



CITY OF IONIA
PLANNING COMMISSION
REGULAR MEETING AGENDA
4:30 PM, Wednesday, May 14, 2025
IONIA CITY HALL - COUNCIL CHAMBERS

I. Call to Order

II. Roll Call

III. Approval of Agenda

IV. Approval of Minutes

1. April 2, 2025 – Regular Meeting

V. Public Comments

VI. Public Hearings and Associated Action

1. Public Hearing to receive comments on the Site Plan Review request for 317 S. Dexter Street submitted by the Ionia Free Fair Association.
Action Required – Approve or reject the Site Plan Review request for 317 S. Dexter Street.
2. Public hearing to receive comments on Ordinance No. 594 to amend Chapter 1276: Site Plan Review
Action Required – Recommendation to City Council to approve or reject Ordinance No. 594.

VII. Old Business

VIII. New Business

1. Schedule Public Hearing - Preliminary Site Condominium and Site Plan Review for 520 E. Washington Street

IX. Commissioner Comments

X. Adjournment

Next Meeting - June 11, 2025

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



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

I. CALL TO ORDER

Chairperson Bailey called the meeting of the Ionia Planning Commission to order at 4:30 PM.

II. ROLL CALL

Roll call revealed a Quorum with Planning Commissioners Logan Bailey, Michael Donaldson, Keturah Kelley, Tim Lee, Jason Perry, and Judy Swartz present. Commissioner Ryan Gregory was absent.

III. APPROVAL OF AGENDA

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

MOTION CARRIED BY VOICE VOTE.

IV. APPROVAL OF MINUTES

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

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

MOTION CARRIED BY VOICE VOTE.

V. PUBLIC COMMENTS

None.

VI. PUBLIC HEARINGS AND ASSOCIATED ACTION

(VI.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

Assistant City Manager Bowman summarized the requested site plan and special land use permit application submitted by Relief After Violent Encounter (RAVE) for 848 and 850 E. Lincoln Avenue.

Chairperson Bailey opened the public hearing on the request at 4:43 PM and subsequently closed the public hearing at 4:43 PM after no public comments were made.

The following standards were reviewed.

Chapter 1276 – Site Plan Standards of Approval

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.

Councilmember Lee made a motion, seconded by Planning Commissioner Kelley, 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 noted below as staff conditions.

MOTION CARRIED BY VOICE VOTE.

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. A total of 59 parking spaces are required on the combined parcel. 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.

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

(VIII.1.) Selection of Vice-Chairperson

Assistant City Manager Bowman informed the Commission that Mayor Milewski had discovered that Councilmembers are not eligible to serve as Chairperson or Vice-Chairperson after reviewing Section 1202.04 of the City of Ionia Codified Ordinances. Following this discovery, Councilmember Lee, who was elected Vice-Chairperson of the Planning Commission for 2025, stepped down from the role.

Chairperson Bailey indicated that he had spoken to Commissioner Kelley, and she was willing to serve as Vice-Chairperson. Chairperson Bailey opened the floor for nominations.

Planning Commissioner Donaldson made a motion, seconded by Planning Commissioner Swartz, to nominate and elect Commissioner Keturah Kelley as Vice-Chairperson of the Planning Commission.

MOTION CARRIED BY VOICE VOTE.

(VIII.2.) Draft Amendment to Chapter 1276 - Site Plan Review

Assistant City Manager Bowman introduced a draft ordinance to amend Chapter 1276 "Site Plan Review" of the Zoning Code to align with best practices provided by the Michigan Economic Development Corporation (MEDC) through the Redevelopment Ready Communities (RRC) program. The changes included removing the requirement for a formal public hearing for uses permitted by right in the Code as well as other minor changes.

Planning Commissioner Donaldson made a motion, seconded by Planning Commissioner Perry, to assign an ordinance number and schedule a public hearing for the next scheduled meeting on Wednesday, May 14 at 4:30 PM at City Hall.

MOTION CARRIED BY VOICE VOTE.

IX. COMMISSIONER COMMENTS

Judy Swartz: Commented on the visible progress of the Hale Park improvements.

Jason Perry: Suggested the idea of utilizing community service hours required by court-mandated sentencing for parks clean-up activities.

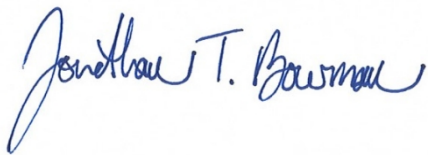
X. ADJOURNMENT

Planning Commissioner Donaldson made a motion, seconded by Planning Commissioner Swartz, to adjourn.

MOTION CARRIED BY VOICE VOTE.

The meeting was adjourned at 5:08 PM.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Jonathan T. Bowman". The signature is written in a cursive style with a large initial 'J'.

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



STAFF REPORT FOR PLANNING COMMISSION AGENDA ITEM

TO: Planning Commissioners

FROM: Jonathan T. Bowman, Assistant City Manager

DATE: May 14, 2025

RE: 317 S. Dexter Street – Ionia Free Fair Association: Site Plan Review (SPR) Request for an 8,400 sq. ft. pavilion

The following analysis by City staff was prepared to guide the Planning Commission in reaching a decision on the SPR request at its May 14, 2025, meeting. A public hearing will be held at this meeting to solicit input from the community.

Background

The Ionia Free Fair Association (IFFA) is seeking approval of a Site Plan Review (SPR) from the Planning Commission for the construction of a 60 ft. wide and 140 ft. long (8,400 sq. ft.) pavilion intended to be used primarily as the E!Park for the Ionia Free Fair, but it will also be used for other special events. The structure will not be enclosed, due to its location in the floodplain. The sides of the pavilion will be 14 ft. tall with a peak of 23 ft.



The Free Fair Association currently rents a tent each year and would prefer to invest in a permanent structure on the property. The City of Ionia owns the property, but it is leased to the IFFA through December 31, 2040. The IFFA has the ability to make improvements to the property in accordance with its lease agreement and other applicable development requirements. The proposed structure meets the minimum setback requirements of 100 ft. and will not be located in front of the Merchant's Building in accordance with the front yard setback. Lastly, the pavilion's height is within the allowed maximum of 35 ft.

Applicant: Ionia Free Fair Association
317 S. Dexter Street
Ionia, MI 48846

Address of Subject Property: 317 S. Dexter Street

Zoning of Property: F, Fairgrounds District

Parcel Size: 60 acres

Authority of the Planning Commission

Chapter 1261: F-Fairgrounds District permits the Ionia Free Fair and associated uses by right within the district. This includes “concerts, shows, vehicle racing and contests, sports activities and other similar events associated with on-going fair activities.” Section 1261.04 requires buildings erected “in which the public will be allowed to enter” to be reviewed by the Planning Commission. The proposed pavilion falls into this category, thus a site plan review by Planning Commission was required.

Chapter 1276 – Site Plan Review Standards

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 staff 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 staff 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 site has adequate access, and the applicant does not intend to alter the driveway entrances 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. Site plan reviews are subject to landscaping standards unless the Planning Commission wishes to modify the required amount of landscaping. The proposed site plan meets the criteria found in Section 1286.02 (C)(2) of the Ordinance to have the landscaping requirements adjusted by the Commission. The proposed expansion should not need any new landscaping due to the limited scope of the improvements, use of the property, size of the parcel, and adjacent land uses. Staff recommend waiving the landscaping requirements, however, the Planning Commission can determine this after listening to the applicant discuss 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: Due to the 60-acre size of the parcel and adjoining institutional and commercial uses, the site improvements will not impede development of surrounding property. It is also important to note that this area of the City is located in the floodplain and often floods after rain events. 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: It does not appear that the landscape will be altered for the addition of the pavilion. The IFFA intends to construct the pavilion in a location where a temporary event tent is historically used. 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 improvements will not impact 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 property does not feature dwelling units, so this standard is not applicable.

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

Remarks: The new structure is adequately setback from all property lines by over 100 feet and the nearest building is located 20 feet away. The Department of Public Safety has conducted a review of the site regarding emergency vehicle access and did not indicate any concerns.

- (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: Sidewalks already exist along the property. The property is owned by the City and dedicated as park space. Due to the historical uses and pedestrian traffic, the property is adequately served by existing walking paths. The Planning Commission may consider this standard met.

- (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 because the space is already used for events. The Fairgrounds already have significant space dedicated for parking on the property to accommodate the events intended for the pavilion. The Planning Commission may find that this standard is met.

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

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

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

Remarks: The applicant has not referenced any new outdoor lighting being added to the site. The Planning Commission may confirm this with the applicant.

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

Remarks: As the E!Park has been used for many years in connection with the Ionia Free Fair, a significant amount of increased waste is not expected. Waste management was not indicated on

the application. The Planning Commission may inquire into how waste is handled during the Fair and other times of the year when the pavilion will be utilized.

- (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.

Conclusion and Recommendation

The Planning Commission is being asked to conduct the final site plan review for the Ionia Free Fair Association's pavilion. The Commission should review the application and other submitted documentation. The following conditions are recommended for consideration during this review:

1. The applicant must comply with local, state, and federal laws, and all applicable permits shall be obtained before the work begins.
2. Any other reasonable conditions that the Planning Commission may feel necessary to protect the health, safety, and welfare of the City of Ionia and maintain the integrity of the City of Ionia Zoning Ordinance.

**CITY OF IONIA
PLANNING COMMISSION
NOTICE OF PUBLIC HEARING**

**Ionia Free Fair Association – 317 S. Dexter Street
Final Site Plan Review for New Pavilion**

PLEASE TAKE NOTICE: The City of Ionia Planning Commission will hold a public hearing at 4:30 PM, Wednesday, May 14, 2025, at City Hall, 114 N. Kidd Street, Ionia, Michigan 48846, to receive comments on the site plan review request made by the Ionia Free Fair Association. The site plan is for a new 8,400 square feet pavilion at 317 S. Dexter Street. The property is located in the F, Fairgrounds District within the Ionia Fairgrounds.

At the conclusion of the public hearing, the Planning Commission may act on the requests.

Comments regarding the request may be offered at the public hearing, mailed to Jonathan Bowman, Assistant City Manager and City Clerk, at the City Hall address listed above, or provided via e-mail at jbowman@ci.ionia.mi.us prior to the public hearing.

The City of Ionia complies with the Americans with Disabilities Act. If auxiliary aids or services are required at a public meeting for individuals with disabilities, please contact Jonathan Bowman, City Clerk at least three (3) days prior to any such meeting.



Site Plan Review 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: 3.27.25

Permit Fee: Staff Review \$100
 PC Review \$500

There are two levels of site plan review. The first is conducted at the Planning Commission level and the second at the staff level. If a site plan requires action by the Planning Commission it must be submitted four weeks prior to the meeting in which it will be heard.

All site plan applications must be submitted with a completed site plan checklist. Approved site plans 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

Ionia Free Fair Association
 Applicant's Name: John Dinbert - Treasurer Interest in Property: Treasurer
 Address: 317 S. Dexter St City, State, Zip: Ionia MI 48846
 Phone: 616-813-8972 Email: john@live-local-realty.com
 Owner's Name (if different from above): City of Ionia via lease to Ionia Free Fair Assoc

Project Information

1. Request (check all that apply):
 Site Condominium Special Land Use Plat PUD
 Site Plan Review Rezoning Other: _____
2. Address of Property: 317 S. Dexter St
3. Parcel Number: 34-202-080-000-025-00
4. Legal Description: City of Ionia land bordered by on North by Lot 8 Keisters Addition, West by Ionia Free Fair Property, South by North bank of Great River and East by Dexter St (M-66)
5. Project Description: See attached
6. Current Zoning: Fair District Proposed Zoning: Fair District
7. Size of Parcel: 60 Acres more or less

Signatures

Applicant's Signature:  Date: 3-27-25

Property Owner's Signature: _____ Date: _____

OFFICE USE ONLY

Application #: _____

Fees Paid: _____

Date Advertised: _____

Date of Meeting: _____

Action Taken: _____

Comments: _____

Signature: _____ Date: _____

Site Plan Review Process

I. Site Plan Required

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

- 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 50% of the size of the largest principal building on site.
- b) Staff Level. The Zoning Administrator 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 50% of a building or less than 50% 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.

