

The regular meeting of the Clare City Planning Commission was called to order in the City Hall Commission Chambers, at 5:30 p.m. by Chairman Jason Lowe, who then led with the Pledge of Allegiance. Present were: Commissioners Lisa Benic, Glenda Carmoney, Angie Cozat, Elaine Demasi, Ken Hibl, Jason Lowe, Stacy Pechacek, and Nick Wyman. Absent: Brett Moser. Also present were Jeremy Howard, City Manager; Dale Clark, WWTP Superintendent; Gabe Ambrozaitis, Airport Manager; Dave Saad, Police Chief; Fire Chief Sam Eberhart; Vicki Corlew, City Treasurer; and Diane Lyon, City Clerk.

APPROVAL OF CONSENT AGENDA:

Moved by Commissioner Pechacek second by Commissioner Wyman to approve the Consent Agenda items listed with an asterisk (*) (Agenda, Minutes, Communications, and Professional Development) that are considered to be routine by the Planning Commission. Roll call vote: Yeas: Commissioners Lisa Benic, Glenda Carmoney, Angie Cozat, Elaine Demasi, Ken Hibl, Jason Lowe, Stacy Pechacek, and Nick Wyman. Absent: Brett Moser. *Motion Carried.*

APPROVAL OF MINUTES: *Approved by consent agenda

APPROVAL OF AGENDA: *Approved by consent agenda

PUBLIC COMMENT: None.

OLD/UNFINISHED BUSINESS: None.

NEW BUSINESS

A. REVIEW AND APPROVAL OF SITE PLAN-SPA PROPERTIES LLC, PROJECT PIONEER

The City Commission approved a Purchase Agreement with Scannell Properties (SPA Properties, LLC) and we have now received a site plan application and supporting documents from SPA Properties, LLC for a development (Project Pioneer). The proposal is to construct a 103,859-square-foot facility (83,360-sf building with a 20,499-sf canopy) in the new Industrial Park #3. The proposed facility will be sited on approximately 23 acres on the south side of Clare Industrial Parkway.

The IDC has reviewed and recommended the site plan for approval with their only request being that the developers add façade/flushing on the canopy overhang to make it look finished. City staff met with SPA Properties and design representatives on March 20th to conduct an informal review and they too recommend approval of the proposed site plan.

The Planning Commission is now asked to consider the application and render a decision on the proposed site plan. Prior to consideration, the Planning Commission is required to hold a public hearing to receive comments regarding the Site Plan Application. The City has published notice of the public hearing and notified all property owners within 300'. To date, the City has received no stated objections to the proposed use or landscape modifications. Subsequent to the public hearing, the Planning Commission is asked to formally consider the Site Plan and render a decision for approval or disapproval.

Motion by Commissioner Benic seconded by Commissioner Demasi to open a public hearing. Roll call vote: Yeas: Commissioners Lisa Benic, Glenda Carmoney, Angie Cozat, Elaine Demasi, Ken Hibl, Jason Lowe, Stacy Pechacek, and Nick Wyman. Absent: Brett Moser. *Motion Carried.*

Public Comment: None.

Motion by Commissioner Hibl seconded by Commissioner Pechacek to close the public hearing. Roll call vote: Yeas: Commissioners Lisa Benic, Glenda Carmoney, Angie Cozat, Elaine Demasi, Ken Hibl, Jason Lowe, Stacy Pechacek, and Nick Wyman. Absent: Brett Moser. *Motion Carried.*

Sergio Garcia, representative of CESO, Inc., and Michael Conzemius of Scannell Properties presented the site plan and answered questions of the Planning Commission.

The facility will serve as a distribution center. There is enough room in the area for expansion and growth of the facility. There are no wetlands on the site. A road will be built on the west side of the property which will serve the facility; the roadway will eventually be dedicated to the city. A traffic study was conducted. Semi-trucks will deliver products to the facility, but vans will be used to deliver the product in the distribution area; thus, most of the traffic will be van traffic in the area. The traffic study shows that the intersections in the area can handle the van traffic. The Michigan Department of Transportation (MDOT) is looking at doing roadwork in the area to aid in the traffic flow for the Industrial Park. A monument address sign will be adjacent to Industrial Parkway but other than that, there will be no signage. SPA Properties LLC has no objection to the IDC's recommendation to adding fascia to the sides of the canopy overhang crosshatch areas so that it looks finished. Construction is planned to start at the end of June with a tentative completion date by May/June of 2026. SPA Properties LLC is in the process of selecting a contractor.

