

Leslie Lechner-Salemi
Chair

James Ensign
Vice-Chair

Commissioners

Dana Beaman, *Mayor*
Heather Hanover, *City Commission*
Alysha Chant, *Bingham Township*
Keith Peterson
Mark Holden
Melvin Renfro
Wendy Ward



Dave J. Kudwa, P.E.
Community
Development Director

**CITY OF ST. JOHNS
PLANNING COMMISSION**

2018 Annual Report

1. Membership

Planning Commission Member	Term Expiration
James Ensign	November, 2021
Mark Holden	November, 2021
Leslie Lechner-Salemi	November, 2019
Keith Peterson	November, 2019
Alysha Chant	November, 2020
Melvin Renfro	November, 2020
Wendy Ward	November, 2020
Dana Beaman	Ex. Officio member
Heather Hanover	Ex. Officio member

2. Meetings *(Michigan Planning Enabling Act 33 of 2008 requires four (4) annual meetings)*

The City of St. Johns Planning Commission met 11 times. This meets the requirement of the Michigan Planning Enabling Act 33 of 2008.

3. Master Plan Review

The Planning Commission took no official action in 2018 to update the community master plan. However, a grant was received from the Michigan Department of Treasury in the amount of \$25,000 to assist in updating the city's master plan and McKenna and Associates was hired in August, 2018 to begin the effort. The city staff is

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recommending that the planning commission give consideration to updating the central business district portion of the master plan to reflect recent ordinance changes, new developments, and changing uses.

4. Zoning Ordinance Amendments

The planning commission worked on the following ordinance amendments:

- A. Title XV, Chapter 155 (Accessory Buildings), Section 155.195 (G) – Shipping containers
- B. Title XV, Chapter 155 (CBD - Uses Permitted by Right), Section 155.101 (M) – CBD – Residential uses
- C. Title XV, Chapter 155 (Standards For Site Plan Approval), Section 155.281 (F), (G), and (J) – Pedestrian circulation systems
- D. Title XV, Chapter 154 (Subdivision Regulations), Section 154.69 – Public walkways
- E. Title IX, Chapter 95 (Streets and Sidewalks), Section 95.28 (A) – Sidewalks
- F. Title XV, Chapter 155 (District Regulations), Section 155.170 – Maximum lot coverage requirements
- G. Title XV, Chapter 155 (Accessory Buildings), Section 155.89 – Accessory Buildings and Structures
- H. Title XV, Chapter 155 (Site Plan Review), Section 155.276 (2)(E) – Uses requiring site plan review
- I. Title V, Chapter 55 – Drainage Service (new storm water management ordinance)
- J. Title XV, Chapter 155 (Off-street Parking Regulations), Section 155.341 – Recreational vehicle parking

5. Development Reviews

Project Type	Location	Description	Recommendation to legislative body	Status	Date of action
Site Plan Review	907 S. US-127 BR	Gentner Family Dentistry expansion	Approved w/ Conditions	Approved w/ Conditions	February, 2018
Site Plan Review	1103 N. Clinton Avenue	Ken Barber – retail development	No recommendation	Pending	March, 2018
Site Plan Review	200 E. Railroad Street	Ken Harris – FC Mason redevelopment	Approved w/ Conditions	Approved w/ Conditions	September, 2018
Site Plan Review	1640 Technical Drive	Glanbia site plan review	Approved w/ Conditions	Approved w/ Conditions	August, 2018
Site Plan Review	1660 Technical Drive	Proliant site plan review	Approved w/ Conditions	Approved w/ Conditions	August, 2018
Special Use Permit / Site Plan Review	107 W. Railroad Street	Racer X special land use and site plan review	Approved w/ Conditions	Approved w/ Conditions	September, 2018
Special Use Permit / Site Plan Review	506 S. Oakland Street	Proposed Bed & Breakfast special land use and site plan review	Approved w/ Conditions	Approved w/ Conditions	September, 2018
Site Plan Review	1001 S. Oakland Street	Ambulance garage expansion	Approved w/ Conditions	Approved w/ Conditions	September, 2018

Site Plan Review	1420 E. M-21	ITC Warehouse Facility	Approved w/ Conditions	Approved w/ Conditions	October, 2018
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6. Variances / Ordinance interpretations (Actions taken by the Zoning Board of Appeals in 2018)

