

CITY OF  
**PORTAGE**  
*A Place for Opportunities to Grow*

# **PLANNING COMMISSION**

**March 15, 2012**

# **CITY OF PORTAGE PLANNING COMMISSION**

## **A G E N D A**

**March 15, 2012  
(7:00 p.m.)**

**Portage City Hall Council Chambers**

### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

### **APPROVAL OF MINUTES:**

- \* March 1, 2012

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

- \* 1. Final Plan: Alkhamis Financial, 7900 Kirkland Court

### **PUBLIC HEARINGS:**

- \* 1. Final Report: Tentative Plan Amendment (Oakland Hills @ Centre PD), 2275, 2301 and 2401 West Centre Avenue and 8080 Oakland Drive  
-- request to adjourn to the April 19, 2012 meeting
- \* 2 Preliminary Report: Rezoning Application #11-03, Romence Road Parkway Corridor

### **OLD BUSINESS:**

### **NEW BUSINESS:**

1. 2012-2022 Capital Improvement Program  
-- document previously provided to the Commission

### **STATEMENT OF CITIZENS:**

### **ADJOURNMENT:**

### **MATERIALS TRANSMITTED**

January 2012 Summary of Environmental Activities Report  
February 14, 2012 City Council meeting minutes

**PLANNING COMMISSION**

**March 1, 2012**

**DRAFT**

The City of Portage Planning Commission meeting of March 1, 2012 was called to order by Chairman Cheesebro at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Eight citizens were in attendance.

**MEMBERS PRESENT:**

Bill Patterson, Wayne Stoffer, Mark Siegfried, Rick Bosch, Miko Dargitz, Paul Welch, Allan Reiff and Chairman James Cheesebro.

**MEMBERS ABSENT:**

None.

**MEMBERS EXCUSED:**

Dave Felicijan.

**IN ATTENDANCE:**

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

**PLEDGE OF ALLEGIANCE:**

Chairman Cheesebro led the Commission in the Pledge of Allegiance.

**APPROVAL OF MINUTES:**

Chairman Cheesebro referred the Commission to the February 16, 2012 meeting minutes. A motion was offered by Commissioner Bosch, seconded by Commissioner Patterson, to approve the minutes as submitted. The motion was unanimously approved.

**SITE/FINAL PLANS:**

None.

**PUBLIC HEARINGS:**

1. Final Report: Rezoning Application #11-02, 1106 West Centre Avenue. Mr. West summarized the final staff report dated February 24, 2012 regarding a request received from Mr. Nathan Cronenwett to rezone 1106 West Centre Avenue from RM-2, multiple family residential and R-1B, one family residential to OS-1, office service. Mr. West stated the rezoning was being requested to facilitate redevelopment of the property for a hair salon/spa. Mr. West discussed the Future Land Use Map designation, surrounding zoning pattern, suitability of the existing RM-2 zone, potential impacts of the proposed OS-1 zone and alternatives available

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for Planning Commission consideration. Mr. West indicated that staff was recommending Rezoning Application #11-02 be approved and the southern 539.5 feet be rezoned to OS-1 and the remainder of the property remained zoned RM-2 and R-1B. The staff recommendation is consistent with the Future Land Use Map and Comprehensive Plan designations and would afford the applicant office redevelopment options along the West Centre Avenue frontage while retaining the RM-2 zoning within the north portion of the parcel for future use or sale and 75-foot R-1B buffer zone adjacent to the existing single-family residential neighborhood.

Mr. Nathan Cronenwett was present to support the rezoning request. The public hearing was reconvened by Chairman Cheesebro. No additional citizens spoke regarding the proposed rezoning. A motion was made by Commissioner Welch, seconded by Commissioner Bosch, to close the public hearing. The motion was unanimously approved.

After a brief discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Stoffer, to recommend to City Council that Rezoning Application#11-02, 1106 West Centre Avenue, be approved and the southern 539.5 feet be rezoned to OS-1, office service and the remainder of the property remain zoned RM-2, multiple family residential and R-1B, one family residential. The motion was unanimously approved.

2. Preliminary Report: Tentative Plan Amendment (Oakland Hills at Centre PD), 2275, 2301 and 2401 West Centre Avenue and 8080 Oakland Drive. Mr. Forth summarized the preliminary staff report dated February 24, 2012 regarding a request received from American Village Development II, LLC to amend the previously approved tentative plan for the Oakland Hills at Centre Planned Development. Mr. Forth summarized the proposed amendment that involves the addition of a 150-foot tall wireless telecommunication tower ("mono-pine") within the designated office area along Oakland Drive, revision to the residential layout and reduction in the overall number of units from 116 to 107, revision to the layout of the office area along West Centre Avenue and Oakland Drive and an update to the project phasing timeline. Mr. Forth also referred the Commission to a March 1, 2012 communication from Attorney James Marquardt, representing William Nuyen and Mangwn Properties, Inc., owners of the adjacent properties to the north of the proposed mono-pine.

Mr. Greg Dobson of American Village Development (AVD) II, LLC was present to explain the proposed tentative plan amendment and discuss the proposed mono-pine tower. Mr. Bill Buck and Mr. Scott Hubble, Verizon Wireless, were also present to speak in support of the proposed mono-pine tower. Mr. Dobson discussed the history of property acquisition and site development within the planned development and summarized the proposed changes since the 2009 approval. Mr. Dobson discussed the proposed location of the mono-pine tower within a natural clearing area and the desire to preserve the mature tree line along Oakland Drive. Mr. Dobson also stated the equipment enclosure around the tower would include upgraded vinyl fencing and landscaping. Mr. Dobson indicated that it was very important to AVD that the structure has a high quality appearance within the development. Mr. Buck discussed the pine tree appearance for the tower and noted the maintenance is less than compared to a flag pole design. Mr. Buck also discussed the design standards and the probability of a structural failure. Mr. Buck stated the branches are designed with withstand hurricane forces and the pole do not blow over. Mr. Hubble discussed the range of cellular coverage (1-3 miles) the mono-pine tower would provide at the proposed location.

The Commission and the applicant discussed ownership of the PD open space within the overall PD area, proposed location of the mono-pine tower and proximity to the north property line, appearance and maintenance of the mono-pine tower and cellular coverage in the surrounding area. The public hearing was then opened by Chairman Cheesebro.

Mr. James Marquardt, attorney representing Mr. William Nuyen and Mangwn Properties Inc. (owners of 8040 Oakland Drive and 2109 West Centre Avenue), spoke in regards to the proposed mono-pine tower. Attorney Marquardt referred the Commission to his March 1, 2012 correspondence and stated his client does not object to the overall development, but has concerns about the proposed location and setback of the mono-

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pine tower from the northern property line. Attorney Marquardt indicated the mono-pine is a very tall structure that is proposed extremely close to the property line. Attorney Marquardt acknowledged that there was only a slight risk for a catastrophic failure; however, this was still a concern for his client. Attorney Marquardt stated his client was also concerned about possible negative impacts on future development of the vacant parcel to the north (8040 Oakland Drive) given the close proximity of the mono-pine tower. Attorney Marquardt requested that AVD consider other locations for the mono-pine tower. No additional citizens spoke during the public hearing.

There being no further public comment, a motion was made by Commissioner Welch, seconded by Commissioner Reiff, to adjourn the public hearing for Tentative Plan Amendment for the Oakland Hills at Centre Planned Development to the March 15, 2012 meeting. The motion was unanimously approved.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

1. 2012 Major Thoroughfare Plan Status Update Report. Mr. Forth referred the Commission to the 2012 Major Thoroughfare Plan Status Update Report that was provided to the Planning Commission as a separate document. Mr. Forth summarized the report, which included updated traffic volumes and three-year crash data for various street segments, and asked the Commission if there were any questions or comments. Commissioner Reiff noted the new traffic signal was installed at Portage Central High School and not Northern. Commissioner Patterson asked whether the high V/C ratio identified on Oakland Drive, I-94 to Milham (.91), may have been due in part to the I-94 and South Westnedge Avenue interchange construction and motorist seeking alternative routes. Mr. Forth indicated it was possible but and new traffic counts would verify the change. A motion was then made by Commissioner Welch, seconded by Commissioner Bosch, to accept the 2012 Major Thoroughfare Plan Status Update Report. The motion was unanimously approved.

2. 2012-2022 Capital Improvement Program. Mr. Forth briefly discussed the proposed 2012-2022 Capital Improvement Program and the role of the Planning Commission in review and recommendation of the document. Mr. Forth summarized the February 12, 2012 memo from City Manager Evans that provided an overview of the 2012-2022 Capital Improvement Program (CIP) document with emphasis on the FY 2012-2013 budget year. Mr. Forth discussed the timeline for Planning Commission review of the document and indicated a recommendation to City Council was needed by the March 15<sup>th</sup> meeting.