II. Items to be Submitted

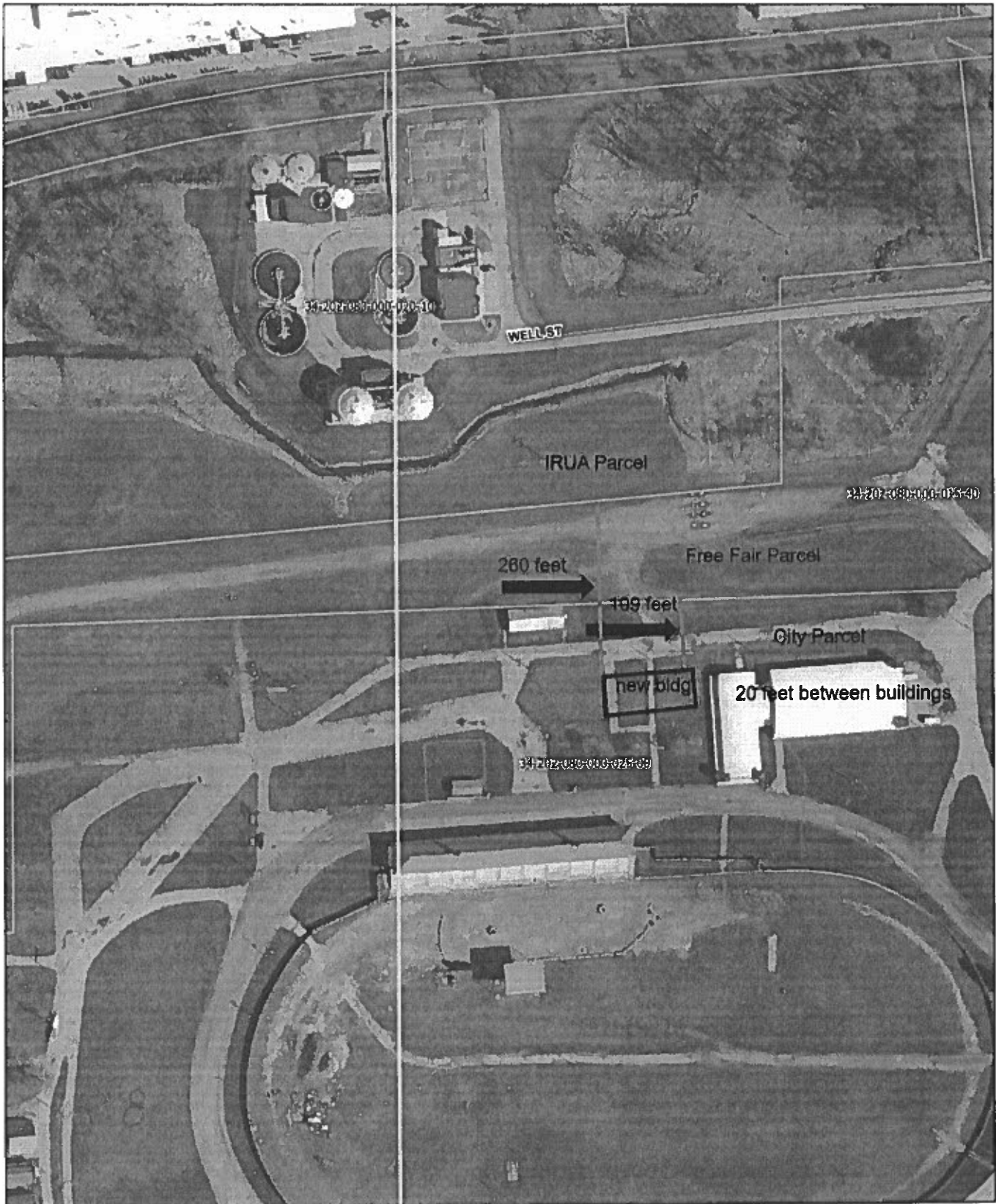
The following material must be submitted to the City Zoning Administrator in applying for review of a site plan by the Planning Commission.

- | | |
|-------------------------------------|----------------------------------------------|
| <input checked="" type="checkbox"/> | Application |
| <input checked="" type="checkbox"/> | Fee |
| <input checked="" type="checkbox"/> | 4 Copies of a Preliminary Site Plan |
| <input checked="" type="checkbox"/> | 1 Electronic Copy of a Preliminary Site Plan |
| <input type="checkbox"/> | Site Plan Review Checklist |

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

The Ionia Free Fair Association intends to construct a new permanent pavillion structure on property that is owned by the City of Ionia and leased to the Ionia Free Fair Association through December 31, 2040. The parcel number is 34-202-080--000-025-00 and is approximately 60 acres in size. The parcel is zoned as Fair Zoning District and is bordered to the north by Ionia Free Fair Association owned property, the east border is M66, the South border is the Grand River and the West border of the parcel is adjacent to Ionia Free Fair Association property. The parcel is in the flood way of the Grand River and as such the building will not have any enclosed sides. The structure will be 60 feet wide, 140 feet long, 14 feet tall on the sidewall with a peak of 23 feet 4 inches. The structure plans have been engineered with engineering drawings and has been stamped by the architect. The structure will be a pole style structure with grass underneath the structure and will replace the tent that has been historically installed at the Fair for the E Park. The pavillion will enhance the overall appearance and experience of the Fair as well as provide off season opportunities for use by the community.

GIS Map



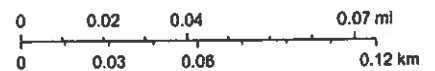
3/24/2025, 11:16:17 AM

2024_Aerials

Roads

- Red: Band_1
- Green: Band_2
- Blue: Band_3
- Cities and Villages
- Street
- Townships
- Ionia_County_Tax_Parcels

1:2,257

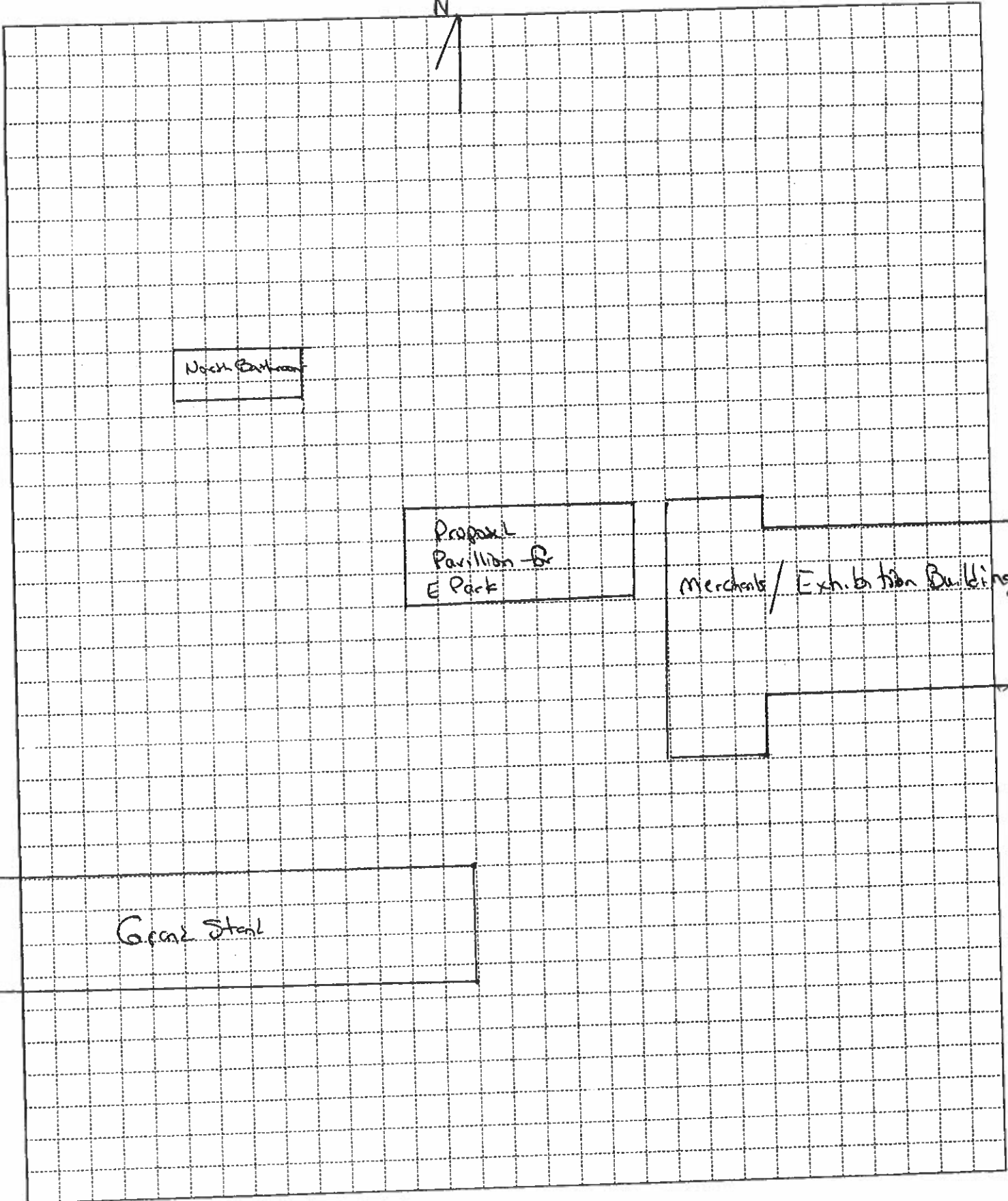




60x140

800.222.1868
www.nederveld.com

PROJECT NO. _____
PROJECT NAME Free Fair Pavilion
BY Ionia Free Fair DATE 3-21-25
SCALE 1" = 20' PAGE _____ OF _____



