

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 6:40 p.m. by Commission Vice Chair Darren Acton, who led the Pledge of Allegiance. Present were: Commissioners Darren Acton, Elaine Demasi, Angie Cozat Jason Lowe and Nick Wyman. Absent: Glenda Carmoney, Josh Clark, Brett Moser and Kristin Heintz. Also present were Ken Hibl, City Manager; and Sarah Schumacher, Deputy Clerk.

APPROVAL OF AGENDA:

Moved by Commissioner Wyman second by Commissioner Demasi to approve the agenda. Ayes: All. Nays: None. Absent: Glenda Carmoney, Josh Clark, Brett Moser and Kristin Heintz. *Motion approved.*

APPROVAL OF MINUTES:

Moved by Commissioner Lowe second by Commissioner Wyman to approve the prior meeting Minutes. Ayes: All. Nays: None. Absent: Glenda Carmoney, Josh Clark, Brett Moser and Kristin Heintz. *Motion approved.*

UNFINISHED BUSINESS: None.

NEW BUSINESS:

A. ORDINANCE 2019-002 (ETHICS)

Our City Attorney provided the Planning Commission and the City Commission a proposed ethics ordinance for review and consideration. The Planning Commission reviewed and discussed the proposed ordinance at its scheduled meeting of February 13th. The Commission provided its recommended changes and mark-ups to the draft ordinance. Those changes have been incorporated to the ordinance in its final draft version.

The Planning Commission is asked to review the final draft, hold a requisite public hearing to accept public comment pertaining to the proposed ethics ordinance, and subsequently make a formal recommendation to the Clare City Commission related to adoption of the ordinance.

Motion by Commissioner Lowe second by Commissioner Wyman to open the public hearing. Ayes: All. Nays: None. Absent: Glenda Carmoney, Josh Clark, Brett Moser and Kristin Heintz.

Public Comment: None.

Motion by Commissioner Wyman second by Commissioner Lowe to close the public hearing. Ayes: All. Nays: None. Absent: Glenda Carmoney, Josh Clark, Brett Moser and Kristin Heintz. *Motion approved.*

Motion by Commissioner Wyman second by Commissioner Demasi to approve Ordinance 2019-002 by adoption of Resolution 2019-008PC. Roll call vote: Ayes: Elaine Demasi, Jason Lowe, Angie Cozat, Darren Acton and Nick Wyman. Nays: None. Absent: Glenda Carmoney, Josh Clark, Brett Moser and Kristin Heintz.. *Motion approved.*

B. INFORMATION TOPIC: ZONING CHANGES

We conducted a brief discussion at the February Planning Commission meeting regarding the topic of Giffels-Webster's audit of our zoning codes and the process of implementing the recommended changes outlined in the audit. I wasn't able to provide you a definitive answer at that meeting. But after reviewing the Scope of Work from our Agreement with Giffels-Webster, the consulting firm is required to prepare the recommended changes and make presentations of the proposed changes to the Planning Commission at three on-site meetings.

We've queried the firm asking for a tentative schedule for these meetings and the delivery of the recommended changes to allow the City Staff and the Planning Commission to schedule any additional meetings needed to accomplish this task above and beyond the regular meeting schedule of the Planning Commission. We will advise the Planning Commission of the response from our consultant when we receive it.

We've concurrently informed our consultant that the scheduled PC meeting for April is already "booked" for the Planning Commission's annual review of the City's Capital Improvement Program - consequently, we anticipate the first of the Planning Commission meeting with Giffels-Webster will likely be late-April (if a special meeting is necessary) or May.

The commissioners agreed to hold a special meeting on April 17th, at 5:30pm to work with Giffels-Webster on the proposed changes in our zoning codes.

The commission may be asked to act on one other piece of business at the April 17th meeting. We are expecting a site plan renewal application for a medical marijuana facility that was initially approved over a year ago and has since expired. The applicant has indicated that they are ready to start construction within the next few months. The site plan renewal and special use renewals must also be completed before construction can begin.

PUBLIC COMMENT: None.

INTRACOMMISSION COMMUNICATIONS: Monday's Commission meeting will take place at the Pere Marquette District Library to accommodate the potentially larger than normal attendance – the city commission will vote on the dissolution of the Shamrock Lake Board. If the board is dissolved, all future decisions regarding the lake will be decided by the city commission.

ADJOURNMENT

Moved by Commissioner Demasi second by Commissioner Wyman to adjourn. Ayes: All. Nays: None. Absent: Glenda Carmony, Josh Clark, Brett Moser and Kristin Heintz. *Motion approved.*

Meeting adjourned at 7:16 p.m.

Sarah Schumacher, Deputy Clerk