



**CITY OF IONIA**  
**PLANNING COMMISSION**  
**REGULAR MEETING AGENDA**  
**4:30 PM, Wednesday, January 8, 2025**  
**IONIA CITY HALL, COUNCIL CHAMBERS**

- I. Call to Order**
- II. Oath of Office** - Commissioners Bailey and Donaldson
- III. Roll Call**
- IV. Election of Officers**
  - 1. Chairperson
  - 2. Vice-Chairperson
  - 3. Secretary
- V. Approval of Agenda**
- VI. Approval of Minutes**
  - 1. December 11, 2024 – Regular Meeting
- VII. Public Comments**
- VIII. Public Hearings and Associated Action**
- IX. Old Business**
- X. New Business**
  - 1. 2024 Planning Commission Annual Report
  - 2. Chapter 1278 - Nonconforming Lots, Structures and Uses
  - 3. City Board Portal
- XI. Commissioner Comments**
- XII. Adjournment**

**Next Meeting - February 12, 2025**

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

**CITY OF IONIA**  
**Planning Commission**  
**December 11, 2024**  
**Regular Meeting Minutes**

---

**CALL TO ORDER**

Vice Chairperson Lee called the Regular Meeting of the City of Ionia Planning Commission for December 11, 2024, to order at 4:30 PM.

**ROLL CALL**

Present: Commissioners Mike Donaldson, Ryan Gregory, Tim Lee, Jason Perry, and Judy Swartz.

Absent: Commissioners Logan Bailey and Keturah Kelley.

Also Present: City Manager Precia Garland, Assistant City Manager Jonathan Bowman, DDA Director Cassie Rice, Planning Consultant Bradley Kotrba, and Tim McAllister (Daily News).

**APPROVAL OF AGENDA**

Vice Chairperson Lee introduced the agenda and asked if there were any requested changes. No changes were requested. It was moved by Commissioner Gregory and seconded by Commissioner Swartz to approve the agenda as presented. MOTION CARRIED.

**APPROVAL OF MINUTES**

Minutes from the regular meeting of November 13 were reviewed. It was moved by Donaldson, seconded by Perry to approve the minutes from November 13. MOTION CARRIED.

**PUBLIC COMMENTS**

None.

**PUBLIC HEARINGS**

None.

**OLD BUSINESS**

None.

**NEW BUSINESS**

2025 Meeting Schedule

The City Council approved 2025 Planning Commission meeting schedule was presented to the Commission by Assistant City Manager Bowman.

Master Plan – Complete Streets and Parks Planning Workshop

Consultant Kotrba presented to the Commission on complete streets and parks and recreation. Kotrba highlighted street design best practices and the interconnectivity between parks, recreation, and natural features. The Commission discussed these items and

completed worksheets listing community observations and recommendations for the topic areas.

**COMMISSIONER COMMENTS**

None.

**ADJOURNMENT**

It was moved by Commissioner Perry and seconded by Commissioner Donaldson to adjourn the meeting at 6:09 PM. MOTION CARRIED

Respectfully Submitted,

Jonathan Bowman, Recording Secretary,  
for Judy Swartz, Secretary



## STAFF REPORT FOR PLANNING COMMISSION AGENDA ITEM

Agenda Item: X.1

TO: Planning Commissioners  
FROM: Jonathan Bowman, Assistant City Manager  
DATE: January 8, 2025  
RE: 2024 Planning Commission Annual Report

### **Background:**

Every year the Planning Commission provides a report to City Council summarizing all activities that have taken place throughout the previous year. A draft report has been created by City staff describing the many items accomplished during the twelve regular meetings and two special meetings held by the Planning Commission in 2024.

The report summarizes action from the Zoning Board of Appeals (ZBA) and other community development activities such as code enforcement, zoning permits, and rental certificates. These activities are tracked through the City's BS&A software allowing for annual reports to be produced. Overall, the draft report highlights the dedication and hard work of the Planning Commission, ZBA, and City staff throughout 2024 and sets a high standard for 2025.

City staff provide this draft annual report for the commission's discussion and consideration. Changes or additions are welcome prior to a formal recommendation to City Council.

### **Requested Action / Motion:**

It is requested that Planning Commission discuss and approve the 2024 Planning Commission Annual Report to be presented to City Council at its next meeting on February 5, 2025.

---

**Motion By:**

**Seconded By:**



## COMMUNITY DEVELOPMENT & PLANNING COMMISSION 2024 Annual Report

TO: Mayor Milewski and Councilmembers  
FROM: Chairman Bailey and Planning Commissioners  
DATE: February 5, 2025  
RE: 2024 Community Development and Planning Commission Annual Report

This report is submitted to fulfill Article II, Section 19 of Public Act 33 of 2008 (Michigan Planning Enabling Act) and pursuant to Section 1202.05 of the Ionia Code of Ordinances.

The Municipal Planning Enabling Act states that, “a planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body relating to planning and development.” This report summarizes 2024 operations of the Planning Commission, Zoning Board of Appeals, and community development activities.

### PLANNING COMMISSION

#### Membership

| Commissioner           | Expiration of Term          |
|------------------------|-----------------------------|
| Logan Bailey, Chair    | 12/31/2027                  |
| Michael Donaldson      | 12/31/2027                  |
| Ryan Gregory           | 12/31/2026                  |
| Keturah Kelley         | 12/31/2025                  |
| Tim Lee, Vice-Chair    | City Council Representative |
| Jason Perry            | 12/31/2026                  |
| Judy Swartz, Secretary | 12/31/2025                  |

#### Schedule and Attendance

The Planning Commission met 14 times including a special workshop session focused on residential zoning changes on March 13 and a joint work session with the Brownfield Redevelopment Authority on October 21. The following table shows attendance throughout the year.

