



PLANNING COMMISSION

October 6, 2016

CITY OF PORTAGE PLANNING COMMISSION

A G E N D A

**October 6, 2016
(7:00 p.m.)**

Portage City Hall Council Chambers

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES:

- * September 1, 2016

PUBLIC HEARINGS:

- * 1. Special Land Use Permit: Milestone Child Day Care, 3500 West Centre Avenue

SITE/FINAL PLANS:

- * 1. Site Plan: Milestone Child Day Care, 3500 West Centre Avenue

NEW BUSINESS:

OLD BUSINESS:

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED

August 8, 2016 Zoning Board of Appeals meeting minutes
August 22, 2016 City Council pre-meeting minutes
August 23, 2016 City Council meeting minutes
September 6, 2016 City Council meeting minutes
August 9, 2016 City Council meeting minutes

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

PLANNING COMMISSION

September 1, 2016

 **DRAFT**

The City of Portage Planning Commission meeting of September 1, 2016 was called to order by Chairman Welch at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Four citizens were in attendance.

PLEDGE OF ALLEGIANCE:

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

IN ATTENDANCE:

Christopher Forth, Deputy Director of Planning, Development and Neighborhood Services and Randy Brown, City Attorney.

ROLL CALL:

Mr. Forth called the roll: Welch (yes) Schimmel (yes), Stoffer (yes), Dargitz (yes), Richmond (yes), Shoup (yes) and Joshi (yes). A motion was offered by Commissioner Joshi, seconded by Commissioner Stoffer, to approve the roll excusing Commissioner Patterson and Commissioner Bosch. The motion was unanimously approved 7-0.

APPROVAL OF MINUTES:

Chairman Welch referred the Commission to the August 18, 2016 meeting minutes contained in the agenda packet. Chairman Welch noted his name needs to be removed from this section since he was excused from the meeting. A motion was made by Commissioner Schimmel, seconded by Commissioner Stoffer, to approve the minutes as amended. The motion was unanimously approved 7-0.

SITE/FINAL PLANS:

1. Final Plan for Selinon Park, 1521, 1603 and 1615 East Centre Avenue. Mr. Forth summarized the staff report dated August 26, 2016 regarding a request from Full Circle Communities to construct Selinon Park that would consist of 74 affordable apartment units within three buildings and associated site improvements. Mr. Forth summarized previous review/approvals by City Council and the Historic District Commission. The proposed final plan is consistent with the previous approvals and approved tentative plan and is recommended for approval. Mr. Carl Kunda, Full Circle Communities, was present to support the final plan and explain the development proposal. Commissioner Stoffer asked about the proposed breezeway shown on the tentative plan. The Commission, staff and applicant discussed elimination of the breezeway due to construction issues, barrier free access, installation of an elevator in the three story building, rent for all units will be income-based and the size of the units. Mr. Kunda indicated he is working with Metro Transit to have a bus stop installed in front of the facility along East Centre Avenue.

There being no further discussion, a motion was made by Commissioner Dargitz, seconded by Commissioner Stoffer, to recommend to City Council that the Final Plan for Selinon Park, 1521, 1603 and 1615 East Centre Avenue, be approved. The motion was unanimously approved 7-0.

PUBLIC HEARINGS:

None

NEW BUSINESS:

None

 **DRAFT**

OLD BUSINESS:

1. Community Impact Projects Subcommittee. Mr. Forth indicated the subcommittee consisting of Commissioners Dargitz and Richmond met before the regularly scheduled meeting to discuss the details associated with the planned Capital Improvement Program project. Mr. Forth noted it was a productive meeting and the subcommittee will be preparing an application form in advance of the CIP open house scheduled for September 29, 2016, which citizens can use to submit proposed projects. Mr. Forth reminded the Commissioners that attendance at this open house meeting is encouraged.

STATEMENT OF CITIZENS:

None

ADJOURNMENT:

Commissioner Dargitz noted the 2016 Annual Michigan Association of Planning conference is in Kalamazoo this year and encouraged Planning Commissioners to attend, depending on funding availability. Commissioner Dargitz noted she attended when the conference was last held in Kalamazoo in 2013. Mr. Forth asked if any Commissioners want to attend, to submit a request to him via e-mail.

Chairman Welch reminded the other Planning Commissioners that his tenure on the Commission as well as Commissioner Dargitz' will end in May 2017. As a result, it is important for other Commissioners to step forward and assume a leadership role.

There being no further business to come before the Commission, the meeting was adjourned at 7:35 p.m.

Respectfully submitted,

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

TO: Planning Commission **DATE:** September 29, 2016
FROM: Vicki Georgeau, ^{VG} Director of Community Development
SUBJECT: Special Land Use Permit: Milestones Child Day Care, 3500 West Centre Avenue

I. INTRODUCTION:

An application has been submitted by MRE Portage, LLC requesting a Special Land Use Permit to establish a 12,359 square foot child day care facility and associated site improvements along the northern portion of 3500 West Centre Avenue. The approximate 4.6 acre subject property is zoned OS-1, office service with the southern portion of the parcel occupied by an approximate 4,200 square foot Fifth-Third Bank building and related improvements.

