

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

# **PLANNING COMMISSION**

**November 1, 2012**



# **CITY OF PORTAGE PLANNING COMMISSION**

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

**November 1, 2012**

**(7:00 p.m.)**

**Portage City Hall Council Chambers**

### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

### **APPROVAL OF MINUTES:**

- \* October 18, 2012

### **PUBLIC HEARINGS:**

- \* 1. Preliminary Report: Rezoning Application #12-01, 9136 Shaver Road

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

### **NEW BUSINESS:**

- \* 1. 2011-12 Planning Commission Work Program Final Update and Proposed FY 2012-13 Work Program.

### **OLD BUSINESS:**

- \* 1. City of Portage 50<sup>th</sup> Anniversary Celebration – Recognition of Portage Businesses

### **STATEMENT OF CITIZENS:**

### **ADJOURNMENT:**

### **MATERIALS TRANSMITTED**

September 10, 2012 Zoning Board of Appeals meeting minutes  
September 25, 2012 City Council meeting minutes  
October 9, 2012 City Council regular meeting minutes  
October 9, 2012 City Council Committee as a Whole meeting minutes  
October 9, 2012 City Council special meeting minutes  
September 2012 Summary of Environmental Activities Report



 **DRAFT**

## PLANNING COMMISSION

October 18, 2012

The City of Portage Planning Commission meeting of October 18, 2012 was called to order by Chairman Cheesebro at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. No citizens were in attendance.

### **MEMBERS PRESENT:**

Wayne Stoffer, Bill Patterson, Paul Welch, Dave Felicijan, Rick Bosch, Miko Dargitz, David Artley, Allan Reiff and James Cheesebro.

### **MEMBERS ABSENT:**

None.

### **MEMBERS EXCUSED:**

None.

### **IN ATTENDANCE:**

Christopher Forth, Deputy Director of Planning, Development and Neighborhood Services; Michael West, Assistant City Planner; Randall Brown, City Attorney; and Jill Hess, Deputy Director of Recreation & Senior Citizen Services.

### **PLEDGE OF ALLEGIANCE:**

Chairman Cheesebro led the Commission in the Pledge of Allegiance.

### **APPROVAL OF MINUTES:**

Chairman Cheesebro referred the Commission to the October 4, 2012 meeting minutes contained in the agenda packet. A motion was offered by Commissioner Patterson, seconded by Commissioner Stoffer, to approve the minutes as submitted. The motion was unanimously approved.

### **PUBLIC HEARINGS:**

None.

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

None.

### **OLD BUSINESS:**

None.

### **NEW BUSINESS:**

1. 2013 Recreation and Open Space Plan Update. Mr. Forth summarized the staff report dated October 12, 2012 regarding the proposed update to the Recreation and Open Space Plan component of the Comprehensive Plan. Mr. Forth explained the statutory process for updates to the Comprehensive Plan

 DRAFT

pursuant to the Michigan Planning Enabling Act and stated this was the first step whereby the Planning Commission reviews the draft document and then submits it to City Council for review, comment and distribution to adjacent communities and the county. After distribution and a 42 day review comment period, Mr. Forth indicated the Planning Commission will then conduct a public hearing and forward a recommendation to City Council who will formally adopt the Plan Update. Mr. Forth then summarized the major changes to the Plan Update and then introduced Ms. Jill Hess, Deputy Director of Recreation & Senior Citizen Services.

Ms. Hess, Mr. Forth and the Commission next discussed various aspects of the 2013 Recreation and Open Space Plan Update including the annual parks/facilities assessment process, the use of the Plan Update for Michigan Department of Natural Resources (MDNR) grant applications, reduction in the surray and canoe rental program, funding sources for recreational programs and services and the upcoming public hearing for the Eliason Nature Reserve Master Plan. Commissioner Dargitz suggested including a map of sensitive areas in the 2013 Open Space and Recreation Plan Update document, similar to the map contained in the 2008 Comprehensive Plan (Map 3 – Natural Features). Commissioner Stoffer asked where “Allan Creek” was in the city? Mr. Forth and Ms. Hess indicated they would research but believe the reference may be to Davis Creek. Commissioner Reiff stated there are many terms in the Plan document that are not commonly known and suggested inclusion of definitions to assist the intended user of the document. Commissioner Artley stated the City of Portage does an excellent job managing the park/trails system which enhances the quality of life for all residents. Commissioner Reiff indicated the data contained in Table 1 – Average Monthly Climatological Data does not correlate with the text at the top of Page II-2. Ms. Hess stated she would review and make adjustments where necessary. Commissioner Reiff also provided a list of typographical errors he identified while reviewing the plan document. Commissioner Welch inquired as to why there was no reference to gun clubs/shooting ranges in Table 6 – Major Facilities (within 30 minutes travel time). Ms. Hess indicated she would review and discuss with Parks Department staff and make changes, where appropriate.

After additional discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Reiff, to forward the 2013 Recreation and Open Space Plan Update to City Council with consideration of the following: 1) Inclusion of a natural features/sensitive areas map similar to the map included in the 2008 Comprehensive Plan; 2) Inclusion of definitions within the text portion of the Water Resources section, and 3) Inclusion of other clarifications/corrections identified by the Commission during the review and discussion of the draft document (see previous paragraph). 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 7:45p.m.

Respectfully submitted,

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

**TO:** Planning Commission **DATE:** October 26, 2012  
**FROM:** Vicki Georgeau, <sup>VJ</sup> Director of Community Development  
**SUBJECT:** Preliminary Report: Rezoning Application #12-01, 9136 Shaver Road

**I. INTRODUCTION:**

An application has been received from Mr. Robert Wiitanen requesting that 9136 Shaver Road Avenue be rezoned from I-1, light industry to B-3, general business. According to the applicant, the rezoning is being requested to facilitate redevelopment of the site for a new Mulligans Grill and Sports Bar.

Applicant	Property Address	Description	Zoning	
			Existing	Proposed
Robert Wiitanen	9136 Shaver Road	Parcel 00028-110-O	I-1	B-3
<b>One parcel - 1.88 acres</b>				

**II. EXISTING CONDITIONS:**

Land Use/Zoning	<p><u>Rezoning Site:</u> Mulligans Grill and Sports Bar (3,914 square foot building), parking lot and associated site improvements that were constructed in 1960.</p> <p><u>West/South:</u> Vacant land, 9220 Shaver Road, zoned I-1, light industry.</p> <p><u>North:</u> Nonconforming single family residence and accessory storage, 9126 Shaver Road, zoned I-1, light industry.</p> <p><u>East:</u> Across Shaver Road, industrial land use zoned I-1, light industry.</p>
Zoning/Development History	<p>No rezoning of properties in the surrounding area since adoption of the 2008 Comprehensive Plan. However, significant rezoning did occur further to the north, along the west side of Shaver Road, during the late 1990s and early 2000s.</p> <p>In 1999/2000, several properties located between 8830 and 9010 Shaver Road were rezoned from I-1, light industry to B-3, general business to facilitate the Meijer redevelopment project.</p> <p>In 2002/2003, several properties located between 8250 and 8540 Shaver Road were rezoned from I-1, light industry, B-3, general business and RM-1, multiple family residential to CPD, commercial planned development to facilitate the Walmart redevelopment project.</p>
Historic District/Structures	The subject site is not located within a historic district and does not contain any historic structures.
Public Streets	Shaver Road is designated as a 4-5 lane major arterial with 19,108 vehicles per day (2011); capacity of 32,500 vehicles per day (level of service "D").
Public Utilities	Municipal water and sewer are available.
Environmental	The City of Portage Sensitive Land Use Inventory Map does not identify wetland and/or floodplain areas on the subject site. However, a designated wetland area is identified on the adjacent parcel to the west.

### III. PRELIMINARY ANALYSIS:

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

Comprehensive Plan/Future Land Use Map Consistency. The Future Land Use Plan Map component of the Comprehensive Plan identifies the rezoning site, along with properties to the north and south, as being situated within the Shaver Road Business Corridor. The Comprehensive Plan describes the Shaver Road Business Corridor as a developing corridor that serves as an employment generator and source of production of a variety of products and commercial needs that benefit the city. The Shaver Road Business Corridor consists of a mixture of land uses with growing/stable industrial uses primarily located along the east side of Shaver Road and a mixture of light industrial and commercial uses and some nonconforming single-family dwellings located along the west side of Shaver Road. The west side of the corridor has experienced significant (re)development activity during the past 10-15 years including the Meijer and Walmart facilities and additional redevelopment is expected in the future that will strengthen corridor and provide additional job opportunities.

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

Suitability of Existing I-1 Zone/Impacts of Proposed B-3 Zone. Both the existing I-1, light industry zone and proposed B-3, general business zone are consistent with the Comprehensive Plan/Future Land Use Map designation for the Shaver Road Business Corridor. The west side of the Shaver Road Business Corridor is intended to include a mixture of light industry and commercial land uses and the existing zoning/land use pattern reflects this arrangement. The subject site and immediately adjacent parcels are zoned I-1, while properties located further to the north and near the southwest corner of Shaver Road and Vanderbilt Avenue are zoned B-3. While the I-1 district allows a variety of light industrial land uses including those that involve the manufacturing, compounding, processing, packaging, assembly and/or treatment of finished or semi-finished products from previously prepared materials, the B-3 district allows a variety of retail/commercial land uses that can serve pass-by traffic along major streets and the employment base that exists in the area.

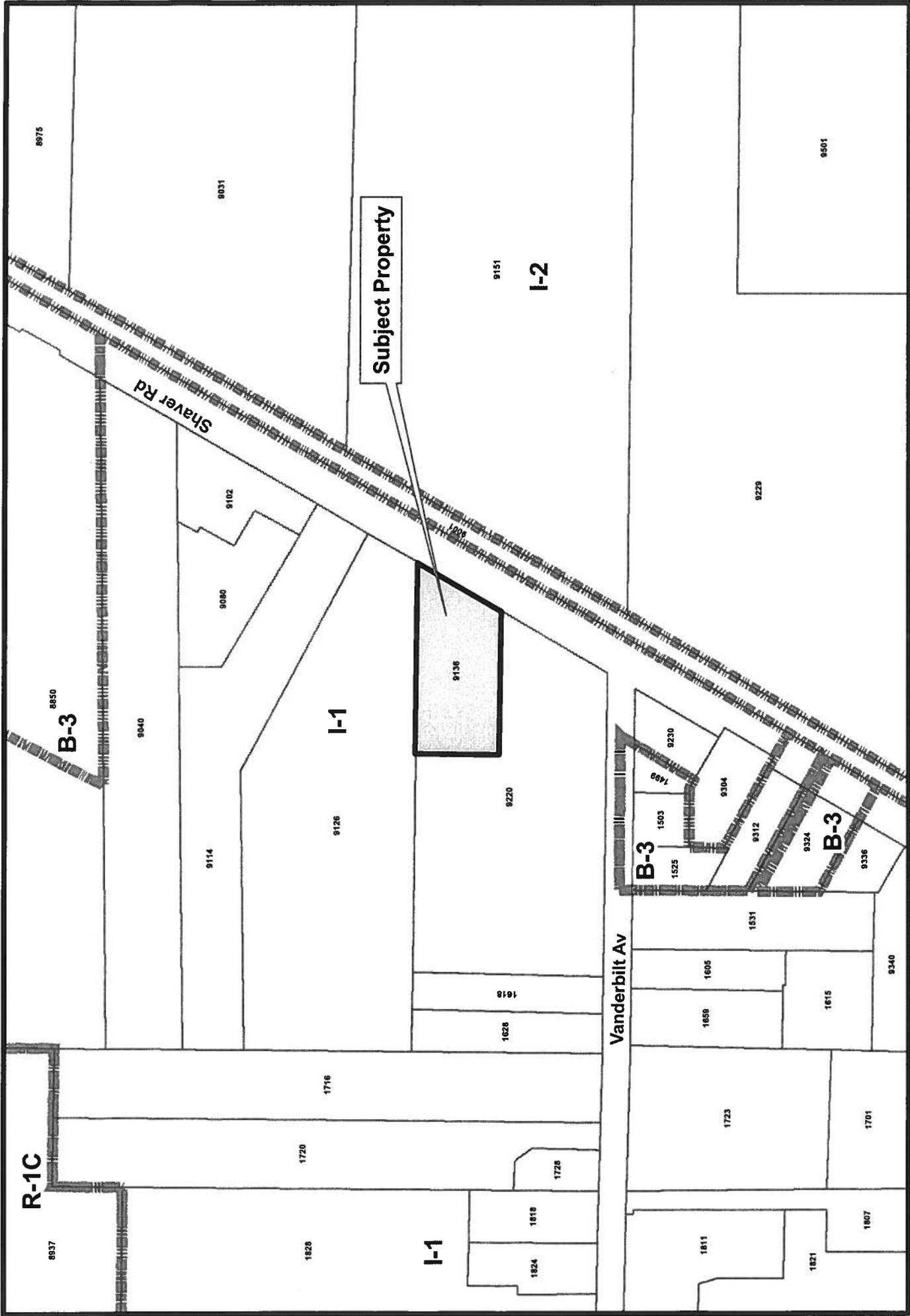
The applicant is requesting the zoning change from I-1 to B-3 to facilitate redevelopment of the site for a new Mulligans Grill and Sports Bar. As information for the Commission, the site has been operated as a restaurant/bar since its original construction in 1960. While the restaurant/bar use at the site is protected as a permitted use in the I-1 zone, the applicant has indicated that redevelopment of a new Mulligans Grill and Sports Bar is less restrictive under the proposed B-3 zone. For example, the minimum front yard building setback in the I-1 district is 75-feet, compared to 30-feet in the B-3 district. Similarly, the minimum front yard parking setback in the I-1 district is 50-feet, compared to 10-feet in the B-3 district. The lesser building/parking setback requirements under the proposed B-3 zone provide more redevelopment options and flexibility for the applicant.

Traffic Considerations. Under either the existing I-1 zone or proposed B-3 zone, the 1.88 acre property could accommodate an approximate 20,500 square foot building based on 25% lot coverage. While traffic generation from such a development would vary based upon the specific use(s) of the site, any additional traffic generation resulting from a zoning change to B-3 can be accommodated by the adjacent roadway network. When Shaver Road was reconstructed as a 4-5 lane boulevard street in 2004, consideration was given to future commercial/industrial growth and development along the corridor. Shaver Road is currently operating at less than 60% capacity with approximately 19,108 vehicles per day travelling the corridor (capacity of 32,500 vehicles per day – level of service “D”). Specific access management related issues including proposed access location, shared and/or cross access will be reviewed during the site plan stage of redevelopment.

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

Consistent with the Planning Commission policy of accepting public comment at the initial meeting and continuing the rezoning at a subsequent meeting, the Commission is advised to receive public comment during the November 1, 2012 meeting and adjourn the public hearing to the November 15, 2012 meeting.

