

The special 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 6:31 p.m. by Chair Josh Clark who led the Pledge of Allegiance. Present were: Commissioners Darren Acton, Steve Barnes, Josh Clark, Glenda Carmoney, Angie Cozat, Elaine Demasi, Brett Moser, Jan Winter and Nick Wyman. Absent: None. Also present were Ken Hibel, City Manager; and Diane Lyon, City Clerk.

APPROVAL OF AGENDA:

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

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

APPROVAL OF MINUTES:

Moved by Commissioner Carmoney second by Commissioner Winter to approve the minutes of the previous meeting. Ayes: All. Nays: None. Absent: None. *Motion approved.*

PUBLIC COMMENT: None.

A. UNFINISHED BUSINESS: ORDINANCE 2016-002 (AMEND CHAPTER 52-ZONING)

Heintz Propane has submitted a site plan application to construct a 2,200 square foot addition to its existing building in the City's south industrial park. The City of Clare Planning Commission is the City's approval authority for the site plan.

The Clare Industrial Development Corporation (IDC) has recommended approval of the proposed site plan.

The City Staff conducted a site plan review of the proposal new construction on August 18, 2016. The staff review determined that the proposed development meets all the current zoning and building standards and requirements of the City and unanimously recommends that the Planning Commission approve the proposed site plan.

The Planning Commission is required to conduct a public hearing to receive comment related to the site plan. The City has published a public notice of the site plan proposal. To date the City has received no formal comment or correspondence related to the proposed development.

Prior to the conduct of the public hearing, the City Staff will introduce the site plan and offer Heintz Propane's representative an opportunity to offer any additional comments related to the proposed new development. Subsequent to the presentations, the Planning Commission is asked to conduct the required public hearing and then discuss, consider and render decisions regarding the site plan.

JBS Contracting Representative John Stadtfeld presented the Site Plan to the Commission.

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

Public Comment: None.

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

Moved by Commissioner Barnes second by Commissioner Moser to approve the Site Plan by adoption of Resolution 2016-013PC. Roll Call Vote, Ayes: Darren Acton, Steve Barnes, Glenda Carmoney, Josh Clark, Angie Cozat, Nick Wyman, Elaine Demasi, Brett Moser, and Jan Winter. Nays: None. Absent: None. *Motion approved.*

NEW BUSINESS:

A. CONTINUATION OF MASTER PLAN UPDATE

Mr. Greg Elliott, our lead representative from McKenna Associates, a contracted consultant of McKenna Assoc., met with us again on August 10th to continue the process of assisting the Planning Commission update the City Master Plan. The Planning Commission reviewed the draft plan and updated version of the Future Land Use Map. Based on those discussions, additional changes were made to the proposed Future Land Use Map and the Planning Commission had determined that they would like more time to review the proposed changes to the actual Master Plan; consequently, forwarding the Plan to the City Commission was deferred to tonight's meeting.

McKenna has made the requested changes to the Future Land Use Map. The Planning Commission is now asked to conduct a final review of all documents related to the Master Plan; approve the draft Plan; and forward it to the City Commission for initial distribution, thereby commencing the required 63 day public notice period of the updated Plan.

Commissioner Demasi requested clarification regarding the Special Use Areas identified on the Future Land Use Map.

The "school" property west of Clare Avenue's Hamburger Hill area has been designated a Special Use Area. Application to develop the Special Use Areas will require approval by the Planning Commission. It will be up to the Planning Commission to determine what specific zoning requirements and design guidelines they desire for the Special Use Areas to allow for the development of bungalows, townhomes and/or duplex, triplex, and condominium type subdivisions. Special Use Areas will allow the Planning Commission to set specific parameters regarding types of construction, landscaping, etc. and will provide for more restrictive development of those properties. Most developers desire to have city services available before they make large investments so development is not likely to occur immediately. This will allow time for the Planning Commission to determine what parameters wish apply to that property.

There was some concern expressed about limited access to that property so the idea of extending Oakland Drive and/or Colonville Road into the Special Use Area for access was discussed, as was connecting Oakland Drive from the west with Washington Road from the east to create a secondary east/west access corridor into the city. The Planning Commission also talked about relocating the southbound (US127) off ramp to exit on to Colonville Road rather than on to Clare Avenue due to the current proximity of Colonville Road to the off ramp on Clare Avenue. However, because the exit ramp is under the State's authority MDOT will not make those changes without a safety based Warrant.

