**Heather Hanover** 

Chair

James Eshelman

Vice-Chair

**Commissioners** 

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



Chad A. Gamble
City Manager

Mindy J. Seavey City Clerk

Kristina Kinde City Treasurer

**Michael Homier** City Attorney

Christopher Khorey, AICP Planning Consultant

### PLANNING COMMISSION

June 9, 2025

The St. Johns Planning Commission will hold a regular meeting on June 9, 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 (May 14, 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. 901 S. Old US-127 Bradon Rotary Glass Site Plan Review (5:46-6:00 p.m.)
- 7. Old Business:
  - a. Zoning Ordinance Amendment Discussion Draft Regulations for Vendor Trucks (6:00-6:15 p.m.)
- 8. Committee Site Plan Approvals: None
- 9. City Commission Update Mayor Dzurka (6:16-6:20 p.m.)
- 10. Commissioner Comments. (6:20-6:30 p.m.)
- 11. Adjournment (6:30 p.m.)
  - a. Next 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 Todd Krajniak



#### PLANNING COMMISSION

#### MAY 14, 2025 REGULAR MEETING MINUTES

#### 1. CALL TO ORDER

The meeting of the St. Johns Planning Commission was called to order by Chair Hanover at 5:31 p.m.

Members Present: Heather Hanover, Mark Holden, Brian Mills, Scott Dzurka, Todd Krajniak

Members Absent: Melvin Renfrow, James Eshelman, Eric Hufnagel, Eric Harger

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

#### 2. APPROVAL OF AGENDA

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

YEA: Hanover, Holden, Mills, Dzurka, Krajniak

NAY: None Motion carried.

Todd Krajniak was welcomed as a new member and introduced to the group.

#### 3. APPROVAL OF MINUTES - APRIL 9, 2025 MEETING

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

YEA: Hanover, Holden, Mills, Dzurka, Krajniak

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 - NONE:**

#### **6. NEW BUSINESS:**

A. Discussion on June 11, 2025 Meeting – Possible scheduling conflicts and determination of cancellation or rescheduling

Chairperson Hanover said June 11th is St. Johns Day at the Lugnuts Stadium.

There was a discussion that both Chairperson Hanover and Mayor Dzurka will be there and also Commissioner Holden will be unable to attend that meeting.

Eric Ensey, McKenna, said right now the only item would be a public hearing on the zoning ordinance. He said it could be moved to the next scheduled meeting.

There was a discussion of the zoning ordinance regarding food trucks.

City Manager Gamble said even if got approved in June at the planning commission it would go to the city commission for two meetings. Right now, we handle it as a \$40 zoning permit, and he doesn't think it is really pressing.

There was a consensus of opinion to cancel the June 11th Planning Commission meeting.

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

#### A. Site Plan Approval – 1201 S. US 127 BR/Red Wing Retail Plaza

Eric Ensey, McKenna, spoke about the site plan discussion at the last meeting: there were a number of items the planning commission asked them to address, and they addressed some: ingress/egress to site, discussion of 3<sup>rd</sup> access point; parking; and landscaping. He said they recommend approval per the recommendation of conditions.

The applicant, Luk Dedvukaj, was present and discussed the 3 access points. He said if the 3<sup>rd</sup> access point was not already there, he did not want it.

There was a discussion of:

- 3<sup>rd</sup> access.
- Trash receptacle enclosure.
- Landscaping.
- Drive thru location (move to the north).
- Barrier from sidewalk to drive thru traffic on east side.

Chairperson Hanover said: get rid of northern access drive; adding shrubs along the east, make sure landscaping around drive thru is substantial, curb between sidewalk and drive thru, and move up the order window as the conditions for approval.

Motion by Commissioner Mills seconded by Commissioner Dzurka that the planning commission approve the site plan with the conditions discussed (as summarized above by Chairperson Hanover).

YEA: Hanover, Holden, Mills, Dzurka, Krajniak

NAY: None Motion carried.

#### B. Zoning Ordinance Amendment Discussion - Draft Regulations for Vendor Trucks

Eric Ensey, McKenna, discussed fees for review of vendor trucks.

There was a discussion of:

• An administrative review or process.

• Current food truck fees in the fee & rate schedule.

Eric Ensey, McKenna, discussed hours of operation; licensing requirements (taken from the state statute); and exemptions for city festivals.

Revisions to the draft regulations will be brought back to the next meeting.

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

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

Mayor Dzurka discussed budget season; water rates; Main Street Program through MEDC presentation; received a grant through LEAP for the city and DDA for restoration of railcars at depot area and more of the façades downtown; kudos to Heather Hanover and the city.

Chairperson Hanover discussed the Gill-Roy's façade project.

#### 10. COMMISSIONER COMMENTS

Commissioner Mills said he went to the Spring Fling and discussed the social district. He said it was a great event with the vendors.

Commissioner Holden said he was approached by a company out of Lansing that has what they used to call, roach coaches, and wondered if it would be the same permit as an ice cream truck. He said they would move from location to location.

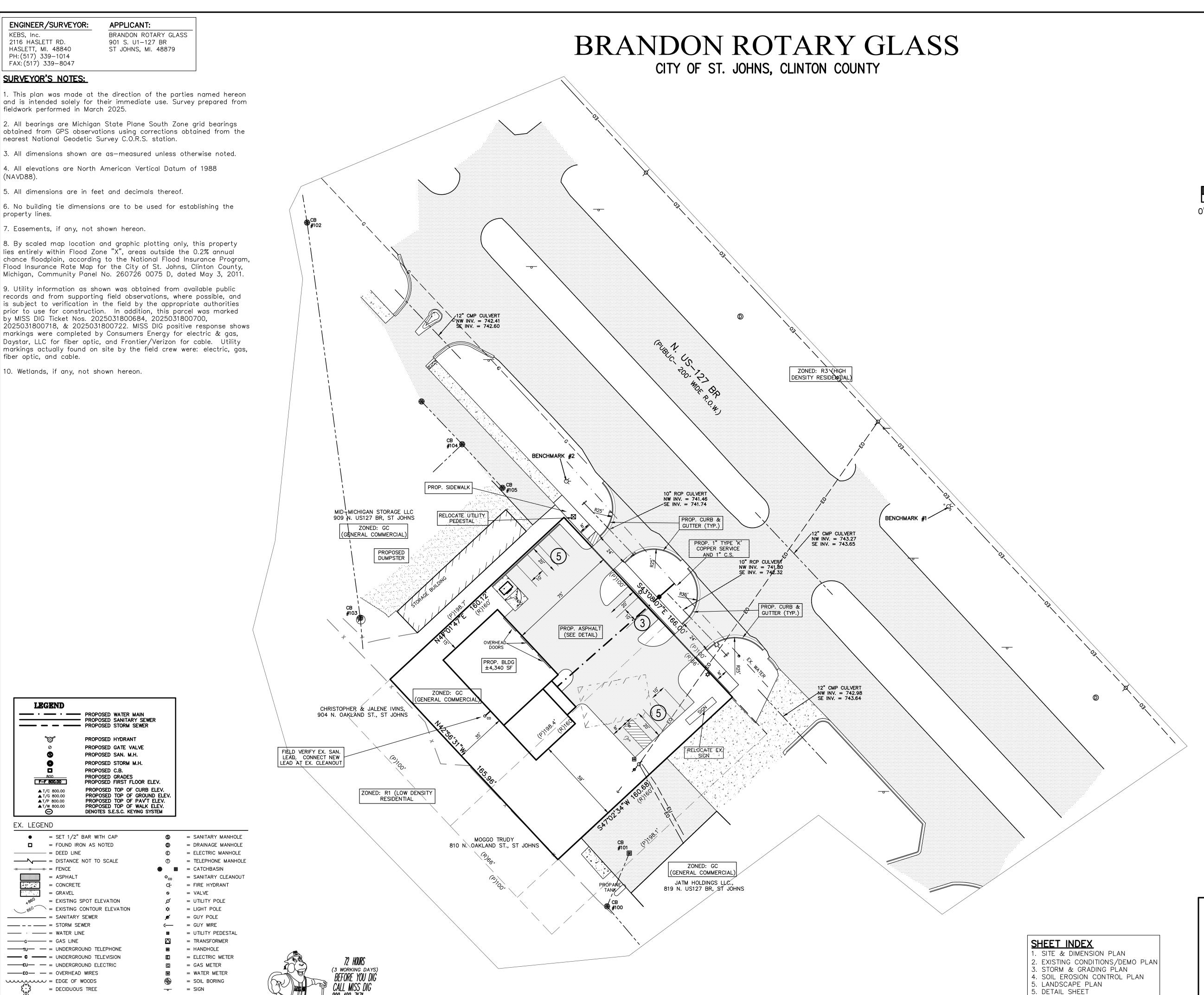
#### 11. ADJOURNMENT

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

YEA: Hanover, Holden, Mills, Dzurka, Krajniak

NAY: None Motion carried.

The meeting was adjourned at 7:13 p.m.

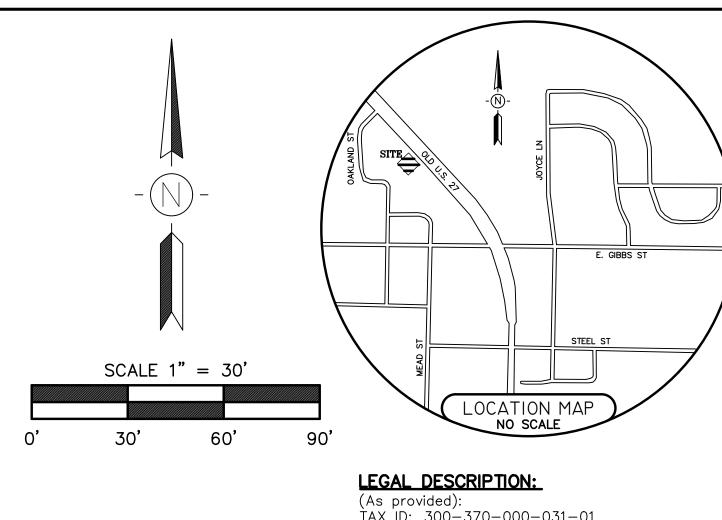


= CONIFEROUS TREE

= BUSH

POST

= AIR CONDITIONING UNIT



(As provided): TAX ID: 300-370-000-031-01 The Northeasterly 160 feet of Lot 31 and the Northeasterly 160 feet of the Northwesterly 66 feet of Lot 32, Orchard Glen Subdivision, City of St. Johns, Clinton County, Michigan, according to the recorded plat thereof, as recorded in Liber 2 of Plats, Page 47, Clinton County Records.

