



Planning Commission
97 North Broad Street
Hillsdale, Michigan 49242-1695
(517) 437-6440 Fax: (517) 437-6450

Planning Commission Agenda
June 16, 2021

- I. Call to Order 5:30 pm**
 - A. Pledge of Allegiance
 - B. Roll Call

- II. Public Comment**
 - Any Commission related item – 3 min. limit

- III. Consent Items/Communications**
 - A. Approval of agenda – **Action**
 - B. Approval of Planning Commission
4-21-2021 & 5-19-2021 minutes – **Action**
 - C. Communications
 - 1. Region 2 Planning Commission June packet

- IV. Site Plan Review**
 - A. Lochaven Trail Connection Site Plan Review – **Action**

- V. Old Business**
 - A. No Old Business

- VI. New Business**
 - A. 352 Hillsdale St. Bed and Breakfast – **Action**

- VII. Zoning Administrator Report**

- VIII. Commissioners' Comments**

- IX. Adjournment**

Next meeting Wednesday, July 21, 2021 at 5:30 pm

Planning Commission Meeting Minutes
Hillsdale City Hall
Council Chambers
April 21, 2021
5:30 pm

Call to Order

Called to Order at 5:30 pm by Chairman Moore, followed by the Pledge of Allegiance, and Roll Call by Secretary Swan.

Members Present

Members present: Chairman Moore, Vice Chairman Scholl, Secretary Swan, Commissioner Morrisey, Commissioner McConnell.

Members absent: Commissioner Parker, Commissioner Laycock

Public Present: Alan Beeker Zoning Administrator, Jack McClain

Public Comment

Jack McClain had some zoning questions about properties up by the college.

Consent Agenda and Minutes

Commissioner Scholl motioned to approve Consent Item, Communications, and minutes from 3-16-2021 second by Chairman Moore, motion passed.

Site Plan Review

54 Park Street

Motion to approve by Commissioner Morrisey second by Chairman Moore, motion passed contingent on the storm water issue being approved by the city engineer.

Old Business

2021 Master Plan Draft - More fine-tuning and discussion.

New Business

Parking Study, review and discussion on the Parking Study the City has done.

Zoning Administrator Report

Update on the Dawn and possible groundbreaking on the Keefer.

Commissioner's Comments

Chairman Moore spoke on the special street assessment in his neighborhood.

Adjournment

Motion to Adjourn by Commissioner Swan at 6:39pm, second by Commissioner McConnell, motion passed

Minutes submitted by Secretary Penny Swan.

Next meeting: May 19, 2021 at 5:30 pm.

Planning Commission Meeting Minutes
Hillsdale City Hall
Council Chambers
May 19, 2021
5:30 pm

Call to Order

Call to order at 5:31pm by Chairman Eric Moore with the Pledge of Allegiance and rollcall by Secretary Penny Swan.

Members Present

Member Present: Chairman Moore, Vice Chairman Scholl, Secretary Swan, Commissioner Morrisey, Commissioner Laycock.

Members Absent: Commissioner Parker, Commissioner McConnell

Public Present: Eric Hoffman, Matt Taylor, Doug Sanford, Dan Poole, Christine Shull, Jake Hammel, Zoning Administrator Alan Beeker.

Public Comment

Christine Shull addressed the Commission and discussed purchasing the property at 352 Hillsdale St. as a Bed and Breakfast. There is concern with the square footage requirements in the ordinance. The plan is to submit an application for a Special Use Permit to the Commission for approval as part of the purchase agreement.

Consent Agenda and Minutes

Approval of agenda motioned by Commissioner Swan, seconded by Commissioner Laycock, motion approved.

Approval of minutes from 4-21-2021 with a correction, motion by Commissioner Swan, seconded by Commissioner Laycock, motion approved.

Site Plan Review

204 Development Dr. Motion to approve by Commissioner Laycock seconded by Commissioner Scholl motion approved.

Old Business

No Old Business.

New Business

Lockhaven Trail Connection Discussion.

Commissioner Laycock was very much against this connection, Commissioner Scholl and Commissioner Swan were in support of this connection. After much discussion it was decided more research is needed.

Zoning Administrator Report

Alan Beeker gave a update on the Dawn and the Keefer, also gave a update on the MEDC site showcase of 23 N Broad St.

Commissioner's Comments

Vice Chairman Scholl mentioned the Dawn Theater open house, Chairman discussed where Broad Street and Howell come together there needs to be signage that it is a pedestrian walkway.

Adjournment

Motion to adjourn by Commissioner Morrisey, seconded by Commissioner Swan, motion approved unanimously, meeting adjourned at 6:41pm.

Minutes submitted by Secretary Penny Swan.

Next meeting: June 16, 2021 at 5:30 pm.



TO: TIFA

FROM: Zoning Administrator

DATE: June 16, 2021

RE: Lochaven Walking Trail Connection

Background: The Developer of the Woods of Lochaven residential development in Hillsdale Township is requesting site plan review and permission to connect to the City (Baw Beese) walking trail that leads to Waterworks Park. The project has been submitted for site plan review. As the project is a pilot public/private partnership to the Baw Beese Trail, a policy for future review should be considered. The Planning Commission is responsible to review the site plan according to the rules listed in HMC 36-372 through 36-380. Easements and Land Use Agreements required by the City of the Developer due to development on public property shall be required and approved by City Council. Approval or Denial of the site plan is the responsibility of the Planning Commission.



COMMERCIAL SITE PLAN REVIEW APPLICATION

Applicant Name WICKETTSTICK HOLDINGS, LLC. ERICA NIKOLE HOFFMAN
Address 2578 LAKESHORE DR
HILLSDALE, MI 49242
Daytime Phone (517) 990-4439
Evening Phone ()

Property Address if other than above 2001 BANDARD RD B
HILLSDALE, MI 49242
WOODS OF LOHAVEN

^{ENGINEER}
Agent Name MT ENGINEERING MATT TAYLOR
Address 147 LEWIS ST
HILLSDALE, MI 49242
Daytime Phone (517) 437-4283
Evening Phone ()

