



PORTAGE



A Natural Place to Move

PLANNING COMMISSION

August 4, 2016

CITY OF PORTAGE PLANNING COMMISSION

A G E N D A

August 4, 2016
(7:00 p.m.)

Portage City Hall Council Chambers

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES:

- * July 21, 2016

SITE/FINAL PLANS:

PUBLIC HEARINGS:

- * 1. Preliminary Report: Ordinance Amendment 15/16-A, Off-Street Parking and Loading Regulations

NEW BUSINESS:

- * 1. Historic District Modification, 8009 Cox's Drive

OLD BUSINESS: (Adjourn to Conference Room No. 1)

- * 1. Community Impact Project Grant Fund – draft proposal from Dargitz (additional discussion)

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED

July 11, 2016 Zoning Board of Appeals meeting minutes
July 12, 2016 City Council meeting minutes

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

PLANNING COMMISSION

July 21, 2016

 DRAFT

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

PLEDGE OF ALLEGIANCE:

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

IN ATTENDANCE:

Michael West, Senior City Planner; and Randy Brown, City Attorney.

ROLL CALL:

Mr. West called the roll: Schimmel (yes), Welch (yes), Dargitz (yes), Richmond (yes), Shoup (yes) and Joshi (yes). A motion was offered by Commissioner Dargitz, seconded by Commissioner Schimmel, to approve the roll excusing Commissioners Patterson, Bosch and Stoffer. The motion was unanimously approved 6-0.

APPROVAL OF MINUTES:

Chairman Welch referred the Commission to the July 7, 2016 meeting minutes contained in the agenda packet. Commissioner Richmond stated she did inform the Commission that she would not be present at the July 7th meeting and asked that the minutes be amended to reflect her absence as excused. A motion was then made by Commissioner Schimmel, seconded by Commissioner Dargitz, to approve the minutes as amended. The motion was unanimously approved 6-0.

SITE/FINAL PLANS:

None.

PUBLIC HEARINGS:

1. Preliminary Condominium Subdivision of Copperleaf (Phase II), 3800 West Milham Avenue and 5710 Angling Road. Mr. West summarized the staff report dated July 15, 2016 regarding the request by Westview Capital, LLC to construct Phase II of Copperleaf single-family residential subdivision. Mr. West stated Phase II of the Copperleaf Subdivision proposes 32 single family residential lots/units on approximately 10 acres and includes extensions of Copperleaf Trail and Bay Meadow Trail and construction of a new public cul-de-sac street. Mr. West summarized the PD rezoning and tentative plan/narrative that received City Council approval in November 2013 including modifications for sidewalk installation on both sides of all public streets. Consistent with the City Council approvals, Mr. West indicated that 4-foot wide concrete sidewalks would be installed along the east side of Copperleaf Trail (north of the 8-foot wide asphalt path), along the north and south sides of Bay Meadow Trail and along the west side of Caspian Circle. Additionally, Mr. West stated an 8-foot wide asphalt path will also be constructed at the south end of Caspian Circle (between lots/units 49-50) and along the west side of Copperleaf Trail (south of lot/unit 67) to connect to the existing 8-foot wide asphalt path located within Phase I. Mr. West stated that Phase II of the Copperleaf Subdivision has been designed in substantial compliance with the approved tentative plan/narrative and was recommended for approval subject to the one condition outlined in the staff report regarding public streets and utilities.

Mr. Brian Wood of Allen-Edwin Homes (applicant representative) was present to support the preliminary condominium subdivision. The public hearing was opened by Chairman Welch. No citizens spoke regarding Phase II of the Copperleaf Subdivision. A motion was made by Commissioner Schimmel, seconded by

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Commissioner Dargitz, to close the public hearing. The motion was unanimously approved 6-0. After a brief discussion, a motion was made by Commissioner Dargitz, seconded by Commissioner Schimmel, to recommend to City Council that the Preliminary Condominium for Copperleaf Subdivision (Phase II), 3800 West Milham Avenue and 5710 Angling Road, be approved subject to the one conditions contained in the Department of Community Development report dated July 15, 2016. The motion was unanimously approved 6-0.

NEW BUSINESS:

None.

STATEMENT OF CITIZENS:

None.

7:10 p.m. - The Commission took a short recess. 7:15 p.m. - The Commission reconvened the meeting in City Hall Conference Room No. 1

OLD BUSINESS:

1. Ordinance Amendment #15/16-A, Off-Street Parking and Loading Regulations. Mr. West summarized the staff report dated July 15, 2016 along with the previous June 2nd staff presentation of proposed changes to the off-street parking and loading/unloading regulations. Mr. West stated the proposed changes have been assembled into an ordinance amendment by staff and Attorney Brown with a highlight/strike format for preliminary Commission review prior to the August 4th public hearing. Attorney Brown also discussed additional changes made to Section 42-520.O since the initial review by the Commission on June 2nd. The Commission, Mr. West and Attorney Brown briefly discussed various aspects of the proposed ordinance amendment, however, the Commission did not have any recommended changes. Mr. West restated that the public hearing has been noticed for the August 4th Planning Commission meeting

2. Community Impact Projects Grant Fund – additional discussion. Commissioner Dargitz distributed a draft version of a proposed Community Enhancement/Neighborhood Improvement Grant program for Commission review, comment and discussion. Commissioner Dargitz stated she drafted the summary outline based on review of other communities that have adopted similar programs. Commissioner Dargitz briefly reviewed the various sections of the proposed program including the Need, Purpose, Project Eligibility and Requirements, Applicant Eligibility, Selection Criteria and Sample Project Types.

Chairman Welch asked how grants would be reviewed and funds distributed, and if there would be a time frame for project completion. Commissioner Dargitz stated the review committee could include members of the Planning Commission, Youth Advisory Board and/or City Council. Commissioner Dargitz also indicated that grant funds would likely need to be distributed upfront since many groups would not have the money to implement the project. Commissioner Dargitz stated any grant awarded would have specific reporting requirements regarding use of funds and timeframe for project completion. Under Project Eligibility, Attorney Brown stated additional consideration would need to be given to projects which were not located on public property, but rather “publicly-accessible to the community”. Attorney Brown also stated that additional research would be needed regarding how public funds could be used on private property and other issues associated with insurance, liability and indemnification. Attorney Brown asked that the listing of other communities which have adopted similar programs be emailed to him for further review.

Mr. West discussed the lack of organized neighborhood, community and business groups/associations in the City of Portage and questioned whether there would be enough potential grant applicants to justify creation and administration of a new grant fund program. Mr. West indicated the desired goals of the program could possibly

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be accomplished through use of existing mechanisms such as the on-line citizen survey or Capital Improvement Program (CIP) Open House. Commissioner Joshi stated that use of existing mechanisms might be a better option than creating a new program. Commissioner Dargitz stated the intent of the program was to provide an alternative to standard mechanisms that can be viewed by the public as overly bureaucratic. Commissioner Dargitz stated it was her hope that the grant program would energize citizens, neighborhood groups and business associations into better organizing and to promote a greater sense of community. Commissioner Dargitz indicated she was proposing the program as a “pilot”, possibly two years, to see if public interest could be obtained and sustained.

After additional discussion, the Commission agreed to continue review and discussion of the draft proposal at the August 4th meeting. As requested, Mr. West indicated he would email a copy of the draft proposal along with a listing of other communities which have adopted similar programs (previous provided by Commissioner Dargitz) to the full Commission and Attorney Brown.

ADJOURNMENT:

Chairman Welch indicated he would not be present at the August 18, 2016 meeting. Mr. West reminded the Commission to either email or telephone staff when they needed to be excused from a meeting.

There being no further business to come before the Commission, the meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Michael West, AICP
Senior City Planner

TO: Planning Commission

DATE: July 29, 2016

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

SUBJECT: Preliminary Report: Ordinance Amendment 15/16-A, Off-Street Parking and Loading Regulations

I. INTRODUCTION

Consistent with the Planning Commission Work Program, which prioritized Comprehensive Plan implementation strategies including select Zoning Code amendments, staff has prepared several proposed amendments to “Off-Street Parking and Loading.” These proposed amendments were previously considered by the Commission during the July 7 and July 21, 2016 meetings. The intent of the amendments is to achieve better, more sustainable off-street parking facility design. In summary, the amendments are designed to address the following:

- Better utilize off-street parking resources by removing barriers that currently prevent joint use of adjacent or nearby facilities.
- Establish a process that allows a property owner to reduce off-street parking based on unique characteristics of a use and other factors that support a reduction in parking.
- Streamline the approval process by allowing the Director and/or Planning Commission to make decisions concerning off-street parking facilities.
- Promote green and sustainable development practices.
- Encourage more pedestrian and non-motorized amenities consistent with the adopted Complete Streets Policy.
- Shopping habits have been altered as a result of increased internet options and growth in other areas of the county that affect local demand for off-street parking. Existing land use categories have been evaluated and parking requirements adjusted, where appropriate, based on local observations and comparison to regional/national standards.
- Promote economic development opportunities involving underutilized off-street parking lots, where appropriate.

The following sections provide more detailed information concerning the proposed amendments. Additionally, attached is a highlight and strike version of the ordinance language.

II. PROPOSED AMENDMENTS

Section 42-520.C. This section requires that off-street parking for a use be located in the same zone and on the same zoning lot it is intended to serve. Since some non-residentially zoned properties in the city have split zoning and to reduce the need for variance requests, it is proposed the reference to “same zone” and “unless such parking area is within or abutting a P-1, vehicular parking district” be removed. However, a clarifying sentence has been added that states off-street parking for a nonresidential use not be allowed in a residential zoning district.

Related to the above, it is also recommended, subject to Planning Commission review and approval, that off-street parking lots do not have to be on the same zoning lot it is intended to serve. However, any such off-street parking must meet specified criteria such as:

- Be located within 500 feet of the building entrance.
- A defined pedestrian walkway from the parking lot to the business must be available.
- Pedestrians should not have to cross a major or minor arterial roadway (as defined in the Comprehensive Plan) unless convenient access to a signalized intersection or refuge island is available with a maximum distance of 750 feet.
- The amount of off-site parking be limited to no more than 25% of the minimum Zoning Code requirement.
- An agreement must be executed between property owners and filed with the Kalamazoo County register of Deeds and the Department of Community Development before a certificate of occupancy is issued.

It is not anticipated that off-site parking will be highly utilized by businesses since customer parking in close proximity to the entrance is important. However, this provision allows flexibility for business owners concerning overflow parking that may only be needed during the peak holiday period or for employee parking.

Section 42-520.H. This section, that requires the Zoning Board of Appeals to consider an exception where there is an instance of dual function off-street parking where the hours of operation do not overlap, has been deleted and is now incorporated into proposed Section 42-520.O, which includes criteria and a process for the Planning Commission to review and approve reductions in off-street parking requirements. Subsequent section numbering has been updated as a result of this deletion.

Section 42-520.I. This section states that for uses not specifically mentioned in the Zoning Code, the requirements for off-street parking shall be in accordance with a use that the Planning Commission considers similar in type. To avoid any delays for site plans that can be otherwise administratively approved, it is proposed that the Director of Community Development make this determination, with provisions that the Director can refer the matter to the Planning Commission, and the applicant reserves the right to appeal a decision of the Director.

Section 42-520.L. This section references how barrier-free parking is to be constructed. Since public acts can change and/or be amended, a simple housekeeping item to remove the reference to “under the authority of Public Act No. 230 of 1972 (MCL 125.1501 et seq., MSA 5.2949(1) et. Seq.)” is proposed for this section.

Section 42-520.N.1. This section addresses the maximum parking requirement standard of the Zoning Code and states that no parking lot shall have parking spaces totaling more than 10% of the minimum parking required, unless reviewed and approved by the Planning Commission. Since a 10% difference between the minimum and maximum amount of parking required can often equate to only a few spaces, an increase to 25% is proposed. This change will allow for more flexibility in the range of maximum parking allowed, especially for smaller parking lots, without requiring Planning Commission review/approval of a request to exceed the maximum parking requirement. As information for the Commission, the City of Wyoming recently adopted a maximum parking requirement with a 20% exceedance above the minimum number of spaces required. Gaines

Township also has a maximum parking requirement with a 25% exceedance above the minimum number of spaces required.

Section 42-520.N.3. This section determines when the maximum parking requirement is applicable to a specific use/parking lot. The standard currently establishes the applicability of the maximum parking requirement to "...those parking lots that require a minimum of 50 parking spaces...". While the original intent of the maximum parking requirement was to minimize excessive areas of pavement on larger development projects, the 50 space parking lot threshold has resulted in smaller projects that could otherwise be approved administratively, requiring Planning Commission review/approval to exceed the maximum parking requirement. To address this situation, an increase in the applicability provision of this section from 50 to 100 parking spaces is proposed.

Section 42-520.O (new section): Recognizing that businesses may have characteristics unique to a certain location or its business operations, the parking requirements for a particular land use may be similar but not be entirely applicable to a proposed use and/or location. In light of the above, it is recommended the Planning Commission be authorized to consider a reduction of no more than 25% of the minimum parking requirements, following a public hearing, and based on finding there will be a lower demand for parking due to, but not necessarily limited to, the following:

- The applicant demonstrates the use requires less off-street parking than the minimum required based on the unique characteristics or operational nature of the use, expected level of customer traffic or actual vehicular counts at the same or similar establishment, parking is shared by multiple uses and a high proportion of multi-purpose visits or uses will have peak parking demands during different times of the day or days of the week, among other factors.
- The amount of walk-in business due to the density and intensity of adjacent residential areas or employment centers, bicycle accommodation if the facility is located on a designated bike route, and distance from a designated Metro Transit bus stop can also be considered. Connections to public non-motorized facilities must be provided and on-site pedestrian circulation must offer safe and convenient access to building entrances.

In granting relief, the Planning Commission may also require a parking study, conducted by a qualified transportation planner, traffic engineer, or other qualified individual that demonstrates a reduction in the number of parking spaces would be appropriate and not detrimental to the safety and welfare of the subject property or adjacent properties. The "Average Peak Period Parking Demand" for the applicable land use as defined in the latest edition of the Institute of Traffic Engineers Parking Generation handbook should be considered in the review of the study.

Section 42-521.E. This section refers to ingress and egress to off-street parking lots. Modification of this section to include reference to the Access Management Ordinance is appropriate.

Section 42-521.I. This section refers to pavement requirements associated with new parking lot construction. In order to formalize maintenance standards associated with approved parking areas, a clarifying statement is proposed that states the following: "All off-street parking areas shall maintain a safe, clean and durable surface reasonably free of significant holes, upheavals or cracks and shall be repaired in a timely manner upon notification by the Department of Community Development."

Section 42-521.L.(new) Consistent with the implementation strategies contained in the 2014 Comprehensive Plan and the recently adopted Complete Streets Policy, additional ordinance language regarding design and construction of parking areas is recommended. This new section includes language that encourages, where appropriate, low impact parking lot design such as rain gardens, bio-swales, pervious pavement and other techniques consistent with the City of Portage Storm Water Design Criteria Manual, and charging stations for electric vehicles. Also consistent with Complete Streets polices, parking lots should provide to the extent feasible, a pedestrian connection from the public sidewalk to the main building entrance and bicycle racks that accommodate a minimum of four bicycles.

Section 42-522.B. This section establishes loading area requirements for uses in “nonresidential” zoning districts with an additional requirement that these loading areas be situated within the “rear yard” of the site. While designated loading areas are commonly needed in conjunction with business/commercial and industrial land uses, these areas are generally not needed for office land uses which typically have smaller truck/van deliveries that can park in standard vehicle parking spaces. Site plans involving office land uses typically identify a deferred loading area, behind the building, often in a location that may not be functional. As such, changing the requirement for loading areas from “nonresidential” to “commercial and industrial” zoning districts is proposed.

This section also requires that loading areas be situated within the rear yard of the site. Often times, a commercial development project abuts a residential zoning district and/or land use in the rear yard. In these situations, the Zoning Code requires that the loading area be located adjacent to the residential zoning district and/or land use, unless a variance from the Zoning Board of Appeals is obtained. In order to provide additional protections to adjacent residential zones/uses, a change is also proposed to this section that would allow a loading area to be situated in the rear “or side yard when adjacent to a residential zoning district and/or land use.”

Section 42-523 (Schedule of Off-Street Parking Requirements). The table contained in this section establishes minimum parking requirements for various land uses. The minimum required parking standards for each use were evaluated based on local observations, compared to other Michigan communities and national standards. The attached table compares the parking standards of several land use categories between the City of Portage, other Michigan communities and national standards. Based on this evaluation, several modifications, where appropriate, are proposed. The modifications are summarized below and shown in a highlight and strike version of the Zoning Code table from Section 42-523 (also attached).

Residential:

Four sub-categories were added to the “Housing for the Elderly” land use and include:

- Senior adult housing (independent living units that include retirement communities and age-restricted housing projects): 1.5 parking spaces per unit.
- Congregate care facility (independent living facility that provides centralized amenities such as dining, housekeeping, transportation and organized social/recreational activities): 1 parking space per 2 units plus 1 per employee in the largest working shift.
- Assisted living facility (provides general protective oversight or assistance with activities necessary for independent living to mentally or physically limited persons): 1 parking space per 2 units plus 1 per employee in the largest working shift.

- Convalescent facility: 1 parking space per 2 units plus 1 per employee in the largest working shift. This land use was previously listed in the institutional category.

The current Zoning Code does not include a definition of Senior adult housing, Congregate care facility or Assisted living facility. Consequently, a definition of each was added to Section 42-112. Also, Section 42-221, principal permitted uses in the RM-1 and RM-2 zoning districts, has been revised to include Senior adult housing facility. Section 42-222, Special land uses in the RM-1 and RM-2 zoning districts, has also been revised to include a combined section for congregate care, assisted living and convalescent facilities. The minimum floor area requirements and number of units per acre specified in Sections 42-350(A) and 42-350(B)(7), respectively, would not apply to congregate care, assisted living and convalescent facilities. A minimum lot area including the required area for the main building plus 1,500 square feet per residential bed would be applicable to all three uses, which is included in the current Zoning Code

Institutional:

- A sub-category for Health Facilities was added, which includes hospitals (no change from previous parking requirements) and immediate medical care clinic. The minimum parking requirement for an immediate medical care clinic is 2 parking spaces per exam room plus 1 per employee.
- Elementary, junior and senior high schools are shown as private since the State School Superintendent has sole and exclusive jurisdiction over site planning of public school facilities.

Business and Commercial:

- Shopping centers between 100,000 and 600,000 square feet and greater than 600,000 square feet. These two categories are proposed to be combined into one since the current minimum parking requirement for shopping centers with a gross leasable area (GLA) between 100,000 and 600,000 square feet (5.4 parking spaces per 1,000 square feet of GLA) and shopping centers with a gross leasable area (GLA) greater than 600,000 square feet (5 parking spaces per 1,000 square feet of GLA) are both proposed at 4 parking spaces per 1,000 square feet of GLA.
- Retail stores. The minimum parking requirement for retail stores should be reduced from 1 parking space per 150 square feet of usable floor area to 1 parking space per 200 square feet of usable floor.
- Self-service and Coin-operated Carwashes. The parking standard should be changed from 5 spaces per stall plus the stall space to 2 per stall plus one for each vacuum or similar area. The current standard is considered excessive.
- Day spa. This is a new land use category similar to a medical clinic that offers a variety of services for the purpose of improving health, beauty and relaxation through personal care treatments. Recommended parking requirements are 1 space per 150 square feet of useable floor area, similar to a medical office.
- Restaurants. A review of restaurant projects (sit-down style and fast food style) since the 2002 Zoning Code Update have identified deficiencies in the minimum parking requirements. Specifically, the minimum parking requirement for sit-down style restaurants (1 space for every 75 square feet of useable floor area) has generally been too low for these uses resulting in several requests to exceed the maximum parking requirement under Section 42-520.O. Conversely, the standard for fast-foot style restaurants and similar uses with no waiter/waitress service that

provide inside table areas and drive-thru window service has generally been too high. With regard to take-out only restaurants with no or limited inside table area, the parking standard is proposed to remain unchanged since the UFA of take-out only restaurants is minimal. Based on a review of previously approved site plans, ordinances from other comparable communities and recommendations from national publications, the description of restaurants are proposed to be updated and off-street parking requirements revised. The following changes are summarized below:

- Restaurants that provide waiter/waitress service to the table but no drive-thru or in-car service. Off-street parking requirements are proposed to be increased from 1 space per 75 square feet of usable floor area to 1 space per 60 square feet of usable floor area.
- Fast food restaurants that provide for table areas inside and drive-thru service but do not provide waiter/waitress service to the table or in-car service. Off-street parking requirements are proposed to decrease from 1 space per 25 square feet of usable floor area to 1 space per 40 square feet of usable floor area plus 3 stacking spaces between the window and menu board and 3 stacking spaces before the menu board.
- Fast food restaurants that provide in-car service. In addition to the parking space at each menu board, 1 parking space must be provided for each employee in the largest working shift.
- Auto repair facility. Consistent with the recent automotive amendments approved by City Council, “automobile service station” has been changed to reflect the new “auto repair facility” definition. The off-street parking requirements have also been updated to 2 spaces per stall, rack or pit plus 1 space per employee.
- Vehicle fueling station. Also consistent with the recently approved automotive amendments, “vehicle fueling station” has been added. The off-street parking requirements are 1 per fuel nozzle plus 1 per 200 square feet of usable floor area of interior retail space.
- Banks. Off-street parking requirements are proposed to decrease from 1 space per 150 square feet of usable floor area to 1 space per 200 square feet of usable floor area plus 1 per employee. A minimum amount of vehicular stacking space of 3 spaces per drive-thru lane is also proposed. The reduction is based on local observations, national standards and review of other comparable communities.
- Professional office for doctors, dentists and similar professional clinics. Off-street parking requirements are proposed to decrease from 1 space per 100 square feet of usable floor area to 1 space per 150 square feet of usable floor area. The reduction is based on local observations, national standards and review of other comparable communities.
- Business and professional offices. Off-street parking requirements are also proposed to decrease from 1 space per 150 square feet of usable floor area to 1 space per 200 square feet of usable floor area. The reduction is based on local observations, national standards and review of other comparable communities.

The overall recommended reduction in the minimum amount of parking required for the above commercial land uses is based on 1) local observations and 2) standards promulgated in the Parking Requirements for Shopping Centers, second edition, published by the Urban Land Institute and Parking Generation, fourth edition, published by the Institute of Transportation Engineers and 3) review of ordinance standards from other comparable communities. The reduction in the amount of required off-street parking affords the opportunity for “in-fill” economic development activities using large, underutilized off-street parking lots. Staff has received recent inquiries from

developers concerning the development of “pad sites” in front of large, existing commercial sites. The recent construction of Jared Jewelers is an example of this type of pad site development.

In addition, the current Schedule for Off-Street Parking Requirements only specifies a vehicle stacking requirement for automatic car washes (“...stacking space equal to 5 times the maximum capacity of the car wash”). Other uses such as banks/credit unions, fast-food restaurants, ice cream and coffee shops with drive-thru service do not have a minimum stacking requirement listed in the schedule. A minimum amount of stacking space is now proposed.

The table below compares the effect of the modifications between the existing and proposed parking standards for selected land uses.

Impact of Proposed Parking Standards for Selected Uses			
Land Use	Current Ordinance Requirements	Proposed Ordinance Requirements	Change (+/-)
Regional mall (800,000 sq. ft. GLA)	4,000	3,200	-800
Retail store (200,000 sq. ft. GLA))	1,080	800	-200
Retail Store (10,000 sq. ft. UFA ¹)	53	40	-13
Restaurant (7,500 sq. ft. UFA ²)	65	81	+16
Fast food restaurant w/drive-thru (5,000 sq. ft. UFA ³)	80	50	-30
Bank (5,000 sq. ft. ²)	22	16	-6
Professional office (10,000 sq. ft. UFA ²)	43	33	-10
Medical office (10,000 sq. ft. UFA ²)	65	43	-22

¹ UFA is estimated at 80% of the gross floor area

² UFA is estimated at 65% of the gross floor area

³ UFA is estimated at 40% of the gross floor area

III. RECOMMENDATION

Consistent with the Planning Commission policy of accepting public comment at the initial meeting and continuing the discussion at a subsequent meeting, the Commission is advised to receive public comment during the August 4, 2016 meeting and adjourn the public hearing to the August 18, 2016 meeting.

