

CITY OF IONIA
PLANNING COMMISSION
REGULAR MEETING AGENDA
4:30 PM, Wednesday, April 2, 2025
IONIA CITY HALL - COUNCIL CHAMBERS

I. Call to Order

II. Roll Call

III. Approval of Agenda

IV. Approval of Minutes

1. March 12, 2025 – Regular Meeting

V. Public Comments

VI. Public Hearings and Associated Action

1. Public Hearing to receive comments on the Site Plan and Special Land Use Application submitted by RAVE for 848 and 850 E. Lincoln Avenue
Action Required – Decision to approve or deny the site plan and special land use permit for 848 and 850 E. Lincoln Avenue.

VII. Old Business

VIII. New Business

1. Selection of Vice-Chairperson
2. Draft Amendment to Chapter 1276 - Site Plan Review

IX. Commissioner Comments

X. Adjournment

Next Meeting - May 14, 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.



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

I. CALL TO ORDER

Secretary Judy Swartz called the March 5, 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 Michael Donaldson, Ryan Gregory, Keturah Kelley, Jason Perry, and Judy Swartz present. Commissioners Logan Bailey and Tim Lee were absent.

III. APPROVAL OF AGENDA

Secretary Swartz introduced the agenda and asked if there were any requested changes. Planning Commissioner Kelley made a motion, seconded by Planning Commissioner Perry, to approve the agenda as presented.

MOTION CARRIED BY VOICE VOTE.

IV. APPROVAL OF MINUTES

(IV.1.) February 12, 2025 – Regular Meeting

Minutes from the regular meeting of February 12, 2025, were reviewed. Planning Commissioner Donaldson made a motion, seconded by Planning Commissioner Kelley, to approve the February 12, 2025, meeting minutes as presented.

MOTION CARRIED BY VOICE VOTE.

V. PUBLIC COMMENTS

None.

VI. PUBLIC HEARINGS AND ASSOCIATED ACTION

None.

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

(VIII.1.) RAVE - Site Plan and Special Land Use Application for 848 and 850 E. Lincoln

Avenue

Planning Consultant Bradley Kotrba conducted a preliminary review of the site plan and special land use application with the Planning Commission for 848 and 850 E. Lincoln Avenue. Executive Director Jennifer Butler, representing the applicant, Relief After Violent Encounter-Ionia Montcalm, Inc. (RAVE), answered questions about the application, including plans for refuse collection, parking, and sidewalks.

Planning Commissioner Perry made a motion, seconded by Planning Commissioner Donaldson, to schedule a public hearing for the next Planning Commission meeting at City Hall to hear comments on the site plan and special land use application and conduct a final review of the application for 848 and 850 E. Lincoln Avenue.

MOTION CARRIED BY VOICE VOTE.

IX. COMMISSIONER COMMENTS

Commissioner Swartz inquired about updates on the City's ongoing park projects.

Assistant City Manager Bowman informed the Commission of the upcoming Grand Opening and Ribbon-Cutting Ceremony for the Ionia Dog Park on Friday, April 25 at 1:00 PM. He also noted that construction will recommence on Hale Park in the coming weeks. Finally, he announced that the City was recently awarded a Michigan Natural Resources Trust Fund grant for the initial phase of Steele Street Park.

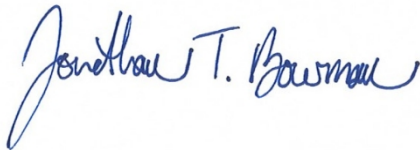
X. ADJOURNMENT

Planning Commissioner Kelley made a motion, seconded by Planning Commissioner Perry, to adjourn.

MOTION CARRIED BY VOICE VOTE.

The meeting was adjourned at 5:09 PM.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Jonathan T. Bowman". The signature is fluid and cursive, with the first name "Jonathan" and last name "Bowman" clearly legible.

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



STAFF REPORT FOR PLANNING COMMISSION AGENDA ITEM

Agenda Item: VI.1

TO: Planning Commissioners

FROM: Jonathan Bowman, Assistant City Manager

DATE: April 2, 2025

RE: Public Hearing to receive comments on the Site Plan and Special Land Use Application submitted by RAVE for 848 and 850 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, all supporting documents from the applicant, and a motion sheet has been provided.

Requested Action / Motion:

Motion By:

Seconded By:

MEMORANDUM

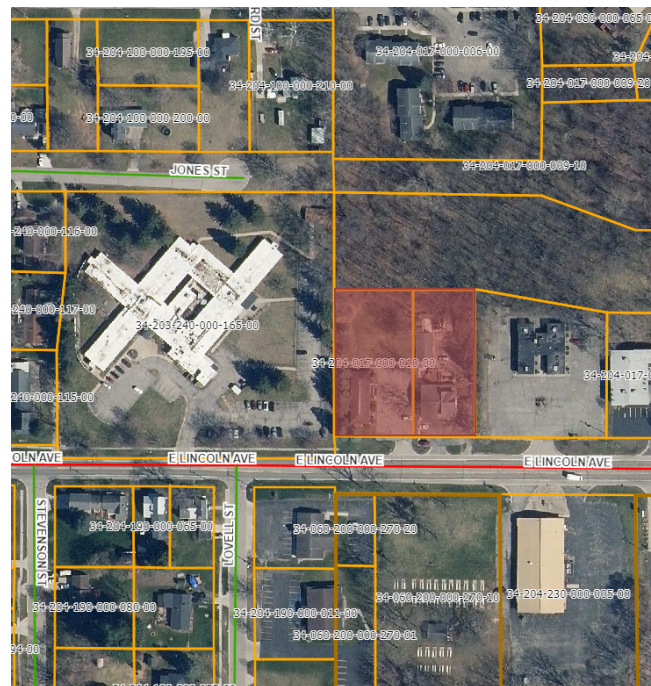
To: City of Ionia Planning Commission
Date: March 28, 2015
From: Bradley S. Kotrba, AICP
Toby Hayes, AICP Candidate
RE: **850 E. Lincoln Special Land Use and Final Site Plan Review**

Jennifer Butler of Relief After Violent Encounter—Ionia Montcalm, Inc. (RAVE) has applied for special land use and site plan review to expand a transitional housing facility at 848 E. Lincoln Avenue (PPN 34-204-017-000-010-00) and 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 being rezoned from B-1, Neighborhood Business, to HDR, High-Density Residential, to be brought into a zoning district where the use will lawfully conform. 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 shows the new property. However, no new structures or exterior changes will be made on the site; therefore, an engineered site plan is unnecessary. 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 final review.



Setbacks and Dimensional Requirements. The applicant has not submitted an engineered site plan. However, given the recent rezoning to the HDR district and lot combination, the lack of an engineered site plan is not necessary since the site is already built out. The existing building located at 848 E. Lincoln has a front yard setback of 21 feet, and the building located at 850 E. Lincoln has a front yard setback of 28 feet. The front yard setback in the HDR District is 30 feet; therefore, both structures are lawfully nonconforming. The side yard and rear yard setbacks meet the minimum requirements. The applicant proposes no additions to the site, and all proposed changes will be internal.

Access/Circulation. The site plan indicates three entry points to the site. A driveway at the far east side of 850 E. Lincoln provides access to the gated parking lot at the rear of the site. Clear access to the building by emergency vehicles, as indicated by Section 1276.07(h) of the Zoning Ordinance, is not marked on the plans or discussed through a narrative. It appears adequate and should be satisfactory for the Department of Public Safety.

Signage. The applicant is proposing no additional signage at this time. If new signage were desired, the applicant would have to seek approval for the sign permit from the City.

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. two 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 the total number of employees 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 are 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. Parking to striping should be reapplied at the required 10 ft. by 18 ft. standard of design needed.

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. Adding 14-15 new beds in the previously converted garage will likely increase the number of temporary residents.

Still, 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, 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 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, and the applicant does not intend to alter those in any way. 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 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 has no 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 and no new screening features are proposed. The Planning Commission may find this standard met.

- (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 latest housing space 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. The Planning Commission may place a condition on an approval for installation at any time that expansion of the site (new structures, parking areas, etc.) is added.

- (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 stated that no new outdoor lighting will be added to the site. The Planning Commission may find this standard satisfactorily met.

