



CITY OF IONIA
PLANNING COMMISSION
REGULAR MEETING AGENDA
4:30 PM, Wednesday, February 11, 2026
IONIA CITY HALL - COUNCIL CHAMBERS

I. Call to Order

II. Roll Call

III. Approval of Agenda

IV. Approval of Minutes

1. January 14, 2026 – Regular Meeting

V. Public Comments

VI. Public Hearings and Associated Action

1. Public Hearing for Site Plan and Special Land Use Application — 113 S. Depot Street
Action Required – Decision to approve or deny the site plan and special land use permit for 113 S. Depot Street

VII. Old Business

VIII. New Business

1. 90 E. Tuttle Road - Site Plan and Special Land Use Application

IX. Commissioner Comments

X. Adjournment

Next Meeting - March 11, 2026

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, 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.

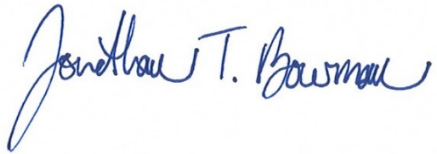
XII. ADJOURNMENT

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



CITY OF IONIA

STAFF REPORT FOR PLANNING COMMISSION AGENDA ITEM

Agenda Item: VI.1

TO: Planning Commissioners
FROM: Jonathan Bowman, Assistant City Manager
DATE: February 11, 2026
RE: Public Hearing for Site Plan and Special Land Use Application — 113 S. Depot Street

Background:

A Site Plan Review and Special Land Use Permit Application was received by the City for the mixed-use redevelopment of the former Habitat for Humanity store located at 113 S. Depot Street. The new owner, JC & CJ Properties LLC, intends to convert the building into a laundromat with one ground floor residential unit and three second floor residential units. The upper floor residential and laundromat uses are permitted by right in the B-2 Central Business District. However, the ground floor residential unit requires a Special Land Use Permit.

Following this communication, the Commission will find a staff report from Williams & Works and motion sheet as well as the submitted application and plans.

Requested Action / Motion:

See included motion sheet.

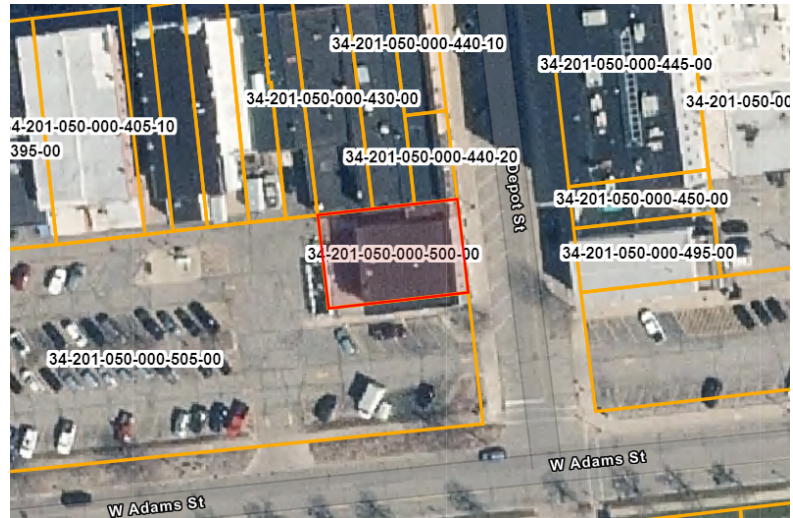
Motion By:

Seconded By:

MEMORANDUM

To: City of Ionia Planning Commission
Date: February 4, 2026
From: Bradley S. Kotrba, AICP
RE: **113 South Depot Street Final Special Land Use Review and Public Hearing**

JC & CJ Properties, LLC, has submitted an application for site plan and special land use review concerning the proposed renovation of the current structure at 113 S. Depot Street. The proposal includes renovations on all levels, with a laundromat at the ground-floor storefront, a residential ground floor dwelling unit at the first floor's rear, and three residential units occupying the second floor. This memorandum is the final site



plan, special land use review, and public hearing, which aims to provide an assessment of the special land use proposal and site plan in compliance with the City of Ionia Zoning Ordinance.

Background. This application concerns one parcel (34-201-050-000-500-00), which is zoned in the B-2 – Central Business District. The applicant plans renovations for the 2,856-square-foot former Habitat for Humanity facility to facilitate the vertical mix of uses as previously described. Under the B-2 zoning regulations, the proposed development, which will feature both commercial and upper-floor residential components, is an allowable use by right. Personal service establishments, specifically laundromats, are permissible within the B-2 zone. The residential unit on the ground floor necessitates special land use authorization.

Completeness of Submittal. Section 1276.05 lists items that must be included in all site plans unless expressly modified or waived by the Planning Commission or Zoning Administrator. We find that the site plan is generally complete for review however, a detailed site plan was not provided. This review is based on the floor plans provided by the applicant.

Setbacks and Dimensional Requirements. Renovation of an existing building is being proposed by the applicant. The current structure and intended functions are consistent with the central business district's character and adhere to its setback and dimensional regulations.

Access/Circulation. Access to the site is provided by two entrances: Depot Street on the eastern side and W. Adams Street on the southern side, which leads through the municipal parking lot operated by the City of Ionia. Pedestrians can access the parcel directly from Adams Street and Depot Street via adjacent sidewalks/parking areas. With the building encompassing nearly the entire parcel, there is no space for on-site vehicle circulation.

Parking. Per Section 1282.01, multi-family residential structures necessitate a minimum of 1.5 off-street parking spaces per dwelling unit, while laundromats require one parking space for every three washing machines. In accordance with Section 1258.02(d), it is stipulated that apartments located on the second or third floor, provided they contain at least 500 square feet, necessitate only a single parking space per unit. Compliance with this requirement can be achieved through neighboring or district parking within the B-2 Central Business District potentially through an agreement with the city. No on-street parking is permitted 24 hour a day.

Given that all proposed residential units exceed 500 square feet, the applicant is obligated to supply one parking space for each apartment. Under these circumstances, parking arrangements will involve the public lot adjacent to the facility and on-street parking on Depot Street, which might also accommodate laundromat patrons. The precise count of machines designated for the laundromat has yet to be determined. The Planning Commission may find it beneficial to examine potential proposals for the limitation or management of guest parking within public domains, considering whether reserved parking areas will be established for building inhabitants or if future residents will be permitted to park at their discretion within the public lot. Further explanation should be discussed and information received from the city.

Signage. The applicant has not indicated if any new signage is planned for the premises. Compliance with Section 1234 of the Ordinance and acquisition of a sign permit are mandatory for any signage.

Lighting. Details pertaining to exterior lighting, both existing and proposed, are absent from the applicant's submission. The applicant suggested that no extensive exterior lighting is being proposed, and should any be present, it would likely be limited to the building's entrance areas. All illumination must adhere to the stipulations outlined in Section 1296.03 of the Zoning Ordinance.

Specific Special Land Use Standards. Residential dwelling units may be permitted on the ground floor when the following conditions are met:

- (1) Residential units on the first floor must not take up more than forty (40%) percent of the gross ground floor square footage at street level facing the front lot line. Corner parcels contain two front lot lines and, therefore, contain two such frontages at street level, which only permits a maximum of twenty (20%) percent of the gross ground floor square footage as usable residential space.

