



PLANNING COMMISSION

October 3, 2013

CITY OF PORTAGE PLANNING COMMISSION

A G E N D A

October 3, 2013

(7:00 p.m.)

Portage City Hall Council Chambers

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES:

- * September 19, 2013

SITE/FINAL PLANS:

- * 1. Site Plan: Cronenwett Salon, 1106 West Centre Avenue

PUBLIC HEARINGS:

- * 1. Final Report: Rezoning Application #13-02, Harbors West Planned Development, 5710 Angling Road and 3730, 3734 and 3800 West Milham Avenue

NEW BUSINESS:

- * 1. 2012-13 Planning Commission Work Program Final Update and Proposed FY 2013-14 Planning Commission Work Program

OLD BUSINESS:

- 1. City of Portage 50th Anniversary Celebration – September Passbook Drawing

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED

August 12, 2013 Zoning Board of Appeals meeting minutes
September 10, 2013 City Council meeting minutes
August 2013 Summary Environmental Activity Report

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PLANNING COMMISSION

September 19, 2013

The City of Portage Planning Commission meeting of September 19, 2013 was called to order by Chairman Welch at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Approximately 15 citizens were in attendance.

MEMBERS PRESENT:

Rick Bosch, Bill Patterson, Miko Dargitz, Wayne Stoffer, Betty Schimmel and Paul Welch.

MEMBERS ABSENT:

None.

MEMBERS EXCUSED:

Allan Reiff and Dave Felicijan.

IN ATTENDANCE:

Michael West, Assistant City Planner and Charlie Bear, Assistant City Attorney.

PLEDGE OF ALLEGIANCE:

Chairman Welch led the Commission in the Pledge of Allegiance.

APPROVAL OF MINUTES:

Chairman Welch referred the Commission to the September 5, 2013 meeting minutes contained in the agenda packet. A motion was made by Commissioner Dargitz, seconded by Commissioner Bosch, to approve the minutes as submitted. The motion was unanimously approved.

SITE/FINAL PLANS:

None.

PUBLIC HEARINGS:

1. Preliminary Condominium Subdivision: The Preserve II, 5000 Grand Arbre Trail. Mr. West summarized the staff report dated September 13, 2013 regarding the request by Patken Construction Management to construct The Preserve II, an internal private cul-de-sac street with 10 single-family residential condominium lots. Mr. West stated the first phase of The Preserve received City Council approval in 1993 and included construction of an internal private street from Oakland Drive and 24 residential condominium lots that was later reduced to 20 lots. In conjunction with the condominium subdivision, Mr. West indicated the applicant was also requesting variances from the Subdivision and Land Division Regulations in regards to the maximum number of lots on a cul-de-sac street, private streets, sidewalks and pedestrian circulation. Mr. West discussed the previous 1993 review/approval of The Preserve project and stated the applicant was requesting to continue the internal private street network without sidewalks and without a vehicular or pedestrian connection to the existing Hill 'N' Brook Village subdivision to the west, as originally planned. Mr. West indicated staff was supportive of the preliminary condominium subdivision subject to the four conditions identified in the staff report and with a finding that the requested variances satisfy the criteria outlined in Section 42-864 of the Subdivision and Land Division Regulations.

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The Commission and staff discussed various aspects of the project including the variance criteria identified in the Subdivision regulations compared to the dimensional variance criteria considered by the Zoning Board of Appeals, the private street design, proposed number of lots on a cul-de-sac street and staff recommended conditions of approval. Larry Harris of L.L. Harris & Associates (applicant's representative) was present to support the application and explain the project. Mr. Harris stated The Preserve is a hallmark residential development and continuation of this private, ecologically sound community was planned with The Preserve II. Mr. Harris discussed the unique boulevard street design with wide ingress and egress lanes, the original 1993 review/approval of The Preserve and meetings/discussions that occurred with the adjacent Hill 'N' Brook Village neighborhood (residents to the west was opposed to any connection with The Preserve). Mr. Harris stated the developer would like to move forward with The Preserve II with continuation of the internal private street network, no sidewalks and no vehicular or pedestrian connection to the west, as originally planned and approved in 1993. The Commission and Mr. Harris next discussed the number of existing homes in The Preserve (Phase 1), the timing for construction of The Preserve II and the desire for no sidewalks within the development.

The public hearing was opened by Chairman Welch. No citizens spoke regarding the proposed development. A motion was then made by Commissioner Bosch, seconded by Commissioner Patterson, to close the public hearing. The motion was unanimously approved. After a brief conversation, a motion was made by Commissioner Bosch, seconded by Commissioner Patterson, to recommend to City Council that the Preliminary Condominium Subdivision for The Preserve II, 5000 Grand Arbre Trail, be approved subject to the four conditions identified in the September 13, 2013 staff report and with a finding the requested variances involving private streets/arrangement of streets, number of lots on a cul-de-sac and sidewalks/pedestrian circulation satisfy the criteria outlined in Section 42-864 of the Subdivision and Land Division Regulations. The motion was unanimously approved.

2. Preliminary Report: Rezoning Application #13-02, Harbors West Planned Development, 5710 Angling Road and 3730, 3734 and 3800 West Milham Avenue. Mr. West summarized the preliminary staff report dated September 13, 2013 regarding the request by Harbors West, LLC to rezone an approximate 74 acre tract of land from R-1B, one family residential to PD, planned development to accommodate the Harbors West PD. Mr. West reviewed the 1998 City Council approval of The Harbors West subdivision and the first phase of this development under the Subdivision and Open Space Plan provisions of the Zoning Code. Mr. West stated the developer now wishes to develop the remaining land area as a PD site condominium subdivision with a total of 204 detached single family residential homes on approximately 72 acres with over 14 acres devoted to open space. To provide this additional open space, Mr. West indicated the applicant is proposing a minimum lot width of 60-feet and reduced building setbacks to accommodate proposed housing styles. Mr. West stated a variety of housing types were planned with a minimum 1,400 square foot ranch style and 1,800 square foot two-story homes with attached two-car garages proposed. As identified in the attached materials provided by the applicant, Mr. West indicated the homes would incorporate architectural upgrades and variations in roof lines, porches and construction materials. Mr. West also discussed other aspects of the development proposal including sidewalks and pedestrian path locations, storm water management, vehicular access and phasing.

Tom Larabel and Scott Sanderson of Harbors West, LLC were present to support the application and explain the development project. Mr. Larabel presented to the Commission a one-page summary that compared the previously approved Harbors West Subdivision and Open Space Plan and the proposed Harbors West PD. Mr. Larabel discussed the proposed clustered residential development pattern, enhanced home construction and the amenities of the planned development including open space areas, sidewalks, walking paths and landscaped boulevard islands. Mr. Larabel also reviewed the path connection from West Milham Avenue to Harbors West Park, open space buffer along the US-131/I-94 interchange and proposed lot widths and building setbacks. Commissioner Patterson asked if the pedestrian path through the open space areas would be open to the public. Mr. Larabel confirmed the pedestrian paths would be open to the public. The Commission and Mr. Larabel next discussed other aspects of the projects including the proposed open space

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areas and lot widths. Mr. West clarified that the majority of the 18 home floor plans identified in the applicant's Home Portfolio would fit on even the narrower 60-foot wide lots with the reduced side yard setbacks.

The public hearing was then opened by Chairman Welch. Five citizens spoke regarding the proposed PD rezoning and development plan: 1) Mark Brotebeck (5864 Baywood Drive); 2) Devin Kaiser (5727 Bay Meadow Trail); 3) Sean Redmond (3910 West Milham Avenue); 4) Russell Moerland (5655 Bay Meadow Trail) and 5) Wen Moerland (5655 Bay Meadow Trail). Mr. Brotebeck spoke in support of the PD rezoning and stated the proposed plan is aesthetically pleasing. Mr. Kaiser also spoke in support of the development, however, expressed concern regarding the long-term impact on the Portage Public School system upon full build-out. Mr. Redmond inquired about the timing for construction of Phase I. Mr. and Mrs. Moerland stated the proposed PD represents a better plan, however, expressed concerns regarding traffic and the capacity of the Harbors West Park. After additional discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Patterson, to adjourn the public hearing for Rezoning Application #13-02, Harbors West PD, to the October 3, 2013 meeting. The motion was unanimously approved.

NEW BUSINESS:

None

OLD BUSINESS:

1. October 2, 2013 Comprehensive Plan Public Open House. Mr. West referred the Commission to the September 19, 2013 staff report in the final agenda materials that included an information sheet regarding the upcoming Comprehensive Plan Open House scheduled for October 2, 2013 from 4:00-7:00pm. Mr. West indicated the interactive stations were being finalized with the consultant.

STATEMENT OF CITIZENS:

None.

ADJOURNMENT:

There being no further business to come before the Commission, the meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Michael K. West, AICP
Assistant City Planner

TO: Planning Commission

DATE: September 27, 2013

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

SUBJECT: Site Plan for Cronenwett Hair Salon, 1106 West Centre Avenue.

I. INTRODUCTION/BACKGROUND:

A site plan has been submitted by Nathan Cronenwett, on behalf of Freedom Plat LLC, requesting approval to construct an approximate 1,200 square foot hair salon building and associated site improvements along the southern portion of 1106 West Centre Avenue. The existing nonconforming single family residence and attached garage currently present at the site will be demolished to accommodate the proposed hair salon. The approximate four acre zoning lot has split zoning with the southern 539.5 feet zoned OS-1, office service, the middle 697.5 feet zoned RM-2, multiple family residential and the northern 50-foot zoned R-1B, one family residential. Construction of the hair salon building and related improvements (parking, storm water basin, etc) will occur on the southern approximate 250-feet of the overall property.

II. ANALYSIS:

Access to the site will be provided through a full-service driveway from West Centre Avenue. Consistent with the Access Management Ordinance, the applicant has agreed to provide future shared/cross access to the adjacent property to the west. A note has been placed on the plan citing the commitment to this future cross/shared access.

Since the subject site abuts residential zoning/land use to the east, conflicting land use screening is required. Consistent with ordinance requirements, the plan identifies installation of a 6-foot tall screening fence, 10-foot wide greenstrip area and deciduous tree plantings along the eastern portion of the site. Storm water from the development will be collected and conveyed to an infiltration basin located along the north side of the parking lot. Finally, outdoor lighting units associated with the project will be installed and maintained consistent with ordinance standards with shielded fixtures and light levels not exceeding 0.3 footcandles along the eastern property line.

III. RECOMMENDATION:

The site plan has been reviewed by the City Administrative departments. Staff recommends the site plan for Cronenwett Hair Salon, 1106 West Centre Avenue, be approved.

Attachment: Site Plan Sheets

TO: Planning Commission

DATE: September 27, 2013

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

SUBJECT: Final Report: Rezoning Application #13-02, Harbors West Planned Development, 5710 Angling Road and 3800, 3730 and 3734 West Milham Avenue

I. INTRODUCTION:

A PD, planned development rezoning application has been received from Harbors West, LLC for an approximate 74 acre tract of land addressed as 5710 Angling Road and 3800, 3730 and 3734 West Milham Avenue. Attached is the rezoning application, narrative, tentative plan and supporting materials.

Applicant	Property Address	Parcel Number	Zoning	
			Existing	Proposed
Harbors West, LLC	5710 Angling Road	00006-130-O	R-1B	PD
	3800 West Milham Avenue	00006-145-B	R-1B	PD
	3730 West Milham Avenue	00006-160-B	R-1B	PD
	3734 West Milham Avenue	00006-160-O	R-1B	PD
Four parcels – 73.7 acres				

II. EXISTING CONDITIONS:

Existing Land Use/Zoning	<p><u>Rezoning Site:</u> One single family residence (3730 West Milham) that was built in 1959 and vacant land (5710 Angling and 3800 & 3734 West Milham) zoned R-1B, one family residential.</p> <p><u>East:</u> Single family residences within the Harbors West (Phase I) subdivision and the Harbors West Park zoned R-1B.</p> <p><u>South:</u> Along the north side of West Milham Avenue, single family residences and a church zoned R-1B. Along the south side of West Milham Avenue, single family residences and vacant land zoned PD and R-1B.</p> <p><u>West/North:</u> US-131 and I-94.</p>
Previous Subdivision Review/Approval	<p>In 1998, City Council approved the Preliminary Plat for the Harbors West No. 1 subdivision which was developed under the Subdivision and Open Space Plan provisions of the Zoning Code (Section 42-350.E) and included 42 single family residential lots on 22 acres, construction of Baywood Drive and Bay Meadow Drive and dedication of six acres of land to the City of Portage for construction of the Harbors West Neighborhood Park. In return for the dedication of land for the park construction, the developer received a reduction in lot sizes including a minimum lot width 74-feet and a minimum lot area of 8,880 square feet. At the time, the overall development plan for the Harbors West subdivision proposed a total of 245 single family residential lots on approximately 93 acres.</p>
Zoning/Development History	<p>No rezoning of properties in the surrounding area since adoption of the 2008 Comprehensive Plan. However, one rezoning did occur along the south side of West Milham Avenue, opposite the subject properties in 2001.</p>

Zoning/Development History (continued)	<ul style="list-style-type: none"> In 2001, 3821 West Milham Avenue and 6413 South 12th Street were rezoned from R-1B to PD to accommodate The Homestead of Portage Planned Development. Public infrastructure associated with the single family residential portion of this PD has been completed and individual home construction is ongoing. The non-residential “cottage office” portion of the PD planned near the corner of US-131 and West Milham Avenue is still pending.
Historic District/ Structures	The subject site is not located within a historic district and does not contain any historic structures.
Public Streets	West Milham Avenue, between Angling Road and South 12 th Street, is designated as a 3-lane minor arterial with 11,672 vehicles per day (2012); capacity of 21,500 vehicles per day (level of service “D”).
Public Utilities	Municipal water and sewer are available and will serve the development.
Environmental	The City of Portage Sensitive Land Use Inventory Map identifies a small potential wetland area situated within the middle portion of the subject property. Based on a tentative review, the developer believes this area is a non-regulated wetland based on its size and surrounding land use characteristics. However, the developer will conduct a wetland assessment prior to development of this portion of the subject property. This area is identified on the tentative plan for storm water infiltration and open space.

III. ZONING CODE/PLANNED DEVELOPMENT PROCEDURES & REGULATIONS

The PD, planned development chapter establishes a two-part review and approval process: Tentative plan review and final plan review for each phase of the development. The applicant is required to submit a tentative plan that outlines the development concept (phases) for the entire project. Although conceptual in nature, specific statements, proposals, plans and schedule for the ultimate development of the site are required. The tentative plan is submitted for administrative review and scheduled for Planning Commission review and a public hearing. Both the written and graphic information constitutes a tentative plan.

The Planning Commission will provide a recommendation to City Council regarding the tentative plan. If approved, the planned development must proceed in accordance with the tentative plan. Approval of the tentative plan by Council constitutes rezoning of the land to PD and allows for the submission of a final plan for Administrative, Planning Commission and City Council review. A final plan is submitted in detailed form and is subject to a review process similar to a site plan. If no final plan for development is submitted within two years from the date of approval of the tentative plan, Council may either extend the approval for a period not to exceed two years or immediately initiate rezoning proceedings to re-designate the property to a more suitable zoning classification. Under the terms of the ordinance, any change to the tentative plan, such as modifying an approved land use class or adding a land use class, will require formal review and approval, with public hearings, in a manner similar to a rezoning procedure.

Section 42-374 of the Land Development Regulations contains the PD district development standards. This section provides flexibility in the types of land uses of which up to 20% of the total land area available can be utilized for nonresidential uses. The planned development is required to provide public water, public sanitary sewer and a pedestrian system. The applicant must demonstrate that the plan cannot be developed under other sections of the Zoning Code or must provide a mixture of housing types. The overall density of the project may not exceed seven units per acre and density in any one phase may not exceed 12 units per

acre. Single family “lots” cannot average less than 6,500 square feet with a minimum of 5,000 square feet. Building setbacks, building height, open space and screening are also regulated under the ordinance.

IV. PROPOSED TENTATIVE PLAN:

As indicated by the applicant, the objective of the Harbors West PD is to create a vibrant community with a clustered residential development that preserves natural areas while incorporating enhanced open spaces, integrated pedestrian pathways and landscaping features. The project is proposed to be developed as a site condominium subdivision with 204 single family residential homes on approximately 74 acres with over 14 acres (19%) devoted to perpetual open space. Open space areas will be located around the perimeter of the property (adjacent US-131 and I-94) and within central portions of community. To provide this additional open space, the applicant is proposing a minimum lot width of 60-feet and reduced building setbacks to accommodate proposed housing styles. As identified in the attached materials, a variety of floor plans are planned for the community with a minimum 1,400 square foot ranch-style home and 1,800 square foot two-story home proposed by the applicant. The PD narrative and proposed home portfolio also indicate the houses will incorporate architectural upgrades and variations in roof line, porches and construction materials (vinyl siding, brick, stone, etc). All single family homes will also include a two-car attached garage with an option for a third-car garage on larger lots. The overall development density for the residential community will be 2.8 units per acre. Other features of the proposed planned development project include:

- Pedestrian Walkway/Trailway – An internal pedestrian circulation network consisting of concrete sidewalks and an asphalt recreational bike/walking path will be provided throughout the development. Four-foot wide concrete sidewalks are proposed along at least one side of the public streets, with an 8-foot wide asphalt path proposed along the rear portions of building sites within identified open space areas. The 8-foot wide path will connect from West Milham Avenue to the Harbors West Park. Where located within open space areas including the west side of the new public street from West Milham Avenue, adjacent 3910 West Milham Avenue, the paths will be owned and maintained by the condominium association. Additionally and based on discussions with the applicant, the paths will be open to the public and maintained/plowed year round. Section 42-804(b)(1) of the Subdivision and Land Division Regulations requires that four-foot wide concrete sidewalks be provided on both sides all streets. In Item 9 of the written narrative, the applicant is requesting a modification from this provision.
- Storm Water Management - Storm water runoff associated with the public streets will be collected and conveyed to an infiltration basin situated within an existing low area located within the middle portion of the subject property. This existing low area is also planned for open space on the tentative plan. While the storm water piping within the public streets will be owned and maintained by the city, the infiltration basin will be owned and maintained by the homeowners association with appropriate easements and indemnification provided to the city. Tentatively, the infiltration basin is planned to include an emergency overflow outlet that will direct to the Michigan Department of Transportation (MDOT) infiltration area situated adjacent US-131. The applicant is aware that MDOT approval will be necessary prior to approval of the detailed engineering plans.
- Vehicular Access – Access to the Harbors West PD will be provided through a new public street from West Milham Avenue (Phase 1), public street extensions from Baywood Drive (Phase 2) and Bay Meadow Drive (Phase 3 and 4) and an internal public street network. The new public street access from West Milham Avenue will include a boulevard entrance with a community monument and significant landscaping. This new public street will also align with the planned access for the remaining portion of

The Homestead of Portage PD, along the south side of West Milham Avenue. Construction of Phase 5 and 6 will result in an approximate 1,900 foot long curvilinear road that parallels the US-131/I-94 interchange, along the northwest portion of the overall property. Section 42-806(1)(a) of the Subdivision and Land Division Regulations establishes a maximum block length provision of 1,400 feet, except, where in the opinion of the Planning Commission conditions may justify a greater distance. In Item 9 of the written narrative, the applicant identifies the presence of the US-131/I-94 interchange as a unique condition that supports a longer block length.

- Housing Types and Building Setbacks – The applicant plans to incorporate a variety of different residential elevations and floor plans into the development, with single family homes ranging from 1,658–3,420 square feet with attached two-three car garages. At a minimum, the applicant has committed to construct 1,400 square foot ranch-style homes and 1,800 square foot two-story homes with attached two-car garages. As noted above, the houses will incorporate architectural upgrades as indicated in the narrative and home portfolio. As indicated by the applicant, the majority of lot sizes will range from 7,620-9,144 square feet in size with 60-72 foot widths with larger/wider lots proposed within cul-de-sacs and where abutting the existing Harbors West subdivision to the east and adjacent homes to the south. Homes will maintain minimum setbacks of 25-foot (front), 25-foot (rear) and 5-foot (side) with a minimum 15-foot separation between homes. Additionally, a 15-foot side setback will be provided along the long side of the corner lots. Finally, where adjacent to the existing Harbors West development (Baywood/Bay Meadow Drive) and other existing home sites, a larger 10-foot side yard and 40-foot rear setback will be provided.
- Phasing – The Harbors West PD and construction of the 204 residential dwellings and associated infrastructure is proposed to occur in six phases over an approximate 10-year period with Phase 1 planned for 2014-2015. Phase 1 (39 lots) will begin along the southwest portion of the overall property with a public street constructed from West Milham Avenue. The remaining phases of the development are planned as follows: Phase 2 (42 lots) 2015-2017, Phase 3 (31 lots) 2016-2019, Phase 4 (34 lots) 2017-2021, Phase 5 (29 lots) 2018-2023 and Phase 6 (29 lots) 2019-2025. Since Phase 1 will include a total 39 lots on a cul-de-sac street (until Phase 2 and a connection to Baywood Drive is constructed), the applicant in Item 9 of the written narrative is requesting a modification from the maximum 20-lots on a cul-de-sac provision of the Subdivision and Land Division Regulations [Section 42-803(i)].

V. PUBLIC REVIEW/COMMENT

The Planning Commission convened a public hearing at the September 19, 2013 meeting. Mr. Tom Larabel and Mr. Scott Sanderson of Harbors West, LLC were present to support the application and explain the development project. Five citizens spoke regarding the proposed PD rezoning expressing both support for the development plan and concerns regarding the long-term impact on the Portage Public School system, traffic generation and distribution and the capacity of the Harbors West Neighborhood Park.

VI. FINAL 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 subject property, along with adjacent properties, as appropriate for low density residential land use. The Comprehensive Plan defines this land use classification to include areas planned for future low density residential developments ranging from 1-4 units per acre. The Comprehensive Plan further identifies the purpose of the low density residential classification to establish areas for future low density, single family development, protect existing established neighborhoods from the intrusion of incompatible land uses and encourage additional “higher value” housing taking advantage of available attractive natural features and other amenities. The proposed PD rezoning and tentative plan is consistent with these Comprehensive Plan designations.

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. The proposed PD rezoning and tentative plan is consistent with applicable development guidelines contained in the Comprehensive Plan (attached).

