



VILLAGE OF ONTONAGON

Founded in 1843

315 Quartz Street
Ontonagon, Michigan 49953
Phone: 906-884-2305 Fax: 906-884-4369
TDD: 1-800-649-3777
Website: www.villageofontonagon.org

AGENDA

VILLAGE COUNCIL MEETING
MONDAY – January 26, 2026
5:00 P.M. - 315 QUARTZ ST.

Pamela Coey
President

Sarah Hopper
President Pro-Tem

William DuPont
Village Manager

Wendy Pence
Village Clerk

TRUSTEES
Lyle Perry
Mike Rebholz
Debra Seid
Dorothy Sharkey

FINANCE COMMITTEE MEETS AT 4:30 P.M.

1. PLEDGE OF ALLEGIANCE
2. CALL TO ORDER – ROLL CALL
3. PUBLIC COMMENT (Five Minute Limit Per Individual on Agenda and Non-Agenda Items)
4. PUBLIC HEARING ON THE PROPOSED ORDINANCE 2025-04: DDA REPEAL ORDINANCE
5. VILLAGE COUNCIL BUDGET WORKSHOP
6. APPROVAL OF CONSENT AGENDA: Finance Committee January 12, 2026: Planning Commission December 17, 2025: Ontonagon Village Housing December 16, 2025
7. APPROVAL OF AGENDA
8. APPROVAL OF BILLS
9. APPROVAL OF COUNCIL MINUTES: January 12, 2026
10. REPORTS:
 - a. Finance Report
11. UNFINISHED BUSINESS
 - a. MERS Updates
 - b. OASD Bus Garage Lease (Community Development)
 - c. Ordinance 2025-04: DDA Repeal Ordinance
12. NEW BUSINESS
 - a. Recreation Center Circus Rental Request
 - b. Zoning Forms
13. ANNOUNCEMENTS – OTHER COUNCIL BUSINESS
 - a. MSU Extension Governing Essentials Virtual Training Series
14. ADJOURNMENT

The Village of Ontonagon is an equal opportunity provider and employer. Complaints of discrimination should be sent to:
USDA, Director, Office of Civil Rights, Washington, DC 20250-9410. 

VILLAGE OF ONTONAGON
NOTICE OF PUBLIC HEARING

The Ontonagon Village Council will conduct a Public Hearing on the proposed Ordinance #2025-04: DDA Repeal Ordinance. The Public Hearing will be held on January 26, 2026 at 5:00 p.m. in the Council Chambers at 315 Quartz Street, Ontonagon. All interested parties are invited to attend or submit written comments prior to the above meeting date. A copy of the proposed ordinance is available at the Ontonagon Village Office, 315 Quartz Street, Ontonagon or call 906-884-2305.

Wendy Pence
Village Clerk

01/12/2026

Village of Ontonagon

Village Council Finance Committee

Called to order at 4:33 p.m.

Present: Seid, Rebholz, Hopper

Review of bills already paid: \$9043.74

Bills to be paid: \$51,770.23

Total recommended for approval

Approved 12/22/2025 minutes Rebholz/Seid

Reviewed DDA Spec building finances with Village Manager

Moved by Seid, seconded by Hopper.

Adjourned at 4:48 p.m.

On a motion by Hopper, second Seid

Minutes taken by Rebholz

VILLAGE PLANNING COMMISSION
HELD ON WEDNESDAY, December 17, 2025
AT 3:30 P.M. AT 315 QUARTZ STREET, ONTONAGON

At 3:30 pm the meeting was called to order and the Pledge of Allegiance was led by Chairperson Johnson.

CALL TO ORDER/ROLL CALL

PRESENT: John Hamm, Lyle Perry, Deb Seid, Dorothy Sharkey, Chair William Johnson

ABSENT: None

Zoning Administrator, Mike Rebholz, was also in attendance.

AGENDA:

A motion was made by Seid, second by Hamm, (CARRIED) to approve the agenda as amended.

AYE: Seid, Hamm, Perry, Sharkey, Chair Johnson

NAY: None

ABSENT: None

MINUTES: November 19, 2025

A motion was made by Sharkey, second by Perry, (CARRIED) to approve the minutes of November 19, 2025, as presented.

AYE: Sharkey, Perry, Hamm, Seid, Chair Johnson

NAY: None

ABSENT: None

ITEMS FROM THE FLOOR:

None

BUSINESS:

a. Report of Zoning Administrator

Administrator Rebholz updated the commission on various topics including zoning projects in the Village, Manager DuPont's radio reminder of zoning ordinances, O'Reilly's acquisition of the Family Dollar site, the M-38 survey details, the Village Council work session held to address the DDA and the OASD bus garage lease.

He also informed the Commission about a new grant opportunity for small businesses by the AMEX Shop Small Grants Program. Information on this program can be found on the Village website under the Community Tab – Business Opportunities.

A discussion was held on the winter water let runs.

Rebholz informed the Commission that he is now a member of the County Brownfield Commission and the County Land Bank.

A discussion was held on creating a zoning violation complaint form for the Village.

NEW BUSINESS:

Chairperson Johnson will be absent from the January 21, 2026 meeting, Vice-Chairperson Deb Seid will preside over the meeting. The meeting time has been changed from 3:30 pm to 3:00 pm.

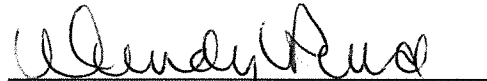
Chairperson Johnson asked the Commission members to turn in their suggestion/update forms to either himself or the office to be considered at the February meeting.

The Planning Commission will check with Jeremy Graff to set up a time to look at the Silver City Pump Station.

ADJOURN:

The meeting was adjourned at the call of the Chair at 4:15 p.m.

Minutes recorded by Wendy Pence.


Wendy Pence, Clerk

01-21-2026
Approved

Ontonagon Village Housing Commission
Regular Meeting 5:15 PM, Tuesday December 16th, 2025
Ontonagon Village Housing Community Room

Pledge of Allegiance

Roll Call - A regular meeting of the Ontonagon Village Housing Commission was called to order at 5:15 PM by Board President Rich Ernest at the Ontonagon Housing Commission Office, Ontonagon MI on Tuesday December 16th, 2025. Present were Rich Ernest, Robert Seid, and Jim Kangas. Absent Danielle Reath, also absent, but listening via telephone, was Sylvia Lehto. Also present was Secretary Karen Jackson.

Public Comment – Resident Jade commented on the proposed policy to not allow smokers to apply to live here and would like any action postponed for the group to do more research. This will be addressed more at the public hearing later.

Approval of Agenda – Motion was made by J Kangas, supported by R Seid, to approve the agenda with the additions of Unfinished Business - A. Computer Bids. All voting aye, motion carried.

Approval of Meeting Minutes – Motion was made by R Seid, supported by J Kangas, to approve the meeting minutes from November 18st as presented. All voting aye, motion carried.

Financial Report – Motion was made by R Ernest, supported by R Seid, to accept the financial reports as presented and place on file. All voting aye, motion carried.

Executive Directors Report –

- The Christmas party is tomorrow (17th) at 4:00. Board members and a guest are welcomed. We had 34 individuals sign up which is less than last year
- Had a plumbing repair that cost us about 8 hours of Billy time plus 1.5 hours of overtime and \$500.00 for contractor to come help unclog the line. Someone had cut up a towel like material and was flushing them down the toilet
- I will be holding a RAB (resident advisory board) meeting in the coming weeks to get input from the resident on the CFP funds for 2026 and how best to spend them.
- I have received a Civil Rights Complaint that I have responded to. I opted to go to mediation but am unsure how the resident will want to proceed.
- A group of resident have formed a "Cane Court Tenant's Union". Not sure what process they are following or if they will involve me at any point. One member delivered notices to each resident screen door clip early evening and caused several residents to be very concerned for their safety not knowing who was opening their screen door. Both Billy and I received phone calls with their concerns. I will be addressing this with the resident.
- The mini splits are installed but they have a few minor things to finish.
- Burke Construction will begin the kitchen remodeling after the first of the year.
- We will have the electrician that is doing the kitchen work, disconnect the old baseboards and install new plugins in the area where the baseboards are being removed as the plugins are currently part of the baseboards. Suggested to have a plug in every 8 feet.

Motion was made by J Kangas, supported by R Seid, to accept the director's report as presented. All voting aye, motion carried.

Resident Advisory Committee Report – None

Additional Committee Report – None

Acknowledgment/Approval of Bills – Motion was made by R Ernest, supported by J Kangas, to acknowledge and approve the Expenditure for the month of December, Aye – R Ernest, J Kangas and R Seid. Nay-none, motion carried.

Unfinished Business

- Motion was made by R Seid, supported by R Ernest, to accept the bid from People Driven Technology to purchase 3 new computers for \$678.61 each and include the new version of Office. Aye – R Seid, R Ernest and J Kangas, Nay – none, motion carried.

New Business.

- Motion was made by J Kangas, supported by R Ernest, to close the regular meeting at 5:40. All aye, motion carried.
- Motion was made by J Kangas, supported by R Seid, to open the meeting to the Public Hearing. All aye, motion carried.

Public Hearing

- No Smoking - Smoke Free Policy
 - Resident Jade voiced the concern on behalf of a newly created Cane Court Tenants Union with the Policy and that it is an extreme measure.
 - Resident Nevins also felt the policy was not fair to those applying for housing and if it goes into effect maybe the current resident not be allowed to smoke any more.
 - Director pointed out the cost to housing, the rights of those that do not smoke to clean air free of the smell of cigarette smoke.
 - Resident Sharkey was concerned about how this would be implemented as a lease amendment. This is not an issue as it applies only to new applicants.
 - Chairman Ernest clarified that this will only be for new applicants and will not affect current residents.
 - Resident Jade would like an extension for this policy be implemented and would like to have more time to investigate. Also concerned that the new policy include e-cigarettes.
- Motion was made by R Seid, supported by J Kangas, to close the Public Hearing at 6:05, all aye, motion carried
- Motion was made by J Kangas, supported by R Seid, to go back into regular session, all aye, motion carried.

