CITY OF IONIA

PLANNING COMMISSION
REGULAR MEETING AGENDA
4:30 PM, Wednesday, March 12, 2025
IONIA CITY HALL, COUNCIL CHAMBERS

I. Call to Order

II. Roll Call

III. Approval of Agenda

IV. Approval of Minutes

1. February 12, 2025 – Regular Meeting

V. Public Comments

VI. Public Hearings and Associated Action

VII. Old Business

VIII. New Business

1. RAVE - Site Plan and Special Land Use Application for 848 E. Lincoln Avenue

IX. Commissioner Comments

X. Adjournment

Next Meeting - April 9, 2025

PUBLIC PARTICIPATION POLICY: The City of Ionia Planning Commission encourages public comment on agenda and non-agenda items. Those desiring to speak should do so under Public Comments at the beginning of the meeting. After that point during the meeting public comments are not normally allowed. The Chairperson may limit the amount of time allowed for each person wishing to make comments during the meeting.

CITY OF IONIA
PLANNING COMMISSION

4:30 PM, Wednesday, February 12, 2025
IONIA CITY HALL, COUNCIL CHAMBERS

I. CALL TO ORDER
Chairperson Bailey called the February 12, 2025, regular meeting of the Ionia Planning Commission to order at 4:30 PM.

II. ROLL CALL
Roll call revealed a Quorum with Planning Commissioners Logan Bailey, Ryan Gregory, Tim Lee, and Judy Swartz present.

III. APPROVAL OF AGENDA
Chairperson Bailey introduced the agenda and asked if there were any requested changes. Planning Commissioner Lee made a motion, seconded by Planning Commissioner Swartz, to approve the agenda as presented.
MOTION CARRIED BY VOICE VOTE.

IV. APPROVAL OF MINUTES

(IV.1.) January 8, 2025 – Regular Meeting
Minutes from the regular meeting of January 8, 2025, were reviewed. Planning Commissioner Swartz made a motion, seconded by Planning Commissioner Gregory, to approve the January 8, 2025 meeting minutes as presented.
MOTION CARRIED BY VOICE VOTE.

V. PUBLIC COMMENTS
None.

VI. PUBLIC HEARINGS AND ASSOCIATED ACTION

(VI.1.) RAVE – Rezoning Application for 848 and 850 E. Lincoln Avenue
Assistant City Manager Bowman introduced the request to rezone 848 and 850 E. Lincoln Avenue from the B-1, Neighborhood Business District to the HDR, High-Density Residential District submitted by Relief After Violent Encounter (RAVE), a 501C (3) nonprofit agency that supports and advocates for the adult and child victims of domestic and sexual violence. As directed by the City of Ionia's Master Plan, Bowman reviewed the following analysis with the Planning Commission for their consideration of the request:

A. Does the proposed new classification meet the qualifications noted in the appropriate

portion of the Future Land Use chapter?

The 2019 City of Ionia Master Plan Future Land Use Map designates 848 and 850 E. Lincoln Avenue as General Commercial, however the property to the west is designated as Multi-Family High-Density Residential. It is important that the result of the new classification does not result in a "spot zoning" which means it is the sole property with the new classification in the surrounding area. The City must consider the anticipated future development of the area and how this rezoning aligns with this vision.

B. Are the uses allowed in the requested district appropriate for the proposed location or can the uses be designed to fit the proposed location without a negative impact on the nearby land uses?

RAVE's existing use is a legal nonconformity in the current zoning district even though it has been in place since the 1990's. It does not appear that there will be a negative impact on the nearby land uses because the uses are well established and tend to be more intense along the M-21 corridor. For example, the SKLD nursing home is located on the adjacent parcel.

C. Have any conditions changed in the area since the Plan was adopted which might justify this change?

The area has not changed since the Plan was adopted, however the rezoning will address the nonconforming use that has existed since before the 2019 Master Plan was adopted.

D. Will there be any community impacts which should be considered, such as increased traffic, or others which might create a need for additional services or improvements?

As the use is existing, there will not be immediate changes or direct community impacts that result from the rezoning. All potential uses permitted by right and special land use in the proposed HDR, High-Density Residential District should be reviewed. Typical community impacts occur from "spot zoning" because the new uses do not align with what is already permitted on adjacent properties. as mentioned, "spot zoning" is not a concern for this proposed rezoning.

E. Are there any potential environmental considerations which will be contrary to the intent of the existing or proposed classification of land use?

The City is not aware of any potential environmental considerations contrary to the intent of the existing or proposed classification of land use for the respective parcels with the requested rezoning.

F. Will there be any adverse effects on adjacent properties as a result of the proposed land use change?

As mentioned, the property to the west is SKLD and to the east is a commercial property. The other properties to the south are commercial operations. M-21 creates a natural buffer between the properties in this area because it is a prominent corridor. It is not believed that the adjacent properties will experience any adverse effects as a result of the proposed land use change. Public notice letters were mailed to all properties within 300 feet of the rezoning. No input was received from the public.

G. Will granting the rezoning request likely lead to significant changes contained in the Master Plan for the area where the rezoning is requested?

While the requested rezoning does not directly align with the zoning classification designated on the Future Land Use Map, it is not unreasonable to consider the rezoning because it will not result in a "spot zoning" issue, and an HDR district parcel is adjacent. Staff do not believe the request would lead to significant changes contained in the Master Plan.

H. Could this use be accommodated in some other location or in the proposed location by some other zoning measure such as a special land use or a planned unit development?

The City has limited property within the HDR, High-Density Residential District. Reviewing the City's Zoning Map, it is evident that these properties are spaced out throughout the community in key areas. Taking a deeper look, the majority of these parcels have longstanding dense residential uses. Another factor to consider is the longevity of the existing nonconforming use. The proposed rezoning appears to be the best solution to remedy the nonconforming issues and support the future plans for the property. After meeting with the property owner, all possible zoning options were reviewed prior to the request. Transitional housing is not allowed as a special land use in any of the business zoning districts, and a Planned Unit Development was not needed because the use is allowed as a special land use in the HDR district.

RAVE's Executive Director Jennifer Butler was present at the meeting and informed the Commission of current operations and future plans for the shelter. The Commission asked questions and expressed appreciation to RAVE for going through the process of correcting the nonconformity.

