

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, Jason Lowe, John Myers and Stacy Pechacek. Absent: Brett Moser and Elaine Demasi. Nick Wyman arrived at 6:33 pm. 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, Jason Lowe, John Myers, and Stacy Pechacek. Absent: Brett Moser and Elaine Demasi. 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-504 RIVERSIDE DRIVE TINY HOME-AMY SHINDORF AND GORDON RISBRIDGER

the Planning Commission completed their final review of Ordinance 2021-006 at the meeting of September 8, 2021 and provided a recommendation to the Clare City Commission to approve the tiny homes Ordinance by adoption of Resolution 2021-018PC. The City Commission was asked at its meeting of September 20, 2021 whether it desired to adopt the proposed ordinance amendment and if so to commence the process for ordinance adoption. The City Commission held a public hearing and directed the First Reading of the Ordinance at that meeting. At their meeting on October 4, 2021 the City Commission directed the Second Reading of the Ordinance and then unanimously passed the ordinance as drafted. The ordinance went into effect on November 7, 2021.

The City of Clare has now received a site plan request, per the ordinance requirement, from Amy Shindorf and Gordon Risbridger to install a new tiny house at 504 Riverside Drive, Clare, Michigan.

The proposed design and building meet all requirements of existing City Zoning Codes and is in line with the newly adopted ordinance as drafted by the Planning Commission and adopted by the City Commission.

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 proposed location of the tiny house and published notice of the public hearing. 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 November 4, 2021 and unanimously recommended approval of the site plan.

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

Public Comment: Amy Shindorf and Gordon Risbridger thanked the Planning Commission for the hard work put in to drafting the tiny home Ordinance.

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

Motion by Commissioner Carmoney second by Commissioner Pechacek to approve the Site Plan by adoption of Resolution 2021-023PC. Roll call vote: Roll call vote: Yeas: Commissioners Glenda Carmoney, Josh Clark, Angie Cozat, Jason Lowe, John Myers, Stacy Pechacek and Nick Wyman. Absent: Brett Moser and Elaine Demasi. Nays: None. *Motion Carried.*

B. SITE PLAN APPLICATION-604 N. MCEWAN ST. - DOHERTY HOTEL PATIO PAVILION

The City of Clare received a site plan request from the Doherty Hotel to build an open side pavilion over their outdoor patio at 604 North McEwan, Clare, Michigan. It will replace the temporary tent that is currently in place and will be located inside of the existing fenced in patio area. The proposed pavilion 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 request and subsequently consider approving the site plan application.

City Staff conducted an informal staff review of the proposed construction on November 4, 2021 and unanimously recommended approval of the site plan.

Contractor Ben Howdysshell intends to complete the project this year if he is able to get the building supplies needed for the project.

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

Public Comment: None.

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

Motion by Commissioner Wyman second by Commissioner Cozat to approve the Site Plan by adoption of Resolution 2021-024PC. Roll call vote: Roll call vote: Yeas: Commissioners Glenda Carmoney, Josh Clark, Angie Cozat, Jason Lowe, John Myers, Stacy Pechacek and Nick Wyman. Absent: Brett Moser and Elaine Demasi. Nays: None. *Motion Carried.*

C. MASTER PLAN UPDATE

The City's Comprehensive Master Plan was completed in 2016 with the assistance of McKenna; the review and update of the Master Plan is required every five years by state law.

The City's Planning Commission, the Downtown Development Authority, and the Clare City Staff were tremendously pleased and satisfied with the resultant products developed by McKenna and found the firm's staff to be tremendously knowledgeable, highly professional, extremely efficient, and totally responsive to the City's needs, requests, and requirements in developing the finished products for the City for the last Master Plan review and update. Consequently, we contacted McKenna to again assist us in updating our current Master Plan and asked them to provide an outline of work as well as the cost.

Based on our familiarity with McKenna and theirs with us and the known steep learning curve that would be associated with bringing in a new consultant to accomplish this work for us – not to mention the anticipated additional costs – the City is excited to move forward with McKenna.

Brian Keeseey, Senior Principal Planner and GIS Manager with McKenna and Nani Wolf, Assistant Planner, presented a plan of action/schedule to the Planning Commission and provided “homework” in the form of an Action Item Status Worksheet for the Commissioners to complete and bring with them to the December 8 meeting. The point of the homework is to help determine what the new key assets are and what are the challenges the city is facing (over the past five years), and where does the city see itself in 10 years.

