

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 6:32 p.m. by Vice Chair Darren Acton who led the Pledge of Allegiance. Present were: Commissioners Darren Acton, Josh Clark, Angie Cozat, Elaine Demasi, Kristin Heintz, Jason Lowe and Nick Wyman. Absent: Glenda Carmoney. Also present were Ken Hibl, City Manager; and Diane Lyon, City Clerk.

**APPROVAL OF AMENDED AGENDA:**

Moved by Commissioner Demasi second by Commissioner Wyman to approve the agenda as amended (addition of agenda items C). Ayes: All. Nays: None. Absent: Glenda Carmoney. *Motion approved.*

**APPROVAL OF MINUTES:**

Moved by Commissioner Acton second by Commissioner Demasi to approve the prior meeting minutes. Ayes: All. Nays: None. Absent: Glenda Carmoney. *Motion approved.*

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:** None.

**A. OATH OF OFFICE**

Commissioners Winter and Barnes recently submitted their resignations, thus leaving their respective seats on the Planning Commission vacant. The Clare City Commission appointed (by Resolution 2017-047) Dr. Kristin Heintz and Mr. Jason Lowe to fill the vacant seats. City Clerk, Diane Lyon, administered the oath to Commissioners Heintz and Lowe as the first item of New Business for tonight's special meeting.

**B. FAÇADE CHANGE – 429-431 NORTH MCEWAN**

The City has received an application from Mr. Steve Stark, one of the co-owners of the commercial building located at the intersection of W. Fourth Street and McEwan Street in downtown Clare to remove the EFIS material on the front of their building and replace it with glass and brick, thereby returning the building to a more historic look.

As the building is located in the City's downtown district and within the designated national historic district of the City, the request was presented to and reviewed by the City's Downtown Development Authority; the Authority unanimously recommended approval of the façade change.

The City Staff also reviewed the proposed façade change and determined the proposal meets the City's requirements in respect to the materials allowed for commercial buildings in Clare and brings the building much closer to its original historic façade than the materials presently used on the building; the Staff unanimously recommends approval of the proposed façade change.

The Planning Commission is the approval authority for the proposed façade change. Prior to consideration, deliberation, and decision regarding this matter, the Commission is required to hold a public hearing related to the proposal. 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 façade change request and render a decision in respect to approval or disapproval.

Mr. Steve Stark and Mr. Ron Kunse were present to provide information and answer questions of the Planning Commission. Mr. Stark provided a brief overview of the project plan.

Motion by Commissioner Acton second by Commissioner Moser to open the public hearing. Ayes: All. Nays: None. Absent: Glenda Carmoney. *Motion approved.*

Public Comment: None.

Motion by Commissioner Wyman second by Commissioner Lowe to close the public hearing. Ayes: All. Nays: None. Absent: Glenda Carmoney. *Motion approved.*

Motion by Commissioner Demasi second by Commissioner Cozat to approve the Façade Change by adoption of 2017-010PC. Roll call vote: Ayes: Darren Acton, Josh Clark, Angie Cozat, Elaine Demasi, Kristin Heintz, Jason Lowe and Nick Wyman. Absent: Glenda Carmoney. *Motion approved.*

**C. EXCUSAL OF COMMISSIONER CARMONEY**

The Planning Commission bylaws stipulate “if a Planning Commissioner shall miss three consecutive meetings or 30% or more of scheduled meetings in any calendar year, his/her office shall be considered vacant unless the Planning Commission shall formally excuse such absence in advance and a record of said excusal is annotated in the official proceedings of the Planning Commission.”

The meeting attendance requirements were reviewed with Commissioners present at tonight’s meeting and at the April 26<sup>th</sup>, 2017 meeting.

Commissioner Carmoney provided advance notification to city staff and has requested excusal from tonight’s meeting.

Motion by Commissioner Acton second by Commissioner Demasi to excuse Commissioner Carmoney from tonight’s meeting by adoption of 2017-011PC. Roll call vote: Ayes: Darren Acton, Josh Clark, Angie Cozat, Elaine Demasi, Kristin Heintz, Jason Lowe and Nick Wyman. Absent: Glenda Carmoney. *Motion approved.*

**PUBLIC COMMENT:** None.

**INTRACOMMISSION COMMUNICATIONS:** The façade grant process has been slow going. The City submitted an amendment for Larry Kleinhart’s façade project for The Venue a month ago and we are still waiting for the approval from the Michigan Economic Development Corporation.

**ADJOURNMENT**

Moved by Commissioner Wyman second by Commissioner Heintz to adjourn. Ayes: All. Nays: None. Absent: Glenda Carmoney. *Motion approved.*

Meeting adjourned at 6:46 p.m.

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Diane Lyon, City Clerk