Commissioner Reiff asked for three clarifications under Program Overview, Revenues and Other Sources: 1) Why are interest revenues projected to increase substantially beginning in FY 2018-2019; 2) Are the proceeds from the sale of the former Portage Community Outreach Center included in the proposed CIP; and 3) What is the source of the \$450,000 in "Other Revenue" in FY 2013-2014? It was noted the \$450,000 revenue item will result from a vehicle trade in. Mr. Forth stated he would get answers to the other questions prior to the next meeting. Commissioner Dargitz and Chairman Cheesebro discussed previous reviews of the CIP in a workshop setting where a category-by-category review could occur and suggested that further review be adjourned to the March 15, 2012 meeting. The Commission concurred. Commissioner Welch suggested that any questions from the Commission should be forwarded to staff in advance of the meeting so that appropriate responses could be obtained. Mr. Forth stated that all questions received from the Commission would then be provided in a written communication with appropriate responses, prior to the March 15<sup>th</sup> meeting.

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**STATEMENT OF CITIZENS:**

None.

**ADJOURNMENT:**

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

Respectfully submitted,

Christopher Forth, AICP  
Deputy Director of Planning, Development and Neighborhood Services

**TO:** Planning Commission  
**FROM:** Vicki Georgeau, <sup>VP</sup> Director of Community Development  
**SUBJECT:** Final Plan for Alkhamis Financial, 7900 Kirkland Court.

**DATE:** March 9, 2012

**I. INTRODUCTION:**

A final plan has been submitted by Mr. Walter Hansen, on behalf of Alkhamis Financial, to construct an approximate 4,200 square foot professional office building and associated site improvements at 7900 Kirkland Court (Unit 4 of the Woodbridge Commons Office Park Condominium). The approximate 1.2 acre property is zoned PD, planned development and is part of the larger Woodbridge Hills planned development project (refer to the attached vicinity map). The proposed use is consistent with the Woodbridge Hills tentative plan designation of office for this area. For Commission information, the Woodbridge Commons Office Park Condominium project received City Council approval in June 1994.

The building will be setback approximately 135-feet from the south property line (Kirkland Court), 61-feet from the north property line, 25-feet from the west property line and 78-feet from the east property line. A single-family residential neighborhood is located to the east and a double row of mature evergreen trees, together with scattered deciduous trees and natural vegetation, intended to screen/buffer the office park from the adjacent residences currently exists. This screening was installed when the infrastructure improvements (street and utilities) were installed in 1994. This existing natural screen/buffer will not be altered as part of this development project.

Access to the site will be provided through a full service driveway from Kirkland Court, a local cul-de-sac street. Storm water from the development will be collected and conveyed to the existing private storm water basin located to the south, along the east side of Kirkland Court. This basin was originally constructed with Kirkland Court and has been designed with sufficient capacity to handle storm water runoff from the public street and individual development sites within the project area. Outdoor lighting units associated with the proposed development will include light poles with shielded fixtures and will conform to applicable ordinance standards. The plan has also been reviewed and approved by The Moors of Portage Architectural Control Committee on March 1, 2012 (see attached letter from Ms. Jan Boody).

**II. RECOMMENDATION:**

The final plan has been reviewed by the City Administrative departments. Staff recommends that the Final Plan for Alkhamis Financial, 7900 Kirkland Court, be approved.

Attachments: Vicinity Map  
Final Plan  
March 1, 2012 correspondence from The Moors of Portage Architectural Control Committee



**Subject Property**

**W-Centre Av**

**Kirkland Ct**

**Vicinity Map  
Woodbridge Commons Office Park**

Imagery: March 2009

*The Moors of Portage Association  
Architectural Control Committee  
7950 Moorsbridge Road  
Portage, Michigan 49024*

269/329-0366

**RECEIVED**  
MAR 08 2012  
COMMUNITY DEVELOPMENT

March 1, 2012

Mr. Walt Hansen  
HB Development Group LLC  
3027 Woodhams  
Portage, MI 49002

Re: New office building on Kirkland Court

Dear Mr. Hansen:

The Architectural Control Committee met today to review your revised plans for the new office building on Kirkland Court.

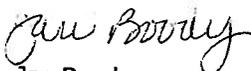
Per our discussion earlier today you know that:

- The site plan is preliminarily approved and final approval will be given upon acceptable staking of the building.
- Any approvals do not include the area of future expansion. This will need to be resubmitted for review and approval prior to the expansion taking place.
- Please have the floor elevation marked on the stakes for on site review by the ACC.
- The ACC understands that you will not be using any metal roofing and that the entire roof will be asphalt shingles.
- Please submit a final landscape plan that is based on this new site plan and includes tree plantings on the golf course side of the building.
- Please indicate on your plan where all existing Oak trees on the lot are located. The assumption is made that none of these trees will be removed. If tree removal is required, please indicate this for approval from the ACC.

Please contact my office when the staking has been completed so that the ACC may make an onsite inspection of the property. I will be out of the office from March 9<sup>th</sup> to the 14<sup>th</sup>. If you need to contact this office during that time regarding the staking or other issues, please speak with Elizabeth Wright.

Thank you.

Sincerely,



Jan Boody  
Secretary to the Architectural Control Committee







**TO:** Planning Commission

**DATE:** March 9, 2012

**FROM:** Vicki Georgeau,  Director of Community Development

**SUBJECT:** Tentative Plan Amendment for Oakland Hills at Centre Planned Development, 2275, 2301 and 2401 West Centre Avenue and 8080 Oakland Drive

Attached is a correspondence from Mr. Greg Dobson, American Village Development (AVD), requesting that the public hearing for the above captioned development project be adjourned to the April 19, 2012 meeting. According to Mr. Dobson, the requested adjournment would allow additional time for AVD to complete discussions with the neighboring property owner to the north and more fully develop their proposal for the mono-pine tower.

At the request of the applicant, staff advises the Planning Commission to adjourn the Tentative Plan Amendment for Oakland Hills at Centre Planned Development, 2275, 2301 and 2401 West Centre Avenue and 8080 Oakland Drive, to the April 19, 2012 meeting.

Attachment: March 8, 2012 Correspondence from Mr. Greg Dobson

American Village Builders, Inc.

March 8, 2012

Mr. Christopher Forth  
City of Portage, Planning Department  
7900 S. Westnedge Ave.  
Portage, MI 49002

**RECEIVED**  
MAR 08 2012  
COMMUNITY DEVELOPMENT

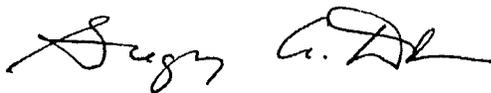
RE: Tentative Plan Amendment for Oakland Hills at Centre

Dear Chris:

We are requesting that our appointment with the Portage Planning Commission, that was scheduled for Thursday, March 15, 2012, be postponed until Thursday, April 19, 2012. The extra time will allow us to complete our discussions with the neighboring property owner to the north, more fully develop the illustrations of any proposed changes relating to the same, and to fully document and package all of the above for your review.

We appreciate your assistance with this important process on this project and look forward to submitting a complete package to you well in advance of the April 19, 2012, so that it may be reviewed by City Staff and any other interested parties. Please direct any questions to me at 269.217.5477 or [gdobson@avbinc.com](mailto:gdobson@avbinc.com).

Sincerely,  
AMERICAN VILLAGE BUILDERS  
OAKLAND CENTRE REAL ESTATE



Greg Dobson

cc: Mike West  
Terry Patterson  
Claudine Antoun

**TO:** Planning Commission **DATE:** March 9, 2012  
**FROM:** Vicki Georgeau, <sup>kg</sup> Director of Community Development  
**SUBJECT:** Preliminary Report: Rezoning Application #11-03, Romence Road Parkway Corridor

**I. INTRODUCTION:**

During the October 2011 rezoning consideration of a 1.3 acre portion of 1901 Romence Road Parkway, the City of Portage Planning Commission determined that further study of the Romence Road Parkway corridor from Lovers Lane to Portage Road was appropriate. The corridor study was prompted by comments from area residents and Commissioners regarding the existence of heavy industry zoning adjacent to single family residential zoning/land use and the Future Land Use Map designation of the subject property and surrounding properties as appropriate for Research & Development/Technology land use. Similar comments also arose during City Council review of the rezoning request.

The Planning Commission completed review of the initial Romence Road Parkway Corridor Study during the February 2, 2012 meeting. Several rezoning options were presented by staff for consideration by the Commission. At the conclusion of the discussion, the Commission decided to initiate the public hearing process to consider changing the zoning of several parcels of land located adjacent to the north and south sides of Romence Road Parkway and along the west side of Portage Road from I-2, heavy industry, OS-1 office service and R-1B, one family residential to OTR, office, technology and research. Table 1 below lists the properties that are subject to rezoning consideration, including ownership and other site related information.

