

**IMLAY CITY PLANNING COMMISSION
REGULAR MEETING MINUTES
TUESDAY, JANUARY 27, 2026
6:00 PM**

1. CALL TO ORDER

Chair Walt Bargaen called the Regular meeting to order at 6:00 PM.

2. PLEDGE OF ALLEGIANCE

Chair Bargaen led the Pledge of Allegiance

3. ROLL CALL

Present: Chair Walt Bargaen, Vice-Chair James Blount, Mayor Barbara Yockey, Secretary Frank Demske, Shane Collison, Tom Germaine, Bob Tanis

Absent: None

Also Present: City Manager Craig Horton, Wade Trim Professional Planner Caitlyn Habben, and Clerk/Treasurer Dawn Sawicki-Franz

4. APPROVAL OF AGENDA

MOTION by Tanis seconded by Collison to approve the agenda as presented

MOTION CARRIED UNANIMOUSLY

5. APPROVAL OF MINUTES

MOTION by Yockey seconded by Tanis to approve the regular Planning Commission meeting minutes of November 25, 2025

MOTION CARRIED UNANIMOUSLY

6. FINANCIAL REPORT

Chair Bargaen asked if there were any questions or comments regarding the Planning Commission's November 2025 and December 2025 financial report, and then accepted them as presented

7. CITIZENS FROM THE FLOOR

NONE

8. PUBLIC HEARING

A. 2026-2032 CAPITAL IMPROVEMENT PLAN

1. NOTICES AND PUBLICATIONS TO RECORD

MOTION by Yockey seconded by Collison to accept all notices and publications into record

MOTION CARRIED UNANIMOUSLY

2. PUBLIC HEARING **OPEN**

Chair Bargaen opened the Public Hearing at 6:03 PM

3. PUBLIC COMMENT

City Manager Horton explained that a Capital Improvement Plan is required each year with each department head submitting their cost projections and wishes for projects and upgrades. A review committee has assessed and scored the submissions and now it has been sent before the Planning Commission for their analysis.

Planner Habben reaffirmed that this kind of review is a budget tool as we are not making any project or purchase decisions as this is a long-term plan with a 6-year projection.

Questions and comments were addressed.

4. PUBLIC HEARING **CLOSED**

Chair Bargaen CLOSED the Public Hearing at 6:19 PM

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5. ACTION

MOTION by Collison seconded by Demske to approve the 2026-2032 Capital Improvement Plan and recommend to the City Commission
MOTION CARRIED UNANIMOUSLY

B. ARTICLE 2 DISTRICTS; DIVISION 3 COMMERCIAL; SECTION 2.25 PERMITTED USES

1. NOTICES AND PUBLICATIONS TO RECORD

MOTION by Yockey seconded by Blount to enter all notices and publications into record regarding Article 2 Districts: Commercial Permitted Uses
MOTION CARRIED UNANIMOUSLY

2. PUBLIC HEARING **OPEN**

Chair Bargaen opened the Public Hearing at 6:20 PM

3. PUBLIC COMMENT

Planner Habben shared that this had been discussed from the previous meeting regarding a financial institution that wanted a drive thru in a location that previously had a drive thru and currently needs a zoning ordinance amendment for Article 2 Districts-Commercial.

4. PUBLIC HEARING **CLOSED**

Chair Bargaen **CLOSED** the Public Hearing at 6:22 PM

5. ACTION

MOTION by Collison seconded by Tanis to approve the zoning ordinance amendments for Article 2 Districts-Division 3: Commercial Section 2.25 Permitted Uses and recommend to the City Commission
MOTION CARRIED UNANIMOUSLY

9. UNFINISHED BUSINESS

NONE

10. NEW BUSINESS

A. PLANNING COMMISSION ANNUAL REPORT

Planner Habben presented the Planning Commission annual report that was prepared by Administrative Assistant Leah May showing the statistics of the 2025 year of the Planning Commission records. Habben also commented that this is a requirement of the RRC (Redevelopment Ready Communities) which is part of the Michigan Economic Development Corporation and fulfilling the requirements of this program will assist in the obtaining of future grants.

MOTION by Collison seconded by Blount to approve the Annual Planning Commission Report for 2025 and forward this to the City Commission for records

MOTION CARRIED UNANIMOUSLY

B. LANDSCAPING ORDINANCE DISCUSSION

Planner Habben discussed the need for review of the landscaping ordinance for the level of the landscaping requirements that the Planning Commission would like to see. Habben noted that there are options to modify the current requirements and this should be discussed at the Planning Commission level in the future.

MOTION by Collison seconded by Tanis to initiate a text amendment to Article 4: Division 3: Landscaping and Tree Replacement as discussed

MOTION CARRIED UNANIMOUSLY

11. CITIZENS FROM THE FLOOR

NONE

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12. COMMISSION COMMENTS
NONE

13. ADJOURNMENT
MOTION by Yockey seconded by Demske to adjourn the meeting at 6:37 PM
MOTION CARRIED UNANIMOUSLY

Respectfully Submitted by: _____
Dawn E. Sawicki-Franz, City Clerk/Treasurer

Approved by Planning Commission: February 24, 2026
Approved by City Commission: March 03, 2026