Chairperson Bailey opened the public hearing for comments on the proposed rezoning request at 4:51 PM. The public hearing was subsequently closed at 4:51 PM following no public comments.

Planning Commissioner Lee made a motion, seconded by Planning Commissioner Gregory, to recommend to City Council the approval of the rezoning request for 848 and 850 E. Lincoln Avenue from the B-1, Neighborhood Business District to the HDR, High-Density Residential District.
MOTION CARRIED BY VOICE VOTE.

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

(VIII.1.) Master Plan - Goals and Priorities

Planning Consultant Bradley Kotrba presented draft Master Plan goals by organizing them into categories including Downtown Ionia, Neighborhood Development and Housing Needs, and Parks, Recreation, and Environmental Sustainability. The Commission provided feedback on the sample goals. A main emphasis from the Commission was the desire to combine similar themes and start with broad topics that allow for more specific priorities to develop within the Plan and

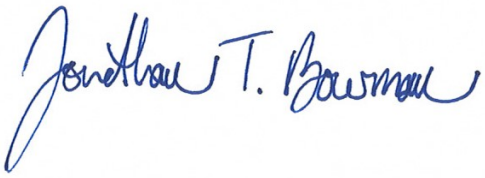
from respective City departments.

IX. COMMISSIONER COMMENTS
None.

X. ADJOURNMENT
Planning Commissioner Swartz made a motion, seconded by Planning Commissioner Lee, to adjourn.
MOTION CARRIED BY VOICE VOTE.

The meeting was adjourned at 5:53 PM.

Respectfully Submitted,



Jonathan T. Bowman, Recording Secretary
for Judy Swartz, Secretary

CITY OF IONIA

STAFF REPORT FOR PLANNING COMMISSION AGENDA ITEM

Agenda Item: VIII.1

TO: Planning Commissioners

FROM: Jonathan Bowman, Assistant City Manager

DATE: March 12, 2025

RE: RAVE - Site Plan and Special Land Use Application for 848 E. Lincoln Avenue

Background:

An application package has been received to approve transitional housing as a special land use at 848 E. Lincoln Avenue and the associated site plan. The application was submitted on behalf of Relief After Violent Encounter - Ionia/Montcalm Inc. (RAVE), a nonprofit agency. RAVE has operated as a nonconforming use on this property since the late 1990's. City Council will consider rezoning the property at its next meeting on April 2 following a public hearing. If approved, the rezoning will assign the property to the HDR, High-Density Residential District where transitional housing is allowed as a special land use. Transitional housing is not permitted under any circumstances in the B-1, Neighborhood Business District in which the property is currently zoned.

Attached you will find a staff report from the City's Planning Consultant summarizing the request. Additionally, the Site Plan and Special Land Use Application and all supporting documents form the applicant have provided.

Requested Action / Motion:

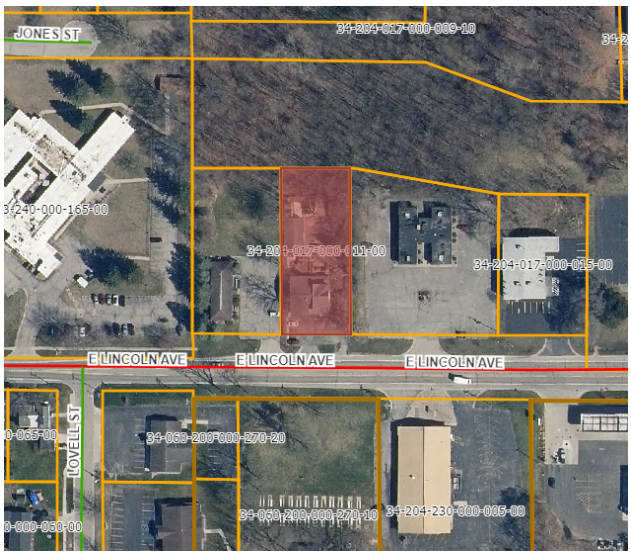
It is requested that the Planning Commission conduct a Preliminary Site Plan and Special Land Use Review for the proposed transitional housing facility by RAVE at 848 E. Lincoln Avenue. It is also requested that the Planning Commission schedule a public hearing for 4:30 PM, Wednesday, April 9, 2025, at City Hall to hear comments on the Site Plan and Special Land Use Application and conduct a final review of the application.

Motion By: **Seconded By:**

williams&works
engineers | surveyors | planners

MEMORANDUM

To:	City of Ionia Planning Commission
Date:	March 6, 2025
From:	Bradley S. Kotrba, AICP Toby Hayes, AICP Candidate
RE:	**850 E. Lincoln Special Land Use and Site Plan Preliminary Review**



Jennifer Butler of Relief After Violent Encounter—Ionia Montcalm, Inc. (RAVE) has applied for special land use and site plan review for an expanded transitional housing facility at 850 E. Lincoln Avenue (PPN 34-204-017-000-011-00). This memorandum determines whether the application complies with the provisions of the City of Ionia Zoning Ordinance.

Background

The property is in the process of being rezoned from B-1, Neighborhood Business, to HDR, High Density Residential, to be brought into a zoning district in which the use can become conforming. The Planning Commission recommended the rezoning to the City Council, and action will be taken at the Council meeting on April 2, 2025. The combined site has a total area of approximately 1.26 acres and currently contains three structures and three parking areas. The applicant proposes utilizing an existing office space behind the home, formerly a detached garage, for an additional 14-15 beds. RAVE has relocated its offices into the building to the west at 848 E. Lincoln. Transitional Housing is listed as a special land use under Section 1250.03 of the Zoning Ordinance. It should also be noted that RAVE has combined both former parcels (848 E. Lincoln and 850 E. Lincoln) into one parcel.

Completeness of Submittal. Section 1276.05(c) of the Zoning Code contains the required information for a site plan review application. The applicant has submitted a sketch plan that lacks information typically found in a site plan. This same section of the Ordinance permits the Planning Commission to waive any information from the site plan submittal as necessary. The application is generally complete for preliminary review.

Setbacks and Dimensional Requirements. The applicant has not submitted an engineered or dimensionally drawn that would typically be found on a site plan. However, since the site is

already built out, and given the recent rezoning to the HDR district and lot combination, it is likely that setbacks are met. The applicant is proposing no additions to the site, and all proposed changes will be internal in nature.

