

The regular meeting of the Clare City Planning Commission was conducted via remote attendance in compliance with the Michigan Open Meetings Act and was called to order at 6:34 p.m. by Planning Commission Chair Jason Lowe, who led with the Pledge of Allegiance. Present were: Commissioners Darren Acton, Elaine Demasi, Glenda Carmoney, Jason Lowe, Angie Cozat, Brett Moser, Stacy Pechacek and Nick Wyman. Absent: John Myers. Also present were Jeremy Howard, City Manager; and Diane Lyon, City Clerk.

Rules for Public Comment during the conduct of a remote electronic meeting was read to the audience by Clerk Lyon.

APPROVAL OF CONSENT AGENDA:

Moved by Commissioner Acton second by Commissioner Demasi to approve the Consent Agenda as amended (consideration of new business prior to unfinished business) 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 Darren Acton, Glenda Carmoney, Angie Cozat, Elaine Demasi, Jason Lowe, Brett Moser Stacy Pechacek and Nick Wyman who arrived prior to the start of new business discussion. Absent: John Myers. *Motion Carried.*

PUBLIC COMMENT: None.

APPROVAL OF AGENDA:

*approved by consent agenda.

APPROVAL OF MINUTES:

*approved by consent agenda.

NEW BUSINESS:

A. SITE PLAN REVIEW AND SPECIAL USE REQUEST-202 WEST STATE STREET

The City has received a Rezoning Request and Site Plan Application including supporting documents from Dr. Kristin Heintz to allow her to move her business from its current location to an existing residential house at 202 West State Street for a use as Chiropractic office.

Dr. Heintz has completed both the required Rezoning Request application form and the Site Plan Application with supporting documents. The City Staff met with the applicant on November 5th and reviewed the site plan application and rezoning request. The request to rezone the property from Residential to Commercial was looked at by staff and determined that it did meet the criteria for rezoning. The future land use map has the parcel and surrounding area moving to Commercial in the future. In addition, directly across the street is another Commercial use (Ten Sixteen Recovery) so it does fit into the neighborhood.

The proposed site plan meets the City's minimum zoning and building code standards and requirements. Existing buffer fencing is in place and Kristen intends to put landscaping along the fence for additional screening and other landscaping on the property to approve the aesthetics. The Staff recommends approval of the site plan and the rezoning of the parcel from residential to commercial.

Prior to consideration, deliberation, and decision regarding this matter, the Planning Commission is required to hold a public hearing related to the site plan application and rezoning request; Proper notice regarding applications has been made by the City. To date the City has received no stated objections to the proposed use.

The approval authority for all ordinance changes in the City is the Clare City Commission. But in matters related to Chapter 52 (Zoning), the City Planning Commission is required to provide a formal recommendation(s) to be considered by the City Commission in its discussions regarding the proposed ordinance change(s).

Subsequent to the respective hearing, the Planning Commission is asked to formally consider the Site Plan and Rezoning Request and to render a decision in respect to approval or disapproval. If approved, the rezoning recommendation will be forwarded to the City Commission for consideration.

Motion by Commissioner Pechacek second by Commissioner Carmoney to open the public hearing. Roll call vote: Yeas: Commissioners Darren Acton, Glenda Carmoney, Angie Cozat, Elaine Demasi, Jason Lowe, Brett Moser, Stacy Pechacek and Nick Wyman. Absent: John Myers. *Motion Carried.*

Public Comment: None.

Motion by Commissioner Moser second by Commissioner Pechacek to close the public hearing. Roll call vote: Yeas: Commissioners Darren Acton, Glenda Carmoney, Angie Cozat, Elaine Demasi, Jason Lowe, Brett Moser, Stacy Pechacek and Nick Wyman. Absent: John Myers. *Motion Carried.*

Dr. Heintz presented an overview of the site plan to include placement of the handicap ramp on the east side of the property, landscaping to provide for a 75% coverage barrier from neighboring rental properties, signage, and parking for staff in the existing driveway and on-street parking for customers with typically no more than four customers receiving service at the business at any given time.

Motion by Commissioner Pechacek second by Commissioner Demasi to approve the Site Plan application and support for the Rezoning Request by adoption of Resolution 2020-024PC. Roll call vote: Yeas: Commissioners Darren Acton, Glenda Carmoney, Angie Cozat, Elaine Demasi, Jason Lowe, Brett Moser, Stacy Pechacek and Nick Wyman. Absent: John Myers. *Motion Carried.*

UNFINISHED BUSINESS:

B. ORDINANCE 2020-010- SIGN ORDINANCE REVISION

At the September 9th meeting, the Planning Commission was presented with revisions to the current sign ordinance for the City of Clare. At that meeting, Planning Commissioners were asked to provide feedback and recommendations for amendments to the proposed ordinance amendment. At the next meeting held on October 14th the Planning Commission was scheduled to hold a public hearing and make a recommendation to the City Commission regarding the adoption of the ordinance revision. After further discussion, it was determined that additional revisions were needed.

Jill Bahm of Giffels Webster provided an updated memo outlining the changes recommended by the Planning Commission, City Attorney, and City Staff after the last Planning Commission Meeting and was present at tonight's meeting to provide an overview of the new provisions within the proposed Ordinance amendment.

The Planning Commission was asked to provide further clarification and recommendations regarding the ordinance in order to allow the City to proceed with the approval process for the ordinance, e.g., public notice, schedule requisite public hearings, etc.

Commissioners provided the following recommendations: Provide sign type definitions; Electronic signs-define nits, refine auto-dimming requirements, allow 50% of the allowable sign area to be electronic, allow 30 second message intervals, and allow video play and screen transition movement; Pole signs-allow up to 20' pole signs in the neighborhood commercial district, as defined on the city's Future Land Use Map, from the DDA north to the Tobacco River Bridge; allow pole signs up to 40' in C2 commercial districts which lie in the northern section of the city, extending from the Tobacco River Bridge north to the city limits; high-rise signs-allowed in the overlay zone defined as the Regional Commercial zone identified on the city's Future Land Use Map north of the Tobacco River; and allow ground signs up to 8' in all commercial districts outside the DDA.

EXTENDED PUBLIC COMMENT: None.

COMMISSION DISCUSSION TOPICS: Commissioner Carmoney recommended restriping Colonville Road west of North Clare Avenue to Eberhart Avenue. CM Howard informed the Commission that the City recently took ownership of the roadways (Rebak Way and Consumer's Energy Parkway) within Clare Commons and as such the city may

be able to include the restriping of Colonville Road with the striping of the new roadways in Clare Commons since those Rebak Way and Colonville Road meet at the south end of Clare Commons.

APPROVAL OF PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES:

*approved by consent agenda.

ADJOURNMENT

Moved by Commissioner Demasi second by Commissioner Carmoney to adjourn at 8:31 p.m. Roll call vote: Yeas: Darren Acton, Glenda Carmoney, Angie Cozat, Elaine Demasi, Jason Lowe, Brett Moser John Myers, Stacy Pechacek, and Nick Wyman. Absent: John Myers. Nays: None. *Motion Carried.*

Diane Lyon, City Clerk