

CITY OF
PORTAGE
A Place for Opportunities to Grow

PLANNING COMMISSION

December 6, 2012

CITY OF PORTAGE PLANNING COMMISSION

A G E N D A

December 6, 2012

(7:00 p.m.)

Portage City Hall Council Chambers

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES:

* November 15, 2012

SITE/FINAL PLANS:

PUBLIC HEARINGS:

NEW BUSINESS:

OLD BUSINESS:

* 1. City of Portage 50th Anniversary Celebration – Recognition of Portage Businesses
-- adjourn meeting to City Hall Conference Room #2

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED

October 8, 2012 Zoning Board of Appeals meeting minutes
November 6, 2012 City Council meeting minutes
October 2012 Summary of Environmental Activities Report

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

PLANNING COMMISSION

November 15, 2012

The City of Portage Planning Commission meeting of November 15, 2012 was called to order by Chairman Cheesebro at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Nine citizens were in attendance.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

None.

MEMBERS EXCUSED:

David Artley.

IN ATTENDANCE:

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

PLEDGE OF ALLEGIANCE:

Chairman Cheesebro led the Commission in the Pledge of Allegiance.

APPROVAL OF MINUTES:

Chairman Cheesebro referred the Commission to the November 1, 2012 meeting minutes contained in the agenda packet. A motion was offered by Commissioner Reiff, seconded by Commissioner Stoffer, to approve the minutes as submitted. The motion was unanimously approved.

SITE/FINAL PLANS:

1. Specific Plan: Repertoire Restaurant, 412 West Centre Avenue. Mr. Forth summarized the staff report dated November 9, 2012 regarding a request by Hurley & Stewart, LLC, on behalf of Repertoire Entertainment Partners, to construct a 6,710 square foot restaurant/blues-jazz club building and associated site improvements at 412 West Centre Avenue. Mr. Forth stated the Repertoire Restaurant represents the third project within the Portage Creek Landings – City Centre commercial planned development and provided a short summary of past Planning Commission/City Council reviews and approvals. In conjunction with the specific plan review, Mr. Forth indicated the applicant is also requesting approval to exceed the maximum parking provision of the Zoning Code: A total of 111 parking spaces are proposed where a maximum of 78 parking spaces are allowed. Mr. Forth stated the applicant has submitted written documentation in support of these additional parking spaces. Mr. Forth also summarized the plans to enclose an open ditch that will convey storm water to a treatment basin located within the northwest portion of the overall property, adjacent Portage Creek. Mr. Forth stated the plans to enclose the open ditch and construct the treatment basin has been reviewed, approved and permitted by the Michigan Department of Environmental Quality (MDEQ). Mr. Forth indicated that staff was recommending the specific plan be approved including the request to exceed the maximum parking requirement.

The Commission discussed various aspects of the specific plan and previous conceptual plan approval. Commissioner Dargitz asked why the conceptual plan that was recently amended/approved by City Council was not first reviewed by the Planning Commission. Mr. Forth stated the property owner chose to request from City Council a waiver from the conceptual plan resubmission requirement and a two-year extension to the conceptual

plan approval in an effort to save time and move the project forward. In September 2012, Mr. Forth indicated City Council granted both the waiver and extension which included two minor changes to the conceptual plan: 1) Building 3 (a 19,500 square foot retail building) was replaced with the Repertoire Restaurant and a future second building, and, 2) The second floors within Buildings 4 and 5 were eliminated. Commissioners Welch and Bosch asked about the applicant's request to exceed the maximum parking requirement. Mr. Forth reviewed the Zoning Code parking standard for sit-down style restaurants and discussed the uniqueness of the proposed restaurant/jazz-blues club and referred the Commission to the information provided by the applicant regarding the anticipated parking need. Commissioner Dargitz asked for an explanation regarding the elimination of residential land use from the conceptual plan. Mr. Forth stated that residential land use component was not part of the approved conceptual plan but a reference was made by the developer in the 2006 written narrative for possible future residential units on the second floor of some of the commercial buildings.