Access/Circulation. The site plan indicates three entry points to the site. A driveway provides access to the parking in the rear of the site, which is much narrower than the other two ingress/egress points. Clear access to the building by emergency vehicles, as indicated by Section 1276.07(h) of the Zoning Ordinance, is not indicated on the plans or discussed through a narrative. It appears adequate, but we recommend that the Commission discuss this with the applicant and receive comments from the Department of Public Safety.

Signage. The applicant has not stated whether any new signage is proposed for the site. A small wall sign presently exists on the home facing Lincoln Avenue.

Parking. The Zoning Ordinance does not specify parking standards for transitional housing; therefore, we must consider the most similar land use type(s) and reasonably craft a calculation using uses and square footage from these standards. Boarding houses, care facilities, and offices are likely the most similar, so combining these by applying 1/room (est. 2 beds per room) and 1 per employee appears reasonable. The applicant has indicated 49 total beds after the expansion; therefore, using this calculation, approximately 25 spaces are needed for those who have been temporarily housed. We do not know what the total number of employees are at a time on shift therefore, we should use gross square footage. At a rate of 4 spaces per 1,000 sq. ft., using the general office calculation, approximately 34 spaces for staff or volunteers is appropriate. Fifty-nine total spaces are a reasonable application for this undefined use. The lots are currently poorly marked; however, there is enough space on site to handle this number of vehicles. Striping for parking should be reapplied at the required 10 ft. by 18 ft. required design standard.

Special Land Use Standards. The following general standards shall serve as the basis for decisions by the Planning Commission involving special land use permits. The Commission shall find that, in addition to specific standards for a particular use, the proposed use shall:

(a) Be designed, constructed, operated, and maintained so it will be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not significantly change the essential character of the area in which it is proposed.

Remarks. The proposed facility will be located in an existing house and converted garage, and no changes to the facility's exterior are proposed. The addition of 14-15 new beds in the previously converted garage will likely result in an increased number of temporary residents, but given the institutional and commercial uses that surround the facility, it is unlikely to have adverse effects on the surrounding area.

(b) Be adequately served by essential public facilities and services such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities, and schools.

Remarks. The applicant states that public services will not change how they serve the structures. However, no details were provided. The Planning Commission may wish to discuss the structure's renovation with the applicant and ensure that adequate water, sewer, refuse disposal, and drainage are provided for 14-15 new beds.

Additionally, comments may be requested from the Public Safety Department on whether or not the current driveway is adequate for emergency vehicle access in the event of an emergency.

(c) Not create excessive additional requirements at public cost for public facilities and services.

Remarks. Adding new beds is unlikely to create excessive public service or facility costs.

(d) Not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.

Remarks. The expanded facility is unlikely to result in any detriment to traffic, noise, smoke, fumes, glare, or odors on the property or in neighboring properties.

(e) Be consistent with the intent and purpose of the zoning district where such use will be located.

Remarks. Section 1250.01 of the Ordinance establishes the intent of the HDR district, which states that the district is intended to “create, maintain, and promote a wider variety of housing needs.” Expanding additional transitional housing space may meet this standard by providing a unique housing need in the City.

Site Plan Review. The Planning Commission shall review the final site plan according to the general standards for site plan review in Section 1276.07 of the Zoning Ordinance. These standards, along with our comments, are listed below.

(a) The Planning Commission shall require that the following standards be satisfied before approving a site plan. If these standards and the other requirements noted in this section or other City ordinances are met, the site plan shall be approved.

Remarks. The Planning Commission may review the standards and our comments below.

(b) The Planning Commission shall have the authority to limit the number of driveways for a site, require that parking lots on contiguous parcels be connected, share driveways for contiguous parcels, and directly align opposite driveways.

Remarks. The proposed site has three driveways; as such, the applicant should be asked if they plan to close any driveways or combine the parking lots. The former 850 E. Lincoln (east lot) contains two driveways, one for parking and what appears to be one that was added for rear yard/garage use only, which passes through a security gate. However, because this garage will be renovated, the applicant should supply the Planning Commission with more information on how they will handle parking and ingress/egress points. Driveways for contiguous and opposite parcels already exist. No new driveways are proposed. The Planning Commission may find this standard met.

(c) Landscaping shall be provided and designed according to the City's landscape provisions.

Remarks. The site plan does not indicate any new landscaping. Special land uses are subject to landscaping standards unless the Planning Commission wishes to modify the required amount of landscaping. Section 1286.02 (C)(2)(C) of the Ordinance lists the type of development as a standard for modifying the landscape requirement. The proposed expansion should not need any new landscaping due to the nature of internal renovation in a highly screened site area. However, the Planning Commission can determine this after listening to the applicant discuss this further.

(d) The site plan shall take into account the site's topography, the size and type of lot, the character of adjoining property, and the type and size of buildings. The site shall be developed so as not to impede the normal and orderly developments or improvement of surrounding property for uses permitted in the Zoning Code.

Remarks. The site's alteration is proposed inside an existing office space behind the home. No new structures are proposed to be built. The Planning Commission may find that this standard is met.

(e) The landscape shall be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or by making those alterations to the topography that are reasonably necessary to develop the site by the requirements of this Zoning Code. A development shall respect the city's natural resources.

Remarks. As stated above, the site is not proposed to be developed further, and the applicant only intends to utilize existing structures. The Planning Commission may find that this standard is met.

(f) Areas of natural drainage, such as swales, wetlands, ponds, or swamps, shall be protected and preserved in their natural state as far as practical to provide areas for

natural habitats, preserve drainage patterns, and maintain the land's natural characteristics.

Remarks. The site does not have any existing natural drainage areas, so this standard is not applicable.

(g) The site plan shall provide all dwelling units with reasonable visual and sound privacy. Fences, walks, barriers, and landscaping shall be used, as appropriate, to accomplish these purposes.

Remarks. The applicant indicated that an existing fence is on the site but did not specify whether new screening is proposed. The Planning Commission should discuss this further with the applicant.

(h) All buildings or groups of buildings shall be arranged to permit necessary emergency vehicle access as requested by the City Fire Department.

Remarks. No new structures are being proposed, and access to the new dwelling is provided by an existing driveway. The Planning Commission may wish to defer comments regarding emergency vehicle access to the Director of Public Safety.

