

CITY OF
PORTAGE

A Place for Opportunities to Grow

PLANNING COMMISSION

April 19, 2012

CITY OF PORTAGE PLANNING COMMISSION

A G E N D A

**April 19, 2012
(7:00 p.m.)**

Portage City Hall Council Chambers

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES:

- * April 5, 2012

SITE/FINAL PLANS:

- * 1. Valley Family Church - Kalamazoo, 2500 Vincent Avenue (Parking Plan and Maximum Parking Requirements)

PUBLIC HEARINGS:

- * 1 Final Report: Tentative Plan Amendment (Oakland Hills @ Centre PD), 2275, 2301 and 2401 West Centre Avenue and 8080 Oakland Drive

OLD BUSINESS:

NEW BUSINESS:

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED

March 27, 2012 City Council meeting minutes
March 12, 2012 Zoning Board of Appeals meeting minutes

Star (*) indicates printed material within the agenda packet.

PLANNING COMMISSION

April 5, 2012

The City of Portage Planning Commission meeting of April 5, 2012 was called to order by Chairman Cheesebro at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Four citizens were in attendance.

MEMBERS PRESENT:

Bill Patterson, Miko Dargitz, Dave Felicijan, Allan Reiff, Paul Welch and Chairman James Cheesebro.

MEMBERS ABSENT:

Wayne Stoffer.

MEMBERS EXCUSED:

Rick Bosch and Mark Siegfried.

IN ATTENDANCE:

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 March 15, 2012 meeting minutes. A motion was offered by Commissioner Patterson, seconded by Commissioner Dargitz, to approve the minutes as submitted. The motion was unanimously approved.

SITE/FINAL PLANS:

1. Site Plan (reapproval) for Fifth-Third Bank, 2610 East Centre Avenue. Mr. West summarized the staff report dated March 29, 2012 involving a site plan to construct an approximate 3,285 square foot bank building and associated site improvements at 2610 East Centre Avenue. Mr. West indicated the site plan had been previously reviewed and approved by the Planning Commission on six different occasions between 2009 and 2011, however, construction had not yet commenced and the approval was scheduled to expire on April 6, 2012. Mr. West stated that Section 42-484 of the Zoning Code requires that construction activities commence within six months of site plan approval or the approval becomes null and void. Mr. West indicated that staff has advised the applicant that they could allow the site plan to expire and then resubmit when construction is more definite, however, the applicant has indicated a desire to maintain an "approved" site plan. Mr. West stated the site plan is being resubmitted for approval with no changes from the October 2011 approval.

Mr. Craig Hondorp, Progressive AE, was present to support the plan. Mr. Hondorp stated Fifth-Third Bank prefers to keep the site plan approval active, as oppose to allowing the approval to expire. After a brief discussion, a motion was made by Commissioner Welch, seconded by Commissioner Patterson, to re-approve the Site Plan for Fifth-Third Bank, 2610 East Centre Avenue. The motion was unanimously approved.

PUBLIC HEARINGS:

1. Special Land Use Permit: Group Child Care Home, 1225 Warwick Street. Mr. West summarized the staff report dated March 29, 2012 regarding a request by Ms. Christine Whitt to establish a group child care home at her residence located at 1225 Warwick Street. Mr. West indicated Ms. Whitt has been operating a family child care home for up to six children from her residence since September 2011 and would now like to expand her child care license. Mr. West reviewed the Zoning Code requirements for a group day care home and stated the application fulfills requirements for issuance of a Special Land Use Permit with one exception related to the proximity to another licensed group day care home. Mr. West stated the Zoning Code requires a lot containing a group day care home not be located within 500 feet (measured from nearest property line) and 1,500 feet (measured as a traveled distance along public streets) from another licensed group day care home, adult foster care home or other similar use. Mr. West indicated that two existing group child care homes are located within these distance requirements: 1) Rosemary Stevens at 6217 Avon Street (approximately 400-feet north) and 2) Cristy Cate at 1225 Brent Avenue (approximately 1,300-feet north). In considering applications where separation requirements are not satisfied, Mr. West stated the Zoning Code allows the Planning Commission to waive this requirement. Mr. West indicated the two group child care homes at 6217 Avon Street and 1225 Brent Avenue and the family day care home at the subject site have coexisted since November 2008 and no complaints or documented code violations associated with these child care operations have been received by the Community Development Department. Mr. West stated the property is a corner lot with frontage on both Warwick Street and Avon Street and discussed the four-foot tall chain link fencing around the backyard that is utilized as an outdoor play area. Mr. West indicated the Zoning Code allows the Planning Commission to consider requiring installation of a 6-foot tall screening fence around the outdoor play area in order to mitigate potential adverse impacts on surrounding properties.

The Commission and Mr. West next discussed the distance separation requirements, previous group child care approvals, fencing of the backyard, hours of operation and the number of nonresident employees. Ms. Christine Whitt (applicant) and Mr. Shawn Shutter (applicant's fiancé) were present to support the application. Mr. Shutter indicated he and Christine would be the two primary caregivers and also stated that they have spoken with some of their neighbors and was unaware of any opposition to the request. The public hearing was opened by Chairman Cheesebro. No citizens spoke in regard to the proposed group child care home. A motion was then made by Commissioner Welch, seconded by Commissioner Reiff, to close the public hearing. The motion was unanimously approved.

The Commission, Mr. West and Attorney Brown next discussed issues associated with the application including the distance separation requirements between group day care homes, screening of the outdoor play area and related neighborhood impacts and previous Planning Commission approvals of group child care homes. Attorney Brown provided guidance to the Commission regarding the ordinance requirements for a group day care home and the criteria the Commission should focus on when considering the distance separation requirements and whether or not to require installation of a screening fence around the backyard. Attorney Brown indicated the Commission should consider the characteristics of the subject site, surrounding properties and the facts and circumstances of each request when considering both the distance separation and fencing provisions of the ordinance.

After additional discussion, a motion was made by Commissioner Welch, seconded by Commissioner Patterson, to approve the Special Land Use Permit for Ms. Christine Whitt (group child care home), 1225 Brent Avenue, including a waiver from the separation requirements set forth in Section 42-182(I)(1) with a finding that the three group child care homes are sufficiently separated so as not to create a combined noise and/or traffic problem for area residents. Traffic can be distributed to/from West Milham Avenue and Oakland Drive from Avon Street, Devon Street, Marlow Street, and Haverhill Street as well as other local

streets in this neighborhood. In regard to the fencing around the backyard of the site, the Commission concurred that additional screening was not necessary. The motion was unanimously approved.

2. Final Report: Rezoning Application #11-03, Romence Road Parkway Corridor. Mr. West summarized the final staff report dated March 29, 2012 regarding the Planning Commission initiated rezoning consideration of several properties located along the north and south sides of Romence Road Parkway, between Lovers Lane and Portage Road. On February 2, 2012, Mr. West indicated the Planning Commission conducted an initial review of the Romence Road Parkway Corridor Study and decided to initiate rezoning consideration of 13 properties from I-2, heavy industry and R-1B, one family residential to OTR, office technology and research. Concurrent with the public notice, Mr. West stated that all property owners involved in the rezoning consideration were contacted to further explain the proposed zoning change. Although none of the affected property owners provided written comments, Mr. West stated the owner of 1901 Romence Road Parkway did not object to the proposed OTR zoning or retaining the R-1B zoned strip of land located within the northwest portion of the parcel. Mr. West indicated a Pfizer representative did not object to OTR zoning for the Pfizer properties located on the north side of Romence Road Parkway, however, asked that the existing I-2 zoning be retained for the two Pfizer properties located along the south side of Romence Road Parkway. Mr. West stated the other property owners also did not object to a zoning change but preferred the alternative OS-1, office service district given the OTR requirements and small parcel sizes. Mr. West discussed the development standards under the OTR, I-2 and OS-1 zones and then summarized the staff recommendation.

The Commission next discussed various aspects of the rezoning consideration including the impacts of a zoning change for the two residential parcels at the southeast corner of Lovers Lane and Romence Road Parkway. If rezoned to OS-1, Mr. West stated the two residences would become lawfully nonconforming. The Commission, Mr. West and Attorney Brown discussed the nonconforming regulations contained in the Zoning Code. When considering zoning changes, Attorney Brown stated the Commission should be focus deliberations on legal rezoning criteria such as consistency with the Comprehensive Plan/Future Land Use Map and surrounding land use/zoning patterns. The Commission and staff then discussed the individual properties involved in the rezoning consideration, the staff recommendation and rationale for the recommendation.

The public hearing was reconvened by Chairman Cheesebro. No citizens spoke regarding the proposed rezoning. A motion was made by Commissioner Welch, seconded by Commissioner Reiff, to close the public hearing. The motion was unanimously approved. A motion was then made by Commissioner Patterson, seconded by Commissioner Patterson, to recommend to City Council that Rezoning Application #11-03 be approved as follows: 1) Rezone 1901 Romence Road Parkway to OTR, office technology and research with the exception of the northwest portion of the parcel that is to remain zoned R-1B, one family residential, and, the southwest portion of the parcel (48.59-feet by 550-feet) which is recommended to be rezoned to OS-1, office service; 2) Rezone 2301 Romence Road Parkway, 6710, 6718 and 6726 Portage Road and 2328 and 2402 Lansing Avenue to OTR, office technology and research; 3) Rezone 6646 Portage Road and 6941, 7013 and 7019 Lovers Lane to OS-1, office service; and 4) At the request of Pfizer, retain the current I-2, heavy industry zoning designation for 7005 Lovers Lane and 7000 Portage Road. Given the potential future development plans for these two parcels by Pfizer and since the property is not adjacent to an existing single family residential neighborhood, there is no current development activity that necessitates a rezoning of these properties at this time. The motion was unanimously approved.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Rezoning Application #11-04, East Centre Avenue between Lakewood Avenue and Garden Lane – expanded rezoning consideration. Mr. West summarized the staff report dated March 29, 2012 regarding a joint application received from several property owners located along the north side of East Centre Avenue, between Lakewood Avenue and Garden Lane, requesting that 775, 801, 809, 821, 827 and 903 East Centre Avenue be rezoned from R-1A, one family residential and R-1B, one family residential to OS-1, office service. After reviewing the application, Future Land Use Map and surrounding land use/zoning pattern, Mr. West indicated staff believes it is appropriate to expand the rezoning consideration to include 7932 Lakewood Drive, 707, 743 and 815 East Centre Avenue.

Commissioner Dargitz discussed the mixed use zoning ordinances that were recently adopted and whether the subject properties were situated within the City Centre Area. Commissioner Dargitz also discussed the upcoming Comprehensive Plan Update and whether the existing office designation on the Future Land Use Map for this section of East Centre Avenue was still appropriate. Commissioner Reiff expressed concern over the ability of the property owners to obtain conventional mortgages if their properties were rezoned and the residential use was to become nonconforming.

Mr. Thomas Rogers (owner of 775 and 801 East Centre) was present to support the rezoning application and to discuss his efforts to contact other property owners located between Lakewood Avenue and Garden Lane regarding their interest in joining the rezoning application. No additional citizens spoke regarding the rezoning application and discussions to expand the rezoning consideration.

The Commission and staff further discussed the nonconforming use regulations of the Zoning Code and whether or not the four additional properties should be included in the rezoning consideration. Commissioner Dargitz expressed concerns about moving forward with an OS-1 rezoning of these properties if the Future Land Use Map was to be changed with the Comprehensive Plan Update in fiscal year 2013-14 and if a new mixed use zoning district was to be developed in the future. Mr. West stated that Centre Avenue has long been designated as an office corridor in the Comprehensive Plan and any future mixed use ordinance development would likely be in the form of an overlay district that could be applied in the OS-1 zoning designation. Mr. West indicated a change in zoning from R-1A to OS-1 would not likely affect the ability to develop a future mixed use overlay district for this area of the city. While public comment and property owner preferences should be considered by the Commission, Attorney Brown again discussed how the Planning Commission deliberation of a zoning change should be primarily based on legal principles such as the adopted Comprehensive Plan and surrounding land use/zoning patterns. Attorney Brown also discussed issues associated with rezoning land that creates legal nonconforming uses.

After additional discussion, a motion was made by Commissioner Welch, seconded by Commissioner Reiff, to expand Rezoning Application #11-04 to include 7932 Lakewood Avenue and 707, 743, 775, 801, 809, 815, 821, 827 and 903 East Centre Avenue and set a public hearing for May 3, 2012. The motion was unanimously approved.

2. 2011-2012 City Council Assigned Goals and Objectives Update (April 2012) and Recommended 2012-2013 Goals and Objectives. Mr. West introduced the item and referred the Commission to the draft transmittal to City Council regarding progress made on the 2011-2012 Assigned Goals and Objectives and Recommended Goals and Objectives for 2012-2013. The Commission discussed the wording of No. 2 in the Recommended 2012-2013 Goals and Objectives and possibly renumbering the nine goals and objectives. After additional discussion, it was the consensus of the Commission to add the following language to No. 2 “..and consider the protection of environmentally sensitive areas such as those identified in the City of Portage Sensitive Land Use Inventory Map, including regulated wetlands, groundwater and surface water..” and

renumber the goals and objectives by switch the order of No. 1 to No. 9. A motion was then made by Commissioner Welch, seconded by Commissioner Dargitz, to forward the 2011-2012 City Council Assigned Goals and Objectives Update (April 2012) and Recommended 2012-2013 Goals and Objectives to City Council with the above changes. The motion was unanimously approved.

STATEMENT OF CITIZENS:

None.

ADJOURNMENT:

There being no further business to come before the Commission, the meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Michael West, AICP
Assistant City Planner

TO: Planning Commission

DATE: April 13, 2012

FROM: Vicki Georgeau, Director of Community Development

SUBJECT: Valley Family Church - Kalamazoo, 2500 Vincent Avenue (Parking Plan and Maximum Parking Requirements)

I. INTRODUCTION/BACKGROUND:

On May 1, 2008, the Planning Commission approved a special land use permit and site plan that authorized construction of the Valley Family Church – Kalamazoo (VFC-K) facility at 2500 Vincent Avenue. The development project, which was completed in October 2009, included an approximate 85,000 square foot church facility, 681 off-street parking lot and associated site improvements. Several conditions were attached to the Planning Commission approval including a review of the Special Land Use Permit that would occur one year from the granting of the Certificate of Occupancy, but no later than October 2010. In October/November of 2010, the Planning Commission concluded this review.

After nearly two years at this new location, the VFC-K determined that additional parking spaces were necessary to accommodate church services. In addition to 681 off-street parking spaces constructed with the development project, the 2008 approved site plan also included a “Future Parking Area” in the southwest portion of the site. This area is located between the existing parking lot and the western driveway and is currently in greenspace. Construction of these 87 additional parking spaces would result in a total of 768 parking spaces on the site. The Zoning Code establishes a maximum of 734 parking spaces for the VFC-K facility [667 spaces + 67 non-required spaces (10%) = 734 spaces]. Requests to exceed more than 10% of the minimum parking required by the Zoning Code necessitates Planning Commission review and approval pursuant to Section 42-520(O).

VFC-K requested approval to construct the “Future Parking Area” noted above, and on July 7, 2011, the Planning Commission reviewed and approved this request (see attached meeting minutes). However and since construction activities did not commence within six months, the approval has expired. The parking plan and request to exceed the maximum parking requirement is being resubmitted by VFC-K for Planning Commission reconsideration with no changes from the July 2011 approval.

In reviewing/approving requests to exceed the maximum parking provision, the ordinance requires the Planning Commission determine that the additional parking is necessary “based on documented evidence of actual use and demand provided by the applicant” and also consider “impacts on the property and surrounding properties including any natural features thereon”. Consistent with Section 42-520(O), the VFC-K has submitted written documentation in support of these 34 additional parking spaces (see attached).

Since opening the new facility in October 2009, the VFC-K has recorded church attendance and vehicle counts. Based on the data collected, there have been several occasions where on-site parking has been deficient to accommodate church parishioners. In an effort to address this issue, VFC-K officials have adjusted church services and provided shuttle bus transportation for overflow vehicles that have parked at the Angling Road Elementary School and/or the VFC-K facility located at 995 Romence Road. While these efforts have addressed the parking deficiency on a short-term basis, they do not represent an effective long-

term solution. Historic attendance and vehicle counts combined with church growth and additional changes planned for VFC-K services and activities will continue to present on-site parking challenges.

Storm water from the proposed expanded parking lot will be collected and conveyed to an existing retention basin located immediately to the west: The 2008 approved site plan incorporated this "Future Parking Area" into the storm water design for the overall development site. Finally, construction of these additional parking spaces will not adversely impact the subject property, surrounding properties or related natural features.

II. RECOMMENDATION:

The request for the additional 87 parking spaces, 34 of which exceed the maximum permitted, has been reviewed by the City Administrative departments and based on documented evidence provided by the applicant is necessary for the use. Staff recommends approval of the parking plan and maximum parking requirements for Valley Family Church-Kalamazoo, 2500 Vincent Avenue.

Attachments: July 7, 2011 Planning Commission meeting minutes
 May 1, 2008 Approved Site Plan (Valley Family Church-Kalamazoo, 2500 Vincent Avenue)
 Proposed Parking Plan – 87 additional parking spaces
 April 2, 2012 communication from Mr. Aaron Rogers (Valley Family Church - Kalamazoo)

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PLANNING COMMISSION

July 7, 2011

The City of Portage Planning Commission meeting of July 7, 2011 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:

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

MEMBERS ABSENT:

None.

MEMBERS EXCUSED:

Rick Bosch

IN ATTENDANCE:

Christopher Forth, Deputy Director of Planning, Development and Neighborhood Services 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 June 16, 2011 meeting minutes. A motion was then offered by Commissioner Welch, seconded by Commissioner Patterson, to approve the minutes as submitted. The motion was unanimously approved.

SITE/FINAL PLANS:

1. Valley Family Church-Kalamazoo, 2500 Vincent Avenue (Parking plan and request to exceed maximum parking requirement). Mr. Forth summarized the staff report dated July 1, 2011 regarding a request by Valley Family Church-Kalamazoo (VFC-K) to approve a parking plan that exceeds the maximum number of parking spaces allowed (734 spaces). VFC-K officials are requesting to increase the current number of existing parking spaces from 681 to 768, 34 more spaces than allowed by the Zoning Code. By way of background information, Mr. Forth indicated the original site plan was approved in May 2008 and included 681 off-street parking spaces. The site plan also included an additional 87 parking spaces designated for future use. VFC-K is now requesting to install the 87 spaces shown on the previously approved site.

Mr. Frank Mumford, representing VFC-K, was present to support the parking plan and request to install 87 additional parking spaces. Commissioner Dargitz asked if the 87 additional spaces will meet current needs and at what point in the future will more parking be needed. Mr. Mumford stated the 87 parking spaces are only needed a few times each year to accommodate larger than normal services and Mr. Mumford did not know when more parking might be needed. Commissioner Dargitz also asked if there were plans to change church services. Mr. Mumford stated there were no plans to alter the three weekly services.

There being no further discussion, a motion was then made by Commissioner Welch, seconded by Commissioner Patterson, to approve the parking plan and request to exceed the maximum number of off-street parking spaces by 34 allowing a total of 768 off-street parking spaces. The motion was unanimously approved.

PUBLIC HEARINGS:

1. Final Report: Ordinance Amendment 10-E, Mixed-Use Zoning Ordinances. Mr. Forth summarized the July 1, 2011 final staff report regarding the three mixed-use ordinance proposals referred by City Council. Mr. Forth provided additional information regarding the ordinance provision requiring a minimum of 10% open space required in the City Centre Area district and summarized City Attorney and staff revisions made to the Work/Live Accommodations ordinance since the June 16, 2011 meeting.

Commissioner Pearson commented that he appreciates the changes made to the Work/Live Accommodations ordinance since the June 16th meeting. Commissioner Dargitz indicated that requiring a minimum of 10% open space in the City Centre Area district may not be enough. Mr. Forth indicated that 10% is a minimum and could be more; provides some guidance to the developer; Section 42-437(C)(6) requires additional yard (open) space if the project area is adjacent to natural features; the Standards of Review allow the Planning Commission and City Council to evaluate the amount of open space; and each project is reviewed on a case-by-case basis. Commissioner Patterson concurred with an evaluation based on a case-by-case basis and referenced the Woodlands at Austin Lake as an example. Commissioner Stoffer asked for clarification on the size of the residential unit in the Work/Live Accommodations ordinance if located above or adjacent to the commercial use. Mr. Forth responded. Commissioner Reiff noted that employees from temporary agencies would be excluded from living in the residential unit since the definition of a business owner/employee requires the employee to receive a W-2 tax statement. The Commission discussed this issue and concluded no changes to the definition were necessary. Commissioner Dargitz noted problems could occur if one or more property owners involved in a City Centre Area development project decides to withdraw from the project after the project has been approved and construction commenced. Attorney Brown and Mr. Forth indicated this issue could be addressed in the agreement required between owners during review and approval of the development plan(s).

Chairman Cheesebro opened the public hearing. Mr. Thomas Rogers, 895 Treasure Island Drive, Kalamazoo, Michigan, was present to comment on the Work/Live Accommodations ordinance. Mr. Rogers stated the Commission should consider allowing temporary employees and contract workers to live in the residential unit. No other citizens spoke in support or opposition to the proposed ordinance amendments. The public hearing was closed. There being no further discussion, a motion was made by Commissioner Welch, seconded by Commissioner Patterson, to recommend to City Council that Ordinance Amendment 10-E, Mixed-Use Zoning Ordinances, be approved. The motion was unanimously approved.

PLATS/RESIDENTIAL CONDOS:

None

OLD BUSINESS:

None

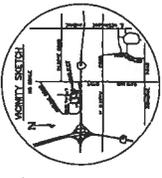
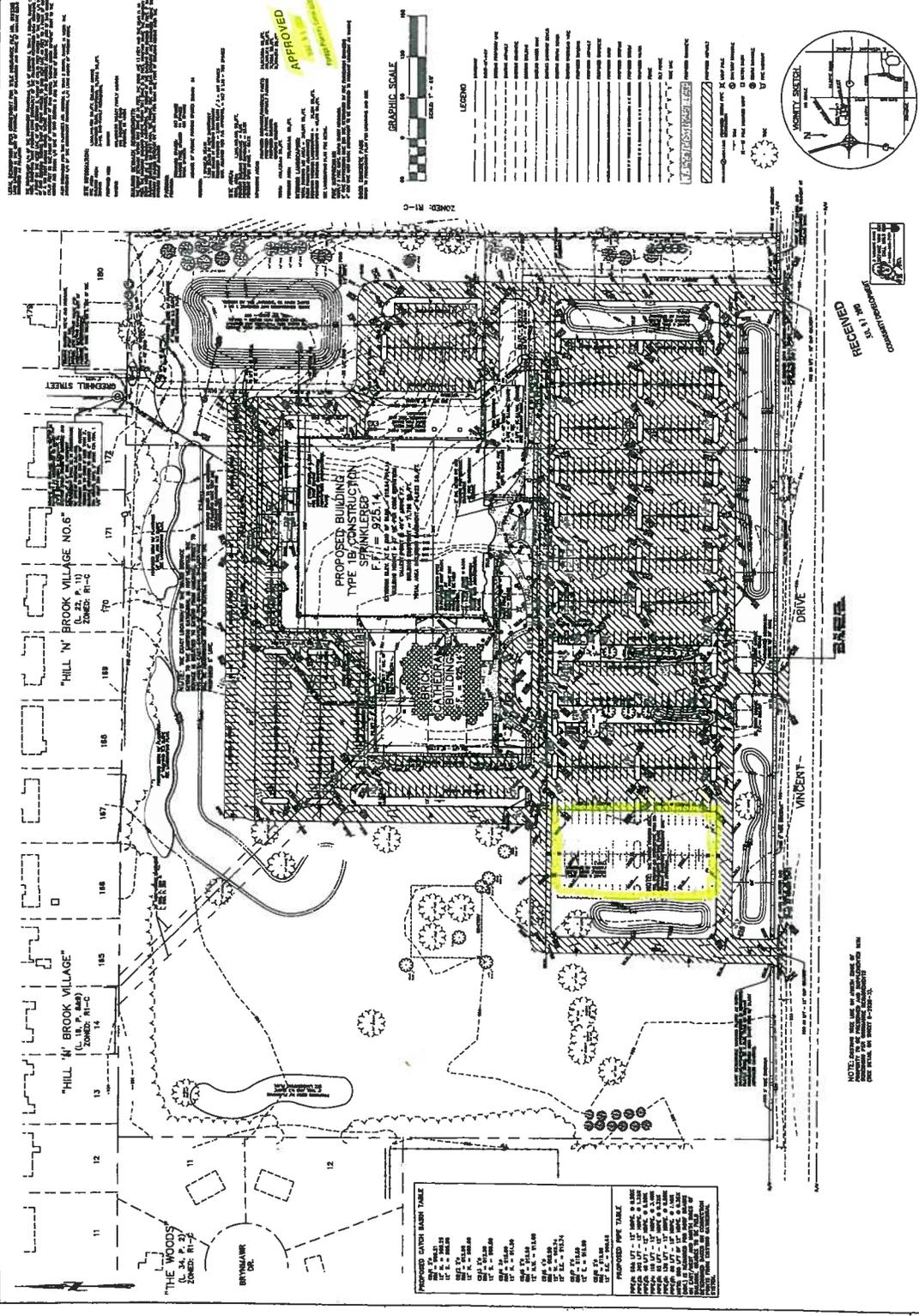
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SCALE
9/05/07
DRAWN BY
APPROVED BY
DATE

KALAMAZOO VALLEY FAMILY CHURCH
2500 VINCENT DR
PORTAGE, MI 49884
KALAMAZOO VALLEY FAMILY CHURCH
PORTAGE, MI
985 PORTAGE ROAD
PORTAGE, MICHIGAN 49802

McLITMAN WARD INC.
ARCHITECTURE, INTERIOR DESIGN, LANDSCAPE ARCHITECTURE
PHONE: 268-22-2424
FAX: 268-22-7474

NO.	REVISIONS	DATE
1	ISSUED FOR PERMITS	9/17/2007
2	REVISED PER CITY OF PORTAGE COMMENTS	9/17/2007
3	REVISED PER CITY OF PORTAGE COMMENTS	9/17/2007
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- LEGEND
- Proposed Building
 - Proposed Parking
 - Proposed Driveway
 - Proposed Walkway
 - Proposed Landscaping
 - Proposed Fencing
 - Proposed Signage
 - Proposed Utility Lines
 - Proposed Stormwater Management
 - Proposed Access Points
 - Proposed Easements
 - Proposed Setbacks
 - Proposed Zoning
 - Proposed Construction
 - Proposed Materials
 - Proposed Colors
 - Proposed Textures
 - Proposed Finishes
 - Proposed Details
 - Proposed Annotations
 - Proposed Notes
 - Proposed References
 - Proposed Citations
 - Proposed Bibliography
 - Proposed Glossary
 - Proposed Index
 - Proposed Table of Contents
 - Proposed Appendix
 - Proposed Addendum
 - Proposed Supplement
 - Proposed Amendment
 - Proposed Modification
 - Proposed Change Order
 - Proposed Request for Information
 - Proposed Request for Proposal
 - Proposed Request for Quote
 - Proposed Request for Offer
 - Proposed Request for Bid
 - Proposed Request for Proposal
 - Proposed Request for Quote
 - Proposed Request for Offer
 - Proposed Request for Bid

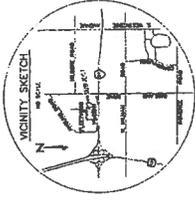
APPROVED
DATE: 9/17/2007
BY: [Signature]

RECEIVED
DATE: 9/17/2007
BY: [Signature]

PROPOSED LOTtery TABLE

Lot	Area	Notes
1	1000 sq ft	Proposed building
2	2000 sq ft	Proposed parking
3	3000 sq ft	Proposed driveway
4	4000 sq ft	Proposed walkway
5	5000 sq ft	Proposed landscaping
6	6000 sq ft	Proposed fencing
7	7000 sq ft	Proposed signage
8	8000 sq ft	Proposed utility lines
9	9000 sq ft	Proposed stormwater management
10	10000 sq ft	Proposed access points
11	11000 sq ft	Proposed easements
12	12000 sq ft	Proposed setbacks
13	13000 sq ft	Proposed construction
14	14000 sq ft	Proposed materials
15	15000 sq ft	Proposed colors
16	16000 sq ft	Proposed textures
17	17000 sq ft	Proposed finishes
18	18000 sq ft	Proposed details
19	19000 sq ft	Proposed annotations
20	20000 sq ft	Proposed notes
21	21000 sq ft	Proposed references
22	22000 sq ft	Proposed citations
23	23000 sq ft	Proposed bibliography
24	24000 sq ft	Proposed glossary
25	25000 sq ft	Proposed index
26	26000 sq ft	Proposed table of contents
27	27000 sq ft	Proposed appendix
28	28000 sq ft	Proposed addendum
29	29000 sq ft	Proposed supplement
30	30000 sq ft	Proposed amendment
31	31000 sq ft	Proposed modification
32	32000 sq ft	Proposed change order
33	33000 sq ft	Proposed request for information
34	34000 sq ft	Proposed request for proposal
35	35000 sq ft	Proposed request for quote
36	36000 sq ft	Proposed request for offer
37	37000 sq ft	Proposed request for bid
38	38000 sq ft	Proposed request for proposal
39	39000 sq ft	Proposed request for quote
40	40000 sq ft	Proposed request for offer
41	41000 sq ft	Proposed request for bid

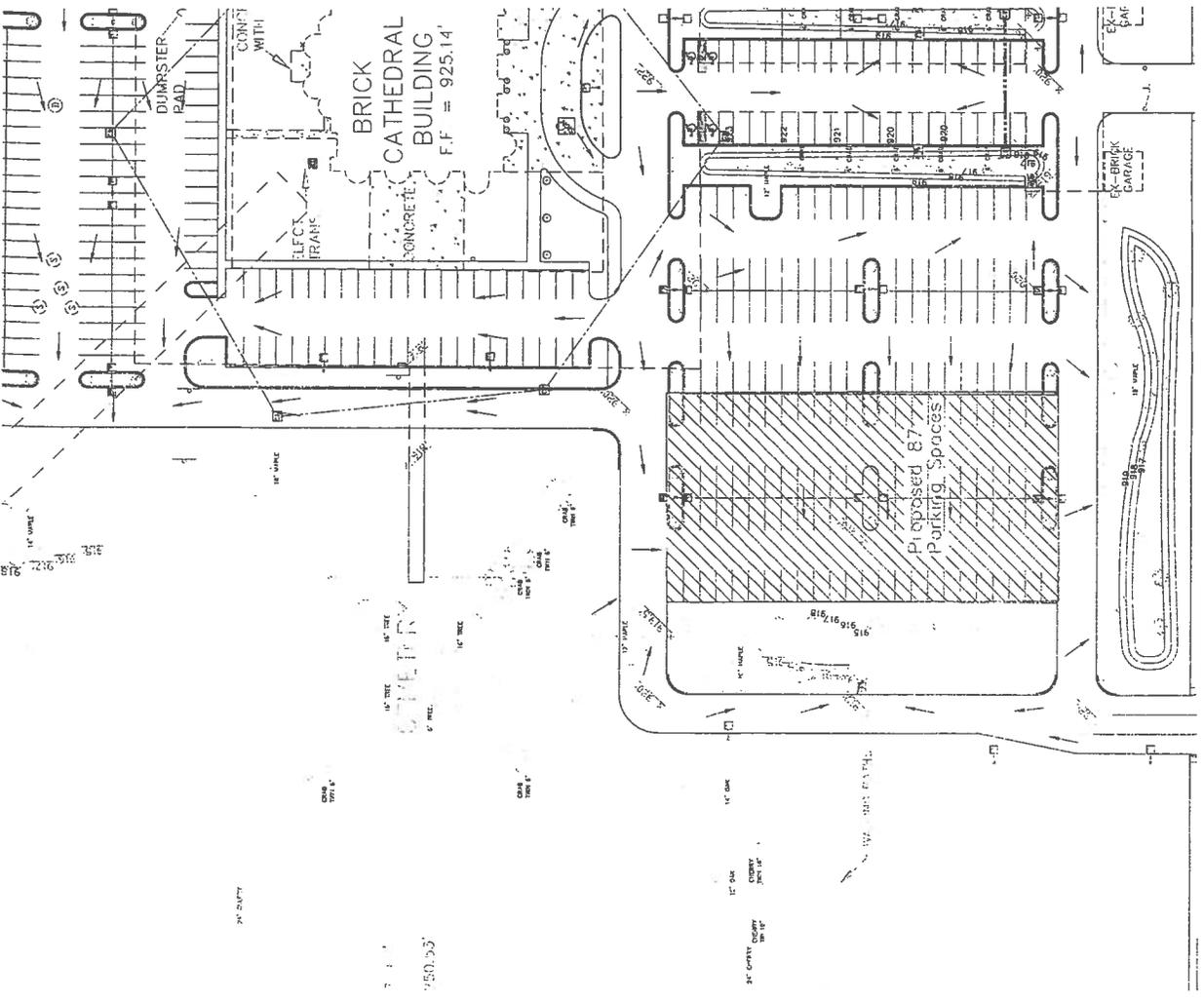
NOTE: APPROVE USE OF THIS PLAN BY THE CITY OF PORTAGE, MI. THE CITY ENGINEER SHALL REVIEW AND APPROVE THE PLAN FOR CONSTRUCTION.



DESIGNED BY: J.M. BOY
 DRAWN BY: J.M. BOY
 APPROVED BY: J.M. BOY

VALLEY FAMILY CHURCH
 2500 VINCENT DR
 PORTAGE, MI 49084
 SITE PLAN
 DESIGN BY: J.M. BOY

REV.	DESCRIPTION	BY
1	QUARTERED FOR PAIRING OF 53 PARKING SPACES	JMB
2		
3		
4		
5		
6		
7		
8		
9		
10		





valleyfamilychurch

April 2, 2012

RECEIVED

APR 02 2012

COMMUNITY DEVELOPMENT

Christopher Forth, Deputy Director of Planning, Development & Neighborhood Services
Department of Community Development
City of Portage
7900 South Westnedge Avenue
Portage, MI 49002

Re: Development Application Submission for Parking Expansion

Dear Mr. Forth,

On July 18, 2011 we received a letter from the Department of Community Development confirming that we were unanimously approved by the Portage Planning Commission for the proposed Parking Plan submitted to the City on June 24, 2011. As indicated in the confirmation letter, the approval was valid for a period of six months. Upon approval we had every intention to begin construction immediately; however, we experienced a significant and unexpected expenditure that was determined to be a top priority financially. Therefore, the decision was made to redirect those funds to address these unexpected expenditures. By the time we were able to financially invest into the approved Parking Plan, the construction season for the particular construction had ended and we had no choice but to wait until the following year.