Zoning ? BREE PATH Project Estimate 50-65k

Applicant Signature [Signature] Date 6/8/21

Meeting Date 6/16/21

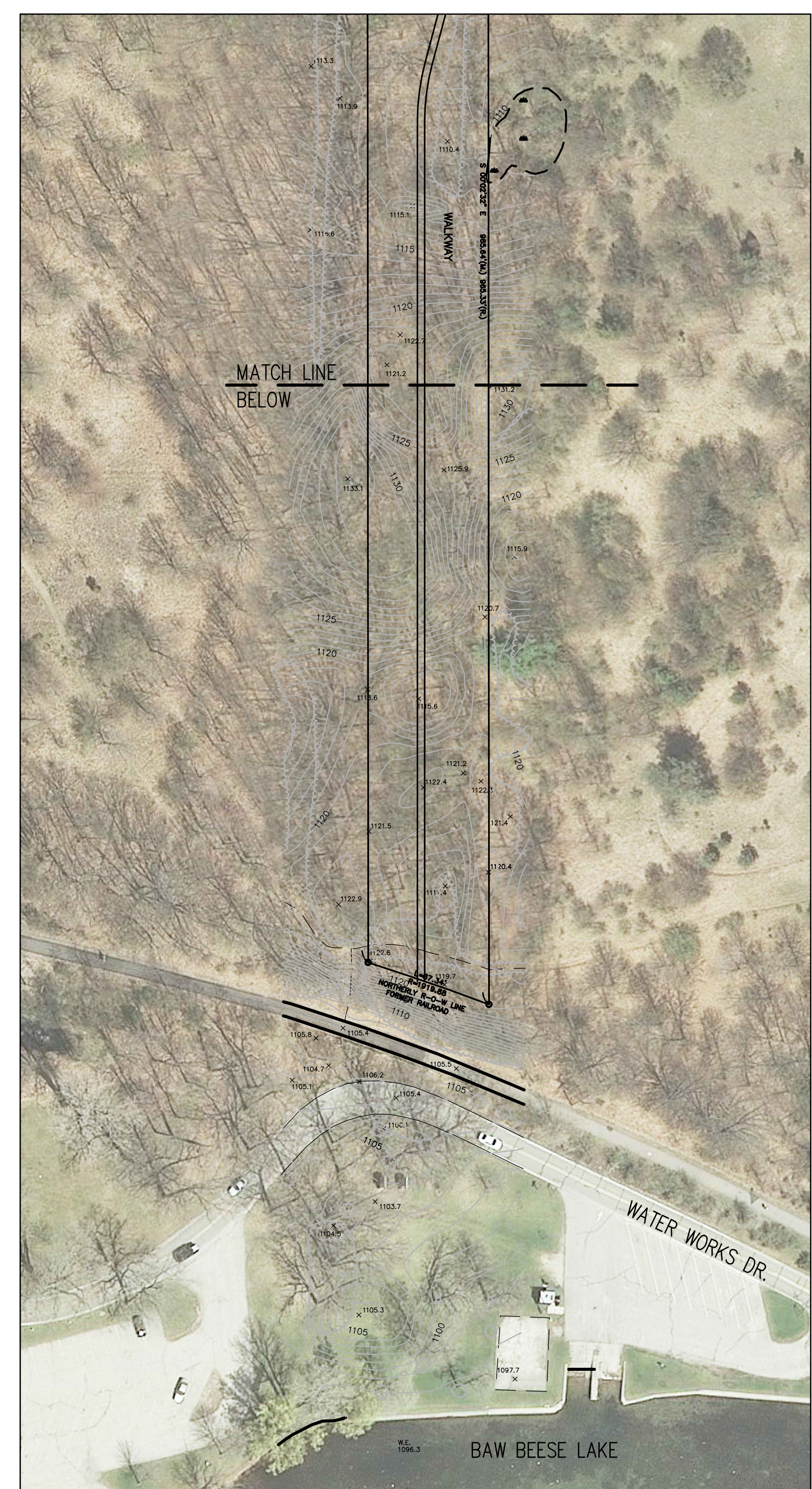
For projects requiring Planning Commission approval, all Site Plan Materials must be submitted along with a completed application and appropriate fees a minimum of 10 days prior to the next scheduled Planning Commission meeting.

Please submit to: **City of Hillsdale**
Planning and Zoning Department
97 North Broad Street
Hillsdale, Michigan 49242
p. - 517.437.6449



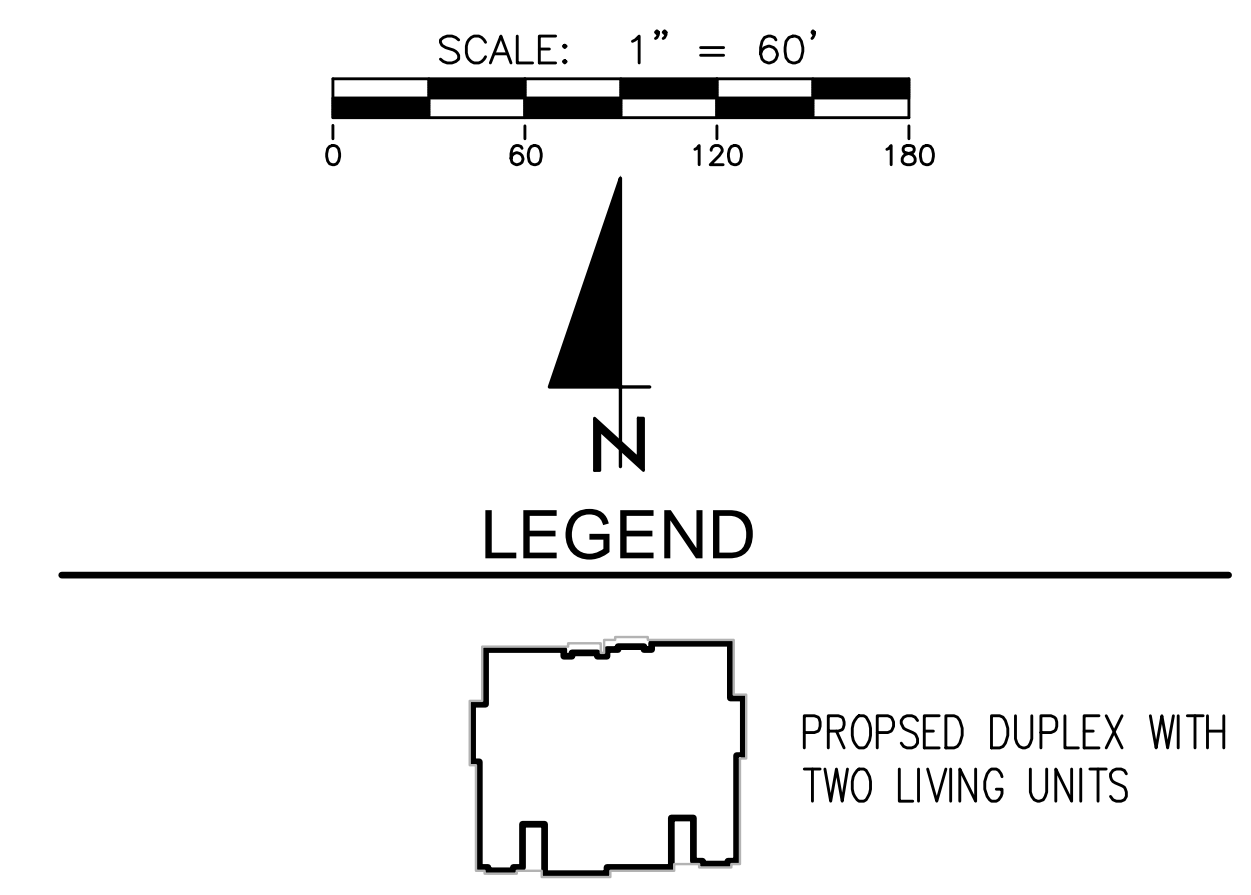
EXIST. CONDITION & PROPOSED LAYOUT PLAN

SCALE: 1" = 60'



EXIST. CONDITION & PROPOSED LAYOUT PLAN

SCALE: 1" = 60'



