

The special 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 5:34 p.m. by Chair Josh Clark who led the Pledge of Allegiance. Present were: Commissioners Steve Barnes, Josh Clark, Glenda Carmoney, Brett Moser, Jan Winter and Nick Wyman. Absent: Elaine Demasi who subsequently arrived at 6:10pm; Angie Cozat who subsequently arrived at 6:30; and Darren Acton. Also present were Ken Hibl, City Manager; Steve Kingsbury, Treasurer & Finance Director; Joy Simmer, Parks and Recreation Director; and Diane Lyon, City Clerk.

**APPROVAL OF AGENDA:**

Moved by Commissioner Winter second by Commissioner Wyman to approve the agenda. Ayes: All. Nays: None. Absent: Darren Acton, Angie Cozat, and Elaine Demasi. *Motion approved.*

**APPROVAL OF MINUTES:**

Moved by Commissioner Carmoney second by Commissioner Moser to approve the minutes of the previous meeting. Ayes: All. Nays: None. Absent: Darren Acton, Angie Cozat, and Elaine Demasi. *Motion approved.*

**PUBLIC COMMENT:** None.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**A. AMEND PLANNING COMMISSION BYLAWS**

The Planning Commission approved (Resolution 2015-021PC) a site plan application and three special use permits at a scheduled public meeting on September 30, 2015, thereby facilitating the proposed construction of a 158K sf WalMart store and an ancillary fuel station. The City has received a request from Bergman Associates and a request for amendment with revised site plan drawings to the approved site plan to change the primary façade colors of the proposed development.

The City has published notice and notified neighboring property owners of the requested amendment. To date we have not received any comment related to the request.

The City Staff met on January 21st to review and discuss the requested amendment. As there are currently no specific color restrictions or standards outlined within the City's zoning codes except for the City's downtown district, the Staff unanimously recommended approval of the requested site plan amendment.

The Planning Commission is the approval authority for the site plan amendment. The Commission is asked to hold the requisite public hearing and subsequently deliberate and consider the requested amendment.

Moved by Commissioner Winter second by Commissioner Cozat to open the public hearing. Voice Vote, Ayes: All. Nays: None. Absent: Darren Acton, Angie Cozat, and Elaine Demasi. *Motion approved.*

Public Comment: None.

Moved by Commissioner Winter second by Commissioner Cozat to close the public hearing. Voice Vote, Ayes: All. Nays: None. Absent: Darren Acton, Angie Cozat, and Elaine Demasi. *Motion approved.*

Moved by Commissioner Winter second by Commissioner Cozat to approve Site Plan amendment by adoption of 2016-004PC. Roll Call Vote, Ayes: Steve Barnes, Glenda Carmoney, Josh Clark, Brett Moser, Jan Winter and Nick Wyman. Nays: None. Absent: Darren Acton, Angie Cozat, and Elaine Demasi. *Motion approved.*

**B. REVIEW OF CITY RECREATION MASTER PLAN**

The City's Parks & Recreation Master Plan is required to be updated every five years to ensure eligibility to any and all programs available through the Michigan Department of Natural Resources (MDNR), to include all grant and loan programs. Additionally, it is simply good management sense and good practice to periodically update our Master Plan to ensure that ever-changing community recreation priorities and needs are being addressed and met.

Joy Simmer, our Recreation Director, has renewed the Plan: has submitted it to our Parks & Recreation Board for consideration; has provided copies to our neighboring governmental entities having recreation programs for review and comment; and has asked Diane to publish notice of a required public hearing to allow public comment to be heard and thereby facilitate the City Commission's approval of the Plan to allow us to submit the Plan to MDNR.

The City Commission is asked to consider hold the requisite public hearing to receive comment and then approve the Plan.

Moved by Commissioner Winter second by Commissioner Carmoney to recommend approval of the Parks and Recreation Master Plan Update by adoption of 2016-005PC. Roll Call Vote, Ayes: Steve Barnes, Glenda Carmoney, Josh Clark, Brett Moser, Jan Winter and Nick Wyman. Nays: None. Absent: Darren Acton, Angie Cozat, and Elaine Demasi. *Motion approved.*

**C. CONTINUATION OF MASTER PLAN UPDATE-MCKENNA ASSOCIATES**

Representatives from McKenna were not present at this meeting so the matter was tabled until the March meeting.

**ADDENDUM:****STATE OF THE COMMUNITY ADDRESS**

C/M Hibel presented a State of the Community address.

**INTRACOMMUNICATIONS**

None.

**ADJOURNMENT**

Moved by Commissioner Demasi and seconded by Commissioner Winter to adjourn. Ayes: All. Nays: None. Absent: Darren Acton. *Motion approved.* Meeting adjourned at 6:54 p.m.

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Diane Lyon, City Clerk