Mr. Todd Hurley (applicant's engineer) and Mr. Mike Marshburn (original developer, PCL Curtis LLC) were present to support the development project. Mr. Hurley summarized the applicant's need for the additional parking spaces and discussed the collaborative efforts with the MDEQ to enclose the open ditch and improve storm water management. Mr. Hurley stated the entire development includes shared/cross access and shared parking. Mr. Marshburn discussed the original 2006 conceptual plan and the "vision" for possible future residential land use within the project. However, Mr. Marshburn indicated recent changes to the conceptual plan were the result of the changing economy and were necessary to meet market demands and individual user needs. Mr. Marshburn stated the continuation of boulevard accesses, internal sidewalks and connectivity between sites have resulted in a very pedestrian friendly development project. Commissioner Felicijan expressed concern that there may not be enough parking for the proposed use. Commissioner Reiff expressed similar concern, but noted there was area to the west to expand parking, if necessary. Mr. Hurley stated the applicant felt comfortable that the 111 requested parking spaces would be adequate for the use.

The Commission, applicant representatives and staff further discussed parking, access, traffic and changes to the original conceptual plan. After additional discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Stoffer, to approve the Specific Plan for the Repertoire Restaurant, 412 West Centre Avenue, including the request to exceed the maximum parking requirement and construct a total of 111 spaces for the use based on documented evidence provided by the applicant that the additional parking is necessary and will not adversely impact the subject property, surrounding properties or related natural features. The motion was unanimously approved.

PUBLIC HEARINGS:

1. **Final Report: Rezoning Application #12-01, 9136 Shaver Road.** Mr. West summarized the final staff report dated November 9, 2012 regarding a request received from Mr. Robert Wiitanen to rezone 9136 Shaver Road from I-1, light industry to B-3, general business. Mr. West stated the rezoning was being requested to facilitate redevelopment of the site for a new Mulligans Grill and Sports Bar. Mr. West indicated the rezoning request was consistent with the Future Land Use Map/Comprehensive Plan designations, as well as the surrounding zoning/land use pattern, and was recommended for approval by staff.

Mr. Robert Wiitanen was present to support the rezoning request and explain his plans to redevelop the Mulligans Grill and Sports Bar. Mr. Wiitanen stated his plans were to begin construction in late winter/early spring and have the new restaurant/bar ready in the summer of 2013. The public hearing was reconvened by Chairman Cheesebro. No citizens spoke in regards to the proposed rezoning. A motion was made by Commissioner Welch, seconded by Commissioner Bosch, to close the public hearing. The motion was unanimously approved. After a brief discussion, a motion was made by Commissioner Stoffer, seconded by Commissioner Patterson, to recommend to City Council that Rezoning Application #12-01 be approved and 9136 Shaver Road be rezoned to B-3, general business. The proposed zoning change is consistent with the Comprehensive Plan, Future Land Use Map and surrounding land use/zoning pattern and will provide the applicant redevelopment flexibility in areas of site design, building and parking setbacks, signage and visibility. The motion was unanimously approved.

A rectangular stamp with the word "DRAFT" in large, bold, capital letters. To the left of the text is a small icon of a document with a checkmark.

NEW BUSINESS:

None.

OLD BUSINESS:

1. City of Portage 50th Anniversary Celebration – Recognition of Portage Businesses. Chairman Cheesebro asked if the Commission had any additional ideas or suggestions for ways in which the Portage business community can be recognized as part of the 50th Anniversary Celebration. Commissioner Dargitz suggested asking the business community directly for ways in which they would like to be recognized. Commissioner Reiff expanded upon this idea and suggested that feedback be solicited from businesses that have been in Portage for a long time such as Pfizer/Upjohn, Stryker, etc. Mr. Forth stated a draft memo that compiles ideas and suggestions provided by the Commission would be prepared for the December 6th meeting. Mr. Forth indicated that after review and approval by the Commission, the memo will be forwarded to City Council, as requested.

STATEMENT OF CITIZENS:

None.

ADJOURNMENT:

Chairman Cheesebro stated he would not be present at the December 6, 2012 meeting. Commissioner Patterson indicated he would not be present at the December 6th and 20th, 2012 meetings.

There being no further business to come before the Commission, the meeting was adjourned at 8:00 p.m.

