

Leslie Lechner-Salemi  
Chair

James Ensign  
Vice-Chair

Commissioners

Eric Hufnagel, Mayor  
Heather Hanover, City Commission  
Alysha Chant, Bingham Township  
Keith Peterson  
Mark Holden  
Melvin Renfrow  
Wendy Ward

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



CITY OF ST. JOHNS  
PLANNING COMMISSION

**2020 Annual Report**

**1. Membership**

Planning Commission Member	Term Expiration
James Ensign	November, 2021
Mark Holden	November, 2021
Leslie Lechner-Salemi	November, 2022
Keith Peterson	November, 2022
Alysha Chant	November, 2023
Melvin Renfrow	November, 2023
Wendy Ward	November, 2023
Eric Hufnagel	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 nine times. This meets the requirement of the Michigan Planning Enabling Act 33 of 2008.

**3. Master Plan Review**

The Downtown Master Plan and Community Master Plan both went through a vigorous process in 2020 soliciting ample feedback and ensuring a comprehensive final product was made. The Planning Commission voted to approve the Downtown Master Plan and Community Master Plan as presented by McKenna & Associates. These documents were both sent to the City Commission where they were adopted.

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#### 4. Zoning Ordinance Amendments

The planning commission worked on the following ordinance amendments:

- A. Title XV, Chapter 155 (Special Use Permits/Site Plan Review) Sections 155.255-155.261 and 155.275-155.282 - Ordinance #657 to revise the process for approving site plans and special use permits.
- B. Title XV, Chapter 155 (Signs), Section 153.05 - Ordinance #655 to amend the permitted sign section.

#### 5. Development Reviews

Project Type	Location	Description	Recommendation to legislative body	Status	Date of action
Special Use Permit	1013 E. Walker St.	Group Day Care Home	Approved w/ Conditions	Approved w/ Conditions	May, 2020
Special Use Permit / Site Plan Review	1835 S. US-127 BR	Biggby Drive Thru	Approved w/ Conditions	Approved w/ Conditions	May, 2020
Special Use Permit / Site Plan Review	604 Spring St.	RV Storage Facility	Approved w/ Conditions	Approved w/ Conditions	June, 2020
Site Plan Review	2138 S. US-127 BR	Bee's Sports Accessory Building Construction	Approved w/ Conditions	Approved w/ Conditions	September, 2020
Special Use Permit / Site Plan Review	909/917 N. US-127 BR	Storage Facility	Approved w/ Conditions	Approved w/ Conditions	December, 2020
Special Use Permit / Site Plan Review	1835 S. US-127 BR	Storage Facility	Approved w/ Conditions	Approved w/ Conditions	December, 2020

#### 6. Variances / Ordinance interpretations (Actions taken by the Zoning Board of Appeals in 2020)

Ordinance	Location	Description	Action	Status	Date of action
Section 153.05 Permitted Signs	1640 Technical Dr.	ZBA reviewed a proposed sign installation	Approved Variance Request	N/A	June, 2020
Section 155.170 Dimensional Requirements	1185 Astwood Mews Ln.	ZBA reviewed side yard setback variance request for garage	Approved Variance Request	N/A	August, 2020
Section 155.170 Dimensional Requirements	210 Morton St.	ZBA reviewed street side setback variance	Approved Variance Request	N/A	October, 2020

## 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. Approval of update to the community master plan
4. Approval of newly created downtown master plan

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

Current Zoning District	Location	Description	Action	Status	Date of action
Office (O)	709 S. US-127 BR	Request to re-zone to General Commercial (GC) for hair/body salon	Approved Re-zoning Request	N/A	February, 2020

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. Which parcels should be zoned R1, R2, and R3

## 9. Administrative zoning permit approvals

Administratively approved zoning permits:

A. Accessory building construction:	23
B. Building additions:	0
C. Deck construction:	12
D. Fence installation:	19
E. New house construction	10
F. Sign construction	10
G. Pool installation	1
H. Driveway / Parking	6
I. Change of use	7
J. Collection box	0
K. <u>Land Division</u>	<u>2</u>

Total: 90

Workload analytics for administrative permit reviews:

Jan – 4, Feb – 7, March – 6, April – 5, May – 8, June – 13, July – 14, August – 10, Sept – 6, Oct – 8, Nov – 7, Dec – 2

50% of administrative zoning permit applications were processed in a four-month period between May 1<sup>st</sup> and September 1<sup>st</sup>.

## **10. 2020 Trainings / Joint meetings**

None for 2020.

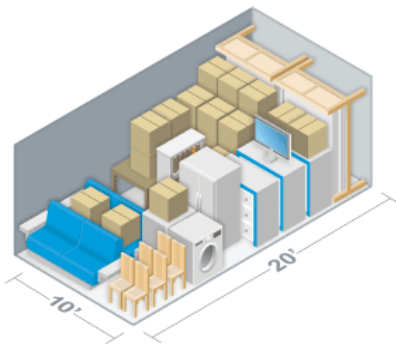
## **11. 2020 Year in Review – Photos**



**FC Mason Redevelopment**



**Community Master Plan Update**



**Storage Facilities**



**Residential Development**

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**Downtown Master Plan**



**Ordinance Change – Signs**



**Ordinance Changes for Process Efficiency**