

The regular meeting of the Clare City Planning Commission was called to order at 6:30 p.m. by Planning Commission Chair Jason Lowe, at Clare City Hall, Clare, Michigan. The Chair led the meeting with the Pledge of Allegiance. Present were: Commissioners Glenda Carmoney, Elaine Demasi, John Myers, Josh Clark, Jason Lowe, Stacy Pechacek and Nick Wyman. Absent: Angie Cozat & Brett Moser. Also, present were Jeremy Howard, City Manager; and Diane Lyon, City Clerk.

**APPROVAL OF CONSENT AGENDA:**

Moved by Commissioner Clark second by Commissioner Pechacek 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: Commissioners Glenda Carmoney, Elaine Demasi, John Myers, Josh Clark, Jason Lowe, Stacy Pechacek and Nick Wyman. Absent: Angie Cozat & Brett Moser. Nays: None. *Motion Carried.*

**PUBLIC COMMENT:** None.

**APPROVAL OF AGENDA:** \*approved by consent agenda.

**APPROVAL OF MINUTES:** \*approved by consent agenda.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

**A. TINY HOMES ORDINANCE 2021-006**

The City currently does not allow for tiny houses inside the city. There are a number of current ordinances that would prohibit the current placement of one inside the city including minimum size, tires and tongues on houses, hookups, etc.

A city resident has approached the city wanting to start a conversation regarding possibly changing our ordinances or creating a specific ordinance section allowing the placement of tiny homes in the city of Clare. Staff suggested that they start with a discussion at the Planning Commission level to gauge if there is any interest in amending the current ordinances or creating a special ordinance to allow tiny houses.

Discussion took place at the March, May, July, and August meetings of the Planning Commission after a presentation by the residents requesting this issue to be discussed. After further discussion at those meetings, the Planning Commission asked consultant Jill Bahm to look further into the topic and gather information to bring back to the Planning Commission for additional discussion. Jill has gathered that information which we have shared with the Commission. I recommend that the Commission allow her to present her most recent findings, continue the discussion and then either recommend adoption or rejection of the ordinance changes that will allow Tiny Homes in the City of Clare.

The Planning Commission discussed additional criteria to clarify the following:

- Roof pitch may be lower/flat on tiny homes.
- Require a front door facing the street; require a porch or steps on the front elevation.
- Prohibit metal and unfinished building materials.
- Adopt the International Building Codes.
- Require PC Site Plan review for homes less than 720 sf; under 400 sf shall comply with the newly adopted International Building Codes.
- All single-family homes should be on a foundation with no wheels and be comprised of high-quality building materials. They must be connected to city water and sewer.
- Foundations must be removed if a home is moved.
- Minimum dwelling size may be 300 sf and compliance with all building codes including the International Building Code is required.
- Allow tiny homes on existing lots of record that are currently deficient from R1 standards.
- The widest elevation of homes must face the street front to promote consistency along a block.

- Allow for accessory structures.

Tiny homes are not allowed to have an ADU on the lot. (An ADU must be a minimum of 420 sf and maximum of 35% of the total floor area of the principal dwelling or 1,000, whichever is less.) The Planning Commission has the option to modify the minimum sq ft in the future so that a tiny home could be used as an ADU. As it stands now, a Zoning Variance would be required.

The building inspector will be aware of how the home was built (if prebuilt) as they will see the water/sewer connections, utility connections, venting, etc.

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

Public Comment: Amy Shindorf and Gordy Risbridger thanked the Commission for their diligence in developing this ordinance and for all of the other work that they do as a volunteer board in this community.

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

Motion by Commissioner Pechacek second by Commissioner Carmoney to approve the Ordinance Amendment by adoption of Resolution 2021-018PC. Roll call vote: Roll call vote: Yeas: Commissioners Glenda Carmoney, Elaine Demasi, John Myers, Josh Clark, Jason Lowe, Stacy Pechacek and Nick Wyman. Absent: Angie Cozat & Brett Moser. Nays: None. *Motion Carried.*

**EXTENDED PUBLIC COMMENT:** None.

**COMMISSION DISCUSSION TOPICS:** The City Manager provided informational updates on the following topics: Marijuana Ordinance update with regard to odor containment; the barge for the Lake Shamrock Dredging project arrived today; and there has been a significant increase in Ordinance compliance related to blight issues now that the City has a dedicated code enforcement (CE) officer. The CE officer (Terry Acton) has been issuing 4-5 code enforcement letters per week. The CE officer will begin addressing violations of section 52-308, Vehicle storage and parking, of the City's Code as directed by the City Commission as there are a multitude of violations throughout the City because enforcement of this Code has been lax for many years.

**PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES:** \*Approved by Consent Agenda.

#### **ADJOURNMENT**

Moved by Commissioner Demasi second by Commissioner Clark to adjourn at 7:11 p.m. Roll call vote: Roll call vote: Yeas: Commissioners Glenda Carmoney, Elaine Demasi, John Myers, Josh Clark, Jason Lowe, Stacy Pechacek and Nick Wyman. Absent: Angie Cozat & Brett Moser. Nays: None. *Motion Carried.*

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Diane Lyon, City Clerk