

# VILLAGE OF PENTWATER

65 South Hancock Street, P.O. Box 622, Pentwater, Michigan 49449  
(231) 869-8301 - FAX (231) 869-5120  
[www.pentwatervillage.org](http://www.pentwatervillage.org)

**Planning Commission Regular Meeting  
October 27, 2026 - 6:00 P.M.  
Park Place Event Center – 310 N. Rush Street**

## **Agenda**

- 1. Opening** – Welcome, Call to Order, and Pledge of Allegiance
- 2. Roll Call**
- 3. Approval of Agenda and Minutes**
  - A. Approval of Agenda
  - B. Approval of Minutes of September 22, 2026
- 4. Public Comments:** For items on the agenda.
- 5. Public Hearings:** None
- 6. Action Items:**
- 7. Discussion Items**
  - A. Private Streets/Driveways
  - B. Architectural Standards
  - C. Accessory Dwelling Units
  - D. Other discussion items
- 8. Old Business:** None
- 9. Department/Committee Reports**
- 10. Public Comments**
- 11. Communications from Planning Commission Members**
- 12. Adjournment**

Planning Commission Minutes  
September 22, 2026  
Park Place – 310 N. Rush St.

**I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Chair Stoneman called the Pentwater Village Planning Commission meeting to order at 6 pm located at Park Place, and the Pledge of Allegiance was recited.

**II. ROLL CALL**

Present: Stoneman, Conroy, Nugent, Provencal, Ressel-Hodan, Andrews  
Absent: Roberson

**III. APPROVAL OF AGENDA AND MINUTES**

**A. Approval of Agenda**

Motion by Ressel-Hodan, seconded by Nugent, to approve the Agenda as presented. All in favor.

**B. Approval of Minutes for August 25, 2026**

Motion by Ressel-Hodan, seconded by Nugent, to approve the Minutes for August 25, 2026. All in favor.

**IV. PUBLIC COMMENTS (for items on the Agenda) – None**

**V. PUBLIC HEARINGS:**

**A. Solar Ordinance Text Amendment**

The Commission felt the Solar Ordinance Text Amendment looked complete and approved the recommendation to Council.

Motion by Ressel-Hodan, seconded by Provencal. All in favor.

**B. Sign Ordinance Text Amendment**

Commission members felt the Sign Ordinance was also complete and ready for recommendation to Council.

Motion by Provencal, seconded by Andrews. All in favor.

**C. Review Deadlines Ordinance Text Amendment**

There was discussion regarding the Deadlines Ordinance Text Amendment to remove Special Land Use (SLU) and Site Plan Review (SPR) application submission deadlines from the zoning ordinance so that they can be set administratively. Ordinance Amendment will be sent to Council with the Planning Commission recommendation of adoption for the following sections:

- Section 15.02.B and 15.02.C
- Section 16.04.A

- Section 14.03.B.2
- Section 14.03.C.2

Motion by Ressel-Hodan, seconded by Conroy. All in favor.

## **VI. ACTION ITEMS**

Recommendation to Village Council for Public Hearing on Items A – C.

## **VII. DISCUSSION ITEMS**

### **A. Private Streets Ordinance Discussion**

The private street regulations of Zoning Ordinance 3.26 may be amended to allow for the construction of private streets within historical rights-of-way which are limited to a 33-foot width. The proposed amendment would still require a 66-foot easement for new private streets, but would allow the Council to modify requirements in the event historical plat design does not allow for a 66-foot easement. Currently, Morris Street north of Sands Street has a 33-foot easement. Historical plat design would allow Council the right to approve a private road with a 33-foot easement. Private road owners would also need to draft a contract with legal review that owners would sign for their share of upkeep and maintenance, like snowplowing, pothole repair, grading, etc.

Instead of a private road – Planner Aaron Bigelow suggested another option called a Special Assessment District. It is a designated area where property owners are required to pay additional taxes to fund specific public projects or improvements. The Commission requested further discussion on this.

Also discussed was a vacant lot on Third Street, and the possibility it could be split into three separate lots. However, the Village Zoning Ordinance currently does not contain any standards for individual or shared driveways. Zoning Administrator Bigelow is going to make up a memo on this for further review by Commission members.

