



# PLANNING COMMISSION

April 7, 2016

# CITY OF PORTAGE PLANNING COMMISSION

## A G E N D A

April 7, 2016  
(7:00 p.m.)

Portage City Hall Council Chambers

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### ROLL CALL

### APPROVAL OF MINUTES:

- \* March 17, 2016

### SITE/FINAL PLANS:

- \* 1. Specific (Site) Plan for Wal-Mart (supercenter expansion), 8350 Shaver Road

### PUBLIC HEARINGS:

### NEW BUSINESS:

- \* 1. Portage Road Diet Study – Information
- \* 2. Recommended FY 2016-2017 Goals and Objectives
  - Adjourn to Conference Room No. 2

### OLD BUSINESS:

1. Community Impact Projects Grant Fund – additional discussion
  - Adjourn to Conference Room No. 2

### STATEMENT OF CITIZENS:

### ADJOURNMENT:

### MATERIALS TRANSMITTED

March 21, 2016 City Council special pre-meeting minutes  
March 8, 2016 City Council regular meeting minutes  
March 7, 2016 City Council special pre-meeting minutes  
Summary of Environmental Activity Report – February 2016

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

## PLANNING COMMISSION

March 17, 2016

 DRAFT

The City of Portage Planning Commission meeting of March 17, 2016 was called to order by Chairman Welch at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Four citizens were in attendance.

### PLEDGE OF ALLEGIANCE:

Chairman Welch led the Commission, 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 Byran Beach, Assistant City Attorney.

### ROLL CALL:

Mr. Forth called the role: Patterson (yes), Stoffer (yes), Welch (yes), Felicijan (yes), Dargitz (yes), Somers (yes), Schimmel (yes) and Richmond (yes). A motion was offered by Commissioner Felicijan, seconded by Commissioner Schimmel, to approve the role excusing Commissioner Bosch. The motion was unanimously approved 8-0.

### APPROVAL OF MINUTES:

Chairman Welch referred the Commission to the March 3, 2016 meeting minutes contained in the agenda packet. Commissioner Dargitz proposed two changes to the meeting minutes near the bottom of page 2: a) Reword the sentence that begins "Commissioner Dargitz indicated that she was unclear on how CIP ideas/concepts should be presented and developed for further consideration by staff and the Planning Commission in light of the revised CIP meeting process." and, b) After the sentence that begins "Staff and Commissioners Bosch and Patterson did not recall....." insert the following sentence "Commissioner Schimmel stated she did recall a previous conversation regarding this matter". A motion was made by Commissioner Dargitz, seconded by Commissioner Felicijan, to approve the minutes as amended. The motion was unanimously approved 8-0.

### SITE/FINAL PLANS:

None.

### PUBLIC HEARINGS:

1. Special Land Use Permit: Group Child Care Home (Lansdale), 4020 Pompano Avenue. Mr. West summarized the staff report dated March 10, 2016 regarding a request by Ms. Natasha Lansdale to establish a group child care home for up to 12 children at her residence located at 4020 Pompano Avenue. Mr. West stated that Ms. Lansdale has operated a family child care home for up to six children from her residence for the past three years and now wishes to expand her child care business. Mr. West referred the Commission to three letters received from adjacent property owners/occupants including the letter received from Mr. Adam Grassl (owner, 4014 Pompano) requesting that a six-foot tall privacy fence be installed along the west property line. Mr. West also referred the Commission to an email communication dated March 17, 2016 received from Josh and Erica Hill, 8826 Windwood Street, which was included in the final agenda. Mr. West stated the application fulfills the requirements for issuance of a special land use permit and was recommended for

approval subject to Planning Commission consideration of installation of a six-foot tall screening fence along the south and west property lines by June 1, 2016. The Commission and staff discussed issues associated with fencing the backyard play area and State of Michigan licensing requirements.

Ms. Natasha Lansdale (applicant) was present to support the application. Ms. Lansdale stated she agrees with the recommendation to install a six-foot tall privacy fence along the south and west sides of the rear yard and has already ordered the materials. Ms. Lansdale also addressed some of the comments cited in the email communication from Mr. and Mrs. Hill indicating that she operates a non-traditional day care home with morning drop-offs occurring between 4:15-6:30am and pick-ups occurring between 11:45am-4:45pm. Ms. Lansdale stated the primary purpose for requesting the group child care home approval was to accommodate two current clients whom are both expecting a third child and would like to remain at her day care home. Ms. Lansdale stated the reference to occasional vehicle parking in the front lawn area was likely her teenage son and this would not occur in the future. The Commission, staff and the applicant discussed various aspects of the proposed group child care home.

The public hearing was then opened by Chairman Welch. Two citizens spoke regarding the proposed group child care home: 1) Karen Miller, 8902 South Sprinkle Road, and 2) Adam Grassl, 4014 Pompano Avenue. Ms. Miller asked several questions about the operation of the proposed group child care home and stated she appreciates the installation of a six-foot tall privacy fence along the southern portion of the site, where abutting her property. Mr. Grassl stated he too also appreciates the installation of a six-foot tall privacy fence along the western portion of the site, where abutting his property. A motion was made by Commissioner Somers, seconded by Commissioner Patterson, to close the public hearing. The motion was unanimously approved 8-0. After a brief discussion, a motion was made by Commissioner Felicijan, seconded by Commissioner Dargitz, to approve the Special Land Use Permit (group child care home) for Ms. Natasha Lansdale, 4020 Pompano Avenue, subject to installation of a six-foot tall screening fence along the south and west property lines by June 1, 2016 to mitigate any impacts on the adjacent residents/property owners. The motion was unanimously approved 8-0.

**NEW BUSINESS:**

None.

**STATEMENT OF CITIZENS:**

None.

7:25 p.m. - The Commission took a short recess. 7:30 p.m. - The Commission reconvened the meeting in City Hall Conference Room No. 1
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**OLD BUSINESS:**

1. FY2016-2026 Capital Improvement Program – Follow-Up. Mr. Forth summarized the Department of Community Development staff report dated March 11, 2016 that included a response to Planning Commission questions received since the March 3, 2016 meeting and associated information. Mr. Forth asked the Commission if they had any questions regarding the follow-up information provided and the proposed FY2016-2026 Capital Improvement Program (CIP) document. Chairman Welch asked when it is the best time for Commission members to provide input for consideration. Mr. Forth explained the CIP process and deadlines established by administrative order and stated September through January was the best time for the Commission to propose new projects for consideration.

Commissioner Dargitz further discussed her idea for establishment of a Community Impact Projects Grant Fund as detailed in her March 5, 2016 email communication. Commissioner Dargitz stated the intent of her email was to share ideas and facilitate additional thought and discussion regarding the five topics outlined in the communication. In regard to Commissioner Dargitz's ideas involving Fire/Police vehicles, Chairman

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

Welch indicated this is a very functional area of operation with safety and liability concerns. Commissioner Patterson stated that emergency vehicles are not typically sold after a year or two, but rather passed down through the departments. Chairman Welch indicated he thought the idea of a Community Impact Project Grant Fund was a good idea; however, it may be more of a budgetary issue than something included in the CIP. Commissioner Dargitz asked for an update on the Lake Centre Area Improvements. Mr. Forth stated the traffic study would be presented to the Planning Commission in April and a Lake Centre Area Open House would be held in May to discuss the findings and solicit input from other interested property owners and citizens.

Commissioner Dargitz continued the discussion regarding her idea for a Community Impact Projects Grant Fund and her desire to provide additional public outreach. Chairman Welch stated that City Council support would be needed regarding funding and suggested that a written proposal be prepared and presented to City Council before soliciting specific projects from the community. Commissioner Dargitz indicated that City Council may be reluctant to provide funding without specific projects being identified and a program for evaluation developed. Mr. Forth suggested that a subcommittee of the Commission be formed (no more than four members) to develop a written proposal with basic details of the program for consideration of the full Commission at a future meeting. Mr. Forth stated that staff would be available to assist the subcommittee. As an alternative, Mr. Forth stated the concept of a Community Impact Projects Grant Fund could be further considered during preparation of the Planning Commission annual work program. Commissioner Patterson agreed that a subcommittee should be formed to develop a written outline of the proposal so that the full Commission better understands the specifics of the proposal and how it would work, before sending the idea to City Council. The Commission discussed availability to participate in a subcommittee with some members stating they did not have additional time to participate in a separate subcommittee. After additional discussion, Commissioner Felicijan stated he would prepare a draft memo outlining the main points of the Community Impact Projects Grant Fund for further Planning Commission review and discussion at the April 7, 2016 meeting.

Commissioner Dargitz stated she believes more plantings were needed along Portage Road, within the Lake Centre Area, along with additional traffic calming measures. Mr. Forth stated these issues would be discussed further during the presentation of the Portage Road traffic study in April and during the Open House planned in May. Commissioner Dargitz also stated that consideration should be given to undergrounding overhead utility lines along Portage Road. Mr. Forth stated that undergrounding overhead utilities was expensive and limited public right-of-way was present along Portage Road. After additional discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Stoffer, to recommend to City Council the FY 2016-2026 Capital Improvement Program be approved. The motion was unanimously approved 8-0.

**ADJOURNMENT:**

There being no further business to come before the Commission, the meeting was adjourned at 8:35 p.m.

Respectfully submitted,

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

**TO:** Planning Commission

**DATE:** April 1, 2016

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

**SUBJECT:** Specific (Site) Plan for Wal-Mart (supercenter expansion), 8350 Shaver Road

## **I. INTRODUCTION:**

A specific (site) plan has been submitted by Wal-Mart Stores, Inc. to construct an approximate 41,000 square foot "supercenter" expansion along the north and east sides of the existing retail store, and a vehicle fueling station along the southeast portion of the existing Wal-Mart facility located at 8350 Shaver Road. The fueling station will consist of a 1,440 square foot kiosk building, eight fueling pumps (16 pump dispensers), an overhead canopy and associated site improvements. The approximate 35 acre property is zoned CPD, commercial planned development.

## **II. BACKGROUND:**

In 2003, the Planning Commission reviewed/recommended approval and City Council subsequently approved the conceptual plan for the Wal-Mart development that included construction of a phased Wal-Mart Supercenter facility totaling approximately 218,000 square feet (an initial 150,000 square foot store and a future 68,000 square foot Supercenter addition), a vehicle fueling station and a 1.7 acre outlot parcel along Shaver Road (Arby's Restaurant and a future pad site) that was to be under separate ownership. The 2003 conceptual plan approval by City Council also included three modifications pertaining to off-street parking, screening/buffering and building height.

On August 12, 2014, City Council approved a Conceptual Plan Amendment for the Wal-Mart CPD which included a smaller "supercenter" expansion of 41,000 square feet (approximately 190,000 square feet total), vehicle fueling station and designation of an approximate 1.7 acre area for future retail "outlot" development. The Conceptual Plan Amendment approval by City Council included an additional parking modification to allow a total of 856 spaces to serve the Wal-Mart development project, a continuation of the previously granted height modification to allow the approximate 41,000 square foot building expansion to vary in height from 20-feet (west side) to a maximum height of 34-feet (east side) so as to match existing building elevations, and seven minor repairs/actions designed to improve the private on-site storm water management system (see August 12, 2014 City Council meeting minutes attached). The specific (site) plan has been designed consistent with the 2014 approved conceptual plan amendment.

The "supercenter" expansion will maintain previously approved setbacks and be situated in excess of 300-feet from the western property line (approximately 450-feet from the nearest single family residence located along the west side of Portage Creek) and in excess of 550-feet from the Shaver Road right-of-way. The "supercenter" addition will match the existing "stepped" building construction with the rear/west parapet wall at approximately 22-feet, and the front/east parapet wall at approximately 27-feet. The fueling station building and canopy will be approximately 14-feet and 19-feet in height, respectively, and setback approximately 40-feet from the south property line and approximately 90-feet from the Shaver Road right-of-way.

Storm water from the vehicle fueling station area will be collected and conveyed to a double walled oil/water separator located along the north side of the fueling canopy prior to discharge into the existing storm water system that includes a treatment cell and infiltration basin located along the southwest portion of the existing Wal-Mart retail building. Fueling pumps will be equipped with emergency shut-off devices and underground storage tanks and related equipment will be installed and monitored consistent with state and federal regulations (Michigan Department of Environmental Quality is the regulating agency for vehicle fueling stations).

The storm water management system for the overall Wal-Mart "supercenter" development was previously reviewed/approved in 2003 and constructed in 2004 with the initial retail store and related improvements. In summary, storm water from the development site is collected and conveyed underground through a series of catch basins and piping to a bioretention system located beneath the parking lot along the southern portion of the site prior to discharge to a secondary treatment cell and detention basin located along the southwestern portion of the site. Storm water is treated and stored in these basins prior to being released to the adjacent natural area to the west via a spillway situated along the northwest side of the detention basin. Treated storm water released to this natural low impact design area then flows overland where additional bio-treatment, infiltration and evaporation occurs. Surficial storm water runoff through this natural area that does not infiltrate or evaporate will eventually enter the Portage Creek through natural gravitational flow.

Consistent with the 2014 approved Conceptual Plan Amendment, the applicant has satisfied the seven minor repairs/actions involving the above referenced existing storm water management system. In summary, these repairs/actions include construction of additional coir log "check dams" within the natural overland flow area to correct flanking erosion, scarification and wetland emergent plantings within bare earth areas within the overland flow corridors and seasonal inundated depressions, removal of the construction fencing north of the sediment basin which inhibited natural vegetation growth, placement of vegetated coir logs at the discharge release area along Portage Creek and maintenance activities to the sediment basin to better facilitate infiltration through the basin bottom. Additionally, and consistent with the 2014 City Council approval, city staff, the City Attorney and Wal-Mart have finalized a Storm Water Management System Maintenance Agreement to ensure continued optimal operation of the storm water system. The agreement includes measurable standards in the form of an inspection and maintenance activities schedule that Wal-Mart must complete bi-monthly, monthly, or annually.

Access to the Wal-Mart development site will be provided through existing driveways that include a full-service driveway at the signalized intersection of Shaver Road/West Melody Avenue and a right-in/right-out driveway along the northeastern portion of the site. No new driveways are proposed with the "supercenter" expansion and fueling station. Consistent with the original approved conceptual plan, access to future "outlot" development will also be provided through this existing access arrangement with no new driveways provided from Shaver Road.

The proposed 41,000 square foot "supercenter" building expansion and vehicle fueling station canopy/building will be constructed with a combination smooth and split face concrete masonry units, brick panels and an exterior color scheme that will match the existing Wal-Mart retail building. Outdoor lighting associated with the "supercenter" building addition and expanded parking lot will include light poles and building mounted units with shielded, sharp cut-off style fixtures consistent with the existing

development. Outdoor lighting associated with the vehicle fueling canopy will include recessed, full cut-off style LED fixtures to minimize brightness and eliminate glare.

### **III. RECOMMENDATION:**

The development project has been reviewed by the City Administrative departments. Staff recommends that the specific (site) plan for Walmart (supercenter expansion), 8350 Shaver Road, be approved.

Attachments: August 12, 2014 City Council Meeting Minutes  
Specific (Site) Plan Sheets  
Fueling Canopy Photometric Plan

## CITY COUNCIL MEETING MINUTES FROM AUGUST 12, 2014

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

At the request of Mayor Strazdas, Councilmember Urban provided an invocation. The City Council and the audience recited the Pledge of Allegiance.

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

**APPROVAL OF MINUTES:** Motion by Ansari, seconded by Reid, to approve the July 22 Regular Meeting Minutes. Upon a voice vote, motion carried 6 to 0 with Mayor Strazdas abstaining.

\* **CONSENT AGENDA:** Mayor Strazdas asked Mayor Pro Tem Pearson to read the Consent Agenda. Councilmember Urban asked that Item F.3, West Lake Weed Management Program, be removed from the Consent Agenda. Councilmember Reid asked that Item F.4, Marketing of 10323 Archwood Drive, be removed from the Consent Agenda. Mayor Strazdas asked that Item F.6, Special Meeting Regarding Next Steps in City Manager Search, be removed from the Consent Agenda. Motion by Pearson, seconded by Ansari, to approve the Consent Agenda Motions as amended. Upon a roll call vote, motion carried 7 to 0.

Motion by Urban, seconded by Reid, to add a discussion on the communication received this evening regarding the Kalamazoo County Transportation Authority to the agenda under New Business.

Councilmember Urban stated that the information contained in the memo is of a time sensitive nature and he believed it would be prudent to begin discussion at this meeting. Upon a voice vote, motion carried 7 to 0 and the item was added to the agenda.

\* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF AUGUST 12, 2014:** Motion by Pearson, seconded by Ansari, to approve the Accounts Payable Register of August 12, 2014. Upon a roll call vote, motion carried 7 to 0.

### **PUBLIC HEARING:**

**CONCEPTUAL PLAN AMENDMENT FOR WAL-MART:** Mayor Strazdas introduced Community Development Director Vicki Georgeau, who reviewed the history of the Wal-Mart development, discussed the proposed amendment to the Conceptual Plan and detailed the rationale for the requested amendment. She also highlighted the proposed modifications to the Conceptual Plan including, but not limited to, parking and size of the development. Ms. Georgeau also reviewed the zoning characteristics of adjoining properties.

Ms. Georgeau next discussed and reviewed the storm water management system in place at the Wal-Mart development, how it functions and the proposed impact on storm water runoff of the proposed modifications to the site. She continued by stating that site visits with city staff, residents, Wal-Mart representatives and professional engineers have occurred to evaluate the functionality of the storm water management system. She stated that it was the consensus of the professional engineers that the storm water management system was functioning as it was intended. However, minor repairs and actions are being recommended to improve the storm water system and overland conveyance area including:

1. Add to existing coir log "check dam" north of the basin and extend laterally to correct flanking erosion.
2. Add new coir log check dam in flow corridor east of the existing coir log and extend to tie in topographically to prevent erosion flanking.
3. Scarify and plant wetland emergent seeding to all bare earth areas in the flow corridors and in the seasonal inundated depressions. Seeding should be done in fall for best results.
4. Remove orange construction fencing located approximately 20 feet north of the sediment basin fence which inhibits natural vegetation growth.
5. At the discharge release area along Portage Creek, place vegetated coir logs to fill slightly eroded back cutting holes. Place the logs perpendicular to the storm water flow until natural adjacent ground grade is achieved. Alternate bioengineering applications may be proposed and acceptable.
6. On July 25<sup>th</sup>, the sediment basin was dry and showed evidence of the sediment captured after the spill containment basin. The depth of sediment should be checked and removed to facilitate the infiltration of the storm water through the basin bottom and stone wells.
7. In addition to the above, a Storm Water Management System Maintenance Agreement is appropriate to ensure continued optimal operation of the storm water system, as well as providing protections for Portage Creek and the adjacent wetland area. A draft agreement has been received from Walmart and will be modified to require annual inspections and maintenance of the basins and conveyance corridor.

Councilmember Urban inquired if the seven corrective actions could be included as conditions within the Conceptual Plan and Director Georgeau responded in the affirmative. Councilmember Urban then raised the issue of the need for additional barrier free parking at Wal-Mart and asked that the topic be raised in the approval of the Final Plan by the Planning Commission. Discussion followed.

Councilmember Reid stated her appreciation for the work that has gone into attempting to address storm water concerns but asked more specifically about the Storm Water Maintenance Agreement and whether it would include specific provisions to identify when a problem is occurring and what remedies would go into effect. She asked specifically for measurable standards to be included in the Agreement. Director Georgeau responded that the Maintenance Agreement provided to City Council was a very rough draft and she agreed that specific measurables designed to identify when a problem is occurring needs to be included. Councilmember Reid asked that, when the Planning Commission conducts the review of the Final Plan, attention be given to this topic to ensure that there is a clear and objective distinction in place to identify when the system is working and when it is not. Director Georgeau again concurred and stated that having such standards is in the interest of Wal-Mart as well. Mayor Strazdas asked Director of Transportation and Utilities Chris Barnes whether the inclusion of such standards in the Maintenance Agreement was possible and Mr. Barnes responded in the affirmative.

Councilmember Randall inquired of Director Barnes if what is being proposed at Wal-Mart is a new inspection and maintenance program that is unique to this development. Director Barnes shared information regarding storm water permits, "shared-use" storm water basins and storm water management plans that commercial properties may have in place. He stated that this is the first time for such a Storm Water Maintenance Agreement in which the City has the ability to take corrective actions for a basin which does not involve City storm water runoff. Councilmember Randall inquired if what makes this different is because it was built in 2003 and has different environmental standards, the presence of a housing development behind Wal-Mart or the presence of a nearby creek. Director Barnes responded that the answer is yes to all of the items cited. He went on to discuss storm water treatment activities at other commercial entities. Mayor Strazdas stated that, due to his professional responsibilities, he has knowledge in this area and offered that additional regulations regarding storm water management are being developed and the question of maintaining storm water systems will be a component of the regulations.

Councilmember Ford asked for clarification regarding a 2005 citation issued to Wal-Mart by the Department of Environmental Quality. Director Barnes explained that there was an enforcement action due to a release of silt water into Portage Creek.

Mayor Strazdas opened the public hearing and asked that a representative of Wal-Mart come forward. Paul Furtaw with Bergmann Associates, 1427 W. Saginaw Street, East Lansing, spoke and shared Wal-Mart's reasons for requesting an amendment to the Conceptual Plan. Mr. Furtaw asked that the seven repair and action items cited by Community Development not be included as a condition of approving the Conceptual Plan but stated the commitment of Wal-Mart to address the issues separately and that steps are already being taken to address them. Mr. Furtaw also stated that he believes measurable standards can be included in the Maintenance Agreement and cited sediment depth as an example. Mayor Strazdas asked specifically whether measurable and quantifiable standards can be included in the Maintenance Agreement so that it is clear when remediation efforts would be necessary. Mr. Furtaw responded in the affirmative.

Councilmember Urban inquired why the seven remediation items should not be included in the Conceptual Plan and Mr. Furtaw stated that Wal-Mart would like to address these matters prior to construction activities and that tying the remediation efforts as a condition of the Conceptual Plan would confuse matters. He continued by stating that these items are going to be done separately from the construction of the project. Councilmember Reid inquired if these items would have to be implemented as part of the store expansion or could be accomplished at any time. Attorney Brown opined that it is new ground for City Council to get into addressing specific items of a site plan but that they can do it. He continued by stating that if the seven items are made a condition of the Conceptual Plan it may hold up development activities. Attorney Brown suggested that the seven items simply be included as a requirement of the Conceptual Plan. Discussion followed.

Mr. Ed Curry, 1311 Dogwood Drive, spoke and shared that he is not opposed to Wal-Mart expanding but that he would like his concerns addressed. Mr. Curry reviewed how the storm water is discharged into Portage Creek and expressed concern that, if the system is operating as designed, those evaluating the functionality need to see the system in action. He questioned system functionality, shared that there is a tremendous volume and velocity of water entering the creek following a rain event and expressed concern that the addition of 41,000 feet of impervious surface will overwhelm the system. Mr. Curry then questioned whether a water sample has ever occurred at the discharge site while water is being discharged to gauge levels of contaminants. Mr. Barnes replied that he was not aware of any.

Ms. Audrey Curry, 1311 Dogwood Drive, shared her personal experience with discharge from Wal-Mart and stated that she has lost approximately 2 feet of property along with a retention wall due to erosion along Portage Creek. She reviewed a rain event in August 2005 along with a 2008 rain event and the resulting flooding. She stated that significant rain events happen and seem to happen with some frequency. She then asked Director Barnes if other storm water basins are the same as the one used by Wal-Mart and whether, if a permit were issued today, if the Wal-Mart design would be acceptable. Mr. Barnes responded that every storm water discharge site is a little different but cited those that are similar. With regard to the second question, Mr. Barnes responded in the affirmative. He also stated that there have been changes in rainfall data since the development and that there is now a higher standard for spill containment for fueling stations which the site currently meets.

Mayor Strazdas stated that storm water is being discharged into the creek and asked what assurances can be offered to property owners so that their homes won't be flooded and that the discharge won't get worse, but better with the added development. Mr. Barnes stated that the original system is designed to handle more impervious surface than is being proposed and that the discharge rate that occurs today will not change with the added development as it is regulated by the pipe size of the system. However, he stated that the duration of the discharge will be longer and the key is how to deal with erosion which may result from the longer discharge. Mr. Barnes then cited a map identifying the 100-year flood plain as identified by the Federal Emergency Management Agency (FEMA). He stated that, during a major rain event, regardless of Wal-Mart, there is no guarantee regarding flooding since

the properties are adjacent to the creek and within the floodplain. Mr. Barnes then clarified the terminology between "100-year event" and a 1% rain event.

Mayor Strazdas asked Mr. Furtaw what Wal-Mart was going to do to ensure that another illegal discharge does not happen, what will be done to make sure erosion does not continue and what can be done to prevent increased flooding despite the additional impervious surface. Mr. Furtaw stated that the discharge and erosion were related and can be addressed by the Maintenance Agreement. With respect to the additional runoff, he stated the system was designed to accommodate additional development and that Wal-Mart is proposing less impervious surface than originally envisioned.

Mr. Tim Earl, 6862 Shallowford Way, inquired about the models used to design the Wal-Mart system and that climate change may necessitate the use of newer models because the 100-year storm is no longer the 100-year storm.

Ms. Andrea Stork, 1515 Dogwood, shared that she is the wife of one of the residents who went on the walk with City and Wal-Mart representatives. She stated, in response to a statement by Councilmember Ansari, that the residents are not in agreement with Wal-Mart and the City on storm water efforts but rather they are hopeful the City will take the steps necessary to protect Portage Creek. She continued by stating that the creek and its tributaries are changing which may or may not be related to Wal-Mart but wants to make sure any new additional strains are not placed on the creek. She stated that the retention ponds may have been designed for the build-out and are currently functioning as designed but expressed skepticism that adding a gas station and additional impervious surfaces would not overwhelm the system. She also expressed concern that Wal-Mart will be monitoring themselves and whether this is a realistic monitoring system. She stated that the monitoring system must be reliable and that monitoring should take place when the storm water system is under stress.

Motion by Ford, seconded by Reid, to close the public hearing. Upon a voice vote, motion carried 7 to 0.

Councilmember Ford asked what avenues residents have for getting issues remedied with the Michigan Department of Environmental Quality (MDEQ). Attorney Brown replied that, assuming there is a Maintenance Agreement, this would be the first avenue for remediation and another would be litigation. Director Barnes stated that if there was a problem, the residents could call the MDEQ hotline and an investigation may occur. Mayor Pro Tem Pearson inquired how many times in the past nine years has the MDEQ contacted the City regarding an environmental concern at this location. Mr. Barnes responded there have been no calls since the 2005 issue and resultant monitoring which ended in 2007.

