

The special meeting of the Clare City Planning Commission was called to order in the Pere Marquette District Library, 185 E. Fourth Street, Clare, MI, at 6:06 p.m. by Chair Josh Clark who led the Pledge of Allegiance. Present were: Commissioners Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, Jason Lowe, Brett Moser, and Nick Wyman. Absent: Kristin Heintz and Darren Acton. Also present were Ken Hibl, City Manager and Diane Lyon, City Clerk.

APPROVAL OF AGENDA:

Moved by Commissioner Carmoney second by Commissioner Demasi to approve the agenda. Ayes: All. Nays: None. Absent: Kristin Heintz and Darren Acton. *Motion approved.*

APPROVAL OF MINUTES:

Moved by Commissioner Wyman second by Commissioner Lowe to approve the previous meeting minutes. Ayes: All. Nays: None. Absent: Kristin Heintz and Darren Acton. *Motion approved.*

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

A. SELECTION OF 2019 PLANNING COMMISSION CHAIRPERSON

The By-Laws of the City of Clare Planning Commission stipulate that the Planning Commission shall annually select its Chairman at the first scheduled meeting of the year. The Planning Commission is asked to take appropriate action to select its Chairperson for 2019.

Motion by Commissioner Wyman second by Commissioner Lowe to open nominations for Chairperson and nominate Josh Clark to serve as Chairperson.

Motion by Commissioner Carmoney second by Commissioner Wyman to close nominations. Ayes: All. Nays: None. Absent: Kristin Heintz and Darren Acton. *Motion approved.*

Roll Call Vote to select Josh Clark as Planning Commission Chairperson by adoption of 2019-001PC. Ayes: Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, Jason Lowe, Brett Moser, and Nick Wyman. Nays: None. Absent: Kristin Heintz and Darren Acton. *Motion approved.*

B. SELECTION OF 2019 PLANNING COMMISSION VICE CHAIRPERSON

The By-Laws of the City of Clare Planning Commission stipulate that the Planning Commission shall annually select its Vice Chairperson at the first scheduled meeting of the year. The Planning Commission is asked to take appropriate action to select its Vice Chairperson for 2019.

Motion by Commissioner Wyman second by Commissioner Lowe to open nominations and nominate Darren Acton for Vice Chairperson. Ayes: All. Nays: None. Absent: Kristin Heintz and Darren Acton. *Motion approved.*

Motion by Commissioner Lowe second by Commissioner Carmoney to close nominations. Ayes: All. Nays: None. Absent: Kristin Heintz and Darren Acton. *Motion approved.*

Roll Call Vote to select Darren Acton as Planning Commission Vice Chairperson by adoption of 2019-002PC. Ayes: Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, Jason Lowe, Brett Moser, and Nick Wyman. Nays: None. Absent: Kristin Heintz and Darren Acton. *Motion approved.*

C. MERCANTILE BANK REQUEST FOR REZONING -ORDINANCE 2019-001

City of Clare has received a request from Fishbeck, Thompson, Carr, & Huber (FTC&H), an engineering firm based in Grand Rapids - proposing a site plan, special use permit, & zoning change - on behalf of Mercantile Bank to change the zoning of a parcel of property that is being purchased from the Clare United Methodist Church adjacent to the existing Mercantile Bank property to accommodate required parking for the proposed construction of a new bank building at 806 N. McEwan Street in Clare, Michigan

The Future Land Use Map of the City's Master Plan stipulates the use of this property as Commercial, thus the request is in concert with and supports the City's Master Plan.

A copy of the proposed ordinance amendment (Ordinance 2019-001) reflecting the requested zoning change is attached, and the City Clerk has issued public notice of a public hearing to receive comment related to the proposed amendment. The City Planning Commission is now asked to consider the amendment and provide a recommendation to the City Commission regarding the proposed change.

