



PLANNING COMMISSION

May 7, 2015

CITY OF PORTAGE PLANNING COMMISSION

A G E N D A

**May 7, 2015
(7:00 p.m.)**

Portage City Hall Council Chambers

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES:

- * April 16, 2015

SITE/FINAL PLANS:

PUBLIC HEARINGS:

- * 1. Final Report: Tentative Plan Amendment (The Homestead of Portage), 3821 West Milham Avenue
- * 2. Ordinance Amendment #14/15-B, Site Plan Review

OLD BUSINESS:

NEW BUSINESS:

- * 1. Accessory Building (Davis), 10749 Andrews Street
- * 2. Schoolcraft Township Master Plan Future Land Use Map Amendment (Section 13, East W Avenue)

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED

March 9, 2015 Zoning Board of Appeals meeting minutes
March 24, 2015 City Council regular meeting minutes
March 24, 2015 City Council Committee of the Whole meeting minutes
April 14, 2015 City Council regular meeting minutes
April 14, 2015 City Council Committee of the Whole meeting minutes
April 21, 2015 City Council Budgetary Review Session meeting minutes
Press release from American Village Builders concerning Portage Creek realignment

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

PLANNING COMMISSION

 DRAFT

April 16, 2015

The City of Portage Planning Commission meeting of April 16, 2015 was called to order by Chairman Welch at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Approximately 25 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 & 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 (yes), Stoffer (yes), Welch (yes), Bosch (yes), Dargitz (yes), Somers (arrived at approximately 7:10pm) and Schimmel (yes). A motion was made by Commissioner Stoffer, seconded by Commissioner Bosch, to approve the roll excusing Commissioners Richmond and Felicijan. The motion was unanimously approved 6-0.

APPROVAL OF MINUTES:

Chairman Welch referred the Commission to the March 19, 2015 meeting minutes contained in the agenda packet. A motion was made by Commissioner Dargitz, seconded by Commissioner Bosch, to approve the minutes as submitted. The motion was unanimously approved 6-0.

SITE/FINAL PLANS:

None.

PUBLIC HEARINGS:

1. Special Land Use Permit: Deals Unlimited, 10509 Shaver Road and 2419 West Osterhout Avenue. Mr. West summarized the staff report dated April 10, 2015 regarding an application to re-establish a vehicle dealership for used automobiles at the southeast corner of Shaver Road and West Osterhout Avenue. Mr. West discussed the history of the property and the 1999 special land use permit approval that allowed David Rice Auto Sales to establish the vehicle dealership at the site. Mr. West indicated David Rice Auto Sales operated from the site for approximately 10 years, however, the site has remained vacant for the past approximate five years. Mr. West discussed existing site conditions and recommended improvements that the applicant has agreed to in conjunction with re-establishing the use at the site. Mr. West stated staff was recommending approval of the special land use permit subject to the three conditions identified in the staff report.

Mr. Jeff Arms of Deals Unlimited, Inc. was present to support the application. The public hearing was opened by Chairman Welch. No citizens spoke regarding the proposal to re-establish the vehicle dealership. A motion was then made by Commissioner Stoffer, seconded by Commission Patterson, to close the public hearing. The motion was unanimously approved. After a brief discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Dargitz, to approve the Special Land Use Permit for Deals Unlimited, 10509 Shaver Road and 2419 West Osterhout Avenue, subject to the following conditions: 1) Removal of asphalt along the western and northwestern portions of the site and establishment of a 10-foot wide landscaped greenstrip with tree and shrub plantings consistent with ordinance requirements; 2) Submittal of a revised site plan that identifies the above site improvements, along with the parking lot striping and adjustments to vehicle display areas, for administrative review and approval; and 3) Submittal of a lighting plan and related details for existing and any new outdoor lighting units at the site, for administrative review and approval. The motion was unanimously approved 6-0.

2. Preliminary Report: Tentative Plan Amendment for The Homestead Planned Development (Story Point Senior Living Facility), 3821 West Milham Avenue. Mr. Forth summarized the staff report dated April 10, 2015 regarding an application submitted by Mr. Patrick Lynch and Triple M Investment to amend the previously approved tentative plan for The Homestead Planned Development. Mr. Forth indicated the amendment proposes to replace the cottage office land use designation located along the northwest portion of the site (17.31 acres), adjacent US-131, with an independent/assisted senior living facility. Mr. Forth stated the amendment also proposes to retain the Van Riper historic homestead site (3.70 acres) as either a themed restaurant, office or as a single family residential use. Mr. Forth then summarized the history of The Homestead Planned Development since the original 1999 PD rezoning, along with previously approved amendments involving the project. Mr. Forth reviewed various aspects of the proposed 180,000 square foot Story Point Senior Living facility including the height and number of stories of various sections of the building, setback distances and elevation differences between the site and existing single family residences located to the east and south. Mr. Forth also referred the Commission to letters received from area residents that were included in the final agenda packet

Mr. Mark Murphy of Triple M Investments was present to support the application and explain the senior living facility development project. Mr. Murphy discussed the changing demographics in the United States and Portage/Kalamazoo marketplace with a growing senior citizen population and increasing demand to provide housing options for this segment of the population. Mr. Murphy summarized the concept of the Story Point Senior Living facility that will offer four levels of senior living/care (assisted living, enhanced living, assisted living, memory care living) along with related amenities that will allow senior citizens to “age in place” without having to be relocate to different off-site facilities. Mr. Murphy discussed previous meetings and discussions with residents of The Homestead and American Village Builders (AVB) and modifications that were made to the facility layout plan to help address concerns and comments received. Mr. Murphy reviewed the proposed height of the building with the three story portion of the building being located along the northern portion of the site, adjacent West Milham Avenue and US-131, and also discussed noise and traffic generation associated with the project. Mr. Murphy then presented an elevation perspective that showed the height of the facility compared to the height of existing single family homes located to the east, along McGillicuddy Lane (approximately 450-foot separation). Mr. Murphy indicated there were no immediate plans for development of the Van Riper historic homestead site (3.70 acres) and this portion of the property would be maintained. The Commission and Mr. Murphy next briefly discussed the proposed development project.

The public hearing was opened by Chairman Welch. Ten citizens spoke in regards to the proposed amendment: 1) Jack Gesmundo, representing AVB (4200 West Centre); 2) Daniel Scheid (6151 McGillicuddy Lane); 3) Dennis Groom (6070 McGillicuddy Lane); 4) Brian Gallagher (6090 McGillicuddy Lane); 5) Brenda Morren (1622 Bacon); 6) Julie Bossch (6286 McGillicuddy Lane); 7) Shabnam Ahmad (6110 McGillicuddy Lane); 8) Louis Cherico (6130 McGillicuddy Lane); 9) Shawn Sullivan (6441 Cully’s Trail); and 10) Kent Alleman (6061 McGillicuddy Lane). Mr. Gesmundo stated that AVB and Mr. Lynch were the original applicants of The Homestead Planned Development in 2001 and that AVB has built and sold more than 60 single family homes so far with an average value in excess of \$500,000. Mr. Gesmundo indicated the senior living facility was a good use for the property and that AVB and the homeowners supported the project subject to three considerations: 1) A significant landscaped berm with large evergreen trees being installed along the south side of the property (adjacent the Consumers Energy Company electrical transmission lines) and along the east side of the Van Riper historic homestead site, as previously proposed with the 2006 Villas at Secret Garden condominiums and themed restaurant project (Mr. Gesmundo presented copies of previously approved plans for the landscaped berm along the east side of the Van Riper historic homestead site); 2) The senior living facility building being constructed consistent with the architectural character and materials identified on the building elevation drawing included in the Planning Commission agenda; and 3) A more natural design and configuration to the storm water basin proposed along the southwest portion of the site and provisions to ensure the southern portion of the property be retained as open spaces with no future buildings or structures allowed. Mr. Scheid stated he concurs with the statements of Mr. Gesmundo and also asked that any approval include long term maintenance responsibilities for landscaping, proper soil erosion controls to protect existing trees and no access/traffic be permitted from McGillicuddy Lane. Mr. Groom expressed concerns with the entry drive location from West Milham Avenue (shift further west to be centered in building) and stated a trail connection to

McGillicuddy Lane should also be required. Mr. Gallagher stated that retention of the mature trees on the Van Riper historic homestead site and installation of the landscaped berm and evergreen trees is critical to screen the 3-story senior living facility from the McGillicuddy Lane residents. Mr. Gallagher also expressed concerns about outdoor lighting and noise associated with deliveries along the east side of the facility. Ms. Morren discussed the need for more historic markers across the city. Ms. Bossch stated she lives directly south of the development, at the corner of McGillicuddy Lane and Tullymore Court, and will have a direct view of the senior living facility. Ms. Bossch stated she supports the use, however, believes a significant berm with large evergreen trees needs to be constructed along the southern portion of the property. Mr. Ahmad, Mr. Cherico and Mr. Alleman stated they also support the senior living facility use with the concerns previously voiced by Mr. Gesmundo and the other neighbors. Mr. Sullivan indicated the 3-story structure was inconsistent with the adjacent residential neighborhood.

After a brief discussion, a motion was made by Commissioner Bosch, seconded by Commission Somers, to adjourn the public hearing for Tentative Plan Amendment for The Homestead Planned Development (Story Point Senior Living Facility), 3821 West Milham Avenue, to the May 7, 2015 meeting. The motion was unanimously approved 7-0.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Ordinance Amendment 14/15-B, Site Plan Review. Mr. Forth summarized the staff report dated March 27, 2015 regarding proposed changes to Zoning Code regulations pertaining to site plan review that would increase the square footage of industrial site plans that can be administratively reviewed/approved from 20,000 square feet to 50,000 square feet, eliminate the two acre maximum requirement and subject the northeast corner of Portage Road and Romence Road to site plan review. Mr. Forth indicated the proposed changes were intended to streamline the development review process and improve "speed to permitting". Mr. Forth asked if the Commission had any questions prior to scheduling the public hearing.

Commissioner Bosch asked what the connection is between the 20,000 square feet of building area and the two acre provisions. Mr. Forth stated 20,000 square feet is approximately 25% lot coverage on a two acre parcel. Mr. Forth indicated that since the intensity of the use is driven by the size of the development project and not the size of the overall property, staff is recommending eliminating the two acre zoning lot reference. Commissioner Bosch stated he did not have any issue with the proposed 50,000 square foot limit for administrative review/approval of industrial developments, but asked if the 20,000 square foot limit for administrative review/approval of commercial development was too high. Mr. Forth stated the 20,000 square foot limit has been in place since the 2003 Zoning Code update and there haven't been any issues with administrative site plan reviews. Mr. Forth indicated the ordinance allows the Director of Community Development to ~~defer~~ site plans to the Planning Commission for review/approval where significant development issues or circumstances exist. Mr. West indicated the proposed ordinance change involving elimination of the two acre provision was based on staff experiences during the past 12 years of administratively reviewing site plans (e.g., a 15,000 square foot new development on two acres could be administratively approved, while a 2,000 square foot new development on three acres could not).

After additional discussion, a motion was made by Commissioner Dargitz, seconded by Commissioner Schimmel, to set a public hearing for May 7, 2015 to formerly consider Ordinance Amendment 14/15-B, Site Plan Review. The motion was unanimously approved 7-0.

STATEMENT OF CITIZENS:

None.

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may

 **DRAFT**

Planning Commission Minutes
April 16, 2015
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ADJOURNMENT:

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

Respectfully submitted,

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

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TO: Planning Commission **DATE:** May 1, 2015
FROM: Vicki Georgeau, ^{VA} Director of Community Development
SUBJECT: Final Report: Tentative Plan Amendment for The Homestead Planned Development (Story Point Senior Living Facility), 3821 West Milham Avenue

I. APPLICATION INFORMATION:

A tentative plan application to amend The Homestead Planned Development (PD) has been received. The 2015 tentative plan amendment proposes to replace the cottage office land use designation near the northwest portion of the planned development, adjacent to US-131, with an independent/assisted senior living land use designation (17.31 acres). The amendment also proposes to retain the remaining Van Riper historic homestead site (3.70 acres) as either an office, dining/banquet facility or as a single family residential use as referenced in the attached narrative dated April 8, 2015, addendum letter dated April 27, 2015, tentative plan dated April 15, 2015 and supplemental landscape plan dated April 29, 2015.

The following background information is provided regarding the Homestead Planned Development.

Applicants	Property Address	Description	Zoning
Mr. Patrick Lynch Triple M Investments	3821 West Milham Avenue	21 acre tract (Planned development area: 88 acres)	PD, planned development (2001)

Triple M Investments has a sales agreement to purchase the 21 acre tract of land from Mr. Lynch.

The overall Homestead PD involves an 88-acre tract of land located south of West Milham Avenue and east of US-131. The original Homestead PD rezoning/tentative plan application received City Council approval in 2001. The original 2001 plan included the construction of 94 single family residential lots in three phases on 45.1 acres, an approximate 5,000 square foot theme restaurant/conference center on 3 acres, 95,000 to 160,000 square feet of cottage offices on 14.6 acres and 25.2 acres of green/open space. Attached is a copy of the 2001 approved tentative plan for The Homestead PD. Since the initial 2001 approval, the following projects/amendments have occurred:

- **2001:** Approved the final plan/preliminary plat for The Homestead of Portage No. 1, which included 24 single-family residential lots on 13 acres. Construction activities within this phase are complete.
- **2003:** Approved the final plan for Cully's Gage Restaurant and Homestead Banquet Facility, which included conversion of the historic homestead site for a 9,725 square foot theme restaurant and banquet facility on seven acres. Construction of this development did not occur and the final plan expired.
- **2004:** Approved the final plan/preliminary plat for The Homestead of Portage No. 2 and The Homestead of Portage North, which included a total of 36 single-family residential lots on 19 acres. Individual home construction within this phase is nearing completion.
- **2006:** Approved a tentative plan amendment and final plan that eliminated the cottage offices and replaced this portion of the development with 22, four-unit attached residential condominium buildings

(88 units total) and a clubhouse building on 19.5 acres. The historic homestead site was again proposed to be preserved and restored to either a theme restaurant or office. Construction of this development did not occur and the final plan expired.

- **2006:** Approved the final plan/preliminary plat for The Homestead No. 3, which included a total of 23 single-family residential lots on 19 acres. Construction of this phase of development did not occur and the plan expired.
- **2010:** Re-approved the final plan/preliminary plat for The Homestead No. 3, which included a total of 23 single-family residential lots on 19 acres. Construction of the public infrastructure was completed and home construction is ongoing.
- **2012:** Approved a tentative plan amendment that eliminated the attached residential condominium buildings/clubhouse, added three single family residential parcels (1.5 acres) located south of the historic homestead site, and reestablished the cottage offices and retained the themed restaurant/office use along the northwest portion of the development, as previously shown on the 2001 tentative plan.

Construction of the public improvements associated with the single-family residential portion of the development project is complete and has resulted in 83 new single-family lots (11 less than previously planned). Construction involving the three additional home sites situated south of the Van Riper historic homestead site has not yet occurred. Development of the remaining 21 acres is pending and is included with the tentative plan amendment.

II. TENTATIVE PLAN AMENDMENT PROCEDURES/REQUIREMENTS:

The PD, planned development chapter establishes a two-part review and approval process: Tentative plan review of the overall development concept and final plan review for each phase of the development. Under the terms of the ordinance, any change to the tentative plan, such as modifying an approved land use class or adding a land use class, requires formal review and approval, with public hearings, in a manner similar to a rezoning procedure.

Section 42-374 of the Land Development Regulations stipulates the development standards in the PD zoning district. This section provides flexibility in the types of land uses of which up to 20% of the total land area available can be utilized for nonresidential uses. Public water and public sanitary sewer is required. Overall density of the project may not exceed seven units per acre and density in any one phase may not exceed 12 units per acre. Building setbacks, building height, open space and screening are also regulated under the ordinance.

III. HISTORIC DISTRICT COMMISSION REVIEW

The property is located within the City of Portage Van Riper Historic District. The applicants are proposing to modify the district by removing 17.31 acres of land to accommodate the proposed senior living facility. The proposed modification does not affect any existing historic structure or building. Before the land division necessary to create this new parcel can be approved and removed from the historic district, the City Council must approve the proposed modification after receipt of the Historic District Commission recommendation.

During the March 5, 2015 meeting, the Planning Commission reviewed and recommended approval of the historic district modification. The Historic District Committee met on March 11th and April 1st, 2015 to review and discuss the proposed district modification. Following the public hearing on April 1st, the Historic District Committee recommended City Council approve the requested modification to the Van Riper Historic District. City Council received the item on April 28th without discussion and will take final action on May 26th.

IV. PUBLIC HEARING/COMMENTS RECEIVED:

The Planning Commission convened a public hearing during the April 16, 2015 meeting. Mr. Mark Murphy of Triple M Investments was present to support the application and explain the senior living facility development project. Ten citizens spoke in regards to the proposed amendment. The citizens generally spoke in support of the senior living facility use, but requested considerations to minimize impacts on the adjacent single family dwellings to the south and east including construction of a landscaped berm with evergreen trees along the south side of the property (adjacent the Consumers Energy parcel) and along the east side of the Van Riper historic homestead site; the senior living facility building be constructed consistent with the architectural character and materials identified on the building elevation drawings; a more natural design and configuration to the storm water basin along the southwest portion of the site; provisions to ensure the southern portion of the property be retained as open space with no future buildings or structures allowed; long term maintenance responsibilities for landscaping; proper soil erosion controls to protect existing trees; no access/traffic be permitted from McGillicuddy Lane; relocate the West Milham Avenue entry drive from further west; a trail connection to McGillicuddy Lane; and noise associated with deliveries along the east side of the facility. Additionally, written communications from area residents have also been received (see attached).

In response to citizen comments, the applicant has provided additional correspondence dated April 27, 2015 and landscape plan dated April 29, 2015 to supplement the original written narrative and tentative plan.

V. PROPOSED TENTATIVE PLAN AMENDMENT – FINAL ANALYSIS:

The 2015 tentative plan amendment proposes to replace the cottage office land use designation near the northwest portion of the planned development, adjacent to US-131, with an independent/assisted senior living land use designation (17.31 acres). The amendment also proposes potential future use of the remaining Van Riper historic homestead site (3.70 acres), although no definitive plans are known at this time. As identified in the application materials, the entire 21 acre property is proposed to be purchased by Triple M Investments.

As submitted, specific aspects of the proposed plan amendment include the following.

- Senior Living Facility – An approximate 180,000 square foot senior living facility and related improvements is proposed on 17.31 acres of the 21 acre site. The facility will be designed with four “wings” to allow residents to “age in place” with a total of 122 independent living units and 36 assisted living/memory care units. The northern portion (east and west “wings” plus the center area) will include 92 independent living apartments available in studio, one-bedroom and two-bedroom options. This portion of the development project will consist of two and three stories. The two story portion will have

an average height of 35.5 feet and the three story portion will have an average height of 40.5 feet. As shown on the tentative plan, future additions to the northeast and northwest of building are also planned and would provide an additional 36 independent living units. Amenities included in this portion of the facility will include dining venues, indoor and outdoor activity areas, shops, postal services, bank, salon/barber shop, library and computer classroom and multi-purpose rooms for larger gatherings, fitness classes and other group activities. Use of these amenities will be restricted to residents and their guests and will not be open to the public.

The southwest “wing” (The Harbors) will be one-story in height (average height of 18 feet) and provide 30 additional apartments offering catered services to seniors requiring moderate assistance, but not the intensity of assisted living or nursing care. The applicant also considers the Harbors area of the project as independent living. Finally, the southeast “wing” will also be one-story in height (average height of 20 feet) and provide 36 assisted living care units for residents with Alzheimer’s or other associated dementias that affect memory and other cognitive skills.

As identified on the tentative plan, the senior living facility building will be setback at least 50-feet from the east property line (adjacent the historic homestead site), 80-feet from the southeast property line (adjacent to the three, vacant single family parcels), 80-feet from the west property line (adjacent to US-131), 160-feet from the north property line (adjacent West Milham Avenue) and in excess of 400-feet from the southern property line (adjacent to the Consumers Energy Company parcel). The three story portion of the building located on the north side of the site proposed with the initial phase of development is approximately 430 feet from the nearest home located on McGillicuddy Lane (the future three story “wing” would be located approximately 330 feet from the nearest home). Parking and drives associated with the development will be situated at least 10-feet from the east property line (adjacent to the historic homestead parcel), 35-feet from the southeast property line (adjacent to the three, vacant single family parcels), 40-feet from the west property line (adjacent US-131) and in excess of 330-feet from the southern property line (adjacent the Consumers Energy Company parcel).

The applicant indicates the senior living facility building and related impervious areas (parking areas, drives, sidewalks) will occupy approximately six acres of the 17.31 acre site. The remainder of the property will be maintained in green space/open space. Comparatively, the previously approved 86-unit attached condominium development (buildings, parking, drives) would have occupied approximately 10 acres. A substantial portion of the land area (approximate five acres) situated south and southeast of the senior living facility, adjacent McGillicuddy Lane and the Consumers Energy Company parcel, will remain in green space/open space to provide separation and buffering between the senior living facility and the adjacent single family residential portion of the planned development.

Similar to the previously approved cottage offices and attached condominiums, the proposed senior living facility is an appropriate transitional land use between US-131/West Milham Avenue and the interior single family residential neighborhood to the south/southeast. According to the applicant, the first floor elevation of the senior living facility building will be approximately 893 feet, which is between 8-10 feet below the adjacent historic homestead site to the east giving the appearance of a two-story structure. In addition to the grade differences and setbacks referenced above, the applicant has designed the senior living facility so the one-story portion of the building (southeast and southwest “wings”) is situated along the southern portion of the development site, adjacent the single family residential portion of the planned

development: The two-three story portion of the building (northeast and northwest “wings”) will be situated along the northern portion of the development site, adjacent West Milham Avenue and US-131.

In response to comments received from adjacent residents, the applicant will construct a 3-4 foot tall earth berm with evergreen tree plantings (6-foot tall minimum) along the eastern portion of the historic homestead site and along the south side of the development site, south of the parking lot. Evergreen tree plantings (6-foot tall minimum) will also be installed along the southeast portion of the site, adjacent the curve in McGillicuddy Lane, and across from the service drive. Supplemental evergreen and ornamental flowering deciduous trees will be installed along the west side of the Van Riper historic homestead site, including the area designated for grading and tree removal activities necessary to accommodate the proposed development. The remaining mature trees located on the majority of the Van Riper historical homestead site will not be removed with the construction of the senior living facility, which will provide additional natural screening.

- **Van Riper Historic Homestead Site** – At this time, the applicant has indicated no specific plans to develop the Van Riper historic homestead site and has agreed to place a deed restriction on the property that prohibits the use of the property and buildings as a commercial restaurant for public enjoyment, so long as the senior living facility is in operation. The applicant has stated the property and buildings may be used as an office, single-family residential dwelling, future dining facility for the senior living residents and guests, and may also be leased for special events such as banquets, private parties, community events or other similar uses. The applicant is aware that any other future use will require further Planning Commission/City Council review and approval. Finally, the applicant and future owner, Triple M investments, is also aware of the deteriorating condition of the existing buildings as a result of deferred maintenance and the need to address this issue.
- **Public Street Access** – As shown on the tentative plan, access to the senior living facility will be provided through a new driveway from West Milham Avenue. No access to McGillicuddy Lane will be provided. This new access from West Milham Avenue will be properly aligned with the new public street to the north currently under construction (Copperleaf Boulevard) so as to eliminate left-hand turning movement conflicts. Relocation of the proposed West Milham Avenue driveway further west is not feasible due to the increasing elevation difference between the West Milham and the subject property. The Van Riper historic homestead site will retain the existing residential driveway from West Milham Avenue. Access to the 3.7 acre historic homestead site will be reevaluated with any future plans to change the use from residential to nonresidential.
- **Percentage of Nonresidential Uses** – The PD, planned development ordinance states that a maximum of 20% of the total land area may be used for nonresidential land purposes. The applicant has indicated there are no immediate plans to redevelop the remaining 3.7 acres currently occupied by the former Van Riper estate but will continue to explore market opportunities including a dining/banquet, office or single family residential use. The proposed tentative plan amendment will maintain the nonresidential portion of the planned development at or below 20% of the total land area.
- **Traffic Impacts** – West Milham Avenue is classified as minor arterial roadway with a 2012 average daily traffic volume of 11,672 vehicles. The capacity of this roadway segment is 21,500 vehicles per day. According to the ITE Trip Generation Manual (8th Edition), the proposed 194 unit (158 initial units plus the 36 future units) facility will generate approximately 412 vehicle trip ends (206 entering vehicles and 206 exiting vehicles) on an average weekday, with an AM peak hour of 25 vehicle trip ends and 60 vehicle

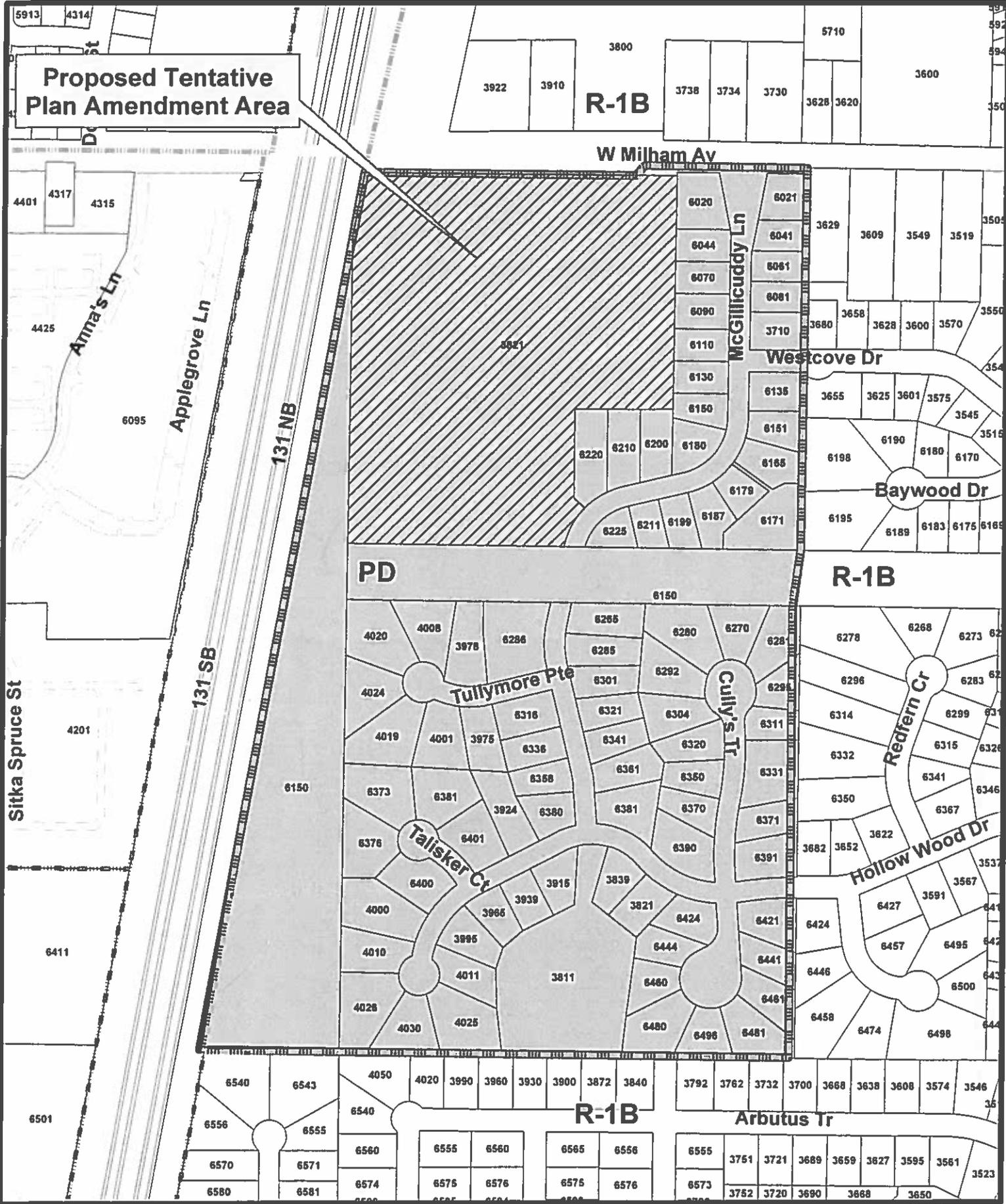
trip ends during the PM peak hour. The traffic generated by this facility can be accommodated by West Milham Avenue. In comparison, the average daily traffic generated by several administrative office buildings totaling 95,000 to 160,000 square feet is approximately 1,300 to 1,916 vehicle trip ends.

VI. RECOMMENDATION:

Subject to any additional comments received during the public hearing, staff advises the Planning Commission recommend to City Council approval of the Tentative Plan Amendment for The Homestead Planned Development (Story Point Senior Living Facility), 3821 West Milham Avenue, subject to the following conditions:

1. Construction of the earth berms and supplemental evergreen tree plantings along the south side of the development site and along the east side of the Van Riper historic homestead site, as shown on the supplemental landscape plan dated April 29, 2015.
2. Retention of the green space/open space areas as detailed in the application materials. Construction of storage, utility, or similar type buildings be prohibited from the approximate five acres located south of the senior living facility.
3. Construction of the senior living facility building consistent with the architectural character and materials identified on the building elevation drawing provided with the application materials.
4. No vehicular access, including construction related traffic, be permitted to/from McGillicuddy Lane.

Attachments: Zoning/Vicinity Map
Aerial Photograph Map
April 30, 2015 Communication from Mark Murphy and Mick Lynch (addendum to application)
April 29, 2015 Landscape Plan
Proposed Tentative Plan Amendment (narrative, tentative plan and building elevation)
Previously Approved 2012 Tentative Plan Amendment for The Homestead PD (narrative/plan)
Previously Approved 2001 Tentative Plan for The Homestead PD (narrative/plan)
Citizen communications received



Proposed Tentative Plan Amendment Area

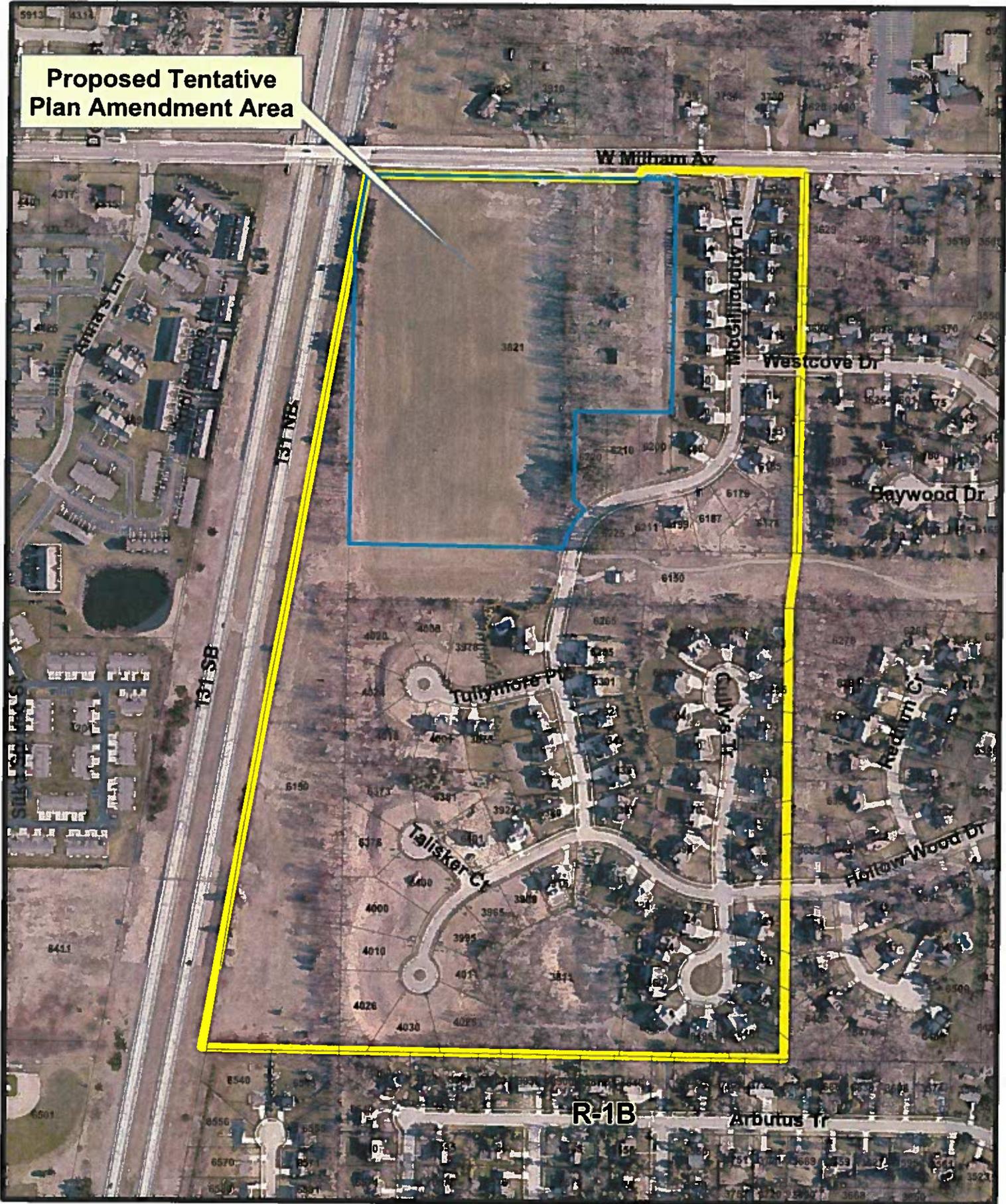
**Tentative Plan (amendment)
3821 West Milham Avenue**



 Proposed Tentative Plan Amendment Area
 Planned Development Area



Proposed Tentative
Plan Amendment Area



 Planned Development Area

Aerial Photography 3821 West Milham Avenue



0 120 240 480 Feet

April 30, 2015

City of Portage Planning Commission
C/O Mr. Christopher Forth, AICP
7900 South Westnedge Avenue
Portage MI, 49002

RECEIVED
MAY 01 2015
COMMUNITY DEVELOPMENT

**Re: Submission of Tentative Plan Amendment for The Homestead Planned Development
(StoryPoint Senior Living Facility)**

Dear Members of the Planning Commission,

Please accept this letter as an addendum to the April 8, 2015 narrative we last submitted for the April 16, 2015 planning commission meeting. After listening to the comments by some of the residents as well questions from the Planning Commission, we are willing to provide the following in an effort to address the concerns of all those involved and ideally move ahead towards a timely site plan approval submission.