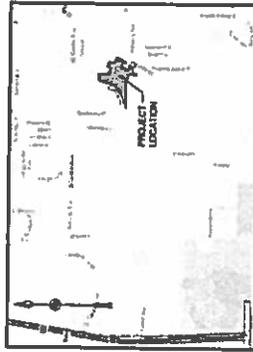
Councilmember Ansari inquired about flood insurance for adjacent property owners and whether a flood wall would be in order. Director Barnes replied that, while not an expert, the property owners are in a flood plain and that flood insurance should be available to them. With regard to the flood wall, Mr. Barnes stated that he has not seen any significant property damage in his 17 years at the City which would necessitate such an installation.

Mayor Strazdas stated that citizens, elected officials, Wal-Mart and the City all want to get this right and that the City Engineer and Wal-Mart engineer can get this right. He continued by stating that each party is interested in storm water management and in a Maintenance Agreement.

Motion by Urban, seconded by Reid to approve the Conceptual Plan Amendment for Wal-Mart expansion, 8350 Shaver Road, with the requested parking lot modification and adding as requirements of the Conceptual Plan the seven enumerated items concerning storm water discharge in the August 12, 2014 report from the Acting City Manager to the Mayor and City Council entitled, Conceptual Plan Wal-Mart Expansion 8350 Shaver Road, and that these seven items be incorporated into the specific Site Plan by the Planning Commission and a finding that provisions of Section 42.414.G (Authority to waive or modify standards) have been satisfied based on information provided by the applicant and characteristic of the development." Discussion followed and Councilmember Urban stated that he phrased the motion in this manner to provide the applicant some flexibility and that Wal-Mart can proceed with site plan approval from the Planning Commission without having to complete all seven items before doing so. Discussion followed regarding the inclusion of the seven items in the plan. Upon a roll call vote, motion carried 7 to 0.

# PROPOSED WALMART \* EXPANSION #5280-04

8350 SHAVER ROAD  
CITY OF PORTAGE  
KALAMAZOO COUNTY, MICHIGAN



SITE LOCATION MAP  
01/15/04

PREPARED BY  
**Bergmann**  
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Architects & Engineers / Planners  
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**ADDITIONAL PROJECT CONTACTS**

**CONSULTANTS**  
**ENVIRONMENTAL APPROVAL AGENCIES**  
**REGULATORY AGENCIES**  
**STATE OF MICHIGAN**  
**DEPARTMENT OF ENVIRONMENTAL QUALITY**  
**DEPARTMENT OF NATURE AND LAND USE**  
**DEPARTMENT OF TRANSPORTATION**  
**DEPARTMENT OF HEALTH SERVICES**  
**DEPARTMENT OF TREASURY AND FINANCE**  
**DEPARTMENT OF EDUCATION**  
**DEPARTMENT OF CORRECTIONS**  
**DEPARTMENT OF SOCIAL SERVICES**  
**DEPARTMENT OF HUMAN SERVICES**  
**DEPARTMENT OF MICHIGAN STATE POLICE**  
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**DEPARTMENT OF MICHIGAN STATE PATRICK**

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**ALERT TO DEVELOPER:**  
 1. THE SITE PLAN FOR THE PROPOSED PROJECT IS FOR PRELIMINARY USE ONLY.  
 2. ALL NECESSARY PERMITS FROM APPLICABLE AGENCIES MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS.  
 3. THE DEVELOPER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM APPLICABLE AGENCIES.  
 4. THE DEVELOPER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM APPLICABLE AGENCIES.

**DEVELOPER-**  
**WALMART STORES, INC**  
 2001 S.E. 10TH STREET  
 BENTONVILLE, ARKANSAS 72716  
 (479) 204-2161 PHONE  
 GERALD TAYLOR  
 Gerald.Taylor@walmart.com



**WALMART EXPANSION**  
**STORE #5280-04**  
 8350 SHAWER ROAD  
 PORTAUE, INDIANAN



**Wal-Mart Stores, Inc.**  
 2001 S.E. 10TH STREET  
 BENTONVILLE, AR 72716

**Bergmann Associates**  
 architects & engineers & planners

300 WEST MADISON STREET, SUITE 100  
 LAMAR, MISSOURI 64707  
 PH: 417-733-8888  
 FAX: 417-733-8888  
 WWW.BERGMANNA.COM

DATE	12/15/10
BY	S. C. DILLON
FOR	WALMART STORE #5280-04
PROJECT	WALMART STORE #5280-04
SCALE	AS SHOWN
PROJECT NO.	10-0000
DRAWING NO.	10-0000-01
DATE PLOTTED	12/15/10
PLotted BY	S. C. DILLON

**SWPPP IMPLEMENTATION SEQUENCE AND LIMITS OF WORK**

DATE	12/15/10
BY	S. C. DILLON
FOR	WALMART STORE #5280-04
PROJECT	WALMART STORE #5280-04
SCALE	AS SHOWN
PROJECT NO.	10-0000
DRAWING NO.	10-0000-01
DATE PLOTTED	12/15/10
PLotted BY	S. C. DILLON

**C011**

**SWPPP IMPLEMENTATION SEQUENCE**

**NOTE:** DOWN-SLOPE PROTECTIVE MEASURES MUST ALWAYS BE IN PLACE BEFORE ANY IS DISTURBED. ACTIVITIES ARE SEQUENCED BY THE ORDER OF REQUIREMENTS WHICH THEY ARE REQUIRED TO BE COMPLETED.

1. REMOVE ALL EXISTING OBSTRUCTIONS FROM THE PLANNED CONSTRUCTION AREA AND REMOVE ALL EXISTING OBSTRUCTIONS FROM THE PLANNED CONSTRUCTION AREA.
2. STABILIZE THE SOIL EXPOSED BY THE CONSTRUCTION ACTIVITIES. THE SOIL MUST BE STABILIZED WITH A COVER OR OTHER MEASURES TO PREVENT EROSION.
3. THE SOIL MUST BE STABILIZED WITH A COVER OR OTHER MEASURES TO PREVENT EROSION.
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19. THE SOIL MUST BE STABILIZED WITH A COVER OR OTHER MEASURES TO PREVENT EROSION.
20. THE SOIL MUST BE STABILIZED WITH A COVER OR OTHER MEASURES TO PREVENT EROSION.

**PHASE 1: PRELIMINARY ACTIVITIES**

CONTACT THE CEC TO OBTAIN INFORMATION AND CERTIFICATION OF SOILS. THE CERTIFICATION MUST BE OBTAINED BEFORE ANY CONSTRUCTION ACTIVITIES BEGIN. THE CERTIFICATION MUST BE OBTAINED FROM THE CEC AND MUST BE VALID FOR THE ENTIRE DURATION OF THE PROJECT. THE CERTIFICATION MUST BE OBTAINED FROM THE CEC AND MUST BE VALID FOR THE ENTIRE DURATION OF THE PROJECT.

**PHASE 2: SITE PREPARATION**

REMOVE ALL EXISTING OBSTRUCTIONS FROM THE PLANNED CONSTRUCTION AREA AND REMOVE ALL EXISTING OBSTRUCTIONS FROM THE PLANNED CONSTRUCTION AREA. STABILIZE THE SOIL EXPOSED BY THE CONSTRUCTION ACTIVITIES. THE SOIL MUST BE STABILIZED WITH A COVER OR OTHER MEASURES TO PREVENT EROSION.

**PHASE 3: CONSTRUCTION ACTIVITIES**

CONSTRUCTION ACTIVITIES SHALL BE LIMITED TO THE PLANNED CONSTRUCTION AREA. THE SOIL MUST BE STABILIZED WITH A COVER OR OTHER MEASURES TO PREVENT EROSION. THE SOIL MUST BE STABILIZED WITH A COVER OR OTHER MEASURES TO PREVENT EROSION.

**PHASE 4: FINAL ACTIVITIES**

REMOVE ALL EXISTING OBSTRUCTIONS FROM THE PLANNED CONSTRUCTION AREA AND REMOVE ALL EXISTING OBSTRUCTIONS FROM THE PLANNED CONSTRUCTION AREA. STABILIZE THE SOIL EXPOSED BY THE CONSTRUCTION ACTIVITIES. THE SOIL MUST BE STABILIZED WITH A COVER OR OTHER MEASURES TO PREVENT EROSION.

**PHASE 5: POST-CONSTRUCTION ACTIVITIES**

REMOVE ALL EXISTING OBSTRUCTIONS FROM THE PLANNED CONSTRUCTION AREA AND REMOVE ALL EXISTING OBSTRUCTIONS FROM THE PLANNED CONSTRUCTION AREA. STABILIZE THE SOIL EXPOSED BY THE CONSTRUCTION ACTIVITIES. THE SOIL MUST BE STABILIZED WITH A COVER OR OTHER MEASURES TO PREVENT EROSION.

**PHASE 6: FINAL INSPECTION**

REMOVE ALL EXISTING OBSTRUCTIONS FROM THE PLANNED CONSTRUCTION AREA AND REMOVE ALL EXISTING OBSTRUCTIONS FROM THE PLANNED CONSTRUCTION AREA. STABILIZE THE SOIL EXPOSED BY THE CONSTRUCTION ACTIVITIES. THE SOIL MUST BE STABILIZED WITH A COVER OR OTHER MEASURES TO PREVENT EROSION.

**PHASE 7: PROJECT COMPLETION**

REMOVE ALL EXISTING OBSTRUCTIONS FROM THE PLANNED CONSTRUCTION AREA AND REMOVE ALL EXISTING OBSTRUCTIONS FROM THE PLANNED CONSTRUCTION AREA. STABILIZE THE SOIL EXPOSED BY THE CONSTRUCTION ACTIVITIES. THE SOIL MUST BE STABILIZED WITH A COVER OR OTHER MEASURES TO PREVENT EROSION.

**PHASE 8: FINAL REPORT**

REMOVE ALL EXISTING OBSTRUCTIONS FROM THE PLANNED CONSTRUCTION AREA AND REMOVE ALL EXISTING OBSTRUCTIONS FROM THE PLANNED CONSTRUCTION AREA. STABILIZE THE SOIL EXPOSED BY THE CONSTRUCTION ACTIVITIES. THE SOIL MUST BE STABILIZED WITH A COVER OR OTHER MEASURES TO PREVENT EROSION.

**PHASE 9: PROJECT CLOSURE**

REMOVE ALL EXISTING OBSTRUCTIONS FROM THE PLANNED CONSTRUCTION AREA AND REMOVE ALL EXISTING OBSTRUCTIONS FROM THE PLANNED CONSTRUCTION AREA. STABILIZE THE SOIL EXPOSED BY THE CONSTRUCTION ACTIVITIES. THE SOIL MUST BE STABILIZED WITH A COVER OR OTHER MEASURES TO PREVENT EROSION.

**PHASE 10: PROJECT EVALUATION**

REMOVE ALL EXISTING OBSTRUCTIONS FROM THE PLANNED CONSTRUCTION AREA AND REMOVE ALL EXISTING OBSTRUCTIONS FROM THE PLANNED CONSTRUCTION AREA. STABILIZE THE SOIL EXPOSED BY THE CONSTRUCTION ACTIVITIES. THE SOIL MUST BE STABILIZED WITH A COVER OR OTHER MEASURES TO PREVENT EROSION.

**PHASE 11: PROJECT ARCHIVING**

REMOVE ALL EXISTING OBSTRUCTIONS FROM THE PLANNED CONSTRUCTION AREA AND REMOVE ALL EXISTING OBSTRUCTIONS FROM THE PLANNED CONSTRUCTION AREA. STABILIZE THE SOIL EXPOSED BY THE CONSTRUCTION ACTIVITIES. THE SOIL MUST BE STABILIZED WITH A COVER OR OTHER MEASURES TO PREVENT EROSION.

**PHASE 12: PROJECT REVIEW**

REMOVE ALL EXISTING OBSTRUCTIONS FROM THE PLANNED CONSTRUCTION AREA AND REMOVE ALL EXISTING OBSTRUCTIONS FROM THE PLANNED CONSTRUCTION AREA. STABILIZE THE SOIL EXPOSED BY THE CONSTRUCTION ACTIVITIES. THE SOIL MUST BE STABILIZED WITH A COVER OR OTHER MEASURES TO PREVENT EROSION.

**PHASE 13: PROJECT CLOSURE**

REMOVE ALL EXISTING OBSTRUCTIONS FROM THE PLANNED CONSTRUCTION AREA AND REMOVE ALL EXISTING OBSTRUCTIONS FROM THE PLANNED CONSTRUCTION AREA. STABILIZE THE SOIL EXPOSED BY THE CONSTRUCTION ACTIVITIES. THE SOIL MUST BE STABILIZED WITH A COVER OR OTHER MEASURES TO PREVENT EROSION.

**PHASE 14: PROJECT EVALUATION**

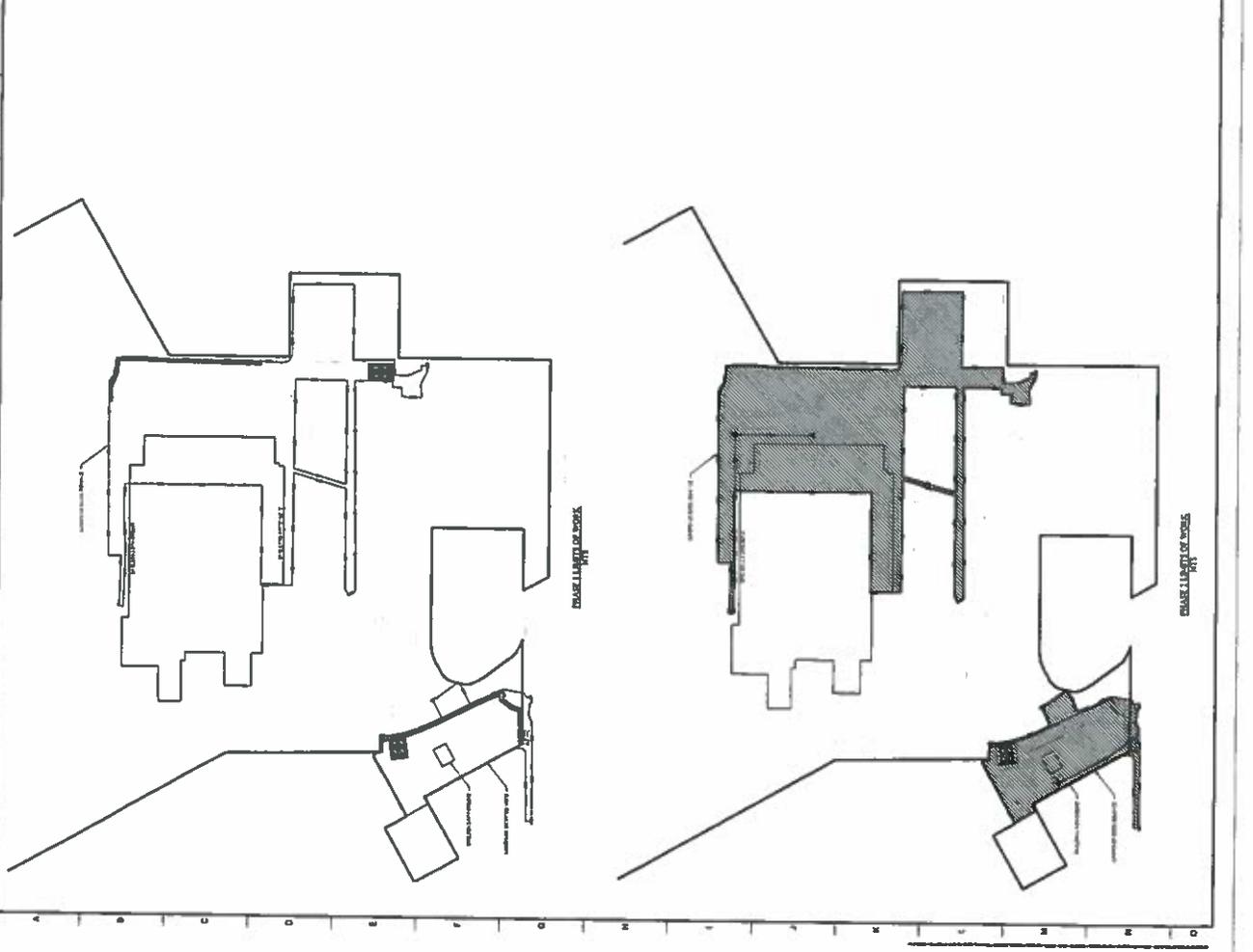
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**PHASE 15: PROJECT ARCHIVING**

REMOVE ALL EXISTING OBSTRUCTIONS FROM THE PLANNED CONSTRUCTION AREA AND REMOVE ALL EXISTING OBSTRUCTIONS FROM THE PLANNED CONSTRUCTION AREA. STABILIZE THE SOIL EXPOSED BY THE CONSTRUCTION ACTIVITIES. THE SOIL MUST BE STABILIZED WITH A COVER OR OTHER MEASURES TO PREVENT EROSION.

**PHASE 16: PROJECT REVIEW**

REMOVE ALL EXISTING OBSTRUCTIONS FROM THE PLANNED CONSTRUCTION AREA AND REMOVE ALL EXISTING OBSTRUCTIONS FROM THE PLANNED CONSTRUCTION AREA. STABILIZE THE SOIL EXPOSED BY THE CONSTRUCTION ACTIVITIES. THE SOIL MUST BE STABILIZED WITH A COVER OR OTHER MEASURES TO PREVENT EROSION.



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 1-800-427-4747

**LEGEND**

- LIMITS OF DISTURBANCE
- LIMITS OF WORK





**WALMART**  
**EXPANSION**  
**STORE #8286-04**  
 8550 SHAVER ROAD  
 PORTAGE, JACKSON



Wal-Mart Stores, Inc.  
 2001 S.E. 10TH STREET,  
 BENTONVILLE, AR 72716

**Bergmann**  
 Associates  
 engineers & architects

1000 WEST BROADWAY STREET, SUITE 200  
 JACKSON, MISSISSIPPI 39201  
 TEL: 601.778.8970  
 WWW.BERGMANNA.COM

DATE: 06/23/2011  
 TIME: 10:11 AM  
 DRAWN BY: [Name]  
 CHECKED BY: [Name]  
 PROJECT: [Name]

SHIPPING DETAILS

NO. OF SHEETS: 1  
 SHEET NO.: C014  
 PROJECT NO.: [Number]  
 DATE: [Date]

**C014**

**OFF-SITE MATERIAL AREAS INFORMATION**

Material Name	Quantity	Location	Notes
Gravel	10000	Site 1	
Asphalt	5000	Site 2	
Concrete	2000	Site 3	

**OFF-SITE RUN-ON SUMMARY**

Run-off Area	Area (sq ft)	Run-off Rate	Volume (cu ft)
Area 1	10000	0.05	500
Area 2	5000	0.05	250
Area 3	2000	0.05	100

**ACREAGE SUMMARY**

Category	Area (Acres)
Site Area	1.5
Run-off Area	1.5
Other	1.5

**SOIL EROSION/SEDIMENTATION CONTROL OPERATION TIME SCHEDULE**

Activity	Start Date	End Date	Duration (Hours)
Site Preparation	06/20/11	06/25/11	100
Run-off Control	06/20/11	06/25/11	100
Stabilization	06/20/11	06/25/11	100

LAST REVISED: APRIL 20, 2011  
 BY: [Name]

LAST REVISED: JUNE 23, 2011  
 BY: [Name]

LAST REVISED: JUNE 23, 2011  
 BY: [Name]

LAST REVISED: APRIL 20, 2011  
 BY: [Name]

**SITE SOILS SUMMARY**

Soil types: [List]  
 Soil conditions: [List]

**SITE TOPOGRAPHY SUMMARY**

Topography description: [Text]

**SITE LOCATION SUMMARY**

Location details: [Text]

**RUNOFF COEFFICIENT SUMMARY**

Runoff coefficients: [List]

**SITE RAINFALL SUMMARY**

Month	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
Jan	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Feb	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Mar	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Apr	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
May	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Jun	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Jul	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Aug	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Sep	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Oct	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Nov	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Dec	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0

**PERMANENT BEDDING, EROSION CONTROL**

Details: [Text]

**TEMPORARY BEDDING OR STABILIZATION**

Details: [Text]

**SOIL NUTRIENT DISPOSAL**

Details: [Text]

**PERMANENT BEDDING, EROSION CONTROL**

Details: [Text]

**TEMPORARY BEDDING OR STABILIZATION**

Details: [Text]

**SOIL NUTRIENT DISPOSAL**

Details: [Text]

**SOIL NUTRIENT DISPOSAL**

Details: [Text]

**PERMANENT BEDDING, EROSION CONTROL**

Details: [Text]

**TEMPORARY BEDDING OR STABILIZATION**

Details: [Text]

**SOIL NUTRIENT DISPOSAL**

Details: [Text]

**SOIL NUTRIENT DISPOSAL**

Details: [Text]



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**WALMART EXPANSION STORE #5280-04**  
 8150 SHAWER ROAD  
 PORTAGE, MICHIGAN



**Wal-Mart Stores, Inc.**  
 2001 S.E. 10TH STREET,  
 BENTONVILLE, AR 72716

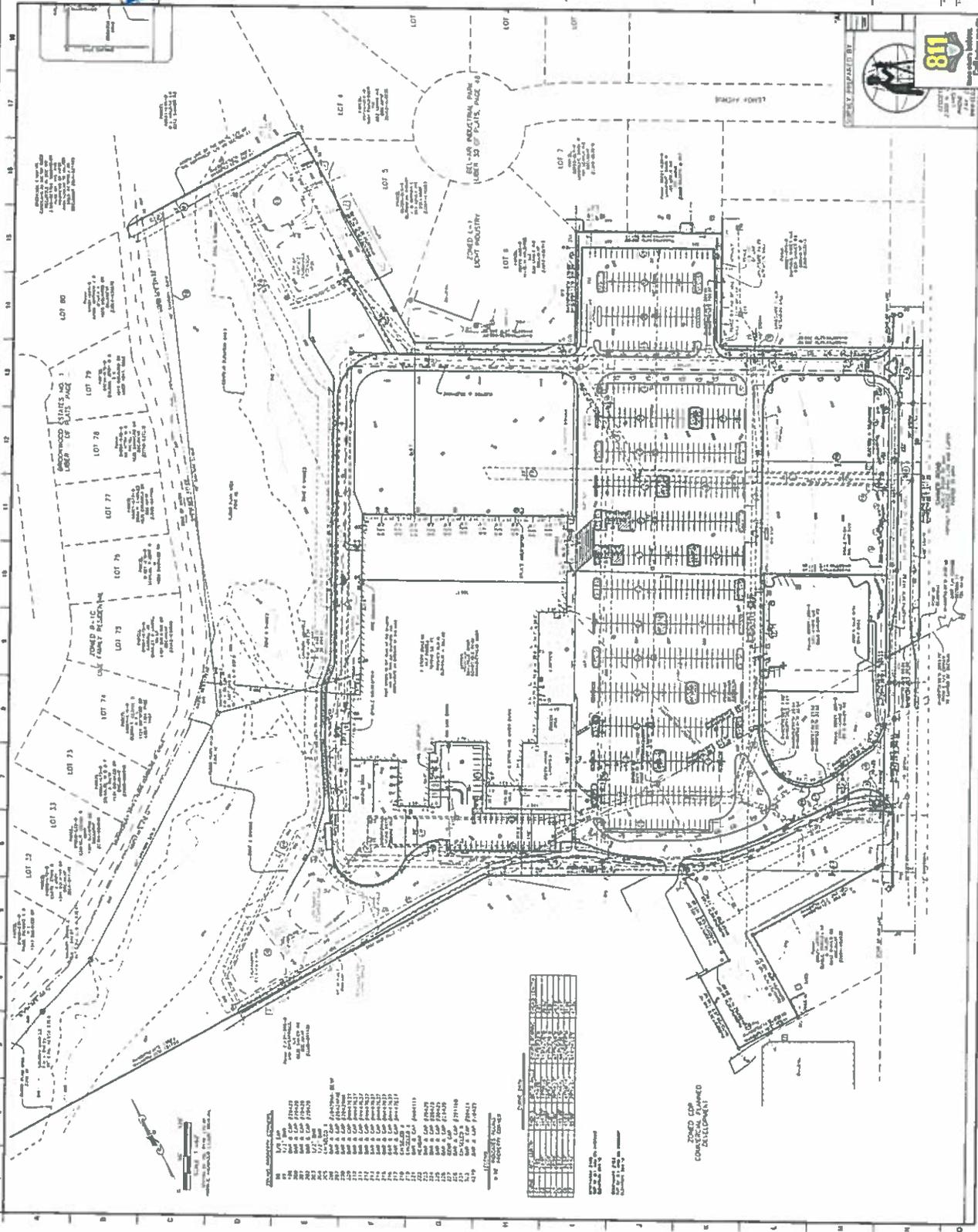
**Bergmann Associates**  
 architects / engineers / planners

1000 9th S. BACHMAN STREET, SUITE 208  
 LANSING, MICHIGAN 48207  
 PH: 313.271.8888  
 FAX: 313.271.8888  
 WWW.BERGMANASSOCIATES.COM

NO.	DESCRIPTION	DATE
1	PRELIMINARY	07-15-04
2	REVISED	08-10-04
3	REVISED	09-15-04
4	REVISED	10-15-04
5	REVISED	11-15-04
6	REVISED	12-15-04
7	REVISED	01-15-05
8	REVISED	02-15-05
9	REVISED	03-15-05
10	REVISED	04-15-05
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13	REVISED	07-15-05
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97	REVISED	07-15-12
98	REVISED	08-15-12
99	REVISED	09-15-12
100	REVISED	10-15-12

SURVEY PLAN

C020



**EXISTING ADJACENT PROPERTIES**

NO.	OWNER	ADDRESS
1	LOT 60	8150 SHAWER ROAD
2	LOT 61	8150 SHAWER ROAD
3	LOT 62	8150 SHAWER ROAD
4	LOT 63	8150 SHAWER ROAD
5	LOT 64	8150 SHAWER ROAD
6	LOT 65	8150 SHAWER ROAD
7	LOT 66	8150 SHAWER ROAD
8	LOT 67	8150 SHAWER ROAD
9	LOT 68	8150 SHAWER ROAD
10	LOT 69	8150 SHAWER ROAD
11	LOT 70	8150 SHAWER ROAD
12	LOT 71	8150 SHAWER ROAD
13	LOT 72	8150 SHAWER ROAD
14	LOT 73	8150 SHAWER ROAD
15	LOT 74	8150 SHAWER ROAD
16	LOT 75	8150 SHAWER ROAD
17	LOT 76	8150 SHAWER ROAD
18	LOT 77	8150 SHAWER ROAD
19	LOT 78	8150 SHAWER ROAD
20	LOT 79	8150 SHAWER ROAD
21	LOT 80	8150 SHAWER ROAD