(i) In recognition that a sidewalk system along City streets would enhance pedestrian safety and conserve energy through non-motorized transportation opportunities, sidewalks shall be required as determined by the Planning Commission during the site plan review process. Sidewalks shall be constructed per the City of Ionia sidewalk standards if required. Additions to or renovations of buildings existing as of the effective date of this chapter that require site plan review shall be subject to the requirements herein. In determining the need for a sidewalk, the following criteria shall be considered:

1) The current and future pedestrian traffic passing by the site.
2) Whether a sidewalk would enhance the safety of pedestrians currently walking by the site and future pedestrians.
3) The existing and future traffic volume on the street abutting the site.
4) The existence or probability of sidewalks being constructed on adjacent properties to create or complete a usable sidewalk system.
5) The location of the proposed use.
6) The location of pedestrian attractors such as schools, churches, public buildings, and shopping opportunities.

Remarks. No sidewalks exist on the property, and none appear to be proposed by the applicant. The Planning Commission may discuss whether sidewalks should be constructed for this transitional housing expansion. They do stop immediately to the west of this property.

(j) The arrangement of public or common ways for vehicular and pedestrian circulation shall be connected to existing or planned streets and pedestrian or bicycle pathways. Streets and drives that are part of an existing or planned street pattern serving adjacent development shall be in a condition appropriate to the traffic volume and type of traffic they will carry.

Remarks. The applicant's plan does not propose any change to existing vehicular or pedestrian infrastructural connections and benefits from existing streets. The proposed addition is unlikely to impact the area's type or volume of traffic substantially. The Planning Commission may find that this standard is met.

(k) Appropriate measures shall be taken to ensure that the removal of surface waters will not adversely affect neighboring properties or the public stormwater drainage system. Provisions shall be made to accommodate stormwater, prevent erosion, particularly during construction, and prevent dust formation. The use of detention/retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic or create puddles in paved areas. The Planning Commission may, at its discretion, require catch basins to contain oil filters or traps to prevent contaminants from being discharged into the natural drainage system.

Remarks. The application does not propose any new impervious surfaces. This standard does not apply.

(l) Exterior lighting shall be arranged so that illumination is deflected away from adjacent properties and does not interfere with the motorist's vision along adjoining streets. Flashing or intermittent lights shall not be permitted. Excessive lighting of buildings or structures shall be minimized to reduce light pollution.

Remarks. The applicant has not indicated whether new lighting is proposed for the site. The Planning Commission should discuss whether any are located on site or will be added and how they will be shielded. This may be addressed as a condition of approval.

(m) Outside storage areas, including areas for trash storage, shall conform to the regulations in Chapter 1060 of these Codified Ordinances.

Remarks. There is one small dumpster located at the former 848 E. Lincoln site (west lot). It currently sits at the rear of the parking lot and is not enclosed. Any refuse disposal should meet the standards listed in 1060 of the Codified Ordinances and be listed as a condition for approval. While there is no standard for a dumpster enclosure, we do like to promote the installation of a screened and secure dumpster enclosure on commercial and industrial sites. The Planning Commission should discuss this with the applicant further. The Planning Commission should also inquire how waste is handled for all buildings and whether waste containers will be separate or shared.

(n) Maneuvering space for trucks using on-site loading areas shall be provided on-premises and shall not necessitate the use of the public right-of-way.

Remarks. This standard is not applicable.

(o) Site plans shall conform to all applicable requirements of County, State, and Federal statutes, and approval may be conditioned on the applicant receiving necessary County, State, and Federal permits before final site plan approval or any occupancy permit is granted.

Remarks. This may be addressed as a condition of approval.

Recommendation. At the March 12, 2025, regular meeting, the Planning Commission should conduct a preliminary review of the site plan and special land use application and determine if additional information is needed from the applicant. The Commission should schedule a public hearing and final review for the April 9, 2025, meeting. When considering approval, we recommend the following conditions and any others deemed necessary.

1. Before permits are issued, the applicant must have paid all application, permit, and other fees related to this request.

2. Ingress/Egress points (driveways) should be consolidated or better configured with the parking.

3. 59 spaces is a reasonable estimate for the minimum parking on the combined parcel. The Planning Commission has the authority under Section 1282.04 to alter or reduce the amount of required off-street parking if the applicant supplies a written explanation for the reasoning behind lowering the total number of required parking spaces. The parking spaces should be striped appropriately to meet the minimum design standards (10’ x 18’).

4. Verification of any outdoor lighting, proposed outdoor lighting, and methods of shielding should be recorded on the plans.

5. The applicant shall meet the requirements of all other applicable ordinances, codes, and requirements of the City of Ionia.

6. Any proposed building materials should be compatible with the existing buildings on the site.

Don't hesitate to contact us with additional questions or comments.

CITY OF IONIA

Site Plan & Special Land Use Application

Submit Applications to City Hall
Street Address: 114 North Kidd Street Ionia, MI 48846
Mailing Address: P.O. Box 496 Ionia, MI 48846
Ph: (616) 527-4170 Website: www.ci.ionia.mi.us

Date of Application: 1/14/2025 **Permit Fee:** $1,000*

A site plan approval with a special land use permit requires action by the Planning Commission. Applications must be submitted four weeks prior to the meeting in which it will be heard and include a completed site plan checklist.

Approved site plans and special land use permits are valid for one year unless extended. If actual construction of a substantial portion of the improvements included in the approved site plan has not commenced and proceeded meaningfully toward completion during that period, the approval of the final site plan shall be voided.

Applicant Information

Applicant's Name: Jennifer Butler Interest in Property: _____

Address: 850 E. Lincoln Ave. City, State, Zip: Ionia, MI 48846

Phone: 616-699-5441 Email: jenniferb@raveim.org

Owner's Name (If different from above): Relief After Violent Encounter-Ionia/Montcalm, Inc.