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

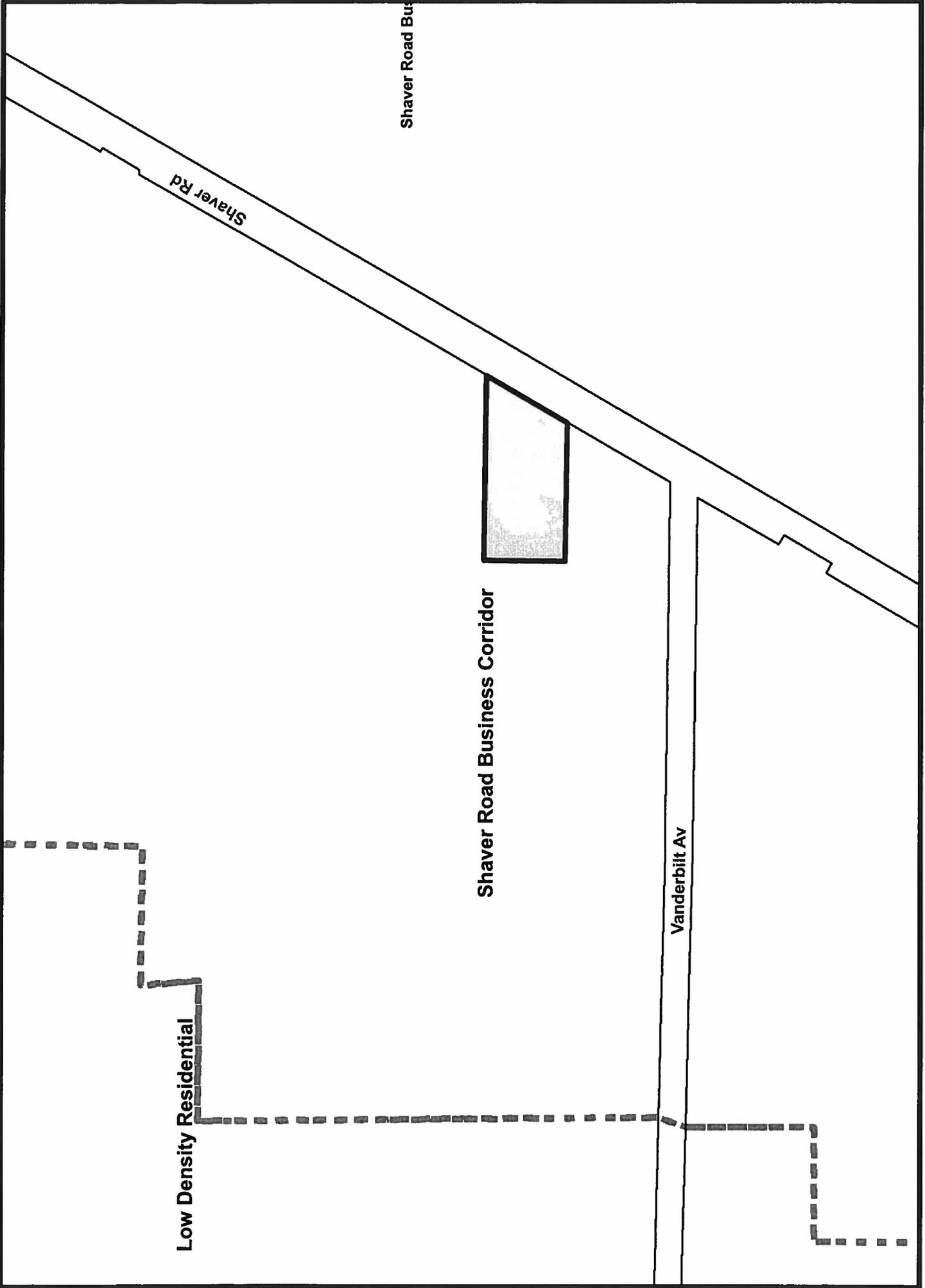


# Rezoning #12-01 9136 Shaver Road

 Zoning Boundary  
 Subject Properties  
 300' Notification Boundary



1 inch = 300 feet



# Future Land Use Map 9136 Shaver Road

Future Land Use  
Subject Properties



1 inch = 300 feet



Subject Property

# Aerial Photo 9136 Shaver Road

 Subject Property



1 inch = 100 feet

RECEIVED  
OCT 09 2012  
COMMUNITY DEVELOPMENT

APPLICATION FOR ZONING AMENDMENT

Application number 12-1

Date October 9, 2012

APPLICATION INFORMATION:

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

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

TO THE PLANNING COMMISSION:

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

**ZONING MAP AMENDMENT**

1. a. Platted Land:

The property is part of the recorded plat: The property sought to be rezoned is located at 9136 Shaver Rd between Centre Street and Van Der Bilt Street on the west side of the street, and is known as Lot Number(s) \_\_\_\_\_ of \_\_\_\_\_ Plat (Subdivision). It has a frontage of 200' feet and a depth of 410' feet.

b. Unplatted Land:

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

b. Name of the owner of the property to be rezoned: Robert + Tiffany Wiltanen  
Address 29506 Heritage Ln. Paw Paw, MI 49079



**TO:** Planning Commission

**DATE:** October 26, 2012

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

**SUBJECT:** 2011-12 Planning Commission Work Program Final Update and Proposed FY 2012-13 Work Program.

**I. INTRODUCTION:**

The Planning Commission customarily adopts an annual Work Program that includes the duties and responsibilities of the Commission per statute and local ordinance, incorporates approved City Council Advisory Board Goals and Objectives and City Council Mission Statement and Goals & Objectives. Attached is the 2011-12 Work Program, adopted by the Planning Commission in September 2011. Progress made by the Commission on these work items during the past fiscal year is summarized below.

**II. FY 2011-12 WORK PROGRAM (FINAL UPDATE):**

- **Council Assigned Goals and Objectives** were completed during the past fiscal year.
- 1. *Continue to guide development to appropriately planned areas of the community and consider the protection of environmentally sensitive areas such as those identified on the City of Portage Sensitive Land Use Inventory Map, including regulated wetlands, groundwater and surface water.*

The Planning Commission continued to guide development consistent with the 2008 Comprehensive Plan Update/Future Land Use Map and remains cognizant of the impacts development may have on environmentally sensitive land areas. Additionally, the Planning Commission also continued to ensure new development projects were designed consistent with applicable ordinances through review of site plans, plats and other development proposals.

- 2. *During project plan review, consider the following:*
  - a) *Parking lot interconnection, driveway consolidation, access from adjacent local/collector street or other methods intended to improve traffic flow and safety.*
  - b) *Adjacent residential protection measures.*
  - c) *Protection of environmentally sensitive areas such as those identified on the City of Portage Sensitive Land Use Inventory Map, including regulated wetlands, groundwater and surface water.*

During the past fiscal year, the Planning Commission reviewed/approved the following private development projects: site plan for Fifth-Third Bank (2610 East Centre Avenue); group child care home (3125 Coachlite Avenue); parking plan for Valley Family Church (2500 Vincent Avenue); special land use permit and site plan for Great Lakes Center for Autism Treatment and Research (9616 Portage Road); special land use permit and site plan for Graham's Towing & Service (6230 Lovers Lane); preliminary plat for Oakland Farms North (9810 Oakland Drive; group child care home (7185 Venice Drive); height modification for Celebration Cinemas (6600 Ring Road); special land use permit for Wiggles, Waggles and Tails (8585 Portage Road); active home occupation permit for Arrow Car Service (3617 Wedgewood); height modification for Dicks Sporting Goods (6355 South Westnedge

FY 2011-12 Planning Commission Work Program Final Update and  
FY 2012-13 Planning Commission Work Program (proposed)

Avenue); tentative plan amendment and final plan for The Homestead Planned Development (3821 West Milham Avenue); historic district modification for Van Riper Property (3821 West Milham Avenue); final plan for Oakland Hills at Centre Planned Development (2275, 2301, 2401 West Centre Avenue and 8080 Oakland Drive); special land use permit for Kalamazoo Choppers ( 9820 Portage Road); final plan for Alkhamis Financial (7900 Kirkland Court); group child care home (1225 Warwick Street); and parking plan for Prairie Edge Christian Reformed Church (9316 Oakland Drive).

Several of the projects listed above included shared and/or cross access arrangements including Fifth-Third Bank; Graham's Towing & Service; Wiggles, Waggles and Tails and Kalamazoo Choppers. Projects that involved residential protection measures included Great Lakes Center for Autism Treatment and Research; Celebration Cinemas; Wiggles, Waggles and Tails; Dicks Sporting Goods, Kalamazoo Choppers, Alkhamis Financial and Prairie Edge Christian Reformed Church. Environmental issues were also considered as part of the reviews for Graham's Towing & Service; Oakland Hills at Centre Planned Development and Prairie Edge Christian Reformed Church.

3. *Consider and act appropriately upon site-specific rezonings in the context of the 2008 Comprehensive Plan and the 2008 City Centre Area Plan to encourage residential, commercial, industrial, planned development and high-tech development opportunities, as appropriate.*

Five rezoning applications were received and acted upon by the Planning Commission during the past fiscal year: Rezoning Application #11-01, 1901 Romence Road Parkway (approved by City Council); Rezoning Application #11-02, 1106 West Centre Avenue (approved by City Council); Rezoning Application #11-03, Romence Road Parkway between Lovers Lane and Portage Road (approved by City Council); Rezoning Application #11-04, East Centre Avenue between Lakewood Drive and Garden Lane (pending City Council review/approval) and Rezoning Application #11-05, 7812, 7840, 7842 and 7908 (portion thereof) Portage Road (approved by City Council).

4. *Review/recommend Zoning Code text amendments including, but not limited to, the City Council referred mixed-use ordinances and the Landscaping and Screening ordinance.*

During the past fiscal year, the Commission completed the review and public hearing process involving Ordinance Amendment #10-E, Mixed Use Zoning Ordinances. These new ordinances were subsequently adopted by City Council. Review of other possible ordinance amendments, including the Landscape and Screening Ordinance, will begin during the 2012-13 fiscal year.

5. *When appropriate, engage the Youth Advisory Committee in the planning process.*

During the past fiscal year, opportunities to engage the Youth Advisory Committee did not arise.

6. *Prepare the 2012 Major Thoroughfare Plan (Chapter 8 of the Comprehensive Plan) Status Update.*

In March 2012 in conjunction with the annual CIP review, the Planning Commission also reviewed, discussed and accepted the 2012 Major Thoroughfare Plan (Chapter 8 of the Comprehensive Plan) Status Update.

7. *Review and recommend the annual Capital Improvement Program.*

In March 2012, the Planning Commission reviewed, discussed and then recommended to City Council approval of the FY 2012-22 Capital Improvement Program.

8. *Forward update to goals for FY 2011-12 (November 2011 and April 2012) and recommended goals for FY 2012-13 (April 2012).*

Updates were provided to City Council in November 2011 and April 2012.

- **Current Planning Activities** were also completed during the past fiscal year including the review and decision/recommendation of seven site/final plans; six special land use permits; five zoning map applications (Rezoning Application #11-01, 1901 Romence Road Parkway; Rezoning Application #11-02, 1106 West Centre Avenue; Rezoning Application #11-03, Romence Road Parkway between Lovers Lane and Portage Road; Rezoning Application #11-04, East Centre Avenue between Lakewood Drive and Garden Lane and Rezoning Application #11-05, 7812, 7840, 7842 and 7908 (portion thereof) Portage Road); one zoning ordinance text amendments (Ordinance Amendment #10-E, Mixed Use Zoning Ordinance); three tentative plan/conceptual plan reviews; two accessory buildings; two height modifications; one preliminary plat; one active home occupation permit and one historic district modification review.
- **Long Range Planning Activities** were also completed. In March 2012, the Planning Commission reviewed and recommended to City Council approval of the 2012-2022 Capital Improvement Program. Also in March 2012, the Commission reviewed, discussed and accepted the 2012 Major Thoroughfare Plan Status Report. Finally, and prior to initiating Rezoning Application #11-03, the Commission conducted the Romence Road Corridor Study in February 2012 to consider proactive rezoning of properties located between Lovers Lane and Portage Road to the OTR, office technology and research zoning designation.
- **Planning Commission Training Session** during the past fiscal year involved an Analysis of 2010 Decennial Census Data that was presented and discussed during the August 18, 2011 meeting. The report included an update of 2010 Decennial Census data released by the U.S. Census Bureau and discussed age, gender, housing unit tenure and occupancy status and households.

### III. FY 2012-13 WORK PROGRAM (PROPOSED):

The proposed FY 2012-13 Planning Commission Work Program has been prepared and is attached for review and consideration. Also, attached is an October 24, 2012 communication from Deputy City Clerk Herringa with the Approved FY 2012-2013 Advisory Boards and Commissions Goals and Objectives, along with the FY 2012-13 City Council Mission Statement and Goals & Objectives. The Commission is advised to review and discuss the attached materials during the November 1, 2012 meeting and, if no further changes, adopt the FY 2012-13 Planning Commission Work Program.

Attachments: Adopted FY 2011-12 Planning Commission Work Program  
Proposed FY 2012-13 Planning Commission Work Program  
October 24, 2012 Communication from Deputy City Clerk, Adam Herringa  
Advisory Boards and Commissions Approved FY 2012-13 Goals and Objectives  
FY 2012-13 City Council Mission Statement and Goals & Objectives

## FY 2011-12 PLANNING COMMISSION WORK PROGRAM

The FY 2011-12 work program reflects the established duties and responsibilities of the Planning Commission as specified by statute and local ordinance, and the guidance provided by the City Council Mission Statement and Goals & Objectives for the community.

The following work program outlines activities of the Planning Commission for FY 2011-12.

- **Council Assigned Goals and Objectives** -- The City Council Assigned 2011-12 Planning Commission Goals and Objectives were approved at the August 9, 2011 Council meeting and will require Planning Commission review and discussion throughout the fiscal year. Workshop/Special meetings can also be convened to address the 2011-12 Goals and Objectives.

Assigned Goals and Objectives for 2011-12 include the following:

1. Continue to guide development to appropriately planned areas of the community and consider the protection of environmentally sensitive areas such as those identified on the City of Portage Sensitive Land Use Inventory Map, including regulated wetlands, groundwater and surface water.
2. During project plan review, consider the following:
  - a) Parking lot interconnection, driveway consolidation, access from adjacent local/collector street or other methods intended to improve traffic flow and safety.
  - b) Adjacent residential protection measures.
  - c) Protection of environmentally sensitive areas such as those identified on the City of Portage Sensitive Land Use Inventory Map, including regulated wetlands, groundwater and surface water.
3. Consider and act appropriately upon site-specific rezonings in the context of the 2008 Comprehensive Plan and the 2008 City Centre Area Plan to encourage residential, commercial, industrial, planned development and high-tech development opportunities, as appropriate.
4. Review/recommend Zoning Code text amendments including, but not limited to, the City Council referred mixed-use ordinances and the Landscaping and Screening ordinance.
5. When appropriate, engage the Youth Advisory Committee in the planning process.
6. Prepare the 2012 Major Thoroughfare Plan (Chapter 8 of the Comprehensive Plan) Status Update.
7. Review and recommend the annual Capital Improvement Program.
8. Forward update to goals for FY 2011-12 (November 2011 and April 2012) and recommended goals for FY 2012-13 (April 2012).

- **Current Planning Activities** -- Ongoing Commission responsibilities involve planning for infrastructure, review of development projects and activities and implementation of the planning programs. In FY 2011-12, these responsibilities include:
  1. Site and project plan review and approvals/recommendations per the Zoning Code.

2. Review and recommendation of the Capital Improvement Program.
  3. Review and recommendation of zoning map and zoning text amendments.
- **Long Range Planning Activities** – Ongoing Long Range Planning Activities by the Commission during 2011-2012 include:
    1. Review and consider implementation strategies contained in the 2008 Comprehensive Plan and 2008 City Centre Area Plan.
    2. Update of the Major Thoroughfare Plan (Chapter 8, Transportation, contained in the 2008 Comprehensive Plan)
  - **Planning Commission Training** -- To increase the effective decision making of all Planning Commissioners, continuing education is important. Given the current budget constraints, staff will continue to identify innovative and cost effective training methods for Planning Commission members. An updated training session is being prepared by staff and will be presented to the Commission in the Winter 2012. Additionally, Planning Commissioners are encouraged to review information received from the Michigan Association of Planning (MAP) and visit the website at [www.planningmi.org](http://www.planningmi.org) or the American Association of Planning website at [www.planning.org](http://www.planning.org).