Respectfully submitted,

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

TO: Planning Commission **DATE:** November 30, 2012
FROM: Vicki Georgeau,  Director of Community Development
SUBJECT: City of Portage 50th Anniversary Celebration – Recognition of Portage Businesses

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 specific 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 report should include “no-cost” events or activities, which can be implemented with the direct involvement of the Planning Commission.

During the November 1st and 15th meetings, the Planning Commission considered and discussed ways in which the Portage business community can be recognized as part of the 50th Anniversary Celebration. Based on these discussions, the following preliminary ideas were identified:

1. Creation of a “pass book” of area businesses. Citizens who patronize these businesses would collect a sticker from each business to place in their pass book. Citizens who patronize and collect all the business stickers would turn in their pass book and receive a prize or be entered into a drawing to win a prize.
2. Establishment of a business-sponsored raffle with prizes leading up to the actual date of incorporation.
3. Establish a listing of businesses that have been in the City of Portage for a specified period of time (e.g. 50 years and/or 25 years) along with a short profile of the business. This listing could then be placed on the City web site for special business recognition.
4. Offer special business recognition through corporate sponsorship of various events and activities planned for the 50th Anniversary Celebration.
5. Development and installation of unifying placemaking signage/banners that would recognize businesses within a certain geographic area (e.g., Shaver Road Business Corridor, City Centre Area, etc.).
6. Creation of a public viewing area for all school banners submitted for the planned “50th Anniversary Banner Competition”.
7. Make the planned documentary “History of the City of Portage” available for viewing in the Portage Public library.

With regard to item 4 above, the City Administration will be pursuing corporate sponsorships for various 50th Anniversary events, including the Summer Entertainment Series. With regard to item 5, the cost to develop banners for specific geographic areas is expected to be significant and there is no current budget for this activity. However, as part of the 50th Anniversary, Council has

authorized the purchase and display of city flags along South Westnedge Avenue for the duration of 2013. Item 6 is being coordinated between City Council members and Portage Public School officials. Finally, item 7 has been discussed by the City Council and the staff time necessary to produce the documentary was determined to be extensive, absent community volunteers to facilitate the project.

The Commission is advised to continue discussion on this matter during the December 6th meeting. At the conclusion of the December 6th meeting, a Planning Commission communication will be prepared and forwarded to City Council for further consideration. Subject to City Council final approval of one or more of the suggested ideas, the Commission members should be prepared to assist with the implement the idea(s) to recognize Portage businesses as part of the 50th Anniversary Celebration.

Attachments: Planning Commission meeting minutes from November 1st and 15th, 2012
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

NEW BUSINESS:

1. FY 2011-2012 Final Work Program Update and proposed FY 2012-2013 Work Program. Mr. Forth summarized the staff report dated October 26, 2012 that included a final update of the FY 2011-2012 Work Program and a copy of the proposed FY 2012-2013 Work Program. Commissioner Dargitz asked about the status of the Comprehensive Plan Update since it was not included in the proposed work program. Mr. Forth stated the Comprehensive Plan was tentatively scheduled for FY 2013-2014. Commissioner Artley inquired about Planning Commission training. Mr. Forth indicated staff will schedule a training session during the upcoming months. Commissioner Dargitz revisited her idea of discussing various planning topics such as placemaking, traffic calming, etc. over the course of the year, under items of New Business, during regularly scheduled meetings. Mr. Forth stated this could be accomplished either as items of New Business or as short workshops following regularly scheduled meeting, if desired by the Commission. Commissioner Patterson asked if there would be any opportunities to engage the Youth Advisory Board. Mr. Forth stated he would discuss with Deputy City Clerk, Adam Herringa, who is the staff liaison to the Youth Advisory Board, but the initial thought was to engage this board in the update of the Comprehensive Plan. After additional discussion, a motion was made by Commissioner Artley, seconded by Commissioner Patterson, to adopt the 2012-2013 Work Program, as presented. The motion was unanimously approved.

OLD BUSINESS:

1. City of Portage 50th Anniversary Celebration – Recognition of Portage Businesses. Mr. Forth referred the Commission to the October 24, 2012 communication from City Council that requests the Planning Commission identify ways in which the Portage business community can be recognized as part of the 50th Anniversary Celebration. Mr. Forth indicated a report to City Council was requested by December 18, 2012.

