

PLANNING COMMISSION

June 4, 2009

The City of Portage Planning Commission meeting of June 4, 2009 was called to order by Chairman Fox at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. No citizens were in attendance.

MEMBERS PRESENT:

James Cheesebro, Miko Dargitz, Paul Welch, Cory Bailes, Bill Patterson, Wayne Stoffer, Rick Bosch and Chairman Thomas Fox.

MEMBERS ABSENT:

None.

MEMBERS EXCUSED:

James Pearson

IN ATTENDANCE:

Christopher Forth, Deputy Director of Planning and Development Services and Christopher Barnes, City Engineer

PLEDGE OF ALLEGIANCE:

The Planning Commission, staff and audience recited the Pledge of Allegiance.

Following the Pledge of Allegiance, Chairman Fox introduced new Planning Commissioners Rick Bosch and Wayne Stoffer.

APPROVAL OF MINUTES:

Chairman Fox referred the Commission to the May 21, 2009 meeting minutes. A motion was offered by Commissioner Cheesebro, seconded by Commissioner Dargitz, to approve the minutes as submitted. The motion was unanimously approved.

SITE/FINAL PLANS:

None.

PUBLIC HEARINGS:

None.

PLATS/RESIDENTIAL CONDOS:

None.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

STATEMENT OF CITIZENS:

None.

7:05 p.m. The Commission took a short recess and reconvened the meeting at 7:10 p.m. to discuss several functions of the Planning Commission.

1. Roles and Responsibilities of the Planning Commission. Mr. Forth distributed handout materials and proceeded with the Powerpoint presentation. Mr. Forth summarized several important roles and responsibilities of the Planning Commission. Topics included enabling legislation, Master Plan and Zoning Ordinance development, site plan review, subdivision review among other.

2. Site Plan Review. Mr. Forth indicated that a site plan review presentation has been prepared by the Department of Community Development for the purpose of assisting the Planning Commission members in the review/approval of site plans and proceeded with the Powerpoint presentation. Mr. Forth described the elements which constitute a site plan and the authority contained within the Michigan Zoning Enabling Act and City of Portage Zoning Code that require site plan submittal. Mr. Forth summarized the site plan review standards contained within the Zoning Code and the City Administration Development Review Team (DRT). The DRT is a process that was put in place to streamline the site plan review and approval process. Mr. Forth reviewed the important components of a site plan.

3. Access Management. Mr. Forth presented the Planning Commission with a short video prepared by the Transportation Research Board that highlighted ten basic principles of access management. The video covered topics such as functional street classifications, conflict points, limiting access to major roadways, traffic signal and driveway spacing, among others. The video presentation emphasized that access management is much more than just driveway regulation.

4. Storm Water Management and Groundwater Protection. Mr. Barnes discussed with the Planning Commission several topics related to the city's efforts to manage storm water and protect the groundwater. Topics discussed included the Storm Water Design Criteria Manual, general policies, design guidelines, risk assessment, wellhead protection and treatment prior to infiltration. Mr. Barnes also briefly discussed physical characteristics of the city and current water table levels.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:20 p.m.

Respectfully submitted,

Christopher T. Forth, AICP
Deputy Director of Planning and Development Services