

The special meeting of the Clare City Planning Commission was called to order in the City Commission Chambers, at 6:30 p.m. by Chair John Kline who led the Pledge of Allegiance. Present were: Commissioners Steve Barnes, Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, John Kline, Jan Winter and Nick Wyman. Absent: Darren Acton. Also present were Steve Kingsbury, Treasurer and Finance Director; Pam McLaughlin, Chamber of Commerce Executive Director; and Diane Lyon, City Clerk.

OATH OF OFFICE: New Planning Commissioner Nick Wyman was sworn into office by City Clerk Diane Lyon.

APPROVAL OF MINUTES:

Moved by Commissioner Carmoney second by Commissioner Winter to approve the minutes of the previous meeting with amendment. Ayes: All. Nays: None. Absent: Darren Acton. *Motion approved.*

APPROVAL OF AGENDA:

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

PUBLIC COMMENT: None.

UNFINISHED BUSINESS: None

NEW BUSINESS:

ORDINANCE 2015-001 (ZONING CHANGE-720 ANN ARBOR TRAIL)

The City has received a request from the Great Lakes Mennonite Church (GLMC) to change the zoning of the property at 720 Ann Arbor Trail, which is owned by Mr. Jim Paetschow and commonly referred to as the "Old Valcast Property", from Industrial to Residential. The Mennonite Church has outgrown its present building located on Mary Street behind First Choice Office Supplies and has offered to purchase Mr. Paetschow's property contingent upon changing the zoning – thus allowing them to relocate and expand its church and school at this site. Mr. Paetschow has offered his concurrence to the zoning change action.

The Future Land Use Map of the City's Master Plan stipulates the use of this property as Residential, thus the request is in concert with and supports the City's Master Plan. A church and school is an allowed use of property zoned as Residential; it is not an allowed use on property zoned Industrial.

A copy of the proposed ordinance amendment (Ordinance 2015-001) reflecting the requested zoning change has been provided, 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 2015-001.

Commissioner Kline requested that GLMC confirm their commitment to proceed with building a church and school at that location. GLMC representative Marlin Fox confirmed they intent to proceed with the project provided the zoning change is approved. Commissioner Kline's concern was that if the property purchase agreement

with Mr. Paetschow falls through and the property is rezoned, an industrial business would no longer be able to use the property.

The building currently used by GLMC located on Mary Street will likely be put up for sale once the building at 720 Ann Arbor Trail has been rehabilitated for use. The intent is to begin renovation right away so that GLMC can begin use by the end of summer 2015. A site plan will be presented to the Planning Commission in the near future.

Moved by Commissioner Winter second by Commissioner Carmoney to open a public hearing. Roll Call Vote: Ayes: Commissioners Steve Barnes, Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, John Kline, Jan Winter and Nick Wyman. Nays: None. Absent: Darren Acton. *Motion approved.*

PUBLIC COMMENT: Greg Rynearson, President of Cops and Doughnuts and a Hatton Township resident asked if the church would be amenable to allowing continued use of the parking lot for attendees of sporting events at the Brookwood Athletic Complex. Marlin Fox, representative for GLMC, offered that while he has no personal objection to attendees of Brookwood events using the lot, he would need to discuss the matter with other representatives of the church for approval.

Moved by Commissioner Demasi second by Commissioner Winter to close the public hearing. Roll Call Vote: Ayes: Commissioners Steve Barnes, Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, John Kline, Jan Winter and Nick Wyman. Nays: None. Absent: Darren Acton. *Motion approved.*

Moved by Commissioner Barnes second by Commissioner Winter to approve proposed Ordinance amendment 2015-001 by adoption of Resolution 2014-001PC. Roll Call Vote: Ayes: Commissioners Steve Barnes, Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, John Kline, Jan Winter and Nick Wyman. Nays: None. Absent: Darren Acton. *Motion approved.*

DOWNTOWN BUILDING FAÇADE CHANGES

The Michigan Economic Development Corporation (MEDC) offers and administers a grant program that provides property owners in a downtown business district to rehabilitate/renovate the facades of their buildings. Applications approved by the MEDC are eligible for grant funding in a range of 25%-75% of the total cost of the renovations; the determination in regard to the amount of the grant(s) is based on grant fund availability and the impact the façade change will have in the respective downtown district. Other MEDC criteria include requiring the facades to be restored to (or as close to as possible) their historic appearance and that multiple buildings be restored concurrently – thereby increasing the positive impact of the grant program.

There are two property owners in our downtown district interested in the façade grant program for nearly five years. But unfortunately, MEDC would not favorably consider the requests due to their assessment that rehabilitating the facades of just two of our downtown buildings did not meet their criteria (generally, they require at least three concurrent applicants).

A number of factors (new start-up businesses in our downtown, change of property ownerships in our downtown, a generally improved economy, and a significant revitalization in the spirit, attitude, investment, and motivation of our downtown business community) has generated significant, renewed interest in the façade grant program. We now have applications to rehabilitate eight of our downtown storefronts (Maxwell's, three storefronts for Cops & Doughnuts, The Venue – formerly the Mill End Building, Four Leaf Brewing, The Campbell Printing Building, and 518 McEwan). All the applications have been submitted to MEDC and are undergoing final evaluation. We are hopeful that we will know within the next 30 days whether the applications will be approved for funding.