**PROPOSED ADJACENT PROPERTIES**

NO.	OWNER	ADDRESS
1	LOT 81	8150 SHAWER ROAD
2	LOT 82	8150 SHAWER ROAD
3	LOT 83	8150 SHAWER ROAD
4	LOT 84	8150 SHAWER ROAD
5	LOT 85	8150 SHAWER ROAD
6	LOT 86	8150 SHAWER ROAD
7	LOT 87	8150 SHAWER ROAD
8	LOT 88	8150 SHAWER ROAD
9	LOT 89	8150 SHAWER ROAD
10	LOT 90	8150 SHAWER ROAD

ZONED: CDP  
 COMING TO BE DEVELOPED AT





**WALMART EXPANSION**  
**STORE #5280-04**  
 8550 SHAVER ROAD  
 PORTAGE, MICHIGAN

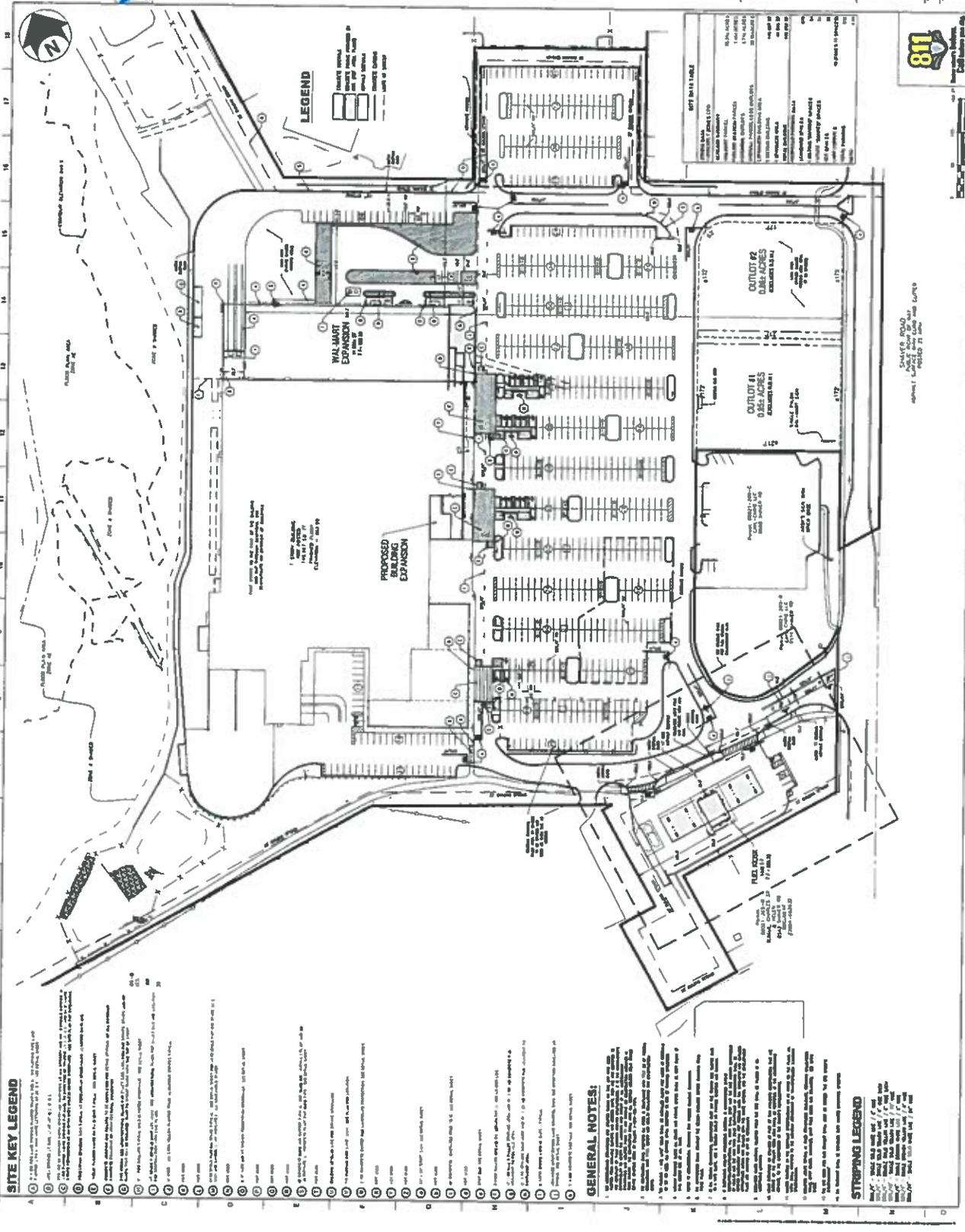
**Walmart**  
 Save Money. Live Better.  
 Wal-Mart Stores, Inc.  
 2001 S.E. 10TH STREET,  
 BENTONVILLE, AR 72716

**Bergmann**  
 ARCHITECTS  
 ARCHITECTS OF EXPANSION & INTERIORS  
 2001 S.E. 10TH STREET, SUITE 100  
 BENTONVILLE, MICHIGAN 49711  
 PHONE: 517.272.5400  
 FAX: 517.272.5878  
 WWW: BERGMANNPC.COM

NO.	DATE	DESCRIPTION
1	11.15.11	ISSUED FOR PERMITS
2	01.10.12	REVISED PER PERMITS
3	02.01.12	REVISED PER PERMITS
4	02.01.12	REVISED PER PERMITS
5	02.01.12	REVISED PER PERMITS
6	02.01.12	REVISED PER PERMITS
7	02.01.12	REVISED PER PERMITS
8	02.01.12	REVISED PER PERMITS
9	02.01.12	REVISED PER PERMITS
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11	02.01.12	REVISED PER PERMITS
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14	02.01.12	REVISED PER PERMITS
15	02.01.12	REVISED PER PERMITS
16	02.01.12	REVISED PER PERMITS
17	02.01.12	REVISED PER PERMITS
18	02.01.12	REVISED PER PERMITS
19	02.01.12	REVISED PER PERMITS
20	02.01.12	REVISED PER PERMITS

**SITE PLAN**

**C100**



**SITE KEY LEGEND**

- 1. 1" = 10' - 0" SCALE
- 2. 1" = 10' - 0" SCALE
- 3. 1" = 10' - 0" SCALE
- 4. 1" = 10' - 0" SCALE
- 5. 1" = 10' - 0" SCALE
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- 50. 1" = 10' - 0" SCALE

**GENERAL NOTES:**

- 1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE MICHIGAN BUILDING CODE AND ALL APPLICABLE LOCAL ORDINANCES.
- 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.
- 3. ALL UTILITIES SHALL BE LOCATED AND DEPTH MARKED PRIOR TO CONSTRUCTION.
- 4. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND PUBLIC ROADS AT ALL TIMES.
- 5. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE LOCAL AUTHORITIES.
- 6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES.
- 7. ALL CONSTRUCTION SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
- 8. THE CONTRACTOR SHALL MAINTAIN ADEQUATE RECORDS OF ALL CONSTRUCTION ACTIVITIES.
- 9. ALL MATERIALS SHALL BE STORED PROPERLY AND PROTECTED FROM WEATHER.
- 10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INSURANCE COVERAGE.
- 11. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE MICHIGAN BUILDING CODE AND ALL APPLICABLE LOCAL ORDINANCES.
- 12. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.
- 13. ALL UTILITIES SHALL BE LOCATED AND DEPTH MARKED PRIOR TO CONSTRUCTION.
- 14. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND PUBLIC ROADS AT ALL TIMES.
- 15. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE LOCAL AUTHORITIES.
- 16. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES.
- 17. ALL CONSTRUCTION SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
- 18. THE CONTRACTOR SHALL MAINTAIN ADEQUATE RECORDS OF ALL CONSTRUCTION ACTIVITIES.
- 19. ALL MATERIALS SHALL BE STORED PROPERLY AND PROTECTED FROM WEATHER.
- 20. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INSURANCE COVERAGE.

**STRIPPING LEGEND**

- 1. 1" = 10' - 0" SCALE
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SHAVER ROAD  
 8550 SHAVER ROAD  
 PORTAGE, MI 49782

**WALMART EXPANSION STORE #5280-04**  
 850 SHAYER ROAD  
 PORTAGE, INDIANA

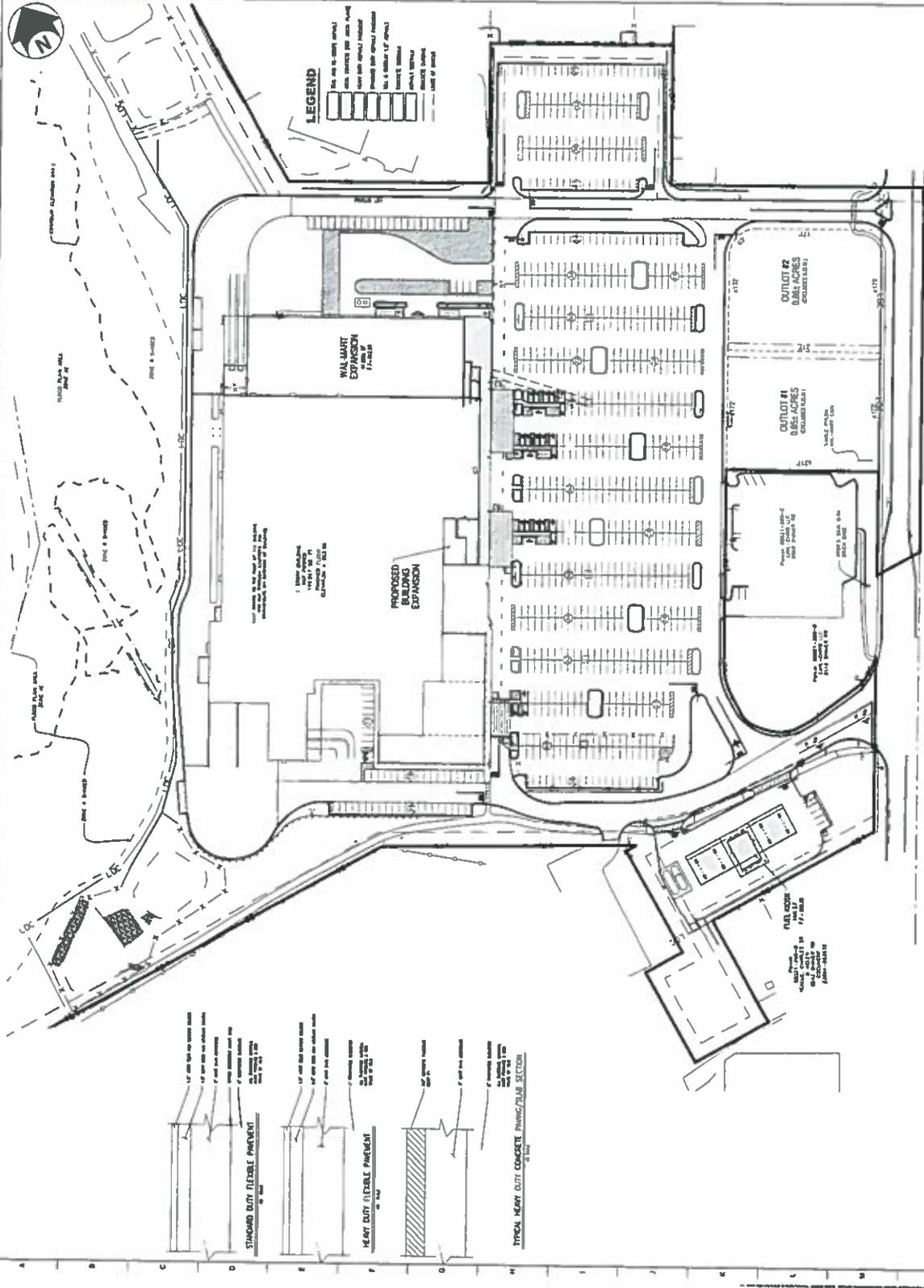


**Wal-Mart Stores, Inc.**  
 2801 S.E. 10TH STREET,  
 BENTONVILLE, AR 72716

**Bergmann**  
 ARCHITECTS  
 ARCHITECTS OF ENGINEERS & INTERIORS

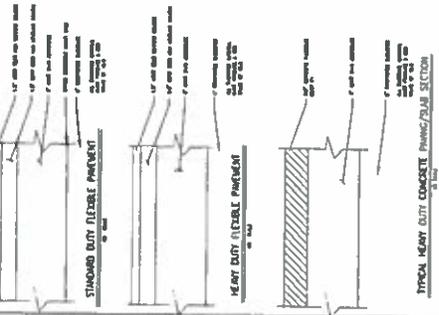
300 S.W. 15th AVENUE, SUITE 200  
 MIAMI, FLORIDA 33135  
 PHONE: 312.771.8888  
 FAX: 312.771.8888  
 WWW.BERGMANNAE.COM

NO.	DATE	DESCRIPTION
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**LEGEND**

- 1. 1" = 10' (SEE PLAN)
- 2. 1" = 20' (SEE PLAN)
- 3. 1" = 40' (SEE PLAN)
- 4. 1" = 80' (SEE PLAN)
- 5. 1" = 160' (SEE PLAN)
- 6. 1" = 320' (SEE PLAN)
- 7. 1" = 640' (SEE PLAN)
- 8. 1" = 1280' (SEE PLAN)
- 9. 1" = 2560' (SEE PLAN)
- 10. 1" = 5120' (SEE PLAN)
- 11. 1" = 10240' (SEE PLAN)
- 12. 1" = 20480' (SEE PLAN)
- 13. 1" = 40960' (SEE PLAN)
- 14. 1" = 81920' (SEE PLAN)
- 15. 1" = 163840' (SEE PLAN)
- 16. 1" = 327680' (SEE PLAN)
- 17. 1" = 655360' (SEE PLAN)
- 18. 1" = 1310720' (SEE PLAN)
- 19. 1" = 2621440' (SEE PLAN)
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- 21. 1" = 10485760' (SEE PLAN)
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- 23. 1" = 41943040' (SEE PLAN)
- 24. 1" = 83886080' (SEE PLAN)
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SHAYER ROAD  
 850 SHAYER ROAD  
 PORTAGE, INDIANA 46368

PAYMENT PLAN

C101





**WALMART**  
**EXPANSION**  
**STORE #5280-04**  
 8350 SHAVER ROAD  
 PORTAGE, MICHIGAN



**Wal-Mart Stores, Inc.**  
 2001 S.E. 10TH STREET  
 BENTONVILLE, AR 72718

**Bergmann**  
 ASSOCIATES  
 ARCHITECTS / ENGINEERS / PLANNERS

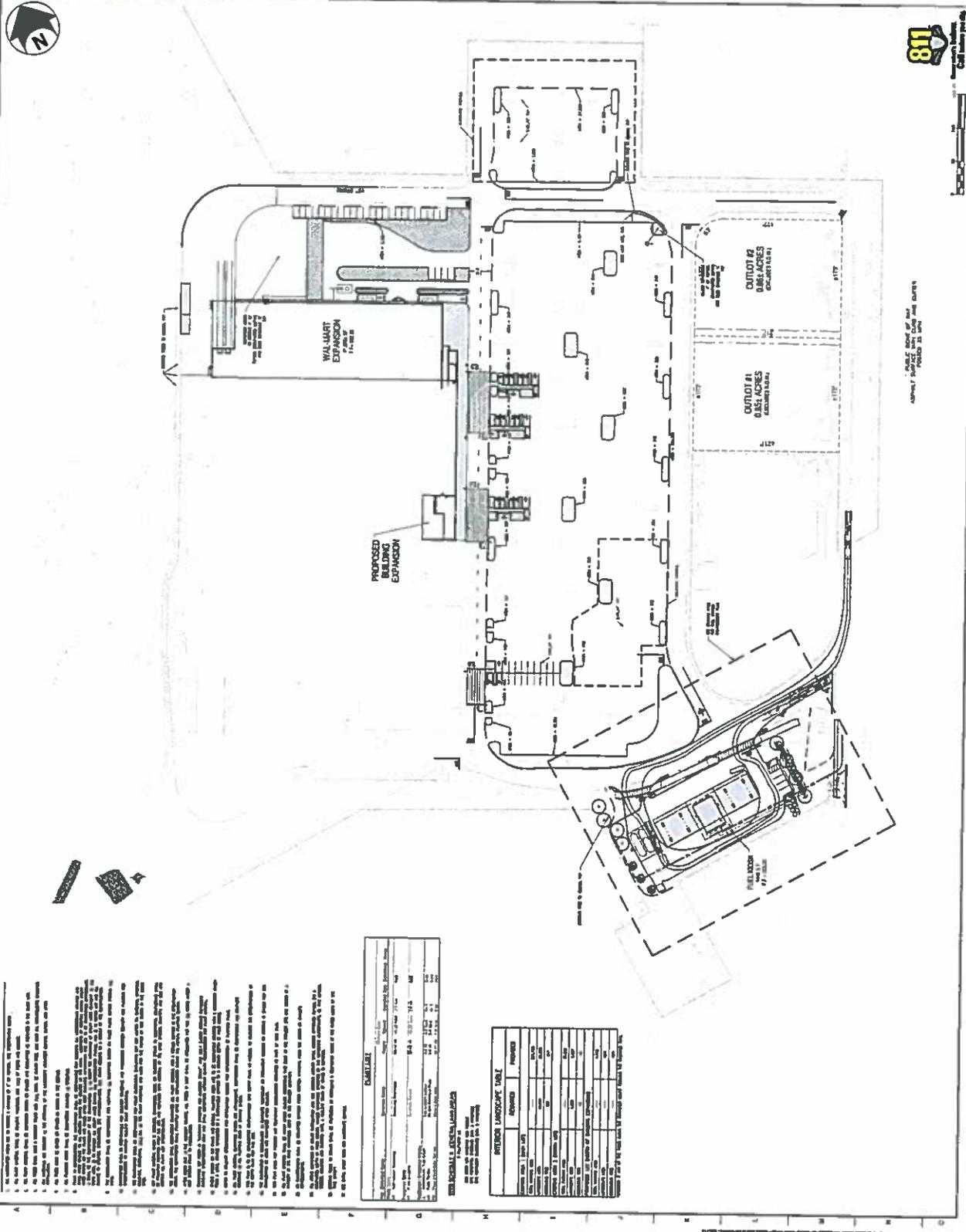
7000 66TH AVE  
 LANSING, MICHIGAN 48203  
 TEL: 313.778.8888  
 FAX: 313.778.8888  
 WWW.BERGMANNA.COM

DATE	DESCRIPTION
11/11/11	ISSUED FOR PERMIT

LANDSCAPE PLAN

DATE	DESCRIPTION
11/11/11	ISSUED FOR PERMIT

C130



**LANDSCAPE NOTES:**

1. ALL DIMENSIONS ARE TO CENTER UNLESS NOTED OTHERWISE.
2. ALL DIMENSIONS ARE TO CENTER UNLESS NOTED OTHERWISE.
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DATE	DESCRIPTION
11/11/11	ISSUED FOR PERMIT

**PERMIT LANDSCAPE TABLE**

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APPROVED FOR PERMIT BY THE CITY OF PORTAGE, MICHIGAN



**WALMART  
EXPANSION**  
STORE #5280-04  
850 SHAYER ROAD  
PORTAGE, MICHIGAN



Wal-Mart Stores, Inc.  
2001 S.E. 10TH STREET,  
BENTONVILLE, AR 72716

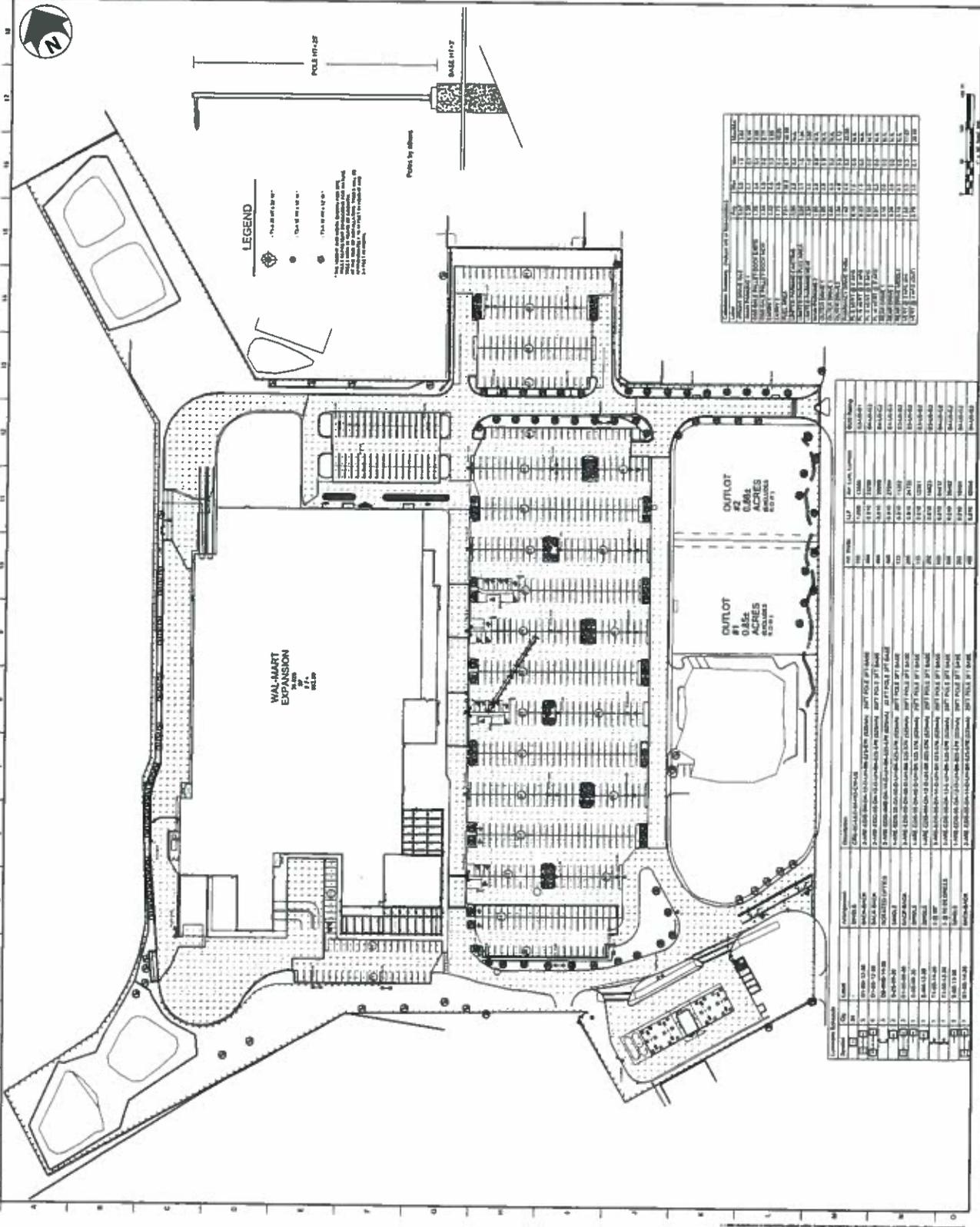
**Bergmann**  
ARCHITECTS  
INCORPORATED

1000 W. MICHIGAN STREET, SUITE 100  
LANSING, MICHIGAN 48201  
PHONE 313.771.8888  
FAX 313.771.8282  
WWW.BERGMANNA.COM

DATE: 05/14/04  
PROJECT: WALMART EXPANSION  
DRAWN: J. J. JONES  
CHECKED: J. J. JONES  
SCALE: AS SHOWN  
SHEET: 01 OF 02

**LIGHTING PLAN**

**C140**



NO.	DESCRIPTION	QTY	UNIT	AMOUNT
1	100 WATT 100' H.P.	10	EA	1000.00
2	150 WATT 100' H.P.	10	EA	1500.00
3	200 WATT 100' H.P.	10	EA	2000.00
4	100 WATT 100' H.P.	10	EA	1000.00
5	150 WATT 100' H.P.	10	EA	1500.00
6	200 WATT 100' H.P.	10	EA	2000.00
7	100 WATT 100' H.P.	10	EA	1000.00
8	150 WATT 100' H.P.	10	EA	1500.00
9	200 WATT 100' H.P.	10	EA	2000.00
10	100 WATT 100' H.P.	10	EA	1000.00
11	150 WATT 100' H.P.	10	EA	1500.00
12	200 WATT 100' H.P.	10	EA	2000.00
13	100 WATT 100' H.P.	10	EA	1000.00
14	150 WATT 100' H.P.	10	EA	1500.00
15	200 WATT 100' H.P.	10	EA	2000.00
16	100 WATT 100' H.P.	10	EA	1000.00
17	150 WATT 100' H.P.	10	EA	1500.00
18	200 WATT 100' H.P.	10	EA	2000.00
19	100 WATT 100' H.P.	10	EA	1000.00
20	150 WATT 100' H.P.	10	EA	1500.00
21	200 WATT 100' H.P.	10	EA	2000.00
22	100 WATT 100' H.P.	10	EA	1000.00
23	150 WATT 100' H.P.	10	EA	1500.00
24	200 WATT 100' H.P.	10	EA	2000.00
25	100 WATT 100' H.P.	10	EA	1000.00
26	150 WATT 100' H.P.	10	EA	1500.00
27	200 WATT 100' H.P.	10	EA	2000.00
28	100 WATT 100' H.P.	10	EA	1000.00
29	150 WATT 100' H.P.	10	EA	1500.00
30	200 WATT 100' H.P.	10	EA	2000.00