Per the attached plan we will plan to submit site plan documents following the next meeting with the intent of the doing the following:

1. A revised the Detention Basin as shown.
2. Provide an approximately 3'-4' landscape berm south of the south parking spaces to screen parking spaces with evergreens with a minimum of 6' tall. Note given the substantial grade change to the residents to the south it will not be effective to move the berm south of the Detention Basin.
3. At the southeast corner of the senior living property and McGillicuddy Lane will plant evergreens a minimum 6' high installed at the edge of the right of way.
4. Between the senior living and historic house we will plant evergreens with a concentration near the service entrance. The evergreens will be a minimum of 6' tall plus ornamental trees and shade trees as detailed on the legend.
5. At the east property line of the historic district property there will be a 3'-4' high berm with minimum 6' evergreens. If we have excess soil we will continue the berm to south although these last properties are not effected.
6. All other landscaping shown conceptually illustrates what we expect to have on site.
7. Please note all of the items above are estimates but we will have more exact dimensions at site plan approval.

The Historic Property Deed Restriction

Deed Restriction—So long as the senior living is in operation, the historic property and buildings shall not be used as a commercial restaurant for public enjoyment. However, this restriction shall not preclude the property to be used as a dining facility for the senior living residents and their guests. Furthermore, the applicant, subject to city approval, reserves the right to lease the property for special events including but not limited to banquets, private parties, community events, and similar type uses and to use the property for any other lawful use. Finally, except for the restriction of prohibiting a restaurant for the general public, the historic property shall retain its previous approval as cottages offices or as a single-family residence.

Historic Property Maintenance

Applicant intends to do clean up of the site and buildings as well as ongoing maintenance to make the historic property and buildings presentable to its residents and the adjoining community. However, until such time that the applicant occupies the historic buildings, it intends to do the minimal amount of ongoing care.



Mark Murphy, Triple M Investments



Mick Lynch

EDGE

375 WEST BROAD STREET, SUITE 150
 CHARLOTTE, NC 28202
 704.333.1111

DATE: 07/15/11

PRELIMINARY
 FOR THE CONTRACTOR

Storage Point
 Portage, MI

PROJECT NO: 11011

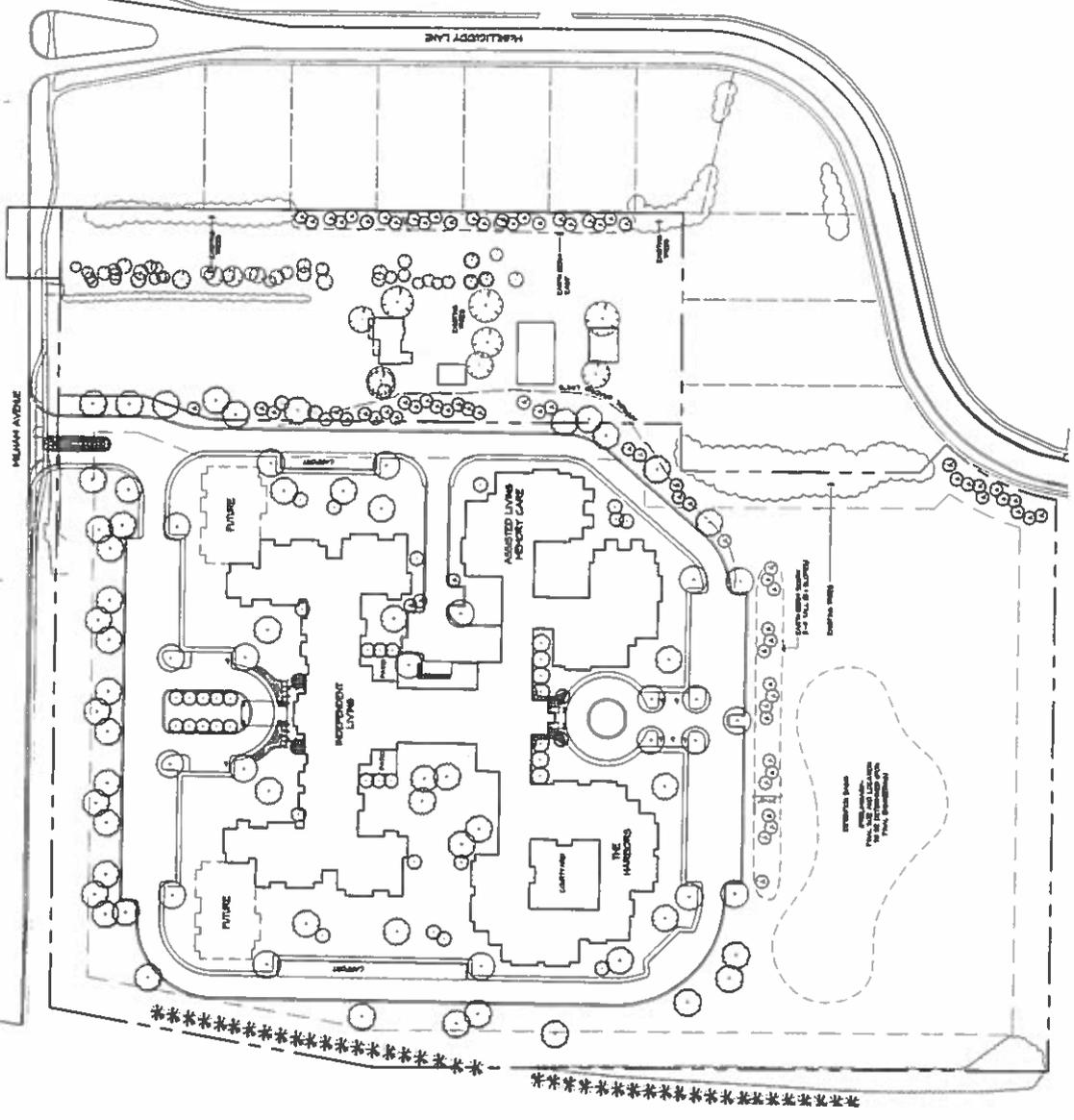
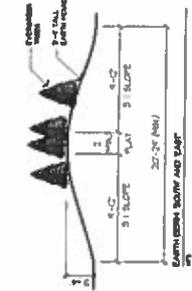
PROJECT NO:	11011
DATE:	06/20/11
DESIGNER:	
CLIENT:	
LOCATION:	
SCALE:	
DATE:	

CONCEPTUAL LANDSCAPE PLAN

LI.01

- GENERAL NOTES:**
1. THIS LAYOUT IS A PRELIMINARY CONCEPTUAL LANDSCAPE PLAN. THE LAYOUT OF ALL PLANTS AND FEATURES IS SUBJECT TO CHANGE WITHOUT NOTICE. THE CONTRACTOR SHALL VERIFY ALL PLANT SPECIFICATIONS AND QUANTITIES WITH THE CLIENT PRIOR TO CONSTRUCTION.
 2. ALL PLANTS AND FEATURES SHALL BE INSTALLED IN ACCORDANCE WITH THE LATEST VERSIONS OF THE NATIONAL LANDSCAPE ARCHITECTURE ASSOCIATION (NLA) STANDARD SPECIFICATIONS FOR PLANTS AND MATERIALS.
 3. ALL PLANTS AND FEATURES SHALL BE INSTALLED IN ACCORDANCE WITH THE LATEST VERSIONS OF THE NATIONAL LANDSCAPE ARCHITECTURE ASSOCIATION (NLA) STANDARD SPECIFICATIONS FOR PLANTS AND MATERIALS.
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- LEGEND:**
- 1. 1" - 1" TREE
 - 2. 2" - 2" TREE
 - 3. 3" - 3" TREE
 - 4. 4" - 4" TREE
 - 5. 5" - 5" TREE
 - 6. 6" - 6" TREE
 - 7. 7" - 7" TREE
 - 8. 8" - 8" TREE
 - 9. 9" - 9" TREE
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 - 49. 49" - 49" TREE
 - 50. 50" - 50" TREE



April 8, 2015

City of Portage Planning Commission
C/O Mr. Christopher Forth, AICP
7900 South Westnedge Avenue
Portage MI, 49002

**Re: Submission of Tentative Plan Amendment for The Homestead Planned Development
(StoryPoint Senior Living Facility)**

Dear Members of the Planning Commission,

Enclosed please find our submission for an amendment to the Homestead planned development, which involves 21.01 acres located at the southeast corner of US-131 and West Milham Avenue.

The following is a brief overview of The Homestead Planned Development. In June 2001 the Planning Commission of Portage approved the rezoning of approximately 88 acres (including property owned by Consumers Energy) from R-1B one-family residential to Planned Development (PD). American Village Development II, LLC ("American Village Development") purchased approximately 55 acres for single family development and Patrick and Lisa Lynch retained the remaining acreage for cottage offices and a themed office/restaurant (the "Lynch Property").

In 2006, the Planned Development was amended to include the Villas of Secret Gardens condominium development which included 22 attached residential buildings totaling 86 units on 19.56 acres. The amendment replaced the initially planned cottage offices, which was approved in 2001 for approximately 95,000 to 160,000 square feet. The Villas of Secret Gardens project did not proceed at the last minute due to changes in the real estate and financing markets.

In late 2011/early 2012, the Planned Development was further amended. First, the Planned Development split three single family parcels totaling 1.51 acres from the remaining Lynch Property. American Village Development purchased these three parcels from the Lynchs with a view toward building three new home sites in the mid-priced range, leaving the Lynchs with 21.01 acres. Second, the 2011/2012 amendment as it pertains to the land approved for the Villas of Secret Gardens Condominium Project approved in 2006 and 18.05 acres (19.56 acres minus the aforementioned 1.51 acres purchased for single family homes) was returned for use as Cottage Offices, as approved in 2001. Although approved for Cottage Offices, the project was never constructed. This proposed amendment contemplates purchasing 21.01 acres which includes the historic home. The applicant intends to split the property into two parcels as shown on the site plan dated March 25, 2015 from Prein&Newhof. The smaller 3.7 acre parcel, where the historic home is located, will maintain the historic designation and the larger 17.31 acre parcel will be the site for the new senior living facility.

The Homestead Planned Development began with phase 1 housing area on the southeast quadrant of the property. The first phase was followed by three additional phases of single family housing. The final phase contemplated was the three home sites divided from the Lynch Property. These three home sites remain undeveloped.

This proposed plan amendment will provide a senior living facility providing 122 independent living units, and 36 assisted living and memory care units in an approximate 180,000 square foot building that will include one, two and three story sections.

The building is designed to allow a resident to age in place, moving from one wing of the building to another, as the residents' level of care increases. The building will be aesthetically similar to the surrounding single family residences. Additionally, the site is expected to generate approximately 90 to 100 jobs (approximately 75 full time equivalents) ranging from unskilled labor to professional healthcare provider. We believe this use would be attractive to the City of Portage because it addresses a much-needed demand in the community for senior residences, has a low traffic and noise impact (building may actually reduce noise from US-131 traffic for nearby homes) and will generate a good number of jobs.

The building design not only enables residents to age in place but by providing a three story building that is 2'-12' below West Milham Avenue and approximately 8'-10' below the adjoining historic property, the residents are located closer to the amenities. It also enables the applicant to provide substantially more green space than what was previously approved. The senior living building, roadways and sidewalks (impervious areas) represent approximately 6 acres as compared to the 86 condominium unit plan previously approved which covered 10 acres of impervious area.

1. A statement of purpose and objectives;

The general purpose of this planned development is for the creation of senior housing and special care housing for those requiring more supervised living conditions. The independent senior housing portion of the development will be delivered through a three-story building which is approximately 40'-6" tall calculated per City of Portage code. The 92 apartments will be made up of seventy-two (72) 685 SF one-bedroom units, twelve (12) 965 SF two-bedroom units and eight (8) 1085 SF 2-bedroom deluxe units. Future plans contemplate 36 additional independent living units depending on market conditions. Amenities will include a variety of dining venues, indoor and outdoor activity areas, shops, postal services, bank, salon/barber, library and computer classroom and multi-purpose rooms for larger gatherings, fitness or other group activities. The use of these amenities are limited to the residents and their guests and are not open to the public.

The housing programs for those requiring more services/assistance include The Harbors – an independent living program with 30 additional apartments offering “catered” services providing moderate assistance to those with slightly higher needs, but not the intensity required of an assisted or nursing care resident. The Harbors, located in the southwest quadrant, is a 1-story wing at approximately 18' tall calculated per the City of Portage code. This wing is made up of four (4) 480 SF Studios, twenty-four (24) 640 SF 1-Bedroom units and two (2) 950 SF 2-bedroom units.

Finally, a specialized 1-story environment for seniors to accommodate assisted living and/or residents with Alzheimer's or other associated dementias affecting memory and other cognitive skills is planned as a connected, yet stand-alone 36 unit, housing option for those unique seniors.

The A.L. & Memory Care, located in the southeast quadrant, is 1-story wing at 20' in height (plus or minus one foot) calculated per the City of Portage code. This portion of the building is made up of thirty-two(32) 295 SF 1-bed units and four(4) 450 SF 2-bed units.

2. *A general plan of development, including a designation of proposed land uses by relative intensity and proportion of land area intended for each land use;*

Applicant contemplates constructing an approximately 180,000 square foot, multi-story building with private roads. The anticipated first floor elevation of the three story is expected to be about approximately 893'. The grade changes along the east side of the historic property are between 904' to 906' thereby providing a 8'-10' increase in elevation from the senior living finished floor to the east part of the historic property. This creates a natural berm from the residential homes along McGillicuddy Lane and historic/senior living property. Furthermore the closest distance between the McGillicuddy residential houses and the three story portion of the senior living building is approximately 430'. And within this 430' distance there is existing natural vegetation which we will supplement with additional landscaping.

Please note that in light of the changes of elevation from the senior living to the residential properties, the three story is really going to appear to be a two story building from the perspective of the residential homes.

The proposed senior living development will begin approximately 75 feet south of West Milham Avenue ROW, leaving approximately 1.1 acres of green space between West Milham Avenue and the development on the north side. On the south side of the property, there will be approximately 5.0 acres of green space between the development and the adjacent Consumers Energy Parcel to the south with additional landscaping being proposed..

In 2006, a landscape berm was partially constructed to establish a buffer between the single family homes and the proposed restaurant and off-street parking lot planned for the historic home site. The restaurant and associated site improvements were not constructed and so the property has remained as a residential use, albeit vacant.

Although some trees were planted on the berm as the single-family homes were completed, gaps exist adjacent to other homes. Where these gaps exist, additional trees will be planted including adding evergreens 6-8' high on this east side of the historic district property consistent with the surrounding properties. Actual landscaping will be provided once the final grades are established. Finally the applicant will also plant some trees along the south edge of the parking lot on the south end of the site. All together the senior living project has 40% less areas covered by buildings roadways and sidewalks than the approved Villas of Secret Gardens.

3. *A program of development outlining the proposed stages of development;*

The phasing on the PD in the 2011/2012 amendment was contemplated as follows:

Phase 1: 2002-24 single family upscale homes

Phase 2a: 2005-15 single family upscale homes

- Phase 2b: 2005-21 single family medium homes
- Phase 3: 2011-23 single family upscale homes
- Phase 4: historic home-office/restaurant –timing to be determined
- Phase 5: cottage offices timing to be determined

This senior living 158 unit project (plus potentially 36 future units) as described herein will replace the Cottage Offices in Phase 5 and is planned to be developed in one stage thereby leaving only the themed restaurant and offices (Phase 4) for future development by the senior owner/applicant. Applicant at this time has no plans to develop this but will explore market opportunities including but not limited to a themed restaurant/office or single-family residential use. However, any future plans for the historic site will require city approval from the applicant.

In the interim the existing historic home and surrounding property will be maintained as a single-family use in a presentable condition. Applicant acknowledges the deferred maintenance and will plan to address the deteriorating nature of it with improvements to assure it is properly maintained.

4. *The time schedule;*

Upon site plan approval we will break ground right after we receive the building permit and will complete the project 15 months thereafter. Our intent is to commence construction by August 1, 2015.

5. *A statement demonstrating the independence of each stage and the integration of the proposed development into the proposed or existing development pattern;*

The senior living building will be built in its entirety at once over the 15 month construction schedule thereby eliminating any phasing as typically done with residential developments.

6. *The general location and size of the area involved and the nature of the landowner's interest in the land proposed to be developed;*

The location of the property is 21.01 acres commonly known as 3821 West Milham Avenue, Portage, Michigan 49024, part of PPN: 00007-025-G. The property is south of West Milham Avenue and east of US 131.

The landowner will operate the building/property through Unified Property Group, a seasoned senior living operator who has been in the senior living business for over 30 years. See attached information.

7. *The density of land use to be allocated to parts of the area to be developed;*

The senior living facility will consist of 158 units (194 with future addition) comprised of one bedroom and two bedroom units on 17.31 acres. Based on the City of Portage parking requirements for housing for the elderly it assumes ½ space per unit plus one space per employee: $194/2 + 75(\text{employees max shift}) = 172$ parking spaces. This proposed amendment plans to have 178 parking spaces, which meets the operator's standard for this size facility.

The anticipated parking demand based on other similar facilities constructed by the applicant across the country: largest working shift, 75 employees, family visits at 40 per day (non-simultaneous), outside contractors at 20 per day (non-simultaneous) and resident vehicle parking which averages 30-35 vehicles = 170 parking spaces required.

8. *The location, function, ownership and manner of maintenance of common open space;*

Common open space in the planned development with this request includes significant green/open spaces areas north, south and west of the facility, which will be properly maintained. The 21.02 acre parcel associated with this request will be maintained by Unified Properties Group, the operator of the facility, in a first class manner similar to its other buildings in Michigan.

The 9.3 acre parcel and the 5.0 acre parcel owned in fee by Consumers Energy will be maintained by Consumer Energy.

9. *The use, approximate height, bulk and location of buildings and other structures;*

The building will have dining areas, a pub, a bistro and a small auditorium as well as a kitchen to provide meals to its residents. The use of these amenities are limited to the residents and their guests and are not open to the public. The building will have one story for its memory care and harbors wings; common areas will be two stories and the independent living wings will be three stories (See site plan for building heights by area). Our three story plan enables us to preserve green space and provide closer access to the common amenities for the senior residents.

The senior housing generates low traffic (approximately only 1 car every 7.6 minutes at peak hours) as compared to the previously approved office or apartment use thereby becoming the ideal neighbor to the adjoining residential community. Furthermore, the applicant will not connect to McGillicuddy Lane which was approved with the Villas at Secret Garden project thereby appeasing those who were opposed to this connection point.

The proposed building and parking lot setbacks from the property lines are as follows:

75'-0" setback from West Milham Avenue

40'-0" setback (excluding drive lanes) from west, east and south property lines

10. *The feasibility of proposals for the disposition of sanitary waste and storm water;*

The sanitary sewer will be discharged to the public sanitary sewer system constructed in 2004, which has capacity allocated in sufficient amount to serve this development. The municipal water and all private utilities have been installed underground. The storm sewer will be retained on site and disposed of via infiltration into the ground.

11. *The substance of covenants, grants of easements or other restrictions to be imposed upon the use of the land, buildings and structures, including proposed easements for public utilities;*

We will issue any easements required for public utilities. There will be no other restrictions necessary for the site as it will be used in its entirety for senior living.

12. *The provisions for parking vehicles, the location and width of proposed streets and public ways, and the relationship of proposed streets and other public facilities in proximity to the proposed planned development; see site plan*

This proposed amendment plans on having 178 parking spaces. The senior living facility will have a shuttle bus to transport residents to and from locations offsite, further obviating the need for residents to have a car. A bus parking area has been designated on the west side of the property away from the residential lot (see site plan). There will be a 24 foot road that encircles the building, providing access for emergency vehicles to all areas of the building.

13. *The required modifications in the regulations otherwise applicable to the subject property;*

We foresee no modifications in regulations.

14. *In the case of plans which call for development over a period of years, a schedule showing the time within which application for final approval of all parts of the planned development are intended to be filed; and*

The project is planned to be developed in one stage. See item #4 for schedule.

15. *The proposed conditions and form of performance bonds or irrevocable bank letters of credit to ensure the proper implementation of the plan.*

In light of the size and cost of the project no additional security is necessary. The construction lender will require 100% of the funding to be in place prior to commencing construction. Additionally, this is not a staged/phased development. It will be completed in its entirety by the time we receive the Certificate of Occupancy, thereby protecting the community from any risk.



Mark Murphy, Triple M Investments



Mick Lynch



[HI.]

At StoryPoint™, we cherish the relationships we build with our local community. We strive to become an integral part of the area's economic growth, cultural innovation, and most importantly serve as a resource for the senior population and their families. Through our expertise and collaboration with residents and their families, we are able to deliver premium care while catering to individual needs and preferences.

At StoryPoint™, we value beautiful surroundings and superior service, but more importantly, we value people. Our heart and soul is in relationships. When it comes to our employees, they aren't just experts in their chosen field, they're advocates demonstrating kindness, collaboration, dedication and caring with every interaction. As for our residents, authenticity is key, we want them to feel so welcome, so comfortable, that they are helplessly, ungratefully, unapologetically themselves at all times, no matter what.

At StoryPoint, we strive to become an integral part of our community's life. We believe that it is our duty to not only serve our residents but the community in which we are a part of as well.

- Provide active and stimulating environments for our residents
- Partner with and sponsor local charities and events
- Play an integral role in local culture
- Create visually appealing campuses to positively contribute to the face of the community
- Partner with and support local small businesses
- Utilize local agriculture to enhance our local culture & experience

Over 35 years of senior living experience

StoryPoint isn't just an innovation in care; it's a pioneer - offering the latest in Independent Living, Enhanced Living, Assisted Living and Memory Care.

ALEXANDRIA 6740 S. State Street Salina, MI 48176 855-415-1087 storypoint.com	AURORA 505 S. Chillicothe Road Aurora, OH 44017 888-816-9200 / 350-662-1750	AVONLAKE 345 Lark Road Avon Lake, OH 44017 888-267-8078 / 410-933-7100
BRIGHTON VALLEY 7700 Peninsula Way Brighton, MI 48116 888-228-2684 / 810-227-7656	FRANKLIN TOWNSHIP 255 Hagen Road Franklin Township, MI 48874 800-526-1900 / 989-857-1100	GRAND LEDGE 4775 Village Drive Grand Ledge, MI 48837 888-816-7116 / 517-627-7585
HOLLAND 23 S. Rockwell Drive Holland, MI 48642 877-879-2114 / 989-879-2114	POTOSKY 965 Hagar Drive Potosky, MI 49770 888-777-0327 / 313-348-8498	PLYMOUTH 14707 Northville Road Plymouth, MI 48170 800-603-5811 / 734-453-2600
ROCKLAND 2982 Rock Road Rockford, MI 49541 855-404-1087 storypoint.com	WATERFORD 701 Park Street Waterford, MI 48327 / 900-679-0922 / 248-276-8300	WHITE LAKE 525 Union Lake Road White Lake, MI 48386 888-292-2300 / 248-260-7235

EXPLORING FREEDOM [LIVING OPTIONS]

Living at StoryPoint means enjoying the greatest independence for our residents. Whether our residents are active, appreciate a little extra help around the house, require specialized care and assistance, or all of the above, we'll do whatever it takes to elevate their joy and sense of freedom. We offer the following living options:

INDEPENDENT LIVING

Independent Living is designed for seniors who want the privacy and convenience of an apartment home with the added benefit of amenities and services.

ASSISTED LIVING

Assisted Living provides assistance with everyday activities. Trained professionals provide medication administration and coordinate healthcare as needed.

ENHANCED LIVING

Enhanced Living is designed for seniors who need a little extra support. It includes all the amenities and services, plus custom healthcare and aids.

MEMORY CARE

Memory Care is designed for seniors living with dementia. Assistance is provided in a licensed and uniquely designed environment. Professionals are specially trained.

WE'RE HERE FOR YOU

We admire your commitment to preserving your community's rich culture. We look to partner with like-minded communities to serve those who are the foundation of your community.

STORYPOINT

STORYPOINT.COM



STORYPOINT

An Innovation in Senior Living

STORYPOINT.COM



Meet StoryPoint

At StoryPoint™, we cherish the relationships we build with our local community. We strive to become an integral part of economic growth, cultural innovation, and most importantly serve as a resource for the senior population and their families. Through our expertise and collaboration with residents and their families, we are able to deliver premium care while catering to individual needs and preferences.

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STORYPOINT™



Enhancing Communities

At StoryPoint, we strive to become an integral part of our communities pulse. We believe that it is our duty to not only serve our residents but the community in which we are a part of as well.

- Provide active and stimulating environments for our residents
- Play an integral role in local culture
- Partner with and sponsor local chambers and events
- Create visually aesthetic campuses to positively contribute to the face of the community
- Partner with and support local small businesses
- Utilize local agriculture to incorporate in our culinary experience





On Going Impact:

- **Payroll**
 - \$2,900,000+ annually in payroll once stabilized
 - Over 100 jobs with over 40 being full-time, benefit eligible positions
- **Property Taxes**
 - \$250,000+ annually in property taxes
 - \$30,000+ going to the county
 - \$220,000+ going to the city
- **Utilities**
 - \$300,000+ annually in utilities once stabilized
- **Marketing and Events**
 - \$150,000+ annually in marketing which is almost exclusively spend on high touch, local events and community publications
- **Events and Charities**
 - Community specific fundraising events are held at our properties to raise awareness and money for local charities

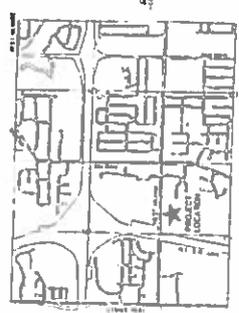
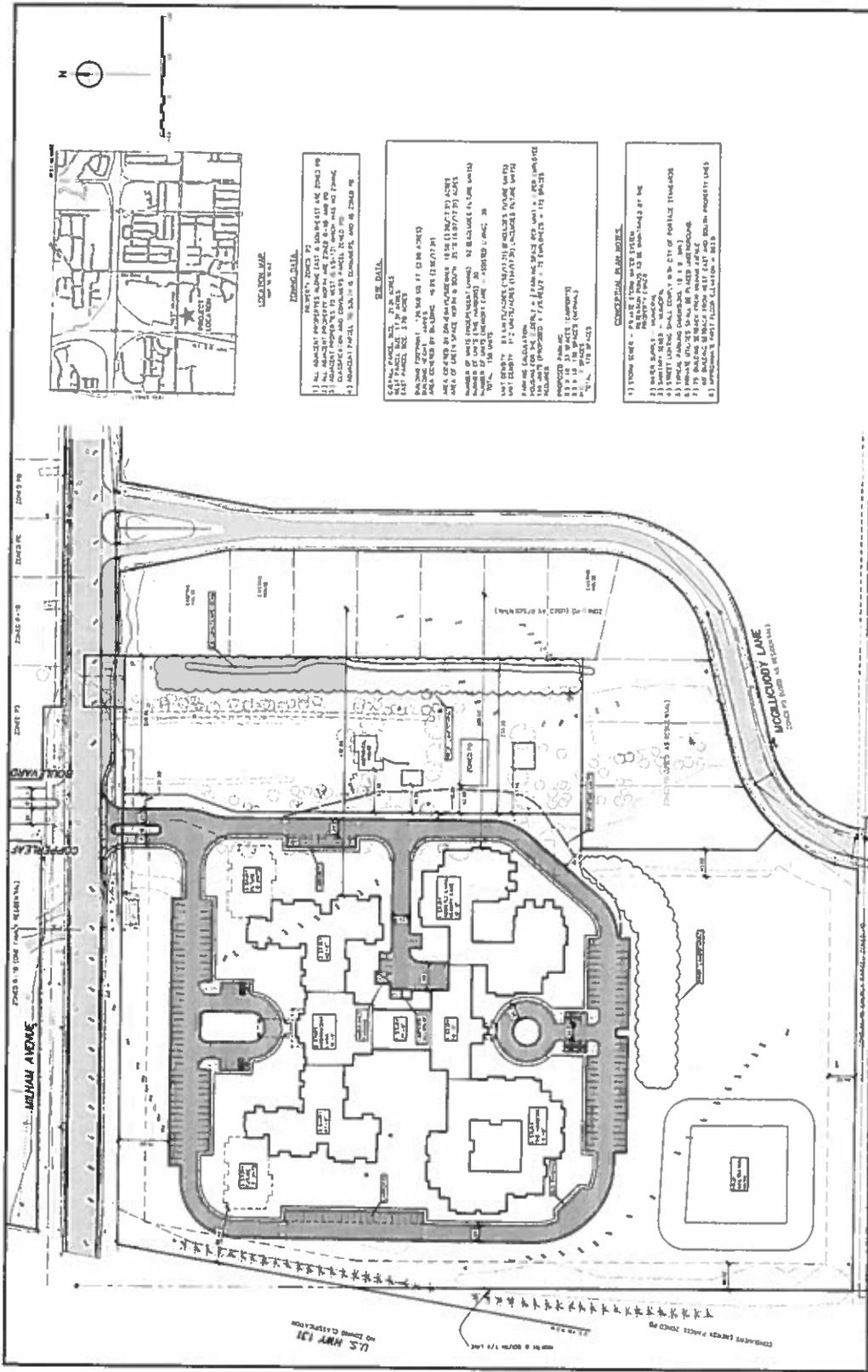




Up Front Impact

- **Project Cost**
 - \$18,500,000+ in hard construction cost
 - Over \$17,000,000 going to sub-contractors that are typically local
 - Over \$1,000,000 going to a general contractor which will be bid including local companies
- \$250,000 in marketing before we open which is almost exclusively spend on high touch, local events and community publications





GENERAL NOTES

1) ALL EXISTING UTILITIES SHOWN AS NOTED ON THE SITE PLAN AND AS NOTED ON THE CITY RECORDS.

2) ALL EXISTING UTILITIES TO BE DELETED OR RELOCATED TO BE SHOWN ON THE SITE PLAN AND AS NOTED ON THE CITY RECORDS.

3) ALL EXISTING UTILITIES TO BE DELETED OR RELOCATED TO BE SHOWN ON THE SITE PLAN AND AS NOTED ON THE CITY RECORDS.

PERMITS

1) ALL EXISTING UTILITIES TO BE DELETED OR RELOCATED TO BE SHOWN ON THE SITE PLAN AND AS NOTED ON THE CITY RECORDS.

