

The special meeting of the Clare City Planning Commission was called to order by Chairman Jason Lowe in the City Hall Commission Chambers, at 6:30 p.m., who then led the Pledge of Allegiance. Present were: Commissioners Glenda Carmoney, Angie Cozat, Ken Hibl, Jason Lowe, Brett Moser, and Nick Wyman. Absent: Josh Clark, Elaine Demasi, and Stacy Pechacek. Also present were Jeremy Howard, City Manager; and Diane Lyon, City Clerk.

APPROVAL OF CONSENT AGENDA:

Moved by Commissioner Carmoney second by Commissioner Wyman 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, Ken Hibl, Jason Lowe, Brett Moser, and Nick Wyman. Absent: Josh Clark, Elaine Demasi, and Stacy Pechacek. *Motion Carried.*

APPROVAL OF MINUTES: *Approved by consent agenda

APPROVAL OF AGENDA: *Approved by consent agenda

PUBLIC COMMENT: None.

OLD/UNFINISHED BUSINESS: None.

NEW BUSINESS

A. SITE PLAN REVIEW-FAÇADE IMPROVEMENT-CLARENDON GLEN APARTMENTS

The City has received a site plan application and supporting documents for a proposed façade improvement from CRA Development for Clarendon Glen Apartments. CRA is proposing to completely renovate the property, spending nearly \$1,000,000 on improvements by using the Low-Income Housing Tax Credit Program (LIHTC) through the Michigan State Housing Development Authority (MSHDA). The tax credit program is the primary financing mechanism for creating and preserving affordable housing. The City Commission approved a PILOT (Payment in Lieu of Taxes) for the project in October by adoption of Resolution 2023-082 however, the proposed façade improvement falls under the purview of the City's Planning Commission.

The Planning Commission is now asked to consider the site plan application and render a decision regarding the proposed façade improvement.

Prior to consideration, the Planning Commission is required to hold a public hearing to receive comments regarding the application. The City has published notice of the public hearing and notified all property owners within 300'. To date, the City has received no stated objections to the proposed project. Subsequent to the respective hearing, the Planning Commission is asked to formally consider the site plan and to render a decision with respect to the approval or disapproval.

Moved by Commissioner Hibl seconded by Commissioner Wyman to open a public hearing. Roll call vote: Yeas: Commissioners Glenda Carmoney, Angie Cozat, Ken Hibl, Jason Lowe, Brett Moser, and Nick Wyman. Absent: Josh Clark, Elaine Demasi, and Stacy Pechacek. *Motion Carried.*

Public Comment: None.

Motion by Commission Hibl seconded by Commission Carmoney to close the public hearing. Roll call vote: Yeas: Commissioners Glenda Carmoney, Angie Cozat, Ken Hibl, Jason Lowe, Brett Moser, and Nick Wyman. Absent: Josh Clark, Elaine Demasi, and Stacy Pechacek. *Motion Carried.*

Motion made by Commissioner Hibl seconded by Commissioner Moser to approve the Site Plan by adoption of Resolution 2023-017PC. Roll call vote: Yeas: Commissioners Glenda Carmoney, Angie Cozat, Ken Hibl, Jason Lowe, Brett Moser, and Nick Wyman. Absent: Josh Clark, Elaine Demasi, and Stacy Pechacek. *Motion Carried.*

B. REQUEST FOR ABSENCE EXCUSAL-COMMISSIONER ELAINE DEMASI

The Planning Commission bylaws stipulate "If a Planning Commissioner shall miss three consecutive meetings or 30% or more of regular 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."

Commissioner Elaine Demasi has a formal written request to be excused from attending tonight's Planning Commission meeting due to other obligations.

The Planning Commission is asked to formally approve the excusal of Commissioner Demasi.

Motion made by Commissioner Carmoney seconded by Commissioner Lowe to excuse Commissioner Demasi by adoption of Resolution 2023-016PC. Roll call vote: Yeas: Commissioners Glenda Carmoney, Angie Cozat, Ken Hibl, Jason Lowe, Brett Moser, and Nick Wyman. Absent: Josh Clark, Elaine Demasi, and Stacy Pechacek. *Motion Carried.*

EXTENDED PUBLIC COMMENT: None.

PLANNING COMMISSION DISCUSSION:

Retirement of Sarah Schumacher: Sarah's last day of work is tomorrow. Jennifer Kinberg will step in as Deputy City Clerk and we have hired Shannon Zietz to fill the part-time Deputy Clerk position.

New Airport Manager: With Gary Todd's retirement, Gabe Ambrozaitis will start as the city's new Airport Manager effective January 1, 2024.

New Treasurer: With Shannon Sirpilla's departure to become Beaverton's City Manager, Vicki Corlew has been hired to fill the position of City Treasurer/Finance Director.

Gateway Community Band Concert: Jason Lowe announced that the Gateway Community Band will be playing on Saturday in Farwell.

COMMUNICATIONS: *Approved by consent agenda

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

ADJOURNMENT - Moved by Commissioner Wyman and seconded by Commissioner Moser to adjourn. Ayes: All. Nays: None. Absent: Josh Clark, Elaine Demasi, and Stacy Pechacek. *Motion Carried.* The meeting adjourned at 6:51 p.m.

Diane Lyon, City Clerk