

AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners
FROM: Diane Lyon, City Clerk
DATE: August 3, 2023
RE: *Communications

For the Agenda of August 7, 2023

***Note: This is a Consent Agenda item and is considered as routine by the City Commission. As such, this matter shall be automatically enacted by one motion with all other Consent Agenda items unless a Commissioner or citizen requests this item be individually discussed, in which event it shall be removed from the Consent Agenda and considered and acted upon in its designated sequence on the approved Clare City Commission agenda of August 7, 2023.**

FOIA Requests & Responses: The most recent FOIA requests and responses are attached for information. Multiple requests for GOP fight at the Doherty, Attorney Cy Winer, Ray McCall, and PZR Sims & Alves.

Site Plans, Special Use Permits, Variance Requests & Public Notices:
°Bishop Automotive Site Plan-1,687sf addition & façade improvement.

Attachments. As noted above.

Diane Lyon

Subject: FW: PZR Ref #'s 1-6

From: Sims, Alexandra <Alexandra.Sims@pzs.com>

Sent: Thursday, July 13, 2023 4:30 PM

To: Jim Chapman <JChapman@cityofclare.gov>

Subject: PZR Ref #'s 1-6

Good afternoon,

I hope this email finds you well. I am reaching out to verify how we can submit a request for copies of any open or unresolved fire code violations on file for a property we are doing research on. If you do not do fire inspections or provide copies, please advise.

Thank you,

Mrs. Alex Sims

Information Specialist

P: (405)546-4397 | F: (405)563-7882 | Learn about [LightBox](#) & [PZR](#)

1300 S. Meridian Ave., Suite 400 OKC, OK 73108

LIGHTBOX | PZR

Diane Lyon

Subject: FW: New submission from Request for Examination or Copy of Records (FOIA)

From: dlyon@cityofclare.gov <dlyon@cityofclare.gov>

Sent: Thursday, July 13, 2023 4:26 PM

To: Diane Lyon <DLyon@cityofclare.gov>

Subject: New submission from Request for Examination or Copy of Records (FOIA)

Requestor Information

Name

Helena Alves

Date of Birth

07/13/2023

Street Address

1300 S Meridian Ave Suite 400

City

OKC

State

OK

Zip Code

73108

Daytime Phone:

(405) 546-4353

Email

helena.alves@pzs.com

Request Information

Date/Time of Incident:

N/A

CPD Comp #:

N/A

Type of Incident:

N/A

Location of Incident:

N/A

I am requesting the following record(s):



202 West Fifth Street, Clare, Michigan 48617
www.cityofclare.org
phone: (989) 386-7541 fax: (989) 386-4508

July 18, 2023

Alexandra Sims and Helena Alves
1300 S. Meridian Ave, Ste. 400
OKC PL 73108

P: (405)-546-4397 and (405) 546-4353
E: Alexandra.sims@pzs.com & Helena.alves@pzs.com

RE: Freedom of Information Act ("FOIA") Request Response

Your request for public record(s) under the Michigan Freedom of Information Act ("FOIA"), dated July 13, 2023, and received July 17, 2023, for the following records is acknowledged: **Unresolved or open fire code and zoning violations, building code violations, certificates of occupancy, and site plans on parcel 051-081-014-00 at 202 North McEwan Street, Clare.**

Your request for information is hereby **Granted in Part. A copy of the fee schedule and all available records are attached.**

The City of Clare's FOIA Procedures and Guidelines and Summary are available for review on our website at www.cityofclare.org.

If your FOIA request has been denied in whole or in part, you may do one of the following at your option:

- (1) Commence an action in the circuit court to compel disclosure of the public records or information within 180 days after the governmental unit's final determination to deny your request. If the circuit court orders disclosure of all or a portion of the public record or information, you have the right to receive reasonable attorney's fees, costs, and disbursements. If the circuit court determines that the governmental unit arbitrarily and capriciously denied your request, you also have the right to receive punitive damages in the amount of \$500.00. Please see MCL 12.231 *et seq.* for further information on the Freedom of Information Act.
- (2) Submit to the City Manager a written appeal that specifically states the word "**appeal**" and identifies the reason(s) for reversal of the denial. Your appeal should be sent to City of Clare – City Manager, 202 West Fifth Street, Clare, MI 48617-1490.
- (3) Pursuant to MCL 15.234(14) the fee must be received by Monday, July 3, 2023, otherwise this request will be considered abandoned, and the City of Clare will not be required to fulfill the request. Under Section 10a of the Freedom of Information Act, you have the right to appeal the fee to the head of the public body.

A copy of this request will be kept on file for no less than one (1) year.

Diane Lyon, FOIA Coordinator

The City of Clare is an Equal Opportunity Provider and Employer



TO: Clare Police Department

RE: July 8 assault complaint at Doherty Hotel

Dear Chief Saad,

Pursuant to the Michigan Freedom of Information Act, I am seeking a copy of an investigation report related to an assault that occurred July 8, 2023, at Doherty Hotel, 604 N. McEwan St., allegedly involving James Chapman, Mark DeYoung, and potentially others.

If any portions of this request cannot be met, I ask the reasons be provided thusly.

If you determine that some of the requested information is exempt from disclosure, please detail what is being withheld and cite the exemption under FOIA.

Since The Saginaw News is a newspaper of general circulation, I assume that there will be a waiver of the normal fees charged, as information sought will primarily be of benefit to the general public. If there will be a charge connected with providing this information, please notify me prior to incurring the charge. If fees to comply with this request exceed \$30, please contact me at 989-313-2220.

As provided under FOIA, I would anticipate my request being filled within five working days of receipt of this letter.

Sincerely,

Cole Waterman

The Saginaw News/The Bay City Times

814 Center Ave. Apt. B

Bay City, MI 48708

989-313-2220

July 13, 2023

Diane Lyon

Subject: FW: FOIA Request

From: Terry Camp <tcamp@abc12.com>

Date: July 19, 2023 at 10:52:24 AM EDT

To: Dave Saad <DSaad@cityofclare.gov>

Subject: FOIA Request

Hi Chief,

This is Terry Camp at ABC 12 News in Saginaw. I just wanted to get my FOIA request in on that Clare GOP caper.

Through the Freedom of Information Act, I would like to request the Clare Police Department's report on the incident that occurred at the Doherty Hotel involving members of the state GOP on July 8th at around 2:pm.

I would like the report and also any surveillance video of the incident as well.

Thanks so much,
Terry Camp
ABC 12 News Saginaw
3121 Davenport Suite A
Saginaw, Michigan
48603

Diane Lyon

From: Ray McCall <celt62003@yahoo.com>
Sent: Wednesday, July 19, 2023 5:57 PM
To: Diane Lyon
Subject: Re: QVF Data

Dear Clerk Lyon,

I would like Precinct 1's QVF. For the following dates:

1. Precinct 1 QVF as of today, 7/12/2023
2. Precinct 1 as of 11/1/2022
3. Precinct 1 as of 11/8/2022
4. Precinct 1 as of 12/1/2022
5. Precinct 1 as of 05/02/2023

To include all non-redactable and FOIAable info. To include but, not limited to: Voter ID, County name, Jurisdiction Code, Jurisdiction name, WardPrecinct, First/Middle/Last name, Suffix, Status type, YOB, RegDate, Gender, Address, School Code, Village Code, etc.

I hope that helps. Again Thank you for your time.

Sincerely,

Ray Rolla McCall, Esq.

Delegate Wise Township, Isabella County, Michigan
9729 E Herrick rd.
Clare, MI 48617

(989) 572 - 8159

On Tuesday, July 18, 2023 at 01:40:35 PM EDT, Diane Lyon <dlyon@cityofclare.gov> wrote:

Hello Mr. McCall,

I do need clarification on your request. What specifically are you asking for when you say "Local QVF"? Are you asking for a precinct list? Additionally, information is missing from your request. Per MCL 15.233 A request from a person, other than an individual who qualifies as indigent under section 4(2)(a), must include the requesting person's complete name,

address, and contact information, and, if the request is made by a person other than an individual, the complete name, address, and contact information of the person's agent who is an individual. An address must be written in compliance with United States Postal Service addressing standards. Contact information must include a valid telephone number or electronic mail address.

And for future reference please submit all FOIA requests to FOIA@cityofclare.gov so that someone can respond timely to your request in the event I am out of the office.

Thank you,

Diane Lyon, City Clerk

Clare City Hall

202 W. Fifth St.

Clare, MI 48617

Phone: (989) 386-7541 x106

Fax: (989) 386-4508

Email: dlyon@cityofclare.gov

City Hall office hours Monday -Thursday 7:00am-5:30pm

From: Ray McCall <celt62003@yahoo.com>
Sent: Thursday, July 13, 2023 2:13 PM
To: Diane Lyon <DLyon@cityofclare.gov>
Cc: Clarissa Filhart <cookiefil@yahoo.com>
Subject: Fw: QVF Data

July 13, 2023

Diane Lyon

From: dlyon@cityofclare.gov
Sent: Friday, July 21, 2023 1:59 PM
To: Diane Lyon
Subject: New submission from Request for Examination or Copy of Records (FOIA)

Requestor Information

Name

Morgan Shier

Date of Birth

09/24/1981

Street Address

13919 S West Bayshore Drive, Suite G-02

City

Traverse City

State

MI

Zip Code

49684

Daytime Phone:

(231) 421-6577

Email

mshier@phelpslegal.com

Request Information

Date/Time of Incident:

Spring of 2023

CPD Comp #:

unknown

Type of Incident:

Assault/Disturbing the peace

Location of Incident:

Farwell Elementary School

I am requesting the following record(s):

I am seeking all police reports involving Betty Jean Keathly, f/k/a Betty Jean Wagner from January of 2022 to current. I am requesting the complete police report, including witness statements, photographs, dispatch records and any other documents gathered with the police report. Specifically, I am seeking a report from an incident that occurred at Farwell Elementary School in 2023. I would also like any other reports related to Betty Jean Keathly.