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

Remarks. One small dumpster is located at the former 848 E. Lincoln site (west lot). It is not enclosed at the rear of the parking lot. 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 encourage installing a screened and secure dumpster enclosure on commercial and industrial sites. Current waste handling is also contained within a dumpster enclosure behind the facility located at 850 E. Lincoln. The applicant stated that this is their primary dumpster. Therefore, if the applicant were planning to keep the dumpster at 848 E. Lincoln, the Planning Commission could ask the applicant to install a dumpster enclosure.

- (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 April 2, 2025, regular meeting, the Planning Commission should conduct a final review of the site plan and special land use application and determine if additional information is needed from the applicant. The Commission should also conduct a public hearing at the meeting. We recommend the following conditions and any others deemed necessary when considering approval.

1. 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').
2. The applicant shall meet the requirements of all other applicable ordinances, codes, and requirements of the City of Ionia.
3. Any other reasonable conditions that the Planning Commission feels are necessary to secure the community's health, safety, and general welfare.

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



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 17 T7N 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

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.

- ☒ Application
- ☒ Fee
- ☒ Special Land Use Questionnaire
- ☒ 4 Copies of a Preliminary Site Plan
- ☒ 1 Electronic Copy of a Preliminary Site Plan
- ☒ 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 Section 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 ordinance 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.

- | | |
|---|---|
| <ul style="list-style-type: none"> ☐ 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. | <ul style="list-style-type: none"> ☐ 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.



NORTH

SKLD - NURSING HOME

34-204-017-000-010-00

34-204-017-000-010-00



MEDICAL
OFFICE
BUILDING

350
E. LINCOLN

DRIVE
WAY

343
E. LINCOLN

E. LINCOLN AVE



01
OK 110
GMD. 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 $\frac{1}{4}$ 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 $\frac{1}{4}$ 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 preceding five years, as shown
by the records in this office. This certificate does not apply
to current taxes not yet returned.



STATE OF MICHIGAN - IONIA COUNTY
RHONDA LAKE, REGISTER OF DEEDS
RECEIVED: 02/12/2024 08:48:26 AM
RECORDED: 02/12/2024 10:20:11 AM
LIBER 0877 PAGE 7053

02-12-24

John A. Clark

Ionian County Treasurer



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

Roger A. Kieras

Ellen M. 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

Angela McCoy

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

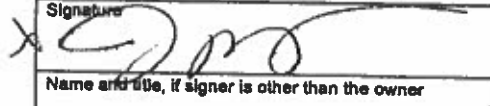
Commonly known as: 848 E. Lincoln Ave., Ionia, MI 48846

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.

Property Transfer Affidavit

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.

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

1. Street Address of Property 848 E. Lincoln Ave.		2. County Ionia	3. Date of Transfer (or land contract signed) February 9, 2024
4. Location of Real Estate (Check appropriate field and enter name in the space below.) City of Ionia		5. Purchase Price of Real Estate \$200,000.00	
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. Seller's (Transferor) Name Roger A. Kieras and Ellen M. Kieras	
		9. Buyer's (Transferee) Name and Mailing Address Relief After Violent Encounter - Ionia Montcalm, Inc., a Michigan domestic nonprofit corporation P.O. Box 93	
		10. 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. <u>Transfers</u> 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 ☒ Deed ☐ Other (specify) _____			
11. Was property purchased from a financial institution? ☐ Yes ☒ No		12. Is the transfer between related persons? ☐ Yes ☒ No	
13. Amount of Down Payment			
14. If you financed the purchase, did you pay market rate of interest? ☒ Yes ☐ No		15. Amount Financed (Borrowed)	
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 		Date 2-9-24	
Name and title, if signer is other than the owner		Daytime Phone Number	
		E-mail Address	

RECEIVED
FEB 09 2024
CITY OF IONIA



MOTION SHEET FOR PLANNING COMMISSION AGENDA ITEM
Relief After Violent Encounter - Ionia/Montcalm Inc. (RAVE) – 848/850 E. Lincoln Ave.

Chapter 1276 – Site Plan Standards of Approval. The following standards are outlined in Section 1276.07 of the City of Ionia Zoning Ordinance and must be met to receive approval during a site plan review. The standards and our remarks follow.

1. The Planning Commission shall have the authority to limit the number of driveways for a site, to require parking lots on contiguous parcels to be connected, that driveways for contiguous parcels be shared, and that opposite driveways be directly aligned.
2. Landscaping shall be provided and designed in accordance with the City's landscape provisions.
3. All elements of the site plan shall be designed to take into account the site's topography, the size and shape of the lot, the character of adjoining property, and the type and size of buildings. The site shall be developed not to impede the normal and orderly development or improvement of surrounding property for uses permitted in the Zoning Code.
4. The landscape shall be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography that are reasonably necessary to develop the site according to the requirements of the Zoning Code.
5. Areas of natural drainages, such as swales, wetlands, ponds, or swamps, shall be protected and preserved insofar as practical in their natural state to provide areas for natural habitat, preserve drainage patterns and maintain the natural characteristics of the land.
6. The site plan shall provide all dwelling units with reasonable visual and sound privacy. As appropriate, fences, walls, barriers, and landscaping shall be used to accomplish these purposes.
7. All buildings or groups of buildings shall be arranged to permit necessary emergency vehicle access as requested by the Fire Department.
8. 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, if required, shall be constructed in accordance with the City of Ionia sidewalk standards. Additions or renovations of buildings existing as of the effective date of this Chapter, which require a site plan review, shall be subject to the requirements herein. In determining the need for sidewalks, the following shall be considered:
 - a. The amount of current and future pedestrian traffic by the site.
 - b. Whether a sidewalk would enhance the safety of pedestrians currently walking by the site and the safety of future pedestrians.

- c. The existing and future volume of traffic on the street abutting the site.
 - d. The existence or probability of sidewalks being constructed on adjacent properties in order to create or complete a usable sidewalk system.
 - e. The location of the proposed use.
 - f. The location of pedestrian attractors such as schools, churches, public buildings, and shopping opportunities.
9. The arrangement of public or common ways for vehicular traffic and pedestrian circulation shall be connected to existing or planned streets and pedestrian or bicycle pathways in the area. Roads and drives which are part of a current or planned street pattern serving adjacent development shall be of a condition appropriate to the traffic volume and the type of traffic they will carry.
 10. Appropriate measures shall be taken to ensure that the removal of all 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.
 11. Exterior lighting shall be arranged so that illumination is deflected away from adjacent properties and so that it does not interfere with the vision of the motorist along adjacent streets. Flashing or intermittent lights shall not be permitted. Excessive lighting of buildings or structures shall be minimized to reduce light pollution. Street lights that conform to the City of Ionia specifications for street lighting shall be installed within the right-of-way along the streets abutting the parcel. The Planning Commission may, at its discretion, require these same street lights to be installed on the parcel at locations that are close to the street in order to maintain a consistent lighting theme along the City streets.
 12. Outside storage areas, including areas for trash storage, shall conform to the regulations contained in Chapter 1060 of these Codified Ordinances.
 13. Maneuvering space for trucks using on-site loading areas shall be provided on-premises and shall not necessitate the use of public rights of way.
 14. Site Plans shall conform with 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 permits are granted.

Chapter 1274 – Special Land Use Standards

1. 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.

2. Be adequately served by essential public facilities and services such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage, and schools.
3. Not create excessive additional requirements at public cost for public facilities and services.
4. Not involve uses, activities, processes, materials, and equipment or conditions of operation that will be detrimental to any persons, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, or odors.
5. Be consistent with the intent and purpose of the zoning district in which such use will be located.

Staff Listed Conditions

1. Approval is conditional on the rezoning of the property by City Council from the B-1, Neighborhood Business District to the HDR, High-Density Residential District.
2. Approval is conditional on the successful application by the applicant to combine 848 and 850 E. Lincoln Avenue into one parcel through the City's Land Division Application.
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. The applicant shall install a dumpster enclosure for proper screening.
5. The applicant shall meet the requirements of all other applicable ordinances, codes, and requirements of the City of Ionia.

