



# ZONING BOARD OF APPEALS

December 8, 2014



# CITY OF PORTAGE ZONING BOARD OF APPEALS

Monday, December 8, 2014

(7:00 pm)

Portage City Hall  
Council Chambers

## CALL TO ORDER

## PLEDGE OF ALLEGIANCE

## ROLL CALL

## APPROVAL OF MINUTES:

- \* November 10, 2014 meeting

## OLD BUSINESS:

- \* 1. ZBA #14-9 Janine Chicoine, 3620 East Shore Drive: Requesting variances to construct a 24-foot by 24-foot attached garage: a) 20 feet from the front property line where a minimum 27-foot front setback is required; and b) three feet from the side property line where a minimum five-foot side setback is required; c) exceed the maximum permitted building lot coverage by 201 square feet; and d) construct a second story addition three feet from the side property lines where a minimum five-foot side yard setback is required.

## NEW BUSINESS:

- \* 2. ZBA #14-14 Gaspare Matranga, 2804 East Shore Drive: Requesting: a) a finding that there has been a change in circumstances since the October 23, 2014 Board decision; b) a variance to construct a 19-foot by 24-foot garage addition that would extend within 21 feet of the front property line where a minimum 27-foot front setback is required; and c) a two-foot side yard setback variance to construct a 21-foot by 5.5-foot addition.
- \* 3. ZBA #14-15 Philip Tullis, 2908 Kalarama Avenue: Requesting a variance to construct a 23-foot by 13-foot garage addition seven feet from the (east) side property line where a minimum 10-foot setback is required.
- \* 4. ZBA #14-16 Carole Meier, 1416 West Miham Avenue: Requesting a variance to erect a freestanding sign 6 feet from the (south) front property line where a minimum 10-foot setback is required.

## OTHER BUSINESS:

Michigan Association of Planning's Training Workshops for Planning & Zoning Officials. Information only.

## STATEMENT OF CITIZENS:

## ADJOURNMENT:

Star (\*) indicates printed material within the agenda packet



CITY OF PORTAGE ZONING BOARD OF APPEALS

DRAFT

Minutes of Meeting – November 10, 2014

The City of Portage Zoning Board of Appeals meeting was called to order by Jeffrey Bright at 7:00 p.m. in the Council Chambers. Thirteen people were in the audience.

**MEMBERS PRESENT:** Michael Robbe, Timothy Bunch, Chadwick Learned, Doug Rhodus, Glenn Smith, Phillip Schaefer, Jeffrey Bright, and Randall Schau.

**MEMBERS EXCUSED:** A motion was made by Schaefer, seconded by Robbe to excuse Lowell Seyburn. Upon voice vote motion passed 7-0.

**IN ATTENDANCE:** Jeff Mais, Zoning & Codes Administrator and Charlie Bear, Assistant City Attorney

**APPROVAL OF THE MINUTES:** Robbe moved and Smith seconded a motion to approve the October 13, 2014 minutes as submitted. Upon voice vote, motion was approved 7-0.

**OLD BUSINESS:**

**ZBA #14-01. 6800 and 6820 Lovers Lane:** Mais summarized the request for: a) an interpretation that a non-heated 192 square-foot storage room addition with a connecting entrance attached to the back of the garage at 6820 Lovers Lane is considered a garage addition; and b) a variance from the conflicting land use screening requirements between Lovers Lane Storage & U-Haul business (6800 Lovers Lane) and the nonconforming single family residence (6820 Lovers Lane). Adela Strautkalns was present to answer questions. Learned inquired if the Board could place a condition on a variance dependent upon ownership of a property. Mais stated variances go with the land. Attorney Bear clarified the Board could place conditions they feel are necessary to ensure compliance with the zoning ordinance.

A public hearing was opened. No one spoke for or against the requests. The public hearing was closed.

A motion was made by Robbe, seconded by Smith to make a favorable interpretation that the non-heated 192 square-foot storage room addition with a connecting entrance attached to the back of the garage at 6820 Lovers Lane is considered a garage addition, and a variance is therefore not necessary. Upon roll call vote: Smith-Yes, Schaefer-Yes, Bunch-Yes, Bright-Yes, Learned-Yes, Robbe-Yes, Rhodus-Yes. The motion passed 7-0.

A motion was made by Smith, seconded by Robbe to grant a variance from the conflicting land use screening requirements between Lovers Lane Storage & U-Haul business (6800 Lovers Lane) and the nonconforming single family residence (6820 Lovers Lane). There are exceptional circumstances which include the applicant owns both the residence and the business; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to maintain a small office on the same lot as the residence which is similar to that possessed by other properties in the same zoning district in the vicinity, the immediate practical difficulty was not caused by the applicant; the variance will not be detrimental to the surrounding neighborhood, and will not impair the intent and purpose of the Zoning Ordinance. In addition, the application and supporting materials, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and that action of the Board be final and effective immediately. Upon roll call vote: Smith-Yes, Schaefer-Yes, Bunch-Yes, Bright-Yes, Learned-Yes, Robbe-Yes, Rhodus-Yes. The motion passed 7-0.

**ZBA #14-04. David Schram. 710 East Osterhout Avenue:** Mais summarized the variance request to construct an 18.5-foot high accessory building where a maximum 14-foot height is permitted. Mr. Schram showed photos of the area where he intended to build and stated he reconsidered his application and decided he could get by with a 5:1 pitch roof, which reduced the height from 20 feet to 18.5 feet. He stated his practical difficulties were the heavily wooded lot which created maintenance problems with tree debris, and that because the lot was over 6 acres and the nearest neighboring residence is 170 feet away any negative impacts would be mitigated. Mr. Schram stated there was also precedence for the Board approving a similar request several years ago (ZBA #11-05). Learned noted the accessory building height

could be lowered even more if they went with standard eight-foot sidewalls and centered the garage door. Robbe stated that alternative may run into problems with the trusses given the ceiling height.

A public hearing was opened. No one spoke for or against the requests. The public hearing was closed.

A motion was made by Bunch, seconded by Smith, to grant a variance to construct an 18.5-foot high accessory building where a maximum 14-foot height is permitted. There are exceptional circumstances which include the size of the parcel, number of mature trees, and the distance from other residences; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to a protective structure to accommodate an RV which is similar to that possessed by other properties in the same zoning district in the vicinity, the immediate practical difficulty was not caused by the applicant; the variance will not be detrimental to the surrounding neighborhood, and will not impair the intent and purpose of the Zoning Ordinance. In addition, the application and supporting materials, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and that action of the Board be final and effective immediately. Upon roll call vote: Smith-Yes, Schaefer-Yes, Bunch-Yes, Bright-Yes, Learned-Yes, Robbe-Yes, Rhodus-Yes. The motion passed 7-0.

ZBA #14-09, Janine Chicoine, 3620 East Shore Drive: Mais summarized the request for variances to construct a 24-foot by 24-foot attached garage: a) 20 feet from the front property line where a minimum 27-foot front setback is required; and b) three feet from the side property line where a minimum five-foot side yard setback is required; c) exceed the maximum permitted building lot coverage by 201 square feet; and d) construct a second story addition three feet from the side property lines where a minimum five-foot side yard setback is required. Bruce Arnsman spoke on behalf of the applicant and stated the house was built in the 1950's on a substandard lot and it had a flat roof. The new owners want to update the dwelling, install a second story addition with a gable roof and replace the carport with a 24-foot by 24-foot garage which would be setback several feet further from the front property line than the existing carport. Bright inquired if the applicant had received any input from neighbors. Mr. Arnsman said no. Schau asked what the applicant's reaction to the recommendation that the garage be moved over two feet. Mr. Arnsman said the lot was already substandard and the additional space was needed for storage. Schau inquired if it would be possible to inset the upper story two feet further from the property line. Mr. Arnsman stated yes but the first story would still be setback within the required side yards. Learned inquired if engineering had evaluated whether the existing walls could support a second story. Mr. Arnsman replied yes. Bright stated staff has recommended the garage be moved over two feet to meet the side yard setbacks and inquired if that is that something the owner can live with. Mr. Arnsman stated it was the owner's intention to build in line with the existing house. Robbe questioned if the application should be tabled. Bright explained that it was possible that the Board could grant some of the four variances and wanted assurance the owner could live with alternatives to their request, because if the Board granted a variance the applicant could not revisit the request for another year. Learned inquired if the intention was to proceed with interior remodel items during the winter and move on to exterior items in the spring and would a month delay be acceptable. Mr. Arnsman said he guessed so. Mr. Arnsman offered to call the owner if the Board would wait. Mais suggested the Board could table the item until later in the meeting to allow Mr. Arnsman to call the owner while the Board deliberated on other items. Learned stated that based on Mr. Arnsman's responses he was not comfortable without something in writing authorizing the agent to make a decision on the owner's behalf.

A motion was made by Learned, seconded by Smith to postpone the item until the December 8, 2014 meeting. Upon roll call vote: Smith-Yes, Schaeffer-Yes, Bunch-Yes, Bright-Yes, Learned-Yes, Robbe-Yes, Rhodus-Yes. The motion passed 7-0.

**NEW BUSINESS:**

**ZBA 14-12; Doris Perry, 4323 Stratford Drive:** Mais summarized the request to permit an attached garage three feet from the (west) side property line and 38 feet from the (south) rear property line where minimum eight-foot side yard and 40-foot rear yard setbacks are required. Ms. Perry stated her house caught on fire ten years ago and her insurance company hired a contractor who did not get a building permit for the addition and she needed to keep the addition connecting the house to the garage because she needed the living space for her many children. Robbe inquired if there was a door connecting the addition to the garage. Ms. Perry said yes. Learned inquired if Ms. Perry had spoken to her insurance company about the contractor who did not get a permit. Ms. Perry said yes. Learned stated bringing the garage and addition up to building code could be expensive and inquired if the resources were available to complete the required upgrades within six months. Mark Vanderson of Southridge Reformed Church stated assistance may be available for Ms. Perry but did not think six months was enough time. Learned stated the applicant should understand that even if the Board granted the variance to keep the addition they would still have to bring the structure up to building code. Schau stated the Board had authority over zoning issues and did not think the Board had authority over enforcing building code issues. Mais stated that under Section 42-623(C), a variance was valid for six months. Attorney Bear clarified that enforcement of the building code issues was a separate matter.

A public hearing was opened. A letter of opposition from Barbara Deming, 4331 Stratford was read. Schau stated it appeared Ms. Deming may have misunderstood the request, as the garage was not moving any closer to the property line.

A motion was made by Smith, seconded by Bright, to grant a variance for an attached garage three feet from the (west) side property line and 38 feet from the (south) rear property line where minimum eight-foot side yard and 40-foot rear yard setbacks are required for the following reasons: There are exceptional circumstances which include the addition has existed since 2003 and the garage since 1967 with no reported problems; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to retain living area as it has existed since 2003, which is similar to that possessed by other properties in the same zoning district in the vicinity, the immediate practical difficulty was not caused by the applicant, as it was created by a contractor; the variance will not be detrimental to the surrounding neighborhood, and will not impair the intent and purpose of the Zoning Ordinance. In addition, the application and supporting materials, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and that action of the Board be final and effective immediately. Upon roll call vote: Smith-Yes, Schaefer-Yes, Bunch-No, Bright-Yes, Learned-Yes, Robbe-No, Rhodus-Yes. The motion passed 5-2.

**ZBA #14-13, Austin Brancheau, 4129 Long Lake Drive:** Mais summarized the request to permit a 64 square-foot accessory building six inches from the (south) side property line where a minimum 10-foot side yard setback is required. Mr. Brancheau stated placing the shed in a conforming location would obstruct his view of the lake and added he had the property surveyed and found the fence was erected one foot inside his property, so while the shed was six inches from the fence it was 18 inches from the property line. Schau inquired if the shed orientation could be altered. Mr. Brancheau stated no, because a tree interfered. Mr. Brancheau provided a letter of support from the owner of 4203 Long Lake Drive.

A public hearing was opened. No one spoke for or against the request.

A motion was made by Bunch, seconded by Robbe, to permit a 64 square-foot accessory building six inches from the (south) side property line where a minimum 10-foot side yard setback is required. There are exceptional circumstances that apply to the property that include the width and depth of the lot and the shed's distance from the lake; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to have accessory storage; the immediate practical difficulty causing the need for the variance was not created by the applicant as the lot had its current dimension when the applicant

purchased it, the variance will not be detrimental to adjacent property and the surrounding neighborhood, and; the variance will not materially impair the intent and purpose of the zoning ordinance. Mais requested clarification if the intent of the motion was to allow the shed to remain in its current location. Bunch stated yes. In addition, the application and supporting materials, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and that action of the Board be final and effective immediately. Upon roll call vote: Smith-Yes, Schaeffer-Yes, Bunch-Yes, Bright-Yes, Learned-Yes, Robbe-Yes, Rhodus-Yes. The motion passed 7-0.

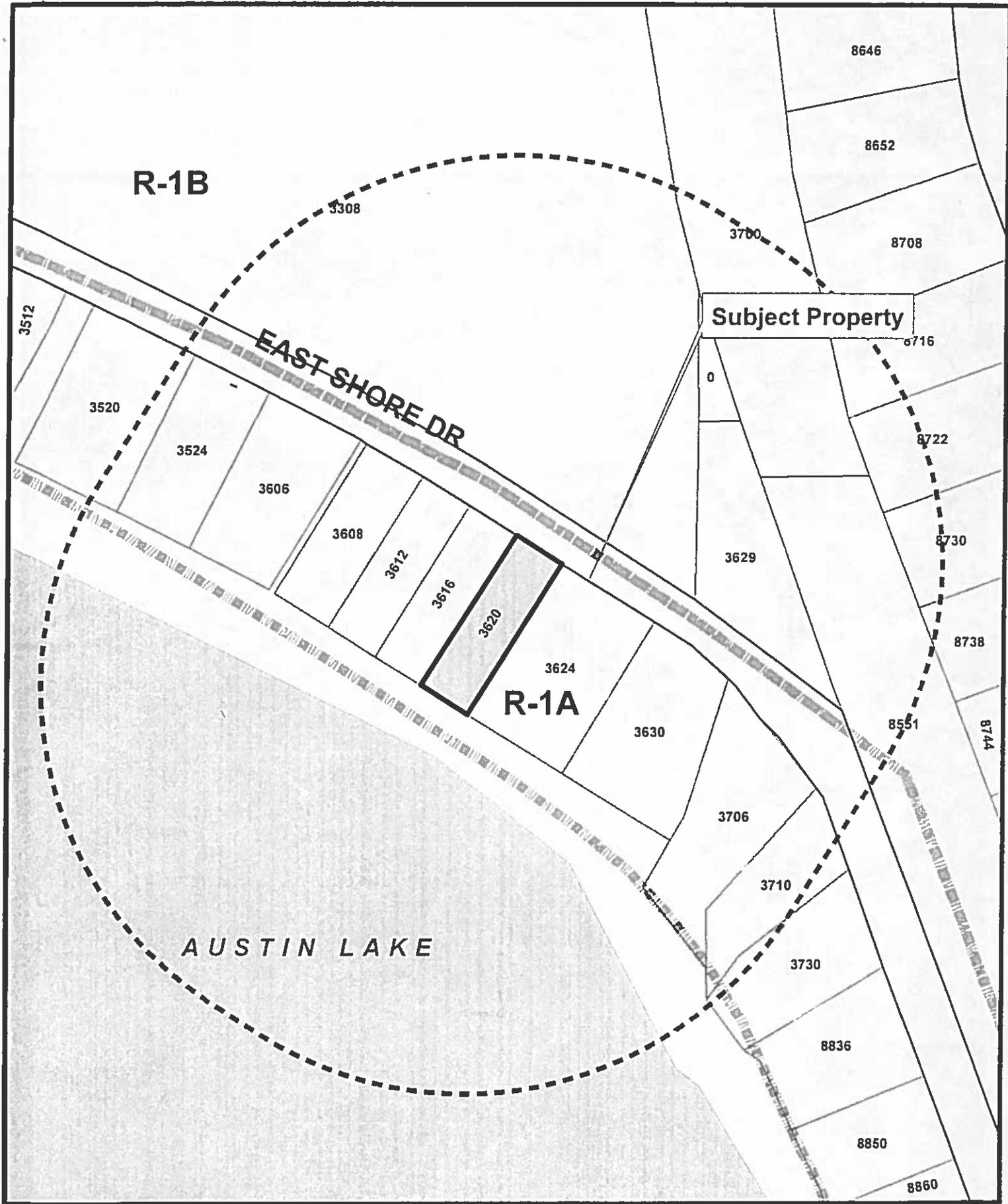
**OTHER BUSINESS:** None.

**STATEMENT OF CITIZENS:** None.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Jeff Mais  
Zoning & Codes Administrator



-  Zoning Boundary
-  Subject Properties
-  Notification Area

**ZBA 14-09**  
**3620 East Shore Drive**



1 inch = 100 feet



Subject Property

AUSTIN LAKE

 Subject Properties

# Aerial Photography 3620 East Shore Drive



1 inch = 60 feet

**Vicinity Map  
3620 East Shore Drive  
(looking northeast)**



RECEIVED

SEP 08 2014

ZONING BOARD OF APPEALS APPLICATION

COMMUNITY DEVELOPMENT

FOR COMPLETION BY APPLICANT

Application Date 9-8-14

Name of Applicant Janine Chicaine Print Janine Chicaine Signature Janine Chicaine  
Tim Perkins

Applicant's Address 3620 E Shore DR Phone No. 269-569-0199

Name of Property Owner (if different from Applicant) Janine Chicaine Tim Perkins

Address 9425 Columbia Hwy Eaton Rapids mi Phone No. 269-569-0199  
48827

Address of the Property that is the subject of this Application:

Street Address 3620 E Shore DR Portage mi 49002

For Platted Property: Lot 90 of Highlandview Parcels # 03461-090-0 Plat

[If The Property Is Unplatted, the Legal Description is needed. Please attach on a separate sheet.]

