

The regular meeting of the Clare City Planning Commission was called to order at 6:30 p.m. by Planning Commission Chair Jason Lowe, at Clare City Hall, Clare, Michigan. The Chair led the meeting with the Pledge of Allegiance. Present were: Commissioners, Josh Clark, Elaine Demasi, Jason Lowe, Brett Moser, John Myers, Stacy Pechacek and Nick Wyman. Absent: Glenda Carmoney & Angie Cozat. Also, present were Jeremy Howard, City Manager; and Diane Lyon, City Clerk.

**APPROVAL OF CONSENT AGENDA:**

Moved by Commissioner Clark second by Commissioner Demasi to approve the Consent Agenda items listed with an asterisk (\*) (Amended Agenda (item E clerical error), Minutes and Professional Development) that are considered to be routine by the Planning Commission. Roll call vote: Yeas: Commissioners Josh Clark, Elaine Demasi, Jason Lowe, Brett Moser, John Myers, Stacy Pechacek and Nick Wyman. Absent: Glenda Carmoney & Angie Cozat. Nays: None. *Motion Carried.*

**PUBLIC COMMENT:** None.

**APPROVAL OF AGENDA:** \*approved by consent agenda.

**APPROVAL OF MINUTES:** \*approved as amended by consent agenda.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

**A. ANNUAL REVIEWS OF BY-LAWS**

The By-Laws of the City of Clare Planning Commission govern the procedures and processes followed by the Planning Commission in respect to the rules it adopts and enforces, the conduct of its members, the conduct of its meetings, and the decisions made by the Planning Commission – in essence, everything the Planning Commission formally does or does not do. Consequently, it is deemed appropriate to review and update those rules annually at the Planning Commission's first meeting prior to conducting any other business to ensure the by-laws are up-to-date and are in fact fulfilling the needs and desires of the Planning Commission.

Motion by Commissioner Pechacek second by Commissioner Wyman to approve the current Planning Commission By-Laws by adoption of Resolution 2022-001PC. Roll call vote: Yeas: Commissioners Josh Clark, Elaine Demasi, Jason Lowe, Brett Moser, John Myers, Stacy Pechacek and Nick Wyman. Absent: Glenda Carmoney & Angie Cozat. Nays: None. *Motion Carried.*

**B. SELECTION OF COMMISSION CHAIRPERSON**

The By-Laws of the City of Clare Planning Commission stipulate that the Planning Commission shall annually select its Chairperson at the first scheduled meeting of the year. The Planning Commission is asked to take appropriate action to select its Chairperson for 2022.

Nominations for Planning Commission Chairperson were opened.

Motion by Commissioner Clark second by Commissioner Pechacek to nominate Jason Lowe.

Hearing no other nominations, nominations were closed.

Roll call vote to approve the nomination of Jason Lowe to serve as Chairman of the Planning Commission by adoption of Resolution 2022-002: Roll call vote: Yeas: Commissioners Josh Clark, Elaine Demasi, Jason Lowe, Brett Moser, John Myers, Stacy Pechacek and Nick Wyman. Absent: Glenda Carmoney & Angie Cozat. Nays: None. *Motion Carried.*

**C. SELECTION OF 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 Chairperson for 2022.

Nominations for Planning Commission Vice Chairperson were opened.

Motion by Commissioner Clark second by Commissioner Moser to nominate Nick Wyman.

Motion by Commissioner Wyman second by Commissioner Lowe to nominate Josh Clark.

Hearing no other nominations, nominations were closed.

Roll call vote to approve the nomination of Nick Wyman to serve as Vice Chairman of the Planning Commission by adoption of Resolution 2022-003: Roll call vote: Yeas: Commissioners Josh Clark, Elaine Demasi, Jason Lowe, Brett Moser, John Myers, and Stacy Pechacek. Absent: Glenda Carmoney & Angie Cozat. Nays: Nick Wyman. No other voting action taken as Commissioner Wyman accepted the nomination. *Motion Carried.*

**D. REVIEW OF 2021 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. A clerical error was noted and the report was amended.

