



**CITY OF ITHACA  
PLANNING COMMISSION  
Regular Meeting Agenda  
Tuesday, December 10, 2024 @ 5:00pm  
City Council Chamber**

1. Call to Order
2. Pledge of Allegiance to the American Flag
3. Approval of Minutes from the Regular Meeting of November 12, 2024
4. Public Comments *(regarding items on this agenda)*
5. Unfinished Business *(none)*
6. New Business
  - a) Special Use Permit/Variance Request
    - a. Accessory Building – 112 Barber Street
  - b) Special Use Permit/Variance Request
    - a. Accessory Building – 402 E Arcada Street
7. Public Comments
8. Adjournment

**CITY OF ITHACA**  
**PLANNING COMMISSION MEETING MINUTES**

Tuesday, November 12, 2024 @ 5:00pm

The regular meeting of the Ithaca Planning Commission was called to order by Mayor Baublitz at 5:00pm, followed by the Pledge of Allegiance to the American Flag.

Present: Commissioners George Bailey, Jerry Timmons, Jared Macha and Mayor Brett Baublitz

Absent: Mary Beth Mates and Richard Teal

Staff Present: City Manager Jamey Conn and City Clerk Cathy Cameron

Audience Present: Bridget Vermeesch, Kim Leonard, Marci Bellinger, Brenda Whitmore, Mrs. Geisenhaver and Adam & Brandy Harger.

**Approval of Minutes**

Minutes from the Regular Meeting held October 8, 2024.

**Moved by Bailey, second by Macha to approve minutes of the regular meeting held October 8, 2024. Motion carried.**

**Public Comments**

Mayor Baublitz asked for any public comments. Residents who live within Westwind Estates addressed the Commissioners on the proposed accessory building requested by their neighbors, Adam & Brandy Harger. Of those in attendance, there was support for approval and others that were against allowing accessory buildings within the subdivision.

**Unfinished Business**

There was none.

**New Business**

Manager Conn presented a revised special use permit request submitted by Adam and Brandy Harger who reside at 720 Leeward Court. The proposed plan is for a 24' x 36' (864sqft.) accessory building. The property is located within Westwind Estates, a subdivision, which is governed by its covenants and restrictions.

*Under Section 14. Exterior Storage; it is written "Garden sheds or outbuildings will be permitted with the following restrictions; minimum area 10' x 12' frame construction on a cement slab, shingled roof and keeping with the aesthetics of the primary structure. Exterior storage is limited to the rear yard of any lot and must be located on a cement slab."*

Manager Conn noted that a minimum is listed, however no maximum limitations. This would then revert to the city ordinance on accessory buildings.

***§ 4.05 Accessory buildings.** Except as otherwise permitted in this ordinance, accessory buildings shall be allowed as permitted uses, subject to the following regulations. **(d)** In the R-1, R-2, R-3, R-4 and R-O Districts, the maximum allowable size for the total of all accessory buildings on a developed lot shall be 864 square feet. A special use permit shall be required if the total area of all accessory buildings is larger than 864 square feet.*

Manager Conn presented a written letter of opinion from our legal counsel on this matter. The letter concludes that "since the application fully complies with the City's Zoning Ordinance size requirements for accessory buildings, and since the Westwind Estates Subdivision's Covenants and Restrictions do not contain any maximum size limitation, the application should be approved." Discussion was held.

**Moved by Bailey, second by Macha to approve the special use permit of an 864sq.ft. accessory building with condition that the existing 10'x12' shed be removed prior to new construction. Motion carried.**

**Public Comments**

There was none.

**Moved by Bailey, second by Macha to adjourn the meeting at 5:15pm. Motion carried.**

Cathy Cameron, City Clerk

# CITY OF ITHACA ZONING APPLICATION



**Application for:**

- |   |  |
|---|--|
| <input type="checkbox"/> Rezoning         | <input checked="" type="checkbox"/> Variance |
| <input type="checkbox"/> Special Use      | <input type="checkbox"/> Land Division       |
| <input type="checkbox"/> Site Plan Review | <input type="checkbox"/> Other               |

This application will not be accepted if incomplete. All required materials including Site Plan Reviews, must be submitted at least 10 business days prior to the next Planning Commission meeting. Planning Commission meetings are held on the second Tuesday of each month.