I am requesting the above record(s) for:

Copying



Where the north begins at the crossroads of Rt 10 and 127.

202 West Fifth Street, Clare, Michigan 48617
www.cityofclare.org
phone: (989) 386-7541 fax: (989) 386-4508

July 24, 2023

DENIAL OF REQUEST FOR PUBLIC RECORD

Morgan Shier
13919 S West Bayshore Dr, Ste G-02
Traverse City MI 49684

Tel: (231) 421-6577
mshier@phelpslegal.com

RE: **FOIA Request #2023-047 via email dated 7/21/2023 and received on 7/24/23 for: all police reports involving Betty Jean Keathly, f/k/a Betty Jean Wagner from January of 2022 to current. I am requesting the complete police report, including witness statements, photographs, dispatch records and any other documents gathered with the police report. Specifically, I am seeking a report from an incident that occurred at Farwell Elementary School in 2023. I would also like any other reports related to Betty Jean Keathly.**

X Your request as described is denied because it does not exist under information. The named address does not exist within the City of Clare's jurisdiction. Check with Clare County.


NOTICE: This correspondence constitutes a certification that the public records, as indicated, do not exist. You have the right to appeal this denial to the City Manager in writing that specifically states the word "APPEAL" and indicates the reason or reasons for reversal of the denial, or seek judicial review in the Circuit Court within 180 days of a final determination to deny a request. If the Court determines a public record is not exempt from disclosure, it shall order its release or production. The burden of proof in Court is on the public body. If the Court determines that the public body has been arbitrary and capricious in not disclosing a public record, it may award, in addition to actual and compensatory damages, punitive damages not exceeding \$500.00

The **City** of Clare's FOIA Procedures and Guidelines and Summary are available for review on our website at www.cityofclare.org.

If your FOIA request has been denied in whole or in part, you may do one of the following at your option:

- (1) Commence an action in the circuit court to compel disclosure of the public records or information within 180 days after the governmental unit's final determination to deny your request. If the circuit court orders disclosure of all or a portion of the public record or information, you have the right to receive reasonable attorney's fees, costs, and disbursements. If the circuit court determines that the governmental unit arbitrarily and capriciously denied your request, you also have the right to receive punitive damages in the amount of \$500.00. Please see MCL 12.231 *et seq.* for further information on the Freedom of Information Act.
- (2) Submit to the City Manager a written appeal that specifically states the word "**appeal**" and identifies the reason(s) for reversal of the denial. Your appeal should be sent to City of Clare - City Manager, 202 West Fifth Street, Clare, MI 48617-1490.

A copy of this request will be kept on file for no less than one (1) year.


FOIA Coordinator or Authorized Representative

July 24, 2023
Date Denial Approved

The City of Clare is an Equal Opportunity Provider and Employer





202 West Fifth Street, Clare, Michigan 48617
www.cityofclare.org
phone: (989) 386-7541 fax: (989) 386-4508

August 1, 2023

RE: **FOIA Request: Police Report 23-000411 & Video**

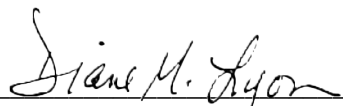
Your request for public record(s) under the Michigan Freedom of Information Act ("FOIA"), for the following records is acknowledged: **GOP fight at the Doherty Hotel on Saturday, July 8, 2023.** Your request is hereby: **Granted in part.**

1. All non-exempt information is being provided at this time.
2. Under exemption MCL 15.243 Sec. 13 (1)(i) Video and names of witnesses who have not yet submitted their statements are exempt from disclosure at this time.
3. Some of the witness information and medical report(s) have been redacted under exemption MCL 15.243 Sec. 13 (1)(iii)

The City of Clare's FOIA Procedures and Guidelines and Summary are available for review on our website at www.cityofclare.org. A copy of this request will be kept on file for no less than one (1) year.

If your FOIA request has been denied in whole or in part, you may do one of the following at your option:

- (1) Commence an action in the circuit court to compel disclosure of the public records or information within 180 days after the governmental unit's final determination to deny your request. If the circuit court orders disclosure of all or a portion of the public record or information, you have the right to receive reasonable attorney's fees, costs, and disbursements. If the circuit court determines that the governmental unit arbitrarily and capriciously denied your request, you also have the right to receive punitive damages in the amount of \$500.00. Please see MCL 12.231 *et seq.* for further information on the Freedom of Information Act.
- (2) Submit to the City Manager a written appeal that specifically states the word "**appeal**" and identifies the reason(s) for reversal of the denial. Your appeal should be sent to City of Clare – City Manager, 202 West Fifth Street, Clare, MI 48617-1490.
- (3) A copy of this request will be kept on file for no less than one (1) year.



Diane Lyon, Freedom of Information Coordinator

August 1 2023
Date





Law Office of Cy Weiner

ATTORNEYS AT LAW

MICHIGAN OFFICE:
3000 TOWN CENTER, SUITE 2222
SOUTHFIELD, MI 48075-1311
PHONE (248) 351-2200

ILLINOIS OFFICE:
332 S. MICHIGAN AVE., SUITE 900
CHICAGO, IL 60604
PHONE (312) 332-2668

*Cy Weiner
Robert Lipnik
Carlene Reynolds
Nicholas Marchenia

Of Counsel:
Elissa Ray, R.N.J.D.
Ashraf Al-Awamleh

*Also Member of Illinois Bar

July 28, 2023

**VIA CERTIFIED MAIL,
RETURN RECEIPT REQUESTED**

City of Clare Police Department
Attn: Freedom of Information Unit
Clare Public Safety Building
207 W. Fifth Street
Clare, MI 48617

RE: REQUEST UNDER THE FREEDOM OF INFORMATION ACT
Client: Charles Jonathan Kinzel
Date of Incident: July 7, 2020
Location: N. McEwan Street, Clare, MI
Traffic Crash Report Incident #20-247
Our File No: 170169

Dear Sir/Madam:

Please be advised that we are attorneys for the above-named clients relating to personal injuries and losses suffered on the above-date. Under the **Michigan Freedom of Information Act § 15.231 et seq.**, I am requesting an opportunity to inspect or obtain copies of the following public records:

1. Complete unredacted copy of any and all audio/video recordings of the incident, including but not limited to any surveillance, traffic cameras, dash cameras, police body cameras, and 911 call records;
2. Complete unredacted copy of the investigation into incident, including investigation report(s), any and all statements obtained, any and all records generated, and any and all citations/tickets issued;
3. Complete unredacted copy of the investigation of driver, Deborah Susan Jared (listed on traffic crash report as Deborah Susan Jaren), including but not limited to citations issued, arrest records, and field sobriety tests; and



Law Office of Cy Weiner

ATTORNEYS AT LAW

4. Any and all other materials related to the incident.

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$200. This information is not being sought for commercial purposes.

The Michigan Freedom of Information Act requires a response to this request within five days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request and for your attention to this matter.

Sincerely,

LAW OFFICE OF CY WEINER, PLC

Nicholas M. Marchenia

NMM/bnc



202 West Fifth Street, Clare, Michigan 48617
www.cityofclare.org
phone: (989) 386-7541 fax: (989) 386-4508

August 3, 2023

Law Offices of Cy Weiner
3000 Town Center, Ste. 2222
Southfield MI 48075-1311

(248) 351-2200

RE: **FOIA Request #2023-049**

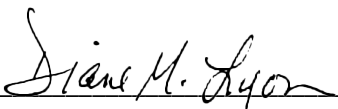
Your request for public record(s) under the Michigan Freedom of Information Act ("FOIA"), dated July 28, 2023, and received in this office on July 31, 2023, for the following records is acknowledged and is hereby granted in part.

1. **Complete unredacted copy of any and all audio/video recordings of the incident, including but not limited to any surveillance, traffic cameras, dash cameras, police body cameras, and 911 call records.** Video footage does not exist – It has been purged from our system in accordance with the city's retention schedule.
2. **Complete unredacted copy of the investigation into incident, including investigation report(s), and any and all statements obtained, any and all records generated, and any and all citations/tickets issued.** All non-exempt information is being provided at this time. Personal information (birthdates, phone numbers, and addresses) are redacted from the police report under the provisions of **MCL 15.243 Section 13.1(a) & (b)(iii).**
3. **Complete unredacted copy of the investigation of driver, Deborah Susan Jared (listed on traffic crash report as Deborah Susan Jaren), including but not limited to citations issued, arrest records, and field sobriety tests.** All non-exempt information is being provided at this time. Personal information (birthdates, phone numbers, and addresses) are redacted from the police report under the provisions of **MCL 15.243 Section 13.1(a) & (b)(iii).**
4. **Any and all other materials related to the incident.** All non-exempt information is being provided at this time. Personal information (birthdates, phone numbers, and addresses) are redacted from the police report under the provisions of **MCL 15.243 Section 13.1(a) & (b)(iii).**

The City of Clare's FOIA Procedures and Guidelines and Summary are available for review on our website at www.cityofclare.org. A copy of this request will be kept on file for no less than one (1) year.