As a result of the delay, we understand that a new application needs to be submitted and that additional documentation evidencing the need for these additional spacing.

Enclosed is a spreadsheet providing updated data of our attendance and vehicle counts since occupancy of our facility in October 2009. As was described in the initial documentation in the June 29, 2011 letter submitted to the City of Portage, here is an explanation of the data represented in each column of the spreadsheet:

1. **TOTAL ATTENDANCE:** Is the number of people who occupied the facility during that particular service. This includes the number of individuals in the adult sanctuary (seats 1,500), plus both of the children's and youth auditoriums, the preschool classrooms, the atrium and all other areas of the facility. Please note that our sanctuary attendance accounts for roughly two-thirds (66%) of our total attendance, as roughly one-third (34%) of our total attendance is from our other environments. We do not at any point have all of our attendees in the sanctuary for our services.
2. **SANCTUARY ATTENDANCE:** Is the number of people who occupy the sanctuary during the services. This is adults only and accounts for roughly two-thirds (66%) of our total attendance.

3. **VINCENT CAR COUNT:** Is the number of vehicles parked on the property at 2500 Vincent Avenue. Please note that there are a number of instances that the vehicle count exceeded 80% of our available parking spaces and in some cases even exceeded the available spaces of 681 (current number of parking spaces) requiring us to park vehicles in the grass areas due to not having sufficient parking at 2500 Vincent Avenue. Please note, that we only exceeded 681 vehicles on the property when Traffic Control Services were provided by local law enforcement.
4. **OFF-SITE CAR COUNT FOR SHUTTLE ATTENDEES:** Is the number of vehicles parked at off-site locations due to not having sufficient parking at 2500 Vincent Avenue. The **BLUE** numbers represent the number of vehicles parked at 995 Romence Road due to need for overflow parking and shuttle services. The **RED** numbers represent the number of vehicles parked at Angling Elementary School due to need for overflow parking and shuttle services.
5. **TOTAL ATTENDANCE / VEHICLE:** Is the ratio of TOTAL ATTENDANCE per Vehicle (includes both VINCENT and OFF-SITE CAR COUNTS). **This number is the true number of TOTAL people per vehicle and is the critical ratio to determine our parking needs based on total attendance figures.**
6. **SANCTUARY ATTENDANCE / VEHICLE:** Is the ratio of SANCTUARY ATTENDANCE per Vehicle (includes both VINCENT and OFF-SITE CAR COUNTS). This number represents the number of adults per vehicle average because it only accounts for the number of people in attendance in the sanctuary and does NOT account for the number of people in the other venues (children's auditorium, youth auditorium, preschool classrooms, atrium, and other locations within the facility). **This number is the true number of ADULTS per vehicle and is the critical ratio to determine our parking needs based on sanctuary seating (adults) attendance figures.**
7. **PERCENTAGE OF PARKING LOT FULL:** Represent the current percentage of the current parking lot vehicle capacity being full.
8. **PERCENTAGE OF SANCTUARY FULL:** Represents the percentage of the adult seating capacity (main sanctuary and Cathedral sanctuary) being full.
9. **PARKING LOT EXCEEDS SANCTUARY ATTENDANCE:** Is the amount that the percentage of the parking lot vehicle capacity being full exceeds the percentage of the adult seating capacity being full. (Difference between Column 7 and Column 8.)
10. **PERCENTAGE OF SANCTUARY FULL (PARKING LOT >80% FULL):** Represents the percentage of adult seating capacity (main sanctuary and Cathedral sanctuary) being full when the parking lot is over 80% full.

To summarize, we are providing the following information in determining the need for the proposed additional parking spaces:

1. As indicated by the numbers in the attached spreadsheet and based on sanctuary seating of 2,000, it is clear to see that the "percentage of full parking lot" is significantly higher than the "percentage of full sanctuary seating." On average, 36% higher. This translates in the inability

for us to utilize our sanctuary seating at or even near capacity based on the limitation of our parking lot size. For every instance when the parking lot is over 80% full, the sanctuary is 47.75% full on average.

2. Our facility was designed and built to have up to 2,000 adults in the sanctuaries (main sanctuary and Cathedral sanctuary). Should we fill those sanctuaries to capacity, our historical data since opening in October 2009 provide evidence that our ratio of sanctuary attendance per vehicle is 1.44 people per vehicle. At this ratio, if we had 2,000 adults in attendance, our facility can accommodate that, but our parking lot would need to have 1,389 parking spaces and currently has only 681 spaces. Adding an additional 89 spaces, as proposed, would help towards providing a more balanced capacity versus parking ratio.
3. As mentioned above, the Planning Commission had unanimously approved the proposed Parking Plan. This proposal is identical to the one previously approved with no changes in design, number of parking spaces, locations or any other aspects of the plan.

In conclusion, we feel that the attached data and the information provided in this letter provides sufficient evidence to support the need for additional parking beyond the existing City ordinance limitations of 1 vehicle for every 3 seats in the main unit of worship (or sanctuary). The current City Ordinance is likely based on older traditions from several years ago when it was more common to have all family members attend in the sanctuary during a church service. However, we do not have any plans to do this in the future.

Thank you for your review of this information and the request. We formally request approval of the Development Application attached for an additional 87 parking spaces to be added at 2500 Vincent Avenue.

Sincerely,



Aaron Johnson

Executive Director

Valley Family Church

Email: aaronjohnson@valleyfamilychurch.org

Phone: 269-324-5599 x117

Enclosures



Attendance and Vehicle Count and Ratios

	Total Attendance	Sanctuary Attendance	Vincent Car Count	Off-site Car Count	Total Attendance/ Vehicle	Sanctuary Attendance/ Vehicle	Percentage of Parking Lot Full	Percentage of Sanctuary Full	Parking Lot Exceeds Sanctuary Attendance	Percentage of Sanctuary Full (Parking Lot >80% full)
24-Oct-09 Saturday 6:00 pm	1331	836	555	-	2.40	1.51	81.50%	41.80%	39.70%	41.80%
25-Oct-09 Sunday 10:00 am	1664	1101	745	-	2.23	1.48	109.40%	55.05%	54.35%	55.05%
31-Oct-09 Saturday 6:00 pm	695	440	395	-	1.76	1.11	58.00%	22.00%	36.00%	36.00%
1-Nov-09 Sunday 10:00 am	1819	1146	811	-	2.24	1.41	119.09%	57.30%	61.79%	57.30%
7-Nov-09 Saturday 5:00 pm	1885	1257	684	-	2.76	1.84	100.44%	62.85%	37.59%	62.85%
7-Nov-09 Saturday, 7:15 pm	1081	637	492	-	2.20	1.29	72.25%	31.85%	40.40%	40.40%
8-Nov-09 Sunday 9:00 am	1039	668	552	-	1.88	1.21	81.06%	33.40%	47.66%	33.40%
8-Nov-09 Sunday, 11:15 am	1697	1106	758	-	2.24	1.46	111.31%	55.30%	56.01%	55.30%
14-Nov-09 Saturday 6:00 pm	1624	1030	629	-	2.58	1.64	92.36%	51.50%	40.86%	51.50%
15-Nov-09 Sunday 10:00 am	1787	1070	730	-	2.45	1.47	107.20%	53.50%	53.70%	53.50%
21-Nov-09 Saturday 6:00 pm	1301	733	595	-	2.19	1.23	87.37%	36.65%	50.72%	36.65%
22-Nov-09 Sunday 10:00 am	1955	1225	839	-	2.33	1.46	123.20%	61.25%	61.95%	61.25%
28-Nov-09 Saturday 6:00 pm	1496	946	581	-	2.57	1.63	85.32%	47.30%	38.02%	47.30%
29-Nov-09 Sunday 10:00 am	1752	1187	727	-	2.41	1.63	106.75%	59.35%	47.40%	59.35%
5-Dec-09 Saturday 6:00 pm	1197	674	476	-	2.51	1.42	69.90%	33.70%	36.20%	33.70%
6-Dec-09 Sunday 10:00 am	1653	1062	727	-	2.27	1.46	106.75%	53.10%	53.65%	53.10%
12-Dec-09 Saturday 6:00 pm	1053	606	475	-	2.22	1.28	69.75%	30.30%	39.45%	30.30%
13-Dec-09 Sunday 10:00 am	1497	986	730	-	2.05	1.35	107.20%	49.30%	57.90%	49.30%
19-Dec-09 Saturday 5:00 pm	1290	1234	558	-	2.31	2.21	81.94%	61.70%	20.24%	61.70%
19-Dec-09 Saturday, 7:15 pm	855	812	404	-	2.12	2.01	59.32%	40.60%	18.72%	40.60%
20-Dec-09 Sunday 9:00 am	582	547	318	-	1.83	1.72	46.70%	27.35%	19.35%	27.35%
20-Dec-09 Sunday, 11:15 am	1145	1069	504	-	2.27	2.12	74.01%	53.45%	20.56%	53.45%
26-Dec-09 Saturday 6:00 pm	672	586	315	-	2.13	1.86	46.26%	29.30%	16.96%	29.30%
27-Dec-09 Sunday 10:00 am	1262	1112	470	-	2.69	2.37	69.02%	55.60%	13.42%	55.60%
2-Jan-10 Saturday 6:00 pm	1458	912	544	-	2.68	1.68	79.88%	45.60%	34.28%	45.60%
3-Jan-10 Sunday 10:00 am	1475	968	616	56	2.39	1.57	90.46%	48.40%	42.06%	48.40%
9-Jan-10 Saturday 6:00 pm	1606	996	664	-	2.42	1.50	97.50%	49.80%	47.70%	49.80%
10-Jan-10 Sunday 10:00 am	1561	1038	654	40	2.39	1.59	96.04%	51.90%	44.14%	51.90%
16-Jan-10 Saturday 6:00 pm	1696	1005	655	-	2.59	1.53	96.18%	50.25%	45.93%	50.25%
17-Jan-10 Sunday 10:00 am	1686	1101	683	47	2.47	1.61	100.29%	55.05%	45.24%	55.05%
23-Jan-10 Saturday 6:00 pm	1701	1090	690	-	2.47	1.58	101.32%	54.50%	46.82%	54.50%
24-Jan-10 Sunday 10:00 am	1421	927	648	34	2.19	1.43	95.15%	46.35%	48.80%	46.35%
30-Jan-10 Saturday 6:00 pm	1528	950	623	-	2.45	1.52	91.48%	47.50%	43.98%	47.50%



Attendance and Vehicle Count and Ratios

	Total Attendance	Sanctuary Attendance	Vincent Car Count	Off-site Car Count	Total Attendance/ Vehicle	Sanctuary Attendance/ Vehicle	Percentage of Parking Lot Full	Percentage of Sanctuary Full	Parking Lot Exceeds Sanctuary Attendance	Percentage of Sanctuary Full (Parking Lot >80% full)
31-Jan-10 Sunday 10:00 am	1693	1136	692	46	2.45	1.64	101.62%	56.80%	44.82%	56.80%
6-Feb-10 Saturday 6:00 pm	1661	1030	711	-	2.34	1.45	104.41%	51.50%	52.91%	51.50%
7-Feb-10 Sunday 10:00 am	1639	1060	693	17	2.37	1.53	101.76%	53.00%	48.76%	53.00%
13-Feb-10 Saturday 6:00 pm	1504	921	627	-	2.40	1.47	92.07%	46.05%	46.02%	46.05%
14-Feb-10 Sunday 10:00 am	1677	1064	732	31	2.29	1.45	107.49%	53.20%	54.29%	53.20%
20-Feb-10 Saturday 6:00 pm	1537	933	631	-	2.44	1.48	92.66%	46.65%	46.01%	46.65%
21-Feb-10 Sunday 10:00 am	1528	998	670	21	2.28	1.49	98.38%	49.90%	48.48%	49.90%
27-Feb-10 Saturday 6:00 pm	1522	924	618	-	2.46	1.50	90.75%	46.20%	44.55%	46.20%
28-Feb-10 Sunday 10:00 am	1594	1020	687	27	2.32	1.48	100.88%	51.00%	49.88%	51.00%
6-Mar-10 Saturday 6:00 pm	1597	932	685	-	2.33	1.36	100.59%	46.60%	53.99%	46.60%
7-Mar-10 Sunday 10:00 am	1808	1154	731	22	2.47	1.58	107.34%	57.70%	49.64%	57.70%
13-Mar-10 Saturday 6:00 pm	1918	1263	738	-	2.60	1.71	108.37%	63.15%	45.22%	63.15%
14-Mar-10 Sunday 10:00 am	1531	1027	663	32	2.31	1.55	97.36%	51.35%	46.01%	51.35%
20-Mar-10 Saturday 6:00 pm	1777	1144	714	-	2.49	1.60	104.85%	57.20%	47.65%	57.20%
21-Mar-10 Sunday 10:00 am	1766	1141	758	22	2.33	1.51	111.31%	57.05%	54.26%	57.05%
27-Mar-10 Saturday 6:00 pm	1498	961	638	-	2.35	1.51	93.69%	48.05%	45.64%	48.05%
28-Mar-10 Sunday 10:00 am	1693	1120	689	27	2.46	1.63	101.17%	56.00%	45.17%	56.00%
3-Apr-10 Saturday 5:00 pm	1571	1147	651	-	2.41	1.76	95.59%	57.35%	38.24%	57.35%
3-Apr-10 Saturday, 7:15 pm	883	632	396	-	2.23	1.60	58.15%	31.60%	26.55%	35.55%
4-Apr-10 Sunday 9:00 am	1202	916	554	-	2.17	1.65	81.35%	45.80%	34.61%	57.90%
4-Apr-10 Sunday, 11:15 am	1557	1158	630	-	2.47	1.84	92.51%	57.90%	49.00%	44.25%
10-Apr-10 Saturday 6:00 pm	1467	885	635	-	2.31	1.39	93.25%	44.25%	47.05%	57.65%
11-Apr-10 Sunday 10:00 am	1757	1153	713	126	2.09	1.37	104.70%	57.65%	45.26%	47.25%
17-Apr-10 Saturday 6:00 pm	1575	945	630	-	2.50	1.50	92.51%	47.25%	45.26%	56.20%
18-Apr-10 Sunday 10:00 am	1671	1124	695	64	2.20	1.48	102.06%	56.20%	45.86%	56.20%
24-Apr-10 Saturday 6:00 pm	1676	1062	661	-	2.54	1.61	97.06%	53.10%	43.96%	53.10%
25-Apr-10 Sunday 10:00 am	1803	1158	713	65	2.32	1.49	104.70%	57.90%	46.80%	57.90%
1-May-10 Saturday 6:00 pm	1233	811	468	-	2.63	1.73	68.72%	40.55%	28.17%	49.55%
2-May-10 Sunday 10:00 am	1444	991	600	14	2.35	1.61	88.11%	49.55%	38.56%	49.55%
3-May-10 Monday 7:00 pm	846	581	428	-	1.98	1.36	62.85%	29.05%	33.80%	37.50%
8-May-10 Saturday 6:00 pm	1237	750	591	-	2.09	1.27	86.78%	37.50%	49.28%	37.50%
9-May-10 Sunday 10:00 am	1574	1059	644	10	2.41	1.62	94.57%	52.95%	41.62%	52.95%
10-May-10 Monday 7:00 pm	725	465	360	-	2.01	1.29	52.86%	23.25%	29.61%	29.61%



Attendance and Vehicle Count and Ratios

	Total Attendance	Sanctuary Attendance	Vincent Car Count	Off-site Car Count	Total Attendance/ Vehicle	Sanctuary Attendance/ Vehicle	Percentage of Parking Lot Full	Percentage of Sanctuary Full	Parking Lot Exceeds Sanctuary Attendance	Percentage of Sanctuary Full (Parking Lot >80% full)
15-May-10 Saturday 6:00 pm	1055	663	450	-	2.34	1.47	66.08%	33.15%	32.93%	
16-May-10 Sunday 10:00 am	1268	830	573	6	2.19	1.43	84.14%	41.50%	42.64%	41.50%
17-May-10 Monday 7:00 pm	742	465	417	-	1.78	1.12	61.23%	23.25%	37.98%	
22-May-10 Saturday 6:00 pm	1015	615	447	-	2.27	1.38	65.64%	30.75%	34.89%	
23-May-10 Sunday 10:00 am	1463	994	598	-	2.45	1.66	87.81%	49.70%	38.11%	49.70%
24-May-10 Monday 7:00 pm	785	485	382	-	2.05	1.27	56.09%	24.25%	31.84%	
29-May-10 Saturday 6:00 pm	757	435	360	-	2.10	1.21	52.86%	21.75%	31.11%	
30-May-10 Sunday 10:00 am	1069	724	488	-	2.19	1.48	71.66%	36.20%	35.46%	
31-May-10 Monday 7:00 pm	643	408	307	-	2.09	1.33	45.08%	20.40%	24.68%	
5-Jun-10 Saturday 6:00 pm	947	544	414	-	2.29	1.31	60.79%	27.20%	33.59%	
6-Jun-10 Sunday 10:00 am	1251	813	569	-	2.20	1.43	83.55%	40.65%	42.90%	40.65%
7-Jun-10 Monday 7:00 pm	664	415	367	-	1.81	1.13	53.89%	20.75%	33.14%	
12-Jun-10 Saturday 6:00 pm	874	528	376	-	2.32	1.40	55.21%	26.40%	28.81%	
13-Jun-10 Sunday 10:00 am	1232	833	514	-	2.40	1.62	75.48%	41.65%	33.83%	
14-Jun-10 Monday 7:00 pm	842	514	406	-	2.07	1.27	59.62%	25.70%	33.92%	
19-Jun-10 Saturday 6:00 pm	-	-	-	-	-	-	-	-	-	-
20-Jun-10 Sunday 10:00 am	1458	1047	558	-	2.61	1.88	81.94%	52.35%	29.59%	52.35%
21-Jun-10 Monday 7:00 pm	982	617	487	-	2.02	1.27	71.51%	30.85%	40.66%	
26-Jun-10 Saturday 6:00 pm	750	433	353	-	2.12	1.23	51.84%	21.65%	30.19%	
27-Jun-10 Sunday 10:00 am	1047	704	591	-	1.77	1.19	86.78%	35.20%	51.58%	35.20%
28-Jun-10 Monday 7:00 pm	761	447	374	-	2.03	1.20	54.92%	22.35%	32.57%	
3-Jul-10 Saturday 6:00 pm	548	327	261	-	2.10	1.25	38.33%	16.35%	21.98%	
4-Jul-10 Sunday 10:00 am	846	577	419	-	2.02	1.38	61.53%	28.85%	32.68%	
5-Jul-10 Monday 7:00 pm	760	461	339	-	2.24	1.36	49.78%	23.05%	26.73%	
10-Jul-10 Saturday 6:00 pm	803	506	355	-	2.26	1.43	52.13%	25.30%	26.83%	
11-Jul-10 Sunday 10:00 am	1119	742	503	-	2.22	1.48	73.86%	37.10%	36.76%	
12-Jul-10 Monday 7:00 pm	812	490	402	-	2.02	1.22	59.03%	24.50%	34.53%	
17-Jul-10 Saturday 6:00 pm	696	391	319	-	2.18	1.23	46.84%	19.55%	27.29%	
18-Jul-10 Sunday 10:00 am	1289	905	509	-	2.53	1.78	74.74%	45.25%	29.49%	
19-Jul-10 Monday 7:00 pm	704	362	377	-	1.87	0.96	55.36%	18.10%	37.26%	
24-Jul-10 Saturday 6:00 pm	790	580	371	-	2.13	1.56	54.48%	29.00%	25.48%	
25-Jul-10 Sunday 10:00 am	1093	829	512	-	2.13	1.62	75.18%	41.45%	33.73%	
26-Jul-10 Monday 7:00 pm	680	431	376	-	1.81	1.15	55.21%	21.55%	33.66%	



Attendance and Vehicle Count and Ratios

	Total Attendance	Sanctuary Attendance	Vincent Car Count	Off-site Car Count	Total Attendance/ Vehicle	Sanctuary Attendance/ Vehicle	Percentage of Parking Lot Full	Percentage of Sanctuary Full	Parking Lot Exceeds Sanctuary Attendance	Percentage of Sanctuary Full (Parking Lot >80% full)
31-Jul-10 Saturday 6:00 pm	690	449	305	-	2.26	1.47	44.79%	22.45%	22.34%	
1-Aug-10 Sunday 10:00 am	1276	928	571	-	2.23	1.63	83.85%	46.40%	37.45%	46.40%
2-Aug-10 Monday 7:00 pm	685	425	355	-	1.93	1.20	52.13%	21.25%	30.88%	
7-Aug-10 Saturday 6:00 pm	790	496	344	-	2.30	1.44	50.51%	24.80%	25.71%	
8-Aug-10 Sunday 10:00 am	1177	791	537	-	2.19	1.47	78.85%	39.55%	39.30%	
9-Aug-10 Monday 7:00 pm	965	603	446	-	2.16	1.35	65.49%	30.15%	35.34%	
14-Aug-10 Saturday 6:00 pm	877	528	343	-	2.56	1.54	50.37%	26.40%	23.97%	
15-Aug-10 Sunday 10:00 am	1333	914	530	-	2.52	1.72	77.83%	45.70%	32.13%	
16-Aug-10 Monday 7:00 pm	846	494	398	-	2.13	1.24	58.44%	24.70%	33.74%	
21-Aug-10 Saturday 6:00 pm	741	504	361	-	2.05	1.40	53.01%	25.20%	27.81%	
22-Aug-10 Sunday 10:00 am	1181	1168	616	-	1.92	1.90	90.46%	58.40%	32.06%	58.40%
23-Aug-10 Monday 7:00 pm	955	630	445	-	2.15	1.42	65.35%	31.50%	33.85%	
28-Aug-10 Saturday 6:00 pm	789	459	334	-	2.36	1.37	49.05%	22.95%	26.10%	
29-Aug-10 Sunday 10:00 am	1367	930	542	-	2.52	1.72	79.59%	46.50%	33.09%	
30-Aug-10 Monday 7:00 pm	841	490	360	-	2.34	1.36	52.86%	24.50%	28.36%	
4-Sep-10 Saturday 6:00 pm	931	595	374	-	2.49	1.59	54.92%	29.75%	25.17%	
5-Sep-10 Sunday 10:00 am	1317	861	592	-	2.22	1.45	86.93%	43.05%	43.88%	43.05%
6-Sep-10 Monday 7:00 pm	643	413	287	-	2.24	1.44	42.14%	20.65%	21.49%	
11-Sep-10 Saturday 6:00 pm	848	489	390	-	2.17	1.25	57.27%	24.45%	32.82%	
12-Sep-10 Sunday 10:00 am	1520	967	633	-	2.40	1.53	92.95%	48.35%	44.60%	48.35%
13-Sep-10 Monday 7:00 pm	677	412	364	-	1.86	1.13	53.45%	20.60%	32.85%	
18-Sep-10 Saturday 6:00 pm	925	551	414	-	2.23	1.33	60.79%	27.55%	33.24%	
19-Sep-10 Sunday 10:00 am	1485	950	642	-	2.31	1.48	94.27%	47.50%	46.77%	47.50%
20-Sep-10 Monday 7:00 pm	683	423	345	-	1.98	1.23	50.66%	21.15%	29.51%	
25-Sep-10 Saturday 6:00 pm	878	519	366	-	2.40	1.42	53.74%	25.95%	27.79%	
26-Sep-10 Sunday 10:00 am	1363	817	612	-	2.23	1.33	89.87%	40.85%	49.02%	40.85%
27-Sep-10 Monday 7:00 pm	807	493	417	-	1.94	1.18	61.23%	24.65%	36.58%	
2-Oct-10 Saturday 6:00 pm	838	476	379	-	2.21	1.26	55.65%	23.80%	31.85%	
3-Oct-10 Sunday 10:00 am	1355	871	592	-	2.29	1.47	86.93%	43.55%	43.38%	43.55%
4-Oct-10 Monday 7:00 pm	1360	540	334	-	4.07	1.62	49.05%	27.00%	22.05%	
9-Oct-10 Saturday 6:00 pm	1111	719	481	-	2.31	1.49	70.63%	35.95%	34.68%	
10-Oct-10 Sunday 10:00 am	1689	1175	733	41	2.30	1.60	107.64%	58.75%	48.89%	58.75%
11-Oct-10 Monday 7:00 pm	823	540	389	-	2.12	1.39	57.12%	27.00%	30.12%	



Attendance and Vehicle Count and Ratios

	Total Attendance	Sanctuary Attendance	Vincent Car Count	Off-site Car Count	Total Attendance/ Vehicle	Sanctuary Attendance/ Vehicle	Percentage of Parking Lot Full	Percentage of Sanctuary Full	Parking Lot Exceeds Sanctuary Attendance	Percentage of Sanctuary Full (Parking Lot >80% full)
16-Oct-10 Saturday 6:00 pm	849	497	451	-	1.88	1.10	66.23%	24.85%	41.38%	
17-Oct-10 Sunday 10:00 am	1250	823	615	-	2.03	1.34	90.31%	41.15%	49.16%	41.15%
18-Oct-10 Monday 7:00 pm	745	453	363	-	2.05	1.25	53.30%	22.65%	30.65%	
23-Oct-10 Saturday 6:00 pm	844	501	379	-	2.23	1.32	55.65%	25.05%	30.60%	
24-Oct-10 Sunday 10:00 am	1374	924	611	-	2.25	1.51	89.72%	46.20%	43.52%	46.20%
25-Oct-10 Monday 7:00 pm	698	402	332	-	2.10	1.21	48.75%	20.10%	28.65%	
30-Oct-10 Saturday 6:00 pm	800	530	343	-	2.33	1.55	50.37%	26.50%	23.87%	
31-Oct-10 Sunday 10:00 am	1221	797	529	-	2.31	1.51	77.68%	39.85%	37.83%	
1-Nov-10 Monday 7:00 pm	621	399	399	-	1.56	1.00	58.59%	19.95%	38.64%	
6-Nov-10 Saturday 6:00 pm	973	572	428	-	2.27	1.34	62.85%	28.60%	34.25%	
7-Nov-10 Sunday 10:00 am	1817	1129	713	-	2.55	1.58	104.70%	56.45%	48.25%	56.45%
8-Nov-10 Monday 7:00 pm	673	423	367	-	1.83	1.15	53.89%	21.15%	32.74%	
13-Nov-10 Saturday 6:00 pm	877	611	428	-	2.05	1.43	62.85%	30.55%	32.30%	
14-Nov-10 Sunday 10:00 am	1444	933	620	-	2.33	1.50	91.04%	46.65%	44.39%	46.65%
15-Nov-10 Monday 7:00 pm	661	408	318	-	2.08	1.28	46.70%	20.40%	26.30%	
20-Nov-10 Saturday 6:00 pm	894	588	400	-	2.24	1.47	58.74%	29.40%	29.34%	
21-Nov-10 Sunday 10:00 am	1573	1143	612	-	2.57	1.87	89.87%	57.15%	32.72%	57.15%
22-Nov-10 Monday 7:00 pm	597	386	311	-	1.92	1.24	45.67%	19.30%	26.37%	
27-Nov-10 Saturday 6:00 pm	999	677	404	-	2.47	1.68	59.32%	33.85%	25.47%	
28-Nov-10 Sunday 10:00 am	1251	877	503	-	2.49	1.74	73.86%	43.85%	30.01%	
29-Nov-10 Monday 7:00 pm	613	392	319	-	1.92	1.23	46.84%	19.60%	27.24%	
4-Dec-10 Saturday 6:00 pm	855	547	393	-	2.18	1.39	57.71%	27.35%	30.36%	
5-Dec-10 Sunday 10:00 am	1375	979	560	-	2.46	1.75	82.23%	48.95%	33.28%	48.95%
6-Dec-10 Monday 7:00 pm	508	331	288	-	1.76	1.15	42.29%	16.55%	25.74%	
11-Dec-10 Saturday 6:00 pm	657	369	342	-	1.92	1.08	50.22%	18.45%	31.77%	
12-Dec-10 Sunday 10:00 am	1103	758	478	-	2.31	1.59	70.19%	37.90%	32.29%	
13-Dec-10 Monday 7:00 pm	571	381	308	-	1.85	1.24	45.23%	19.05%	26.18%	
18-Dec-10 Saturday 5:00 pm	1094	1094	481	-	2.27	2.27	70.63%	54.70%	15.93%	
18-Dec-10 Saturday 7:30 pm	676	676	334	-	2.02	2.02	49.05%	33.80%	15.25%	
19-Dec-10 Sunday 9:00 am	780	780	412	-	1.89	1.89	60.50%	39.00%	21.50%	
19-Dec-10 Sunday 11:30 am	1058	1058	459	-	2.31	2.31	67.40%	52.90%	14.50%	
26-Dec-10 Sunday 9:00 am	563	472	285	-	1.98	1.66	41.85%	23.60%	18.25%	
26-Dec-10 Sunday 11:30 am	902	807	378	-	2.39	2.13	55.51%	40.35%	15.16%	



Attendance and Vehicle Count and Ratios

	Total Attendance	Sanctuary Attendance	Vincent Car Count	Off-site Car Count	Total Attendance/ Vehicle	Sanctuary Attendance/ Vehicle	Percentage of Parking Lot Full	Percentage of Sanctuary Full	Parking Lot Exceeds Sanctuary Attendance	Percentage of Sanctuary Full (Parking Lot >80% full)
2-Jan-11 Sunday 9:00 am	817	645	396	-	2.06	1.63	58.15%	32.25%	25.90%	
2-Jan-11 Sunday 11:30 am	1395	1022	590	-	2.36	1.73	86.64%	51.10%	35.54%	51.10%
8-Jan-11 Saturday 6:00 pm	884	593	367	-	2.41	1.62	53.89%	29.65%	24.24%	
9-Jan-11 Sunday 10:00 am	1475	1025	653	-	2.26	1.57	95.89%	51.25%	44.64%	51.25%
10-Jan-11 Monday 7:00 pm	589	372	351	-	1.68	1.06	51.54%	18.60%	32.94%	
15-Jan-11 Saturday 6:00 pm	894	578	368	-	2.43	1.57	54.04%	28.90%	25.14%	
16-Jan-11 Sunday 10:00 am	1536	1080	635	-	2.42	1.70	93.25%	54.00%	39.25%	54.00%
17-Jan-11 Monday 7:00 pm	648	408	339	-	1.91	1.20	49.78%	20.40%	29.38%	
22-Jan-11 Saturday 6:00 pm	666	412	314	-	2.12	1.31	46.11%	20.60%	25.51%	
23-Jan-11 Sunday 10:00 am	1376	928	632	-	2.18	1.47	92.80%	46.40%	46.40%	46.40%
24-Jan-11 Monday 7:00 pm	570	390	319	-	1.79	1.22	46.84%	19.50%	27.34%	
29-Jan-11 Saturday 6:00 pm	821	538	374	-	2.20	1.44	54.92%	26.90%	28.02%	
30-Jan-11 Sunday 10:00 am										
31-Jan-11 Monday 7:00 pm	636	418	304	-	2.09	1.38	44.64%	20.90%	23.74%	
6-Feb-11 Sunday 9:00 am	1005	927	538	-	1.87	1.72	79.00%	46.35%	32.65%	
6-Feb-11 Sunday 11:30 am	1337	945	629	-	2.13	1.50	92.36%	47.25%	45.11%	47.25%
7-Feb-11 Monday 6:30 pm	774	522	400	-	1.94	1.31	58.74%	26.10%	32.64%	
13-Feb-11 Sunday 9:00 am	1093	669	544	-	2.01	1.23	79.88%	33.45%	46.43%	
13-Feb-11 Sunday 11:30 am	1189	845	611	-	1.95	1.38	89.72%	42.25%	47.47%	42.25%
14-Feb-11 Monday 6:30 pm	660	436	337	-	1.96	1.29	49.49%	21.80%	27.69%	
20-Feb-11 Sunday 9:00 am	1040	679	546	-	1.90	1.24	80.18%	33.95%	46.23%	33.95%
20-Feb-11 Sunday 11:30 am	1097	729	572	-	1.92	1.27	83.99%	36.45%	47.54%	36.45%
21-Feb-11 Monday 6:30 pm										
27-Feb-11 Sunday 9:00 am	1072	670	489	-	2.19	1.37	71.81%	33.50%	38.31%	
27-Feb-11 Sunday 11:30 am	1190	852	581	-	2.05	1.47	85.32%	42.60%	42.72%	42.60%
28-Feb-11 Monday 6:30 pm	803	537	394	-	2.04	1.36	57.86%	26.85%	31.01%	
6-Mar-11 Sunday 9:00 am	1015	639	502	-	2.02	1.27	73.72%	31.95%	41.77%	
6-Mar-11 Sunday 11:30 am	1296	912	595	-	2.18	1.53	87.37%	45.60%	41.77%	45.60%
7-Mar-11 Monday 6:30 pm	807	550	397	-	2.03	1.39	58.30%	27.50%	30.80%	
13-Mar-11 Sunday 9:00 am	835	542	471	-	1.77	1.15	69.16%	27.10%	42.06%	
13-Mar-11 Sunday 11:30 am	1163	821	577	-	2.02	1.42	84.73%	41.05%	43.68%	41.05%
14-Mar-11 Monday 6:30 pm	747	464	336	-	2.22	1.38	49.34%	23.20%	26.14%	
20-Mar-11 Sunday 9:00 am	1002	603	474	-	2.11	1.27	69.60%	30.15%	39.45%	