## APPLICANT/OWNER INFORMATION

Name: Duane T Sargent  
 Phone: (810) 4105855 Fax ( ) E-mail dtsargent@yahoo.com  
 Address: 112 Barber St Ithaca, MI 48847

## PROPERTY INFORMATION

Address or Location: 112 Barber St.  
 Permanent Parcel# \_\_\_\_\_  
 Current Zoning: \_\_\_\_\_  
 Property Size: 65' x 85'

## TYPE OF IMPROVEMENT and/or PROJECT

- ☐ New Construction   ☐ Addition   ☐ Alteration   ☐ Repair   ☐ Demolition   ☐ Relocation
- ☐ Mobile Home Set-up   ☒ Pre-manufacture   ☐ Other \_\_\_\_\_

## PROPOSED USE of BUILDING

### Residential

- ☐ One Family  
☐ Two or more family - # of units \_\_\_\_\_  
☐ Hotel/motel - # of units \_\_\_\_\_  
☐ Attached garage  
☐ Detached garage  
☒ Other Shed 10x14

### Non-Residential

- |  |   |
|--|---|
| <input type="checkbox"/> Amusement             | <input type="checkbox"/> Office/bank    |
| <input type="checkbox"/> Church, religion      | <input type="checkbox"/> Public utility |
| <input type="checkbox"/> Industrial            | <input type="checkbox"/> School/library |
| <input type="checkbox"/> Parking garage        | <input type="checkbox"/> Store          |
| <input type="checkbox"/> Service Station       | <input type="checkbox"/> Tanks, towers  |
| <input type="checkbox"/> Hospital, institution | <input type="checkbox"/> Other _____    |

I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS/HER AUTHORIZED AGENT, AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

I HEREBY GRANT PERMISSION FOR EMPLOYEES, STAFF, AND MEMBERS OF THE CITY OF ITHACA, PLANNING COMMISSION, BOARD OF APPEALS AND/OR ZONING ADMINISTRATOR TO ENTER THE ABOVE DESCRIBED PROPERTY (OR AS DESCRIBED IN THE ATTACHED DOCUMENTS) FOR THE PURPOSE OF GATHERING INFORMATION RELATED TO THIS APPLICATION.

