



Planning Department

Phone: (810) 984-9735 • Fax: (810) 984-5384

www.porthuron.org



Thank you for your interest in Port Huron neighborhoods and our Community. Enclosed please find the complete documents necessary to propose the creation of a Rental Overlay District (RO-1) within an existing Single- and Two-Family Residential District (R-1).

The creation of an overlay district within an R-1 zone will prohibit new rental units from current single-family dwellings and the construction of new rental units on vacant parcels. Existing single-family dwellings that are registered rental units with valid certifications will continue to be allowed. Duplexes and other existing multi-unit structures will also remain as existing uses.

The first step in applying for an overlay district is to contact the City's Planning Department at (810) 984-9735 and schedule a brief meeting to discuss the potential area, review the existing zoning classifications and obtain a detailed map of the area to be considered.

After meeting with a Planning Department staff representative, you will be given a petition packet and the appropriate detail map of the area discussed. This map will help guide you with the proposed boundaries suggested, addresses of property, and the name of the property owner of record (according to information from the Assessor's office files – reliable but not guaranteed!)

Signatures obtained on the petition are valid for a period of six months.

The completed petition can be turned in to the Planning Department for review and verification. Upon their approval, the petition will be submitted to Planning Commission for their consideration and a public hearing. The Planning Commission meets monthly, on the first Tuesday, at 7:00 p.m. in the public meeting room of the M.O.C., 100 McMorran Boulevard, Port Huron. Items to be placed on the agenda must be received and confirmed 30 days prior to the meeting date (See reverse side for Planning Commission meeting dates and submission deadlines.) You will be notified of the date of the scheduled public meeting when the completed petition is received.

After the Planning Commission's public hearing and vote regarding the request, the matter is sent on to the next City Council meeting for their review and if approved, a first reading on the same evening. A final reading at an additional council meeting is required before the zoning ordinance may be amended to include the overlay district.

If you have any further questions, please contact the Planning Department at (810) 984-9735. Thank you again for your interest in Port Huron neighborhoods and the Community!

Ten Easy Steps to Creating a Rental Overlay District in an R-1 Zone

1. Check online Zoning Map to verify that you live in an R-1 Zone – click here to view map. If not sure, contact City’s Planning Department at (810) 984-9735 for clarification.
2. Talk to your neighbors and get an idea of the area that you would like to cover with an overlay zone – decide on who will be the point person in charge of the project and designate 2-3 volunteers to help circulate petitions.
3. Call the Planning Department and set up a meeting with our staff to review your area and order a petition packet.
4. Petition Packet will be developed for your neighborhood by city staff. It will include petitions with property address, property owner(s) name and address and parcel numbers. The only blank spot will be for the property owner’s signature.
5. City staff will send Out of State or Out of Town owners, or bank-owned property a form letter with a signatory page for them to return to the Planning Department by a given deadline. This will qualify as a signature on a petition. It is the same method we use for alley vacations and re-zoning requests.
6. The project leader will be responsible for gathering all petitions that have been circulated and returning them to the Planning Department by a given deadline. Signatures are valid for six months from the date the petition packet was issued.
7. The city will review the signatures and forms to verify and produce a map illustrating responses. Two-thirds of all properties in the designated area must agree to the re-zoning request. You can modify your area if necessary.
8. Planning staff submit request to the Planning Commission for their consideration after they hold a public hearing.
9. Planning Commission’s recommendation is forwarded to City Council for their review at their next scheduled meeting.
10. City Council considers request and at second meeting-recommends final approval. Overlay District becomes effective, property owners are mailed notification and property files are coded to reflect the change.

**2014
PLANNING COMMISSION MEETINGS
AND SUBMISSION DEADLINE**

MEETING DATE	DEADLINE
01/07/14	12/08/13
02/04/14	01/05/14
03/04/14	02/02/14
04/01/14	03/02/14
05/06/14	04/06/14
06/03/14	05/04/14
07/01/14	06/01/14
08/05/14	07/06/14
09/02/14	08/03/14
10/07/14	09/07/14
11/04/14	10/05/14
12/02/14	11/02/14