

WHITEHALL PLANNING COMMISSION AGENDA
CITY HALL COUNCIL CHAMBERS
Tuesday, April 2, 2024
6:00 P.M.

1. Meeting Called to Order
2. Approval of the Agenda
3. Approval of the February 2024 Meeting Minutes
4. Communications
 - Master Plan Update

5. Public Comment

Persons wanting to address the Commission may do so at this time. After recognition by the Chair, please come forward to the podium, state your name, and provide your comments. Comments will be limited to no more than three minutes.

6. Unfinished Business
7. New Business
 - 2024 Capital Improvement Plan
8. Adjournment

**Whitehall Planning Commission
Meeting Minutes
February 6, 2024**

Present

L. Abramson, B. Armstrong, D. Bowyer, A. Church, J. Dillivan, C. Mahoney, S. Salter

Absent

R. Blankstrom, J. Holmstrom

Call to Order

Chair Mahoney called the meeting to order at 6:00 p.m.

Agenda

Motion by Armstrong, second by Dillivan, CARRIED, to approve the agenda as submitted. All voted yes.

Approval of Minutes

Motion by Salter, second by Church, CARRIED, to approve the January 2024 meeting minutes as submitted. All voted yes.

Communications

Public Comment

Unfinished Business

New Business

- Resolution 24-03 Howmet Site Plan

Motion by Salter, second by Church, CARRIED, to adopt Resolution 3 approving the Howmet site plan as submitted. Roll Call Vote: 7 yes, 2 absent.

Adjournment

There being no further business, motion by Armstrong, second by Church, CARRIED, to adjourn the meeting at 6:10 p.m. All voted yes.

City of Whitehall Comprehensive Master Plan and Parks & Recreation Master Plan

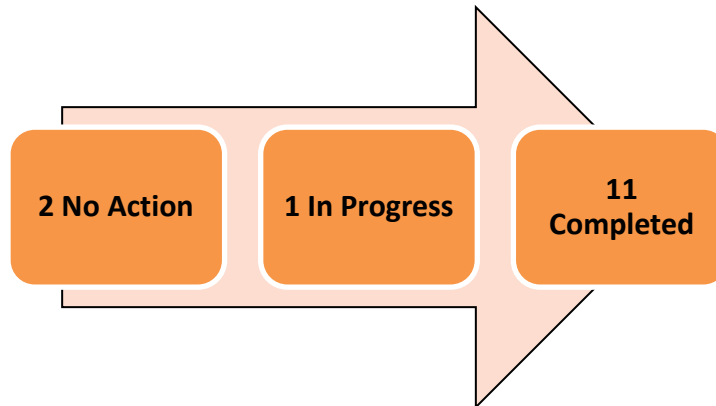
Implementation Update
February 2024

The Whitehall City Council adopted a Comprehensive Master Plan in 2015, which included the Parks and Recreation Master Plan. Both Plans were developed by the Planning Commission and approved by the City Council. The primary purpose of the Plan is to serve as the basis for zoning ordinances and as a guide for the City's long term growth and development. As part of the State's Redevelopment Ready Community program and as good management practice, an annual review of the progress of the Plan is undertaken. This review looks at the progress of the short term, medium term, long term, and ongoing goals of the Plan in a snapshot format.

With Council support, staff has completed 43 Master Plan and Parks Plan goals.



MASTER PLAN IMPLEMENTATION WITHIN ONE YEAR



PLANNING AND ZONING

- **Completed** - Revise the C2 District to be consistent with the City Core Future Land Use Category; revised ordinances.
- **Completed** - Revise the RC1 District to be consistent with the Mears Avenue Mixed Use and East Colby Corridor categories; revised ordinances.
- **Completed** - Require parking lot landscaping; revised ordinances.
- **Completed** - Require sidewalks for new developments; Tannery Bay.

TRANSPORTATION IMPROVEMENTS

- **Completed** - Install more public bike racks; Downtown Phase III.
- **Completed** - Maintain and improve existing sidewalks; Downtown Phase III, Ealy Elementary, Playhouse, 2023 capital improvements.
- **No Action** - Improve signs and wayfinding for bicyclists.

ENVIRONMENTAL PROTECTION

- **Completed** - Reduce or eliminate runoff pollution through storm water management; Downtown Phase III, Carleton Street, Mears Avenue.
- **Completed** - Work with neighboring communities to reduce sedimentation in White Lake; sedimentation basin, silt wall.
- **Completed** - Preserve and protect White River floodplain; Bishop/Hekkema property.
- **No Action** - Construct additional green streets.

