

## **CITY OF WHITE CLOUD PLANNING COMMISSION ANNUAL REPORT 2022**

### **Introduction**

The Planning Commission is an administrative body of five residents comprised of four appointed officials and one elected official. The Planning Commission (PC) holds regular monthly meetings on the 4th Tuesday of the month. The Planning Commission is tasked with reviewing applications for site plan review, special land uses, and rezoning. The PC also is required to hold the necessary public hearings for zoning text amendments and is entrusted to incorporate the application of policies initiated in the City Master Plan while reviewing development decisions.

The Michigan Planning Enabling Act requires the Planning Commission to prepare an annual report to the City Council: "A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development."

### **Planning Commission Members:**

Lori Shears, Chair and City Council Representative: term expires 12/31/22. (re-appointed in 2023)

Jamie Steffes, Vice-Chair: term expires 12/31/2023.

Christine Tiernan, Secretary: term expires 12/31/2023.

Anthony Johnson: term expires 12/31/2024.

Chad Fetterley: term expires 12/31/2023.

### **A. Meetings**

The City of White Cloud Planning Commission held 9 regular meetings and one special meeting in 2022. Three of their regular meetings were cancelled.

### **B. Administration**

1. Review and approval of 2021 Annual Report (1-25-2022)
2. Election of Officers (1-25-2022)
3. Approval of revised by-laws (1-25-2022)
4. Approval of Resolution 2022-1 Resolution setting the regular meeting dates for the White Cloud Planning Commission for calendar year 2023.

### **C. Redevelopment Ready Communities (RRC)**

A major element of activity for city staff and the Planning Commission in 2022 was undertaking the steps necessary for the city to become Redevelopment Ready Certified through the Michigan Economic Development Corporation. The following actions were taken by the Planning Commission in pursuit of this undertaking.

1. Review and approval of the Capital Improvements Plan 2022/23 to 2027/28. The CIP was approved at the regular meeting of the Planning Commission on 2-22-2022.
2. Review of master plan goals and strategies. (4-26-2022)
3. Review and approval of master plan task list (5-24-2022)
4. RRC Training Strategy was reviewed and accepted (5-24-2022)
5. Review and acceptance of the RRC Marketing Plan (7-26-2022)
6. Community Participation Plan. The Planning Commission recommended approval by the City Council. (9-27-2022)
7. City Tax Incentive Policy. The Planning Commission recommended approval by the City Council. (9-27-2022)
8. Review and discussion of Master Plan outline to be used for Request for Proposals. (11-22-2022)

#### **D. Rezoning**

1. **White Cloud Library Rezoning**

830 E. Wilcox

Parcel number: 62-15-05-151-014

Property proposed to be rezoned from R-1 Single-Family to P – Public Use District

Action taken:

(6-28-2022) The Planning Commission recommended to the City Council that they approve the rezoning.

#### **E. Zoning Issues**

1. **Discussion on the need for multiple-family development.**

Action taken: Planning Commission asked the Zoning Administrator to prepare and overlay district to be used to create more opportunities for multiple-family development and to bring it back for discussion. (3-22-2022)

2. **Discussion on the need to amend the city's sign ordinance.**

Action taken: Planning Commission directed the city manager and zoning administrator to draft a sign ordinance amendment as time permits and bring it back to the Planning Commission. (4-26-2022 and 5-24-2022)

#### **F. Ordinances and Programs**

1. **Discussion on establishment of Rental Housing Inspection Program (4-26-2022)**

No action taken.

Update given to the Planning Commission on the progress being made on drafting the Rental Housing Inspection Program (6-28-2022)

An update was given to the Planning Commission on the state of the draft of the Rental Inspection Program. (7-26-2022)

No action taken.

Discussion was held on the need to form a Construction Board of Appeals which would be the board who would hear appeals to decisions made in regard to the Rental Housing Inspection Program. (7-26-2022)

The Planning Commission was presented a copy of the final draft of the Rental Inspection Program to review and act on (9-27-2022)

Action taken: the Planning Commission recommended to the City Council that this program be approved as presented.

The Planning Commission was presented the Rental Inspection Program Fees and Checklist for review and to act on (9-27-2022)

Action taken: The Planning Commission recommended that the Rental Inspection Program Fees and Checklist be approved by the City Council with one amendment.

**2. Discussion on amendments to the Peddler Permit Ordinance (4-26-2022)**

Action taken: City Manager was asked to prepare the needed amendments and bring them back to the Planning Commission.

**3. Discussion on updating the International Property Maintenance Code (5-24-2022)**

Action taken: the city manager and zoning administrator will update the property maintenance code to be consistent with 2025 International Property Maintenance Code. Specific edits to be made to customize the code to be specific for White Cloud.

Update provided to the Planning Commission on 6-28-2022.

No action taken.

The Planning Commission was presented with the final draft of the Property Maintenance Code.

Action taken: The Planning Commission recommended that this draft be approved by the City Council. (7-26-2022)

## **G. Site Plan Reviews**

**1. Evergreen Development (marihuana retail)**

Formal site plan review

1198 E. Wilcox

Date: February 2, 2022 (special meeting)

Action taken: approved with conditions

**2. Cassie Rickert – Small home development.**

Informal site plan review (concept)

S. North Avenue and E Swain Street

Date: March 22, 2022

Action taken:

(3-22-2022): Planning Commission was favorable to the development concept and asked the Zoning Administrator to keep working with Ms. Rickert to finalize a final site plan concept.

(11-22-2022): Planning Commission received an update regarding a revised design concept that the Zoning Administrator prepared for Ms. Rickert. They instructed the Zoning Administrator to continue working with her to achieve a final site plan which can go through the formal approval process.

## **H. Development Issues**

### **1. Update on Assisted Living Facility (11-22-2022)**

The city manager updated the Planning Commission establishing an assisted living facility in White Cloud.

Action taken: Consensus was reached that such a facility is needed and that the city should move forward with a feasibility study.

### **2. The Planning Commission was updated on the interest on the part of Edwin Allen Homes to build some single-family and duplex housing units within the City of White Cloud. (11-22-2022)**

Action taken: The Planning Commission directed the city manager and zoning administrator to continue to work with this developer to find the appropriate site which will work for their development.

### **3. The Planning Commission received information on the result of a meeting the city had with business owners in the city on a range of development and operational issues. (9-27-2022)**

### **4. The Planning Commission held discussion on the significant amount of tax-exempt property in the city.**

No action taken.

Annual Report prepared by:

John Wallace, Zoning Administrator