

Minutes of the February 7, 2018

Otter Lake Planning Commission

I. Meeting called to order at 7:08 p.m. by acting chairman Miller.

Present: Ana Lerma Mechelle Valley Kevin Miller Matt Pins Administrator Gill

Absent: Brian Woodworth

II. Minutes:

Minutes from the November 1, 2017 meeting were presented. Motion by Lerma, support by Pins to accept the minutes as presented. Motion carried with all yeas.

III. Approval of Agenda: As presented

IV. Declaration of Conflict of Interest by Commissioners: None

V. Plan Reviews: None

VI. Old Business:

Zoning Administrator reported that no zoning activities had occurred between meetings.

The Zoning Administrator presented copies of the proposed Village Downtown Façade Improvement amendment to Section 8 of the Zoning Ordinance. Commissioner Miller felt the requirements were too restrictive. Commissioner Pins felt they were not restrictive enough and made the following suggestions:

- Require a material / color board be submitted.
- Disallow the removal of upper stories of multi-story buildings.
- Consider requiring new construction to be a minimum of two stories.

Commission agreed that they would like to see the existing downtown buildings restored to their original appearance. Motion by Pins, support by Lerma to adopt the Village Downtown Façade Improvement amendment presented as guidelines for future plan reviews. The Commission will consider additional requirements, prior to submitting to the Village Council for adoption. Motion carried with all yeas.

VII. New Business:

Zoning Administrator indicated that there had been an inquiry about allowing storage pods within the Village. Our current zoning ordinance does not address storage pods. Motion by Pins, support by Valley to allow storage pods if they comply with the zoning ordinance requirements for accessory buildings and a building permit has been issued for the construction of a permanent accessory building. Motion carried with all yeas.

Zoning Administrator asked the Commissioners to review our Zoning Ordinance for items that may need to be clarified, changed, omitted or added to better reflect the needs of the Village. We will discuss at future meetings.

VIII. Public Comment: None

IX. Motion by Pins, support by Lerma to adjourned meeting at 8:04 p.m. Motion carried with all yeas.

Minutes of the May 2, 2018

Otter Lake Planning Commission

I. Meeting called to order at 7:00 p.m. by chairman Woodworth.

Present: Ana Lerma Mechelle Valley Kevin Miller Matt Pins Brian Woodworth  
Administrator Gill

Absent: None

II. Minutes:

Minutes from the February 7, 2018 meeting were presented. Motion by Pins, support by Valley to accept the minutes as presented. Motion carried with all yeas.

III. Approval of Agenda: As presented

IV. Declaration of Conflict of Interest by Commissioners: None

V. Plan Reviews:

Requested Rezoning, 14006 Washburn Road, #047-637-019-00: (PUBLIC HEARING)  
Owner Alvin Zavitz requested that this property be rezoned from L-1 Light Industrial to R-3 Single Family Residential. He has the property up for sale, but potential buyers are unable to obtain a mortgage due to its current zoning. Motion by Pins, support by Lerma to recommend to the Village Council that they approve the rezoning request. Motion carried with all yeas.

Requested Land Division, 5675 Genesee Ave, #047-614-001-05: Owner Rhythm Rodders requested that a 25 foot wide parcel from the west side of their property be split off and sold to the abutting property, 5675 Genesee Ave, #047-614-001-00, to resolve the fact that the house located on that property encroaches onto Rhythm Rodders' property. Motion by Miller, support by Valley to recommend to the Village Council that they approve the land division request. Motion carried with all yeas.

VI. Old Business:

Zoning Administrator reported that no zoning activities had occurred between meetings.

Commission members discussed revising the current Zoning Classification Map to reduce the amount of property zoned Commercial and Light Industrial, rezoning these properties to a residential classification. A sub-committee composed of Pins, Valley and Gill will study the issue and make recommendations to the Commission.

VII. New Business:

Election of Officers: Motion by Pins, support by Miller to elect Brian Woodworth Chairman and Ana Lerma Secretary for the 2018/2019 term. Motion carried with all yeas.

Meeting Dates: Motion by Lerma, support by Valley to set the following meeting dates for the 2018/2019 term; August 1, 2018, November 7, 2018, February 6, 2019 and May 1, 2019. All dates are on the first Wednesday of the designated month. Motion carried with all yeas.