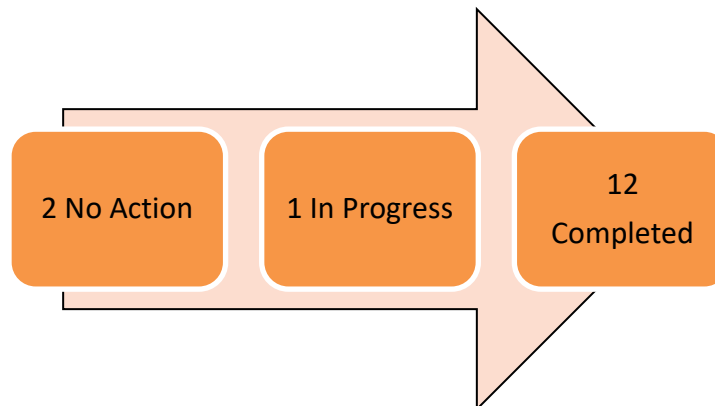
CIVIC IMPROVEMENTS

- **Completed** - Replace downtown streetlights; Downtown Phases III and IV.
- **In Progress** - Require a public waterfront boardwalk at Tannery Bay; TIFA property acquisition.

ECONOMIC DEVELOPMENT

- **Completed** - Install banners to advertise local events; Downtown Phase III.

MASTER PLAN IMPLEMENTATION IN ONE TO THREE YEARS



PLANNING AND ZONING

- **Completed** - Encourage green storm water practices; Tannery Bay.
- **Completed** – Protect residential neighborhoods in the M2 district; revised ordinances.
- **Completed** - Create a Hamlet Residential District; considered but not adopted.
- **Completed** - Create a Preservation Residential District; reviewed but not adopted.

TRANSPORTATION IMPROVEMENTS

- **Completed** - Install mast-arm traffic signals downtown; eliminated as cost prohibitive.
- **Completed** - Provide better pedestrian crossing signals; Downtown Phase III.
- **Completed** - Improve Bush Creek pedestrian bridge with repairs.
- **Completed** - Improve bicycle access along Colby Street, Lake Street, and the bridge to Montague; Colby is under MDOT review, pathway at Covell Park improved.
- **No Action** - Construct a non-motorized path in the unimproved Baldwin Street right-of-way from Gibbs Street to Shoreline Elementary School.

ENVIRONMENTAL PROTECTION

- **Completed** - Encourage home sustainability practices, including a recycling center; White Lake Solid Waste Authority.

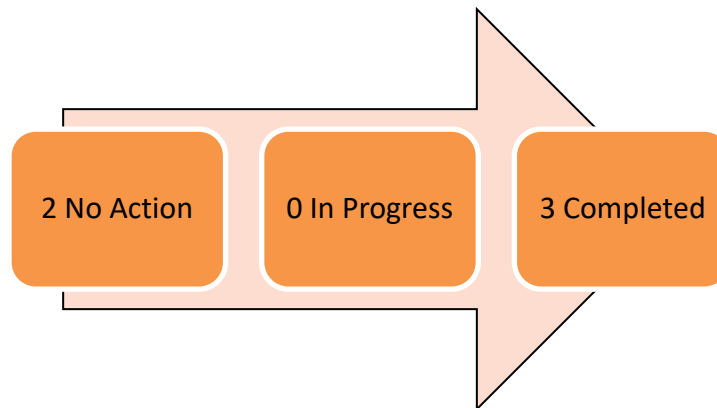
CIVIC IMPROVEMENTS

- **Completed** - Replace downtown brick paver crosswalks; Downtown Phase III.
- **Completed** - Provide uniform light pole designs; Downtown Phase III.
- **Completed** - Redesign landscaping in high-visibility areas; Downtown Phase III.
- **In Progress** - Construct a pathway/gathering space connecting downtown to the waterfront; TIFA 2024 Project.

ECONOMIC DEVELOPMENT

- **No Action** - Implement a wayfinding program.

