

The special meeting of the Clare City Planning Commission was called to order by Chair Dave Prawdzik in the Commission Chambers, at 6:30 p.m., who then led the Pledge of Allegiance. Present were: Commissioners Darren Acton, Steve Barnes, Glenda Carmony, Elaine Demasi, John Kline, Josh Clark, Jan Winter and Dave Prawdzik. Absent: Ben Walters. Also present were City Manager, Ken Hibl; and City Clerk, Diane Lyon.

**APPROVAL OF MINUTES:**

Moved by Commissioner Demasi second by Commissioner Clark to approve minutes of the January 8 joint commission meeting with amendment. Ayes: All. Nays: None. Absent: Ben Walters. *Motion approved.*

**APPROVAL OF AGENDA:**

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

**PUBLIC COMMENT:** None.

**UNFINISHED BUSINESS - None**

**NEW BUSINESS:**

**NEW PLANNING COMMISSIONER**

A vacancy existed on the City's Planning Commission with the decision of Commissioner Jack Hofweber not to seek reappointment. Mayor Humphrey has appointed Mr. Steve Barnes, a non-resident Clare businessman, to fill the vacant position.

**SKATEBOARD/BMX PARK PRESENTATION**

Approximately two months ago, the City was approached by a group of local youth and their family members asking that the City support their efforts in developing/constructing a skateboard and BMX park in the City. We informed the group that we would support their efforts within the resources and capabilities we have available at our disposal, but they would need to obtain formal endorsements and/or approvals from the appropriate City entities (Parks & Recreation Advisory Board, Planning Commission, and City Commission) to make their dream a reality. The group intends to raise the funds for the park from contributions, donations, and other fund-raising efforts. Their goal is to raise \$100K.

Since that initial visit, the group has made a PowerPoint presentation to the Parks & Recreation Board and they unanimously endorsed their proposal and informed them of their support. The skateboard park is part of the Parks and Recreation five-year Master Plan. We have now asked them to present their proposal to the Clare Planning Commission

Mr. Alan Winter and Mr. Dylan Marrish provided the proposed skateboard park presentation to the Commission.

The group intends to raise the funds needed to purchase or construct the components of the park. When the group has achieved its goal, the City will provide the site for the new park, assist in the construction of the park, and assume ownership (maintenance, insurance, etc.) of the park. A skateboard park consultant has surveyed each of the parks within the city and has identified Shamrock Park as the preferred location for the park because it has existing amenities, the location allows easy access, and as a result of neighborhood traffic there will be regular policing of the area.

The proposed skateboard/bmx park will not be fenced to allow for grass overruns in order to avoid injuries and the concrete pad will be large enough to accommodate a regulation size hockey rink during the off season.

Once funds are raised for the skateboard/bmx park equipment the group will work on adding and security cameras.

Because the Planning Commission desires to support the proposed skateboard/bmx park project and a formal motion was made.

Moved by Commissioner Acton second by Commissioner Carmoney to offer support and endorsement for the skateboard/bmx park project. Ayes: Acton, Barnes, Carmoney, Clark, Demasi, Kline, Prawdzik, and Winter. Nays: None. Absent: Ben Walters. Motion approved.

### **SITE PLAN REVIEW – CLARE DEPOT MOVE**

The City purchased the historic Clare Railroad Depot Building from the Tuscola & Saginaw Bay Railroad Company approximately 12 years ago. A condition of the sale was that the City was required to move the depot to a new site as the present site is surrounded by railroad property, thus making the depot inaccessible to the public.

MidMichigan Community Action Agency (MMCAA) agreed to partner with the City in relocating and rehabilitating the depot. MMCAA purchased a site owned by CarQuest approximately one block away from the current depot location on behalf of the City; sold the property to the City; and provided the City financing for the CarQuest site purchase for very favorable loan terms. Concurrently, the MMCAA donated two adjacent lots they owned to the City to accommodate the size of the depot building.

For the past six years the Clare Railroad Depot Committee, has been raising funds to relocate and rehabilitate the depot building. Sufficient funds were raised to reconstruct the roof on the building two years ago, thereby ensuring its continued structural integrity while additional funds were raised to relocate the building. The fund raising efforts achieved sufficient success in Fall 2013 to allow the Depot Committee to relocate the building to its new site. A site plan has been developed by the City Staff and the Clare Railroad Depot for the new depot site.

The City requested and received approval of the new site from the State Historic and Preservation Office (SHPO). Bob Christensen of (SHPO) approved the proposed location and new site layout with the stipulation that one wing of the L shaped building be parallel with the railroad tracks. This will ensure the continued historic significance of the building is maintained and subsequently will allow it to retain eligibility if the city decides to seek historic preservation grant funding for the building in the future.

