

**Heather Hanover**  
*Chair*

**James Eshelman**  
*Vice-Chair*

**Commissioners**  
**Scott Dzurka**, *Mayor*  
**Eric Hufnagel**, *City Commissioner*  
**Eric Harger**  
**Mark Holden**  
**Brian Mills**  
**Melvin Renfrow**  
**Todd Krajniak**



## **CITY OF ST. JOHNS PLANNING COMMISSION**

### **MEETING AGENDA**

**MEETING DATE: MAY 14, 2025**

The St. Johns Planning Commission will hold a regular meeting on May 14, 2025, at 5:30 pm in the County Commission Chambers located at the Clinton County Courthouse, 100 E. State Street, St. Johns, MI. (Please use Cass St. Entrance.)

### **AGENDA**

1. Call to Order (5:30 p.m.)
2. Approval of Agenda (5:31-5:32 p.m.)
3. Approval of Minutes (April 9, 2025, Meeting) (5:33-5:35 p.m.)
4. Public comment for non-agenda items (5:35-5:45 p.m.)
5. Public Hearings:
  - a. None
6. New Business:
  - a. Discussion on June 11, 2025, Meeting – Possible scheduling conflicts and determination of cancelation or rescheduling (5:45-6:00 p.m.)
7. Old Business:
  - a. Site Plan Approval – 1201 S. US 127 BR/Red Wing Retail Plaza (6:00-6:20 p.m.)  
(ACTION ITEM)
  - b. Zoning Ordinance Amendment Discussion – Draft Regulations for Vendor Trucks (6:20-6:30 p.m.)
8. Committee Site Plan Approvals: None
9. City Commission Update – Mayor Dzurka (6:30-6:40 p.m.)
10. Commissioner Comments. (6:40-6:50 p.m.)
11. Adjournment (6:50 p.m.)
  - a. Next Meeting: June 11, 2025 (unless cancelled or rescheduled)
  - b. Following Meeting: July 9, 2025

**Heather Hanover**  
*Chair*

**James Eshelman**  
*Vice-Chair*

**Commissioners**

**Scott Dzurka**, *Mayor*  
**Eric Hufnagel**, *Commissioner*  
**Mark Holden**  
**Melvin Renfrow**  
**Eric Harger**  
**Brian Mills**  
**Vacant**



**PLANNING COMMISSION**

**APRIL 9, 2025**  
**REGULAR MEETING MINUTES**

**1. CALL TO ORDER**

The meeting of the St. Johns Planning Commission was called to order by Chair Hanover at 5:30 p.m.

Members Present: Heather Hanover, Mark Holden, Brian Mills, Scott Dzurka, Eric Hufnagel (arrived at 5:33 pm), James Eshelman

Members Absent: Melvin Renfrow, Eric Harger

Staff Present: Chad Gamble, City Manager; Mindy Seavey, City Clerk; Eric Ensey, McKenna

**2. APPROVAL OF AGENDA**

Motion by Commissioner Holden seconded by Commissioner Eshelman to approve the agenda as presented.

YEA: Hanover, Holden, Mills, Dzurka, Eshelman

NAY: None

Motion carried.

**3. APPROVAL OF MINUTES – MARCH 12, 2025 MEETING**

Motion by Commissioner Dzurka seconded by Commissioner Mills to approve the minutes as presented.

YEA: Hanover, Holden, Mills, Dzurka, Eshelman

NAY: None

Motion carried.

**4. PUBLIC COMMENT FOR NON-AGENDA ITEMS**

Chairperson Hanover asked if there were any public comments.

There were none.

**5. PUBLIC HEARINGS:**

**A. Special Land Use – 1201 S. US 127 BR/Red Wing Plaza**

Motion by Commissioner Mills seconded by Commissioner Eshelman to open the public hearing.

YEA: Hanover, Holden, Mills, Dzurka, Eshelman

NAY: None

Motion carried.

The public hearing was opened at 5:33 p.m.

Commissioner Hufnagel arrived at 5:33 p.m.

Eric Ensey, McKenna, discussed the special land use for a restaurant; zoned GC, requirements SUP (Special Use Permit) for drive through facility; and this is also tied to a site plan application on the agenda.

Chairperson Hanover asked if there were any questions from the Planning Commission.

There were none.

Chairperson Hanover asked if there were any public comments.

There were none.

Motion by Commissioner Mills seconded by Commissioner Holden to close the public hearing.

YEA: Hanover, Holden, Mills, Dzurka, Hufnagel, Eshelman

NAY: None

Motion carried.

The public hearing was closed at 5:35 p.m.

B. Rezoning – 700, 702, 706, 708, 710, 712, 800, & 802 W. State Street from GC, General Commercial, to MU, Mixed Use, and 110 Piston Ring Pl. from I-2, Industrial-Liberal Performance, to MU, Mixed Use

Motion by Commissioner Dzurka seconded by Commissioner Mills to open the public hearing.

YEA: Hanover, Holden, Mills, Dzurka, Hufnagel, Eshelman

NAY: None

Motion carried.

The public hearing was opened at 5:36 p.m.

Eric Ensey, McKenna, said it is the north side of State Street, but also includes 110 Piston Ring Place.

There was a discussion of:

- Communication with the property owner regarding the payment for rezoning being on hold.
- With this change of zoning, a house could be rebuilt if it burned down.
  - Under current zoning, you could not rebuild.

There was no one in the audience for public comments.

Motion by Commissioner Dzurka seconded by Commissioner Holden to close the public hearing.

YEA: Hanover, Holden, Mills, Dzurka, Hufnagel, Eshelman

NAY: None

Motion carried.

The public hearing was closed at 5:38 p.m.

## **6. NEW BUSINESS:**

### **A. Special Land Use Recommendation to City Commission – 1201 S. US 127 BR/Red Wing Plaza**

Eric Ensey, McKenna, discussed the site plan and special use.

Motion by Commissioner Eshelman seconded by Commissioner Mills that the planning commission recommends approval of the special use permit to the city commission.

YEA: Hanover, Holden, Mills, Dzurka, Hufnagel, Eshelman

NAY: None

Motion carried.

### **B. Site Plan Approval – 1201 S. US 127 BR/Red Wing Plaza**

Eric Ensey, McKenna, discussed: the applicant is proposing 3 different tenant suites, one for a drive through restaurant; review by McKenna is in your packet; missing information from the applicant; zoned GC; existing building complies with height and setback requirements; 36 parking spaces on site plan, need more information to verify; needs to show required ADA spaces (2); parking lot surface is in poor condition, need clarification; loading space, needs signage and striping; site plan did not provide a landscaping plan; need submittal of lighting plan; requires sidewalks on US 127 as well as Scott Road; and they recommend conditional approval with 8 conditions.

There was a discussion of:

- Landscaping.
  - Credit for existing landscaping and the need to verify what is there meets the code.
- The property line and separation from the adjacent property.
- The fence.
- Site plan presented as the current property exists.
- The parcel area to the south that comes to a point.
- Community sign (city welcome sign) on the property.

Brian Wiggins, Architect, was present. He said they don't know the exact use of the other two spaces right now. They think the 36 parking spaces is realistic. They anticipate a pizza restaurant with no seating for one of the other two units; and the other one would be a hair salon or nail salon.

Luk Dedvukaj, President of the company, discussed the sidewalk. He said he is putting close to \$1 million in to put in the store and his landlord doesn't want to spend any money.

There was a discussion of:

- The upgraded trail system along the back part of that property.
  - Proposed trail system coming down 27.
- Talking about the US 127 corridor with MDOT and multimodal facility addition of sidewalk would probably not add any value.
- The curb on the Scott Road side.
  - GIS was pulled up and showed sidewalks on the Scott Road side of the property and curb.

Mr. Wiggins asked about signage for the new plaza and the restrictions.

Eric Ensey, McKenna, said there is an administrative site plan process for signage that could be approved later.

There was a discussion of:

- What drives the amount of parking spaces required.

- We need to look at worst case scenario for parking since we don't know the use of the other 2 units.
- Flow of the drive-thru traffic.
- Bringing site plan back to the May 14<sup>th</sup> planning commission meeting.
  - Chad discussed city commission meets on April 28<sup>th</sup> and can have the Special Land Use on that agenda.

#### C. Master Plan Amendment Discussion – 700/800 Block of W. State Street and 110 Piston Ring Place

Eric Ensey, McKenna, discussed the master plan amendment for these properties. He said they are looking for consensus.

There was a discussion of:

- Mixed use does not allow industrial.

#### D. Rezoning Recommendation to City Commission - 700, 702, 706, 708, 710, 712, 800, & 802 W. State Street from GC, General Commercial, to MU, Mixed Use, and 110 Piston Ring Pl. from I-2, Industrial-Liberal Performance, to MU, Mixed Use, and 110 Piston Ring Pl. from I-2, Industrial Liberal Performance, to MU, Mixed Use

Eric Ensey, McKenna, discussed existing zoning; would all be mixed use district; rezoning helps those properties on State Street if something happened and they would need to rebuild; reasonable transition between uses; and recommend approval to the city commission.

There was a discussion of:

- Legal non-conforming use.

Motion by Commissioner Hufnagel seconded by Commissioner Dzurka that the planning commission recommend the rezoning to the city commission.

YEA: Hanover, Holden, Mills, Dzurka, Hufnagel, Eshelman

NAY: None

Motion carried.

#### E. Zoning Ordinance Amendment Discussion – Draft Regulations for Vendor Trucks

Eric Ensey, McKenna, discussed proposed amendments to the zoning ordinance to allow vendor trucks on private property; propose to add a new section for vendor trucks as an accessory use.