### **B. Other Discussion Items**

There was discussion about the hotel and how it might be more suited for Site Plan Review (SPR) due to the architectural standards, instead of applying a Special Land Use (SLU). Bigelow emphasized using concrete but minimal standards and said Allendale's legal counsel has minimum standards and

might be a good role model to follow. Aaron is going to present a memo on this for the PC members to review following legal input.

**VIII. OLD BUSINESS – None**

**IX. DEPARTMENT/COMMITTEE REPORTS – None**

**X. PUBLIC COMMENTS – None**

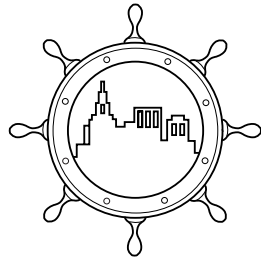
**XI. COMMUNICATIONS FROM PLANNING COMMISSION MEMBERS**

Ressel-Hodan commented she liked Bigelow's idea to model after Allendale and utilize minimum standards for Site Plan Review (SPR).

Provencal would like further discussion on this.

**XII. ADJOURNMENT**

Motion by Provencal to adjourn at 6:38, seconded by Andrews. All in favor.



## Fresh Coast Planning

Grand Haven, MI 49417  
[www.freshcoastplanning.com](http://www.freshcoastplanning.com)

# MEMORANDUM

To: Village of Pentwater Planning Commission  
From: Aaron Bigelow  
Date: October 20, 2026  
Re: Private Streets and Driveways

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At the September Planning Commission meeting, the Commission reviewed a proposed amendment that would allow the Village Council to modify the private street easement requirements in the event historical plat design does not allow for a 66-foot easement.

In addition to the proposed easement language, the Commission also expressed a desire to review examples of driveway regulations for consideration of a possible ordinance amendment.

### Items for Consideration

The Village Zoning Ordinance does not contain any standards for individual or shared driveways. This creates potential safety concerns in the event a driveway is not built to specifications which allows for emergency vehicle access. Other major concerns can include drainage and dust issues for neighbors, or determining shared maintenance and snow removal concerns for shared driveways.

### Planning Commission Review

At your October 26, 2026, meeting the Planning Commission will review sample driveway ordinance language from Crockery Township and determine what regulations for driveways may be appropriate for the Village of Pentwater.

Following Planning Commission deliberations, we can return with an updated draft amendment that incorporates any desired pieces.

AB  
Planner

### **3. Driveway Regulations.**

#### **A. Application to Zoning Administrator or Planning Commission**

- i. An applicant for a building permit shall provide documentation, as required by the Zoning Administrator, showing that the driveway which is proposed to serve the proposed building, structure or use complies with the minimum standards of this section.

- ii. With regard to a building or structure that does not require a building permit, but for which site plan approval is required, the applicant for site plan approval shall provide documentation, as required by the Planning Commission, showing that the driveway which is proposed to serve the proposed building, structure or use complies with the minimum standards of this section.
- iii. An application for a building permit or for site plan approval shall include a driveway permit issued by the Road Commission.
- iv. On the site plan submitted with the application, existing contours shall be shown with two (2) foot maximum contour intervals.

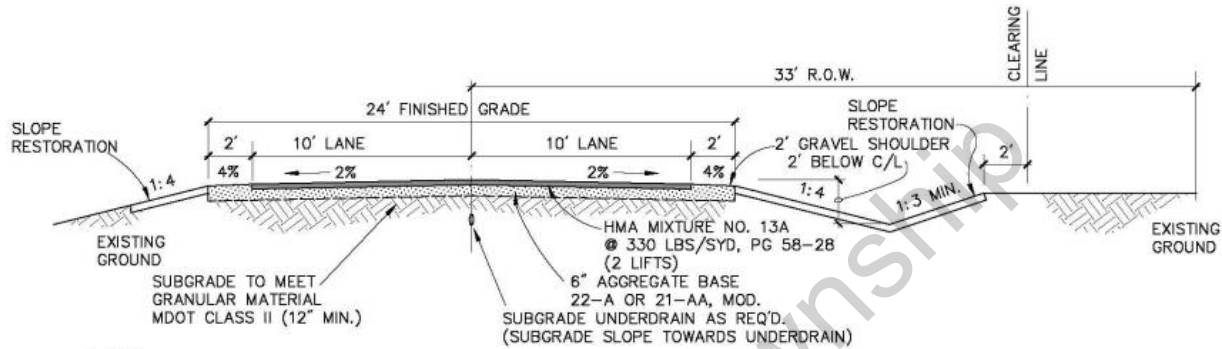
B. **Minimum Standards for Driveways and Shared Driveways.** No building permit shall be issued, and no site plan approval shall be granted, for a newly constructed building, dwelling or structure which is to be served by a driveway or shared driveway, unless the proposed driveway complies with the following standards:

- i. Standards Applicable to Driveways and Shared Driveways:
  - a. Overhead branches shall be trimmed to a height of 14 feet above the ground. Said trimmed height shall be maintained by the property owner or, if a shared driveway, by the persons having a legal right to use the driveway.
  - b. There shall be a maximum grade of 1% for a minimum distance of 50 feet back from the edge of a public road. There shall be a maximum grade of 6% for a minimum distance of 30 feet back from an intersection of a private street.
  - c. The minimum intersection radius shall be 25 feet.
  - d. The driving surface shall be crowned to facilitate drainage.
  - e. The longitudinal slope of a driveway shall not exceed six (6) percent unless a steeper driveway is specifically approved by the Township Fire Chief.
  - f. When a private street crosses any natural stream or drainage course, adequate provisions shall be included to maintain the surface water flow. The method used in crossing any natural stream, drainage course, or similar feature shall have a sufficient load capacity to safely support fire department equipment. In constructing the crossing, best management practices to prevent soil from entering the stream or drainage way shall be used. Such measures shall also be used to ensure soil does not enter the stream or drainage way after construction of the crossing is completed. Approval or permits may be required from other agencies including but not limited to the Ottawa County Water Resources Commission, the Michigan Department of Environment, Great Lakes and Energy, and/or Ottawa County Road Commission.
  - g. Except where the driveway crosses a natural stream or drainage course, the driveway shall be no closer than 25 feet from the stream or drainage course or other body of water.

- h. The inside radius of any driveway curve shall be a minimum of 50 feet.
    - i. The street address shall be posted in a conspicuous place on the property, so it is visible from a public or private road.
    - j. The driving surface shall be adequately maintained year-round by the property owner, or by those persons with a legal right to use the driveway to ensure the safe passage of private and emergency vehicles.
  - ii. Standards Applicable to Driveways:
    - a. The area in which a driveway is to be located shall have a minimum cleared width of 16 feet; said cleared width shall be maintained by the property owner. Clearing limits may be modified on a case-by-case basis to ensure an overall pleasing appearance to the site, while maintaining a safe and functional driveway.
    - b. A driveway having a length equal to or greater than 150 feet, as measured from the edge of the improved portion of the abutting street to the closest portion of the principal building or structure located on the lot or parcel served by the driveway, shall be approved by the Fire Chief. It shall terminate in a 96-foot cul-de-sac, 6-foot Y, or 120-foot hammerhead (see figure 3).
    - c. Drives with no public street frontage shall be located within an easement not less than 33 feet wide. The driving surface of a driveway shall be at least 15 feet wide.
    - d. Minimum Cross-Sectional Requirements:
      - (I) Width:
        - (A) Aggregate Surface: 15 feet
        - (B) Sand Subbase: 15 feet
      - (II) Slope: Aggregate surface and sand subbase 2% cross slope
      - (III) Depth:
        - (A) Aggregate Surface: 6 inches
        - (B) Sand Subbase: 12 inches
- iii. Standards Applicable to Shared Driveways:
  - a. A shared driveway shall be located within an easement not less than 33 feet wide.
  - b. A 100-foot easement for a cul-de-sac or 33-foot easement extending 10 foot in all directions from edge of alternate turnaround is required.
  - c. A 96-foot cul-de-sac/60-foot Y/120-foot hammerhead is required (see Figure 3).

