

**SPECIAL MEETING  
VILLAGE OF LAKE ODESSA  
PLANNING COMMISSION**

**PROPOSED AGENDA**

**THURSDAY, APRIL 17, 2025 - 5:30 P.M.  
PAGE MEMORIAL BUILDING  
839 FOURTH AVENUE  
LAKE ODESSA, MI 48849**

1. Call to Order / Roll Call
2. Approval of Agenda
3. Public Comment  
*Under the Open Meetings Act, any citizen may come forward at this time and make comment on items that appear on the agenda. Comments will be limited to three minutes per person. Anyone who would like to speak shall state his/her name and address for the record. Remarks should be confined to the question at hand and addressed to the chair in a courteous tone. No person shall have the right to speak more than once on any particular subject until all other persons wishing to be heard on that subject have had the opportunity to speak.*
4. Action and Discussion items:
  - a. Site Plan Review – Phase 2 Stuart Condos – Building 3 New Location
  - b. Special Use Permit – Home Occupation Business Application - 526 Tuper Lake Street
5. Adjournment

## **MEMO TO LAKE ODESSA PLANNING COMMISSION**

**FROM ZONING ADMINISTRATOR – Jeanne Vandersloot**

**REGARDING: Phase 2 Stuart Condos – Building 3 New Location**

4-8-25

The Stuarts submitted plans for phase 2 of their condo project on Third Ave last year on May 21, 2024. The site plan was approved for building 2 and building 3 and the conditions of approval were later met for a zoning permit that was eventually issued for construction of building 2. The approved plans had both building 2 and adjacent building 3 in line with each other fronting on a shared driveway that would come off Third Ave to serve both buildings with a second entrance and exit to Second Ave.

The Stuarts are now ready for construction of building 3 and have applied for a zoning permit. The 5 units of Building 3 will have walkout basements and back decks. After reviewing the site plan, building 3 has been changed from the previous approved site plan with it being pushed back at an angle along with a new building to be used for extra garages by the residents of the condos. The building will contain 5 one car garage units. With such a significant change to the approved site plan, the new site plan needs to go before you for a review of the changes.

This new site plan shows building 3 is pushed back and at an angle and adding a garage building of 22' by 66' for the residents use located south east from the condo building. Both the condo building and the garage building will be accessible only from Second Ave. The previous connection between the two buildings with one shared driveway has been removed. This means that residents of building 3 will only have access from Second Ave and not from Third Ave as previously approved.

The sidewalk/trail will be extended to have a connection between both buildings 2 and 3. The previously proposed gazebo will not be built.

The landscaping trees are shown on the site plan in front of the condo building and behind the garage building in the perimeter setback area. The trees meet the formula. Setbacks are met with building 3.

In conclusion, the Planning Commission can approve this site plan as presented or add approval conditions. Please see the new plans from the Stuarts for details.

In my review, I had questioned why the driveway will no longer connect to both Third Ave and Second Ave, will addressing change and if there was an additional Drain Commission review needed. I am pasting in Mr. Stuarts answers to my questions below.

Email 1: I had Robert Rose evaluate the move of the building to see if it made any difference with the drainage. As you can see in the letter it does not change the drainage. A copy of the letter is attached to Robert's message. *The Drain Commission said no changes were needed for building 3 location as the drainage plan was already approved. (JV)*

>

> Thank you,

> Lee Stuart

Email 2: I would propose a walking path on the south side just east of building 2. I want to discourage any automobile traffic connecting Third and Second Avenues. I think that would be safer as only traffic coming to the condos would be using the driveways.

Lee Stuart

Email 3: I have already checked with County Equalization for addresses and the post office and they have been assigned addresses of 874 Third Ave, Units 11-15. The post office has approved the present location of mailboxes to use for these new condos in building three.

The reasons for moving the building is the severe drop in grade and increased excavating cost and the instability caused by all the fill required to do building three as originally planned. The engineer and excavator both agreed the building should be moved and recommended not doing the connecting drive way because of grade changes and drainage problems. This location is the best solution we could come up with to make this work. The people who will use the storage will be in building 3, as they are all spoken for already by buyers of building 3, so by moving it further away from them it makes it move inconvenient for them. Several buyers have mobility issues and wanted storage for a golf cart to help them get around. The last unit of Building 2, unit 10, has been shown the site plan and have no problems with this, and in fact were happy we were doing it because it made their community bigger.

I have already discussed the driveway with Jesse Trout and Chad Perkins, fire chief, and they do not have an issue with ending the drive before it gets to Second Ave.