**Table 1**

Address	Parcel I.D. Number	Property Owner	Acres	Existing Land Use	Current Zoning	Proposed Zoning
1901 Romence Road Parkway	06480-085-E	1901 Romence LLC	34	Office	I-2 & R-1B	OTR
7005 Lovers Lane	00015-001-O	Pfizer	16.5	Vacant	I-2	OTR
7000 Portage Road	00014-005-A	Pfizer	80.5	Vacant	I-2	OTR
2301 Romence Road Parkway	00011-002-O	Pfizer	33.2	Vacant	I-2	OTR
6710 Portage Road	06480-039-O	Pfizer	0.33	Vacant	I-2	OTR
6718 Portage Road	06480-040-O	Pfizer	0.31	Vacant	I-2	OTR
6726 Portage Road	06480-041-O	Pfizer	0.31	Vacant	I-2	OTR
2328 Lansing Avenue	06480-043-O	Pfizer	0.29	Vacant	I-2	OTR
2402 Lansing Avenue	06480-042-O	Pfizer	0.29	Vacant	I-2	OTR
6646 Portage Road	06480-001-A	ImageStream	1.8	Office	I-2 & OS-1	OTR
6941 Lovers Lane	06480-085-D	Slomp	0.9	Residential	I-2	OTR
7013 Lovers Lane	08340-026-A	Meyers & Pacheco	1.6	Residential	R-1B	OTR
7019 Lovers Lane	08340-027-O	Meyers & Pacheco	1.9	Residential	R-1B	OTR
<b>Total acres: 171.93</b>						

Staff contacted the above property owners and provided information regarding the corridor study and the rezoning initiative concurrent with the required public notice.

**II. EXISTING CONDITIONS:**

**Table 2**

Land Use/Zoning	<p><u>Rezoning Area:</u> See table above for existing land use and zoning designations.</p> <p><u>West:</u> Single family residences (6901-6937 Lovers Lane) and vacant land zoned R-1B, one family residential. Across Lovers Lane, vacant land zoned I-1, light industry and OS-1, office service.</p> <p><u>East:</u> Across Portage Road, Pfizer manufacturing headquarters, office building and vacant land zoned I-2, heavy industry.</p> <p><u>North:</u> Single family residences and vacant lots located within the Portage Heights subdivision zoned R-1B, one family residential, along with vacant land zoned I-1, light industry (along Lovers Lane) and I-2, heavy industry (north of Ramona Avenue).</p> <p><u>South:</u> Vacant land zoned R-1B, one family residential and I-2, heavy industry.</p>
Zoning/Development History	<p>In December 2011, City Council approved Rezoning Application #11-1 that rezoned a 1.3 acre portion of 1901 Romence Road Parkway from R-1B, one family residential to I-2, heavy industry.</p> <p>Other than the recent rezoning of the 1.3 acre area of 1901 Romence Road Parkway, no rezoning of properties in the surrounding area have occurred since adoption of the 2002 Comprehensive Plan. The 2002 Comprehensive Plan changed the future land use designation of the area from industrial to research &amp; development/technology.</p>
Historic District/ Structures	<p>The properties involved in the rezoning consideration are not located within a historic district and do not contain any historic structures.</p>
Public Streets	<p>Romence Road Parkway is a limited access boulevard and designated as a four-lane minor arterial with 10,600 vehicles per day (2008) with a capacity of 32,500 vehicles per day at a level of service "D."</p> <p>Lovers Lane is also designated as four-lane minor arterial with 8,866 vehicles per day (2011) north of Romence Road Parkway and 7,745 vehicles per day (2011) south of Romence Road Parkway. Lovers Lane has a capacity of 32,500 vehicles per day at a level of service "D."</p> <p>Portage Road is designated as four-five lane major arterial with 16,242 vehicles per day (2008) with a capacity of 34,200 vehicles per day at level of service "D."</p>
Public Utilities	<p>Municipal water and sewer are available.</p>
Environmental	<p>The City of Portage Sensitive Land Use Inventory Map identifies areas of potential wetlands along the northwest portion of 1901 Romence Road Parkway, along the southwest portion of 7000 Portage Road, and within portions of 7005, 7013 and 7019 Lovers Lane (refer to the attached aerial photograph). A more detailed site-specific environmental review of these areas would be necessary with any future development plans occurring proximate to these areas.</p>

**III. PRELIMINARY ANALYSIS:**

The following analysis has been prepared based on general land use considerations, the Comprehensive Plan, traffic conditions and surrounding development patterns. Issues to be considered are consistency with the Future Land Use Plan Map and Development Guidelines, suitability of the existing zoning classification and the impacts of the proposed zoning classification.

Comprehensive Plan/Future Land Use Map Consistency. As shown on the attached Future Land Use Plan Map component of the Comprehensive Plan, all the subject properties as well as the properties located to the north, south and east as appropriate for research & development/technology (RDT) land use. In total, the RDT designation encompasses approximately 1,100 acres of land located in this area of the city generally defined as south of East Milham Avenue and north of East Centre Avenue, between Lovers

Lane and Portage Road. This area is served by an excellent roadway and municipal water/sanitary sewer network and quick/convenient access to major transportation facilities including I-94 and Kalamazoo/Battle Creek International Airport.

The RDT future land use map designation was first developed and included in the 2002 Comprehensive Plan to address, in part, the changing Michigan economy as it continues to transition from the 20<sup>th</sup> century industrial-based economy to a 21<sup>st</sup> century knowledge-based economy. Prior to 2002, industrial land use designations were identified in one general "Industrial" classification. The RDT designation was retained in the 2008 Comprehensive Plan update and is one of three industrial-related land use classifications.

The RDT designation provides "... a location for certain industrial-related uses distinct from other types of industrial or commercial businesses..." The designation intends to concentrate compatible uses "...in a planned, campus-like setting with more extensive landscaping, higher quality architecture and more site amenities than typically found in general industrial areas." Representative uses envisioned for the RDT designation include research facilities and centers, technology and pilot testing facilities, microelectronic and biotechnology uses, large-scale corporate or professional offices and pharmaceutical production operations, along with supporting businesses such as accommodation/motels, conference facilities and service oriented businesses.

In conjunction with development of the RDT land use classification with the 2002 Comprehensive Plan, a corresponding OTR, Office Technology and Research zoning district was also developed and included with the 2003 Zoning Code Update. The OTR district replaced two previous zoning districts: OS-2, Office Service (High-Tech, Research Use) and RC, Research Park. Given the fairly recent adoption of the OTR zoning district, uncertainty regarding future plans for Pfizer, Inc. (majority owner of property designated for RDT land use) and the lack of new development/redevelopment activity in the central area of the city, rezoning of land to the OTR district was not yet previously requested or initiated.

Development Guidelines. The Development Guidelines are intended to be used by the Commission and staff when reviewing private development proposals, infrastructure improvement programs (i.e. public expenditures on streets, sewers and water mains that influence the location, intensity and timing of development) and public programs that affect the physical environment. The guidelines also provide direction and underpinning for regulations that affect land use (e.g. zoning, subdivision, parking, landscaping and others), may suggest incentives to influence community development and preservation and may suggest adjustments to other policies that influence the use of land for consistency with community development objectives. An evaluation of the Development Guidelines will be provided with the staff recommendation.

Suitability of Existing I-2, OS-1 and R-1B Zones and Proposed OTR Zone. The existing I-2, heavy industrial zoning district has been part of the City of Portage Zoning Code since 1965 and was developed when the Michigan economy was invested heavily in manufacturing activities. There are two primary areas of the city zoned for heavy industrial land uses: The Portage Road and South Sprinkle Road corridors (majority of the I-2 zoned land in this area is owned by Pfizer), and the east side of Shaver Road south of West Centre Avenue. Within these two areas are approximately 2,100 acres zoned for I-2 use of which approximately 1,040 acres are vacant. For Commission information, Pfizer owns approximately 1,500 of the 2,100 acres, or 71% of the total. Table 3 on the following page includes the intent and a list of allowable uses permitted in the I-2 district. A cursory review of the land uses currently located in these two heavy industrial areas indicates Pfizer's Portage Road manufacturing facility is a use restricted to the heavy industrial zoning district. Although the other land uses are located in the I-2 district, these uses would also be permitted in the I-1, light industrial zoning classification. While retention of I-2 heavy industrial zoning within the city is beneficial to accommodate heavy manufacturing operations, the

amount of acres zoned for such use appears to exceed the demand based on development trends. Nevertheless, potential future development plans of the I-2 property owners in the vicinity should be carefully considered during this rezoning initiative.

With regard to the OTR district, this zoning district was developed to capitalize on the shift from traditional manufacturing to a more knowledge-based economy emphasizing innovation through research and development. As such, the OTR district permits land uses intended to foster this type of development by emphasizing research, development, pilot production and related facilities. The zoning district also permits several types of land uses, such as health/fitness clubs and restaurants, designed to support the principal land uses. Uses allowed in the OTR district are generally less intensive than those allowed in the I-2 district. As a final comment and to address the concerns of Pfizer representatives when the RDT designation and OTR district were developed in 2002 and 2003, respectively, since most of the land area encompassed by the RDT designation is owned by Pfizer, pharmaceutical research, production and accessory activities are allowed in the OTR district.

A summary of other differences between the I-2, heavy industry and OTR, office technology and research zoning districts is provided in the following table.