Motion Options:

1. Decision to Approve

Moved by _____ and seconded by _____ to approve the site plan and special land use permit for transitional housing located at 848 and 850 E. Lincoln Avenue. This decision is based on the findings that the proposed use and plan comply with the Site Plan Standards of Chapter 1276 and the Special Land Use Standards of Chapter 1274 of the Code of Ordinances, as detailed and discussed above, subject to the approval by staff of the outstanding items as noted in the above staff conditions.

2. Decision to Deny

Moved by _____ and seconded by _____ to deny the site plan and special land use permit for transitional housing located at 848 and 850 E. Lincoln Avenue. This decision is based on the findings that the proposed use or plan does not comply with

the Site Plan Standards of Chapter 1276 and the Special Land Use Standards of Chapter 1274 of the Code of Ordinances, as detailed and discussed above.

3. Decision to Approve with Additional Conditions

Moved by _____ and seconded by _____ to approve the site plan and special land use permit for transitional housing located at 848 and 850 E. Lincoln Avenue. This decision is based on the findings that the proposed use and plan comply with the Site Plan Standards of Chapter 1276 and the Special Land Use Standards of Chapter 1274 of the Code of Ordinances, as detailed and discussed above, subject to the approval by staff of the outstanding items as noted in the above staff conditions and the following additional conditions created by the Planning Commission.

List of Additional Conditions:

4. Table the Request

Moved by _____ and seconded by _____ to table the request until the listed outstanding items are provided.

List of Outstanding Items:



CITY OF IONIA

STAFF REPORT FOR PLANNING COMMISSION AGENDA ITEM

Agenda Item: VIII.1

TO: Planning Commissioners
FROM: Jonathan Bowman, Assistant City Manager
DATE: April 2, 2025
RE: Selection of Vice-Chairperson

Background:

Mayor Milewski has brought to our attention that Section 1202.04 prohibits a Councilmember from serving as Vice-Chairperson of Planning Commission. Section 1202.04 specifically states that, "the ex-officio member shall not be eligible to service as Chairperson or Vice-Chairperson." Thus, as the representative from City Council and ex-officio member of Planning Commission, Tim Lee is ineligible to serve in this position on Planning Commission. Following this revelation, Vice-Chairperson Lee agreed to step down as Vice-Chairperson to allow another Commissioner to serve in this role.

Requested Action / Motion:

Nominations for a new Vice-Chairperson of the Planning Commission are requested.

Motion By:

Seconded By:



STAFF REPORT FOR PLANNING COMMISSION AGENDA ITEM

Agenda Item: VIII.2

TO: Planning Commissioners

FROM: Jonathan Bowman, Assistant City Manager

DATE: April 2, 2025

RE: Draft Amendment to Chapter 1276 - Site Plan Review

Background:

As a certified Redevelopment Ready Community (RRC), the City of Ionia has adopted best practices provided by the Michigan Economic Development Corporation (MEDC) to improve local policies and procedures, increase transparency, and simplify the development process. Ionia became certified in 2020 and must go through a re-certification process every 5 years to maintain its certified status. RRC certified communities are given access to grant money as well as additional redevelopment resources from MEDC.

An added requirement for this certification cycle is related to the City's approval authority for development. RRC Best Practice 3.5 is that the "community streamlines the approval process by using administrative and Planning Commission approval authority." A component of this best practice is to not require a public hearing for permitted uses. The reasoning being this best practice is that input on site plans can always be provided via public comment or other engagement opportunities. Removing the formal public hearing reduces costs and time. It also sets accurate expectations about the administrative nature of site plan review, which is intended by law to be an objective decision driven by data. When a use is permitted by right, this use has been determined to be acceptable in all areas of the subject zoning district. The Site Plan Review process ensures that all standards and requirements are followed related to site design. The use itself is already permitted by the ordinance in this situation and should not be open for discussion.

The City's Site Plan Review requirements are found in Chapter 1276 of the Zoning Code. Staff have made the requested changes to align with the RRC best practice and updated other portions of the chapter for clarity and modernization. All suggested changes can be seen in the provided red-lined version of Chapter 1276. The City Attorney has reviewed and provided input on the proposed changes.

Requested Action / Motion:

It is requested that Planning Commission review the drafted amendment to Chapter 1276 - Site Plan Review of the City of Ionia's Codified Ordinances. It is further requested that the Commission assign an ordinance number and schedule a public hearing for the next scheduled meeting on Wednesday, May 14 at 4:30 PM.

Motion By:

Seconded By:

**CITY OF IONIA
IONIA COUNTY, MICHIGAN
(Ordinance No. ____)**

At a regular meeting of City Council for the City of Ionia, Michigan held at City Hall on _____, 2025, beginning at 6:30 P.M., City Council Member _____ made a motion to adopt this Ordinance, which by motion was supported by Council Member _____.

AN ORDINANCE TO AMEND PART TWELVE (PLANNING AND ZONING CODE), TITLE SIX (ZONING), CHAPTER 1276 (SITE PLAN REVIEW); CHAPTER 1289, SECTION 1289.08 (MEDICAL MARIHUANA FACILITIES; APPLICATION AND PROCESSING PROCEDURES); AND CHAPTER 1290, SECTION 1290.09 (ADULT USE MARIHUANA ESTABLISHMENTS; APPLICATION AND PROCESSING PROCEDURES); AND SECTIONS 1289.08 AND 1290.09 OF THE CODIFIED ORDINANCES OF THE CITY OF IONIA.

The CITY OF IONIA (the “City”) HEREBY ORDAINS:

Section 1. Amendment to Part Twelve, Title Six, Chapter 1276. Part Twelve, Title Six, Chapter 1276 “Site Plan Review” of the Codified Ordinances is hereby amended to read in its entirety as follows:

Chapter 1276
Site Plan Review

- 1276.01 Purpose.
- 1276.02 Site ~~P~~plan ~~R~~review ~~r~~Required.
- 1276.03 Approval ~~A~~authority.
- 1276.04 Application and ~~P~~procedures.
- 1276.05 Site ~~P~~plan ~~R~~review.
- 1276.06 Final ~~S~~site ~~P~~plan ~~A~~approval.
- 1276.07 Standards for ~~A~~approval.
- 1276.08 Conditions of ~~A~~approval.
- 1276.09 Validity of ~~F~~final ~~S~~site ~~P~~plans.
- 1276.10 Performance ~~G~~guarantees.
- 1276.11 Amendments to ~~A~~approved ~~S~~site ~~p~~Plan.
- 1276.12 Expansion of ~~E~~existing ~~U~~use, ~~S~~structure or ~~B~~building.

1276.01 PURPOSE.

~~The purposes of site plan review are to determine compliance with the provisions of this Zoning Code; to promote the orderly development of the City; to prevent the depreciation of land value through uses or structures which do not give proper attention to siting or area protection; and to provide consultation and cooperation between the applicant and the City Planning Commission in order that applicants may accomplish their objectives in the utilization of their land within the regulations of this Zoning Code and achieve the purposes of the City of Ionia Master Plan. The purpose of the Site Plan Review process is to ensure that new development and significant changes to existing sites are completed in a manner consistent with the City of Ionia's Master Plan, Zoning Code, and applicable design standards. The review process aims to: promote orderly growth and development; protect the health, safety, and welfare of the community; ensure compatibility with surrounding land uses and neighborhoods; prevent the depreciation of land value; and provide opportunity for consultation and cooperation between the applicant and the City Planning Commission as related to the applicant's objectives and compliance with the City's regulations.~~

1276.02 SITE PLAN REVIEW REQUIRED.

~~A~~ Prior to the issuance of any permits, a site plan shall be submitted for review and approval prior to the issuance of a building permit as follows:

- (a) Administrative Staff Review: The Zoning Administrator shall review the following site plans or may refer such plans to the Planning Commission.
 - (1) Residential uses with up to three dwelling units.
 - (2) Accessory dwelling units.
 - (3) Minor expansions of existing non-residential buildings or outdoor uses that are less than fifty percent (50%) of the current building's size or land area occupied.
 - (4) Accessory buildings that do not exceed fifty percent (50%) of the size of the largest principal building on the site.
 - (5) A change in the use of a property that results in the need for additional parking.
- (b) Planning Commission Review:
 - (1) Any new construction of a non-residential use.
 - (2) New construction of residential uses with more than three dwelling units.
 - (3) Special land uses, site condominiums, and planned unit developments (PUDs).
 - (4) Expansion of an existing non-residential use or residential use with more than three dwelling units, where the increase is fifty percent (50%) or more of the existing building's gross square footage or land area. For uses primarily outdoors, the expansion is determined by the increase in land area occupied.
 - (5) A change in use or expansion resulting in significant alterations to site circulation, drainage, landscaping, lighting, and/or other considerations of site plan review, as determined by the Zoning Administrator.