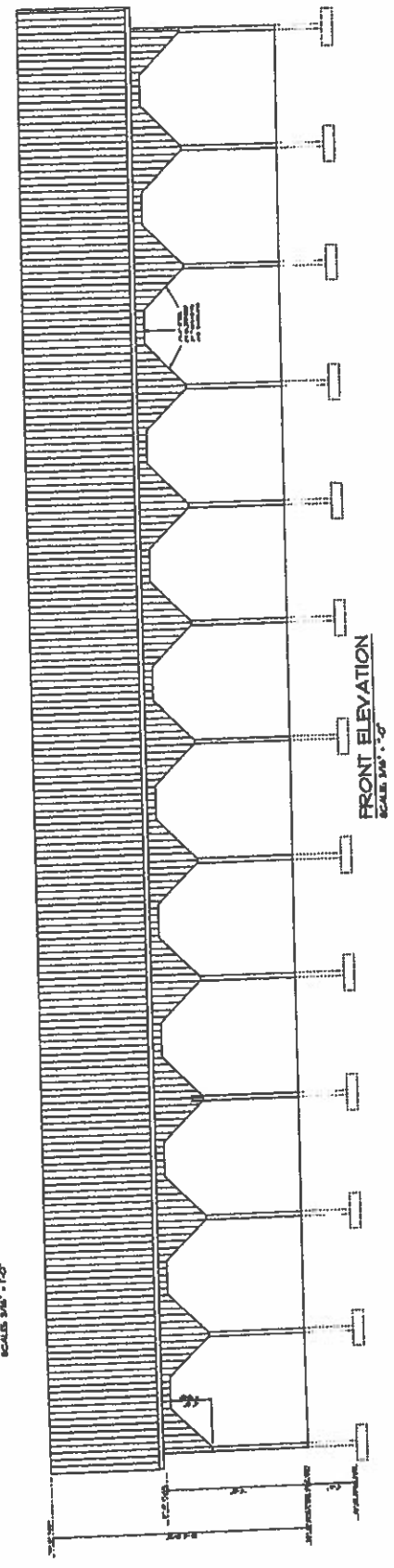


PROJECT LOCATION: Ionia Free Fall
PROJECT NUMBER: 07-03-2008
ARCHITECT: BREIMAYERS
DATE: 2/2/2009

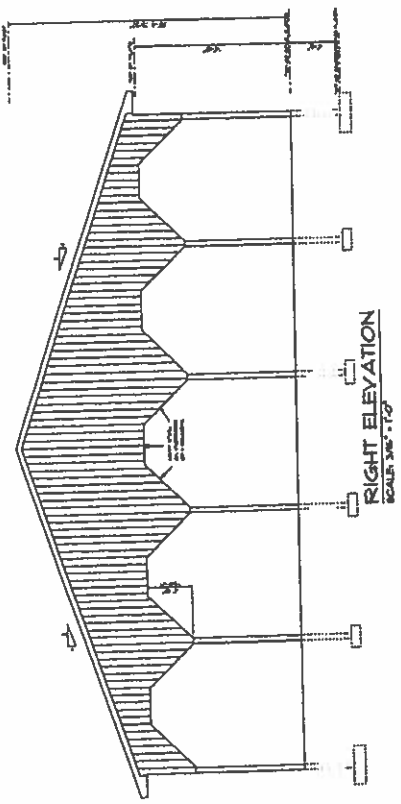
BREIMAYERS RESIDENTIAL DESIGN SERVICES LLC
BUILDING NO. 48803
dbrimayers@gmail.com

SCALE: 3/8" = 1'-0"
DRAWN BY: CHS
DATE: 2/2/2009
ELEVATIONS
PAGE 1 OF 3

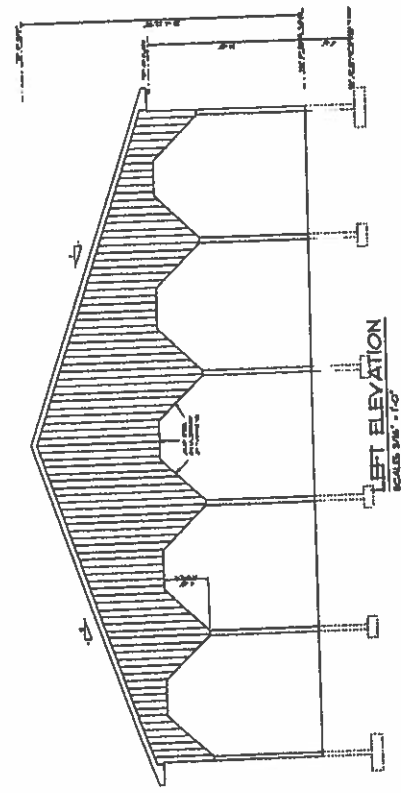
FISH CREEK ENGINEERING LLC
CARSON CITY MI, 48811
fishcreekengr@gmail.com



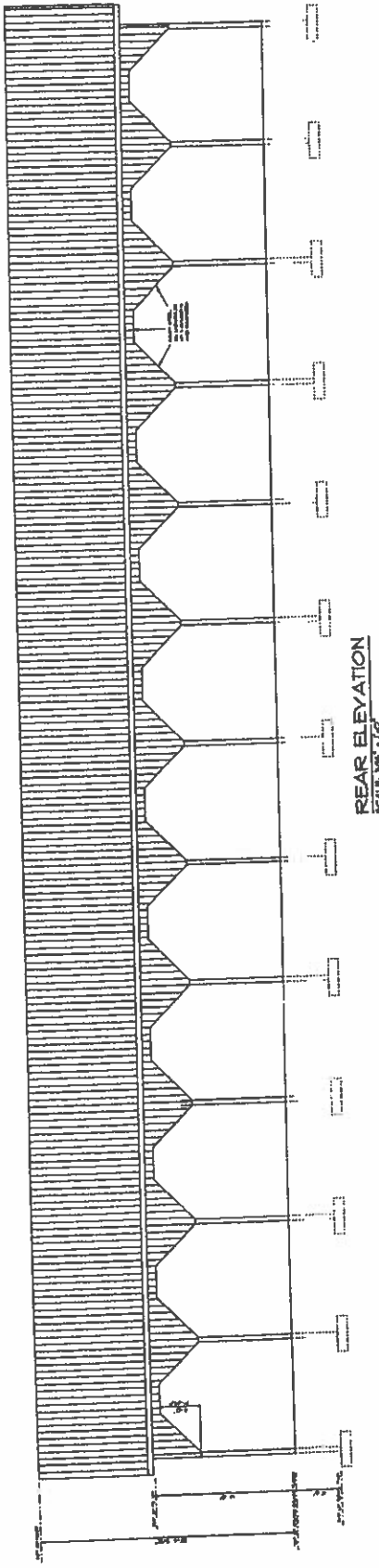
FRONT ELEVATION
SCALE: 3/8" = 1'-0"



RIGHT ELEVATION
SCALE: 3/8" = 1'-0"



LEFT ELEVATION
SCALE: 3/8" = 1'-0"



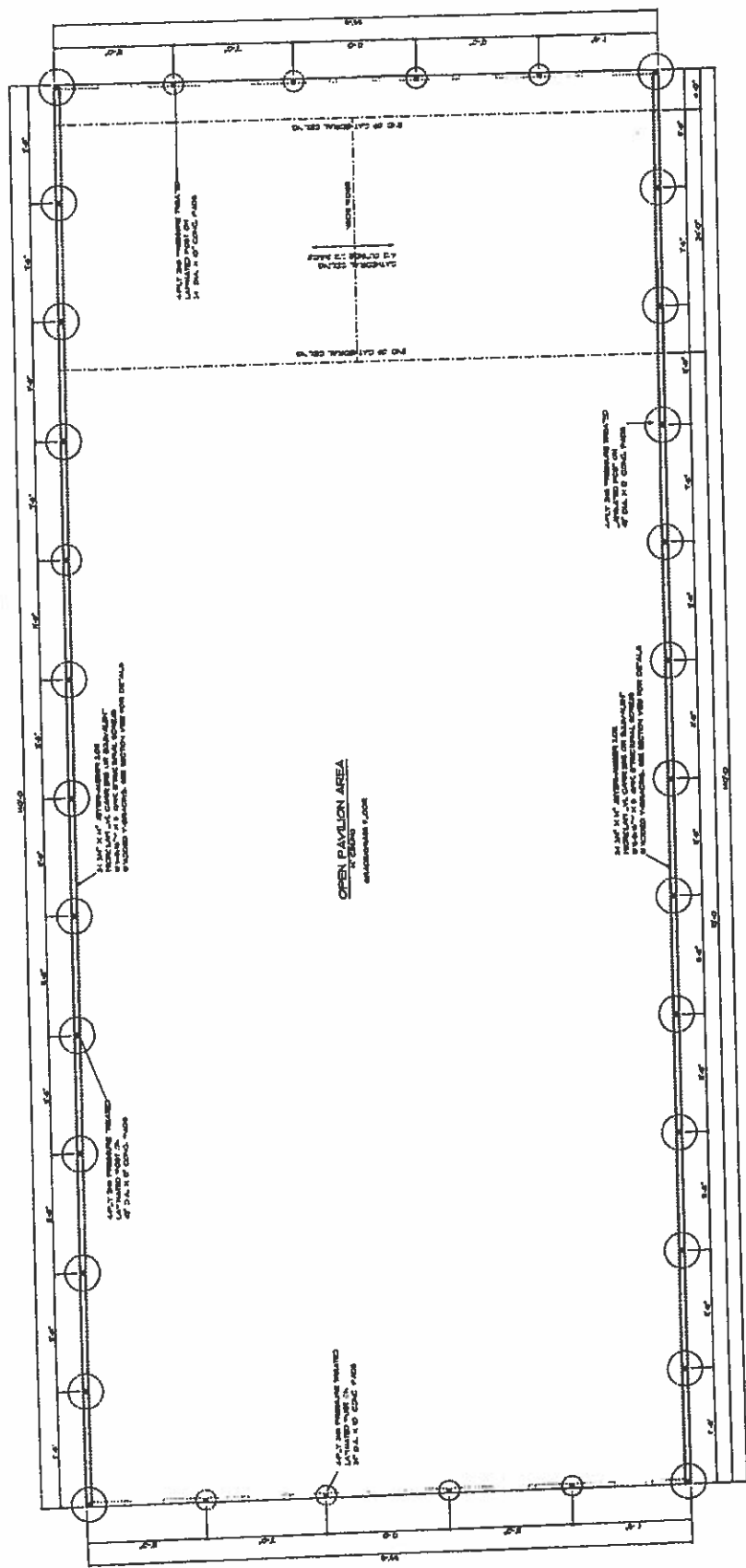
REAR ELEVATION
SCALE: 3/8" = 1'-0"



PROJECT LOCATION:
 317 E. Diverse Rd.
 BURLINGAME, CA 94010
 PROJECT NUMBER: 13-001-001
 DATE: 01/15/2013

PREPARED BY: RESIDENTIAL DESIGN SERVICES LLC
 DRAWN BY: CHRS
 DATE: 10/03/2013

PROJECT: BEDDING M. 4800S
 CLIENT: FISH CREEK ENGINEERING LLC
 ADDRESS: CARSON CITY, CA 94511
 CONTACT: fceh@fishcreekeng.com



NOTE:
 UPLIFT REQUIREMENTS ON ALL COLUMN
 LOCATIONS. SEE DETAIL/SECTION SHEET.

MAIN FLOOR
 SCALE: 3/8" = 1'-0"

GENERAL NOTES:
 1. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
 2. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
 3. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

REVISIONS:
 1. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
 2. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
 3. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

PROPOSAL

Schrock & Sons Construction, LLC

4228 E. Sessions Rd.
Sheridan, MI 48884
(989) 640-8574
(989) 640-8570



Specializing In~
• Horse Barns
• Pole Barns
• Garages

Date 2-21-25

PROPOSAL SUBMITTED TO:	WORK TO BE PERFORMED AT:
NAME <u>Tonia Free Fair</u>	ADDRESS
ADDRESS <u>Mike Clark</u>	
PHONE NO.	