| Meeting Dates     |      |      |      |       |      |     |      |      |      |      |      |       |       |       |
|-------------------|------|------|------|-------|------|-----|------|------|------|------|------|-------|-------|-------|
| Commissioner      | 1/10 | 2/14 | 3/13 | 3/13* | 4/10 | 5/8 | 6/12 | 7/10 | 8/14 | 9/11 | 10/9 | 10/21 | 11/13 | 12/11 |
| Logan Bailey      | P    | P    | P    | P     | A    | P   | P    | P    | A    | P    | P    | P     | P     | A     |
| Michael Donaldson | A    | P    | P    | P     | P    | P   | A    | A    | P    | A    | P    | A     | A     | P     |
| Ryan Gregory      | P    | P    | P    | P     | P    | P   | P    | A    | P    | A    | A    | A     | P     | P     |
| Keturah Kelley    | P    | P    | P    | P     | P    | P   | P    | P    | A    | P    | P    | P     | P     | A     |
| Tim Lee           | P    | A    | P    | P     | P    | P   | A    | P    | P    | P    | P    | P     | P     | P     |
| Judy Swartz       | A    | P    | P    | P     | P    | A   | A    | P    | P    | A    | P    | P     | P     | P     |
| <b>New Member</b> |      |      |      |       |      |     |      |      |      |      |      |       |       |       |
| Jason Perry       | N/A  | P    | P    | P     | P    | P   | P    | P    | P    | P    | A    | P     | P     | P     |

\*A special workshop session was held on 3/13 in addition to the normal meeting to discuss proposed residential zoning changes.

During these meetings, action was completed on a variety of matters, including the following:

#### **Site Condominium/Site Plan/Special Land Use Permits**

During 2024, the Planning Commission reviewed the following site plans and special land use requests:

- Approval was recommended to City Council for the final site condominium plan submitted by AC Development for 12 condominiums at 533 E. Washington Street.
- Approval was granted for a site plan submitted by Central Michigan Building Services for an expansion at 985 E. Main Street.
- Approval was granted for a site plan submitted by Enwork for an expansion at 510 Apple Tree Drive.
- Approval was granted for a site plan submitted by Mark Purkey, LLC. for an expansion to the existing gas station at 703 W. Lincoln Avenue.

#### **Zoning Ordinance Amendments**

During 2024, the Planning Commission drafted and recommended approval to City Council the following ordinances:

- Ordinance No. 584 – Amendment to Chapter 1285: AC Development Planned Unit Development (PUD) District for 533 E. Washington Street.
- Ordinance No. 585 – Rezoning of 310 Cleveland Street from the B-1, Neighborhood Business District to the I-1, Light Industrial District.
- Ordinance No. 588 – Amendment to the City’s residential zoning requirements and renaming of the residential zoning districts into Low, Medium, and High-Density Residential Districts with greater flexibility.
- Ordinance No. 589 – Rezoning of 165 parcels to various residential zoning districts in order to align with the newly created Low, Medium, and High-Density Residential Districts and reduce the number of nonconforming parcels.
- Ordinance No. 591 – Amendment and renaming of Chapter 1262 from the I-1, Light Industrial District to the T, Technology Innovation Business District.

### **Miscellaneous Matters**

- Hosted a community workshop session with finance and real estate professionals, downtown property owners, and the general public to discuss residential zoning updates.
- Reviewed a variety of nonconforming parcel issues in the City and evaluated the reasons for their existence along with strategies for bringing parcels into compliance with City ordinances.
- Completed a variety of community engagement activities for the Master Plan update resulting in the involvement of more than 1,000 participants in the following ways: two neighborhood gatherings, a pop-up planning event at the Ionia Fireworks Display, a community workshop focused on Deerfield-Riverside, and an online survey.
- Held a special joint work session with the Brownfield Redevelopment Authority to discuss long-term planning and future development opportunities for the former Deerfield-Riverside correctional facility property.
- Conducted work sessions for the Master Plan focusing on Housing, Downtown Development, Complete Streets, and Parks.

### **Future Priorities**

As the Planning Commission looks ahead to 2025, priority items on its list include:

- Adopting the updated Master Plan
- Continuing review of zoning nonconformities
- Updating outdated sections of the Planning and Zoning Code
- Following through with Master Plan goals

## **ZONING BOARD OF APPEALS**

### **Membership**

| Board Member             | Expiration of Term                 |
|--------------------------|------------------------------------|
| Logan Bailey, Vice-Chair | Planning Commission Representative |
| Jim Denny                | 12/31/2024                         |
| Mike Kirgis, Chair       | 12/31/2027                         |
| Amanda Ondersma          | 12/31/2026                         |
| Troy Waterman, Secretary | City Council Representative        |

### **Schedule and Attendance**

The Zoning Board of Appeals met once in 2024. The following table shows the meeting's attendance.

| Board Member | Meeting Date |
|--------------|--------------|
|              | 1/8          |
| Logan Bailey | P            |
| Jim Denny    | P            |
| Mike Kirgis  | P            |

|                 |   |
|-----------------|---|
| Amanda Ondersma | P |
| Troy Waterman   | P |

### Approvals

- Approval was granted to Sozo Coffee for a requested change in nonconforming use of equal or less nonconformity at 310 Cleveland Street in accordance with section 1278.03 (d) to allow the storage and roasting of coffee on the property through a use variance.

## COMMUNITY DEVELOPMENT ACTIVITIES

### Code Enforcement

The following chart tracks all closed code enforcement cases by month in 2024. A total of 374 cases were opened throughout the year, but ongoing cases have not been included in this report.

| 2024 Enforcements Closed by Month |     |     |     |     |     |     |     |     |     |     |     |     |            |            |
|-----------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------------|------------|
| Category                          | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | 2024 Total | 2023 Total |
| Abandoned Vehicles                | 1   | 1   | 0   | 2   | 0   | 0   | 2   | 1   | 1   | 6   | 1   | 1   | 16         | 11         |
| Animals                           | 1   | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 0   | 1   | 0   | 0   | 3          | 1          |
| Blight                            | 5   | 3   | 7   | 12  | 2   | 3   | 11  | 11  | 5   | 11  | 4   | 5   | 79         | 84         |
| Dead Trees                        | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 1          | 1          |
| Front Yard Parking                | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 1   | 2   | 0   | 4          | 1          |
| Garbage                           | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 1          | 0          |
| Leaves                            | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 3   | 0   | 3          | 0          |
| Paint Conditions                  | 0   | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 1          | 0          |
| Property Maintenance              | 1   | 0   | 0   | 1   | 1   | 1   | 0   | 1   | 0   | 1   | 1   | 2   | 9          | 11         |
| Public Nuisance                   | 0   | 0   | 1   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 1   | 0   | 3          | 1          |
| Sidewalk Hazardous                | 41  | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 41         | 2          |
| Sidewalk Overgrowth               | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 3   | 1   | 0   | 0   | 5          | 6          |
| Trash Container                   | 3   | 15  | 2   | 45  | 0   | 0   | 0   | 0   | 0   | 4   | 0   | 0   | 69         | 2          |
| Vegetation                        | 1   | 0   | 0   | 0   | 42  | 10  | 8   | 7   | 5   | 2   | 0   | 0   | 75         | 140        |
| Zoning                            | 0   | 0   | 0   | 5   | 0   | 0   | 2   | 0   | 0   | 0   | 1   | 2   | 10         | 2          |
| Total                             | 55  | 19  | 11  | 66  | 45  | 16  | 23  | 20  | 14  | 28  | 13  | 10  | 320        | 263        |