II. BACKGROUND INFORMATION:

The following background information is provided for Commission consideration:

Existing Land Use/Zoning	<p><u>Subject Site:</u> Southern portion of parcel occupied by 4,200 square foot Fifth-Third Bank building and related improvements. Northern portion of parcel vacant. The entire 4.6 acre parcel is zoned OS-1, office service.</p> <p><u>East:</u> Office land use, zoned OS-1, office service.</p> <p><u>West/North:</u> Office land use, zoned PD, planned development.</p> <p><u>South (across West Centre Avenue):</u> Vacant land zoned PD, planned development.</p>
Access	Existing full service driveway from West Centre Avenue and existing full service driveway from Moorsbridge Road. No new access drives are proposed with project.
Public Street	West Centre Avenue is designated a 4-5 lane major arterial roadway with 27,275 vehicles per day (2012) and a capacity of 34,400 vehicles per day (level of service "D"). Moorsbridge Road is designated a 2-lane collector roadway with 2,628 vehicles per day (2013) and a capacity of 17,200 vehicles per day (level of service "D").
Historic District/ Structures	The subject site is not located within a historic district and does not contain any historic structures.
Environmental	Wetlands, floodplains or other environmental sensitive areas are not present at the subject property.
Public Utilities	Municipal water and sewer are available.
Land Development Regulations	<ul style="list-style-type: none"> The <i>Special Land Use</i> permit application has been submitted under Section 42-242.A.5, "Institutional Uses: Facilities for human care such as sanatoriums and rest and convalescent homes." Section 42-243.A, <i>Site Development Requirements</i>, establishes specific requirements for special land uses. Section 42-462, <i>General Standards for Review of Special Land Uses</i> is also applicable and sets forth the criteria for evaluating a special land use and allows conditions to be established.

III. ANALYSIS:

The proposal to establish the child day care facility at the subject property fulfills the requirements for issuance of a Special Land Use Permit. The subject site has at least one property line abutting a major or collector thoroughfare (West Centre Avenue - major, Moorsbridge Road - collector) and ingress and egress to and from the site will be provided directly from these two roadways. The child day care building will be setback at least 30-feet from all property lines. An approximate 13,000 square foot outdoor playground will also be provided along the south side of the child day care building. This outdoor playground will be enclosed by a 6-foot tall wood fence and internalized within the middle portion of the site to minimize potential impacts on adjacent properties.

Additional details associated with the building project including storm water management, landscaping details, outdoor lighting and other site improvements will be reviewed and discussed as part of the formal site plan consideration.

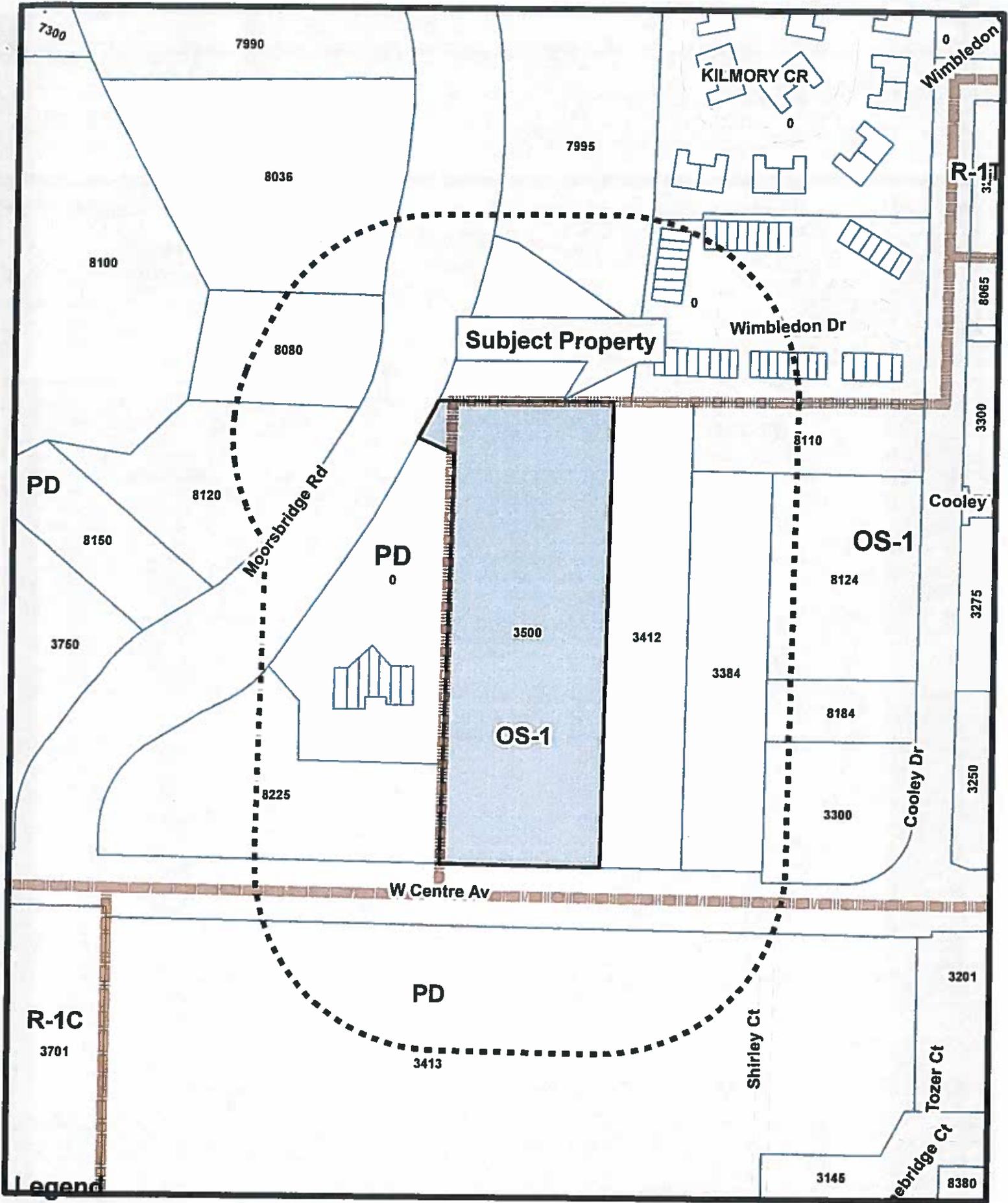
Per statutory requirements, residents/property owners within 300 feet of the zoning lot have been notified in writing of the special land use permit application and Planning Commission meeting. A notice was also published in the local newspaper. One letter of support has been received from Mr. Jeffrey Schroder of Schroder & Schroder, PLC, 8080 Moorsbrige Road (see attached)

IV. RECOMMENDATION:

Based on the above analysis and subject to any additional information brought before the Planning Commission during the public hearing, staff recommends the Special Land Use Permit for Milestone Child Day Care, 3500 West Centre Avenue, be approved.