If your FOIA request has been denied in whole or in part, you may do one of the following at your option:

- (1) Commence an action in the circuit court to compel disclosure of the public records or information within 180 days after the governmental unit's final determination to deny your request. If the circuit court orders disclosure of all or a portion of the public record or information, you have the right to receive reasonable attorney's fees, costs, and disbursements. If the circuit court determines that the governmental unit arbitrarily and capriciously denied your request, you also have the right to receive punitive damages in the amount of \$500.00. Please see MCL 12.231 *et seq.* for further information on the Freedom of Information Act.
- (2) Submit to the City Manager a written appeal that specifically states the word "**appeal**" and identifies the reason(s) for the reversal of the denial. Your appeal should be sent to the City of Clare – City Manager, 202 West Fifth Street, Clare, MI 48617-1490.


Diane Lyon, Freedom of Information Coordinator

August 3, 2023
Date





SITE PLAN APPLICATION

202 West 5th Street, Clare Michigan 48617
 (989) 386-7541 phone (989) 386-4508 fax
www.cityofclare.gov

Project Name: Bishop GMC - Clare		
Owner's Name: Bishop Automotive, Inc.		
Address: 821 E. 5th St.		
City: Clare	State: MI	Zip: 48617
Phone: 989 424-5386	Email: shaneg@bishopautomi.com	
Developer's Name: FED Corporation		
Address: 777 W. Cedar Ave.		
City: Gladwin	State: MI	Zip: 48624
Phone: 989-324-9834	Mobile: 989-324-9834	
Engineer/Architect/Surveyor: Seidel Architects		
Address: 115 S Arcade St.		
City: Gladwin	State: MI	Zip: 48624
Phone: 989-709-5595	Email: todd@seidellarchitect.com	
PLEASE PROVIDE 1 ORIGINAL BLUE-PRINT SIZE SITE PLAN THAT MEETS OR EXCEEDS THE REQUIREMENTS OUTLINED IN OF CHAPTER 52, SECTION 415(g) OF THE CITY ORDINANCES AS WELL AS 15 COPIES NO LARGER THAN LEDGER SIZE (11" X 17")		
Site Plan Fee: \$ 200.00	Received on: / /	By:
Subject Parcel		
ARE THERE ANY OPTIONS ON THIS PROPERTY OR ANY LIENS AGAINST THE PARCEL? <u>No</u>		
IF YES, PLEASE EXPLAIN: _____		
Property Address: 821 E. Fifth St., Clare MI 48617		
Tax ID # 051-240-053-00		
Project Type: Multi-Family <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Industrial <input type="checkbox"/> Other <input type="checkbox"/>		
BRIEF PROJECT DESCRIPTION: Additions and renovations to the guest experience spaces of the facility. New exterior facade upgrades at south - east and west showroom and service areas		
# of Structures: 1	Total Units: 1	Total Offices: 8
Total Square Feet: 1,687 of additions	Total Parking Spaces: Unchanged	
Total Employees: Unchanged	Recreation Facilities: NA	
Total Floor Area: 8,548 Addn/Reno	Acreeage of Parcel: 2 - 3 Acres Approx	

OTHER RELATED PERTINENT INFORMATION: _____

Land Use: Commercial

Zoning Classification: C-1

Existing Structures:

IF YOU NEED ASSISTANCE, THE FOLLOWING INFORMATION MAY BE OBTAINED FROM THE CITY CLERK'S OFFICE.

Adjoining Parcel(s) (North) Tax ID Number: 051-240-046-10, 051-240-045-00, 051-240-044-50, 051-240-043-50

Land Use: Residential & vacant properties

Zoning Classification: R-1

Existing Structures: 2 Residences on two of the parcels

Adjoining Parcel(s) (South) Tax ID Number: 051-035-405-08, 051-035-405-09, 18-170-00-001-10, 18-170-00-002-20, 18-002-20-003-00

Land Use: Commercial & vacant

Zoning Classification: C-1 & C-2

Existing Structures: Trailer Park, rental home, commercial business, vacant property

Adjoining Parcel(s) (East) Tax ID Number: 051-035-405-37, 051-240-042-00, 051-240-041-50, 051-240-040-50, 051-240-039-50, 051-240-038-50, 051-240-037-50

Land Use: Residential & vacant

Zoning Classification: R-1

Existing Structures: 1 Residence. Remaining parcels are vacant.

Adjoining Parcel(s) (West) Tax ID Number: 051-240-050-00, 051-240-049-01, 051-240-048-00

Land Use: Residential


Zoning Classification: R-1

Existing Structures: Home on each parcel.

Project Completion Schedule:

Development Phases:

I AM THE OWNER OF THE PROPERTY OR OFFICIALLY ACTING ON THE OWNER'S BEHALF.



Signature

7-19-23

Date

I HEREBY CERTIFY THAT THE SITE PLAN REQUEST WAS ACTED ON BY THE CLARE CITY PLANNING COMMISSION ON _____.

THE SITE PLAN WAS APPROVED _____ NOT APPROVED _____

WITH THE FOLLOWING CONDITIONS (IF ANY): _____

Certified By:

Date



ZONING AUTHORIZATION APPLICATION

202 West 5th Street, Clare Michigan 48617
(989) 386-7541 phone (989) 386-4508 fax
www.cityofclare.gov

PERMIT NUMBER: _____ New Construction House Addition Alteration Shed
 Garage Pole Barn Deck Fence Manufactured Home Installation Mobile Home Installation
Other (explain) _____

=====

Application Information**Owner (if different from applicant)**

Name: _____
Address: _____

Phone: _____
Email: _____
Contractor Name & Phone Number: _____

Name: _____
Address: _____

Phone: _____
Email: _____

=====

Property/Proposed Building Information:

Address of Location: _____ Current Zoning District: _____
Parcel ID Number: 18- _____ Parcel Size: _____
Building/Addition Size: _____ Building Height: _____
Outside Dimensions of Building: _____

FLOOD HAZARD AREA: NO YES: If yes, structure must conform to Section R324, Flood Resistant Construction, of the Michigan Residential Code, and Section 1612, Flood Loads, of the Michigan Building Code.

I hereby attest that the information on this application is, to the best of my knowledge, true and accurate and that I intend to comply fully with all Ordinances and regulations of the City of Clare, Michigan, and of any other agencies and governmental units which may be involved.

Signature of Applicant Date

Owner or Owners Representative on behalf of Owner, hereby authorizes the City of Clare to conduct site inspections of this property for zoning or taxing purposes.

Owner/Owner Representative Signature Date

Submit a Site Plan sketch on Page 2 of this form with sufficient detail to indicate property and proposed building(s) locations and dimensions with an arrow showing North.

DO NOT WRITE BELOW THIS LINE

Date Application Received: _____

Requested Permit: Denied-Site Plan Review is Required Denied-other: _____
 Granted By: _____ Date: _____

Permit is valid for 1 year from date of issue.



Clare County GIS

Bishop Automotive Site Plan



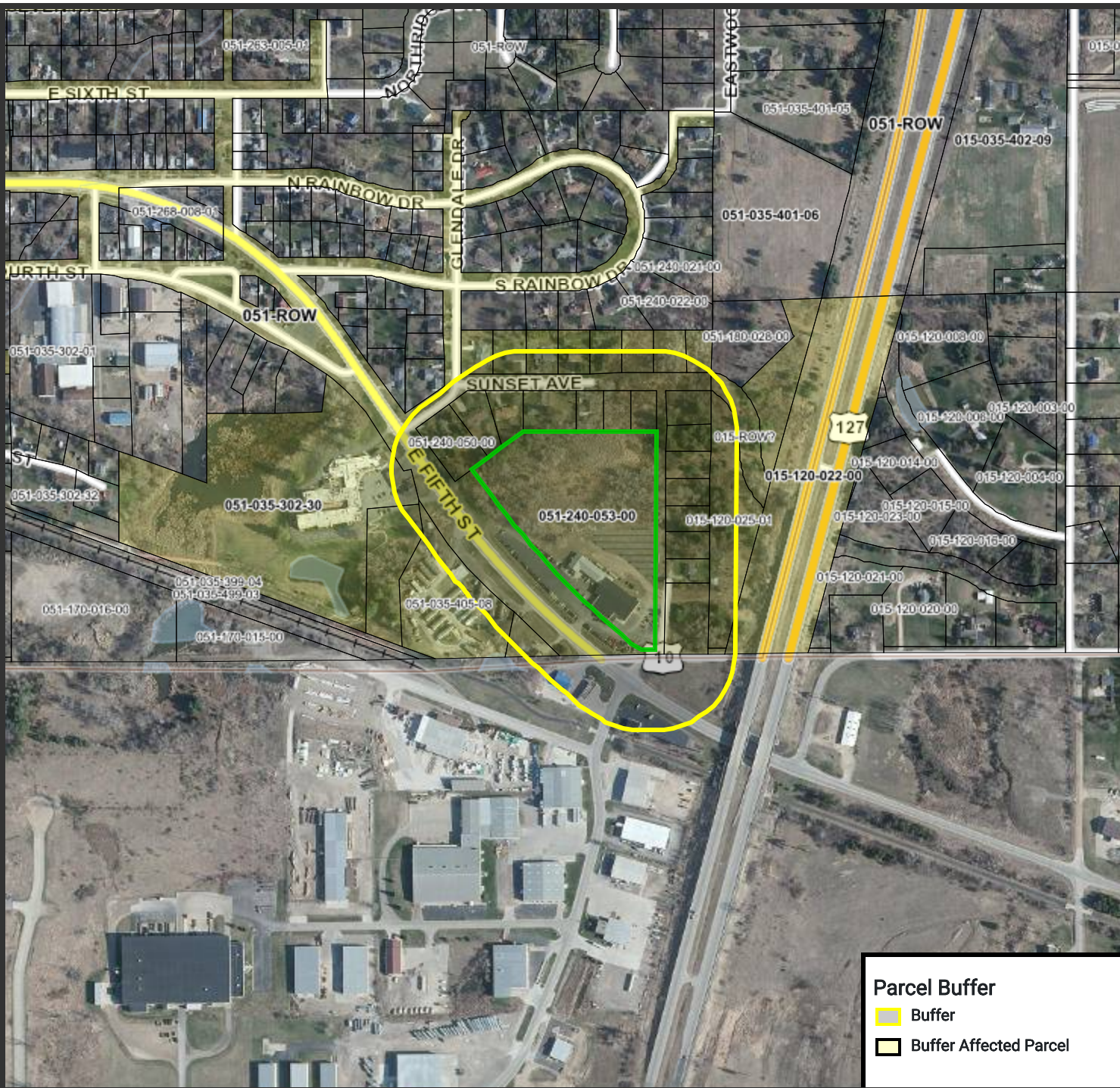
Map Publication:
07/19/2023 10:14 AM



Disclaimer: This map does not represent a survey or legal document and is provided on an "as is" basis. Clare County expresses no warranty for the information displayed on this map document.