Applicant's interest in Property that is the subject of this Application: owner

Application Fee \_\_\_\_\_ (Residential Uses) \_\_\_\_\_ (All Other Uses)

Type of Appeal (Please check one of the following **bold choices** and provide the requested information):

**Variance from Zoning Ordinance:** Article \_\_\_\_\_ Section \_\_\_\_\_ Paragraph \_\_\_\_\_

Regarding: Use Residential Area \_\_\_\_\_ Yards \_\_\_\_\_

Setbacks \_\_\_\_\_ Parking \_\_\_\_\_ Other \_\_\_\_\_

Reason for Request (Also complete page 2 of application): Remodel and Add Garage

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**Appeal of Administrative Decision:** Article \_\_\_\_\_ Section \_\_\_\_\_ Paragraph \_\_\_\_\_

Reason for Request: \_\_\_\_\_

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**Interpretation of the Zoning Ordinance:** Article \_\_\_\_\_ Section \_\_\_\_\_ Paragraph \_\_\_\_\_

Reason for Request: \_\_\_\_\_

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**A Temporary Permit for:** Building \_\_\_\_\_ Use \_\_\_\_\_ Other Approval \_\_\_\_\_

Article \_\_\_\_\_ Section \_\_\_\_\_ Paragraph \_\_\_\_\_

Reason for Request: \_\_\_\_\_

FOR STAFF USE

Application Number: <u>14-09</u>	Filing Date:	Tentative Hearing Date: <u>10/13/14</u>
Previous Application Filed Regarding This Property:		

### Reason For Variance

1. Please explain how the property has characteristics such as narrowness, shallowness, irregular shape, topography, or natural features that prevent compliance with the Zoning Ordinance. (Attach additional sheets if needed.)

Grandfathered NOW conforming LOT

2. Are the physical characteristics you explained above unique and not shared by neighboring properties? (Attach additional sheets if needed.)

YES

3. Can the property be reasonably used for the uses permitted in the zoning district without granting the variance? (Attach additional sheets if needed.)

NO JUST WANT TO MAKE HOUSE BETTER FOR THE NEIGHBORHOOD AND LIVESBLE

4. Is the variance the minimum necessary to permit reasonable use of the land and buildings, or would a lesser variance be fair and equitable to the applicant as well as logical and just to other property owners in the area? (Attach additional sheets if needed.)

NO IT WILL IMPROVE OVER ALL VALUE OF NEIGHBORING HOMES

5. Explain how the variance would not result in adverse affects on adjacent properties or alter the character of the area. (Attach additional sheets if needed.)

WILL IMPROVE OVER ALL VALUE TO NEIGHBORHOOD

6. Explain how the variance would not result in increased traffic congestion, noise, or other potential concerns, or in dangers from fire, flood or other hazards, that would be detrimental to the property or to the area. (Attach additional sheets if needed.)

NO TRAFFIC, NOISE OR DANGERS WOULD INCREASE IF ANYTHING WOULD IMPROVE DANGERS BY UPDATING PROPERTY

7. Is the reason for the request, the practical difficulty or the hardship created, due to an act of the applicant or due to an act by the previous property owner? (Attach additional sheets if needed.)

HARDSHIP CREATED DUE TO PREVIOUS OWNER NOT TAKING CARE OF PROPERTY

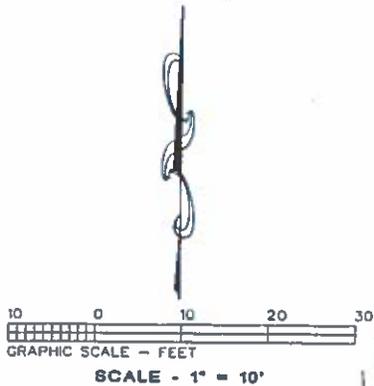
8. Explain how the variance would fulfill the spirit and intent of the Zoning Ordinance. (Attach additional sheets if needed.)

WE JUST WANT TO REMODEL AND MAKE THIS A LIVESBLE & MORE UPDATED HOME TO LIVE IN AND UPDATE ALL ELECTRICAL & PLUMBING SO IT IS NOT A FIRE HAZARD

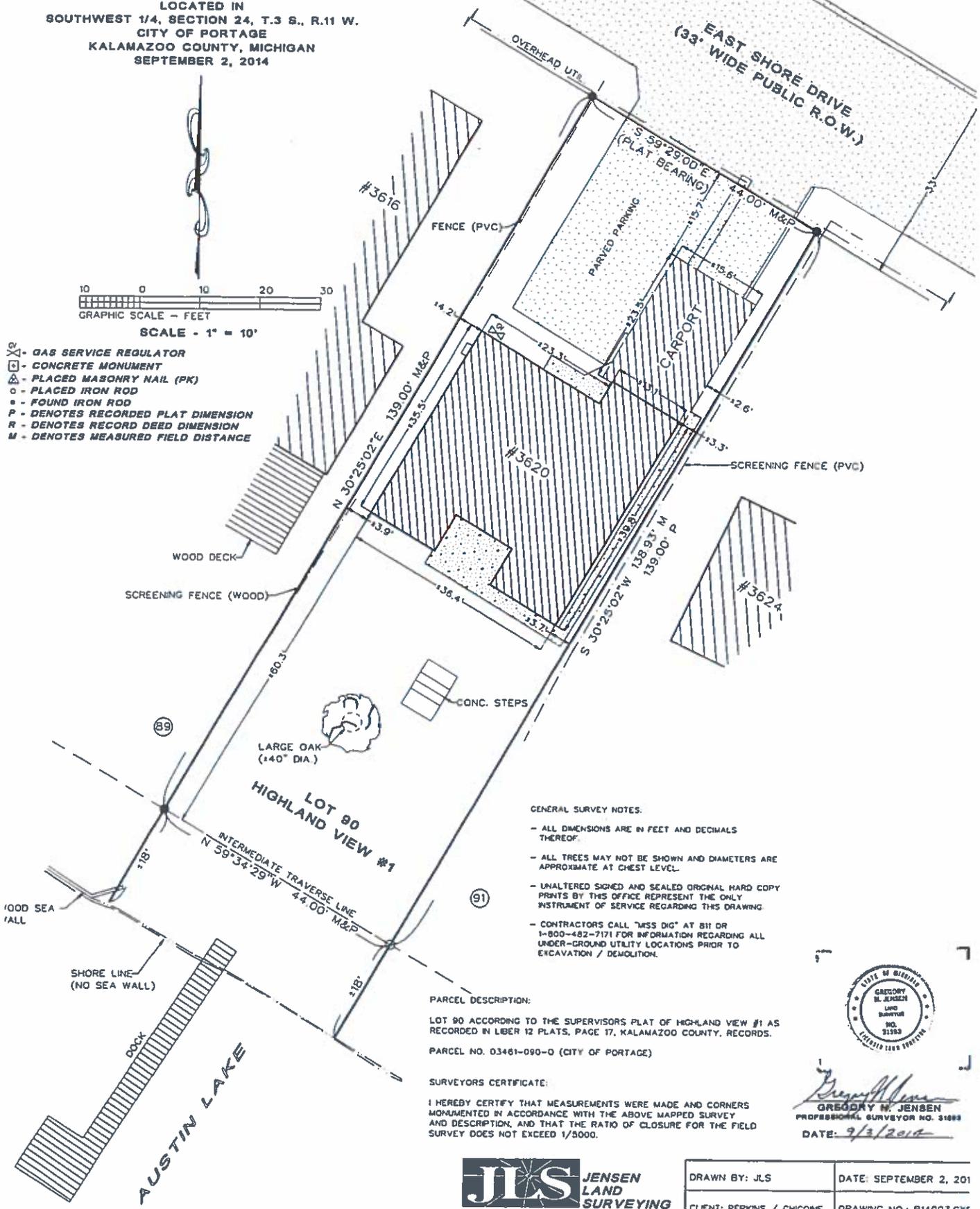
Signature of Applicant

Date

**MAP OF SURVEY  
FOR  
TIMOTHY PERKINS & JANINE CHICOINE  
LOCATED IN  
SOUTHWEST 1/4, SECTION 24, T.3 S., R.11 W.  
CITY OF PORTAGE  
KALAMAZOO COUNTY, MICHIGAN  
SEPTEMBER 2, 2014**



- GAS SERVICE REGULATOR
- CONCRETE MONUMENT
- PLACED MASONRY NAIL (PK)
- PLACED IRON ROD
- FOUND IRON ROD
- P** - DENOTES RECORDED PLAT DIMENSION
- R** - DENOTES RECORD DEED DIMENSION
- M** - DENOTES MEASURED FIELD DISTANCE



- GENERAL SURVEY NOTES:**
- ALL DIMENSIONS ARE IN FEET AND DECIMALS THEREOF.
  - ALL TREES MAY NOT BE SHOWN AND DIAMETERS ARE APPROXIMATE AT CHEST LEVEL.
  - UNALTERED SIGNED AND SEALED ORIGINAL HARD COPY PRINTS BY THIS OFFICE REPRESENT THE ONLY INSTRUMENT OF SERVICE REGARDING THIS DRAWING.
  - CONTRACTORS CALL "MISS DIG" AT 811 OR 1-800-482-7171 FOR INFORMATION REGARDING ALL UNDER-GROUND UTILITY LOCATIONS PRIOR TO EXCAVATION / DEMOLITION.

**PARCEL DESCRIPTION:**  
LOT 90 ACCORDING TO THE SUPERVISORS PLAT OF HIGHLAND VIEW #1 AS RECORDED IN LBER 12 PLATS, PAGE 17, KALAMAZOO COUNTY, RECORDS.  
**PARCEL NO. 03461-090-0 (CITY OF PORTAGE)**

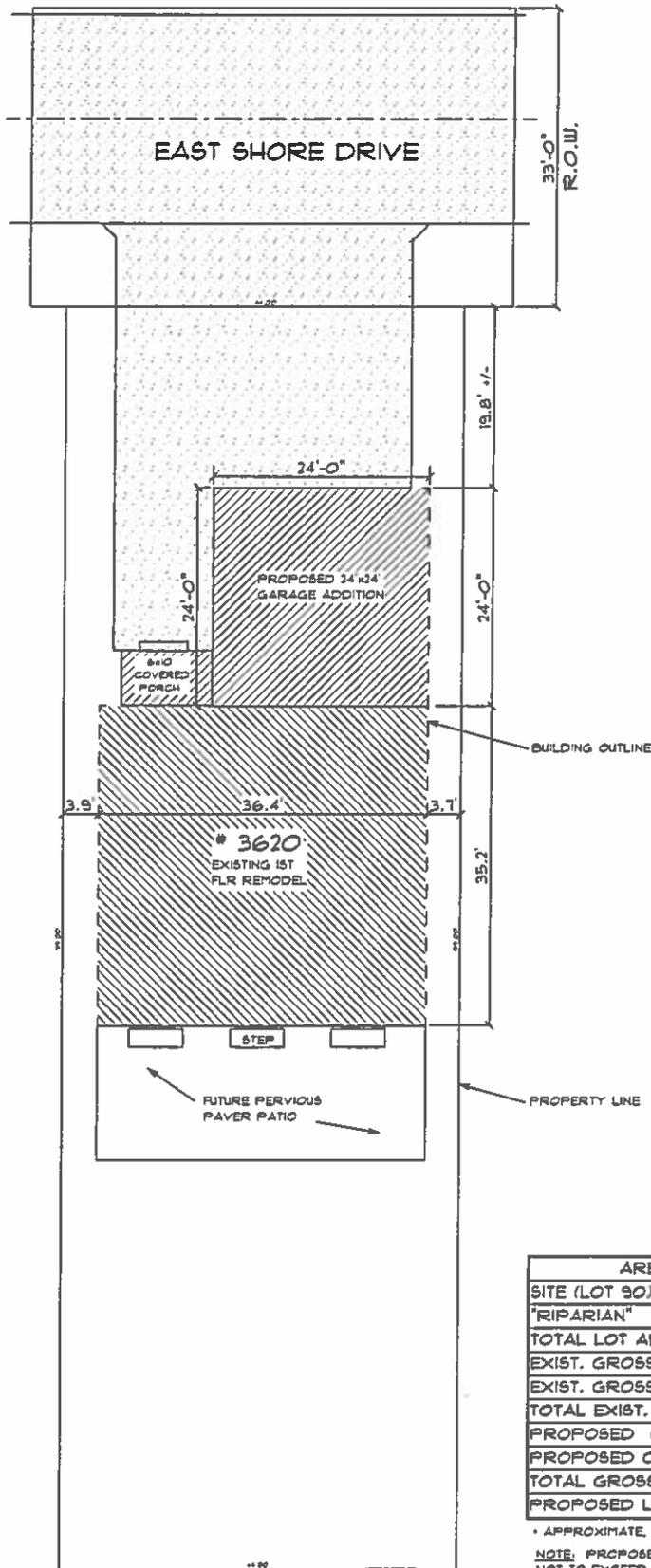
**SURVEYORS CERTIFICATE:**  
I HEREBY CERTIFY THAT MEASUREMENTS WERE MADE AND CORNERS MONUMENTED IN ACCORDANCE WITH THE ABOVE MAPPED SURVEY AND DESCRIPTION, AND THAT THE RATIO OF CLOSURE FOR THE FIELD SURVEY DOES NOT EXCEED 1/5000.



*Gregory M. Jensen*  
**GREGORY M. JENSEN**  
PROFESSIONAL SURVEYOR NO. 31583  
DATE: 9/2/2014

**JLS JENSEN LAND SURVEYING**  
7264 E. "AB" AVENUE • RICHLAND, MI 49083  
(269)829-8810 • FAX (269)839-8731

DRAWN BY: JLS	DATE: SEPTEMBER 2, 2014
CLIENT: PERKINS / CHICOINE	DRAWING NO.: B14993.GXK
JOB NO.: B14993	SHEET: 1 OF 1



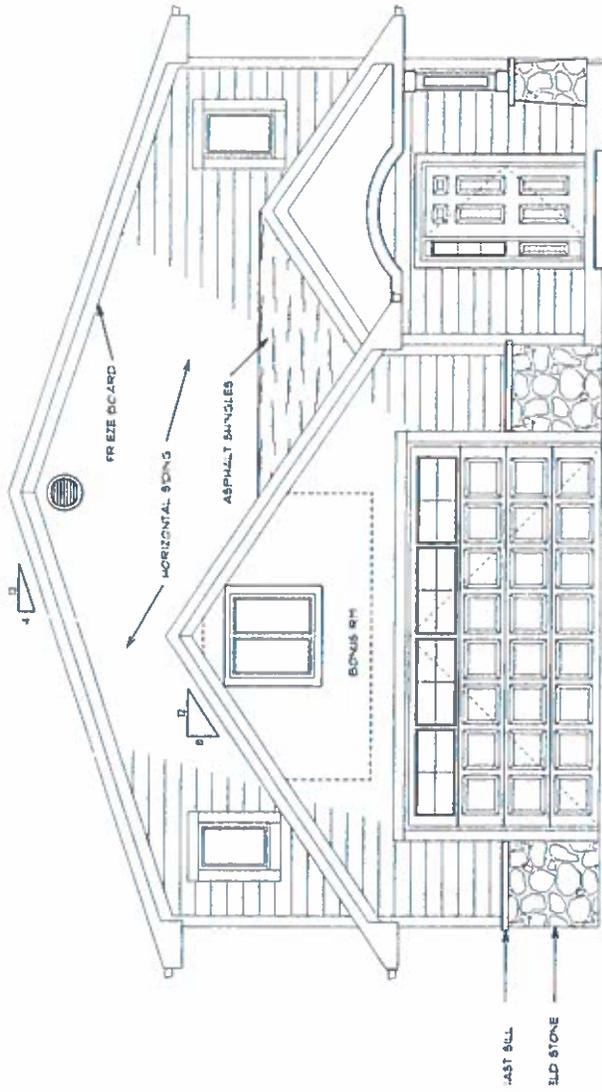
**RECEIVED**  
 OCT 22 2014  
 COMMUNITY DEVELOPMENT

AREA DATA	SIZE	AREA (s.f.)
SITE (LOT 90)	44'x139'	6116
"RIPARIAN"	18'x44'	792
TOTAL LOT AREA	44'x157'	6908
EXIST. GROSS BLDG.	35.5'x36.4'	1292
EXIST. GROSS CARPORT	15.6'x23.5'	367
TOTAL EXIST. STRUCTURES		1659
PROPOSED GARAGE ADD.	24'x24'	576
PROPOSED COVERED PORCH	6'x10'	60
TOTAL GROSS PROP. BUILDING		1928
PROPOSED LOT COVERAGE	(TPB/TLA)	27.9%

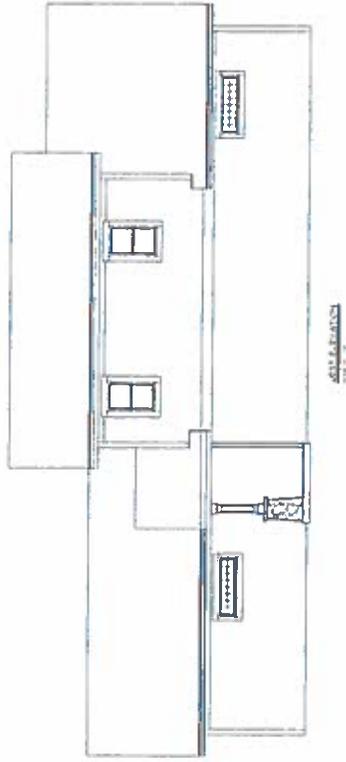
\* APPROXIMATE, BASED ON SURVEY & DESIGN GUIDE  
 NOTE: PROPOSED EAVE OVER-HANG DIMENSION  
 NOT TO EXCEED EXISTING EAVE OVER-HANG DIMENSION.

<b>CHICOINE - PERKINS</b>		<b>3620 EAST SHORE DRIVE CITY OF PORTAGE</b>	<b>DRAWING NUMBER 1 OF 1</b>
DATE: 10-20	SCALE: 1" = 30'	<b>PLOT PLAN</b>	
DATE: October 22 2014		DRAWN BY: [Signature]	

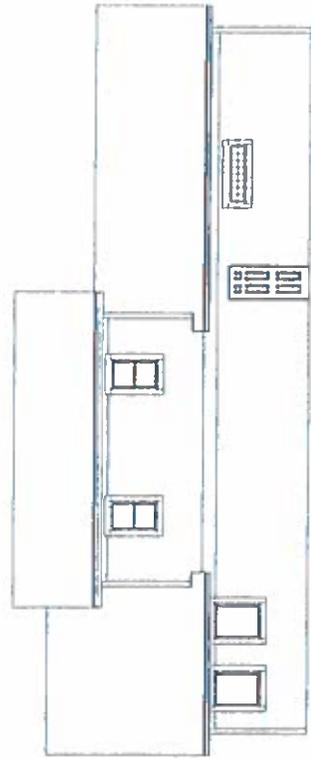
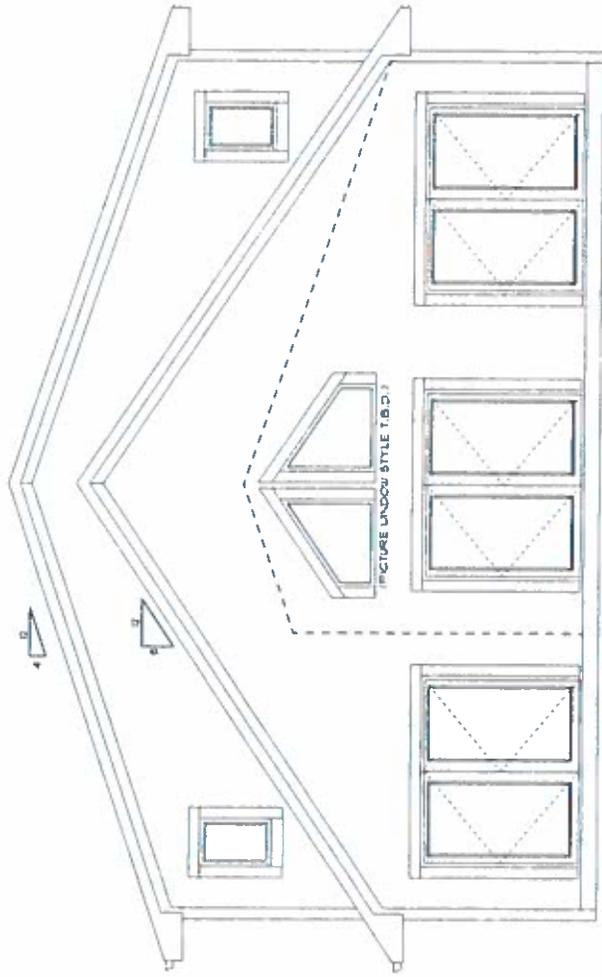
NOTE: THIS IS NOT A LEGAL SURVEY. SITE BOUNDARY DATA PROVIDED BY OTHERS. SITE AND BUILDING IMPROVEMENTS ARE BASED ON A DESIGN GUIDE.



