



# PLANNING COMMISSION

February 4, 2016

# **CITY OF PORTAGE PLANNING COMMISSION**

## **A G E N D A**

**February 4, 2016  
(7:00 p.m.)**

**Portage City Hall Council Chambers**

### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

### **APPROVAL OF MINUTES:**

- \* January 21, 2016

### **SITE/FINAL PLANS:**

- \* 1. Final Plan for Phase 1 of Whisper Rock, 2275 West Centre Avenue

### **PUBLIC HEARINGS:**

- \* 1. Height Modification: Trade Centre III Office, 650 Trade Centre Way
- \* 2. Final Report: Rezoning Application #15/16-2 (expanded), Admiral Avenue/Dorset Street
- \* 3. Final Report: Rezoning Application #15/16-4, 1521, 1603 and 1615 East Centre Avenue

### **OLD BUSINESS:**

### **NEW BUSINESS:**

### **STATEMENT OF CITIZENS:**

### **ADJOURNMENT:**

### **MATERIALS TRANSMITTED**

January 12, 2016 City Council regular meeting minutes  
January 12, 2016 City Council special meeting minutes  
December 14, 2015 Zoning Board of Appeals meeting minutes  
Summary of Environmental Activity Report – November 2015

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

## PLANNING COMMISSION

January 21, 2016

 DRAFT

The City of Portage Planning Commission meeting of January 21, 2016 was called to order by Chairman Welch at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Approximately 15 citizens were in attendance.

### PLEDGE OF ALLEGIANCE:

Chairman Welch led the Commission, staff and citizens in the Pledge of Allegiance.

### IN ATTENDANCE:

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

### ROLL CALL:

Mr. Forth called the roll and the following Commissioners were present: Patterson (yes), Stoffer (yes), Welch (yes), Dargitz (yes), Schimmel (yes), and Richmond (yes). A motion was offered by Commissioner Patterson, seconded by Commissioner Dargitz, to approve the roll excusing Commissioners Bosch, Somers and Felicijan. The motion was unanimously approved 6-0.

### APPROVAL OF MINUTES:

Chairman Welch referred the Commission to the January 7, 2016 meeting minutes contained in the agenda packet. A motion was made by Commissioner Patterson, seconded by Commissioner Dargitz, to approve the minutes as submitted. The motion was unanimously approved 6-0.

### SITE/FINAL PLANS:

None.

### PUBLIC HEARINGS:

1. Preliminary Report: Rezoning Application #15/16-2 (expanded), Admiral Avenue/Dorset Street.  
Mr. Forth summarized the preliminary staff report dated January 15, 2016 involving the Planning Commission expanded rezoning consideration of 480 Admiral Avenue, 6979 South Westnedge Avenue and 12 properties located along the east side of Dorset Street. Mr. Forth summarized previous Planning Commission discussions regarding this application that occurred on November 19<sup>th</sup>, December 3<sup>rd</sup> and December 17<sup>th</sup> and the decision to expand the consideration beyond the original request to rezone 480 Admiral Avenue. Mr. Forth then discussed the existing zoning, existing land use and Future Land Use Map designations for the 14 properties subject to the rezoning consideration, along with surrounding properties. Mr. Forth then summarized the preliminary analysis for the rezoning area and also referred the Commission to an email communication from Mr. Bryan Cederberg (612 Dorset Street) that was included in the final agenda packet.

Chairman Welch then opened the public hearing and the following citizens spoke in regard to the expanded rezoning consideration: 1) Mr. Greg Radd (Nederveld Associates, representing the applicant of the 480 Admiral rezoning request); 2) Mr. Rick Dueweke (606 Dorset); 3) Mrs. Alishia Cederberg (612

Dorset Street); 4) Mr. Bryan Cederberg (612 Dorset Street) and 5) Mr. Chad Scott (applicant/owner of 480 Admiral). Mr. Radd discussed the existing I-11/RM-1 zoning of 480 Admiral and the original request to rezone the property to R-1T in order to construct two duplexes along the northern portion. Mr. Radd restated the presence of wetlands and poor soils along the southern portion of the parcel and the intent to only develop the extreme northern portion of the property, at the east end of Cameo Avenue. Mr. Dueweke discussed the existing R-1T zoning of the seven Dorset Street lots and the previously submitted petition to rezone these lots to R-1A to reflect the historic single family detached residential development pattern. Mr. Dueweke also reviewed the Future Land Use Map designation of these Dorset Street lots and adjacent 480 Admiral Avenue parcel stated the R-1A zoning district is most consistent with the Future Land Use Map designation of Single-Family Detached Medium Density Residential. Ms. Cederberg discussed the existing zoning/land use arrangement along the east side of Dorset Street and stated that she believes the existing R-1T zoning is inconsistent with the established single family neighborhood. Ms. Cederberg discussed potential impacts associated with multiple family residential zoning and development and stated she supports rezoning the seven Dorset Street lots and 480 Admiral to R-1A. Mr. Cederberg read from his email communication provided to the Planning Commission in the final agenda packet and stated duplexes at the end of Cameo Avenue would change the character of the single family detached neighborhood. Mr. Cederberg stated development of the 480 Admiral Avenue parcel would eliminate the tree buffer adjacent the train tracks and would disrupt wildlife in the area. Mr. Cederberg discussed concerns and potential impacts associated with duplex development at the end of Cameo Avenue including increase traffic, speeding, devaluation of property values, trash, crime, etc. Mr. Cederberg stated he supports rezoning the seven Dorset lots and the 480 Admiral Avenue parcel from R-1T to R-1A consistent with the established single family detached neighborhood. Mr. Scott spoke in support of his original request to rezone 480 Admiral Avenue to R-1T and responded to citizen concerns regarding planned duplex development on the northern portion of the property. Mr. Scott indicated the duplexes would be approximately 1,600 square feet in size with three bedrooms and attached garages and rent for between \$1,200-\$1,400/month. Mr. Scott stated the duplexes would be constructed as condos and could be sold in the future. Mr. Scott indicated the duplexes would be occupied by families or young professionals and would be compatible with the existing neighborhood while enhancing adjacent property values.

After a brief discussion, a motion was made by Commissioner Dargitz, seconded by Commissioner Schimmel, to adjourn the public hearing for Rezoning Application #15/16-2, Admiral Avenue/Dorset Street, to the February 4, 2016 meeting. The motion was unanimously approved 6-0.

2. Final Report: Rezoning Application #15/16-3, 328 and 414 West Milham Avenue. Mr. West summarized the final staff report dated January 15, 2016 regarding a request to rezone the northern portions of 328 and 414 West Milham Avenue from R-1A, one family residential to OS-1, office service. Mr. West discussed the split zoning of the two properties and the historic use of the northern portions for office related parking. Mr. West reviewed the Comprehensive Plan and Future Land Use Map designations, the surrounding land use/zoning pattern and discussed the suitability of the existing R-1A zone and impacts of the proposed OS-1 zone. Mr. West stated staff was supportive of the proposed rezoning and the request was consistent with the Comprehensive Plan, Future Land Use Map and surrounding zoning/land use pattern and would eliminate the nonconforming status of the existing parking lots, while allowing for future office development/redevelopment flexibility and options.

Mr. Dan Jaqua (applicant/property owner) was present to support the rezoning application. The public hearing was reconvened by Chairman Welch. No citizens spoke regarding the proposed rezoning. A motion was made by Commissioner Patterson, seconded by Commissioner Dargitz, to close the public hearing. The motion was unanimously approved 6-0. After a brief discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Stoffer, to recommend to City Council that Rezoning Application #15/16-3 be approved and the northern 75-feet of 328 West Milham Avenue and the northern 100-feet of 414

West Milham Avenue be rezoned from R-1A, one family residential to OS-1, office service. The motion was unanimously approved 6-0.

3. Preliminary Report: Rezoning Application #15/16-4, 1521, 1603 and 1615 East Centre Avenue. Mr. Forth summarized the preliminary staff report dated January 15, 2016 regarding a request from Full Circle Communities to rezone 1521, 1603 and 1615 East Centre Avenue from OS-1, office service, RM-1, multiple family residential and R-1B, one family residential to PD, planned development. Mr. Forth discussed the two-step PD process involving the rezoning/tentative plan review and then the subsequent final/site plan review. Mr. Forth stated the PD rezoning would facilitate construction of 74 affordable apartment units within three buildings across the property. Mr. Forth discussed the historic district house and property located at 1521 East Centre Avenue and then summarized the proposed tentative plan design, layout and features and also discussed the one modification being requested from the mixture of housing type provision of the ordinance. Mr. Forth reviewed the preliminary analysis section of the report including the Comprehensive Plan/Future Land Use Plan designations and the suitability of the existing zoning and impacts of the proposed PD zoning.

Mr. Carl Kunda (applicant, Full Circle Communities) was present to support the rezoning application and explain the planned development project. Mr. Kunda stated that 1/3 of the units will be for residents with physical and sensory impairments and other special needs, and 1/3 of the units will be for households whose annual income is between 30-60% of the area median income. Mr. Kunda presented samples of building materials planned for the project and also explained the amount of needed off-street parking spaces in response to Commissioner Schimmel's inquiry.

The public hearing was opened by Chairman Welch. No citizens spoke regarding the proposed rezoning. A motion was then made by Commissioner Patterson, seconded by Commissioner Dargitz, to adjourn the public hearing for Rezoning Application #15/16-4, 1521, 1603 and 1615 East Centre Avenue, to the February 4, 2016 meeting. The motion was unanimously approved 6-0.

**OLD BUSINESS:**

None.

**STATEMENT OF CITIZENS:**

None.

8:15 p.m. - The Commission took a short recess.

8:20 p.m. - The Commission reconvened the meeting in City Hall Conference Room No. 2

**NEW BUSINESS:**

1. 2016-2026 DRAFT Capital Improvement Program. Mr. Forth discussed the modified Capital Improvement Program (CIP) process for this fiscal year that began in September 2015 with extensive public outreach, a CIP web page, an on-line citizen survey and a CIP Open House. Mr. Forth referred the Commission to the results of the on-line citizen survey which were included with the January 15, 2016 Department of Community Development staff report. Mr. Forth stated that over 80% of the citizens who completed the survey indicated support for directing capital funds toward Complete Streets and local street enhancement efforts. Mr. Forth then summarized the initial draft CIP document that included a Summary Table of projected revenues and expenditures over the 10-year period, Project Summary Tables that outline proposed projects by category, Project Funding Source Tables that outline funding sources by category and Project Profiles that summarize each proposed project. Mr. Forth stated a final draft of the 2016-2026 CIP

A large, bold, grey stamp with the word "DRAFT" in all caps, tilted slightly to the right. To the left of the text is a small icon of a document with a checkmark.

would be prepared and provided to the Commission in March for review and recommendation to City Council. The Commission and staff reviewed/discussed the initial draft document. The Commission had no additional comment at this time

**ADJOURNMENT:**

There being no further business to come before the Commission, the meeting was adjourned at 8:40 p.m.

Respectfully submitted,

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



## Department of Community Development

**TO:** Planning Commission **DATE:** January 29, 2016  
**FROM:** Vicki Georgeau, <sup>VJ</sup> Director of Community Development  
**SUBJECT:** Final Plan for Phase 1 of Whisper Rock, 2275 West Centre Avenue

### I. INTRODUCTION:

A final plan has been submitted by Hurley & Stewart, to construct Whisper Rock, the first phase of the residential portion of the Oakland Hills at Centre Planned Development project. Whisper Rock will include 45 attached residential units divided among 18, two unit buildings and three, three unit buildings. The approximate 14.6 acre site is zoned PD, planned development and located along the south side of West Centre Avenue west of Oakland Drive. Whisper Rock represents the fourth development project within the Oakland Hills at Centre Planned Development. Two office buildings, Cole-Galvas and 1<sup>st</sup> Source Bank, were the first two projects, a wireless communication tower (mono-pine) was the third.

### II. OAKLAND HILLS AT CENTRE PLANNED DEVELOPMENT:

The following is a brief history of the Oakland Hills at Centre Planned Development:

July 2006: City Council approved a zoning change from OTR, office technology and research to PD, planned development along with the tentative plan for the Oakland Hills at Centre Planned Development project. The tentative plan included a mix of office and attached residential development on an approximate 47.6 acre tract of land.

February 2009: City Council approved an extension to the previously approved tentative plan with minor changes including updated dates for each phase of the development and a slight boundary line/acreage change between the office and residential portions of the development project. City Council also approved the final plan for Cole Galvas, 2401 West Centre Avenue, which was the first development project.

June 2012: City Council approved a tentative plan amendment that included the addition of a wireless telecommunications tower within the office portion of the PD along Oakland Drive, revisions to the residential portion including a reduction in the total number of dwelling units from 116 to 107, revisions to the layout of the office portion of the PD and an updated phasing timeline.

August 2012: City Council approved the final plan for the Verizon wireless telecommunications tower.

October 2014: City Council approved the final plan for the 1<sup>st</sup> Source Bank.

January 2016: City Council approved a tentative plan amendment that included another reduction in the number of residential dwelling units from 107 to between 85 and 100; a reduction in the perimeter setback from 40 feet to 25 feet; and a reduction in the setback between buildings from 20 feet to 15 feet. The tentative plan was also updated to include previous development projects.

A copy of the 2016 amended tentative plan for the Oakland Hills at Centre PD is attached for Commission reference.

### **III. FINAL PLAN**

The final plan for Whisper Rock Phase 1 has been designed in substantial conformance with the approved tentative plan/narrative. Access to the site will be provided through the existing West Centre Avenue full service driveway that is shared with Hospice facility and the other Oakland Hills at Centre development projects. A shared/cross access agreement with the adjacent property owners involving the West Centre Avenue driveway have been executed and recorded with the Kalamazoo County Register of Deeds. Access to Oakland Drive is also being provided with this phase of development. Oakland Drive will be widened to accommodate a left turn lane similar to the Oakland Hills project located to the south on Oakland Drive.

Wetland area exists near the south and east ends of the project area. This wetland boundary is delineated on the final plan. No grading or other activity will occur in this area without approval from the Michigan Department of Environmental Quality (MDEQ). Storm water, with the exception of the area nearest Oakland Drive, will be collected and conveyed to a retention basin/water feature located in the center of the project area. An overflow discharge to the wetland to the south is also planned. The applicant is in communication with the MDEQ to obtain approval for this overflow discharge. The storm water from the area near Oakland Drive will be collected and conveyed to an underground system. An internal network of concrete sidewalks is planned consistent with the approved tentative plan. A five foot wide concrete sidewalk will also be installed along the Oakland Drive frontage. Municipal water and sanitary sewer will serve the proposed development and all outdoor lighting units will conform to applicable ordinance standards. Finally, limited grading activities will occur off site and impact property located at 8100 Oakland Drive (existing single-family dwelling), 2255 West Centre Avenue (Hospice) and 2401 West Centre (Cole-Galvas). The applicant has received approvals from the owners of 2255 West Centre Avenue and 8100 Oakland Drive. The applicant has indicated approval from the owner of 2401 West Centre will be obtained prior to Planning Commission review/recommendation.

### **IV. RECOMMENDATION:**

The final plan has been reviewed by the City Administrative departments. Staff advises that the Planning Commission recommend to City Council that the final plan for Phase 1 of Whisper Rock, 2275 West Centre Avenue, be approved subject to MDEQ approval of grading and storm water overflow discharge into the wetland area, and finalization of the detailed engineering plans.

Attachments: Final Plan Sheets  
Approved 2016 Tentative Plan for the Oakland Hills at Centre Planned Development



MIXED USE AND RESIDENTIAL DEVELOPMENT

WHISPER ROCK



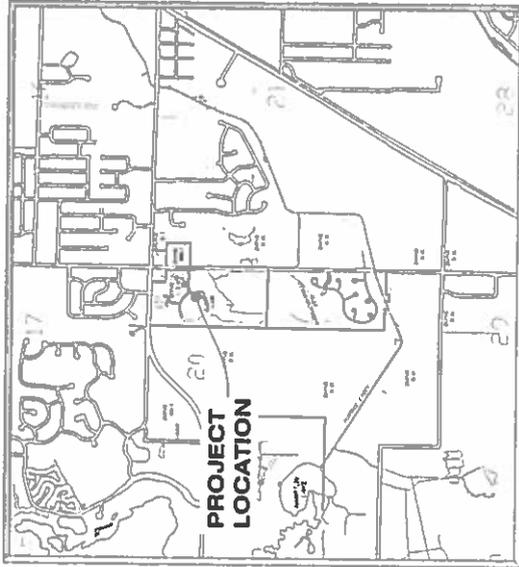
OCTOBER 27, 2015

# Construction Documents

## Whisper Rock

### A PLANNED DEVELOPMENT SITE CONDOMINIUM PROJECT

City of Portage  
Kalamazoo County, MI



**DRAWING INDEX**

SHT.#	DESCRIPTION
C-0	TITLE SHEET
C-1	EX. COND. - DEMO PLAN
C-2	SITE LAYOUT PLAN
C-3	SITE GRADING & SECC PLAN
C-4	WATER PLAN
C-5	STORM SEWER PLAN
C-6	SANITARY SEWER PLAN
C-7	DETAILS SHEET
C-8	DETAILS SHEET

**OWNER**  
AMERICAN VILLAGE DEVELOPMENT II, LLC  
4200 W. CENTRE AVENUE  
PORTAGE, MI 48924  
268.329.4800

**CONSTRUCTION MANAGER**



418 CONSTRUCTION, INC.  
4200 W. CENTRE AVENUE  
PORTAGE, MI 48924  
268.329.2022

**PLANS PREPARED BY:**  
Hurley & Stewart, Inc.  
3000 South 11th Street  
Lansing, Michigan 48209  
313.487.1000  
www.hurleyandstewart.com



hurley & stewart

**UTILITY CONTACTS:**

**COMPASS ENERGY CO**  
ELECTRIC  
2000 W. CENTRE AVENUE  
PORTAGE, MI 48924  
268.329.2124

**PLS WATER ENERGY CO**  
WATER  
1100 W. CENTRE AVENUE  
PORTAGE, MI 48924  
268.329.2124

**MI GAS SERVICE INC**  
GAS  
1100 W. CENTRE AVENUE  
PORTAGE, MI 48924  
268.329.2124

**MI STATE HIGHWAY DEPT**  
STATE HIGHWAY DEPT  
2000 W. CENTRE AVENUE  
PORTAGE, MI 48924  
268.329.2124

**MI STATE POLICE**  
STATE POLICE  
2000 W. CENTRE AVENUE  
PORTAGE, MI 48924  
268.329.2124



ISSUED FOR:  
SITE PLAN REVIEW SUBMITTAL  
01/26/16





AVB, LLC  
4200 W. CENTRE AVENUE  
PORTLAND, OR 97203  
503.223.2023

**3**  
HURLEY & BROWN  
3000 NE 11th Street, Suite 1110  
Portland, OR 97232  
503.281.0000

PROJECT: SITE GRADING & SESC PLAN  
AVB  
WHISPER ROCK

DATE: 08/14/2023  
DRAWN: J. BROWN  
CHECKED: J. BROWN  
PROJECT: AVB  
SHEET: C-3

**NOTES:**

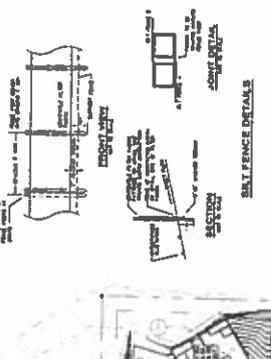
1. ALL EXISTING UTILITIES SHOWN ON THIS PLAN ARE BASED ON RECORD DRAWINGS AND FIELD SURVEY. VERIFY ALL UTILITIES PRIOR TO CONSTRUCTION.
2. SEE LATER PHASE PLANS FOR EXISTING AND PROPOSED UTILITIES AND FOR THE GRADING AND SESC PLAN.
3. ALL EXISTING AND PROPOSED UTILITIES SHALL BE PROTECTED AND NOT TO BE CUT OR DAMAGED.
4. ALL EXISTING AND PROPOSED UTILITIES SHALL BE PROTECTED AND NOT TO BE CUT OR DAMAGED.
5. ALL EXISTING AND PROPOSED UTILITIES SHALL BE PROTECTED AND NOT TO BE CUT OR DAMAGED.
6. ALL EXISTING AND PROPOSED UTILITIES SHALL BE PROTECTED AND NOT TO BE CUT OR DAMAGED.
7. ALL EXISTING AND PROPOSED UTILITIES SHALL BE PROTECTED AND NOT TO BE CUT OR DAMAGED.
8. ALL EXISTING AND PROPOSED UTILITIES SHALL BE PROTECTED AND NOT TO BE CUT OR DAMAGED.
9. ALL EXISTING AND PROPOSED UTILITIES SHALL BE PROTECTED AND NOT TO BE CUT OR DAMAGED.
10. ALL EXISTING AND PROPOSED UTILITIES SHALL BE PROTECTED AND NOT TO BE CUT OR DAMAGED.

**SOIL EROSION AND SEDIMENTATION CONTROL MEASURES**

KEY	DETAIL	CHARACTERISTICS
6	...	...
13	...	...
15	...	...
16	...	...
35	...	...
36	...	...
54	...	...

**NOTES:**

1. ALL EXISTING UTILITIES SHOWN ON THIS PLAN ARE BASED ON RECORD DRAWINGS AND FIELD SURVEY. VERIFY ALL UTILITIES PRIOR TO CONSTRUCTION.
2. SEE LATER PHASE PLANS FOR EXISTING AND PROPOSED UTILITIES AND FOR THE GRADING AND SESC PLAN.
3. ALL EXISTING AND PROPOSED UTILITIES SHALL BE PROTECTED AND NOT TO BE CUT OR DAMAGED.
4. ALL EXISTING AND PROPOSED UTILITIES SHALL BE PROTECTED AND NOT TO BE CUT OR DAMAGED.
5. ALL EXISTING AND PROPOSED UTILITIES SHALL BE PROTECTED AND NOT TO BE CUT OR DAMAGED.
6. ALL EXISTING AND PROPOSED UTILITIES SHALL BE PROTECTED AND NOT TO BE CUT OR DAMAGED.
7. ALL EXISTING AND PROPOSED UTILITIES SHALL BE PROTECTED AND NOT TO BE CUT OR DAMAGED.
8. ALL EXISTING AND PROPOSED UTILITIES SHALL BE PROTECTED AND NOT TO BE CUT OR DAMAGED.
9. ALL EXISTING AND PROPOSED UTILITIES SHALL BE PROTECTED AND NOT TO BE CUT OR DAMAGED.
10. ALL EXISTING AND PROPOSED UTILITIES SHALL BE PROTECTED AND NOT TO BE CUT OR DAMAGED.



**811**  
www.811.org  
Call before you dig





**SANITARY SEWER PLAN**  
**WHISPER ROCK**  
**AVB**

118  
 Call before you dig  
 1-800-4-A-DIG  
 1-800-4-2344

**HIS**  
 HISTORY & ALIGNMENT  
 2000 Maple Hill Street  
 Lakeland, Michigan 49604  
 269.662.4900 Fax 269.662.4901  
 www.his-engineers.com

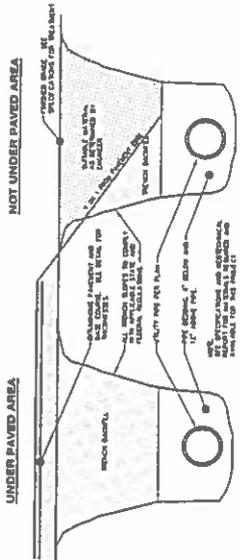
AVB, LLC  
 4200 W. CENTRE AVENUE  
 PORTAGE, MI 49624  
 269.333.2022  
 800-456-9888

**SANITARY SEWER STRUCTURE SCHEDULE**

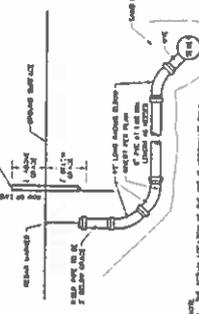
NO.	MANHOLE	STRUCTURE	DEPTH	DIAMETER	CONCRETE	PRICE PER LINEAL FOOT	PRICE PER STRUCTURE
1	12" DIA.	12" DIA. MANHOLE	4'-0"	12"	CONCRETE	12.00	12.00
2	18" DIA.	18" DIA. MANHOLE	4'-0"	18"	CONCRETE	18.00	18.00
3	24" DIA.	24" DIA. MANHOLE	4'-0"	24"	CONCRETE	24.00	24.00
4	30" DIA.	30" DIA. MANHOLE	4'-0"	30"	CONCRETE	30.00	30.00
5	36" DIA.	36" DIA. MANHOLE	4'-0"	36"	CONCRETE	36.00	36.00
6	42" DIA.	42" DIA. MANHOLE	4'-0"	42"	CONCRETE	42.00	42.00
7	48" DIA.	48" DIA. MANHOLE	4'-0"	48"	CONCRETE	48.00	48.00
8	54" DIA.	54" DIA. MANHOLE	4'-0"	54"	CONCRETE	54.00	54.00
9	60" DIA.	60" DIA. MANHOLE	4'-0"	60"	CONCRETE	60.00	60.00
10	66" DIA.	66" DIA. MANHOLE	4'-0"	66"	CONCRETE	66.00	66.00
11	72" DIA.	72" DIA. MANHOLE	4'-0"	72"	CONCRETE	72.00	72.00
12	78" DIA.	78" DIA. MANHOLE	4'-0"	78"	CONCRETE	78.00	78.00
13	84" DIA.	84" DIA. MANHOLE	4'-0"	84"	CONCRETE	84.00	84.00
14	90" DIA.	90" DIA. MANHOLE	4'-0"	90"	CONCRETE	90.00	90.00
15	96" DIA.	96" DIA. MANHOLE	4'-0"	96"	CONCRETE	96.00	96.00
16	102" DIA.	102" DIA. MANHOLE	4'-0"	102"	CONCRETE	102.00	102.00
17	108" DIA.	108" DIA. MANHOLE	4'-0"	108"	CONCRETE	108.00	108.00
18	114" DIA.	114" DIA. MANHOLE	4'-0"	114"	CONCRETE	114.00	114.00
19	120" DIA.	120" DIA. MANHOLE	4'-0"	120"	CONCRETE	120.00	120.00
20	126" DIA.	126" DIA. MANHOLE	4'-0"	126"	CONCRETE	126.00	126.00
21	132" DIA.	132" DIA. MANHOLE	4'-0"	132"	CONCRETE	132.00	132.00
22	138" DIA.	138" DIA. MANHOLE	4'-0"	138"	CONCRETE	138.00	138.00
23	144" DIA.	144" DIA. MANHOLE	4'-0"	144"	CONCRETE	144.00	144.00
24	150" DIA.	150" DIA. MANHOLE	4'-0"	150"	CONCRETE	150.00	150.00
25	156" DIA.	156" DIA. MANHOLE	4'-0"	156"	CONCRETE	156.00	156.00
26	162" DIA.	162" DIA. MANHOLE	4'-0"	162"	CONCRETE	162.00	162.00
27	168" DIA.	168" DIA. MANHOLE	4'-0"	168"	CONCRETE	168.00	168.00
28	174" DIA.	174" DIA. MANHOLE	4'-0"	174"	CONCRETE	174.00	174.00
29	180" DIA.	180" DIA. MANHOLE	4'-0"	180"	CONCRETE	180.00	180.00
30	186" DIA.	186" DIA. MANHOLE	4'-0"	186"	CONCRETE	186.00	186.00
31	192" DIA.	192" DIA. MANHOLE	4'-0"	192"	CONCRETE	192.00	192.00
32	198" DIA.	198" DIA. MANHOLE	4'-0"	198"	CONCRETE	198.00	198.00
33	204" DIA.	204" DIA. MANHOLE	4'-0"	204"	CONCRETE	204.00	204.00
34	210" DIA.	210" DIA. MANHOLE	4'-0"	210"	CONCRETE	210.00	210.00
35	216" DIA.	216" DIA. MANHOLE	4'-0"	216"	CONCRETE	216.00	216.00
36	222" DIA.	222" DIA. MANHOLE	4'-0"	222"	CONCRETE	222.00	222.00
37	228" DIA.	228" DIA. MANHOLE	4'-0"	228"	CONCRETE	228.00	228.00
38	234" DIA.	234" DIA. MANHOLE	4'-0"	234"	CONCRETE	234.00	234.00
39	240" DIA.	240" DIA. MANHOLE	4'-0"	240"	CONCRETE	240.00	240.00
40	246" DIA.	246" DIA. MANHOLE	4'-0"	246"	CONCRETE	246.00	246.00
41	252" DIA.	252" DIA. MANHOLE	4'-0"	252"	CONCRETE	252.00	252.00
42	258" DIA.	258" DIA. MANHOLE	4'-0"	258"	CONCRETE	258.00	258.00
43	264" DIA.	264" DIA. MANHOLE	4'-0"	264"	CONCRETE	264.00	264.00
44	270" DIA.	270" DIA. MANHOLE	4'-0"	270"	CONCRETE	270.00	270.00
45	276" DIA.	276" DIA. MANHOLE	4'-0"	276"	CONCRETE	276.00	276.00
46	282" DIA.	282" DIA. MANHOLE	4'-0"	282"	CONCRETE	282.00	282.00
47	288" DIA.	288" DIA. MANHOLE	4'-0"	288"	CONCRETE	288.00	288.00
48	294" DIA.	294" DIA. MANHOLE	4'-0"	294"	CONCRETE	294.00	294.00
49	300" DIA.	300" DIA. MANHOLE	4'-0"	300"	CONCRETE	300.00	300.00
50	306" DIA.	306" DIA. MANHOLE	4'-0"	306"	CONCRETE	306.00	306.00
51	312" DIA.	312" DIA. MANHOLE	4'-0"	312"	CONCRETE	312.00	312.00
52	318" DIA.	318" DIA. MANHOLE	4'-0"	318"	CONCRETE	318.00	318.00
53	324" DIA.	324" DIA. MANHOLE	4'-0"	324"	CONCRETE	324.00	324.00
54	330" DIA.	330" DIA. MANHOLE	4'-0"	330"	CONCRETE	330.00	330.00
55	336" DIA.	336" DIA. MANHOLE	4'-0"	336"	CONCRETE	336.00	336.00
56	342" DIA.	342" DIA. MANHOLE	4'-0"	342"	CONCRETE	342.00	342.00
57	348" DIA.	348" DIA. MANHOLE	4'-0"	348"	CONCRETE	348.00	348.00
58	354" DIA.	354" DIA. MANHOLE	4'-0"	354"	CONCRETE	354.00	354.00
59	360" DIA.	360" DIA. MANHOLE	4'-0"	360"	CONCRETE	360.00	360.00
60	366" DIA.	366" DIA. MANHOLE	4'-0"	366"	CONCRETE	366.00	366.00
61	372" DIA.	372" DIA. MANHOLE	4'-0"	372"	CONCRETE	372.00	372.00
62	378" DIA.	378" DIA. MANHOLE	4'-0"	378"	CONCRETE	378.00	378.00
63	384" DIA.	384" DIA. MANHOLE	4'-0"	384"	CONCRETE	384.00	384.00
64	390" DIA.	390" DIA. MANHOLE	4'-0"	390"	CONCRETE	390.00	390.00
65	396" DIA.	396" DIA. MANHOLE	4'-0"	396"	CONCRETE	396.00	396.00
66	402" DIA.	402" DIA. MANHOLE	4'-0"	402"	CONCRETE	402.00	402.00
67	408" DIA.	408" DIA. MANHOLE	4'-0"	408"	CONCRETE	408.00	408.00
68	414" DIA.	414" DIA. MANHOLE	4'-0"	414"	CONCRETE	414.00	414.00
69	420" DIA.	420" DIA. MANHOLE	4'-0"	420"	CONCRETE	420.00	420.00
70	426" DIA.	426" DIA. MANHOLE	4'-0"	426"	CONCRETE	426.00	426.00
71	432" DIA.	432" DIA. MANHOLE	4'-0"	432"	CONCRETE	432.00	432.00
72	438" DIA.	438" DIA. MANHOLE	4'-0"	438"	CONCRETE	438.00	438.00
73	444" DIA.	444" DIA. MANHOLE	4'-0"	444"	CONCRETE	444.00	444.00
74	450" DIA.	450" DIA. MANHOLE	4'-0"	450"	CONCRETE	450.00	450.00
75	456" DIA.	456" DIA. MANHOLE	4'-0"	456"	CONCRETE	456.00	456.00
76	462" DIA.	462" DIA. MANHOLE	4'-0"	462"	CONCRETE	462.00	462.00
77	468" DIA.	468" DIA. MANHOLE	4'-0"	468"	CONCRETE	468.00	468.00
78	474" DIA.	474" DIA. MANHOLE	4'-0"	474"	CONCRETE	474.00	474.00
79	480" DIA.	480" DIA. MANHOLE	4'-0"	480"	CONCRETE	480.00	480.00
80	486" DIA.	486" DIA. MANHOLE	4'-0"	486"	CONCRETE	486.00	486.00
81	492" DIA.	492" DIA. MANHOLE	4'-0"	492"	CONCRETE	492.00	492.00
82	498" DIA.	498" DIA. MANHOLE	4'-0"	498"	CONCRETE	498.00	498.00
83	504" DIA.	504" DIA. MANHOLE	4'-0"	504"	CONCRETE	504.00	504.00
84	510" DIA.	510" DIA. MANHOLE	4'-0"	510"	CONCRETE	510.00	510.00
85	516" DIA.	516" DIA. MANHOLE	4'-0"	516"	CONCRETE	516.00	516.00
86	522" DIA.	522" DIA. MANHOLE	4'-0"	522"	CONCRETE	522.00	522.00
87	528" DIA.	528" DIA. MANHOLE	4'-0"	528"	CONCRETE	528.00	528.00
88	534" DIA.	534" DIA. MANHOLE	4'-0"	534"	CONCRETE	534.00	534.00
89	540" DIA.	540" DIA. MANHOLE	4'-0"	540"	CONCRETE	540.00	540.00
90	546" DIA.	546" DIA. MANHOLE	4'-0"	546"	CONCRETE	546.00	546.00
91	552" DIA.	552" DIA. MANHOLE	4'-0"	552"	CONCRETE	552.00	552.00
92	558" DIA.	558" DIA. MANHOLE	4'-0"	558"	CONCRETE	558.00	558.00
93	564" DIA.	564" DIA. MANHOLE	4'-0"	564"	CONCRETE	564.00	564.00
94	570" DIA.	570" DIA. MANHOLE	4'-0"	570"	CONCRETE	570.00	570.00
95	576" DIA.	576" DIA. MANHOLE	4'-0"	576"	CONCRETE	576.00	576.00
96	582" DIA.	582" DIA. MANHOLE	4'-0"	582"	CONCRETE	582.00	582.00
97	588" DIA.	588" DIA. MANHOLE	4'-0"	588"	CONCRETE	588.00	588.00
98	594" DIA.	594" DIA. MANHOLE	4'-0"	594"	CONCRETE	594.00	594.00
99	600" DIA.	600" DIA. MANHOLE	4'-0"	600"	CONCRETE	600.00	600.00
100	606" DIA.	606" DIA. MANHOLE	4'-0"	606"	CONCRETE	606.00	606.00