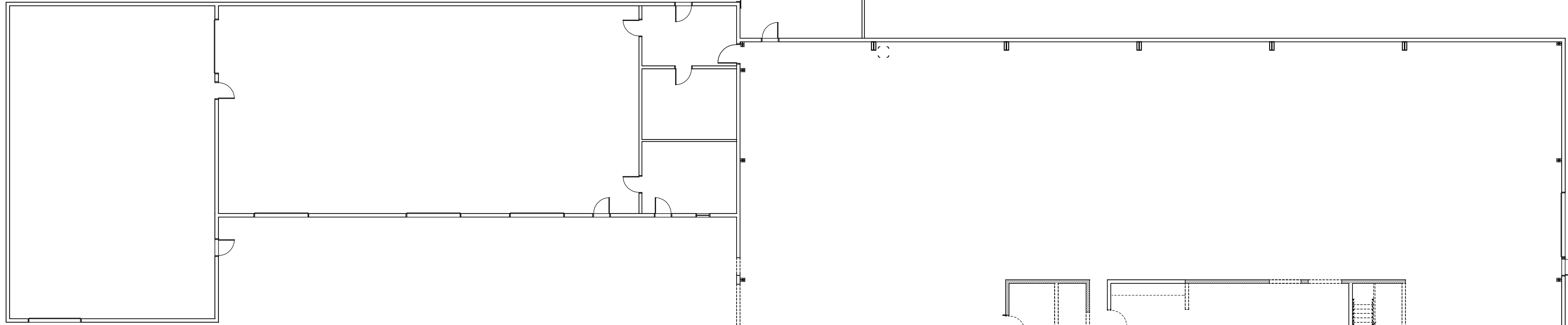
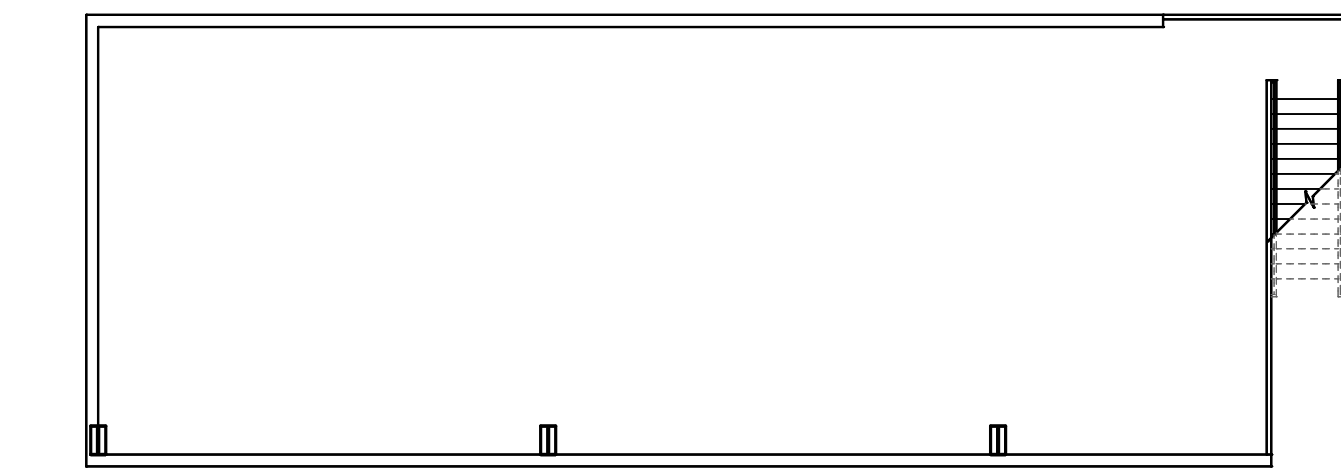
Parcel Buffer

-  Buffer
-  Buffer Affected Parcel



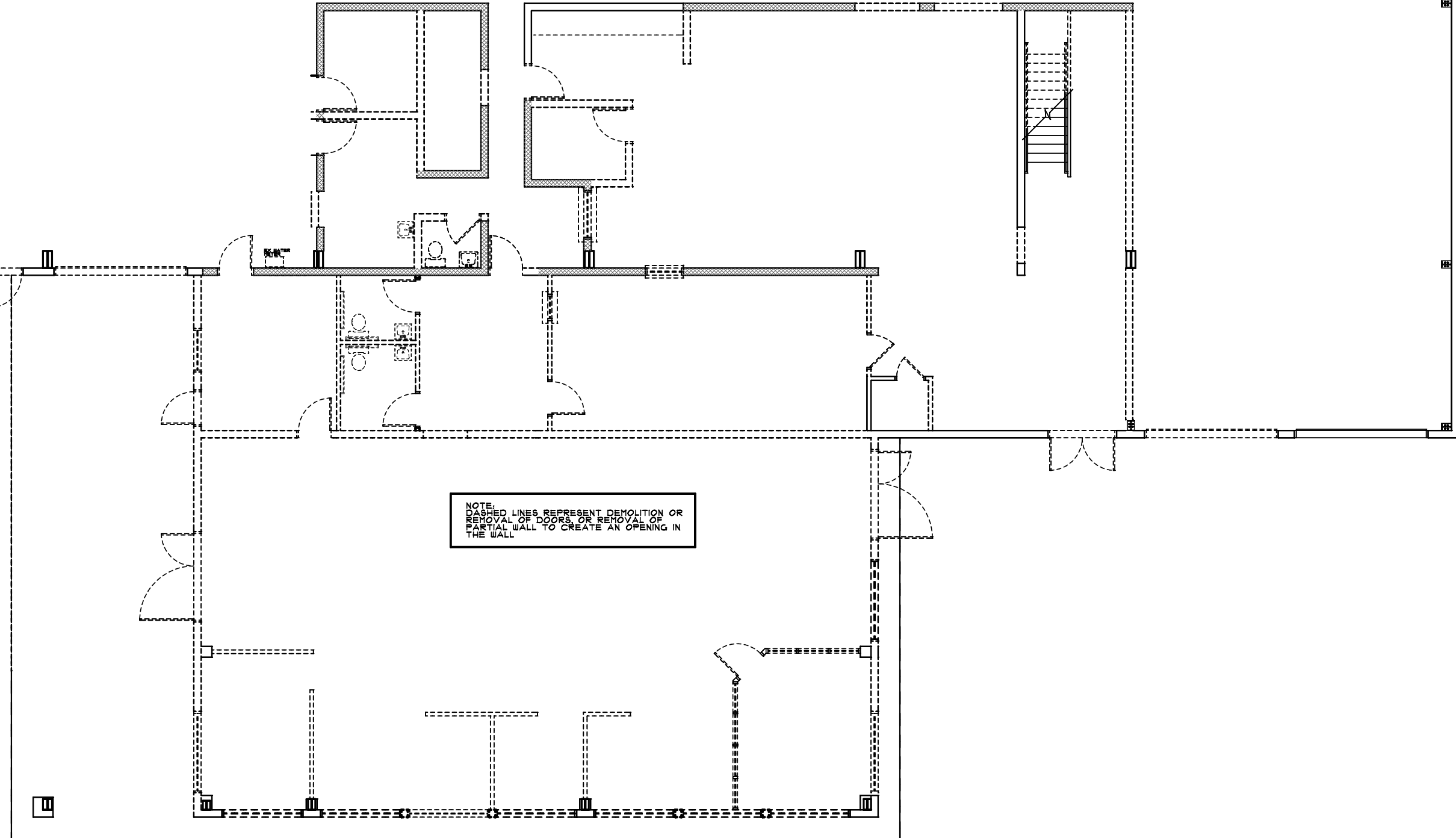
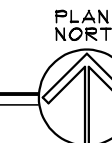
EXISTING MEZZANINE PLAN - DEMOLITION

SCALE: 3/32" = 1'-0"



EXISTING FLOOR PLAN - DEMOLITION

SCALE: 3/32" = 1'-0"



NOTE: DASHED LINES REPRESENT DEMOLITION OR REMOVAL OF EXISTING STRUCTURE OR FINISHES TO BE CREATED TO OPENING IN THE SLAB.