Signature of Applicant

*Duane T Sargent*

Date

11/21/2024

White – City Code Enforcement

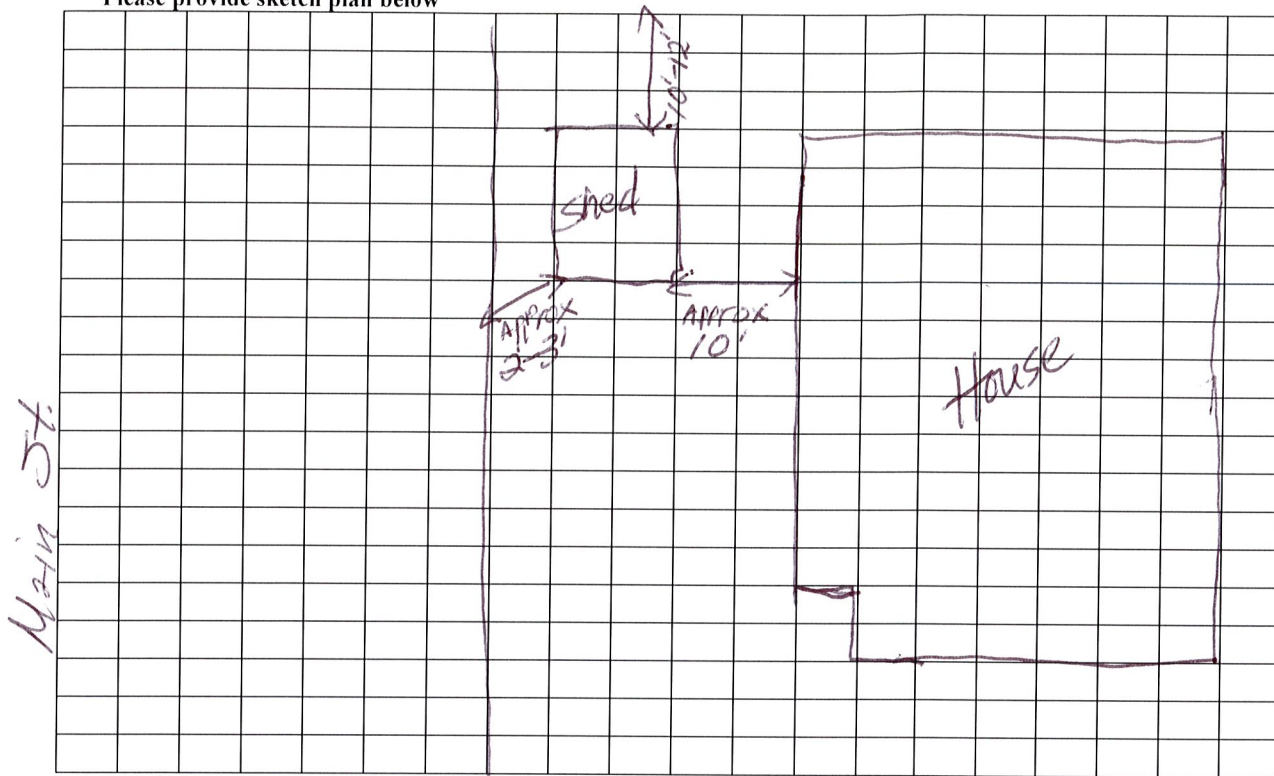
Yellow – County Inspector

Pink – Applicant

**DESCRIPTION OF PROPOSED USE/REQUEST** (Attach explanation letter with setbacks)



**\*\*Please provide sketch plan below**



**DO NOT WRITE BELOW THIS LINE**

Date received 11-21-2024

Application Fee Paid \$ 150.<sup>00</sup>

Submitted Materials: ☐ Site Plan ☐ Application ☐ Legal Description

Planning Commission or City Council Meeting Date: Dec 10<sup>th</sup>

Approved for: ☐ Rezoning ☒ Variance ☐ Site Plan ☐ Special Use ☐ Meets current zoning

☐ Denied (explanation) \_\_\_\_\_

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_

**Zoning Plan Examiners Notes**

District: \_\_\_\_\_

Use: \_\_\_\_\_

Front Yard: \_\_\_\_\_

Side Yard: \_\_\_\_\_ Side Yard: \_\_\_\_\_

Rear Yard: \_\_\_\_\_

Notes:





112 Barber



Map Publication:  
12/06/2024 1:56 PM



powered by  
**FetchGIS**

**Disclaimer:** This map does not represent a survey or legal document and is provided on an "as is" basis. Gratior GIS Authority expresses no warranty for the information displayed on this map document.

112 Barber Street

Project: 10x14 Accessory building

Special use permit for 11.9% lot coverage

§ 7.04 Regulations.

The composite schedule of regulations for all districts is identified in Article 26.

7.04:1.

Minimum lot size for single-family or two-family residential unit: 20,000 square feet.

7.04:3.

Maximum lot coverage: not to exceed 15% for residential development and 40% for all other uses, except public recreation, which may cover up to 100% of the lot.

7.04:7.

Lots of record in the R-2 District that are smaller than the minimum allowable lot size or whose lot width is less than the minimum allowable lot width and which existed prior to the adoption of this ordinance may be developed, provided the setback of the main structure from either side yard shall be at least five feet and the required front and rear yard setbacks shall be maintained.

