

CHARTER TOWNSHIP OF PORTAGE
Planning Commission Public Hearing & Meeting Minutes
November 30, 2017

Public Hearing Opening: 7:02 P.M.

Members Present: Peggy Lee Anderson, Melanie Kueber Watkins, Dave Rulison, John Ligon, Constance Sherry, Bill Fink, & Bruce Petersen

Members Absent: Ted Soldan

Public Present: Deen Messner, Will Cantrell, Bill Fink, John Ollila & Bill Bingham (Co-Zoning Administrators)

Discussion Items:

- Three changes to the Zoning Manual:
 - 1.) Ancillary Buildings being a “permitted Use” in RR & FF Zoning Districts prior to the principal residence construction. (See enclosed sheet dated Sept. 26, 2017)
 - 2.) The Inclusion of the “Zoning District Requirements Chart” with the two line item additions. (See enclosed Chart)
 - 3.) A statement included: All Tiny Houses of ≤ 900 Square feet need to be approved by the Zoning Board of Appeals (ZBA) so they meet dimensional set back, front and side yard dimensional mandates. Year-round or seasonal Tiny Houses need to be hooked up to appropriate sewer and water facilities as prescribed by the State of Michigan’s and the Western Upper Peninsula District’s – Superior Health Code guidelines. This statement should be added in Sec. 2.3 under number 8 on pages 4/5 in the site restrictions.
- These three additions were discussed briefly by the Zoning Administrators and the P.C. members. There were no comments from the public present.
- Peggy Anderson motioned to formally accept the changes described above and send them on to the Houghton Co. Planning Commission for review and comment. Seconded by Dave Rulison, passed unanimously.

Adjourned: Dave Rulison motioned and Peggy seconded, Hearing adjourned at 7:29 P.M.

Planning Commission Regular Meeting Opening: 7:30 P.M.

Members Present: Peggy Lee Anderson, Melanie Kueber Watkins, Dave Rulison, John Ligon, Constance Sherry, Bill Fink, & Bruce Petersen

Members Absent: Ted Soldan

Public Present: Dean Messner, Will Cantrell, Bill Fink, John Ollila & Bill Bingham (Co-Zoning Administrators)

Discussion Items:

- Deen Messner handed out a written statement and verbally discussed the pending sale of his home located at 21706 Woodland Road. He was seeking a “variance” to the existing R-1 zoning which only allows one blood related family + 1 additional person to reside in each dwelling. He has two perspective buyers, both of which have family members (Tech Students) plus they would like to rent the house to **2** other individuals. The Co-Zoning Administrators indicated that “variances” are only granted for “dimensional issues” ie: side/front yard off-sets, etc. A “variance” cannot be used to modify an existing zoned district’s regulations contained within the Zoning Manual. The Planning Commission (P.C.) members were also concerned over “spot zoning” only one house in a R-1 area. In the opinion of the P.C. members and the Board of Trustees present it was unlikely that the regulations in this R-1 zoned area with existing high density single family residential housing would be changed to allow larger rental inhabitant numbers. There are existing student rentals that don’t comply with R-1 zoning in this area now. The P.C. went on to discuss how the R-1 rental criteria in the proposed rental ordinance, and in both the newly passed civil infractions and the 2015 zoning ordinance will be applied in the near future to address this non-compliance.
- Road off-sets was discussed; as they pertain to the Zoning manual. The road off-sets mentioned in the Zoning Manual are from the edge of the County/State road right-a-way.
- The letter that went out to all the R-1 Zoned residents mentioned “home occupation business”. There is need to have a definitive definition of this in the Zoning Manual’s definition section.
- The new Civil Infractions Ordinance passage and it’s going in to affect on December 13, 2017 was discussed further. The new “Bureau” mentioned in ordinance 144 will consist of the two co-Zoning Administrators. They have yet to formulate a civil infractions form

– will utilize and modify to fit Portage Twp. conditions, the MTA form that is available on-line. The penalties phases in the civil infractions ordinance will be used for all updated and future ordinances.

- Discussion of the proposed “Rental Ordinance”. The Ordinance should have the application form for “Rental Housing License and Registration” containing regulations affixed to the back of the Rental Ordinance. Also within the Rental Ordinance the “Fire Safety Code that is mentioned should be written out and enclosed and the web-address for that fire safety code included.
- Multi-family housing in the R-3 Zoning District was discussed next. It states a single family and two family units are allowed in R-3. What constitutes a two family unit? Multi-family units are not allowed in R-3, only in R-4 zoned areas. After further discussion, duplex type structures with separate egress/ingress points, separate living areas separated by a wall each containing one family all of which is contained under one roof would qualify as 2 family units. On page 64 of Zoning Manual add separate ingress/egress entrances to “dwelling unit” definition.
- Dates for P.C. regular meetings for 2018 were decided. All meetings will occur at the Twp. Office starting at 7:00 P.M. on the second Thursday of the month:

January 11, 2018, April 12, 2018, July 12, 2018 and October 11, 2018

Adjournment: Peggy Anderson motioned, Dave Rulison seconded, passed unanimously at 8:24 P.M.

Respectfully Submitted,

Bruce Petersen
Township Supervisor

(Enc.) Ancillary Storage Buildings update and Zoning District Requirement Chart

Zoning District- Requirements For Principle and Accessory Buildings

Zoning Districts:	Min-----Min-----Setbacks				Notes:
	Lot Area	Rd. Frontage	Front Side Rear	Max. Height (Near Round Occupancy)	
Farm & Forest FF	43,560 Ft2	125'	30' 20' 30'	35'	900 Ft2 *1
Rural Residential RUR	43,560 Ft2	125'	30' 20' 30'	35'	900 Ft2 *2
Resort Residential RER	40,000 Ft2	150'	30' 20' 30'	35'	900 Ft2 *3
Lakeshore Residential LAR	12,000 Ft2 *4	100'	25' 10' 25'	35'	900 Ft2 *5
Low Density Single-Family R-1	12,000 Ft2	80'	30' 10' 30'	35'	1,400 Ft2
Med. Density Single-Family R-2	Single Family 10,000 Ft2	80'	30' 30' 30'	35'	Single Family 900 Ft2 Two Family Unit
	Two Family 20,000 Ft2				Two Family 750 Ft2
High Density Single Family R-3	Single Family 7,500 Ft2	75'	30' 10' 30'	35'	Single Family 900 Ft2
	Two Family 15,000 Ft2				Two Family 750 Ft2
Med. Density Multi-Family R-4	Single Family 7,500 Ft2	75'	30' 10' 30'	45'	Single Family 900 Ft2
	Two Family 15,000 Ft2				Single Family 900 Ft2
	Multi Family 4,500 Ft2	100'	30' 10' 30'	25'	Two Family 750 Ft2
Neighborhood Business B-1	12,000 Ft2	100'	30' 10' 30'	35'	Single Family 900 Ft2
General Business B-2	15,000 Ft2	100'	50' ± 10' See pg. 45	45'	Multi Family 750 Ft2
General Manufacturing M-1	15,000 Ft2	100'	50' ± 10' See pg. 45	35'	See Screening Pg. 40
Mixed Use ML	15,000 Ft2	100'	50' ± 10' See pg. 45	35'	See Screening Pg. 40

*1 & *2 & *3 = Seasonal Occupancy = 500Ft2

*4 = Rental Cottages/Cabins = 1,500 Ft2/Dwelling Unit - Minimum = 20,000 Ft2, Other Uses = 20,000 Ft2

*5 = Seasonal Dwellings = 500 Ft2 Rental Cottages/Cabins = 500 Ft2