

WHITE CLOUD PLANNING COMMISSION
Regular Meeting Minutes
White Cloud City Office, 12 N. Charles, White Cloud MI 49349
February 20, 2024
6:00 p.m.

A. Call to Order

Chairperson Lori Shears called the meeting to order at 6:00 p.m.

B. Roll Call (confirmation of a quorum)

Andrew Stafford took a roll call for attendance.

Members present: Chad Fetterley, Lori Shears, Jamie Steffes

Members absent: Anthony Johnson (excused)

Staff present: Milan Nerad (zoning administrator), April Storms (city manager), Andrew Stafford (CEDAM Fellow), and Milan Nerad (zoning administrator)

Others present: Brian Miller (Public), Damon Anuci (public)

C. Invocation and Pledge of Allegiance

April Storms gave the invocation and led the Pledge of Allegiance.

D. Set/Amend Agenda

Shears ask that the agenda be amended to show Christine Tiernan's resignation under 'New Business' number three and the zoning administrator report under 'Correspondence' number two

A motion was made by Steffes, supported by Fetterley, to set the amended agenda.

Ayes: 3

Nays: 0

Motion approved unanimously.

E. Public Comment (Comments limited to 2 minutes)

None

F. Approval of Minutes

1. Regular Meeting Minutes of November 28th, 2023

A motion was made by Steffes, supported by Fetterley to approve the regular meeting minutes of November 28th, 2023.

Ayes: 3

Nays: 0

Motion was approved unanimously.

G. New Business

1. Planning Commission 2023 Annual Report

2. William & Works Downtown Corridor Plan Draft

Storms mentions that William & Works has already moved on to the Economic Development Plan, but she is willing to answer any questions regarding the Downtown Corridor Plan. Storms ask for any additional feedback.

Shears mentions that she really likes how William & Works took the best parts of the MSU SBEI report and incorporated them into the Downtown Corridor Plan. Also, Shears expresses that she really likes priority site # 3 in the draft and how it is an idea for increasing housing.

Fetterley mentions the theoretical boulevard on Wilcox, as shown on page 19 of the Downtown Corridor Plan. Fetterley inquiries to where the boulevard would start and end. Fetterley expressed some concern over the utility of Wilcox if a boulevard divide the street.

Storm states that more people showed support for the curb expansion rather than the boulevard down Wilcox.

A brief discussion follows regarding parking on Wilcox and how it must still be available if a boulevard or curb expansion happens in the future. Storms assures Fetterley that parking will have to be considered if any curb expansion takes place on Wilcox.

3. Christine Tiernan Resignation

Shears thanks Christine for her years of service and briefly explains to everyone why she decided to resign. Shears adds that now there is an open seat on the planning commission and the city is taking applications. She encourages members of the planning commission to let anyone know who may be interested in filling that open seat on planning commission.

Storms explains that the city would like to appoint someone in the March city council meeting but needs to appoint by the April city council meeting.

H. Unfinished Business

1. Final Site Plan Review for Subway: # 62-15-05-179-021 & 62-15-05-179-022

Storms mentions that John Wallace did provide a memo on the site plan review. Wallace's memo states that the current site plan has met the conditions that the Planning Commission required. Wallace recommends that the Planning Commission gives final approval.

The following is part of Wallace's memo:

"At This time the only required Planning Commission action is to make sure the conditions of the special land use and site plan approval are followed.

Condition 1

The applicant has submitted a revised Sheet C-101 dated January 24, 2024 which is intended to be the final pavement marking and signage plan which must be approved by the city.

I have reviewed the signage and pavement marking plan on sheet C-101, and the applicant has made all of the requested changes.

The sign detail S6 is correct in regard to the sign which states "ATTENTION- Cars shall not back onto Newell Street." I do not believe the second sign shown on this detail which states "DO NOT ENTER" is needed.

This condition is met with the one stated correction above.

Condition 2

The proposed drainage plan must be approved by the DPW and the City's engineering consultant if desired. The plan shows using the existing four catch basins with one additional new one in the drive-through lane opposite the drive-through window.

Condition 3

A zoning compliance permit must be submitted to the city's zoning administrator for the proposed wall signage on the building.

Condition 4

Final placement of traffic directional signage to be approved by the Department of Public Works. A fairly accurate location of the traffic directional signage will have been approved with site plan approval. This condition relates to a more precise location for the sign installations. For instance, there may be a desired distance back of curb for these signs. This final placement should be approved by the Department of Public Works. This will likely take place during construction.

Condition 5

One additional light be added in the landscape area by the drive-through window to ensure proper lighting for the vehicles which are parked south of the landscape island which may have to be used for vehicles that have to park while waiting for an order. The applicant has added this light location to the site layout on Sheet C-101. This condition is met.

Condition 6

The creation of an exit-only land/driveway be located on the south side of the building. The applicant has made the driveway immediately east of the drive-through lane an exit only driveway and adjusted the signs accordingly. This condition is met."

A motion was made by Steffes, supported by Fetterley to approve the final site plan review for Subway: #62-15-05-179-021 & 62-15-05-179-022.

Ayes: 3

Nays: 0

The motion was approved unanimously.

I. Public Comment (For items discussed on this agenda/3 minutes)

None

J. Correspondence

1. Façade Improvement Program Reminder

Stafford reminds the Planning Commission that they will be reviewing applications for this program during the April meeting.

2. Zoning Administrator Report

Storms mentions that the city did receive the MSHDA funding for rewriting the zoning ordinance. Planning Commission will start the zoning ordinance rewrite as soon as the master plan is complete.

Shears states that the Chamber and the City of White Cloud are hosting 'Sky Fest' during Father's Day weekend. Shears encourages everyone to volunteer during this event.

Fetterley asks Storms if the email regarding 50 volunteers was for this year's Gus Macker. Storms confirms that 50 volunteers from White Cloud schools are needed this year.

K. Adjournment

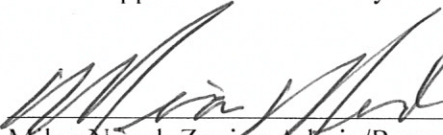
A motion was made by Steffes, supported by Fetterley, to adjourn the meeting at 6:24 p.m.

Ayes: 3

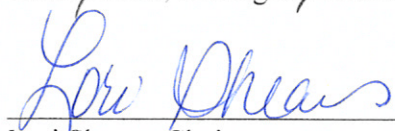
Nays: 0

Absent: Anthony Johnson

Motion approved unanimously.


Milan Nerad, Zoning Admin/Recorder

04/23/24
Date


Lori Shears, Chairperson

4/23/24
Date