Suitability of Existing R-1B Zone/Impacts of Proposed PD Zone. Both the existing R-1B zone and proposed PD zone proposed single family residential development plan are viable options for the subject property. While the PD ordinance permits up to 20% nonresidential land use, the proposed Harbors West PD does not include a nonresidential land use element. Additionally and while the PD ordinance allows an overall residential development density of up to 7.0 units per acre, the proposed Harbors West PD proposes an overall single family detached residential development density of 2.8 units per acre. The proposed Harbors West PD density (204 total units) is similar to the previously approved 1998 Harbors West Subdivision and Open Space Plan that identified a total of 203 units for future development on the remaining vacant portion of the overall property (see attached).

The proposed PD zone offers flexibility for the applicant and assurances to the community on how the property will be developed (i.e. types of land uses, density, location and so forth). As proposed by the applicant, the Harbors West PD will result in essentially the same number of residential lots that could be developed under the existing R-1B district with a more creative design that preserves open space, natural features and includes houses with architectural upgrades and additional community amenities such as an internal trail system.

Modifications. In conjunction with the proposed tentative plan, the applicant is requesting modifications from three Subdivision and Land Division Regulation provisions involving four-foot wide concrete sidewalks along both sides of all streets, maximum block length and maximum number of lots on a cul-de-sac street. Section 42-375.L of the Zoning Code allows City Council the authority to waive or modify standards of the PD ordinance where it finds such specifications are not in the best interests of the residents of the planned development and that modifications are not inconsistent with the interests of the entire city.

In lieu of sidewalks along both sides of all streets, the Harbors West PD will include an integrated pedestrian circulation network of concrete sidewalks (along at least one side of all streets) and an asphalt recreational path (along rear portions of building sites within identified open space areas) that will connect from West Milham Avenue to the Harbors West Park. This alternative design will provide enhanced

walking, biking and other non-motorized recreational opportunities for residents of the planned development, as well as surrounding residents in existing neighborhoods, and can be supported by staff.

Construction of Phase 5 and 6 of the Harbors West PD will result in an approximate 1,900 foot long curvilinear road, along the northwest portion of the overall property. The US-131/I-94 interchange creates a physical barrier that prevents a street intersection to the northwest that would reduce this block length. As such, the requested modification can be supported by staff.

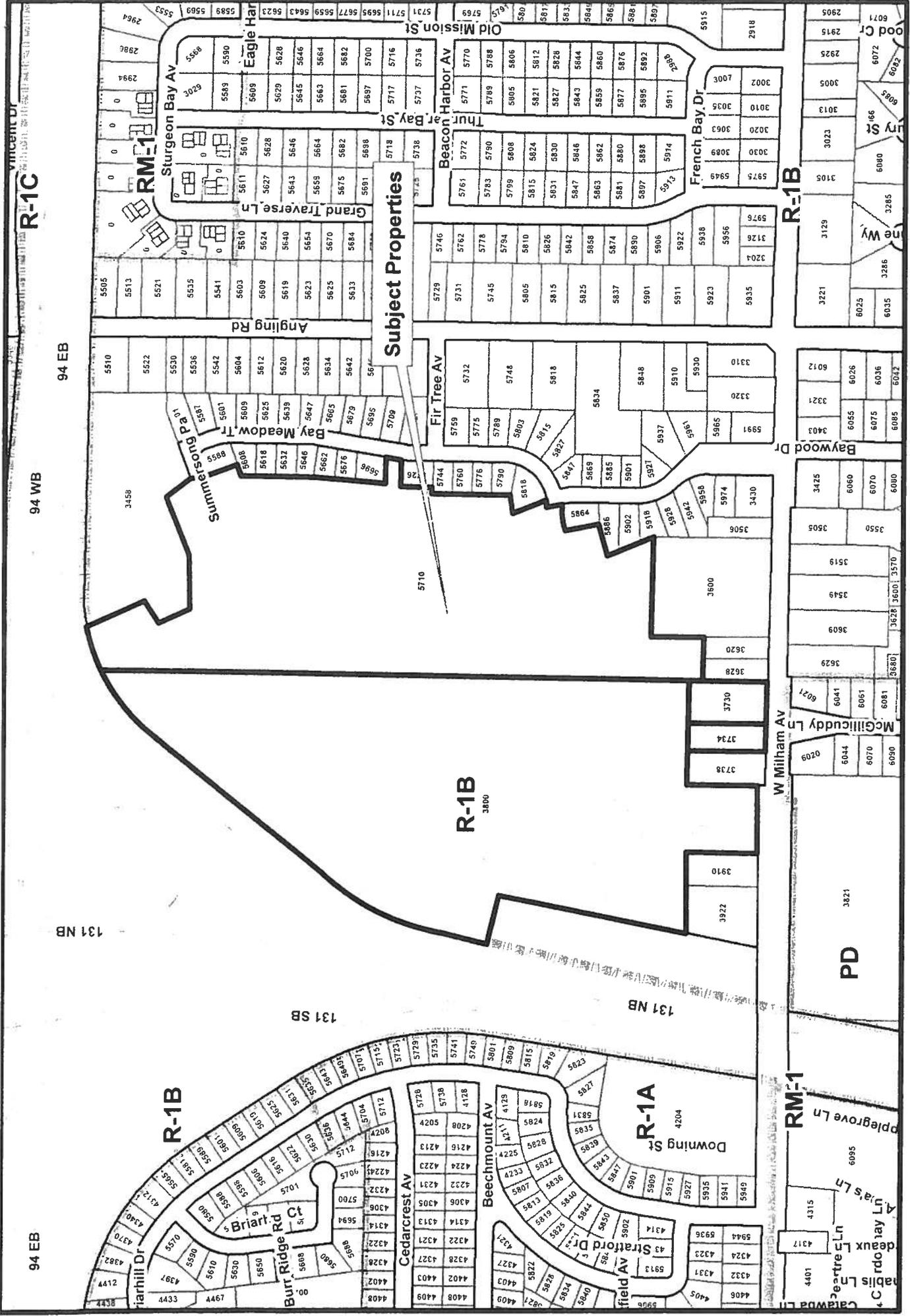
Construction of Phase 1 of the Harbors West PD involves a new public street from West Milham Avenue and will result in a total of 39 lots on a cul-de-sac street until the Phase 2 street connection to Baywood Drive is constructed. Since this arrangement will be temporary and short-term in nature and provisions for future street extension and interconnections are planned, staff is supportive of this requested modification.

Traffic Considerations. Traffic related impacts and issues associated with single family residential development of the subject property were analyzed during review of the 1998 Harbors West Subdivision and Open Space Plan. Since 1998, significant roadway related improvements have occurred along West Milham Avenue and at the West Milham/Angling Road intersection. The Trip Generation Manual published by the Institute of Traffic Engineers (ITE) estimates that a single family residential dwelling will generate approximately 10-12 vehicle trips per day ("trip" defined as one vehicle movement either in or out of the development). Upon full build-out of the Harbors West PD (estimated at approximately 10 years), the 204-lot single family residential development will generate approximately 2,040-2,448 vehicle trips per day. As previously indicated, West Milham Avenue is a 3-lane minor arterial roadway with 11,672 vehicles per day (2012) and a capacity of 21,500 vehicles per day (level of service "D"). As previously concluded, anticipated traffic generation associated with a single family residential development on the subject property can be accommodated by the adjacent roadway system.

VII. RECOMMENDATION:

Subject to any additional comments that may be received during the public hearing, staff advises the Planning Commission to recommend to City Council that Rezoning Application #13-02 be approved and 5710 Angling Road and 3800, 3730 and 3734 West Milham Avenue be rezoned to PD, planned development consistent with the tentative plan, narrative and supporting materials submitted for the Harbors West PD and with approval of the three requested modifications involving: sidewalks on both sides of all streets; maximum block length; and maximum number of lots on a cul-de-sac street. The proposed PD zone and associated development plan is consistent with the Comprehensive Plan, Future Land Use Map and surrounding land use/zoning pattern and will provide the applicant development flexibility while ensuring a unique and compatible residential community with enhanced open space areas, integrated pedestrian pathways and landscaping features. Additionally and consistent with Section 42-375.L of the PD ordinance, the three requested modifications are in the best interests of the residents of the planned development and are not inconsistent with the interests of the entire city.

Attachments: Zoning/Vicinity Map
 Future Land Use Map
 Aerial Photograph Map
 Development Guidelines Table (PD)
 Rezoning Application, Narrative, Tentative Plan and Concept Portfolio
 Previously Approved Harbor West Subdivision Open Space Plan (1998)



Subject Properties

R-1B
3800

R-1A
4204

R-1B

R-1C

PD

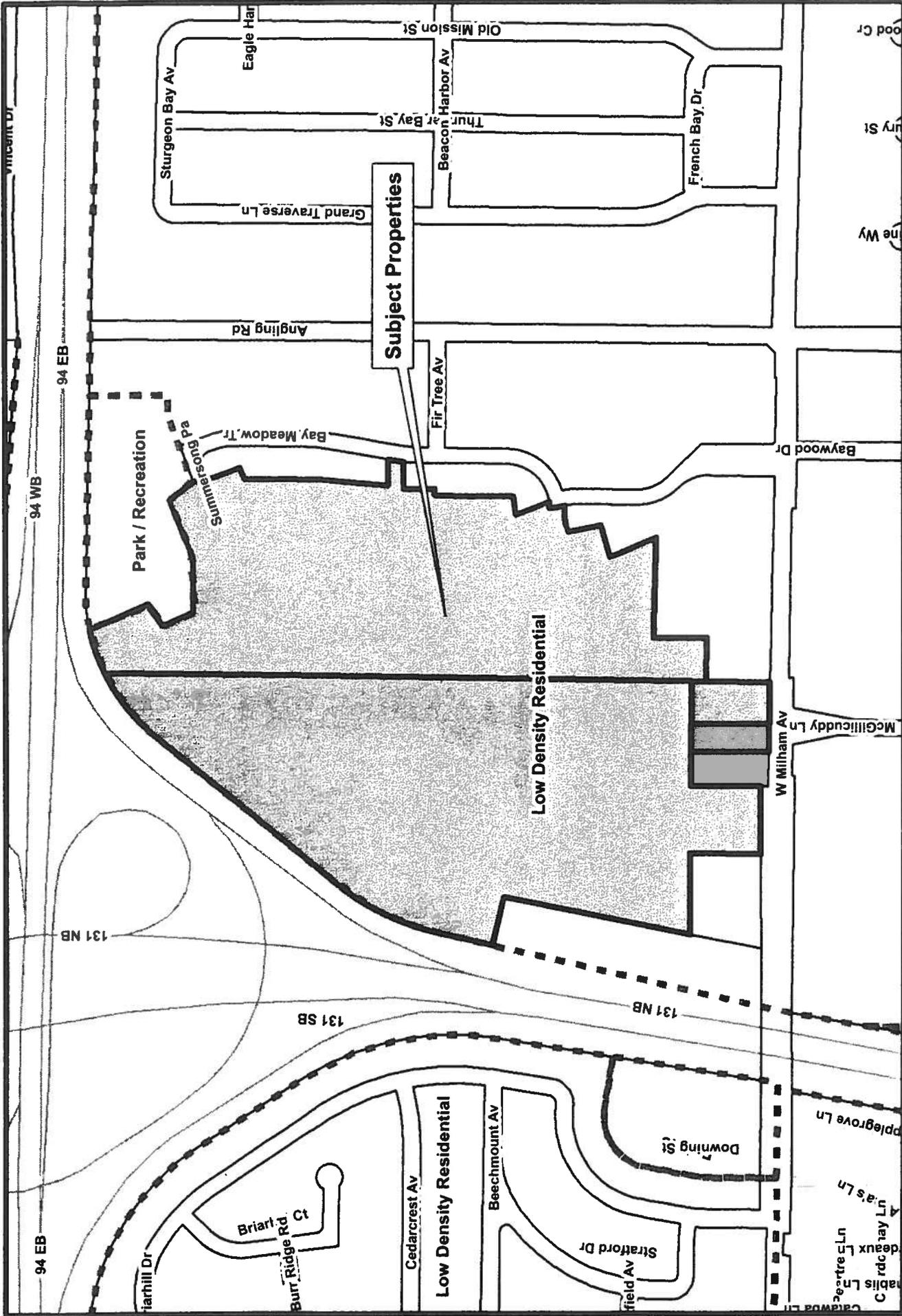
RM-1

R-1B

Rezoning #13-02
5710 Angling Road and
3730, 3734 and 3800 West Milham Avenue



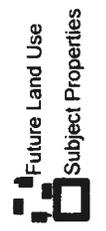
1 inch = 484 feet



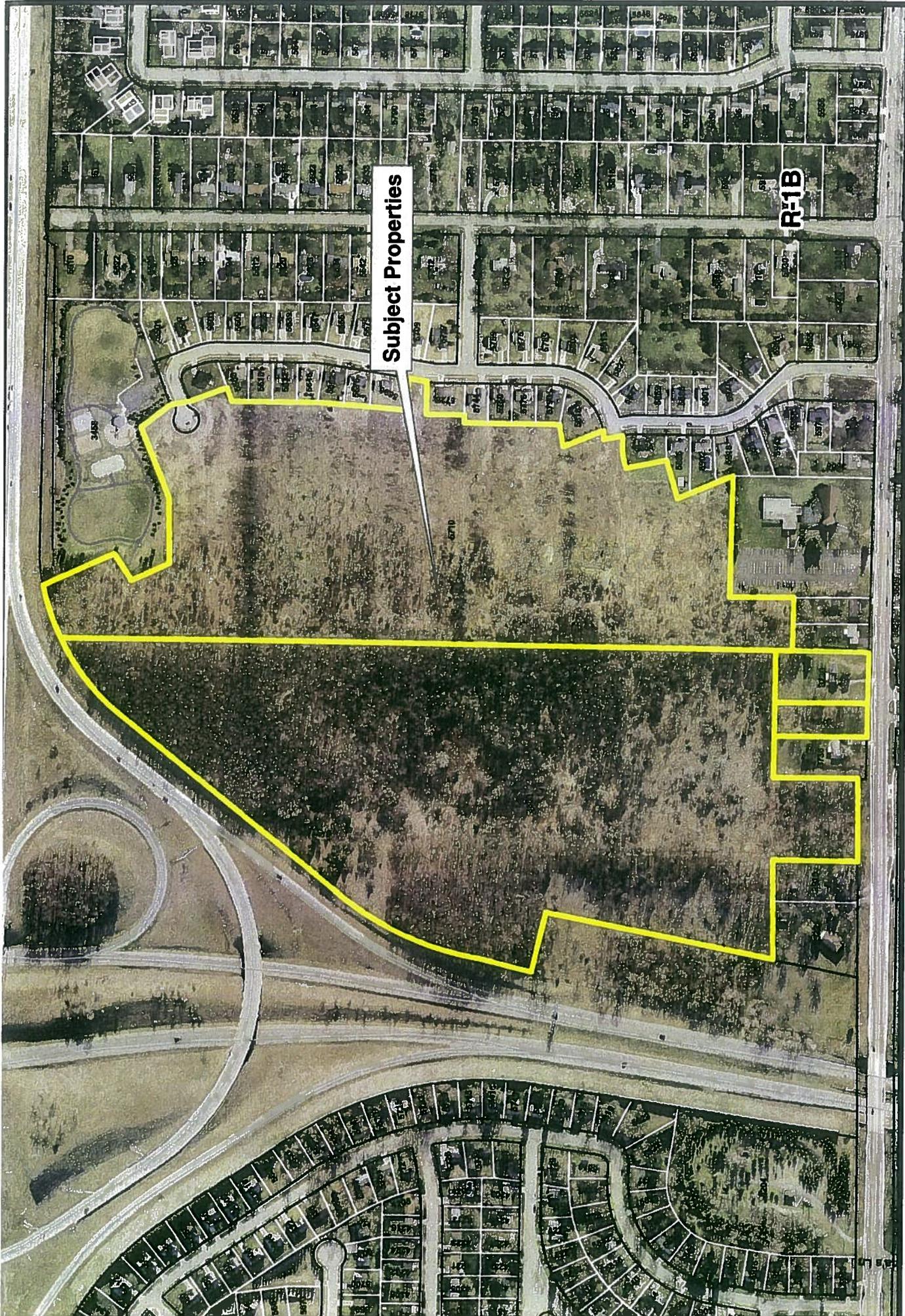
Future Land Use Map

5710 Angling Road and

3730, 3734 and 3800 West Milham Avenue



1 inch = 484 feet



Subject Properties

R-1B

**Aerial Photo
5710 Angling Road and
3730, 3734 and 3800 West Milham Avenue**



1 inch = 395 feet

DEVELOPMENT GUIDELINES

Rezoning Application #13-02

(Planned Development, PD)

Guideline	Description	Consistent	Comments
Rezoning – 1	Rezoning Request	Yes	Future Land Use Plan designates rezoning site and surrounding properties as appropriate for low density residential land use with detached single family residential development densities ranging from 1-4 units per acre. The proposed Harbors West PD with an overall development density of 2.8 units per acre is consistent with these Comprehensive Plan designations.
Residential – 1	Protection of Residential Neighborhoods	Yes	The Harbors West PD proposes a unique low density detached single family residential community with no nonresidential component that is compatible with the adjacent single family residential neighborhood.
Residential – 2	Residential Development along Arterial Roadway	Yes	Access to the Harbors West PD will be provided from a new public street from West Milham Avenue, a major thoroughfare. An internal network of public streets with interconnections to Baywood Drive and Bay Meadow Trail is also proposed.
Residential – 3c	Locational Criteria for Residential Uses	Yes	Rezoning site has locational criteria consistent with the low density residential category: Overall development density for the Harbors West PD will be 2.8 units/acre with access from an arterial roadway, municipal water/sanitary sewer and underground private utilities.
Residential – 4	Compatibility with Adjacent Land Use	Yes	The Harbors West PD provides a clustered residential development with reduced lot widths and building setbacks that preserves natural open space areas and is compatible with the existing single family residential neighborhood to the east and other adjacent land uses.
Residential – 5	Open Space and Natural Resource Protection	Yes	The Harbors West PD will preserve approximately 14 acres (19%) of the overall site in open space including wooded areas and meadows. Open spaces areas will be located along around the perimeter of the property (adjacent the US-131/I-94 interchange) and within central portions of the residential development.
Residential – 6	Streets and Pedestrian Systems	Yes	Access will be provided from West Milham Avenue and through public street interconnections with Baywood Drive and Bay Meadow Trail. An internal pedestrian circulation network of concrete sidewalks and asphalt recreational trails will be also be constructed throughout the development. The asphalt recreational path will connect West Milham Avenue to Harbors West Neighborhood Park.
Residential – 9	Residential Planned Unit Development	Yes	The Harbors West PD will consist of low density detached single family residences with no nonresidential land use component.

Guideline	Description	Consistent	Comments
Natural & Historic Resources – 1	Environmental Protection	Yes	A small potential wetland area is situated within a natural low area situated in the middle portion of the subject property. Applicant has performed a preliminary review and believes this area is a non-regulated wetland, however, will conduct a wetland assessment prior and any development activities within this portion of the overall site. Planned open space will also preserve this area along with wooded areas and meadows across the site.
Natural & Historic Resources – 2	Floodplain	N/A	The rezoning site is not encumbered by floodplain areas.
Natural & Historic Resources – 3	Water Quality	Yes	Storm water from planned development will be collected and conveyed to an infiltration basin situated within an existing low area within the middle portion of the subject property.
Natural & Historic Resources - 4	Noise	N/A	Since no nonresidential land uses are proposed with the planned development, noise related issues are not anticipated with residential development.
Natural & Historic Resources - 5	Historic Resource Preservation	N/A	Rezoning site is not situated within a historic district and does not contain any historic structures.
Natural & Historic Resources – 6	Open Space Preservation	Yes	See Residential – 5 comment above
Transportation – 1	Transportation Systems	Yes	West Milham Avenue is a 3-lane minor arterial street with 11,672 vehicles per day (2012) and a capacity of 21,500 vehicles per day. Anticipated traffic generation from planned development can be accommodated.
Transportation – 2	Street Design	Yes	Access to the development will be provided through new public street from West Milham Avenue and an internal public street network with interconnections to Baywood Drive and Bay Meadow Trail. Final design and any related roadway improvements will be further evaluated with the final plan submittal.
Transportation – 3	Access Management	Yes	See Transportation – 1 and Transportation – 2 above.
Transportation – 4	Non Motorized Travel	Yes	See Residential – 6 above.
Municipal Facilities & Services – 1	Sound Fiscal Growth	Yes	Existing and proposed public infrastructure is adequate to accommodate planned development.
Municipal Facilities & Services – 2	Sanitary Service	Yes	Sanitary sewer is available and will serve the planned development.
Municipal Facilities & Services – 3	Underground Utilities	Yes	Underground utilities will serve the planned development.



APPLICATION FOR ZONING AMENDMENT

Application number 13-02

Date 6/10/13

APPLICATION INFORMATION:

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

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

TO THE PLANNING COMMISSION:

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

ZONING MAP AMENDMENT

1. a. Platted Land:

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

b. Unplatted Land:

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

Wilham Ave between US 131 and Angling Rd.

West Parcel - 00006-145-B Total Acreage - 74 Acres

East Parcel - 00006-130-C

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

b. Name of the owner of the property to be rezoned: Harbors West, LLC

Address 2186 E Centre Ave, Portage, MI 49002

3. My (our) interest in the property and purpose for submitting the proposed Zoning Amendment: Site condominium for single family detached homes

4. CURRENT ZONING: R-1B PROPOSED ZONING: PD

ZONING TEXT AMENDMENT

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

NA

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

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

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



(Signature of Applicant)

(Signature of Applicant)

2186 E Centre Ave, Portage, MI 49002

(Address)

(Address)

616-878-1748x424

(Phone)

(Phone)

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

HARBORS WEST

Planned Development Narrative

RECEIVED
SEP 10 2013
COMMUNITY DEVELOPMENT

INTRODUCTION

Harbors West is a proposed residential Planned Development (PD) within the City of Portage that places a strong emphasis on clustered development and preservation of natural areas. The proposed site plan achieves a desirable balance between feasibility challenges inherent in new residential communities with the features of the existing and future landscape. This narrative is tailored to address the requirements of Section 42.375.C and Section 42.373.C of the City of Portage Zoning Ordinance as amended.

TENTATIVE PLAN STATEMENT

Please consider the following contents for the Planned Development for the Harbors West community as it relates to the City of Portage Land Development Regulations.