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

60 x 140 x 14' pole structure with poles spaced at 11' 8" and no steel on sides, steel roof and steel ceiling in barn, steel on gable ends of trusses and along sides on V bracing 24' x 60' is 2/12 pitch cathedral, built according to blueprint

total \$103,800.00

permits are additional

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of \$103,800.00 Dollars (\$)

with payments to be made as follows: 50% on starting day - 50% upon completion

Respectfully submitted Anthony Schrock
Per members Justin Schrock / Anthony Schrock

Any alternation or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Note - This proposal may be withdrawn by us if not accepted within 30 day

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature [Signature]
Date 3-11-25

GIS Map

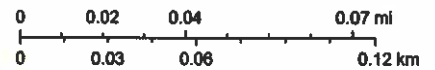


3/9/2025, 12:56:20 PM

2024_Aerials

- | | |
|----------------------------------------------------|-----------|
| ■ Red: Band_1 | Roads |
| ■ Green: Band_2 | Street |
| ■ Blue: Band_3 | Townships |
| Ionia_County_Tax_Parcels | |
| Cities and Villages | |

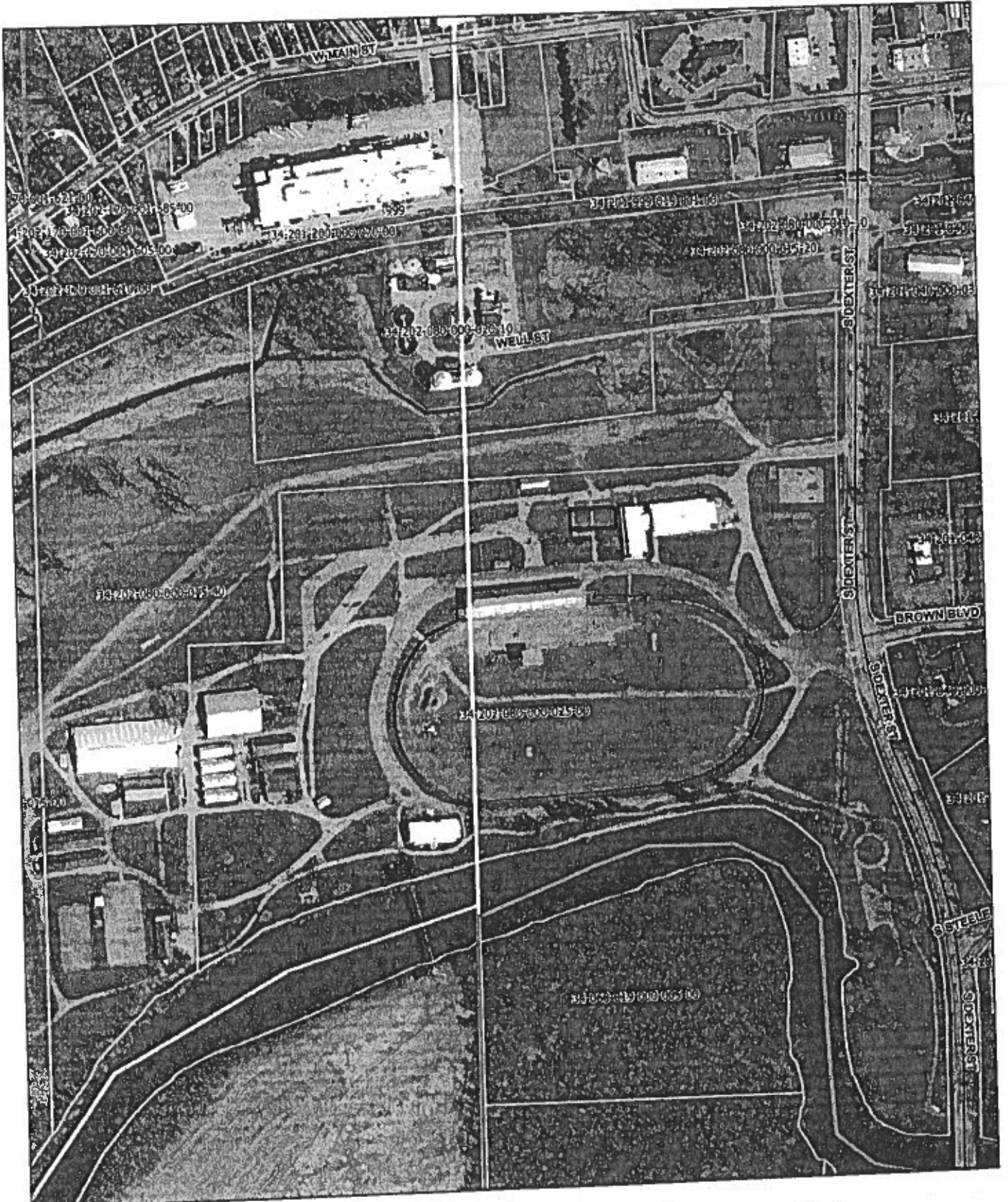
1:2,257



GIS Map



GIS Map

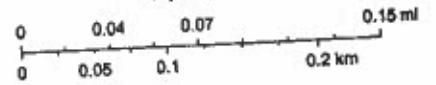


3/22/2025, 11:55:05 AM

2024_Aerials

- | | | | |
|--|--------------------------|--|-----------|
| | Red: Band_1 | | Roads |
| | Green: Band_2 | | State Hwy |
| | Blue: Band_3 | | Street |
| | Cities and Villages | | Townships |
| | Ionia County_Tax_Parcels | | |

1:4,514



City of Ionia
 114 N Kidd ST
 IONIA, MI 48846-0076


Print Date: 03/24/2025
PZE Number: SPR25-0001
PZE Type: Site Plan Review
Location: 202-080-000-025-00

Pay by Account in Full



Total Balance Due: \$500.00

IONIA FREE FAIR ASSOC
 PO BOX 96
 IONIA, MI 48846-0096

Invoice	Number	Date	Due	Adjustments	Payments	Balance
	00000605	03/24/25	04/23/25	\$0.00	\$0.00	<u>\$500.00</u>
	Quantity	Category	Description		Billed	
	1.00	Planning/Zoning	Site Plan Review - PC Review		\$500.00	
Total Balance Due:						\$500.00

PAID

MAR 25 2025

CITY OF IONIA



Corland J McDiarmid
Director

IONIA DEPARTMENT OF
PUBLIC SAFETY

239 East Adams Street, Ionia Michigan, 48846
616-527-4431



Kevin C Heinlein
Deputy Director

PLAN REVIEW – 317 S DEXTER ST

On 04/15/2025, I reviewed the site plan for the property of 317 S Dexter St, City of Ionia.

From the site plans, I do not see what occupancy classification this structure will be labeled as. In years past, the tent was classified as A-5 since it was an assembly used for outdoor participation. If this is what the intended use is, then I will approve the provided plans.

However, in years past, the tent was used for consuming alcohol and was enclosed with a fence. Since this would now be a permanent structure, the requirement for an automatic suppression system and fire detection system would be in question. I suggest these plans be sent to the Ionia County Building Department for a plan review.

Brian Vos

PSO1/Inspector Brian Vos 49-26
Ionia Department of Public Safety
239 E Adams St
Ionia, MI 48846
616.523.0157
bvos@ci.ionia.mi.us

Jonathan Bowman

From: Building Department <building@ioniacounty.org>
Sent: Wednesday, April 16, 2025 8:26 AM
To: Jonathan Bowman; Brian Vos
Subject: Re: Fairgrounds Pavilion

all,
isn't the existing a fenced in "pavilion" style tent? Nick said the plans look good and they are good on our end, permits must be pulled obviously but as soon as they are ready they can proceed.

Jeannie A. Lee
Administrative Management/ Permit Tech
Ionia County Building Department
616/527-5374
Inspection days are as follows
Building - Monday thru Friday
Electrical - Monday thru Thursday
Mechanical - Monday , Wednesday and Friday
Plumbing - Monday, Wednesday and Friday

From: Jonathan Bowman <jbowman@ci.ionia.mi.us>
Sent: Tuesday, April 15, 2025 4:41 PM
To: Building Department <building@ioniacounty.org>
Subject: Fw: Fairgrounds Pavilion

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Here is the application documents for the fair's proposed pavilion.

Thank you,

Jonathan

From: Jonathan Bowman
Sent: Thursday, April 10, 2025 6:24:21 PM
To: Brian Vos <BVos@ci.ionia.mi.us>
Subject: Fairgrounds Pavilion

Good Afternoon,



**MOTION SHEET FOR PLANNING COMMISSION AGENDA ITEM
Ionia Free Fair Association – 317 S. Dexter Street**

Chapter 1276 – Site Plan Approval Standards

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 reasonable visual and sound privacy for all dwelling units. Fences, walls, barriers, and landscaping shall be used, as appropriate, 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.

Staff Listed Conditions

1. The applicant must comply with local, state, and federal laws, and all applicable permits shall be obtained before the work begins.

2. Any other reasonable conditions that the Planning Commission may feel necessary to protect the health, safety, and welfare of the City of Ionia and maintain the integrity of the City of Ionia Zoning Ordinance.

Motion Options:

1. Decision to Approve

Moved by _____ and seconded by _____ to approve the site plan review for a new pavilion at 317 S. Dexter Street. This decision is based on the findings that the proposed plan complies with the Site Plan Approval Standards of Chapter 1276 as detailed and discussed above, subject to the approval by staff and resolution of any remaining site plan issues as noted in the above staff conditions.

2. Decision to Deny

Moved by _____ and seconded by _____ to deny the site plan review for a new pavilion at 317 S. Dexter Street. This decision is based on the findings that the proposed plan does not comply with the Site Plan Approval Standards of Chapter 1276 as detailed and discussed above

3. Decision to Approve with Additional Conditions

Moved by _____ and seconded by _____ to approve the site plan review for a new pavilion at 317 S. Dexter Street. This decision is based on the findings that the proposed plan complies with the Site Plan Approval Standards of Chapter 1276 as detailed and discussed above, subject to the approval by staff and resolution of any remaining site plan issues 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: VI.2

TO: Planning Commissioners
FROM: Jonathan Bowman, Assistant City Manager
DATE: May 14, 2025
RE: Public hearing to receive comments on Ordinance No. 594 to amend 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 Ordinance No. 594. The City Attorney has reviewed and provided input on the proposed changes.

Requested Action / Motion:

It is requested that the Planning Commission conduct a public hearing and decide whether to recommend that City Council approve or reject Ordinance No. 594, 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 Section 1289.08 and 1289.09 of the Codified Ordinances of the City of Ionia.

Motion By:

Seconded By:

**CITY OF IONIA
PLANNING COMMISSION
NOTICE OF PUBLIC HEARING**

**Ordinance No. 594 – Amend Site Plan Review Zoning Requirements in Multiple Chapters
of Title Six: Zoning – of Part Twelve: Planning and Zoning Code of the Codified
Ordinances of the City of Ionia, Michigan**

NOTICE IS HEREBY GIVEN that a Public Hearing will be held in the Council Chambers, Ionia City Hall, 114 N. Kidd Street, Ionia, Michigan on Wednesday, May 14, 2025, at 4:30 PM at a meeting of the Planning Commission, to receive comments on Ordinance No. 594. If approved, this ordinance will amend multiple sections of the City’s ordinances to update the Site Plan Review zoning requirements. Following the public hearing the Planning Commission will make a recommendation on the ordinance to City Council.

The City of Ionia complies with the "Americans with Disabilities Act." If auxiliary aids or services are required at a public meeting for individuals with disabilities, please contact Jonathan Bowman, City Clerk, at least three (3) business days prior to any such meeting. The following is a summary of the proposed ordinance.

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.

Section One: Amendment to Chapter 1276 - “Site Plan Review”

Section Two: Amendment to Section 1289.08 - “Application and Processing Procedures”

Section Three: Amendment and Section 1290.09 - “Application and Processing Procedures”

Section Four: Severability

Section Five: Effective Date

A complete copy of proposed Ordinance No. 594 is available for review at www.cityofionia.org or at Ionia City Hall, 114 N. Kidd Street, Ionia. Questions or comments may be directed to Jonathan Bowman, Assistant City Manager and City Clerk, 616-523-0147.

By: Jonathan Bowman, City Clerk

Ionia City Hall

114 N. Kidd Street, PO Box 496

Ionia, MI 48846
(616) 527-4170

**CITY OF IONIA
IONIA COUNTY, MICHIGAN
(Ordinance No. 594)**

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~~uarantees.
- 1276.11 Amendments to ~~A~~pproved ~~S~~site ~~p~~Plan.
- 1276.12 Expansion of ~~E~~existing ~~U~~se, ~~S~~structure or ~~B~~uilding.

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.