VIII. Public Comment: None

IX. Motion by Lerma, support by Miller to adjourn meeting at 7:52 p.m. Motion carried with all yeas.

Minutes of the August 1, 2018

Otter Lake Planning Commission

I. Meeting called to order at 7:12 p.m. by chairman Woodworth.

Present: Ana Lerma Mechelle Valley Brian Woodworth  
Administrator Gill

Absent: Kevin Miller Matt Pins

II. Minutes:

Minutes from the May 2, 2018 meeting were presented. Motion by Lerma, support by Valley to accept the minutes as presented. Motion carried with all yeas.

III. Approval of Agenda: As presented

IV. Declaration of Conflict of Interest by Commissioners: None

V. Plan Reviews:

Privacy Fence Replacement, 6428 Eleventh Street: Owners Chris and Joan Skias requested to replace an existing wooden privacy fence and extend the new fence along their rear property line. The existing fence was not in compliance with the current zoning ordinances height requirement due to its location within the front setback on Genesee Street. The new fence is not as high as the old fence; however it too exceeds the height requirement. After discussion of the intent of the height requirement and how it applies to this property it was agreed that in this instance the fence, as erected, met the intent of the ordinance.

VI. Old Business:

Commissioners Valley and Lerma indicated that the reader board sign erected by D & L Auto is in operation outside of the times agreed to as a condition of zoning approval. Administrator Gill will send them a letter notifying them to correct the violation.

VII. New Business:

A Special Planning Commission meeting was called by the members present to be held on Wednesday, September 12, 2018, at 7:00 p.m. for the following items:

- To obtain a plan and timeline for the completion of the exterior renovation of the Otter Lake Bar. The work was started the summer of 2017.
- To obtain an update and have discussion on the renovation work of the downtown buildings.

Administrator Gill will send notification letters to the owners of both properties.

VIII. Public Comment: None

IX. Motion by Lerma, support by Valley to adjourn meeting at 8:03 p.m. Motion carried with all yeas.

## Minutes of the September 12, 2018

### Otter Lake Planning Commission

- I. Meeting called to order at 7:00 p.m. by chairman Woodworth.
- II. Present: Ana Lerma Mechelle Valley Kevin Miller Brian Woodworth  
Administrator Gill  
Absent: Matt Pins
- III. Declaration of Conflict of Interest by Commissioners: None
- IV. Plan Reviews:  

Otter Lake Bar, 5845 Genesee Street: Exterior renovations. Owners were not present as requested.

Downtown Buildings, 6404, 6409-6413 Detroit Street: Renovations and remodeling. Mr. Wayne Morey representing Otter Lake Developments, LLC presented an update of the project.

  - Legal survey of the properties has been completed.
  - An easement to use the stairway serving the second floor of building 6505 needs to be obtained. Stairway is located in building 6401.
  - Demolition work is 75 to 80% complete.
  - Proposing two storefronts on the first floor with 4 to 5 apartments on the second floor.
  - No proposed floor plans or exterior elevations have been started at this time. Discussion was had on the exterior elevations with the Planning Commission indicating that ideally they would like to see the buildings restored to their original appearances. Several historical photographs from the early 1900's were presented.
  - No time frame for completion of the work was committed to.

Private Residence, 6391 Detroit Street: Erection of a privacy fence. Renee Fee, property owner, erected a 6 foot high privacy fence without obtaining a zoning permit. Administrator Gill indicated that this property has been cited for several zoning violations in the past. Most of these violations appear to have been corrected within the last week prior to this meeting. The fence, as erected, does not comply with the zoning ordinance in the following areas:

  - Fence was erected on two abutting properties, each with a different owner. Rear property a fronting Forest Ave is owned by the Renee Fee's son Dakota.
  - Wooden posts extend above fence panels.
  - Wood bracing is located on exterior (public) side of fence.

The following was proposed to bring the fence into compliance and to resolve other issues related to this property:

  - The two properties are to be combined under one ownership.
  - Top of the post be cut down to below the top of the fence panels.
  - Temporary bracing on public side of fence be removed.
  - Detroit Street curb cut and drive to garage be abandon and restored to lawn or other plantings acceptable to the Village.
  - Construct a new two car wide driveway off Forest Ave. Exact location will be determined in the field with the owner and members of the Planning Commission and be acceptable to the Village.
- V. Motion by Lerma, support by Valley to adjourned meeting at 8:14 p.m. Motion carried with all yeas.