Attendance and Vehicle Count and Ratios

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20-Mar-11 Sunday 11:30 am	1122	700	584	-	1.92	1.20	85.76%	35.00%	50.76%	35.00%
21-Mar-11 Monday 6:30 pm	728	499	374	-	1.95	1.33	54.92%	24.95%	29.97%	29.97%
27-Mar-11 Sunday 9:00 am	983	585	560	-	1.76	1.04	82.23%	29.25%	52.98%	29.25%
27-Mar-11 Sunday 11:30 am	1210	753	597	-	2.03	1.26	87.67%	37.65%	50.02%	37.65%
28-Mar-11 Monday 6:30 pm	684	369	362	-	1.89	1.02	53.16%	18.45%	34.71%	34.71%
3-Apr-11 Sunday 9:00 am	807	543	486	-	1.66	1.12	71.37%	27.15%	44.22%	44.22%
3-Apr-11 Sunday 11:30 am	936	617	562	-	1.67	1.10	82.53%	30.85%	51.68%	30.85%
4-Apr-11 Monday 6:30 pm	598	389	296	-	2.02	1.31	43.47%	19.45%	24.02%	24.02%
10-Apr-11 Sunday 9:00 am	988	667	462	-	2.14	1.44	67.84%	33.35%	34.49%	34.49%
10-Apr-11 Sunday 11:30 am	1062	704	514	-	2.07	1.37	75.48%	35.20%	40.28%	40.28%
11-Apr-11 Monday 6:30 pm	642	409	429	-	1.50	0.95	63.00%	20.45%	42.55%	42.55%
17-Apr-11 Sunday 9:00 am	1008	656	441	-	2.29	1.49	64.76%	32.80%	31.96%	31.96%
17-Apr-11 Sunday 11:30 am	1245	812	571	-	2.18	1.42	83.85%	40.60%	43.25%	40.60%
18-Apr-11 Monday 6:30 pm	672	441	375	-	1.79	1.18	55.07%	22.05%	33.02%	33.02%
24-Apr-11 Sunday 9:00 am	1722	1383	729	-	2.36	1.90	107.05%	69.15%	37.90%	69.15%
24-Apr-11 Sunday 11:30 am	1735	1373	690	-	2.51	1.99	101.32%	68.65%	32.67%	68.65%
24-Apr-11 Sunday 4:00 pm	573	451	280	-	2.05	1.61	41.12%	22.55%	18.57%	18.57%
24-Apr-11 Sunday 6:30 pm	641	512	280	-	2.29	1.83	41.12%	25.60%	15.52%	15.52%
1-May-11 Sunday 9:00 am	1028	707	461	-	2.23	1.53	67.69%	35.35%	32.34%	32.34%
1-May-11 Sunday 11:30 am	1143	777	606	-	1.89	1.28	88.99%	38.85%	50.14%	38.85%
2-May-11 Monday 6:30 pm	598	408	347	-	1.72	1.18	50.95%	20.40%	30.55%	30.55%
8-May-11 Sunday 9:00 am	1004	673	431	-	2.33	1.56	63.29%	33.65%	29.64%	29.64%
8-May-11 Sunday 11:30 am	936	641	427	-	2.19	1.50	62.70%	32.05%	30.65%	30.65%
9-May-11 Monday 6:30 pm	527	348	318	-	1.66	1.09	46.70%	17.40%	29.30%	29.30%
15-May-11 Sunday 9:00 am	943	637	436	-	2.16	1.46	64.02%	31.85%	32.17%	32.17%
15-May-11 Sunday 11:30 am	960	624	588	-	1.63	1.06	86.34%	31.20%	55.14%	31.20%
16-May-11 Monday 6:30 pm	537	341	349	-	1.54	0.98	51.25%	17.05%	34.20%	34.20%
22-May-11 Sunday 9:00 am	900	566	425	-	2.12	1.33	62.41%	28.30%	34.11%	34.11%
22-May-11 Sunday 11:30 am	1078	718	488	-	2.21	1.47	71.66%	35.90%	35.76%	35.76%
23-May-11 Monday 6:30 pm	486	264	311	-	1.56	0.85	45.67%	13.20%	32.47%	32.47%
29-May-11 Sunday 9:00 am	906	632	404	-	2.24	1.56	59.32%	31.60%	27.72%	27.72%
29-May-11 Sunday 11:30 am	951	632	426	-	2.23	1.48	62.56%	31.60%	30.96%	30.96%
30-May-11 Monday 6:30 pm	295	178	163	-	1.81	1.09	23.94%	8.90%	15.04%	15.04%



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5-Jun-11 Sunday 9:00 am	909	606	434	-	2.09	1.40	63.73%	30.30%	33.43%	
5-Jun-11 Sunday 11:30 am	984	652	470	-	2.09	1.39	69.02%	32.60%	36.42%	
6-Jun-11 Monday 6:30 pm	586	384	347	-	1.69	1.11	50.95%	19.20%	31.75%	
12-Jun-11 Sunday 9:00 am	861	570	420	-	2.05	1.36	61.67%	28.50%	33.17%	
12-Jun-11 Sunday 11:30 am	1030	669	463	-	2.22	1.44	67.99%	33.45%	34.54%	
13-Jun-11 Monday 6:30 pm	554	341	340	-	1.63	1.00	49.93%	17.05%	32.88%	
19-Jun-11 Sunday 9:00 am	856	570	428	-	2.00	1.33	62.85%	28.50%	34.35%	
19-Jun-11 Sunday 11:30 am	838	558	366	-	2.29	1.52	53.74%	27.90%	25.84%	
20-Jun-11 Monday 6:30 pm	619	404	291	-	2.13	1.39	42.73%	20.20%	22.53%	
26-Jun-11 Sunday 9:00 am	821	536	419	-	1.96	1.28	61.53%	26.80%	34.73%	
26-Jun-11 Sunday 11:30 am	861	574	413	-	2.08	1.39	60.65%	28.70%	31.95%	
27-Jun-11 Monday 6:30 pm	577	343	334	-	1.73	1.03	49.05%	17.15%	31.90%	
3-Jul-11 Sunday 9:00 am	840	607	391	-	2.15	1.55	57.42%	30.35%	27.07%	
3-Jul-11 Sunday 11:30 am	816	548	380	-	2.15	1.44	55.80%	27.40%	28.40%	
10-Jul-11 Sunday 9:00 am	873	599	575	-	1.52	1.04	84.43%	29.95%	54.48%	29.95%
10-Jul-11 Sunday 11:30 am	1135	812	525	-	2.16	1.55	77.09%	40.60%	36.49%	
11-Jul-11 Monday 6:30 pm	522	334	300	-	1.74	1.11	44.05%	16.70%	27.35%	
17-Jul-11 Sunday 9:00 am	968	688	452	-	2.14	1.52	66.37%	34.40%	31.97%	
17-Jul-11 Sunday 11:30 am	876	659	443	-	1.98	1.49	65.05%	32.95%	32.10%	
18-Jul-11 Monday 6:30 pm	569	402	305	-	1.87	1.32	44.79%	20.10%	24.69%	
24-Jul-11 Sunday 9:00 am	872	644	420	-	2.08	1.53	61.67%	32.20%	29.47%	
24-Jul-11 Sunday 11:30 am	1137	809	453	-	2.51	1.79	66.52%	40.45%	26.07%	
25-Jul-11 Monday 6:30 pm	558	396	295	-	1.89	1.34	43.32%	19.80%	23.52%	
31-Jul-11 Sunday 9:00 am	816	551	392	-	2.08	1.41	57.56%	27.55%	30.01%	
31-Jul-11 Sunday 11:30 am	916	630	447	-	2.05	1.41	65.64%	31.50%	34.14%	
1-Aug-11 Monday 6:30 pm	637	430	349	-	1.83	1.23	51.25%	21.50%	29.75%	
7-Aug-11 Sunday 9:00 am	817	535	394	-	2.07	1.36	57.86%	26.75%	31.11%	
7-Aug-11 Sunday 11:30 am	975	659	450	-	2.17	1.46	66.08%	32.95%	33.13%	
8-Aug-11 Monday 6:30 pm	740	494	375	-	1.97	1.32	55.07%	24.70%	30.37%	
14-Aug-11 Sunday 9:00 am	874	571	418	-	2.09	1.37	61.38%	28.55%	32.83%	
14-Aug-11 Sunday 11:30 am	1120	752	493	-	2.27	1.53	72.39%	37.60%	34.79%	
15-Aug-11 Monday 6:30 pm	758	517	384	-	1.97	1.35	56.39%	25.85%	30.54%	
21-Aug-11 Sunday 9:00 am	854	571	438	-	1.95	1.30	64.32%	28.55%	35.77%	



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21-Aug-11 Sunday 11:30 am	986	640	488	-	2.02	1.31	71.66%	32.00%	39.66%	
22-Aug-11 Monday 6:30 pm	660	410	364	-	1.81	1.13	53.45%	20.50%	32.95%	
28-Aug-11 Sunday 9:00 am	997	649	439	-	2.27	1.48	64.46%	32.45%	32.01%	
28-Aug-11 Sunday 11:30 am	1006	639	465	-	2.16	1.37	68.28%	31.95%	36.33%	
29-Aug-11 Monday 6:30 pm	694	468	315	-	2.20	1.49	46.26%	23.40%	22.86%	
4-Sep-11 Sunday 9:00 am	1037	732	477	-	2.17	1.53	70.04%	36.60%	33.44%	
4-Sep-11 Sunday 11:30 am	1169	818	507	-	2.31	1.61	74.45%	40.90%	33.55%	
11-Sep-11 Sunday 9:00 am	988	626	498	-	1.98	1.26	73.13%	31.30%	41.83%	
11-Sep-11 Sunday 11:30 am	1139	773	542	-	2.10	1.43	79.59%	38.65%	40.94%	
12-Sep-11 Monday 6:30 pm	503	324	270	-	1.86	1.20	39.65%	16.20%	23.45%	
18-Sep-11 Sunday 9:00 am	1068	845	598	-	1.79	1.41	87.81%	42.25%	45.56%	42.25%
18-Sep-11 Sunday 11:30 am	1275	1000	544	-	2.34	1.84	79.88%	50.00%	29.88%	
19-Sep-11 Monday 6:30 pm	534	431	290	-	1.84	1.49	42.58%	21.55%	21.03%	
25-Sep-11 Sunday 9:00 am	947	594	506	-	1.87	1.17	74.30%	29.70%	44.60%	
25-Sep-11 Sunday 11:30 am	1092	717	476	-	2.29	1.51	69.90%	35.85%	34.05%	
26-Sep-11 Monday 6:30 pm	476	295	258	-	1.84	1.14	37.89%	14.75%	23.14%	
2-Oct-11 Sunday 9:00 am	931	568	442	-	2.11	1.29	64.90%	28.40%	36.50%	
2-Oct-11 Sunday 11:30 am	950	635	482	-	1.97	1.32	70.78%	31.75%	39.03%	
3-Oct-11 Monday 6:30 pm	436	298	261	-	1.67	1.14	38.33%	14.90%	23.43%	
9-Oct-11 Sunday 9:00 am	931	536	443	-	2.10	1.21	65.05%	26.80%	38.25%	
9-Oct-11 Sunday 11:30 am	1055	710	479	-	2.20	1.48	70.34%	35.50%	34.84%	
10-Oct-11 Monday 6:30 pm	373	223	217	-	1.72	1.03	31.86%	11.15%	20.71%	
16-Oct-11 Sunday 9:00 am	971	598	463	-	2.10	1.29	67.99%	29.90%	38.09%	
16-Oct-11 Sunday 11:30 am	944	615	571	-	1.65	1.08	83.85%	30.75%	53.10%	30.75%
17-Oct-11 Monday 6:30 pm	335	198	194	-	1.73	1.02	28.49%	9.90%	18.59%	
23-Oct-11 Sunday 9:00 am	957	594	462	-	2.07	1.29	67.84%	29.70%	38.14%	
23-Oct-11 Sunday 11:30 am	955	596	515	-	1.85	1.16	75.62%	29.80%	45.82%	
24-Oct-11 Monday 6:30 pm	397	238	244	-	1.63	0.98	35.83%	11.90%	23.93%	
30-Oct-11 Sunday 9:00 am	940	597	485	-	1.94	1.23	71.22%	29.85%	41.37%	
30-Oct-11 Sunday 11:30 am	1216	800	543	-	2.24	1.47	79.74%	40.00%	39.74%	
6-Nov-11 Sunday 9:00 am	1369	935	664	-	2.06	1.41	97.50%	46.75%	50.75%	46.75%
6-Nov-11 Sunday 11:30 am	1312	872	605	-	2.17	1.44	88.84%	43.60%	45.24%	43.60%
13-Nov-11 Sunday 9:00 am	1324	905	592	-	2.24	1.53	86.93%	45.25%	41.68%	45.25%



Attendance and Vehicle Count and Ratios

	Total Attendance	Sanctuary Attendance	Vincent Car Count	Off-site Car Count	Total Attendance/ Vehicle	Sanctuary Attendance/ Vehicle	Percentage of Parking Lot Full	Percentage of Sanctuary Full	Parking Lot Exceeds Sanctuary Attendance	Percentage of Sanctuary Full (Parking Lot >80% full)
13-Nov-11 Sunday 11:30 am	1185	779	630	-	1.88	1.24	92.51%	38.95%	53.56%	38.95%
20-Nov-11 Sunday 9:00 am	1180	772	566	-	2.08	1.36	83.11%	38.60%	44.51%	38.60%
20-Nov-11 Sunday 11:30 am	1308	881	601	-	2.18	1.47	88.25%	44.05%	44.20%	44.05%
27-Nov-11 Sunday 9:00 am	956	610	515	-	1.86	1.18	75.62%	30.50%	45.12%	41.20%
27-Nov-11 Sunday 11:30 am	1228	824	591	-	2.08	1.39	86.78%	41.20%	45.58%	38.70%
4-Dec-11 Sunday 9:00 am	1150	774	547	-	2.10	1.41	80.32%	47.55%	45.70%	47.55%
4-Dec-11 Sunday 11:30 am	1369	951	635	-	2.16	1.50	93.25%	37.00%	39.95%	44.55%
11-Dec-11 Sunday 9:00 am	1083	740	524	-	2.07	1.41	76.95%	44.55%	44.29%	44.55%
11-Dec-11 Sunday 11:30 am	1289	891	605	-	2.13	1.47	88.84%	33.45%	38.21%	44.55%
18-Dec-11 Sunday 9:00 am	999	669	488	-	2.05	1.37	71.66%	42.00%	46.99%	42.00%
18-Dec-11 Sunday 11:30 am	1275	840	606	-	2.10	1.39	88.99%	-	-	-
24-Dec-11 Sunday 12:00 am	-	-	-	-	-	-	-	-	-	-
24-Dec-11 Sunday 5:00 pm	1614	1614	588	-	2.74	2.74	86.34%	80.70%	5.64%	80.70%
24-Dec-11 Sunday 7:00 pm	1083	1083	384	-	2.82	2.82	56.39%	54.15%	2.24%	54.15%
1-Jan-12 Sunday 9:00 am	633	407	325	-	1.95	1.25	47.72%	20.35%	27.37%	20.35%
1-Jan-12 Sunday 11:30 am	956	687	408	-	2.34	1.68	59.91%	34.35%	25.56%	34.35%
8-Jan-12 Sunday 9:00 am	1187	852	565	-	2.10	1.51	82.97%	42.60%	40.37%	42.60%
8-Jan-12 Sunday 11:30 am	1512	1115	659	-	2.29	1.69	96.77%	55.75%	41.02%	55.75%
15-Jan-12 Sunday 9:00 am	1175	765	549	-	2.14	1.39	80.62%	38.25%	42.37%	38.25%
15-Jan-12 Sunday 11:30 am	1431	1025	630	-	2.27	1.63	92.51%	51.25%	41.26%	51.25%
22-Jan-12 Sunday 9:00 am	1199	802	581	-	2.06	1.38	85.32%	40.10%	45.22%	40.10%
22-Jan-12 Sunday 11:30 am	1290	869	574	-	2.25	1.51	84.29%	43.45%	40.84%	43.45%
29-Jan-12 Sunday 9:00 am	978	633	571	-	1.71	1.11	83.85%	31.65%	52.20%	31.65%
29-Jan-12 Sunday 11:30 am	1348	904	613	-	2.20	1.47	90.01%	45.20%	44.81%	45.20%
5-Feb-12 Sunday 9:00 am	1183	791	584	-	2.03	1.35	85.76%	39.55%	46.21%	39.55%
5-Feb-12 Sunday 11:30 am	1339	916	613	-	2.18	1.49	90.01%	45.80%	44.21%	45.80%
12-Feb-12 Sunday 9:00 am	-	-	-	-	-	-	-	-	-	-
12-Feb-12 Sunday 11:30 am	-	-	-	-	-	-	-	-	-	-
19-Feb-12 Sunday 9:00 am	1135	759	480	-	2.36	1.58	70.48%	37.95%	32.53%	37.95%
19-Feb-12 Sunday 11:30 am	1373	921	617	-	2.23	1.49	90.60%	46.05%	44.55%	46.05%
26-Feb-12 Sunday 9:00 am	1068	720	549	-	1.95	1.31	80.62%	36.00%	44.62%	36.00%
26-Feb-12 Sunday 11:30 am	1499	1044	648	-	2.31	1.61	95.15%	52.20%	42.95%	52.20%
4-Mar-12 Sunday 9:00 am	1060	718	510	-	2.08	1.41	74.89%	35.90%	38.99%	35.90%



Attendance and Vehicle Count and Ratios

	Sanctuary Attendance	Vincent Car Count	Off-site Car Count	Total Attendance/ Vehicle	Sanctuary Attendance/ Vehicle	Percentage of Parking Lot Full	Percentage of Sanctuary Full	Parking Lot Exceeds Sanctuary Attendance	Percentage of Sanctuary Full (Parking Lot >80% full)
4-Mar-12 Sunday 11:30 am	854	526	-	2.36	1.62	77.24%	42.70%	34.54%	
11-Mar-12 Sunday 9:00 am	644	466	-	2.00	1.38	68.43%	32.20%	36.23%	
11-Mar-12 Sunday 11:30 am	800	550	-	2.20	1.45	80.76%	40.00%	40.76%	40.00%
AVERAGES	712.18	487.67	37.40	2.15	1.44	71.61%	35.61%	36.00%	47.75%

TO: Planning Commission

DATE: April 13, 2012

FROM: Vicki Georgeau, ^{VG} Director of Community Development

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

I. APPLICATION INFORMATION:

An application to amend the previously approved tentative plan for the Oakland Hills at Centre Planned Development (PD) has been received. The 2012 tentative plan amendment proposes to add a 150-foot tall wireless telecommunication tower (“mono-pine”) within the office portion of the PD along Oakland Drive, revise the layout of the attached residential portion of the PD and reduce the overall number of units from 116 to 107, revise the layout of the office portion of the PD along West Centre Avenue and Oakland Drive and update the project phasing timeline. Please refer to the attached application, narrative and tentative plan submitted by the applicant for additional details regarding the proposal.

Applicant	Property Address	Description	Zoning
Mr. Greg Dobson, American Village Development II, LLC	2275, 2301 and 2401 West Centre Avenue and 8080 Oakland Drive	47.6 acre tract of land (Mixed office and attached residential development)	PD, planned development (2006)

The Oakland Hills at Centre PD involves a 47.6 acre tract of land located south of West Centre Avenue and west of Oakland Drive. The original Oakland Hills at Centre PD rezoning/tentative plan application received City Council approval in 2006 and proposed the construction of 116 attached single family residential condominiums within the interior of the property and between 30,000 and 50,000 square feet of offices in a multiple building arrangement along West Centre Avenue and Oakland Drive. In 2009 and since construction did not commence within the required two-year period, City Council granted the applicant a two-year extension to the PD rezoning and tentative plan approval. As part of the extension, the applicant submitted an updated tentative plan that identified minor changes including an approximate 36-foot shift in the boundary line between the office and attached residential portions of the development, updated acreages and densities for the office and attached residential portions of the development and a revised phasing schedule. Also in 2009, City Council approved the final plan for an approximate 7,000 square foot office building and associated site improvements (Cole-Gavlas, 2301 West Centre Avenue) on a 1.5 acre site within the first phase of the office portion of the development. No additional development activity has occurred since this 2009 final plan approval.

II. TENTATIVE PLAN AMENDMENT PROCEDURES/REQUIREMENTS:

The PD, planned development chapter establishes a two-part review and approval process: Tentative plan review of the overall development concept and final plan review for each phase of the development. Under the terms of the ordinance, any change to the tentative plan, such as modifying an approved land use class or adding a land use class, requires formal review and approval, with public hearings, in a manner similar to a rezoning procedure.

Section 42-374 of the Land Development Regulations stipulates the development standards in the PD zoning district. This section provides flexibility in the types of land uses of which up to 20% of the total land area available can be utilized for nonresidential uses. Public water and public sanitary sewer is

required. Overall density of the project may not exceed seven units per acre and density in any one phase may not exceed 12 units per acre. Building setbacks, building height, open space and screening are also regulated under the ordinance.

III. PUBLIC REVIEW/COMMENT:

The Planning Commission convened a public hearing during the March 1, 2012 meeting. Mr. Greg Dobson of American Village Development II, LLC and Mr. Bill Buck and Mr. Scott Hubble of Verizon Wireless were present and spoke in regards to the proposed tentative plan amendment and 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, the desire to preserve the mature tree line along Oakland Drive and importance of ensuring the structure has a high quality appearance. Mr. Buck discussed the pine tree design for the tower and the added flexibility and limited maintenance compared to the flag pole design. Mr. Buck also discussed the design standards and the very low probability of any structural failure. Mr. Hubble discussed the range of cellular coverage (1-3 miles) the mono-pine tower would provide at the proposed location.

Mr. James Marquardt, attorney representing Mr. William Nuyen and Mangwn Properties Inc. (owners of 8040 Oakland Drive and 2109 West Centre Avenue), spoke during the public hearing. Attorney Marquardt referred the Commission to his March 1, 2012 correspondence and stated his client does not object to the overall development, however, has concerns about the proposed location and setback of the mono-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 proposed close proximity of the mono-pine tower. Attorney Marquardt requested that AVD consider other locations on their larger, vacant property for the mono-pine tower. No additional citizens spoke during the public hearing.

During the March 15, 2012 meeting and at the request of the applicant, the Commission adjourned the public hearing for the Oakland Hills at Centre Tentative Plan Amendment to the April 19, 2012 meeting. The applicant indicated the 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.

IV. FINAL ANALYSIS - PROPOSED TENTATIVE PLAN AMENDMENT:

Since the March 1, 2012 meeting, the applicant has revised the proposal for the mono-pine tower. Although the overall enclosure (50-foot by 70-foot lease area) is proposed in the same location on the property, approximately 10-feet from the northern property line, the mono-pine tower has been relocated to the southern portion of the fenced enclosure to provide a 55-foot setback from the northern property line (previously 20-feet from the northern property line). As indicated on the preliminary site plan submitted by Verizon Wireless, the 50-foot by 70-foot lease area is proposed to be enclosed by a six-foot tall green vinyl-clad chain link fence with additional evergreen tree plantings along the north side to screen the fenced enclosure, base of the mono-pine and associated equipment structures. The applicant has also indicated the existing mature tree line along Oakland Drive will be preserved to minimize the visual appearance of the mono-pine tower.

A summary comparison between the 2009 approved tentative plan and 2012 proposed tentative plan amendment is provided in the table below. Specific aspects of the proposed tentative plan amendment are discussed in greater detail following the summary table.

Oakland Hills at Centre Planned Development		
Element	2009 Approved Tentative Plan ¹	2012 Proposed Tentative Plan Amendment
Uses	Mixed use attached residential and office development	Mixed use attached residential and office development with 150-foot tall wireless telecommunication tower (“mono-pine”)
Office/Attached Residential Acreage	30,000–56,000 square feet offices/8.61 acres (along West Centre and Oakland Drive) 116 attached residential units/39.10 acres (within interior portion of PD property)	30,000–56,000 square feet offices/8.61 acres (along West Centre and Oakland Drive) 107 attached residential units/39.10 acres (within interior portion of property)
Phasing	Phase I (Winter 2009--Fall 2011) * 8.61 acres office along West Centre Avenue Phase II (Fall 2010--Fall 2012) * 2.75 acres office along Oakland Drive * 9.61 acre attached residential (47 units) Phase III (Fall 2012--Fall 2014) * 29.4 acres attached residential (69 units)	Phase I (Winter 2009--Fall 2014) * 8.61 acres office along West Centre Avenue Phase II (Summer 2012--Fall 2016) * 2.75 acres office along Oakland Drive plus 150-foot tall mono-pine tower along Oakland Drive * 9.61 acre attached residential (47 units) Phase III (Fall 2016--Fall 2018) * 29.4 acres attached residential (60 units)
Setbacks	40-foot building setback around perimeter of property 50-foot green belt/setback for offices along West Centre Avenue and Oakland Drive 25-foot building setback for residential buildings from internal private streets and 30-foot separation between residential buildings	40-foot building setback around perimeter of property with the exception of the fenced enclosure and accessory buildings associated with the mono-pine cell tower that are proposed to be setback 10 feet and 15 feet, respectively. 50 foot green belt/setback for offices along West Centre Avenue and Oakland Drive 25-foot building setback for residential buildings from internal private streets and 20-foot separation between residential buildings
Access	Phase I – Full service drive from West Centre (existing boulevard shared with Hospice Care) Phase II – Full service drive from Oakland Dr (proposed in approximate mid-point of property) Phase III - Shared/cross access between other phases and adjacent uses	Phase I – Full service drive from West Centre (existing boulevard shared with Hospice Care) Phase II – Full service drive from Oakland Dr (proposed in approximate mid-point of property) Phase III - Shared/cross access between other phases and adjacent uses
¹ Original 2006 PD rezoning/tentative plan approval was granted a two –year extension by City Council in 2009.		

- Wireless Telecommunication Tower (Mono-pine)** – A new 150-foot tall wireless telecommunication tower is proposed within Phase II of the office portion of the planned development along Oakland Drive. The alternative tower structure (ATS) proposed by Verizon Wireless will be designed as a mono-pine (pine tree with simulated branches/bark) to better blend into the surrounding natural environment and conceal the presence of antennas and related support structures. The revised tentative plan/narrative indicates the mono-pine tower will be setback 90-feet from Oakland Drive and 55-feet from the north property line, with the associated fenced lease area (50-feet by 70-feet) setback 50-feet from Oakland Drive and 10-feet from the north property line within the area previously designated as a 40-foot building setback around the property perimeter. Preservation of the existing mature tree line located along Oakland Drive is proposed with construction of the mono-pine tower/enclosure and supplemental screening is also planned along the north side of the fenced enclosure.

Consistent with ordinance requirements, Verizon Wireless has submitted preliminary engineering documentation and related information that demonstrates no existing tower, structure or other alternative technology in the area can accommodate the proposed wireless telecommunications antennas and related equipment. While an existing 160-foot tall flag pole tower is located approximately 466-feet northeast of the proposed mono-pine site, along the east side of Oakland Drive, this structure is fully occupied and at capacity for antenna/equipment collocation. Verizon Wireless antennas are already situated on this flag pole tower, however, the applicant has indicated this structure can not accommodate planned upgrades to the Verizon Wireless network.

A February 21, 2012 letter from Jonathan Crane (attorney representing Verizon Wireless) along with a mono-pine tower brochure and photographic perspectives of the proposed mono-pine tower at the subject site previously provided to the Commission are attached. Additionally, an April 4, 2012 letter from Attorney Crane along with additional information regarding the proposed mono-pine tower is also attached for Commission review. Included in these materials is a March 15, 2012 communication from Ms. Amy Herbst, P.E., Senior Design Engineer for Sabre Towers and Poles, that discusses the structural design of the mono-pine tower. While the communication states that "...there has never been a failure of a Sabre mono-pine.", it also indicates that if there was to be a failure of the mono-pine tower, the failure would occur "...within the upper portion of the mono-pine..." and that there would be "...no debris in a radius greater than 40' from the monopole." Based on this information, the revised location of the mono-pine tower (55-feet from the north property line) should ensure that the tower would not adversely affect adjacent properties in the event of a catastrophic collapse.

With the exception of the Cole-Gavlas office building along the West Centre Avenue office portion of the development, the remainder of the approximate 47-acre property is currently vacant land. While alternative mono-pine tower locations are available, approximately 80% of the land area within the PD is designated for residential land use and open space. Staff believes locating the mono-pine tower within the office portion of the PD will be less impactful than locating the tower in the area designated for residential use since office uses have limited hours of operation and, unless a work/live arrangement exists, are not used as a place of residence.

While land area planned for office use is available along West Centre Avenue, location of the tower in this portion of the PD will have a greater impact on the surrounding area since it is more visible to the motorists/pedestrians along West Centre Avenue, and residents of the Chippewa Hills neighborhood located on the north side of West Centre. This office land area also has fewer mature trees and is approximately 22 feet higher in elevation than the proposed Oakland Drive mono-pine location. Given the existing and planned land use characteristics of the area, locating the mono-pine tower within the office area of the PD along the Oakland Drive frontage has merit. Options for this vicinity of the office portion of the PD should include consideration of the proximity to existing and future residential land uses, and opportunities to construct the proposed mono-pine tower in proximity to existing mature trees compatible with the proposed tower design.

While the mono-pine tower/enclosure could be located along the south portion of the 8080 Oakland Drive parcel, this would place the structure adjacent to a nonconforming single family residence on the parcel to the south (8100 Oakland Drive). Alternatively, the mono-pine tower/enclosure could be moved further west of the proposed location near the southeast boundary of the Hospice of Southwest Michigan property (2255 West Centre Avenue). However, this option would result in the tower being located in a natural clearing area more visible to adjacent property owners and to future residents of the PD development. Finally, the mono-pine tower/enclosure could be located within the middle portion of the 8080 Oakland Drive parcel; however, this location would significantly impact the planned layout of the office portion of the PD (buildings and parking) and the boulevard entrance from Oakland Drive.

With regard to the proposed tower/enclosure location, impacts associated with the placement of the accessory buildings within the 40-foot perimeter setback area (tower is not located in this area) as identified on the previously approved tentative plan should be minimal. The equipment shelters are relatively small, ranging in size from 20-26 feet long, 10-12 feet wide and nine feet high and will be setback not less than 15 feet from the north property line. Supplemental screening consisting of natural vegetation (evergreen trees) will also be installed by the applicant between the fenced enclosure and north property line. As indicated above, the mono-pine tower has been shifted further south from its initial proposed location and will be constructed within a stand of existing mature trees compatible with the proposed alternative tower structure design. The proposed location, with additional requirements for mature tree preservation and installation of supplemental screening, will be the least impactful and is appropriate based on the analysis of alternative site locations.

While the applicant has provided many details of the proposed tower with the tentative plan amendment application, it is important to note that if the proposed tentative plan amendment is approved by City Council, specific details regarding the design and construction of the mono-pine tower will be subject to Planning Commission review/approval of a Special Land Use Permit and Planning Commission review/recommendation and City Council review/approval of a Final (site) Plan.

- Revised Attached Residential Layout/Reduction in Units – As identified by the applicant, the layout of the attached single family residential condominium buildings has been revised slightly. A combination of two, three and four unit buildings continue to be planned for Phase II and Phase III of the development. Additionally, the total number of condominium units for the attached residential portion of the planned development has been reduced from 116 units to 107 units. Attached residential condominium buildings will maintain a minimum 40-foot setback from the perimeter of the property, 25-foot setback from the edge of the internal streets and 20-foot separation between buildings. Internal private streets, storm water areas, entry statements and common open space areas around the attached residential buildings will be owned and maintained by the Oakland Hills at Centre Neighborhood Association. The remainder of the approximate 18 acres of the common open space will be owned by the developer with covenants that will include the right for all residents of Oakland Hills to use these areas for walking and other passive recreational uses.
- Revised Office Layout along West Centre Avenue/Oakland Drive – As identified by the applicant, the layout of the office portion of the development has been revised to reflect the construction of the Cole-Gavlas building and associated boulevard drive from West Centre Avenue, the proposed location of the 150-foot tall mono-pine tower along Oakland Drive and the current marketing plan. Multiple office buildings ranging in size from 1,250 – 30,000 square feet continue to be planned for Phase I and Phase II of the development, along the West Centre Avenue and Oakland Drive frontages. Office buildings will maintain a minimum 40-foot setback from the perimeter of the property and a 50-foot green belt/setback from West Centre Avenue and Oakland Drive.
- Updated Project Phasing Timeline – Challenging economic conditions have slowed the originally anticipated application/construction schedule for the planned development. Phase I of the development that involves construction of 8.61 acres of offices along West Centre Avenue is now planned between Winter 2009 – Fall 2014. Phase II that involves construction of 2.75 acres of offices along Oakland Drive, including the 150-foot tall mono-pine tower, and 9.61 acres of attached residential condominiums (47 units) is now planned between Summer 2012 – Fall 2016. Phase III of the development that involves construction of 29.4 acres of attached residential condominiums (60 units) is now planned between Fall 2016 – Fall 2018.

