



**PRESQUE ISLE TOWNSHIP  
ZBA Meeting Minutes - Draft  
January 6, 2026 - 6:00 p.m.**

**Call to Order**

The meeting was called to order at 6:00 p.m.

**Pledge of Allegiance**

Pledge was recited.

**Roll Call**

Present: Chair Charles Smith, Planning Commission Liaison Cynthia Paavola, Board Liaison Mary O'Neill, and members Mary Anne McCoy and Larry Fields. Township Supervisor and Zoning Administrator Steve Lang was also in attendance.

Absent: Vice Chair David Larkin (arrived 6:02 p.m.) and Secretary Dennis Cleary.

**Approval of Agenda**

A motion was made by O'Neill, supported by McCoy, to approve the agenda. Motion carried unanimously.

**Approval of 10/7/25 Minutes**

A motion was made by McCoy, supported by Fields, to approve the meeting minutes from October 7, 2025. Motion carried unanimously.

**Audience Comments: (3-minute limit)**

None.

**Correspondence:**

None.

**Unfinished Business:**

None.

**New Business:**

**a. Election of Officers**

- i. Chair**
- ii. Vice Chair**
- iii. Secretary**

**Election of Officers:** A motion was made by Larkin, supported by Smith, to appoint Mary Anne McCoy as Chair. Motion carried unanimously.

A motion was made by Paavola, supported by McCoy, to appoint Larry Fields as Vice Chair. Motion carried unanimously.

**b. Meeting Time and Dates**

A motion was made by McCoy, supported by Smith, to appoint Cynthia Paavola as Secretary. Motion carried unanimously.



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Meeting Time and Dates: A motion was made by Smith, supported by Larkin, to continue meeting on the first Tuesday in April, July, October, and January at 6:00 p.m. Motion carried unanimously.

**Reports:**

- a. Zoning Administrator**
- b. Planning Commission**
- c. Board Liaison**

Zoning Administrator: Lang discussed the possibility of a future appeal concerning a proposed expansion of a nonconforming cottage.

Planning Commission: Paavola reported on the public hearings held during the January 5<sup>th</sup> Planning Commission meeting.

Board Liaison: A written report was submitted by O'Neill and reviewed by the board.

**Meeting Reminder:** The next ZBA meeting is scheduled for Tuesday, April 7, 2026, at 6:00pm.

## Board of Trustees Report to the Zoning Board of Appeals

Board of Trustee Report: January 6, 2026

Submitted by Mary O'Neill Presque Isle Township Trustee Liaison

The God Loves You Food Pantry has a new route as a solution for the traffic congestion on East Grand Lake Road. In November, cars will now line up on the shoulder of Lake Esau Highway, entering by way of Glenbush Drive.

Volunteers have offered to drill holes around the cemetery where the split rail fence was failing. The volunteers also agreed to install a new fence if the Township provided new split rails. New rails would cost \$1,000.

Presque Isle Township Fire Department Chief Larry LaCross reported that (FEMA) reimbursement expenses at the Firehouse, for storm damage costs incurred in the spring would be \$16,000, which covered approximately 85%.

Appointed Paige Mead to the Presque Isle Township Parks and Recreation Committee.

Laurie Spencer received a certificate upon completing her continuing education requirements.

Terry Ravitz has agreed to provide snow plowing services for the Township at a rate of \$85 per hour.

Township accepted a proposal to clear trails in the 10-acre lot by Township Town Hall for the cost of fuel only. Amrize agreed to provide fill for the trail's parking area at no cost. Funded through the American Rescue Plan Act \$32,000.

Township Insurance: EMC Insurance had issued a cancellation notice to the Township due to safety and liability concerns identified during inspections. The board had approved a \$43,000 bid from Omega Electric and Sign Company for electrical repairs and upgrades required by EMC Insurance but had delayed signing the contract pending property insurance reinstatement.

Temporary lighthouse property insurance coverage with Old Republic Union Insurance Company was approved by the Board with a down payment of \$4,296.44 and monthly installments of \$1,152.57 beginning in January.

The Board voted to proceed with the bid of Curtis Excavating in the amount of \$138,680 for the building of the parking lot at the 1870 Lighthouse Park.

Board voted to spend \$4,030 on the .NET version of BS&A's cemetery maintenance software

Board of Review (BOR) David Zolnierek, Sandra Beuter, Dennis Cleary, and Mike Bugenske were appointed to the Board of Review for a two-year term.

Zoning Board of Appeals (ZBA) reappoint Larry Fields to the Zoning Board of Appeals for a three-year term

Parks and Recreation Committee reappoint Russ Kauffman to the Parks and Recreation Committee for a three-year term.

Cemetery Sexton Robert Torsch has resigned and requested that members consider potential replacements.