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CONCRETE PAVEMENT

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PRELIMINARY PLAN DEVELOPMENT

PROPOSED PLAN DEVELOPMENT

1 of 1

DATE: 2/16/2011

SCALE: 1/4" = 1'-0"

PROJECT: STONY POINT SENIOR LIVING FACILITY

CLIENT: STONY POINT SENIOR LIVING FACILITY

DESIGNER: PREIN & NEWHOF

PROJECT LOCATION: 1000 BIRCHMOUNT AVENUE, PITTSBURGH, PA 15206

PROJECT NO.: 1000 BIRCHMOUNT AVENUE

DATE: 2/16/2011

SCALE: 1/4" = 1'-0"

PROJECT: STONY POINT SENIOR LIVING FACILITY

CLIENT: STONY POINT SENIOR LIVING FACILITY

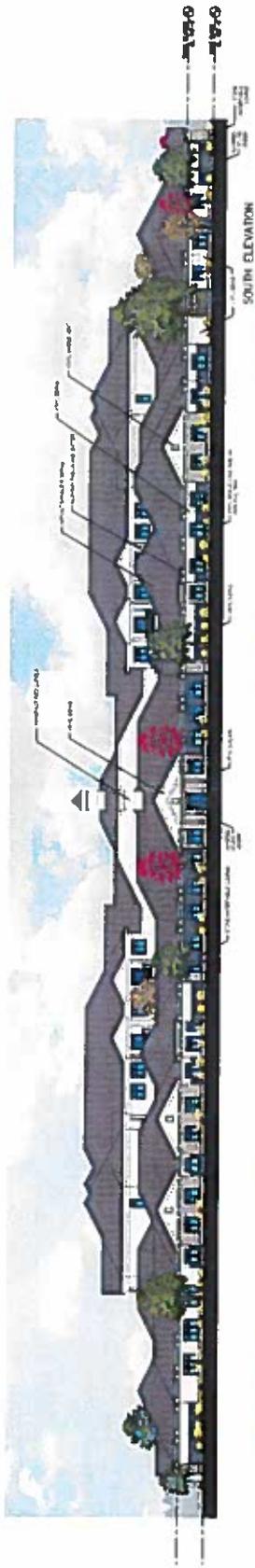
DESIGNER: PREIN & NEWHOF

PROJECT LOCATION: 1000 BIRCHMOUNT AVENUE, PITTSBURGH, PA 15206

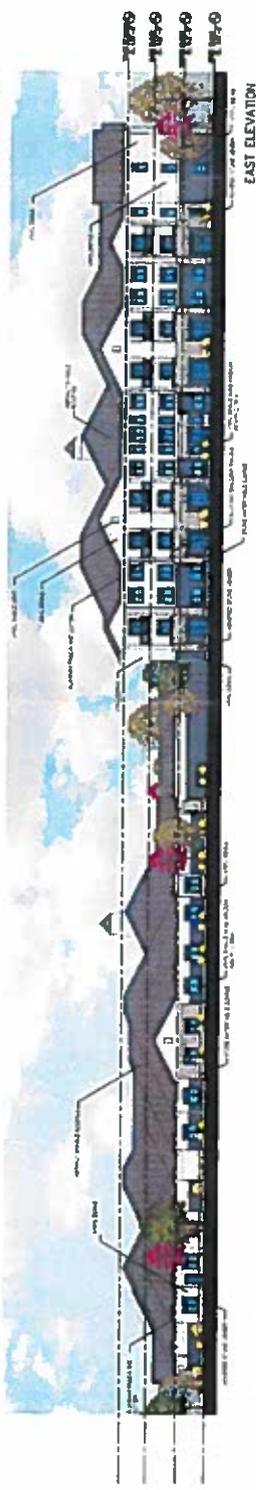
PROJECT NO.: 1000 BIRCHMOUNT AVENUE



NORTH ELEVATION



SOUTH ELEVATION



EAST ELEVATION



WEST ELEVATION

Note: Alternate masonry option - Brick in lieu of stone

The Homestead of Portage Planned Development
2012 Approved Narrative/Tentative Plan Amendment

RECEIVED

AMERICAN VILLAGE DEVELOPMENT, II

December 30, 2011

City of Portage Planning Commission
C/O Mr. Christopher Forth, AICP
7900 South Westnedge Avenue
Portage, MI 49002

RE: Submission of Tentative Plan Amendment for planned development of The Homestead.

Dear Members of the Planning Commission:

Enclosed please find our submission for amending the planned development of The Homestead. We have worked in concert with city staff to revise the previously submitted plans.

The following is a brief overview of The Homestead Planned Development: In June, 2001 the planning commission approved the rezoning of approximately 88 acres from R-1B one-family residential Planned Development (PD). American Village Development II, L.L.C. purchased approximately 55 acres for single family development and Patrick and Lisa Lynch retained the remaining 22.5 acres for cottage offices and a restaurant.

In 2006, the Planned Development was amended to include the Villas of Secret Gardens condominium development which included 22 attached residential buildings totaling 86 units on 19.56 acres. The Villas of Secret Gardens project did not proceed at the last minute due to changes in the real estate and financing markets. Additionally, the project replaced cottage offices; however, the original 2001 approval included cottage offices of approximately 95,000- 160,000 square feet.

This revised plan will enhance The Homestead neighborhood by visually and physically connecting the single family portions of the developments along McGillicuddy Lane. This will also help buffer the single family neighborhood from the other future uses in the planned development.

1a. Our general purpose is two-fold, first is to split three single family parcels, a total of 1.51 acres from the remaining Lynch property. If the splits are approved, American Village Development II, L.L.C. will purchase the three parcels from Mr. & Mrs. Lynch and they will have a remaining parcel of approximately 21.02 acres. These three new home sites will provide mid-priced housing. The architecture will complement the existing new homes on McGillicuddy Lane.

1b. The second purpose is regarding the land previously approved for the Villas of Secret Gardens Condominium Development which was approximately 19.56 acres and includes the portion of land we are requesting to be split into three single family home sites as noted above. In addition, we would like the remaining 18.0 acres return to the originally approved "Cottage Office" use.

It is still the intention that the historic farm home will be lovingly restored with the cooperation and craftsmanship of current owner and historic home restoration specialist Patrick Lynch, and into a beautiful office or theme restaurant.

2. The Homestead Planned Development began with phase 1 housing area on the southeast quadrant of the property. The first phase was followed by three additional phases of single family housing. The final phase of the single family housing is the three home sites we are requesting for land division; please refer to the attached plan.

The historical home phase of the development is anticipated to be the development of an office or theme restaurant. This portion of the development comprises of approximately 3.4. The final phase of the development is anticipated to be the cottage office area. The cottage office area comprises 17.6 acres. The combination of the historical home parcel and the cottage office parcel equals 21.0 acres, of that acreage; 3.4 acres will be designated as green space. The green space is defined as a strip of land approximately 40'+/- deep surrounding the perimeter of the cottage office area except that area that adjoins McGillicuddy Lane equaling 3.4 acres.

The proposed three single family home sites are located in a densely wooded area of the project. It is the intention of American Village Development to maintain a substantial portion of the wooded areas outside of the building zone to create a natural buffer from the themed office and restaurant sites.

A landscape berm was constructed in 2006 to establish a buffer between the single family homes and the themed restaurant/office site. This berm has had some trees installed along with the single family homes as they were completed. So long as the existing trees are maintained between the single family homes and the proposed themed restaurant/office site, the property owner is not intending to add any additional landscaping. Should the site plan for the themed office / restaurant require the removal of the natural buffer, the land owner will plant trees along the existing berm to provide appropriate screening.

3. The two remaining stages (*), the first will be the renovation of the historic home and concluding with the cottage office. The work on renovation of the historic home and building of the cottage offices will begin when the market demand increases which will be directly influenced by improvements in the commercial lending environment. Our hope would be that these projects could move forward in the next five years. The single family homes will be built as the new homes are absorbed. The three parcels will be added into the rotation of the existing lots. It is our intention to keep two new homes available in the community. The phasing of the entire planned development is as follows.

- Single Family Phase 1, 2002, 24 upscale home sites, complete.
- Single Family Phase 2-a, 2005, 15 upscale home sites, one site available
- Single Family Phase 2-b, 2005, 21 medium home sites, six sites available
- Single Family Phase 3, 2011, 23 upscale home sites, twenty two sites available
- *Historic Home – office / restaurant, timing to be determined
- *Cottage offices, timing to be determined

4. The construction of homes will begin after we receive of all the necessary approvals for the land division. All the infrastructure improvements are completed except for the utility extensions. The utilities extensions will be installed with the construction of each individual home. As mentioned in item #3 above, when we sell a speculative new home we will start a replacement home for sale. Over the last two years, we have averaged six new home sales a year. Including the three proposed parcels, we will have 32 available home sites, which should be absorbed over the next 5.5 years.

The historical home renovation and cottage office/restaurant will start when market conditions improve. It is anticipated that both projects would commence in the next five years.

5. Each stage of this planned development will be constructed independently of the other stage. Each stage will be integrated with the adjoining community by using sidewalks.

The Homestead meshes well with the existing development pattern in this area of Portage. To the east and south are single family homes which have been complemented by our single family homes.

In the northwest quadrant of the property, the portion of The Homestead that is closest to US 131, we are requesting being reserved for cottage office to buffer the historical home and single family housing to the east and the housing to the south. The historic home office/ restaurant provides a smooth transition from cottage office to single family housing on the northern half of The Homestead.

6. The amended area is located on the southeast corner of US-131 and West Milham Road. The total area involved is 22.5 acres and owned by Patrick and Lisa Lynch, with 1.5 acres proposed for three single family home sites, 17.6 acres for cottage office or themed restaurant and 3.4 acres of green space. The three proposed home sites are currently under contract by American Village Development II, L.L.C., should the land division be approved. The remaining acres will be retained by Patrick and Lisa Lynch.

7. Land Use Density:

Single Family Residential	46.6+/- Acres	53%	1.8 homes per acre
Common Open Space and Green Space	23.8+/- Acres	27%	
Cottage Office & Themed Restaurant	17.6+/- Acres	20%	

The Homestead is a low density high-end development. The three single family phases include 83 home sites plus the 3 proposed sites for a total of 86 home sites. Non-residential land uses are planned for 17.6 acres or 20% of the 88 acre planned development.

Prior to the planned development, this property was original zoned as R1-B which will allow for 3.4-units per acre or 195 homes on the 57.5 acres dedicated in the planned development tentative plan to residential and open space.

In The Homestead Planned Development, building set-backs planned for front yards at 30 feet, side yards at 10 feet and rear yards at 40 feet; comply with the previous R-1B zoning criteria.

8. There is no new common space in the planned development with this request. All the common areas have been fully developed in the single family area of the development including the entry statement, five landscaped cul-de-sacs and the two storm water retention areas. These areas are owned and currently maintained by The Homestead Homeowners Association. These areas will be maintained as required by fees paid to The Homestead Homeowners Association at the direction of the board of directors. The 9.3 acre parcel and the 5.0 acre parcel owned in fee by Consumers Energy will be maintained by Consumer Energy. The remaining 21.02 acres owned and maintained by Patrick and Lisa Lynch.

9. The only known buildings in the planned development will be single family homes, a historic home, and future office buildings. The single family homes will be a combination of ranch and two-story and will not exceed the required height limitations. The historic home will be restored and its height will not change from its current height. It may be necessary to enlarge the footprint of the historic home in order for it to accommodate its anticipated use. However, any addition would be consistent with the current architecture and would not exceed the current height of the home. The final structure may be in the 5,000+/- square foot range depending on the owner's needs.

The cottage office area will contain building architecture that will be residential in nature and compliment the residential phases of the development similar to Woodbridge Hills. Most office buildings are anticipated to be one or two-stories in height. We are anticipating that they will range from 3,000 to 10,000+/- square feet in size. We are anticipating a total of 80,000 to 145,000 square feet of total office space. The site will be served by a separate curb cut from the themed restaurant/office site that was constructed with the recent widening of Milham Avenue. The entry to both sites will be landscaped and signed to give a sense of arrival. It is intended that the office building will meet the current requirements under the OS-1 zoning district.

10. The sanitary sewer will be discharged to the public sanitary sewer system constructed in 2004, which has capacity allocated in sufficient amount to serve this development. The municipal water and all private utilities have been installed underground. The storm sewer will be retained on site and disposed of via infiltration into the ground.

11. Covenants have been recorded on all phases of the single family home sites, a copy of which is attached hereto for reference. Similar covenants will be recorded on the three additional sites should the land division be approved. These covenants control land use, architecture, exterior colors, home-site planning, landscaping and other issues essential to a successful planned development. Certain architectural issues will have to be approved by The Homestead Architectural Review Committee. This committee will ensure that the architectural development of The Homestead is consistent with the wishes of the developers. All easements required by the City of Portage for utilities and roadways are in place.

12. All the streets for the single family area have been built to the required specification of and accepted by the City of Portage. Each home unit will have a minimum of a two-car garage and space in front of the garage for two additional cars to park, a minimum of four spaces per home total. A majority of the homes constructed have three car garages.

13. We have directed all construction traffic through the Milham Road entrance to minimize construction traffic through Hollow Wood.

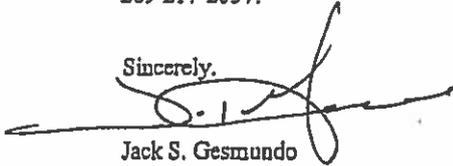
14. This is the last phase of the single family portion of the development. The office and restaurant phases will move forward when the market demand and financing for such improves. Based upon current forecasts, we believe this to be several years out.

15. American Village Development II, L.L.C. has an excellent credit rating and a number of different credit facilities. Performance bonds or bank letters of credit can be supplied as required by the City of Portage.

The Northwest Portage Bikeway was recently constructed along the Consumers Energy Company property and interconnects with the internal sidewalks of The Homestead along McGillicuddy Lane. All streets include sidewalks on both sides of the roadway.

We appreciate your review and consideration for this request. We look forward to continuing this successful project in the City of Portage. Please contact Jack Gesmundo if you have any questions or concerns relative to our tentative plan, I can be reached at jack@avbinc.com or 269-217-2057.

Sincerely,



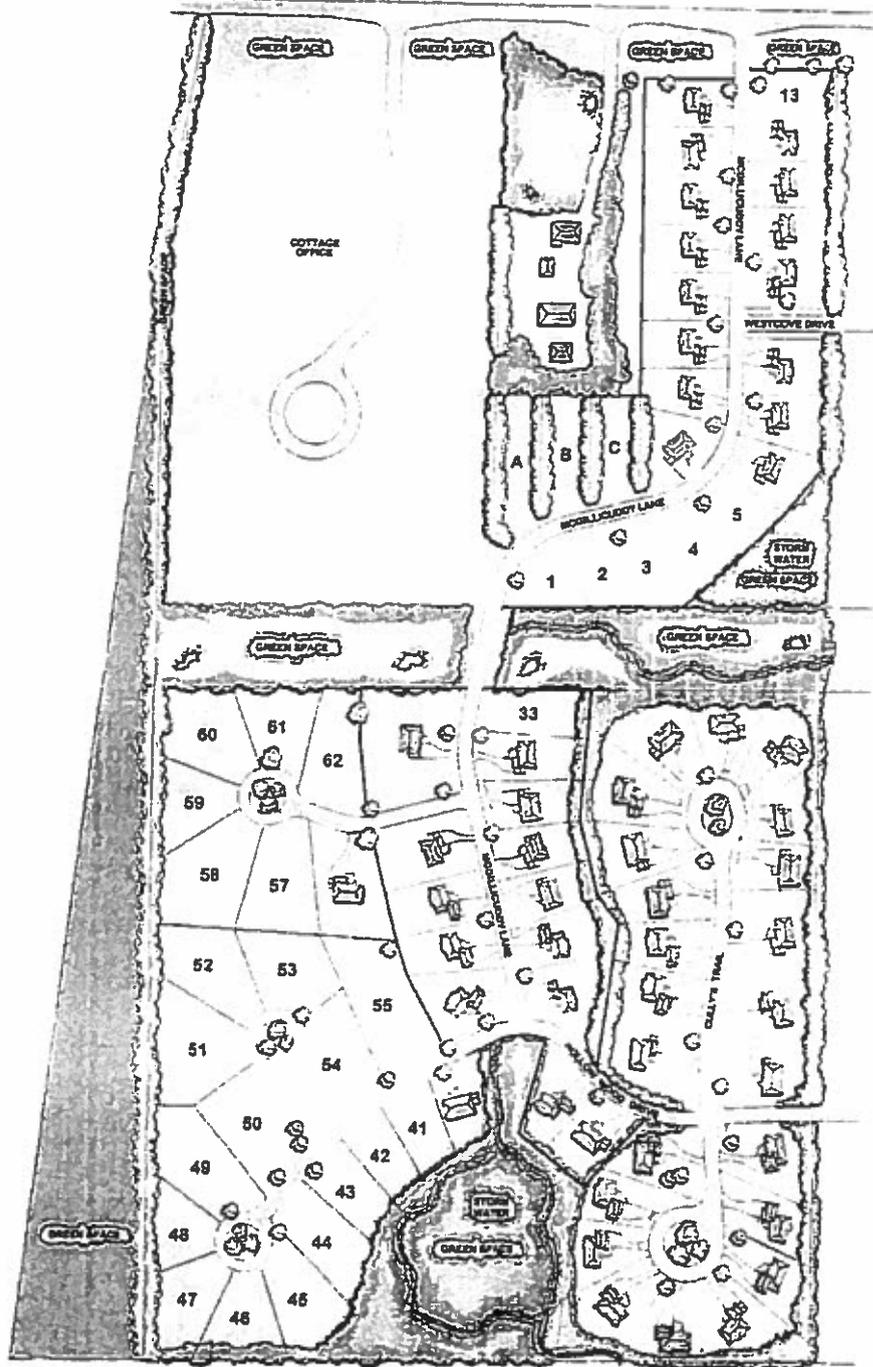
Jack S. Gesmundo



Patrick M. Lynch

enclosure: Tentative Plan for The Homestead Planned Development

MILHAM ROAD



THE ARCTUS TRAIL
NEIGHBORHOOD



The Homestead of Portage Planned Development

2001 Approved Narrative/Tentative Plan

American Village
Development Company, Inc.

May 8, 2001

City of Portage Planning Commission
c/o Mr. Jeffrey M. Erickson, AICP
7900 South Westnedge Avenue
Portage, Michigan 49002

RE: Submission of The Homestead Planned Development Tentative Plan

Dear Members of the Planning Commission:

Enclosed please find our submission for re-zoning and approval of a tentative plan for a planned development. The property referenced is 88 acres plus or minus, and is situated at the southeast corner of US 131 and Milham Avenue in Portage.

As you may know, we were involved in the development and construction of Woodbridge Hills, another Portage planned development. We feel this positive experience with another planned development will ensure the City of Portage and its residents that this will be another project of which we will all be proud.

What follows are answers to the fifteen (15) required questions that must be submitted with a tentative plan for a planned development.

1. Our general purpose is to create a new community which provides medium to upscale new housing opportunities, a theme restaurant and conference center and a cottage office area. We are requesting a re-zoning from residential (R-1B) to planned development in order to accommodate the several different uses contemplated in this development; single family residential, restaurant and cottage office. We want to preserve the overall feeling of the historic farm home in the architecture and site planning of The Homestead. The historic farm home will be lovingly restored with the cooperation and craftsmanship of current owner and historic home restoration specialist Mick Lynch, and American Village Builders, into a beautiful upscale theme restaurant. The new housing alternatives in The Homestead will provide mid-priced and upscale housing in a comfortable planned development setting. The architecture will focus around a farm home theme and will compliment the existing historic farm home. As with Woodbridge Hills, this community will feature a linear trail system for the enjoyment of the homeowners of this community and the residents of Portage. We have had discussions with the City of Portage in regards to tying this trail system into the Northwest Portage Bikeway System which is anticipated to be located in the green space property owned by Consumers Energy. In addition, generous common open space has been provided for the enjoyment of the community residents.

2 & 3. The Homestead Planned Development will begin with the Stage 1 housing area on the southeast quadrant of the property. The first stage will be followed by an additional three stages of single family housing. The density of these four single family stages is 1.68 units per acre (94 units on 56.0 acres (including common open space)), comprises 45.1 acres and is 51.3 percent of the total planned development.

A second phase of the development is anticipated to be the development of the theme restaurant. The restaurant comprises 3.0 acres and 3.4 percent of the total planned development.

A third phase of the development is anticipated to be the cottage office area. The cottage office area comprises 14.6 acres and 16.6 percent of the total planned development.

The remaining land will be dedicated to common open space and green space. Common open space and green space, which includes 14.3 acres owned by Consumers Energy, comprises 25.2 acres and 28.7 percent of the total planned development. The land owned by our development group in fee, dedicated to common open space, is 10.9 acres and is 12.4% of the 88 acres or 14.8% of the total land owned in fee by our development group.

4.	Time Schedule:	
	Single Family Stage 1	October 2001 to November 2002
	Single Family Stage 2	March 2002 to May 2003
	Single Family Stage 3	October 2002 to November 2003
	Single Family Stage 4	May 2003 to June 2004
	Historic Home/Restaurant	June 2002 to December 2002
	Cottage Office	June 2002 to June 2005

5. Each stage of this planned development may be constructed independently of the other stages. In fact, this is the purpose of this phased development process.

The Homestead meshes well with the existing development pattern in this area of Portage. To the east are finely constructed single family homes which will be complemented by our single family homes that cover the entire east portion of the development. The portion of The Homestead that is closest to US 131 has been reserved for cottage office to buffer the restaurant and single family housing to the east and the housing to the south. And, the historic theme restaurant provides a smooth transition from cottage office to single family housing on the northern half of The Homestead.

6. The Homestead will be located at the southeast corner of US 131 and Milham Avenue. The area to be re-zoned planned development is 88 acres. Of the 88 acres, 73.7 acres are currently owned by Mr. Mick Lynch, and the residential portion of this land as shown in our tentative plan is under contract to be purchased by American Village Development Company should our re-zoning request be approved. The remaining land, including the restaurant and cottage office areas, which are owned by Lynch, is expected to be developed in partnership between Lynch and American Village Development Company. The 14.3 acres owned in fee by Consumers Energy shall remain unchanged in ownership. The Consumers Energy property is

comprised of the two green space parcels which are 9.3 acres and 5.0 acres respectively. The 9.3 acre parcel runs along the west edge of the property and the 5.0 acre parcel bisects the property from east to west.

7. Land Use Density:

Single Family Residential 45.1 Acres +/- 51.3%

<u>STAGE</u>	<u>HOMES</u>	<u>AVERAGE LOT</u>	<u>HOMES/ACRE</u>
Stage 1	24 homes	21,780 sq. ft. lots	1.8 homes/acre*
Stage 2	17 homes	21,780 sq. ft. lots	1.8 homes/acre*
Stage 3	30 homes	19,311 sq. ft. lots	2.2 homes/acre*
Stage 4	23 homes	18,181 sq. ft. lots	2.4 homes/acre*
Total	94 homes		2.1 homes/acre*

*density totals do not include open space, including open space (56.0 acres) reduces average density to 1.68 homes/acre

Common Open Space and Green Space	25.3 Acres +/-	28.7%
Restaurant & Cottage Office	17.6 Acres +/-	20.0%

Current R1-B zoning of 3.4 units/acre would allow 190 homes on the 56.0 acres dedicated in the planned development tentative plan to residential and open space. A plan showing how this land could be developed for single family development under its current zoning has been included for your reference. In The Homestead Planned Development, building set-backs planned for front yard at 30 feet, side yard at 10 feet and rear yard at 40 feet, comply with the current R-1B zoning criteria.

8. The 4.4 acre parcel, the 2.8 acre parcel and the 3.7 acre parcel labeled "common open space" will be owned and maintained by the Homestead Homeowners Association. These common open space areas will contain entry statements, landscaping, signage, linear walking trails, and natural preserve areas. These areas will be maintained as required by fees paid to the Homestead Homeowners Association at the direction of the board of directors. The 9.3 acre parcel and the 5.0 acre parcel labeled green space will continue to be owned in fee and maintained by Consumers Energy.

9. The only known buildings in the planned development will be single family homes, a historic home and restaurant, and future office buildings. The historic home will be restored and its height will not change from its current height. It may be necessary to enlarge the footprint of the historic home in order for it to accommodate its anticipated use. However, any addition would be consistent with the current architecture and would not exceed the current height of the home.

The cottage office area will contain buildings similar in architectural theme to the historic home. Most buildings are anticipated to be two (2) stories in height, and our present thinking is that these buildings will not exceed two (2) stories in height.

10. Disposition of sanitary and storm water has been discussed at length with City of Portage staff. Through these discussions, tentative agreements have been reached which will allow all areas of The Homestead to be served with sanitary service by the City of Portage sanitary collection system. These discussions have included the installation of a lift station on the west boundary of the cottage office area by the City of Portage. The Homestead will be responsible for its pro-rata share of the cost of this lift station when the Homestead connects to this lift station. Storm water for The Homestead will be collected and maintained on site. In addition, we have agreed to cooperate with the City of Portage by allowing for additional land area to be held in anticipation of storm water needs when the City widens Milham Avenue. This storm water collection area, fronting Milham Avenue may serve The Homestead as a decorative water feature at its northwest entrance.

11. Once this property is re-zoned, The Homestead residential property will be purchased by American Village Development Company. At this time, a set of covenants will be placed on the land restricting the use of this land. These covenants will control land use, home-site planning, landscaping and other issues essential to a successful planned development. Certain architectural issues will have to be approved by The Homestead Architectural Control Committee. This committee will ensure that the architectural development of The Homestead is consistent with the wishes of the developers. In addition, we plan to provide various easements as necessary to the City of Portage for sanitary sewer and linear trail system purposes.

12. The streets will be built to City of Portage specifications: 30 feet back of curb to back of curb with a 60 foot right-of-way. The streets will be dedicated to the City of Portage upon completion.

The Homestead Planned Development tentative plan also contemplates a possible future vehicular linkage to Westcove. The vehicular linkage to the historic theme restaurant will be via the Milham Road entry into the cottage office area.

The linear trail system for The Homestead will be maintained by the Homestead Homeowners Association on property owned by the Association. It is expected that this trail system will link to the Northwest Portage Bikeway, which is anticipated to be located in the property owned by Consumers Energy. However, this linkage is dependent on the success of the City of Portage in extending the current Northwest Portage Bikeway System.

13. Stage 1 of the single family housing will be accessed by the public from Hollow Wood. Stage one will also be served by a "construction/emergency ingress/egress drive" that will connect to Stage 1 from Milham. In this manner we will eliminate any construction traffic from Hollow Wood. Additionally, this drive will allow for emergency vehicle ingress and egress in the case of an emergency.

We are requesting that The Homestead be allowed an exemption to allow us to build the first 24 homes from the Hollow Wood access. This request is supported by the fact that development costs associated with extending the road all the way to Milham at the beginning of a development is prohibitively expensive. Additionally, an emergency/construction drive will be

available in case of an emergency. Prior to constructing beyond Stage 1, a second public road connection will be made from the North either via Westcove, or Milham, or both.

We are also requesting that 4' sidewalks be required only on one side of each street as was successfully implemented at Woodbridge Hills. The 8' wide multi-purpose pathways throughout The Homestead will complement the sidewalks.

14. We expect to submit the last stage of our planned development for final approval by June, 2004.

15. American Village Development Company has an excellent credit rating and a number of different credit facilities. Performance bonds or bank letters of credit can be supplied as required by the City of Portage.

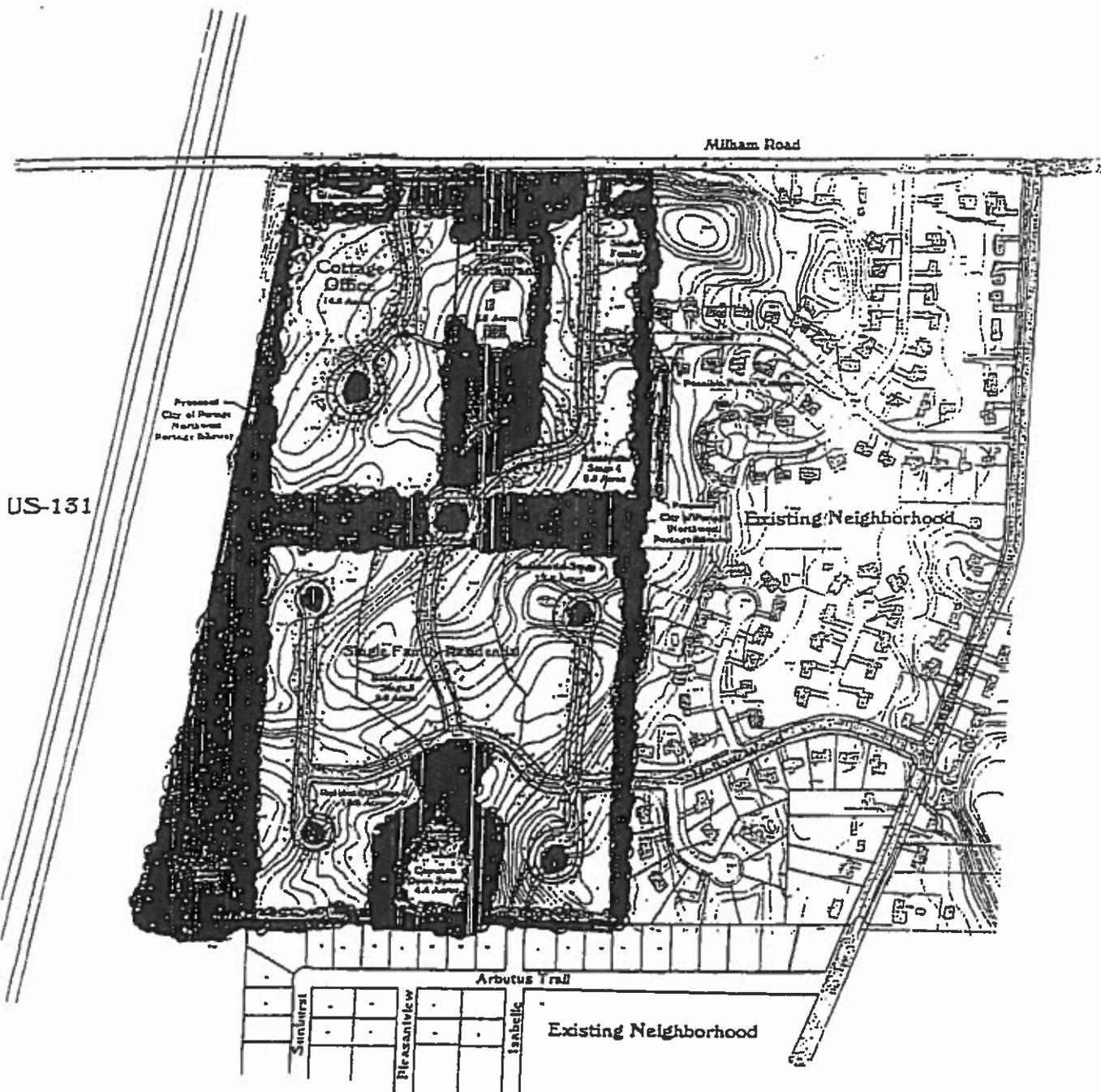
We appreciate your review of our tentative plan for The Homestead Planned Development. We look forward to the opportunity to work on another successful project within the City of Portage. Please contact me directly should you have any questions or concerns relative to our tentative plan at 329-4800.

Sincerely,
American Village Development Company



Greg Dobson

enclosure: Tentative Plan for The Homestead Planned Development



The Homestead of Portage

Scale: 1" = 500'-0"
 Date: May 8, 2001

North



Presented by: American Village Builders

RECEIVED

April 11, 2015

To: Vicki Georgcau, Director of the Department of Community Development
City of Portage Planning Commission

From: The Families of Homestead

RE: Tentative Plan Amendment, 3821 West Milham Avenue – StoryPoint Senior Living Facility

We are writing to ensure you are aware of our concerns related to the proposed development of the property located West of McGillicuddy Lane, including the historic Van Riper property and the adjacent field. It is our understanding the developer wishes to re-zone the property and establish StoryPoint, a large senior living facility.

As you are aware, in late 2011, a plan amendment was proposed to add three parcels of land to provide for additional lots on McGillicuddy Lane. This amendment was approved. At that time, we voiced concerns at the City of Portage Planning Commission meeting to ensure adequate screening and sound buffering would be put in place between Homestead properties and the Van Riper property with its eventual development. We also submitted a letter, dated January 19, 2012, to the commission outlining these concerns.

We reviewed the concept plan for StoryPoint dated March 26, 2015. Our primary concern with the proposed plan is the lack of proper barriers and screening for sight, safety and sound between the StoryPoint development and all homes lining both sides of McGillicuddy Lane. At present, the minimal plantings located on some homeowners' properties do not afford sufficient protection for the homes that directly line the historic property and adjacent field, regardless of how they are developed. Additional concerns include:

- The placement of 3-story construction directly adjacent to a residential neighborhood. These structures will be prominently visible from street and our homes, in many cases eye-level to our family rooms and/or children's bedrooms.
- The proposed location of the dumpster enclosure and ambulance parking, which are currently located on the east side of the development, closest to Homestead residents. The noise and traffic generated poses a nuisance to the use and enjoyment of our properties.
- Location of loading zones / delivery areas and times for commercial vehicles and deliveries, including trash removal.
- Regulation during construction with regard to traffic, noise and associated deliveries.
- Maintenance of the landscaping currently on the VanRiper historic property.