Comments. Less than 40% of the gross ground-floor area is allocated to the proposed residential unit on the first floor. This unit measures roughly 631 square feet and is positioned at the back of the structure, ensuring it is not visible from the street. The Planning Commission may find that this standard is satisfied.

- (2) Access to the residential unit is located in the rear of the building opposite the front facade, meeting all Americans with Disabilities Act guidelines, as amended.

Comments. The building's rear, in contrast to its front facade, contains the ADA-compliant residential unit on the first floor, with entry provided by an ADA-compliant ramp. The Commission may consider this standard satisfactorily met.

- (3) Each residential unit must have a minimum floor area of 500 square feet.

Comments. Each residential space is greater than 500 square feet in size. This standard has been met.

- (4) Each residential unit must be part of a more significant residential development with dwelling units located on upper floors that must be developed concurrently or within 36 months of the ground floor dwelling unit. The upper floor residential unit(s) must be of a fifty-one percent (51%) or greater structural renovation of that floor or be a newly-created use for the building.

Comments. The entire upper floor units will be part of the whole building renovation, and ground floor unit are proposed concurrently with the additional units on the upper floor. The Commission may consider this standard met.

- (5) Off-street parking requirements outlined for second and third-floor residential units(s) in Section 1258.02(d) shall apply to the ground-floor residential unit as authorized herein.

Comments. Please refer to the earlier parking-related comments within this document. The Planning Commission may discuss this with the applicant and city to determine if adequate parking has been provided.

- (6) The commercial front of the principal or ground floor shall also maintain a rear entrance to enable delivery and customer access.

Comments. A rear entrance has been provided for the laundromat business per the floor plan provided. The Planning Commission may consider this standard met.

- (7) The Planning Commission, in its best judgment and reasonable discretion, has the authority to alter or waive any of Section 1258.04(f) provision requirements during the special land use review.

Comments. The applicant has not provided any information pertaining to landscaping. Discretionary power allows the Planning Commission to modify or waive parking and landscaping requirements when reviewing them.

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

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

Comments. Reusing the current building fits the central business district's established character while keeping its scale, massing, and appearance. The project's mixed-use nature is suitable for the adjacent commercial and residential areas and should not notably alter the area's fundamental character. The Planning Commission may find that this standard has been met.

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

Comments. The building has access to public utilities and is reachable from two public streets. The Planning Commission may find this standard met.

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

Comments. Public facilities and services are unlikely to be overburdened by the laundromat and apartments. The Planning Commission may find that this standard has been met.

- d) Not involve uses, activities, processes, materials, 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.

Comments. The proposed uses are allowed by right within the zoning district as standalone uses, and no adverse impacts on people, property, or public well-being are anticipated from their activities or operations. It is not anticipated that the laundromat and residential units, typical for a central business district, will create excessive traffic, noise, glare, smoke, fumes, or odors beyond what is usual for the locale. The Planning Commission may find that this standard has been met.

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

Comments. The suggested use aligns with the zoning district's goals and objectives. This type of downtown adaptive reuse supports the goals of the district and reinforces the vitality of the downtown area. The Planning Commission may consider this standard met.

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

(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 follow emergency vehicle access as required by the City's Public Safety Department.

Comments. Given the building's central downtown location, with public street access on Depot Street and a parking lot to the south providing direct rear access, we believe emergency vehicles will have adequate access to the building and the site. The Planning Commission may deem these standards to be adequately satisfied, subject to any concerns or modifications proposed by the Department of Public Safety.

(2) The Planning Commission may:

- A. Limit the number of driveways on 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.

Comments. This site, largely comprising a traditional downtown structure that spans the full width of the property, does not feature any driveways. Two driveways facilitate entry to the municipal parking lot situated to the south of the property. Entry to the rear of the building is permitted solely via the municipal parking lot, and no additional access points have been suggested. Given the rear enclosure and the grade difference, the applicant might consider obtaining a parking and/or access agreement with the City of Ionia, as the rear entrance, currently being prepared for routine daily use, represents the sole means of access to the property. While the Planning Commission may reasonably deem the standard to be satisfied, it is advisable to engage in a discussion with the applicant and obtain input from the City.

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

Comments. Retaining the sidewalk on the eastern side of the property, bordering South Depot Street, is recommended due to its current state of good condition. The applicant has no intention of removing this sidewalk during any interior reconstruction. Should the sidewalk exhibit any damage, the applicant shall be responsible for its replacement and repair in accordance with City standards and subject to the approval

of the Department of Public Works. The Planning Commission may find that this standard is satisfactorily met.

- (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.

Comments. It is improbable that the layout of typical pathways for vehicular and pedestrian movement will be modified or considerably affected. The Planning Commission may find that this standard is satisfactorily met.

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

Comments. Trucks lack adequate space to maneuver for the purpose of loading and unloading. This will likely originate from the public street (S. Depot Street) or the municipal parking lot. In consideration of the proposed land use (Laundry), while substantial loading and unloading are not foreseen when contrasted with retail or restaurant operations, a degree of minor unloading could potentially occur. The Planning Commission may consider this standard to be reasonably met, but may wish to discuss this with the applicant to confirm.

(c) Landscape and Site Design

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

Comments. The applicant intends to redevelop an existing building within the Central Business District, consequently, no additional landscaping is anticipated. The parcel has been fully developed, with no significant buffer areas that would necessitate further landscaping initiatives. It is entirely encompassed by the same (B-2) zoning district and will not adjoin residential land uses, other than its own, which would necessitate landscaping requirements. Additionally, the lack of on-site parking eliminates the requirement for parking lot landscaping along the street. Consideration may be given to minor beautification improvements at the rear of the structure, with the possibility of incorporating planters along the sidewalk. Nevertheless, the sidewalk falls under the municipal jurisdiction and is administered by the Department of Public Works, and possibly the Downtown Development Authority. The Planning Commission may determine that this standard has been satisfied.

- (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.

Comments. As previously indicated, the applicant is repurposing an existing structure that is consistent with the neighborhood's aesthetic and dimensions. The architectural style of the building aligns with that of its neighbors in the downtown area, and its site design will not hinder the standard or progressive growth of adjacent properties. The Planning Commission may find that the proposal appropriately integrates the site's existing conditions, including its geographical features, lot size, and surrounding land utilization, satisfactorily meeting any consideration standards for approval.

(3) Natural features should be preserved where practical, with minimal removal of vegetation and alterations to topography.

Comments. The site, which has already been developed, is notable for its lack of any naturally occurring features. The Planning Commission may find that this standard does not apply.

(4) Areas of natural drainage, such as wetlands, ponds, and swales, must be protected to maintain natural drainage patterns and habitats.

Comments. Given the absence of any natural areas on the subject site, the proposal does not include any grading or modifications to these areas. The scope of the proposed renovation is limited to the interior and minor façade elements of the structure, with no other areas being impacted. The Planning Commission may find that this standard is satisfactorily met.

(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.