GENERAL PROJECT INFORMATION

- EXISTING SITE ADDRESS: 2001 Barnard Rd, Hillsdale, MI 49242
- PARCEL ID: 30 07 036 100 001 36 6 3
- OWNER: Wickettstick Holdings, LLC, 2578 Lakeshore Dr, Hillsdale, MI 49242
- HILLSDALE TOWNSHIP ZONING DISTRICT: Multiple Family Residential (MFR)
- LOT COVERAGE: ((13 each Buildings x 5536 sqft Building Footprint/Building) + 1 each Commons Building x 1632sqft/Commons Building)) / 557,651 sqft of Parcel Area = 13.2 % Lot Coverage
- OPEN SPACE: 417561 sqft Total Open Space area / 557651 sqft Total Parcel Area = 74.9 % Open Space
- PROPOSED DWELLING UNITS:
 - QTY = 13 each duplex residential buildings
 - Units per duplex = 2 each
 - Duplex building footprint = 2957 sqft
 - Bedrooms per unit = 3 each (6 each per duplex)
 - Basement = yes, partial
 - Crawlspace = yes, partial
 - Water supply =
 - Well No. 1 - Type 1 well to serve twenty six (26) living units and one (1) commons building, contingent on well testing. Well is located south of the Commons Building. Well production is based on an average consumption rate of 70 gal/person/day x 1.5 person/bedroom x 3 bedroom/living unit x 26 living units = 8190 gal/day.
 - Existing Type II well to be abandoned (Well ID: 3000002904)
- GEOTECHNICAL INFORMATION (Note: Soil Borings or test pits have not been performed. Information is based off from USDA/NRCS Soil Survey of Hillsdale County, MI)
 - Mapped Soil Name - Hillsdale - Riddies
 - Map Symbol - 10D2
 - Texture - Sandy-Loam
 - Assumed Percolation Rate = 31 to 45 Min/Inch
 - Assumed Soil Structure - Prismatic/Blocky
 - Assumed Grade - Moderate/Strong
 - Water Table Depth - Unknown at this time (To be determined)
- PRIVATE ROADWAY: Note that the existing and proposed roadways are to remain private and thus have not been designed to Hillsdale County Rd. Com. Standards.
- STORM WATER MANAGEMENT
 - Existing site surface runoff patterns are to remain post development
 - Due to existing granular soils and vegetative cover that is scheduled to remain no adverse increase in existing site storm water run-off rates are anticipated

GENERAL NOTES

- PHASED CONSTRUCTION IS ANTICIPATED. PHASE I IS ESTIMATED TO INCLUDE EXTENSION OF EXISTING PRIVATE ROADWAY AND DUPLEX BUILDINGS 1-4 AND ASSOCIATED SERVICES.
- UNLESS OTHERWISE APPROVED IN WRITING BY OWNER, CONTRACTOR SHALL ENGAGE THE SERVICES OF A PROFESSIONAL LAND SURVEYOR TO PROVIDE CONSTRUCTION STAKING FOR UTILITIES, ROADWAY CENTERLINE AND BUILDING FOUNDATIONS.

MTEngineering, LLC
 149 LEWIS STREET PH: 517 437-4283
 PO BOX 232 HILLSDALE, MI 49242 FX: 517 437-4344

REGISTRATION SEAL

CONSULTANT:

PROJECT TITLE
THE WOODS OF LOCHAVEN
 Residential
 Condominium
 Development

Wickettstick Holdings, LLC
 Hillsdale, MI 49242

DRAWING TITLE
 EXISTING CONDITION &
 PROPOSED LAYOUT PLAN



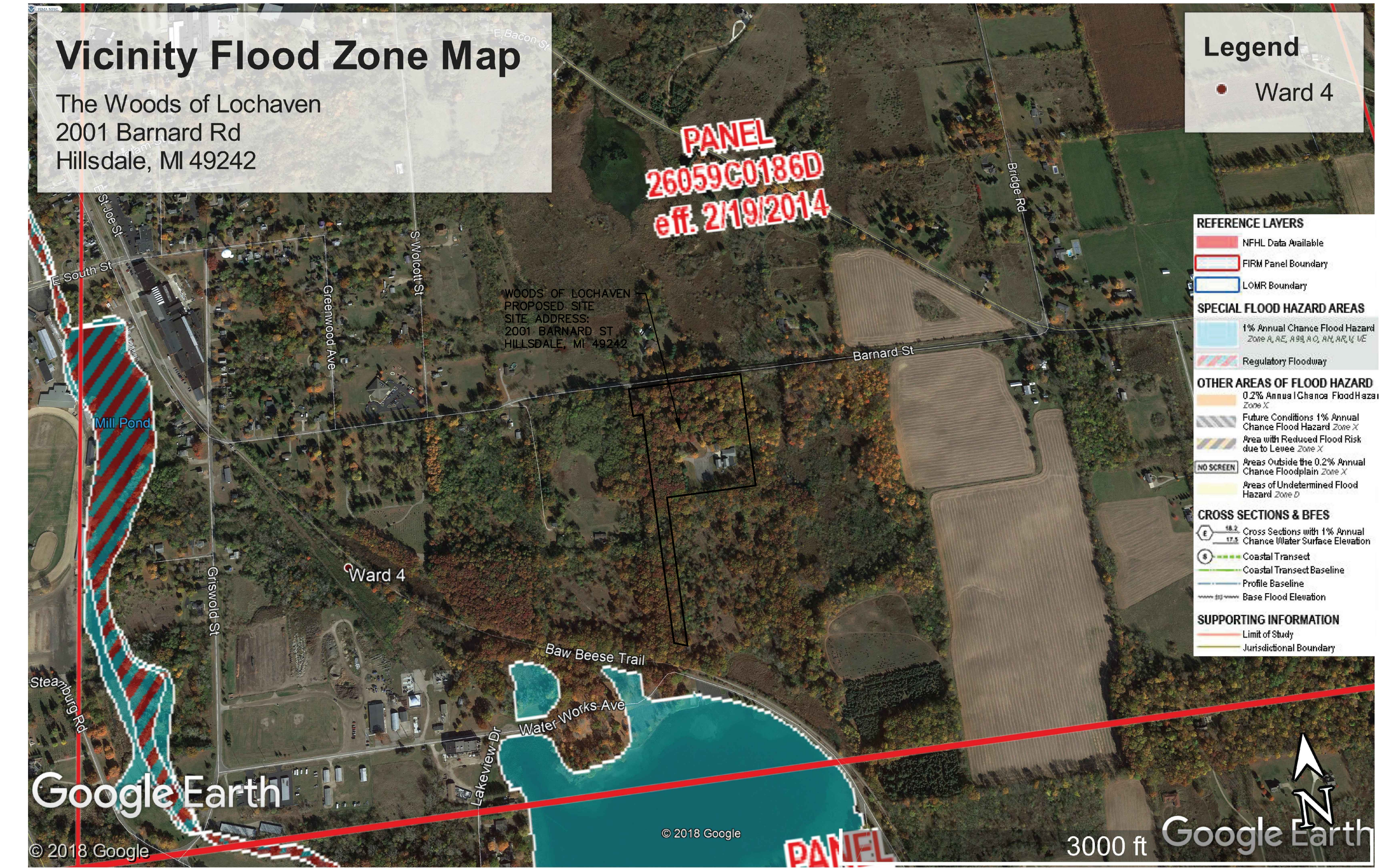
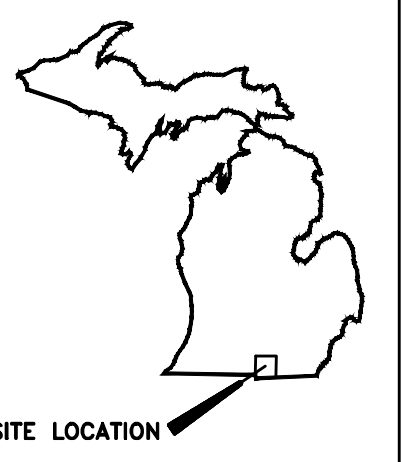
ISSUE DATES

DATE	ISSUED FOR:
10-23-19	Top Review Mtg Rev.
Top Step 1	08-30-19
Mod. Type I Well	08-08-19
Modified Layout	07-08-19
Modified Layout	07-03-19
Site Plan	06-12-19

DRAWN: MWT
 CHECKED: ...
 APPROVED: ...