### **BENCHMARKS**

BENCHMARK #1 ELEV = 745.34 (NAVD88)

"X" ON EAST FLANGE BOLT OF FIRE HYDRANT, 23' SOUTHEAST OF EDGE OF ASPHALT OF DRIVE TO TRAVERS AUTO, 42' NORTHEAST OF EDGE OF ASPHALT OF US-127 BR

BENCHMARK #2 ELEV = 744.70 (NAVD88)

WEST FLANGE BOLT OF FIRE HYDRANT, 23' SOUTHWEST OF EDGE OF ASPHALT OF US-127 BR, 28' NORTHWEST OF EDGE OF GRAVEL OF DRIVEWAY TO BUILDING #901

SITE DATA GLASS REPAIR SHOP - PROPOSED BUILDING TOTAL SITE AREA = 0.61 ACRES ZONING: GC (GENERAL COMMERCIAL)

BUILDING SETBACKS

FRONT - 25 FEET REAR - 35 FEET (ADJ. TO R-1) SIDES - 10 FEET

BUILDING/UNIT DATA

LOT COVERAGE = 55%

PROPOSED BUILDING FLOOR AREA =  $\pm 4,340$  S.F. MAXIMUM BUILDING HEIGHT = 35 FEET MAX. LOT COVERAGE = 70%

PARKING

REQUIRED:

TOTAL REQUIRED = USE 1 SPACE PER 500 SF, 4.340 SF / 500 SF = 9 SPACESTOTAL PROVIDED = 14 SPACES

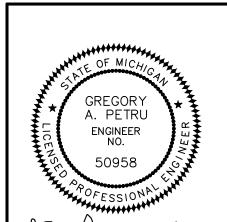
UTILITIES

WATER: CITY PUBLIC WATER MAIN SANITARY:

CITY PUBLIC SANITARY STORM: CITY PUBLIC STORM SEWER

- LOCATE UTILITIES PRIOR TO INSTALLATION (COORDINATE W/ ENGINEER)

- AS-BUILT UTILITY LOCATIONS & ELEVATIONS MUST BE DELIVERED TO THE CITY ENGINEER UPON COMPLETION OF THE PROJECT



KEBS, INC. KYES ENGINEERING BRYAN LAND SURVEYS 4-15-25 PRELIM. SITE PLAN 2116 HASLETT ROAD, HASLETT, MI 48840 4-28-25 PRELIM. PH. 517-339-1014 FAX. 517-339-8047 SITE PLAN Marshall Office Ph. 269-781-9800

Brandon Rotary Glass SITE & DIMENSION PLAN

SCALE: 1"= 30' DESIGNER DATE: 04/02/25 PROJECT MGR. GAP SHEET 1 OF 6 AUTHORIZED BY: BRANDON ROTARY GLASS E-103885

### SURVEYOR'S NOTES:

1. This plan was made at the direction of the parties named hereon and is intended solely for their immediate use. Survey prepared from fieldwork performed in March 2025.

2. All bearings are Michigan State Plane South Zone grid bearings obtained from GPS observations using corrections obtained from the nearest National Geodetic Survey C.O.R.S. station.

3. All dimensions shown are as—measured unless otherwise noted.

4. All elevations are North American Vertical Datum of 1988 (NAVD88).

5. All dimensions are in feet and decimals thereof.

6. No building tie dimensions are to be used for establishing the

7. Easements, if any, not shown hereon.

8. By scaled map location and graphic plotting only, this property lies entirely within Flood Zone "X", areas outside the 0.2% annual chance floodplain, according to the National Flood Insurance Program, Flood Insurance Rate Map for the City of St. Johns, Clinton County, Michigan, Community Panel No. 260726 0075 D, dated May 3, 2011.

9. Utility information as shown was obtained from available public records and from supporting field observations, where possible, and is subject to verification in the field by the appropriate authorities prior to use for construction. In addition, this parcel was marked by MISS DIG Ticket Nos. 2025031800684, 2025031800700, 2025031800718, & 2025031800722. MISS DIG positive response shows markings were completed by Consumers Energy for electric & gas, Daystar, LLC for fiber optic, and Frontier/Verizon for cable. Utility markings actually found on site by the field crew were: electric, gas, fiber optic, and cable.

10. Wetlands, if any, not shown hereon.

### **SEWER INVENTORIES**

CATCH BASIN #100 RIM - 743.22"

12" RCP SE - 738.29 12" RCP NE - 738.32

CATCH BASIN #101 RIM - 745.46 12" RCP SW - 739.79

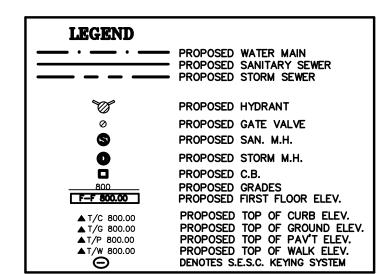
CATCH BASIN #102 RIM - 741.67 36" RCP N - 737.65 36" RCP S - 737.65

CATCH BASIN #103 RIM - 741.62 36" RCP N - 736.85 36" RCP S - 736.87

CATCH BASIN #104 RIM - 743.58 10" HDPE SE - 741.76 8" HDPE SW - 741.97

CATCH BASIN #105 RIM - 743.61 10" HDPE NW - 741.84

10" HDPE NW - 741.72



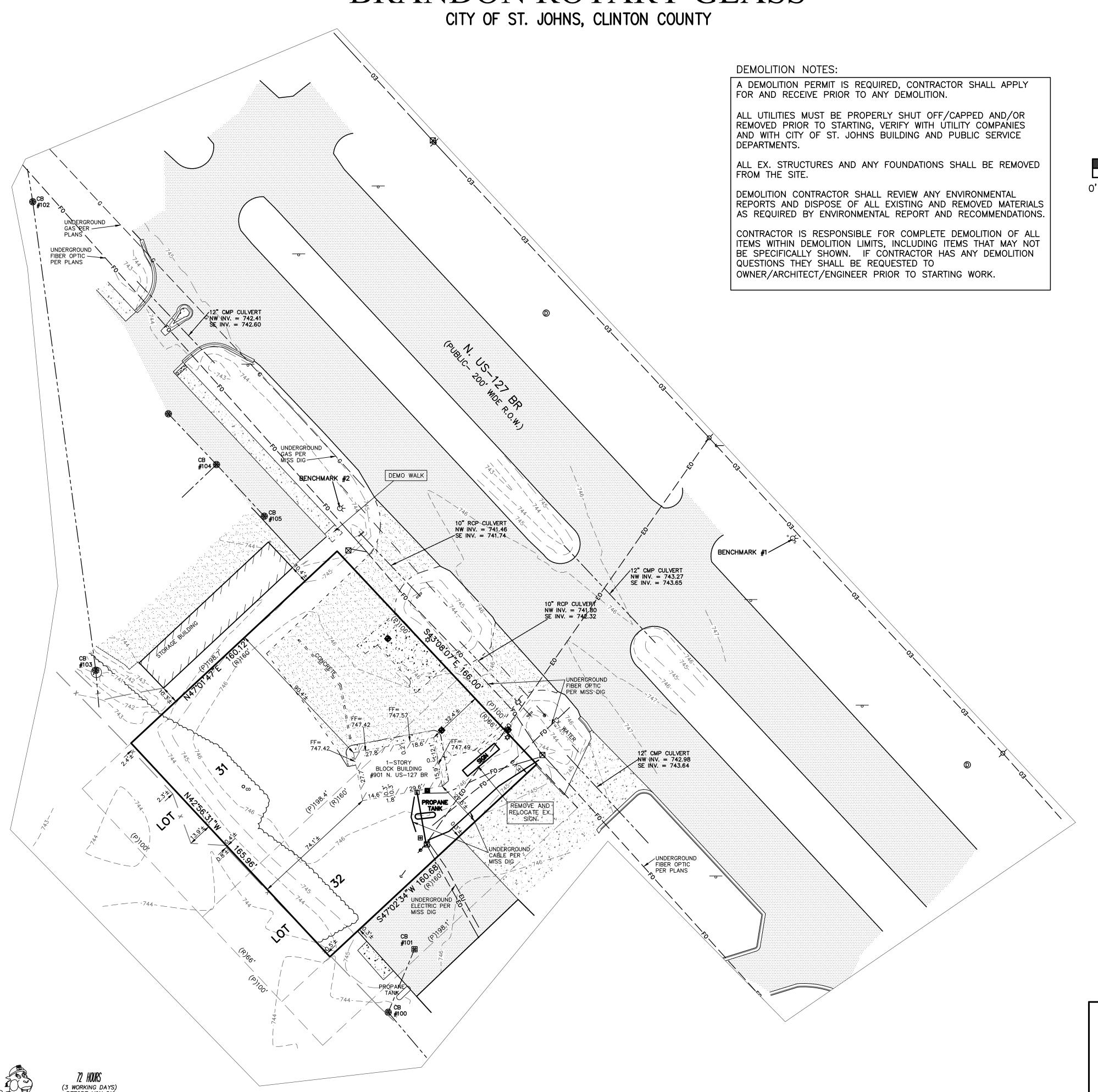
= CONIFEROUS TREE

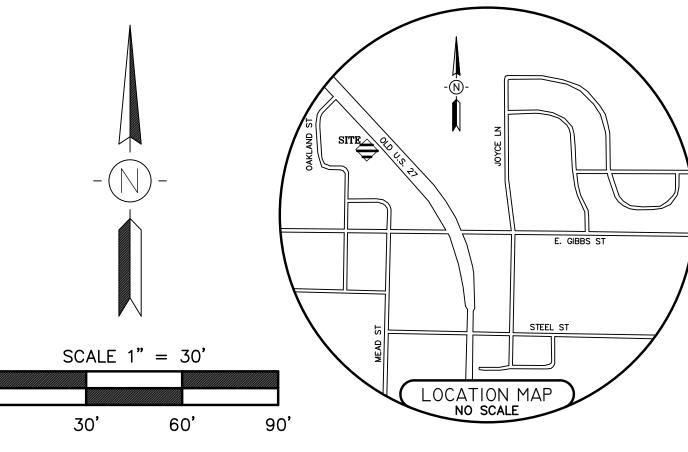
### FX. LEGEND

EX. LEGI	END		
•	= SET 1/2" BAR WITH CAP	<b>S</b>	= SANITARY MANHOLE
	= FOUND IRON AS NOTED	•	= DRAINAGE MANHOLE
	— = DEED LINE	(E)	= ELECTRIC MANHOLE
<del></del> \-	- = DISTANCE NOT TO SCALE	$\odot$	= TELEPHONE MANHOLE
<del>* *</del>	→ = FENCE	<b>❸ Ⅲ</b>	= CATCHBASIN
***************************************	= ASPHALT	o <sub>co</sub>	= SANITARY CLEANOUT
34.33	= CONCRETE	<b>⊄</b>	= FIRE HYDRANT
	= GRAVEL	0	= VALVE
*860	= EXISTING SPOT ELEVATION	ø	= UTILITY POLE
860	= EXISTING CONTOUR ELEVATION	<b>\$</b>	= LIGHT POLE
	= SANITARY SEWER	ø	= GUY POLE
	— = STORM SEWER	<del></del>	= GUY WIRE
<u> </u>	— = WATER LINE	⋈	= UTILITY PEDESTAL
G	— = GAS LINE		= TRANSFORMER
——т∪— -	— = UNDERGROUND TELEPHONE	<b>H</b>	= HANDHOLE
— с —	= UNDERGROUND TELEVISION	E	= ELECTRIC METER
——EU— -	— = UNDERGROUND ELECTRIC	G	= GAS METER
——ЕО—	— = OVERHEAD WIRES	W	= WATER METER
~~	∠ = EDGE OF WOODS	<b>(</b>	= SOIL BORING
€.3	= DECIDUOUS TREE	-	= SIGN

• = POST

# BRANDON ROTARY GLASS





### **LEGAL DESCRIPTION:**

(As provided): TAX ID: 300-370-000-031-01 The Northeasterly 160 feet of Lot 31 and the Northeasterly 160 feet of the Northwesterly 66 feet of Lot 32, Orchard Glen Subdivision, City of St. Johns, Clinton County, Michigan, according to the recorded plat thereof, as recorded in Liber 2 of Plats, Page 47, Clinton County Records.