The sidewalks are a work in progress, as is the landscaping, as we have to see the final lay of the land before we finally decide on the proper place for them. From our track record, you know we are going to make this a nice place to live and intend to comply with the requirements, but it is hard to put it all on paper before we actually have the buildings in place and see how the grade comes out.

I hope this helps clarify things.

Lee Stuart

## MEMO TO LAKE ODESSA PLANNING COMMISSION

FROM ZONING ADMINISTRATOR – Jeanne Vandersloot

REGARDING: Austin Stansell, 526 Tupper Lake St - Home Occupation Application

4-8-25

This application is from the above applicant and address, which is on the corner of Washington Blvd. He is proposing to use a new accessory building as a barbershop, which is a Type 2 Home Occupation. Also, any home occupation within an accessory building requires a special use as a Type 2. Setbacks will be met, and the property is in the R-1 district. The property has a wide, large driveway for customers and homeowners to park vehicles. The applicant has filled out all the requirements on the application form and submitted a site plan. As the building has already been placed there, he has submitted a zoning application along with the home occupation application.

The ordinance section and standards for review of a type 2 home occupation are as follows. *My comments are in italics after each standard.*

- f. *Type 2 home occupations approved as special uses.* Unless otherwise governed by this ordinance, the following home occupations may be permitted in the R-1, R-2, R-3, and MF Districts if approved by the planning commission as a special use pursuant to the procedures contained in section 36-67:
  - 1. Any home occupation which involves the use of a detached accessory building, or that exceeds the percentage floor area limitations for Type 1 home occupations, or which is carried out by two or more non-resident employees.
  - 2. Gymnastics, dance instruction, martial arts instruction, and similar activities.
  - 3. Bed and breakfast establishments.
  - 4. Veterinary office or clinic.
  - 5. Beauty salons and barber shops.
- e. *Type 2 home occupations - Standards.* When considering any Type 2 home occupation for approval as a special use, the planning commission shall consider and make findings upon the following standards:
  - 1. Whether the home occupation is incidental and secondary to the use of the premises as a dwelling and the likelihood or practicality that it will remain as such over time. *This standard should be met.*
  - 2. Whether the likely effects of the home occupation upon adjacent and nearby lands are within the category and magnitude of the effects resulting from other uses permitted and occurring in the district and other home occupations that are specifically permitted without a special use permit. *This is a more traveled area as Tupper Lake St is a main through street and the driveway to the proposed barbershop is just one driveway south of Tupper Lake St, so the additional traffic may not be that much noticed if they come from the north.*
  - 3. Whether the home occupation will have appreciable adverse effects upon adjacent and nearby lands and the uses thereof. *The use should be quiet with the*

*building location. There will be more traffic on the street with customers, it is hard to know if there will be adverse effects, if any.*

4. All of the standards of section 36-95(14)b., notwithstanding those limits on the use of detached accessory buildings, floor area, and number of non-resident employees. *See that section below all the Type 2 sections.*
5. Whether the home occupation is contrary to local, state and/or federal law.
- f. *Type 2 home occupations - Conditions of approval.* In approving any Type 2 home occupation special land use, the planning commission may impose restrictions and limitations upon the use, relating, but not limited to, consideration of the following:
  1. The use as located within a dwelling and/or accessory building.
  2. The floor area of the use.
  3. The area, height, bulk, sound prevention and location of any accessory building used for the occupation.
  4. The storage or display of goods, inventory or equipment that may be visible from outside the dwelling or accessory building and the screening thereof.
  5. The storage or use of combustible toxic or hazardous materials on the premises.
  6. Machinery or electrical activity that will interfere with nearby radio or television reception or create noise, vibrations, smoke, dust, odors, heat or glare noticeable at or beyond the property line.
  7. Motor vehicle and/or pedestrian traffic and its circulation on and off site.
  8. Off-street parking provided, and the location and surfacing and drainage thereof.

*The above are optional conditions if needed.*

#### Section 14 b Home Occupations

- b. *Minimum conditions for permitted home occupations.* The following minimum conditions shall apply to all permitted home occupations:
  1. Home occupations involving the use of a detached accessory building or outdoor storage may only be permitted as a special use under the provisions of subsections d., e. and f. contained herein. *The proposed use is in a detached accessory building.*
  2. The use shall be carried out only by the residents of the premises and not more than one other person. *One resident will work at the business.*
  3. The use shall be clearly incidental, subordinate and secondary to the use of the dwelling and premises for residential purposes, and the appearance of the structure shall not be altered in any manner other than with a residential character. The occupation must not be conducted in a manner that will cause the premise to take on a non-residential character either by the use of colors, materials, construction, lighting or by the emission of sounds, vibrations or electromagnetic radiation. *The residents live in the home and the business will be a secondary use of the property by one resident.*