There was a discussion of:

- Fee for food trucks.
- Current process for food trucks.
- Administrative site plan review fee.
- Difference between having a vendor truck on private property vs. public property.
- Festival exemption.
- Protection of existing vendors; health department paperwork; and insurance.

### **7. OLD BUSINESS:**

#### A. Master Plan - Recommendation to City Commission for Distribution

Eric Ensey, McKenna, discussed asking for your recommendation to the city commission for approval of distribution of the master plan; this is a procedural step; 63-day period for public comment; send plan out to various stakeholders; and if you see any changes needed we can modify.

There was a discussion of:

- The process.

- Updates that need to be made; not acknowledging the work we have already done; language in terms of the vision.
- Updates and bringing this back to the next planning commission meeting.

## **8. COMMITTEE SITE PLAN APPROVALS - NONE:**

## **9. CITY COMMISSION UPDATE – MAYOR DZURKA:**

Mayor Dzurka discussed the March city commission meeting: animal feeding ordinance public comments; TNR (Trap, Neuter, Release) program; Fantasy Forest Groundbreaking on April 15<sup>th</sup> at 11 a.m.; PSD (Principal Shopping District) started process to renew the fees to continue to develop the downtown (special assessment district).

## **10. COMMISSIONER COMMENTS**

Commissioner Eshelman said he thought the 5-year plan was well laid out; speed limit on 27 changing; and he got through the first 100 pages of the master plan draft.

Commissioner Mills discussed competing against other cities, we want to help developers, opportunity for us to dedicate staff to help them fill out the application right.

City Manager Gamble discussed providing guidance.

Commissioner Mills discussed 27, the corridor is an eyesore; welcome signs when traveling; and attracting people here.

Mayor Dzurka said Bruce DeLong has a vested interest in the M-21 and Scott Road intersection and trying to slow traffic down there.

## **11. ADJOURNMENT**

Motion by Commissioner Dzurka seconded by Commissioner Mills that the Planning Commission adjourn the meeting.

YEA: Hanover, Holden, Mills, Dzurka, Hufnagel, Eshelman

NAY: None

Motion carried.

The meeting was adjourned at 7:39 p.m.



## MCKENNA

May 14, 2025

Planning Commission  
City of St. Johns  
100 E. State Street, Suite 1100  
St. Johns, Michigan 48879

**Subject: Red Wing Retail Plaza: 1201 US 127 BR Site Plan Review**

Dear Planning Commissioners,

At the April 9, 2025, Planning Commission meeting, the Commission reviewed a Site Plan approval for the property located at 1201 US 127 BR to allow for the redevelopment of the existing building and site to allow for a drive-thru restaurant and two other retail tenant spaces. The applicant for this request is Metro General Contractors, Inc., on behalf of the property owner, Fine Family Investments, LLC.

The Planning Commission requested the applicant submit a revised Site Plan to address the following items:

1. Demonstrate the actual ingress and egress points from Scott Road.
2. Include landscaping existing and proposed for the site.
3. Confirmation of the amount of parking provided on the site.
4. Addition of accessible parking spaces.
5. Vehicle queueing and circulation of the drive-thru facility.
6. Sidewalk/pedestrian trail access.
7. Site lighting.

The applicant submitted a revised site plan in response to the discussion by the Planning Commission. The revised site plan has been attached to this application as Exhibit A.

### REVIEW OF REVISED SITE PLAN

Our comments regarding the revised Site Plan are as follows.

- 1. Ingress/egress from Scott Road.** The applicant revised the Site Plan to clarify access to and from Scott Road. As proposed, there will be 3 access points to Scott Road. The two southern-most access points already exist. The third access point represents a new access point to the site from Scott Road and is proposed to be on the north portion of the site. This new access point will provide access to the northern parking lot and will provide access to the trash receptacles.
- 2. Landscaping.** Section 155.296 of the Zoning Ordinance indicates that no site plan or land use shall be approved unless the site plan includes landscaping in accordance with the code. The Site Plan reviewed by the Planning Commission on April 9, did not include any landscaping. The applicant has since included existing and proposed landscaping on the Site Plan, although the landscape plan isn't clearly labeled with what is new versus what is proposed. It appears that the new landscaping proposed would include 4 shrubs in the landscape island at the southwest corner of the building. Additionally, one tree is shown in an island adjacent to the drive-thru facility on the north side of the building and one in an island in the northwest corner off the parking lot. There are also two trees and ten shrubs located on the south side of the parking lot. Not shown on the site plan are 11 existing trees along the Scott Road street frontage on the south side of the property.



#### Street Frontage Landscaping.

Section 155.299 of the Zoning Ordinance requires one deciduous canopy tree per 30 linear feet of frontage (including openings for driveways). In this case the applicant has X feet of frontage along Scott Road and X feet of frontage on US 127 BR. The site plan identifies 4 existing trees along US 127 BR and 11 trees along Scott Road, which are not shown on the plans but are visible with aerial photography. Staff recommends that the Planning Commission condition approval on the installation of the required street trees along both frontages, giving credit to the existing trees already located along US 127 BR and Scott Road. Based on the frontage calculation, the following number of street trees is required:

Street	Frontage Distance	# of Trees Required	# of Tree Existing
US 127 BR	330 feet	11	4
Scott Road	510 feet	17	11

The site currently has a total of 15 street trees, while 28 are required. The remaining 13 trees should be installed along street fronts. There are overhead utility lines along Scott Road, so in that instance, the applicant should plant ornamental trees that will not interfere with the utility lines.

#### Parking Lot Trees and Parking Lot Islands.

Section 155.298 of the Zoning Ordinance requires all parking lots exceeding 16 spaces to install 1 tree for every 8 parking spaces. In this case, there are a total of 57 parking spaces on the site, which would require a total of 7 parking lot trees in landscape islands at least 150 square feet in area and with living ground cover. The current site plan shows 4 parking lot trees being provided, with two trees in islands north of the building and two south of the southern parking lot. We recommend that the Planning Commission condition approval on the planting of additional trees for the parking lot area as well.

#### Building Perimeter Landscaping.

Section 155.302 of the Zoning Ordinance requires and equivalent of 10% of the total ground floor square footage be landscaped around the perimeter of the building. In this case the building and parking lot is generally already in place and complying with this requirement has some limitations. However, there are still options for landscaping that could be installed that would bring the site closer to compliance with this standard. We recommend that landscaping be installed between the drive-thru lane and the building and within the island between the drive-thru and drive aisle on the north side of the building. Shrubs and ornamental grasses could be installed along the back of the building, which a couple trees and groundcover could be installed in the island. Additionally, we are recommending an ornamental tree and ground cover could be planted in the island on the southwest side of the building. This would bring the site more into compliance with this requirement.

### **3. Number of Parking Spaces.**

The revised site plan indicates a total of 57 parking spaces associated with the site. The applicant has included the parking calculation for the proposed restaurant at 12 total parking spaces. If the remaining two tenant spaces both came in with restaurant uses, then the maximum total parking required for the site would be 36 spaces, which would be the most intense parking requirement possible. If a personal service user utilized that space, based on the ratio of one parking space for every 200 square feet of floor area, then 8 parking spaces would be required for each tenant. In either scenario, the site is in compliance with the amount of parking required.





4. **ADA parking spaces.** ADA regulations require parking lots with 26-50 spaces to provide for 2 accessible parking spaces. The applicant has revised the site plan to comply with the required accessible parking spaces.
5. **Drive-Thru Vehicle Queueing.** Discussion by the Planning Commission on the stacking of vehicles in the drive-thru line. Based on the revised site plan, the applicant has indicated ingress/egress into the property from Scott Road near the location for the drive-thru entrance. The plan shows a total of 8 vehicle in the drive-thru lane stacking from the pick-up window to the entrance to the lane. However, it is better to count the stacking from where the order menu board is to understand how many vehicles can be queued before they enter into the parking lot area. In this case that total is 3 spaces. We recommend that the Planning Commission consider requesting the applicant move the order menu board up to the north on the site by one car-length to accommodate one additional vehicle stacking opportunity, that would increase the queueing from 3 to 4 vehicles. The type of drive-thru that is being contemplated in this location would not have a queueing demand like would be seen for a McDonalds or similar fast food restaurant.
6. **Sidewalk Installation.** Section 155.201 of the Zoning Ordinance requires construction of a sidewalk along street frontages. In this case a pedestrian trail was installed along Scott Road to the north in the right-of-way adjacent to this lot. Discussion during the April 9<sup>th</sup> Planning Commission meeting was not to require the applicant to install the sidewalk along the US 127 BR frontage as there are discussions occurring with MDOT concerning the highway cross-section that will address the entire corridor along with the fact that the pedestrian trail along Scott Road provides sufficient pedestrian access. As a result, no sidewalk has been shown along US 127 BR and the applicant included the trail along Scott Road on the site plan.
7. **Site Lighting.** The applicant indicated that they are not proposing any additional site lighting beyond what exists on the site currently.

#### **SITE PLAN REVIEW CRITERIA**

Section 155.281 identifies standards for approval of a site plan application. The Planning Commission must use the following criteria in its review and consideration of a site plan application. The following table provides an analysis of this application against the applicable criteria. Comments as a result of the revised site plan are in red.