LINE NO.	START STATION	END STATION	LENGTH	DIAMETER	DEPTH	CONCRETE	PRICE PER LINEAL FOOT	PRICE PER STRUCTURE
1	0+00	0+10	10.00	12"	4'-0"	CONCRETE	12.00	12.00
2	0+10	0+20	10.00	12"	4'-0"	CONCRETE	12.00	12.00
3	0+20	0+30	10.00	12"	4'-0"	CONCRETE	12.00	12.00
4	0+30	0+40	10.00	12"	4'-0"	CONCRETE	12.00	12.00
5	0+40	0+50	10.00	12"	4'-0"	CONCRETE	12.00	12.00
6	0+50	0+60	10.00	12"	4'-0"	CONCRETE	12.00	12.00
7	0+60	0+70	10.00	12"	4'-0"	CONCRETE	12.00	12.00
8	0+70	0+80	10.00	12"	4'-0"	CONCRETE	12.00	12.00
9	0+80	0+90	10.00	12"	4'-0"	CONCRETE	12.00	12.00
10	0+90	0+100	10.00	12"	4'-0"	CONCRETE	12.00	12.00
11	0+100	0+110	10.00	12"	4'-0"	CONCRETE	12.00	12.00
12	0+110	0+120	10.00	12"	4'-0"	CONCRETE	12.00	12.00
13	0+120	0+130	10.00	12"	4'-0"	CONCRETE	12.00	12.00
14	0+130	0+140	10.00	12"	4'-0"	CONCRETE	12.00	12.00
15	0+140	0+150	10.00	12"	4'-0"	CONCRETE	12.00	12.00
16	0+150	0+160	10.00	12"	4'-0"	CONCRETE	12.00	12.00
17	0+160	0+170	10.00	12"	4'-0"	CONCRETE	12.00	12.00
18	0+170	0+180	10.00	12"	4'-0"	CONCRETE	12.00	12.00
19	0+180	0+190	10.00	12"	4'-0"	CONCRETE	12.00	12.00
20	0+190	0+200	10.00	12"	4'-0"	CONCRETE	12.00	12.00
21	0+200	0+210	10.00	12"	4'-0"	CONCRETE	12.00	12.00
22	0+210	0+220	10.00	12"	4'-0"	CONCRETE	12.00	12.00
23	0+220	0+230	10.00	12"	4'-0"	CONCRETE	12.00	12.00
24	0+230	0+240	10.00	12"	4'-0"	CONCRETE	12.00	12.00
25	0+240	0+250	10.00	12"	4'-0"	CONCRETE	12.00	12.00
26	0+250	0+260	10.00	12"	4'-0"	CONCRETE	12.00	12.00
27	0+260	0+270	10.00	12"	4'-0"	CONCRETE	12.00	12.00





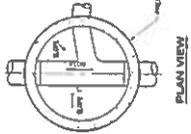
**TRENCH DETAILS**  
IN S.E.A.L.



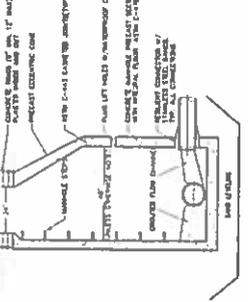
**SANITARY LEAD DETAIL**  
IN S.E.A.L.



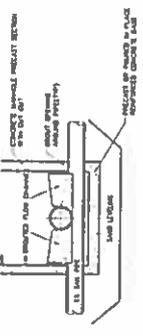
**SANITARY CLEANOUT DETAIL**  
IN S.E.A.L.



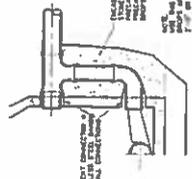
**PLAN VIEW**



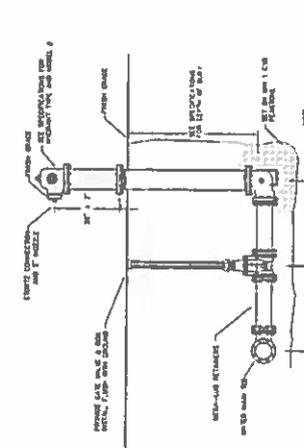
**STANDARD MAN SECTION**  
IN S.E.A.L.



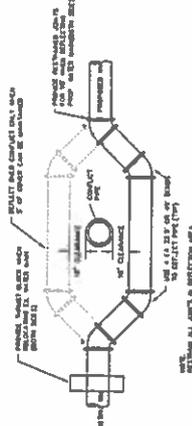
**MAN OVER EX. SANITARY SEWER**



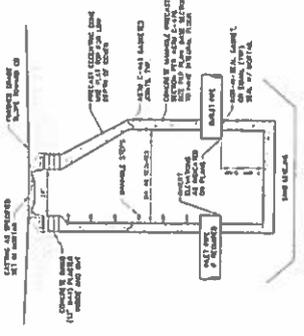
**DROP MAN SECTION**



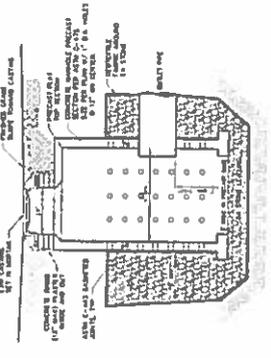
**HYDRANT ASSEMBLY DETAIL**  
IN S.E.A.L.



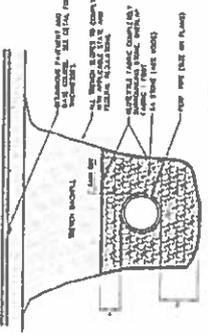
**WATER MAIN DEFLECTION DETAIL**  
IN S.E.A.L.



**CATCH BASIN DETAIL**  
IN S.E.A.L.



**LEACHING BASIN DETAIL**  
IN S.E.A.L.



**STONE TRENCH DETAIL**  
IN S.E.A.L.

**SANITARY MANHOLE DETAILS**  
IN S.E.A.L.



**TO:** Planning Commission **DATE:** January 29, 2016  
**FROM:** Vicki Georgeau, Director of Community Development  
**SUBJECT:** Height Modification: Trade Centre III Office, 650 Trade Centre Way

**I. INTRODUCTION/BACKGROUND:**

An application has been submitted by H & G, LLC requesting a height modification to construct the Trade Centre III Office Building at 650 Trade Centre Way to five-stories and a maximum height of 78-feet (top of mechanical screening wall). The subject property is zoned CPD, commercial planned development and part of the larger 20 acre Trade Centre Commercial Planned Development located north of Interstate 94 and west of West Fork Crossing.

In August 2012, City Council approved a Conceptual Plan Amendment for the Trade Centre Commercial Planned Development that included an updated development plan and revised phasing schedule. In addition to the two multi-story office buildings that were already present at 750 and 950 Trade Centre Way (Trade Centre I Office and Trade Centre II Office), the amended conceptual plan proposed construction of two four-story hotel buildings ranging between 50,000-60,000 square feet each, one four-story, 110,000 square foot office building (Trade Centre III Office) and three restaurant/retail buildings ranging between 5,000-12,000 square feet in size. The conceptual plan amendment also included approval of three ordinance modifications/waivers regarding the height/number of stories for the two hotel buildings and Trade Centre III office building, building setbacks for the two hotel buildings and a waiver from the conflicting land use screening requirement along the northern portion of the overall development site. As information for the Commission, the two four-story hotel buildings have since been constructed. A copy of the previously approved 2012 conceptual plan and narrative is attached for Commission review.

In regard to the Trade Centre III office building, the 2012 conceptual plan amendment approval included a height modification that allowed construction of this office building to four-stories and a maximum height of 65-feet. Based on the success of the two previously approved four-story office buildings, the applicant is now requesting approval to construct the Trade Centre III office building to five-stories and a maximum height of 78-feet (top of mechanical screening wall). A copy of the height modification request, preliminary site plan and building renderings for the Trade Centre III office building are attached for Commission review. The applicant has indicated the formal specific/site plan will be submitted for Planning Commission review at either the February 18<sup>th</sup> or March 3, 2016 meeting.

**II. ZONING CODE REQUIREMENTS:**

Section 42-350(B)(6) of the Land Development Regulations establishes a building height standard of 25-feet and one-story when the zoning lot abuts a single family residential zoning district, which can be increased with City Council approval. In granting building height modifications, the Commission/Council "...shall require that all yards shall be at least equal in their depth to the height of the structure." Furthermore, the Commission/Council must determine that the "...topography, natural features or other land use characteristics, including the distance of the proposed structure from other uses, adequately mitigate adverse impacts on any adjoining or surrounding uses."

### III. ANALYSIS:

The approximate 20 acre CPD zoning lot, which includes parcels addressed as 400, 420, 500, 650 and 750 Trade Centre Way, is currently occupied by a three-story, 50-foot tall office building and related improvements (Trade Centre I Office) constructed in 2003; a four-story, 55-foot tall hotel building and related improvements (Marriot Courtyard) constructed in 2012; and a four-story, 55-foot tall hotel building and related improvements (Hilton Homewood Suites) constructed in 2014. A four-story, 65-foot tall office building (Trade Centre II Office) and related improvements constructed in 2005 is also located to the west, at 950 Trade Centre Way. This Trade Centre II office building received approval in 2005 and was developed under a separate conceptual plan/narrative and specific/ site plan. The zoning lot is bordered to the north by the City of Kalamazoo wellfield, to the south by Trade Centre Way and Interstate 94 and to the east by West Fork Crossing and various commercial developments.

The portion of the CPD development addressed as 650 Trade Centre Way is situated adjacent to the approximate 50-acre City of Kalamazoo wellfield property to the north which is characterized by natural wetlands, floodplain, Portage Creek, mature trees and associated vegetation. While the wellfield property is zoned residential (RS-5: Residential, single-dwelling) under the City of Kalamazoo Zoning Ordinance, it has been exclusively utilized as a municipal wellfield and natural area. Single family residences, situated within the City of Portage, are located west of the City of Kalamazoo wellfield property. However, the nearest single family residences (located along Dukeshire Avenue) will be situated in excess of 600-feet from the proposed office building. Additionally, the single family residences located to the northwest of the CPD site are situated approximately 30-35 feet higher than the proposed office building.

With regard to the proposed height modification and the request to increase the height of the Trade Centre III office building by one-story and 13-feet above what was previously approved with the 2012 amended conceptual plan, the presence of the 50-acre City of Kalamazoo wellfield to the north, combined with the setback distances, elevation differences and the presence of the Portage Creek and associated natural area (trees/wetlands) will mitigate any potential impacts to the existing single family residences situated northwest of the CPD site. Additionally, the proposal to construct the five-story, 78-foot tall office building is consistent and compatible with the existing three-story, 50-foot tall Trade Centre I and four-story, 65-foot Trade Centre II office buildings located to the west and the two four-story, 55-foot tall hotel buildings to the east.

For the above stated reasons, staff is supportive of the requested building height modification. Consistent with Section 42-350(B)(6), the Trade Centre III office building will be setback at least 78-feet from the outer boundaries of the zoning lot and the location, setback distances and topographic differences will mitigate potential impacts on adjacent single family residentially zoned properties to northwest consistent with Section 42-350(B)(6). Additionally, the height modification satisfies Section 42-414.G (Authority to waive or modify standards) and will be consistent with the commercial planned development as a whole and will not be detrimental to the public welfare or injurious to other surrounding properties.

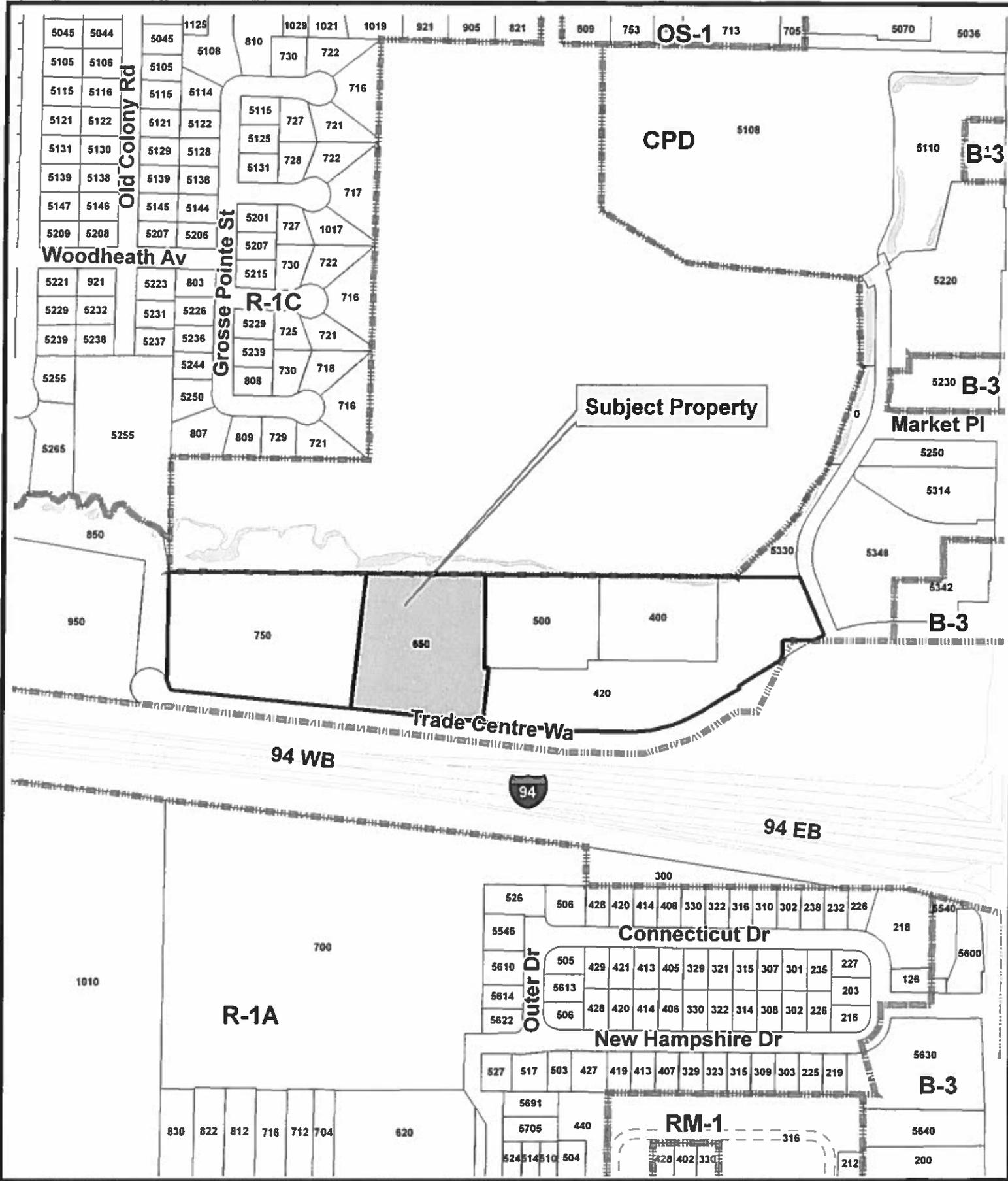
Per statutory requirements, residents/property owners within 300 feet of the zoning lot have been notified in writing of the special land use permit application and Planning Commission meeting. A notice was also placed in the local newspaper.

#### **IV. RECOMMENDATION:**

Subject to any public comment received and based on the above information provided by the applicant and foregoing analysis, the Planning Commission is advised to recommend to City Council that the Height Modification for Trade Centre III Office Building, 650 Trade Centre Way, be approved to allow construction of the building to five-stories and a maximum height of 78-feet (top of mechanical screening wall). The Trade Centre III Office Building will be setback at least 78-feet from the outer boundaries of the zoning lot and the location, setback distances and topographic differences will mitigate potential impacts on adjacent single family residentially zoned properties to north consistent with Section 42-350(B)(6) and Section 42-414.G of the Land Development Regulations.

Attachments: Vicinity/Zoning Map  
Aerial Photo Map  
Communication from Mr. Greg Dobson (H & G, LLC) dated January 28, 2016  
Preliminary Site Plan and Trade Centre III Office Building Renderings  
2012 Approved Conceptual Plan and Narrative

S:\Commdev\2015-2016 Department Files\Board Files\Planning Commission\PC Reports\Height Modifications\2016 01 29 Trade Centre III Office, 650 Trade Centre Way (height modification).doc



**Legend**

- 650 Trade Centre Way
- Zoning Lot
- Zoning Boundary

## Height Modification (Trade Centre III Office) 650 Trade Centre Way



1 inch = 400 feet



Subject Property

**Legend**

-  Zoning Lot
-  650 Trade Centre Way

Aerial Photo  
650 Trade Centre Way  
(Trade Centre III Office)



1 inch = 300 feet

## H & G, LLC

January 14, 2016

RECEIVED  
JAN 14 2016  
COMMUNITY DEVELOPMENT

Mr. Christopher Forth  
Deputy Director of Planning, Development & Neighborhood Services  
City of Portage  
7900 South Westnedge Avenue  
Portage, Michigan 49002

**RE: Conceptual Plan for 650 on Behalf of Trade Center G, L.L.C. and Trade Center G, L.L.C.**

Dear Chris:

Please accept the following request for revision to the Planned Development Conceptual Plan for the Trade Centre development located at the northwest corner of I-94 and Westnedge Ave. The requested revision is relative to the height and stories for a planned office building to be located east of the two existing office buildings and west of the two existing hotel. The building and site will be called 650 Trade Centre Way, carrying on the tradition of the three-story 750 Trade Centre Way and the four-story 950 Trade Centre Way office building to the west.

The developer is H & G, L.L.C. of 4200 W. Centre Avenue, Portage, MI, 49024. H & G, LLC is owned by local developers Joe Gesmundo and Roger Hinman of AVB and The Hinman Co. respectively. The land owners are Trade Center H., L.L.C. of 750 Trade Centre Way, Suite 100, Portage, MI 49002 and Trade Center G, L.L.C. of 4200 W. Centre Avenue, Portage, Michigan, 49024 as tenants in common.

The building will be marketed as Class A office space. The building will be five stories and approximately 78 feet tall. This height is one-story more and approximately 13' 4" feet taller than what was previously proposed by us and approved by the City of Portage in 2012.

The success of the previous two office buildings and the two hotels is motivating us to move forward on this third office building. The additional height is being requested to allow us to make the best possible use of key parcel of land in our development.

We are therefore requesting, in accordance with Section 42-414(G) of the Land Development Regulations of the City of Portage, a height modification request to allow the construction of a five-story building to a height not to exceed 78 feet.

Please contact me directly with any question or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg Dobson". The signature is fluid and cursive, with a prominent loop at the end.

Greg Dobson

C: Joseph L. Gesmundo  
Roger E. Hinman  
Rich MacDonald



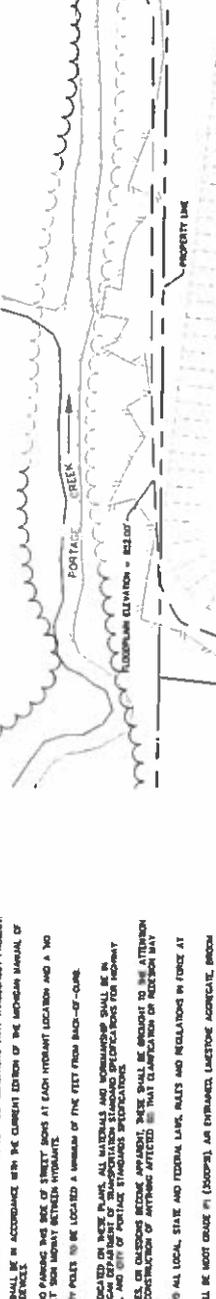
RECEIVED  
 JAN 14 2016  
 COMMUNITY DEVELOPMENT

### SITE LAYOUT PLAN TRADE CENTRE III H&G, LLC

Sheet Title  
 12/29/15  
 Sheet  
**C-2**

- LEGEND**
- PROPOSED CONCRETE SIDEWALK
  - PROPOSED CONCRETE CURB AND GUTTER
  - PROPOSED CONCRETE CURB AND GUTTER
  - CONCRETE SIDEWALK
  - CONCRETE SURFACE
  - PAVING STRIPES (S118)
  - ADA RAMP
  - HEAVY DUTY MAINTENANCE
  - MAINTENANCE

- SITE LEGEND**
- MAINTENANCE
  - CONCRETE SIDEWALK
  - CONCRETE CURB AND GUTTER
  - CONCRETE SIDEWALK
  - CONCRETE SURFACE
  - PAVING STRIPES (S118)
  - ADA RAMP
  - HEAVY DUTY MAINTENANCE
  - MAINTENANCE



660 TRADE CENTRE WAY  
 TRADE CENTRE III  
 MAINTENANCE OFFICE  
 108,870 SFT TOTAL

780 TRADE CENTRE WAY  
 TRADE CENTRE I

### NOTES

1. ALL DIMENSIONS SHOWN ARE TO THE EDGE OF CURB.
2. PROVIDE CURB CUTS/RAMP AT ALL BARBER FRET ACCESS POINTS.
3. PARALLEL SIDEWALKS AND SIDEWALKS SHALL CONFORM TO THE CURRENT MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES AND MICHIGAN BARBER FRET CODE.
4. SEE LANDSCAPE PLANS FOR HANDBOOK DETAILED DRAWING IN LANDSCAPED AREAS AND SIGNAGE.
5. SEE ARCHITECTURAL PLANS FOR MORE DETAILS ON TRADE CENTER WALLS, STAIRS, AND RAMP.
6. MATCH EXISTING CURB & GUTTER SECTIONS WHEN CONNECTING TO THEM. CONDITIONS VARY THROUGHOUT PROJECT.
7. ALL SIDEWALKS AND STRIPES SHALL BE IN ACCORDANCE WITH THE CURRENT EDITION OF THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.
8. PLACE THE HYDRANT AND NO PARKING SIGN ON THE SIDE OF STREET BOYS AT EACH HYDRANT LOCATION AND A 1/2 PARKING SIGN ON THE SIDE OF STREET BOYS BETWEEN HYDRANTS.
9. LIGHT STANDARDS AND LIGHT FIXTURES SHALL BE LOCATED A MINIMUM OF FIVE FEET FROM BACK-OF-CURB.
10. EXISTING SIDEWALKS SHALL BE REPAIRED OR REPLACED AS NECESSARY. ALL MATERIALS AND WORKMANSHIP SHALL BE IN ACCORDANCE WITH THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES AND MICHIGAN BARBER FRET CODE FOR CONSTRUCTION, 2003 EDITION, AND CITY OF PORTAGE STANDARDS SPECIFICATIONS.
11. IF ANY CHANGES, DISCREPANCIES, OR OMISSIONS BECOME APPARENT, THESE SHALL BE BROUGHT TO THE ATTENTION OF THE CLIENT PRIOR TO CONSTRUCTION OF ANYTHING AFFECTED BY THAT CLARIFICATION OR MODIFICATION MAY BE REQUIRED.
12. ALL WORK SHALL CONFORM TO ALL LOCAL, STATE AND FEDERAL LAWS, RULES AND REGULATIONS IN FORCE AT THE TIME OF CONSTRUCTION.
13. ALL EXISTING CONCRETE SHALL BE REPAIRED OR REPLACED AS NECESSARY. ALL EXISTING CONCRETE SHALL BE REPAIRED OR REPLACED AS NECESSARY. ALL EXISTING CONCRETE SHALL BE REPAIRED OR REPLACED AS NECESSARY.

### ZONING REQUIREMENTS

THE SITE IS ZONED UPO - COMMERCIAL PLANNED DEVELOPMENT  
 PROPOSED USE: MAINTENANCE OFFICE BUILDING  
 CONSTRUCTION TYPE: 1-B

PARKING  
 TOTAL PARKING SPACES REQUIRED: 213 SPACES  
 TOTAL PARKING SPACES PROVIDED: 213 SPACES  
 TOTAL PARKING SPACES: 213 SPACES  
 ALL PARKING SPACES SHALL BE ACCORDING TO ALL APPLICABLE LOCAL, STATE AND FEDERAL REQUIREMENTS.  
 TYPICAL PARKING SPACE DIMENSION: 8'x18'

STORAGE  
 THE BUILDING SHALL STORE WITH A TOTAL AREA OF 108,870 SFT.  
 USABLE FLOOR AREA OF 608 (13,142 SFT).

### LEGEND

- PROPOSED CONCRETE SIDEWALK
- PROPOSED CONCRETE CURB AND GUTTER
- CONCRETE SIDEWALK
- CONCRETE SURFACE
- PAVING STRIPES (S118)
- ADA RAMP
- HEAVY DUTY MAINTENANCE
- MAINTENANCE



660 TRADE CENTRE WAY  
 TRADE CENTRE III  
 MAINTENANCE OFFICE  
 108,870 SFT TOTAL

780 TRADE CENTRE WAY  
 TRADE CENTRE I

### NOTES

1. ALL DIMENSIONS SHOWN ARE TO THE EDGE OF CURB.
2. PROVIDE CURB CUTS/RAMP AT ALL BARBER FRET ACCESS POINTS.
3. PARALLEL SIDEWALKS AND SIDEWALKS SHALL CONFORM TO THE CURRENT MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES AND MICHIGAN BARBER FRET CODE.
4. SEE LANDSCAPE PLANS FOR HANDBOOK DETAILED DRAWING IN LANDSCAPED AREAS AND SIGNAGE.
5. SEE ARCHITECTURAL PLANS FOR MORE DETAILS ON TRADE CENTER WALLS, STAIRS, AND RAMP.
6. MATCH EXISTING CURB & GUTTER SECTIONS WHEN CONNECTING TO THEM. CONDITIONS VARY THROUGHOUT PROJECT.
7. ALL SIDEWALKS AND STRIPES SHALL BE IN ACCORDANCE WITH THE CURRENT EDITION OF THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.
8. PLACE THE HYDRANT AND NO PARKING SIGN ON THE SIDE OF STREET BOYS AT EACH HYDRANT LOCATION AND A 1/2 PARKING SIGN ON THE SIDE OF STREET BOYS BETWEEN HYDRANTS.
9. LIGHT STANDARDS AND LIGHT FIXTURES SHALL BE LOCATED A MINIMUM OF FIVE FEET FROM BACK-OF-CURB.
10. EXISTING SIDEWALKS SHALL BE REPAIRED OR REPLACED AS NECESSARY. ALL MATERIALS AND WORKMANSHIP SHALL BE IN ACCORDANCE WITH THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES AND MICHIGAN BARBER FRET CODE FOR CONSTRUCTION, 2003 EDITION, AND CITY OF PORTAGE STANDARDS SPECIFICATIONS.
11. IF ANY CHANGES, DISCREPANCIES, OR OMISSIONS BECOME APPARENT, THESE SHALL BE BROUGHT TO THE ATTENTION OF THE CLIENT PRIOR TO CONSTRUCTION OF ANYTHING AFFECTED BY THAT CLARIFICATION OR MODIFICATION MAY BE REQUIRED.
12. ALL WORK SHALL CONFORM TO ALL LOCAL, STATE AND FEDERAL LAWS, RULES AND REGULATIONS IN FORCE AT THE TIME OF CONSTRUCTION.
13. ALL EXISTING CONCRETE SHALL BE REPAIRED OR REPLACED AS NECESSARY. ALL EXISTING CONCRETE SHALL BE REPAIRED OR REPLACED AS NECESSARY.