PROJECT NO.
 01815

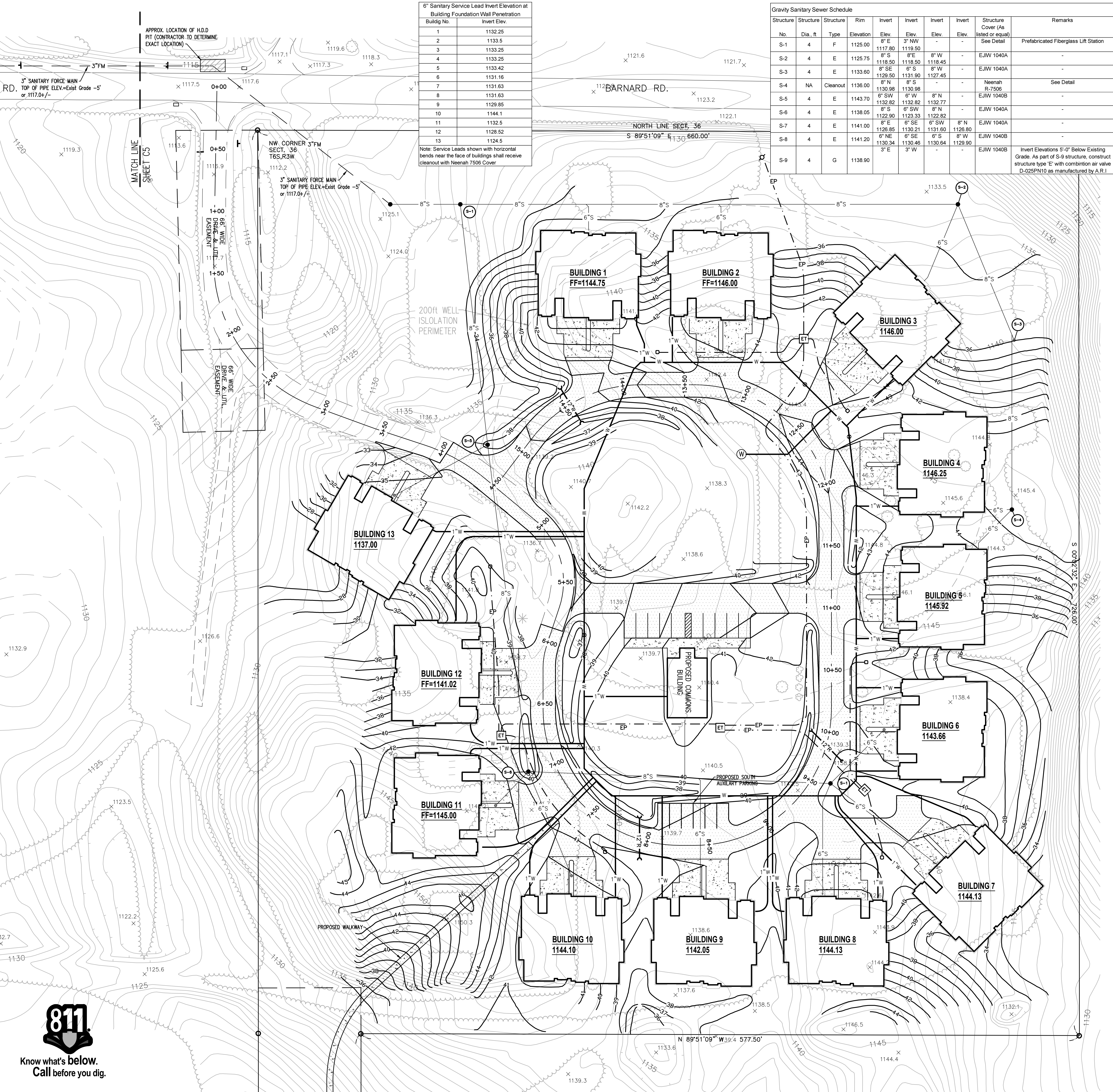
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AREA FEMA FLOOD ZONE MAP

SCALE: 1" = 60'





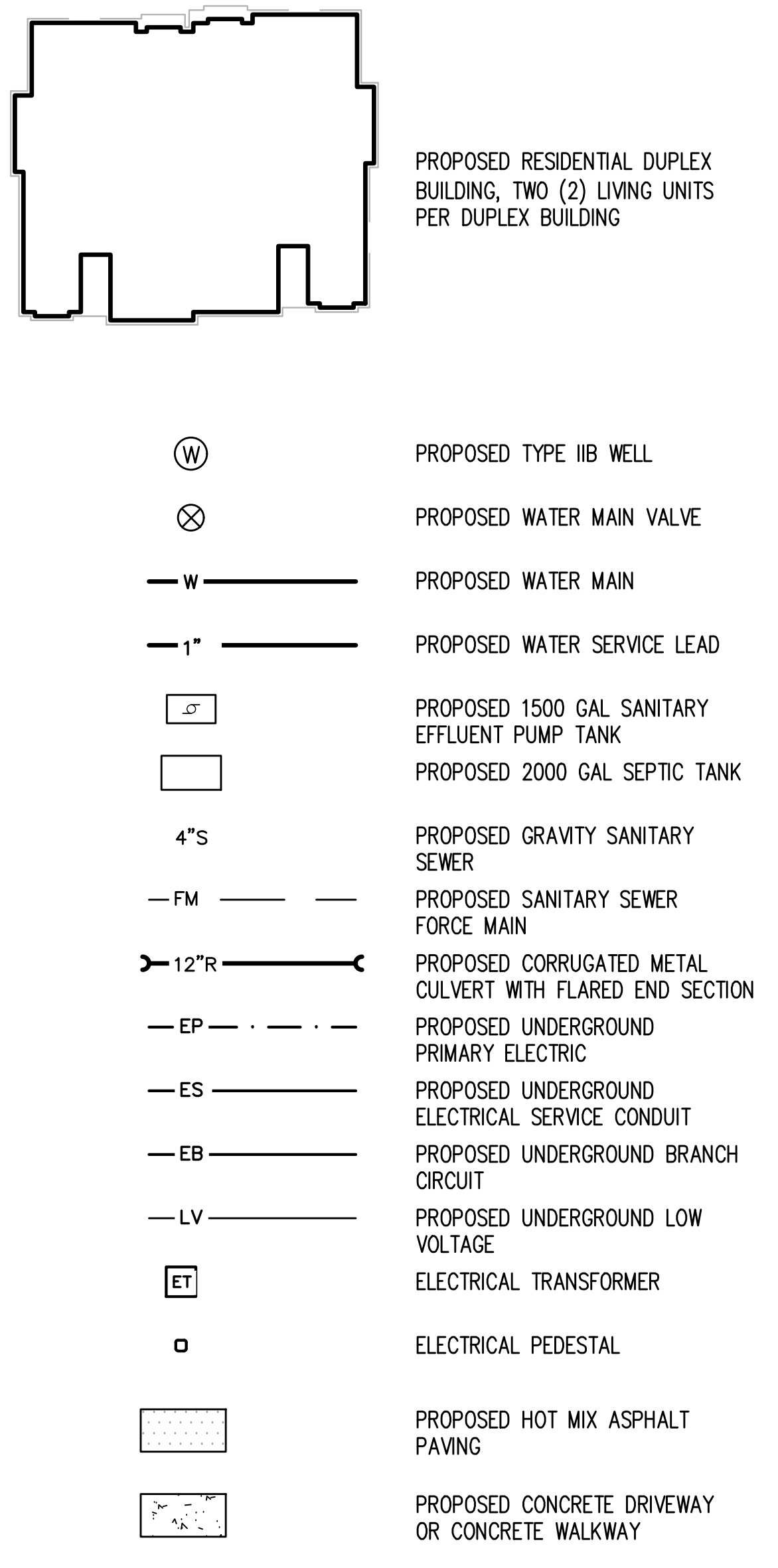
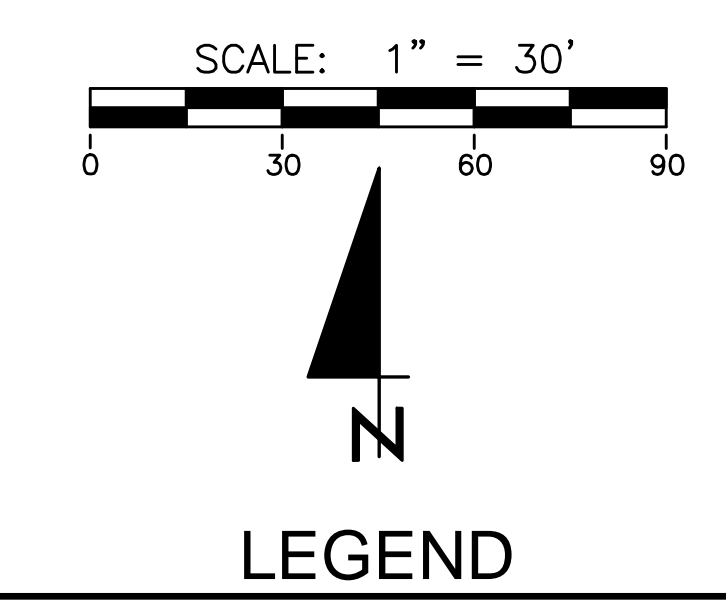
6" Sanitary Service Lead Invert Elevation at Building Foundation Wall Penetration