Project Information

1. Request (check all that apply):
   - ☐ Site Condominium ☑ Special Land Use ☐ Plat ☐ PUD
   - ☐ Site Plan Review ☐ Rezoning Other: _____
2. Address of Property: 850 E. Lincoln Ave. Ionia, MI 48846
3. Parcel Number: 204-017-000-010-00, 204-017-000-011-00
4. Legal Description: City of Ionia Part of SE 1/4 of SEC 17T7N R6W Ionia twp. Ionia Co. MI desc.as: BEG on C.L HWY M-21 S 88 DEG 50 min. E. 128 35 FT from S 1/4 COR SD SEC 17; TH 588 DEG 50 min. E 101.65 ft. ALG C.L. of M-21; TH N 00 DEG 00 min W 290 ft. TH N 88 DEG 50 W 101.65 ft. TOP OB
   EXC. 50 for HWY purposes. / CITY OF IONIA PART OF SE 1/4 OF SEC 17 T7N R6W IONIA TWP IONIA CO MI DESC AS:COM AT S 1/4 POST TH S 88 DEG 50 MIN E ALG C.L.HWY M-21 A DIST OF 128.35 FT; TH N 290 FT. TH N 88 [illegible]
5. Project Description: Rezone from B-1 to HDR to better reflect the nature of our business. Transition former admin outreach building into additional shelter space.
6. Current Zoning: B-1 Proposed Zoning: HDR
7. Size of Parcel: 229.65 frontage / 480 depth

(*Fee includes $500 for Special Land Use and $500 for Site Plan Review.)

Signatures

Applicant's Signature: Jennifer Butler Date: 1/14/2025

Property Owner's Signature: Relief After Violent Encounter-Ionia/Montcalm, Inc. Date: 1/14/25

OFFICE USE ONLY **Application #:** _____

☐ Fees Paid: _____

Date Advertised: _____ Date of Meeting: _____

Action Taken: _____

Comments: _____

_____

Signature: _____ Date: _____

Site Plan Review Process

I. Items to be Submitted

The following material must be submitted to the City Zoning Administrator in applying for review of a site plan by the Planning Commission.

- [x] Application
- [x] Fee
- [x] Special Land Use Questionnaire
- [x] 4 Copies of a Preliminary Site Plan
- [x] 1 Electronic Copy of a Preliminary Site Plan
- [x] Site Plan Review Checklist

The site plan must contain the information required by Section 1276.05 of the City Zoning Ordinance. A site plan checklist is attached which notes the information required.

II. Meeting Dates

The City Planning Commission meets on the second Wednesday of each month at 4:30 P.M. in the city council chambers at the City Hall.

III. Processing Period.

An application for site plan review and special land use permit to the Planning Commission usually takes about 45 to 60 days to process. Applications must be submitted at least four weeks before a Planning Commission meeting in order to be placed on the agenda.

IV. Application Procedures

Whenever an application is filed for a site plan review and a special land use permit, the following steps are taken:

1. An application for a site plan and special land use permit is submitted to the Zoning Administrator along with the required fee.
2. The Zoning Administrator in conjunction with the chair of the Planning Commission, sets a public hearing date for the site plan and special land use.
3. The Zoning Administrator mails notices of the hearing to all land owners within 300 feet of the site.
4. The notices are mailed at least 15 days before the hearing.
5. The Zoning Administrator forwards copies of the application and site plan to the Planning Commission, Director of Public Safety, and Department of Public Works.
6. Reports from the Director of Public Safety, and Department of Public Works are prepared and sent to the Planning Commission.
7. The Planning Commission at the public hearing reviews the site plan, special land use permit, and staff reports. The Commission reviews the plan in accordance with the standards contained in Sect on 1274.04 and Section 1276.07 of the Zoning

Ordinance. The Commission may approve, modify or deny the site plan and special land use permit or approve it subject to revisions being made.

The Commission may require the revised plan to be brought back to the Commission for final approval or allow the Zoning Administrator to review and approve the revised plan according to the changes required by the Commission.

8. Once final approval is given and the site plan contains all required corrections, the Zoning Administrator signs two copies of the plan, one for the City Building Inspector and one for the applicant. Following this step, the applicant may apply for a building permit.
9. An approved site plan and special land use permit must be under construction within one year of the date of final site plan approval or the site plan becomes invalid. A one-year extension may be granted by the Planning Commission provided the applicant presents reasonable evidence that the development has had unforeseen difficulties but is now ready to proceed.

Special Land Use Standards-Section 1274.04

The following general standards shall serve as the basis for decisions by the Planning Commission involving special land use permits. The Commission shall find that, in addition to specific standards for a particular use, the proposed use shall:

a) Be designed, constructed, operated and maintained so it will be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not significantly change the essential character of the area in which it is proposed.
b) Be adequately served by essential public facilities and services such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities and schools.
c) Not create excessive additional requirements at public cost for public facilities and services.
d) Not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.
e) Be consistent with the intent and purpose of the zoning district in which such use will be located.

Site Plan Review Standards

All site plans reviewed by the Planning Commission shall be approved, approved with conditions, or denied based on the purposes, objectives, and requirements of this ordinance, and specifically, the following considerations when applicable. Please review the following standards to ensure that the proposed site plan will satisfy these requirements. Additional comments and information are encouraged.

Relationship of Request to Surrounding Area

- ☑ The relationship of uses proposed will not adversely affect the public health, safety, or welfare.
- ☑ Proposed uses and structures take into account topography, size of the property, the uses on adjoining property and relationship and size of buildings to the site.
- ☑ The site is developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in the ordinance.

Drives, Parking, and Circulation

- ☑ Safe, convenient, uncongested, and well-defined vehicular and pedestrian circulation is provided for ingress/egress points and within the site.
- ☑ Drives, streets and other circulation routes are designed to promote safe and efficient traffic operations within the site and at ingress/egress points.
- ☑ The arrangement of public or private vehicular and pedestrian connections to existing or planned streets in the area are planned to provide a safe and efficient circulation system for traffic within the City of Ionia.

Natural Features

- ☑ Removal or alteration of significant natural features is restricted to those areas that are reasonably necessary to develop the site in accordance with the requirements of this ordinance.
- ☑ Landscaping, buffers, and/or greenbelts are preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.

General

- ☑ Satisfactory assurance is provided that the requirements of all other applicable ordinances, codes, and requirements of the City of Ionia will be met.
- ☑ The general purposes and spirit of this ordnance and the City of Ionia Master Plan are maintained.

Special Land Use Questionnaire

The Special Land Use Questionnaire is required as part of the application. The following general standards shall serve as the basis for decisions by the Planning Commission involving special land use permits. Indicate below how this request meets each standard.