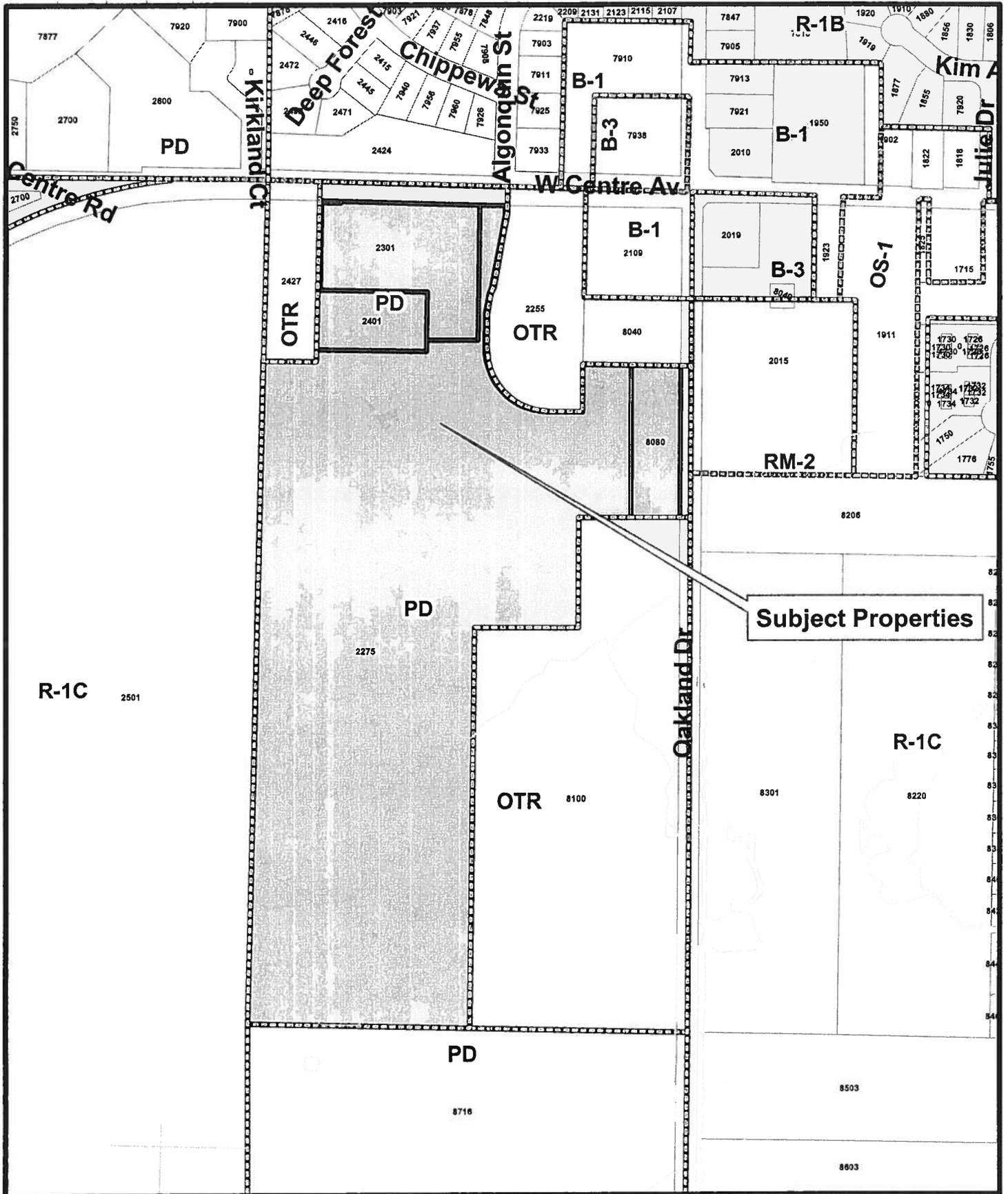
V. RECOMMENDATION:

Based upon the above analysis and subject to any comments received during the public hearing, staff advises the Planning Commission to recommend to City Council that the Tentative Plan Amendment for Oakland Hills at Centre Planned Development, 2275, 2301 and 2401 West Centre Avenue and 8080 Oakland Drive, be approved subject to the following:

1. The 150-foot tall mono-pine tower be constructed with a minimum capacity to carry four co-locations and the mono-pine tower design include significant branches and appropriate camouflaging as identified in the Sabre Towers and Poles brochure provided by the applicant. Furthermore, the mono-pine tower shall be constructed with a minimum 55-foot setback from the north property line and a minimum 90-foot setback from the east property line.
2. The fenced area around the mono-pine tower (50-feet by 70-feet lease area) be fully enclosed by a minimum six-foot tall solid, vinyl fence (in lieu of the proposed vinyl clad chain link fence) and supplemental evergreen tree plantings (minimum 10-foot tall, spaced 10 feet on-center) be installed along the north side of the enclosure.
3. The applicant preserve the large Oak tree located west of the mono-pine tower and the existing mature tree line located along Oakland Drive to the greatest extent possible in an effort to ensure the mono-pine tower blends in with the surrounding area and to minimize the visual impact on nearby property owners, motorists and pedestrians.

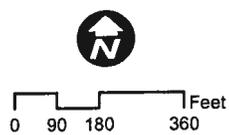
Specific design and construction of the mono-pine tower, along with tree preservation and screening details will be reviewed further by the Planning Commission/City Council during consideration the Special Land Use Permit and Final (site) Plan.

Attachments: Zoning/Vicinity Map
 Aerial Photograph
 Proposed Tentative Plan Amendment (narrative and tentative plan layout)
 February 21, 2012 Correspondence from Attorney Jonathan Crane (representing Verizon Wireless) and
 Information Regarding Proposed Mono-Pine Tower
 Previously Approved 2009 Tentative Plan for Oakland Hills at Centre PD (narrative and plan)
 March 1, 2012 Correspondence from Attorney James Marquardt (representing Mangwn Properties)
 April 4, 2012 Correspondence from Attorney Jonathan Crane (representing Verizon Wireless)
 Supplemental Information regarding the Verizon Wireless Mono-Pine Tower (dated April 4, 2012)

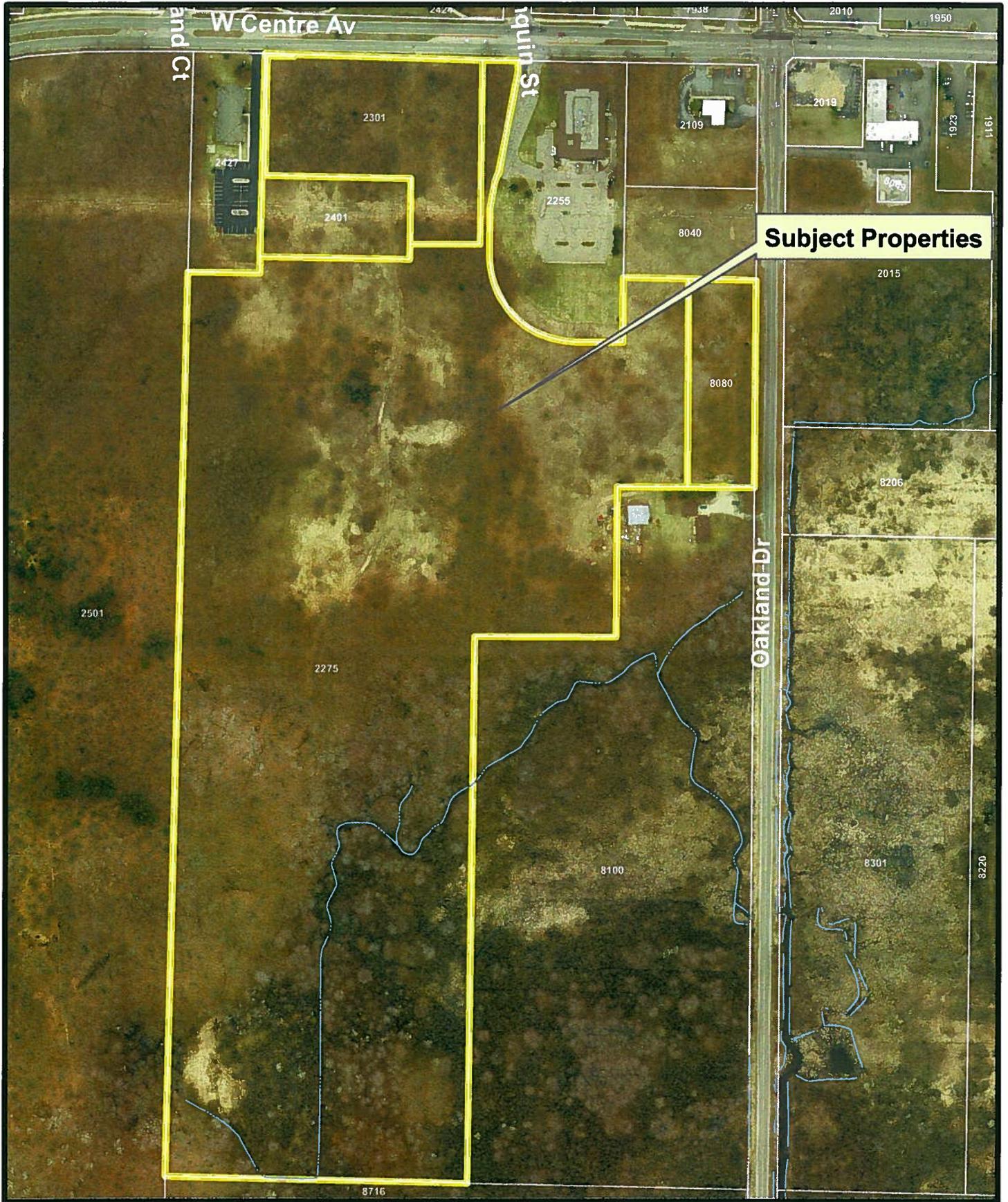


Tentative Plan Amendment

2275, 2301, 2401 West Centre Avenue and 8080 Oakland Drive



- Zoning Boundary
- Subject Properties



Subject Properties



0 65 130 260 Feet

**Aerial Photo
2275,2301,2401 West Centre Avenue
and 8080 Oakland Drive**

 Subject Properties

avb
construction | development

April 13, 2012

Mr. Christopher Forth
Deputy Director of Planning and Community Development
City of Portage
2900 S. Westnedge Ave.
Portage, MI 49002

RE: Oakland Hills at Centre Planned Development Conceptual Plan

Please accept the following “tentative plan narrative” which is an update from the 2006 submission which was approved by the Planning Commission and City Council. Please note that additionally, in 2009, a two-year extension was granted for submission of a final plan. The changes we are proposing are relatively minor in nature. That notwithstanding, we are requesting an amendment to our tentative plan as indicated herein.

We look forward to reviewing the below along with the attached related site plan before the Planning Commission and City Council meetings. The material changes from the approved 2009 tentative plan narrative are as follows:

1. Slight revision to the layout and number of condominium units from 116 to 107.
2. Addition of a cell tower area which is strategically positioned within an existing tree line and in a depression a berm area along Oakland Drive, and with the pole now 55’ from the property line to the north
3. Update of the office area along center to show our current marketing plan along with the completed Cole Gavlas office building
4. Update of the office area to show the actual location of the boulevard drive from Centre Avenue to Cole Gavlas as constructed.
5. Update of the project phasing timeline.

Please find below our answers to the questions found in Section 42-375 of the City of Portage Land Development Regulations.

1. The main purpose of the proposed tentative plan revision is to allow for the addition of a 150’ mono-pine cell tower to be installed within the Oakland Drive portion of the office building area. We have also updated the residential and

office development site plans to match the actual construction to date as well as our most recent conceptual plans. As with all of our planned developments, our focus is on developing great communities. Oakland Hills at Centre exhibit this focus and has been designed to take advantage of the interest in the Oakland Hills planned development which is immediately contiguous to this property to the south. Oakland Hills at Centre will have a traditional "entry statement" at each entrance: one at Centre Avenue and one at Oakland Drive. The Centre Avenue entrance is already constructed and is shared with the Oakland Centre building occupied by Hospice. These entrances create a "sense of arrival" when a resident or guest comes to this community. We enjoy working on developments that have natural topography, views, nature and related features. We plan to harness the natural beauty of this land in many ways at Oakland Hills at Centre including: first-rate landscaping and natural screening where appropriate. Additionally we will take advantage of the natural features and topography of the land by site planning to allow views of the beautiful forests, waterways, wetlands and sensitive areas that border this property on the south where practical. We also look forward to connecting our internal sidewalks and walkways to the planned City of Portage walking trail that is contemplated to travel near our property from Oakland Hills to Centre Avenue.

2. The proposed development is on a 47.6 +/- acre tract of land at the southwest corner of Centre Avenue and Oakland Drive. In aggregate we plan to develop approximately 29 acres of the 47.6 +/- acre parcel of land leaving 18 acres that are part of this tentative plan that will be developed for one of the following uses: common open space, recreational areas and uses, walking trails, storm water retention, wetlands and floodplain. Using a cluster development and open space concept, the 29 acres to be developed will include 107 single-family attached condominium units and 8.61 acres of office space. The office space is divided into two parcels. One parcel fronts on Centre Avenue. A second parcel fronts on Oakland Drive and serves as the Oakland Drive Entrance. It should be noted that the large tract of land adjacent to our property to the west is a State of Michigan forest. Additionally, the large tract of land to the south of the property is also already zoned Planned Development. Please see the attached Exhibit "A" which contains the required site plan for your review.
3. Oakland Hills at Centre will be developed in three phases beginning in January of 2009. Phase I will include the first six acres of office space on Centre Avenue. Phase II will include 47 units of attached condominium units, the installation of a mono-pine cell tower, and the remainder of the office space. A mono-pine cell tower has been selected to better blend with the existing trees and landscape. The mono-pine will be located in the office area that is adjacent to Oakland Drive, approximately 55' south of the northernmost property line and approximately 90' west of the Oakland Drive right of way. The mono-pine, at 150' in height, will be nestled into an existing stand of trees, and the lower

portion screened from view from Oakland Drive by the existing trees and scrub. Our development goal is to minimize the impact of the mono-pine on the future planned uses of the adjacent properties, while creating the first class entry into a residential and office, mixed use development. The goal of minimizing impact on the adjacent community and neighborhoods is why we chose this particular location over all other possibilities on our 47 acres+/- . We avoid the high traffic Centre Avenue office area where larger more mature trees are not as plentiful and we also avoid conflict with residentially zoned land.

In the proposed location, we will be working to create a sense of arrival similar to what may presently be experienced at the Oakland Drive entrance to Oakland Hills. As is referred to in #1 above we will make use of the following existing conditions to add the mono-pine without significantly impacting the neighboring property by: a) placing the structure to the west of, and therefore at a grade lower than, an existing raised grade area along the west side of Oakland drive, b) placing the structure within an existing stand of trees. As the property is being developed, our goal will be to keep as many of the existing trees as possible, particularly in the 50' green strip that we have provided along Oakland Drive, but also around the immediate base of the mono-pine as well. The mono-pine pole will be painted to look like bark and the wireless receivers at the top will be camouflaged by simulated pine branches and pines. Phase III will include the remaining 60 units of attached condominium units. The attached condominium units will be further developed as noted below but will generally consist of two, three and four unit buildings. The office buildings will be between 1,250 square feet and 30,000 square feet depending on the type of user. We anticipate, however, several 2,500 to 7,500 square foot buildings as depicted. All of the residential units developed for this project are "for sale" product and are anticipated to be "owner occupied" units aimed mainly but not exclusively at empty nesters. The office product will either be for sale, build to suit or for lease. The development phase lines have been included on the attached Exhibit "A".

4. The time schedule is proposed as follows:

- a. Phase I Winter 2009 through Fall of 2014
- b. Phase II Summer of 2012 through Fall of 2016
- c. Phase III Fall of 2016 through Fall of 2018

5. The site plan and its associated phasing lines show how each stage of the development is independent, yet is designed to integrate well into the development as well as the existing development pattern. Phase I uses existing Centre Avenue curb cuts and drives which area partially owned and fully benefited by easements in favor of our development at both the far east (Hospice) and the far west ends (Kushner & Co.) of the property. Phase II contemplates a new entry and connection to Oakland Drive, and phase III

integrates together seamlessly with phase I and II. Upon completion, the development will connect to Oakland Drive and Centre Avenue via a drive which runs between the two roads with many ancillary roads making up the remainder of the development. Until such time as the Oakland Drive office area work commences, the mono-pine cell tower will be accessed by a dirt road that will be placed in the same area as the proposed boulevard entry from Oakland Drive. This drive will work its way to the north, behind the existing tree line along Oakland Drive, and over the location of the proposed future office building parking lot.

We anticipate, due to the target demographics for this development, that our residents will average 6 trips per day to and from their units. In addition, our planned 30,000 to 56,258 square feet of office space is planned to generate approximately 125 to 175 employees and another 6 trips per day per employee. This equates to 873 trips at each of the two Oakland Hills at Centre intersections. The Oakland Drive access will be designed to allow for right and left hand turn exit lanes and one entry lane. The Centre Avenue curb cut shared with Hospice is already constructed with a right and left turn out. Additionally, due to our target demographics we do not anticipate any residential traffic impacting peak hours like other more intensive uses may.

6. As mentioned previously, the land is located around the Southwest corner of Oakland Drive and Centre Avenue. The parcel is 47.6 acres +/- in total. We presently own all of this property fee simple.
7. The chart below demonstrates the land use and density for each phase.

Phase I 5.86 acres Office

27,019 sq. ft. Office

$27,019 / 5.86 \text{ acres} = 4,610 \text{ sq. ft. per acre}$

Phase II 2.75 acres Office, 9.61 acres Residential

$47 \text{ units} / 9.61 = 4.9 \text{ units per acre}$

$7,964 \text{ sq. ft. office} / 2.75 \text{ acre} = 2,896 \text{ sq. ft. per acre}$

One mono-pine cell tower

Phase I & II Combined

Office at 4,063 sq. ft. per acre, Residential 4.9 units/acre

Phase III 29.40 acres Residential

60 units/29.4 = 2.04 units per acre

Phases I-III Combined

107 units over 39.01 acres = 2.74 units per acre

Office at 8.61 acres*

*It should be noted that on 8.61 acres using a 15% coverage ratio (a light density that was used for all of Woodbridge Hills) would equate to 56,258 square feet of office space. While this conceptual plan shows only 34,983 square feet of office space, we are asking for approval for office density up to 56,258 square feet. We may ultimately develop significantly less than the 56,258 square feet of office space but we are asking for the flexibility to develop within the parameters established within this narrative.

8. The roads, storm areas and entry statement areas will be maintained by the Oakland Hills at Centre Neighborhood Association. The common space immediately in and around the residential units will also be owned by the Oakland Hills at Centre Neighborhood Association with the balance of the common open space being owned by the developer. The covenants that will be recorded to create the Oakland Hills at Centre Neighborhood Association will include the right for residents of Oakland Hills to use the balance of the property owned by the developer for walking and other passive recreational uses as provided for in this tentative plan. The neighborhood association will be formed upon the completion of the rezoning request and will be fashioned after the Woodbridge Hills Neighborhood Association. The covenants for the Centre Avenue office parcel have already been recorded and are in effect and operation.
9. The residential development units will consist of the following types of units:
 - four unit buildings (some walk out, some townhouses, some garden level and some slab on grade), multi-unit housing
 - three unit buildings, multi-unit housing
 - two unit buildings, two family housing

Please keep in mind that all of the submitted unit elevations and floor plans are always being improved as well as enhanced to meet the market and will be

further developed prior to construction. It is our intention, as in all of our communities, to provide the best possible combinations of colors, materials and architecture. Our final product at Oakland Hills at Centre will take advantage of our in-house staff and their ability to select the proper colors, textures and materials to make every residence feel great. We plan to use a combination of architectural grade roof shingles, vinyl shake siding (which look almost exactly like cedar shakes) and other natural materials.

All of the units that we have proposed above will be between 1,000 and 3,000 square feet. Our 2, 3, and 4 unit condos will have base floor plans of around 1,200 square feet and with finished lower levels as large as 2,500 square feet. The 2, 3 and 4 unit model pricing will start at around \$185,000 and an individual unit can be specified in a fashion to cost as much as \$400,000 each. As in Woodbridge Hills and Oakland Hills, the proper application of colors, materials and architectural details will allow all of these unit types to work well together and to feel like a part of a cohesive community.

The office buildings will be designed to integrate with the residential buildings while maintaining some of the general character of office buildings. That said, the final product at Oakland Hills at Centre will take advantage of our in-house staff and their ability to select the proper colors, textures and materials to make every building we develop feel great. We have attached an example of an office elevation for your review.

We have used a 40' set back around the entire perimeter of the property with the exception of the office area along Oakland Drive, in the vicinity of the monopine, where the set back is proposed at 10'. We are also maintaining a 50' green belt on both Centre and Oakland. In addition we have maintained 20' between each building and a 25' front setback from the edge of road. The building heights will not exceed those which are allowed within the PD zoning district.

10. Storm water will be piped via underground structures to the 18.6 acre common open space area to the south. In addition, some water will be integrated into the design of the office sites. Storm water will be pre-treated when required by City of Portage regulations and then released for infiltration into this 18.6 acre lowland. This low-lying 18.6 acre area provides plenty of space for this purpose and this plan will be developed to allow for natural looking rain basins/wetlands as opposed to typical, fenced off, deep and unsightly storm systems. Sanitary sewer will be connected to the available City of Portage sanitary sewer system which is available and already constructed at Centre Avenue
11. Covenants, which have already been recorded on the Centre Ave commercial frontage, will be placed on the entire property. These covenants will provide for the shared use and maintenance of the common open space and the linear trail

system. Easements will be provided for utilities as required by the utility companies for gas, water, electric, street lights, sanitary sewer, cable television and phone service. A 66' wide easement has been reserved for the private streets and the required utilities.

12. Parking will be provided in a number of ways. First, some parking will be accommodated in the driveways of each unit. Second, off-street visitor parking will be provided, as shown on the attached site plan. Additionally, the 26 foot wide streets will be posted for parking on one side of the street only. Within the office district, adequate parking will be provided per City Ordinance.
13. We do not anticipate any required modifications in the regulations otherwise applicable to the subject property.
14. As noted in #4 above, we intend to make our final submittal for the last phase, Phase III, of Oakland Hills at Centre by the fall of 2016.
15. Since the successful implementation of the plan is required both by the ordinance and by our own standards, we do not feel that any performance bonds are necessary. We have a long-standing reputation for successful completion of our projects and the meticulous management of our developments after build-out.

We look forward to the opportunity to discuss this plan with City Staff, Planning Commission and City Council. We feel this can be another first-class development for the City of Portage, Treystar and American Village Builders.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg Dobson", with a long horizontal flourish extending to the right.

Greg Dobson

C Joe Gesmundo, J. Craig DeNooyer, Fritz Brown, Jack Gesmundo, Daryl Rynd

**OAKLAND HILLS CENTRE DEVELOPMENT
PRELIMINARY LAYOUT**

AVB AND TREYSTAR

17/01/12

1

Sheet Title: Project: Client:

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Scale: 1 inch = 100 ft.

North Arrow

PHASE I 5.86 ACRES OFFICE
27,019 SQ.FT. OFFICE
27,019/8.86 ACRES = 4,810 SQ.FT. PER ACRE

PHASE II 2.76 ACRES OFFICE, 9.81 ACRES RESIDENTIAL
7,964 SQ.FT. OFFICE
7,964/2.76 ACRES = 2,886 SQ.FT. PER ACRE
47 UNITS - 4.8 UNITS PER ACRE

PHASES I & II COMBINED
OFFICE AT 4,983 SQ.FT. PER ACRE
RESIDENTIAL 4.9 UNITS PER ACRE

PHASE III 29.40 ACRES
80 UNITS/29.40 = 2.04 UNITS PER ACRE

PHASES I-III COMBINED
107 UNITS OVER 39.01 ACRES = 2.74 UNITS PER ACRE
34,983 OF OFFICE/8.81 ACRES = 4,063 SQ.FT. ACRE



PHASE 1

PHASE 2

PHASE 3

PHASE 2

PHASE 3

PHASE 1

PHASE 2

PHASE 3

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JONATHAN R. CRANE, P.C.

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BENJAMIN S. HERRICK

TELEPHONE: (248) 650-8000
FACSIMILE: (248) 650-9239
EMAIL: JRCPC@SBCGLOBAL.NET

February 21, 2012

RECEIVED
FEB 22 2012
COMMUNITY DEVELOPMENT

Mr. Michael West
Assistant City Planner
City of Portage
7900 South Westnedge
Portage, Michigan 49002

Re: Verizon Wireless Site 2709 "West Centre"
Our File No. JC3232-11

Dear Mr. West:

I am writing to you today to summarize Verizon Wireless' reasons for seeking new antenna approvals in the City of Portage at the 8080 Oakland Drive site.

Verizon Wireless is a tenant on an existing nearby flagpole tower owned by Global Tower Partners. The flagpole design cannot be expanded to provide the latest 4G high speed, high capacity communication services to Portage residents. GTP advises that the flagpole structure does not have the structural integrity to meet Verizon Wireless' new antenna needs. Verizon Wireless, without collocation alternatives, pursued the new antenna site currently before the Board. This new site will serve Verizon Wireless, as well as provide collocation opportunities for other carriers.

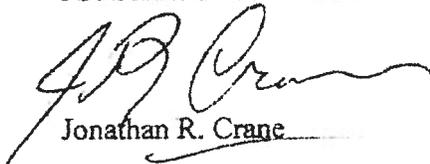
Wireless technology is increasing in both the number of customers and the number of devices. While exciting and useful, the new devices require substantial additional antenna demands. With the addition of high speed services larger antenna capacities are needed. Associated with larger antennas are additional cables, radial arms, diplexers and other antenna devices. The benefits of the proposed antenna are real-time 4G updates to the Verizon Wireless network. These improvements will provide Portage residents with faster, more reliable communications. Global positioning, emergency 911 calls, medical monitoring and improved vehicle dispatching are key benefits to the Portage Emergency Response Programs provided by the antenna upgrades. Residents will experience faster and more reliable data, internet and general wireless services.

Verizon Wireless proposes a stealth monopine-type tower. This enables additional antenna and sectorized radio frequency services into different areas of the community. The new tree structure supports larger antenna creating enhanced communications services. In addition, the mono-pine design allows collocators an alternative of improving the future antenna modifications and upgrades. The stealth design minimizes visual impacts.

We look forward to a favorable review of this new antenna at the March 1, 2012 meeting. In the meantime, should you have any questions please do not hesitate to contact me at (248) 650-8000.

Very truly yours,

JONATHAN R. CRANE P.C.



Jonathan R. Crane

Bark Cladding Repair Instructions

RECEIVED

FEB 10 2012

COMMUNITY DEVELOPMENT



Sabre Towers and Poles
2101 Murray Street
Sioux City, IA 51111



A Division of Sabre Industries, Inc.

Toll Free: 800.369.6690
Phone: 712.258.6690
www.SabreTowersandPoles.com

BARK CLADDING REPAIR ON MONOPOLES

(Pine bark reflected in attached pictures)

Step # 1

Start with removing (cutting) the bulge out, with either a reciprocating saw or a sharp blade; remove only enough to even out the edges into a nice transition from the skin (bark) back into the repaired area.

Step # 2

Mixing materials and ratios:

Making sure the material (6240) is not frozen (A side), both components need to be mixed together well until it turns a dark brown color.

The mixing cups (containers) will be provided and marked which one to use with what material, and how much of it to use per side.

One cup of each material at a time should be enough to start with to get the hang of adding the cabosil part of it.

For the (Cabosil) Powder Thickening agent, add enough to make the liquid material into a thick dough like consistency. Start with a little at a time then gradually add more until it becomes as thick as you can handle it.

Step # 3

Proceed to apply the thickened material onto the cleaned open area of the pole and spread it evenly at around 1" thick all over. After you've applied the material, go to the acetone and silicone bucket and dip the silicone (skin) into the acetone, then press the skin into the material, following the grain of the texture to match the existing skin(bark). Feather out around the edges with a chip brush, making sure it is really sealed to prevent water running down the pole in between the repaired area and the skin.

Let dry and proceed to paint.

Step # 4

Paint consists of 3 colors which they will be labeled by numbers and steps, the base color (burnt umber), the sponge color (raw umber) and the dry brush (highlights) color (grey) color (see photos). As with the material feather out the colored patch to make it blend in with the rest of the bark.

For any questions please call at any time : Aaron Sosa-760-685-8932-cell





Pine Branch Installation

Universal Mount with T-Arms

Definitions:

Receptor - Short pipes welded to the pole for attaching branches.

Optional Row - Row of receptors located directly above and below the universal mount. Optional rows have nine receptors welded evenly around the pole instead of staggered vertically. There should never be more than three branches attached to this row. Nine receptors are provided as an option to make it easier to determine where branches should be attached to best disguise the mount.

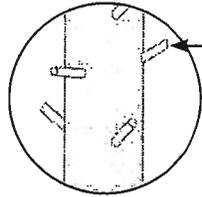
Natural Variation - Describes the shape of the tree. The goal is to attach branches of different lengths in such a manner that the "natural variation" of branch lengths mimics a natural tree.

T-arm Branch - Branches that mount between antennas directly onto the T-arm with their own brackets instead of onto the pole via receptors.

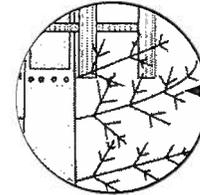
AB Branch - Designed wide with ends that curve upward. When installed the ends will curve up in front of the antennas to help camouflage them.

Snag Branch - Straight, single stem branches with no side sections. They are designed to simulate older, broken branches at the base of the tree.

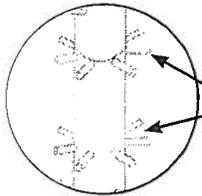
Antenna Wrap - Also referred to in the industry as "Socks". Needle tufts adhered to green plastic mesh which wraps around the antennas to help disguise them.



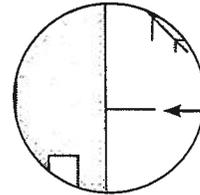
Receptor



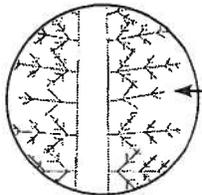
AB Branch



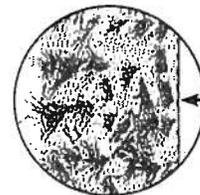
Optional Row



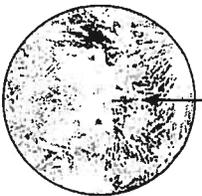
Snag Branch



Natural Variation



Antenna Wrap

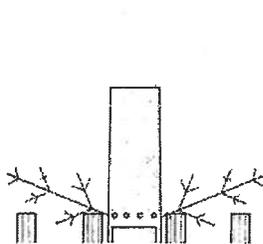
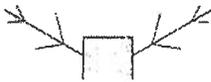
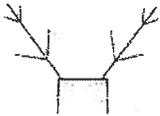
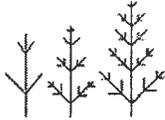


T-arm Branch

Notes for installation:

- 1** Installation of branches starts at the top of the pole
- 2** All branches must be installed curving upward
- 3** Branches are attached by inserting the end of the branch into the receptor (short pipe welded to the pole). The branch is secured with a supplied nut and bolt being placed through the predrilled hole in the branch receptor.

Drawings are not to scale with actual pole



Step 1:

Sort all branches by length before starting the branch installation. All branches are tagged individually by length.

Step 2:

Starting at the top of the pole, install one (1) 7' branch in the center receptor.

Step 3:

Install three (3) 5' branches in the receptors on the top of the pole, surrounding the 7' center branch.

Step 4:

Move down to the row of receptors just below the top plate. Install three (3) 5' branches.

Step 5:

The next row of receptors will receive three (3) 6' branches.

Step 6:

After this row is the first "optional row" of receptors. There are two (2) optional rows, and they are located directly above and below the universal mount. You can identify the optional rows by having nine (9) receptors each, welded evenly around the pole. The purpose of the optional rows is to provide an opportunity for alternate branch installation locations based on varying hardware configurations.

Install three (3) 7' branches into the top optional row. Space branches evenly around the pole using any receptor in the top optional row which will allow branch installation avoiding antennas, cables and mounts as needed.

Note: If you install more than three (3) branches in the top optional row, you will run short of branches at the bottom of the pole.

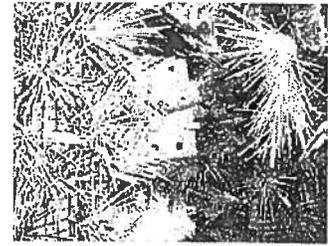
Step 7:

Install the antenna wraps at this time. Center the wrap on the face of the antenna and then fold the wrap around the sides. Using zip ties designed for exterior use, secure the wrap to the antenna on the back side.

Note: Zip ties are not supplied with wraps. Use as many zip ties as necessary, securing the wrap on all sides. If more wraps were supplied than required to cover the installed number of antennas, use remaining wraps to cover as much of the array of hardware as possible.

Step 8:

In the event the array is especially large with multiple antennas, T-arm branches may be added. If there are T-arm branches supplied they will be added in this step. They will be mounted directly to the T-arm between the antennas using their own brackets. If there are no T-arm Branches supplied, this step can be skipped.

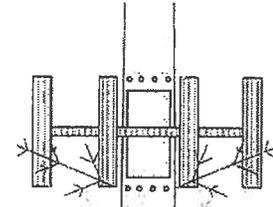


Step 9:

Install three (3) 7' branches in the bottom optional row. As with the top optional row, space the branches evenly around the pole. Use any receptor in the bottom optional row which will allow branch installation avoiding antennas, cables and mounts as needed.

Note: If you install more than three (3) branches in the bottom optional row, you will run short of branches at the bottom of the pole.

Note: There will be a total of six (6) branches used in the top and bottom optional rows.

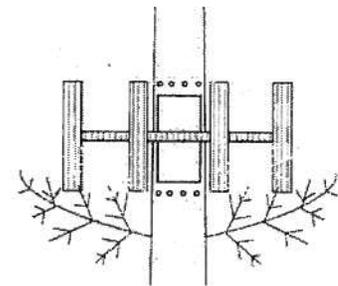


Step 10:

Install the three (3) curved AB branches so they curve upward in the row just below the bottom optional row. These branches should be installed directly under the T-arms, one per sector, and curve up in front of the antennas.

Note: In the event the array is a "hugger" configuration with single antennas mounted on 1' standoffs or even two antennas on a 1' standoff, the AB Branches may not be necessary. If AB Branches are not supplied this step can be skipped.

Note: If the pole has more than one (1) carrier, return to steps 6 through 10 for installing branches to additional optional rows.



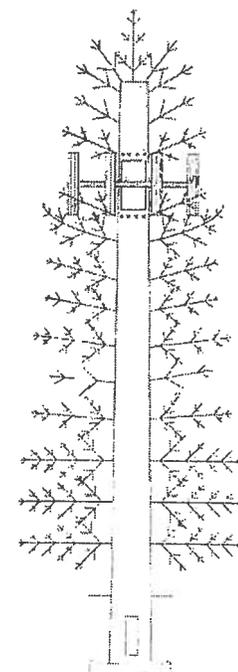
Step 11:

Read this entire step before continuing to install branches. At this point review branch inventory. **The goal the rest of the way down the pole is to create a shape having natural variation and irregularity by using branches of different lengths.**

Begin by installing a row(s) of 7' branches. Then install row(s) that alternate between 7' and 8' branches randomly. Next install a row(s) of 8' branches followed by a row(s) that alternates between 8' and 9' branches randomly. Gradually increase this pattern to the longest branch length supplied. Don't forget to install 5' and 6' branches amongst all of these rows until your inventory of those lengths is exhausted.

Snag branches will be installed in the very bottom row of receptors to simulate older, broken branches at the base of the tree.

The finished pole should gradually get wider from top to bottom, with random and natural looking variations of branch lengths.