1. The purpose and objective of the proposed Harbors West community is to provide long term value to the City of Portage and surrounding neighborhoods through the vision of this community. The vision is to create a vibrant community with a clustered residential development that preserves natural areas while incorporating enhanced open spaces, integrated pedestrian pathways, and landscaping features. The proposed community will be a site condominium for single family homes.

With the vision of the community and the desirable features that we have incorporated into the design it has become apparent that the Planned Development (PD) designation is required. In an effort to include the desired amenities and to maintain density it was found that the proposed plan cannot be developed under other sections of the zoning ordinance as required by section 42-374.C.

In addition, this project was previously intended to be developed into a 245 unit single family home community. Harbors West No. 1 which consisted of the first 42 units was approved for construction in 1998 leaving the remaining 203 units for future development. The project was developed under the Subdivision Open Space portion of the Zoning Ordinance. The originally proposed open space plan donated approximately 6 acres of land to the City for Harbors West Park. The remainder of the land was intended to be fully developed for single family homes. The previously approved plan allowed for a reduction in lot widths in the R1-B zone to a minimum of 74 feet at the building line.

The proposed layout for the remainder of the Harbors West project includes a similar density and adds 14.2 acres or a 237% increase in open space that was not available in the previously proposed

plans. The proposed plan includes 201 units on the original planned future development parcel with 3 more units (units 1-3) on an added parcel adjacent to Milham Avenue for a total 204 units. To allow for a similar density to the previous plan while adding open space, a reduction in lot size is required. Two lot width categories are utilized throughout the proposed plan, 72 feet wide and 60 feet wide. The minimum width proposed is 60 feet at the building setback. The re-designed open space offers many advantages such as greater benefit to the community as a paved path will interconnect the open spaces, Milham Avenue, and the existing Harbors West Park. In addition, the new site plan incorporates a more efficient grading plan with less earth disturbance as a result of preserving natural low areas. Further discussion on the benefit and purpose of the recreational amenities can be found in section 8. The tradeoff that has been incorporated into the design of the new site plan will be a benefit to the future community and the existing natural landscape.

2. Harbors West will occupy a total 73.7 acres over 4 existing parcels of land (5710 Angling Road, 3800 West Milham, 3730 West Milham and 3734 West Milham). The current zoning of the property is R-1B, one family residential and the proposed zoning is PD. The characteristics of the land include rolling meadows covering natural topography and wooded areas, and the design incorporates the preservation of these natural features. Approximately 19.3% of the site will be preserved in perpetual open space.

The layout of the building sites were carefully designed on upland areas as the majority of preserved areas includes low topography and wooded portions of the property. It is proposed to minimize impacts to the centrally located large open space by filling the grade for units 168-175. This design utilizes the natural topography to capture and store storm water and will allow for very minimal impacts to the wooded areas (i.e. removal would only be necessary for storm sewer, grading and potential infiltration enhancements).

3. The construction of Harbors West will take place over six phases. Phase one will begin at Milham Avenue and includes 39 units. The following is a table outlining the phasing for this project. Please note that the estimated timeframe for construction is market driven. A range has been provided as a best estimate for these phases and may change as a result of market demand.

PHASING TABLE

Phase	Size [acres]	Number of Units	Time Schedule
1	19.61+/-	39	2014-2015
2	15.55 +/-	42	2015-2017
3	9.35 +/-	31	2016-2019
4	11.67 +/-	34	2017-2021
5	9.51 +/-	29	2018-2023
6	7.92 +/-	29	2019-2025

4. Construction on the initial phase is proposed to commence in 2014. The time frame for the completion of this community will take place over a range of six to twelve years with approximately 35 units per phase. The table above outlines the approximate timeframe for each phase.
5. Each phase of the community will be constructed independently, but will be integrated with the overall project and existing residential community and Harbors West Park. All planned road stub streets from the east are incorporated in the design.
6. The land that is under consideration is owned by Harbors West, LLC which is a subsidiary of Allen Edwin Homes. It is situated east of US 131, immediately south of I-94 and directly west of Harbors West Park. The entrance to the community will be located on the north side of Milham Avenue just west of McGillicuddy Lane.
7. The density proposed is 2.8 units per acre with 204 total units. The open space will occupy 14.2 acres, which is approximately to 19.3% of the parcels.
8. The open space will be located throughout the perimeter and central area of the community. A recreational walking path will exist throughout the open space areas and will connect to Harbors West Park and Milham Avenue. The path will function as a means of exploration and interconnectivity within the community. Circulating pedestrian traffic to pathways in common areas reduces the safety concerns that arise with sidewalks crossing multiple driveways within a traditional development. Therefore, sidewalks within the street right of way have been limited to areas where bike paths are not present in the rear of the building sites. All common elements and amenities within the limits of the project will be maintained by the homeowner's association.

It is also proposed to include a community monument and significant entrance landscaping at the Milham Ave entrance. The design has incorporated boulevard entrances within subsections of the project.

9. All homes will be constructed in the proposed building envelopes. The portfolio that we are offering consists of two story homes and one single story home. The Harbors West Planned Development will deviate from the underlying R1-B zoning regulation regarding the finished floor square footage. The deviation includes eliminating the first floor square footage requirement of 1,000 square feet for two story homes. However, the entire two story portfolio will meet the 1,800 square foot requirement. This allows for an increased floor area on the second floor which results in an energy efficient two story home design.

To further understand the homes proposed for this project we have submitted a rendered portfolio of elevations and floor plans from our current offerings. As requested, we have included floor plans that indicate the overall width and depth, and have updated the site plan to accurately reflect the proposed portfolio. The portfolio has plans ranging from 1,658 square feet to 3,420 square feet, not including the finished garage space. This includes one ranch plan and several two story floor plans.

The proposed floor plans are subject to change as new plans are developed according to consumer demand, however, Allen Edwin Homes does not intend to construct homes less than 1,400 square feet for ranch style homes, and 1,800 square feet for two story homes when future plans are developed.

These homes incorporate desirable curb appeal through architectural upgrades and variation on vinyl siding, brick, stone and porch sizes. The proposed portfolio offers a three car garage on every home, which is subject to lot sizing restrictions. At a minimum, homes will include a 2 car garage.

The proposed site plan includes a range of lot widths between 60 feet and 90 feet at the setback line. The majority of widths are between 60 feet and 72 feet with square footage between 7,620 square feet and 9,144 square feet. Typical lot coverage will range from 20% to 30%. Building setbacks will be set at 25 feet for the front yard, 25 feet for the rear yard, and 5 feet for the side yard with a minimum of 15 feet between homes. Further detail can be found on the Tentative Plan. The 60 foot width will accommodate a large portion of the proposed portfolio, but the product will typically be limited to a two stall garage. The units that are 70 feet wide and above will accommodate the entire portfolio with a mix of two stall and three stall garages depending on the product.

We are requesting that the City Council waive two provisions of the Subdivision and Land Development Regulations. First, a waiver regarding the maximum units on a cul-de-sac is being requested. The current requirement is a maximum of 20 units per cul-de-sac. The phasing plan indicates that phase one will include 39 units on a cul-de-sac. We are requesting that this requirement be temporarily waived as a result of the phasing and construction schedule. Second, we are requesting a waiver from the provision that requires sidewalk on both sides of the street. As mentioned in item no. 8, sidewalks are proposed only where the bike path is not proposed in the rear yards. We believe the recreational pathways will better serve the community while increasing safety. The proposed pathways will also provide easy access to utilizing the open spaces. Traditional sidewalks will be present in locations that do not have access to open space pathways.

We are also requesting the Planning Commission permit block lengths longer than the 1400 feet maximum length requirement (section 42.806 of the zoning code) for the block adjacent to the MDOT limited access right of way.

10. Sanitary sewer service is available near the Milham Avenue entrance and the northerly Baymeadow Trail entrance. Each location has a previously installed stub for a future connection. All of the future homes will be connected to the sanitary sewer system, which will be designed for gravity service.

Storm sewer will be provided along the streets and be directed to the proposed infiltration basin located in the existing low area on-site. The basin is tentatively planned to have an emergency overflow outlet to be directed to the storm basin located on the east side of US-131. The design will provide conveyance and volume in the existing storm water system outlet that is currently located

between lots 87 and 88 of the existing plat. The storm water overflow outlet will be installed no later than phase two with approval from MDOT. The storm water management system will be privately owned and maintained by the homeowners association, and The City of Portage will be indemnified.

Public water service will be provided to all future homes. A 12" water main exists on the north side of Milham Ave and an 8" water main stub exists at the three entrances along Bay Meadow Trail and Baywood Dr. With the tentative design a looped system will be achieved.

11. A Master Deed will be prepared for this project to create the units, common elements and easements desired. This will also form the condominium homeowners association for this project. A 10' wide easement will be created adjacent to the right of way for franchise utilities (gas, electric, cable and telephone). Additional easements will be prepared for the path, storm water management and any other easements required. These easements will be detailed on the final plans provided to the City.
12. The main Harbors West entrance will be located on Milham Avenue and will provide access to the proposed public streets throughout the community. A 60 foot wide right of way will be deeded to the city as well as an 80 foot wide right of way at the boulevard entrance. As mentioned, all homes will include a 2 car attached garage for parking vehicles.
13. The Harbors West PD is requesting two waivers from the provisions of the Subdivision and Land Division Regulations. First, a waiver from the Subdivision and Land Division Regulations regarding the maximum units on a cul-de-sac is being requested. The current requirement is a maximum of 20 units per cul-de-sac. The phasing plan indicates that phase one will include 39 units on a cul-de-sac. We are requesting that this requirement be temporarily waived due to the phasing and construction schedule. The cul-de-sac restriction will not be required after the completion of phase 2. Detailed descriptions of departures are provided in section 9

The second waiver that is being requested is regarding the provision that requires sidewalks on both sides of all public streets. The rationale for the deviation is that the recreational paved paths that will be present in the open space are safer and serve as a more desirable means of circulation throughout the community. Traditional sidewalks will be present in locations that do not have an open space pathway in the rear yard.

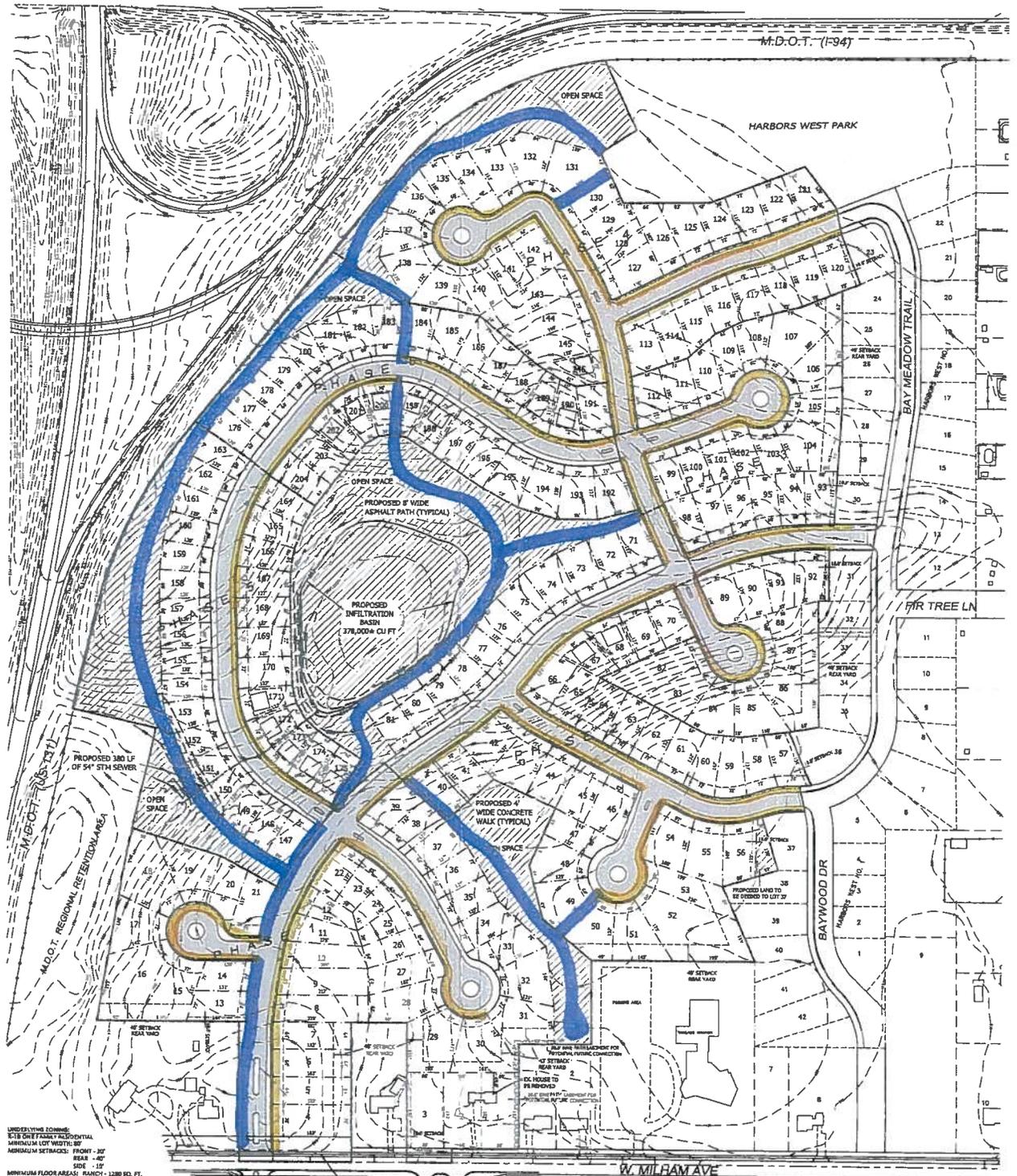
We are also requesting the Planning Commission permit block lengths longer than the 1400 feet maximum length requirement (section 42.806 of the zoning code) for the block adjacent to the MDOT limited access right of way.

14. The tentative schedule is to commence construction in 2014. Final approval of the last phase is estimated for completion in six to twelve years after the approval and construction of phase one.

15. Required surety deposit will determined prior to construction of the first phase for this project.

SUMMARY

The proposed PD includes utilizing the character of the subject property, conservation of natural features as well as promoting pedestrian traffic within the community. The design promotes an enhanced lifestyle and recreational opportunities. While reviewing the proposed site plan it is important to consider the benefit of the open space preservation and the energy efficient home design that is incorporated into the proposed plan. The PD plan presents a viable option for developing this project into a community that will enhance the surrounding area and provide a diverse home style atmosphere. For these reasons, this project meets and exceeds the objectives of PD district. The opportunity to work with City of Portage on the Harbors West neighborhood comes with much anticipation and excitement.



UNDER THIS SCHEME:
 1/2 IN. ONE FAMILY RESIDENTIAL
 MINIMUM LOT WIDTH: 80'
 MINIMUM SETBACKS: FRONT - 30'
 REAR - 40'
 SIDE - 15'

MINIMUM FLOOR AREAS: RANCH - 1280 SQ. FT.
 TWO STORY - FIRST FLOOR - 1900 SQ. FT.
 SECOND FLOOR - 900 SQ. FT.

MAXIMUM LOT COVERAGE: 25%

PROPOSED PO:
 MINIMUM LOT WIDTH: 80' (AT FRONT SETBACK)
 MINIMUM FLOOR AREAS: RANCH - 1400 SQ. FT.
 TWO STORY - FIRST FLOOR - 1900 SQ. FT.
 SECOND FLOOR - 900 SQ. FT.
 "NO STOREY TOTAL" - 1200 SQ. FT.

TOTAL SITE ACREAGE: 78.86
TOTAL UNITS PROPOSED: 204
TOTAL OPEN SPACE ACREAGE: 14.22 (18%)
DENSITY: 2.6 UNITS PER ACRE

- DIMENSIONS AT FRONT OF LOT MEASURED AT BUILDING SETBACK
- THIS DEVELOPMENT WILL BE A SITE COMBINATION (SINGLE FAMILY) AND WILL BE SUBMITTED UNDER CHAPTER 22, ARTICLE 4 - CONDOMINIUM PROJECTS.
- STREETS ARE PROPOSED TO BE PUBLIC STREETS AND MEET CITY OF PORTAGE DESIGN STANDARDS. 80 FT WIDE R.O.W. WILL BE DEDED TO THE CITY AND A 10 FT WIDE R.O.W. WILL BE PROVIDED AT THE PROPOSED ENTRANCE.
- UNITS 1-3 WILL HAVE DRIVEWAY ACCESS TO W. MILHAM AVENUE.
- SIDEWALKS ARE PROPOSED ON BOTH SIDE OF ALL STREETS, EXCEPT WHERE THE PATH IS AVAILABLE

UTILITIES
 SANITARY SEWER SERVICE IS AVAILABLE TO THE PROPERTY REAR THE W. MILHAM AVE. ENTRANCE AND THE NORTH REAR BAY MEADOW TRAIL. ENTRANCE TO THE DEVELOPMENT. THE PROPERTY WILL BE SERVED BY THE W. MILHAM AVE. SANITARY SEWER AND POSSIBLY THE NORTH STUB ON BAY MEADOW TRAIL. ALL LOTS WILL BE CONNECTED TO THE SANITARY SEWER SYSTEM AND THE DEVELOPER CAN BE DESIGNER WITH GRAVITY SEWER SERVICE.

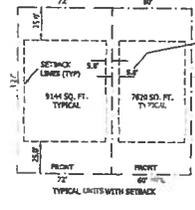
STORM SEWER
 STORM SEWER WILL BE PROVIDED ALONG THE STREETS AND BE DIRECTED TO THE PROPOSED INFILTRATION BASIN LOCATED IN THE EXISTING LOW AREA ON-SITE. THE BASIN WILL HAVE AN EMERGENT OVERFLOW, OR SOUD TO ACCOMMODATE A LARGER STORM. IF POSSIBLE, THE OVERFLOW WILL BE DIRECTED TO THE STORM BASIN LOCATED ON THE EAST SIDE OF LOT 131. THE BASIN WILL PROVIDING COMESTANCE AND VOLUME IN THE BASIN FOR THE EXISTING STORMWATER SYSTEM TO THE EAST WITH THE OUTLET LOCATED BETWEEN LOTS 12 AND 13 ON THE EAST. THE STORMWATER MANAGEMENT SYSTEM WILL MEET CITY OF PORTAGE DESIGN STANDARDS. THIS BASIN WILL BE PRIVATELY OWNED AND MAINTAINED BY THE PROPOSED HOMEOWNERS ASSOCIATION. EASEMENTS AND INDEMNITY AGREEMENTS TO BE PROVIDED TO THE CITY OF PORTAGE. THE STORM SEWER WILL BE OWNED AND MAINTAINED BY THE CITY OF PORTAGE.

PUBLIC WATER SERVICE
 PUBLIC WATER SERVICE WILL BE PROVIDED TO ALL LOTS. A 12" WATERMAIN EXIST ON THE NORTH SIDE OF W. MILHAM AVE. AND 8" WATERMAIN STUBS EXIST AT THE THREE ENTRANCES ALONG BAY MEADOW TRAIL AND BAYWOOD DR. A LOOPED SYSTEM WILL BE PROVIDED THROUGH THE DEVELOPMENT BETWEEN THE 8" WATERMAIN STUBS AND THE 12" WATERMAIN ALONG W. MILHAM AVE.

PHASES	ACREAGE	UNITS = # OF UNITS	TIME SCHEDULE
1	19.61±	1-39 = 39	2014-2015
2	15.55±	40-81 = 42	2015-2017
3	9.35±	82-113 = 31	2016-2018
4	11.67±	113-146 = 34	2017-2021
5	9.51±	147-175 = 29	2018-2023
6	7.92±	176-204 = 29	2019-2025

LEGEND

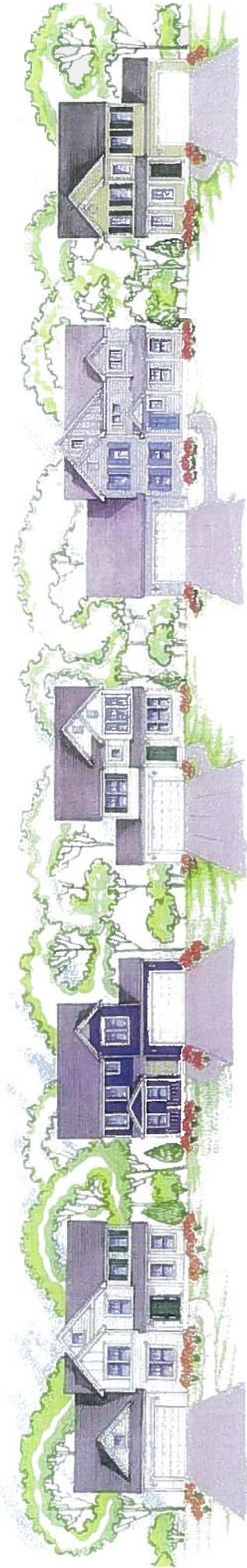
- [Yellow Line] = SIDEWALK PROPOSED
- [Blue Line] = BIKE PATH PROPOSED
- [Hatched Area] = OPEN SPACE



HARBORS WEST TENTATIVE PLAN
 PART OF SECTION 6, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN

PREPARED FOR ALLEN EDWIN HOMES
 700 OLIVE COURT NE SUITE 100
 GRAND RAPIDS MI 49503
 PROJECT NO. 12048

PREPARED BY **Pathfinder**
 Engineering, Inc.
 700 Olive Court S.W. Suite 100
 Grand Rapids, MI 49503
 Phone: 1-416-478-2913 Fax: 1-416-478-4399
 Email: info@pfinc.com
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HARBORS WEST

CONCEPT PORTFOLIO
CITY OF PORTAGE

ALLEN
EDWIN
HOMES

We value what you value.



We value what you value.