MASTER PLAN IMPLEMENTATION IN THREE PLUS YEARS



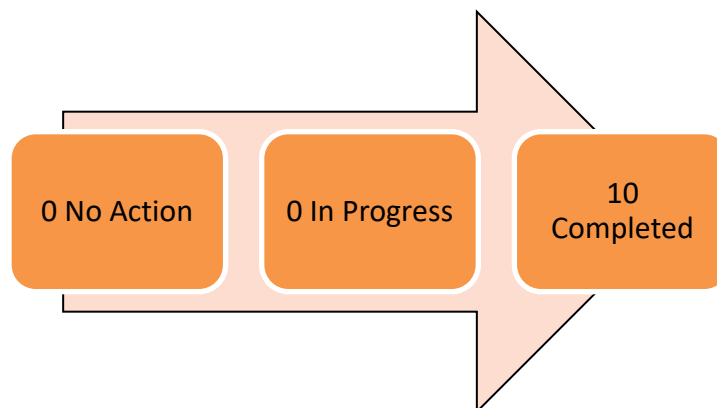
TRANSPORTATION IMPROVEMENTS

- **Completed** - Add on-street parking to key corridors; Downtown Phase III.
- **Completed** - Construct new sidewalks where needed; 2023 capital improvements.
- **No Action** - Construct a non-motorized path in the unimproved River Street right-of-way connecting Norman Park to Funnell Field.

ECONOMIC DEVELOPMENT

- **Completed** - Acquire Big Johns and NAPA to redevelop as public access to the waterfront; purchase agreement signed with Big Johns.
- **No Action** - Create a redevelopment plan for Howmet's Misco Drive facility.

MASTER PLAN ONGOING IMPLEMENTATION



PLANNING AND ZONING

- **Completed** - Provide stronger code enforcement for residential properties; rental ordinance, property maintenance code, contractual code enforcement.

TRANSPORTATION IMPROVEMENTS

- **Completed** - Evaluate streets for maintenance and improvements; coordinate with sidewalk installation and other infrastructure projects; 2011 Transportation Asset Management Plan.

ENVIRONMENTAL PROTECTION

- **Completed** - Identify wetlands and woodlands to ensure development prioritizes the protection of these areas in design and function.
- **Completed** - Maintain the shoreline naturalization program; Muskegon County Conservation District.

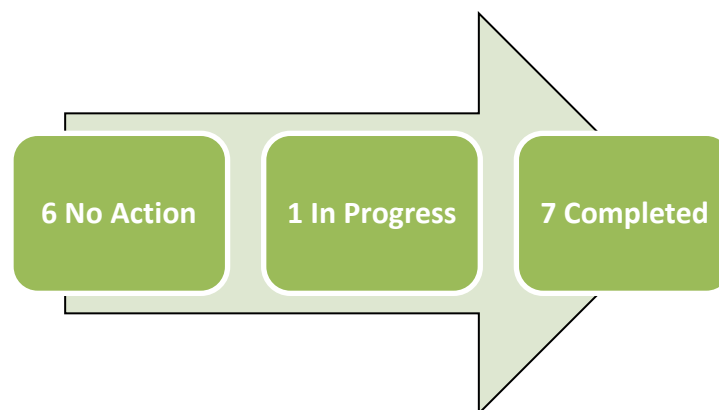
CIVIC IMPROVEMENTS

- **Completed** - Hold an annual spring cleanup; Free Dump Day, leaf and brush removal.
- **Completed** - Establish a 20 year plan for potable water supply enhancement; 2017 Water System Reliability Study.
- **Completed** - Place additional public art throughout the City; Arts Council of White Lake, Art Wall.

ECONOMIC DEVELOPMENT

- **Completed** - Oversee the redevelopment of contaminated properties; Tannery Bay.
- **Completed** - Encourage redevelopment of the tannery site in a manner that respects the environment and existing neighborhoods.
- **Completed** - Expand and improve the downtown façade improvement program; 40 grants awarded for a combined \$510,000 investment, added ADA compliance as an eligible reimbursement.

PARKS PLAN IMPLEMENTATION



YEAR 1

- **Completed** - Maintain the structural integrity and ensure view sheds along the White River Trail; Eagle Scout project.
- **Completed** - Repair the boardwalk and develop a small watercraft launch at Lions Park; Public Works and Waterdog Outfitters.

YEAR 2

- **Completed** - Maintain the natural landscape, improve waterfront access, and improve view sheds with additional amenities at Svensson Park; Muskegon Conservation District.
- **No Action** - Expand the White Lake Pathway.

YEAR 3

- **In Progress** - Develop downtown pocket parks; TIFA 2024 Project
- **No Action** - Develop a boardwalk, view sheds, accessible switchback, and parking at Norman Park.
- **No Action** - Enhance Slocum Park with resurfaced tennis courts, gathering space, public art, and playground equipment.
- **No Action** - Pave the gravel parking area at the Funnell Field little league fields.

