



PLANNING COMMISSION

October 2, 2014

CITY OF PORTAGE PLANNING COMMISSION

A G E N D A

October 2, 2014

(7:00 p.m.)

Portage City Hall Council Chambers

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES:

- * September 18, 2014

SITE/FINAL PLANS:

- * 1. Revised Site Plan/Request to Exceed Maximum Parking Requirement for Latitude 42, 7842 and 7908 (portion thereof) Portage Road
- * 2. Final Plan: 1st Source Bank, 2301 West Centre Avenue
- * 3. Site Plan: Kenco Development, 6501 Portage Road

PUBLIC HEARINGS:

- * 1. Final Report: Rezoning Application #15-1, 6291 South 12th Street

OLD BUSINESS:

NEW BUSINESS:

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED

August 26, 2014 City Council regular meeting minutes

August 26, 2014 City Council special meeting minutes

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

PLANNING COMMISSION

September 18, 2014

DRAFT

The City of Portage Planning Commission meeting of September 18, 2014 was called to order by Chairman Welch at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Four citizens were in attendance.

PLEDGE OF ALLEGIANCE:

Chairman Welch led the Commission in the Pledge of Allegiance.

IN ATTENDANCE:

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

ROLL CALL:

Mr. Forth called the roll and the following Commissioners were present: Patterson, Stoffer, Welch, Schimmel, Somers and Richmond. Chairman Welch indicated he did receive requests from Commissioners Felicijan, Bosch and Dargitz to be excused from the meeting. A motion was made by Commissioner Schimmel, seconded by Commissioner Somers, to approve the roll excusing Commissioners Felicijan, Bosch and Dargitz. The motion was unanimously approved 6-0.

APPROVAL OF MINUTES:

Chairman Welch referred the Commission to the August 21, 2014 meeting minutes contained in the agenda packet. A motion was made by Commissioner Patterson, seconded by Commissioner Somers, to approve the minutes as submitted. The motion was unanimously approved 6-0.

SITE/FINAL PLANS:

None.

PUBLIC HEARINGS:

1. Active Home Occupation Permit (Denisa Darsow), 249 Equestrian Drive. Mr. West summarized the staff report dated September 12, 2014 regarding the request for an Active Home Occupation Permit from Ms. Denisa Darsow to establish a one chair hair salon within her residence located at 249 Equestrian Drive. Mr. West indicated an approximate 8-foot by 12-foot portion of the attached garage would be renovated to living space to accommodate the hair salon. Mr. West briefly discussed the application materials including the hours of operation, anticipated number of clients and traffic generation associated with the proposed hair salon and also summarized the review criteria for Active Home Occupations as outlined in Section 42-129 of the Zoning Code. Mr. West then referred the Commission to a letter dated September 12, 2014 from Ms. Laurie Bailey, 302 Equestrian Drive (included in final agenda packet), and briefly discussed parking available at the site.

Ms. Denisa Darsow (applicant/owner) was present to support the Active Home Occupation Permit and to discuss anticipated traffic generation and available parking at her residence. Ms. Darsow indicated there may be times when there would be a client overlap for a short period of time, however, most of her appointments would be staggered so that two clients would not be present at any one time. Ms. Darsow also indicated her property has an attached two-car garage and associated driveway that can has room for two additional vehicle parking spaces without blocking the sidewalk. The public hearing was opened by Chairman Welch. No

citizens spoke regarding the proposed Active Home Occupation Permit. A motion was made by Commissioner Patterson, seconded by Commissioner Stoffer, to close the public hearing. The motion was unanimously approved 6-0. A motion was then made by Commissioner Somers, seconded by Commissioner Stoffer, to approve the Active Home Occupation Permit for Ms. Denisa Darsow (one chair hair salon), 249 Equestrian Drive. The motion was unanimously approved 6-0.

2. Preliminary Report: Rezoning Application #15-1, 6291 South 12th Street. Mr. Forth summarized the preliminary staff report dated September 12, 2014 regarding a request from Pinefield, LLC to rezone 6291 South 12th Street from R-1B, one family residential to R-1T, attached residential. Mr. Forth indicated the rezoning would facilitate future expansion of the Pinefield Townhomes development project. Mr. Forth discussed the surrounding land use/zoning designation of adjacent properties, Comprehensive Plan and Future Land Use Map designations for the subject property and differences between the R-1B and R-1T zoning districts.

Bob Deppe (applicant/owner) was present to support the proposed rezoning application. Mr. Deppe discussed plans to expand the existing Pinefield Townhome development onto the subject property with seven four-plex dwellings and one duplex. The public hearing was opened by Chairman Welch. No citizens spoke regarding the proposed rezoning application. A motion was made by Commissioner Somers, seconded by Commissioner Patterson, to adjourn the public hearing for Rezoning Application #15-1, 6291 South 12th Street, to the October 2, 2014 meeting. The motion was unanimously approved 6-0.

OLD BUSINESS:

None.

STATEMENT OF CITIZENS:

Ms. Martha Dahlinger, 2612 Chopin Avenue, spoke and commended the Planning Commission and staff on the preparation and adoption of the 2014 Comprehensive Plan Update.

7:20 p.m. - The Commission took a short recess.

7:28 p.m. - The Commission reconvened the meeting in City Hall Conference Room No. 1

NEW BUSINESS:

1. Planning Commission Training – Storm Water Management. Mr. Forth introduced the Director of Transportation and Utilities, Chris Barnes, who presented a Powerpoint training presentation regarding Storm Water Management and its role in site development planning. Mr. Barnes discussed the legal origins associated with storm water management, along with the two primary components of storm water management: 1) storm water quantity control and 2) storm water quality control. Mr. Barnes then reviewed storm water runoff rates associated with pervious and impervious surfaces. Mr. Barnes summarized the basics of the City of Portage Storm Water Design Criteria Manual including preferred storm water management strategies (groundwater vs surface water discharge), groundwater risks areas (Areas A, B and C) based on proximity to city wellfields, and land use/zoning risk factors. Mr. Barnes then discussed best management practices (BMPs) for storm water management including retention basins, detention basins, treatment cells and proprietary treatment devices. The Planning Commission and staff next engaged in a question and answer period.

Mr. Forth indicated additional Planning Commission training sessions would cover Planning Commission Roles and Responsibilities, Site Plan Review and Access Management.

A large, bold, slanted stamp that reads "DRAFT" is located in the upper right corner of the page. To the left of the text is a small icon of a document with a checkmark.

ADJOURNMENT:

There being no further business to come before the Commission, the meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Christopher Forth, AICP
Deputy Director of Planning, Development and Neighborhood Services

TO: Planning Commission **DATE:** September 26, 2014
FROM: Vicki Georgeau, ^{VB} Director of Community Development
SUBJECT: Revised Site Plan and Request to Exceed Maximum Parking Requirement for Latitude 42, 7842 and 7908 (portion thereof) Portage Road.

I. INTRODUCTION/BACKGROUND:

On September 6, 2012, the Planning Commission approved a special land use permit allowing establishment of the Latitude 42 micro-brewery/restaurant at 7842 and 7908 Portage Road. At the September 20, 2012 meeting, the Planning Commission subsequently approved the site plan for Latitude 42 that also included authorization to exceed the Maximum Parking requirement provision of the Zoning Code (Section 42-520.O) and construct a total of 100 parking spaces. Finally, the Planning Commission on May 16, 2013 approved an amendment to the approved site plan that deferred installation of a 5-foot wide concrete sidewalk until the Portage Road reconstruction project was initiated (previously scheduled for FY 2017-2018). Copies of the Planning Commission meeting minutes which detail these previous approvals are attached.

Since construction of the Latitude 42 micro-brewery/restaurant in 2013, the applicant has determined the previously approved 100 parking spaces is inadequate to support the Latitude 42 use. In response, the applicant has submitted a revised site plan that identifies an expanded parking lot along the southwest portion of the site and installation of the required 5-foot concrete sidewalk along the Portage Road frontage. In conjunction with the revised site plan and parking lot expansion, the applicant has also submitted a written request to exceed the Maximum Parking requirement provision of the Zoning Code to allow a total of 131 parking spaces to serve the development project.

II. REQUEST TO EXCEED MAXIMUM PARKING REQUIREMENT:

Section 42-520.O of the Zoning Code states in part that "...no parking lot shall have parking spaces totaling more than an amount equal to ten percent greater than the minimum parking requirement...". Based on the useable floor area of the micro-brewery/restaurant plus the addition of a 1,400 square foot outdoor patio, a maximum of 76 parking spaces is allowed for the proposed use [69 spaces + 7 spaces (10%) = 76 spaces]. The applicant has also indicated plans for future expansion of the outdoor seating area to accommodate a "beer garden" that would require additional parking spaces. The revised site plan submitted by the applicant proposes a total of 131 parking spaces.

Requests to exceed the maximum parking requirement are subject to Planning Commission review and determination that the additional parking is necessary "based on documented evidence of actual use and demand provided by the applicant", and consideration of "impacts on the property and surrounding properties including any natural features thereon". Consistent with Section 42-520(O), the applicant has submitted written documentation in support of these additional parking

spaces (see attached). According to the information provided by the applicant, Latitude 42 is a high volume micro-brewery/restaurant with approximately 30 employees and an overall capacity of approximately 295 people. Since Latitude 42 opened over a year ago, the applicant has documented many times during the week where the entire parking lot is full and patrons have left the site without being served. In an effort to temporarily address this parking deficiency, the applicant constructed a temporary gravel employee parking area in the Fall of 2014 along the southwest portion of the site, in the area where the parking lot expansion is proposed. The applicant indicates these existing factors, plus future expansion of the outdoor seating area/"beer garden", necessitates these additional parking spaces.

III. PORTAGE ROAD SIDEWALK INSTALLATION

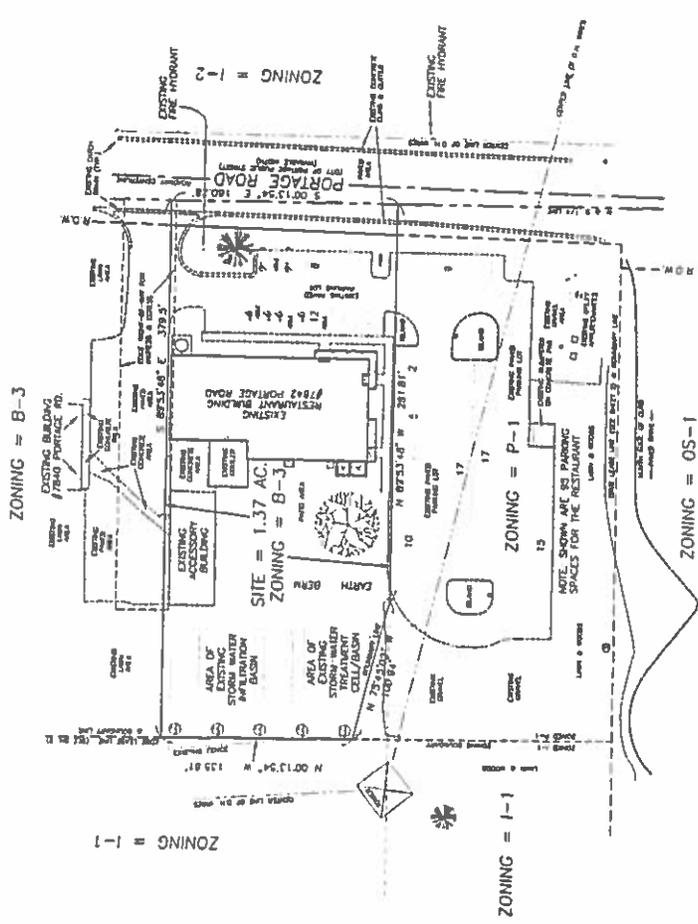
In May 2013 when the Commission approved a deferment of the Portage Road sidewalk, reconstruction of this section of Portage Road was scheduled for FY 2017-2018. At that time, it was believed that additional right-of-way along the west side of Portage Road might be needed that would impact Latitude 42 site improvements so a deferment of the sidewalk, which is typically located with the public street right-of-way, was warranted. Due to availability of State/Federal funding, the Portage Road project was expedited and is currently under construction. The final engineering plans for the roadway improvements did not identify a need for additional right-of-way along the west side of Portage Road. The sidewalk is shown on the site plan and the property owner is making arrangements to complete the sidewalk this construction season. For Commission information, as part of the Portage Road reconstruction project, the city is working with PNC Bank officials to install a sidewalk from East Centre Avenue to the south line of the Latitude 42 development site. Once complete, a continuous sidewalk from East Centre Avenue to the north property line of the Latitude 42 development site will exist and will facilitate pedestrian movement.

IV. RECOMMENDATION

The revised site plan and request to exceed the maximum parking requirement of the Zoning Code has been reviewed by the City Administrative departments. Based on documented evidence of actual use and demand provided by the applicant, staff recommends the revised site plan and the request to construct a total of 131 parking spaces for Latitude 42, 7842 and 7908 (portion thereof) Portage Road, be approved. The additional parking spaces are necessary to support the use and will not adversely impact the subject property, surrounding properties or related natural features;

Attachment: Site Plan Sheets
Communication from Pat Flanagan dated September 19, 2014 (parking request)
Planning Commission Meeting Minutes (May 16, 2013, September 20, 2012 and September 6, 2012)

SITENETWORK CONSTRUCTION PLANS for LATITUDE 42 in PORTAGE, MICHIGAN



LEGEND

- EXISTING FENCE
- EXISTING LIGHT POLE
- EXISTING SIGN
- CENTER LINE OF OVERHEAD WIRES
- EXISTING CONCRETE CURBING
- EXISTING CONCRETE FEE
- EXISTING DECIDUOUS TREE

SHEET INDEX:

- 1) COVER SHEET
- 2) SURVEY PLAN
- 3) LAYOUT PLAN
- 4) GRADING & UTILITY PLAN
- 5) CONSTRUCTION DETAILS & NOTES

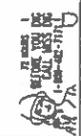
GENERAL NOTES

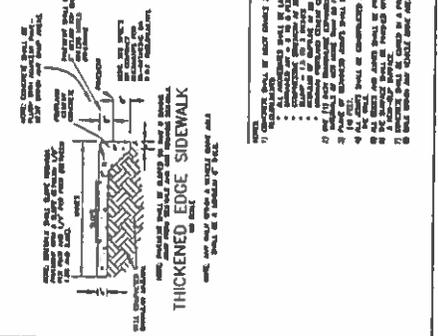
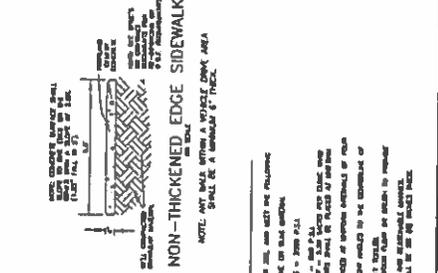
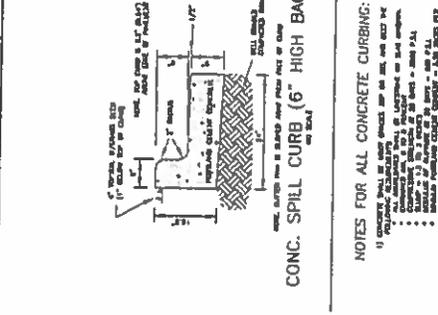
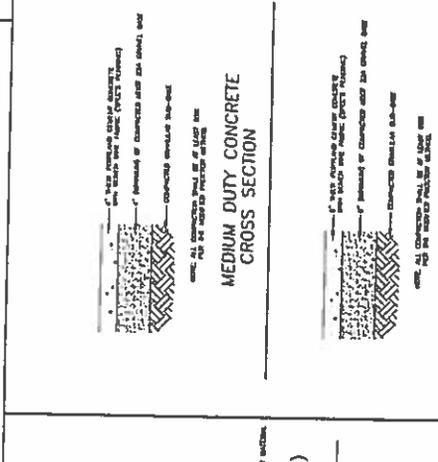
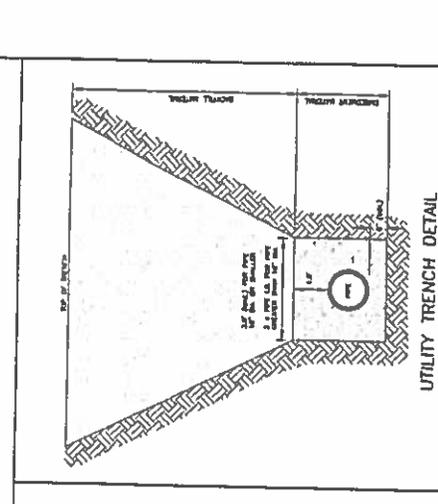
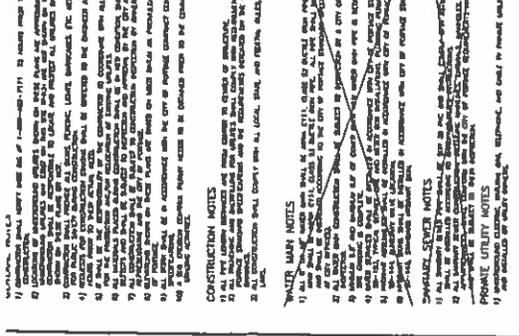
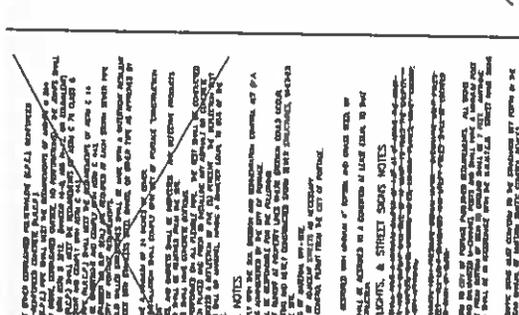
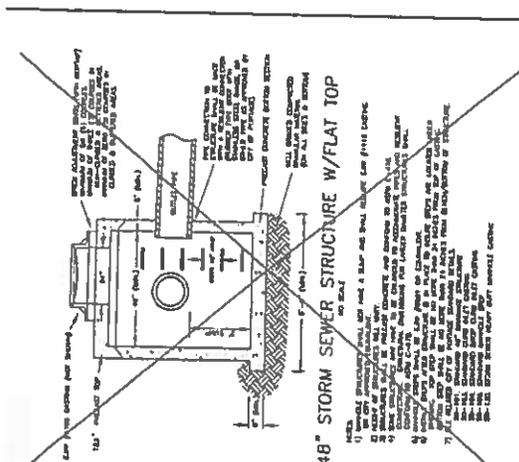
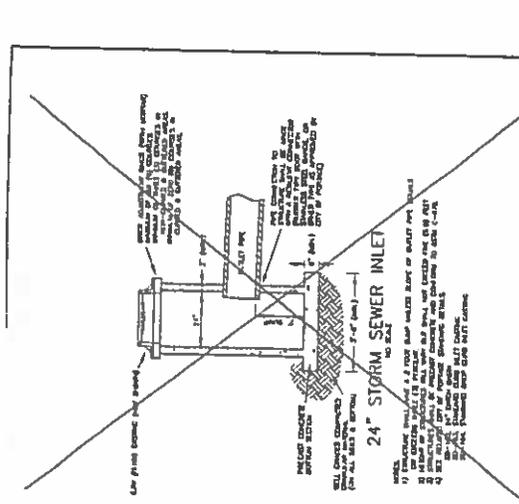
- 1) THESE PLANS SHALL BE APPROVED BY THE CITY OF PORTAGE, MICHIGAN.
- 2) ALL NECESSARY PERMITS SHALL BE OBTAINED FROM THE CITY OF PORTAGE, MICHIGAN.
- 3) THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE CITY OF PORTAGE, MICHIGAN.
- 4) THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE CITY OF PORTAGE, MICHIGAN.
- 5) THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE CITY OF PORTAGE, MICHIGAN.
- 6) THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE CITY OF PORTAGE, MICHIGAN.
- 7) THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE CITY OF PORTAGE, MICHIGAN.
- 8) THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE CITY OF PORTAGE, MICHIGAN.
- 9) THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE CITY OF PORTAGE, MICHIGAN.
- 10) THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE CITY OF PORTAGE, MICHIGAN.
- 11) THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE CITY OF PORTAGE, MICHIGAN.