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2	150 WATT 100' H.P.	10	EA	1500.00
3	200 WATT 100' H.P.	10	EA	2000.00
4	100 WATT 100' H.P.	10	EA	1000.00
5	150 WATT 100' H.P.	10	EA	1500.00
6	200 WATT 100' H.P.	10	EA	2000.00
7	100 WATT 100' H.P.	10	EA	1000.00
8	150 WATT 100' H.P.	10	EA	1500.00
9	200 WATT 100' H.P.	10	EA	2000.00
10	100 WATT 100' H.P.	10	EA	1000.00
11	150 WATT 100' H.P.	10	EA	1500.00
12	200 WATT 100' H.P.	10	EA	2000.00
13	100 WATT 100' H.P.	10	EA	1000.00
14	150 WATT 100' H.P.	10	EA	1500.00
15	200 WATT 100' H.P.	10	EA	2000.00
16	100 WATT 100' H.P.	10	EA	1000.00
17	150 WATT 100' H.P.	10	EA	1500.00
18	200 WATT 100' H.P.	10	EA	2000.00
19	100 WATT 100' H.P.	10	EA	1000.00
20	150 WATT 100' H.P.	10	EA	1500.00
21	200 WATT 100' H.P.	10	EA	2000.00
22	100 WATT 100' H.P.	10	EA	1000.00
23	150 WATT 100' H.P.	10	EA	1500.00
24	200 WATT 100' H.P.	10	EA	2000.00
25	100 WATT 100' H.P.	10	EA	1000.00
26	150 WATT 100' H.P.	10	EA	1500.00
27	200 WATT 100' H.P.	10	EA	2000.00
28	100 WATT 100' H.P.	10	EA	1000.00
29	150 WATT 100' H.P.	10	EA	1500.00
30	200 WATT 100' H.P.	10	EA	2000.00

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30



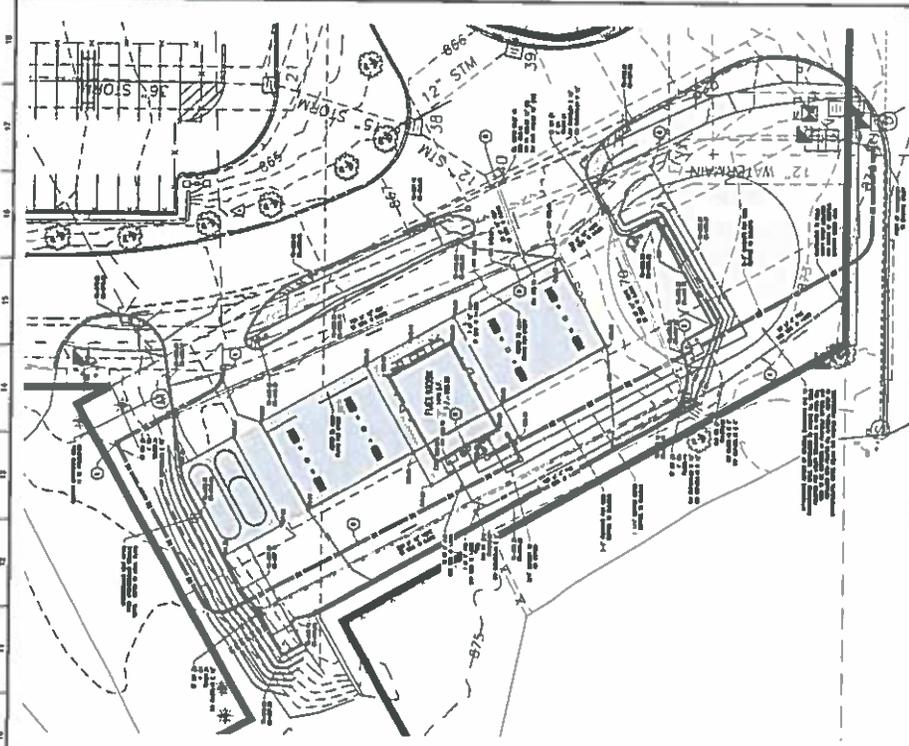
**WALMART**  
**EXPANSION**  
**STORE #5280-04**  
 855 SHAYER ROAD  
 PORTAGE, MICHIGAN



Wal-Mart Stores, Inc.  
 2001 S.E. 10TH STREET,  
 BENTONVILLE, AR 72716

**Bergmann**  
 architects & engineers llc  
 2001 S.E. 10TH STREET, SUITE 200  
 BENTONVILLE, MICHIGAN 49717  
 PHONE: 517.272.8888  
 FAX: 517.272.8998  
 WWW: BERGMANN-PC.COM

ALL DIMENSIONS IN FEET AND INCHES  
 UNLESS OTHERWISE NOTED  
 1/4" = 1'-0"  
 1/8" = 1'-0"  
 1/16" = 1'-0"  
 1/32" = 1'-0"  
 1/64" = 1'-0"  
 1/128" = 1'-0"  
 1/256" = 1'-0"  
 1/512" = 1'-0"  
 1/1024" = 1'-0"  
 1/2048" = 1'-0"



**SITE AND LANDSCAPE ENLARGEMENT PLAN**  
 SHEET 1 OF 2

**SITE KEY LEGEND**

- 1. 1" = 1'-0" SCALE
- 2. 1/2" = 1'-0" SCALE
- 3. 1/4" = 1'-0" SCALE
- 4. 1/8" = 1'-0" SCALE
- 5. 1/16" = 1'-0" SCALE
- 6. 1/32" = 1'-0" SCALE
- 7. 1/64" = 1'-0" SCALE
- 8. 1/128" = 1'-0" SCALE
- 9. 1/256" = 1'-0" SCALE
- 10. 1/512" = 1'-0" SCALE
- 11. 1/1024" = 1'-0" SCALE
- 12. 1/2048" = 1'-0" SCALE
- 13. 1/4096" = 1'-0" SCALE
- 14. 1/8192" = 1'-0" SCALE
- 15. 1/16384" = 1'-0" SCALE
- 16. 1/32768" = 1'-0" SCALE
- 17. 1/65536" = 1'-0" SCALE
- 18. 1/131072" = 1'-0" SCALE
- 19. 1/262144" = 1'-0" SCALE
- 20. 1/524288" = 1'-0" SCALE
- 21. 1/1048576" = 1'-0" SCALE
- 22. 1/2097152" = 1'-0" SCALE
- 23. 1/4194304" = 1'-0" SCALE
- 24. 1/8388608" = 1'-0" SCALE
- 25. 1/16777216" = 1'-0" SCALE
- 26. 1/33554432" = 1'-0" SCALE
- 27. 1/67108864" = 1'-0" SCALE
- 28. 1/134217728" = 1'-0" SCALE
- 29. 1/268435456" = 1'-0" SCALE
- 30. 1/536870912" = 1'-0" SCALE
- 31. 1/1073741824" = 1'-0" SCALE
- 32. 1/2147483648" = 1'-0" SCALE
- 33. 1/4294967296" = 1'-0" SCALE
- 34. 1/8589934592" = 1'-0" SCALE
- 35. 1/17179869184" = 1'-0" SCALE
- 36. 1/34359738368" = 1'-0" SCALE
- 37. 1/68719476736" = 1'-0" SCALE
- 38. 1/137438953472" = 1'-0" SCALE
- 39. 1/274877906944" = 1'-0" SCALE
- 40. 1/549755813888" = 1'-0" SCALE
- 41. 1/1099511627776" = 1'-0" SCALE
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**WALMART EXPANSION STORE #5280-04**  
 8350 SHAVER ROAD  
 PORTAGE, MICHIGAN



**Wal-Mart Stores, Inc.**  
 2001 S.E. 10TH STREET,  
 BENTONVILLE, AR 72716

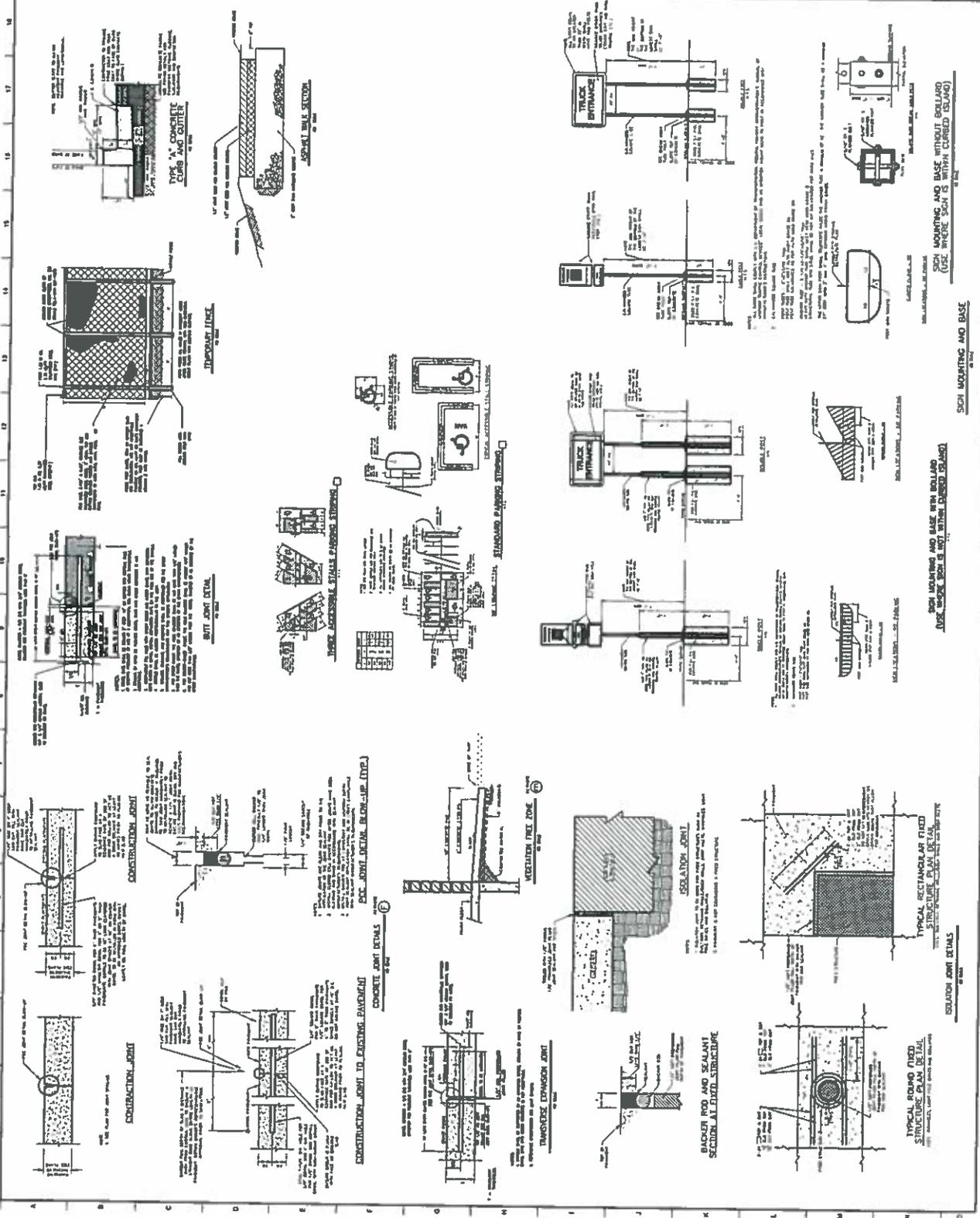
**Bergmann**  
 ASSOCIATES  
 ARCHITECTS & ENGINEERS / PLANNERS

ONE NINE EIGHT SEVEN STREET SUITE 200  
 LANSING, MICHIGAN 48207  
 TEL 313 478 8888  
 WWW.BERGMANNAE.COM

DATE	NO.	DESCRIPTION
11/11/03	1	ISSUED FOR PERMIT
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**SITE DETAILS**

**C501**



1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

CONSTRUCTION JOINT  
 ISOLATION JOINT  
 TRUCK ENTRANCE  
 SIGN MOUNTING AND BASE  
 TYPICAL RECTANGULAR PAVED STRUCTURE PLAN DETAIL  
 TYPICAL ROUND PAVED STRUCTURE PLAN DETAIL  
 BACKER ROD AND SEALANT SEALS AT JUNCTION STRUCTURE  
 ISOLATION JOINT DETAILS  
 CONCRETE JOINT DETAILS  
 EXISTING JOINT DETAIL  
 TIMBER JOINT DETAILS

**WALMART**  
**EXPANSION**  
**STORE #5286-04**  
 6350 SHAYER ROAD  
 PORTAGE, MICHIGAN



Wal-Mart Stores, Inc.  
 2001 S.E. 10TH STREET,  
 BENTONVILLE, AR 72716

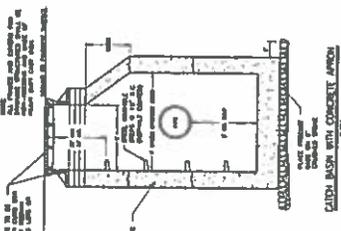
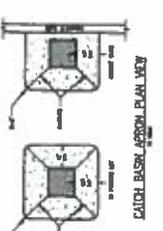
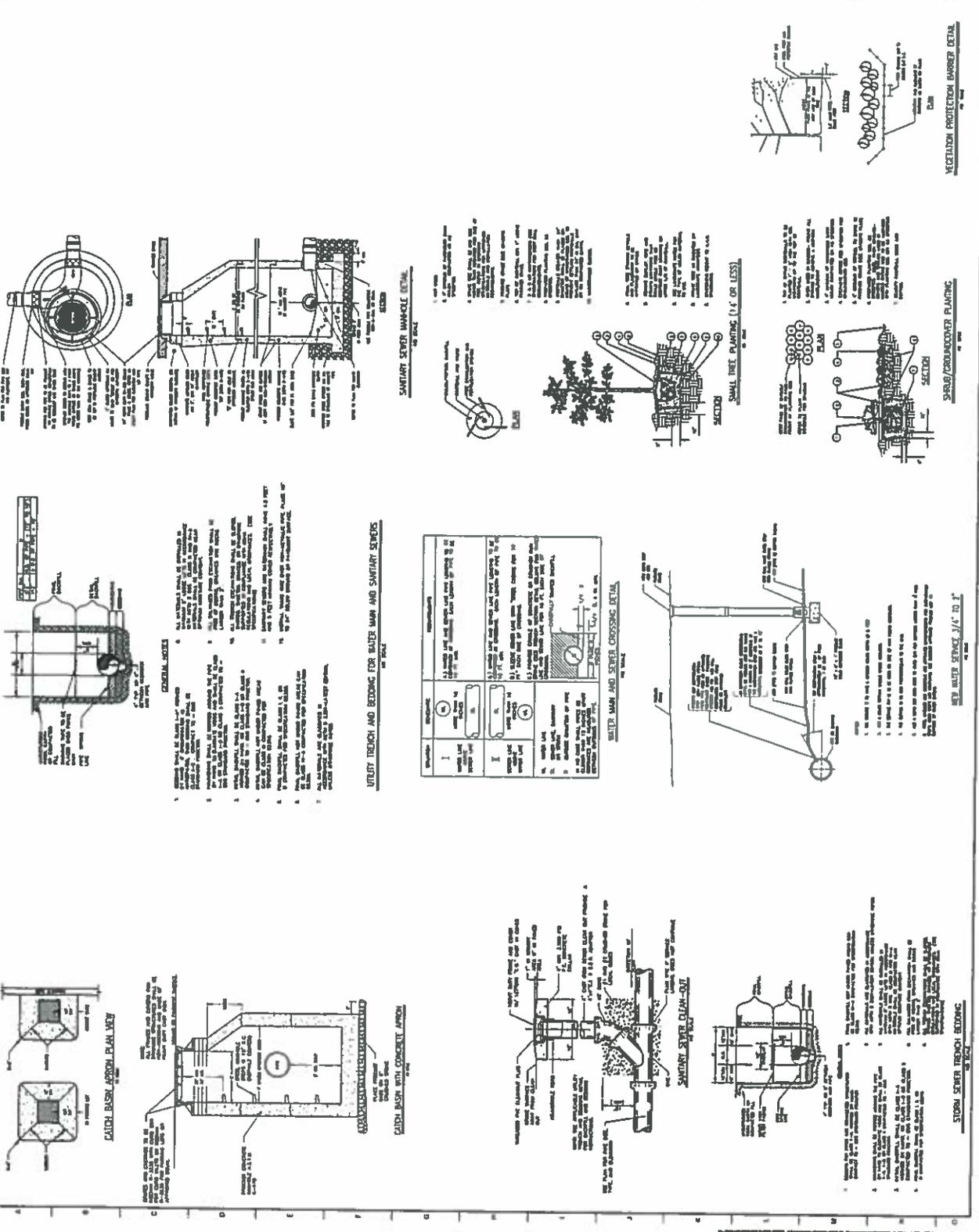
**Bergmann**  
 Associates  
 ARCHITECTS / ENGINEERS / PLANNERS

PO BOX 11 BARDONIA STORE #1 SUITE 100  
 LANSING, MICHIGAN 48917  
 TEL 313 477 8800  
 WWW.BERGMANNA.COM

DATE	11/11/04
BY	WALMART
CHKD	WALMART
APP'D	WALMART
DATE	11/11/04

SITE DETAILS

C502

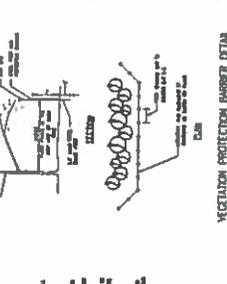
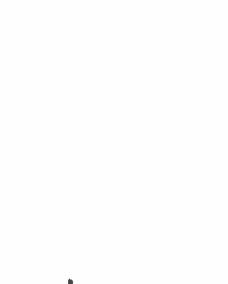
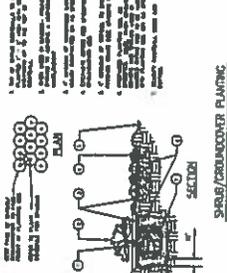
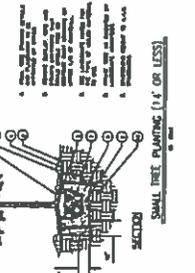
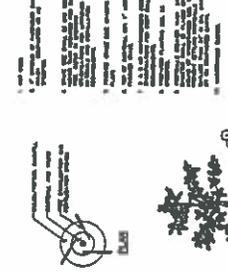
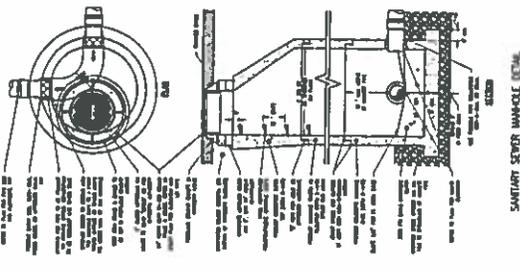
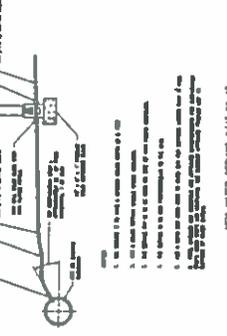


**UTILITY TRENCH AND BEDDING FOR WATER MAIN AND SANITARY SEWERS**

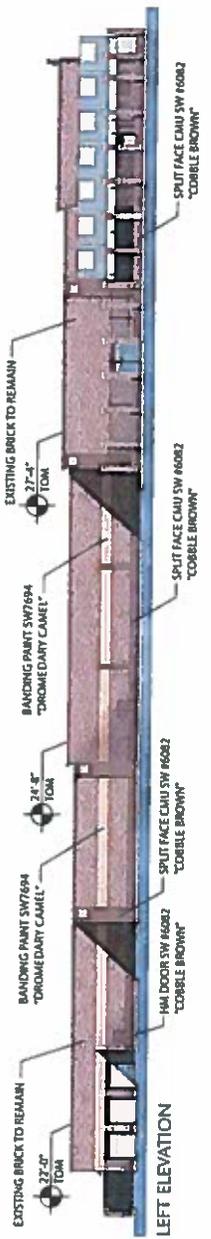
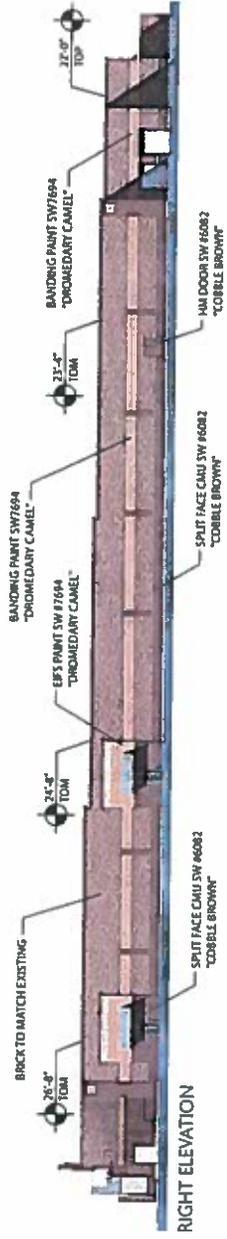
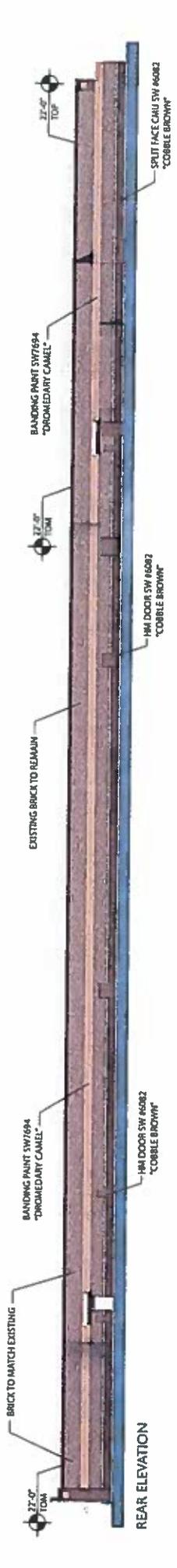
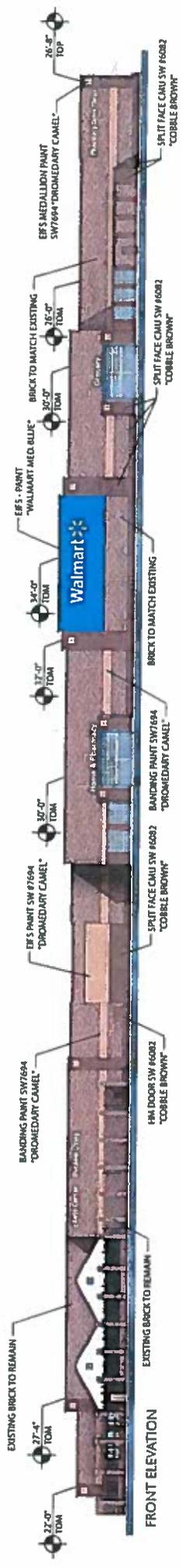
ITEM	DESCRIPTION
1	12" DIA. WATER MAIN
2	18" DIA. SANITARY SEWER

**GENERAL NOTES:**

1. ALL UTILITIES SHALL BE INSTALLED IN ACCORDANCE WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) STANDARD SPECIFICATIONS FOR CONSTRUCTION, LATEST EDITION.
2. ALL UTILITIES SHALL BE INSTALLED IN ACCORDANCE WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) STANDARD SPECIFICATIONS FOR CONSTRUCTION, LATEST EDITION.
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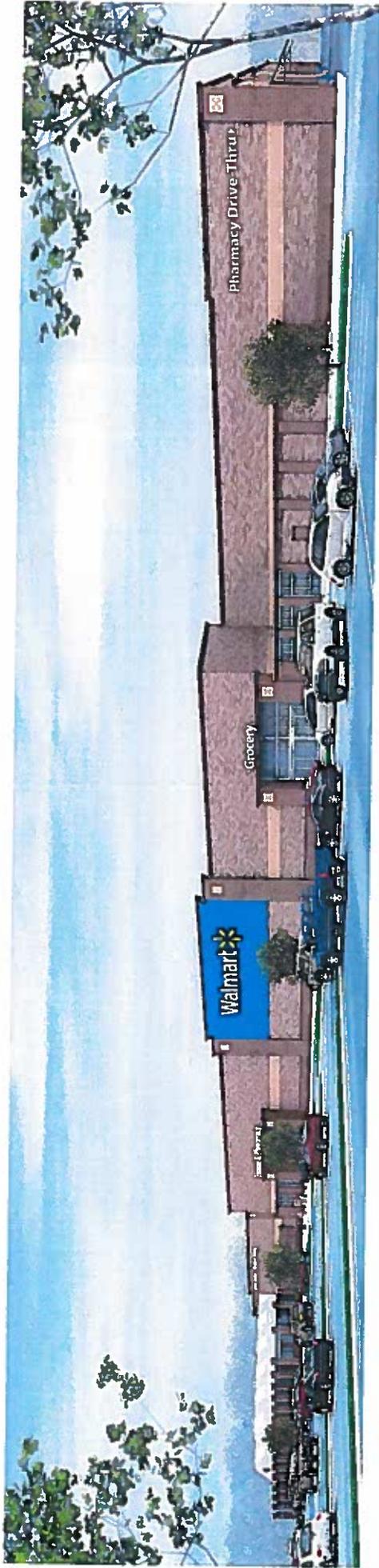




	<p>January 18, 2016</p>	<p>Portage, MI #5280</p>	<p>Elevations</p>
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DESIGN REPRESENTATION ONLY - NOT FOR CONSTRUCTION. The building images shown are a representation of the current design intent only. The building images may not reflect variations in color, tone, hue, finish, shading, ambient light intensity, materials, texture, contrast, line style, construction variations required by building codes or inspectors, materials or final design detailing.





January 18, 2016



Portage, MI #5280

Perspectives

2

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**TO:** Planning Commission

**DATE:** April 1, 2016

**FROM:** Vicki Georgeau, <sup>VJ</sup> Director of Community Development

**SUBJECT:** Portage Road Diet Study

In accordance with the recommendations contained in Lake Center Subarea Plan, which includes providing a balanced and safe means of travel for bicycles, pedestrians and vehicles, the city retained CESO, Inc. to evaluate reducing the number of Portage Road travel lanes from five to three in Lake Center Core Node between Ames Drive and Lakeview Drive. This travel lane reduction is commonly known as a "road diet." A copy of the study (without the appendices) is attached and a brief summary of the study is provided below.

As indicated in the Lake Center Subarea Plan and CESO, Inc. study, road diets can benefit both drivers and pedestrians as a result of traffic calming and incorporation of complete street design elements. A road diet can also reduce vehicle speeds as a result of implementing geometric changes to a roadway. Finally, a road diet within the Portage Road corridor may help enhance the streetscape and place making efforts. The Subarea Plan recommends implementation of a road diet on Portage Road south of Lakeview Drive, where there are currently four lanes of traffic and lower traffic volumes. However, the Planning Commission may recall that north of Lakeview Drive, where traffic volumes are higher, additional study of a road diet was recommended.