~~—(a) Planning Commission Level. The Planning Commission shall review the following site plans:~~

- ~~—(1) Any new principal commercial, office, industrial, business or institutional use or a residential use having more than two dwellings.~~
- ~~—(2) Special land uses and planned unit developments.~~
- ~~—(3) Existing commercial, industrial, business or institutional uses and buildings or residential uses having more than two dwellings proposed to be increased in size fifty percent or~~

~~more of the existing building or use. The existing size shall be determined by the gross square footage of an existing building, or if the principal use is primarily out of doors, then the land area occupied by the use shall be used to determine the existing size.~~

~~—(4) Accessory buildings which are more than fifty percent of the size of the largest principal building on site.~~

~~—(b) Staff Level. The Community Development Director shall review the following site plans or may refer such plans to the Planning Commission.~~

~~—(1) Expansion of an existing use or building which comprises less than fifty percent of a building or less than fifty percent of the land area occupied by a use which is principally outdoors.~~

~~—(2) A building which is accessory to the principal building if such accessory building is no more than one half of the size of the largest principal building on site.~~

~~—(3) A change in the use of a property which results in the need for more parking spaces.~~

1276.03 APPROVAL AUTHORITY.

The Planning Commission or ~~Community Development Director~~Zoning Administrator shall have the power to approve, deny, modify, or approve with conditions all site plans submitted under this Zoning Code. A building permit shall not be issued until a site plan has been approved as required herein.

Review of site plans by ~~the Community Development Director~~the Zoning Administrator or his or her designee shall be in accordance with the same procedures, requirements and standards used by the Planning Commission except that the number of site plan copies and the submittal date shall be subject to the discretion of the ~~Director~~Zoning Administrator. When review of a site plan is performed by the Zoning Administrator or his or her designee, references to the "Planning Commission" in the Sections 1276.04 to 1276.12 shall be interpreted as references to the Zoning Administrator unless the context clearly indicates to the contrary.

The ~~Community Development Director~~Zoning Administrator may waive specific site plan review submittal requirements if it is determined that such requirements are not relevant to the site plan under consideration. The ~~Director~~Zoning Administrator shall keep a record of those items specifically waived and document reasons for the waiver.

1276.04 APPLICATION AND PROCEDURES.

An application for site plan review along with ~~twelve~~four printed sets of the site plan and one electronic copy shall be submitted to the ~~Community Development Director~~Zoning Administrator in accordance with the submittal schedule established by the Planning Commission along with the fee as set by the City Council. The application shall at a minimum contain the following information:

- (a) The applicant's name, address and phone number.
- (b) Proof that the applicant is the owner of the property or has a legal or financial interest in the property, such as a purchase agreement.
- (c) The name, address and phone number of the owner(s) of record if different than the applicant.

- (d) The address of the property.
- (e) A legal description of the property.
- (f) The current zoning.
- (g) A project description.
- (h) The size of the parcel in acres.
- (i) The signature of the applicant and the owner of the property.

1276.05 SITE PLAN REVIEW.

(a) Upon receipt of the site plan and application, the ~~Community Development Director~~Zoning Administrator shall forward copies to the ~~Fire Department and the~~ Department of Public Works, Public Safety, Public Utilities, and others as necessary for review and subsequent report to the Planning Commission. The ~~Director~~Zoning Administrator shall send the application and site plan to members of the Planning Commission prior to the meeting at which it will be considered.

~~—(b) A public hearing shall be held for each site plan considered by the Planning Commission. The public hearing shall comply with the Michigan Zoning Enabling Act, PA 110 of 2006 as amended and the other provisions of this section with regard to public notification.~~

~~—(1) Responsibility for public notice. The City Clerk, or his or her designee, shall be responsible for preparing the content of the public notice, having it published and mailed or delivered as provided in this section.~~

~~—(2) Notice requirements. Notice of a public hearing for site plan review shall be given not less than fifteen days before the date of the public hearing. The notice shall be given as follows:~~

~~—A. Newspaper notice. The notice shall be published in a newspaper that circulates in the City.~~

~~—B. Mail and personal notice. The notice shall be sent by first class mail or personal delivery to:~~

~~—1. The owner of property for which approval is being considered, and the applicant, if different than the owner of the property.~~

~~—2. Except for rezoning requests that are proposed for eleven (11) or more adjacent parcels, the notice shall be sent to all persons to whom property is assessed within three hundred (300) feet of the boundary of the property subject to the request, regardless of whether the property or occupant is located within the municipal boundaries of the City. If the name of the occupant is not known, the term "occupant" may be used in making notification. In the case of a single structure containing more than four (4) dwelling units or other distinct spatial areas owned or leased by different individuals, partnerships, businesses or organizations, notice may be given to the manager or owner of the structure who shall be requested to post the notice at the primary entrance to the structure. In structures containing four (4) or fewer dwelling units, only one (1) occupant of each unit must be given notice of the public hearing.~~

~~—3. All neighborhood organizations, public utility companies, airports, railroads, and other persons, which have requested to receive notice pursuant to this section.~~

~~—(3) Record of mailing. The City Clerk, or his or her designee, shall prepare an affidavit of mailing which shall include those to whom the notice was mailed and the date of mailing.~~

~~—(4) Content of notice. The public notice shall:~~

~~—A. Describe the nature of the request.~~

— B. Indicate the property that is the subject of the request. The notice shall include a listing of all existing street addresses within the subject property. Street addresses do not need to be created and listed if no such addresses currently exist for the property. If there are no street addresses, other means of identified may be used, such as a tax parcel identification number, identifying the nearest cross streets, or including a map showing the location of the property.

— C. Indicate the date, time and place of the public hearing.

— D. Include a statement describing when and where written comments will be received concerning the request and a statement that the public may appear at the public hearing in person or by counsel.

— (5) Registration to receive notice by mail. Any neighborhood organization, public utility company, railroad or any other person may register with the City Clerk to receive written notice of any public hearing held pursuant to Part Twelve, Planning and Zoning, of the City Code.

— (c) Final site plans shall be drawn at a scale of not more than one inch to 100 feet and shall contain the following information unless specifically waived by the Planning Commission:

— (1) The date on which the site plan was prepared.

— (2) The name, address and professional seal of the architect, landscape architect, engineer or professional surveyor who prepared the plan.

— (3) A north arrow and legal description based upon the most current survey.

— (4) Property lines, dimensions, and building setback distances and all structures, lot lines and wetlands within 100 feet of the site.

— (5) Existing and proposed topographic elevations at two-foot intervals on the site and to a distance of fifty feet outside the boundary lines of the site.

— (6) Direction of storm water drainage and how storm water runoff will be handled as well as a statement describing where storm water will be ultimately discharged such as a creek, stream, lake or wetland.

— (7) Location of existing and proposed buildings, their intended use, the length, width and height of each building, and the square footage of each building.

— (8) Location of abutting streets, rights-of-way, service drives, curb cuts, and access easements serving the site, as well as driveways opposite the site and driveways within 100 feet on either side of the site. Also driveway width, curb radii and design of proposed deceleration lanes.

— (9) Location and size of all water and sanitary sewer lines and storm drainage lines as well as fire hydrants and catch basins, and location of septic tanks and drainfields, and utility easements.

— (10) Location and type of all sidewalks, bike paths, and other walkways.

— (11) Location, type and size of any walls, fences or other screening devices.

— (12) Location of all proposed landscape materials, including size and type of plantings.

— (13) Location, size and height of all proposed accessory structures, flagpoles, storage sheds, transformers, dumpsters or trash removal areas or devices, and methods of screening, signs, and existing and proposed utility poles. Roof top or outdoor equipment shall also be indicated, including proposed methods of screening where appropriate.

— (14) Proposed parking areas and access drives showing the number and size of spaces and aisles, loading areas, handicapped access ramps, and the method of surfacing such areas.

