

The regular meeting of the Clare City Planning Commission was conducted via remote attendance in compliance with Executive Order 2020-075 and called to order at 6:30 p.m. by Planning Commission Chair Jason Lowe, who led with the Pledge of Allegiance. Present were: Commissioners Glenda Carmoney, Angie Cozat, Jason Lowe, Brett Moser, Stacy Pechacek, and Nick Wyman. Absent: Darren Acton & Elaine Demasi. Also present were Steve Kingsbury, Acting City Manager; and Diane Lyon, City Clerk.

Rules for Public Comment during the conduct of remote electronic meetings was read to the audience by Clerk Lyon.

APPROVAL OF CONSENT AGENDA:

Moved by Commissioner Pechacek second by Commissioner Carmoney to approve the Consent Agenda items listed with an asterisk (*) (Agenda, Minutes, Communications and Professional Development) that are considered to be routine by the Planning Commission. Roll call vote: Yeas: Glenda Carmoney, Angie Cozat, Jason Lowe, Brett Moser, Stacy Pechacek, and Nick Wyman. Absent: Darren Acton & Elaine Demasi. Nays: None. *Motion Carried.*

APPROVAL OF AGENDA:

*approved by consent agenda.

APPROVAL OF MINUTES:

*approved by consent agenda.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

A. PROPOSED FAÇADE IMPROVEMENT-FOUR LEAF BREWING

The City of Clare has received a proposed façade improvement application and drawings from 4 Leaf Brewing for proposed façade improvements to improve the street side appearance the brewery in downtown Clare.

The City Staff reviewed the proposed façade changes with Amy Shindorf, the business proprietor, on March 5th. The Staff unanimously and enthusiastically recommends approval of the project.

Note: interior improvements will concurrently be made, but these improvements are outside the purview of the Planning Commission.

The City Planning Commission is the City's approval authority of the proposed façade improvement 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 mailing list.

The Planning Commission is required to hold a public hearing related to the proposed site plan. As reflected above, 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 façade improvement plan and render a decision in respect to approval or disapproval.

Amy Shindorf presented her planned improvements to the Commission.

Motion by Commissioner Pechacek second by Commissioner Wyman to open the public hearing. Roll call vote: Yeas: Glenda Carmoney, Angie Cozat, Jason Lowe, Brett Moser, Stacy Pechacek, and Nick Wyman. Absent: Darren Acton & Elaine Demasi. Nays: None. *Motion Carried.*

Public Comment: None.

Motion by Commissioner Carmoney second by Commissioner Pechacek to close the public hearing. Roll call vote: Yeas: Glenda Carmoney, Angie Cozat, Jason Lowe, Brett Moser, Stacy Pechacek, and Nick Wyman. Absent: Darren Acton & Elaine Demasi. Nays: None. *Motion Carried.*

Motion by Commissioner Pechacek second by Commissioner Moser to approve the Site Plan by adoption of Resolution 2020-007PC. Roll call vote: Yeas: Glenda Carmoney, Angie Cozat, Jason Lowe, Brett Moser, Stacy Pechacek, and Nick Wyman. Absent: Darren Acton & Elaine Demasi. Nays: None. *Motion Carried.*

B. SPECIAL USE PERMIT APPLICATION-TRACIE BAKER, 211 EAST FIFTH STREET

The City has received a Special Use Permit Application and supporting documents from Tracie Baker to operate a group day care facility for no more than 12 children at the residence located at 211 East Fifth Street. Tracie's mother, Annabelle Winter is the owner of record of the property and we have received a letter from Ms. Winter authorizing the use of her property for the purpose of a group day care facility.

The proposed use by Ms. Baker is an allowed use by the City's current zoning codes with the issuance of a special use permit. The Clare City Planning Commission is the approval authority for the required special use permit.

Ms. Baker has completed the required Special Use application form and supporting documents. The City Staff reviewed the application on May 7, 2020, recommending approval of the issuance of the requested permit.

The City published notice) in a local newspaper and mailed notice to all property owners within a 300' radius of 211 E. Fifth St. regarding the special use permit application.

Prior to consideration, deliberation, and decision regarding this matter, the Commission is required to hold a public hearing related to the special use permit; Proper notice regarding the special use permit application has been made by the City.