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
OF THE CITY OF PORTAGE, MICHIGAN
BY AMENDING SEC. 42-112, DEFINITIONS; SEC. 42-221 and 222, RM-1, MULTI-FAMILY
RESIDENTIAL DISTRICT; DIVISION 6, SUBDIVISION 1, OFF-STREET PARKING AND
LOADING; OF ARTICLE 4, ZONING, OF CHAPTER 42, LAND DEVELOPMENT
REGULATIONS**

THE CITY OF PORTAGE ORDAINS:

That Chapter 42 shall be amended as follows:

ARTICLE 4. ZONING.

Sec. 42-112. - Definitions.

~~*Housing for the elderly:* A building or group of buildings containing dwellings where the occupancy of dwellings is restricted to persons 60 years of age or older or couples where either the husband or wife is 60 years of age or older. This does not include a development that contains convalescent or nursing home as licensed under Act No. 139 of the Public Acts of 1956, as amended, being sections 331.651 to 331.660 of the Compiled Laws of 1948; or a mental hospital for mental patients licensed under sections 51 and 52 of Act No. 151 of the Public Acts of 1923, as amended, being sections 330.61 and 330.62 of the Compiled Laws of 1948.~~

Senior adult housing: Independent living units that include retirement communities and age-restricted housing developments.

Congregate care facility: An independent living facility that provides centralized amenities such as dining, housekeeping, transportation and organized social/recreational activities.

Assisted living facility: A facility that provides general protective oversight or assistance with activities necessary for independent living to mentally or physically limited persons.

Sec. 42-221 – Principal Permitted Uses

A. through S. No change.

T. Senior Adult Housing Facility

~~T. U.~~ U. Personal service establishments, including barbershops, beauty shops and health salons, accessory to the uses permitted in this section.

~~U. V.~~ V. Accessory buildings and uses, in accordance with the provisions of Section 42-121.

Sec. 42-222. – Special Land Uses

~~A. Housing for the elderly.~~

~~1. All housing for the elderly shall have a minimum site area of five acres.~~

~~2. The following uses may be provided as part of the development.~~

~~a. One family detached, attached, and/or multifamily dwelling units;~~

~~b. Common services containing, but not limited to, central dining rooms, recreational rooms, a central lounge and workshops.~~

- ~~3. All dwellings shall consist of at least 350 square feet per unit, not including kitchen and sanitary facilities.~~
- ~~4. No building shall exceed 30 feet in height.~~

A. Congregate care, assisted living, and convalescent homes

1. The minimum floor area per dwelling unit requirements specified in Section 42-350(A) and number of units per acre specified in Section 42-350(B)(7) shall not apply to assisted living and convalescent care facilities.
2. The minimum lot area shall be equal to the area required for the main building plus 1,500 square feet of lot area per resident bed.

~~B. Convalescent homes.~~

- ~~1. The minimum lot area for the convalescent home shall be equal to the area required for the main building plus 1,500 square feet of lot area per patient bed.~~
- ~~2. All buildings shall have a minimum setback of 40 feet to any property line.~~
- ~~3. No building shall exceed 30 feet in height.~~

~~C. B. Adult foster care large group homes.~~

1. The site shall be so located as to have one property line abutting a major or collector thoroughfare as designated on the major thoroughfare plan. All ingress to and egress from the site shall be directly onto such major thoroughfare or marginal access service drive thereof. The planning commission may allow access from a local street when it finds that no adverse effects on the surrounding area would result.
2. The parking area shall be screened in accordance with Section 42-572.

~~D. C. Accessory uses designed primarily to benefit residents of multifamily dwellings, housing for the elderly or convalescent homes provided they are located entirely in an RM-1 and/or an RM-2 district.~~

~~E. D. Public, parochial and other private elementary, intermediate and/or high schools offering courses in general education.~~

Sec. 42-520. – General Requirements

A. through B. No change.

- C.
1. Off-street parking for a nonresidential use shall not be allowed in a residential district.
 2. Off-street parking shall be on the same zone and same zoning lot it is intended to serve unless such parking area is within or abutting a P-1, vehicles parking district, except as provided below.
 3. Subject to Planning Commission review and approval, an off-street parking lot does not have to be located on the same zoning lot it is intended to serve subject to all of the following:
 - a. The off-street parking lot shall be located within 500 feet of the public entrance into the building.
 - b. A minimum four foot wide paved sidewalk from the parking lot to the building entrance is available for pedestrian use.
 - c. The off-street parking lot shall not be on the opposite side of a major or minor arterial roadway (as defined in the Comprehensive Plan) unless access to a signalized intersection with a crosswalk or refuge island is available for pedestrians. The

walking distance from the parking lot to the building entrance by way of the signalized intersection cannot exceed 750 feet.

- d. The amount of off-site parking shall be limited to no more than 25% of the minimum Zoning Code requirement.
- e. A parking agreement must be executed between property owners and recorded with the Kalamazoo County Register of Deeds.

D. through G. No change.

~~H.~~ ~~In the instance of dual function of off-street parking spaces where operation hours of buildings do not overlap, the zoning board of appeals may grant an exception.~~

~~I.~~ H. The storage of merchandise, motor vehicles for sale, trucks, or the repair of vehicles is prohibited

~~J.~~ I. For those uses not specifically mentioned in this section, the requirements for off-street parking facilities shall be in accordance with a use that the ~~planning commission~~ Director considers similar in type. Should the Director determine that review by the Planning Commission is necessary due to unique or unusual circumstances, the Director may, with 10-day written notice to the applicant, refer this matter to the Commission. A person aggrieved by a final decision of the Director may file an appeal with the Planning Commission specifying the grounds thereof within 30 days of receiving notice of the Director's decision.

~~K.~~ J. When units or measurements determining the number of required parking spaces result in the requirement of a fractional space, a fraction up to and including one-half shall be disregarded and fractions over one-half shall require one parking space.

~~L.~~ K. For the purpose of computing the number of parking spaces required, the definition of usable floor area set forth in Section 42-112 shall govern.

~~M.~~ L. Barrier-free parking shall be provided and constructed in accordance with the general rules of the state construction code commission. ~~under authority of Public Act No. 230 of 1972 (MCL 125.1501 et seq., MSA 5.2949(1) et seq.).~~

~~N.~~ M. Deferred parking.

1. through 3. No Change

~~O.~~ N. Maximum parking requirement.

1. To minimize excessive areas of pavement which detract from the aesthetics of an area and contribute to high rates of storm water runoff, no parking lot shall have parking spaces totaling more than an amount equal to ~~ten~~ twenty-five percent greater than the minimum parking space requirements, as determined by the Schedule of off-street parking requirements, Section 42-523, except as may be approved by the planning commission.
2. In granting additional parking spaces, the Planning Commission shall determine such parking will be necessary to accommodate the use on a typical day, based on documented evidence provided by the property owner or applicant.
3. This subsection shall apply only to those parking lots that require a minimum of ~~50~~ 100 parking spaces as required in Section 42-523.

O. Reduction in parking requirements.

1. The minimum parking spaces as required in Section 42-523 shall apply, unless the applicant demonstrates by clear and convincing evidence, that there are substantial reasons for a reduction of no more than 25% of the required parking due to the existence of a combination of the following:
 - a. The use requires less off-street parking than the minimum required based on the nature and character of the use, considering the unique, specialized operations causing the level of customer traffic or actual vehicular counts to be lower than those expected of the same or similar use contained in Section 42-523.
 - b. Shared parking by multiple uses where there will be a high proportion of multipurpose visits or uses have peak parking demands during differing times of the day or days of the week. Pedestrian connections shall be maintained between the uses.
 - c. Expectation of walk-in trade due to sidewalk connections to adjacent residential neighborhoods or employment centers which are of sufficient density and intensity. The site design shall incorporate pedestrian connections to the site and on-site pedestrian circulation providing safe and convenient access to the building entrance.
 - d. Availability of other forms of travel such as the distance from a designated Metro Transit bus stop and the location of bike routes. The Planning Commission may require the site design incorporate transit stops, pedestrian connections to nearby transit stops or bicycle parking facilities.
 - e. Any other reason which, in the Planning Commission's determination, would provide a substantial reason for a reduction in the minimum parking requirements.
2. The Planning Commission shall not grant a reduction in the minimum parking requirements if it determines that the lower demand for parking will or may be temporary in nature.
3. The Planning Commission may also consider City policies regarding local traffic circulation, as well as all aspects of the City's Comprehensive Plan.
4. Before relief can be granted by the Planning Commission, the applicant shall demonstrate either of the following:
 - a. The use involved is not specifically included in the minimum parking space requirements of Sec. 42-523; or
 - b. If the use involved is included in Sec. 42-523, then it possesses such specialized and unique characteristics causing it to be substantially different from the use so included in Sec. 42-523.
5. The Planning Commission may also require a parking study, conducted by a qualified transportation planner, traffic engineer, or other qualified individual that demonstrates a reduction in the number of parking spaces would be appropriate and not detrimental to the safety and welfare of the subject property or adjacent properties. The "Average Peak Period Parking Demand" for the applicable land use as defined in the latest edition of the Institute of Traffic Engineers Parking Generation handbook should be considered in the review of the study.

6. An applicant who desires relief from the minimum requirement of parking spaces shall file a request with the Planning Commission specifying the grounds thereof in accordance with this section. The Planning Commission may decide the request during site plan review or at such other time as determined by the Director or the Planning Commission. The Director shall transmit to the Planning Commission all the materials constituting the record needed to make its decision as well as a recommendation. If a request for relief under this section is heard at the same time as a site plan, or any other approval, the procedures, standards and requirements for each shall be satisfied.
7. The Planning Commission shall hold a public hearing in accordance with the requirements of the Zoning Enabling Act to consider an applicant's request for relief to reduce minimum parking requirements.
8. In granting relief under this section, the Planning Commission may place reasonable conditions in conjunction with the decision to protect the health, safety and welfare of City residents as well as the traveling public, to ensure adequate traffic circulation, to protect the residents and land owners immediately adjacent to the proposed land use activity and to assure that the reduction of the minimum parking requirements will not result in overcrowding, traffic hazards or other consequences which may arise from the relief granted or from the possibility of inadequate parking spaces.

Sec. 42-521. – Design, construction and maintenance of parking areas.

A. through D. No change.

E. Whenever the off-street parking requirements of this article require the building of an off-street parking facility, or where P-1 vehicular parking districts are provided, such off-street parking lots shall be laid out, constructed and maintained in accordance with the standards and regulations of this section and Chapter 66, Article 3 – Access Management.

F. through H. No change.

I. The entire parking area, including parking spaces and maneuvering lanes, required under this section shall be provided with asphalted or concrete surfacing in accordance with specifications approved by the director of transportation and utilities. Parking areas shall be surfaced within one year of the date the permit is issued. All off-street parking areas shall maintain a safe, clean and durable surface reasonably free of significant holes, upheavals or cracks and shall be repaired in a timely manner upon notification by the Department of Community Development.

J. through K. No change.

L. Consistent with the City of Portage Comprehensive Plan and Complete Streets Policy, as amended, new or reconstructed off-street parking lots should incorporate the following:

1. Low impact parking lot design alternatives such as rain gardens, bio-swales, pervious pavement, charging stations for electric vehicles and other green/sustainable techniques.
2. Pedestrian connection from the public sidewalk to the main building entrance.
3. Bicycle racks that accommodate a minimum of four bicycles.

Sec. 42-522. – Loading Facilities

A. No change.

B. Except as otherwise required in E, below, off-street loading spaces shall be provided in ~~nonresidential~~ commercial and industrial districts in the rear yard in the ratio of at least

one space per each establishment and shall be provided in addition to any required off-street parking area. If the adjacent land area is zoned residential or designated for residential use in the planned development, the loading area may be located in the rear or side yard.

C. through G. *No change.*

Sec. 42-523. – Schedule of off-street parking requirements

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Sec. 42-523. - Schedule of off-street parking requirements.

SECTION 42-523
SCHEDULE OF OFF-STREET PARKING REQUIREMENTS

	Use	Minimum # of Spaces	Remarks
Residential	One-family and two-family residences	2/dwelling unit	
	Residential and multi-family residences	2/dwelling unit	
	Housing for the elderly <ul style="list-style-type: none"> • <u>Senior adult housing</u> • <u>Congregate care facility; Independent living units; Assisted living; and Convalescent/nursing home</u> 	1.5/dwelling unit plus <u>plus</u> employee <u>plus 1/2 units plus 1/employee in the largest working shift</u>	If units revert to general occupancy, then 2 spaces/unit shall be provided
Institutional	Manufactured Home Community	2/site plus 1/employee	
	Churches and Temples <u>Religious institutions</u>	1/3 seats or 6 ft. of pews in main unit of worship	
	<u>Health facilities</u> <ul style="list-style-type: none"> • <u>Hospitals</u> • <u>Immediate medical care clinic</u> 	2 spaces per bed <u>2/exam room plus 1/employee</u>	
	<u>Private</u> Elementary and junior high schools	1/teacher, employee or administrator plus requirements for auditorium, <u>whichever is greater</u>	
	<u>Private</u> Senior high schools	1/teacher, employee or administrator and 1/10 students, plus requirements for auditorium, <u>whichever is greater</u>	
	Private clubs and lodge halls	1/3 persons allowed within the maximum occupancy load	Maximum occupancy load established by local, county or state fire, building or health codes
	Swimming pool clubs, tennis clubs and other similar uses	1/2 member families or individuals	
	Public and private golf courses, except miniature or par 3 course	6/hole plus 1/employee	

Fraternities and sororities	1/5 permitted active members, or 1/2 beds (whichever is greater)		
Stadiums, sports arenas or similar places or outdoor assembly	1/3 seats or 6 ft. of benches		
Theaters and auditoriums	1/3 seats plus 1/2 employees		
Business and Commercial Planned commercial shopping centers in a business district with a GLA greater than 1,600,000 sq. ft.	45/1000 sq. ft. of GLA		
Planned commercial shopping centers in a business district with a GLA greater than 100,000 sq. ft. but less than 600,000 sq. ft.	5-4/1000 sq. ft. of GLA		
Car washes (automatic)	1/employee plus stacking spaces equal to 5 times the maximum capacity of the car wash	Maximum capacity of the wash means the greatest number of vehicles possible undergoing some phase of washing at the same time.	Determined by length of wash line (ft.)/20 ft.
Carwashes (self-service and/or coin-operated)	5 spaces per stall + staff space plus 1 for each employee and 1 for each vacuum station or similar area		
Beauty parlors or barbershops	3/first 2 chairs, plus 1 1/2 for each additional chair		
Day spa	1/100 sq. ft. of UFA		
Bed and breakfasts	2 plus 1/guest room		
Bowling alleys	5/lane		
Dancehalls, pool or billiard parlors, roller or skating rinks, exhibition halls and assembly halls without fixed seats	1/3 persons allowed within the maximum occupancy load	Maximum occupancy load established by local, county or state fire, building or health codes	
Business and Commercial Restaurants that provide waiter/waitress service to the table but no drive-thru or in-car service. Establishments for sale and consumption on premises of beverages, food or refreshments (Restaurants)	1/6075 sq. ft. of UFA		
Business and Commercial Fast food restaurants that provide for table areas inside and drive-thru service but do not provide waiter/waitress service to the table or in-car service. Establishments that sell hard or soft ice cream and sundry items to their patrons from an external window with no in-building service	1/40 sq. ft. of UFA plus 3 stacking spaces between the window and menu board and 3 stacking before the menu board + 2.5 sq. ft. of UFS		

<p>Fast food restaurants that provide take-out service (walk-up window or drive-thru service) with no or limited inside table area. Establishments that sell hard or soft ice cream and sundry items to their patrons; cafeteria style primarily for takeout, with no table service</p>	<p>1/25 sq. ft. of UFA, plus 3 stacking spaces between the window and menu board and 3 stacking spaces before the menu board.</p>
<p>Fast food restaurants that provide in-car service. Fast food restaurants that provide for both takeout and table areas but do not provide waiter/waitress service to the table or in-car service</p>	<p>In addition to the parking space at each menu board, 1/each employee in the largest working shift, 1/25 sq. ft. of UFA</p>
<p>Furniture, appliance and household equipment repair shops; showrooms of plumbers, decorators, electricians or similar tradesman; shoe repair; and other similar uses</p>	<p>1/800 sq. ft. of UFA; Floor area used in processing 1 additional/2 employees</p>
<p>Automobile service stations; Auto repair facility</p>	<p>2/lubrication stall, rack or pit plus 1/gasoline pump/employee</p>
<p>Vehicle fueling station</p>	<p>1/fuel nozzle plus 1/200 UFA of retail floor area</p>
<p>Laundromats and coin-operated dry cleaners</p>	<p>1/2 machines</p>
<p>Miniature and par 3 golf courses</p>	<p>3/hole plus 1/employee</p>
<p>Mortuary establishments</p>	<p>1/50 sq. ft. of UFA</p>
<p>Motels, hotels and other commercial lodging establishments</p>	<p>1/occupancy unit plus 1/employee</p>
<p>Motor vehicle sales and service establishments</p>	<p>1/200 sq. ft. of UFA or sales room plus 1/auto service stall in service room.</p>
<p>Retail stores, except as otherwise specified earlier</p>	<p>1/450-200 sq. ft. of UFA</p>
<p>Banks</p>	<p>1/200+50 sq. ft. of UFA plus 1/employee and 3 stacking spaces per drive-thru facility</p>
<p>Professional offices of doctors, dentists and similar professionals, clinics</p>	<p>1/150+100 sq. ft. of UFA</p>
<p>Business and professional offices, except as indicated in the previous use</p>	<p>1/200+50 sq. ft. of UFA</p>
<p>Industrial and research establishments and related accessory offices</p>	<p>5 plus 1/4 per employee in largest work shift</p>
<p>Offices</p>	<p></p>
<p>Industrial Agricultural</p>	<p>Parking on-site must be provided for all construction workers during plant construction</p>

Wholesale establishments and related accessory offices	5 plus 1/employee in largest work shift, or 1/1700 sq. ft. of UFA (whichever is greater)	—
General or specialized agriculture	2 plus 1 per 1 4 employees in largest work shift	Excludes seasonal workers
Industrial agriculture	5 plus 1 per 1 4 employees in largest work shift	Excludes seasonal workers

(Ord. No. 03-01 (Exh. A, § 42-613), 2-18-2003; Ord. No. 08-05, 7-22-2008)

TO: Planning Commission**DATE:** July 29, 2016**FROM:** Vicki Georgeau, ^{VJ} Director of Community Development**SUBJECT:** Historic District Modification, 8009 Cox's Drive

Attached is a communication and report from the Portage Historic District Study Committee involving a request received from Michael Kasten (Kasten Investments LLC), owner of the property located at 8009 Cox's Drive, to demolish the former District #6 Schoolhouse building and nullify the property's historic designation. Alternatively, the owner has offered the building to the city at no cost, with the condition that the building be relocated from the subject property. The preliminary report summarizes the request and provides important background information. The preliminary report was reviewed by the Historic District Commission on July 14, 2016 and the Historic District Study Committee is recommending denial of the request. A public hearing will be held by the Historic District Commission on September 14, 2016.

The overall 5.53 acre subject property (parcel #00024-081-O) is addressed as 8007 Cox's Drive and occupied by five buildings: the former schoolhouse building, two utility buildings, one warehouse building and one commercial office building. The former schoolhouse building, which is addressed as 8009 Cox's Drive, is the only historic and significant structure on the property. As such, the request to demolish the former schoolhouse building would nullify the property's historic designation removing one of the 40 properties from the City of Portage roster. While the interior of the schoolhouse building was converted to commercial office use in the 1980s, the exterior of the structure remains essentially the same since its construction in 1927. In his request, Mr. Kasten indicates that he has been trying to rent the schoolhouse building for the past three years without success. Mr. Kasten states that the building has fallen into a state of disrepair and the cost to bring it up to code overshadows the value going forward.

In accordance with the Local Historic Districts Act (Public Act 169 of 1970), the preliminary report is being forwarded to the Planning Commission for review and comment. The Planning Commission is advised to review this matter and, subject to any additional comments, staff advises the Planning Commission recommend that the Historic District Modification involving 8009 Cox's Drive be denied based on the findings contained in the Historic District Study Committee preliminary report dated July 14, 2016. The Planning Commission recommendation will be forwarded to the Historic District Commission in advance of the September 14, 2016 public hearing. At the conclusion of the public hearing, the information and recommendations will be forwarded to City Council for final action.

Attachment: Communication and report from Portage Historic District Study Committee

CITY OF PORTAGE

RECEIVED

COMMUNICATION

JUL 15 2016

COMMUNITY DEVELOPMENT

TO: Portage Planning Commission

DATE: July 14, 2016

FROM: Portage Historic District Study Committee

SUBJECT: Historic District Modification – 8009 Cox’s Drive

Attached is a preliminary report concerning a request for a historic district modification at 8009 Cox’s Drive. The proposed modification in this matter involves demolition of the historic structure or potential for relocation. The preliminary report is being provided to the Planning Commission for review, as set out in Public Act 169 of 1970. A public hearing will be held on this matter on Wednesday, September 14, 2016 at 9:00 a.m. in Portage City Hall Conference Room #2.

c: Erica L. Eklov, Historic District Commission Staff Liaison

Attachment

**City of Portage, Michigan
Historic District Study Committee**

**Historic District Modification
District #6 Schoolhouse
8009 Cox's Drive
Portage, Michigan 49002**

**Preliminary Report
July 14, 2016**

Introduction

Property addressed as 8009 Cox's Drive and commonly known as the District #6 Schoolhouse is a historic district in the City of Portage. A request from Mr. Michael Kasten, owner of the property under Kasten Investments LLC, to demolish the schoolhouse building on the 5.53-acre property was received by the Historic District Commission on May 23, 2016. The owner's plan to demolish the historic structure would nullify the property's historic designation, removing one of the 40 properties from the City of Portage roster.

On September 25, 2007, the Portage City Council appointed the Historic District Commission as a standing Historic District Study Committee (HDSC). The HDSC is charged with review and recommendation for the requested Historic District Modification at 8009 Cox's Drive (District #6 Schoolhouse).

Alternatively, the owner has offered the building to the city at no cost, with the condition that the building be relocated from the property on Cox's Drive.

The Charge of the Committee

The committee is charged with reviewing the request and acting as set out in Public Act 169 of 1970. Specifically, the HDSC must:

1. Conduct a photographic inventory of resources within the existing historic district.
2. Conduct basic research of the historic district and the historic resources located within the district.
3. Determine the total number of historic and non-historic resources within the historic district and the percentage of historic resources of that total. In evaluating the significance of historic resources, the committee shall be guided by the selection criteria for evaluation issued by the United States secretary of the interior for inclusion of resources in the national register of historic places.
4. Prepare a preliminary report that addresses at a minimum all of the following:
 - a. The charge of the committee.
 - b. The composition of the committee membership.
 - c. The historic district studied.
 - d. The boundaries for the historic district in writing and on maps.
 - e. The history of the historic district.

- f. The significance of the district as a whole, as well as a sufficient number of its individual resources to fully represent the variety of resources found within the district, relative to the evaluation criteria.
5. Transmit copies of the preliminary report for review and recommendation to the Portage Planning Commission, to the Michigan historical commission and to the state historic preservation review board.
6. Make copies of the preliminary report available to the public.
7. Hold a public hearing not less than 60 days after the transmittal of the preliminary report.
8. Following the public hearing, prepare and submit a final report with its recommendations and the recommendations, if any, of the Portage Planning Commission to the City Council. If the recommendation is to modify the historic district, the final report must include a draft of a proposed ordinance.

The Composition of Committee Membership
Voting Members

The HDSC is comprised of members of the Portage Historic District Commission: Suzanne Nemeth, Russell Randall, Katie VanLonkhuyzen, James Ebert, Fred Grunert, Jessie Duniphin, Martha Deming Maytnier, John Lotz and Collin Forrest.

Non-Voting Participants

City of Portage Staff Liaison: Erica Eklov

Historic District Location

Property Address: 8007 Cox's Drive (mailing address: 8009 Cox's Drive)

Parcel ID# 00024-081-O

Written and Visual Boundaries of District

The description of the current historic district:

SEC 24-3-11 COM AT NW COR SEC 24, TH S 132 FT TO P.O.B., TH CONT S TO NW COR OF S ¾ OF W ½ OF NW ¼ SEC 24, TH E 420 FT, TH N TO N LI OF SD SEC, TH W 120 FT TH S 137 FT, TH W 199.39 FT, TH N 5 FT, TH W 100.61 FT TO P.O.B., RES COX DR AND CENTRE AVE FOR ROW.