~~(a)(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. 594 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):



CITY OF IONIA

STAFF REPORT FOR PLANNING COMMISSION AGENDA ITEM

Agenda Item: VIII.1

TO: Planning Commissioners

FROM: Jonathan Bowman, Assistant City Manager

DATE: May 14, 2025

RE: Schedule Public Hearing - Preliminary Site Condominium and Site Plan Review for 520 E. Washington Street

Background:

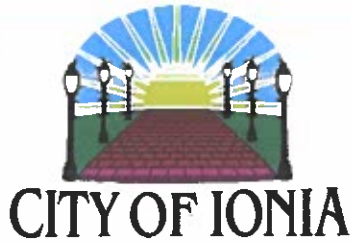
An application has been received from Mr. Patrick Kapenga to redevelop the former Ionia Sparrow Hospital site located at 520 E. Washington Street. The preliminary site plan indicates the intent for 14 site condominium units on the property. Following this communication, Commissioners will find the submitted application documents, preliminary plan, staff review, and excerpt from the 2019 Master Plan discussing this area of the City.

Requested Action / Motion:

It is requested that Planning Commission review the application for a site condominium and site plan review. It is further requested that the Commission schedule a public hearing for the next scheduled meeting on Wednesday, June 11 at 4:30 PM to solicit comments on the preliminary site condominium and site plan review.

Motion By:

Seconded By:



Site Condominium & Site Plan Review 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: 04/12-2025

Permit Fee: \$1,250*

This application will require action by the Planning Commission and City Council consisting of a preliminary and final site condominium plan review and Public Hearing. Applications must be submitted at least four weeks before the intended Planning Commission meeting. Maps provided as part of the site condominium review shall be at a scale of not more than 100 feet to one inch.

Applicant Information

Applicant's Name: Patrick Kapenga Interest in Property: Owner
Address: 8091 Leonard City, State, Zip: Coopersville, MI 49404
Phone: 616-292-6196 Email: patrick.kapenga@gmail.com
Owner's Name (If different from above): _____

Project Information

1. Request (check all that apply):

- Site Condominium Special Land Use Plat PUD
 Site Plan Review Rezoning Other: _____

2. Address of Property: 520 East Washington

3. Parcel Number(s): 34-204-090-000-670-51

4. Legal Description: LEGAL DESCRIPTION PARCEL B: BEGINNING AT THE SOUTHWEST CORNER OF LOT 146 OF THE RECORDED PLAT OF SUPERVISOR INMAN'S ADDITION TO THE CITY OF IONIA, IONIA COUNTY, MICHIGAN; THENCE N 00° 53' 30" E 283.28 FEET ALONG THE WEST LINE OF LOT 146 TO THE NORTHWEST CORNER OF LOT 146; THENCE N 85° 00' 00" E 347.00 FEET ALONG THE SOUTH LINE OF LAFAYETTE STREET; THENCE S 00° 52' 30" W 283.55 FEET TO A POINT ON THE NORTH LINE OF WASHINGTON STREET; THENCE S 85° 02' 36" W 347.00 FEET ALONG THE NORTH LINE OF WASHINGTON STREET TO THE POINT OF BEGINNING. THIS DESCRIPTION INCLUDES ALL OF LOTS 144 THRU 146 AND A PORTION OF LOT 143 OF SUPERVISOR INMAN'S ADDITION TO THE CITY OF IONIA AS RECORDED IN LIBER 1 OF PLATS, PAGES 99 AND 100 IN THE OFFICE OF THE REGISTER OF DEEDS FOR IONIA COUNTY, MICHIGAN. SPLIT/COMBINED ON 07/14/2021 FROM 204-090-000-670-00, 204-090-000-720-00.

5. Project Description: 14 Site condo lots

6. Current Zoning: LDR Proposed Zoning: LDR

7. Size of Parcel: 5.72 Acres

(*Fee includes \$750 for Site Condominium Plan (Division of Property) and \$500 for Site Plan Review.)

Site Condominium Process

I. Items to be Submitted

A request for a site condominium shall be made to the Zoning Officer. The following information is required.

- | | |
|--------------------------|-----------------------------------------|
| <input type="checkbox"/> | Application |
| <input type="checkbox"/> | Fee |
| <input type="checkbox"/> | 4 Copies of a Preliminary Plan |
| <input type="checkbox"/> | 1 Electronic Copy of a Preliminary Plan |

The application fees cover the cost of reviewing the preliminary and final site condominium plan.

II. Meeting Dates

The City Planning Commission meets on the second Wednesday of each month at 4:30 P.M. The City Council meets on the first Tuesday of each month at 7:00 P.M. Both the Council and Planning Commission meet in the city council chambers at the City Hall.

III. Application Submittal

An application for preliminary site condominium plan approval must be submitted at least four weeks prior to the meeting at which the Planning Commission considers the application.

IV. Application Procedures

- 1) The sub-divider must submit a written application and at least 4 physical copies of the preliminary plan and 1 electronic copy to the Zoning Officer at least four weeks before a meeting of the Planning Commission. The preliminary plan must be prepared in accordance with Section 1272.05 of the City Zoning Ordinance and Section 1228.01 of the City Plat Development Ordinance.
- 2) The Clerk in conjunction with the Chair of the Planning Commission, shall determine a date for consideration of the preliminary plan by the Commission.
- 3) Notice of the hearing shall be sent by mail to owners of properties within 300 feet of the subject property at least 10 days before the date of the public hearing.
- 4) The Planning Commission reviews the preliminary plan in accordance with the requirements of Section 1272.05 of the City Zoning Ordinance and if it meets all requirements, shall forward the plan to the City Council with its recommendation. If the preliminary plan does not meet all requirements, the Planning Commission will notify the subdivider, giving the earliest date for resubmission of the plan.
- 5) The applicant shall revise the preliminary site condo plan and submit 4 physical copies of the final site condominium plan and 1 electronic copy to the Zoning Officer for review by the City Council.
- 6) The Council may approve, deny or approve with conditions the final plan in accordance with the standards of the Site Condominium Ordinance and the City's

Plat Development Ordinance. The Council may require a cash deposit, certified check or irrevocable letter of credit acceptable to the Council covering the estimated cost of the proposed improvements.

- 7) Following approval of the final site condominium plan, the plan must be signed by the City Clerk and Mayor.
- 8) The applicant may proceed to construct the site condominium provided all conditions imposed by the Council have been complied with and all approvals have been obtained from the City Engineer and other applicable government agencies.
- 9) A copy of the site condominium Master Deed shall be provided to the City Clerk within 10 days of recording this document with the County Register of Deeds.

Site Condominium Application Submittal Requirements

A site condominium plan shall contain the following information as required in Chapter 1232 and sections 1224.02 and 1272.05 of the City of Ionia City Code of Ordinances.

1232.02 Lots

- a) All lots shall face upon, and have direct access to, a public or private street.
- b) The side lines of lots shall be approximately at right angles or radial to the street upon which the lots face.
- c) All lots shall conform to the requirements of the Zoning Code for the zone in which the plat is located.
- d) Corner lots for residential use shall have the minimum required frontage on both streets adjacent to the lot.
- e) The depth of a lot shall not exceed four times the width. The depth of a lot shall be measured along a horizontal line located midway between the side lot lines and connected to the front and rear lines, or the two front lines of a through lot. The width of the lot shall be measured between the side lot lines parallel to the front lot line at the minimum required front setback line.
- f) Corner lots shall have sufficient extra width so as to permit appropriate building setback from both streets or orientation to both streets.

1232.03 Street Lighting

- a) Street lights may be required to be provided in accordance with the City of Ionia specifications.

1232.04 Street Trees

Trees shall be required to be planted by the proprietor in the area between the sidewalk and curb for each platted lot. The Planning Commission and Council may approve alternatives to this, such as requiring the tree to be planted prior to occupancy of a house in order to ensure proper maintenance of the tree. All trees shall be deciduous with a minimum caliper of two inches.

1232.05 Sidewalks

Sidewalks shall be installed for all lots prior to building or dwelling occupancy in accordance with the City of Ionia specifications.

1232.06 Natural Features

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 which are reasonably necessary to develop the site in accordance with the requirements of these Subdivision Regulations.

1224.02 Plat; Required Information

The following information shall be submitted for tentative approval of the preliminary plat. Maps shall be at a scale of not more than 100 feet to one inch.

- a) The name or title of the proposed subdivision.
- b) A legal description of the proposed plat.
- c) The name, address and telephone number of the proprietor, developer, record owner and subdivider.
- d) A statement of the intended use for the proposed plat and showing land intended to be dedicated or set aside for public use or for the common use of property owners in the subdivision, and stating the location, dimensions and purpose of such land.
- e) A small scale vicinity map showing the location of the project within the City, and the name and location of abutting subdivisions.
- f) The location, dimensions and approximate grade and radius of proposed and existing streets, alleys and highways included in the plat.
- g) The location of all existing features affecting the subdivision, such as railroads, buildings, trees, ditches, watercourses and other physical features.
- h) The location and size of all existing and proposed public water, sanitary sewer and storm drainage pipes, equipment, fire hydrants, catch basins and other facilities.
- i) The location of utility and drainage easements.
- j) If the proposed plat is contiguous to other lands owned by the applicant, a map showing the street layout and access for subsequent development.
- k) If the proposed subdivision is not to be served by public sewer and water systems, a written statement from the Ionia County Health Department regarding the suitability of the soils for on-site septic systems.
- l) Location and dimension of lots, radii of all curves and approximate location of all setback lines. Lot width shall be shown for each lot, at the required setback line.
- m) When any part of the subdivision lies within or abuts a floodplain area:
 - 1. The floodplain, as established by the State Department of Natural Resources, shall be shown within a contour line.
 - 2. The contour line shall intersect the sidelines of the lots.
 - 3. The sidelines shall be dimensioned to the traverse line from the street line and the established floodplain (contour) line.
 - 4. The floodplain area shall be clearly labeled on the plat with the words "floodplain area."

- n) Two copies of any proposed covenants and deed restrictions to be imposed upon the use of property in the subdivision or a statement in writing that none is proposed. If common areas are to be reserved for use by the residents of the subdivision, copies of an agreement indicating how the area will be maintained shall be submitted.
- o) Property lines, dimensions and building setback distances and all structures, lot lines and wetlands within 100 feet of the site.
- p) 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.
- q) The 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.
- r) The 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.
- s) Street lighting, if any, including the type of fixture as well as the method of shielding illumination from adjacent properties and roadways.
- t) The location and type of significant existing vegetation, watercourses and water bodies, including County drains and man-made surface drainageways, floodplains and wetlands.
- u) The location of existing and proposed slopes which are twenty percent or greater, which may be altered by the development or the construction of buildings within the development.
- v) Zoning and use of the proposed subdivision and adjacent properties.

1272.05 (d) Review of Preliminary Plans by the Planning

1. The site condominium shall be constructed in accordance with [Chapter 1232](#) of the Subdivision Regulations.
2. A condominium project plan shall include the documents and information required by Section 66 of the Condominium Act (M.C.L. 559.166; M.S.A. 26.50(16)), including the signature and seal of the architect, land surveyor, or engineer who prepares the plan.
3. A statement describing the proposed method of providing potable water supply, waste disposal facilities and public and private utilities, and a statement from the District County Health Department indicating the suitability of the land for the operation of septic tanks, if proposed, shall be included.
4. All private streets in a site condominium shall comply with the standards for City public street construction.
5. The location of any and all general and limited common elements, as well as the use and occupancy restrictions and maintenance provisions for all general and limited common elements that will be included in the Master Deed, shall be included.
6. A storm drainage and a storm water management plan, including all lines, swales, drains, basins, and other facilities and easements granted to the appropriate municipality for installation, repair and maintenance of all drainage facilities, shall be included. Joint application for stormwater management shall be made with the Ionia County Drain Commissioner.