**Table 3**

<b>Differences Between I-2 and OTR Zoning Districts</b>		
	<b>I-2</b>	<b>OTR<sup>1</sup></b>
<b>Intent</b>	Designed primarily for manufacturing, assembling and fabrication activities including large scale or specialized industrial operations whose external effects will be felt to some degree by surrounding districts.	Designed to provide for a community of production and research and development facilities, rather than for a single research structure, and to ensure compatibility between production, research and development operations and the activities and character of the community in which the operations are located. Further intended to permit the design and development of larger land areas in a campus setting submitted as a unified form of land development. Land areas to be designed with suitable open space and landscaping and to be harmonious and compatible with the environment and adjacent residential and/or nonresidential areas.
<b>Allowable Uses (examples)</b>	Manufacturing, Processing, Compounding, Packaging and/or Warehousing; Heating and Electrical Power Generating Plants, Central Dry Cleaning Plants and Laundries; Railroad and Truck Terminal Freight Facilities; Recycling Facilities; Junkyards; Trade or Industrial Schools; Veterinary Clinics; Warehouses or Wholesale/Retail Outlets; Outdoor Theatres.	Research, Design and Experimental Product Development; High Technology, Research & Development Uses; Laboratories; University-Based Research Facilities; Product Testing & Analysis; Computer & Hardware Design; Telecommunications; Biotechnology; Pharmaceutical Research and Production; Vocational and Business Schools; Office Buildings; Data Processing Facilities; Medical Facilities; Health & Fitness Clubs; Restaurants (except drive-in and drive-thru).
<b>Setbacks</b>	<u>Front:</u> 100' (50' for office/parking) <u>Rear:</u> 12' or ½ building height (75' from residential district) <u>Side:</u> 12' or ½ building height (100' from residential district)	<u>Front:</u> 50' <u>Rear:</u> 50' (25' for parking) <u>Side:</u> 50' (25' for parking unless adjacent residential district)
<b>Height</b>	60' (one-story and 25' if adjacent residential district; increases in height permitted subject to PC/CC approval)	35' (one-story and 25' if adjacent residential district; increases in height permitted subject to PC/CC approval)

<b>Differences Between I-2 and OTR Zoning Districts</b>		
	<b>I-2</b>	<b>OTR<sup>1</sup></b>
Screening	6' landscaped berm, if greater than 3 acres. 6'- tall screen, 10 foot greenstrip, if less than 3 acres	Same
Development Approval Process	<u>One-Step</u> -- PC review/approval -- Site Plan and Special Land Use Permit, if necessary	<u>Two-Step</u> -- Conceptual Plan – public hearing (PC recommendation/CC approval) -- Specific Plan (PC review/approval)
Minimum Land Area	<u>None Specified</u> : Determined based on building size, setbacks, parking, storm water, etc.	<u>Project Area</u> : 10 acre minimum <u>Lot Area</u> : 2 acre minimum (within the project area)

<sup>1</sup> City Council may waive or modify the standards or requirements for a conceptual plan in the OTR district.

To ensure a more unified and compatible project, developments in the OTR zone are required to first obtain conceptual plan review/approval by the Planning Commission and City Council. The Planning Commission then subsequently review/approves a specific/site plan prior to development.

With regard to the redevelopment potential of the smaller properties included in the rezoning consideration (e.g., 6941 Lovers Lane, northern portion of 6646 Portage Road and small lots at the southwest corner of Portage Road and Lansing Avenue) is limited under the existing I-2 zoning due to significant building setbacks (100 feet when adjacent to a residential area) and other site development requirements.

The 6941 Lovers Lane parcel located near the northeast corner of Lovers Lane and Romence Road Parkway is approximately 72-feet wide by 550-feet long and occupied by nonconforming single family dwellings and accessory buildings within the I-2 zoning district. A change in zoning from I-2 to OTR for 6941 Lovers Lane would not change the nonconforming status of the single family residential uses on the property. However, since this parcel does not meet the minimum 10-acre project area standard in the OTR zone, redevelopment would either require additional land assemblage with the adjacent 1901 Romence Road Parkway property, a waiver/modification from City Council or an alternative zoning classification such as OS-1, office service. It is also noted that stand along development of this parcel under the current I-2 zoning is limited due to the parcel configuration (72-feet width) and minimum building setbacks.

The parcel located at 6646 Portage Road, between Lansing Avenue and Ramona Avenue, contains an approximate 4,500 square foot office building owned by ImageStream Properties. This parcel contains split zoning with the southern approximate one-third zoned OS-1, office service and northern two-thirds zoned I-2. Since this parcel is approximately 1.9 acres, it would not meet the minimum 10 acre project area standard in the OTR zone. Therefore, development of this parcel would either require a waiver/modification from City Council under an OTR classification or an alternative zoning classification such as OS-1, office service could be considered.

The continued use of the former Upjohn/Pfizer Quad Building at 1901 Romence Road Parkway for offices is protected under the existing I-2 district and is permitted in the OTR district. The northwest portion of this parcel, between Gertrude Drive and Lovers Lane, is currently zoned R-1B, one family residential and occupied by underground utilities associated with the Pfizer manufacturing operation. During review of this rezoning application, consideration should be given to retaining this R-1B zoning to serve as a buffer to adjacent single family residences and to restrict future non-residential vehicular access to Lovers Lane.

The five vacant lots located at the southwest corner of Portage Road and Lansing Avenue are owned by Pfizer, Inc. (Pharmacia/Upjohn) and zoned I-2. While these lots individually or collectively do not meet the 10-acre minimum project area standard in the OTR zone, they could be joined with the larger 2301 Romence Road Parkway parcel to the south that is also currently owned by Pfizer, Inc.

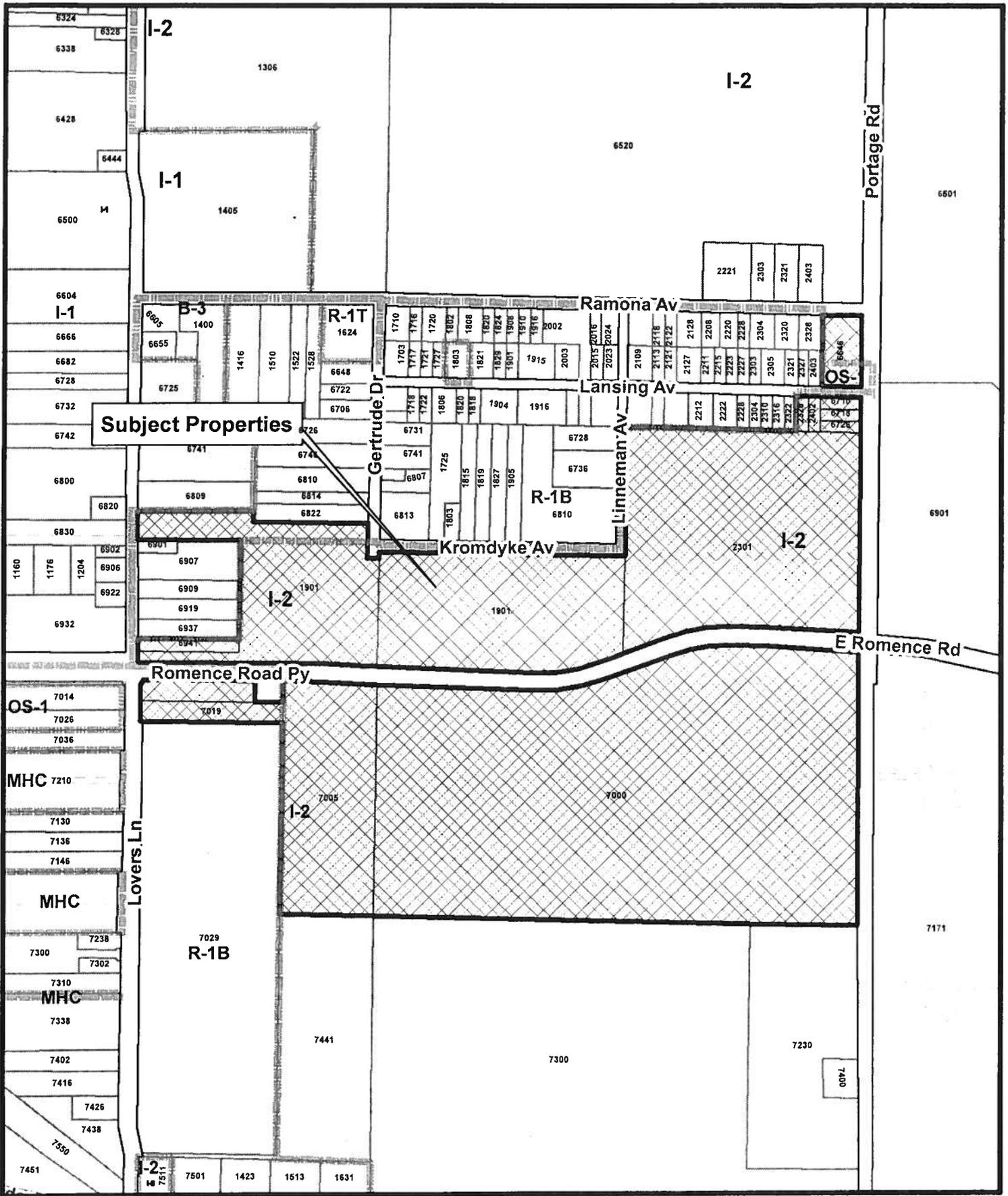
With regard to parcels on the south side of Romence Road Parkway, a zoning change from R-1B to OTR for the two single family residential parcels (7013 and 7019 Lovers Lane) located at the southeast corner of Lovers Lane and Romence Road Parkway would cause these two residences to become nonconforming, however, the residential uses could continue until redevelopment was desired. Although currently under the same ownership, these two parcels collectively do not meet the minimum 10-acre project area standard in the OTR zone. Therefore, development of these two parcels would either require additional land assemblage, a waiver/modification from City Council or an alternative zoning classification such as OS-1, office service. The two larger parcels addressed as 7005 Lovers Lane and 7000 Portage Road are vacant, owned by Pfizer and could be developed under either the I-2 or OTR zoning districts.