Comments. In alignment with what we have previously discussed, there is a prospect that the Planning Commission will continue to evaluate whether it is appropriate to mandate conditions that aim for soundproofing or to lessen the noise emanating from the laundromat, thereby securing the well-being of those who will occupy the apartment units in the future. In response to the Planning Commission's inquiry about this specific issue, the applicant stated that the planned renovations will incorporate soundproofing and noise mitigation elements, thereby effectively addressing and minimizing any noise or vibration concerns that residents might experience within the building. The planning commission might find it pertinent to investigate the status of the fenced-in area situated at the rear of the building, which currently screens the parking lot, to determine if it will be retained, potentially replaced if temporarily dismantled during construction, or permanently removed. We are pleased with the preliminary answers provided by the applicant concerning many of these points, and it is our assessment that the Planning Commission may consider this criterion adequately addressed; however, the Commission retains the option to seek direct verification from the applicant.

(2) Outdoor storage and trash collection areas must comply with Chapter 1060 and be screened appropriately.

Comments. The current proposal does not include any designated areas for the storage of materials outdoors. The present dumpster is slated to remain in its location at the rear of the structure. The Planning Commission might find it beneficial to verify if the current dumpster enclosure conforms to the specified design standards for dumpster enclosures as outlined in the City ordinance. It should be emphasized that, without any intention to modify the present waste enclosure or handling policy, any compliance can only be put into effect conditionally with respect to future enclosure renovations or expansions. This may be addressed as a condition of approval.

(e) Pedestrian and Non-motorized Transportation

(1) In recognition that a connected sidewalk system along City streets enhances pedestrian safety and conserve 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 Code.

Comments. Please direct your attention to our statement in the Access and Circulation section, standard number three, provided earlier. The Commission may consider this standard met.

(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.

Comments. Sidewalks are present on this site and are not being altered, the Commission may consider this standard satisfactorily met.

(f) Lighting

(1) Exterior lighting shall be arranged so that illumination is deflected away downward and away from adjacent properties and so that it does not interfere with the vision of motorists along adjacent streets.

Comments. The site plan omitted details on exterior lighting; nevertheless, the applicant stated during the preliminary meeting that no major exterior lighting installations were expected. The Commission may consider this standard met.

(2) Flashing or intermittent lights shall not be permitted.

Comments. This standard is not applicable.

(3) Excessive lighting of buildings or structures shall be minimized to reduce light pollution.

Comments. For details on exterior lighting, please refer to the comments provided in item 1 above.

(g) Stormwater Management

(1) Stormwater drainage must be designed to prevent adverse impacts on neighboring properties and the public stormwater system.

Comments. The site exhibits no surface water accumulation, and it is probable that drainage will be managed in a manner consistent with current practices. In addition, the site is linked to the City's stormwater sewer network, designed to gather surface water from the rear and street-side areas of the building. The Planning Commission may consider this standard met.

(2) Provisions must be made for:

- A. Erosion control, particularly during construction
- B. Dust prevention
- C. Retention/detention ponds, when necessary

Comments. Given the lack of proposed external site changes, we project no adverse impacts on soil erosion and sedimentation control, dust levels, or significant stormwater erosion. This standard does not apply to this particular application.

(3) Paved surfaces must be designed to prevent water pooling and maintain safe traffic flow.

Comments. Given the complete absence of any open paved areas on the site that could be utilized for traffic or parking purposes, this standard is not relevant to the current application.

(4) The Planning Commission may require catch basins with oil filters to prevent contamination of natural drainage systems.

Comments. This may be applied as a condition of approval, but similar to previous comments regarding the lack of site work, this standard is inapplicable.

(5) As deemed necessary, the Planning Commission may require the site plan to be reviewed by the Ionia County Drain Commissioner.

Comments. This standard or condition is similarly inapplicable.

(h) Compliance with Regulations

(1) Site plans must comply with all applicable County, State, and Federal laws and regulations.

Comments. This may be applied as a condition of approval.

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

Comments. This may also be applied as a condition of approval.

Recommendation. At the February 11th meeting, the Planning Commission should open a public hearing and consider any public comments as well as comments from the applicant. The Planning Commission is satisfied; they may approve, approve with conditions, or deny the application. It's advised that the Planning Commission engage with the applicant regarding the memo's sought-after details and evaluate the specified approval stipulations. This application adequately fulfills the requirements of the site plan review and special land use chapters. If the Planning Commission does consider approval, we recommend adding the following conditions:

1. Should the Planning Commission deem it essential, the applicant must take additional steps to reduce laundromat noise, preventing any disturbance to residents.
2. Ground floor dwelling unit access is ADA compliant.
3. The applicant must provide appropriate parking measures for future residents and discuss with the city on a potential parking agreement.
4. Exterior lighting must comply with Section 1296.03 of the Zoning Ordinance.
5. Signage needs to adhere to Section 1234 of the Ordinance and require a sign permit for approval.
6. Obtain all required permits and approvals from relevant local, state, and federal authorities.
7. All recommendations made by the Department of Public Safety must be adhered to by the applicant.
8. Additional reasonable conditions may be set by the Planning Commission to ensure public health, safety, and welfare.



**MOTION SHEET FOR PLANNING COMMISSION AGENDA ITEM
JC & CJ Properties – 113 S. Depot St.**

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

(a) 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.

(b) 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.

(c) 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.

(d) 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

(e) 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.

(f) 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.

(g) 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.

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.

Recommended Commission Determinations

1. Waive detailed site plan requirement as the existing structure will be used and adequate detail was provided with the application for a determination.
2. Waive landscaping requirements due to existing site conditions and inability to further enhance.

Staff Listed Conditions

1. Adequate steps shall be taken by the property owner to reduce noise from the commercial to residential use with the aim of preventing any disturbance to residents.
2. Ground floor dwelling unit access must be ADA compliant.
3. Off-street parking requirements waived contingent on the property owner restricting residential tenant parking to the available public parking lots in an effort to reserve street parking for commercial customer use.
4. Dumpster enclosure should be properly maintained to contain refuse in an orderly fashion.
5. Exterior lighting must comply with Section 1296.03 of the Zoning Ordinance.
6. Signage needs to adhere to Section 1234 of the Ordinance and require a sign permit for approval.
7. Obtain all required permits and approvals from relevant local, state, and federal authorities.
8. Additional reasonable conditions may be set by the Planning Commission to ensure public health, safety, and welfare.

Motion Options:

1. Decision to Approve

Moved by _____ and seconded by _____ to approve the site plan and special land use permit for a mixed use building with a ground-floor residential unit located at 113 S. Depot Street. 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 listed conditions.

2. Decision to Deny

Moved by _____ and seconded by _____ to deny the site plan and special land use permit for a mixed use building with a ground-floor residential unit located at 113 S. Depot Street. This decision is based on the findings that the proposed use or plan does not comply with the Site Plan Standards of Chapter 1276 and the Special Land Use Standards of Chapter 1274 of the Code of Ordinances, as detailed and discussed above.

