

The regular meeting of the Clare City Planning Commission was called to order in the City Commission Chambers, at 6:30 p.m. by Chair Dave Prawdzik who led the Pledge of Allegiance. Present were: Commissioners Darren Acton, Glenda Carmoney, Josh Clark, Elaine Demasi, Jack Hofweber, John Kline, Dave Prawdzik, and Jan Winter. Absent: Ben Walters and. Also present were Pat Humphrey, Mayor; Steve Kingsbury, Acting City Manager; and Diane Lyon, City Clerk.

**APPROVAL OF MINUTES:**

Moved by Commissioner Winter second by Commissioner Demasi to approve the minutes of November 20, 2013. Ayes: All. Nays: None. Absent: Ben Walters. *Motion approved.*

**APPROVAL OF AGENDA:**

Moved by Commissioner Carmoney second by Commissioner Acton to approve the agenda. Ayes: All. Nays: None. Absent: Ben Walters. *Motion approved.*

**PUBLIC COMMENT:** None.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**Proposed Zoning of CNG and City Property**

The City received a site plan application from Northern Dry Bulk, Inc. to construct a new 24,800 square foot steel building on industrial zoned property located on Industrial Parkway in the City's southern Industrial Park. The City Planning Commission is approval authority for the site plan.

The building will be used for pelletizing compressed Styrofoam blocks for use in insulation and other products.

The City's Staff Site Plan Review comprised of the City's Department Heads met on Monday, November 25, 2013, to review the proposed site plan to ensure that the plan meets the standards and criteria of the City's Ordinance Codes. The Review Committee considered the proposal and unanimously recommended approval of the proposed construction.

The Clare Industrial Development Corporation (IDC) who is responsible for oversight and development of the City's industrial park met on Tuesday, November 19th and unanimously recommended approval of the site plan proposal.

Approval of this site plan will directly benefit the City and the various Isabella County taxing authorities as the tax valuation of the property will be increased.

Prior to formal discussion and consideration of the proposed plan, the Planning Commission is required to hold a public hearing related to the proposed site plan. The public notice regarding the site plan application has been made. To date the City has received no stated objections to the proposed construction.

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.

Moved by Commissioner Acton second by Commissioner Hofweber to open a public hearing. Ayes: All. Nays: None. Absent: Ben Walters. *Motion approved.*

**PUBLIC COMMENT:** None.

Moved by Commissioner Kline second by Commissioner Demasi to close the public hearing. Ayes: All. Nays: None. Absent: Ben Walters. *Motion approved.*

Ron Kunse was present as a representative for Northern Dry Bulk to answer questions of the Commission.

Commissioner Kline asked if there is enough of a water supply to accommodate the needs of the facility. The discussion regarding water supply came up during the staff site plan

review and Tom Kunse stated that there is ample water for their needs; water usage will be minimal at the facility.

Commissioner Hofweber noted that there is an encroachment on the southeast corner lot line. This is due to the location of the proposed structure on the property and the curvature of Industrial Drive. Ron Kunse stated that the north side of the property will provide trailer parking. While the building does extend 12' beyond the property boundary line it is still located 63' from the curb. This issue was not addressed during the staff site plan review. Steve Kingsbury will review the Industrial Zoning Ordinance Codes for setback requirements and provide a written response to the Planning Commission.

Moved by Commissioner Winter second by Commissioner Kline to approve the site plan application by adoption of Resolution 2013-011PC with the stipulation that the setback requirements are reviewed and the building site is within the tolerances of zoning requirements. Ayes: All. Nays: None. Absent: Ben Walters. *Motion approved.*

#### **INTRA-COMMISSION COMMUNICATIONS:**

Economic Development Association Meeting: City staff went to Chicago on November 20, 2013, to meet with EDA officials for a mandatory meeting regarding requirements for the new industrial park infrastructure grant. A Request for Qualifications (RFQ) is required for the engineering portion of the project. The RFQ has been published and distributed as required and the deadline for submission is December 30. We expect construction of the park to be completed by late 2015-early 2016.

Consumers Energy: The City will be closing on the sale of property (20 acres) in the proposed northern industrial park to Consumer's Energy on December 20, 2013. They expect to have the facility completed and in use by early 2015. Once they move into that facility, their downtown facility will become vacant.

Commissioner Hofweber offered that the downtown Consumer's facility was the most desired relocation site for the Depot at one time and wondered if it would still be possible to move the Depot to that location. There are multiple circumstances that come into play which make that choice less attractive; First of all monies have already been spent to acquire property to house the depot, raze the buildings that were on site, and conduct an environmental review of the property. Second, we received two grants (Gerstacker Foundation & Dow Foundation) that came with the stipulation that the Depot be moved this fall (we asked to extend the deadline to next spring). Consumer's won't be moving from the downtown facility until spring/summer 2015. Third, once Consumer's has moved an environmental assessment will be required which costs money and time. Commissioner Winter added that the Depot Committee determined that 4<sup>th</sup> & Beech Street site is a good location for the Depot because it will allow train service without impeding traffic on McEwan Street and because of the proximity to the City Park and the Public Safety Building.

Depot Rehabilitation Project: The Depot Committee now has enough money to move the depot and will do so in early spring 2014. We did not receive a Community Development Block Grant (CDBG) likely due to the fact that it required a fairly significant match in order to be competitive for a Downtown Infrastructure Grant (DIG).

Joint Commission Meeting: Mayor Pat Humphrey requested a joint meeting of the Planning Commission and City Commission for the purpose of discussing the future vision of the City. Mayor Humphrey and Chairman Prawdzik will meet to determine an agenda and date for the joint meeting.

Skate Board Park: Commissioners Winter and Acton were approached by a group of local youths concerned about the future location of the skate board park as it is presently set-up in the future Depot Site. The group will be presenting before the Parks and Recreation Advisory Board at a future meeting and Commissioners Acton and Winter are providing backup support for the group.

**ADJOURNMENT** - Moved by Commissioner Demasi and seconded by Commissioner Winter to adjourn. Ayes: All. Nays: None. Absent: Ben Walters. *Motion approved.* Meeting adjourned at 7:13 p.m.