The City's part-time Code Enforcement Officer Warren Conley started in March 2023. In addition to his other code enforcement activities throughout 2024, Warren evaluated one-quarter of the City's sidewalks in accordance with the City's sidewalk maintenance and replacement program. His evaluation revealed 29 sidewalks in need of replacement. Each property was notified and given a period of time to fix their sidewalk, or the option to wait for the City to hire a contractor to complete the work. City Council approved a 25% City cost share for each replacement as part of the program. Another section of the City will be evaluated in 2025.

Individuals seeking to submit a code enforcement complaint can email [CodeEnforcement@ci.ionia.mi.us](mailto:CodeEnforcement@ci.ionia.mi.us), call (616) 523-0157, or submit one online using the "Report a Concern" form on the City's website at [cityofionia.org](http://cityofionia.org).

## Permits

The chart below summarizes all community development permit activity by month in 2024.

| 2024 Permits Issued by Month   |     |     |     |     |     |     |     |     |     |     |     |     |            |            |
|--------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------------|------------|
| Category                       | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | 2024 Total | 2023 Total |
| Accessory Structure            | 0   | 0   | 0   | 1   | 1   | 3   | 2   | 0   | 2   | 2   | 0   | 1   | 12         | 14         |
| Alcohol – Special Event        | 0   | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0   | 2   | 0   | 0   | 3          | 4          |
| Curb Cut                       | 0   | 1   | 0   | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 2          | 0          |
| Demolition                     | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 1          | 1          |
| Home Addition                  | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0          | 1          |
| Fence                          | 0   | 1   | 2   | 1   | 3   | 1   | 1   | 2   | 2   | 2   | 1   | 0   | 16         | 15         |
| Land Division                  | 1   | 0   | 0   | 0   | 2   | 0   | 1   | 0   | 0   | 0   | 0   | 0   | 4          | 8          |
| Mobile Food Vending Unit       | 0   | 0   | 1   | 0   | 4   | 1   | 1   | 0   | 0   | 0   | 0   | 0   | 7          | 7          |
| New Home Construction          | 0   | 0   | 0   | 1   | 0   | 2   | 2   | 1   | 0   | 1   | 0   | 2   | 9          | 8          |
| Public Infrastructure (Tap-In) | 4   | 0   | 1   | 1   | 0   | 2   | 5   | 2   | 0   | 2   | 1   | 5   | 23         | 13         |
| Right-of-Way                   | 4   | 3   | 1   | 0   | 3   | 7   | 3   | 5   | 3   | 3   | 2   | 3   | 37         | 21         |
| Sidewalk (Construction)        | 0   | 0   | 0   | 0   | 5   | 3   | 0   | 0   | 0   | 0   | 0   | 0   | 8          | 1          |
| Sign                           | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 3   | 1   | 0   | 1   | 0   | 6          | 10         |
| Street Closure                 | 0   | 0   | 0   | 0   | 5   | 0   | 3   | 0   | 4   | 0   | 1   | 0   | 13         | 11         |
| Peddler License                | 0   | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 1          | 1          |

|                              |           |          |          |          |           |           |           |           |           |           |          |           |            |            |
|------------------------------|-----------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|-----------|------------|------------|
| <b>Vertical Pole Banners</b> | 1         | 0        | 0        | 1        | 0         | 0         | 0         | 0         | 0         | 0         | 0        | 0         | 2          | 3          |
| <b>Total</b>                 | <b>10</b> | <b>5</b> | <b>5</b> | <b>6</b> | <b>24</b> | <b>21</b> | <b>18</b> | <b>13</b> | <b>12</b> | <b>13</b> | <b>6</b> | <b>11</b> | <b>144</b> | <b>118</b> |

### **Rental Registration**

The following chart tracks all issued certificates for fire inspections and the rental registration program by month in 2024.

| <b>2024 Certificates Issued by Month</b> |            |            |            |            |            |            |            |            |            |            |            |            |                   |                   |
|------------------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------------|-------------------|
| <b>Category</b>                          | <b>Jan</b> | <b>Feb</b> | <b>Mar</b> | <b>Apr</b> | <b>May</b> | <b>Jun</b> | <b>Jul</b> | <b>Aug</b> | <b>Sep</b> | <b>Oct</b> | <b>Nov</b> | <b>Dec</b> | <b>2024 Total</b> | <b>2023 Total</b> |
| <b>Fire Inspections</b>                  | 0          | 1          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 2          | 3                 | 2                 |
| <b>Rental Units</b>                      | 9          | 2          | 7          | 3          | 19         | 1          | 1          | 10         | 5          | 4          | 1          | 3          | 65                | 74                |
| <b>Total</b>                             | <b>9</b>   | <b>3</b>   | <b>7</b>   | <b>3</b>   | <b>19</b>  | <b>1</b>   | <b>1</b>   | <b>10</b>  | <b>5</b>   | <b>4</b>   | <b>1</b>   | <b>5</b>   | <b>68</b>         | <b>76</b>         |

Royal Shilton is the City's rental and fire inspector. Royal joined the City in late 2022 serving as Public Safety's first full-time firefighter and paramedic. Chapter 858 of the City of Ionia Codified Ordinances was amended in 2014 to establish the rental registration program. All residential property being rented in the City must be registered and receive a certificate of compliance in accordance with the ordinance. Property owners interested in renting their residential property should contact Royal at (616) 527-4431 to schedule an inspection or visit the City's Code Enforcement & Rentals page of the website at [cityofionia.org](http://cityofionia.org) for more information.

