

**Portland Planning Commission Meeting Minutes**  
**December 4, 2024 – 7:00 PM**  
**Portland Township Hall, Portland**

Call to Order – Ross Schneider called the meeting to order at 7:00 PM

Pledge of Allegiance was recited

Roll Call: Marcella Lay, Mark Simon, Andrew Huhn, Tony Dixon, Ross Schneider, Michael Kolp

Guests – several residents of Knox Road

Approval of minutes from last meeting – a motion was made by Marcy, seconded by Tony to approve the minutes from the September 4, 2024 meeting. Motion passed unanimously.

Changes or additions to the agenda – hearing none

Public Comments concerning items not on the agenda – Mary Cook, Knox Road resident spoke to the commission on concerns relating to the building of the Portland Township Hall. Specific concerns identified – scope, location, driveway location, traffic in residential area, choice of site location, potential odor concerns (recycling center). Emily Zug, Knox Road residents, spoke to traffic concerns in residential areas. Nic Schneider spoke to the group and asked the group to address the Portland Township Board versus this commission as the township board has not submitted a site plan to the Planning Commission for discussion. The Portland Township Board will meet on December 17, 2024. Residents thanked us for opportunity to speak and plan to attend the December 17<sup>th</sup> meeting to share their concerns.

Old Business –

1. Review of the new drawings with setbacks for Mid-Michigan Foundation – site plans reviewed, and discussion held. Motion to approve the site plan as submitted made by Andrew, seconded by Tony. Motion to approved 3 yes votes, 3 abstentions, motion carried.
2. Residential Solar Use Ordinance – this was discussed at length with discussion revolving around the lack of public notice. It was agreed that this will be tabled until the March meeting in hopes that new language that would allow certification and give public notice can be reached.

Public Comments – hearing none

Planning Commission Member Comments – hearing none

Future 2025 Meetings were set and are as follows: March 5, June 4, September 3, December 3 – 2025.

Discussion held regarding the vacant Secretary position. This will be discussed at the March meeting.

Motion to adjourn made by Tony, seconded by Andrew. Motion passed unanimously. The meeting was adjourned at 7:55 PM.

Respectfully submitted by Marcy Lay