4. On each premises, one sign may be used to identify a home occupation not exceeding three square feet in area, non-illuminated, and mounted flat against the wall of the building. *No sign info has been submitted.*
5. The maximum floor area devoted to the home occupation shall be limited to 30 percent of the gross floor area of the dwelling unit and attached garage above grade combined and up to 50 percent of a basement area. *Not applicable.*
6. There shall be no sale of products or services except as are produced on the premises or those products which may be directly related to and incidental to the home occupation. There shall be no outdoor, on-site storage of materials, equipment, or accessory items and/or display of materials, goods or supplies used in the conduct of the home occupation. No traffic shall be generated from such sales in greater volumes than would normally be expected in a residential neighborhood. Orders placed by mail or telephone or at a sales event off the premises may be filled on the premises. Delivery of purchased items to the buyer is preferred. *You can ask the applicant if he will be selling hair products.*
7. No storage or display shall be visible from outside the dwelling or an attached building. *None is proposed.*
8. No combustible, toxic or hazardous material may be used or stored on the premises, except in a safe manner and in full compliance with all federal, state and other governmental requirements concerning the use, handling, transport, storage and disposal of any such materials. *There should not be any hazardous materials.*
9. There shall be no activity associated with the occupation that will interfere with local radio or television transmission or reception, nor shall there be any noise, vibrations, smoke, dust, odors, heat or glare noticeable at offensive levels at or beyond the property line. *There should not be any of these.*
10. The occupation will cause no appreciably greater motor vehicle or pedestrian traffic than is considered normal for a residential use in the zoning district. *It is a home business so there will be additional traffic from customers coming and going. These two streets have higher than normal traffic due to their nature and location.*
11. There shall be adequate off-street parking spaces of ten feet by 20 feet on site for anticipated and actual business clients or customers. On-street parking, or parking within the street right-of-way in support of the home occupation is prohibited. *The parcel has a large, wide driveway for customer and owner parking.*
12. Deliveries and shipments by commercial vehicles shall be on an occasional or incidental basis. *It is doubtful there will be shipments of anything and if so, very few.*
13. Hours of operation shall be reasonable and customary for the type of home occupation approved and for the zoning district within which the home occupation will exist. *The proposed hours are 9-5 Tuesday through Saturday and most neighboring residents will likely be away at their jobs at those times except Saturday.*

Please see the application, site plan, aerial and this memo for your review.

pd \$150.00  
C.C. 3/26/25  
KSF



Lake Odessa  
Page Memorial Building  
839 Fourth Avenue  
Lake Odessa, MI 48849

Phone: (616) 374-7110

Fax: (616) 374-0040

website: www.lakeodessa.org

## Home Occupation Business Application Special Use Permit

This application must be completed in full and approved by the Planning Commission before beginning any business, construction, excavation or use regulated by the Village of Lake Odessa Zoning Ordinance.

### Proposed Business Type

Barbershop

### Property Information

Address 526 Tupper Lake St.

Parcel Number 34-101-220-000-260-00

Legal Description (may attach copy)

BarberShop Studio is going in Southwest corner of property

### Applicant Information

Name Austin Stansell

Address 526 Tupper Lake St.

City Lake Odessa State MI Zip 48849

Phone Numbers (616) 482-7169 ( ) ( )

### Property Owner Information (if different from applicant)

Name Gary & Marie Stansell

Address 526 Tupper Lake St.

City Lake Odessa State MI Zip 48849

Phone Numbers (616) 686-0390 (616) 427-6748 ( )



## Home Occupation Business Application (page 2)

### Present Zoning District

Low Density Residential

### Present Use of the Property

Residential

### Site Plan

Include a scaled site plan showing the dwelling and any existing structures or the proposed location of any new construction or additions. Show where off street parking and size will be located. Sketch your home floor plan and show square footage of area devoted to the home occupation business.