HARBORS WEST



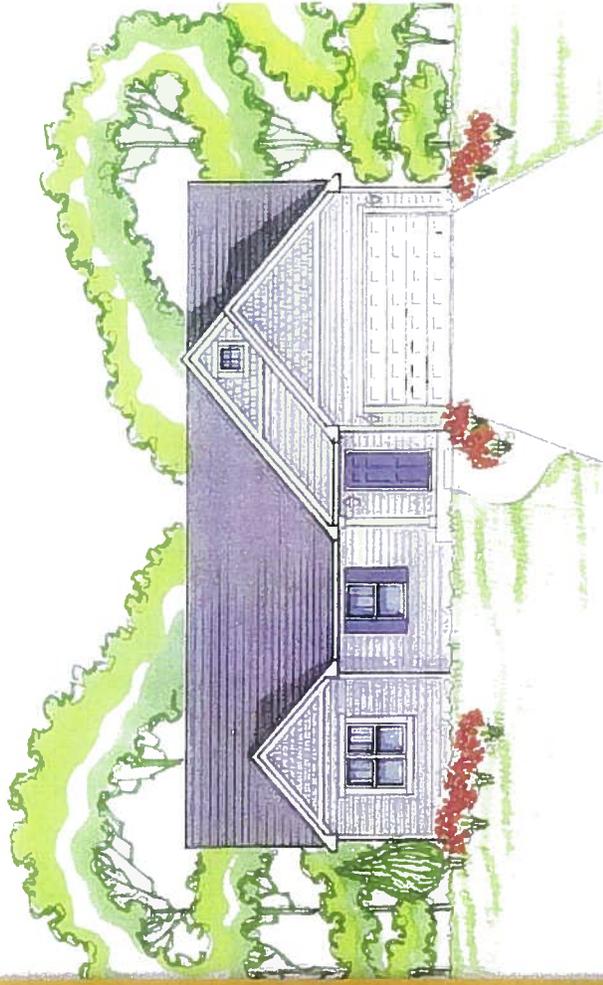
2186 E. Centre Street Portage, Michigan 49002

Note: Dimensions are conceptual and subject to change.

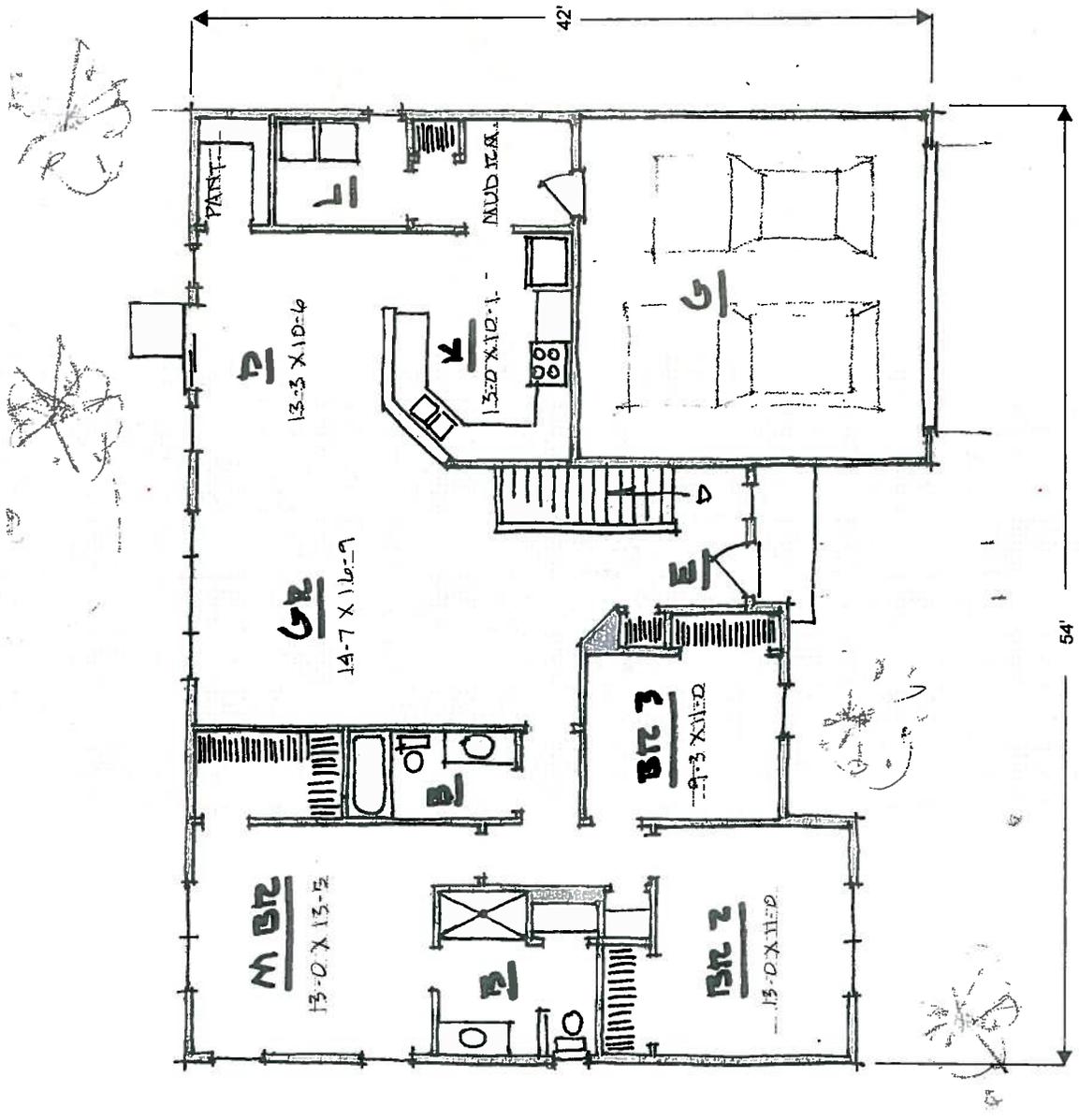
FLOOR PLAN

1,658 SQ. FT.

- 3 BEDROOM
- 2 BATHROOM
- 2 CAR GARAGE



FLOOR PLAN - 1658



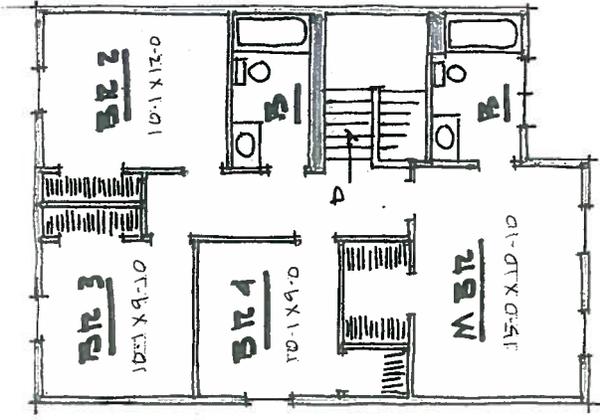
FLOOR PLAN

1,820 SQ. FT.

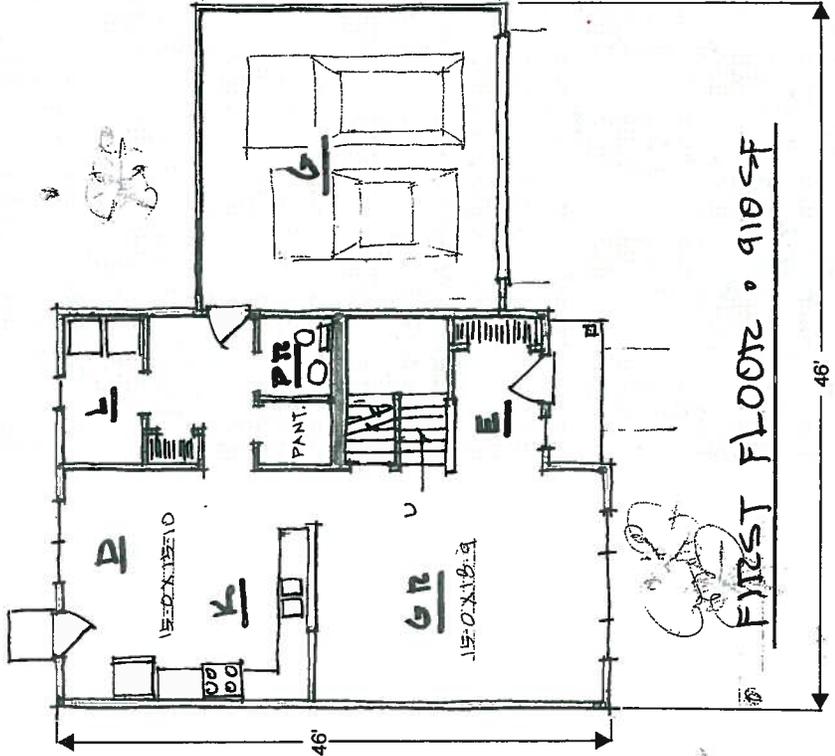
4 BEDROOM
2.5 BATHROOM
2 CAR GARAGE



FLOOR PLAN - 1820



SECOND FLOOR • 910 SF



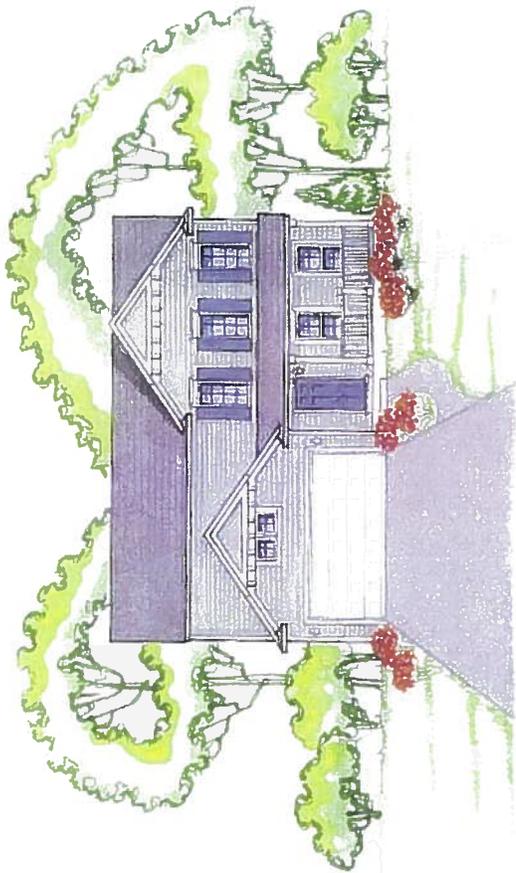
FLOOR PLAN

1,855 SQ. FT.

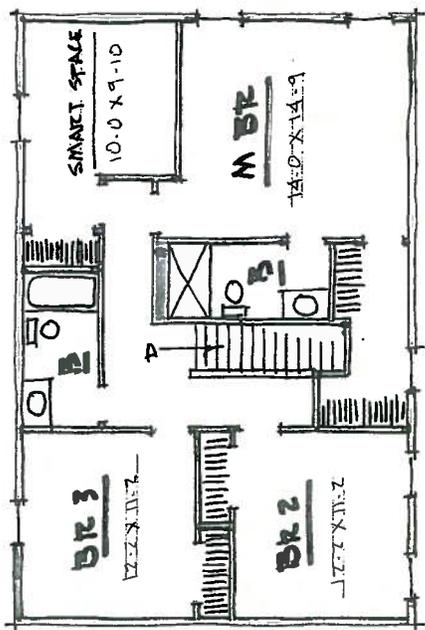
4 BEDROOM

2.5 BATHROOM

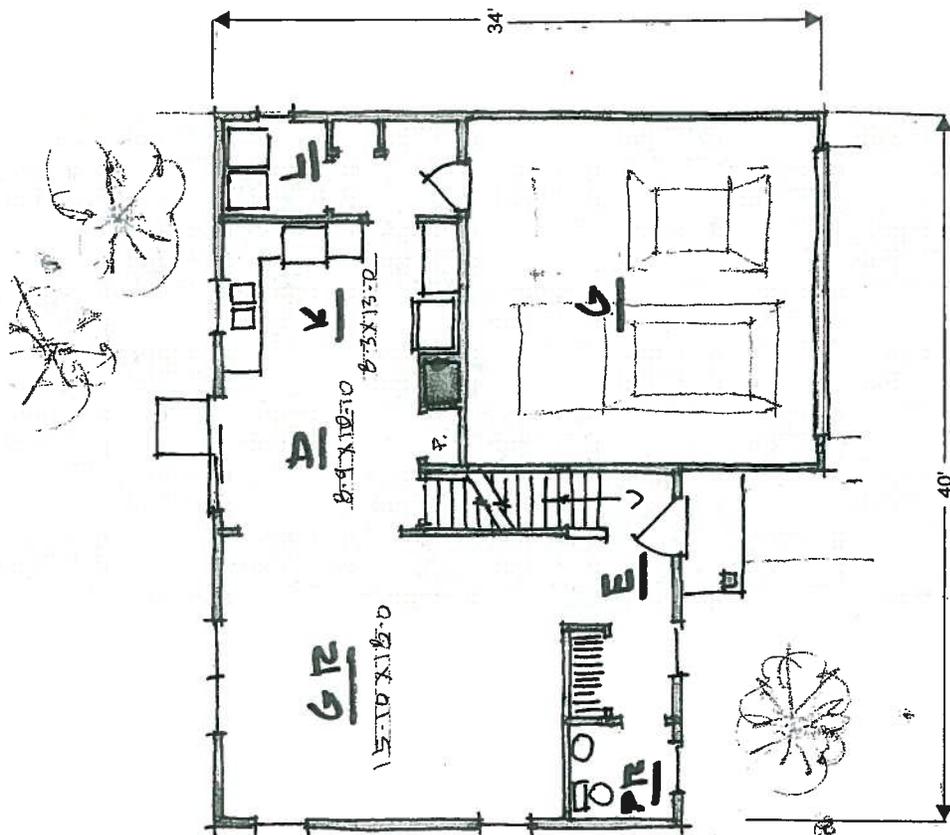
2 CAR GARAGE



FLOOR PLAN - 1855



SECOND FLOOR = 1040 SF



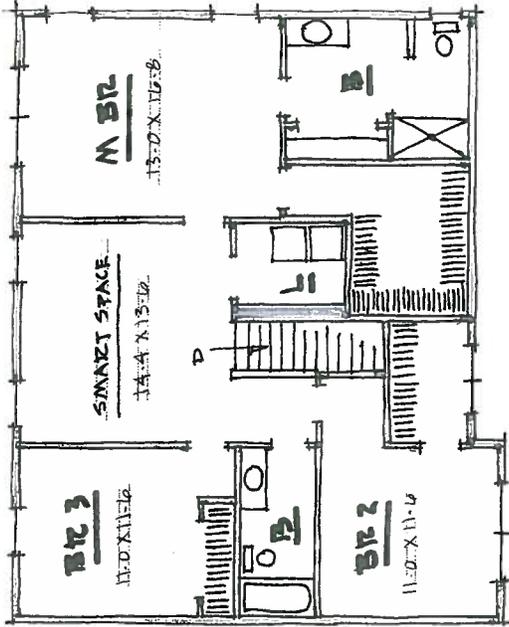
FIRST FLOOR = 815 SF

FLOOR PLAN
2,008 SQ. FT.

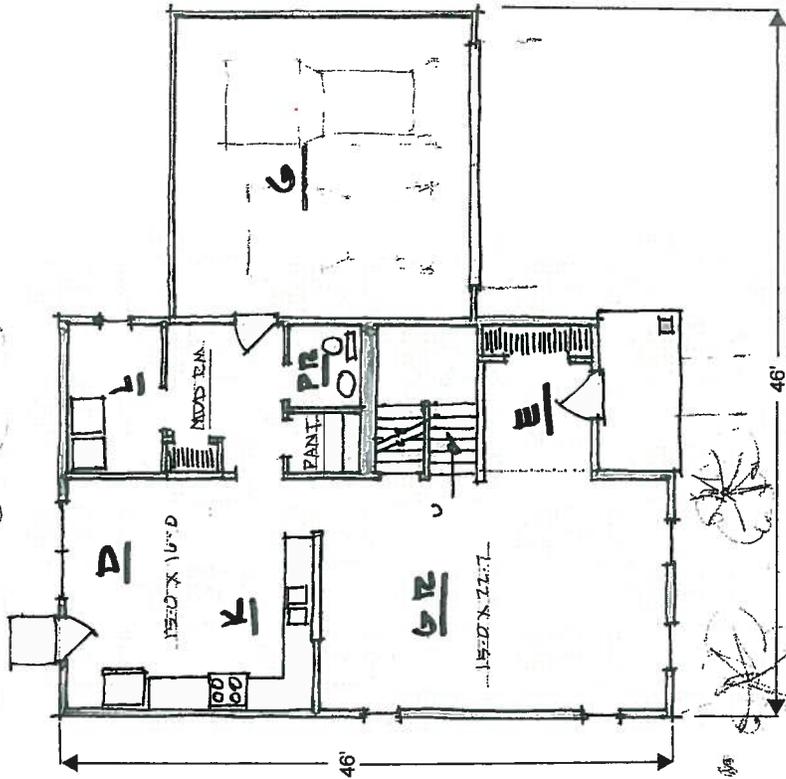
3 BEDROOM
2.5 BATHROOM
2 CAR GARAGE



FLOOR PLAN - 2008



SECOND FLOOR - 1242 SF



FIRST FLOOR - 1004 SF

FLOOR PLAN

2,047 SQ. FT.

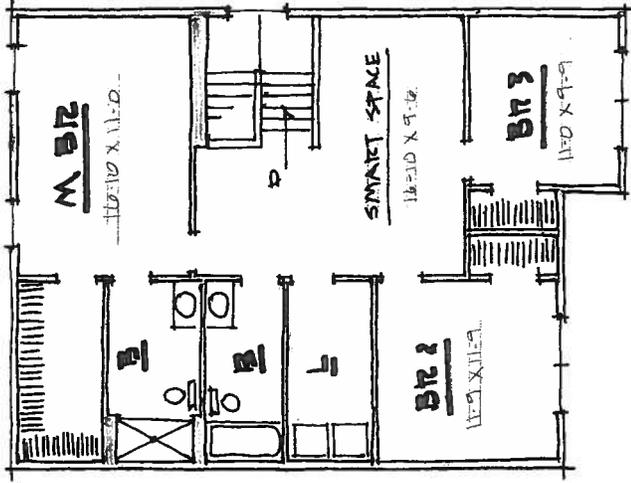
3 BEDROOM

2.5 BATHROOM

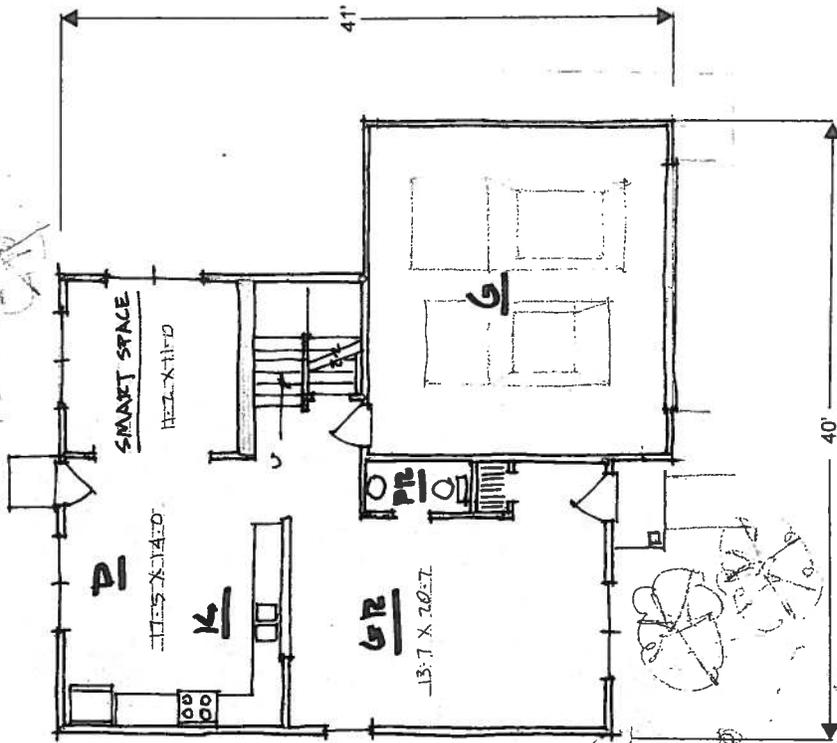
2 CAR GARAGE



FLOOR PLAN - 2047



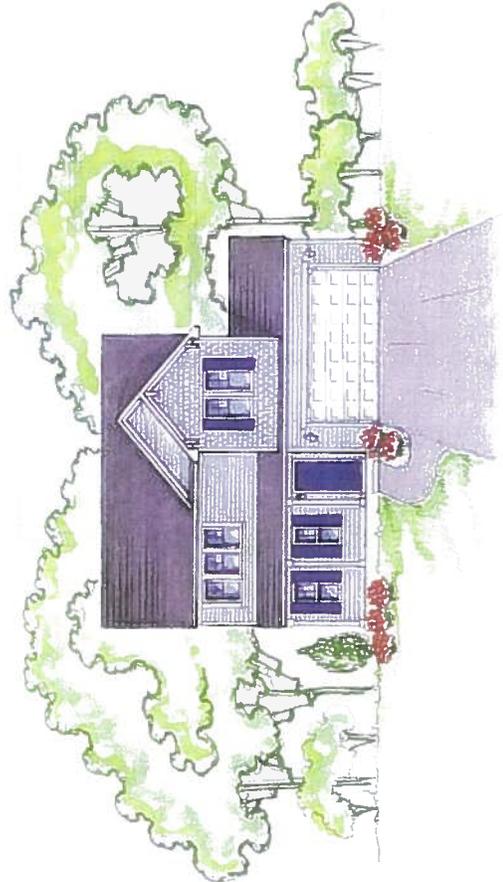
SECOND FLOOR • 1146 SF



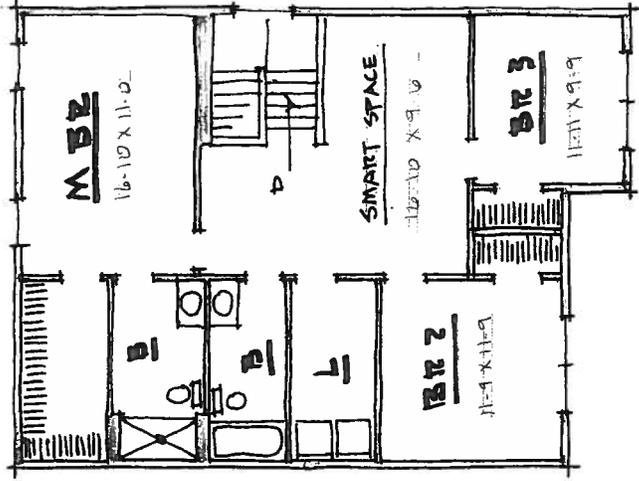
FIRST FLOOR • 901 SF

FLOOR PLAN
2,121 SQ. FT.