CONTRACTOR	DATE
INGERSOLL, WALSON & MCLAUGHLIN, INC.	7/25/2014
OWNER	INGERSOLL, WALSON & MCLAUGHLIN, INC.
PROJECT	INGERSOLL, WALSON & MCLAUGHLIN, INC.
DATE	7/25/2014
SCALE	AS SHOWN
PROJECT NO.	36074-2

OWNER / APPLICANT:
7842 PORTAGE ROAD, LLC
7842 PORTAGE ROAD
PORTAGE, MI 49002
PHONE: (269) 459-4242

OWNER SHEET
LATITUDE 42
DATE OF SHEET: 7/25/2014
DRAWN BY: [Name]
CHECKED BY: [Name]
DATE: [Date]
PROJECT: [Project Name]
SHEET NO.: 1
TOTAL SHEETS: 1





24" STORM SEWER INLET

1) FINISH CONCRETE SHALL BE 4" MIN. THICK AND SHALL BE FINISHED TO A FINISH GRADE 1/4" BELOW THE TOP OF THE INLET.

2) ALL CONCRETE SHALL BE 4" MIN. THICK AND SHALL BE FINISHED TO A FINISH GRADE 1/4" BELOW THE TOP OF THE INLET.

3) ALL CONCRETE SHALL BE 4" MIN. THICK AND SHALL BE FINISHED TO A FINISH GRADE 1/4" BELOW THE TOP OF THE INLET.

48" STORM SEWER STRUCTURE W/ FLAT TOP

1) FINISH CONCRETE SHALL BE 4" MIN. THICK AND SHALL BE FINISHED TO A FINISH GRADE 1/4" BELOW THE TOP OF THE INLET.

2) ALL CONCRETE SHALL BE 4" MIN. THICK AND SHALL BE FINISHED TO A FINISH GRADE 1/4" BELOW THE TOP OF THE INLET.

3) ALL CONCRETE SHALL BE 4" MIN. THICK AND SHALL BE FINISHED TO A FINISH GRADE 1/4" BELOW THE TOP OF THE INLET.

CONC. SPILL CURB (6" HIGH BACK)

1) FINISH CONCRETE SHALL BE 4" MIN. THICK AND SHALL BE FINISHED TO A FINISH GRADE 1/4" BELOW THE TOP OF THE INLET.

2) ALL CONCRETE SHALL BE 4" MIN. THICK AND SHALL BE FINISHED TO A FINISH GRADE 1/4" BELOW THE TOP OF THE INLET.

3) ALL CONCRETE SHALL BE 4" MIN. THICK AND SHALL BE FINISHED TO A FINISH GRADE 1/4" BELOW THE TOP OF THE INLET.

THICKENED EDGE SIDEWALK

1) FINISH CONCRETE SHALL BE 4" MIN. THICK AND SHALL BE FINISHED TO A FINISH GRADE 1/4" BELOW THE TOP OF THE INLET.

2) ALL CONCRETE SHALL BE 4" MIN. THICK AND SHALL BE FINISHED TO A FINISH GRADE 1/4" BELOW THE TOP OF THE INLET.

3) ALL CONCRETE SHALL BE 4" MIN. THICK AND SHALL BE FINISHED TO A FINISH GRADE 1/4" BELOW THE TOP OF THE INLET.

NON-THICKENED EDGE SIDEWALK

1) FINISH CONCRETE SHALL BE 4" MIN. THICK AND SHALL BE FINISHED TO A FINISH GRADE 1/4" BELOW THE TOP OF THE INLET.

2) ALL CONCRETE SHALL BE 4" MIN. THICK AND SHALL BE FINISHED TO A FINISH GRADE 1/4" BELOW THE TOP OF THE INLET.

3) ALL CONCRETE SHALL BE 4" MIN. THICK AND SHALL BE FINISHED TO A FINISH GRADE 1/4" BELOW THE TOP OF THE INLET.

UTILITY TRENCH DETAIL

1) FINISH CONCRETE SHALL BE 4" MIN. THICK AND SHALL BE FINISHED TO A FINISH GRADE 1/4" BELOW THE TOP OF THE INLET.

2) ALL CONCRETE SHALL BE 4" MIN. THICK AND SHALL BE FINISHED TO A FINISH GRADE 1/4" BELOW THE TOP OF THE INLET.

3) ALL CONCRETE SHALL BE 4" MIN. THICK AND SHALL BE FINISHED TO A FINISH GRADE 1/4" BELOW THE TOP OF THE INLET.

MEDIUM DUTY CONCRETE CROSS SECTION

1) FINISH CONCRETE SHALL BE 4" MIN. THICK AND SHALL BE FINISHED TO A FINISH GRADE 1/4" BELOW THE TOP OF THE INLET.

2) ALL CONCRETE SHALL BE 4" MIN. THICK AND SHALL BE FINISHED TO A FINISH GRADE 1/4" BELOW THE TOP OF THE INLET.

3) ALL CONCRETE SHALL BE 4" MIN. THICK AND SHALL BE FINISHED TO A FINISH GRADE 1/4" BELOW THE TOP OF THE INLET.

HEAVY DUTY CONCRETE CROSS SECTION

1) FINISH CONCRETE SHALL BE 4" MIN. THICK AND SHALL BE FINISHED TO A FINISH GRADE 1/4" BELOW THE TOP OF THE INLET.

2) ALL CONCRETE SHALL BE 4" MIN. THICK AND SHALL BE FINISHED TO A FINISH GRADE 1/4" BELOW THE TOP OF THE INLET.

3) ALL CONCRETE SHALL BE 4" MIN. THICK AND SHALL BE FINISHED TO A FINISH GRADE 1/4" BELOW THE TOP OF THE INLET.

MEDIUM DUTY PAVEMENT CROSS SECTION

1) FINISH CONCRETE SHALL BE 4" MIN. THICK AND SHALL BE FINISHED TO A FINISH GRADE 1/4" BELOW THE TOP OF THE INLET.

2) ALL CONCRETE SHALL BE 4" MIN. THICK AND SHALL BE FINISHED TO A FINISH GRADE 1/4" BELOW THE TOP OF THE INLET.

3) ALL CONCRETE SHALL BE 4" MIN. THICK AND SHALL BE FINISHED TO A FINISH GRADE 1/4" BELOW THE TOP OF THE INLET.

MEDIUM DUTY PAVEMENT CROSS SECTION

1) FINISH CONCRETE SHALL BE 4" MIN. THICK AND SHALL BE FINISHED TO A FINISH GRADE 1/4" BELOW THE TOP OF THE INLET.

2) ALL CONCRETE SHALL BE 4" MIN. THICK AND SHALL BE FINISHED TO A FINISH GRADE 1/4" BELOW THE TOP OF THE INLET.

3) ALL CONCRETE SHALL BE 4" MIN. THICK AND SHALL BE FINISHED TO A FINISH GRADE 1/4" BELOW THE TOP OF THE INLET.

CONCRETEWORK DETAILS & NOTES		DATE: 7/25/2014
PROJECT: LATITUDE 42		SHEET: 5
DRAWN BY: J. WATSON		SCALE: 3/8"=1'-0"
INGERSOLL, WATSON & MCFACHEN, Inc.		PROJECT NO.: 30024-2
1000 East 10th Street - Phoenix, Arizona 85006 - Phone: 602-944-8888 - Fax: 602-944-8888		

Ingersoll, Watson & McMachen, Inc.

CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS

September 19, 2014

City of Portage Planning Commission and
City of Portage Dept. of Community Development
7900 South Westnedge Avenue
Portage, MI 49002

RE: Latitude 42, 7842 Portage Road, Portage, Michigan

Dear City of Portage,

This letter is written on behalf of the owners of the Latitude 42 Restaurant and Brew Pub with regards to their proposed parking lot expansion. A Site Plan has been prepared and submitted by this office showing a proposed expansion of the southerly parking lot along with other minor site alterations. The current site, which was constructed during 2013, has 95 parking spaces situated south and east of the existing building. The recently submitted Site Plan shows a total of 131 parking spaces south and east of the existing building - a net increase of 36 parking spaces.

We feel that the proposed parking spaces are needed to provide adequate parking for customers and employees based on the following:

- 1) During nights when the facility is at or near capacity, there will be about 295 persons on site (about 30 employees/owners, about 225 seated customers inside the building and within the outdoor patio area, and about 40 customers waiting to be seated). Assuming an average of 2.5 persons per vehicle for the customers, and assuming one person per vehicle for all others, needed would be approximately 136 parking spaces to adequately serve this facility. This estimate of 136 spaces is very close to the number of spaces shown on the recent Site Plan.
- 2) This facility has been in operation for over one year. Many times per week the existing parking spaces are completely utilized and potential customers have had to leave the site without being served. During the winter months when certain parking spots are not available due to snow, the situation can be even worse.
- 3) Attached are several recent photographs provided by the owner which show the parking lot when in use. These photographs were taken during a recent Tuesday night. Note that this facility is busier on most other nights of the week.
- 4) Per Section 42-523 of the City's 'Land Development Regulations', one parking space is required for every 75 square feet of Useable Floor Area. Section 42-520 of the same

regulations dictates that a facility can not provide more than 110% of the minimum number of parking spaces unless approved by the City's Planning Commission. The same section states that the Planning Commission shall make it's determination based on "*documented evidence of actual use and demand provided by the applicant*". In my opinion, both of those conditions have been met with regards to the Latitude 42 site.

5) The City's minimum parking requirements are for "*establishments for sale and consumption, on premises, of beverages, food, and refreshments*". In my opinion, a site such as Latitude 42 with the additional brew pub customers and workers, and the additional outdoor patio seating, would need much more parking than the City regulations dictate.

Based on the above items, we request that the Planning Commission approve the proposed parking lot expansion. We feel that the expansion is both warranted and needed to better serve the employees and customers of Latitude 42.

Thank you for your consideration of this matter. Please feel free to contact the owners of Latitude 42 or this office if you have any questions or comments.

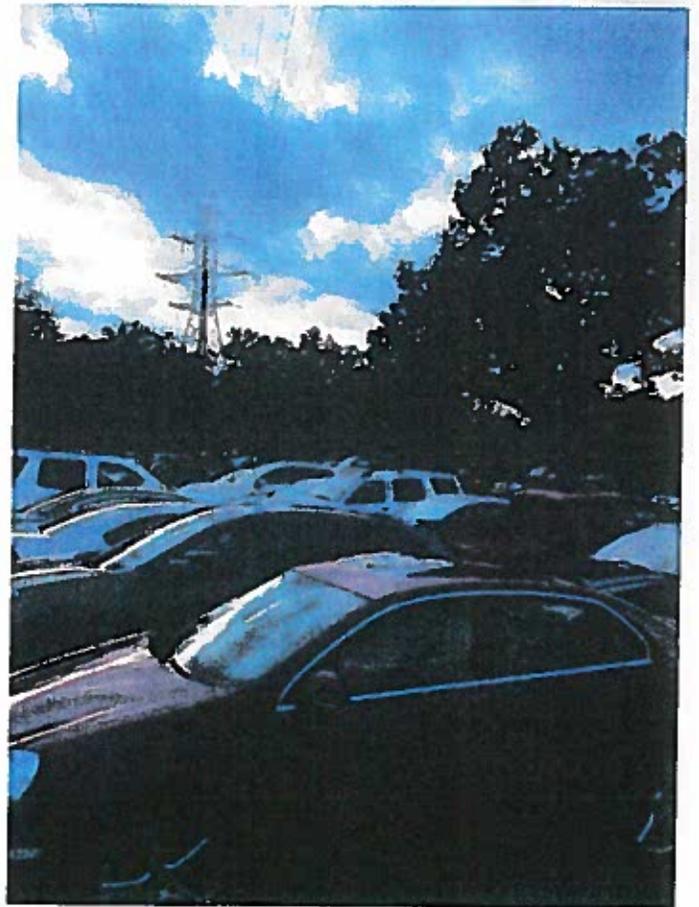
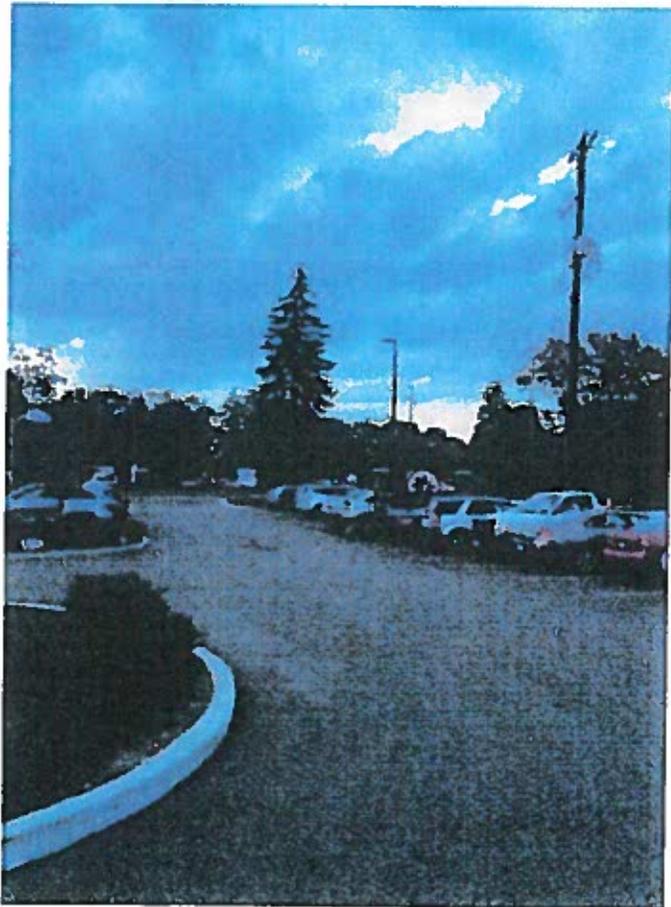
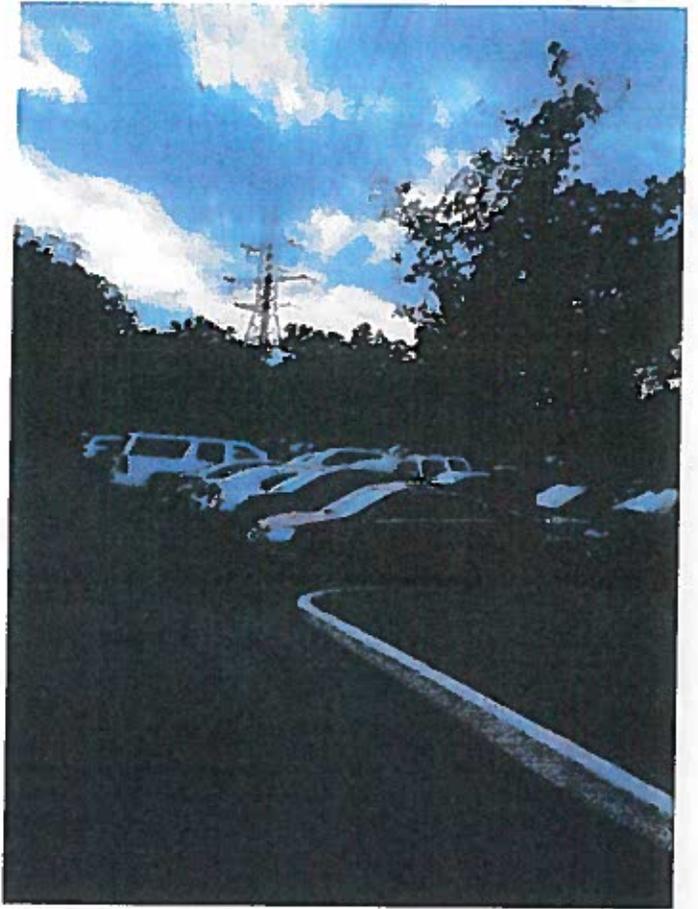
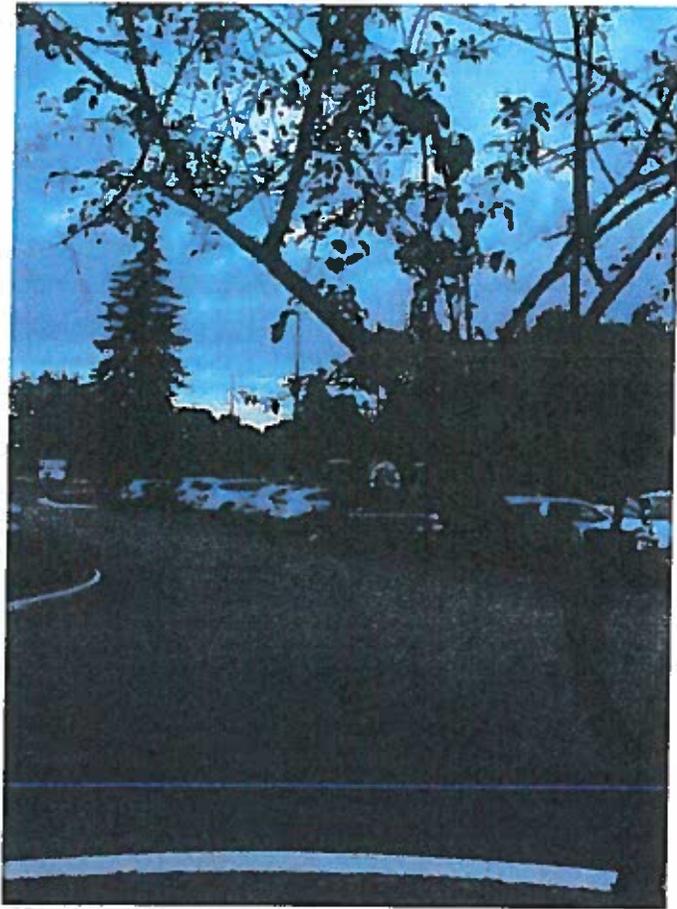
Sincerely,
Ingersoll, Watson & McMachen, Inc.