Attachments: Vicinity/Zoning Map
Aerial Photograph Map
Special Land Use Permit Application
Site Plan/Building Elevation Sheets
September 22, 2016 Communication from Jeffrey Schroder (Schroder & Schroder, PLC)

S:\Commdcv\2016-2017 Department Files\Board Files\Planning Commission\PC Reports\Special Land Use Permits\2016 09 29 Milestones Child Day Care, 3500 West Centre Avenue (SLUP) doc



Legend

-  300' Notification Boundary
-  3500 West Centre Ave.

Special Land Use Permit 3500 West Centre Avenue



1 inch = 200 feet



Subject Property

Legend

 3500 West Centre Avenue

**Special Land Use Permit
3500 West Centre Avenue**



1 inch = 125 feet



Department of Community Development

APPLICANT INFORMATION			
Name MRE Portage, LLC Attn: Dale Kraker		Telephone Number (616) 450-9487	
Address 3115 Railway Drive	City Byron Center	State MI	Zip code 49315
OWNER INFORMATION (if different)			
Name Same as Applicant		Telephone Number	
Address	City	State	Zip code
PROPERTY INFORMATION			
Address of property 3500 W Centre Avenue	Zoning District OS-1	Land Area (acres) 2.92 acres	
Legal Description (or attach separate page) Attached			
PROPOSED USE			
Description of proposed Special Land Use (attach additional pages, if necessary) Construction of a 12,359 square foot day care facility building with related playground area.			
OWNER CERTIFICATION			
I hereby certify that I am presently the legal owner for the above-described property and all of the above information is true and accurate. I further acknowledge that approval of this Special Land Use Permit constitutes an agreement with the City of Portage and all conditions or limitations imposed shall be fulfilled.			
Signature 		Date 8-29-16	

Special Land Use Request

Milestones 3500 W. Centre Avenue City of Portage, Kalamazoo County, MI

Overview of Proposed Use:

MRE Portage, LLC, is proposing to construct a 12,359 sf building that will be used by Milestones as a day care. In addition to the building, an outdoor 13,327 sf play area will be provided, as well as 54 parking spaces. The facility will be licensed for up to 176 children and will provide a needed service to the area.

The activities occurring at the site will primarily be conducted inside the building. The children are occasionally brought outside to the fenced-in play area. The outside activities are always supervised and are in smaller groups of approximately 32-40 children at one time.

The facility will obtain State licensing and all other required local and state permits and approvals.

The hours of operation will be 6 am to 6 pm Monday through Friday.

There will be approximately 30 people employed by Milestones to operate the site, with approximately 15-20 of them working at any given time.

The center will be licensed for 176 children. On an average day, it is anticipated that there will be approximately 130 children at the site. The busiest time of day for drop off will be between 7:30 and 8:30 am, when it is anticipated that there will be approximately 40 families dropping their children off. Regarding traffic and safety internal to the site, please note that Milestones requires all people dropping off and picking up their children to walk their children to/from the building. Therefore, no children will be outside by themselves and no formal drop off area is required or desired. Access to the site will be from a proposed shared driveway west of the site that services both the Milestones site as well as the existing Fifth Third Bank property.

The proposed building is a very attractive building. In general, the building materials consist of split face and smooth single-score block with integral color, windows, E.I.F.S., shutters, and asphalt shingles. The eave height is 11 ft above grade. Elevations have been submitted as part of the submittal for review and approval.

MAIL TYPES

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**CD BARNES
CONSTRUCTION**

**PRELIMINARY
NOT FOR CONSTRUCTION**

DATE	DESCRIPTION
07-27-2011	SITE PLAN REVISIONS

PROPOSED BUILDING FOR:

**Milestones
Child Development Center**

9500 H. CENTRE AVENUE
PORTAGE, MI 49024

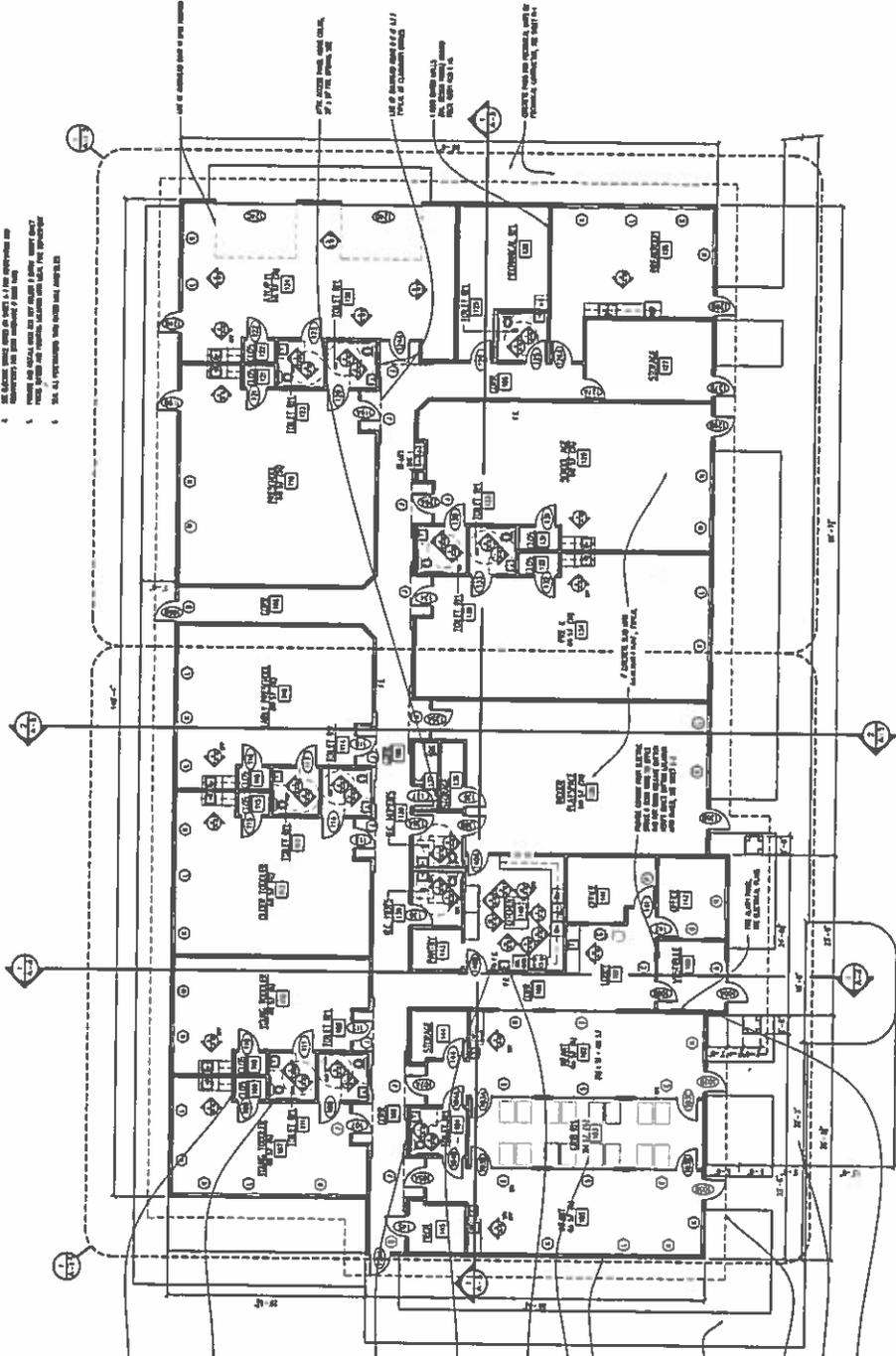


ARCHITECTURE
PLANNING
ENGINEERING
INTERIOR DESIGN

9500 H. CENTRE AVENUE, 4TH FLOOR
PORTAGE, MI 49024
TEL: 269.486.1111
WWW.ARCHITECTURALCONCEPTS.COM

DATE: SEPT 23, 2011 PROJECT No. 10-21 SHEET No. A-1

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LEGEND FOR THE DRAWING
1/8" = 1'-0"

FLOOR PLAN
SCALE: 1/8" = 1'-0"

September 22, 2016

Department of Community Development
7900 S. Westnedge Ave.
Portage, MI 49002

RECEIVED

SEP 26 2016

COMMUNITY DEVELOPMENT

Jeffrey M. Schroder, Esq.
Kymberly R. Schroder, Esq.

Re: MRE Portage, LLC, Request for Special Land Use Permit for Child Daycare Facility

Dear Department of Community Development:

We would welcome MRE Portage, LLC's proposed Child Daycare Facility as a service to the greater Portage community, and we encourage you to approve the requested Special Land Use Permit.

If you have questions or concerns, please feel free to contact me.

Sincerely,



Jeffrey M. Schroder, Esq.

Encl.

TO: Planning Commission

DATE: September 29, 2016

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

SUBJECT: Site Plan for Milestones Child Day Care, 3500 West Centre Avenue

I. INTRODUCTION:

A site plan has been submitted by MRE Portage, LLC requesting approval to construct a 12,359 square foot child day care facility and associated site improvements along the northern portion of 3500 West Centre Avenue. A future building addition of approximately 6,400 square foot is also planned along the north side of the facility. According to the applicant, the facility will be licensed for 176 children. The approximate 4.6 acre subject property is zoned OS-1, office service.

Storm water from the development project will be collected and conveyed to a treatment cell prior to discharge to an existing storm water retention basin located in the middle portion of the property, north of the Fifth-Third Bank site. This existing basin will be enlarged to accommodate the additional storm water generated from the child day care facility. Access to the site will be provided through the existing full-service driveway from West Centre Avenue (southern portion of parcel) and through the existing full-service driveway from Moorsbridge Road (northern portion of parcel). Shared/cross access between the existing Fifth-Third Bank and the proposed Milestones Child Day Care Center will be provided. Finally, all outdoor lighting units (light poles and building mounted) will contain shielded fixtures and conform to applicable ordinance standards.

II. RECOMMENDATION:

The site plan has been reviewed by the City Administrative departments. Staff recommends that the Site Plan for Milestones Child Day Care, 3500 West Centre Avenue, be approved.

Attachment: Site Plan/Building Elevation Sheets (see Special Land Use Permit report)

T:\COMMDEV\2016-2017 Department Files\Board Files\Planning Commission\PC reports\Site Plans\Milestones Child Day Care, 3500 West Centre Avenue-SP.doc

MATERIALS TRANSMITTED

CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Meeting – August 8, 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. Seven people were in the audience.

MEMBERS PRESENT: John Byrnes, Michael Robbe, Jeffrey Bright, Alexander Philipp, Lowell Seyburn and Phillip Schaefer.

MEMBERS EXCUSED: Chadwick Learned, Jay Eichstaedt and Randall Schau

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

APPROVAL OF THE MINUTES: Byrnes moved and Schaefer seconded a motion to approve the July 25, 2016 minutes as submitted. Upon voice vote, the motion was approved 6-0.