Buildg No.	Invert Elev.
1	1132.25
2	1133.5
3	1133.25
4	1133.25
5	1133.42
6	1131.16
7	1131.63
8	1131.63
9	1129.85
10	1144.1
11	1132.5
12	1128.52
13	1124.5

Note: Service Leads shown with horizontal bends near the face of buildings shall receive cleanout with Neenah 7506 Cover

Gravity Sanitary Sewer Schedule

Structure	Structure	Structure	Rim	Invert	Invert	Invert	Invert	Structure Cover (As listed or equal)	Remarks
S-1	4	F	1125.00	8" E	3" NW	-	-	See Detail	Prefabricated Fiberglass Lift Station
S-2	4	E	1125.75	8" S	8" E	8" W	-	EJW 1040A	-
S-3	4	E	1133.60	8" SE	8" S	8" W	-	EJW 1040A	-
S-4	NA	Clearout	1136.00	8" N	8" S	-	-	Neenah R-7506	See Detail
S-5	4	E	1143.70	8" SW	1132.82	8" N	-	EJW 1040B	-
S-6	4	E	1138.05	8" S	6" SW	8" N	-	EJW 1040A	-
S-7	4	E	1141.00	8" E	6" SE	6" SW	8" N	EJW 1040A	-
S-8	4	E	1141.20	8" NE	1130.21	8" W	-	EJW 1040B	-
S-9	4	G	1138.90	3" E	3" W	-	-	EJW 1040B	Invert Elevations 5'-0" Below Existing Grade. As part of S-9 structure, construct structure type 'E' with combination air valve D-025PN10 as manufactured by A.R.I.



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MTEngineering, LLC
 149 LEWIS STREET PH: 517 437-4283
 PO BOX 232 HILLSDALE, MI 49242 FX: 517 437-4344

REGISTRATION SEAL

CONSULTANT:

PROJECT TITLE
 THE WOODS OF LOHAVEN
 Residential
 Condominium
 Development

Wickettstick Holdings, LLC
 Hillsdale, MI 49242

DRAWING TITLE
 UTILITY PLAN



ISSUE DATES

DATE	ISSUED FOR:
01-23-20	Prog. Contours
08-30-19	Tap Step 1
08-08-19	Mod. Type I Well
07-08-19	Modified Layout
07-03-19	Modified Layout
06-12-19	Site Plan

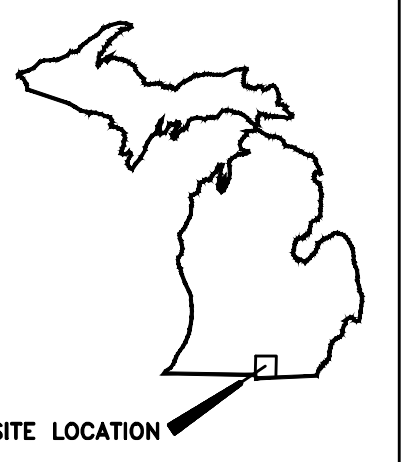
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	APPROVED