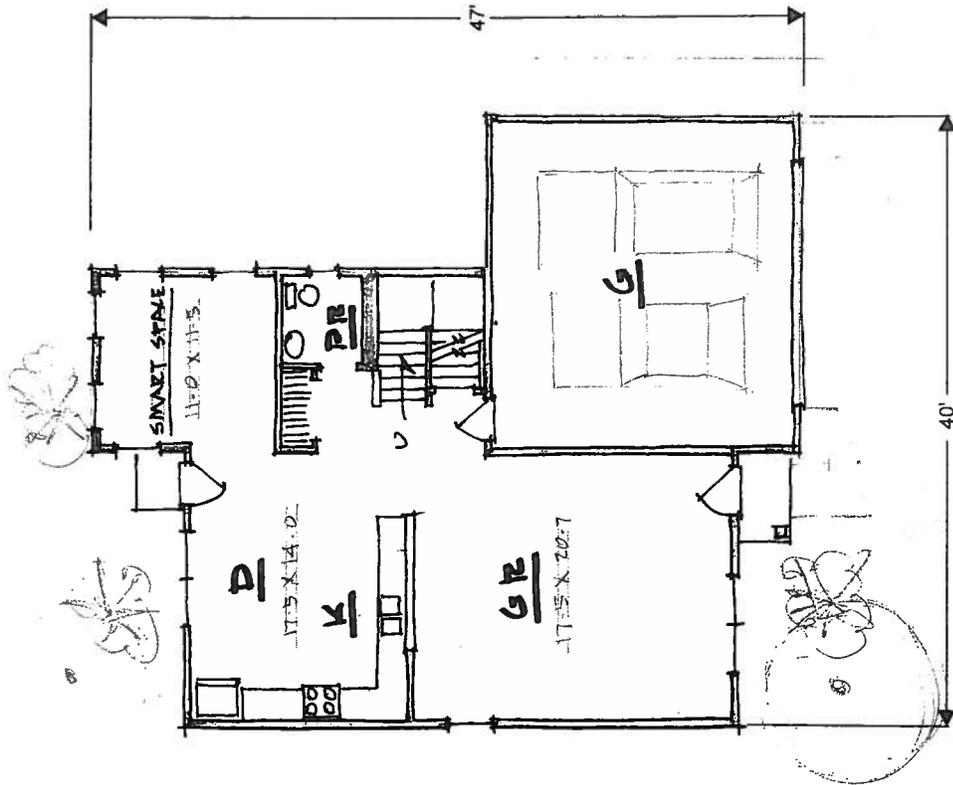
3 BEDROOM
2.5 BATHROOM
2 CAR GARAGE



FLOOR PLAN - 2121



SECOND FLOOR • 1146 SF



FIRST FLOOR • 975 SF

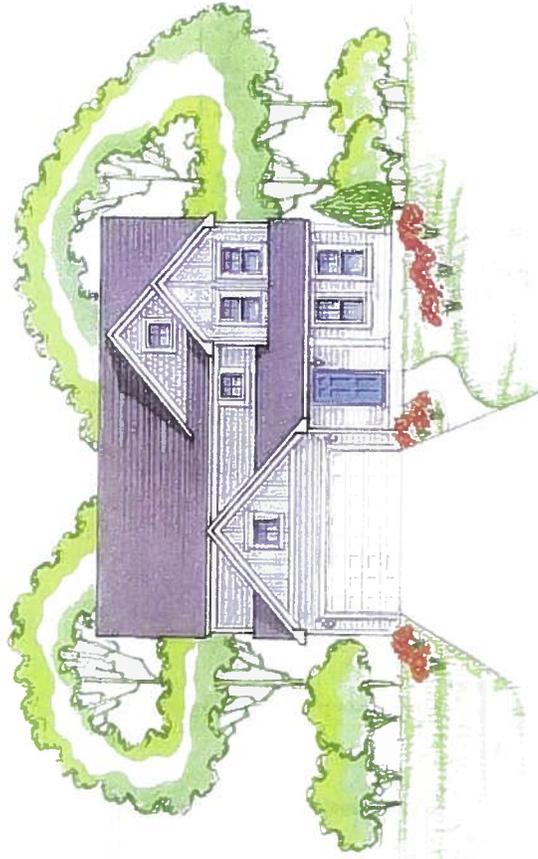
FLOOR PLAN

2,244 SQ. FT.

3 BEDROOM

2.5 BATHROOM

2 CAR GARAGE





FLOOR PLAN

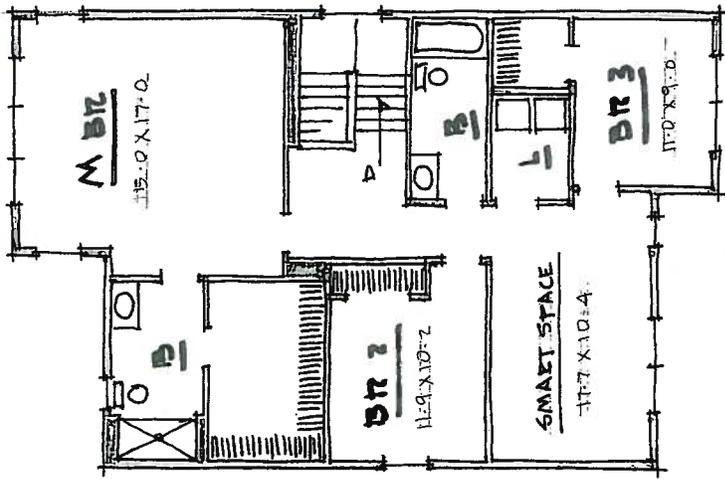
2,246 SQ. FT.

3 BEDROOM

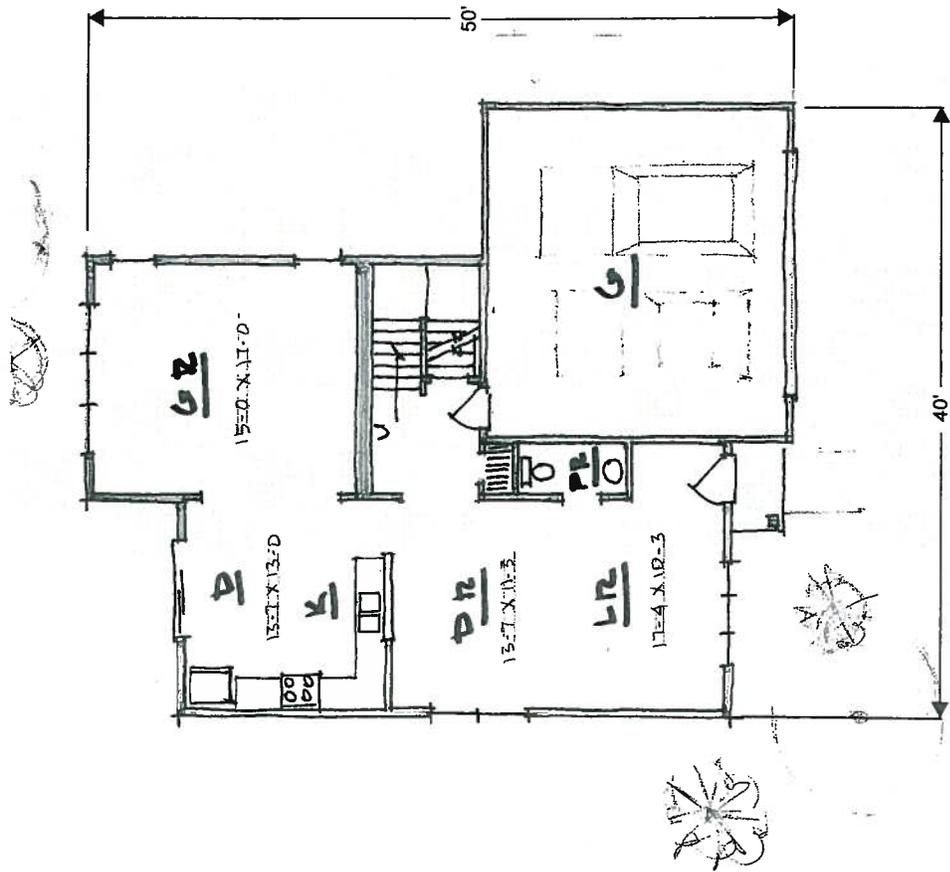
2.5 BATHROOM

2 CAR GARAGE

FLOOR PLAN - 2246



SECOND FLOOR = 1243 SF



FIRST FLOOR = 1003 SF

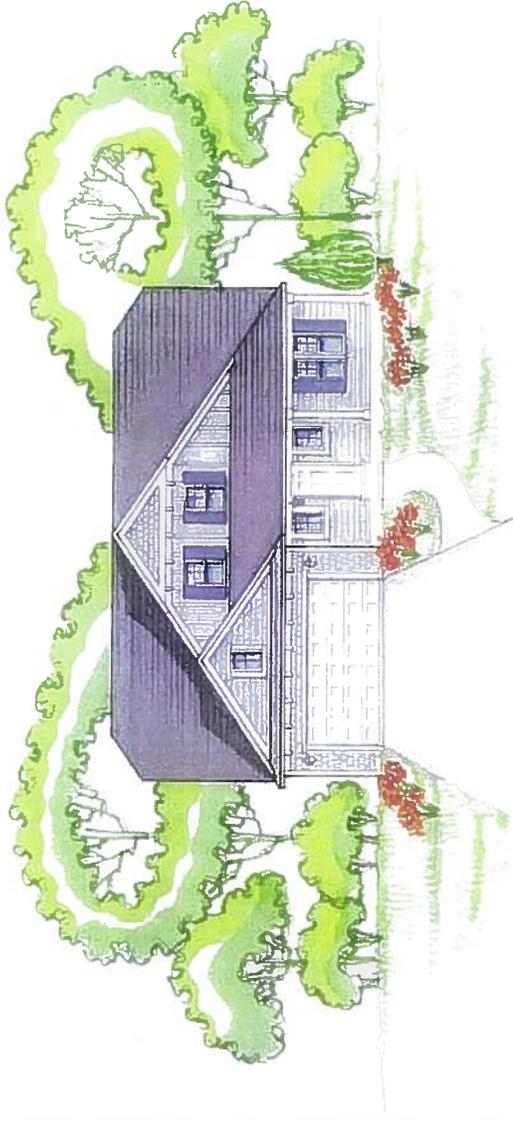
FLOOR PLAN

2,330 SQ. FT.

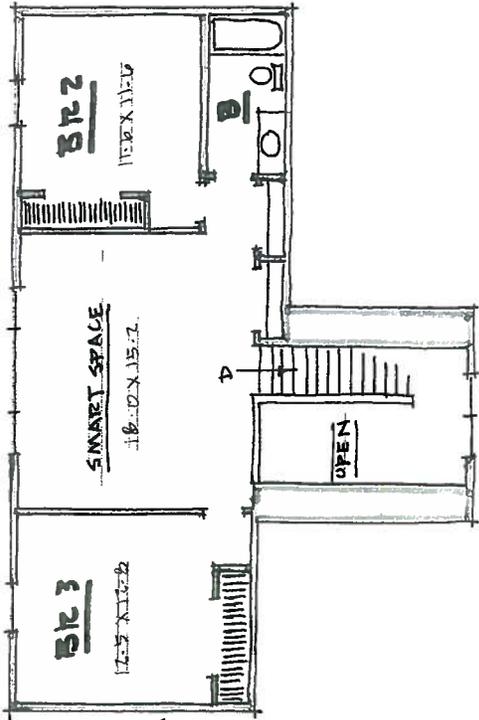
3 BEDROOM

2.5 BATHROOM

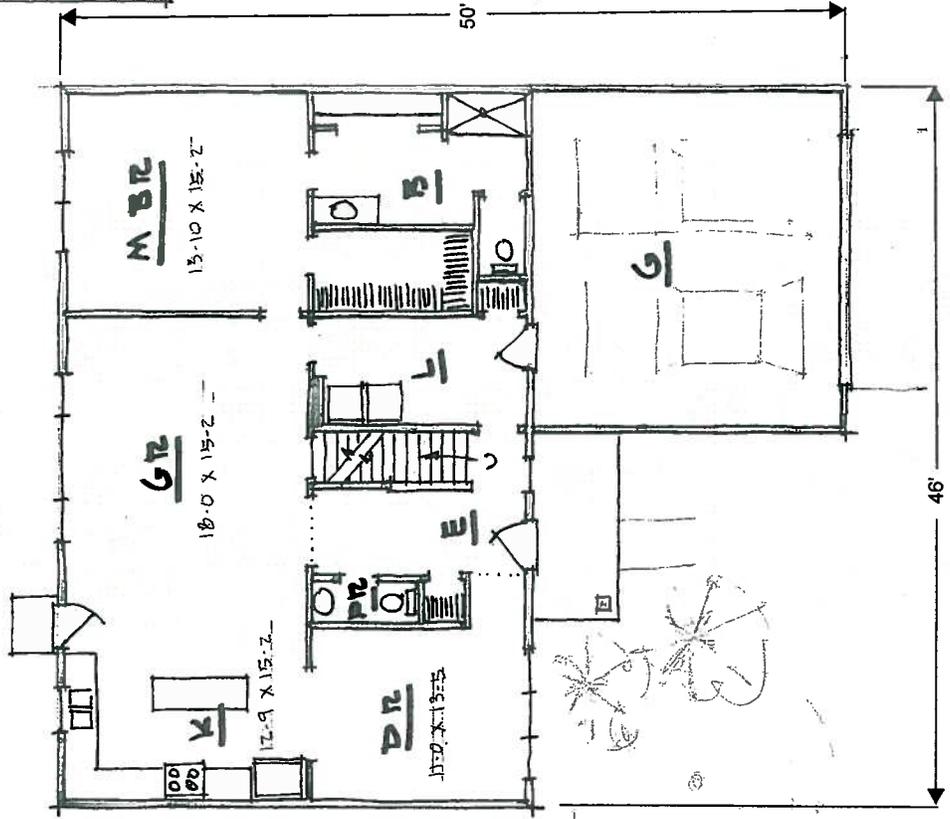
2 CAR GARAGE



FLOOR PLAN - 2330



SECOND FLOOR = 930 SF



FIRST FLOOR = 1400 SF

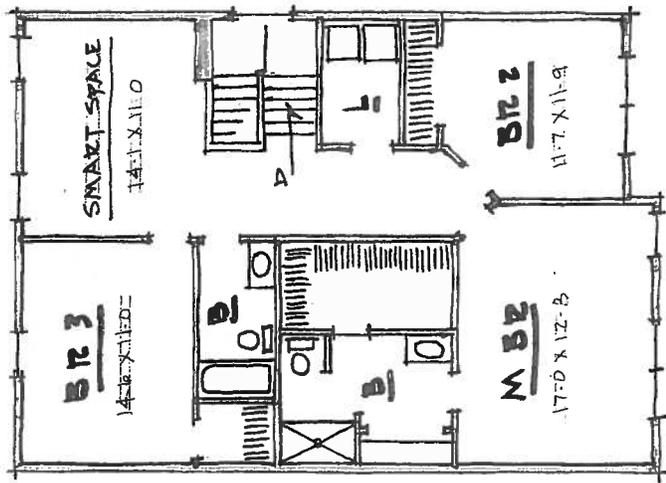
FLOOR PLAN

2,338 SQ. FT.

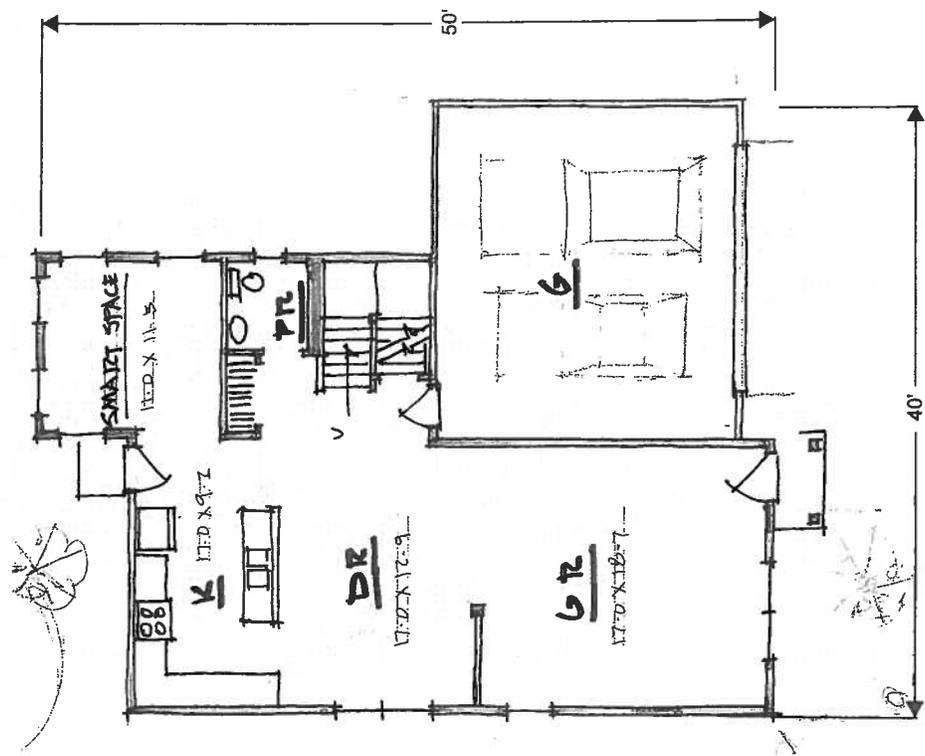
3 BEDROOM
2.5 BATHROOM
2 CAR GARAGE



FLOOR PLAN - 2338



SECOND FLOOR • 1254 SF



FIRST FLOOR • 1084 SF

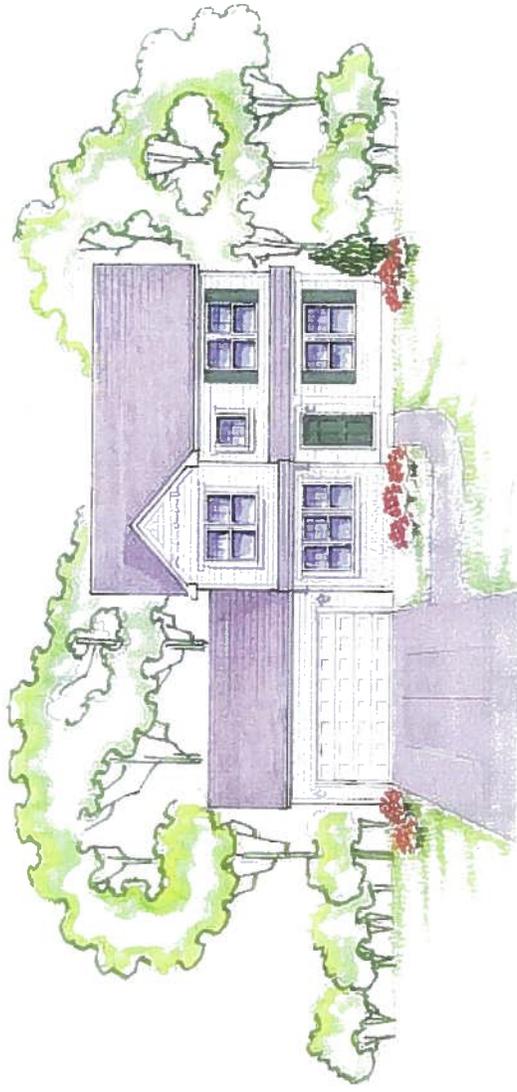
FLOOR PLAN

2,340 SQ. FT.