— (15) Exterior lighting showing areas of illumination and type of fixtures as well as the method of shielding lights from adjacent properties and roadways.

- ~~—(16) Location and type of significant existing vegetation, watercourses, and water bodies, including County drains and man-made surface drainageways, floodplains, and wetlands. Vegetation which is to be retained on the site must be illustrated.~~
- ~~—(17) Location of existing and proposed slopes which are twenty percent or greater.~~
- ~~—(18) Zoning and land use on adjacent properties.~~
- ~~—(19) Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials as well as any containment structures or clear zones required by this Zoning Code or by State or Federal agencies.~~
- ~~—(20) The Planning Commission may request architectural elevation drawings of a building and cross-section drawings of the site.~~
- ~~—(21) Small-scale sketch of properties, streets and zoned uses of land within one-half mile of the site.~~
- ~~—(d) The final site plan for developments which have been proposed in phases shall generally conform to the approved preliminary plan.~~
- ~~—(e) The Planning Commission may require written statements relative to the effects on the existing traffic capacity of streets, and the proposed development's impact on schools, existing utilities, the environment and natural features.~~
- ~~—In addition, the Commission may request additional studies, graphics or other written materials from the applicant in order to assist in determining the appropriateness of the site plan.~~

(b) Site Plan Requirements

(1) Plan Preparation Details

- A. Preparation Date
- B. Name, address, and professional seal of the architect, landscape architect, engineer, or professional surveyor responsible for the plan
- C. Scale of no greater than 1:100

(2) Basic Site Information

- A. North arrow
- B. Legal description based on the most current survey
- C. Property boundaries with dimensions

(3) Site and Surrounding Features

- A. Existing buildings and structures within 100 feet of the site
- B. Watercourses, water bodies, floodplains, wetlands, and man-made drainageways
- C. Significant vegetation, including retained trees, with location, size (diameter at breast height in inches), and common name. (e.g., northern pine, etc.)
- D. Topographic elevations at two-foot intervals for the site and up to 50 feet beyond the property lines
- E. Existing slopes of 20% or greater

(4) Utility Infrastructure

- A. Existing water, sanitary sewer, and storm drainage lines or on-site facilities (e.g., detention basins), including catch basins, fire hydrants, utility poles, septic tanks, and drain fields
- B. Utility easements

(5) Adjacent Properties

- A. Zoning and land use of neighboring properties

- B. Locations of nearby streets, rights-of-way, service drives, curb cuts, access easements, and driveways opposite of or within 100 feet of the site
- (6) Buildings and Structures
- A. Location, dimensions (i.e., length, width, height), square footage, setback distance, and intended use of all proposed buildings
- B. Location, size, height, and screening methods for accessory structures, flagpoles, storage sheds, dumpsters, utility poles, rooftop equipment, signs, and exterior equipment (e.g., silos, mechanical, tanks, etc.)
- (7) Parking and Access
- A. Layout of parking areas, showing the number and size of spaces, aisle dimensions, loading areas, and handicapped ramps.
- B. Driveway details, including width, curb radii, and deceleration lane design.
- C. Access points
- (8) Landscaping and Screening
- A. Location, type, and size of proposed landscaping materials
- B. Walls, fences, and other screening devices, with height and material specifications
- (9) Pathways and Connections
- A. Location, dimensions (i.e., width), and type of sidewalks, bike paths, and walkways
- (10) Lighting
- A. Location, specifications, and areas of illumination for all exterior lighting indicated on cut sheets and photometric plans to the extent of the property boundaries
- B. Shielding methods to minimize impacts on adjacent properties and roadways
- (11) Stormwater Management
- A. All site drainage and details of stormwater runoff management shall meet the specifications of the Ionia County Drain Commissioner
- B. Stormwater calculations may be required to verify adequate planned infrastructure
- C. Proof of review and approval by the Ionia County Drain Commissioner, if requested by the Planning Commission
- (12) Hazardous Materials
- A. Location and specifications of storage facilities for chemicals, salts, flammable or hazardous materials
- B. Any required containment structures or clear zones in compliance with local, state, or federal regulations
- (13) Additional Requirements
- A. Proposed grading that will result in new slopes of 20% or greater
- B. Building elevation and cross-section drawings or floorplans, if requested by the Planning Commission
- C. Small-scale map showing properties, streets, and zoning uses within one-half mile of the site
- D. Any other details as required by the Planning Commission to evaluate the site's compliance with City standards

1276.06 FINAL SITE PLAN APPROVAL.

(a) The Planning Commission shall review the final site plan according to the general standards for site plan review as contained in this chapter and any other applicable regulations of this Zoning Code. Based on these standards and regulations, the Planning Commission shall approve, deny, or approve with conditions the final site plan.

(b) If approved, the applicant shall revise the site plan as necessary and submit the final site plan to the ~~Community Development Director~~Zoning Administrator to ensure that all revisions as required by the Planning Commission have been made.

(c) Upon approval of the final site plan, two copies of this plan shall be stamped as approved, dated, and signed by the ~~Community Development Director~~Zoning Administrator. One copy of the approved plan shall be retained by the applicant and one shall be retained by the ~~Director~~Zoning Administrator as part of the ~~building permit~~ review process.

(d) The ~~Community Development Director~~Zoning Administrator shall notify the Building Department for issuance of a building permit upon receipt of an approved final site plan, provided that all other applicable City regulations have been met ~~including compliance with the Building and Housing Code~~.

1276.07 STANDARDS FOR APPROVAL.

(a) General Approval Criteria: Before approving a site plan, the Planning Commission must ensure compliance with the following standards. If all applicable standards and other City ordinances are met, the site plan shall be approved.

(b) Access and Site Circulation

(1) Buildings must be arranged to allow emergency vehicle access as required by the City's Public Safety Department.

(2) The Planning Commission may:

- A. Limit the number of driveways for a site.
- B. Require shared driveways between contiguous parcels.
- C. Require parking lots on adjacent parcels to be connected.
- D. Align driveways opposite each other for improved traffic flow.

(3) Public and private circulation routes must integrate with existing or planned streets, pedestrian paths, and bicycle routes.

(4) Streets and drives that are part of an existing or planned street pattern serving adjacent development shall be of a condition appropriate to the traffic volume and type of traffic they will carry.

(5) On-site maneuvering space for trucks must be provided so that loading areas do not interfere with public right-of-way.

(c) Landscaping and Site Design

(1) Landscaping must comply with the City's landscape provisions.

(2) The site design must consider:

- A. Topography
- B. Type and size of lot and buildings
- C. Character of adjoining property
- D. Adjoining properties to prevent negative impacts on their orderly development or improvement for uses in this Zoning Code

- (3) Natural features should be preserved where practical, with minimal removal of vegetation and alterations to topography.
 - (4) Areas of natural drainage, such as wetlands, ponds, and swales, must be protected to maintain natural drainage patterns and habitats.
- (d) Privacy and Screening
 - (1) The site plan must provide reasonable visual and sound privacy for all dwelling units through the use of fences, landscaping, and other barriers where necessary.
 - (2) Outdoor storage and trash collection areas must comply with Chapter 1060 and be screened appropriately.
- (e) Pedestrian and Non-Motorized Transportation
 - (1) In recognition that a connected sidewalk system along City streets enhances pedestrian safety and conserves energy through non-motorized transportation opportunities, sidewalks shall be required as determined by the Planning Commission and must comply with City of Ionia sidewalk standards, as detailed in the City's Municipal Standards.
 - (2) Factors for requiring sidewalks include:
 - A. Existing and future pedestrian traffic near the site
 - B. Ability to enhance pedestrian safety
 - C. Traffic volume on adjacent streets
 - D. Potential for a connected sidewalk network
 - E. Proximity to pedestrian attractors (e.g., schools, public buildings, shopping areas)
 - F. Location of the proposed use
- (f) Lighting
 - (1) Exterior lighting shall be arranged so that illumination is deflected downward and away from adjacent properties and so that it does not interfere with the vision of motorists along adjacent streets.
 - (2) Flashing or intermittent lights shall not be permitted.
 - (3) Excessive lighting of buildings or structures shall be minimized to reduce light pollution.
- (g) Stormwater Management
 - (1) Stormwater drainage must be designed to prevent adverse impacts on neighboring properties and the public stormwater system.
 - (2) Provisions must be made for:
 - A. Erosion control, particularly during construction
 - B. Dust prevention
 - C. Retention/detention ponds, where necessary
 - (3) Paved surfaces must be designed to prevent water pooling and maintain safe traffic flow.
 - (4) The Planning Commission may require catch basins with oil filters to prevent contamination of natural drainage systems.
 - (5) As deemed necessary, the Planning Commission may require the site plan to be reviewed by the Ionia County Drain Commissioner.
- (h) Compliance with Regulations
 - (1) Site plans must comply with all applicable County, State, and Federal laws and regulations.