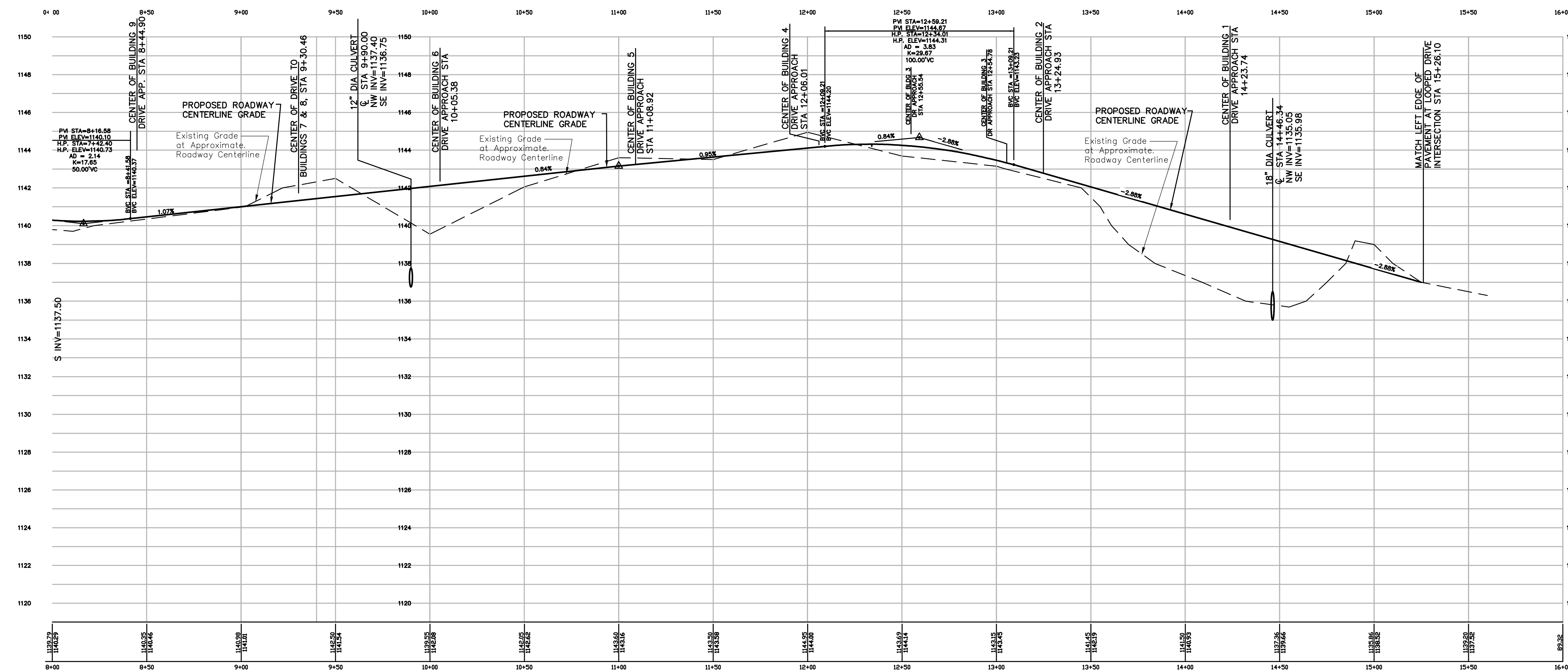
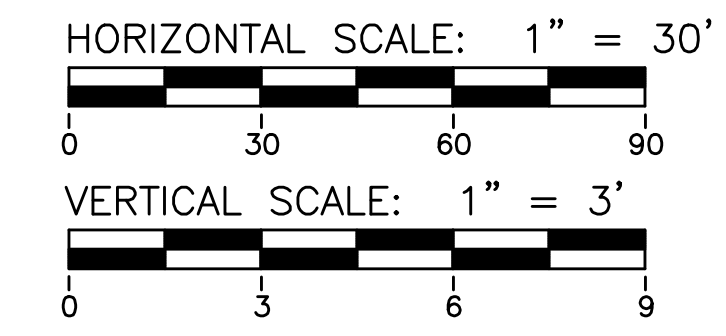
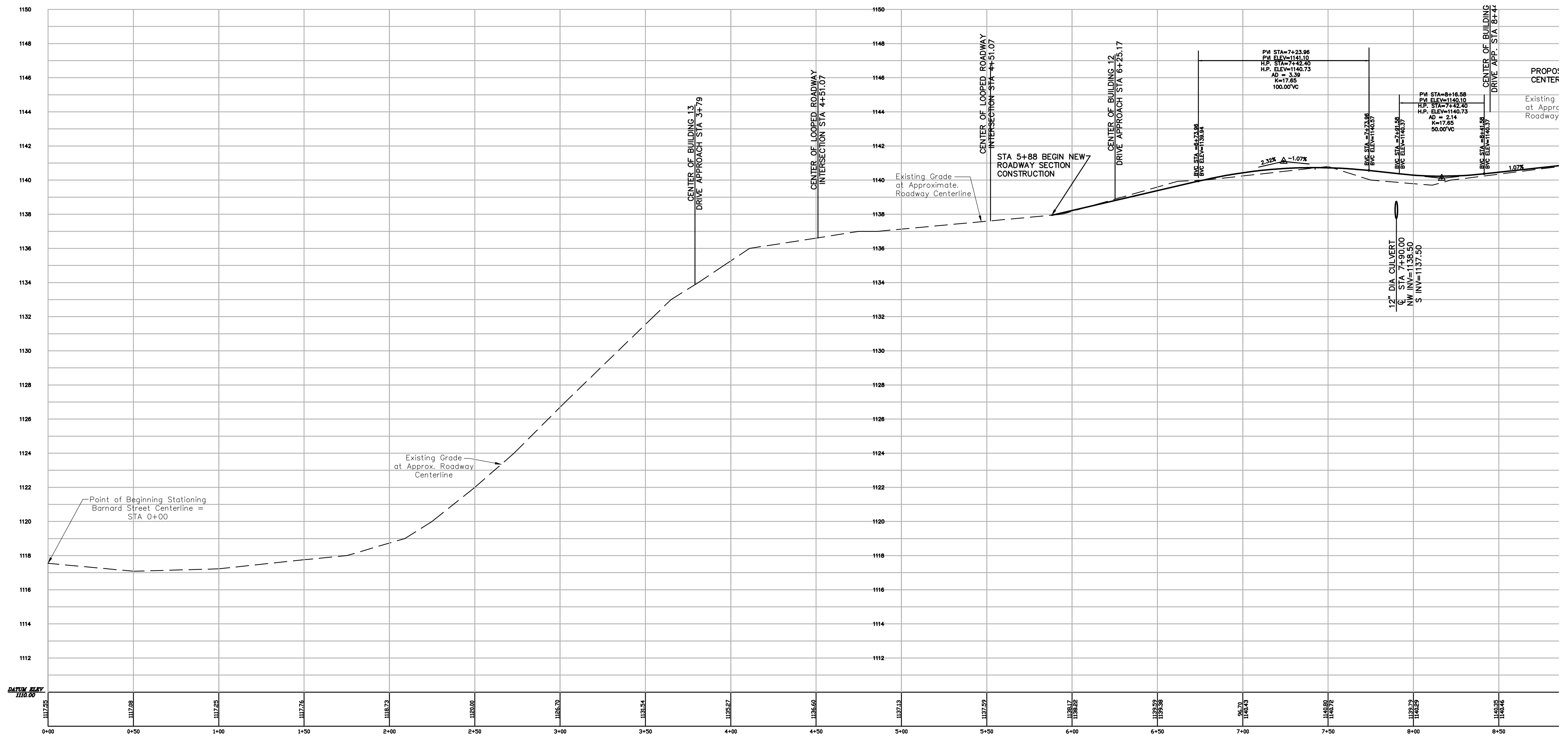
PROJECT NO.

01815

DRAWING NO.

5





MTE engineering, LLC
 149 LEWIS STREET PH: 517 437-4283
 PO BOX 232 HILLSDALE, MI 49242 FX: 517 437-4344

REGISTRATION SEAL

CONSULTANT:

PROJECT TITLE
THE WOODS OF LOHAVEN
 Residential Condominium Development
 Wicketstick Holdings, LLC
 Hillsdale, MI 49242



ISSUE DATES

DATE:	ISSUED FOR:
11-11-19	
Two Step 1 08-30-19	
07-15-19	

DRAWN MWT
 CHECKED ...
 APPROVED ...