As approved by the Planning Commission at its **January 8**, 2025, regular meeting.



## STAFF REPORT FOR PLANNING COMMISSION AGENDA ITEM

Agenda Item: X.2

TO: Planning Commissioners

FROM: Jonathan Bowman, Assistant City Manager

DATE: January 8, 2024

RE: Chapter 1278 - Nonconforming Lots, Structures and Uses

### Background:

As Planning Commission has been reviewing and updating sections of the Zoning Code, the topic of nonconformities has been discussed on multiple occasions. While approved updates to the Zoning Code aim to reduce the number of nonconformities, there will always be special circumstances and unique situations that result in nonconforming lots, structures, and uses. For this reason, the City's Codified Ordinances has regulations found in Chapter 1278.

The City's current philosophy on nonconformities, found in Chapter 1278, allows for nonconformities that were lawful prior to the current Zoning Code to remain. These legal nonconformities are commonly referred to as "grandfathered in," however it should be noted that nonconforming structures or uses cannot be expanded if the expansion increases the nonconformity. Furthermore, the Zoning Code is written to bring nonconformities into compliance over time in the following ways.

1. A nonconforming use that is abandoned cannot be reestablished.
2. If a nonconforming structure is removed, any new structures must conform to the Codified Ordinances.
3. If a nonconforming building or structure is damaged by "fire, wind, act of God, or other calamity" and repairs exceed 60% of its fair market value, the building or structure must be repaired or rebuilt in compliance with the Zoning Code.

A copy of Chapter 1278 follows this communication for reference.

The last provision has been a point of contention at previous Planning Commission meetings, because members of the public have expressed challenges when it comes to securing financing of nonconforming properties. This is a newer issue that results from changes in how the mortgage industry views the risk of nonconforming properties. Requests have been made of the City to issue a "rebuild" letter that states a nonconforming home could be rebuilt as it was, if it were destroyed. Staff have not issued these letters as it would clearly violate the ordinance. A letter and documentation from Mr. Mitchell Simmons who spoke to the Commission in 2024 is in the meeting materials for the reference. A typical example is a nonconforming duplex in a single-family zone – in the event of total loss, only a conforming (i.e. single-family) structure could be rebuilt.

In an effort to evaluate this provision further, City staff compared Ionia's nonconformity chapter against ordinances of nine similar communities. Seven out of the nine municipalities have a provision similar to the City of Ionia in which a nonconforming building or structure cannot be rebuilt in its nonconforming state if the cost is between 50-60% of its value. Two municipalities had limited circumstances where a nonconformity could be rebuilt as it was. The chart below summarizes staff's findings.

| <b>Municipality</b> | <b>Section of Code</b>                | <b>Notes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Alma                | Article VI<br>Sec. 60-128 to 60-134   | If destroyed to an extent of more than 50% of replacement value at the time of destruction, it shall not be reconstructed except in conformity.                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Belding             | Ch. 2<br>Sec. 2.1                     | <i>Should a non-conforming building or structure be destroyed to an extent of more than sixty (60) percent of its replacement value, exclusive of the foundation, it may be reconstructed as it existed at the time of such destruction if reconstruction commences and progresses meaningfully within six (6) months of the destruction. Otherwise, it shall be reconstructed only in conformity with the provisions of this ordinance.</i>                                                                                                                                |
| Charlotte           | Article XXI<br>Sec. 82-453            | If destroyed to an extent of more than 50% of its replacement cost at the time of destruction, it shall not be reconstructed except in conformity.                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Grand Ledge         | Article XIX<br>Sec. 46-543 to 46-550  | Nonconforming structures must be reconstructed in compliance if reconstruction will exceed 50% of the replacement cost.                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Greenville          | Ch. 46<br>Sec. 46-7                   | Nonconforming buildings or structures destroyed to an extent of more than 60% of its replacement value exclusive of foundation must be reconstructed in compliance.<br><i>Reconstruction of a residential building in nonresidential and residential districts. Should a nonconforming residential building in a residential or nonresidential zoning district which is used for residential purposes be damaged or destroyed, it may be reconstructed in its previously nonconforming location, provided, however, the degree of nonconformity shall not be increased.</i> |
| Hastings            | Article 90-V<br>Sec. 90-166 to 90-175 | If damaged, it may only be rebuilt to its nonconforming condition if the cost does not exceed 60% of the fair market value of the building or structure prior to its damage or destruction.                                                                                                                                                                                                                                                                                                                                                                                 |
| Lowell              | Ch. 4<br>Sec. 4.13                    | If damaged, it may only be rebuilt to its nonconforming condition if the cost does not exceed 60% of the true cash value of the building or structure prior to its damage or destruction.                                                                                                                                                                                                                                                                                                                                                                                   |
| Mason               | Article X<br>Sec. 94-321 to 94-332    | Repairs for nonconforming buildings cannot exceed 50 % of twice the state equalized value of the building.                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|             |                                 |                                                                                                                                                                                |
|-------------|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Saint Johns | Ch. 155<br>Sec. 155.230-155.240 | Damaged nonconforming structures cannot be rebuilt if cost to restore exceeds 60% (residential use) or 50% (other nonconforming uses). Restoration must begin within one year. |
|-------------|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

As shown in the chart, Belding and Greenville allow nonconforming buildings or structures to be rebuilt under limited circumstances. Belding allows all nonconformities to be rebuilt as long as reconstruction “commences and progresses meaningfully within six (6) months of the destruction.” Greenville allows only nonconforming residential buildings to be rebuilt and the nonconformity cannot be increased. These examples highlight that even if a municipality allows a nonconformity to be rebuilt it is permitted under limited circumstances; otherwise anyone could circumvent the Zoning Code.

In summary, this issue is complicated and any change to Chapter 1278 should be thoughtfully evaluated given the philosophical shift that could result, thus weakening some of the Zoning Code’s ability to bring nonconformities into compliance over time. The following pro-con list provides an analysis of both sides of the issue.