## **FY 2012-13 PLANNING COMMISSION WORK PROGRAM**

The FY 2012-13 work program reflects the established duties and responsibilities of the Planning Commission as specified by statute and local ordinance, and the guidance provided by the City Council Mission Statement and Goals & Objectives for the community.

The following work program outlines activities of the Planning Commission for FY 2012-13.

- **Council Assigned Goals and Objectives** -- The City Council Assigned 2012-13 Planning Commission Goals and Objectives were approved at the October 23, 2012 Council meeting and will require Planning Commission review and discussion throughout the fiscal year. Workshop/Special meetings can also be convened to address the 2012-13 Goals and Objectives.

Assigned Goals and Objectives for 2012-13 include the following:

1. Continue to guide development to appropriately planned areas of the community 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, with the intent to achieve a well organized, balanced, sustainable and efficient use of land at densities that:
  - a) Meets the current and future needs of city residents
  - b) Protects key natural and historic resources
  - c) Complements the existing and planned capacity of streets and infrastructure
2. During project plan review, consider the following:
  - a) Parking lot interconnection, driveway consolidation, access from adjacent local/collector street or other methods intended to improve traffic flow and safety.
  - b) Adjacent residential protection measures.
  - c) Protection of environmentally sensitive areas such as those identified on the City of Portage Sensitive Land Use Inventory Map, including regulated wetlands, groundwater and surface water.
3. Consider and act appropriately upon site-specific rezonings in the context of the 2008 Comprehensive Plan and the 2008 City Centre Area Plan to encourage residential, commercial, industrial, planned development and high-tech development opportunities, as appropriate.
4. Consider Zoning Code text amendments including, but not limited to, City Council referrals and ordinances that emphasize, as appropriate, a green, sustainable and healthy community focus.
5. When appropriate, engage the Youth Advisory Committee in the planning process.
6. Prepare the 2013 Major Thoroughfare Plan (Chapter 8 of the Comprehensive Plan) Status Update.
7. Review and recommend the annual Capital Improvement Program.

**PROPOSED**

8. Forward update to goals for FY 2012-13 (November 2012 and April 2013) and recommended goals for FY 2013-14 (April 2013).
  9. Respond to City Council referrals and directives.
- **Current Planning Activities** -- Ongoing Commission responsibilities involve planning for infrastructure, review of development projects and activities and implementation of the planning programs. In FY 2012-13, these responsibilities include:
    1. Site and project plan review and approvals/recommendations per the Zoning Code.
    2. Review and recommendation of the Capital Improvement Program.
    3. Review and recommendation of zoning map and zoning text amendments.
  - **Long Range Planning Activities** – Ongoing Long Range Planning Activities by the Commission during 2012-2013 include:
    1. Review and consider implementation strategies contained in the 2008 Comprehensive Plan and 2008 City Centre Area Plan.
    2. Update of the Major Thoroughfare Plan (Chapter 8, Transportation, contained in the 2008 Comprehensive Plan)
  - **Planning Commission Training** -- To increase the effective decision making of all Planning Commissioners, continuing education is important. Given the current budget constraints, staff will continue to identify innovative and cost effective training methods for Planning Commission members. An updated training session is being prepared by staff and will be presented to the Commission in the Winter 2013. Additionally, Planning Commissioners are encouraged to review information received from the Michigan Association of Planning (MAP) and visit the website at [www.planningmi.org](http://www.planningmi.org) or the American Association of Planning website at [www.planning.org](http://www.planning.org).

**CITY OF PORTAGE**

**RECEIVED COMMUNICATION**

OCT 24 2012

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COMMUNITY DEVELOPMENT

**TO:** Advisory Board Chairperson\*

**DATE:** October 24, 2012

**FROM:** Adam Herringa, Deputy City Clerk *AHA*

**SUBJECT:** Approved 2012/2013 City Goals & Objectives

Enclosed is a copy of the 2012/2013 Goals and Objectives approved by City Council at the October 23, 2012, City Council Meeting. Please note the following important dates that are included in the attached Goals and Objectives.

1. Goals Update 2012-2013 Due in early April 2013
2. Recommended Goals for Fiscal Year 2013-2014 Due in early April 2013

Given that Boards and Commissions are receiving their goals and objectives in late October, the traditional November goals and objectives updates will not be necessary.

Please contact the City Clerk Office at (269) 329-4511 if you need assistance or further information.

- \* Ruth Caputo, Chair, Environmental Board
- Mark Reile, Chair, Historic District Commission
- Pat Maye, Secretary, Human Services Board
- Susan Williams, Vice-Chair, Park Board
- James Cheesebro, Chair, Planning Commission
- Lawrence Smith, Chair, Senior Citizens Advisory Board
- Sujay Dewan, Chair, Youth Advisory Committee

- c: Maurice S. Evans, City Manager
- Staff Liaison: Christopher Barnes, Environmental Board
- Erica Eklov, Historic District Commission
- Elizabeth Money, Human Services Board
- William Deming, Park Board
- Chris Forth, Planning Commission ✓
- Jill Hess, Senior Citizen Advisory Board

**ADVISORY BOARDS AND COMMISSIONS**  
**APPROVED 2012-2013 GOALS AND OBJECTIVES**

**ENVIRONMENTAL BOARD**

1. Continue to implement the City Council approved Purple Loosestrife bio-control plan:
  - a. Release additional beetles at appropriate surveyed sites as beetle supplies are available.
  - b. Provide oversight to the work group.
  - c. Submit an annual progress report to the City Council.
2. Enhance environmental quality and protect natural resources.
  - a. Continue to promote effective recycling plans, the use of recycled/recyclable products and responsible disposal of hazardous and solid waste.
  - b. Protect water quality through the continued implementation of water management principles, including surface water, groundwater and storm water programs.
  - c. Promote environmental protection, planning, monitoring and educational programs.
3. Promote environmental awareness in the community by hosting an annual Earth Day event in conjunction with the Youth Advisory Committee and Parks Board.
4. Advise the City Council in areas / subjects under the purview of the Environmental Board.
5. Forward update to goals for FY 2012-13 (November 2012 and April 2013) and recommended goals for FY 2013-14 (April 2013).
6. Present an annual verbal report to the City Council.

**HISTORIC DISTRICT COMMISSION**

1. Safeguard the heritage of the city through the exterior preservation of the historic district by evaluating and considering applications for Certificates of Appropriateness. Identify and evaluate historically significant structures in the City of Portage.
2. Increase visibility and public awareness of the Portage Historic District.
  - a. Continue with book sales of *Where the Trails Crossed*.
  - b. Continue to support the historic educational programs with area youth via Portage Public Schools, the Portage Community Center and other outlets.
  - c. Continue to have communication and cooperation with similar organizations in the local community.
3. Maintain a Library exhibit wall of framed photos representing the history of Portage. Continue to add new material throughout the year. This exhibit will be on display at the Portage District Library.
4. Present a Preservation Award to a citizen who has met the criteria as established by the Portage Historic Commission.

5. Continue the biannual newsletter called *Picket Fences* to be distributed to homeowners of Portage historic homes, councilmembers and other supporters.
6. Observe National Preservation Week in May by presenting a special event in the community.
7. Advise the City Council in areas / subjects under the purview of the Historic District Commission
8. Forward update to goals for FY 2012-13 (November 2012 and April 2013) and recommended goals for FY 2013-14 (April 2013).
9. Present an annual verbal report to the City Council in May in conjunction with National Preservation Month.

### **HUMAN SERVICES BOARD**

1. Fulfill advisory role requirements for CDBG program and human/public service funding requests.
  - a. Make recommendations regarding the Community Development Block Grant (CDBG) Program.
  - b. Make recommendations regarding human/public service funding from the CDBG Program and General Fund to the City Council.
    - Convene public hearings for the CDBG Program Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance Evaluation Report.
    - Hear appeals from the CDBG Housing Program Guidelines.
    - Review fair housing activities.
    - Review applications and presentations from agencies for human/public services and recommend funding levels to City Council.
2. Serve as a resource and provide information to City Council regarding public transportation in the City of Portage.
  - a. Advise City Council on matters pertaining to public transportation in the City of Portage and make recommendations as appropriate.
    - Review public transportation needs within the City of Portage.
    - Review countywide demand/response of transportation services.
3. Serve as a resource to City Council for special projects.
  - a. Take appropriate action on projects as assigned by City Council
  - b. Review mechanisms for identifying human service needs in the community.
  - c. Identify and educate City Council on emerging human service issues in Portage.
    - Continue to serve on Metro Transit ADA Advisory Committee.
    - Assist City Council with Red Ribbon Week activities.
4. Forward update to goals for FY 2012-13 (November 2012 and April 2013) and recommended goals for FY 2013-14 (April 2013).
5. Present an annual verbal report to the City Council.

## **PARKS BOARD**

1. Continue to work on development of the “Friends of the Park” volunteer and support program. As part of this effort Park Board members will be assigned to help coordinate and/or assist with major activities provided by the Board and the city.
2. Continue implementation of the expanded “Get Active Portage” day at Ramona Park, to include a youth triathlon, health fair and Paddle Fest kayak races.
3. Promote environmental awareness in the community by hosting an annual Earth Day event in conjunction with the Youth Advisory Committee and Environmental Board.
4. Implement a new “Landmark Sculpture” activity for the community to promote recycling. This event would engage participants in creating Kalamazoo County landmarks out of discarded goods and objects. Evaluate for continuation in 2013.
5. Plan for development and implementation of a new Park Board sponsored community event for the 2013-14 Fiscal Year.
6. Work together with the City Administration to facilitate the development of a Park Master Plan for the Eliason property on Shaver Road.
7. Advise the City Council in areas / subjects under the purview of the Parks Board.
8. Forward update to goals for FY 2012-13 (November 2012 and April 2013) and recommended goals for FY 2013-14 (April 2013).
9. Present an annual verbal report to the City Council.

## **PLANNING COMMISSION**

1. Continue to guide development to appropriately planned area of the community 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, with the intent to achieve a well organized, balanced, sustainable and efficient use of land at densities that:
  - a. Meets the current and future needs of city residents
  - b. Protects key natural and historic resources
  - c. Complements the existing and planned capacity of streets and infrastructure
2. During project plan review, consider the following:
  - a. Parking lot interconnection, driveway consolidation, access from adjacent local/collector street or other methods intended to improve traffic flow and safety.
  - b. Adjacent residential neighborhood protection measures.
  - c. Protection of environmentally sensitive areas such as those identified on the City of Portage Sensitive Land Use Inventory Map, including regulated wetlands, groundwater and surface water.

3. Consider and act appropriately upon site-specific re-zonings in the context of the 2008 Comprehensive Plan and the 2008 City Centre Area Plan to encourage residential, commercial, industrial, planned development and high-tech development opportunities, as appropriate.
4. Consider Zoning Code text amendments including, but not limited to, City Council referrals and ordinances that emphasize, as appropriate, a green, sustainable and healthy community focus.
5. When appropriate, engage the Youth Advisory Committee in the planning process.
6. Review the 2013 Major Thoroughfare Plan (Chapter 8 of the Comprehensive Plan) Status Update.
7. Review and recommend the annual Capital Improvement Program.
8. Forward update to goals for FY 2012-13 (November 2012 and April 2013) and recommended goals for FY 2013-14 (April 2013).
9. Respond to City Council referrals and directives.

#### **SENIOR CITIZEN ADVISORY BOARD**

1. Help to increase new and renewal membership to 2,000 or more.
2. Help to increase funding for operational support: investigate new ideas and sources of funding in cooperation with the Friends of the Portage Senior Center.
3. Continue development of innovative programming to reach the population of seniors 50 years of age and older.
4. Advise the City Council and the Portage Senior Center management on issues or projects pertaining to seniors and the Portage Senior Center.
5. Help Senior Center management to increase the number of volunteer leaders to build current and future programs.
6. Continue to explore opportunities for interaction and partnering with the Portage Community Center.
7. Forward update to goals for FY 2012-13 (November 2012 and April 2013) and recommended goals for FY 2013-14 (April 2013).
8. Present an annual verbal report to the City Council.

## **YOUTH ADVISORY COMMITTEE**

1. Continue to support educating members of the Youth Advisory committee on the roles and functions of City of Portage Government.
2. Continue a commitment to community service by volunteering time at organizations such as the Portage Community Center. In addition, take the initiative to volunteer in support of other causes as the need may arise.
3. Promote environmental awareness in the community by hosting an annual Earth Day event in conjunction with the Environmental Board and Parks Board.
4. Participate in and support community efforts – specifically those of the Kalamazoo County Substance Abuse Task Force – related to addressing substance abuse in the community.
  - a. Provide teens an opportunity to socialize without the use of drugs and alcohol, including hosting activities such as the Snow Party and Teen Movie Night.
5. Advise the City Council in areas / subjects under the purview of the Youth Advisory Committee.
6. Forward update to goals for FY 2012-13 (November 2012 and April 2013) and recommended goals for FY 2013-14 (April 2013).
7. Present an annual verbal report to the City Council.

**CITY OF PORTAGE**  
**2012-2013 COUNCIL MISSION STATEMENT and GOALS & OBJECTIVES**

**Mission Statement of the Portage City Council**

To function as the elected body serving the shareholders (all citizens) of the city:

- (1) to ensure the long-term financial health of the city;
- (2) to promote the highest level of quality of life in all aspects for all residents;
- (3) to provide positive leadership for the entire county-wide community in all areas of municipal governance;
- (4) to encourage effective long-term planning in all considerations within Council purview and
- (5) to ensure transparency and access to information.

## 2012-2013 GOALS & OBJECTIVES

### COMMUNITY DEVELOPMENT

Goal: Promote quality of life in Portage.

Objectives:

- Continue prevention and enforcement efforts concerning substance abuse.
- Continue effective community safety programs through prevention, enforcement, and education.
- Ensure decent and safe housing and the livability of community neighborhoods.
- Maintain effective planning and development programs to promote orderly, attractive, and environmentally sound growth.
- Continue a commitment to human services to enhance the desirability of the community.
- Continue to encourage citizen involvement in crime prevention measures – business and residential.
- Maintain a coordinated and innovative approach toward developing park land and providing recreational opportunities.
- Continue planning and implementing programs and projects to enhance the City Centre area.
- Promote aesthetic and cultural enhancement.

### ECONOMIC DEVELOPMENT

Goal: Demonstrate a commitment to quality economic growth and development.

Objectives:

- Develop an improvement strategy to ensure the continued strength of the city.
- Promote business diversification.

## **TRANSPORTATION**

**Goal:** Continue to plan and implement improvements to move people and commerce safely and effectively through the community.

### **Objectives:**

- Implement projects proposed within the major thoroughfare plan.
- Continue to implement operational and functional improvements to improve traffic safety and movement.
- Evaluate and promote alternate modes of transportation.
- Continue appropriate improvement of the local street system.
- Continue to seek alternative approaches and methods to enhance preventive maintenance programs.

## **CUSTOMER RELATIONS**

**Goal:** Promote excellent customer relations.

### **Objectives:**

- Continue emphasis on courteous public service.
- Continue efforts to enhance communication between local government, citizens, the business community and the local educational institutions on city projects and services.