**NORTH ELEVATION**  
SCALE 1/4" = 1'-0"



**SOUTH ELEVATION**  
SCALE 1/4" = 1'-0"



**EAST ELEVATION**  
SCALE 1/4" = 1'-0"

**TO:** Zoning Board of Appeals **DATE:** October 31, 2014  
**FROM:** Vicki Georgeau, Director of Community Development  
**SUBJECT:** ZBA #14-09, Janine Chicoine, 3620 East Shore Drive, R-1A, One Family Residential  
**CODE SECTION:** 42-350, Schedule of Regulations, p. CD42:84.  
42-133(D)(1), Nonconforming Buildings and Structures, p. CD42:44

**APPEAL:** Requesting variances to construct a 24-foot by 24-foot attached garage: a) 20 feet from the front property line where a minimum 27-foot front setback is required; and b) three feet from the side property line where a minimum five-foot side yard setback is required; c) exceed the maximum permitted building lot coverage by 201 square feet; and d) construct a second story addition three feet from the side property lines where a minimum five-foot side yard setback is required.

**STAFF RECOMMENDATION:**

The applicant is requesting the above referenced variances per the enclosed application, survey, and building sketches. The substandard 44-foot wide lakefront lot is 6,908 square feet in area (including riparian area) and is improved with a nonconforming 1,292 square-foot dwelling (including covered porch areas) and nonconforming 367 square-foot attached carport constructed in 1952. The property is zoned R-1A, one family residential, and is adjacent to other single family residences to the east and west. The dwelling is nonconforming because it is located 3.3 feet from the east and 3.9 feet from the west side property lines. The carport is nonconforming because it is located 2.6 feet from the side property line and 15.7 feet from the front property line.

The proposed 24-foot by 24-foot attached garage would extend in line with the house to within 20 feet of the front property line where a minimum 27-foot front setback is required, and five-foot side yard setbacks are required. The existing 1,292 square-foot dwelling and proposed 576 square-foot attached garage and 60 square-foot covered porch will result in building lot coverage that exceeds the maximum permitted by 201 square feet. The proposed second story addition would be constructed in line with the existing dwelling and while it would not alter the footprint it will (vertically) increase the size of the dwelling within required side yards. The second story addition will also have 12 inch wide eaves that extend into the three-foot side setback. Variances are therefore requested.

With regard to request a), the nonconforming dwelling's location on the lot precludes construction of a garage addition in a conforming location with respect to the front setback. The existing carport is located 15.7 feet from the front property line. The applicant proposes to remove the carport and a four-foot bump-out where the carport attaches to the dwelling and construct a 24-foot deep garage that would be set back 19.8 feet from the front property line. The applicant owns a large pickup truck and indicates the depth is the minimum necessary to accommodate the vehicle and permit reasonable movement around it. There are exceptional circumstances applying to the property which include the location of the existing dwelling, and the narrowness of the lot. The variance would result in a reduction in the degree of nonconformity and

would not be detrimental to the adjacent property and surrounding neighborhood. For these reasons the variance can be recommended.

With regard to b), staff acknowledges the limitations imposed by a narrow lot width but notes an alternative is available that would meet minimum side yard setbacks. A 22-foot wide garage could be constructed that is offset two feet from the dwelling. Because the requested variance is not the minimum necessary to permit reasonable use of the property and conforming alternatives are available, the variance is not recommended.

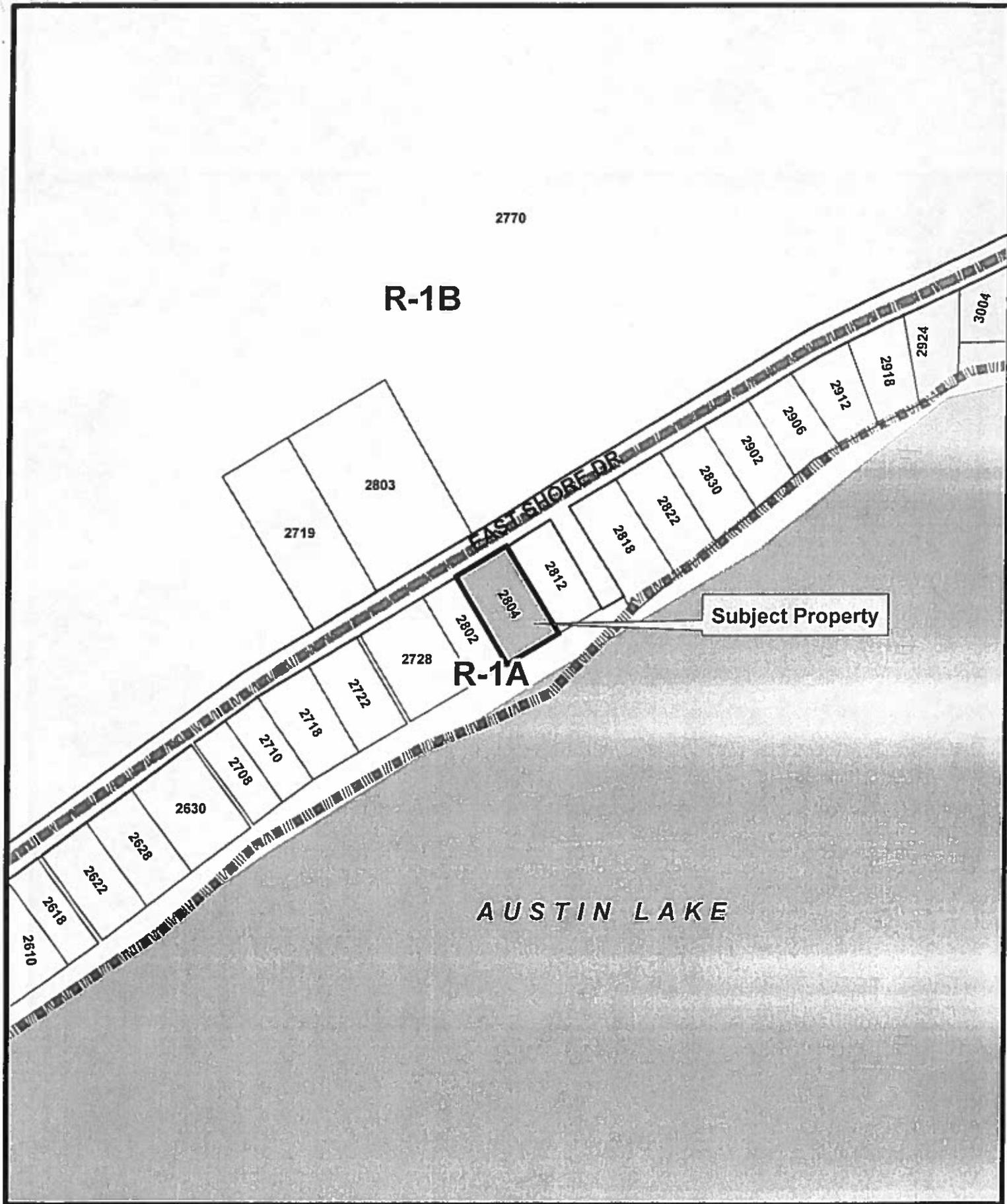
Concerning request c), with the proposed 60 square-foot covered front porch and 576 square-foot attached garage, the maximum permitted lot coverage is exceeded by 201 square feet. As noted above, a smaller offset 22-foot by 24-foot garage is a viable option for a two stall garage. Similarly, the covered front porch could be eliminated or a three-foot cantilevered porch roof is permitted as an architectural projection without the need for a variance. With these modifications a lesser 93 square-foot building lot cover variance, which is the minimum needed, can be recommended.

With regard to d), conforming alternatives are not readily available without demolition and reconstruction of the dwelling. There are exceptional circumstances which include the location of the current building and narrowness of the lot. For these reasons the variance can be recommended. It is recommended the Board consider the following condition of variance approval: if the applicant cannot reuse the existing building foundation and/or structural walls due to design and/or building code requirements, it is recommended the building foundation and/or structural walls be constructed in a conforming location.

**PRACTICAL  
DIFFICULTY:**

Reduction in degree of nonconformity with regard to attached garage. Narrow lot, and location of existing dwelling.

T:\COMMDEV\2014-2015 Department Files\Board Files\Zoning Board\14-09, 3620 E Shore\2014 10 03 VG ZBA 14-09 E Shore, 3620 (staff rpt) doc

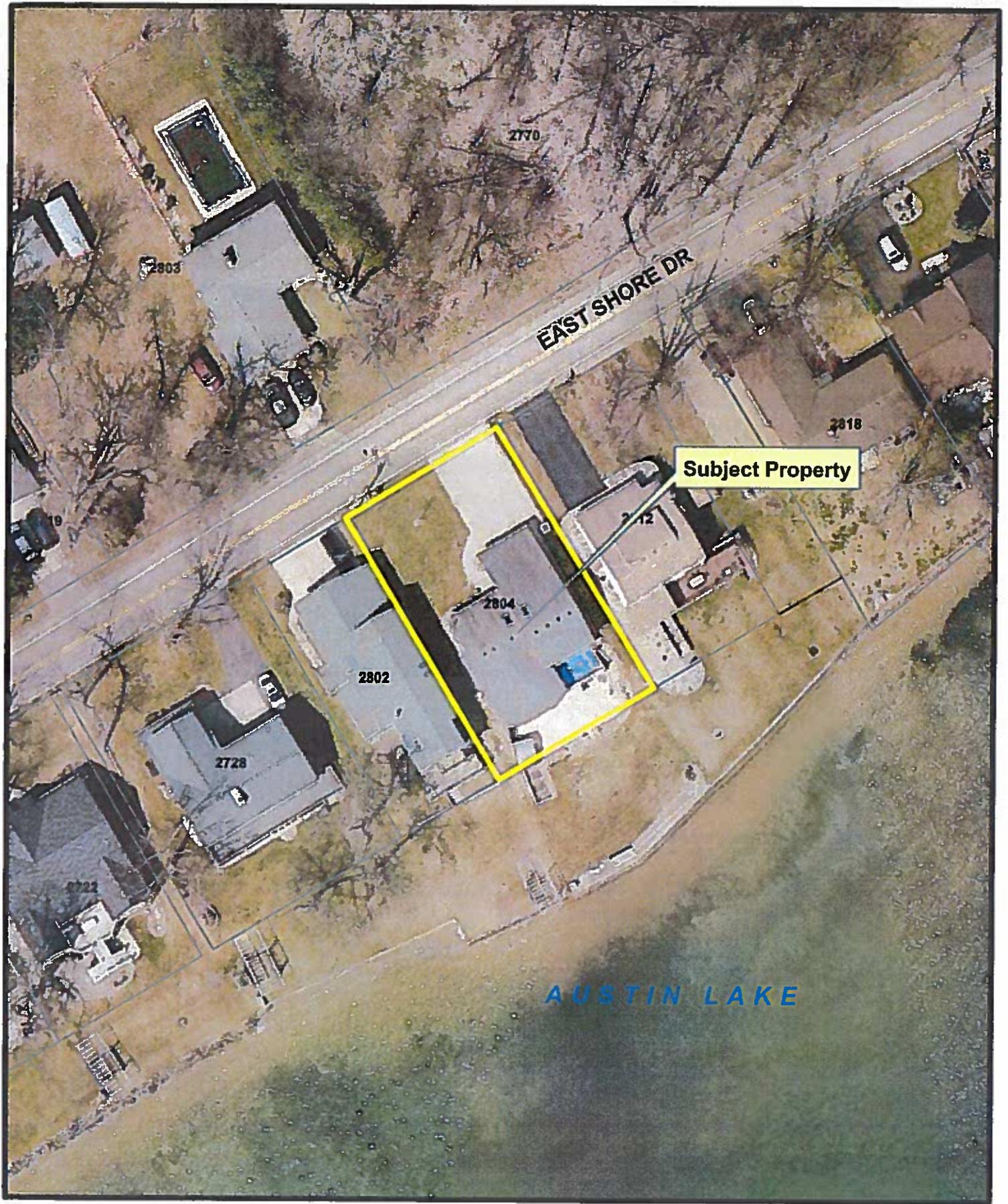


-  Zoning Boundary
-  Subject Property
-  Notification Area

**ZBA 14-14**  
**2804 East Shore Drive**



1 inch = 150 feet



Subject Property

# Aerial Photo 2804 East Shore Drive

 Subject Property

  
1 inch = 51 feet

**ZONING BOARD OF APPEALS APPLICATION**

**RECEIVED**

OCT 27 2014

COMMUNITY DEVELOPMENT

**FOR COMPLETION BY APPLICANT**

Application Date October 22, 2014

Name of Applicant GASPAR MATRANGA  
Print

*Gaspar Matranga*  
Signature

Applicant's Address 2804 East Shore Drive

Phone No. 269-327-5950

Name of Property Owner (if different from Applicant) \_\_\_\_\_

Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Address of the Property that is the subject of this Application:

Street Address 2804 East Shore Drive

For Platted Property: Lot \_\_\_\_\_ of \_\_\_\_\_ Plat

[If The Property Is Unplatted, the Legal Description is needed. Please attach on a separate sheet.]

Applicant's interest in Property that is the subject of this Application: Home Owner

Application Fee \_\_\_\_\_ (Residential Uses) \_\_\_\_\_ (All Other Uses)

Type of Appeal (Please check one of the following bold choices and provide the requested information):

**Variance from Zoning Ordinance:** Article \_\_\_\_\_ Section \_\_\_\_\_ Paragraph \_\_\_\_\_  
Regarding: Use \_\_\_\_\_ Area \_\_\_\_\_ Yards \_\_\_\_\_  
Setbacks  \_\_\_\_\_ Parking \_\_\_\_\_ Other \_\_\_\_\_

Reason for Request (Also complete page 2 of application): We are working with the city to determine an acceptable variance that will allow for a reconfiguration of the driveway for safety purposes and re-arranged patio space

**Appeal of Administrative Decision:** Article \_\_\_\_\_ Section \_\_\_\_\_ Paragraph \_\_\_\_\_

Reason for Request: \_\_\_\_\_

**Interpretation of the Zoning Ordinance:** Article \_\_\_\_\_ Section \_\_\_\_\_ Paragraph \_\_\_\_\_

Reason for Request: \_\_\_\_\_

**A Temporary Permit for:** Building \_\_\_\_\_ Use \_\_\_\_\_ Other Approval \_\_\_\_\_

Article \_\_\_\_\_ Section \_\_\_\_\_ Paragraph \_\_\_\_\_

Reason for Request: \_\_\_\_\_

**FOR STAFF USE**

Application Number:	Filing Date:	Tentative Hearing Date:
Previous Application Filed Regarding This Property:		

### Reason For Variance

1. Please explain how the property has characteristics such as narrowness, shallowness, irregular shape, topography, or natural features that prevent compliance with the Zoning Ordinance. (Attach additional sheets if needed.)

First request: Currently, our property is at a higher level than the street level. This causes our driveway to have a steep slope. During the winter season, we do have challenges getting up the driveway as well as preventing vehicles from sliding down the driveway and into the street, which has happened several times. By changing the entrance point of the garage and shifting the driveway further west, it will not only eliminate some of the steepness of the driveway but it will provide a large level pad in front of the garage for safer parking. This renovation and variance acceptance will also add a third stall to the garage, further adding storage and parking. A variance is being requested for this garage to extend North an additional 6ft, leaving 21ft from the front property line. This is reduced from our previous variance request of 8ft, which left only 19ft from the front property line.

Second request: A request to extend another 24 inches (plus 12 inches for the soffit overhang) x 21 ft long on the East side of the house to allow for a laundry room addition and computer area. This extension will be supported by footings and will not change the existing foundation. This extension will allow enough room to fit a washer and dryer into the plan layout.

2. Are the physical characteristics you explained above unique and not shared by neighboring properties? (Attach additional sheets if needed.)

All of our neighbors with the exception of one do not have an issue of a steep driveway. Furthermore, the setback in the front will be comparable to other neighboring houses on our street.

3. Can the property be reasonably used for the uses permitted in the zoning district without granting the variance? (Attach additional sheets is needed.)

The current situation presents unsafe parking issues as well as unsafe entrance attempts into the garage during the winter months. The property CANNOT be reasonably used in a safe, functional matter while allowing for the preservation and enjoyment of substantial property rights. To allow safe maneuvering and parking into the garage a variance will be necessary. The third stall will be closest to the house will not be utilized for a vehicle but rather for lawn maintenance equipment. Having the two stalls situated farther away from the house allows safe maneuvering into the garage while eliminating the existing problems we face with steepness. The practical difficulty is the steepness, parking and maneuvering into the garage and is the reason why this variance is being requested. A side entrance without a variance may be suggested but does NOT eliminate the practical difficulty of maneuvering into the garage.

4. Is the variance the minimum necessary to permit reasonable use of the land and buildings, or would a lesser variance be fair and equitable to the applicant as well as logical and just to other property owners in the area? (Attach additional sheets if needed.)

The variance requested is the minimum necessary to permit reasonable use of the land and buildings.

5. Explain how the variance would not result in adverse effects on adjacent properties or alter the character of the area. (Attach additional sheets if needed.)