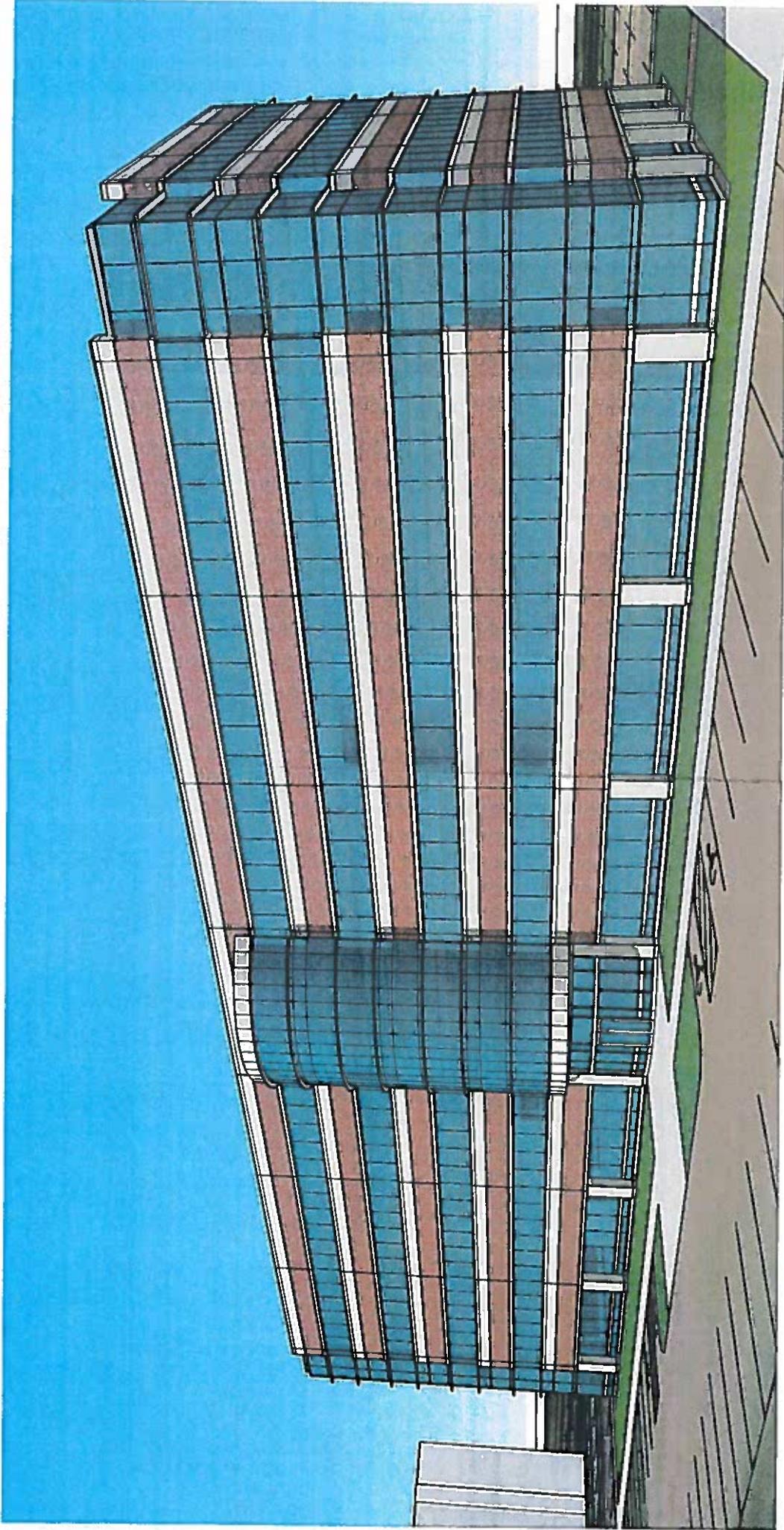
### ZONING REQUIREMENTS

THE SITE IS ZONED UPO - COMMERCIAL PLANNED DEVELOPMENT  
 PROPOSED USE: MAINTENANCE OFFICE BUILDING  
 CONSTRUCTION TYPE: 1-B

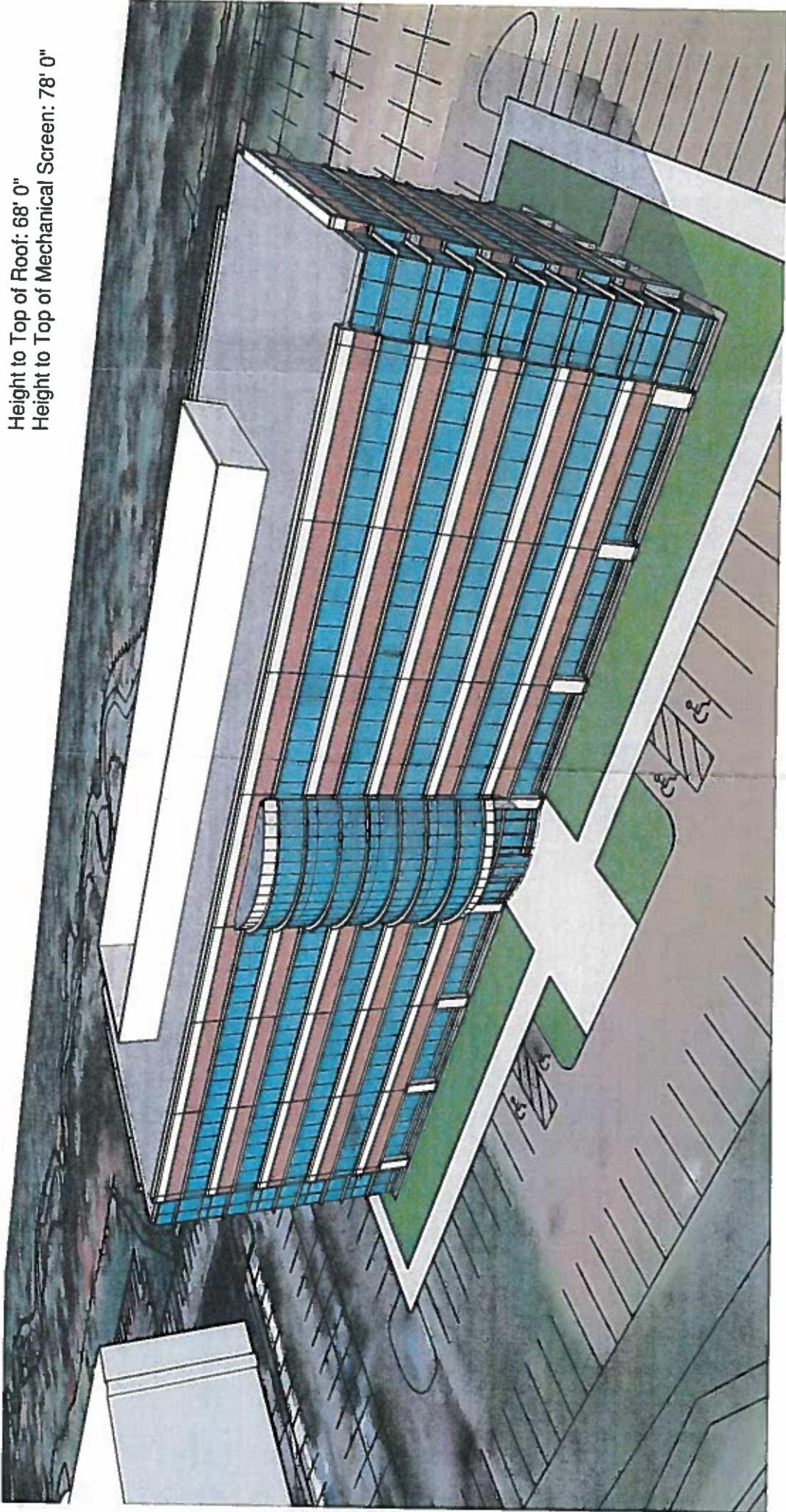
PARKING  
 TOTAL PARKING SPACES REQUIRED: 213 SPACES  
 TOTAL PARKING SPACES PROVIDED: 213 SPACES  
 TOTAL PARKING SPACES: 213 SPACES  
 ALL PARKING SPACES SHALL BE ACCORDING TO ALL APPLICABLE LOCAL, STATE AND FEDERAL REQUIREMENTS.  
 TYPICAL PARKING SPACE DIMENSION: 8'x18'

STORAGE  
 THE BUILDING SHALL STORE WITH A TOTAL AREA OF 108,870 SFT.  
 USABLE FLOOR AREA OF 608 (13,142 SFT).

Height to Top of Roof: 68' 0"  
Height to Top of Mechanical Screen: 78' 0"



Height to Top of Roof: 68' 0"  
Height to Top of Mechanical Screen: 78' 0"



avb  
construction | development

June 26, 2012

Mr. Michael K. West, AICP  
Assistant City Planner  
City of Portage  
7900 South Westnedge Avenue  
Portage, Michigan 49002

**RE: Conceptual Plan for 420 Trade Center Way-Trade Centre Holdings, LLC**

Dear Mike:

What follows is our revision to the conceptual plan for the 20.00 acre +/- property which includes 420 and 750 Trade Centre Way. The original conceptual plan was approved by Portage City Council in 2002. Interestingly, at that time, the developers Furniture Row, LLC had envisioned the property for hotel, restaurant and retail use—three uses we still proposed today. Further, they planned for an Extended Stay America hotel and had requested modifications for screening, setbacks and heights – all to accommodate the Extended Stay America hotel.

Since this time, significant progress has been made in relation to this conceptual plan. Importantly, in 2003, the property was sold to H & G, LLC a 50/50 partnership of local developers Roger Hinman from the Hinman Company and Joe Gesmundo from AVB – paving the way for new development to actually commence on the property. Very shortly thereafter, a 83,000 square foot, Class A office building was developed and is 100% occupied on the conceptual plan property. In addition, in 2006/07, the property to the west, which is not part of this conceptual plan, was developed as a 110,000 square foot Class A office building.

This property is comprised of the 750 Trade Centre Way office building, and the currently vacant property which sits at the at the east end of Trade Center Way west of West Fork Crossing and east of 750 Trade Centre Way. The information contained in this narrative is intended to be used in connection with the concept plan. Within this document we are requesting three modifications, the same ones requested in 2002- a height modification request, a rear setback modification request, and a screening modification in accordance with City of Portage Land Development Regulations.

Statement of Purpose: The purpose of this conceptual plan is to allow for the development office buildings, hotels, restaurants and retail space in a manner is that consistent with the high quality that has been established in the Trade Center development. Specifically, we are requesting to revise the Commercial Planned Development conceptual plan for the Trade Centre as noted herein.

General Development Plan: The concept plan indicates one additional four-story office building along with two four story hotels and three one to two-story restaurants. While the actual mix of office to hotel to restaurant may change, we are working to develop a cohesive development with a well-developed sense of place. While this plan is conceptual in nature and name, we expect the following approximate sizes and square footages for each use. The 110,000 square foot +/- office building will occupy between five and six acres, the 5,000 to 12,000 square foot restaurants will occupy pad sites between one and two acres and the 50,000 to 60,000 square foot hotel buildings will occupy between two and three acre sites each. The buildings will be of an architectural and structural character that will express an architectural character that integrates well into the existing development. In addition, the landscaping will be upscale through the development and will emphasize the adjacent West Fork of the Portage Creek where appropriate. We intend to orient the buildings so that they are aesthetically pleasing from I-94 and Trade Centre Way. The exterior building finishes will be mainly concrete or unit masonry materials such as split face block, brick, pre-cast or synthetic materials such as DRIVIT which have the appearance of masonry. Some natural stones or woods may be integrated in for architectural diversity. The color schemes for the primary

building surfaces will be limited to those that integrate positively with the existing Trade Center office buildings and the masses of the larger hotel and office buildings will be broken with banding, or movement in the elevation.

Property Map: We have attached a conceptual plan per the CPD requirements.

Developer: The developer is H & G, L.L.C, (Roger Hinman, Principal of The Hinman Company and Joe Gesmundo, Principal of AVB) of 4200 W. Centre Avenue, Portage, MI, 49024 and 750 Trade Centre Way, Portage, MI 49024. The land owner entity is Trade Centre Holdings, LLC of 750 Trade Centre Way, Portage, MI, 49024. Both entities, H & G, L.L.C. and Trade Centre Holdings, LLC, are owned 50/50 by Joe Gesmundo and Roger Hinman.

Holdings: A Warranty Deed showing this property is owned by Trade Centre Holdings, LLC is included in this package. Please note that two properties are owned by the City of Portage as shown on the attached concept plan. The easternmost holding is a street vacation which will be deeded to Trade Centre Holdings shortly. The southernmost holding will be retained by the City of Portage, but an easement will be given to Trade Centre Holdings, LLC for off street parking. Both properties are being conveyed, as noted above, according to a development agreement between the City of Portage and Trade Centre Holdings, LLC.

Property Lines, Streets and Utilities: The attached conceptual plan provides the adjacent tract property lines, the public streets, easements, and the locations of the underground water and sanitary sewer. All of these utilities are in place and ready to serve this portion of the development.

Topography: The topography is also shown on the conceptual plan.

Use, Height & Setbacks: The Class A office building will be four stories and will not exceed 65 feet tall to the top of the screen wall (tallest point on the building). The hotel buildings will be four stories and will not exceed 59 feet tall. The Class A office building is the same height as the existing 950

Trade Centre Way office building which was granted the same modification we are requesting herein.

We are therefore requesting, in accordance with Section 42-414(G) of the Land Development Regulations of the City of Portage, a height modification request to allow the construction of an office building to a height not to exceed 65 feet above the existing elevation of the land and hotel buildings not to exceed 59 feet above the existing grade. We ask that when considering this request you note the following factors which mitigate the impact of the height of this building.

- The property immediately north of these buildings is an approximately 50 acre natural area, owned by the City of Kalamazoo, presently used a well field.
- The property to the north and west contains a significant number of mature trees that will further screen the homes to the west from our proposed building. Further the residential property to the north and west is 30 to 35 feet higher in grade higher than the conceptual plan property.
- The nearest proposed building itself will be approximately 525 feet from the nearest residential property line, located on Dukeshire, to the north and approximately 600 feet from the nearest home to the north.
- Expert testimony, during development of the 950 Trade Centre building, indicated that the additional building mass reduces road noise impact on the residential properties to the north. Some resident comments have also indicated that the construction of the 950 Trade Centre building has reduced the sound impact of I-94.

We are also hereby requesting a rear set-back modification to 30' for the easterly hotel and 10' for the westerly hotel. These setback modifications are necessary owing to the following important factors:

- The property is wide (east to west) and fairly shallow in depth (north to south)
- Our goal with this plan is to allow for smooth vehicular circulation which requires drive aisles to be coordinated between the hotel sites, the restaurant pad sites and the 650 Trade Centre Way proposed office site
- Further, we desired to the best-looking front elevations front on I-94
- The westerly hotel proto-type requires a north and south orientation while the easterly hotel proto-type requires and east west orientation
- The general alignment of the hotels allows for a symmetrical repetition of the of the restaurant pads

These factors combined require the two hotel buildings to be pushed further to the north than normal and hence the requested set-back medication.

We are also requesting a waiver from the screening requirement from the adjacent City of Kalamazoo well field. It is our desire to allow the hotel guests and users to overlook the natural adjacent wetland properties. The easterly hotel is being designed with an outdoor open space and plaza to specifically orient to the natural views. As the property to the immediate north is a combination of wetlands and floodplain and presently serves as the City of Kalamazoo well field, we do not see that our requested waiver will create any negative impact on the property to the north.

Development Staging: What follows is our present anticipated staging of the development. However, no final commitments exist beyond the first hotel building.

- Hotel Building #1 – Summer 2013 to Fall 2014
- Hotel Building #2 – Summer 2014 to Fall 2015
- Restaurant #1 – Summer 2013 to Fall of 2015
- Restaurant #2 – Summer 2014 to Fall of 2016
- Restaurant #3 – Summer 2015 to Fall of 2017
- 650 Trade Centre Way Office Building –Summer of 2015 to Fall of 2017

Development Integration & Independence: Each building proposed herein is designed to be a part of a cohesive development while maintaining the ability to fully stand on its own merits. As such the buildings rely on being designed around an integrated architectural theme. Additionally the buildings will be benefited by a REA (Reciprocal Easement Agreement) to allow for the integrated development of the area as a whole. As such, common drives are shared, utility corridors and connections are ensured, and each parcel requires at least one vehicular and pedestrian connection to each adjacent parcel.

Common Open Space: The common open space within the Trade Centre is best demonstrated by viewing the attached conceptual plan. To outline the conceptual plan, common open space includes the Westnedge and Trade Centre Way entry statement, sign, and boulevard, the landscaping along the entire Trade Centre both north and sides, the storm retention area west of 750 Trade Centre Way. Additionally, for aesthetics, the Trade Centre mows the I-94 right of way between I-94 and the decorative fence (which is also owned and maintained as common space). This common area maintenance program would be one of many common areas that have been maintained by the developer successfully over the last 35 years. These common areas facilitate a natural and well-maintained feel to the entire development and is a unifying theme for the entire development.

Water & Sanitary Sewer: The water and sanitary sewer already run through the development, mainly along Trade Centre Way. The proposed buildings would be served by tying directly into these existing utilities. The storm system is worthy of particular note as that it is a bit unusual and relates directly to the permit that we have received from the MDEQ which is attached to this submission for reference. We presently anticipate maintaining all storm water underground, with overflows of said underground system being release to the West Fork of Portage Creek according to the flows approved by the MDEQ permit. If above ground storm water detention becomes necessary, such storm water volume would be proposed in a manner substantially similar to the storm water area between the 750 and 950 Trade Centre Way buildings. These storm water area has been an enhancement to our overall development and is

commented on often by current and prospective tenants for its attractiveness and natural feel.

Traffic & Parking: The traffic will be routed to the development along the newly constructed Trade Center Way, West Fork Crossing and Westledge Avenue. As these roads has been recently constructed, we assume they have been designed in anticipation of the approved 2002 conceptual plan. Therefore we expect that this road has been designed to handle exactly the traffic that is proposed for it. The width of the street is 32 feet which can also be seen on the attached conceptual plan. Parking will all be accommodated around the buildings as can be seen on the attached conceptual plan.

For your information, we provide the below table showing the anticipated traffic flows, based on the ITE Trip Generation Manual.

### ***Future Traffic Impacts***

<b>Use</b>	<b>Amount</b>	<b>Trip Ends/Day</b>
Hotels	180 Rooms	1250
3 Restaurants	30,000 sq. ft.	2700
Office*	193,000 sq. ft.	1850
	Total	5800

\*number includes 83,000 sq. ft. from the existing 750 Trade Centre Way building.

Covenants, Restrictions, Easements: As mentioned previously, the property will be developed subject to the REA (Reciprocal Easement Agreement). This document will ensure that the property is developed in a cohesive manner and is maintained properly into the future.

Natural Features: The property is bordered on the west by the natural storm water detention area, on the north by the City of Kalamazoo well field, on the east by West Fork Crossing and on the South by Trade Centre Way and I-94. As such the property is exposed to a significant amount of visual inspection on a daily basis and the main natural features have either been created in our re-development of this property or by the City of Kalamazoo well field to the north.

It should be noted that there are existing wetlands on the north edge of the property, immediately adjacent to Portage Creek. A small portion of this northern edge of the property is also within the floodplain. We have designed our hotels and the 650 Trade Centre office building to overlook the natural wet lands of the City of Kalamazoo well fields to the north and we think this is an especially appealing feature of these properties which are positioned so closely to I-94.

Over the last several years we have employed two highly regarded consultants to help us revise the current location of the floodplain line by filing a Letter of Map Amendment with FEMA. The Michigan Department of Environmental Quality has granted H & G the required permits to relocate a portion of the wetland that was in conflict with our proposed development. The permit includes a FEMA letter of map amendment to redefine the floodplain line and allows the relocation of the existing wetlands on our property. This is a particularly interesting and innovative project which is a cooperative venture between Trade Centre Holdings and The Nature Centre. The project features mitigating this wetland from the Trade Centre to downtown Kalamazoo as part of a larger Kalamazoo Nature Center rehab project.

This proposed concept plan is fully in compliance with the MDEQ permit, including the manner in which storm water is handled on site with controlled releases to the West Fork of the Portage Creek in volumes that are controlled by said permit.

In summary we at H & G look forward to working with both the City of Portage and our neighbors in a positive manner. Please direct any questions to me at (269) 329-3636 or [gdobson@avbinc.com](mailto:gdobson@avbinc.com).

Sincerely,

A handwritten signature in black ink, appearing to read "Greg Dobson", with a horizontal line extending to the right.

Greg Dobson

C: Joseph L. Gesmundo  
Roger E. Hinman  
Rich MacDonald



**TO:** Planning Commission

**DATE:** January 29, 2016

**FROM:** Vicki Georgeau,  Director of Community Development

**SUBJECT:** Final Report: Rezoning Application #15/16-2 (expanded), 480 Admiral Avenue; 6979 South Westnedge Avenue; 6843, 422, 426, 502, 508, 514, 520, 526, 532, 606, 612 and 618 Dorset Street

**I. INTRODUCTION:**

An application has been received from Mr. Chad Scott requesting that 480 Admiral Avenue be rezoned from RM-1, multiple family residential and I-1, light industry to R-1T, attached residential. According to the applicant, the rezoning would facilitate construction of one (1) to three (3) two-family residential dwellings (duplexes) along the northern portion of the property, at the eastern terminus of Cameo Avenue.

The Planning Commission initially convened a public hearing during the November 19<sup>th</sup> and December 3<sup>rd</sup>, 2015 meetings to discuss the proposed rezoning of 480 Admiral Avenue. After receiving public comment, and as recommended by staff, the Commission voted unanimously to adjourn the rezoning application until the January 21, 2016 meeting to further evaluate the application, including consideration to expand the rezoning area. During the December 17<sup>th</sup> meeting, the Planning Commission reviewed the surrounding area and decided to expand the rezoning application to also consider rezoning 6979 South Westnedge Avenue from I-1, light industry, RM-1, multiple family residential and B-2 community business to R-1A, one family residential; and 6843, 422, 426, 502, 508, 514, 520, 526, 532, 606, 612 and 618 Dorset Street from R-1A, one family residential, R-1T, attached residential and I-1, light industry to R-1A, one family residential and/or R-1T, attached residential. A summary of the properties included in the expanded rezoning application is provided in the table below.

Applicant	Property Address	Parcel Number	Zoning	
			Existing	Proposed
Chad Scott	480 Admiral Avenue	00010-260-O	I-1/RM-1	R-1T
Planning Commission	6979 South Westnedge Avenue	00010-256-A	I-1/RM-1/B-2	R-1A
Planning Commission	6843 Dorset Street	06840-044-O	R-1A/I-1	R-1T or R-1A
Planning Commission	422 Dorset Street	06840-042-O	R-1A/I-1	R-1T or R-1A
Planning Commission	426 Dorset Street	06840-041-O	R-1A/I-1	R-1T or R-1A
Planning Commission	502 Dorset Street	06840-040-O	R-1A	R-1T
Planning Commission	508 Dorset Street	06840-039-O	R-1A	R-1T
Planning Commission	514 Dorset Street	06840-038-O	R-1T	R-1A
Planning Commission	520 Dorset Street	06840-037-O	R-1T	R-1A
Planning Commission	526 Dorset Street	06840-036-O	R-1T	R-1A
Planning Commission	532 Dorset Street	06840-035-O	R-1T	R-1A
Planning Commission	606 Dorset Street	06840-034-O	R-1T	R-1A
Planning Commission	612 Dorset Street	06840-033-O	R-1T	R-1A
Planning Commission	618 Dorset Street	06840-032-O	R-1T	R-1A
14 parcels/lots				

## **II. EXISTING CONDITIONS (ZONING, EXISTING AND FUTURE LAND USE):**

Attached are several maps that depict the existing zoning pattern, existing land use pattern and Future Land Use Map designations for the properties included in the expanded rezoning consideration and surrounding area. Commercial land use/zoning (B-2, B-3) is present along the South Westnedge Avenue frontage properties and the west end of Admiral Avenue, while multiple family residential land use/zoning (apartments and four-unit attached buildings zoned RM-1) is present along the north and south sides of Admiral Avenue. Properties located along Cameo Avenue and Dorset Street are primarily single-family detached residential homes zoned R-1A and R-1T, with the exception of three, two-family attached dwellings (duplexes) located along the southeast side of Dorset Street. Commercial and industrial land use/zoning (B-2 and I-1) including the Portage Crossings Shopping Center, Home Depot and Consumers Energy substation are situated north and west of the homes on Cameo Avenue. The original rezoning parcel at 480 Admiral Avenue is vacant with the southern portion zoned RM-1 and the northern portion zoned I-1. Vacant land zoned I-1 and RM-1 and owned by the City of Portage and part of the Bicentennial Park is located east of 480 Admiral Avenue and south of four-unit attached dwellings on Admiral Avenue.

The Future Land Use Map component of the Comprehensive Plan identifies the commercial properties located along South Westnedge Avenue and west/north of the homes on Cameo Avenue as appropriate for Regional Business land use. The vacant city-owned property located east of the homes on Dorset Street and south of the four-unit attached dwellings on Admiral Avenue is primarily identified for Park/Recreation land use. A portion of this land south of 200 and 280 Admiral Avenue is designated for Regional Business land use. Multiple family and single family residential properties located along Admiral Avenue, Cameo Avenue and Dorset Street are designated for Single-Family Detached Medium Density Residential (SFD-MD) land use. The SFD-MD land use designation is intended to provide for a greater diversity in single-family housing development at higher densities (up to 6 units per acre) than allowed under the Low Density Residential designation (1-4 units per acre). Areas planned for SFD-MD land use are often located adjacent to higher intensity uses, such as the Regional Business area, and generally correspond to the R-1A, one family residential and PD, planned development zoning districts. Based on Zoning Code requirements, the R-1A district allows for a maximum residential development density of 4-5 units/acre (detached), while the PD district allows for up to 7 units/acre (combined single-family and multi-family units). For comparison purposes, the R-1T district allows for a maximum residential development density of 7 units/acre (attached).

While Future Land Use Map designations are intended to serve as a general guide for future development and rezoning considerations, they are not necessarily intended to be property line and/or parcel specific. Specific zoning district boundaries need to be determined on a case-by-case basis considering overall consistency with the Comprehensive Plan/Future Land Use Map, surrounding land use/zoning pattern, development/redevelopment potential, impacts on adjacent properties and other factors.

Furthermore and as cited in Chapter 4 of the Comprehensive Plan, the Future Land Use Plan is a representation of general physical features/land use activities in the city when fully developed and does not imply that all of the changes will or should occur in the near term. Development and redevelopment will proceed in a manner consistent with policies on the environment, transportation and infrastructure capacity, as examples, and other matters which help determine the appropriate timeframe. Also, zoning decisions should, over time, produce changes that gradually establish greater conformity between the Zoning Map and the Future Land Use Plan. Importantly, deviations from the Future Land Use Map and Comprehensive Plan may be appropriate when justified by more detailed information, changes to conditions, or in the case where a deviation is not contrary to the overall intent and purpose of the Plan.

### **III. HISTORICAL RESIDENTIAL DEVELOPMENT/ZONING PATTERN:**

Development of the multiple-family and single family residential uses located along Admiral Avenue, Cameo Avenue and Dorset Street began with approval of the Ramey Park Plat in 1958 (see attached plat map). The Ramey Park Plat includes the lots located along the north side of Admiral Avenue and along both sides of Cameo Avenue and Dorset Street. Subsequently, single family detached residential home construction began in the late 1950's and concluded in the mid-1970's. According to available city records, the three, two-family attached residential dwellings (duplexes) located at 6843, 422 and 426 Dorset Street were constructed in 1965 prior to the comprehensive rezoning of the city. Prior to the 1965 rezoning, the property was zoned "B Residence" that permitted both single-family and two-family dwellings. The 1965 zoning change to R-1A made these three duplexes nonconforming.

In 1968, City Council approved three rezoning applications (see attached map) that established the current zoning pattern and eventually facilitated construction of the apartment building located at 135 Admiral Avenue and the four-unit attached residential dwellings located along the south side of Admiral Avenue. Application #68-1 rezoned 280, 310, 340, 370, 400 and 430 Admiral Avenue from R-1A to RM-1 and 440 and 450 Admiral Avenue from I-1 to RM-1. The Woodside Ridge No. 1 plat was subsequently created in 1976, and construction of the four-unit attached residential buildings occurred in the late 1970s. Application #68-4 rezoned 135 Admiral Avenue from B-2 to RM-1 and subsequent construction of the apartment building occurred in approximately 1974. Application #68-3 rezoned 514, 520, 526, 532, 606, 612 and 618 Dorset from R-1A to R-1T, however, subsequent construction of single family detached residences occurred in the early 1970s. Application #68-3 also rezoned the rear portion of the subject rezoning parcel (480 Admiral Avenue) and a small triangular-shaped piece of the city-owned parcel located at 6979 South Westnedge Avenue from I-1 to RM-1, however, these properties have remained undeveloped.