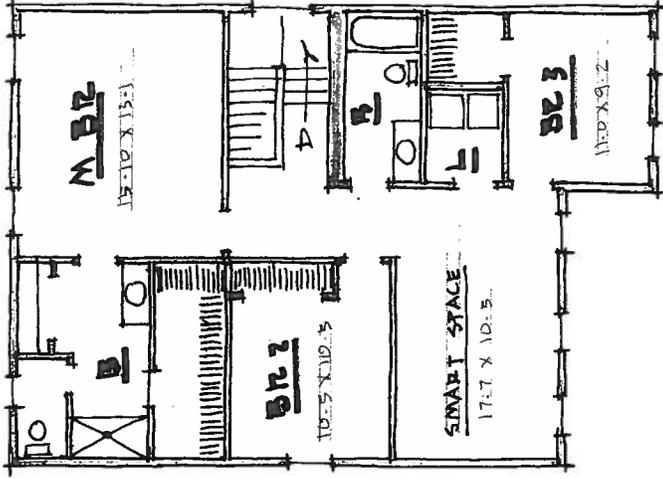
3 BEDROOM

2.5 BATHROOM

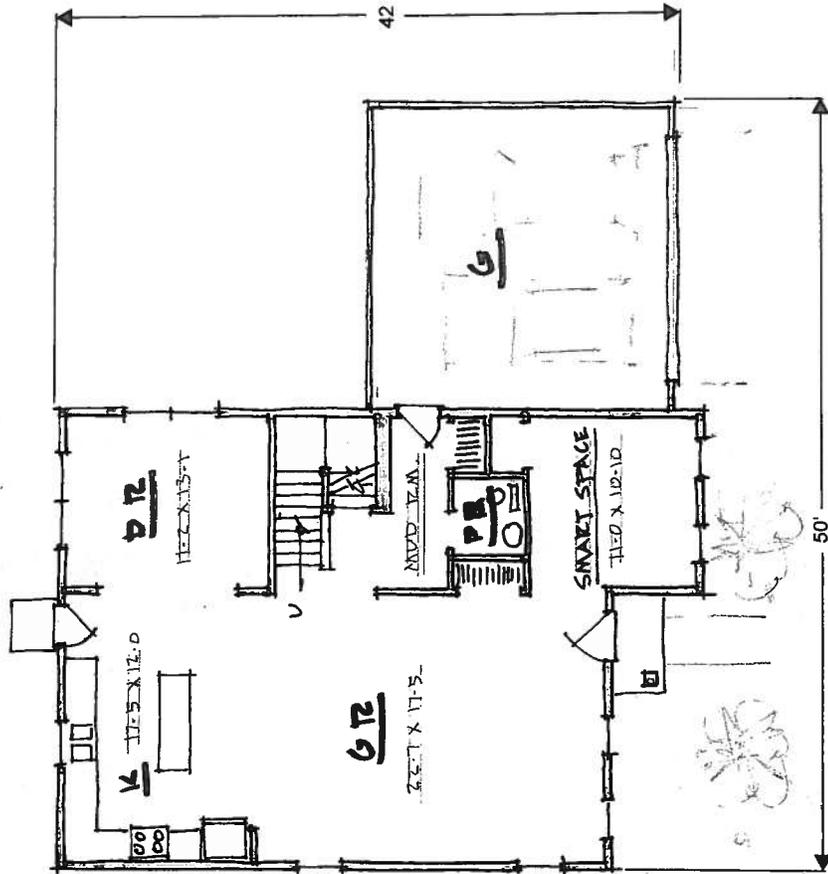
2 CAR GARAGE



FLOOR PLAN - 2340



SECOND FLOOR = 1170 SF



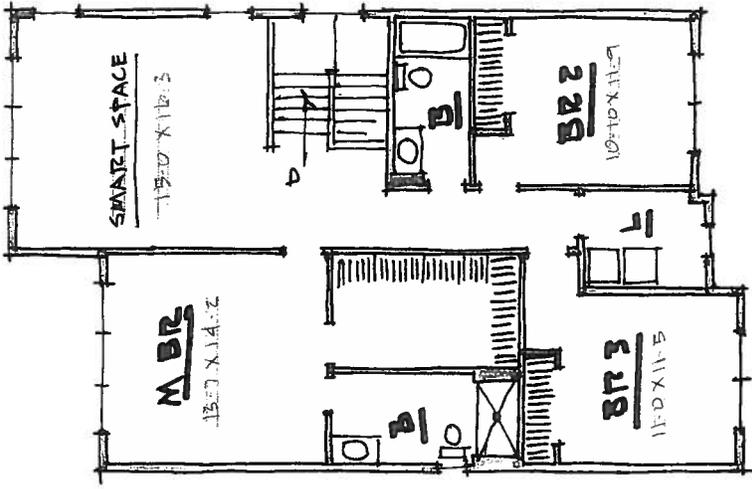
FIRST FLOOR = 1170 SF

FLOOR PLAN

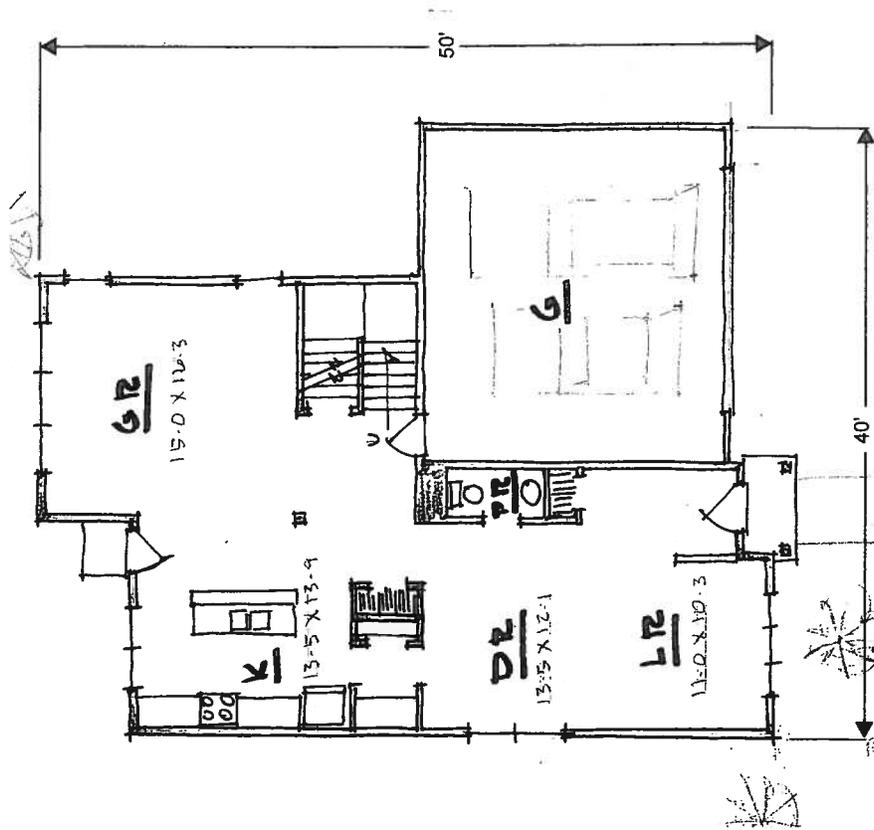
2,410 SQ. FT.

3 BEDROOM
2.5 BATHROOM
2 CAR GARAGE





SECOND FLOOR = 1328 SF



FIRST FLOOR = 1002 SF

FLOOR PLAN

2,496 SQ. FT.

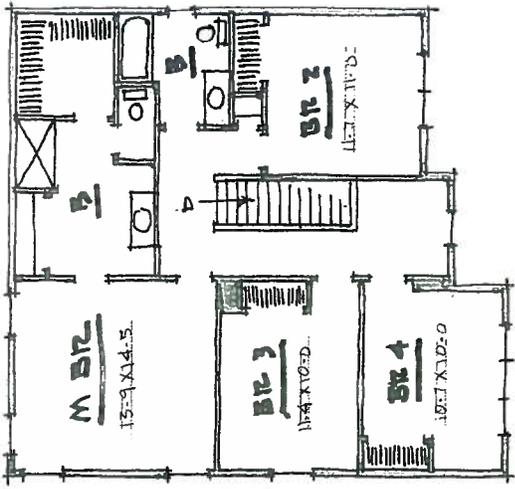
4 BEDROOM

2.5 BATHROOM

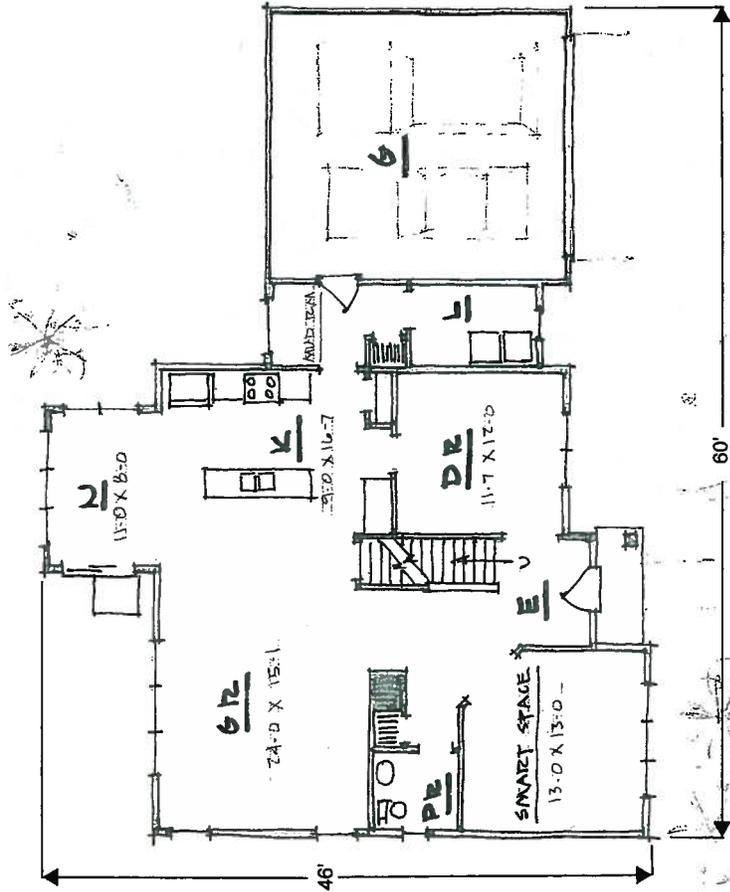
2 CAR GARAGE



FLOOR PLAN - 2496



SECOND FLOOR = 1138 SF



FIRST FLOOR = 1358 SF

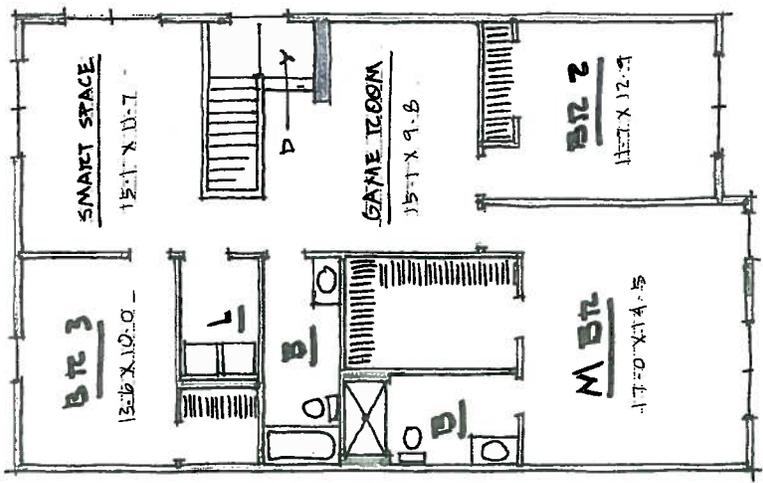
FLOOR PLAN

2,626 SQ. FT.

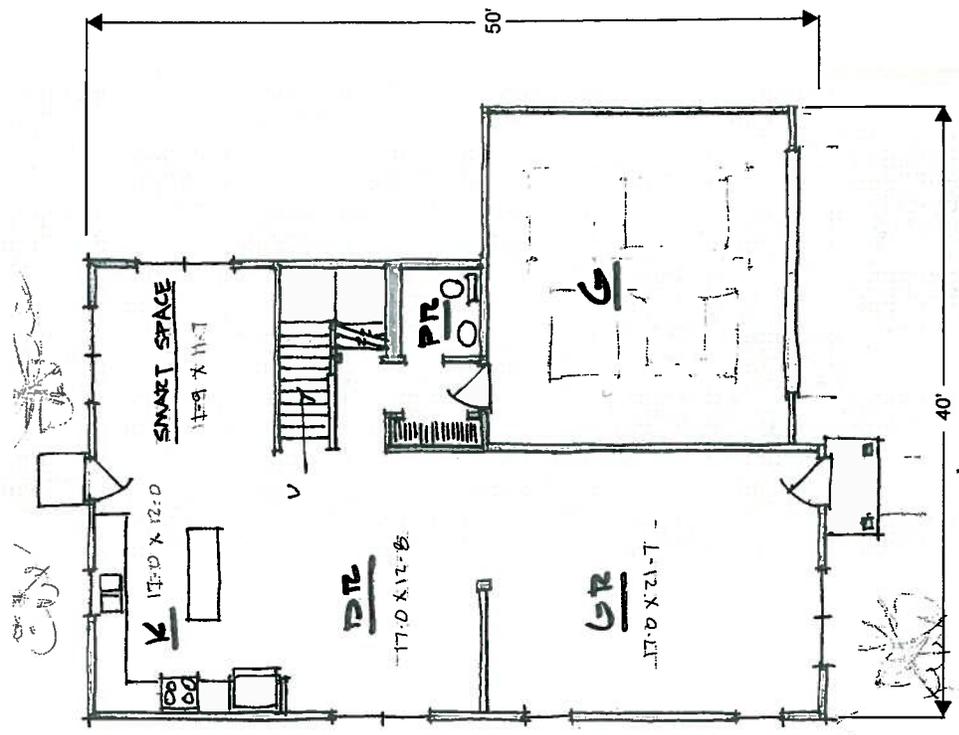
3 BEDROOM
2.5 BATHROOM
2 CAR GARAGE



FLOOR PLAN - 2626



SECOND FLOOR = 1435 SF



FIRST FLOOR = 1191 SF

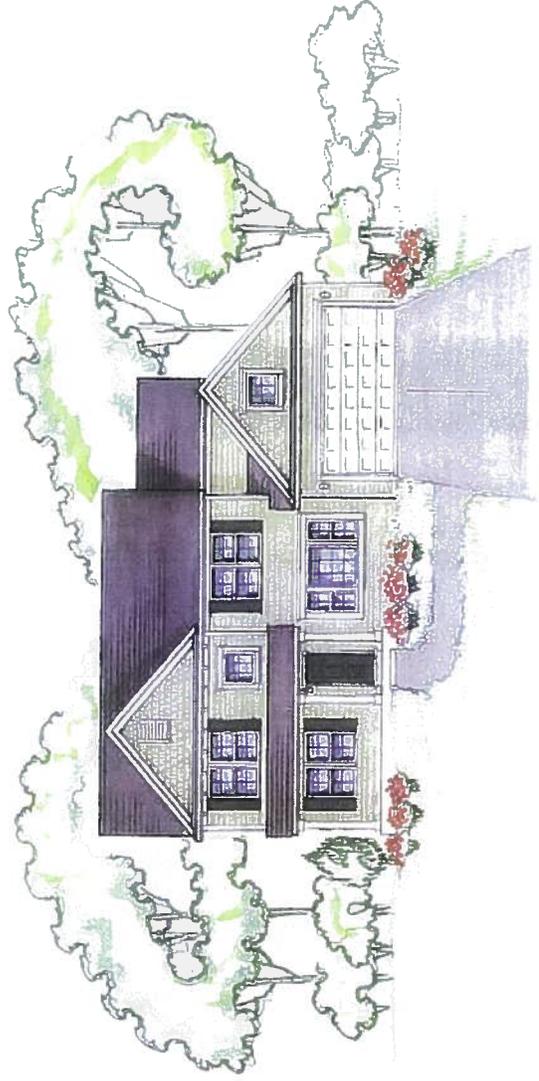
FLOOR PLAN

2,780 SQ. FT.

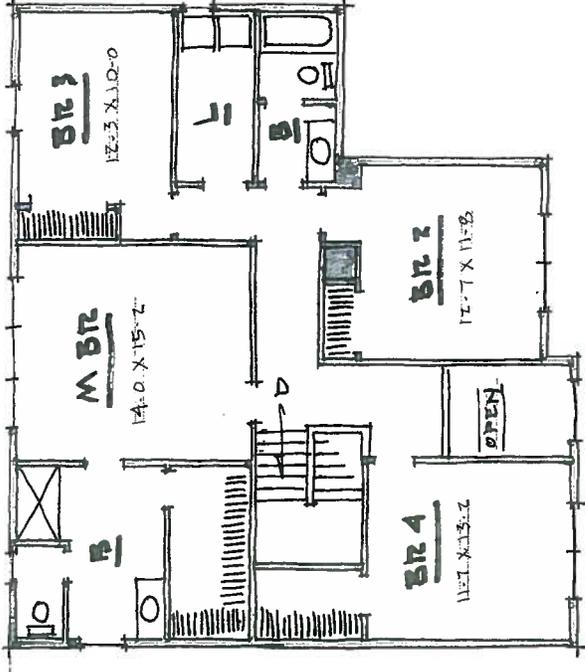
4 BEDROOM

2.5 BATHROOM

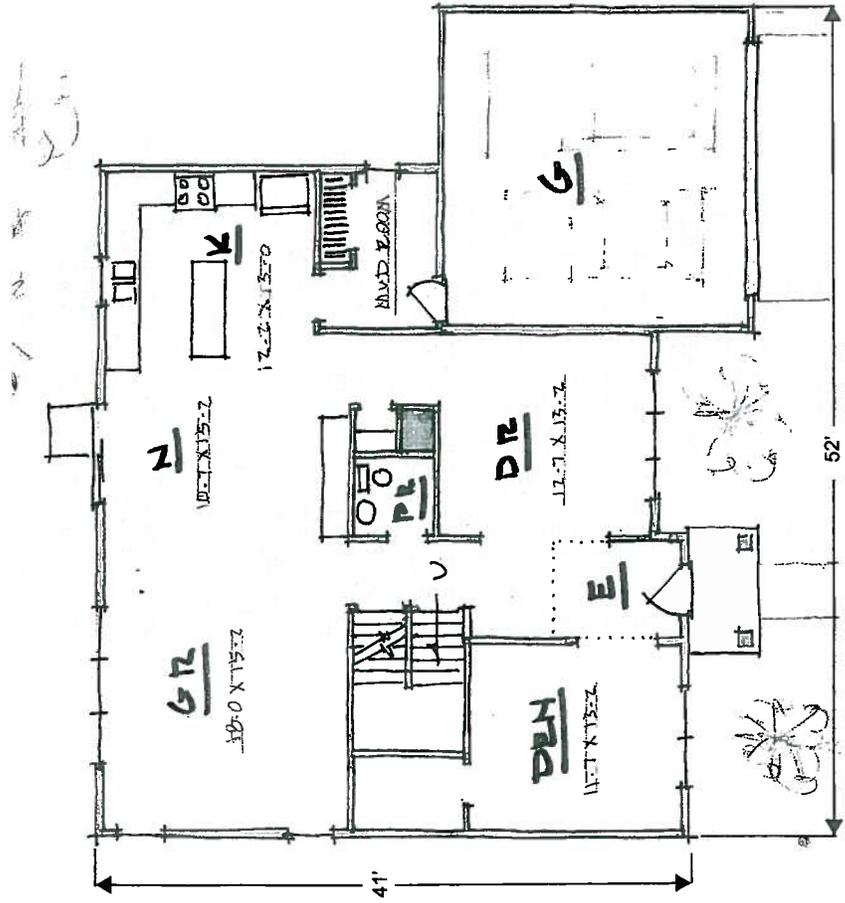
2 CAR GARAGE



FLOOR PLAN - 2780



SECOND FLOOR = 1390 SF

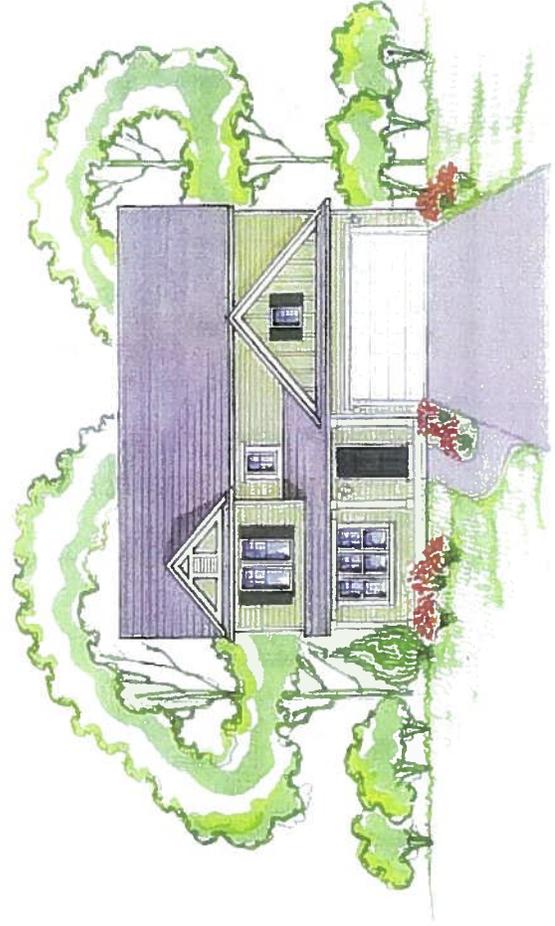


FIRST FLOOR = 1390 SF

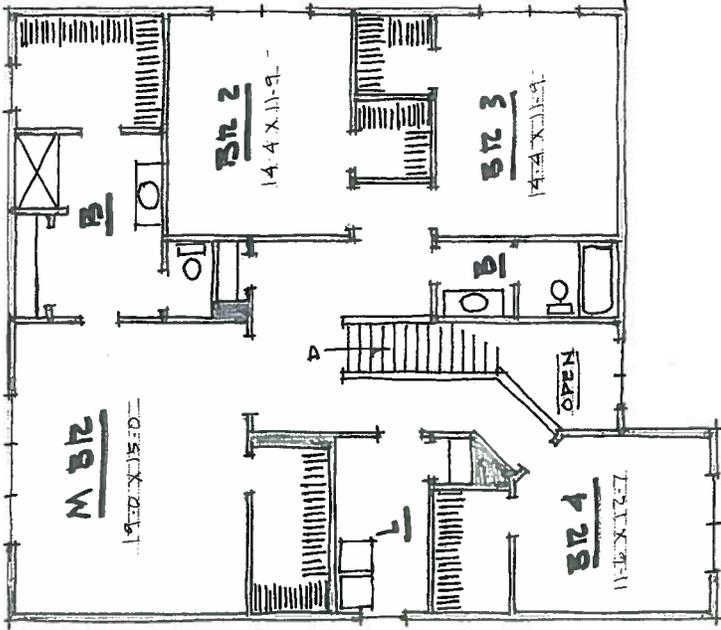
FLOOR PLAN

3,070 SQ. FT.

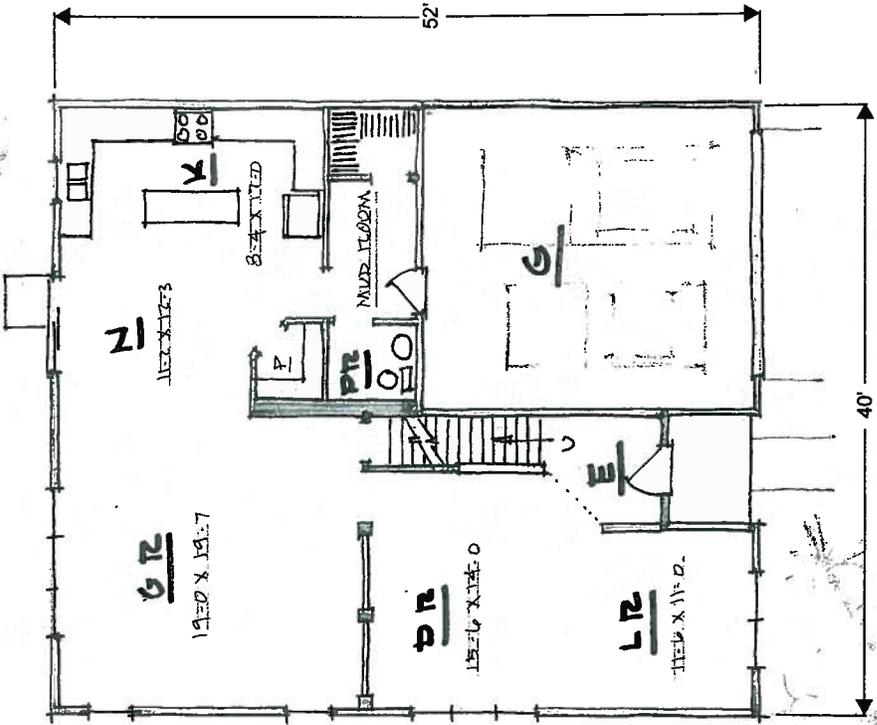
4 BEDROOM
2.5 BATHROOM
2 CAR GARAGE



FLOOR PLAN - 3070



SECOND FLOOR = 1696 SF



FIRST FLOOR = 1372 SF

FLOOR PLAN

3,080 SQ. FT.

