

The regular meeting of the Clare City Planning Commission was called to order by Chairman Jason Lowe in the City Hall Commission Chambers, at 6:30 p.m., who then led the Pledge of Allegiance. Present were: Commissioners Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, Ken Hibl, Jason Lowe, Brett Moser, Stacy Pechacek, and Nick Wyman. Absent: None. 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, Communications, and Professional Development) that are considered to be routine by the Planning Commission. Voice vote: Ayes: All. Nays: None. Absent: None. *Motion Carried.*

APPROVAL OF MINUTES: *Approved by consent agenda

APPROVAL OF AGENDA: *Approved by consent agenda

PUBLIC COMMENT: None.

OLD/UNFINISHED BUSINESS: None.

NEW BUSINESS

A. SELECTION OF COMMISSION CHAIRPERSON

The By-Laws of the City of Clare Planning Commission stipulate that the Planning Commission shall annually select its Chairperson at the first scheduled meeting of the year. The Planning Commission is asked to take appropriate action to select its Chairperson for 2024.

Nominations for Planning Commission Chairperson were opened.

Motion by Commissioner Hibl second by Commissioner Carmoney to nominate Jason Lowe.

Hearing no other nominations, nominations were closed.

Roll call vote to approve the nomination of Jason Lowe to serve as Chairman of the Planning Commission by the adoption of Resolution 2024-001PC. Roll call vote: Yeas: Commissioners Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, Ken Hibl, Jason Lowe, Brett Moser, Stacy Pechacek, and Nick Wyman. Absent: None. Nays: None. No other voting action was taken as Commissioner Lowe accepted the nomination. *Motion Carried.*

B. SELECTION OF COMMISSION VICE CHAIRPERSON

The By-Laws of the City of Clare Planning Commission stipulate that the Planning Commission shall annually select its Vice Chairperson at the first scheduled meeting of the year. The Planning Commission is asked to take appropriate action to select its Chairperson for 2024.

Nominations for Planning Commission Vice Chairperson were opened.

Motion by Commissioner Hibl second by Commissioner Carmoney to nominate Joshua Clark.

Hearing no other nominations, nominations were closed.

Roll call vote to approve the nomination of Joshua Clark to serve as Vice Chairman of the Planning Commission by the adoption of Resolution 2024-002PC. Roll call vote: Yeas: Commissioners Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, Ken Hibl, Jason Lowe, Brett Moser, Stacy Pechacek, and Nick Wyman. Absent: None. Nays: None. No other voting action was taken as Commissioner Clark accepted the nomination. *Motion Carried.*

C. ANNUAL REVIEWS OF BY-LAWS

The By-Laws of the City of Clare Planning Commission governs the procedures and processes followed by the Planning Commission with respect to the rules it adopts and enforces, the conduct of its members, the conduct of its meetings, and the decisions made by the Planning Commission – in essence, everything the Planning Commission formally does or does not do. Consequently, it is deemed appropriate to review and update those rules annually at the Planning Commission's first meeting prior to conducting any other business to ensure the by-laws are up-to-date and are fulfilling the needs and desires of the Planning Commission.

Motion by Commissioner Pechacek second by Commissioner Demasi to approve the Planning Commission By-Laws by the adoption of Resolution 2024-003PC. Roll call vote: Yeas: Commissioners Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, Ken Hibl, Jason Lowe, Brett Moser, Stacy Pechacek, and Nick Wyman. Absent: None. Nays: None. *Motion Carried.*

D. SITE PLAN REVIEW - RITE-HITE STORAGE BUILDING

The City has received a site plan application along with supporting documents from Rite-Hite to construct a 7,200-square-foot storage building at their yard at 635 Industrial Drive in Clare's South Industrial Park.

The IDC conducted a review of the proposed site plan and recommended approval of the plan with a slight modification for a roof line adjustment to a 1/12 slope to match other industrial buildings in the area. Rite-Hite has submitted design plans to comply with this request.

The city staff conducted a review of the proposed site plan on December 7, 2023, and recommended approval of the site plan.

Prior to consideration, the Planning Commission is required to hold a public hearing to receive comments regarding the site plan application. The City has published notice of the public hearing and notified all property owners within 300'. To date the City has received no stated objections to the proposed site plan.

The Planning Commission is asked to hold the requisite public hearing related to the site plan and after the public hearing, the Commission is asked to formally consider the Site Plan and to render a decision concerning approval or disapproval.

Moved by Commissioner Carmoney seconded by Commissioner Clark to open a public hearing. Voice vote: Ayes: All. Nays: None. Absent: None. *Motion Carried.*

Public Comment: None.

Moved by Commissioner Pechacek seconded by Commissioner Moser to close the public hearing. Voice vote: Ayes: All. Nays: None. Absent: None. *Motion Carried.*

Motion made by Commissioner Cozat seconded by Commissioner Wyman to approve the Site Plan by adoption of Resolution 2024-004PC. Roll call vote: Yeas: Commissioners Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, Ken Hibl, Jason Lowe, Brett Moser, Stacy Pechacek, and Nick Wyman. Absent: None. Nays: None. *Motion Carried.*

E. SITE PLAN REVIEW – TRACTOR SUPPLY STORE

The City has received a site plan application, including signage, and supporting documents from CBE, LLC/TSC. They are proposing to construct a 21,930-square-foot TSC store and garden center at 10600 South Clare Avenue.

TSC has included, as part of their Site Plan Application, a request to reduce the number of plantings required under Section 52-433 of the City's Codes of Ordinance, due to site limitations on the south and west property lines, and due to overhead utilities on the east side of the property. Under Section 52-304c of the City's Codes of Ordinance, the Planning Commission has the authority to waive or modify the landscaping requirements by making a written finding that specific site characteristics would make the required screening ineffective or unnecessary.