### **IV. PUBLIC HEARING/COMMENTS:**

The Planning Commission convened a public hearing to consider the expanded rezoning application during the January 21, 2016 meeting. Mr. Rick Dueweke (606 Dorset), Mrs. Alishia Cederberg (612 Dorset Street) and Mr. Bryan Cederberg (612 Dorset Street) spoke in opposition to the request to rezone 480 Admiral Avenue to R-1T for development of duplexes and stated that 480 Admiral Avenue and the seven existing Dorset Street lots, also zoned R-1T, should be rezoned to R-1A to reflect the historic single family detached residential development pattern of the neighborhood. Mr. Dueweke stated the R-1A zoning district is most consistent with the Future Land Use Map designation and Mr. and Mrs. Cederberg discussed potential negative impacts associated with multiple family residential zoning including increase traffic, speeding, devaluation of property values, trash, noise and crime. Mr. Chad Scott (original applicant/owner of 480 Admiral) and Mr. Greg Radd (Nederveld Associates, representing Mr. Scott) were present to support the original rezoning request of 480 Admiral Avenue to R-1T. Mr. Scott responded to citizen concerns regarding his plans to construct two duplex units along the northern portion of the property, at the eastern terminus of Cameo Avenue. Mr. Scott discussed specifics of the project and stated the duplexes would be occupied by families or young professionals and would be compatible with the existing neighborhood while enhancing adjacent property values.

### **V. FINAL ANALYSIS:**

The following analysis has been prepared based on general land use considerations, the Comprehensive Plan, traffic conditions and surrounding development patterns. Issues to be considered are consistency with the Future Land Use Plan Map and Development Guidelines, suitability of the existing zoning classification and the impacts of the proposed zoning classification.

#### 480 Admiral Avenue (original rezoning request)

- Existing Land Use: Vacant
- Existing Zoning: I-1, light industry (northern portion), RM-1, multiple family residential (southern portion)
- Future Land Use Map: Single-Family Detached-Medium Density Residential
- History: In 1968, the southern portion of this parcel was rezoned from I-1 to RM-1, in conjunction with the rezoning of the seven lots on Dorset Street from R-1A to R-1T (see below). While the current zoning permits a mix of industrial and multi-family residential land uses, the property has remained vacant largely due to location, accessibility and environmental limitations.
- Suitability of Existing Zoning/Impacts of Zoning Change: The existing I-1 zone along the northern portion of parcel and potential future industrial development would not be compatible with adjacent residential neighborhood. A zoning change to R-1T as requested by the applicant would constitute a “down zoning” and a reduction in the intensity of the land use currently allowed under the existing I-1/RM-1 zoning. However, a zoning change to R-1A would be most consistent with the Future Land Use Map designation and the historic single family detached residential development pattern in the adjacent neighborhood.

#### 514, 520, 526, 532, 606, 612 and 618 Dorset Street

- Existing Land Use: single-family detached residential homes
- Existing Zoning: R-1T, attached residential
- Future Land Use Map: Single-Family Detached-Medium Density Residential
- History: In 1968, these seven lots were rezoned from R-1A to R-1T. While two-family attached dwellings (duplexes) could have been constructed on these lots, single-family detached homes were subsequently constructed in the late 1960’s/early 1970’s.
- Suitability of Existing Zoning/Impacts of Zoning Change: The existing R-1T zoning is not necessary to support the long-term use of these properties as single family detached homes. A zoning change from R-1T to R-1A would not create nonconformities at these properties. However, possible future conversion of these homes to duplexes or redevelopment of these lots with duplexes would not be permitted at these properties under an R-1A zoning designation. The R-1A zoning district also more accurately reflects the historic use of these properties and is most consistent with the Future Land Use Map designation.

#### 502 and 508 Dorset Street

- Existing Land Use: single-family detached residential homes
- Existing Zoning: R-1A, one-family residential
- Future Land Use Map: Single-Family Detached-Medium Density Residential
- History: The single-family detached residential homes on these two lots were constructed in the early 1970s consistent with the R-1A zoning district.
- Suitability of Existing Zoning/Impacts of Zoning Change: The existing R-1A zoning for these two lots is consistent with the established single-family detached residential land use pattern and the neighborhood. While a zoning change to R-1T could be considered, it is not necessary to support the existing single-family detached residential homes. The R-1T district would not be entirely consistent with the Future Land Use Map and would allow for future conversion of these homes to duplexes, or redevelopment of the lots with duplexes. Retention of the R-1A zoning is consistent with the existing land use pattern and the Future Land Use Map.

6843, 422 and 426 Dorset Street

- Existing Land Use: two-family attached dwellings (duplexes)
- Existing Zoning: R-1A, one-family residential and I-1, light industrial (rear portions)
- Future Land Use Map: Single-Family Detached-Medium Density Residential
- History: According to city records, duplexes on these three properties were constructed in 1965 prior to the adoption of the City of Portage comprehensive zoning ordinance and map. When these three duplexes were developed, the property was zoned "B Residence", which permitted single-family and two-family residential uses. Following the comprehensive update of the city zoning ordinance and map in 1965, these three duplexes are lawfully nonconforming and governed by the nonconforming use regulations of the Zoning Code. The rear portions of these properties, which are currently zoned I-1 and vacant, appear to be a result of a lot line adjustment that occurred sometime in the 1970's.
- Suitability of Existing Zoning/Impacts of Zoning Change: Retention of the existing R-1A zoning for the front portion of these three parcels would continue the historical nonconforming status of the existing duplexes. A zoning change from I-1 to R-1A for the rear portions of these properties would be consistent with the current R-1A zoning of the front portion and the Future Land Use Map. Since the rear portions of these properties are currently vacant, a zoning change to R-1A would not affect the status of the existing duplexes located on the front portions of these properties. Alternatively, a zoning change from R-1A/I-1 to R-1T for the entirety of these properties could also be considered, which would eliminate the nonconforming use status of the duplexes on these three properties. However, and as stated previously, the R-1A zoning is most consistent with the Future Land Use Map designation of Single-Family Detached-Medium Density Residential.

6979 South Westnedge Avenue

- Existing Land Use: vacant, city owned property which is part of Bicentennial Park
- Existing Zoning: I-1, light industrial, RM-1, multiple family residential, B-2, community business
- Future Land Use Map: Park/Recreation and Regional Business (extreme western portion)
- History: This approximate 20 acre parcel is L-shaped paralleling the west side of the Grand Elk railroad tracks and fronting the north side of Romence Road Parkway with approximately 1,450 feet of frontage (a small area of this parcel is also located on the south side of Romence Road Parkway, which is zoned R-1A). The property is designated for recreation and park and is part of the Bicentennial Park system. As such, the property cannot be sold and privately developed without a change in the park designation and/or a referendum vote by the residents of Portage.
- Suitability of Existing Zoning/Impacts of Zoning Change: Given the city ownership of the property and park designation, a zoning change from I-1, RM-1 and B-2 to R-1A, or a similar low intensity residential district, could be considered and would be more consistent with the Comprehensive Plan, but would not affect future use or designation of this land area. Modifying the zoning pattern adjacent to the existing commercial/multiple family residential land uses located along South Westnedge Avenue and Admiral Avenue may impact land use restrictions related to screening, setbacks and building height apply when adjacent to single family residential zoning. To address this issue, the western portion of the parcel currently zoned B-2 could be retained.

## VI. RECOMMENDATION:

Following the first public hearing involving only 480 Admiral Avenue on November 19, 2015 staff could support a zoning change to either R-1A or R-1T. Prior to or during the November 19<sup>th</sup> public hearing, no public comment had been received. As a result, staff provided the Commission with a recommendation to rezone 480 Admiral Avenue to R-1T. Although not as consistent with the Comprehensive Plan designation of Single-Family Detached-Medium Density Residential as the R-1A district, the R-1T district is a lower intensity attached residential zoning district and represents a down-zoning of the property from I-1, light industrial and RM-1, multi-family residential that would permit higher intensity land uses. During the second and what would have been the final public hearing held on December 3, 2015, several neighborhood residents attended the meeting and expressed concerns and opposition to the proposed zoning change.

In the preliminary staff report dated November 13, 2015, staff noted there were other inconsistencies between the Future Land Use Plan Map and current zoning in this area and suggested the Commission consider these inconsistencies at a later date so as not to delay the applicant. However, during the December 3<sup>rd</sup> public hearing, these other zoning inconsistencies were discussed in relation to the 480 Admiral Avenue rezoning application. Two Dorset Street residents indicated the zoning of their property and several others along Dorset Street was incorrect and should be changed. After additional discussion, the Planning Commission voted to adjourn the rezoning application until the January 21, 2016 meeting to further evaluate the application, including consideration to expand the rezoning area. During the December 17<sup>th</sup> meeting, the Planning Commission reviewed the surrounding area and accepted public comment from the applicant and neighborhood residents. A petition was submitted by five of seven Dorset Street property owners requesting their lots be rezoned from R-1T to R-1A. At the conclusion of the discussion, the Commission voted to expand the rezoning application to include several additional properties adjacent to 480 Admiral Avenue and set a public hearing on January 21, 2016.

After evaluating the entire area (current zoning/land use patterns and future land use designations) and consideration of public input from both the applicant and neighborhood residents, staff is advising the Planning Commission, subject to any additional comments that may be received during the public hearing, to recommend to City Council that Rezoning Application #15/16-2 be approved with the following changes:

- 480 Admiral Avenue be rezoned from I-1, light industrial and RM-1, multiple family residential to R-1A, one family residential;
- 514, 520, 526, 532, 606, 612 and 618 Dorset Street be rezoned from R-1T, attached residential to R-1A, one family residential;
- 502 and 508 Dorset Street remain zoned R-1A, one family residential (No change);
- 6843, 422 and 426 Dorset Street (rear portions) be rezoned from I-1, light industry to R-1A, one family residential. Front portions of properties remain zoned R-1A (No change);
- 6979 South Westnedge Avenue be rezoned from I-1, light industry and RM-1, multiple family residential to R-1A, one family residential and the western portion of the parcel remaining zoned B-2, community business.

The rezoning recommendation establishes a zoning pattern that is most consistent with the Comprehensive Plan/Future Land Use Map designations and that best reflects the historic land use pattern within the Cameo Avenue/Dorset Street single family detached residential neighborhood. The recommended R-1A zoning for 514, 520, 526, 532, 606, 612 and 618 Dorset Street would not create any nonconformities and would most accurately reflect the historic use of these properties as single family detached residences. A rezoning of 480

Rezoning Application #15/16-2 (expanded)

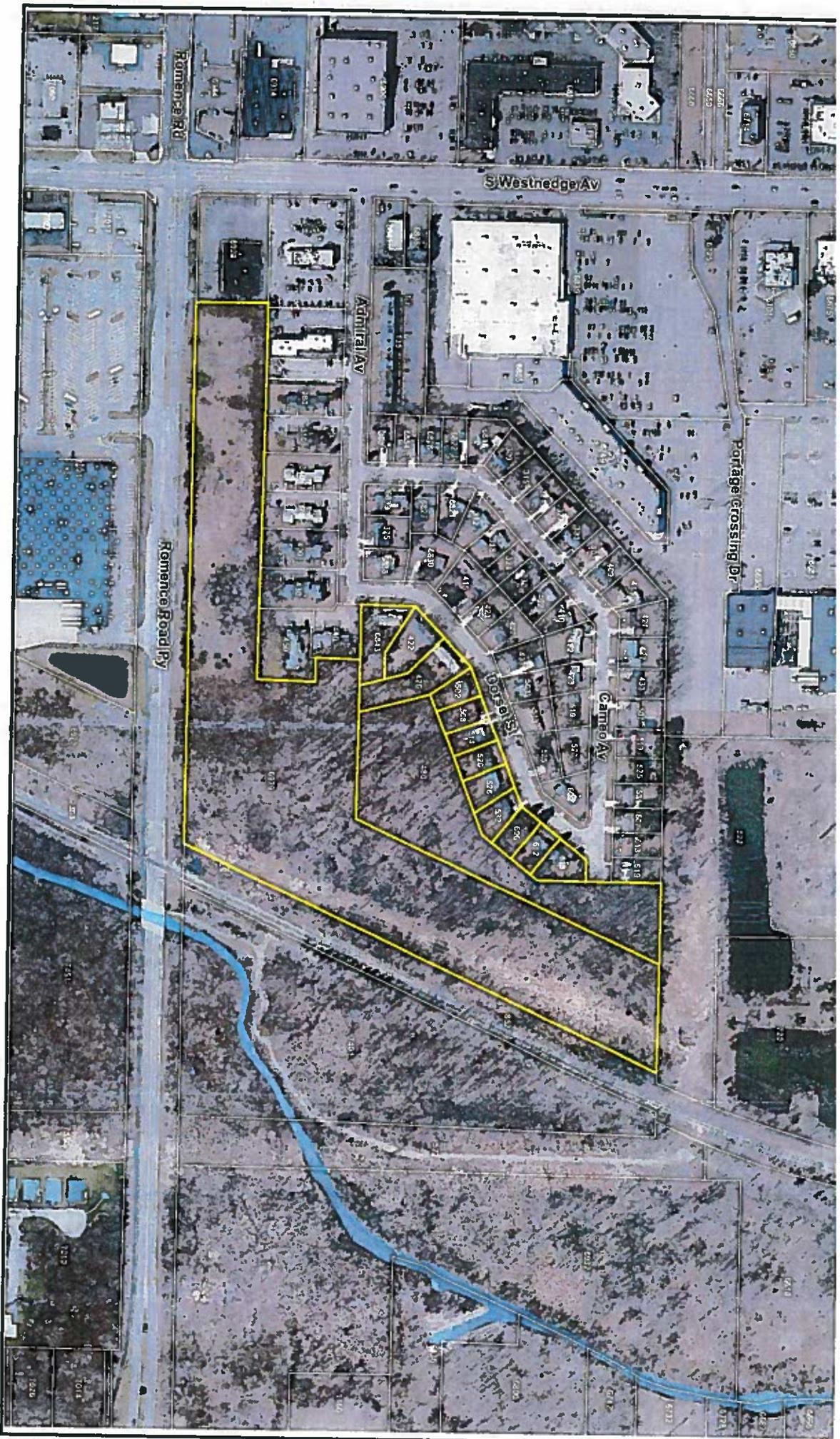
480 Admiral Avenue, 6979 South Westnedge Avenue, 6843 Dorset Street, 422-618 Dorset Street

Page 7

Admiral Avenue from I-1 and RM-1 is appropriate as the current zoning is not compatible with the neighborhood, nor consistent with the Comprehensive Plan. While the requested R-1T zoning can be considered appropriate given the existing zoning pattern and would result in a reduction in intensity of land uses, R-1A zoning is recommended. The recommended R-1A zoning for this parcel allows the property owner future single family development options, consistent with the adjacent single family detached residential land use pattern, and is most consistent with the Comprehensive Plan. The recommended R-1A/B-2 zoning pattern for the city-owned parcel at 6979 South Westnedge Avenue would better reflect the park/recreation designation of this property while protecting adjacent commercial and office uses from additional land use restrictions related to screening, setbacks and building height. Finally, no change to the R-1A zoning for 502 and 508 Dorset Street, and a zoning change to R-1A for the rear portions of 6843, 422 and 426 Dorset Street would reaffirm the predominant single family detached residential zoning and land use pattern within the Cameo Avenue/Dorset Street neighborhood.

Attachments: Aerial Photograph Map  
Existing Zoning Map  
Existing Land Use Map  
Future Land Use Map  
Previous Rezoning Map (1968 rezonings)  
Residential Structure Map (approximate construction periods)  
Plat Maps (Ramey Park and Woodside Ridge No. 1)  
Original Rezoning Application and Supporting Material (Chad Scott, 480 Admiral)  
Expanded Rezoning Application (Planning Commission)  
Citizen communications received

S:\Comdex\2015-2016 Department Files\Board Files\Planning Commission\PC Reports\Rezoning\2016 01 29 Rezoning Application #15-16-2 (expanded), Admiral-Dorset (final).doc



 Subject Properties

Date of photography: March 2013

Aerial Photo



1 inch = 233 feet







J.L. Hudson Dr

Portage Crossing Dr

Regional Business

S Westnedge Av

Admiral Av

Single-Family Detached-Medium Density Residential

Dorset St

Cameo Av

Romance Rd

General Business

Romance Road Py

Regional Business

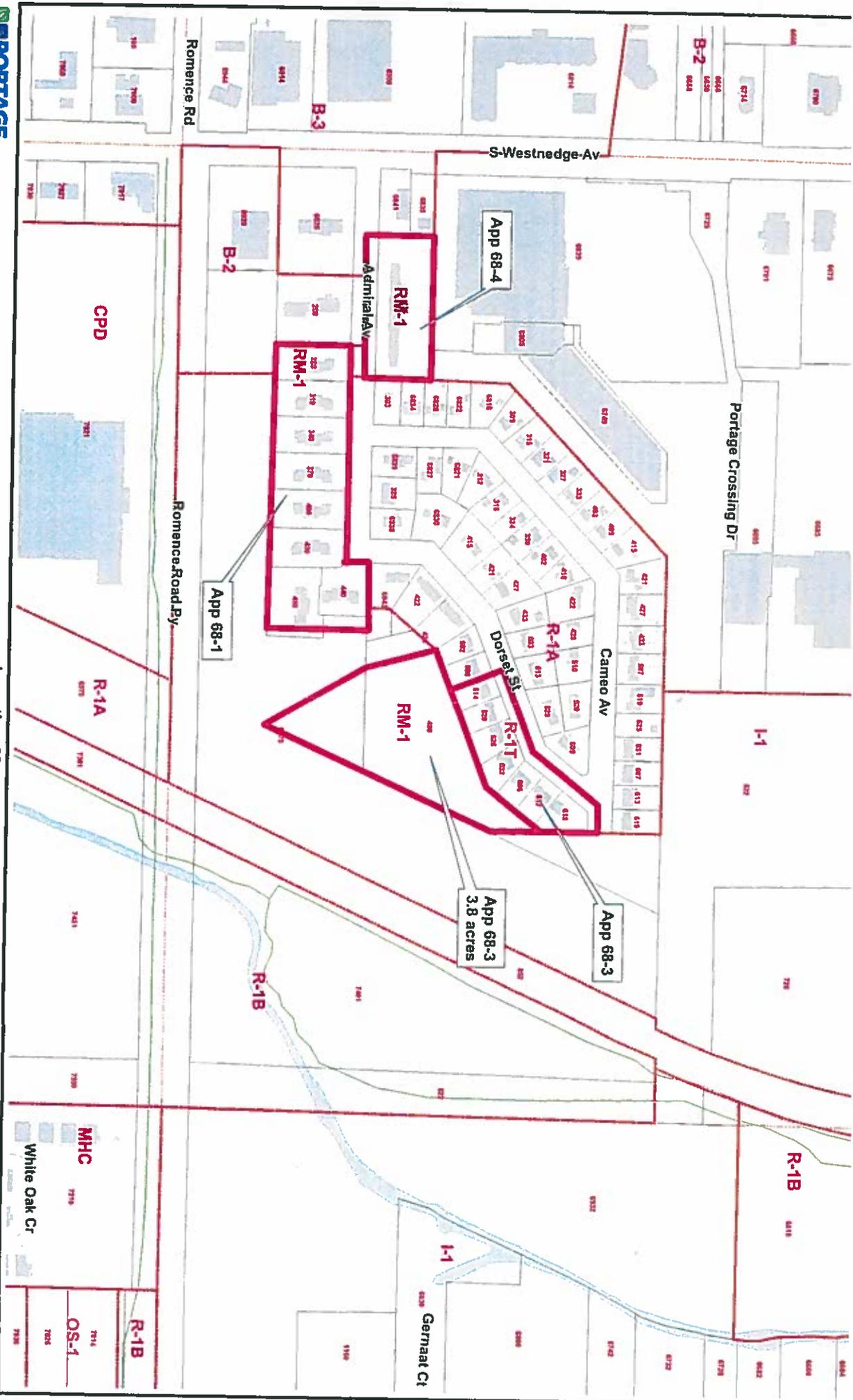
Park / Recreation

General Industrial

Medium Density Residential

White Oak Cr

Gerrard Ct



Location Map  
Previous Rezoning





Data disclaimer: Specific construction dates taken from available city records and are considered approximate.

### Structure Year Built

1 inch = 228 feet











Department of Community Development

RECEIVED  
OCT 16 2015

APPLICATION FOR ZONING AMENDMENT

Application number #15/16-2

Date 10-16-15

APPLICATION INFORMATION:

Meetings of the Portage Planning Commission are held on the first and third Thursday of each month at 7:00 p.m. in the Council Chambers of Portage City Hall, 7900 South Westnedge Avenue, Portage, Michigan. All zoning amendment applications must be properly filled out and submitted to the Department of Community Development and the zoning amendment fee paid at least 15 working days prior to the meeting at which the public hearing is held. The applicant will be notified in writing of all such public hearing/meetings.

For more detailed information about the zoning amendment process, please refer to Portage Land Development Regulations, Article 4, Division 2, Subdivision 2.

TO THE PLANNING COMMISSION:

I (WE), the undersigned, do hereby respectfully make application and petition the Portage Planning Commission to amend the Zoning Ordinance and/or change the Zoning Map as hereinafter requested. In support of this application, the following is submitted:

ZONING MAP AMENDMENT

1. a. Platted Land:

The property is part of the recorded plat: The property sought to be rezoned is located at \_\_\_\_\_ between \_\_\_\_\_ Street and \_\_\_\_\_ Street on the \_\_\_\_\_ side of the street, and is known as Lot Number(s) \_\_\_\_\_ of \_\_\_\_\_ Plat (Subdivision). It has a frontage of \_\_\_\_\_ feet and a depth of \_\_\_\_\_ feet.

b. Unplatted Land:

The property is in acreage, and is not therefore a part of a recorded plat. The property sought to be rezoned is located and described as follows: (Indicate total acreage and parcel number).

480 Admiral Avenue, Portage, MI 49002      00010-260-0      Approx. 3.86 acres

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

b. Name of the owner of the property to be rezoned: Chad Scott

Address 6325 East V Ave, Vicksburg, MI 49097

3. My (our) interest in the property and purpose for submitting the proposed Zoning Amendment: Property owner desires to build ~~one (1) four~~ unit single family, attached homes  
1 to 3 2 unit duplexes

4. CURRENT ZONING: Split I-1 and RM-1 PROPOSED ZONING: R1-T

**ZONING TEXT AMENDMENT**

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

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

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

We attach a statement hereto indicating why, in our opinion, the change requested is necessary for the preservation and enjoyment of substantial property rights, and why such amendment will advance the public health, safety and welfare. An assessment of the impact of the proposal on the community and property of other persons in the vicinity of the amendment or affected by the amendment is also attached.

CA Smith

(Signature of Applicant)

(Signature of Applicant)

6425 East V Ave

(Address) Virkshog 49097

(Address)

(269) 720-7729

(Phone)

(Phone)

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

## ZONE CHANGE DESCRIPTION 480 ADMIRAL AVENUE

The zone change request at 480 Admiral Avenue would result in the proposed development one (1) to three (3) two-family dwellings (duplexes). The zone change request is necessary as the current site is split zoned I-1 Light Industrial on the north end of the site and RM-1 Multiple Family Residential on the south end of the site. Due to significant wetlands on the site, there is only a small, unaffected pocket at the northern end of the site, however, since that area is currently zoned I-1 Light Industrial, residential of any kind is not allowed.

In determining the most appropriate zoning district to request, many factors were considered including the impact of the wetlands on developability of the site, the Master Plan and future land use map and existing zoning trends and districts on adjacent properties. The development area of 480 Admiral is actually a small pocket of land on the Northern portion of the site off the East end of Cameo Ave. With the natural impacts and property configuration this small Northern portion is the only likely developable area. Therefore, although the property is future planned to be medium density, detached single family dwellings, the developable area of this site limits this type of development from taking place on the site at the master plan density. The southern end of the site is currently zoned RM-1, Multiple Family Residential, and other RM-1 zoned property exists west of the site. However, rezoning the entire parcel to RM-1 is least consistent with the Master Plan. Adjacent to the currently zoned I-1 portion of the site is property zoned R1-T. The R1-T zone is a down-zone from both of the current classifications of RM-1 and I-1 however more consistent with the surrounding area. Therefore, the R1-T Attached Residential zoning district was determined to be the most consistent, compatible and appropriate for maintaining property rights.

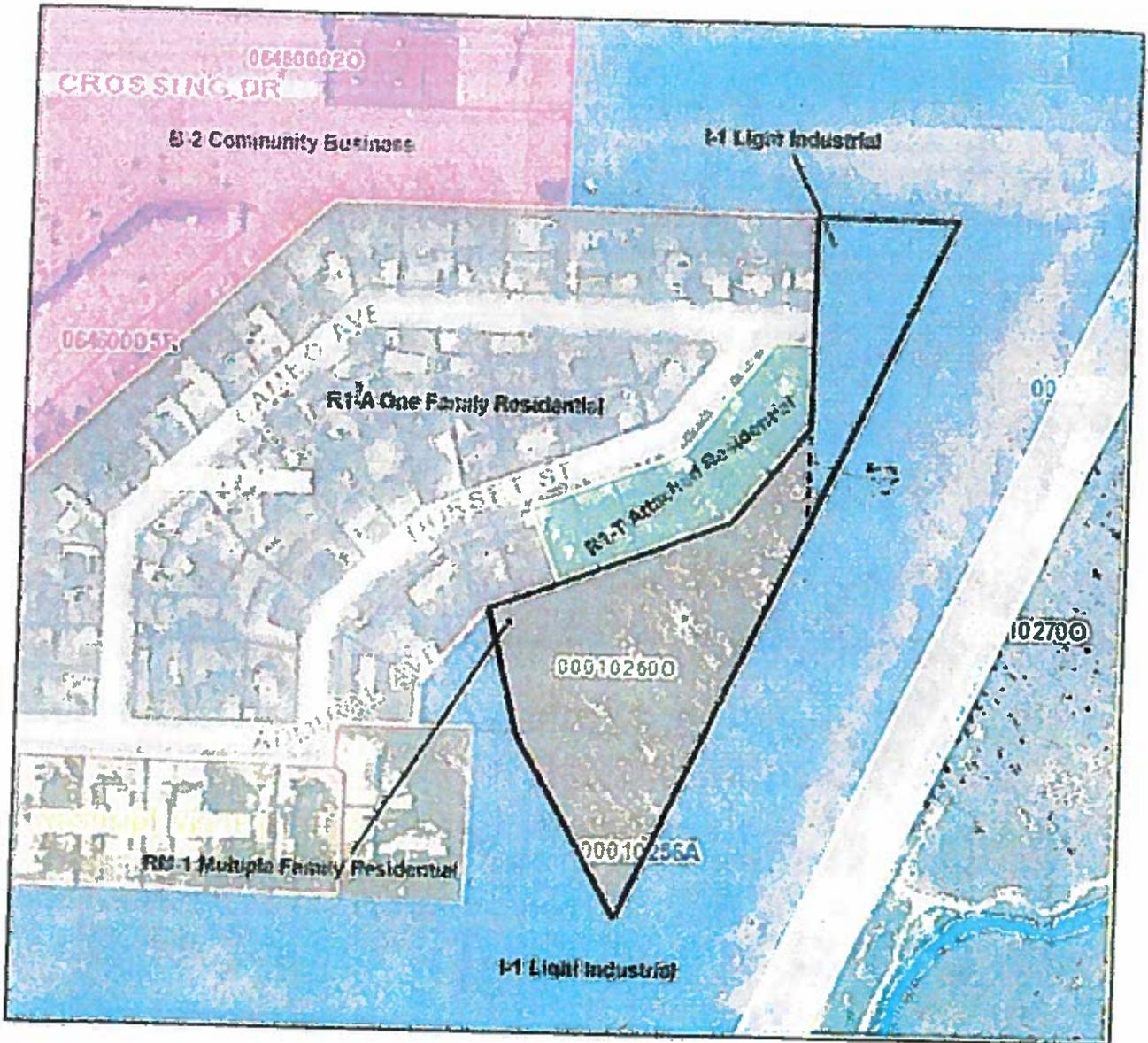
The R1-T Attached Residential zoning district allows for the construction one-family, two-family or one-family attached dwellings subject to provisions of Section 42-202, which would maximize the available developable space. In maximizing the available developable space, the property owner's rights to construct single family dwellings on the property is maintained. The R1-T is a down-zone from the current zoning classifications. Lastly, the requested zoning district is consistent and compatible with existing zoning as adjacent property to the west is currently zoned R1-T.