Aerial and parcel maps are attached to this report.

On June 9, 2016, Suzanne Nemeth, Katie VanLonkhuyzen and Martha Maytnier, along with Erica Eklov, visited the property to tour and photograph the historic resource. Photographs were taken of the structure proposed to be removed from the historic district, in context within surrounding buildings, neighboring parcels and the streetscape (see photographic attachments).

The property address for the entire parcel is 8007 Cox's Drive (parent parcel). There are a total of five buildings on the property: the schoolhouse (currently designated office use), two utility sheds, one warehouse and one commercial office building. Only the schoolhouse is significant and historic. (The Schoolhouse has a mailing address of 8009 Cox's Drive, while the second office building is addressed as 8007 Cox's Drive.)

The History of the Historic District

“Known as Pershing School, this was District #6 Schoolhouse built in 1927 by the Portage Schools. The brick building sit on the site of the earlier wooden schoolhouse, and is now used as a business office.” (Taken from Where the Trails Crossed page 48.)

“The District #6 school is unique as it is a true reflection of the growth of education in Portage and represents an important transition in our community's educational history, a transition that saw Portage move from the one room school system to the consolidated public school system that we still utilize today.

Prior to 1927 this sight was occupied by the District #6 one-room school. A classic wooden framed structure, the school featured the a-typical bell tower to call students to class, boy's and girl's outdoor privy's and a small shed to house a horse used by the teacher. During the patriotic fervor of WWI, the 1918 class voted to name the school Pershing after the great World War I United States General John J. Pershing.

By 1925 exciting things were occurring within the Township. There was a steady growth of families moving into the community and an effort was underway to consolidate Portage Schools. Just three years earlier in 1922 Portage entered into a partnership with Western State's Teachers College - today's W.M.U., in which Portage would provide proper school buildings and equipment and Western would provide teachers. That same year a brand-new two story consolidated school opened in the center of the township. The old District #6 was pushing almost seventy years of age at this time and it was decided by the School Board that a new two room school should be built to continue with consolidation efforts and to better serve the growing student body. Always a frugal board, the one-room school was picked up and moved a bit to the east to accommodate the new two room building. In fact, the one-room would continue to be used for quite a few years as a school meeting hall until it was again picked up and moved, this time across Centre Avenue and converted into a private home.

The new #6 was an impressive, state of the art structure towering over the prairie of southeast Portage Township. Made of brick, it was much better insulated and therefore stayed warmer in the winter and cooler in the summer. It featured a heating and electrical plant, modern classrooms, indoor bathrooms and the like all of which were designed to help raise the bar of education being received by Portage students. It also gave potential "investors" in the Township of Portage clear evidence that the Township was moving out of the past and into the future. The #6 two-room proudly served the students of Portage through the latter half of the "Roaring Twenties," was a beacon to students during the "Great Depression of the 1930's," did its patriotic duty during World War II and continued on into the economic boom of the 1950's. As the student population exploded (due to the Baby Boom after World War II) it was decided that a new, larger and more modern school was necessary. Once again the school board, being frugal, spared the old two-room by constructing the new elementary school further to the south along Cox's Drive. In fact, the old two-room continued to serve as classrooms until being permanently retired sometime in the early 1960's. The building was repurposed and used as a clothing redistribution center through the 1970's before sadly falling into a state of disrepair.

This should have been the inglorious end of the District #6 two-room however it was acquired and converted into a business in the 1980's preserving it for future generations. It should be noted that despite the conversion of the interior, the exterior lines remain identical to what the structure looked like when constructed for the students of Portage almost ninety years ago." (Taken from June 10, 2016 history researched and written by Portage District Library Local History Librarian Steve Rossio.)

The Significance of the District

Of the eight one-room schools that were constructed in Portage, five no longer exist; one has been moved and restored (#8 – Prairie Edge School now on display at Celery Flats Historical Area park); one has been moved and heavily altered with none of the original façade present (#2 school – 6235 Oakland Drive); one remains on the original site and has been converted into a private home (#7 school – 506 Bacon Avenue). Of the three "two room" school buildings (#5, #6 and #7) only Cox's Drive school remains, the others (#5 and #7) have been demolished. Of the "public" buildings of Portage, buildings that show the transition from original farming community to the educational and economic core that Portage is today, only the Cox's Drive structure remains.

Additional Information

On May 18, 2016 the City of Portage Building Inspector and Fire Marshal performed a walk through inspection of the building at 8009 Cox's Drive (parent parcel 8007 Cox's Drive). The purpose of the inspection was at the request of a potential tenant for a proposed change of occupancy (use) from a business to an assembly (church). The potential tenant and property owner were also in attendance during the inspection.

The results of the city building inspection indicated that the following items were found to be in need of correction/modification (the list is not inclusive of other electrical, plumbing or mechanical items that may also be in need of repair):

1. The ceiling for the building was sagging in several areas and showed signs of water damage;
2. The foundation walls for the building showed signs of water leakage. In addition, a small room in the basement was once used as a cistern and now appears to have storm water from the adjacent parking lot entering through the exterior basement wall.
3. Mold was found in several areas of the building;
4. Accessibility for the building (handicap ramp) needs to be provided. In addition, barrier free rest rooms and fixtures need to be provided;
5. Proper handrails need to be installed on the stairways for the interior entryway and the basement;
6. Emergency lighting and exit signage needs to be installed throughout the building;
7. The cooking stove/oven (circa 1990) located in the basement needs to be removed or a proper ventilation hood needs to be installed.

In addition, the proposed use (church) wished to remove several of the interior walls to reconfigure the building layout. In doing so, signed and sealed plans from a State of Michigan registered architect or engineer would be required.

Recommendation

Following the study of the Historic District at 8009 Cox's Drive, it is recommended that the request from property owner Mr. Michael Kasten (Kasten Investments, LLC) to modify the Historic District via demolition be denied. Of the 40 sites in the Portage Historic District, only four are schools; part of the original Portage Public Schools' framework. Cox's Drive is one of only three ever constructed 2-room schoolhouses in Portage and the only surviving one. By state law, the HDSC can only remove a property from the historic register if it has met one of three criteria:

- (1) The historic district has lost those physical characteristics that enabled establishment of the district. – Cox's school remains unaltered on the exterior.
- (2) The historic district was not significant in the way previously defined. – Its significance remains one of the original schools as mentioned above.
- (3) The historic district was established pursuant to defective procedures. – This is not the case for any City of Portage site.

The Cox's Drive School serves as the only original school constructed of brick and is notable for its unique architectural style. Portage Public School District demolished the 1922 Central Administration/Agricultural School building in 2014. The next oldest remaining "modern" school is dated 1949.

Next Steps

While relocation of a resource from its original location is not ideal, if relocation is a viable option, the HDSC will support such an action. The Portage City Administration has initiated evaluation for the potential of acquiring the resource; however, there is no evident need for the building currently. The HDSC is currently researching alternative options for preservation of the resource, including but not limited to: finding an outside interested third party willing to assist in relocation and assumption of the resource, the city assuming the resource and relocating the building to a city-owned property.

Area Parcel Map



Aerial Map
8007/8009 Cox's Drive



8009 Cox's Drive Photos Study Committee Report



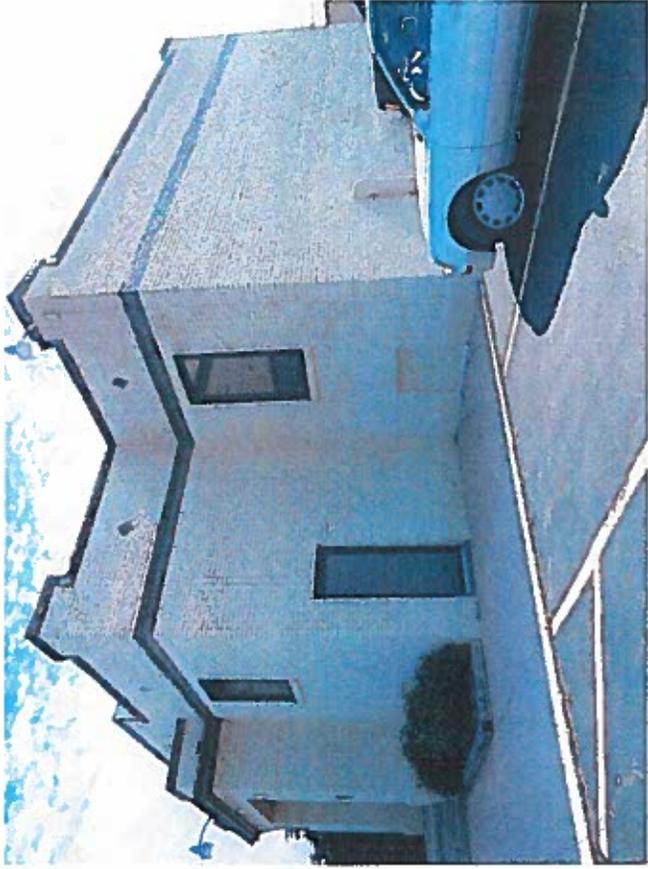
All pictures dated 6/9/16 unless otherwise noted.



Front façade – looking east



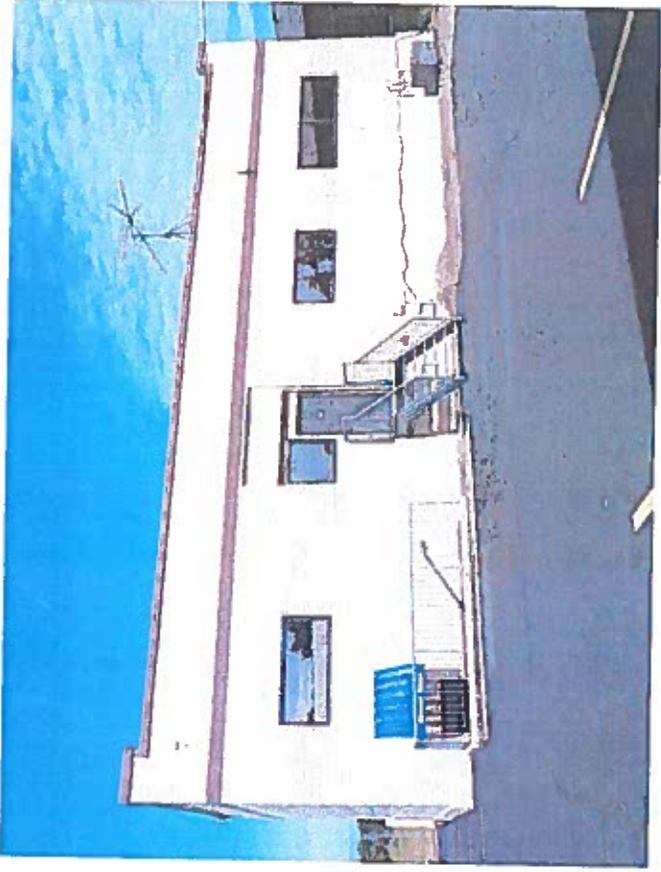
Southwest corner – looking northeast



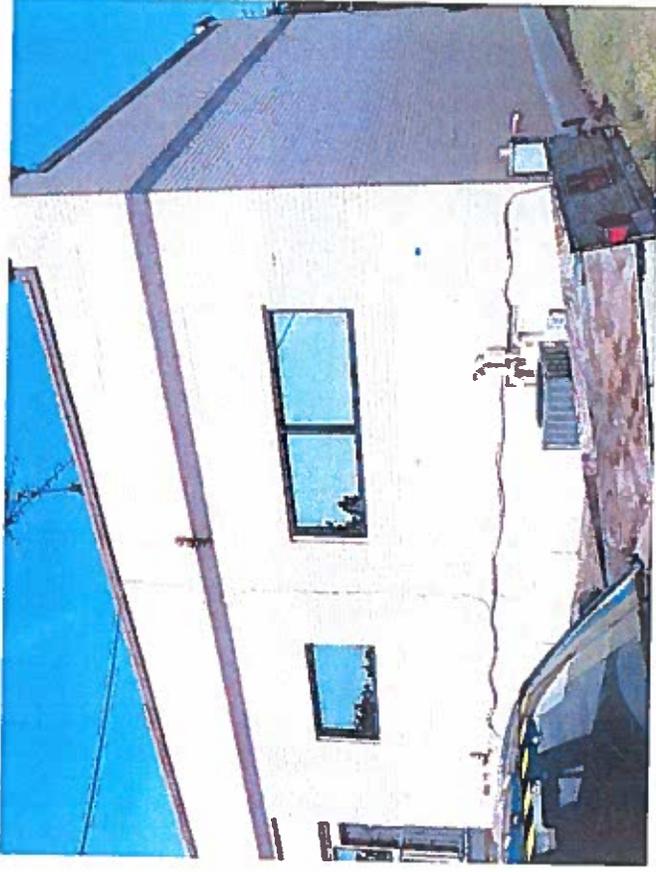
Southwest corner – looking northeast



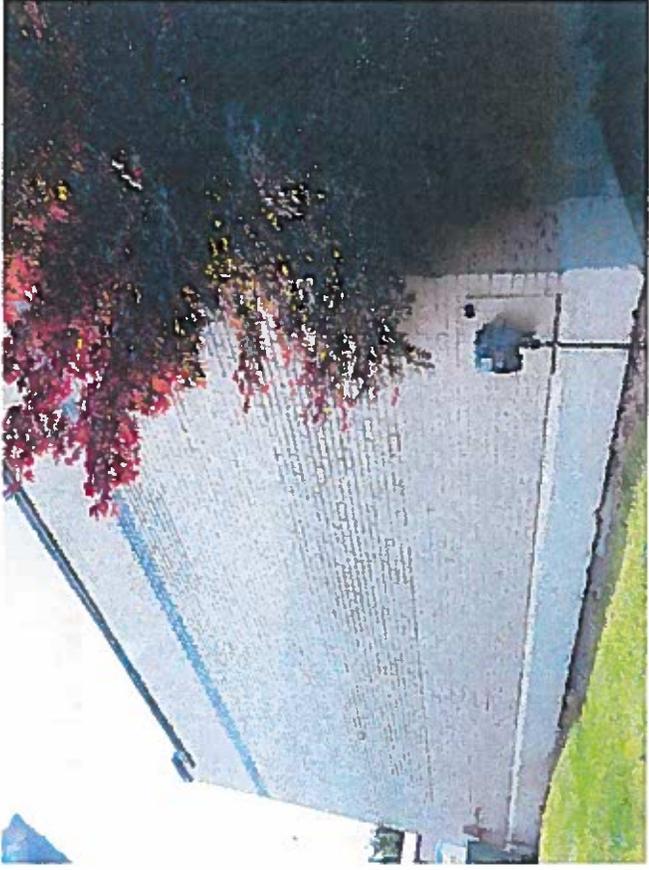
South elevation – looking north



Rear (east) elevation – looking west



Northeast corner – looking southwest



North elevation – looking south



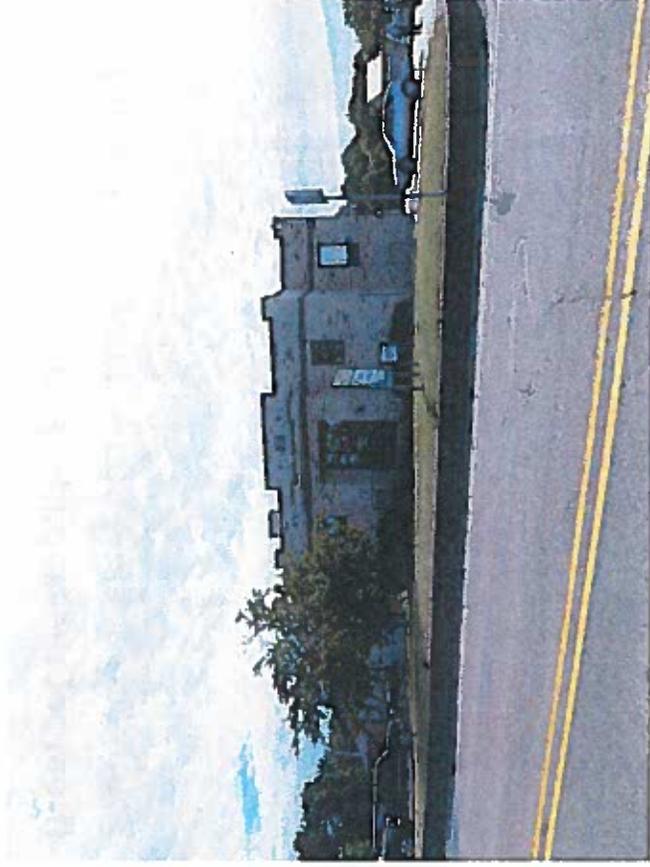
Northwest corner – looking southeast



Façade sign



Front (west elevation) entry overhang



Façade – from Cox's Drive



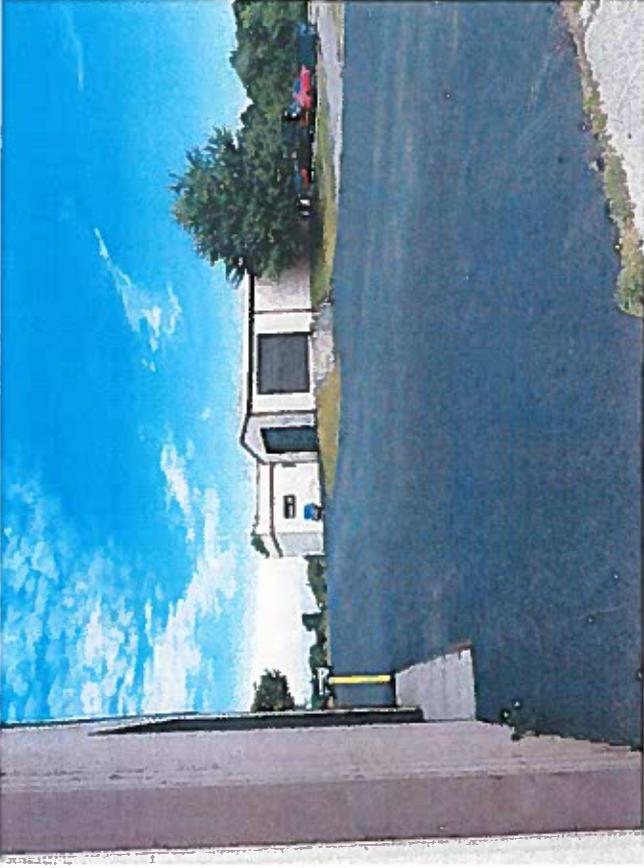
Façade – from Cox's Drive



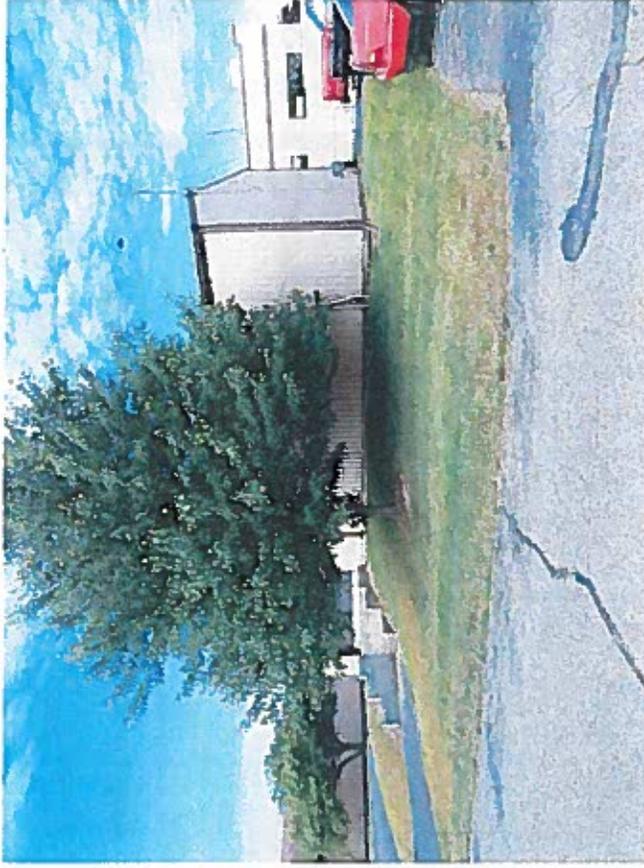
**South elevation – side & rear parking
(from southwest lot corner)**



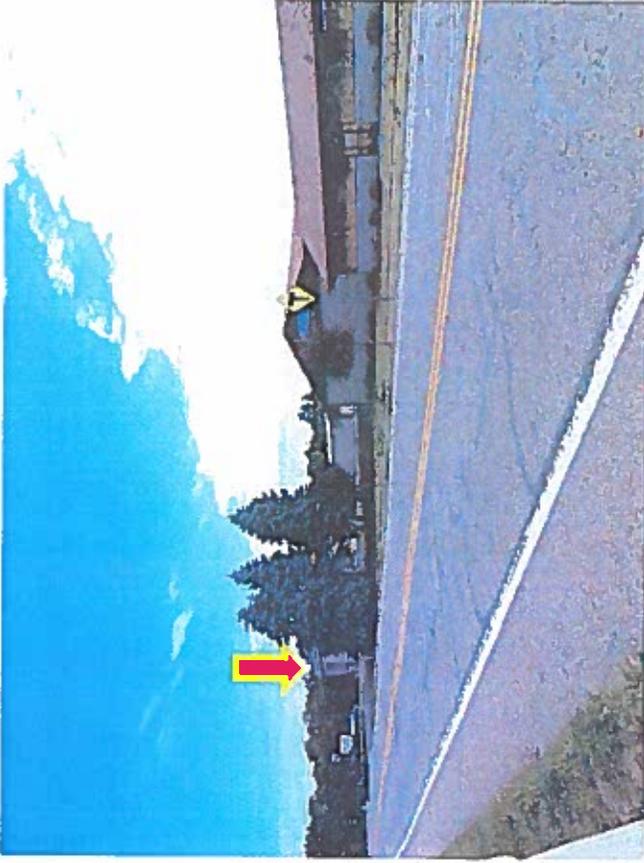
**South & rear elevation – side & rear parking
(from southeast parking corner)**



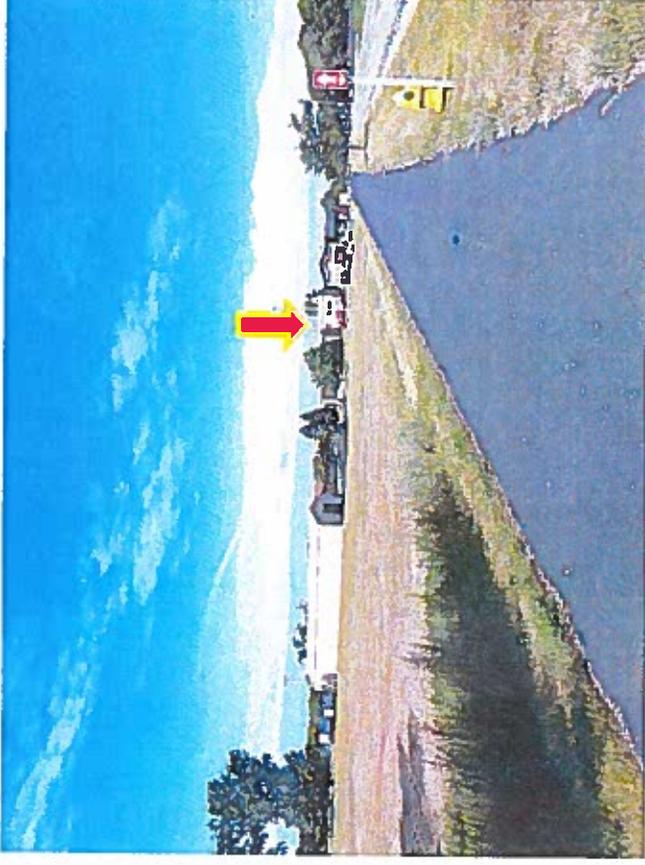
**South & rear elevation – side & rear parking
(from southeast lot corner)**



**Rear elevation – from northeast lot
corner**



Corner of Cox's Drive and East Centre Avenue (schoolhouse indicated)



View of rear elevation and lot from East Centre Avenue (looking west)