- Future preservation of the aesthetics of the StoryPoint facility in keeping with the natural beauty of the VanRiper historic property and the spirit of Homestead.

It is our strong desire to have the Planning Commission address these concerns to benefit the general welfare of the current and future residents of Homestead and surrounding communities. It is of the utmost importance that Homestead property values be maintained as a result of this plan amendment and development. A decrease in property values would not only directly impact Homestead but ultimately affect the general tax base for the Portage community, causing the public to suffer economically.

Proposed solutions include:

- The installation of a high landscape berm with natural, evergreen screening between the east side of Van Riper property and all along the west side of McGillicuddy Lane.
- The installation of a high landscape berm with natural, evergreen screening along the south / southeast portion of the development.
- Relocating the dumpster enclosure, ambulance parking and all loading zones / delivery areas to the west side of the complex, along US-131, to mitigate the nuisance resulting from the sight, smell and sound of trucks, traffic and refuse.
- Limited times and usage regulations for bus routes, commercial deliveries and trash removal to reduce the nuisance posed to Homestead residents.

We welcome the developer and the Planning Commission to personally visit and view the landscape as it appears from our properties. The current landscape does not afford sufficient protection (sight, safety, sound, etc.) between our homes and this development.

Thank you for your consideration and review of these concerns. We look forward to discussing these issues in greater depth with the developer and the Planning Commission.

Sincerely,

The Families of Homestead

By:

Printed Name(s): ~~SHARIF AHMAD~~

Address: 5110 McGillicuddy Ln, PORTLAND, MT 49044

E-mail: SHARIF.AHMAD@GMAIL.COM

By:

Printed Name(s): LOU CHENCO

Address: 6130 McGillicuddy Lane

E-mail: lou.chenco@perinigo.com

By:

Printed Name(s): DANIEL KUJAWSKI

Address: 6150 McGillicuddy Ln

E-mail: daniel.kujawski@dmich.edu

By:

Printed Name(s): Brian & Lisa Gallagher

Address: 6690 McGillicuddy Lane

E-mail: lisalofgal@gmail.com

By:

Printed Name(s):

Address:

E-mail:

By:

Printed Name(s): Carol Chenoweth

Address:

E-mail:

6130 McGillicuddy Ln
Portland MT 49044

CCC - Oh@Yahoo.com

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Address: 2114 MacMillan Rd, Portage, MI 49884
E-mail: kcrowell@cornerstone.edu

By: [unclear]
Printed Name(s): [unclear]
Address: [unclear]
E-mail: [unclear]

By: Shabana Ahmad
Name(s): Shabana Ahmad
Address: [unclear]
E-mail: [unclear]

By: [unclear]
Printed Name(s): [unclear]
Address: [unclear]
E-mail: [unclear]

By: [unclear]
Printed Name(s): [unclear]
Address: [unclear]
E-mail: [unclear]

By: Kent and Yit-Yian Alleman
Printed Name(s): Kent & Yit-Yian Alleman
Address: 6061 McGillicuddy Ln Portage, MI 49024
E-mail: yitYian@hotmail.com

By: Denise & Scott Robinson
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Address: 5144 Hollow Wood Dr., Portage MI 49024
E-mail: deniseng18@hotmail.com

By: Steven and Jennifer Micallef
Name(s): Jim Madaly & J Madaly
Address: 6081 McGillicuddy Ln., Portage, MI 49024
E-mail: beancountergurus@yahoo.com

By: Jan & Ken Guler
Printed Name(s): Jan & Ken Guler
Address: 3915 Hollow Wood Drive Portage MI 49024
E-mail: Jennifer.guler@tda.com

By: Gabre and Priscilla Pedraza
Printed Name(s): Gabriel & Priscilla Pedraza
Address: 6331 Cully's Trl, Portage MI 49024
E-mail: ppedraza@aol.com

By: Scott & Kelli Biddlecome
Printed Name(s): Scott & Kelli Biddlecome
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Email: SBiddlecome@gmail.com

By: *Menee L VanderWeg*
Printed Name(s): Menee L VanderWeg
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E-mail: *1vanderweg@gmail.com*

By: *David J VanderWeg*
Printed Name(s): David J. VanderWeg
Address: 6311 Cullys Trail Portage MI 49024
E-mail: *DVanderWeg64@gmail.com*

By: *Scott and Leigh Garrison w/ permission*
Printed Name(s): *SCOTT + LEIGH GARRISON*
Address: 6180 McGILLICUDDY LANE
E-mail: *LEIGH624@gmail.com*

By:
Printed Name(s):
Address:
E-mail:

By:
Printed Name(s):
Address:
E-mail:

By:
Printed Name(s):
Address:
E-mail:

Victoria Georgeau

From: Shafer Ahmad <shaherahmad@gmail.com>
Sent: Saturday, April 11, 2015 5:00 PM
To: Victoria Georgeau
Cc: Shabnam Ghazi
Subject: proposed development of the property located West of McGillicuddy Lane.

Dear Ms. Georgeau,

On behalf of my wife Shabnam Ghazi and I, we are writing to express the concerns of our family related to the proposed development of the property located West of McGillicuddy Lane.

The concept plan for StoryPoint present a concern related to the lack of proper barriers and screening for sight, safety and sound between the StoryPoint development and our home and those of our neighbors living on McGillicuddy Lane. The current minimal plantings located on some homeowners' properties do not afford sufficient protection for the homes that directly line the historic property and adjacent field, regardless of how they are developed. Additional concerns include:

- The 3-story construction directly adjacent to a residential neighborhood. These structures will be prominently visible from street and our homes, in many cases eye-level to our family rooms and/or children's bedrooms.
- The proposed location of the dumpster enclosure and ambulance parking, which are currently located on the east side of the development, closest to Homestead residents. The noise and traffic generated poses a nuisance to the use and enjoyment of our properties. We do not see why those cannot be facing the highway instead of the residential side.
- Location of loading zones / delivery areas and times for commercial vehicles and deliveries, including trash removal. We do not see why those cannot be facing the highway instead of the residential side.
- Regulation during construction with regard to traffic, noise and associated deliveries.
- Maintenance of the landscaping currently on the VanRiper historic property.
- Future preservation of the aesthetics of the StoryPoint facility in keeping with the natural beauty of the VanRiper historic property and the spirit of Homestead.

It is our strong desire to have the Planning Commission address these concerns to benefit the general welfare of the current and future residents of Homestead and surrounding communities.

Thank you for your consideration and review of these concerns.

Sincerely,

Shafer Ahmad & Shabnam Ghazi

TO: Planning Commission

DATE: May 1, 2015

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

SUBJECT: Ordinance Amendment 14/15-B, Site Plan Review

I. INTRODUCTION

During the January 20, 2015 and February 10, 2015 Council Committee of the Whole (COW) meetings, efforts to enhance economic development were discussed, which included “speed to permitting.” After further discussion, Council indicated an interest in the City Administration reviewing ways to expedite the development review process, especially for industrial uses and “primary” job generating businesses.

In an effort to streamline the development review process, several changes to Section 42-481, site plans reviewed, are proposed. This section of the Zoning Code, which was adopted in 2003, allows administrative review and approval of site plans involving certain development projects that are typically small in scale and/or minimal impacts. Administrative approval by a team of professionals (Development Review Team) consisting of planners, engineers, fire protection specialists, and building code officials ensures a thorough, coordinated review, while also reducing plan review/approval time consistent with the “speed to permitting” concept.

The proposed amendments are primarily proposed to expand the administrative review of development projects within industrial zoning districts. Minor revisions to existing provisions of site plan review are also proposed and are shown on the attachment and summarized in the ensuing paragraphs.

II. PROPOSED AMENDMENTS

Section 42-481(A)(3). This section is intended to address property owned by the Pfizer Corporation. Given the size of the Pfizer land holdings and amount of construction activity that occurs within the interior manufacturing complex, which has no impact on surrounding properties or the adjacent roadways, submission of site plans is not required. Building plans, however, must still be submitted for review and approval. Since the “southwest quarter of the southeast quarter of Section 11” (northeast corner of Portage Road and Romence Road occupied by the large three-story office building) is no longer owned by Pfizer, this property is proposed to be removed and will then be subject to site plan review.

Section 42-481(B)(2)(a). As noted above, this section currently permits the City Administration to approve new nonresidential development on a zoning lot of two acres or less with a building area of 20,000 square feet or less. Modifications to this section include specifying the zoning district (OS-1, B-1, B-2 or B-3) and removing the two acre maximum size requirement. Office and commercial zoning districts were also specified since a new section is proposed for industrial zoning districts (see

below). The two acre maximum requirement was removed since the intensity of the land use (i.e. impacts) is related to the size of the development project and not the size of the parcel. For example, the salon recently constructed at 1106 West Centre involved a building size of 1,200 square feet but since the zoning lot was four acres in size, review by the Planning Commission was required.

Section 42-481(B)(2)(b). This is a new section specific to the industrial zoning districts (I-1, light industrial and I-2, heavy industrial). Similar to Section 42-481(B)(2)(a) above, this section would allow the City Administration to approve new nonresidential development in the I-1 and I-2 zoning districts involving a building area up to 50,000 square feet. Industrial land uses often involve larger buildings and are primarily located along primary industrial corridors: Sprinkle Road, Portage Road and Shaver Road. If development presents potential impacts on adjacent land uses, Section 42-481(B)(3) can be used to trigger review by the Planning Commission.

Section 42-481(B)(2)(c). This section pertains to building additions to previously approved site plans. Similar to Section 42-481(B)(2)(a) above, this section has been modified to apply to the office and commercial zoning districts (OS-1, B-1, B-2 or B-3) and eliminate the two acre maximum size requirement.

Section 42-481(B)(2)(c). This section has been modified to apply only to the I-1 and I-2 zoning districts; the percent of gross floor area has been increased from 30% to 50%; and the not to exceed total square footage increased from 20,000 square feet to 50,000 square feet consistent with Section 42-481(B)(2)(b).

Section 42-481(B)(3). This section has been modified slightly to include reference to “neighborhoods” and community “overall” in an effort to emphasize the importance of protecting/preserving residential areas and the community in general.

During the April 16, 2015 meeting, the Commission briefly discussed administrative site plan approvals involving a building size up to 20,000 square feet and whether or not the building size should be less than 20,000 square feet for an administrative approval. As background information, a 20,000 square foot building on a two acre zoning lot represents approximately 25% lot cover, which is a standard “rule-of-thumb” to quickly determine building size as a proportion to zoning lot size. The section of the Zoning Code that authorized administrative approval under certain conditions was added in 2003 as part of the comprehensive Zoning Code update process and was specifically discussed during the July 18, 2002 Planning Commission workshop meeting. During that discussion, the Commission discussed the building size and zoning lot size in the context of administrative approval and the rationale that supported the change. Attached are the meeting minutes from the July 18, 2002 meeting.

It is the responsibility of staff to ensure all ordinance requirements related to building setbacks, off-street parking, landscaping, screening/buffering (if applicable), among others are fulfilled before the site plan is either approved by the Administration or forwarded to the Planning Commission and/or City Council for approval. During the past three years, 28 site plans have been approved by the Administration. The building sizes ranged between 290 and 37,500 square feet. The largest (37,500

sq. ft.) involved the construction of a building addition to Summit Polymers, 6717 South Sprinkle. Of the remaining site plans, four ranged between 11,000 and 17,000 square feet and 23 were less than 10,000 square feet.

The administrative approvals have streamlined the plan review process and expedited issuance of permits for many smaller, less impactful projects. If there are unique or controversial circumstances involving a site plan regardless of the size of the building, the Director can refer the plan to the Commission for review and approval.

III. RECOMMENDATION

Consistent with the Planning Commission policy of accepting public comment at the initial meeting and continuing the discussion involving the proposed ordinance amendments at a subsequent meeting, the Commission is advised to receive public comment during the May 7, 2015 meeting and adjourn the public hearing to the May 21, 2015 meeting. However, if there are no additional comments from the Planning Commission and no public comments expressed during the May 7th meeting, the Commission can, at its discretion, recommend to City council that Ordinance Amendment 14/15-B, Site Plan Review, be approved

Attachments: Ordinance Amendment (DRAFT)
July 18, 2002 Planning Commission meeting minutes.

[HIGHLIGHT & STRIKE VERSION]

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
OF THE CITY OF PORTAGE, MICHIGAN
BY AMENDING SEC. 42-481, SITE PLANS REVIEWED, OF ARTICLE 4, ZONING,
OF CHAPTER 42, LAND DEVELOPMENT REGULATIONS

THE CITY OF PORTAGE ORDAINS:

That Chapter 42 shall be amended as follows:

ARTICLE 4. ZONING.

Sec. 42-481. – Site plans reviewed.

A. No Change.

1. No Change.
2. No Change.
3. For any use or development in an I-1, light industrial district or I-2, heavy industrial district, where such use or development does not take place within 200 feet of the zoning district boundary, and within 200 feet of any owner other than the property to be used or developed, and where it is proposed that no driveway intersects a public street within 200 feet of an intersection of two or more public streets. This section will only apply in the following quarter sections:

~~a. Southwest quarter of the southeast quarter of Section 11.~~

~~ab. West one-half of the northwest quarter of Section 13.~~

~~be. West one-half of the southwest quarter of Section 13.~~

~~cd. Northeast quarter of Section 14.~~

~~de. Southeast quarter of Section 14.~~

~~ef. Northeast quarter of the northwest quarter of Section 14.~~

B. The following shall have the authority to review, approve or deny site plans as provided by this subdivision:

1. No change.
2. City administration: The director shall be authorized to approve, deny or approve with conditions site plans submitted for review that meet at least one of the following criteria.
 - a. New nonresidential development in an OS-1, B-1, B-2 or B-3 district on a zoning lot of two acres or less with developments comprised of 20,000 square feet or less of building area;
 - b. New nonresidential development in an I-1 or I-2 district with developments comprised of 50,000 square feet or less of building area;

- cb.** Existing nonresidential development in an OS-1, B-1, B-2 or B-3 district on a zoning lot of two acres or less which involves a building addition to a previously approved site plan when, combined with the existing building, will not exceed 20,000 square feet;
 - de.** Nonresidential building additions to previously approved site plans in an I-1 or I-2 district that involve a gross floor area increase of 530 percent or less and will not exceed 520,000 square feet;
 - ed.** Multifamily residential developments involving eight or fewer total dwelling units;
3. Should the director determine that a site plan presents issues such as, but not limited to, traffic or environmental conditions which have a greater potential impact on adjacent land uses, neighborhoods and/or the community overall, the director may, with ten-day written notice to the applicant, refer the site plan to the planning commission for review in accordance with the procedures and standards set forth in this subdivision.

PLANNING COMMISSION WORKSHOP MEETING

July 18, 2002

The City of Portage Planning Commission workshop meeting of July 18, 2002 was called to order by Chairman Frandsen at 7:00 p.m. in Conference Room #1 of Portage City Hall, 7900 South Westnedge Avenue. No citizen was in attendance.

MEMBERS PRESENT:

Phyllis Music, Dirk deWerff, Henry Zausner, Dick Yonke, Thomas Fox, James Hoppe and Chairman Bruce Frandsen.

MEMBERS ABSENT:

None.

MEMBERS EXCUSED:

Vicki Locke and Larry DeShazor

IN ATTENDANCE:

Michael K. West, Assistant City Planner; and Steve Langworthy (Langworthy, Strader, LeBlanc & Associates).

DISCUSSION:

1. Zoning Code Update. Mr. Langworthy presented a summary of the Zoning Code Update process and referred the Commission to the three preliminary sections provided for review. Commissioner Zausner asked that the proposed Table of Contents for the Zoning Code be provided so the Commissioners could get a sense of the Code organization. Mr. Langworthy stated that the Table of Contents would be provided with the next draft code sections. Mr. Langworthy summarized each of the draft Zoning Code sections and the Commission provided the following comments:

- **Subdivision 2 – Site Plan Review**

Commissioner Zausner asked for clarification on the proposed changes to the site plan review and approval authority schedule outlined in Section 42-521(B). Mr. Langworthy indicated that a shared site plan approval authority, between staff and the Planning Commission, is not uncommon. Mr. West stated that the intent of the change was to free up Planning Commission time to concentrate on more planning related functions and to expedite site plan reviews for the development community by allowing administrative approval on smaller, simpler development projects. Mr. West stated that site plans which do not meet criteria a) through e) would be subject to Planning Commission review/approval, along with all site plans which were associated with special land use permits or screening modification requests. Additionally, Mr. West indicated that all specific plans which were associated with developments in the CPD, PD and OS-2 districts would be subject to Planning Commission review/approval, as well as any element of an administrative site plan review which the applicant wished to appeal. Mr. West also stated that Section 42-521(B)(3) allows the Director to direct site plan reviews to the Planning Commission if special issues are associated with the development project. Mr. West indicated that under the proposed ordinance, approximately 60% of the site/specific plans received during fiscal year 2001-2002 would have been subject to Planning Commission review, while the remaining 40% would have been subject to Administrative review.

Chairman Frandsen asked that Section 42-521(B)(1) be revised to include additional references to other site/specific plans which would be subject to Planning Commission review. The Commission next discussed Section 42-521(B)(2)(e) and whether or not an acreage/square footage criteria should be included which would determine whether the site plan is reviewed by the Administration or Planning Commission. Mr. West indicated that the current ordinance exempts developments which meet this criteria from formal site plan review. Mr. Langworthy suggested that an acreage and square footage criteria be added to Section 42-521(B)(2)(e) similar to Section 42-521(B)(2)(a). The Commission concurred. Commissioner Fox stated that the "per the State of Michigan" reference in Section 42-522(A)(4)(c)(5) should be replaced with something more general, such as "per the adopted code".

- **Subdivision 3 – Landscaping and Screening**

Commissioner Zausner asked by the hedge height requirement has been reduced from 36 inches in the existing ordinance to 30 inches in the proposed ordinance. Mr. West indicated that the proposed ordinance also changes the method in which the hedge is measure. Mr. West stated that the current ordinance measures the height of the hedge from the abutting "street grade", which includes a 6 inch curb. The proposed ordinance would measure the hedge from the "the parking lot" and better address the underlying intent of the provision. Commissioner Zausner indicated that he would prefer that the hedge size remain at 36 inches. Chairman Frandsen asked whether building mounted equipment would also need to be screened in Section 42-42-635. Mr. Langworthy stated that he believes that the issue is addressed in a different section, however, would confirm and make the appropriate changes, if needed.

- **Subdivision 4 – Lighting Standards**

The Commission concurred that Window displays cited in Section 42-647 should be prohibited from having flashing, moving or intermittent lighting. The Commission also suggested that a more detailed description of Soffit lighting be included in the text.

2. Comprehensive Plan Update. The Commission concurred that discussion of the draft Chapter 12 – Implementation Strategies should be tabled to the next Planning Commission meeting on July 25, 2002. Mr. West circulated to the Commission revised chapters 1, 2, 3, 4, 5, 7, 8, 9 and 10 which have incorporated Commission comments received before, during and after the July 1, 2002 Workshop Meeting. Mr. West advised the Commission to discard the previous June 2002 draft chapters and replace the new chapters in their Plan books.

ADJOURNMENT:

Commissioner deWerff stated that he would not be present at the July 25th meeting.

There being no further business to come before the Commission, the workshop meeting was adjourned at 9:00 p.m.

Respectfully submitted,



Michael K. West, AICP
 Assistant City Planner



TO: Planning Commission **DATE:** May 1, 2015
FROM: Vicki Georgeau, ^{VA} Director of Community Development
SUBJECT: Accessory Building (Davis), 10749 Andrews Street

I. INTRODUCTION:

An application has been received from Mr. Brian Davis requesting approval to construct a 13.75-foot tall, 2,400 square foot (40-foot by 60-foot) detached accessory building along the southwest portion of 10749 Andrews Street. The detached accessory building will be constructed of beige steel siding with brown trim and a shingled roof and will be used for storage of personal items including cars, motorcycles, trailer and boat. According to the applicant, the proposed accessory building will not be used for any business related purposes. The approximate 5.2 acre parcel is zoned R-1B, one family residential and is located along the southeast side of Andrews Street, south of Woodhams Avenue.

II. ANALYSIS:

Section 42-121(B)(4) of the Zoning Code permits construction of accessory buildings that exceed the ground floor area of the main residence on unplatted parcels, two acres or more in size, subject to review and approval by the Planning Commission. To ensure harmonious relationships and minimize conflicts between adjacent land uses, the Commission considers the proposed characteristics and uses of the building in relation to existing land uses and to future land uses as shown in the Comprehensive Plan. The ordinance also allows the Commission to attach requirements/conditions deemed necessary to avoid or mitigate adverse impacts on surrounding properties.

The approximate 5.2 acre parcel contains a two-story residence with a ground floor area of 1,698 square feet and an attached garage totaling 1,106 square feet. The total ground floor area of all accessory buildings (including the proposed detached building) will exceed the ground floor area of the main residence by 1,808 square feet ($1,106 + 2,400 = 3,506 - 1,698 = 1,808$).

The subject parcel is V-shaped with 205-feet of frontage on Andrews Street. The single family residence and attached garage are situated along the western portion of the parcel (adjacent Andrews Street, while the remainder of the property to the east is vacant with scattered woods and a mature evergreen tree line along the northern property line, adjacent to 2710, 2720, 2730 and 2810 Woodhams Avenue. As shown on the attached plan provided by the applicant, the proposed detached accessory building will be setback approximately 125-feet behind the existing residence (over 300-feet from Andrews Street) and 25-feet from the south property line. Furthermore, the proposed accessory building will be situated approximately 125-feet from the nearest adjacent single family residence, which is located to the south at 10711 Andrews Street. Existing single family residences located to the north, along Woodhams Avenue, are located in excess of 300-feet from the proposed accessory building location.

The application fulfills ordinance requirements for issuance of an accessory building approval. The size and configuration of the 5.2 acre parcel combined with the wooded nature of the site and setback distances from adjacent residences and property lines will mitigate any impacts on adjacent properties. In conjunction with the accessory building application, the applicant has provided a letter of support signed by the owner of the adjacent property to the south (10711 Andrews Street) and the owner of the adjacent property to the north (2700 Woodhams Avenue).

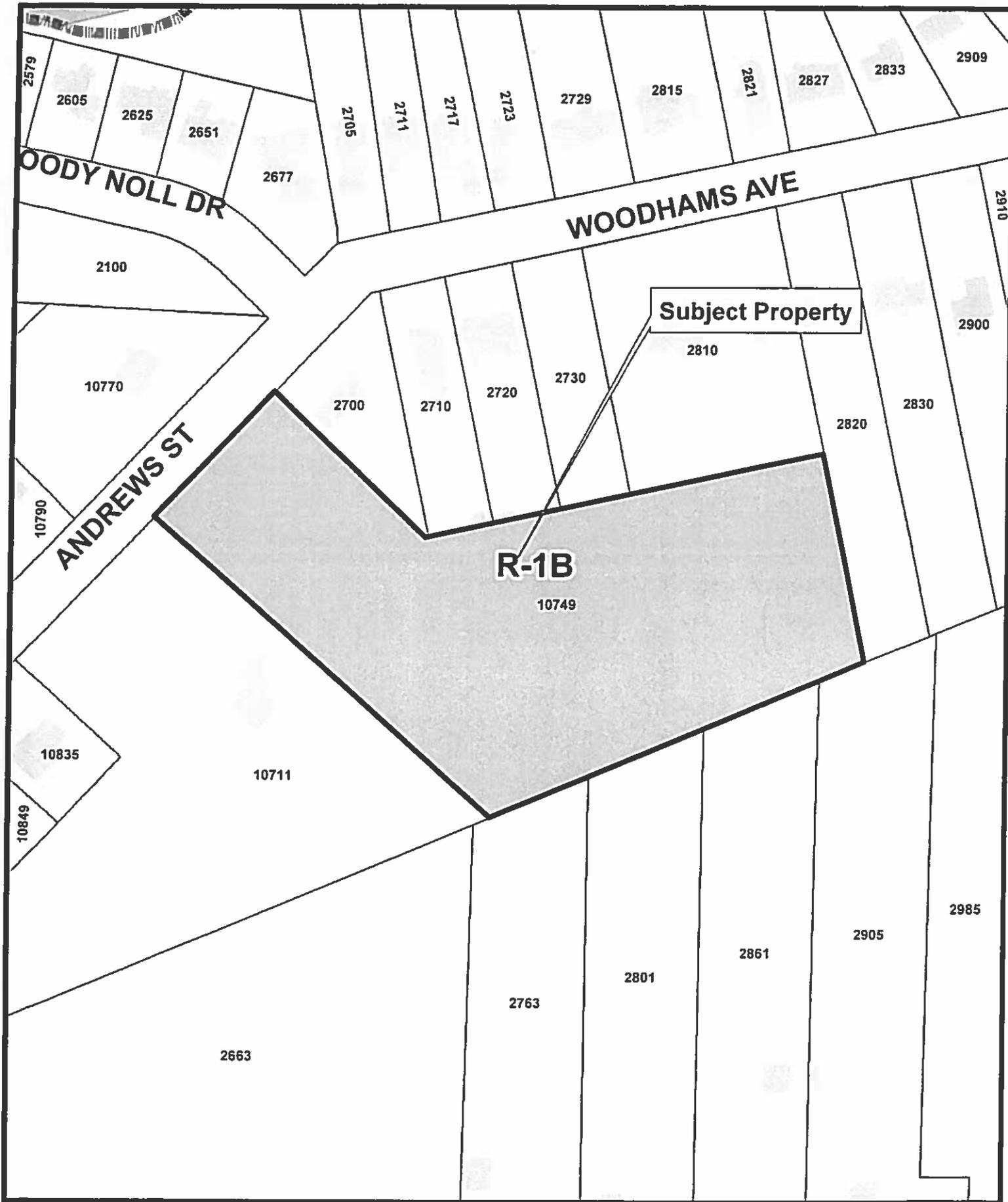
Residents/property owners within 300 feet of this property have been notified in writing of the application and Planning Commission meeting to provide them with the opportunity to comment on the proposed accessory building and use.

III. RECOMMENDATION:

Subject to any comments received, staff recommends that the proposed 2,400 square foot Accessory Building for Mr. Brian Davis, 10749 Andrews Street, be approved.

Attachments: Vicinity/Zoning Map
Aerial Photograph
Application, Sketch Plan and Supporting Documentation

S:\Commdev\2014-2015 Department Files\Board Files\Planning Commission\PC Reports\Accessory Buildings\2015 05 01 Davis, 10749 Andrews (Accessory Building) doc



Accessory Building 10749 Andrews Street

 Zoning Boundary
 Subject Properties



1 inch = 150 feet



Aerial Photography
10749 Andrews Street

 Subject Properties



1 inch = 121 feet

Brian Davis
10749 Andrews St
Portage, MI 49002

RECEIVED
APR 14 2015
COMMUNITY DEVELOPMENT

Re: Personal Storage Building Size Approval

I am requesting approval to build a detached pole building on the above mentioned property. The requested building size is 40x60 (2400 sq ft) with 10' walls and 4.5/12 pitch roof. This building will be primarily used for storage of such items as car, motorcycle, trailer and boat. It is not intended for business purpose. The barn will be located on my 5.2 acre lot approx. 125 feet behind the existing house. The building will match the color of the home of beige and with brown trim. The siding material will be steel with wainscot and the roof material to be shingles. It will consist of 3 garage doors, 2 service doors and 2 windows with full landscaping.

The existing concrete drive will be extended from the turn around back to the new building with apron and additional turn around. The extended drive will also be concrete.

The building is similar in size and design of existing barns in the neighborhood and will be set back from the closest property line by 25+ feet. The owners of neighboring properties are listed below with signature of approval for the building structure.

Thank You for Your Time



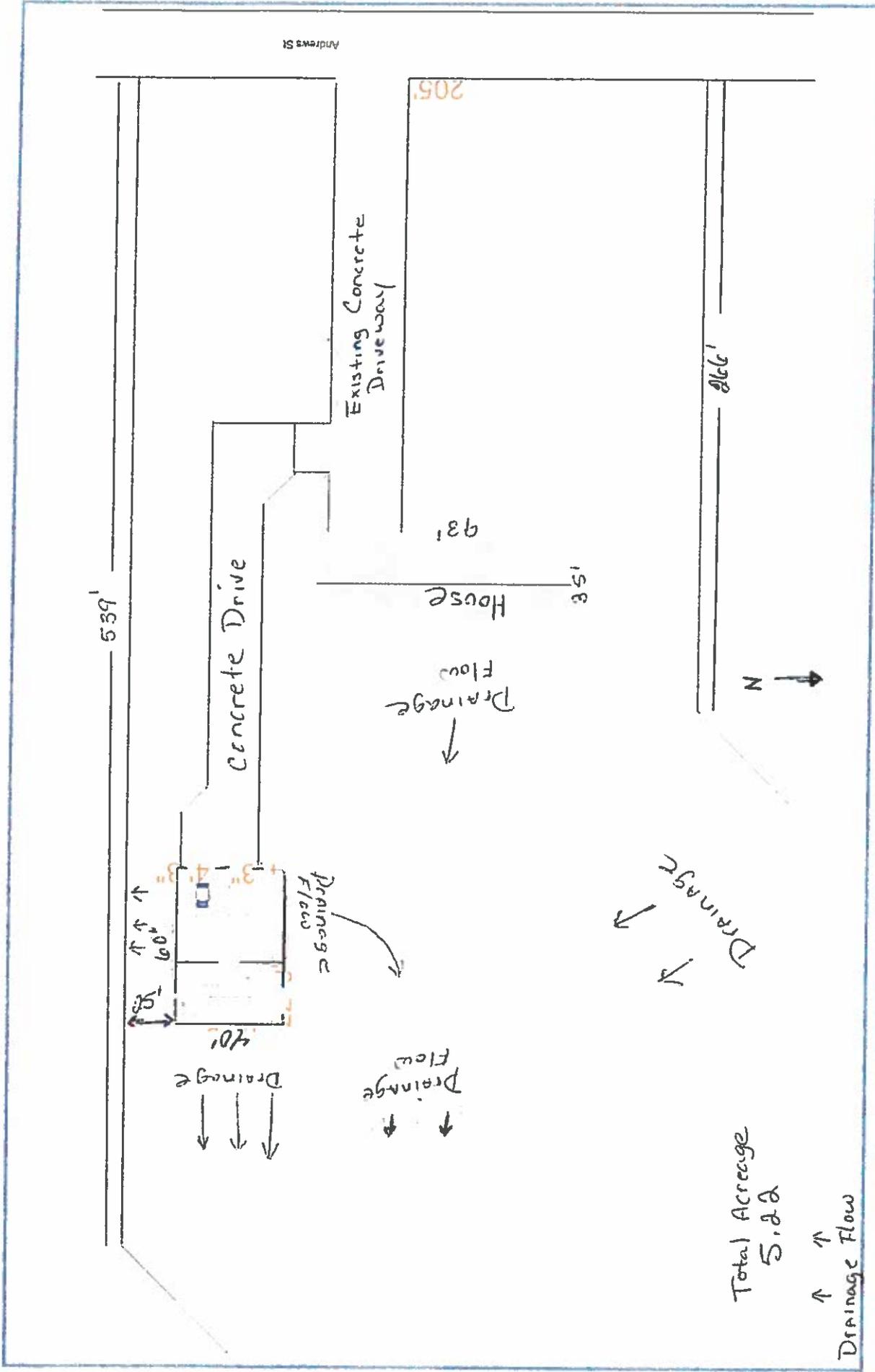
Brian Davis
269-873-8888

South Neighbor

Printed Name: Ronda Modras
Address: 10711 Andrews St.
Signature: Ronda Modras

North Neighbor

Printed Name: LARRY BOULNEAUX
Address: 2700 WOODHAMS AVE
Signature: Larry Boulneaux