Ordinance	Location	Description	Action	Status	Date of action
Section 155.170 Dimensional requirements	107 N. Lansing Street	ZBA reviewed a proposed building addition – side yard setback and maximum lot coverage	Denied variance request	N/A	July, 2018
Section 153.05 Permitted Signs	101 W. Townsend Road	ZBA reviewed a proposed sign installation	Approved variance request	N/A	July, 2018
Section 155.170 Dimensional requirements	301 S. Oakland Street	ZBA reviewed a proposed building addition – side and rear yard setback	Approved variance request	N/A	July, 2018
Section 155.189 Accessory buildings	710 S. Oakland Street	ZBA reviewed a proposed accessory building installation – side yard setback – corner lot	Approved variance request	N/A	July, 2018
Section 155.187 Fences	125 Floral Avenue	ZBA reviewed a proposed fence installation on a corner lot	Approved variance request	N/A	July, 2018
Section 155.189 Accessory buildings	1602 S. Lansing Street	ZBA reviewed a proposed accessory building installation – front yard	Approved variance request	N/A	October, 2018
Section 153.05 Permitted Signs	409 S. US-127 BR	ZBA reviewed a proposed sign installation	Approved variance request	N/A	October, 2018
Section 153.05 Permitted Signs	506 S. Oakland Street	ZBA reviewed a proposed sign installation	Approved variance request	N/A	November, 2018
Section 155.195 Commercial outdoor storage	711 S. US-127 BR	ZBA reviewed a semi-trailer use for scrap tires recycling	Approved variance request	N/A	November, 2018
Section 155.195 Commercial outdoor storage	819 S. US-127 BR	ZBA reviewed a semi-trailer use for scrap tires recycling	Approved variance request	N/A	November, 2018

7. Planning and zoning actions by legislative body

Over the past year, the city commission has used their legislative authority in the following ways to impact planning and zoning activity:

1. Authorized city staff and planning commission to review multiple ordinance language updates
2. Site plan reviews and approvals
3. Authorization of funding to work with a consultant on capital improvement planning
4. Approved grant funding for master plan update.

8. Zoning Map (Planning commission review of problem areas or re-zoning requests)

The planning commission did not receive any re-zoning requests in 2018 and did not review the zoning map for problem areas. The planning commission should give consideration to reviewing the following areas:

1. Industrial zoned properties in near proximity to the CBD
2. Residentially zoned properties on the east M-21 corridor
3. Future land use map

9. Administrative zoning permit approvals

Administratively approved zoning permits:

A. Accessory building construction:	9
B. Building additions:	3
C. Deck construction:	6
D. Fence installation:	15
E. New house construction	18
F. Sign construction	7
G. Pool installation	1
H. Driveway / Parking	2
I. Change of use	5
J. <u>Temporary use</u>	<u>0</u>

Total: 66

Work load analytics for administrative permit reviews:

Jan – 3, Feb – 3, March – 2, April – 3, May – 11, June – 12, July – 5, August – 11, Sept – 4, Oct – 5, Nov – 6, Dec – 1

59% of administrative zoning permit applications were processed in a four-month period between May 1st and September 1st.

10. 2018 Trainings / Joint meetings

None for 2018

11. 2018 Year in Review - Photos



Gentner Family Dentistry expansion



FC Mason Redevelopment



Glanbia development

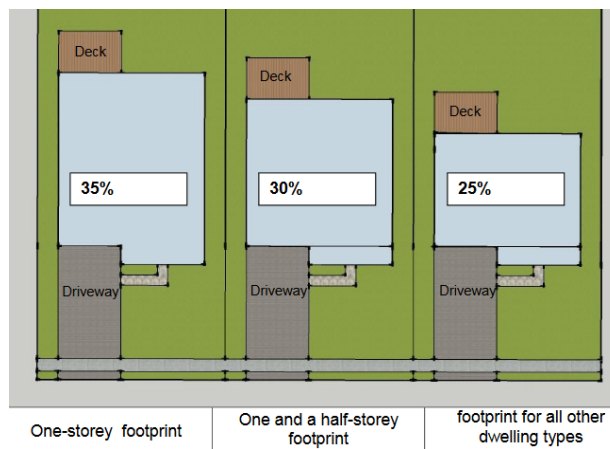


Proliant Dairy Ingredients development

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Ordinance change - Shipping Containers



Ordinance change - Maximum lot coverage



New storm water management ordinance

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Capital Improvement Planning



ITC facility development



Ordinance change - Off-street parking (residential)

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