### **BENCHMARKS**

### BENCHMARK #1

 $ELEV = 745.\ddot{3}4 \text{ (NAVD88)}$ 

"X" ON EAST FLANGE BOLT OF FIRE HYDRANT, 23' SOUTHEAST OF EDGE OF ASPHALT OF DRIVE TO TRAVERS AUTO, 42' NORTHEAST OF EDGE OF ASPHALT OF US-127 BR

## BENCHMARK #2

ELEV = 744.70 (NAVD88)

WEST FLANGE BOLT OF FIRE HYDRANT, 23' SOUTHWEST OF EDGE OF ASPHALT OF US-127 BR, 28' NORTHWEST OF EDGE OF GRAVEL OF DRIVEWAY TO BUILDING #901

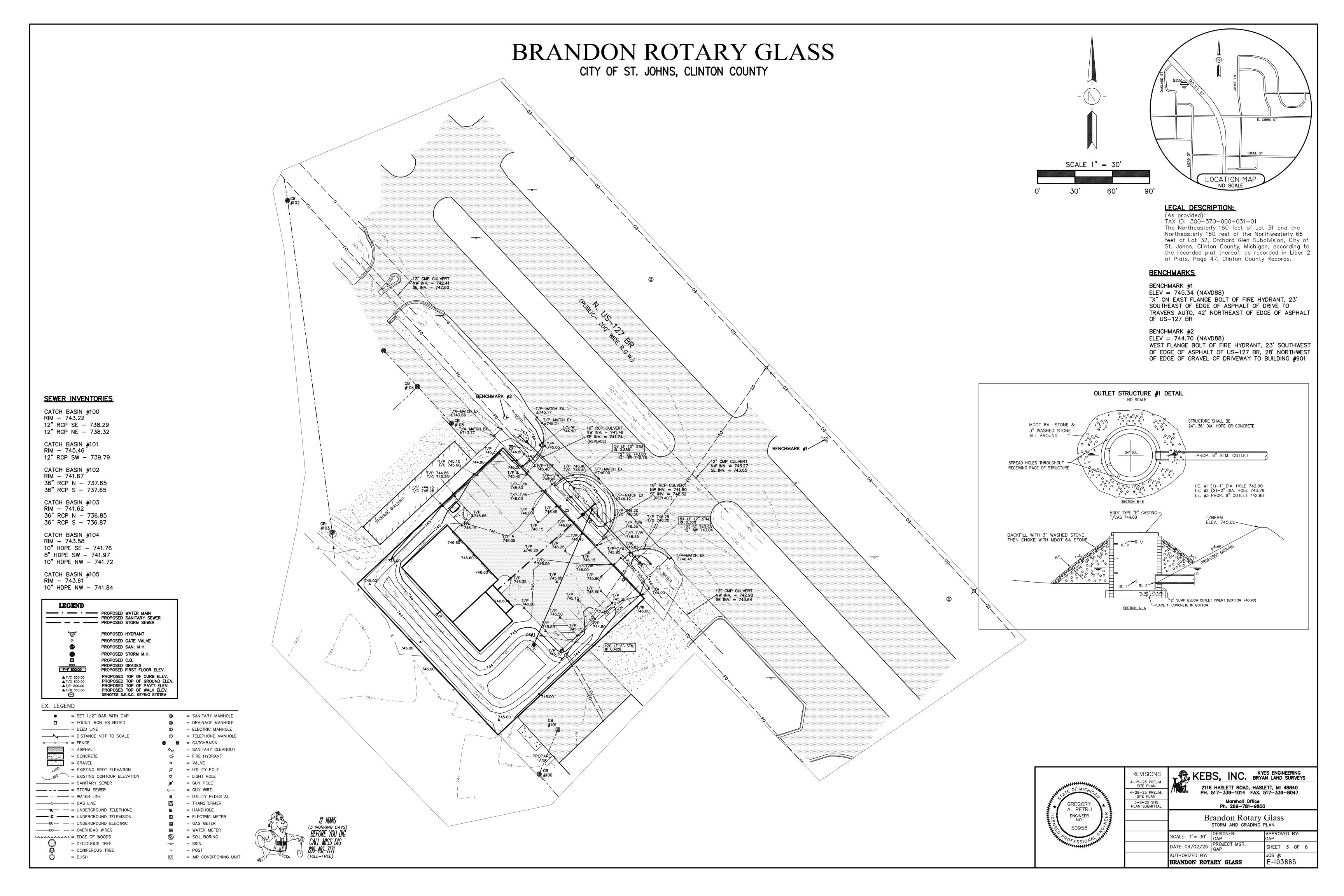


EVISIONS
5-25 PRELIM. SITE PLAN
8-25 PRELIM. SITE PLAN
-8-25 SITE N SUBMITTAL

# KEBS, INC. KYES ENGINEERING BRYAN LAND SURVEYS 2116 HASLETT ROAD, HASLETT, MI 48840 PH. 517-339-1014 FAX. 517-339-8047 Marshall Office Ph. 269-781-9800

Brandon Rotary Glass EXISTING CONDITION AND DEMO PLAN

SCALE: 1"= 30' | GAP DATE: 04/02/25 GAP SHEET 2 OF 6 AUTHORIZED BY: E-I03885 BRANDON ROTARY GLASS



### SOIL EROSION CONTROL NOTES:

ALL SOIL EROSION CONTROL MEASURES SHALL BE CONSTRUCTED AND MAINTAINED IN ACCORDANCE WITH THE

2. ANY EROSION OR SEDIMENT FROM WORK ON THIS SITE SHALL BE CONTAINED ON THE SITE AND NOT BE ALLOWED TO COLLECT ON ANY OFF-SITE AREAS, OR IN WATERWAYS; WATERWAYS INCLUDE BOTH NATURAL AND MANMADE OPEN DITCHES, STREAMS, STORM DRAINS, LAKES AND PONDS.

3. CONTRACTOR SHALL APPLY TEMPORARY EROSION AND SEDIMENTATION CONTROL MEASURES AS REQUIRED AND AS DIRECTED ON THESE PLANS. ALL TEMPORARY SEDIMENT CONTROL MEASURES SHALL BE INSTALLED PRIOR TO OR AT COMMENCEMENT OF CONSTRUCTION ACTIVITY. HE SHALL REMOVE TEMPORARY MEASURES AS SOON AS PERMANENT STABILIZATION OF SLOPES, DITCHES AND OTHER EARTH CHANGES HAVE BEEN ESTABLISHED. 4. DUST CONTROL WILL BE EXERCISED AT ALL TIMES WITHIN THE PROJECT BY THE CONTRACTORS. SPRINKLING TANK TRUCKS SHALL BE AVAILABLE AT ALL TIMES TO BE USED ON HAUL ROUTES OR OTHER PLACES WHERE DUST BECOMES A PROBLEM.

5. SEDIMENT @ C.B.'s SHALL BE REMOVED AFTER EVERY STORM. SEEDING OF EXPOSED AREAS SHALL BE COMPLETED WITHIN 5 DAYS OF FINAL GRADING.

6. ALL DISTURBED AREAS WILL RECEIVE PERMANENT EROSION CONTROL WITHIN 5 DAYS OF FINAL GRADING. AREAS

NOT STABILIZED SHALL BE DIVERTED TOWARD RETENTION/SEDIMENT BASINS. WEATHER AND UNFORESEEN DELAYS MAY RESULT IN EXTENSION OF CONSTRUCTION SCHEDULE.

8. SITE DEVELOPMENT CONTRACTOR SHALL INSPECT SOIL EROSION CONTROL MEASURES ON A DAILY BASIS, MORE

9. SITE DEVELOPMENT CONTRACTOR SHALL MEET WITH SOIL EROSION ENFORCEMENT OFFICER PRIOR TO START OF

10. ALL DISTURBANCE SHALL BE KEPT AT LEAST 25' FROM WATER FEATURES LEAVING AN UNDISTURBED VEGETATION BUFFER, UNLESS ADDITIONAL SESC MEASURES ARE PROPOSED AND APPROVED BY THE CITY OF ST. JOHNS. THAN 8% SHALL BE TOPSOILED, SEEDED, AND EROSION CONTROL MATTING APPROPRIATE FOR THE SLOPE CONDITIONS INSTALLED, WITHIN 3 DAYS OF FINAL GRADING OR FINAL ACTIVITY OF THOSE AREAS.

12. STOCK PILE AREAS SHALL BE LOCATED GREATER THAN 25' FROM WETLANDS & INLAND STREAMS & LAKES, AND AT LEAST 25' FROM PROPERTY LINES. 13. WATER FROM TRENCHES AND OTHER EXCAVATIONS SHALL BE PUMPED INTO A FILTRATION BAG TO REMOVE

14. THE PROJECT SITE IS NOT WITHIN 500 FT. OF A STREAM, LAKE OR DRAINAGE CHANNEL. 15. ANY DEBRIS, MUD/DIRT ON ANY PAVED AREA RESULTING FROM CONSTRUCTION TRAFFIC SHALL BE CLEANED AND/OR SWEPT IN A PROMPT MANNER. 16. REMOVE EXCESS SOIL FROM THE SITE AND DISPOSE OF PROPERLY IN ACCORDANCE WITH APPLICABLE