NEW BUSINESS:

ZBA #16-4, Adam & Sarah Beuker, 2611 Woodbine Avenue: Chairman Bright explained that since there were only six Board members present, the applicant had the option to either move forward with Board consideration of the request tonight or request postponement to the next regularly scheduled meeting when seven members were present. The applicant stated he would like to request a postponement. A motion was made by Seyburn, seconded by Byrnes to postpone the item until the September 12, 2016 meeting. Upon voice vote the motion passed 6-0.

ZBA #16-5, Abdallah Alwane, 1001 Karendale Drive: Mais summarized the request for a variance to construct a 1,350 square-foot dwelling where a minimum 1,600 square feet is required. Mr. Alwane 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 Seyburn, seconded by Schaefer, to grant a variance to construct a 1,350 square-foot dwelling where a minimum 1,600 square feet 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 applicant's property is the only lot in the subdivision that the 1,600 square-foot minimum applies to and the proposed dwelling size is consistent with other houses in the neighborhood; the variance is necessary for the preservation of a substantial property right - the right to build a residence compatible with others in the neighborhood; 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, Bright-Yes, Schaffer-yes, Robbe-yes, Seyburn-Yes, Byrnes-Yes. The motion passed 6-0.

OTHER BUSINESS:

STATEMENT OF CITIZENS:

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:24 p.m.

Respectfully submitted,

Jeff Mais
Zoning & Codes Administrator

**MINUTES FROM THE SPECIAL PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF AUGUST 22, 2016**

Mayor Strazdas called the meeting to order at 9:00 a.m. The following were present: Councilmembers Jim Pearson, Patricia Randall and Claudette Reid via the conference phone line and Mayor Peter Strazdas. Those not present were: Councilmembers Richard Ford, Terry Urban and Mayor Pro Tem Ansari. Also in attendance were City Manager Larry Shaffer and Deputy City Clerk Adam Herringa.

Mayor Strazdas asked if there were any questions for the Administration regarding items on the Agenda.

With regard to Item D.1, Pfizer Tax Abatement, Councilmember Reid inquired as to the rationale for recommending a deviation from the City Council policy on tax abatements. City Manager Shaffer explained the need to indicate to Pfizer the full support and partnership of the City, reviewed the size of the planned investment and pointed out the amount of investment Pfizer has made over the years without asking for any type of abatement. Councilmember Reid indicated that she appreciates and understands the rationale and pointed out that City Council has a tax abatement policy that is often not adhered to. She expressed a desire for a review of the Tax Abatement Policy. Mayor Strazdas also expressed support for looking at the policy and asked City Administration to provide a copy of the policy to City Council.

With regard to Item G.1, Communication from Environmental Board regarding the deer population, Councilmember Pearson stated that he would like to receive additional information about what has and hasn't worked in other communities. He then expressed support for the action recommended by City Administration.

ADJOURN: Mayor Strazdas adjourned the meeting at 9:07 a.m.

Adam Herringa, Deputy City Clerk

CITY COUNCIL MEETING MINUTES FROM AUGUST 23, 2016

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

At the request of Mayor Strazdas, Pastor Barry Petrucci of Chapel Hill United Methodist Church provided an invocation. The City Council and the audience recited the Pledge of Allegiance.

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

APPROVAL OF MINUTES: Motion by Ford, seconded by Randall, to approve Regular Meeting Minutes of August 9, 2016, as presented. Upon a voice vote, motion carried 5 to 0.

Motion by Randall, seconded by Pearson, to approve the Pre-Council Meeting Minutes of August 22, 2016, as presented. Upon a voice vote, motion carried 3 to 0 with Councilmembers Urban and Ford abstaining.

* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Pearson to read the Consent Agenda. Motion by Pearson, seconded by Randall, to approve the Consent Agenda Motions as amended. Upon a roll call vote, motion carried 5 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF AUGUST 23, 2016:** Motion by Pearson, seconded by Randall, to approve the Accounts Payable Register of August 23, 2016, as presented. Upon a roll call vote, motion carried 5 to 0.

PUBLIC HEARING:

INDUSTRIAL TAX ABATEMENT APPLICATION: PFIZER, INCORPORATED (7171 PORTAGE ROAD): At the request of Mayor Strazdas, City Manager Larry Shaffer provided introductory remarks and details regarding the proposed tax abatement. Mr. Shaffer informed City Council that the planned development by Pfizer would provide the biggest increase in the tax base in twenty years, even with the abatement. He continued by sharing that Pfizer is a key component of the Portage community and that this development provides both the company and the community stability and growth. He concluded by stating his gratitude and his encouragement in the fact that Pfizer is making a commitment to current and future operations in Portage.

Motion by Urban, seconded by Pearson, to close the public hearing. Upon a voice vote, motion carried. Motion by Randall, seconded by Urban to adopt Resolution No. 4-16, approving the Industrial Facilities Exemption Certificates for Pfizer, Incorporated (Pharmacia & Upjohn Company, LLC) and approve the tax abatement agreement and affidavit between the City of Portage and Pfizer, Incorporated (Pharmacia & Upjohn Company, LLC).

Mayor Strazdas thanked the representatives of Pfizer in the audience for their commitment and expressed hope that Pfizer found working with the City on this matter to be professional, thoughtful and expeditious. He continued by sharing that both Mayor Pro Tem Ansari and Councilmember Reid, though absent from the meeting, were supportive of the abatement. Mayor Strazdas also shared that Councilmember Reid would like City Council to conduct a review of the P.A. 198 process. Mayor Strazdas expressed his own support for such a review and provided his rationale.