- d. The area in which a shared driveway is to be located shall have a minimum cleared width of 30 feet; said cleared width shall be maintained by those persons having a legal right to use the driveway. Clearing limits may be modified on a case-by-case basis to ensure an overall pleasing appearance to the development site, while maintaining a safe and functional driveway.
  - e. The driving surface shall be at least 20 feet wide.
  - f. Construction materials shall meet private street requirements of Section 2.F.
  - g. Minimum Cross-Sectional Requirements:
    - (I) Width:
      - (A) Aggregate Surface: 20 feet
      - (B) Sand Subbase: 20 feet
    - (II) Slope: Aggregate surface and sand subbase 2% cross slope
    - (III) Depth:
      - (A) Aggregate Surface: 6 inches
      - (B) Sand Subbase: 12 inches
  - h. A shared driveway which intersects a public road shall be a minimum of 125 feet from another shared driveway, or a private or public road which is on the same side of the road. This distance shall be measured between center lines. Where compliance with such separation distance cannot be achieved because of existing lot widths, location of other shared driveways or private or public roads, or topographical factors, the separation distance may be reduced to the minimum extent possible.
  - i. A maintenance agreement is required and shall be recorded with all lots served by the shared driveway.
- C. **Exemption.** The regulations of subsection B, immediately above, shall not apply to driveways or shared driveways which are 150 feet or less in length, as measured from the edge of the improved portion of the abutting street to the closest portion of the principal building or structure located on the lot or parcel served by the driveway. Such driveways shall nonetheless be subject to the requirements of subsection E, below.
- D. **Existing Lots and Driveways.**
- i. An easement for a shared driveway which provides the sole means of access to a lot that is of record prior to February 1, 2010 shall comply with the provisions of Section 3.35.3.B, only to the extent that the existing limitations of the easement permit compliance with these provisions.
  - ii. For a shared driveway existing prior to February 1, 2010, which thereafter becomes a private street by the extension or lot division, the existing portion of the shared driveway shall be treated as an existing private street under Section 3.35.2.V

- E. **Minimum Standards for Exempt Driveways.** A driveway or shared driveway that is not subject to some or all of the requirements of subsection B shall nonetheless be constructed and maintained year round so as to assure safe passage and maneuverability of private and emergency vehicles, and shall otherwise meet or exceed the requirements for Fire Department Access Roads, as stated in the Uniform Fire Code.



- NOTES :
- 1) MINIMUM CLEARED WIDTH OF 40 FEET.
  - 2) MINIMUM CUL-DE-SAC RIGHT OF WAY RADIUS TO BE 60'.
  - 3) WHERE A FIRE HYDRANT IS LOCATED ON A FIRE APPARATUS ACCESS ROAD, THE MINIMUM ROAD WIDTH SHALL BE 26'.
  - 4) PAVING IS NOT REQUIRED FOR A PRIVATE STREET SERVING LESS THAN 16 LOTS.

#### SLOPE RESTORATION

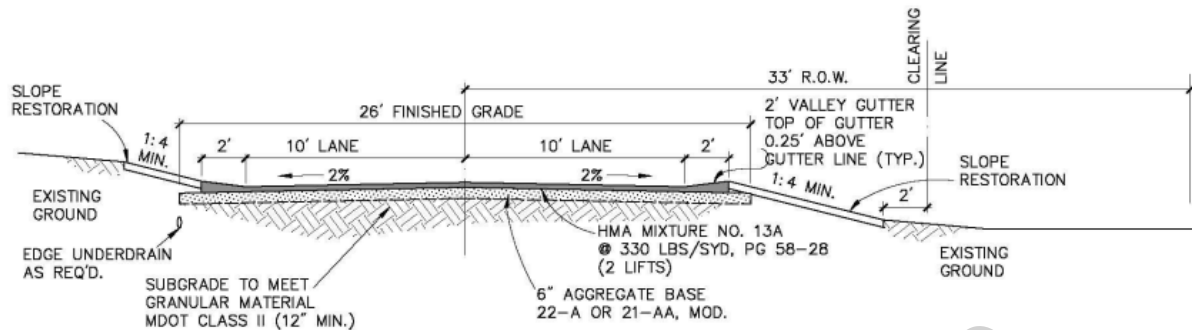
PLACE 4" TOPSOIL, SEED, FERTILIZER AND MULCH.