Commissioner Dargitz suggested a “pass book” with various business stickers. Citizens who patronize all the businesses and collect the stickers in their pass book would receive a prize or an entry into a drawing. Commissioner Artley suggested a special listing of businesses would have been in Portage for 50 years. Commissioner Patterson expanded upon this idea and suggested a short profile and recognition of businesses who have been in Portage for 50 years, 25 years, 15 years, etc. be placed on the City’s web site. Commissioner Dargitz suggested development of some form of unifying placemaking signage/banners that would recognize businesses within certain geographic areas of the city or by corridor. Commissioner Artley suggested that the planned documentary of the History of the City of Portage be made available in the public library. Commissioner Reiff suggested offering businesses recognition through corporate sponsorship of planned events and activities. Commissioner Reiff also suggested a public viewing area for all school banners submitted for the planned banner competition. Commissioner Stoffer suggested a raffle with prizes leading up to the actual date of incorporation of the City of Portage. Chairman Cheesebro thanked the Commission for these initial suggestions and stated additional discussion could occur at the November 15, 2012 meeting.

STATEMENT OF CITIZENS:

None.

ADJOURNMENT:

There being no further business to come before the Commission, the meeting was adjourned at 7:35p.m.

Respectfully submitted,

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

NEW BUSINESS:

None.

OLD BUSINESS:

1. **City of Portage 50th Anniversary Celebration – Recognition of Portage Businesses.** Chairman Cheesebro asked if the Commission had any additional ideas or suggestions for ways in which the Portage business community can be recognized as part of the 50th Anniversary Celebration. Commissioner Dargitz suggested asking the business community directly for ways in which they would like to be recognized. Commissioner Reiff expanded upon this idea and suggested that feedback be solicited from businesses that have been in Portage for a long time such as Pfizer/Upjohn, Stryker, etc. Mr. Forth stated a draft memo that compiles ideas and suggestions provided by the Commission would be prepared for the December 6th meeting. Mr. Forth indicated that after review and approval by the Commission, the memo will be forwarded to City Council, as requested.

STATEMENT OF CITIZENS:

None.

ADJOURNMENT:

Chairman Cheesebro stated he would not be present at the December 6, 2012 meeting. Commissioner Patterson indicated he would not be present at the December 6th and 20th, 2012 meetings.

There being no further business to come before the Commission, the meeting was adjourned at 8:00 p.m.

Respectfully submitted,

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

RECEIVED

CITY OF PORTAGE

OCT 24 2012

COMMUNICATION

COMMUNITY DEVELOPMENT

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

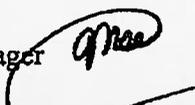
c: Maurice S. Evans, City Manager
Staff Liaisons: Christopher Forth, Planning Commission
Christopher Barnes, Environmental Board
Erica Eklov, Historic District Commission
Elizabeth Money, Human Services Board
William Deming, Park Board
Jill Hess, Senior Citizens Advisory Board
Adam Herringa, Youth Advisory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

CITY OF PORTAGE

COMMUNICATION

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

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

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

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

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 – October 8, 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. Five people were in the audience.

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

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

APPROVAL OF THE MINUTES: Schimmel moved and Rhodus seconded a motion to approve the September 10, 2012 minutes as submitted. Upon voice vote, motion was approved 7-0.

NEW BUSINESS:

ZBA #12-09, 2320 Ramona Avenue: Mais summarized the requests for: a) a variance to allow the combined area of all existing accessory buildings to exceed the ground floor living area of the main building by 516 feet; and b) a six-foot variance to allow an accessory building to be located four-feet from another accessory building. The applicant, Mr. James Wilson, stated he did not agree with staff classifying the 120 square-foot as a shed because his grandchildren use it as a play structure. Mr Wilson explained he needed the 288 square-foot building for wood storage and for storing the lawn tractors that he restores as a hobby. Linenger inquired what accessory building(s) the applicant would be willing to remove from the property and to identify the practical difficulty. Mr. Wilson stated he is on disability and needs all the buildings for storage. Schimmel inquired why the applicant did not obtain building permits. The applicant replied he did not think permits were needed for buildings that were removable. Seyburn asked Mr. Wilson what was inside the 120 square-foot structure that the applicant identified as his grandchildren's playhouse. Mr. Wilson stated he stores tools inside the building his grandchildren like to play with. Bright inquired if any of the neighbors had any problems with the sheds. Mr. Wilson said no. Linenger stated he thought the 120 square-foot structure was a tool shed, not a playhouse. Singer inquired if "playhouse" was defined in the Zoning Code. Mais stated there is no definition of a 'playhouse' in the Zoning Code.