### Employees

Number of people working at the home occupation business living at the home 1

### Hours of Operation

Describe hours you are open for business Tuesday - Saturday, 9-5

### Waste Materials

Describe type of waste materials and disposal methods Paper & hair in trash, and sharps container gets taken to Sparrow Ionia Hospital

### Impacts on Area

Describe any anticipated levels of noise, odor, glare, dust, fumes and method of lessening impact

None

### Traffic Levels

Describe anticipated customer traffic volumes per day

One client at a time, and an average of 10-20 a day

### Other Information

Describe any other additional information that is pertinent to your business proposal

Solo Studio Barbershop

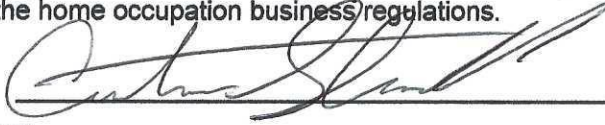


## Home Occupation Business Application (page 3)

### Affidavit

I certify and affirm that I am either the tenant or the property or building owner and that I agree to conform to applicable zoning laws of the Village of Lake Odessa. I also certify and affirm that this application is accurate and complete to the best of my knowledge. I hereby give permission for representatives to visit this location. I have read and will abide by the home occupation business regulations.

Applicant Signature



Date

3/26/25

Property Owner Signature

Date

### Zoning Administrator Use

Received date

Public Hearing date

Application Approved Date

Conditions of Approval

Application Denied Date

Reason for Denial

Planning Commission Chairperson Signature Date

pd \$2500  
CC. 3/26/25  
KSF



Lake Odessa  
Page Memorial Building  
839 Fourth Avenue  
Lake Odessa, MI 48849

Phone: (616) 374-7110

Fax: (616) 374-0040

website: [www.lakeodessa.org](http://www.lakeodessa.org)

## Zoning Permit Application

This application must be completed in full and approved by the Village Zoning Administrator before beginning any construction, excavation or use regulated by the Lake Odessa Zoning Ordinance.

### Applicant Information

Name Austin Stansell  
Address 526 Tupper Lake St  
City Lake Odessa State MI Zip 48849  
Phone Numbers (616) 482-7169 ( ) ( )

### Property Owner Information (if different from applicant)

Name Gary & Marie Stansell  
Address 526 Tupper Lake St.  
City Lake Odessa State MI Zip 48849  
Phone Numbers (616) 685-0390 (616) 427-6742 ( )

### Contractor Information (if built by licensed contractor)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Numbers ( ) ( ) ( )  
License Number \_\_\_\_\_

### Proposed Construction Type (check all that apply)

New house _____	Deck _____	Alteration _____
House addition _____	Pool _____	Foundation only _____
Move building _____	Repair/Replacement _____	*Demolition _____ * See bottom of page
Garage /carport _____	Fence _____	Sign _____
Garage/carport addition _____	Storage building _____	Other _____

\*\$1.00 per sq. ft. of any bldg. size over 144 sq. ft. must be deposited into escrow at Village Office.

page 1 of 3



**Construction Address:**

Street 526 Topper Lake St  
City Lake Odessa MI Zip 48849  
Describe proposed construction 12 x 24 Pre built out building  
to be used and modified as barber shop.

Dimensions: (width) 12 ft (length) 24 ft (height) 12 ft (number of floors) 1

Fences: (height) \_\_\_\_\_ (length) \_\_\_\_\_ (type) \_\_\_\_\_

Parcel Number 34-101-220-000-260-00 or attach legal description if number not yet assigned

Zoning District: (circle) R-1 R-2 R-3 MF MH HC CBD LC LI FH

**Setback Distances from Lot Lines to Proposed Construction:**

Front 114 ft. (from street right of way or centerline of road - circle which one measured from)  
Side 8 ft. Side 196 ft. Rear 49 ft.

**Affidavit**

I certify and affirm that I am the property or building owner or the owner's authorized agent and that I agree to conform to applicable zoning laws of the Village of Lake Odessa. I also certify and affirm that this application is accurate and complete to the best of my knowledge. I hereby give permission for Township representatives to visit this location.

Signature [Signature] Date 3/26/25

If application is denied, applicant may accordingly:

- ☐ Withdraw application
- ☐ Appeal denial to Zoning Board of Appeals\*
- ☐ Submit site plan to Planning Commission for Special Use Permit\*
- ☐ Submit site plan to Village Council for zone district change\*

\* Any of these steps require a \$100.00 non-refundable fee for mailing notifications, publications, hearing costs, etc. Additional costs will have to be paid for by the applicant.