Patrick D. Flanagan, P.E.

Enc.

Cc: Mike Stoddard, Latitude 42
Joe Stoddard, Latitude 42
Todd Neumann, Latitude 42



PLANNING COMMISSION

May 16, 2013

The City of Portage Planning Commission meeting of May 16, 2013 was called to order by Chairman Cheesebro at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. One citizen was in attendance.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

None.

MEMBERS EXCUSED:

Paul Welch and Dave Artley.

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 May 2, 2013 meeting minutes contained in the agenda packet. A motion was offered by Commissioner Patterson, seconded by Commissioner Bosch, to approve the minutes as submitted. The motion was unanimously approved.

SITE/FINAL PLANS:

1. **Portage Brewing Company, 7842 and 7908 Portage Road – sidewalk deferment.** Mr. Forth summarized the staff report dated May 9, 2013 and discussed the previous site plan conditions of approval including the requirement for installation of a 5-foot wide concrete sidewalk along the full frontage of Portage Road. After the September 2012 site plan approval and as part of the preparation of the FY 2013-2023 Capital Improvement Program, Mr. Forth indicated that a major street reconstruction project was identified for Portage Road, from East Centre Avenue to East Milham Avenue. Mr. Forth stated the roadway project is scheduled for FY 2017-2018 and will include widening of Portage Road to accommodate a left-hand turn lane from East Centre Avenue to the Zoetis driveway. Mr. Forth indicated the widening of the roadway will impact public improvements located in the right-of-way, including the sidewalk. While detailed engineering plans have not yet been prepared for this project, Mr. Forth stated it is likely an easement will be needed for the sidewalk installation adjacent to the Portage Brewing Company site. Mr. Forth indicated the owners of the Portage Brewing Company are aware of this future roadway construction project, support deferring installation of the sidewalk and will work with the city during the roadway project engineering design phase.

After a brief discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Reiff, to amend the previously approved site plan for Portage Brewing Company, 7842 and 7908 Portage

Road, to not require installation of the sidewalk at this time, but instead be coordinated with the Portage Road reconstruction project scheduled to occur during FY 2017-2018. The motion was unanimously approved.

PUBLIC HEARINGS:

None

NEW BUSINESS:

1. Reschedule – July 4, 2013 regular meeting. Chairman Cheesebro discussed the regular meeting scheduled for July 4th and asked what the preference and availability of the Commission was regarding canceling and/or rescheduling this meeting. After a brief discussion, a motion was made by Commissioner Stoffer, seconded by Commissioner Reiff, to move the July 4th meeting to July 11th. The motion was unanimously approved.

2. Proclamation for Chairman Cheesebro. Secretary Stoffer indicated this was Chairman Cheesebro's last meeting and read a proclamation to Chairman Cheesebro recognizing his 9+ years of service to the Planning Commission. Chairman Cheesebro thanked his fellow Commissioners, staff and Attorney Brown for all their support, contributions and friendship over the years.

7:15pm - The Commission took a short recess.

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

OLD BUSINESS:

1. City of Portage 50th Anniversary Celebration – Recognition of Portage Businesses. Mr. Forth referred the Commission to a draft communication and information prepared by Commissioner Dargitz regarding the Passbook promotion for area businesses. Mr. Forth indicated that Commissioner Dargitz has done a tremendous amount of work on the Passbook; however, full Commission understanding of the level of involvement was necessary in order to ensure success of the program. Commissioner Dargitz explained her intent for the Passbook and how she envisioned it being implemented. Commissioner Dargitz stated she was still hoping that the details of the Passbook could be worked out by the Commission so that a general article could be included in the June edition of the Portager. Mr. Forth reviewed issues and concerns identified by staff regarding how the Passbook concept would be implemented including the need for full Commission participation, business inclusion, promotion and advertising, monthly prize drawings vs one prize drawing, Passbook details, raffle drawing and prize distribution. Commissioner Dargitz elaborated on concerns and questions identified by staff and the Commission discussed various issues and details. The Commission concurred that the Passbook should be open to all businesses and no purchase was necessary for a citizen to participate. The Commission discussed other issues including where and how to make the Passbook available, how individual businesses would confirm a visit (stamp, sticker, signature, etc), developing a FAQ sheet with answers to commonly asked questions, monthly update of the Passbook on the city website, size of the Passbook and whether or not to identify businesses by geographic area of the city.

Attorney Brown provided advice in three specific areas of concern: 1) Equal protection, 2) Constitutional provisions, and 3) Use of the city web site. Attorney Brown indicated that all interested businesses should be allowed to participate in the Passbook promotion regardless of business type and/or affiliations. Attorney Brown also indicated that public money could not be used to promote or advertise private businesses. Finally, Attorney Brown stated that no links to specific businesses should be placed on the city web site and the Passbook should only include a generic listing of participating businesses with no special highlighting or emphasis. Attorney Brown and Mr. Forth both expressed the importance of keeping the Passbook concept simple and to finalize operational details before making the Passbook public. For simplicity purposes, Mr.

discussion, a motion was made by Commissioner Stoffer, seconded by Commissioner Dargitz, to recommend to City Council that the Height Modification for Mueller Plastics, 6700 South Sprinkle Road, be approved to allow three existing 50-foot tall silos and construction of two new 60-foot tall silos. The location of the silos in relation to the existing manufacturing building and distance from property lines mitigate potential adverse impacts on surrounding properties and land uses consistent with the Zoning Code provisions. The motion was unanimously approved.

SITE/FINAL PLANS:

1. Site Plan: Portage Brewing Company, 7842 and 7908 (portion thereof) Portage Road. Chairman Cheesebro stated he would be abstaining from discussion and voting on this agenda item due to a conflict of interest.

Mr. West summarized the staff report dated September 14, 2012 regarding a request by Mike and Ruth Stoddard to construct an approximate 9,700 square foot micro-brewery/restaurant and associated site improvements. Mr. West stated the applicant has a purchase agreement pending with the current owner of 7842 Portage Road and has recently secured a license agreement with Consumers Energy Company to use a portion of 7908 Portage Road for "vehicle parking and lawn area." Mr. West also indicated that the applicant was in the process of acquiring a 5-foot strip of land from the adjacent property to the north (7840 Portage Road) to accommodate the required setback for the proposed micro-brewery/restaurant building. In conjunction with the site plan review, Mr. West indicated the applicant is also requesting approval to exceed the maximum parking provision of the Zoning Code: A total of 100 parking spaces are proposed. Mr. West stated the applicant has submitted written documentation in support of these additional parking spaces. Mr. West also summarized the applicant's request to defer sidewalk installation along the Portage Road frontage until sidewalks are installed on adjacent property. Mr. West reviewed the sidewalks that exist along East Centre Avenue and Portage Road south of East Centre and the number of people who either live or work in the area that may choose to walk to the Portage Brewing Company. Given the surrounding area characteristics, Mr. West indicated that staff believes installation of sidewalk along the Portage Road frontage was appropriate with the development project.

The applicant, Mr. Mike Stoddard, was present to support the site plan and explain the request to exceed the maximum parking provision of the ordinance and the requested sidewalk deferment. Mr. Stoddard stated the sidewalk installation would cost approximately \$5,000 and he believes most of the patronage of the micro-brewery/restaurant will occur by people driving to the location. The Commission, Mr. Stoddard and staff discussed various aspects of the development project including parking, planned outdoor seating area, sidewalk installation and the staff recommended conditions of approval.

After a brief discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Patterson, to approve the Site Plan for Portage Brewing Company, 7842 and 7908 (portion thereof) Portage Road, subject to the following conditions: 1) Administrative review and approval of a lot line adjustment application for 5-foot strip of land proposed to be transferred from 7840 Portage Road to 7842 Portage Road; 2) Approval of the request to exceed the maximum parking requirement for the use and allow construction of 100 total parking spaces based upon documented evidence provided by the applicant that the additional parking is necessary and will not adversely impact the subject property, surrounding properties or related natural features; 3) Installation of a 6-foot tall screening fence and deciduous tree plantings (minimum 2½ inch caliper, 30-foot on-center) or a staggered row of 6-8 foot tall evergreen trees spaced ten feet on-center along the western portion of 7842 Portage Road; and 4) Installation of a 5-foot wide concrete sidewalk along the full frontage (7842 and 7908 Portage Road) of the zoning lot. The motion was subsequently approved 7-0-1 with Chairman Cheesebro abstaining.

applicants if the pond located along the north side of the residence would be fenced before the day care opened. Ms. VanderMolen stated that $\frac{3}{4}$ of the pond has been fenced and the remaining portion would be completed before the day care opens. Ms. VanderMolen stated the ultimate goal was to have the pond drained and filled-in. Chairman Cheesebro opened the public hearing. One citizen, Ms. Donna Debault (2527 Vanderbilt Avenue) was present and spoke in support of the application. No additional citizens spoke regarding the proposed group child care home. A motion was made by Commissioner Welch, seconded by Commissioner Bosch, to close the public hearing. The motion was unanimously approved.

After a brief discussion, a motion was made by Commissioner Welch, seconded by Commissioner Patterson, to approve the Special Land Use Permit for Ms. Cristin VanderMolen and Ms. Carolyn Roseboom (group child care home), 2528 Vanderbilt Avenue, with the inclusion of Ms. VanderMolen's statements regarding her intentions to fence the pond and outdoor play area. The motion was unanimously approved.

2. Special Land Use Permit: Portage Brewing Company, 7842 and 7908 (portion thereof) Portage Road. Chairman Cheesebro stated he would be abstaining from discussion and voting on this agenda item due to a conflict of interest. Mr. Forth summarized the staff report dated August 31, 2012 regarding a request from Mike and Ruth Stoddard for a special land use permit to establish a micro-brewery/restaurant at 7842 and 7908 (portion thereof) Portage Road. Mr. Forth indicated the applicants have a purchase agreement pending with the current owner of 7842 Portage Road and license agreement pending with Consumers Energy Company to construct parking on a portion of 7908 Portage Road. Mr. Forth stated the proposal fulfills the requirements for issuance of a special land use permit and details regarding the site plan were expected to be finalized and ready for Planning Commission review during the September 20, 2012 meeting. Mr. Forth indicated staff was recommending approval of the special land use permit subject to the two conditions cited in the staff report.

Mr. Mike Stoddard and Mrs. Ruth Stoddard were present to support of the application. Mr. Stoddard thanked the Commission and indicated he and his wife were looking forward to establishing the first micro-brewery in the City of Portage. Mr. Stoddard also indicated the license agreement from Consumers Energy Company to establish parking on a portion of the 7908 Portage Road parcel has been received. Vice-Chairman Welch opened the public hearing. No citizens spoke regarding the proposed development project. A motion was then made by Commissioner Bosch, seconded by Commissioner Stoffer, to close the public hearing. The motion was approved 6-0-1. After a brief discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Reiff, to approve the Special Land Use Permit for Portage Brewing Company, 7842 and 7908 (portion thereof) Portage Road, subject to a fully executed license agreement for parking being finalized with Consumers Energy Company and Planning Commission review/approval of the site plan. The motion was approved 6-0-1.

3. Height Modification: FEMA Corporation (addition), 1716 Vanderbilt Avenue. Mr. Forth summarized the staff report dated August 31, 2012 regarding a height modification request submitted by FEMA Corporation to construct an approximate 39,000 square foot building addition along the west side of the existing manufacturing facility to a height of 26-feet. Mr. Forth summarized the previous height modification that was approved by the Planning Commission in 2008 and indicated the proposed building addition would maintain the same 26-foot building height. Mr. Forth discussed the Zoning Code criteria for height modification considerations and reviewed surrounding site characteristics including proposed setback differences from adjacent property lines, nearest single family residential structures, natural topography and proposed grading differences and previously approved conflicting land use screening that would be preserved with the building expansion project.

Mr. John Pula of FEMA Corporation was present to support the application. The public hearing was opened by Chairman Cheesebro. No citizens spoke in regard to the proposed height modification. A motion was then made by Commissioner Welch, seconded by Commissioner Reiff, to close the public hearing. The motion was unanimously approved. A motion was made by Commissioner Welch, seconded by Commissioner Patterson, to approve the Height Modification for FEMA Corporation (addition), 1716 Vanderbilt Avenue, to construct the proposed building addition to a height of 26-feet. The location, setback distances, topographic

TO: Planning Commission

DATE: September 26, 2014

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

SUBJECT: Final Plan for 1st Source Bank, 2301 West Centre Avenue

I. INTRODUCTION:

A final plan has been submitted by Hebard & Hebard, on behalf of 1st Source Bank, to construct a 3,000 square foot bank building and associated site improvements along the northwest portion of 2301 West Centre Avenue. The approximate 1.3 acre site is zoned PD, planned development and located along the south side of West Centre Avenue west of Oakland Drive. The proposed bank represents the second development project within the Oakland Hills at Centre Planned Development.

II. OAKLAND HILLS AT CENTRE PLANNED DEVELOPMENT:

On July 25, 2006, City Council approved a zoning change from OTR, office technology and research to PD, planned development along with the tentative plan for the Oakland Hills at Centre Planned Development project. The PD project provides a mixture of office and attached residential development on an approximate 47.6 acre tract of land that will provide a transition between West Centre Avenue and Oakland Dive and the Gourneck State Game Area and natural wetlands/lowlands to the west and south. A total of 116 residential units on approximately 39 acres and 30,000 to 56,000 square feet of office space on approximately 8.5 acres was approved.

On February 24, 2009 and since a final plan had not yet been submitted, City Council approved an extension to the previously approved tentative plan for the Oakland Hills at Centre PD project with minor changes including updated dates for each phase of the development and a slight boundary line/acreage change between the office and residential portions of the development project. To reflect these changes, a revised tentative plan and narrative was submitted by the applicant. On February 24, 2009, City Council also approved the final plan for a 7,000 square foot administrative office (Cole Gavlas, 2401 West Centre Avenue) which represented the first development project within the planned development.

On June 12, 2012, City Council approved a tentative plan amendment for the Oakland Hills at Centre PD project that included the addition of a 150-foot tall wireless telecommunications tower (Verizon "mono-pine" tower) within the office portion of the PD along Oakland Drive, revisions to the layout of the attached residential portion of the PD including a reduction in the total number of dwelling units from 116 to 107, revisions to the layout of the office portion of the PD and an updated phasing timeline. Subsequently, the final plan for the Verizon "mono-pine" tower was approved by City Council on August 14, 2012.

A copy of the amended tentative plan for the Oakland Hills at Centre PD is attached for Commission reference.

III. FINAL PLAN

The final plan for 1st Source Bank has been designed in substantial conformance with the approved tentative plan/narrative. Access to the site will be provided through the existing West Centre Avenue full service driveway owned by Kushner Associates office development to the west. Staff recommended this driveway be widened to three lanes (one ingress and two egress lanes); however, the owner of the driveway does not want the drive widened. Access to West Centre Avenue is also available to the existing full service driveway locate to the east adjacent to the Hospice facility. A shared/cross access agreements with the adjacent property owners have been executed and recorded with the Kalamazoo County Register of Deeds.

Storm water from the bank project will be collected and conveyed to grassed retention swales located along the north, southeast and southwest sides of the site. A 5-foot wide concrete sidewalk will be provided along the West Centre Avenue frontage and along the east side of the shared driveway, to the bank building. Future sidewalk extensions along West Centre Avenue and within the interior of the PD will occur with subsequent development proposals. Finally, municipal water and sanitary sewer will serve the proposed development and all outdoor lighting units will conform to applicable ordinance standards.

IV. RECOMMENDATION:

The final plan has been reviewed by the City Administrative departments. Staff advises that the Planning Commission recommend to City Council that the final plan for 1st Source Bank, 2301 West Centre Avenue, be approved.

Attachments: Final Plan Sheets
 Approved Tentative Plan for the Oakland Hills at Centre Planned Development

CIVIL CONSTRUCTION SET 1ST SOURCE BANK -

CENTRE AVE

PORTAGE
KALAMAZOO COUNTY, MI
09/19/14



SITE LOCATION MAP



DRAWING INDEX

SHT #	DESCRIPTION
C-1	EX COND. - DEMO. PLAN
C-2	LAYOUT PLAN
C-3	SITE UTILITY PLAN
C-4	SITE GRADING PLAN
C-5	SITE DETAILS
C-6	SITE DETAILS
L-1	LANDSCAPE PLAN
CE	0.0 LIGHTING PLAN

Handwritten notes:
C-1 - EX COND. - DEMO. PLAN
C-2 - LAYOUT PLAN
C-3 - SITE UTILITY PLAN
C-4 - SITE GRADING PLAN
C-5 - SITE DETAILS
C-6 - SITE DETAILS
L-1 - LANDSCAPE PLAN
CE - 0.0 LIGHTING PLAN

Architects, Inc.
THE TOWER BUILDING
100 N. MICHIGAN ST.
SOUTH BEND, IN 46801
Tel: 317-234-8900

H&S
hurley & stewart



PORTAGE BANKING CENTER
FOR
PORTAGE, MICHIGAN

COVER SHEET

DATE: 09/19/14
BY: [Signature]

NO. 00/19/14

C-0

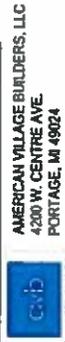
14-0000

OWNER



1ST SOURCE BANK
100 N. MICHIGAN ST.
SOUTH BEND, IN 46801
STEVEN M. BUSH
574.235.2899

CONSTRUCTION MANAGER



AMERICAN VILLAGE BUILDERS, LLC
4200 W. CENTRE AVE.
PORTAGE, MI 49024

PLANS PREPARED BY:



hurley & stewart, inc.
2000 South 11th Street
Kalamazoo, Michigan 49008
268.552.4900 Fax 268.4961
www.hurleyandstewart.com



UTILITY CONTACTS:

- AMERICAN WATER CO. 268.552.4900
- AMERICAN GAS CO. 268.552.4900
- AMERICAN ELECTRIC CO. 268.552.4900
- AMERICAN TELEPHONE & TELEGRAPH CO. 268.552.4900
- AMERICAN CABLE TV 268.552.4900
- AMERICAN SATELLITE 268.552.4900
- AMERICAN VIDEO 268.552.4900
- AMERICAN MUSIC 268.552.4900
- AMERICAN BOOKS 268.552.4900
- AMERICAN TOYS 268.552.4900
- AMERICAN GAMES 268.552.4900
- AMERICAN MOVIES 268.552.4900
- AMERICAN MUSIC STORES 268.552.4900
- AMERICAN VIDEO STORES 268.552.4900
- AMERICAN BOOK STORES 268.552.4900
- AMERICAN TOY STORES 268.552.4900
- AMERICAN GAME STORES 268.552.4900
- AMERICAN MOVIE STORES 268.552.4900

Architect's, Inc.
 The Tower Building
 5100 Michigan
 Suite 200, Detroit, MI 48202
 Tel: 313-224-8800

H&S
 hurley & stewart



PORTAGE BANKING CENTER
 FOR
 PORTAGE, MICHIGAN

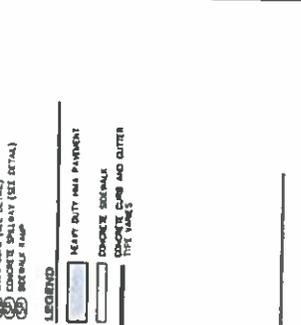
ALL DIMENSIONS SHALL BE IN FEET AND INCHES UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO FACE UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO CENTERLINE UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE ROAD UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE RAILROAD UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE CANAL UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE DITCH UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE TRENCH UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE UTILITY UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE CURB UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE SIDEWALK UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE PLANTER UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE BIKEWAY UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE TRAIL UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE PATH UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE WALKWAY UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE DRIVEWAY UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE ALLEY UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE COURT UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE YARD UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE LOT UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE BLOCK UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE DISTRICT UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE CITY UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE COUNTY UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE STATE UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE NATION UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE WORLD UNLESS OTHERWISE NOTED.