Standard 1

The use is designed, constructed, operated and maintained so it will be harmonious and appropriate in appearance with the existing or intended character of the area in which it is proposed.

Yes. The appearance of our exterior building will not change.

Standard 2

The use will be adequately served by essential public facilities and services such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities and schools.

Yes. There is no change to how RAVE is serviced by the essential public facilities.

Standard 3

The use does not create excessive additional requirements at public cost for public facilities and services.

There will no additional requirements at public cost for public facilities and services.

Standard 4

The use does not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.

The use will not involve activities, processes, materials and/or equipment that will be detrimental to any persons, property, or general welfare.

Standard 5

The use is consistent with the intent and purpose of the zoning district in which such use will be located.

Yes, as detailed in Chapter 1252/1252.03.

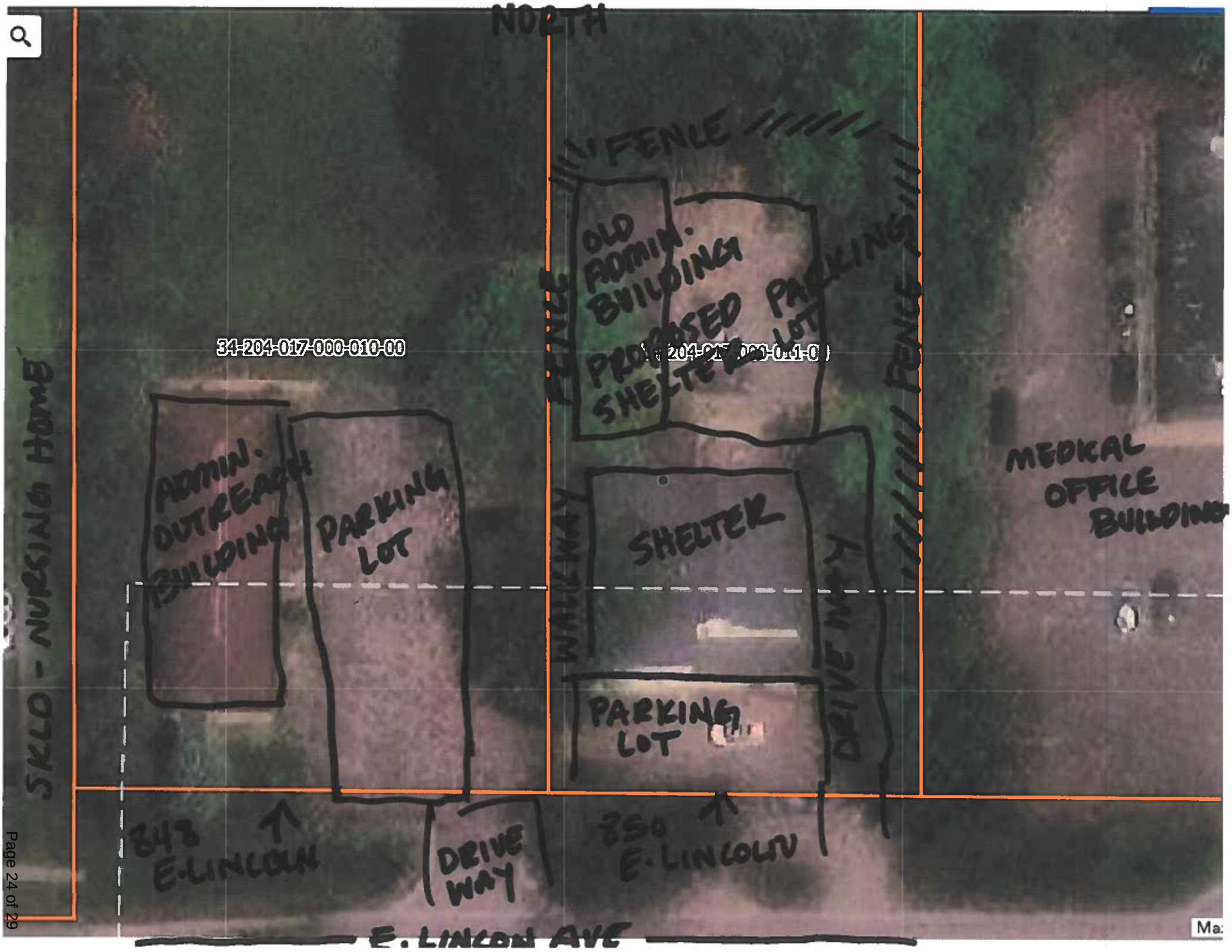
Site Plan Review Checklist

A site plan submitted for review by the City of Ionia Planning Commission must contain the following items unless the Commission determines such items are not needed on the plan. This list is taken from Section 1276.05 of the City of Ionia Zoning Ordinance.

- ☐ Scale (not more than 1" – 100 ft.).
- ☐ A vicinity map.
- ☐ Date site plan was prepared.
- ☐ Name, address & seal of preparer.
- ☐ North arrow.
- ☐ Legal description.
- ☐ Property lines and dimensions.
- ☐ Building setback distances.
- ☐ All structures, lot lines & wetlands within 100 feet of the site.
- ☐ Location of septic tanks and drain fields.
- ☐ Location of utility easements.
- ☐ Location of all sidewalks.
- ☐ Location of all bike paths or walkways.
- ☐ Location and size of any walls, fences or other screening provisions.
- ☐ Location of all proposed landscape including size and type of planting.
- ☐ Location of all proposed accessory structures.
- ☐ Location of all light poles or fixtures including type.
- ☐ Location of all flagpoles.
- ☐ Existing & proposed topographic elevations at two-foot intervals on the site & to a distance of 50 ft. outside the boundaries.
- ☐ Identify all slopes 20% or more.
- ☐ Direction of storm water drainage & how storm water runoff will be handled.
- ☐ Location of existing buildings.
- ☐ Location of proposed buildings.
- ☐ Intended use of proposed buildings.
- ☐ Length & width of proposed buildings.
- ☐ Height of proposed buildings.
- ☐ Square footage of proposed buildings.
- ☐ First floor elevation of each building.
- ☐ Location of abutting streets.
- ☐ Location of rights-of -way.
- ☐ Location of service drives. Location of curb cuts.
- ☐ Location of access easements serving the site.
- ☐ Location of driveways opposite the site.
- ☐ Location of driveways within 100 feet on either side of the site.