Site Plan Review Criteria	Analysis
A. All elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the size and type of plot, the character of adjoining property and the type of plot, the character of adjoining property and the type and size of buildings. The site will be so developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this chapter.	<b>In compliance.</b> The proposed plan is harmonious with adjacent development in the area. The redevelopment will improve the economic viability of the area as well.
B. The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, and by topographic modifications which result in maximum harmony	<b>In compliance.</b> The proposal only includes minor site modifications to accommodate a new drive through facility while remodeling the existing building.



with adjacent areas.	
C. The site plan shall provide reasonable, visual and sound privacy for all dwelling units located therein. Fences, walks, barriers and landscapings shall be used, as appropriate, for the protection and enhancement of property and the privacy of its occupants.	<b>In compliance.</b> There are no dwelling units associated with the propose redevelopment.
D. All buildings, or groups of buildings, shall be so arranged as to permit emergency vehicle access by some practical means to all sides, if determined necessary by the Fire Chief.	<b>In compliance.</b> Circulation through the site will provide adequate access throughout the site for emergency vehicle access.
E. Every structure or dwelling unit shall have access to a public street, walkway, or other area dedicated to common use.	<b>In compliance.</b> The proposed site has access to both US 127 BR and Scott Rd.
F. There shall be provided a pedestrian circulation system which meets the intent of <a href="#">Chapter 95</a> of this code. All constructed sidewalks must meet the requirements of the city's engineering and construction standards.	<b>Noncompliant.</b> The site plan does not show the required sidewalks along US 127 BR and Scott Rd. We recommend that a condition of approval be added requiring the sidewalks be construction prior to issuance of a certificate of occupancy. <b>In compliance.</b> Based on discussion by the Planning Commission about future improvements to the US 127 BR right-of-way cross section and due to the fact that a trail has been constructed adjacent to the site along Scott Road, the Commission recommended waiving the required sidewalk along US 127 BR.
G. The access routes for vehicular circulation shall respect the pattern of existing pedestrian or bicycle pathways in the area. Shared parking and interior connecting drives shall be required wherever feasible.	<b>In compliance.</b> Connectivity with existing commercial properties to the north will be continued.
H. All streets shall be developed in accordance with the city specifications unless otherwise approved by the City Commission.	<b>Not applicable.</b>
I. Any development affecting existing city streets shall comply with city specifications as to curb, gutter, walkways, paving, catch basins and underground utility locations.	<b>In compliance.</b> The modified curb-cut along Scott Rd. will be required to be in compliance with City specifications and subject to engineering review. Additionally, any paving and curbs will need to meet city specifications.
J. Appropriate measures shall be taken to ensure that removal of surface waters will not adversely effect neighboring properties or the public storm drainage system. The construction of storm sewer facilities including detention basins, catch basins, manholes, sewer piping, and infiltration systems shall follow the provisions of Chapter	<b>In compliance.</b> The city's engineer will review plans for compliance with engineering specifications.



55 of this code.	
K. All appropriate measures shall be taken, by the developer, to complete a water loop system when deemed advisable by the City Engineer, Water Department and Fire Department.	<b>Not applicable.</b>
L. Underground utilities may be required in all areas for distribution of utilities including water, sewer, electric, gas, telephone and cable TV when deemed advisable.	<b>Not applicable.</b>
M. All loading and unloading areas and outside storage areas including areas for the storage of trash which face or are visible from residential districts or public thoroughfares shall be screened by an opaque wall not less than six feet in height.	<b>In compliance.</b> The site does not have any adjacent residential districts. The proposed loading area is sufficient for the site. Additionally, the applicant is proposing a trash enclosure area to fully screen the trash receptacles
N. Exterior lighting shall be so arranged that it is deflected away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets. Flashing or intermittent lights shall not be permitted.	<b>Incomplete Information.</b> Sufficient information was not included in the site plan submittal to verify lighting. We recommend that a lighting plan be provided by the applicant that show any existing and proposed lighting and demonstrates deflection of lighting from adjacent properties. <b>In compliance.</b> The applicant has stated that they do not propose any additional lighting or any modification to existing site lighting.
O. Each site plan shall conform to the applicable provisions of this chapter and the standards listed [various county, state, and federal requirements]...	<b>In compliance.</b> The proposed site plan will be required to comply with all applicable county, state and federal requirements.
P. Sites at which hazardous substances are stored, used or generated shall be designed to prevent spill or discharges to the air, surface of the ground, groundwater, streams, drains or wetlands. Secondary containment for above ground storage of hazardous material shall be provided.	<b>Not applicable.</b>
Q. In approving the site plan, the Planning Commission may require a bond or other financial guarantee acceptable to the city of ample sum be furnished by the developer to ensure compliance for such requirements as drives, walks, utilities, parking, landscaping and the like.	<b>Not applicable at this time.</b> A financial guarantee may be required if improvements are completed at the time the property owner is seeking a certificate of occupancy.



## RECOMMENDATION

At the May 14<sup>th</sup> Planning Commission meeting, the Planning Commission should discuss the following topics:

1. If the landscaping proposed and existing on the site is sufficient.
2. If the vehicle queueing proposed for the drive-thru facility is sufficient.

Following the discussion, we recommend **CONDITIONAL APPROVAL**, with the following conditions:

1. The site plan include the required street trees, which would require an additional 13 trees in locations adjacent to the street frontages.
2. The site plan include the additional 4 trees and live ground cover within the parking lot area, or adjacent to the parking lot area.
3. The site plan include additional building perimeter landscaping in landscape beds and islands around the perimeter of the building, including the planting of an additional tree and live groundcover in the island between the drive-thru aisle and the middle access drive north of the building, shrubs and ornamental grasses along the back side of the building, and an ornamental tree and live groundcover in the island southwest of the building.
4. Appropriate signage and striping shall be installed for the vehicle loading space.

Based on the revised information and the testimony provided during the April 9, 2025, and the May 14, 2025, meetings, we are recommending **CONDITIONAL APPROVAL** of the proposed Site Plan.

## ATTACHMENTS

Exhibit A: Revised Site Plan, Floor Plan and Building Elevations

Respectfully submitted,  
**McKENNA**

A handwritten signature in black ink, appearing to read 'C. Khorey'.