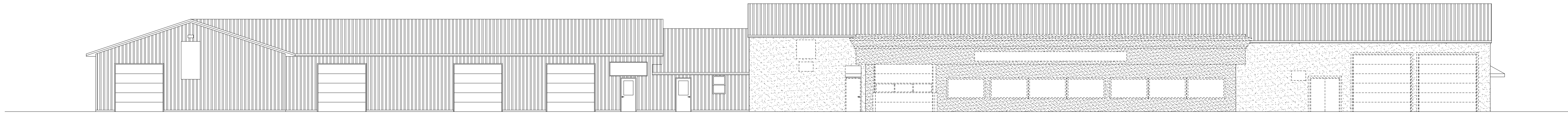
D

SHEET

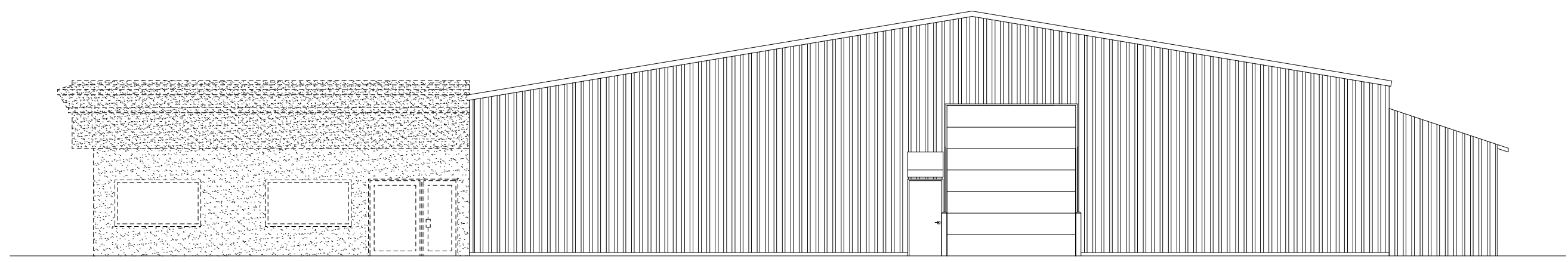
PROJECT
BISHOP BUICK GMC OF CLARE
SALES & BODY SHOP REMODELING
 821 E. 5TH ST.
 CLARE, MICHIGAN 48617

SEIDELL ARCHITECTS
 COMMERCIAL RESIDENTIAL INDUSTRIAL
 114 N. COURT AVE., STE. 201
 GAYLORD, MICHIGAN 49734
 PHONE (989) 731-0372
 FAX (989) 731-6932

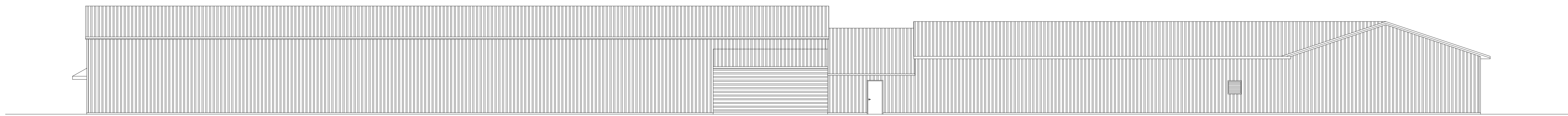
DRAIN BY	T.I.S.	ISSUED	DATE
CHECKED	T.I.S.	OWNER REVIEW	11/3/2022
APPROVED BY	T.I.S.	REVIEW	3/14/23
DATE	11/3/2022	REVIEW	3/21/23
PRINT DATE		REVIEW	4/24/23



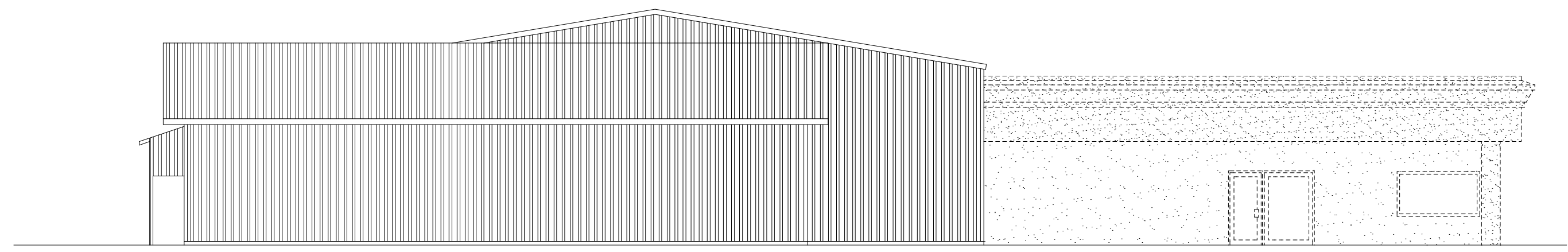
EXTERIOR ELEVATION 1
SCALE: 3/32" = 1'-0" A2



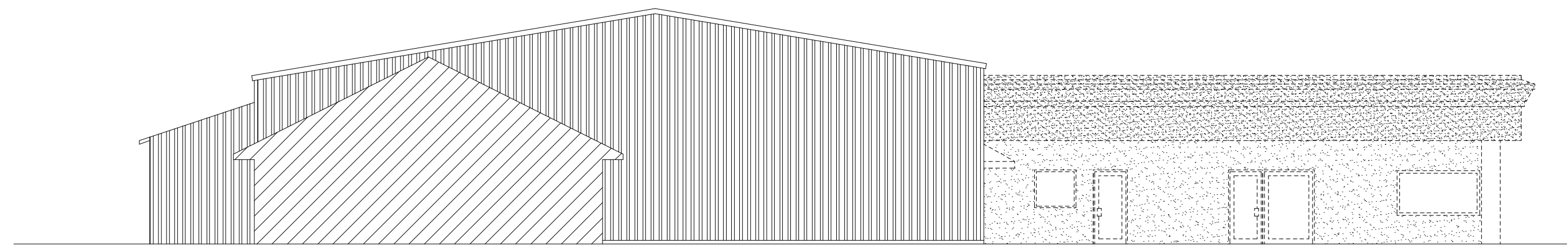
EXTERIOR ELEVATION 2
SCALE: 3/32" = 1'-0" A2



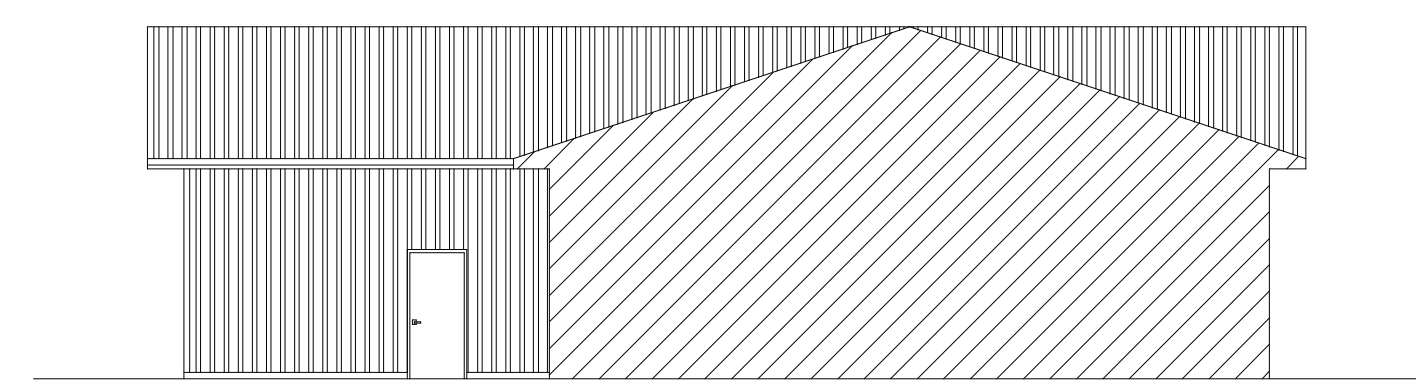
EXTERIOR ELEVATION 3
SCALE: 3/32" = 1'-0" A2



EXTERIOR ELEVATION 4
SCALE: 3/32" = 1'-0" A2



EXTERIOR ELEVATION 5
SCALE: 3/32" = 1'-0" A2



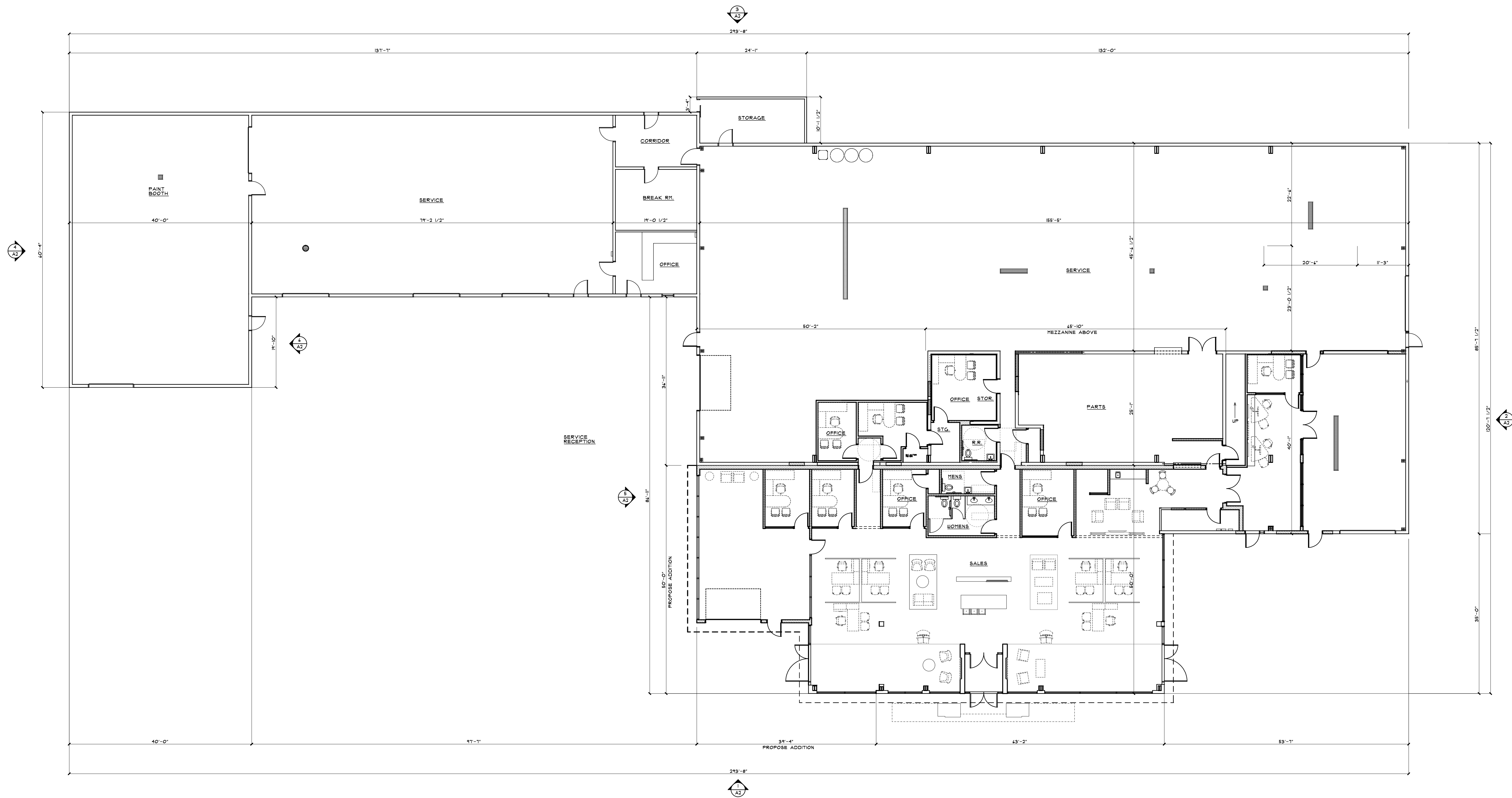
EXTERIOR ELEVATION 6
SCALE: 3/32" = 1'-0" A2