LAYOUT
 PLAN

SHEET NO. C-2
 OF 14

14-0300

ZONING REQUIREMENTS
 THE SITE IS ZONED PD (PLANNED DEVELOPMENT).
 SETBACKS - 5'
 SIDE - 5'
 PROPOSED USE
 OFFICE / START UP BAR ON GRADE
 BUILDING TYPE: V 5
 PARKING
 TOTAL SPACES PER 100 SQ. FT. = 3.0000 TOTAL, 87 IS NOW USABLE -
 2,400 SF / 150 = 16 SPACES
 TOTAL SPACES PROVIDED = 25 SPACES
 TOTAL SPACES REQUIRED PER A.C.A. REQUIREMENTS
 BARRIERS FREE SPACES = 16 PROPOSED
 ALL BARRIERS FREE SPACES DECEASED PER A.C.A. REQUIREMENTS
 TYPICAL PARKING SPACE DIMENSION = 9'x18'
 BUILDING INFORMATION
 THERE IS NO BASEMENT OR MEZZANINE
 SQUARE FOOTAGE IS 3,000 SF
 SEE FLOOR PLAN AND ELEVATIONS FOR MORE DETAIL
 BUILDING HEIGHT = 33' AT HIGHEST POINT
 INTERIOR LANDSCAPING
 CURBED ISLANDS SET LANDSCAPE PLAN FOR CALCULATIONS



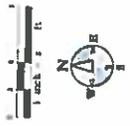
- NOTES**
1. ALL DIMENSIONS SHOWN ARE TO THE EDGE OF METAL.
 2. PARKING CURB CUTTERS AT ALL BARRIERS FREE ACCESS POINTS.
 3. PARKING MARKINGS AND SIGNAGE SHALL CONFORM TO THE CURRENT MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES AND MICHIGAN BARRIERS FREE CODE.
 4. MATCH EXISTING CURB & CUTTER SECTIONS WHEN CONNECTING TO THEM.
 5. EXCEPT WHERE OTHERWISE NOTED ON THIS PLAN, ALL MATERIALS AND WORKMANSHIP SHALL BE AS SPECIFIED IN THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES AND MICHIGAN BARRIERS FREE CODE.
 6. IF ANY CURBS, DISCONTINUANCES, OR DIMENSIONS BECOME AVAILABLE, THESE SHALL BE REPORTED TO THE ATTORNEY GENERAL PRIOR TO CONSTRUCTION OF ANYTHING AFFECTED SO THAT CLARIFICATION OR REVISION MAY BE MADE.
 7. ALL WORK SHALL CONFORM TO ALL LOCAL, STATE AND FEDERAL LAWS, RULES AND REGULATIONS IN FORCE AT THE TIME OF CONSTRUCTION.
 8. ALL LEGWORK CONCRETE SHALL BE 3000 PSI (3000PSI), AN UNBLENDED, LIGHTWEIGHT AGGREGATE, PROOF FINISHED, CURING SEAL.
 9. ANY BARRIERS OR CONCRETE PAVEMENT, SURFACTANT DEMOL, EXISTING SIDEWALKS, OR DRIVEWAYS, SHALL BE DEMOLISHED BY THE CONTRACTOR DURING HIS OPERATIONS, SHALL BE REPAIRED TO THE OWNER'S SATISFACTION BY THE CONTRACTOR'S EXPENSE.
 10. ALL CONSTRUCTION SHALL CONFORM TO THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES REGULATORY SIGNAGE (IF SPECIFIED) SHALL BE PROVIDED BY THE CONTRACTOR.
 11. ALL LIGHTING SHALL BE UPDATED TO MEET CURRENT PORTAGE STANDARDS. SEE LIGHTING PLAN INTENTED TO BE SHELLED OUT-OFF STYLE. ANY ADDITIONAL FIXTURES TO BE LESS THAN OR EQUAL TO 25" HIGH.



W. CENTRE AVE
 157' SQUARE BLOCK
 1.7 = 877.00

811
 Know what's below.
 Call before you dig.

ALL DIMENSIONS SHALL BE IN FEET AND INCHES UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO FACE UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO CENTERLINE UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE ROAD UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE RAILROAD UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE CANAL UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE DITCH UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE TRENCH UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE UTILITY UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE CURB UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE SIDEWALK UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE PLANTER UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE BIKEWAY UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE TRAIL UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE PATH UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE WALKWAY UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE DRIVEWAY UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE ALLEY UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE COURT UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE YARD UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE LOT UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE BLOCK UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE DISTRICT UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE CITY UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE COUNTY UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE STATE UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE NATION UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE WORLD UNLESS OTHERWISE NOTED.



Architects, Inc.
 THE TOWER BUILDING
 216 N. Washington St.
 South Bend, Indiana 46601
 Tel: 317-234-6000

HS
 hurley & stewart



PORTAGE BANKING CENTER
 FOR
 MICHIGAN
 PORTAGE, INDIANA

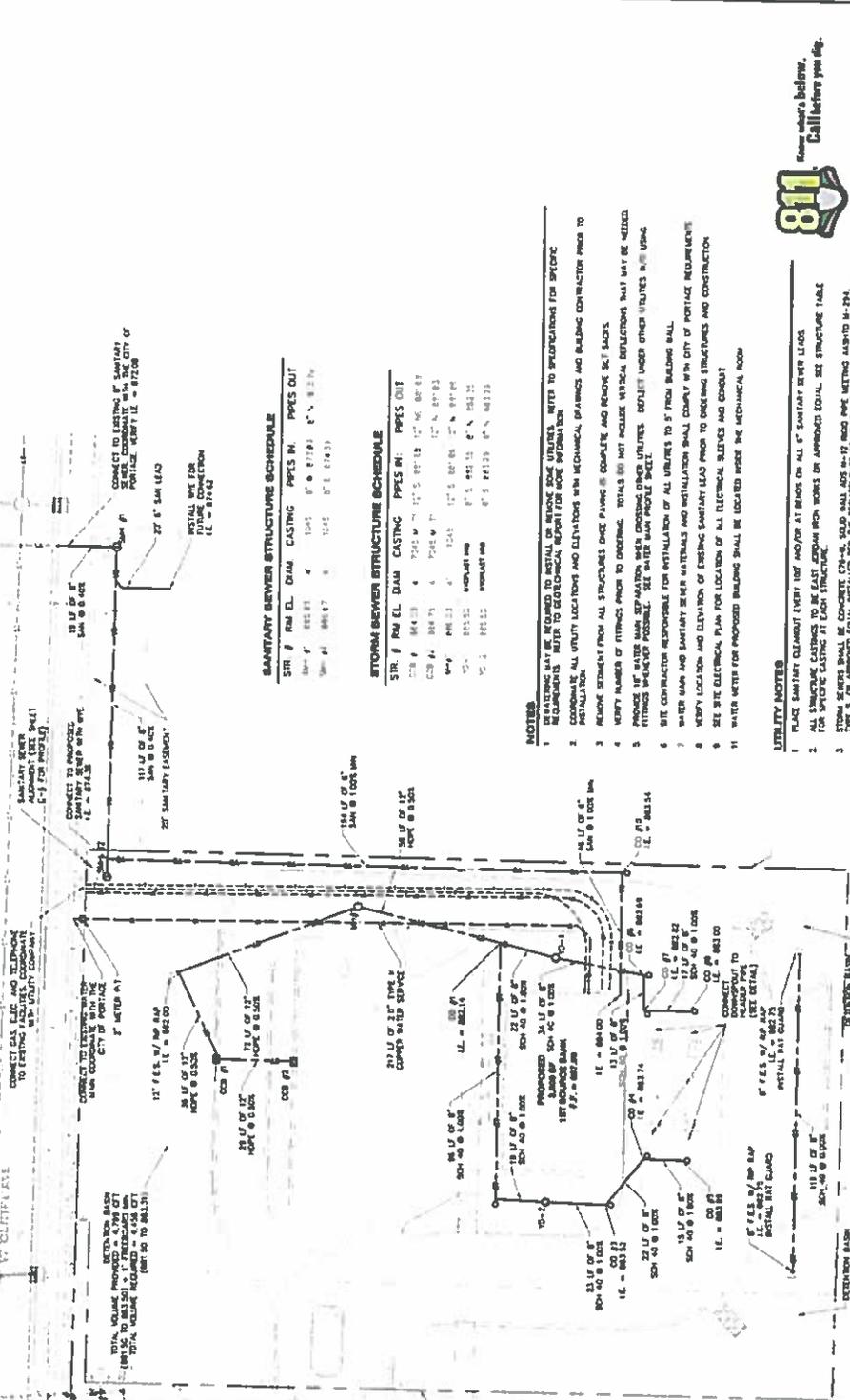
ALL UTILITIES SHOWN ARE BASED ON RECORD DRAWINGS AND FIELD SURVEY. CONTRACTOR SHALL VERIFY ALL UTILITIES PRIOR TO CONSTRUCTION. ANY UNIDENTIFIED UTILITIES SHALL BE REPORTED TO THE CITY OF PORTAGE UTILITIES DEPARTMENT.

DATE: 09/19/14
 DRAWN BY: [Name]
 CHECKED BY: [Name]

SITE UTILITY PLAN

09/19/14

C-3
 14-0300



SANITARY SEWER STRUCTURE SCHEDULE

STR #	RM	EL.	DIAM.	CASTING	PIPES IN.	PIPES OUT
STR #1	10045	8' 0"	18"	12"	12"	12"
STR #2	10047	8' 0"	18"	12"	12"	12"

STORM SEWER STRUCTURE SCHEDULE

STR #	RM	EL.	DIAM.	CASTING	PIPES IN.	PIPES OUT
STR #1	10045	8' 0"	18"	12"	12"	12"
STR #2	10047	8' 0"	18"	12"	12"	12"

NOTES

1. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE CITY OF PORTAGE UTILITIES DEPARTMENT PRIOR TO CONSTRUCTION.
2. VERIFY ALL UTILITIES LOCATIONS AND DEPTHS PRIOR TO CONSTRUCTION. REPORT ANY UNIDENTIFIED UTILITIES TO THE CITY OF PORTAGE UTILITIES DEPARTMENT.
3. REMOVE EXISTING STRUCTURES AND UTILITIES AS SHOWN ON THIS PLAN. VERIFY ALL UTILITIES PRIOR TO CONSTRUCTION.
4. VERIFY ALL UTILITIES PRIOR TO CONSTRUCTION. REPORT ANY UNIDENTIFIED UTILITIES TO THE CITY OF PORTAGE UTILITIES DEPARTMENT.
5. SITE CONTRACTOR RESPONSIBLE FOR INSTALLATION OF ALL UTILITIES TO 5' FROM BUILDING WALL.
6. WHEN MANHOLE AND SANITARY SEWER MATERIALS AND INSTALLATION SHALL COMPLY WITH CITY OF PORTAGE REQUIREMENTS.
7. VERIFY LOCATION AND ELEVATION OF EXISTING SANITARY LEAD PRIOR TO CONSTRUCTION AND CONSTRUCTION.
8. SEE SITE ELECTRICAL PLAN FOR LOCATION OF ALL ELECTRICAL SERVICES AND CONDUIT.
9. ALL WATER METERS FOR PROPOSED BUILDING SHALL BE LOCATED INSIDE THE MECHANICAL ROOM.

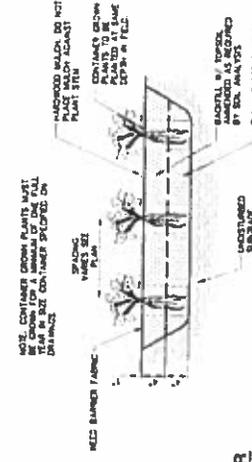
UTILITY NOTES

1. PLACE SANITARY CLEANOUT EVERY 100' AND/OR AT BENDS ON ALL 6" SANITARY SEWER LINES.
2. ALL SANITARY CASTINGS TO BE CAST FROM FORMS OR APPROVED EQUAL. SEE STRUCTURE TABLE FOR SPECIFIC CASTING AT EACH STRUCTURE.
3. STORM SEWERS SHALL BE CONCRETE C/P-8. SOLID WALL 405 #4 @ 12" O.C. AND SETTING AS SHOWN IN PLAN. SETTING TO BE APPROVED EQUAL. VERIFY ALL UTILITIES PRIOR TO CONSTRUCTION. REPORT ANY UNIDENTIFIED UTILITIES TO THE CITY OF PORTAGE UTILITIES DEPARTMENT.
4. ALL WATER METERS INSTALLED IN CONDUIT SHALL BE SHIPPED WITH POLYETHYLENE GLASS REINFORCED PLASTIC (FRP) PROTECTIVE CASING.
5. CONTRACTOR SHALL VERIFY ALL UTILITIES PRIOR TO CONSTRUCTION AND CONSTRUCTION. REPORT ANY UNIDENTIFIED UTILITIES TO THE CITY OF PORTAGE UTILITIES DEPARTMENT.
6. IF ANY UTILITY DEPARTMENT HAS COMMENTS OR CONCERNS REGARDING THIS PLAN, CONTACT THE CITY OF PORTAGE UTILITIES DEPARTMENT PRIOR TO CONSTRUCTION OF ANY UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL NECESSARY PERMITS AND FEES FOR CONSTRUCTION OF ANY UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL NECESSARY PERMITS AND FEES FOR CONSTRUCTION OF ANY UTILITIES.

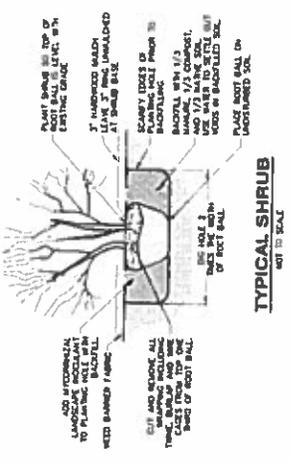


FIELD WORK PERFORMED BY LANDON PROFESSIONAL SERVICES

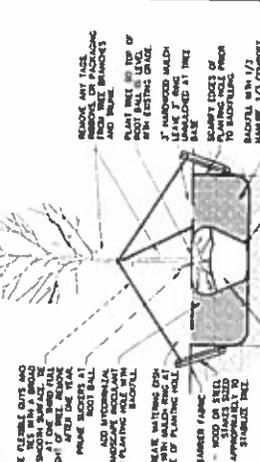
GENERAL CONTRACTOR FOR PORTAGE BANKING CENTER



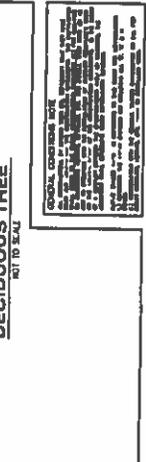
PERENNIAL AND GROUNDCOVER PLANTING DETAIL
 NOT TO SCALE



TYPICAL SHRUB
 NOT TO SCALE



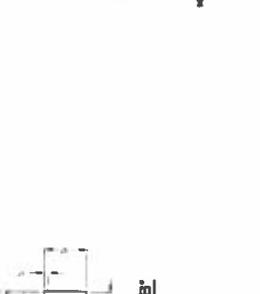
DECIDUOUS TREE
 NOT TO SCALE



PERENNIAL AND GROUNDCOVER PLANT SPACING DETAIL
 NOT TO SCALE



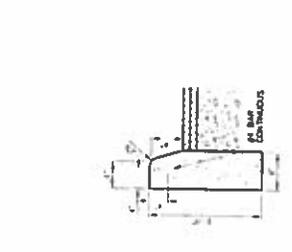
**"2\"/>
 NOT TO SCALE**



**"2\"/>
 NOT TO SCALE**



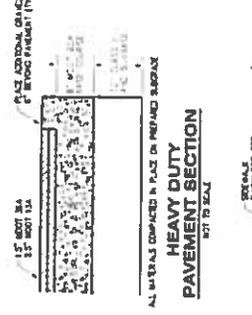
HEAVY DUTY PAVEMENT SECTION
 NOT TO SCALE



