

The regular meeting of the Clare City Planning Commission was conducted via remote attendance in compliance with Executive Order 2020-154 and called to order at 6:34 p.m. by Planning Commission Chair Jason Lowe, who led with the Pledge of Allegiance. Present were: Commissioners Darren Acton, Brett Moser, Elaine Demasi, Jason Lowe, John Myers, and Nick Wyman. Absent: Glenda Carmoney, Angie Cozat and Stacy Pechacek. Also present were Ken Hibl, City Manager; Sarah Schumacher, Deputy Clerk, Steve Kingsbury, IT Director, Gary Todd, Clare Airport Manager and Joy Simmer, Parks and Recreation Director

**APPROVAL OF CONSENT AGENDA:**

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

**PUBLIC COMMENT:** None.

**APPROVAL OF AGENDA:**

\*approved by consent agenda.

**APPROVAL OF MINUTES:**

\*approved by consent agenda.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

**A. PROPOSED SITE 123 INVESTMENTS**

The City has received a site plan application and supporting documents from 123 Investments (Mr. Scott Carter) to construct a new 3,600sf airplane hangar at the Clare Municipal Airport. The Planning Commission is asked to consider the application and render a site plan decision.

Prior to formally considering the site plan proposal, the Planning Commission is required to host a public hearing to receive comments regarding the site plan application. The City has published notice of the public hearing and notified all property owners within 300' of the substation. The Planning Commission is asked to hold the requisite public hearing related to the site plan extension request and subsequently consider approving the site plan application.

The City Staff conducted a formal staff review of the proposed construction on August 6, 2020 and unanimously recommended approval of the site plan. Construction of the hangar will generate both lease and tax revenue for the City and cause an additional airplane to be based at the Clare Municipal Airport.

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

Public Comment: None.

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

Motion by Commissioner Acton second by Commissioner Demasi to approve the Site Plan Application submitted by 123 Investments by adoption of Resolution 2020-01PC. Yeas: Darren Acton, Brett Moser, Elaine Demasi, Jason Lowe, John Myers, and Nick Wyman Absent: Glenda Carmoney, Angie Cozat and Stacy Pechacek. Nays: None. *Motion Carried.*

**B. PROPOSED SITE PLAN-EMERALD ISLE STORAGE BUILDING**

The City Planning Commission previously approved the layout and site plan for the Emerald Isle Recreation Complex. The approved plan includes the construction of a storage building. The City has received donations from benevolent sponsors – one of whom wishes to remain anonymous – to construct the proposed building. Consequently, the City prepared a site plan and caused notice of the proposed construction of the new 1,500sf building. The Planning Commission is asked to consider the application and render a site plan decision.

Prior to formally considering the site plan proposal, the Planning Commission is required to host a public hearing to receive comments regarding the site plan application. The City has published notice of the public hearing and notified all property owners within 300' of the substation. The Planning Commission is asked to hold the requisite public hearing related to the site plan extension request and subsequently consider approving the site plan application.

The City Staff conducted a formal staff review of the proposed construction on August 6, 2020 and unanimously recommended approval of the site plan.

The preponderance of funds (\$18K) to construct the building have been donated. The City will utilize Hammerberg Foundation funds to augment the donated funds to complete construction of the building, thus not City tax funds will be used to construct the building.

Future plans for the building to include office space and restrooms which will required plumbing and septic services.

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

Public Comment: Parks and Recreation Director Joy Simmer received a phone call from a neighboring property owner requesting the size of the building to be constructed and the distance from the property lines. The caller stated she had no concerns with the information Joy provided.

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

There was a brief discussion regarding the color of the building (white and green) and whether it will match other parks buildings – it will. Joy Simmer was complimented on the great job she does for community in regards to parks and recreation.

Motion by Commissioner Wyman second by Commissioner Demasi to approve the Site Plan Application submitted by City of Clare – Parks and Recreation by adoption of Resolution 2020-015PC. Yeas: Darren Acton, Brett Moser, Elaine Demasi, Jason Lowe, John Myers, and Nick Wyman Absent: Glenda Carmoney, Angie Cozat and Stacy Pechacek. Nays: None. *Motion Carried*

**EXTENDED PUBLIC COMMENT:** None.

**COMMISSION DISCUSSION TOPICS:**

The commission expressed their appreciation of Ken's leadership over the years. The next Shamrock Lake Dredging discussion is tentatively at the September 21<sup>st</sup> City Commission Meeting, with the Assessment Roll Approval appearing on the October 9<sup>th</sup> agenda.

**APPROVAL OF PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES:**

\*approved by consent agenda.

**ADJOURNMENT**

Moved by Commissioner Wyman second by Commissioner Acton to adjourn at 7:10 p.m. Roll call vote: Yeas: Darren Acton, Brett Moser, Elaine Demasi, Jason Lowe, John Myers, and Nick Wyman. Absent: Glenda Carmoney, Angie Cozat and Stacy Pechacek. Nays: None. *Motion Carried.*

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Sarah Schumacher, Deputy City Clerk