The Federal Highway Administration (FHWA) recommends that roadways with average daily traffic (ADT) of 20,000 vehicles or less may be good candidates for a road diet, but those approaching 20,000 ADT should be evaluated for feasibility. As part of the CESO study, a traffic count and speed study was conducted in October 2014 and confirmed in July 2015. Based on the information obtained, the ADT for this segment of Portage Road was 17,626 vehicles. The 85<sup>th</sup> percentile speed (the speed at which 85% of the vehicles do not exceed) for northbound traffic was 45.7 mph and for southbound traffic the 85<sup>th</sup> percentile speed was 49.8. Since the ADT for this segment of Portage Road falls within the recommended FHWA guideline, the feasibility study was completed.

CESO evaluated two alternative road diet configurations, illustrated in Figures 3 and 4 of the study, and noted the advantages and disadvantages of the following alternatives:

- Alternative No. 1: Three-lane section from Ames Drive to Lakeview Drive that includes on-street parking and pedestrian/bikeway improvements on the west side.
- Alternative No. 2: Three-lane section from Ames Drive to Lakeview Drive that includes bike lanes on both the east and west sides and a sidewalk on the west side.

Alternative No. 1 includes an analysis of on-street parking on the west side of Portage Road (for the purposes of the analysis, CESO assumed a reduced posted speed limit from 45 mph to 35 mph.) CESO notes there are benefits associated with on-street parking, which include providing a buffer between pedestrians from traffic, and a decrease in vehicle speeds which may create a more walkable, pedestrian- friendly place. However, on-street parking can also result in a reduction of street capacity and interfere with the free flow of traffic (e.g., a single vehicle maneuvering to park in or leave a parallel or angle parking space can stop through lane traffic). There are also safety risks associated with on-street parking as a result of people entering and exiting a vehicle adjacent to the through travel lane. Finally, on-street parking is generally found on arterial roadways where the speed limit is less than 35 mph and the average daily traffic is well below the capacity of the

roadway. Given the speed limit of Portage, current traffic volumes, reduction in street capacity and concerns for pedestrian safety, on-street parking is not recommended.

With regard Alternative No. 2, which includes bike lanes on both sides of Portage Road, CESO has noted bike lanes are an important element of complete streets and are often an element of road diet projects. Bike lanes also provide a buffer between vehicles and pedestrians and allow temporary storage space for vehicles to move over and let emergency vehicles pass. However, based on national studies, bike lanes can reduce road capacity and increase vehicle delay as a result of “side friction” between the bicyclists and vehicles. Side friction represents the natural tendency of motorists to slow down when presented with close objects. If a barrier (buffer) exists between the bike lane and vehicle travel lane, capacity may not be adversely impacted. In the case of this segment of Portage Road, between Lakeview and Forest drives, there is not sufficient right-of-way to accommodate a barrier.

While there are certain advantages of implementing a road diet, there are also disadvantages that must be considered with higher traffic volume roadways. As noted in the CESO study, these disadvantages may include increased vehicle delay, reduction in vehicular gaps making it more difficult for vehicles to enter the through traffic lanes from a side street or adjacent parking lot, propensity of motorists to use the left turn lane as a passing lane, among others. The advantages and disadvantages are listed in two tables on page 7 of the CESO report. It is also important to consider and provide balance in regard to the function of the roadway. While Portage Road provides local access to many adjacent businesses and residential areas, it also functions as a regional arterial roadway.

Page 33 of the CESO report provides a Summary of Findings and concludes that a reduction in the number of travel lanes from five to three, with a bike lanes on both the east and west side of Portage Road may be feasible, but recommends the following capital improvements at the Lakeview and Forest Drive intersections to address a decrease in the level of service along the roadway and on side-street intersections and driveways along this stretch of Portage Road:

- Installation of a roundabout or realignment of the intersection at Lakeview Drive. For Commission information and to address the existing safety issues involving the Lakeview Drive and Portage Road intersection, northbound left-turn movements have already been prohibited and the intersection is proposed to be realigned during FY2017-2018.
- Installation of a traffic signal at Forest Drive. However, signalization of Forest Drive is not warranted at this time. Further consideration of a traffic signal at this intersection should also include driveway consolidation and converting Ames Drive to right-in/right-out only or eliminating the intersection and constructing a cul-de-sac.

An interim measure can also be considered before any physical improvements to the roadway are completed. This interim measure involves installation of a temporary or “pop-up” road diet using traffic cones and barriers. A pop-up road diet would allow stakeholders and the City Administration to evaluate the effectiveness of a road diet in this segment of Portage Road.

The Planning Commission is advised to review the study for discussion during the April 7, 2015 meeting. Subsequent to the April 7<sup>th</sup> meeting, an open house to garner public input on the road diet study will be held is proposed for May 5, 2016 from 4:30 to 6:30 p.m. in advance of the regularly scheduled Commission meeting. Commissioners are encouraged to attend this open house.



# PORTAGE ROAD TRAFFIC STUDY/ ROAD DIET FEASIBILITY STUDY

FINAL REPORT: DECEMBER 2015



Prepared by:  
**CESO, Inc.**  
8164 Executive Ct., Ste. B  
Lansing, MI 48917





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w/on-street parking (west)

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## 1. Introduction

The City of Portage retained CESO, Inc. to evaluate the feasibility of implementing a "Road Diet" along the Lake Center Core Node area (Portage Road between Lakeview and Forest Drives) in the City of Portage, Kalamazoo County, Michigan. Figure 1 illustrates the Lake Center Core Node area and Figure 2 illustrates an aerial view of the study area.

CESO reviewed two (2) separate roadway design alternatives as outlined by the City of Portage Engineering Department for the Lake Center Core Node area (Portage Road between Lakeview and Forest Drives) that include.

- **Alternative #1:** 3 lane section from Ames Drive south to Lakeview Drive with on-street parking and pedestrian/bikeway on the west side.
- **Alternative #2:** 3 lane section from Ames Drive south to Lakeview Drive with bike lane on east and west side and pedestrian walkway on the west side.

Figures 3 and 4 illustrate Alternative #1 and #2 and Figure 5 illustrates the typical section for both study alternatives.

The two (2) study alternatives are based on road diet concepts that involve *narrowing or eliminating travel lanes* on a roadway to make more room for pedestrians and bicyclists. According to the FHWA, "road diets typically consist of conversions of four-lane (or in this studies case - five-lane), undivided roads into three lanes – two through lanes plus a center left-turn lane. The fourth or fifth lane may be converted to a bicycle lane, sidewalk, and/or on-street parking."

Road diets can offer benefits to both drivers and pedestrians by creating fewer lanes of traffic to cross and by reducing vehicle speeds and vehicle interactions. According to the FHWA report on "Road Diet" measures on crashes, a 2001 study found a reduction in pedestrian crash risk when crossing two-and three-lane roads when compared to roads with four or more lanes. Other benefits of road diets include promoting better land use, promoting greater driving attentiveness, improving mobility and access, and improving livability and quality of life.



According to the City of Portage 2013 Major Thoroughfare Plan Status Report, Portage Road within the study area is currently classified as a Minor Arterial and is maintained by the City of Portage. Portage Road between Lakeview and Forest Drives currently exists as a five (5) lane cross section (two northbound and two southbound through lanes and a center left-turn lane).

Standing on Portage Road at Forest Drive looking southbound.



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STUDY LOCATION MAP

PORTAGE ROAD TRAFFIC ANALYSIS  
LAKEVIEW DRIVE TO FOREST DRIVE

CITY OF PORTAGE

KALAMAZOO COUNTY, MICHIGAN

FIGURE 1

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STUDY AREA  
FOREST DRIVE SOUTH TO LAKEVIEW DRIVE

**LEGEND**

(X) SEE INTERSECTION KEY

**INTERSECTION KEY**

- 1: PORTAGE ROAD & LAKEVIEW DRIVE
- 2: PORTAGE ROAD & FOREST DRIVE



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STUDY AERIAL

PORTAGE ROAD TRAFFIC ANALYSIS  
LAKEVIEW DRIVE TO FOREST DRIVE

CITY OF PORTAGE

KALAMAZOO COUNTY, MICHIGAN

FIGURE 2

DATE  
12.14.2015

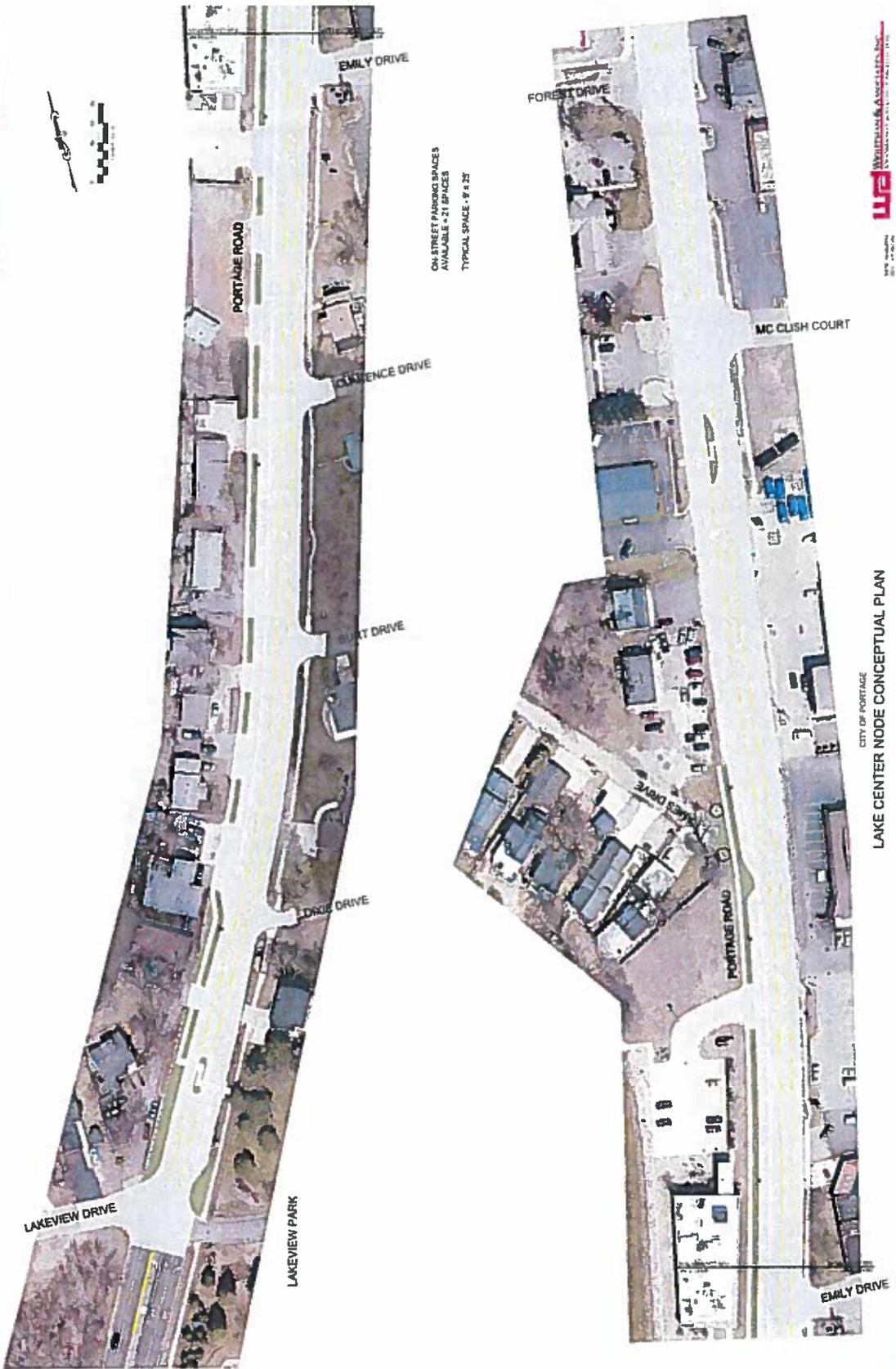
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PAGE 3



ON STREET PARKING SPACES  
AVAILABLE - 21 SPACES  
TYPICAL SPACE - 8' x 25'



CITY OF PORTAGE

ALTERNATE 1: LAKE CENTER NODE 3 LANE SECTION  
CONCEPTUAL PLAN

CITY OF PORTAGE  
LAKE CENTER NODE 3 LANE SECTION  
CONCEPTUAL PLAN

FIGURE 3  
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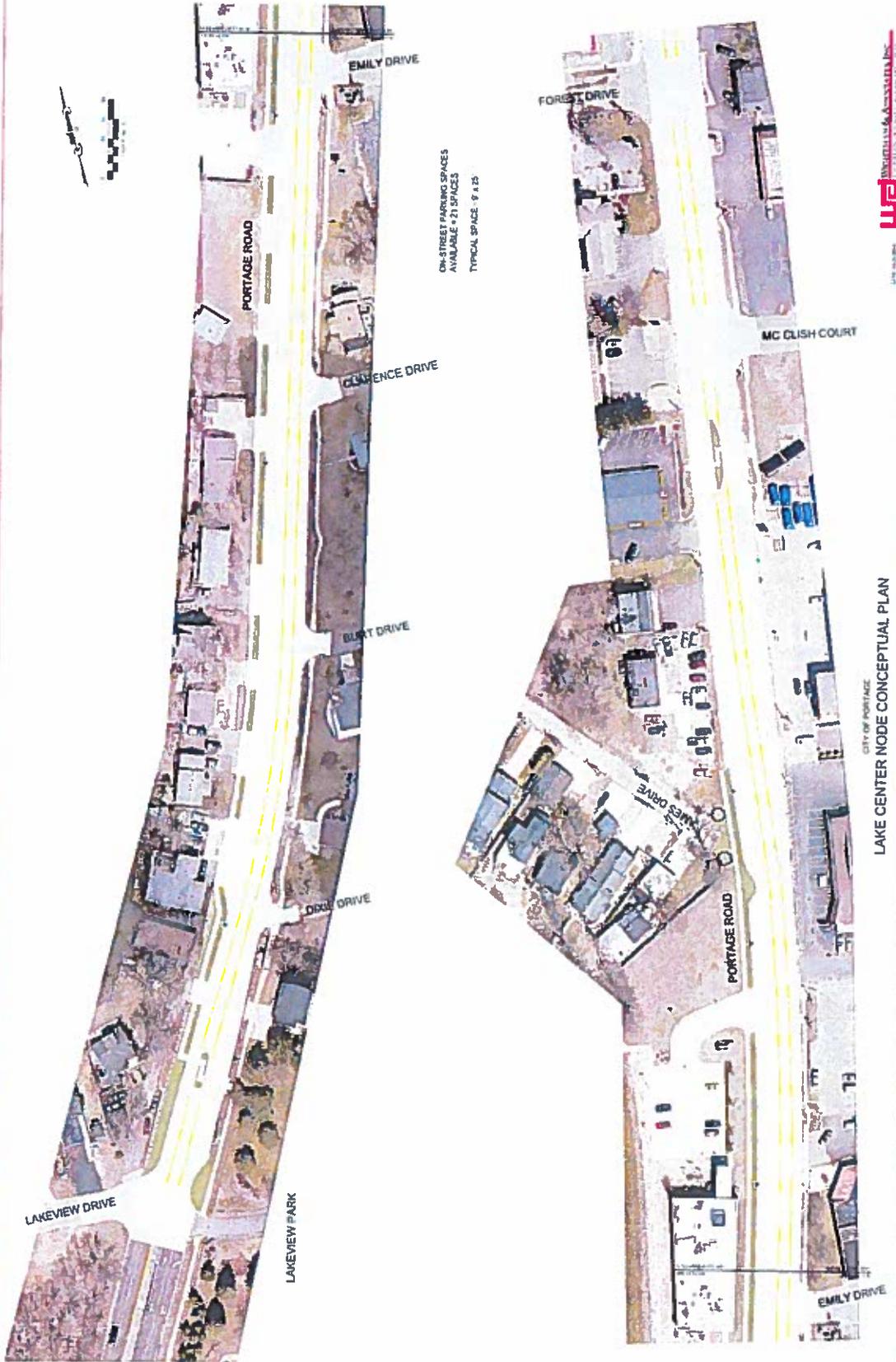


CITY OF PORTAGE

ALTERNATE 1: LAKE CENTER NODE 3 LANE SECTION  
CONCEPTUAL PLAN

CITY OF PORTAGE  
LAKE CENTER NODE 3 LANE SECTION  
CONCEPTUAL PLAN

FIGURE 3  
DATE: 11.11.2019  
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ON-STREET PARKING SPACES  
AVAILABLE = 21 SPACES  
TYPICAL SPACE = 9' x 15'

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CITY OF PORTAGE  
**LAKE CENTER NODE CONCEPTUAL PLAN**

ALTERNATE 2. LAKE CENTER NODE 3-LANE SECTION  
CONCEPTUAL PLAN

PORTAGE ROAD TRAFFIC ANALYSIS  
LAKEVIEW DRIVE TO FOREST DRIVE

CITY OF PORTAGE

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MANAGING COUNTY APPROVAL





Within the study corridor, there are a number of potential benefits associated with the potential implementation of a road diet. The following table identifies the benefits listed in the Guide for the Development of Bicycle Facilities 2012, fourth edition as published by AASHTO.

AASHTO Bicycle Facility Road Diet Benefits
The additional space gained by removing one lane can be used to provide bike lanes or shoulders on both sides of the road.
With one travel lane in each direction, top-end travel speeds are moderated by those who are following posted speed limits, which may reduce potential crash severities for all users.
It may be feasible to include a raised median or small refuge islands at some pedestrian crossing locations, making it easier for pedestrians to cross the street and reducing the likelihood of pedestrian crashes.
The reduction from two lanes to one in each direction virtually eliminates the likelihood of "multiple threat" crashes (where a driver in one lane stops to yield, but the driver in the adjacent lane continues at speed) for pedestrians and left-turning motorists and bicyclists.
Left-turn lanes provide a place for motorists and bicyclists to wait to make a left turn, reducing the incidence of left-turn and rear-end crashes.
Sideswipe crashes are reduced since motorists no longer need to change lanes to pass a vehicle waiting to turn left from the leftmost through lane.
Less traffic noise (due to reduced speeds) and greater separation from traffic for pedestrians, residents, and businesses.

The AASHTO guide does not list disadvantages, however there are several perceived concerns as listed below:

Road Diet Disadvantages
All through traffic in a single lane may increase vehicle delays.
All traffic shifted to a single lane results in more vehicles adjacent to on-road cyclists.
All through traffic in a single lane results in difficulty for vehicles turning to and from side streets and driveway in addition to reducing gaps.
All through traffic in a single lane may result in increased bus transit time, where bus service may be provided.
If on-street parking is permitted, through traffic in a single lane means that any vehicles maneuvering in/out of parking may block the single travel lane.

The previous discussion shows that there are a number of trade-offs associated with the implementation of a road diet. For example, placing all vehicle traffic in a single lane may provide a traffic calming effect but could increase delays for traffic turning onto Portage Road due to fewer gaps in the single stream of traffic. Section 3 of this analysis reviews the capacity of this section of Portage Road should a "road diet" be implemented.

### City of Portage Lake Center Subarea Plan

According to the Lake Center Subarea plan, "the Lake Center business district runs along Portage Road from East Centre Avenue to Clarence Drive, with additional commercial nodes between Lakeview Park and Bacon Avenue and north of East Osterhout Road. Many businesses are locally-owned and have been in existence for more than 50 years. The area between East Centre Avenue and Lakeview Drive is the primary business district, identified as a commercial revitalization corridor in prior plans."



One of the goals of this plan is to create a vibrant commercial corridor with a unified attractive visual character that builds upon the history of the Lake Center District. Specifically, one of the objectives was to provide a balanced and safe means of travel for bicycles, pedestrians, and vehicles.

Based on the goals outlined in the City of Portage Lake Center Subarea plan, each study alternative was analyzed by capacity, projected safety and accident rate impacts, traffic and non-motorized mobility issues, federal highway funding, and construction cost. The following sections of this report summarize the analysis and results of each alternative.

## 1.1 Study Procedure

The following studies and analyses were undertaken:

1. Traffic counts (24 hour) were provided by the City of Portage at each of the key study intersections (Portage Road & Lakeview Drive, and Portage Road & Forest Drive) during a typical weekday.
2. Inventory the existing roadway system (existing traffic controls, signage, and lane geometry).
3. Capacity analysis to determine the capacity of the key study intersections under the Existing traffic scenario using Highway Capacity Software (HCS).
4. Synchro simulation analysis to review traffic flow along the Portage Road study corridor for both study alternatives.
5. Projected safety and crash rate impacts of on-street parking (crash frequency and severity). Crash data was obtained from the City of Portage for Portage Road from Lakeview to Forest for the past five (5) years.
6. Review of potential Federal Funding for study alternatives.
7. Review of functional classification of both study alternatives.
8. Construction cost estimate for both study alternatives.
9. Prepare a report summarizing all findings and recommendations.

## 1.2 References

This report utilizes information provided by the following sources:

1. Analysis of Capacity and Level of Service according to the procedures of the Highway Capacity Manual, Fifth Edition, Updated 2010, Transportation Research Board.
2. Lake Center Subarea Report provided by the City of Portage.
3. A Policy on Geometric Design of Highways and Streets, 6th Edition, 2011, AASHTO.
4. The Manual of Uniform Traffic Control Devices (MUTCD).
5. Traffic Counts provided by the City of Portage for Portage Road & Lakeview and Forest Drives.



6. Accident data within the study area provided by the City of Portage.
7. City of Portage 2014 Major Thoroughfare Plan.
8. FHWA Evaluation of Lane Reduction "Road Diet" Measures on Crashes by Carol Tan, HSIS Program Manager, June 2012 (Publication Number FHWA-HRT-10-053).
9. FHWA Highway Functional Classification Concepts, Criteria and Procedures.
10. Road Diet Handbook; Setting Trends for Livable Streets.
11. Safety Effects of Marked versus Unmarked Crosswalks.
12. Guide for the Development for the Development of Bicycle Facilities 2012, fourth edition as published by AASHTO

## 2. Roadway and Traffic Conditions in the Vicinity of the Site

An inventory of existing transportation conditions in the vicinity of the study area was created to form a database for use in analyzing both study alternatives.

### 2.1 Study Location and Area Land Use

The study corridor location area along Portage Road is located between Forest and Lakeview drives in what is referred to as the Lake Center District Area. According to the Lake Center Subarea Plan, this isthmus area includes long-established stores that serve as important anchors for the district, including Hardware (Nelson Hardware) and Grocery stores (H&B Grocery), and available lakefront property for potential development.

### 2.2 Area Roadway Characteristics

**Portage Road** – Portage Road in the vicinity of the study area (Forest Drive to Lakeview Drive) is a five (5) lane curb and gutter minor arterial roadway, consisting of two (2) NB lanes, two (2) SB lanes, and a center left-turn lane that forms left-turn pocket lanes at Forest and Lakeview Drives. Portage Road has an existing sidewalk on the east side with lawn space that varies between back of curb and face of sidewalk. Marked crosswalks are generally present at each driveway approach on the east side of Portage Road. There are currently no bicycle accommodations on Portage Road. The current five (5) lane cross section requires that bicyclist either share the outermost travel lane or share the sidewalk. The posted speed limit on Portage Road in the vicinity of the study area is 45 mph.

**Forest Drive** – Forest Drive in the vicinity of the study area is a two (2) lane roadway with shoulders and a sidewalk on the north side that widens at Portage Road to provide an exclusive EB to NB left-turn lane and an exclusive EB to SB right-turn lane. Forest Drive forms a “T” type intersection with Portage Road and is stop sign controlled. The posted speed limit on Forest Drive in the vicinity of the study area is 25 mph.

**Lakeview Drive** – Lakeview Drive extends from Portage Road west to Organdy Street. Lakeview Drive is a narrow two (2) lane roadway that intersects Portage Road and forms a four (4) legged stop sign controlled intersection (City of Portage Lakeview Park on the east side). The posted speed limit on Forest Drive in the vicinity of the study area is 25 mph.

The existing transportation system is shown on Figure 6 of the report.

### 2.3 Existing Traffic Volumes

Traffic counts (twenty-four hour) collected on Tuesday, October 7, 2014 and were supplied by the City of Portage and included the Portage Road & Lakeview and Forest Drive intersections. Note: At the time of performing the traffic counts, this section of Portage Road was under construction, but all lanes of traffic were open and clear of lane restrictions. The results were compared with recent July 2015 speed and count data and found to be very similar. Based on the updated July 2015 speed and count data, the study speed and count data was not impacted by the construction. The following observations are evident:

- The weekday PM peak hour is the busiest time period.



- The heavy traffic flow is northbound in the weekday AM peak hour and southbound in the weekday PM peak hour.
- The EB to NB and EB to SB volumes on Forest Drive are minimal with the exception of the EB to SB right-turn volume during the weekday PM peak hour (67 vehicles).
- The EB to SB right-turn volumes on Lakeview Drive are minimal with the EB to NB left-turn volume being the higher volume movement.

The counts were conducted by an independent consultant from 12:00 am to 12:00 am.

The weekday peak hours were determined to occur between the hours of: 7:00 - 8:00 am, 11:45 am to 12:45 pm, and 4:45 - 5:45 pm. The ADT (average daily traffic volume) on Portage Road in the study area is approximately 17,626 vehicles per day.

The Existing Weekday Peak Hour traffic volumes and Existing Weekday Twenty-Four Hour traffic volumes are illustrated on Figure 7 and 8 and contained in Appendix A of the report.

## 2.4 Existing Speed Data

Speed data for both northbound and southbound Portage Road was provided by the City of Portage. This data was collected on October 7, 2014 at 12:00 am and concluded on October 8, 2014 on Portage Road at Forest Drive.

### Northbound Portage Road:

According to the collected speed data, the average speed for all classified vehicles traveling northbound on Portage Road was 41 MPH. 0.48 percent of the total northbound vehicles were traveling in excess of 55 MPH. The 85th percentile speed for northbound traveling vehicles was 45.67 MPH.

### Southbound Portage Road:

According to the collected speed data, the average speed for all classified vehicles traveling southbound on Portage Road was 43 MPH. 2.23 percent of the total southbound vehicles were traveling in excess of 55 MPH. The 85th percentile speed for southbound traveling vehicles was 49.76 MPH.