## **PUBLIC IMPROVEMENTS**

**Goal:** Continue to improve the infrastructure to meet demonstrated needs.

### **Objectives:**

- Continue to improve the wastewater and stormwater systems.
- Continue to improve the water system.
- Promote underground utilities within the city.
- Continue to expand, update and maintain equipment and facilities to provide for the effective operation of city departments.
- Maintain a systematic preventative maintenance program for city-owned buildings.

## **QUALITY OF ENVIRONMENT**

**Goal:** Enhance environmental quality and protect natural resources.

### **Objectives:**

- Continue to promote effective recycling plans, the use of recycled/recyclable products, and the responsible disposal of hazardous and solid waste.
- Protect water quality through the continued implementation of water management principles, including surface water, groundwater, and stormwater programs.
- Promote environmental protection, planning, monitoring, and educational programs.

## **SERVICE DELIVERY**

**Goal:** Continue to provide high quality, effective and cost efficient municipal services.

### **Objectives:**

- Continue to evaluate alternatives to meet increased service demands.
- Promote teamwork and unity of purpose between the public and private sectors.
- Continue to increase efficiency by applying new technology.
- Continue to prioritize existing services--including the elimination of low-priority services.
- Monitor, evaluate, and communicate service delivery options.
- Continue to pursue mutually beneficial intergovernmental ventures.
- Expand employee training and wellness programs and opportunities to ensure a well trained, healthy and motivated work force.
- Improve the utility of citizen advisory boards.
- Evaluate and propose possible Charter and ordinance revisions.
- Continue to evaluate contracting or privatizing city services and programs.

## **FINANCE AND BUDGETING**

**Goal:** Maintain the financial health of the city.

### **Objectives:**

- Continue to pursue revenue enhancement through alternate funding opportunities.
- Assess financing methods for future capital improvement needs.
- Continue to evaluate expenditures to provide for the most effective and efficient use of city resources.
- Promote volunteerism to assist in providing important services.
- Promote safety and minimize risk exposure by continuing to identify and prevent accident/ liability exposure.
- Consider and implement alternative means of addressing city insurance needs to further enhance financial health of the city.

**TO:** Planning Commission **DATE:** October 26, 2012  
**FROM:** Vicki Georgeau, <sup>VG</sup> Director of Community Development  
**SUBJECT:** City of Portage 50<sup>th</sup> Anniversary Celebration – Recognition of Portage Businesses

Pursuant to the request of City Council, the Planning Commission reviewed and discussed the upcoming City of Portage 50<sup>th</sup> Anniversary Celebration during the August 16<sup>th</sup>, September 6<sup>th</sup> and September 20<sup>th</sup>, 2012 meetings. Ideas and suggestions compiled by the Commission were summarized and forwarded to City Council in a September 26, 2012 memo (see attached).

After reviewing ideas and suggestions received from the various Advisory Boards and Commissions, the City Council affirmed additional activities for the Planning Commission during the October 23, 2012 meeting. As detailed in the attached October 24, 2012 communication from City Council, the Planning Commission has been asked to consider ways in which the Portage business community can be recognized as part of the 50th Anniversary Celebration. A report and recommendation by the Planning Commission has been requested by City Council no later than December 18, 2012.

The Planning Commission is advised to review this request from City Council at the November 1, 2012 meeting and begin discussion of ways the Portage business community can be recognized as part of the 50th Anniversary Celebration. Additional discussion and a draft report to City Council can be prepared for review during the November 15<sup>th</sup> and December 6<sup>th</sup> meetings.

Attachment: September 26, 2012 Communication from Planning Commission to City Council  
October 24, 2012 Communication from City Council to Advisory Boards and Commissions  
October 19, 2012 Communication from City Manager Evans to Mayor and City Council

**TO:** Honorable Mayor and City Council

**FROM:** Planning Commission

**DATE:** September 26, 2012

**SUBJECT:** City of Portage 50<sup>th</sup> Anniversary Celebration – suggestions and ideas

Pursuant to your July 30, 2012 communication, the Planning Commission reviewed and discussed the above captioned item during the August 16<sup>th</sup>, September 6<sup>th</sup> and September 20<sup>th</sup>, 2012 meetings. The following represents suggestions and ideas that were provided by Commission members for the upcoming City of Portage 50<sup>th</sup> Anniversary Celebration:

- Activities of events that emphasize the City Centre Area.
- A landmark to commemorate the 50<sup>th</sup> Anniversary such as a clock tower in the City Centre Area.
- Construction of a museum in the City Centre Area that celebrates the past, present and future of Portage (utilization of an existing building or relocation of a historic building).
- Conduct contests such as a “quiz bowl” or “art prize” that involves residents and/or school-age children that would celebrate the history of Portage.
- Solicit citizen input (especially seniors) to record a “living history” of the Portage by providing opportunities for citizens to submit written and/or oral stories and experiences regarding Portage.
- Tree plantings in honor of the 50<sup>th</sup> Anniversary.
- Establish a community garden.
- Use the occasion to implement “placemaking” initiatives.
- Building a monument to the history of Portage.
- Promote local businesses and involve them in the celebration.
- Provide opportunities for businesses/residents to “sponsor” different elements of the city such as park benches, trees, small garden areas, splash pad, decorative streetlights, fountains, inscribed pavers in a plaza area (similar to the Air Zoo), bike racks and median strips. Include a small engraved plaque/plate commemorating the sponsorship.

The Commission appreciates the opportunity to provide input on planning efforts for this important event.

Sincerely,



James Cheesebro  
Chairman

RECEIVED

CITY OF PORTAGE

OCT 24 2012

COMMUNICATION

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COMMUNITY DEVELOPMENT

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**TO:** Advisory Boards and Commissions

**DATE:** October 24, 2012

**FROM:** Portage City Council

**SUBJECT:** City of Portage 50th Anniversary Events and Activities

The Portage City Council received and reviewed many ideas for commemorating the City of Portage 50th Anniversary from the Advisory Boards and Commissions. Thank you for your interest in the planning efforts for the city's 50th anniversary events and activities. The following activities were affirmed by the Council on October 23, 2012:

Tour of Historic Homes and Train Barn Open House: The **Historic District Commission** is requested to explore the potential of a tour of Portage historic homes, including a one-day open house at the Train Barn, if possible. A report and recommendation by the Historic District Commission to the City Council as to the feasibility of this activity no later than December 18, 2012 is requested.

Community Art Competition: The **Park Board** is requested to explore the possibility of a community art competition, taking into account that no city dollars will be allocated for this activity and that a sponsor will be necessary. A report and recommendation by the Park Board to the City Council as to the feasibility of this activity no later than December 18, 2012 is requested.

Recognition of Portage Businesses: The **Planning Commission** is asked to consider ways in which the Portage business community can be recognized as part of the 50th Anniversary Celebration. A report and recommendation by the Planning Commission to the City Council as to suggestions for this activity no later than December 18, 2012 is requested.

Youth Advisory Committee Activities: The **Youth Advisory Committee** is encouraged to incorporate the 50th Anniversary theme in its three existing events: 1) Snow Party, 2) Green-a-thon and 3) Teen Movie Night.

Additionally, any Advisory Board and Commission wishing to promote a "no-cost" 50th Anniversary event or activity is encouraged to do so.

\*James Cheesebro, Planning Commission  
Ruth Caputo, Chair, Environmental Board  
Mark Reile, Chair, Historic District Commission  
Marc Meulman, Chair, Human Services Board  
Mike Zajac, Chair, Park Board  
Ruth Ann Meyer, Chair, Senior Citizens Advisory Board  
Sujay Dewan, Chair, Youth Advisory Committee

c: Maurice S. Evans, City Manager  
Staff Liaisons: Christopher Forth, Planning Commission  
Christopher Barnes, Environmental Board  
Erica Eklov, Historic District Commission  
Elizabeth Money, Human Services Board  
William Deming, Park Board  
Jill Hess, Senior Citizens Advisory Board  
Adam Herringa, Youth Advisory Committee

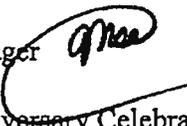
## CITY OF PORTAGE

## COMMUNICATION

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**TO:** Honorable Mayor and City Council

**DATE:** October 19, 2012

**FROM:** Maurice S. Evans, City Manager 

**SUBJECT:** City of Portage 50th Anniversary Celebration Ideas

**ACTION RECOMMENDED:** That City Council affirm additional events and activities to commemorate the 50th Anniversary of the City of Portage as presented herein.

The City Council 50th Anniversary Committee (Committee of the Whole) met on Tuesday, October 9, 2012 to consider additional suggested activities and events provided by Advisory Boards and Commissions and Portage residents. In accordance with Council action on September 11, 2012 to accept as presented the activities, events and actions to commemorate the 50th Anniversary outlined by the City Administration in the attached City Manager communication dated September 4, 2012, the following series of events and activities are in process:

1. A commemorative edition of the *Portager* is being developed for distribution in February 2013 highlighting major community milestones over the past 50 years. *Portager* editions throughout 2013 will be utilized to publicize 50th Anniversary activities and events.
2. Proclamations will be requested from state representatives and the Governor to recognize City of Portage incorporation during a February 2013 City Council meeting.
3. A display of historical photographs, documents and memorabilia is being compiled for display within City Hall for the duration of the 2013 calendar year.
4. An historical video "collage" is under development and will be aired as the City Council meeting introduction for the 2013 calendar year and at other times on cable access channels.
5. Major community events to celebrate the 50th anniversary during 2013 which have been initiated include:
  - In cooperation with the Kalamazoo Area Runners Club, a winter half marathon will be held on February 17, 2013.
  - Plans for development of the Eliason Nature Reserve are underway, with a "50th Anniversary Groundbreaking" event planned for Phase I in July 2013.
  - A fundraising effort will be launched to support an expanded 2013 Summer Entertainment Series, including a "50th Anniversary Concert."
6. As a "placemaking" activity and to capitalize on community attributes established over the past 50 years, attention is being focused on Portage as a community supportive of active lifestyles and strong neighborhoods. The new community logo and tagline (*A Natural Place to Move*) has been produced for introduction in January 13, 2012, as well as other activity-based supportive actions.

Subsequently, the City Council 50th Anniversary Committee has recommended that the following events and activities be planned with the assistance of community volunteers, various Advisory Boards and Commissions and the City Administration:

### COMMUNITY VOLUNTEER ACTIVITIES

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Coffee Table Book: Development of a commemorative 50th Anniversary coffee table book concerning the history of the City of Portage as recommended by former Mayor Pro Tem Ted Vliek, Sr., was agreed to by the City Council. A communication will be developed from the Mayor to Mr. Vliek to request he coordinate community volunteers to develop the book, with the consideration that no city dollars or staff time will be allocated to this activity.

### BOARD AND COMMISSION ACTIVITIES

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Youth Advisory Committee Activities: As proposed, the **Youth Advisory Committee** is encouraged to incorporate the 50th Anniversary theme in its three existing events: 1) Snow Party, 2) Green-a-thon and 3) Teen Movie Night.

Tour of Historic Homes and Train Barn Open House: The **Historic District Commission** is requested to explore the potential of a tour of Portage historic homes, potentially including a one-day open house at the Train Barn. A report and recommendation by the Historic District Commission to the City Council as to the feasibility of this activity no later than December 18, 2012 will be requested.

Community Art Competition: The Planning Commission suggested the idea of a community art competition, to which the City Council agreed. However, the City Administration considers the **Park Board** to be better suited to conduct this activity. It is recommended that the Park Board be requested to explore the possibility of a community art competition, taking into account that no city dollars will be allocated for this activity and that a sponsor will be necessary. A report and recommendation by the Park Board to the City Council as to the feasibility of this activity no later than December 18, 2012 will be requested.

Recognition of Portage Businesses: The **Planning Commission** is asked to consider ways in which the Portage business community can be recognized as part of the 50th Anniversary Celebration. A report and recommendation by the Planning Commission to the City Council as to suggestions for this activity no later than December 18, 2012 will be requested.

Additionally, any Advisory Board and Commission wishing to promote a "no-cost" 50th Anniversary event or activity will be encouraged to do so.

## CITY ADMINISTRATION ACTIVITIES

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In addition to the activities and events (noted on page 1) previously accepted by the Council, the City Administration is charged with development of plans for the following activities.

Electronic Billboards: The City Administration will investigate the use of the existing Adams Outdoor Advertising electronic billboard on South Westnedge Avenue to display the 50th Anniversary Logo, along with advertisements for 50th Anniversary events and activities. In addition, should the Portage Public Schools proposed electronic billboards be installed and operational, the City Administration will request their use for this purpose.

Recognition of Advisory Board and Commission Members: The City Administration will distribute vouchers to all active Advisory Board and Commission members for admittance of two individuals to the planned "50th Anniversary Concert." Additionally, consideration will be given to adding a "VIP" element for these volunteers.

Documentary – History of the City of Portage: The City Administration will inquire with Public Media Network (PMN) as to the potential for production of a documentary about the history of the City of Portage. The documentary would consist of interviews with long-time Portage residents and former elected officials conducted by PMN staff. The production would air on PMN on a schedule to be determined. A report and recommendation by the City Administration to the City Council as to the feasibility of this activity no later than November 20, 2012 is anticipated.

Anniversary Flower Displays: The City Administration will investigate a collaboration with Kalamazoo In Bloom for the planting of flowers on city grounds for the spring / summer of 2013 to reflect a 50th Anniversary theme. A report and recommendation by the City Administration to the City Council concerning a planting plan and associated costs no later than November 20, 2012 is anticipated.

Flags Along South Westnedge Avenue: The City Administration will determine the cost (labor and materials) of displaying City of Portage flags along South Westnedge Avenue for the duration of the 2013 calendar year. A report and recommendation by the Administration to the City Council concerning the costs associated with this activity no later than November 20, 2012 is anticipated.

## CITY COUNCIL ACTIVITIES

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50th Anniversary Parade: The City Council will coordinate an increased presence in the annual VFW Memorial Day Parade. Advisory Board and Commission members will be recruited to participate and a 60's theme will be promoted, with classic cars and vintage attire. It is recommended that the City Council appoint a sub-committee to facilitate this activity.

Rotary International Peace City: The City Council, with Councilmember Campbell managing the project, will investigate the designation of the City of Portage as a Rotary International Peace City. This designation would involve proclamations and the installation of a 20-foot tall "Peace Pole" on city grounds, which would be funded and maintained by the Portage Rotary Club. It is recommended that the Portage Rotary Club present a plan in this regard to the City Administration no later than December 18, 2012.

50th Anniversary Banner Competition: It is recommended that Mayor Strazdas (with assistance from the City Administration) send a letter of inquiry to the Superintendent of Portage Public Schools to determine the interest in organizing a competition among the three high schools (Portage Central, Portage Community and Portage Northern High Schools) to design a banner recognizing the City of Portage 50th Anniversary. The winning banner would be chosen by the Portage City Council and the PPS Board of Education. The winning banner would be displayed at the PPS championship sign locations for the duration of the 2013 calendar year. The banner could also be displayed in the City Hall lobby, along with the planned display of historical photographs, documents and memorabilia.

Time Capsule: The City Council 50th Anniversary Committee discussed a "Time Capsule" without finalizing details. It is requested that the City Council advise the City Administration as to its desires concerning this activity.

A number of the above described activities will carry an associated cost. As the Council has established a limited budget of \$5,000 to conduct 50th Anniversary activities, cost estimates for each activity will be provided to Council as an element of the reports to be provided as outlined. It is recommended that Council affirm the additional events and activities to commemorate the 50th Anniversary of the City of Portage as presented above.