2101 Murray Street
P.O. Box 658
Sioux City, IA 51102-0658

Toll Free: 1-800-369-6690
Phone: 712-258-6690
www.SabreTowersandPoles.com



NSA Architects Engineers Planners 23761 Research Drive Farmington Hills Michigan 48335 248.477.2444 248.477.2445 fax www.nsa-ae.com	Client: 	Description: Original View	Project Number: 211096.00
		Location: Cell Site #2709R - West Centre Replacement Portage, Michigan	Date: 2-14-12
			Sheet Number: 1



Project Number: 211096.00

Date: 2-14-12

Sheet Number: 2

Description:
Proposed View

Location:
Cell Site #2709R - West Centre Replacement
Portage, Michigan



Client:
NSA
Architects
Engineers
Planners
23761 Research Drive
Farmington Hills
Michigan 48335
248.477.2444
248.477.2445 fax
www.nsa-ac.com



Project Number: 211096.00

Date: 2-14-12

Sheet Number: 3

Description:
Original View

Location:
Cell Site #2709R - West Centre Replacement
Portage, Michigan



NSA
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Engineers
Planners
23761 Research Drive
Farmington Hills
Michigan 48335
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248.477.2445 fax
www.nsa-ac.com



Project Number: 211096.00
Date: 2-14-12
Sheet Number: 4

Description: Proposed View
Location: Cell Site #2709R - West Centre Replacement
Portage, Michigan



Client: NSA
Architects
Engineers
Planners
23761 Research Drive
Farmington Hills
Michigan 48335
248.477.2444
248.477.2445 fax
www.nsa-ac.com



Project Number: 211096.00

Date: 2-14-12

Sheet Number: 5

Description:
Original View

Location:
Cell Site #2709R - West Centre Replacement
Portage, Michigan

Client:

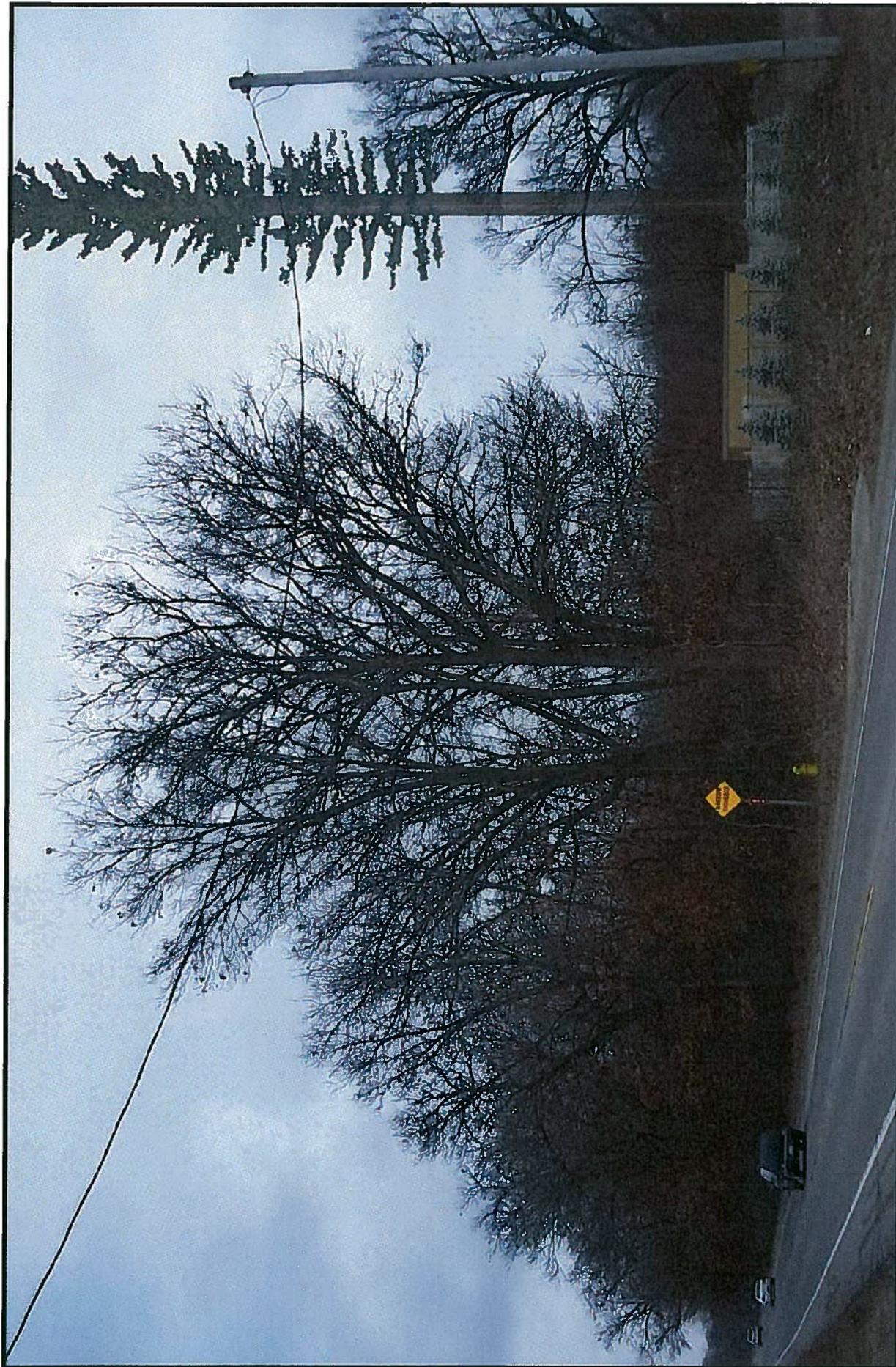


verizonwireless

NSA Architects
Engineers
Planners

23761 Research Drive
Farmington Hills
Michigan 48335

248.477.2444
248.477.2445 fax
www.nsa-ac.com



Project Number: 211096.00

Date: 2-14-12

Sheet Number: 6

Description:
Proposed View

Location:
Cell Site #2709R - West Centre Replacement
Portage, Michigan



Client:
NSA
Architects
Engineers
Planners
23761 Research Drive
Farmington Hills
Michigan 48335
248.477.2444
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www.nsa-ae.com

January 15, 2009



Mr. Christopher T. Forth
Deputy Director of Planning and Development Services
City of Portage
7900 South Westnedge Avenue
Portage, Michigan 49002

4200 W. Centre Ave.
Portage, MI 49024
269.323.2022 phone
269.323.2484 fax
avbconstruction.com

Dear Mr. Forth:

Thank you for your comments regarding our planned Oakland Hills at Centre project. Along with Hurley and Stewart, we have reviewed and responded to each one of the items addressed in your letter.

Furthermore, we have analyzed and updated the conceptual plan for Oakland Hills at Centre and hereby request a two-year extension of the Planned Development zoning.

In regard to the sign located on the northwest corner of the site, Hurley and Stewart has positioned the sign at least ten feet from neighboring property lines as indicated in your third comment. This sign will be one of two that serve the commercial properties along Centre.

Also, we have met with the owner of the adjacent property to the west of the Cole Gavlas site and addressed the issue of shared driveways per your request. Official documentation of the agreement to share the drives has been recorded with Kalamazoo County. Please reference document 2002-030498.

Thanks again for your assistance in helping us to bring this project to fruition. We look forward to working with the City of Portage as the Oakland Hills at Centre project progresses. Please feel free to contact me with any further questions that you might have at (269) 329-3636 or gDOBSON@avbinc.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg Dobson", with a long horizontal line extending to the right.

Greg Dobson

Attachment: Conceptual Plan Narrative



RECEIVED

JAN 30 2009

COMMUNITY DEVELOPMENT

AVB
CONSTRUCTION

4200 W. Centre Ave.
Portage, MI 49024
269.323.2022 phone
269.323.2484 fax
avbconstruction.com

January 30, 2009

Mr. Christopher Forth
Deputy Director of Planning and Community Development
City of Portage
2900 S. Westnedge Ave.
Portage, MI 49002

RE: Oakland Hills at Centre Planned Development Conceptual Plan

We, with our partners at Treystar, are excited to submit to you a conceptual plan for Oakland Hills at Centre. The following "tentative plan" is consistent with our earlier approvals received from the City of Portage.

Per your request we are answering each of the fifteen required questions that are provided in Section 42-375 of the City of Portage Land Development Regulations.

1. The purpose of the proposed tentative plan revision is to allow for the development of a new mixed use residential and office development called Oakland Hills at Centre that is consistent with City of Portage Land Development Regulations. As with all of our planned developments, our focus is on developing great communities. Oakland Hills at Centre will further exhibit this focus and will be designed to take advantage of the interest in the Oakland Hills planned development which is immediately contiguous to this property to the south. Oakland Hills at Centre will sport our traditional "entry statements" at each entrance at Centre Avenue and at Oakland Drive. These entrances will create a "sense of arrival" when a resident or guest comes to this community. We love to work on developments that have natural beauty, or what we call special parcels of land. We plan to harness the natural beauty of this special land in many ways at Oakland Hills at Centre including beautiful entry statements, first-rate landscaping and natural screening where appropriate. Additionally we will take advantage of the natural features and topography of the land by site planning to allow views of the beautiful forests, waterways, wetlands and sensitive areas that border this property on the south. We also look forward to connecting our internal sidewalks and walkways to the planned City of Portage walking trail that is contemplated to travel near our property from Oakland Hills to Centre Avenue.
2. The proposed development is on a 47.6 +/- acre tract of land at the southwest corner of Centre Avenue and Oakland Drive. In aggregate we plan to develop

approximately 29 acres of the 47.6 +/- acre parcel of land leaving 18 acres that are part of this tentative plan that will be developed for one of the following uses: common open space, recreational areas and uses, walking trails, storm water retention, wetlands and floodplain. Using a cluster development and open space concept the 29 acres to be developed will include 116 single family condominium units and approximately 8.6 acres of office space. The office space will front on Centre Avenue along with an additional office parcel at the Oakland Drive entrance. It should be noted that the large tract of land adjacent to our property to the west is a State of Michigan forest. Additionally, the large tract of land to the south of the property is also already zoned Planned Development. Please see the attached Exhibit "A" which contains the required site plan for your review.

3. Oakland Hills at Centre will be developed in three phases beginning in January of 2009. Phase I will include the first six acres of office space on Centre Avenue. Phase II will include 52 units of attached condominium units and the remainder of the office space. Phase III will include the remaining 64 units of attached condominium units. The attached condominium units will be further developed as noted below but will generally consist of two, three and four unit buildings. The office buildings will be between 1,250 square feet and 30,000 square feet depending on the type of user. We anticipate, however, several 4,000 to 10,000 square foot buildings. All of the residential units developed for this project are "for sale" product and are anticipated to be "owner occupied" units aimed at empty nesters. The office product will either be for sale, build to suit or for lease. The development phase lines have been included on the attached Exhibit "A".
4. The time schedule is proposed as follows:
 - a. Phase I Winter 2009 through Fall of 2011
 - b. Phase II Fall of 2010 through Fall of 2012
 - c. Phase III Fall of 2012 through Fall of 2014
5. The site plan and its associated phasing lines show how each stage of the development is independent, yet is designed to integrate well into the development as well as the existing development pattern. Phase I contemplates initially using the existing Kushner and Company drive for ingress and egress. As phase I is developed further, the Blue Cross/Blue Shield entry will be connected to allow for enhanced ingress and egress. Phase II contemplates a new entry and connection to Oakland Drive, and phase III integrates together seamlessly with phase I and II. Upon completion, the development will connect to Oakland Drive and Centre Avenue via a drive which runs between the two roads with many ancillary roads making up the remainder of the development.

We anticipate, due to the target demographics for this development, that our residents will average 6 trips per day to and from their units. In addition, our planned 30,000 to 56,258 square feet of office space is planned to generate approximately 125 to 175 employees and another 6 trips per day per employee.

This equates to 873 trips at each of the two Oakland Hills at Centre intersections. The Oakland Drive access will be designed to allow for right and left hand turn exit lanes and one entry lane. The Centre Avenue curb cut is already constructed in this exact fashion. Additionally, due to our target demographics we do not anticipate any residential traffic impacting peak hours like other more intensive uses may.

6. As mentioned previously, the land is located around the Southwest corner of Oakland Drive and Centre Avenue. The parcel is 47.6 acres +/- in total. We presently own all of this property fee simple.
7. The chart below demonstrates the land use and density for each phase.

Phase I 5.86 acres Office

27,019 sq. ft. Office

$27,019 / 5.86 \text{ acres} = 4,611 \text{ sq. ft. per acre}$

Phase II 2.75 acres Office, 9.61 acres Residential

$47 \text{ units} / 9.61 = 4.9 \text{ units per acre}$

$7,964 \text{ sq. ft. office} / 2.75 \text{ acre} = 2,895 \text{ sq. ft. per acre}$

Phase I & II Combined

Office at 4,063 sq. ft. per acre, Residential 4.9 units/acre

Phase III 29.40 acres

$69 \text{ units} / 29.4 = 2.35 \text{ units per acre}$

Phases I-III Combined

$116 \text{ units over } 39.01 \text{ acres} = 2.97 \text{ units per acre}$

Office at 8.61 acres*

*It should be noted that on 8.61 acres using a 15% coverage ratio (a light density that was used for all of Woodbridge Hills) would equate to 56,258 square feet of office space. While this conceptual plan shows only 34,983 square feet of office space, we are asking for approval for office density up to 56,258 square feet. We may ultimately develop significantly less than the 56,258 square feet of office

space but we are asking for the flexibility to develop within the parameters established within this narrative.

8. The roads, storm areas and entry statement areas will be maintained by the Oakland Hills at Centre Neighborhood Association. The common space immediately in and around the residential units will also be owned by the Oakland Hills at Centre Neighborhood Association with the balance of the common open space being owned by the developer. The covenants that will be recorded to create the Oakland Hills at Centre Neighborhood Association will include the right for residents of Oakland Hills to use the balance of the property owned by the developer for walking and other passive recreational uses as provided for in this tentative plan. The neighborhood association will be formed upon the completion of the rezoning request and will be fashioned after the Woodbridge Hills Neighborhood Association.
9. The residential development units will consist of the following types of units:
 - four unit buildings (some walk out, some garden level and some slab on grade), multi-unit housing
 - three unit buildings, multi-unit housing
 - two unit buildings, two family housing

While the current tentative plan does not show any two-unit buildings, we may, in the future, replace some four unit buildings with two-unit buildings that have a larger footprint for each building and therefore take up about the same amount of space.

Please keep in mind that all of the submitted unit elevations and floor plans are always being improved as well as enhanced to meet the market and will be further developed prior to construction. It is our intention, as in all of our communities, to provide the best possible combinations of colors, materials and architecture. Our final product at Oakland Hills at Centre will take advantage of our in-house staff and their ability to select the proper colors, textures and materials to make every residence feel great. We plan to use a combination of architectural grade roof shingles, vinyl shake siding (which look almost exactly like cedar shakes) and other natural materials.

All of the units that we have proposed above will be between 1,000 and 2,200 square feet. Our 2, 3, and 4 unit ranch houses will have base floor plans of around 1,200 square feet and with finished lower levels as large as 2,200 square feet. The 2, 3 and 4 unit model pricing will start at around \$165,000 and an individual unit can be specified in a fashion to cost as much as \$285,000 each. As in Woodbridge Hills, the proper application of colors, materials and architectural details will allow all of these unit types to work well together and to feel like a part of a cohesive community.

The office buildings will be designed to integrate with the residential buildings while maintaining some of the general character of office buildings. That said, the final product at Oakland Hills at Centre will take advantage of our in-house staff and their ability to select the proper colors, textures and materials to make every building we develop feel great. We have attached an example of an office elevation for your review.

We have used a 40' set back around the entire perimeter of the property, maintaining a 50' green belt on both Centre and Oakland. In addition we have maintained 30' between each building and a 25' front setback from the edge of road. The building heights will not exceed those which area allowed within the PD zoning district.

10. Storm water will be piped via underground structures to the 18.6 acre common open space area to the south. In addition, some water will be integrated into the design of the office sites. Storm water will be pre-treated according to City of Portage regulations and then released for infiltration into this 18.6 acre lowland. This low-lying 18.6 acre area provides plenty of space for this purpose and this plan will be developed to allow for natural looking rain basins/wetlands as opposed to typical, fenced off, deep and unsightly storm systems. Sanitary sewer will be connected to the available City of Portage sanitary sewer system which is available at Centre Avenue.
11. Covenants will be placed on the land and will coordinate with the Oakland Hills at Centre Neighborhood Association. These covenants will provide for the shared use and maintenance of the common open space and the linear trail system. Easements will be provided for utilities as required by the utility companies for gas, water, electric, street lights, sanitary sewer, cable television and phone service. A 66' wide easement has been reserved for the private streets and the required utilities.
12. Parking will be provided in a number of ways. First, some parking will be accommodated in the driveways of each unit. Second, off-street visitor parking will be provided, as shown on the attached site plan. Additionally, the 26 foot wide streets will be posted for parking on one side of the street only. Within the office district, adequate parking will be provided per City Ordinance.
13. We do not anticipate any required modifications in the regulations otherwise applicable to the subject property.
14. As noted in #4 above, we intend to make our final submittal for the last phase, Phase III, of Oakland Hills at Centre by the fall of 2012.
15. Since the successful implementation of the plan is required both by the ordinance and by our own standards, we do not feel that any performance bonds are

necessary. We have a long-standing reputation for successful completion of our projects and the meticulous management of our developments after build-out.

We look forward to the opportunity to discuss this plan with City Staff, Planning Commission and City Council. We feel this can be another first-class development for the City of Portage, Treystar and American Village Builders, Inc.

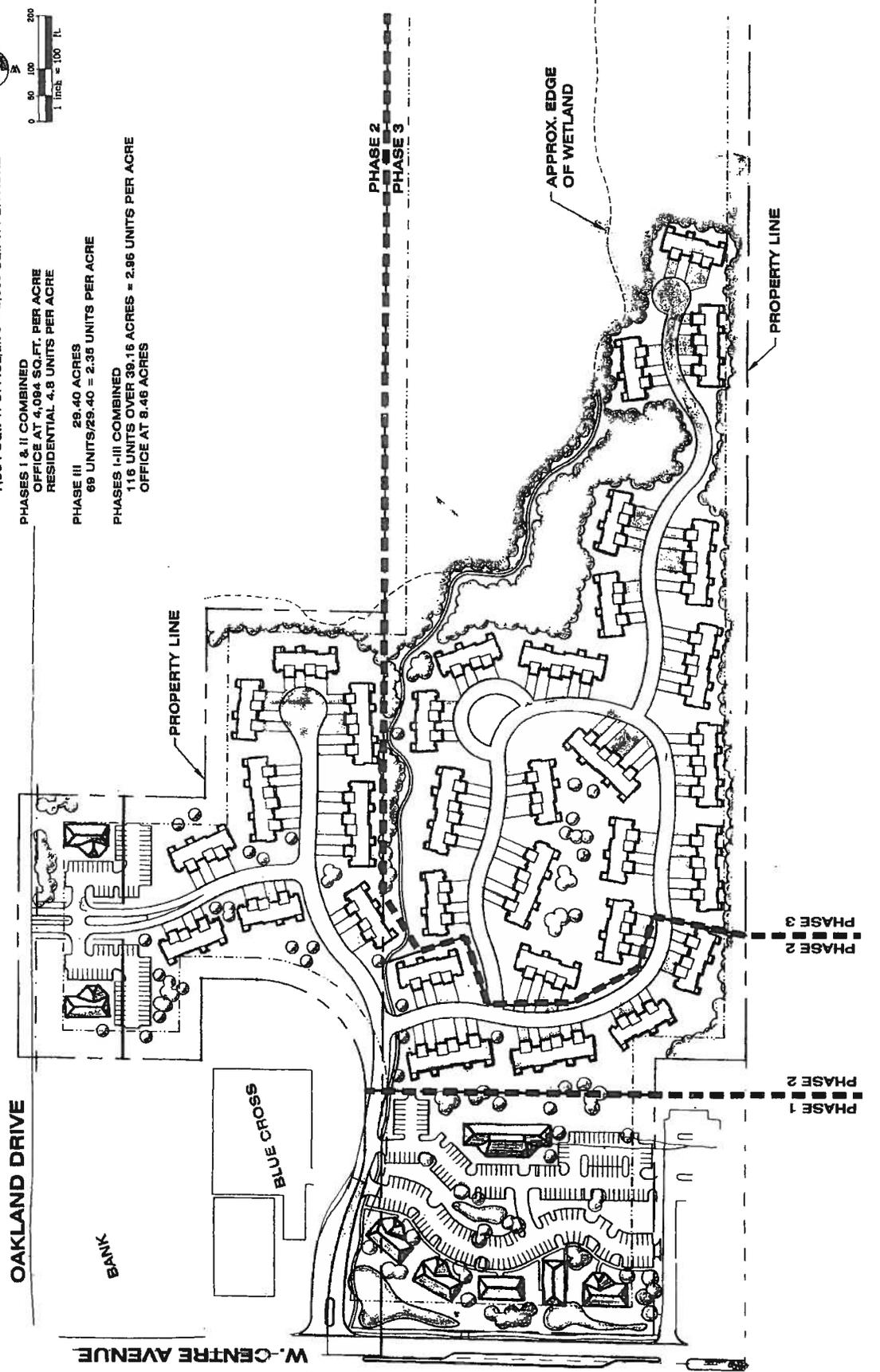
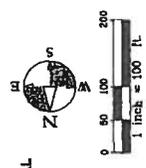
Sincerely,

A handwritten signature in black ink, appearing to read "Greg", followed by a horizontal line extending to the right.

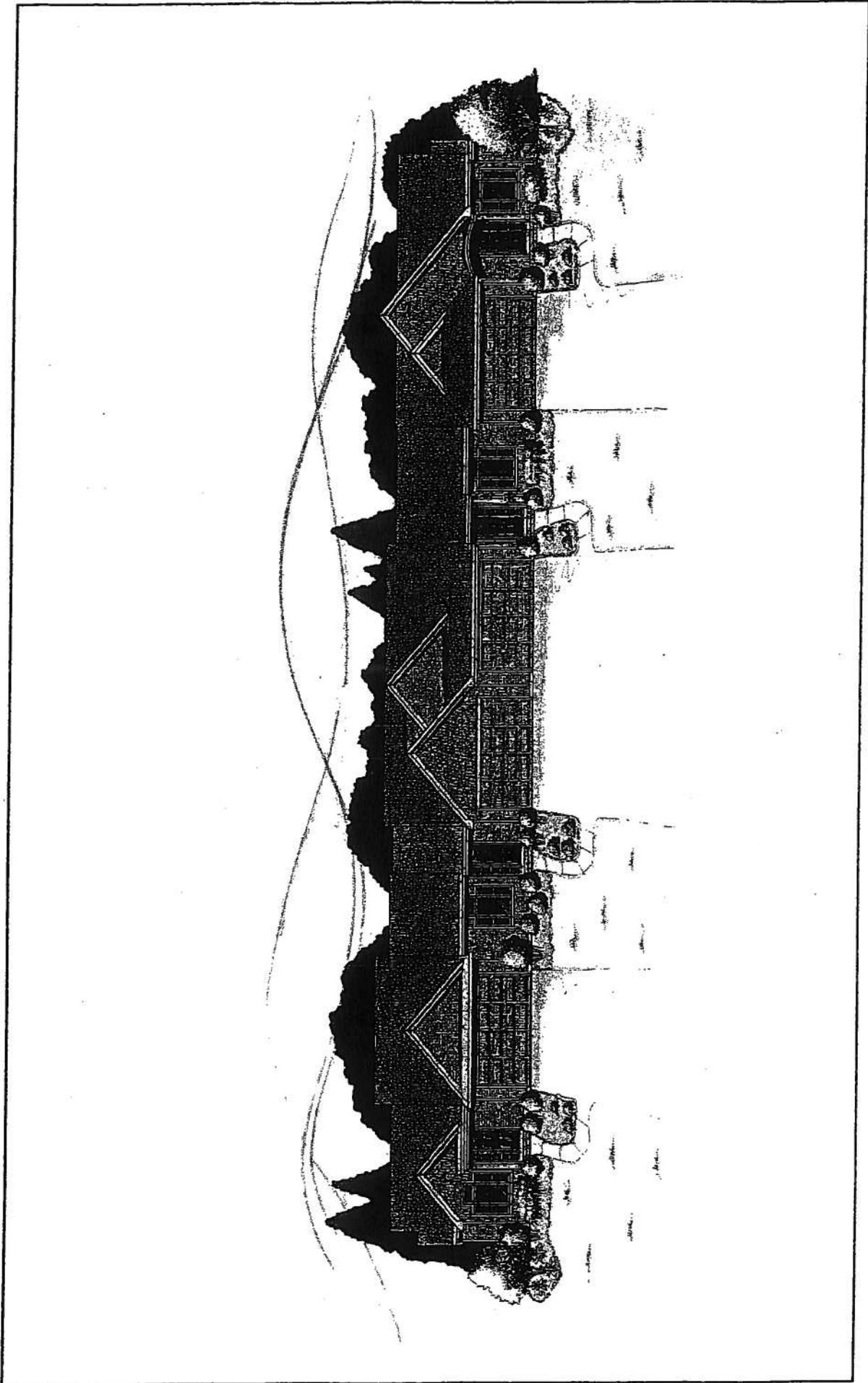
Greg Dobson

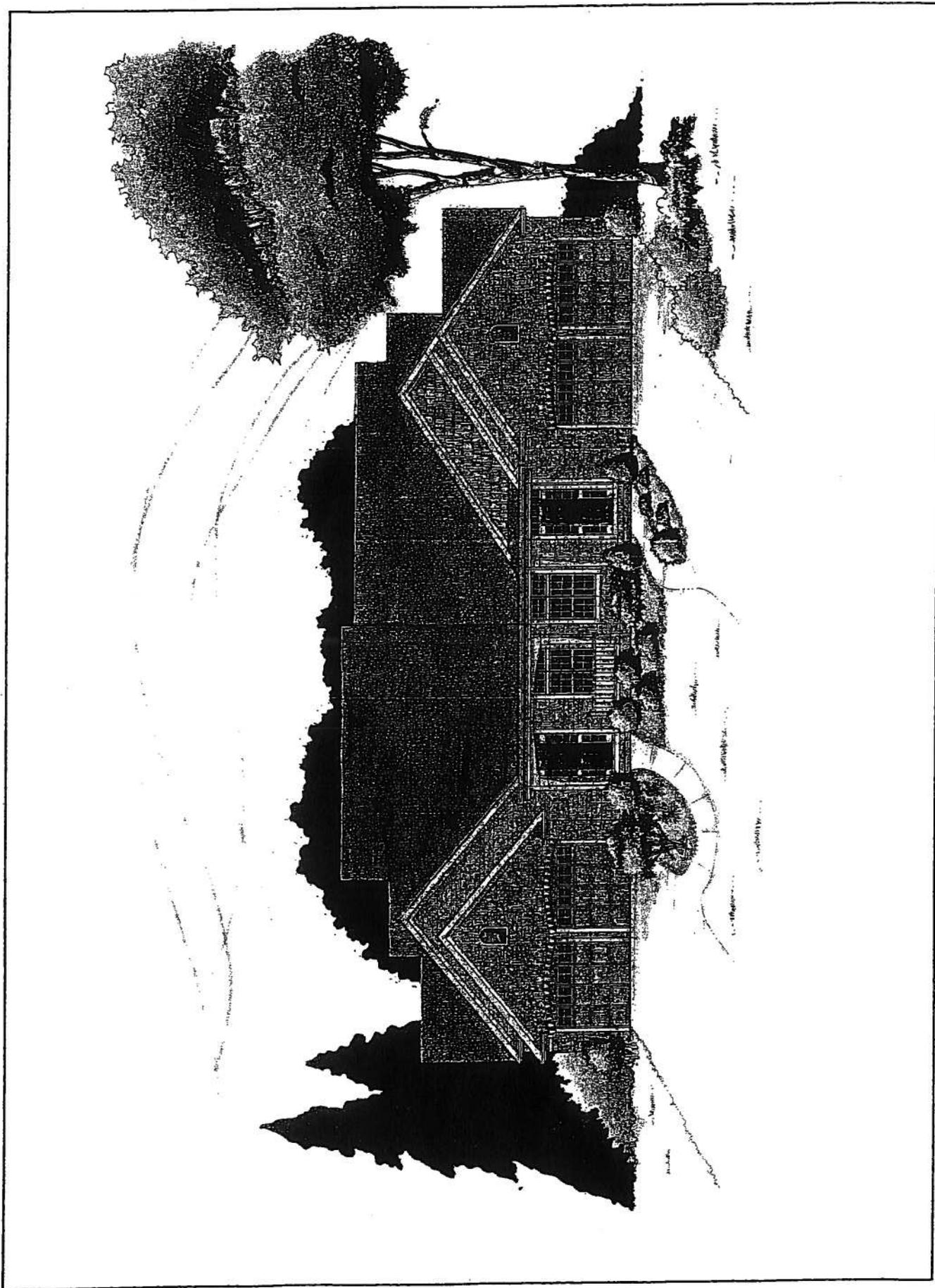
C Joe Gesmundo, J. Craig DeNooyer

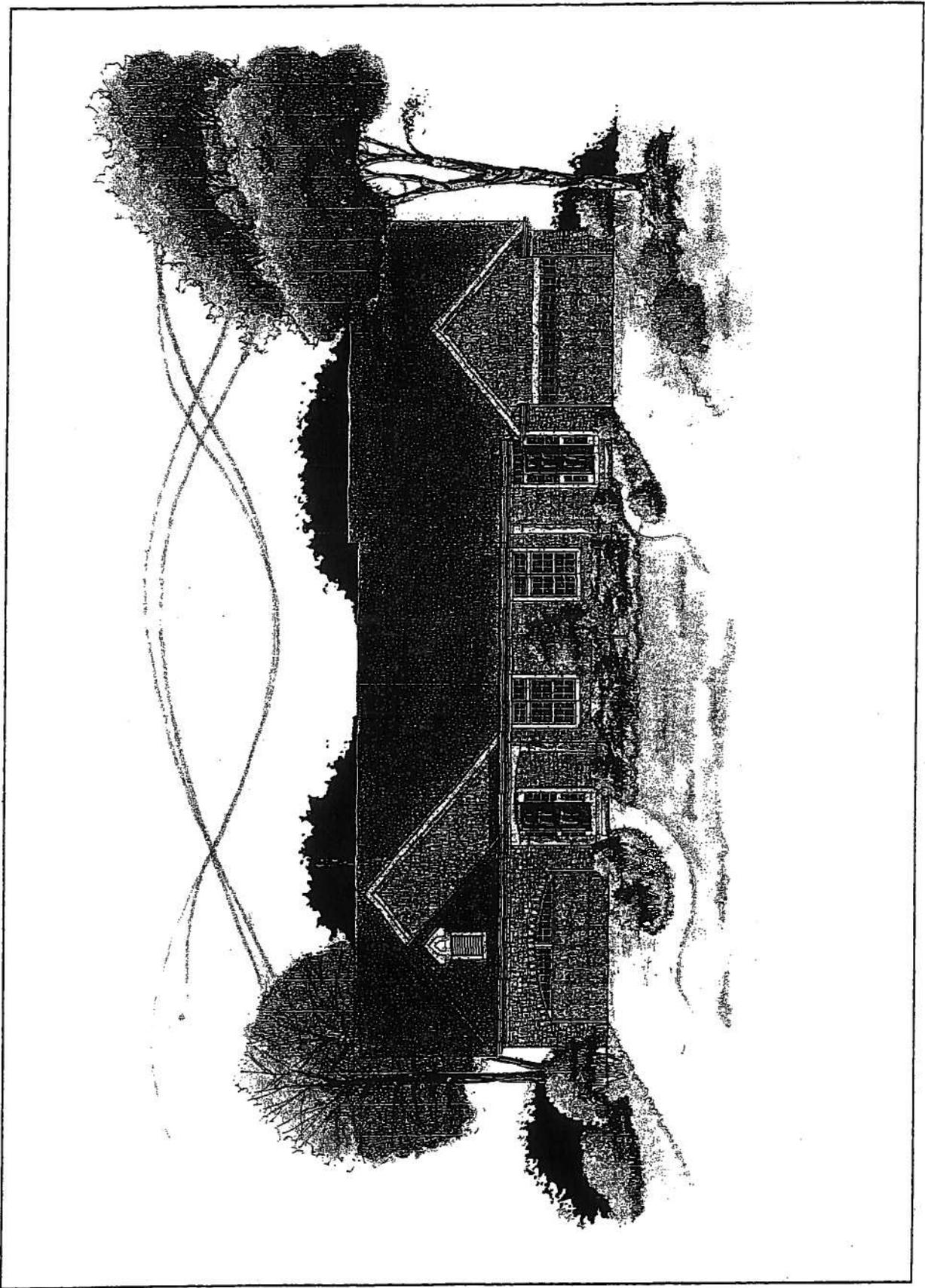
- PHASE I**
 5.71 ACRES OFFICE
 26,673 SQ.FT. OFFICE
 26.873/5.71 ACRES = 4,671 SQ.FT. PER ACRE
- PHASE II**
 2.75 ACRES OFFICE, 9.76 ACRES RESIDENTIAL
 47 UNITS = 4.8 UNITS PER ACRE
 7,964 SQ.FT. OFFICE/2.75 = 2,898 SQ.FT. PER ACRE
- PHASES I & II COMBINED**
 OFFICE AT 4,084 SQ.FT. PER ACRE
 RESIDENTIAL 4.8 UNITS PER ACRE
- PHASE III**
 29.40 ACRES
 69 UNITS/29.40 = 2.35 UNITS PER ACRE
- PHASES I-III COMBINED**
 116 UNITS OVER 39.16 ACRES = 2.96 UNITS PER ACRE
 OFFICE AT 8.48 ACRES

