

CITY OF WHITE CLOUD
Planning Commission Annual Report 2025
Presented to Planning Commission 03/2026

A. 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."

Much of the work done by the Planning Commission in 2025 focused on approving a new master plan and on working with the Giffels/Webster planning consulting firm on preparing a new zoning ordinance.

Planning Commission Members:

Lori Shears, Chair and City Council Representative: term expires 12/31/2025

Jamie Steffes, Vice-Chair: term-expires 12/31/2026

Richard Dault: term expires 12/31/2025

Anthony Johnson: term expires 12/31/2027

Chad Fetterley: term expires 12/31/2026

B. Meetings

The City of White Cloud Planning Commission held 9 regular meetings in 2025 on the dates stated below.

January 28, 2025

March 25, 2025

April 22, 2025

May 27, 2025

June 24, 2025

August 26, 2025

September 22, 2025

October 28, 2025

November 25, 2025

The regular meetings scheduled for February 25, July 22, and December 23 of 2025 were cancelled due to lack of business or the Christmas holiday.

C. Administration

- Election of Officers (1-year terms) March 25, 2025

Chair: Lori Shears

Vice-Chair: Jamie Steffes

Secretary: Chad Fetterley

All votes were taken on individual offices and were unanimously in favor with the full 5 member Commission in attendance.

- Planning Commission Annual Report 2024. Received and approved at the March 25, 2025 meeting.
Motion by Dault, supported by Steffes to approve the Planning Commission Annual Report 2024 as presented. Motion approved unanimously by a 5 to 0 vote.

D. Site Plan Reviews

None.

E. Master Plan

- Public Hearing on the city's Master Plan (January 28, 2025)
PC Resolution 2025-01. A resolution recommending adoption of the Proposed City of White Cloud Master Plan to the City Council and constituting Planning Commission approval of such Master Plan (January 28, 2025).
Motion by Dault, supported by Steffes. Roll call vote: Ayes Fetterley, Dault, Shears, and Steffes. Johnson was absent. Motion approved.

F. Zoning Ordinance

- Giffels & Webster were the only company to send a proposal for the Zoning Ordinance rewrite.
Motion made by Steffes, supported by Johnson to do a 4-6 week extension to receive RFP's for the zoning ordinance rewrite. Motion was approved unanimously by a 5 to 0 vote. March 25, 2025.
- The City put out an RFP on April 10, 2025 for a zoning ordinance amendments and update with proposals due on May 20th, 2025 at 4:00 p.m. Motion made by Dault, supported by Steffes to approve the RFP. Motion was approved unanimously by a 4 to 0 vote with one member absent. (April 22, 2025)
- Review of two proposals submitted for the rewrite of the city's zoning ordinance by Progressive Companies and Giffels/Webster. Motion by Steffes, supported by Johnson to recommend using Giffels/Webster for the zoning ordinance amendments and update contingent upon clarification of Clearzoning and receiving solid references. Motion approved unanimously by a 5 to 0 vote. May 27, 2025
- At the June 24, 2025 meeting, the planning commission received a verbal update on the zoning ordinance rewrite by April Storms. The planning commission was asked whether they

/would like to be actively involved in the ordinance rewrite with Giffels/Webster or use a steering committee. They chose to be active participants themselves.

- August 26, 2025. The planning commission received and reviewed results of a zoning survey as part of the zoning ordinance rewrite. There were also discussion and review of definitions in the zoning ordinance, zoning districts, places of worship, accessory units, use standards, home occupations, roof pitch, temporary uses, short-term rentals, site standards, development procedures, administration and enforcement.
- September 22, 2025. Planning Commission had a policy discussion on Bundles 1 through 3 of the new zoning ordinance.
- October 28, 2025. The Planning Commission had a policy discussion on Bundles 4 through 6 of the new zoning ordinance.
- November 25, 2025. The Planning Commission had a policy discussion on Bundle 1 (draft text amendments).

G. Programs

- Façade Grant – a program to promoted private investment in White Cloud’s Central Business District funded by the Fremont Area Community Foundation. The following applications were approved at the April 22, 2025 meeting.
 - WC Physical Therapy – application for \$24,741.00 for project including windows, doors, electrical work, concrete pad, new front and back canvas awnings, and 4 new flower boxes.
Motion by Dault, supported by Steffes to approve the WC Physical Therapy Façade Grant Application. Motion approved by 4 to 0 vote with one member absent.
 - Bill Hamilton/White River Management – application for the old Rite-Aid Building at 1198 E. Wilcox Avenue for new roofing system, power washing, prep of metal siding, paint chip removal, sealant, primer, and exterior painting.
Motion by Steffes, supported by Johnson to approve the grant application. Motion was approved unanimously by a 4 to 0 vote with one member absent.
 - MCM (Murphy, Caris, Miller) Holdings – an application to combine first round façade grant \$15,000 with this round \$15,000 for a \$30,000 project to include siding, exterior doors, windows, shingle roof, and soffit/fascia. Motion by Dault, supported by Johnson to approve the MCM Holdings Façade Grant Application. Motion was approved unanimously by a 4 to 0 vote with one member absent.

H. Resolutions

PC Resolution 2025-01. A resolution recommending adoption of the Proposed City of White Cloud Master Plan to the City Council and constituting Planning Commission approval of such Master Plan. Motion by Dault, supported by Steffes. Roll call vote: Ayes Fetterley, Dault, Shears, and Steffes. Johnson was absent. Motion approved. January 28, 2025