Councilmember Pearson reviewed the \$145 million project and shared his belief that if the expansion involved the creation of 1,000 jobs, it probably wouldn't happen in this country. He continued by reviewing the history of the relationship between Pfizer and the community and expressed his full support for the proposed abatement. Councilmember Pearson also reviewed the hundreds of millions of dollars in development by Pfizer in recent years and the fact that, while Pfizer could have

asked for abatements, chose not to. Councilmember Pearson concluded by stating that he is pleased that City Administration is working so well with members of the community, complimented City Manager Shaffer and City Staff for their efforts and expressed his pleasure that Pfizer will be in Portage for years to come.

Councilmember Randall expressed support for City Administration, the work that it is doing and cited the Pfizer development as one example. She then shared some of the history of Pfizer, Portage, and the opportunities it presented to her family. Councilmember Randall thanked the Director of Community Development Vicki Georgeau, and the City Assessor Ed VanderVries, for their work on this project. She concluded by reviewing the importance of Pfizer to the City tax base and that she is pleased Pfizer considers the Portage community to be a place of success.

Councilmember Ford shared that Pfizer has not asked for a tax abatement in a decade, despite hundreds of millions of dollars in investments that would have qualified. He pointed out that Pfizer is not asking for everything in this abatement request nor is the City giving away everything.

Upon a roll call vote, motion carried 5 to 0. Resolution recorded on page 209 of City of Portage Resolution Book No. 46.

REPORTS FROM THE ADMINISTRATION:

* **JULY 2016 ENVIRONMENTAL SUMMARY REPORT:** Motion by Pearson, seconded by Randall, to receive the communication from the City Manager regarding the July 2016 Environmental Summary Report as information only. Upon a roll call vote, motion carried 5 to 0.

COMMUNICATIONS:

COMMUNICATION FROM THE ENVIRONMENTAL BOARD REGARDING THE DEER POPULATION: At the request of Mayor Strazdas, City Manager Shaffer began discussion and commended the work of the Environmental Board and commented on the commitment of the City to ecological and environmental issues.

Environmental Board Chairperson Ruth Caputo spoke and reviewed her communication to City Council, the history of the deer population discussion topic and the proposed plan to survey/study the deer population and its impact on the community. Ms. Caputo shared a presentation which highlighted the rationale of the Environmental Board in putting together this proposal, steps that have already been taken, collaborative relationships that have been established, the details of the requested funding, how it would be spent and the need to gather information before making a recommendation.

Mayor Strazdas thanked Chairperson Caputo for her presentation and shared that any decision surrounding the deer population is likely to be controversial. He continued by expressing his desire for additional data and to give the broader community the opportunity to weigh in and prioritize the topic through a tool such as the community survey.

Councilmember Randall shared that she is neither for nor against taking action on this topic at this time. She stated that car/deer incidents have been declining and inquired if the Environmental Board had any indication as to why this might be happening. Ms. Caputo stated that the Board is aware of the decline but does not have an explanation at this time. Discussion followed on the topic of public safety and public health as it pertains to the deer population.

Councilmember Ford inquired as to how high of a priority the Environmental Board places on addressing the deer population and if the cities of Jackson and Ann Arbor had been contacted to review their deer population control efforts. Chairperson Caputo shared that data has been gathered from those two cities. She also shared that the creation of a priority list has not been done by the Environmental Board for some time. However, she stated that the Environmental Board made a commitment to City Council to make a recommendation and made the same pledge to those who participated in the public hearing that was held on this topic.

Councilmember Pearson thanked the Environmental Board for their efforts and inquired if the Environmental Board had any plans to request funding for other efforts in the near future. Ms. Caputo

replied that there are no additional funding requests planned at this time. Councilmember Pearson stated that he is neutral on the issue of taking action, especially since car/deer accidents are down. He questioned the need for immediate action and concluded by stating that he would like to know the other priorities of the Environmental Board.

Chairperson Caputo reviewed the details and timing of some of the proposals such as an aerial survey in January or February and the need to get deer exclosures in place this fall. Environmental Board member Tim Winslow, 6416 Village Green Circle, shared that there is an Eagle Scout candidate who is currently available and willing to put the deer exclosures together as part of his Eagle Scout project and would be reluctant to lose this opportunity.

Mayor Strazdas summarized that there is time for City Council to consider an aerial survey, a need to get questions prepared and action taken with regard to the Community Survey and that the possible implementation of deer exclosures is the most urgent matter. The Mayor stated that the deer exclosures can likely be handled by working directly with City Administration and not require City Council involvement.

City Manager Shaffer concurred with regard to the deer exclosures and shared his desire to review and better formalize the relationship with the City, efforts of the Environmental Board and the Kalamazoo Nature Center.

Ryan Koziatek, 1185 Woodlure Drive, Kalamazoo, representing the Kalamazoo Nature Center, spoke about the annual aerial survey conducted by the Nature Center and of the ways in which deer exclosures and transects can be used to monitor and gain information about the deer population. Mr. Koziatek also reviewed changing habitats and deer control methods, including culling, used by the Nature Center. Discussion followed and Mr. Koziatek responded to a series of questions posed by City Council.

Mayor Strazdas summarized that an aerial survey could be used to collect data and that the survey would occur in January/February, that the City Manager can work with the Environmental Board and Kalamazoo Nature Center on the deer exclosures, data on car/deer crashes will continue to be tracked and that the Community Survey will be able to incorporate questions related to the deer population.

Environmental Board member, Jerry Kroehn, 7701 Wendy Lane, spoke and shared information on deer culls and how they have been implemented in other communities. Councilmember Urban questioned the safety of culling deer in urban and suburban settings such as Portage.

Motion by Pearson, seconded by Randall, to receive the Environmental Board report and request that City Administration work with the Portage Environmental Board and Kalamazoo Nature Center to better define the proposed deer management study and associated funding request. Upon a roll call vote, motion carried 5 to 0.

