

CITY MANAGER REPORT

TO: Mayor Pat Humphrey & Clare City Commission
FROM: Jeremy Howard, City Manager
DATE: April 17, 2025
RE: City Manager's Report

For the Agenda of April 21, 2025

Lake Shamrock Dredging and Dam Project. Mechanical dredging by the city and hydraulic dredging by Savin Lake Services are still paused. Both will return as soon as permitting will allow, which is the beginning of July.

For the dam project, our engineering firm, GEI, is continuing design work for the dam and options for the type of systems we may be able to utilize. The City and GEI have submitted the full application for the second phase of the Dam Risk Reduction Grant (DRRG), and we still hope to hear back in April. We are still waiting on the grant agreement for the second approved grant (High Hazard Potential Dams – HHPD).

Planning Commission Meeting. The Planning Commission held a meeting on April 9, 2025 and acted on items on their agenda which included:

- Public Hearing and Site Plan Review and Approval – Project Pioneer – SPA Properties, LLC
- Approval of Fiscal Year 25/26 Capital Improvement Projects
- Approval of 2024 Planning Commission Annual Report (*attached*)

Attachments:

1. 2024 Planning Commission Annual Report.

2024 Annual Report
City of Clare Planning Commission
April 9, 2025
Encompassing the Period January to December 2024

Purpose. The Michigan Planning Act of 2008 mandates the submittal of an annual report of the municipal Planning Commission to the legislative body of the municipality regarding the operations and status of planning activities, including recommendations to the legislative body related to municipal planning and development.

Period of Report. This report is inclusive of actions of the City of Clare Planning Commission during the period January 1, 2024, to December 31, 2024.

General. The City of Clare Planning Commission consists of nine members appointed by the Mayor of the City of Clare with the approval of the majority of the Clare City Commission. Six of the nine members are required to be qualified electors of the City; the other three members are not required to be qualified electors. The current composition of the Clare Planning Commission is seven qualified electors of the City and two non-resident Clare business owners; the current slate of commissioners is attached to this report. The Planning Commission elects its chairperson and vice chairperson annually. The current chair is Commissioner Jason Lowe. Commissioner Nick Wyman serves in the position of vice chair. The Planning Commission Chair concurrently serves as a representative on the Clare Zoning Board of Appeals. The commission is scheduled to meet once monthly on the second Wednesday of the month at 6:30 p.m. at Clare City Hall. Special meetings may be called by the commission chairperson, the city manager, or the city clerk. All meetings are required to be open to the public. The City of Clare Planning Commission met on six(6) occasions during the period of this report. The Planning Commission will review the 2024 Annual Report and recommend submission to the City Commission.

Public Engagement, Primary Accomplishments, and Notable Activities.

- A. **Ordinance Amendments.** Public engagement announcements were made for the City Planning Commission to hold public hearings for the following Ordinance Amendments. The Planning Commission accepted public comments and then considered and made recommendations regarding the one (1) following ordinance amendment.
1. **Ordinance 2024-001 - Chapter 52 – Zoning Map.** This Ordinance was a proposal to amend the current zoning map for the city to rezone the property known as Property No. 18-051-321-001-10, located on West Fifth Street, currently zoned as Commercial (C-2) to be rezoned to Residential (R-2). As you remember, although the Planning Commission did make the recommendation for approval, the City Commission ultimately decided against the request for rezoning.
- B. **Site Plans, Façade Changes, & Special Use Permits.** The Planning Commission conducted public hearings for and approved four (4) site plans, one (1) Façade Improvement Plans, and zero (0) Special Use Permits.
1. **Rite Hite Site Plan.** The Planning Commission approved a new 7,200-square-foot storage building at their yard at 635 Industrial Drive in Clare’s South Industrial Park.

2. *CBE LLC/Tractor Supply Company (TSC) Site Plan.* The Planning Commission approved the construction of a 21,930-square-foot TSC store and garden center at 10600 South Clare Avenue.
 3. *J. Trucks Site Plan and Façade Improvement.* The Planning Commission approved a façade improvement for J. Trucks at 600 Pine Street for a façade improvement which included painting the brick, changing out the vinyl siding for steel siding, installing a second-story egress door and a ladder as a fire escape, and replacing the wooden fence located in the side and back lot surrounding the parking lot with new fencing.
 4. *Mr. Bernie Nevill Site Plan.* The Planning Commission approved the construction of a new 3,200 square-foot airplane hangar at the Clare Municipal Airport on Lot 106 & West ½ Of Lot 104 at the Clare Municipal Airport.
 5. *MyMichigan Medical Center Clare Site Plan.* The Planning Commission approved Phase I and II of a \$40 million expansion and renovation project to the hospital for MyMichigan Medical Center Clare located in downtown Clare.
- C. *Review of Proposed Capital Projects.* The Planning Act requires that the Planning Commission review all public capital projects recommended for construction or implementation within the City’s geographical boundaries. The Planning Commission conducted a review of all proposed capital projects for the City’s 2024/2025 fiscal year before submittal to the City Commission in conjunction with the City’s budget approval process and determined that the projects appear to support the goals and objectives outlined in the Comprehensive Master Plan of the City.

Professional Development & Budgetary Considerations. The Planning Commission’s professional development budget was used to further the education and knowledge of Planning Commission members at various training events and educational classes. The City’s funding for public capital projects appears to be adequate.

Recommendations/Other Comments. The Clare City Commission and the City’s Planning Commission continue to work well together to meet the goals of the Master Plan and the continued growth and development in the City of Clare are markers of the successful relationship and the development friendly environment that has been fostered by the City.

Attachment. Planning Commission Member Slate.

Respectfully Submitted,

Jason Lowe
Chairperson, City of Clare Planning Commission