



CITY OF CLARE

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CLARE CITY COMMISSION

&

CLARE CITY PLANNING COMMISSION

Wednesday, January 10, 2018

6:30 p.m.

*Meeting Location: Room A (Basement), Pere Marquette District Library
185 East Fourth Street, Clare, Michigan*

CITY HALL

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AGENDA

1. **CALL TO ORDER**
 - A. Pledge of Allegiance
 - B. Roll Call
2. **APPROVAL OF AGENDA**
3. **OLD/UNFINISHED BUSINESS - None**
4. **NEW BUSINESS – Annual Meeting of Planning & City Commission to Discuss Topics of Mutual Interest & Set Goals and Objectives for 2018**
5. **PUBLIC COMMENT**
6. **INTRACOMMISSION COMMUNICATIONS**
7. **ADJOURNMENT**



AGENDA REPORT

To: Mayor Pat Humphrey & Clare City Commissioners
From: Ken Hibl, City Manager
Date: January 8, 2018
RE: Discussion Topics – Annual Combined Meeting

For the Agenda of January 10, 2018

Background: The City Commission and the Planning Commission are scheduled to hold an annual meeting on January 10th @ 6:30pm. The Planning Commission will present its Annual Report (*copy att'd*) to the Clare City Commission at that meeting. Subsequent to completion of that presentation, both Commissions are asked to discuss topics of mutual interest and concerns and set any short-term and long-term goals and objectives for the City as deemed appropriate. The City Staff has attached a list of projects we anticipate we will be working on during the next two-to-three year period that may assist the Commissions to set goals and objectives (if deemed appropriate) or simply to aid in discussions during the meeting.

We have invited Mr. Aaron Kipfmiller, who represents a local “Tiny Houses” coalition, to attend the meeting. He contacted us approximately four months ago asking whether we had done any planning or consideration regarding this growing/trending housing market, so we thought this would be an excellent opportunity to at least receive an introduction to the topic. We suggest that you also give some thought to how we address “mother-in-law” suites in our residential districts. We will bring our Future Land Use Map to the meeting and ask you to consider at least one suggested change we think makes sense – if you agree, we’ll start the process to make the change in the near-term.

Jaynie, our City Attorney, also plans to attend the meeting. While we’ve all probably heard and discussed the topic of Medical MJ until we don’t want to do so any more, Jaynie and I are scheduled to attend another seminar at SVSU on this topic on January 10th. The seminar includes a panel discussion by three panel members: a Michigan Municipal League (MML) lobbyist, a LARA (Licensing & Regulatory Authority) attorney, and a DEA (Drug Enforcement Agency) representative (the Ass’t Special Agent in Charge of the Detroit DEA Office). The primary reason we are attending is this is the first seminar we have seen on this topic that includes federal representation – and with Attorney General Sessions’ missive last week directing all the U.S. Attorneys to enforce federal drug law, it will be interesting to hear what the has to say on this topic. We will share any “new” (if any) info that is addressed at that seminar. I suggest we should also touch very briefly the topic of recreational MJ, as it appears relatively certain that this will be a November 2018 ballot item in Michigan.

Issues & Questions Specified: Should the City Commission & City Planning Commission hold its annual meeting to discuss topics of mutual interest and formulate short and long-term goals and objectives as deemed appropriate?

Alternatives:

1. Hold the Annual Meeting.

2. Do not conduct the Annual Meeting.
3. Set aside the matter for further consideration and/or deliberation.

Financial Impact: N/A.

Recommendations: I recommend that the City Commission and Planning Commission hold its annual meeting to discuss topics of mutual interest and set goals and objectives, as deemed appropriate and mutually agreeable.

Attachments:

1. Annual Report.
2. Project List.

**Annual Report
City of Clare Planning Commission
Encompassing the Period January to December 2017**

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, to include 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, 2017 to December 31, 2017.*

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 eight qualified electors of the City and one non-resident Clare business owner; the current slate of commissioners is attached to this report. It is desirable that one of the appointed planning commissioners is appointed to concurrently serve as a voting member of the City's Zoning Board of Appeals; Commissioner Josh Clark is the Planning Commission's representative on the Clare Zoning Board of Appeals. The Planning Commission elects its own chairperson annually; the current chair being Commissioner Josh Clark. Commissioner Darren Acton serves in the position of vice chair. The commission is scheduled to meet once monthly on the second Wednesday of the month at 6:30pm 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 fifteen (15) occasions during the period of this report. The City Commission and Planning Commission also conducted one special combined meeting in December 2017 to discuss the City's ordinance and proposed changes regarding the topic of Medical Marijuana.*

Primary Accomplishments and Activities.