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

Portage Public Schools Retreat, Regular and Special of July 18 and Special of July 27, 2016.
Zoning Board of Appeals of July 25, 2016.
Planning Commission of August 4, 2016.

NEW BUSINESS: Mayor Strazdas shared that he has asked that the topic of the Community Survey be added to the agenda for the September 6th Regular Meeting.

BID TABULATIONS:

* **TRAFFIC SIGNAL INSTALLATION AT SOUTH WESTNEDGE AVENUE/KILGORE ROAD AND WEST CENTRE AVENUE/OLD CENTRE ROAD:** Motion by Pearson, seconded by Randall, to award a construction contract to the low bidder, Severance Electric, Incorporated, of Kalamazoo, Michigan, in an amount not to exceed \$611,272.53 for the installation of

new traffic signals at the intersections of South Westnedge Avenue / Kilgore Road and West Centre Avenue / Old Centre Road, and approve a contract amendment with Abonmarche Consultants, Incorporated, in an amount not to exceed \$21,000 for traffic signal construction administration and authorize the City Manager to execute all documents related to the projects on behalf of the city. Upon a roll call vote, motion carried 5 to 0.

* **TRAFFIC SIGNAL INSTALLATION AT WEST CENTRE AVENUE/COOLEY DRIVE/TOZER COURT:** Motion by Pearson, seconded by Randall, to award a construction contract to the low bidder, Severance Electric, Incorporated, of Kalamazoo, Michigan, in an amount not to exceed \$446,967.58 for the installation of new traffic signals at the intersection of West Centre Avenue / Cooley Drive / Tozer Court and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 5 to 0.

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Ford shared that it is great to hear that Pfizer is expanding and his desire for additional data as it pertains to questions surrounding the deer population.

Councilmember Pearson expressed gratitude for having Pfizer as a partner in the community. He also complimented the employees of Pfizer in this era where price-gouging in the medical and pharmaceutical industries is occurring.

Councilmember Urban provided an update on the Central County Transportation Authority (CCTA). He shared that services and routes have been, or will be, altered or expanded and complimented former City of Portage employee and current Director of the CCTA, Sean McBride, on his work.

Councilmember Randall expressed gratitude to Pfizer for their expansion efforts in Portage and shared that the City, as tax revenue grows, needs to monitor expenses and look at lowering taxes.

City Manager Shaffer shared that the Department of Parks, Recreation and Senior Citizen Services is being relocated to City Hall and provided the rationale for the move. Mr. Shaffer then shared that City offices would be closed on August 29th for employee training on the topic of "active shooters."

Mayor Strazdas pointed out that schools would be back in session soon and that busses would return to the roadways. He continued by stating that the many road projects implemented by the City would be wrapping up soon. Mayor Strazdas concluded by stating, while the Pfizer expansion is great for the community, there are many small projects and small businesses growing in Portage as well.

MATERIALS TRANSMITTED:

* **DEPARTMENTAL MONTHLY REPORTS:** Motion by Pearson, seconded by Randall, to receive the Departmental Monthly Reports. Upon a roll call vote, motion carried 5 to 0.

* **MATERIALS TRANSMITTED OF AUGUST 9, 2016:** Motion by Pearson, seconded by Randall, to receive the Materials Transmitted of Tuesday, August 9, 2016. Upon a roll call vote, motion carried 5 to 0.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 8:54 p.m.

Adam Herringa, Deputy City Clerk

*Indicates items included on the Consent Agenda.

CITY COUNCIL MEETING MINUTES FROM SEPTEMBER 6, 2016

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

At the request of Mayor Strazdas, Pastor Chad Wells of the First Baptist Church gave the invocation 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, Mayor Pro Tem Nasim Ansari and Mayor Peter Strazdas. Also in attendance were City Manager Larry Shaffer, City Attorney Randy Brown and City Clerk James R. Hudson.

PROCLAMATION: Mayor Strazdas issued a Portage Senior Center – National Senior Center Month Proclamation and introduced Senior Citizens Manager Kim Phillips, who indicated that Friends of the Portage Senior Center Chair Kimberly Middleton and Senior Citizens Advisory Board Chair Bill Wieringa would read the Proclamation. She then introduced Senior Citizens Advisory Board Member Art Roberts and Portage Senior Center Trip Coordinator Dawn Shiltz and discussion followed. Councilmember Urban expressed his disappointment that Portage has not been able to obtain a bond proposal to expand the Senior Center and explained. Discussion followed.

APPROVAL OF MINUTES: Motion by Pearson, seconded by Ford, to approve the August 23, 2016 Regular Meeting Minutes as presented. Upon a voice vote, motion carried 5 to 2 with Councilmember Reid and Mayor Pro Tem Ansari abstaining.

* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Randall to read the Consent Agenda. Councilmember Randall indicated that she would be abstaining from Item F.2, Final Preliminary Plat (Engineering Plans) for Whispering Meadows No. 4, and asked that Item F.4, Purchase of Body Worn Cameras and Data Storage, be removed from the Consent Agenda. Mayor Strazdas removed Item F.5, Permit for Fireworks Display on September 25, 2016, by the Kalamazoo Family Valley Church.

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

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF SEPTEMBER 6, 2016:** Motion by Urban, seconded by Randall, to approve the Accounts Payable Register of September 6, 2016. Upon a roll call vote, motion carried 7 to 0.

PETITIONS AND STATEMENTS OF CITIZENS: Friends of the Portage Senior Center Chair Kimberly Middleton, 65480 22nd Street, Mattawan, spoke on behalf of the Friends of the Portage Senior Center and invited everyone to the Generation Celebration event in partnership with the Portage Senior Center to celebrate “Elderhood” on Sunday, September 11 that will take place along the Bicentennial Trail between the Portage Senior Center and Celery Flats. Discussion followed.