The variance will not result in adverse effects to adjacent properties because as mentioned before, this variance is comparable with quite a few other houses on the street. The variance will IMPROVE the traffic congestion by getting cars and boats off the road and improve the access for other traffic. Reducing the congestion will increase the safety for the children and pets in the neighborhood.

6. Explain how the variance would not result in increased traffic congestion, noise, or other potential concerns, or in dangers from fire, flood or other hazards, that would be detrimental to the property or to the area. (Attach additional sheets if needed.)

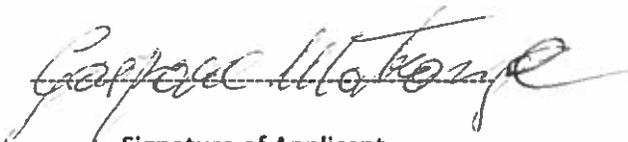
The existing property cannot reasonably provide for the protection of property without a variance. The variance will not result in increased traffic, congestion, noise or other potential concerns or dangers. On the contrary, it would result in safer parking and a safer access and entrance to the garage.

7. Is the reason for the request, the practical difficulty or the hardship created, due to an act of the applicant or due to an act by the previous property owner? (Attach additional sheets if needed.)

The variance will not alter the character of the area or diminish property values. The unique topography was not self-created.

8. Explain how the variance would fulfill the spirit and intent of the Zoning Ordinance. (Attach additional sheets if needed.)

The spirit and intent of the zoning ordinance will be fulfilled by granting the minimum necessary variance, which will enable the homeowner to protect their property, permit reasonable use of the land and buildings and enhance the safety and security of the neighbors and area. We strongly feel that this will make a significant difference and help our difficulties in the winter.



Signature of Applicant

11-10-2014

Date

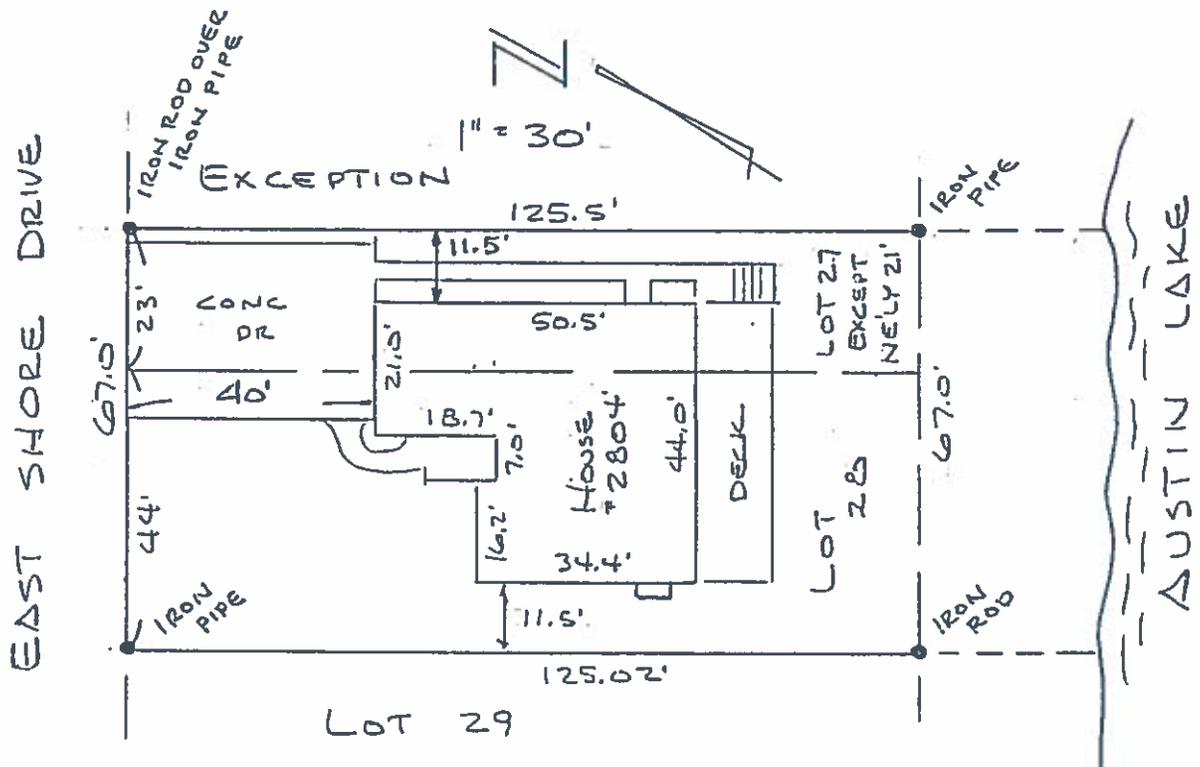
of the following described property. Measurements were made and corners perpetuated in accordance with the true and established lines of the property as described.

Situated in the City of Portage, Kalamazoo County, Michigan:

Lot 28 and Lot 27, except the Northeasterly 21 feet thereof, Supervisor's Plat of Highland View, according to the Plat thereof as recorded in Liber 12 of Plats, Page 16, Kalamazoo County Records.

Owner: Gaspare and Vincenza Matranga  
Property Address: 2804 East Shore Drive

Kalamazoo County Flood Hazard Maps have been checked and subject property found to be in Flood Zone "C" as per Map # 260577-0006.



I hereby certify that the survey as shown above is correct as described.

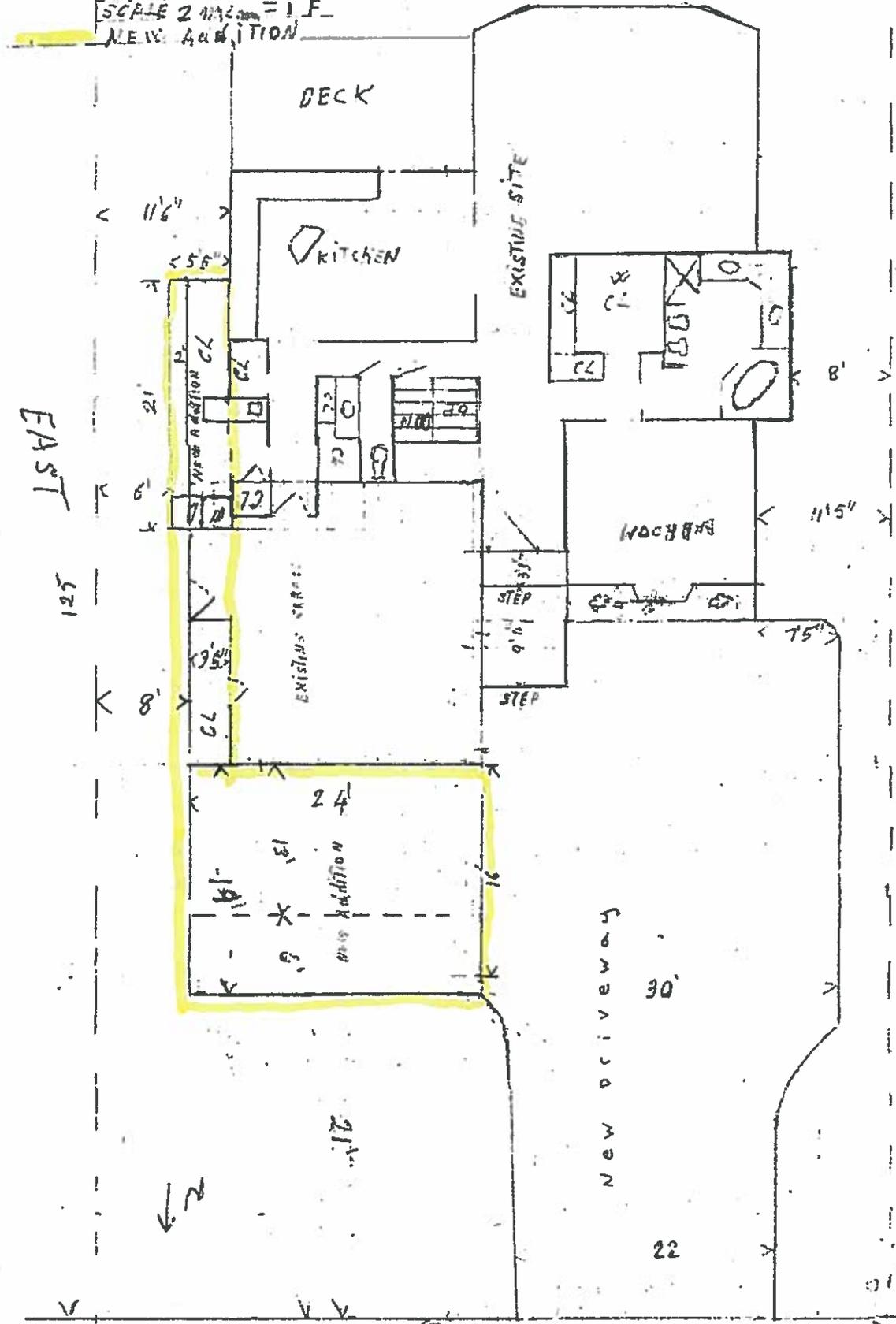
Surveyed November 1, 2002

Survey No. 2002-258

By: [Signature]  
Professional Surveyor #22446

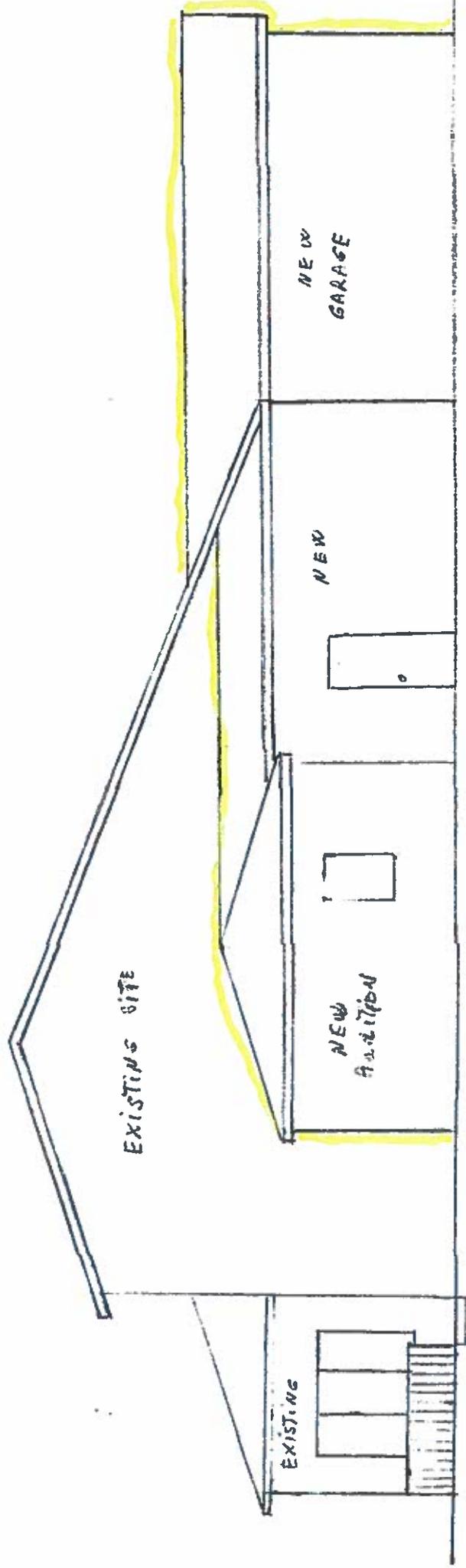
**WOLDRING SURVEYING**  
1801 Schuring Road  
Portage, MI 49024  
Ph: 616-327-8643

GASPARE MATRANCA  
 2304 EAST SHORE DR.  
 PORTAGE MI  
 SITE PLAN  
 SCALE 2" = 1'-0"  
 NEW ADDITION

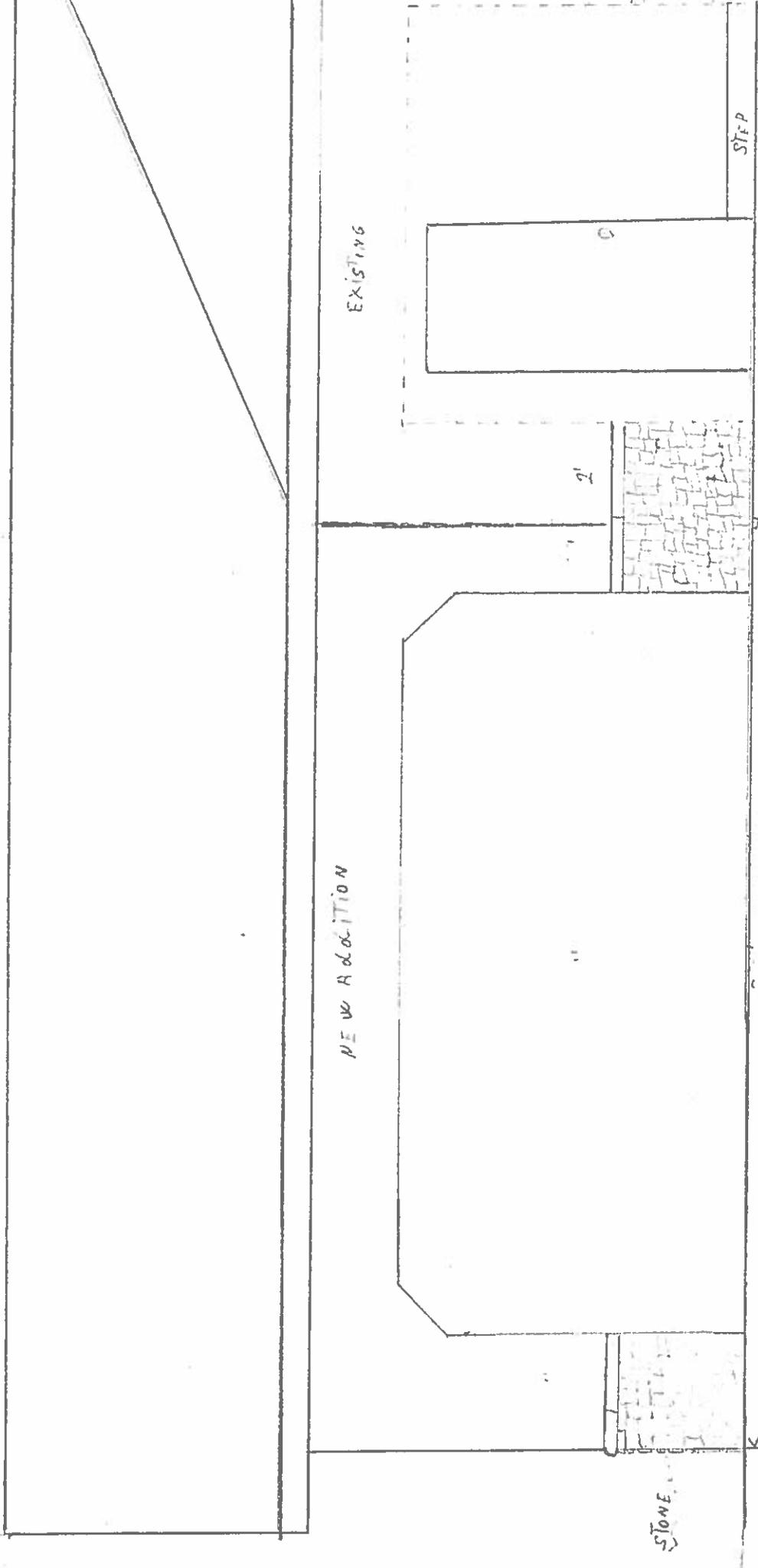


2804 EAST SHORE DR.

64 SHORE MALKRONG  
2804 EAST SHORE DR.  
EAST SITE  
SCALE 1/8" = 1' - 0"



10/1/18



NEW ADDITION

EXISTING

2

STEP

STONE

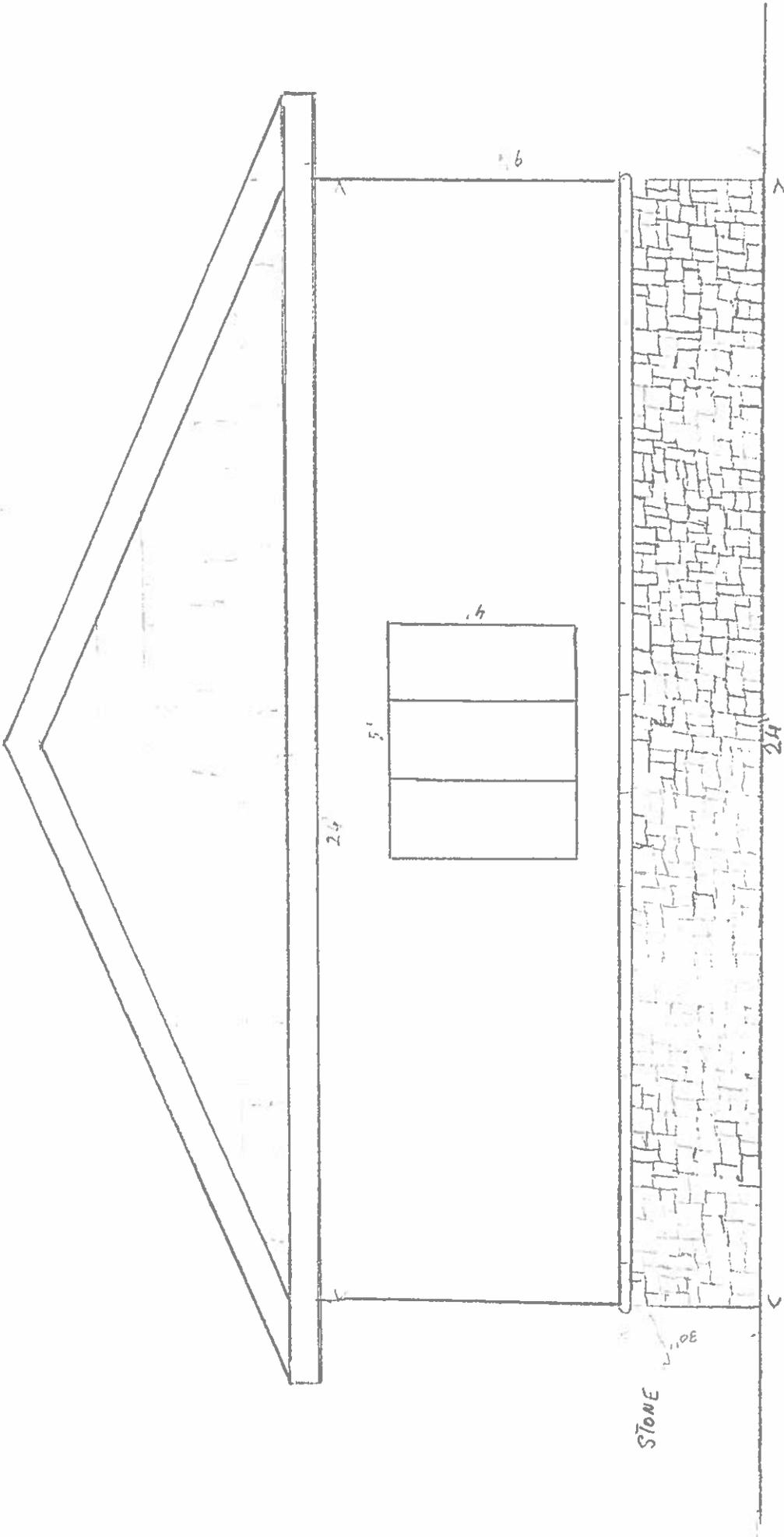
19'