### **Pros of Allowing Rebuilding of Nonconforming Residential Structures**

1. **Preservation of Neighborhood Character:**
  - Rebuilding on the same footprint can help maintain the architectural and historical character of older neighborhoods.
2. **Protection of Property Rights:**
  - Property owners retain the right to use their land even after unforeseen events like fire or natural disasters.
3. **Removes Hurdles in Home Financing:**
  - Allows nonconformities to be rebuilt can make financing a home easier as the mortgage companies do not view it as a risky investment.
4. **Supports Housing Stability:**
  - Rebuilding nonconforming residential structures can prevent displacement and contribute to housing availability in areas with limited housing stock.
5. **Flexibility in Regulations:**
  - Allowing rebuilding under specific conditions acknowledges that strict zoning regulations may not always align with practical realities in older neighborhoods.
6. **Cost-Effective for Homeowners:**
  - Rebuilding on an existing footprint may be more affordable than redesigning to meet modern zoning standards, which could require costly structural adjustments.
7. **Limits Visual Disruption:**
  - Reconstructing to match the original nonconforming structure minimizes abrupt changes to the neighborhood’s visual consistency.

### **Cons of Allowing Rebuilding of Nonconforming Residential Structures**

1. **Prolongs Nonconformities:**
  - Allowing nonconforming rebuilds delays the transition to conforming uses or structures, which zoning codes are designed to encourage.
2. **Undermines Zoning Goals:**

- Conflicts with long-term planning objectives like increasing density, improving setbacks, or creating uniform lot configurations.
- 3. **Potential Legal Challenges:**
  - Property owners of adjacent lots may argue that permitting the rebuilding of nonconforming structures unfairly affects their property values or enjoyment.
- 4. **Inconsistent Enforcement:**
  - Determining what constitutes "not increasing the nonconformity" can be subjective and may lead to disputes or unequal treatment.
- 5. **Compromises Public Safety Goals:**
  - Older, nonconforming structures may not meet current safety codes, and allowing rebuilding without full compliance might pose risks.
- 6. **Limitations on Future Development:**
  - Rebuilding nonconformities could restrict future opportunities for redevelopment or infrastructure improvements in the area. (i.e. residential; nonconformities in B-3 zone on Dexter St.)
- 7. **Encourages Reliance on Nonconformities:**
  - Property owners might view the allowance as an incentive to delay bringing properties into compliance with zoning codes.

**Requested Action:**

It is requested that the City of Ionia Planning Commission give thoughtful consideration to this issue and provide direction to City staff on if any changes to Chapter 1278 are desired.

## Chapter 1278

### Nonconforming Lots, Structures and Uses

---

- 1278.01 Intent.
- 1278.02 Nonconforming lots.
- 1278.03 Nonconforming uses.
- 1278.04 Nonconforming structures.
- 1278.05 Abandonment of nonconforming use.
- 1278.06 Repairs and maintenance.
- 1278.07 Uses under exception provisions not nonconforming uses.
- 1278.08 Change of tenancy or ownership.

#### **CROSS REFERENCES**

Zoning and planning in home rule cities - see M.C.L.A. § 117.4i

Regulation of location of trades, buildings and uses by local authorities - see M.C.L.A. § 125.581

Regulation of buildings; authority to zone - see M.C.L.A. § 125.582

Uses of land or structures not conforming to ordinances; powers of legislative bodies; acquisition of property - see M.C.L.A. § 125.583a

Variances - see P. & Z. 1222.02, 1244.05(b), 1272.11

Special land uses - see P. & Z.Ch. 1274

General exceptions - see P. & Z. 1286.08

#### **1278.01 INTENT.**

It is recognized that there exist within the districts established by this Zoning Code and subsequent amendments, lots, structures, and uses of land and structures which were lawful before this Zoning Code was passed or amended which would be prohibited, regulated, or restricted under the terms of this Zoning Code or future amendments.

It is the intent of this Zoning Code to permit legal nonconforming lots, structures, or uses to continue until they are removed, but not to encourage their survival.

Such uses are declared by this Zoning Code to be incompatible with permitted uses in the districts involved. It is further the intent of this Zoning Code that nonconformities shall not be enlarged upon, expanded or extended, nor be used as grounds for adding other structures or uses prohibited elsewhere in the same district.

A nonconforming use of a structure, a nonconforming use of land, or a nonconforming use of a structure and land, shall not be extended or enlarged after passage of this Zoning Code by attachment on a building or premises, or by addition of other uses of a nature which would not be permitted generally in the district involved.

To avoid undue hardship, nothing in this Zoning Code shall be deemed to require a change in the plans, construction or designated use or any building on which actual construction was lawfully begun prior to the effective date of adoption or amendment of this Zoning Code and upon which actual building construction has been diligently carried on. Actual construction is hereby defined to include the placing of construction materials in permanent position and fastened in a permanent manner, except that where demolition or removal of an existing building has been substantially begun preparatory to rebuilding, such demolition or removal shall be deemed to be actual construction, provided that work shall be diligently carried on until completion of the building involved.

(1975 Code § 5.115) (Ord. 500. Passed 5-7-13.)

#### **1278.02 NONCONFORMING LOTS.**

(a) All permitted principal and special land uses except for those special land uses for which a minimum lot size is specified in this Zoning Code and customary accessory structures may be erected on any single lot of record or the effective date of adoption or amendment of this Zoning Code. This provision shall apply even though such lot fails to meet the requirements for area or width, or both, that are generally applicable in the district, provided that yard dimensions, including minimum setbacks and lot coverage and other requirements not involving area or width, or both, of the lot, shall conform to the regulations for the district in which such lot is located.

(b) In any district in which single family dwellings are permitted the following regulations shall apply if two or more lots, or combinations or portions of lots, which are non-conforming, are held in common ownership.

(1) If two or more lots, or combination of lots or portions of lots, located adjacent to each other are at any time held in common ownership, and if all or part of such lots do not satisfy the minimum requirements for a buildable lot in the zoning district in which they are located, then all of such lots shall automatically be considered to be combined for zoning purposes into one conforming lot, or one lot that is more nearly conforming than the individual lots. Such lots shall comply with the setback requirements contained in Appendix I, Schedule of Regulations herein.

(2) Each individual lot which has been combined for zoning purposes under division (b)(1) of this section shall cease to be considered a separate lot of record, and shall no longer be considered to be a buildable lot.

(3) Lots combined for zoning purposes pursuant to this section shall not thereafter be split, re-divided, or otherwise reduced in area unless all of the resulting lots comply with the minimum lot area requirement for a buildable lot in the district in which the land is located unless a lot is divided and legally combined with an adjacent lot or lots, provided, however, in the case of a platter lot being divided and combined with an adjacent lot or lots, such division shall be subject to the provisions of Chapter 1210 Land Division of this City Code.