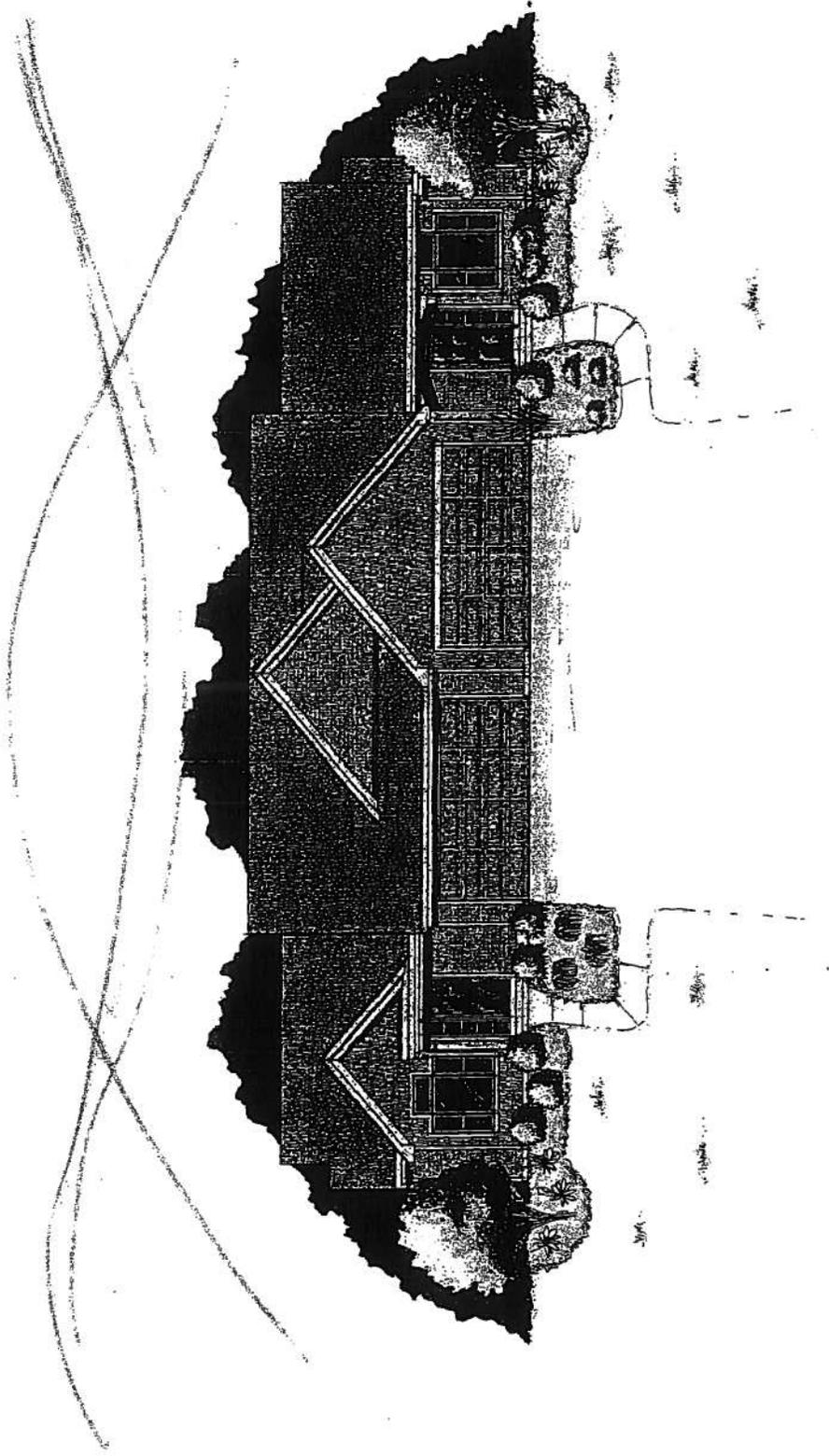


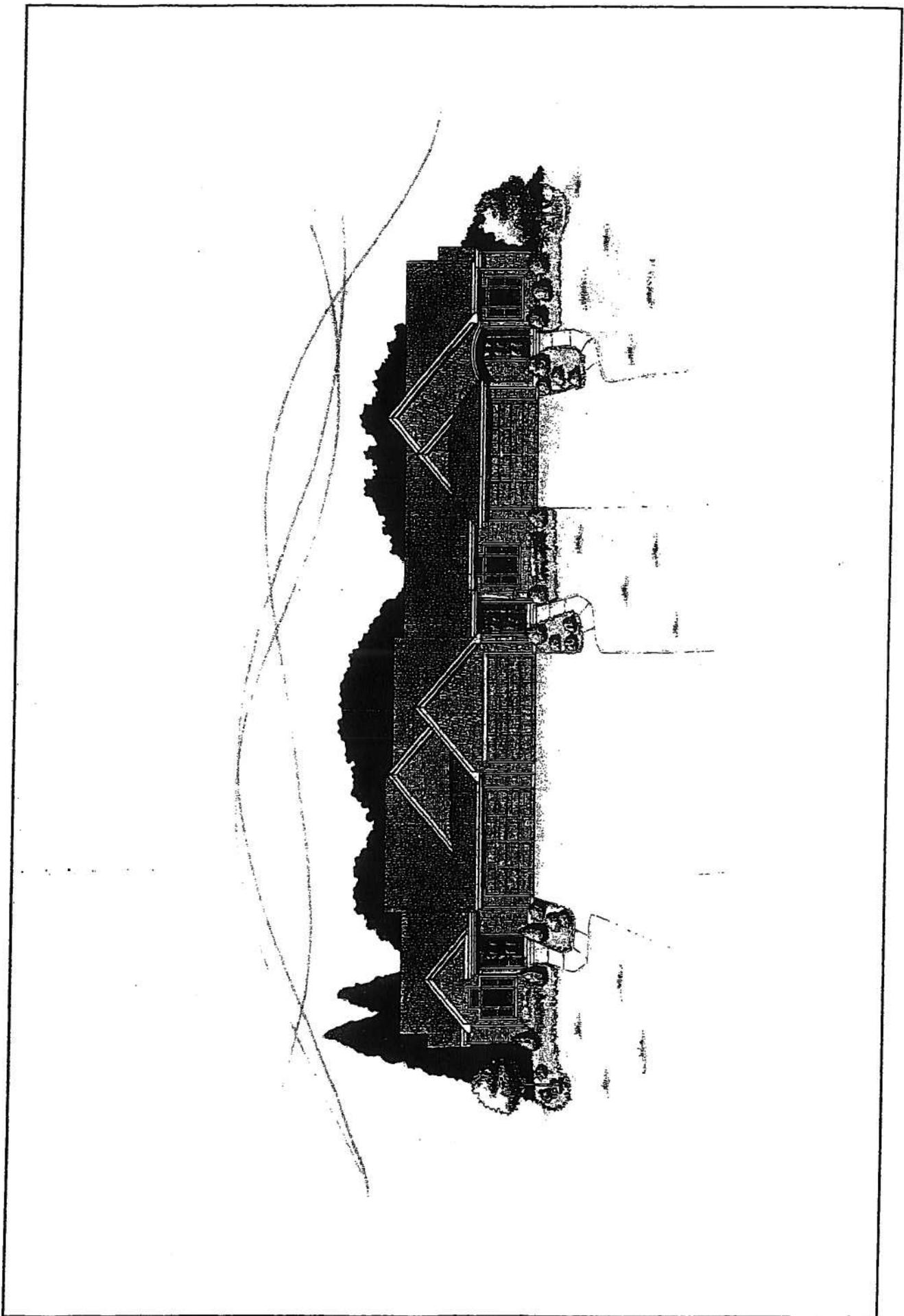
PHASE 1
 PHASE 2
 PHASE 3

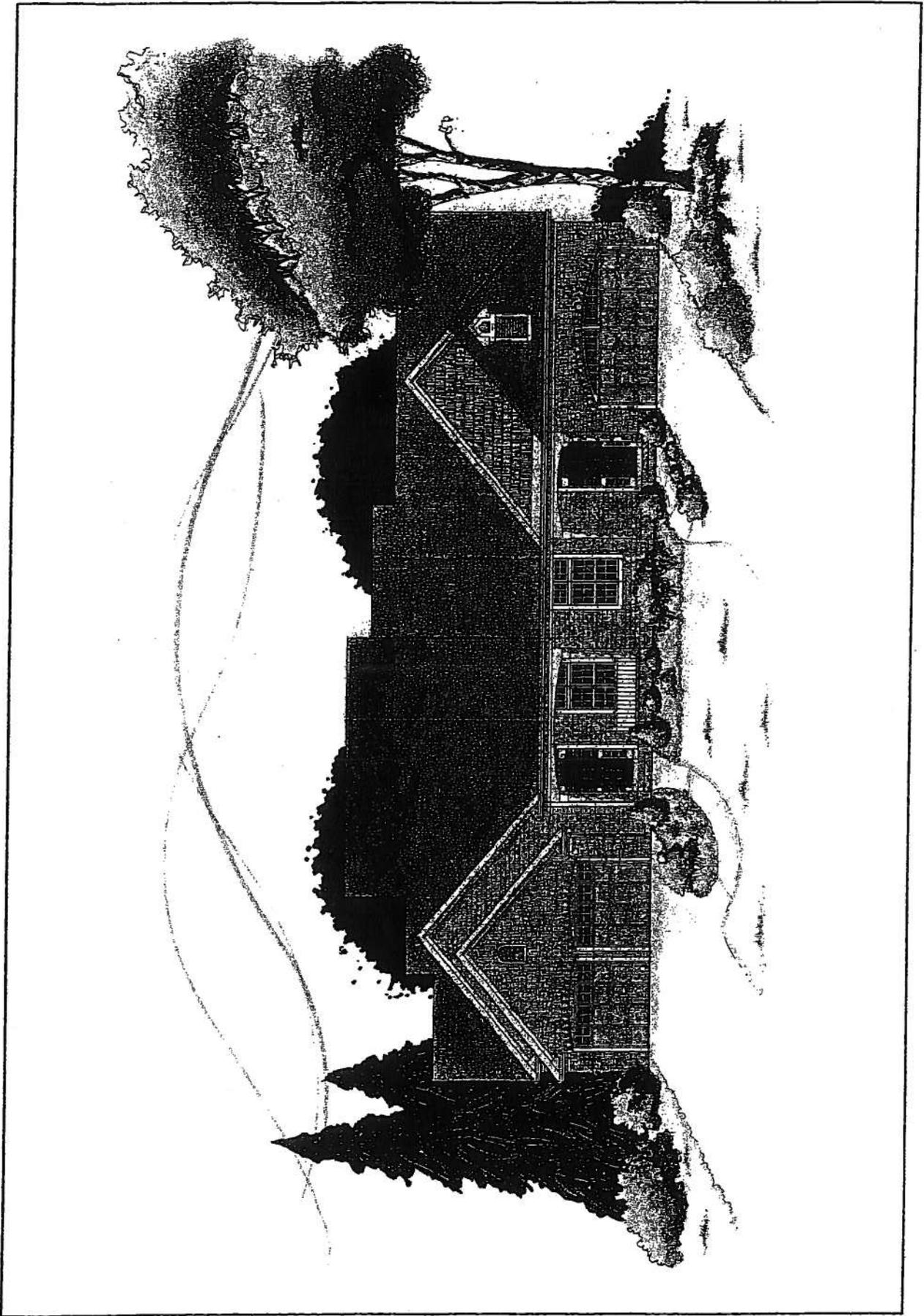


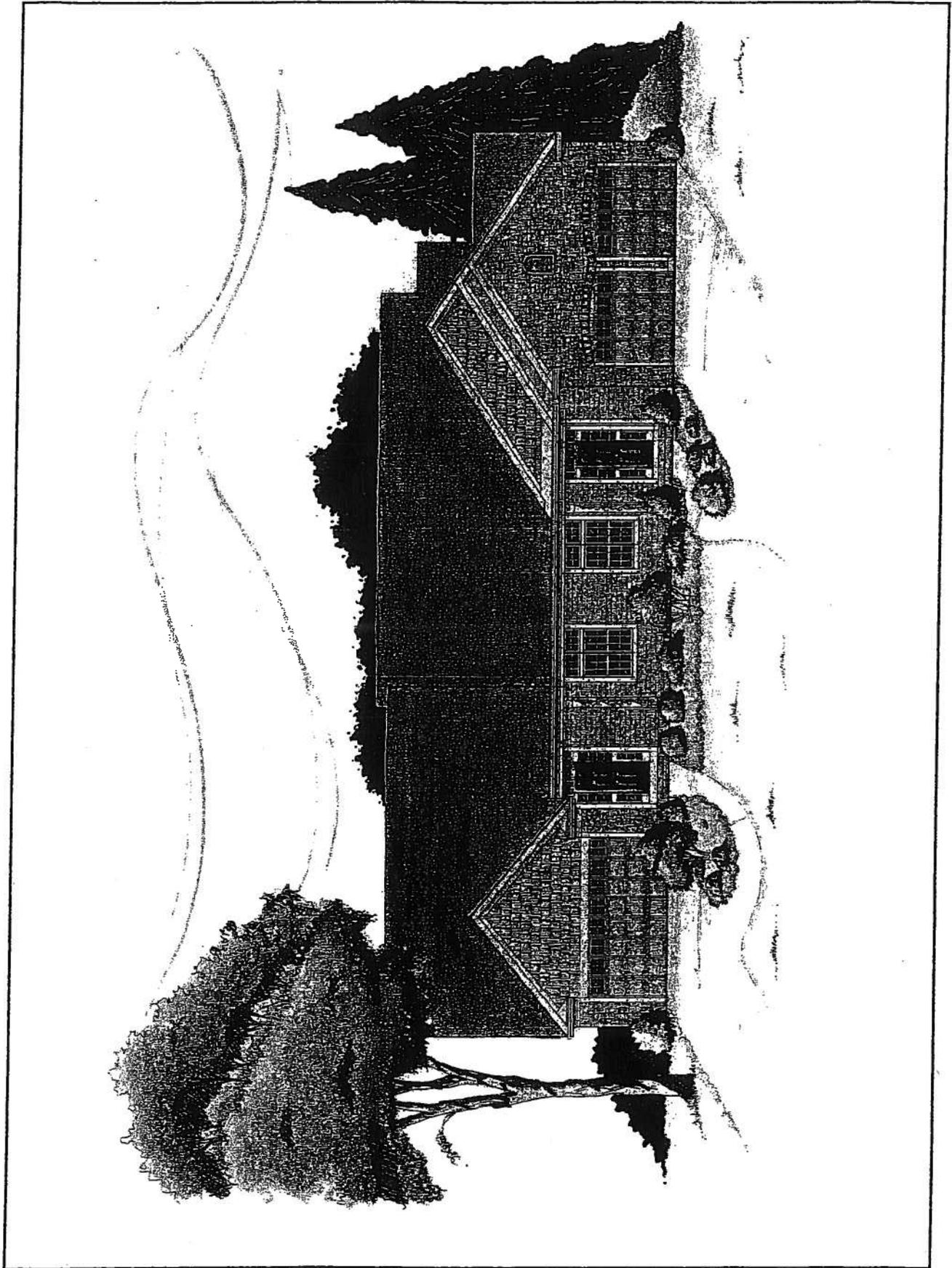


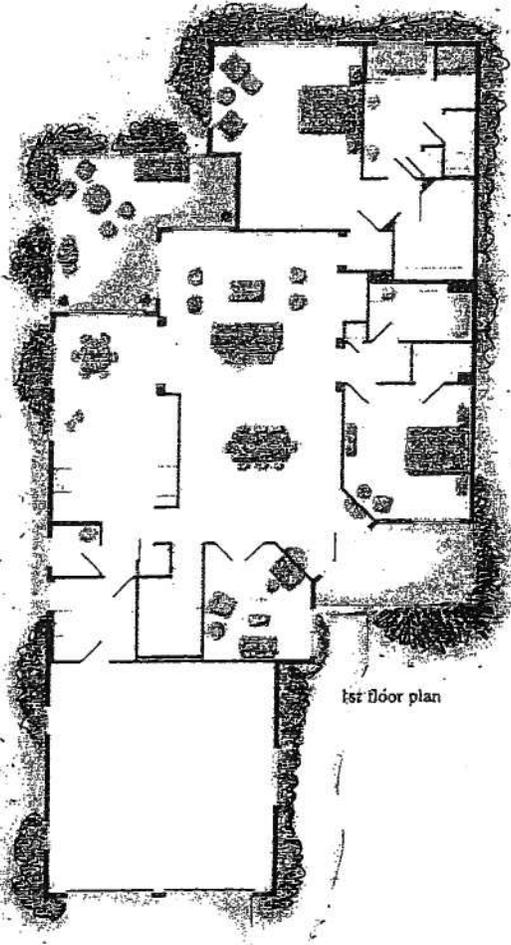




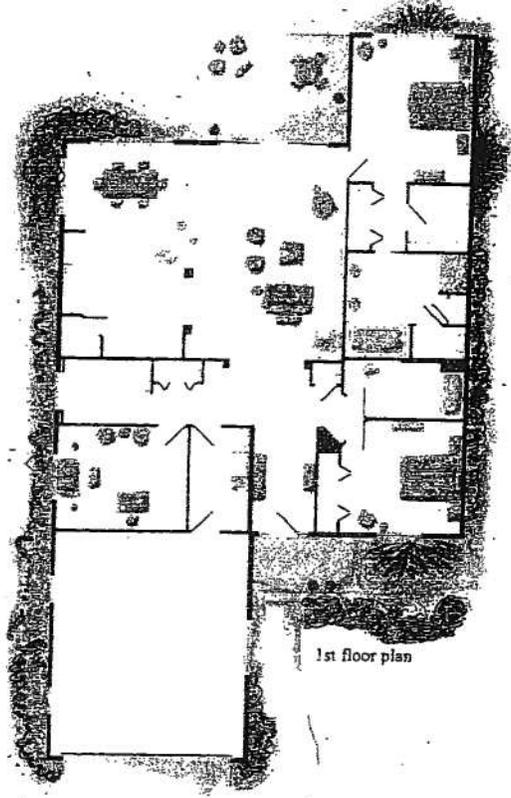




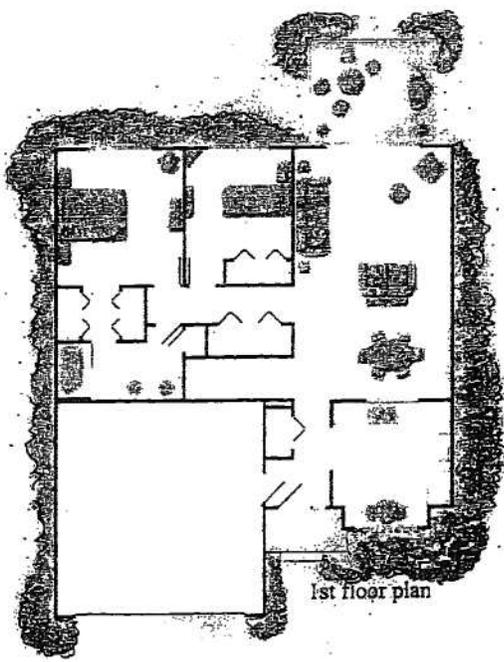




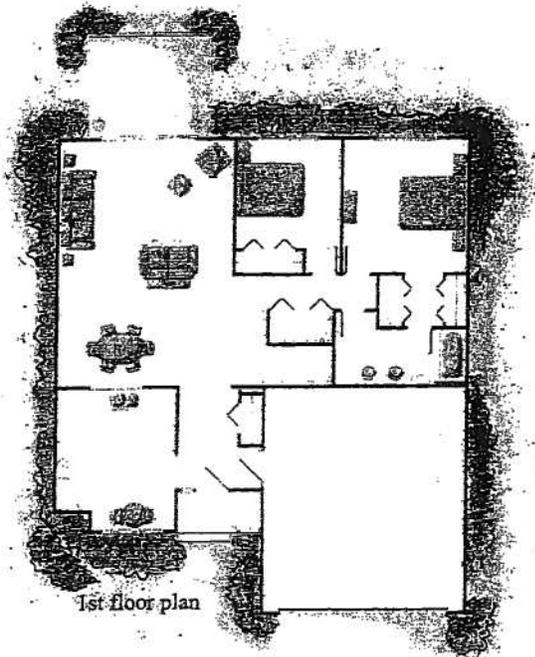
1st floor plan



1st floor plan



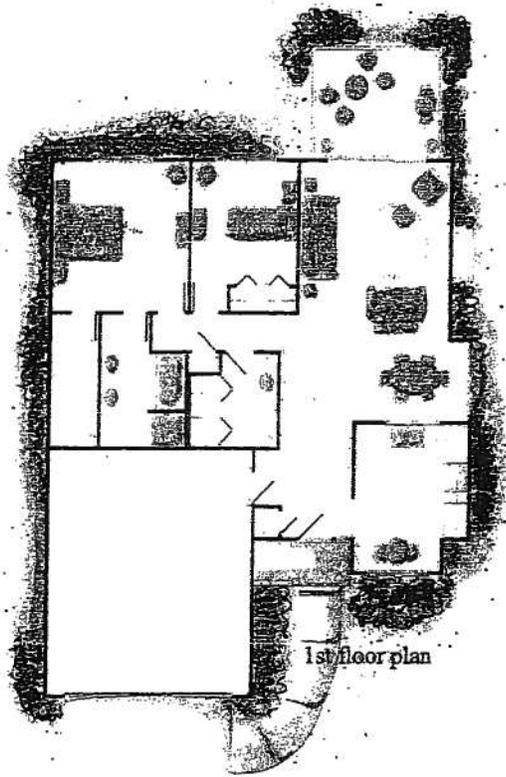
1st floor plan



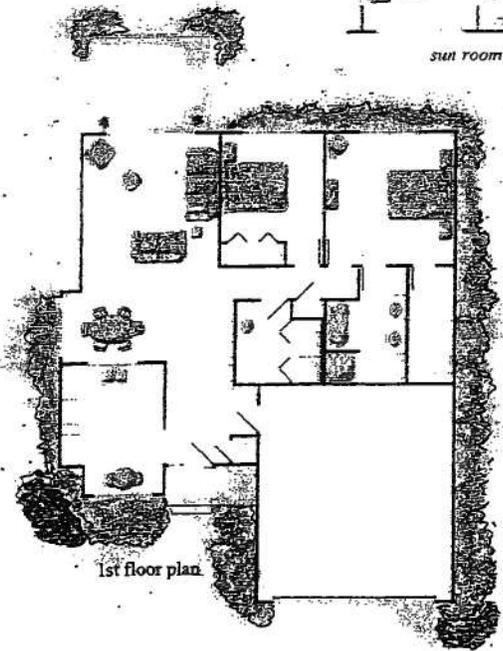
1st floor plan



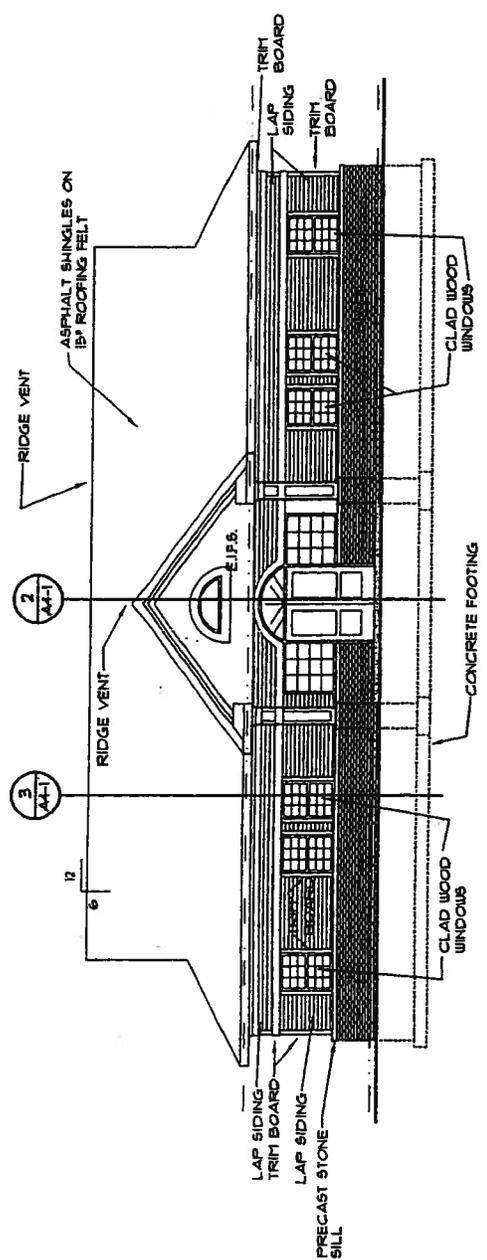
sun room option



1st floor plan



1st floor plan



FRONT ELEV.

Scale 1/8" = 1'-0"

LEWIS REED & ALLEN P.C.
Attorneys

Nicholas J. Daly
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W. Fred Allen, Jr.
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Gould Fox
(1905-2002)

Winfield J. Hollander
(1906-1996)

March 1, 2012

VIA FAX TO 269-329-4506

Mr. Christopher Forth
Deputy Director of Planning and Community Development
City of Portage
2900 S. Westnedge Avenue
Portage, Michigan 49024

Re: Oakland Hills at Centre Avenue Planned Development

Dear Mr. Forth:

This office represents Mr. William T. Nuyen and Mangwn Properties Inc., which is the owner of two parcels adjacent to the proposed Oakland Hills at Centre Avenue Planned Development. We understand that a hearing has been scheduled this evening, March 1, 2012, to consider certain aspects of the proposed development.

On behalf of our client we wish to express our grave concerns regarding certain aspects of the proposed development, specifically but not exclusively regarding the proposed cell tower facility. Although our client does not on principle oppose the idea of a cell tower being constructed on the applicant's land, the tower, including its location and other issues, raises significant concerns. Our intention is to appear at tonight's hearing and express these concerns.

In that regard we would offer the following comments:

1. **The Mangwn Parcels.** Mangwn Properties Inc. is the owner of the following two parcels, which are adjacent to the proposed development:

2109 Centre Avenue
8040 Oakland Drive

Parcel No. 00020-060Q
Parcel No. 00020-056Q

Mr. Christopher Forth
March 1, 2012
Page 2

The Mangwn parcels are at the southwest corner of the intersection of Centre and Oakland, and in turn are located at the northeast corner of the proposed development. A Chase Bank branch is located on the Centre Avenue parcel. The Oakland Drive parcel is currently vacant, although our client plans to develop this parcel.

1. **Proposed Cell Tower Location.** Site plan drawings provided to us show that the cell tower is proposed to be located approximately 10'-20' from the north line of the applicant's parcel, that is, 10'-20' from the south line of our client's Oakland Drive parcel. We are advised that, once constructed, the cell tower will be approximately 120' in height.

2. **Risk of Damage to Person and Property.** In the event of a catastrophic failure of the cell tower, the very real possibility exists that it could collapse onto our client's Oakland Drive parcel, landing as much as 100' into our client's land. Although the Oakland Drive parcel is currently vacant, our client intends to develop that parcel, so a risk which might now be hypothetical would, in the future, be a very real risk of damage to person and property.

3. **Negative Impact on Future Development.** The developer of the proposed Oakland Hills at Centre Avenue Planned Development has located the proposed cell tower apparently without concern for the negative impact that telecommunications facility will likely have on surrounding properties. Despite the fact that the project has a substantial amount of vacant land on which the cell tower can be located, areas south and west of the proposed location, the tower is proposed in a congested portion of the neighborhood, and immediately adjacent to the boundary with our client's Oakland Drive parcel. The prospect of having a 120' tower looming almost overhead is likely to diminish the appeal of the Oakland Drive parcel, and therefore is likely to reduce its value.

4. **Curb Cuts and Related Access Issues.** Our client's Oakland Drive parcel currently has or is entitled to two (2) curb cuts, which are essential to the successful development of that parcel. We are concerned that the proposed project may cause the City to consider realigning traffic flows in the area, both current and projected, which might prompt the City to propose reducing curb cuts to one or both of our client's properties. The issue of curb cuts is highly significant to Mangwn Properties Inc., who, with all due respect, will strongly resist any suggestion that curb cuts to its parcels be reduced.

5. **Zoning Issues.** We understand the issue of zoning has been discussed, and it is important that the zoning currently in place for both the Centre Avenue parcel and the Oakland Drive parcel not be changed.

6. **Setbacks and Related Dimensional Issues.** We are also concerned that the presence of a cell tower in the location proposed might well cause the City to consider imposing different or restrictive setback requirements, if for no other purpose than to keep buildings and other

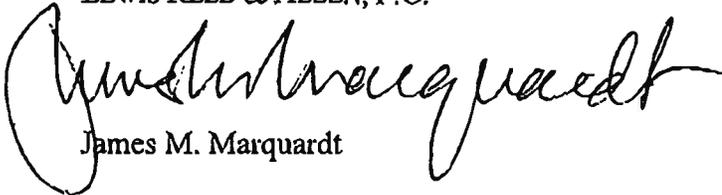
Mr. Christopher Forth
March 1, 2012
Page 3

improvements away from the tower. Again, the issue of setbacks is highly significant to Mangwn Properties Inc., who, with all due respect, will strongly resist any suggestion that setbacks and related dimensional issues applicable to its parcels be increased.

Mr. Forth, we want to reiterate that our client does not on principle oppose the idea of a cell tower being constructed on the applicant's land. Our client shares the view with your office that, done correctly, development is a good thing. However, the proposed Oakland Hills at Centre Avenue Planned Development has raised several issues which are of significant concern to our client, and which should be to the City of Portage as well.

Very truly yours,

LEWIS REED & ALLEN, P.C.



James M. Marquardt

JMM/emb

cc: William T. Nuyen

G:\JMM\Mangwn Properties Inc\Forth 001 030112.wpd

**VERIZON WIRELESS MONOPINE
(A Special Land Use Alternate Structure)**

RECEIVED
APR 09 2012
COMMUNITY DEVELOPMENT

Submitted To:

**Planning Commission
City of Portage
7900 S. Westnedge Ave.
Portage, MI 49024**

Submitted By:

**Verizon Wireless
c/o of Jonathan R. Crane
1126 N. Main
Rochester, MI 48307
(248) 650-8000
jrcpc@sbcglobal.net**

April 4, 2012

JONATHAN R. CRANE P.C.
1126 N. MAIN ST.
ROCHESTER, MI 48307

JONATHAN R. CRANE
BENJAMIN S. HERRICK

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April 4, 2012

Planning Commission
City of Portage
7900 S. Westnedge Ave.
Portage, MI 49024

Re: Verizon Wireless #8004 – West Centre
Oakland Hills at Centre Antenna Planned Development
Our File No. JC3232-11

Dear Planning Commission:

Verizon Wireless is pleased to submit supplemental materials regarding the proposed 150' tall monopine structure. The new construction is proposed on a pad along the northerly property line of the Oakland Hills at Centre Avenue project. This location was selected to fulfill coverage needs relating to the forthcoming 4G LTE enhanced wireless services. These improvements facilitate both voice and data services to businesses and residents in the City of Portage.

Verizon Wireless is most sensitive to neighbor concerns and encloses a response to the seven points raised by Mr. Marquardt at the March 1, 2012 Planning Commission meeting. Each issue is individually addressed in a format similar to Mr. Marquardt's presentation.

Verizon Wireless thanks you for the considerable time you have afforded to this unique special land use application.

Respectfully submitted,

JONATHAN R. CRANE P.C.

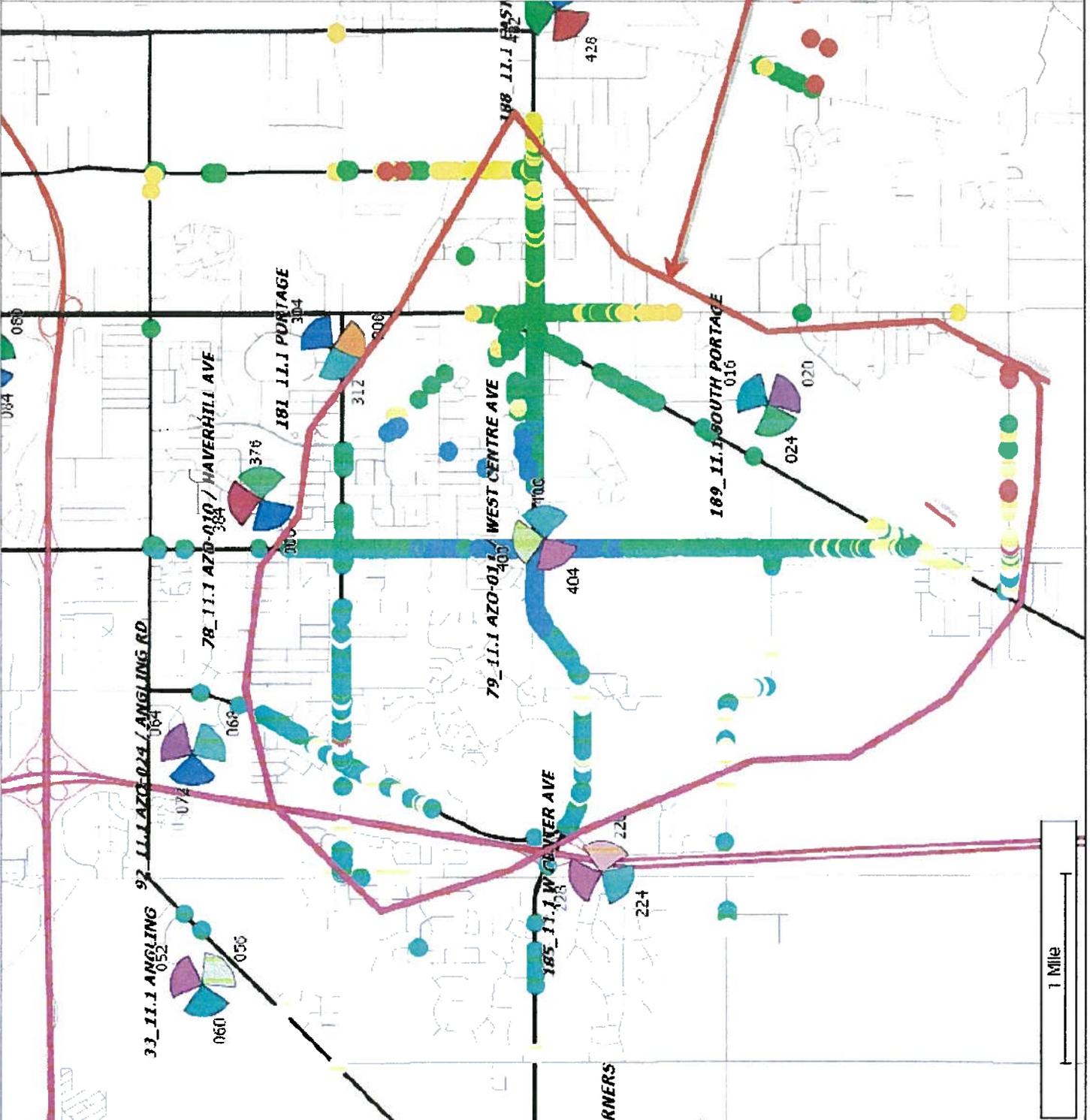


Jonathan R. Crane

enclosure

EXHIBITS

- **Actual Photo of Monopine in Bloomfield Hills, Michigan**
- **Letter responding to neighbor's concerns**
- **Neighbor's letter of March 1, 2012**
- **Revised site plan with relocated monopine 55' south of property line**
- **Color site plan with relocated monopine**
- **Elevation drawing looking westerly**
- **Preliminary layout plan**
- **Structural letter from Sabre Tower & Poles**
- **Previous correspondence of February 21, 2012**
- **Notarized statement regarding collocation**
- **Radio frequency alternate technology**
- **Narrative regarding zoning ordinance**
- **Coverage map with site "not on air" and "on air"**
- **Adjacent existing Verizon Wireless sites**
- **Coverage gap maps**



- PN_Scanner_Ec_for_PN_408
- Below -105.0 (0) 0.0%
 - >= -105.0 to < -95.0 (1) 0.2%
 - >= -95.0 to < -85.0 (92) 16.6%
 - >= -85.0 to < -60.0 (319) 57.6%
 - Above -60.0 (142) 25.6%
- PN_Scanner_Ec_for_PN_404
- Below -105.0 (0) 0.0%
 - >= -105.0 to < -95.0 (11) 2.5%
 - >= -95.0 to < -85.0 (124) 28.6%
 - >= -85.0 to < -60.0 (235) 54.3%
 - Above -60.0 (63) 14.5%
- PN_Scanner_Ec_for_PN_400
- Below -105.0 (0) 0.0%
 - >= -105.0 to < -95.0 (8) 1.1%
 - >= -95.0 to < -85.0 (126) 17.4%
 - >= -85.0 to < -60.0 (515) 71.1%
 - Above -60.0 (75) 10.4%

Real world coverage of existing West Centre Ave site. Data collected using Agilent CDMA PN scanner

MATERIALS TRANSMITTED

CITY COUNCIL MEETING MINUTES FROM MARCH 27, 2012

The Regular Meeting was called to order by Mayor Pro Tem Reid at 7:30 p.m.