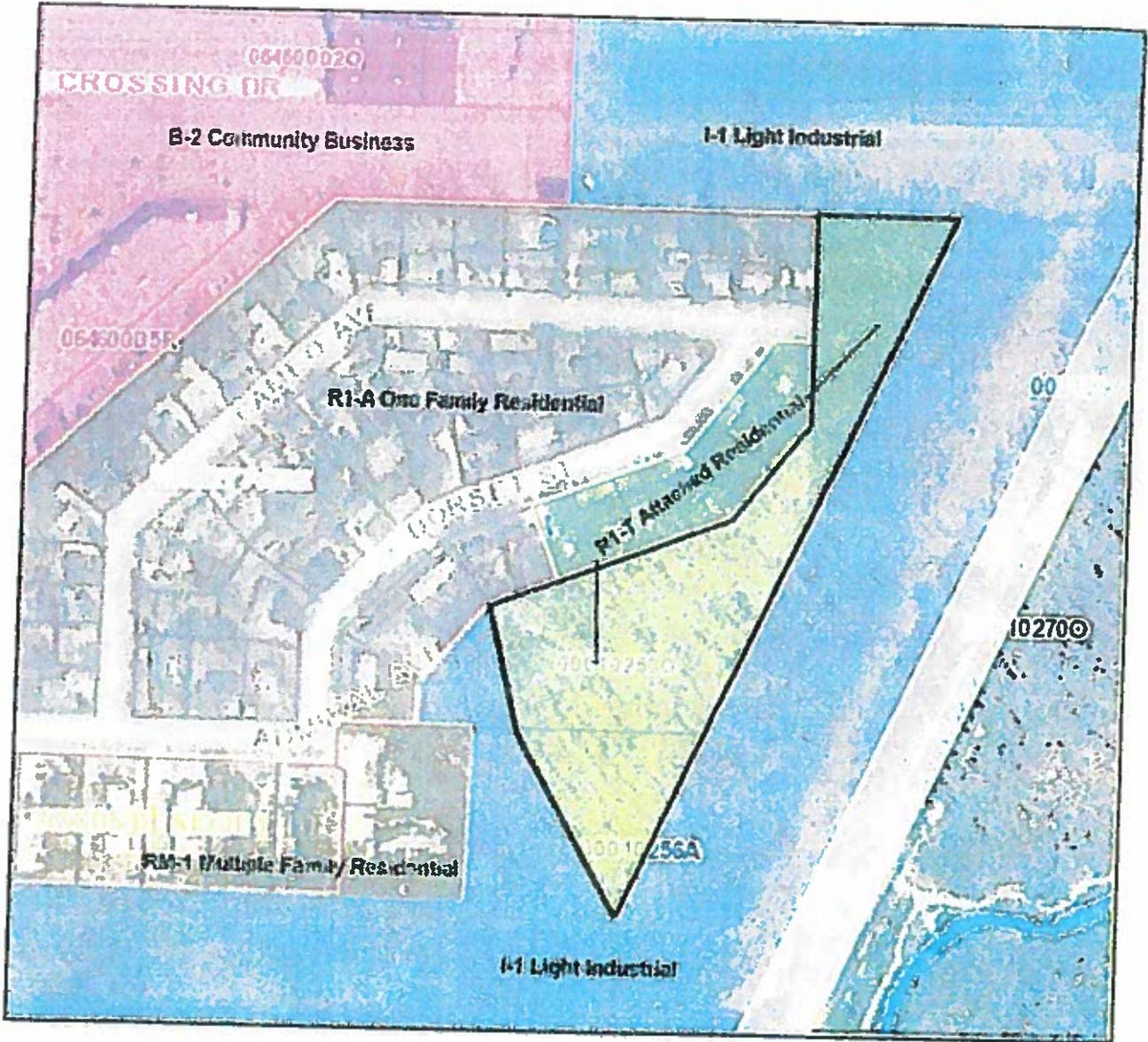
LEGAL DESCRIPTION  
480 ADMIRAL AVENUE

SEC 10-3-11 BEG AT NE COR LOT 31 RECD PLAT OF RAMEY PARK TH S ALG E LI SD PLAT 320 FT TH S  
37 DEG 52 MIN W 190 FT TH S 68 DEG 52 MIN W 420 FT TH SE 192.61 FT TH E 294.88 FT TH N 24 DEG  
15 MIN E 869.4 FT TH S 89 DEG 13 MIN W 180 FT TO PL OF BEG.

**EXISTING ZONING EXCERPT**  
480 ADMIRAL AVENUE

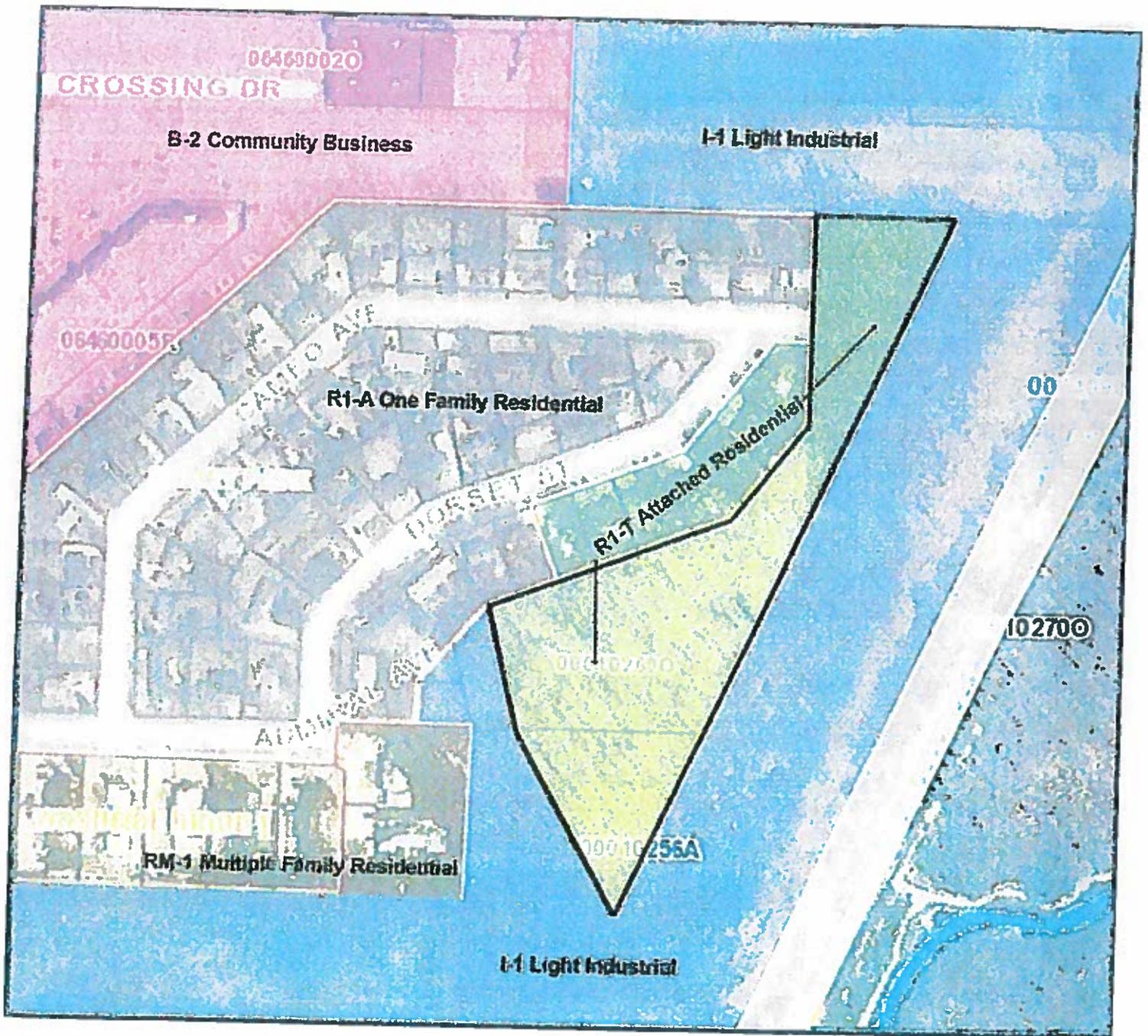


**PROPOSED ZONING EXCERPT**  
480 ADMIRAL AVENUE



**480 ADMIRAL AVENUE**  
ZONING AMENDMENT REQUEST

RECEIVED  
OCT 16 2015  
COMMUNITY DEVELOPMENT





APPLICATION FOR ZONING AMENDMENT

Application number #15/16-2 (amended)

Date December 17, 2015

APPLICATION INFORMATION:

Meetings of the Portage Planning Commission are held on the first and third Thursday of each month at 7:00 p.m. in the Council Chambers of Portage City Hall, 7900 South Westnedge Avenue, Portage, Michigan. All zoning amendment applications must be properly filled out and submitted to the Department of Community Development and the zoning amendment fee paid at least 15 working days prior to the meeting at which the public hearing is held. The applicant will be notified in writing of all such public hearing/meetings.

For more detailed information about the zoning amendment process, please refer to Portage Land Development Regulations, Article 4, Division 2, Subdivision 2.

TO THE PLANNING COMMISSION:

I (WE), the undersigned, do hereby respectfully make application and petition the Portage Planning Commission to amend the Zoning Ordinance and/or change the Zoning Map as hereinafter requested. In support of this application, the following is submitted:

ZONING MAP AMENDMENT

1. a. Platted Land:

The property is part of the recorded plat: The property sought to be rezoned is located at \_\_\_\_\_ between \_\_\_\_\_ Street and \_\_\_\_\_ Street on the \_\_\_\_\_ side of the street, and is known as Lot Number(s) \_\_\_\_\_ of \_\_\_\_\_ Plat (Subdivision). It has a frontage of \_\_\_\_\_ feet and a depth of \_\_\_\_\_ feet.

b. Unplatted Land:

The property is in acreage, and is not therefore a part of a recorded plat. The property sought to be rezoned is located and described as follows: (Indicate total acreage and parcel number).

13 parcels/lots (see attached list)

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

b. Name of the owner of the property to be rezoned: \_\_\_\_\_

Address \_\_\_\_\_ (see attached list)

3. My (our) interest in the property and purpose for submitting the proposed Zoning Amendment:  Review existing zoning pattern for consistency with Future Land Use Map

4. CURRENT ZONING:  I-1/B-2/RM-1/R-1A/R-1T  PROPOSED ZONING:  R-1A/R-1T

**ZONING TEXT AMENDMENT**

1. The proposed language to be considered is (attach additional sheets as necessary):  
\_\_\_\_\_ N/A \_\_\_\_\_

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

3. My (our) interest in and purpose for submitting the proposed Zoning Ordinance Amendment.  
\_\_\_\_\_ N/A \_\_\_\_\_

We attach a statement hereto indicating why, in our opinion, the change requested is necessary for the preservation and enjoyment of substantial property rights, and why such amendment will advance the public health, safety and welfare. An assessment of the impact of the proposal on the community and property of other persons in the vicinity of the amendment or affected by the amendment is also attached.

_____ City of Portage Planning Commission (Signature of Applicant)	_____ (Signature of Applicant)
_____ 7900 South Westnedge Avenue, Portage, MI 49002 (Address)	_____ (Address)
_____ (269) 329-4477 (Community Development Department) (Phone)	_____ (Phone)

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

## Rezoning Application #15/16-2 (expanded)

(Planning Commission Expanded Rezoning Consideration – 13 properties)

Address	Parcel ID	Existing Zoning	Proposed Rezoning *
6979 South Westnedge Avenue	00010-256-A	I-1, light industry RM-1, multiple family residential B-2, community business	R-1A, one family residential
6843 Dorset Street	06840-044-O	R-1A, one family residential I-1, light industry	R-1T, attached residential or R-1A, one family residential
422 Dorset Street	06840-042-O	R-1A, one family residential I-1, light industry	R-1T, attached residential or R-1A, one family residential
426 Dorset Street	06840-041-O	R-1A, one family residential I-1, light industry	R-1T, attached residential or R-1A, one family residential
502 Dorset Street	06840-040-O	R-1A, one family residential	R-1T, attached residential
508 Dorset Street	06840-039-O	R-1A, one family residential	R-1T, attached residential
514 Dorset Street	06840-038-O	R-1T, attached residential	R-1A, one family residential
520 Dorset Street	06840-037-O	R-1T, attached residential	R-1A, one family residential
526 Dorset Street	06840-036-O	R-1T, attached residential	R-1A, one family residential
532 Dorset Street	06840-035-O	R-1T, attached residential	R-1A, one family residential
606 Dorset Street	06840-034-O	R-1T, attached residential	R-1A, one family residential
612 Dorset Street	06840-033-O	R-1T, attached residential	R-1A, one family residential
618 Dorset Street	06840-032-O	R-1T, attached residential	R-1A, one family residential
* Proposed zoning designation or any other zoning classification permitted by law.			

## Michael West

---

**From:** Christopher Forth  
**Sent:** Thursday, January 21, 2016 3:50 PM  
**To:** 'Bryan Cederberg'  
**Cc:** Victoria Georgeau; Michael West  
**Subject:** RE: Rezoning Application No. 15/16-2, 480 Admiral  
**Attachments:** [Untitled].pdf

Good afternoon Mr. Cedarberg:

As you requested, your e-mail will be provided to the Planning Commission at tonight's public hearing. In regard to the Notice of Hearing (attached), I wanted to reiterate what you and I talked about approximately two weeks ago concerning the proposed zoning district for 480 Admiral Avenue. The applicant has requested the zoning be changed to R-1T, attached residential and the notice correctly reflects this request. The notice also includes a footnote that states " \*Proposed zoning designation, or any other classification permitted by law." This language allows the Planning Commission and City Council to consider R-1T, R-1A or any other designation for 480 Admiral Avenue and the other properties now included in the rezoning application.

If you have any further questions, please contact me at your earliest convenience.

Sincerely,

Christopher Forth, AICP  
Deputy Director of Planning, Development & Neighborhood Services  
City of Portage Department of Community Development  
7900 South Westnedge Avenue  
Portage, MI 49002  
269.329.4474  
[www.portagemi.gov](http://www.portagemi.gov)

**From:** Bryan Cederberg [mailto:CederbergB@comstockps.org]  
**Sent:** Thursday, January 21, 2016 11:33 AM  
**To:** Christopher Forth <forthc@portagemi.gov>  
**Subject:** Re: Rezoning Application No. 15/16-2, 480 Admiral

RE: Zoning Meeting Tonight

Hello,

On the Notice of Public Hearing and Public Hearing Information I noticed that the Proposed Rezoning for 480 Admiral is listed as *R-1T, attached residential*. This is incomplete. It was my understanding, given the discussion at the last meeting, that it should read *R-1T, attached residential or R-1A, one family residential*. The zoning of the whole area was to be taken into consideration.

Our Dorset Street addresses are listed as *R-1T, attached residential or R1A, one family residential*. The 480 Admiral address should be the same.

At the meeting, R-1A was mentioned as the most appropriate designation for properties similar to 480 Admiral Avenue. If the Dorset Street homes are rezoned R1-A, as desired by the neighborhood (because it is the best designation given the build pattern), wouldn't an R1-T designation for 480 Admiral be a form of spot zoning given that the designation would only be in place to justify building multi-family units in the middle of single-family homes?

My concern with the zoning process is that any designation decided will be used to justify future building projects and will also pull attention away from the reality/build pattern on the ground.

Also, I think it is important that the zoning is made right this time. Sort of right doesn't do it for me. One person's will shouldn't override the will of the neighborhood. Everyone has admitted that the most proper designation would be R1-A for the Dorset Street homes and also for 480 Admiral. I'm not understanding why this process has been drawn out as long as it has given that there hasn't been one person who lives in the neighborhood who has spoken in favor of the R-1T zoning/proposed building at 480 Admiral. On the contrary, many have spoken against it and have provided a number of reasons as to how it will devalue the neighborhood and our quality of life.

I'm worried that business concerns could take precedent over neighborhood concerns. Shouldn't the people living in an area have more say than one person who is pursuing an opportunity to make money? I'm all for people making a living, but not at the expense of the quality of live in our neighborhood, our property values/equity, and . When we moved to Portage we made the best informed decision we could given the information available to us (DEQ and City of Portage maps). A change at this point feels like a bait and switch and as a Portage resident I'm disheartened. Who is protecting my investment?

There seem to be a couple people on the Commission who I suspect are trying to ram the proposal through in favor of Mr. Scott. When the arguments during meetings support the neighborhood positions it almost feels like things are then delayed in the hope that we stop fighting. I'm not saying that's the case, but this has been a stressful and tiring process, and I'd prefer to not keep having to free up time to make the same argument over and over.

I also feel that any decision that is made needs to be paired with an explanation of why the decision was made. I haven't heard one argument explaining how the proposed zoning/multi unit development will bring value to the neighborhood. And when I have mentioned that our houses and quality of life will be negatively affected I'm not receiving any sort of feedback. We deserve an explanation for a decision regardless of which direction things might go.

Thank you,  
Bryan Cederberg



**FIRST READING AND NOTICE OF HEARING  
CITY OF PORTAGE, MICHIGAN  
NOTICE**

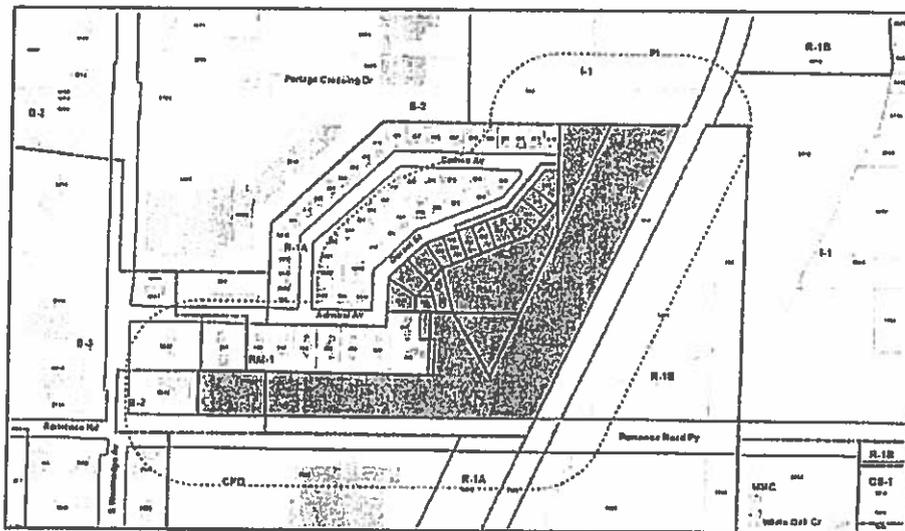
**TO: THE RESIDENTS AND PROPERTY OWNERS OF THE CITY OF PORTAGE AND ALL INTERESTED PERSONS.**

NOTICE IS HEREBY GIVEN that there is before the Planning Commission of the City of Portage, Michigan, an Ordinance to amend the Code of Ordinances of the City of Portage, Michigan, amending Article 4 - Zoning of Chapter 42 of the Codified Ordinances of Portage, Michigan. The changes to be considered are presented below:

A tract of land located in Section 10, Township 3 South, Range 11 West, City of Portage, County of Kalamazoo, State of Michigan, and further described as the following parcels:

Address	Parcel ID	Existing Zoning	Proposed Rezoning *
480 Admiral Avenue	00010-260-O	I-1, light industry RM-1, multiple family residential	R-1T, attached residential
6979 South Westnadge Avenue	00010-256-A	I-1, light industry RM-1, multiple family residential B-2, community business	R-1A, one family residential
6843 Dorset Street	06840-044-O	R-1A, one family residential I-1, light industry	R-1T, attached residential or R-1A, one family residential
422 Dorset Street	06840-042-O	R-1A, one family residential I-1, light industry	R-1T, attached residential or R-1A, one family residential
426 Dorset Street	06840-041-O	R-1A, one family residential I-1, light industry	R-1T, attached residential or R-1A, one family residential
502 Dorset Street	06840-040-O	R-1A, one family residential	R-1T, attached residential
508 Dorset Street	06840-039-O	R-1A, one family residential	R-1T, attached residential
514 Dorset Street	06840-038-O	R-1T, attached residential	R-1A, one family residential
520 Dorset Street	06840-037-O	R-1T, attached residential	R-1A, one family residential
526 Dorset Street	06840-036-O	R-1T, attached residential	R-1A, one family residential
532 Dorset Street	06840-035-O	R-1T, attached residential	R-1A, one family residential
606 Dorset Street	06840-034-O	R-1T, attached residential	R-1A, one family residential
612 Dorset Street	06840-033-O	R-1T, attached residential	R-1A, one family residential
618 Dorset Street	06840-032-O	R-1T, attached residential	R-1A, one family residential

\* Proposed zoning designation or any other zoning classification permitted by law.



Rezoning Application #15/16-02 (expanded)  
480 Admiral, 6979 South Westnadge Avenue,  
6843,422,426,502,508,514,520,526,532,606,612,618 Dorset Street

**NOTICE IS FURTHER GIVEN** that a public hearing on the proposed amendment will be held on Thursday, January 21, 2016 commencing at 7:00 p.m. or as soon after as may be heard in the City Council Chambers of Portage City Hall, 7900 South Westnadge Avenue, Portage, Michigan, at which time the proposed amendment will be heard. A copy of the proposed amendment is on file and available for public inspection at the Department of Community Development during regular business hours.

Dated: January 6, 2016

Rezoning Application #15/16-2 (expanded)

# Portage Planning Commission

## Portage, Michigan

Petition to rezone 7 lots on north end of Dorset St, east side of street.

We, the undersigned residents of the affected properties, petition the city of Portage to correct the zoning of the 7 lots with single family homes, incorrectly zoned R-1T (multi family) to R-1A (single family). All the surrounding single family homes are on lots zoned R-1A contiguous to these incorrectly zoned lots. Please preserve the single family residence environment of this neighborhood by correcting this decades old zoning mistake.

Resident Name	Address	Signature	Date
Richard/Patricia Dueweke	606 Dorset St Portage, MI	Richard Dueweke Patricia Dueweke	12/10/15 12/10/15
Steven R Schreck	532 Dorset St	Steven R Schreck	12/13/15
Pamela L (Thomas) Schreck	532 Dorset St	Pamela L Schreck	12/13/15
Yolanda Whipple	618 Dorset	Yolanda Whipple	12/13/2015
Melissa Newton	514 Dorset	Melissa Newton	12/13/15
Alisha Cederberg	612 Dorset	Alisha Cederberg	12/13/15
Bryan Cederberg	612 Dorset	Bryan Cederberg	12/13/15

1-12-16

Planning Commission

In regards 480 Admiral zoning  
I really don't want a property build there

520 Camie

Karen Gadsen

RECEIVED

JAN 13 2016

COMMUNITY DEVELOPMENT

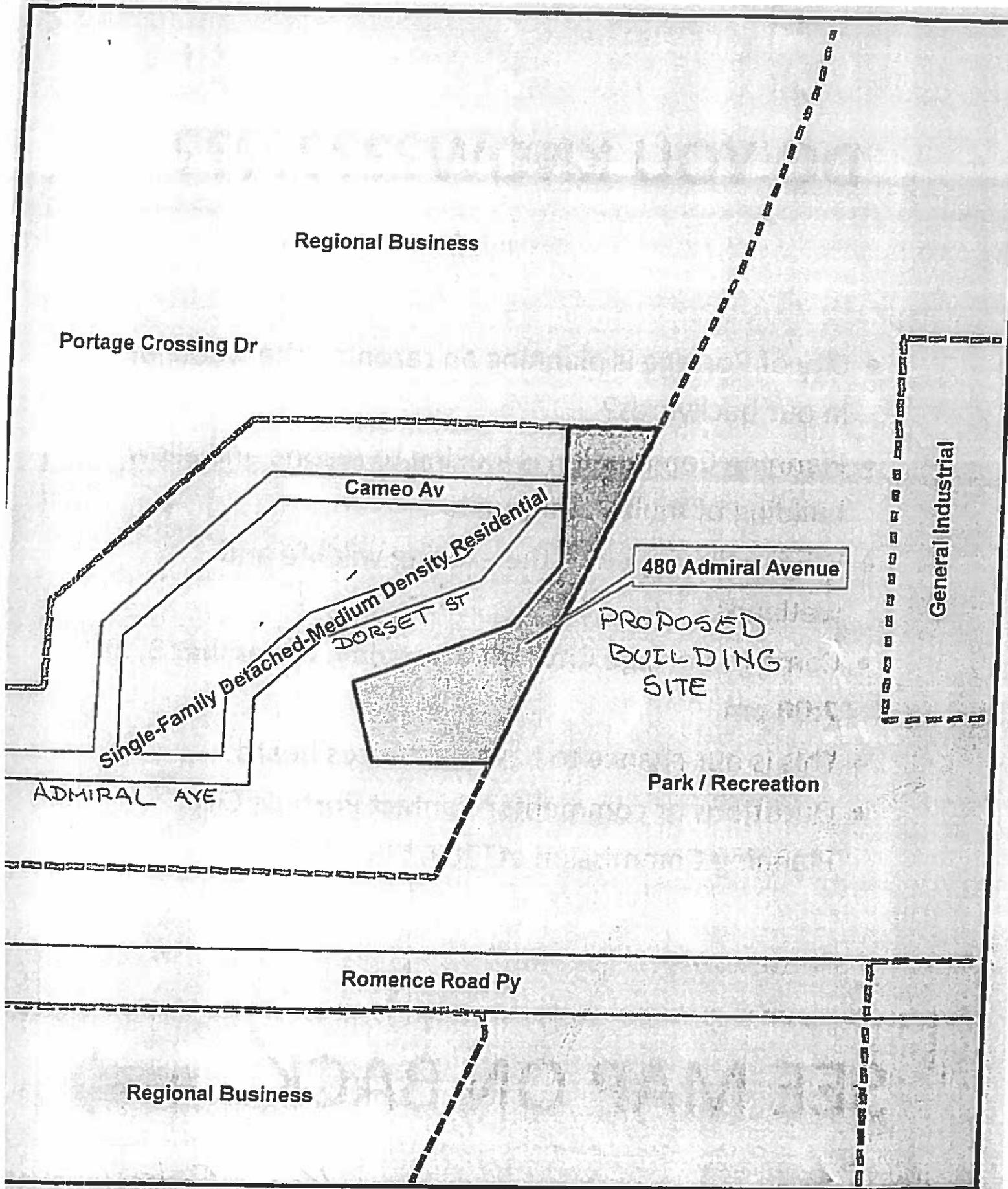
# DO YOU KNOW?????????

- City of Portage is planning on rezoning the wood lot in our backyards?
- Planning Commission is looking to rezone and allow building of multi-family units
- What will happen to the existing wildlife and wetlands?
- Come to Portage City Hall **Thursday, December 3, at 7:00 pm**
- This is our chance to have our voices heard!
- Questions or comments? Contact Portage City Planning Commission at (269)329-4477.

SEE MAP ON BACK



*Karen Gadsen  
520 Cameo*



**Legend**

- Future Land Use
- Subject Property

# Future Land Use Map 480 Admiral Avenue



1 Inch = 300 feet

**TO:** Planning Commission

**DATE:** January 29, 2016

**FROM:** Vicki Georgeau, Director of Community Development

**SUBJECT:** Final Report: Rezoning Application #15/16-4 for Full Circle Communities, 1521, 1603 and 1615 East Centre Avenue

**I. APPLICATION INFORMATION:**

A PD, planned development rezoning application has been received from Full Circle Communities involving a 10.7 acre tract of land that includes property located at 1521, 1603 and 1615 East Centre Avenue. Full Circle Communities has entered into tentative sales agreements to purchase the three properties and construct a multi-family residential development project. Attached is the rezoning application, narrative and tentative plan.

Applicant	Property Address	Parcel Number	Zoning	
			Existing	Proposed
Full Circle Communities	1521 East Centre Avenue	15-570-O	OS-1 & RM-1	PD
	1603 East Centre Avenue	15-575-O	R-1B	
	1615 East Centre Avenue	15-580-O	R-1B	
Three parcels: 10.7 acres				

**II. EXISTING CONDITIONS:**

The table below summarizes the existing conditions in this general area.

Existing Land Use/ Zoning	<ul style="list-style-type: none"> <li>• <b>Rezoning Site:</b> All three parcels of land are currently occupied by a single-family residential dwelling and detached accessory buildings. The property at 1521 East Centre Avenue is designated as a Historic District and has a single family dwelling. Although each parcel has 1,287 feet of depth, the dwelling unit and accessory buildings are situated near East Centre Avenue as shown on the attached aerial photograph.</li> <li>• <b>North:</b> Vacant property and a Consumers Energy transmission line zoned R-1B, one family residential.</li> <li>• <b>South (across East Centre Avenue):</b> Gilden Woods Child Care &amp; Pre-school zoned R-1B, one family residential and Former Main Street Portraits/Randall L. Brown &amp; Associates zoned OS-1, office service.</li> <li>• <b>West:</b> Nonconforming single-family residence and Centre Meadows Apartments zoned OS-1 (south 450 feet) and RM-1 (north 837 feet).</li> <li>• <b>East:</b> Vacant parcel and Corstange Greenhouses zoned R-1B.</li> </ul>
Zoning History	<ul style="list-style-type: none"> <li>• Recent zoning changes in this area of East Centre Avenue involved the south 450 feet and north 837 feet of 1405, 1419, 1425, 1503, 1511 and 1521 that were rezoned from R-1B to OS-1 and RM-1, respectively, in 2005 and 2006.</li> </ul>
Public Streets	East Centre Avenue is classified as a 5-lane major arterial roadway with a 2011 average daily traffic count of 20,233 vehicles. The capacity of this section of East Centre Avenue is 37,100 vehicles per day (level of service "D").
Public Utilities	Sanitary sewer and municipal water are available within the East Centre Avenue to serve the proposed development project.

### **III. ZONING CODE/PLANNED DEVELOPMENT PROCEDURES/REGULATIONS:**

The PD, planned development chapter establishes a two-part review and approval process: Tentative plan review and final plan review for each phase of the development. The applicant is required to submit a tentative plan which outlines the development concept (phases) for the entire project. Although conceptual in nature, specific statements, proposals, plans and a schedule for development of the site are required. The tentative plan is scheduled for Planning Commission review and a public hearing. The submission of both written and graphic information constitutes a tentative plan.

The Planning Commission will provide a recommendation to City Council regarding the tentative plan. If approved, the planned development must proceed in accordance with the tentative plan. Approval of the tentative plan by Council constitutes rezoning of the land to PD and allows the submission of a final plan for Administrative, Planning Commission and City Council review. A final plan is submitted in detailed form and is subject to a review process similar to a site plan. If no final plan for development is submitted within two years from the date of approval of the tentative plan, Council may either extend the approval for a period not to exceed two years or immediately initiate rezoning proceedings to re-designate the property to an alternate zoning classification. 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, will require formal review and approval, with public hearings, in a manner similar to a rezoning procedure.

Section 42-374 of the Land Development Regulations contains the PD district development standards. 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. The planned development is required to provide public water, public sanitary sewer and a pedestrian system. The applicant must demonstrate that the plan cannot be developed under other sections of the Zoning Code or must provide a mixture of housing types. The 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. Single family “lots” cannot average less than 6,500 square feet with a minimum of 5,000 square feet. Building setbacks, building height, open space and screening are also regulated under the ordinance.

### **IV. PROPOSED TENTATIVE PLAN:**

As indicated by the applicant in the attached written narrative, the planned development project involves the construction of 74 affordable apartment units within three buildings. The density (units per acre) will not exceed seven units per acre as required by the Planned Development ordinance. The building nearest East Centre Avenue will primarily consist of three stories and 48 units: The southern portion of this building, nearest the East Centre Avenue frontage, will be one story in design and will provide community and property management areas with a design intended to evoke office on the southern facade. Two additional townhouse buildings to the north will be two-story containing 13 units per building. Finally, the single-family historic home at 1521 East Centre Avenue will be retained and used as the on-site manager residence. According to the applicant, one third of the units will be for residents with physical and sensory impairments and other special needs that require barrier free units; one third for under-housed, working families that are burdened with housing costs; and the remaining one third of the units will be for households whose annual income is between 30%-60% of the area median income. The development will provide one, two, three and four bedroom units. Local, state and federal funding sources will be utilized to help finance the project.