GASPARE MAIRONA  
 WEST ELEVATION  
 SCALE 1/8" = 1'-0"

WEST ELEVATION

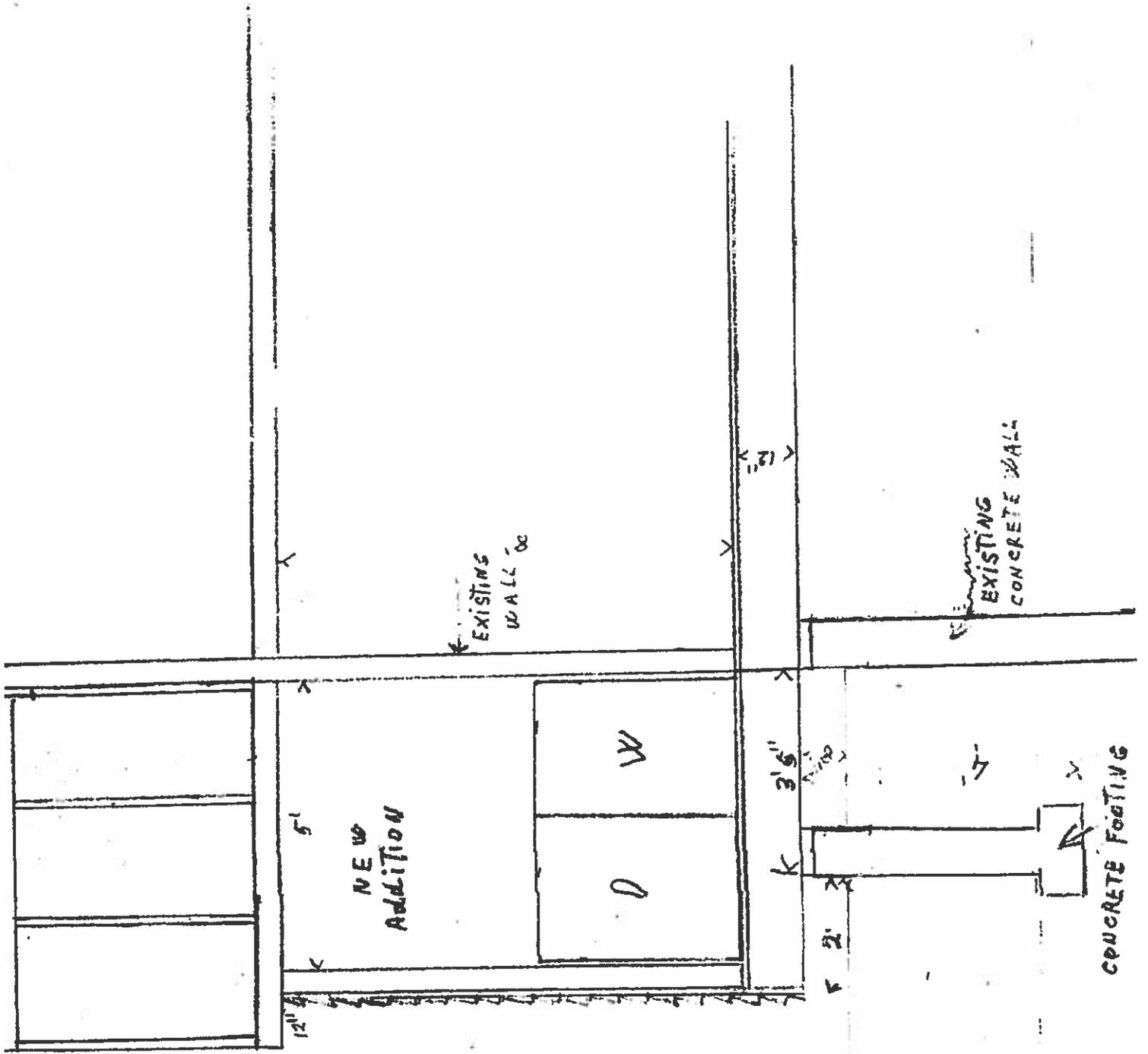
6754  
2804 EAST SHORE DR.  
NORTH ELEVATION

1/1/15



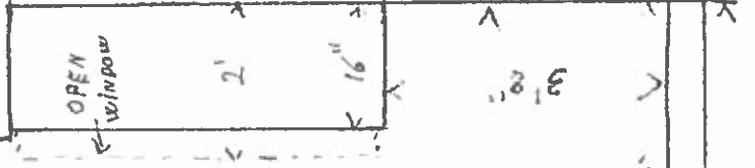
NORTH ELEVATION

GASPARRE MATRANGOLA  
CROSS SECTION  
2804 EAST SHORE DR.  
SCALE 1/8" = 1 FOOT



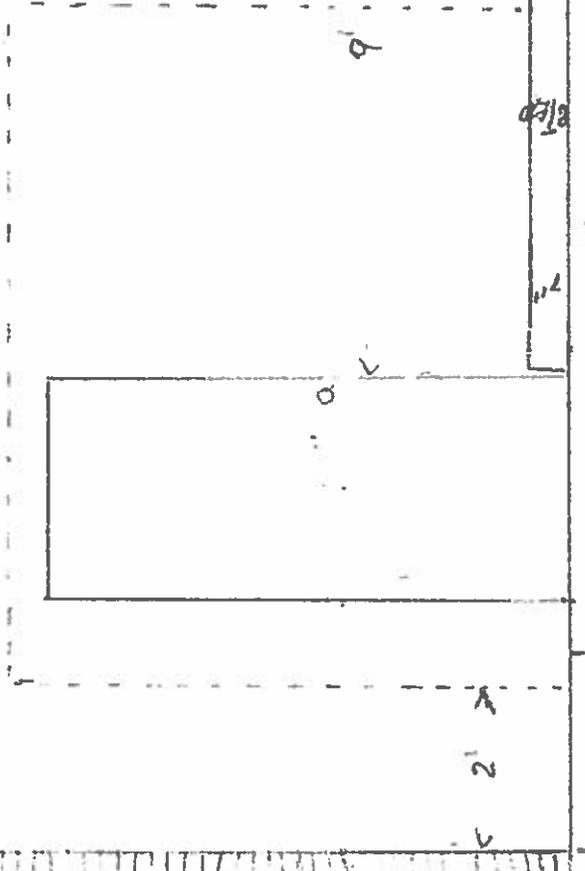
CASPER MATRANGA  
EXISTING WEST ELEVATION  
SCALE 1/8" = 1 FOOT

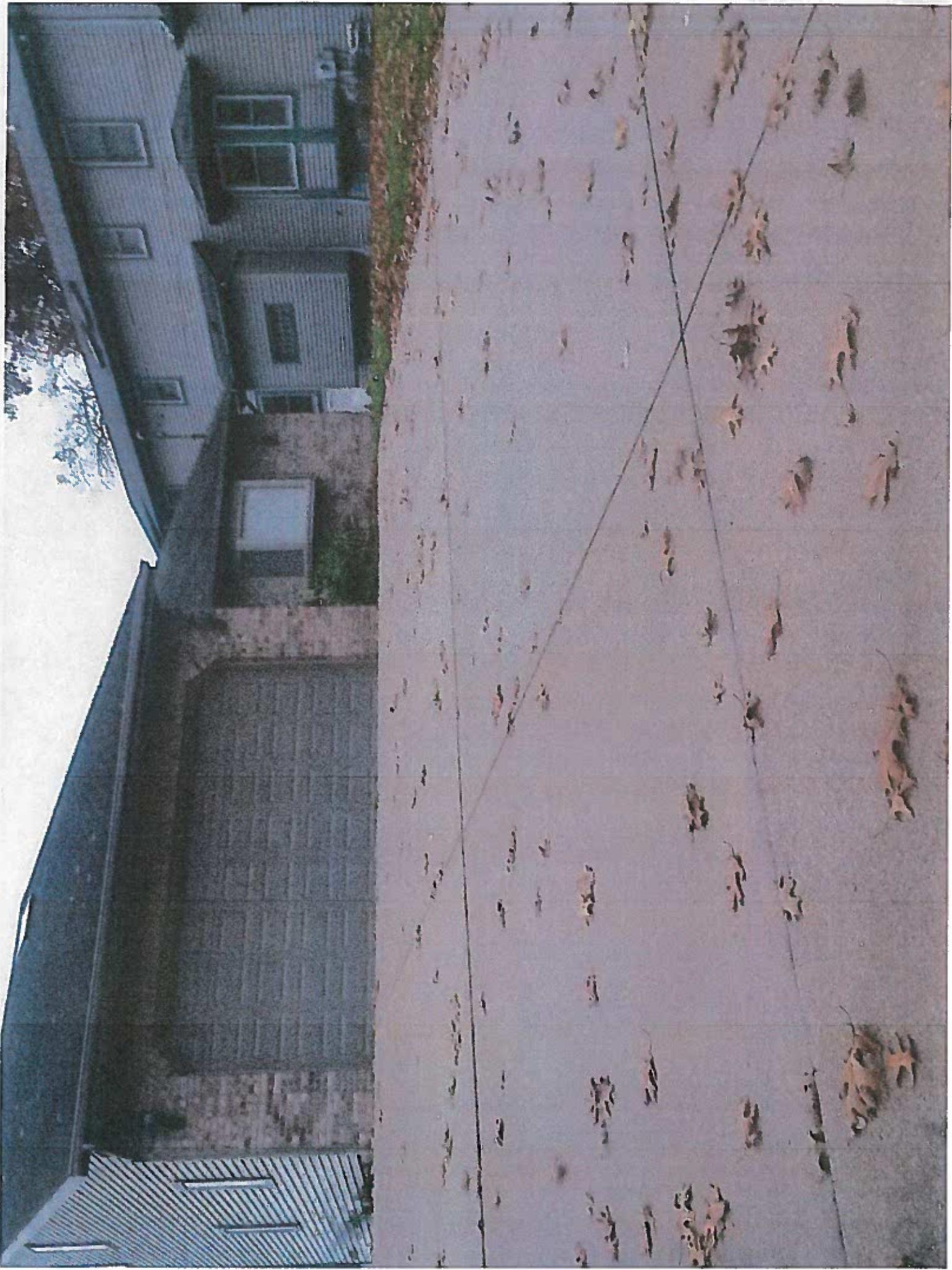
EXISTING WEST  
ELEVATION



CONCRETE

- 15'6"







11-9-15





**TO:** Zoning Board of Appeals **DATE:** November 26, 2014  
**FROM:** Vicki Georgeau, <sup>VP</sup> Director of Community Development  
**SUBJECT:** ZBA #14-14, Gaspare Matranga, 2804 East Shore Drive, R-1A, One Family Residential

**CODE SECTION:** 42-623(C)(5) Board Decisions, p. CD42:140.4  
42-350, Schedule of Regulations, p. CD42:84.

**APPEAL:** Requesting: a) a finding that there has been a change in circumstances since the October 23, 2014 Board decision; b) a variance to construct a 19-foot by 24-foot garage addition that would extend within 21 feet of the front property line where a minimum 27 foot front yard setback is required; and c) a two-foot side yard setback variance to construct a 21-foot by 5.5-foot addition.

**STAFF RECOMMENDATION:**

The applicant is requesting the above referenced variances per the enclosed application, site sketch and related materials. The 67-foot by 125-foot lakefront lot is improved with a 2,212 square-foot walk-out dwelling (1,318 square feet living area on main floor) and a 504 square-foot attached garage constructed by the applicant in 1991. The property is zoned R-1A, one family residential, and is surrounded by other single family residences.

The applicant's request (ZBA #14-07) to construct a 21-foot by 24-foot garage addition to within 19 feet of the front property line where a minimum 27-foot setback is required was denied at the October 23, 2014 meeting. Section 42-623(C)(5) states *"no application which has been denied wholly or in part by the board shall be resubmitted for a period of one year from the date of the last denial, unless permitted by the board after a demonstration by the applicant of a change of circumstances from the previous application."* The applicant has submitted revised plans for a 19-foot wide side-oriented garage that would extend to within 21 feet of the front property line. If the Board finds the two-foot reduction constitutes a change in circumstance, the Board may proceed with request b).

Concerning request b) the applicant proposes to construct a 19-foot by 24-foot garage addition that would extend to within 21 feet of the front property line. The proposed garage addition will convert much of the existing garage into storage space and provide two side-oriented parking stalls. The applicant cites topography as the practical difficulty, and indicates the conforming alternative of constructing side-oriented vehicle stalls in close proximity to the front of the dwelling is not practical, as the arrangement would not permit safe maneuvering in or out the garage, particularly with a large vehicle. If the Board finds the approximate 12.5% grade and the proximity of the garage doors to the dwelling to be a practical difficulty, the variance may be approved.

Concerning request c) the applicant proposes to construct a 21-foot by five and a half-foot laundry room addition on the east side of the dwelling. The existing dwelling is located 11.5 feet from the east side property line, where a minimum eight-foot side

yard setback is required. The proposed laundry room will extend two feet into the required side yard setback (and will have a twelve inch roof overhang). However, conforming alternatives are available to the applicant. For example, since the existing garage will be largely changed to storage area, this area can be modified to accommodate the laundry and office area. Also, the applicant can modify the proposed addition and laundry room layout and can construct a conforming three and a half foot bump out to accommodate a laundry area and instead of placing a washer and dryer side by side install a vertical/stacking front loading washer/dryer. Because conforming alternatives are available the variance is not recommended.

**PRACTICAL  
DIFFICULTY:**

Applicant indicates topography. None noted by staff.

T:\COMMDEV\2014-2015 Department Files\Board Files\Zoning Board\14-14; 2804 E Shore\2014 11 26 VG ZBA 14-14 E Shore, 2804 (staff rpt).doc

**SUGGESTED NON-USE VARIANCE MOTION FORM**

Mr. Chairman:

I move, in regard to ZBA # \_\_\_\_\_, the application by \_\_\_\_\_  
for a variance from \_\_\_\_\_

be:

**a. granted** for all of the following reasons:

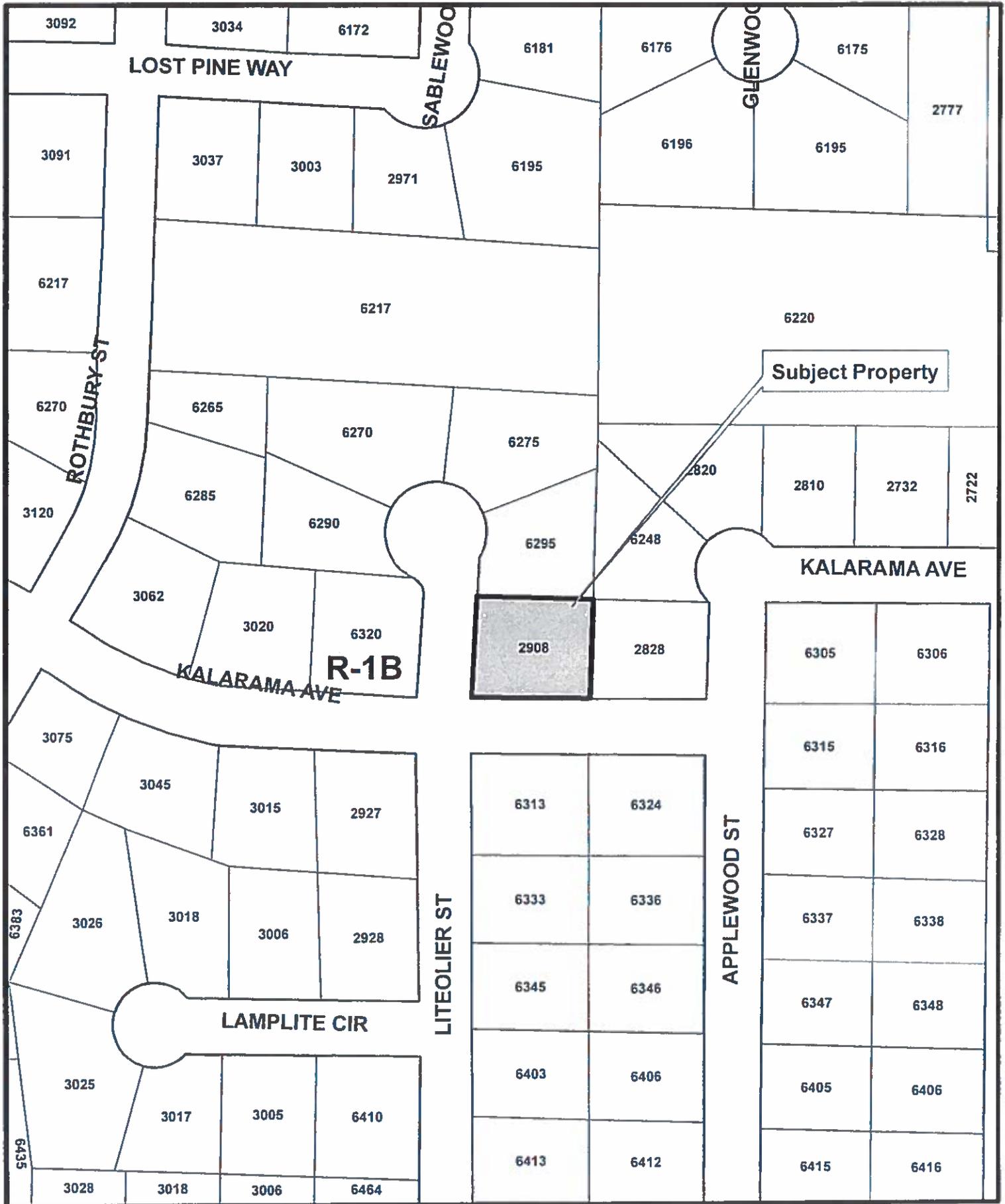
- 1a. There are exceptional or extraordinary circumstances or conditions applying to the property that do not apply generally to other properties in the same zoning district, which include \_\_\_\_\_;
- 2a. The variance is necessary for the preservation and enjoyment of a substantial property right, the right to \_\_\_\_\_, which is similar to that possessed by other properties in the same zoning district and in the vicinity;
- 3a. The immediate practical difficulty causing the need for the variance request was not created by the applicant;
- 4a. The variance will not be detrimental to adjacent property and the surrounding neighborhood, and;
- 5a. The variance will not materially impair the intent and purpose of the zoning ordinance.