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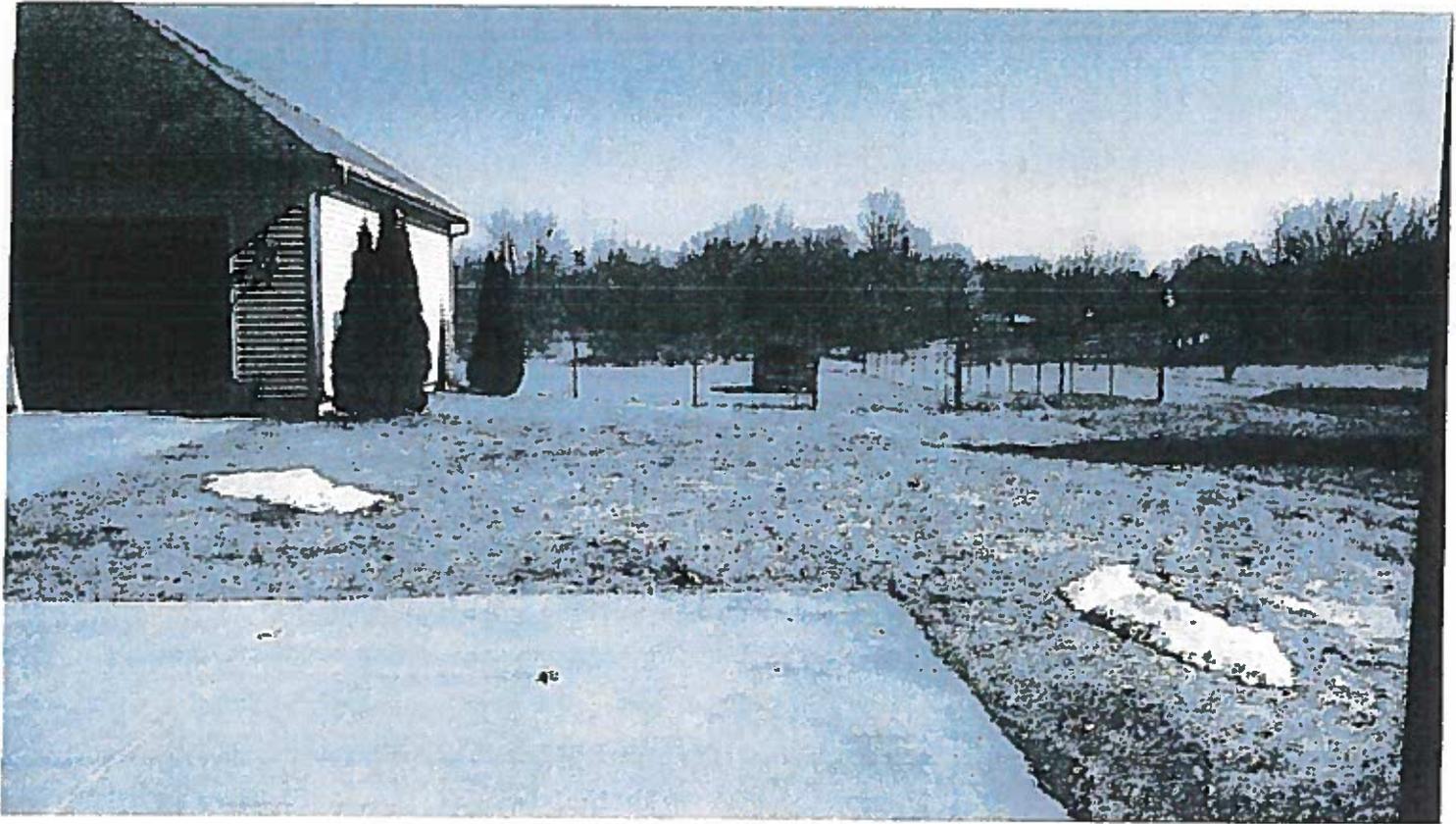
10749 Andrews City Plans

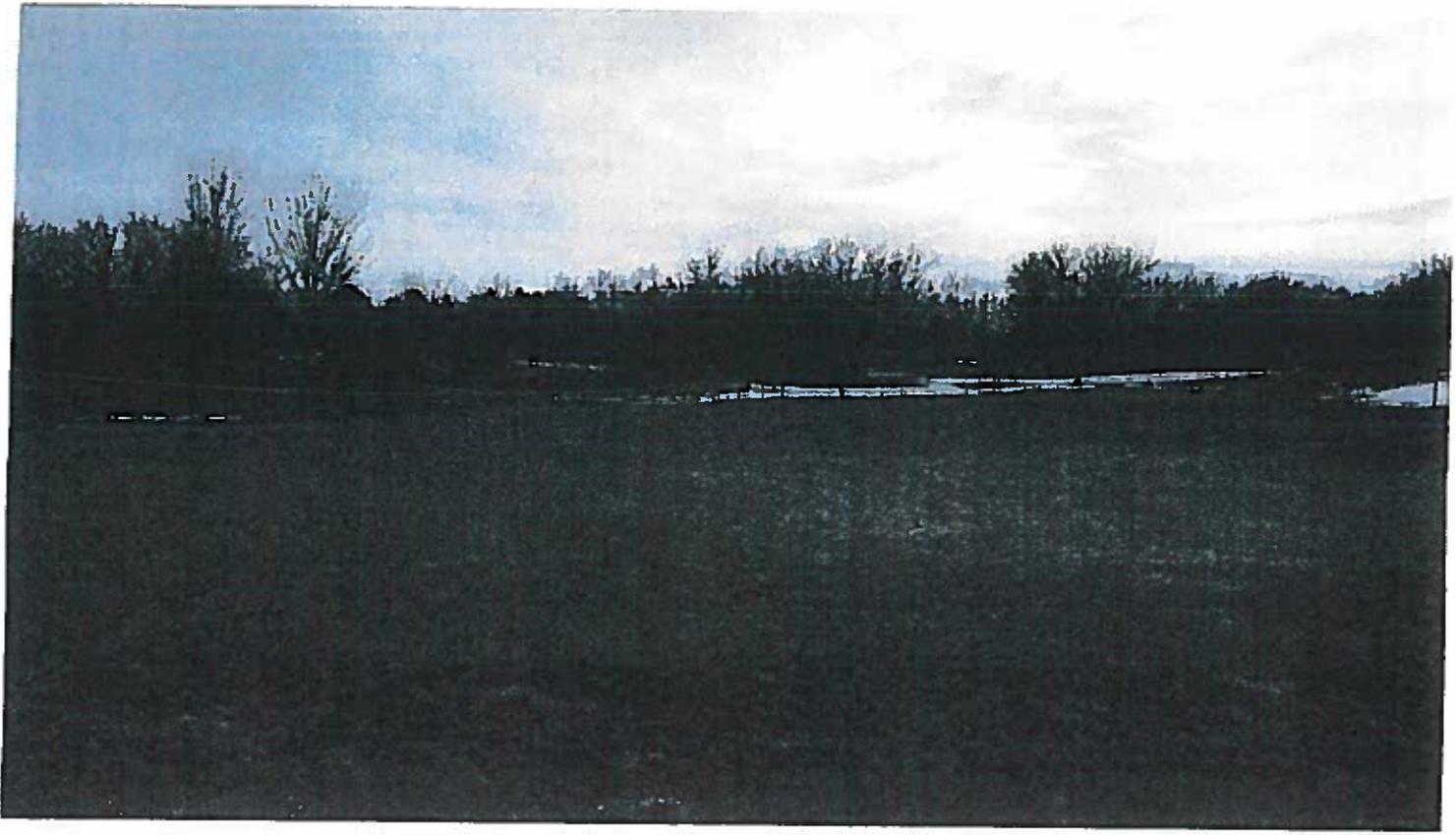
Created for City of Portage by Brian Davis

Icons by ©FBI Buildings 2005 - 2010



fbibuildings.com 1-800-552-2981



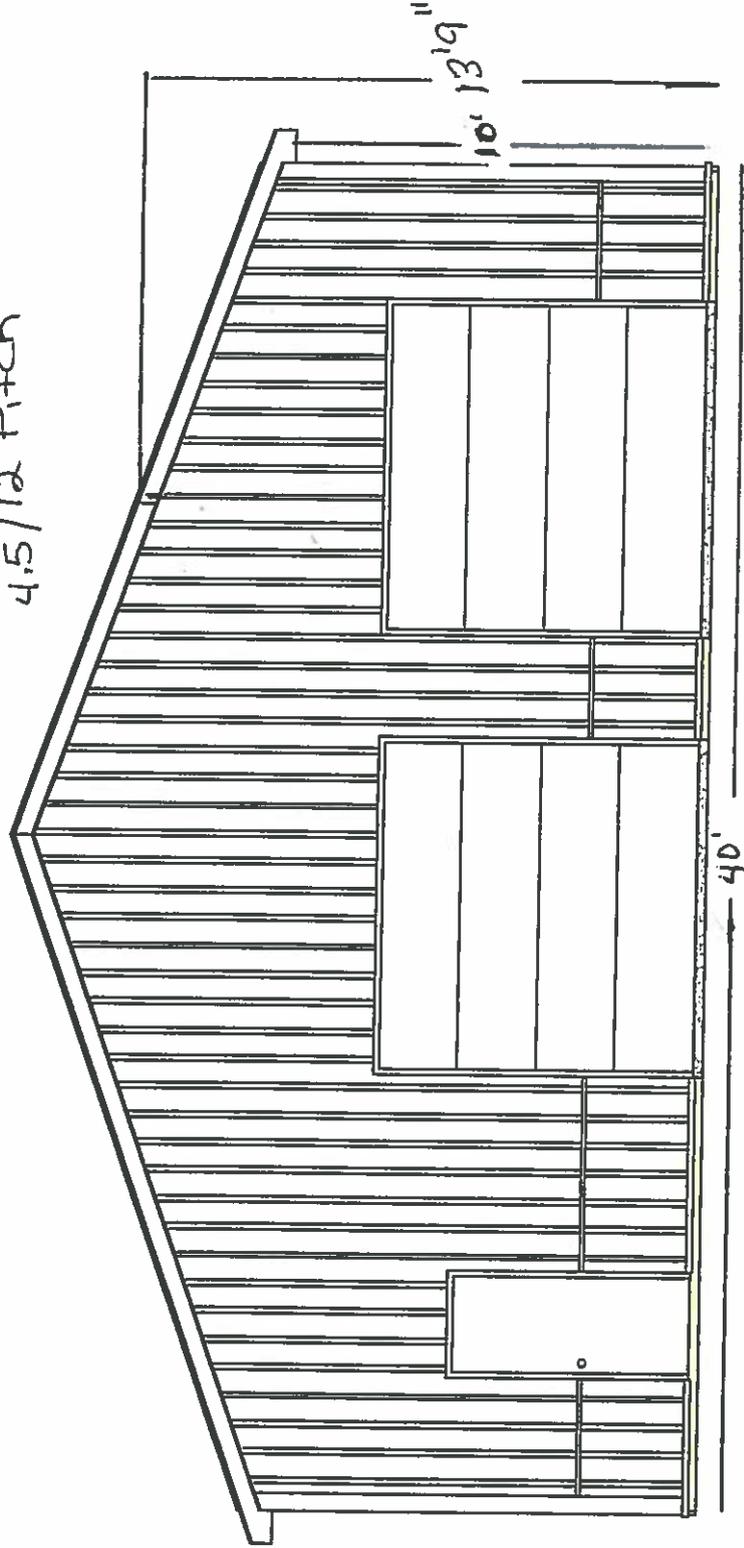




WEST SIDE-GABLE SIDE 2 ELEVATION



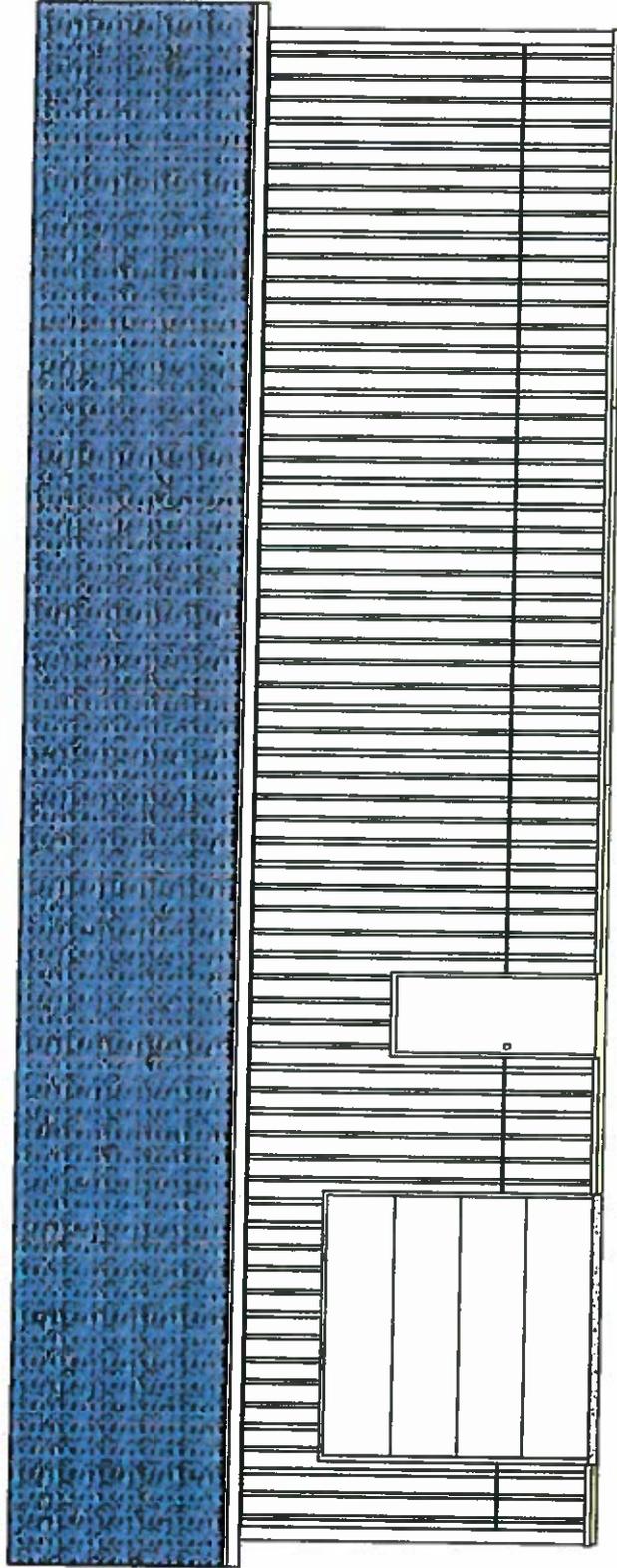
4.5/12 Pitch





NORTH SIDE-EAVE SIDE 2 ELEVATION

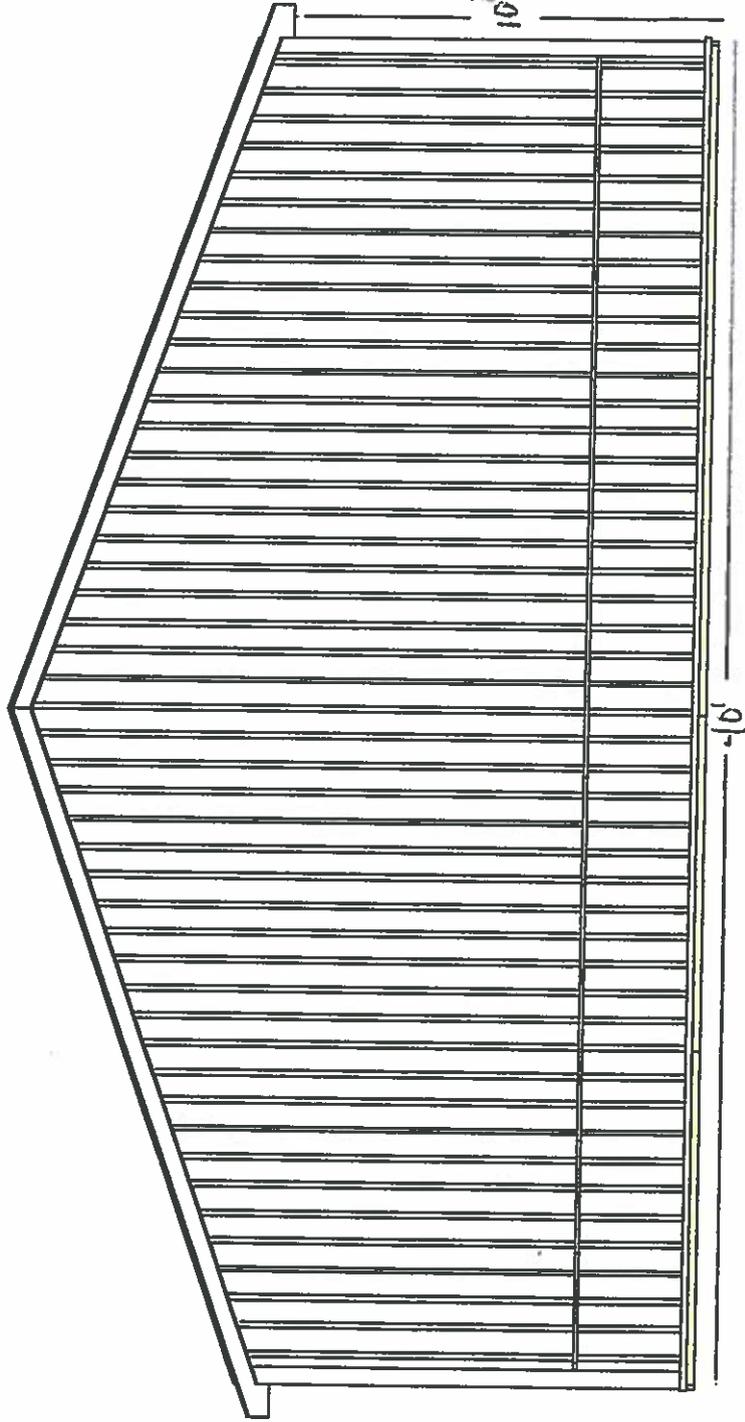
Connecticut
Maestro
Lumber & Millwork
For Home, Office & Store

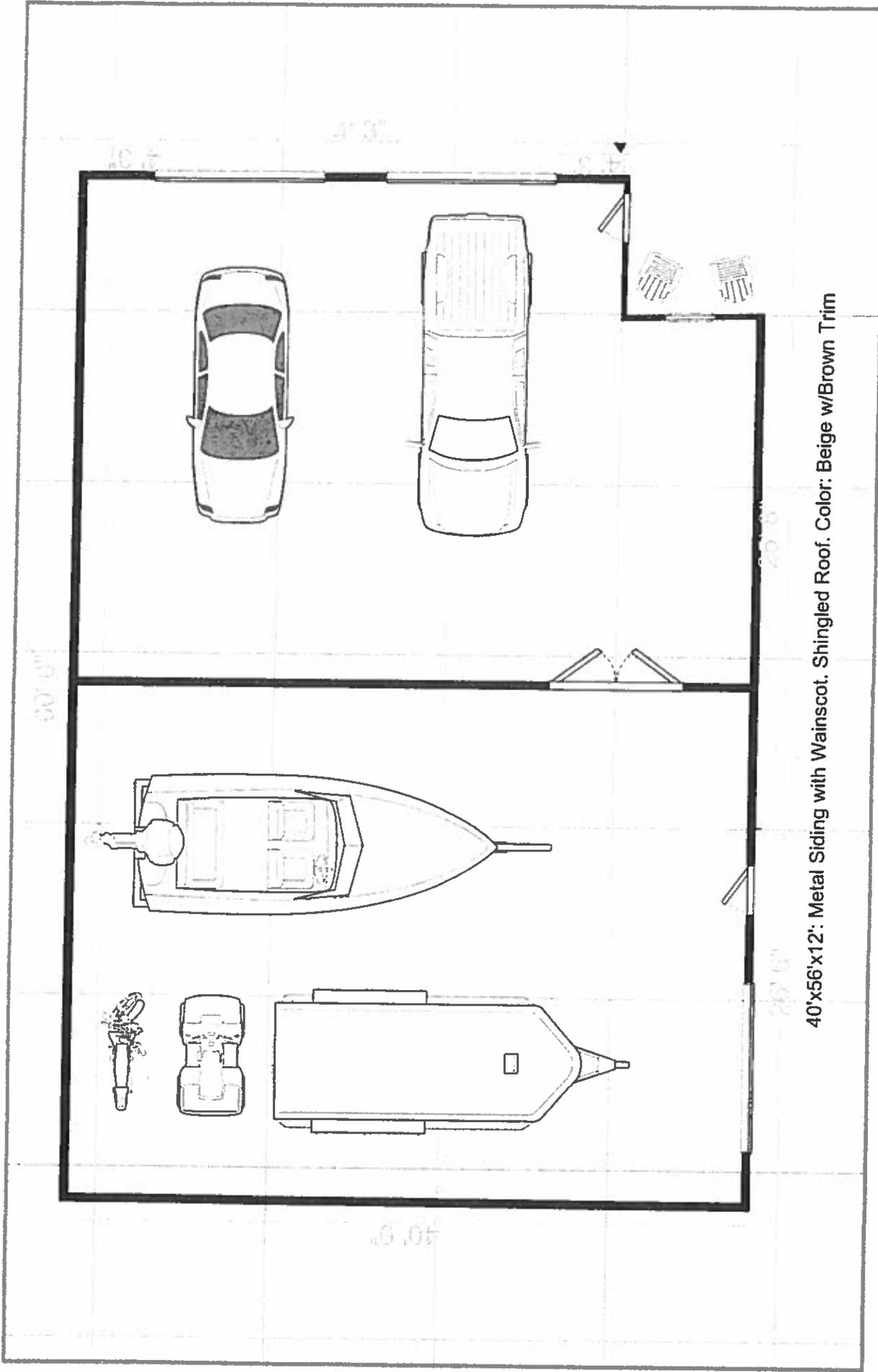




EAST SIDE-GABLE SIDE 1 ELEVATION

Construction
Maestro
Estimating Software
Pulse Source, Chicago & Dallas





40'x56'x12': Metal Siding with Wainscot. Shingled Roof. Color: Beige w/Brown Trim



10749 Andrews City Plans

Created for City of Portage by Brian Davis

Icons by ©FBI Buildings 2005 - 2010

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Department of Community Development

TO: Planning Commission **DATE:** May 1, 2015
FROM: Vicki Georgeau, Director of Community Development
SUBJECT: Schoolcraft Township Future Land Use Map Amendment – Section 13

I. INTRODUCTION

Attached is a communication from the Schoolcraft Township Planning Commission regarding a proposed amendment to the Future Land Use Map component of the Schoolcraft Township Master Plan. The amendment involves an application submitted by Greenstone Farm Credit Services that proposes to amend an approximate 64 acre tract of land located in Section 13 of Schoolcraft Township from the Rural Preservation planning classification to the Industrial planning classification. The Future Land Use Plan Map amendment has been requested in support of a related request to rezone this 64 acre tract of land from the current “RR” Rural Residential District classification to the “LI” Local Industrial District classification. The three parcels in question are situated along the north side of East W Avenue, immediately west of the Village of Vicksburg, approximately three miles south of the City of Portage corporate boundary.

A copy of the proposed Future Land Use Map Amendment is attached for Commission review. Pursuant to the Michigan Planning Enabling Act, Schoolcraft Township is requesting review and comment from all contiguous municipalities and other required agencies within 42 days from the submission of the notice.

Staff has reviewed the proposed Future Land Use Map Amendment and does not have any specific comments. The Planning Commission is advised to review the Schoolcraft Township Future Land Use Map Amendment during the May 7, 2015 meeting. Any Commission comments will be forwarded to the Schoolcraft Township Planning Commission for consideration.

Attachment: Communication from Schoolcraft Township (received April 17, 2015)

S:\Commdev\2014-2015 Department Files\Board Files\PLANNING COMMISSION\PC Reports\2015 05 01 Schoolcraft Township Future Land Use Plan Amendment (Section 13) doc

RECEIVED

**SCHOOLCRAFT TOWNSHIP PLANNING COMMISSION
NOTICE OF INTENT TO CONSIDER PROPOSED AMENDMENT OF SCHOOLCRAFT
TOWNSHIP MASTER PLAN FUTURE LAND USE MAP & NOTICE OF
DISTRIBUTION OF PROPOSED AMENDMENT**

In accordance with the Michigan Planning Enabling Act (Public Act 33 of 2008 as amended), you are hereby notified of the Schoolcraft Township Planning Commission's intent to consider an amendment of the Schoolcraft Township Future Land Use Plan Map with respect to portions of land section 13 of Schoolcraft Township pursuant to a March 23, 2015 application of Greenstone Farm Credit Services for such amendment and a related requested rezoning of the subject property.

You are also hereby notified that in accordance with the required procedures specified by the Michigan Planning Enabling Act the Schoolcraft Township Board has approved the distribution of the proposed Future Land Use Plan Map amendment, for review and comment purposes, to the planning commission of each city, village, and township located within or contiguous to Schoolcraft Township; to the Kalamazoo Metropolitan County Planning Commission; and to such public utility companies, railroad companies, and public transportation systems as may be applicable pursuant to the governing statute.

The subject property consists of three parcels in the southwest $\frac{1}{4}$ of land section 13 of Schoolcraft Township, located between the railroad and East W Avenue. The applicant is requesting the planning classification of the subject property, consisting of approximately 64 acres, be changed from the existing Rural Preservation planning classification to the Industrial planning classification, to support the applicant's related request to rezone the subject property from the existing "RR" Rural Residential District zoning classification to the LI Local Industrial District zoning classification. The subject property consists of the following parcels, as indicated by parcel number and description, and as visually depicted on the attached parcel map:

- Parcel No. 3914-13-305-050: That part of the northwest $\frac{1}{4}$ of the southwest $\frac{1}{4}$ of section 13 lying southerly of the Grand Trunk Western Railroad (consisting of approximately 4.46 acres).
- Parcel No. 3914-13-355-019: That part of the southwest $\frac{1}{4}$ of the southwest $\frac{1}{4}$ of section 13 lying southerly of the railroad, except the south 871.2 feet of the west 500 feet thereof (consisting of approximately 30.13 acres).
- Parcel No. 3914-13-380-010: That part of the northeast $\frac{1}{4}$ of the southwest $\frac{1}{4}$ and the north $\frac{1}{2}$ of the southeast $\frac{1}{4}$ of the southwest $\frac{1}{4}$ of land section 13 lying southerly of the Grand Trunk Railroad; except beginning on the north and south quarter line 73 rods 6 feet south of the center $\frac{1}{4}$ post, thence south along said quarter line 47 rods, thence west 18 rods, thence north 47 rods, thence east 18 rods to the beginning; also excluding beginning on the north and south quarter line 6.78 chains south of the center $\frac{1}{4}$ post, said point also being on the south line of the Grand Trunk Railroad right-of-way, thence south along said $\frac{1}{4}$ line 11.61 chains, thence west 4.51 chains, thence north

parallel to said ¼ line 10.04 chains to the Grand Trunk Railroad, thence northeast along said railroad right-of-way 4.82 chains to the beginning (consisting of approximately 29.33 acres).

The Schoolcraft Township Planning Commission formally requests your comment on the above-referenced proposed Future Land Use Plan Map amendment within 42 days after submittal of same. Please direct any correspondence to the Schoolcraft Township Planning Commission as indicated below.

SCHOOLCRAFT TOWNSHIP PLANNING COMMISSION
c/o Barry Visel, Planning Commission Chairman
Schoolcraft Township Hall
50 East "VW" Avenue
Vicksburg, MI 49097
(269) 649-1276

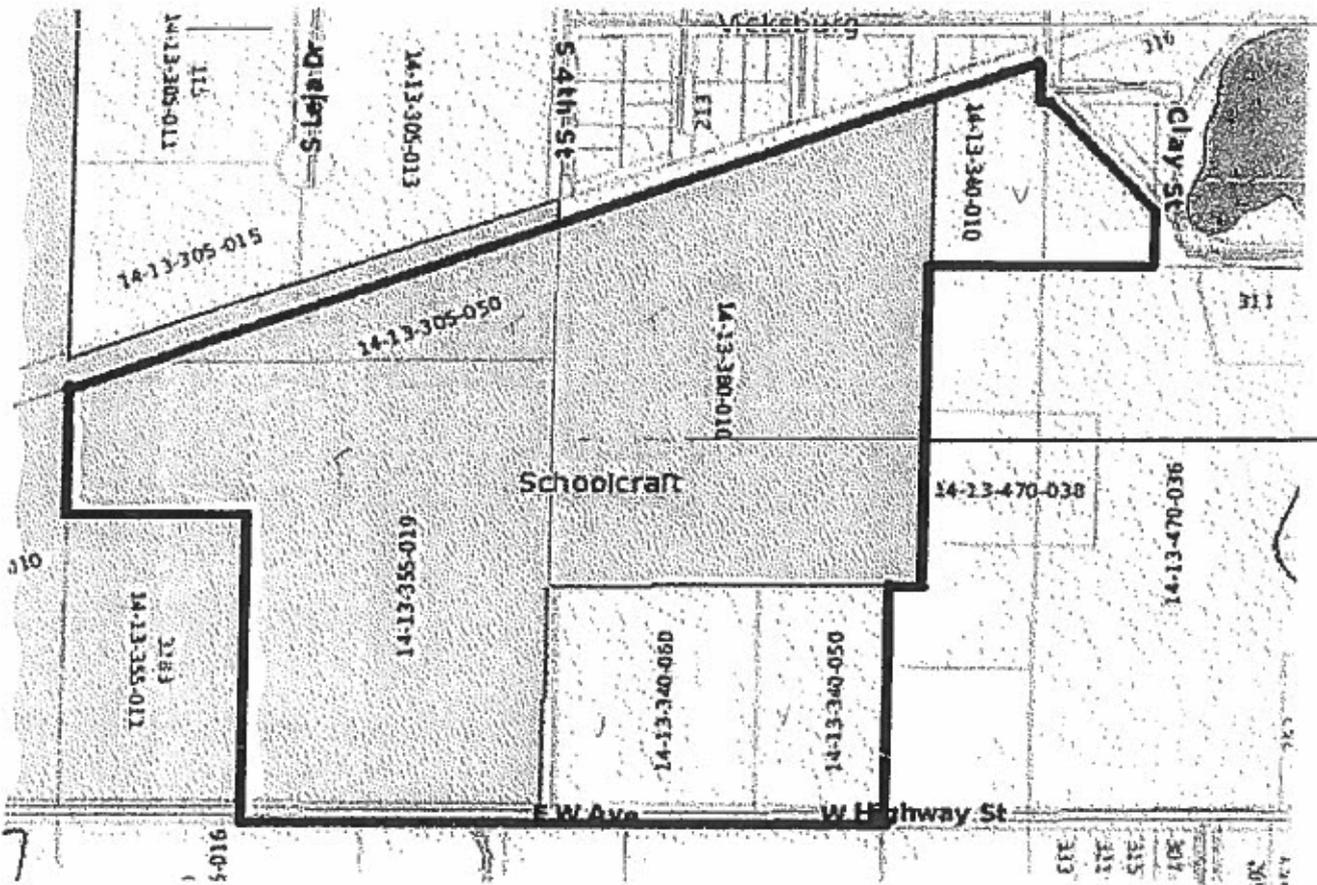
GreenStone FCS

File No. #

7615692500

UAAR®

Tax Map



MATERIALS TRANSMITTED

CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Meeting – March 9, 2015

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

MEMBERS PRESENT: Glenn Smith, Phillip Schaefer, Jeffrey Bright, Lowell Seyburn, Chad Learned, Randall Schau, and Alexander Philipp

MEMBERS EXCUSED: A motion was made by Schau, seconded by Schaefer, to excuse Michael Robbe. Upon voice vote motion passed 7-0.

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

APPROVAL OF THE MINUTES: Schau moved and Schaefer seconded a motion to approve the January 12, 2015 minutes as submitted. Upon voice vote, motion was approved 7-0.

OLD BUSINESS:

NEW BUSINESS:

ZBA 14-21: Justin Escher, 1412 Meadowbrook Lane: Mais summarized the request for a use variance to allow an accessory building to remain with no principal use on a lot if lot 55 is split from lot 54. The applicant, Mr. Justin Escher, stated he has been trying to sell lots 54 and 55 together since last May but has not been successful. Mr. Escher stated he recently found a buyer willing to purchase lot 55, but it is only occupied by an accessory building. The buyers indicated they plan to build a retirement home on the property within the next 8-10 years and would like to retain the accessory building during this time period. Regardless of whether or not the variance is granted, the buyers stated they will move forward with purchasing the property. Mr. Escher stated the variance should be granted based on reduced expense for buyer and seller not having to demolish the structure, avoid wasting materials, and would be in the best interests of the neighborhood to preserve the structure intact instead of leaving the drive and foundation floor until the buyers construct their home. Mr. Mais stated a letter of opposition was received from Ray Sortman, 5110 Morningside Drive. The applicant stated they were only seeking a variance for an 8 -10 year period and that the buyers are willing to enter into an agreement to demolish the building if they do not construct a house within a certain timeframe. Seyburn inquired if there was already a signed sales agreement. Mr. Escher stated no. Schau inquired if the driveway and garage foundation would have to be removed if the sale goes through and a variance is not granted. Mais stated the structure needs to be removed but anything less than nine inches above grade is not considered a structure and does not have to be removed. Schau inquired if a temporary variance with an expiration could be approved by the Board. Attorney Bear stated no.

A public hearing was opened. Linda Campbell, 1405 Meadowbrook spoke in favor of the request. Harold Vandersalm, 1324 Meadowbrook, stated he originally sold lot 55 to Mr. Escher and felt the garage is an improvement to the neighborhood. The prospective buyer stated it seemed senseless to tear the garage down when they would be building in a few years. The public hearing was closed.