In conjunction with the plan approval process, the applicant is requesting a modification regarding the types of uses. Section 42-374.C requires the applicant to demonstrate the project cannot be developed under other sections of the Zoning Code or provide a mixture of at least two housing types: One-family attached or detached, two-family or multi-family. The proposed plan does not include a mixture of housing types, with the exception of the historic house located at 1521 East Centre Avenue that will be the manager’s residence, and could be developed under either a RM-1 or RM-2 zoning designation. Section 42-375.L allows the City Council to modify standards, based on information provided by the applicant that the standard is not in the best interest of the residents of the PD and is not inconsistent with the interests of the entire city. Within the narrative, the applicant has indicated the reasons for selecting the PD district, as opposed to an alternative zoning classification. In summary, the PD district and proposed land use is appropriate in this area of the City and will provide assurances to surrounding property owners on the specific type of development that will be built on the property while providing design flexibility to the developer.

Other features of the proposed planned development project include:

- Pedestrian Walkway/Trailway – An internal pedestrian circulation network consisting of concrete sidewalks will be provided that will connect the buildings to one another and the existing sidewalk along the north side of East Centre Avenue. Also proposed is a path that will connect the residents with the proposed “East Central Trailway” planned to be constructed along the Consumers Energy transmission line located to the northeast. The applicant is aware an easement would need to be obtained from the owner of the parcel (1629 East Centre Avenue) that separates the Selinon Park project from the Consumers Energy property.
- Historic Residential Dwelling – The dwelling located at 1521 East Centre Avenue is located in a Portage Historic District. As noted previously, the applicant intends to use the dwelling as the manager residence. The applicant is aware a Certificate of Appropriateness is needed from the Portage Historic District Commission before the start of construction. Encroachment onto this historic district property has intentionally been minimized. Also, the historic barn that was accessory to dwelling recently collapsed and was subsequently removed. There is a similar type barn located on 1603 East Centre Avenue that the applicant may relocate to 1521 East Centre Avenue. Alternatively, the applicant has reserved space for a future building where the prior barn existed, with design features similar to the historic barn. As additional information, the Historic District Commission will review the narrative and tentative plan prior to the February 4<sup>th</sup> public hearing.
- Open Space – A significant amount of open space is being retained by the applicant that can be used by the residents for active and passive recreation. Included is a proposed playground, courtyard with picnic pavilions and internal pathways and a wooded area on the north end of the site. Only 8% of the property is covered by the buildings and approximately 62% of the site will be preserved as open space.
- Building Design – As noted earlier, the project involves the construction of three residential apartment buildings. Attached for Commission review are preliminary building elevations. The southern building nearest East Centre Avenue includes a single story component that will incorporate community and property management space and has been designed to appear as an office building consistent with the office corridor designation of East Centre Avenue. The buildings include varied rooflines and other building materials intended to add interest and also reflect local design. The buildings will be constructed of high-quality, durable materials intended to reduce maintenance and replacement costs. Exterior materials will include brick, masonry and fiber cement siding in various colors and textures.

- **Off-Street Parking** – Section 42-523 requires the applicant to provide a minimum of 150 parking spaces (i.e. two spaces per unit). Since the development is intended to serve residents with physical or sensory impairments who will likely utilize alternative transportation, and residents with lower incomes that are less likely to own more than one vehicle, the applicant has provided information that satisfactorily documents the need for only 92 off-street parking spaces. The tentative plan includes 92 off-street parking spaces but also includes designated “deferred” areas where additional parking spaces could be added in the future, if necessary. The Zoning Code allows deferred parking to reduce unnecessary off-street parking and impervious surfaces.
- **Setbacks** – The southern, three-story building will be setback approximately 80 feet from East Centre Avenue and 136 feet from the historic dwelling located at 1521 East Centre Avenue. From the east property line, the single-story portion of the building will be setback 49 feet and the three-story portion 69 feet. The northern buildings will be setback approximately 60 feet from the east property line and the off-street parking lot 10 feet. From the west property line, the parking lot will be setback approximately 70 feet and the building 119 feet.
- **Storm Water Management** - Storm water runoff associated with the project will be collected and conveyed to a private storm water retention basin located on the north end of the site. Additional information concerning the design of the storm water system will be submitted with the final (site) plan.
- **Vehicular Access** – Access to the development site will be provided through a single East Centre Avenue driveway that will be aligned with an existing shared driveway on the south side of East Centre Avenue. All interior drives will be at least 26 feet in width and will be maintained, together with the off-street parking spaces, by the property owner. The existing driveway to the historic home at 1521 East Centre Avenue will be retained and improved with gravel to maintain the historic character.
- **Phasing** – The project will be developed in one phase. Once financing has been secured, construction is expected to begin in March 2017 and conclude in March 2018.

#### V. PUBLIC HEARING/COMMENTS:

The Planning Commission convened a public hearing to consider the PD rezoning and tentative plan/narrative during the January 21, 2016 meeting. Mr. Carl Kunda (applicant, Full Circle Communities) was present to support the rezoning application and explain the planned development project. No citizens spoke regarding the proposed PD rezoning and development and no citizen communications have been received.

#### VI. FINAL ANALYSIS:

The analysis has been prepared based on the Comprehensive Plan, traffic conditions, surrounding development patterns and general land use considerations. Issues to be analyzed include consistency with the Future Land Use Plan Map and Development Guidelines, suitability of the existing zoning classification and the impacts of the proposed zoning classification.

### Comprehensive Plan

Prior to recommending a zoning amendment, a determination that the proposed change is consistent with the Comprehensive Plan is appropriate. In the case of a rezoning, consistency is evaluated based on the Future Land Use Plan Map and also the Development Guidelines.

**Future Land Use Plan Map** -- The Future Land Use Plan Map component of the Comprehensive Plan designates the properties being considered for rezoning as appropriate for office (southern portion) and high density residential (northern portion). This same future land use designation exists on the properties to the east and west. To the north, the property is designated for park/recreation (Consumers Energy property) and to the south across East Centre Avenue, the property is also designated for office use.

Although the East Centre Avenue frontage is designated for office use, the Comprehensive Plan suggests that high density residential development projects and non-residential uses be located on higher street classes (e.g. major or minor arterial roadways). If designed properly, desirable land use relationships can be created thereby making residential and non-residential uses more compatible and promoting complementary land uses. In keeping with the office corridor designation, the applicant designed the building with office and community room uses near East Centre Avenue, with a building façade to appear more office-like. The proposed PD district and planned multi-family residential development is not inconsistent with the split high density residential and office designations involving these parcels.

**Development Guidelines** -- The Development Guidelines are intended to be used by the Commission and staff when reviewing private development projects, infrastructure improvement programs (i.e. public expenditures on streets, sewers, water mains and others that influence the location, intensity and timing of development) and public programs that affect the physical environment. The guidelines also provide direction and underpinning for regulations that affect land use (e.g. zoning, subdivision, parking, landscaping and others), may suggest incentives to influence community development and preservation and may suggest adjustments to other policies which influence the use of land for consistency with community development and preservation objectives. The proposed PD zone and associated tentative plan/narrative is generally consistent with applicable Development Guidelines contained in the Comprehensive Plan (see attached).

### Suitability of Existing R-1B, OS-1, RM-1 Zones/Impacts of Proposed PD Zone

As mentioned previously, the 1521 East Centre Avenue parcel and other parcels to the west, were rezoned in 2005/2006 from R-1B to OS-1/RM-1. While redevelopment has not yet occurred on some of these parcels, the split OS-1/RM-1 zoning pattern is still suitable for this portion of East Centre Avenue. Consistent with these previous rezoning applications that were considered in 2005/2006, the suitability of the existing R-1B zone for the 1603 and 1615 East Centre Avenue parcel should be carefully considered due to 1) increasing traffic volumes along East Centre Avenue and 2) the existing multi-family residential, office and commercial land use pattern along the East Centre Avenue corridor.

Residential development density is calculated differently in the RM-1 zoning district than in the PD, planned development zoning district. In the RM-1 zone, maximum permitted development density is calculated as specified in Section 42-350.B.(7). This section establishes a sliding scale of units per acre depending on the size (number of rooms) of each unit. Based on the number and type of apartment units proposed by the applicant, 8.8 acres would be needed if developed in the RM-1 district. The PD zone and the ordinance establishes an overall development density of 7 units/acre, with no individual phase exceeding 12 units/acre

regardless of the size of units. As a result, the number of apartment units that could be developed on this 10.7 acre tract of land is limited to 75, which reduces associated impacts such as noise, lighting and traffic. Additionally, more open space is proposed to be preserved by the applicant for the benefit of the residents and community. Finally, the proposed PD zone offers flexibility for the applicant and assurances to the community on how the property will be developed (i.e. types of land uses, density, location and so forth).

#### Traffic Considerations

The ITE Trip Generation Manual, Eighth Edition, indicates that a 74-unit multiple-family residential development would generate a projected 572 vehicle trips vehicles on an average weekday (24 hour period). For Commission information, each car that visits a site is counted twice, once for entering and once for exiting. Therefore, the total number of vehicles over a 24-hour period is one-half vehicle trips (286). However, given the needs of the proposed residents, less vehicles per day is anticipated. East Centre Avenue can accommodate this slight increase in vehicular traffic.

#### Environmental Impacts

The City of Portage Natural Resources Map indicates that the rezoning site is not situated within any designated wetland and/or floodplain areas.

### **VII. RECOMMENDATION:**

Subject to any additional comments that may be received during the public hearing, staff advises the Planning Commission to recommend to City Council that Rezoning Application #15/16-4 be approved and 1521, 1603 and 1615 East Centre Avenue be rezoned from R-1A, one family residential, RM-1, multiple family and OS-1, office service to PD planned development. Additionally, the requested modification from Section 42-374.C (mixture of at least two housing types) is also recommended to be approved with a finding that the standard is not in the best interest of the residents of the PD and is not inconsistent with the interests of the entire city as outlined in Section 42-375.L.

The PD district and proposed land use is appropriate in this area of the City and will provide assurances to surrounding property owners on the specific type of development that will be built on the property while providing design flexibility to the developer. The PD district and associated tentative plan/narrative submitted by Full Circle Communities for the Selinon Park Planned Development is consistent with the Comprehensive Plan/Future Land Use Map designations and surrounding zoning/land use pattern along East Centre Avenue and will provide affordable housing options for residents with low incomes, physical and sensory impairments and other special needs.

Attachments: Zoning Map  
Future Land Use Map  
Aerial Photo Map  
Development Guidelines Table (PD)  
Rezoning Application  
Narrative and tentative plan layout received January 15, 2016



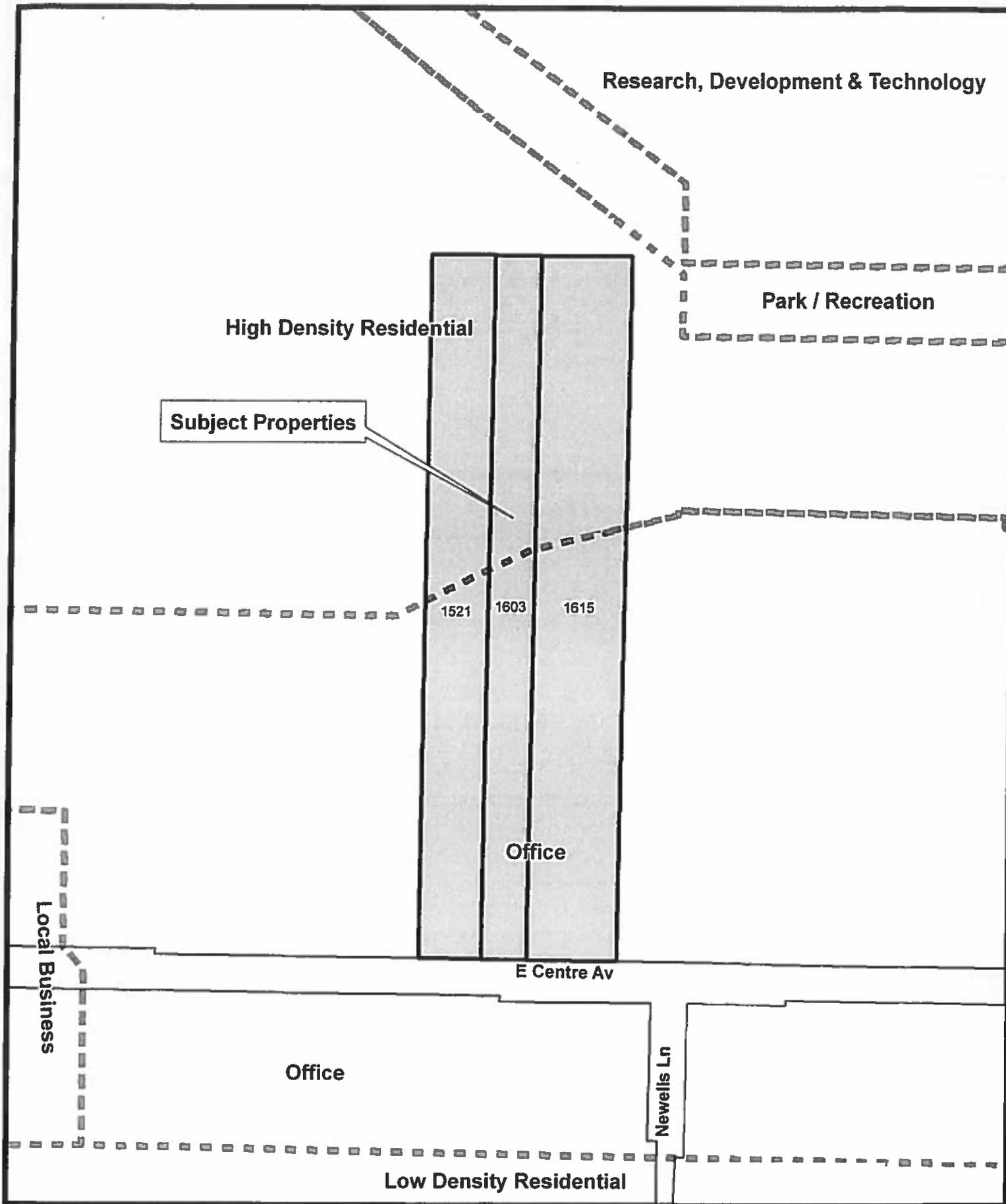
## Rezoning 15/16-04

# 1521, 1603, 1615 East Centre Avenue

 Zoning Boundary  
 Subject Properties



1 inch = 233 feet



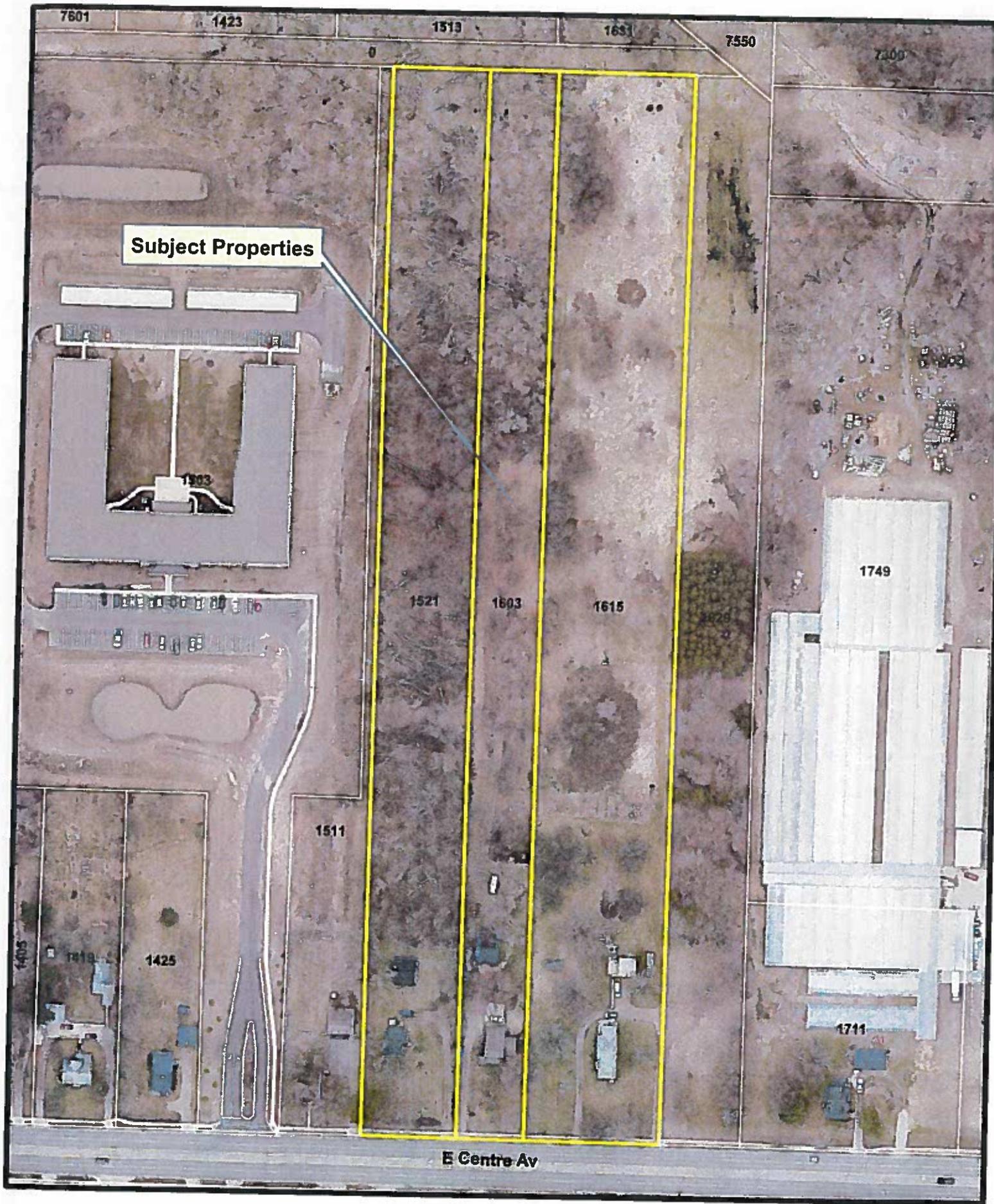
 Future Land Use  
 Subject Properties

# Future Land Use Map

## 1521,1603,1615 East Centre Avenue



1 inch = 233 feet



Subject Properties

E Centre Av

 Subject Properties

# Aerial Photo 1521, 1603, 1615 East Centre Avenue



1 inch = 150 feet

**DEVELOPMENT GUIDELINES**  
**Rezoning Application #15/16-04**  
**(Planned Development, PD)**

<b>Guideline</b>	<b>Description</b>	<b>Consistent</b>	<b>Comments</b>
Rezoning – 1	Rezoning Request	See Comment	Future Land Use Map designates rezoning site and adjacent properties situated to the east and west as appropriate for office land use (southern portion) and high density residential land use (northern portion). The proposed PD zone and associated tentative plan/narrative is not inconsistent with these designations. The Comprehensive Plan suggests that high density residential development projects and nonresidential land use be located on higher street classes (major and minor arterial roadways). If designed properly, desirable land use relationships can be created making residential and nonresidential use more compatible. Applicant is designing the East Centre Avenue building façade to appear more office-like.
Residential – 1	Protection of Residential Neighborhoods	N/A	The Selinon Park PD multiple family residential project is not situated adjacent to a residential neighborhood.
Residential – 2	Residential Development along Arterial Roadway	Yes	The Selinon Park PD multiple family residential project will be situated along East Centre Avenue (major arterial) with access provided from East Centre Avenue.
Residential – 3c	Locational Criteria for Residential Uses	Yes	Rezoning site has locational criteria consistent with the high density residential category: Overall development density for the Selinon Park PD will be approximate 7 units/acre with access from a major arterial roadway, municipal water/sanitary sewer and underground private utilities.
Residential – 4	Compatibility with Adjacent Land Use	Yes	The Selinon Park PD multiple family residential project is consistent and compatible in size and scale with the adjacent Centre Meadows Apartments located immediately to the west. The Selinon Park PD is also consistent and compatible with other existing multiple family, office and commercial land use pattern along East Centre Avenue.
Residential – 5	Open Space and Natural Resource Protection	Yes	The Selinon Park PD will preserve approximately 6.5 acres (62%) of the overall site in open space including existing wooded areas located along the northern portion of the site.
Residential – 6	Streets and Pedestrian Systems	Yes	Access will be provided from East Centre Avenue, a major arterial street. An internal pedestrian circulation network of concrete sidewalks will be provided that connects the three buildings to one another and the existing sidewalk along East Centre Avenue. Additionally, a future path that will connect the project to the proposed East Central Trailway planned along the Consumers Energy property to the north is also proposed by the applicant.

<b>Guideline</b>	<b>Description</b>	<b>Consistent</b>	<b>Comments</b>
Residential – 9	Residential Planned Unit Development	Yes	The Selinon Park PD will provide affordable housing options for residents with low incomes, physical and sensory impairments and other special needs. No nonresidential uses are proposed with the PD.
Natural & Historic Resources – 1	Environmental Protection	Yes	The City of Portage Natural Resources Map indicates the PD site is not situated within any designated wetland, floodplain or other environmental sensitive area. The Selinon Park PD will preserve a large portion of the existing wooded area along the northern portion of the site as open space for use and enjoyment by the residents.
Natural & Historic Resources – 2	Floodplain	N/A	The rezoning site is not encumbered by floodplain areas.
Natural & Historic Resources – 3	Water Quality	Yes	Storm water from the planned development will be collected and conveyed to a detention basin proposed along the north side of two-story apartment buildings.
Natural & Historic Resources - 4	Noise	N/A	The rezoning site is not situated near excessive noise generators such as the Kalamazoo/Battle Creek International Airport or major freeway arteries.
Natural & Historic Resources - 5	Historic Resource Preservation	See comment	The 1521 East Centre Avenue parcel is part of a Portage Historic District. The existing dwelling is proposed to be used as a manager residence and site design for the Selinon Park PD has minimized encroachment onto this historic property. The applicant is aware that a Certificate of Appropriateness will be needed from the Portage Historic District Commission prior to commencement of construction.
Natural & Historic Resources – 6	Open Space Preservation	Yes	See Residential – 5 comment above
Transportation – 1	Transportation Systems	Yes	East Centre Avenue is a 5-lane major arterial street with 20,233 vehicles per day (2011) and a capacity of 37,100 vehicles per day (level of service D). Anticipated traffic generation from Selinon Park PD can be accommodated.
Transportation – 2	Street Design	Yes	Access to the development will be provided through a single full-service driveway from East Centre Avenue that will align with an existing shared driveway located along the south side of East Centre Avenue. Final design will be further evaluated with the final/site plan submittal.
Transportation – 3	Access Management	Yes	See Transportation – 1 and Transportation – 2 above.
Transportation – 4	Non Motorized Travel	Yes	See Residential – 6 above.
Municipal Facilities & Services – 1	Sound Fiscal Growth	Yes	Existing and proposed public infrastructure is adequate to accommodate planned development.
Municipal Facilities & Services – 2	Sanitary Service	Yes	Sanitary sewer is available and will serve the planned development.
Municipal Facilities & Services – 3	Underground Utilities	Yes	Underground utilities will serve the planned development.



Department of Community Development

RECEIVED

APPLICATION FOR ZONING AMENDMENT

DEC 29 2015

Application number #15/16-4

COMMUNITY DEVELOPMENT

Date 12/29/15

APPLICATION INFORMATION:

Meetings of the Portage Planning Commission are held on the first and third Thursday of each month at 7:00 p.m. in the Council Chambers of Portage City Hall, 7900 South Westnedge Avenue, Portage, Michigan. All zoning amendment applications must be properly filled out and submitted to the Department of Community Development and the zoning amendment fee paid at least 15 working days prior to the meeting at which the public hearing is held. The applicant will be notified in writing of all such public hearing/meetings.

For more detailed information about the zoning amendment process, please refer to Portage Land Development Regulations, Article 4, Division 2, Subdivision 2.

TO THE PLANNING COMMISSION:

I (WE), the undersigned, do hereby respectfully make application and petition the Portage Planning Commission to amend the Zoning Ordinance and/or change the Zoning Map as hereinafter requested. In support of this application, the following is submitted:

ZONING MAP AMENDMENT

1. a. Platted Land:

The property is part of the recorded plat: The property sought to be rezoned is located at 1521-1615 E. Centre Ave. between Lovers Ln Street and Portage Rd Street on the North side of the street, and is known as Lot Number(s) of Plat (Subdivision). It has a frontage of 363 feet and a depth of 1287 feet.

(1521) 000155700
(1603) 000155750
(1615) 000155800

b. Unplatted Land:

The property is in acreage, and is not therefore a part of a recorded plat. The property sought to be rezoned is located and described as follows: (Indicate total acreage and parcel number).

N/A

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

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

(1521) Anthony Davis, 2221 Ports'de Ave, Portage, MI 49002

Address (1603) Mary B. Kind: c/o Orville Smith RE/MAX Advantage, 7127 South Westnedge, Portage, MI 49002

(1615) Stephen P. Nuss c/o Orville Smith RE/MAX Advantage, 7127 South Westnedge, Portage, MI 49002

7900 South Westnedge Avenue • Portage, Michigan 49002 • (269) 329-4477

www.portagemi.gov

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

Development of quality multifamily rental property for low-income families.

4. CURRENT ZONING: (1521 E Centre) OS-1 and RM-1 (1603 and 1615 E Centre) R-1B  
PROPOSED ZONING: PD

**ZONING TEXT AMENDMENT**

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

NA

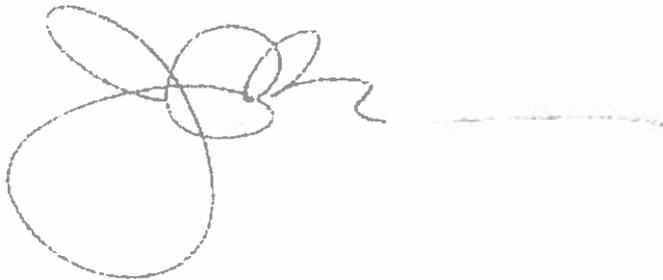
2. The Zoning Code Chapter and Section wherein the proposed text would be modified/inserted.

NA

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

NA

We attach a statement hereto indicating why, in our opinion, the change requested is necessary for the preservation and enjoyment of substantial property rights, and why such amendment will advance the public health, safety and welfare. An assessment of the impact of the proposal on the community and property of other persons in the vicinity of the amendment or affected by the amendment is also attached.



(Signature of Applicant)

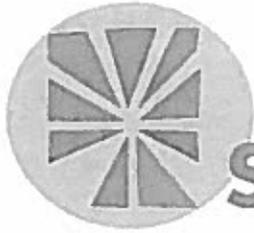
Joshua Wilmoth  
Vice President  
Full Circle Communities, Inc.  
310 S Peoria Street, Suite 500  
Chicago, IL 60607  
847-849-5307

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

RECEIVED

JAN 15 2016

COMMUNITY DEVELOPMENT



# SELINON PARK

## Planned Development Application

Submitted to the City of Portage  
by Full Circle Communities, Inc. a 501(c)(3) developer and manager of affordable housing

Project Architect: Hooker DeJong Architects & Engineers  
Project Engineer: Callen Engineering, Inc.

## Introduction

Selinon Park is a proposed affordable rental housing Planned Development (PD) within the City of Portage. Selinon Park provides a range of accessible housing options unified within a community-based development plan designed to maximize pedestrian circulation and maintain open spaces. This narrative responds to the requirements and conditions set forth in Sections 42-375.C., 42-374.C and 42-374.G of the City of Portage Zoning Ordinance as amended, and the City of Portage Land Development Regulations.

### 1. *Community Need:*

Selinon Park responds to a demonstrated need for accessible, affordable housing in the City of Portage. Portage has a long history of inclusive, affordable housing options for low-income individuals and families, and for persons with disabilities or other complex health conditions. The City's Analysis of Impediments to Fair Housing (2011), completed as part of their 2011-2015 Consolidated Plan, however, states that there is an unmet demand for housing for populations with special needs, with over 1,100 households reporting both a disability and housing problem. Furthermore, data from the 2009-2013 American Community Survey (ACS) shows that 11.32% of the Portage's population (nearly 5,300 people) reported a disability, with over 770 of them living within the project's Census tract.

Over 50% of Portage's renters are rent burdened, spending more than 30% of their income on housing. Over 1,200 renters in this rent burdened group earn between \$20,000 and \$50,000 a year. While this is below the City's median household income of \$55,035, these wages ought to provide the foundation upon which workers, particularly young families, can achieve lasting economic stability - eventually saving enough to attain homeownership. But research has shown that housing cost burden can significantly delay younger families from accumulating assets, and puts some families at risk for housing insecurity or homelessness.

Portage is a community of choice; supporting excellent schools, convenient access to several major regional and national employers, and strong institutional and healthcare anchors within the City and in neighboring Kalamazoo. Selinon Park envisions a rental community that provides vital linkages to these deep community resources, and builds resiliency through integrated supportive services and thoughtful design.

### *Necessity for Planned Development (PD):*

Selinon Park will be located at 1521-1615 E Centre Ave. The City has identified this area in its Future Land Use Map for office development (OS-1) along E Centre Ave, with high-density residential (RM-1) to the north. This zoning configuration precludes development of the project under other sections of the City's zoning ordinance. While the RM-1 multifamily designation would satisfy the programmatic residential use of the site, it allows for a greater density than the city's Comprehensive Plan indicates in the Future Land Use plan. The PD process creates a legally binding mechanism that provides a project-specific rezoning that is conditioned upon

satisfying a rigorous approval process. The PD ensures conformity with the City's design and durability standards, and planning goals for this section of Portage.

*Compatibility with City of Portage Comprehensive Plan:*

The 2014 Comprehensive Plan guides the future growth and development for the City of Portage and identifies goals and implementation strategies in the areas of community, transportation, and land use. Selinon Park supports goal LU1.4 which calls for municipal cooperation in expanding housing opportunities for disadvantaged populations including people with disabilities and low-income families. Additionally, the project is in line with the Future Land Use Map referenced in the plan, which designates the area around the project's location to be a mix of office and high-density residential uses, rather than its underlying R1-B (low density, single-family residential) zoning. The project has been designed with a single-story community and property management space designed to appear like offices along Centre Ave. Higher density residential uses are recessed deeper into the site. The site plan is pedestrian-oriented, creating extensive internal pathways that link the project's three buildings and outdoor recreations spaces. The project also includes a recreational trail that will traverse the site, connecting existing sidewalks along E. Centre Ave, and winding through wooded open spaces at the northerly end of the project, to the proposed extension of the Bicentennial Trail at the northeast corner of the property. FCC will pursue an easement to be able to connect to this trail when it is created. The project's three buildings have been clustered to evoke an urban village. Parking has been intentionally tucked out of view from E. Centre Ave, and behind the townhouses to prioritize pedestrian circulation and reflect urbanist design principles. The townhouses look out onto a common green, which will foster community interaction. Following early feedback from the City, the amount of off-street parking has been reduced. The design of the buildings incorporates high-quality materials and thoughtful design, to ensure a long-term value to the City, and to catalyze future development along E. Centre Ave.