## CITY OF PORTAGE

## COMMUNICATION

**TO:** Honorable Mayor and City Council

**DATE:** September 4, 2012

**FROM:** Maurice S. Evans, City Manager



**SUBJECT:** City of Portage 50th Anniversary Events

**ACTION RECOMMENDED:** That City Council:

- a. accept as presented the activities, events and actions to commemorate the 50th Anniversary of the City of Portage;
- b. appoint a City Council Ad Hoc Committee to consider additional suggested activities and events from Advisory Boards and Commissions and Portage residents; and
- c. request that the Ad Hoc Committee present the additional suggested activities and events to the City Council no later than October 23, 2012.

With 2013 marking the 50th Anniversary of Portage incorporating as a city, it is appropriate that the time period be commemorated by activities and events to reflect upon the history of the city. Equally important, the 50th Anniversary presents an opportune time to consider the future of the community in light of the work of past community leaders to forge the character of the city. Two distinct but linked actions are presented in this regard:

1. To celebrate Portage history, the following series of activities and events are presented in recognition of the golden anniversary of the city:
  - A commemorative edition of the *Portager* will be developed and distributed in February 2013 highlighting major community milestones over the past 50 years. *Portager* editions throughout 2013 will be utilized to publicize 50th Anniversary activities and events.
  - Proclamations will be requested from state representatives and the Governor to recognize City of Portage incorporation during a February 2013 City Council meeting.
  - A display of historical photographs, documents and memorabilia will be established within City Hall and maintained for the duration of the 2013 calendar year.
  - An historical video "collage" will be developed and aired as the City Council meeting introduction for the 2013 calendar year and at other times on cable access channels.
  - Major community events being planned to celebrate the 50th anniversary during 2013 include:
    - In cooperation with the Kalamazoo Area Runners Club, a winter half marathon will be held in February 2013.
    - A fundraising effort will be launched to support an expanded 2013 Summer Entertainment Series, including a "50th Anniversary Concert."
    - Plans for development of the Eliason Nature Reserve are underway, with a "50th Anniversary Groundbreaking" event planned for Phase I for July 2013.

2. It is equally important at the mid-century mark of the city's incorporation to initiate actions to refresh the commitment of Portage city government to, and connection with the community. Visioning exercises undertaken by residents with *Portage 2025* reflect the desire of residents to promote a healthy, active lifestyle through use of city natural resources and development of sustainable, well-maintained recreational amenities. In concert with these desires, a series of actions are appropriate to establish the framework for ensuring a quality community environment in the years ahead.

To capitalize on the numerous attributes that have formed the community as *A Place for Opportunities to Grow* over the past 50 years, attention will be redirected to focus on Portage as a community supportive of active lifestyles and strong neighborhoods. Reflective of this focus, the community logo will be recast as *A Natural Place to Move* (see attached). Supplemental actions are also planned to renew the commitment of the city to supporting an activity-based infrastructure and quality neighborhoods including:

- Utilizing unbudgeted revenue encumbered from the fiscal year 2011-12 budget to support additional street, bikeway and trailway reconstruction during 2012 and 2013 (additional local street reconstruction for 2012 was approved by City Council on July 10, 2012).
- Evaluating the need for future phases of the South Westnedge Enhancement Program projects (SWEPs) and, if found appropriate, recommending the reprogramming of funding committed to SWEPs through a fiscal year 2013-14 Capital Improvement Program initiative to support "complete streets," additional local and major street improvements and bikeway and trailway maintenance and expansion.
- A commitment of funding to maintain paved trailways during winter months, allowing for year-round use.
- A commitment of funding for development of additional marketing materials designed to feature and enhance the use of the city's natural resources and recreational amenities.
- Addition of the Eliason Nature Reserve to the city park infrastructure through Phase I development completion in 2013.

Recommitting to the appropriate maintenance and improvement of past city investments in open space preservation, park and trailway development and street infrastructure will position the city for continued growth. As a community rich with natural resources and a well developed infrastructure to support active lifestyles, the City of Portage is *A Natural Place to Move*.

It is recommended that City Council accept these activities, events and actions to commemorate the 50th Anniversary of the City of Portage. It is further recommended that City Council appoint an Ad Hoc Committee to consider additional suggested activities and events from Advisory Boards and Commissions and Portage residents, which have been requested and are to be submitted to the City Administration by September 28, 2012. Subsequently, the Ad Hoc Committee can present the additional suggested activities and events to the City Council no later than October 23, 2012.

Attachment







# **MATERIALS TRANSMITTED**



## CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Meeting – September 10, 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. Six people were in the audience.

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

**MEMBERS EXCUSED:** Michael Robbe

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

**APPROVAL OF THE MINUTES:** Bright noted he did not second the motion on August 13th to approve the July minutes. Singer moved and Smith seconded a motion to approve the August 13, 2012 and August 20, 2012 minutes as amended. Upon voice vote, motion was approved 7-0.

### **NEW BUSINESS:**

**ZBA #12-06, 7141 South Westnedge Avenue:** Staff summarized the request for a Temporary Use Permit to allow outdoor sales of agricultural products from September 28, 2012 through October 31, 2012, and annually thereafter. Seyburn abstained from participation due to a conflict of interest. Nancy Kortokrax stated they had operated their pumpkin sales at 6355 South Westnedge Avenue for many years but the site was no longer available to them and now they were requesting permission to hold their annual sales at 7141 South Westnedge.

The public hearing was opened. Ken Wahmhoff of Wahmhoff Farms, 11121 M-40 Highway, Gobles, MI stated they, like the Kortokrax's, conducted their annual Christmas tree sales at 6355 South Westnedge for many years but also have to find a new location. Mr. Wahmhoff stated he considered relocating his annual sales to 7141 South Westnedge, and did not agree with staff's recommendation that the zoning lot be limited to one Temporary Use per year. Singer inquired why staff was recommending a limit of one Temporary Use Permit per year when more than one occurred at 6355 South Westnedge Avenue. Staff stated temporary uses can cease to be 'temporary' without a limit on time and/or number of events. Staff stated the two annual Temporary Use Permits at 6355 South Westnedge were approved by the Board at a time when the Zoning Code required all outdoor sale events to be subject to Board review and approval. The Code was subsequently amended to allow administrative review of 'Business Special Events' at commercial properties for up to 28 days per calendar year (in addition to any Temporary Use approved by the Board). The public hearing was closed.

After additional discussion, a motion was made by Bright, seconded by Smith, to grant a Temporary Use Permit to allow outdoor sales of agricultural products from September 28, 2012 through October 31, 2012, and annually thereafter, conditioned upon the Temporary Use be subject to administrative review on an annual basis. In addition, the application and supporting materials, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and that action of the Board be final and effective immediately. Upon roll call vote: Bunch-Yes, Schimmel-Yes, Bright-Yes, Smith-Yes, Singer-Yes, Linenger-Yes, Rhodus-Yes. Motion passed 7-0.

**ZBA #12-08, 6503 and 6513 South Westnedge Avenue:** Staff summarized the request for a variance of four parking spaces to allow 61 parking spaces where 65 parking spaces are required by the Zoning Code. Mark Chilcott of Plazacorp stated they acquired the property from the original developer, Allied Capital. Two potential future tenants unfortunately fell through after their acquisition. Mr. Chilcott stated they have two new tenants lined up and that based on the parking counts they conducted during July and August found there was sufficient parking for both the existing tenants and two new tenants. Mr. Chilcott said it would not be in their interest to create a situation where tenants did not have adequate parking, and were confident that would not be the case with the new tenants.

A public hearing was opened. No one spoke for or against the request. The public hearing was closed.

A motion was made by Singer, seconded by Schimmel, to grant a variance to allow 61 parking spaces where 65 parking spaces are required by the Zoning Code, conditioned upon administrative review of parking requirements for future changes in tenancy for the zoning lot. There are exceptional circumstances applying to the property that do not apply generally to other properties in the same zoning district, which include: having tenants that do not need as many parking spaces as required by Code; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to attract new tenants, which is similar to that possessed by other properties in the same zoning district and vicinity; inasmuch as the applicant was not the original developer, the immediate practical difficulty causing the need for the variance was not created by the applicant; the variance will not be detrimental to adjacent property and the surrounding neighborhood; and the variance will not materially impair the intent and purpose of the Zoning Code. In addition, the application and supporting materials, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and that action of the Board be final and effective immediately. Upon roll call vote: Upon roll call vote: Bunch-Yes, Schimmel-Yes, Seyburn-Yes, Singer-Yes, Linenger-Yes, Rhodus-Yes, Bright-Yes. Motion passed 7-0.

ZBA #12-05, 5126 Portage Road: Staff summarized the request for a three square-foot variance to replace an existing Shell Oil freestanding sign with a new 66 square-foot sign where a maximum 63 square-foot sign is permitted. Andy Rhodes of AnD Signs stated the proposed sign with digital price display was the standard freestanding sign being installed at numerous other Shell locations. Bright inquired how many other communities required them to get a variance to do so. The applicant responded this was the only one. Linenger inquired if the applicant also installed the Shell sign at the corner of South Westnedge and Romence. The applicant stated they did, but the site had enough frontage that a variance was not needed.

A public hearing was opened. No one spoke for or against the request. The public hearing was closed.

After explanation by staff how the proposed sign was a replacement of a conforming sign with a nonconforming sign, a motion was made by Seyburn, seconded by Singer, to grant a variance to replace an existing Shell Oil freestanding sign with a new 66 square-foot sign where a maximum 63 square-foot sign is permitted. The practical difficulties are the electronic sign will promote employee safety and will result in a reduction in size from the existing sign; the variance will not be detrimental to adjacent property and the surrounding neighborhood; and the variance will not materially impair the intent and purpose of the Zoning Code. In addition, the application and supporting materials, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and that action of the Board be final and effective immediately. Upon roll call vote: Upon roll call vote: Bunch-Yes, Schimmel-Yes, Seyburn-Yes, Singer-Yes, Linenger-Yes, Rhodus-Yes, Bright-Yes. Motion passed 7-0

#### **OTHER BUSINESS:**

Elections for officers were held with the following results: Robert Linenger – Chair, Lowell Seyburn – Vice Chair, Betty Schimmel – Secretary.

#### **STATEMENT OF CITIZENS:**

**ADJOURNMENT:** There being no further business, the meeting was adjourned at approximately 8:00 p.m.

Respectfully submitted,

Jeff Mais  
Zoning & Codes Administrator

## **CITY COUNCIL MEETING MINUTES FROM SEPTEMBER 11, 2012**

The Regular Meeting was called to order by Mayor Strazdas at 7:32 p.m.

At the request of Mayor Strazdas, Pastor Neil Kelly of The Rock of Portage gave an 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, Mayor Pro Tem Claudette S. Reid and Mayor Peter J. Strazdas. 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 Pearson, to approve the August 28, 2012 Regular Meeting Minutes as presented. Upon a voice vote, motion carried 7 to 0.

\* **CONSENT AGENDA:** Mayor Strazdas asked Mayor Pro Tem Reid to read the Consent Agenda. Mayor Strazdas removed Item F.1, Regional Special Weapons and Tactics Team Agreement, from the Consent Agenda. Councilmember Urban asked that item F.2, 2010 Liquor License application - Consideration of Conditional Approval of the Repertoire Coffee House and Theater, Inc., be removed from the Consent Agenda. Motion by Pearson, seconded by Reid, to approve the Consent Agenda motions as amended. Upon a roll call vote, motion carried 7 to 0.

\* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF SEPTEMBER 11, 2012:** Motion by Pearson, seconded by Reid, to approve the Accounts Payable Register of September 11, 2012. Upon a roll call vote, motion carried 7 to 0.

### **PUBLIC HEARINGS:**

**REZONING APPLICATION #11-04, EAST CENTRE AVENUE BETWEEN LAKEWOOD DRIVE AND GARDEN LANE:** Mayor Strazdas opened the public hearing and Community Development Director Vicki Georgeau reviewed the history of the Rezoning Application #11-04 request to rezone various properties on East Centre Avenue between Lakewood Drive and Garden Lane. She indicated that the Rezoning Application #11-04 is a reconsideration of the request to rezone 7932 Lakewood Drive, 707, 743, 775 and 903 East Centre Avenue, and the southern 264-feet of 801, 809, 815, 821 and 827 East Centre Avenue to OS-1, office service, with the northern 198-feet of 801, 809, 815, 821 and 827 East Centre Avenue to remain zoned R-1A, one family residential. She provided a background of the process, the Planning Commission discussion of the options, including buffer areas, and the zoning uses of surrounding parcels. She explained the reasoning behind each of the alternatives discussed in her communication to the Planning Commission dated July 27, 2012, and indicated that the staff recommendation is still Alternative #3 outlined above as it is the most consistent with the Comprehensive Plan.

Mayor Strazdas called the applicant, Thomas Rogers, 895 Treasure Island Drive, Mattawan, who spoke in favor of Alternative #5 and indicated that four of the five property owners concurred with the remaining property owner neutral on the matter as he owned a "HUD home" and was in the process of selling it. He outlined the procedures followed by the Planning Commission and expressed his opinion that the Planning Commission felt pressure from City Council on the reconsideration order to ratify the recommendation of staff. At the request of Mayor Strazdas, Ms. Georgeau provided a rationale in support of Alternative #3 and explained her opinion why this is the most viable option; however, she did admit that Alternative #5 is also a viable option, although not as consistent with the Comprehensive Plan as Alternative #3. Discussion followed.

At the request of Mayor Strazdas, City Attorney Brown explained "Taking" and the "Substantive Due Process Clause" which requires utilization of the reasonableness standard, and can not

be arbitrary and capricious; he distinguished this case by applying the concept of a “sliding scale” approach to the question of damages. According to Mr. Brown, the lowest risk to the City would be to rezone the property OS-1, office service, even though this is not in complete conformance with the Future Land Use Map. With regard to Alternative #3 and Alternative #5, he indicated each of them may have problems; but, he indicated that between the two, Alternative #3 has the next lowest risk factor because it is more in conformance with the Comprehensive Plan. Also, if these parcels can be developed individually, not assembled necessarily, so that each one of those parcels can develop residential without extreme excessive burdens and without the hinging upon the consent of particular property owners to get some type of access, then he indicated that Alternative #3 is the next lowest risk alternative. Finally, he pointed out that Alternative #5 is not necessarily a high risk, but a court could say it is not a taking but it does violate due process because the question arises, why do you need a 50’ buffer strip because it is an office and one of the purposes of an office is to buffer anyway, so deal with it in the city ordinances if you want to, but not as a rezoning.

When Mayor Strazdas asked him to discuss the process of logic of rezoning for elected officials, Mr. Brown advised the use of consistency with Future Land Use Map and the Comprehensive Plan, compatibility with surrounding uses and traffic patterns as being the most cited, and the fact that a rezoning diminishes the value of the property is not a consideration because that is a real estate matter as it deals with the highest and best use of property, not zoning standards, and there is no due process claim as long as it does not take the entire value of the property. At the request of Councilmembers Urban, Campbell and Pearson, Ms. Georgeau helped sort out and distinguish the Alternatives further for City Council and explained the pro’s and con’s of each of the options. Discussion followed. In response to concerns raised by Councilmember Pearson, City Attorney Brown explained that a covenant not to sue is probably illegal under Michigan law, was not considered and nothing was brought up regarding litigation; with four of the five property owners in agreement; further, if the property changes hands, the transfer of land to the new owner creates a situation where the new owner did not sign a covenant not to sue and could bring suit at that time. Discussion followed and Ms. Georgeau distinguished some of the options in more detail in response to questions by Council.

