

The regular meeting of the Clare City Planning Commission was called to order in the city commission chamber of Clare City Hall, 202 W. Fifth St., Clare, MI, at 6:32 p.m. by Commission Vice Chair Nick Wyman, who led with the Pledge of Allegiance. Present were: Commissioners Glenda Carmoney, Angie Cozat, Elaine Demasi, Nick Loomis, Brett Moser and Stacy Pechacek and Nick Wyman. Absent: Darren Acton; Jason Lowe subsequently arrived at 6:35. Also present were Ken Hibl, City Manager; and Diane Lyon, City Clerk.

APPROVAL OF AGENDA:

Moved by Commissioner Demasi second by Commissioner Pechacek to approve the agenda. Ayes: All. Nays: None. Absent: Darren Acton & Jason Lowe. *Motion approved.*

APPROVAL OF MINUTES:

Moved by Commissioner Carmoney second by Commissioner Moser to approve the prior meeting minutes. Ayes: All. Nays: None. Absent: Darren Acton. *Motion approved.*

UNFINISHED BUSINESS: None.

NEW BUSINESS:

A. Annual Review of By-Laws

The By-Laws of the City of Clare Planning Commission govern the procedures and processes followed by the Planning Commission in respect to the rules it adopts and enforces, in respect to the conduct of its members, in respect to the conduct of its meetings, in respect to the decisions made by the 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 Commission's first meeting prior to conducting any other business to ensure the by-laws are up-to-date and are in fact fulfilling the needs and desires of the Planning Commission.

Motion by Commissioner Loomis second by Commissioner Pechacek to approve the Annual Review of By-Laws by adoption of Resolution 2020-001PC. Ayes: All. Nays: None. Absent: Darren Acton. *Motion approved.*

As part of later discussion, the Planning Commission determined that they desire to include in the by-laws the designation of the Planning Commission Chair to serve as their representative on the Zoning Board of Appeals.

Motion by Commissioner Carmoney second by Commissioner Wyman to amend the By-Laws by adoption of Resolution 2020-001PC. Ayes: Angie Cozat, Elaine Demasi, Nick Loomis, Jason Lowe, Stacy Pechacek, Brett Moser, Glenda Carmoney, and Nick Wyman. Nays: None. Absent: Darren Acton. *Motion approved.*

B. Select Planning 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 2020.

Motion by Commissioner Wyman second by Commissioner Moser to open nominations. Ayes: All. Nays: None. Absent: Darren Acton. *Motion approved.*

Motion by Commissioner Wyman second by Commissioner Pechacek to nominate Jason Lowe as Planning Commission Chair by adoption of Resolution 2020-002PC. Ayes: All. Nays: None. Absent: Darren Acton. *Motion approved.*

Motion by Commissioner Carmoney second by Commissioner Pechacek to close nominations. Ayes: All. Nays: None. Absent: Darren Acton. *Motion approved.*

Roll Call Vote: Angie Cozat, Elaine Demasi, Nick Loomis, Jason Lowe, Stacy Pechacek, Brett Moser, Glenda Carmoney, and Nick Wyman. Nays: None. Absent: Darren Acton. *Motion approved.*

C. Select Planning 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 2020.

Motion by Commissioner Pechacek second by Commissioner Moser to open nominations. Ayes: All. Nays: None. Absent: Darren Acton. *Motion approved.*

Motion by Commissioner Lowe second by Commissioner Demasi to nominate Nick Wyman as Planning Commission Vice Chair by adoption of Resolution 2020-003PC. Ayes: All. Nays: None. Absent: Darren Acton. *Motion approved*

Motion by Commissioner Carmoney second by Commissioner Pechacek to close nominations. Ayes: All. Nays: None. Absent: Darren Acton. *Motion approved*

Roll Call Vote: Angie Cozat, Elaine Demasi, Nick Loomis, Jason Lowe, Stacy Pechacek, Brett Moser, Glenda Carmoney, and Nick Wyman. Nays: None. Absent: Darren Acton. *Motion approved.*

D. Approve 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. The City Staff has completed the draft report for the Planning Commission's review and consideration. The report will be formally submitted to the Clare City Commission for review, consideration, and discussion at the tentatively scheduled annual combined meeting of the City Commission and Planning Commission on January 20, 2020.

Motion by Commissioner Wyman second by Commissioner Pechacek to approve the annual report by adoption of Resolution 2020-004PC. Ayes: Angie Cozat, Elaine Demasi, Nick Loomis, Jason Lowe, Stacy Pechacek, Brett Moser, Glenda Carmoney, and Nick Wyman. Nays: None. Absent: Darren Acton. *Motion approved.*

PUBLIC COMMENT: None.

INTRACOMMISSION COMMUNICATIONS:

- Wendy's is tentatively proposing to submit a site plan for consideration at the February 12 meeting.
- Giffel's Webster still needs to present a sign ordinance for consideration.
- The memorial service (this evening) for K-9 officer Brewster was well attended.
- Depending on the revenue stream, the city may apply for a grant (EGLE & Consumers Energy) to install 1 or 2 vehicle charging stations in each of the municipal lots.
- The MDOT Trust Fund did not approve the city's \$300K rail-trail grant application even though our project scored higher than several projects that scored much lower. All of the grants were awarded to projects downstate.
- The City Commission is committed to getting a code enforcement officer in place but have put implementation of a rental ordinance on the back-burner.
- Mr. Nick Loomis has been appointed as the city's Hearing Officer.
- We have a new chiropractic business in Clare-Jordan McConnell is the proprietor.
- Scott Carter sold RWP to a company on the east coast.
- John Miller & Duane Gottschalk sold JD Metalworks to Rite-Hite of Wisconsin.
- New MidMichigan Health Regional President Marita Hattem-Schiffman announced their intent to invest \$50M in the Clare facility.

ADJOURNMENT

Moved by Commissioner Pechacek second by Commissioner Loomis to adjourn. Ayes: All. Nays: None. Absent: Darren Acton. *Motion approved.*

Meeting adjourned at 7:30 p.m.

Diane Lyon, City Clerk