**-OR-**

**b. denied** for one of more of the following reasons:

- 1b. There are no exceptional or extraordinary circumstances or conditions applying to the property that do not apply generally to other properties in the same zoning district;
- 2b. The variance is not necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district in the vicinity because there are conforming alternatives available such as \_\_\_\_\_;
- 3b. The immediate practical difficulty causing the need for the variance request was created by the applicant;
- 4b. The variance would be detrimental to adjacent property and the surrounding neighborhood, and;
- 5b. The variance would materially impair the intent and purpose of the zoning ordinance.

**c. In addition**, the application and supporting materials, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and that action of the Board be final and effective immediately.



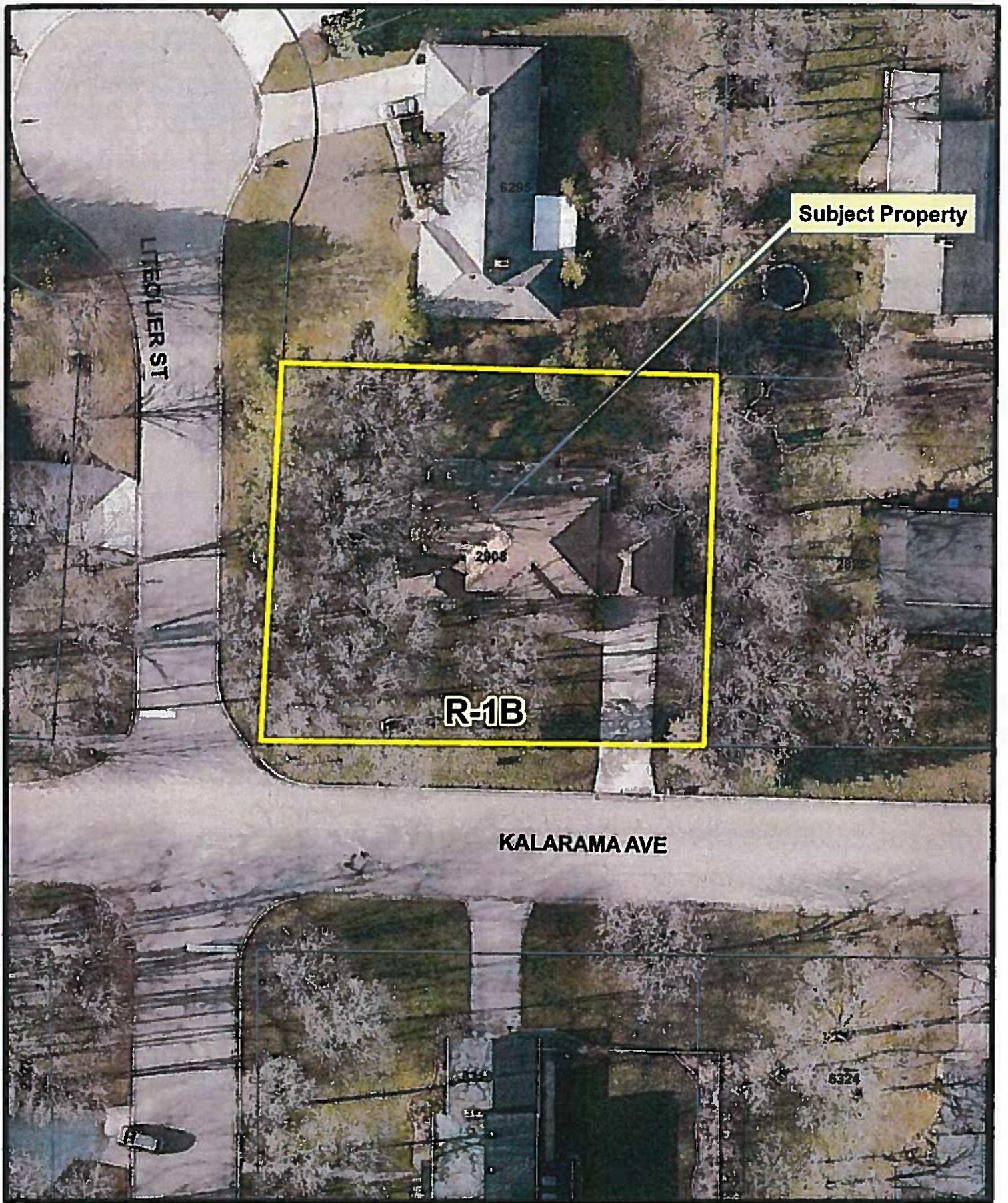
-  Zoning Boundary
-  Subject Property
-  Notification Area

# ZBA 14-15

## 2908 Kalarama Avenue



1 inch = 150 feet



 Subject Property

**ZBA 14-15**  
**2908 Kalarama Avenue**



1 inch = 40 feet

NOV 07 2014

COMMUNITY DEVELOPMENT

## ZONING BOARD OF APPEALS APPLICATION

### FOR COMPLETION BY APPLICANT

Application Date Nov 3 2014  
 Name of Applicant PHILIP TULLIS *Philip Tullis*  
Signature  
 Applicant's Address 2908 KALARAMA AVE Phone No. 269 5478086  
 Name of Property Owner (if different from Applicant) \_\_\_\_\_  
 Address \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Address of the Property that is the subject of this Application:  
 Street Address 2908 KALARAMA AVE  
 For Platted Property: Lot 35 of COACHLIFE ESTATES Plat \_\_\_\_\_  
 [If The Property Is Unplatted, the Legal Description is needed. Please attach on a separate sheet.]  
 Applicant's interest in Property that is the subject of this Application: HOME ADDRESS

Application Fee \$135.<sup>00</sup> (Residential Uses) X (All Other Uses)

Type of Appeal (Please check one of the following bold choices and provide the requested information):

**Variance from Zoning Ordinance:** Article \_\_\_\_\_ Section \_\_\_\_\_ Paragraph \_\_\_\_\_  
 Regarding: Use \_\_\_\_\_ Area \_\_\_\_\_ Yards \_\_\_\_\_  
 Setbacks  Parking \_\_\_\_\_ Other \_\_\_\_\_

Reason for Request (Also complete page 2 of application): REQUEST FOR VARIANCE TO ALLOW ROOM FOR AN ADDITIONAL GARAGE STALL

**Appeal of Administrative Decision:** Article \_\_\_\_\_ Section \_\_\_\_\_ Paragraph \_\_\_\_\_

Reason for Request: \_\_\_\_\_

**Interpretation of the Zoning Ordinance:** Article \_\_\_\_\_ Section \_\_\_\_\_ Paragraph \_\_\_\_\_

Reason for Request: \_\_\_\_\_

**A Temporary Permit for:** Building \_\_\_\_\_ Use \_\_\_\_\_ Other Approval \_\_\_\_\_

Article \_\_\_\_\_ Section \_\_\_\_\_ Paragraph \_\_\_\_\_

Reason for Request: \_\_\_\_\_

### FOR STAFF USE

Application Number: <u>14-17</u>	Filing Date: _____	Tentative Hearing Date: <u>12/8/14</u>
Previous Application Filed Regarding This Property: _____		

### Reason For Variance

1. Please explain how the property has characteristics such as narrowness, shallowness, irregular shape, topography, or natural features that prevent compliance with the Zoning Ordinance. (Attach additional sheets if needed.)

SEE ATTACHED

2. Are the physical characteristics you explained above unique and not shared by neighboring properties? (Attach additional sheets if needed.)

SEE ATTACHED

3. Can the property be reasonably used for the uses permitted in the zoning district without granting the variance? (Attach additional sheets if needed.)

SEE ATTACHED

4. Is the variance the minimum necessary to permit reasonable use of the land and buildings, or would a lesser variance be fair and equitable to the applicant as well as logical and just to other property owners in the area? (Attach additional sheets if needed.)

SEE ATTACHED

5. Explain how the variance would not result in adverse affects on adjacent properties or alter the character of the area. (Attach additional sheets if needed.)

SEE ATTACHED

6. Explain how the variance would not result in increased traffic congestion, noise, or other potential concerns, or in dangers from fire, flood or other hazards, that would be detrimental to the property or to the area. (Attach additional sheets if needed.)

SEE ATTACHED

7. Is the reason for the request, the practical difficulty or the hardship created, due to an act of the applicant or due to an act by the previous property owner? (Attach additional sheets if needed.)

SEE ATTACHED

8. Explain how the variance would fulfill the spirit and intent of the Zoning Ordinance. (Attach additional sheets if needed.)

SEE ATTACHED

  
Signature of Applicant

Nov 3 2014  
Date

November 7, 2014

Phil and Kristi Tullis  
2908 Kalarama Ave  
Portage MI 49024  
RE: Reason For Variance (attachment)

To whom it concerns,

We are requesting a variance on the set back requirements our house located at 2908 Kalarama Ave for the purposes of adding a functional 3<sup>rd</sup> stall garage onto our existing garage for storing our yard tools, a 3<sup>rd</sup> vehicle and a small workshop for our household projects. Please accept this letter as a supplement to the Zoning Board of Appeals Application.

A primary goal of this project is to ensure that the addition closely matches the design of the existing structure without appearing as an afterthought or eye sore. We feel that the addition of the garage would place this house more in line with modern style homes in the area that are commonly built with 3 car garages. It is expected that the addition will help increase the value of the home to match the comparable homes in the area.

Our property is on a corner lot and appears to be comparably shallow to others in the area. The current structure house/garage sits on the east side of the property approximately 20' off the property line. We have consulted with approximately seven contactors on the options available to us to add a 3<sup>rd</sup> stall. Given our desire to match the existing décor each of them has concluded there are no options to build a functional attached 3<sup>rd</sup> car garage without a variance to the setback requirements. Therefore, we are requesting a 3' variance that will allow us to build a fully functional and a visually appealing addition to the existing design.

We do not anticipate any negative effects to be caused by this addition. The addition will be used to store common household lawn equipment and be used as a general workshop for light home use. It will help the homeowners store lawn equipment indoors and perform household projects inside rather than in the driveway as currently required. We are pursuing the more expensive option of a finished garage over the only other alternative of a detached pole barn style building in the back yard. In our estimation a comparably size pole barn in the back yard is less desired to our neighbors than an attached building that matches the décor of the rest of the structure.

In summary, the variance would allow for the house to be updated to modern standards of comparably sized homes that have a 3<sup>rd</sup> car garage. As requested, the variance will enable us to maintain the visual integrity of the property and help increase the appeal of the home without negatively affecting others in the area.

Thank you for your consideration.

Phil and Kristi Tullis

The block contains two handwritten signatures in blue ink. The signature on the left is written in a cursive style and appears to be 'Phil Tullis'. The signature on the right is also in cursive and appears to be 'Kristi Tullis'.

## Reason For Variance (attachment)

1. Please explain how the property has characteristics such as narrowness, shallowness, irregular shape, topography, or natural features that prevent compliance with the Zoning Ordinance. (Attach additional sheets if needed.)

The property is a corner lot and appears to be comparably shallow to others in the area. The current structure house/garage sits on the east side of the property approximately 20' off the property line. Given current set back requirements there is no potential to build a functional attached 3<sup>rd</sup> car garage without a variance.

2. Are the physical characteristics you explained above unique and not shared by neighboring properties? (Attach additional sheets if needed.)

As stated above the house sits on a corner lot but there are other houses on similar lot. However, to my knowledge none are situated where the only options available require a variance.

3. Can the property be reasonably used for the uses permitted in the zoning district without granting the variance? (Attach additional sheets is needed.)

There is not a reasonable method to build a 3<sup>rd</sup> garage stall without a variance.

4. Is the variance the minimum necessary to permit reasonable use of the land and buildings, or would a lesser variance be fair and equitable to the applicant as well as logical and just to other property owners in the area? (Attach additional sheets if needed.)

The variance requested is required to make the structure functional and a visually appealing addition to the existing design.

5. Explain how the variance would not result in adverse affects on adjacent properties or alter the character of the area. (Attach additional sheets if needed.)

A primary goal of this project is to ensure that the addition closely matches the design of the existing structure without appearing as an afterthought or eye sore. The addition of the garage would place this house more in line with modern style homes in the area with 3 car garages. It is expected that the addition will help increase the value of the home to match the higher end homes in the area. This design has been chosen over he only other alternative of a detached pole barn style building in the back yard which in our estimation is less desired than an attached building that matches the décor of the rest of the structure.

6. Explain how the variance would not result in increased traffic congestion, noise, or other potential concerns, or in dangers from fire, flood or other hazards, that would be detrimental to the property or to the area. (Attach additional sheets if needed.)

There are not any anticipated negative effects that would be caused by this addition. The addition will be used to store common household lawn equipment and be used as a general workshop for home use. If anything it will help the homeowners do any work or projects inside rather than in the driveway as currently required.

7. Is the reason for the request, the practical difficulty or the hardship created, due to an act of the applicant or due to an act by the previous property owner? (Attach additional sheets if needed.)

No.

8. Explain how the variance would fulfill the spirit and intent of the Zoning Ordinance. (Attach additional sheets if needed.)

The variance would allow for the house to be updated to modern standards of comparably sized homes that have a 3<sup>rd</sup> car garage. As requested, the variance will maintain the visual integrity of the property and help increase the appeal of the home without negatively affecting others in the area.

# CERTIFICATE OF SURVEY

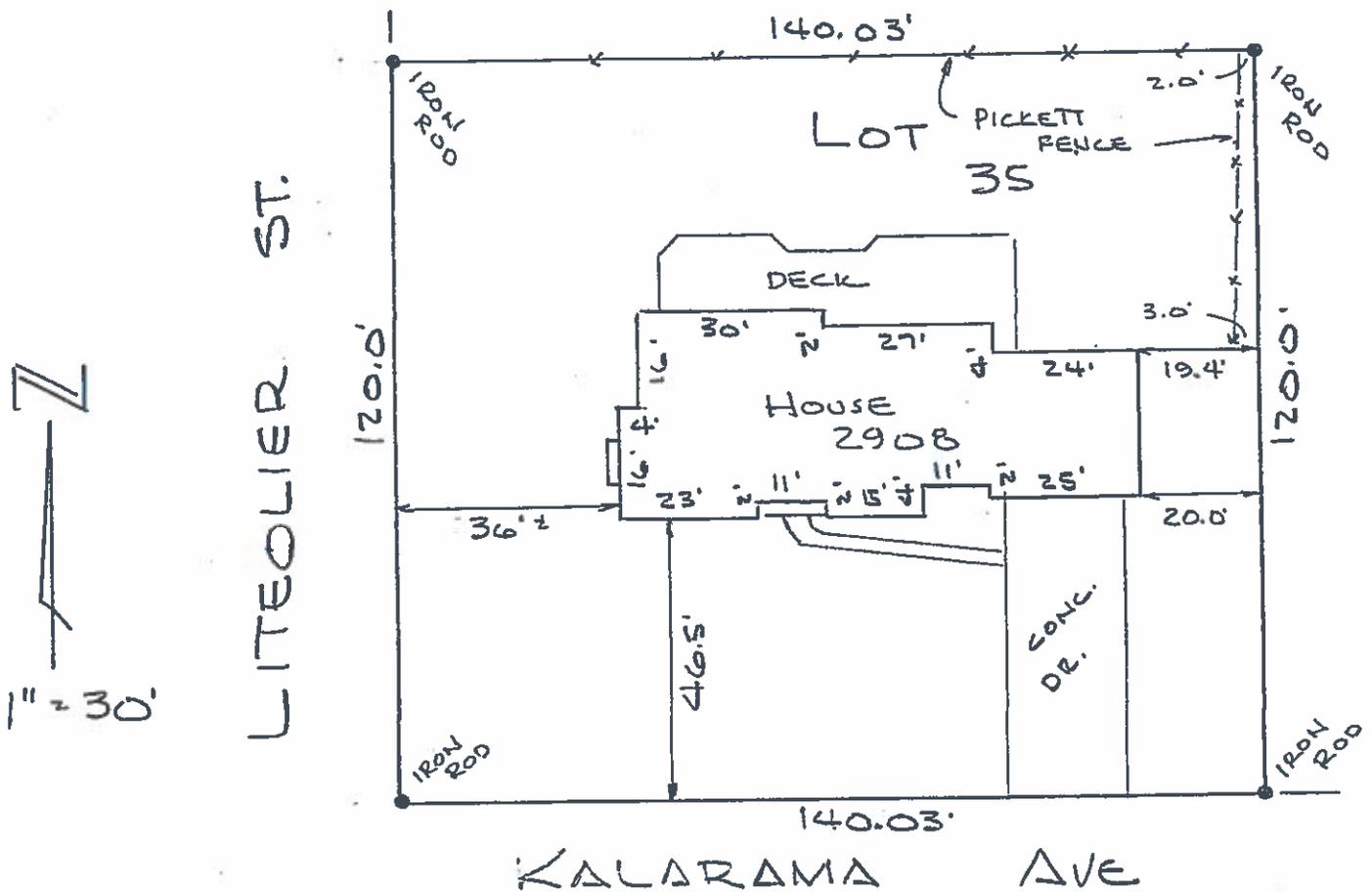
The undersigned, a Registered Land Surveyor under the laws of the State of Michigan, certifies that he has made a survey of the following described property. Measurements were made and corners perpetuated in accordance with the true and established lines of the property as described.

Situated in the City of Portage, Kalamazoo County, Michigan:

Lot 35, Coachlite Estates, according to the plat thereof as recorded in Liber 29 of Plats, on Page 36, Kalamazoo County Records.

Owner: Philip and Kristia Tullis

Property Address: 2908 Kalarama Avenue, Portage, MI 49024



I hereby certify that the survey as shown above is correct as described.