(4) If two or more lots, or combination of lots or portions of lots, located adjacent to each other are at any time held in common ownership, then a single-family dwelling and a customary accessory building may be erected on any such lots, but the applicable regulations pertaining to required minimum front and rear yard setbacks, maximum building height limitations and required minimum side yards, shall be satisfied.

(1975 Code § 5.116) (Ord. 500. Passed 5-7-13.)

### **1278.03 NONCONFORMING USES.**

(a) Where, on the effective date of adoption or amendment of this Zoning Code, lawful use of land exists that is made no longer permissible under the terms of this Zoning Code as enacted or amended, such use may be continued so long as it remains otherwise lawful, subject to the following provisions:

(1) No such nonconforming use shall be enlarged or increased, nor extended to occupy a greater area of land than was occupied on the effective date of adoption or amendment of this Zoning Code.

(2) No such nonconforming use shall be moved in whole or in part to any other portion of the lot or parcel occupied by such use on the effective date of adoption or amendment of this Zoning Code.

(b) No existing structure devoted to a use not permitted by this Zoning Code in the district in which it is located shall be enlarged, extended, constructed, reconstructed, moved or structurally altered except in changing the use of the structure to a use of the structure to a use permitted in the district in which it is located.

(c) Any nonconforming use may be extended throughout any part of a building which was manifestly arranged or designed for such use, and which existed at the time of adoption or amendment of this Zoning Code, but no such use shall be extended to occupy and land outside such building.

(d) A nonconforming use may be changed to another nonconforming use of equal or less nonconformity, subject to the prior approval of the Zoning Board of Appeals following a public hearing as required by Section 1244.07 of this chapter. The Zoning Board of Appeals may approve such change only if it complies with all of the following standards:

(1) The proposed use is comparable to or more conforming than the existing use in terms of its operations and compatibility with the character of the area in which it is located;

(2) The proposed use does not increase the degree of nonconformity existing prior to such change of use;

(3) No structural alteration of the existing structure will be required to accommodate the new use.

(4) In permitting such change, the Zoning Board of Appeals may require conditions and safeguards in accordance with the purpose and intent of this Zoning Code.

(e) The operations associated with a nonconforming use shall not be changed so as to create or increase noise, smoke, dust or other adverse effects.

(f) A nonconforming use located in a conforming building or structure shall not be re-established if the building or structure is damaged by fire, wind, act of God or other calamity to the extent that the replacement cost of the building or structure exceeds 60% of the fair market value of the building or structure prior to such damage or destruction. The fair market value shall be as determined by the Community Development Director or their agent.

(1975 Code § 5.117) (Ord. 500. Passed 5-7-13.)

### **1278.04 NONCONFORMING STRUCTURES.**

Where a lawful structure exists on the effective date of adoption or amendment of this Zoning Code that could not be built under the terms of this Zoning Code by reason of restrictions on area, lot coverage, heights, yards, or other characteristics of the structure or its location on the lot, such structure may be continued so long as it remains otherwise lawful.

(a) A nonconforming building, structure, parking area, or site may be changed so as to make it more closely conforming to this Zoning Code, if that change does not increase the nonconformity in any other aspect.

(b) A nonconforming building or structure may be expanded provided the expansion conforms in all respects to the

requirements of this Zoning Code and does not increase the nonconformity of the building or structure. For example, a building which is nonconforming as it is closer to the side lot line than permitted by this Zoning Code may be expanded along the same plane of the building but the expansion shall be no closer to the side lot line than the existing building.

(c) Should such structure be moved for any reason for any distance whatever, it shall thereafter conform to the regulations for the district in which it is located after it is removed.

(1975 Code § 5.118) (Ord. 500. Passed 5-7-13.)

#### **1278.05 ABANDONMENT OF NONCONFORMING USE.**

If a nonconforming use is abandoned for any reason for a period of more than one year, any subsequent use shall conform to the requirements of this Zoning Code. A nonconforming use shall be determined to be abandoned if one or more of the following conditions exist and shall be deemed to constitute intent on the part of the property owner to abandon the nonconforming use:

- (a) Utilities, such as water, gas and electricity to the property, have been disconnected;
- (b) The property, buildings and grounds, have fallen into disrepair;
- (c) Signs or other indications of the existence of the nonconforming use have been removed;
- (d) Removal of equipment or fixtures which are necessary for the operation of the nonconforming use;
- (e) Non-payment of property taxes;

(f) Other actions, which in the opinion of the Community Development Director constitute an intention of the part of the property owner or lessee to abandon the nonconforming use.

(1975 Code § 5.119) (Ord. 500. Passed 5-7-13.)

#### **1278.06 REPAIRS AND MAINTENANCE.**

(a) In the event any nonconforming building or structure is damaged by fire, wind, act of God or other calamity, it may be rebuilt or restored in the same configuration as existed before the damage occurred if the replacement cost thereof does not exceed 60% of the fair market value of the nonconforming building or structure, exclusive of the foundation, prior to its damage or destruction. The fair market value shall be as determined by the Community Development Director or their agent.

(b) In the event any nonconforming building or structure is damaged by fire, wind, act of God or other calamity to the extent that the replacement cost of the nonconforming building or structure exceeds 60% of the fair market value of the building or structure, exclusive of the foundation, prior to such damage or destruction, the building or structure may be rebuilt or restored only in accordance with the requirements of this Zoning Code. The fair market value shall be as determined by the Community Development Director or their agent.

However, the Zoning Board of Appeals may approve the re-establishment of such nonconforming building or structure, after a public hearing is held in accordance with the requirements of Section 1244.07 of this chapter, but only to the extent necessary to provide the minimum reasonable use of the building or structure. In considering the approval of any such re-establishment of a nonconforming building or structure, the Zoning Board of Appeals may impose reasonable terms and conditions and shall not permit an increase in the nonconformity.

(c) Nothing in this Zoning Code shall be deemed to prevent the normal repairs and maintenance on any nonconforming building or structure or prevent the strengthening or correcting of any unsafe condition of the building or structure.

(1975 Code § 5.120) (Ord. 500. Passed 5-7-13.)