Smith stated he did not question anyone's good intentions in this case but thought there were too many unknowns about the future to approve the request. Seyburn inquired if Mr. Vandersalm could buy back lot 55 and then permit a lease agreement allowing the buyers to use the garage. Mais stated Mr. Vandersalm could buy back and recombine lot 55 and later split it off for sale again, but the use of the structure needed to be accessory to Mr. Vandersalm's dwelling. Learned suggested the applicant could build a house that met the minimum zoning requirements and in ten years when they were ready to retire either add on or rebuild as they saw fit. Bright stated he was sympathetic to the applicant's situation but that the Board could not grant a variance for a self-created hardship. A motion was made by Schau, seconded by Schaefer, to deny a use variance to allow an accessory building to remain with no principal use on a lot for the following reasons; the condition of the specific piece of property or the intended use of the property is not unique to that property and the zoning district in which it is located. The use variance may alter the essential character of the neighborhood and may be a detriment; the variance will materially impair the intent and purpose of this

article or the district which the property is located; the immediate unnecessary hardship causing the need for the variance request was created by the applicant. In addition, the application and supporting materials, staff report, and all comments and discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and that action of the Board be final and effective immediately. Upon roll call vote: Smith-Yes, Seyburn-Yes, Schaefer-Yes, Philipp-No, Bright-Yes, Learned-Yes, Schau-Yes. The motion passed 6-1.

ZBA #14-22, Jason Sibley on behalf of Stryker Corporation and 1901 Romence LLC, 1901 Romence Road Parkway: Mais summarized the request to 1) allow the installation of a new seven square-foot internal directional sign and 2) increase the sign area of an existing directional sign to seven square feet where a maximum four square feet is permitted. Mr. Sibley stated he agreed with the staff report and was available to answer any questions. Learned stated he would be abstaining on this item due to a potential conflict of interest.

The public hearing was opened. No one spoke for or against the request. The public hearing was closed.

A motion was made by Seyburn, seconded by Schau, to grant a variance to 1) allow the installation of a new seven square-foot internal directional sign and 2) increase the sign area of an existing directional sign to seven square feet where a maximum four square feet is permitted for the following reasons: there are exceptional circumstances applying to the property that do not apply generally to other properties in the same zoning district, which include the size and nature of the campus, the sign is not readable from adjacent property or the public right-of-way and is needed for directional purposes; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to control traffic on site; the immediate practical difficulty causing the need for the variance request was not created by the applicant; the variance will not be detrimental to adjacent property and the surrounding neighborhood; and the variance will not materially impair the intent and purpose of the Zoning Ordinance. In addition, the application and supporting materials, staff report, and all comments and discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and that action of the Board be final and effective immediately. Upon roll call vote: Smith-Yes, Seyburn-Yes, Schaefer-Yes, Philipp-Yes, Bright-Yes, Learned-Abstain, Schau-Yes. The motion passed 6-0.

OTHER BUSINESS: The Board accepted the resignation of Timothy Bunch.

STATEMENT OF CITIZENS: None.

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Jeff Mais
Zoning & Codes Administrator

CITY COUNCIL MEETING MINUTES FROM MARCH 24, 2015

The Regular Meeting was called to order by Mayor Strazdas at 7:35 p.m.

Mayor Strazdas provided a short synopsis of the Mayor and City Council for the Day Program and asked City Clerk James Hudson to administer the oath to the students who were elected Student Councilmembers for the Day. Mr. Hudson called forth the students from Portage Northern High School: Wes Hyames, Maycie McGowan and Kyle Vickery, and the students from Portage Central High School: Alicia Abdo, Ben Orwin and Danny Saba, and administered the Oath of Office to them. He then called forth the student who was voted Student Mayor for the Day, Marcus Moore, and administered the Oath of Office to him. The Student Mayor and Student Councilmembers took their seats at the dais.

Mayor Strazdas invited Portage Public Schools Superintendent Mark Bielang and Portage Northern High School Student Council Advisor Rick Searing up to the Podium to make comment. Both Mr. Bielang and Mr. Searing expressed how important it is for students to be engaged in local government, and Mr. Bielang recognized the spirit of cooperation that exists between the City of Portage and Portage Public Schools, expressed pride in the students as capable ambassadors for Portage Public Schools and indicated that it is a real life opportunity for them to experience what they learn in the classroom. Mr. Searing thanked Mayor Strazdas and City Council for the opportunity this provides the students; he noted how it energizes them and instills excitement in them regarding what is going on in Portage; and he indicated that they let everyone know that there are many elected officials and employees who really care about Portage. He also reflected on those students who previously experienced the program and are now in public service. Discussion followed.

At the request of Mayor Strazdas, the City Clerk called the roll of City Council 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 City Manager Laurence Shaffer, City Attorney Randall Brown and City Clerk James Hudson.

At the request of Student Mayor Marcus Moore, Pastor Joan Herbon of the Lord of Life Lutheran Church gave the invocation and the City Council and the audience recited the Pledge of Allegiance.

At the request of Student Mayor Marcus Moore, the City Clerk called the Student Mayor and Student Councilmembers roll with the following members present: Student Councilmembers Wes Hyames, Maycie McGowan, Kyle Vickery, Alicia Abdo, Ben Orwin and Danny Saba, and Student Mayor Marcus Moore.

APPROVAL OF MINUTES: Motion by Ansari, seconded by Pearson, to approve the Regular Meeting Minutes of March 10, 2015, as presented. Upon a voice vote, motion carried 7 to 0. Motion by Reid, seconded by Ford, to approve the Committee of the Whole Meeting Minutes of March 10, 2015, as presented. Upon a voice vote, motion carried 7 to 0.

* **CONSENT AGENDA:** Student Mayor Moore asked all of the Student Councilmembers to share in the reading of the Consent Agenda. Afterwards, Councilmember Reid asked that Items F.2, Michigan Department of Transportation (MDOT) and the City of Portage for Improvements Along South Westnedge Avenue from Mall Drive to Dawnlee Avenue, F.4, Brownfield Redevelopment Incentive Policy Update, and F.8, April 14, 2015 Committee of the Whole Meeting, be removed from the Consent Agenda. She also read Items B, Approval of Consent Agenda Motions, and C, Approval of the Accounts Payable Register of March 24, 2015, as part of the Consent Agenda.

Motion by Pearson, seconded by Ansari, to approve the Consent Agenda motions as amended. Upon a roll call vote, motion carried 7 to 0.

PROCLAMATIONS: Mayor Strazdas issued a Fair Housing Month Resolution and a Lending Hands of Michigan Month Proclamation.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF MARCH 24, 2015:** Motion by Pearson, seconded by Ansari, to approve the Accounts Payable Register of March 24, 2015, as presented. Upon a roll call vote, motion carried 7 to 0.

REPORTS FROM THE ADMINISTRATION:

* **UTILITY RATE FINANCIAL STUDY:** Motion by Pearson, seconded by Ansari, to establish a public hearing for April 28, 2015, at 7:30 p.m. or as soon thereafter as may be heard, to consider resolutions to adopt the recommendation that the sewer commodity rate remain at \$4.60 per 1,000 gallons of metered water; adopt the recommendation that the water commodity rate remain at \$3.19 per 1,000 gallons of metered water; adopt the recommendation that adjustments be made to both the sewer and water base quarterly charges; adopt the recommendation that the new rates become effective on October 1, 2015; and adopt the recommended water and sewer franchise area fees and other service fees and charges as outlined in the 2015 Utility Rate Financial Study. Upon a roll call vote, motion carried 7 to 0.

MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) IMPROVEMENTS TO SOUTH WESTNEDGE AVENUE FROM MALL DRIVE TO DAWNLEE AVENUE:

Councilmember Reid explained that these renovations on South Westnedge Avenue have a lot of implications for other projects, so she stressed the importance of having a discussion regarding the proposed funding. If approved by City Council, she indicated that a funding request will be presented to the Kalamazoo Area Transportation Study Committee (KATS), which manages Federal Funds that come into Kalamazoo County for consideration, and that she and Councilmember Urban will be addressing this request as members of that Committee tomorrow.

Mayor Strazdas asked for an analysis of the matter from City Manager Laurence Shaffer, including the challenges and recommendations involved. Mr. Shaffer indicated that the proposed project was originally estimated by City engineers at \$1.8 million; since that time the City of Portage engaged engineers to perform an estimate and the amount came to \$2.4 million; and, on March 6, 2015, bids were opened and the low bid was just over \$2,803,081 which represents a 14.7% increase over the original estimate, and a \$1.3 million overage when considering a reasonable amount of contingency. He indicated that after careful consideration and collaboration among the City Administration, City Departments, the Executive Director of KATS, Councilmember Reid and Councilmember Urban, the plan for obtaining the balance of the funding is: \$521,000 originally appropriated through KATS for the West Osterhout Avenue Project; a reallocation of \$550,000 from the CIP Budget left over from three projects, two Portage Road Reconstruction projects and a project for redoing Gladys Street and Newport Road; and \$227,000 from the Water Reserve Fund owing to approximately \$800,000 of this Project falling under the Water Reserve. Mr. Shaffer said that the West Osterhout Avenue Project was estimated at \$1.2 million and \$1.4 million was appropriated. He said taking the West Osterhout Avenue Project out of the State Transportation Improvement Program made it less expensive and, upon analyzing of all of the 82 project bids received by MDOT across the state, approximately 50 % of them were lower than a 10% increase; this led him to believe that in a project that is not as complicated as the South Westnedge Avenue Project, has far less traffic control issues, and none of the issues associated with maintaining the business profile on South Westnedge Avenue, he can be confident that we are going to have a good opportunity to receive a much more positive reaction when we go out to bid on the West Osterhout Avenue Project. He explained that the City has 49 days to accept this bid

and, if the bid is rejected, the City risks losing the \$800,000 that had been appropriated. He indicated that this gets the South Westnedge Avenue Project done without postponing the West Osterhout Avenue Project. Discussion followed.

In light of these facts, Mayor Strazdas stressed the importance of the projects and asked when would the West Osterhout Avenue Project commence, and Mr. Shaffer indicated that there is no intention of delaying the West Osterhout Avenue Project, bids will be let and those bids will be submitted to Council; furthermore, if the bids prove to be over the estimate, the Administration will submit a plan as part of the consideration for approval. Discussion followed. In response to Mayor Strazdas, Mr. Shaffer indicated that there is \$2.4 million in the Water Reserve Fund and, minus encumbrances and appropriations, there would be \$2.18 million remaining which would not affect the operating budget.

Councilmember Urban asked whether the motion should include a conditional approval for KATS. City Attorney Randy Brown indicated that the City Council can place a condition on the approval, and indicated that it would not be required in this case because "if there is not enough money, then it's not going to happen." Mr. Shaffer responded that in the event KATS does not approve the transfer of the \$521,000 from the West Osterhout Avenue Project to the South Westnedge Avenue Project, the Administration would ask for a discussion of an additional appropriation or a bonding alternative at the next Regular City Council Meeting. Councilmember Urban indicated that he did not anticipate that KATS would not approve the transfer, but the matter has not had time to be presented and considered by the Technical Committee before it is presented to the Policy committee. He also noted that the matter has been conveyed to them and he is not aware of any objections thus far; however, since it is going directly to the Policy committee, it is a unique situation as this is the only time this has happened in the past thirteen years of his service on the Policy Committee.

Motion by Urban, seconded by Reid, to approve Contract 15-5048 between the Michigan Department of Transportation and the City of Portage for improvements along South Westnedge Avenue from Mall Drive to Dawnlee Avenue; adopt a Resolution authorizing the City Manager to sign Contract 15-5048, and authorize the City Manager to sign all other documents related to this project on behalf of the city. Councilmember Ford asked for a clarification, and Mr. Shaffer indicated that he did conflate \$4.22 million in the Water Reserve Fund when he indicated that it only had \$2.4 million, but the remainder of \$2.189 million after encumbrances and appropriations is accurate. He thanked Councilmember Ford for pointing this out. Upon a roll call vote, motion carried 7 to 0. Resolution recorded on page 423 of City of Portage Resolution Book No. 45.

*** LEXINGTON GREEN DRAIN #319 EASEMENT VACATION AND WORK AGREEMENTS:** Motion by Pearson, seconded by Ansari, to adopt a resolution setting a public hearing at 7:30 p.m. or as soon thereafter as may be heard, to deed the easement rights located in Lexington Green, Lexington Green No.1 and Lexington Green No. 3 plats, to the Lexington Green Drain #319 Drainage District, place the resolution on file with the City Clerk for 28 days and take final action on April 28, 2015; a resolution to grant an easement to the Lexington Green Drain #319 Drainage District on city-owned property for the construction, operation and maintenance of storm drainage facilities located at 6775 Quality Way, 6401 Corporate Avenue and 4550 Quality Court, approve a license agreement to perform drainage work in Lexington Green Park, and place the resolution on file with the City Clerk for 28 days and take final action on April 28, 2015; a resolution to transfer jurisdiction and ongoing maintenance of the storm drainage systems in Commercial Avenue, Environmental Drive, Quality Way, Quality Court, as well as drain crossings at Meredith Street and Bishop Avenue, place the resolution on file with the City Clerk for 28 days and take final action on April 28, 2015, and authorize the City Manager to execute all documents related to the above resolutions on behalf of the city. Upon a roll call vote, motion carried 7 to 0. Resolutions recorded on pages 425, 433 and 443 of City of Portage Resolution Book No. 45.

BROWNFIELD REDEVELOPMENT INCENTIVE POLICY UPDATE: Mayor Strazdas deferred to Councilmember Reid, who indicated that this is the first time Council has had a chance to review the proposed changes to the Brownfield Redevelopment Incentive Policy, that the last Brownfield approved by Council was in 2013 and, because there is so little Brownfield activity, she asked for more time for Council to review and discuss this matter. She expressed her concern that the Policy ties the Brownfield Redevelopment to 100 or more new jobs with a median annual salary above 80% of the Kalamazoo County Area Median Income for a single-person household; or 50 new jobs, all of which have an annual salary above 80% of the Kalamazoo County Area Median Income for a single-person household. She indicated that this language is very similar to the recent changes in the language in the PA 198 Tax Abatement Policy, recognized the need for this language in the PA 198 Tax Abatement Policy, but distinguished the Brownfield Redevelopment mechanism from the PA 198 Tax Abatement mechanism. She did not question the appropriateness of the language, but asked for more information and a discussion of the matter. She also expressed concern with the addition of the “functionally obsolete” language and asked for a clarification if this means a “functionally obsolete” use or if “functionally obsolete” stands alone and provided the example of whether a building that makes hinges that is being converted to making artificial hips is obsolete owing to the retrofit changes since it could easily be adapted and used as another hinge manufacturer. She requested that the matter be tabled until the next Committee of the Whole Meeting (Item F.8) and be added at that meeting for discussion. Mr. Shaffer advocated making the Policy looser in order to get more people into the program, and explained that “functional obsolescence” is an appraisal term and runs with the property, not with the use of the property, so the test is whether or not the property can still accommodate the original use, and the cost of conversion has to be higher than the cost to build new. Discussion followed. In response to Councilmember Reid, Mr. Brown indicated that he understood her proposal is to postpone discussion until the April 14, 2015 Committee of the Whole Meeting for discussion and to table the matter until a Regular City Council Meeting for a decision because a decision cannot be made at a Committee of the Whole (COW) Meeting. Discussion followed.

Motion by Reid, seconded by Urban, to postpone the Brownfield Redevelopment Incentive Policy approval, and a separate motion to modify the agenda for the April 14, 2015 Committee of the Whole Meeting to reflect this under Item F.8. At the suggestion of City Attorney Brown, motion by Reid, seconded by Urban, to table the Brownfield Redevelopment Incentive Policy approval decision and to add approval of the Brownfield Redevelopment Incentive Policy on the April 14, 2015 Committee of the Whole Meeting for discussion.

In response to Mayor Pro Tem Pearson, Councilmember Reid indicated that she wanted to get some information about general Brownfield Policy and whether it is appropriate for Brownfield Policy to tie the Brownfield Redevelopment, where the focus is on environmental concerns, to 100 or more new jobs with a median annual salary above 80% of the Kalamazoo County Area Median Income for a single-person household; or 50 new jobs, all of which have an annual salary above 80% of the Kalamazoo County Area Median Income for a single-person household owing to the fact that Brownfield contemplates environmentally distressed, obsolescence and blight issues in properties, but not particularly tying it to the types and the number of jobs. She expressed her concern that from a Policy standpoint, this will only apply then to large projects, and Portage has some Brownfield issues that are small and used the gas station as an example where 50 jobs would not be generated when that type of property is improved. Discussion followed.

Mayor Strazdas anticipated there would be some issues or questions and asked City Council to get them to Mr. Shaffer by 12 noon, Friday, March 27, 2015, for discussion at the April 14, 2015 Committee of the Whole Meeting and for action later at the Regular Meeting. Discussion followed and Mayor Strazdas asked Mr. Shaffer to find out what are some of the other policies related to job quantities and annual salaries regarding Brownfields in Southwest Michigan or Southern Michigan; and, he asked do they all have equal types of jobs and percentages, or are they working toward this. Mr. Urban asked for an evaluation of how this would have affected past Brownfields as he does not remember one that could have met these requirements and explained giving examples.

At the request of Councilmember Ford, Community Development Director Vicki Georgeau provided a background on the City of Portage Brownfield Redevelopment Policy and said that the Policy is out of date because there have been State Tax Reforms; also, the tax credits are no longer available except through a competitive grant process and the Administration is not sure whether City of Portage projects can be competitive as the grants are focused on central cities. She discussed the proposed extension of the time period for the capture of Tax Increment Financing (TIF) funds from five years to up to fifteen years with the fifteen year time period reserved for an applicant who has a project that offers a significant economic benefit, that is transformative and that creates a significant number of jobs. She explained that the State allows TIF capture up to thirty years, that the proposed City of Portage Policy is only half of that, and that the fifteen years is reserved for larger projects.

When Mayor Strazdas asked if this information satisfied the needs expressed by Councilmember Reid, she indicated that it is an appropriate policy to have a thorough discussion on a Policy prior to approval, and asked whether taking a couple of weeks to decide would create a problem for any pending Brownfield applications, and Ms. Georgeau answered it would be okay to take the extra time to review the matter and no applications are pending at this time.

Councilmember Randall asked for a clarification regarding the process of getting more information from staff regarding an agenda item since the packet arrives on Friday and, in the past, Monday was used as a pre-Council meeting with information provided on the dais before the Regular Council Meeting. She advocated a return to the 7:00 a.m. pre-Council meeting on Monday morning as the method of obtaining information regarding items on the agenda. She noted that Council determined at the Council Retreat that the COW would be a useful tool to delve into issues as a whole Council which could not be addressed at a Regular Meeting without going very late at night. She spoke in favor of the COW and emphasized the importance of discussing support of regionalization while focusing on Portage as a topic on April 14 and spoke in opposition to pulling items off of an agenda and placing them on a COW Meeting when the topics of discussion for the Cow Meetings have already been determined as a group at the Council Retreat.

Mayor Pro Tem Pearson concurred, noted that the COW Meeting that addressed TIF had little or no discussion, and asked that Council read the information provided by staff, so Council will not have to spend a lot of time on this matter, and be ready to vote on it at the next Regular City Council Meeting on April 14, 2015. He mentioned that there seems to be one particular question to consider regarding this item, and he expressed his wish that the focus of the next COW Meeting be on support of regionalization while focusing on Portage. Discussion followed.

Mayor Strazdas asked that City Council prepare any other questions that were not presented tonight and get them to Mr. Shaffer by 12 noon, Friday, March 27, 2015, for a response that can be discussed at the April 14, 2015 Regular Meeting. He felt that maybe there would be very little discussion once Council receives the responses from the Administration, and this would allow time to focus on the proposed COW Meeting topic. Discussion followed.

At the suggestion of Mayor Strazdas, motion by Reid, supported by Urban, to amend the motion to read to adjourn the discussion of and decision on this matter to the April 14, 2015 Regular City Council Meeting.

Councilmember Reid stressed that anytime a question, a concern or an issue is presented, and a Councilmember feels a need for more discussion, discussing it is not blindsiding the people who have put together the policy. She indicated that Council needs to understand the rationale behind what is going on and what the implications are going to be in order to make good policy. She said that is the primary role of Council and is not an intention in any way to blindside anybody. She expressed the need for more background information on this item and more discussion, in light of this background information, and the importance of the need to address the matter at another meeting with more information in order to make an informed decision. Upon a roll call vote, motion carried 7 to 0.

* **KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT PLAN (4460 COMMERCIAL DRIVE):** Motion by Pearson, seconded by Ansari, to adopt the resolution of support

for the Kalamazoo County Brownfield Redevelopment Authority Brownfield Redevelopment Plan for 4460 Commercial Drive for tax capture in the maximum amount of \$100,634 over a period of up to 20 years (including five years for the Local Site Remediation Revolving Fund) or when eligible activities have been fully reimbursed, whichever occurs first. Upon a roll call vote, motion carried 7 to 0. Resolution recorded on page 459 of City of Portage Book No. 45.

* **ORDINANCE AMENDMENT #14/15-A, AUTO REPAIR AND VEHICLE FUELING STATION REGULATIONS:** Motion by Pearson, seconded by Ansari, to accept Ordinance Amendment #14/15-A for first reading and set a public hearing for April 28, 2015, at 7:30 p.m. or as soon thereafter as may be heard and, subsequent to the public hearing, approve Ordinance Amendment #14/15-A, Auto Repair and Vehicle Fueling Station Regulations. Upon a roll call vote, motion carried 7 to 0.

* **EQUIPMENT PURCHASE RECOMMENDATION:** Motion by Pearson, seconded by Ansari, to approve the purchase of a 2015 Elgin Street Sweeper, through the State of Michigan purchasing program (MiDEAL) at a purchase price of \$146,207 and authorize the 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.

APRIL 14, 2015 COMMITTEE OF THE WHOLE MEETING: There being no discussion, motion by Reid, seconded by Randall, to set a Committee of the Whole (COW) Meeting for Tuesday, April 14, 2015, at 6:00 p.m. in Conference Room No. 1 to discuss supporting regionalization while focusing on Portage. Upon a roll call vote, motion carried 7 to 0.

* **ELECTION POLLING PLACES AND RATE OF COMPENSATION RESOLUTION:** Motion by Pearson, seconded by Ansari, to adopt the Resolution Designating Polling Places and Rate of Compensation for the May 5, 2015 Special Election. Upon a roll call vote, motion carried 7 to 0. Resolution recorded on page 457 of City of Portage Resolution Book No. 45.

* **SALE OF CITY PROPERTY (10323 ARCHWOOD DRIVE UPDATE):** Motion by Pearson, seconded by Ansari, to receive the communication from the City Manager regarding the sale of city property (10323 Archwood Drive update) as information only. Upon a roll call vote, motion carried 7 to 0.

* **FEBRUARY 2015 SUMMARY ENVIRONMENTAL ACTIVITY REPORT:** Motion by Pearson, seconded by Ansari, to receive the communication from the City Manager regarding the February 2015 Summary Environmental Activity Report as information only. Upon a roll call vote, motion carried 7 to 0.

* **DEPARTMENT MONTHLY REPORTS:** Motion by Pearson, seconded by Ansari, to receive the Department Monthly Reports. Upon a roll call vote, motion carried 7 to 0.

COMMUNICATIONS:

ENVIRONMENTAL BOARD SECRETARY TIM WINSLOW: Mayor Strazdas welcomed the following members of the Environmental Board: Catherine Niessink, Ruth Caputo, Tim Winslow, David Mayfield, Spencer Welling and the spokesperson, Bill Beck. Mr. Beck spoke about the future of recycling in Portage and the recommendation by the Environmental Board to move to modern single-stream recycling. He provided some of the many reasons to recycle and asked the question should waste go to the landfill or to the market. He mentioned that single-stream recycling makes it easier because of the larger container, no separation is required, enhanced instructions right on the

container, increased participation City-wide availability. He noted that there is reduced environmental impact with bi-weekly pick-up and a reduced trash volume. He indicated that there is a momentum throughout the state with Governor Snyder interested in recycling, plus state resources available, and a critical mass in the market place gives a better return on investment. He said that the downside is the aesthetics with a larger container, but he countered that with a complaint about the appearance of orange totes that cost more than a more subdued color. He indicated that a one-time investment would be necessary, but argued that an efficient, effective, robust program should realize some payback. He expressed the realization that the compliance issue would be a human nature issue because some people simply will not comply; however, he indicated that, through education, information regarding the benefits to the City and the environment of the City should mitigate this issue. He cited the momentum across the State with Kent County, Holland, Ann Arbor, Kalamazoo Township and many others participating with the City of Kalamazoo currently looking into it. He offered the services of the Environmental Board by education, research to aid further development of the program, recruiting advocates and coordinating synergistic events and programs.

Mayor Strazdas thanked Bill for his presentation. Environmental Board Chair Ruth Caputo read a *Resolution in Support of Single-Stream Recycling* into the record and provided a copy to each Councilmember. Mayor Strazdas spoke in support of Single-Stream Recycling and explained there are details that have to be addressed.

Mayor Pro Tem Pearson spoke in support and expressed the need for a study and the support of staff for this effort. Discussion followed. Motion by Pearson, seconded by Ford, to accept the unanimous Environmental Board Resolution on Single-Stream Recycling, reissue the original Moorsbridge Single-Stream Recycling Pilot results to all Councilmembers, ask the City Manager to make a recommendation to Council regarding the Environmental Board recommendation regarding Single-Stream Recycling, and receive the report from Environmental Board Member Bill Beck regarding Single-Stream Recycling, including the Resolution adopted by the Environmental Board.

Councilmember Randall said she recently returned from Costa Rica, extolled the cleanliness of Costa Rica, everywhere they went, and mentioned that the guide indicated that this is made possible by educating their children. She asked Ms. Caputo if the Board has ever worked with the schools with recycling and Ms. Caputo indicated that there are programs offered by the waste haulers; that the Board has looked into help the schools with recycling; and, that they are constantly trying to get the apartment complexes included in the program. Councilmember Randall encouraged the Board to get involved with this and discussion followed.

Upon a roll call vote, motion carried 7 to 0. Ms. Caputo thanked City Council support for the Environmental Board's first prescribed burn successfully performed earlier this afternoon with no untoward incidences. Discussion followed.

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

Portage Human Services Board of February 5, 2015.
Portage Youth Advisory Committee of February 9, 2015.
Portage Planning Commission of March 5, 2015.
Portage Brownfield Development Authority Draft of March 11, 2015.

COUNCIL COMMITTEE REPORTS:

CENTRAL COUNTY TRANSIT AUTHORITY (CCTA): Councilmember Urban indicated that last Friday, the CCTA met with the Kalamazoo County Transit Authority (KCTA) and the Metro Transit Authority Board of Kalamazoo (TAB) to finalize ballot language and the millage request for the Central County Transit Authority millage, and that this will in effect combine TAB and the other transit services in the County under the Authority of the County. He noted that there was still some

discussion and debate on the millage level; that the millage request was set for 0.75 mills for five (5) years; and the millage will be a question on the ballot for the August 4, 2015 Special Election. He also said that a Campaign Committee is being formed and will meet for the first time next week to help citizens become informed with what this means for the County.

Mayor Pro Tem Pearson indicated that the CCTA is independent of the City Council and expressed his appreciation for the support of City Council and the people at the public hearing as all are looking to the future and the interest of young people in a viable transit system.

Motion by Ford, second by Ansari, to receive the report from Councilmember Urban and Mayor Pro Tem Pearson regarding the Central County Transit Authority. Upon a voice vote, motion carried 7 to 0.

BID TABULATION:

* **STORMWATER, ASSET MANAGEMENT, AND WASTEWATER PROGRAM (SAW GRANT):** Motion by Pearson, seconded by Ansari, to award an engineering contract for the Stormwater, Asset Management, and Wastewater Program (SAW) to Hurley & Stewart, LLC, in the amount not to exceed \$209,000 and authorize the City Manager to execute all documents related to this matter on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

OTHER CITY MATTERS:

STATEMENTS OF CITIZENS: Catherine Niessink, 5120 Angling Road, thanked City Council for their support for the CCTA as she has a friend who cannot go to Church on Sunday because she cannot get on a bus or in a regular car owing to a permanently paralyzed leg.

Bill Lenehan, 1626 Henley Avenue, complained that mention was made at the bottom of an article in the *Kalamazoo Gazette*, Sunday, March 15, 2015 where Councilmember(s) he chose not to name indicated that the quality of the retail is going down and where the question was asked, "Is there any way to track the data?" He said he was particularly humiliated when another question was asked, "Was there any way to control who rents space" because he is a small business owner and found this line of questioning objectionable.

STATEMENTS FROM MAYOR AND CITY COUNCIL: All of the Councilmembers and the Mayor expressed kudos and appreciation to the student participants, parents and the Student Advisors in the Student Mayor and City Council for the Day Program.

Councilmember Randall and Mayor Pro Tem Pearson also expressed an appreciation for the Proclamations issued by Mayor Strazdas, and Councilmember Randall asked to incorporate positive comments from citizens in the City Social Media options as they develop.

Councilmember Urban apologized for not being able to make it to the earlier meeting with the students and expressed his appreciation for the students, their efforts and the importance of public service.

Mayor Pro Tem Pearson thanked Community Development Director Vicki Georgeau for her efforts and the policy recommendations that foster economic development. He also mentioned the presentation during the earlier Committee of the Whole by IT Director Devin Mackinder with respect to Social Media and the advent of the electronic agenda.

STATEMENTS FROM STUDENT MAYOR AND STUDENT COUNCIL: Student Councilmembers Wes Hyames, Maycie McGowan, Kyle Vickery, Alicia Abdo, Ben Orwin and Danny Saba, and Student Mayor Marcus Moore expressed their respective appreciation for the opportunity to participate and serve during the Student Mayor and City Council for the Day Program, and the efforts of City Council to make it an enjoyable and rewarding experience.

STATEMENTS FROM MAYOR: Mayor Strazdas thanked the Student Councilmembers and the Student Mayor and thanked all of the students to whom he read during Reading Month. He stressed that it is important for everyone to get engaged in the community and thanked all for getting involved. He indicated that the Student Councilmembers and the Student Mayor were adult and professional throughout the day; they were engaged and wanted to learn about government; and, they did a great job being student representatives of Portage Public Schools.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 9:31 p.m.

James R. Hudson, City Clerk

*Indicates items included on the Consent Agenda.

**MINUTES OF THE COMMITTEE OF THE WHOLE WORK SESSION
OF MARCH 24, 2015**

Mayor Strazdas called the meeting to order at 6:00 p.m. The following Councilmembers were present: Councilmembers Nasim Ansari, Patricia M. Randall, Claudette Reid and Terry Urban, Mayor Pro Tem Jim Pearson and Mayor Peter Strazdas. Councilmember Richard Ford was absent with notice. Also present were City Manager Larry Shaffer, Deputy City Manager Rob Boullis, Community Marketing Director Devin Mackinder and City Clerk James Hudson.

Mayor Strazdas deferred to City Manager Shaffer, who stressed the importance of social media in government and online initiatives for 2015, and indicated it as the number one method of providing information in the future. He introduced Devin Mackinder, who provided an update for City Council using a PowerPoint Presentation which he promised would be e-mailed to each Councilmember.

Mr. Mackinder indicated that social media is the collective of online communications channels dedicated to community-based input, interaction, content-sharing and collaboration. He explained that websites and applications dedicated to forums, microblogging, social networking, social bookmarking, social curation, sharing economy, crowdsourcing, crowdfunding and wikis are among the different types of social media. He stressed that this is totally different from the way the City of Portage has interacted with the public in the past and is a two-way communication tool. Discussion followed.

Mr. Mackinder explained some of the mainstream social media options, including: Facebook, Twitter, Instagram, YouTube, Pinterest, Google+, Linked-In, Survey Monkey, Real Simple Syndication (RSS), Podcasts, Blogs, Mass Notification Systems, Mobile Applications, and Dashboards. He referred to the image that depicts all of the "buckets" of social media utilized throughout the world today.

Mr. Mackinder reviewed some of the main social media channels used by Municipalities for some years and urged Council to click on any of them to learn more about them. He indicated that the social media project needs to be a collaborative effort among the Council and the Administration for it to be successful and stressed the need for all to be familiar with the various types of social media. Discussion followed.

In response to Mayor Pro Tem Pearson, Mr. Mackinder agreed to check into the Kalamazoo slogan, *Love Where You Live* to see if other municipalities are using it and whether Portage can use it. City Attorney Brown reminded Council that *Portage Alert* has been copyrighted and implied that the City of Kalamazoo could have copyrighted the *Love Where You Live* slogan. Discussion followed.

Next, Mr. Mackinder explained the uses of the following examples of municipal social media applications: MindMixer (Imagine Kalamazoo), which connects the people who love where they live with the organizations, places and projects that shape its future; Open Town Hall, which is the most widely used online public comment platform for government; Nextdoor, which is the private social network of over 54,000 U.S. neighborhoods; Waze, which is the world's largest community-based traffic and navigation application. Discussion followed regarding the use of social media to assist with traffic during the 2015 South Westnedge Avenue Road Reconstruction Project.