INTEGRAL SIDEWALK/CURB
 NOT TO SCALE



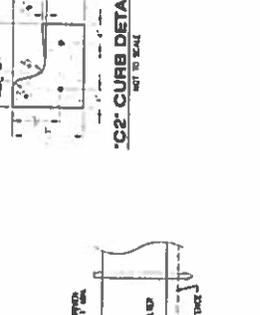
SIDEWALK DETAIL
 NOT TO SCALE



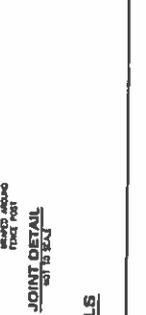
JOINT DETAIL
 NOT TO SCALE



SILT FENCE DETAILS



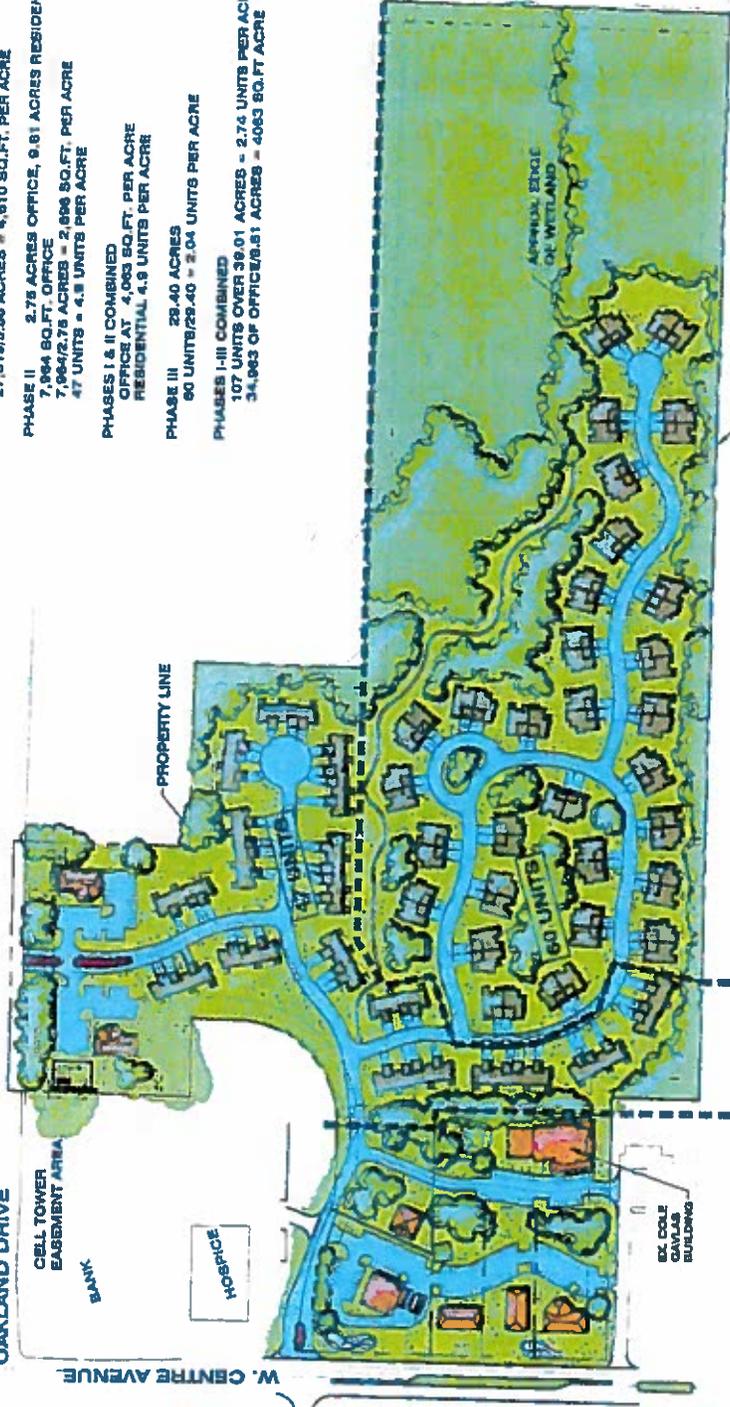
SILT FENCE DETAILS





**PRELIMINARY LAYOUT
OAKLAND HILLS CENTRE DEVELOPMENT
AVB AND TREYSTAR**

- PHASE I 0.56 ACRES OFFICE
27,019 SQ.FT. OFFICE
27,019/0.56 ACRES = 4,810 SQ.FT. PER ACRE
- PHASE II 2.75 ACRES OFFICE, 9.81 ACRES RESIDENTIAL
7,964 SQ.FT. OFFICE
7,964/2.75 ACRES = 2,896 SQ.FT. PER ACRE
47 UNITS = 4.8 UNITS PER ACRE
- PHASES I & II COMBINED
OFFICE AT 4,063 SQ.FT. PER ACRE
RESIDENTIAL 4.8 UNITS PER ACRE
- PHASE III 28.40 ACRES
60 UNITS/28.40 = 2.04 UNITS PER ACRE
- PHASES I-III COMBINED
107 UNITS OVER 39.01 ACRES = 2.74 UNITS PER ACRE
34,983 SQ.FT. OFFICE/9.81 ACRES = 4083 SQ.FT. PER ACRE



PROPERTY LINE

PHASE 1
PHASE 2
PHASE 3

PARCEL INFORMATION:
PART OF THE INTERSECTION 1/4 OF SECTION 28, T3N, R10E, S12E, CITY OF OAKLAND, CALIFORNIA COUNTY, INCLUDING TRACTS 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.

TO: Planning Commission

DATE: September 26, 2014

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

SUBJECT: Site Plan for Kenco Development, 6501 Portage Road

I. INTRODUCTION:

A site plan has been submitted by Scannell Properties to construct a 300,330 square foot, 48-foot tall warehouse/distribution facility and associated site improvements along the northern approximate 39 acres of 6501 Portage Road. The subject site is zoned I-2, heavy industry and is situated along the east side of Portage Road, south of the Air Zoo facility.

II. SITE PLAN:

Primary access to the site will be provided through a street extension from Portage Road that will also serve other future developments on the remaining vacant property located south of the development site. The applicant has indicated that this street extension may be constructed to public street standards and deeded to the city pending the outcome of a Michigan Department of Transportation (MDOT) grant application. A secondary full service driveway from Portage Road will also be constructed along the northwest portion of the site. Improvements to Portage Road including a southerly extension of the center left-turn lane located in front of the Air Zoo site, and construction of a northbound deceleration lane to the private street extension, along the east side of Portage Road, will be completed in conjunction with the proposed warehouse/distribution facility. Consistent with the recently adopted 2014 Comprehensive Plan Update and past approval of the Air Zoo project to the north, the applicant will provide the city a 20-foot wide easement along the Portage Road frontage for construction of a future multi-use trail.

The site is located in close proximity to the Kalamazoo/Battle Creek International Airport. As a result, the Federal Aviation Authority (FAA), Kalamazoo/Battle Creek International Airport, and Michigan Department of Transportation Office of Aeronautics were notified of the project. All agencies have approved the development project.

Storm water from the development project (building, parking lots, loading areas, private street) will be conveyed to storm water treatment cells and retention basins located along the east and west sides of site. Public infrastructure improvements involving municipal water, sanitary sewer and improvements to Portage Road, including installation of a left-turn lane, intended to serve the proposed development are also proposed. Details regarding these public infrastructure improvements will be finalized upon completion of the detailed engineering plans. Interior parking lot landscaping will be also be installed across the site consistent with ordinance requirements. The landscape plan will be finalized before issuance of the building permit. Finally, outdoor lighting units (building mounted, full cutoff units only) associated with the development site will also be installed and maintained consistent with ordinance requirements.

As shown on the attached aerial photograph, there are significant mature tree lines located on the east, west and south sides of the development site. The applicant has agreed to preserve the tree lines along the Portage Road frontage and the tree line extending east-west just south of the street extension in an effort to screen the outside trailer storage/parking area and the loading/unloading docks located along the west and east sides of the building. These tree lines also serve as wind breaks for the development site.

III. RECOMMENDATION:

The site plan has been reviewed by the City Administrative departments. Staff recommends that the site plan for Kenco Development, 6501 Portage Road, be approved subject to retention of the mature tree lines. If the tree lines are damaged or removed during or after construction, replacement will be required.

Attachments: Aerial photograph
 Site Plan Sheets
 Building elevation rendering



Wainman & Associates, Inc.
 Surveyors
 14000 Highway 101
 Suite 100
 Dallas, Texas 75244
 Phone: 972.346.1111
 Fax: 972.346.1112
 www.wainman.com

PROJECT
 DISTRICT
 PROPERTY

SCHEMATIC
 PROPERTIES

DATE
 11/11/11

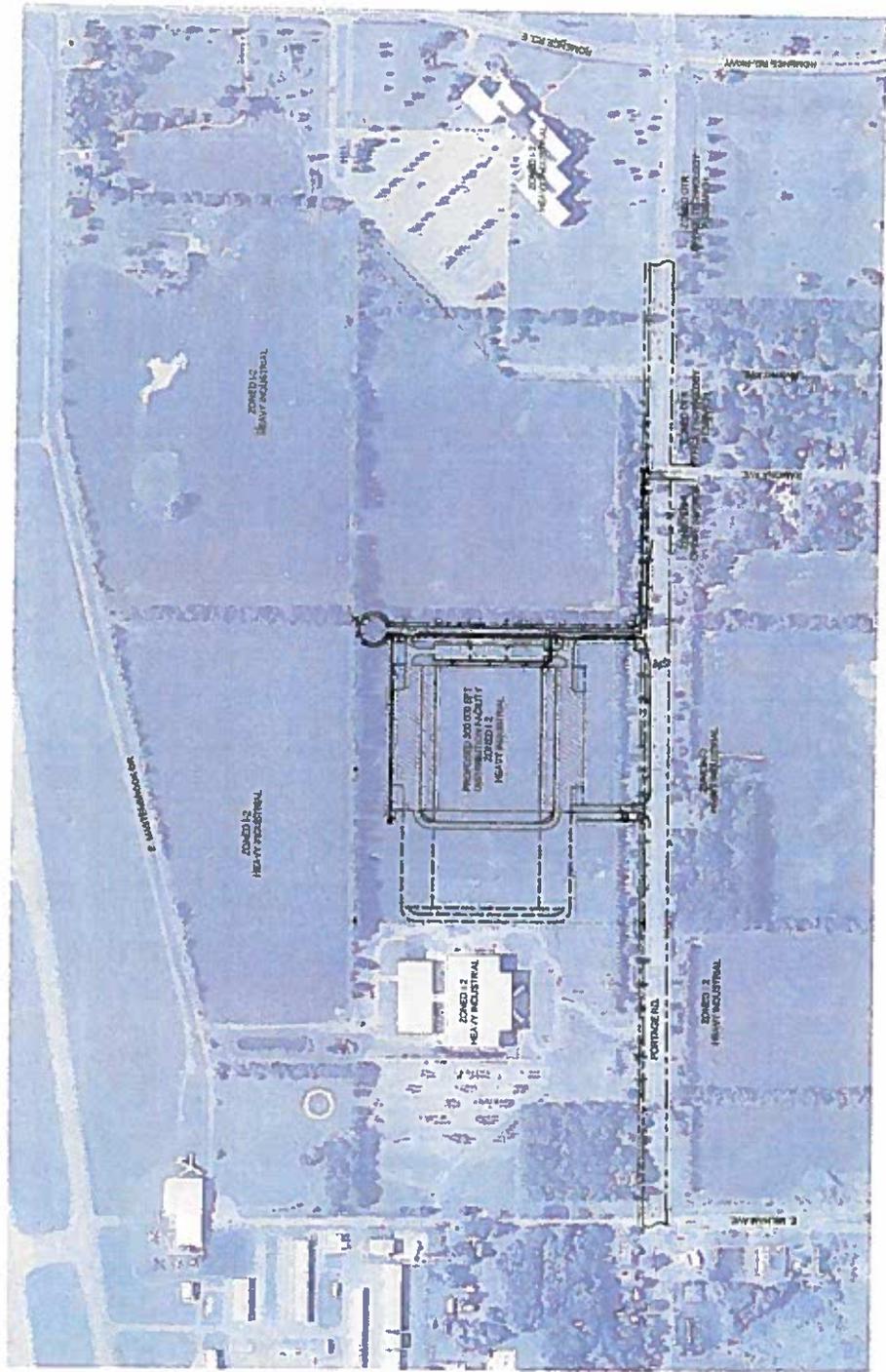
SCALE
 1" = 100'

PROJECT NO.
 140585-02

DATE
 11/11/11

PROJECT NO.
 140585-02

DATE
 11/11/11



140585-02



WORTHMAN SURVEYING & CONSULTING, INC.
 12000 E. 14th Ave., Suite 100
 Aurora, CO 80012
 (303) 751-1100
 www.worthmansurveying.com

SCANNELL PROPERTIES
 12000 E. 14th Ave., Suite 100
 Aurora, CO 80012
 (303) 751-1100

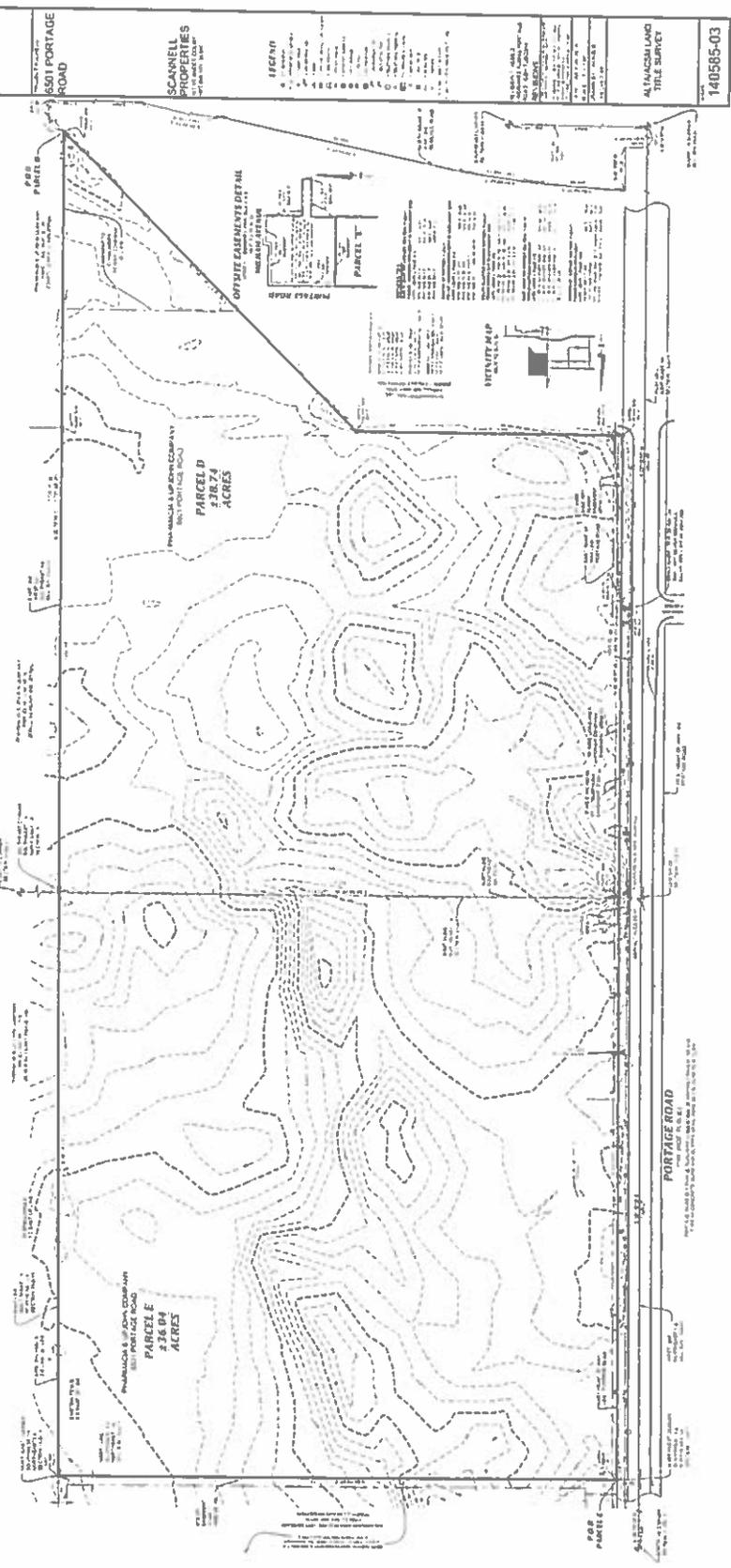
ALTA/ACSM LAND TITLE SURVEY
 140585-03

ZONING INFORMATION:
 The subject property is located within the City of Portage, Michigan, and is zoned R-1 (Residential Single-Family). The zoning ordinance requires that the property be used for single-family detached dwellings. The proposed use of the property for a residential development is consistent with the zoning ordinance.

LEGAL DESCRIPTION:
 The subject property is located in Section 11, Township 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan. The property is bounded by 6501 Portage Road to the north, Portage Road to the east, and the 1/4 section line to the south and west.

EXCEPTIONS (SCHEDULE B SECTION II):
 The following areas are excluded from the survey: Parcel A (2.3604 Acres), Parcel B (2.3604 Acres), Parcel C (2.3604 Acres), Parcel D (2.3604 Acres), Parcel E (2.3604 Acres), Parcel F (2.3604 Acres), Parcel G (2.3604 Acres), Parcel H (2.3604 Acres), Parcel I (2.3604 Acres), Parcel J (2.3604 Acres), Parcel K (2.3604 Acres), Parcel L (2.3604 Acres), Parcel M (2.3604 Acres), Parcel N (2.3604 Acres), Parcel O (2.3604 Acres), Parcel P (2.3604 Acres), Parcel Q (2.3604 Acres), Parcel R (2.3604 Acres), Parcel S (2.3604 Acres), Parcel T (2.3604 Acres), Parcel U (2.3604 Acres), Parcel V (2.3604 Acres), Parcel W (2.3604 Acres), Parcel X (2.3604 Acres), Parcel Y (2.3604 Acres), Parcel Z (2.3604 Acres).

NOTES:
 1. The survey was conducted on 10/15/2023.
 2. The survey was conducted by [Surveyor Name].
 3. The survey was conducted in accordance with the Michigan Surveying Act.



LEGAL DESCRIPTION:
 The subject property is located in Section 11, Township 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan. The property is bounded by 6501 Portage Road to the north, Portage Road to the east, and the 1/4 section line to the south and west.

EXCEPTIONS (SCHEDULE B SECTION II):
 The following areas are excluded from the survey: Parcel A (2.3604 Acres), Parcel B (2.3604 Acres), Parcel C (2.3604 Acres), Parcel D (2.3604 Acres), Parcel E (2.3604 Acres), Parcel F (2.3604 Acres), Parcel G (2.3604 Acres), Parcel H (2.3604 Acres), Parcel I (2.3604 Acres), Parcel J (2.3604 Acres), Parcel K (2.3604 Acres), Parcel L (2.3604 Acres), Parcel M (2.3604 Acres), Parcel N (2.3604 Acres), Parcel O (2.3604 Acres), Parcel P (2.3604 Acres), Parcel Q (2.3604 Acres), Parcel R (2.3604 Acres), Parcel S (2.3604 Acres), Parcel T (2.3604 Acres), Parcel U (2.3604 Acres), Parcel V (2.3604 Acres), Parcel W (2.3604 Acres), Parcel X (2.3604 Acres), Parcel Y (2.3604 Acres), Parcel Z (2.3604 Acres).

NOTES:
 1. The survey was conducted on 10/15/2023.
 2. The survey was conducted by [Surveyor Name].
 3. The survey was conducted in accordance with the Michigan Surveying Act.

LEGAL DESCRIPTION:
 The subject property is located in Section 11, Township 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan. The property is bounded by 6501 Portage Road to the north, Portage Road to the east, and the 1/4 section line to the south and west.

EXCEPTIONS (SCHEDULE B SECTION II):
 The following areas are excluded from the survey: Parcel A (2.3604 Acres), Parcel B (2.3604 Acres), Parcel C (2.3604 Acres), Parcel D (2.3604 Acres), Parcel E (2.3604 Acres), Parcel F (2.3604 Acres), Parcel G (2.3604 Acres), Parcel H (2.3604 Acres), Parcel I (2.3604 Acres), Parcel J (2.3604 Acres), Parcel K (2.3604 Acres), Parcel L (2.3604 Acres), Parcel M (2.3604 Acres), Parcel N (2.3604 Acres), Parcel O (2.3604 Acres), Parcel P (2.3604 Acres), Parcel Q (2.3604 Acres), Parcel R (2.3604 Acres), Parcel S (2.3604 Acres), Parcel T (2.3604 Acres), Parcel U (2.3604 Acres), Parcel V (2.3604 Acres), Parcel W (2.3604 Acres), Parcel X (2.3604 Acres), Parcel Y (2.3604 Acres), Parcel Z (2.3604 Acres).

NOTES:
 1. The survey was conducted on 10/15/2023.
 2. The survey was conducted by [Surveyor Name].
 3. The survey was conducted in accordance with the Michigan Surveying Act.