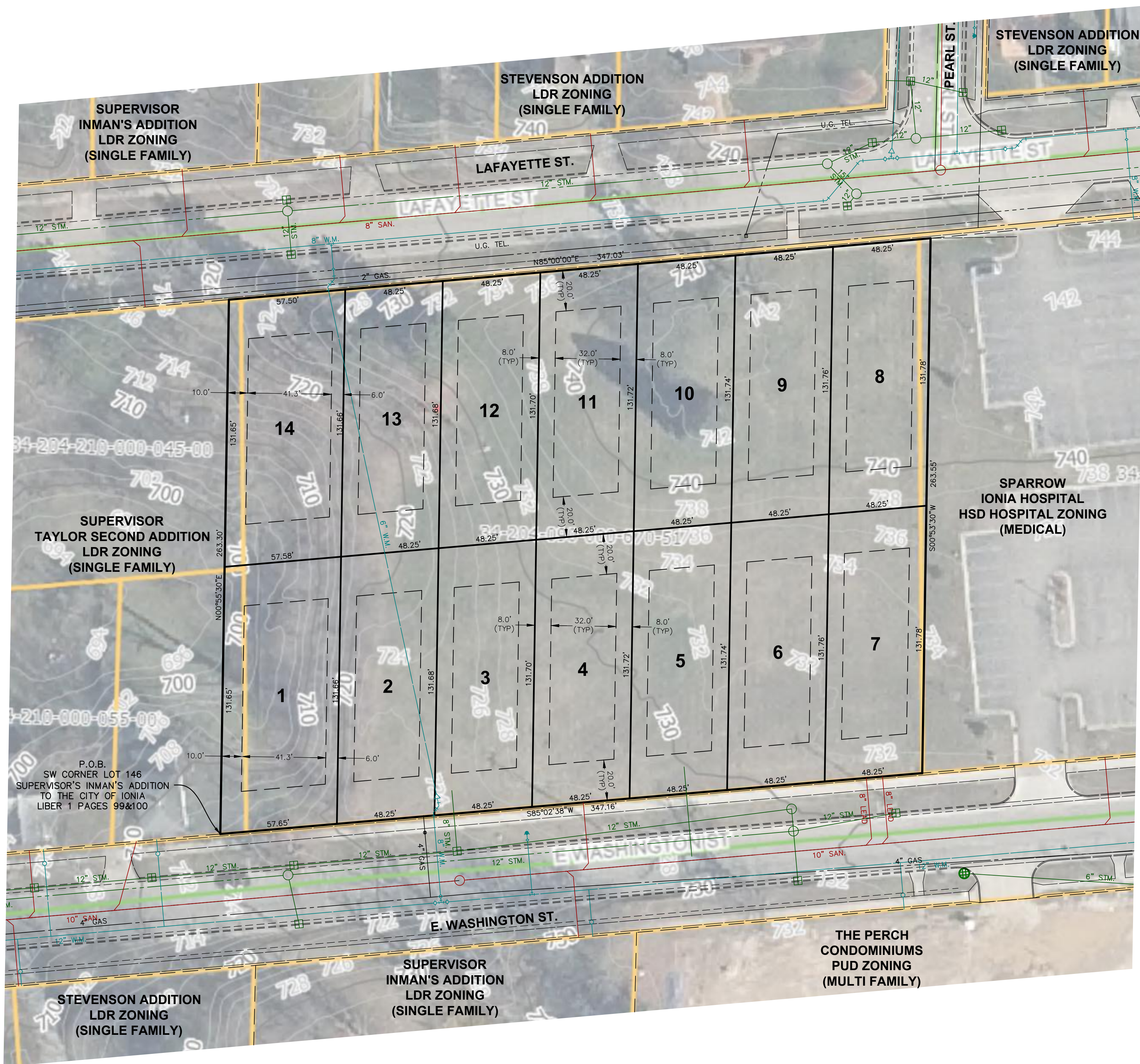
7. In its review of a site condominium project plan, the Planning Commission may consult with the City Manager, City Planner, City Engineer, or other appropriate persons regarding the adequacy of the proposed common elements and maintenance provisions, use and occupancy restrictions, utility systems and streets, project layout and design, or other aspects of the proposed project.
8. The Planning Commission shall require that portions of the plan as relevant to the reviewing authority in question be submitted to the District Health Department, County Road Commission, County Drain Commission, Michigan Department of Natural Resources, Michigan Department of Public Health, Michigan Department of Environmental Quality and other appropriate State and County review and enforcement agencies having direct approval or permitting authority over any aspect of the proposed site condominium project.
9. The building site for each site condominium unit shall comply with all applicable provisions of this Zoning Code for the zoning district in which it will be located, including minimum lot area, minimum lot width, required front, side and rear yards, and maximum building height. For example, the area and width of the building site shall be used to determine compliance with the minimum lot area and lot width requirements. Compliance with required front, side or rear yards shall be determined by measuring the distance from the equivalent front, side, or rear yard boundaries of the building site closest respective front, side or rear boundary of the building envelope. Building setback lines showing dimensions from all streets and lot lines shall be illustrated on the project plan.
10. If a site condominium project is proposed to have public streets, the streets shall be paved and developed to the minimum design, construction, inspection, approval and maintenance requirements for platted public streets as required by the City.
11. The site condominium project shall be connected to the City water and sanitary sewer facilities in accordance with the City of Ionia Municipal Standards Ordinance.
12. The names of abutting developments, if any, shall be included.
13. A map of the entire area scheduled for development, if the proposed project is a portion of a larger holding intended for subsequent development, shall be included.
14. The land use and existing zoning of the proposed project shall be included. Zoning and land use on adjacent parcels should also be illustrated.
15. A table listing the proposed lots by number, and the respective lot area for each lot, shall be included.
16. Additional information which will assist the applicant in proceeding in a reasonable and sound manner toward final approval of the project shall be included.

City of Ionia
114 N Kidd ST
PO Box 496
IONIA, MI 48846-0076
United States

Received From:
ASPEN VALLEY LN LLC
2700 PLAINFIELD AVE NE
GRAND RAPIDS, MI 49505-3729

Date: 04/15/2025 Time: 2:02:44 PM
Posting Date: 04/15/2025
Receipt: 0000375528
Cashier: Aleesha
Workstation: CNTR5
Drawer: Cash Drawer 1

ITEM REFERENCE	AMOUNT
PRMIT PERMITS	
Site Plan Review 520 E Washing	\$1,250.00
TOTAL	\$1,250.00
CHECK 126	\$1,250.00
Total Tendered:	\$1,250.00
Change:	\$0.00



PROPERTY DESCRIPTION:

PPN# 34-204-090-000-670-51
 PROPERTY ADDRESS: 520 EAST WASHINGTON STREET
 OWNER: DANIEL AVERY & GREGORY COOK
 241 MAIN STREET
 IONIA, MI 48846-1757

DESCRIPTION:
 BEGINNING AT THE SOUTHWEST CORNER OF LOT 146 OF THE RECORDED PLAT OF SUPERVISOR INMAN'S ADDITION TO THE CITY OF IONIA, IONIA COUNTY, MICHIGAN; THENCE N00°53'30"E 263.28 FEET ALONG THE WEST LINE OF LOT 146 TO THE NORTHWEST CORNER OF LOT 146; THENCE N85°00'00"E 347.03 FEET ALONG THE SOUTH LINE OF LAFAYETTE STREET; THENCE S00°53'30"W 263.55 FEET TO A POINT ON THE NORTH LINE OF WASHINGTON STREET; THENCE S65°02'38"W 347.00 FEET ALONG THE NORTH LINE OF WASHINGTON STREET TO THE POINT OF BEGINNING. THIS DESCRIPTION INCLUDES ALL OF LOTS 144 THRU 146, AND A PORTION OF LOT 143 OF SUPERVISOR INMAN'S ADDITION TO THE CITY OF IONIA AS RECORDED IN LIBER 1 OF PLATS, PAGES 99 AND 100 IN THE OFFICE OF THE REGISTER OF DEEDS FOR IONIA COUNTY, MICHIGAN.
 CONTAINS 90,950 SF OR 2.09 ACRES.

REQUIREMENTS:

- PROJECT DESCRIPTION:
 SUBDIVIDE FORMER HOSPITAL SITE INTO 14 HOME SITES WITH UTILITIES SERVED OFF THE EXISTING MAINS IN E. WASHINGTON AND LAFAYETTE STREETS.
 - ZONING: LDR - LOW DENSITY RESIDENTIAL - ZONING
- LOT SIZE:
 AREA: 4,000 SQ. FT.
 WIDTH: 40 FEET
- BUILDING HEIGHT:
 AREA: 30 FEET MAXIMUM
- SETBACKS:
 FRONT YARD: 20 FEET
 REAR YARD: 20 FEET
 SIDE YARD: 6 MINIMUM - 16 TOTAL
- MINIMUM FLOOR AREA:
 AREA: 700 SQ. FT. MINIMUM
- MAXIMUM LOT AREA (BY ALL BUILDINGS):
 MAXIMUM AREA: 40% MAXIMUM COVERAGE

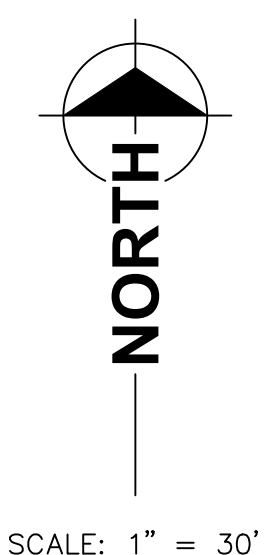
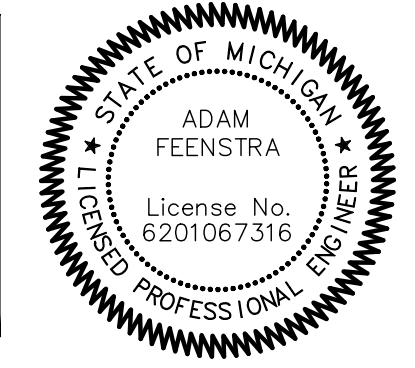
GENERAL NOTES:

- ALL UTILITIES SHOWN ARE APPROXIMATE LOCATIONS DERIVED FROM ACTUAL MEASUREMENTS AND AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE THE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THE AREA.
- ALL WORK SHALL COMPLY WITH APPLICABLE REQUIREMENTS OR THE LOCAL CODE, ORDINANCES AND ACCIDENT/FIRE PREVENTIONS REGULATIONS.
- UTILITIES - A NEW WATER SERVICE AND SANITARY LATERAL SHALL BE PROVIDED FOR EACH LOT FROM THE EXISTING MAINS IN E. WASHINGTON AND LAFAYETTE STREETS.
- NO NEW STORM WATER IMPROVEMENTS ARE PROPOSED.