Mr. Mackinder then described the uses of Blackboard Connect (Portage), which is a mass notification system, and outlined Suite One as an example of an electronic agenda and citizen engagement. He again stressed the need for the Administration and City Council to build the social media platform together and to make sure that the information is accurate, timely and the same regardless of the conduit. Discussion followed.

Councilmember Randall asked how to get people to use the available information resources to assist them within the community. Mr. Mackinder explained that it is critical to find out what is important to each segment of the population in order to relay information accordingly, whether it be recreation, restaurants, etc. He said that the questions and the media utilized for the community survey as a tool helps with the proper focus on this and explained. Discussion followed.

Councilmember Ansari asked whether there is a demand for social media, or is Portage going to create a demand for it; and, is there any other community that is using it so we do not have to reinvent the wheel. Mr. Shaffer indicated that Granicus has been around for a long time, and he said it has been in New England for at least seven years by now and explained how social media can benefit the city community. Mayor Strazdas asked Mr. Mackinder to finish his presentation for discussion purposes at the end.

With that, Mr. Mackinder asked the rhetorical question, "Why use social media?" He indicated we use social media because that's where the people are with 75% of adults using social media; and, Americans now spend more time on social media than any other online activity, including email. Furthermore, he indicated we use social media to share, listen and engage. He explained "share" means to inform citizens of public services and activities; "listen" in order to understand what citizens are sharing to improve public services; and "engage" allows us to respond, collaborate and create with citizens to improve public services and promote a sense of community which is different from what was done in the past. He quoted an article regarding Gen X from *Governing Magazine* and stressed the need for "give and take." Discussion followed.

He said in order to use social media responsibly, or at least learn from the past mistakes of others, we need to utilize social media in a meaningful way, not just because it is "cool." He noted that before we really engage in social media, we have to develop goals and objectives, a communications plan if you will, and a mission statement and explained why this is important and the questions that need to be asked. He stressed the need to devise the internal process to ensure all communications are accurate, timely, responsive, coordinated and integrated with current traditional forms of communication.

Mr. Mackinder reminded Council that sometimes security, records retention, the Freedom of Information Act (FOIA) and associated costs are sometimes forgotten, and that the law has not completely caught up with technology and explained. He indicated a need to handle negative feedback, unwarranted verbal attacks and the internal misuse of social media by city staff. He provided some examples and said that, since social media is electronic, the conversations and or issues can linger and there can be a need to avoid damaging reputations or the public trust.

He listed some of the 2014 Accomplishments as follows: Senior Center Facebook Page was launched; added extra RSS Feeds (Employment and Volunteer Opportunities); rebuilt the Media Center; upgraded the BS&A Online Property Tax Lookup; implemented the PortageAlert Mass Notification System; upgraded the MI.Portage App

(PortageAlert and K-Metro) and consulted the Youth Advisory Committee for feedback on Councilmember Randall's question regarding how do we communicate and get people involved in the community.

Next, Mr. Mackinder reviewed the current footprint and future goals (online initiatives) and online presence in Portage and reviewed the 2015 Goals: to develop a formal social media plan (usage policy already in place); live streaming of televised meetings (lost when we went with PMN); online agenda system (Granicus or Suite One); rebuild the city website to make it mobile friendly, better social media integration, and updated employment system; upgrade Report It! to the BS&A Citizen Request for Action system; upgrade online payment system with BS&A Point & Pay; RSS feeds for Planning, Zoning Board website pages; and provide Cisco WebEx video conferencing. He indicated that the 2015 Considerations that may turn into action items are: creating Parks and City Facebook Pages; replacing Media Center with Instagram/Youtube; purchasing MindMixer or Open Town Hall; using Crowdsourcing, Crowdfunding; expanding video conferencing capability (Skype, WebEx); revising Community Survey questions and transmission vehicles (MindMixer, Open Town Hall); and reconsidering "Active 365" which would provide day-to-day event offerings in the community.

He showed Council a slide that listed ten ways local government can use social media and some that the City of Portage is already using: Crime Prevention and Police Assistance; Emergency Alerts and Severe Weather Updates; Activities and Class Registration; Council Meetings; Driving Traffic to Official Website; Public Service Announcements; Construction Updates and Road Closings; Community Building; Job Applications; and Economic Development.

Mayor Pro Tem Pearson spoke in support of Mr. Mackinder and his social media efforts. He asked for assurances that he will have a "handle" on how to use it before it is fully implemented; he addressed the importance of having the *Portager* in paper form during the transition to the electronic form; and, he referred to the Community Survey as a dinosaur and the need to have it revamped. Mayor Strazdas concurred with Mayor Pro Tem Pearson and further discussed the ramifications of the use of social media in the community. Councilmember Randall also spoke in support of Mr. Mackinder and his social media efforts and expressed an interest in supplementing the limitations provided by the *Kalamazoo Gazette* and explained.

Councilmember Reid referred to the many studies regarding communication and indicated that when a topic is complex, there is a need to go to the highest form of communication, but social media is set up as small bits, sound bites or pieces, and government is not simple. So, she stressed that it is important to use social media to point people to places where they may get the best information. She said that the city website becomes important as one of the sites that has information that already exists and has the in-depth quality of information. Discussion followed. Mr. Mackinder confirmed for Councilmember Reid that Suite One can take advantage of the Public Media Network stream and is very flexible in this regard and she noted that while at the City of Novi Mayor's Exchange, they used a Cable Access show to inform citizens what stores were open for business during a road reconstruction project and stressed the importance of bringing the information forward in a variety of media forms for information saturation with regards to the South Westnedge Avenue Project.

Mayor Strazdas mentioned that the whole social media piece may be challenging good journalism since people do not go to social media for facts or third party excellent journalism, and that he is bothered by that. Mr. Mackinder concurred and discussion followed regarding the importance of government control of the message and the need for good journalism. City Attorney Brown indicated that when the City opens the gates for what people say and what people don't say, the First Amendment disallows any control over that discussion. Mayor Strazdas asked City Manager Shaffer to bring Council some recommendations for consideration at a Regular City Council Meeting.

ADJOURN: Mayor Strazdas adjourned the meeting at 7:14 p.m.

James R. Hudson, City Clerk

CITY COUNCIL MEETING MINUTES FROM APRIL 14, 2015

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

At the request of Mayor Pro Tem Pearson, Councilmember Patricia M. Randall gave the invocation and City Council and the audience recited the Pledge of Allegiance.

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

PROCLAMATIONS: Mayor Pro Tem Pearson issued a Child Abuse Prevention Month Proclamation, a National Arbor Day Proclamation and a Parkinson's Disease Awareness Month Proclamation

APPROVAL OF MINUTES: Motion by Reid, seconded by Ansari, to approve the Special Meeting, Committee of the Whole Meeting and the Regular Meeting Minutes of March 24, 2015, as presented. Upon a voice vote, motion carried 5 to 0.

* **CONSENT AGENDA:** Mayor Pro Tem Pearson asked Councilmember Ansari to read the Consent Agenda. Councilmember Reid asked that Item F.3, Acquisition of City Centre Properties (203 East Centre Avenue and 208 Brown Avenue), be removed from the Consent Agenda. Mayor Pro Tem Pearson removed Item F.4, Director of Parks, Recreation & Senior Citizen Services Appointment, from the Consent Agenda. Motion by Reid, seconded by Ford, to approve the Consent Agenda motions as amended. Upon a roll call vote, motion carried 5 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF APRIL 14, 2015:** Motion by Reid, seconded by Ford, to approve the Accounts Payable Register of April 14, 2015, as presented. Upon a roll call vote, motion carried 5 to 0.

STATEMENTS OF CITIZENS: Gary Wager and Mary Torres, 5936 Concord Street, expressed a concern for pedestrians owing to semi-trucks and through traffic traversing Concord Street in violation of posted signs, "No Thru Traffic" and "No Trucks" and a lack of enforcement of the speeding on Milham Avenue; plus, they requested a "right-in and right-out" for Concord Street on to Milham Avenue. Mr. Wager spoke of a conversation in 2011 he had with Chris Barnes, who offered some ideas which Mr. Wager discussed and asked that they be explored as options. Mayor Pro Tem Pearson suggested that he present a formalized letter or set a meeting with the City Manager for more information. Mr. Shaffer agreed. Discussion followed.

Jim Lutton, 2295 Woddy Noll Drive, indicated that in late February, he found a blue slip on his door that read he had excessive water use. He investigated but found no problems with the water in his house; however, within three days the Treasury Department called to let him know his water bill was going to be over \$1,000 and asked him to call the Water Department to see if there is a broken meter. He said an employee came to his home and determined that the meter was fine, but was registering an enormous amount water through it. Upon further investigation, he discovered that the water was running through the water softener; so, he turned it off, but not until 122,000 gallons of water had flowed through. As a result, he suggested a grievance procedure, and explained that there are situations where mitigation may be in order. Discussion followed. In answer to Mayor Pro Tem Pearson, Mr. Shaffer offered to draft a grievance procedure. Discussion followed.

REPORTS FROM THE ADMINISTRATION:

PRESENTATION OF PROPOSED FISCAL YEAR 2015-2016 BUDGET: City Council received the Presentation of Proposed Fiscal Year 2015-2016 Budget from City Manager Laurence Shaffer. Mr. Shaffer thanked Finance Director Bill Furry and Deputy Finance Director Lauren Vanderveen, Deputy City Manager Rob Boulis and all of the Department Heads for the many hours devoted to crafting this Budget. He discussed some of the highlights of the Budget, including: an increase in the overall budget to almost \$68 million which is up 5.2%; a 15% increase in Capital Improvements to just over \$14 million; a total taxable assessed value increased by almost 3% with 1.5% related to construction; a tax stabilization fund for emergency circumstances requiring a 2/3 vote of City Council for acquisition and use; elimination of the Benefit Services Department by combining those responsibilities with the Employee Development and Finance Departments for an annual savings of approximately \$250,000; kayaks, canoes and special events as part of the Parks and Recreation effort for an additional \$40,000; improvements in the Information Management System at a cost of \$50,000, such as the new social media efforts, time and attendance ADT System and Wi-Fi at Celery Flats; a new Fire Training Officer position; testing of body cameras for Police Officers; two non-Public Safety Hybrid vehicles; a study of all municipal buildings for the potential of solar adaption to address legitimate environmental and sustainability issues; and a new Code Enforcement Officer in the Community Development Department. He indicated that he was looking forward to working with City Council in the review of the Budget and restated his appreciation to City Staff for all of their hard work in creating this Budget. Discussion followed.

* **ADOPTION OF RESOLUTIONS REGARDING THE REFUNDING OF 2008 AND 2008B CAPITAL IMPROVEMENT BONDS:** Motion by Reid, seconded by Ford, to adopt the Resolution Authorizing Refunding of the City of Portage Capital Improvement Bonds, Series 2008 and Series 2008B and the Resolution Approving the Undertaking to Provide Continuing Disclosure by the City of Portage for the Capital Improvement Refunding Bonds, Series 2015A. Upon a roll call vote, motion carried 5 to 0. Resolution recorded on page 461 of City of Portage Resolution Book No. 45.

ACQUISITION OF CITY CENTRE PROPERTIES (203 EAST CENTRE AVENUE AND 208 BROWN AVENUE): Mayor Pro Tem Pearson deferred to Councilmember Reid, who indicated she wanted some discussion regarding the City Plan for the property in question. She asked whether the City Center Plan for the area on the west side of South Westnedge is no longer going forward; is the City looking at utilizing the area between Brown Avenue and East Centre Avenue to have a plan similar to the one behind the Police Station; and, why is the City purchasing this land?

Mayor Pro Tem Pearson deferred to Mr. Shaffer, who referred to a discussion of the City Centre concept in the two iterations of the Portage 2025 Visionary Sessions and in the recent Comprehensive Plan adopted by the Planning Commission in the summer of 2014. He said he, Community Development Director Vicki Georgeau and Deputy Director Chris Forth attended a general meeting with the property owners to discuss their interest in a City Center Concept and what they might be willing to contribute during some of the initial phases. He indicated that they described the Portage 2025 Plan and the Comprehensive Plan to the property owners, and he expressed the need for a feasibility study, a marketing study, to ascertain whether the mixed use plans made financial sense. He said the concepts are great, but unless they can attract the appropriate level of investment and, unless there is a market there to generate such an investment, a plan remains “just a plan.” He said the next logical step is to create and conduct a marketing study and fund it from a variety of sources, including Michigan State Housing Development Authority (MSHDA) which sponsors such an option. He introduced a survey which revealed a strong interest in such a plan of around 70%.

Mr. Shaffer indicated that he and staff looked at all of the city-owned properties, and these four properties surfaced as they were separated by a property that was for sale, prompting staff to undertake an effort to get the property under contract conditioned upon City Council approval. He explained that this acquisition adds 1.2 Acres to the 2.2 Acres already held by the City in order to create a larger piece that has the size and assemblage necessary to do something in miniature to “jump-start” the process, and that the acquisition adds value to the existing assets there.

He indicated that the asking price for the property was \$195,000; that they are under contract for \$180,000; and that the appraisal was at \$189,000. He summed up by saying that the property acquisition is well-priced, adds value to the existing City-owned assets, provides an assembled parcel that is much more easily developed than the two smaller separated properties, and contributes to a long, articulated plan for a City Center Area. Discussion followed.

Councilmember Reid asked for a plan for the two residential plots, especially for those who own property who were not present for the meeting, and whether there has been any direct contact with them. Mr. Shaffer was unsure whether there has been any contact with these property owners, but expressed his assurances that there is no intention to diminish the value of any of these properties; rather, whatever the City does will presumably enhance the value of the properties.

Ms. Georgeau concurred and indicated that there has not been any direct contact with the property owners and the City has no specific plan at this time, but the idea is to add additional value to the properties already held by the City. She provided some history of why the City originally purchased the properties and reviewed some of the future possibilities for the development of the properties. Discussion followed.

In answer to Mayor Pro Tem Pearson and his question regarding the future uses of this property per the Comprehensive Plan, Ms. Georgeau indicated that the City Centre Area is a smaller area within the larger study area that is bordered by Garden Lane on the North and East, Central Middle School on the South and Perry Street on the West. She indicated that the Plan for this smaller area is for mixed uses and explained some of the options contemplated for the area.

Councilmember Reid reminded everyone that when the City purchased property in this area, the intent was for the development for a City purpose, i.e. the City Centre, the Senior Center expansion, etc., and listed some of the possible private uses now contemplated by this action. Ms. Georgeau agreed that the City will not participate in developing these properties (with public uses, for example). Mr. Shaffer concurred that there is neither an intent for the City to be the developer, nor to develop a public use or a community center in this area and explained.

Mr. Shaffer provided assurances to Councilmember Reid that the two residential plots are not under any risk of eminent domain proceedings to fill out this development as this is a very undesirable practice that he would only recommend in the most severe of circumstances, and that this is not the case here.

City Attorney Randy Brown concurred and added that the Supreme Court has discussed it and the Michigan Legislature has changed the law and made eminent domain very restrictive, plus a City can not take property through eminent domain for the mere purpose of transferring it to a private third party for economic development. He explained that this is a public purpose matter and eminent domain is a public use doctrine. He indicated that the breadth and width of a public purpose is much wider than a public use, so the City is permitted to use public funds for a public purpose and in this case, it could be economic development which is supported by the four reasons given by City Manager Shaffer. Lastly, he said just because the City doesn't do this much doesn't mean it is illegal, and recommended that whoever makes the motion include the four reasons as stated by Mr. Shaffer as well as the intent to move forward and discuss how this property once assembled can then be used.

Councilmember Reid indicated that she appreciated the discussion and felt because the City does this so infrequently, that she felt it was important to have open discussion so City Council and the citizens are aware of what this is.

Councilmember Ford revealed that the two residential properties are zoned B-3, and confirmed that one of the residential owners did attend one of the City sessions, but Ms. Georgeau indicated that they did not reveal their intentions even though she was able to talk to them. Councilmember Ford spoke in favor of the acquisition.

Motion by Randall, seconded by Ansari, to authorize the city acquisition of 203 East Centre Avenue and 208 Brown Avenue, owned by Marian Meyer et al., for the amount of \$180,000 and authorize the City Manager to execute all documents related to this matter and, at the suggestion of City Attorney Brown, to discuss the details of how the entire assembled piece will contribute to the articulated vision of the Comprehensive Plan and, further, that the acquisition of these parcels create additional value to the City properties owned to the east and the west and give the City the flexibility to solicit redevelopment of the assembled area, as this is consistent with the provisions of the Portage 2025 and the 2014 Comprehensive Plan regarding this area. Upon a roll call vote, motion carried 5 to 0.

DIRECTOR OF PARKS, RECREATION & SENIOR CITIZEN SERVICES

APPOINTMENT: Mayor Pro Tem Pearson deferred to City Manager Shaffer, who expressed his pleasure to submit his recommendation for the position of Parks, Recreation & Senior Citizen Services Director, Kendall Klinglesmith. He indicated that Mr. Klinglesmith has extensive experience in the realm of Parks & Recreation; is a Certified Park and Recreation Professional; spent many years in Kentwood building a very intricate park system there; and was most recently the Executive Director for the YMCA of Greater Grand Rapids. He then introduced Mr. Klinglesmith, his wife and two children. Mr. Klinglesmith expressed his appreciation for the opportunity to return to the Parks and Recreation realm and shared a few of his explorations of the City thus far.

Mayor Pro Tem Pearson indicated that the City Parks are the jewels of the community; that the acquisition of the Eliason Nature Reserve presents a great opportunity for the new Parks Director; and referred to the Park Board and Environmental Board as very active, supportive advisors for the Parks Department.

Motion by Randall, seconded by Reid, to confirm the appointment of Kendall Klinglesmith as the Director of Parks, Recreation & Senior Citizen Services, effective April 15, 2015. Councilmember Ansari indicated that the City has been fortunate in the past to have had excellent Parks Directors, and mentioned past Parks Director Bill Deming and past Parks Deputy Director Barry Bacon. He welcomed Mr. Klinglesmith and expressed his appreciation for having him as the new Director. Upon a voice vote, motion carried 5 to 0.

*** RESOLUTION ACCEPTING NEW PUBLIC STREETS – ACT 51 MILEAGE**

CERTIFICATION: Motion by Reid, seconded by Ford, to adopt a resolution accepting all new streets constructed within residential plats approved by City Council during calendar years 2008, 2013 and 2014 as public streets. Upon a roll call vote, motion carried 5 to 0. Resolution recorded on page 473 of City of Portage Resolution Book No. 45.

*** APRIL 28, 2015 COMMITTEE OF THE WHOLE MEETING:** Motion by Reid, seconded by Ford, to set a Committee of the Whole (COW) Meeting for Tuesday, April 28, 2015, at 6:00 p.m. in Conference Room No. 1 to discuss the topic of audit and enhance aging infrastructure. Upon a roll call vote, motion carried 5 to 0.

*** SPECIAL MEETING FOR BOARD AND COMMISSION APPLICANTS:** Motion by Reid, seconded by Ford, to set a Special Meeting on Tuesday, May 12, 2015, beginning at 5:15 p.m., to interview Board and Commission applicants. Upon a roll call vote, motion carried 5 to 0.

COMMUNICATIONS:

ANNUAL UPDATE OF THE HUMAN SERVICES BOARD, SANDRA SHEPPARD, CHAIRPERSON: Human Services Board Chairperson Sandra Sheppard reviewed the Goals and Objectives of the Human Services Board. Mr. Shaffer updated City Council on the Panhandler issue and the effective use of the cards devised by the Human Services Board. Ms. Georgeau pointed out that both the Police Officers and the Park Rangers had training on how to address the Panhandlers and how to direct them to the various service agencies as necessary. She also gave examples, including providing the cards to the Treasurer, to assist with citizens who may also make use of some of the community service agencies. Discussion followed. Motion by Ford, seconded by Ansari, to receive the Annual Update of the Human Services Board, Sandra Sheppard, Chairperson. Upon a voice vote, motion carried 5 to 0.

ANNUAL UPDATE OF THE PARK BOARD CHAIRPERSON KATHLEEN HOYLE: Park Board Chairperson Kathleen Hoyle reviewed the Goals and Objectives of the Park Board. Discussion followed and Ms. Hoyle indicated that Friends of the Park Membership can be obtained on line for \$50 and the benefits are listed there as well.

Motion by Ford, seconded by Ansari, to receive the Annual Update of the Park Board Chairperson Kathleen Hoyle. Upon a voice vote, motion carried 5 to 0.

TIM ROGOWSKI, 8083 GLENWYND DRIVE, KALAMAZOO: Mayor Pro Tem Pearson asked for a status update regarding this situation, and Mr. Shaffer indicated that this is a private road and staff has had conversations with the owner of the road who indicated that there are plans to improve the road, which does not include repaving, only a lot of patching. He indicated that he met with the owner recently, did not broach the subject at that time, but plans to bring it to his attention in the not too distant future. He explained that there are many issues with that road involving private properties which are responsible for driving the poor condition of the road. He also noted the recommendation, or maybe a dictum, from the City Council to sign that road as a private drive. He asked to be allowed to reserve action until he has had a more fruitful and comprehensive conversation with the private property owner in order to reach a resolution that is more amenable than the public notice.

Since Council has been discussing this matter for several years and this is an important area of the City and important for commerce, Councilmember Reid asked whether Martin Luther King Drive meets the standards of a public road. She also asked whether the City should investigate the possibility, or is it desirous, to assume the road if we are not able to get a resolution from the property owner. Mr. Shaffer asked for the opportunity to address this matter incrementally, step by step, without anticipating what options the City might have if discussions do not prove fruitful.

In answer to Councilmember Randall, Mr. Shaffer indicated that the owner plows the snow and all other maintenance on the road. Mr. Brown answered Councilmember Reid that the streets accepted under Item F.5 were already public streets as part of a plat which is distinguished from a private street such as Martin Luther King Drive.

Motion by Ansari, seconded by Ford, to receive the communication from Tim Rogowski, 8083 Glenwynd Drive, Kalamazoo, regarding the rough condition of the private road known as Martin Luther King Drive, and to receive the communication from the City Manager under G.2.a. Upon a voice vote, motion carried 5 to 0.

UNFINISHED BUSINESS:

BROWNFIELD REDEVELOPMENT INCENTIVE POLICY UPDATE:

Mayor Pro Tem Pearson introduced the item and indicated that it was tabled owing to some questions, and Councilmember Reid indicated that she asked the matter to be postponed to receive more information. She referred to her desire to determine what “functionally obsolete” means in the terms of the Brownfield Redevelopment Incentive Policy and expressed her appreciation for the explanation as she considered it fairly clear. She expressed her opinion that, even though it is ambiguous, a Brownfield has to be identified and verified by a level 3 or level 4 Assessor and has to be evaluated in a standard way.

Councilmember Reid expressed her ongoing concern for adding the “creation of jobs” as a requirement under the Brownfield Redevelopment Incentive Policy because areas where the City has had Brownfields in the past read, “jobs created and retained,” and the language in the proposed Policy reads, “new jobs.” She disagreed with adding jobs creation in addition to Brownfield concerns and expressed her opinion that job creation is appropriate for Act 198 Industrial Tax Abatements for industrial projects, but not as a Brownfield Redevelopment Incentive.

Ms. Georgeau pointed out that the proposed Policy grants a Tax Increment Finance (TIF) time period longer than the original Policy which allowed five (5) years. She indicated that since the criteria for jobs was very general, this is an attempt to be “more clear” and Act 198 Industrial Tax Abatement Policy was considered. She cited Page 4, Section 3.a, 3.b, 3.c, and 3.d of the Policy and explained. She provided a discussion of some of the examples and distinguished them from properties that would qualify under the Act 198 Industrial Tax Abatement Policy.

In answer to the concern for a “claw-back” provision by Councilmember Reid for a Brownfield Redevelopment, Ms. Georgeau indicated the need for a specific agreement that specifies the criteria that would trigger a “claw-back” provision.

Councilmember Reid indicated that when considering the option that an applicant may go through the County and obtain an extra five years to pay back the TIF, it seems advantageous for the Brownfield to go through the City to be able to get the upfront costs within a shorter period of time. Ms. Georgeau indicated that a survey of 20 communities, many communities opt for a shorter period than the 30 year period, and the County expressed the need to recapture their five years of costs if they were going to help with the upfront costs and explained.

Councilmember Ford expressed support for the jobs section owing to the need for an applicant to recoup some of the costs to remediate the contaminants when a company leaves behind a Brownfield site.

Motion by Randall, seconded by Ansari, to approve the revisions to the Brownfield Redevelopment Incentive Policy. Councilmember Reid indicated that because the Policy includes the language “new jobs” and disagrees that this language should be a part of the Policy, so she will not be supporting the motion. Upon a roll call vote, motion carried 4 to 1. Yeas: Councilmembers Ansari, Ford and Randall and Mayor Pro Tem Pearson. No: Councilmember Reid.

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

Portage Park Board of March 4, 2015.

Portage Human Services Board of March 5, 2015.

COUNCIL COMMITTEE REPORTS:

COUNTY ENVIRONMENTAL HEALTH ADVISORY COMMITTEE (EHAC):

Mayor Pro Tem Pearson asked Councilmember Ford whether he had anything to report and Councilmember Ford indicated that Saturday hours have been returned to the Household Hazardous

Waste Pick-up Site at the Kalamazoo County Fairgrounds on the second Saturday of the month except August and September from 8:00 a.m. until noon. Discussion followed.
Motion by Ford, seconded by Ansari, to receive the Kalamazoo County Environmental Health Advisory Board Report from Councilmember Ford. Upon a voice vote, motion carried 5 to 0.

KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY: Mayor Pro Tem Pearson asked Councilmember Reid for a report on the Dispatch Authority.

She indicated that the Authority received a report from the Task Group, who received the Requests for Proposals for a Search Firm, interviewed three Firms and selected Strategic Resources, Inc. She said that the Authority also selected a Task Group to develop a budget. Lastly, she indicated that the Kalamazoo County Commission has agreed to provide some funding to allow the Authority to get started on the hiring of the search firm and the other legal types of things that need to happen to get things started before funds from the 42 cents per phone in the County are received in November or early December 2015 and explained.

Mayor Pro Tem Pearson expressed appreciation to all of the governmental entities for their volunteerism and service to the Authority, and mentioned that there was a fine level of cooperation among all of the municipalities and the County.

Motion by Reid, seconded by Randall, to receive the Kalamazoo County Consolidated Dispatch Authority Report from Councilmember Reid. Upon a voice vote, motion carried 5 to 0.

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL: Councilmember Reid announced the Inclusion Conference 2015, Transitioning & Inclusive Employment Options, at the Fetzer Center, WMU, April 20, 2015, from 8:30 a.m. to 4:00 p.m. where Lt. Governor Brian Calley will be the keynote speaker. She also mentioned the Hidden Talent Tour led by Lt. Gov. Brian Calley and Justice Richard Bernstein with Southwest Michigan First providing assistance locally. This tour will highlight untapped skills, local hiring resources and will highlight the opportunities for hiring Michiganders with disabilities across the state. The Hidden Talent tour aims to showcase the skills of Michiganders with disabilities that are often overlooked. The effort will encourage businesses to develop disability hiring policies while connecting businesses with resources to fulfill workforce needs. She indicated that a meeting will take place at 9:30 a.m. at the KVCC Groves Campus. She stated that April is National Occupational Therapy Month and, as an Occupational Therapist, she let everyone know she is looking forward to attending her national conference in Nashville, Tennessee, this week. Discussion followed.

Councilmember Ford announced the Youth Advisory Committee Greenathon on Saturday, April 25, 2015, from 11 a.m. until 3 p.m. at Celery Flats.

Councilmember Randall welcomed Kendall Klinglesmith as the Director of Parks, Recreation & Senior Citizen Services, and expressed her appreciation to Mr. Shaffer for his selection saying he is doing a fine job of hiring.

Mayor Pro Tem Pearson said, "Spring is here" and asked everyone to enjoy the lakes and the sun, but to also remember to wear sun screen.

ADJOURNMENT: Mayor Pro Tem Pearson adjourned the meeting at 9:14 p.m.

James R. Hudson, City Clerk

*Indicates items included on the Consent Agenda.

**MINUTES OF THE COMMITTEE OF THE WHOLE WORK SESSION
OF APRIL 14, 2015**

Mayor Pro Tem Pearson called the meeting to order at 6:00 p.m. The following Councilmembers were present: Nasim Ansari, Richard Ford, Patricia M. Randall and Claudette Reid and Mayor Pro Tem Jim Pearson. Councilmember Terry Urban and Mayor Peter Strazdas were absent with notice. Also present were City Manager Larry Shaffer, Deputy City Manager Rob Boulis, City Attorney Randy Brown and City Clerk James Hudson.

Mayor Pro Tem Pearson deferred to City Manager Shaffer, who stressed the importance of the value of exploring partnerships with regional entities on an ongoing basis and the creation of value through joint planning, funding and implementation of programs of mutual interest and importance and explained. He noted that this requires acknowledgment of the importance of the other organizations and the mutual respect, benefits and challenges that similar conditions present to each municipality. In order to be a part of the solution and not a part of the problem, he said it requires an ongoing commitment to the importance of relationships, structure and regular communication and necessitates a relinquishment of a degree of control in order to receive greater efficiency and effectiveness; and, this all takes time.

Mr. Shaffer let Council know that there is a need to establish relationships as the springboard to cooperation. With this, Mr. Shaffer said that inherent in this process is that one has to give something up in order to get something out, and he explained some of the progress with various topics being planned, funded and/or currently implemented, including: a discussion of the Kalamazoo County Consolidated Dispatch Authority and the fine efforts of different jurisdictions volunteering to do various roles; Kalamazoo County Regional Transportation with the proposed millage question on the ballot in August; discussion with Portage Public Schools and Capital Improvement Joint Planning on such topics as water and sewer, road improvements, traffic considerations and security issues.

Mr. Shaffer indicated that he meets with Portage Public Schools Superintendent Mark Bielang once per month, has had no conversations with regard to billboards on school property with anyone, and acknowledged he has plans to continue to develop a relationship with the Portage District Library and discussion followed. Mayor Pro Tem Pearson indicated a preference to having the City, School and Library Meeting that used to meet quarterly to be held at least once per year and explained that the last meeting of the group resulted in the idea of a Portage Public Schools insert into the *Portager*. Councilmember Reid reflected on a joint meeting between the City Council and the Portage Public School Board some time ago that included discussion over a meal which resulted in the formation of the Portage Public Schools District Advisory Council and the addition of representation from the Portage District Library. Mayor Pro Tem Pearson viewed this as an opportunity to bring these partners into the next 2025 Visionary Sessions to emphasize that these sessions are not just for the City. Discussion followed.

When Mr. Shaffer asked, there were no objections if he should notify Portage Public Schools Superintendent Mark Bielang and Portage District Library Director Christine Klien to let them know that City Council is interested in an annual City, School and Library Meeting. In fact, Mayor Pro Tem Pearson offered that he also should let them know that the City is thinking of having another 2025 Visioning Process and would like to have their involvement. Discussion followed. Mayor Pro Tem Pearson concurred with City Clerk James Hudson to include an invitation to the three Kalamazoo County Commissioners representing the City of Portage, Scott McGraw, Larry Provancher and John Gisler. Discussion followed regarding scheduling.

Mr. Shaffer described some of the conversations he has been having with the various governmental entities and advocates for biking and non-motorized vehicle transportation. He said they are really beginning to put together a consortium to plan, fund and implement necessary connections in order to exponentially expand the capabilities of the resources of that system. He indicated that he met with the City of Kalamazoo about their difficulties building a trail to the south and the Kalamazoo County Parks and Recreation Director about their east-west trail focus. He also mentioned that he met with Vicksburg and Oshtemo regarding planning for trail interconnections with their townships. He mentioned the proposed appointment of Kendall Klingel Smith as the new Parks, Recreation & Senior Services Director, who will be charged with the leadership role and responsibility of making this happen. Discussion followed.

Councilmember Randall mentioned an e-mail she received earlier in the day from Andrew Haan, Associate Director of the Michigan Office of Urban and Metropolitan Initiatives, and head of the southwest Michigan office, who works on urban issues in Kalamazoo, Battle Creek and Benton Harbor. She mentioned that Mr. Haan indicated there is funding for this sort of effort and it just needs an advocate and someone to go after it.

In response to Mayor Pro Tem Pearson regarding the study initiated by Councilmember Ed Sackley with regards to the Portage Road business revitalization effort, Councilmember Reid said that the City did not receive any funding, but did provide resources and a consultant. Councilmember Reid noted that the City of Kalamazoo has been considering trail interconnections, but part of their problem centers around the location of the trails because of contaminated land when attempting to come south and the otherwise fully developed nature of the area in question. She said that trail interconnections is a topic included in the Kalamazoo Area Transportation Study (KATS), a comprehensive non-motorized plan, and would be another option to tap into. Discussion followed. Mr. Shaffer indicated his familiarity with environmental issues, and indicated that this is one of the items on the agenda with his monthly meeting with Kalamazoo City Manager Jim Ritsema and Deputy County Administrator John Faul. He emphasized his readiness to meet this challenge praised the professionalism and support of Mr. Ritsema and Mr. Faul.