#### DENSITY REQUIREMENTS

(PER MDOT GUIDELINES)  
SUBGRADE -- 95%  
AGGREGATE BASE -- 98%  
BITUMINOUS PAVEMENT -- 98%

CROCKERY TOWNSHIP  
CONSTRUCTION STANDARDS

FIGURE NO. 1  
TYPICAL DITCH SECTION  
PRIVATE RESIDENTIAL STREET STANDARD



NOTES :

- 1) MINIMUM CLEARED WIDTH OF 40 FEET.
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- 4) PAVING IS NOT REQUIRED FOR A PRIVATE STREET SERVING LESS THAN 16 LOTS.

**SLOPE RESTORATION**

PLACE 4" TOPSOIL, SEED, FERTILIZER AND MULCH.

**DENSITY REQUIREMENTS**

(PER MDOT GUIDELINES)

SUBGRADE --- 95%

AGGREGATE BASE --- 98%

BITUMINOUS PAVEMENT --- 92% - 96% OF THE  
THEORETICAL MAX. DENSITY

**CROCKERY TOWNSHIP  
CONSTRUCTION STANDARDS**

**FIGURE NO. 2  
TYPICAL HMA VALLEY GUTTER SECTION  
PRIVATE RESIDENTIAL STREET STANDARD**

Figure 3

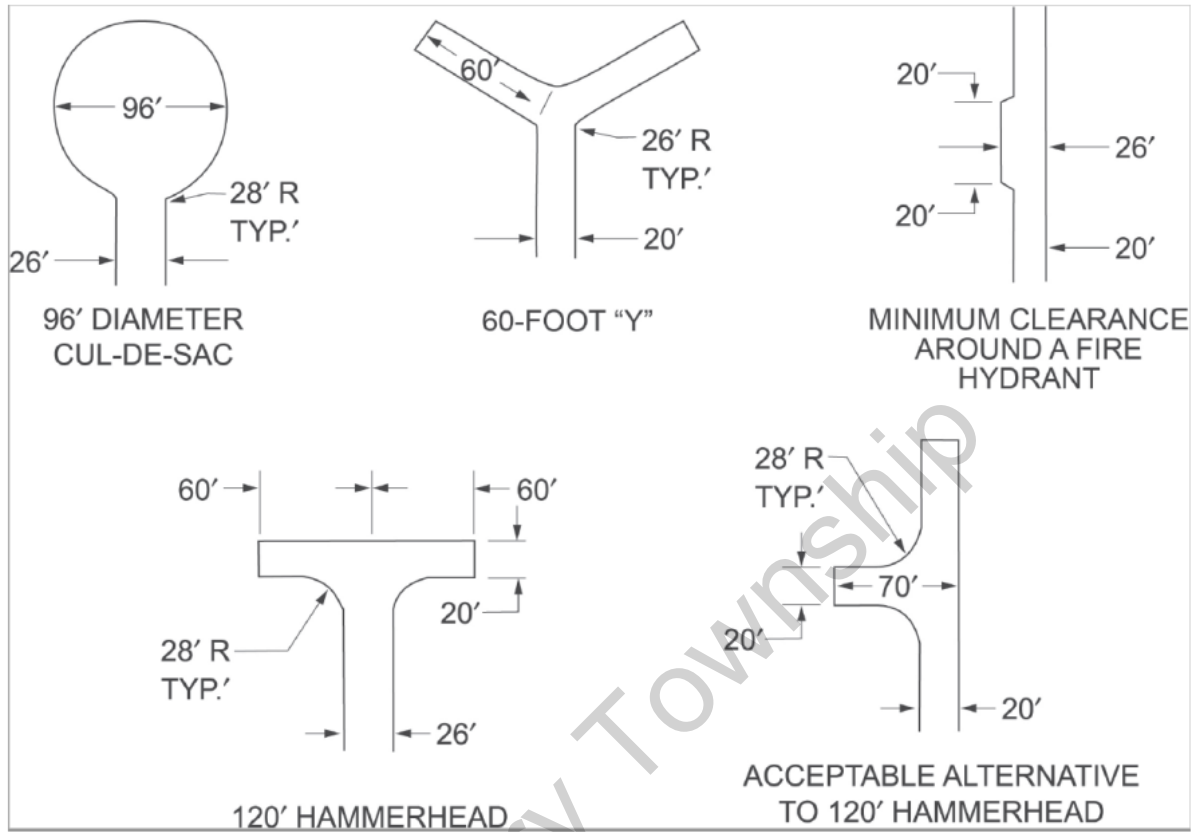
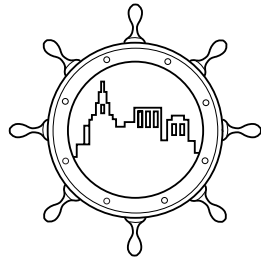


