

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, Glenda Carmoney, Josh Clark, John Kline, Jan Winter and Nick Wyman, and Darren Acton. Absent: Angie Cozat, Steve Barnes and Elaine Demasi. Also present were Ken Hibl, City Manager and Sarah Schumacher, Deputy Clerk.

APPROVAL OF AGENDA:

Moved by Commissioner Winter second by Commissioner Acton to approve the amended agenda. Ayes: All. Nays: None. Absent: Angie Cozat, Steve Barnes and Elaine Demasi. *Motion approved.*

APPROVAL OF MINUTES:

Moved by Commissioner Carmoney second by Commissioner Wyman to approve the minutes of the previous meeting. Ayes: All. Nays: None. Absent: Angie Cozat, Steve Barnes and Elaine Demasi. *Motion approved.*

PUBLIC COMMENT: None.

UNFINISHED BUSINESS: None

NEW BUSINESS:

ORDIINANCE 2015-002 (ZONING CHANGE – 104 W. STATE ST.

The City has received a request from Mr. & Mrs. Greg Robinson to change the zoning of the property they recently purchased at 104 West State Street (formerly the Allen & Klaus Office Building) from Residential-2 (R-2 to Commercial-1 (C-1) to accommodate their proposed use of the property for a bed & breakfast.

The Future Land Use Map of the City's Master Plan stipulates the use of this property as Commercial-1, thus the request is in concert with and supports the City's Master Plan. A tourist home (the equivalent of a bed & breakfast) –is an allowed use within a C-1 District of the City.

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 2015-002. Our City Clerk received two phone calls from neighboring property owners supporting the requested zoning change. One of the property owners asked that her name not be made public; the other owner agreed to the release of her name and address.

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

Public Comment: None.

Moved by Commissioner Winter second by Commissioner Wyman to close the public hearing. Voice Vote: Ayes: Commissioners Glenda Carmoney, Josh Clark, Darren

Acton, John Kline, Jan Winter and Nick Wyman. Nays: None. Absent: Angie Cozat, Steve Barnes & Elaine Demasi. *Motion approved.*

Moved by Commissioner Clark second by Commissioner Winter to approve the requested zoning change by adoption of Resolution 2015-012PC. Roll Call Vote: Ayes: Commissioners Glenda Carmoney, Josh Clark, Darren Acton, John Kline, Jan Winter and Nick Wyman. Nays: None. Absent: Angie Cozat, Steve Barnes & Elaine Demasi. *Motion approved.*

SITE PLAN PROPOSAL – 104 W. STATE ST.

The City received a site plan application from the new property owners of the historic house located at 104 West State Street to allow the construction of a two-story Accessory Building (*see copy of att'd prints and photo depicting the site sketch*) to be used for a manager's residence to support the conversion of the house to a bed & breakfast establishment. As outlined in the response to Question 3 in the attached attorney opinion, this particular type of Accessory Building is allowed/authorized to support the management of the B&B.

The Clare City Staff held a site plan review with Mr. Robinson on March 20th to review his proposed plans. We discussed all aspects of his proposal and determined that he meets all of the setback, height, dimensional, screening, parking, hardscape, signage, and lighting requirements of the City's ordinance codes. He has clearly done his homework and is very aware of the City's requirements in regard to those topics; however, he did not have actual visual representation of all of those particular aspects of his proposed site plan when we met today. But we have absolute faith in his ability and intent to comply with those requirements, thus we allowed this matter to proceed to the Planning Commission for consideration on March 25th with the understanding that he will have the needed visual representations (photos or similar facsimiles) to show to the Planning Commission at the scheduled meeting on March 25th. The City has made public notice of the site plan proposal; to date, we have received no comment related to the construction of the Accessory Building. The Planning Commission is the approval authority of this proposed site plan.

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

Public Comment: None.

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

Moved by Commissioner Clark second by Commissioner Winter to approve the proposed site plan by adoption of Resolutions 2015-013PC. Roll Call Vote: Ayes: Commissioners Glenda Carmoney, Josh Clark, Darren Acton, John Kline, Jan Winter and Nick Wyman. Nays: None. Absent: Angie Cozat, Steve Barnes & Elaine Demasi. *Motion approved.*

RE-APPROVE SITE PLAN – CLARE NORTHERN GROUP

On April 8, 2014, by adoption of its Resolution 2014-004PC, the City of Clare Planning Commission approved a site plan of The Clare Northern Group to construct a new 80,000 square foot warehouse/spec building within the City's new North Industrial Park, which is presently undergoing construction. Due to circumstances beyond its control, to include the postponement of a manufacturing project by their prospective warehouse customer and economic conditions, the Clare Northern Group delayed construction of the proposed new warehouse. The Clare Northern Group has informed the City it now intends to commence construction of said warehouse on or after June 1, 2015.

The approved site plan shall expire prior to the proposed date of construction by the Clare Northern Group. The site plan was previously approved by the Clare Industrial

Development Corporation and continues to have the full support and concurrence of said organization; and

The City Planning Commission considered and deliberated said recommendation at a public meeting on March 25, 2015 and determined a re-approval of the proposed site plan clearly serves the best interests of the City and Clare Northern Group.

Moved by Commissioner Clark second by Commissioner Carmoney to re-approve the proposed site plan by adoption of Resolutions 2015-014PC. Roll Call Vote: Ayes: Commissioners Glenda Carmoney, Josh Clark, Darren Acton, John Kline, Jan Winter and Nick Wyman. Nays: None. Absent: Angie Cozat, Steve Barnes & Elaine Demasi. *Motion approved.*

PUBLIC COMMENT

Roger Burkholder, co-owner of M.J. Murphy Beauty College on Wilcox Parkway, addressed the Planning Commission regarding his desire to place a sign for the Beauty College on the corner of McEwan and Wilcox. Ken Hibel, City Manager, spoke of the City's need to assess the entire sign code including off-premise signs. The Planning Commission should expect to see more on this in the months ahead.

INTRA-COMMISSION COMMUNICATIONS The Planning Commission was reminded that their upcoming April 8th meeting will be a long one; covering the budget and capital outlays.

ADJOURNMENT

Moved by Commissioner Winter and seconded by Commissioner Wyman to adjourn. Ayes: All. Nays: None. Absent: Darren Acton, Steve Barnes & Elaine Demasi. *Motion approved.* Meeting adjourned at 7:22 p.m.

Sarah Schumacher, Deputy Clerk