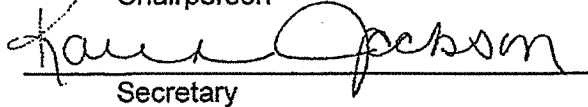
New Business

- Motion was made by R Ernest, supported by R Seid, to approve the revised No Smoking – Smoke Free Policy and other effected documents. Aye – R Ernest, R Seid and J Kangas. Aye – R Ernest, R Seid and J Kangas Nay – none, motion carried.
- Bid for repairing the automatic door opener was presented. The board requested the Director to check with other businesses to see what company they use.
- Discussion on if we want to continue charging one month rent for security deposits now that the Flat Rate rent increased so much. There was no support to change it but continue to allow a payment plan of 3 months to pay the security deposit.
- Director informed the board of our first ever bedbug incident. A proposal was presented by A+ Pest Management to do annual inspections. The board felt that is was not necessary at this point but if we have future problems then it might be warranted.

Commissioners Comments – none

Next Meeting date – January 20th, 2026 @ 5:15 PM.

Adjourn Meeting – Motion was made by J Kangas, supported by R Seid, to adjourn the meeting at 6:30 PM.

 Chairperson	<u>JAN 20, 2026</u> Date
 Secretary	<u>1/20/2026</u> Date

ONTONAGON VILLAGE COUNCIL MEETING

HELD AT 5:00 PM ON MONDAY, JANUARY 12, 2026

AT 315 QUARTZ STREET, ONTONAGON

PRESENT: Pro-Tem Hopper, Lyle Perry, Mike Rebholz, Debra Seid, Dorothy Sharkey, President Pamela Coey

At 5:00 p.m. the meeting was called to order by President Coey and the Pledge of Allegiance was recited.

CALL TO ORDER – ROLL CALL

PUBLIC COMMENT (Five Minute Limit per Individual on Agenda and Non-Agenda Items):

A resident inquired if the dog park access could be plowed while another inquired about the vacant Village Council seat.

APPROVAL OF CONSENT AGENDA:

Finance Committee December 22, 2025; Marina Commission September 18, 2025; Village Planning Commission November 19, 2025

A motion was made by Perry, second by Hopper (CARRIED), to approve the consent agenda as presented.

AYE: Perry, Hopper, Rebholz, Seid, Sharkey, President Coey

NAY: None

APPROVAL OF AGENDA:

A motion was made by Sharkey, second by Seid (CARRIED), to approve the agenda as amended.

AYE: Sharkey, Seid, Hopper, Perry, Rebholz, President Coey

NAY: None

APPROVAL OF BILLS:

A motion was made by Seid, second by Rebholz (CARRIED), to approve the bills as presented.

ROLL CALL

AYE: Seid, Rebholz, Hopper, Perry, Sharkey, President Coey

NAY: None

APPROVAL OF COUNCIL MINUTES: December 22, 2025

A motion was made by Hopper, second by Perry (CARRIED), to approve the December 22, 2025 minutes as presented.

AYE: Hopper, Perry, Rebholz, Seid, Sharkey, President Coey

NAY: None

UNFINISHED BUSINESS:

a. MERS Update

MERS January 20th payment of \$55,986.00 was made on December 19th. We are current with our MERS payments. The MERS February 20th payment is scheduled to be made by the end of January.

The Michigan Enhancement Grant that the Village received will cover the next three monthly payments. This grant is expected to close out in March of 2026.

b. OASD Bus Garage Lease (Community Development)

Council member Rebholz informed the council there have been no updates from OASD Superintendent Lisa Johnson concerning the bus garage lease.

c. Budget Workshop

The Council decided to cancel the Budget Workshop scheduled for January 19th and to include the Budget Workshop as part of the Village Council January 26th meeting.

NEW BUSINESS:

a. Commission/Committee Appointments

A motion was made by Seid, second by Rebholz (CARRIED) to appoint Dorothy Sharkey to the Personnel Committee.

AYE: Seid, Rebholz, Hopper, Perry, Sharkey, President Coey

NAY: None

A discussion was held on the DDA Ad Hoc Committee, REC Ad Hoc Committee and the Infrastructure Committee.

Manager DuPont will write an ordinance to make the following committees permanent: Infrastructure, Finance, Community Development and Personnel.

A motion was made by Rebholz, second by Perry (CARRIED) to extend the Recreation Center Ad Hoc Committee to 06/30/2026 beginning 01/12/2026 consisting of the same committee members.

AYE: Rebholz, Perry, Hopper, Seid, Sharkey, President Coey

NAY: None

A motion was made by Rebholz, second by Perry (CARRIED) to keep current Council Members as Commission members the same.

AYE: Rebholz, Perry Hopper, Seid, Sharkey, President Coey

NAY: None

b. Bendzinski & Co. – 12/22/2025 Water Fund Rate Study Report and Water Plant Tour

Manager DuPont informed the Council that Andy Campbell will attend a future Council meeting allowing the members an opportunity to ask questions on the study.

A discussion was held on the Tin Street Lift station and the inspection, repairs and updates needed.

The Infrastructure Committee along with Water Operator Jeremy Graff toured the building and recommended everyone on the Council also tour the facility. This will be arranged.

c. Northland Electric Proposal

A motion was made by Rebholz, second by Perry (CARRIED) to approve Northland Electric's Proposal to replace the soft start starter at the Tin Street Lift Station location.

ROLL CALL

AYE: Rebholz, Perry, Hopper, Seid, Sharkey, President Coey

NAY: None

d. Rec Center Requests

A discussion was held regarding the OAHA Rec Center Updates request.

e. Vacant Council Seat

A motion was made by Sharkey, second by Seid (CARRIED) to not fill the vacant council seat until the November 2026 election.

ROLL CALL

AYE: Sharkey, Seid, Perry, Rebholz, President Coey

NAY: Hopper

ANNOUNCEMENTS – OTHER COUNCIL BUSINESS:

Council member Deb Seid informed the Council that at their December 18, 2025 meeting, the Marina Commission voted to pay \$3,000.00 to the Water/Sewer Fund and to pay back \$15,000.00 to the Equipment Fund.

It was moved by Hopper, second by Rebholz to adjourn at 5:46 p.m.

AYE: Hopper, Rebholz, Perry, Seid, Sharkey, President Coey

NAY: None

Wendy Pence, Clerk

Approved

Fund 101 GENERAL FUND

GL Number	Description	Balance
*** Assets ***		
101-000.000-001.000	CHECKING MSB 0184	500.00
101-000.000-003.000	SAVINGS CSB 0900	1,337,868.55
101-000.000-005.000	MBS CDS 41948	486,000.00
101-000.000-014.000	PETTY CASH - VILLAGE OFFICE	500.00
101-000.000-014.100	PETTY CASH - TAXES	247.54
101-000.000-020.000	TAXES RECEIVABLES - REAL	50,302.25
101-000.000-022.000	TAXES RECEIVABLES - PERSONAL	3,783.75
101-000.000-023.000	PRIOR YEAR RE TAXES RECEIVABLE	620.24
101-000.000-023.100	PRIOR YEAR PP TAXES RECEIVABLE	5,110.50
101-000.000-026.000	RICC PARK ACCT CSB 6609	2,610.01
101-000.000-040.000	ACCOUNTS RECEIVABLE	800.00
101-000.000-040.102	ACCRUED INTEREST	3,029.18
101-000.000-062.000	LEASES REC-AM TOWER-CURRENT	3,449.00
101-000.000-084.591	DUE FROM WATER FUND	225.49
101-000.000-084.641	DUE FROM EQUIP FUND	117,630.08
101-000.000-189.000	LEASE RECEIVABLE-AMERICAN TOWER	102,901.00
101-000.000-190.000	LAND - GRS	3,537.87
Total Assets		2,119,115.46
*** Liabilities ***		
101-000.000-204.200	FLOWER BOXES PAYABLE	(475.78)
101-000.000-204.201	COMMUNITY BENCH PAYABLE	4,958.83
101-000.000-204.500	PUBLIC MARKET PAYABLE	425.65
101-000.000-339.100	DEFERRED INFLOW-AMERICAN TOWER	99,454.00
101-000.000-339.101	DEFERRED INFLOW-MI ENHANCEMENT GR	129,180.00
Total Liabilities		233,542.70
*** Fund Balance ***		
101-000.000-390.000	FUND BALANCE	1,321,498.87
Total Fund Balance		1,321,498.87
Beginning Fund Balance		1,307,291.42
Net of Revenues VS Expenditures		564,073.89
Fund Balance Adjustments		14,207.45
Ending Fund Balance		1,885,572.76
Total Liabilities And Fund Balance		2,119,115.46

Fund 202 MAJOR STREET FUND

GL Number	Description	Balance
*** Assets ***		
202-000.000-003.000	SAVINGS CSB 0934	479,985.58
Total Assets		479,985.58
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
202-000.000-390.000	FUND BALANCE	387,173.42
Total Fund Balance		387,173.42
Beginning Fund Balance		387,173.42
Net of Revenues VS Expenditures		92,812.16
Ending Fund Balance		479,985.58
Total Liabilities And Fund Balance		479,985.58

Fund 203 LOCAL STREET FUND

GL Number	Description	Balance
*** Assets ***		
203-000.000-003.000	SAVINGS CSB 0942	171,949.47
Total Assets		171,949.47
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
203-000.000-390.000	FUND BALANCE	212,051.49
Total Fund Balance		212,051.49
Beginning Fund Balance		212,051.49
Net of Revenues VS Expenditures		(40,102.02)
Ending Fund Balance		171,949.47
Total Liabilities And Fund Balance		171,949.47

Fund 206 FIRE DEPARTMENT FUND

GL Number	Description	Balance
*** Assets ***		
206-000.000-003.000	SAVINGS/OPS MSB 1280	583,632.79
Total Assets		583,632.79
*** Liabilities ***		
206-000.000-214.704	DUE TO PAYROLL CLEARING	405.31
Total Liabilities		405.31
*** Fund Balance ***		
206-000.000-390.000	FUND BALANCE	625,026.56
Total Fund Balance		625,026.56
Beginning Fund Balance		625,026.56
Net of Revenues VS Expenditures		(41,799.08)
Ending Fund Balance		583,227.48
Total Liabilities And Fund Balance		583,632.79

Fund 208 MARINA FUND

GL Number	Description	Balance
*** Assets ***		
208-000.000-003.000	SAVINGS CSB 5289	17,478.84
208-000.000-009.000	MARINA CC ACCT CSB 0895	8,938.25
208-000.000-016.000	PETTY CASH - MARINA	150.00
Total Assets		26,567.09
*** Liabilities ***		
208-000.000-214.641	DUE TO EQUIPMENT FUND	233,026.86
Total Liabilities		233,026.86
*** Fund Balance ***		
208-000.000-390.000	FUND BALANCE	(227,089.90)
Total Fund Balance		(227,089.90)
Beginning Fund Balance		(227,089.90)
Net of Revenues VS Expenditures		20,630.13
Ending Fund Balance		(206,459.77)
Total Liabilities And Fund Balance		26,567.09