ISSUED	DATE
ISSUED	11/3/2022
OWNER REVIEW	3/16/23
REVIEW	3/21/23
REVIEW	4/24/23

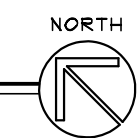
DRAWN BY	T.L.S.	ISSUED	DATE
CHECKED	T.L.S.	OWNER REVIEW	11/3/2022
APPROVED BY	T.L.S.	REVIEW	3/16/23
DATE	11/3/2022	REVIEW	3/21/23
PRINT DATE		REVIEW	4/24/23

SEIDELLS ARCHITECTS
 COMMERCIAL RESIDENTIAL INDUSTRIAL
 114 N. COURT AVE., STE. 201
 CLARE, MICHIGAN 48734
 PHONE (989) 731-6332
 FAX (989) 731-6332

PROJECT: BISHOP BUICK GMC OF CLARE
 SALES & BODY SHOP REMODELING
 821 E. 5TH ST., CLARE, MICHIGAN 48717
 PROJECT NO: 21-172
 SHEET: D2

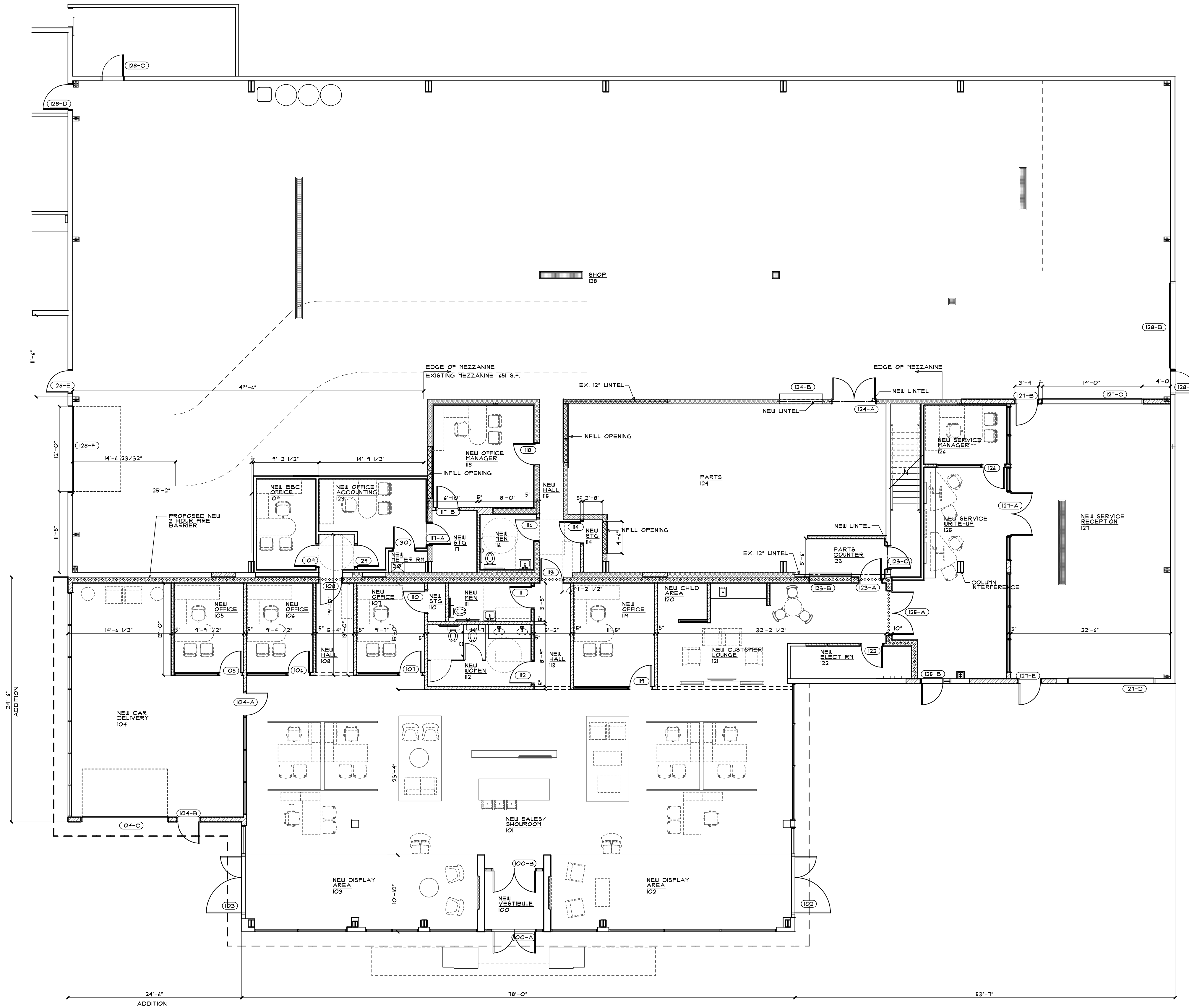


FLOOR PLAN
SCALE: 3/32" = 1'-0"



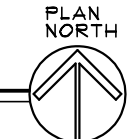
PARTS/
STORAGE

PROJECT BISHOP BUICK GMC OF CLARE SALES & BODY SHOP REMODELING 821 E. 5TH ST. CLARE, MICHIGAN 48617	PROJECT NO. 21-172	SHEET AI	
	<p>SEIDELLS ARCHITECTS COMMERCIAL RESIDENTIAL INDUSTRIAL 14 N. COLETT AVE. STE. 201 POST OFFICE BOX 2188 GATLORD, MICHIGAN 49734 PHONE (888) 731-0372 FAX (888) 731-8932</p>		
ISSUED	DATE	ISSUED	DATE
T.L.S.	11/3/2022	OWNER REVIEW	11/3/2022
CHECKED		REVIEW	3/14/23
APPROVED BY		REVIEW	3/21/23
DATE	11/3/2022	REVIEW	4/24/23
PRINT DATE		REVIEW	