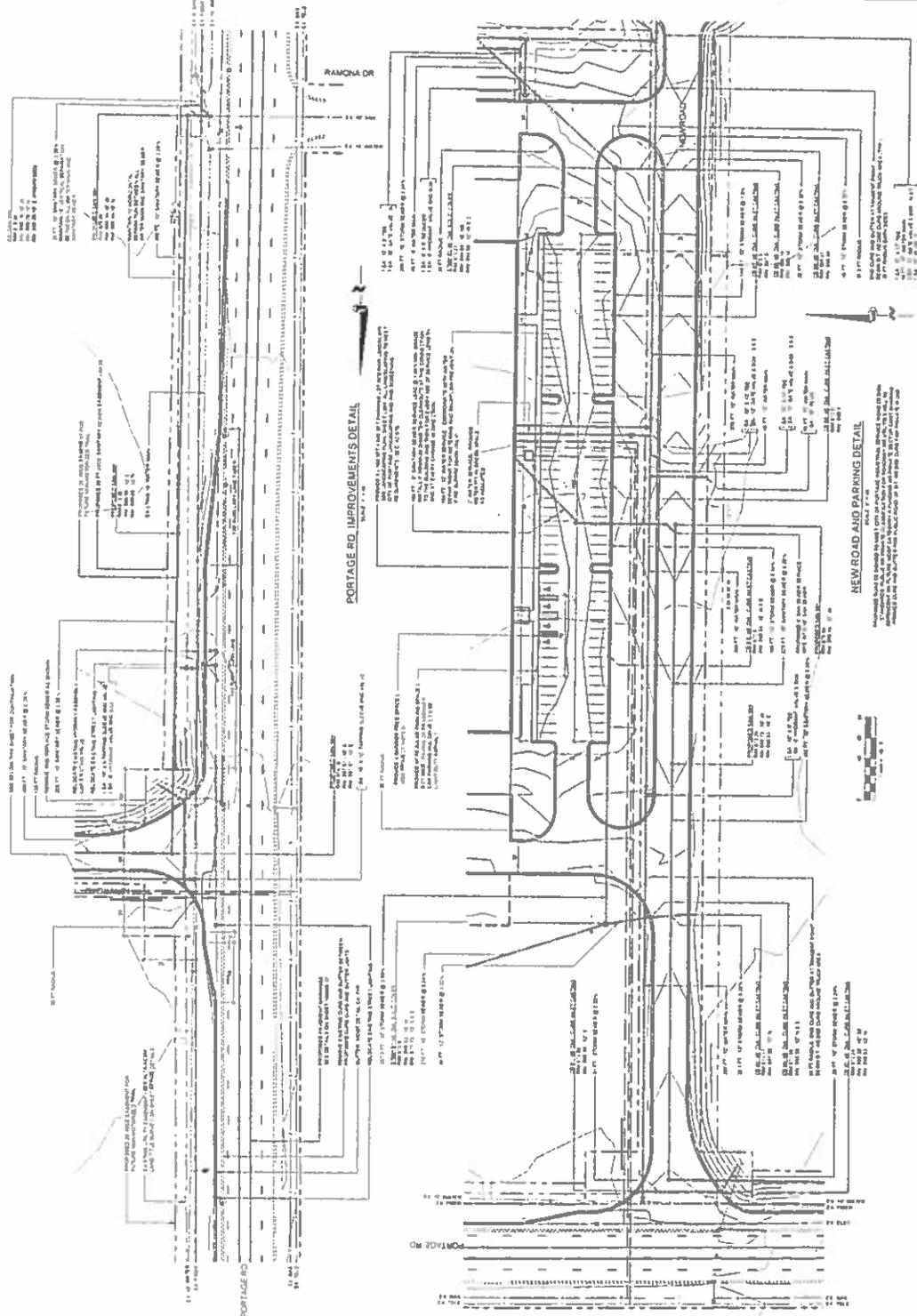
WEHRMAN & ASSOCIATES, INC.
PLANNERS, ENGINEERS, ARCHITECTS
1000 WEST 10TH AVENUE
SUITE 1000
DENVER, COLORADO 80202
TEL: 303.733.1100
FAX: 303.733.1101
WWW.WEHRMAN.COM

PROJECT NAME
PORTAGE ROAD DEVELOPMENT
DISTRIBUTION
PORTAGE ROAD
PORTAGE, COLORADO

SCHEMATIC #102
REVISIONS TO SHEET
NO. 102-001

PERIOD OF TIME
140585-05

DATE
10/11/05





WATSON & ASSOCIATES, INC.
ENGINEERS
 140585-07
 140585-07

PROJECT:
SCAMMELL #112
PORTAGE ROAD
INDUSTRIAL SERVICE ROAD

DATE:
11/11/11

SCALE:
AS SHOWN

PROJECT NO.:
140585-07

DATE:
11/11/11

SCALE:
AS SHOWN

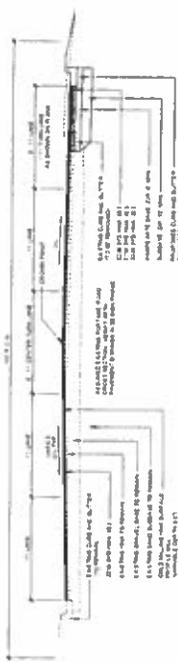
PROJECT NO.:
140585-07

DATE:
11/11/11

SCALE:
AS SHOWN

PROJECT NO.:
140585-07

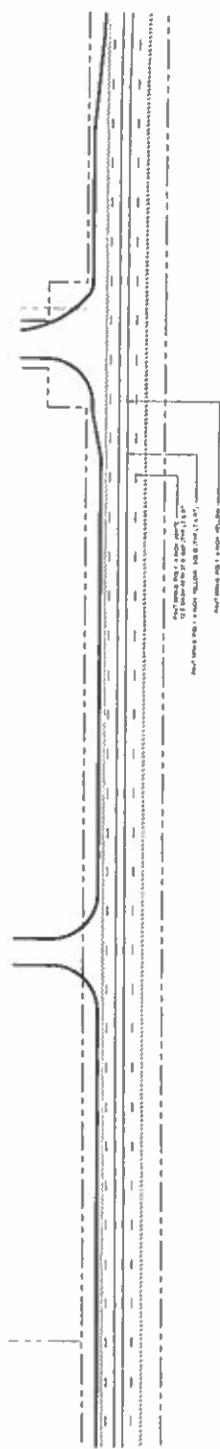
DATE:
11/11/11



TYPICAL CROSS SECTION - PORTAGE ROAD WIDENING
 11/11/11

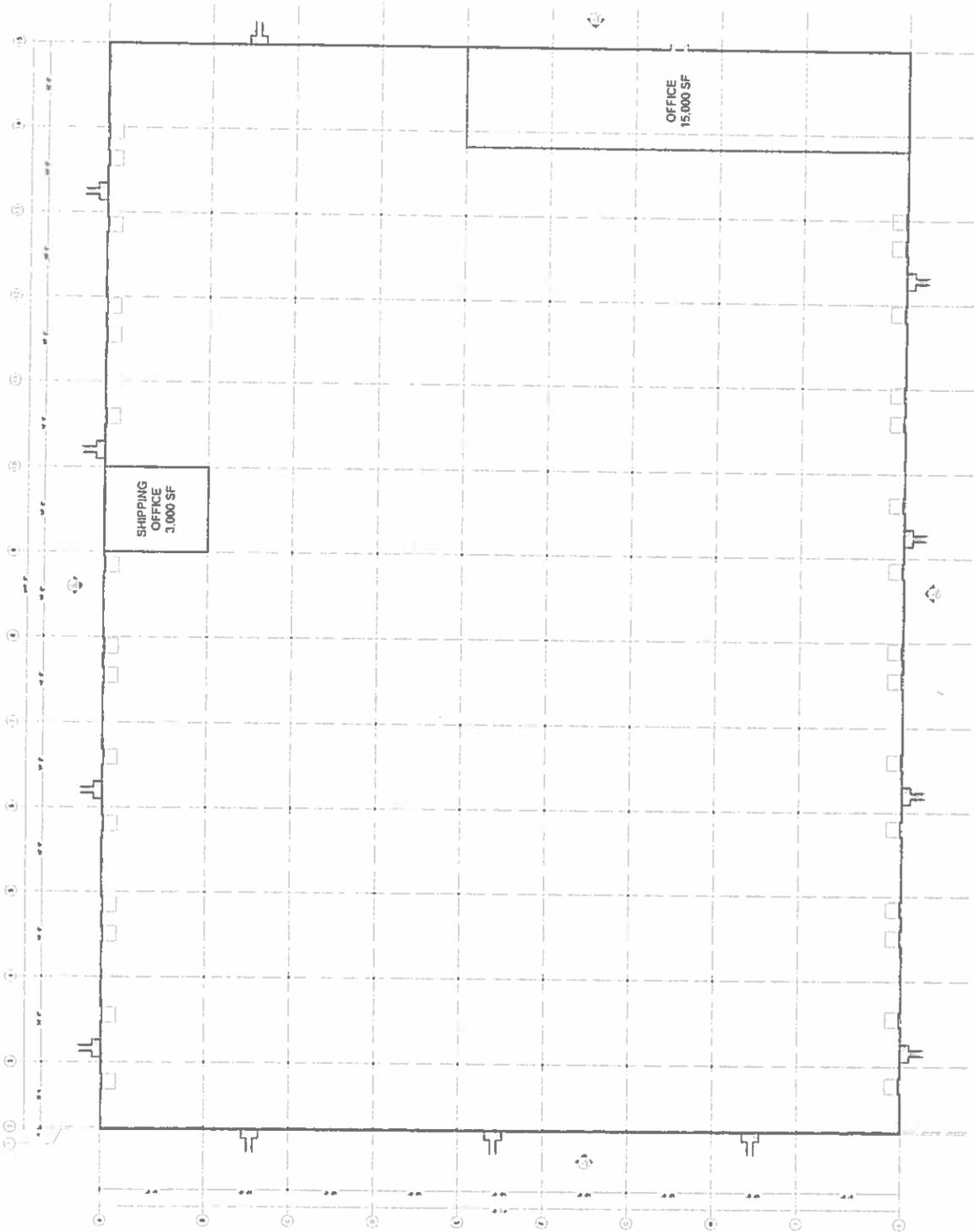


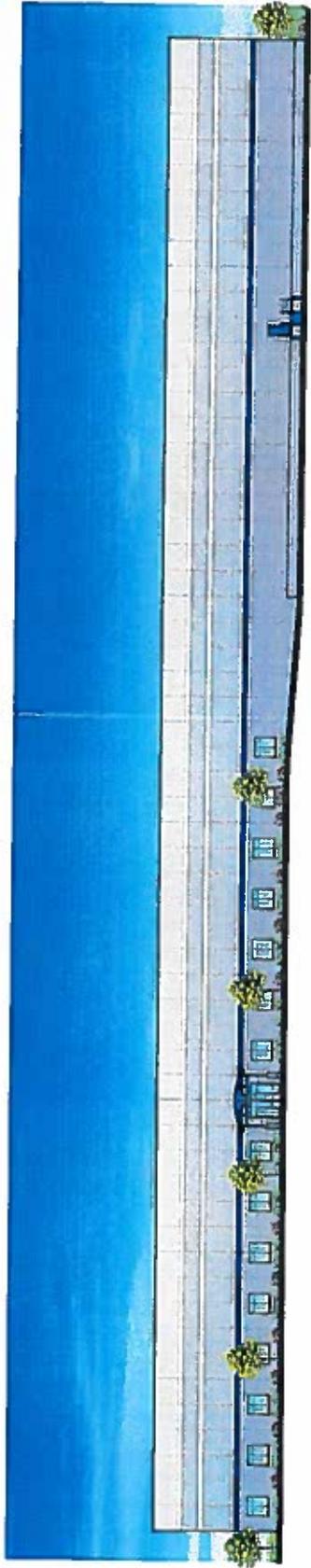
TYPICAL CROSS SECTION - PROPOSED INDUSTRIAL SERVICE ROAD
 11/11/11



PROPOSED PORTAGE ROAD STRIPING DETAILS
 11/11/11

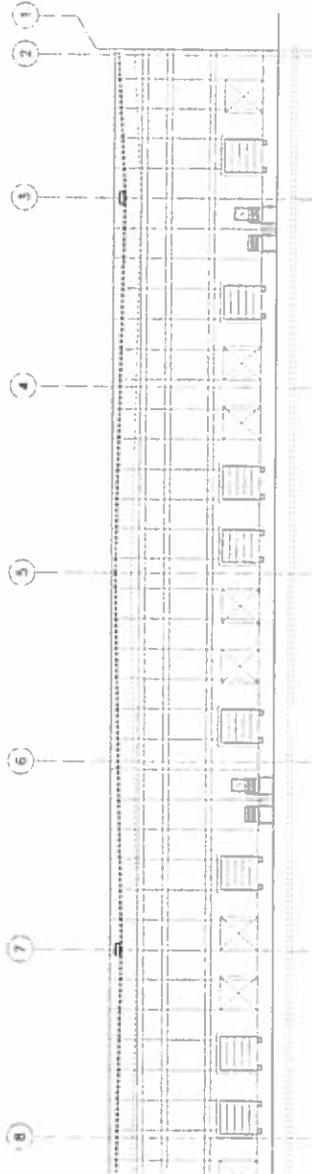
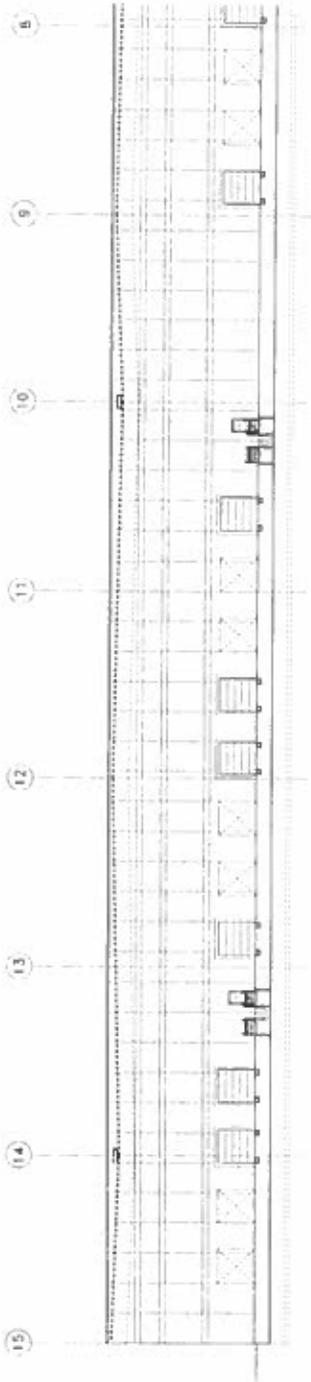
140585-07





SOUTH ELEVATION

RECEIVED
MAY 8 2014
COMMUNITY DEVELOPMENT



TO: Planning Commission

DATE: September 26, 2014

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

SUBJECT: Final Report: Rezoning Application #15-1, 6291 South 12th Street

I. INTRODUCTION:

An application has been received from Pinefield, LLC requesting that 6291 South 12th Street be rezoned from R-1B, one family residential to R-1T, attached residential. According to the applicant, the rezoning would facilitate future expansion of the Pinefield Townhomes development project.

Applicant	Property Address	Parcel Number	Zoning	
			Existing	Proposed
Pinefield, LLC	6291 South 12 th Street	00007-170-G	R-1B	R-1T
One parcel – 5.3 acres				

II. EXISTING CONDITIONS:

Land Use/Zoning	<p><u>Rezoning Site:</u> Outdoor recreation area (walking path, volleyball court, children play equipment, picnic area, etc) for the adjacent Pinefield Townhomes development zoned R-1B, one family residential.</p> <p><u>East/South:</u> Pinefield Townhomes development zoned RM-1, multiple family residential and R-1T, attached residential.</p> <p><u>West:</u> Single family residences zoned R-1B and South 12th Street.</p> <p><u>North:</u> Vacant land zoned R-1B. Further north, single family residences zoned R-1B.</p>
Zoning/Development History	No rezoning of properties in the surrounding area have occurred in the past 10 years.
Historic District/Structures	The subject site is not located within a historic district and does not contain any historic structures.
Public Streets	South 12 th Street is designated a 2-lane minor arterial roadway with 5,571 vehicles per day (2013); capacity of 17,200 vehicles per day (level of service "D").
Public Utilities	Municipal water and sewer are available.
Environmental	The City of Portage Sensitive Land Use Inventory Map does not identify wetland and/or floodplain areas on the subject site.

III. PUBLIC HEARING/COMMENTS:

The Planning Commission convened a public hearing during the September 18, 2014 meeting. Mr. Bob Deppe (applicant/owner) was present to support the rezoning request and to explain plans to expand the Pinefield Townhomes development project. No citizens spoke during this meeting.

IV. 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 2014 Comprehensive Plan identifies the rezoning site, along with properties situated to the south and west, as appropriate for medium density residential land use. The medium density residential land use designation covers the transition from detached to attached dwelling units including duplexes, attached condominiums and townhomes and certain apartment buildings (4 to 8 units per acre) and corresponds to the R-1T, attached residential, RM-2, multiple family residential and PD, planned development zoning districts. Properties situated east of the rezoning site are identified for high density residential land use, while properties situated to the north of the rezoning site are designated for low density residential land use. While these designations are intended to serve as a general guide for future development and rezoning considerations, specific zoning district boundaries need to be determined on a case-by-case basis considering overall consistency with the Comprehensive Plan/Future Land Use Map, surrounding land use/zoning pattern, development/redevelopment potential, impacts on adjacent properties and other factors. The proposed R-1T zoning district is consistent with the Comprehensive Plan and Future Land Use Map 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) and may suggest incentives to influence community development and adjustments to other policies that influence the use of land for consistency with community development objectives. The proposed R-1T zoning district is consistent with applicable development guidelines contained in the Comprehensive Plan (attached).

Suitability of Existing R-1B Zone/Impacts of Proposed R-1T Zones. The existing R-1B zoning designation is still suitable for single-family residential development and could be developed by extending Andover Woods Drive to the south. This development option would, however, require property assembly and another point of access to South 12th Street. The subject property is currently owned by the same entity that owns the existing Pinefield Townhomes development project and although zoned for single-family residential use, it is planned for attached residential. As such, the proposed R-1T zone would allow for future expansion of the Pinefield Townhomes development with existing access provided from South 12th Street (thru Pinefield Avenue, private street) and West Milham Avenue (thru adjacent Anna's Vineyard Apartment complex). While some increase in residential development density is likely with a zoning change from R-1B to R-1T, the proposed R-1T district is consistent and compatible with the surrounding land use pattern and zoning designations. As information for the Commission, the R-1T zoning district allows for construction of duplexes and attached residential buildings (maximum four connected units) subject to several conditions.