Subsequent to the respective hearings, the Planning Commission will be asked to formally consider the Special Use Permit Application and render a decision in respect to approval or disapproval.

Motion by Commissioner Pechacek second by Commissioner Wyman to open the public hearing. Roll call vote: Yeas: Glenda Carmoney, Angie Cozat, Jason Lowe, Brett Moser, Stacy Pechacek, and Nick Wyman. Absent: Darren Acton & Elaine Demasi. Nays: None. *Motion Carried.*

Public Comment: Two public comments were received by the City Clerk prior to tonight's scheduled meeting. Mr. Richard Bolle and Mr. Sam Cooper expressed concern about parking availability in the area. Mr. Cooper had additional concerns due to parents parking in his business (Fifth Street Auto) parking lot to drop off and pick up their children from day care which blocks his customers from entering and leaving his business; additionally, there are safety concerns because children are walking through his parking lot in which vehicles are moving.

Motion by Commissioner Wyman second by Commissioner Cozat to close the public hearing. Roll call vote: Yeas: Glenda Carmoney, Angie Cozat, Jason Lowe, Brett Moser, Stacy Pechacek, and Nick Wyman. Absent: Darren Acton & Elaine Demasi. Nays: None. *Motion Carried.*

Commissioners made clear that they strongly encourage Ms. Baker to work out a parking arrangement/agreement with Mr. Cooper as they relate to her clients use of his property. Ms. Baker was informed that her Special Use Permit could be revoked if complaints are received by the City.

Ms. Baker stated her intention to contact Mr. Cooper to work out parking issues with him.

Motion by Commissioner Wyman second by Commissioner Pechacek to approve the Special Use Permit with strong encouragement to work with neighboring property owners to address parking issues by adoption of Resolution 2020-008PC. Roll call vote: Yeas: Glenda Carmoney, Angie Cozat, Jason Lowe, Brett Moser, Stacy Pechacek, and Nick Wyman. Absent: Darren Acton & Elaine Demasi. Nays: None. *Motion Carried.*

C. FISCAL YEAR 2020/2021 CAPITAL IMPROVEMENT PROJECTS

The 2008 Michigan Planning Enabling Act stipulates that the Planning Commission shall review and provide recommendations related to all proposed major capital improvement projects of a municipality to ensure that the proposed projects support the goals and objectives stipulated in the Comprehensive Master Plan of the City. The City Staff is in the process of finalizing the proposed 2020/2021 Fiscal Budget for the City's budget year of July 1, 2020 through June 30, 2021. The proposed budget includes proposed capital projects in several of the City's operating funds.

We will present the proposed budget to the Clare City Commission at their regularly scheduled meeting on May 18 by means of a modified budget workshop. In accordance with the City's Charter, the 2020/2021 budget is scheduled to be adopted by the Commission at its first scheduled meeting in June. The Planning Commission is required by the 2008 Michigan Planning Act to provide its recommendations related to the proposed capital improvement schedule prior to adoption of the budget by the City Commission.

Due to the ongoing Coronavirus Pandemic and the Governor's Stay Home Executive Orders supplemented by her Executive Order 2020-075 authorizing remote public meetings the Department Heads will not present their projects this year – rather Steven Kingsbury, our City Treasurer/Finance Director will present the CIP.

Following Steve Kingsbury's CIP presentation, motion by Commissioner Wyman second by Commissioner Pechacek to recommend approval of the FY 2020/2021 CIP Schedule by adoption of Resolution 2020-009PC. Roll call vote: Yeas: Glenda Carmoney, Angie Cozat, Jason Lowe, Brett Moser, Stacy Pechacek, and Nick Wyman. Absent: Darren Acton & Elaine Demasi. Nays: None. *Motion Carried.*

PUBLIC COMMENT: None.

INTRACOMMISSION COMMUNICATIONS: None.

ADJOURNMENT

Moved by Commissioner Carmoney second by Commissioner Moser to adjourn. Roll call vote: Yeas: Glenda Carmoney, Angie Cozat, Jason Lowe, Brett Moser, Stacy Pechacek, and Nick Wyman. Absent: Darren Acton & Elaine Demasi. Nays: None. *Motion Carried.*

Diane Lyon, City Clerk