- [ ] Driveway width, curb radii and deceleration lane.
- [ ] Location and size of all water lines.
- [ ] Location and size of sanitary sewer lines.
- [ ] Location of all storage sheds.
- [ ] Location of all transformers.
- [ ] Location of all dumpsters or trash removal areas or devices. Dumpsters must be screened.
- [ ] Location of all signs.
- [ ] Location of all existing and proposed utility poles.
- [ ] Location of proposed parking areas & access drives.
- [ ] Number of parking spaces & aisles.
- [ ] Dimensions of spaces & aisles.
- [ ] Location of parking blocks, landscape, timbers, etc.
- [ ] Location of loading areas.
- [ ] Location of parking islands.
- [ ] Location of handicapped spaces & access ramps.
- [ ] Type of parking lot surface.
- [ ] Location of curbs.
- [ ] Location & type of significant existing vegetation.
- [ ] Location & type of significant existing water courses.
- [ ] Location & type of significant existing water bodies.
- [ ] Location & type of significant existing county or city drains & manmade surface drainage ways.
- [ ] Location of 100-year floodplains.
- [ ] Location of existing wetlands.
- [ ] Location and size of storm drainage lines.
- [ ] Location of fire hydrants.
- [ ] Location of catch basins.
- [ ] Vegetation which is to be retained on the site must be illustrated.
- [ ] Zoning on adjacent properties.
- [ ] Location & specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials.

SKLD NURSING HOME
34-204-017-000-010-00
PARKING LOT
DRIVE WAY
PARKING
34-204-017-000-005-00
MEDICAL OFFICE
348 E LINCOLN
350 E LINCOLN
E LINCOLN AVE
E LINCOLN AVE
E LINCOLN AVE
LOVELL ST
34-204-190-000-005-00
34-204-230-000-005-00


NORTH
FENCE
OLD ADMIN. BUILDING
PROPOSED PARKING LOT
SHELTER
PARKING LOT
ADMIN. OUTREACH BUILDING
PARKING LOT
DRIVE WAY
MEDICAL OFFICE BUILDING
SKLD - NURSING HOME
348 E. LINCOLN
DRIVE WAY
350 E. LINCOLN
E. LINCOLN AVE
34-204-017-000-010-00

STATE OF MICHIGAN - IONIA COUNTY
DIANE M. ADAMS - REGISTER OF DEEDS
RECEIVED FOR RECORD
09/23/2004 10:32:59 AM

LIBER 584 PAGE 258

M
Old ID
GRD. FILE

QUIT CLAIM DEED

The Grantor, Relief After Violent Encounter, Inc. (RAVE), a Michigan Corporation, whose address is P.O. Box 472, St. Johns, MI 48879, conveys and quit-claims to Grantee, Relief After Violent Encounter-Ionia/Montcalm, Inc. (RAVE-I/M), a Michigan Corporation, whose address is P.O. Box 93, Ionia, MI 48846, the following described premises situated in the Township of Ionia, County of Ionia and State of Michigan:

Part of the Southeast ¼ of Section 17, T7N, R6W, Ionia Township, Ionia County, Michigan described as: Beginning on the centerline of Highway M-21, S88°50'E 128.35 feet from the South ¼ corner of said Section 17; thence S88°50'E 101.65 feet along the centerline of M-21; thence N00°00'W 290.0 feet; thence N 88°50'W 101.65 feet; thence S00°00'E 290.0 feet to the point of beginning.
PP# 34-204-017-000-011-00

For the sum of **no monetary consideration.**
This transfer is exempt from transfer tax under MCLA 207.505(a) and 207.526(a).

The Grantor also grants to the Grantee the right to make ALL LEGAL divisions under Section 108 of the Land Division Act, Act No. 288 of Public Acts of 1967.

The above-described premises may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act.

Dated this 22nd day of September, 2004

SIGNED BY:

Karen S. McFadden, President
RAVE, Inc. Board of Directors

STATE OF MICHIGAN)
ss.
COUNTY OF IONIA)

The foregoing instrument was acknowledged before me this 22nd day of September, 2004 by the Grantor, Relief After Violent Encounter, Inc. (RAVE) by its President, Karen S. McFadden.

Christine L. Slocum, Notary Public
Ionia County, MI
My Commission expires: 5/07/08

WHEN RECORDED RETURN TO:
Karen S. McFadden
403 W. Main
Belding, MI 48809

SEND TAX BILLS TO:
RAVE-I/M, Inc.
P.O. Box 93
Ionia, MI 48846

DRAFTED BY:
Karen S. McFadden
P-57043
403 W. Main
Belding, MI 48809

COUNTY TREASURER'S CERTIFICATE
I hereby certify that there are no tax liens or titles held by the State or any individuals on the lands described,and that all taxes which by law are required to be returned to this office have been fully paid for the preceeding five years, as shown by the records in this office. This certificate does not apply to current taxes not yet returned.

02-12-24 Patricia A Clark

Ionia County Treasurer

STATE OF MICHIGAN - IONIA COUNTY
RHONDA LAKE, REGISTER OF DEEDS
RECEIVED: 02/12/2024 08:46:26 AM
RECORDED: 02/12/2024 10:20:11 AM
LIBER 0677 PAGE 7053

IONIA COUNTY
FEBRUARY 12, 2024
RECEIPT # 24002889

$220.00 - CO
$1,500.00 - ST
Stamp # 30672

34-204-017-000-010-00

WARRANTY DEED

The GRANTOR(S): Roger A. Kieras and Ellen M. Kieras, husband and wife of 263 Briarwood Ave SE, Ionia, MI 49506

convey(s) and warrant(s) to the GRANTEE(S): Relief After Violent Encounter Ionia Montcalm, Inc., a Michigan domestic nonprofit corporation of P.O. Box 93, Ionia, MI 48846

the premises located in the City of Ionia, Ionia County, State of Michigan and described on EXHIBIT A attached to this Deed ("Property"), subject to easements, building and use restrictions, interests, reservations of record, zoning ordinances, and taxes and assessments not yet due and payable.

This deed is given in consideration of Two Hundred Thousand Dollars ($200,000.00).