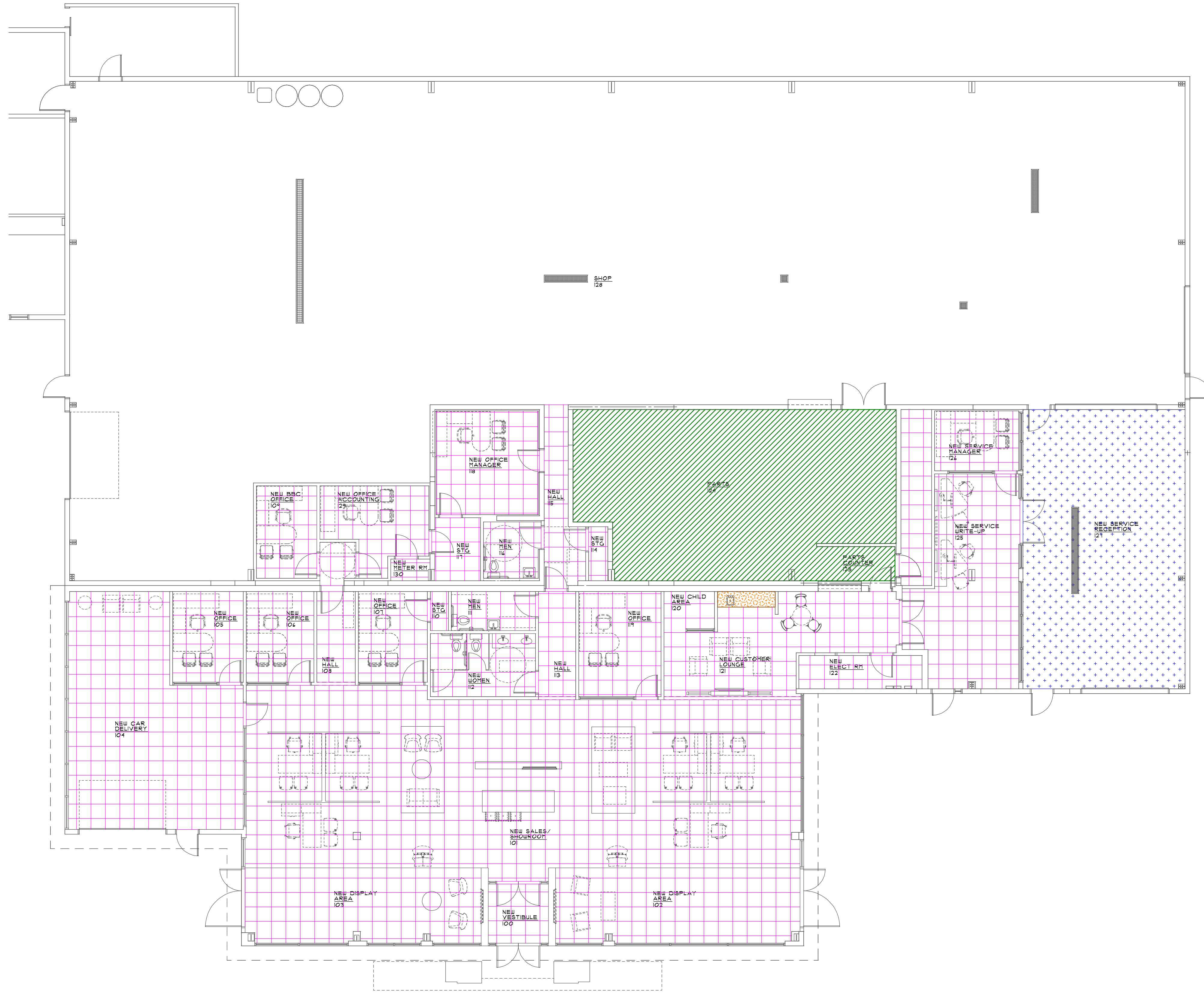


FLOOR PLAN - ALTERATIONS

SCALE: 1/8" = 1'-0"



PROJECT BISHOP BUICK GMC OF CLARE SALES & BODY SHOP REMODELING 821 E. 5TH ST. CLARE, MICHIGAN 48617	PROJECT NO. 21-172	SHEET ALL	ISSUED	DATE	DATE
			OWNER REVIEW	11/3/2022	5/3/23
SEIDELLS ARCHITECTS COMMERCIAL RESIDENTIAL INDUSTRIAL 114 N. COBBLE AVE. STE. 201 POST OFFICE BOX 2898 GAYLORD, MICHIGAN 49734 PHONE (888) 731-0372 FAX (888) 731-6932	DRAWN BY CHECKED APPROVED BY DATE PRINT DATE	T.L.S. T.L.S. T.L.S. 11/3/2022	OWNER REVIEW	11/3/2022	5/3/23
			REVIEW	3/14/23	
			REVIEW	3/21/23	
			REVIEW	4/24/23	



REFLECTED CEILING PLAN LEGEND:
 REFER TO ROOM FINISH SCHEDULE FOR CEILING HEIGHT

- SUSPENDED GYPSUM BOARD CEILING ON METAL STUD OR GRID AND TEE FRAMING LOCATED BELOW ROOF TRUSS AND GYPSUM BOARD BUILDING LID PROVIDED BY GYPSUM BOARD CONTRACTOR
- 2X2 SUSPENDED ACOUSTIC CEILING
- CONCRETE CEILING AT THE BOTTOM OF THE MEZZANINE - PAINTED
- PAINT EXPOSED STEEL, REFRESH EXISTING INSULATION FACING
- NO HATCH PATTERN INDICATES EXPOSED STEEL AND INSULATION FACING MATERIAL. OWNER IS REFRESHING SPACE

REFLECTED CEILING PLAN
 SCALE: 1/8" = 1'-0"
 NORTH

PROJECT	BISHOP BUICK GMC OF CLARE		ISSUED	DATE	11/3/2022
	SALES & BODY SHOP REMODELING			OWNER REVIEW	11/3/2022
PROJECT NO.	21-172		ISSUED	DATE	9/14/23
	821 E. 5TH ST.			REVIEW	9/14/23
SHEET	A4		ISSUED	DATE	9/21/23
				REVIEW	9/21/23
 COMMERCIAL RESIDENTIAL INDUSTRIAL 111 N. CANTON AVE., STE. 201 POST OFFICE BOX 289 GAYLORD, MICHIGAN 49734 PHONE (989) 731-0372 FAX (989) 731-0932			ISSUED	DATE	4/24/23
			OWNER REVIEW	REVIEW	REVIEW

ROOM FINISH SCHEDULE										
ROOM NAME	FLOOR	BASE	WALLS				MATERIAL	CEILING FINISH	HEIGHT	REMARKS
			NORTH	SOUTH	EAST	WEST				
100 VESTIBULE	T2	TILE	PT1	PT1	PT1	PT1	ACT1	WHITE, FINE TEXTURE	12'-0"	
101 SALES SHOWROOM	T2	TILE	PT1	PT1	PT1	PT1	ACT1	WHITE, FINE TEXTURE	12'-0"	
102 DISPLAY	GT1	TILE	PT1	PT4	PT1	PT1	ACT1	WHITE, FINE TEXTURE	12'-0"	
103 DISPLAY	GT1	TILE	PT4	PT1	PT1	PT1	ACT1	WHITE, FINE TEXTURE	12'-0"	
104 NEW CAR DELIVERY	T2	TILE	PT1	PT1	PT1	PT1	ACT1	WHITE, FINE TEXTURE	12'-0"	
105 OFFICE	CPT1	VINYL	PT1	PT1	PT1	PT1	ACT1	WHITE, FINE TEXTURE	9'-0"	
106 OFFICE	CPT1	VINYL	PT1	PT1	PT1	PT1	ACT1	WHITE, FINE TEXTURE	9'-0"	
107 OFFICE	CPT1	VINYL	PT1	PT1	PT1	PT1	ACT1	WHITE, FINE TEXTURE	9'-0"	
108 HALL	CPT1	VINYL	PT1	PT1	PT1	PT1	ACT1	WHITE, FINE TEXTURE	9'-0"	
108 BBC OFFICE	CPT1	VINYL	PT1	PT1	PT1	PT1	ACT1	WHITE, FINE TEXTURE	9'-0"	
109 STORAGE	VT1	VINYL	PT1	PT1	PT1	PT1	ACT1	WHITE, FINE TEXTURE	9'-0"	
111 TOILET ROOM	T2	TILE	PT1	PT3	PT1	PT1	ACT1	WHITE, FINE TEXTURE	9'-0"	
112 TOILET ROOM	T2	TILE	PT1	PT3	PT1	PT1	ACT1	WHITE, FINE TEXTURE	9'-0"	
113 HALL	CPT1	VINYL	PT1	PT1	PT1	PT1	ACT1	WHITE, FINE TEXTURE	9'-0"	
114 STORAGE	VT1	VINYL	PT1	PT1	PT1	PT1	ACT1	WHITE, FINE TEXTURE	9'-0"	
115 HALL	T2	TILE	PT1	PT1	OPEN	OPEN	ACT1	WHITE, FINE TEXTURE	10'-0"	
116 TOILET ROOM	EXPI	---	PT1	PT1	PT1	PT1	ACT1	WHITE, FINE TEXTURE	8'-0"	
117 STORAGE	VT1	VINYL	PT1	PT1	PT1	PT1	ACT1	WHITE, FINE TEXTURE	9'-0"	
118 OFFICE MANAGER	CPT1	VINYL	PT1	PT1	PT1	PT1	ACT1	WHITE, FINE TEXTURE	9'-0"	
119 OFFICE	CPT1	VINYL	PT1	PT1	PT1	PT1	ACT1	WHITE, FINE TEXTURE	9'-0"	
120 CHILDREN AREA	T2	TILE	PT1	PT1	OPEN	PT1	ACT1	WHITE, FINE TEXTURE	10'-0"	
121 CUSTOMER LOUNGE	T2	TILE	PT1	PT1	PT1	PT1	ACT1	WHITE, FINE TEXTURE	10'-0"	
122 ELECTRICAL	VT1	VINYL	PT1	PT1	PT1	PT1	ACT1	WHITE, FINE TEXTURE	9'-0"	
123 PARTS/CASHIER COUNTER	EXPI	VINYL	PT1	PT1	PT1	PT1	ACT1	WHITE, FINE TEXTURE	9'-0"	
124 PARTS	CFI	---	PT1	PT1	PT1	PT1	CD-1	PT1	9'-4"	
125 SERVICE WRITE-UP	T2	TILE	PT4	PT1	PT1	PT1	ACT1	WHITE, FINE TEXTURE	12'-0"	
126 SERVICE MANAGER	EXPI	VINYL	PT4	PT1	PT1	PT1	ACT1	WHITE, FINE TEXTURE	8'-0"	
127 SERVICE RECEPTION	EXPI	VINYL	PT1	PT1	PT1	PT1	EXPOSED STEEL	PT1	18'-0"	
128 SHOP	EXPI	VINYL	PT1	PT1	PT1	PT1	EXPOSED STEEL	PT1	18'-0"	
129 OFFICE	CPT1	VINYL	PT1	PT1	PT1	PT1	ACT1	WHITE, FINE TEXTURE	9'-0"	
130 METER ROOM	VT1	VINYL	PT1	PT1	PT1	PT1	ACT1	WHITE, FINE TEXTURE	9'-0"	
200 MEZZANINE	CFI	---	PT1	PT1	PT1	PT1	EXPOSED STEEL	PT1		

