

July 6, 2016

The Portage Township Planning Commission July 6, 2016 meeting was called to order by chairperson Melanie Watkins at 7:00 PM. Present were Melanie, Ted Soldan, Dean Latandresse, Connie Sherry, Dave Rulison, and Peggy Anderson. Bruce Petersen was also present.

The minutes from the June 9, 2016 meeting were approved on a motion by Connie, seconded by Peggy, and passed.

The Dave Strong property issue was discussed, and we were told that Mr. Strong decided to take the step of combining the two properties in order to save approximately \$300 per year.

After much discussion, Dean moved and Peggy seconded the following changes to the zoning manual (see attached.)

1) Definitions p. 71 Principal Residence: *Primary dwelling unit initially constructed on site.*

2) Change to who can approve special uses in the zoning manual in section 10.2 as follows:

The Charter Township of Portage Planning Commission shall have the authority to grant special use permits, subject to such conditions of design and operation, and safeguards as it may determine, for all conditions and uses specified in the various district provisions of this ordinance.

3) On page 56, section 6.3, the paragraph regarding plans and when they must be received shall have the following added:

The Planning Commission shall receive and be allowed to review at least 2 weeks prior to the date of any meeting/approval requested with the Planning Commission. The Planning Commission has the right to refuse to review site plans that do not meet requirements as set forth in section 6.4 Site Plan Content and refuse requested meetings/approval.

4) Changes to the zoning application (see attached.)

The motion carried unanimously.

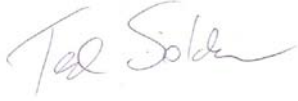
The commission then discussed what to do when non-compliance to the zoning ordinance was encountered. There should probably be escalating fines/penalties for 1st, 2nd, 3rd offences. This will be researched and talked about at the next PC meeting. Perhaps a civil infraction ordinance will need to be drafted.

Chair Melanie said she was working on a Rental Inspections Ordinance, and would like some help. Ted offered to help.

The next meeting is scheduled for October 5, 2016 at 7:00 at the township offices.

A motion was made to adjourn at 8:20 pm by Peggy, seconded by Dave, and passed.

Respectfully submitted,



Ted Soldan, Secretary

CHARTER TWP OF PORTAGE ZONING - APPLICATION /PERMIT

Applicant to complete all items and return to township office:

Location/Owner of Project:

House Number:	Street:	Date of Application:	
Town:	Subdivision:	Lot:	Block: Lot Size:
Direction to site:		Property ID:	
Estimated Cost of Improvement:		Approximate Starting Date:	
Owner's Name:		Telephone Number(s):	
Mailing Address:		Email:	
Contractor:		Telephone Number(s):	
Mailing Address:		Excavation/Earth Change Size (acres)*:	

Residential:

Type of Improvement:	Proposed Use:	Dimensions/Parking:
<input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Repair/Replacement <input type="checkbox"/> Relocation <input type="checkbox"/> Alteration <input type="checkbox"/> Mobile Home <input type="checkbox"/> Prefab/Dble. Wide Home <input type="checkbox"/> Demolition <input type="checkbox"/> Other, Specify _____	<input type="checkbox"/> One Family Home <input type="checkbox"/> Two or More Family, Enter Number of Units _____ <input type="checkbox"/> Addition of Living Space <input type="checkbox"/> Attached Garage <input type="checkbox"/> Detached Garage/Storage Bldg. <input type="checkbox"/> Demolition of _____ <input type="checkbox"/> Other, Specify _____ _____ <input type="checkbox"/> Rental Unit	_____ Number of Stories _____ Number of Bedrooms _____ Number of Bathrooms _____ Total square feet of floor area, all floors, based on exterior dimensions Number of Off Street Parking Spaces: _____ Enclosed _____ Outdoors

Commercial:

Type of Improvement:	Proposed Use:	Dimensions/Parking:

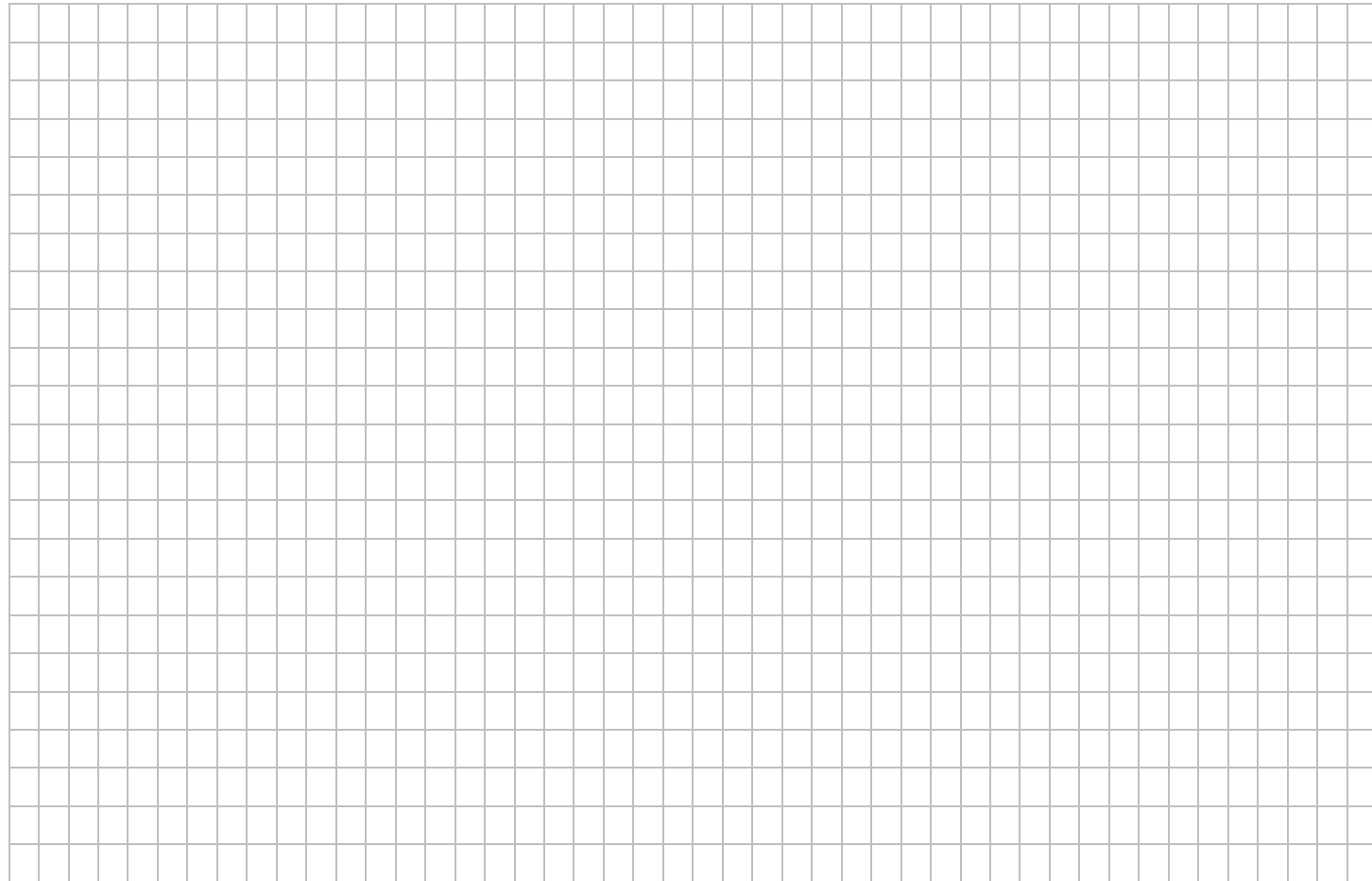
<input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Repair/Replacement <input type="checkbox"/> Relocation <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Other, Specify _____ 	<input type="checkbox"/> Amusement, recreational <input type="checkbox"/> Church, other religious <input type="checkbox"/> Industrial <input type="checkbox"/> Parking Garage <input type="checkbox"/> Service Station/Repair Garage <input type="checkbox"/> Hospital / Institutional <input type="checkbox"/> Office, Bank, Professional <input type="checkbox"/> Public Utility <input type="checkbox"/> School, Library, Other Educational <input type="checkbox"/> Stores, mercantile <input type="checkbox"/> Tanks, towers <input type="checkbox"/> Sanitary <input type="checkbox"/> Other Specify _____	_____ Number of Stories _____ Total square feet of floor area, all floors, based on exterior dimensions Number of Off Street Parking Spaces: _____ Enclosed _____ Outdoors
Type of Sewage Disposal:	<input type="checkbox"/> Public or Private Company	<input type="checkbox"/> Septic System
Type of Water Supply:	<input type="checkbox"/> Public or Private Company	<input type="checkbox"/> Septic System

