

The regular meeting of the Clare City Planning Commission was called to order at 5:37 p.m. by Planning Commission Vice Chair Nick Wyman, who led the meeting with the Pledge of Allegiance. Present were: Commissioners Glenda Carmoney, Angie Cozat, Elaine Demasi, John Myers and Nick Wyman. Josh Clark arrived at 5:39; Jason Lowe arrived at 5:46; and Brett Moser arrived at 6:27. Absent: Stacy Pechacek. Also present were Jeremy Howard, City Manager; Shannon Sirpilla, City Treasurer; Diane Lyon, City Clerk; Dave Saad, Chief of Police; Jim Chapman, Fire Chief; Luke Potter, DPW Director; Gary Todd, Airport Manager; Joy Simmer, Parks & Recreation Director; and Dale Clark, WWT Superintendent.

APPROVAL OF CONSENT AGENDA:

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

PUBLIC COMMENT: None.

APPROVAL OF AGENDA:

*approved by consent agenda.

APPROVAL OF MINUTES:

*approved by consent agenda.

NEW BUSINESS:

A. SITE PLAN REVIEW-FAÇADE IMPROVEMENT, 511 N. MCEWAN STREET

The City of Clare has received a proposed façade improvement application and drawings from John Gross at 511 North McEwan Street (formerly Clare Electronics) for proposed façade improvements to improve the street side appearance at the store in downtown Clare. Both the DDA Design Standards Committee and City Staff have reviewed the proposed façade changes and recommend approval of the project.

The City Planning Commission is the City's approval authority of the proposed façade improvement project. To facilitate consideration of the site plan by the Planning Commission, public notice of the proposal has been published and notice to all residents and businesses within a 300' radius has been mailed. The Planning Commission is required to hold a public hearing related to the proposed façade improvement plan.

Subsequent to the hearing, the Planning Commission is asked to formally consider the façade improvement plan and render a decision in respect to approval or disapproval.

John Gross presented an overview of the business plan. The business may sell some additional food items; they may sell some merchandise; and they might have winter hours but the main focus is to be open by Memorial Day.

Motion by Commissioner Clark second by Cozat to open the public hearing. Roll call vote: Yeas: Commissioners Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, John Myers and Nick Wyman. Nays: None. Absent: Jason Lowe, Brett Moser, and Stacy Pechacek. *Motion Carried.*

Public Comment: None.

Motion by Commissioner Clark second by Cozat to close the public hearing. Roll call vote: Yeas: Commissioners Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, John Myers and Nick Wyman. Nays: None. Absent: Jason Lowe, Brett Moser, and Stacy Pechacek. *Motion Carried.*

Motion by Commissioner Clark second by Commissioner Demasi to approve the McEwan Street Fudge and Ice Cream Shop Facade Site Plan by adoption of Resolution 2022-008PC. Roll call vote: Yeas: Commissioners Glenda Carmoney, Josh Clark, Angie Cozat,

Elaine Demasi, John Myers and Nick Wyman. Nays: None. Absent: Jason Lowe, Brett Moser, and Stacy Pechacek. *Motion Carried.*

B. FY22/23 CAPITAL IMPROVEMENT PROJECT SCHEDULE

The 2008 Michigan Planning Enabling Act stipulates that the Planning Commission shall review and provide recommendations related to all proposed major capital improvement projects of a municipality to ensure that the proposed projects support the goals and objectives stipulated in the Comprehensive Master Plan of the City. The Clare City Staff has commenced its preparation of the 2022/2023 Fiscal Budget for the budget year July 1, 2022 through June 30, 2023. Included in the budget are the proposed significant capital projects in each of the respective funds.

We will present the proposed budget to the Clare City Commission at their regularly scheduled meetings in May by means of budget workshops. In accordance with the City's Charter the 2022/2023 budget is scheduled to be adopted by the Commission at its first scheduled meeting in June. The Planning Commission is required by the 2008 Michigan Planning Act to provide its recommendations related to the proposed capital improvement schedule prior to adoption of the budget by the City Commission.

Public notice of the scheduled capital project presentation to the Planning Commission has been completed. City Treasurer Shannon Sirpilla and City Manager Jeremy Howard provided information regarding upcoming, planned capital projects for the consolidated budget along with Department heads Gary Todd, Luke Potter, Dave Saad, Joy Simmer, Jim Chapman, and Dale Clark presented their capital improvement projects for their respective departments.

The Police Department is the recipient of a USDA Grant to help cover the cost of a new vehicle and equip the vehicle.

DPW is aware of the poor condition of Wilcox Parkway and the intend to share the \$89,000 cost of repairs with Grant Township as they have agreed to split the cost. On a side note, CMS removed sidewalk concrete when they installed their cabling. Repairs to the sidewalk areas will be completed this spring.

The City received a 6.8-million-dollar grant to complete the Lake Shamrock Dredging and Dam replacement project. The city is required to provide a 20% grant match. The previous bonding for the project will cover most of the match costs and the city hopes that they will allow other expenses previously incurred to be considered as part of the match.

The City is aware of the erosion and tree loss on Barnes Island and has purchased ten trees from the Honor Society to plant on the island.

Motion by Commissioner Clark second by Commissioner Wyman to open the public hearing. Roll call vote: Yeas: Commissioners Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, Jason Lowe, Brett Moser, John Myers and Nick Wyman. Nays: None. Absent: Stacy Pechacek. *Motion Carried.*

Public Comment: None.

Motion by Commissioner Moser second by Commissioner Wyman to close the public hearing. Roll call vote: Yeas: Commissioners Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, Jason Lowe, Brett Moser, John Myers and Nick Wyman. Nays: None. Absent: Stacy Pechacek. *Motion Carried.*

Motion by Commissioner Demasi second by Commissioner Wyman to recommend approval of FY22/23 Capital Improvements Project Schedule by adoption of Resolution 202-009PC. Roll call vote: Yeas: Commissioners Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, Jason Lowe, Brett Moser, John Myers and Nick Wyman. Nays: None. Absent: Stacy Pechacek. *Motion Carried.*

EXTENDED PUBLIC COMMENT: None.

COMMISSION DISCUSSION TOPICS: A ceremony for the Art Sculpture Walk will take place May 10 at the Doherty Hotel. There will be 10 sculptures placed between 6th Street and 3rd Street.

APPROVAL OF PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES:

*approved by consent agenda.

ADJOURNMENT

Moved by Commissioner Cozat second by Commissioner Wyman to adjourn at 7:11 p.m.
Roll call vote: Roll call vote: Yeas: Commissioners Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, Jason Lowe, Brett Moser, John Myers and Nick Wyman. Nays: None. Absent: Stacy Pechacek. *Motion Carried.*

Diane Lyon, City Clerk