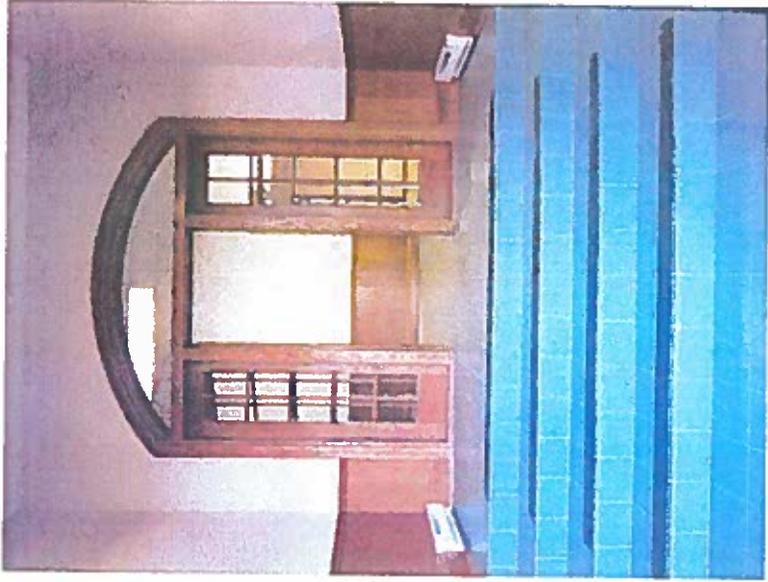
South view Cox's Drive

(courtesy Google street view)



North view Cox's Drive (schoolhouse indicated)

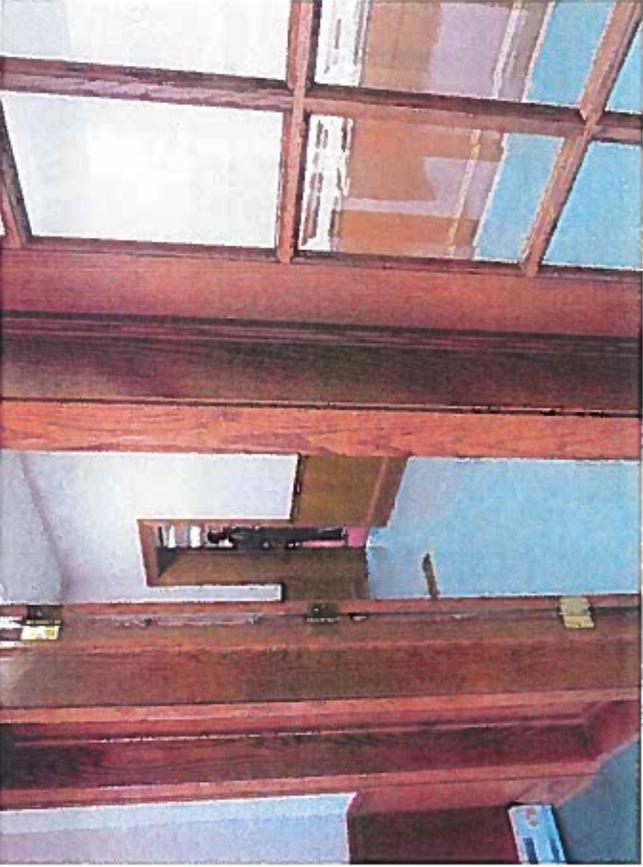
(courtesy Google street view)



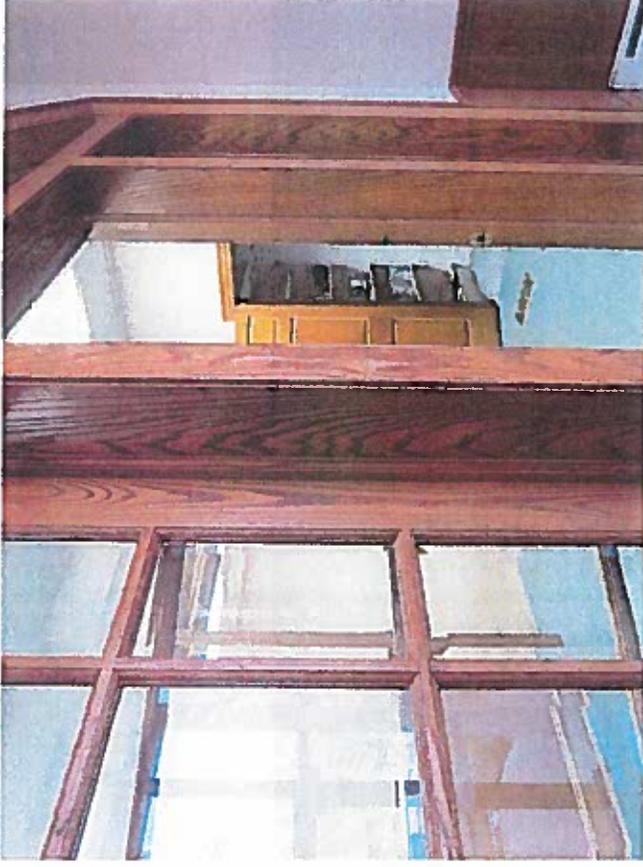
Interior of front entry



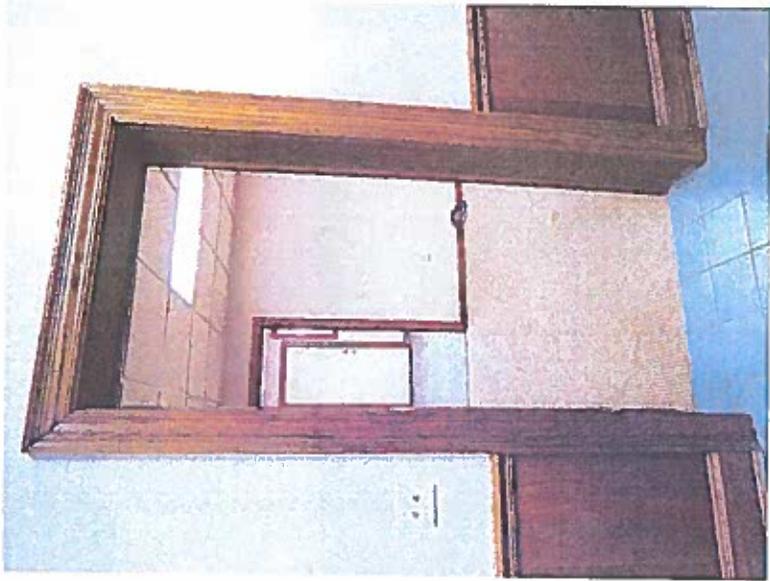
Front entry interior & basement access



Front entry – upper level (north)



Front entry – upper level (south)



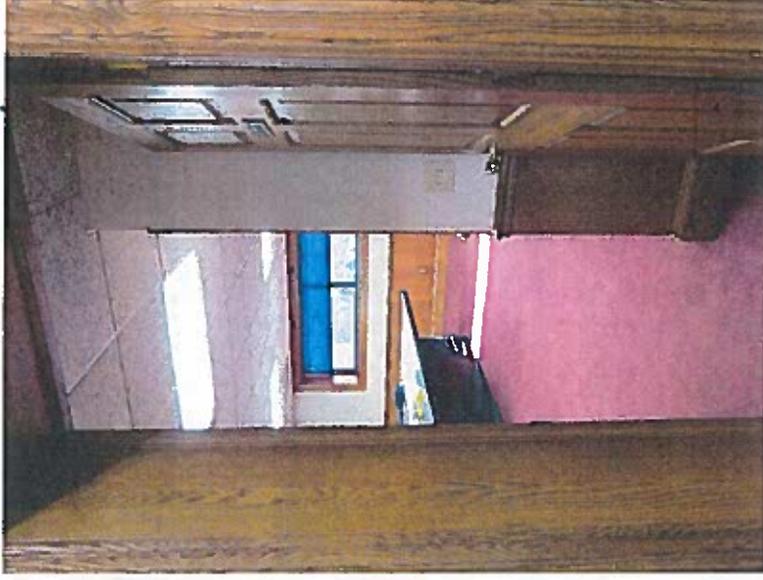
Middle entrance off upper level entry



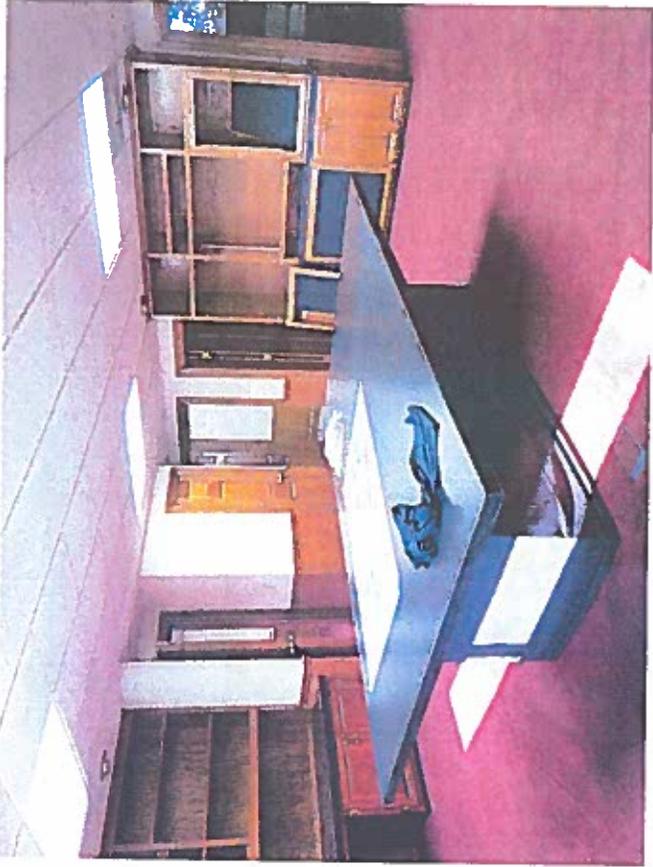
**North doors off upper level entry
(bathroom on left, office on right)**



**Upper level bathroom
(northwest corner)**



Office #1 (northeast corner)



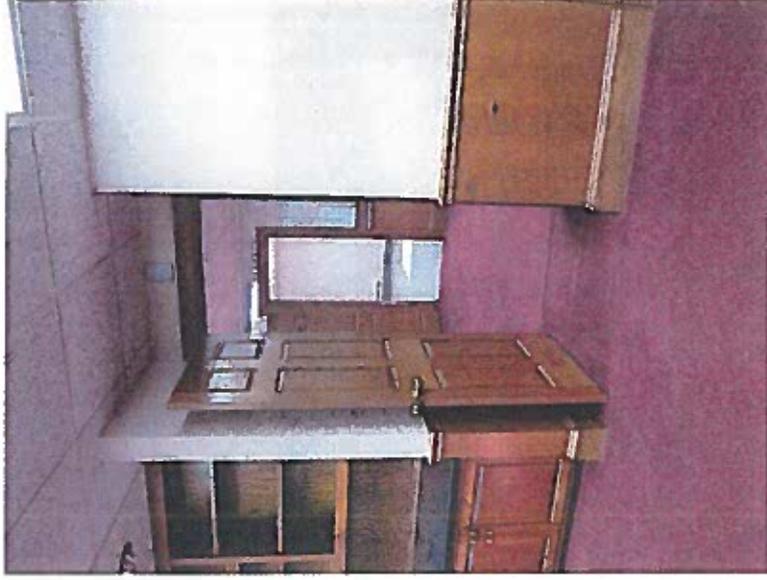
Office #1 (looking west)



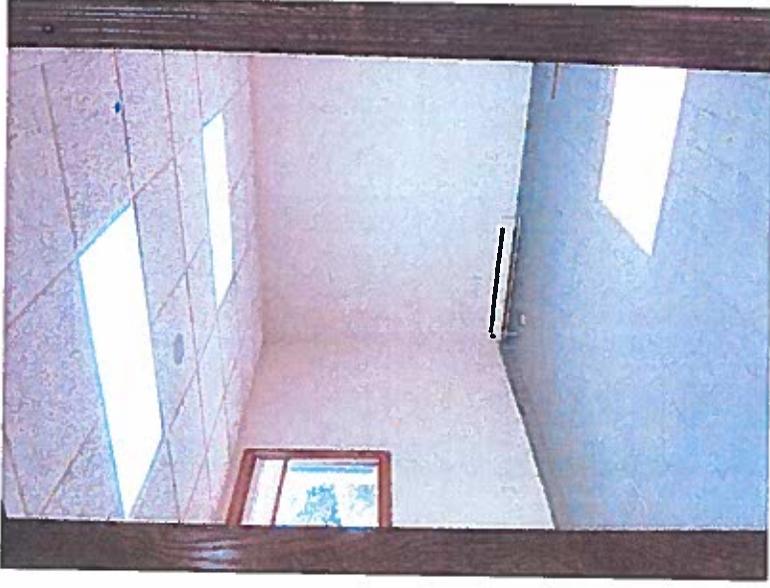
Office #1 bathroom (northwest inset corner)



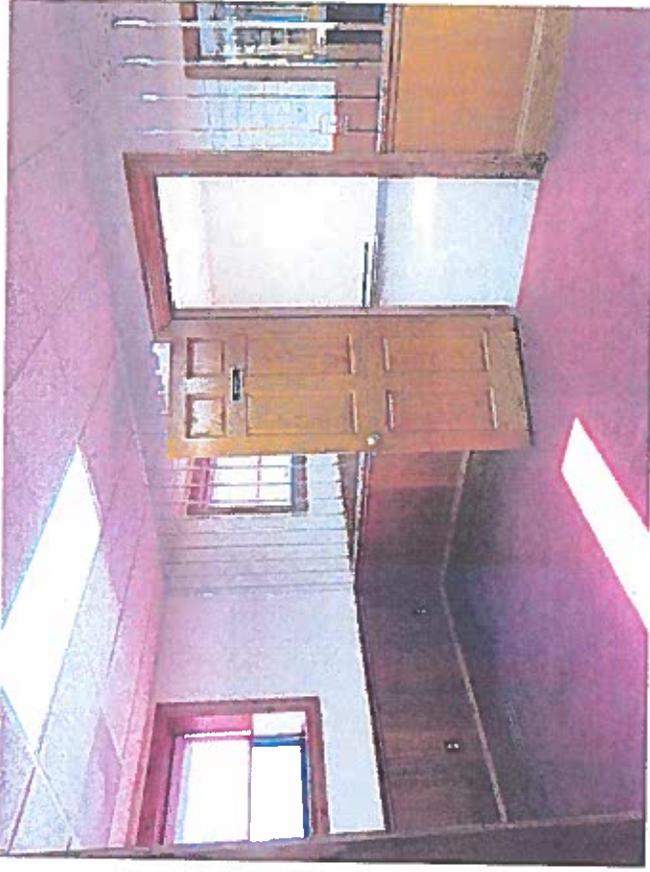
Office #1 closet/side room (looking west)



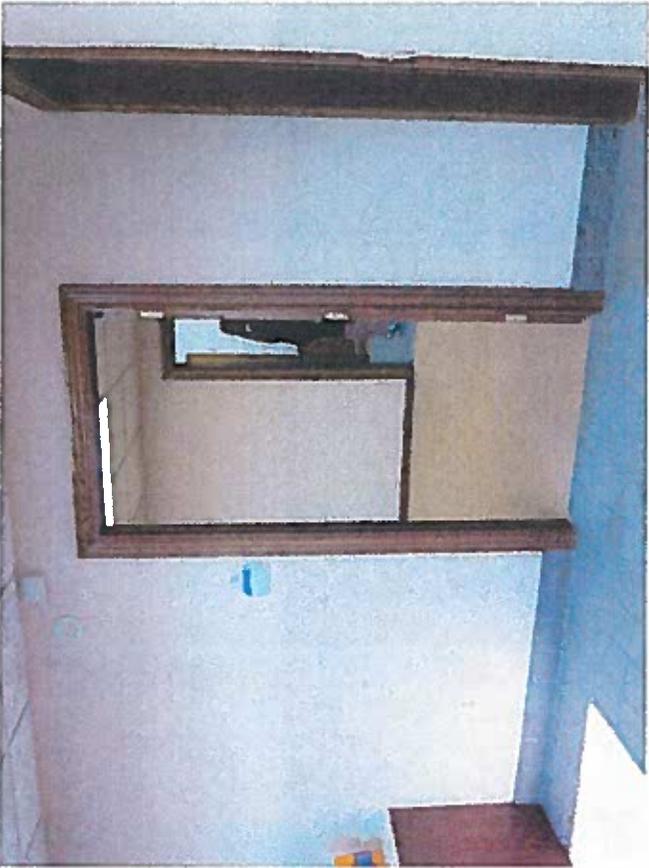
Entry to Conference Room (looking south)



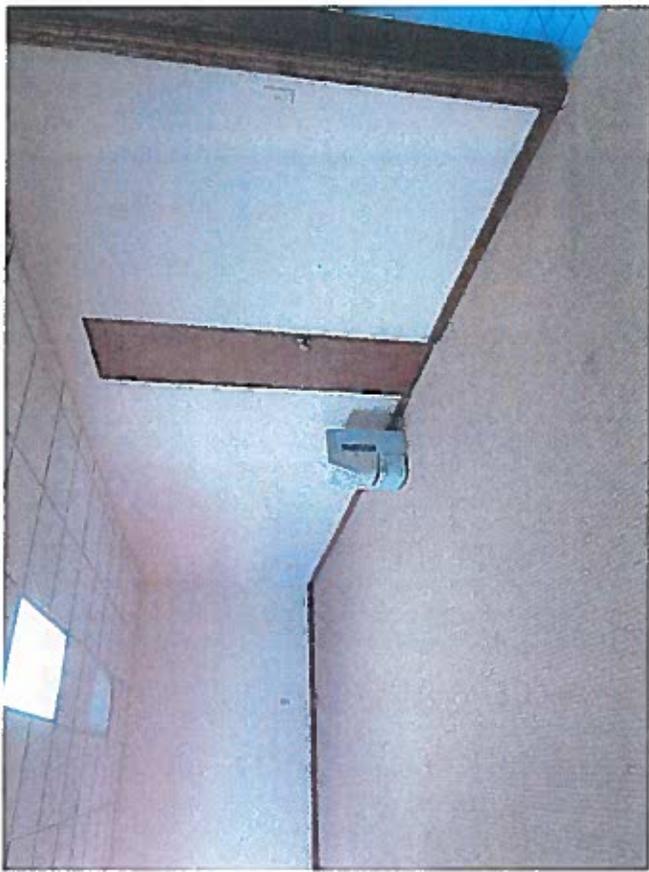
Southeast corner mud room



Conference Room (door to back mud room/entry – looking southeast)



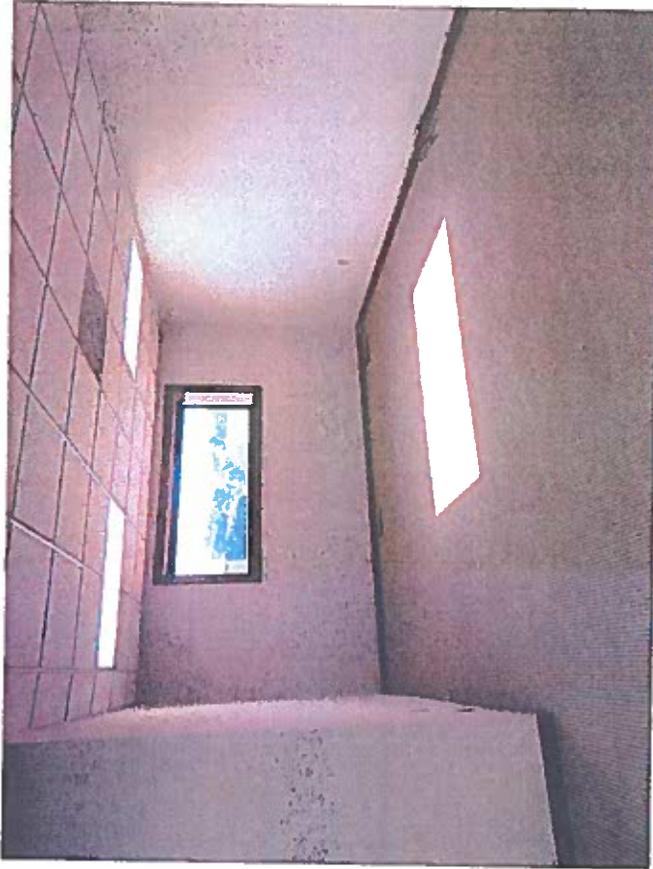
**View to Office #2 and front entryway
(looking west)**



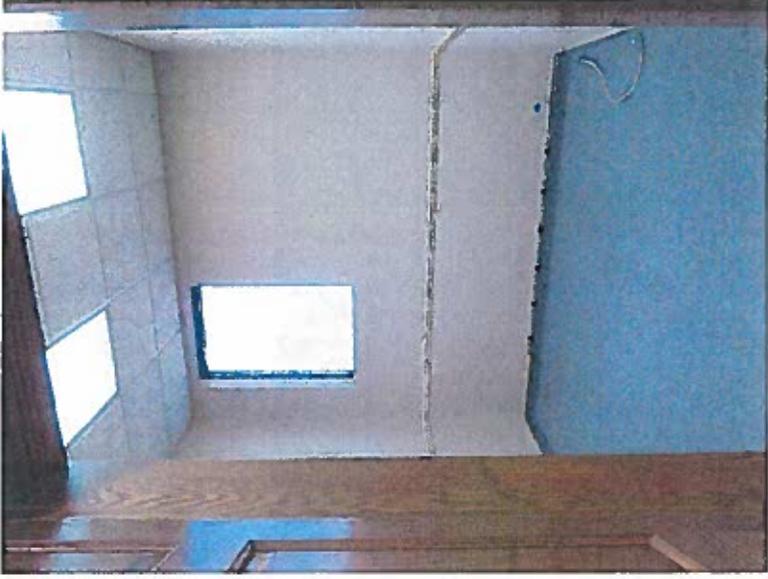
**Office #2 and closet (looking
southwest)**



Office #2 Closet (original moldings)



Office #2 (looking southeast)



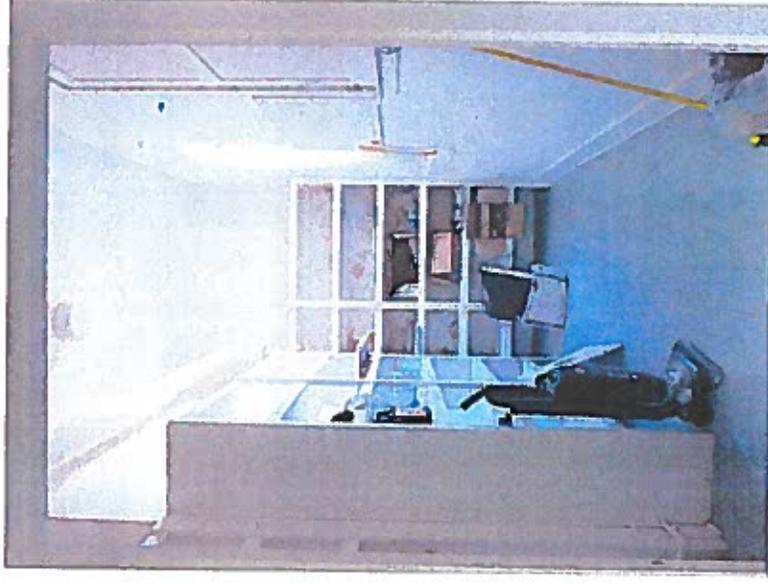
Southwest corner room (looking south)



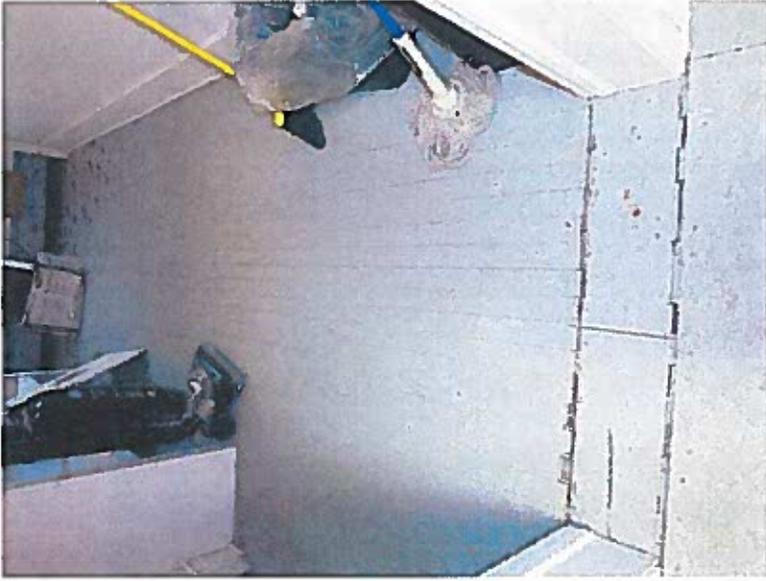
Front upper level entry (looking west)