(2) Final site plan approval and permits may be conditioned upon obtaining necessary permits from relevant agencies.

- ~~—(a) Prior to approving a site plan, the Planning Commission shall require that the following standards be satisfied. If these standards and the other requirements noted in this section or in other City ordinances are met, the site plan shall be approved.~~
- ~~—(b) The Planning Commission shall have the authority to limit the number of driveways for a site, to require that parking lots on contiguous parcels be connected, that driveways for contiguous parcels be shared, and that opposite driveways be directly aligned.~~
- ~~—(c) Landscaping shall be provided and designed in accordance with the City's landscape provisions.~~
- ~~—(d) All elements of the site plan shall be designed to 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 development or improvement of surrounding property for uses permitted in this Zoning Code.~~
- ~~—(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 which are reasonably necessary to develop the site in accordance with the requirements of this Zoning Code. A development shall respect the natural resources of the City.~~
- ~~—(f) Areas of natural drainage, such as swales, wetlands, ponds, or swamps, shall be protected and preserved insofar as practical in their natural state to provide areas for natural habitat, preserve drainage patterns and maintain the natural characteristics of the land.~~
- ~~—(g) The site plan shall provide reasonable visual and sound privacy for all dwelling units located therein. Fences, walls, barriers, and landscaping shall be used, as appropriate, to accomplish these purposes.~~
- ~~—(h) All buildings or groups of buildings shall be arranged so as to permit necessary emergency vehicle access as requested by the City Fire Department.~~
- ~~—(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, if required, shall be constructed in accordance with the City of Ionia sidewalk standards. Additions to or renovations of buildings, existing as of the effective date of this chapter, which 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 amount of current and future pedestrian traffic passing by the site.~~
 - ~~—(2) Whether a sidewalk would enhance the safety of pedestrians currently walking by the site as well as the safety of future pedestrians.~~
 - ~~—(3) The existing and future volume of traffic on the street abutting the site.~~
 - ~~—(4) The existence or probability of sidewalks being constructed on adjacent properties in order 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.~~
- ~~—(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 in the area. Streets and drives which are part of an existing or planned street pattern serving adjacent development shall be of a condition appropriate to the traffic volume and type of traffic they will carry.~~

~~—(k) Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm water drainage system. Provisions shall be made to accommodate storm water, prevent erosion, particularly during construction, and prevent the formation of dust. 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, in its discretion, require catch basins to contain oil filters or traps to prevent contaminants from being discharged to the natural drainage system.~~

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

~~—Street lights which conform to the City of Ionia specifications for street lighting shall be installed within the right of way along all streets abutting the parcel. The Planning Commission may, in its discretion, require these same street lights to be installed on the parcel at locations which are close to the street in order to maintain a consistent lighting theme along City streets.~~

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

~~—(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.~~

~~—(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.~~

1276.08 CONDITIONS OF APPROVAL.

(a) As part of ~~an approval to any~~ site plan approval, the Planning Commission or the ~~Community Development Director~~ Zoning Administrator, as applicable, may impose ~~any~~ additional reasonable conditions or limitations ~~as in its judgment may be deemed~~ necessary ~~to for~~ protection of the public interest.

(b) Any conditions imposed must directly relate to and ensure compliance with the review standards outlined in Section 1276.07. Such conditions shall be related to and ensure that the review standards of Section 1276.07 are met.

(c) ~~Approval of a~~ site plan approval, including conditions made as part of the approval, shall apply to the property described in the application, regardless of subsequent changes in ownership.

(d) A record of conditions imposed shall be maintained. The conditions shall remain unchanged unless an amendment to the site plan is approved in accordance with this Zoning Code.

(e) The Planning Commission shall keep an official record of its decisions, including the rationale for approval or denial and any conditions imposed. These records shall be documented in the Planning Commission's meeting minutes. A record of the decision of the Planning Commission, the reasons for the decision reached and any conditions attached to such decision shall be kept as part of the minutes of the Planning Commission.

(f) The ~~Community Development Director~~ Zoning Administrator may ~~make~~ conduct periodic ~~investigations~~ inspections of approved developments to ensure compliance with the site plan and

its conditions for which site plans have been approved. Non-compliance with the requirements and conditions of the approved site plan shall be violations of this Zoning Code. Any failure to comply shall be considered a violation of this Zoning Code.

1276.09 VALIDITY OF FINAL SITE PLANS.

(a) Final site plan approval is valid for up to one year. If substantial construction has not begun and meaningfully progressed toward completion within this period, the approval becomes void. Approval of the final site plan is valid for a period of not longer than one year unless extended as allowed herein. 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.

(b) The applicant may request a one-time extension by submitting a written application before the one-year approval period expires. The Planning Commission may grant an extension of up to one additional year if the applicant provides sufficient evidence that construction is likely to commence within the extended timeframe. Upon written application, filed prior to the termination of the one-year review period, the Planning Commission may authorize a single extension of the time limit for approval of a final site plan for a further period of not more than one year. Such extension shall only be granted based on evidence from the applicant that there is a likelihood of construction commencing within the one-year extension.

1276.10 PERFORMANCE GUARANTEES.

(a) As a condition of approval of a site plan review, the Planning Commission may require a performance guarantee to ensure the installation of those features or components of the approved activity or construction that are considered necessary to protect the health, safety, and welfare of the public and of users or inhabitants of the proposed development. Such features or components, hereafter referred to as "improvements," may include but shall not be limited to roadways, curbs, landscaping, fences, walls, screens, lighting, drainage facilities, sidewalks, driveways, utilities, and similar items.

(1) Such performance guarantee shall be in a principal amount reasonably estimated to enable the City to recover any costs it incurs to complete such work or otherwise assure compliance with the requirements, specifications, and conditions of such approval should the applicant fail to do so within the time specified within the approval. The Zoning Administrator, City Attorney, and the applicant shall work together to establish the amount needed to reasonably cover the costs of non-performance. The terms of the performance guarantee may, but shall not be required to, provide for partial releases of the amount of the guarantee as the requirements, specifications, and conditions imposed with the approval are fulfilled. If the applicant disagrees with the City staff as to the amount needed to reasonably cover the costs of non-performance, the City shall procure an engineer's cost estimate for determining the amount required.

(2) The performance guarantee shall be provided before any permits are issued pursuant to this Zoning Code or the construction code and the failure of any such performance guarantee shall be a basis for revoking any permit granted under this Zoning Code.

(b) Performance guarantees shall be processed in the following manner.

- (1) Prior to the filing of a final site plan, a pre-application conference may be held to provide an opportunity for the City staff to inform the applicant of the City's requirements regarding performance guarantees.
- (2) Upon filing of the final site plan, the applicant shall prepare an itemized cost estimate of the required improvements, which shall then be reviewed by the Zoning Administrator. The amount of the performance guarantee shall be 100% of the cost of installing the required improvements, plus the cost of necessary engineering and a reasonable amount for contingencies.
- (3) The required performance guarantee may be in the form of a cash deposit, certified check, irrevocable bank letter of credit, or surety bond acceptable to the City.
- (4) Upon receipt of the required performance guarantee, the Zoning Administrator shall issue permits and approvals as appropriate for the subject development or activity, provided that all other requirements of this Zoning Code have been met.
- (5) The Zoning Administrator, upon written request of the obligor, shall rebate portions of the performance guarantee upon a determination that the improvements for which the rebate has been requested have been satisfactorily completed. The portion of the performance guarantee to be rebated shall be in the same amount as stated in the itemized cost estimate for the applicable improvement.
- (6) When all of the required improvements have been completed, the obligor shall send written notice to the City of the completion of said improvements.
- (7) Thereupon, the Zoning Administrator shall inspect all of the improvements and approve, partially approve, or reject the improvements with a statement of the reasons for any rejections. If partial approval is granted, the cost of the improvements rejected shall be set forth.
- (8) The Zoning Administrator shall notify the obligor in writing of the decision within 30 days after receipt of the notice from the obligor of the completion of the improvements. Where partial approval is granted, the obligor shall be released from liability pursuant to relevant portions of the performance guarantee, except for that portion sufficient to secure completion of the improvements not yet approved.

