

## **PLANNING COMMISSION**

**August 19, 2010**

The City of Portage Planning Commission meeting of August 19, 2010 was called to order by Chairman Cheesebro at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Three citizens were in attendance.

### **MEMBERS PRESENT:**

Cory Bailes, Mark Siegfried, Paul Welch, Wayne Stoffer, Miko Dargitz, Bill Patterson, and Chairman James Cheesebro.

### **MEMBERS ABSENT:**

None.

### **MEMBERS EXCUSED:**

Jim Pearson and Rick Bosch.

### **IN ATTENDANCE:**

Christopher Forth, Deputy Director of Planning and Development Services; Michael West, Assistant City Planner and Randall Brown, City Attorney.

### **PLEDGE OF ALLEGIANCE:**

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

### **APPROVAL OF MINUTES:**

Chairman Cheesebro referred the Commission to the July 1, 2010 meeting minutes. A motion was made by Commissioner Welch, seconded by Commissioner Bailes, to approve the minutes as submitted. The minutes were unanimously approved.

### **SITE/FINAL PLANS:**

1. Site Plan: Midwest Fasteners (addition), 9031 Shaver Road. Mr. West summarized the staff report dated August 12, 2010 involving a site plan submitted by Balkema Construction, on behalf of Midwest Fasteners, to construct an 80,179 square foot building addition. Mr. West stated the expansion will be utilized for warehousing and storage and no additional site improvements are proposed.

Chairman Cheesebro asked if there was a representative for Midwest Fasteners that would like to speak on behalf of the project. There was no one present from Midwest Fasteners. A motion was made by Commissioner Bailes, seconded by Commissioner Welch, to approve the Site Plan for Midwest Fasteners (addition), 9031 Shaver Road. Prior to voting on the motion, the Commission, City Attorney and staff discussed approval of the site plan in light of the applicant not being present. After a short discussion, Mr. Jim Balkema, Balkema Construction, arrived to support the application on behalf of Midwest Fasteners and explained the proposed expansion project. After additional discussion, the motion was unanimously approved.

**PUBLIC HEARINGS:**

1. Special Land Use Permit (amendment): The Bridge Church, 7198 Angling Road. Mr. West summarized the staff report dated August 12, 2010 regarding the request by Reverend Daniel Teerman, on behalf of The Bridge Church, to amend a previously approved special land use permit to construct athletic fields for soccer, lacrosse and softball and an approximate 2,300 square foot accessory building. The Commission, City Attorney and staff discussed the possible rental of the athletic fields, accessory uses and consistency with the single family residential district and Zoning Code. Attorney Brown stated the issue of accessory use of the athletic fields can be addressed by considering the intensity of use, degree of accessory activity and related impacts on surrounding properties and public facilities.

Reverend Daniel Teerman, The Bridge Church, was present to support the application and discuss the proposed project. Reverend Teerman stated the athletic fields are intended to be used by church members and may be rented to community organizations and/or schools as a secondary use. Discussion ensued involving the various aspects of the proposal including field rentals, lighting and use of a portable public address (PA) system. Vice-Chairman Cheesebro opened the public hearing. One citizen, Mr. David Simsick, 7138 Angling Road, spoke expressed concerns with possible field rental, traffic, noise and use of a PA system. No additional citizens spoke in regard to the proposed project. A motion was then made by Commissioner Welch, seconded by Commissioner Bailes, to close the public hearing. The motion was unanimously approved.

After additional discussion, a motion was made by Commissioner Welch, seconded by Commissioner Dargitz, to approve the Special Land Use Permit (amendment) for The Bridge Church, 7198 Angling Road, subject to the following conditions: 1) The soccer and softball fields not be lighted; 2) Use of a PA system be prohibited for athletic events; and 3) Review of the special land use permit by the Planning Commission in November 2011 or before, if necessary, be completed to assess neighborhood impacts, if any. If the athletic fields have not been rented to outside organizations during this time period, review of the special land use permit will not be necessary. The applicant will provide written notification to the Department of Community Development if any field rentals will occur through the review period. The motion was unanimously approved.

**SITE/FINAL PLANS:**

1. Site Plan: The Bridge Church, 7198 Angling Road. Mr. West summarized the staff report dated August 12, 2010 involving a site plan submitted by The Bridge Church to construct athletic fields and an approximate 2,300 square foot accessory building along the western portion of the existing church facility located at 7198 Angling Road.

Reverend Daniel Teerman, The Bridge Church, was present to support the plan and explain the proposed project. Mr. David Simsick, 7138 Angling Road, spoke again in regard to the project and expressed concerns regarding the new light poles proposed along the access drive from Angling Road. Mr. Forth clarified that the light pole identified on the site plan along the south side of the driveway would be relocated to the north side of the driveway to ensure resulting light levels would not exceed 0.3 footcandles at the south property line. Mr. West indicated the four new light poles would contain shielded fixtures and comply with all outdoor lighting ordinance standards. After a brief discussion a motion was then made by Commissioner Welch, seconded by Commissioner Bailes, to approve the Site Plan for The Bridge Church, 7198 Angling Road. The motion was unanimously approved.

**PLATS/RESIDENTIAL CONDOS:**

None.

**OLD BUSINESS:**

1. Election of Officers. Chairman Cheesebro referred the Commission to the August 9, 2010 e-mail communication from Commissioner Pearson requesting election of remaining officer positions (Vice-Chairman and Secretary) be postponed until a full Commission is present. After a brief discussion, a motion was made by Commissioner Welch, seconded by Commissioner Bailes, to postpone Election of Officers to the September 2, 2010 meeting. The motion was unanimously approved.

**NEW BUSINESS:**

1. 2009-10 Planning Commission Work Program Final Update and Proposed FY 2010-11 Work Program. Mr. Forth summarized the staff report dated August 13, 2010 and provided a summary of the final 2009-10 Planning Commission Work Program and reviewed the proposed 2010-11 Planning Commission Work Program. The Commission and staff next discussed the Proposed FY 2010-11 Work Program. Commissioner Dargitz asked that Council Assigned Goals and Objectives for 2010-11, No. 1 be modified as follows: "Continue to guide development to appropriately planned areas of the community including, but not limited to, encouraging redevelopment and preserving existing natural areas, wherever and whenever possible." After additional discussion, a motion was made by Commissioner Welch, seconded by Commissioner Dargitz, to approve the FY 2010-11 Planning Commission Work Program with the modification requested by Commissioner Dargitz. The motion was unanimously approved.

2. Planning Commission Rules of Procedure. Mr. Forth summarized the August 12, 2010 staff reports and updated Planning Commission Rules of Procedure, as prepared by staff and the City Attorney. The Commission, City Attorney and staff discussed various elements of the draft document including Article II, Section 3 and election of officers. After additional discussion, a motion was made by Commissioner Dargitz, seconded by Commissioner Welch, to postpone consideration of the Planning Commission Rules of Procedure until the September 2, 2010 meeting, after election of officers is completed. The motion was unanimously approved.

**STATEMENT OF CITIZENS:**

None.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 8:35 p.m.

Respectfully submitted,

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