

PLANNING COMMISSION

September 18, 2014

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 have 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.

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