(a)(c) A record of authorized performance guarantees shall be maintained by the Zoning Administrator or his or her designee.

(a)-

~~The Planning Commission may require reasonable performance guarantees in order to assure the completion of required improvements. Such performance guarantees may include a performance bond, letter of credit or other written guarantees or assurances deemed satisfactory in the circumstances and authorized by law. The amount of the performance guarantee shall be determined by the Planning Commission. Such arrangements shall have such sureties or guarantors as are satisfactory to the Planning Commission and shall be conditioned upon faithful compliance with all of the provisions and requirements of the approved site plan and construction and placement of all of the improvements therein. In its discretion, the Planning Commission may reduce a proportionate share of the amount specified in a performance bond,~~

~~letter of credit or other written assurance, based upon the percent or other portion of improvements completed, as verified by the Planning Commission or appropriate City official. Furthermore, the Planning Commission may rebate or refund a proportionate share of a cash bond.~~

1276.11 AMENDMENTS TO APPROVED SITE PLAN.

- (a) Notification of Amendments: Any proposed changes to an approved site plan must be reported to the Zoning Administrator.
- (b) Minor Changes: Minor amendments that do not significantly alter the site's design or modify conditions set by the Planning Commission may be approved by the Zoning Administrator. The Administrator has the discretion to determine whether a change is minor but may also refer such requests to the Planning Commission for approval.
- (c) Major Changes: Major amendments that substantially modify the site's design or alter conditions imposed by the Planning Commission must be reviewed and approved by the Planning Commission. The determination of whether a change is major rests solely with the Zoning Administrator.
- ~~—(a) A person granted site plan approval shall notify the Community Development Director of any proposed amendment to the approved site plan.~~
- ~~—(b) A minor change, one that does not substantially change the basic design or alter conditions required by the Planning Commission, may be approved by the Community Development Director. Determination of a minor change shall rest solely within the discretion of the Administrator. The Administrator may, however, refer a minor change to the Planning Commission for its approval.~~
- ~~—(c) A major change, one that does substantially change the basic design or alter conditions required by the Planning Commission, may be approved by the Planning Commission. Determination of a major change shall rest solely within the discretion of the Community Development Director.~~

1276.12 EXPANSION OF EXISTING USE, STRUCTURE OR BUILDING.

Recognizing that some existing land uses, buildings, and structures do not conform to current zoning regulations, any proposed expansions or modifications requiring site plan review (per Section 1276.02) must adhere to the following standards:

- (a) Application of Site Development Standards: Existing uses, buildings, or structures affected by expansions, enlargements, or increased intensity will be evaluated using the site development standards applied during site plan review. These standards will be enforced if any of the following conditions are found:
 - (1) Stormwater Management: Existing drainage provisions are inadequate to prevent runoff contamination or drainage issues on adjacent properties.
 - (2) Parking Deficiencies: On-site parking does not meet current zoning requirements, or a hard surface parking area is needed to reduce dust and prevent gravel or dirt runoff into the public drainage system.
 - (3) Traffic Hazards: Existing driveways create hazardous vehicle movements and should be closed or relocated.

- (4) Landscaping and Screening: Additional plantings, replacement of removed vegetation, or new screening (fencing or landscaping) is necessary to buffer uses or shield stored materials.
- (5) Improved Property Access: Connections between parking lots or installation of service drives are needed to enhance traffic circulation or reduce turning movements onto public streets.
- (6) Pedestrian and Emergency Access: Enhancements are required to improve pedestrian safety or provide better access for emergency vehicles.
- (7) Lighting Issues: Additional light is needed or improved lighting is needed to reduce glare or eliminate light pollution affecting drivers or nearby properties.
- (8) Dumpster Screening: Proper screening of dumpsters is necessary to improve site appearance and reduce windblown debris.
- (9) Sidewalks: Sidewalks are needed to enhance pedestrian safety or to fill priority gaps in the sidewalk system.
- (b) Criteria for Applying Site Plan Standards: When determining how to apply site plan review standards to address deficiencies, the Planning Commission will consider:
 - (1) Public Benefit: Whether compliance improves safety, protects natural resources, enhances traffic circulation, promotes compatible land use, and aligns with the goals of site plan review.
 - (2) Practicality: The feasibility of implementing zoning requirements based on the site's existing design, layout, and operational constraints.
 - (4)(3) Neighborhood Impact: Whether requiring compliance would positively or negatively affect the character, safety, and welfare of the surrounding area.
 - ~~—(a) It is recognized that there are existing land uses, buildings, and structures which do not conform to the current regulations of this Zoning Code and as such do not achieve the intended purposes of this Zoning Code. When additions to these uses, buildings, and structures are made so that a site plan review is required per Section 1276.02, the following regulations shall apply.~~
 - ~~—(b) The site development standards used in reviewing site plans shall be applied to existing uses, structures or buildings when they are affected by any expansions, enlargements or increases in intensity. These standards shall be applied if it is determined that as a result of such expansions, enlargements or increases in intensity, any of the following situations exist:~~
 - ~~—(1) Existing stormwater drainage provisions on-site are inadequate to protect nearby lakes, streams or creeks from runoff contaminants or to prevent drainage onto adjoining properties.~~
 - ~~—(2) There is insufficient on-site parking to satisfy current Zoning Code requirements and/or a hard surface parking area is needed to reduce dust and reduce gravel and dirt runoff into the public stormwater drainage system.~~
 - ~~—(3) Existing driveways may result in hazardous vehicle movements and should be closed or relocated.~~
 - ~~—(4) Additional plantings are needed in order to comply with the intent of the City of Ionia landscape regulations or to replace trees and shrubs previously removed, or screening is needed in the form of fencing or landscaping to provide a buffer between uses, particularly to screen materials stored outside.~~
 - ~~—(5) Access to adjoining properties is inadequate and can be improved by way of parking lot connections or installation of service drives to improve traffic circulation and reduce the number of turning movements onto the public street system.~~

- ~~—(6) Safety for pedestrians can be improved and better emergency vehicle access can be provided.~~
- ~~—(7) Better lighting conditions are needed to reduce or eliminate nuisance lighting situations for drivers and nearby properties.~~
- ~~—(8) Screening of dumpsters is needed to improve the appearance of a site and reduce the likelihood of windblown trash.~~
- ~~—(9) Sidewalks are needed to improve pedestrian safety.~~
- ~~—(c) In determining how to apply the site plan review standards to address the above deficiencies found on a site, the Planning Commission shall be guided by the following criteria:~~
 - ~~—(1) Whether or not compliance would ensure safer on-site conditions, protect the natural environment, improve traffic circulation, achieve compatibility with adjacent land uses, promote the use of the land in a socially and economically desirable manner and generally accomplish the purposes of site plan review as described in this chapter.~~
 - ~~—(2) The practicality of requiring compliance with the applicable regulations of this Zoning Code based on the existing design, layout, and operation of the existing use and size of the site.~~
 - ~~—(3) Whether or not requiring compliance would have a negative impact on the character, safety, and welfare of the neighborhood or surrounding area.~~

Section 2. Amendment to Part Twelve, Title Six, Chapter 1289, Section 1289.08. Part Twelve, Title Six, Chapter 1289, Section 1289.08 of the Codified Ordinances is hereby amended to read in its entirety as follows:

1289.08 APPLICATION AND PROCESSING PROCEDURES.

- (a) As required by the Medical Marihuana Facilities Licensing Act, PA 281 of 2016, any applicant for a medical marihuana facility license shall provide the City of Ionia notification by registered mail informing the City that the applicant has applied for a license under the Act. When the City receives the notice, within 90 days the City shall provide to the Medical Marihuana Licensing Board a copy of the City of Ionia ordinance permitting and regulating medical marihuana facilities, and a description of any previous medical marihuana related ordinance violation of the applicant.
- (b) An application for special land use approval for a medical marihuana facility shall be in accordance with the application procedures for special land uses as required by Chapter 1274 of the City of Ionia Zoning Ordinance, including a site plan prepared according to the requirements of Chapter 1276.
- (c) A notice for public hearing as required by Section 1274.03(d), ~~and as required by Section 1276.05(b)~~ shall be additionally sent to all properties within the distance as required for those buffered uses as required by Section 1289.05(c)(1).
- (d) In addition to all application materials as required for a special land use, an application for a medical marihuana facility, on a form as approved by the City Council, shall be completed and submitted by the applicant.
- (e) The application shall include the following information in addition to any additional information as required by the application form for a medical marihuana facility:
 - (1) The City of Ionia may request from the applicant a copy of the Entity/Individual Prequalification Application Packet for a state medical marihuana facility operating license as required to be submitted to the State of Michigan.

