

## **PLANNING COMMISSION**

**March 17, 2011**

The City of Portage Planning Commission meeting of March 17, 2011 was called to order by Chairman Cheesebro at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. No citizens were in attendance.

### **MEMBERS PRESENT:**

Miko Dargitz, Wayne Stoffer, Bill Patterson, Allan Reiff, Jim Pearson, Mark Siegfried and Chairman James Cheesebro.

### **MEMBERS ABSENT:**

None.

### **MEMBERS EXCUSED:**

Rick Bosch and Paul Welch.

### **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 March 3, 2011 meeting minutes. A motion was made by Commissioner Dargitz, seconded by Commissioner Stoffer, to approve the minutes as submitted. The minutes were unanimously approved.

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

None.

### **PUBLIC HEARINGS:**

None.

### **PLATS/RESIDENTIAL CONDOS:**

None.

### **OLD BUSINESS:**

1. 2011-2021 Capital Improvement Program. Mr. Forth provided an overview of the 2011-2021 Capital Improvement Program (CIP) document that was provided to the Planning Commission during the March 3, 2011 meeting. Mr. Forth summarized each category of the CIP with emphasis on the FY 2011-2012 budget year:

- Streets Category – Commissioner Pearson asked what impact the CIP would have on the percentage of streets rated good, fair and poor and whether the overall condition of city streets would improve, degrade or remain stable. Mr. Forth stated he did not have that information readily available so a follow-up response would be prepared and provided to the Commission.
- Sidewalks/Bikeways Category – The Commission did not have any questions or comments regarding this category.

- Water Category – The Commission did not have any questions or comments regarding this category.
- Sanitary Sewer Category – Commissioner Dargitz asked if there were any sanitary sewer projects planned for the same roadway segments that are included in the Local Street and Major Street Reconstruction Programs for FY2011-12. Mr. Forth stated no and indicated that sewer projects and roadway reconstruction projects are coordinated since the sanitary sewer main is typically installed beneath the roadway.
- Police Category – The Commission did not have any questions or comments regarding this category.
- Fire Category – The Commission did not have any questions or comments regarding this category.
- Public Facilities Category – Commissioner Reiff asked whether the City would be selling the former Portage Community Outreach Center property located on South Westnedge Avenue after the building was demolished. Mr. Forth stated that City Council will be considering the sale of this property during the March 22, 2011 meeting.
- Parks & Recreation Category – Commissioner Pearson asked whether the City has built any new softball fields since the last citizen survey was conducted where softball recreation was ranked high. Mr. Forth stated that he did not believe any new fields had been constructed, but would confirm with the Parks & Recreation Department. Commissioner Pearson also asked for clarification regarding the Parks & Recreation Department budget. Commissioner Pearson stated that City Council had earmarked Parks & Recreation for budget cuts; however, the spending proposed for FY2011-2012 (\$144,000) represents a substantial increase compared to the current FY2010-2011 budget year (\$80,000). Mr. Forth stated he would research and provide a response to the Commission. Chairman Cheesebro asked why the planned spray park had been removed from the CIP. Since Commissioner Pearson was personally involved with this project, he responded by stating that efforts to secure private funding were not successful.
- Debt Services Category – Mr. Forth discussed the decrease in debt service over the past several years from \$62.7 million in the 2006-2016 CIP to \$45.2 million in the proposed 2011-2021 CIP. Mr. Forth stated that debt reduction continues to be a high priority of the City Administration and progress has been made over the past several years. Commissioner Pearson asked for clarification regarding the debt service figures cited by Mr. Forth. In speaking with the City Manager and as indicated in a January 2011 report to the City Council, Commissioner Pearson stated that \$8.8 million in debt was paid in 2010-2011 and \$98 million in debt remained, of which approximately two-thirds (\$65 million) was CIP debt. Commissioner Pearson did not understand the difference in remaining CIP debt (\$45.2 million vs. \$65 million) and asked for clarification. Mr. Forth stated he would research and provide a response to the Commission. Commissioner Stoffer asked how much debt is being added with the 2011-2012 CIP budget year projects. Mr. Forth indicated he would discuss the question with the Finance Department and provide a response to the Commission.