Traffic Considerations. Anticipated traffic generation under either the existing I-2, OS-1 and R-1B zones or the proposed OTR zone can be accommodated by the adjacent roadway network. Specific access management related issues including proposed access location, shared and/or cross access will be reviewed during the site plan stage of redevelopment.

#### **IV. RECOMMENDATION:**

Consistent with the Planning Commission policy of accepting public comment at the initial meeting and continuing the rezoning at a subsequent meeting, the Commission is advised to receive public comment during the March 15, 2012 meeting and adjourn the public hearing to the April 5, 2012 meeting.

Attachments: Zoning/Vicinity Map  
Future Land Use Map  
Aerial Photograph Map  
Rezoning Application

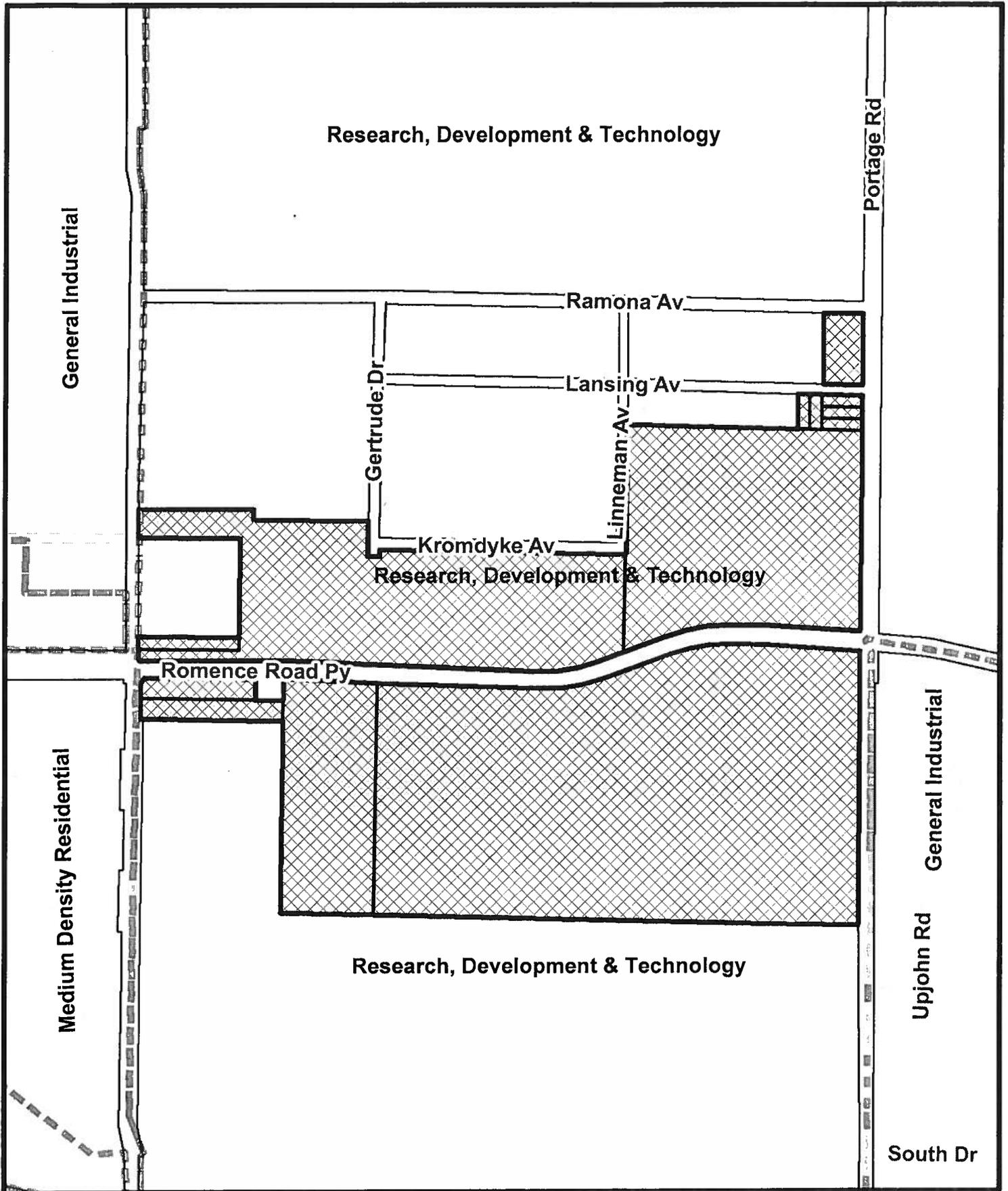


 Zoning Boundary  
 Subject Properties

## Rezoning #11-03

### Lovers Lane, Portage Road, Lansing Avenue, Romence Road Parkway

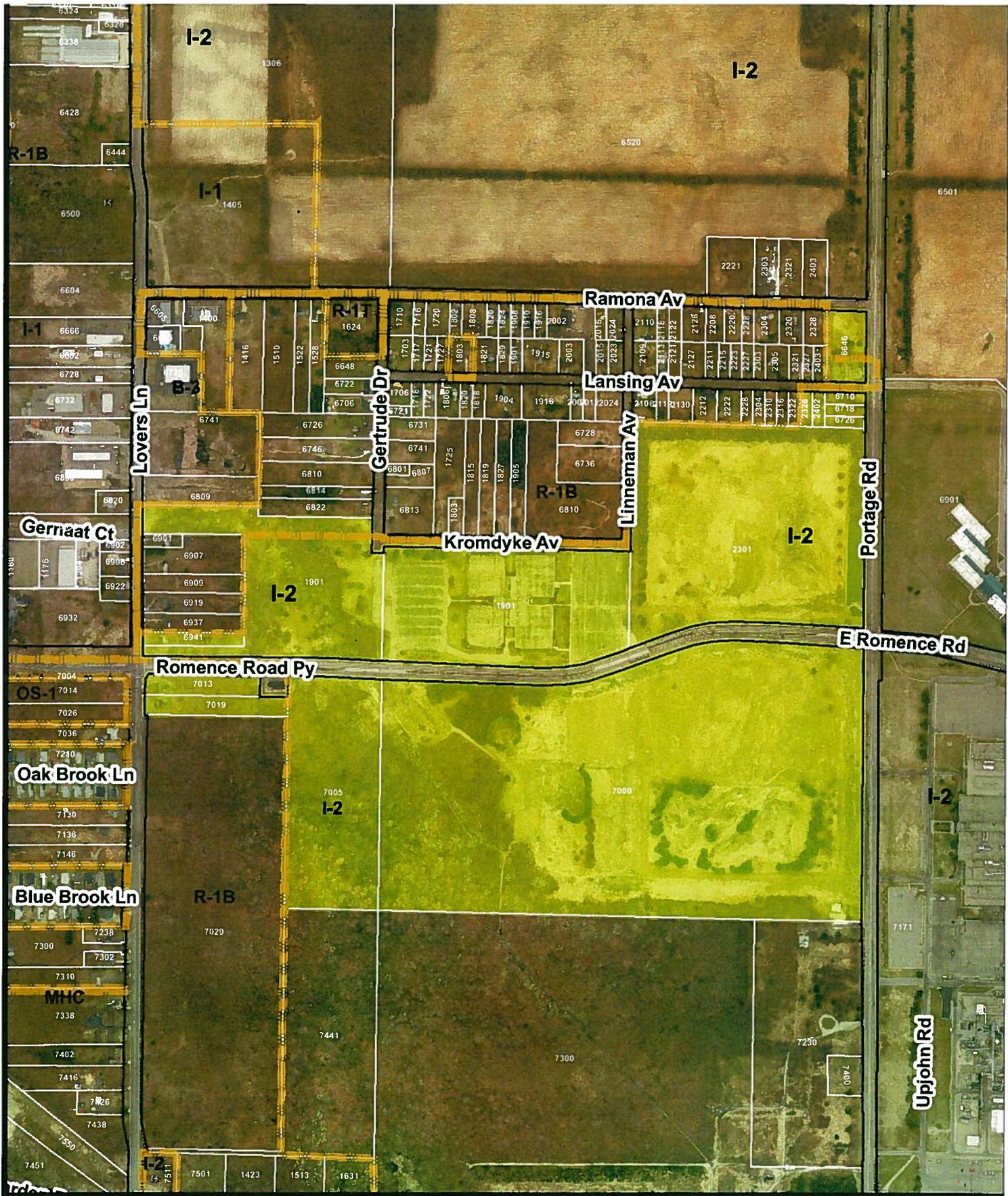
  
1 inch = 700 feet



-  Subject Properties
-  Future Land Use

**Future Land Use Map**  
**Lovers Lane, Portage Road,**  
**Lansing Avenue, Romence Road Parkway**

  
 1 inch = 700 feet



 Zoning Boundary  
 Subject Properties

# Aerial Photo Map

## Lovers Lane, Portage Road, Lansing Avenue, Romence Road Parkway



1 inch = 700 feet

APPLICATION FOR ZONING AMENDMENT

RECEIVED  
FEB 02 2012  
COMMUNITY DEVELOPMENT

Application number #11-03

Date February 2, 2012

APPLICATION INFORMATION:

Meetings of the Portage Planning Commission are held on the first and third Thursday of each month at 7:00 p.m. in the Council Chambers of Portage City Hall, 7900 South Westnedge Avenue, Portage, Michigan. All zoning amendment applications must be properly filled out and submitted to the Department of Community Development and the zoning amendment fee paid at least 15 working days prior to the meeting at which the public hearing is held. The applicant will be notified in writing of all such public hearing/meetings.