- (2) A copy of the proposed Business Plan if requested by the Planning Commission.
 - (3) Proof of ownership of the entire premises wherein the medical marihuana establishment is to be operated; or written consent from the property owner of use of the premises for a medical marihuana facility, and a copy of any lease agreement.
 - (4) A description of the security plan for the medical marihuana establishment, prepared as required by the Medical Marihuana Facilities Licensing Act, PA 281 of 2016, M.C.L.A. §§ 333.27101 et seq., as amended, including but not limited to any lighting, alarms, barriers, recording or monitoring devices, and security guard arrangements proposed for the facility and its premises. Each medical marihuana facility shall have a security guard present during business hours, or alternative security measures by the Planning Commission as a condition of special land use approval.
 - (5) A professionally prepared scaled drawing of the floor plan of the medical marihuana facility including uses of all floor areas.
 - (6) A diagram of any proposed text or graphic materials to be shown on the exterior of the proposed medical marihuana facility.
 - (7) A location area map showing the distance to all buffered uses as required in Section 1289.05(c). Each buffered use shall be labeled on the location area map.
 - (8) A waste disposal plan, indicating how all waste products, including marihuana that is to be destroyed or is considered waste, will be disposed of and prevented from being ingested by humans or animals. In no case shall waste be burned on site, or introduced into the sanitary sewer system or stormwater management system.
 - (9) A signed affidavit that neither the applicant nor any investor with an interest in the medical marihuana facility is in default to the City of Ionia for failure to pay any property taxes, income taxes, special assessments, fines, fees, or other financial obligation to the City of Ionia.
 - (10) In the case of an application for a grower license, chemical and pesticide storage plan that states the names of the pesticides, herbicides, and any other chemicals that will be used in cultivation, and a plan for disposal of unused pesticides, herbicides, and chemicals.
- (f) All applications for special land use approval for a medical marihuana facility shall be accompanied by an application fee of \$5,000.
 - (g) All applications for a special land use for a medical marihuana facility shall obtain a building permit for any building utilized as a proposed medical marihuana facility, or for a change of occupancy for an existing building to be utilized as a proposed marihuana facility, from the governmental entity having jurisdiction to approve building permits in the City of Ionia under the Stille-DeRossett-Hale single state construction code act, PA 230 of 1972.
 - (h) Any other information requested by the Planning Commission, the City Council, public safety official, or other municipal official in order to complete the review of the application.

Section 3. Amendment to Part Twelve, Title Six, Chapter 1290, Section 1290.09. Part Twelve, Title Six, Chapter 1290, Section 1290.09 of the Codified Ordinances is hereby amended to read in its entirety as follows:

1290.09 APPLICATION AND PROCESSING PROCEDURES.

- (a) As required by the Michigan Regulation and Taxation of Marihuana Act, M.C.L.A. §§ 333.27951 et seq., as amended (MRTMA) and Rules, the Department shall forward a copy of any complete application for a marihuana establishment license to the City. The Department shall determine whether the applicant and the premises qualify for a state license, and shall notify the applicant of approval of a license or send the applicant notice of rejection within 90 days.
- (b) An application for special land use approval for a marihuana establishment shall be in accordance with the application procedures for special land uses as required by Chapter 1274 of the City Code, including a site plan prepared according to the requirements of Chapter 1276.
- (c) A notice for public hearing as required by Section 1274.03(d), ~~and as required by Section 1276.05(b)~~ shall be additionally sent to all properties within the distance as required for those buffered uses as required by Section 1290.06(g).
- (d) In addition to all application materials as required for a special land use, an application for a marihuana establishment, on a form as approved by the City Council, shall be completed and submitted by the applicant.
- (e) The application shall include the following information in addition to any additional information as required by the application form for a marihuana establishment:
 - (1) The City may request from the applicant a copy of the entity/individual prequalification application packet for a marihuana establishment operating license as required to be submitted to the State of Michigan.
 - (2) A copy of the proposed business plan if requested by the Planning Commission.
 - (3) Proof of ownership of the entire premises wherein the marihuana establishment is to be operated; or written consent from the property owner of use of the premises for a marihuana establishment, and a copy of any lease agreement.
 - (4) A description of the security plan for the marihuana establishment, prepared as required by the Michigan Regulation and Taxation of Marihuana Act, M.C.L.A. §§ 333.27951 et seq., as amended (MRTMA) and Rules, including but not limited to any lighting, alarms, barriers, recording or monitoring devices, and security guard arrangements proposed for the establishment and its premises. Each marihuana establishment shall have a security guard present during business hours, or alternative security measures approved by the Planning Commission as a condition of special land use approval.
 - (5) A professionally prepared scaled drawing of the floor plan of the marihuana establishment including uses of all floor areas. Locations of all interior and exterior security recording devices shall be shown on the floor plan.
 - (6) A diagram of any proposed text or graphic materials to be shown on the exterior of the proposed marihuana establishment.

- (7) A location area map showing the distance to all buffered uses as required in Section 1290.06(g)(1). Each buffered use shall be labeled on the location area map.
- (8) A waste disposal plan, indicating how all waste products, including marihuana that is to be destroyed or is considered waste, will be disposed of and prevented from being ingested by humans or animals. In no case shall waste be burned on site, or introduced into the sanitary sewer system or stormwater management system.
- (9) A signed affidavit that neither the applicant nor any investor with an interest in the marihuana establishment is in default to the City for failure to pay any property taxes, income taxes, special assessments, fines, fees, or other financial obligation to the City.
- (10) In the case of an application for a grower establishment, a chemical and pesticide storage plan that states the names of the pesticides, herbicides, and any other chemicals that will be used in cultivation, and a plan for disposal of unused pesticides, herbicides, and chemicals.
- (f) All applications for special land use approval for a marihuana establishment shall be accompanied by an application fee of \$5,000, or a fee as set by resolution of the City Council.
- (g) All applications for a special land use for a marihuana establishment shall obtain a building permit for any building utilized as a proposed marihuana establishment, or for a change of occupancy for an existing building to be utilized as a proposed marihuana establishment, from the governmental entity having jurisdiction to approve building permits in the City under the Stille-DeRossett-Hale single state construction code act, PA 230 of 1972.
- (h) Any other information requested by the Planning Commission, the City Council, or other municipal official in order to complete the review of the application.

Section 4. Severability. Should any portion of this Ordinance be declared to be invalid or unconstitutional by a court of competent jurisdiction, such declaration shall not affect any other portion or provision of this Ordinance, which shall remain valid and in full force and effect.

Section 5. Effective Date. This Ordinance shall become effective upon the expiration of seven (7) days after this Ordinance's adoption, or a summary thereof, appears in the newspaper as provided by law.

The vote to approve and adopt this Ordinance was as follows:

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

ORDINANCE NO. ____ DECLARED ADOPTED

CITY OF IONIA

Dated: _____

Jonathan T. Bowman, City Clerk

CERTIFICATION

I hereby certify that the above is a true copy of the Ordinance adopted by the City Council of the City of Ionia as of the date, time, and place as specified above, pursuant to the required statutory procedures.

Jonathan T. Bowman, City Clerk

Introduction and First Reading:

Notice of Public Hearing:

Public Hearing, Second Reading, Adoption:

Effective (7 days after publication):