At the request of Mayor Pro Tem Reid, Ravi Akkoor of the Hindu Community in Portage gave the invocation and 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, Terry R. Urban and Mayor Pro Tem Claudette S. Reid. Mayor Peter J. Strazdas was absent with excuse. Also in attendance were City Manager Maurice S. Evans, City Attorney Randy Brown and City Clerk James R. Hudson.

APPROVAL OF MINUTES: Motion by Reid, seconded by Sackley, to approve the March 13, 2012 Regular Meeting Minutes as presented. Upon a voice vote, motion carried 5 to 0 with Councilmember Pearson abstaining.

* **CONSENT AGENDA:** Mayor Pro Tem Reid asked Councilmember Sackley to read the Consent Agenda. Councilmember Campbell asked that Item F.5, Equity Adjustment, be removed from the Consent Agenda, and Mayor Pro Tem Reid removed Item F.9, Fiscal Year 2012-2013 Budget Review Schedule, from the Consent Agenda. Discussion followed. Motion by Sackley, seconded by Urban, to approve the Consent Agenda motions as amended. Upon a roll call vote, motion carried 6 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF MARCH 27, 2012:** Motion by Sackley, seconded by Urban, to approve the Accounts Payable Register of March 27, 2012. Upon a roll call vote, motion carried 6 to 0.

PUBLIC HEARING:

SOUTH WESTNEDGE AVENUE RIGHT-OF-WAY VACATION (PCOC PROPERTY): Mayor Pro Tem Reid opened the public hearing and introduced Transportation & Utilities Director Chris Barnes, who used a drawing to pinpoint the location of the subject property and described in more detail the request for a vacation of a 10 foot wide portion of street right-of-way located at 7130 South Westnedge Avenue known as the Portage Community Outreach Center (PCOC). He indicated that the property north of the PCOC building was at one time a Marathon Gas Station that still had a 60 foot right-of-way from the center of the road set by the Michigan Highway Department back in the 1930's or 1940's instead of the 50 foot right-of-way from the center of the road in front of the property that has the PCOC building on it. He said the purpose of the proposed change in the right-of-way is to provide uniformity between the two properties, and to convey it to the future purchaser. In response to Councilmember Randall, Mr. Barnes indicated that there are other 60 foot "half right-of-ways" on South Westnedge Avenue like this one, but it is best to evaluate each of them on an individual basis because there are instances where the city may want to retain a right-of-way for access purposes. As there was no public comment, motion by Campbell, seconded by Urban, to close the public hearing. Upon a voice vote, motion carried 6 to 0.

Motion by Urban, seconded by Sackley, to adopt the Resolution to vacate a 10 foot wide portion of street right-of-way located at 7130 South Westnedge Avenue and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 6 to 0. Resolution recorded on page 379 of City of Portage Resolution Book No. 44.

REPORTS FROM THE ADMINISTRATION:

- * **REZONING APPLICATION #11-02, 1106 WEST CENTRE AVENUE:** Motion by Sackley, seconded by Urban, to accept Rezoning Application #11-02 for first reading and set a public hearing for April 24, 2012, at 7:30 p.m. or as soon thereafter as may be heard; and, subsequent to the public hearing, consider approving Rezoning Application #11-02 and rezone the southern 539.5 feet of 1106 West Centre Avenue to OS-1, office service, while keeping the remainder of the property zoned RM-2, multiple family residential, and R-1B, one family residential. Upon a roll call vote, motion carried 6 to 0.
- * **2012 UTILITY RATE FINANCIAL STUDY:** Motion by Sackley, seconded by Urban, to establish a public hearing for April 24, 2012, at 7:30 p.m. or as soon thereafter as may be heard, to consider resolutions to adopt the recommendation that the sewer commodity rate remain \$4.81 per 1,000 gallons of metered water; adopt a water commodity rate increase from \$3.10 to \$3.19 per 1,000 gallons of metered water; adopt the recommendation that adjustments be made to both the sewer and water base quarterly charges; adopt the recommendation that the new rates become effective on October 1, 2012; and adopt the recommended water and sewer franchise area fees and other service fees and charges as outlined in the 2012 Utility Rate Financial Study. Upon a roll call vote, motion carried 6 to 0.
- * **MUTUAL AID BOX ALARM SYSTEM (MABAS):** Motion by Sackley, seconded by Urban, to adopt a resolution allowing the Portage Department of Public Safety Fire Division to participate in the Mutual Aid Box Alarm System (MABAS) and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 6 to 0. Resolution recorded on page 383 of City of Portage Resolution Book No. 44.
- * **MAJOR STREET RECONSTRUCTION PROGRAM:** Motion by Sackley, seconded by Urban, to support the re-establishment of the Romence Road East project, Portage Road to Sprinkle Road, in the 2011-12 Major Street Reconstruction Program and the Kalamazoo Area Transportation Study 2011-14 Transportation Improvement Plan. Upon a roll call vote, motion carried 6 to 0.

EQUITY ADJUSTMENT: Councilmember Campbell noted that there are no salary amounts, only percentages and asked if City Council could wait for the budget to have actual number amounts before making a decision.

City Manager Maurice Evans responded that, in light of City Council approval for equity adjustments in the Portage Police Command Officers Association (PPOCA) and United Auto Workers (UAW) labor contracts, this was an attempt to treat all employees fairly. He indicated that this represents about \$54,000 out of the total \$100,000 when combined with the PPOCA and UAW Contracts. Discussion followed.

Councilmember Pearson spoke in opposition saying that staff wants to use some of the Public Act 251 binding arbitration concession savings from union employees for management nonunion employee bonuses. He noted that Portage has a deficit of over \$9 million and only 46,000 citizens which is about a \$2,000 debt for every man woman and child in the City of Portage. He indicated that the PA 251 savings, though small, should be used to pay down the debt, not for bonuses. He stressed the importance of austerity and maintaining one's principles. He noted that property values have gone down, water & sewer rates have gone up, that there is a large water fund deficit and recognized that city employees have not had a raise in three years. Finally, he encouraged the City Manager to provide even more operational cuts at the next City Council retreat if future bonuses are proposed.

Councilmember Randall said she was sympathetic to the city employees who have had a three-year freeze on salaries. However, she indicated that this item seemed out of sequence with the current budget as it did not include any salary increases, but did include a tax increase, and an unbudgeted salary increase is inappropriate at this time. She concurred with Councilmember Pearson that the surplus should be used to pay down the debt or it could be used to decrease taxes. She advocated following the

budget process and asked for more options. She further expressed her opposition and pointed out that some Portage citizens and some of the employees of the school district have taken pay cuts; also, some Kalamazoo City employees and some private citizens have a freeze on their salaries.

City Manager Evans commented that the City Administration is not really taking funds away from any of the unions as it is being drawn from the appropriate funds. He acknowledged that city employees have not had a wage increase for three years, and pointed out that this is not an increase to the base salary, but is the same as was provided the union groups. He stressed that this is simply an attempt to provide equity throughout the entire organization. He agreed that Councilmember Randall made a good point and indicated that since there are funds available, there would be presentations and recommendations in the upcoming budget sessions to address the need to do what is fair for city personnel who have worked so hard. He further emphasized that he cannot speak for the financial woes or the challenges of other organizations, but the City of Portage Administration has been frugal and guarded and that it is very appropriate to reward those who have worked so hard for so long. Finally, he indicated that the Administration has been involved in a lot of cost-cutting measures and has reduced expenses over the last year and, again, recommends that this is the appropriate thing to do.

In answer to Mayor Pro Tem Reid, Mr. Evans responded that it was not necessary to wait until after the budget sessions as it is not tied to the upcoming budget for fiscal year 2012-2013, that the funds will still be available, and that he anticipates that future adjustments will be a part of the discussion during the budget work sessions.

Motion by Campbell, seconded by Sackley, to authorize the City Manager to provide an equity adjustment to Department Head and full time Non-union employees.

Councilmember Urban pointed out that a number of city employees have the benefit of collective bargaining and, through those efforts, two of the collective bargaining units have already received this adjustment and it is proposed for others; also, many of them have had pay increases over this time when non-union employees have not. He stated his position that it is only right and appropriate to ease the burden on the non-union employees with the available fund savings as they have not only not had a pay increase since fiscal year 2008-2009, they have had an increase in their workload. He pointed out that the number of department heads has been eliminated, that departments have been combined, that the number of employees has been decreased while responsibilities have expanded with no significant, if any, reduction in service or quality of service; so, it is appropriate to make this small token of gratitude from City Council.

Upon a roll call vote, motion carried 4 to 2. Yeas: Councilmembers Sackley, Urban and Campbell and Mayor Pro Tem Reid. No: Councilmembers Pearson and Randall.

* **WESTFIELD PARK GRANT APPLICATION:** Motion by Sackley, seconded by Urban, to resolve to support a Recreation Passport Grant application to the Michigan Department of Natural Resources for Westfield Park Playground renovations and authorize the City Manager to execute all documents related to the action on behalf of the city. Upon a roll call vote, motion carried 6 to 0. Resolution recorded on page 385 of City of Portage Resolution Book No. 44.

* **APPLICATION FOR SPECIAL LICENSE FOR THE SALE OF BEER, WINE AND SPIRITS:** Motion by Sackley, seconded by Urban, to resolve to submit an application to the Michigan Liquor Control Commission for a Special License for the sale of beer and wine for consumption on the premises at Portage Central Park, 7800 Shaver Road, for *The Taste of Portage* on June 23, 2012, and authorize the City Manager to execute all documents on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

* **FINAL PLAN FOR ALKHAMIS FINANCIAL, 7900 KIRKLAND COURT:** Motion by Sackley, seconded by Urban, to approve the Final Plan for Alkhamis Financial, 7900 Kirkland Court. Upon a roll call vote, motion carried 6 to 0.

FISCAL YEAR 2012-2013 BUDGET REVIEW SCHEDULE: Mayor Pro Tem Reid indicated that there was a conflict with the proposed dates and times for the Annual City Council Budget Work Sessions. City Manager Evans provided some of the options. Discussion followed. At the suggestion of Attorney Randy Brown, motion by Urban, seconded by Campbell, to postpone this item until the Regular City Council Meeting of April 10, 2012, for a decision. Upon a voice vote, motion carried 6 to 0.

* **FEBRUARY 28, 2012 PRESIDENTIAL PRIMARY ELECTION RESULTS – INFORMATION ONLY:** Motion by Sackley, seconded by Urban, to receive the communication from the City Clerk regarding the February 28, 2012 Presidential Primary Election Results as information only. Upon a roll call vote, motion carried 6 to 0.

* **FEBRUARY 2012 SUMMARY ENVIRONMENTAL ACTIVITY REPORT - INFORMATION ONLY:** Motion by Sackley, seconded by Urban, to receive the communication from the City Manager regarding the February 2012 Summary Environmental Activity Report as information only. Upon a roll call vote, motion carried 6 to 0.

* **DEPARTMENT MONTHLY REPORTS:** Motion by Sackley, seconded by Urban, to receive the Department Monthly Reports. Upon a roll call vote, motion carried 6 to 0.

COMMUNICATION:

* **REPORT FROM THE WATER AND SEWER RATE COMMITTEE:** Motion by Sackley, seconded by Urban, to receive the Report from the Water and Sewer Rate Committee. Upon a roll call vote, motion carried 6 to 0.

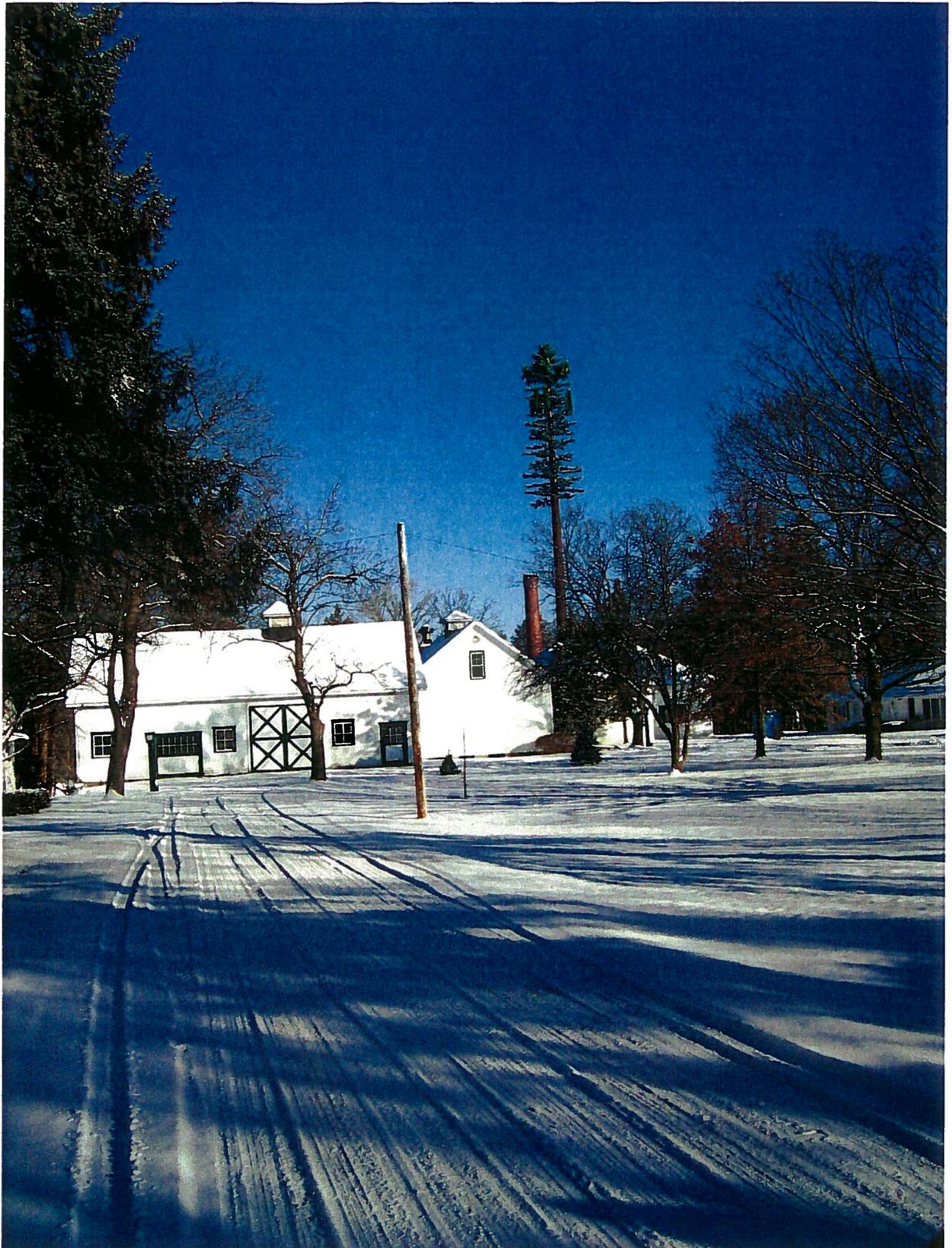
* **MINUTES OF BOARDS AND COMMISSIONS:** City Council received the minutes for the following boards and commissions:

Portage Park Board of February 1, 2012.
Portage Human Services Board of February 2, 2012.
Portage Environmental Board of February 8, 2012.
Portage Zoning Board of Appeals of February 13, 2012.
Portage Youth Advisory Committee of February 20, 2012.
Portage Planning Commission of March 1, 2012.

AD HOC COMMITTEE REPORTS:

REPORT FROM THE WATER AND SEWER RATE COMMITTEE: Mayor Pro Tem Reid asked for reports from the Ad Hoc Committees. Chair of the Water and Sewer Rate Committee, Councilmember Sackley, indicated that the members of the Water and Sewer Rate Committee are: Mayor Pro Tem Reid, Councilmember Pearson, Jeff Breneman and Ted W. Vlieg, Sr. He indicated that the Committee received the presentation from the Administration on the 2012 Utility Rate Financial Study and noted that the recommendation was consistent with the projections contained in the 2011 Utility Rate Financial Study. He indicated that the Committee voted unanimously to endorse the 2012 Utility Rate Financial Study and to refer it to City Council at the meeting tonight with final action set to take place April 24, 2012. Discussion followed. Councilmember Sackley asked that the 2012 Utility Rate Financial Study be uploaded to the City of Portage website. Discussion followed.

JOINT MARKETING COMMITTEE: Councilmember Pearson commented that this is the Committee involved in the collaborative marketing efforts among the City of Portage, Portage Public Schools and Portage District Library and explained some of the plans of the Committee. He thanked Portage Board of Education Member Randy Rathford for his promotional concept, the “Top 10 Reasons



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April 4, 2012

James Marquardt
Lewis Reed & Allen P.C.
136 East Michigan Avenue
Suite 800
Kalamazoo, MI 49007-3975

Re: Verizon Wireless #8004 – West Centre
Oakland Hills at Centre Avenue Planned Development
Our File No. JC3232-11

Dear Mr. Marquardt:

This letter is written to address concerns of your client expressed in your March 1, 2012 correspondence to Christopher Forth. We are pleased that you have no principle opposition to the cell tower and submit this letter and revised plan to address your concerns.

1. **The Mangwn Parcels:** We offer no comment and welcome their eventual adjacent development of this undeveloped site.
- 1 **Proposed Cell Tower Location:** The site plan has been revised moving the monopine communications antenna southerly from the Mangwn parcel. The monopine tree is proposed to be 150' tall. However, there is some latitude to reduce this height if requested by the City. The monopine is setback 92' from the Oakland Drive right-of-way and 55' from the Mangwn property line. These setbacks are comparable to locations in other sites in the Verizon Wireless system and conform with Alternative Design Criteria of the Zoning Ordinance.
2. **Risk of Damage To Person and Property:** Complete detailed structural data will be provided at the time of building permit application. However, appropriate structural design review from the monopine manufacturer is included with this report. Monopine structures are used on numerous sites throughout the country including schools, churches, college campuses and government offices. There has never been a catastrophic failure of this structural design including hurricane and tornado conditions. Simply stated, there is no discernable risk of damage to person and property from this project.
3. **Negative Impact on Future Development:** The Oakland Hills developers have an acknowledged and well known history in the City of Portage regarding high-end quality projects. The monopine location was selected to minimize any

adverse impacts on the community, neighbors and their own project. The monopine design is only used where sensitive design issues are expressed by the community. Locating the project will not impact any adjacent developments. Providing high level wireless services is an asset to both the adjacent commercial users as well as the general City of Portage residences.

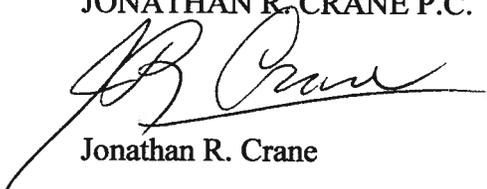
4. **Curb Cuts and Related Access Issues:** The proposed monopine is located on a parcel that is serviced by the Master Planned Office Technology Research driveway proposed by the Oakland Hills at Centre Avenue Planned Development. **There is not an individual drive approach for the project. This project will not have any impact upon the Mangwn Properties Center Street access.**
5. **Zoning Issues:** There are no plans to change the Office Technology Research (OTR) zoning currently in place.
6. **Setbacks and Related Dimensional Issues:** Setbacks and dimensional requirements are neither changed nor altered by the installation of the monopine. As mentioned, the project is safe, structurally sound with no adverse impacts. In the photo submitted with this report, the monopine is located on Church owned single family residential zoned property in Bloomfield Hills. The monopine is 8' from a garage and approximately 40' from a residence and on a State historic site. There has not been a single complaint regarding this project. As previously mentioned, monopine type designs have been safely located on schools and other retail and office parcels with no adverse impacts.

In conclusion, Verizon Wireless proposes a monopine at an optimum location that does not adversely impact either the continued development plans at the Oakland Hills at Centre Point Planned Development and the adjacent Mangwn parcels. Each of the seven points raised in Mr. Marquardt's March 1, 2012 correspondence is addressed. The revised monopine site plan accompanying this submission locates the project further south and away from the common property line. Structural data and past practices assure safe development to all parties. No changes in driveway approaches, zoning, and setbacks are being requested by this unique and necessary improvement to the Portage infrastructure. Variances are not required.

Please call if you have any questions.

Very truly yours,

JONATHAN R. CRANE P.C.



Jonathan R. Crane

enclosure

LEWIS REED & ALLEN P.C.
Attorneys

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March 1, 2012

VIA FAX TO 269-329-4506

Mr. Christopher Forth
Deputy Director of Planning and Community Development
City of Portage
2900 S. Westnedge Avenue
Portage, Michigan 49024

Re: Oakland Hills at Centre Avenue Planned Development

Dear Mr. Forth:

This office represents Mr. William T. Nuyen and Mangwn Properties Inc., which is the owner of two parcels adjacent to the proposed Oakland Hills at Centre Avenue Planned Development. We understand that a hearing has been scheduled this evening, March 1, 2012, to consider certain aspects of the proposed development.

On behalf of our client we wish to express our grave concerns regarding certain aspects of the proposed development, specifically but not exclusively regarding the proposed cell tower facility. Although our client does not on principle oppose the idea of a cell tower being constructed on the applicant's land, the tower, including its location and other issues, raises significant concerns. Our intention is to appear at tonight's hearing and express these concerns.

In that regard we would offer the following comments:

1. **The Mangwn Parcels.** Mangwn Properties Inc. is the owner of the following two parcels, which are adjacent to the proposed development:

2109 Centre Avenue
8040 Oakland Drive

Parcel No. 00020-060Q
Parcel No. 00020-056Q

Mr. Christopher Forth
March 1, 2012
Page 2

The Mangwn parcels are at the southwest corner of the intersection of Centre and Oakland, and in turn are located at the northeast corner of the proposed development. A Chase Bank branch is located on the Centre Avenue parcel. The Oakland Drive parcel is currently vacant, although our client plans to develop this parcel.

1. **Proposed Cell Tower Location.** Site plan drawings provided to us show that the cell tower is proposed to be located approximately 10'-20' from the north line of the applicant's parcel, that is, 10'-20' from the south line of our client's Oakland Drive parcel. We are advised that, once constructed, the cell tower will be approximately 120' in height.

2. **Risk of Damage to Person and Property.** In the event of a catastrophic failure of the cell tower, the very real possibility exists that it could collapse onto our client's Oakland Drive parcel, landing as much as 100' into our client's land. Although the Oakland Drive parcel is currently vacant, our client intends to develop that parcel, so a risk which might now be hypothetical would, in the future, be a very real risk of damage to person and property.

3. **Negative Impact on Future Development.** The developer of the proposed Oakland Hills at Centre Avenue Planned Development has located the proposed cell tower apparently without concern for the negative impact that telecommunications facility will likely have on surrounding properties. Despite the fact that the project has a substantial amount of vacant land on which the cell tower can be located, areas south and west of the proposed location, the tower is proposed in a congested portion of the neighborhood, and immediately adjacent to the boundary with our client's Oakland Drive parcel. The prospect of having a 120' tower looming almost overhead is likely to diminish the appeal of the Oakland Drive parcel, and therefore is likely to reduce its value.

4. **Curb Cuts and Related Access Issues.** Our client's Oakland Drive parcel currently has or is entitled to two (2) curb cuts, which are essential to the successful development of that parcel. We are concerned that the proposed project may cause the City to consider realigning traffic flows in the area, both current and projected, which might prompt the City to propose reducing curb cuts to one or both of our client's properties. The issue of curb cuts is highly significant to Mangwn Properties Inc., who, with all due respect, will strongly resist any suggestion that curb cuts to its parcels be reduced.

5. **Zoning Issues.** We understand the issue of zoning has been discussed, and it is important that the zoning currently in place for both the Centre Avenue parcel and the Oakland Drive parcel not be changed.

6. **Setbacks and Related Dimensional Issues.** We are also concerned that the presence of a cell tower in the location proposed might well cause the City to consider imposing different or restrictive setback requirements, if for no other purpose than to keep buildings and other

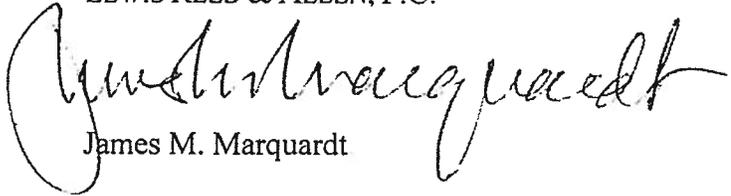
Mr. Christopher Forth
March 1, 2012
Page 3

improvements away from the tower. Again, the issue of setbacks is highly significant to Mangwn Properties Inc., who, with all due respect, will strongly resist any suggestion that setbacks and related dimensional issues applicable to its parcels be increased.

Mr. Forth, we want to reiterate that our client does not on principle oppose the idea of a cell tower being constructed on the applicant's land. Our client shares the view with your office that, done correctly, development is a good thing. However, the proposed Oakland Hills at Centre Avenue Planned Development has raised several issues which are of significant concern to our client, and which should be to the City of Portage as well.

Very truly yours,

LEWIS REED & ALLEN, P.C.



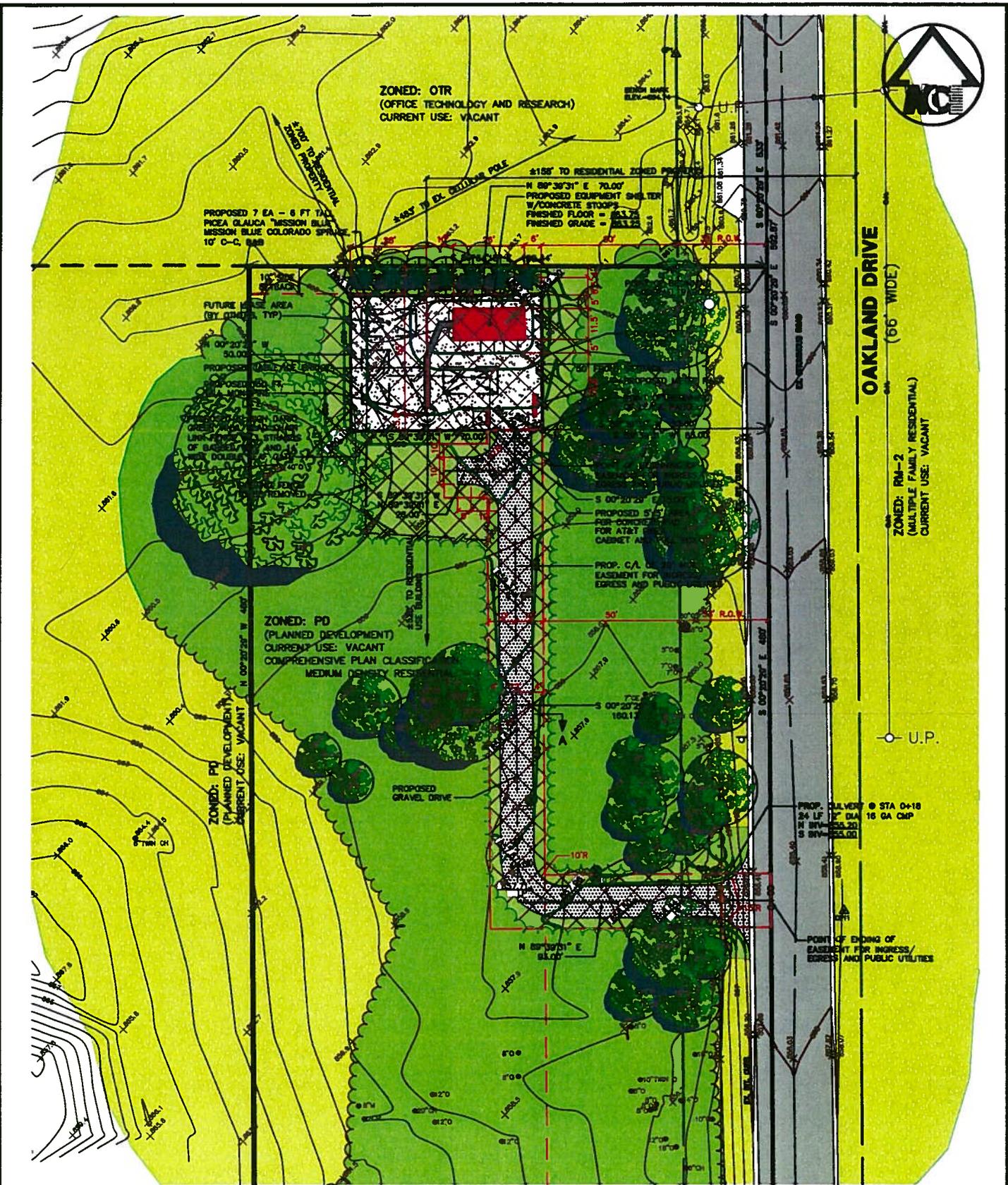
James M. Marquardt

JMM/emb

cc: William T. Nuyen

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Landscape Architects

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VERIZON WIRELESS SITE #2709R - "WEST CENTRE REPLACEMENT"

DATE: 3/6/12 JOB NO.: **05242-2709R**

SCALE: 1" = 50'

SHEET 1 OF 1



LOOKING WESTERLY FROM OAKLAND DRIVE



100' 0"
100' 0"
100' 0"
100' 0"
100' 0"

NSA
ARCHITECTS
ENGINEERS
PLANNERS
23761 Research Drive
Farmington Hills
Michigan 48335
248.477.2444
248.477.2445
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Grant
verizonwireless

Description: SCHEMATIC SITE SECTION
LOOKING WESTERLY FROM OAKLAND DRIVE
Location: Cell Site #2709R - West Centre Replacement
Portage, Michigan
Project Number: 211096.00
Date: 3-22-12
Sheet Number: 7



A Division of Sabre Industries, Inc.

March 15, 2012

City of Portage
Planning and Zoning

RE: Proposed 150' Monopine at West Centre Replacement, MI

Dear Planning Commission Members,

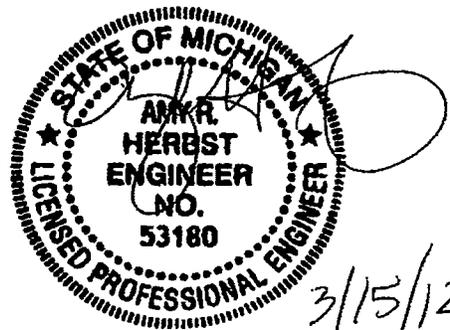
Sabre proposes to design and supply a monopine for a Basic Wind Speed of 90 mph with no ice and 40 mph with 3/4" radial ice, Structure Class II, Exposure Category C, and Topographic Category 1, in accordance with the Telecommunications Industry Association Standard ANSI/TIA-222-G, "Structural Standard for Antenna Supporting Structures and Antennas".

For Sabre's designs according to this standard, the wind pressures and steel strength capacities include several safety factors, resulting in an overall minimum safety factor of 25%. Therefore, the monopine will not have a catastrophic type structural failure (falling on its side) in a wind event where the design wind speed is exceeded within the range of the built-in safety factors. To date, there has never been a failure of a Sabre monopine.

Should the wind speed increase beyond the capacity of the built-in safety factors, to the point of failure of one or more structural elements, the location of the failure would be within the upper portion of the monopine shaft. This is likely to result in the portion of the monopine above "folding over" onto the portion below, essentially collapsing on itself. There would be no debris in a radius greater than 40' from the monopole. In this instance, there is no probability of the monopine impacting the adjacent property owners. **Please note that this letter only applies to the above referenced monopine designed and manufactured by Sabre Towers & Poles.** In the unlikely event of total separation, this, in turn, would result in collapse of the section above, within a radius of 40 feet.