3. Decision to Approve with Additional Conditions

Moved by _____ and seconded by _____ to approve the site plan and special land use permit for a mixed use building with a ground-floor residential unit located at 113 S. Depot Street. 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 staff listed 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:



Site Plan & Special Land Use Application

Submit Applications to City Hall

Street Address: 114 North Kidd Street Ionia, MI 48846

Mailing Address: P.O. Box 496 Ionia, MI 48846

Ph: (616) 527-4170 Website: www.ci.ionia.mi.us

Date of Application: _____

Permit Fee: \$1,000*

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

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

Applicant Information

Applicant's Name: _____ Interest in Property: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

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: _____

3. Parcel Number: _____

4. Legal Description: _____

5. Project Description: _____

6. Current Zoning: _____ Proposed Zoning: _____

7. Size of Parcel: _____

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

Signatures

Applicant's Signature: _____ Date: _____

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. Items to be Submitted

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

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

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

II. Meeting Dates

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

III. Processing Period.

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

IV. Application Procedures

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

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

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

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

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

Special Land Use Standards-Section 1274.04

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

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

Site Plan Review Standards

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

Relationship of Request to Surrounding Area

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

Drives, Parking, and Circulation

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

Natural Features

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

General

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

Special Land Use Questionnaire

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

Standard 1

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

Standard 2

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

Standard 3

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

Standard 4

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

Standard 5

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

Site Plan Review Checklist

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

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

- N/A ___ Driveway width, curb radii and deceleration lane.
- N/A ___ Location and size of all water lines.
- N/A ___ Location and size of sanitary sewer lines.
- N/A ___ Location of all storage sheds.
- N/A ___ Location of all transformers.
- ___ Location of all dumpsters or trash removal areas or devices. Dumpsters must be screened.
- N/A ___ Location of all signs.
- N/A ___ Location of all existing and proposed utility poles.
- N/A ___ Location of proposed parking areas & access drives.
- N/A ___ Number of parking spaces & aisles.
- N/A ___ Dimensions of spaces & aisles.
- N/A ___ Location of parking blocks, landscape, timbers, etc.
- N/A ___ Location of loading areas.
- N/A ___ Location of parking islands.
- N/A ___ Location of handicapped spaces & access ramps.
- ___ Type of parking lot surface.

- N/A ___ Location of curbs.
- N/A ___ Location & type of significant existing vegetation.
- N/A ___ Location & type of significant existing water courses.
- N/A ___ Location & type of significant existing water bodies.
- N/A ___ Location & type of significant existing county or city drains & manmade surface drainage ways.
- N/A ___ Location of 100-year floodplains.
- N/A ___ Location of existing wetlands.
- N/A ___ Location and size of storm drainage lines.
- N/A ___ Location of fire hydrants.
- N/A ___ Location of catch basins.
- N/A ___ Vegetation which is to be retained on the site must be illustrated.
- ___ Zoning on adjacent properties.
- N/A ___ Location & specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials.

113 DEPOT ST REHAB

113 S DEPOT ST, IONIA, MI

RENDERING - FOR REFERENCE ONLY

PROJECT NOTES

- CONSTRUCTION MUST COMPLY WITH ALL NATIONAL, STATE, AND LOCAL BUILDING CODES, AS WELL AS ALL LOCAL ORDINANCES.
- DO NOT SCALE DRAWINGS. NOMINAL DIMENSIONS ARE SHOWN. REFER TO DETAILS, NOTES, SPECIFICATIONS AND PARTITION KEY FOR INFORMATION. CONTACT ARCHITECT IF ADDITIONAL INFORMATION IS REQUIRED.
- EXISTING BUILDING AND SITE INFORMATION WAS OBTAINED FROM THE OWNER AND ADDITIONAL FIELD MEASUREMENTS BY THE ARCHITECT. THE CONTRACTOR SHALL VERIFY ALL EXISTING FIELD CONDITIONS PRIOR TO COMMENCEMENT OF WORK. DRAWINGS MAY CONTAIN DISCREPANCIES DUE TO CONCEALED CONDITIONS, INACCURACIES IN THE ORIGINAL DRAWINGS, INACCESSIBLE LOCATIONS, UNRECORDED BUILDING ALTERATIONS AND OTHER CONFLICTING INFORMATION. INFORMATION OUTSIDE OF CONTRACT AREA IS RELATIVE AND FOR REFERENCE ONLY. ALWAYS VERIFY FIELD CONDITIONS BEFORE COMMENCING WORK. NOTIFY ARCHITECT IF FIELD CONDITIONS CONFLICT SUBSTANTIALLY WITH PROPOSED WORK.
- INSTRUCTIONS FOR BUILDING CONSTRUCTION MAY BE LOCATED IN ANY PART OF THE CONSTRUCTION DRAWINGS. FAILURE OF THE GENERAL CONTRACTOR OR HIS SUB CONTRACTORS AND SUPPLIERS TO SEE INFORMATION IN ANY PART OF THE CONTRACT DOCUMENTS WILL NOT BE A VALID REASON FOR ISSUING A CHANGE ORDER.
- ALL HOLES CREATED FROM ABANDONED DUCT, CONDUIT, ELEC. DEVICES, ETC., WHICH ARE IN VIEW AND ARE NOT SCHEDULED TO BE BOARDED OVER, OR ON A WALL TO BE DEMOLISHED, ARE TO BE FILLED AND PATCHED TO MATCH EXISTING.
- PATCH AND REPAIR ALL EXISTING WALL SURFACES ADJACENT TO NEW WORK AS REQUIRED TO ACHIEVE AN UNINTERRUPTED SURFACE APPEARANCE. PATCH AND REPAIR ALL FLOORING FOR EXISTING BUILDINGS TO ACHIEVE A CONTINUOUS, SMOOTH, AND FLUSH FLOOR SURFACE.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL SHORING REQUIRED TO EXECUTE WORK. THE CONTRACTOR SHALL COORDINATE ALL TEMPORARY CONSTRUCTION WITH THE ARCHITECT AND OWNER TO ASSURE A MINIMUM AMOUNT OF INTERRUPTION WITH THE OWNER'S ACTIVITIES.
- IF THE PROJECT IS A REMODEL, THE CONTRACTOR IS RESPONSIBLE FOR PROTECTING ALL SURFACES NOT BEING REMODELED IN THE PROJECT AND IN THE PATH OF THE CONTRACTORS TRAVEL, SETUP AND/OR PROJECT MATERIAL STORAGE. THE CONTRACTOR MUST RETURN THE AREAS DISTURBED AS REQUIRED FOR ACCESS TO ITS PRE-EXISTING CONDITION.
- THE CONTRACTOR AND ALL SUB-CONTRACTORS SHALL BE RESPONSIBLE TO OBTAIN AND PAY FOR ALL LOCAL/REQUIRED PERMITS AND INSPECTIONS.
- ALL SAFETY ISSUES RELATED TO CONSTRUCTION ARE THE RESPONSIBILITY OF THE CONTRACTOR AND MUST COMPLY WITH ALL STATE, LOCAL, ENVIRONMENTAL AND LABOR LAWS DURING THE CONSTRUCTION OF THIS PROJECT.
- ALL WORK TO BE GUARANTEED A MINIMUM OF ONE YEAR FROM THE DATE OF OWNER ACCEPTANCE OF WORK, EXCEPT WHERE MANUFACTURER'S GUARANTEE IS LONGER.
- IF DISCREPANCIES OCCUR BETWEEN DRAWINGS AND FIELD CONDITIONS CONTACT THE ARCHITECT TO VERIFY HOW TO PROCEED BEFORE DOING SO.
- SEE T002 AND T003 FOR ADDITIONAL PROJECT NOTES, MOUNTING HEIGHTS, AND SYMBOLS
- 3D VIEWS AND RENDERINGS ON THIS PAGE AND THROUGHOUT THE SET ARE FOR REFERENCE ONLY. VERIFY ALL CONSTRUCTION DETAILS THROUGHOUT THE ENTIRE SET OF DOCUMENTS
- THE PROJECT SHALL CONFORM TO UNDERWRITERS LABORATORY FIRE RESISTANCE DIRECTORY AND BUILDING MATERIALS DIRECTORY.
- ANY MATERIAL SUBSTITUTIONS TO A LISTED UL DESIGN NUMBER SHALL BE COORDINATED BY THE CONSTRUCTION MANAGER, CONTRACTOR, SUBCONTRACTOR AND/OR MATERIAL SUPPLIER FOR COMPLIANCE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL APPROVALS - FOR ANY MATERIALS SUBSTITUTION IN THE REQUIRED UL DESIGN ASSEMBLY - BY THE FIRE MARSHAL AND BUILDING INSPECTOR HAVING JURISDICTION PRIOR TO ACCEPTANCE.
- FOR ANY CHANGE OF UL DESIGN NUMBER, OR ANY CHANGE IN MATERIAL(S) IN A UL DESIGN ASSEMBLY, IT WILL BE THE RESPONSIBILITY OF THE CONTRACTOR TO COORDINATE ALL OTHER RELATED MATERIALS OR ASSEMBLIES AFFECTED BY THE CHANGE OF MATERIAL OR UL DESIGN NUMBER ASSEMBLY.
- PROVIDE COMPLETE UL APPROVED THROUGH-PENETRATION FIRESTOP SYSTEMS AT ALL RATED WALL PENETRATIONS.
- PROVIDE FIRESTOPPING AS REQUIRED AT ALL OPENINGS FOR PLUMBING, CONDUIT, DUCTWORK, ETC. AT FIRE RATED ASSEMBLIES.
- REFER TO THE FLOOR PLANS FOR IDENTIFICATION OF ALL FIRE AND SMOKE-RATED PARTITIONS.