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000.000-003.000	SAVINGS OPS/MAIN CSB 6583	7,256.93
248-000.000-141.000	LAND IMPROVEMENTS	3,000.00
248-000.000-142.000	LAND	77,500.00
248-000.000-153.000	ACCUMULATED DEPRECIATION	(1,367.00)
Total Assets		86,389.93
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
248-000.000-390.000	FUND BALANCE	86,473.45
Total Fund Balance		86,473.45
Beginning Fund Balance		86,473.45
Net of Revenues VS Expenditures		(83.52)
Ending Fund Balance		86,389.93
Total Liabilities And Fund Balance		86,389.93

Fund 590 SEWER FUND

GL Number	Description	Balance
*** Assets ***		
590-000.000-003.000	SAVINGS OPS/MAIN CSB 3898	258,708.88
590-000.000-007.100	BOND REDEMPTION CSB 4050	37,632.60
590-000.000-037.000	SEWER DEBT SERVICE	76,270.37
590-000.000-040.000	ACCOUNTS RECEIVABLE	21,215.95
590-000.000-041.000	RESERVE FOR BAD DEBT	(27,229.71)
590-000.000-084.591	DUE FROM WATER FUND	238.47
590-000.000-134.000	FIXED ASSETS - CIP	5,269,020.20
590-000.000-136.000	FIXED ASSETS - BUILDINGS	5,553.71
590-000.000-140.000	FIXED ASSETS - EQUIPMENT	28,534.26
590-000.000-141.000	LAND IMPROVEMENTS	3,033.00
590-000.000-142.000	LAND	13,500.00
590-000.000-154.000	SEWAGE TREATMENT SYSTEM	8,377,296.94
590-000.000-155.000	ACCUMULATED DEPRECIATION	(7,359,666.70)
590-000.000-195.200	DEFERRED OUTFLOWS OF RESOURCES	10,702.00
Total Assets		6,714,809.97
*** Liabilities ***		
590-000.000-214.591	DUE TO WATER	94.06
590-000.000-259.000	ACCRUED RETIREMENT	168,535.00
590-000.000-301.000	SEWER BOND PAYABLE	1,386,000.00
590-000.000-301.100	CWSRF BOND PAYABLE	1,817,431.81
Total Liabilities		3,372,060.87
*** Fund Balance ***		
590-000.000-376.000	RESERVE FOR BOND PAYMENTS	568,456.00
590-000.000-390.000	FUND BALANCE	1,067,125.56
590-000.000-391.000	NET INVESTMENT IN CAPITAL ASSETS	(212,665.00)
Total Fund Balance		1,422,916.56
Beginning Fund Balance		1,422,916.56
Net of Revenues VS Expenditures		1,919,832.54
Ending Fund Balance		3,342,749.10
Total Liabilities And Fund Balance		6,714,809.97

Fund 591 WATER FUND

GL Number	Description	Balance
*** Assets ***		
591-000.000-002.000	W/S DEP CHECKING CSB 1646	4,050.00
591-000.000-003.000	SAVINGS OPS/MAIN CSB 3880	174,204.09
591-000.000-003.102	WATER SEWER CC ACCT CSB 4679	3,451.40
591-000.000-003.103	WATER PASS THROUGH IB 2940	19,316.69
591-000.000-008.100	BOND & INT REDEMPTION CSB 2708	697,417.73
591-000.000-037.000	WATER DEBT SERVICE	140,764.91
591-000.000-038.000	M-64 ACCTS RECEIVABLES	(245.18)
591-000.000-039.000	W.P. ACCTS RECEIVABLE	173,757.87
591-000.000-040.000	ACCOUNTS RECEIVABLE	58,574.86
591-000.000-041.000	RESERVE FOR BAD DEBT	(208,144.41)
591-000.000-084.590	DUE FROM SEWER FUND	94.06
591-000.000-135.000	FIXED ASSETS - VEHICLES	38,605.00
591-000.000-136.000	FIXED ASSETS - BUILDINGS	240,426.22
591-000.000-138.000	FIXED ASSETS - LINES	18,420,796.47
591-000.000-140.000	FIXED ASSETS - EQUIPMENT	76,259.35
591-000.000-142.000	LAND	20,000.00
591-000.000-155.000	ACCUMULATED DEPRECIATION	(9,026,686.69)
591-000.000-195.200	DEFERRED OUTFLOWS OF RESOURCES	33,491.00
Total Assets		10,866,133.37
*** Liabilities ***		
591-000.000-214.101	DUE TO GENERAL FUND	225.49
591-000.000-214.590	DUE TO SEWER	238.47
591-000.000-252.102	CURRENT PORTION - COMPENSATED ABS	10,992.00
591-000.000-258.000	ACCRUED VACATION	10,992.00
591-000.000-259.000	ACCRUED RETIREMENT	527,408.00
591-000.000-285.000	WATER DEPOSITS	4,050.00
591-000.000-285.101	PREPAID WATER TEST	50.00
591-000.000-300.000	WATER BONDS PAYABLE	2,068,862.00
591-000.000-352.000	VILLAGE CONTRIB. CAPITAL	955,665.95
591-000.000-359.000	CONTRIBUTED CAPITAL - OTHER	7,256,758.56
Total Liabilities		10,835,242.47
*** Fund Balance ***		
591-000.000-376.000	RESERVE FOR BOND PAYMENTS	585,124.99
591-000.000-390.000	FUND BALANCE	(9,839.92)
591-000.000-395.000	RETAINED EARNINGS	(658,332.47)
Total Fund Balance		(83,047.40)
Beginning Fund Balance		(83,047.40)
Net of Revenues VS Expenditures		113,938.30
Ending Fund Balance		30,890.90
Total Liabilities And Fund Balance		10,866,133.37

Fund 641 EQUIPMENT FUND

GL Number	Description	Balance
*** Assets ***		
641-000.000-003.000	SAVINGS CSB 0059	90,158.90
641-000.000-040.000	ACCOUNTS RECEIVABLE	25.00
641-000.000-084.208	DUE FROM MARINA FUND	233,026.86
641-000.000-134.000	FIXED ASSETS - CIP	9,491.00
641-000.000-135.000	FIXED ASSETS - VEHICLES	382,778.69
641-000.000-136.000	FIXED ASSETS - BUILDINGS	187,326.25
641-000.000-140.000	FIXED ASSETS - EQUIPMENT	1,575,496.71
641-000.000-155.000	ACCUMULATED DEPRECIATION	(1,315,398.65)
641-000.000-195.200	DEFERRED OUTFLOWS OF RESOURCES -	3,688.00
Total Assets		1,166,592.76
*** Liabilities ***		
641-000.000-214.101	DUE TO GENERAL FUND	117,630.08
641-000.000-334.000	NET PENSION LIABILITY	58,071.00
641-000.000-354.000	FEDERAL CONTRIB. CAPITAL	248,780.00
Total Liabilities		424,481.08
*** Fund Balance ***		
641-000.000-390.000	FUND BALANCE	760,565.14
Total Fund Balance		760,565.14
Beginning Fund Balance		760,565.14
Net of Revenues VS Expenditures		(18,453.46)
Ending Fund Balance		742,111.68
Total Liabilities And Fund Balance		1,166,592.76

Beginning GL Balance:

Less: Cash Disbursements

Add: Journal Entries/Other

600.00

(69,353.60)

69,253.60

Ending GL Balance:

Ending Bank Balance:

Add: Deposits in Transit

Less: Outstanding Checks

500.00

17,867.69

0.00

AP Checks			
Check Date	Check Number	Name	Amount
12/22/2025	11480	A+ PEST MANAGEMENT	42.00
12/22/2025	11481	CORE & MAIN	4,700.00
12/22/2025	11483	JERRY B ROEHM	95.40
12/22/2025	11484	KEWEENAW OVERHEAD DOOR, INC.	255.00
12/22/2025	11485	KRIST OIL COMPANY	644.74
12/22/2025	11486	LAWSON PRODUCTS, INC.	148.14
12/22/2025	11487	MIDLAND SERVICES INC.	609.32
12/22/2025	11488	MULCAHY SHAW WATER	1,829.35
12/31/2025	11491	QUADIENT LEASING USA, INC.	516.75
12/31/2025	11492	UPPCO	8,526.99
Total - 10 Outstanding Checks:			17,367.69
Adjusted Bank Balance			500.00
Unreconciled Difference:			0.00

REVIEWED BY: WJD YP

DATE: 1/7/26

01/07/2026 01:10 PM
User: WILLIE
DB: Ontonagon

BANK RECONCILIATION FOR VILLAGE OF ONTONAGON
Bank 101-3 (CSB 0900)
FROM 12/01/2025 TO 12/31/2025
Reconciliation Record ID: 1334

Beginning GL Balance:	463,931.21
Add: Cash Receipts	50.97
Add: Journal Entries/Other	873,886.37

Ending GL Balance:	1,337,868.55
Ending Bank Balance:	1,337,868.55
Add: Deposits in Transit	0.00
Less: Outstanding Checks	

Total - 0 Outstanding Checks:	
Adjusted Bank Balance	1,337,868.55
Unreconciled Difference:	0.00

REVIEWED BY: WJD WP DATE: 1/7/26

01/07/2026 12:55 PM

BANK RECONCILIATION FOR VILLAGE OF ONTONAGON

Page 1/1

User: WILLIE

Bank 101-5 (CSB 6609)

DB: Ontonagon

FROM 12/01/2025 TO 12/31/2025

Reconciliation Record ID: 1333

Beginning GL Balance:	3,612.16
Less: Journal Entries/Other	<u>(1,002.15)</u>

Ending GL Balance:	2,610.01
--------------------	----------

Ending Bank Balance:	2,610.01
----------------------	----------

Add: Deposits in Transit	0.00
--------------------------	------

Less: Outstanding Checks	
--------------------------	--

Total - 0 Outstanding Checks:

Adjusted Bank Balance	2,610.01
-----------------------	----------

Unreconciled Difference:	0.00
--------------------------	------

REVIEWED BY: WSD WP

DATE: 1/7/26

01/07/2026 01:15 PM

BANK RECONCILIATION FOR VILLAGE OF ONTONAGON

Page 1/1

User: WILLIE

Bank 202-3 (CSB 0934)