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

After additional discussion, a motion was made by Seyburn, seconded by Rhodus, to grant a variance for the combined accessory building area to exceed the ground floor living area by 108 square feet, conditioned upon: 1) removal of the existing 288 square-foot shed within 150 days, and 2) the 10-foot by 12-foot playhouse and 7-foot by 7-foot playhouse be moved to ensure that at least 10 feet of building separation exists between the play structures and any other building within 150 days, for the following reasons: there are exceptional circumstances applying to the property that do not apply generally to other properties in the zoning district which include an older nonconforming home that does not have adequate storage space; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to have reasonable storage area; the variance will not be detrimental to adjacent property and the surrounding neighborhood, and the variance will not impair the intent and purpose of the Zoning Ordinance. 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, Seyburn-Yes, Bright-Yes, Schimmel-Yes, Singer-No, Linenger-No, Rhodus-Yes. Motion passed 5-2.

ZBA #12-10, 1622 Forest Drive: Mais summarized the request for a variance to construct a six-foot by ten-foot covered porch/second-story deck, 16 feet from the (east) front property line adjacent to Glenn Drive, and 20 feet from the front (west) property line along Frederick Drive, where a minimum 27-foot setback is required. Since the applicant was not present, Seyburn moved and Rhodus seconded a motion to postpone the hearing until the November 12, 2012 meeting. Upon voice vote motion passed 7-0.

ZBA #12-11, 701 East Milham Avenue: Mais summarized the request for a variance to replace the sign panels on a nonconforming freestanding sign. Melissa Ray stated the new owner simply wants to replace the sign panel with no alterations to the sign structure to identify AbraXas. Bright inquired if they had to replace the entire sign structure with a conforming sign how much would it cost. Ms. Ray stated twenty to thirty thousand dollars. Seyburn stated he was surprised that the Zoning Code only permits a 48 square-foot sign for a site that has significant public street frontage.

The public hearing was opened. Gary Wager, 5936 Concord Street stated the subject sign looks brighter now than it used to and he and his neighbors would not want to see a larger sign. Seyburn inquired if the city had any illumination standards for signs. Mais stated there are no specific sign luminance standards; however, the Zoning Code does have general language prohibiting signs from glaring or shining onto adjacent residences. Bunch inquired if the applicant would be willing to turn the sign lights off between 10 p.m. and 6 a.m. The applicant responded they would be willing to accommodate the neighbors and turn the sign lights off at night. The public hearing was closed.

A motion was made by Seyburn, seconded by Bright, to grant a variance to replace the sign panels on a nonconforming freestanding sign, conditioned upon the sign lighting be turned off between the hours of 10 p.m. and 6 a.m. There are exceptional circumstances applying to the property that do not apply generally to other properties in the same zoning district which include having 1300 feet of frontage; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to identify the new owner which is similar to that possessed by other properties in the same zoning district and vicinity; 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 #12-12, 2728 East Shore Drive: Mais summarized the request for: a) a decision that there is a change of circumstances subsequent to a variance denial on August 20, 2012; and b) a variance to construct a 10-foot by 24-foot garage addition 24 feet from the front (north) property line, where a minimum 27 foot front yard setback is required. Attorney Bear advised the Board needed to compare the present application materials with the previous submittal in determining whether or not a change of circumstance has occurred.

A motion was made by Bright, seconded by Seyburn to make the finding that there has been a change of circumstances. Upon voice vote the motion passed 7-0.