The proposed façade improvements for each of the storefronts (to include the historic photos of the respective buildings, the scope of work for each proposed façade improvement, and the proposed new facades) are attached. Due to the magnitude and scale of the proposed façade improvements, each requires the approval of both the DDA

(the proposals must comply with the DDA's design guidelines – all of them do) and the Planning Commission. The DDA approved the proposed improvements at a special meeting on January 8th; the Planning Commission is the final approval authority. Approval is required before the respective property owners can commence work. And while we have not yet received MEDC approval and the property owners still have the option whether to accept or reject the grant offer if approved (will be an individual property owner decision based predominantly upon the amount of the grant awards), we are submitting the proposals for Planning Commission consideration now rather than wait for MEDC approval as a number of the property owners desire to commence the rehabilitation projects immediately if they are approved.

The Planning Commission is asked to render a decision on each of the proposed façade improvements. Prior to rendering the respective decisions, the Commission is asked to hold a public hearing to receive comment related to the requests. NOTE: the Commission can hold one hearing and ask for public comment related to any and all of the proposed façade changes at one hearing rather than hold a separate hearing for each proposal. Similarly, even though a separate resolution is provided for each of the proposed façade changes, the Commission may act to adopt all of the resolutions by one motion (unless, of course the Planning Commission determines it has issue with any of the individual proposals) rather than make eight separate motions. However, each of the façade proposals must be reviewed and discussed individually. All of the respective property owners and/or tenants were invited to attend the meeting and each provided an overview of their respective façade project.

Moved by Commissioner Barnes second by Commissioner Carmoney to open a public hearing. Roll Call Vote: Ayes: Commissioners Steve Barnes, Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, John Kline, Jan Winter and Nick Wyman. Nays: None. Absent: Darren Acton. *Motion approved.*

Public Comment: None.

Moved by Commissioner Barnes second by Commissioner Clark to close the public hearing. Roll Call Vote: Ayes: Commissioners Steve Barnes, Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, John Kline, Jan Winter and Nick Wyman. Nays: None. Absent: Darren Acton. *Motion approved.*

Moved by Commissioner Winter second by Commissioner Carmoney to approve the proposed façade grant applications by adoption of Resolutions 2015-002PC-2015-009PC. Roll Call Vote: Ayes: Commissioners Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, John Kline, Jan Winter and Nick Wyman. Commissioner Steve Barnes voted in favor of all proposed façade grant applications with exception to Resolution 2015-009PC for which he abstained due to conflict of interest as a tenant of that building. Nays: None. Absent: Darren Acton. *Motion approved.*

PLANNING COMMISSION ANNUAL REPORT

The Planning Commission submits an annual report to the Clare City Commission on an annual basis outlining the Commission's major accomplishments; highlighting difficulties (if any) encountered; and offering recommendations for meeting the objectives and goals of the City's Master Plan and enforcement of the City's Zoning Codes. The Commission is asked to consider approval of the draft report. The approved report will then be submitted to the City Commission by the Chair of the Planning Commission.

Moved by Commissioner Barnes second by Commissioner Winter to approve the annual report by adoption of Resolution 2015-010PC. Roll Call Vote: Ayes: Commissioners Steve Barnes, Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, John Kline, Jan Winter and Nick Wyman. Nays: None. Absent: Darren Acton. *Motion approved.*

INFORMATIONAL ITEMS

Clare RR Depot Update. The City has received a \$52K Michigan Council for the Advancement of Arts & Culture (MCACA) grant and a \$20K grant from the Strosacker

Foundation. These two new grants will enable us to commence interior work in the basement (the new home for the Clare County Arts Council) this spring. With the inclusion of these two latest grants, we have raised approximately \$300K for our depot project; we estimate we need approximately \$450K to complete the project; however, there is the probability this amount can be reduced significantly with the help/assistance of our local businesses and tradesmen (a number have already offered to provide needed construction materials and trade skills).

E. Colonville Road Project Update. The roadway foundation and the base layer of asphalt have been completed. But due predominantly to weather conditions, the base layer of asphalt has a number of significant faults. These will be corrected and the final asphalt layer, striping, and reconditioning will be completed next spring. The City received a \$600K grant from MEDC to assist in funding this project. One of the criteria for receipt of that grant was the creation of 60 new jobs by Northern Logistics. All of the needed jobs (plus a few) have already been created.

Industrial Park Project Update. The project is nearing 50% completion. The EDA is providing \$2.6M for the project; the City is contributing approx. \$2.1M.

2015/2016 Capital Improvement Schedule Presentations. The tentative schedule for this year's presentation is attached.

Art-Traction. Chamber Director Pam McLaughlin presented the Art-Traction event information to the Commission. The Chamber of Commerce, in concert with the downtown business community, has intruded a program (Art-Traction) to infuse many elements of art in our downtown. The catalyst for the program will be a mural painted in the 4th/5th Street Alley; the Chamber received a \$1K grant for the project. The intent is to turn the entire alleyway into a walkable "art-traction".

INTRA-COMMISSION COMMUNICATIONS None.

ADJOURNMENT

Moved by Commissioner Winter and seconded by Commissioner Barnes to adjourn. Ayes: All. Nays: None. Absent: Darren Acton. *Motion approved.* Meeting adjourned at 7:58 p.m.

Diane M. Lyon, City Clerk