\* \* \* \* \*

**Zoning Administrator Use**

Received Date \_\_\_\_\_

Application Approved \_\_\_\_\_

Application Denied \_\_\_\_\_

Reason for Denial \_\_\_\_\_

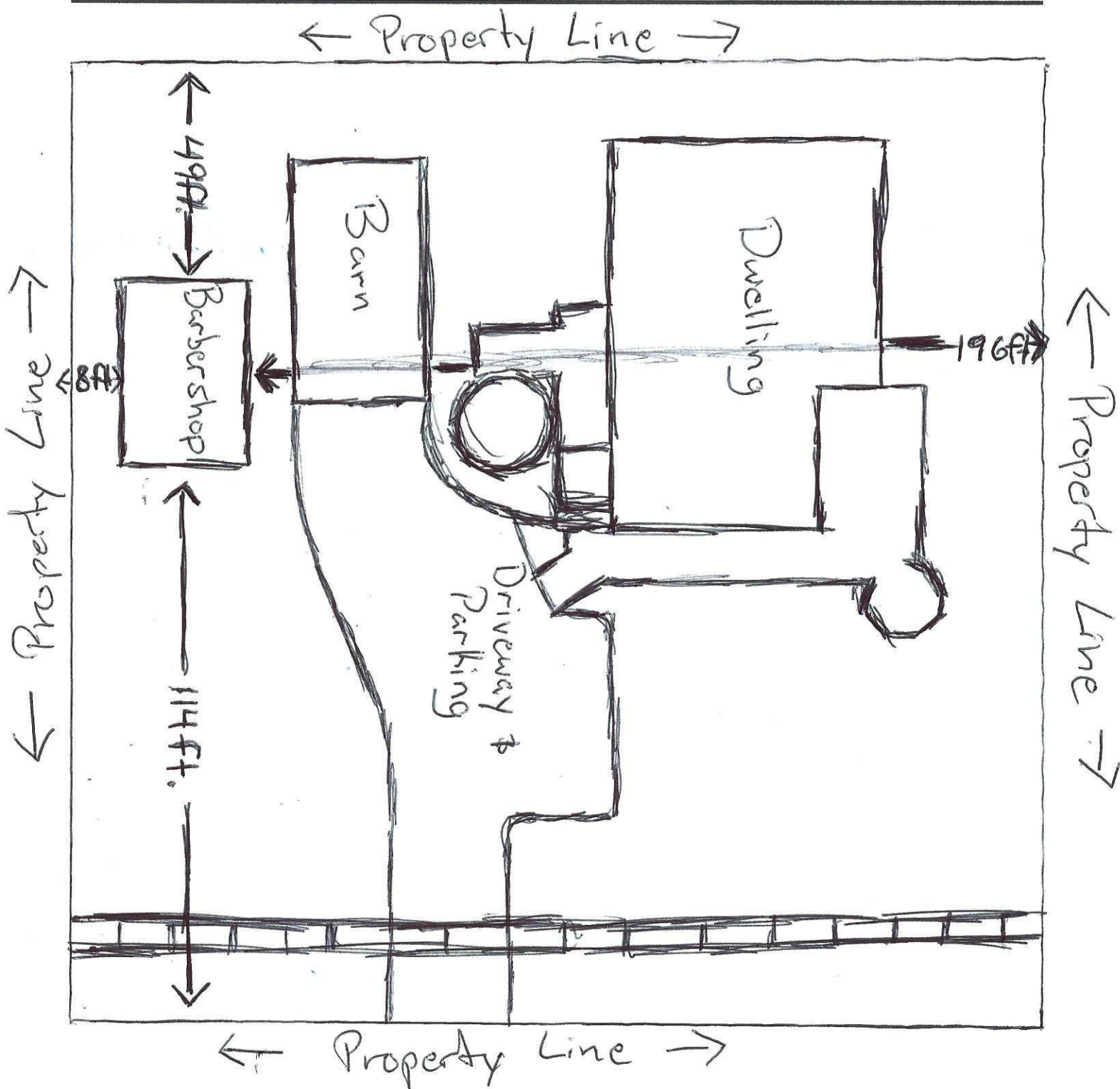
Notes \_\_\_\_\_

Zoning Administrator Signature \_\_\_\_\_

Date \_\_\_\_\_

## Site Plan

Use the space below to draw a site plan showing the proposed location of the new construction or additions to any existing structures. Include the location of existing structures and dwellings. Indicate the distances of the proposed construction to your lot lines, road right of way or road centerline, easements, and shorelines. For new accessory structures also include the distance to the dwelling.





3588 W TUPPER LAKE RD LAKE ODES

609 TUPPER LAKE ST LAKE ODES

TUPPER LAKE ST

3587 W TUPPER LAKE RD LAKE ODES

526 TUPPER LAKE ST LAKE ODES

604 TUPPER LAKE ST LAKE ODES

101-051-000-200-00

101-220-000-260-00

101-220-000-010-00

101-220-000-005-00

WASHINGTON BLVD

101-051-000-180-00

101-220-000-255-00

1124 WASHINGTON BLVD LAKE ODES 101-220-000-015-00

72

71

2

3

70

69

4