Mayor Strazdas opened the public hearing to the public and Leroy Butler, 821 East Centre Avenue, commented that he talked with the owner of parcel known as “815” who indicated that he would go along with whatever was decided and spoke in opposition to splitting the properties and spoke in favor of all OS-1, office service, or OS-1, office service, with a 50’ buffer.

Steve Nuss, 809 East Centre Avenue, spoke in opposition to splitting the properties, indicated he had no problem with the 50’ buffer and would prefer having his property withdrawn should City Council decide to split the zoning. Discussion followed.

Bryan Mohney, 7911 Lakewood Drive, indicated he filed a Petition in Partial Opposition to Rezoning Application #11-04, asked for depth control to protect the neighborhood and spoke in favor of the 50’ buffer and Alternative #3. Discussion followed.

Thomas Rogers spoke in opposition to having to traverse a parcel zoned OS-1, office service, in order to access a parcel zoned R-1, Residential. Discussion followed.

Discussion followed regarding site plan review procedures, such as set back requirements, screening, positioning of the screening, and permitted uses in OS-1, office service. Discussion followed.

Motion by Sackley, seconded by Reid, to close the public hearing. Upon a voice vote, motion carried 7 to 0. Motion by Sackley, seconded by Campbell, to approve Rezoning Application #11-04 and rezone 7932 Lakewood Drive, 707, 743, 775 and 903 East Centre Avenue, and all but the north 50 feet of 801, 809, 815, 821 and 827 East Centre Avenue to OS-1, office service, with the northern 50 feet of 801, 809, 815, 821 and 827 East Centre Avenue to remain zoned R-1A, one family residential, with the rationale that it is generally consistent with the Future Land Use Plan, is supported by the majority of the applicants here tonight, is consistent with the discussion of the Planning Commission during various sessions over the summer and the 50’ buffer is a reasonable application to protect surrounding residential uses. Discussion followed. Upon a roll call vote, motion carried 7 to 0. Ordinance recorded on page 237 of City of Portage Resolution Book No. 12.

**FEMA CORPORATION, 1716 VANDERBILT AVENUE – PA 198 TAX ABATEMENT:**

Mayor Strazdas opened the public hearing and introduced Community Development Director Vicki Georgeau, who provided an explanation of the tax abatement process thus far regarding the application for tax abatement filed by FEMA Corporation for a \$3.65 million building addition and machinery and equipment purchase. Discussion followed.

In answer to Mayor Strazdas, John Pula, FEMA Corporation, indicated that the footings are being looked at with the goal of occupancy by the first of the year, and the hiring process continues.

Motion by Sackley, seconded by Reid, to close the public hearing. Upon a voice vote, motion carried 7 to 0.

Motion by Campbell, seconded by Sackley, to adopt Resolution No. 4-12, approving the Industrial Facilities Exemption Certificate for the planned FEMA Corporation's \$3.65 million building addition and machinery and equipment purchase at 1716 Vanderbilt Avenue; and approve the tax abatement agreement and the affidavit between the City of Portage and FEMA Corporation. Mayor Strazdas thanked John Pula and the owners of FEMA Corporation who were present, and discussion followed. Upon a roll call vote, motion carried 7 to 0. Resolution recorded on page 437 of City of Portage Resolution Book No. 44.

**REPORTS FROM THE ADMINISTRATION:**

**REGIONAL SPECIAL WEAPONS AND TACTICS TEAM AGREEMENT:** At the request of Mayor Strazdas, Public Safety Director Richard White explained that this is a collaborative effort with other enforcement agencies in Kalamazoo County. Although minimal savings are anticipated, Mr. White indicated that there will be benefits operationally and the KM-SWAT Team will work in a more coordinated fashion. Discussion followed.

Motion by Urban, seconded by Reid, to approve the Kalamazoo Metro, Special Weapons and Tactics Team Agreement and authorize the City Manager to execute the agreement on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

**2010 CENSUS LIQUOR LICENSE – CONSIDERATION OF CONDITIONAL APPROVAL FOR THE REPERTOIRE COFFEE HOUSE AND THEATER, INC.:**

Councilmember Urban indicated that he was in support of this business and looked forward to its development, but he expressed a concern about all of the changes that have taken place since the initial approval.

Gary Barton , Barton Group, explained all of the lease issues incurred by the applicants since City Council approval of the original application.

Motion by Urban, seconded by Sackley, to approve the requested 120-day extension for consideration of conditional approval of the Repertoire Coffee House and Theater, Inc., 2010 Liquor License application. Upon a roll call vote, motion carried 7 to 0.

\* **CITY OF PORTAGE 50TH ANNIVERSARY EVENTS:** Motion by Pearson, seconded by Reid, to accept as presented the activities, events and actions to commemorate the 50th Anniversary of the City of Portage; appoint a City Council Ad Hoc Committee to consider additional suggested activities and events from Advisory Boards and Commissions and Portage residents; and request that the Ad Hoc Committee present the additional suggested activities and events to the City Council no later than October 23, 2012. Upon a roll call vote, motion carried 7 to 0.

\* **SPECIAL ASSESSMENT PETITION - METSA COURT WATER:** Motion by Pearson, seconded by Reid, to direct the City Administration to include the installation of water main on Metsa Court for consideration in the Fiscal Year 2013-2014 Capital Improvement Budget. Upon a roll call vote, motion carried 7 to 0.

\* **SPECIAL MEETING WITH BOARD AND COMMISSION APPLICANTS:** Motion by Pearson, seconded by Reid, to set a Special Meeting on Tuesday, October 9, 2012, beginning at 5:15 p.m. to interview board and commission applicants. Upon a roll call vote, motion carried 7 to 0.

**COMMUNICATION:**

**COMMUNICATION FROM MR. MICHAEL MARSHBURN OF PCL CURTIS, LLC:**

At the request of Mayor Strazdas, Ms. Georgeau explained the request from Mr. Michael Marshburn of PCL Curtis, LLC, regarding Renewing of Previously Approved Conceptual Plan for NW Corner of Centre and Shaver. In answer to Councilmember Pearson, Ms. Georgeau indicated that the Site Plan will still go through the regular process. Discussion followed.

Motion by Pearson, seconded by Randall, to receive the communication from Mr. Michael Marshburn of PCL Curtis, LLC, regarding Renewing of Previously Approved Conceptual Plan for NW Corner of Centre and Shaver; and grant a waiver from the CPD, Commercial Planned Development, Conceptual Plan resubmission requirement; and approve a two-year extension of the conceptual plan for the Portage Creek Landings – City Centre development project, 412 West Centre Avenue, pursuant to the standards in the ordinance based on the facts and circumstances of this particular application. Upon a roll call vote, motion carried 7 to 0.

**UNFINISHED BUSINESS:**

**KALAMAZOO COUNTY COUNCIL OF GOVERNMENTS (COG) VICE PRESIDENT**

**MAYOR PRO TEM CLAUDETTE REID:** Mayor Pro Tem Reid explained the reason for considering new By-laws at this time. Motion by Sackley, seconded by Pearson, to direct the Portage COG Representatives to approve the revised By-laws as presented or amended. Councilmember Urban asked why this action is being requested for this organization and Mayor Pro Tem Reid explained it was agreed by the COG members that direction from the respective Boards was appropriate. Discussion followed. Upon a roll call vote, motion carried 7 to 0.

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

Portage Historic District Commission of June 6, 2012.  
Portage Park Board of August 1, 2012.

**AD HOC COMMITTEE REPORT:**

**FOIA/INFORMATION REQUEST COMMITTEE:** Councilmember Elizabeth Campbell provided a summary of the meeting. She indicated that the members are Jim Pearson, Terry Urban and herself and that this was their second meeting. She said the committee discussed the follow-up report provided by City Clerk Jim Hudson regarding questions raised at the first FOIA committee meeting and the current FOIA policy that the committee found to be effective and appropriate with no changes necessary at this time. She indicated that Ms. Georgeau was present for questions regarding Community Development utilization of the FOIA system. When Councilmember Pearson inquired as to the reasons why there should be a formal City Council Policy for Councilmembers seeking public information, City Manager Maurice Evans discussed the April 2010 communications policy which works well, but offered to look into the practices of other municipalities to check their policy with regard to serial requesters and how information is provided to elected officials. Also, she indicated that the committee agreed to meet one more time to review this information. Discussion followed.

Motion by Reid, seconded by Campbell, to receive the presentation from Councilmember Elizabeth Campbell regarding the recent activity of the FOIA/Information Request Committee. Upon a voice vote, motion carried 7 to 0.

**NEW BUSINESS:**

\* **APPOINTMENTS TO PLANNING COMMISSION:** Motion by Pearson, seconded by Reid, to appoint David Artley with unfulfilled term ending May 31, 2013, to the Planning Commission. Upon a roll call vote, motion carried 7 to 0.

**BID TABULATIONS:**

\* **SPRING CLEANUP VENDOR - RECOMMENDATION:** Motion by Pearson, seconded by Reid, to award a three-year contract to Waste Management of Michigan, Incorporated, to provide the annual Spring Cleanup service in the amount of \$134,000 for Fiscal Year 2012-2013, \$138,000 for Fiscal Year 2013-2014 and \$142,000 for Fiscal Year 2014 -2015 with the option to renew the contract for up to three years and authorize the City Manager to execute all documents related to the contract and subsequent renewals on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

\* **TWO-WAY RADIO COMMUNICATION UPGRADE RECOMMENDATION:** Motion by Pearson, seconded by Reid, to authorize the purchase of 70 radios, accessories, tower and repeater service from State Systems Radio at a total cost of \$73,975 and authorize the City Manager to execute all documents related to this purchase on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

\* **SOUTH 12TH STREET LIFT STATION RENOVATIONS:** Motion by Pearson, seconded by Reid, to award an engineering services contract for the South 12th Street Lift Station Renovations to Abonmarche, Incorporated, with the low cost proposal in the not to exceed amount of \$33,100 and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

\* **CENTRAL CEMETERY ASPHALT DRIVE RESURFACING – RECOMMENDATION:** Motion by Pearson, seconded by Reid, to award a contract to A-1 Asphalt of Wayland, Michigan for Central Cemetery asphalt drive resurfacing in the amount of \$26,412.21 and authorize the City Manager to execute all documents related to this agreement on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

**OTHER CITY MATTERS:**

**STATEMENTS OF CITY COUNCIL:** Councilmember Urban reminded the community of the upcoming meeting of the Long Lake Governmental Lake Board. He stated that this meeting is to review and consider approval of the Special Assessment Roll.

Councilmember Sackley commented on the success of the Kalamazoo Area Foot Chase held at Celery Flats, Saturday, September 9, 2011, and Mayor Pro Tem Reid thanked her fellow Councilmembers for participating and Portage Parks for their assistance. She also mentioned that the cause will benefit the family of the police officer who was killed in the line of duty this week.

Mayor Strazdas called for ideas and volunteers to assist with the commemoration of the 50<sup>th</sup> Anniversary of Portage.

**ADJOURNMENT:** Mayor Strazdas adjourned the meeting at 9:45 p.m.

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James R. Hudson, City Clerk

\*Indicates items included on the Consent Agenda.

## CITY COUNCIL MEETING MINUTES FROM SEPTEMBER 25, 2012

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

At the request of Mayor Strazdas, Councilmember Terry Urban gave an 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 and Terry R. Urban, Mayor Pro Tem Claudette S. Reid and Mayor Peter J. Strazdas. Also in attendance were City Manager Maurice S. Evans, City Attorney Randy Brown and City Clerk James R. Hudson.

**APPROVAL OF MINUTES:** Motion by Sackley, seconded by Reid, to approve the September 11, 2012 Special and Regular Meeting Minutes as presented. Upon a voice vote, motion carried 7 to 0.

\* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Sackley to read the Consent Agenda. Mayor Strazdas removed Item F.4, City Council 50<sup>th</sup> Anniversary Committee, from the Consent Agenda, and Councilmember Urban asked that Item F.6, Donation Boxes – Information Only, be removed from the Consent Agenda. Motion by Sackley, seconded by Reid, to approve the Consent Agenda motions as amended. Upon a roll call vote, motion carried 7 to 0.

\* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF SEPTEMBER 25, 2012:** Motion by Sackley, seconded by Reid, to approve the Accounts Payable Register of September 25, 2012. Upon a roll call vote, motion carried 7 to 0.

### REPORTS FROM THE ADMINISTRATION:

\* **WATER SUPPLY AGREEMENT WITH THE CITY OF KALAMAZOO:** Motion by Sackley, seconded by Reid, to approve the City of Kalamazoo – City of Portage Water Supply Agreement and authorize the Mayor to sign the agreement on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

\* **RECOMMENDED BUDGET AMENDMENTS – END OF FISCAL YEAR HOUSEKEEPING:** Motion by Sackley, seconded by Reid, to amend the General Appropriations Act (budget) for the fiscal year ending June 30, 2013, for the total amount of \$3,388,773.38. Upon a roll call vote, motion carried 7 to 0.

\* **CONSTRUCTION BOARD OF APPEALS RAZE ORDER - 1518 EAST CENTRE AVENUE:** Motion by Sackley, seconded by Reid, to accept the order of the Construction Board of Appeals to demolish the pole barn and accessory loading dock at 1518 East Centre Avenue; and authorize the City Administration to take the necessary action to demolish the pole barn and accessory loading dock at 1518 East Centre Avenue, place a lien and assess the property to recover the costs associated with demolition consistent with the ordinance. Upon a roll call vote, motion carried 7 to 0.

**CITY COUNCIL 50<sup>TH</sup> ANNIVERSARY COMMITTEE:** Mayor Strazdas asked for volunteers from City Council to participate on the City Council 50<sup>th</sup> Anniversary Committee and indicated that the Committee would not meet that often, would review the suggestions from the public and the Advisory Boards, and would bring recommendations to City Council. Discussion followed. Motion by Campbell, seconded by Reid, to appoint the entire City Council as the City Council 50<sup>th</sup> Anniversary Committee to consider additional suggested activities and events from Advisory Boards and Commissions and Portage residents and present the additional suggested activities and events to the City Council no later than October 23, 2012. Upon a voice vote, motion carried 7 to 0.

\* **2012 CITY COUNCIL GOAL SETTING SESSION:** Motion by Sackley, seconded by Reid, to establish Friday, November 16, 2012, as the date of the 2012 City Council Goal Setting Session. Upon a roll call vote, motion carried 7 to 0.

**DONATION BOXES – INFORMATION ONLY:** Councilmember Urban expressed concern with the confusing relationship between the donation boxes “cropping up” around the city and the boxes of local non-profit organizations. He expressed a desire for an ordinance to address the removal of the boxes should the need arise and indicated that these are not on the list of an accessory uses of the primary use of the business activity. Councilmember Sackley indicated he spoke with a representative from Goodwill Industries, who indicated that the boxes became a problem and do not use them anymore. He said they became trash repositories, a liability and a hazard. Discussion followed. Motion by Urban, seconded by Sackley, to receive the communication from the City Manager regarding donation boxes as information only. Upon a roll call vote, motion carried 7 to 0.

\* **AUGUST 2012 SUMMARY ENVIRONMENTAL ACTIVITY REPORT – INFORMATION ONLY:** Motion by Sackley, seconded by Reid, to receive the communication from the City Manager regarding the August 2012 Summary Environmental Activity Report as information only. Upon a roll call vote, motion carried 7 to 0.

\* **DEPARTMENT MONTHLY REPORTS:** Motion by Sackley, seconded by Reid, to receive the Department Monthly Reports from the various city departments. Upon a roll call vote, motion carried 7 to 0.