YEAR 4

- **No Action** - Develop Covell Park as a trailhead with a pavilion and restrooms.

YEAR 5

- **Completed** - Add amenities to Goodrich Park; gazebo and splash pad.
- **Completed** - Develop a community center for youth activities; Viking Athletic Center, Sports n Shorts.
- **No Action** - Develop a soccer complex at Funnell Field.

YEAR 5

- **Completed** - Add playground facilities to Gee Park.
- **Completed** - Improve natural restoration and amenities to Mill Pond Park.

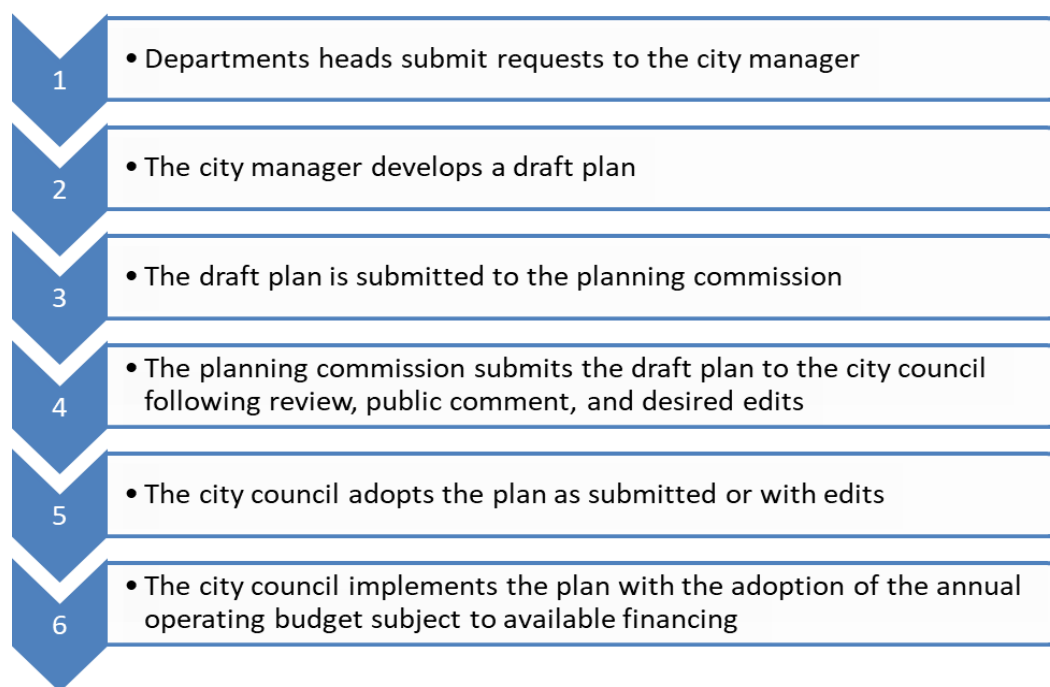


CITY OF WHITEHALL

2024 CAPITAL IMPROVEMENT PLAN

A capital improvement plan is a multi-year planning and fiscal management tool used to coordinate the location, timing, and financing of large scale public improvements and acquisitions. Expenditures exceeding \$10,000 with a useful life of no less than three years are included in this Plan. The importance of a plan is to evaluate all projects at the same time; serve as a public relations and economic development tool; ensure the stable and efficient use of public funds; foster cooperation among city departments; focus on the goals established by the city council; guide future growth and development; and enhance grant opportunities.

Michigan Public Act 33 of 2008 requires the adoption of a capital improvement plan by the local planning commission. Whitehall follows the process outlined below.



Capital improvements often require financial support beyond annual budgetary means and at times utilize multiple sources, internal and external. Whitehall has financed most of its capital improvements with cash. The City has at times increased fund balances beyond the minimum recommended reserve level to build up an adequate supply of cash for future improvements. This has often been done in Sewer Fund, Water Fund, and the Tax Increment Finance Authority.

Grant funding has been a significant source of revenue with just under \$7M awarded over the last 20+ years. Donations for the expansion and renovation of the Playhouse added another \$3.3M in external funding.