**The parcel at 112 Barber is smaller than the required 20,000 square feet, at 5,500 square feet. As a result, a variance is needed to go over the 15% lot coverage allowed. The shed would put the total lot coverage at 26.9%.**

**Staff recommendation is to approve the variance due to the small lot and the city wanting smaller lots buildable.**

# CITY OF ITHACA ZONING APPLICATION



## Application for:

- |   |  |
|---|--|
| <input type="checkbox"/> Rezoning         | <input type="checkbox"/> Variance      |
| <input type="checkbox"/> Special Use      | <input type="checkbox"/> Land Division |
| <input type="checkbox"/> Site Plan Review | <input type="checkbox"/> Other         |

This application will not be accepted if incomplete. All required materials including Site Plan Reviews, must be submitted at least 10 business days prior to the next Planning Commission meeting. Planning Commission meetings are held on the second Tuesday of each month.

## APPLICANT/OWNER INFORMATION

Name: Frankie N. Kerkes  
 Phone: 989-388-7971 Fax (-) - - - E-mail: fkerkes@yahoo.com  
 Address: 402 E. Arcada St. Ithaca

## PROPERTY INFORMATION

Address or Location: 402 E. Arcada St. Ithaca  
 Permanent Parcel#: 52-160-002-00  
 Current Zoning: R-2  
 Property Size: 70 FT N+S By 100 FT E+W

## TYPE OF IMPROVEMENT and/or PROJECT

- ☐ New Construction   ☐ Addition   ☐ Alteration   ☐ Repair   ☐ Demolition   ☐ Relocation
- ☐ Mobile Home Set-up   ☐ Pre-manufacture   ☒ Other Storage Shed

## PROPOSED USE of BUILDING

### Residential

- ☐ One Family  
☐ Two or more family - # of units \_\_\_\_\_  
☐ Hotel/motel - # of units \_\_\_\_\_  
☐ Attached garage  
☐ Detached garage  
☐ Other \_\_\_\_\_

### Non-Residential

- |  |   |
|--|---|
| <input type="checkbox"/> Amusement             | <input type="checkbox"/> Office/bank    |
| <input type="checkbox"/> Church, religion      | <input type="checkbox"/> Public utility |
| <input type="checkbox"/> Industrial            | <input type="checkbox"/> School/library |
| <input type="checkbox"/> Parking garage        | <input type="checkbox"/> Store          |
| <input type="checkbox"/> Service Station       | <input type="checkbox"/> Tanks, towers  |
| <input type="checkbox"/> Hospital, institution | <input type="checkbox"/> Other _____    |

I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS/HER AUTHORIZED AGENT, AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