PROJECT DESCRIPTION

PLACE PROJECT DESCRIPTION HERE.

ZONING MAP



CONTEXT MAP



DRAWING LIST

SHEET NUMBER	DRAWING TITLE	10.24.2025 - DD SET
GENERAL		
T000	TITLE SHEET	X
T001	RENDERINGS	X
T002	GENERAL MOUNTING HEIGHTS + ABBREVIATIONS	X
T003	PLUMBING MOUNTING HEIGHTS	X
T004	CODE COMPLIANCE	X
T004.1	CODE COMPLIANCE - REHAB CODE	X
T005	AREA PLANS	X
T006	AREA PLANS SECOND FLOOR OPTIONS	X
CIVIL		
C100	ARCHITECTURAL SITE PLAN	X
ARCHITECTURAL		
A000	EXISTING FLOOR PLANS	X
A110	DEMOLITION PLANS	X
A120	PARTITION TYPES	X
A121	NEW FLOOR PLANS	X
A130	ENLARGED PLANS	X
A131	ENLARGED PLANS	X
A132	ENLARGED PLANS	X
A150	ENLARGED STAIR PLANS AND DETAILS	X
A200	REFLECTED CEILING PLANS	X
A210	CEILING DETAILS	X
A220	ROOF PLAN	X
A221	RUBBER ROOF DETAILS	X
A300	INTERIOR ELEVATIONS	X
A301	INTERIOR ELEVATIONS	X
A400	DOOR SCHEDULE	X
A410	WINDOW SCHEDULE AND DETAILS	X
A500	EXTERIOR ELEVATIONS	X
A501	EXTERIOR ELEVATIONS	X
A600	BUILDING SECTIONS	X
MECHANICAL		
MEP101	MECH, ELEC, PLUMB SPECS/NOTES	X
Grand total: 29		

EXISTING PHOTOS - FOR REFERENCE ONLY



ARCHITECTURE/INTERIOR DESIGN
 Driven Design Studio PLLC
 117 West Michigan Avenue
 Battle Creek, MI 49017
 (269) 753-8040
 cody@drivendesignstudio.com

OWNER
 Clint Hoppes
 113 S Depot St
 Ionia, MI
 Owner Phone Number
 info@brodybrook.com

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 PROJECT ADDRESS
 113 S DEPOT ST, IONIA, MI

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TITLE SHEET
T000

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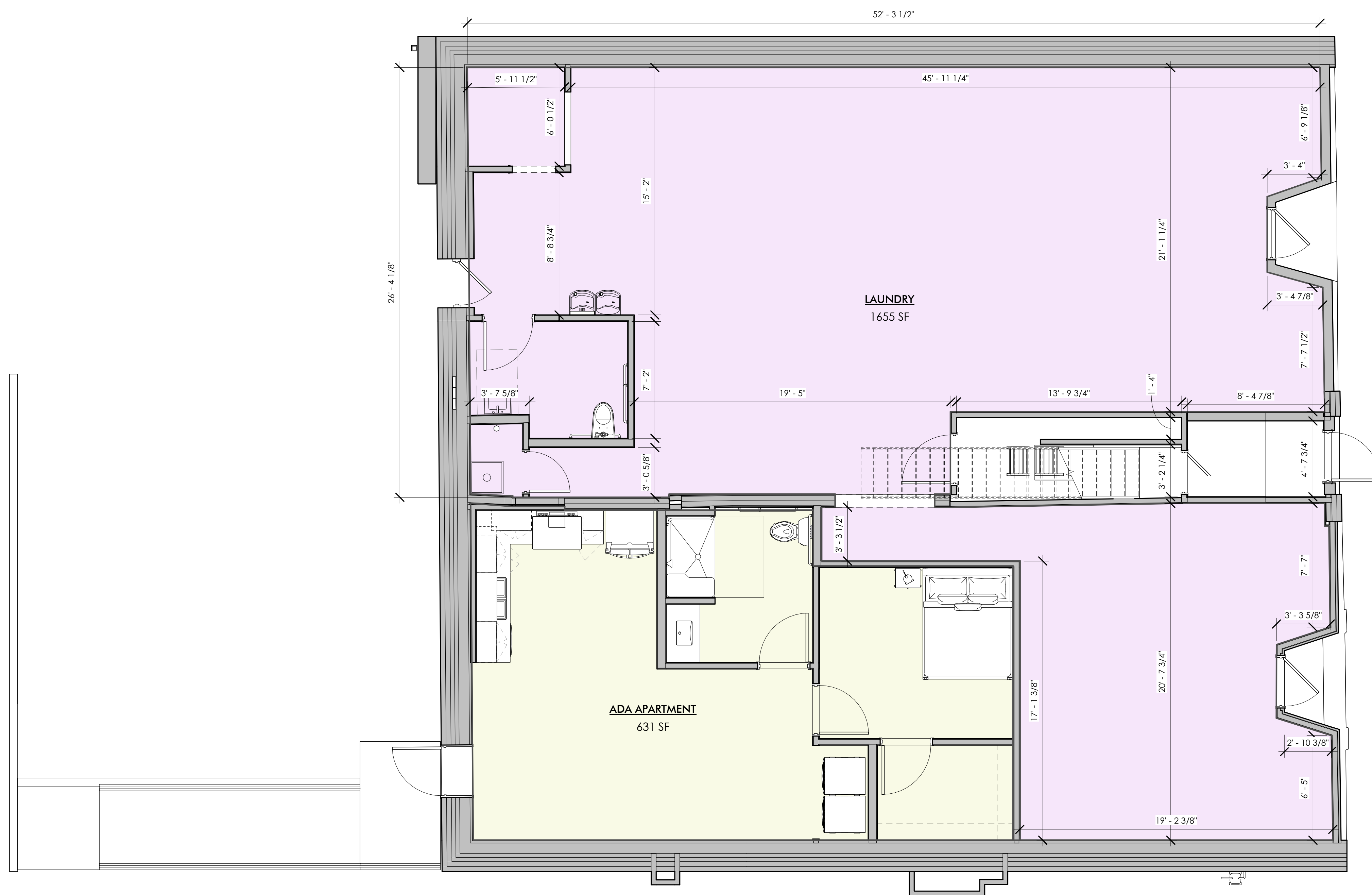
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AREA PLANS