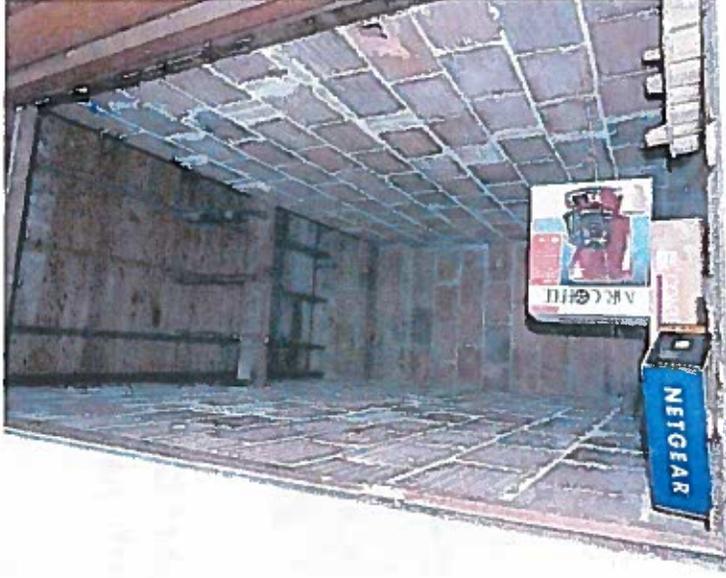
Southwest storage room off upper level entryway



Interior of storage room (built-in wall cubby in upper right of photo)



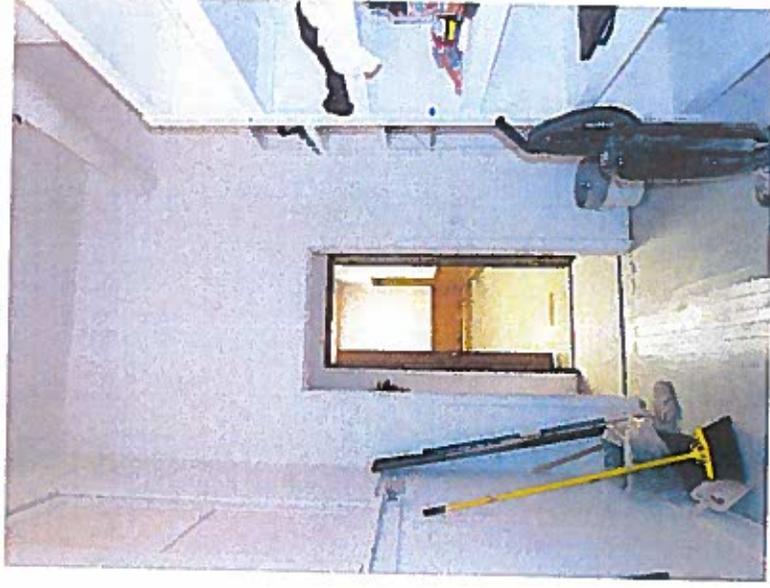
Original flooring in storage room



Interior of built-in cubby storage



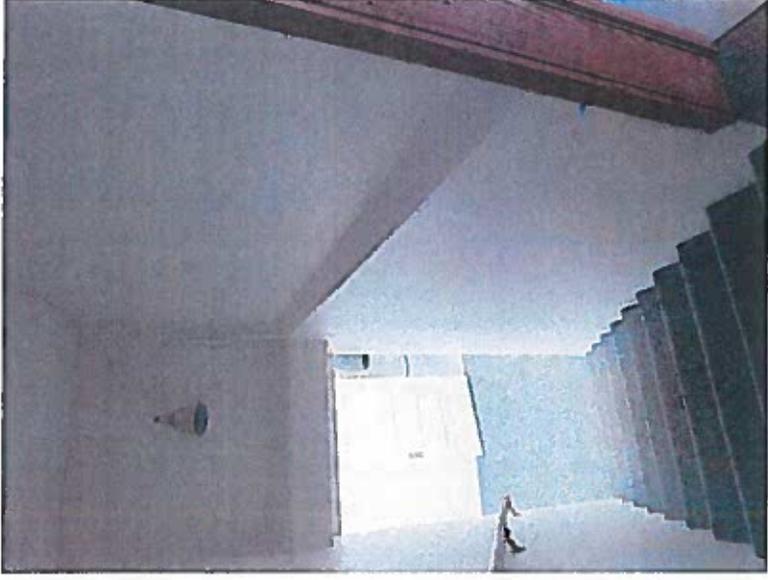
**Storage room interior – original door
(looking east)**



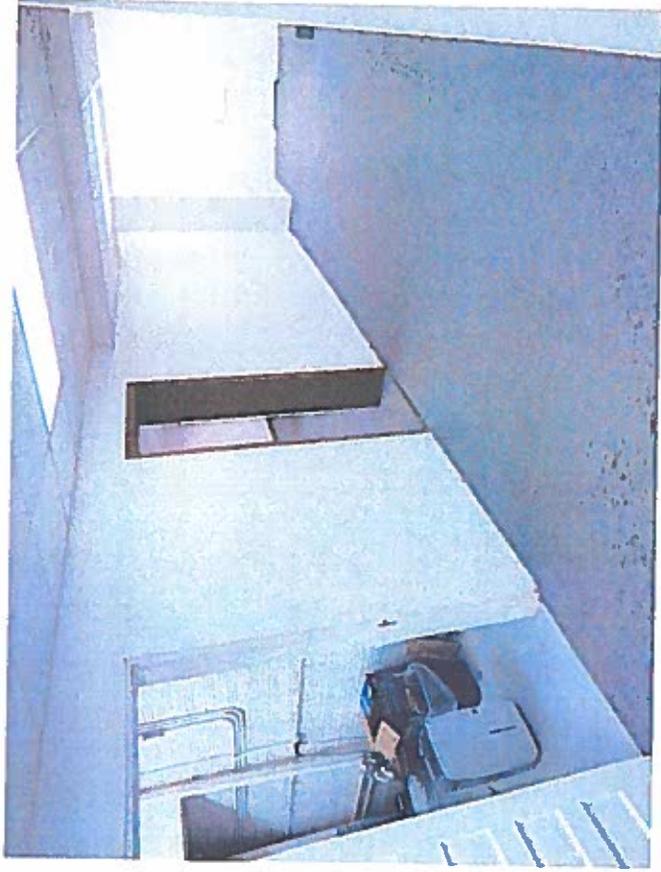
**Storage room interior view to upper
level entryway (looking north)**



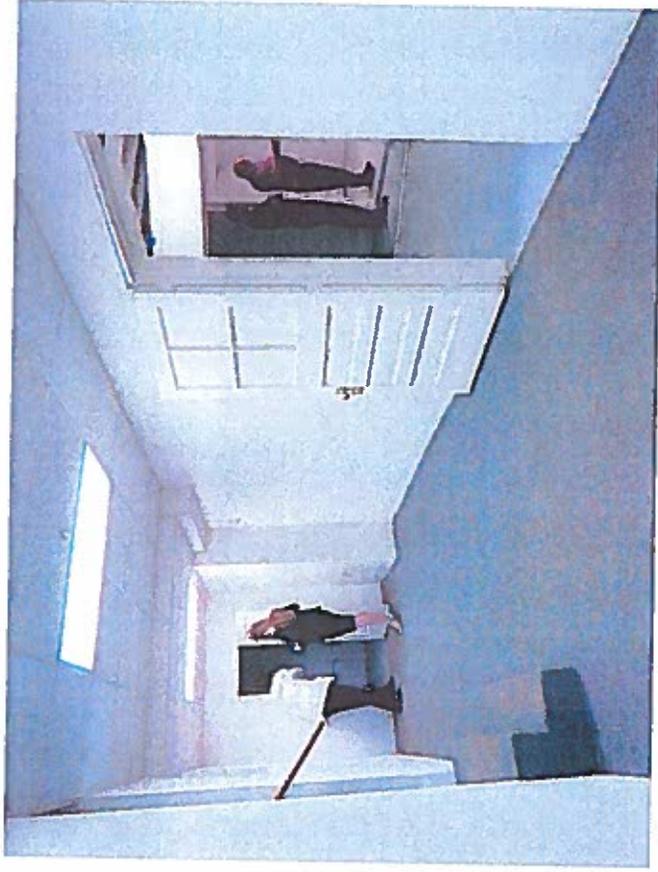
**Basement stairwell off main entry
(looking north)**



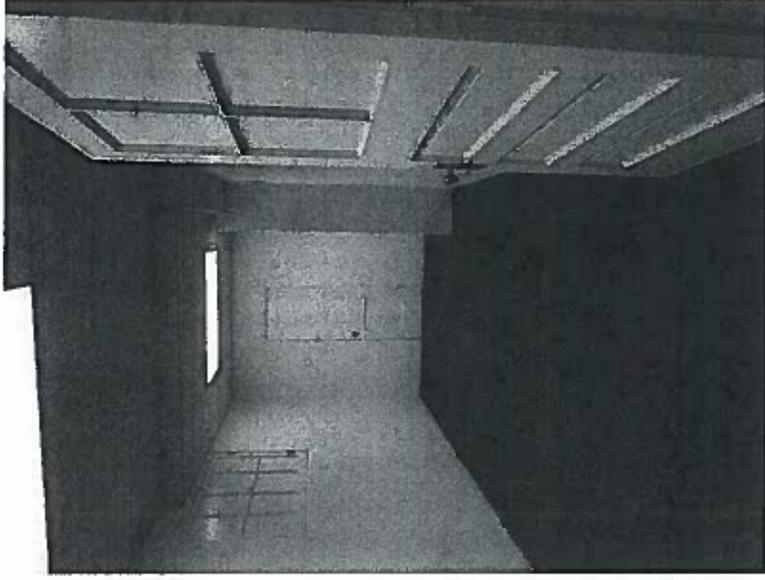
Basement stairwell



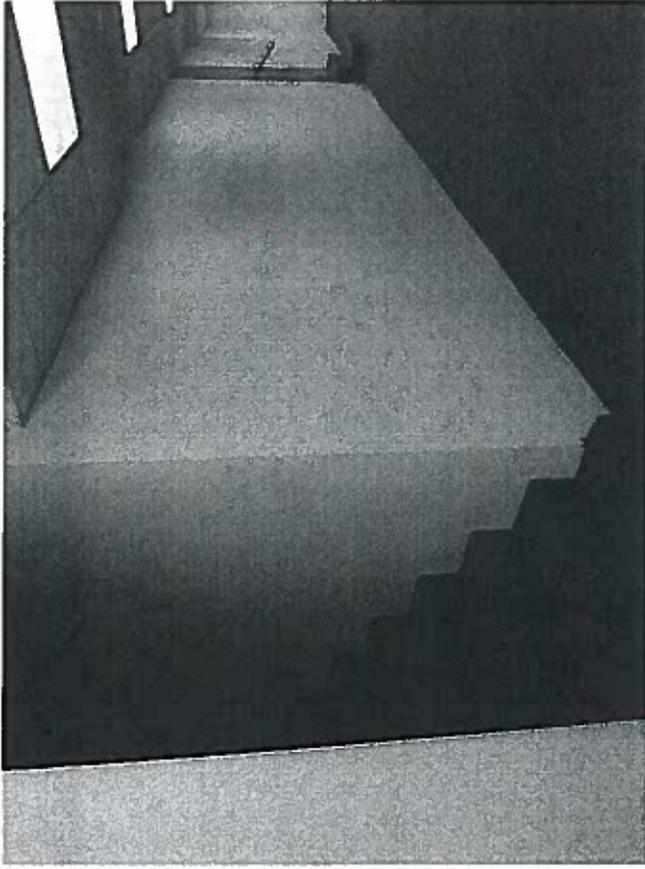
Basement hall (looking south)



Basement hall (looking north)



Original basement doors and windows



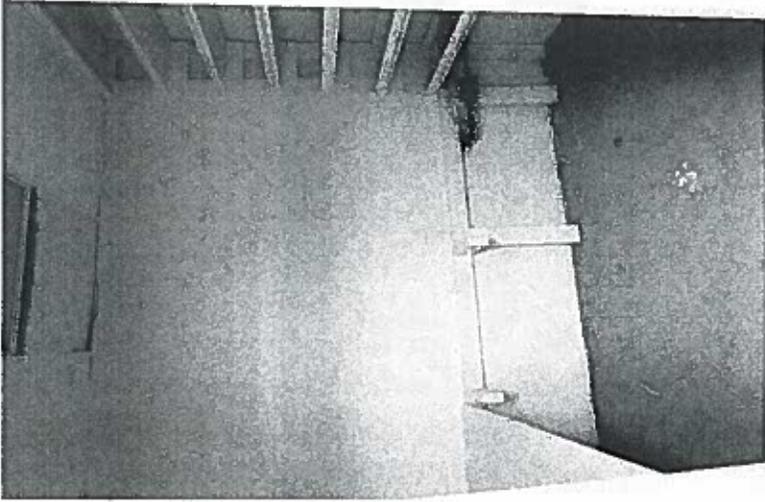
Basement exit to exterior in southeast corner (looking northwest)



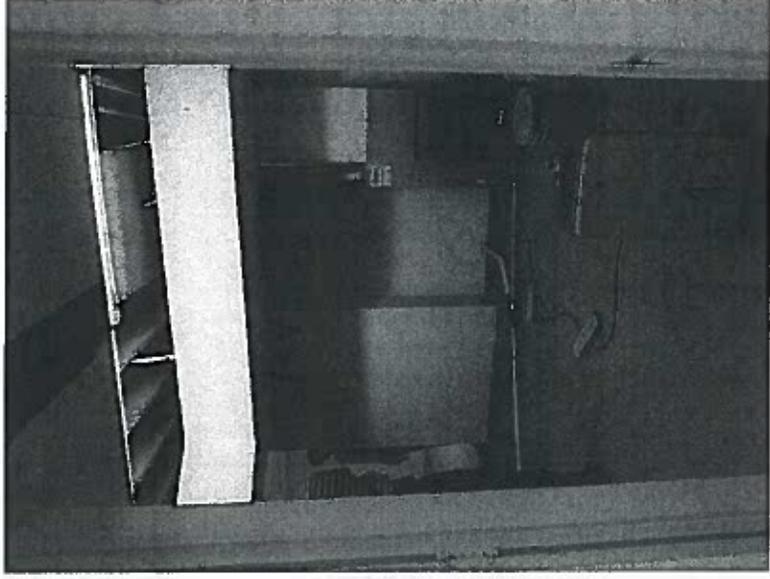
Basement storage room #1 - south end



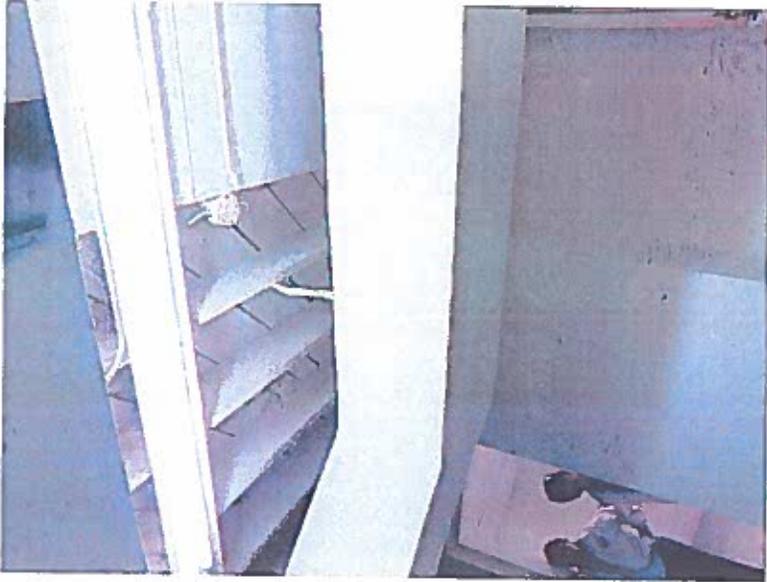
Original basement window – southeast corner



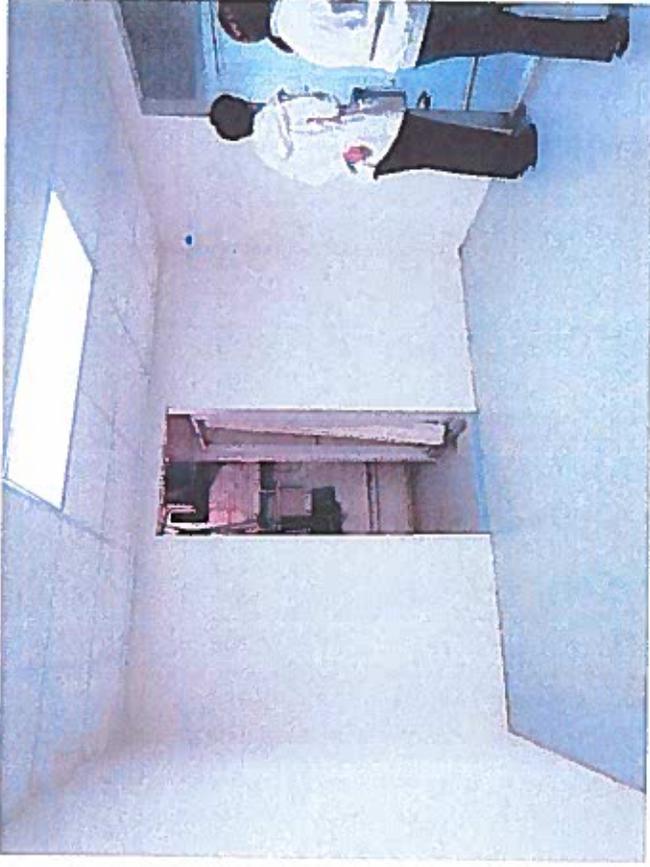
Basement storage room #2 – north end



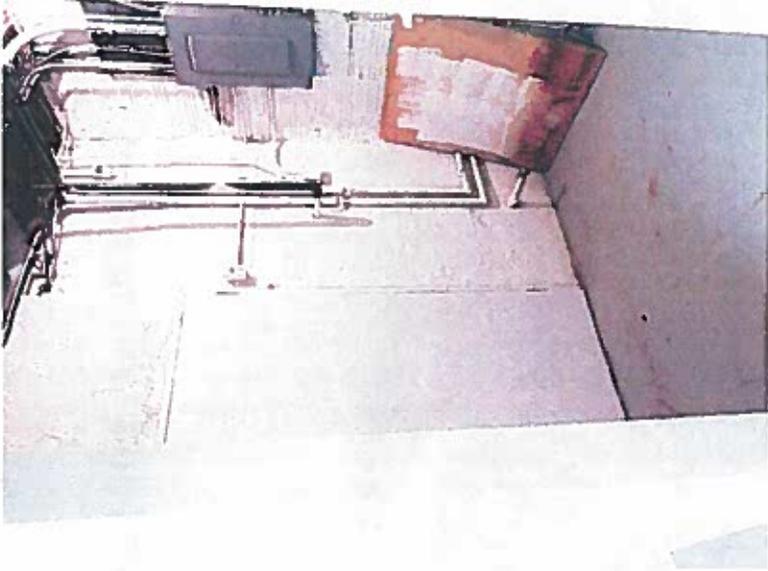
Central Basement storage & utility room(s)



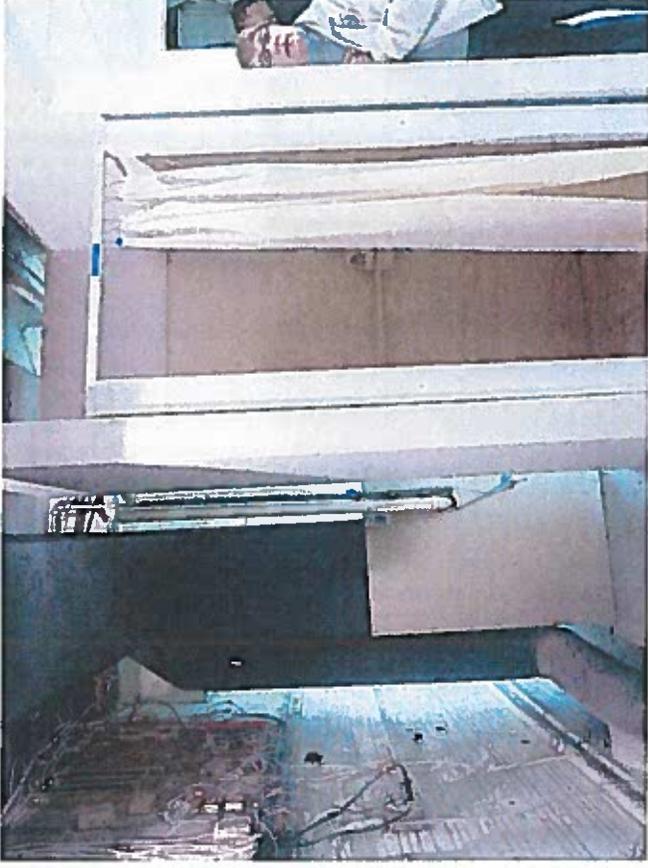
View of Upper level floor supports



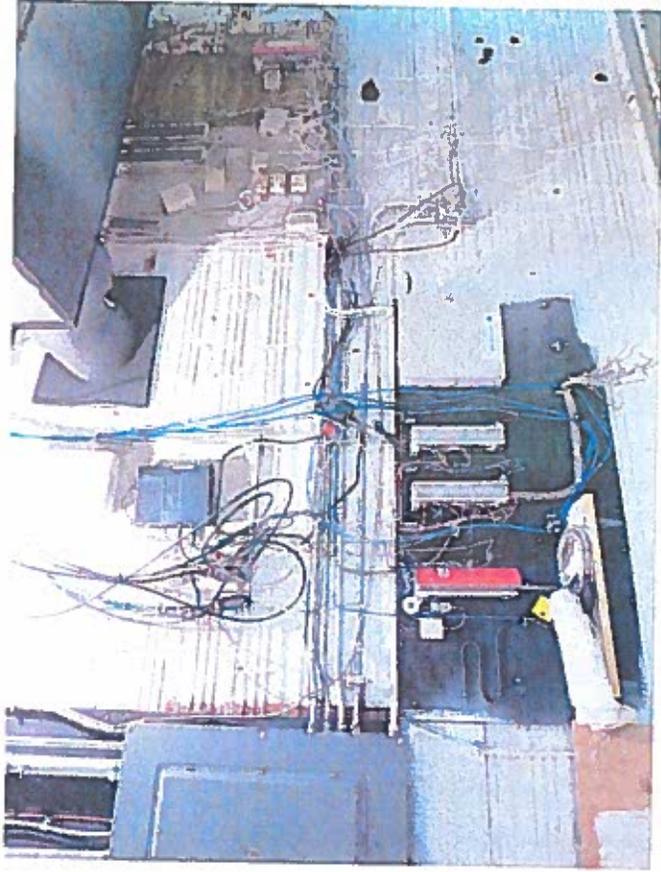
Central Basement Storage Room – access to electrical panel (looking south)



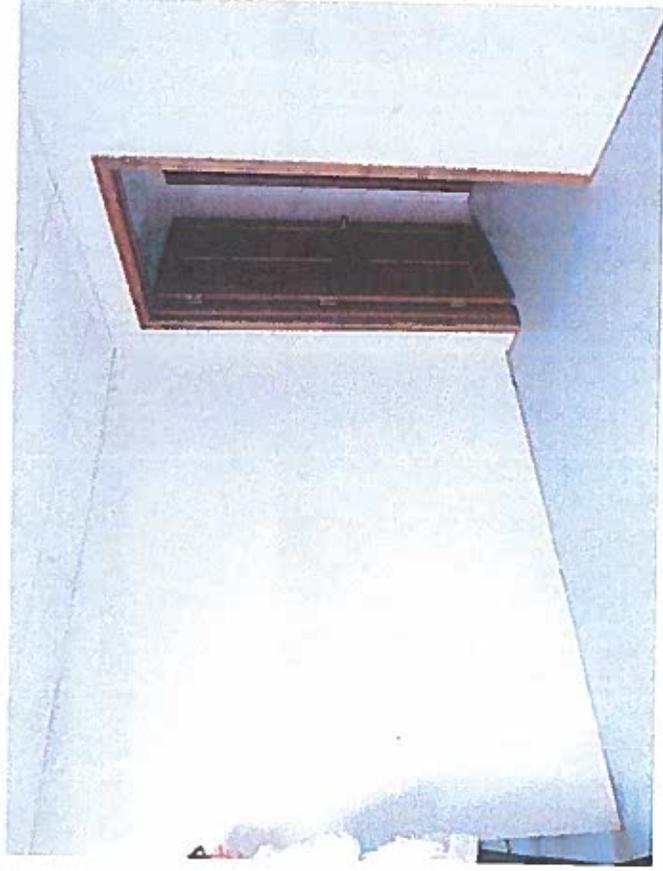
**Central Basement Storage Room –
utility area and cistern access doorway**