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Signature of Applicant

Frankie N. Kerkes

Date

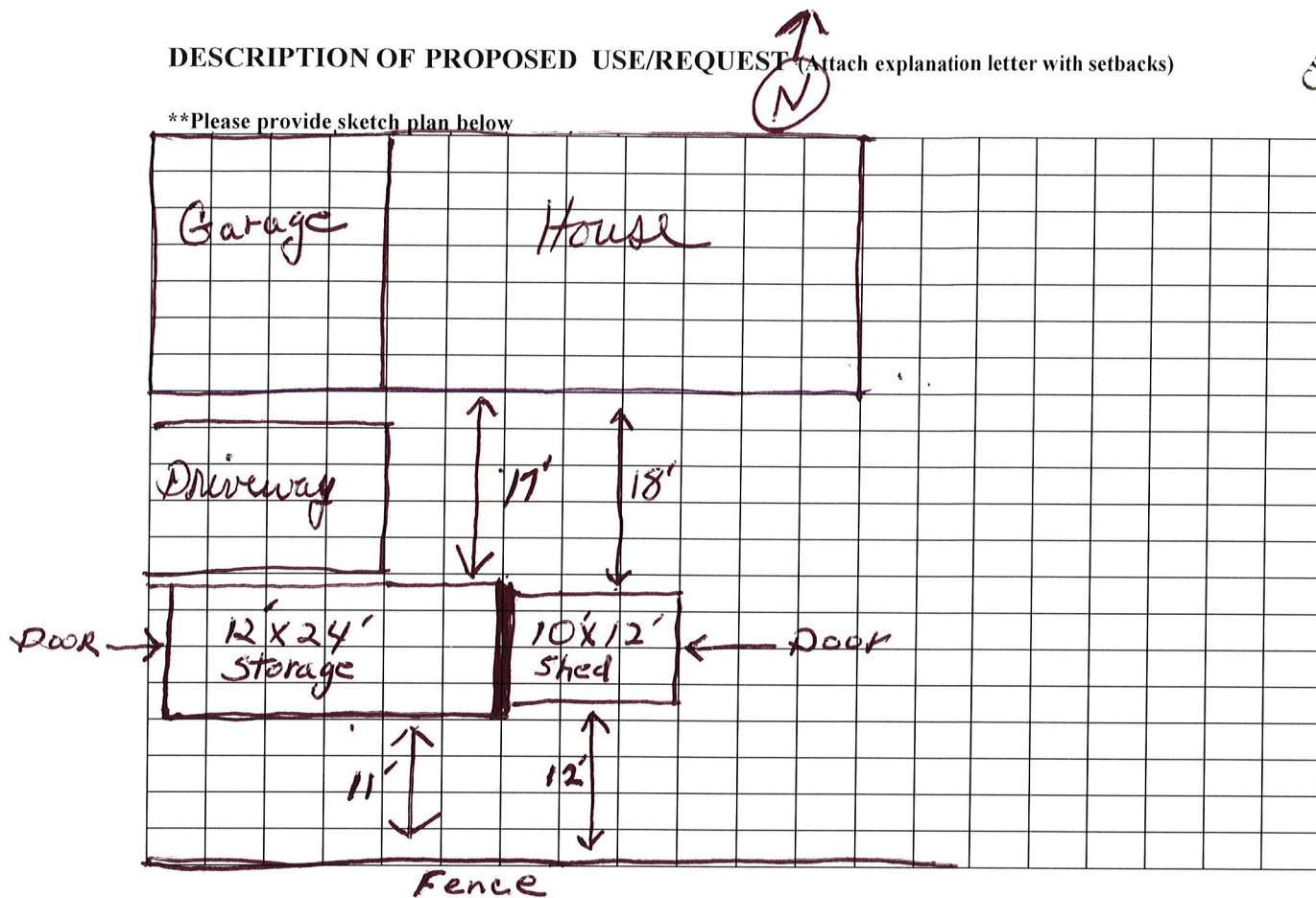
Nov. 8, 2024



# DESCRIPTION OF PROPOSED USE/REQUEST (Attach explanation letter with setbacks)



\*\*Please provide sketch plan below



DO NOT WRITE BELOW THIS LINE

Date received 11-12-24 & 11-21-24 Application Fee Paid \$ 50 + \$100-

Submitted Materials: ☐ Site Plan ☐ Application ☐ Legal Description

Planning Commission or City Council Meeting Date: Dec 10th

Approved for: ☐ Rezoning ☐ Variance ☐ Site Plan ☐ Special Use ☐ Meets current zoning

☐ Denied (explanation) \_\_\_\_\_

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_

## Zoning Plan Examiners Notes

District: \_\_\_\_\_

Use: \_\_\_\_\_

Front Yard: \_\_\_\_\_

Side Yard: \_\_\_\_\_ Side Yard: \_\_\_\_\_

Rear Yard: \_\_\_\_\_

Notes:



I want to move the 10'x12' shed to the east 24' to make room for the 12'x24' pre-manufactured storage shed. The 10'x12' will be facing east and the 12'x24' will be facing west. The 12'x24' will set 17' from the house and 11' from the fence.

