

**CITY OF ISHPEMING PLANNING COMMISSION
MEETING MINUTES
Monday, January 5, 2026**

A. CALL TO ORDER

The regular meeting of the Ishpeming Planning Commission was called to order in the Council Chambers at City Hall by Chairperson Brooke Routhier at 6:32 p.m. on Monday, January 5, 2026.

B. ROLL CALL

Present: Brooke Routhier, Cory Richards, Dax Richer, Mike Elliott, Ben Argall, Matt Loos, Stefani Vargas, and Todd Prillwitz. (8). Vacant seats (1). Also, present was Andrew Duerfeldt, Zoning Administrator (ZA).

C. PUBLIC COMMENT

Diana Sundberg, 1015 Wabash Street, introduced herself as the new DDA Liaison and was in attendance to listen to discussion and to determine future collaborations in terms of placemaking grants and possible subcommittees with Planning Commission and DDA Members; she noted having shovel ready projects would be very beneficial when grant opportunities arise.

D. APPROVAL OF AGENDA

A motion was made by Member Routhier, seconded by Member Elliott, and carried unanimously to add introduction of members and election of officers before the approval of previous minutes; add the December 1st meeting minutes to the agenda, and approve the agenda as amended.

Introduction of Members

Planning Commissioners introduced themselves to new Member Stefani Vargas; and Member Vargas provide some of her background to the Commission.

Election of Officers

A motion was made by Member Richards seconded by Member Prillwitz and carried unanimously to nominate Member Routhier for Chair; Member Elliott for Vice Chair; and Member Richer to Secretary.

E. PREVIOUS MEETING MINUTES

A motion was made by Member Routhier, seconded by Member Elliott, and carried unanimously to approve the December 1, 2025 meeting minute as presented.

F. PRESENTATIONS – There was none.

G. PUBLIC HEARINGS

a. CU-2026-01: To Permit a duplex in the GR (General Residential) district

Member Routhier opened the public hearing at 6:52 p.m.

Member Routhier explained this was a request for a duplex to be used as two short-term rental units at 312 S. Third Street. She summarized the findings of fact for the record.

There was some brief discussion related to the lot size; parking requirements; residential duplex versus short-term rentals located in a residential neighborhood; and the non-conforming use designation.

Shelly Stetson 608 E. High Street, most of the houses in this neighborhood have not been cared for so this change would be a beneficial addition to the neighborhood.

Member Richer supported the duplex because it has historically been a duplex, however, he did not support the short-term rental. A dual short-term rental would now be a commercial property and does not support the residential neighborhood.

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Member Vargas also lived in the area; however, she agreed with Member Richer because it would no longer be considered residential, it would now be commercial because a short-term rental is not a residence.

Member Ben Argall advised he would be abstaining from voting because he is the realtor for this property.

The public hearing was closed at 7:45 p.m.

A motion was made by Member Elliott, seconded by Member Routhier and carried unanimously to allow the conditional use permit for the duplex on the property located at 312 S. Third Street for (2) ~~short-term~~ rental units based on the Findings of Fact with the additional requirement of the owner providing documentation that the required number of parking spaces (4) have been met and noting this does meet the Master Plan goal of maintaining historic characteristics of the City:

Findings of Fact:

1. *All fee; notification and publication requirements of the City of Ishpeming Zoning Ordinance #8-100 have been met (Section 33.0).*
2. *Melanie Oliver is the current owner of Cleveland Iron Mining Co's Addition Lot 107 (PID: 52-51-300-107-00) A.K.A. 312 Third Street, Ishpeming, MI. Owner proposes to attain a Conditional Use Permit to allow future continued use of duplex under new ownership.*
3. *Proposed duplex is intended to be used as two (2) short-term rental (STR) units.*
4. *Subject parcel lot size has measurements of thirty (30') feet wide and one hundred (100') feet deep. This lot is designated as a prior platted and non-conforming lot (Section 19.1.B; 24.1.B).*
5. *Structure (house) has estimated measurements of twenty-five (25') feet wide and fifty-eight (58') feet deep.*
6. *Structure was constructed in 1885 and is currently designated as a Class B non-conforming structure located on a prior platted lot (Section 19.1.B, Section 23.4).*
7. *South side yard has an estimated setback measurement of less than three (3') feet. The remaining North side yard has an estimated setback measurement of less than three (3') feet. This does not adhere to minimum yard setback regulations for prior platted lots (Section 19.1.B).*
8. *Rear Yard adheres to minimum rear yard setback regulations for prior platted lots (Section 19.1.B).*
9. *Parking requirement: 2 spaces per unit for two-family residential buildings (Section 21.2.A.1.b)*
10. *Duplex exceeds permitted 7,500 square foot lot size minimum requirements of prior platted lots (Section 19.1.B.2 lot size does not meet minimum requirements.*
11. *Submitted site plan information adheres to requirements of the City of Ishpeming Zoning Ordinance #8-100 (Section 28.0).*

b. NCU 2026-01: To permit a non-conforming structure in the GR (General Residential) district

Member Routhier opened the public hearing at 7:47p.m.