Tina Kuchenbuch explained they revised their plans and decided they could utilize a double door garage design. The applicant noted their practical difficulty was the topography sloped down towards the lake and this determined where the house was originally constructed on the lot, including the garage being in close proximity to the front property line. Ms. Kuchenbuch stated they neither constructed the house, nor the side-entry garage but still needed protection from the elements and security. The applicant produced a diagram which depicted how turning movements out of the garage are executed. The applicant also showed photographs of other houses on East Shore Drive that are closer to the front property line than their proposal. Linenger inquired what driveway improvements were planned. Ms. Kuchenbuch stated they would only be widening the driveway directly in front of the proposed stall, as a mature tree in the yard prohibits much widening.

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

A motion was made by Bright, seconded by Bunch to grant a variance to construct a 10-foot by 24-foot garage addition 24 feet from the front (north) property line, where a minimum 27 foot front yard setback is required. There are exceptional circumstances applying to the property that do not apply generally to other

properties in the same zoning district, which include the sloping lakefront lot and the orientation of the garage that prevents construction of an addition in a conforming location, the variance is necessary for the preservation of a substantial property right, the right to protect their cars from the elements, 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 #12-13, 5717 Oakland Drive: Mais summarized the request for a variance from the conflicting land use screening requirements along the north and south property lines in conjunction with a new office development project. Steve Bosch, representing the property owner, was present to answer questions. Linenger noted there was existing vegetation located along the north property line. Mr. Bosch stated they intend to keep as much of it as they could but made it clear they were seeking a variance from other screening requirements as well, such as the required ten-foot green strip. Linenger inquired if some of the vegetation was on the church's property. The applicant answered yes. Bright requested clarification of the shared access drive location. Mr. Bosch explained it would be centered on the shared property between the two parcels and would provide access to future development further east.

The public hearing was opened. A letter in support of the request from the pastor of Cross Community Church of the Nazarene, 5603 Oakland Drive was read into the record. The public hearing was closed.

A motion was made by Singer, and seconded by Schimmel to grant a variance from the conflicting land use screening requirements along the north and south property lines in conjunction with a new office development project. There are exceptional circumstances applying to the property that do not apply generally to other properties in the same zoning district which include the unlikelihood of future residential development; the variance is necessary for the preservation of a substantial property right, the right to ingress and egress; the immediate practical difficulty causing the need for the variance request 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.

OTHER BUSINESS:

STATEMENT OF CITIZENS:

ADJOURNMENT: There being no further business, the meeting was adjourned at approximately 8:45 p.m.

Respectfully submitted,

Jeff Mais
Zoning & Codes Administrator

CITY COUNCIL MEETING MINUTES FROM NOVEMBER 6, 2012

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

At the request of Mayor Strazdas, Minister Mike Drew of Workplace Chaplains 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, Assistant City Attorney Charlie Bear and City Clerk James R. Hudson.

APPROVAL OF MINUTES: Motion by Reid, seconded by Urban, to approve the October 23, 2012 Special and Regular Meeting Minutes as presented. Upon a voice vote, motion carried 6 to 0 with Councilmember Campbell abstaining.

* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Campbell to read the Consent Agenda. Councilmember Pearson asked that Item F.4, Tax Reverted Property at 10323 Archwood, be removed from the Consent Agenda and Mayor Pro Tem Reid asked that Item F.2, 2013 Recreation and Open Space Plan Update, be removed from the Consent Agenda. Motion by Urban, 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 NOVEMBER 6, 2012:** Motion by Urban, seconded by Reid, to approve the Accounts Payable Register of November 6, 2012. Upon a roll call vote, motion carried 7 to 0.

REPORTS FROM THE ADMINISTRATION:

* **MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) CONTRACT FOR CENTRE AVENUE/PORTAGE ROAD TRAFFIC SIGNAL INTERCONNECTION PROJECT:** Motion by Urban, seconded by Reid, to approve Contract 12-5523 between the Michigan Department of Transportation and the City of Portage for funding of the Centre Avenue/Portage Road Traffic Signal Interconnection Project; and adopt a Resolution authorizing the City Manager to sign Contract 12-5523 and any other documents related to this project on behalf of the city. Upon a roll call vote, motion carried 7 to 0. Resolution recorded on page 457 of City of Portage Resolution Book No. 44.