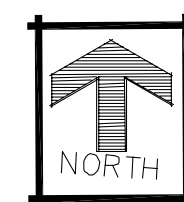
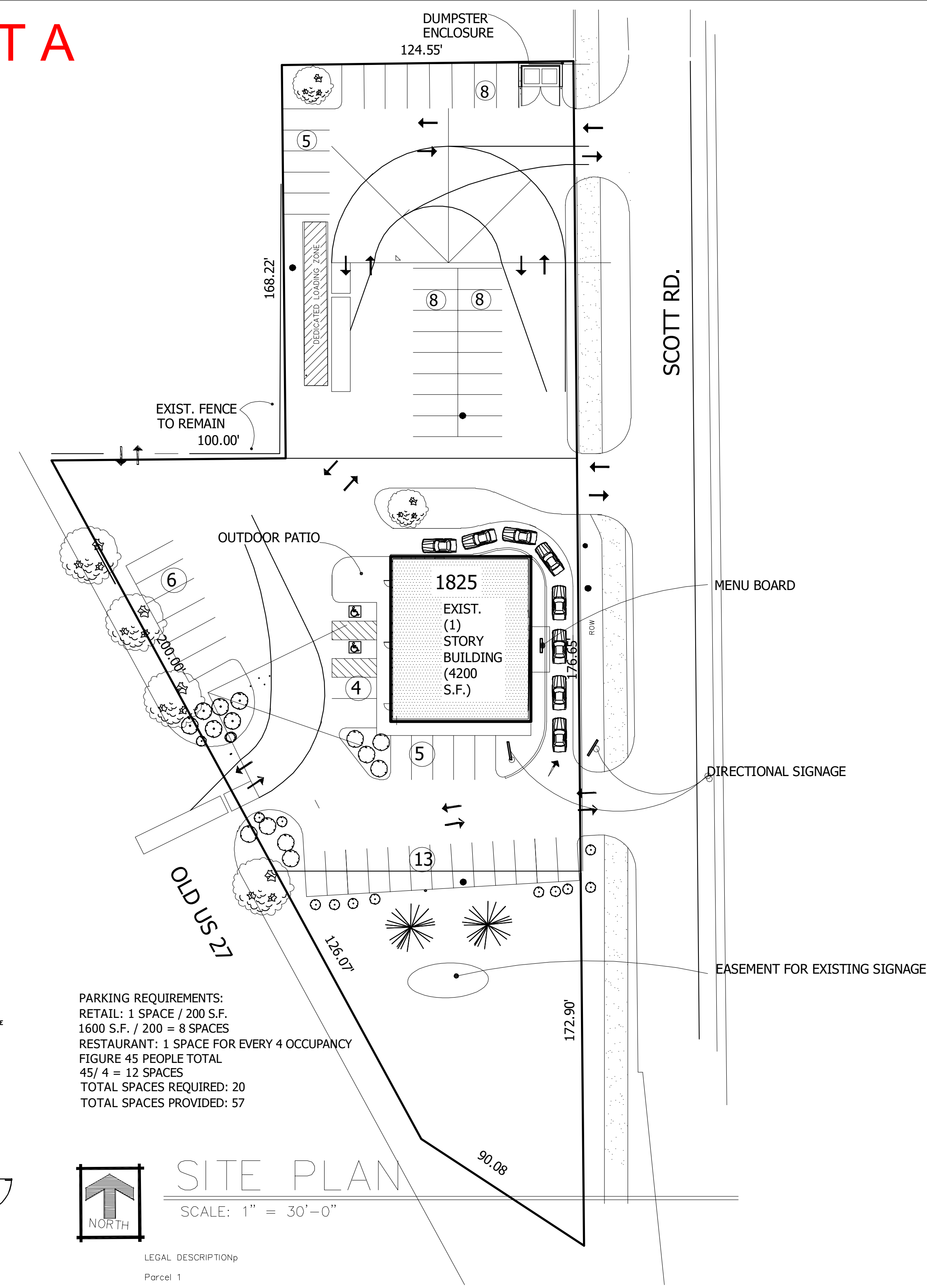
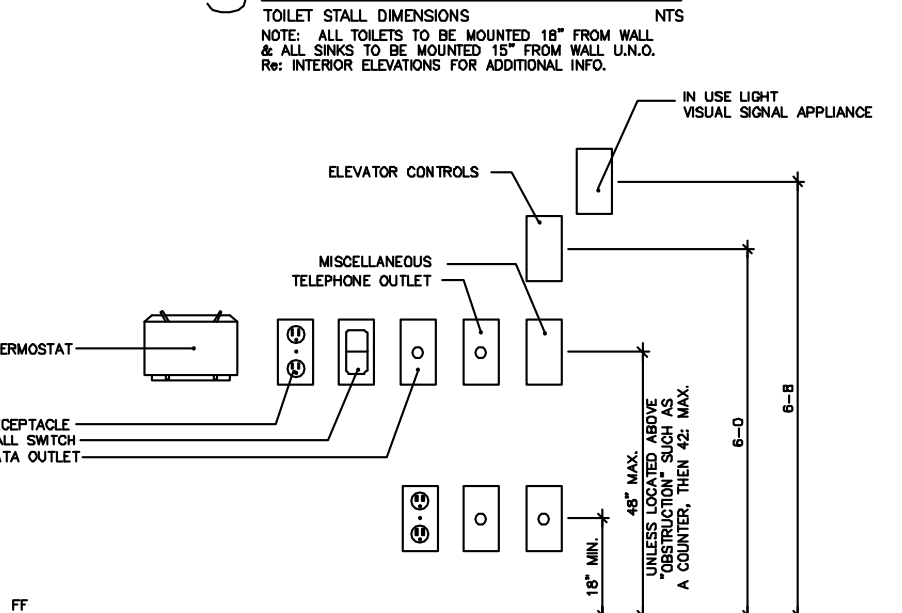
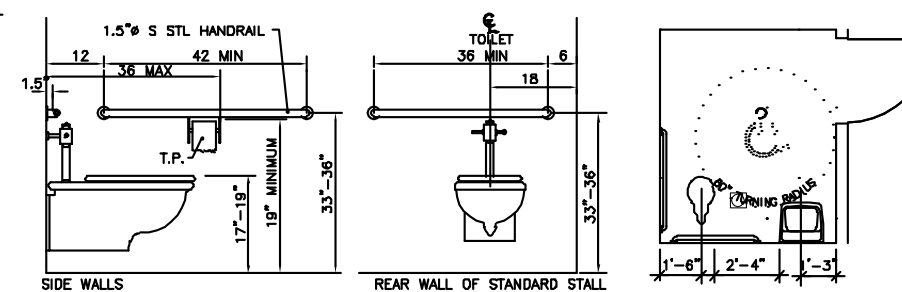
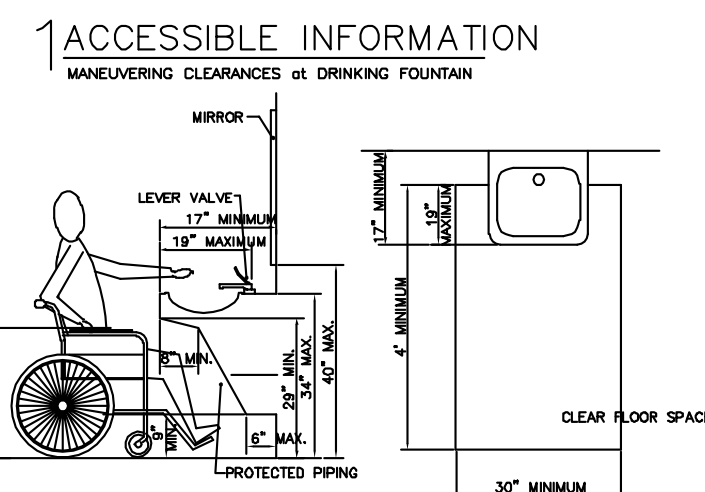
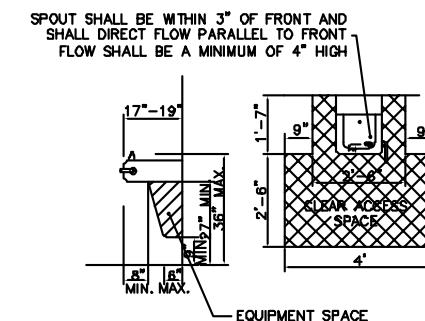
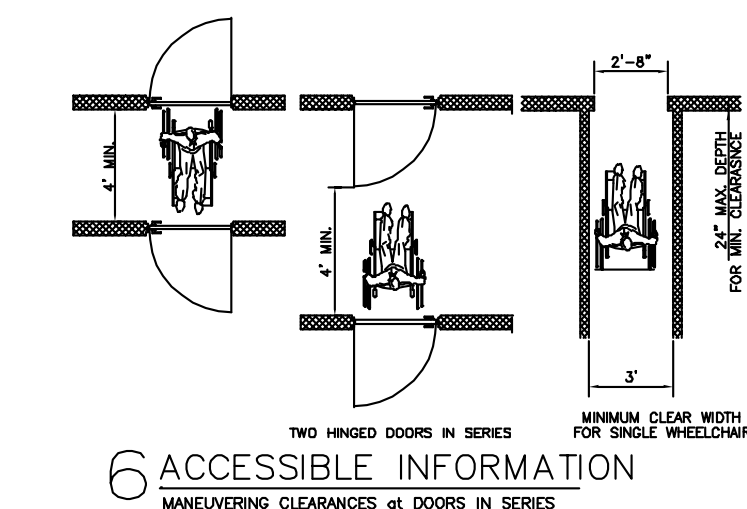
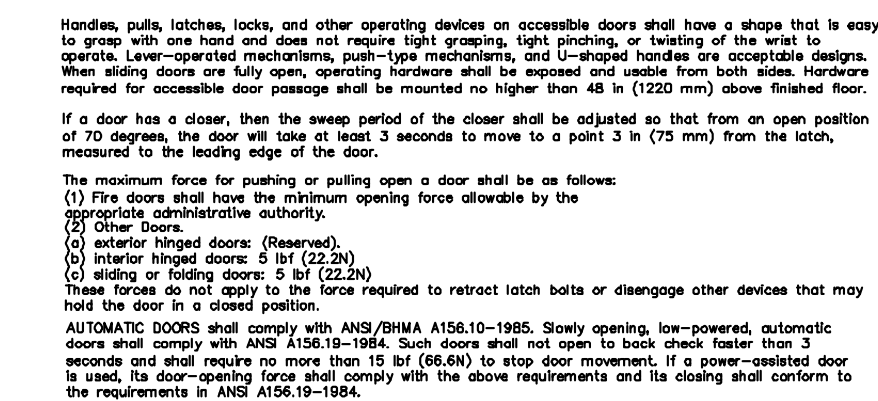
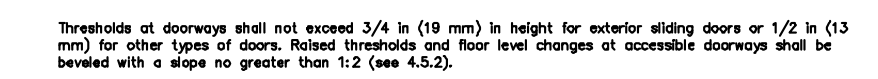
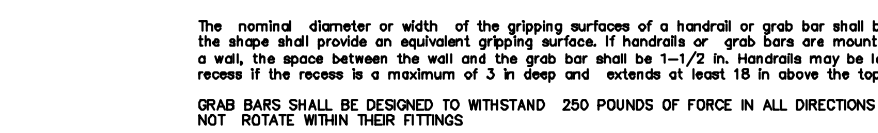
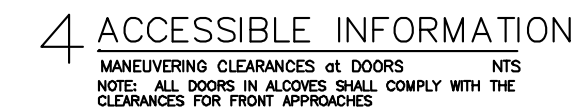
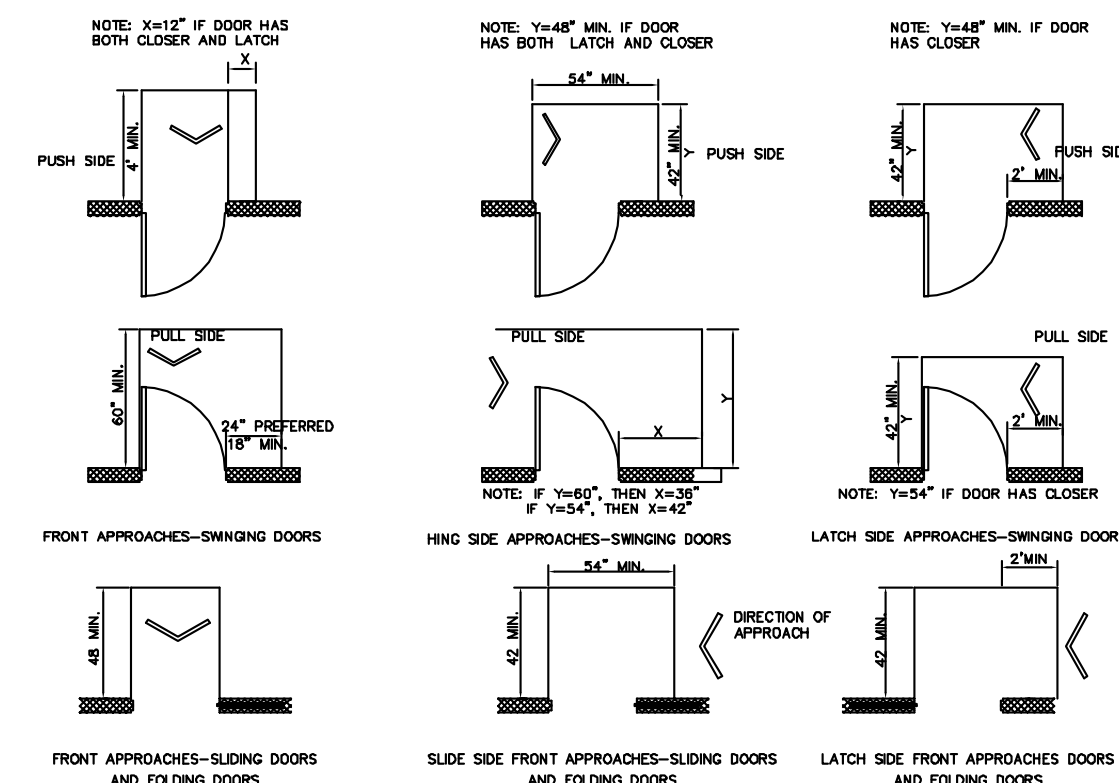
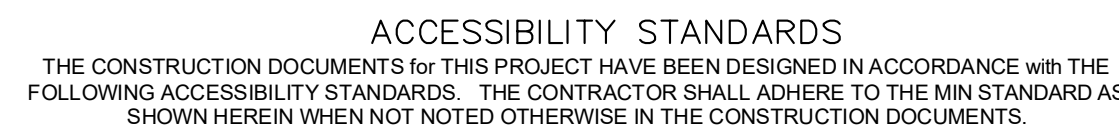
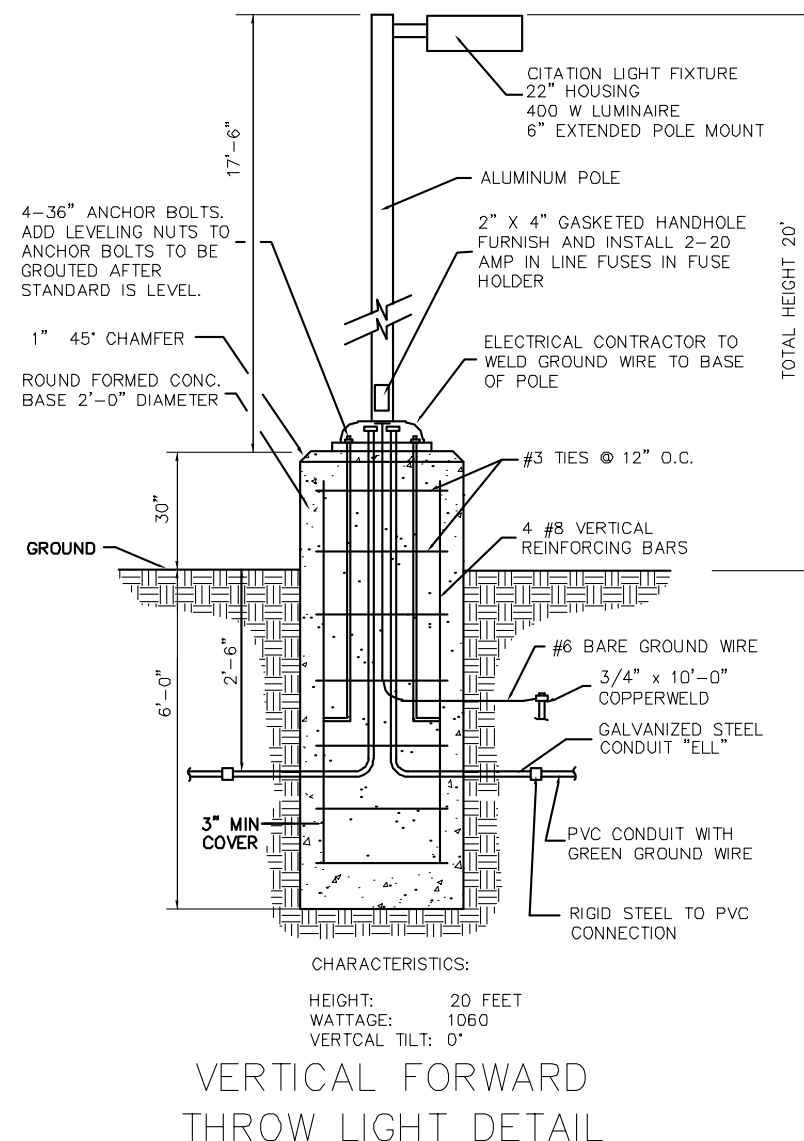
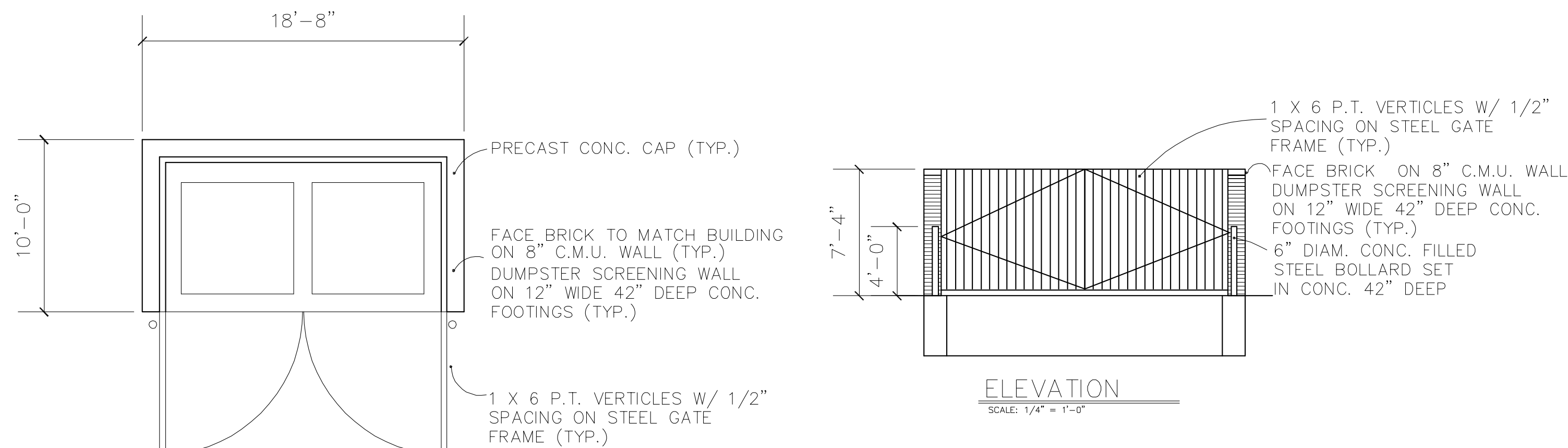
Christopher Khorey, AICP  
Vice President