T005



1 FIRST FLOOR AREA PLAN
 T005 1/4" = 1'-0"

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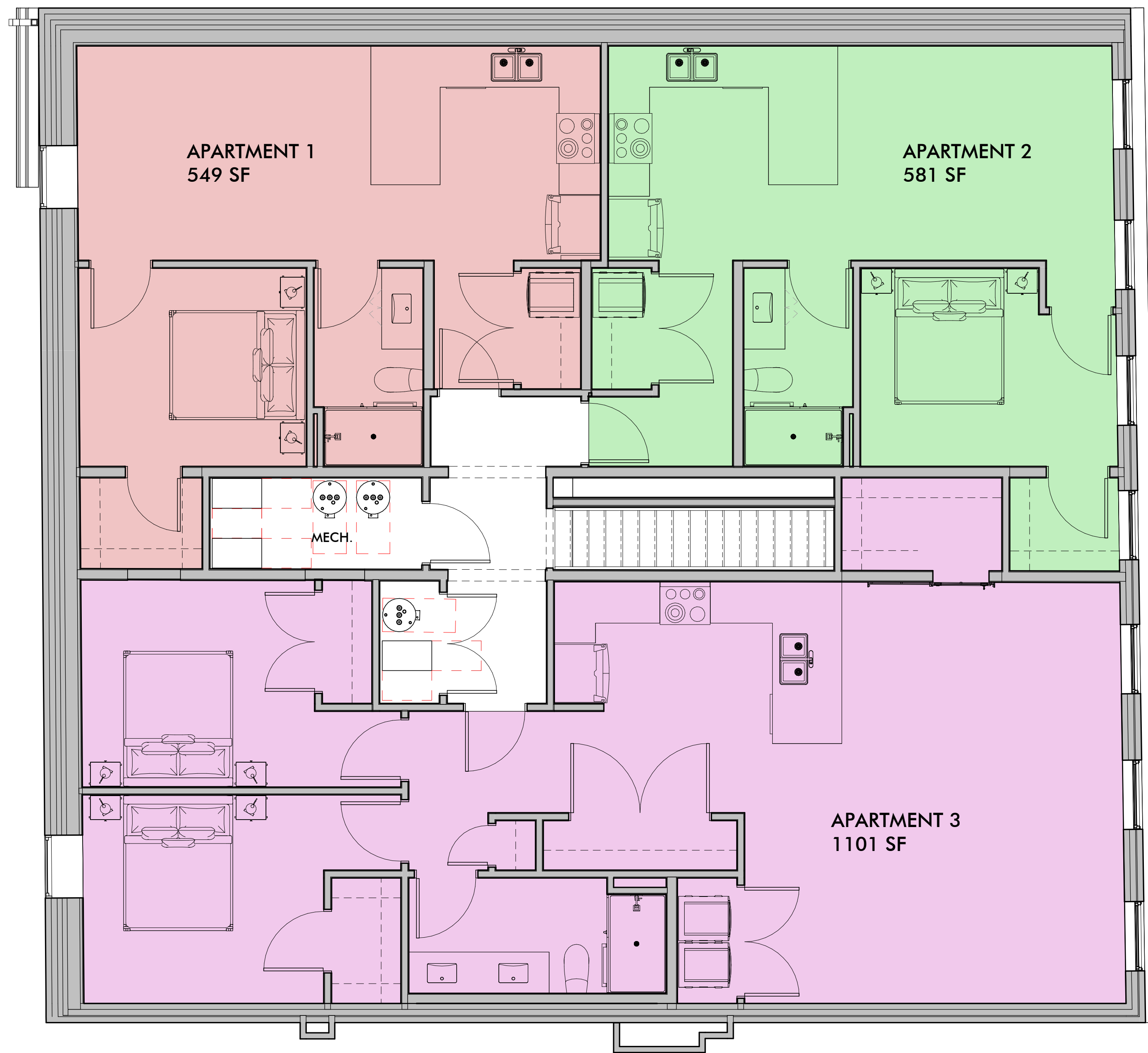
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PROJECT NUMBER
 2025.092

AREA PLANS SECOND FLOOR OPTIONS

T006



1 SECOND FLOOR AREA PLAN
 T006 1/4" = 1'-0"



1 SITE PLAN
C100 1" = 20'-0"

GENERAL NOTES

1. EXISTING BUILDING TO REMAIN ON THE EXISTING SITE
2. THE UTILITIES THAT ARE CURRENTLY CONNECTED TO THE BUILDING ARE TO REMAIN
3. CONTACT MISS DIG TO LOCATE ALL EXISTING UTILITIES BEFORE DOING ANY SITE WORK
4. PATCH EXISTING SIDEWALK AND PARKING LOT AS REQUIRED, RESTRIPE PARKING LOT IF REQUIRED
5. PROVIDE A KNOX BOX AT THE MAIN ENTRY TO THE BUILDING, COORDINATE WITH LOCAL FIRE DEPARTMENT ON KEYING AND INSTALLATION
6. WORK WITHIN THE STREET TO BE DONE IN ACCORDANCE WITH THE REQUIREMENTS OF THE AGENCIES HAVING JURISDICTION.
7. PERMITS, TESTING, BONDS & INSURANCES ETC., SHALL BE PAID FOR BY THE CONTRACTOR. CITY INSPECTION FEES SHALL BE PAID FOR BY THE OWNER.

PROJECT ZONING

B2 - CBD

PARKING REQUIREMENTS

SINGLE-UNIT, TWO-UNIT, AND THREE-UNIT DWELLINGS: TWO SPACES FOR EACH DWELLING UNIT
[NEED TO KNOW FIRST FLOOR TYPE TO FINISH]

LANDSCAPE REQUIREMENTS

NO REQUIREMENTS

LEGAL DESCRIPTION

CITY OF IONIA ORIGINAL TOWN N 55FT OF LOT 59, EXCEPT AN UNDIVIDED 1/2 INTEREST IN A STRIP OF LAND 16 INCHES WIDE OFF THE ENTIRE W SIDE FOR PURPOSE OF A PARTY WALL.