2013 RECREATION AND OPEN SPACE PLAN: Mayor Pro Tem Reid asked whether the 2013 Recreation and Open Space Plan Update draft document is available on line for residents to review. City Manager Evans indicated that the draft document is not currently on line, but that it is possible. Discussion followed. Motion by Reid, seconded by Pearson, to review the proposed 2013 Recreation and Open Space Plan Update; and approve the distribution of the 2013 Recreation and Open Space Plan Update to the Planning Commissions of adjacent communities and to the Kalamazoo County Planning Commission. Upon a voice vote, motion carried 7 to 0.

* **WORKERS' COMPENSATION EXCESS INSURANCE AND THIRD PARTY ADMINISTRATION CONTRACTS:** Motion by Urban, seconded by Reid, to award a one-year contract renewal to Safety National Casualty Corporation for workers' compensation excess insurance coverage for an annual fee of \$50,116 plus payroll adjustments; approve a one-year contract renewal with Eagle Claims Management for workers' compensation third party administration for an annual fee of \$8,686; and authorize the City Manager to execute all documents related to these contract renewals on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

TAX REVERTED PROPERTY AT 10323 ARCHWOOD DRIVE: Councilmember Pearson reviewed the contents of the communication from City Manager Evans dated October 29, 2012, and reviewed the history of the vacant property at 10323 Archwood Drive. He mentioned that the taxes were not paid and the property reverted upon foreclosure to the County Treasurer, who provided two options: to be sold or to be deeded back to City of Portage. He indicated that the taxes are \$12,000 and the city has to pay the taxes regardless of what happens unless it is sold. He then asked that if the \$12,000 is owed and the City Assessor says the property is assessed at \$33,000, why not take the property back and sell it for a gain? Mr. Evans agreed with his logic, but pointed out that none of the city departments identified a need for the property and the neighbors are interested in doing something with it and he advised against the buying foreclosed properties by the city. Discussion followed.

Councilmember Pearson said he visited the property which lies on a cul-de-sac, that it is not a blighted area and the value of the homes there range from \$135,000 to 178,000 and the property appears to be buildable, especially with a housing development nearby. He advocated considering keeping the property and attempting to sell it in the future and pointed out that the proposed community garden for the vacant property at 10323 Archwood Drive has the long-term consequences of a potential \$30,000 in lost taxes over a decade to the city, the library and the school district and asked does a community garden justify the loss in revenue for the community? Discussion followed.

Mr. Sackley indicated that there were two auctions and no one placed a bid on the property, that it has no sewer or water, that the basement was part of the backfill when the property was demolished and that there are thirteen homes on Archwood and eight of the families have expressed an interest in having a community garden and those same families have been maintaining the property for years anyway. He pointed out that if the city takes the property back, it should have to maintain it. Discussion followed.

In answer to Mayor Pro Tem Reid, Mr. Evans indicated that if the city retains ownership in the property, considering the housing market or how long the property may be left unsold, the city is responsible for maintaining it with no taxes being collected.

Councilmember Randall concurred with Councilmember Pearson and to do everything possible to get this property back on the tax roll, provided alternative approaches and explained. She cited the Plainwell example of selling properties for one dollar in order to get them back on the tax roll.

Councilmember Campbell discussed market demand, the housing market "turn around" and suggested calling a meeting to review this parcel and to look at all of the properties owned by the city. Discussion followed.

Mayor advocated getting the highest value for the property which means putting a house on it and discussed alternatives looking for a hybrid approach that would reap proceeds in the end, but was not interested in having the city maintain it into the future.

Councilmember Urban stated that the government body is going to own the property regardless, either the city or the county, and advocated the city owning it in order to try to recoup our loss. Discussion followed.

At the suggestion of Mayor Strazdas motion by Sackley, seconded by Campbell, to refer this matter (the request from the City Manager to reject the transfer of foreclosed property at 10323 Archwood Drive and authorize the City Manager to advise the Kalamazoo County Treasurer of this action by November 30, 2012), to City Council Property Committee for discussion, including an inventory of all of the other residential properties that the city owns as that would include outlots because sometimes what we might not consider viable property others might, especially if you are going to add on to the side lot, and bring it back at the next Regular City Council Meeting. Discussion followed. Upon a roll call vote, motion carried 7 to 0.