DB: Ontonagon

FROM 12/01/2025 TO 12/31/2025

Reconciliation Record ID: 1331

Beginning GL Balance:	486,706.38
Less: Journal Entries/Other	<u>(6,720.80)</u>

Ending GL Balance:	479,985.58
--------------------	------------

Ending Bank Balance:	479,985.58
----------------------	------------

Add: Deposits in Transit	0.00
--------------------------	------

Less: Outstanding Checks	
--------------------------	--

Total - 0 Outstanding Checks:

Adjusted Bank Balance	479,985.58
-----------------------	------------

Unreconciled Difference:	0.00
--------------------------	------

REVIEWED BY: WJD UP

DATE: 1/7/26

01/07/2026 01:16 PM

BANK RECONCILIATION FOR VILLAGE OF ONTONAGON

Page 1/1

User: WILLIE

Bank 203-3 (CSB 0942)

DB: Ontonagon

FROM 12/01/2025 TO 12/31/2025

Reconciliation Record ID: 1332

Beginning GL Balance:	199,564.16
Less: Journal Entries/Other	<u>(27,614.69)</u>

Ending GL Balance:	171,949.47
--------------------	------------

Ending Bank Balance:	171,949.47
----------------------	------------

Add: Deposits in Transit	0.00
--------------------------	------

Less: Outstanding Checks	
--------------------------	--

Total - 0 Outstanding Checks:

Adjusted Bank Balance

171,949.47

Unreconciled Difference:

0.00

REVIEWED BY: WSD UP

DATE: 1/7/26

01/07/2026 12:15 PM
User: WILLIE
DB: Ontonagon

BANK RECONCILIATION FOR VILLAGE OF ONTONAGON
Bank 1 (MSB 1280)
FROM 12/01/2025 TO 12/31/2025
Reconciliation Record ID: 1329

Beginning GL Balance:	585,341.25
Less: Journal Entries/Other	<u>(1,708.46)</u>
Ending GL Balance:	583,632.79
Ending Bank Balance:	583,632.79
Add: Deposits in Transit	0.00
Less: Outstanding Checks	
Total - 0 Outstanding Checks:	
Adjusted Bank Balance	583,632.79
Unreconciled Difference:	0.00

REVIEWED BY: WSB JW UP

DATE: 1/7/26

01/07/2026 02:23 PM
User: WILLIE
DB: Ontonagon

BANK RECONCILIATION FOR VILLAGE OF ONTONAGON
Bank 208-3 (CSB 5289)
FROM 12/01/2025 TO 12/31/2025
Reconciliation Record ID: 1336

Page 1/1

Beginning GL Balance:
Add: Cash Receipts
Less: Journal Entries/Other

32,841.41
350.00
(15,712.57)

Ending GL Balance:
Ending Bank Balance:
Add: Deposits in Transit
Less: Outstanding Checks

17,478.84
17,478.84
0.00

Total - 0 Outstanding Checks:
Adjusted Bank Balance
Unreconciled Difference:

17,478.84
0.00

REVIEWED BY: WSD CU

DATE: 1/7/25

01/07/2026 02:27 PM
User: WILLIE
DB: Ontonagon

BANK RECONCILIATION FOR VILLAGE OF ONTONAGON
Bank 208-4 (CSB 0895)
FROM 12/01/2025 TO 12/31/2025
Reconciliation Record ID: 1337

Beginning GL Balance:	11,943.20
Less: Journal Entries/Other	<u>(3,004.95)</u>
Ending GL Balance:	8,938.25
Ending Bank Balance:	8,938.25
Add: Deposits in Transit	0.00
Less: Outstanding Checks	
Total - 0 Outstanding Checks:	
Adjusted Bank Balance	8,938.25
Unreconciled Difference:	0.00

REVIEWED BY: WSO *WP*

DATE: 1/7/26

01/09/2026 01:54 PM
User: WILLIE
DB: Ontonagon

BANK RECONCILIATION FOR VILLAGE OF ONTONAGON
Bank 590-3 (CSB 3898 & 4050)
FROM 12/01/2025 TO 12/31/2025
Reconciliation Record ID: 1344

Page 1/1

Beginning GL Balance:	1,146,545.33
Add: Cash Receipts	1,329.72
Less: Journal Entries/Other	(851,533.57)

Ending GL Balance:	296,341.48
--------------------	------------

Ending Bank Balance:	264,669.30
----------------------	------------

Add: Miscellaneous Transactions	29,851.77
---------------------------------	-----------

Add: Deposits in Transit	
--------------------------	--

CR SUMM 1/8/26	1,820.41
----------------	----------

	1,820.41
--	----------

Less: Outstanding Checks

Total - 0 Outstanding Checks:

Adjusted Bank Balance	296,341.48
-----------------------	------------

Unreconciled Difference:	0.00
--------------------------	------

REVIEWED BY:

WSD JWD

DATE:

1/9/26

01/07/2026 01:40 PM
User: WILLIE
DB: Ontonagon

BANK RECONCILIATION FOR VILLAGE OF ONTONAGON
Bank 591-2 (CSB 1646)
FROM 12/01/2025 TO 12/31/2025
Reconciliation Record ID: 1335

Page 1/1

Beginning GL Balance:	3,900.00
Add: Journal Entries/Other	150.00

Ending GL Balance:	4,050.00
--------------------	----------

Ending Bank Balance:	4,050.00
----------------------	----------

Add: Deposits in Transit	0.00
--------------------------	------

Less: Outstanding Checks	
--------------------------	--

Total - 0 Outstanding Checks:

Adjusted Bank Balance	4,050.00
-----------------------	----------

Unreconciled Difference:	0.00
--------------------------	------

REVIEWED BY: WJD UP

DATE: 1/7/26

01/12/2026 11:30 AM

BANK RECONCILIATION FOR VILLAGE OF ONTONAGON

Page 1/1

User: WILLIE

Bank 591-3 (CSB 3880)

DB: Ontonagon

FROM 12/01/2025 TO 12/31/2025

Reconciliation Record ID: 1345

Beginning GL Balance:	210,476.17
Add: Cash Receipts	925.00
Less: Journal Entries/Other	(37,197.08)

Ending GL Balance:	174,204.09
--------------------	------------

Ending Bank Balance:	122,298.81
----------------------	------------

Add: Miscellaneous Transactions	53,725.69
---------------------------------	-----------

Add: Deposits in Transit	
CR SUMM 1/8/26	(1,820.41)
	(1,820.41)

Less: Outstanding Checks

Total - 0 Outstanding Checks:

Adjusted Bank Balance	174,204.09
-----------------------	------------

Unreconciled Difference:	0.00
--------------------------	------

REVIEWED BY: WSD UP

DATE: 1/12/26

01/09/2026 11:32 AM
User: WILLIE
DB: Ontonagon

BANK RECONCILIATION FOR VILLAGE OF ONTONAGON
Bank 591-4 (CSB 4679)
FROM 12/01/2025 TO 12/31/2025
Reconciliation Record ID: 1342

Page 1/1

Beginning GL Balance:
Add: Journal Entries/Other

2,768.95
682.45

Ending GL Balance:

3,451.40

Ending Bank Balance:

4,321.15

Add: Deposits in Transit

DEPOSIT 12/31/25 (485.65)
DEPOSIT 12/31/25 (584.10)
PSN RETURN 12/31/25 200.00
(869.75)

Less: Outstanding Checks

Total - 0 Outstanding Checks:
Adjusted Bank Balance 3,451.40
Unreconciled Difference: 0.00

REVIEWED BY: WJO HW DATE: 1/9/26

01/09/2026 12:47 PM

BANK RECONCILIATION FOR VILLAGE OF ONTONAGON

Page 1/1

User: WILLIE

Bank 591-5 (IB 2940)

DB: Ontonagon

FROM 12/01/2025 TO 12/31/2025

Reconciliation Record ID: 1341

Beginning GL Balance:	19,340.31
Less: Journal Entries/Other	(23.62)

Ending GL Balance:	19,316.69
--------------------	-----------

Ending Bank Balance:	102,859.15
----------------------	------------

Add: Deposits in Transit

DEPOSIT 11-3-25	(28,607.84)
DEPOSIT 11-28-25	(29,473.65)
DEPOSIT 12-31-25	(25,495.97)
CHARGEBACK 12-2-25	35.00
	(83,542.46)

Less: Outstanding Checks

Total - 0 Outstanding Checks:

Adjusted Bank Balance

19,316.69

Unreconciled Difference:

0.00

REVIEWED BY:

WJD WD

DATE:

1/9/26

01/08/2026 01:48 PM

User: WILLIE

DB: Ontonagon

BANK RECONCILIATION FOR VILLAGE OF ONTONAGON

Bank 591-9 (CSB 2708)

FROM 12/01/2025 TO 12/31/2025

Reconciliation Record ID: 1343

Page 1/1

Beginning GL Balance:
Add: Journal Entries/Other

696,559.91
857.82

Ending GL Balance:

697,417.73

Ending Bank Balance:

697,417.73

Add: Deposits in Transit

0.00

Less: Outstanding Checks

Total - 0 Outstanding Checks:

Adjusted Bank Balance

697,417.73

Unreconciled Difference:

0.00

REVIEWED BY:

WJO

UP

DATE:

1/8/26

01/07/2026 02:30 PM

User: WILLIE

DB: Ontonagon

BANK RECONCILIATION FOR VILLAGE OF ONTONAGON

Bank 641-3 (CSB 0059)

FROM 12/01/2025 TO 12/31/2025

Reconciliation Record ID: 1338

Page 1/1

Beginning GL Balance:
Add: Journal Entries/Other

7,711.46
82,447.44

Ending GL Balance:

90,158.90

Ending Bank Balance:

90,158.90

Add: Deposits in Transit

0.00

Less: Outstanding Checks

Total - 0 Outstanding Checks:

Adjusted Bank Balance

90,158.90

Unreconciled Difference:

0.00

REVIEWED BY:

WJD

UP

DATE:

1/7/26

01/07/2026 02:04 PM
User: WILLIE
DB: Ontonagon

BANK RECONCILIATION FOR VILLAGE OF ONTONAGON
Bank 248-3 (CSB 6583)
FROM 12/01/2025 TO 12/31/2025
Reconciliation Record ID: 1340

Page 1/1

Beginning GL Balance:
Add: Cash Receipts
Less: Journal Entries/Other

7,287.74
160.00
(190.81)

Ending GL Balance:
Ending Bank Balance:
Add: Deposits in Transit
Less: Outstanding Checks

7,256.93
7,256.93
0.00

Total - 0 Outstanding Checks:
Adjusted Bank Balance
Unreconciled Difference:

7,256.93
0.00

REVIEWED BY: WJD W

DATE: 1/7/26

MERS UPDATE

To: Village Council

From: William DuPont, Village Manager

Date: January 26, 2026

Subject: Hospital MERS Update

We paid MERS \$55,986 on December 19th. This payment was due on January 20th. We are current with our MERS payments and our next payment will be due on February 20th. We will be making this payment later this week.