### SEQUENCE OF CONSTRUCTION

- INSTALL ALL TEMPORARY SILT FENCE PER PLAN AND AS SHOWN ON DETAIL
- USE CONSTRUCTION ENTRANCE'S AS SHOWN ON PLAN FOR CONSTRUCTION ENTRANCE/EXIT.
- INSTALL INLET PROTECTION FABRIC DROPS BETWEEN THE FRAME AND COVER OF ALL EXISTING YARD BASINS OR INLETS WHICH MAY BE SUSCEPTIBLE TO SEDIMENT EROSION FROM THE PROPOSED CONSTRUCTION AS SHOWN IN THESE PLANS.
- WHILE MAINTAINING A VEGETATIVE BUFFER WHENEVER POSSIBLE STRIP AND STOCKPILE TOPSOIL ABOVE AREAS OF PROPOSED EXCAVATION OR GRADING FOR LATER USE ON SITE PLACE STOCKPILED TOPSOIL IN AREAS WHICH ARE NEITHER SUBJECT TO HIGH RUNOFF NOR ALONG STEEP SLOPES SEED AND MULCH STOCKPILES IMMEDIATELY TO PREVENT WIND BLOWN SEDIMENT POLLUTION AND EXCESSIVE DUST.
- EXCAVATE FOR PROPOSED BUILDING, SIDEWALKS & UTILITIES CONSTRUCTION AS NECESSARY. DO NOT EXPOSE AREAS FAR IN ADVANCE OF THE PROPOSED CONSTRUCTION FOR THAT AREA. ROUGHEN AND SCARIFY EXPOSED SURFACES TO REDUCE RUNOFF VELOCITY AND SEDIMENTATION. MAINTAIN VEGETATION WHENEVER POSSIBLE TO PROVIDE A NATURAL
- TOPSOIL, SEED, FERTILIZE AND MULCH ALL EXPOSED AREAS AS SOON AS FEASIBLE TO PROTECT AND RESTORE PERMANENT VEGETATION.
- WATER EXPOSED GROUND REGULARLY TO CONTROL AIRBORNE PARTICULATE MATTER. THE SOIL EROSION PERMITTEE IS RESPONSIBLE FOR ENSURING THAT ALL PERMANENT AND TEMPORARY SOIL EROSION AND SEDIMENTATION CONTROL MEASURES THROUGHOUT THE ENTIRE CONSTRUCTION PROCESS ARE INSTALLED CORRECTLY AND MAINTAINED UNTIL PERMANENT VEGETATION IS REESTABLISHED IN ALL EXPOSED AREAS.
- THE SITE WILL BE PERIODICALLY INSPECTED BY THE CITY OF ST. JOHNS. THE CONTRACTOR SHALL BECOME FAMILIAR WITH THE RULES AND REGULATIONS OF THAT OFFICE UPON FINAL APPROVED INSPECTION OF THE COMPLETED CONSTRUCTION BY ALL REVIEWING AGENCIES, THE CONTRACTOR SHALL REMOVE ALL TEMPORARY SOIL EROSION AND SEDIMENTATION CONTROL MEASURES.
- ANY CONSTRUCTION ACCESS ROAD WILL BE PROTECTED WITH CRUSHED STONE OR CRUSHED CONCRETE, AGGREGATE SIZE 1"-2".

	202	25										
CONSTRUCTION SCHEDULE & SEQUENCING:	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
PLACE AND MAINTAIN TEMPORARY EROSION CONTROLS					X	X	X	X	X	X		
TOPSOIL STRIPPING & STOCKPILING					X	X						
DEMOLITION AND ON-SITE UTILITIES CONSTRUCTION					X	X	X					
SITE GRADING & EARTHWORK					X	X	X					
BUILDING AND PARKING CONSTRUCTION					X	X	X	X	X	X		
TOPSOIL SPREADING									X	X		
PERMANENT SEEDING									X	X		
FINAL INSPECTIONS & REMOVE TEMPORARY EROSION CONTROLS										X	X	

### PROPOSED WATER MAIN PROPOSED SANITARY SEWER PROPOSED STORM SEWER PROPOSED HYDRANT PROPOSED GATE VALVE PROPOSED SAN. M.H. PROPOSED STORM M.H. PROPOSED C.B. PROPOSED GRADES PROPOSED FIRST FLOOR ELEV. PROPOSED TOP OF GROUND ELEV. ▲ T/G 800.00 PROPOSED TOP OF PAV'T ELEV. PROPOSED TOP OF WALK ELEV. DENOTES S.E.S.C. KEYING SYSTEM

EX.	LEGE	.ND	
	•	=	SET

SET 1/2" BAR WITH CAP = FOUND IRON AS NOTED = DISTANCE NOT TO SCALE × × = FENCE = CONCRETE

= GRAVEL = EXISTING SPOT ELEVATION = EXISTING CONTOUR ELEVATION = SANITARY SEWER \_\_\_\_ = STORM SEWER \_\_\_\_\_ · \_\_\_ = WATER LINE

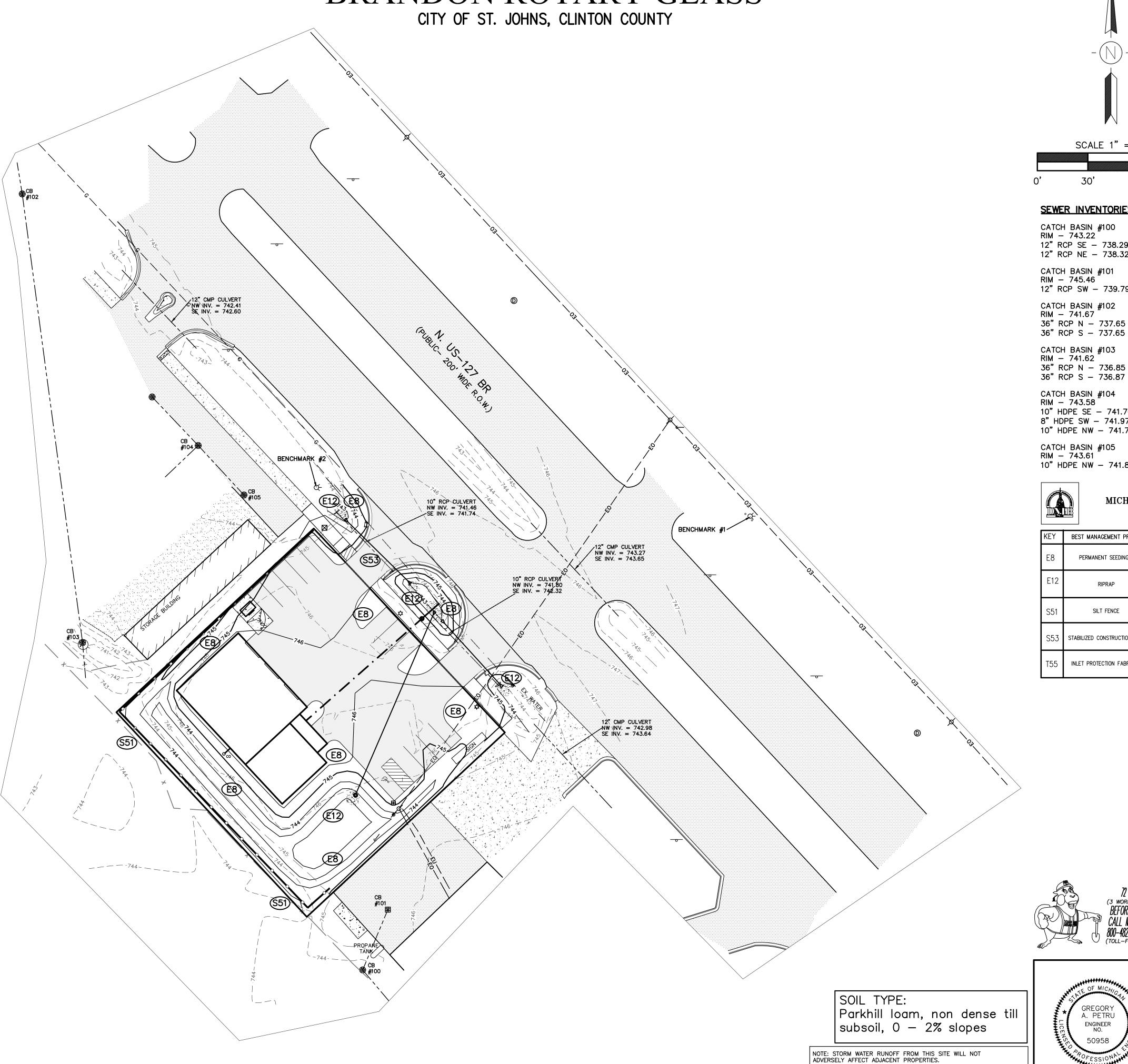
————— = GAS LINE — c — = underground television EU— = UNDERGROUND ELECTRIC **——EO— —** = OVERHEAD WIRES

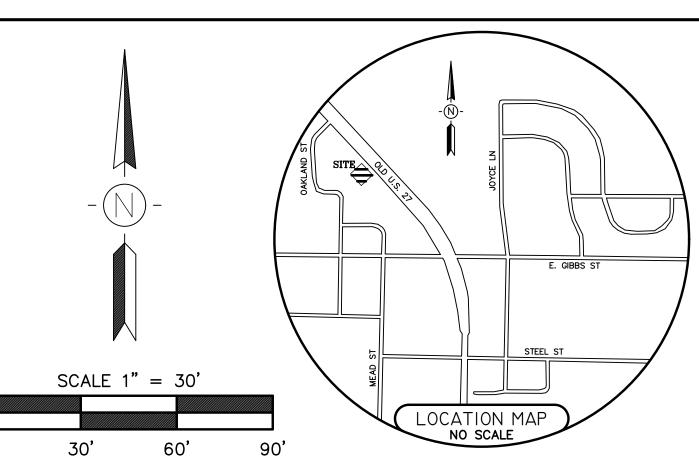
= EDGE OF WOODS = DECIDUOUS TREE = CONIFEROUS TREE

S = SANITARY MANHOLE = DRAINAGE MANHOLE = ELECTRIC MANHOLE = TELEPHONE MANHOLE = SANITARY CLEANOUT = FIRE HYDRANT

= VALVE = UTILITY POLE = LIGHT POLE = GUY POLE ■ = UTILITY PEDESTAL = TRANSFORMER = HANDHOLE = ELECTRIC METER = GAS METER

= WATER METER = SOIL BORING = SIGN POST = AIR CONDITIONING UNIT BRANDON ROTARY GLASS





## **SEWER INVENTORIES**

CATCH BASIN #100 RIM - 743.22 12" RCP SE - 738.29 12" RCP NE - 738.32

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RIM - 741.67 36" RCP N - 737.65 36" RCP S - 737.65 CATCH BASIN #103 RIM - 741.62

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### **BENCHMARKS**

OF US-127 BR

BENCHMARK #1 ELEV = 745.34 (NAVD88)"X" ON EAST FLANGE BOLT OF FIRE HYDRANT, 23' SOUTHEAST OF EDGE OF ASPHALT OF DRIVE TO TRAVERS AUTO, 42' NORTHEAST OF EDGE OF ASPHALT

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### MICHIGAN DEPARTMENT OF MANAGEMENT AND BUDGET

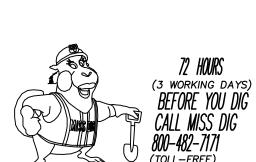
### S-E-S-C KEYING SYSTEM

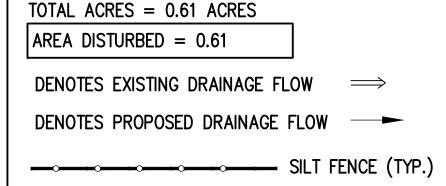
KEY	BEST MANAGEMENT PRACTICES	SYMBOL	WHERE USED
E8	PERMANENT SEEDING	AND TOPHING WARRIES WARREST	Stabilization method utilized on sites where earth change has been completed (final grading attained).
E12	RIPRAP	-1400	Use along shorelines, waterways, or where concentrated flows occur. Slows velocity, reduces sediment load, and reduces erosion.
S51	SILT FENCE		Use adjacent to critical areas, to prevent sediment laden sheet flow from entering these areas.
S53	STABILIZED CONSTRUCTION ACCESS		Used at every point where construction traffic enters or leaves a construction site.
T55	INLET PROTECTION FABRIC DROP		Use at stormwater inlets, especially at construction sites.

