

# City of Plainwell



“The Island City”

Brad Keeler, Mayor  
Lori Steele, Mayor Pro Tem  
Todd Overhuel, Council Member  
Roger Keeney, Council Member  
Randy Wisnaski, Council Member

Department of Administration Services  
211 N. Main Street  
Plainwell, Michigan 49080  
Phone: 269-685-6821  
Fax: 269-685-7282  
Web Page Address: [www.plainwell.org](http://www.plainwell.org)

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## Planning Commission Procedures and Deadlines for Site Plan Reviews

**Deadline:** the deadline to submit materials for a Planning Commission Meeting is by 5 p.m., 30 days prior to the next scheduled meeting date. The materials must be dropped off at Plainwell City Hall, 211 N. Main St. Plainwell, MI 49080. One electronic copy must be emailed to [dsiegel@plainwell.org](mailto:dsiegel@plainwell.org)

**Meeting:** The Planning Commission meets the first and third Wednesday of each month at 6:30 p.m. in the City Council Chambers

**Cost:**  
Change of Use: \$20  
Minor Review: \$50  
Major Review: \$50 plus staff and outside consultants  
Zoning Board Appeals: \$100

**Submittal:** Three copies of the site plan and one electronic copy, including all items required to be incorporated in a site plan shall be submitted to the Administration office 30 days before a regularly scheduled Planning Commission meeting.

**Process:**  
Preliminary meeting with Community Development Manager  
City Staff review site plans / hold meeting with the developer if needed  
Major Review – plans sent to Engineer/Planners  
Place on Planning Agenda, when approved a pre-construction meeting will be scheduled, prior to work beginning.

Please call 269-685-6821 with any questions

*The City of Plainwell is an equal opportunity provider and employer*