

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, Angie Cozat, Josh Clark, Elaine Demasi, Jason Lowe, Brett Moser, Stacy Pechacek and Nick Wyman. Absent: John Myers. 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, Josh Clark, Angie Cozat, Elaine Demasi, Jason Lowe, Brett Moser, Stacy Pechacek and Nick Wyman. Absent: John Myers. 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. SITE PLAN REVIEW-SUPERIOR TITLE, FRED & LORI NEHRING

The City of Clare received a Site Plan Application from Fred & Lori Nehring to install a new monument sign and construct a 103' x 75' (7,725 square foot) cemented addition to the existing parking lot for Superior Title Company at 11210 N. Mission Rd., Clare, Michigan. The extended parking lot will serve to expand the facility's current parking capacity.

The proposed signage and parking lot expansion meets all requirements of existing City zoning codes.

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 notified all property owners within 300' of the building and published notice of the public hearing. 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 an informal staff review of the proposed construction on September 28, 2021 and unanimously recommended approval of the site plan.

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

Public Comment: None.

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

Motion by Commissioner Pechacek second by Commissioner Clark to approve the Site Plan by adoption of Resolution 2021-019PC. Roll call vote: Roll call vote: Yeas: Commissioners Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, Jason Lowe, Brett Moser, Stacy Pechacek and Nick Wyman. Absent: John Myers. Nays: None. *Motion Carried.*

B. SPECIAL USE REQUEST AND SITE PLAN REVIEW-GROUP CHILD CARE, BRENDA DAVIS

The City received a Special Use Permit Application and supporting documents from Brenda K. Davis to operate a group day care facility for no more than 12 children at the residence located at 1203 Park Street. Ms. Davis has a purchase agreement in place for the property and will complete closing on the property on or before October 15, 2021.

The proposed use by Ms. Davis 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.

City Staff reviewed the application and recommends approval of the requested permit.

The City has notified to property owners within a 300' radius of 1203 Park Street regarding the Special Use Permit and Site Plan 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 and Site Plan Application. Public notice regarding the Special Use Permit and Site Plan Application has been made by the City.

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

When asked about sufficient parking Brenda Davis offered that there is enough room for six vehicles in the driveway.

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

Public Comment: None.

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

Motion by Commissioner Clark second by Commissioner Carmoney to approve the Special Use Permit and Site Plan by adoption of Resolution 2021-020PC. Roll call vote: Roll call vote: Yeas: Commissioners Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, Jason Lowe, Brett Moser, Stacy Pechacek and Nick Wyman. Absent: John Myers. Nays: None. *Motion Carried.*

C. SITE PLAN REVIEW-BOLLE CONTRACTING AIRPLANE HANGAR LOT 106 & WEST ½ OF LOT 104

The City has received a site plan application and supporting documents from Bolle Contracting (Mr. Mark Bolle) to construct a new 4,800 square foot airplane hangar at the Clare Municipal Airport on Lot 106 & West ½ Of Lot 104. 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 hold 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 proposed hanger. The Planning Commission is asked to hold the requisite public hearing related to the site plan request and subsequently consider approving the site plan application.

The City Staff conducted an informal staff review of the proposed construction on September 28, 2021 and unanimously recommended approval of the site plan.

Since the Site Plan depicts a full bathroom and lounge area, Mr. Bolle was asked whether there is intent to use the hangar as an Air B&B or residence and whether

installation of utilities is normal in an airplane hangar. Mr. Bolle stated that the hangar will not be used as an Air B&B or residence; the lounge area is for relaxing after a flight. Airport Manager Gary Todd offered that utilities are a desirable feature in a hangar.

Mr. Bolle will commence construction when materials become available.

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

Public Comment: None.

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

Motion by Commissioner Clark second by Commissioner Moser to approve the Site Plan by adoption of Resolution 2021-021PC. Roll call vote: Roll call vote: Yeas: Commissioners Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, Jason Lowe, Brett Moser, Stacy Pechacek and Nick Wyman. Absent: John Myers. Nays: None. *Motion Carried.*

D. SITE PLAN REVIEW-J&J 327, AIRPLANE HANGAR LOT 202

The City has received a site plan application and supporting documents from J&J 327 (Mr. Jay Hoffman) to construct a new 3,600 square foot airplane hangar at the Clare Municipal Airport on Lot 202. 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 hold 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 proposed hangar. The Planning Commission is asked to hold the requisite public hearing related to the site plan request and subsequently consider approving the site plan application.

The City Staff conducted an informal staff review of the proposed construction on September 28, 2021 and unanimously recommended approval of the site plan.

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

Public Comment: None.

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

Motion by Commissioner Wyman second by Commissioner Moser to approve the Site Plan by adoption of Resolution 2021-022PC. Roll call vote: Roll call vote: Yeas: Commissioners Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, Jason Lowe, Brett Moser, Stacy Pechacek and Nick Wyman. Absent: John Myers. Nays: None. *Motion Carried.*

EXTENDED PUBLIC COMMENT: None.

COMMISSION DISCUSSION TOPICS:

Lake Shamrock Dredging: The barge is here and the City is ready to start the dredging process however we are waiting for EGLE to ok the new spoils location at Marv Heintz'

property west of the city. A suggestion was made to fill in the low area at Cherry Grove Cemetery with the spoils. While the spoils containers are not porous, there will likely be some spillage during transit to the dump site.

Marijuana Ordinance Amendment: The city attorney & city staff are working on updating the marijuana ordinances to amend the odor restrictions; the ordinance amendments will be coming to the Planning Commission for their recommendation.

City's First Tiny Home: Amy Shindorf and Gordy Risbridger's tiny home is scheduled to be delivered tonight.

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

ADJOURNMENT

Moved by Commissioner Clark second by Commissioner Wyman to adjourn at 7:17 p.m.
Roll call vote: Roll call vote: Yeas: Commissioners Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, Jason Lowe, Brett Moser, Stacy Pechacek and Nick Wyman.
Absent: John Myers. Nays: None. *Motion Carried.*

Diane Lyon, City Clerk