In addition to the Site Plan Application, TSC has applied to the Zoning Board of Appeals for a Variance Request for a reduction in the number of required parking spaces and an increase in the allowable fence height for the outdoor display area. These issues will be addressed at a public hearing by the City's Zoning Board of Appeals on January 22, 2024, as there is no mechanism in the Codes for the Planning Commission to approve such issues. As a side note, the section of the Code regarding parking spaces may be brought before the Planning Commission for amendment in the future due to a marked change in consumer shopping habits/purchasing methods and e-commerce shipping.

The selected site location for the proposed new TSC store is presently located in Grant Township. TSC intends to complete a District II Transfer following approval of the Site Plan by the Planning Commission and the approval of the Variance Request by the ZBA.

City staff met with TSC representatives on December 7 to conduct an informal review and recommend approval of the proposed site plan contingent upon the District II Transfer, and the approval of the Planning Commission for landscape modifications.

The Planning Commission is asked to consider the application and render a decision on the proposed site plan and landscaping modification request. Any approvals will be contingent upon a District II Transfer of the property into the City.

Prior to consideration, the Planning Commission is required to hold a public hearing to receive comments regarding the Site Plan Application. The City has published notice of the public hearing and notified all property owners within 300'. To date, the City has received no stated objections to the proposed use or landscape modifications. Subsequent to the respective hearing, the Planning Commission is asked to formally consider the Site Plan and render a decision for approval or disapproval.

Moved by Commissioner Pechacek seconded by Commissioner Clark to open a public hearing. Voice vote: Ayes: All. Nays: None. Absent: None. *Motion Carried.*

Public Comment: Local developer Jim Paetschow voiced opposition to the site location stating concerns that stormwater would drain off onto his Tobacco Ranch wedding venue.

Steve Witte, the engineer for the TSC project, explained that according to the city's engineer of record and DPW Director, the city does not have a stormwater retention requirement. However, Mr. Witte went a step further to design a detention basin for a 25-year flood to capture any potential runoff. Soil borings were scheduled to be completed on January 9 but the results are not yet available. TSC also intends to install a grinder and pump for sending sewage and solids to the force main.

Moved by Commissioner Pechacek seconded by Commissioner Clark to close the public hearing. Voice vote: Ayes: All. Nays: None. Absent: None. *Motion Carried.*

Following additional discussion regarding runoff and detention basins, a motion was made by Commissioner Hibl seconded by Commissioner Clark to approve the Site Plan Application with signage, and the requested landscaping reduction by adoption of Resolution 2024-005PC, contingent upon the addition of a stormwater detention basin on the north side of the parking lot to add capacity; TSC sharing the results of the site soil borings with the city's Engineer of Record; TSC must obtain concurrence from the city's Engineer that the storage volume calculation/release design for stormwater detention is acceptable; and TSC must complete a District II Transfer of said property into the City of Clare; and to provide a recommendation for approval by the Planning Commission to the Zoning Board of Appeals for the variances being requested by TSC.

Roll call vote: Yeas: Commissioners Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, Ken Hibl, Jason Lowe, Brett Moser, Stacy Pechacek, and Nick Wyman. Absent: None. Nays: None. *Motion Carried.*

F. REVIEW OF THE 2023 ANNUAL REPORT

The By-Laws of the City of Clare Planning Commission stipulate that the Planning Commission shall annually prepare and submit to the Clare City Commission an annual report. A draft report was provided to the Planning Commission for review and comment; no recommended changes have been received from the Planning Commission; consequently, the Planning Commission is asked to approve the Report to allow it to be formally submitted to the Clare City Commission for review, consideration, and discussion.

Motion by Commissioner Pechacek second by Commissioner Carmoney to approve the 2023 Annual Report by the adoption of Resolution 2024-006PC. Roll call vote: Yeas: Commissioners Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, Ken Hibl, Jason Lowe, Brett Moser, Stacy Pechacek, and Nick Wyman. Absent: None. Nays: None. *Motion Carried.*

EXTENDED PUBLIC COMMENT: None.

PLANNING COMMISSION DISCUSSION:

Gateway Apartments wooded lot along Hemlock Street. Glenda voiced a complaint about how unsightly the wooded lot along Hemlock Street is and the potential hazard the dead wood creates. The City has reached out to the manager (Jason Bidault) at Gateway numerous times but the owner of the property refuses to take care of the issue.

Joint Planning Commission/City Commission Meeting Date: The Planning Commission agreed to hold the annual joint meeting with the City Commission on February 14 in conjunction with the regular Planning Commission meeting. Suggested topics for discussion included:

- Parking lot requirements/number of parking spaces required
- Storm drain requirements
- Sidewalks on McEwan Street
- Rental Ordinance

Lake Shamrock Dredging and Dam Project. We continue to make progress mechanically dredging in front of Shamrock Park. Savin has started hydraulic dredging and is making good progress. The cold and ice have not caused any trouble for us yet but may slow us down next week. The Dam feasibility study work continues. We had another progress meeting on December 13th. We submitted a pre-qualification application for a FEMA Rehabilitation of High Hazard Potential Dams Grant Program, and we have been selected to formally apply for the grant.

COMMUNICATIONS: *Approved by consent agenda

PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES: *Approved by consent agenda.

ADJOURNMENT - Moved by Commissioner Wyman and seconded by Commissioner Moser to adjourn. Voice Vote: Ayes: All. Nays: None. Absent: None. *Motion Carried.* The meeting adjourned at 7:50 p.m.

Diane Lyon, City Clerk