## 2.5 Vehicle Classification Data

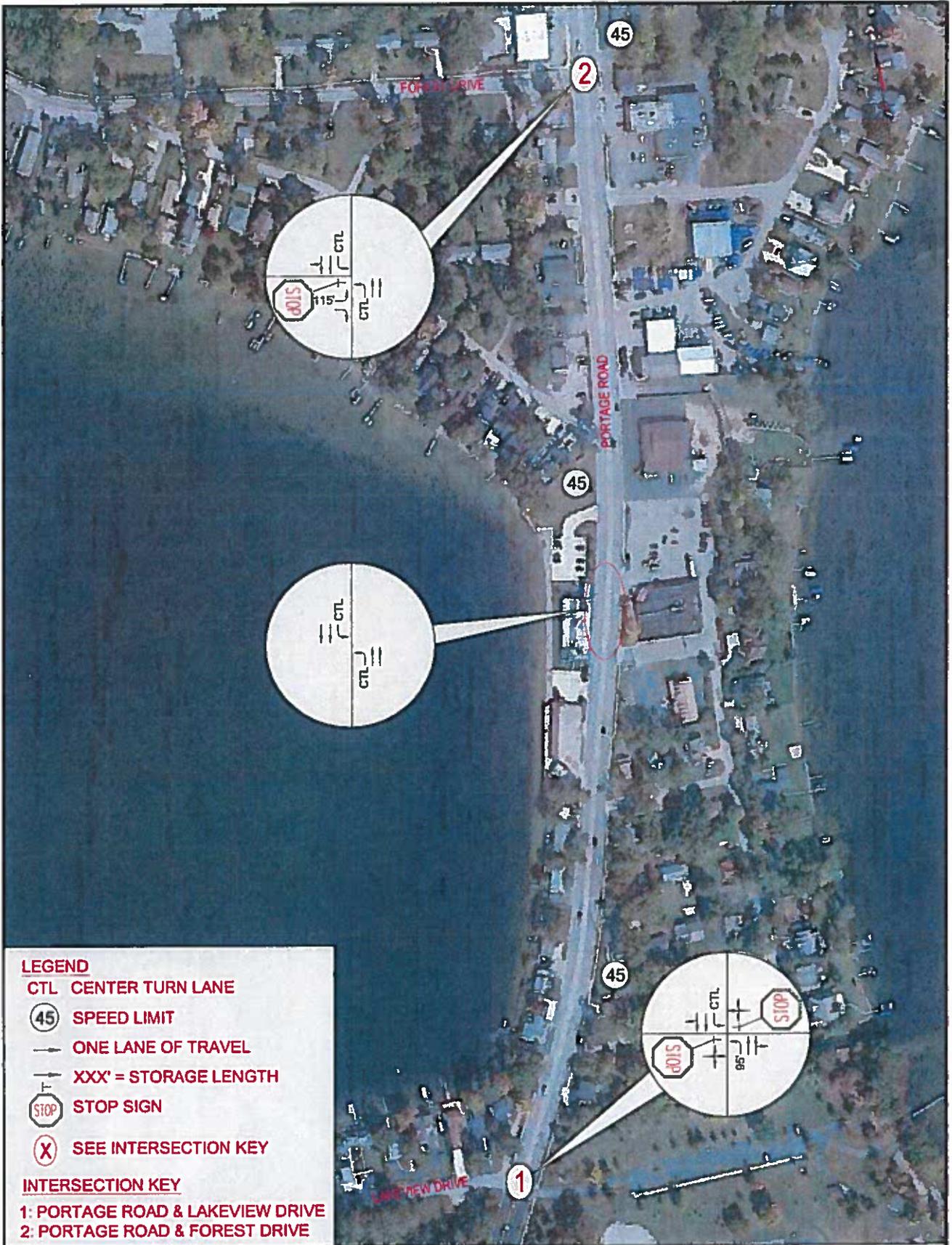
### Northbound Portage Road:

According to the collected vehicle classification data, 70 percent of the total classified vehicles traveling northbound on Portage Road are passenger cars, 25% vans & pickups, 4% busses & trucks, and 1% tractor trailers.

### Southbound Portage Road:

According to the collected vehicle classification data, 54% of the total classified vehicles traveling southbound on Portage Road are passenger cars, 34% vans & pickups, 9% busses & trucks, and 3% tractor trailers.

The speed and vehicle classification data are contained in Appendix A of the report.



**LEGEND**

- CTL CENTER TURN LANE
- 45 SPEED LIMIT
- ONE LANE OF TRAVEL
- XXX' = STORAGE LENGTH
- STOP STOP SIGN
- X SEE INTERSECTION KEY

**INTERSECTION KEY**

- 1: PORTAGE ROAD & LAKEVIEW DRIVE
- 2: PORTAGE ROAD & FOREST DRIVE



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**EXISTING TRANSPORTATION SYSTEM**

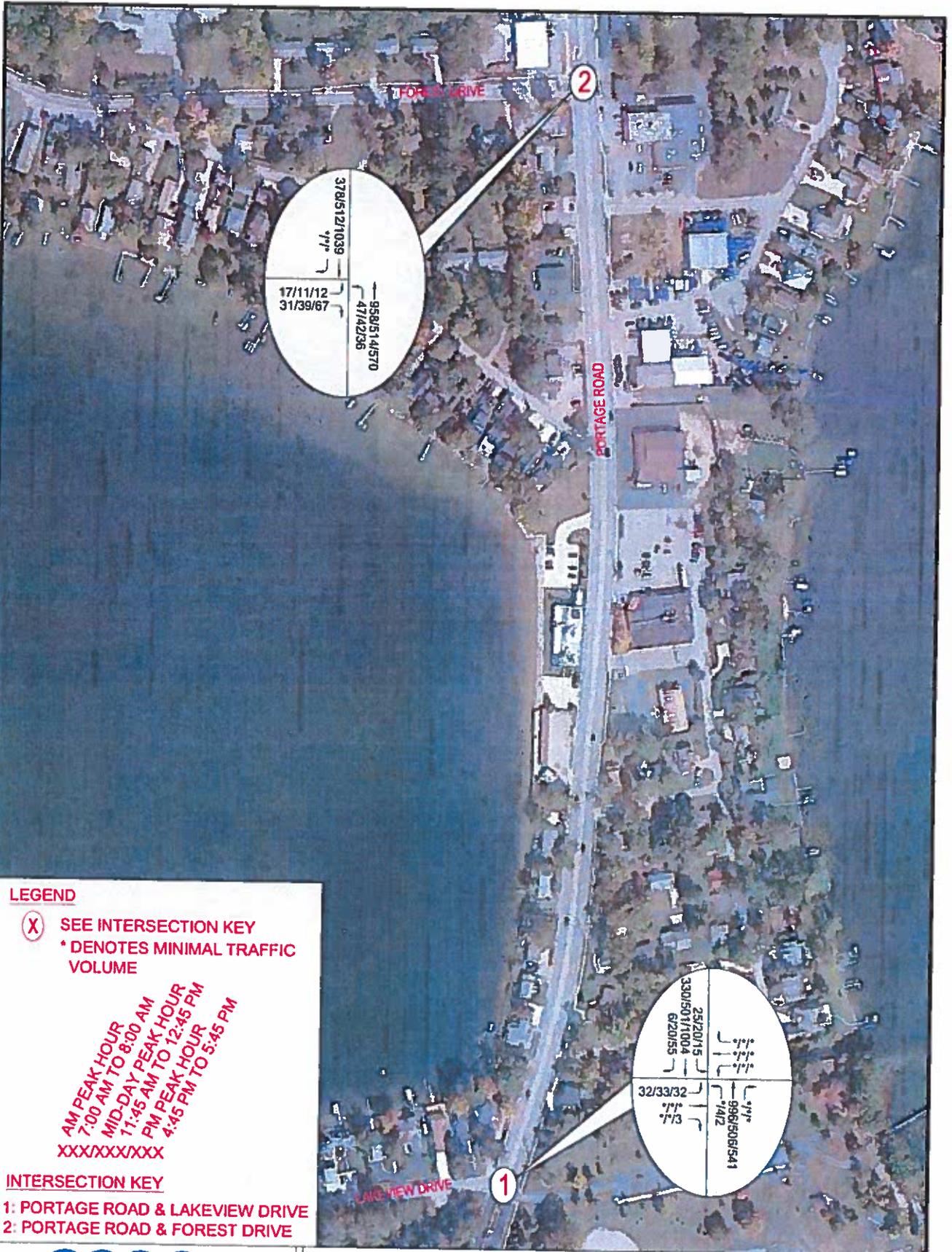
PORTAGE ROAD TRAFFIC ANALYSIS  
LAKEVIEW DRIVE TO FOREST DRIVE

CITY OF PORTAGE

KALAMAZOO COUNTY, MICHIGAN

**FIGURE 6**

DATE:  
12.14.2019  
JOB NO: 750823-01  
DESIGN: REM  
DRAWN: REM  
CHECKED: MJG  
PAGE 12



**LEGEND**

(X) SEE INTERSECTION KEY  
 \* DENOTES MINIMAL TRAFFIC VOLUME

AM PEAK HOUR 7:00 AM TO 8:00 AM  
 MID-DAY PEAK HOUR 11:45 AM TO 12:45 PM  
 PM PEAK HOUR 4:45 PM TO 5:45 PM  
 XXX/XXX/XXX

**INTERSECTION KEY**

1: PORTAGE ROAD & LAKEVIEW DRIVE  
 2: PORTAGE ROAD & FOREST DRIVE



EXISTING WEEKDAY PEAK HOUR TRAFFIC VOLUMES	
PORTAGE ROAD TRAFFIC ANALYSIS LAKEVIEW DRIVE TO FOREST DRIVE	
CITY OF PORTAGE	KALAMAZOO COUNTY, MICHIGAN

FIGURE 7	
DATE:	12.14.2015
JOB NO.:	750823-01
DESIGN:	REM
DRAWN:	REM
CHECKED:	MJG
PAGE	13



**LEGEND**

(X) SEE INTERSECTION KEY  
 \* DENOTES MINIMAL TRAFFIC VOLUME

**INTERSECTION KEY**

- 1: PORTAGE ROAD & LAKEVIEW DRIVE
- 2: PORTAGE ROAD & FOREST DRIVE



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**EXISTING WEEKDAY 24 HOUR TRAFFIC VOLUMES**

PORTAGE ROAD TRAFFIC ANALYSIS  
 LAKEVIEW DRIVE TO FOREST DRIVE

CITY OF PORTAGE

KALAMAZOO COUNTY, MICHIGAN

**FIGURE 8**

DATE:	17.14.2013
JOB NO.:	750823-01
DESIGN:	REM
DRAWN:	REM
CHECKED:	MJG
PAGE:	14

### 3. Capacity Analysis

#### 3.1 Existing Capacity Analysis

Utilizing the Existing Weekday Peak Hour Traffic Volumes shown on Figure 7, capacity calculations were performed for the key study intersections using Highway Capacity Software (HCS) and Synchro version 8 software. The calculations employed procedures documented in the Highway Capacity Manual (Transportation Research Board, Special Report 209, most recent Edition). The analysis was also used to provide a base condition to compare the various alternatives.

The capacity of an intersection (stop sign controlled) can best be described by its corresponding Level of Service (LOS). The level of service of an intersection is a qualitative measure of the various attributes of an intersection. There are six levels of service ranging from “ideal” free flow conditions at LOS “A,” to forced or “breakdown” conditions at LOS “F.” The level of service for signalized intersections is based upon the average stopped delay per vehicle for various movements within the intersection. Although v/c affects delay, there are other parameters that more strongly affect it, such as the quality of progression, length of green phases, cycle lengths, and others. Thus for any given v/c ratio, a range of delay values may result, and vice versa.

The level of service for unsignalized intersections is based upon total delay. Total delay is defined in the HCM as the total elapsed time from when a vehicle stops at the end of the queue until the vehicle departs from the stop line; this time includes the time required for the vehicle to travel from the last-in-queue position to the first-in-queue position. Table 1 summarizes the LOS definitions for stop sign controlled locations.

Table 1  
Level of Service Criteria (Stop Sign Controlled Intersections)

Level of Service	Delay per Vehicle (Sec.)	Description
A	≤ 10.0	Little or no delay
B	>10.0 and ≤ 15.0	Short traffic delays
C	>15.0 and ≤ 25.0	Average traffic delays
D	>25.0 and ≤ 35.0	Long traffic delays
E	>35.0 and ≤ 50.0	Very long traffic delays
F	≥ 50.0	Extreme traffic delays

Table 2 summarizes the capacity analysis (Highway Capacity Software) results for existing traffic conditions.

**Table 2**  
**Summary of Existing Capacity Analysis**

Direction	Control	Approach / Movement	AM Peak Hour	MID-DAY Peak Hour	PM Peak Hour
<b>Portage Road &amp; Forest Drive</b>					
<b>Portage Road</b>	Stop Sign	Left	A (8.3)	A (9.0)	B (11.6)
Northbound					
<b>Forest Drive</b>		Left	D (25.8)	C (23.4)	F (51.0)
Eastbound		Right	A (9.5)	B (10.3)	B (13.7)
<b>Portage Road &amp; Lakeview Drive</b>					
<b>Portage Road</b>	Stop Sign				
Northbound		Left	B (8.1)	A (8.8)	B (11.2)
Southbound		Left	B (11.1)	A (8.6)	A (8.7)
<b>Lakeview Park Drive</b>		LR	D (28.4)	C (18.2)	D (30.2)
Westbound					

X – Level of Service (X.X) – Delay (seconds/vehicle)

The analysis shows that both key study intersections have movements that currently operate at levels of service “C” or better conditions with the exception of the eastbound left-turn movement on Forest Drive and the westbound left/right movement on Lakeview Park Drive.

The Existing Capacity Analysis Summary sheets are contained in Appendix B of the report.

### 3.2 Capacity Analysis with On-Street Parking (Alternative #1)

Using alternative #1 (3 lane section from Ames Drive south to Lakeview Drive with on-street parking and pedestrian/bikeway on the west side), the existing analysis in Table 2 was revised to include a three (3) lane section and on-street parking. In addition, the speed limit on Portage Road was reduced from 45 mph to 35 mph due to maneuvering conflicts. On-street parking provides a buffer to pedestrians from traffic and is found to decrease speeds.

On-street parking can limit street capacity in the following three (3) ways:

- (1) It preempts lanes that otherwise would be used by moving traffic.
- (2) AASHTO indicates that on-street parking can reduce capacity and interfere with the free flow of adjacent traffic. Parking and un-parking maneuvers frequently reduce the capacity of the adjacent lanes. A single vehicle can effectively stop the through lane to moving traffic when performing parking maneuvers. Studies have shown that even small numbers of parked vehicles can have an impact in reducing vehicle capacity.
- (3) Pedestrian movements and door opening/closing can contribute to reduced capacity due to perceived safety risks.

The highway capacity manual recommends the application of the following equation to determine the proper adjustment factor for parking (Transportation Research Board, 2000):

$$f_p = \frac{N - 0.1 - N_M/200}{N}$$



Where:

- $f_p$  = Adjustment factor for parking
- N = Number of lanes in group; and
- $N_M$  = Number of parking maneuvers per hour.

As far as capacity is concerned, on-street parking is typically accepted on arterials when the speed is low (< 35 mph) and the traffic demand is below capacity. At higher speeds and during periods of heavy traffic movement, on-street parking becomes more difficult and impacts the arterial street service.

Using alternative #1, capacity analyses (Highway Capacity Software), were performed and are summarized in Table 3.

**Table 3**  
**Summary of Three Lane Alternative #1 Capacity Analysis**

Direction	Control	Approach / Movement	AM Peak Hour	MID-DAY Peak Hour	PM Peak Hour
<b>Portage Road &amp; Forest Drive</b>					
<b>Portage Road*</b>	Stop Sign	Left	A (8.3)	A (9.0)	B (11.6)
Northbound					
<b>Forest Drive*</b>		Left	D (25.8)	C (23.4)	F (51.0)
Eastbound		Right	A (9.5)	B (10.3)	B (13.7)
<b>Portage Road &amp; Lakeview Drive</b>					
<b>Portage Road</b>	Stop Sign	Left	A (8.1)	A (8.8)	B (11.2)
Northbound					
<b>Portage Road</b>		Left	B (11.1)	A (8.6)	A (8.7)
Southbound					
<b>Lakeview Park Drive</b>		L/T/R	D (32.3)	C (20.7)	E (38.3)
Westbound					

X – Level of Service (X.X) – Delay (seconds/vehicle) \* Level of Service same as existing since Roadway Diet Alternatives begin south of Forest Drive.

Table 3 shows that reducing the number of through lanes on Portage Road from 2 to 1 with on-street parking increases the minor street delay at the Portage Road & Lakeview intersection. In order to achieve a level of service "C" or better condition at both study locations, CESO reviewed potential improvements outlined under section 3.3:

### 3.3 Capacity Analysis with Bike Lanes (Alternative #2)

Bicycle travel is an important element of multimodal, livable streets. Bike lanes are practical and often essential elements of road diet projects. They not only improve the bicycling environment, but also provide a buffer to pedestrians. In addition, bike lanes allow space for vehicles to temporarily store while emergency vehicles pass, they add to turning radii, and improve sight lines.



Using alternative #2, capacity analyses (Highway Capacity Software), were performed and are summarized in Table 4.

**Table 4  
Summary of Three Lane Alternative #2 Capacity Analysis**

Direction	Control	Approach / Movement	AM Peak Hour	MID-DAY Peak Hour	PM Peak Hour
<b>Portage Road &amp; Forest Drive</b>					
<b>Portage Road*</b>	Stop Sign	Left	A (8.3)	A (9.0)	B (11.6)
Northbound					
<b>Forest Drive*</b>		Left	D (25.8)	C (23.4)	F (51.0)
Eastbound		Right	A (9.5)	B (10.3)	B (13.7)
<b>Portage Road &amp; Lakeview Drive</b>					
<b>Portage Road</b>	Stop Sign	Left	A (8.0)	A (8.7)	B (11.0)
Northbound					
<b>Portage Road</b>		Left	B (11.0)	A (8.4)	A (8.5)
Southbound					
<b>Lakeview Park Drive</b>		L/T/R	D (30.2)	C (20.4)	E (36.2)
Westbound					

X – Level of Service (X.X) – Delay (seconds/vehicle) \* Level of Service same as existing since Roadway Diet Alternatives begin south of Forest Drive.

Table 4 shows that reducing the number of through lanes on Portage Road from 2 to 1 increases the minor street delay at the Portage Road & Lakeview intersection. In order to achieve a level of service “C” or better condition at both study locations, CESO reviewed the following potential improvements:

**Short Term Improvements:**

- (1) Modify Lakeview Drive to one (1) direction only by restricting the outbound left/thru/right movements. The restricted Lakeview movements would be re-directed to the Portage Road/South Shore Drive intersection. *Note: Since the initial start of the study, this improvement has been implemented. The analysis shown in Tables 2, 3, and 4 include this improvement.*

**Long Term Improvements:**

- (1) Potential Roundabout or intersection re-alignment at Lakeview Drive.
- (2) Potential Traffic Signal at Forest Drive (note: Signal is not warranted at this time based on traffic volumes, and should a signal be installed, driveway consolidation and potential modification to Ames Drive will need to be accomplished by converting Ames Drive to a right-in/right-out only or complete closure/cul-de-sac at Portage Road).
- (3) Potential re-alignment of Lakeview. Re-alignment would relocate Lakeview Drive further to the south to intersect Portage Road at a 90 degree angle.



Roundabouts/Traffic Signal

A Roundabout would improve safety as roundabouts reduce the frequency and severity of accidents while improving the capacity of the intersection by up to fifty (50) percent. A single roundabout will reduce the number of conflict points from 22 to 8 but does provide difficult pedestrian crossings. A traffic signal was also reviewed at the Portage Road & Forest Drive intersection. Warranted traffic signals can also improve safety and reduce the frequency and severity of accidents. The resulting levels of service are summarized in Table 5.

**Table 5  
Short and Long Term Improvements**

Direction	Control	Approach / Movement	AM Peak Hour	MID-DAY Peak Hour	PM Peak Hour
<b>Portage Road &amp; Forest Drive (Traffic Signal option)</b>					
<b>Portage Road</b>	Traffic Signal	Left	B (10.3)	B (12.8)	C (27.2)
Northbound		Thru/Right	C (21.1)	A (9.5)	A (6.6)
<b>Forest Drive</b>		EBL	C (27.7)	C (27.6)	C (33.1)
Eastbound		EBR	C (28.0)	C (28.2)	C (34.5)
<b>Portage Road</b>					
Southbound		SBTR	A (8.2)	A (9.5)	B (15.3)
<b>OVERALL</b>			<b>B (17.5)</b>	<b>B (10.5)</b>	<b>B (13.6)</b>
<b>Portage Road &amp; Lakeview Drive (Roundabout option)</b>					
<b>Portage Road</b>	Roundabout				
Northbound		–	E (42.4)	B (10.3)	A (11.5)
<b>Portage Road</b>					
Southbound		--	A (8.3)	A (9.9)	C (19.9)
<b>Lakeview Drive</b>					
Eastbound		–	A (6.1)	A (6.4)	B (10.9)
<b>Lakeview Park Drive</b>					
Westbound	–	B (10.1)	C (21.2)	C (23.3)	
<b>OVERALL</b>			<b>D (30.3)</b>	<b>A (9.9)</b>	<b>C (16.0)</b>

Based on Table 5, a roundabout at Lakeview Park Drive will slightly improve the level of service based on a "road diet" concept (3 lanes). Revising the Lakeview Park Drive approach to prohibit inbound vehicles improves the level of service (removes EB LTR level of service "E" movement). The Lakeview Park Drive modification to one (1) lane inbound has recently been implemented and is currently being analyzed to determine its effectiveness. A traffic signal at Portage Road & Forest Drive will improve the weekday AM and PM peak hour EB left turn movement from an "F" to a "C" level of service.

Table 6 compares the proposed Alternative #1 / #2 to the existing conditions for several measures of effectiveness (MOEs) including travel time, speed, and vehicle emissions.

**Table 6**  
**Measures of Effectiveness (MOE) Comparison**

Measure of Effectiveness	Existing (5 lane section)			Alternative #1			Alternative #2		
	AM	MD	PM	AM	MD	PM	AM	MD	PM
Stops (#)	113	104	135	134	125	148	129	121	140
Total Delay (hrs)	1.5	1.0	1.5	3.5	2.1	4.2	3.1	1.8	3.9
Travel Time (min)	27.4	22.5	29.8	35.9	29.7	39.3	32.9	25.9	36.4
Fuel Consumed (gal)	27	22	29.8	34	26.7	36.2	31	24.8	33.8
CO Emissions (g)	14352	10221	14233	15410	12300	15605	15030	11810	15065
Average Speed	41/43*	41/43*	41/43*	30	31	29	32	33	31
Arterial LOS (sec/veh)									
Northbound	2.9	2.1	2.0	6.5	3.8	3.6	6.0	3.5	3.3
Southbound	1.5	1.8	2.3	3.1	4.7	8.6	2.8	4.4	8.2
Bike Benefit	NO	NO	NO	NO	NO	NO	YES	YES	YES
Accident Benefit	YES	YES	YES	NO	NO	NO	NO	NO	NO

\*Avg. Speed taken from actual collected speed data. xx/xx – northbound/southbound

The analysis shows the following:

- Under existing conditions the corridor has an improved arterial level of service (sec/veh.) as opposed to Alternative #1/#2.
- Under existing conditions, the average speed is 41/43 (northbound/southbound) mph as opposed to 29 to 33 mph for Alternative #1/#2.
- CO emissions increase under Alternative #1/#2.
- Modifying Portage Road from five (5) lanes to three (3) lanes increases the total delay and travel time during the weekday pm peak hour.
- Both road diet alternatives will increase the potential for crashes (parked cars & bicycle accidents) ~ Refer to section 4.3 and 4.4 of the report.
- Alternative #2 results in improved bicycle accommodations.

The Three Lane Alternative Capacity Analysis Summary sheets are contained in Appendix C of the report.

## 4. Projected Safety and Accident Rate Impacts of On-Street Parking

This section of the report includes a crash analysis of the existing Portage Road segment between Lakeview Drive and Forest Drive and a discussion regarding the potential impacts associated with implementing on-street parking as shown in study Alternative #1.

### 4.1 Existing Crash Analysis

A crash analysis was completed utilizing crash data from January 1, 2009 to December 31, 2013 provided by the City of Portage traffic engineer on Portage Road between milepoint 7.042 (Lakeview Drive) and milepoint 7.534 (Forest Drive). Collisions were summarized in terms of reportable and non-reportable crashes. The analysis found 43 total accidents occurred on this segment between 2009 and 2013 with 9 reportable crashes and 34 non-reportable crashes. A reportable crash occurs if one of the vehicles involved in the crash cannot be driven away from the scene or if any type of injury or death is reported, otherwise the crash is considered non-reportable. Police departments are required to investigate reportable crashes but may at their discretion respond/investigate non-reportable crashes. Table 7 summarizes the results obtained from the crash analysis.

**Table 7**  
**Summary of Crash Data**

Segment	Type of Crash	Reportable	Non-Reportable
Portage Road from Lakeview to Forest Drive	Rear End	1	2
	Angle	3	5
	Fixed Object	3	9
	Animal	0	8
	Side-swipe	1	8
	Other	0	2
	Head-On	1	0
<b>Total</b>		<b>9</b>	<b>34</b>
<b>Total Crashes</b>		<b>43</b>	

Crash rates for the Lake Center Core Node study corridor section are shown in Table 8. A crash rate greater than 10 indicates that crashes are a significant safety concern during the analysis period. Crash rates in Table 8 were calculated utilizing the ADT traffic count provided by the City of Portage. The ADT count for this segment is 17,626. Crash rate guidelines for roadway segments area based on national studies. Crash rates below 10 million vehicle miles (MVM) are not a major concern, crash rates between 10 and 20 per MVM should be monitored; and crash rates above 20 per MVM require attention. Based on Table 8, the average crash rate for the study corridor is significantly under the 20 per MVM threshold which requires attention.

**Table 8  
Crash Rate by Segment**

Segment	Crash Frequency by Year																			ADT 2014	Length Mile	Avg. Crash Rate/Million Vehicle Miles (MVM)			
	2009			2010			2011			2012			2013			Average/Year									
	T	I	F	T	I	F	T	I	F	T	I	F	T	I	F	T	I	F	S						
Portage Road from Lakeview to Forest Drive	5	1	0	10	3	0	5	0	0	14	1	0	9	3	0	8.6	1.6	0	13.4	17,626	0.492	2.72	0.51	0.0	4.25

T = Total, I = Injury, F = Fatal, S = Severity

The Crash Rate data is included in Appendix D of the report.

NOTE: "A fatal crash occurred on November 7, 2014 at approximately 6:00 pm. A southbound passenger vehicle was struck by a vehicle exiting Lakeview Drive as it attempted to make a left-turn onto Portage Road. The preliminary accident report indicates that the driver of the vehicle exiting Lakeview Drive did not see the southbound vehicle until the collision. A passenger in the southbound vehicle succumbed to the injuries of the crash." (City of Portage letter dated December 3, 2014).

