

**Portland Township Planning Commission Minutes  
Wednesday, March 6, 2024**

Ross Schneider called the meeting to order at 7:00 PM. The Pledge of Allegiance was recited.

Roll was taken by Marcy Lay:

Present: Mike Kolp, Ross Schneider, Andrew Huhn, Marcy Lay, Tony Dixon, Evelyn Walkington-Jensen

Absent: Sue Vanlente

Motion by Andrew Huhn, seconded by Michael Kolp to approve the minutes from the January 10, 2024, meeting. All were in favor.

There were no changes to the agenda or public comments concerning items on the agenda.

Election of Officers – Ross Schneider asked for a nomination for the officers.

Nomination of Ross Schneider as Chair was made by Andrew Huhn, seconded by Marcy Lay. All were in favor.

Nomination of Andrew Huhn as Vice-Chair was made by Marcy Lay, seconded by Ross Schneider. All were in favor.

Nomination of Sue Vanlente as Secretary was made by Marcy Lay, seconded by Andrew Huhn. All were in favor.

**Old Business**

Parking lot requirements for the proposed Portland Township Hall – Nic states this information was given to the Portland Township Board at the January 10, 2024, meeting. No further action needed at this time.

**New Business**

Home based business application for Erica Feldpausch. Ms. Feldpausch application for a home-based business of spray tanning. Nic provided a review of the application. Discussion was held on signage – Ms. Feldpausch will stay within the prescribed limits if there is a sign put up. Discussion on parking (2 spots for a Beauty Salon), which Nic states is ample parking. Question on setback was asked, and Nic replied that adequate set back in place. Ms. Feldpausch was asked for hours of operation which she stated would normally be M-F 5:00 PM – 9:00 PM, by appointment, with some Saturday appointments. She also stated that there are times outside of those hours that she may get a client in. She states there should be no noise, or heavy traffic problems with her business. A motion to approve this, pending public hearing, was made by Tony Dixon, seconded by Evelyn Walkington-Jensen. All were in favor. A public hearing will be set for June 5, 2024, at our next scheduled meeting. Nic will send out proper notices.

A motion to adjourn was made by Marcy Lay, seconded by Tony Dixon. All were in favor. The meeting was adjourned at 7:15 PM.

The next meeting will be held Wednesday, June 5, 2024, with a public hearing included.