For more detailed information about the zoning amendment process, please refer to Portage Land Development Regulations, Article 4, Division 2, Subdivision 2.

TO THE PLANNING COMMISSION:

I (WE), the undersigned, do hereby respectfully make application and petition the Portage Planning Commission to amend the Zoning Ordinance and/or change the Zoning Map as hereinafter requested. In support of this application, the following is submitted:

**ZONING MAP AMENDMENT**

1. a. Platted Land:

The property is part of the recorded plat: The property sought to be rezoned is located at \_\_\_\_\_ between \_\_\_\_\_ Street and \_\_\_\_\_ Street on the \_\_\_\_\_ side of the street, and is known as Lot Number(s) \_\_\_\_\_ of \_\_\_\_\_ Plat (Subdivision). It has a frontage of \_\_\_\_\_ feet and a depth of \_\_\_\_\_ feet.

b. Unplatted Land:

The property is in acreage, and is not therefore a part of a recorded plat. The property sought to be rezoned is located and described as follows: (Indicate total acreage and parcel number).

Several properties located along Romence Road Parkway, between Lovers Lane and Portage Road (see attached).

2. a. Do you own the property to be rezoned? Yes \_\_\_\_\_ No X

b. Name of the owner of the property to be rezoned: Several owners (see attached).

Address Several properties (see attached).

3. My (our) interest in the property and purpose for submitting the proposed Zoning Amendment: Planning Commission decision at the February 2, 2012 meeting to initiate rezoning consideration of various properties located along the Romence Road Parkway corridor, between Lovers Lane and Portage Road, consistent with the Comprehensive Plan and Future Land Use map.

4. CURRENT ZONING: I-2, R-1B, OS-1 PROPOSED ZONING: OTR

**ZONING TEXT AMENDMENT**

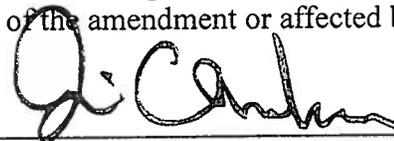
1. The proposed language to be considered is (attach additional sheets as necessary):  
NA

2. The Zoning Code Chapter and Section wherein the proposed text would be modified/inserted.  
NA

3. My (our) interest in and purpose for submitting the proposed Zoning Ordinance Amendment.  
NA

We attach a statement hereto indicating why, in our opinion, the change requested is necessary for the preservation and enjoyment of substantial property rights, and why such amendment will advance the public health, safety and welfare. An assessment of the impact of the proposal on the community and property of other persons in the vicinity of the amendment or affected by the amendment is also attached.

City of Portage Planning Commission  
(Signature of Applicant)



(James Cheesebro, Chairman)

7900 South Westnedge Avenue, Portage, Michigan 49002  
(Address)

(Address)

(269) 329-4477  
(Phone)

(Phone)

A copy of all actions taken regarding this application shall be attached and shall be considered a part of this application.

## Properties Subject To Rezoning Consideration

(Romence Road Parkway – Lovers Lane to Portage Road)

Parcel	Ownership	Acres	Zoning	Land Use
1901 Romence Road Pky	1901 Romence LLC	34	I-2/R-1B	Office/Vacant
6941 Lovers Lane	Slomp	0.9	I-2	Single Family Residential
7013 Lovers Lane	Meyers & Pacheco	1.6	R-1B	Single Family Residential
7019 Lovers Lane	Meyers & Pacheco	1.9	R-1B	Single Family Residential
7005 Lovers Lane	Pfizer, Inc.	16.5	I-2	Vacant
7000 Portage Road	Pfizer, Inc.	80.5	I-2	Vacant
2301 Romence Road Pky	Pfizer, Inc.	33.2	I-2	Vacant
6710 Portage Road	Pfizer, Inc.	0.33	I-2	Vacant
6718 Portage Road	Pfizer, Inc.	0.31	I-2	Vacant
6726 Portage Road	Pfizer, Inc.	0.31	I-2	Vacant
2402 Lansing Avenue	Pfizer, Inc.	0.29	I-2	Vacant
2328 Lansing Avenue	Pfizer, Inc.	0.29	I-2	Vacant
6646 Portage Road	Imagestream Properties	1.8	OS-1/I-2	Office/Vacant
<b>Total: 171.93 acres</b>				

# **MATERIALS TRANSMITTED**



## CITY COUNCIL MEETING MINUTES FROM FEBRUARY 14, 2012

The Regular Meeting was called to order by Mayor Peter J. Strazdas at 7:30 p.m.

Mayor Strazdas provided a short synopsis of the Mayor and City Council for the Day Program and called forth the student who was voted Student Mayor for the Day, Joe Livingston, and City Clerk James Hudson administered the Oath of Office to him. Mayor Strazdas called forth the students who were elected Student Councilmembers for the Day from Portage Northern High School: Delaney Beals, Amanda Croft and Rachel Zawistowski, and from Portage Central High School: Renee Beranek, Emily Fulling and Robbie Overlander, and Mr. Hudson administered the Oath of Office to them. The Student Mayor and Student Councilmembers took their seats at the dais.

Student Mayor Livingston introduced Pastor Jeff Jones of the Kalamazoo Valley Family Church of Portage, who gave the invocation and the City Council and the audience recited the Pledge of Allegiance.

The City Clerk called the roll with the following members present: Councilmembers Elizabeth A. Campbell, Jim Pearson, Patricia M. Randall, Edward J. Sackley and Terry R. Urban, Mayor Pro Tem Claudette S. Reid and Mayor Peter J. Strazdas. Also in attendance were City Manager Maurice S. Evans, City Attorney Randall Brown and City Clerk James R. Hudson.

The City Clerk called the Student Mayor and Student Councilmembers roll with the following members present: Student Councilmembers Delaney Beals, Amanda Croft and Rachel Zawistowski, Renee Beranek, Emily Fulling and Robbie Overlander and Student Mayor Joe Livingston.

**APPROVAL OF MINUTES:** Motion by Sackley, seconded by Reid, to approve the January 24, 2012 Regular Meeting Minutes as presented. Upon a voice vote, motion carried 7 to 0.

\* **CONSENT AGENDA:** Student Mayor Livingston asked all of the Student Councilmembers to share in the reading of the Consent Agenda. Motion by Urban, seconded by Sackley, to approve the Consent Agenda motions as presented. Upon a roll call vote, motion carried 7 to 0.

\* **APPROVAL OF CHECK REGISTER OF FEBRUARY 14, 2012:** Motion by Urban, seconded by Sackley, to approve the Check Register of February 14, 2012. Upon a roll call vote, motion carried 7 to 0.

### REPORTS FROM THE ADMINISTRATION:

\* **AMENDMENT TO THE CODE OF ORDINANCES – HISTORIC DISTRICT MODIFICATION: 3821 WEST MILHAM AVENUE:** Motion by Urban, seconded by Sackley, to accept the amendment to Section 38-35 of Chapter 38, Historic Preservation, of the Code of Ordinances for first reading and set a second reading with final adoption for February 28, 2012. Upon a roll call vote, motion carried 7 to 0.

\* **TENTATIVE PLAN AMENDMENT FOR THE HOMESTEAD PLANNED DEVELOPMENT, 3821 WEST MILHAM AVENUE:** Motion by Urban, seconded by Sackley, to accept the Tentative Plan Amendment for The Homestead Planned Development and set a public hearing for March 13, 2012, at 7:30 p.m. or as soon thereafter as may be heard; following the public hearing, consider approving the Tentative Plan Amendment for The Homestead Planned Development, 3821 West Milham Avenue, subject to the conditions outlined in the January 13, 2012 Department of Community Development report; and following action on the Tentative Plan Amendment, consider

approving the Final Plan for the three McGillicuddy Lane land divisions. Upon a roll call vote, motion carried 7 to 0.