PROJECT NO.
01815
 DRAWING NO.
7





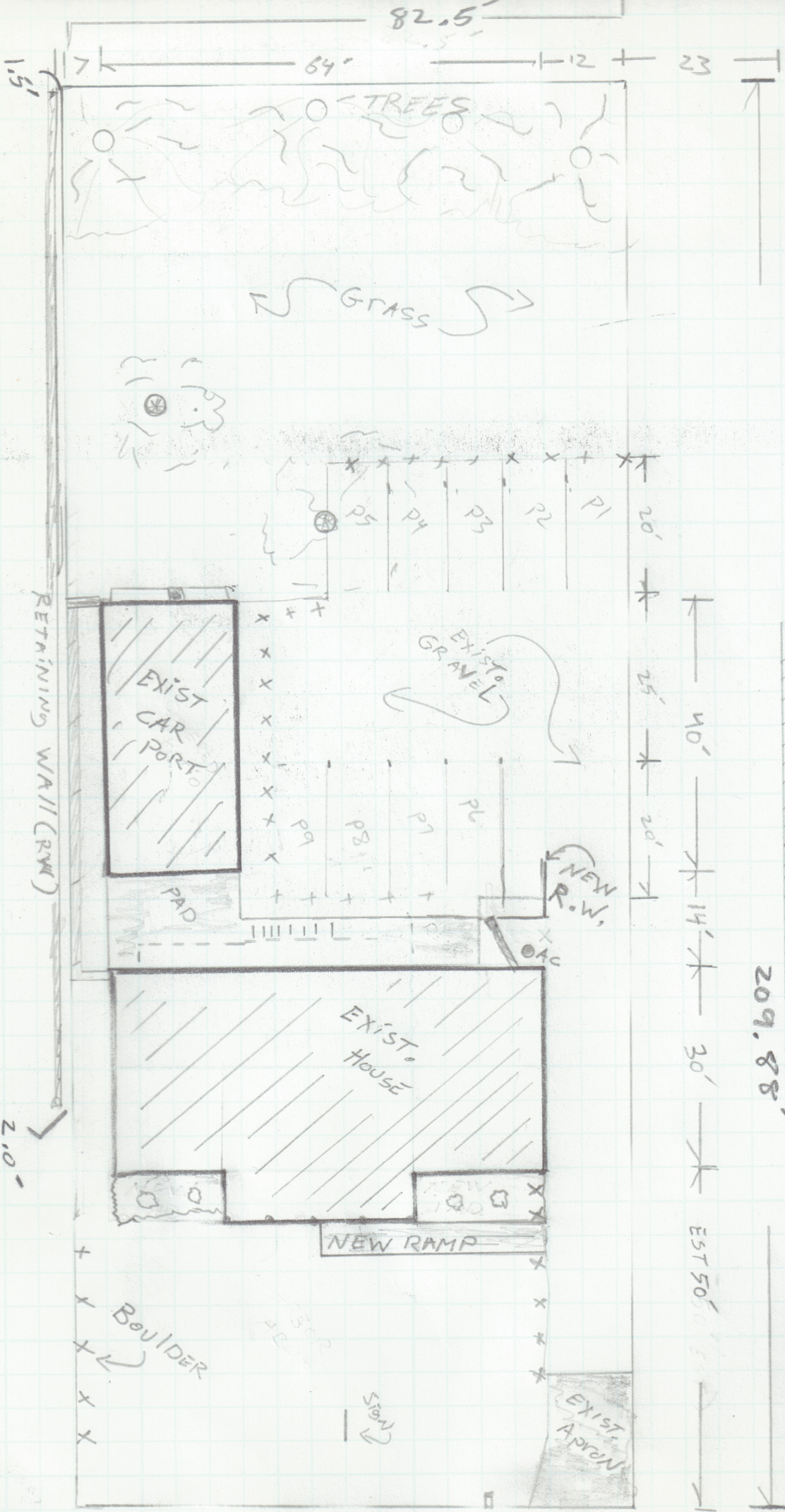
TO: TIFA

FROM: Zoning Administrator

DATE: June 16, 2021

RE: 352 Hillsdale St. Bed and Breakfast

Background: A request for a Special Use Permit has been submitted by the prospective owners of 352 Hillsdale to operate a Bed and Breakfast at 352 Hillsdale St. There was some initial confusion regarding the ordinance requirements for a BnB. The Bed and Breakfast ordinance, Sec. 36-436 adopted in 2020, does not have square footage requirements. The new ordinance is referenced in the zoning district that includes the property in question. Review of the application shows that all of the requirements listed in HMC 36-436 are met. It is the Zoning Administrator's recommendation that the Planning Commission approve the application for a Special Use Permit for the property located at 352 Hillsdale St.



1.5a = 5'

ZONED: R-1

352 Hillsdale St.

352 Hillsdale St. Bed and Breakfast code requirements for R1 zoning

352 Hillsdale Street, Hillsdale, MI

Meets the definition in Chapter 36, Article 1, Section 36-6 of a Bed & Breakfast as it is a single-family home on a lot zoned R-1. It will have less than 15 sleeping rooms (8). We intend to offer a high-quality bed & breakfast experience for one inclusive fee.

Section 36-436.1

The bed and breakfast will be in the 3900 SF residence on the private R-1 zoned lot at 352 Hillsdale St. The square footage of the building will not be altered.

Section 36-436.2

We plan on 8 guest suites, each with its own bedroom and a full or $\frac{3}{4}$ bathroom.

Section 36-436.3

There exists driveway space behind the building for the 9 required (8+1) parking spaces.

Section 36-436.4

It is not possible to attach a single sign facing Hillsdale Street which could be seen by approaching motorists as required in the code. We request a variance which complies with:

Sec. 26-8. - On-premises signs. (3) Freestanding signs in a R-1 zoning district

Section 36-436.5

No other business activities will be conducted apart from those related to the operation of a bed and breakfast.

Section 36-436.6

Our permanent residence is on Glendale St. in Hillsdale and is 1.6 miles from the bed and breakfast. There are three owners or representatives, with access, who reside within 10 minutes of the bed and breakfast.

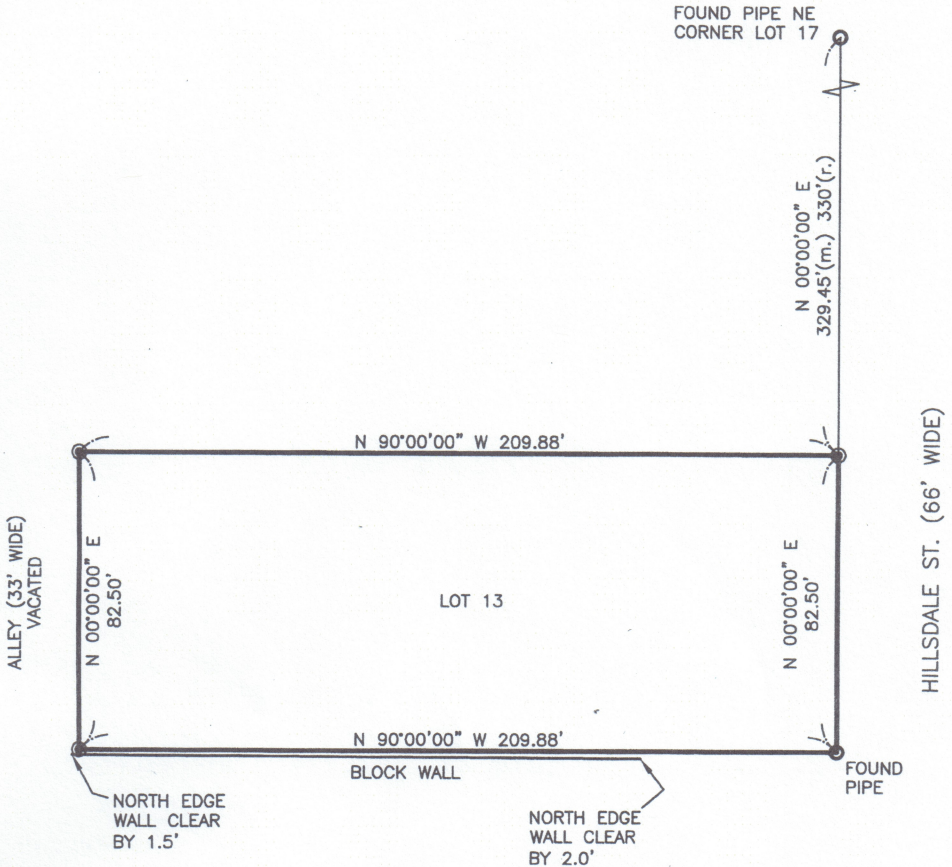
CERTIFIED TO:
 PRESTIGE REAL PROPERTY HOLDINGS
 2204 EAST ENTERPRISE PARKWAY
 TWINSBURG, OH. 44087

MAP OF SURVEY

LEGAL DESCRIPTION PER DEED LIBER 1554.PG.369:

THE FOLLOWING DESCRIBED PREMISES SITUATED IN THE CITY OF HILLSDALE, COUNTY OF HILLSDALE AND STATE OF MICHIGAN, TO-WIT:

LOT 13, OF E. MARTINDALE'S ADDITION TO THE VILLAGE, NOW CITY, OF HILLSDALE, AS RECORDED IN LIBER AV OF DEEDS, PAGES 389, HILLSDALE COUNTY RECORDS.