## STREET SWEEPING NOTES:

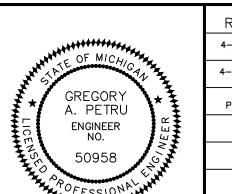
N. US-127 BR SHALL BE KEPT CLEAN AND FREE OF TRACKED SEDIMENT. A STREET SWEEPER OR A BOBCAT WITH A BROOM ATTACHMENT SHOULD BE KEPT ON SITE TO DEAL WITH ANY OFF-SITE TRACKING AFTER WEATHER

REMOVE EXCESS SOIL FROM THE SITE AND DISPOSE PROPERLY IN ACCORDANCE WITH APPLICABLE REGULATIONS





---- LIMITS OF EARTH



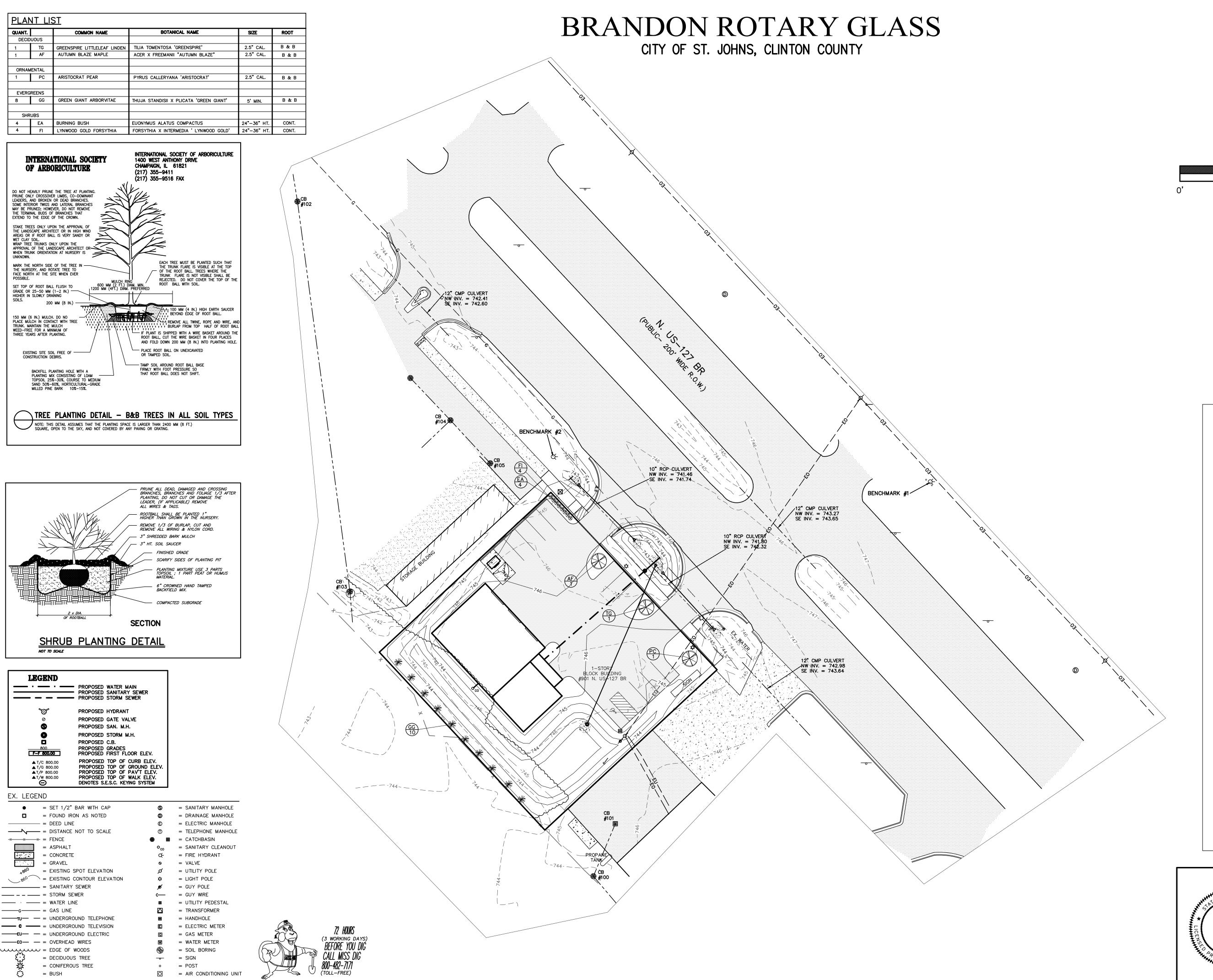
NOTE: ANY STOCKPILING OF SOIL SHALL BE SURROUNDED BY SILT FENCE. SEEDED IF LEFT OVER 30 DAYS.

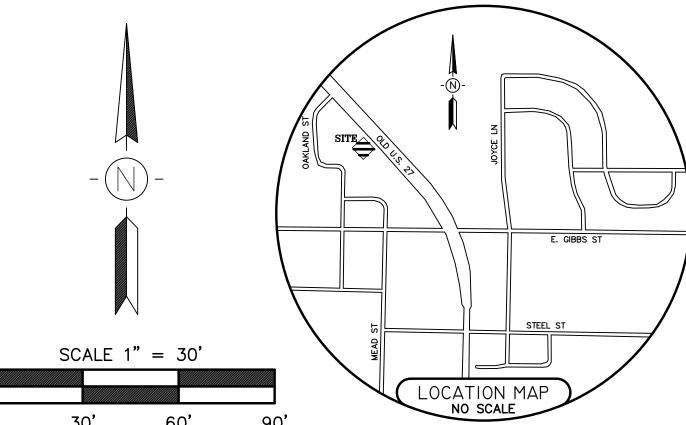
REVISIONS	KEBS, INC. KYES ENGINEERING SURVE
-15-25 PRELIM. SITE PLAN	2116 HASLETT ROAD, HASLETT, MI 48840
-28-25 PRELIM. SITE PLAN	PH. 517-339-1014 FAX. 517-339-8047
5-8-25 SITE PLAN SUBMITTAL	Marshall Office Ph. 269–781–9800
	Brandon Rotary Glass

SOIL EROSION CONTROL PLAN

DISTURBANCE (TYP.)

SCALE: 1"= 30' GAP DATE: 04/02/25 | PRUJE GAP SHEET 4 OF 6 BRANDON ROTARY GLASS E-103885





## LEGAL DESCRIPTION:

(As provided): TAX ID: 300-370-000-031-01 The Northeasterly 160 feet of Lot 31 and the Northeasterly 160 feet of the Northwesterly 66 feet of Lot 32, Orchard Glen Subdivision, City of St. Johns, Clinton County, Michigan, according to the recorded plat thereof, as recorded in Liber 2 of Plats, Page 47, Clinton County Records.

### **BENCHMARKS**

BENCHMARK #1 ELEV = 745.34 (NAVD88)"X" ON EAST FLANGE BOLT OF FIRE HYDRANT, 23' SOUTHEAST OF EDGE OF ASPHALT OF DRIVE TO TRAVERS AUTO, 42' NORTHEAST OF EDGE OF ASPHALT