The Grantor grants to the Grantee the right to make the following division(s) under Section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967, as amended (enter a number, "All", or "None"): ALL (IF NO NUMBER IS INSERTED, THE RIGHT TO MAKE DIVISIONS STAYS WITH THE PORTION OF THE PARENT TRACT RETAINED BY THE GRANTOR; IF ALL OF THE PARENT TRACT IS CONVEYED, THEN ALL DIVISION RIGHTS ARE GRANTED). This Property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act.

This deed is dated February 9, 2024

GRANTOR(S):

Roger A. Kieras

Ellen M. Kieras

State of Michigan
County of Ionia

Acknowledged before me in Ionia County, State of Michigan on the 9th day of February, 2024 by Roger A. Kieras and Ellen M. Kieras.

ANGELA McCOY
NOTARY PUBLIC, STATE OF MICHIGAN
COUNTY OF IONIA
My Commission Expires May 26, 2027
Acting in the County of Ionia

Notary Name _____

Notary Public, State of _____, County of _____

My commission expires _____

Acting in the County of Ionia

PREPARED AT THE DIRECTION OF THE
GRANTOR BY (AND RETURN TO):
Cheryl Jurmo
Sun Title Agency of Michigan, LLC
331 W. Main St
Ionia, MI 48846

228211

EXHIBIT A

Property

LEGAL DESCRIPTION

Land situated in the City of Ionia, Ionia County, State of Michigan:

Commencing at the South 1/4 corner of Section 17, Town 7 North, Range 6 West, said point being at the East City Limits of the City of Ionia and the centerline of M-21; thence South 88 degrees 50 minutes East on said centerline of M-21, 230 feet; thence North 290 feet; thence North 88 degrees 50 minutes West 230 feet; thence South 290 feet to the place of beginning.
EXCEPTING the East 101.65 feet thereof.

34-204-017-000-010-00
Commonly known as: 848 E. Lincoln Ave., Ionia, MI 48846

The property address and tax parcel are provided solely for informational purposes, without warranty as to accuracy or completeness. If consistent in any way with the legal description listed above, the legal description listed above shall control.

Michigan Department of Treasury
2766 (Rev. 05-16)

L-4260

Property Transfer Affidavit

This form is issued under authority of P.A. 415 of 1994. Filing is mandatory.

This form must be filed whenever real estate or some types of personal property are transferred (even if you are not recording a deed). The completed Affidavit must be filed by the new owner with the assessor for the city or township where the property is located within 45 days of the transfer. The information on this form is NOT CONFIDENTIAL.

1. Street Address of Property	2. County	3. Date of Transfer (or land contract signed)
848 E. Lincoln Ave.	Ionia	February 9, 2024

4. Location of Real Estate (Check appropriate field and enter name in the space below.)	5. Purchase Price of Real Estate
City of Ionia	$200,000.00
	6. Seller's (Transferor) Name: Roger A. Kieras and Ellen M. Kieras
7. Property Identification Number (PIN). If you don't have a PIN, attach legal description. PIN. This number ranges from 10 to 25 digits. It usually includes hyphens and sometimes includes letters. It is on the property tax bill and on the assessment notice. 34-204-017-000-010-00	8. Buyer's (Transferee) Name and Mailing Address: Relief After Violent Encounter - Ionia Montcalm, Inc., a Michigan domestic nonprofit corporation P.O. Box 93
	9. Buyer's (Transferee) Telephone Number: (269) 760-5794

Items 10 - 15 are optional. However, by completing them you may avoid further correspondence.

10. Type of Transfer. Transfers include, but are not limited to, deeds, land contracts, transfers involving trusts or wills, certain long-term leases and business interest. See page 2 for list.
[ ] Land Contract [ ] Lease [X] Deed [ ] Other (specify) _____

11. Was property purchased from a financial institution?	12. Is the transfer between related persons?	13. Amount of Down Payment
[ ] Yes [X] No	[ ] Yes [X] No	

14. If you financed the purchase, did you pay market rate of interest?	15. Amount Financed (Borrowed)
[X] Yes [ ] No	

RECEIVED
FEB 09 2024
CITY OF IONIA

EXEMPTIONS

Certain types of transfers are exempt from uncapping. If you believe this transfer is exempt, indicate below the type of exemption you are claiming. If you claim an exemption, your assessor may request more information to support your claim.

- [ ] Transfer from one spouse to the other spouse
- [ ] Change in ownership solely to exclude or include a spouse
- [ ] Transfer between certain family members *(see page 2)
- [ ] Transfer of that portion of a property subject to a life lease or life estate (until the life lease or life estate expires)
- [ ] Transfer between certain family members of that portion of a property after the expiration or termination of a life estate or life lease retained by transferor ** (see page 2)
- [ ] Transfer to effect the foreclosure or forfeiture of real property
- [ ] Transfer by redemption from a tax sale
- [ ] Transfer into a trust where the settlor or the settlor's spouse conveys property to the trust and is also the sole beneficiary of the trust
- [ ] Transfer resulting from a court order unless the order specifies a monetary payment
- [ ] Transfer creating or ending a joint tenancy if at least one person is an original owner of the property (or his/her spouse)
- [ ] Transfer to establish or release a security interest (collateral)
- [ ] Transfer of real estate through normal public trading of stock
- [ ] Transfer between entities under common control or among members of an affiliated group
- [ ] Transfer resulting from transactions that qualify as a tax-free reorganization under Section 368 of the Internal Revenue Code.
- [ ] Transfer of qualified agricultural property when the property remains qualified agricultural property and affidavit has been filed.
- [ ] Transfer of qualified forest property when the property remains qualified forest property and affidavit has been filed.
- [ ] Transfer of land with qualified conservation easement (land only - not improvements)
- [ ] Other, specify: _

CERTIFICATION

I certify that the information above is true and complete to the best of my knowledge.

Printed Name	
Relief After Violent Encounter - Ionia Montcalm, Inc., a Michigan domestic nonprofit corporation	
Signature: X	Date: 2-9-24
Name and title, if signer is other than the owner	Daytime Phone Number / E-mail Address

By signing this form, I hereby authorize and direct any rejection of this form be sent to Sun Title Agency of Michigan, LLC at 331 West Main Street or emailed to . File No. 228211