

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

**APPROVAL OF CONSENT AGENDA:**

Moved by Commissioner Benic second by Commissioner Carmoney to approve the Consent Agenda items listed with an asterisk (\*) (Amended Agenda (addition of item C to the Agenda) Minutes, Communications, and Professional Development) considered to be routine by the Planning Commission. Roll call vote: Yeas: Commissioners Lisa Benic, Glenda Carmoney, Angie Cozat, Elaine Demasi, Ken Hibl, Jason Lowe, Brett Moser and Nick Wyman. Absent: Stacy Pechacek. *Motion Carried.*

**APPROVAL OF MINUTES:** \*Approved by consent agenda

**APPROVAL OF** \*Approved by consent agenda

**PUBLIC COMMENT:** None.

**OLD/UNFINISHED BUSINESS:** None.

**NEW BUSINESS**

**A. REVIEW OF SITE PLAN-JIMMY JOHNS FAÇADE IMPROVEMENT & SIGNAGE**

The City has received a site plan application along with supporting documents from Jimmy Johns to complete a façade improvement and signage installation to be located inside the current Shell Gas Station located at 10400 South Clare Avenue.

The city staff conducted a review of the proposed site plan on May 8, 2025, and recommended approval of the site plan façade changes and proposed signage.

Prior to consideration, the Planning Commission is required to hold a public hearing to receive comments regarding the site plan 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 site plan.

The Planning Commission is asked to hold the requisite public hearing related to the site plan, and subsequent to the respective hearing, the Planning Commission is asked to formally consider the Site Plan and to render a decision concerning approval or disapproval.

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

Public Comment: None.

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

Casey and Michael Schulz, proprietors of Jimmy John's at 10402 S. Clare Ave., were present to answer questions of the Planning Commission. Parking at the location is shared parking with the Shell Oil station at that location.

Motion by Commissioner Hibl seconded by Commissioner Demasi to approve the site plan by adoption of Resolution 2025-008PC. Roll call vote: Yeas: Commissioners Lisa Benic, Glenda Carmoney, Angie Cozat, Elaine Demasi, Ken Hibl, Jason Lowe, Brett Moser and Nick Wyman. Absent: Stacy Pechacek. *Motion Carried.*

**B. REVIEW OF SPECIAL USE PERMIT-RPF OIL DRIVE-THRU WINDOW**

The City of Clare has received a special use permit from RPF Oil Company, based in Grand Blanc, to allow the use of a drive-through window in conjunction with the previously approved site plan for a gas station / convenience store on the corner of Colonville Road and South Clare Avenue in Clare, Michigan.

The Planning Commission is the approval authority of the Special Use Permit for the drive-through. A public hearing is required prior to the Commission's formal action to approve or disapprove the Special Use request.

The City published the requisite notice of the Special Use Permit request and to date we have received no stated objections. The City has mailed notices to all property owners within 300 feet and to date no responses have been received from any of those property owners.

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

Public Comment: Casey Schulz inquired as to whether RPF would be required to present a site plan to the Planning Commission if RPF decided to allow an outside party (a restaurant) to operate out of its drive-thru.

Once a site plan and a special use permit for drive-thru has been approved, the owners are not required to present a site plan to the Planning Commission again, unless there are façade changes or new signage to be installed.

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

Commissioner's questioned whether there was enough area for drive through cuing. With the drive-thru on the south side of the building, the cue for drive-thru service should be adequate. The owners will sell their own goods and food fare at the drive-thru as a convenience to their customers; they have no plans at this time to work with an outside party (restaurant) to provide food service.

Motion by Commissioner Wyman seconded by Commissioner Moser to approve the special use permit by adoption of Resolution 2025-009PC. Roll call vote: Yeas: Commissioners Lisa Benic, Glenda Carmoney, Angie Cozat, Elaine Demasi, Ken Hibl, Jason Lowe, Brett Moser and Nick Wyman. Absent: Stacy Pechacek. *Motion Carried.*

**C. EXCUSAL OF COMMISSIONER PECHACEK**

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 Stacy Pechacek has formally requested that she be excused from attending the June 11, 2025, regularly scheduled Planning Commission meeting due to conflicting commitments.

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

Motion by Commissioner Hibl second by Commissioner Lowe to approve the excusal of Commissioner Pechacek by the adoption of Resolution 2025-010PC. Roll call vote: Yeas: Commissioners Lisa Benic, Glenda Carmoney, Angie Cozat, Elaine Demasi, Ken Hibl, Jason Lowe, Brett Moser and Nick Wyman. Absent: Stacy Pechacek. *Motion Carried.*

**EXTENDED PUBLIC COMMENT:** None.

**PLANNING COMMISSION DISCUSSION:**

Mancino's Restaurant is for sale. Lugo's Taco Street restaurant is looking for a brick and mortar building in the city to serve their Mexican fare. City staff are still under an NDA with SPA Properties who intend to start building a distribution service location in the south industrial park. Savin started weed harvesting in Lake Shamrock to help the hydraulic dredging process when it starts again in July.

**COMMUNICATIONS:** \*Approved by consent agenda

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

**ADJOURNMENT** - Moved by Commissioner Moser and seconded by Commissioner Wyman to adjourn. Voice Vote: Ayes: All. Nays: None. Absent: Stacy Pechacek. *Motion Carried.* The meeting adjourned at 7:07 p.m.

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**Diane M. Lyon, City Clerk**