The Commission discussed a recommendation to City Council. Commissioner Reiff stated that he believes the questions asked and follow-up information to be provided by staff would not affect the ability of the Commission to formulate a recommendation to City Council regarding the CIP document. The Commission concurred and asked that staff responses to questions be provided in a subsequent communication. After additional discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Reiff, to recommend to City Council that the FY 2011-2021 CIP be approved (FY2011-2012 budget year and remaining nine-year planning projects). Mr. Forth stated a formal communication with answers to Commissioner questions would be provided with subsequent agenda materials. The motion was unanimously approved.

## 2. 2011 Major Thoroughfare Plan Status Update Report and 2011-2021 Capital Improvement Program.

Mr. Forth referred the Commission to the 2011 Major Thoroughfare Plan Status Update Report that was previously provided during the March 3, 2011 meeting. Mr. Forth summarized the report and asked the Commission if there were any questions or comments. Commissioner Pearson inquired about the high vehicle crash rate for West Melody, between Shaver and Dolphin. Mr. Forth indicated the high crash rate is partially attributed to the short roadway segment (.077 mile) and referred the Commission to Table C-6, bottom page A-6. Mr. Forth stated this roadway segment experienced a total of three crashes (non injury/fatality) during the three year period. After

additional discussion, a motion was made by Commissioner Pearson, seconded by Commissioner Dargitz, to accept the 2011 Major Thoroughfare Plan Status Update Report. The motion was unanimously approved.

**NEW BUSINESS:**

1. Mixed-Use Zoning Ordinance Proposal (referral from City Council). Mr. Forth reviewed the March 11, 2011 staff report and the three mixed-use ordinance proposals recommended by the Housing and Neighborhood Ad Hoc Committee. Mr. Forth summarized the major provisions of the three proposals: 1) City Centre Area – Mixed Use Floating Zone; 2) Commercial Corridor Mixed-Use Floating Zone; and 3) Work/Live Accommodations. Mr. Forth suggested a special meeting of the Planning Commission to further discuss the three mixed-use ordinance proposals. The Commission briefly discussed the preliminary concepts contained in the three ordinance proposals and reviewed potential special meeting dates. After additional discussion, a motion was made by Commissioner Reiff, seconded by Commissioner Patterson, to schedule a special meeting for Monday, March 28, 2011 at 7:00pm to discuss the Mixed-Use Zoning Ordinance proposals subject to the availability of Commissioner Welch and Commissioner Bosch. Chairman Cheesebro indicated he would contact Commissioner Welch and Commissioner Bosch to confirm their availability and suggested an alternative date of Tuesday, March 29, 2011. The motion was unanimously approved.

2. 2010-2011 City Council Assigned Goals and Objectives Update (April 2011) and Recommended 2011-2012 Goals and Objectives. Mr. West introduced the item and summarized the staff report dated March 11, 2011. Mr. West then reviewed the draft memo from the Planning Commission to City Council and asked for comments. Commissioner Stoffer suggested Item 8 be added to the Recommended 2011-2012 Goals and Objectives that would reference the conveyance of updates to the City Council in November 2011 and April 2012 and recommended goals for FY 2012-2013 in April 2012. Commissioner Dargitz suggested a revision to the third bullet under Item 2 in the Recommended 2011-2012 Goals and Objectives to read as follows: “Protection of environmentally sensitive areas such as those identified on the City of Portage Sensitive Land Use Inventory Map including regulated wetlands, ground water and surface water.” After a brief discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Dargitz, to forward the 2010-2011 City Council Assigned Goals and Objectives Update (April 2011) and Recommended 2011-2012 Goals and Objectives to City Council with the above changes. The motion was unanimously approved.

**STATEMENT OF CITIZENS:**

None.

**ADJOURNMENT:**

Commissioner Stoffer asked when update of the Comprehensive Plan was scheduled. Mr. Forth stated the Comprehensive Plan was scheduled for review and update in FY 2012-2013. Mr. Forth indicated that U.S. Census information should be available and the City would retain the services of a consultant to assist in the process.

Chairman Cheesebro congratulated Commissioner Welch and his wife and the recent birth of their twins.

There being no further business, the meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Christopher Forth, AICP  
Deputy Director of Planning and Development Services