ARCHITECTURE/INTERIOR DESIGN
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
cody@drivendesignstudio.com

OWNER
Clint Hoppes
113 S Depot St
Ionia, MI
Owner Phone Number
info@brodybrook.com

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2025.092

ARCHITECTURAL SITE PLAN

C100



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 – 113 S Depot St

On 01/14/2026, I reviewed the site plan for the property of 113 S Depot, City of Ionia.

According to the site plans provided (Existing buildings), they comply with the 2012 International Fire Code.

Brian Vos

PSO I/Inspector Brian Vos 49-26
Ionia Department of Public Safety
239 E Adams St
Ionia, MI 48846
616.527-4431 ext 3001
bvos@ci.ionia.mi.us



CITY OF IONIA

STAFF REPORT FOR PLANNING COMMISSION AGENDA ITEM

Agenda Item: VIII.1

TO: Planning Commissioners

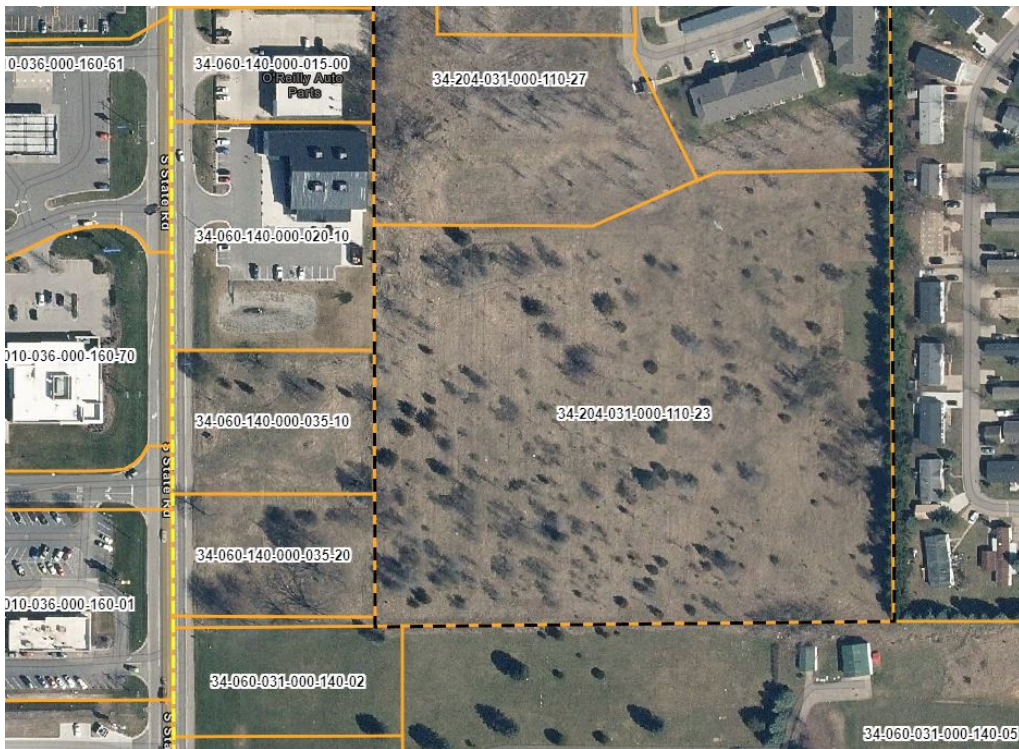
FROM: Jonathan Bowman, Assistant City Manager

DATE: February 11, 2026

RE: 90 E. Tuttle Road - Site Plan and Special Land Use Application

Background:

A Site Plan Review and Special Land Use Permit Application was received by the City for utilizing a portion of property within the City limits at 90 E. Tuttle Road (PPN: 34-204-031-000-110-23) for parking associated with the development of property in Ionia Township (PPN: 34-060-140-000-035-10 and 34-060-140-000-035-20). All three of the parcels are owned by Abbey Residential Dec. LLC. See picture below.



An amendment to the City's Zoning Code was approved in January by City Council through Ordinance No. 601 to allow an accessory use on one property for a use on an adjacent lot via special land use. The amendment allows for this special land use to be granted in the B-3, General Business District in which this property is located. Section 1274.10 outlines the special land use requirements for this request.

Following this communication, the Commission will find a staff report from Williams & Works as well as the submitted application and plans.

Requested Action / Motion:

It is requested that the Planning Commission conduct a Preliminary Site Plan and Special Land Use Review for the accessory parking use proposed for 90 E. Tuttle Road by Gillespie Group (Abbey Residential, LLC). It is also requested that the Planning Commission schedule a public hearing for 4:30 PM, Wednesday, March 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 By:

Seconded By:

MEMORANDUM

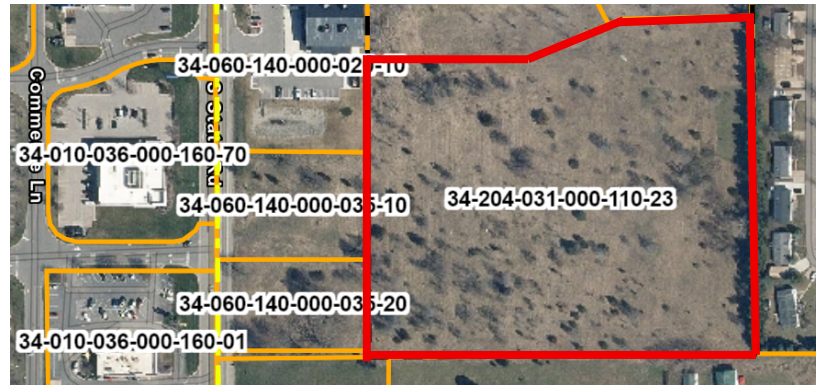
To: City of Ionia Planning Commission

Date: February 4, 2026

From: Tanya DeOliveira, AICP
Bradley S. Kotrba, AICP

RE: **PPN 34-204-031-000-110-23 S State Road Special Land Use**

Jason Kildea, on behalf of Patrick K. Gillspie, has applied for a special land use for a new parking lot (on (PPN 34-204-031-000-110-23) that will support a new proposed commercial development on an adjacent property on S State Road. This memorandum determines whether the application complies with the provisions of the City of Ionia Zoning Ordinance.



Background. This application concerns two parcels, but this review pertains only to the parcel within the City limits. A new commercial development is being proposed on a parcel along S State Road (34-060-140-000-035-20) within the Township. Additional parking and better site circulation for the planned commercial development will be made possible by the 8.01-acre parcel (PPN 34-204-031-000-110-23) within city limits. The proposed additional parking and site circulation will occupy 0.16 acres of the current parcel. The primary reason for requesting parking on the property is to facilitate a new commercial development featuring a drive-through. An access road is also being proposed on the northern side of the parcels. With no other development proposed for the city parcel at this moment, 7.85 acres are set aside for future purposes. The City parcel is classified under the B-3 General Business District. According to Section 1260.03(b), businesses in the character of a drive-in are permitted. While this land use is proposed outside of the city limits, the property in question reviews an accessory use to the driveway commercial building. The Township has no zoning.

Completeness of Submittal. Unless the Planning Commission or Zoning Administrator expressly modifies or waives them, all site plans must contain the items specified in Section 1276.05. A sketch plan showing the development on parcels within the City and Township has been submitted by the applicant. We find that the site plan is generally complete for review.