A handwritten signature in black ink, appearing to read 'Eric Ensey'.

Eric Ensey, AICP  
Principal Planner



# EXHIBIT A



SITE PLAN

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SCALE: 1" = 30'-0"

LEGAL DESCRIPTIONp

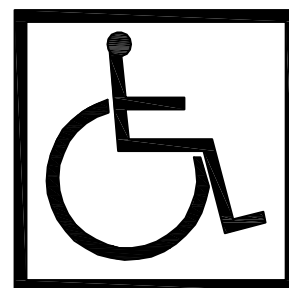
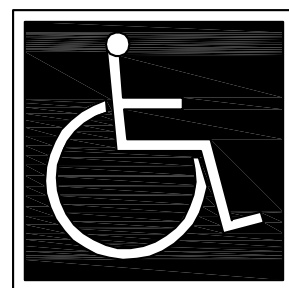
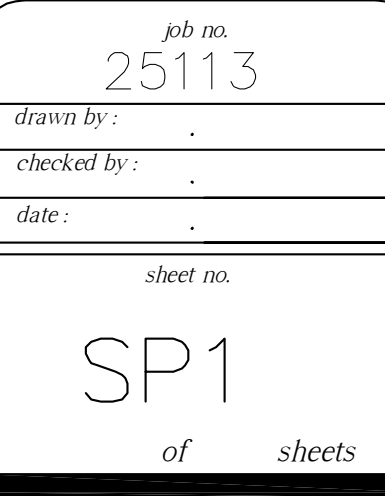
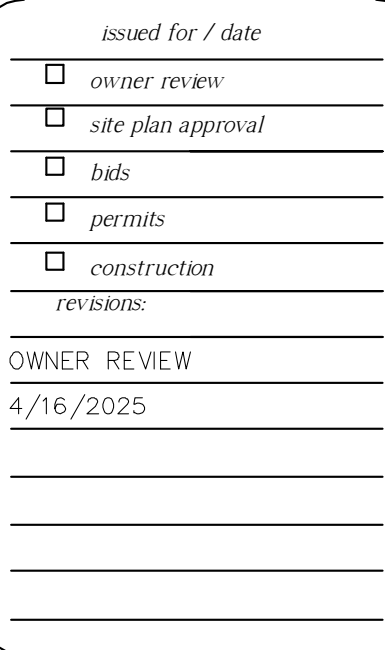
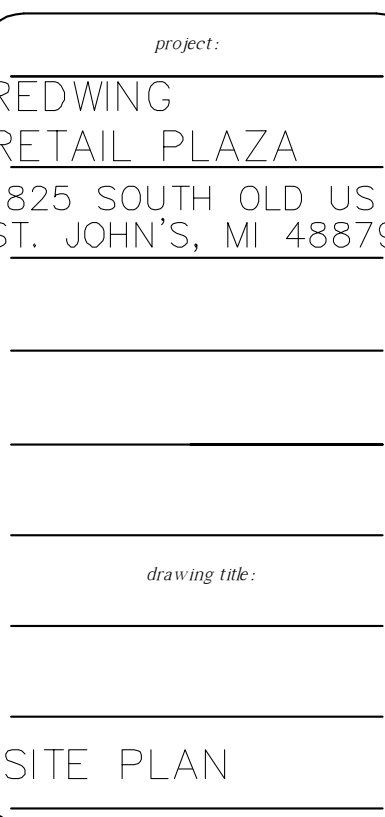
Parcel 1