Member Routhier reviewed the findings of fact for the property located at 312 S. Third Street. There was discussion related to the rebuilding of the structure if it were destroyed.

There was discussion related to reconstruction and insurance requirements.

Public hearing closed at 7:52 p.m.

A motion was made by Member Elliott seconded by Member Richards and carried unanimously to permit the Class A Non-Conforming Use for 312 S. Third Street based on the Findings of Fact and the language in the Zoning Ordinance Section 23.1 Definition and Classification of Non-Conforming Uses and Structures.

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Findings of Fact

1. *All fee, notification and publication requirements of the City of Ishpeming Zoning Ordinance #8-100 have been met (Section 33.0).*
2. *Melanie Oliver is the current owner of Cleveland Iron Mining Co's Addition Lot 107 (PID: 52-51-300-107-00) A.K.A. 312 S. Third Street, Ishpeming, MI. Owner proposes to attain a Non-Conforming Use/Structure Permit to designate current structure as a Class A Non-Conforming Structure for future and continued use under new ownership.*
3. *Structure was constructed in 1885 and is currently designated as a Class B non-conforming structure located on a prior platted lot (Section 19.1.B, Section 23.4).*
4. *All structures, if non-conforming and established legally upon inception, are automatically designated as Class B Non-Conforming Structures.*
5. *Financier of new ownership/ buyer requires that the structure be repairable with no damage limit. This is not currently applicable to the structure under a Class B designation (Section 23.4.D, Section 23.4.E).*
6. *Subject parcel lot size has measurements of thirty (30') feet wide and one-hundred (100') feet deep. This lot is designated as a prior platted and non-conforming lot (Section 19.1.B; 24.1.B).*
7. *Structure (house) has estimated measurements of twenty-five (25') feet wide and fifty-eight (58') feet deep.*
8. *South side yard has an estimated setback measurement of less than three (3') feet. The remaining North side yard has an estimated setback measurement of less than three (3') feet. This does not adhere to minimum yard setback regulations for prior platted lots (Section 19.1.B).*
9. *Rear Yard adheres to minimum rear yard setback regulations for prior platted lots (Section 19.1.B).*
10. *Parking requirement: 2 spaces per unit for two-family residential buildings (Section 21.2.A.1.b)*
11. *Submitted site plan information adheres to requirements of the City of Ishpeming Zoning Ordinance #8-100 (Section 28.0).*

H. NEW OR CONTINUING BUSINESS

1. Marijuana Ordinance #2-1600

Member Routhier met with Manager Scholz and during that meeting they talked about the revisions to Ordinance #2-1600 that had been previously proposed for additional licenses in the City. The City Manager requested the Planning Commission review the amendments to ordinance 2-1600 again and make a recommendation to the City Council.

Discussion followed related to what took place at previous meeting related to the ordinance amendment and what the ordinance amendment included. After discussion, the Commission asked that the proposed ordinance amendment be sent to the City Manager and City Attorney for review and ask if the Planning Commission would have to hold the public hearing or if the public hearing would be part of the first reading of the ordinance at the Council level. The Commission would rather have the public hearing held at Council.

2. Marijuana Ordinance #8-100

There was discussion among the Commission related to the amendment to Ordinance 8-100 which was done in conjunction with the amendment to Ordinance 2-1600. This would be brought back for review by the Commission when Ordinance 2-1600 is reviewed.

3. 2026 Planning Commission Calendar

It was the consensus of the Commission to approve the 2026 meeting schedule with the change from March 2nd for the joint meeting with the DDA to February 2nd.

4. 2025 Annual Report

It was the consensus of the Commission to review the 2025 Annual Report at the February meeting.

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I. Old Business – There was none.

J. Correspondence – There was none.

K. Meeting Adjournment

At 8:40 p.m., a motion was made by Member Elliott, seconded by Member Richer, and carried unanimously to adjourn.

Prepared by:



Cathy Smith, City Clerk



Andrew Duerfeldt, Zoning Administrator

Dax Richer, Secretary