Setbacks and Dimensional Requirements. The applicant has not submitted a site plan containing setbacks or other dimensions that would typically be found on a site plan. However, much of the new proposed commercial development is on the parcel that lies within the Township. None of the building portion of the development is on the parcel that lies within the City limits. The only portion of the new development that is on the parcel within the City is a parking lot and drive aisle.

Access/Circulation. The site plan shows a new proposed access road that would provide a connection from S State Road into the parcel within the Township that includes the new commercial development site, parking, and drive aisles. The parcel within the City that includes the additional parking and site circulation space would also be accessible from this new access road.

Site vehicle access seems more than sufficient. The access road design includes three lanes, each 14 feet wide, for a combined width of 42 feet. One lane is for site entry, and the other two are for exiting, enabling northbound (right) and southbound (left) turns onto S State Road. Emergency vehicles can access the site through driveways on either side of the new commercial building, including a proposed 28-foot driveway on the City parcel.

Traffic lanes for vehicles on the parcel measure 28 feet within the City and 24 feet within the Township, allowing for ample two-way movement. The vehicle stacking area, situated entirely within the Township boundaries and intended for the drive-in aisle, extends 12 feet along the east and north sides of the structure.

Pedestrian and bicycle facilities are absent from the submitted materials. The Township and the City's nearby parcels are not served by bicycle and pedestrian facilities.

Parking. While exact parking requirements are difficult to determine due to the lack of the exact use of the proposed facility. Staff can only approach this application in an accessory use capacity. While the design and number may be satisfactory, the Planning Commission should ask the applicant what the uses proposed will be, providing us with some guide to determine if they have provided reasonable accommodations.

Signage. This does not apply.

Lighting. The applicant did not provide a lighting plan. Lighting would be important to consider, as parking and a drive aisle are located on a part of the development within the City's municipal boundaries.

Landscaping. Landscaping rules are limited to the first 20 feet of a property, per zoning ordinance Section 1260.03(b)(5). The development's rear is situated on the property inside city limits. This standard does not apply. The Planning Commission can modify or dismiss landscaping rules if deemed necessary by the zoning ordinance.

Special Land Use Review Standards. Section 1274.04 of the Zoning Ordinance requires that the Planning Commission find that the following standards are met in its review of a proposed special land use. Those standards are below, along with our comments on each:

1. Be designed, constructed, operated, and maintained so that 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.

Notes: The suggested project is consistent with other established uses and structures in the area, especially on the east side of S State Road. The planned access drive layout enables two separate developments to share a single driveway onto S State Road. Consolidating access points in the corridor should improve safety. The proposed application is unlikely to affect the area's commercial nature. The Planning Commission might want to talk about the apartment complex at the back of the property, but a lot of empty land separates the planned use from the apartments, and there's already significant screening on the west side. The Planning Commission may consider this standard to be reasonably met.

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

Remarks: The applicant states that the site will be served by M66 and will have access to sanitary sewer from Berlin Township and water service from the City of Ionia. The Planning Commission may also request that the Public Safety Department provide a review of the proposed driveway and access road to ensure they will be adequate for emergency vehicles. The Planning Commission may also ask the City Engineer to review the parking lot layout to address any concerns there may be with stormwater management, as this information was not provided by the applicant.

3. Do not create excessive additional requirements for public facilities and services at public cost.

Remarks: The addition of a new commercial site is unlikely to create excessive public service or facility costs. The Planning Commission may consider this standard satisfactorily met.

4. Does not involve uses, activities, processes, materials, 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.

Remarks: The new commercial development is unlikely to result in any detriment to traffic, noise, smoke, fumes, glare, or odors on the property or neighboring properties.

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

Remarks: Section 1260.01 of the Ordinance establishes the intent of the B-3 General Business district. Complying with the Ordinance, the Commission may consider this standard met.

Recommendation. At the February 11th meeting, the Planning Commission should carefully consider any staff comments as well as comments from the applicant while discussing the special land use. Provided that these comments are taken into consideration, it is recommended that the Planning Commission tentatively schedule a public hearing and conduct a final review at a future meeting.



Site Plan & Special Land Use Application

Submit Applications to City Hall

Street Address: 114 North Kidd Street Ionia, MI 48846

Mailing Address: P.O. Box 496 Ionia, MI 48846

Ph: (616) 527-4170 Website: www.ci.ionia.mi.us

Date of Application: 1/2/2026

Permit Fee: \$1,000*

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

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

Applicant Information

Applicant's Name: Jason Kildea Interest in Property: Owners Representative

Address: 330 Marshall St. Suite 100 City, State, Zip: Lansing, MI 48912

Phone: [REDACTED] Email: [REDACTED]

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: Vacant Land

3. Parcel Number: 34-204-031-000-110-23

4. Legal Description: See attached.

5. Project Description: Develop parking and circulation on property to aid in the developmt of a new retail center located within the township - township parcel - 34-060-140-000-035-20

6. Current Zoning: Commercial Proposed Zoning: N/A

7. Size of Parcel: 8.82 acres

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

Signatures

Applicant's Signature: Jason Kildea Date: 1/2/2026

Property Owner's Signature: Patrick K. Gillespie Date: 1/2/2026

OFFICE USE ONLY	Application #: _____
<input type="checkbox"/> Fees Paid: _____	
Date Advertised: _____	Date of Meeting: _____
Action Taken: _____	
Comments: _____	

Signature: _____	Date: _____

Site Plan Review Process

I. Items to be Submitted

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

- | | |
|-------------------------------------|----------------------------------------------|
| <input checked="" type="checkbox"/> | Application |
| <input type="checkbox"/> | Fee |
| <input type="checkbox"/> | Special Land Use Questionnaire |
| <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. A site plan checklist is attached which notes the information required.

II. Meeting Dates

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

III. Processing Period.

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

IV. Application Procedures

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

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

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

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

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

Special Land Use Standards-Section 1274.04

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

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

Site Plan Review Standards

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

Relationship of Request to Surrounding Area

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

Drives, Parking, and Circulation

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

Natural Features

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

General

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

Special Land Use Questionnaire

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

Standard 1

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

The parking will aid in the development of the retail center on the adjacent property that is in the township. This development is harmonious with other uses nearby.

Standard 2

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

Yes. The use will be served by M66 and will have access to sanitary sewer from Berlin Township and water service from the City of Ionia.

Standard 3

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

Correct, there is no request for cost from public.

Standard 4

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

No it will not.

Standard 5

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

Yes, it is consistent with the zoning district.

Site Plan Review Checklist

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

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

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

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

Print Date: 01/12/2026
PZE Number: SLU26-0001
PZE Type: Special Land Use
Location: 90 E TUTTLE RD

Pay by Account in Full



Total Balance Due: \$1000.00

Gillespie Group
 330 MARSHALL ST STE 100
 LANSING, MI 48912-2317

Invoice	Number	Date	Due	Adjustments	Payments	Balance
	00000805	01/12/26	02/11/26	\$0.00	\$0.00	<u>\$1000.00</u>
	Quantity	Category	Description		Billed	
	1.00	Planning/Zoning	Special Land Use		\$500.00	
	1.00	Planning/Zoning	Site Plan - PC Review		\$500.00	
Total Balance Due:						\$1000.00

PAID

JAN 21 2026

CITY OF IONIA