At this time, the Michigan Enhancement Grant that the Village received will cover the next three monthly payments. We expect to close out this grant in March of 2026.

Thank you for your time.

**VILLAGE COUNCIL
VILLAGE OF ONTONAGON
Ontonagon, Michigan**

ORDINANCE NO. 2025-04

DDA Repeal Ordinance

At a regular meeting of the Village Council of the Village of Ontonagon, Ontonagon County, Michigan, held on _____, at 5 p.m., Councilperson _____ moved to approve the following Ordinance for a first reading, publication, and subsequent adoption, which motion was seconded by Councilperson _____:

An Ordinance to dissolve the Downtown Development Authority for the Village of Ontonagon pursuant to Act 57 of 2018, as amended (MCL 125.4201 et seq.) and Chapter 10-25 of the Village Code; to provide that the Village of Ontonagon Tax Increment Financing Plan has no force and effect as of the date of this Ordinance; to transfer surplus funds to the taxing bodies; to transfer the property and assets of the Authority to the general fund of the Village of Ontonagon after the satisfaction of the obligations of the Authority; to repeal, Chapter 10 of the Village of Ontonagon Code of Ordinances; and to provide for other matters related thereto.

THE VILLAGE OF ONTONAGON, ONTONAGON COUNTY, MICHIGAN ORDAINS:

SECTION 1. TERMINATION OF PURPOSES: The Village of Ontonagon hereby determines that (1) it is in the best interest of the public to dissolve the Village of Ontonagon Downtown Development Authority because the Authority has completed its purpose and (2) dissolution will not operate as an impairment of any of its contracts.

SECTION 2. DISSOLUTION: The Village Council of the Village of Ontonagon hereby dissolves the Downtown Development Authority for the Village of Ontonagon as of the effective date of this Ordinance.

SECTION 3. DEVELOPMENT AND TAX INCREMENT PLAN: Because the Downtown Development Authority for the Village of Ontonagon is dissolved, the Village of Ontonagon Development and Tax Increment Financing Plan has no further force and effect as of the effective date of this Ordinance.

SECTION 4. FUNDS: Pursuant to MCL 125.4215(2), the surplus funds of the Downtown Development Authority for the Village of Ontonagon shall revert proportionately to the respective taxing bodies.

SECTION 5. PROPERTY AND ASSETS: Pursuant to MCL 125.4230(1), the property and assets of the Downtown Development Authority for the Village of Ontonagon, exclusive of surplus funds, shall belong to the Village of Ontonagon upon dissolution of the Authority.

SECTION 6. PUBLICATION AND COPIES: The Village Clerk for the Village of Ontonagon shall promptly send a certified copy of this Ordinance, along with copies of the required publications, to the Michigan Secretary of State.

SECTION 7. SEVERABILITY: The provisions of this Ordinance are declared severable. If any part of this Ordinance is declared invalid for any reason by a court of competent jurisdiction, that declaration does not affect or impair the validity of all other provisions that are not subject to that declaration.

SECTION 8. REPEAL: That the Code of Ordinances, Village of Ontonagon, Michigan (or Ontonagon Village Code), is hereby amended by deleting Chapter 10 of the Village Code. All ordinances or part of ordinances in the Village of Ontonagon Code of Ordinances that conflict with this Ordinance are hereby repealed.

SECTION 9. EFFECTIVE DATE. This ordinance shall take effect upon the latter of publication or the passage of twenty (30) days' time following its final adoption.

YEAS: _____

NAYS _____

ABSTAIN: _____

ABSENT: _____ "

ORDINANCE DECLARED ADOPTED.

CERTIFICATION

I certify that this is a true and complete copy of an ordinance adopted by the Village Council of the Village of Ontonagon at a regular meeting held on _____.

Dated: _____

Introduced: December 22, 2025
Public Hearing: January 26, 2026
Adopted: _____
Published: _____
Effective: _____



Willie DuPont <wdupont@villageofontonagon.org>

Recreation Center/Ice Arena rental for the All American Circus

Cathy English <cathycircus3006@gmail.com>

Fri, Jan 16, 2026 at 6:28 PM

To: Willie DuPont <wdupont@villageofontonagon.org>

Hello. We would like to rent the Arena again and hoping that you have Tuesday, June 9, 2026 available for us. We also hope that you do not have any other circus renting your arena this year.

Please let me know as soon as you can. The hardest part of my job is scheduling all the different towns to match the dates that we request. The sooner that I know if the date is open, the easier it is to know if everyone lines up as I hope they will.

Thak you so very much.

Cathy English, Office Mgr
(941) 735-1345 Cell

ALL AMERICAN CIRCUS Oscar garcia
935 N. Beneva Rd, Suite 609, Box 20 Sarasota, FL 34232
(941) 893-8720 garcia.oscar030@gmail.com

RENTAL DATE: TUESDAY, JUNE 9, 2026

I work in the Circus office and do not tour with the show. Oscar Garcia and his wife are the owners and they will be the point of contact on the day of the show. His info is at the top of the page and mine is at the bottom. If you need to send a contract or have any immediate questions, please send it to my email at the bottom. If you have any questions near the show date, maybe about arrival time or anything else, you can call or email them.

This is an information sheet that will hopefully answer all your questions about our show. We usually arrive at the building about 9 am, park our trailers and start setting into the area soon after that. We will probably have one show at 7:00 pm. The show is approximately 1 1/2 hours long and we should be all cleaned up and out of the building at about 10:00 pm.

We have lots of talented performers and strive to make everyone smile. We want the kids to experience and enjoy the magic of the circus. We carry an annual insurance policy of \$1,000,000 and can send the certificate however you need it to be written.

Adults are \$20.00. at the door, two children are FREE and additional children are \$5, 12 years of age and younger. At least one adult must attend with their children. Discounted advance sale tickets can be purchased on our website, which also has a family package price. Tickets are also sold at the door which opens one hour before the show. This is 1 1/2 hours of PURE ENJOYMENT!

We carry our own bleachers, if necessary. Any extra bleachers would be greatly appreciated. Close to show time, we invite all the children to sit on vinyl mats, right up close to the performance ring mat. They feel like they are a part of the show and they get the best view that way, also leaving the bleachers open for the others in attendance. We always want to return the following year, so we do our very best to protect and respect the building. After everything is removed from the building, we usually stay in our trailers until morning and move to our next location at about 8:00 am.

We present a family-oriented circus show with many exciting acts including Amazing Acrobats, Fast-paced Jugglers, Beautiful Aerialists, Funny Clowns, Motorcycle Daredevil, audience

participation and much more. If the motorcycle globe cannot fit inside the building, we can set it up just outside near the front doors for the grande finale, weather permitting. We are sure that it will be A LOT OF FUN for the children, their parents and everyone who attends.

We sell cotton candy, popcorn, bottled drinks, nachos, and snow cones. We sell souvenir toys, as well, and all are reasonably priced. We are parents too, and we understand families with a budget. We are independent and do not have a sponsor, but we love to entertain the children and keep it affordable for the parents.

Thank you so much for your time and consideration, and we look forward to renting your building again in 2026.

Cathy English

Village of Ontonagon

315 Quartz Street, Ontonagon MI 49953

906.884.2305

www.villageofontonagon.org

Accessory Structure Permit Application, Site Plan Review Application and Checklist

Property Number	
Property Address	
Property Owner	
Property Owner Address	
Property Owner Phone	
Property Owner E-mail	
Contractor	
Contractor Address	
Contractor Phone	
Contractor E-mail	
Proposed Erection Dates (Start to Finish)	
Zone (consult the Village Zoning map online at www.villageofontonagon.org)	

All Fence permit view/ site plan reapplications **must include** the following:

- 1) A measured, to scale site plan.
- 2) A certified property survey.
- 3) A written description of the proposed structure including outside dimensions and materials.
- 3) Payment for the application fee.
- 4) Payment for required site review.

From the Village of Ontonagon Hybrid Zoning Ordinance of 2021, 5.6.9 FENCES AND WALLS, 2. CONSTRUCTED FENCE

"2.A. Placement: Fences may be erected along property lines (except living fences as noted above) or within

yards, irrespective of the setback requirements of this Ordinance.

2.B. Fence Approval:

(1) Fences or walls over six (6) feet in height require a building permit. No fence, wall, or structural screen

other than plant material shall be erected higher than eight (8) feet except as noted below.

(2) A staff site plan review is required to ensure placement accords with Ordinance standards"

Please consult additional ACCESSORY STRUCTURE zoning requirements listed in The Village of Ontonagon Hybrid Zoning Ordinance of 2021 which is available at www.villageofontonagon.org. or at the Village office.

Applicant Signature:

Applicant Name (Please Print):

Application Date:

By signing this document I hereby certify that the proposed work is authorized by the owner of record and will comply with all applicable ordinances in the Village.

Please initial.

You must submit a building permit with the State of Michigan if required. This form covers zoning compliance with the Village of Ontonagon's ordinances.

This document is not valid until signed by both parties.

For Office Use Only:

Application review date:

Fee received:

Site plan review date:

Fee received:

Ownership Verified (initial):

Bond received:

Approval date:

Approved by:

Print name:

Village of Ontonagon

315 Quartz Street, Ontonagon MI 49953

906.884.2305

www.villageofontonagon.org

Chicken Permit Application and Checklist

Property Number	
Property Address	
Property Owner	
Property Owner Address	
Property Owner Phone	
Property Owner E-mail	
Zone (consult the Village Zoning map online at www.villageofontonagon.org)	

All chicken permit applications **must include** the following:

- 1) A completed and approved Accessory Structure Application (available at www.villageofontonagon.org or at the Village office.
- 2) Payment for the application fee.

PLEASE READ THE FOLLOWING REQUIREMENTS CAREFULLY AND INITIAL EACH TO SHOW YOU HAVE READ AND UNDERSTAND THE ORDINANCE

_____ I have read Village of Ontonagon Ordinance 2025-01, Section 4-30 and understand the requirements for keeping chickens.

