



CITY OF IONIA

PLANNING COMMISSION

REGULAR MEETING MINUTES

4:30 PM, Wednesday, January 14, 2026

IONIA CITY HALL - COUNCIL CHAMBERS

I. CALL TO ORDER

Assistant City Manager Bowman called the January 14, 2026, regular meeting of the City of Ionia Planning Commission to order at 4:30 PM.

II. OATH OF OFFICE

Assistant City Manager Bowman administered the oath of office to Commissioners Keturah Kelley and Judy Swartz for reappointed 3-year terms on the Planning Commission.

III. ROLL CALL

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

IV. ELECTION OF OFFICERS

(IV.1.) Chairperson

Assistant City Manager Bowman requested nominations for Chairperson.

Planning Commissioner Kelley made a motion, seconded by Planning Commissioner Donaldson, to nominate and elect Logan Bailey as Chairperson.

MOTION CARRIED BY VOICE VOTE.

(IV.2.) Vice-Chairperson

Assistant City Manager Bowman requested nominations for Vice-Chairperson.

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

MOTION CARRIED BY VOICE VOTE.

(IV.3.) Secretary

Vice-Chairperson Kelley requested nominations for Secretary.

Planning Commissioner Gregory made a motion, seconded by Planning Commissioner Donaldson, to nominate and elect Judy Swartz as Secretary.

MOTION CARRIED BY VOICE VOTE.

V. APPROVAL OF AGENDA

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

MOTION CARRIED BY VOICE VOTE.

VI. APPROVAL OF MINUTES

(VI.1.) November 12, 2025 – Regular Meeting

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

MOTION CARRIED BY VOICE VOTE.

VII. PUBLIC COMMENTS

None.

VIII. PUBLIC HEARINGS AND ASSOCIATED ACTION

None.

IX. OLD BUSINESS

(IX.1.) Upcoming MSU Extension Training

Assistant City Manager Bowman reminded the Commission of an upcoming MSU Extension training being hosted at Ionia City Hall on February 10 for Planning Commissioners and people interested in local zoning.

X. NEW BUSINESS

(X.1.) 2026 Meeting Schedule

Assistant City Manager Bowman presented the 2026 meeting schedule, as approved by City Council at their December meeting.

(X.2.) 2025 Planning Commission Annual Report

Assistant City Manager Bowman presented a draft 2025 Planning Commission Annual report and requested input. The report highlighted action taken by Planning Commission and the Zoning Board of Appeals over the previous year, as well as data related to code enforcement, permits, and rental inspections. Code Enforcement Officer Warren Conley addressed the Commission on his enforcement activities from the past year. Public Safety Director McDiarmid spoke on behalf of Rental Inspector Dan Davis' positive start at inspecting rental properties.

The Commission asked a few questions about the report.

Planning Commissioner Perry made a motion, seconded by Planning Commissioner Swartz, to approve the 2025 Planning Commission Annual Report, as presented, and submit to City Council.

MOTION CARRIED BY VOICE VOTE.

(X.3.) 113 S. Depot Street - Site Plan and Special Land Use Application

Assistant City Manager Bowman introduced the redevelopment project at 113 S. Depot Street for a commercial space, ground floor residential unit, and three upper floor residential units.

Architect Code Newman from Driven Design Studio spoke on behalf of the applicant explaining the project details. Following the explanation, Planning Consultant Kotrba discussed the zoning requirements.

The Commission asked several questions related to parking, sound proofing, and anticipated commercial operations.

Planning Commissioner Lee made a motion, seconded by Planning Commissioner Gregory, to schedule a public hearing for 4:30 PM, Wednesday, February 11, 2026, at City Hall to hear comments on the Site Plan and Special Land Use Application and conduct a final review of the application.

MOTION CARRIED BY VOICE VOTE.

(X.4.) Austin Pines Planned Unit Development Amendment

Mike West, representing Allen Edwin Homes, presented a preliminary site plan for 80 new residential units within the Austin Pines Planned Unit Development (PUD) District.

Assistant City Manager Bowman provided background information related to the original approved plans from 2004 and recent conversations with Allen Edwin and the adjacent property owner. Planning Consultant Kotrba described the drafted ordinance amendment to facilitate the new development referenced as "Austin Pines West." Bowman noted that the City Attorney had concerns related to the format of the PUD amendment and encouraged changes to clarify the separate provisions of the original development and new phases.

General feedback on the design was provided by the Commission along with several questions related to traffic and future phases. A consensus was reached that additional information was needed and work between City staff and Allen Edwin Homes to be able to act on the request.

Planning Commissioner Donaldson made a motion, seconded by Planning Commissioner Perry, to table the request while staff work with the applicant to clarify details about the project.

MOTION CARRIED BY VOICE VOTE.

XI. COMMISSIONER COMMENTS

Keturah Kelley: (1) Wished everyone a belated Happy Holidays; (2) Commented on her excitement for the upcoming MSU Extension training.

Judy Swartz: Indicated appreciation for the annual report as a reminder of what was accomplished in the past year.

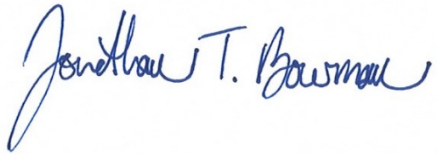
XII. ADJOURNMENT

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

MOTION CARRIED BY VOICE VOTE.

The meeting was adjourned at 5:45 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