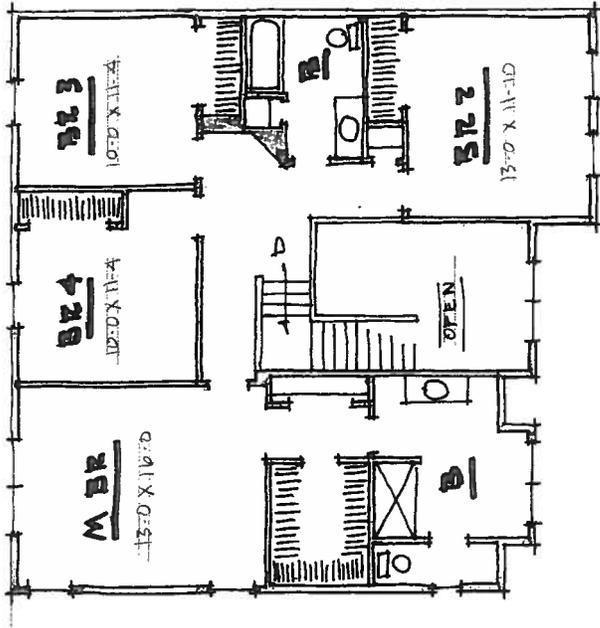
4 BEDROOM

2.5 BATHROOM

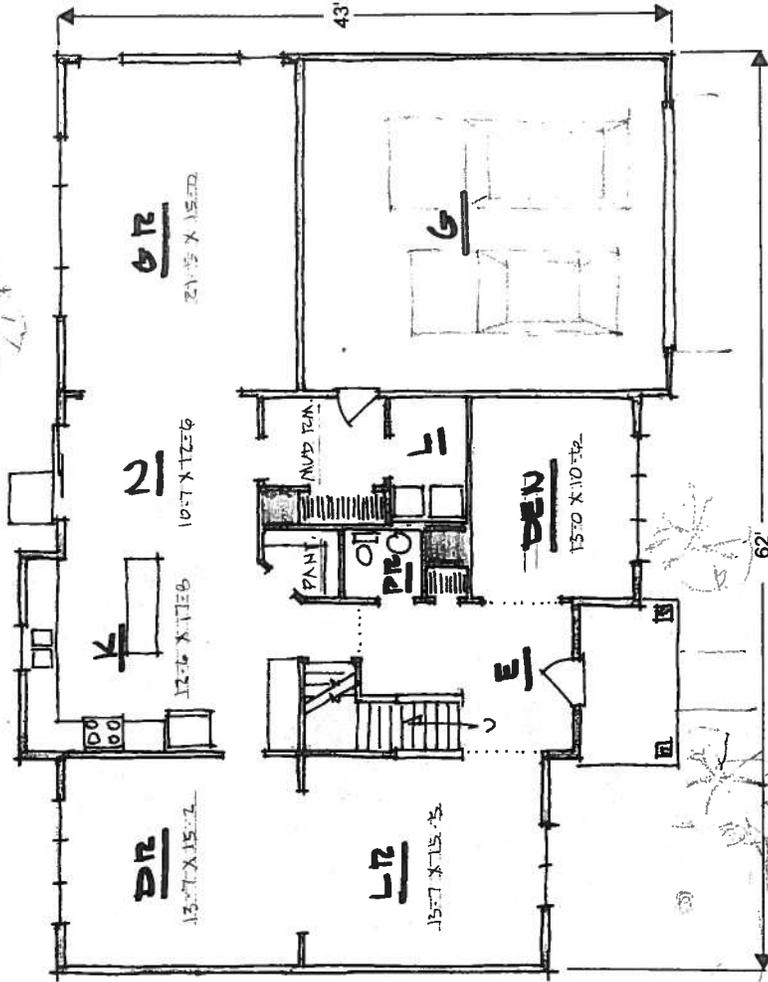
2 CAR GARAGE



FLOOR PLAN - 3080



SECOND FLOOR = 1355 SF



FIRST FLOOR = 1725 SF

FLOOR PLAN

3,420 SQ. FT.

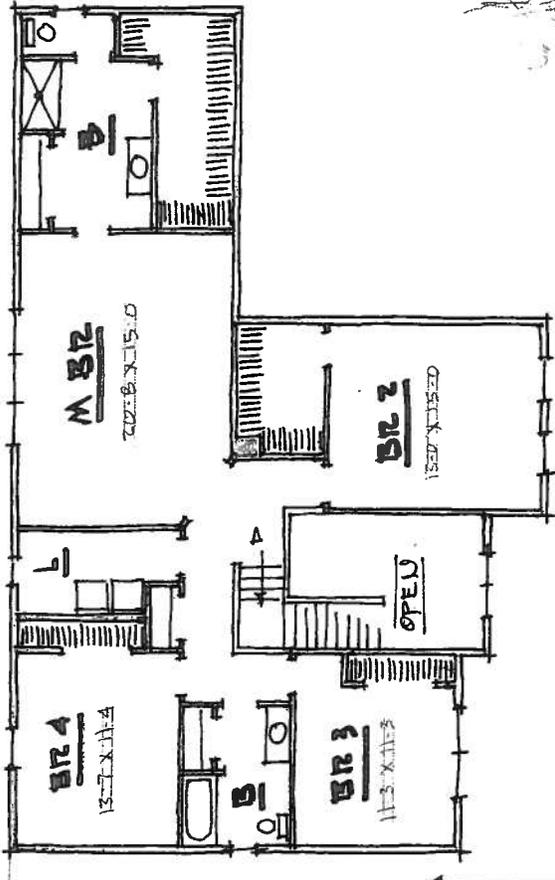
4 BEDROOM

2.5 BATHROOM

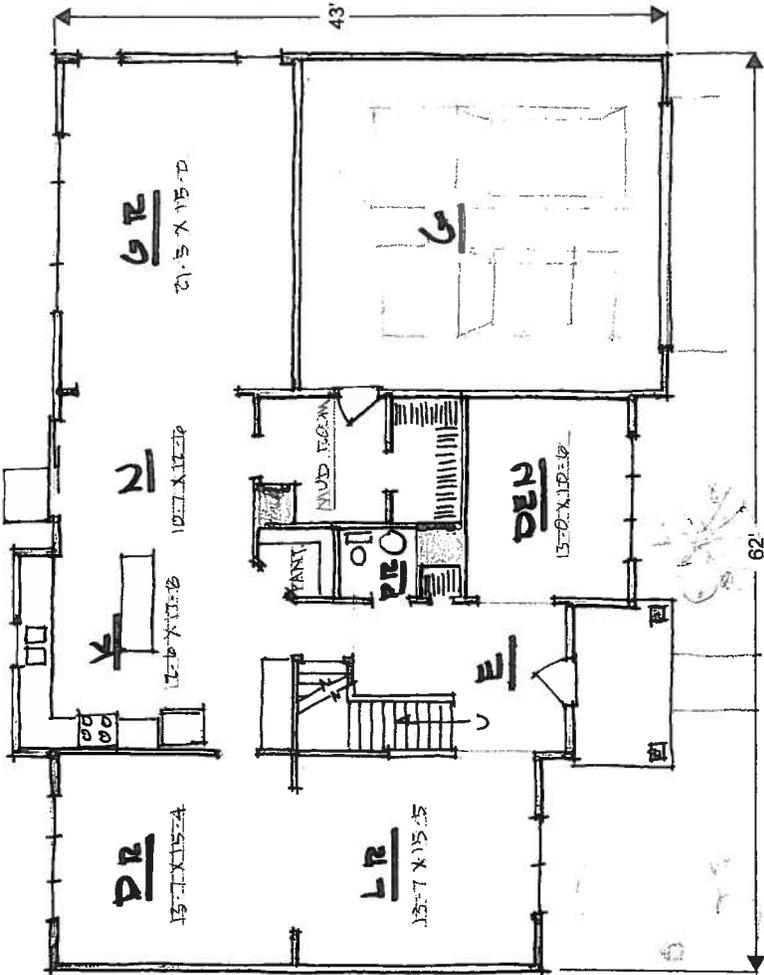
2 CAR GARAGE



FLOOR PLAN - 3420

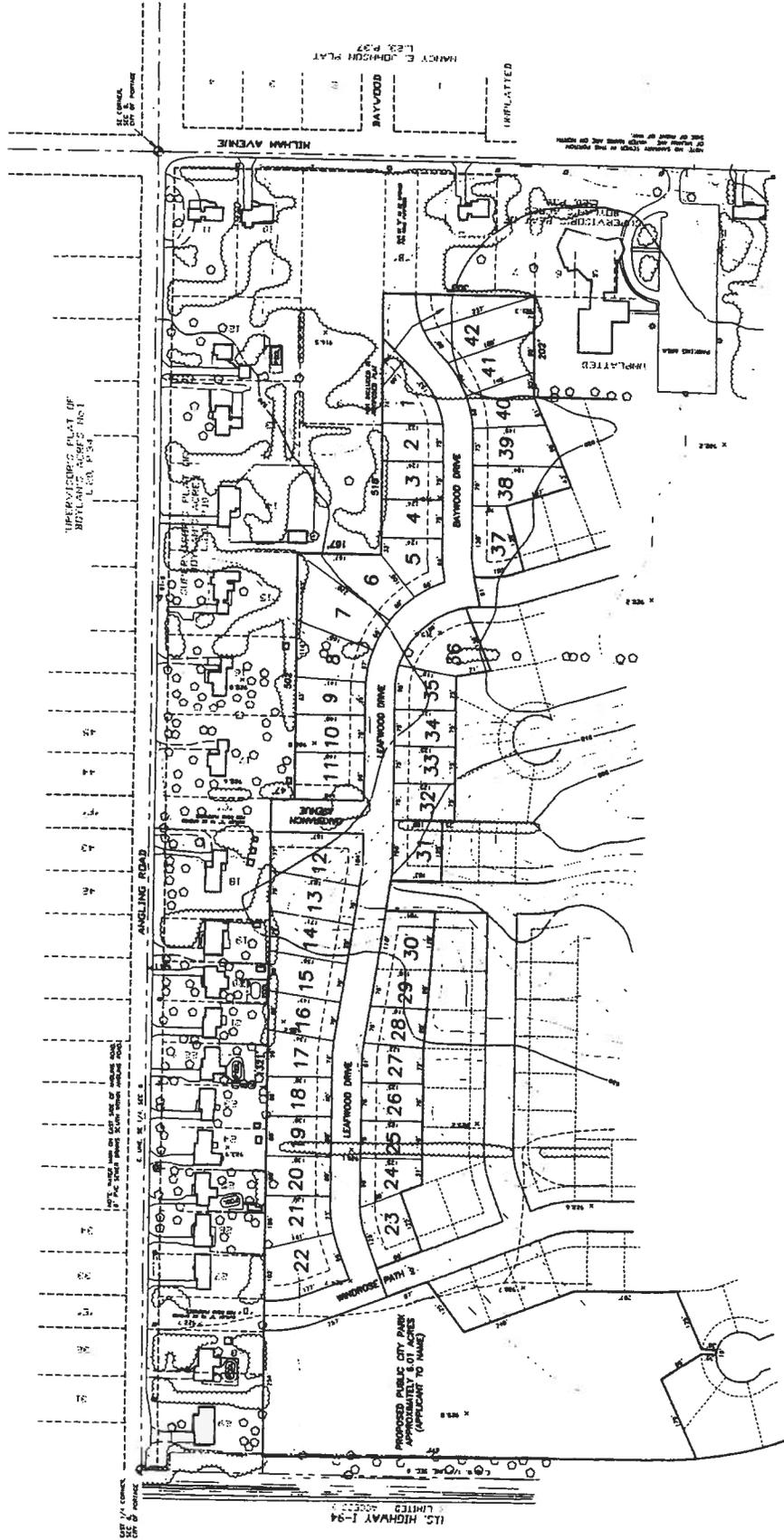


SECOND FLOOR = 1695 SF

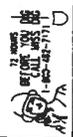


FIRST FLOOR = 1725 SF

PRELIMINARY PLAT PHASE ONE of "HARBORS WEST"



PRELIMINARY PLAT
PHASE ONE of "HARBORS WEST"
 PART OF SEC. 1, T. 11 N., R. 11 W., CO. OF WATKINS, MISSOURI
 Ingersoll, Watson & McEachern, Inc.
 CONSULTING CIVIL, ENGINEERING AND LAND SURVEYORS
 1122 East 24th Street, Independence, Missouri 64050-1007, Phone 816-344-0444
 DATE: 7/12/98
 SHEET NO.: 27896
 OF: 2
 JOB NO.: 28796-1



TO: Planning Commission

DATE: September 27, 2013

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

SUBJECT: 2012-13 Planning Commission Work Program Final Update and Proposed FY 2013-14 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 FY 2012-13 Work Program, adopted by the Planning Commission in November 2012. Progress made by the Commission on these work items during the past fiscal year is summarized below.

II. FY 2012-13 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 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.*

The Planning Commission continues 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 (see Goal 2 below for examples). Additionally, the Planning Commission also continues to ensure new development projects are 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 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.*

During the past fiscal year, the Planning Commission has reviewed/approved the following private development projects: conceptual plan amendment for Trade Centre Holdings LLC, 420 and 750 Trade Centre Way; specific plan for Marriott Courtyard, 420 Trade Centre Way; site plan for Bowers Manufacturing (addition), 6565 South Sprinkle Road; special land use permit and site plan for Verizon Wireless (monopine tower), 8080 Oakland Drive; special land use permit for Cristin VanderMolen

(group day care home), 2528 Vanderbilt Avenue; special land use permit and site plan for Portage Brewing Company, 7842 and 7908 Portage Road; site plan and height modification for FEMA Corporation (addition), 1716 Vanderbilt Avenue; height modification for Mueller Plastics (silos), 6700 South Sprinkle Road; specific plan for Repertoire Restaurant, 412 West Centre Avenue; special land use permit and site plan for Xtreme Clean Car Wash, 5121 South Westnedge Avenue; final plan for Sterling Oaks West Planned Development (Phase II), 1001 Gulfport Trail; site plan for Main Street Properties, 7509 South Westnedge Avenue; special land use permit for Lakeview Animal Hospital; site plan for Mulligans Grill and Steakhouse, 9136 Shaver Road; site plan for Summit Polymers (addition), 4750 Executive Drive; final plan for Southwest Michigan Dermatology, 3000 Old Centre Road; and special land use permit for Indoor Dog Day Care Center, 129 West Centre Avenue.

Several of the projects listed above included shared access arrangements and/or measures to protect adjacent residential uses including Portage Brewing Company, Xtreme Clean Car Wash, Repertoire Restaurant, Main Street Properties and Southwest Michigan Dermatology. Environmental issues were considered as part of the plan reviews for Marriott Courtyard, Repertoire Restaurant and Mulligans Grill and Steakhouse due to the presence of adjacent wetlands, floodplain and/or Portage Creek.

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.*

Two rezoning applications were considered and acted upon by the Planning Commission during the past fiscal year. At the request of City Council, the Commission reconsidered Rezoning Application #11-4, East Centre Avenue between Lakeview Drive and Garden Lane, at the August 2, 2012 meeting and recommended the southern 264-feet of 801, 809, 815, 821 and 827 East Centre Avenue be rezoned 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. Rezoning Application #12-1 involved a request to rezoning 9136 Shaver Road from I-1, light industry to B-3, general business and was recommended for approval by the Planning Commission at the November 15, 2012 meeting.

4. *Consider Zoning Code text amendments including, but not limited to, the City Council referrals and ordinances that emphasize, as appropriate, a green, sustainable and healthy community focus.*

During the past fiscal year, the Planning Commission considered one Community Quality Code text amendment. At the direction of City Council, the Commission completed a review and recommendation of a proposed Collection (Donation) Box Ordinance Amendment to Chapter 24 of the Code of Ordinances during December 2012/January 2013. At the January 17, 2013 meeting, the Commission voted unanimously to recommend to City Council approval of the Collection (Donation) Box Ordinance Amendment.

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. *Review the 2013 Major Thoroughfare Plan (Chapter 8 of the Comprehensive Plan) Status Update.*

In March 2013 and in conjunction with the annual CIP review, the Planning Commission also reviewed, discussed and accepted the 2013 Major Thoroughfare Plan Status Update (Chapter 8 of the Comprehensive Plan).

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

In March 2013, the Planning Commission reviewed, discussed and then recommended to City Council approval of the FY 2013-23 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).*

Updates were provided to City Council in November 2012 and April 2013.

9. *Respond to City Council referrals and directives.*

At the direction of City Council, a Business Sign Workshop was conducted in October 2012 to obtain Planning Commission comments and concerns regarding existing business signage issues across the city.

In addition and at the request of City Council, the Planning Commission provided ideas and suggestions with regard to the City of Portage 50th Anniversary Celebration during August/September 2012. As a follow-up to this City Council assigned task, the Planning Commission in November/December 2012 discussed ways in which the Portage business community can be recognized as part of the 50th Anniversary Celebration. In January 2013, the Commission established a subcommittee to develop operational details associated with the creation of a “pass book” of Portage businesses that citizens could patronize as a way of recognizing area businesses. The “pass book” concept was finalized and implemented in the June 2013 and is currently ongoing with business registration, citizen participation and monthly prize drawings. This program will conclude at the end of the calendar year with the December prize drawing occurring at the first meeting of the Planning Commission in January 2014.

- **Current Planning Activities** were also completed during the past fiscal year including the review and decision/recommendation of 12 site/final plans; six special land use permits; two zoning map applications [Rezoning Application #11-04, East Centre Avenue between Lakewood Drive and Garden Lane (reconsideration) and Rezoning Application #12-01, 9136 Shaver Road]; one ordinance text amendments [Ordinance Amendment #12-A, Collection (Donation) Box Ordinance]; one conceptual plan amendment review; two height modifications; and one Master Plan amendment for Oshtemo Township..
- **Long Range Planning Activities** were also completed. In January 2013, the Planning Commission reviewed and adopted the 2013 Recreation and Open Space Plan Update. In March 2013, the Planning Commission reviewed and recommended to City Council approval of the 2013-2023 Capital Improvement Program. Also in March 2013, the Commission reviewed, discussed and accepted the 2013 Major Thoroughfare Plan Status Report.
- **Planning Commission Training Sessions** were also completed. In February 2013, the Planning Commission received training sessions from the City Administration in the areas of Site Plan Review, Access Management & Storm Water Management and Groundwater Protection.

III. FY 2013-14 WORK PROGRAM (PROPOSED):

The proposed FY 2013-14 Planning Commission Work Program has been prepared and is attached for review and consideration. While the Approved FY 2013-14 Advisory Boards and Commissions Goals and Objectives, along with the FY 2013-14 City Council Mission Statement and Goals & Objectives, are typically provided to the Commission for consideration during review and approval of the Work Program, these have not yet been finalized. Since the Council assigned Planning Commission Goals & Objectives typically mirror the suggested Goals & Objectives recommended by the Commission in April, attached is a copy of the FY 2013-14 Goals & Objectives as recommended by the Commission in April 2013. If Council modifies the Planning Commission recommended FY 2013-14 Goals & Objectives, the Commission can amend the Work Program at a later date.

The Commission is advised to review and discuss the attached materials during the October 3, 2013 meeting and, if no further changes, adopt the FY 2013-14 Planning Commission Work Program.

Attachments: Adopted FY 2012-13 Planning Commission Work Program
Proposed FY 2013-14 Planning Commission Work Program
Planning Commissioner Recommended FY 2013-14 Goals and Objectives (April 2013)

S:/Commdev/2013-2014 Department Files/Board Files/Planning Files/PC Reports/PCWorkProgRpt2012-13 Status Update and Proposed 2013-14 Work Program.doc

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.

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 or the American Association of Planning website at www.planning.org.

FY 2013-14 PLANNING COMMISSION WORK PROGRAM

The FY 2013-14 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 2013-14.

- **Council Assigned Goals and Objectives** – Recommended Goals and Objectives developed by the Commission in April 2013 are listed below. If any changes are made to these FY 2013-14 Planning Commission Goals and Objectives, the Commission can amend the work program at a later date.

Recommended Goals and Objectives for FY 2013-14 include the following:

- 1) Review and update the Comprehensive Plan.
- 2) Continue to guide development to appropriately planned area 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, with the intent to achieve a well organized, balanced, sustainable, and efficient use of land at densities that:
 - Meets the current and future needs of city residents
 - Protects key natural and historic resources
 - Complements the existing and planned capacity of streets and infrastructure
- 3) During project plan review, consider the following:
 - Parking lot interconnection, driveway consolidation, access from adjacent local/collector street or other methods intended to improve traffic flow and safety.
 - Adjacent residential neighborhood protection measures.
 - Protection of environmentally sensitive areas such as those identified on the City of Portage Sensitive Land Use Inventory Map including regulated wetlands, ground water and surface water.
- 4) Consider and act appropriately upon site-specific rezonings in the context of the Comprehensive Plan and City Centre Area Plan to encourage sustainable residential, commercial, industrial, planned development and high-tech development opportunities, as appropriate.
- 5) 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 and assist with implementation of the updated Comprehensive Plan, amongst others.
- 6) When appropriate, engage the Youth Advisory Committee in the planning process.
- 7) Review and recommend the annual Capital Improvement Program.

PROPOSED

- 8) Forward update to goals for FY 2013-14 (November 2013 and April 2014) and recommended goals for FY 2014-15 (April 2014).
 - 9) Respond to all 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 2013-14, 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** – As noted in Item 1 above, ongoing Long Range Planning Activities by the Commission during FY 2013-14 include review and update of the Comprehensive Plan including the Major Thoroughfare Plan component (Chapter 8) and development of the Lake Center Business Subarea 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. Continued Planning Commission training sessions will be considered by staff during the upcoming fiscal year. Additionally, Planning Commissioners are encouraged to review information received from the Michigan Association of Planning (MAP) and visit the website at www.planningmi.org or the American Association of Planning website at www.planning.org.