**Central Basement Storage/Utility
(shower stall)**



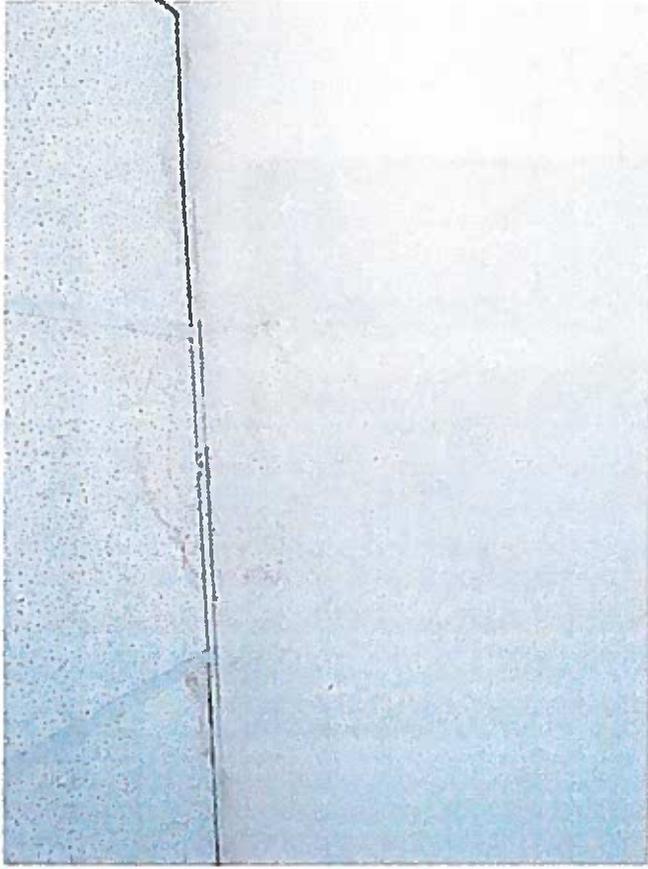
Electrical and Wiring panel



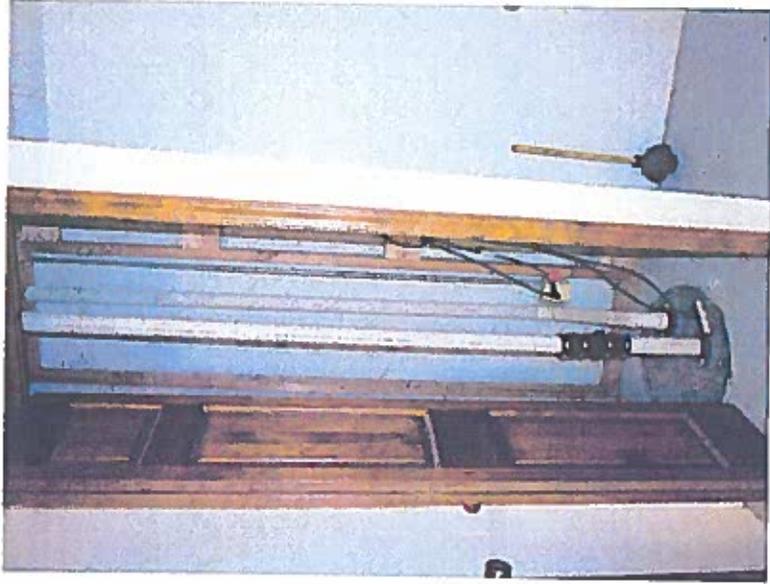
**Central Basement Storage Room –
bathroom (looking north)**



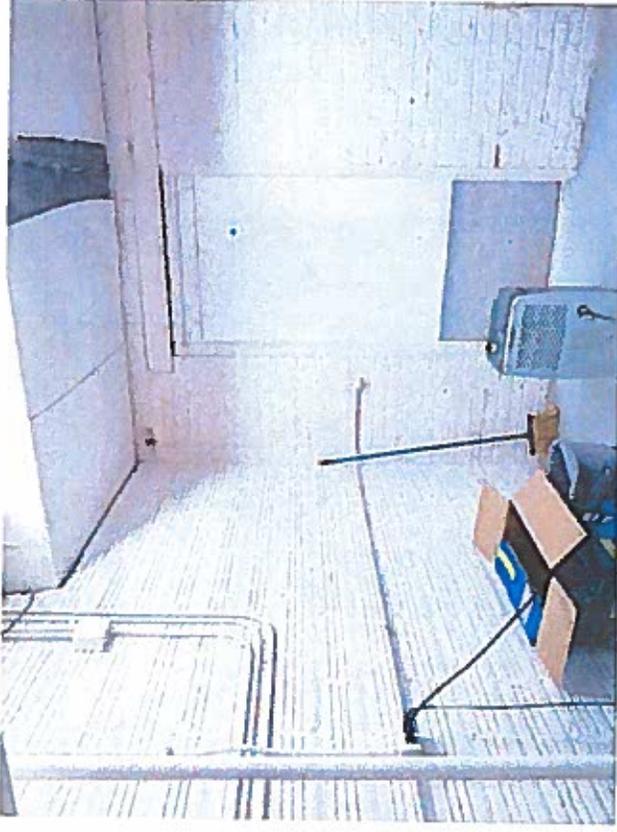
**Central Basement storage room –
bathroom (looking north)**



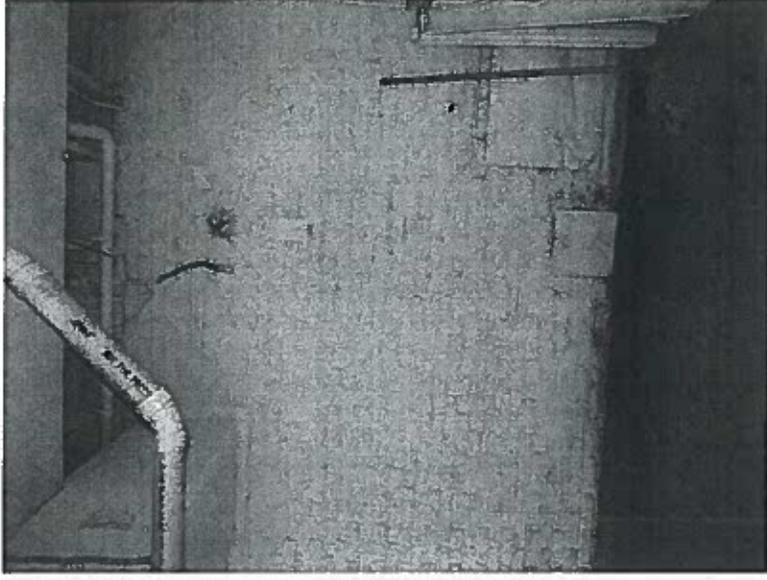
**Central Basement storage room –
water damage**



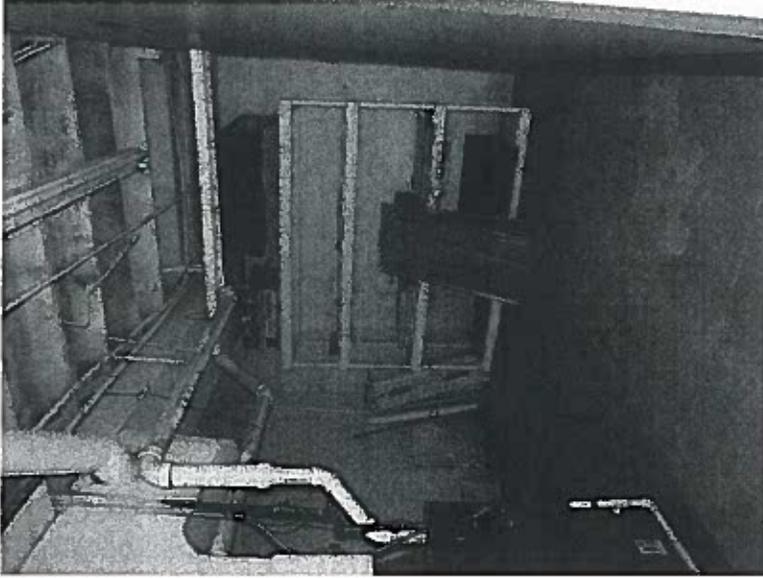
**Central Basement storage room –
bathroom (sump pump in closet)**



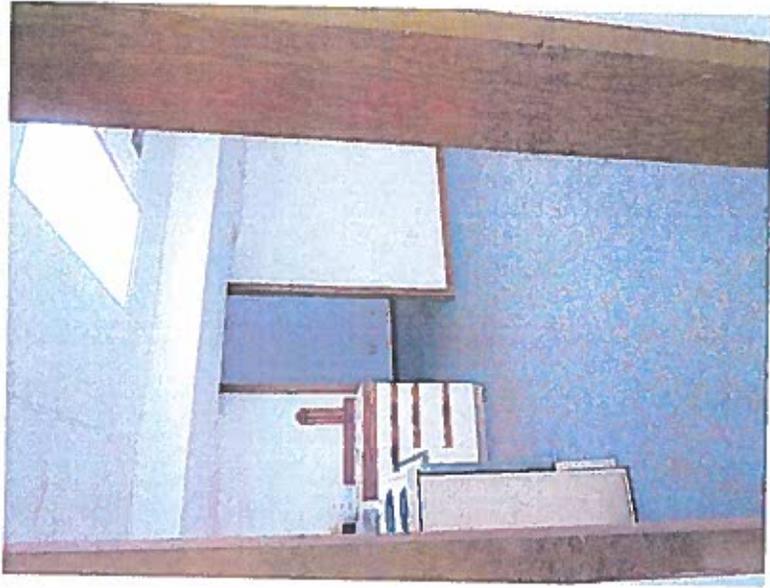
**Central Basement storage room – view
to basement hall (looking west)**



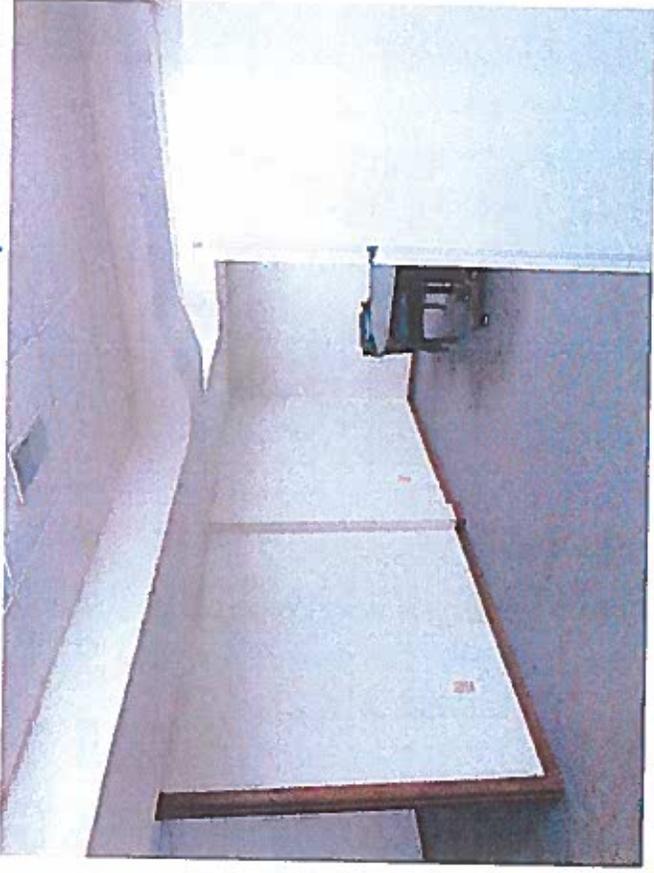
Central Basement storage room and utility area



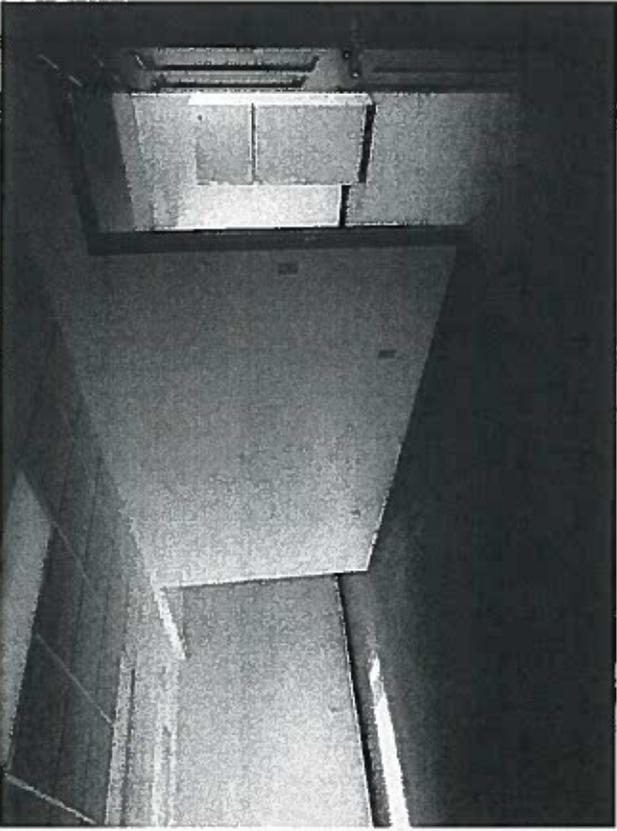
Central Basement storage room and utility area



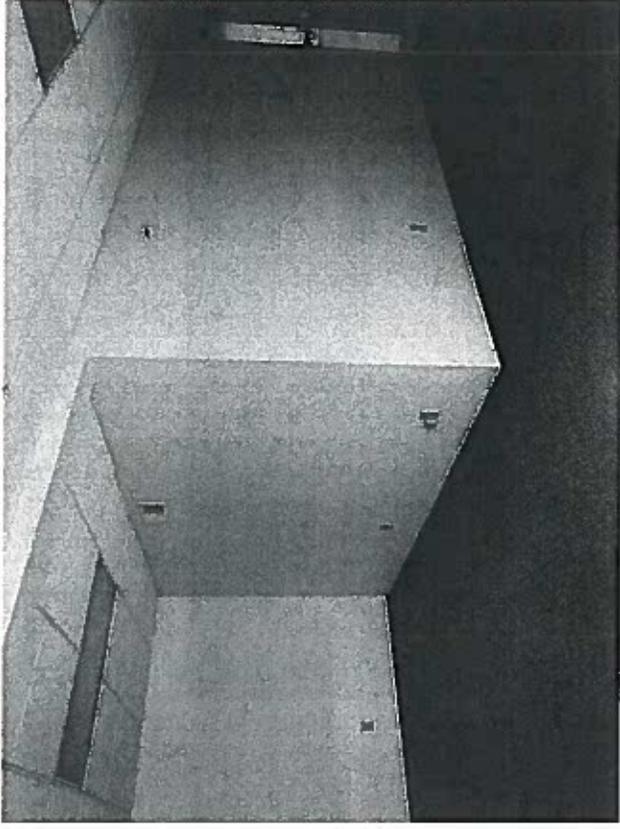
Basement kitchen – looking east



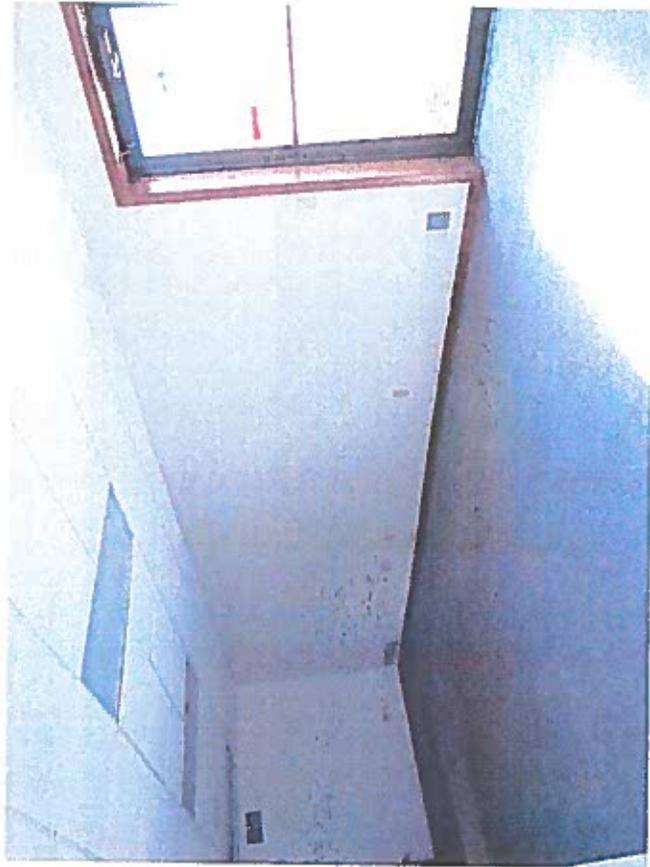
Basement kitchen – looking south



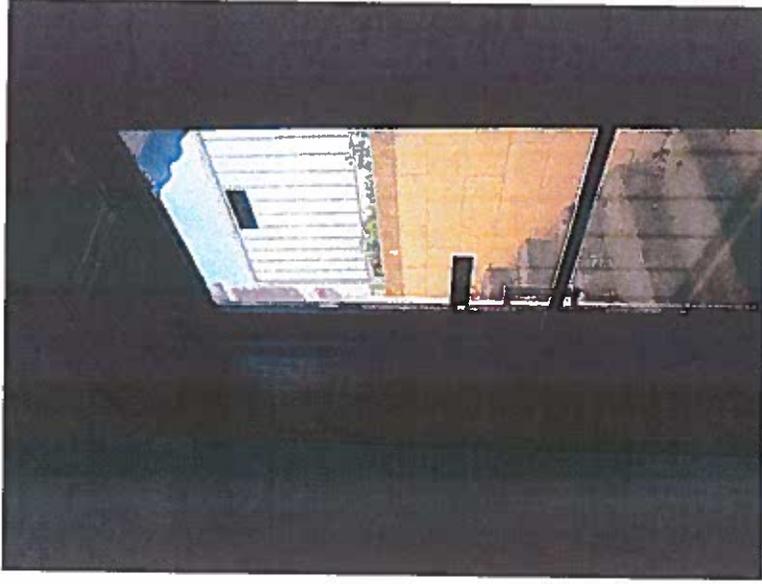
**Rear basement room off kitchen –
looking south**



**Rear basement room off kitchen –
looking west**



Rear basement room off kitchen & rear lower level entry – looking west



Lower level entry

TO: Planning Commission

DATE: July 29, 2016

FROM: Vicki Georgeau,  Director of Community Development

SUBJECT: Community Impact Project Grant Fund – draft proposal from Commissioner Dargitz

At the July 21, 2016 meeting, Commissioner Dargitz presented a draft proposal for a “Community Enhancement/Neighborhood Improvement Grants” program for review and consideration by the Planning Commission. Attached is a copy of the draft proposal prepared by Commissioner Dargitz, along with examples of other communities that have adopted similar programs.

The Planning Commission is advised to review the attached information for further review and discussion at the August 4, 2016 meeting. Attorney Brown and Department of Community Development staff are also reviewing and researching the topic and additional information will be provided at the August 4, 2016 meeting.

Attachment: “Community Enhancement/Neighborhood Improvement Grants” - Draft Proposal from Dargitz
Examples from Other Communities

S:\Commdev\2016-2017 Department Files\Board Files\PLANNING COMMISSION\PC Reports\2016 07 29 Community Impact Project Grant Fund (draft proposal from Dargitz).doc

Community Enhancement / Neighborhood Improvement Grants

This is a proposal for a pilot community enhancement/neighborhood improvement grants program that is intended to provide small amounts of funding for neighborhood- and community-initiated projects that will enhance the safety, aesthetics, education, recreation, and/or community interactions within and between neighborhoods in the City of Portage. We also hope that this program will promote a greater sense of community through public participation in the conception, design, and implementation of permanent physical improvements in individual neighborhoods and communities.

Need: During the course of our work, the Planning Commission often hears from people regarding proposed projects in their neighborhoods. In many cases, our Planning Commission meetings about these proposed projects are an impetus for neighbors to talk about what kinds of things they want to see in their neighborhoods, and those they would rather not see.

We sometimes hear from folks who say they feel that their neighborhoods have been “forgotten” by the City. They see investments of infrastructure and beautification going into other places, and they feel a lack of investment and interest by the City in their individual neighborhoods. Still other neighborhoods face challenges with creating harmony between their homes and adjacent business or commercial uses.

As Planning Commissioners, we want all residents within the City of Portage to feel like their neighborhoods are important, and that they have the ability to make positive changes to improve the quality of life in their community. We believe that a cooperative approach to addressing some of the issues identified by individual neighborhoods could serve not only to create mutually beneficial solutions, but to improve and strengthen relationships between and amongst residents, businesses, and the community and City as a whole.

Everyone has ideas about things that would enhance their communities, but they don’t always have an outlet or a mechanism for developing or implementing those ideas. This program would provide that opportunity.

Purpose: Our hope is that these small grants will inspire individual neighborhoods and communities to think and dream together about what types of small investments they think would make their neighborhoods and community spaces better, and then provide them an opportunity to work collaboratively to implement and maintain these improvements. The potential benefits of this program are multi-faceted:

- We can make small financial investments that improve safety, beauty, educational, recreational, or community interaction opportunities.
- We can leverage the City’s investment for a much greater impact through the combination of matching funds and/or in-kind donations of time, labor and/or materials.
- We can build community by encouraging neighborhoods to work together to complete these projects.
- We can help to build better relations between the City and its residents.

Scope: We are proposing a small grants fund that would provide capital improvements, and have an initial cap on total funding of \$20,000. These funds could be awarded at varying levels depending on the applications received, but no single application should be awarded more than \$5,000 in any given year. If all funds are not awarded, they may be carried over to the following year.

Project Eligibility and Requirements:

- Project location must be on public (City) property, or publicly-accessible to the community (e.g. a parking area, a cul-de-sac, a community park, right-of-way, etc.)
- Preference is given to public land.
- Project must benefit the entire neighborhood.
- Explicit permission from the owner of the project location must be obtained and demonstrated.
- Proposed project must, in the opinion of the project selection committee, align with the City's goals and improve and enhance the community spaces where they are located.
- Projects must involve community in the process. Projects that provide opportunities for hands-on involvement of residents are encouraged.
- Final improvement project must be free and open to all members of the community.
- Project must be installed within the City of Portage.

Project costs may cover:

- Construction/implementation, but not operations.
- Physical improvements

Applicant Eligibility:

- Applicant must be part of a local group (501(c)(3), neighborhood association, neighborhood business district, or other not-for-profit community or neighborhood group).
- Applicant must not be a for-profit entity or a subsidiary of a for-profit entity.

Selection Criteria: Selection will favor those applications that demonstrate:

- Responsible stewardship.
- Respect and consideration for the community's social and environmental values.
- A long-term plan for any ongoing maintenance that is required.
- Collaboration or partnerships with other groups or the business community.
- Strong matching elements – either cash or in-kind donations of time, skills, labor or materials.

Sample Project types:

- Traffic calming (to improve safety, walkability, bike-ability, etc.)
- Neighborhood park improvements (to enhance safety or recreational opportunities)
- Signs (way-finding, neighborhood identification, etc.)
- Landscaping (for traffic-calming, beautification, screening, etc.)
- Art (to inspire communities to show their personalities, and demonstrate their individual talents, as well as their investment in their neighborhoods)
- Benches (to increase community interaction and encourage walkability)
- Public safety (to increase safety of a community through visibility, lighting, beautification, etc.)
- Recreation (to provide more opportunities for healthy outdoor or other activities)
- Education (to provide additional opportunities for education such as Little Free Libraries)
- Neighborhood/school partnerships (to increase connectivity, walkability, cooperation)

- Infrastructure for neighborhood gatherings/events (create a foundation for neighborhoods/communities to hold regular meetings or events that serve to bring the community together through social interaction)

Application Deadlines:

- Applications must be received at least 8 weeks prior to the start of the project.
- Applications must be received by _____ of each year. Decisions on funding will be made by _____, and applicants will be informed of decisions within 2 weeks of decision.