THE EAST 124.15 FEET OF A PARCEL DESCRIBED AS: COMMENCING AT A POINT 1196.65 FEET NORTH AND 50 FEET WEST OF THE SOUTHEAST CORNER OF SECTION 16, TOWN 7 NORTH, RANGE 2 WEST, CITY OF ST. JOHNS, CLINTON COUNTY, MICHIGAN; THENCE WEST 214.15 FEET TO THE EAST LINE OF SUB-2; THENCE NORTHWEST ALONG CURVE OF SUB-2, A DISTANCE OF 200 FEET; THENCE EAST 322.75 FEET; THENCE SOUTH 167.90 FEET TO THE POINT OF BEGINNING, ALL BEING IN THE SOUTHEAST 1/4 OF SECTION 16; ALSO BEING IN OUTLOT "N" OF THE ORIGINAL PLAT OF THE CITY OF ST. JOHNS, MICHIGAN.

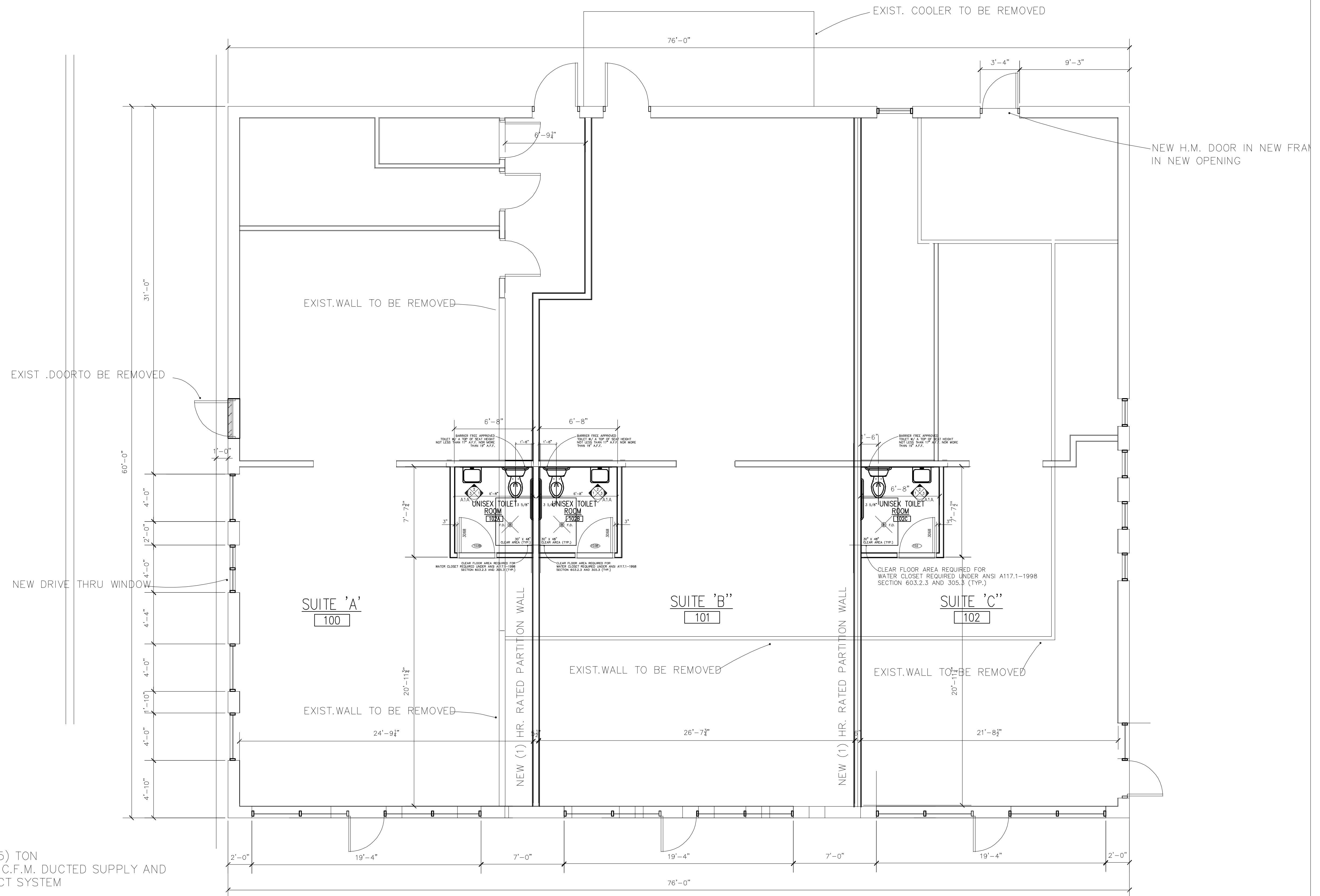
Parcel 2  
COMMENCING AT A POINT THAT IS 50 FEET WEST AND 1020 FEET NORTH OF THE SOUTHEAST CORNER OF SECTION 16, TOWNSHIP 7 NORTH, RANGE 2 WEST, CITY OF ST. JOHNS, CLINTON COUNTY, MICHIGAN, THE SAME BEING ON THE WEST RIGHT OF WAY LINE OF US-27 AS PREVIOUSLY LOCATED; THENCE WEST PARALLEL TO THE WEST RIGHT OF WAY LINE OF SAID US-27 A DISTANCE OF 16,106 FEET, MORE OR LESS, TO THE EAST RIGHT OF WAY LINE OF US-27 AS RELOCATED; THENCE NORTHWESTERLY ALONG SAID RIGHT OF WAY LINE AS RELOCATED A DISTANCE OF 200 FEET; THENCE EAST PARALLEL TO THE SOUTH SECTION LINE OF SAID SECTION 16, TO THE WEST RIGHT OF WAY LINE OF US-27 AS PREVIOUSLY LOCATED; THENCE SOUTH ALONG SAID RIGHT OF WAY LINE TO THE POINT OF BEGINNING, ALL BEING IN THE SOUTHEAST 1/4 OF SECTION 16, AND ALSO BEING IN OUTLOT "N" OF THE ORIGINAL PLAT OF THE CITY OF ST. JOHNS, MICHIGAN.

REDWING  
PLAZA

# A MULTI- TENANT COMMERCIAL STRIP CENTER FOR ST. JOHN'S, MI



# EXHIBIT A



LINE OF EXIST (5) TON  
R.T.U. W/ 3000 C.F.M. DUCTED SUPPLY AND  
RETURN AIR DUCT SYSTEM

## FLOOR PLAN

SCALE:  $1/4" = 1'-0"$



1

ject:

REDWING  
RETAIL PLAZA

1825 SOUTH OLD US 127  
ST. JOHN'S, MI 48879

ing title:

SITE PLAN

issued for / date

- |                          |                           |
|--------------------------|---------------------------|
| <input type="checkbox"/> | <i>owner review</i>       |
| <input type="checkbox"/> | <i>site plan approval</i> |
| <input type="checkbox"/> | <i>bids</i>               |
| <input type="checkbox"/> | <i>permits</i>            |
| <input type="checkbox"/> | <i>construction</i>       |
| <i>revisions:</i>        |                           |

OWNER REVIEW

OWNER REVIEW  
4/15/2025

*b no.*

25113

drawn by:

checked by:

et no.

