

PLANNING COMMISSION

February 21, 2013

The City of Portage Planning Commission meeting of February 21, 2013 was called to order by Chairman Cheesebro at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Two citizens were in attendance.

MEMBERS PRESENT:

Miko Dargitz, Bill Patterson, Dave Felicijan, James Cheesebro, Paul Welch and Wayne Stoffer.

MEMBERS ABSENT:

None.

MEMBERS EXCUSED:

Allan Reiff, Rick Bosch and Dave Artley.

IN ATTENDANCE:

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

PLEDGE OF ALLEGIANCE:

Chairman Cheesebro led the Commission in the Pledge of Allegiance.

APPROVAL OF MINUTES:

Chairman Cheesebro referred the Commission to the January 17, 2013 meeting minutes contained in the agenda packet. A motion was offered by Commissioner Welch, seconded by Commissioner Patterson, to approve the minutes as submitted. The motion was unanimously approved.

SITE/FINAL PLANS:

1. Main Street Properties, 7509 and 7545 South Westnedge Avenue. Mr. West summarized the staff report dated February 15, 2013 regarding the request from Main Street Properties IV LLC to construct a 4,950 square foot restaurant/office building along the northern portion of the zoning lot. Mr. West stated the original site plan for Main Street Properties was approved February 2007 and included retention of the 8,240 square foot Sauder Furniture building (formerly Furniture Now), construction of a new 5,624 square foot Main Street Pub building, construction of a future 8,960 square foot retail building and associated site improvements. Mr. West stated the applicant is now proposing to replace the 8,960 square foot future retail building with a 4,950 square foot restaurant/office building.

As part of the February 2007 site plan approval, Mr. West indicated the applicant agreed to close the existing full-service driveway located along the southern portion of the zoning lot and install a 10-foot greenstrip area "within 24 months of site plan approval or upon a change in occupancy or redevelopment of the Furniture Now building, whichever comes first." In August 2009, Mr. West stated the Planning Commission subsequently approved a two-year extension to close the southern driveway and install the 10-foot greenstrip area until September 15, 2011 or until redevelopment of the south building, whichever occurs first. In conjunction with the site plan, Mr. West indicated the applicant is also requesting another extension to close the southern driveway and install the greenstrip until redevelopment of the furniture store building occurs. Based on information provided by the applicant, Mr. West indicated that closure of the southern

driveway and installation of the 10-foot greenstrip may adversely impact operations at the existing furniture store. Mr. West stated the loading/unloading area for the furniture store is located along the southeast corner of the building and truck deliveries (incoming and outgoing) currently utilize the southern driveway, which minimizes maneuvering conflicts with Main Street Pub and future restaurant/office tenants to the north. Mr. West also indicated that closure of the southern driveway and restoration of the 10-foot greenstrip area would result in the loss of seven existing parking spaces in front of the furniture store building. Based on these existing conditions and given the minimal traffic generation associated with the furniture store use, Mr. West indicated staff believes the applicant's request is reasonable. Although the applicant indicates the driveway will be closed upon redevelopment of the furniture store, Mr. West indicated staff is recommending that continuation of this driveway be evaluated upon submittal of a site plan.

Mr. Jeff Maddox (representing Main Street Properties) was present to support the site plan and driveway closure extension request. Mr. Maddox stated the southern driveway was important to the furniture store tenant for truck deliveries and customer parking and agreed with the staff position that it should be evaluated with redevelopment of the building. After a brief discussion, a motion was made by Commissioner Welch, seconded by Commissioner Stoffer, to approve the Site Plan for Main Street Properties, 7509 and 7545 South Westnedge Avenue, with the continuation of the southern driveway and installation of the 10-foot greenstrip to be evaluated upon submittal of a site plan for redevelopment of the furniture store building. The motion was unanimously approved.

PUBLIC HEARINGS:

None.

OLD BUSINESS:

None.

7:20pm - The Commission convened the meeting to City Hall Conference Room No. 1

NEW BUSINESS:

1. Planning Commission Training – Site Plan Review, Access Management & Storm Water Management and Groundwater Protection. Mr. Forth distributed handout materials and proceeded with the Site Plan Review & Access Management portion of the Powerpoint presentation. Mr. Forth discussed the purpose of a site plan, legal authority to require submission of a site plan, site plan review standards, internal review process and important site plan components. Mr. Forth also discussed the purpose of access management, basic principles and benefits of access management, effective access management techniques and common tools used to implement access management. The Commission and staff engaged in various questions/answers and discussion.

Mr. Barnes presented the Storm Water Management and Groundwater Protection portion of the presentation. Mr. Barnes provided general storm sewer statistics for the City of Portage, discussed the differences between storm water and drainage, provided an overview of the City of Portage Storm Water Design Criteria Manual including risk assessment, storm water treatment criteria and strategies, and best management practices and techniques. The Commission and staff engaged in various questions/answers and discussion.

STATEMENT OF CITIZENS:

None.

ADJOURNMENT:

There being no further business to come before the Commission, the meeting was adjourned at 9:20 p.m.

Respectfully submitted,

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