

The regular meeting of the Clare City Planning Commission was called to order by City Clerk Diane Lyon in the Commission Chambers, at 6:30 p.m., who then led the Pledge of Allegiance. Present were: Commissioners Glenda Carmony, Josh Clark, Elaine Demasi, John Kline and Ben Walters. Absent: Darren Acton, Jack Hofweber, Dave Prawdzik and Jan Winter. Also present were City Manager, Ken Hibel; and City Clerk, Diane Lyon.

APPOINTMENT OF SUBSTITUTE CHAIR:

Moved by Commissioner Carmony second by Commissioner Clark to nominate Ben Walters as substitute chair for the meeting. Ayes: all. Nays: None. Absent: Acton, Hofweber, Prawdzik and Winter. *Motion approved.*

Moved by Commissioner Carmony second by Commissioner Clark to close nominations. Ayes: all. Nays: None. Absent: Acton, Hofweber, Prawdzik and Winter. *Motion approved.*

Moved by Commissioner Carmony second by Commissioner Clark to nominate Ben Walters as substitute chair for the meeting. Ayes: all. Nays: None. Absent: Acton, Hofweber, Prawdzik and Winter. *Motion approved.*

APPROVAL OF MINUTES:

Moved by Commissioner Demasi second by Commissioner Clark to approve the minutes of the previous meeting. Ayes: all. Nays: None. Absent: Acton, Hofweber, Prawdzik and Winter. *Motion approved.*

APPROVAL OF AGENDA:

Moved by Commissioner Kline second by Commissioner Carmony to approve the agenda. Ayes: all. Nays: None. Absent: Acton, Hofweber, Prawdzik and Winter. *Motion approved.*

PUBLIC COMMENT: None.

UNFINISHED BUSINESS - None

NEW BUSINESS:

A. FY 2013/2014 PROPOSED CAPITAL IMPROVEMENT PROJECTS PRESENTATION

The City has received a site plan application from the DeShano Companies to allow them to construct a 6,400 square foot addition to the existing Boone Adult Foster Care Home located at 1324 Vinewood Avenue in Clare. The City Planning Commission is approval authority for the site plan.

The City's Site Plan Review Committee comprised of the City's Staff Department Heads met on Wednesday, April 17th to review the proposed site plan to ensure the plan meets the standards and criteria of the City's Ordinance Codes. The Review Committee considered the proposal and unanimously recommended approval of the proposal. The proposed site plan meets the City's minimum zoning and building code standards and requirements.

Prior to formal discussion and consideration of the proposed plan, the Planning Commission is required to hold a public hearing related to the proposed site plan. Proper notice regarding the site plan application has been made by the City. To date the City has received no stated objections to the proposed construction.

Subsequent to the hearing, the Planning Commission will be asked to formally consider the site plan and render a decision in respect to approval or disapproval.

Chad DeShano was present to provide an overview of the project. The proposed project is an addition to the current facility; it will be one continuous building separated by a firewall and fire door, and therefore is considered a separate building by the State. The 12 unit facility will house its own kitchen area and laundry facility. There are no changes to the existing building but the new addition will eliminate a few existing parking spaces. While fourteen parking spaces will be added, the additional parking area and building addition do not infringe on wetlands. There will be full fire suppression throughout the building.

Moved by Commissioner Demasi second by Commissioner Carmoney to open a public hearing. Ayes: all. Nays: None. Absent: Acton, Hofweber, Prawdzik and Winter. *Motion approved.*

PUBLIC COMMENT: None.

Moved by Commissioner Kline second by Commissioner Clark to close the public hearing. Ayes: all. Nays: None. Absent: Acton, Hofweber, Prawdzik and Winter. *Motion approved.*

Moved by Commissioner Kline second by Commissioner Demasi to make a recommendation to approve the proposed site plan by adoption of proposed Resolution 2013-006PC. Ayes: Acton, Carmoney, Clark, Demasi, Kline, Hofweber, Prawdzik and Winter. Nays: None. Absent: Acton, Hofweber, Prawdzik and Winter. *Motion approved.*

INTRA-COMMISSION COMMUNICATIONS:

Glenda Carmoney was asked by a member of the community whether the Days Inn at the north end of Clare is being turned in to a foster home but because the Days Inn is not within the city limits, we (city staff) do not have information to validate or invalidate that claim.

This same individual asked Commissioner Carmoney whether we communicate with our sister city. The City of Clare does not have a sister city designated. The city used to participate in Mayor Exchange Day but has not done so in the last four years as there are expenses involved with the exchange of visits and those costs could not be justified under the current budget constraints.

Commissioner Clark asked if we had knowledge regarding the clearing of property at the north end of Clare and whether the farmer's market will be coming back to the location on the corner of Colonville & South Clare Avenue. We are unaware of whether the farm market will reopen but the property owner at the north end of Clare has been clearing the property so that it is more visible to interested developers.

Additionally, there was discussion about the poor condition of the Clare middle school playground equipment. The city will see if a partnership can be coordinated with the school or locate grant opportunities for the school to improve the playground amenities.

ADJOURNMENT - Moved by Commissioner Demasi and seconded by Commissioner Clark to adjourn. Ayes: All. Nays: None. Absent: Acton, Hofweber, Prawdzik and Winter. *Motion approved.*

Meeting was adjourned at 7:00 p.m.

Diane Lyon, City Clerk