Surveyed June 13, 2014

Survey No. 2014-015

By: [Signature]  
Professional Surveyor #22446

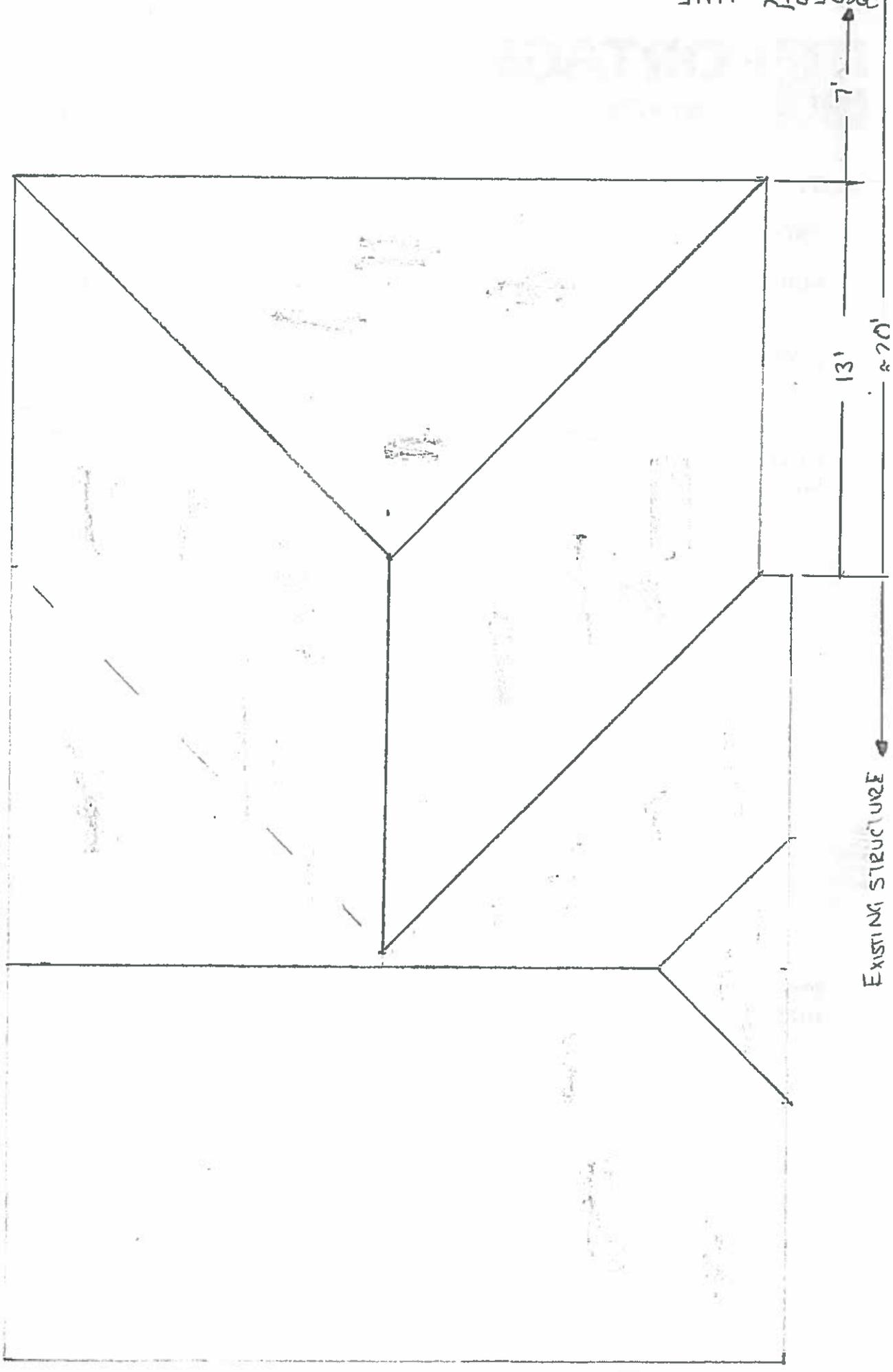
**WOLDRING SURVEYING**

1801 Schuring Road  
Portage, MI 49024  
Ph: 269-327-8643

top view roof line  
DRAWING SHOWING HOW ADDITION  
ROOF LINE MATCHES EXISTING  
STYLE



--- = Old roof line  
match back roof line  
hip roof east side



EXISTING STRUCTURE

13'

7'

270'

**TO:** Zoning Board of Appeals **DATE:** November 26, 2014  
**FROM:** Vicki Georgeau,  Director of Community Development  
**SUBJECT:** ZBA #14-15, Philip Tullis, 2908 Kalarama Avenue, R-1B, One Family Residential

**CODE SECTION:** 42-350, Schedule of Regulations, p. CD42:84.

**APPEAL:** Requesting a variance to construct a 23-foot by 13-foot garage addition seven feet from the (east) side property line where a minimum 10-foot setback is required.

**STAFF RECOMMENDATION:** The applicant is requesting the above referenced variance per the enclosed application, site sketch and related materials. The 140-foot by 120-foot corner lot is improved with a 2,972 square-foot two-story dwelling (with 1,831 square feet living area on main floor), a 576 square-foot attached garage constructed in 1978, and an 84 square-foot shed in the east side yard. The property is zoned R-1B, one family residential, and is surrounded by other single family residences.

The applicant proposes to construct a 23-foot by 13-foot garage addition that would extend to within seven feet of the (east) side property line, where a minimum ten-foot setback is required. A variance is therefore requested.

The applicant has indicated there is no reasonable method to build a third stall without a variance, but staff notes it is feasible to construct a ten-foot wide garage addition that would meet the required side yard setback. The resulting garage width would be 34 feet which can accommodate three parking stalls. This alternative may require modification to the design, but exists as a conforming alternative nonetheless. The applicant could also construct a detached accessory building in the rear yard. Because conforming alternatives are available, approval of the variance is not recommended.

**PRACTICAL DIFFICULTY:** None noted by staff.

**SUGGESTED NON-USE VARIANCE MOTION FORM**

Mr. Chairman:

I move, in regard to ZBA # \_\_\_\_\_, the application by \_\_\_\_\_  
for a variance from \_\_\_\_\_

**be:**

**a. granted for all of the following reasons:**

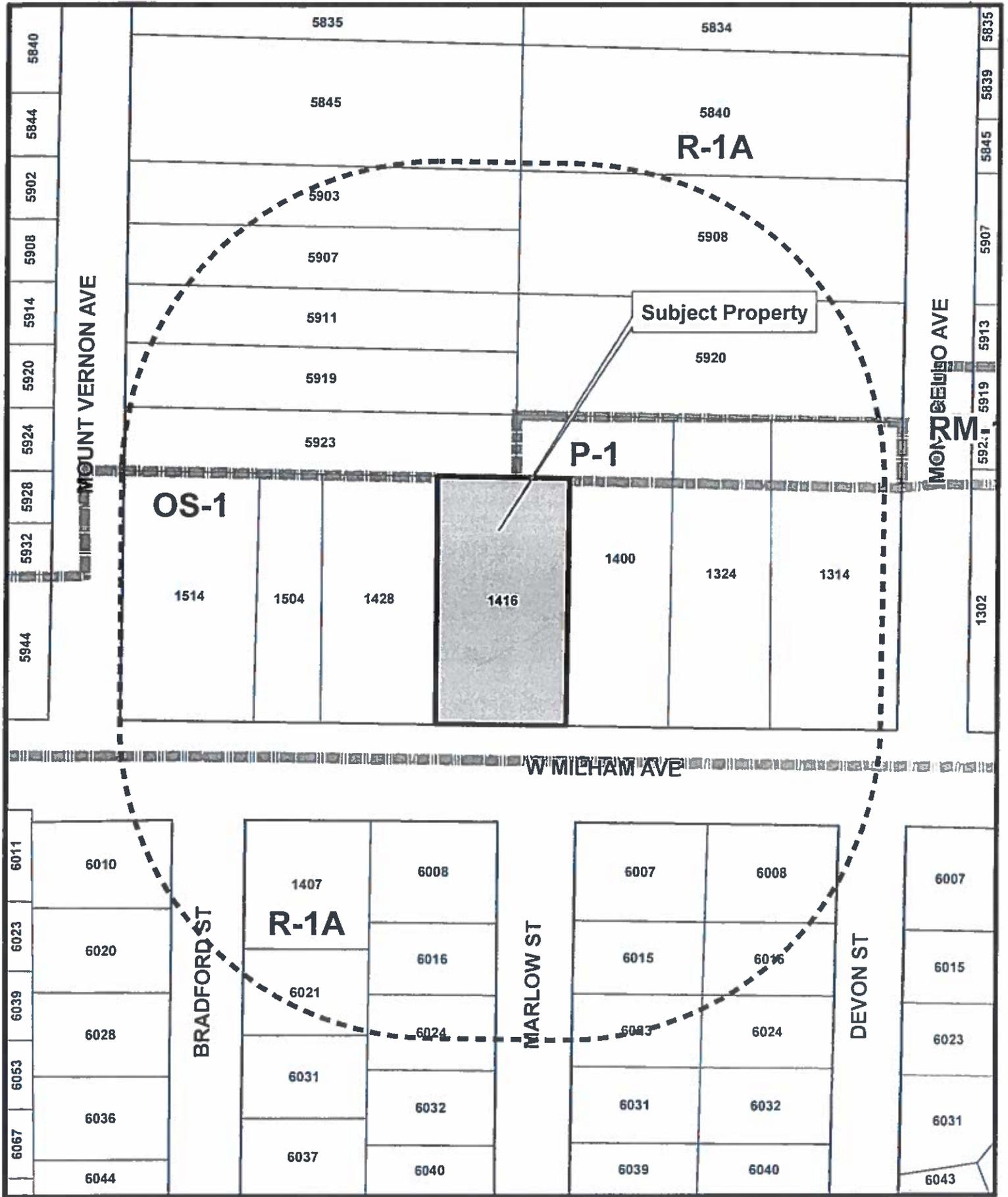
- 1a. There are exceptional or extraordinary circumstances or conditions applying to the property that do not apply generally to other properties in the same zoning district, which include \_\_\_\_\_;
- 2a. The variance is necessary for the preservation and enjoyment of a substantial property right, the right to \_\_\_\_\_, which is similar to that possessed by other properties in the same zoning district and in the vicinity;
- 3a. The immediate practical difficulty causing the need for the variance request was not created by the applicant;
- 4a. The variance will not be detrimental to adjacent property and the surrounding neighborhood, and;
- 5a. The variance will not materially impair the intent and purpose of the zoning ordinance.

**-OR-**

**b. denied for one of more of the following reasons:**

- 1b. There are no exceptional or extraordinary circumstances or conditions applying to the property that do not apply generally to other properties in the same zoning district;
- 2b. The variance is not necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district in the vicinity because there are conforming alternatives available such as \_\_\_\_\_;
- 3b. The immediate practical difficulty causing the need for the variance request was created by the applicant;
- 4b. The variance would be detrimental to adjacent property and the surrounding neighborhood, and;
- 5b. The variance would materially impair the intent and purpose of the zoning ordinance.

**c. In addition, the application and supporting materials, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and that action of the Board be final and effective immediately.**

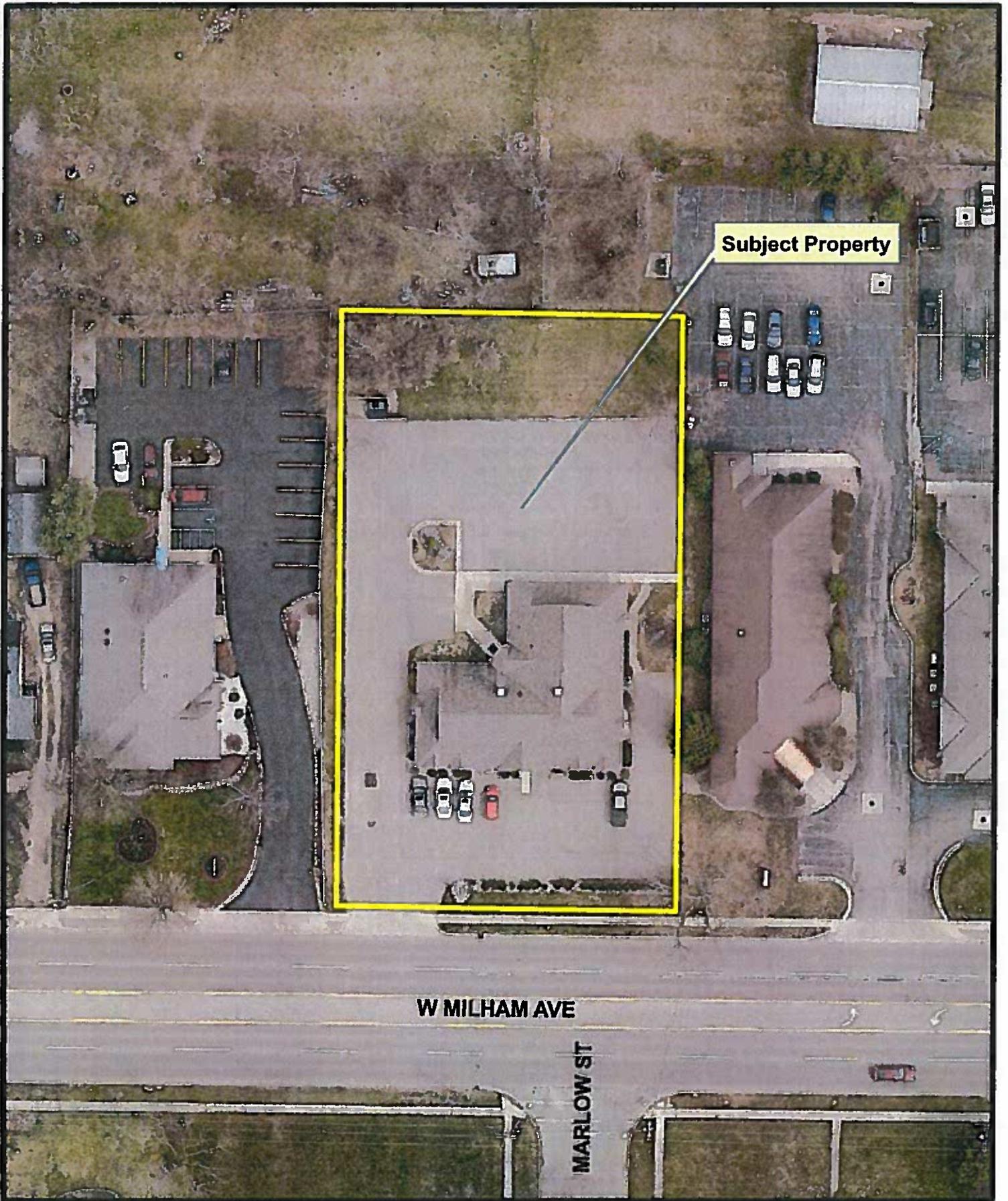


-  Zoning Boundary
-  Subject Property
-  Notification Area

**ZBA 14-16**  
**1416 West Milham Avenue**



1 inch = 120 feet



Subject Property

W MILHAM AVE

MARLOW ST

 Subject Property

# Aerial Photo 1416 West Milham Avenue



1 inch = 51 feet



**PORTAGE**  
A Natural Place to Move

NOV 14 2014

Department of Community Development

COMMUNITY DEVELOPMENT

ZONING BOARD OF APPEALS APPLICATION

FOR COMPLETION BY APPLICANT

Application Date 11-14-14

Name of Applicant Carole Meier

*Carole Meier*

Applicant's Address 1416 W. Milham Ave.

Signature  
Phone No. 269-207-5451

Name of Property Owner (if different from Applicant) Portage, MI 49024 Avie Properties, LLC

Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Address of the Property that is the subject of this Application:

Street Address 1416 W. Milham Ave., Portage

For Platted Property: Lot \_\_\_\_\_ of \_\_\_\_\_ Plat \_\_\_\_\_

[If The Property Is Unplatted, the Legal Description is needed. Please attach on a separate sheet.]

Applicant's interest in Property that is the subject of this Application: \_\_\_\_\_

Application Fee \_\_\_\_\_ (Residential Uses) \_\_\_\_\_ (All Other Uses)

Type of Appeal (Please check one of the following bold choices and provide the requested information):

**Variance from Zoning Ordinance:** Article \_\_\_\_\_ Section 42-550 Paragraph A1  
Regarding: Use \_\_\_\_\_ Area \_\_\_\_\_ Yards \_\_\_\_\_  
Setbacks  Parking \_\_\_\_\_ Other \_\_\_\_\_

Reason for Request (Also complete page 2 of application): \_\_\_\_\_

\_\_\_\_ **Appeal of Administrative Decision:** Article \_\_\_\_\_ Section \_\_\_\_\_ Paragraph \_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_ **Interpretation of the Zoning Ordinance:** Article \_\_\_\_\_ Section \_\_\_\_\_ Paragraph \_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_ **A Temporary Permit for:** Building \_\_\_\_\_ Use \_\_\_\_\_ Other Approval \_\_\_\_\_

Article \_\_\_\_\_ Section \_\_\_\_\_ Paragraph \_\_\_\_\_

Reason for Request: Sign setback. Conforming location. Interferes with maneuvering land and clear safety.

FOR STAFF USE

Application Number: <u>14-16</u>	Filing Date: <u>11/14</u>	Tentative Hearing Date: <u>12/8</u>
Previous Application Filed Regarding This Property:		

### Reason For Variance

1. Please explain how the property has characteristics such as narrowness, shallowness, irregular shape, topography, or natural features that prevent compliance with the Zoning Ordinance. (Attach additional sheets if needed.)

*With the exception of the front green strip, the property is covered with asphalt parking lot.*

2. Are the physical characteristics you explained above unique and not shared by neighboring properties? (Attach additional sheets if needed.)

*Yes, the neighboring properties have large front green areas.*

3. Can the property be reasonably used for the uses permitted in the zoning district without granting the variance? (Attach additional sheets if needed.)

*The proposed sign will promote ease of way-finding and improve traffic safety.*

4. Is the variance the minimum necessary to permit reasonable use of the land and buildings, or would a lesser variance be fair and equitable to the applicant as well as logical and just to other property owners in the area? (Attach additional sheets if needed.)

*Front green strip is the only non-asphalted area in the front of the business.*

5. Explain how the variance would not result in adverse affects on adjacent properties or alter the character of the area. (Attach additional sheets if needed.)

*Proposed sign is in same location <sup>as</sup> previous sign. No problems occurred due to current sign location.*

6. Explain how the variance would not result in increased traffic congestion, noise, or other potential concerns, or in dangers from fire, flood or other hazards, that would be detrimental to the property or to the area. (Attach additional sheets if needed.)

*Sign will improve client way-finding and traffic safety.*

7. Is the reason for the request, the practical difficulty or the hardship created, due to an act of the applicant or due to an act by the previous property owner? (Attach additional sheets if needed.)

*Parking lot & green strip were in their current configuration at time of purchase of the property.*

8. Explain how the variance would fulfill the spirit and intent of the Zoning Ordinance. (Attach additional sheets if needed.)