Sincerely,

Amy R. Herbst, P.E.
Senior Design Engineer



Guyed Towers

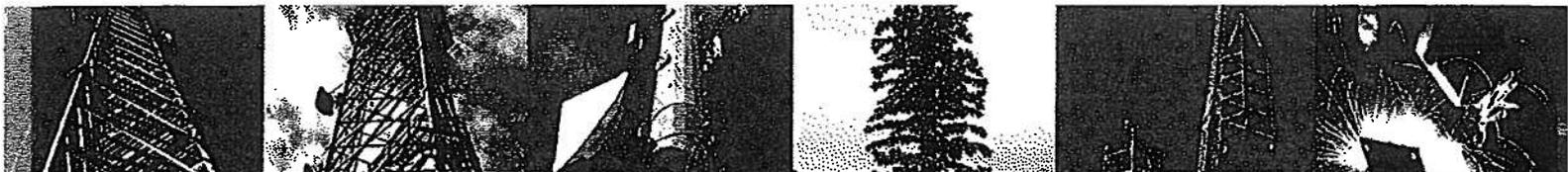
Self-Supporting Towers

Monopoles

Concealment Structures

Turnkey Installations

Tower Modifications



JONATHAN R. CRANE, P.C.

ATTORNEY AND COUNSELOR
1126 N. MAIN ST.
ROCHESTER, MI 48307

JONATHAN R. CRANE
BENJAMIN S. HERRICK

TELEPHONE: (248) 650-8000
FACSIMILE: (248) 650-9239
EMAIL: JRCPC@SBCGLOBAL.NET

February 21, 2012

Mr. Michael West
Assistant City Planner
City of Portage
7900 South Westnedge
Portage, Michigan 49002

Re: Verizon Wireless Site 2709 "West Centre"
Our File No. JC3232-11

Dear Mr. West:

I am writing to you today to summarize Verizon Wireless' reasons for seeking new antenna approvals in the City of Portage at the 8080 Oakland Drive site.

Verizon Wireless is a tenant on an existing nearby flagpole tower owned by Global Tower Partners. The flagpole design cannot be expanded to provide the latest 4G high speed, high capacity communication services to Portage residents. GTP advises that the flagpole structure does not have the structural integrity to meet Verizon Wireless' new antenna needs. Verizon Wireless, without collocation alternatives, pursued the new antenna site currently before the Board. This new site will serve Verizon Wireless, as well as provide collocation opportunities for other carriers.

Wireless technology is increasing in both the number of customers and the number of devices. While exciting and useful, the new devices require substantial additional antenna demands. With the addition of high speed services larger antenna capacities are needed. Associated with larger antennas are additional cables, radial arms, diplexers and other antenna devices. The benefits of the proposed antenna are real-time 4G updates to the Verizon Wireless network. These improvements will provide Portage residents with faster, more reliable communications. Global positioning, emergency 911 calls, medical monitoring and improved vehicle dispatching are key benefits to the Portage Emergency Response Programs provided by the antenna upgrades. Residents will experience faster and more reliable data, internet and general wireless services.

Verizon Wireless proposes a stealth monopine-type tower. This enables additional antenna and sectorized radio frequency services into different areas of the community. The new tree structure supports larger antenna creating enhanced communications services. In addition, the mono-pine design allows collocators an alternative of improving the future antenna modifications and upgrades. The stealth design minimizes visual impacts.

We look forward to a favorable review of this new antenna at the March 1, 2012 meeting. In the meantime, should you have any questions please do not hesitate to contact me at (248) 650-8000.

Very truly yours,

JONATHAN R. CRANE P.C.



Jonathan R. Crane

Network



Verizon Wireless
24242 Northwestern Highway
Southfield, MI 48075

Phone 248 915-3000

January 24, 2012

Mr. Christopher Forth
Deputy Director, Planning and Development Department
City of Portage
7900 South Westnedge Avenue
Portage, Michigan 49002

Re: Notarized Statement / VZW Site #2709 / Promise to Allow Collocators

Dear Mr. Forth:

As a follow-up to your letter dated 10/25/2011 I am writing to you today to re-affirm Verizon's commitment to make available space for collocation to any and all interested parties wishing to offer wireless services in the area. We look forward to other parties taking an interest in the facility.

In the meantime, should you have any questions or require any additional information please do not hesitate to contact me at 248-915-3560

Douglas Weber
Network-Real Estate Manager
Verizon Wireless

Signed and sworn to before me in Oakland County, State of Michigan on this 24th day of January, 2012.

Notary Public:

My Notary Expires: _____

BARBARA MADIGAN EVANS
Notary Public, State of Michigan
County of Oakland
My Commission Expires May, 10, 2013
Acting in the County of _____



Jan 25, 2012

City of Portage
7900 South Westridge Ave
Portage, MI 49002

To Whom It May Concern:

In response to your question regarding "alternative technology":

Technologies such as cable microcell networks are no longer used by Verizon Wireless. This is due mostly in part to this type of technology not meeting our engineering criteria's and or policies.

Although useful in some areas, newer distributed antenna system technologies are not feasible in the Portage area specifically. We made this determination using several guidelines including the size of the coverage area, geography, and topography.

Beyond our engineering criteria's we have found that using DAS systems often create greater visual impact in some applications as a result of the high number of antennas needed, especially as they are likely to be much lower in height.

Without our proposed site (West Centre Ave), Verizon and its customers (your constituents) would suffer several hardships: 1.) Ineffective and inefficient network design, reduced data speeds and voice reliability; 2.) Possible gap in coverage and compromised coverage for customers and emergency services including enhanced e911; and a possible inability to provide adequate and reliable coverage to the public as required by the FCC.

Thank you for your time and please don't hesitate to contact me if you have any further questions.

Sincerely,

Scott Hubble

RF Engineer

February 8, 2012

Mr. Christopher Forth, AICP
Deputy Director of Planning Services
City of Portage
7900 South Westnedge
Portage, Michigan 49002

Re: Verizon Wireless Monopine Tower / 8080 Oakland Drive

Dear Mr. Forth:

Thank you for your letter dated February 7, 2012. In response to the items addressed to Tele-Site I offer the following:

2. Narrative and Zoning Ordinance review by Tele-Site, Inc.

- Information is needed why a mono-pine tower is a better choice than other types of stealth-looking towers. Also, information regarding the long term durability and repair of the branches and needles would be helpful in anticipation of questions during the public hearing process.

It is important to note that the selection of a "monopine" tower for the subject site was, at least in part, the result of discussions with the city staff with regards to what might work best for the project area (understanding that there is an existing flap pole type tower nearby that will remain). It was thought that two flag pole type towers in close proximity to each other would perhaps have an odd appearance. The monopine will also allow for better proposed loading for future carriers because of its more structural capabilities than a flagpole. Tele-Site will be forwarding to your attention a guide from the manufacturer that delineates how to care for and repair the branches and needles.

- Page 7, No. 3 -- RF engineer needs to further explain the maps that were submitted (see discussion below) to clearly document the necessity of need.

It is the opinion of the applicant that the RF engineer for the project will need to appear before the Planning Commission and the staff in order to fully explain the details of the maps submitted in support of the project. The RF engineer is prepared to appear and will do so.

- Page 8, paragraph h -- If there is additional information regarding the availability of the existing tower or other structures that has not been provided, this information is needed so it can be presented to the Planning Commission with the agenda material. You can then elaborate on the submitted information during the Planning Commission meeting, if necessary.

There is no additional information available from the owner of the existing/nearby flag pole tower. We received an e-mail from Global Tower Partners that the flagpole did not have any additional space for future loadings.

Mr. Christopher Forth
Page Two
February 8, 2012

4. Propagation Maps

- The RF engineer needs to provide a written analysis of the information these maps convey. Also, how do these maps compare to a map that shows the existing antennas mounted on the flagpole when "on-air?"

RF engineer will be present at the March 1st planning commission meeting to address any issues pertaining to the maps that were submitted. This would be much more effective with the RF engineer present at the meeting to demonstrate why we need to improve the quality of services and coverage and go over the maps.

5. Real World Coverage Maps

- The RF engineer also needs to provide a written analysis of the information these maps convey. The "existing" map (assume with existing equipment) appears to show very good coverage.

RF engineer will be present at the March 1st planning commission meeting to address any issues pertaining to the maps and their coverage for Verizon Wireless. Again, this would be more effective to demonstrate in person to the planning commission.

6. Sound level measurement study

- The sound study is app. 4.5 years old and completed for a site in Kalamazoo. Will the very same equipment mentioned in the study be the same equipment installed at 8080 Oakland Drive? Given advancements in technology, it is likely that certain components have been redesigned over the past 4.5 years. If the same equipment will be installed, the decibel readings noted in the 2007 study exceed ordinance maximums at the property line. As a result, noise attenuation methods need to be reviewed and proposed.

Verizon has used previously is the construction of a noise-suppressing wall. Verizon has agreed to place a wall around the equipment to decrease the noise level. Verizon construction will be at the meeting on March 1, 2012 to discuss the noises levels and the sound bearing wall.

7. The photographs with the proposed mono-pine tower superimposed need to be provided. Assistant City Planner Mike West forwarded to Ms. Antoun earlier today several photographs taken from different vantage points that can be used to simulate the appearance once installed.

The photos will be altered to show the tower's appearance.

Mr. Christopher Forth
Page Three
February 8, 2012

- Page 10, paragraph No. 6 – The location of the fenced enclosure and drive should be adjusted to preserve the larger trees that currently exist on the site (see discussion in No. 3 below).

The fence enclosure will be adjusted and drive will be removed to preserve the trees. The site plan will be revised and submitted prior to March 1st.

- Page 11, paragraph No. 3 – This paragraph needs to be updated. Ownership information was submitted on January 27th.

Information was submitted on Jan. 27th, 2012.

3. Site (final) plan submitted by Tele-Site, Inc. showing the location of the mono-pine.

- As noted on the previous page, the setback is not consistent with the 40 perimeter setback and 50 foot greenbelt mentioned in the written narrative.

The tower compound will be moved further toward the interior of the property so as to meet the above mentioned setbacks.

- There is an inconsistency between the plan and written information involving the height of the tower. The plan indicates 150 feet and the written information mentions 155 feet.

The facility, as proposed, is 150 feet in height.

- The site plan identifies a number of taller oak trees for removal. The location of the fenced enclosure and driveway needs to be modified to preserve these trees. These taller trees will help to conceal a significant portion of the pole, especially when foliage is present but also the ground level equipment. Retaining these taller trees will also reduce the appearance that the mono-pine is out of character for this area.

The tower compound will be moved further toward the interior of the property. Also, the access to the site will be moved so the trees may remain and be used to conceal the tower and equipment. A revised site plan will be submitted.

- The picture of the mono-pine tower on the site plan shows the antennas on the outside of the tower but on page 19 (Section 42-135.U.3) of the narrative provided by Tele-Site, Inc. states the antenna will be mounted on the inside of the tower and will not be visible. Please clarify. If the antennas are in fact mounted on the outside of the pole, the antennas need to be concealed inside the branches and painted green/brown to blend in with the needles/branches.

Correction made. The antennas will be mounted to the exterior of the tower and will be shielded from view by branches. All antennas will be concealed and will be colored or painted in order to blend in with the branches.

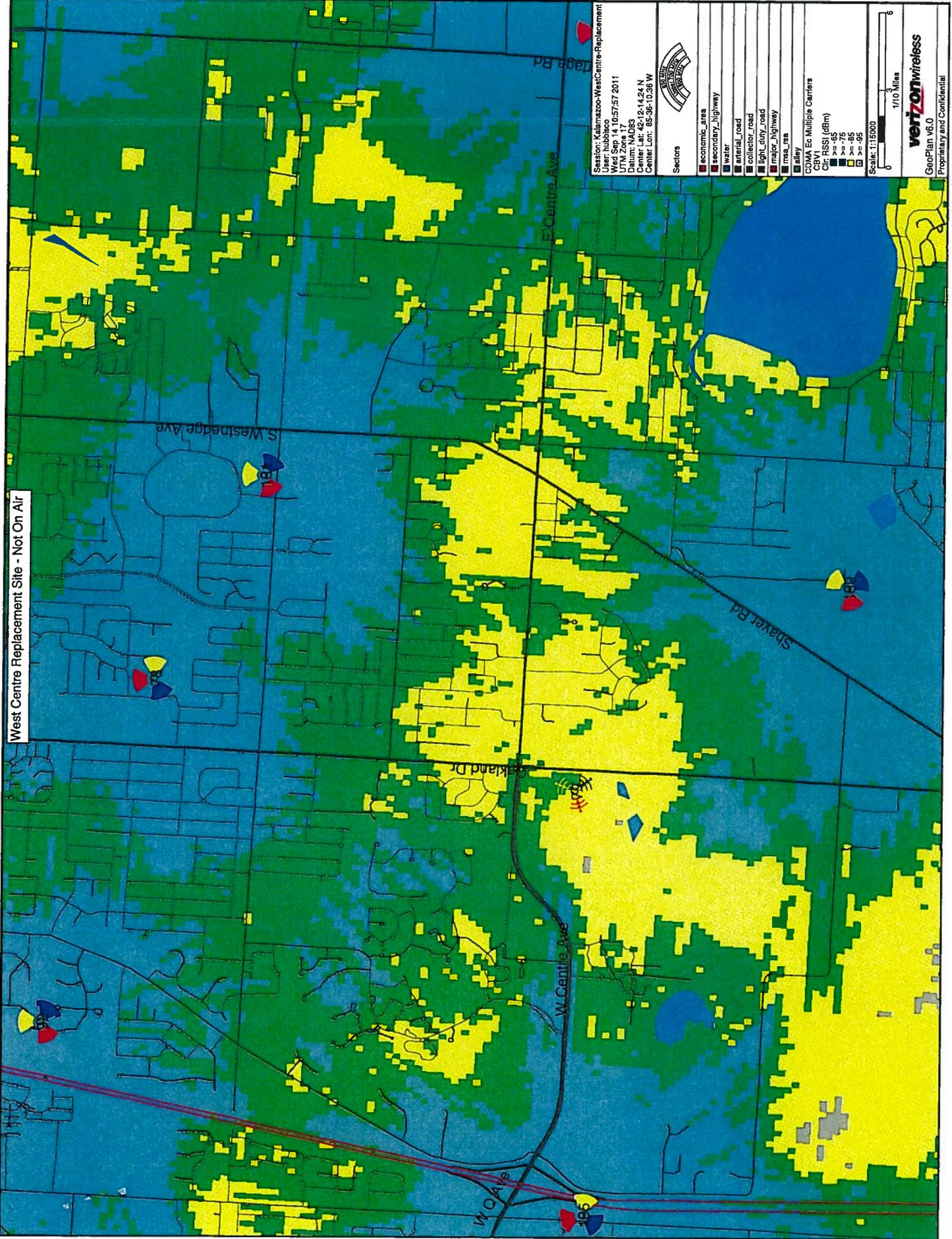
It is our hope that the above listed responses to your letter will allow the project to move forward through the review process. As always, thank you for your assistance and for your patience as we forge ahead on this important project

Sincerely,

Claudine Antoun

Tele-Site

West Centre Replacement Site - Not On Air



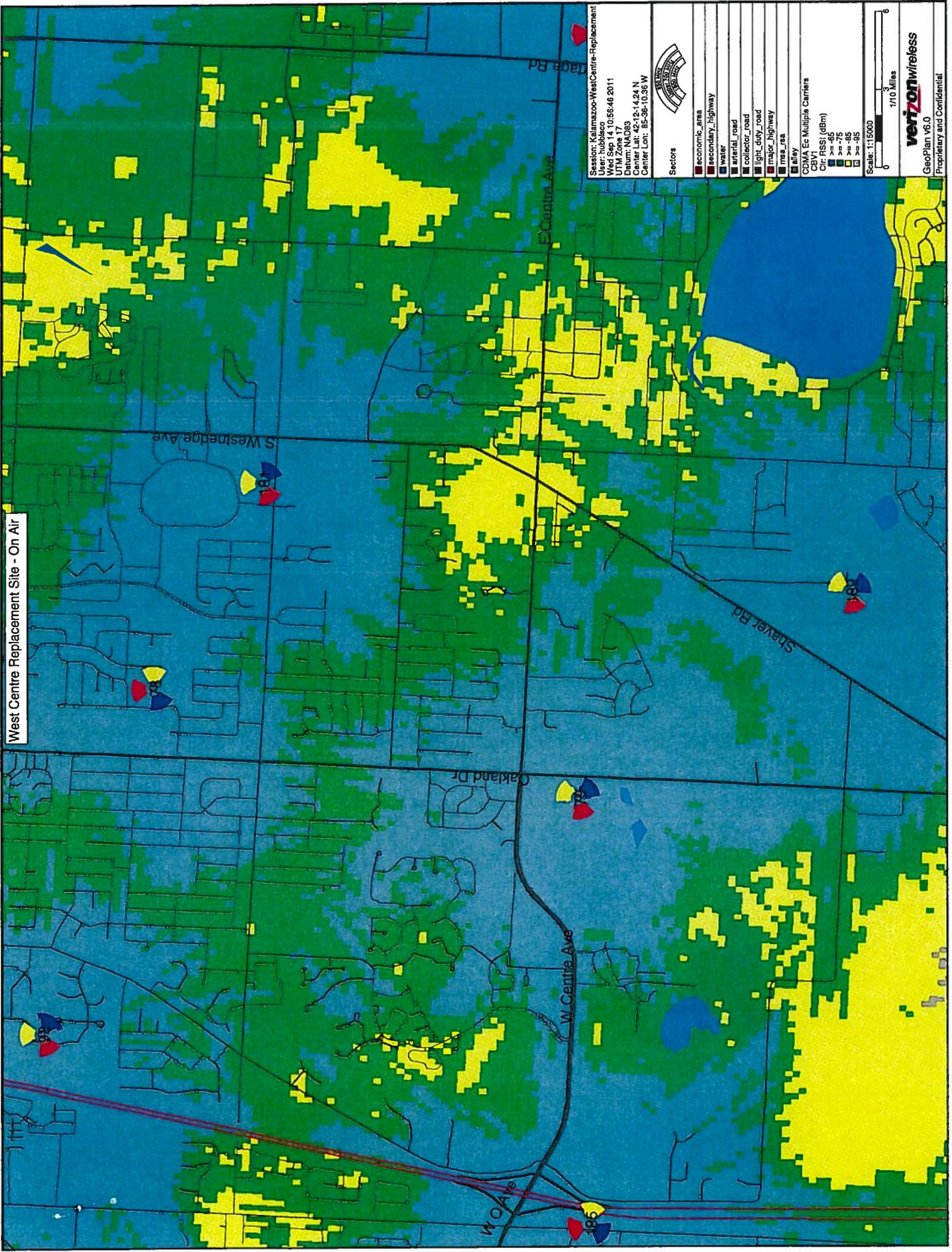
Session: Kalamazoo-WestCentre-Replacement
User: hubbleco
Date: Sep 14 10:57:57 2011
Datum: NAD83
Center Lat: 42-12-14.24 N
Center Lon: 85-56-10.36 W

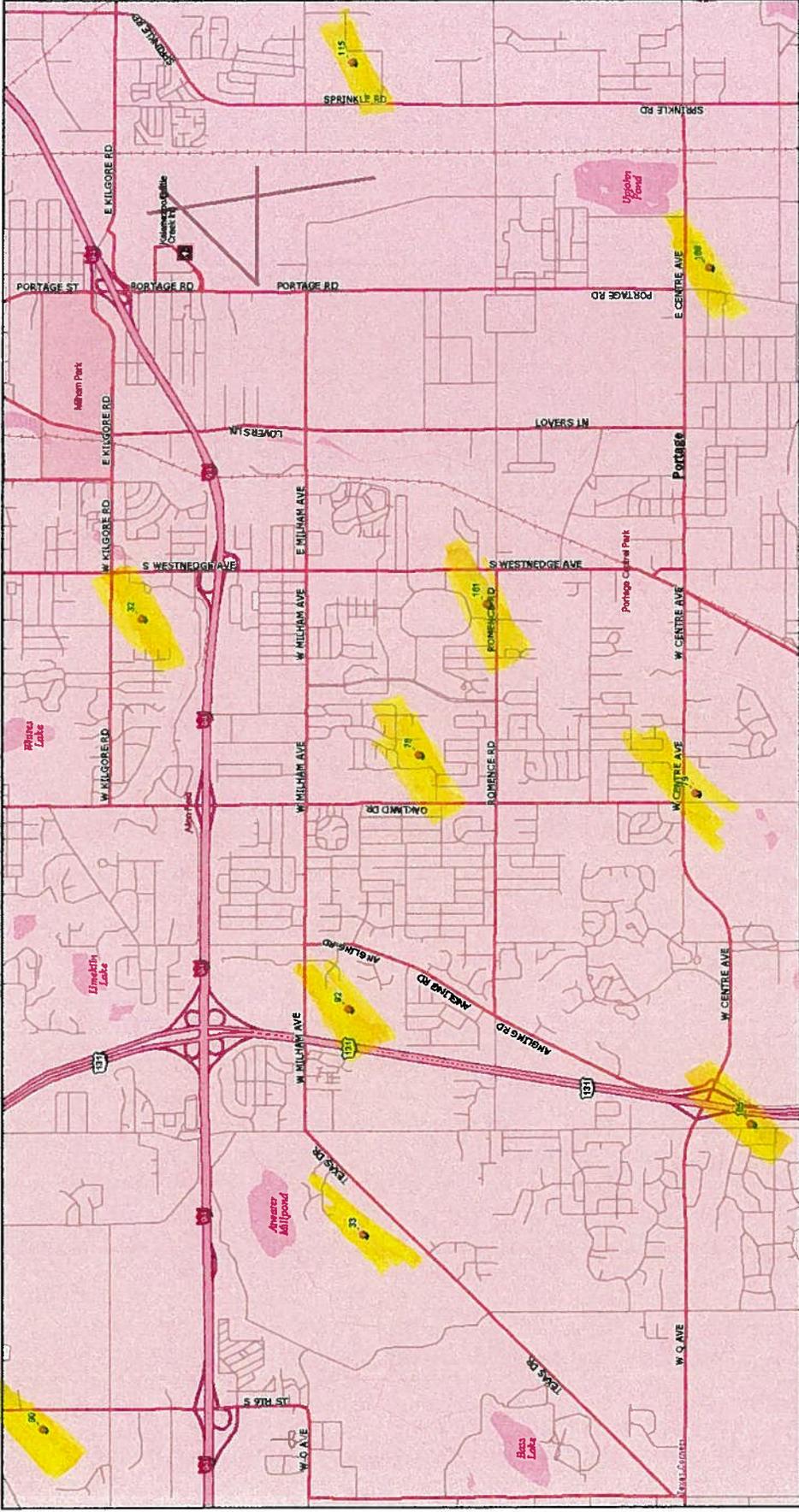
- Sectors
- economic_area
 - secondary_highway
 - water
 - arterial_road
 - collector_road
 - light_duty_road
 - major_highway
 - mesa_road
 - alley
- CDMA Ec Multiple Carriers
CBV1
Clr: RSSI (dbm)
- >= -75
 - >= -70
 - >= -65
 - >= -60
- Scale: 1:15,000

1/10 Miles
0 3 6

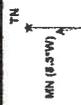
GeoPlan v6.0
Proprietary and Confidential

West Centre Replacement Site - On Air



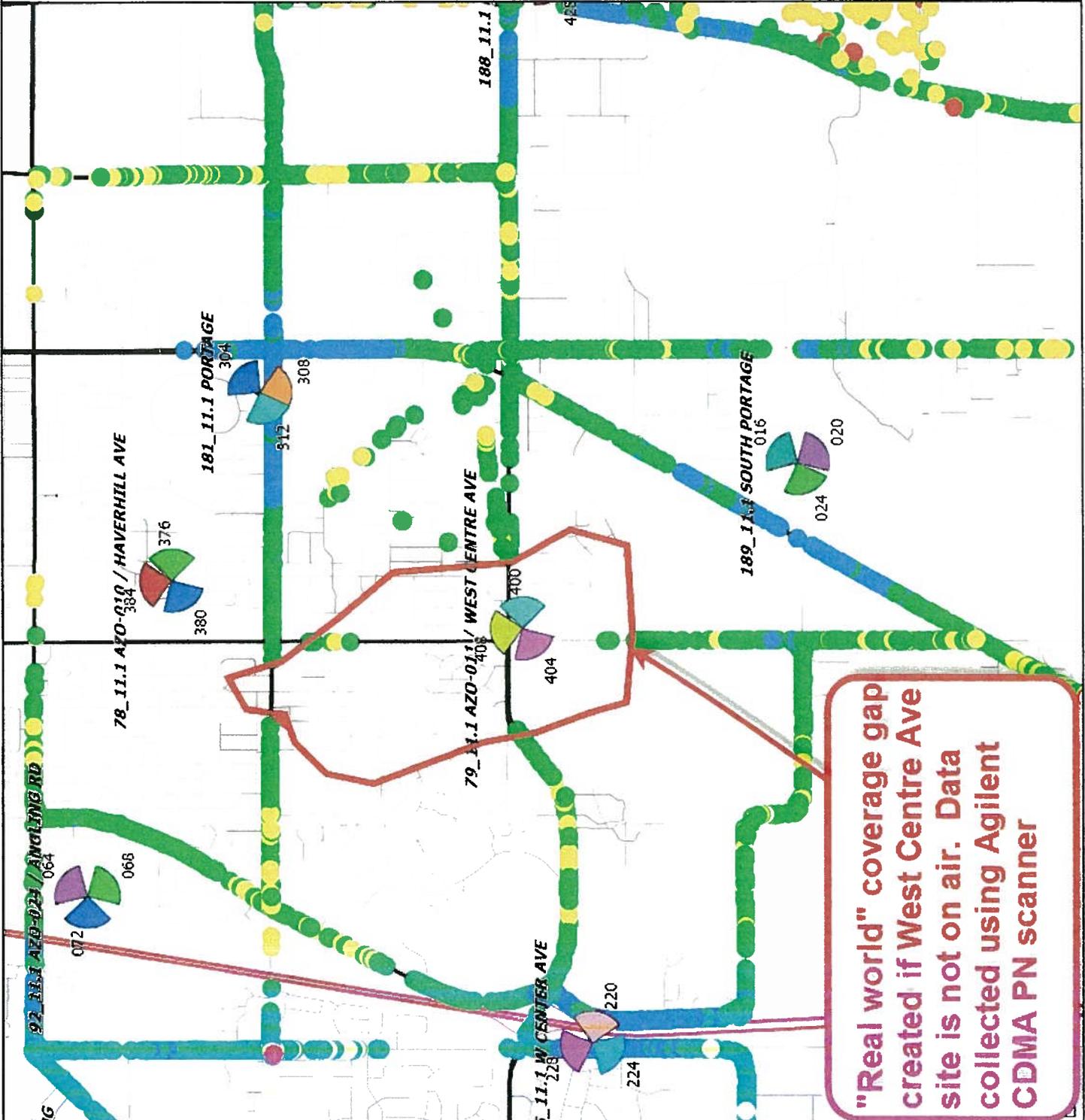


Data Zoom 12-4



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 www.delorme.com

Current V2W sites



"Real world" coverage gap created if West Centre Ave site is not on air. Data collected using Agilent CDMA PN scanner

- PN_Scanner_Ec_for_PN_496
- Below -105.0 (0) 0.0%
 - >= -105.0 to < -95.0 (17) 2.3%
 - >= -95.0 to < -85.0 (297) 39.9%
 - >= -85.0 to < -60.0 (431) 57.9%
 - Above -60.0 (0) 0.0%
- PN_Scanner_Ec_for_PN_428
- Below -105.0 (0) 0.0%
 - >= -105.0 to < -95.0 (15) 2.0%
 - >= -95.0 to < -85.0 (141) 18.5%
 - >= -85.0 to < -60.0 (484) 63.4%
 - Above -60.0 (123) 16.1%
- PN_Scanner_Ec_for_PN_72
- Below -105.0 (0) 0.0%
 - >= -105.0 to < -95.0 (9) 2.4%
 - >= -95.0 to < -85.0 (72) 19.2%
 - >= -85.0 to < -60.0 (263) 70.1%
 - Above -60.0 (31) 8.3%
- PN_Scanner_Ec_for_PN_224
- Below -105.0 (0) 0.0%
 - >= -105.0 to < -95.0 (2) 0.5%
 - >= -95.0 to < -85.0 (43) 11.3%
 - >= -85.0 to < -60.0 (241) 63.4%
 - Above -60.0 (94) 24.7%
- PN_Scanner_Ec_for_PN_20
- Below -105.0 (0) 0.0%
 - >= -105.0 to < -95.0 (30) 3.0%
 - >= -95.0 to < -85.0 (299) 30.1%
 - >= -85.0 to < -60.0 (647) 65.1%
 - Above -60.0 (18) 1.8%

Why I Love Portage” Campaign. Discussion followed. Motion by Pearson, seconded by Campbell, to approve the next step with the publication of Top 10 Reasons listing. Discussion followed. Upon a roll call vote, motion carried 6 to 0.

CITY COUNCIL SIGN ORDINANCE COMMITTEE: Councilmember Sackley indicated that the Committee met with the staff liaison to further discuss and refine the scope of work as discussed at the City Council Retreat. As this was the first session, Mr. Sackley indicated it was a session to get to know one another; that Community Development Director Vicki Georgeau engaged the Committee in a healthy discussion; and, it was agreed to reconvene at a future date to consider next steps that would include a formal written summary and community outreach to be authorized by City Council, and in the meantime, Ms. Georgeau will gather information for the Committee for future consideration.

CITY COUNCIL ETHICS/RULES/PROCEDURES COMMITTEE: Councilmember Urban indicated that Councilmembers Campbell and Randall met with City Manager Evans on Monday, March 26, 2012, and discussed three items from the City Council Retreat Session. With regard to the selection of the Mayor Pro Tem, a request was made for an opinion from the City Attorney. Discussion followed. With regard to the attendance policy, he indicated that he will be drafting some minor language probably to be added to the City Council Rules of Order and Procedure. With regard to political statements and comments from City Council, he indicated that he will be drafting an inquiry to the City Attorney asking what is allowable in accordance with City Council Rules of Order and Procedure. Once these items are available to the Committee, he indicated that the Committee will convene and prepare a recommendation for consideration by City Council. Discussion followed.

Councilman Urban asked City Council for guidance regarding how to proceed with a topic in one of the recent City Manager Friday weekly reports, a draft document entitled “City Council Practices on Formation of City Council Committees and Responsibilities,” that also had an opinion from City Attorney Randy Brown dated March 16, 2009, attached. Discussion followed regarding whether to add this as another issue for the Ethics/Rules/Procedures Committee to address and report back to City Council.

Councilmember Pearson thought it was an excellent idea to give this topic to the Ethics/Rules/Procedures Committee.

Councilmember Sackley agreed with Councilmember Pearson. However, in deference to Mayor Strazdas and unless there is a need to make the decision this evening, he felt that it would be better to wait until Mayor Strazdas could be present to participate in the discussion since it is the Mayor who appoints the members to the Ethics/Rules/Procedures Committee. Discussion followed.

Regarding whether they should add this as another issue for the Ethics/Rules/Procedures Committee to address, Mayor Pro-Tem Reid stated that Mayor Strazdas had talked about different ways to address the draft document, but referring it to the Ethics/Rules/Procedures Committee was not one of them. When she asked if there was an issue with bringing this matter back in two weeks to allow Mayor Strazdas to have input, there were no objections.

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Campbell indicated that the Portage Rotary will provide the 4th of July Fireworks for the City of Portage, again this year and invited everyone to the event.

Councilmember Sackley extended kudos to the Western Michigan University Bronco Hockey Team, who won the 2012 CCHA Championship in Joe Louis Arena, Detroit, for the first time since 1986. He also congratulated former Portage Northern High School Hockey goalie and current Niagara College senior Chris Noonan, for receiving the Regular Season Goalie of the Year honors from the Atlantic Hockey Association.

Councilmember Randall indicated that she had received many positive comments regarding the Board of Review process and the Assessors Office and thanked them for their service and diligence.

Councilmember Pearson said that he, along with about 40 others, attended a presentation by Community Development Director Vicki Georgeau regarding commercial opportunities in Portage.

City Manager Evans commended Bill Deming and the Parks Department for being designated a 2011 Tree City USA; the Police Department for being only one of eight Police Departments to be CALEA Certified, for the fourth time, under Rick White; and announced that Jack Hartman would be retiring after 24 years of service as the Streets and Equipment Director.

Mayor Pro Tem Reid applauded the K-Wings for making the play-offs and mentioned that she attended the recent Elton John concert held at K-Wings Stadium. She said she was honored to represent the City of Portage at a presentation by the Elks to Welcome the Warriors, returning soldiers from Afghanistan after serving there for one year, and recognized how proud they were to represent this area and their country by helping the Afghan people.

ADJOURNMENT: Mayor Pro Tem Reid adjourned the meeting at 8:24 p.m.

James R. Hudson, City Clerk

*Indicates items included on the Consent Agenda.

CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Meeting – March 12, 2012

The City of Portage Zoning Board of Appeals meeting was called to order by Chair Linenger at 7:00 p.m. in the Council Chambers. Approximately one person was in the audience.

MEMBERS PRESENT: Mariana Singer, Doug Rhodus, Timothy Bunch, Betty Schimmel, Rob Linenger, Lowell Seyburn, Glenn Smith, and Jeffrey Bright.

IN ATTENDANCE: Jeff Mais, Zoning & Codes Administrator and Charles Bear, Assistant City Attorney

APPROVAL OF THE MINUTES: Bunch moved and Schimmel seconded a motion to approve the February 13, 2012 minutes as submitted. Upon voice vote, motion was approved 7-0.

NEW BUSINESS:

ZBA #11-16, 5602 Lovers Lane: A letter from the applicant was read requesting the item be postponed until the April 9, 2012 meeting.

A motion was made by Seyburn, seconded by Bunch to postpone the hearing until the April 9, 2012 meeting. Upon voice vote, the motion passed 7-0.

ZBA #11-17, 6295 and 6355 South Westnedge Avenue: A letter from the applicant was read stating the request has been withdrawn. Bright inquired why the application was being withdrawn. Staff stated it was understood to be a business decision by the prospective tenant not to proceed further.

A motion was made by Schimmel, seconded by Rhodus to accept the withdrawal. Upon voice vote, the motion passed 7-0.

STATEMENT OF CITIZENS:

ADJOURNMENT: There being no further business, the meeting was adjourned at approximately 7:05 p.m.

Respectfully submitted,

Jeff Mais
Zoning & Codes Administrator