Review:

- Grant recipients will be selected by a committee made up of members from the Planning Commission, the Youth Advisory, and the City Council.
- This committee will determine which proposals are funded, and at what level.
- Review committee may place conditions on project funding as they deem necessary.

Reporting Requirements:

- Organization must complete the 1-2 page reporting form describing the project, process, and its benefits by June 30 of the following year.
- Groups completing the reporting requirement are eligible to apply for funding again for the following year.

Tips for Creating a Solid Proposal: The strongest proposals will demonstrate one or more of the following:

- Resident involvement – everybody contributes his or her own unique skills and within his or her abilities
- Project impact – project has a positive impact on the aesthetics and the social fabric of the neighborhood (project should reflect the creativity and personality of the neighborhood, while maintaining consistency with the City's aesthetic and overall goals.)
- Safety enhancement – project may serve to enhance safety in the neighborhood.
- Social interaction through the creation or enhancement of public space – E.g. benches or community gardens enhance public spaces and encourage social interaction in an ongoing fashion. Also, infrastructure for a winter carnival, skating rink, fishing contest, etc. serves to facilitate events that can bring a community together around shared activities and identity.
- Environmental contribution – project solves an environmental concern (e.g. planting trees, shrubs, perennials, installing a rain garden, or other activities to reduce runoff, or improve groundwater quality, etc.)

Neighborhood Matching Grants

Neighborhood Matching Grants Program - Opens Sept 14, 2015!

The Neighborhood Matching Grants program was established by City Council in 2000 with the purpose of encouraging residents in Eugene to work collaboratively to identify and actively participate in making improvements to their neighborhoods.

Community involvement and building relationships are key components of the program and are encouraged by requiring that the project budget include a match amount equal to, or greater than, the grant request; coordination with and support of your neighborhood association; and documentation of neighborhood support. Demonstrating responsible stewardship of our community assets while balancing our community's social and environmental values are additional components of any project proposal submitted.

Neighborhood Matching Grant Funding for 2014

See list of final applications for projects approved for funding [HERE](#). See list of all projects funded between 2000 and 2014 [HERE](#)

If you need more information or have questions please contact [Cindy Clarke](#) at 541-682-5272.

Contact Us

City of Eugene

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[Email](#)

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Neighborhood Planner

Ph: 541-682-5670

[Email](#)

Quick Links

- [Grant Guidelines \(2016\)](#)
- [Grants Application \(2016\)](#)

[**View All**](#)

Elgin: [Home](#) | [Community](#) | [Neighborhoods](#) | [Neighborhood Improvement Grant Program](#)

Neighborhood Improvement Grant Program

About the Program

Grants are available to provide financial assistance and incentives for neighborhood groups and organizations in the development and implementation of sustainable projects benefiting their respective neighborhoods. For more information, contact [Aaron Cosentino](#) at (847) 214-5881.

2014 Deadlines

2014 Grant Period Opens, February 7, 2014*

Maximum \$15,000 per project

Application deadline: Friday, March 28, 2014

Anticipated Council Consideration: May 14, 2014

*Should initial round of applications request less than \$50,000 in funding, additional application periods may be opened later in the year.

Project Funds

There are three project funds in the Neighborhood Improvement Grant Program, the Sustainable Neighborhoods Project Fund, Small Green Project Fund and Tree Replacement Fund. All applications for all three project funds are competitively evaluated by the city's sustainability commission and city staff.

Sustainable Neighborhoods Project Fund

The Sustainable Neighborhoods Project Fund allocates grant monies of up to \$15,000. Eligible projects for funding include physical improvements to the neighborhood that align with the city's goals of creating more sustainable neighborhoods. Projects must be located on publicly owned property.

Small Green Project Fund

The Neighborhood Improvement Grant program does not only fund large neighborhood projects. Smaller, usually \$1,000 or less, projects are eligible too. To encourage a mix of applications each year, the city of Elgin has the the Small Green Project Fund, but in reality, the Sustainable Neighborhood Project Fund and the Small Green Project Fund are the same program.

Tree Replacement Fund

This fund exists to assist both private property owner and homeowners' association mitigate the tree losses caused by the Emerald Ash Borer. Existing residents and homeowners' associations (HOA) may apply on behalf of its residents, for Ash Tree replacement on private property. The program allows for 50% (up to \$100) reimbursement for each non-native tree or 75% (up to \$150) reimbursement for a native Illinois tree.

Applications and Guidelines

[Guidelines and Regulations \(for all three project funds\)](#)

[Neighborhood Improvement Grant Program Application \(Sustainable Neighborhood and Small Green Project funds\)](#)

[Tree Replacement Fund Guidelines](#)

[Tree Replacement Fund Application](#)

- [Approved Trees \(complete list\)](#)
- [Approved Trees \(2013 Forestry Department Recommendations\)](#)

Supporting Documents

- [Final Report \(required for reimbursement\)](#)

Select Language ▼

Business Grants

Residential Grants



3 | 1 | 1

Neighborhood Grant Program

Tempe's neighborhood grant program supports efforts to improve and enhance community spaces and cultivates opportunities for neighbors to commission artwork and other improvements. View [art in neighborhoods](#) supported by the Public Art program.

The grant cycle for fiscal year 2016/2017 is now closed. Applications for fiscal year 2017/2018 will be available in the fall for the Maryanne Corder Neighborhood Grant Program.

Neighborhood and homeowners' associations can apply for funding for various project types:

- art
- traffic calming
- park improvements
- signs
- landscaping
- water conservation

[Neighborhood Grant Workshop Presentation](#)

[City of Tempe Neighborhood Grant Allocation Summary](#)

Funding

Each fiscal year, one hundred and fifty thousand dollars (\$150,000) is allocated for grant proposals of a communitywide benefit. The maximum grant amount is \$10,000. A match of at least one half (1/2) of the total project cost is required for homeowner associations and multi-housing communities.

Background

Tempe's Maryanne Corder Neighborhood Grant Program was created as a means to invest in resident-initiated projects designed to enhance the quality of life in our neighborhoods. Applications are solicited on an annual basis. The program was renamed the Maryanne Corder Neighborhood Grant Program by the City Council in November 2004 in honor of the City's first Neighborhood Program Director.

Eligible Applicants

1. Neighborhood Associations in Tempe registered with the Neighborhood Services Division
2. Homeowners' Associations in Tempe registered with the Neighborhood Services Division
3. Apartment communities that are fully certified in the City's Crime Free Multi-housing Program

Applicants are welcome to coordinate efforts and submit a joint application that combines resources for mutually beneficial community projects. For example, any combination of neighborhood and homeowners' associations and crime free multi-housing communities can partner together on improvements that benefit all members of the community, such as a traffic calming or park project.

Project Parameters

To be eligible for funding, a project must be a capital improvement project that **benefits the entire neighborhood** rather than just a few residents. Capital funds may only cover project completion costs

and CANNOT BE FOR OPERATION/MAINTENANCE costs these projects may impose. Projects that would fix a self-imposed code violation or that don't meet city code are also ineligible. **Projects must be a one-time expenditure and be completed in one year.**

Homeowners' association and multi-housing community requests should be for enhancements only and may not be for maintenance projects covered in annual budgets such as entry gates, roofing repair, common ground and pool maintenance, painting, road repair (for private streets) etc. -- these would NOT be funded.

Previous grant projects include, but are not limited to: energy conservation, security lighting, traffic calming, landscape and beautification, park improvements, signage, ADA improvements and art projects.

Guidelines: The City's Neighborhood Service Team (NST) allocates grant funds referencing the following guidelines:

1. Improves health and safety of residents
2. Benefits a significant number of residents and the City at large
3. Addresses a known neighborhood deficiency
4. Complements other neighborhood projects (private or City)
5. Provides an environmental benefit, such as water and/or energy conservation
6. Enhances the aesthetics of the neighborhood
7. Accessible to all members of the community
8. Involves community in process
9. Addresses project maintenance
10. Activity level of applicant

*Please note that a preference may be given to those associations that have not previously received funds.

Community Involvement

It is important to have community involvement early on and throughout the project process. All residents of the community must be notified of the opportunity to apply for a grant, provided a chance to propose and comment on project ideas, and be included in the final selection of the project. Applicants should plan out and document how the community is going to be involved in the selection of a project as well as the execution. Grant projects can provide an opportunity for hands on involvement from residents, such as planting trees or creating elements of an art project.

MORE INFO:

Neighborhood Services
480-350-8234
neighborhoods@tempe.gov

Seattle Department of Neighborhoods (neighborhoods)

Kathy Nyland, Director

[Home \(neighborhoods\)](#) / [Programs & Services \(neighborhoods/programs-and-services\)](#) / Neighborhood Matching Fund



(<http://www.facebook.com/pages/Seattle-Department-of-Neighborhoods/144330328965411>)

(<http://frontporch.seattle.gov/>)



(<http://frontporch.seattle.gov/feed/>)

(<http://twitter.com/SEANeighborhood>)

(<http://www.flickr.com/photos/seattleneighborhoods/>)

(<http://www.seattle.gov/lists/neighborhoodnews.htm>)

[Neighborhood Matching Fund \(neighborhoods/programs-and-services/neighborhood-matching-fund\)](#)

[How to Apply \(neighborhoods/programs-and-services/neighborhood-matching-fund/how-to-apply\)](#)

[Small Sparks Fund \(neighborhoods/programs-and-services/neighborhood-matching-fund/small-sparks-fund\)](#)

[Small & Simple Projects Fund \(neighborhoods/programs-and-services/neighborhood-matching-fund/small-and-simple-projects-fund\)](#)

[Large Projects Fund \(neighborhoods/programs-and-services/neighborhood-matching-fund/large-projects-fund\)](#)

[Funded Projects \(neighborhoods/programs-and-services\)](#)



Large Projects Fund workshops now available
Fund supports neighborhood groups for community projects

(<http://frontporch.seattle.gov/2016/02/09/workshops-announced-for-applicants-to-citys-large-projects-fund/>)

Large Projects fund workshops now available



Neighborhood Matching Fund

What Is the Neighborhood Matching Fund?

This program provides matching dollars for neighborhood improvement, organizing, or projects that are developed and implemented by community members.

» [more about the NMF \(neighborhoods/programs-and-services/neighborhood-matching-fund/about-the-nmf\)](#)

There are three funds within the NMF Program:

Funds	Small Sparks Fund	Small & Simple Projects Fund	Large Projects Fund
	(neighborhoods/programs-and-services/neighborhood-matching-fund/small-sparks-fund)	(neighborhoods/programs-and-services/neighborhood-matching-fund/small-and-simple-projects-fund)	(neighborhoods/programs-and-services/neighborhood-matching-fund/large-projects-fund)

Awards	Up to \$1,000.	Up to \$25,000.	Up to \$100
Application Deadlines	Applications accepted year-round.	February 1, 2016 June 8, 2016 September 12, 2016 Applications must be received at least six weeks prior to the start of the project.	May 2, 2016 *Attendance Mandatory workshop is
Notice of Decisions	Within two weeks.	Within eight weeks.	Within three
Contracts with City	Within one month from award notification date.	Within one month from award notification date.	Within one month from notification

Neighborhood Matching Fund News
 (<http://frontporch.seattle.gov/category/frontporch/neighborhood-matching-fund/>)  (<http://frontporch.seattle.gov/category/frontporch/neighborhood-matching-fund/feed/>)

Come Celebrate the new Fitness Zone at Powell Barnett Park
 (<http://frontporch.seattle.gov/2016/04/18/come-celebrate-the-new-fitness-zone-at-powell-barnett-park/>)

Neighborhood Matching Fund Hosts April Workshop for Community Groups
 (<http://frontporch.seattle.gov/2016/04/08/neighborhood-matching-fund-hosts-april-workshop-for-community-groups/>)

Apply to the NMF

Find out everything you need to know to start a Neighborhood Matching Fund a

[Get Started](#)
 (<http://www.seattle.gov/neighborhoods/programs-and-services/neighborhood-matching-fund/how-to-apply>)



City Now Accepting Neighborhood Improvement Grant Applications

FOR IMMEDIATE RELEASE

November 15, 2013
Contact: Art Raymond
801-547-2659

City Now Accepting Neighborhood Improvement Grant Applications

SALT LAKE CITY – Applications are now being accepted for the Salt Lake City Community Improvement and Outreach Grant program. The program makes available \$187,000 in grants for community non-profits, neighborhood groups and neighborhood business districts to make improvements to City neighborhoods.

With the help of residents and local organizations, these funds can be used towards implementing projects in the areas of public safety, recreation and education, sustainability, neighborhood improvements and neighborhood-school partnerships. Additional areas are listed in the application.

Grants will be awarded in the following categories:

- Small Neighborhood Improvement Grants: \$12,000 for grants to community organizations for smaller neighborhood projects with a maximum award of \$2,000 each.
- Large Neighborhood Improvement Grants - \$90,000 for grants to community organizations for larger neighborhood improvement projects with a maximum award of \$10,000 each.
- Community Outreach Grants - \$20,000 for grants to community organizations for community organizing or outreach efforts with a maximum award of \$1,000 each.
- Neighborhood Matching Grants: \$65,000 for grants to community organizations for permanent physical improvement projects with a maximum award of \$5,000 each.

All groups/persons awarded money will be required to match the City's contribution with a one-to-one match of in-kind volunteer labor valued at \$18.19 per hour and/or a cash match.

Applications for Salt Lake City's Community Improvement and Outreach Grant program (as well as an informational slide show and Frequently Asked Questions document) are now available at www.slcgov.com/hand (<http://www.slcgov.com/hand>). Applications can also be requested via email at neighborhoodgrants@slcgov.com (<mailto:neighborhoodgrants@slcgov.com>). Applications will be accepted until Dec. 2, 2013 at 3:00pm.

For more information on the Community Improvement and Outreach Grant Pilot Program email neighborhoodgrants@slcgov.com (<mailto:neighborhoodgrants@slcgov.com>) or call 801-535-6409.

Tags:

[Neighborhood projects](#) ([tags/neighborhood-projects](#))
[grant opportunities](#) ([tags/grant-opportunities](#))
[housing](#) ([tags/housing](#))

Thank you for printing this page from the City of Raleigh's Official Website (www.raleighnc.gov).

Neighborhood Improvement Funds

City Program Aids Neighborhood Projects

Your neighborhood group may be eligible for up to \$1,000 in Neighborhood Improvement Funds from the City of Raleigh for projects that enhance and strengthen your neighborhood.

The City provides this funding to encourage you to get involved in making your neighborhood better. The funds enable groups of neighbors to carry out projects that they have initiated and planned on their own.

Types of Projects

Neighborhood Improvement Funds support projects designed by you and your neighbors for the benefit of your neighborhood. You are urged to develop proposals that make the most of resources and strengthen partnerships.

These three types of projects are eligible for Neighborhood Improvement Funds:

- **Neighborhood organizing**
To create, diversify, or expand membership in a neighborhood group for the benefit of the entire neighborhood or community.
Examples: newsletters, outreach, Web pages
- **Physical improvement**
To physically improve a neighborhood or community.
Examples: Landscaping, signs, park and playground equipment.
- **Non-physical improvement**
To organize and hold events and activities.
Examples: Festival, celebration, training session, workshop, educational campaign.

Timeline

- An application must be **submitted at least six weeks prior to the start** of the project.
- The project must be **complete within 12 months** of funding.

Level One Funds

Open to neighborhood-based organizations, such as homeowners associations, as well as groups of individuals and families who want to work on a project together without forming an organization.

- Maximum funding level is \$250.
- Applicants do not have to provide a matching amount.
- Requests for funding will be approved or rejected within two weeks of submittal.

Level Two Funds

Open only to organizations on the [Raleigh Neighborhood Registry \(/neighbors/content/CommServices/Articles/NeighborhoodAssociation.html\)](#). Many kinds of neighborhood-based organizations can be on the Registry, including neighborhood

and homeowners associations, garden clubs and Community Watch groups.

- Maximum funding Level is \$1,000.
- Neighborhood groups must provide a match of at least 50 percent of the costs of a project. (Groups in conservation and development areas must provide a match of at least 25 percent of a project's cost.
- A match can be a combination of volunteer labor and donations, including material, professional services, and cash.
- Requests for funding will be approved or rejected within three weeks of submittal.

Requirements

Project must:

1. Provide a public benefit and be free and open to all members of the community.
2. Emphasize self help, with ideas initiated, planned and implemented by the neighbors and community members who will be affected by the project.
3. Demonstrate community involvement or match.
4. Occur within the City of Raleigh or its extraterritorial jurisdiction.

Organization Eligibility:

1. An organization may receive funding for one project per year, regardless of funding level.
2. An organization's chair, president, or organizing leader must sign a contract indicating that if Neighborhood Improvement Funds are misused, the funds will be repaid to the City of Raleigh or the group will forfeit its right to submit future funding requests.
3. An organization must submit a brief report to the Community Engagement Division on the project's success.

New: Bloomington.in.gov/alpha. Your feedback can help make our next website better!

City of Bloomington, IN

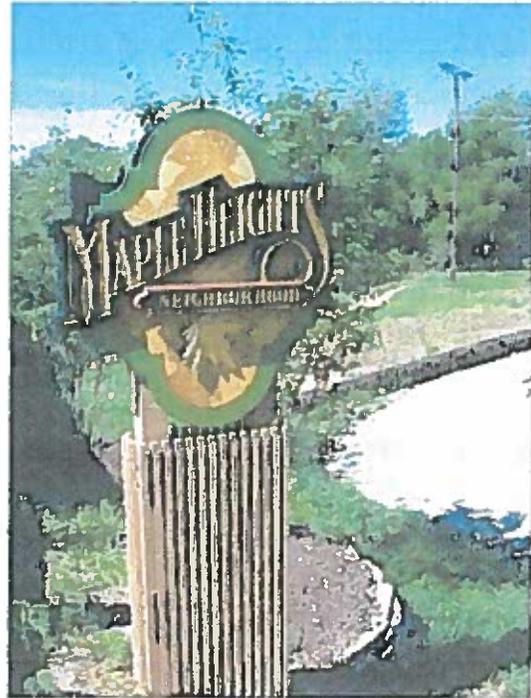
Neighborhood Improvement Grant Program

Phone: (812) 349-3505

Fax: (812) 349-3582

Email: provinev@bloomington.in.gov

This very popular grant program allows neighborhood groups to apply for funding for non-traditional projects in their neighborhoods. Past projects include neighborhood signs, restoration of historic sidewalks, playground equipment, and landscaping. Please download the following forms from the Neighborhood Grants Applications and Forms directory to learn more:



2016 Funding

Informational Meeting

- Tuesday, January 26, 2016, 6:00 p.m. McCloskey

Letter of Intent

- Tuesday, February 9, 2016 by 4:00 p.m.

Technical Assistance Meeting

Schedule with each participating neighborhood

Applications Due

- Friday, March 21, 2016 by 4:00 p.m.

Neighborhood Presentations

- Tuesday, April 26, 2016, 6:00 p.m., McCloskey Room, #135, City Hall in the Showers Building

2016 Neighborhood Improvement Grant Application (PDF 207.04 KB)

2016 Budget Sheet (must accompany the 2016 Neighborhood Improvement Grant) (XLS 40.50 KB)

Beautification Grants

Beautification projects include physical improvements to public areas to make every community in Charlotte a beautiful place to live, work, and shop. Public areas include land owned by your neighborhood or homeowner's association. If it is land owned by the City of Charlotte, Mecklenburg County or the State of North Carolina, you must get permission from the proper authority. The land could also be owned by a business or private individual in the community; they must provide written permission. The project must be something the entire community can access and benefit from. Improvements to personal properties are not eligible.



Project examples include:

- Landscaping and neighborhood beautification
- Murals
- Benches
- Community Art
- Tree Planting
- Decorative signal cabinets
- Neighborhood nuisance prevention

Other Resources:

- [Tips to help your neighborhood avoid code violations](#)

For more information about beautification projects, contact Atalie Zimmerman at 704-336-4594 or azimmerman@charlottenc.gov.

Neighborhood Improvement Project (NIP) Grant

- **Purpose** of the Neighborhood Improvement Project (NIP) Grant is to strengthen a neighborhood with the addition of permanent physical improvements and to promote a greater sense of community through resident participation in a neighborhood project.
- **Eligible Projects** must be permanent physical improvements on public property and must result in an improved appearance to the neighborhood that positively affects a significant number of residents.
- **Grant amount** that may be awarded is a maximum of \$5,000 per year per application. There is no allowance to maintain previously established projects.

The chances for success in being awarded the NIP Grant can be improved by working with City of Ames staff members, who are more familiar with successful projects in the past. The difficulty in describing what makes a successful project proposition is due to the infinite variables when considering the street/area for the proposed project, number of people willing to contribute time and money to the project as well as their relevant skills, and the initiative of neighbors to maintain the completed project. Brainstorming with your neighbors is one of the best ways to engage a wider audience in building a project together, rather than selling them on an already planned idea.

The following chart has descriptions and examples to guide you through the application. The City of Ames is eager to award this grant to eligible projects and would like to assist you in developing a successful project.

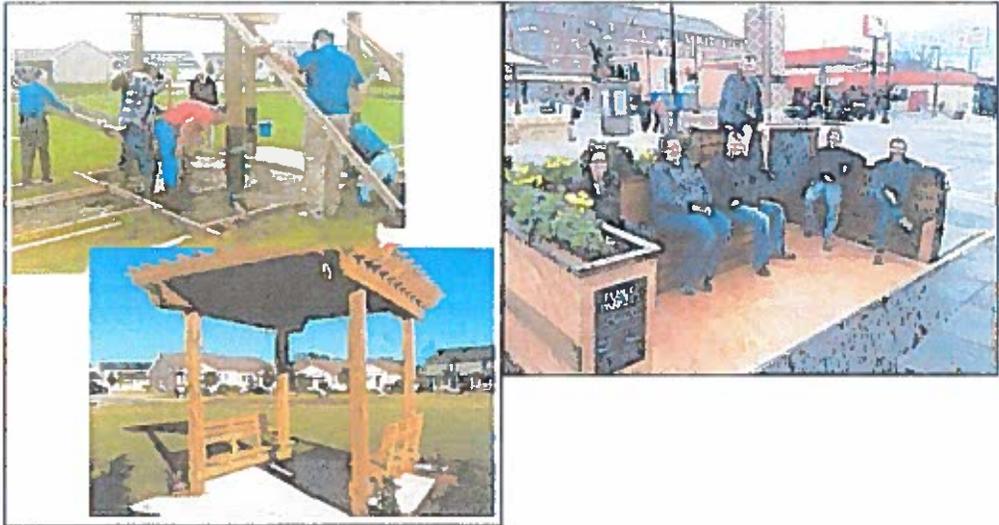
If you have any questions about the Neighborhood Improvement Project Grant or the application form, please contact Diane Voss, City Clerk, at 515-239-5105.

[Click here for the Neighborhood Improvement Project Grant Application](#)

Tips for Creating a Solid NIP Grant Proposal -- Refer to Page 2 from the application (link above)

Decision Criterion	Description	Good example
Resident Involvement	Since the project is meant to be social and permanent, widespread resident contribution is necessary. The City recommends 30-plus residents contribute time and/or money to the project. Ongoing care of the completed project must be sustainable within the neighborhood, outside of the initial grant.	<ul style="list-style-type: none"> • Children may help with small tasks with adult supervision. • Should the project itself be too physically demanding for some, auxiliary activities like providing refreshments or contributing skills in other useful ways are allowed.
Project Impact	The project should have a positive impact on the aesthetics and social fabric of the neighborhood.	The project should reflect the creativity and personality of the neighborhood, while maintaining the City's general style and culture.
Safety Enhancement	The project may directly or indirectly serve to enhance safety in the neighborhood.	

Public Space Promotes Social Interaction	One of the key elements to the proposal is that the project will encourage social interaction.	A bench or community garden are examples of things that encourage social interaction beyond the project's initial implementation.
Improves Housing	The impact of the project will improve the housing of those who live in the neighborhood.	
Positively Contributes to the Environment	Successful proposals will address and potentially solve an environmental concern. Considering the urban environment is critical.	Planting trees, shrubs, and perennials as a way to decrease stormwater runoff.



