

The regular meeting of the Clare City Planning Commission was conducted via remote attendance in compliance with the Michigan Open Meetings Act and was called to order at 6:33 p.m. by Planning Commission Chair Jason Lowe, who led with the Pledge of Allegiance. Present were: Commissioners Darren Acton, Elaine Demasi, Glenda Carmoney, Jason Lowe, Angie Cozat, Brett Moser, John Myers Stacy Pechacek and Nick Wyman. Absent: None. Also present were Jeremy Howard, City Manager; and Diane Lyon, City Clerk.

Rules for Public Comment during the conduct of a remote electronic meeting was read to the audience by Clerk Lyon.

APPROVAL OF CONSENT AGENDA:

Moved by Commissioner Wyman second by Commissioner Cozat to approve the Consent Agenda items listed with an asterisk (*) (Agenda, Minutes and Professional Development) that are considered to be routine by the Planning Commission. Roll call vote: Yeas: Commissioners Darren Acton, Glenda Carmoney, Angie Cozat, Elaine Demasi, Jason Lowe, Brett Moser, John Myers, Stacy Pechacek and Nick Wyman. Absent: None. *Motion Carried.*

PUBLIC COMMENT: None.

APPROVAL OF AGENDA:

*approved by consent agenda.

APPROVAL OF MINUTES:

*approved by consent agenda.

NEW BUSINESS:

A. ANNUAL REVIEWS 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, 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 in fact fulfilling the needs and desires of the Planning Commission.

Motion by Commissioner Acton second by Commissioner Carmoney to approve the current Planning Commission By-Laws by adoption of Resolution 2021-001PC. Roll call vote: Yeas: Commissioners Darren Acton, Glenda Carmoney, Angie Cozat, Elaine Demasi, Jason Lowe, Brett Moser, John Myers, Stacy Pechacek and Nick Wyman. Absent: None. *Motion Carried.*

B. 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 2021.

Nominations for Planning Commission Chairperson were opened.

Motion by Commissioner Carmoney second by Commissioner Wyman 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 adoption of Resolution 2021-002: Yeas: Commissioners Darren Acton, Glenda Carmoney, Angie Cozat, Elaine Demasi, Jason Lowe, Brett Moser, John Myers, Stacy Pechacek and Nick Wyman. Absent: None. *Motion Carried.*

C. 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 2021.

Nominations for Planning Commission Vice Chairperson were opened.

Motion by Commissioner Pechacek to nominate Nick Wyman. Motion died for lack of a second.

Motion by Commissioner Wyman second by Commissioner Lowe to nominate Darren Acton.

Hearing no other nominations, nominations were closed.

Roll call vote to approve the nomination of Darren Acton to serve as Vice Chairman of the Planning Commission by adoption of Resolution 2021-003: Yeas: Commissioners Darren Acton, Glenda Carmoney, Angie Cozat, Elaine Demasi, Jason Lowe, Brett Moser, John Myers, Stacy Pechacek and Nick Wyman. Absent: None. Motion Carried.

D. REVIEW OF 2020 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 Demasi second by Commissioner Acton to approve the 2020 Annual Report by adoption of Resolution 2021-004PC. Roll call vote: Yeas: Commissioners Darren Acton, Glenda Carmoney, Angie Cozat, Elaine Demasi, Jason Lowe, Brett Moser, John Myers, Stacy Pechacek and Nick Wyman. Absent: None. *Motion Carried.*

EXTENDED PUBLIC COMMENT: None.

COMMISSION DISCUSSION TOPICS: General discussion regarding the effect of COVID-19 on community activities, vaccination for the virus, and the well-being of fellow Commissioners.

APPROVAL OF PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES:

*approved by consent agenda.

ADJOURNMENT

Moved by Commissioner Myers second by Commissioner Moser to adjourn at 6:57 p.m. Roll call vote: Yeas: Darren Acton, Glenda Carmoney, Angie Cozat, Elaine Demasi, Jason Lowe, Brett Moser, John Myers, Stacy Pechacek, and Nick Wyman. Absent: None. Nays: None. *Motion Carried.*

Diane Lyon, City Clerk