The City of Portage Transportation & Utilities Department reviewed the same traffic data as summarized above and found that the crash history is not significant enough to be listed among the top 34 rated intersections in the 2014 Comprehensive Plan. The City staff reviewed a few options that included relocating Lakeview Avenue approximately 180 feet south of its current location thereby minimizing the intersection skew to no more than 10 degrees. Another option reviewed was to investigate a roundabout. CESO included this option in section 3 of the report. The roundabout would be oriented such that the entrance to Lakeview Park could be incorporated into the design. As noted in the City's letter, a roundabout at this location would be effective in reducing speeds on Portage Road as motorists approach and traverse the roundabout.

#### 4.2 Crash Rate Impacts (On-Street Parking)-Alternate #1

The correlation between on-street parking and traffic safety is a common discussion. Many traffic engineers are concerned about the increase in the number of "dart out" accidents typically associated with on-street parking. On the other hand, proponents of neo-traditional design projects argue that a row of parked vehicles acts as a buffer between moving traffic and pedestrians, and that the overall street design slows moving traffic, resulting in safer conditions.

Primary focus on the impacts associated with the conversion of a travel lane into on-street parking reviewed the following:

- Capacity
- Safety
- Accessibility
- Traffic Calming



- Development and economic growth

**Capacity:** On-street parking limits street capacity in two ways. First, it preempts lanes that otherwise would be used by moving traffic. Second, parking and un-parking maneuvers frequently reduce the capacity of the adjacent lanes. Even a single vehicle parked within a curb lane can effectively close the lane to moving traffic. Studies have shown that small numbers of parked vehicles have relatively large effects in reducing capacity, and that the effect of a given increase in parking diminishes as the intensity increases. AASHTO also confirms that on-street parking reduces capacity and interferes with the free flow of adjacent traffic.

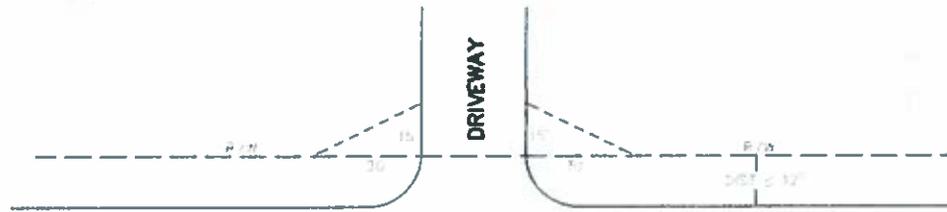
As far as capacity is concerned, on-street parking is typically accepted on arterials when the speed is low (< 35 mph) and the traffic demand is well below capacity. At higher speeds and during periods of heavy traffic movement, on-street parking is incompatible with arterial street service and is not advisable.

The levels of service found in Table 3 were analyzed with parking on the west side of Portage Road. As shown, the level of service for Portage Road decreases which correlates to the above. In addition, the level of service is impacted at intersections thereby making turning movements more difficult.

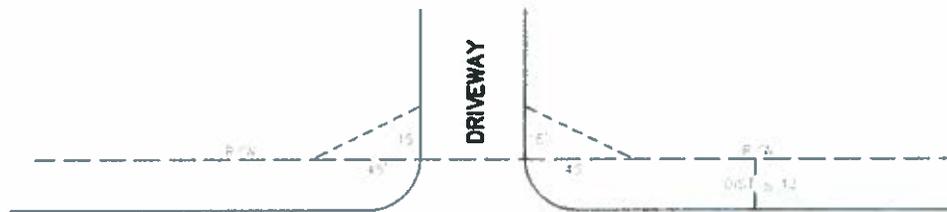
**Safety:**

On-street parking adversely affects the safety of the street system. Recent reports indicate that approximately 15% of all crashes are attributable to parked cars (Weant R.A. and Levinson H.S., 1990). It should be noted that several studies have compared the crash experience of angle and parallel parking and reported crash rates for parallel parking to be from 19 to 71% lower than those for angle parking (U.S. Department of Transportation, 1982).

Another concern with on-street parking relates to sight distance at driveway locations. A sight distance triangle must be maintained at all driveway approaches when on-street parking is present. The following illustration shows the sight distance triangle with on-street parking present.



PORTAGE ROAD SPEED LIMIT  $\leq$  35 MPH



PORTAGE ROAD SPEED LIMIT  $>$  40 MPH

### 4.3 Crash Rate Impacts (Bike lane on both sides of Portage Road)-Alternate #2

#### Capacity:

Incorporating bicycle lanes on both sides of Portage Road will reduce capacity and increase delay by causing additional side friction between the bicycles and traveling vehicle. This increase in side friction is an awareness of the bicyclist that causes the motorist to slow down resulting in increased delay. Studies have shown that having bicycle lanes directly adjacent to a travel lane have relatively large effects in reducing capacity. Studies have shown that if there is a separation of the bicycle lane and motorist, capacity will not be impacted. The proposed Portage Road bicycle option does not have sufficient space to incorporate a buffer area to reduce the side friction effect.

The levels of service found in Table 3 were analyzed with bicycle lanes on both sides of Portage Road. As shown, the level of service for Portage Road decreases. In addition, the level of service is impacted at intersections thereby making turning movements more difficult.

#### Safety:

Studies have shown that creating a buffered dedicated bicycle lane can actually reduce accidents by as much as fifty (50) percent by moving the bicycle out of the vehicular travel lane. However, should a buffer between the bicyclist and motorist not be included, accidents can increase.



#### **4.4 Other Corridor Impacts**

The following is a summary of other corridor impacts associated with On-street parking proposed with Alternative #1.

##### **Emergency Vehicle Access:**

On-street parking constitutes an emergency hazard wherever cars block fire hydrants or obstruct fire apparatus. Parking restrictions in the vicinity of fire hydrants are essential public safety requirements. When the placement of on-street parking is necessary or desirable, available street space must meet requirements for emergency vehicle maneuvering and fire hose laying. Alternatively, on-street parking bays may be designated for use by ambulances or police, where proper road markings alongside the bay are used to indicate the type of vehicle allowed to use the bay (Chick C., 1996).

##### **Economic Development:**

There is a strong argument that convenient parking can foster economic growth and development. The placement of on-street parking near business and retail uses improves accessibility and convenience to customers and has been used as a strategy for revitalization of business districts in areas in which on-site parking is inadequate.

##### **Traffic Calming:**

For many years replacement of on-street parking by traffic lanes was a common practice as a countermeasure to increase road capacity. However, a 1990 ASCE report admits that "the tendency of many communities to equate wider streets with better streets and to design traffic and parking lanes as if the street were a microfreeway is a highly questionable practice (Residential Streets Task Force, 1990).

On-street parking is viewed as part of the strategy to reduce motorists speeding through increased side friction (perception of side activity). Replacement of traffic lanes by parking lanes, or reduction of traffic lane widths to allow for on-street parking show reduction in motorists speeds and better compliance with posted speed limits.

## 5. Traffic and Non-Motorized Mobility Issues

Traffic and non-motorized issues have been reviewed in prior sections of this report and will be further discussed in this section of the report.

Non-motorized traffic in this study consists of pedestrian and bicycle activities and how they are impacted by the quantity and quality of sidewalks, crosswalks, bike lanes and paths, system connectivity, and the security and attractiveness of bicycle and pedestrian facilities.

The Current Non-motorized transportation system and its use: Portage Road within the study area consists of a five (5) lane cross section with curb and gutter and a pedestrian walkway on the east side of the road. Currently, pedestrian/bicyclists who wish to access the west side of the road must cross at areas where no cross-walks exist. In addition, the west side of Portage Road does not have a pedestrian/bicycle path. As the population increases and additional development is added, pedestrian/bicycle trips will increase.

The ultimate goal of a good transportation system is accessibility. In many situations, the best way to improve transportation is to improve walking and bicycling access to transit as well as employment centers, schools, and other major destinations.

Transit Operational Issues: According to the Metro Transit Route Map (Revised 03/31/14), transit operations do not currently extend down through the Lake Center Core Node study corridor. The closest transit route is the Romence Road Parkway route that extends down Sprinkle Road then west along Centre and north along Westnedge Avenue. The City of Portage Council recently voted in October 2014 to "opt in" the entire city in the boundaries of the Central County Transportation Authority (CCTA) created by the Kalamazoo County Board of Commissioners in August 2014. The CCTA will replace the Kalamazoo County Transit Authority Board over the next few years. THE CCTA could potentially extend future transit service to the Lake Center Core Node area. The potential conversion (alternative 1 or 2) of Portage Road within the Lake Center Core Node area should not result in future transit causing undue additional delay if bus turnouts are constructed. The City of Portage should consider strategic bus turnouts (50 feet in length) for bus/transit operations should transit operations extend to the study area. If bus turnouts cannot be constructed, the City should work with the transit provider to look at bus stop spacing and location. Most transit operators prefer in-lane stops versus turn-outs due to the difficulty of through lane ingress from the turn-out.

Environmental Effects of Non-motorized Transportation: An increase in non-motorized transportation reduces energy consumption and pollution emissions; it also reduces the amount of land needed for roads and parking facilities preserving open space, wildlife habitat, and cultural resources (e.g. historic buildings).

Social Effects of Non-motorized Transportation: Walking and bicycling provide basic mobility and are particularly important for people who are transportation disadvantaged. Poor walking conditions or lack of can contribute to social exclusion – the physical, economic and social isolation of vulnerable population. Increases in walking and bicycling will result in improved public health from increased exercise and improved air quality. With more people out of their

cars and physically on the sidewalks and bike paths contributes to an increased neighborhood interaction and community cohesion.

Alternative #1 and #2 pedestrian walkway:



Both alternative #1 and #2 proposes a bicycle/pedestrian walkway on the west side of Portage Road. Both alternatives also show two (2) crossing locations along the Portage Road study area. These crossing locations will connect the east side of Portage Road to the west side. These crossing locations should be signed accordingly based on the MMUTCD manual for pedestrian/bicycle crossings. The City may also wish to include pedestrian crossing indications as was recently completed in the study area near McClish Avenue to ensure safe crossings. In addition, the pedestrian/bicycle crossings are

proposed to have a refuge area island for pedestrians.

## 6. Functional Classification

Portage Road in the vicinity of the study area (Forest Drive to Lakeview Drive) is a five (5) lane curb and gutter minor arterial roadway, consisting of two (2) NB lanes, two (2) SB lanes, and a center left-turn lane that forms left-turn pocket lanes at Forest and Lakeview Drives.

In reducing the number of lanes from five (5) to three (3), the functional classification on Portage Road between Forest and Lakeview Drive may be affected.

Several items go into determining which functional classification a roadway falls under. These items include:

- Number of Travel Lanes
- ADT Volumes
- Speed Limit
- Access Points
- Efficiency of Travel
- Distance Served (and Length of Route)

Functional Classification	Distance Served (and Length of Route)	Access Points	Speed Limit	Distance between Routes	Usage (AADT and DVMT)	Significance	Number of Travel Lanes
Arterial	Longest	Few	Highest	Lowest	Highest	Statewide	More
Collector	Medium	Medium	Medium	Medium	Medium	Medium	Medium
Local	Shortest	Many	Lowest	Shortest	Lowest	Local	Fewer

According to the FHWA, “Minor Arterials provide service for trips of moderate length, serve geographic areas that are smaller than their higher Arterial counterparts and offer connectivity to the higher Arterial system. In addition, they provide intra-community continuity and may carry local bus routes.”

Collectors serve a critical role in the roadway network by gathering traffic from Local Roads and funneling them to the Arterial network. Within the context of functional classification, collectors are broken down into two categories; Major Collectors and Minor Collectors. In the rural environment, collectors generally serve primarily intra-county travel and constitute those routes on which predominant travel distances are shorter than on Arterial routes. Consequently, more moderate speeds may be posted. Currently, the 85<sup>th</sup> percentile speed on Portage Road ranges from 45.67 mph to 49.76 mph.

One of the difficulties surrounding the relationship between highway functional classification and design guidelines is that the classification process is not an exact science. The predominant traffic service associated with a particular route cannot be definitely determined without exhaustive surveys of traffic origin destination patterns on each link of the road network. Engineering judgment based on



experience plays a role in making design decisions. As a result of variances with the highway functional classification system, design guidelines established in the Green Book have overlapping ranges of values.

Based on the above information, changing the number of lanes from five (5) to three (3), may potentially change the functional classification of Portage Road between Forest and Lakeview Drives from minor arterial to major collector since this section will reduce the number of lanes, and reduce the speed of vehicles traveling through this section.



## 7. Federal Highway Funding Ramifications

Federal Highway funding ramifications were reviewed to determine potential funding source that are available for implementing either Alternative 1 or 2.

The state of Michigan recently reviewed the conversion of a Roadway from “4 lanes to 3 lanes” in a letter addressed to Mr. John D. Niemela, Director, dated November 13, 2009. The following is a summary of that response:

The conversion of the Portage Road 5-lane undivided corridor to a 3-lane cross section with center lane reserved for left-turn is eligible for Federal-aid funding when documentation from the submitting jurisdiction shows positive resolution of the following issues.

1. Operational analysis shows that the 3-lane cross section will provide reasonable level of service for all traffic movements at major intersections through the design life. Reasonable level of service is generally considered to be LOS C; however, LOS D could be considered reasonable if part of a calculated trade-off to react to other community goals, such as traffic safety and traffic calming. Proposed projects with design year ADT projected to be 15,000 or less will not require operational analysis.
2. Projected ADT for the design life is consistent with the area Long Range Transportation Plan, for projects within an area covered by an MPO.
3. Project design life is determined to be:
  - a. For safety project, supported by a time-of-return (TOR) analysis, project design life can be as chosen for the TOR analysis
  - b. 3 years or longer – if the project consists mostly of signing, striping, and striping removal.
  - c. 10-20 years – if the project consists of significant pavement or curb work.
4. Public involvement has demonstrated sufficient support for the project within the community OR formal agreement has been reached for a trial project that would allow at least one year of operation of the 3-lane section.

**Reversal of cross-section:** If Federal aid was used to convert a 4-lane section to 3-lane, FHWA will not participate in the reversal of that cross-section back to 4-lane, unless justified by crash analysis, level of service analysis or unanticipated operational issues.

**Exception:** if a 3-lane corridor was installed on a pilot project as discussed above, and the project is deemed to be unsuccessful according to the agreed-upon evaluation measures, FHWA will participate in the return to 4-lane cross-section.



## FHWA Processing

Requests for 4-to-3 lane conversion projects that are to be accomplished with use of Federal-aid highway funds will be processed and approved in the same manner as typical highway projects.

- STIP –
  - Safety projects which are documented with a time-of-return analysis that meets the definition of state or local safety project could be covered under one of the local or trunkline safety General Program Accounts (GPA); however, a road agency can choose to list the project in the STIP individually if it so desires.
  - Rural Task Force projects may be lumped under one GPA
  - Projects which are not documented as safety projects or rural task force projects must be listed on the STIP individually
  
- Air Quality Analysis –
  - In EPA designated air quality nonattainment and maintenance areas, proposed 4-to-3 lane conversions should be reviewed through the interagency consultation process to determine if an air quality conformity analysis is needed.
  - For projects that are not located in an EPA non-attainment or maintenance area, no air quality analysis is needed.
  
- Environmental Clearance –
  - Projects can be processed as a categorical exclusion with FHWA approval per 23 CFR 771.117 (b) and (d) pending other proposed project elements and results of MDOT environmental classification process. Consultation with the public is required on all 4-to-3 lane conversions to ensure there is no substantial controversy on environmental grounds.
  
- Project Approval
  - FHWA Oversight projects - FHWA Area Engineer
  - FHWA non-oversight projects – FHWA fiscal clerk
  - On all projects (oversight and non-oversight), FHWA approval document should contain the following statement: "FHWA will not participate in the reversal of cross-section from 3-lane back to 4-lane, unless justified by crash analysis, level of service analysis or unanticipated operational issues, or if the 3-lane cross-section on a pilot project is deemed to be unsuccessful according to the agreed-upon evaluation measures".



## 8. Construction Cost Estimates

Construction cost estimates were prepared for both study alternatives based on the following assumptions:

- Alternative #1: 3 lane section from Ames Drive south to Lakeview Drive with on-street parking and pedestrian/bikeway on the west side.
  - Existing curb and gutter to remain on the east side of Portage Road.
  - Existing sidewalk on east side of Portage Road to remain.
  - Mill and overlay 33 feet of the existing 55 feet of Portage Road.
  - Remove 1,630 feet of existing curb and gutter on the west side.
  - Remove the last 23 feet of pavement on the west side of Portage Road.
  - New pavement for 9 foot parking lane.
  - 1,630 feet of new curb and gutter on the west side of Portage Road.
  - New lawn area on west side of Portage Road.
  - New Pedestrian walkway on west side of Portage Road.
  - Stripe in three (3) lane section with parallel parking on west side of Portage Road.
- Alternative #2: 3 lane section from Ames Drive south to Lakeview Drive with bike lane on east and west side and pedestrian walkway on the west side.
  - Existing curb and gutter to remain on the east side of Portage Road.
  - Existing sidewalk on east side of Portage Road to remain.
  - Mill and overlay 41 feet of the existing 55 feet of Portage Road.
  - Remove 1,630 feet of existing curb and gutter on the west side.
  - Remove the last 14 feet of pavement on the west side of Portage Road.
  - 1,630 feet of new curb and gutter on the west side of Portage Road.
  - New lawn area on west side of Portage Road.
  - New Pedestrian walkway on west side of Portage Road.
  - Stripe in three (3) lane section with bike lanes on both sides of Portage Road.

Detailed construction cost estimates and preliminary scope of work for both alternatives are contained in Appendix “E” of the report.



## 9. Summary of Findings

This report summarized the results of a road diet feasibility study on Portage Road from Ames Drive south to Lakeview Drive. A typical road diet involves the reallocation of four or five travel lanes (two in each direction with a center two-way left-turn lane) to one travel lane in each direction with a center two-way left-turn lane. The study compares the benefits and impacts associated with two (2) study alternatives:

- Alternative #1: 3 lane section from Ames Drive south to Lakeview Drive with on-street parking and pedestrian/sidewalk on the west side.
- Alternative #2: 3 lane section from Ames Drive south to Lakeview Drive with bike lane on east and west side and pedestrian walkway on the west side.

Based on the evaluation, overall corridor mobility could improve for all users through the implementation of a road diet by providing space for pedestrians/bicycles, and reducing pedestrian/vehicle conflicts. Analyses show that there is a decrease in the level of service along Portage Road and that mitigation measures would be needed at both Lakeview Drive and Forest Drive.

Based on "road diet" concepts, the current 85<sup>th</sup> percentile speed on Portage Road (45.67 mph NB, and 49.76 mph) will decrease by eliminating a northbound and southbound through lane.

In summary, it appears that a "Road Diet" is feasible for Portage Road from Ames Drive south to Lakeview Drive with the following potential trade-offs:

	Existing Condition	Alternative #1	Alternative #2
Vehicle Capacity	No Change	Reduction	Reduction
Level of Service (LOS) ~ Delay	No Change	Reduction	Reduction
Crash Reduction	No Change	Increase	
Bicycle Accommodation	No Change	No	Yes
Pedestrian Accommodation	No Change	Yes	Yes
Transit Accommodations	No Change	No	No
Land Use / Street Scaping	No Change	Yes	Yes
Cost	\$0.00	\$537,205.21	\$428,997.51

Note: The City of Portage could implement a temporary "road diet" situation by placing barrels and temporary signage along Portage Road to simulate the impact of a "road diet".

**TO:** Planning Commission **DATE:** April 1, 2016  
**FROM:** Vicki Georgeau, Director of Community Development  
**SUBJECT:** Planning Commission Recommended 2016-2017 Goals and Objectives

Attached is a communication from Deputy City Clerk, Adam Herringa, requesting the Planning Commission provide to City Council recommended goals and objectives for FY 2016-2017. Also attached for reference is a copy of the Planning Commission recommended goals and objectives for FY 2015-2016 that were provided to City Council in April 2015.

The Commission is advised to review the FY 2015-2016 recommended goals and objectives and discuss potential changes for FY 2016-2017 during the April 7, 2016 meeting. Planning Commission recommended goals and objectives for FY 2016-2017 must be submitted to the Office of the City Clerk by May 1, 2016. If additional discussion and time is needed, the item can be adjourned to the April 21, 2016 meeting for finalization.

**Attachments:** Advisory Board communication from Deputy City Clerk dated March 17, 2016  
Planning Commission Recommended FY 2015-2016 Goals and Objectives (conveyed March 2015)

T:\COMMDEV\2015-2016 Department Files\Board Files\Planning Commission\PC Recommended 2016-2017 G&O's.docx

**RECEIVED**

**CITY OF PORTAGE**

MAR 17 2016

**COMMUNICATION**

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COMMUNITY DEVELOPMENT

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**TO:** Advisory Board Chairperson\*

**DATE:** March 17, 2016

**FROM:** Adam Herringa, Deputy City Clerk 

**SUBJECT:** Proposed Goals for 2016-2017

This is a reminder that proposed goals and objectives for the 2016-2017 Fiscal Year need to be prepared and forwarded to the City Clerk Office by May 1, 2016. The proposed goals and objectives will be compiled and forwarded to City Council for review.

A hard copy of the proposed goals along with an electronic copy, sent to [herringa@portagemi.gov](mailto:herringa@portagemi.gov), would be appreciated.

Please contact the City Clerk Office if you need further assistance.

\* Paul Welch, Planning Commission  
Ruth Caputo, Chair, Environmental Board  
Katie vanLonkhuyzen, Chair, Historic District Commission  
Amanda Woodin, Chair, Human Services Board  
Kathleen Hoyle, Chair, Park Board  
William Wieringa, Chair, Senior Citizens Advisory Board  
Sami Ahmad, Chair, Youth Advisory Committee

c: Laurence Shaffer, City Manager  
Staff Liaison: Christopher Forth, Planning Commission  
Christopher Barnes, Environmental Board  
Erica Eklov, Historic District Commission  
Elizabeth Money, Human Services Board  
Kim Phillips, Senior Citizens Advisory Board  
Kendall Klingelsmith, Parks, Recreation and Senior Citizen Services

**TO:** Honorable Mayor and City Council  
**FROM:** Planning Commission  
**DATE:** March 13, 2015  
**SUBJECT:** Recommended FY 2015-2016 Goals and Objectives

The purpose of this communication is to recommend FY 2015-2016 Planning Commission goals and objectives for City Council consideration.

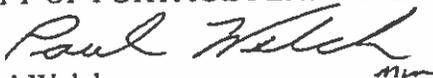
**Recommended 2015-2016 Goals and Objectives**

1. Continue to implement prioritized strategies from the 2014 Comprehensive Plan as identified in the annual adopted work program.
2. Continue to consider Zoning Code text amendments including, but not limited to, City Council referrals and ordinances that emphasize a green, sustainable and healthy community focus and assist with implementation of the 2014 Comprehensive Plan, amongst others.
3. Consider and act appropriately upon site-specific rezonings in the context of the 2014 Comprehensive Plan, City Centre Sub-Area Plan and Lake Center Sub-Area Plan to encourage sustainable residential, commercial, industrial, planned development and high-tech development opportunities, as appropriate.
4. Continue to guide development to appropriately planned areas of the community and consider the protection of environmentally sensitive areas such as those identified on the City of Portage Natural Features Map, including regulated wetlands, groundwater and surface water, with the intent to achieve a well organized, balanced, sustainable, and efficient use of land at densities that:
  - Meets the current and future needs of city residents
  - Protects key natural and historic resources
  - Complements the existing and planned capacity of streets and infrastructure
5. During project plan review, consider the following:
  - Parking lot interconnection, driveway consolidation, access from adjacent local/collector street or other methods intended to improve traffic flow and safety.
  - Adjacent residential neighborhood protection measures.
  - Protection of environmentally sensitive areas.
6. Review and recommend the annual Capital Improvement Program.
7. Review and adopt the Annual Major Thoroughfare Plan Status Update, as necessary.
8. Forward recommended goals for FY 2016-17 (April 2016).
9. Respond to all City Council referrals and directives.

If Council needs any further information, please advise.

Sincerely,

CITY OF PORTAGE PLANNING COMMISSION



Paul Welch  
Chairman

# **MATERIALS TRANSMITTED**

**MINUTES OF THE SPECIAL PRE-MEETING  
OF THE PORTAGE CITY COUNCIL  
OF MARCH 21, 2016**

Mayor Strazdas called the meeting to order at 9:00 a.m. The following Councilmembers were present: Councilmember Patricia Randall, Mayor Pro Tem Nasim Ansari and Mayor Strazdas. Councilmembers Claudette Reid and Jim Pearson along with City Clerk James Hudson participated via conference call. Those not present were: Councilmembers Richard Ford and Terry Urban. Also in attendance were City Manager Larry Shaffer, Deputy City Manager Rob Boulis and Deputy City Clerk Adam Herringa.

Mayor Strazdas explained that the purpose of the meeting was to hear any questions of Council regarding the Agenda of the Regular City Council Meeting of March 22, 2016, and proceeded with questions from those present.

With regard to item F.2, Councilmember Reid questioned if the City was planning to match the \$291,500 included in the Michigan Natural Resources Trust Fund grant application regarding Phase 2 of the Eliason Nature Reserve. City Manager Shaffer replied that \$200,000 has been included in the Capital Improvement Program for this project.

Councilmember Randall inquired, with regard to Item G.1, a presentation by representatives of the Kalamazoo County Health and Community Services Department and the Kalamazoo County Household Hazardous Waste program, whether a visual presentation was to have been included in the agenda packet. Deputy City Clerk Herringa stated that there no attachment with this item and Councilmember Pearson responded that a presentation was being finalized and it would be approximately ten slides and ten minutes in length.

Councilmember Pearson stated that he had a couple of questions related to the report by the Department of Transportation and Utilities included in the "Monthly Reports" section of Item N. Councilmember Pearson referenced the traffic counts and speed study for the Lake Center area of Portage Road and Centre Avenue and asked if City Council could receive a copy of the completed study. City Manager Shaffer responded in the affirmative. Councilmember Pearson next inquired about the road and design work for the intersection of Portage Road and Lakeview Road and if City Council could receive additional information, such as what type of intersection is being planned, related to this project. City Manager Shaffer responded in the affirmative.