BENCHMARK #2

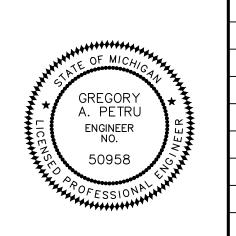
OF US-127 BR

ELEV = 744.70 (NAVD88)WEST FLANGE BOLT OF FIRE HYDRANT, 23' SOUTHWEST OF EDGE OF ASPHALT OF US-127 BR, 28' NORTHWEST

OF EDGE OF GRAVEL OF DRIVEWAY TO BUILDING #901

### LANDSCAPE NOTES

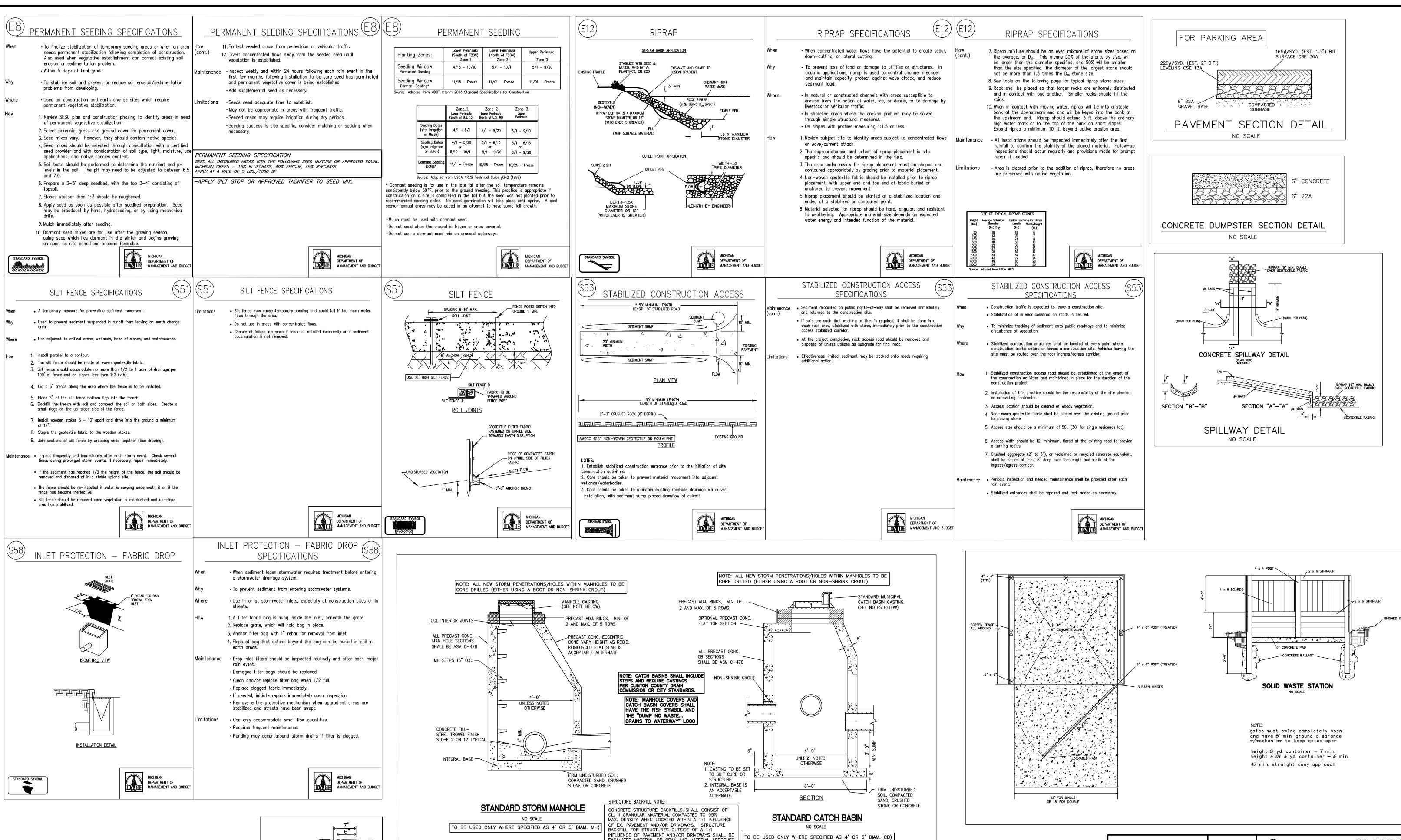
- 1. INSTALL 3" X 12 GA. EDGING TO SEPARATE LAWN FROM PLANTING BED. (AROUND SHRUBS ONLY)
- 2. INSTALL 3" DEEP SHREDDED BARK MULCH TO ALL PLANTING AREAS/BEDS AND TREE SAUCERS (NO POLY-FILM) USE HARDWOOD MULCH.
- 3. INSTALL A GRASS NATIVE TO THE MIDWEST (SUN/SHADE VARIETY). PROVIDE SOD OR SEED, APPLY AT A RATE OF 2-3 LBS. PER 1,000 SF. (HYDROSEEDING IS THE RECOMMENDED APPLICATION FOR SEED)
- 4. CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UNDERGROUND UTILITIES, PIPES AND STRUCTURES, AS WELL AS THE LOCATION OF EXISTING TREES AND VEGETATION. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY COST INCURRED DUE TO DAMAGE/REMOVAL OF SAID ELEMENTS.
- 5. ANY DISCREPANCIES BETWEEN PLANS, NOTES, DETAILS AND EXISTING CONDITIONS SHALL BE IMMEDIATELY REPORTED TO THE OWNER'S AUTHORIZED REPRESENTATIVE FOR REVIEW AND DECISION. CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR ALL REVISIONS DUE TO FAILURE TO GIVE SUCH NOTIFICATION.
- 6. CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGE TO EXISTING MATERIALS/IMPROVEMENTS, DAMAGED DURING CONSTRUCTION.
- 7. SITE BOUNDARY, TOPOGRAPHY, UTILITIES AND OTHER BASE INFORMATION PROVIDED BY OTHERS.
- 8. CONTRACTOR SHALL VERIFY QUANTITIES SHOWN ON PLANT SCHEDULES AND THOSE INDICATED ON PLANS. CONTRACTOR IS RESPONSIBLE FOR INSTALLATION OF QUANTITIES DRAWN.
- 9. CONTRACTOR SHALL MAKE MINOR ADJUSTMENTS TO PLANT MATERIAL LOCATIONS IN FIELD, AS NECESSARY. THE LOCATION OF ALL PLANT MATERIAL SHALL BE SUBJECT TO APPROVAL BY THE OWNER'S AUTHORIZED REPRESENTATIVE.
- 10. ALL PLANT MATERIAL SHALL BE OF THE SIZES CALLED FOR IN THE PLANT SCHEDULES. ANY PLANT MATERIAL NOT MEETING THE SIZED AND/OR QUALITY AS CALLED FOR SHALL BE REMOVED FROM SITE. ALL TREES SHALL BE INSPECTED AND APPROVED BY THE OWNER'S AUTHORIZED REPRESENTATIVE. NO SUBSTITUTIONS OF PLANT MATERIAL SHALL BE MADE WITHOUT APPROVAL FROM THE OWNER'S AUTHORIZED
- 11. ALL PROPOSED TREES OVER 2" CAL. SHALL BY GUYED/STAKED SECURE, SEE EVERGREEN TREE PLANTING/GUYING DETAIL, OR DÉCIDUOUS TREES PLANTING/STAKING DETAIL WHERE APPLICABLE.
- 12. ALL PLANTING BEDS TO BE TREATED WITH PRE-EMERGENT HERBICIDE. CONTRACTOR SHALL INSURE THAT PROPOSED PLANT MATERIAL IS RESISTANT TO THE HERBICIDE PROPERTIES AND THAT HERBICIDE APPLICATION FOLLOWS THE MANUFACTURER'S SPECIFICATIONS AND IS APPLIED IN ACCORDANCE WITH SOUND HORTICULTURAL PRACTICES.
- 13. CONTRACTOR SHALL DETERMINE APPROPRIATE PLANTING BACKFILL MIXES (BASED ON SOILS/SUBSURFACE CONDITIONS) AND REVIEW ALTERNATIVES WITH OWNER'S AUTHORIZED REPRESENTATIVE PRIOR TO INSTALLATION.



EVISIONS	KEBS, INC. KYES ENGINEERING BRYAN LAND SURVEYS
15-25 PRELIM. SITE PLAN	2116 HASLETT ROAD, HASLETT, MI 48840
28-25 PRELIM. SITE PLAN	PH. 517-339-1014 FAX. 517-339-8047
5-8-25 SITE .AN SUBMITTAL	Marshall Office Ph. 269-781-9800
	D 1 D (C1

Brandon Rotary Glass LANDSCAPE PLAN

SCALE: 1"= 30' DESIGNER: DATE: 04/02/25 PROJECT MGR. SHEET 5 OF 6 AUTHORIZED BY: E-103885 BRANDON ROTARY GLASS



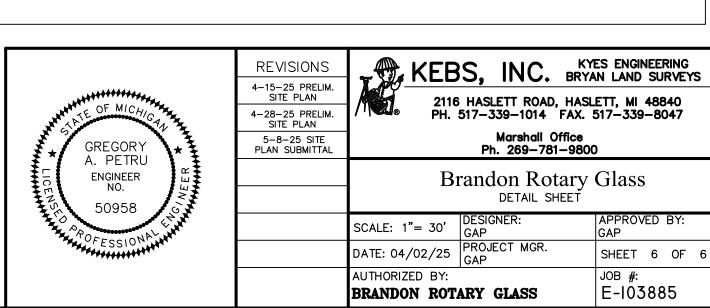
EXCAVATED MATERIAL OR GRANULAR MATERIAL APPROVED

BY THE ENGINEER AND COMPACTED TO 90% MAX.

STANDARD CONCRETE

CURB & GUTTER

NO SCALE



o An additional rough grade, if required, during construction.

o Final grade, to include distributing existing topsoil, as well as topsoil imported from off site.

O Demolition and disposal of the existing building and concrete.

PLEASE NOTE: The Owner is responsible for asbestos testing and removal, if necessary. No testing of materials is included by Tom Motz Builder, LLC or Mint City Excavating Inc. in this proposal.

♦ 1280 sq. ft of 8' wide 4" concrete public sidewalk at the front of the property, per site plan. This is part of the Mint City Excavating proposal, attached.

♦ (6) 6" Schedule 40 steel bollards, set and filled with concrete and covered with a 6 5/8" x 60" yellow sleeve, per attached site plan.

Curb and gutter per site plan (part of Mint City Excavating proposal).

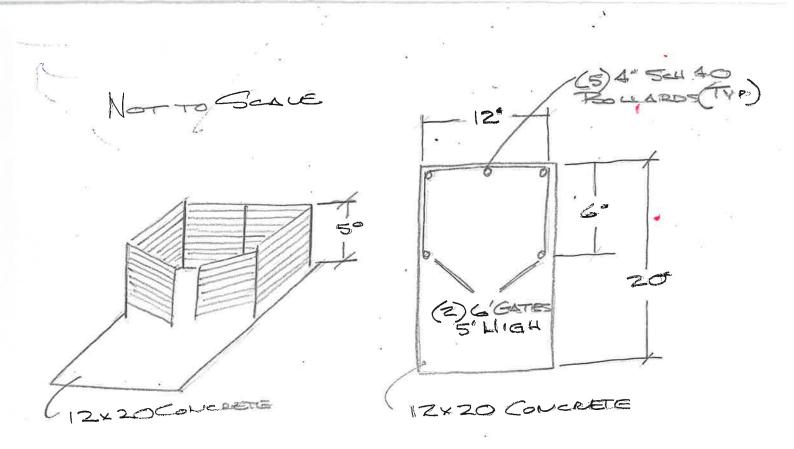
◆ Asphalt parking, per site plan (part of Mint City Excavating proposal).

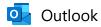
• (13) rubber parking stops, to be installed at all parking spaces, per attached site plan.

♦ 12 x 20 6" concrete slab for a dumpster corral, per site plan.

♦ (5) 4" schedule 40 steel casings will be installed to form a 6' x 12' gated dumpster corral, to be constructed with 5/4 x 6 pressure treated wood, 5' high, with (2) 5' x 6' outswing gates for access.

◆ Landscaping, to include irrigation, by Owner.





#### FW: Revised Plans

From Christopher Khorey < CKhorey@mcka.com>

Date Tue 6/3/2025 10:21 AM

To Ethan Walthorn <ewalthorn@mcka.com>

1 attachment (2 MB)

Video.mov;

### Christopher Khorey, AICP

Vice President

#### **MCKENNA**

**O** 248.596.0920 | **C** 616.204.1936 | **F** 248.596.0930 124 East Fulton Street, Suite 6B | Grand Rapids, MI 49503 <u>ckhorey@mcka.com</u> | <u>mcka.com</u>

#### FACEBOOK | LINKEDIN



From: Brandon S. Rotary <a href="mailto:shrandon.rotary@gmail.com">brandon.rotary@gmail.com</a>

Sent: Tuesday, June 3, 2025 7:54 AM

To: Christopher Khorey < CKhorey@mcka.com>

Subject: Re: Revised Plans

There are 8 trees (20'-30' tall) and 16 trees (40'+ tall). Approximately 12 shrubs. Short video attached.

Thanks, Brandon On Jun 2, 2025, at 10:16 AM, Christopher Khorey < <a href="https://ckhorey@mcka.com">CKhorey@mcka.com</a>> wrote:

Yes, those existing trees and shrubs absolutely count, plus the fence appears to be generally in good shape.

Can you please count the trees and get at least a rough estimate of the number of shrubs? The Planning Commission will compare that to the specific requirement and can decide to simply count the existing trees and shrubs as sufficient, even if the number isn't exactly what the Ordinance says. But they'll need that info to make that decision.