#### **COMMUNICATIONS:**

**ANNUAL PRESENTATION BY SENIOR CITIZEN ADVISORY BOARD VICE-CHAIRPERSON LAWRENCE SMITH:** Senior Citizen Advisory Board Vice-Chairperson Lawrence Smith provided the annual report from the Board. Deputy Director of Recreation & Senior Citizens Services Jill Hess was available for questions and concerns and Alternate Board Member Trudy Riker discussed the Trip committee. Discussion followed. Motion by Reid, seconded by Sackley, to receive the Annual Presentation by Senior Citizen Advisory Board Vice-Chairperson Lawrence Smith. Upon a voice vote, motion carried 7 to 0.

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

Portage Human Services Board of August 2, 2012.

Portage Zoning Board of Appeals of August 13, 2012.

Portage Planning Commission of August 16 and September 6, 2012.

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

**CITY COUNCIL SIGN COMMITTEE REPORT:** At the request of Mayor Strazdas, Councilmember Sackley provided an update and discussion of the activities and considerations of the City Council Sign Committee, especially addressing the questions of what are temporary signs and what to do with the interior sign issues. He indicated that the Committee is seeking suggestions for the four topics provided in his written presentation to City Council. Discussion followed. Motion by Reid, seconded by Sackley, to receive the Sign Committee Report from Councilmember Sackley. Upon a roll call vote, motion carried 7 to 0.

**CITY COUNCIL BUSINESS AND THE CITY OF PORTAGE REPORT:** At the request of Mayor Strazdas, Councilmember Randall provided a review of the recent meeting of the Business And the City of Portage Committee. She outlined the plans to visit with small businesses, the Chamber of Commerce and SouthWest Michigan First. She mentioned the possibility of a Business Survey in the future and discussion followed. Motion by Reid, seconded by Pearson, to receive the Business And the City of Portage Committee Report from Councilmember Randall. Upon a roll call vote, motion carried 7 to 0.

**ETHICS/RULES/PROCEDURES COMMITTEE REPORT:** At the request of Mayor Strazdas, Councilmember Urban indicated Ethics/Rules/Procedures Committee discussed Councilmember Attendance Policy and campaign comments/speeches in public meetings and the current Charter versus Ordinance conflict of laws with Mayor Pro Tem selection process and the question of the need to change the Rules of Order and Procedure. Motion by Campbell, seconded by Reid, to receive the Ethics/Rules/Procedures Committee Report from Councilmember Urban. Upon a roll call vote, motion carried 7 to 0.

**BID TABULATIONS:**

\* **COMPUTER REPLACEMENT:** Motion by Sackley, seconded by Reid, to approve the lease of 141 Lenovo replacement computers and peripheral equipment from Capital Advantage Leasing of Grand Rapids, Michigan, at a total lease price of \$106,286.40 for a three year period 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 7 to 0.

\* **ANNUAL SUNGARD ENTERPRISE SOFTWARE LICENSING AND MAINTENANCE FEE:** Motion by Sackley, seconded by Reid, to approve an annual licensing and software maintenance services agreement with SunGard, Incorporated, at a total cost of \$66,338 and authorize the City Manager to execute all documents related to this agreement on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

\* **SWEEPER RENTAL FOR FALL LEAF PICKUP PROGRAM:** Motion by Sackley, seconded by Reid, to accept the quote submitted by Bell Equipment of Lake Orion, Michigan, in the amount of \$25,500 for rental of two Whirlwind vacuum sweepers for the Fall Leaf Pickup Program 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 7 to 0.

**OTHER CITY MATTERS:**

**STATEMENTS OF CITY COUNCIL:** Councilmember Urban highlighted the new brochure that discusses code enforcement in the neighborhoods.

Councilmember Sackley, Mayor Strazdas and City Manager Evans expressed appreciation for the cooperation of the Administrations of both Portage and Kalamazoo which enabled them to reach the Water Supply Agreement. Mayor Strazdas announced that Monday, September 23, 2012, was the first night the Portage Public School Board of Education met in City Council Chambers as their new meeting location. He then referenced the Portage City Hall lobby as a place to view ongoing art displays from various artists in the community, and he highlighted the current display of fine photography of displays in Seth Giem's Train Barn.

**ADJOURNMENT:** Mayor Strazdas adjourned the meeting at 9:52 p.m.

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James R. Hudson, City Clerk

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

## CITY COUNCIL MEETING MINUTES FROM OCTOBER 9, 2012

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

At the request of Mayor Strazdas, Pastor Joan Herbon of the Lord of Life Lutheran Church of Portage gave an invocation and Derrick Allard of Boy Scout Troop 285 led City Council and the audience in 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, Mayor Pro Tem Claudette S. Reid and Mayor Peter J. Strazdas. Also in attendance were Deputy City Manager Brian J. Bowling, City Attorney Randy Brown and City Clerk James R. Hudson.

**APPROVAL OF MINUTES:** Motion by Sackley, seconded by Reid, to approve the September 25, 2012 Regular Meeting Minutes as presented. Upon a voice vote, motion carried 7 to 0.

\* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Urban to read the Consent Agenda. Councilmember Urban asked that Item K.1, Appointment to Various Boards and Commissions, be added to the Consent Agenda. Motion by Urban, seconded by Campbell, to approve the Consent Agenda motions as amended. Upon a roll call vote, motion carried 7 to 0.

\* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF OCTOBER 9, 2012:** Motion by Urban, seconded by Campbell, to approve the Accounts Payable Register of October 9, 2012. Upon a roll call vote, motion carried 7 to 0.

### REPORTS FROM THE ADMINISTRATION:

\* **MUELLER COPPER TUBE PRODUCTS COMPANY – PA 198 TAX ABATEMENT:** Motion by Urban, seconded by Campbell, to adopt Resolution No. 1-12 setting a public hearing on the expansion of Industrial Development District No. 1 for October 23, 2012, at 7:30 p.m. or as soon thereafter as may be heard; and to adopt Resolution No. 3-12 setting a public hearing on the issuance of the Industrial Facilities Exemption Certificate for Mueller Copper Tube Products Company for real and personal property in the estimated amount of \$26.5 million for October 23, 2012, at 7:30 p.m. or as soon thereafter as may be heard. Upon a roll call vote, motion carried 7 to 0. Resolutions recorded on pages 441 and 445 of City of Portage Resolution Book No. 44.

\* **HEIGHT MODIFICATION FOR MUELLER PLASTICS, 6700 SOUTH SPRINKLE ROAD:** Motion by Urban, seconded by Campbell, to approve the height modification for Mueller Plastics, 6700 South Sprinkle Road, to allow three existing 50-foot tall silos and construction of two new 60-foot tall silos. Upon a roll call vote, motion carried 7 to 0.

\* **TRANSFER OWNERSHIP OF THE 2012 TAVERN LICENSE TO THE NEWLY CONSTRUCTED BUILDING AT 6300 SOUTH WESTNEDGE AVENUE, PORTAGE, MI 49002, KALAMAZOO COUNTY (PIZZA HUT):** Motion by Urban, seconded by Campbell, to grant the request from Trigo Pizza Company, Inc., to transfer ownership of the 2012 Tavern License to the newly constructed building at 6300 South Westnedge Avenue, Portage, MI 49002, Kalamazoo County (Pizza Hut), from the razed building at the same address. Upon a roll call vote, motion carried 7 to 0.

\* **TRANSFER OWNERSHIP OF THE 2012 CLASS C LICENSED BUSINESS FROM ESCROW TO RIVIERA MAYA, INC.:** Motion by Urban, seconded by Campbell, to grant the request from Riviera Maya, Inc., to transfer ownership of the 2012 Class C Licensed Business from escrow (Cheeseburger in Paradise, 6050 West Main Street, Kalamazoo) to 5036 South Westnedge Avenue, Portage, MI 49002, Kalamazoo County (Riviera Maya). Upon a roll call vote, motion carried 7 to 0.

\* **TRANSFER OWNERSHIP OF THE 2012 CLASS C LICENSED BUSINESS FROM APPLEBEE'S OF MICHIGAN, INC., (APPLEBEE'S) TO TSFR APPLE VENTURE, LLC:** Motion by Urban, seconded by Campbell, to grant the request to transfer ownership of the 2012 Class C Licensed Business located at 6675 South Westnedge Avenue, Portage, MI 49002, Kalamazoo County, from Applebee's of Michigan, Inc., (Applebee's) to TSFR Apple Venture, LLC. Upon a roll call vote, motion carried 7 to 0.

\* **SPECIAL MEETING WITH INVESTMENT COMMITTEE:** Motion by Urban, seconded by Campbell, to set a Special Meeting on Tuesday, October 23, 2012, beginning at 6:30 p.m. to interview applicants for the Investment Committee. Upon a roll call vote, motion carried 7 to 0.

\* **ANALYSIS OF ZONING CONSISTENCY (FY 2011-2012 UPDATE) – INFORMATION ONLY:** Motion by Urban, seconded by Campbell, to receive the communication from the City Manager regarding the Analysis of Zoning Consistency (FY 2011-2012 Update) as information only. Upon a roll call vote, motion carried 7 to 0.

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

Portage Public Schools Board of Education Policy Governance of July 17, Regular Business of August 20, and Special and Committee of the Whole of September 10, 2012.

Portage Senior Citizens Advisory Board of August 15, 2012.

Portage Human Service Board of September 6, 2012.

Portage Planning Commission of September 20, 2012.

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

**50<sup>TH</sup> ANNIVERSARY COMMITTEE OF THE WHOLE:** Mayor Strazdas reviewed the discussion at the 50<sup>th</sup> Anniversary Committee of the Whole Meeting earlier in the day. The consensus at the meeting was to let volunteers do what they want; let the Youth Advisory Committee do the three items they suggested; have the Historic District Commission organize a Train Barn tour and tour of Historic Homes; have the Planning Commission organize a Community Art Competition, if there is money, and promote a local business tie-in for the Anniversary; work with the Portage Rotary on the installation of a Peace Pole; have the Public Media Network work on the production of a video of Portage citizens' rendition of the history of Portage; have the Human Service Board look into advertising on the electronic billboards and the procurement of transportation for special events for those in need; let Former Mayor Pro Tem Vliek work with his volunteers to create a "Coffee Table Book of Portage" without the use of city dollars; and, work with the Administration on a Commemorative *Portager*; Proclamations from state representatives and the Governor, a display of historical photographs, documents and memorabilia in City Hall; the creation of a historical video collage, a winter half marathon in cooperation with the Kalamazoo Area Runners Club, a fundraising effort to support an

expanded 2013 Summer Entertainment Series, including a "50th Anniversary Concert," the "50th Anniversary Groundbreaking" event for Phase I of the Eliason Nature Preserve, Summer Series Event voucher for Board and Commission volunteers, the 50<sup>th</sup> Anniversary theme for the Memorial Day Parade, a New City Logo presentation (using the four previously presented versions to be brought back for consideration and formal action) and tagline, flowers with "50<sup>th</sup> Anniversary" theme, Portage flags along South Westnedge Avenue, and a Banner Competition among the three high schools.

**NEW BUSINESS:**

\* **APPOINTMENTS TO VARIOUS BOARDS AND COMMISSIONS:** Motion by Urban, seconded by Campbell, to reappoint Ric Perry as Portage Public School Representative and appoint Jeff Kalmbach with terms ending December 31, 2018, and appoint Eric Alburtus as Portage Public School Representative with unfulfilled term ending December 31, 2014, and Robert Kelber with unfulfilled term ending December 31, 2017, to the Economic Development Corporation/Tax Increment Finance Authority/Brownfield Redevelopment Authority; reappoint William Beck and Martha Dahlinger and appoint Christin DeJong with terms ending October 1, 2015, to the Environmental Board; reappoint Diane Durian, Raymond LaPoint and Sandra Sheppard with terms ending October 1, 2015, and appoint Ed Morgan and Amanda Woodin with unfulfilled terms ending October 1, 2014, to the Human Services Board; reappoint Patricia Berninger and Ann Perkins and appoint Trudy Riker with terms ending October 1, 2015, and reappoint Mary Maisto and appointed Monifa Jumann with Alternate terms ending October 1, 2014, to the Senior Citizens Advisory Board; reappoint Mark Reile and Katie vanLonkhuyzen and appoint Suzanne Nemeth with terms ending December 31, 2015, and appoint Jim Ebert with unfulfilled term ending December 31, 2013, to the Historic District Commission; and, appoint Doug Barrett, Karista Gallick and Tucker Webb with terms ending October 1, 2015, to the Park Board. Upon a roll call vote, motion carried 7 to 0.

**BID TABULATIONS:**

\* **CONTRACTED SNOWPLOW OPERATORS - RECOMMENDATION:** Motion by Urban, seconded by Campbell, to award a three-year contract to Mulder's Landscape Supply, Incorporated, to provide eight contracted seasonal snowplow operators at a cost of \$67,336 for Fiscal Year 2012-2013, \$67,336 for Fiscal Year 2013-2014 and \$70,072 for Fiscal Year 2014-2015 with the option to renew the contract for up to three years and authorize the City Manager to execute all documents related to the contract and subsequent renewals on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

\* **2012 STORM DRAINAGE IMPROVEMENTS PROJECT:** Motion by Urban, seconded by Campbell, to award a contract to the low bidder, Peters Construction Company, Incorporated, for the construction of the 2012 Storm Drainage Improvements Project in the not to exceed amount of \$147,450 and authorize the City Manager to execute all documents related to this project on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

\* **SOUTH WESTNEDGE PARK SOFTBALL FIELD IMPROVEMENTS:** Motion by Urban, seconded by Campbell, to award a contract for softball field improvements at South Westnedge Park to TJM Services, LLC, in the amount of \$29,040 and authorize the City Manager to execute all documents related to this agreement on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

\* **BID RECOMMENDATION - 2013 PORTAGE SENIOR CENTER MOTOR COACH SERVICES:** Motion by Urban, seconded by Campbell, to approve the low bid from Gail Andrus Travel, LLC, for motor coach services for the 2013 Portage Senior Center travel program in the amount of \$23,653 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 7 to 0.

**OTHER CITY MATTERS:**

**STATEMENTS OF CITY COUNCIL:** Councilmember Randall highlighted the 15<sup>th</sup> Annual Portage Invitational Cross Country Meet at West Middle School, pointed out that local restaurants have indicated that it is their biggest day of the year and thanked the organizers.

Mayor Pro Tem Reid said she was honored to present the Proclamation Honoring seventeen year old Claressa Shields, the 2012 Olympic Gold Medal Winner in Women's Boxing, at Portage North Middle School, and invited everyone to attend the "Shindig" on Saturday, October 13, 2012, at 7 p.m. in the Hayloft Theatre located at the Celery Flats Historical Area.

Mayor Strazdas had high praise for the quality and quantity of Board and Commission applicants at the Special Meeting.

**ADJOURNMENT:** Mayor Strazdas adjourned the meeting at 7:53 p.m.

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James R. Hudson, City Clerk

\*Indicates items included on the Consent Agenda.

**MINUTES OF THE MEETING OF THE PORTAGE CITY COUNCIL  
COMMITTEE OF THE WHOLE OF OCTOBER 9, 2012 – 50<sup>TH</sup> ANNIVERSARY  
OF THE CITY OF PORTAGE**

Mayor Peter Strazdas called the meeting to order at 3:59 p.m. The following Councilmembers were present: Councilmembers Elizabeth Campbell, Jim Pearson, Patricia Randall and Terry Urban, Mayor Pro Tem Claudette Reid and Mayor Peter Strazdas. Councilmember Edward Sackley was absent with excuse. Also present were City Manager Maurice Evans and City Clerk James Hudson.