Figure D103.1, Dead-end Fire Apparatus Access Road Turnaround. Excerpted from the 2021 *International Fire Code*. Copyright 2020. Washington, D.C.: International Code Council. Reproduced with permission. [www.iccsafe.org](http://www.iccsafe.org)



## Fresh Coast Planning

Grand Haven, MI 49417  
[www.freshcoastplanning.com](http://www.freshcoastplanning.com)

# MEMORANDUM

To: Village of Pentwater Planning Commission  
From: Aaron Bigelow  
Date: October 20, 2026  
Re: SPR Architectural Standards

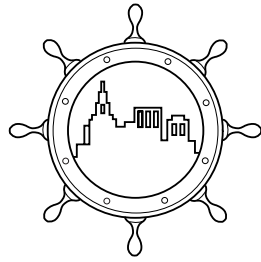
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At the August Planning Commission meeting, the Commission expressed interest in adding architectural review language to the site plan review (SPR) standards of Section 16.08. The Commission directed that this should mirror the special land use (SLU) review standard of Section 15.03.B.1.

Direct copying of this section to the SPR standards would create legal issues due to the subjective language used in SLU Section 15.03.B.1, therefore we took this request to the Village Attorney for review. Legal counsel drafted an advisory memorandum which includes suggested ordinance language. Memorandums drafted by legal counsel are subject to attorney-client confidentiality, therefore, the memorandum has been shared as a separate document.

### **Planning Commission Review**

At your October 27, 2026, meeting, the Commission will review the legal memorandum and determine what appropriate regulations may be for the Village, if any. Following Planning Commission review, we can return with a draft ordinance amendment which incorporates the Commissions requests.



## Fresh Coast Planning

Grand Haven, MI 49417  
[www.freshcoastplanning.com](http://www.freshcoastplanning.com)

# MEMORANDUM

To: Village of Pentwater Planning Commission  
From: Aaron Bigelow  
Date: October 20, 2026  
Re: Accessory Dwelling Units

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### Accessory Dwelling Units (ADUs)

The topic of accessory dwelling units (ADUs) has been discussed at recent Planning Commission meetings. As you are aware, the Zoning Ordinance does not currently have any allowance for ADUs:

#### SECTION 3.08 ACCESSORY BUILDING AND USES

*C. No part of an accessory building shall be used as a dwelling for residential purposes.*

### Items of Consideration

We seek Planning Commission direction on whether ADUs should be allowed within the Village and if so, what concerns do you want to make sure are addressed. Below we present a list of items for your consideration:

- Permitted Zoning District
- Building Size restrictions
- Minimum Lot Sizes (i.e. housing density controls)
- Location and setbacks
- Occupancy Requirements/ Rental Restrictions
- Parking
- Approval type: Special Land Use/ Site Plan Review/ Administrative Approval

In addition to the considerations above, we have also included example ADU language from the Village of Shelby and Crockery Township for review.

### **Planning Commission Review**

At your October 27, 2026, meeting the Planning Commission will review the attached sample ordinances and information included in this memorandum.

We seek the Planning Commission's feedback regarding which ordinance structure and/or language will be best suited to begin drafting accessory dwelling unit language, or if there are any remaining questions the Commission may have regarding ADUs. We can then return with a draft ordinance text amendment that incorporates the applicable regulations for further review.

AB

Planner

### **SECTION 3.19. ACCESSORY DWELLING UNITS (ADUS)**

#### **A. Location and Dimensional Requirements.**

1. ADUs are permitted in the R-1 and R-2 districts only upon receipt of a zoning compliance permit issued by the zoning administrator.
2. No more than one ADU shall be permitted on a parcel.