_____ I understand that I must first receive approval from the Village of Ontonagon prior to obtaining chickens.

_____ I will follow all Village of Ontonagon ordinances and State laws relating to the care of animals.

_____ I am aware that I am responsible for keeping chickens within the confines of my property at all times.

_____ I am aware that I may not make any dimensional changes (affecting required property setbacks or boundaries or minimum required space) to my chicken coop without first obtaining approval from the Village of Ontonagon.

_____ I am aware that a maximum of six (6) female chickens shall be allowed under permit. I am further aware that I am prohibited from keeping a rooster under this permit.

_____ I am aware that the minimum lot size to keep chickens is a quarter of an acre (0.25 acres) and that chicken coops must be located on primary dwelling lot.

_____ I am aware that all enclosures shall be no closer than ten (10) feet to any lot line and twenty-five (25) feet from any dwelling on an adjacent lot.

_____ I am aware that coops shall be considered accessory buildings and are subject to the accessory building requirements of the zone in which the property is located, if applicable. Must comply with Village zoning, if applicable.

_____ I grant the right for Village staff to inspect my property at any time to ensure compliance and to investigate complaints related to the keeping of chickens.

_____ I acknowledge that I live in a single-family dwelling as per zoning code and if I rent, I have approval from my landlord (attached written approval).

_____ I understand that the permit is not transferrable from one individual or location to another.

_____ I understand the private restrictions on the use of the property shall remain enforceable and shall supersede the permit. I affirm that there are no private restrictions including, but not limited to, deed restrictions, condominium restrictions, neighborhood association bylaws, covenants, and restrictions and rental agreements. A permit issued to a person whose property is subject to private restrictions that prohibit keeping of chickens is void.

_____ I acknowledge that I am aware that the ordinance allowing chickens may be amended or repealed and that the owner acquires no vested rights to have or raise chickens by virtue of the issuance of the permit.

_____ I understand that the keeping and handling of chickens may cause health hazards and that adequate health precautions are the responsibility of the applicant.

NUMBER OF FEMALE CHICKENS (cannot exceed 6): ____

I, herby certify that the above information is true and correct. I understand and agree to abide by the terms and conditions of female chicken ownership within Village of Ontonagon according to Ordinance 2025-01, Section 4-30. I understand that the application / permit fee is nonrefundable. I understand that failure to comply with regulations may result in revocation of the permit and/or subject to criminal penalties prescribed by law. I have also read and initialed the terms of the application.

SIGNATURE OF APPLICANT

DATE

This document is not valid until signed by both parties.

For Office Use Only:

Application review date:	Fee received:
Site plan review date:	Fee received:
Ownership Verified (initial):	Bond received:
Approval date:	
Approved by:	Print name:

Village of Ontonagon

315 Quartz Street, Ontonagon MI 49953

906.884.2305

www.villageofontonagon.org

Demolition Permit Application and Checklist

Property Number	
Property Address	
Property Owner	
Property Owner Address	
Property Owner Phone	
Property Owner E-mail	
Contractor	
Contractor Address	
Contractor Phone	
Contractor E-mail	
Proposed Demolition Dates (Start to Finish)	
Zone (consult the Village Zoning map online at www.villageofontonagon.org)	
Current Building Use (Select from list below) or describe project for Non- Residential Use / Commercial Use / Industrial Use	

Residential Use

- o Single Family
- o Two Family
- o Multi – Family
- o Addition
- o Mobile Home

o Garage, Attached

- o Garage, Detached
- o Accessory Building

Non- Residential Use / Commercial Use /
Industrial Use

All demolition permit applications **must include** the following:

- 1) A **written** asbestos content evaluation document signed by a State of Michigan licensed asbestos inspector.
- 2) A **written** lead content evaluation document signed by a State of Michigan licensed lead inspector (for all buildings built prior to 1983).
- 3) A written EGLE **approved** disposal plan.
- 4) Payment for the application fee.
- 5) Payment for any required site review.
- 6) Payment of any required performance bond.

From the Village of Ontonagon Hybrid Zoning Ordinance of 2021, section 5.2.7 RAZING OF BUILDINGS

"No building shall be razed until a demolition permit has been obtained from the Building Inspector in consultation with the Village Zoning Administrator who shall be authorized to require a performance bond in any amount not to exceed one thousand dollars (\$1,000) for each one thousand (1,000) square feet or fraction thereof of floor area of the building to be razed. That bond shall be conditioned on the applicant completing the razing within such reasonable period as shall be prescribed in the permit and complying with such regulations as to health and safety as the Building Inspector may, from time to time, prescribe, including filling of excavations and proper termination of utility connections. If the building is safely razed and the site cleaned as specified in the permit, then the bond shall be returned within thirty (30) days of completion of the razing. If razing is not accomplished according to the terms of the approval, then the Village shall cash the performance bond and use the money to restore the site to a safe condition. Costs in excess of the bond shall be charged back to the property owner and placed as a lien on the property if not paid within three (3) months. This performance bond will be administered as described in Section 14.3.3.1 except, as described above, the Building Inspector and the Zoning Administrator are responsible for administering this requirement, and Planning Commission approval is not necessary to return the bond."

Please consult additional DEMOLITION zoning requirements listed in The Village of Ontonagon Hybrid Zoning Ordinance of 2021 which is available at www.villageofontonagon.org. or at the Village office.

Applicant Signature:

Applicant Name (Please Print):

Application Date:

By signing this document I hereby certify that the proposed work is authorized by the owner of record and will comply with all applicable ordinances in the Village.

Please initial.

This document is not valid until signed by both parties.

For Office Use Only:

Application review date:

Fee received:

Site plan review date:

Fee received:

Ownership Verified (initial):

Bond received:

Approval date:

Approved by:

Print name:

Village of Ontonagon

315 Quartz Street, Ontonagon MI 49953

906.884.2305

www.villageofontonagon.org

Fence Permit Application, Site Plan Review Application and Checklist

Property Number	
Property Address	
Property Owner	
Property Owner Address	
Property Owner Phone	
Property Owner E-mail	
Contractor	
Contractor Address	
Contractor Phone	
Contractor E-mail	
Proposed Erection Dates (Start to Finish)	
Zone (consult the Village Zoning map online at www.villageofontonagon.org)	

All Fence permit view/ site plan reapplications **must include** the following:

- 1) A measured to scale site plan.
- 2) A certified property survey.
- 3) An accurate description of the proposed fence materials.
- 4) Payment for the application fee.
- 5) Payment for required site review.

From the Village of Ontonagon Hybrid Zoning Ordinance of 2021, 5.6.9 FENCES AND WALLS, 2. CONSTRUCTED FENCE

"2.A. Placement: Fences may be erected along property lines (except living fences as noted above) or within yards, irrespective of the setback requirements of this Ordinance.

2.B. Fence Approval:

(1) Fences or walls over six (6) feet in height require a building permit. No fence, wall, or structural screen other than plant material shall be erected higher than eight (8) feet except as noted below.

(2) A staff site plan review is required to ensure placement accords with Ordinance standards"

Please consult additional FENCE zoning requirements listed in The Village of Ontonagon Hybrid Zoning Ordinance of 2021 which is available at www.villageofontonagon.org. or at the Village office.

Applicant Signature:

Applicant Name (Please Print):

Application Date:

By signing this document I hereby certify that the proposed work is authorized by the owner of record and will comply with all applicable ordinances in the Village.

Please initial.

You must submit a building permit with the State of Michigan if required. This form covers zoning compliance with the Village of Ontonagon's ordinances.

This document is not valid until signed by both parties.

For Office Use Only:

Application review date:

Fee received:

Site plan review date:

Fee received:

Ownership Verified (initial):

Bond received:

Approval date:

Approved by:

Print name:

Village of Ontonagon

315 Quartz Street, Ontonagon MI 49953

906.884.2305

www.villageofontonagon.org

Driveway Permit Application, Site Plan Review Application and Checklist

Property Number	
Property Address	
Property Owner	
Property Owner Address	
Property Owner Phone	
Property Owner E-mail	
Contractor	
Contractor Address	
Contractor Phone	
Contractor E-mail	
Proposed Erection Dates (Start to Finish)	
Zone (consult the Village Zoning map online at www.villageofontonagon.org)	

All Fence permit view/ site plan reapplications **must include** the following:

- 1) A measured to scale site plan.
- 2) A certified property survey.
- 3) An accurate description of the proposed fence materials.
- 4) Payment for the application fee.
- 5) Payment for required site review.

SECTION 5.9 GENERAL ACCESS REGULATIONS

1. ROAD AUTHORITY APPROVAL

No driveway shall connect to a public street or road without first receiving approval of the driveway location and cross section specifications from either the Local Road Agency or the Michigan Department of Transportation (MDOT) (on a state highway). However, such approval shall not be given where such curb cuts and driveways shall cause an unreasonable increase in traffic hazards, including but not limited to allowing adequate sight distance for ingress and egress.

2. DRIVEWAY PLANS AND SPECIFICATIONS

2.A. PLAN APPROVAL

contain a plan for the proposed driveway access to the premises. Such plan shall be approved by the Zoning Administrator before the issuance of a Zoning Permit. No such plan shall be approved unless such driveway access is onto a dedicated public street or road, or to a pre-existing private street or road.

2.B. ONE DRIVEWAY PER PARCEL

Each parcel with a single tax code number on the effective date of this Ordinance, which fronts on one side of a major thoroughfare, shall be entitled to one (1) driveway access from that street or highway. Subsequent division of each parcel, by metes and bounds descriptions, by plats created in accord with **P.A. 288 of 1967 as amended**, or by site condominiums in accord with **Act 59 of 1978 as amended**, shall provide access by a single public road or by an approved joint parking area or driveway, as described in Section 5.5.4. No direct additional access to the major thoroughfare shall be permitted with subsequent land divisions unless the parcel has more than six hundred (600) feet of frontage and driveway separation is at least six hundred (600) feet; except following a careful review of onsite conditions by the Ontonagon Village or MDOT, as applicable, a lesser separation distance is approved. However, if a parcel is split by a street or road, there may be a driveway on both sides of the road, provided they are both in direct alignment with one another.