Recommended 2013-2014 Goals and Objectives

1. Review and update the Comprehensive Plan.
2. Continue to guide development to appropriately planned area 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, with the intent to achieve a well organized, balanced, sustainable, and efficient use of land at densities that:
 - Meets the current and future needs of city residents
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3. During project plan review, consider the following:
 - Parking lot interconnection, driveway consolidation, access from adjacent local/collector street or other methods intended to improve traffic flow and safety.
 - Adjacent residential neighborhood protection measures.
 - Protection of environmentally sensitive areas such as those identified on the City of Portage Sensitive Land Use Inventory Map including regulated wetlands, ground water and surface water.
4. Consider and act appropriately upon site-specific rezonings in the context of the Comprehensive Plan and City Centre Area Plan to encourage sustainable residential, commercial, industrial, planned development and high-tech development opportunities, as appropriate.
5. 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 and assist with implementation of the updated Comprehensive Plan, amongst others.
6. When appropriate, engage the Youth Advisory Committee in the community planning process.
7. Review and recommend the annual Capital Improvement Program.
8. Forward update to goals for FY 2013-14 (November 2013 and April 2014) and recommended goals for FY 2014-15 (April 2014).
9. Respond to all City Council referrals and directives.

If Council needs any further information, please advise.

Sincerely,

CITY OF PORTAGE PLANNING COMMISSION

Paul Welch
Vice-Chairman

MATERIALS TRANSMITTED

CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Meeting – August 12, 2013

The City of Portage Zoning Board of Appeals meeting was called to order by Lowell Seyburn at 7:00 p.m. in the Council Chambers. Twelve people were in the audience.

MEMBERS PRESENT: Doug Rhodus, Jeffrey Bright, Lowell Seyburn, Tim Bunch, and Michael Robbe.

MEMBERS EXCUSED:

Glenn Smith, Mariana Singer, James White

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

APPROVAL OF THE MINUTES: Robbe moved and Bunch seconded a motion to approve the July 8, 2013 minutes as submitted. Upon voice vote, motion was approved 5-0.

OLD BUSINESS:

None

NEW BUSINESS:

ZBA #13-1, 9136 Shaver Road: Chair Seyburn advised the applicant that because a full Board was not present the applicant had the option to either proceed with only five voting members present or request the matter be postponed to the September 9, 2013 hearing date in hopes that more Board members would be present. The applicant stated they request postponement. A motion was made by Bright, seconded by Robbe to postpone the item until the September 9, 2013 meeting. Upon voice vote motion passed 5-0.

ZBA #13-2, 665 Mall Drive: Chair Seyburn advised the applicant that because a full Board was not present the applicant had the option to either proceed with only five voting members present or request the matter be postponed to the September 9, 2013 hearing date in hopes that more Board members would be present. The applicant stated they request postponement. A motion was made by Bunch, seconded by Robbe to postpone the item until the September 9, 2013 meeting. Upon voice vote motion passed 5-0.

ZBA #13-3, 9033 West End Drive: Chair Seyburn advised the applicant that because a full Board was not present the applicant had the option to either proceed with only five voting members present or request the matter be postponed to the September 9, 2013 hearing date in hopes that more Board members would be present. The applicant stated they request postponement. A motion was made by Bright, seconded by Rhodus to postpone the item until the September 9, 2013 meeting. Upon voice vote motion passed 5-0.

OTHER BUSINESS:

None

STATEMENT OF CITIZENS:

Ed Stiller, owner of 9126 Shaver Road, stated he may not be in town to attend the next meeting and wanted to go on record to say that the owner of 9136 Shaver Road denied him the use of his access driveway on the south side of his property, and that there was not a large change in elevation between 9126 Shaver Road and 9136 Shaver Road, and that he did not think the Board should grant variance #13-1.

Josh Weiner stated he looked forward to getting a new tenant for the long vacant property at 665 Mall Drive. Mr. Weiner stated he hoped that because they have revised some of their application materials, city staff would provide a positive recommendation next month.

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:27 p.m.

Respectfully submitted,

Jeff Mais
Zoning & Codes Administrator

CITY COUNCIL MEETING MINUTES FROM SEPTEMBER 10, 2013

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

Mayor Strazdas asked for a moment of quiet for fallen Michigan State Trooper Paul Butterfield. At the request of Mayor Strazdas, Pastor Chad Wells of First Baptist Church of Portage gave the invocation and the City Council and the audience recited the Pledge of Allegiance.

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

APPROVAL OF MINUTES: Motion by Urban, seconded by Reid, to approve the August 27, 2013 Regular Meeting Minutes as presented. Upon a voice vote, motion carried 4 to 0 with Councilmember Pearson abstaining.

* **CONSENT AGENDA:** Mayor Strazdas asked Mayor Pro Tem Reid to read the Consent Agenda. Mr. Ted Duckett, 228 Tamarix Avenue, asked that Item F.4, 2010 Census Liquor License, be removed from the Consent Agenda. Motion by Reid, seconded by Urban, to approve the Consent Agenda motions as amended. Upon a roll call vote, motion carried 5 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE OF SEPTEMBER 10, 2013:** Motion by Reid, seconded by Urban, to approve the Check Register of September 10, 2013, as presented. Upon a roll call vote, motion carried 5 to 0.

REPORTS FROM THE ADMINISTRATION:

* **PROPOSED TWO-YEAR LABOR AGREEMENT WITH THE UNITED AUTO WORKERS:** Motion by Reid, seconded by Urban, to authorize the Mayor and City Clerk to execute a two-year labor agreement between the City of Portage and the United Auto Workers. Upon a roll call vote, motion carried 5 to 0.

* **METSA COURT WATERMAIN PROJECT #314-W AND SOUTH WESTNEDGE AVENUE WATERMAIN PROJECT #315-W:** Motion by Reid, seconded by Urban, to adopt Resolution No. 1, accept the City Manager Reports and request preparation of Resolution No. 2 for Metsa Court Watermain Project #314-W and South Westnedge Avenue Watermain Project #315-W. Upon a roll call vote, motion carried 5 to 0. Resolution recorded on pages 117 and 119 of City of Portage Resolution Book No. 45.

* **CITY OF KALAMAZOO GIS PARCEL DATA SHARING AGREEMENT – BUILDING FOOTPRINTS:** Motion by Reid, seconded by Urban, to authorize the City Manager to execute the Digital Parcel and Building Footprint Data Sharing Agreement for Public Safety Dispatching with the City of Kalamazoo, as well as future amendments to this agreement on behalf of the City. Upon a roll call vote, motion carried 5 to 0.

2010 CENSUS LIQUOR LICENSE: Mr. Ted Duckett, 228 Tamarix Avenue, represented that he has been developing “The Repertoire” and asked how can a license be set aside for C.Y. of Portage when The Repertoire Coffee House and Theatre, Inc., was granted Conditional Approval through the Portage City Council. He indicated that he recently received a refund check from the State of Michigan for his application for the 2010 Census Liquor License. He discovered that the liquor license he thought was being held in reserve by the City for his planned development of The Repertoire Coffee House and Theatre, Inc., had been awarded by the State Liquor Control Commission to C.Y. of Portage, 400 Trade Center Way, aka TMI Hospitality or the Marriot Hotel. He indicated that he exercised due diligence in this matter, was never notified and felt slighted by the outcome. He assured City Council that the project is moving forward and asked for their patience and expressed his concern as C.Y. of Portage did not participate in the process. He recognized that Portage City Council and the Administration was not informed of this matter and indicated that he would be following up to determine what happened. He indicated that in May 2013, the liquor Control Commission informed him that the liquor license was still available.

Mayor Strazdas acknowledged his level of concern and shock and deferred to City Manager Maurice Evans, who pointed out that on June 26, 2012, City Council granted a quota license that was the result of an increase in population based upon the 2010 Census and that the City never owns a liquor license, but acts as an agent or conduit for the State Liquor Control Commission and explained the process. He acknowledged that the City was not informed by the Liquor Control Commission of their actions. He referred to Item F.4 and said that the recommendation is to rescind the Conditional Approval for the 2010 Census Liquor License granted to The Repertoire Coffee House and Theatre, Inc., since the work under the Conditional Approval was never completed. However, he also indicated that the Administration is aware that the applicants wish to move forward on this project. Next, he cited a number of licenses in escrow are available as well as some Resort licenses. Further, he said that it was his understanding that the liquor license is not held in reserve and that it is the decision of the Liquor Control Commission of what they are going to do with this license, and they decided to pass it on to the Marriot Courtyard. Discussion followed.

In answer to Councilmember Urban, Mr. Evans indicated that the Administration discovered that the Census License was no longer available, yesterday. Councilmember Urban indicated that City Council understood that in April 2103, they were granting C.Y. of Portage a different license, not the Census Liquor License, and that the Liquor Control Commission action was not anticipated, nor was it intended. Discussion followed. Councilmember Urban asked for the agreement of City Council to have the Administration investigate the timeframe of granting the C.Y. of Portage and taking it away from The Repertoire Coffee House and Theatre, Inc.

Mayor Strazdas asked Community Development Director Vicki Georgeau for her input and she indicated that the City is waiting for a written response from the Liquor Control Commission that explains what transpired and whether there is an appeals process because it was not staff's understanding that the approval in April 2013 superseded the provisional grant to The Repertoire Coffee House and Theatre, Inc.

Mr. Evans interjected that the Census Liquor License is gone, and we are trying to find out what the Liquor Control Commission did, but emphasized that the Census Liquor License is gone. He deferred to City Clerk James Hudson, who indicated that the Director of Licensing, Sharon Martin, informed him that in past cases the court has ruled once the liquor license is granted, it can not be rescinded because it is considered a property right, even though the City Council Resolution granting C.Y. of Portage a license did not read “above all others” as required by the Liquor Control Commission. Mr. Hudson indicated that this was reiterated in the Liquor Control Commission Communication December 1, 2011, along with the accompanying Resolution form with the words “above all others” imprinted on it to emphasize the need for those words.

Councilmember Pearson summarized the City Council process and expressed his own frustration with the matter and explained. He indicated an interest in tabling the motion, but with a willingness to hear more discussion before doing so. Mr. Evans emphasized that this license is gone and that rescinding the Conditional Approval to The Repertoire Coffee House and Theatre, Inc., is necessary because the conditions were not met. He did point out that the Liquor Control Commission has other licenses available for application, but, again, this license is gone, and the City Administration is going to try to find out everything possible with regard to this, including collaborating with the City Attorney.

City Attorney Brown said that what is before City Council tonight is the decision of Conditional Approval. He noted that the Liquor Control Commission took some action and that can be investigated, but the bottom line is, from a legal perspective, Portage City Council can not change the action taken by the Liquor Control Commission. As a result, he advised that a motion on this matter tonight should have the Conditional Approval for the 2010 Census Liquor License granted to The Repertoire Coffee House and Theatre, Inc., as a focus. He then noted that this focus was on the City Council Agenda before the City even had knowledge that the license was no longer available, for the sole reason that the extension granted in June 25, 2013, for 60 days was not satisfied and explained.

Mayor Pro Tem Reid indicated that if City Council rescinds the Conditional Approval for the liquor license, this might take some of the emphasis or power in trying to appeal the matter with the Liquor Control Commission, and taking no action can give the applicants more leverage with the Liquor Control Commission. She explained that since there is no license available, there is no harm in not rescinding the Conditional Approval of it.

Councilmember Urban clarified an implication made by Councilmember Pearson by indicating that the Liquor Control Commission did not change the order of the City of Portage competitive process; rather, C.Y. of Portage was outside the process and City Council thought the Census licensing process was complete, and that the C.Y. of Portage was a different kind of license and a different license. He indicated that the Liquor Control Commission did not jump someone ahead in our process; but because of the delays, the Census License had not been granted; and, they (the Liquor Control Commission) received a second Conditional Approval and decided to award the license to the second Conditional Approval applicant. Councilmember Urban then concurred with Mayor Pro Tem Reid and explained. Discussion followed.

In response to Councilmember Pearson, Community Development Director Vicki Georgeau indicated that C.Y. of Portage is requesting a Temporary Certificate of Occupancy with plans to be open in the next couple of weeks, or two to four weeks. She stated that at this time, they have applied for and received a liquor license, and it is their understanding that they have a license to operate. Also in answer to Councilmember Pearson, she indicated that the date of receipt was on September 4, the formal action date of the Liquor Control Commission decision.

Mayor Strazdas summed up and asked if there are any problems if City Council were to table this matter. City Attorney Brown indicated that he, too, only found out about this matter this afternoon, that his curiosity has peaked, and that he wishes to investigate the matter further as well. He then pointed out that tabling it now should have no legal ramifications and explained. Also, he said if City Council does table the matter, he will take the time to investigate the matter and come back with his findings. Discussion followed.

Motion by Pearson, seconded by Reid, to table the recommendation to rescind the Conditional Approval for the 2010 Census Liquor License granted to The Repertoire Coffee House and Theatre, Inc., until the September 24, 2013 City Council Meeting. Upon a roll call vote, motion carried 5 to 0.

* **SPECIAL MEETING FOR BOARD AND COMMISSION APPLICANTS:** Motion by Reid, seconded by Urban, to set a Special Meeting on Tuesday, October 8, 2013, beginning at 5:15 p.m., to interview board and commission applicants. Upon a roll call vote, motion carried 5 to 0.

COMMUNICATION:

HISTORIC DISTRICT COMMISSION CHAIRPERSON MARK REILE: Historic District Commission Chairperson Mark Reile provided a presentation regarding an update to the Historic District Commission's 50th Anniversary of the City of Portage activities in which he revealed the execution of the idea of trading cards with a drawing of an historic property on the front and specific information about the property on the back. This was an idea from Lilly, the daughter of Historic District Commission Member Suzanne Nemeth. Also, Ms. Nemeth etched the drawings on the cards which are being distributed to Portage Public School fourth grade classes and are planned to be sold for \$1.00 for a pack of nine cards. Mr. Reile provided a deck to each Councilmember present and Mayor Strazdas thanked Lilly for her contribution after she explained how it came about. Discussion followed. Motion by Reid, seconded by Urban, to receive the presentation from Historic District Commission Chairperson Mark Reile regarding an update to the commission's city anniversary activities. Upon a voice vote, motion carried 5 to 0.

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

- Portage Historic District Commission of June 5 and August 7, 2013.
- Portage Human Services Board of June 6, 2013.
- Portage Park Board of August 7, 2013.
- Portage Planning Commission of August 15, 2013.

COUNCIL COMMITTEE REPORT:

COMMUNITY SURVEY COMMITTEE - MAYOR PRO TEM CLAUDETTE REID: Mayor Pro Tem Reid reviewed the recent activity of the Community Survey Committee and subsequent discussions regarding options for conducting the survey and survey question options. She reviewed the recommendations of the Plan as discussed by the Committee. Discussion followed. Motion by Pearson, seconded by Bailes, to receive the presentation from Mayor Pro Tem Claudette Reid regarding recent activity of the Community Survey Committee and accept the recommendations contained in the Plan segment of the Survey Committee Meeting Minutes of September 5, 2013. Upon a roll call vote, motion carried 5 to 0.

BID TABULATIONS:

* **CONTRACTED SNOW REMOVAL:** Motion by Reid, seconded by Urban, to award three-year contracts for snow removal services to Wolverine Lawn Services, Incorporated, for crosswalks in the amount of \$4,025 per year and early morning snow removal in the City Centre Area in the amount of \$25,364 per year, and B & B Yardscape for sidewalk snow removal in the amount of \$14,400 per year, with the option to renew for three additional one-year periods and authorize the City Manager to execute all documents related to these actions on behalf of the city. Upon a roll call vote, motion carried 5 to 0.

* **SCHURING ROAD STORM DRAINAGE AND WATERMAIN REPLACEMENT PROJECT:** Motion by Reid, seconded by Urban, to award a contract to Lounsbury Excavating, Incorporated, of Paw Paw, Michigan, for the construction of the Schuring Road Storm Drainage and Watermain Replacement project in the not to exceed amount of \$103,100 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 5 to 0.

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL: Mayor Pro Tem Reid highlighted the Kalamazoo Area Foot Chase that took place at the Crossroads Mall with over 200 participants, a 3.5-mile fun run patterned after a police foot chase in pursuit of a fleeing suspect as a benefit for Michigan Concerns of Police Survivors, a Michigan based non-profit organization that benefits the families of police officers who have lost their lives in the line of duty. Mayor Pro Tem Reid also mentioned Michigan State Trooper Paul Butterfield, who passed away earlier in the day from a gun shot wound to his head as an example.

Mayor Strazdas commented on the progress of the Historic District Commission regarding the 50th Anniversary of the City of Portage and the trading card idea from Lilly, daughter of Historic District Commission Member Suzanne Nemeth. He also recognized the efforts of Councilmember Pearson regarding the Business Passbook Program concept from the Planning Commission.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 8:37 p.m.

James R. Hudson, City Clerk

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

SUMMARY ENVIRONMENTAL ACTIVITY REPORT
August 2013 (*updates in italics*)

<u>Project/Activity</u>	<u>Description</u>	<u>Status</u>
Portage City Landfill	Ongoing groundwater monitoring of former municipal landfill.	-City Council awarded a 3 year contract to American Hydrogeologic Corporation (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. General groundwater quality continues to improve, but site will require monitoring for the foreseeable future. 2011 sampling completed in March. Investigation into methane gas presence in the groundwater continues. First round of sampling completed in April 2012. Second round of sampling completed in June 2012. Initial results indicate no off-site impact. Annual report submitted to MDEQ. Review meeting held September 21, 2012 with MDEQ with follow-up in October. AHC currently compiling MDEQ sampling requirement costs necessary for closure at the former landfill site. <i>2013 sampling contract approved by City Council with AHC on July 23, 2013.</i> Weekly methane sampling is continuing on-site to collect base line data.
Site Inspection/Development Project Review	Review of existing business & industries and review of proposed business and industrial development projects for environmental protection purposes and/or building plans completed.	-Coordination with property owners and City or State agencies ongoing. <i>-Review of 8 site/building plans and/or plats completed in August 2013.</i>
Sewer Connection Program	Groundwater protection program requiring residential/business hookup to the sanitary sewer where available.	<i>-Sanitary sewer hookup permits issued in August 2013: 4 residential; 1 commercial. Two mandatory sewer connection deferralment hearings scheduled for deferralment subcommittee in September..</i>
West Lake Management Program	Special assessment district designed to maintain/improve lake conditions. Special emphasis on weed control and non-point source pollution reduction.	-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. Lake Association has completed 2012 plan and lake treatment completed in May 2012. Permitting complete for the 2013 season. Treatment to be performed by Aquatic Services, Inc. The Association has selected to use Restorative Lake Services for consulting services for 2013. <i>Treatment application completed in mid-June.</i> Follow-up inspection of treatment completed by Restoration Lake Services.
Retention Basin Sampling Program (Groundwater Elevation)	Investigation regarding potential impact of retention basins on groundwater levels.	-Historical monitoring continues to show minor impacts at most basins. From 1993 through 2009 the monitoring program showed stable groundwater impacts due to storm water 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. This program will focus primarily on groundwater level information. The 2012 report received and groundwater levels, especially on the east side of Portage, have decreased as a result of seasonal rainfall deficiencies. Groundwater table elevations show about a 6 inch increase over 2012 levels due to recent rain events.

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. Staff has been invited by MDEQ to participate in Water Supply Emergency Planning. Emergency planning roundtable held on June 10, 2013. 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. Sampling completed in June 2012 with minimal groundwater impacts. Sampling completed in June 2013 with results showing minimal impact.

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 Storm Water Pollution Prevention Initiative (SWIPPI) as required by NPDES permit. 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) completed December 11, 2009. SWIPPI was submitted for MDEQ approval on June 25, 2010. Received a notice from MDEQ rescinding the 2008 permit due to a recent court case ruling. MDEQ reinstated the 2003 permit for implementation. Information on new permit requirement was received in February 2011. MDEQ expected to issue new permit in 2014. The 2010-11 annual report was submitted on January 20, 2012. Storm water informational talk was given to Pfizer, Inc.,

employees on April 28, 2012. MDEQ scheduled an audit of the program on July 12, 2012. Audit completed with satisfactory results. Several follow-up items with MDEQ were addressed by staff in December 2012. City website updated in February to provide education of Illicit Storm Water Discharge. Currently, staff is working on proposals with other local governments to use a billboard advertising campaign for pollution awareness. 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 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 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. 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 Watershed 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 for watershed update was awarded to Calhoun County Conversation District. First kick-off meeting held December 13, 2012 to introduce working partners and information gathering. A meeting was held on March 12, 2013 to discuss the designated uses of the Portage River/Little Portage Creek watershed, the total maximum daily load of E-coli from samples taken and a review of community ordinances and policies that help protect the Watershed. Meeting held on June 11, 2013 to discuss identified water quality problems in the watershed. No new development.

Plan to implement and maintain an Illicit Discharge Elimination

-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

Program (IDEP).

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 MDEQ on June 25, 2010, and part of the SWIPPI. Two potential illicit discharges were investigated with MDEQ in February 2012. Completed an area-wide brochure to educate the public on Illicit Storm Water Discharges in conjunction with the Kalamazoo County Drain Commissioner. *The 2013 program of investigating storm water outfalls began in June and is continuing.* 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 which discharge to surface water. This work is required as part of the NPDES permit. The 2011 annual report received with minor surface water impacts from the Woodland Avenue discharge. The 2012 report received with continuing minor impacts from the Woodland Avenue outfall. Testing results are reported to MDEQ as part of the NPDES annual report.

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.

Facility is in operation with ribbon cutting held August 2, 2010. The facility is producing approximately one million gallons of water per day. 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 native landscaping seeding completed on November 16, 2012. Spring 2013 germination shows promising results. Area has required weeding of non-native species in summer. Staff currently working with the Environmental Board on informative signs and long-term maintenance plans.

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 August 2013 – 0. Number of environmental cleanups in August – 0. Emergency spill response contract for 2013-14 with Terra Contracting has been renewed.

Southwest Michigan Regional Sustainability Covenant

Collaborative effort with local government, academic, and other

-On May 12, 2009, City Council approved the Southwest Michigan Regional Sustainability Covenant. A sustainability work session was held April 14, 2010,

stakeholders to lead toward environmental, economic and social sustainability.

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 MDEQ 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.