Motion by Commissioner Wyman second by Commissioner Myers to approve the 2021 Annual Report as amended by adoption of Resolution 2022-004PC. Roll call vote: Yeas: Commissioners Josh Clark, Elaine Demasi, Jason Lowe, Brett Moser, John Myers, and Stacy Pechacek. Absent: Glenda Carmoney & Angie Cozat. Nays: Nick Wyman. *Motion Carried.*

**E. SITE PLAN APPLICATION-RENOSOL CORPORATION-14 CONSUMERS ENERGY PARKWAY.**

The City has received a site plan application and supporting documents from Renosol Corporation. After a recent fire at their Bay City location, Renosol worked with the City's Industrial Development Corporation to purchase the last available lot (6.5 acres) in the City's North Industrial Park. They are now proposing to construct a new 28,000 square foot building to house their polyurethane fabrication business. The business is proposed to employ 70 workers when they are up and running at full capacity, which will take approximately one year's time. Eighteen employees will be transferring from the Bay City location to Clare. The Planning Commission is asked to consider the application and render a site plan decision.

Prior to formally considering the site plan proposal, the Planning Commission is required to host 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' of the substation. The City has received no objections to the proposed site plan.

The Clare Industrial Development Corporation has reviewed the proposed site plan and unanimously recommended approval. The City Staff has also completed a site plan review and found the proposal to meet the City's zoning requirements.

The Planning Commission is asked to hold the requisite public hearing related to the site plan extension request. Subsequent to the hearing, the Planning Commission will be asked to formally consider the site plan application and render a decision in respect to approval or disapproval.

Motion by Commissioner Pechacek second by Moser to open the public hearing. Roll call vote: Roll call vote: Yeas: Commissioners Josh Clark, Elaine Demasi, Jason

Lowe, Brett Moser, John Myers, and Stacy Pechacek. Absent: Glenda Carmoney & Angie Cozat. Nays: Nick Wyman. *Motion Carried.*

Public Comment: Scott Bell, Project Manager from Lapham Associates, Scott Losey, Project Manager with FED Corp., Dennis Resseguie – President of Renosol, Bill Balbough – Renosol Quality Manager/Engineering presented information to the Commission regarding Renosol's buildout in the North Clare Industrial Park. There will be no residual smells from the factory; there are no exterior vents and no floor drains.

Pam O'Laughlin of MMDC provided support for the project.

Motion by Commissioner Demasi second by Clark to close the public hearing. Roll call vote: Roll call vote: Yeas: Commissioners Josh Clark, Elaine Demasi, Jason Lowe, Brett Moser, John Myers, and Stacy Pechacek. Absent: Glenda Carmoney & Angie Cozat. Nays: Nick Wyman. *Motion Carried.*

Motion by Commissioner Moser second by Commissioner Pechacek to approve the Site Plan by adoption of Resolution 2022-005PC. Roll call vote: Roll call vote: Yeas: Commissioners Josh Clark, Elaine Demasi, Jason Lowe, Brett Moser, John Myers, and Stacy Pechacek. Absent: Glenda Carmoney & Angie Cozat. Nays: Nick Wyman. *Motion Carried.*

**EXTENDED PUBLIC COMMENT:** None.

**COMMISSION DISCUSSION TOPICS:**

**Master Plan Update:** McKenna is compiling information for the stakeholder forum and are creating a community questionnaire for mailing/emailing and anticipate having the resultant information available for the March meeting. The timeline for completion is somewhat flexible and we will likely complete the Master Plan mid-summer.

Commissioner Clark inquired about developing a community pool and community center. A community center was high on the community's list for development during the last Master Plan survey; however, community pools and community centers must be self-sufficient and the build-out, up-keep, insurance costs, and staffing needs are cost prohibitive at this time.

**Joint Meeting:**

City staff are in the process of coordinating the joint Planning Commission/City Commission meeting. This meeting will likely occur at the Pere Marquette District Library at 5:30 p.m., prior to the regular February 9 meeting of the Planning Commission.

Stacy Pechacek announced that she will not be present at the February 9, 2022 meeting.

**Lake Shamrock Update:**

The City is still waiting on the permit approval from EGLE for the placement of spoils from the lake.

A decision will have to be made, once the lake is dredged, as to whether the lake should be wake or no wake.

**PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES:** \*Approved by Consent Agenda.

**ADJOURNMENT**

Moved by Commissioner Clark second by Commissioner Wyman to adjourn at 7:25 p.m. Roll call vote: Yeas: Commissioners Josh Clark, Elaine Demasi, Jason Lowe, Brett Moser, John Myers, and Stacy Pechacek. Absent: Glenda Carmoney & Angie Cozat. Nays: Nick Wyman. *Motion Carried.*