council for a first read.

Ayes: 5

Nays: 0

Motion approved.

3. Host – CEDUM Fellow

Storms provided an update on the City of White Cloud being awarded a CEDAM Fellowship position from the Community and Economic Development Association of Michigan. The person in this position will work on a variety of projects to expand organizational capacity, increase local collaboration, and remove barriers to development. This was a competitive process and White Cloud was the only community in West Michigan to be awarded a position.

The Fellowship position will last for a period of 15 months and will end in August of 2024. The cost of the position is \$90,000, however the city's contribution is only \$10,000.

4. MSU Sustainable Built Environment Initiative – Summer 2023

Storms provided an update on the city being awarded two masters students through the MSU Extension Service to work on an architectural plan for downtown. These students will work on developing a vision for the downtown area over a 9 month time frame. This project will start in July or August and there will be a fall gathering to see the downtown vision presentation, with a final meeting being held in the spring.

It is hoped that this process will result in finding a popular design vision for the downtown.

The city of Cassopolis participated in this process and it allowed them to transform their downtown into something special.

This project will be focused on Charles Street and Wilcox Street downtown.

Johnson indicated that he would like to be a part of this project and Storms agreed to have him involved.

H. Unfinished Business

1. None

I. Public Comment (For items discussed on this agenda- maximum of 3 minutes)

Dan Abid inquired whether there was anything in the peddler ordinance dealing with fees. Storm replied that the ordinance refers to a fee schedule which is adopted separately by the City Council. That fee schedule is reviewed by Council annually. He indicated that when there are food trucks selling in the city that the money leaves with the vendor and does not stay in town. He said that M-37 is all the city has to bring money into town from outside sources. He expressed that the city is doing a lot of great stuff, and that April and John are doing a great job.

J. Correspondence

1. Zoning Report – December/January
2. 2023/24 Updates
3. RFP – Master Plan

Storms provided an update on the RFP process for the master plan. Proposals should be available to share with the Planning Commission for the February meeting. The consultant will be working with the Planning Commission and the CEDAM fellow. The Master Plan will consist of a complete rewrite of the current master plan.


K. Adjournment

Motion made by Johnson, supported by Steffes to adjourn the meeting at 6:50 p.m.

Ayes: 5

Nays: 0

Motion approved.



John Wallace, Zoning Admin/Recorder

3-13-23
Date



Lori Shears, Chairperson

3-13-23
Date