2.C. SPECIFICATIONS APPLICABLE TO ALL DRIVEWAYS

- (1) Drives should enter perpendicular to the existing public street, private street, or alley.
- (2) No portion of the driveway entrance within the right-of-way shall have a grade of greater than fifteen (15) percent (1 foot vertical rise in 6.7 feet of horizontal distance) unless a greater slope is necessary because of site conditions.
- (3) The driveway shall meet clear vision standards of Section 5.4.5.3.
- (4) Driveways shall be a minimum of fifty (50) feet from the nearest right-of-way line of an intersecting road or street except on a nonconforming lot of record, in which case the maximum separation feasible shall be achieved, but in no case shall it be less than twenty-five (25) feet.
- (5) Driveways shall be designed to minimize runoff and erosion, and shall not alter existing drainage unless approved by appropriate road authority.

(6) The location of new driveways shall conform with road improvement plans or corridor plans adopted by the appropriate road authority.

(7) An individual driveway serving more than one non-residential use is permitted, but access for a nonresidential use shall not cross residentially-zoned property.

(8) The new driveways shall align with existing or planned driveways, crossovers, turn lanes or other access features provided that the resulting alignment provides safe access and if all other access requirements of this Ordinance are met.

(9) The Local Road Agency or MDOT shall inspect the constructed driveway for compliance to all standards and shall so notify the Building Inspector prior to issuance of a Building Permit.

(10) In non-residential zones, no more than one driveway shall be allowed per lot or parcel on a street unless separated by two hundred (200) feet, or unless traffic safety requires another driveway within a shorter distance as established by the Local Road Agency, or MDOT, or a qualified traffic engineer by means of a traffic impact study prepared according to MDOT guidelines, or unless additional driveways are permitted in Special Land Use standards for a particular use.

2.D. RESIDENTIAL DRIVEWAY SPECIFICATIONS

2.E. NON-RESIDENTIAL DRIVEWAY SPECIFICATIONS

Every subdivision, condominium project, PUD, commercial, industrial, or other public or private project newly constructed in the Village or which must go through site plan review shall have sidewalks or another approved walkway system meeting the following requirements:

	Residential Driveway Specifications	
Design Features	Standard Specification	Accepted Range
Intersecting Angle	90 degree	70 to 110 degree
Driveway Width	12 feet	10 to 24 feet
Entering and Exit Taper	2 feet	2 to 4 feet
Curb Cut	36 feet	18 to 75 feet
	Non-Residential Driveway Specifications*	
Design Features	Standard Specification	Accepted Range
Intersecting Angle	90 degree	70 to 110 degree
Driveway Width	24 feet	12 to 35 feet
Entering and Exit Taper	6 feet	3 to 20 feet
Curb Cut	36 feet	18 to 75 feet
*Commercial, industrial, Multi-Family (5 unit and greater)		

Applicant Signature:

Applicant Name (Please Print):

Application Date:

By signing this document I hereby certify that the proposed work is authorized by the owner of record and will comply with all applicable ordinances in the Village.

Please initial.

You must submit a building permit with the State of Michigan if required. This form covers zoning compliance with the Village of Ontonagon's ordinances.

This document is not valid until signed by both parties.

For Office Use Only:

Application review date:

Fee received:

Site plan review date:

Fee received:

Ownership Verified (initial):

Bond received:

Approval date:

Approved by:

Print name:

Village of Ontonagon

315 Quartz Street, Ontonagon MI 49953

906.884.2305

www.villageofontonagon.org

Fence Permit Application, Site Plan Review Application and Checklist

Property Number	
Property Address	
Property Owner	
Property Owner Address	
Property Owner Phone	
Property Owner E-mail	
Contractor	
Contractor Address	
Contractor Phone	
Contractor E-mail	
Proposed Erection Dates (Start to Finish)	
Zone (consult the Village Zoning map online at www.villageofontonagon.org)	

All Fence permit view/ site plan reapplications **must include** the following:

- 1) A measured to scale site plan.
- 2) A certified property survey.
- 3) An accurate description of the proposed fence materials.
- 4) Payment for the application fee.
- 5) Payment for required site review.

From the Village of Ontonagon Hybrid Zoning Ordinance of 2021, 5.6.9 FENCES AND WALLS, 2. CONSTRUCTED FENCE

“2.A. Placement: Fences may be erected along property lines (except living fences as noted above) or within yards, irrespective of the setback requirements of this Ordinance.

2.B. Fence Approval:

(1) Fences or walls over six (6) feet in height require a building permit. No fence, wall, or structural screen other than plant material shall be erected higher than eight (8) feet except as noted below.

(2) A staff site plan review is required to ensure placement accords with Ordinance standards”

Please consult additional FENCE zoning requirements listed in The Village of Ontonagon Hybrid Zoning Ordinance of 2021 which is available at www.villageofontonagon.org. or at the Village office.

Applicant Signature:

Applicant Name (Please Print):

Application Date:

By signing this document I hereby certify that the proposed work is authorized by the owner of record and will comply with all applicable ordinances in the Village.

Please initial.

You must submit a building permit with the State of Michigan if required. This form covers zoning compliance with the Village of Ontonagon’s ordinances.

This document is not valid until signed by both parties.

For Office Use Only:

Application review date:

Fee received:

Site plan review date:

Fee received:

Ownership Verified (initial):

Bond received:

Approval date:

Approved by:

Print name:

Village of Ontonagon

315 Quartz Street, Ontonagon MI 49953

906.884.2305

www.villageofontonagon.org

Zoning Application / Permit and Checklist

Property Number	
Property Address	
Ownership Private/Corporate please indicate	☐ Private ☐ Corporate
Property Owner	
Property Owner Address	
Property Owner Phone	
Property Owner E-mail	
Contractor	
Contractor Address	
Contractor Phone	
Contractor E-mail	
Zone (consult the Village Zoning map online at www.villageofontonagon.org)	
Current Building Use (Select from list) or describe project for Non- Residential Use / Commercial Use / Industrial Use	Residential Use ○ Single Family ○ Two Family ○ Multi – Family ○ Addition ○ Mobile Home ○ Garage, Attached ○ Garage, Detached ○ Accessory Building ○ Non- Residential Use ○ Commercial Use ○ Industrial Use

Property Information	Lot Size Frontage: ft Depth: ft Area: Acres/Sq Ft
Applicant Interest	The applicant must have a legal interest in the subject property: ☐ Property Owner ☐ Purchaser by Land Contract ☐ Purchaser by Option or Purchase Agreement ☐ Lessee/Tenant ☐ Agent
Agent Information	Identify any person representing the property owner or applicant in this matter: ☐ Name: ☐ Cell Phone: ☐ Organization Business Phone: ☐ Mailing Address: ☐ Fax: ☐ E-Mail:

Setback Requirements (please fill for intended purpose)

USE	Front Setback (feet)	Side Setback (feet)	Rear setback (feet)
New Building			
Addition			
Garage (attached)			
Garage (detached)			
Access Ramp			
Swimming Pool			

Project Information (please attach a separate sheet that addresses each of the following items.)

- ☐ 1. Current Use of Property.
- ☐ 2. History of Property. (Describe how the property has been used in the past. Provide dates of operation, previously approved and denied Variances, and other pertinent information.)

☐ 3. Proposed Use of Property (Please

☐ 4. Required Attachments

Site Plans

Building Elevations and Floor Plans

Property Survey

Enclose site plans, property survey, building elevations and floor plans that show the current and proposed uses.

Dimensional Variance

Is a **Dimensional Variance** required? ☐ Yes ☐ No

If a Dimensional Variance is needed complete the following information:

Hybrid Zoning Ordinance 2021 Requirement(s) for which you are requesting a Variance.

List the Section Numbers and the specific requirements of the Hybrid Zoning Ordinance 2021.

From The Village of Ontonagon Hybrid Zoning Ordinance of 2021:

The Zoning Board of Appeals (ZBA) will review the application package and determine if the proposed project meets the required standards for approval. In the space below, and on additional paper, if necessary, explain how the proposed project meets each of the following standards. A dimensional variance may only be granted by the ZBA through a determination that there is evidence of practical difficulty with a finding that all the following conditions are met.

Standard #1. Exceptional or Extraordinary Circumstances or Conditions.

Explain how the exceptional or extraordinary circumstances or conditions applying to the property that do not apply generally to other properties in the same Zone District or in the general vicinity. Exceptional or extraordinary circumstances or conditions may include:

a. Shape of Lot. Exceptional narrowness, shallowness or shape of a specific property in existence on the effective date of this Chapter or amendment. If applicable, describe below:

b. Environmental Conditions. Exceptional topographic or environmental conditions or other extraordinary situations on the land, building or structure. If applicable, describe below:

c. Abutting Property. The use or development of the property immediately adjacent to the subject property that prohibits the literal enforcement of the requirements of this Chapter. If applicable, describe below:

REQUEST AND AFFIDAVIT

The applicant must read the following statement carefully and sign below:

The undersigned requests that the Village of Ontonagon review this application, and related required documents and site plans as provided in Article 13 of the Village of Ontonagon Hybrid Zoning Ordinance 2021. The applicant further affirms and acknowledges the following:

That the applicant has a legal interest in the property described in this application.

That the answers and statements contained in this application and enclosures are in all respects true and correct to the best of his, her or their knowledge.

That the approval of this application does not relieve the undersigned from compliance with all other provisions of the Hybrid Zoning Ordinance 2021 or other codes or statutes and does not constitute the granting of a variance.

That the applicant will comply with all conditions imposed in granting an approval of this application. If also the owner, the applicant grants the Village of Ontonagon staff and the Zoning Board of Appeals the right to access the subject property for the sole purpose of evaluating the application.

If the applicant is not the property owner, the property owner must read and sign below:

The undersigned affirms and acknowledges that he, she or they are the owner(s) of the property described in this application, and: Is/are aware of the contents of this application and related enclosures.

Authorizes the applicant to submit this application and represent the undersigned in the matter being reviewed by the Village of Ontonagon.

Grants the Village of Ontonagon staff and the Zoning Board of Appeals the right to access the subject property for the sole purpose of evaluating the application.

Property Owner Signature:

Property Owner Name (printed):

Property Owner Signature Date:

If this application is being filed by anyone other than the registered property owner please sign statement of agency.

Applicant Signature:

Applicant Name (Please Print):

Application Date:

By signing this document I hereby certify that the proposed work is authorized by the owner of record and will comply with all applicable ordinances in the Village.

Please initial.