#### **1278.07 USES UNDER EXCEPTION PROVISIONS NOT NONCONFORMING USES.**

Any use for which a special exception is permitted as provided in this Zoning Code shall not be deemed a nonconforming use, but shall, without further action, be deemed a conforming use in such district.

(1975 Code § 5.121) (Ord. 500. Passed 5-7-13.)

#### **1278.08 CHANGE OF TENANCY OR OWNERSHIP.**

There may be a change of tenancy, ownership or management of any existing nonconforming uses of land, structures and structures and land in combination.

(1975 Code § 5.122) (Ord. 500. Passed 5-7-13.)

City of Ionia Planning & Zoning

114 N Kidd Street

Ionia, MI 48846

To Whom It May Concern,

I am writing this letter to request consideration in adopting a Zoning Verification / Rebuild Letter application as part of the city's existing planning and zoning application processes. A zoning verification letter would enable prospective buyers and lenders to easily identify potential zoning issues with a property, prior to purchase. A rebuild letter would allow prospective property buyers to receive an official document that verifies a legal non-conforming use of a property, with re-build stipulations to protect the city's interests. This letter would allow pre-existing, legal non-conforming properties to be sold with their currently permitted uses. Due to current mortgage lending practices, any property with a non-conforming zoning issue that does not have a verified rebuild letter, cannot be bought or sold with a lien against the property. This rebuild letter solves that dilemma and would likely benefit many property owners in your city.

Attached to this letter is an example of American Fork, UT's Zoning Verification / Rebuild Letter application, as well as an example of the letter they issue to land owners, after the application is approved. I chose this city's application for example because it was readily accessible online, printable, and they responded to my inquiries to get me an example of their issued letter.

Also attached to this letter is a draft zoning letter, directly from the State of Michigan Gov site. I have included the url to this letter as well. My hope is that this letter will provide an additional example, through a state issued template, to further aid in your decision to adopt this application.

I appreciate your time and consideration with this matter.

Thank you,



Mitchell Simmons

530-809-6997

[msimmons@somateng.com](mailto:msimmons@somateng.com)



**AMERICAN FORK CITY – Public Works Dept.**  
275 EAST 200 NORTH, AMERICAN FORK UT 84003  
Phone: 801-763-3060      Email: [applications@americanfork.gov](mailto:applications@americanfork.gov)

## **ZONING VERIFICATION/REBUILD LETTER REQUEST**

### **Development Review Committee Request Form**

#### **What is a Zoning Verification Letter?**

A Zoning Verification Letter verifies the current zoning of a property. Zoning Verification letters include a copy of the zoning map for the subject property and documentation of the regulations governing the property in question. A Zoning Verification Letter DOES NOT verify the status of buildings or uses on a given property. It DOES NOT certify conformance or non-conformance of existing uses or structures.

#### **What is a Rebuild Letter?**

A Rebuild Letter states that an existing structure (conforming or nonconforming) may or may not be rebuilt in the event that the structure is partially or fully damaged or destroyed.

**Submit this application to [applications@americanfork.gov](mailto:applications@americanfork.gov)**

#### **Subject Property Information:**

Address/Location:

Assessor's Parcel Number(s) (or attach a legal description i.e. "metes & bounds):

**Request Type:** Please indicate the nature of your request:

- ☐ Zoning Verification (Processing Time: 10 days)
- ☐ Rebuild Letter (Processing Time: 10 days)

**Fee per Addressed Lot or Parcel:** \$150.00

#### **Additional Information Requested:**

  

#### **Requesting Party Contact Information:**

Name:

Phone:

Address:

Email:



**AMERICAN FORK**  
**DEVELOPMENT**  
**SERVICES**

**ZONING CLEARANCE FORM**

Development Services | 275 E 200 N, American Fork, UT 84003

[Date]

[Applicant Full Name], [Job Title]

[Company Name]

[Phone Number]

[Applicant Full Name]

The Development Services Department of American Fork City has provided the following information for your request of a Zoning Clearance on the property located in the area of **[Address of Property in Bold]**, American Fork, UT 84003:

- **Parcel ID:**
  - o [XX:XXX:XXXX]
- **Current Zoning of Subject Property:**
  - o Planned Commercial Zone (GC-2) – Section 17.4.404 GC-2 Planned Commercial Zone
- **Classification of New Use within the Permitted Uses:**
  - o The [Applicant's new use] will be assessed under Section 17.7.601 (B)(X) of the American Fork City Municipal Code - [Copy and paste the permitted use from above. Ex: Automotive service establishments, including gasoline stations, car washes, parking lots, and minor automotive repair establishments] – and is subject to building permit approval
- **New Use Permitted on Subject Property:**
  - o [Yes or No] [If the new use is still a continued use of a legal nonconforming use state this: No, but the new use is a continuation of a legal nonconforming use, therefore it will still be permitted.]
  - o [The new use is not permitted on the subject property (delete this line if this is not applicable)]
- **Current Use Permitted on Subject Property:**
  - o [Yes or No]
- **Current Use is Legal Nonconforming on Subject Property:**
  - o [Yes or No]

- **Permitted Uses within the Zoning District:**
  - General retail stores and shops providing goods and services for sale to the public in a customary manner. Also manufacturing and processing activities which are an integral part of and incidental to a permitted retail establishment. Provided, however, that the following activities shall be specifically excluded
    - Sexually oriented businesses
    - Body art establishments
  - Office buildings, but not including office/warehouse structures
  - Sales establishments for automobile, light truck, boat and recreation vehicle, with or without outside display lots, but not including the display or sale of construction and earth moving and processing equipment. Also, appurtenant structures utilized for servicing or repair of the products sold, when included as an integral part of the sales activity
  - Retail and service commercial/warehouse structures
  - Hotels and motels
  - Eating establishments including food drive-ins
  - Laundries and dry cleaning establishments – self-help and commercial
  - Motor fuel dispensing stations (gas stations) – retail only
  - Movie theaters, bowling alleys, recreation centers, health/fitness establishments, dance studios and buildings occupied by uses determined by the city council to be similar to uses specifically allowed in the zone and which will harmonize with the intent of the GC-2 general commercial zone
  - Free-standing project identification signs, in accordance with applicable provisions of Section 17.5.128 of American Fork City code
  - Accessory signs in accordance with the applicable provisions of Section 17.5.128 of American Fork City code
  - Ancillary commercial structures when so provided for on the site plan and/or when approved in accordance with the provisions of Section 17.6.105 of American Fork City code
  - Pre-schools and day care nurseries, subject to approval of a site plan
  - Low power radio service antenna facilities, subject to the provisions of Section 17.6.112 of American Fork City code
  - Specialty schools, subject to the approval of a site plan in accordance with the provisions of Section 17.6.101 of American Fork City code
  - Check cashing and similar businesses subject to the provisions of Section 17.6.114 and Chapter 5.30 of American Fork City code
  - Automatic car wash
  
