

CITY OF WHITE CLOUD

Planning Commission Annual Report 2023

Introduction

The Planning Commission is an administrative body of five residents comprised of four appointed officials and one elected official. The Planning Commission (PC) hold regular monthly 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 12/31/2025.

Jamie Steffes, Vice-Chair: term-expires 12/31/2027

Christine Tiernan, Secretary: term expires 12/31/2027

Anthony Johnson: term expires 12/31/2024

Chad Fetterley: term expires 12/31/2027

A. Meetings

The City of White Cloud Planning Commission held 9 meetings in 2023.

February 2023 Cancelled

August 2023 Cancelled

December 2023 Cancelled

B. Administration

1. Review and approval of 2022 Annual Report (03-13-2023)
2. Hiring of Milan Nerad as White Cloud’s Zoning Administrator (09-26-2023)
3. Approval of Resolution 2023-1, which set the regular meeting dates for the White Cloud Planning Commission for calendar year 2024 (11-28-2023)

B. Site Plan Reviews

1. Michigan Self-Storage

Formal site plan review
Parcel: 62-11-32-300-062 & 063
Date: January 24th, 2023
Action: Approved with conditions

2. Schneider Auto Service

Formal Site plan review
Parcel: 62- 15-05-133-004
Date: March 13th, 2023
Action: Approved with conditions

3. Subway Drive-thru

Formal Site Plan Review
Parcel: #62-15-05-179-021/022
Date: October 25th, 2023
Action Approved with conditions

C. Public Hearings

1. Rezoning of 1182 E Newell Street from C-1 Central Business District to C-3 Commercial business district. (06-27-2023)
No public comment was made.
Action: Recommended to City Council to rezone parcel to C-3
2. Special Land Use for parcels #62-15-05-179-021/022.
Adding a drive-thru to Subway
Comment made by Rebecca Page from Holland Engineering
Action: Planning Commission approved the Special Land Use application

D. Rezoning

1. Subway Restaurant

Parcel: 62-15-05-179-021
Date: June 27th, 2023
Action: Recommended to City Council to rezone parcel from C-1 Central Business District to C-3 Commercial business district.

E. Zoning Ordinance

1. Ordinance 2023-01 – Solicitor, Peddler, & Transient Vendors (01-24-2023) – recommend Ordinance to go City Council for a first read.

F. Programs

1. CEDAM Fellowship (05-16-2023)

In 2023, White Cloud was awarded a CEDAM Fellow. Since May 16th, the CEDAM Fellow has been on staff and has worked on several projects, including Redevelopment Ready Certification steps.

2. MSU Sustainable Built Environment Initiative (08-08-2023)

- a. MSU SBEI consisted of three meetings. The first meeting took place on August 8th and took community engagement information to better understand what White Cloud wants in its downtown.
- b. The second meeting was held on October 25th and the first draft of downtown streetscape renderings were presented.
- c. The third meeting was held on December 12th and final renderings were presented.

G. Master Plan

The Master Plan process has consumed most of planning commissions time this year. Significant progress has been made in creating a new Master Plan. Planning Commission chose Williams & Works master plan proposal. The following highlights material reviewed by Planning Commission in 2023 regarding the Master Plan:

- 1.) Requests for Proposals (03-13-2023)
- 2.) Master Plan Kick-off (04-25-2023)
- 3.) Chapter 2: Demographic Profile (06-27-2023)
- 4.) Chapter 3: Housing Profile (07-25-2023)
- 5.) Chapter 5: Community Facilities, Services, and Infrastructure (09-26-2023)
- 6.) Master Plan Community Engagement Report (09-26-2023)
- 7.) Master Plan Zoning Audit (10-25-2023)
- 8.) Master Plan Goals and Objectives Worksheet (11-28-2023)

H. Resolutions

1. Resolution 2023-01

Resolution to set the regular meeting dates for Planning Commission in 2024

Date: 11/28/2023

Action: Approved resolution

Annual Report prepared by:

Andrew Stafford, CEDAM Community Development Fellow