



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

**I. CALL TO ORDER**

Chairperson Bailey called the May 14, 2025, regular meeting of the Ionia Planning Commission to order at 4:30 PM.

**II. ROLL CALL**

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

**III. APPROVAL OF AGENDA**

Chairperson Bailey introduced the agenda and asked if there were any requested changes. Planning Commissioner Donaldson 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.) April 2, 2025 – Regular Meeting**

Minutes from the regular meeting of April 2, 2025, were reviewed. Planning Commissioner Perry made a motion, seconded by Planning Commissioner Swartz, to approve the April 2, 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 Review request for 317 S. Dexter Street submitted by the Ionia Free Fair Association.**

Assistant City Manager Bowman summarized the requested site plan review application submitted by the Ionia Free Fair Association for 317 S. Dexter Street.

John Dinehart, Treasurer of the Ionia Free Fair Association, and Mike Clark, Fair Manager, answered questions about the submitted application for a new pavilion at the fairgrounds to be used as a permanent venue for the E!Park and other similar events.

Chairperson Bailey opened the public hearing on the request at 4:41 PM and subsequently closed the public hearing at 4:41 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.

Planning Commissioner Donaldson made a motion, seconded by Planning Commissioner Swartz, to approve the site plan for a new pavilion at 317 S. Dexter Street. This decision is based on the findings that the proposed use and plan comply with the Site Plan Standards of Chapter 1276 of the Code of Ordinances, as detailed and discussed above, subject to the approval by staff and resolution of any remaining site plan issues as noted below as staff conditions.

**MOTION CARRIED BY VOICE VOTE.**

### **Staff Listed Conditions**

1. Approval is conditional on the applicant complying with local, state, and federal laws, and all applicable permits being obtained before the work begins.

### **(VI.2.) Public hearing to receive comments on Ordinance No. 594 to amend Chapter 1276: Site Plan Review**

Assistant City Manager Bowman reviewed the proposed changes to Chapter 1276 with the Planning Commissioners.

Chairperson Bailey opened the public hearing on the request at 4:46 PM and subsequently closed the public hearing at 4:46 PM after no public comments were made.

Planning Commissioner Lee made a motion, seconded by Planning Commissioner Perry, to recommend recommend that City Council approve 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 Prcedures); and Section 1289.08 and 1289.09 of the Codified Ordinances of the City of Ionia.

**MOTION CARRIED BY VOICE VOTE.**

## **VII. OLD BUSINESS**

None.

## **VIII. NEW BUSINESS**

### **(VIII.1.) Schedule Public Hearing - Preliminary Site Condominium and Site Plan Review for 520 E. Washington Street**

Planning Consultant Kotrba provided a detailed report on the preliminary site condominium and site plan review for 520 E. Washington Street.

The applicant, Mr. Patrick Kapenga, introduced himself and informed the Commission about his plans for the site. Kapenga responded to several questions from the Commission on the project. Assistant City Manager Bowman noted that a Master Deed would need to be prepared for the project.

Planning Commissioner Lee made a motion, seconded by Planning Commissioner Donaldson, to schedule a public hearing for a future Planning Commission meeting to solicit comments on the preliminary site condominium and site plan review. The motion left the exact date of the public hearing at the discretion of City staff due to the need for additional items from the applicant.

**MOTION CARRIED BY VOICE VOTE.**

## **IX. COMMISSIONER COMMENTS**

**Judy Swartz:** Mentioned the positive progress on the Hale Park improvements.

**Logan Bailey:** (1) Thanked staff for their efforts to review and simplify ordinances; (2) Commented on the large number of people using the new dog park.

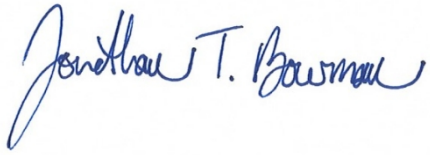
## **X. ADJOURNMENT**

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

**MOTION CARRIED BY VOICE VOTE.**

The meeting was adjourned at 5:20 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