3. Detached ADUs shall be considered accessory buildings, and therefore shall only be permitted on properties where an accessory building could otherwise be located, subject to the provisions of this Section.
4. An ADU may be attached to the main building, a detached building, or located on the second story of a detached garage.
5. The area and height of a detached ADU shall not exceed the maximum requirements for an accessory building in the district in which the ADU is located.
6. Under no circumstances shall the maximum lot coverage for a given district be exceeded.
7. Detached ADUs shall comply with all setbacks for accessory buildings in the zoning district in which they are located. ADUs attached to the principal dwelling shall meet the same setbacks as required for the principal dwelling.
8. The minimum gross floor area of an ADU shall be 400 square feet.
9. The gross floor area of the ADU shall not exceed 80% of the area of the principal building footprint, but in no case shall it exceed 1,000 square feet.

**B. Design Requirements.**

1. The ADU shall include a kitchen, bathroom, and sleeping area separate from the primary residence, and the ADU shall meet all applicable provisions of the Building Code and other regulations.
2. The ADU shall comply with all building, electrical, mechanical, plumbing, property maintenance, and other applicable codes for dwellings.
3. The exterior design of an ADU, whether attached or detached, shall be compatible with the principal dwelling on the lot. The building form, height, construction materials, dimensions, and landscaping shall remain consistent with the principal structure and shall be harmonious with the character and scale of the surrounding neighborhood.
4. The design and location of the ADU shall maintain a compatible relationship to adjacent properties and shall not significantly impact the privacy, light, air, or parking for adjacent properties.
5. Windows in an ADU facing an adjoining residential property must be designed to protect the privacy of neighbors unless fencing or landscaping is provided as screening.
6. Attached ADUs shall have a separate entrance/exit from that of the primary dwelling unit. All interior doors and entryways linking the primary residence to the accessory unit shall be lockable.

**C. Use and Occupancy Requirements.**

1. The ADU shall not result in excessive traffic, parking congestion, or noise.
2. A minimum of one additional dustless off-street parking space shall be provided on the lot containing the ADU, in addition to parking required for the primary dwelling.
3. The property owner must occupy either the principal dwelling or the ADU.
4. The ADU shall be connected to public water and wastewater systems where such systems are available or required pursuant to applicable Village ordinances. If connected to a private well and septic system, such systems must be approved by the Oceana County Health Department.

5. If the ADU is connected to a public sewer system, it shall comply with all applicable regulations, including, but not limited to, the payment of additional service charges and/or connection fees as determined by the Village pursuant to the adopted Ordinances of the Village.
6. Neither the principal dwelling nor the ADU shall be utilized for short-term rental purposes.

D. Deed Restriction Required.

1. Before obtaining an occupancy permit, the property owner shall file with the zoning administrator a declaration of restrictions that shall be recorded with the Oceana County Register of Deeds containing a reference to the deed under which the property was acquired by the present owner, which shall state the following:
  - a. The zoning permit for the ADU shall be in effect only so long as either the main residence or the ADU is occupied as the principal residence by the applicant.
  - b. The ADU is restricted to the approved size.
  - c. The ADU shall not be sold separately from the principal dwelling.
  - d. All above declarations shall run with the land and are binding upon any successor in ownership.
  - e. The deed restrictions shall lapse upon the removal of the ADU.

E. Existing Accessory Dwelling Units.

1. ADUs in existence on the effective date of this Ordinance that do not comply with the standards of this Section shall be considered nonconforming uses and shall be subject to applicable provisions of Section 3.26 of this Ordinance.