The **Zoning Board of Appeals (ZBA)** will review the application package and determine if the proposed dimensional variance meets the required standards for approval. In the space below, and on additional paper, if necessary, explain how the proposed project meets each of the following standards. A dimensional variance may only be granted by the ZBA through a determination that there is evidence of practical difficulty with a finding that all the following conditions are met.

Dimensional Variance Application & Review Standards

Standard #1. Exceptional or Extraordinary Circumstances or Conditions.

Explain how the exceptional or extraordinary circumstances or conditions applying to the property that do not apply generally to other properties in the same Zone District or in the general vicinity. Exceptional or extraordinary circumstances or conditions may include:

a. *Shape of Lot.* Exceptional narrowness, shallowness or shape of a specific property in existence on the effective date of this Chapter or amendment. ☐ Not Applicable ☐ Applicable

If applicable, describe below:

b. *Environmental Conditions*. Exceptional topographic or environmental conditions or other extraordinary situations on the land, building or structure. ☐ Not Applicable ☐ Applicable

If applicable, describe below:

c. *Abutting Property*. The use or development of the property immediately adjacent to the subject property that prohibits the literal enforcement of the requirements of this Chapter.

☐ Not Applicable ☐ Applicable

If applicable, describe below:

Standard #2.

Substantial Property Right. Explain how the variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same Zone District and in the neighboring area. ☐ Not Applicable ☐ Applicable

If applicable, describe below:

Standard #3.

Not Self-Created. Describe how the immediate practical difficulty causing the need for the variance was not created by an action or inaction by the applicant or the applicant's predecessors in title. ☐ Not

Applicable ☐ Applicable

If applicable, describe below:

Standard #4.

No Substantial Detriment. Explain how the variance, if granted, would not cause substantial detriment to adjacent property and the surrounding neighborhood.

Standard #5.

Master Plan/Hybrid Zoning Ordinance 2021. Explain how the variance, if granted, is consistent with, and not materially impair, the purpose and intent of the Master Plan and the provisions of the Hybrid Zoning Ordinance 2021 and District under consideration.

Application Procedures

1. General Information

The Village of Ontonagon Hybrid Zoning Ordinance 2021 divides the Village of Ontonagon into districts. Each district has certain uses that are permitted in the district. The ordinance also establishes the regulations which each use must comply with, and the procedure used to review new developments or changes to existing uses. If you want to build a structure or use your property in a way that is not permitted under the Hybrid Zoning Ordinance 2021, you have the right to apply for a variance, which if approved, would give you permission to proceed with your plans.

2. Application

An application packet for a Dimensional Variance is available from the Village of Ontonagon, located at 315 Quartz Street or at the Villages website, www.villageofontonagon.org under Forms and Applications. You may also call 906.884.2305.

The application packet contains all the information necessary for you to apply for a variance. Please read the instructions carefully and then fill in the enclosed forms and attach the items listed on the application checklist. If you are not the property owner, it is necessary for you to obtain permission from the owner to apply for the variance.

A complete application may be submitted to the Village office 315 Quartz Street, Ontonagon, MI 49953. An incomplete application package will not be accepted. A complete application must be submitted at least five weeks prior to the Zoning Board of Appeals meeting. See www.villageofontonagon.org for the schedule of ZBA meetings and application deadlines.

3. Application Fee

The application fee is applied to the cost of processing your application and notifying neighbors. No portion of the fee can be refunded if you withdraw your application. Likewise, the application fee cannot be refunded in the event of a denial by the Zoning Board of Appeals.

4. Staff Review

The application will be reviewed initially by the Planning Department staff prior to submission to the Zoning Board of Appeals (ZBA). A staff person may contact you with questions or a request for additional information.

5. Notice of Public Hearing

Following staff review, the variance request will be forwarded to the Zoning Board of Appeals (ZBA) for a public hearing. A notice of the public hearing will be published in the Village of Ontonagon Press 15 days prior to the ZBA meeting. Property owners within a 300' radius of the subject property will be notified of the public hearing by post card. Interested persons may submit a letter or speak at the public hearing.

6. Neighborhood Input

Applicants are strongly encouraged to meet with neighboring property owners and the neighborhood association or business association before the hearing to answer any questions or concerns they may have. A list of associations and contact persons is available in the Planning Department and on its website, www.villageofontonagon.org.

7. Zoning Board of Appeals Meeting

All meetings of the ZBA are held at 315 Quartz Steet, Ontonagon MI 49953. You will be notified of the date and time of the meeting. Each public hearing item for consideration is assigned an approximate start time. The Planning staff introduces and explains each request to the ZBA. The applicant is then asked to present information on his or her proposal. The ZBA may ask questions of the staff and/or applicant. The ZBA then allows public comment on the application, and a chance for the applicant to address any concerns or questions. The public hearing is then closed and the ZBA deliberates on the request in open session. The ZBA may recommend approval, approval with conditions, denial, or may table the variance request. The ZBA uses the review standards in the applicable sections of the Hybrid Zoning Ordinance 2021 as guidance in making its decision.

8. Written Notice

The applicant will be provided with a letter that documents the decision of the ZBA, including any conditions of approval.

9. Appeal of Denial

If the ZBA denies an application for a Dimensional Variance, the applicant may not appeal the decision. The applicant may, however, initiate legal action against the Village of Ontonagon through the court system.

Application Checklist

Dimensional Variance

The following items are required for a complete Variance application. Incomplete applications will be returned.

Signed Application Form Complete pages 2 - 4 of the Dimensional Variance application form. If you need additional room to answer any question, attach additional sheets and identify the property address. Application must be signed by the applicant and the property owner (if different).

Response to Dimensional Variance Review Standards Complete pages 5 and 6 of the Dimensional Variance application form. Use additional paper if needed.

Dimensioned Site Plan from a Property Survey (1 copy & 1 digital PDF copy)

- Existing or proposed buildings or additions on the property.
- Number and location of all on-site parking spaces.
- Existing and proposed distances to adjacent property lines.
- Location of existing and proposed signs, if applicable.
- Any other information relevant to the Dimensional Variance application.

Dimensioned Drawings and Plans (1 copy & 1 digital PDF copy)

- All proposed buildings and additions.
- All existing and proposed signs on the property (photographs may be used).
- For multi-family residential structures or projects, a summary showing the existing and proposed number of dwelling units by type (efficiency, one-bedroom, two-bedroom, etc.)

Other Helpful Information - Optional

- Photographs of the lot or structure that shows the special conditions or circumstances described in the application.

- Photographs or maps that show how other properties in the area enjoy the same type of property rights related to the Variance.
- Letters of support from the neighbors who would be most affected by your request.
-

Neighborhood Outreach

Include a summary of activities conducted, any correspondence distributed, meeting sign-in sheets, meeting notes, letters of support, etc. Failure to conduct outreach activities may result in tabling of the application.

Fee (FY2025) Either by check made payable to Village of Ontonagon, by credit card in person at DevelopmentCenter, or by credit card over the phone by calling (906.884.2305).

Dimensional Variance Level 1

Dimensional Variance Level 2

\$ 709 (e.g. fences, pools)

\$ 1,730 (e.g. setbacks, lot width and/or lot area, parking)

Additional Information

In the course of reviewing the application, the Village staff may request additional information from the applicant.

You must submit a building permit with the State of Michigan if required. This form covers zoning compliance with the Village of Ontonagon's ordinances.

This document is not valid until signed by both parties.

For Office Use Only:

Application review date:

Fee received:

Site plan review date:

Fee received:

Ownership Verified (initial):

Bond received:

Approval date:

Approved by:

Print name:

Governing Essentials Series

The Governing Essentials Series is designed for local elected and appointed officials looking to sharpen their skills and promote good governance practices. The webinars can be taken individually or as a 4-part series.

1. Open Meetings Act

The Michigan Open Meetings Act (OMA) requires elected and appointed boards to provide notice and make decisions in an open public meeting. Participants will learn the requirements of the Act, explore scenarios, and get answers to frequently asked questions.

2. Introduction to Parliamentary Procedure

Parliamentary Procedure based on Roberts' Rules of Order, is the most widely used parliamentary authority. This session will focus on parliamentary principles, motions, debate, and decorum during meetings. Participants will explore scenarios and practice skills.

3. Components of Extraordinary Governance

The Components of Extraordinary Governance brings the best ideas together for a thorough overview of board governance. This session will help your board apply the Components to positively impact your community. That's a goal we can all share!

4. Ethical Public Service

This session explores the principles of ethical public service, emphasizing transparency and accountability in governance. Participants will learn practical strategies to navigate ethical challenges in decision-making, and the effective use of bylaws and codes of conduct in board operations.



CONTACT US:

Mary Reilly
reillym8@msu.edu

Bethany Prykucki
prykucki@msu.edu

To register or learn more:

events.anr.msu.edu/goodgov2026/



**More details
on the back!**

Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. Issued in furtherance of MSU Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Quentin Tyler, Director, MSU Extension, East Lansing, MI 48824. This information is for educational purposes only. Reference to commercial products or trade names does not imply endorsement by MSU Extension or bias against those not mentioned.

Accommodations for persons with disabilities may be requested by contacting the event contact Mary Reilly two weeks before the start of the event (Jan. 27 or Sept. 1, 2026) at reillym8@msu.edu or (231) 889-4277 ext. 1. Requests received after this date will be honored whenever possible.

Governing Essentials Series

- **All sessions will be delivered via Zoom. All webinars will be recorded and sent to registrants.**
- **Cost:** \$20 per session, \$60 for the 4-course series. The webinars can be taken individually or as a 4-part series. For the \$60 series rate, applicants must register for either the February or September series.
- **Time/Date:** noon to 1:00 pm (ET) (see below for dates)
- **To find out more or to register:**
<https://events.anr.msu.edu/goodgov26/>

- ✓ 1 Master Citizen Planner (MCP) credit per session
- ✓ 2 County Commissioner Academy credits for completion of the series

Session	Winter	Fall
Open Meetings Act	February 10	September 15
Parliamentary Procedure	February 17	September 22
Components of Extraordinary Governance	February 24	September 29
Ethical Public Service	March 3	October 6

Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. Issued in furtherance of MSU Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Quentin Tyler, Director, MSU Extension, East Lansing, MI 48824. This information is for educational purposes only. Reference to commercial products or trade names does not imply endorsement by MSU Extension or bias against those not mentioned.

Accommodations for persons with disabilities may be requested by contacting the event contact Mary Reilly two weeks before the start of the event (January 27 or September 1) at (231)889-4277 Ext. 1, reillym8@msu.edu. Requests received after this date will be honored whenever possible.