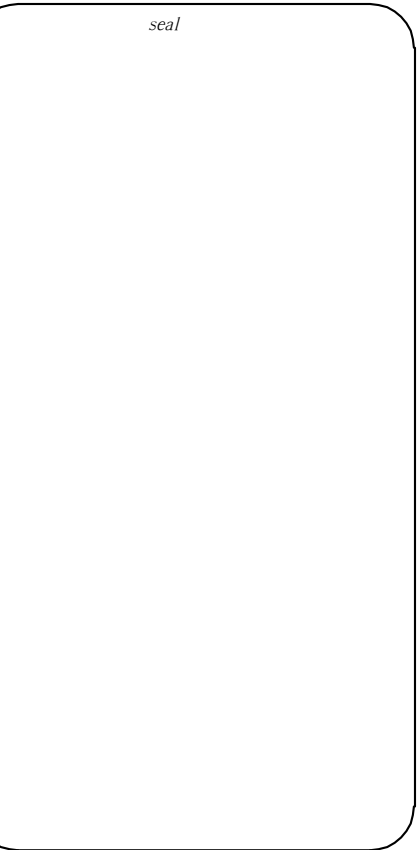
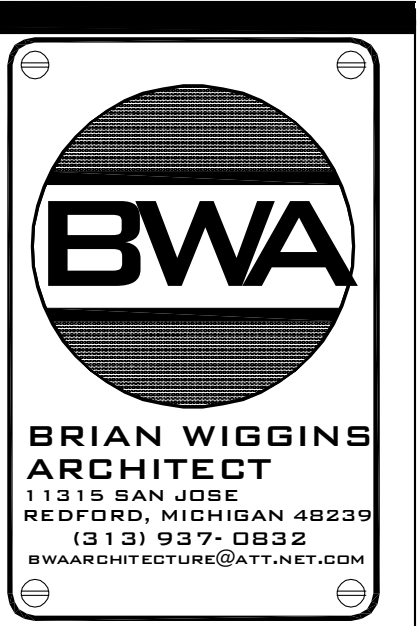
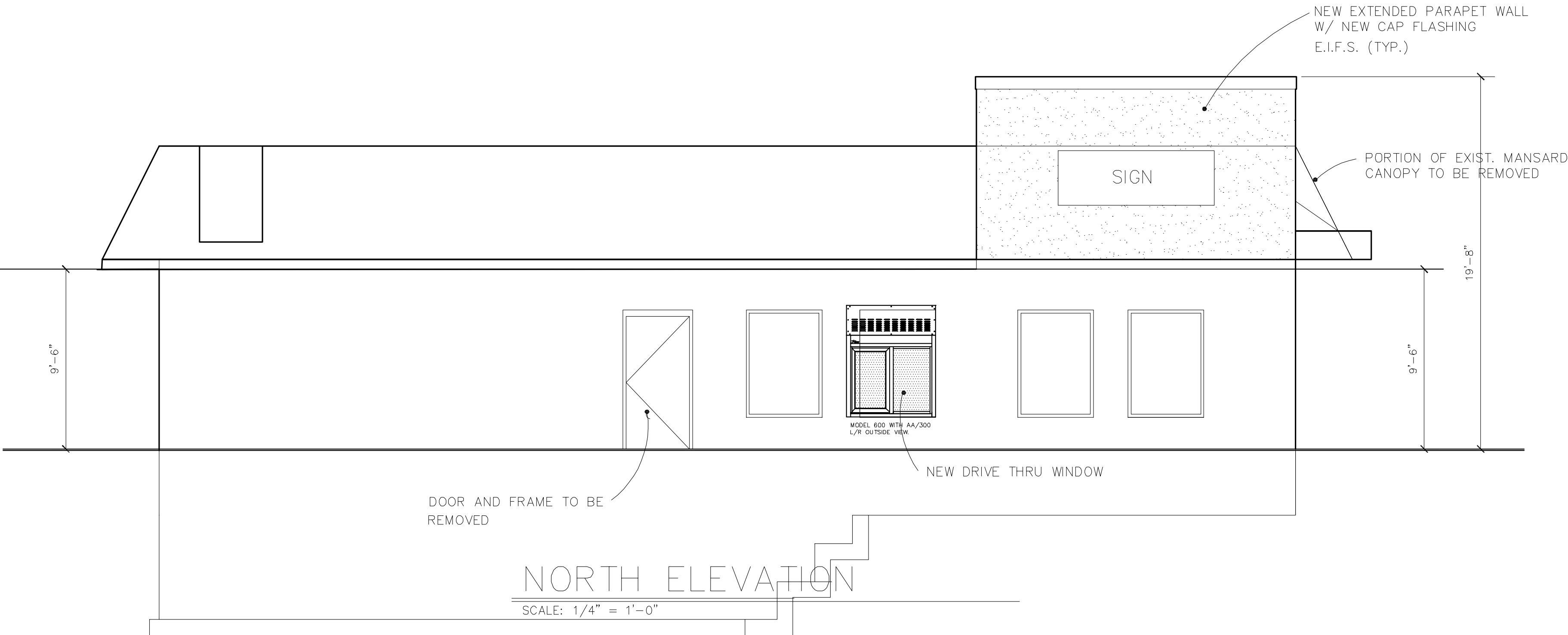
A1

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Do not scale drawings,  
use written dimensions



EXHIBIT A



project: REDWING RETAIL PLAZA  
1825 SOUTH OLD US 127  
ST. JOHN'S, MI 48879

drawing title: BUILDING ELEVATIONS

issued for / date

☐ owner review

☐ site plan approval

☐ bids

☐ permits

☐ construction revisions

OWNER REVIEW

4/15/2025

job no. 25113

drawn by: .

checked by: .

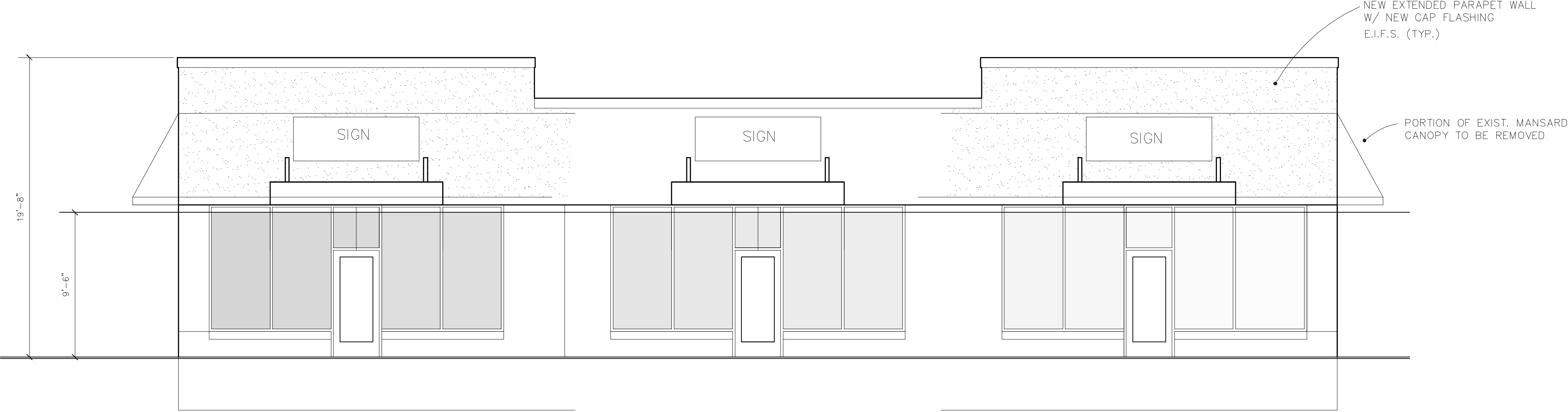
date: .

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of sheets

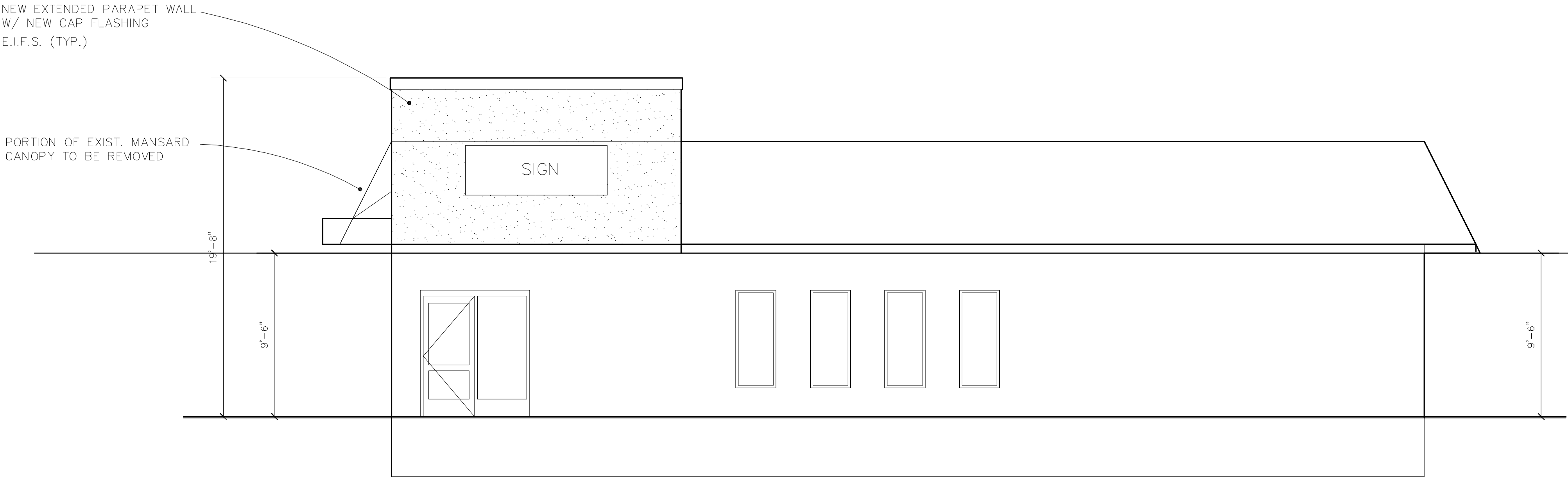
do not scale drawings  
use written dimensions

EXHIBIT A



WEST ELEVATION (FRONT)

SCALE: 1/4" = 1'-0"



SOUTH ELEVATION

SCALE: 1/4" = 1'-0"



seal

project:

REDWING  
RETAIL PLAZA  
1825 SOUTH OLD US 127  
ST. JOHN'S, MI 48879

drawing title:

BUILDING  
ELEVATIONS

issued for / date

- ☐ owner review
- ☐ site plan approval
- ☐ bids
- ☐ permits
- ☐ construction

revisions:

OWNER REVIEW

4/15/2025

job no.

25113

drawn by:

checked by:

date:

sheet no.

