

**CITY OF IONIA**  
**Planning Commission**  
**February 8, 2023**  
**Regular Meeting Minutes**

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**CALL TO ORDER**

Chairperson Hoppough called the Regular Meeting of the City of Ionia Planning Commission for February 8, 2023, to order at 4:30 PM.

**OATH OF OFFICE**

Assistant to the City Manager Jonathan Bowman gave the oath of office to newly appointed Planning Commissioner Keturah Kelley.

**ROLL CALL**

Present: Commissioners Logan Bailey, Mike Donaldson, Boomer Hoppough, Keturah Kelley, and Tim Lee.  
Absent: Commissioners Ryan Gregory and Judy Swartz.  
Also Present: City Manager Precia Garland, Assistant to the City Manager Jonathan Bowman, Planning Consultant Bradley Kotrba, Parks and Recreation Director Matt Painter, news representatives, and Greg Weaver.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

Minutes from the regular meeting of January 11, 2023, were reviewed. It was moved by Bailey, seconded by Lee to approve the minutes from January 11. MOTION CARRIED.

**PUBLIC COMMENTS**

None.

**PUBLIC HEARINGS**

Public Hearing to receive comments on the requested Special Land Use permit submitted by Gregory Weaver to allow for a mobile food vending park at 260 S. Dexter Street

Chairperson Hoppough opened the floor to receive comments on the Public Hearing at 4:33 PM. The Public Hearing was closed at 4:33 PM by Chairperson Hoppough following no comments.

City Manager Garland and Assistant to the City Manager Bowman reminded the Commission of the request and commented that no changes had been made since the preliminary review. All questions had been answered by the applicant at the last meeting.

Commissioner Lee asked if the site plan would need to be amended if the applicant wished to add additional food trucks in the future. City Manager Garland confirmed that a site plan amendment would be needed. The Commission reviewed the following standards and requirements.

### **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.

### **Section 1293.08 – District Regulations for Mobile Food Vending Parks (Food Truck Parks)**

- (a) An applicant must submit a detailed drawing showing the proposed location of the mobile food vending unit(s), accessory structures, and any fixtures (tables, trash cans, etc.) that would accompany it. The plans must include all dimensional distances from any adjoining property lines, buildings, or structures. All Mobile Food Vending Parks are Special Land Uses and must be reviewed and approved by the City of Ionia Planning Commission.
- (b) Mobile food vending parks shall be permitted only in the O Office Districts, B-3 Business Districts, and I-1 Light Industrial Districts.
- (c) Buffering Requirements
  - (1) When adjoining a residential district, a six (6) foot high wall, fence, or dense vegetation strip shall be erected and maintained along the connecting interior lot line.
  - (2) All lighting shall be shielded from adjacent residential districts.
- (d) Performance Standards
  - (1) A parking plan must be submitted with the application for Planning Commission review identifying a designated parking area separated from the mobile food vending park space. The use of a fence or vegetation strip to separate the two areas is encouraged.
  - (2) A minimum of one (1) but no more than five (5) mobile food vending units may be parked on a site at any given time. There shall be designated locations defined on the site plan submitted within the mobile food vending park for the parking of mobile food vending units. Each mobile food vending unit may have no less than ten feet of separation from other mobile food vending units.

- (3) A seasonal food vending permit will be required annually for each mobile food vending unit located in the mobile food vending park.
- (4) Mobile food vending parks shall provide an aesthetically pleasing environment that includes seating elements.
- (5) Mobile food vending parks shall have restrooms available for patrons on site.
- (6) Accessory structures are permitted per Chapter 1286 and must be designated on any site plan submitted for a special land use.
- (7) The hours of operation for a mobile food vending unit shall be limited to 6:00 a.m. to 11:00 p.m.
- (8) The property owner or his/her designee is responsible for orderly setup of the mobile food vending units, site cleanliness, and site compliance with all rules and regulations during business hours. Contact information for the owner or designee shall be made available to City staff.
- (9) At least one electrical outlet shall be required at each designated mobile food vending unit site unless the mobile food vending unit is able to self-generate electricity.
- (10) Lighting shall be as necessary to illuminate the mobile food vending park for patrons and staff. Flashing/blinking lights shall be prohibited.
- (11) The mobile food vending park shall be kept clear of litter, food scraps, or other debris. Sweeping debris or spilled materials into the gutters of public streets shall be prohibited.
- (12) At least one waste receptacle shall be provided for each mobile food vending unit and shall be emptied whenever full and at park closing. The mobile food vending park shall also be equipped with a large commercial dumpster into which bags from individual waste receptacles can be deposited. The commercial dumpster shall be appropriately screened.
- (13) Tables, chairs, and umbrellas shall be of durable commercial-grade materials, sufficiently weighted to avoid displacement by the wind.
- (14) Signage is permitted when placed directly on mobile food units, so long as it does not extend above or beyond the mobile vending unit itself. The vendor must otherwise follow the City's sign ordinance, including regulations for sidewalk signs (e.g., sandwich board signs).
- (15) After expiration of the seasonal food vending permit the mobile food vending unit must be removed from the property. Storage of mobile food vending units will not be permitted on site during the off season.

City Staff recommended the following conditions.

#### **Staff Listed Conditions**

1. The mobile food vending unit operating under the Special Land Use shall comply with all applicable federal, state, and local requirements. The applicant must maintain an active Special Transitory Food Unit (STFU) license from the State of Michigan at all times.
2. The mobile food vending unit must receive a seasonal food vending permit annually from the City of Ionia in order to operate.

3. All requirements in Chapter 1293 of the City of Ionia Codified Ordinances shall be followed.
4. The site plan shall be updated to reflect a minimum 10 feet separation between the accessory structure on the property and the mobile food vending unit.
5. After expiration of the seasonal food vending permit the mobile food vending unit must be removed from its location. Storage of mobile food vending units will not be permitted at this exact location as part of the mobile food vending park.
6. Any other reasonable conditions that the Planning Commission may feel necessary to protect the health, safety, and welfare of the City of Ionia and maintain the integrity of the City of Ionia Zoning Ordinance.

It was moved by Commissioner Donaldson and seconded by Commissioner Bailey to approve the special land use permit for a mobile food vending park located at 260 S. Dexter Street. This decision is based on the findings that the proposed use and plan comply with the Special Land Use Standards of Chapter 1274 and the District Regulations for Mobile Food Vending Parks (Food Truck Parks) of Section 1293.08 of the Code of Ordinances, as detailed and discussed above, subject to the approval by staff of any outstanding items as noted in the above staff conditions. MOTION CARRIED

#### **OLD BUSINESS**

None.

#### **NEW BUSINESS**

##### Parks and Recreation Plan Kick-off

Consultant Kotrba presented to the Commission on the planning process for a Parks and Recreation 5-year Plan. He noted that the current plan for the City expires in December of 2023 and the goal is to have a new plan approved by City Council before the current plan expires.

The Commission discussed ways to spread the word about the Parks and Recreation planning process and upcoming survey. Some of the discussed ideas included involvement of the schools, marketing techniques, summer events, and advertisement throughout the parks.

#### **COMMISSIONER COMMENTS**

Welcome to new Commissioner Keturah Kelley!

#### **ADJOURNMENT**

It was moved by Commissioner Donaldson and seconded by Commissioner Bailey to adjourn the meeting at 5:22 PM. MOTION CARRIED

Respectfully Submitted,

Precia Garland, Recording Secretary,  
for Judy Swartz, Secretary