The property east of the "school" property has been designated Multi Family Residential. The Planning Commission determined that Multi Family Residential zoning near the Commercial and Industrial Districts at the north end of Clare will be needed in order to serve those districts needs for employees and the types of jobs that will likely be created as a result of expansion at the north end. 50% percent of the City's population resides in Multi Family Residential areas however parcels currently zoned Multi Family Residential are far enough removed from the north end that the Planning Commission felt there is an additional need for that zoning closer to the north end development.

The second area designated as Special Use is the area west of Eberhart and South of Colonville Road. Chairman Clark had concern about the area being designated "Industrial" Special Use because there is a lake and ponds located on this property and it is a naturally scenic area. The Planning Commission is not in favor of designating that property for industrial purposes; the desire is to preserve green space and not merely use the ponds and lakes for runoff. Industrial use carries the highest impact rating on a property. The reason that McKenna identified the property as "Industrial" Special Use is because it would provide the Planning Commission greater latitude and flexibility in allowing other lower impact uses for that property such as Residential or Commercial.

Arthur Mullen of McKenna & Associates provided the following email as follow up to the September meeting discussions:

As of now, we've adjusted the use for the parcels behind the industrial south towards Dunlop to Industrial use; however, we have continued a line east-west across the property that splits the one large parcel into residential along Dunlop and Industrial to the north of the northern boundary of the residential properties along Dunlop. I wanted to make sure this was OK and would be acceptable to industrial folks. We're concerned about allowing Industrial land use to extend all the way south to Dunlop where someone could build an Industrial use adjacent to one of the residential properties.

A second question was confirming that we would rezone the large lake property south of the North Industrial Park to Special Use Industrial. Both Greg and I see that it will likely be developed for industrial, but the Special Use will make sure that any development "respects the land form". Also, by zoning it Industrial Special Use, less intensive uses (an office park or residential) could still be allowed.

The property east of Eberhart (abutting the airport) was changed to Industrial on the Future Land Use map. The Planning Commission determined that this area would be best suited for Industrial due to its proximity to the airport and the need for a buffer zone between air traffic and residential neighborhoods and to connect the airport to Industrial based customers.

The majority planning is focused on the north end of the City because of the new infrastructure and Industrial Park. The south end of the City will require a significant amount of work and investment before that area can be expanded.

The Draft Master Plan states that the "both the Police Department and the Fire Department share a Public Safety building at 207 W. Fifth Street between Beech and Maple Streets. This location is immediately adjacent to Clare Memorial Park in the center of Downtown. This utilitarian building is aging and is not an appropriate structure for one of the primary entrances into the City's Downtown district." While this facility is really not very old, the statement alludes to the fact that this corridor (and our other corridors) in to the City needs to be more inviting and aesthetically pleasing.

Moved by Commissioner Barnes second by Commissioner Acton to approve the updated Master Plan draft, to include the Future Land use Map, by adoption of Resolution 2016-011PC. Roll Call Vote, Ayes: Darren Acton, Steve Barnes, Glenda Carmoney, Josh Clark, Angie Cozat, Nick Wyman, Elaine Demasi, Brett Moser, and Jan Winter. Nays: None. Absent: None. *Motion approved.*

INTRACOMMISSION COMMUNICATIONS

The Planning Commission discussed the car show and increased downtown pedestrian traffic.

The Heavy Equipment Operator's Union that provided dirt work at the Recreation Complex had to pull out because they had other commitments. Most of the field work and drainage has been completed. A request for bids has been advertised for clearing, grubbing, seeding, topsoil removal, trail grading, and completing the stone trail however

this may not be the best time of year to request bids because most contractors are booked up and very busy at this time but it takes a solid year for grass to establish well enough to use the fields for soccer.

In 1986 there was significant flooding of the Tobacco River which caused a tremendous amount of silt to dump in Lake Shamrock creating islands in the Lake. The DNR also classified the lake as a "no wake lake" which allows weeds to grow. Lake Shamrock property owners voted to fund an engineering study to determine the best course of action to make the lake useable for recreational purposes.

The Depot Crowdfunding project was very successful raising more than \$41,000 during that event and MEDC is providing matching funds of \$25,000.

ADJOURNMENT

Moved by Commissioner Barnes and seconded by Commissioner Demasi to adjourn. Ayes: All. Nays: None. Absent: None. *Motion approved.* Meeting adjourned at 8:05 p.m.

Diane Lyon, City Clerk