A date of April 15 has been set to move the depot to the new site. Bob Meister and the DPW crew are currently in the process of completing interior demo (removing light fixtures, in preparation for the move. A wood floor will be build to stabilize the depot and steel will arrive on March 15 to raise the depot for moving.

Mark Bolle has offered to do excavation at the new site pro bono. The new site will be excavated for a basement to provide additional square footage to serve the needs for the proposed uses of the depot which include housing the Chamber of Commerce, Clare County Visitor's Bureau, Clare County Arts Council, an office for the railroad, a trail head for the rail-trail, and a museum. An exterior public restroom will be built at the site for trail users and users of City Park.

The City's Site Plan Review Committee comprised of the City's Staff Department Heads met on Thursday, February 6, 2014 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 site plan. The depot property line runs parallel with the railroad tracks and is approximately 100' away from the tracks. If Great Lakes Central Railway is agreeable we intend to purchase or lease a portion (60') of the railroad right-of-way property to improve access for future passenger service. Regardless of whether we are able to acquire additional ROW property, the proposed site plan will require a variance from the Zoning Board of Appeals as it is intentionally being located as far south (as close to the railroad tracks as possible) on the property to allow the depot to be used as an actual passenger terminal once again.

The Planning Commission is the City's approval of the site plan. 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 has been made by the City. To date the City has received no stated objections to the proposed site plan.

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. The Planning Commission is asked to hold a public hearing, formally consider the proposed zoning for these properties prior to making a recommendation regarding approval of the proposed zoning.

Bob Meister of Design Builders and MMCAA President Jill Sutton were present to provide information and answer questions for the Commission.

Bob Meister offered that the basement concrete will be poured beginning April 16 and the concrete company has 19 days to complete the work without penalty. Within 20 days the depot will be on its new foundation. The work will be completed within a 30 day timeframe. Due to the unusual shape of the building the mover will be tying up enough steel to move three houses with this project so he will charge a penalty if work is not completed in the required timeframe; we in turn must include penalty clauses in the subcontractor agreements to ensure their work is completed on or before the due date. Utility companies have been contacted.

Moved by Commissioner Winter second by Commissioner Demasi to open a public hearing. Ayes: All. Nays: None. Absent: Ben Walters. *Motion approved.*

PUBLIC COMMENT: Jill Sutton announced that the Depot Committee have raised over \$168,000 and are financially prepared to move the depot.

Moved by Commissioner Kline second by Commissioner Clark to close the public hearing. Ayes: all. Nays: None. Absent: Ben Walters. *Motion approved.*

Moved by Commissioner Acton second by Commissioner Carmoney to make conditional approval of the site plan by adoption of proposed Resolution 2014-002PC. Ayes: All Nays: None. Absent: Ben Walters. *Motion approved.*

#### **SITE PLAN- PETTIT PARK PLAYGROUND EQUIPMENT**

The City has partnered with the Clare Rotary Club and Rotary Club International to purchase new playground equipment for Pettit Park. The Clare Rotary Club, with the assistance of the City's DPW Department, plans to install/erect the new playground equipment this spring.

The City's Site Plan Review Committee comprised of the City's Staff Department Heads met on Thursday, February 6, 2014 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 site plan.

The Planning Commission is the City's approval of the site plan. But 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 has been made by the City. To date the City has received no stated objections to the proposed site plan; in fact we received a letter from DeShano Development offering to donate to the project if funds are needed.

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.

The cost of the playground equipment (excluding erection and installation) is approximately \$5.7K. The costs were shared equally by the Clare Rotary Club, Rotary Club International, and the City.

Moved by Commissioner Winter second by Commissioner Kline to open a public hearing. Ayes: All. Nays: None. Absent: Ben Walters. Motion approved.

PUBLIC COMMENT: None.

Moved by Commissioner Kline second by Commissioner Winter to close the public hearing. Ayes: all. Nays: None. Absent: Ben Walters. Motion approved.

The new Pettit Park pavilion was designed to be ADA accessible and an ADA accessible pathway to the new playground will be incorporated as part of the final design.

Moved by Commissioner Winter second by Commissioner Clark to approve the site plan by adoption of proposed Resolution 2014-003PC. Ayes: All Nays: None. Absent: Ben Walters. Motion approved.

**INTRA-COMMISSION COMMUNICATIONS:**

New Industrial Park The project is going very well. We are negotiating with MEDC on a grant for an upgrade to Colonville Road.

Consumer's Energy is preparing to begin building their new service center in the park this year.

We have been approach by a manufacturer to build 80,000 square foot building across the road from Consumer's Energy.

Rotary Playground Grant: Part of the grant funding will be used to spruce up Imagination Gateway.

**ADJOURNMENT** - Moved by Commissioner Acton and seconded by Commissioner Carmoney to adjourn. Ayes: All. Nays: None. Absent: Ben Walters and Jack Hofweber. *Motion approved.* Meeting adjourned at 7:22 p.m.

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Diane Lyon, City Clerk