

***Annual Report
City of Clare Planning Commission
Encompassing the Period January to December 2021***

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, 2021 to December 31, 2021.

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. The Planning Commission elects its own chairperson annually; the current chair being Commissioner Jason Lowe. The Planning Commission Chair concurrently serves as a representative on the Clare Zoning Board of Appeals. Commissioner Nick Wyman serves in the position of vice chair. 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 twelve (12) occasions during the period of this report. The City Commission and Planning Commission will conduct the required annual combined meeting in the beginning of 2022 to review the Planning Commission's 2021 Annual Report to the City Commission and discuss other topics of mutual interest.

Primary Accomplishments and Activities.

- a. **Ordinance Amendments.** The City Planning Commission considered and made recommendations regarding six (6) ordinance changes.
 1. **Ordinance 2021-001 - Zoning, Chapter 52 - Signs.** Provided language to Regulate signs and to minimize outdoor advertising within the city so as to protect public safety, health and welfare; minimize abundance and size of signs to reduce visual clutter, motorist distraction, and loss of sight distance; promote public convenience; preserve property values; support and complement land use objectives as set forth in the city master plan and this chapter; and enhance the aesthetic appearance and quality of life within the city.
 2. **Ordinance 2021-002 - Chapter 52 – Rezoning Commercial (C-2) to Industrial (I).** Rezoned a 6-acre parcel into two lots on the corner of Consumers Energy Parkway and Rebak Way from Commercial (C-2) to Industrial (I) for the future construction of two spec buildings.

3. Ordinance 2021-003 - Chapter 52 – Rezoning Commercial (C-2) to Industrial (I). Rezoned Lot 9 of 211 East Second Street from Industrial (I) to Residential (R2) to match Lot 10 of that same parcel and that of the surrounding properties.
 4. Ordinance 2021-004 – Repeal a section in Chapter 52 and restate a part of Chapter 42 – Small Wireless Communications Facilities Deployment - Small Cells. Provided language for the regulation of small cell wireless infrastructure in the City of Clare, and the activities of wireless infrastructure providers and wireless services providers regarding the siting of certain wireless facilities.
 5. Ordinance 2021-005 - Chapter 52 – Lighting Standards. Provided language to change the wording in our current code to call for the use of LED lights instead of the older style Metal Halide lights.
 6. Ordinance 2021-006 - Chapter 10 and 52 – Tiny Homes. Provided language for the allowance and regulation of the placement of Tiny Homes in the City of Clare.
- b. Site Plans, Façade Changes, & Special Use Permits. The Planning Commission approved fourteen (14) site plans (increase of 6 from 2020), one (1) Façade Improvement Plan, and seven (7) Special Use Permits (increase of 2 from 2020).
1. Site Plan and Special Use Permits – Annual Renewal of Medical Marijuana Facility Licenses – 535, 545, 555 Industrial Drive – Vault MI, LLC. Approved the annual renewal of the previously approved Special Use Permits and Site Plans for Medical Marijuana Facilities.
 2. Site Plan and Special Use Permit – Recreational Marijuana Facility License – 555 Industrial Drive – Vault MI, LLC. Approved Site Plan and Special Use Permit and for Recreational Marijuana Grow Facility.
 3. Site Plan and Special Use Permit – Recreational Marijuana Facility License – 380 Industrial Drive – Total Holistic Cultivation, LLC. Approved Site Plan and Special Use Permit and for Recreational Marijuana Grow.
 4. Site Plan – Clare Northern Group – Corner of Consumers Energy Parkway and Rebak Way. Approved a site plan for a 6-acre parcel being divided into two lots and rezoned from Commercial (C-2) to Industrial (I) for the future construction of two 60,000 square foot spec buildings.
 5. Façade Improvement – Dr. Scott & Dr. Trommater Optometry Office – 605 North McEwan. Approved proposed façade improvements to significantly improve the exterior of the existing optometry office at 605 North McEwan and the building now matches the surrounding properties.
 6. Site Plan and Special Use Permit – Recreational Marijuana Facility License – 545 Industrial Drive – Vault MI, LLC. Approved Site Plan and Special Use Permit and for Recreational Marijuana Grow Facility.