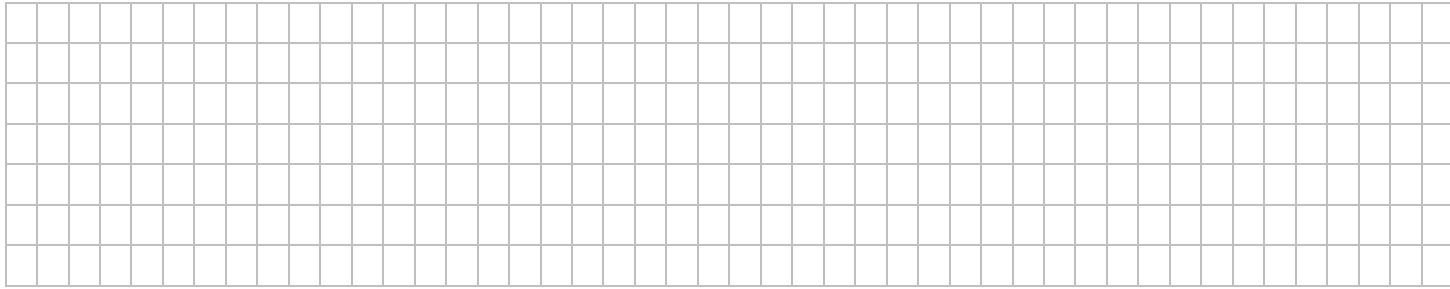
Charter Portage Township Offices: 47240 Green Acres Road, Houghton, MI 49931 Phone: (906) 482-4310

A permit shall become invalid if the authorized work is not commenced within six (6) months after issuance of the permit. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED. Please contact the Houghton County Building Dept. at 482-2260 to obtain the building permit. Zoning Permit is not valid until signed by a Township official.

SITE OR PLOT PLAN - For Applicant Use

PLEASE INCLUDE: 1) Size of Lot 2) Size of Building and Location 3) Location of Existing Buildings 4) Locations of Septic, Well, Driveway 5) Distance from Lake or Stream if Applicable





FOR ZONING ADMINSTRATOR USE – DO NOT WRITE BELOW

District		Use	
Notes:			
Front Yard		Rear Yard	
Side Yard		Side Yard	
Zoning Permit Fees: \$ _____		Paid Date	Township Official Signature
Approved	Not Approved	Zoning Administrator Signature	Date
Variance Board Fee \$ _____		Paid Date	Township Official Signature
Approved	Not Approved	Zoning Board of Appeals Signature	Date

Remarks:

The Charter Township of Portage Zoning Application Fee as of July 01, 2016 is: **\$50.00**

***Note:** The Portage Township Planning Commission will conduct a Site Plan Review according to the Portage Township Zoning Ordinance:

<http://www.portagetownship.info/planning-zoning.php>

A SESC permit is required if excavation/earth change > 1 acre or within 500 ft of a lake or stream (Houghton County Drain Commission: 906-482-4491). Permit Application: http://www.houghtoncounty.net/docs/SESC_Email_Att.pdf

Please see the following information as additional permit requirements may be required for excavations/earth changes:

MDEQ Soil Erosion and Construction Storm Water

http://www.michigan.gov/deq/0,4561,7-135-3311_4113---,00.html

MDEQ/USACE Joint Permit Application for Wetlands, etc.

http://www.michigan.gov/deq/0,4561,7-135-3313_71520_24403---,00.html