\* **FINAL PLAN FOR OAKLAND HILLS CONDOMINIUMS (PHASE III), 8716 OAKLAND DRIVE:** Motion by Urban, seconded by Sackley, to approve the Final Plan for Oakland Hills Condominiums (Phase III), subject to the applicant reconfirming the wetland boundary with concurrence from the Michigan Department of Environmental Quality, before issuance of building permits for those units located adjacent to the wetland area. Upon a roll call vote, motion carried 7 to 0.

\* **BOND REFUNDING RESOLUTION:** Motion by Urban, seconded by Sackley, to adopt the Resolution Authorizing Refunding of the City of Portage Downtown Development Authority Bonds, Series 2001 and approve of the Undertaking to Provide Continuing Disclosure. Upon a roll call vote, motion carried 7 to 0. Resolutions recorded on page 341 and 353 of City of Portage Resolution Book No. 44.

\* **AUSTIN LAKE AERATION EQUIPMENT PLACEMENT:** Motion by Urban, seconded by Sackley, to authorize execution of a license agreement with the Austin Lake Governmental Lake Board for temporary placement of aeration equipment and authorize the City Manager to sign all documents related to this matter on behalf of the city subsequent to confirmation of the special assessment roll by the Austin Lake Governmental Lake Board. Upon a roll call vote, motion carried 7 to 0.

\* **HUMAN SERVICES BOARD - HUMAN SERVICE PUBLIC EDUCATIONAL PROPOSAL:** Motion by Urban, seconded by Sackley, in lieu of the Human Services Board proposal to host a Human Services Fair, to approve a direct mailing regarding human services information and resources; publication of articles in the *Portager*; posting of relevant information on the city website; and use of cable access to enhance public education regarding human services available to Portage residents in the community. Upon a roll call vote, motion carried 7 to 0.

\* **PRELIMINARY PLAT OF OAKLAND FARMS NORTH, 9810 OAKLAND DRIVE:** Motion by Urban, seconded by Sackley, to approve a request from Hyland Associates, LLC, allowing for an additional 90-day time period for City Council action on a preliminary plat. Upon a roll call vote, motion carried 7 to 0.

\* **SWEEPER REPAIR REQUEST:** Motion by Urban, seconded by Sackley, to authorize repairs to the 2007 Elgin Whirlwind street sweeper by Bell Equipment Company at a total cost not to exceed \$25,122.39 and authorize the City Manager to execute all documents related to these repairs on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

\* **MINUTES OF BOARDS AND COMMISSIONS:** City Council received the minutes of the:

Portage Board of Education Special and Regular of December 12 and Special of December 22, 2011, Policy Governance Session of January 9 and Special and Committee of the Whole Work Session of January 16, 2012.

Portage Park Board of January 4, 2012.

Portage Youth Advisory Committee of January 9, 2012.

Portage Environmental Board of January 11, 2012.

Portage Human Services Board of January 19, 2012.

Portage Planning Commission of January 19, 2012.

## **AD-HOC COMMITTEE REPORT:**

**PRESENTATION BY MAYOR PRO TEM CLAUDETTE REID:** City Council received the presentation by Mayor Pro Tem Claudette Reid regarding the recent activity of the Housing and Neighborhoods Committee and the Community Survey Committee and deferred to Councilmember Urban, who provided a review of the activities of the Fees (Transparency and Fairness) Committee. Councilmember Sackley commented on some of the possible future directions available to the Community Survey that were discussed.

## **OTHER CITY MATTERS:**

**STATEMENTS OF CITIZENS:** State House of Representative Margaret O'Brien discussed the Proposed Budget set for two years by Governor Snyder stating that it was the first time more was paid on debt retirement than required. She commented on the commitment to increase the Rainy Day Fund, on the \$45 million for public safety, on the Governor's concern for the poorest cities and on best practices to ensure economic vitality. She said that there was no infrastructure in the budget and that the County would be receiving statutory revenue sharing. She recognized that the housing market is flat and, in the last five years, the State has lost 700,000 jobs. Discussion followed.

Mayor Strazdas and Councilmember Sackley recognized Celia Overlander, wife of former Mayor Don Overlander.

**STATEMENTS OF STUDENT MAYOR AND STUDENT CITY COUNCIL FOR THE DAY AND FACULTY ADVISOR:** At the request of Mayor Strazdas, the Student Mayor, the Student Councilmembers and Faculty Advisor Rick Searing expressed their appreciation for the opportunity to participate in the Student Council and Mayor for the Day Program. At the request of Mayor Strazdas, each Student Councilmember and the Student Mayor indicated what they learned during their Special Meeting with the Mayor and City Council. Discussion followed.

**STATEMENTS OF CITY COUNCIL AND CITY MANAGER:** Mayor and City Council expressed their appreciation to the students who participated in the Student Council and Mayor for the Day Program and the Faculty Advisors for their efforts with the Program.

Councilmember Pearson congratulated the Streets & Equipment Department for winning the Friends of Bicycling Award for the needed improvements to the bike paths.

Councilmember Sackley indicated that a person never knows what is going to be the catalyst to get someone interested in government and cited Don Overlander for getting him involved and expressed his appreciation to the students who participated in the Student Council and Mayor for the Day Program and the Faculty Advisors for their efforts with the Program.

Councilmember Urban apologized for missing the discussion of the need for separate football fields for the high schools, concurred with the comments of Councilmember Sackley regarding our students in the community and expressed his personal appreciation to them.

City Manager Evans indicated that the following is posted on the City of Portage website at [www.portagemi.gov](http://www.portagemi.gov): that the City of Portage Office of the City Assessor will host two Property Assessment Forums on Monday, March 5 and Wednesday, March 7 from 6 p.m. to 8 p.m. at Portage City Hall (7900 South Westnedge Avenue) in City Council Chambers; and, each forum will include an explanation of the assessment process, the assessment change notice, poverty exemption requirements and the Board of Review and Michigan Tax Tribunal appeal processes. He also indicated that the property owner who disagrees with their property value can meet with the Board of Review, Tuesday, March 13 through Thursday March 15, 2012.

Mayor Pro Tem Reid highlighted the Human Services Board Human Service Public Educational Proposal Plan on the Consent Agenda, and announced a Chile Cook-off for the benefit of MYCOPS at The Hangar Bar and Grill on West Main in Kalamazoo, Saturday, February 18, 2012, from 12 p.m. to 5 p.m.

Mayor Strazdas announced that the Kalamazoo Public Safety Department won the Battle of the Badges Hockey Game this year and \$5,000 was raised, took this moment to express his appreciation to the students who participated in the Student Council and Mayor for the Day Program and highlighted three construction projects: The Homestead, Oakland Hills Condominiums Phase III and the Preliminary Plat of Oakland Farms. Mayor Strazdas asked each Councilmember to present a Certificate of Participation to each of the Student Councilmembers for the Day and he presented one to the Student Mayor for the Day.

**ADJOURNMENT:** Mayor Strazdas adjourned the meeting at 8:26 p.m.

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James R. Hudson, City Clerk

**\*Indicates items included on the Consent Agenda.**

SUMMARY ENVIRONMENTAL ACTIVITY REPORT  
January 2012 (*updates in italics*)

<u>Project/Activity</u>	<u>Description</u>	<u>Status</u>
Portage City Landfill	Ongoing groundwater monitoring of former municipal landfill.	-City Council awarded a 3 year contract to American Hydrogeologic Corporation on February 23, 2010 to perform annual groundwater sampling. The site groundwater data will continue to be monitored to confirm continuation of the natural attenuation process. Sampling shows continued improvement in groundwater quality. Sampling completed in April 2010. Annual report submitted to MDNRE in June 2010. General groundwater quality continues to improve, but site will require monitoring for the foreseeable future. 2011 sampling completed in March. 2011 annual report submitted to MDEQ, with moderate groundwater quality improvements. <i>Investigation into methane gas presence is underway.</i>
Site Inspection/Development Project Review	Review of existing business & industries and review of proposed business and industrial development projects for environmental protection purposes and/or building plans completed.	-Coordination with property owners and City or State agencies ongoing. <i>-Review of 3 site/building plans and/or plats completed in January 2012.</i>
Sewer Connection Program	Groundwater protection program requiring residential/business hookup to the sanitary sewer where available.	<i>-Sanitary sewer hookup permits issued in January 2012: 0 residential; 1 commercial. One property owner on Mandigo Avenue has received a deferment from the Environmental Board.</i>
West Lake Management Program	Special assessment district designed to maintain/improve lake conditions.	-Five Year Lake Management Assessment District process was approved by City Council on March 23, 2010. Construction began on the Austin Dam reconstruction in December 2006 and new structure completed in March 2007. Filtration system construction was substantially completed in July 2008. The 2011 lake survey and treatment preparations are complete. Additional areas requested by the Association for treatment. Amendment to the 2011 Treatment Program approved by City Council on August 9, 2011. The 2011 program is complete.
Retention Basin Sampling Program (Groundwater Elevation)	Investigation regarding potential impact of retention basins on groundwater levels.	-Historical monitoring continues to show minor impacts at most basins. From 1993 through 2009 the monitoring program showed stable groundwater impacts due to stormwater infiltration. Alternative road salt practices continue to be considered and evaluated. On March 23, 2010, City Council awarded a four-year contract to Wightman Environmental. Program will focus primarily on groundwater level information. Sampling of retention basins was completed on

June 25, 2010. The 2010 year report received in January 2011. The 2011 results show declining groundwater levels throughout the city. The 2011 annual report received and under review. Groundwater results show that general groundwater table on the east side of Portage has risen approximately one foot in 2011 and is generally at levels seen in 2009.