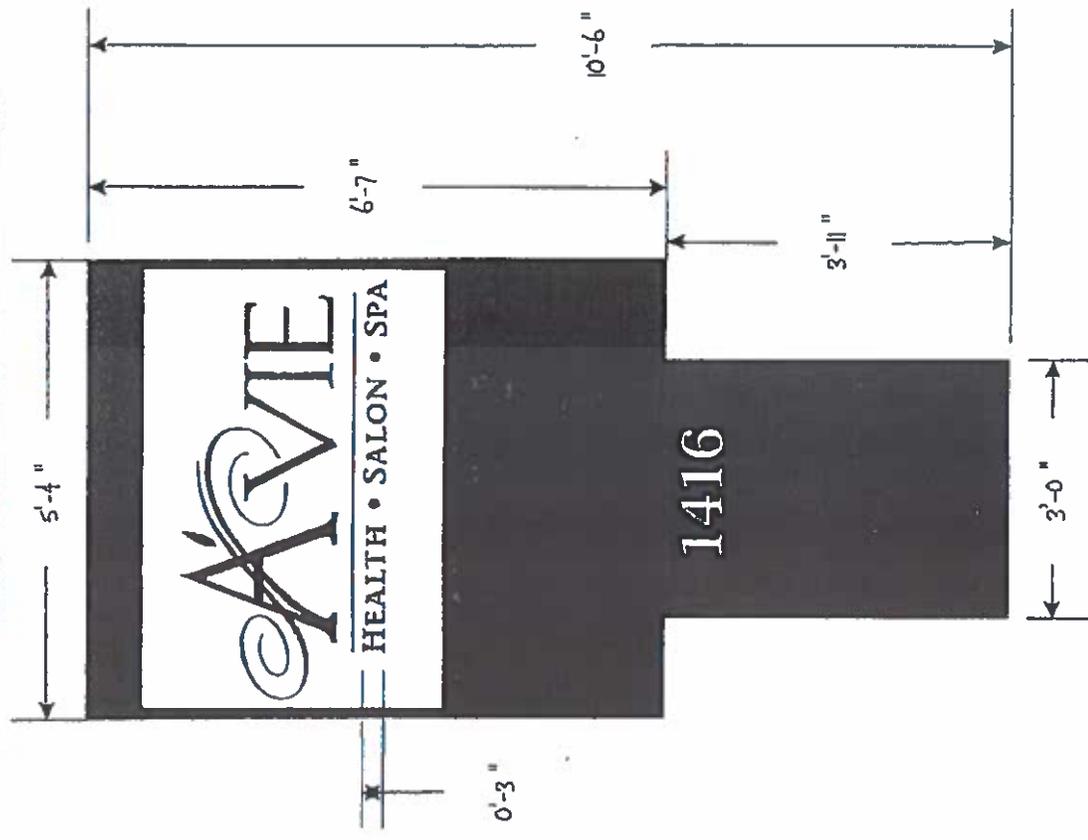
*Cara Meier*

Signature of Applicant

*11-14-14*

Date

# Custom ID Sign



**SPECIFICATIONS:**

- Non-illuminated sign cabinet.
- BODY:**  
K1612/32 12" Architectural bleed body  
Custom fabricated aluminum, welded.
- FACES:**  
Painted aluminum
- ILLUMINATION:**  
4 Lines of Black Zip-Lite Copy Rails  
None
- MOUNTING:**  
Direct burial in concrete.
- INSTALLED HEIGHT:**  
10'6" A.F.G. to top of sign.
- SERVICE VOLTAGE:**  
NA

**THIS ARTWORK IS NOT TO BE SHARED OR DISTRIBUTED WITHOUT WRITTEN PERMISSION**

Customer Approval: *Carollee* Date: 10-6-14

 PHONE (269)746.4285 FAX (269)746.5246  
e-mail [artdept@burkett-signs.com](mailto:artdept@burkett-signs.com)

This Design And Engineering is Searched At Our Proposed And is to Remain Our Property Exclusively Until Accepted And Approved By Archive.  
© copyright 2013/2014

SCALE	FILE
DRAWN BY:/DATE <i>A Clark</i>	APPROVED BY/DATE
REVISION/DATE	10/6/14

COLOR SCHEME	
	BLACK
	WHITE
	PMS 221
	PMS 42
	
	
	
	
	
	
	
	
	
	
	



Due to variations in substrates, finishing processes and printer capabilities the final product may differ from original artwork. Every effort will be made to achieve the most accurate finish. If absolute color matches are required, request finish samples BEFORE approving drawings and specifications. PRODUCT FINISHES, AND CONSTRUCTION, ARE DEEMED ACCEPTABLE BY APPROVAL OF SHOP DRAWINGS. Designs applied to photo images are intended as rough visual representations and are not to scale. Refer to actual physical materials.

**BURKETT Signs** CLIMAX, MI  
15886 E. MICHIGAN AVE  
CLIMAX, MI 49034



AXIE  
HEALTH • SPA • SALON • SPA

1416

**TO:** Zoning Board of Appeals **DATE:** November 26, 2014  
**FROM:** Vicki Georgeau, <sup>VG</sup> Director of Community Development  
**SUBJECT:** ZBA #14-16, Carole Meier, 1416 West Milham Avenue, OS-1, Office Service  
**CODE SECTION:** 42-550(A)(1), Sign setback, p. CD42:132.  
**APPEAL:** Requesting a variance to erect a freestanding sign 6 feet from the (south) front property line where a minimum 10-foot setback is required.  
**STAFF RECOMMENDATION:**

The applicant is requesting the above referenced variance per the enclosed application, sign sketch and related materials. The property is improved with a 4,000 square-foot office building and associated improvements, is zoned OS-1, office service, and is adjacent to other offices to the east and west, and a single family residence and a P-1 zoned parcel to the north. Across the street on the south side of West Milham Avenue is a residential neighborhood.

As background information, the Board granted a variance (ZBA #01-46) in August 2002 permitting a 23 square-foot freestanding sign six feet from the front property line. The applicant requests approval for a new 36 square-foot freestanding sign in the same location to replace the sign that was recently removed. As additional information, unfortunately a sign permit was erroneously issued for new sign in late October 2014 and the setback issue was determined during the sign installation.

When the property at 1416 West Milham Avenue was redeveloped in 2002, the front green strip was reduced in width to 12 feet to provide adequate distance for a maneuvering lane and necessary parking space depth, and it was the narrowness of the green strip the Board cited as the practical difficulty when approving the sign in the subject location. A conforming alternative exists and involves reducing the width of the driveway entrance (approximately 36 feet wide) at West Milham Avenue and increasing the width of the green strip along the west property line to meet the 10-foot property line setback requirement. However, the current width of the driveway accommodates two egress lanes and reducing the width to less than 36 feet would eliminate one of the two egress lanes. Two egress lanes, especially on a highly traveled thoroughfare such as West Milham Avenue, provides for safer and more convenient exiting from the site. These same conditions (entrance/exit and parking configuration) also existed when the Board approved the variance in 2002. For the reasons noted above, approval of the variance can be recommended.

**PRACTICAL  
DIFFICULTY:**

Location and width of maneuvering lane and off-street parking spaces, and narrow depth of green strip available for sign location.

CITY OF PORTAGE ZONING BOARD OF APPEALS

**DRAFT**

Minutes of Meeting – August 12, 2002

The City of Portage Zoning Board of Appeals meeting of August 12, 2002 was called to order by Chairperson Jim Pearson at 7:00 p.m. in the Council Chambers, Portage City Hall, 7900 South Westnedge Avenue. Eight people were in the audience.

**MEMBERS PRESENT:**

Clyde Flora, Jim Pearson, Henry Kerr, Fredrick Bindemann, Don Croft, Michael Bogren, and Thomas Nemrava (alt.).

**MEMBERS ABSENT:**

None

**MEMBERS EXCUSED:**

Wayne Stoffer and David Grile

**IN ATTENDANCE:**

Charlie Bear, Assistant City Attorney; Jeffrey Mais, Zoning & Codes Administrator; and Vicki Georgeau, Deputy Director of Neighborhood Services

**APPROVAL OF MINUTES:**

A motion was made by Kerr, seconded by Pearson, to approve the meeting minutes from July 8, 2002, with one revision suggested by Pearson. Upon voice vote the motion passed 7-0. Croft and Nemrava voting alternates.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

1. ZBA #01-46; Mary Ann Bukowski, 1416 West Milham Avenue. Mary Ann Bukowski was present to explain the request for a four-foot variance from the required 10-foot setback between the proposed freestanding sign and the front property line. Dr. Bukowski explained that a variance was necessary due to the City requiring a 22-foot wide maneuvering lane in the parking lot. Additionally, several mature chestnut trees occupy the narrow greenstrip. Pearson inquired of the applicant concerning the setbacks indicated on their submitted site drawing. Dr. Bukowski clarified that the numbers shown were, in fact distances to the sidewalk and not the front property line. Kerr inquired if the greenstrip in question was actually 14 feet wide as shown on the applicant's drawing. Staff clarified that the approved site plan showed a 12-foot wide greenstrip and that if the sign were placed in a conforming location it would encroach into the required vehicle maneuvering lane by several feet. Bogren inquired of staff if the applicant's request was a reduction in the degree of nonconformity. Staff responded affirmatively.

A public hearing was opened. Mr. Thomas Sullivan, owner of the Prudential Realty property to the east of Dr. Bukowski's office, was present to speak in opposition to the variance request. A letter of opposition from Judith VanderVeen, Prudential West Michigan Realtors, 1400 W. Milham Road, was read into the record. The public hearing was closed.

A motion was made by Bogren, seconded by Flora, to approve a four-foot variance from the 10-foot setback required between the proposed freestanding sign and the front property line. The hardship/practical difficulty is the location of parking spaces and maneuvering lane, which create narrow depth of green strip for sign placement. Upon roll call: Bogren yes, Bindeman yes, Kerr no, Croft yes, Pearson yes, Flora yes, and Nemrava no. Motion to approve passed 5-2. Nemrava and Croft voting alternates.

2. ZBA #01-49; Spruce Creek Limited Partnership, 7968 Kenmure Drive. Judy Perrin was present to explain the request for a variance to install a 32 square foot nonaccessory sign at the vehicular entrance that will replace the existing 44 square-foot nonaccessory sign. Ms. Perrin explained that there are three multi-family developments (Portage Pines, Fountainview Retirement Community and Spruce Creek apartments) on the north side of West Centre and all three developments use the same driveway entrance. An earlier use variance was granted for Spruce Creek apartments in 1988 for their non-accessory sign at the same location. Pearson noted that the combined area of the existing Spruce Creek and Fountain View signage is 44 square feet. Ms. Perrin remarked that Fountain View had put up their portion of the sign apparently without obtaining a permit or variance. The proposed 32 square foot sign would meet the area requirements and if the Board approved this request, would correct the sign area nonconformity.

A public hearing was opened. No one was present to speak for or against the request. The public hearing was closed.

A motion was made by Kerr, seconded by Bogren, to grant a use variance to allow the installation of a 32 square foot nonaccessory sign at the vehicular entrance that will replace the existing 44 square-foot nonaccessory sign. The hardship/practical difficulty is the unusual configuration of the three properties, their mutual use of a single drive entrance, and a reduction in the degree of nonconformity. Upon roll call vote motion passed 7-0. Nemrava and Croft voting alternates.

3. ZBA #02-01; Joseph Cook, 6016 Lovers Lane. Joseph Cook was present to explain the request for a temporary use permit to allow the sale of sweet corn and other fresh produce at 6016 Lover's Lane from August 12, 2002 through October 30, 2002 and from June 30 through October 30 annually thereafter. Mr. Cook explained that the city has issued two business special event permits for produce sales at this location in the past. He is requesting a temporary use permit because of the 28-day per calendar year limit. Pearson stated he saw no problem with approving the temporary use this year but expressed reservations about approving it in perpetuity, due to the changing character of this area of town. City Attorney Bear clarified that the Board could approve temporary uses for not more than 12-month periods. Further, 12 month extensions are possible; however, the Board must review and authorize each time extension per Section 42-195(3)f. Bogren inquired of staff if it would be helpful to specifically describe the dimensions of where the event would be located. Staff responded that the applicant is requesting two 10-foot by 20-foot parking spaces and would be contained within a 400 square foot area.

A public hearing was opened. Kay Adler, owner of the property, was present to speak in support of the temporary use. Pearson inquired if she had any objection to staff's suggestion that Mr. Cook occupy

**SUGGESTED NON-USE VARIANCE MOTION FORM**

Mr. Chairman:

I move, in regard to ZBA # \_\_\_\_\_, the application by \_\_\_\_\_  
for a variance from \_\_\_\_\_

be:

a. **granted** for all of the following reasons:

- 1a. There are exceptional or extraordinary circumstances or conditions applying to the property that do not apply generally to other properties in the same zoning district, which include \_\_\_\_\_;
- 2a. The variance is necessary for the preservation and enjoyment of a substantial property right, the right to \_\_\_\_\_, which is similar to that possessed by other properties in the same zoning district and in the vicinity;
- 3a. The immediate practical difficulty causing the need for the variance request was not created by the applicant;
- 4a. The variance will not be detrimental to adjacent property and the surrounding neighborhood, and;
- 5a. The variance will not materially impair the intent and purpose of the zoning ordinance.

**-Or-**

b. **denied** for one of more of the following reasons:

- 1b. There are no exceptional or extraordinary circumstances or conditions applying to the property that do not apply generally to other properties in the same zoning district;
- 2b. The variance is not necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district in the vicinity because there are conforming alternatives available such as \_\_\_\_\_;
- 3b. The immediate practical difficulty causing the need for the variance request was created by the applicant;
- 4b. The variance would be detrimental to adjacent property and the surrounding neighborhood, and;
- 5b. The variance would materially impair the intent and purpose of the zoning ordinance.

c. **In addition**, the application and supporting materials, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and that action of the Board be final and effective immediately.

# 2015 Training Workshops for Planning & Zoning Officials

## COMMUNITY ENGAGEMENT | TRAVERSE CITY

February 12<sup>th</sup> | 5:00 p.m. - 9:00 p.m.

Traverse City Government Center

Knowing which public engagement technique to use for which audience, and managing the public participation process so that all voices can be heard, all the while ensuring that the input is meaningful and relevant is one of a planner's greatest challenges. A process that can be rife with politics, on one hand, and rewarding and beneficial on the other, is part and parcel of the effort. This interactive session explains best practices on how to engage with community members and stakeholders in a more meaningful way.

## SITE PLAN REVIEW | LANSING

March 5<sup>th</sup> | 5:00 p.m. - 9:00 p.m.

Hampton Inn - Okemos

This program will demonstrate the site plan review and approval process and provide practical tools and techniques on how to read a site plan. You'll discuss site design principles, such as pedestrian and traffic considerations, lighting, utilities, ADA compliance, inspections, and landscaping. Participants in this hands-on workshop receive an engineering scale, turning template, and a sample site plan to evaluate.

## ZONING BOARD OF APPEALS: BEYOND THE BASICS | LANSING

March 5<sup>th</sup> | 5:00 p.m. - 8:00 p.m.

Hampton Inn - Okemos

Quasi-judicial functions of the zoning process are handled by the Zoning Board of Appeals. This interactive, case study based workshop goes into greater depth on the issues of practical difficulty and unnecessary hardship. Recent case law is also discussed, along with a summary of voting and membership requirements, and other procedural requirements unique to ZBA operation.

## PLANNING & ZONING ESSENTIALS | 4:00 p.m. - 9:00 p.m.

January 14<sup>th</sup> | Mt. Pleasant (Isabella Co. Building)

February 4<sup>th</sup> | Kalamazoo Area (Oshtemo Twp. Hall)

February 26<sup>th</sup> | Ann Arbor Area (Washtenaw Co. Building, Zeeb Rd.)

The Planning & Zoning Essentials program is ideal for new planning commissioners and zoning board of appeals members to their roles and responsibilities, and also for more experienced officials looking to refresh their skills and build upon existing knowledge. Roles and responsibilities, site plan review, comprehensive planning, zoning ordinances, variances, how to determine practical difficulty, and standards for decision-making are covered. Choose from three options to fit your needs:

1. **Attend the Full Program** (4 p.m. - 9 p.m.) and get the best overview and understanding of how the planning commissioners, zoning board of appeals members, elected officials, and staff interact.
2. **Attend the Planning Commission Session** (4 p.m. - 7:30 p.m.)
3. **Attend the Zoning Board of Appeals Session** (6 p.m. - 9 p.m.)

# REGISTRATION FORM

Complete one form per registrant. All rates include a light dinner

### CONTACT INFORMATION:

NAME \_\_\_\_\_

AFFILIATION \_\_\_\_\_

EMAIL (confirmations and directions will be sent via email) \_\_\_\_\_

PHONE (with area code) \_\_\_\_\_

BILLING ADDRESS (include apt. or suite #) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

### REGISTRATION INFORMATION:

- I am a MAP Member  
 Join MAP now (\$60) and receive the member discount

MEMBER RATE	NON-MEMBER RATES	** Apply a \$25 late fee if you register LESS THAN 5 business days before workshop **
<input type="checkbox"/> \$85	<input type="checkbox"/> \$115	Community Engagement, Feb. 12   Traverse City   5pm - 9pm
<input type="checkbox"/> \$85	<input type="checkbox"/> \$115	Site Plan Review Mar. 5   Lansing   5pm - 9pm
<input type="checkbox"/> \$85	<input type="checkbox"/> \$115	ZBA: Beyond the Basics Mar. 5   Lansing   5pm - 8pm
<input type="checkbox"/> \$85 <input type="checkbox"/> \$75 <input type="checkbox"/> \$75	<input type="checkbox"/> \$115 <input type="checkbox"/> \$105 <input type="checkbox"/> \$105	<b>Planning &amp; Zoning Essentials</b> FULL Program (4pm - 9pm) PC Session (4pm - 7:30 pm) ZBA Session (6pm - 9pm) <b>Pick a PZE date &amp; location:</b> <input type="checkbox"/> Jan. 14   Mt. Pleasant <input type="checkbox"/> Feb. 4   Kalamazoo Area <input type="checkbox"/> Feb. 26   Ann Arbor
<input type="checkbox"/> \$39		Student Rate: for any workshop Workshop & date: _____

### PAYMENT INFORMATION: TOTAL: \_\_\_\_\_

- Check enclosed  Master Card  Visa  Invoice Me  
 Make checks payable to: Michigan Association of Planning

CARD # \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

SECURITY CODE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

### Forms can be mailed, faxed or emailed to:

Michigan Association of Planning  
 1919 West Stadium Blvd, Suite 4 | Ann Arbor, MI 48103  
 p: (734)913-2000 | f: (734)913-2061  
 info@planningmi.org

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