

PLANNING COMMISSION

March 7, 2013

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

MEMBERS PRESENT:

Miko Dargitz, Bill Patterson, Dave Felicijan, James Cheesebro, Paul Welch, Rick Bosch, Allan Reiff and Wayne Stoffer (arrived at 7:04 p.m.).

MEMBERS ABSENT:

Dave Artley.

MEMBERS EXCUSED:

None.

IN ATTENDANCE:

Christopher Forth, Deputy Director of Planning, Development and Neighborhood Services; 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 February 21, 2013 meeting minutes contained in the agenda packet. Commissioner Reiff stated he would be abstaining from voting since he was not present at the meeting. A motion was offered by Commissioner Welch, seconded by Commissioner Patterson, to approve the minutes as submitted. The motion was approved 6-0-1 with Commissioner Reiff abstaining.

SITE/FINAL PLANS:

1. Sterling Oaks West (Phase II), 1001 Gulfport Trail. Chairman Cheesebro stated he lived in close proximity to the proposed development and would be abstaining from discussion and voting on the project.

Mr. West summarized the staff report dated February 28, 2013 regarding the request from Sterling Oaks Development Company to construct Phase II of the Sterling Oaks West Planned Development (PD). Mr. West stated Phase II involves the extension of Gulfport Trail, construction of the remaining private streets (Gulf Breeze Road and Gulf Breeze Court), construction of 20 residential condominium units (12 detached dwellings and four 2-unit attached dwellings) and three unplatted parcels. Mr. West discussed the maximum number of dwelling units that are allowed by the International Fire Code with only one point of ingress/egress (30 units) and options available to the developer to secure a second point of ingress/egress. Mr. West indicated the Final Plan is consistent with the March 2007 approved Tentative Plan for the Sterling Oaks West PD and staff was recommending approval subject to the maximum number of residential units be limited to 30 in accordance with the International Fire Code until a second means of ingress and egress is provided.

Mr. Randy Ligman, Ingersoll, Watson & McMachen (applicant's representative), was present to support the final plan. After a brief discussion regarding the elimination of the proposed pedestrian walkway between Sterling Oaks West and Sterling Oaks South, a motion was made by Commissioner Patterson, seconded by Commissioner Felicijan, to recommend to City Council that the Final Plan for Sterling Oaks West PD (Phase

II), 1001 Gulfport Trail, be approved subject to the maximum number of residential units be limited to 30 in accordance with the International Fire Code until a second means of ingress and egress is provided. The motion was approved 8-0-1 with Chairman Cheesebro abstaining.

PUBLIC HEARINGS:

1. Special Land Use Permit: Lakeview Animal Hospital, 8818 Portage Road. Mr. West summarized the staff report dated February 28, 2013 regarding the request by Lakeview Animal Hospital to establish a veterinary hospital/clinic at 8818 Portage Road. Mr. West stated the existing 3,750 square foot building would be renovated to accommodate the use and no site improvements were proposed. Mr. West indicated the Zoning Board of Appeals (ZBA) granted Lakeview Animal Hospital a variance on February 11, 2013 to allow operation of a veterinary hospital at this location since the adjacent property is zoned R-1B, one family residential subject to: 1) A six-foot privacy fence along the west property line be maintained to protect adjacent residential properties; 2) No outdoor kennels or runs are provided on site; 3) The hospital/clinic be limited to the treatment of small animals (i.e. domesticated pets); and 4) No animal crematory facilities shall be provided on site. Mr. West also indicated that all activities associated with the veterinary hospital/clinic will be conducted in the totally enclosed building. Mr. West stated the application fulfills the criteria for issuance of a special land use permit and staff was recommending approval.

Mr. Darrell Greathouse was present to support the application and distributed preliminary elevation drawings that identified his plans to improve the building appearance. Chairman Cheesebro opened the public hearing. No citizens spoke regarding the proposed veterinary hospital/clinic. A motion was made by Commissioner Stoffer, seconded by Commissioner Welch, to close the public hearing. The motion was unanimously approved. A motion was then made by Commissioner Welch, seconded by Commissioner Felicijan, to approve the Special Land Use Permit for Lakeview Animal Hospital, 8818 Portage Road. The motion was unanimously approved.

OLD BUSINESS:

None.

7:28pm - The Commission took a short recess.

7:34pm - The Commission reconvened the meeting in City Hall Conference Room No. 2

NEW BUSINESS:

1. 2013 Major Thoroughfare Plan Status Update Report. Mr. Forth referred the Commission to the 2013 Major Thoroughfare Plan Status Update Report that was provided as a separate document and asked if there were any questions or comments. Several Commission members noted it was helpful to have updated traffic information for the city. A motion was then made by Commissioner Bosch, seconded by Commissioner Stoffer, to accept the 2013 Major Thoroughfare Plan Status Update Report. The motion was unanimously approved.

1. FY 2013-2023 Capital Improvement Program. Mr. Forth summarized the February 22, 2013 memo from City Manager Evans that provided an overview of the FY 2013-2023 Capital Improvement Program (CIP) document with emphasis on the FY 2013-2014 budget year. Mr. Forth discussed the timeline for Planning Commission review of the document and indicated a recommendation to City Council was needed by the March 21st meeting.

Commissioner Reiff asked if money generated through the sale of vehicles, such as a fire truck, is identified as a revenue source in the CIP. Mr. Forth indicated he would provide an answer prior to the next meeting. Mr. Forth did note that the funds from the sale of the former South Westnedge Avenue Portage Community Center

facility had been allocated to development of the Eliason Nature Reserve. Commissioner Reiff also asked whether the 12th Street Sidewalk project should be given a higher priority and moved up in the schedule. Mr. Forth indicated it's an expensive sidewalk project and identified for funding in an appropriate budget year. Commissioner Dargitz asked why the Metsa Court water main extension project was given such a high priority since it only served a few homes. Mr. Forth indicated it was a petitioned request from the residents and was evaluated by the Transportation & Utilities Department based on the specific circumstances. Commissioner Felicijan asked why the Storm Water Drainage Improvements project was given such a high priority and funding while other neighborhoods that are experiencing flooding have not received the same attention. Mr. Forth stated the project was evaluated by the Transportation & Utilities Department based on the specific circumstances. The Commission concurred that additional discussion of the CIP could occur at the March 21, 2013 meeting, prior to formulating a recommendation to City Council. Chairman Cheesebro asked that any Commission questions regarding the CIP be forwarded to staff in advance of the March 21, 2013 meeting so that appropriate responses can be obtained.

STATEMENT OF CITIZENS:

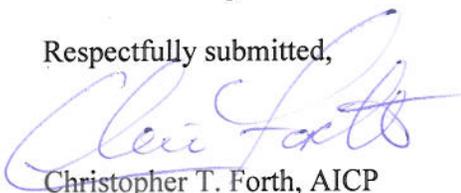
None.

ADJOURNMENT:

Commissioner Dargitz provided an update on the 50th Anniversary Celebration "pass book" idea being worked on by the subcommittee. Commissioner Dargitz distributed a sample entry form that was developed by the subcommittee. The Commission discussed copying and advertising options including use of the City of Portage website and Portager newsletter. Mr. Forth stated he would check regarding use of the city website and/or Portager newsletter. Mr. Forth also suggested the Planning Commission prepare a short memo to City Council that details the "pass book" idea and timeframe for implementation. Commissioner Felicijan stated he would prepare a draft communication to City Council for full Commission review at the March 21, 2013 meeting.

There being no further business to come before the Commission, the meeting was adjourned at 8:30 p.m.

Respectfully submitted,



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