Mayor Strazdas listed six major ideas proposed by the Administration in the City Manager communication dated October 5, 2012, for commemorating the 50<sup>th</sup> Anniversary of the City of Portage:

1. A commemorative edition of the *Portager*.
2. Proclamations from government representatives.
3. A display of historical documents.
4. A video “collage” with the help of the Public Media Network.
5. Major community events being planned to celebrate the 50<sup>th</sup> Anniversary, including a winter half marathon in cooperation with the Kalamazoo Area Runners Club; a groundbreaking ceremony of Phase I of the Eliason Nature Reserve property; a concert in the 2013 Summer Entertainment Series; and a new logo. Discussion followed.

City Council revealed their opposition to the polar dive and expressed interest and support for the citizen recommendation of the “fifty flowers” idea, including a big “50” at each entrance to the City where feasible and at City Hall; two banners resulting from a possible art competition among the three high schools with the Administration making the necessary contacts; possibly include businesses in the banner or sign efforts; set Portage flags along South Westnedge Avenue; a coffee table book in collaboration with volunteers and led by former Mayor Pro Tem Ted Vliek; use of the electronic billboard; use of public transportation to get those in need to the various event offerings; and, approval of one of the logo designs informally presented to City Council, so request the Administration to bring the logo design options before City Council for consideration. Discussion followed regarding cost and funding, and mention was made that the Portage flags along South Westnedge could be intermingled with a flag with the new city logo on it at every other posting.

City Council liked the Senior Citizens Advisory Board suggestion of a parade with a theme of 50 years ago with 60's vehicles and dress, but indicated that it could get very expensive to have an appreciation event for Board Members and Commissioners, but the outdoor art competition would be great and even a significant community art piece could be commissioned with private dollars which would require a fundraising effort led by City Councilmembers. There was a consensus for the suggestion that a voucher for the 50<sup>th</sup> Anniversary dedicated Summer Series event or any Summer Series event for Board and Commissioner Members would be appropriate. Discussion followed.

Councilmember Campbell revealed an effort by the Portage Rotary Club to dedicate a

“Peace Pole” with a “peace garden” and “peace benches” as a memorial of the 50<sup>th</sup> Anniversary that could become a landmark for the city. Discussion followed.

Councilmember Randall suggested promoting local businesses by involving them in the celebration and proposed a book with businesses that are 50 years old or older to be highlighted in the book. Discussion followed.

Mayor Pro Tem Reid offered the idea of video interviews of senior citizens to obtain a prospective of Portage then and now and Councilmember Urban requested that the petition to form a Charter Commission for the Township to consider becoming a city be obtained and to interview surviving petition signers as part of the video. Discussion followed.

Mayor Strazdas summed up and recapped each of the suggestions discussed.

**ADJOURN:** Mayor Strazdas adjourned the meeting at 5:05 p.m.

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James R. Hudson, City Clerk

**MINUTES OF THE SPECIAL MEETING OF THE PORTAGE CITY COUNCIL  
OF OCTOBER 9, 2012 - BOARDS AND COMMISSIONS APPLICANTS**

Mayor Strazdas called the meeting to order at 5:15 p.m. The following Councilmembers were present: Councilmembers Elizabeth Campbell, Jim Pearson, Patricia Randall, Edward Sackley and Terry Urban, Mayor Pro Tem Claudette Reid and Mayor Peter Strazdas. Also in attendance was City Clerk James R. Hudson. The proceedings were:

- \* 5:15-5:31 p.m., Council interviewed Eric Alburtus, Robert Kelber, Doug Barrett, Ric Perry and Jeff Kalmbach for the Economic Development Corporation/Tax Increment Finance Authority and Brownfield Redevelopment Authority. Discussion followed. Councilmembers Elizabeth Campbell left the meeting.
- \* 5:32-6:03 p.m., Council interviewed William Beck, Martha Dahlinger, Christin DeJong, Robert Kelber, James Ebert, David Mayfield and William Strong for the Environmental Board. Discussion followed.
- \* 6:04-6:19 p.m., Council interviewed Diane Durian, Sandra Sheppard, Edward Morgan, Karista Gallick and Amanda Woodin for the Human Services Board. Discussion followed. Councilmember Campbell returned at 6:07 p.m.
- \* 6:20-6:39 p.m., Council interviewed Trudy Riker, Mary Maisto, Monifa Jumanne, Edward Morgan and Lorraine Aiken for the Senior Citizens Advisory Board. Chairperson Ruth Ann Meyer was present for questions and discussion. Discussion followed.
- \* 6:40-6:49 p.m., Council interviewed Suzanne Nemeth and Karista Gallick for the Historic District Commission. Discussion followed.
- \* 6:50-6:59 p.m., Council interviewed Karista Gallick for the Park Board. Vice Chairperson Sue Williams was present for questions and discussion. Discussion followed.

**ADJOURN:** Mayor Strazdas adjourned the meeting at 6:59 p.m.

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James R. Hudson, City Clerk

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

<u>Project/Activity</u>	<u>Description</u>	<u>Status</u>
Portage City Landfill	Ongoing groundwater monitoring of former municipal landfill.	<p>-City Council awarded a 3 year contract to American Hydrogeologic Corporation (AHC) on February 23, 2010 to perform annual groundwater sampling. The site groundwater data will continue to be monitored to confirm continuation of the natural attenuation process. Sampling shows continued improvement in groundwater quality. Sampling completed in April 2010. Annual report submitted to MDNRE in June 2010. General groundwater quality continues to improve, but site will require monitoring for the foreseeable future. 2011 sampling completed in March. 2011 annual report submitted to MDEQ, with moderate groundwater quality improvements. <i>Investigation into methane gas presence in the groundwater is underway.</i> First round of sampling completed in April 2012. Second round of sampling completed in June 2012. Initial results indicate no off-site impact. <i>Annual report under staff review for submission to MDEQ. Review meeting held September 21, 2012 with MDEQ with follow-up in October.</i></p>
Site Inspection/Development Project Review	Review of existing business & industries and review of proposed business and industrial development projects for environmental protection purposes and/or building plans completed.	<p>-Coordination with property owners and City or State agencies ongoing. -<i>Review of 4 site/building plans and/or plats completed in September 2012.</i></p>
Sewer Connection Program	Groundwater protection program requiring residential/business hookup to the sanitary sewer where available.	<p>-<i>Sanitary sewer hookup permits issued in September 2012: 2 residential; 1 commercial. One connection made as part of the mandatory sewer connection program.</i></p>
West Lake Management Program	Special assessment district designed to maintain/improve lake conditions.	<p>-Five Year Lake Management Assessment District process was approved by City Council on March 23, 2010. Construction began on the Austin Dam reconstruction in December 2006 and new structure completed in March 2007. Filtration system construction was substantially completed in July 2008. The 2011 lake survey and treatment preparations are complete. Additional areas requested by the Association for treatment. Amendment to the 2011 Treatment Program approved by City Council on August 9, 2011. Lake Association has completed 2012 plan and lake treatment completed in May 2012. Review of program underway by Lakeshore Environmental Consultants. Additional treatment is likely based on consultants review.</p>

Retention Basin Sampling Program (Groundwater Elevation)	Investigation regarding potential impact of retention basins on groundwater levels.	<p>-Historical monitoring continues to show minor impacts at most basins. From 1993 through 2009 the monitoring program showed stable groundwater impacts due to stormwater infiltration. Alternative road salt practices continue to be considered and evaluated. On March 23, 2010, City Council awarded a four-year contract to Wightman Environmental. Program will focus primarily on groundwater level information. The 2011 annual report received. Groundwater results show that the general groundwater table on the east side of Portage has risen approximately one foot in 2011 and is generally at levels seen in 2009. Groundwater levels, especially on the east side of Portage, have decreased in 2012 as a result of seasonal rainfall deficiencies.</p>
Wellhead Protection Program (WHPP)	Development of program to protect City well fields and surrounding area from contamination resulting from improper land use.	<p>-Wellhead Protection Grant award received from MDEQ on August 30, 1999 and Council accepted the grant on October 5, 1999. Council also awarded contract to Earth Tech to complete WHPP. Earth Tech completed the final wellhead protection plan and MDEQ submittal was made on October 14, 2000. Plan was reviewed by MDEQ with written approval received in March, 2001. Staff has met internally to discuss the future needs to update the plan pending grant opportunities. Plan implementation is ongoing.</p>
Leaf Compost Monitoring Program	Monitoring and analysis of groundwater at the new Oakland Drive Leaf Compost site.	<p>-City Council awarded contract on August 21, 2001 to Soil &amp; Materials Engineers for monitoring and analysis of groundwater impact of the new compost operation. Drilling was completed in October 2001 and first sampling cycle was completed in February 2002. Semi annual sampling was performed from 2002 to 2011 in June and January. Sampling and analysis results continue to show no groundwater impacts from the leaf composting. Sampling schedule was reduced to annual sampling in 2009 with results showing continued minor impact on groundwater quality. Annual sampling completed in June 2011 minimal impacts noted. <i>Sampling completed in June 2012 with minimal groundwater impacts.</i></p>
National Pollution Discharge Elimination System (NPDES) permit implementation	Five year plan to implement the current NPDES stormwater permit.	<p>-Received NPDES general permit on August 15, 2001. Renewal Application submission was made to MDEQ on March 7, 2003. New permit received in 2004 mandates involvement in several county watershed groups. City staff completed the submission of a Stormwater Pollution Prevention Initiative (SWIPPI) as required by NPDES permit. SWIPPI submitted on October 21, 2005. New certificate of coverage permit was issued by MDEQ on September 30, 2009. New permit covers a 5 year timeframe with first work item (updating the Public Participation Plan) due December 11, 2009. Plan update completed with other local governments and submitted November 24, 2009. Staff completed an updated SWIPPI submittal to MDNRE. SWIPPI was submitted for MDNRE approval on June 25, 2010. Permit implementation is ongoing. Received a notice from MDNRE rescinding the 2008 permit due to a recent court case ruling.</p>

MDNRE reinstated the 2003 permit for implementation. Information on new permit requirement was received February 2011. MDNRE expected to issue new permit in 2014. City staff presented public information with other local agencies at the 2011 Home Expo on March 9-12, 2011. Tour of Liberty Park Stormwater treatment was held September 6, 2011 for the Southwest Michigan Soil Control Association. 2010-11 annual report was submitted on January 20, 2012. Implementation is ongoing. Stormwater informational talk was given to Pfizer, Inc., employees on April 28, 2012. MDEQ scheduled an audit of the program for July 12, 2012. Audit completed with satisfactory results. Several follow-up items with MDEQ to be addressed by staff. Program implementation is ongoing.

-First meeting was held September 17, 2004. Proposals for completing the watershed plan were received by Kalamazoo County on September 15, 2005 and a contract awarded to Kieser & Associates in November 2005. Draft watershed plan submitted to MDEQ on December 30, 2005. Review comments received from MDEQ and revised watershed plan due in December 2006. A letter not to revise the Watershed Plan was submitted to the MDEQ on March 17, 2008. Public participation plan update submitted to MDEQ on November 24, 2009. Kalamazoo River Water Festival was held on August 14, 2010 with City of Portage participation. Preliminary grant request submitted September 16, 2010 for West Fork of Portage Creek storm water enhancements. Complete grant application was submitted on October 25, 2010. Notice received July 18, 2011 that grant application was not awarded. Kalamazoo River Watershed council completed a watershed update in November, 2011. No new developments.

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

**National Pollution Discharge  
Elimination System (NPDES)  
permit implementation**

**Kalamazoo River Mainstem  
Watershed Management Plan**

**Portage River Watershed  
Management Plan**

County Conservation District to update the Watershed Plan. Grant outcome pending.

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

-On October 21, 2001, City Council awarded a contract to Fishbeck, Thompson, Carr and Huber for the Portage Creek element of the IDEP, which was completed in July 2002. On February 19, 2002, City Council approved a new ordinance as required by the NPDES permit titled "Storm Water Illicit Discharges and Connections". On April 28, 2004, City Council accepted a grant from the State of Michigan in the amount of \$152,264 and awarded a contract to Fishbeck, Thompson, Carr and Huber in the amount of \$184,264 for the remainder of the IDEP for the entire city. Program implementation is ongoing as funding allows. Continued outfall sampling is required by permit and will be budgeted accordingly. IDEP program was updated for submittal to MDNRE on June 25, 2010, and part of the SWIPPI. Implementation is ongoing.

Storm Sewer Outfall Testing

On March 23, 2011 City Council awarded a four year contract to Wightman Environmental to perform testing of (selected storm sewers). Surface water discharges. This work is required as part of the NPDES permit. 2011 annual report received with minor surface water impacts from the Woodland Avenue discharge. *Testing will continue in November 2012 and June 2013. Testing results are reported to MDEQ.*

Garden Lane Arsenic Removal Facility

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

-City Council approved an agreement with Fishbeck, Thompson, Carr & Huber, Inc. on January 10, 2006 to prepare a feasibility study to meet new USEPA arsenic standards for drinking water. Feasibility study completed in August 2006. Engineering proposals for the project were received August 14, 2007. Project engineering awarded to Earth Tech by City Council on September 11, 2007. Contract awarded by City Council on December 16, 2008 to Adams Building Contractors, Inc., Jackson, Michigan. Preconstruction meeting was held January 29, 2009. Facility is in operation with ribbon cutting held August 2, 2010. City staff gave a presentation on August 9, 2010 to the Michigan Chapter of the American Water Works Association about the arsenic removal of the facility. The facility is producing approximately one million gallons of water per day. Staff conducted a tour of the facility on April 27, 2011 to the local Chapter of the National Society of Professional Engineers. Facility is in regular operation. Plant tour for Stryker Engineering group was held on June 19, 2012. City Staff in conjunction with the Environmental Board is working on a sustainable native planting landscape design with Native Connections Inc. for the facility. *Regrading and installation of landscaping to begin in late October 2012.*

Environmental Incident/Spill  
Clean Up Notification

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

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

Hampton Wetland Area Water  
Level

Assistance with the Inverness Condominium Association to Review Surface Water Levels

-Ongoing assistance with the Condominium Association to develop appropriate measures to regulate the rising water level in Hampton Wetlands Area located on the north side of West Centre Avenue and east of Angling Road. Met with MDNRE staff to determine feasible method to lower water levels. Association currently working with MDNRE permit staff on February 26, 2010 to clarify permit requirements. Lower groundwater table elevation has reduced the concerns from the Condominium Association. Conference call with MDNRE held on December 8, 2010 to discuss permit submission updates. Condo Association discussing project with other property owners for support. Association submitted a letter to City Administration asking that the city consider the Wetland Water Level Regulation a municipal project. On March 22, 2011, city staff response recommending the Association consider governmental lake board. The Association is considering next steps. No new developments.

Southwest Michigan Regional  
Sustainability Covenant

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

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

**CITY OF PORTAGE**

**COMMUNICATION**

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**TO:** Portage City Council

**DATE:** October 19, 2012

**FROM:** Mayor Peter J. Strazdas

**SUBJECT:** Make a Difference – Volunteering in the City of Portage

**ACTION RECOMMENDED:** That City Council direct the City Manager to modify the city website to provide a convenient link to volunteer opportunities within the City of Portage.

In harmony with Make a Difference Day on October 27, 2012, and in response to recent inquiries from residents concerning how one can contribute to the City of Portage, I recommend that the City Council direct the City Manager to modify the city website to provide a convenient link to volunteer opportunities within the City of Portage.

The attached draft website page has been developed as a “one-stop” location for volunteering and donation opportunities.

Attachment