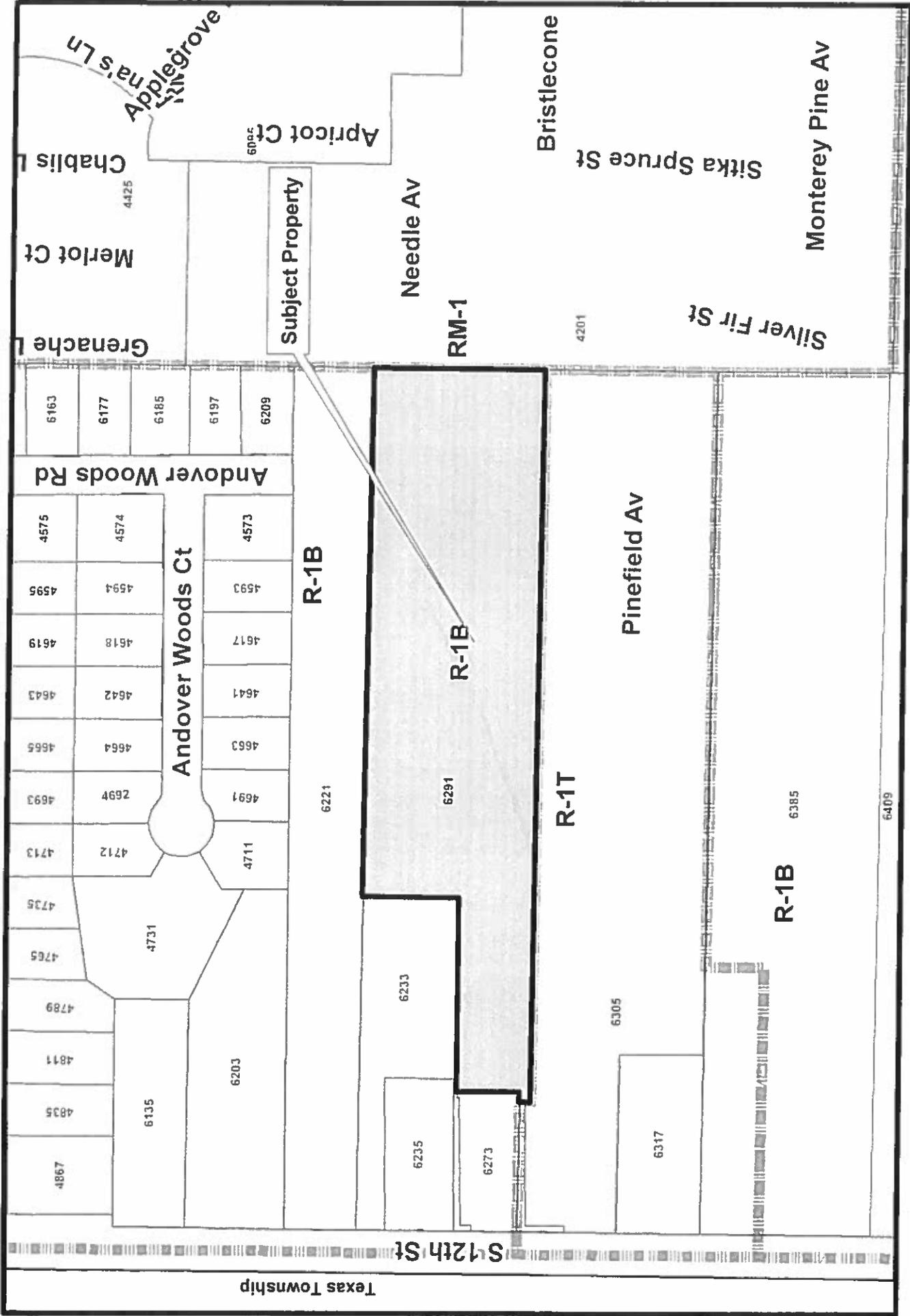
Traffic Considerations. Anticipated traffic generation associated with a zoning change from R-1B to R-1T will not be significant and can be accommodated by the surrounding roadway network. Specific access related issues including driveway locations, shared/cross access connections, etc. will be reviewed at the site plan stage of redevelopment.

V. 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 #15-1 be approved and 6291 South 12th Street be rezoned from R-1B, one family residential to R-1T, attached residential. The proposed zoning change is consistent with the Comprehensive Plan, Future Land Use Map and surrounding land use/zoning pattern.

Attachments: Zoning/Vicinity Map
Future Land Use Map
Aerial Photograph Map
Development Guideline Table (R-1T)
Rezoning Application and Supporting Materials

S:\Commdev\2014-2015 Department Files\Board Files\Planning Commission\PC Reports\Rezonings\2014 09 26 Rezoning Application #15-1, 6291 South 12th Street (final).doc

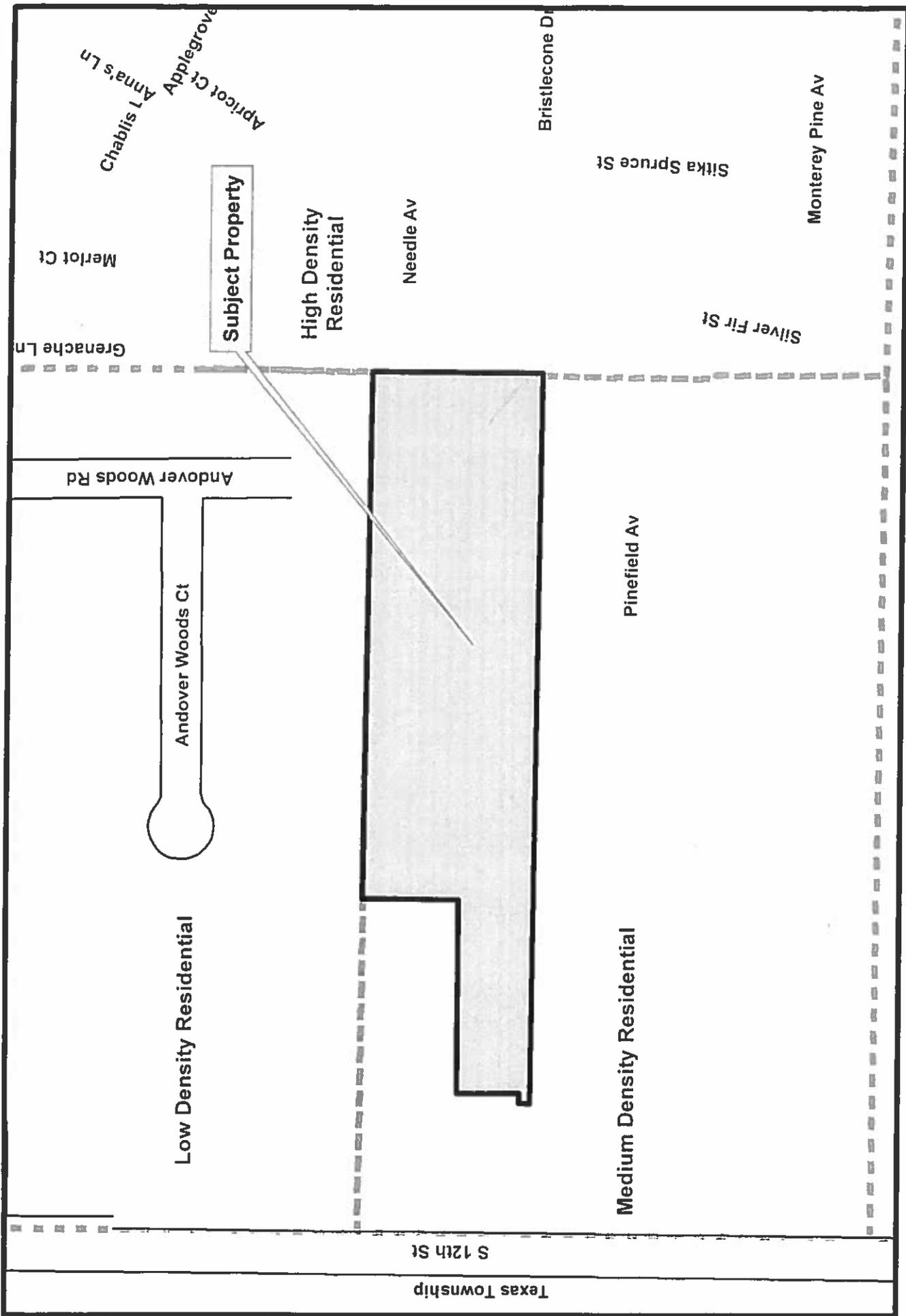


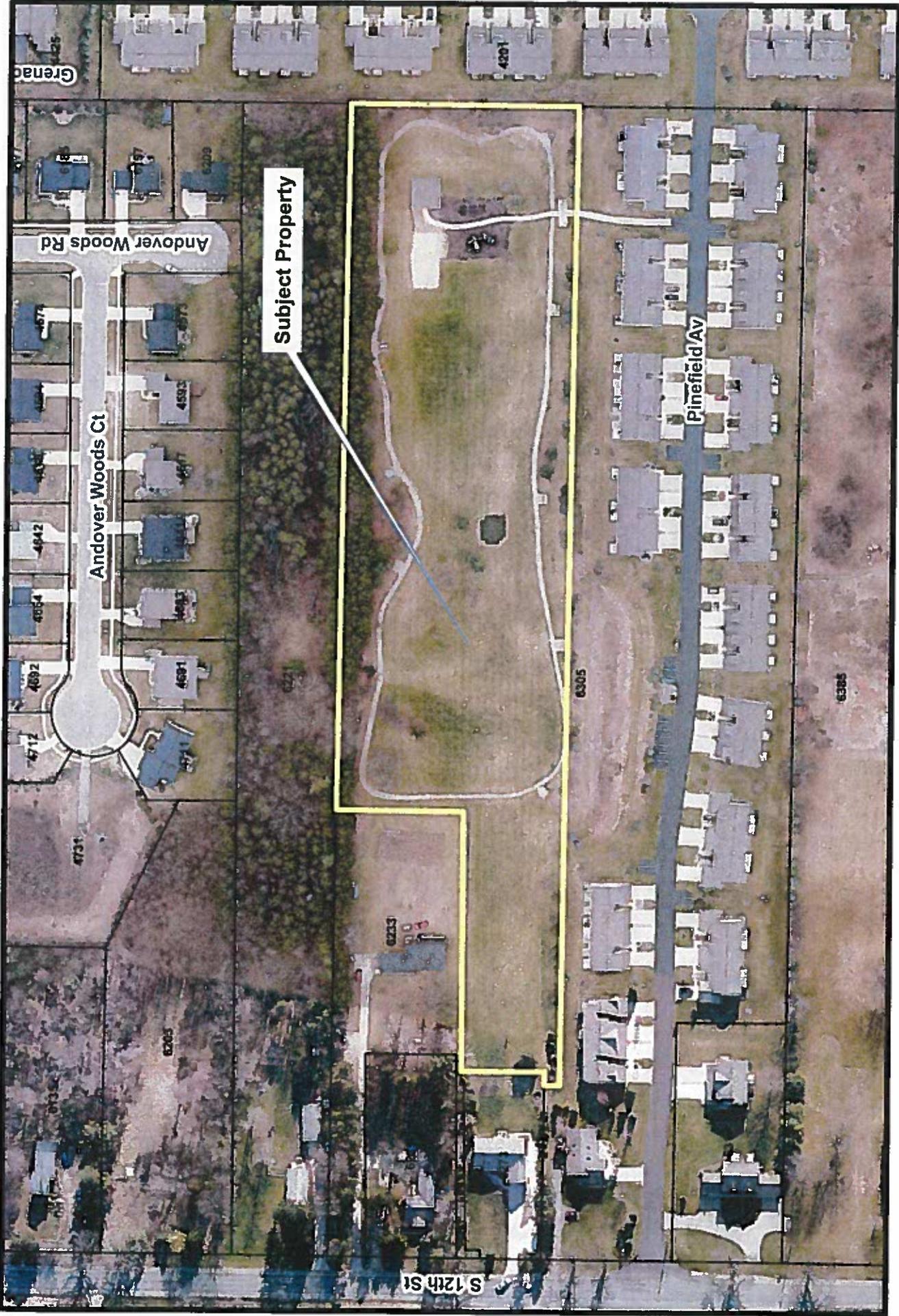
 Zoning Boundary
 Subject Property
 Notification

Rezoning #15-01
6291 South 12th Street



1 inch = 200 feet





Subject Property

Aerial Photography 6291 South 12th Street

Subject Property



1 inch = 150 feet

DEVELOPMENT GUIDELINES
Rezoning Application #15-1 (R-1T, Attached Residential)

Guideline	Description	Consistent	Comments
Rezoning Request – Z-1	Consistency with Future Land Use Plan	Yes	Future Land Use Map designates the subject property, along with properties situated to the south and west as appropriate for medium density residential land use. This designation covers the transition from detached to attached dwelling units including duplexes, attached condominiums and townhomes and certain apartment buildings and corresponds to the R-1T, RM-2 and PD zoning districts.
Residential – 2	Residential Development along Arterial Roadways	Yes	Future expansion of the Pinefield Townhomes development would access South 12 th Street from existing private street (Pinefield Avenue). South 12 th Street is classified as a minor arterial roadways.
Residential – 3	Locational Criteria for Residential Uses	Yes	Subject property is not characterized by sensitive environmental conditions. Rezoning site has access South 12 th Street and municipal water and sanitary sewer are available.
Residential – 4	Compatibility with Adjacent Uses	Yes	Proposed R-1T zone and associated development would result in residential structures that are consistent/compatible with existing Pinefield Townhomes development project to the south and east, and would provide appropriate transition between single family detached dwellings to north and west.
Residential – 5	Open Space and Natural Resources Protection	Yes	Reviewed at site plan stage of development.
Residential – 6	Street and Pedestrian Systems	Yes	Reviewed at site plan stage of development.
Natural & Historic Resources - 1	Environmental Protection	Yes	Rezoning site is not characterized by environmentally sensitive areas (wetlands, floodplain, etc).
Natural & Historic Resources - 2	Floodplain	Yes	Rezoning site is not situated within the 100-year floodplain.
Natural & Historic Resources - 3	Water Quality	Yes	Reviewed at site plan stage of development.
Natural & Historic Resources – 4	Noise	Yes	Reviewed at site plan stage of development.
Natural & Historic Resources – 5	Historic Resource Preservation	N/A	Rezoning site is not situated within a designated historic preservation area and does not contain any historic structures.
Natural & Historic Resources – 6	Open Space Protection	Yes	Reviewed at site plan stage of development.
Transportation – 1	Transportation Systems	Yes	South 12 th Street is a two-lane minor arterial street with 5,571 vehicles per day (2013); and a capacity of 17,200 vehicles per day (level of service “D”). Traffic generation associated with a zoning change from R-1B to R-1T will not be significant and can be accommodated by the surrounding roadway network.
Transportation – 2	Street Design	Yes	Access would be provided through existing private street (Pinefield Avenue) to south, which connects to South 12 th Street. Secondary access to West Milham Avenue also provided through internal private street network associated with Pinefield Townhome development to east and Anna’s Vineyard Apartment development to northeast.
Transportation – 3	Access Management	Yes	See Transportation – 1 and Transportation – 2 above.

Guideline	Description	Consistent	Comments
Transportation – 4	Non Motorized Travel	Yes	Reviewed at site plan stage of development.
Transportation – 5	Right-of-Way Preservation	Yes	Reviewed at site plan stage of development.
Transportation – 6	Parking	Yes	Reviewed at site plan stage of development.
Municipal Facilities & Services – 2	Sanitary Service	Yes	Sanitary sewer is available.
Municipal Facilities & Services –3	Underground Utilities	Yes	Reviewed at site plan stage of development.

s:\commdev\2014-2015 department files\board files\planning commission\pc reports\development guideline tables\guideline table 15-1 (r-11) doc



PORTAGE

A Natural Place to Move

Department of Community Development

12000000

APPLICATION FOR ZONING AMENDMENT

Application number 15-1

Date August 19 2014

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 6291 South 12th st between _____ Street and _____ Street on the East side of the street, and is known as Lot Number(s) 0/A of _____ Plat (Subdivision). It has a frontage of 61 feet and a depth of 1,355.05 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).

6291 South 12th st.
5.3 acres
00007-170-6

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

b. Name of the owner of the property to be rezoned: Pinefield LLC

Address 6291 Silver Fir Portage MI

3. My (our) interest in the property and purpose for submitting the proposed Zoning Amendment: To add to our existing Condo community

4. CURRENT ZONING: ~~R-1B~~ R-1B PROPOSED ZONING: R-1T

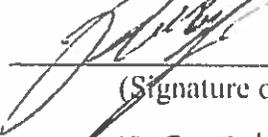
ZONING TEXT AMENDMENT

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

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

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

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)	<u>Robert Deppa Member Pinefield LLC</u> _____ (Signature of Applicant)
<u>6219 Silver Fir St. Portage MI</u> _____ (Address)	_____ (Address)
<u>616 890-0643</u> _____ (Phone)	_____ (Phone)

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

3/25/13
11:25 AM

MATERIALS TRANSMITTED

CITY COUNCIL MEETING MINUTES FROM AUGUST 26, 2014

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

At the request of Mayor Strazdas, Pastor Chad Wells of the First Baptist Church of Portage provided an invocation. The City Council and the audience recited the Pledge of Allegiance.

The Deputy City Clerk called the roll with the following members present: Councilmembers Nasim Ansari, Richard Ford, Patricia M. Randall, Claudette Reid and Terry Urban, Mayor Pro Tem Jim Pearson and Mayor Peter Strazdas. Also in attendance were Acting City Manager Laurence Shaffer, City Attorney Randy Brown and Deputy City Clerk Adam Herringa.

APPROVAL OF MINUTES: Motion by Ansari, seconded by Urban, to approve the August 12 Regular Meeting Minutes and two Special Meeting Minutes of August 18, 2014. Upon a voice vote, motion carried 7 to 0.

* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Reid to read the Consent Agenda. Councilmember Ansari asked that Item F.4, West Lake Weed Management Program, be removed from the Consent Agenda. Motion by Urban, seconded by Reid, to approve the Consent Agenda Motions as amended. Upon a roll call vote, motion carried 7 to 0.

Motion by Reid, seconded by Urban, to add "Recommended Appointments to the Central County Transportation Authority" to the agenda under "New Business." Mayor Strazdas explained that, immediately prior to this meeting, City Council conducted interviews of candidates interested in serving on the new Central County Transportation Authority and that appointments needed to be made as a part of this Regular Meeting. Upon a roll call vote, motion carried 7 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF AUGUST 26, 2014:** Motion by Urban, seconded by Reid, to approve the Accounts Payable Register of August 26, 2014 as presented. Upon a roll call vote, motion carried 7 to 0.