MATERIALS TRANSMITTED

CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Meeting – July 11, 2016

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

MEMBERS PRESENT: John Byrnes, Jeffrey Bright, Chadwick Learned, Jay Eichstaedt, Alexander Philipp, Lowell Seyburn, Phillip Schaefer and Randall Schau

MEMBERS EXCUSED: Michael Robbe.

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

APPROVAL OF THE MINUTES: Byrnes moved and Schaefer seconded a motion to approve the June 13, 2016 minutes as submitted. Upon voice vote, the motion was approved 7-0.

OLD BUSINESS

ZBA #15-29, Nick's Gyros, 7206 S. Westnedge Avenue: Eichstaedt stated he had a conflict of interest and left the room for this item. Mais summarized the request for a Temporary Use Permit to operate a mobile food trailer at 7206 South Westnedge Avenue from June 14, 2016 through December 14, 2016. Nick Lambright stated the typical timeline for his operation is Monday thru Friday, with some Saturdays. The applicant stated Sundays are typically not utilized in this location due to other special events his business takes part in.

A public hearing was opened. No one spoke for or against this request and the public hearing was closed. A motion was made by Seyburn and seconded by Learned, to approve a Temporary Use Permit to operate a mobile food trailer at 7206 South Westnedge Avenue from June 14, 2016 through December 14, 2016 with the following conditions: 1) The temporary use be approved from June 14 – December 14, 2016; 2) The food trailer be licensed by the Kalamazoo County Department of Health and Community Services; 3) Food trailer tables and off-street parking set-up be consistent with the submitted site sketch; 4) Hours of operation be limited to 9:00 a.m. to 8:30 p.m. seven days a week; 5) The site be kept free from trash and refuse; 6) Temporary signage be limited to one sign not exceeding 40 square feet; 7) There be no sound amplifying equipment with the exception of a portable generator which must meet the requirements of Chapter 24, Article 4 (Noise); and 8) The trailer must meet B-3 setback requirements (30 feet from the front property line). Upon roll call vote: Philipp-Yes, Learned-Yes, Byrnes-Yes, Bright-Yes, Seyburn-Yes, Schau –Yes, Schaffer-Yes. Motion passed 7-0.

NEW BUSINESS

ZBA #16-1, Meyer C. Weiner, 251 and 325 Mall Drive: Mais summarized the request for: a) a 36 foot setback variance to construct an 8,996 square-foot commercial building 39 feet from the front (north) property line where a minimum 75-foot setback is required; and b) a variance to provide an off-street loading area in the required front yard and west side yard, where a rear yard loading area is required. Josh Weiner, and Tim Timmons were present to answer questions. Learned inquired if a smaller sized building could be utilized to meet the demands of a plasma center. Mr. Weiner stated the proposed 8,996 square-foot was the smallest to accommodate the needs of the tenant and if the building was to be reduced any further the tenant would no longer pursue this location.

A public hearing was opened, no one spoke for or against the request and the hearing was closed.

Schau asked the applicant if there was a plan to install a maneuvering lane along the north side of the proposed building. Mr. Weiner stated the intention was to preserve that area as a green-space. A motion was made by Learned, seconded by Philipp, to grant a variance to construct an 8,996 square-foot commercial building 39 feet from the front (north) property line where a minimum 75-foot setback is required; and b) a variance to provide an off-street loading area in the required front yard and west side yard, where a rear yard loading area is required with the conditions that 1) the building height be limited to 26 feet 9-inches as shown in the elevation drawings; 2) the building design and materials be consistent with the building elevations submitted with the application; and 3) the north 39 feet is to remain a landscaped area, and no maneuvering lane, parking or drive through is permitted in front of the building without Board approval. The Board determined there are exceptional or extraordinary circumstances or conditions applying to the property that do not apply generally to other properties in the same zoning district which include the narrow, buildable area; the pre-existing lease; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to develop a buildable space, which is similar to that possessed by other properties in the same zoning district and in the vicinity; the immediate practical difficulty causing the need for the variance was not caused by the applicant; the variance will not be detrimental to adjacent property and the surrounding neighborhood; and the variance will not materially impair the intent and purpose of the zoning ordinance. In addition, the application and supporting material, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and action of the Board be final and effective immediately. Upon roll call vote: Philipp-Yes, Learned-Yes, Eichstaedt-Yes, Bright-Yes, Seyburn-Yes, Schau –Yes, Schaffer-Yes. Motion passed 7-0.

ZBA #16-2, Gary Gifford, 6328 Surrey Street: Mais summarized the request for a variance to retain a 10-foot by 14-foot three season porch, a small portion of which is located 38 feet from the rear (west) property line where a minimum 40-foot setback is required. Mr. Gifford was present to answer questions.

A public hearing was opened. No one spoke for or against the request and the public hearing was then closed.

A motion was made by Learned, seconded by Eichstaedt, to grant a variance to retain a 10-foot by 14-foot three season porch, a small portion of which is located 38 feet from the rear (west) property line where a minimum 40-foot setback is required, for the following reasons: there are exceptional or extraordinary circumstances or conditions applying to the property that do not apply generally to other properties in the same zoning district which include the irregular shape of the lot and orientation of the dwelling; the variance is necessary for the preservation of a substantial property right, the right to develop the property in manner similar to other properties in the vicinity; the immediate practical difficulty causing the need for the variance was not created by the applicant; the variance will not be detrimental to adjacent property and the surrounding neighborhood; and the variance will not materially impair the intent and purpose of the zoning ordinance. In addition, the application and supporting material, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and action of the Board be final and effective immediately. Upon roll call vote: Philipp-yes, Learned-yes, Eichstaedt-Yes, Bright-Yes, Schaffer-yes, Schau-yes, Seyburn-Yes. The motion passed 7-0.

OTHER BUSINESS:

Zoning Board of Appeals Rules of Procedure: Mr. Learned provided an update on the proposed amendment to the rules and procedures of the Zoning Board with regards to Conflict of Interest. Discussion followed. A motion to amend the Rules of Procedure by adopting sections 11 and 12 as submitted was made by Schau and seconded by Learned. Upon roll call vote: Seyburn-Abstain, Learned-Yes, Eichstaedt-No, Schaffer-Yes, Schau-Yes, Bright-Yes, Phillip-Yes. Motion passed 5-1-1.

CITY COUNCIL MEETING MINUTES FROM JULY 12, 2016

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

At the request of Mayor Pro Tem Ansari, Tim Earl provided words of encouragement and invoked the human history that led to our institution of government, and City Council and the audience recited the Pledge of Allegiance.

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

APPROVAL OF MINUTES: Motion by Pearson, seconded by Urban, to approve the Regular Meeting Minutes of June 14, 2016, and the Regular Meeting Minutes of June 28, 2016, as presented. Upon a roll call vote, motion carried 6 to 0.

Motion by Reid, seconded by Ansari, to receive the Pre-Council Meeting Notes of July 11, 2016, as presented. Upon a voice vote, motion carried 6 to 0.

* **CONSENT AGENDA:** Mayor Pro Tem Ansari asked Councilmember Urban to read the Consent Agenda. Councilmember Urban asked that Item F.1, Gourdneck Lake – Creation of Governmental Lake Board, be removed from the Consent Agenda, and Councilmember Reid asked that Item F.2, City Council Wireless Device Stipend, be removed from the Consent Agenda.

Motion by Urban, seconded by Reid, to approve the Consent Agenda motions as amended. Upon a roll call vote, motion carried 6 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF JULY 12, 2016:** Motion by Urban, seconded by Reid, to approve the Accounts Payable Register of July 12, 2016, as presented. Upon a roll call vote, motion carried 6 to 0.

REPORTS FROM THE ADMINISTRATION:

GOURDNECK LAKE – CREATION OF GOVERNMENTAL LAKE BOARD: At the request of Mayor Pro Tem Ansari, Councilmember Urban indicated that he asked that the item be removed from the Consent Agenda in order for Council to consider appointing a Portage representative to the Lake Board to enable them to get started right away; otherwise, he implied that the delay would be unnecessary and even costly to the lake property owners. Mayor Pro Tem Ansari indicated Council should take some time and discuss the appointment issue. Motion by Urban, seconded by Pearson, to accept the request of the Gourdneck Lake Association and adopt a Resolution to establish a lake board for Gourdneck Lake, in accordance with Part 309 of Public Act 451 of 1994, Inland Lake Improvements.

Councilmember Reid asked how quickly the Lake Board will get started once Council adopts the Resolution, and is there work that needs to be accomplished this summer, so that identifying a representative sooner rather than later might be advantageous for the Lake Board. Discussion followed. Mayor Pro Tem Ansari invited Transportation & Utilities Director Chris Barnes and Gourdneck Lake Association Representatives to address these questions. At the request of Councilmember Ford, Mr. Barnes indicated that Schoolcraft Township adopted their Resolution at an earlier meeting. Mr. Barnes introduced Gourdneck Lake Association President Chris Haas, who indicated it would be great to begin right away, explained the process required according to Act 451 and the timeframe for treatment which will be in Spring 2017 at the earliest. Councilmember Urban pointed out that it is too late to get an assessment on the winter tax bill, so it may be as late as 2018 before the Governmental lake Board can begin treatment. Discussion followed.

Councilmember Pearson indicated he was on the Austin Lake Governmental Lake Board and concurred with Councilmember Urban. In response to Councilmember Pearson, Mr. Haas determined that there are 80 Portage properties and 37 Schoolcraft Township properties involved and confirmed that the specific charge of the Lake Board is chemical treatment, that two thirds of the property owners agree with the need for a Governmental Lake Board, but the specific amount owed by each property owner has not yet been determined. Councilmember Pearson advised Mr. Haas to poll to help decide what the property owners want, prior to the first meeting of the Governmental Lake Board in the interest of a cohesive approach to this matter. He also told him that it is debatable whether property owners not on the lake, but having lake access, can be also assessed by the Governmental Lake Board, and mentioned that it has not happened before. Discussion followed.

In answer to Councilmember Randall, Mr. Haas answered that normally there is an annual meeting of the Gourdneck Lake Association where all of the lake property owners are invited in the Spring, and now the Board meets more often, once a month in the evening because of the weed problem, but the meeting dates and times of the Governmental Lake Board will be determined once it is formed. Discussion followed.

Councilmember Urban indicated that Gourdneck Lake will be unique because it has deeded access with no frontage both on Westnedge Avenue and Portage Road in Portage; it has a County park and Department of Environmental Quality land. He offered that the State never participates in an assessment, so how the assessment gets divided up will require a lot of discussion and may not be something that can be determined ahead of time. With that, he volunteered to represent Portage on the Gourdneck Lake Governmental Lake Board owing to his years of experience serving on the Long Lake Governmental Lake Board, as President for fifteen years, and his familiarity with the process involved.

City Attorney Randy Brown indicated that mathematically the assessment of the properties is the responsibility of the Governmental Lake Board and asked that the same Special Assessment rules agree with those of the City.

Councilmember Ford opined that with all due respect for everyone here, Mayor Strazdas needs to be brought into the loop to consider who should be the representative on the Gourdneck Lake Governmental Lake Board since he works with Council regarding appointment to the various Boards and Commissions. He acknowledged that the Gourdneck Lake Association members wish to get things started and Councilmember Urban understands the eminent nature of what they are trying to do, but it would be best to wait on an appointment to get Mayor Strazdas involved. Mayor Pro Tem Ansari concurred.

Councilmember Pearson thanked Councilmember Urban for volunteering as it is a lot of work serving on a Governmental Lake Board, and concurred with Councilmember Urban that the State will not "pitch in any money" not even on Austin Lake where they collect money, the State still does not "pitch in." However, he pointed out that the City of Portage and the County of Kalamazoo do "pitch in" on an assessment on Austin Lake; and, the Austin Lake Governmental Lake Board was very appreciative of recommendations from the Austin Lake Association, so it is a good time for the Gourdneck Lake Association to come up with a plan and present it to the Governmental Lake Board once it is formed in order to have an active dialogue. Discussion followed. Upon a roll call vote, motion carried 6 to 0.

CITY COUNCIL WIRELESS DEVICE STIPEND: At the request of Mayor Pro Tem Ansari, Councilmember Reid summarized the proposal, and reviewed the process of producing electronic agenda packets for staff, City Council and the public. She noted that three of the seven Councilmembers have opted to receive the bound paper version of the agenda packet instead of migrating to the electronic version. She indicated that it is important at this time to take a look at the BoardSync Software to determine if it is meeting our needs and, if not, what can be done with the software company to have a software that is more effective for City Council. She recognized that this has been a very effective tool for staff to be able to pull all of the information together and asked for a time to discuss this software as it relates to the Councilmembers. She noted that Council is being asked

to consider \$75 per month for a tablet or laptop and \$50 per month for a cell phone for each Councilmember. For a Councilmember with a four-year term, doing the math, she recognized that it is a "chunk of change" since it amounts to \$3,600 for a tablet or laptop and \$2,400 for the phone. She reflected on her own recent purchase of a laptop that also functions as a tablet for \$600, and asked how staff came up with the amount of the proposed stipend. She also asked how this was going to be managed; that she looked forward to the development of a policy; and she questioned how the policy would be implemented if this recommendation is approved.

At the request of Mayor Pro Tem Ansari, City Manager Shaffer discussed the BoardSync Software used by the Administration to collect all of the information for the Agenda packet, package and manage the agenda process and maintain oversight. He noted that the software also ties in the written agenda packet and the visual of the meeting for the public, but the City Council piece is currently the most challenging piece and no software implementation is successful unless the users are comfortable or confident with it and can successfully utilize it. He mentioned that staff is making progress with the software, emphasized staff commitment to fully bring Council on board with BoardSync. He indicated that the Administration reviewed a number of software packages, but Boardsync was less expensive, many colleagues had already migrated from the more expensive software to BoardSync, and he restated his commitment to making Council's job as easy as possible and his commitment to the successful implementation of BoardSync. He referred to the survey sent to City Council to allow them to iterate their issues with BoardSync that need to be addressed for Council. He indicated that the future is a paperless, automated system and everybody will be utilizing it someday; so, it becomes very important that Councilmembers become as comfortable as possible using these tools and for the Administration to be responsive to the concerns of Council because your job is very important to us and we need to make sure you are successful at it.

With regard to the amount of the stipend, Mr. Shaffer indicated he is suggesting that the stipend for the cell phone and the tablet or laptop is standard and covers the cost of the hardware and the subscription necessary for the hardware to work. He showed that this would allow Council to use a laptop or tablet of their own at each station at the dais and for the Administration to repurpose the iPads currently provided and get rid of the expense associated with the iPads. In order to authorize the stipend, the Resolution needs to be adopted, City Council needs to adopt a Policy to cover this matter, and an Administrative Order needs to be developed. He summarized some of the many benefits of using BoardSync and welcomed any questions Council might have concerning the matter.

Councilmember Reid asked if the members of the Planning Commission and the Zoning Board of Appeals, who also use BoardSync would also be provided this stipend, and Mr. Shaffer indicated that eventually the Administration would like to get out of providing City hardware and provide a stipend and the plan is to start with the City Council, see how that is and continue through the organization.

In answer to Councilmember Randall, Mr. Shaffer assured Council that the savings exceed the cost of BoardSync because it is expensive to produce, expensive to manage on the Administrative side, expensive to deliver manually to City Council and expensive to archive through the City Clerk. He touted the benefits of becoming paperless, whether through efficiency, cost and/or effectiveness and gave search capability as an example. Discussion followed.

In answer to Councilmember Urban, Mr. Shaffer indicated that the intent of the laptop or the tablet is that they can connect to the internet and the service would be provided by each Councilmember to support that and explained. Mr. Shaffer indicated that the device Council would have would be capable of receiving all forms of information from the Administration: text, the BoardSync agenda packet, and any other information from the City, so it would require that type of service provider. Further, Mr. Shaffer assured Councilmember Urban that he will not have to take his laptop everywhere he goes; the preference would be that you be able to connect through a cell tower with your device; so this is how you would get your information. He indicated a Councilmember would not get a stipend for a laptop or a tablet if you could not download your BoardSync agenda packet in some fashion and manage your own account and explained that this is a permanent device that attaches you to the people you serve and the people who work for you.

City Attorney Randy Brown referred City Council to the specifics of the Resolution which deals with the stipend for cell phone usage, laptop and tablets, then directs the City Manager to prepare a City Council Policy that will deal with the details, so the details iterated by Councilmember Urban may be included in the Policy that will come back to Council for review and consideration. Councilmember Urban objected to the City Manager implying that the laptop be "cell enabled" and Mr. Brown indicated that the term is not used in the Resolution. He then explained City Council will have the opportunity to review such terms in the Policy when it is brought back. Discussion followed.

Motion by Pearson, seconded by Randall, to adopt the resolution establishing a stipend for City Council electronic devices and direct the City Manager to create a City Council policy for administration of the benefit. Discussion followed.

Councilmember Reid expressed her opinion that the \$75 for the laptop or tablet is excessive and expressed her concerns. Councilmember Randall spoke in favor of BoardSync and Councilmember Pearson indicated that Mayor Strazdas indicated he was in favor of BoardSync.

Mr. Shaffer restated his commitment to City Council, his commitment to making BoardSync work for City Council and he expressed his positive anticipation to work with each Councilmember in a successful way to make sure this becomes the preferred tool for each of them.

Councilmember Ford indicated he had a couple of issues with BoardSync, but nothing that prevents him from getting it from the website and views BoardSync as a separate issue from the stipend and whether we want to continue as a Council to use that software; it is different from the information we obtain using our mobile devices; and, he surmised that each Councilmember has stated that he or she has gotten information on line. He also indicated that if a Councilmember wishes to obtain paper packets, it is his observation that Staff is more than happy to oblige and provide that option.

After hearing all of the arguments, Mayor Pro Tem Ansari indicated that he is convinced that there will be big savings with the stipend and spoke in favor of the recommendation. Councilmember Pearson called for the question. Upon a roll call vote, motion carried 4 to 2. Yeas: Councilmembers Ford, Pearson and Randall and Mayor Pro Tem Ansari. No: Councilmembers Urban and Reid.

* **SANITARY SEWER PAYBACK AGREEMENT – WHISPER ROCK CONDOMINIUM DEVELOPMENT:** Motion by Urban, seconded by Reid, to approve the payback agreement between the City of Portage and American Village Development II, LLC, for installation of sanitary sewer and authorize the City Manager to sign all documents related to this matter on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

* **PORTAGE CREEK BICENTENNIAL TRAIL RELOCATION:** Motion by Urban, seconded by Reid, to approve a change order in the amount of \$33,236.50 to Reith Riley Construction to perform the asphalt paving portion of the Portage Creek Bicentennial Park Trail Relocation Project and authorize the City Manager to sign all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 6 to 0. Upon a roll call vote, motion carried 6 to 0.

COMMUNICATIONS:

COMMUNICATION FROM HARRY HAASCH, EXECUTIVE DIRECTOR OF PUBLIC MEDIA NETWORK: Councilmember Reid highlighted the contents of the communication sent to City Council from Harry Haasch, Executive Director of Public Media Network regarding who is responsible for various aspects of the audio/visual program broadcast from Council Chambers. She expressed a concern with the use of the podium for presentations and the need for the user to know how to use the equipment. She indicated that his letter delineates the City responsibility versus the Public Media Network (PMN) responsibility. Motion by Reid, seconded by Randall, to receive the communication from Harry Haasch, Executive Director of Public Media Network, regarding set up,

testing, operation, and troubleshooting of Audio/Visual components by appropriate City of Portage staff. Upon a voice vote, motion carried 6 to 0.

* **MINUTES OF BOARDS AND COMMISSIONS MEETINGS:** City Council received the minutes of:

Portage Public Schools Board of Education Regular of May 16 and Committee of the Whole of June 13, 2016.

Portage Planning Commission of June 16, 2016.

COUNCIL COMMITTEE REPORTS:

KALAMAZOO COUNTY PUBLIC ARTS COMMISSION MEETING, JUNE 21, 2016:

Councilmember Randall indicated that the Commission had a guest speaker, David Greese, who discussed the Bronson Park Reservation Project, the restoration of the fountain, and the nine square mile (three miles by three miles) Indian Reservation that was historically located downtown Kalamazoo, and the Commission is looking to create an artistic commemorative at points of each of the boundaries. Discussion followed. Motion by Ford, seconded by Reid, to receive the report from Councilmember Randall regarding the Kalamazoo County Public Arts Commission Meeting of June 21, 2016. Upon a voice vote, motion carried 6 to 0.

DISCOVER KALAMAZOO ADVISORY BOARD MEETING, JULY 11, 2016:

Councilmember Randall indicated that the Board had a Bike Friendly Kalamazoo guest speaker, Paul Selden, Director of Road Safety for the Bicycle Club of Kalamazoo, who addressed the recent accidents and the tragedies around bicycling, and the new interest in making non-motorized vehicles safer on our public roads. She highlighted the United States Tennis Association (USTA), Friday, August 5 through Sunday, August 14, as an upcoming event in Kalamazoo. Motion by Ford, seconded by Reid, to receive the report from Councilmember Randall regarding the Discover Kalamazoo Advisory Board Meeting of July 11, 2016. Upon a voice vote, motion carried 6 to 0.

KALAMAZOO AREA TRANSPORTATION STUDY (KATS) MEETING, JUNE 29,

2016: Councilmember Reid indicated that two of the main things that happened at the meeting were the approval of the 2017-2020 Transportation Improvement Program, which is a major document that KATS puts out that covers the whole area and, the second item was the Task Personnel and Procedure Manual. She said that Task Policy Board oversees the personnel issues for all of the employees within the organization and thereby finalized an official personnel policy for the KATS employees. Motion by Reid, seconded by Randall, to accept the report on KATS. Upon a voice vote, motion carried 6 to 0.

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Reid reflected that she was asked to tend and work the beer tent at the Portage Third Blue Grass (acoustic) Festival at Celery Flats; the weather was beautiful; and it was a family friendly, fun activity. She commented that it is very frustrating to be in public service because of what is happening across the country, as well as the State, and mentioned the two recent fallen Bailiffs in St. Joseph, Michigan, for example. She noted that as much as we all try to help the community, there are things outside of our control, and others have expressed the same frustration, also. She sought support for one another as a community and as a country, and noted that there are a lot of underlying issues that need to be addressed, asked everyone to be patient with one another and to be strong and be safe.

Councilmember Randall concurred with Councilmember Reid and indicated she happened to experience the unsettling event in South Haven when 90 police officers were trying to deal with a crowd of 10,000 children – teenagers. She also mentioned that she was at the St. Joseph Art Fair the day

before the two Bailiffs were shot and killed by the prisoner, expressed great appreciation for our law enforcement and asked for a brief update on the morale of the Portage Law Enforcement Officers. She asked that all Portage citizens support our Law Enforcement Officers, and disclosed that everyone with whom she has contact expresses appreciation for our Law Enforcement Officers.

City Manager Larry Shaffer announced that the Portage Police Division is very proud to serve Portage citizens and does so with dedication and commitment every day of the week, every week of the month and every month of the year. He cited one example of this as the change in the pursuit policy where the officer breaks off pursuit where it is deemed that the threat to the public or the Police Officer is greater than the benefit of immediate apprehension of the pursuit, especially once we have the license plate number. He acknowledged the work of Police Chief Richard White, and expressed his appreciation for the fine service of his Police Officers; and, he announced that he will be expressing his appreciation personally to both the day and night shifts next week.

Councilmember Pearson concurred with the comments from Councilmembers Reid and Randall regarding recent tragedies in the State and the remarks by Mr. Shaffer and the efforts of the Police Division. He then indicated that they also mentioned a lot of good things that are going on in Portage. He cited some of the good things as the Blue Grass Festival, the Kalamazoo Institute of Art, bringing cultural activities into the community, the Portage Farm Market every Sunday noon until 4 p.m., and said there a lot of good things happening in Portage.

Mayor Pro Tem Ansari took the opportunity to express his appreciation to the Police Division and said, "We are grateful for their service."

MATERIALS TRANSMITTED:

* **MATERIALS TRANSMITTED:** Motion by Urban, seconded by Reid, to receive the Materials Transmitted of June 17 and June 28, 2016. Upon a roll call vote, motion carried 6 to 0.

ADJOURNMENT: Mayor Pro Tem Ansari adjourned the meeting at 8:40 p.m.



James R. Hudson, City Clerk

*Indicates items included on the Consent Agenda.