Planning Commissioners were very open in presenting a number of areas to work on in updating the MP. Some of the areas that should be addressed are the gateways into the city, a rental program, code enforcement, lighting gap north of the DDA district, and a roundabout on the north end of the city.

The Planning Commission desire individual conversations to take place with key stakeholders in addition to holding a group forum with key stakeholders for input. Suggestions for key stakeholders are MMDC, DDA, MidMichigan Health, Clare Public Schools, Parks & Recreation, IDC, the Rogers Group, NorthTen, Jim Paetschow, Mark Bolle, Marvin Heintz, and others in the community. The City Clerk will compile a list of the city’s key stakeholders using prior Master Plan forum lists as a template.

D. DISCUSSION ON NEWLY ADOPTED SIGN ORDINANCE-ZBA APPROVED DIMENSIONAL VARIANCE FOR SIGN HEIGHT & SIZE

The Planning Commission recently spent a significant time at numerous meetings creating a completely new sign ordinance for the City of Clare. That ordinance went into effect May 18, 2021. Shortly thereafter the Planning Commission approved the site plan for Peterbilt to be built at the corner of Colonville and Rebak on the North end of Clare. Peterbilt requested a sign that is 80 feet tall and approximately 300 square feet in the site plan however the Planning Commission approved the site plan, with the condition that the sign meet the requirements of the newly adopted ordinance. At that meeting, the applicant announced that they would consider an appeal to the ZBA for a variance on the sign.

Last month Peterbilt did indeed submit a ZBA dimensional variance request for the height and size of their sign. A ZBA meeting was scheduled and held on October 25, 2021. The City recommended a denial based on the fact that the Planning Commission and City Commission had just implemented the new ordinance. After a fair amount of discussion, the ZBA, which includes both a member of the Planning Commission and of the City Commission, a motion was made to accept the variance request and allow Peterbilt to construct a sign that is 80 feet tall (vs 30 feet) and 318 square feet in area (vs 120 square feet). This motion passed 3-1.

After the variance request was approved, the ZBA requested that the Planning Commission have a discussion regarding the heights that are proposed in the overlay zone north of the expressway to determine whether they should consider changing the ordinance to allow for taller signs in that area (ie. So many feet from the freeway and a maximum height using a sea level measurement as a top mark, etc.) At this time there is no way to know if or when or what type of further development may occur in the area north of the freeway or even south of the freeway behind Culvers.

Following tonight’s discussion, if there is desire to consider changing the ordinance, additional conversations will take place between the Planning Commission and staff to finalize a draft ordinance to facilitate a change. The Planning Commission would then make a recommendation for approval or denial to the City Commission and a final decision would be made by the City Commission. Another option is to wait and see if we receive additional requests for taller signs in future developments. Those would again have to be addressed by the ZBA, but that would provide clear direction to the Planning Commission that this is an ordinance that needs further review and possible tweaking.

Following discussion, the Planning Commission favored language that includes height limitations based on a sea level aspect, include language regarding specific distances from the highway, and possibly amend the overlay district. At this time, the Planning Commission determined that they will wait and see whether Peterbilt's sign appears to be out of place.

EXTENDED PUBLIC COMMENT: None.

COMMISSION DISCUSSION TOPICS:

Lake Shamrock Dredging: Dredging has again been delayed due to EGLE. EGLE determined that the property proposed for depositing spoils is in the 100-year flood zone. However, only one corner touches the 100-year flood zone and the property is at least 30' above the height of the riverbank.

Veteran's Memorial Park Statue Unveiling: Stacy Pechacek announced that Representative Wentworth would speak at an unveiling of a Desert Storm Veteran statue at 11:11am in Veteran's Memorial Park in Harrison on November 11.

Memorials for Darren Acton & Ben Walters: Nick and Joy have been working with Clare County Friends of Parks & Recreation to create a fundraising mechanism for memorial benches for former Planning Commissioners Darren Acton & Ben Walters. The Friends group will meet on November 23 to approve setting up an account for donations. Fundraising will begin shortly after approval in December and will continue collection until February unless a capped amount is set for fundraising and that amount is met earlier or additional funds could be used on upgrades to the benches (such as black granite, etchings, etc.)

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

ADJOURNMENT

Moved by Commissioner Clark second by Commissioner Myers to adjourn at 8:29 p.m. Roll call vote: Roll call vote: Yeas: Commissioners Glenda Carmony, Josh Clark, Angie Cozat, Jason Lowe, John Myers, Stacy Pechacek and Nick Wyman. Absent: Brett Moser and Elaine Demasi. Nays: None. *Motion Carried.*

Diane Lyon, City Clerk