-Wellhead Protection Grant award received from MDEQ on August 30, 1999 and Council accepted the grant on October 5, 1999. Council also awarded contract to Earth Tech to complete WHPP. Earth Tech completed the final wellhead protection plan and MDEQ submittal was made on October 14, 2000. Plan was reviewed by MDEQ with written approval received in March, 2001. Staff has met internally to discuss the future needs to update the plan pending grant opportunities. Plan implementation is ongoing.

-City Council awarded contract on August 21, 2001 to Soil & Materials Engineers for monitoring and analysis of groundwater impact of the new compost operation. Drilling was completed in October 2001 and first sampling cycle was completed in February 2002. Semi annual sampling was performed from 2002 to 2009 in June and January. Sampling and analysis results continue to show no groundwater impacts from the leaf composting. Sampling schedule was reduced to annual sampling in 2009 with results showing continued minor impact on groundwater quality. The 2010 report was received with results showing minimal impact on groundwater. Annual sampling completed in June 2011 minimal impacts noted. Sampling will continue.

-Received NPDES general permit on August 15, 2001. Renewal Application submission was made to MDEQ on March 7, 2003. New permit received in 2004 mandates involvement in several county watershed groups. City staff completed the submission of a Stormwater Pollution Prevention Initiative (SWPPI) as required by NPDES permit. SWPPI submitted on October 21, 2005. New certificate of coverage permit was issued by MDEQ on September 30, 2009. New permit covers a 5 year timeframe with first work item (updating the Public Participation Plan) due December 11, 2009. Plan update completed with other local governments and submitted November 24, 2009. Staff completed an updated SWPPI submittal to MDNRE. SWPPI was submitted for MDNRE approval on June 25, 2010. Permit implementation is ongoing. Received a notice from MDNRE rescinding the 2008 permit due to a recent court case ruling MDNRE reinstated the 2003 permit for implementation. Information on new permit requirement was received February 2011. MDNRE expected to issue new permit in 2014. City staff presented public information with other local agencies at the 2011 Home Expo on March 9-12, 2011. Tour of Liberty Park Stormwater treatment was held September 6, 2011 for the Southwest Michigan Soil Control

Wellhead Protection Program (WHPP)  
Development of program to protect City well fields and surrounding area from contamination resulting from improper land use.

Leaf Compost Monitoring Program  
Monitoring and analysis of groundwater at the new Oakland Drive Leaf Compost site.

National Pollution Discharge Elimination System (NPDES) permit implementation  
Five year plan to implement the current NPDES stormwater permit.

Association. 2010-11 annual report was submitted on January 20, 2012. Implementation is ongoing.

National Pollution Discharge Elimination System (NPDES) permit implementation

Kalamazoo River Mainstem Watershed Management Plan

-First meeting was held September 17, 2004. Proposals for completing the watershed plan were received by Kalamazoo County on September 15, 2005 and a contract awarded to Kieser & Associates in November 2005. Draft watershed plan submitted to MDEQ on December 30, 2005. Review comments received from MDEQ and revised watershed plan due in December 2006. A letter not to revise the Watershed Plan was submitted to the MDEQ on March 17, 2008. Public participation plan update submitted to MDEQ on November 24, 2009. Kalamazoo River Water Festival was held on August 14, 2010 with City of Portage participation. Preliminary grant request submitted September 16, 2010 for West Fork of Portage Creek storm water enhancements. Complete grant application was submitted on October 25, 2010. Notice received July 18, 2011 that grant application was not awarded. Kalamazoo River Watershed council completed a watershed update in November, 2011.

Portage River Watershed Management Plan

-Public participation plan submitted June 28, 2004. Proposals for a Watershed Management Plan were received by the Kalamazoo County Road Commission and a contract awarded to the Kalamazoo County Conservation Service in November 2005. Draft watershed plan submitted to MDEQ on December 30, 2005. Follow-up meetings are held monthly to facilitate an implementation schedule. Portage River Watershed public meeting held in Vicksburg on April 11, 2006. Review comments received from MDEQ and revised watershed plan due November 2006. Revised Watershed Plan submitted November 30, 2006, follow up meetings to be held as necessary. A letter not to revise the Watershed Plan was submitted to the MDEQ on March 17, 2008. Public participation plan update submitted to MDEQ on November 24, 2009. Based upon MDEQ comments, the plan was revised and resubmitted on December 21, 2009. Interest has been raised by local conservation groups to update the current Watershed Plan using grant funds. Meeting held on May 9, 2011 among stakeholders to determine interest in updating the current water shed plan. Second meeting held on June 20, 2011, and grant application submitted by Kalamazoo and Calhoun County Conservation District to update the Watershed Plan. *Grant outcome pending.*

Plan to implement and maintain an Illicit Discharge Elimination Program (IDEP).

-On October 21, 2001, City Council awarded a contract to Fishbeck, Thompson, Carr and Huber for the Portage Creek element of the IDEP, which was completed in July 2002. On February 19, 2002, City Council approved a new ordinance as required by the NPDES permit titled "Storm Water Illicit Discharges and Connections". On April 28, 2004, City Council accepted a grant

from the State of Michigan in the amount of \$152,264 and awarded a contract to Fishbeck, Thompson, Carr and Huber in the amount of \$184,264 for the remainder of the IDEP for the entire city. Program implementation is ongoing as funding allows. Continued outfall sampling is required by permit and will be budgeted accordingly. IDEP program was updated for submittal to MDNRE on June 25, 2010, and part of the SWIPPI. *Implementation is ongoing.*

*Storm Sewer Outfall Testing*

*On March 23, 2011 City Council awarded a four year contract to Wightman Environmental to perform testing of (selected storm sewers) surface water discharges. This work is required as part of the NPDES permit. 2011 annual report received with minor surface water impacts from the Woodland Avenue discharge. Testing will continue annually and is reported to MDEQ.*

**Garden Lane Arsenic Removal Facility**

Construction of a water treatment facility at the Garden Lane Wellfield to remove arsenic, iron and manganese from the groundwater.

-City Council approved an agreement with Fishbeck, Thompson, Carr & Huber, Inc. on January 10, 2006 to prepare a feasibility study to meet new USEPA arsenic standards for drinking water. Feasibility study completed in August 2006. Engineering proposals for the project were received August 14, 2007. Project engineering awarded to Earth Tech by City Council on September 11, 2007. Contract awarded by City Council on December 6, 2008 to Adams Building Contractors, Inc., Jackson, Michigan. Preconstruction meeting was held January 29, 2009. Facility is in operation with ribbon cutting held August 2, 2010. City staff gave a presentation on August 9, 2010 to the Michigan Chapter of the American Water Works Association about the arsenic removal of the facility. The facility is producing approximately one million gallons of water per day. Staff conducted a tour of the facility on April 27, 2011 to the local Chapter of the National Society of Professional Engineers. Facility is in regular operation.

**Environmental Incident/Spill Clean Up Notification**

Environmental Protection Program to assist Portage Police/Fire Departments with spill containment and spill cleanup.

*-The number of environmental incident/spill investigations performed in January 2012 – 0. Number of environmental cleanups in January – 0. Emergency spill response contract for 2012-13 with Terra Contracting is in place.*

**Hampton Wetland Area Water Level**

Assistance with the Inverness Condominium Association to Review Surface Water Levels

-Ongoing assistance with the Condominium Association to develop appropriate measures to regulate the rising water level in Hampton Wetlands Area located on the north side of West Centre Avenue and east of Angling Road. Met with MDNRE staff to determine feasible method to lower water levels. Association

currently working with MDNRE permit staff on February 26, 2010 to clarify permit requirements. Lower groundwater table elevation has reduced the concerns from the Condominium Association. Conference call with MDNRE held on December 8, 2010 to discuss permit submission updates. Condo Association discussing project with other property owners for support. Association submitted a letter to City Administration asking that the city consider the Wetland Water Level Regulation a municipal project. On March 22, 2011, city staff response recommending the Association consider governmental lake board. The Association is considering next steps. No new developments.

**Southwest Michigan Regional Sustainability Covenant**

Collaborative effort with local government, academic, and other stakeholders to lead toward environmental, economic and social sustainability.

-On May 12, 2009, City Council approved the Southwest Michigan Regional Sustainability Covenant. A sustainability work session was held April 14, 2010, to review elements of the covenant in cooperation with the City of Kalamazoo and the City of Battle Creek. A grant application was made to MDNRE for a greenhouse gas inventory study of the area. Notice received July 15, 2010 that the grant application was not successful. City staff attended a September 10, 2010 meeting in Grand Rapids to discuss sustainable economic, environment, and society programs. No new developments.