Councilmember Pearson next stated that City Council has yet to vote or formally address the policy regarding Pre-Council Meetings as proposed by City Attorney Brown. He continued by stating that he had a question for City Administration on a topic that was not on the agenda but is being actively discussed in the community. Councilmember Pearson shared that he has been receiving questions regarding the "Deer Study" and Councilmember Randall shared that there was an article about the topic in yesterday's *Kalamazoo Gazette* and noted that she learned in the article that

Kalamazoo Christian High School students had conducted a deer survey. City Manager Shaffer indicated that this was new information to him as well. Mayor Strazdas added he had read the article and that this survey appears to be separate from the work the Environmental Board is doing on the topic. Councilmember Pearson inquired if the Environmental Board had been provided with the results of the Kalamazoo Christian High School survey. City Manager Shaffer stated that he was uncertain if the results have been shared with the Environmental Board and gave an update on the status, as he knows it, of the work of the Environmental Board on this topic.

Mayor Strazdas summarized that Councilmember Pearson is looking for information related to the Deer Study, speed study for the Lake Center area of Portage Road and Centre Avenue, the planned road improvements for Portage Road and action on the proposed Pre-Council Meeting policy. Councilmember Pearson concurred.

**ADJOURN:** Mayor Strazdas adjourned the meeting at 9:10 a.m.

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Adam Herringa, Deputy City Clerk

## **CITY COUNCIL MEETING MINUTES FROM MARCH 8, 2016**

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

At the request of Mayor Strazdas, Pastor Jeff Fernandez of The Bridge 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 Jim Pearson, Patricia M. Randall, Claudette Reid and Terry Urban, Mayor Pro Tem Nasim Ansari and Mayor Peter Strazdas. Councilmember Richard Ford was absent with notice. Also in attendance were City Manager Laurence Shaffer, City Attorney Randy Brown and City Clerk James R. Hudson.

**PROCLAMATIONS:** Mayor Strazdas issued a March 2016 As March for Meals Month Proclamation read by Councilmember Randall.

**APPROVAL OF MINUTES:** Motion by Pearson, seconded by Randall, to approve the the Special Meeting Minutes of February 23, 2016, and the February 23, 2016 Regular Meeting Minutes as presented. Upon a voice vote, motion carried 6 to 0.

Motion by Ansari, seconded by Randall, to approve the Pre-Council Meeting Minutes of March 7, 2016, as presented. Upon a voice vote, motion carried 6 to 0.

\* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Reid to read the Consent Agenda. Councilmember Randall asked that Item L.2, Managed Print Services Proposal, be removed from the Consent Agenda. Motion by Randall, 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 MARCH 8, 2016:** Motion by Randall, seconded by Reid, to approve the Accounts Payable Register of March 8, 2016. Upon a roll call vote, motion carried 6 to 0.

### **PUBLIC HEARING:**

**REZONING APPLICATION #15/16-3 (328 AND 414 WEST MILHAM AVENUE):** Mayor Strazdas introduced this item and City Manager Shaffer deferred to Community Development Director Vicki Georgeau for a short presentation regarding this item. She explained the map that depicts the proposed rezoning changes and the project. Mayor Strazdas opened the public hearing for comment. There being no discussion, motion by Reid, seconded by Ansari, to close the public hearing. Upon a voice vote, motion carried 6 to 0.

Motion by Pearson, seconded by Ansari, to approve Rezoning Application #15/16-3 and rezone the northern 75-feet of 328 West Milham Avenue and the northern 100-feet of 414 West Milham Avenue from R-1A, one family residential, to OS-1, office service. Discussion followed. Since there was no discussion and no public comment, City Attorney Brown asked that the motion include, "based on the reasons provided in the staff report dated January 15, 2016." When asked by Mayor Strazdas, Councilmembers Pearson and Ansari agreed to amend the motion. Discussion followed. Upon a roll call vote, motion carried 6 to 0. Ordinance recorded on page 345 of City of Portage Ordinance Book No. 12.

**PETITIONS AND STATEMENTS OF CITIZENS:** At the behest of Roy and Tricia Gooch, 4665 Brickleton Woods Drive, owners of Precision Printer Services, Mayor Strazdas heard comments from Mr. Gooch regarding consideration of a Local Preference Policy for bid situations. As a Point of Order, Mayor Strazdas asked if anyone else in the audience wished to speak at this time and, seeing no one, reminded everyone that there was another opportunity for the public to speak at the end of the meeting.

**REPORTS FROM THE ADMINISTRATION:**

- \* **FINAL PLAN FOR RAYMOND JAMES (7995 MOORSBRIDGE ROAD):** Motion by Randall, seconded by Reid, to approve the Final Plan for Raymond James at 7995 Moorsbridge Road. Upon a roll call vote, motion carried 6 to 0.
- \* **ADOPTION OF BOND RESOLUTIONS:** Motion by Randall, seconded by Reid, to adopt the *Resolution Approving the Capital Improvement Project and Approving Insertion of Intention of the City of Portage to Issue Capital Improvement Bonds*. Upon a roll call vote, motion carried 6 to 0. Resolution recorded on page 131 of City of Portage Resolution Book No. 46.
- \* **MICHIGAN DEPARTMENT OF TRANSPORTATION CONTRACT #16-5012 - PORTAGE ROAD (ROMENCE ROAD TO EAST MILHAM AVENUE):** Motion by Randall, seconded by Reid, to approve Contract #16-5012 between the Michigan Department of Transportation and the City of Portage for improvements along Portage Road (Romence Road to East Milham Avenue); adopt a Resolution authorizing the City Manager to sign Contract #16-5012; and authorize the City Manager to sign all other documents related to this project on behalf of the city. Upon a roll call vote, motion carried 6 to 0. Resolution recorded on page 135 of City of Portage Book No. 46.
- \* **2016 MARCH BOARD OF REVIEW:** Motion by Randall, seconded by Reid, to appoint Lori Knapp, Patrick Buckley and Leonard Lamberson to one Board of Review and appoint Michael Quinn, Carol Eddy and Justin Gish to the second Board of Review. Upon a roll call vote, motion carried 6 to 0.
- \* **DIRECTOR OF HUMAN RESOURCES:** Motion by Randall, seconded by Reid, to confirm the appointment of Donald Wood as the Director of Human Resources effective March 21, 2016. Upon a roll call vote, motion carried 6 to 0.

**UNFINISHED BUSINESS:**

- \* **AMENDMENT TO CODE OF ORDINANCES - DISCHARGE OF FIREARMS:** Motion by Randall, seconded by Reid, to approve an ordinance to amend the Code of Ordinances of the City of Portage, Michigan, by amending Article 3, Offenses Against Public Safety, Section 50-81, Discharge of Firearms, of Chapter 50, Offenses and Miscellaneous Provisions. Upon a roll call vote, motion carried 6 to 0. Ordinance recorded on page 347 of City of Portage Ordinance Book No. 12.

**COMMUNICATIONS:**

**PRESENTATION BY KALAMAZOO COUNTY SHERIFF RICHARD FULLER AND COUNTY PROSECUTOR JEFF GETTING:** Mayor Strazdas introduced Kalamazoo County Sheriff Richard Fuller, who introduced Kalamazoo County Prosecutor Jeff Getting and Kalamazoo County Administrator Terrence Neuzil.

Mr. Neuzil introduced himself and reflected he is getting to know the neighborhoods, appreciates the friendships he has developed and is looking forward to building the partnerships that will be successful in making our community even better, as expected. Discussion followed.

County Sherriff Fuller and County Prosecutor Getting reviewed the PowerPoint Presentation found in the City Council Agenda Packet regarding the proposed Law Enforcement Millage Renewal that will be submitted to the voters at the May 3, 2016 Special Election. Discussion followed.

County Prosecutor Getting pointed out that everything presented is a matter of fact and deferred to City Attorney Randy Brown. Discussion followed. In answer to Mayor Strazdas, City Attorney Brown indicated that the Michigan Finance Campaign Act prohibits the use of tax payer dollars to support or oppose and issue, but there are exceptions, and elected officials can discuss their opinion on a ballot question. Discussion followed and Mayor Strazdas thanked them for their information.

Councilmember Pearson mentioned that the Kalamazoo County Transit Authority is grappling with the same question, expressed his appreciation for their programs and asked County Prosecutor Getting, "What costs are going up, and what costs are going down?" Mr. Getting answered that costs are always going up; personnel costs are going up; private sector costs are going up; that spending money differently helps manage costs; and, he indicated that he has to have folders for 8,000 criminal cases and people to manage the folders/cases. He proudly said that his office has saved \$385,000 during the 2014 and 2015 budget cycles and explained.

Councilmember Pearson indicated that the jail population in 2013 was 391, and there was a necessity to pay to house the prisoners off cite and, in 2015, the jail population was 392, so he asked Sherriff Fuller whether this meant that there was no longer a need to house the prisoners off cite. Sherriff Fuller answered in the affirmative, not on a regular basis, but mentioned that occasionally one or two prisoners may have to be housed off cite because of an operational need, not because of overcrowding. Councilmember Pearson then asked Sheriff Fuller, "What costs are going up, and what costs are going down?" Mr. Fuller responded that his main cost increases are for food and staffing. Councilmember Pearson asked whether the County Sherriff's Department is able to reduce staff as it relates to patrolling. Mr. Fuller responded that it depends on the shift. He revealed that the hours for staff have been readjusted to allow more people to work on different shifts, and indicated that one measure making the County Sherriff's Department more effective was when the Department began working in three big districts in the County instead of four equal districts to better accommodate population concentrations.

Mayor Pro Tem Ansari asked whether moving the 8<sup>th</sup> District to Crosstown Parkway has resulted in an increase in cost for Portage citizens, and Mr. Getting answered that there has not been a measurable increase in cost, except the convenience factor, but no change in the service level as it is still the same excellent service level as before.

Mayor Strazdas noted that the average citizen of Portage knows to dial 911 when they are in trouble, and asked for a summary of jurisdictional agreements as they relate to Portage. Speaking on behalf of himself, Mr. Getting indicated that the relationship with Portage is excellent with the Public Safety Department from Director White all the way through to the line officers and emphasized that the relationship among all of the Policing units in the County is excellent. He mentioned that he has a monthly meeting with all of the Heads of the County Policing Departments to talk about police issues and gave prescription drugs and drug abuse as examples and explained. He also referred to the recent shooting incident where six people were killed and two were seriously if not critically wounded as another example of the use of relationships among the Police Departments in the county as responsible for a timely end to a very difficult and dangerous situation.

In response to Mayor Strazdas, Sheriff Fuller talked about the great partnerships among the various Policing Departments in the County and cited the Portage Public Safety Department as constantly working with everyone else, and indicated that Portage has a top notch organization to help the citizens of Portage. He said that both organizations do things to help each other and cited examples he remembered as a Deputy Sherriff. Discussion followed.

Motion by Pearson, seconded by Randall, to receive the presentation by Kalamazoo County Sheriff Richard Fuller and County Prosecutor Jeff Getting regarding the upcoming Law Enforcement Millage. Upon a voice vote, motion carried 6 to 0.

**THE 2016 CALENDAR YEAR CITY COUNCIL COMMITTEE APPOINTMENTS:**

Mayor Strazdas introduced this item and noted that the Committee of the Whole schedule is still being developed and the issues are being prioritized, so it is not addressed on the proposed committee assignments before them. He thanked City Council for their engagement and willingness to participate on these committees and asked for a motion.

Councilmember Pearson thanked Mayor Strazdas and Mayor Pro Tem Ansari for working on this and explained their effort. Motion by Pearson, seconded by Ansari, to accept the 2016 calendar year appointments to City Council committees. Councilmember Reid made mention that the Public Media Network (PMN) has four representatives from the City of Portage, and as Council has identified one from City Council, there is interest in appointing another citizen representative. She took this opportunity to ask that anyone who is watching this meeting and is interested to apply. Mayor Strazdas indicated that Council started their participation with two Councilmembers with the long range goal of bringing in more citizens, and that now is the time to have three citizens and a Councilmember. Motion by Pearson, seconded by Ansari, to amend the motion to advertise on the website the need for citizens to serve on PMN. Discussion followed. Upon a roll call vote, motion carried 6 to 0.

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

Portage Historic District Commission of January 6 and February 3, 2016.

Portage Public Schools Board of Education Retreat, Organizational, and Committee of the Whole Meeting Minutes of January 11, Regular of January 25 and Committee of the Whole of February 8, 2016.

Portage Park Board of February 3, 2016.

Portage Human Services Board of February 4, 2016.

Portage Planning Commission of February 18, 2016.

**BID TABULATIONS:**

\* **EAST OSTERHOUT AVENUE RECONSTRUCTION PROJECT – BID**

**TABULATION:** Motion by Randall, seconded by Reid, to award a construction contract for the East Osterhout Avenue Reconstruction Project to Michigan Paving & Materials Company of Kalamazoo, Michigan, in an amount not to exceed \$588,553.33 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.

**MANAGED PRINT SERVICES PROPOSAL:** Mayor Strazdas deferred to Councilmember Randall, who summarized a letter from Roy and Tricia Gooch (addressed to Councilmember Reid via March 8, 2016 Materials Transmitted) and advocated support for local businesses which pay taxes to Portage, employ Portage residents, and support endeavors in Portage schools, parks and churches. She noted a nationwide “push” to buy locally and promote local foods and wines. She mentioned Small Business Day where people are encouraged to shop locally. As a result, she felt that the public would support the idea that Council should visit the option of setting parameters in this regard and explained. Discussion followed. Mayor Pro Tem Ansari concurred.

Councilmember Reid indicated that one of the topics she presented for review at a Committee of the Whole Meeting (COW) was to review the entire bid process which would include this topic, also. She mentioned that there has been a lot of research in this area and noted that there can be a down side for the businesses, too, since they may no longer be treated equally in other municipalities and explained. She stressed the importance of getting the research on the matter for review at the meeting as well.

Mayor Strazdas concurred that this is something Council should review and he mentioned that Portage, Kalamazoo, and many other cities have reviewed this matter in the past because all are passionate about their own local businesses. He warned that it will be problematic to define “local” and

deal with other details that will need to be discussed, and he asked for comment from City Manager Shaffer after a comment from Mayor Pro Tem Ansari.

Mayor Pro Tem Ansari reviewed the City of Kalamazoo Local Preference Policy provided in March 8, 2016 Materials Transmitted and stressed the importance of checking other options as well to ensure that the citizens of Portage get the full advantage with the selected process.

Mr. Shaffer acknowledged and expressed his appreciation for Precision Printer Services, who worked very closely with the IT Department in 2009 to centralize the City printing services under one umbrella, and became service provider for the City in 2010 as low bidder and performed very, very well for four years. He said in 2014 the City went out for bid again and went with a firm that came in with a lower price with a one year contract with an option to renew and, after one year, the City decided the performance was not up to the standards of the Administration, so the City sought proposals again. He indicated that six firms responded to the Request for Proposals (RFP's) and the lowest qualified bidder was Cartridge World of Kalamazoo at \$22,871 with Precision Printer Services coming in as Number Four on the list at \$1,600+ more, or about 7% higher. He indicated that local preference ordinances are not unusual and many communities have them; that the story is very compelling; but, the real issue is how to define local and what to actually set as the policy. He mentioned that the City of Kalamazoo has a reasonable policy: local is anyone within the County and the bid falls within 2% of the lowest responsive bid; if so, the business has the opportunity to match the low bid. He expressed a preference that this topic be discussed at a Committee of the Whole Meeting (COW), and could not recommend Council do anything different this evening with the proposal in L.2. He explained and recommended Council accept the low bid from Cartridge World as the lowest responsive bidder. He offered that Council should begin thinking about coming back to a Committee of the Whole Meeting (COW) with some ideas regarding a local preference criteria as a result of our survey. Discussion followed.

Councilmember Pearson thanked Roy and Tricia Gooch and Precision Printer Services for their letter to Council as it caused a lot of discussion and one-way messages to our City Manager emphasizing the possibility that we do need to investigate a local preference policy. He acknowledged that Mayor Strazdas brought up some good points, such as making sure it doesn't lead to price inflation and, from the comments of Councilmembers, it seems likely Council will hold a Committee of the Whole Meeting (COW). However, in the meantime, he indicated Council has to abide by the current rules in effect.

Motion by Pearson, seconded by Randall, to approve a one-year managed print services agreement, in the amount of \$22,871 with the option for two one-year renewals with Cartridge World for the provision of printer supplies and services and authorize the City Manager to execute all documents related to this action on behalf of the city. Councilmember Reid asked why the City is asking for a one-year contract with two one-year renewals when in the past the City has asked for a four year contract. IT Director Devin Mackinder indicated that a one-year contract with two one-year renewals allows the City to change providers if prices are fluctuating too much, or if the company is not providing excellent service, so four years is a little too long, and two years seems more suitable. Councilmember Urban indicated that this is not the first time the City Council of Portage has had a local preference policy discussion and, in the past, it was found that such a policy was not in the best interest of Portage. He agreed it should be reviewed, such as where the City has only one vendor, and agreed it cannot be done on an ad hoc basis at this point. Upon a roll call vote, motion carried 6 to 0.

#### **MATERIALS TRANSMITTED:**

\* **MATERIALS TRANSMITTED OF FEBRUARY 19, 2016:** Motion by Randall, seconded by Reid, to receive the Materials Transmitted of Friday, February 19, 2016. Upon a roll call vote, motion carried 6 to 0.

#### **OTHER CITY MATTERS:**

**STATEMENTS OF CITY COUNCIL AND CITY MANAGER:** Councilmember Reid commented on the March 8, 2016 Presidential Primary and the record voter turnout. Councilmember

Pearson concurred. Mayor Strazdas gave praise and appreciation to the City Clerk staff for reacting efficiently and effectively to the surge in voters, the shortage of ballots, and a multitude of phone calls and visits necessary to assist 40 newly trained Election Officials with questions and challenges throughout the day.

At the request of Mayor Strazdas, City Manager Shaffer announced the new "SeeClickFix" technology to report and track any issues in the City. Discussion followed.

Councilmember Randall gave kudos to the City snow removal crews and recognized the performance of the Central Ohio University Choir. Mayor Strazdas concurred and said the event was spectacular and the members of the Choir had incredible talent and sent a powerful message.

**ADJOURNMENT:** Mayor Strazdas adjourned the meeting at 8:59 p.m.

James R. Hudson, City Clerk

**\*Indicates items included on the Consent Agenda.**

**MINUTES OF THE SPECIAL PRE-MEETING  
OF THE PORTAGE CITY COUNCIL  
OF MARCH 7, 2016**

Mayor Strazdas called the meeting to order at 9:02 a.m. The following Councilmembers were present: Councilmember Jim Pearson and Patricia Randall, Mayor Pro Tem Nasim Ansari and Mayor Peter Strazdas. Those not present were: Councilmembers Richard Ford, Claudette Reid and Terry Urban. Also in attendance were City Manager Larry Shaffer and City Clerk James Hudson.

Mayor Strazdas explained that the purpose of the meeting was to hear any questions of Council regarding the Agenda of the Regular City Council Meeting of March 8, 2016, and proceeded with questions from those present.

Councilmember Pearson asked for a background on the hiring process for Item F.5, Director of Human Resources, and City Manager Larry Shaffer indicated that there were two finalists out of seven applicants; that the two applicants were first interviewed by telephone, then by Deputy City Manager Rob Boulis individually, then by both Rob and himself together. He indicated that there was one internal candidate, Robert Sames, but pointed out that Mr. Donald Wood was the best qualified and outlined some of his credentials as found in the March 8, 2016 City Manager Communication found in the Agenda Packet. He also reviewed the credentials of the second candidate who was a female and also very viable, but not as credentialed or experienced as Mr. Wood as she did not have a Master's Degree, nor collective bargaining or negotiation experience. He said he appreciated her energy, enthusiasm and youth and expressed his hope that she could be a Deputy Human Resources Director. He indicated that she had worked her way up at Georgia Pacific and was a fine candidate.

Mayor Pro Tem Ansari asked whether these positions were approved or are we "adding jobs?" In answer to Mayor Pro Tem Ansari, Mr. Shaffer indicated that the hope is to have the same number of jobs as last year; that the savings so far with the change from Benefit Services is \$347,000; and, that two positions are funded, but not filled.

In response to Councilmember Pearson, Mr. Shaffer indicated that the current staff in the Human Resources Department are: Acting Director Robert Sames, Human Resources Generalist Betsy Loebig, Benefits Specialist Stacey Baker and two part time assistants. He indicated that the goal is to have no more than four Human Resources employees, so he mentioned that he might exercise an option to bring one of the part time assistants into the City Manager's Office. In answer to Councilmember Pearson's question of whether a Deputy Director is necessary if there are four full time employees, Mr. Shaffer indicated that he is trying to groom somebody once Don decides to move on, mentioned the female applicant as an example, with a plan to continue to recruit the best people, move them around in order to learn the organization and use their talents for a host of different things.

In response to Councilmember Randal, Mr. Shaffer summed up that at least one other female applied and interviewed with Mr. Boulis, and one internal candidate, Robert Sames, and he offered to research that. Mr. Shaffer expressed his frustration for not being able to increase the diversity level by hiring a female for the position, but said

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he couldn't turn Mr. Wood down owing to his qualifications: he has a Master's Degree instead of just a Bachelor's Degree, and he has the desirable collective bargaining and negotiation experience where the female does not, even though she would grow into the position perfectly.

In response to Councilmember Pearson, Mr. Shaffer said the female applicant is a Portage resident, and that Mr. Boulis did call her to let her know that they had selected someone else, but liked her for the Assistant Director position and asked her to think about it. Mr. Shafer cited the negotiation of a change in scheduling for the Police Officers to a 12-hour shift and a four-day week instead of five days that has been in place for four months now. He mentioned this as an indication of the importance of a Human Resources Director with negotiation experience and the resultant flexibility and a willingness to accommodate younger officers and their families. He also mentioned that sick time and overtime usage has gone down as side benefits and stressed the importance to employee wellness for city employees. Mayor Strazdas asked that Mr. Shaffer include any more details regarding wellness, workers compensation and negotiation in a written report to City Council.

Councilmember Pearson asked if PowerPoint presentations and other landscape printed documents could be rotated before placing them on Boardsync, and City Clerk James Hudson answered he would make sure staff understands the need.

Councilmember Pearson asked since the millage pays 32% of the patrol and Portage does not get any patrols, does Portage get money coming back with this millage for those patrols, or does portage get short-changed. Mayor Strazdas concurred and both wanted Mr. Shaffer to let Sherriff Fuller know to be ready to provide an answer when he comes to the meeting. Mr. Hudson indicated that the question was asked in the 1990's and the response was Portage gets 51% return on the dollar, but Councilmember Pearson indicated that the public has the impression Portage is getting patrols, but the public doesn't really know what is going on and he sees it as a subsidy being given to the County instead of payment for law enforcement in Portage. Councilmember Pearson asked if Portage can be up front with the County and let them know that Portage is being overtaxed. Mr. Hudson pointed to the defenses cited in the past: that if the alleged perpetrator is caught in the rural areas, then they won't commit crimes on South Westnedge Avenue, and that the Sherriff patrols I-94 and US-131, both of which go through Portage. Councilmember Pearson expressed his satisfaction when they also patrol the lakes, pay for the prosecutor and the courts, but this is all infrastructure that everyone uses.

With regard to G.2, The 2016 Calendar Year City Council Committee Appointments, Councilmember Randall asked if she could remain on the Discover Kalamazoo Board since she has invested a lot of time and energy; and certified herself with her own time and money. She cited a communication from President & CEO Greg Ayers, who said he had received a call from the City regarding alternatives, but wanted her to continue to serve on the Discover Kalamazoo Board. She cited that City Council takes into consideration the opinion of the Chair or President of the Board in question and the attendance record of the Councilmember when making appointment recommendations, and said it is important for City Council to take into consideration the effect of placing people on a Board which is not aligned with the wishes of the Board Chair. She cited her many contributions to this Board, like special projects, serving at

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different levels, relationships she has built and a fine history of service, as reasons to reappoint her.

Mayor Pro Tem Ansari emphasized he has always believed that there should be a rotation of City Councilmembers on outside Boards so a person gets a chance to have the experience, and he recognized that every person does the best that they can when serving on a Board. He cited taking himself off of the Public Media Network Board as an example. Mayor Strazdas offered to go offline with them to discuss this matter further.

In answer to Councilmember Pearson, Mayor Strazdas answered Councilmember Reid agreed to step down from the Council of Governments. Councilmember Pearson noted that City Council School / Library Committee is now a Committee of the Whole instead of two representatives, and Mayor Strazdas indicated that this is because everyone chose this as their number one preference. Councilmember Pearson asked about the complication of having three Boards meeting as a Committee of the Whole. Mayor Strazdas responded that the Committees are policymakers, not implementers; noted that they met this way at their first meeting; and that it is appropriate to do it this way again, brainstorm, then get tactical with a couple of people from each group with the Administrators.

Councilmember Randall indicated that she has been contacted by School Board Members, who would appreciate input from the City on the cite plans for the two campuses, and asked whether the City can provide City tax dollars for these projects. Mayor Strazdas cited the intersection of Mustang Drive and Centre Avenue and his proposal to merge all of the City of Portage Parks with the School District Parks as prior examples where he advocated intergovernmental cooperation with Portage Public Schools.

In answer to Councilmember Pearson, Mayor Strazdas indicated he would call each School Board member to provide his assurances of cooperation and support for their projects.

Councilmember Pearson asked that a copy of the City Manager Communication to Senator Margaret O'Brien and State Representative Brandt Iden about the weakening of Michigan's Historic District be provided to City Council.

**ADJOURN:** Mayor Strazdas adjourned the meeting at 9:28 a.m.

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James Hudson, City Clerk

SUMMARY ENVIRONMENTAL ACTIVITY REPORT  
February 2016 (*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 4 site/building plan and/or plats completed in February 2016.
Sewer Connection Program	Groundwater protection program requiring residential/business hookup to the sanitary sewer where available.	-Sanitary sewer hookup permits issued in February 2016: 15 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. *Weed treatment is on schedule for 2016.*

-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 2015 levels.

-Current Wellhead Protection was originally approved in 2001. 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 is complete. 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.

- 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

Investigation regarding potential impact of retention basins on groundwater levels.

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

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

Retention Basin Sampling Program (Groundwater Elevation)

Wellhead Protection Program (WHPP)

Leaf Compost Monitoring Program

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 (SWPPI) 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. Semi-annual report submitted to MDEQ on December 21, 2015. Implementation is ongoing.

National Pollution Discharge Elimination System (NPDES) Permit Implementation  
Kalamazoo River Mainstream Watershed Management Plan

- 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. 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

-Original 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. 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 Conservation District. 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 submitted to MDEQ as part of the annual report. Next report due in June 2016.

Garden Lane Arsenic Removal Facility	<i>Native Prairie Restoration</i>	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. <i>The number of environmental incident/spill investigations performed in February – 0. Number of environmental cleanups in February – 0.</i>
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.