

**CALL TO ORDER:**

Chairman Smith called the meeting to order at 7:00 p.m., Commissioner Leeming lead the Pledge of Allegiance.

**ROLL CALL**

Members Present: Cook, Leeming, Less, Smith, Sullivan and Ware

Members Excused: McClean

**STAFF:**

City Administrator Daniel Coss and City Clerk-Treasurer Lisa Grysen

**AUDIENCE:**

Mary Swanson

**APPROVE AGENDA:**

Motion by Commissioner Less, seconded by Commissioner Leeming and carried by unanimous vote of the Planning Commission that **the Planning Commission's agenda for February 25, 2016 be approved as presented. MOTION CARRIED.**

**APPROVAL OF MINUTES:**

Motion by Commissioner Leeming, seconded by Commissioner Sullivan and carried by unanimous vote of the Planning Commission that **the minutes of the October 22, 2015 Regular Planning Commission Meeting be approved as presented. MOTION CARRIED.**

**PUBLIC COMMENTS:**

None

**OLD BUSINESS:**

None

**NEW BUSINESS**

1. Election of Officers

Each year the Planning Commission is required to appoint members to officer positions. The following offices are held by:

Chair – Robert Smith  
Vice-Chair – Bill Sullivan  
Secretary – Robert McClean

Motion by Commissioner Sullivan, seconded by Commissioner Cook and carried by unanimous vote of the Planning Commission **to nomination Bob Smith as Chairman, Bill Sullivan as Vice Chair and Bob McClean as Secretary/Treasurer. MOTION CARRIED**

2. Planning Commission Annual Report for 2015:

Dan Coss, City Administrator briefly reviewed the Planning Commission activities for 2015

Motion by Commissioner Sullivan seconded by Commissioner Leeming and carried by unanimous vote of the Planning Commission **to approve the 2015 Annual Planning Commission report and forward to City Council.**

3. Building Concepts for 110 S. Bridge Street – Mary Swanson, Architect:

The property purchased by the City has been listed with a commercial realtor, NAI Mid-Michigan, for marketing to potential developers. The purpose of creating building concepts for the corner property will allow the City to give developers an expectation of the type of building design the City would like to see on the site. The concepts will also allow us to show how to maximize the space on the site and still create a financially feasible project.

Registered architect Mary Swanson of Swanson Design was contracted by the City and was in attendance to present two conceptual drawings she designed that may be possible for the site. Discussion Only

**PLANNING COMMISSION MEMBER COMMENTS:**

None.

**ADJOURNMENT:**

Motion by Commissioner Sullivan, seconded by Commissioner Leeming and carried by unanimous vote of the Planning Commission that **this meeting be adjourned at 8:03 p.m.**

Respectfully submitted,

Lisa M. Grysen,  
Recording Secretary