* **2013 CITY COUNCIL MEETING SCHEDULE:** Motion by Urban, seconded by Reid, to establish the 2013 schedule of regular City Council meetings. 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 Special and Regular Business of September 24 and Special and Committee of the Whole Work Session of October 8, 2012.
Portage Human Services Board of October 4, 2012.
Portage Planning Commission of October 4 and 18, 2012.

ADJOURNMENT: There being no further discussion, Mayor Strazdas adjourned the meeting at 8:08 p.m.

James R. Hudson, City Clerk

*Indicates items included on the Consent Agenda.

CITY OF PORTAGE

COMMUNICATION

TO: Honorable Mayor and City Council

DATE: November 12, 2012

FROM: Maurice S. Evans, City Manager



SUBJECT: October 2012 Summary Environmental Activity Report – Information Only

Attached please find the October 2012 Summary Environmental Activity Report from Department of Transportation & Utilities Director, W. Christopher Barnes. New material, or material of specific interest to City Council is presented in italics.

These items serve to update the Council on environmental affairs.

c: W. Christopher Barnes, Director of Transportation & Utilities
Planning Commission
Portage Environmental Board

CITY OF PORTAGE

COMMUNICATION

TO: Maurice S. Evans, City Manager

DATE: November 12, 2012

FROM: W. Christopher Barnes, Director of Transportation & Utilities



SUBJECT: October 2012 Environmental Activity Report – Information Only

In keeping with goals and objectives adopted by the Council emphasizing the need to enhance environmental quality and protect natural resources, the following information is intended to keep the Council, Planning Commission and Environmental Board apprised of current environmental issues.

Important environmental issues being monitored and coordinated by the Administration are attached. The Summary Environmental Activity Report will continue to be provided on a monthly basis to the Council, Planning Commission and Environmental Board.

Attachment

SUMMARY ENVIRONMENTAL ACTIVITY REPORT
 October 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 on October 10, 2012. AHC working on methane due diligence plan for implementation.</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 6 site/building plans and/or plats completed in October 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 October 2012: 2 residential; 2 commercial.</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	Investigation regarding potential impact of retention basins on	<p>-Historical monitoring continues to show minor impacts at most basins. From 1993 through 2009 the monitoring program showed stable groundwater impacts due to</p>

Elevation)

groundwater levels.

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 monitoring results show that the general groundwater table on the east side of Portage, have decreased in 2012 as a result of seasonal rainfall deficiencies. Groundwater levels are generally 24" below 2011 levels.*

Wellhead Protection Program (WHPP)

Development of program to protect City well fields and surrounding area from contamination resulting from improper land use.

-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.

Leaf Compost Monitoring Program

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

-City Council awarded contract on August 21, 2001 to Soil & Materials Engineers for monitoring and analysis of groundwater impact of the new compost operation. Drilling was completed in October 2001 and first sampling cycle was completed in February 2002. Semi annual sampling was performed from 2002 to 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. Sampling completed in June 2012 with minimal groundwater impacts.

National Pollution Discharge Elimination System (NPDES) permit implementation

Five year plan to implement the current NPDES stormwater permit.

-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. 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.

National Pollution Discharge Elimination System (NPDES) permit implementation

Kalamazoo River Mainstem Watershed Management Plan

-First meeting was held September 17, 2004. Proposals for completing the watershed plan were received by Kalamazoo County on September 15, 2005 and a contract awarded to Kisser & 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.

Portage River Watershed Management Plan

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

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

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

Connections". On April 28, 2004, City Council accepted a grant from the State of Michigan in the amount of \$152,264 and awarded a contract to Fishbeck, Thompson, Carr and Huber in the amount of \$184,264 for the remainder of the IDEP for the entire city. Program implementation is ongoing as funding allows. Continued outfall sampling is required by permit and will be budgeted accordingly. IDEP program was updated for submittal to MDNRE on June 25, 2010, and part of the SWIPPI. Implementation is ongoing.

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 annually to MDEQ in January.*

-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 mid November 2012.*

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

-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

Storm Sewer Outfall Testing

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

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

Assistance with the Inverness Condominium Association to Review Surface Water Levels

Garden Lane Arsenic Removal Facility

Environmental Incident/Spill Clean Up Notification

Hampton Wetland Area Water Level

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.