

The regular meeting of the Clare City Planning Commission was called to order by Chairman Jason Lowe in the City Hall Commission Chambers, at 5:30 p.m., who then led the Pledge of Allegiance. Present were: Commissioners Josh Clark, Jason Lowe, Brett Moser, Stacy Pechacek, and Nick Wyman. Absent: Ken Hibl (arrived at 6:03), Elaine Demasi (arrived at 6:41), Glenda Carmoney, and Angie Cozat. Also present were, Jeremy Howard, City Manager; Diane Lyon, City Clerk; Shannon Sirpilla, Treasurer; Luke Potter, DPW Director; Dave Saad, Chief of Police; Tom Quick, Asst. WWTP Superintendent; Gary Todd, Airport Manager; and Joy Simmer, Parks & Rec Director.

APPROVAL OF CONSENT AGENDA:

Moved by Commissioner Clark second by Commissioner Pechacek 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 Josh Clark, Jason Lowe, Brett Moser, Stacy Pechacek, & Nick Wyman. Nays: None. Absent: Glenda Carmoney, Angie Cozat, Elaine Demasi, and Ken Hibl. *Motion Carried.*

APPROVAL OF MINUTES: *Approved by consent agenda

APPROVAL OF AGENDA: *Approved by consent agenda

OLD/UNFINISHED BUSINESS - None

NEW BUSINESS

A. ORDINANCE AMENDMENT 2023-002, VEHICLE (RECREATIONAL AND OTHERWISE) AND TRAILER STORAGE & PARKING

The Planning Commission has spent significant time (since November 2022) working on an Ordinance amendment to address the issue of Camper/Boat/Trailer Parking and Storage in the City. At the March 2023 meeting, the Planning Commission came to a consensus that the draft Ordinance amendment is now ready for the publication of the public hearing notice and final consideration and recommendation by the Planning Commission to the Clare City Commission.

The Planning Commission is now asked to hold a public hearing, entertain formal discussion, and formulate a recommendation to the City Commission with respect to whether the proposed ordinance amendment should be adopted.

The approval authority for all ordinance changes in the City is the Clare City Commission. But in matters related to Chapter 52 (Zoning), the City Planning Commission is required to provide a formal recommendation(s) to be considered by the City Commission in its discussions regarding the proposed ordinance change(s).

The Planning Commission is required to hold a public hearing regarding the proposed ordinance. Public notice has been accomplished. To date, the city has received no public comment related to the Ordinance amendment. Subsequent to the public hearing, the Planning Commission is asked to consider, discuss, and render a formal recommendation(s), which will be forwarded to the City Commission for consideration in its actions related to the proposed ordinance.

Moved by Commissioner Pechacek seconded by Commissioner Wyman to open a public hearing. Ayes: All. Nays: None. Absent: Glenda Carmoney, Angie Cozat, Elaine Demasi, and Ken Hibl. *Motion carried.*

Public Comment: None.

Motion by Commission Clark seconded by Commission Pechacek to close the public hearing. Ayes: Ayes: All. Nays: None. Absent: Glenda Carmoney, Angie Cozat, Elaine Demasi, and Ken Hibl. *Motion carried.*

Motion made by Commissioner Pechacek seconded by Commissioner Clark to approve a recommendation of the Ordinance Amendment to the City Commission by adoption of Resolution 2023-010PC (to be provided). Roll call vote: Yeas:

Commissioners Josh Clark, Jason Lowe, Brett Moser, Stacy Pechacek, & Nick Wyman. Nays: None. Absent: Glenda Carmoney, Angie Cozat, Elaine Demasi, and Ken Hibl. *Motion Carried.*

B. FISCAL YEAR 2023-2024 CAPITAL IMPROVEMENTS

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 Fiscal Year 2023/2024 Budget for the budget year beginning July 1, 2023, and running through June 30, 2024. Included in the budget are the proposed significant capital projects in each of the respective funds.

The proposed budget was presented to the Clare City Commission at regularly scheduled meetings in April and May by means of budget workshops. In accordance with the City's Charter, the 2023/2024 budget is scheduled to be adopted by the Commission at its first scheduled meeting in June.

Public notice of the scheduled capital project presentation to the Planning Commission has been completed. Each of the City's department heads (with the exception of the Fire Chief and WWT Superintendent who were not present) provided their respective FY 2023/2024 capital improvement plans to the Planning Commission. Additionally, Shannon Sirpilla, Treasurer/Finance Director, provided additional general budgetary information.

The City's Planning Commission is required to hold a public hearing regarding the proposed capital improvements schedule to accept public comment.

Moved by Commission Wyman seconded by Commission Clark to open a public hearing. Ayes: All. Nays: None. Absent: Glenda Carmoney, Angie Cozat, Elaine Demasi, and Ken Hibl. *Motion Carried.*

Public Comment: None.

Motion by Commission Clark seconded by Commission Moser to close the public hearing. Ayes: All. Nays: None. Absent: Glenda Carmoney, Angie Cozat, Elaine Demasi, and Ken Hibl. *Motion Carried.*

Moved by Commissioner Clark seconded by Commissioner Pechacek to approve the FY23-24 Capital Improvements Schedule by adoption of Resolution 2023-011PC. Roll call vote: Josh Clark, Elaine Demasi, Ken Hibl, Jason Lowe, Brett Moser, Stacy Pechacek, and Nick Wyman. Nays: None. Absent: Glenda Carmoney and Angie Cozat. *Motion Carried.*

EXTENDED PUBLIC COMMENT: None.

PLANNING COMMISSION DISCUSSION: None.

COMMUNICATIONS: *Approved by consent agenda

PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES: *Approved by consent agenda.

ADJOURNMENT - Moved by Commissioner Demasi and seconded by Commissioner Carmoney to adjourn. Ayes: All. Nays: None. Absent: Glenda Carmoney and Angie Cozat. *Motion carried.* The meeting adjourned at 7:00 pm.

Diane Lyon, City Clerk