### Christopher Khorey, AICP

Vice President

#### **MCKENNA**

O 248.596.0920 | C 616.204.1936 | F 248.596.0930 124 East Fulton Street, Suite 6B | Grand Rapids, MI 49503 ckhorey@mcka.com | mcka.com

#### **FACEBOOK | LINKEDIN**



From: Brandon S. Rotary < <a href="mailto:brandon.rotary@gmail.com">brandon.rotary@gmail.com</a>>

**Sent:** Saturday, May 31, 2025 11:09 AM

**To:** Christopher Khorey < <a href="mailto:CKhorey@mcka.com">CKhorey@mcka.com</a>>

Subject: Re: Revised Plans

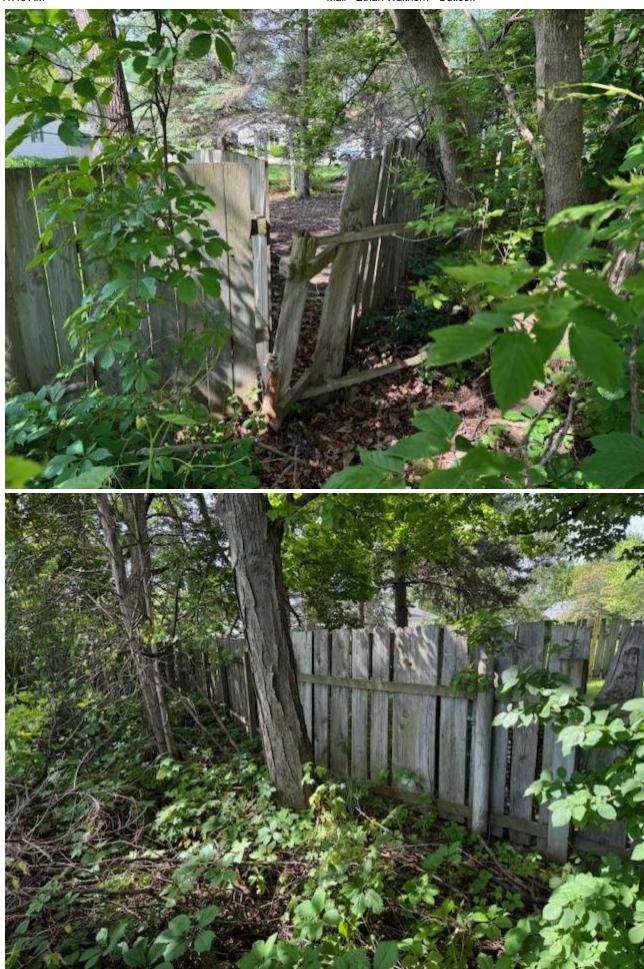
Hi Chris,

Here are some pictures of the fence that stretches along the entire west border of the property.

The pictures are viewed from my side of the fence. Hopefully all the existing trees and shrubs can be considered while satisfying the landscaping requirements.

Thanks, Brandon







On May 30, 2025, at 12:53 PM, Brandon S. Rotary <a href="mailto:specification.com">brandon.rotary@gmail.com</a>> wrote:

Hi Chris,

Thanks for the info. and updates.

The overall height of the building is 28'. A sketch of the dumpster corral is attached, and will be comprised of steel posts (bollards) with treated lumber (stained, I believe) fence rails, on a concrete slab.

An email has been sent to obtain the lighting plan you requested and will be forwarded as soon as possible. Pictures of the fence will be sent to you today or tomorrow - and will be available at the meeting - so any repairs needed can be resolved as you see fit.

Does the landscape plan need to be prepared in advance of the planing meeting? I'll need some direction on this for requirements.

Also, can you please let me know the time and location of the June 9th meeting? I will be in attendance. My contractor will be out of State but available by phone call.

Let me know if I missed anything.

Thanks, Brandon Rotary

<Dumpster Corral.pdf>

On May 29, 2025, at 4:04 PM, Christopher Khorey < <a href="https://ckhorey@mcka.com">CKhorey@mcka.com</a>> wrote:

Brandon,

Attached please find our review letter, which will go out in the packets for the June 9 Planning Commission meeting (the meeting has been moved from the 11<sup>th</sup> to the 9<sup>th</sup>).

We are recommending a conditional approval with some items to be addressed after the Planning Commission meeting. Pictures of the fence in the rear of the property would be helpful for the meeting, if you can take some.

Chris

### Christopher Khorey, AICP

Vice President

#### **MCKENNA**

O 248.596.0920 | C 616.204.1936 | F 248.596.0930 124 East Fulton Street, Suite 6B | Grand Rapids, MI 49503 ckhorey@mcka.com | mcka.com

#### **FACEBOOK** | LINKEDIN

<image001.png>

From: Brandon Rotary <a href="mailto:brandon.rotary@gmail.com">brandon.rotary@gmail.com</a>

**Sent:** Wednesday, May 14, 2025 7:08 AM **To:** Christopher Khorey < <u>CKhorey@mcka.com</u>>

Subject: Re: Revised Plans

Got it, thanks.

#### Brandon

On Tue, May 13, 2025 at 9:39 AM Christopher Khorey < CKhorey@mcka.com > wrote:

Hey Brandon,

That option is only available to expansions to existing buildings. Since you went with the new construction option, you are required to go before the Planning Commission.

Chris

### Christopher Khorey, AICP

Vice President

#### **MCKENNA**

O 248.596.0920 | C 616.204.1936 | F 248.596.0930 124 East Fulton Street, Suite 6B | Grand Rapids, MI 49503 ckhorey@mcka.com | mcka.com

#### **FACEBOOK | LINKEDIN**

<image001.png>

From: Brandon S. Rotary < <a href="mailto:brandon.rotary@gmail.com">brandon.rotary@gmail.com</a>>

**Sent:** Tuesday, May 13, 2025 7:16 AM

To: Christopher Khorey < < <a href="https://ckhorey@mcka.com">CKhorey@mcka.com</a>>

**Subject:** Re: Revised Plans

Also, please correct me if I'm wrong, but I thought our plan qualified us for the review board that met sooner than once a month?

On May 13, 2025, at 7:09 AM, Brandon Rotary <a href="mailto:specific-brandon.rotary@gmail.com">specific-brandon.rotary@gmail.com</a> wrote:

I have not deposited the fee yet. I'll get over there today.

Thanks, Brandon

On Mon, May 12, 2025 at 10:22 AM Christopher Khorey < CKhorey@mcka.com > wrote:

Thank you, Brandon. We will review. Right now please plan on this being on the June 11 Planning Commission agenda unless you hear otherwise from us.

Have you deposited the required fee with the City office?

### Christopher Khorey, AICP

Vice President

#### **MCKENNA**

**O** 248.596.0920 | **C** 616.204.1936 | **F** 248.596.0930 124 East Fulton Street, Suite 6B | Grand Rapids, MI 49503

ckhorey@mcka.com | mcka.com

#### **FACEBOOK | LINKEDIN**

<image001.png>

From: Brandon S. Rotary < <a href="mailto:brandon.rotary@gmail.com">brandon.rotary@gmail.com</a>>

**Sent:** Friday, May 9, 2025 9:44 AM

**To:** Christopher Khorey < <u>CKhorey@mcka.com</u>> **Cc:** Justin Smith < <u>Jsmith@stjohnsmi.gov</u>>

**Subject:** Revised Plans

Hi Christopher,

Here is a set of revised plans that are more complete for your review. Justin Smith is being copied for drainage review.

Please let me know what you think and what is next.

Have a great weekend!

Thanks, Brandon Rotary

<901 N. Old US-127 Site Plan Review 5-29-25.pdf>











#### MCKENNA



June 4, 2025

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

Subject: 901 N. US-127 Site Plan Review

Dear Planning Commissioners,

McKenna has reviewed an application for Site Plan approval for the construction of an automobile glass repair shop located on the property at 901 North US-127 BR, parcel number 300-370-000-031-01. The applicant is Brandon S. Rotary, the current property owner. The applicant is proposing to demolish the existing building to construct a new building of an estimated 4,340 square feet in area.

The parcel is zoned GC – General Commercial District. Motor vehicle repair and car wash facilities are permitted in the GC District, when all storage of vehicles, as well as all activities, are conducted wholly within a permanent, fully enclosed building. The construction of a new principal building requires Planning approval of the Site Plan.

#### SITE PLAN REVIEW CRITERIA

Our comments regarding the criteria for approving the Site Plan follow.

- 1) Site Plan (Physical Characteristics). Below are our comments on the submitted site plan. The applicant has submitted a plan with details and schematics for the proposed construction of the building.
  - **a. Dimensional Standards.** Guidelines for dimensional standards are outlined in Section 155.170 Table of Dimensional Requirements.

Standard Type	Ordinance Requirement (GC)	901 N. US-127 BR Conditions	Ordinance Compliance
Minimum Lot Area	10,000 sq. ft.	~33,193 sq. ft.	Yes
Minimum Lot Width	100 feet	166 feet	Yes
Minimum Front Yard Setback	25 feet	75 feet	Yes
Minimum Side Yard Setback	10 feet	15 feet	Yes
Minimum Rear Yard Setback	35 feet	35 feet	Yes
Maximum Building Height	35 feet	28 feet	Yes
Maximum Lot Coverage	70%	55%	Yes

The proposed construction appears to comply with all dimensional requirements of the GC District.



#### 2) Parking, Loading, and Access.

- a. **Number of Spaces.** Section 155.342 of the Zoning Ordinance lists the minimum parking space requirements for various uses. This section lists the parking requirement for "All other retail stores" as one space per 500 square feet of floor area. As the proposed structure is 4,340 square feet in area, this triggers a parking requirement of at least 9 spaces. The applicant has proposed 14 parking spaces, which complies with the minimum parking requirement of the Zoning Ordinance.
- b. **Barrier-Free Spaces.** ADA regulations require parking lots with 1-25 spaces to provide one (1) accessible parking space. The plan identifies one (1) barrier-free space, which is in accordance with ADA dimensional standards.
- c. **Dimensions.** The Site Plan confirms that all new parking spaces will be 10 feet wide and 20 feet deep, as required in the Zoning Ordinance.
- d. **Paving and Striping.** The Site Plan shows the limits of all proposed paving for the site, which complies with the requirements of the Zoning Ordinance.
- e. **Loading Spaces.** Section 155.344.B of the Zoning Ordinance states that all retail uses must provide one loading zone for every 20,000 square feet of building area above 5,000 sq. ft. The proposed building is approximately 4,340 square feet in area, which does not require any dedicated loading area for the site.
- f. **Pedestrian Access.** Section 155.201 of the Zoning Ordinance requires a sidewalk, at least five feet in width, to be installed along the street frontage of any property whenever any site plan approval is required. The applicant is proposing a sidewalk along the US-127 BR frontage that connects to the existing sidewalk along the parcel to the Northwest. The 8-foot proposed sidewalk will comply with the requirements of the Zoning Ordinance.
- 3) 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. In this case, the applicant has provided a landscaping plan as part of the site plan package. Below is a review of the landscaping standards as required by the Zoning Ordinance.
  - a. Buffer Zone. Table 10-1 outlines buffer zones from all uses. Parcels in the GC District must provide a buffer zone between all residential uses. Each buffer zone is required to contain two (2) trees and four (4) shrubs per every 25 lineal feet of property line adjacent to a residential district. Alternatively, the applicant may install a buffer wall that meets the standards of Section 155.297.E of the Zoning Ordinance. As the rear lot line abuts R-1 zoned properties, the length of the 166-foot lot line must include at least 14 trees and 28 shrubs or a buffer wall along the entire length of the rear lot line.

