

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 Darren Acton, Angie Cozat, Josh Clark, Glenda Carmoney, Elaine Demasi, Kristin Heintz, Jason Lowe and Nick Wyman. Absent: Brett Moser. Also present were Ken Hibl, City Manager; and Diane Lyon, City Clerk.

APPROVAL OF AMENDED AGENDA:

Moved by Commissioner Carmoney second by Commissioner Wyman to approve the amended agenda. Ayes: All. Nays: None. Absent: Brett Moser. *Motion approved.*

APPROVAL OF AMENDED MINUTES:

Moved by Commissioner Acton second by Commissioner Heintz to approve the meeting minutes as amended. Ayes: All. Nays: None. Absent: Brett Moser. *Motion approved.*

UNFINISHED BUSINESS: None.

NEW BUSINESS:

SITE PLAN PROPOSAL – LETHERER TRUSS

The City of Clare has received a site plan application from Letherer Truss to construct a 2,500sf (25'x100') addition to their existing primary building to allow them to extend an automated construction/assembly line at their current site.

The City Staff conducted a review of all the aforementioned plans with Mr. Jeff Letherer, the President of Letherer Truss, on February 8, 2018. The proposed plans and development meet or exceed the City's current zoning and building requirements. The City Staff offers its full endorsement of the project and unanimously recommends the Planning Commission approve the site plan as proposed.

The Clare Industrial Development Corporation (IDC) reviewed the proposed plans and new development and endorsed and recommended approval of the proposed construction project at a scheduled meeting of the IDC on February 6, 2018.

The City Planning Commission is the City's approval authority of the proposed project. To facilitate consideration of the site plan by the Planning Commission, public notice of the proposal has been published and notice to all residents and businesses within a 300' radius has been mailed.

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.

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.

JBS Contracting will be constructing the addition for Letherer Truss. Dave Corell of JBS Contracting presented the Site Plan to the Planning Commission.

Motion by Commissioner Lowe second by Commissioner Acton to open the public hearing. Ayes: All. Nays: None. Absent: Brett Moser. *Motion approved.*

Public Comment: None.

Motion by Commissioner Carmoney second by Commissioner Demasi to close the public hearing. Ayes: All. Nays: None. Absent: Brett Moser. *Motion approved.*

Motion by Commissioner Demasi second by Commissioner Wyman to approve the Site Plan by adoption of 2018-006PC. Roll call vote: Ayes: Darren Acton, Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, Kristin Heintz, Jason Lowe and Nick Wyman. Nays: None. Absent: Brett Moser. *Motion approved.*

EXCUSAL OF COMMISSIONER MOSER

The Planning Commission bylaws stipulate “if a Planning Commissioner shall miss three consecutive meetings or 30% or more of scheduled meetings in any calendar year, his/her office shall be considered vacant unless the Planning Commission shall formally excuse such absence in advance and a record of said excusal is annotated in the official proceedings of the Planning Commission.”

Commissioner Moser provided advance notification to city staff and has requested excusal from tonight’s meeting.

Motion by Commissioner Lowe second by Commissioner Carmoney to excuse Commissioner Moser from tonight’s meeting by adoption of 2018-007PC. Roll call vote: Ayes: Darren Acton, Glenda Carmoney, Josh Clark, Elaine Demasi, Angie Cozat, Kristin Heintz, Jason Lowe and Nick Wyman. Absent: Brett Moser. *Motion approved.*

INFORMATIONAL ITEMS

The City Commission approved the reappointment of Mr. Nick Wyman to the Planning Commission.

We will discuss an amendment to the future land use map for the rezoning of 60 acres at the north end of Clare from Commercial to Industrial at the next meeting.

We had a great preliminary meeting with our architectural design team from MSU (Dr. Pat Crawford, one of her doctorate students & two of her masters students) last week. They are scheduled to meet with us again on Feb 27th @ 2pm @ Clare City Hall. They received input from all of our working group members asking for ideas on the primary elements (landscaping, water feature, monuments, seating areas, art/sculpture, etc.) that we want to see incorporated in the design of the gateway. They took those comments/ideas and will come back to us at the next meeting with 6-8 examples of these design elements with the intent of narrowing the scope down to one or two, from which they will develop the final design. They will likely have the final design back to us sometime in March at a subsequent meeting.

MidMichigan Community College will host their annual State of the Community event on Wednesday, February 28 in the cafeteria on the Harrison Campus beginning at 6pm.

\$7.5K was raised for the Depot Project at the Cops & Doughnuts cookie fundraiser. We’ve applied for a \$8K grant from the Clare County Community Foundation for the flooring. We will only need to raise an additional \$10K to complete phase 1 if we are successful in our grant application. Phase II will include construction of the trailhead as part of the rail-trail extension. At one time the depot had a small square building adjacent to the west end that served as a restaurant for the rail workers. That building still exists and is currently used as part of a residence in town. We would like to build a structure resembling that building on site at the depot.

MDOT has committed to installing a “Stop Here” sign in the ROW of the southbound lane of McEwan at Schoolcrest when weather allows.

There are several MDOT road projects scheduled for 2019 in the Clare area including roadwork on US10 between the Midland County line and the junction of US127; both lanes US127 between Mt. Pleasant and US10; they will be resurfacing the bridge going over the Pere Marquette Rail-trail; and rework the on & off ramps of US10 at Pere Marquette Road.

PUBLIC COMMENT: None.

INTRACOMMISSION COMMUNICATIONS:

Clare bands will hold their “Notes of New Orleans” event at The Venue on Friday, April 13, 2018. Tickets will be sold for \$30 each and Cops & Doughnuts catering the event.

The Commission questioned work being done at Fifth Street Auto. The owner was supposed to tear down the burned out building. He informed the City (Al Jessup) that his contractor is unable to demolish the building until spring. The City will keep an eye on his progress.

The Days Inn (Oakbridge Inn) has been sold to an unknown developer. At this time we do not know if the new owner intends to annex in to the city.

ADJOURNMENT

Moved by Commissioner Acton second by Commissioner Demasi to adjourn. Ayes: All. Nays: None. Absent: Brett Moser. *Motion approved.*

Meeting adjourned at 6:55 p.m.

Diane Lyon, City Clerk