

CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Special Meeting – April 28, 2014

The City of Portage Zoning Board of Appeals meeting was called to order by Lowell Seyburn at 7:00 p.m. in the Council Chambers. One person was in the audience.

**MEMBERS PRESENT:** Lowell Seyburn, Tim Bunch, Glenn Smith, Michael Robbe, Doug Rhodus, Jeffrey Bright, and Chadwick Learned.

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

**APPROVAL OF THE MINUTES:** Bunch moved and Smith seconded a motion to approve the December 9, 2013 minutes as submitted. Upon voice vote, motion was approved 7-0.

**OLD BUSINESS:**

**NEW BUSINESS:**

**ZBA #13-13, 7518 South Westnedge Avenue:** Mais summarized the request for a Temporary Use Permit to allow outdoor wood product and accessory building sales from April 29, 2014 through October 29, 2014. Roy Meyer stated he had been in the wood products business for over 30 years and operated similar sales at a number of communities in the area. Learned stated his concern was that because the Temporary Use would be unmanned the site's maintenance may be neglected. Mr. Meyer explained he would first have the site re-graded where the inventory would be located and weed control would be regularly conducted throughout the duration of the permitted time. He stated that if sales warranted he would likely have a salesperson on site during peak times, but in any event intended to regularly monitor the property. Bright inquired how the unmanned sales would work. Mr. Meyer stated he would have literature available with contact information and that customers could call and either arrange delivery of the item on site or place an order for something custom made. Smith inquired if the applicant was just selling accessory buildings. Mr. Meyer stated items like picnic tables, docks, and boat lifts would also be available. Bunch inquired if the buildings would be secured/anchored. Mr. Meyer stated they would not. Bunch inquired what he would do for signage. Mr. Meyer stated he intended to use panels on the existing freestanding sign and also have a temporary banner. Rhodus inquired if the site would be fenced. Mr. Meyer said no. Seyburn suggested it might be helpful for the applicant to advise Portage customers of the city's accessory building requirements.

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

A motion was made by Bright, seconded by Smith to find that the application met the requirements for Temporary Uses and that a Temporary Use Permit be approved to allow outdoor wood product and accessory building sales from April 29, 2014 through October 29, 2014, conditioned upon 1) the permit be eligible for administrative review and approval in 2015, 2) all inventory must meet minimum B-3 setbacks, and 3) the site must be regularly maintained and monitored. Upon roll call vote: Robbe-Yes, Rhodus-Yes, Learned-Yes, Bunch-Yes, Smith-Yes, Seyburn-Yes. Motion passed 7-0.

**OTHER BUSINESS:**

**STATEMENT OF CITIZENS:** Seyburn stated that due to schedule changes he does not seek re-election as chair during the next officer elections.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 7:24 p.m.

Respectfully submitted,

Jeff Mais  
Zoning & Codes Administrator