BEARINGS USED HEREON ARE BASED ON
 1964 SURVEY OF LOT 16 & 17 BY A.J.
 HATT. DWG NO. 708-C

- = FOUND AS NOTED
- = SET CAPPED REBAR

Michael J. Lodzinski
 Michael J. Lodzinski, P.S. #47961
 I HEREBY CERTIFY THAT I HAVE SURVEYED
 THE PARCEL OF LAND AS ABOVE SHOWN
 OR DESCRIBED DURING APRIL 2017 AND
 THAT THE RATIO OF CLOSURE ON THE
 UNADJUSTED FIELD OBSERVATIONS WAS
 1:5,000 OR BETTER. NO TITLE REPORT
 WAS FURNISHED TO THE SURVEYOR.

Job No.:	17s01018
Drawn by:	MJL
Checked by:	MJL
Date:	04/05/17
Scale:	1" = 40'
Page:	1 of 1

LODZINSKI & ASSOCIATES, LLC
 P.O. BOX 129
 SOMERSET CENTER, MI 49282
 Phone: (517) 320-1087
 E-Mail: Lodzinski@comcast.net

For Office Use Only	
Date Received:	
Received By:	
Amount Paid/Check #	

Site Plan Review Fee: \$50.00
 Permit if Approved Fee: \$25.00



RESIDENTIAL APPLICATION for SITE PLAN REVIEW

LAND USE AND PLANNING DEPARTMENT
 97 N. Broad St Hillsdale, MI 49242
 517-437-6449 Fax 517-437-6448

PROJECT STREET ADDRESS 352 Hillsdale St., Hillsdale, MI 49242

OWNER NAME Tortuga LLC
 APPLICANT NAME (IF NOT OWNER) Joel Shull
 CONTRACTOR NAME (IF APPLICABLE) _____
 MAILING ADDRESS 41 Glendale Ave.
 CITY, STATE, ZIP Hillsdale, MI 49242
 TELEPHONE NUMBER 269-769-3819
 E-MAIL joelshull@gmail.com

PROJECT INFORMATION

PROPOSED USE/ACTIVITY: Bed and Breakfast operation with 8 guest rooms
 (Please be specific)

Additional Information:

1. Attach or describe deed restrictions for the property in question.
2. Attach or describe the property according to the recorded legal description, deed or land contract.
3. What is the present use of the property residential/ student rental
4. Estimated completion date of project 12/2021

I hereby certify that I am the owner or 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. I agree to conform to all applicable laws of this jurisdiction. If damages occur to the curb, sidewalk, terrace within the R.O.W. the owner will accept full responsibility and will be required to repair or replace damages at the owner's expense. I agree the statements made above are true, and if found not to be true, any Zoning Appeals Board ruling that may be issued may be void. Further I agree, any Appeals Board ruling and subsequent permit that may be issued is with the understanding all applicable sections of the City of Hillsdale Zoning Ordinance will be complied with. Also, I agree to notify the zoning administrator for the City of Hillsdale for inspection before the start of construction and when locations of proposed uses are marked on the ground. Further, I agree to enter the property subject to this permit application for purposes of inspection. Also I understand any zoning action by the Board of Appeals conveys only land use rights, and does not include any representation or conveyance of rights in any other statute, building code, deed restriction or other property rights.

Applicant Signature Joel Shull

Date 6-8-2021

Sec. 36-411. Limitations on height, bulk, density and area by land use.

Districts	Minimum Size Lot Per Unit		Maximum Height of Structures		Minimum Yard Setback (Per Lot in Feet)			Minimum Floor Area Per Unit (Square Feet)	Maximum Percentage of Lot Area Covered by All Buildings
	Area in Square Feet	Width in Feet	In Stories	In Feet	Front	Each Side	Rear		
R-1 One-Family Residential	(a) 8,400	(a) 70	2½	25	25	8	35	1,000	30%
RD-1 One-Family Residential	(a) 6,500	(a) 60	2½	25	25	8	10	1,000	30%
RD-1 Two-Family Residential	(a) 8,400	(a) 70	2½	25	25	8	10	1,000	35%
RM-1 Multiple-Family Residential		—	2½	30	25	8	10	1,000	35%

- a. In those instances where public sewers are not provided, all lot areas per dwelling unit shall equal at least 12,000 square feet. See sections 36-402 and 36-403 regarding exceptions as to lot area and density controls.

Complies With Zoning: Height Density Required Set Back: Front Rear Side Side

Notes:

SEE VARIANCE VV17-004
2017-11-8

SOUTH PROPERTY LINE

Approved Denied _____ Date _____

Zoning Permit Additional \$25.00 fee

Obtain and final any required permits from the Hillsdale County Inspection Department (517.437.4130) or the City of Hillsdale Department of Public Services (517.437.6490). Contact the Hillsdale Board of Power for utility questions (517.437.3387).

Office of Zoning Administrator
CITY OF HILLSDALE

97 N Broad St
Hillsdale, Mi 49242

Applicant: DU BOIS TRUCKING & EXCAVATING
3350 BECK RD
HILLSDALE MI 49242

DATE OF APPLICATION: 09/18/2017

Applicant Phone: (517) 439 9740

THIS IS TO CERTIFY THAT A ZONING PERMIT FOR
352 HILLSDALE ST Parcel Number 006-222-229-21

FOR THE FOLLOWING ACTIVITIES:

NEW HOUSE AND CARPORT ON VACANT LOT

VARIANCE VV17-004 ISSUED 2017-11-08
1'-0" SETBACK VARIANCE ALONG SOUTH PROPERTY
LINE SETBACK ONLY.

With the following stipulations (if any):

HMC 36-034(A)(1) ZONING COMPLIANCE PERMITS - REQUIREMENTS: NO BUILDING OR STRUCTURE, OR PART THEREOF, SHALL HEREAFTER BE LOCATED, ERECTED, CONSTRUCTED, RECONSTRUCTED, CONVERTED, ENLARGED OR MOVED; NOR SHALL ANY CHANGE BE MADE IN THE USE OF ANY BUILDING, STRUCTURE, OR LAND WITHOUT A ZONING COMPLIANCE PERMIT HAVING BEEN OBTAINED FROM THE ZONING ADMINISTRATOR FOR SUCH BUILDING, STRUCTURE, OR LAND.

HAS BEEN **Approved** IN ACCORDANCE WITH THE PROVISIONS
OF THE ZONING ORDINANCE OF THE CITY OF HILLSDALE

DATE ISSUED: 11/09/2017

Permit Expires 11/09/2018

AMOUNT DUE:

Zoning Review 0.00

Contractor: DU BOIS TRUCKING & EXCAVATING