Mr. Shaffer shared that the City of Kalamazoo and the City of Portage share a fiber line which will assist in Disaster Recovery should there be any problems or issues with automation during a disaster since an alternate server will be available to either entity from the other entity. Discussion followed.

Mr. Shaffer explained in detail each of the following areas where the City of Portage presently participates in regional cooperation with great success: Fire Mutual Aid, Hazardous Material Response, Emergency Preparedness, Public Media Network and the Drug Task Force. Explanations followed. Mr. Shaffer agreed to find out more about the fire safety operations and equipment at the Kalamazoo Airport in Portage. Discussion followed. Deputy City Manager Rob Boulis also pointed out the city involvement in the Countywide Respecting Differences Program.

Mr. Shaffer summed up saying he meets monthly with the County Administrator and the Kalamazoo City Manager to discuss a variety of issues of mutual concern; that he meets frequently with Portage Public Schools Superintendent, the public School Administrative Team and the Portage City Administrative Team to plan for joint capital improvements; and, that he has met with the Oshtemo Township Supervisor in the past on a couple of occasions to discuss items of mutual concern.

As next steps, Mr. Shaffer recommended developing a task force agenda with Kalamazoo County and the City of Kalamazoo to more formally identify further efforts in cooperation; developing a task force agenda with Portage Public Schools to identify further efforts in cooperation; developing a task force agenda with area Township Supervisors to identify further efforts in cooperation; and to report back to City Council every six months with the results, approximately October.

Councilmember Reid handed out information regarding the Campaign for Transit, with a donation option, and indicated that the Transit Committee is looking for the endorsements of elected individuals. In answer to Mayor Pro Tem Pearson, Councilmember Reid agreed that the service will increase along South Westnedge and will run longer into the evening to accommodate workers who need to take the bus home at the end of a shift, plus there will be some coverage on Sundays. She said she would ask for the specific changes for Portage in order to answer the questions of citizens regarding the proposal. Discussion followed.

ADJOURN: Mayor Pro Tem Pearson adjourned the meeting at 6:59 p.m.

James R. Hudson, City Clerk

MINUTES OF THE BUDGET WORK SESSION OF THE PORTAGE CITY COUNCIL
April 21, 2015

Meeting was called to order by Mayor Strazdas at 4:37 p.m.

The following members of City Council were present:
Councilmembers, Nasim Ansari, Richard Ford, Patricia Randall, and Councilmember Terry Urban, Mayor Pro Tem Jim Pearson and Mayor Peter Strazdas. Councilmember Claudette Reid arrived at 5:30 p.m. Also in attendance were City Manager Laurence Shaffer, Deputy City Manager Rob Boulis, Finance Director Bill Furry, Deputy Finance Director Lauren VanderVeen, and City Clerk James Hudson.

City Manager Laurence Shaffer thanked Finance Director Bill Furry and Deputy Finance Director Lauren VanderVeen, Deputy City Manager Rob Boulis and all of the Department Heads for the many hours devoted to crafting this Budget. He discussed some of the highlights of the Budget, including: an increase in the overall budget to almost \$68 million; a fund balance and a tax stabilization fund for catastrophic emergencies; combines two departments, Benefit Services Department with the Employee Development, to form a Human Resources Department to enable better efficiency and productivity; \$1.8 million in Capital Improvement funds to accelerate investment in the community; kayaks, canoes, and cultural activities as part of the Parks and Recreation effort; a new Fire Training Officer position to train personnel with the expertise to handle the many issues they face and for the accreditation process similar to that of the Police Department; purchase and full testing and evaluation of body cameras for Police Officers; two non-Public Safety Hybrid vehicles and a study of all municipal buildings for the potential of solar adaption to address legitimate environmental and sustainability issues; and a new Code Enforcement Officer in the Community Development Department for the preservation of the quality of the City neighborhoods.

Mayor Pro Tem Pearson spoke positively for the Budget and encouraged City Council to discuss the Budget and express their preferences as he is sure the City Manager will listen. In answer to Councilmember Ansari, Mr. Shaffer indicated that the Code Enforcement Officer position allows for higher scrutiny of the quality of the neighborhoods, the ability to provide meaningful reports back to City Council and the need requires a full time position.

Deputy City Manager Rob Boulis interjected that a few years ago, this position was set aside to accommodate the needs of the Community Development Department at a time when extreme cuts were taken by that Department. He said this was based on the economy at the time with indicators such as a significantly lower number of building permits; moreover, he said now construction has really come back in the City, and the current staff does not have the time to get out into the neighborhoods as needed.

In answer to Mayor Pro Tem Pearson, Mr. Shaffer said staff is currently reactionary and acts on a complaint from a citizen which creates a long history of blight and/or code violations, and the "damage has been done" by then. He indicated the desire to intercede and act in a proactive and positive way to allow for the information to be imparted into the neighborhoods, gave examples and explained.

Mayor Strazdas pointed out that the City tax base has been favorably increased this year, plus this budget also raises the millage. He concurred with the placement of personnel and sees it as a responsibility of the professional administration. He spoke in favor of the \$1 million Tax Stabilization Fund and the 24% Fund Balance and asked for a distinction between the two.

Mr. Shaffer explained that the 24% is the unappropriated fund balance set by City Council, and anything over that is to be directed to be spent on capital improvement projects; furthermore, it creates a stable bond rating. He then explained that City Council can direct these funds to be spent with a majority vote. He explained that the key to the Tax Stabilization Fund is that a two-thirds majority vote is necessary to draw from it, and it has to be used for a very specific purpose, i.e., catastrophic conditions. He explained that there is no current policy, but that it is covered in an ordinance being drafted by City Attorney Randy Brown.

Discussion followed regarding the proposed increase cultural activities, the positive tone of the budget and how it serves the public, the fund balance, \$5 million in investments yet still taxing the citizens, how to help those citizens on fixed income, increased property evaluations, the proposed tax increase in the brush and leaf pick-up, the need for the Tax Stabilization Fund owing to the loss of the personal property tax, and the reliance on the State for compensation.

In answer to Councilmember Urban, Mr. Shaffer explained the personnel openings in the Benefits Services Department and the Finance Department and the plan to have current employees "parachute" into these positions. He explained the expensive, paper-laden process currently used to track attendance and time off. Discussion followed regarding the change to a Human Resources Department, the Code Enforcement Officer warning and ticketing process, and more details about the need for a Tax Stabilization Fund in addition to the need for a 24% Fund Balance.

Deputy City Manager Rob Boulis reviewed the Human Resources Department Budget. He informed City Council that Employee Services, Employee Interaction and Employee Compensation would be assumed by the newly formed Department; all Financial Responsibilities would be assumed by the Finance Department; and he listed some of these new duties. He noted that his listings are not all inclusive, and that this is still a work in progress. He emphasized that the Human

Resources Department will continue to provide staffing and recruitment activities. He further discussed some of the other services to be provided by the Human Resources Department, including oversight of employee leave and attendance, compliance management of the Affordable Care Act, workers compensation, safety administration, safety committee, compensation and benefits, training, labor agreement negotiations, accurate job descriptions, performance evaluations, performance improvement plans, compliance with regulatory requirements (EEOC, FMLA, etc.). He emphasized that the Human Resources Department will continue to provide these services with excellent job performance and excellent customer service. Discussion followed.

Deputy City Manager Rob Boulis indicated that the Purchasing Department and the Purchasing Manager are one and the same. He provided a brief history of the evolution of the Department and indicated that the Purchasing Department is responsible for the daily purchasing function, preparation and distribution of bids, contract construction and execution, and insuring purchasing activities comply with the *City Charter*. He explained how the Request for Proposal (RFP) Process responsibility is fairly complicated and that there has been an increase in construction and Capital Improvement projects. He cited risk management functions and working with the Michigan Municipal Risk Management Association (MMRMA) as key functions of the department. Discussion followed.

City Assessor Jim Bush reviewed the highlights of the Assessor Department operations and objectives. He listed assessing, assessment rolls and the Board of Review as responsibilities of the Assessor, and mentioned that he is the keeper of the records of all property ownership and occupancy. He listed other duties as tax abatement tracking, various key reports, a summary of the recent increases in the 2015 Assessment Roll, personal property tax questions, decrease in residential foreclosures, Tax Base and Revenue Forecasting, Board of Review activities with their request for additional training and property tax appeals. He mentioned the potential for tax appeals by the "big box" companies, summed up and discussion followed.

RECESS: 5:53 p.m.

RECONVENE: 6:16 p.m.

Utilities Engineer Kendra Gwin indicated that the Transportation & Utilities Department has been reduced to four employees with the promotion of the Project Manager to Deputy Director of Fleet & Facilities; nevertheless, she said interviews are taking place for the position of Assistant City Engineer. She provided a review of the Capital Improvement Projects, including those projects within the local and major streets and the water and sewer capital improvement budgets for the current construction season: reconstruction of South Westnedge Avenue from Mall Drive to Dawnlee Avenue, including the replacement of the water main; reconstruction of West Osterhout Avenue from Shaver Road to South Westnedge Avenue, including the installation

of sanitary sewer from Lloy street to South Westnedge Avenue; reconstruction of Oakland Drive from I-94 to Kilgore Road, including a culvert rehabilitation; and reconstruction of Pine View Drive from Bacon Avenue to Chaucer Avenue, including the installation of sanitary sewer.

Ms. Gwin also reviewed the Capital Improvement Projects in the 2015-2025 Capital Improvement Plan (CIP) Budget, including: reconstruction of East Osterhout Avenue from South Westnedge Avenue to Portage Road; reconstruction of Portage Road from Romence Road Parkway to East Milham Avenue; reconstruction of Constitution Blvd from Romence Road to West Milham Avenue; reconstruction of South Westnedge Avenue from Shaver Road to East Centre Avenue; and the reconstruction of East Centre Avenue from Shaver Road to South Westnedge Avenue.

Ms. Gwin reviewed the Transportation & Utilities Department Budget, including: local and major streets, water and sewer, traffic engineering, signals and crossings, site plan review and inspections in conjunction with the Community Development Department, Act 51 Fund Administrator, Michigan Transportation Fund, pavement ratings, fiscal reporting and various environmental programs that are included in the Utility Budget, street lighting initiatives, and the Austin Lake Aeration and Bioaugmentation Project. Discussion followed regarding street lighting initiatives and Mr. Shaffer volunteered to look at lighting upgrades in more detail and report back. Councilmember Randall indicated that she thought reconstruction of Constitution Blvd from Romence Road to West Milham Avenue would be a good time to approach Josh Weiner about improving Martin Luther King, Jr. Drive while the equipment is there. Discussion followed.

Ms. Gwin reviewed the Major Streets Fund, including: administration, signals and crossings, railroad crossings, engineering, supplies and KATS. She also reviewed the Local Streets Fund, including: engineering, supplies, contract engineering, coordination of railroad signals and crossings, site plan review and inspections and costs. Discussion followed. Councilmember Ford asked about a discrepancy with regards to state-mandated traffic signal repair and maintenance costs and Mr. Shaffer said he would investigate it. At the request of Councilmember Ansari, Mr. Shaffer explained in more detail how the variation occurred with the bids on the South Westnedge Avenue Project that was discussed previously at the Regular City Council Meeting on March 24, 2015. Discussion followed.

Ms. Gwin reviewed the Sewer Fund, including: pipe replacements, oversight of United Water that took place in 1997, and the 2015 Utility Rate Financial Study which is set for a public hearing before City Council on April 28, 2015. She indicated that there are 15,300 customers utilizing the City sewer through 230 miles of sanitary sewer pipe. She discussed the operation and maintenance of the sanitary

sewer system, lift stations, the amount of sewage transported, inspections, and miles of sanitary sewer receiving maintenance.

Ms. Gwin indicated that the Water Fund will service 15,394 meters and 13,825 customers, including well inspection, sampling, 247 miles of water mains, almost 2,700 fire hydrants and 2,500 miles of street sweeping. She discussed the operation and maintenance of the West Lake Management Fund for treatment to improve lake quality with the least amount of environmental impact. Discussion followed.

Mr. Shaffer introduced Parks, Recreation & Senior Citizen Services Director Kendall Klingel Smith and Public Services Director Rod Russell. Mr. Russell explained that the newly divided Departments will continue to provide the services that help make Portage the "Natural Place to Move" by contributing to the leisure amenities such as bike paths, parks and natural resources. He indicated that the goal is to continue to provide a high level of service by maintaining facilities, streets, trails, bikeways and the parks program.

Mr. Russell explained the importance of revenue generation through fees, grants, foundations, donations, etc., and the importance of volunteer participation with clean-up needs and flower planting in cooperation with Kalamazoo in Bloom, and the importance of the use of new technology and WiFi in the parks. Discussion followed.

Mr. Russell discussed street repairs, including the use of mill and fill, the Duropatcher and crack fillers. He explained why there is a preference for two new UAW positions for brush pick-up and snowplowing, at the cost of eliminating two seasonal positions. He reviewed facility maintenance, grounds maintenance, cemeteries and parks. Discussion followed regarding the need for a new cemetery in the future. Discussion followed regarding the use and maintenance of the various parks. He highlighted the twenty-fifth year of Portage being a Tree City USA and mentioned the tree-planting ceremony on April 14, 2015, commemorating the honor.

Mr. Russell discussed plans for maintaining bike paths and trails, the development of the planned Eliason Nature Reserve bike path and the development of the dog park at Lakeview Park with the help of donations. Discussion followed. In answer to Councilmember Randall, Mr. Russell indicated that mowing contracts are for the season instead of per mow for boulevards, but City employees mow the parks. Mr. Russell also explained the distinction between the cost of a program with full time employees and the cost of hiring and training seasonal employees to help run the program. He then let her know that he works with the Transportation & Utilities Department to determine the Pavement Surface Evaluation of the road, or a PASER Rating as the guide for when a road may need crack sealing, Duropatcher treatment or mill and fill and explained.

Mr. Russell indicated that the average life of a road is 25 to 30 years. In answer to her concern with the fleet, Mr. Russell informed her that the two new hybrid vehicles are replacements. Discussion followed.

Parks, Recreation & Senior Citizen Services Director Kendall Klingelsmith indicated that the Parks and Recreation Budget provides for the management, promotion and execution of various programs offered to the public and the development of the parks and non-motorized trails. He said that as the discretionary funds continue to dwindle, and the health of the American population continues to be a concern, provision and promotion of parks for a healthy life style remains a priority. He expressed his excitement for the development of the central, south bike trail and trail head on the donated Eliason Property.

Mr. Klingelsmith reviewed the costs associated with administration, team sports, swimming at Ramona Park, ice rink at Millennium Park, management of youth and family activities, the increased focus on cultural arts and adult softball. He mentioned that Portage Parks Department partners with the Kalamazoo Nature Center, the Y.M.C.A., the City of Kalamazoo Spirit Racing, the Kalamazoo Area Runners, the Portage Park Board and the Friends of Portage Parks to provide enhanced recreational activities for our citizens.

Mr. Klingelsmith indicated that the Portage Parks Department assists with over 20 walk-run events; that there are plans to expand the trail system; and that access to Portage Creek will again be possible owing to the reinstatement of the canoe and kayak livery. Discussion followed. Councilmember Reid suggested looking at the fee structure to discourage groups from trying to surreptitiously use the parks for a major event. Discussion followed. Mayor Strazdas stressed the desire of the community for the return of the Summer Entertainment Series as the number one amenity that needs to be provided again by the Parks Department.

Mr. Klingelsmith reviewed the Senior Citizen Services Budget, including maintenance of the facility, administration, senior trips and the need to replace tables that are 30 years old. Since it is a positive fundraiser for the Senior Center, Mayor Pro Tem Pearson asked Mr. Klingelsmith to find out if it is possible to expand the senior trips program, or is it truly a matter of having it not compete with the private sector. Mr. Klingelsmith indicated he would find out. Councilmember Urban asked Mr. Shaffer and Mr. Klingelsmith to find out if the subsidy was a lot less last year than the \$180,000 projected for this year. Mr. Shaffer offered to provide a seven year history of the Senior Center Budget for him. Discussion followed.

Mr. Russell discussed the Major Streets Fund, including maintenance, pavement markings, line striping, signs, asphalt restoration, and winter maintenance for the 72 miles of major roads in Portage. He said the plan for the mill and fill program is to repair 53,000 square yards of street surface throughout the City.

Mr. Russell explained the selection process and the method to be used for street maintenance depending upon the PASER Rating and condition of the road, especially the crack-filling process and the use of the Duropatch machine.

Mr. Russell discussed the Local Streets Fund, including maintenance, repair of pavement markings for crosswalks, signs, and asphalt restoration for the 147.77 miles of local streets. He noted that the City used 4,100 tons of salt over the winter of 2014-2015 which is slightly less than average.

Mr. Russell discussed curbside recycling with a bid opening on April 23, 2015, for a single-stream curbside recycling program as recommended by the Environmental Board. He mentioned that the Household Hazardous Waste Pick-up Site at the Kalamazoo County Fairgrounds will be open on the second Saturday of the month except August and September from 8:00 a.m. until noon for 6 Saturdays in 2015 and 10 Saturdays in 2016.

Mr. Russell explained the Leaf Pick-up and Spring Clean-up Fund, the Compost Site Program, Fleet Facilities or Equipment Fund, Operations and Maintenance (196 pieces of equipment), Capital Outlay Fund (one loader to replace a 17 year old unit), the two Hybrid replacement vehicles, building administration, and solar panels for City buildings. Discussion followed.

Mayor Strazdas asked for an explanation of the \$80,000 to be raised by the millage as requested versus the \$40,000 shown as a deficit, and Mr. Shaffer indicated that considering the two funds in question, one is running at a deficit and the other is running with extra funds, so this is a matter of a balancing of the two funds, and he would get back to him on this. Mayor Strazdas stressed the need to pay close attention to the roads of the City because this is where the concerns of citizens are being heard. Discussion followed.

Public Safety Director Richard White introduced Senior Deputy Police/Fire Chief of Administration Dan Mills, Senior Deputy Fire Chief of Operations John Podgorski and Senior Deputy Police Chief of Operations Nick Arnold. Mr. White reviewed the Public Safety Budget for Police and Fire Services. He shared some of the efforts of the Department as it relates to the City Council Goal to promote quality of life in Portage and the Public Safety Department mission statement.

Mr. White reviewed some of the activities of the Department, including: increased interaction with the community, increased collaboration with other public safety entities in the County, shared

funding opportunities, shared fire prevention strategy, expenditure savings, ongoing energy management and future planning together. He cited the examples of expenditure savings of: refurbishing police officer weapons for a quarter of the cost of new ones, replacement of car mobile recorders for \$30,000.

Mr. White also indicated Portage was the sponsor of a FEMA grant for \$1 million for air packs for the firefighters, with \$110,000 in additional funds from the state, that was shared by five local agencies where Portage received \$over 250,000, plus a grant that defrayed almost \$10,000 for rent and set up of flashover simulation training for firefighters.

With regard to the City Council goals of providing high quality, effective and cost efficient delivery of police services, Mr. White discussed the accreditation process for the Fire Division, which is on target to receive accreditation in August, and the fifth accreditation awarded to the Police Division.

Mr. White indicated that Portage has been recertified as a "storm ready" community. He also noted that the Department partnered with Community Mental Health to keep people with mental disabilities out of jail using a pilot program where Portage is the only community receiving a community mental health worker who helps with mental health issues. He also said that each of the Portage Police Officers received 40 hours of training to help them deal with the issues of these individuals, and Portage dispatchers received 16 hours of specialized training on communicating with mental health patients.

Mr. White reviewed the educational series provided by the Fire Division in the areas of fire prevention, fire hazards and spring clean-up where students come home and look around for fire violations and issues and communicate them with their parents. He mentioned the ongoing puppet shows in the schools where over 1,000 students were taught, "go low, stop and crawl" and "drop and roll" techniques.

Mr. White cited the recently formed Patrol Uniform Narcotics Team (PUNT) that has already procured five (5) search warrants, involvement of the Department with the safe Kids Bicycle Safety Program, Big Truck Day, and Fire Prevention Week activities. He then listed some of the other activities conducted by staff, including: donation of fire gear for training at two community colleges, apparatus and staff at Burn Camp, Camp 911, Shop with a Hero, collection of goods for families in need, Coffee with the Chief, the ALS Ice Bucket Challenge, Safety Seat Inspection, North Side Ministerial Alliance, the 21st Century Policing Initiative, a half hour Public Safety Program twice a month on the Public Media Network and the outfitting of a crime scene vehicle.

Discussion followed regarding concealed weapons, home invasions, the ISO Report, the Fire Training Officer, PPOA and PCOA contracts, the complicated body cam trial for police officers and resultant Freedom of Information Act requests, the high level of professionalism

in the Department, safe community, interaction with citizens, outsourcing of the crossing guards, administrative costs, cooperative drug units, gun laws, open carry of weapons at school events and the actions to be taken, revenues from drug seizures and drug enforcement issues.

Mr. Shaffer discussed the plans for the Portage Dispatch Center should there be a need for a backup to 911 consolidated dispatch or if there is a need for a strong presence for 911 consolidated dispatch in Portage.

Mr. White noted the recommendation to move off of the AS-400 platform and on to using Microsoft applications, especially to reach the "standards of cover" for handling calls and for meeting the accreditation requirements for the Fire Division and explained. Discussion followed.

Martha Dahlinger, 2612 Chopin Avenue, asked whether Public Safety personnel are trained to assist with citizens with Post Traumatic Stress Disorder, and Mr. White indicated that this is all part of the equation. She also asked whether the body cams will cause citizens to withhold information because they may be self-conscious and fear they will regret what they say, and Mr. White indicated that this is part of the research and concurred it is to be considered from both the police officer perspective and the citizen perspective and explained. She expressed her appreciation for the openness of City Council sessions and the transparency that it has created. She also expressed her amazement with staff and their abilities.

Mayor Strazdas reminded City Council of the meetings on April 28, 2015, indicated that he wished to carve out some time during the next Budget Session to discuss the \$1 million Tax Stabilization Fund and the 24% Fund Balance. He then asked for an analysis from Mr. Shaffer.

Councilmember Randall asked for more information regarding the proposed millage increase for Leaf and Brush Pick-up. Discussion followed.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 9:34 p.m.

James R. Hudson, City Clerk



BUILD SOMETHING BETTER.

***** For Immediate Release *****

Contact: Jack Gesmundo, Principal
P. 269.329.3634, jack@avbinc.com, www.avbinc.com

AVB Begins Environmental Restoration Project at Portage Creek

AVB is proud to be announcing the re-naturalization of a section of the Portage Creek taking place near one of our communities: Oakland Hills. The Portage Creek was straightened over 60 years ago by the Army Corp of Engineers in an attempt to drain Hampton Lake. While it is uncertain for the reason behind the original project, it has unfortunately resulted in an unnatural section of the Portage Creek that is straight, includes multiple sections of armored shore line and has a large dilapidated well house adjacent to the stream. The process to improve the Creek was started several years ago with the cooperation of the City of Portage, Department of Natural Resources Fisheries Division, Department of Environmental Quality, Viridis Design Group and AVB.

Since working on the development of Oakland Hills, AVB knew that the Creek was unnatural and should be re-naturalized to its original beauty and be able to support wildlife including trout. AVB has since coordinated with various departments in order to develop a plan to do so. AVB has always placed the natural environment into a very high priority within all of its developments, and ensures to preserve portions of the land, waterways and wetlands along the way: creating new habitats, planting tens of thousands of trees, creating new wetlands, ponds, and natural parks. It was only natural for AVB to consider righting this problem of Portage Creek when it had the opportunity.

When completed, the project will provide a much more desirable habitat for trout and other native species. The plan includes providing cross-vanes, J-hooks, native wetland plantings that will provide food and shade to the creek along with other natural elements that were removed from the creek some 60+ years ago. In addition, the wetlands area will be increased by almost 30,000 square feet and floodplain capacity will be increased by almost 500 cubic yards with a better flow pattern. In addition, AVB created a three quarter of an acre open water diversified habitat just north of Oakland Hills and an adjacent parcel.

AVB will be funding the entirety of the \$226,000 costs. The project started in March and will be completed by the summer of 2015. Cub Scout Pack 256 built 12 wood duck houses that will be installed along the new waterways.

If you would like more information on this topic, or would like to schedule an interview, please contact Jack Gesmundo.

PRELIMINARY CALCULATIONS

EXISTING CREEK (ABANDONED)

- AREA = 13,671 SF
- LENGTH = 690 LF

PROPOSED CREEK

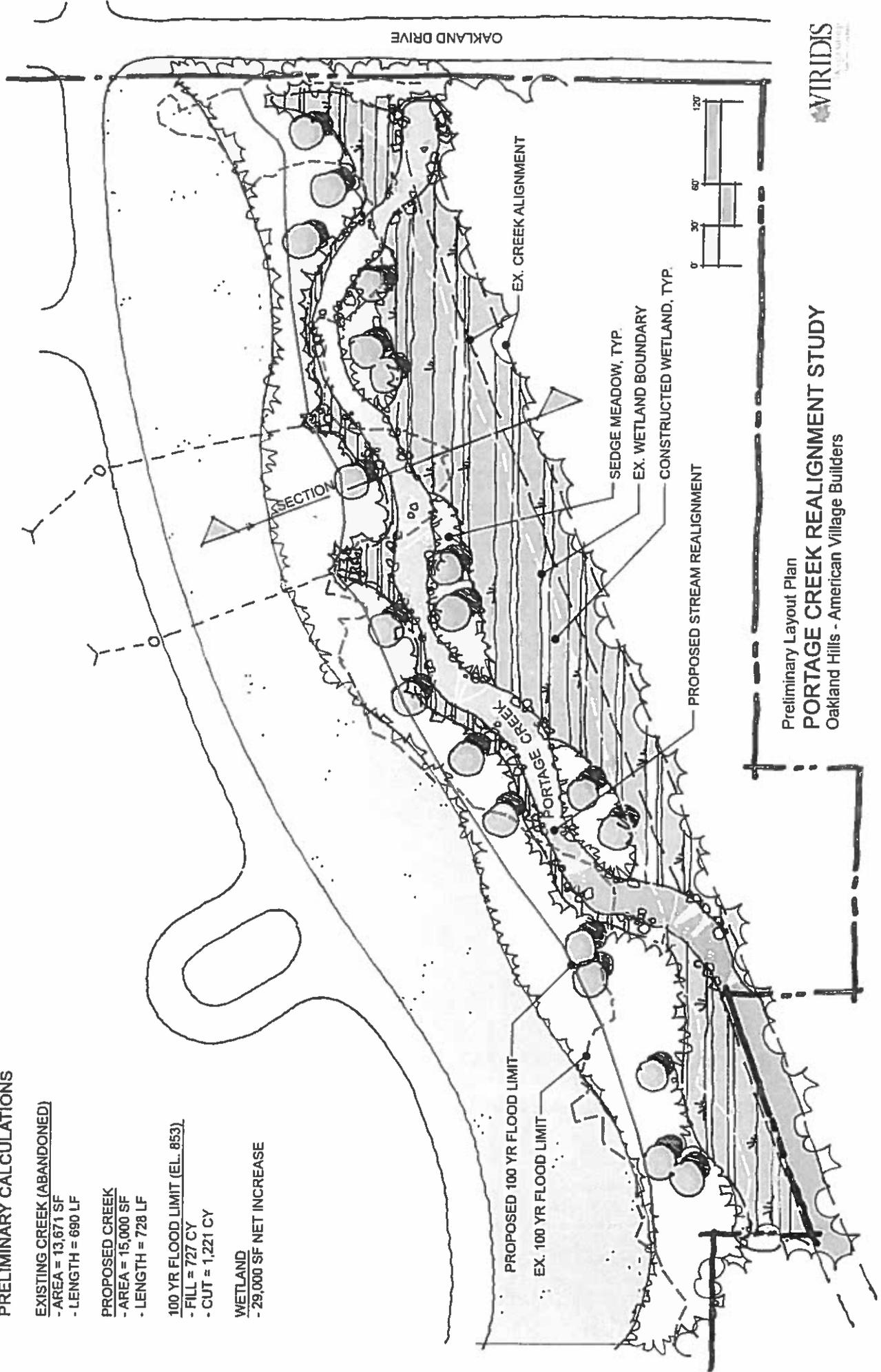
- AREA = 15,000 SF
- LENGTH = 728 LF

100 YR FLOOD LIMIT (EL. 853)

- FILL = 727 CY
- CUT = 1,221 CY

WETLAND

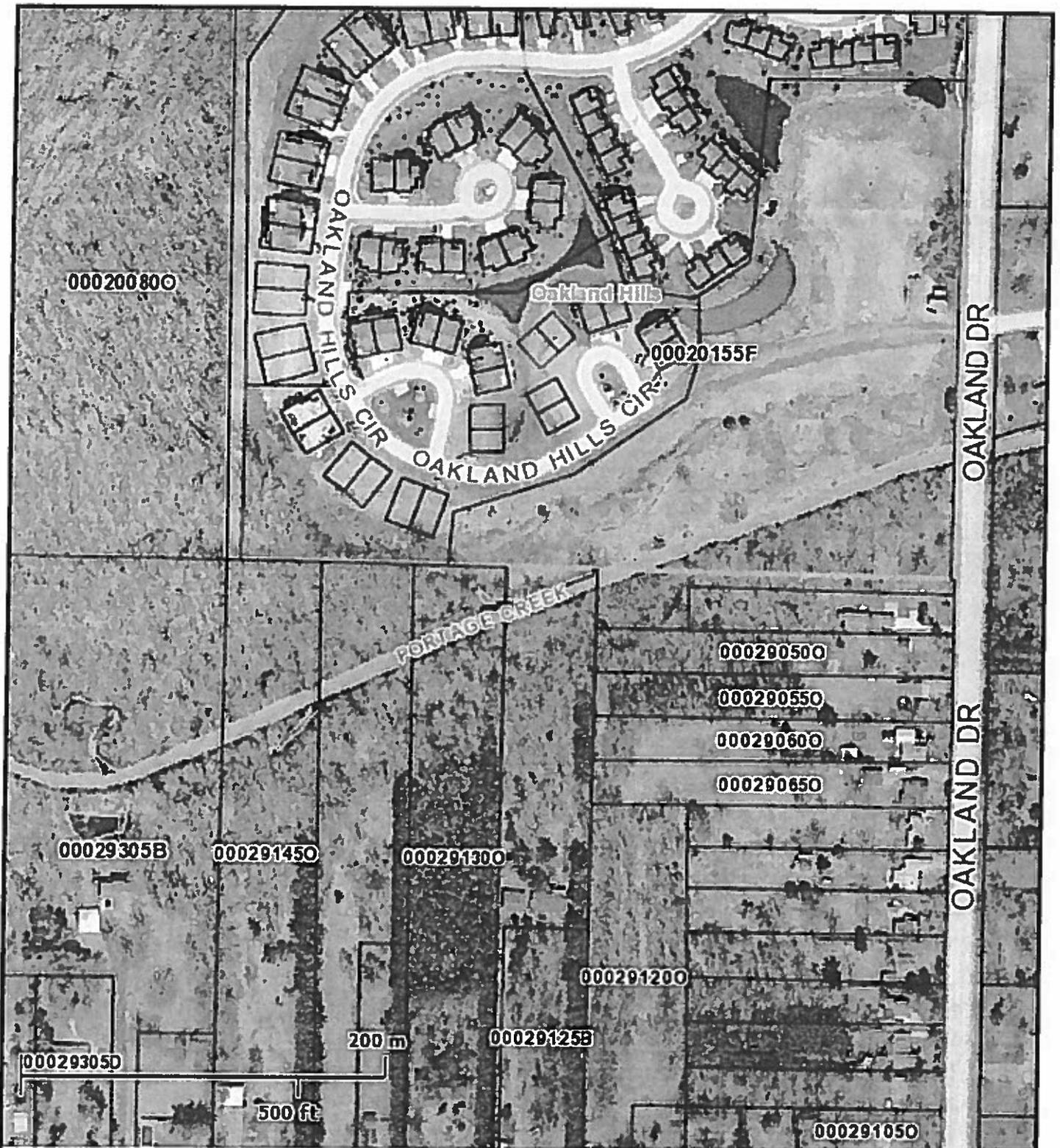
- 29,000 SF NET INCREASE



Preliminary Layout Plan
PORTAGE CREEK REALIGNMENT STUDY
Oakland Hills - American Village Builders



OAKLAND DRIVE



City of Portage Map Document



web mapping by
Amalgam LLC



Publication: Thu Aug 15 2013 09:45:29 AM



1:3900

Disclaimer:

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