Cities have the authority to borrow money to finance capital improvements, commonly referred to as issuing bonds. Interest on borrowing increases costs and may limit future financial decisions. Borrowing does place the financial burden of those taxpayers that will be using the capital improvement over the term of the bond and life expectancy of the improvement. General obligation bonds are a common method of borrowing where the debt is paid back using property taxes. Revenue bonds pay off debt with revenues generated from a specific service such as sewer and water fees.

The total general obligation debt of a city may not exceed 10% of the taxable value. Whitehall's current taxable value is \$168M allowing debt limit of \$16.8 Million. There is currently no general obligation debt. Revenue bonds have no limit. The Playhouse has an outstanding revenue bond debt of \$667,000.

A city can acquire capital equipment through installment purchases. State law places a maximum amount of 1.5% of the taxable value, limiting Whitehall to \$2.5M. The City has a current balance of \$194,000.

Infrastructure improvements can be financed through special assessments. Property owners in a defined project area that derive a direct benefit from the improvements pay a pro-rated special assessment tax above the general operating millage. Whitehall has no special assessments.

Whitehall has been using tax increment financing for capital improvements for the last 35 years. The City Council established a Brownfield Redevelopment Authority (Tannery Bay), a Local Development Finance Authority (City Industrial Park), and a Tax Increment Finance Authority (Downtown and Howmet Facilities). The base taxable value is established the year in which a district is created. Any increase in the base value is "captured" by the authority for eligible expenses within the district. The capture includes millage levied by other taxing jurisdictions.

Anticipated capital expenditures are listed in the chart on the following pages. Actual funding will be determined on an annual basis weighing the need with available funding. Capital needs were not submitted for the Marina or Playhouse. TIFA and LDFA will be amending their development plans prior to years end and thus did not extend any capital needs beyond Fiscal Year 2024/25.

Street repairs have been identified by the City Council and residents as a high priority. 36% of the City's 26 miles of road have been rebuilt over the last 20 years at a cost of \$13.8M. Another \$27M will be required to completely rebuild the remaining 17 miles. As a priority, street repairs will minimize available funding for other capital projects.

GENERAL FUND	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30
CITY HALL and GROUNDS						
Garden Room Bathrooms	\$40,000					
Garden Room Entry Doors		\$20,000				
Furnace Replacement		\$30,000		\$40,000		
Generator Replacement					\$50,000	
POLICE DEPARTMENT						
Admin Vehicle	\$32,000					
In-car Video & Body Cams	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	
Patrol Vehicle		\$43,000	\$44,000	\$45,000		
SIDEWALKS	\$45,000	\$45,000		\$20,000		\$30,000
CEMETERY						
Entry Sign	\$23,000					
Sexton Building Roof	\$12,000					
Pole Barn Roof		\$10,000				
Irrigation System				\$125,000		
PARKS	\$150,000					
Funnell Field Bathrooms	\$85,000					
Gee Park Playground						
Norman Park Views/Stairs			\$30,000			

TIFA	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30
Façade Grants	\$25,000					
Goodrich Park Playground	\$80,000					
Christmas Decorations	\$30,000					

STREETS	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30
Tree Plantings	\$15,000	\$15,000	\$15,000	\$20,000	\$20,000	\$20,000
Warner Street	\$1,250,000					
Lake Street (south)		\$300,000				
Livingston Street (north)		\$695,000				
Livingston Street (south)			\$502,000			
Muskegon Avenue				\$596,000		

SEWER FUND	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30
Meters	\$10,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Lift Station Replacement	\$1,200,000					
Benston Road Force Main	\$300,000					
Sewer Main Camera	\$15,000					
Lift Station #4 Generator		\$50,000				
Lake Street Force Main		\$950,000				
Lift Station #2 Generator			\$50,000			
First Street CIPP			\$50,000			
Spring Street Crossings				\$50,000		
CIPP				\$100,000		\$200,000

WATER FUND	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30
Meters	\$10,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Warner Street Water Main	\$500,000					
Tower #5 Coating		\$100,000				
Back-up Generators		\$60,000				
Livingston Street (north)		\$225,000				
Livingston Street (south)			\$190,000			
Spring St (Franklin to Mears)				\$325,000		

MOTOR POOL	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30
Replace Drive & Parking Lot	\$55,000					
Truck 12-19 (2005)		\$350,000				
Sidewalk Snowplow		\$75,000				
Truck 12-18 (2010)			\$380,000			
Vehicle 1-01 (Admin)				\$25,000		
Truck 12-04 (2012)					\$75,000	
Tractor Backhoe (1996)						\$180,000