7. Site Plan – Peterbilt-JX Enterprise – 9989 Rebak Way. Approved a site plan for a 6-acre parcel for a 29,000 square foot Peterbilt Sales and Service Center to be built.
 8. Site Plan – Fred and Lori Nehring-Superior Title Company – 11210 North Mission Road. Approved a site plan for a parking lot expansion and addition of a pedestal sign.
 9. Site Plan and Special Use Permit – Brenda Davis-Group Day Care Facility – 1203 Park Street. Approved the operation of a group day care facility for no more than 12 children at the residence located at 1203 Park Street.
 10. Site Plan – Bolle Contracting-Mark Bolle – Clare Municipal Airport. The Planning Commission approved a site plan application from Bolle Contracting (Mr. Mark Bolle) to construct a new 4,800 square foot airplane hangar at the Clare Municipal Airport on Lot 106 & West ½ of Lot 104.
 11. Site Plan – J&J 327-Jay Hoffman – Clare Municipal Airport. The Planning Commission approved a site plan application from J&J 327 (Mr. Jay Hoffman) to construct a new 3,600 square foot airplane hangar at the Clare Municipal Airport on Lot 202.
 12. Site Plan – Amy Shindorf and Gordon Risbridger – 504 Riverside Drive. The Planning Commission approved a site plan application from Amy Shindorf and Gordon Risbridger for the placement of a Tiny House at 504 Riverside Drive. This site plan review by the Planning Commission was added to the Tiny Home ordinance when it was passed earlier in the year.
 13. Site Plan – Doherty Hotel – 604 North McEwan. The Planning Commission approved a site plan application from the Doherty Hotel to build an open sided pavilion over their outdoor patio at 604 North McEwan to replace the temporary tent that had been in place.
 14. Site Plan and Special Use Permits –Medical Marijuana Facility Licenses – 690 Industrial Drive – FCI, LLC. Approved the site plan and special use permits of the previously approved Medical Marijuana Facilities for FCI, LLC to open a Medical Marijuana Provisioning Center, Medical Marijuana Processing Facility, and two Medical Marijuana Class C Grow Facility.
 15. Site Plan and Special Use Permits – Verizon Wireless – 202 West Fifth Street. The Planning Commission approved a Site Plan Application and Special Use Permit from the Verizon Wireless to allow the construction of a 130-foot cell tower at 202 West Fifth Street (City Hall Parking Lot).
- 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 preliminary review of all proposed capital projects for the City’s 2021/2022 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.

- d. Master Plan Process. The City entered into a contract with McKenna Associates to conduct the Review/Update of the Comprehensive Master Plan. It is a five-year plan and ended at the end of 2021. The Planning Commission has already met with the consultant and begun the discussions for the review and updating of the plan for the next 5 years. This process will last for 6-8 months and will be complete during 2022.

Budgetary Considerations. The current professional development budget allocated for the continued education of the Planning Commission members has and continues to be adequate. The City's funding for public capital projects appears adequate.

Recommendations. See Other Comments below.

Other Comments. The Clare City Commission and the City's Planning Commission are tentatively scheduled to conduct an annual joint meeting in conjunction with the City's scheduled meeting in early 2022 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. As in years past, the Planning Commission again suggests continuing discussions related to a Rental Ordinance, though this has become a much tougher discussion with the recent action in the Legislature to allow for short term rentals. The Planning Commission also recommends the review of items related to the odor issues with Marijuana facilities in the south industrial park and also a review of the sign ordinance in conjunction with the recent ZBA variance given for sign height on the North end of Clare (currently waiting until the Peterbilt sign is installed to have a better perspective of what it will look like). The review and update of the Master Plan is also a very large project that the Planning Commission will be working on in 2022 and will require the input and coordination with the City Commission and the community at large.

Attachment. Planning Commission Member Slate.

Respectfully Submitted,

Jason Lowe
Chairperson, City of Clare Planning Commission

January 12, 2022