- **New Use will need to go to the Development Review Committee (DRC) and Building Department for Review or only the Building Department for Review:**
  - [Both the DRC and Building Department for Review. Information about the Development Review Process can be found on the Planning Department page at [americanfork.gov](http://americanfork.gov). You can schedule a Concept Plan Meeting for your project by

contacting the Development Services Department at 801-763-3060. Please note, the DRC involves Planning Commission recommendation and City Council approval before you can begin the Building Department Review Process (delete this if not applicable).]

- [Only the Building Department for Review. You can begin your process by submitting your project to the portal by going to the Building Department page at americanfork.gov. You will click on the link that states, “CLICK HERE TO SUMBIT AND MANAGE YOUR BULDING PROJECT ONLINE (delete this if not applicable).”]
- [Does not go to either as this (Applicant’s new use) is not permitted by Section 17.4.404 – GC-2 Central Commercial Zone (delete this is not applicable).]

All information presented above is known to be current, to the best of the department’s knowledge, here in the Development Services Department at American Fork City, UT 84003. Please note that if a use is not listed within the “Permitted Uses within the Zoning District” section, then it is not a permitted use within the zoning district.

Kindest Regards,

[Name of Employee doing the Zoning Clearance Form] – [Title of Employee]

A handwritten signature in black ink that reads "Cory Opperman". The signature is written in a cursive, flowing style.

[Signature of Employee doing the Zoning Clearance Form (Draw Tab → Drawing Canvas). Example is shown above]

---

**Map of Current Zoning on Subject Property:**

[Zone map screenshot (Hold down “Windows key + Shift key + S key” and drag what you want to incorporate of the zone map. After you have clipped it to your board come back to this document and press “Control key + V key”. Be sure to change the italicize part down below for the Parcel ID!)]

*Figure 1: Parcel ID:[XX:XXX:XXXX] in the GC-2 Zoning.*

## DRAFT ZONING LETTER

[Date]

Mr. John Developer  
Housing Developments, Inc.  
Main Street

Director of Legal Affairs  
Michigan State Housing Development Authority  
735 E. Michigan Ave.  
Lansing, Michigan 48912

Re: Project Name and Street Address or Other Property Identifier

Gentlemen:

This is to advise you that the above-named property is zoned \_\_\_\_ under Article \_\_\_\_ of the City/Township Code of Ordinances. This zoning classification permits the use of the property for multifamily dwellings of up to \_\_\_\_ stories by right without the need for a special use permit.

*If vacant land:* The proposed improvements as set forth in the approved plans and specifications for the development of this property comply with all applicable zoning and building codes and ordinances.

*If land improved with occupied structures:* The use of the property and the structures and other improvements located thereon are legally conforming/non-conforming under the current zoning ordinance. The proposed rehabilitation of the existing structures will not modify the existing site configuration or exceed the limits set forth in the zoning ordinance, and accordingly, a formal site plan review and approval by the City/Township Planning Commission is not required. OR Site plan review was completed on \_\_\_\_ and a copy of the site plan approval is attached.

*If non-conforming:* In the event of a partial destruction or substantial rehabilitation of the project, a non-conforming use may be continued and non-conforming structures may be rebuilt so long as the value of the improvements being repaired or rehabilitated does not exceed \_\_\_\_% of the total value of the project and (describe any other conditions). The proposed rehabilitation does not exceed the limits or violate any of the conditions set forth in the ordinance.

As of the date of this letter, the City's/Township's development and building inspection division records do not indicate any outstanding zoning ordinance violations, safety compliance issues, or zoning enforcement proceedings relating to this property.

Sincerely,

[https://www.michigan.gov/-/media/Project/Websites/mshda/developers/lihtc/assets/lica/mshda\\_li\\_ca\\_51\\_tab\\_pp\\_mshda\\_zoning\\_letter.pdf?rev=f9f3466313fe4590a8f53b29a3b33c0b](https://www.michigan.gov/-/media/Project/Websites/mshda/developers/lihtc/assets/lica/mshda_li_ca_51_tab_pp_mshda_zoning_letter.pdf?rev=f9f3466313fe4590a8f53b29a3b33c0b)



## STAFF REPORT FOR PLANNING COMMISSION AGENDA ITEM

Agenda Item: X.3

TO: Planning Commissioners

FROM: Jonathan Bowman, Assistant City Manager

DATE: January 8, 2025

RE: City Board Portal

### **Background:**

In 2025, the City is launching a new agendas and minutes portal to provide easy access to information on its various boards and commissions. The portal allows members of the public to see upcoming agenda packets, and it creates a database where anyone can view previous agendas and minutes. The portal provides a key word search function as well as the ability to sort information by board to easily organize materials and create the utmost transparency. Anyone is able to create an account and subscribe to specific boards and commissions of interest. This will allow the individual to receive email notifications when new meeting materials are posted for these public bodies. If someone has already created an account for notifications connected to the City's website, the same account will be used for the new portal. Unfortunately, the user will need to re-subscribe to notifications for boards and commissions of interest and text message notifications will not be available for this function.

As Commissioners, you will be able to login to your account and view the meeting packet ahead of time with the ability to annotate the packet and create your own personal notes for the meeting. City staff will create accounts for you over the next few weeks. Once your account is created, you will receive a notification to login and create a new password for your account. The portal will serve as a valuable resource for you to interact with upcoming and previous meeting materials.

The portal is available from the Agendas & Minutes page of the City's website or directly at <https://ioniami.portal.civicclerk.com/>.

The following video demonstrates how board members can utilize the portal:

<https://www.civicclerk8.civicplus.help/hc/en-us/articles/24001077358359-Board-Portal-Overview>