- a. **Ordinance Amendments.** *The City Planning Commission considered and made recommendations regarding three (3) ordinance changes related to Chapter 52 (Zoning) of the Ordinance Codes of the City of Clare:*
 1. **2017-001 - Zoning.** Chapter 52, Multiple sections within Chapter 52 to correct found omissions and errors.
 2. **2017-004 - Zoning Change,** Parcel ID #18-002-10-013-21 from Commercial to Industrial in concert with the Future Land Use Map of the City of Clare, Chapter 52, Ordinance 219, Section 3.
 3. **2018-001 - Zoning,** Chapter 52, Article III, Section 52-2, Correcting, amending and updating all provisions related to Telecommunications and Telecommunications Towers within the City of Clare.

b. Site Plans. *The Planning Commission approved eight (8) site plans during this reporting period; this is an increase of one (1) site plan for a one-year time period reported in the 2016 annual report.*

1. Fifth Street Auto – 213 East Fifth Street. The original building, which was a converted gas station, was totally destroyed by fire. A new, modern auto repair building was constructed to replace the former gas station building.
2. Shamrock Park Sand Volleyball Court – 404 Wilcox Parkway. The new sand volley ball court is an Eagle Scout Project recommended for approval by the City of Clare Parks & Recreation Advisory Board.
3. Pioneer Golden Estates – Vacant Property, McGuirk Drive. Construction of a new 44,000sf, 50-unit assisted living/memory care/independent living facility to be named Pioneer Golden Estates.
4. Robotic Welded Parts – 314 East Fourth Street. Construction of a new 12,000sf manufacturing building added to the Robotic Welded Parts Complex at this address.
5. SHARPCO – Vacant Parcel, North Industrial Park. Construction of a new 9,000sf industrial manufacturing building.
6. FCI – Vacant Parcel, South Industrial Park. Construction of two new industrial buildings (a 4,608sf building & a 15,000sf building) to house medical marihuana facilities.
7. Herrick House - 120 East Fifth Street. Construction of a 374 square foot addition to the existing restaurant and gift shop building.
8. Total Holistic Cultivation – Vacant Parcel, South Industrial Park. Construction of two new 28,475sf industrial buildings and two 10,000sf green houses to house medical marihuana facilities.

c. Façade Changes. *The Planning Commission approved two (2) façade changes during this reporting period; this is an increase of two (2) special use permits for a one-year time period reported in the 2016 annual report.*

1. 429-431 N. McEwan Street. Remove the EFIS material on the east façade of the building and replace the material with plate glass display windows, thereby returning the building to a closer semblance of its historic past.
2. Stitches for Britches – 118-120 West Fourth Street. The proprietor of this business purchased the adjacent building and changed the façade, removing the vinyl siding and incorporating a seamless façade to tie the two buildings together as one.

d. Special Use Permits. *The Planning Commission approved ten (10) special use permits during this reporting period; this is an increase of nine (9) special use permits for a one-year time period reported in the 2016 annual report.*

1. Group Day Care Facility (Vicki Ferrell) – 1312 Vinewood. A special use permit to operate a child care for more than five children.

2. Green Day Investments - 555 Industrial Drive. A special use permit for a Class B medical marihuana grow facility.
 3. FCI Corporation – Vacant Property, South Industrial Park. A special use permit for a Class B medical marihuana grow facility.
 4. FCI Corporation – Vacant Property, South Industrial Park. A special use permit for a medical marihuana processing facility.
 5. FCI Corporation – Vacant Property, South Industrial Park. A special use permit for a medical marihuana provisioning center.
 6. Green Day Investments – 555 Industrial Drive. A special use permit for a medical marihuana provisioning center.
 7. Total Holistic Cultivation - Vacant Property, South Industrial Park. A special use permit for a Class C medical marihuana grow facility.
 8. Total Holistic Cultivation – Vacant Property, South Industrial Park. A special use permit for a medical marihuana processing center.
 9. Ten16 Center for Recovery & Wellness – 805 Beech Street. A special use permit to operate a recovery and counseling center.
 10. Group Day Care Facility (Jamie Johnson) – 1111 Park Street. A special use permit to operate a child care center for more than five children.
- e. 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 preliminary review of all proposed capital projects for the City’s 2017/2018 fiscal year prior to 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.*
- f. Clare Railroad Depot Rehabilitation. *The City Planning Commission continues to remain involved and continues monitoring the continued progress being made by the Clare Depot Committee. The rehabilitation project is nearing completion, with only approximately \$35,000 needed to complete all work elements to allow occupancy on both floors of the building and re-open the building to the public for continuous public use. Jan Winter, a former, long-serving Planning Commissioner continues to serve as the Chairperson of the Clare Railroad Depot Steering Committee and continues to deserve great credit and special recognition for her great leadership in this role. Once the depot is occupied, by the Chamber of Commerce and the Clare County Arts Council, the Planning Commission will respectfully request that the City Commission relieve the Planning Commission of its assigned task of oversight of the Depot Rehabilitation Project, thereby simultaneously relieving Commissioner Winter of the responsibility of chairing the Depot Committee. However, the Planning Commission understands that there will be a continued need for oversight of the depot as even though the majority of the “heavy lifting” will have been completed, there will still be a significant amount of work to be completed (landscaping, trailhead development, rehabilitation of the on-site caboose, relocation of a second donated caboose to the depot site, and additional fund-raising, etc.), and decisions will need to be made in respect to those remaining tasks and day-to-day operations of the depot. The Depot*