The applicant is proposing ten (10) new Green Giant Arborvitae plantings in addition to the approximately 24 existing trees and 12 existing shrubs along the rear lot line, plus the existing wood fence. In order for the wood fence to be considered a sufficient "buffer wall," it must meet the following requirements, from Section 155.297.E:



- Walls shall be located on the lot line except where underground utilities interfere and/or where this chapter requires conformance with yard setback lines. The fence is located generally on the lot line. It is possible that the fence deviates slightly from the lot line, but it is close enough to be considered to meet this requirement.
- 2. Walls shall have no openings for vehicular traffic or other purposes, except as otherwise provided in this chapter, unless specifically approved by the City Commission. The fence meets this standard.
- 3. Walls shall be constructed of decorative concrete block, brick, pressure treated wood, or comparable nonporous materials on the exterior sides facing an affected district. The fence is made of wood.
- 4. Walls shall be durable, weather resistant, rustproof and easily maintainable. Wood or wood products shall be high quality durable materials as approved by the Building Inspector. Wood fences shall be sight obscuring sufficient to shield light and block blowing debris. Masonry walls may be constructed with openings which do not in any square section (height and width) exceed 20% of the surface. Where walls are so pierced, the openings shall be so spaced as to maintain the obscuring character required and shall not reduce minimum height requirement. The fence meets these requirements, as they pertain to wood fences.
- 5. Walls must be maintained in good condition by the property owner. The fence is existing, and it is not clear who owns it or maintains it. Some portions are showing signs of deterioration, as referenced in the attached images. We recommend that the Planning Commission consider the existing fence and abundant landscaping along the property line sufficient to meet the screening requirements of the Zoning Ordinance.
- b. Parking Lot Landscaping. Section 155.298 of the Zoning Ordinance lists the landscaping requirements for parking lot islands. Within parking lots that exceed 16 spaces, one (1) tree per eight (8) spaces is required to be planted within parking lot islands. The proposed parking lot will contain 14 spaces, which does not trigger parking lot landscaping requirements.
- c. Street Frontage Landscaping. Section 155.299 of the Zoning Ordinance lists the street frontage landscaping requirements for all properties along a road right-of-way. Under this section, one (1) tree per 30 linear feet is required along street frontages. The road frontage along US-127 is approximately 166 feet long, which triggers a requirement of six (6) trees along the US-127 right-of-way. The applicant appears to be proposing three (3) trees and eight (8) shrubs along the US-127 frontage. Given the existing driveways and proposed sidewalk, we recommend that this be considered sufficient frontage landscaping, but ultimately that decision will be up to the Planning Commission.
- d. Landscaping Adjacent to Buildings. Section 155.302 requires a landscape area equivalent to 10% of the area of the principal structure to be constructed along the walls for GC zoned properties. There appear to be no proposed plantings adjacent to the proposed building. The



applicant must include at least 434 square feet of landscape area along the walls of the proposed structure to comply with the requirements of the Zoning Ordinance.

- **4) Lighting.** The proposed Site Plan does not include a lighting plan. The applicant must provide a photometric plan detailing all proposed and existing exterior lighting as well as demonstration that lighting does not trespass onto adjacent properties.
- 5) Trash Receptacles. The application proposes to repave the area surrounding the existing trash enclosure. The applicant has provided information regarding the material of the enclosure used to screen the trash receptacle. The dumpster will be screened by a six (6) foot by twelve (12) foot enclosure with a height of five (5) feet. In addition, some landscaping is present along the trash receptacle to screen from adjacent uses. This complies with the requirements of the Zoning Ordinance.
- **6) Signage.** No signage was included with the submitted site plan package. A separate administrative site plan can be submitted at a later time for approval or the applicant can provide signage information to be approved as part of this application.
- 7) Stormwater Management. The proposed structure and paving area must receive approval from the City Engineer regarding stormwater management practices.

#### 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.

Sit	te 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.	In compliance. 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 with adjacent areas.	In compliance. The proposal will bring the site into harmony with adjacent areas by redeveloping an old site and paving a parking lot where there was formerly no hard surface.
C.	The site plan shall provide reasonable, visual and sound privacy for all dwelling units located therein. Fences, walks, barriers and landscaping shall be used, as appropriate, for the protection and enhancement of property and the privacy of its occupants.	In compliance. There are no dwelling units associated with the proposed 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.	In compliance. 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.	In compliance. The proposed site has access from US-127 BR.
F.	There shall be provided a pedestrian circulation system which meets the intent of <u>Chapter 95</u> of this code. All constructed sidewalks must meet the requirements of the city's engineering and construction standards.	In compliance. The site plan shows the required sidewalks for the whole length of the parcel 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.	In compliance. Connectivity with existing commercial properties along US-127 BR will be continued.
H.	All streets shall be developed in accordance with the city specifications unless otherwise approved by the City Commission.	Not applicable.
I.	Any development affecting existing city streets shall comply with city specifications as to curb, gutter, walkways, paving, catch basins and underground utility locations.	In compliance. Any paving and curbs will need to meet city specifications and receive approval from the City Engineer.
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 55 of this code.	In compliance. The city's engineer will review plans for compliance with engineering specifications.
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.	Not applicable.
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.	Not applicable.
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	<i>In compliance.</i> The site does not have any loading/unloading zones or outdoor storage areas.



	screened by an opaque wall not less than six feet in height.	
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.	Not in compliance. Sufficient information was not provided in the site plan package to verify lighting compliance. We recommend that a photometric plan be provided by the applicant that details any existing and proposed lighting and demonstrates deflection of lighting from adjacent properties.
О.	Each site plan shall conform to the applicable provisions of this chapter and the standards listed [various county, state, and federal requirements]	In compliance. 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.	Not applicable.
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.	Not applicable at this time. 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 June 9<sup>th</sup> Planning Commission meeting, the Planning Commission should decide whether the proposed landscaping is sufficient. Following that discussion, we recommend *CONDITIONAL APPROVAL* of the Site Plan, with the following conditions:

- 1. The applicant submits a revised landscape plan that details the required 434 square feet of landscape area adjacent to the proposed building.
- 2. The applicant submits a photometric plan detailing all exterior light fixtures and their illumination levels across the entire property to ensure no light trespasses on adjacent properties.
- 3. The applicant receives approval from the City Engineer for stormwater management.



#### **ATTACHMENTS**

Exhibit A: Site Plan Package Exhibit B: Site Photos

Respectfully submitted, **McKENNA** 

Christopher Khorey, AICP

Vice President

Ethan Walthorn, Assistant Planner

Go Van

#### MCKENNA



### Memorandum

TO: St. Johns Planning Commission

FROM: Christopher Khorey, AICP, Vice President

Eric Ensev. AICP. Principal Planner

SUBJECT: **Draft Vendor Trucks Amendment** 

June 9, 2025 DATE:

#### INTRODUCTION

At the May 14, 2025, meeting, the Planning Commission continued to discuss possible regulations 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 focused on a discussion around the process and fees associated with a vendor truck application. As a result of the discussion, McKenna drafted a different option for consideration for a vendor truck application that would allow for a vendor truck as a temporary use requiring a new Vendor Truck Permit. This temporary use process would replace the site plan and special use required in the previous version of the regulations discussed.

In addition to the amendment to the zoning ordinance for adoption of the new regulation, this new temporary use option would require the adoption of a new review fee associated with Vendor Truck Permit applications on private property. This fee was based on the existing fee for vendor trucks that operate on public property in the right-of-way, but modified in a manner that addressed the fact that the vendor truck would be on private property, and would not have the same impacts to city services that one would have within the right-of-way.

The temporary use option as drafted does incorporate all of the requirements that were outlined in the previous version of the vendor truck regulations.

Below, for discussion at the June Planning Commission meeting, is the revised amendment with the proposed temporary use option that would allow and regulate vendor trucks of private property. Attached to this memorandum is a copy of the memorandum drafted for the May 14, 2025, Planning Commission meeting, should the Commission need that for comparison or if it would end up being the preferred option.

#### **VENDOR TRUCK TEXT AMENDMENT – TEMPORARY USE OPTION**

The proposed text amendment would include the addition of a new subsection (E) in Section 155.183, allowing a vendor truck as a temporary use subject to a new Vendor Truck Permit. Also, this would include amending Section 155.004 with the addition of a definition for a "Vendor Truck".

#### Section 155.183 Temporary Uses Permitted

E) Vendor trucks, open to the general public, shall be approved as a temporary use subject to approval of a Vendor Truck Permit in accordance with the standards outlined in this section.



- (1) **General Provisions.** The following shall apply to all Vendor Trucks:
  - (a) **Number.** Multiple vendor trucks may operate on the same site.
  - (b) **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.
  - (c) **Parking.** The minimum number of spaces provided shall meet the required parking for any permanent, principal use on the site, plus five (5) additional spaces per vendor truck.
    - 1. 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.
    - 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.
    - 3. Parking spaces covered or otherwise rendered unusable by the placement or operation of the vendor truck shall not count towards the required parking.
    - 4. 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.
    - 5. 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.
    - 6. Vendor trucks shall not be parked in the public right-of-way unless granted and 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.
  - (d) **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.
  - (e) **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.
  - (f) Waste Receptacles. Waste receptacles shall be provided for the general public in the vicinity of the vendor truck.
- (2) **Accessory Use.** Vendor trucks shall only operate as 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 subject to a Special Use process described in Sections 155.255-261.
- (3) **Application Required.** A Vendor Truck Permit shall be applied for subject to fees established by the City Commission for said application. The following information shall be required for a Vendor Truck Permit:
  - (a) **Site Plan.** A site plan in accordance with the requirements of an Administrative Site Plan Approval as outlined in Section 155.279, unless waived by the City Manager or his/her designee. In addition, the site plan must contain any information required in this section.



- (b) **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 of 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.
- (c) **Duration.** The applicant for a vendor truck shall specify the duration of operation. An approved Vendor Truck Permit shall be applicable for the time specified in the Vendor Truck Permit, up to one (1) year and must be renewed in subsequent years.
- (4) **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.
- (5) **Exemptions:** The following shall be exempt from the provisions of this section:
  - (a) Transient food trucks that do business by travelling on public rights-of-way from neighborhood to neighborhood, such as ice cream trucks.
  - (b) Vendor trucks associated with a city-sponsored event or festival.
  - (c) Vendor trucks hired for private parties or other events that are not open to the general public.

#### Section 155.004 Definitions

**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."

#### **FEE SCHEDULE MODIFICATION**

This option requires the creation of a new Vendor Truck Permit Fee for vendor trucks located on private property. The following table provides a comparison between the existing fee structure for vendor truck on public property or within the right-of-way and the new fee. The reason for the difference in fee was based on discussion from the Planning Commission at the May meeting as it related to the fact that vendor trucks on private property do not have the same impacts to the city as they would if they were located in the right-of-way. The information outlined in yellow is the proposed new fee, which would have to be approved by the City Commission.

	Public Property/ROW	Vendor Truck Permit Private Property
Investigation Fee	\$20	<mark>\$20</mark>
Food Truck or Cart – Daily	\$25	<mark>\$15</mark>
Food Truck or Cart – Per Month	\$200	<mark>\$120</mark>
Food Truck or Cart – Per Year	\$1,000	\$600



We look forward to continuing the discussion of this amendment at the Planning Commission meeting on June 9. 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.

#### **ATTACHMENTS**

Exhibit A – Memorandum from the May 14, 2025 meeting

### 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 of 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  $\S155.341$ , the minimum dwelling unit size in  $\S155.189$ , and the maximum lot coverage requirement in  $\S155.160$ .
    - **(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.