

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 Chair Josh Clark who led the Pledge of Allegiance. Present were: Commissioners Darren Acton, Josh Clark, Glenda Carmony, Angie Cozat and Nick Wyman. Absent: Steve Barnes, Elaine Demasi, Brett Moser, and Jan Winter. Also present were Ken Hibl, City Manager; Stacy Pechacek, Deputy City Clerk and Mark Bolle, site plan applicant.

APPROVAL OF AGENDA:

Moved by Commissioner Acton second by Commissioner Wyman to approve the agenda. Ayes: All. Nays: None. Absent: Steve Barnes, Elaine Demasi, Brett Moser, and Jan Winter. *Motion approved.*

APPROVAL OF MINUTES:

Moved by Commissioner Carmony second by Commissioner Cozat to approve the November 30, 2016 meeting minutes. Ayes: All. Nays: None. Absent: Steve Barnes, Elaine Demasi, Brett Moser, and Jan Winter. *Motion approved.*

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

A. SITE PLAN – BOLLE CONTRACTING

Bolle Contracting, LLC has submitted a site plan application to construct a 1,920 square foot addition to an existing building located at 406 E. Fourth Street owned by Mr. Richard Bolle and to concurrently remodel the front of the building. The City of Clare Planning Commission is the City's approval authority for the site plan.

City Staff conducted a comprehensive review of the site plan on December 8, 2016 and determined that the proposed addition meets all the current zoning requirements of the City. At the conclusion of the staff review they unanimously recommended that the Planning Commission approve the proposed site plan.

The Planning Commission is required to conduct a public hearing to receive comment related to the site plan. The City has published a public notice of the site plan proposal. To date the City has received no formal comment or correspondence related to the proposed development.

Prior to the conduct of the public hearing, the City Staff will introduce the site plan and offer the Bolle Contracting representative an opportunity to provide any additional details related to the proposed addition. Subsequent to the presentation, the Planning Commission is asked to conduct the required public hearing and then discuss, consider and render a decision regarding the site plan.

Mr. Bolle recapped his intent for the property at 406 E. Fourth Street. He indicated that primary use of the addition would be for cold storage. The front of the exterior will be updated with new window, doors and brick. Detailed façade plans are underway.

Commissioner Carmony moved to open public hearing/comment second by Commissioner Wyman. Ayes: Darren Acton, Josh Clark, Glenda Carmony, Angie Cozat and Nick Wyman. Nays: None. Absent: Steve Barnes, Elaine Demasi, Brett Moser, and Jan Winter. *Motion approved.*

Public Comment: None.

Commissioner Carmony moved to close public hearing/comment second by Commissioner Cozat. Ayes: Darren Acton, Josh Clark, Glenda Carmony, Angie Cozat and Nick Wyman. Nays: None. Absent: Steve Barnes, Elaine Demasi, Brett Moser, and Jan Winter. *Motion approved.*

Commission Discussion:

The commission briefly discussed the merits of the alterations to the building located at 406 E. Fourth Street. Mr. Bolle stated that currently there was an apartment in the upper level of the existing building and that in the lower portion of the existing building he planned to remodel with office space and conference rooms.

Motion by Commissioner Acton second by Commissioner Wyman to approve Bolle Contracting Site Plan by adoption of 2016-019PC. Roll Call Vote: Ayes: Darren Acton, Josh Clark, Glenda Carmoney, Angie Cozat and Nick Wyman. Nays: None. Absent: Steve Barnes, Elaine Demasi, Brett Moser, and Jan Winter. *Motion approved.*

PUBLIC COMMENT: None.

INTRACOMMISSION COMMUNICATIONS:

CMU Strategic Planning Session: Mr. Hibl thanked Commissioner Acton for his attendance at a Strategic Planning Session conducted by Central Michigan University. The merits of the session were briefly discussed with the commission.

5th Street Auto Fire: Mr. Hibl noted that there was a fire within the city limits on Saturday, December 10th at 5th Street Auto, located at 213 E. Fifth Street. The property owner was insured. At present it is unclear whether the building can be salvaged or whether it will need to be torn down.

Medical Marijuana Dispensary: Mr. Hibl informed the board that the city had been contacted by a medical marijuana company interested in conducting business in Clare. Mr. Hibl indicated that he had no further information, and was unsure if this was a legitimate interest of the company. He stated that he would report to the board when and if he had further details.

ADJOURNMENT

Moved by Commissioner Wyman second by Commissioner Carmoney to adjourn. Ayes: All. Nays: None. Absent: Steve Barnes, Elaine Demasi, Brett Moser, and Jan Winter. *Motion approved.* Meeting adjourned at 6:44 p.m.

Stacy B. Pechacek, Deputy City Clerk