Committee has been amazingly effective in accomplishing the many “that can’t be done” tasks that have been done in relocating and rehabilitating the depot. But a different organizational entity will be needed in the future – a much smaller, more streamlined governing body that can quickly make decisions and/or formulate recommendations for implementation. A tentative proposal for the organizational structure of the new governing body will be to have as its chairperson an appointee of the City Commission, representation from the Clare County Arts Council and the Chamber of Commerce (tenants of the building), a representative of the Clare DDA, the Clare City Treasurer, & the Clare City Manager.

Budgetary Considerations. *The current professional development budget allocated for the continuing education of the Planning Commission members has and continues to be adequate. The City’s funding for public capital projects appears adequate – particularly in light of the continuing disinvestment of local municipalities by the state.*

Recommendations. *See Other Comments below.*

Other Comments. *The Clare City Commission and the City’s Planning Commission are scheduled to conduct an annual joint meeting on January 10, 2018 to discuss items of mutual importance and to review general philosophy, vision, and objectives for the City. The Planning Commission continues to view this annual meeting of significant importance and strongly recommends that these annual meetings continue. Recommended topics for this year’s meeting include Tiny Houses and Mother-in-Law Houses, an update to the City’s Future Land Use Map, a continuing discussion related to a Rental Ordinance and Code Enforcement, and other topics of mutual interest at the discretion of both Commissions.*

Attachment. *List of Planning Commission Members.*

Respectfully Submitted,

***Joshua Clark
2017 Chairman, City of Clare Planning Commission
January 10, 2018***

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PLANNING COMMISSION: This nine member board is appointed Mayor and approved by City Commission – Act 285, Section 125.33 of 1931. Charter 52-51. Members are representative of various community interests and serve 3 year terms. The Planning Commission meets the 2nd Tuesday of the month.

Joshua Clark- Chair
Josh.Clark@midmichigan.org
Term expires: 04/19/18

Darren Acton-Vice Chair
dbacton@charter.net
Term expires: 01/18/18

Angie Cozat
angelacozat@gmail.com
Term Expires: 10/01/20

Kristin Heintz
info@renewhealthchiro.com
Term expires: 04/30/20

Nick Wyman
wyman1nl@yahoo.com
Term expires: 10/01/20

Jason Lowe
cpsbands@gmail.com
Term expires: 04/30/20

Glenda Carmoney
glendacarmoney@gmail.com
Term expires: 10/01/20

Elaine Demasi
elainedemasi@gmail.com
Term expires: 02/01/19

Brett Moser
brett.moser@woodshousehold.com
Term expires: 01/04/19

2018 PROJECT LIST

This is a list of the primary projects that the Clare City Staff anticipates will be worked on during the Calendar Year 2018 and is formulated for use by the City Commission and Planning Commission for the purpose of generating discussion and providing a framework to set short-term and long-term goals, objectives, and priorities during the conduct of the Annual Combined Meeting of the two Commissions.

- **Continue Multiple Tasks Associated with Redevelopment Ready Community (RRC) Status**
- **Expand DDA Boundaries**
- **Preliminary Work Associated with Completion of Pere-Marquette Rail-Trail**
- **ICE Grant (tentative) – Approx. 1.5 miles of Street Environment (asphalt, curb, sidewalk) and Water Main Upgrades**
- **Street Projects – John R & E Seventh (if no ICE Grant)**
- **Complete Detail Work on New Sports Complex**
- **Skate Park @ New Sports Complex**
- **Water System Upgrade & Rehabilitation (New Public Water Well, Iron Removal Filters, etc.)**
- **Preliminary Work Associated with Dredging Lake Shamrock?**
- **Complete Tasks Required for Occupancy of Railroad Depot; Continue Next Phase of Depot Project (Move 2nd Caboose to Site, Landscaping, Parking, Trail-Head)**
- **Rental Rehabilitation Ordinance??**
- **Employee Manual**
- **Complete Airport Taxiway Project**
- **Request Jurisdiction Transfer of Pinecrest Street**