*Project Description:*

Selinon Park will be developed on an approximately 10.72 acre site, and will include 74 units in three residential buildings, at a density of 7 units per acre. There will be 92 parking spots, several pedestrian and recreation paths, landscaped common areas, an outdoor recreation area for children, and an existing historic home, designated by the Portage Historic District Commission. Over 4.5 acres of the site will be preserved as open space, with a strong emphasis on native vegetation.

E. Centre Avenue is an excellent location for this development, due to its proximity to community amenities and transit. The project is located within a mile and a half of several full-service grocery stores; under a mile from workforce training, youth development, and other community resources at the Portage Community Center; medical services; many rich retail and employment options in Portage; several schools; and outdoor recreation.

Selinon Park will provide affordable rental apartments designed to serve an integrated supportive housing population. All units will serve persons earning 30%, 50%, or 60% of Area Median Income (AMI). A third of the units will target Portage residents with physical and sensory impairments, and other special needs that require accessible, barrier-free units with features that allow for independent living. Another third of the units will target “under-housed” families, a term that describes rent burdened households that cope with housing costs by doubling up with other families or relatives, often in cramped conditions. Under-housed families lack stability, and are at high risk for experiencing homelessness. The remaining third of the project’s units will provide affordable housing to residents without specific needs, but could benefit from additional quality affordable units in Portage. Our tenant selection plan and outreach efforts will reflect these preferences. The property manager will reside onsite, in the historic home located at 1521 E. Centre Ave.

*Project Benefits:*

Selinon Park provides many benefits to the community. The completed project will deliver a \$15.35 MM well-constructed property, revitalizing under-utilized land. The project will create an estimated 3 permanent jobs and 90 construction jobs. The buildings will be Enterprise Green Communities certified, incorporating energy efficient design, HVAC system, and Energy Star appliances, water conserving plumbing fixtures, low- or no-VOC paints and coatings, radon mitigation, integrated pest management, and landscaping that reflects species native or adapted to the region.

The project’s integrated supportive housing model delivers high-quality housing without creating an institutionalized setting for residents with disabilities or special needs, nor a cloistered environment for working families. Full Circle Communities is committing at least \$550,000 up front to provide on-site services at no additional cost to residents. Many persons with disabilities do not need the full-time, around-the-clock support of an assisted living facility, but would benefit from housing that incorporates some supportive services or unit features that allow them to live independently. Full Circle typically employs a Case Manager to coordinate the service, transportation and health needs of residents. Working families do not require the same level of case management, but can benefit from the linkages to resources or programs that teach financial literacy, job training, and youth development. As a result, FCC is reducing the burden on local public services and the healthcare system. A Case Manager and tenant services are budgeted for the lifetime of this project.

*Project Funding Sources:*

Selinon Park will rely on equity raised through the allocation of Low Income Housing Tax Credits (LIHTCs) from the Michigan State Housing Development Authority (MSDHA), leveraged with a grant from the Federal Home Loan Bank’s Affordable Housing Program (AHP), and conventional debt. The feasibility of the project is also contingent upon the receipt of Project-Based Rental Assistance on a portion of the units from MSHDA, and tax abatement in the form of a Payment

In Lieu of Taxes (PILOT) agreement, negotiated with the City of Portage. The PILOT application will be submitted under separate cover from this PD application.

2. Selinon Park will be developed on a 10.72 acre site consisting of three parcels (1521 E. Centre Ave, 1603 E. Centre Ave, and 1615 E. Centre Ave). 1603 and 1615 E. Centre Ave are currently zoned R-1B, single family residential. 1521 E Centre Ave has an OS-1, office service, and RM-1, multifamily residential, designation. The proposed zoning for the entire site is PD.

Each parcel currently has a single-family home and some accessory structures, with open space consisting mainly of wooded areas to the north. The proposed development will demolish the homes on 1603 and 1615 E. Centre Ave, while retaining the historic property at 1521 E. Centre Ave as a residence for the property manager. The site has been carefully designed to preserve much of the open space at the northern end of the parcel. Most of the wooded areas will remain undisturbed except for the purposes of storm water management.

The site orients the majority of the project on the southern end of the property to allow for a clustered design that reflects urbanist principles, and will foster a strong sense of community. The layout of the buildings also capitalizes on the natural topography and vegetation of the property, augments recreational opportunities with pedestrian and bike trails, and maximizes wooded views from the apartments.

3. The construction of Selinon Park will take place in a single phase over an approximate 12 month period, more fully described in the table below. The project’s primary financial support will come in the form of equity raised through the allocation of low income housing tax credits (LIHTC) from the Michigan State Housing Development Authority (MSHDA). The so-called 9% LIHTCs are awarded through a competitive application process. The next funding round is due in April 2016, with award announcements made over the summer. The Federal Home Loan Bank system operates a competitive grant program, the Affordable Housing Program (AHP) that is included in the schedule. Site control agreements with the three property owners include provisions to account for this schedule.
4. The following timetable anticipates a successful award of LIHTCs in the April 2016 funding round.

Date	Milestone
04/01/16	MSHDA LIHTC application due
04/27/16	FHLB Indianapolis application due
07/01/16	MSHDA LIHTC notification
08/03/16	FHLB Indianapolis notification
03/31/17	Closing, construction start
03/31/18	End construction and initial lease up
07/31/18	Substantial occupancy

5. Selinon Park is well integrated into the existing development pattern and the City's Future Land Use Plan. To the west of the site is Centre Meadows Apartments, a large multifamily rental development. There are also a small number of single-family homes. To the east is a commercial greenhouse facility and Centre Street Village, another multi-family rental development. To the south is a diverse mix of commercial and office uses and a small number of single family homes. To the north is open green space and a proposed extension of the Bicentennial Trail. The Future Land Use Plan Map shows the area to be a mix of offices along East Centre and with high-density residential to the north. Selinon Park was designed to account for the existing and proposed development pattern. The exterior design of the community and service space of the project in the one-story section of the southernmost building has urbanist design elements. The northern portion of the site plan shows green space and pedestrian connections to the proposed trail extension, connecting residents with Portage's extensive pedestrian and bicycle network.
6. The project site is located at 1521, 1603, and 1615 East Centre Avenue in Portage on the north side of the street, in between Lovers Lane and Portage Road. Full Circle has executed letters of intent with each of the three owners, respectively: Anthony and Lin Davis, Mary Kindt, and Stephen Nuss. The property owners are in support of the PD application for the project. Upon successful receipt of LIHTCs from MSHDA, Full Circle Communities, Inc. will utilize the proceeds to purchase the land and develop the property according to this plan, pending final approval from the City.
7. The project proposes 74 new construction rental units, and a single unit in an existing home for the property's manager. The property is approximately 10.72 acres, with a residential density of 7 units per acre. The footprint of the buildings will cover 39,570 SF, or approximately 8% of the site. Landscaped community open space and preserved wooded open spaces together will comprise approximately 62% of the site.
8. Open space is located along the perimeter of the site, with significant wooded areas preserved in the central and northern portions of the site. Residents will be able to enjoy interconnectivity between residential and community space and a potential connection to the proposed extension of Bicentennial Trail for pedestrians and cyclists along the northern edge of the site. FCC will work with the City of Portage to obtain an easement to access this important recreation resource. FCC will also work with the City to provide secure access to the pedestrian paths that connect the trail system to E. Centre Ave. FCC will ensure quality management and maintenance of landscaped open spaces.
9. Selinon Park includes three, new construction multifamily apartment buildings, and preserves an historic single family home. The three new construction buildings have been designed by the award-winning, Michigan-based firm, Hooker DeJong. The building evokes an office appearance along E. Centre Ave, with building features echoed in the design of two townhome buildings located on the northerly portion of the site. The buildings include varied rooflines and building treatments that reflect the local context and inspire visual interest, along with efficient building features. The buildings will be constructed of high-quality, durable materials to provide long-term value to residents and the City of Portage, and to reduce maintenance and replacement

costs. Exterior materials include resilient fiber cement siding (Hardie board) in various colors and textures, and masonry veneer. The interior treatments reflect Full Circle Communities' firm commitment to delivering affordable housing that is equivalent or superior in terms of quality, energy-efficiency, and durability to the market. The buildings are connected via pedestrian footpaths. FCC will include street lights and other lighting features for security and safety, and to compensate for the lack of street lighting near the property on E. Centre Ave.

A three-story, elevator-served building is situated at the southern portion of the site. The southernmost section of the building includes a single story component incorporating community and property management space that has been intentionally designed to appear like offices along E Centre Ave. The building's footprint is 22,296 SF, with a total of 59,256 SF across all three floors. The building is 35 feet 5.5 inches as measured to the midpoint of the roof, and 26 feet 9.25 inches to the eave. The peak of the roof is 43 feet 5 inches. The front setback of the building is approximately 80 inches to the curb of E. Centre Ave. It is 49 feet from the single story component of the building to the eastern property line, and 69 feet from the three-story component of the building to the eastern property line. The building is 136 feet from the historic home at 1521 E. Centre Ave.

The building includes 24 one-bedroom units (averaging 731 SF), 22 two-bedroom units (averaging 947 SF), and 2 three-bedroom units (averaging 1,105 SF). All of the units will be visitable, and portion of the units will be barrier-free or adaptable. 46 parking spaces and a covered bicycle rack will serve this building. The building will include community spaces, a community kitchen, library, resource center and computer lab, and laundry room.

Twin, two-story, townhome buildings are located to the north of the three-story building. The three buildings are connected via pedestrian paths. The footprint of each townhome building is 8,637 SF, with a total of 17,274 SF per building, and 34,548 SF between the two buildings. The buildings are setback approximately 450 feet from E Centre Ave, with a minimum of 64 feet to the eastern property line, and minimum 119 feet to the western property line. The buildings face a shared a common green, set 97-111 feet from each other. The buildings are 23 feet 4.75 inches from the midpoint to the roof, and 17 feet 11.75 inches to the eave.

The buildings include 16 three-bedroom units (averaging 1,118 SF), and 10 four-bedroom townhomes (average 1,285 SF). The three-bedroom units are designed to resemble townhomes, but each second floor walk-up unit has private, enclosed stair access. The buildings overlook a landscaped common green with integrated pedestrian paths. 23 parking spots are located in the rear of each of the townhome buildings. A paved drive connects the two parking areas to conform to provisions in the City's fire code. The front of the townhomes have varied setbacks to the common green to increase visual interest. A covered bicycle rack will serve these buildings. All units will include in-unit laundry. All ground floor three-bedroom units will have accessible or barrier-free or adaptable unit features. All four-bedroom townhomes will include a visitable bedroom and bathroom on the ground floor.

1521 E. Centre Ave has a two-story single family historic home, designated by the Portage Historic District Commission. The property will be maintained as a residential dwelling for the property manager. Space for an accessory historic barn will be preserved behind the home, and a pedestrian and bike path will skirt the building. FCC will install fresh gravel to improve the

existing driveway access to E. Centre Ave. A Certificate of Appropriateness from the Historic District Commission (HDC) will be requested and must be obtained prior to receiving the requested rezoning, final approval from the City of Portage, and prior to the start of construction. FCC is committed to working with the HDC on this approval process, in maintaining the historic home, and restoring the historic barn.

10. Public Sanitary Sewer (8-inch) is available to the site, located in East Centre Avenue, and also available at the rear of the property (27-inch). We anticipate extending 8-inch public sanitary sewer in a 20-ft wide public easement to service all of the proposed buildings. We anticipate connecting to the existing sanitary manhole located in E. Centre Avenue, and extending northerly as needed to service all buildings. In the event the sanitary sewer in E. Centre Avenue is not deep enough to serve the northerly buildings, new sanitary sewer will connect to the existing 27-inch sanitary sewer that bisects the northerly portion of the property to serve the northerly buildings. FCC will repair or replace pavement in either scenario following guidelines from the City.

Storm drainage, designed to capture building and parking lot runoff, will be conveyed via a combination of storm sewer and drainage swales and directed to a shallow depth retention and detention area located north of the proposed building areas. Based on the soil types encountered during the geotechnical analysis, the area will be sized and graded to provide for passive recreational uses. Preliminary analysis of the site revealed clean sandy soils that promote infiltration suitable for this method of storm water management. If geotechnical analysis reveal soils unsuitable for this type of storm water management, the size of the site accommodates an engineered solution, sized and graded to provide for a constructed wetland, with controlled-rate offsite discharge at the pre-development runoff rate, directed to areas that currently accept runoff from the site.

Public water main is available to the site. A 12-inch water main is located in E. Centre Avenue, on the south side of the street. New 8-inch ductile iron water main will extend northerly into the site, loop around the proposed buildings and re-connect in E. Centre Avenue. At minimum, four new hydrants, with an average spacing of 400 feet, and located to ensure adequate fire protection will be provided at accessible locations. The as-built for plans will be submitted to the Portage Department of Public Safety, Fire Division, and Fire Marshall prior to final project approvals.

Alternatively, the 8-inch water main may be extended to the existing 8-inch water main located west of the subject property, in lieu of reconnecting to E. Centre Avenue. This method is preferred, and FCC will work with the owners of 1511 E. Centre Ave and Centre Meadow Apartments to obtain the necessary easements.

11. All public utilities will be located in public utility easements, utilizing standard City of Portage easement grant forms. Additional easement documents will be prepared for storm water management and any other easements required. All easements will be illustrated and described on the final plans provided to the City.

12. Selinon Park will be accessed through an entrance off of East Centre Ave. The entryway has been positioned directly across from a driveway to an office property on the southern side of E Centre Ave.

All parking for the project is located off-street, and will conform to design and accessibility requirements established in Section 42-521. Section 42-523 stipulates a minimum of two parking spaces per dwelling unit, for a total of 150 parking spots. Selinon Park reflects a reduction in total parking to satisfy early feedback from the City at 92 spots. The parking reduction allows urbanist principles to be incorporated into the project's design. The following calculation draws on Full Circle's property management experience of similar projects, and local and national best practices to develop an informed parking ratio reduction.

*Elevator-served building:*

24 one-bedrooms x 0.75 stall = 18 stalls

22 two-bedrooms x 1 stall = 22 stalls

2 three-bedrooms x 1.75 stalls = 3 stalls

*Townhomes:*

16 three-bedrooms x 1.75 stalls = 28 stalls

10 four-bedrooms x 1.75 stalls = 18 stalls

*Subtotal Elevator-served = 43 stalls*

*Subtotal townhomes = 46 stalls*

*Employee parking = 3 stalls*

**TOTAL = 92 stalls**

The target population of the elevator-served building are residents with physical or sensory impairments. This population often relies on specialized transport or paratransit access, rather than personal vehicles. The site plan includes a drop-off area at the entrance to the building to accommodate a range of vehicles. The building also targets low-income individuals without special needs. Residents with incomes between 30%-60% AMI are less likely to own more than one personal vehicle, and often carpool or rely on public transit more than higher income groups. The proximity to transit, pedestrian walkways, and bicycling opportunities justify a reduction in the parking ratio below 2:1 for the non-special needs, and family units. FCC is confident that 92 parking spots are more than adequate to address the parking needs of the project.

The site plan indicates several areas where the full parking requirement has been banked ("Potential Future Parking"), and could be expanded in the future, in accordance with Section 42-520.N. Although the overall ratio is 1.23 per dwelling unit, these 58 deferred parking spots can be constructed should the need arise in the future, and in consultation with the City.

An access road connects the two townhome parking lots in order to comply with fire code regulations. It is preferable that pervious pavement, or partially-vegetated pavers be used *in lieu*

of impervious pavement in this area so that it can have a dual function as open space and as an emergency vehicle access route.

13. The project includes four buildings, a three-story apartment building, twin townhome buildings, and a historic home. Although the historic home is a single-family detached dwelling, the new construction buildings are classified as attached residential. We seek a waiver from the requirement to provide a mixture of housing types as specified in Section 42-374(C). Detached residential would not provide the type of housing appropriate for the intended populations, or the plan to deliver integrated services to residents in the on-site community and case management spaces. The inclusion of smaller apartment units and townhomes provides variety within the attached residential classification.

Although the project will not include an office use, the design has sacrificed some building efficiency to create an office-type building face along E Centre Ave, to conform to the Future Land Use Plan. This site plan is only possible through a Planned Development rezoning.

14. The project is anticipated to close in Spring 2017 with construction to begin shortly after, contingent upon successful allocation of LIHTCs from the state. Final approvals will be received prior to closing. Construction will be completed within 12 months in compliance with MSHDA regulations.
15. The project relies on competitive funding sources such as the LIHTC and AHP programs. The project will receive commitments for equity providers and conventional debt in advance of the April 2016 MSHDA application deadline. The project also requires tax abatement in the form of a PILOT from the City of Portage. An application for the PILOT request has been submitted to the City under a separate cover.

## Summary

This PD proposal utilizes a thoughtful design to delivery much needed accessible, affordable housing to the City of Portage, and revitalizes and underutilized section of East Centre Ave. The site design emphasizes pedestrian networks, community interaction, and recreation opportunities. A tenant selection model which integrates families and persons with special needs creates a diverse and dynamic community that responds to demonstrated need in the community. Supportive services, funded through Full Circle Communities' innovative development model, will ensure the highest level of independent living, and can promote income mobility, potentially towards long-term homeownership in Portage. The project cannot be developed under any of the existing zoning designations, and the PD rezoning provides the flexibility to deliver a high-quality development that could spur additional investment along the East Centre Ave corridor. The development team looks forward to working with the City to deliver a signature, inclusive development with Selinon Park.



**H** **DJ** **HOOKER | DEJONG**  
**ARCHITECTS & ENGINEERS**

**FULLCIRCLE**  
 communities

# SELINON PARK



PRELIMINARY  
 FOR  
 CONSTRUCTION

PR-1  
 August 11, 2021

THESE PLANS WERE  
 PREPARED BY  
 150 EAST 22ND ST  
 SUITE 200  
 PORTLAND, OR 97201  
 TEL: 503.255.1100  
 FAX: 503.255.1101



UNIT NO.	SQ. FT.	TYPE	STATUS
101	1,200	1-BR	RESERVED
102	1,200	1-BR	RESERVED
103	1,200	1-BR	RESERVED
104	1,200	1-BR	RESERVED
105	1,200	1-BR	RESERVED
106	1,200	1-BR	RESERVED
107	1,200	1-BR	RESERVED
108	1,200	1-BR	RESERVED
109	1,200	1-BR	RESERVED
110	1,200	1-BR	RESERVED
111	1,200	1-BR	RESERVED
112	1,200	1-BR	RESERVED
113	1,200	1-BR	RESERVED
114	1,200	1-BR	RESERVED
115	1,200	1-BR	RESERVED
116	1,200	1-BR	RESERVED
117	1,200	1-BR	RESERVED
118	1,200	1-BR	RESERVED
119	1,200	1-BR	RESERVED
120	1,200	1-BR	RESERVED
121	1,200	1-BR	RESERVED
122	1,200	1-BR	RESERVED
123	1,200	1-BR	RESERVED
124	1,200	1-BR	RESERVED
125	1,200	1-BR	RESERVED
126	1,200	1-BR	RESERVED
127	1,200	1-BR	RESERVED
128	1,200	1-BR	RESERVED
129	1,200	1-BR	RESERVED
130	1,200	1-BR	RESERVED
131	1,200	1-BR	RESERVED
132	1,200	1-BR	RESERVED
133	1,200	1-BR	RESERVED
134	1,200	1-BR	RESERVED
135	1,200	1-BR	RESERVED
136	1,200	1-BR	RESERVED
137	1,200	1-BR	RESERVED
138	1,200	1-BR	RESERVED
139	1,200	1-BR	RESERVED
140	1,200	1-BR	RESERVED
141	1,200	1-BR	RESERVED
142	1,200	1-BR	RESERVED
143	1,200	1-BR	RESERVED
144	1,200	1-BR	RESERVED
145	1,200	1-BR	RESERVED
146	1,200	1-BR	RESERVED
147	1,200	1-BR	RESERVED
148	1,200	1-BR	RESERVED
149	1,200	1-BR	RESERVED
150	1,200	1-BR	RESERVED
151	1,200	1-BR	RESERVED
152	1,200	1-BR	RESERVED
153	1,200	1-BR	RESERVED
154	1,200	1-BR	RESERVED
155	1,200	1-BR	RESERVED
156	1,200	1-BR	RESERVED
157	1,200	1-BR	RESERVED
158	1,200	1-BR	RESERVED
159	1,200	1-BR	RESERVED
160	1,200	1-BR	RESERVED
161	1,200	1-BR	RESERVED
162	1,200	1-BR	RESERVED
163	1,200	1-BR	RESERVED
164	1,200	1-BR	RESERVED
165	1,200	1-BR	RESERVED
166	1,200	1-BR	RESERVED
167	1,200	1-BR	RESERVED
168	1,200	1-BR	RESERVED
169	1,200	1-BR	RESERVED
170	1,200	1-BR	RESERVED
171	1,200	1-BR	RESERVED
172	1,200	1-BR	RESERVED
173	1,200	1-BR	RESERVED
174	1,200	1-BR	RESERVED
175	1,200	1-BR	RESERVED
176	1,200	1-BR	RESERVED
177	1,200	1-BR	RESERVED
178	1,200	1-BR	RESERVED
179	1,200	1-BR	RESERVED
180	1,200	1-BR	RESERVED
181	1,200	1-BR	RESERVED
182	1,200	1-BR	RESERVED
183	1,200	1-BR	RESERVED
184	1,200	1-BR	RESERVED
185	1,200	1-BR	RESERVED
186	1,200	1-BR	RESERVED
187	1,200	1-BR	RESERVED
188	1,200	1-BR	RESERVED
189	1,200	1-BR	RESERVED
190	1,200	1-BR	RESERVED
191	1,200	1-BR	RESERVED
192	1,200	1-BR	RESERVED
193	1,200	1-BR	RESERVED
194	1,200	1-BR	RESERVED
195	1,200	1-BR	RESERVED
196	1,200	1-BR	RESERVED
197	1,200	1-BR	RESERVED
198	1,200	1-BR	RESERVED
199	1,200	1-BR	RESERVED
200	1,200	1-BR	RESERVED
201	1,200	1-BR	RESERVED
202	1,200	1-BR	RESERVED
203	1,200	1-BR	RESERVED
204	1,200	1-BR	RESERVED
205	1,200	1-BR	RESERVED
206	1,200	1-BR	RESERVED
207	1,200	1-BR	RESERVED
208	1,200	1-BR	RESERVED
209	1,200	1-BR	RESERVED
210	1,200	1-BR	RESERVED
211	1,200	1-BR	RESERVED
212	1,200	1-BR	RESERVED
213	1,200	1-BR	RESERVED
214	1,200	1-BR	RESERVED
215	1,200	1-BR	RESERVED
216	1,200	1-BR	RESERVED
217	1,200	1-BR	RESERVED
218	1,200	1-BR	RESERVED
219	1,200	1-BR	RESERVED
220	1,200	1-BR	RESERVED
221	1,200	1-BR	RESERVED
222	1,200	1-BR	RESERVED
223	1,200	1-BR	RESERVED
224	1,200	1-BR	RESERVED
225	1,200	1-BR	RESERVED
226	1,200	1-BR	RESERVED
227	1,200	1-BR	RESERVED
228	1,200	1-BR	RESERVED
229	1,200	1-BR	RESERVED
230	1,200	1-BR	RESERVED
231	1,200	1-BR	RESERVED
232	1,200	1-BR	RESERVED
233	1,200	1-BR	RESERVED
234	1,200	1-BR	RESERVED
235	1,200	1-BR	RESERVED
236	1,200	1-BR	RESERVED
237	1,200	1-BR	RESERVED
238	1,200	1-BR	RESERVED
239	1,200	1-BR	RESERVED
240	1,200	1-BR	RESERVED
241	1,200	1-BR	RESERVED
242	1,200	1-BR	RESERVED
243	1,200	1-BR	RESERVED
244	1,200	1-BR	RESERVED
245	1,200	1-BR	RESERVED
246	1,200	1-BR	RESERVED
247	1,200	1-BR	RESERVED
248	1,200	1-BR	RESERVED
249	1,200	1-BR	RESERVED
250	1,200	1-BR	RESERVED
251	1,200	1-BR	RESERVED
252	1,200	1-BR	RESERVED
253	1,200	1-BR	RESERVED
254	1,200	1-BR	RESERVED
255	1,200	1-BR	RESERVED
256	1,200	1-BR	RESERVED
257	1,200	1-BR	RESERVED
258	1,200	1-BR	RESERVED
259	1,200	1-BR	RESERVED
260	1,200	1-BR	RESERVED
261	1,200	1-BR	RESERVED
262	1,200	1-BR	RESERVED
263	1,200	1-BR	RESERVED
264	1,200	1-BR	RESERVED
265	1,200	1-BR	RESERVED
266	1,200	1-BR	RESERVED
267	1,200	1-BR	RESERVED
268	1,200	1-BR	RESERVED
269	1,200	1-BR	RESERVED
270	1,200	1-BR	RESERVED
271	1,200	1-BR	RESERVED
272	1,200	1-BR	RESERVED
273	1,200	1-BR	RESERVED
274	1,200	1-BR	RESERVED
275	1,200	1-BR	RESERVED
276	1,200	1-BR	RESERVED
277	1,200	1-BR	RESERVED
278	1,200	1-BR	RESERVED
279	1,200	1-BR	RESERVED
280	1,200	1-BR	RESERVED
281	1,200	1-BR	RESERVED
282	1,200	1-BR	RESERVED
283	1,200	1-BR	RESERVED
284	1,200	1-BR	RESERVED
285	1,200	1-BR	RESERVED
286	1,200	1-BR	RESERVED
287	1,200	1-BR	RESERVED
288	1,200	1-BR	RESERVED
289	1,200	1-BR	RESERVED
290	1,200	1-BR	RESERVED
291	1,200	1-BR	RESERVED
292	1,200	1-BR	RESERVED
293	1,200	1-BR	RESERVED
294	1,200	1-BR	RESERVED
295	1,200	1-BR	RESERVED
296	1,200	1-BR	RESERVED
297	1,200	1-BR	RESERVED
298	1,200	1-BR	RESERVED
299	1,200	1-BR	RESERVED
300	1,200	1-BR	RESERVED



**H DJ**  
**HOOKER | DE JONG**  
 ARCHITECTS & ENGINEERS

**FULLCIRCLE**  
 communities

**SELINON PARK**

PROJ. # 15-0000  
 CONSTRUCTION  
**PR-3**  
 11/15/17

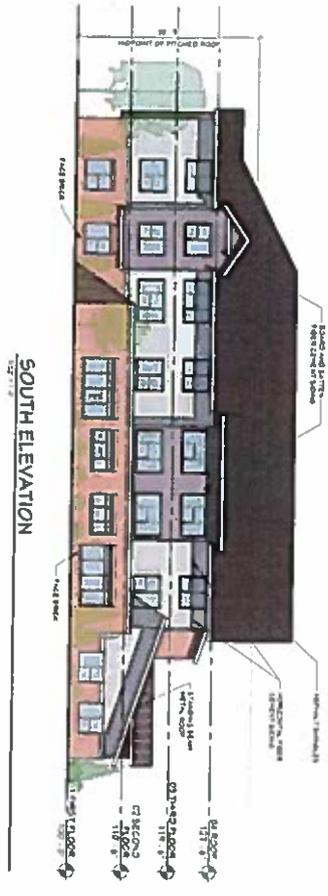
OVERALL FLOOR PLANS - 1STORY  
 THIS FLOOR PLAN IS  
 OF 1276 SQ. FT.  
 TOTAL FLOOR AREA IS  
 1276 SQ. FT.