Motion by Commissioner Hibl seconded by Commissioner Benic to approve the site plan with the contingency that SPA follow the request of the IDC to make the canopy overhang look finished by adoption of Resolution 2025-005PC. Roll call vote: Yeas: Commissioners Lisa Benic, Glenda Carmoney, Angie Cozat, Elaine Demasi, Ken Hibl, Jason Lowe, Stacy Pechacek, and Nick Wyman. Absent: Brett Moser. *Motion Carried.*

B. Fiscal Year 25/25 Capital Improvements

The 2008 Michigan Planning Enabling Act stipulates that the Planning Commission shall review and provide recommendations related to all proposed major capital improvement projects of a municipality to ensure that the proposed projects support the goals and objectives stipulated in the Comprehensive Master Plan of the City. The Clare City Staff has commenced its preparation of the Fiscal Year 2025/2026 Budget for the budget year beginning July 1, 2025, and running through June 30, 2026. Included in the budget are the proposed significant capital projects in each of the respective funds.

We will present the proposed budget to the Clare City Commission at a regularly scheduled meeting in April and May, by means of budget workshops. In accordance with the City's Charter, the 2025/2026 budget is scheduled to be adopted by the Commission at its first scheduled meeting in June.

Public notice of the scheduled capital project presentation to the Planning Commission has been completed.

Each of the City's department heads presented their respective FY 2025/2026 capital improvement plans to the Planning Commission. Vicki Corlew, Treasurer/Finance Director and the City Manager provided additional general budgetary information and planned capital projects for other key elements of the consolidated budget, e.g., DDA, Data Processing, etc.

Motion by Commissioner Benic seconded by Commissioner Wyman to open a public hearing. Roll call vote: Yeas: Commissioners Lisa Benic, Glenda Carmoney, Angie Cozat, Elaine Demasi, Ken Hibl, Jason Lowe, Stacy Pechacek, and Nick Wyman. Absent: Brett Moser. *Motion Carried.*

Public Comment: None.

Motion by Commissioner Wyman seconded by Commissioner Pechacek to close the public hearing. Roll call vote: Yeas: Commissioners Lisa Benic, Glenda Carmoney, Angie Cozat, Elaine Demasi, Ken Hibl, Jason Lowe, Stacy Pechacek, and Nick Wyman. Absent: Brett Moser. *Motion Carried.*

Motion by Commissioner Demasi seconded by Commissioner Carmoney to approve the Capital Improvements plan by adoption of Resolution 2025-006PC. Roll call vote: Yeas: Commissioners Lisa Benic, Glenda Carmoney, Angie Cozat, Elaine Demasi,

Ken Hibl, Jason Lowe, Stacy Pechacek, and Nick Wyman. Absent: Brett Moser. *Motion Carried.*

C. REVIEW OF THE 2024 ANNUAL REPORT

The By-Laws of the City of Clare Planning Commission stipulate that the Planning Commission shall annually prepare and submit to the Clare City Commission an annual report. A draft report was provided to the Planning Commission for review and comment; no recommended changes have been received from the Planning Commission; consequently, the Planning Commission is asked to approve the Report to allow it to be formally submitted to the Clare City Commission for review, consideration, and discussion.

Motion by Commissioner Pechacek second by Commissioner Carmoney to approve the 2023 Annual Report by the adoption of Resolution 2025-007PC. Roll call vote: Yeas: Commissioners Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, Ken Hibl, Jason Lowe, Stacy Pechacek, and Nick Wyman. Absent: Brett Moser. Nays: None. *Motion Carried.*

EXTENDED PUBLIC COMMENT: None.

PLANNING COMMISSION DISCUSSION:

N + S Passenger Rail Governance Interview Meeting. The City Manager, City Clerk, Recreation Director, and DDA Chair attended the interview meeting held at the library on April 9, 2025. The meeting discussion centered on governance and management of the proposed passenger rail system. The system when and if it comes to fruition, will likely be based on other models currently in use in other parts of the country. Funding is the number one obstacle toward implementing the project.

210 Wilcox Parkway. Clare County sold the property to an investor who is putting apartments in the R2-zoned property. The new owners have removed the overgrown trees from the site and are working on interior improvements which are not under the Planning Commission's purview, thus, the project has not come before the board.

COMMUNICATIONS: *Approved by consent agenda

PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES: *Approved by consent agenda.

ADJOURNMENT - Moved by Commissioner Hibl and seconded by Commissioner Benic to adjourn. Voice Vote: Ayes: All. Nays: None. Absent: Brett Moser. *Motion Carried.* The meeting adjourned at 7:03 p.m.

Diane M. Lyon, City Clerk