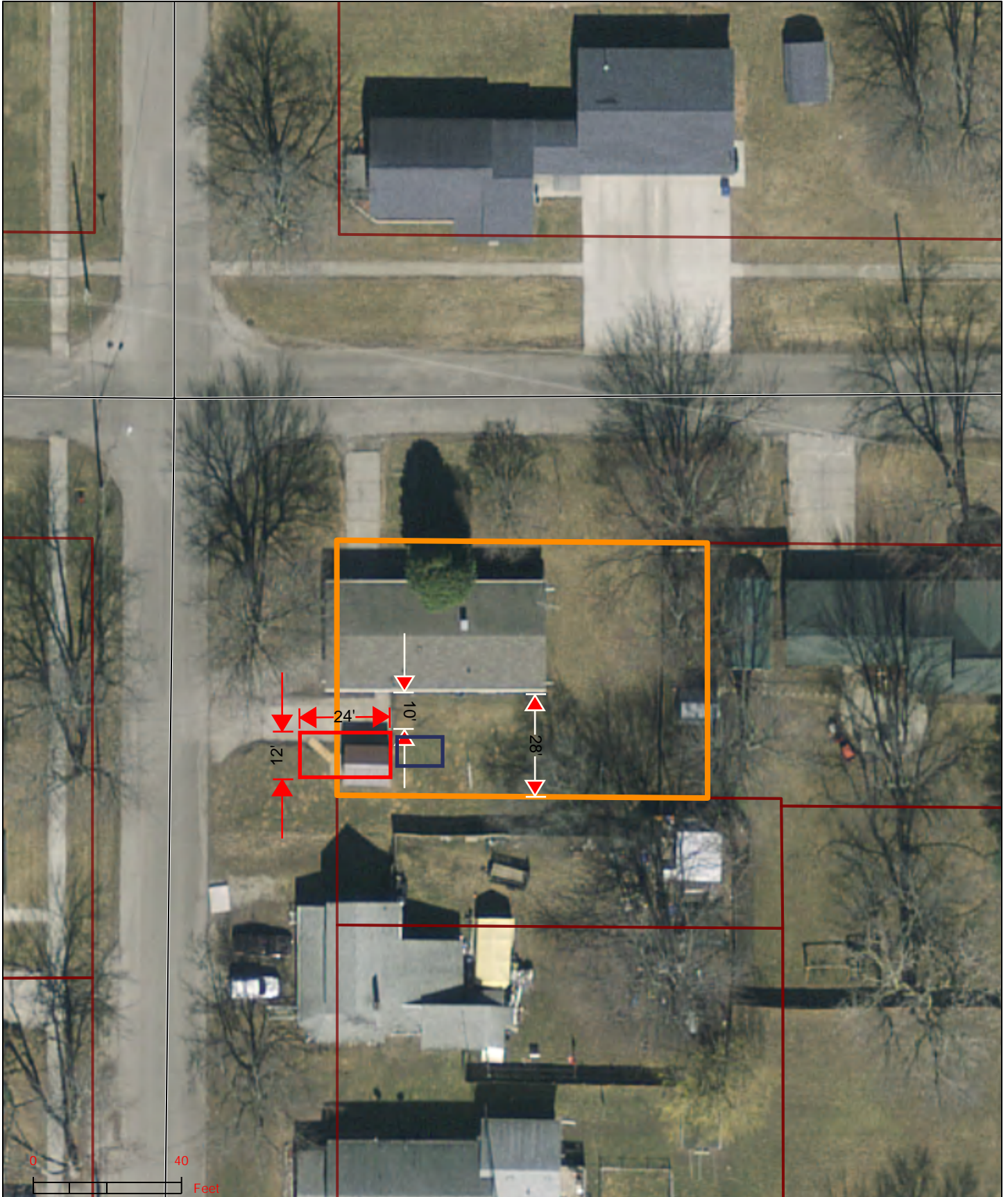
Will be hiring a man to level and make a base for these two sheds.

I need room to store & protect my fishing boat, side by side, and motorcycle.

It will take a couple of weeks to get this all scheduled & done, if possible, I would like to start as soon as we can, before winter sets in.

Thank you!

# 402 E ARCADE ST



402 E. Arcada St.

Project: 12x24 accessory building

Special use permit for 11.9% of lot coverage

§ 7.04 Regulations.

The composite schedule of regulations for all districts is identified in Article 26.

7.04:1.

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**The parcel at 402 E. Arcada is smaller than the required 20,000 square feet, at 7,013 square feet. As a result, a variance is needed to go over the 15% lot coverage allowed. The shed would put the total lot coverage at 26.9%.**

**Staff recommendation is to approve the variance due to the small lot and the city wanting smaller lots buildable.**