A2

of sheets

do not scale drawings  
use written dimensions



**MCKENNA**

# Memorandum

**TO:** St. Johns Planning Commission  
**FROM:** Christopher Khorey, AICP, Vice President  
Eric Ensey, AICP, Principal Planner  
**SUBJECT:** **Draft Vendor Trucks Amendment**  
**DATE:** May 14, 2025

## INTRODUCTION

At the April 9, 2025, meeting, the Planning Commission discussed possible regulation concerning Vendor Trucks. The purpose of the discussion was to address a request the City staff received to allow a downtown business to have a food truck on site. St. Johns does not currently have regulations in the Zoning Ordinance pertaining to this use, which has become increasingly common in other communities and in St. Johns as well.

The discussion at the Planning Commission meeting brought up a number of topics, including the following:

1. **Fees associated with administering the review of vendor trucks.** No changes are proposed in the ordinance based on this discussion. However, fees are required associated with applications for a Vendor Truck depending on the land use review process for the request. The regulations drafted contemplate that a Vendor Truck would apply for an Administrative Site Plan Review for those up to 180 consecutive days or a Special Land Use Review if longer than 180 days, or subject to certain other thresholds. As a means of clarification, the fee associated with an Administrative Site Plan Review would be \$650+\$20/acre (since the use would not be in a principal building) or for a Special Land Use Review it would be the Site Plan fee described previously + \$500.
2. **Use clarification.** There was a clause indicating that Vendor Trucks could be located “on lots with a residential principal use.” This language was deleted. As revised Vendor Trucks are only allowed as an accessory use to a permanent, principal and non-residential use or through a Special Land Use Review on parcels with no principal use in non-residential zone districts.
3. **Protection of brick and mortar restaurant businesses.** No changes are proposed in the ordinance based on this discussion. McKenna believes that proposed ordinance does provide for a similar land use review process to establish use as you would see with a brick and mortar business, in that they are charged the review fees for the land use review necessary for the location proposed. Additionally, they are only allowed as accessory uses to a permanent, principal and non-residential use, unless they apply for a Special Land Use Permit. Additionally, Vendor Trucks must comply with specific setback requirements; which require compliance with the front setback for a principal building in the underlying zone district as well as side and rear setbacks for accessory structures. There is also contemplation for additional parking for the Vendor Truck, in addition to the parking required for the principal use.



4. **Requirement for insurance.** More research was conducted on the insurance requirements for Vendor Trucks. Subsection H of the proposed regulations require compliance with all applicable state and federal regulations, and the Vendor will need to demonstrate proof of that compliance. Michigan law requires a Mobile Food Establishment License from the Michigan Department of Agriculture and Rural Development (MDARD), which requires that operators carry general liability insurance, starting at \$1 million, to cover claims related to foodborne illness or accidents. So technically, this would cover all food-related vendor trucks. However, the regulations drafted for St. Johns also pulls in retail-related vendor trucks as well. An additional section was added to address proof of insurance for all vendor trucks as part of the application process.
5. **Exemption for Vendor Trucks associated with City events.** An additional exemption was included to exclude Vendor Trucks associated with a City-sponsored event or festival.

Below, for discussion at the May Planning Commission meeting, is the proposed amendment to allow and regulate vendor trucks of private property. The yellow highlighted sections show the modifications made to the regulations since the April 9<sup>th</sup> Planning Commission discussion.

## **VENDOR TRUCK TEXT AMENDMENT (NEW SECTION 155.201)**

### **155.201 Vendor Trucks**

**A. General.** Vendor trucks, open to the general public, shall be approved by Administrative Site Plan Review as described in Section 155.276, if they meet the following standards. A site plan and all required supporting documentation, including a signed authorization by the property owner, must be submitted to show compliance. Additional approvals, as described below, may also be required depending on the specific proposal.

(1) Multiple vendor trucks may operate on the same site.

(2) Vendor trucks shall not be parked in the public right of way unless granted a right-of-way permit by the City Commission, or as part of a temporary event granted approval by the City to operate for a limited period of time.

**B. Accessory Use.** Vendor trucks must be an accessory use to a permanent, principal, non-residential use contained within an enclosed building. Vendor trucks may be allowed as the principal use **on non-residential zoned** land or on parcels zoned MU, **or on lots with a residential principal use,** through the Special Use process described in Sections 155.255-261.

**C. Duration.** Approved vendor trucks may operate on a single parcel for up to 180 consecutive days. After the 180 days expires, the vendor truck must vacate the premises for at least 90 days prior to resubmitting for Administrative Site Plan Approval. Vendor trucks may be approved to operate for longer than 180 consecutive days (including allowing indefinite permanent vendor truck operations) through the Special Use process described in Sections 155.255-261.

**D. Hours of Operation.** Operating hours shall be no later than 10:00 p.m. Sunday through Thursday and 11:00 p.m. on Friday and Saturday, unless otherwise approved through a Special Use process described in Sections 155.255-261.

**E. Parking.** Parking must be provided on the site, with spaces meeting the dimensional and construction standards of the City.



(1) The minimum number of spaces provided shall be the required parking for any permanent, principal use on the site, plus 5 additional spaces per vendor truck.

a) Public parking (on-street or off-street) within 300 feet of the proposed location of the vendor truck shall be considered sufficient parking for vendor trucks within the Parking Exempt or Parking Reduction Districts.

b) For principal use vendor trucks approved by Special Use, the Planning Commission and/or City Commission may require additional parking spaces upon determination that 5 spaces will not be sufficient for the anticipated parking demand at the truck. They may also determine that public parking that would otherwise count towards the requirement under Subsection a is insufficient and require on-site parking.

(2) Parking spaces covered or otherwise rendered unusable by the placement or operation of the vendor truck shall not count towards the required parking.

(3) The placement of the vendor truck shall not reduce the dimensions of drive aisles below the minimums described in Section 15.343. Any drive aisle reduced in size shall be completely closed to traffic.

(4) The placement of the vendor truck shall not cause an impediment to the usual movement of automobiles and pedestrians through the site, in the opinion of the Zoning Administrator. Appeals of decisions of the Zoning Administrator in this regard shall be to the Zoning Board of Appeals.

**F. Restrooms.** Restrooms or a temporary public toilet must be provided on site for the patrons of the vendor truck. Restrooms associated with the permanent, principal use of the site shall count for this requirement.

**G. Setbacks.** Vendor trucks shall meet the front setback for the primary structure and side and rear setbacks required for accessory buildings in the Zoning District they are located within.

**H. Waste Receptacles.** Waste receptacles shall be provided for the general public in the vicinity of the vendor truck.

**I. Proof of Insurance.** Demonstration of proof of insurance shall be provided for any business seeking to engage as a vendor truck in the following coverage amounts:

(1) Proof of Commercial General Liability policy with limits no less than one million dollars (\$1,000,000.00) per occurrence with a two million dollar (\$2,000,000.00) general aggregate including products liability issued by an insurer licensed to do business in the State of Michigan and which names the City as additional insured.

(2) Proof of public liability and property damage motor vehicle policy with limits of no less than one million dollars (\$1,000,000.00) used by an insurer licensed to do business in the State of Michigan.



**J. Other Jurisdiction Compliance.** Vendor trucks shall comply with all relevant City, County, State, and Federal regulations, and shall demonstrate compliance to the City as part of the approval process.

**K. Exemptions:**

- (1) The standards above shall not apply to transient food trucks that do business by travelling on public rights-of-way from neighborhood to neighborhood, such as ice cream trucks. Such vendor trucks shall not be regulated by this Section.
- (2) The standards above do not apply to vendor trucks associated with a city-sponsored event or festival.
- (3) The standards of this Section shall also not apply to vendor trucks hired for private parties or other events that are not open to the general public.

**SECTION 155.004 DEFINITIONS (UPDATE)**

**Vendor Truck:** A retail or food service establishment operating from a vehicle or trailer that operates in a fixed location for a temporary period of time.

**Note:** *This definition is based on the State of Michigan's definition of a "Temporary or Mobile Food Service Establishment."*

**SECTION 155.276.A (ADMINISTRATIVE SITE PLAN APPROVAL)**

**(A) Administrative site plan review.**

- (1) An administrative site plan review consists of a general description and drawing of the proposed development and includes the name and address of the applicant or contractor and the address of the property to be improved.
- (2) An administrative site plan review is subject to staff review and approval of the Zoning Administrator and is applicable to the following circumstances:
  - (a) The addition of a new dwelling unit to any property. In order for the new dwelling unit to be approved, all relevant provisions of this chapter must be met, including the parking and paving requirements in §155.341, the minimum dwelling unit size in §155.189, and the maximum lot coverage requirement in §155.160.
  - (b) The construction of an addition less than 1,000 square feet in size to any principal structure other than single family or duplex residence.
  - (c) The construction of non-residential accessory structures less than 1,000 square feet in size.
  - (d) Parking lots consisting of ten or fewer spaces or the addition of ten or fewer spaces to an existing lot.
  - (e) Residential accessory buildings and structures to include decks, gazebos, at-grade patios, handicap access ramps, driveways, off-street parking facilities, private sidewalks, and swimming pools.
  - (f) Fences.
  - (g) Signs.
  - (h) Home occupations.
  - (i) Vendor Trucks that do not require Special Land Use Approval.



**(j)** All changes on use of a site that are not listed elsewhere in this division, division (B) or division (C).

**(k)** The construction of an addition to a single family or duplex residence.

We look forward to continuing the discussion of this amendment at the Planning Commission meeting on May 14. Following the discussion, if consensus from the Planning Commission is reached to move forward with the regulations as proposed, or with modifications, we will present the item at the next Planning Commission meeting as a public hearing for recommendation to the City Commission.