LOT AREAS		
LOT	SQUARE FEET	ACRES
1	7,545	0.174
2	6,320	0.145
3	6,321	0.145
4	6,322	0.145
5	6,323	0.145
6	6,324	0.145
7	6,325	0.145
8	6,325	0.145
9	6,324	0.145
10	6,323	0.145
11	6,322	0.145
12	6,321	0.145
13	6,320	0.145
14	7,535	0.174
TOTAL	90,950	2.088



LOCATION MAP
 NOT TO SCALE



LEGEND

T	TOWN	SECTION CORNER
R	RANGE	SET CAPPED IRON
N	NORTH	FOUND IRON OR NAIL
S	SOUTH	STORM SEWER MANHOLE
E	EAST	SANITARY SEWER MANHOLE
W	WEST	CATCH BASIN
SEC.	SECTION	HYDRANT
POB	POINT OF BEGINNING	VALVE
	PROPOSED BLACKTOP	UTILITY POLE
	PROPOSED CONCRETE	GUY WIRE
	EXISTING BLACKTOP	LIGHT POLE
	EXISTING CONCRETE	WALL MOUNTED LIGHT
	BUILDING	PEDESTAL
		TRANSFORMER
		SIGN

SITE CONDOMINIUM
520 EAST WASHINGTON STREET

FOR: PATRICK KAPENGA
 REPAK PROPERTIES
 8091 LEONARD ST
 COOPERSVILLE, MI 49404
 616-292-6196

PART OF SECTION 17, T7N, R6W,
 CITY OF IONIA, IONIA COUNTY, MICHIGAN

Feenstra & Associates, Inc.
 CIVIL ENGINEERS & SURVEYORS
 3145 Prairie St SW Phone: 616-457-7050
 Grandville, MI 49418 www.feenstrainsc.com

C1
 4/11/2025

MEMORANDUM

To: City of Ionia Planning Commission
Date: May 6, 2025
From: Brad Kotrba, AICP
RE: **520 E. Washington Street – Preliminary Site Condominium Review and Preliminary Site Plan Review**

The purpose of this memorandum is to determine the compliance of the application for the establishment of a condominium development with the provisions of the Zoning Ordinance, the City Subdivision Ordinance, and the Condominium Act (Act 59 of 1978). This memo specifically addresses the property



generally known as 520 E. Washington Street (PPN 34-204-090-000-670-51). This property was the other portion of the property that was purchased by the developer who created the AC PUD development condominium project across E. Washington Street, which was developed into several attached condominium units. This applicant is proposing to develop this 2.09-acre parcel into 14 site condominium units. Site condominium units are similar to platted subdivisions in the sense that they are surveyed into “lots.” The lot itself is the actual condominium unit owned by the property owner, and there may be no or only a minimal amount of common or shared spaces in the development. Site condominiums differ from traditional condominiums in that traditional condominium units are the space inside the building or the building itself, but not the land around the building. Similar to traditional condominium developments, a site condominium is maintained under a maintenance agreement in the condominium association’s master deed.

Background

The property is currently zoned LDR – Low Density Residential on the former Ionia Hospital property located on E. Washington Street. In 2021-22, the City of Ionia changed the rezoning of the hospital property to the new HSD – Health Service District designation. The AC Development was created as a PUD and is zoned that way, and this property was zoned to the LDR District. The total property area is approximately 2.09 acres of vacant land. The applicant

has applied for site plan review in conjunction with the application for establishing a site condominium development. The applicant has begun preliminary work for the project and desires to establish a condominium under the Michigan Condominium Act (PA 59 of 1978, as amended). Once the general development site plan has been approved concurrently with the site condominium development. The applicant, or the future condo unit owner, will have the right to build a new home under the same zoning ordinance site development standards that any other traditional platted or metes and bounds lot has, and zoning permit applications would be submitted directly to the City and any permits required by other approving authorities (i.e. Ionia County Building Department). Therefore, the planning commission will not be approving structures or building locations in this application. They will be approving the establishment of the site condominium under Michigan Law, and that the site condominium unit meets all the area, width, and other zoning ordinance standards per the City of Ionia Zoning Code.

Completeness of Submittal. Section 1272.05 (“Review of Preliminary Site Condominium Plans by the Planning Commission”) contains the required information that must be included in a condominium application. Per the City Code, before any final site condominium review, the applicant shall submit a preliminary plan and application to the City, which will be reviewed and approved by the Planning Commission. The applicant has submitted a site plan prepared by Feenstra & Associates, Inc. (dated 4/11/2025) and a Site Condominium and Site Plan Review application. The submitted documentation satisfies the requirements for establishing a preliminary site condominium per City Ordinance. The minimum requirements for submittal have been satisfied per Section 1272.05(b), and the application is sufficient for review. The Requirements for Preliminary Review (Sec. 1272.05(d)) and our comments follow:

1. *The site condominium shall be constructed in accordance with Chapter 1232 of the Subdivision Regulations.*

Comments. Please see our review and comments for the requirements of Chapter 1232 later in this memorandum.

2. *A condominium project plan shall include the documents and information required by Section 66 of the Condominium Act (M.C.L. 559.166; M.S.A. 26.50(16)), including the signature and seal of the architect, land surveyor, or engineer who prepares the plan.*

Comments. Please see or review and comments for the requirements of Section 66 of the Michigan Condominium Act later in this memorandum.

3. *A statement describing the proposed method of providing potable water supply, waste disposal facilities, and public utilities, and a statement from the District County Health Department, including the suitability of the land for the operation of septic tanks, if proposed, shall be included.*

Comments. The applicant has not submitted a formal statement of how water supply and wastewater will be provided; however, the preliminary site plan provided clearly

shows that the lots will contain connections to City Water and Sanitary Sewer services. The County Health Department does not need to be contacted in this application because this development will contain no septic systems, therefore, it is inapplicable.

4. *All private streets in a site condominium subdivision shall comply with the standards for City public street construction.*

Comments. There will be no interior streets with this development, therefore, the applicant is proposing no private or proposed public streets. This requirement does not apply to this application.

5. *The location of any and all general and limited common elements, as well as the use and occupancy restrictions and maintenance provisions for all general and common elements that shall be included in the Master Deed.*

Comments. The applicant has not submitted a Master Deed for this preliminary review. Staff has waived this requirement for the preliminary review. The applicant will have to submit a draft Master Deed, including a maintenance agreement, if any common elements are to be included in the project. The City Attorney will work with the applicant and their attorney to finalize the Master Deed for final site condominium review. Similar to how the City Attorney reviewed and finalized the AC PUD condominium master deed.

6. *A storm drainage and stormwater management plan, including all lines, swales, drains, basins, and other facilities and easements granted to the appropriate municipality for installation, repair, and maintenance of all drainage facilities.*

Comments. The applicant is not proposing any stormwater drainage facilities and, therefore, has not submitted a stormwater management plan. Because this development is so small and will be designed similarly to the neighboring residential lots, no on-site stormwater drainage will be provided. The majority of the area on each lot or unit will likely remain permeable, and the land will be graded to discharge water away from the homes. The Planning Commission should ensure that the developer that all final grading for home development keeps stormwater from flowing into any neighboring property owners' yards more than how stormwater naturally flows presently.

7. *In its review of the site condominium project plan, the Planning Commission may consult with the City Manager, City Planner, City Engineer, or other appropriate persons regarding the adequacy of the proposed common elements and maintenance provisions, use and occupancy restrictions, utility systems and streets, project layout design, or other aspects of the proposed project.*

Comments. Staff has reviewed the preliminary site condominium plan, which contains no common elements and is divided equally between each unit to fill 100% of the total 2.09 acres of the vacant land area at 520 E. Washington Street. Therefore, while the

applicant will submit their draft master deed for the final review, it may or may not contain a common element maintenance agreement for the association because there appears to be no limited or general common element. The Planning Commission should discuss this with the applicant for further information.

8. *The Planning Commission shall require that portions of the plan as relevant to the reviewing authority in question, be submitted to the District Health Department, County Road Commission, County Drain Commission, Michigan Department of Natural Resources, Michigan Department of Public Health, EGLE, and any other appropriate State and County review and enforcement agencies having direct approval or permitting authority over any aspect of the proposed site condominium.*

Comments. In addition to the City Planning and Zoning Department, the City Department of Public Utilities and Department of Public Works should have a chance to review and comment related to the City's water and sewer networks. How to handle the identified water main crossing the western portion of the property should be discussed and a solution negotiated between the applicant and the City. Curb cuts and connections to the City's public utilities should be discussed, while approval for each condominium unit will occur at a later date. The Department of Public Safety may also wish to comment, but this proposed plan appears to be relatively simple and easy for any potential emergency access for future homes.

9. *The building site for each site condominium unit shall comply with all applicable provisions of this Zoning Code for the zoning district in which it will be located, including minimum lot area, minimum lot width, required front yard, side yard, and rear yard setbacks, and maximum building height. Building setback lines shall be illustrated on the project plan.*

Comments. All units meet the minimum lot area requirements of the LDR district of at least 4,000 square feet in total area; the smallest lot being 6,320 square feet and the largest being 7,535 square feet in area. All units meet the minimum lot width of 40 feet; in fact, all units are at least 48.25 feet wide, while units 1 and 14 are 57.58 feet wide. The minimum side yard setback proposed is 6 feet on one side yard and 16 feet combined on both side yards (Units 1 and 14), which meets the minimum requirement for the LDR district. All other units are noted to contain a side yard setback of 8 feet on both sides of the home site. This varies slightly from the required setback of 6 feet on one side and 10 feet on the other and should be addressed by the applicant. Rear and front yards are noted to be 20 feet. Therefore, front and rear yard setbacks meet the minimum requirements, as notated on the preliminary site plan. No building heights have been provided because each home will be built on a lot-by-lot basis and will have to be approved when the building permit is submitted to the City. The maximum height limit for the LDR district is 30 feet.

10. *If a site condominium project is proposed to have public streets, the streets shall be paved and developed to the minimum design, construction, inspection, approval, and maintenance requirements for platted subdivision streets as required by the City of Ionia.*

Comments. The application is not proposing any internal private or public streets. Therefore, this standard is not applicable for review.

11. *The site condominium project shall be connected to the City's water and sanitary sewer facilities following the City of Ionia Municipal Standards Ordinance.*

Comments. The project proposes to be connected to the City's water and sanitary sewer network. The plan notes that a new water service and sanitary sewer lateral will be provided for each lot from the existing mains located on E. Washington Street and Lafayette Street. The preliminary plan only contains approximate locations for connection at each unit; therefore, when the final construction plans are submitted for each new home, the City's Public Works Department will have to review and approve the connections to each new home.

12. *The names of abutting developments, if any, shall be included.*

Comments. The surrounding property owners/recorded subdivision plats surrounding this property are all indicated on the plan.

13. *A map of the entire area scheduled for development, if the proposed project is a portion of a larger holding intended for subsequent development, shall be included.*

Comments. This plan shows the entire development; and it is not intended to be a multiphase project. However, the applicant has mentioned a possible desire to include multi-family units on the western end of the development. This possibility should be discussed, as it would create a second phase of the project requiring a rezoning. The creation of the subdivision will be recorded, and then each lot will be constructed on a house-by-house basis.

14. *The land use and existing zoning of the proposed project shall be included. Zoning and land uses on adjacent parcels should also be illustrated.*

Comments. Each zoning district and land usage (i.e., single-family residential, medical, etc.) is labeled for each surrounding property.

15. *A table listing the proposed lots by number, the respective lot area for each unit shall be included.*

Comments. The plan contains a table with all 14 units showing lot area in both square feet and acreage, including the total square footage and acreage for the entire development (14 units).

16. *Additional information for which will assist the applicant in proceeding in a reasonable and sound manner toward final approval of the project shall be included.*

Comments. The Planning Commission may apply additional information they wish to see for the final approval as a condition to this preliminary approval request.

Section 1224.02 – Preliminary Plat – Required Information. The application and plan set provided meet the applicable requirements for condominium approval per Section 1224.02 of the City of Ionia Subdivision Regulations. Items included in these standards are:

1. The approximate location and sizes of existing public water and sewer mains and existing leads into the property. The location and size of the stormwater main and catch basin locations along the public streets that the development fronts. As well as the approximate location and size of the gas main, telecommunication lines, and fire hydrants.
2. The property’s topography and elevations.
3. Dimension of proposed lots, including area, width, setback, and buildable envelope area.
4. All surrounding properties and property users.
5. Location of abutting streets, easements, and drives.
6. Existing location of city sidewalks.

