

The regular meeting of the Clare City Planning Commission was called to order in the city commission chamber of Clare City Hall, 202 W. Fifth St., Clare, MI, at 6:30 p.m. by Commission Chair Josh Clark, who led the Pledge of Allegiance. Present were: Commissioners Josh Clark, Glenda Carmoney, Elaine Demasi, Jason Lowe and Brett Moser. Nick Wyman arrived at 6:34 pm. Absent: Darren Acton, Angie Cozat and Kristin Heintz. Also present were Ken Hibl, City Manager; and Diane Lyon, City Clerk.

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

Moved by Commissioner Carmoney second by Commissioner Wyman to approve the prior meeting Minutes. Ayes: All. Nays: None. Absent: Darren Acton, Angie Cozat and Kristin Heintz. *Motion approved.*

UNFINISHED BUSINESS: None.

NEW BUSINESS:

A. SITE PLAN EXTENSION-TOTAL HOLISTIC CULTIVATION

By adoption of its Resolution 2017-029PC, the Planning Commission approved a site plan application of Total Holistic Cultivation, Inc. (THC) to construct a 28,475sf industrial building and three 10,000sf green houses for the purpose of growing and processing medical marihuana. Construction on these building has not commenced due to licensure delays in Lansing, thus THC has requested a one-year extension for the approved site plan. The Planning Commission is the approval authority of the requested extension.

The Planning Commission is asked to hold the requisite public hearing related to the site plan extension request and subsequently consider approving the requested extension. To date, the City has received no objection to the proposed Site Plan Extension request.

The applicant, Waqas Rashid, presented the proposed Site Plan Extension via speaker phone.

Motion by Commissioner Carmoney second by Commissioner Demasi to open the public hearing. Ayes: All. Nays: None. Absent: Darren Acton, Angie Cozat and Kristin Heintz. *Motion approved.*

Public Comment: None.

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

Motion by Commissioner Lowe second by Commissioner Wyman to approve the Site Plan Extension by adoption of 2019-005PC. Roll call vote: Ayes: Josh Clark, Glenda Carmoney, Elaine Demasi, Jason Lowe, Brett Moser and Nick Wyman. Nays: None. Absent: Darren Acton, Angie Cozat and Kristin Heintz. *Motion approved.*

A. RENEWAL OF SPECIAL USE PERMITS-TOTAL HOLISTIC CULTIVATION

By adoption of its Resolution 2017-030PC and 2017-031PC, the Planning Commission approved two special use permits to allow Total Holistic Cultivation to apply for a state-issued Class C (1,500 plants) medical marihuana grow license and to operation a medical marihuana processing facility. Renewal of these special use permits is required on an annual basis. THC has requested renewal of the two special use permits. The Planning Commission is the approval authority of the requested renewals.

The Planning Commission is asked to hold the requisite public hearing related to the site plan extension request and subsequently consider approving the requested extension.

The applicant, Waqas Rashid, presented the proposed Special Use Request Renewals via speaker phone.

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

Public Comment: None.

Motion by Commissioner Wyman second by Commissioner Moser to close the public hearing. Ayes: All. Nays: None. Absent: Darren Acton, Angie Cozat and Kristin Heintz. *Motion approved.*

Motion by Commissioner Lowe second by Commissioner Wyman to approve the Special Use Permit Renewals by adoption of 2019-006PC and 2019-007PC. Roll call vote: Ayes: Josh Clark, Glenda Carmoney, Elaine Demasi, Jason Lowe, Brett Moser and Nick Wyman. Nays: None. Absent: Darren Acton, Angie Cozat and Kristin Heintz. *Motion approved.*

DISCUSSION TOPIC – ETHICS ORDINANCE 2019-002

Our City Attorney provided the Planning Commission and the City Commission a proposed ethics ordinance for review and consideration. We tasked the Planning Commission to offer comments for any recommended changes and suggestions to “fill in the blanks” of the ordinance provided by Jaynie to allow the City to proceed with the approval process for the ordinance, e.g., public notice, schedule requisite public hearings, etc.

Recommendations of the Planning Commission included: Section 2.6, \$25.00 limit with an annual 5% or CPI increase, whichever is greater; Section 2.10, \$50.00 limit with an annual 5% or CPI increase, whichever is greater; Section 2.15(d), 10%; Section 3.2(f) 18 months; and Section 4.3 \$2,500 or maximum penalty. The Commission was informed that in addition to their recommendations, there will likely be some language amendments to the ethics ordinance based on the prior staff review, which had not yet been incorporated into the ordinance

DISCUSSION TOPIC – SMALL WIRELESS FACILITIES ORDINANCE 2019-003

Our City Attorney has provided the Planning Commission a memo with a proposed ordinance related to small wireless devices for review and consideration. The Planning Commission was tasked providing comments for any recommended changes and suggestions to the ordinance provided by Jaynie to allow the City to proceed with the approval process for the ordinance, e.g., public notice, schedule requisite public hearings, etc.

Planning Commissioners recommended that the telecommunications equipment should be uniform, color matching and aesthetically pleasing.

DISCUSSION TOPIC – GIFFELS-WEBSTER ZONING CODE AUDIT

The City has received a Michigan Economic Development Corporation (MEDC) grant to defray a portion of the cost of revising the City’s Zoning Ordinance Code to ensure its compliance with the state’s Redevelopment Ready Community standards. Giffels-Webster is the MEDC-certified & selected vendor to assist the City with the zoning ordinance revision process.

Giffels-Webster has completed the first phase of the ordinance revision by auditing the current codes to determine changes that need to be made our existing ordinance. We provided the audit results to the Planning Commission by separate email correspondence last week.

The Planning Commission is asked to complete its review of the audit results and provide the City Staff its comments and recommendations at the scheduled Planning

Commission meeting to allow us to proceed with the next phase of ordinance revision process - implementing agreed-upon and recommended changes to our ordinance codes.

Planning Commissioners asked that a review of the document be broken out into segments

PUBLIC COMMENT: None.

INTRACOMMISSION COMMUNICATIONS:

Site Plan – Next month, the Planning Commission can expect to see a site plan for Mercantile Bank for the construction of their new bank on their current property. The old bank will remain open during the construction of the new facility.

Vacation Rentals - The City has received two queries regarding vacation rentals which are currently un-regulated under our current zoning code. One homeowner will likely make a request to convert his/her home into a bed and breakfast which will require rezoning. After some discussion, the Planning Commission decided that rather than enacting a zoning ordinance now for vacation homes, it should be addressed at a later if and when it is determined that there is more interest in this type of activity in Clare's city limits.

Recreational Marijuana – City Manager, Ken Hibl, shared with the commission recent news and statistics regarding recreational marijuana – additional information will be forwarded to commissioners via email.

Joint Meeting - We have asked Ray Stover, CEO of Mid Michigan Medical Center, to share with us the hospital's capital plan over the next five years. We will plan this for the joint city/planning commission meeting in January

City Manager, Ken Hibl, also shared with the commission the State's new composting requirement for marijuana cultivation facilities. City staff has reviewed and approved submitted plans of the compost building additions for the two cultivation facilities located within our industrial park.

ADJOURNMENT

Moved by Commissioner Wyman second by Commissioner Moser to adjourn. Ayes: All. Nays: None. Absent: Darren Acton, Angie Cozat and Kristin Heintz. *Motion approved.*

Meeting adjourned at 7:16 p.m.

Diane Lyon, City Clerk