

1. **CALL TO ORDER.** Chairman Jim Allen called this meeting of the Clare Downtown Development Authority to order at 8:00 a.m. within the Commission Chambers of Clare City Hall and subsequently led the Pledge of Allegiance. Board and Authority members present: Chairman Jim Allen, Vince Demasi, Dean Doherty, Christine Duhaime, Chuck Rogalski, Maegan Jenkins, Greg Rynearson, Dawn Thomas, and Ken Hibl. Members absent: Shari Buccilli, Dave Maxwell Tom Koch, and Gus Murphy. Also present were Larry Kleinhardt, the proprietor of The Venue & 505 Café, and the preponderance of the City's Department Heads – Steven Kingsbury, the City Treasurer & Finance Director; Diane Lyon, the City Clerk; Gary Todd, the Airport Manager; Chief Jim Chapman, the City's Fire Chief; Joy Simmer, the City's Parks & Recreation Director; Dale Clark, the City's Water Superintendent; and Edie Hunter, the City Assessor.
2. **APPROVAL OF AGENDA.** Motion by Dean Doherty and supported by Dawn Thomas to accept the agenda as presented. The motion was unanimously approved.
3. **APPROVAL OF MINUTES.** Motion by Vince Demasi and supported by Greg Rynearson to approve the minutes of the September 13, 2019 meeting as presented. The motion was unanimously approved.
4. **OLD/UNFINISHED BUSINESS.** None.
5. **NEW BUSINESS.**
  - A. **Site Plan Sketch Proposal – The Venue.** Mr. Larry Kleinhardt from The Venue & 505 Café submitted a proposal to the City of Clare to construct an addition on the west (alley side) of their current building to be used primarily for storage. The proposed addition (8.5'x30') essentially covers the loading dock that currently exists in the alleyway. Due to the size of the proposed addition, the proposed addition does not require approval by the City's Planning Commission, the entity that is the approval authority for all commercial and residential site plans. Instead, the proposal qualifies for an Administrative Sketch Review & Approval by the Clare City Staff. But as the building is located in the City's historic district, the proposed addition also requires the approval of the Clare DDA's Design Committee. On behalf of the DDA Design Committee, Vince Demasi made a motion to approve the design of Mr. Kleinhardt's proposal; Greg Rynearson subsequently supported the motion. The DDA unanimously approved the design. The City Staff subsequently approved the proposal to construct the proposed new structure.
  - B. **Continuation of Discussion – Streetscape Improvement Options.** The DDA was again presented the proposals presented by Gourdie-Fraser Associates at the DDA's September meeting related to options to improve and expand the DDA's streetscape. The City Staff also asked GFA to submit to the DDA a Probable Estimate of Costs to simply repair and replace the currently failing portions of the DDA's existing streetscape. After brief discussion, the DDA concluded that the original GFA options to expand the streetscape were not presently or realistically affordable. Consequently, Vince Demasi made a motion to approve in concept the GFA proposal to replace and repair the failing elements of the present streetscape; Dean Doherty supported the motion. During discussion of the motion, it was determined sufficient detail of the exact repairs were not presented, thus the City Staff was tasked to provide that information at the next scheduled meeting to allow the DDA to make a formal decision for a spring project commencement. The DDA approved the motion to approve in concept the GFA proposal to replace and repair the failing elements of the present streetscape.
  - C. **Payment of Bills.** The bills were submitted to the Board for review and approval. A motion was made by Dawn Thomas and supported by Dean Doherty to approve the bills as presented. The motion was unanimously approved.

November 1, 2019

APPROVED

6. **ADJOURNMENT.** Meeting adjourned at 8:40am.

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Jim Allen, Chairperson

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Ken Hibel, Secretary