

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 6:30 p.m. by Commission Vice-Chair Darren Acton, who led the Pledge of Allegiance. Present were: Commissioners Darren Acton, Elaine Demasi, Brett Moser, Glenda Carmoney, Jason Lowe, Nick Wyman and Kristin Heintz. Absent: Josh Clark and Angie Cozat. Also present were Ken Hibl, City Manager; and Diane Lyon, City Clerk.

APPROVAL OF AGENDA:

Moved by Commissioner Demasi second by Commissioner Wyman to approve the agenda. Ayes: All. Nays: None. Absent: Josh Clark and Angie Cozat. *Motion approved.*

APPROVAL OF MINUTES:

Moved by Commissioner Carmoney second by Commissioner Lowe to approve the meeting minutes. Ayes: All. Nays: None. Absent: Josh Clark and Angie Cozat. *Motion approved.*

UNFINISHED BUSINESS: None.

NEW BUSINESS:

SITE PLAN PROPOSAL – HERRICK HOUSE – MULBERRY CAFE

The City of Clare has received a site plan application from the owner of The Herrick House & Mulberry Café to construct a 374 square foot addition on the east side of the existing commercial building located at 120 East Fifth Street in Clare. The proposed layout plan and architectural drawings have been provided. The primary use of the proposed addition is for cold and dry storage and kitchen prep space.

The City Staff conducted a review of all the aforementioned plans with Mr. James Bond, the builder of the proposed addition, on October 18th. The Staff determined the proposed plans and development meet or exceed the City's current zoning and building requirements, including setback requirements. The City Staff offers its full endorsement of the project and unanimously recommends the Planning Commission approve the site plan as proposed.

The Clare Downtown Development Authority reviewed the proposed plans and new development at its scheduled meeting on October 6th and unanimously endorsed and recommended approval of the proposed expansion.

The City Planning Commission is the City's approval authority of the proposed 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 mailed.

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. To date the City has not received any verbal or written comments opposing the proposed development.

Subsequent to the hearing, the Planning Commission will be asked to formally consider the site plan and render a decision in respect to approval or disapproval.

Mary Ann Shurlow and James Bond were present to answer questions of the Planning Commission. Mr. Bond offered that the project timeline for completion is six weeks and they wish to start construction the first week of November. The façade will match existing. There will likely be no disruption to service although product deliveries will require the use of another entrance for a short time.

Motion by Commissioner Acton second by Commissioner Moser to open the public hearing. Ayes: All. Nays: None. Absent: Josh Clark and Angie Cozat. *Motion approved.*

Public Comment: None.

Motion by Commissioner Wyman second by Commissioner Heintz to close the public hearing. Ayes: All. Nays: None. Absent: Josh Clark and Angie Cozat. *Motion approved.*

Motion by Commissioner Heintz second by Commissioner Wyman to approve the Site Plan Application by adoption of 2017-028PC. Roll call vote: Ayes: Darren Acton, Elaine Demasi, Brett Moser, Glenda Carmoney, Jason Lowe, Nick Wyman and Kristin Heintz. Nays: None. Absent: Josh Clark and Angie Cozat. *Motion approved.*

INFORMATIONAL ITEMS: None.

PUBLIC COMMENT: None.

INTRACOMMISSION COMMUNICATIONS:

Commissioner Demasi requested that the Ordinance amendment discussion pertaining to limitations on medical marihuana facilities operations be considered as the first item on the agenda for discussion at the next meeting.

Some Commissioners wish to take immediate action to limit the number and/or types of medical marihuana facilities allowed to operate within the city, however, all Ordinance amendments have specific notice and procedural requirements. Construction of or Operation of medical marihuana facilities that have not already been approved also have public notice and procedural requirements. Currently, the areas available for medical marihuana operations are limited by zoning. If a property must be rezoned to accommodate a medical marihuana facility it would take a minimum of 30 days to process due to public notice and hearing requirements for the Planning Commission and City Commission. If the rezoning request is approved, Special Use application(s) and Site Plan application(s) require a minimum 15 day public notice.

ADJOURNMENT

Moved by Commissioner Heintz second by Commissioner Wyman to adjourn. Ayes: All. Nays: None. Absent: Josh Clark and Angie Cozat. *Motion approved.*

Meeting adjourned at 7:06 p.m.

Diane Lyon, City Clerk