All ordinance code changes or amendments require the approval of the Clare City Commission. Chapter 52 (Zoning) amendments first require the review and recommendation(s) of the Planning Commission prior to submittal of the proposed ordinance amendment to the City Commission. A public hearing is required prior to the review and consideration of the proposed amendment of both the Planning Commission and the City Commission.

The Planning Commission is asked to conduct the required public hearing and subsequently review, consider, and make a formal recommendation(s) pertaining to the proposed Ordinance 2019-001.

Note: As the representatives of Mercantile Bank informally discussed this requested zoning change in conjunction with the presentation of the site plan proposal for Mercantile Bank's new bank building at the scheduled December 2018 Planning Commission meeting, the City Staff excused the attendance of representatives of Mercantile Bank at the January 9th meeting to discuss the request for zoning change.

As the representative of Mercantile Bank, Mr. Dan Timmins (our local bank branch President), presented the proposed rezoning plan.

Motion by Commissioner Lowe second by Commissioner Wyman to open the public hearing. Ayes: all. Nays: None. Absent: Kristin Heintz and Darren Acton. *Motion approved.*

Public Comment: None.

Motion by Commissioner Lowe second by Commissioner Carmoney to close the public hearing. Ayes: all. Nays: None. Absent: Kristin Heintz and Darren Acton. *Motion approved.*

Motion by Commissioner Demasi second by Commissioner Carmoney to recommend approval of the proposed rezoning request by adoption of 2019-004PC. Ayes: Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, Jason Lowe, Brett Moser, and Nick Wyman. Nays: None. Absent: Kristin Heintz and Darren Acton. *Motion approved.*

D. SITE PLAN PROPOSAL –NORTHERN DRY BULK

The City has received a site plan application from Northern Dry Bulk, Inc. to construct a new 24,800 square foot steel industrial building on its industrially-zone property on Industrial Parkway within the City's South Industrial Park. The City Planning Commission is approval authority for the site plan.

The City's Site Plan Review Committee comprised of the City's Staff Department Heads met on Monday, January 7, 2019, to review the proposed site plan to ensure that the plan meets the standards and criteria of the City's Ordinance Codes. The Review Committee considered the proposal and unanimously recommended approval of the

proposed construction. The proposed site plan meets the City's minimum zoning and building code standards and requirements.

The Clare Industrial Development Corporation (IDC), the City entity responsible for oversight and development of the City's industrial park, met on Tuesday, January 8, 2019, and unanimously recommended approval of the site plan proposal.

Prior to formal discussion and consideration of the proposed plan, the Planning Commission is required to hold a public hearing related to the proposed site plan. Proper notice regarding the site plan application has been made by the City. To date the City has received no stated objections to the proposed construction.

Subsequent to the hearing, the Planning Commission will be asked to formally consider the site plan and render a decision in respect to approval or disapproval.

Mr. Tom Kunse presented the Site Plan to the Commission.

Motion by Commissioner Lowe second by Commissioner Cozat to open the public hearing. Ayes: all. Nays: None. Absent: Kristin Heintz and Darren Acton. *Motion approved.*

Public Comment: None.

Motion by Commissioner Lowe second by Commissioner Wyman to close the public hearing. Ayes: all. Nays: None. Absent: Kristin Heintz and Darren Acton. *Motion approved.*

Motion by Commissioner Wyman second by Commissioner Demasi to approve the proposed Site Plan by adoption of 2019-003PC. Ayes: Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, Jason Lowe, Brett Moser, and Nick Wyman. Nays: None. Absent: Kristin Heintz and Darren Acton. *Motion approved.*

PUBLIC COMMENT: None.

INTRACOMMISSION COMMUNICATIONS: None.

ADJOURNMENT: Moved by Commissioner Demasi second by Commissioner Wyman to adjourn. Ayes: All. Nays: None. Absent: Kristin Heintz and Darren Acton. *Motion approved.* Meeting adjourned at 6:24 p.m.

Diane Lyon, City Clerk