1. **Accessory Dwelling** – Accessory dwelling units (ADU) such as guesthouses or elder residences may be permitted as a Special Land Use (SLU) on a parcel of land in any agricultural or residential zoning district if a detached single-family dwelling is located on such parcel and if all of the following requirements are complied with:
- A. Only one ADU shall be permitted on each parcel and the use of the ADU shall be limited to use as the residence of domestic employees or family members of the owner or the lessee of the principal single-family dwelling on the same parcel. Prior to the issuance of a building permit for an ADU, a restrictive covenant or similar legal instrument shall be recorded with the Ottawa County Register of Deeds on the parcel stating that the ADU shall be limited in use as described above and shall not become a rental property (long- or short-term). The restrictive covenant or similar legal instrument shall be subject to the following additional requirements:
    - (i) It shall include a legal description of the parcel on which the ADU will be located.
    - (ii) It shall be submitted to the Township attorney for review and approval prior to recording.
    - (iii) The Planning Commission's SLU and site plan approval for proposed ADU shall not be effective, and no building permit shall be issued therefor, until such time as the parcel owner has submitted a recorded copy of the approved restrictive covenant or similar legal instrument to the Township Clerk.
  - B. The ADU shall have the same principal address as the single-family dwelling that is located on the same parcel.
  - C. The ADU may be erected as an integral part of the principal dwelling structure, as an integral part of an otherwise permitted accessory building such as an attached or

detached garage, or as a detached ADU. Any attached garage space for the ADU shall not have a floor area exceeding ninety percent (90%) of the gross floor area of the ADU.

- D. No more than two persons shall reside in an ADU.
- E. The minimum square footage of usable floor area provided in the accessory dwelling shall be two hundred eighty (280) square feet for one person and four hundred (400) square feet for two persons. The maximum amount of useable floor area allowed in an accessory dwelling shall be one thousand (1,000) square feet or seventy percent (70%) of the total useable floor area of the principal dwelling, whichever is smaller.
- F. A detached ADU shall count toward the maximum number of permitted accessory buildings and the maximum accessory building square footage that are permitted under Sections 3.02.3 and 3.02.5. Additionally, Section 3.02.7 is not applicable to ADUs.
- G. Every ADU shall be equipped with its own domestic water supply, its own sanitary facilities approved by the Ottawa County Health Department, its own food preparation facilities, and its own individual means of outdoor entrance and exit that does not require passage through the principal dwelling or accessory building to which it may be attached.
- H. Detached accessory buildings containing an ADU and detached ADUs shall comply with the other applicable provisions of this ordinance and shall meet the same minimum setback requirements as the principal dwelling.
- I. If attached to or integrated within the principal dwelling structure, only one (1) front entrance for the entire attached or integrated structure shall be visible from the front yard and there shall be no external evidence of occupancy by more than one (1) domestic unit (family). The floor area of the accessory dwelling shall not be calculated in maintaining the minimum required floor area for the principal dwelling unit.
- J. All building additions made to an existing structure to facilitate the provision of an ADU shall be done in a manner that conforms architecturally to the existing structure.
- K. Detached accessory buildings containing an ADU shall be constructed to conform architecturally with the principal dwelling or an alternate architectural style similar to that for single-family homes in the zoning district. Manufactured homes shall not be permitted as an ADU structure.

# *Village Of Pentwater*

65 South Hancock Street, P.O. Box 622, Pentwater, Michigan 49449  
(231) 869-8301 FAX (231) 869-5120  
www.pentwatervillage.org

## **ZONING ADMINISTRATOR'S REPORT September 2026**

The following is a summary of activity conducted by the Zoning Administrator in September 2026:

**Zoning Permits**- The following Zoning Permits were issued in September of 2026:

1. ZP 26-33 was issued to Straightline Fence for a new fence at 62 S Dover St.
2. ZP 26-34 was issued to Melissa Williams to extend the roof at 540 N Hancock St.
3. ZP 26-35 was issued to Blackmer Construction for an 896 sf accessory building at 233 E 6<sup>th</sup> St.
4. ZP 26-36 was issued to Crossroad Builders for a new deck at 437 S Rush St.
5. ZP 26-37 was issued to MI Screen and Window for a new egress window at 302 W Lowell St.
6. ZP 26-38 was issued to Blackmer Construction to demolish the existing accessory building at 185 S Wythe St.
7. ZP 26-39 was issued to Blackmer Construction to build a 1,000 sf accessory building at 185 S Wythe St.
8. ZP 26-40 was issued to GL Pet Fencing to repair the fence at 363 Old State Rd.
9. ZP 26-41 was issued to GL Pet Fencing to replace the fence at 105 E Lake Rd.
10. ZP 26-42 was issued to William and Susan Bainton for a new fence at 384 E Lowell St.

Sincerely,

*Aaron Bigelow*

Zoning Administrator