VIEW FROM PARKING



VIEW FROM CENTRE AVE



SOUTH ELEVATION



EAST ELEVATION



**HOOKER | DE JONG**  
ARCHITECTS & ENGINEERS

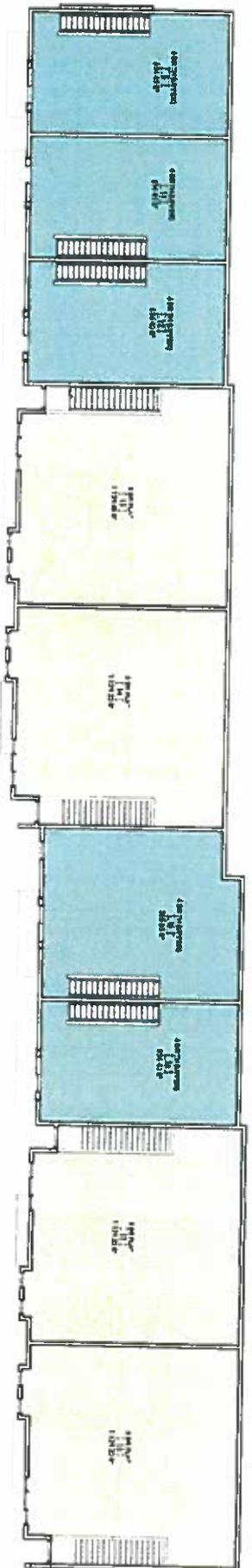


**FULL CIRCLE**  
communities

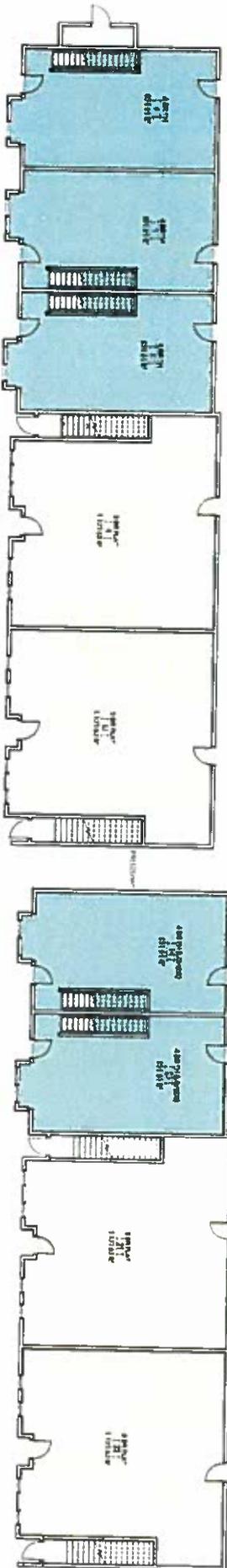
**SELLINON PARK**

PRELIMINARY  
DRAWING FOR  
CONSTRUCTION  
**PR-4**  
Project: 44881  
Date: 04/13

EXTERIOR ELEVATIONS - 3 STORY  
FULL CIRCLE COMMUNITIES  
SELLINON PARK  
4421 CENTRE STREET  
PORTLAND, OREGON



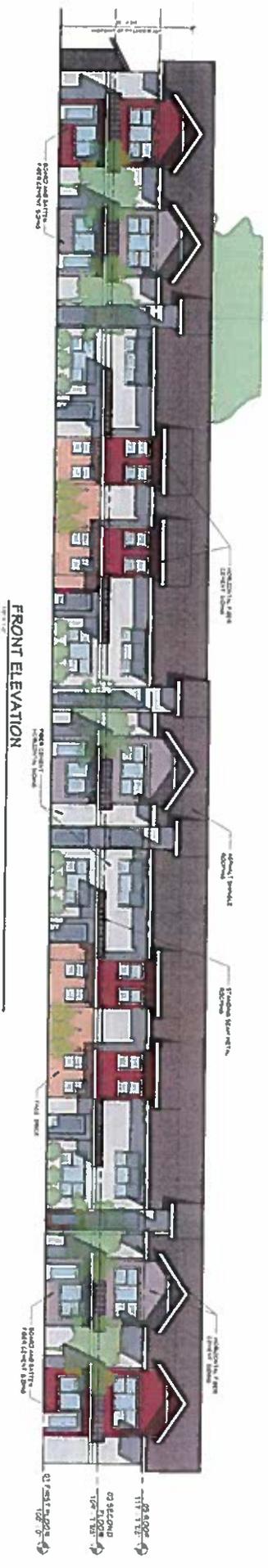
SECOND FLOOR PLAN



FIRST FLOOR PLAN



FRONT PERSPECTIVE



**H** **DJ** **HOOKER | DE JONG**  
ARCHITECTS & ENGINEERS

**FULLCIRCLE**  
communities

**SELINON PARK**

PRELIMINARY  
CONSTRUCTION

**PR-6**

EXTERIOR ELEVATION - TOWNHOUSE BUILDINGS  
TOWNHOUSE BUILDINGS  
SELINON PARK  
1501 CRYSTAL STREET  
PORTLAND, OREGON



**MATERIALS TRANSMITTED**

## CITY COUNCIL MEETING MINUTES FROM JANUARY 12, 2016

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

At the request of Mayor Strazdas, Pastor Jim Galvin of the Berean Baptist Church of Portage 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 Richard Ford, Patricia M. Randall, Claudette Reid and Terry Urban, Jim Pearson and Mayor Peter Strazdas. Mayor Pro Tem Nasim Ansari was absent with excuse. Also in attendance were City Manager Laurence Shaffer, City Attorney Randy Brown and City Clerk James R. Hudson.

**PROCLAMATION:** Mayor Strazdas issued a Proclamation to the honorable Betty lee Ongley in commemoration of her 90<sup>th</sup> Birthday.

**APPROVAL OF MINUTES:** Motion by Reid, seconded by Ford, to approve the December 15, 2015 Regular Meeting Minutes as presented. Upon a voice vote, motion carried 6 to 0.

\* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Ford to read the Consent Agenda, and removed Item F.7, January 22, 2016 City Council Goal Setting Retreat Updates, from the Consent Agenda. Motion by Ford, seconded by Reid, to approve the Consent Agenda motions as amended. Discussion followed. Upon a roll call vote, motion carried 6 to 0.

\* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF JANUARY 12, 2016:** Motion by Ford, seconded by Reid, to approve the Accounts Payable Register of January 12, 2016. Upon a roll call vote, motion carried 6 to 0.

### **PUBLIC HEARINGS:**

**TENTATIVE AMENDMENT FOR OAKLAND HILLS AT CENTRE PLANNED DEVELOPMENT:** Mayor Strazdas introduced this item and asked City Manager Shaffer for comment. Mr. Shaffer deferred to Community Development Director Vicki Georgeau to address any questions or concerns that City Council might have. Ms. Georgeau provided a summary of the Tentative Plan amendment, summarized the City Manager report dated January 12, 2016, and referenced the attached Department of Community Development report dated October 30, 2015, including the attached Aerial Photo, the maps and the architectural drawings. She indicated that the Planning Commission unanimously agreed at their November 5, 2015 Meeting with the two conditions from the Department of Community Development report dated October 30, 2015: that the applicant maintain, to the extent possible, the existing trees located along Oakland Drive to screen/blend the monopine tower with the surrounding area; and if the shared driveway arrangement with 8040 Oakland Drive does not occur, access for the planned office buildings and existing monopine tower be obtained from the residential boulevard driveway to the south. Discussion followed. In answer to Councilmember Reid, Ms. Georgeau indicated that the proposed shared driveway access with the goal being to have a separate residential entrance for Oakland Drive and explained. Discussion followed regarding the number of trees necessary around the existing monopine tower.

Motion by Reid, seconded by Randall, to close the public hearing. Upon a voice vote, motion carried 6 to 0. Motion by Ford, seconded by Reid, to approve the Tentative Plan Amendment for the Oakland Hills at Centre Planned Development subject to the two conditions cited in the October 30, 2015 Department of Community Development staff report. Discussion followed. Upon a roll call vote, motion carried 6 to 0.

**SOUTH SHORE DRIVE SANITARY SEWER PROJECT #416-S:** Mayor Strazdas introduced this item and asked City Manager Shaffer for comment. Mr. Shaffer deferred to Director of Utilities Chris Barnes, who cited the location of the proposed sanitary sewer project using the map contained in the Agenda packet, which includes the reconstruction of South Shore Drive. He explained the necessity of the sanitary sewer, especially owing to its proximity to West Lake, the cost breakdown, the notices provided to the property owners and the intent to complete the design of the project, obtain bids and do the construction during the spring/summer of 2016. At the request of Mayor Strazdas, Mr. Barnes outlined the Special Assessment process and discussion followed regarding the eight inch sewer buried deep in the ground behind the South Shore Drive properties. Mayor Strazdas opened the public hearing for comment from any citizen present at the meeting.

Brita Boer, 316 South Shore Drive, spoke in favor of the project. She also asked whether a road grade change, bike lane and sidewalks are part of the project; and, if sidewalks are included, she wanted to know which side of the road would they be constructed.

Mr. Barnes responded that the road level is very high and could be anywhere from 12 to 15 inches above grade. He indicated that the plan would be to try to make the road low enough for the driveways to slope down to the road for good drainage. Also, he said that there is no plan, as a part of this project, to construct sidewalks, but the project does include a widening of the road to include a four foot bike lane shoulder for any non-motorized or pedestrian traffic. Also, he indicated that, depending upon design, there may be a bituminous asphalt curb along the edge of the road for additional drainage and referred to the recent reconstruction of South Westnedge Avenue from Melody Avenue to South Shore Drive as the construction model.

Motion by Ford, seconded by Reid, to close the public hearing. Upon a voice vote, motion carried 6 to 0.

Motion by Randall, seconded by Reid, to adopt Resolution No. 3 for the South Shore Drive Sanitary Sewer Project #416-S, directing the preparation of the special assessment roll. Upon a roll call vote, motion carried 6 to 0. Discussion followed. Resolution recorded on page 101 of City of Portage Resolution Book No. 46.

**PETITIONS AND STATEMENTS OF CITIZENS:** To commemorate Martin Luther King Day, Senior Citizens Advisory Board Secretary Monifa Jummane, 6286 Silver Fir Street, provided City Council with three bookmarks designed by her granddaughter and spoke of the importance of remembering the good works of Dr. King.

#### **REPORTS FROM THE ADMINISTRATION:**

\* **LAKEVIEW AND SCHRIER PLAYGROUND RECOMMENDATION:** Motion by Ford, seconded by Reid, to award the proposal for the Lakeview Park and Schrier Park playground improvements to Great Lakes Recreation Company, in the amount of \$92,000 and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

\* **MARTIN LUTHER KING DRIVE RECONSTRUCTION PROJECT NO. 998-R:** Motion by Ford, seconded by Reid, to adopt Resolution No. 2 for the Martin Luther King Drive Reconstruction Project #998R, setting a public hearing of necessity on January 26, 2016, at 7:30 p.m. or as soon thereafter as may be heard. Upon a roll call vote, motion carried 6 to 0. Resolution recorded on page 105 of City of Portage Resolution Book No. 46.

\* **HOUSEHOLD HAZARDOUS WASTE PROGRAM – INTERGOVERNMENTAL COOPERATION:** Motion by Ford, seconded by Reid, to approve the contract with Kalamazoo County for household hazardous waste collection for the period of January 1, 2016, through December 31, 2016, in the amount of \$32,000 and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

\* **AMENDMENT TO THE CODE OF ORDINANCES - HISTORIC DISTRICT MODIFICATION: 10234 EAST SHORE DRIVE:** Motion by Ford, seconded by Reid, to receive the proposed amendment to Section 38-35 of Chapter 38, Historical Preservation, of the City of Portage Code of Ordinances and take final action to approve the amendment on January 26, 2016, at 7:30 p.m. or as soon thereafter as may be heard. Upon a roll call vote, motion carried 6 to 0.

\* **SOUTH CENTRAL BIKEWAY NON-MOTORIZED PATH CONSTRUCTION:** Motion by Ford, seconded by Reid, to approve Contract 15-5557 between the Michigan Department of Transportation and the City of Portage for non-motorized path construction from Osterhout Avenue to Portage Industrial Drive; adopt a Resolution authorizing the City Manager to sign Contract 15-5557; approve a contract amendment with O’Boyle, Cowell, Blaylock and Associates, Inc., for construction administration services at a cost not to exceed \$79,927.60; and authorize the City Manager to sign all other documents related to these projects on behalf of the City. Upon a roll call vote, motion carried 6 to 0. Resolution recorded on page 111 of City of Portage Resolution Book No. 46.

**COMPREHENSIVE ANNUAL FINANCIAL REPORT:** Mayor Strazdas introduced this item and asked City Manager Shaffer for comment. Mr. Shaffer deferred to Finance Director Bill Furry, who highlighted some of the findings of the Comprehensive Annual Financial Report (CAFR). He mentioned the Manager’s letter and reviewed the Auditors’ Communication. He indicated that Attachment A to the Communication cites three opportunities for strengthening internal control and/or improving operating efficiency. He reviewed the General Fund, debt responsibilities, the Federal Fund and explained that it is a busy time for the Finance Department since staff is now dealing with three budgets at the same time until the CAFR is finished: closing the budget from last year, monitoring and tracking the current year, and beginning to prepare the budget for next year. Discussion followed.

Motion by Reid, seconded by Urban, to accept the Comprehensive Annual Financial Report (CAFR) for fiscal year ended June 30, 2015. Upon a voice vote, motion carried 6 to 0.

**JANUARY 22, 2016 CITY COUNCIL GOAL SETTING RETREAT UPDATES:** Mayor Strazdas introduced this item, summarized the process thus far and outlined and discussed the updated agenda proposed for the City of Portage Annual Retreat provided to City Council via Materials Transmitted as item F.7. He also asked Mr. Shaffer to send out the matrix for Council participation on internal and external committees as was used in the past to allow Councilmembers to prioritize their preferences and explained.

Councilmember Ford asked whether topics can be presented before the retreat in order for Council to have the opportunity to review staff responses prior to the retreat in the interest of having good discussions at the retreat. Mr. Shaffer indicated a willingness to provide a response to any request Council may have and responded to Councilmember Randall that he would like to have the topics at least one week in advance of the retreat. Discussion followed.

In answer to Councilmember Reid, Councilmember Pearson indicated that the Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis is due January 15, 2016. Discussion followed.

Motion by Randall, seconded by Reid, to accept the updated, altered or changed agenda for the January 22, 2016 City Council goal Setting Retreat. Upon a voice vote, motion carried 6 to 0.

## **COMMUNICATIONS:**

**PRESENTATION AND ANNUAL UPDATE FROM THE ENVIRONMENTAL BOARD:** Since no one from the Environmental Board was present to present, motion by Ford, seconded by Reid, to table the presentation and annual update from the Environmental Board until the January 26, 2016 Regular City Council Meeting. Upon a voice vote, motion carried 6 to 0.

\* **CHRIS BUCKLEY, EXECUTIVE DIRECTOR OF THE PORTAGE COMMUNITY CENTER:** Motion by Ford, seconded by Reid, to receive the communication from Chris Buckley, Executive Director of the Portage Community Center. Upon a roll call vote, motion carried 6 to 0.

\* **MINUTES OF BOARDS AND COMMISSIONS MEETINGS:** City Council received the minutes of the Portage Public Schools Regular Meeting of November 23, 2015, and the Portage Park Board of January 6, 2016.

**NEW BUSINESS:**

\* **APPOINTMENTS TO VARIOUS BOARDS AND COMMISSIONS:** Motion by Ford, seconded by Reid, to appoint Sheldon Smith with unfulfilled term ending June 1, 2017, to the Construction Board of Appeals to fill the Mechanical Contractor vacancy; appoint John Lotz with unfulfilled term ending December 31, 2016, to the Historic District Commission; reappoint Michael Robbe with term ending February 28, 2019, to the Zoning Board of Appeals; and appoint Patrick Buckley, Carol Eddy, Lori Knapp, Leonard Lamberson, Michael Quinn and Jay Woodhams to the Board of Review with terms ending January 31, 2017, and thereby determine the membership size of the 2016 Board of Review to be six (6) Members. Upon a roll call vote, motion carried 6 to 0.

**OTHER CITY MATTERS:**

**STATEMENTS OF CITY COUNCIL AND CITY MANAGER:** Mayor Strazdas, City Council and City Manager Shaffer all recognized and thanked the Honorable Mayor Betty Lee Ongley for her local, regional and worldwide service, volunteerism, recounted some their experiences with her and wished her a Happy 90<sup>th</sup> Birthday.

Councilmember Ford indicated he enjoyed the Portage Police Officers Christmas event along with Mayor Pro Tem Ansari, Councilmember Randall and Councilmember Pearson.

Councilmember Randall recognized January 15, 2016, as the birthday of Dr. Martin Luther King Jr., which will be observed on January 18, 2016. She also mentioned that there is a celebration of his birthday on February 26<sup>th</sup> when the Central Ohio Choir, which recently performed for the White House, will perform in Portage.

City Attorney Randy Brown introduced newly appointed Assistant City Attorney Bryan Beach.

**ADJOURNMENT:** Mayor Strazdas adjourned the meeting at 8:43 p.m.

James R. Hudson, City Clerk

\*Indicates items included on the Consent Agenda.

**MINUTES OF THE SPECIAL MEETING OF THE PORTAGE CITY COUNCIL  
OF JANUARY 12, 2016 - BOARDS AND COMMISSIONS APPLICANTS**

Mayor Peter Strazdas called the meeting to order at 5:30 p.m. The following Councilmembers were present at this meeting: Councilmembers Richard Ford, Jim Pearson, Patricia Randall and Mayor Peter Strazdas. Councilmember Claudette Reid arrived at 5:32 p.m., Councilmember Terry Urban arrived at 5:40 p.m. and Mayor Pro Tem Nasim Ansari was absent with notice. Also present were City Manager Laurence Shaffer and City Clerk James Hudson.

\* From 5:30 p.m. to 6:06 p.m., City Council interviewed Pat Buckley, Carol Eddy, Lori Knapp, Leonard Lamberson, Michael Quinn and Jay Woodhams for the Board of Review. Mayor Strazdas explained the process and discussion followed regarding the number of Board of Review groups that may be necessary, the question of consistency between the two groups, the training sessions, the dates and the time commitment for attendance, appeals and the need for an Alternate. City Assessor Ed VanderVries was present for questions. Discussion followed.

\* From 6:07 p.m. to 6:23 p.m., City Council interviewed Jay Eichstaedt and Mike Robbe for the Zoning Board of Appeals. Discussion followed. Zoning Board of Appeals Chair Jeffrey Bright was present for questions. Discussion followed.

\* From 6:24 p.m. to 6:28 p.m., City Council interviewed Sheldon Smith for the Mechanical Contractor position on the Construction Board of Appeals. Discussion followed.

\* From 6:32 p.m. to 6:44 p.m., City Council interviewed John Lotz for the Historic District Commission or the Zoning Board of Appeals. Discussion followed. D. Glenn Smith had not responded to attempts to contact him by staff with regard to being interested in the Historic District Commission, and he had indicated that he no longer wished to serve on the Zoning Board of Appeals. Zoning Board of Appeals Chair Jeffrey Bright was still present for questions. Discussion followed.

**ADJOURN:** Mayor Strazdas adjourned the meeting at 6:45 p.m.

---

James R. Hudson, City Clerk

## CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Meeting – December 14, 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. Five people were in the audience.

**MEMBERS PRESENT:** John Byrnes, Phillip Schaefer, Glenn Smith, Chadwick Learned, Lowell Seyburn, Randall Schau, and Alexander Philipp.

**MEMBERS EXCUSED:** Michael Robbe, Jeffrey Bright.

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

**APPROVAL OF THE MINUTES:** Learned moved and Schaefer seconded a motion to approve the November 9, 2015 minutes as submitted. Upon voice vote, the motion was approved 7-0.

### **NEW BUSINESS:**

**ZBA #15-8, Bruce Sperling, 425 Brittany Drive:** Mais summarized the variance request to retain an existing 120 square-foot detached accessory building, that when combined with the area of the existing attached garage and recent garage addition, exceeds the ground floor area of the dwelling by 120 square feet. Mr. Sperling was present to answer questions. Learned noted the applicant had provided no practical difficulty in the application and asked if the applicant had anything to add at this time. Mr. Sperling stated no.

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 deny a variance to retain an existing 120 square-foot detached accessory building, that when combined with the area of the existing attached garage and recent garage addition, exceeds the ground floor area of the dwelling by 120 square feet for the following reasons: There are no exceptional or extraordinary circumstances or conditions applying to the property that do not apply generally to other properties in the same zoning district; the variance is not necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district in the vicinity because there are conforming alternatives available such as increasing the ground floor living area; the immediate practical difficulty causing the need for the variance request was created by the applicant; and the variance would materially impair the intent and purpose of the zoning ordinance. In addition, the application and supporting material, staff report, and all comments, 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: Philipp-Yes, Byrnes-Yes, Seyburn-Yes, Smith-Yes, Learned-Yes, Schau-Yes, Schaefer-Yes. The motion passed 7-0.

**ZBA #15-07, Pfizer Inc., 7171 Portage Road:** Mais summarized the requests for: a) a variance to construct a 97,500 square-foot industrial warehouse addition 50 feet from the front (north) property line where a minimum 100-foot front setback is required; and b) a variance to locate a loading area in a required front yard. Tome Kaste, Project Manager, explained the new warehouse addition is needed to accommodate increased production. The applicant explained the warehouse must be located at the north end of building 41 to accommodate the logistical flow, as raw materials enter from south and end up as finished products ready to ship at the north end of building. Mr. Kasten stated constructing a separate warehouse building in a conforming location was not an option as federal regulations prohibit finished products from leaving the building until they are shipped directly to market, and no other practical conforming locations for a warehouse addition were available. Mr. Kasten added the proposed addition would have landscaping in front of both the building addition and the loading dock areas and the addition would be very unlikely to impact any neighbors negatively as the nearest building would be about 400 feet away on the north side of Romence Road East. Learned noted no manufacturing activities were proposed in the addition but wondered if that could change in the future. Mr. Kasten stated Pfizer had no such plans. Learned inquired of staff if it could happen with a future owner. Mais responded the possibility exists. Byrnes noted the addition would be removing parking spaces along the north side of the facility and wondered if more parking would be added elsewhere. Mr. Kasten stated yes.

A 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 Smith, to grant: a) a variance to construct a 97,500 square-foot industrial warehouse addition 50 feet from the front (north) property line where a minimum 100-foot front setback is required; and b) a variance to locate a loading area in a required front yard, with the condition that 8-foot tall evergreens obscuring the view of the loading area be placed every 20 lineal feet beginning at a point parallel to the northeast corner of the proposed addition and extending 220 feet east along Romence Road East (except the driveway) for the following reasons: there are exceptional circumstances or conditions applying to the property that do not apply generally to other properties in the same zoning district, which include federal regulatory requirements and the location of previously constructed buildings; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to continue to manufacture and ship pharmaceutical products; the immediate practical difficulty causing the need for the variance 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 material, staff report, and all comments, 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: Philipp-Yes, Byrnes-Yes, Seyburn-Yes, Smith-Yes, Learned-Yes, Schau-Yes, Schaefer-Yes. The motion passed 7-0.

**OTHER BUSINESS:** Seyburn stated he would not be available to attend the January meeting.

**STATEMENT OF CITIZENS:** None.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 7:34 p.m.

Respectfully submitted,

Jeff Mais  
Zoning & Codes Administrator

SUMMARY ENVIRONMENTAL ACTIVITY REPORT  
November 2015 (*updates in italics*)

<u>Project/Activity</u>	<u>Description</u>	<u>Status</u>
Portage City Landfill	Ongoing groundwater monitoring of former municipal landfill.	-Beginning in 1991, South Westnedge Park (landfill) has been monitored for on-site and off-site contamination. On July 23, 2013, City Council approved a three-year contract with American Hydrogeologic Corporation (AHC) to perform annual groundwater sampling. The site groundwater data will continue to be monitored to confirm continuation of the natural attenuation process. General groundwater quality continues to improve, but site will require monitoring for the foreseeable future. Initial groundwater and methane results indicate no off-site impact. AHC currently compiling MDEQ sampling requirement costs necessary for closure at the former landfill site. Weekly methane sampling is continuing on-site to collect base line data. AHC is completing the installation of private methane detection devices at several adjacent properties. Soil boring installation was completed on May 28, 2014. Current methane readings have been below detection levels. The 2 <sup>nd</sup> year of AHC's contract is underway with annual testing ongoing.
Site Inspection/Development Project Review	Review of existing business & industries and review of proposed business and industrial development projects for environmental protection purposes and/or building plans completed.	-Coordination with property owners and City or State agencies ongoing. -Review of 1 site/building plan and/or plats completed in November 2015.
Sewer Connection Program	Groundwater protection program requiring residential/business hookup to the sanitary sewer where available.	-Sanitary sewer hookup permits issued in November 2015: 7 residential; 0 commercial.
West Lake Management Program	Special assessment district designed to maintain/improve lake conditions. Special emphasis on weed control and non-point source pollution reduction.	-Five Year Lake Management Assessment District process was approved by City Council. The West Lake Improvement association has completed a five year plan for a new special assessment district. Special assessment process for 2015-2019 began on August 26, 2014. Resolution No. 5 completing the assessment was adopted October 21, 2014. Year-end report by the consultant is complete. The Association has selected to use

Restorative Lake Sciences, LLC for consulting services for 2015. Treatment application completed in mid-June. Follow-up inspection of treatment will be done by Restorative Lake. The 2015 weed treatment bids were received on February 24, 2015. City Council approved weed treatment contract with Professional Lake Management Company on April 10, 2015. Weed treatment was completed in June. The Association has requested to renew the contract with Restorative Lake Science for 2016.

Retention Basin Sampling Program (Groundwater Elevation)

Investigation regarding potential impact of retention basins on groundwater levels.

-Historical monitoring continues to show minor impacts at most basins. From 1993 through 2009 the monitoring program showed stable groundwater impacts due to storm water infiltration. Alternative road salt practices continue to be considered and evaluated. Bids were received for a new four year program on April 16, 2014. The low bidder, Nova Consultants, was awarded a four-year contract by City Council on April 29, 2014. Monitoring performed in October 2014 and July 2015. Monthly sampling at two retention basins continues. Current findings show groundwater levels of approximately the same as 2014 levels.

Wellhead Protection Program (WHPP)

Development of program to protect City well fields and surrounding area from contamination resulting from improper land use.

-Current Wellhead Protection was approved March, 2001. Staff has met internally to discuss the future needs to update the plan pending grant opportunities. Staff participated in a MDEQ Water Supply Emergency planning roundtable on June 10, 2013. Update of the program has been initiated as part of the Water Reliability Study in conjunction with Fishbeck, Thompson, Carr & Huber update work currently underway. Wellfield delineation completed. Engineering intern has completed contamination source inventory. Final report preparation was submitted to the Michigan Department of Environmental Quality for review and approval. Letter of approval received from MDEQ on June 15, 2015. Program implementation is ongoing. Staff is working on annual report summary to MDEQ.

Leaf Compost Monitoring Program

Monitoring and analysis of groundwater at the new Oakland Drive Leaf Compost site.

- City Council awarded contract on August 21, 2001 to Soil & Materials Engineers for monitoring and analysis of groundwater impact of the new compost operation. Drilling was completed in October 2001 and first sampling cycle was completed in February 2002. Semi-annual sampling was performed from 2002 to 2008 in June and January. Sampling and analysis results continue to show negligible groundwater impacts from the

leaf composting. Sampling schedule was reduced to annual sampling in 2009 with results showing continued minor impact on groundwater quality. Sampling completed in June 2015, with report submitted. No significant change in groundwater impacts.

National Pollution Discharge Elimination System (NPDES) Permit Implementation

Five year plan to implement the current NPDES stormwater permit.

-Received NPDES general permit on August 15, 2001. Renewal Application submission was made to MDEQ on March 7, 2003. New permit received in 2004 mandates involvement in several county watershed groups. City staff completed the submission of a Storm Water Pollution Prevention Initiative (SWIPPI) as required by NPDES permit. New certificate of coverage permit was issued by MDEQ on September 30, 2009. New permit covers a 5 year timeframe with first work item (updating the Public Participation Plan) completed December 11, 2009. Received a notice from MDEQ rescinding the 2008 permit due to a recent court case ruling. MDEQ reinstated the 2003 permit for implementation. Information on new permit requirement was received in February 2011. MDEQ expected to issue new permit in 2014. MDEQ scheduled an audit of the program on July 12, 2012. Audit completed with satisfactory results. City website updated in February to provide education of Illicit Storm Water Discharge. Program implementation is ongoing. Annual 2012-13 report was submitted on December 24, 2013. Comments received back have been reviewed by staff and response submitted to MDEQ. MDEQ concurred with city staff response. New permit application process announced in November 2014. New permit application was submitted in March 2015. Implementation is ongoing.

National Pollution Discharge Elimination System (NPDES) Permit Implementation

Kalamazoo River Mainstream Watershed Management Plan

-First meeting was held September 17, 2004. Proposals for completing the watershed plan were received by Kalamazoo County on September 15, 2005 and a contract awarded to Kieser & Associates in November 2005. Draft watershed plan submitted to MDEQ on December 30, 2005. Review comments received from MDEQ and revised watershed plan due in December 2006. A letter not to revise the Watershed Plan was submitted to the MDEQ on March 17, 2008. Public participation plan update submitted to MDEQ on November 24, 2009. Kalamazoo River Watershed council completed a watershed update in November, 2011. No new developments.

## Portage River Watershed Management Plan

-Public participation plan submitted June 28, 2004. Proposals for a Watershed Management Plan were received by the Kalamazoo County Road Commission and a contract awarded to the Kalamazoo County Conservation Service in November 2005. Draft watershed plan submitted to MDEQ on December 30, 2005. A letter not to revise the Watershed Plan was submitted to the MDEQ on March 17, 2008. Public participation plan update submitted to MDEQ on November 24, 2009. Based upon MDEQ comments, the plan was revised and resubmitted on December 21, 2009. Interest has been raised by local conservation groups to update the Watershed Plan using grant funds. Grant application submitted by Kalamazoo and Calhoun County Conservation District to update the Watershed Plan in 2012. Grant for watershed update was awarded to Calhoun County Conversation District. First kick-off meeting held December 13, 2012 to introduce working partners and information gathering. A meeting was held on March 12, 2013 to discuss the designated uses of the Portage River/Little Portage Creek watershed, the total maximum daily load of E-coli from samples taken and a review of community ordinances and policies that help protect the Watershed. Meeting held on June 11, 2013 to discuss identified water quality problems in the watershed. Meeting held on December 11, 2013 to inform stakeholders of progress on data collection. Canoe trip inspection was held on September 13, 2014. No new developments.

## Plan to implement and maintain an Illicit Discharge Elimination Program (IDEP) Storm Sewer Outfall Testing.

-On February 19, 2002, City Council approved a new ordinance as required by the NPDES permit titled "Storm Water Illicit Discharges and Connections." Program implementation is ongoing. Continued outfall sampling is required by permit and will be budgeted accordingly. IDEP program was updated for submittal to MDEQ on June 25, 2010, and part of the SWIPPI. Completed an area-wide brochure to educate the public on Illicit Storm Water Discharges in conjunction with the Kalamazoo County Drain Commissioner. On April 29, 2014 City Council awarded a contract to Nova Consultants, Inc., to perform annual investigations of storm outfalls and investigate all outfalls on a four-year cycle. Investigations scheduled for 2014 were completed in July with summary report received. Report will be submitted to MDEQ as part of the annual report. Next report due in December 2015.

Garden Lane Arsenic  
Removal Facility

*Native Prairie Restoration*

Staff currently working with the Environmental Board on informative signs and long-term maintenance plans for the native planting landscape design in front of the Garden Lane Treatment Plant. New informational signs are complete and maintenance is ongoing. Native prairie burn is being planned for 2016.

Environmental  
Incident/Spill Clean  
Up Notification

Environmental Protection Program to  
assist Portage Police/Fire Departments  
with spill containment and spill  
cleanup.

Emergency spill response contract for 2014-15 with Terra Contracting has been renewed. *The number of environmental incident/spill investigations performed in November – 0. Number of environmental cleanups in November – 0.*

Southwest Michigan  
Regional  
Sustainability  
Covenant

Collaborative effort with local  
government, academic, and other  
stakeholders to lead toward  
environmental, economic and social  
sustainability.

On May 12, 2009, City Council approved the Southwest Michigan Regional Sustainability Covenant. A sustainability work session was held April 14, 2010, to review elements of the covenant in cooperation with the City of Kalamazoo and the City of Battle Creek. A grant application was made to MDEQ for a greenhouse gas inventory study of the area. Notice received July 15, 2010 that the grant application was not successful. City staff attended a September 10, 2010 meeting in Grand Rapids to discuss sustainable economic, environment, and society programs. No new developments.