Section 1232 – Improvements. The application submitted must meet the requirements outlined in Section 1232 – Improvements of the Municipal Code. These standards and our comments follow:

Lots:

1. *All lots shall face upon, and have direct access to, a public or private street.*

Comments. All site condominium units front two public streets, E. Washington Street and Lafayette Street.

2. *The side lot lines shall be approximately at right angles or radial to the street upon which the lot faces.*

Comments. The lots are slightly angled, but not enough to consider them any more than the surrounding lots in the neighborhood.

3. *All lots shall conform to the requirements of the Zoning Code for the zone in which the plat (Site Condominium) is located.*

Comments. See our comments for standard number nine in the review of Section 1272.02.

4. *Corner lots for residential uses shall have the minimum required frontage on both streets adjacent to the lot(s).*

Comments. There are no corner lots in this development, all 14 units are interior block lots.

5. *The depth of the lot shall not exceed four times the width.*

Comments. The lots do not exceed the City's or State's 4:1 depth-to-width ratio requirement for lots under 10 acres in area.

6. *Corner lots shall have sufficient extra width so as to permit appropriate building setback from both street orientation to both streets.*

Comments. There are no corner lots in this development, this standard does not apply.

Street Lighting:

1. *Street lights may be required to be provided in accordance with the City of Ionia specifications.*

Comments. Street lights are provided with a connection to the existing utility poles along E. Washington Street. The applicant will most likely not be removing or relocating utility poles and, therefore, will not be removing city street lighting.

Street Trees:

1. *Trees shall be required to be planted by the proprietor in the area between the sidewalk and curb for each platted lot. The Planning Commission and City Council may approve alternatives to this, such as requiring the tree to be planted prior to occupancy of a house to ensure proper maintenance of the tree. All trees shall be deciduous with a minimum 2-inch caliper at planting.*

Comments. The applicant will have to plant one street tree for each unit along both E. Washington and Lafayette Streets at the completion of each new home.

Sidewalks:

1. *Sidewalks shall be installed for all lots prior to building or dwelling occupancy in accordance with the City of Ionia specifications.*

Comments. Public sidewalks exist presently along E. Washington and Lafayette Streets. Therefore, if any of the sidewalk sections are damaged during construction, they will have to be replaced per the City specifications.

Natural Features:

1. *The landscape shall be preserved in its natural state, insofar as practical, by removing on those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of the Subdivision Regulations.*

Comments. The applicant will likely have to re-grade the northern half of the site (Lafayette Street side) because of some small elevation differences. In addition, there are a few scattered trees throughout the site, but the most significant change will be the heavy scrub vegetation that borders the western property line. This will all have to be removed prior to construction. Therefore, it is important that new street trees be installed and the few along Lafayette Street be retained if possible.

Section 66 of Act 59 of 1978. Section 66 of the Michigan Condominium Act contains items that must be contained within the Master Deed and Condominium paperwork. The applicant is still developing their preliminary draft master deed in accordance with the Michigan Condominium Act. This can be submitted for review by the City Attorney during the final review of the Site Condominium application at the City Council level. The final master deed will likely not be completed or recorded until tentative approvals have been granted by the City Council after recommendation from the Planning Commission at this preliminary hearing.

Preliminary Condominium Review. The Planning Commission is charged with reviewing a proposed condominium project, and upon their approval and recommendation, that applicant then must submit an application for Final Condominium Review to the City Council before a final approval may be granted. After review of all applicable submittal items and the two sections outlined above, the applicant has met all the minimum standards and requirements outlined by the State of Michigan and the City of Ionia Condominium Ordinance to seek approval from the Planning Commission. The Planning Commission may consider all the standards and submission items satisfactorily met for preliminary review at this meeting.

Recommendation. At the May 14th meeting, the Planning Commission should ask for clarification from the applicant and carefully consider any additional comments from the applicant. Subject to these comments, the Planning Commission may schedule the public hearing and preliminary review of the site condominium and site plan application for the next regular meeting on June 11. Approval of the preliminary site condominium and site plan review application and recommend approval to the City Council for final site condominium review will be needed at this meeting. However, before the application is presented for final site

condominium review at the City Council level, we recommend approval by satisfying the following conditions:

1. The final site plan indicates the direction of stormwater flow after finished grade is established, or at least that it is required at the time each new home building application is submitted, to be reviewed by City staff and approved during application for construction.
2. The Planning Commission should confirm if there will be any common element features in this project, either general or limited.
3. The owner shall install one deciduous street tree in the parkway in front of each unit along E. Washington Street and shall do the same or preserve the existing street trees located along Lafayette Street. The trees must be at least a 2-inch caliper in trunk diameter at the time of planting and be maintained to ensure that any dead or dying trees are promptly replaced, as appropriate.
4. All damaged City sidewalks will be replaced to City specifications and approved by the City.
5. The applicant shall file a draft Master Deed in accordance with all the requirements of Section 66 of the Michigan Condominium Act and include the updated final site plan as Exhibit B in the Master Deed Document. This Master Deed shall be reviewed initially by the City Attorney, and any corrections or changes to the Deed must be made accordingly by the applicant. The applicant may finalize the Master Deed with the City Attorney after final site condominium approval review at the City Council. However, it must be finalized and approved by the City Attorney before the applicant files it at the Ionia County Register of Deeds.
6. A plan and design approved by the City's Department of Public Utilities and Public Works for relocating the water main crossing the wester portion of the property. The new location for this water main should be indicated on the site plan and appropriate easements should be recorded.
7. Any reasonable items that the Planning Commission may feel are necessary for the City Council to make an informed decision for the final review meeting.



City of Ionia

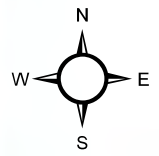
Sparrow Hospital
Redevelopment
Option 3

**Single Family
Houses and
Attached
Townhouses**

- Hospital Razed
- Extend Pearl Street
- All new parcels have a minimum lot size of:
 - 65 ft wide
 - 8,000 sq ft

New Parcels

CITY OF IONIA



0 50 Feet



CITY OF IONIA MASTER PLAN 101

consists of parcels currently zoned L-1 Light Industrial, which would require a rezoning to B-1 Neighborhood Business District, or B-3 General Business District in order to be used for commercial land uses.

Another area is the location of the Orchard View Industrial Park located in the northern portion of the City served by Apple Tree Drive. The industrial park, although zoned L-1 Light Industrial, contains uses which are of a commercial/office character such as Ionia County Central Dispatch, and a behavioral health and wellness clinic. Several industrial land uses exist in the industrial park as well. The area is one that may be suitable for both the industrial types of uses permitted in the industrial park, and certain commercial land uses that are compatible with some types of industrial land uses. The area is served by excellent access as well as adequate utilities, supporting both commercial or industrial land uses. The area consists of parcels currently zoned L-1 Light Industrial, which would require a rezoning to B-1 Neighborhood Business District, or B-3 General Business District in order to be used for commercial land uses.

Zoning Plan for Industrial Land Use

The Industrial Land Use category will be implemented by the I-1 Light Industrial District. This district permits a wide range of industrial land uses including: research and design; manufacturing, compounding, processing, and assembling; warehousing and wholesale establishments; laboratories; central dry cleaning; storage of builders' and contractors' supplies; and similar uses as principal uses by right. Uses permitted with special land use approval include auto engine and body repair; lumber and planing mills; metal plating, buffering and polishing; and retail uses which have an industrial character due to outdoor storage or activities.

Permitted uses and uses allowed by special land use in the I-1 Light Industrial District should be reviewed to determine if additional uses and mixes of uses may be proposed as amendments to the Zoning Ordinance. The City may consider non-conventional uses of industrial space such as breweries and distilleries with sale and service of products and food items; exercise facilities; day care as accessory to the principle use; churches; special event spaces; and other uses as may be identified.

The City may wish to consider rezoning parcels in the downtown to L-1 Light Industrial, or add permitted uses to the B-2 Community Business District, to promote technology-based research and development land uses.

LAFAYETTE/EAST WASHINGTON SUB-AREA PLAN L/EW

The Lafayette/East Washington Sub-Area Plan was adopted as an amendment to the City of Ionia Master Plan in 2015. The location of the district is at the site of the former Sparrow

Hospital and associated facilities on E. Washington Street. The Lafayette/East Washington Sub- Area Plan included in the Master Plan reflects the input of City residents gathered at a workshop held in June of 2015.

The concept plan developed for the area, included in the Maps Section of the Master Plan, illustrates the preferred future of the site, which consists of single-family dwellings, attached dwellings as town houses; and the former Balice Clinic remaining on the site as a use yet to be determined. The site is surrounded by single family houses, so future uses must be compatible with the existing character of the neighborhood including the design of future buildings on the site.

In order to ensure the building and land was not used for commercial purposes after the cessation of the hospital operations, the City rezoned the property to the R-1, One Family Residential zoning district in April of 2015. The portion of the property containing the Balice Clinic was rezoned from B-1 to the Office zoning district so it would remain a conforming use but could not be utilized for commercial purposes.

Zoning Plan for the Lafayette/East Washington Sub-Area Plan

A planned unit development may be an appropriate method to develop the site as this provides the City with a solid means to ensure compatibility of a future project with the neighborhood. Specific elements of the Sub-Area Plan are as follows:

- Detached single family dwellings are recommended for the area west of the former Balice Clinic and between Lafayette and East Washington on the land previously occupied by the hospital building itself. The existing R-1 zoning of the property requires a minimum lot size of 8,000 sq. ft. with 65 feet of width which is compatible with the lot sizes of the surrounding single-family neighborhood.
- Attached dwelling units such as townhouses and housing specifically for senior citizens are recommended for the previous hospital parking lot on the south side of East Washington as follows:
 - o Buildings should be no more than two stories in height as viewed from East Washington with no more than eight attached units per building. Density should not exceed 10 dwelling units per acre;
 - o Buildings should be arranged so a view of the City from this overlook area is not blocked for those persons driving or walking along East Washington Street. This view was highly rated by those attending the workshop. A public viewing area while not required by this Plan would serve as a very beneficial amenity for residents of the neighborhood.
 - o The Zoning Ordinance does not have a district which specifically permits townhouses although the RM, Multiple Family Residential Zoning District does permit multi-family

dwelling units. The Plan recommends that the RM zoning district language be amended to permit townhouses in accordance with the recommendations of the Plan noted above. This portion of the property could also be developed as a Planned Unit Development following the recommendations for townhouses noted above.

- Single family detached dwellings are also an acceptable land use for the parking lot area under the R-1 requirements.
- The parking lot was constructed on fill and while it has remained stable over the years for parking lot use, the strength of the soil should be verified to determine if it is suitable to support buildings.
- The former Balice Clinic portion of the property, including any required parking, which is zoned for office use is recommended to continue as it has proven to be a compatible land use for this neighborhood.

PUBLIC/INSTITUTIONAL
P/I

This Future Land Use category recognizes those lands and facilities that are owned or operated by a government agency or are supported by public funds and include government buildings, libraries, public schools, and parks. The Ionia Fairgrounds is included in this category as well as the State of Michigan correctional facilities. Land owned by the Mid-Michigan Land Conservancy, although a non-profit organization, is also shown as Public/Institutional.

Public and institutional uses may be sold and redeveloped; and may be converted to private uses. A rezoning may be required to develop a private use on the property. If such a request comes before the Planning Commission, the Commissioners should consider adjacent land uses in the area in order to ensure compatibility and protect neighborhood character as well.

FLOODPLAIN
FP

This classification illustrates the approximate limits of the 100-year flood plain of the Grand River as it flows through the City, based upon data provided by the Federal Emergency Management Agency (FEMA). Development within this area can only proceed if construction can meet the requirements of the Michigan Department of Environmental Quality and the City of Ionia Flood Plain Overlay District. The 100-year flood plain extends as far north in the city as W. Main Street and encompasses several different zoning districts. The Flood Plain Overlay