REPORTS FROM THE ADMINISTRATION:

* **ICE CONTROL SALT PURCHASE:** Motion by Urban, seconded by Reid, to award a contract to Detroit Salt Company in the low bid amount of \$63.81 per ton for 3,500 tons of ice control salt at a total cost of \$223,335 for early delivery, and North American Salt Company in the low bid amount of \$70.29 per ton of ice control salt for 1,000 tons at a total cost of \$70,290 for seasonal back up on an as-needed basis, and authorize the Acting City Manager to execute all documents related to these purchases on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

* **DELTA DENTAL PLAN OF MICHIGAN INSURANCE:** Motion by Urban, seconded by Reid, to approve a one-year contract renewal with Delta Dental Plan of Michigan and authorize the Acting City Manager to execute all documents on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

* **EASEMENT AGREEMENT REGARDING FREESTANDING SIGN ON CITY PROPERTY (7331 SOUTH WESTNEDGE AVENUE):** Motion by Urban, seconded by Reid, to approve the Easement Agreement to Locate Sign on Property at 7331 South Westnedge Avenue with Garden 7310, LLC, and authorize the Acting City Manager to execute the easement agreement on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

WEST LAKE SPECIAL ASSESSMENT PROGRAM: Mayor Strazdas asked Acting City Manager Larry Shaffer to summarize the recommendation of City Administration on this matter and actions taken since the last City Council Meeting. Acting City Manager Shaffer explained that he had met with representatives of the West Lake Improvement Association (WLIA) and shared that the Director of Transportation and Utilities, Chris Barnes, looked at administrative costs to the City associated with administering this program. The total costs over five years, according to the estimate, was \$8,850. Acting City Manager Shaffer stated that the WLIA agreed to pay the City \$1,500 annually for a total of \$7,500 over the next five years for administering the program. Mr. Shaffer then discussed the potential establishment of a governmental lake board for West Lake and shared his opinion that, while City Administration would study the merits of a governmental lake board at this lake, the current system at West Lake works and he sees no reason to change it at this time.

Councilmember Ansari thanked the City Administration and the WLIA for working together on creating a "win-win situation." Councilmember Ford inquired if residents had been notified of potential increases in their special assessments. Director of Transportation and Utilities, Chris Barnes, responded and explained the special assessment process and that it includes two formal notices to property owners along with two public hearings.

Doug Brewer, 829 Lakeview Drive, President of the WLIA, spoke and thanked City Council for the opportunity to be heard and expressed support on behalf of the WLIA for keeping the current special assessment system in place and that a governmental lake board for West Lake is not desired at this time. He shared his belief that each lake is different and that the WLIA is able to increase resident participation and be more responsive than a governmental lake board would be. He continued by stating that WLIA charges members annual dues in the amount of \$25, has open elections and ensures that special assessment dollars are spent exclusively for weed treatment. Councilmember Randall inquired if the annual \$25 dues would need to be increased to cover the cost of helping to offset the administrative costs of the City as is being proposed. Mr. Brewer replied that the dues would not need to be increased.

Motion by Ansari, seconded by Randall, to renew the motion to adopt Resolution No. 1, accept the Acting City Manager Report, and request preparation of Resolution No. 2 for the West Lake Management Program Special District No. 015-Q. Councilmember Ford stated that nobody has come forward to advocate for a governmental lake board at West Lake and that he would be supporting the motion. Upon a roll call vote, motion carried 6 to 0 with Mayor Strazdas abstaining. Resolution recorded on page 290 of City of Portage Resolution Book No. 45.

* **LOCAL DEVELOPMENT FINANCE AUTHORITY APPOINTMENTS:** Motion by Urban, seconded by Reid, to confirm the Acting City Manager appointments to the Local Development Finance Authority by adopting the Resolution to Appoint Members to the Local Development Finance Authority of the City of Portage. Upon a roll call vote, motion carried 7 to 0. Resolution recorded on page 293 of City of Portage Resolution Book No. 45.

* **DOWNTOWN DEVELOPMENT AUTHORITY APPOINTMENTS:** Motion by Urban, seconded by Reid, to confirm the Acting City Manager appointments to the Downtown Development Authority Board of Directors. Upon a roll call vote, motion carried 7 to 0.

* **JULY 2014 ENVIRONMENTAL ACTIVITY REPORT:** Motion by Urban, seconded by Reid, to receive the communication from the Acting City Manager regarding the July 2014 Summary Environmental Activity Report as Information Only. Upon a roll call vote, motion carried 7 to 0.

* **DEPARTMENT MONTHLY REPORTS:** Motion by Urban, seconded by Reid, to receive the departmental monthly reports. Upon a roll call vote, motion carried 7 to 0.

COMMUNICATIONS:

MICHIGAN MUNICIPAL LEAGUE ANNUAL MEETING NOTICE: Acting City Manager Shaffer briefly reviewed the notice of the Annual Meeting of the Michigan Municipal League (MML) and details of the annual MML Conference. Motion by Reid, seconded by Ford, to receive communication from the Michigan Municipal League regarding the League's Annual Meeting Notice. Upon a voice call vote, motion carried 7 to 0.

PRESENTATION BY D. NEIL BREMER, CHAIRPERSON, KALAMAZOO COUNTY PUBLIC ART COMMISSION: Neil Bremer, Chair of the Kalamazoo County Public Art Commission reported to City Council on the role and activities of the Commission and shared a brief history of the organization. He continued by stating that the Commission was formed to work on behalf of the City of Portage, among others, on matters concerning public art in the community and encouraged the City of Portage to make use of this resource. Mr. Bremer then reviewed the role of art in engaging the community and the idea that art can bring people together and make them proud of their community. He asked for City Council to reaffirm their commitment to the work of the Kalamazoo County Public Art Commission and implored City Council to make use of what they have to offer. Motion by Reid, seconded by Ansari, to accept the report from Neil Bremer and the Public Art Commission and that the City of Portage reaffirm that the work of the Kalamazoo County Public Art Commission, on behalf of Kalamazoo County and the cities of Kalamazoo and Portage, will be supported by referring all inquiries, proposals, and planning for public art, based on the charter established in 1981, to the Kalamazoo County Public Art Commission for review and recommendation. Upon a roll call vote, motion carried 7 to 0.

* **MINUTES OF BOARDS AND COMMISSIONS:** City Council received the minutes of the following Boards and Commissions:

Portage Human Services Board Meeting of May 1, 2014.

Portage Historic District Commission of June 4 and July 9, 2014.

Portage Zoning Board of Appeals of June 9, 2014.

Portage Planning Commission of July 24, 2014.

Portage Public Schools Board of Education Policy Governance Retreat and Regular Business Meeting of July 14, 2014.

Portage Public Schools Board of Education Special Meeting and Policy Governance Retreat of July 30, 2014.

COUNCIL COMMITTEE REPORTS: Mayor Pro Tem Pearson provided City Council with a report regarding an August 15, 2014 Transition Leadership Team Meeting for Countywide Public Transportation System. Councilmember Urban stated that it was his understanding that the Transition Leadership Team would not be involved in the interview process of the three at-large members of the Central County Transportation Authority (CCTA) which is different from what is reflected in the report provided by Mayor Pro Tem Pearson. Discussion followed and Mayor Pro Tem Pearson asked that the paragraph in question be struck from the report. Councilmember Urban continued by stating that, to his understanding, the Transition Leadership Team believed that the applications of those individuals who were not recommended by a jurisdiction for appointment be forward to the Kalamazoo County Board of Commissioners for consideration for appointment to the at-large seats of the CCTA. Councilmember Urban agreed with striking the paragraph from the report and stated that other matters could be addressed at a later date. Motion by Ansari, seconded by Reid, to receive the report on the August 15, 2014 Transition Leadership Team Meeting for Countywide Public Transportation System. Upon a voice vote, motion carried 7 to 0.

NEW BUSINESS:

RECOMMENDED APPOINTMENTS TO THE CENTRAL COUNTY

TRANSPORTATION AUTHORITY: Mayor Strazdas summarized the interview process that was held immediately preceding this meeting and the need to recommend two individuals to the Kalamazoo County Board of Commissioners for appointment to the Central County Transportation Authority (CCTA). He thanked the five citizens and two City Councilmembers who applied to serve and stated his desire to have citizen representation on this body instead of elected officials. Mayor Strazdas recommended to City Council that Arthur Roberts and Paul Ecklund be forwarded to the Kalamazoo County Board of Commissioners for appointment to the CCTA. Councilmember Reid expressed her support for the recommendation. Councilmember Ford disagreed and stated that, due to the complexity involved in transitioning to the CCTA, he would like to see closer contact with City Council and that Councilmember Urban and Mayor Pro Tem Pearson were his preferred choices. Councilmember Ansari concurred with Councilmember Ford and offered that one of the applicants, Paul Ecklund, was already serving on the Kalamazoo County Transit Authority (KCTA). Councilmember Randall stated her support for appointing Councilmember Urban and Mayor Pro Tem Pearson and her preference that the terms of their appointments be kept short and suggested one year of service on the CCTA. Discussion followed on the term of service.

Councilmember Reid inquired if Mr. Ecklund could serve on both the KCTA and CCTA. Councilmember Urban replied in the affirmative and stated that it is the intent for each board to eventually have the same membership. Councilmember Urban then pointed out that Mr. Ecklund would be a good candidate for an at-large appointment to the CCTA and that any unsuccessful applicant could be forwarded to the Kalamazoo County Board of Commissioners for consideration for an at-large appointment.

Mayor Strazdas stated that we have four or five citizens who expressed interest in serving and that consideration could be given to forming a City Council Advisory Board to advise City Council on this topic. The advisory committee could then provide input to the representatives on the CCTA.

Mayor Pro Tem Pearson indicated his desire for a one year term while the transition to the CCTA is made. He then offered his support for appointment of a citizen to the CCTA instead of a Councilmember once the transition is complete and his term is up. Councilmember Urban stated that, if appointed, it would be his expectation to resign within a year, assuming the transition to the CCTA goes smoothly, and to have a citizen appointed to the position he vacates.

Motion by Ansari, seconded by Randall, to recommend to the Kalamazoo County Board of Commissioners that Jim Pearson and Terry Urban be appointed to the Central County Transportation Authority. Upon a voice vote, motion carried 7 to 0.

OTHER CITY MATTERS:

STATEMENTS OF CITIZENS: Ms. Fareen Effendi, 6548 Amberly Street, spoke in regard to excessive speed in front of her home which is on the same street as Amberly Elementary. She requested that a speed bump be installed and that an assessment on the speed of traffic at this location be conducted.

Mayor Strazdas thanked her for coming forward and requested that the Acting City Manager work with the Public Safety Director and Director of Transportation and Utilities to review the situation. He also asked that City Administration work with Ms. Effendi and the neighborhood on the matter.

Mr. Ed Sackley, 10314 Archwood Drive, thanked the City of Portage for reaffirming its commitment to the Kalamazoo County Public Arts Commission. He recognized members and a former member of the Public Art Commission that were present in the audience and thanked the Portage District Library for their leadership in efforts to make art available to citizens. Mr. Sackley continued by emphasizing the importance of public art in the community in enhancing quality, promoting tourism and "placemaking."

STATEMENTS OF CITY COUNCIL AND ACTING CITY MANAGER:

Councilmember Reid shared that she had returned from Fort Collins, Colorado, earlier in the evening and commented on the role of art in the Fort Collins community and that art can be a solution to blight in a community. She also shared details and expressed support for the upcoming Kalamazoo Foot Chase which benefits MiCOPS (Michigan Concerns of Police Survivors), an organization that provides support to surviving law enforcement families and co-workers who lose an officer in the line of duty.

Councilmember Ford shared information about the August 27th Portage Community Center Barn Party and stated his support for the Kalamazoo Foot Chase.

Councilmember Randall encouraged everyone to have a safe and happy Labor Day weekend and shared that she received a text from a parent who echoed the concern of Ms. Effendi with speed near Amberly Elementary. Councilmember Randall asked that residents be mindful of children going to and from school as the school year is beginning September 2nd.

Councilmember Urban shared a prior experience at the Kalamazoo Foot Chase in which he volunteered to get tasered by law enforcement in a controlled environment. He also encouraged residents to watch out for children going to school and reminded everyone to be mindful of this.

In response to concerns expressed by City Council, Mayor Strazdas asked the Acting City Manager to work with the Portage Public Schools on getting a press release out regarding the start of school and offering school safety tips.

Mayor Strazdas stated that he recently participated in the Parkinson's Walk on the trails in Portage and expressed his appreciation for the event. He then shared that he was going to Australia and New Zealand and that he would be going to rotary meetings in Cairns, Australia and Auckland, New Zealand and that he would also be visiting the mayor's office of these respective cities.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 8:40 p.m.

Adam Herringa, Deputy City Clerk

*Indicates items included on the Consent Agenda.

**MINUTES OF THE SPECIAL MEETING OF THE PORTAGE CITY COUNCIL
OF AUGUST 26, 2014 – CENTRAL COUNTY TRANSPORTATION
AUTHORITY APPLICANTS**

Mayor Peter Strazdas called the meeting to order at 6:30 p.m. The following Councilmembers were present: Councilmembers Nasim Ansari, Richard Ford, Patricia Randall, and Terry Urban, Mayor Pro Tem Jim Pearson and Mayor Peter Strazdas. Councilmember Reid arrived at 7:15 p.m. Also present were Acting City Manager Larry Shaffer and Deputy City Clerk Adam Herringa.

Mayor Strazdas asked the Executive Director of the Kalamazoo County Transportation Authority, Sean McBride, to provide some background and history related to the development of the Central County Transportation Authority. He reviewed the functionality of the Kalamazoo County Transportation Authority (KCTA) and the pending Central County Transportation Authority (CCTA) along with the planned Board of Directors for each. Next, he reviewed the appointment process to the CCTA and the need for jurisdictions to finalize the boundaries of the Authority within an upcoming 30-day window in which a city or township can “opt out” all or portions of their jurisdictions. Finally, he discussed the issue of “incompatible office” and elected officials serving on the CCTA Board of Directors. Mr. McBride stated that elected officials such as a Councilmember could not serve on both the City Council and the CCTA during the 30-day window. However, he continued by stating that he did not view this as a problem since he envisioned minimal action being taken by the CCTA during the 30-day window in which the incompatible office stipulation would apply. Discussion followed.

Mayor Strazdas opened the interview session and the following individuals were interviewed: Paul Ecklund, Shawn Havens, Arthur Roberts and Betty Schimmel. Another applicant, Sandra Sheppard, was unable to attend the interview session.

Mayor Strazdas then asked Mr. McBride to provide a potential scenario which the CCTA may have to address in the future and asked each applicant to share how they would handle the situation.

Following the interview of the citizen applicants, the Mayor invited Mayor Pro Tem Pearson and Councilmember Urban to share why they wished to serve on the CCTA.

Mayor Strazdas asked City Council to share their thoughts on the process and Councilmember Randall inquired how the two Portage representatives on the CCTA represent and are responsive to City Council. Mayor Strazdas responded that the CCTA is a separate governing board and appointed by the Kalamazoo County Board of Commissioners. He continued by stating that the role of City Council at this point is simply to make a recommendation to the Kalamazoo County Board of Commissioners on who to appoint. Councilmember Ansari inquired why the Portage City Council is going through this process if the Kalamazoo County Board of Commissioners is making the appointment. Mayor Strazdas responded that it is being offered as a courtesy but that one option that can be considered is for City Council not to make any recommendation and to have the Board of Commissioners conduct the interviews. Mr. Ecklund shared that there

are opportunities for Portage residents to influence the CCTA and that is through a local advisory committee. He continued by stating that a member of the Portage Human Services Board is currently on such a committee.

Councilmember Urban provided the citizen applicants with a description of the process of creating the CCTA thus far and explained the convoluted nature of having both the KCTA and CCTA.

Councilmember Ford inquired if the Transition Leadership Team would be ongoing or if it would be phased out. Mr. McBride stated that the goal is for this team to eventually disappear and give way to the CCTA.

Mayor Strazdas stated that he would be making a recommendation on appointments in the Regular Meeting, summarized the meeting to this point and thanked all of those who applied and offered to give of their time to such an important community issue.

ADJOURN: Mayor Strazdas adjourned the meeting at 7:25 p.m.

Adam Herringa, Deputy City Clerk

**MINUTES OF THE SPECIAL MEETING OF THE PORTAGE CITY COUNCIL
OF AUGUST 26, 2014 – CITY MANAGER APPLICANT REVIEW AND
SHORT LIST**

Mayor Peter Strazdas called the meeting to order at 8:50 p.m. The following Councilmembers were present: Councilmembers Nasim Ansari, Richard Ford, Patricia Randall, Claudette Reid and Terry Urban, Mayor Pro Tem Jim Pearson and Mayor Peter Strazdas. Also present were Acting Deputy City Manager Rob Boulis, City Attorney Randy Brown and Deputy City Clerk Adam Herringa.

Mayor Strazdas summarized the search for a City Manager to this point and thanked City Council for taking the time to review the applicant resumes and supplementary materials and reminded everyone present that each applicant had requested confidentiality. Next, he reviewed the plan for this meeting and the methodology that was to be used to rank the ten candidates in an attempt to create a short list of applicants. A score of 1 was to be assigned by each Councilmember to his or her most highly ranked candidate and a score of 10 to the lowest ranked candidate. Mayor Strazdas then invited each Councilmember to share their rankings and the numbers were entered into a spreadsheet and tallied.

City Council then reviewed and discussed the rankings and there was consensus that the scoring indicated a strong grouping of five candidates. There was consensus on inviting the five highest ranked candidates and discussion on whether to invite a sixth candidate because two members of City Council had the applicant in question ranked in their top five. Discussion on the merits and rationale for the ranking of the sixth candidate followed.

Councilmember Ford stated his inclination to invite six candidates for an interview and Councilmember Ansari stated his preference for five but indicated his openness to six. Discussion followed on whether to invite five or six applicants for an interview and rationale on both sides of inviting the sixth ranked candidate for an interview was shared.

Mayor Strazdas stated his preference for inviting six applicants to interview, provided his rationale and asked for feedback from City Council on the length of time for the interview sessions as well as availability of City Council on the planned interview dates of September 17 and 18, 2014. The consensus of City Council was to have the interview sessions last one and one-half hours each and to make the window of 11:00 a.m. until 8:00 p.m. on September 17th available for interviews along with the window of 9:00 a.m. until 3:00 p.m. on September 18th. City Council indicated their preference that the interviews be scheduled consecutively each of these days to avoid lengthy gaps between interviews. Mayor Strazdas also indicated his desire for City Council to hold a one hour Special Meeting prior to the first interview to review the interview process and indicated that the process would be similar to that which was used in selecting an Acting City Manager. He then asked Mr. Boulis to contact Bob Slavin, the search consultant, with the names of the six candidates to be interviewed and to work on getting them scheduled.

Acting Deputy City Manager Boulis inquired if City Council planned to use a formalized approach to asking questions and inquired about the opportunity for the public to ask questions. Discussion followed and it was determined that the questions would be in a format similar to that used during the Acting City Manager search. It was then suggested to Mr. Boulis that a website be established to which citizens could submit questions to be asked of the candidates and that residents also be provided with a method to submit questions via traditional mail.

Acting Deputy City Manager Boulis inquired as to whether City Council would compensate candidates for their travel expenses and, if so, what would be acceptable. Discussion followed and the consensus of City Council was that a hotel stay for candidates wishing to stay overnight be accommodated. Transportation costs for all candidates would not be covered. However, it was the consensus of City Council that, should a candidate(s) be invited back for a lengthier interview process, travel expenses would then be covered. Greg Ayers, President of Discover Kalamazoo, was present in the audience and offered the assistance of his organization where appropriate.

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

Adam Herringa, Deputy City Clerk