DOOR SCHEDULE										
DOOR NO.	DOOR SIZE	DOOR	FRAME	LABEL	HARDWARE	REMARKS	ISSUED	DATE	ISSUED	DATE
100-B VESTIBULE	(2) 3'-0"x8'-0"	B	4							
102 DISPLAY	(1) 3'-0"x8'-0" (1) 5'-0"x8'-0"	C	1							
103 DISPLAY	(1) 3'-0"x8'-0" (1) 5'-0"x8'-0"	C	2							
104-A NEW CAR DELIVERY	3'-0"x1'-0"	I	10							
104-B NEW CAR DELIVERY	3'-0"x1'-0"	D	8							
104-C NEW CAR DELIVERY	12'-0"x2'-0"	N	---							
105 OFFICE	3'-0"x1'-0"	J	5							11/9/2022
106 OFFICE	3'-0"x1'-0"	J	5							3/16/23
107 OFFICE	3'-0"x1'-0"	J	5							3/21/23
108 OFFICE	3'-0"x1'-0"	J	5							4/24/23
109 OFFICE	3'-0"x1'-0"	J	5							
110 STORAGE	3'-0"x1'-0"	H	5							
111 TOILET ROOM	3'-0"x1'-0"	G	5							
112 TOILET ROOM	3'-0"x1'-0"	G	5							
113 HALL	3'-0"x1'-0"	I	10							
114 STORAGE	3'-0"x1'-0"	H	5							
116 TOILET ROOM	3'-0"x1'-0"	G	11							
117-A STORAGE	3'-0"x1'-0"	G	5							
117-B STORAGE	3'-0"x1'-0"									
118 OFFICE MANAGER	3'-0"x1'-0"	J	5							
119 OFFICE	3'-0"x1'-0"	J	5							
122 ELECTRICAL	3'-0"x1'-0"	H	11							
123-A PARTS	3'-0"x1'-0"	F	4							
123-B PARTS/CASHIER COUNTER	4'-0"x									
123-C PARTS/CASHIER	3'-0"x1'-0"									
124-A PARTS	(2) 3'-0"x1'-0"	K	4							
124-B PARTS/CASHIER COUNTER	4'-0"x									
125-A SERVICE WRITE-UP	(2) 3'-0"x1'-0"	L	7							
125-B SERVICE WRITE-UP	3'-0"x1'-0"	D	8							
126 SALES MANAGER	3'-0"x1'-0"	J	5							
127-A SERVICE WRITE-UP	(2) 3'-0"x1'-0"	L	7							
127-B SERVICE RECEPTION	3'-0"x1'-0"	K	4							
127-C SERVICE RECEPTION	14'-0"x2'-0"	N	---							
127-D SERVICE RECEPTION	12'-0"x1'-0"	O	---							
127-E SERVICE RECEPTION	3'-0"x1'-0"	D	3							
128-A SHOP	3'-0"x1'-0"	E	3							
128-B SHOP	12'-0"x2'-0"	N	---							
128-C SHOP	3'-0"x1'-0"	F	4							
128-D SHOP	3'-0"x1'-0"	K	4							
128-E SHOP	3'-0"x1'-0"	K	4							
128-F SHOP	12'-0"x2'-0"	N	---							
129 OFFICE	3'-0"x1'-0"									
130 METER ROOM	3'-0"x1'-0"									

PROJECT	BISHOP BUICK GMC OF CLARE	SALES & BODY SHOP REMODELING	CLARE, MICHIGAN 48817	ISSUED	DATE	ISSUED	DATE
				11/9/2022	11/9/2022	3/16/23	3/21/23
PROJECT NO.	21-172	SHEET		DRAIN BY	T.L.S.	OWNER REVIEW	11/9/2022
SHEET		A 1.1		CHECKED	T.L.S.	REVIEW	11/9/2022
APPROVED BY		T.L.S.		DATE	11/9/2022	PRINT DATE	11/9/2022
COMMERCIAL		RESIDENTIAL		INDUSTRIAL		PHONE (888) 731-0372	
114 N. COURT AVE. STE. 201		GAYLORD, MICHIGAN 49734		FAX (888) 731-0322			

CLARE 600 PROPERTY HOLDINGS LLC
3450 OAKTON ST
SKOKIE, IL 60076

RIDGEVIEW MHC LLC
PO BOX 1526
NOVI, MI 48376

RICHARD V & VICKIE CAREY
705 FOREST AVE
CLARE, MI 48617

GREG M & KAREY L WENTWORTH
402 GLENDALE DR
CLARE, MI 48617

CHASE FIELD
705 SUNSET AVE
CLARE, MI 48617

CHRISTOPHER J & AUDREY L FEDEWA
508 N RAINBOW
CLARE, MI 48617

DAN R GOTTLBERG
711 SUNSET AVE
CLARE, MI 48617

BLAINE TANNER
16436 MAIN ISLAND DR
BARRYTON, MI 49305

KEVIN & DANIELLE RICHARDS
603 SCHOOLCREST AVE
CLARE, MI 48617

BARBARA BECK
708 SUNSET AVE
CLARE, MI 48617

STEVEN E & BEVERLY L SWANSON
3916 WINDY HEIGHTS DR
OKEMOS, MI 48864

SAMUEL & JUDITH BRANKEL
650 SUNSET AVE
CLARE, MI 48617

MELVIN L & KRISTYNA JOHNS
602 SUNSET AVE
CLARE, MI 48617

BISHOP CLARE PROPERTIES LLC
400 MACKINAW AVE
CHEBOYGAN, MI 49721

MMDDK LLC
C/O STEVE PACYNSKI
500 WOODWARD AVE STE 3500
DETROIT MI 48226

SHANE & VICTORIA GAMEZ
2111 GREENWOOD RD
PRESCOTT MI 48756

RI CS4 LLC
GPM INVESTMENTS LLC
1410 COMMONWEALTH DR STE 202
WILMINGTON NC 48403



CITY OF CLARE

202 West Fifth Street | Clare, Michigan 48617-1490

Office 989.386.7541 | Fax 989.386.4508

www.cityofclare.org

CITY HALL

Ph 989.386.7541

Fx 989.386.4508

www.cityofclare.org

Manager x102

Assessor x103

Clerk x106

Treasurer x107

DEPARTMENT OF PUBLIC WORKS

Ph 989.386.2182 or

989.386.7541 x202

Fx 989.386.4508

UTILITY BILLING

Ph 989.386.7541 x201

W/WWT PLANT

Ph 989.386.2321

Fx 989.386.2387

POLICE DEPT. NON-EMERGENCY

Ph 989.386.2121

Fx 989.386.0440

FIRE DEPT. NON-EMERGENCY

Ph 989.386.2151

Fx 989.386.3020

PARKS & RECREATION

Ph 989.386.7541 x213

Fx 989.386.4508

AIRPORT

Ph 989.386.0445

Fx 989.386.4508

July 19, 2023

Shane Gentle
Bishop Automotive
821 E. Fifth St.
Clare MI 48617

Dear Mr. Gentle:

The attached public notice is being sent to you because you have submitted a Site Plan Application for the proposed development of a 1,687sf addition and façade improvement to your existing facility at 821 East Fifth Street in Clare, Michigan. Property owners within 300 feet of the location have been notified and the public hearing notice will appear in the Clare County Review on Friday, July 21, 2023.

Please contact me if you have any questions or comments.

Sincerely,

Diane Lyon
Clare City Clerk

Enclosure

cc: FED Corp.



July 19, 2023

CITY HALL

Ph 989.386.7541
Fx 989.386.4508
www.cityofclare.org
Manager x102
Assessor x103
Clerk x106
Treasurer x107

**DEPARTMENT OF
PUBLIC WORKS**

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989.386.7541 x202
Fx 989.386.4508

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Fx 989.386.0440

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Fx 989.386.3020

**PARKS &
RECREATION**

Ph 989.386.7541 x213
Fx 989.386.4508

AIRPORT

Ph 989.386.0445
Fx 989.386.4508

Dear Property Owner:

In compliance with the Michigan Zoning Enabling Act, Act 110 of 2006, the attached public notice is being sent to you because you own property within 300' of Bishop Automotive which has submitted a Site Plan Application for a proposed 1,687sf addition and façade improvement to their facility located at 821 East Fifth Street in Clare, Michigan. The enclosed notice of public hearing will appear in the Clare County Review on Friday, July 21, 2023.

Please contact me if you have any questions or comments.

Sincerely,

Diane Lyon
Clare City Clerk

Enclosure





CITY HALL

Ph 989.386.7541

Fx 989.386.4508

www.cityofclare.org

Manager x102

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Ph 989.386.2121

Fx 989.386.0440

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Ph 989.386.2151

Fx 989.386.3020

**PARKS &
RECREATION**

Ph 989.386.7541 x213

Fx 989.386.4508

AIRPORT

Ph 989.386.0445

Fx 989.386.4508

**CITY OF CLARE
PUBLIC NOTICE**

The City of Clare Planning Commission will hold a public hearing on Wednesday, August 9, 2023, at 6:30 p.m., at Clare City Hall, 202 W. Fifth St., Clare, Michigan, to receive public comment pertaining to a site plan application submitted by Bishop Automotive, to build a 1,687 sq. ft. addition and complete a façade improvement at their existing facility located at 821 E. Fifth St., Clare Michigan. The Planning Commission will accept comments at the hearing or in writing if the written comments are received by the City Clerk no later than 4:00 p.m. on the hearing date. A copy of the site plan application is available for review at Clare City Hall. *The City of Clare is an equal opportunity provider and employer.*

Diane Lyon
Clare City Clerk