Aaron Johnson, 1698 Drayton Court, expressed an interest in addressing Item F.5, Permit for Fireworks Display on September 25, 2016, by the Kalamazoo Family Valley Church, and Mayor Strazdas indicated it is forthcoming, but not yet.

Ashley Serne, 5841 Missouri Avenue, and Andrea Hudson, 423 West Van Hoesen Boulevard, presented a petition from residents asking for relief from mosquito infestation in the neighborhood retention basins from residents living on West Van Hoesen Boulevard, Missouri Avenue, Palm Street and Admiral Avenue. Discussion followed and Council expressed their empathy. Motion by Pearson, seconded by Ford, to receive the Petition and refer it to the Administration for review and a report back with recommendations. Upon a voice vote, motion carried 7 to 0.

REPORTS FROM THE ADMINISTRATION:

* **REZONING APPLICATION #16/17-1 (10332 SHAVER ROAD):** Motion by Urban, seconded by Randall, to accept Rezoning Application #16/17-1 for first reading and set a public hearing for October 4, 2016; and subsequent to the public hearing, consider approving Rezoning Application #16/17-1 (10332 Shaver Road), with a change from R-1B, one family residential, to B-3, general business. Upon a roll call vote, motion carried 7 to 0.

* **FINAL PRELIMINARY PLAT (ENGINEERING PLANS) FOR WHISPERING MEADOWS NO. 4, 6513 ANGLING ROAD:** Motion by Urban, seconded by Randall, to approve the Final Preliminary Plat (engineering plans) for Whispering Meadows No. 4, 6513 Angling Road. Upon a roll call vote, motion carried 6 to 0 with Councilmember Randall abstaining.

* **ICE CONTROL SALT PURCHASE – COOPERATIVE PURCHASING:** Motion by Urban, seconded by Randall, to award a contract to Morton Salt Company in the amount of \$44.67 per ton for 3,000 tons of ice control salt at a total cost of \$134,010 for early delivery and a contract to Detroit Salt Company in the amount of \$50.01 per ton for 1,500 tons of ice control salt at a total cost of \$75,015 for seasonal backup on an as needed basis, and authorize the City Manager to execute all documents related to these purchases on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

PURCHASE OF BODY WORN CAMERAS AND DATA STORAGE: Councilmember Randall opened the discussion with a review of the original purchase of ten body worn cameras, noted that there has been no feedback on this pilot program and asked for additional information. At the request of Mayor Strazdas, City Manager Larry Shaffer reflected on the initial purchase as a test to ascertain whether the City of Portage could retain value from the installation and operation of body worn cameras. He indicated that these devices have become an important tool in police departments throughout the country as a means of providing a great deal of real time information on how an event might have unfolded between citizens and members of the Police Department. He estimated that it takes out a great deal of the ambiguity and conflict between a citizen and police officer observation regarding what is actually occurring in a situation. He said it also brings about civility and better behavior on the part of all of the people being filmed and the officer as well.

Mr. Shaffer introduced Public Safety Director Richard White, who provided examples of the uses for cameras in the police cars and how important the cameras have been to the ability to critique police performance in various situations. He indicated that the missing piece in the recording is the ability to capture events outside the audio range of the police car camera since everything does not happen in front of the police car. He gave support to the Panasonic camera that was selected; cited that there were 696 incidents or interactions in the community; and explained the process of review using the equipment. He then described the configuration of the computers and the advantages associated with merging the technologies.

In answer to Councilmember Randall, and the issue of confidentiality when there is a domestic call, for example, and the Police Officer sees things that should not be subject to the Freedom of Information Act (FOIA), Chief White indicated that currently anything captured is subject to FOIA, but the State of Michigan is working on what is discoverable and what is not and cited a House Bill introduced in 2015 that is still being worked on called the Michigan Police Body Camera Act. He explained that there is a fine line if the Department deletes something because of the perception that the Police did something wrong, so for complete transparency, the number of times a situation is not recorded has to be very, very limited. As a result, he indicated that the policy is a compilation of the best research in the country and explained that the police officer announces that he is recording, so it is on the system. He also indicated that some of the advantages of filming are: accountability and

credibility for law enforcement in the country as it makes a law enforcement officer behave better and citizens behave better; the body worn camera is an excellent tool for training and follow-up.

Councilmember Randall asked whether there is buy-in from all of the police officers, or is technology pushing some people too fast where they feel that it is an infringement on their ability to perform. Chief White responded that he has "not seen that" and reflected on some Union concerns twenty years ago with the advent of the cameras in the police cars and concerns that "Big Brother" is watching everything police officers do. However, he indicated that over time the cameras provide a level of credibility since the video is there to refute allegations that are unfounded. He sees officers are so used to that equipment that it has been easy for them to adapt to the body worn camera as he has had no complaints from officers who wore this device and virtually no complaints from the community.

City Manager Shaffer cited an example where a suspect was apprehended in a closet of a dwelling and the entire incident was on tape, so there was no question that all of the protocols were practiced by the police officers. Councilmember Pearson suggested that, especially in difficult situations, police officers liberally announce that they are on camera in case there is hostility, to protect and for purposes of liability. Chief White indicated that that is exactly what the Portage Police Division Policy reads and is based on diligent research and comparisons among departments that gave great discretion when to announce versus those that announced that the filming is taking place, and explained.

Councilmember Urban asked whether there is a capability to accommodate privacy issues with the body worn cameras, and Chief White explained that there is the hope for State legislation on this matter, and discussion followed. He also indicated that at the final step of this project, probably a year from now, this vendor is looking at some redaction software and explained. City Attorney Randy Brown concurred with Chief White that FOIA is broad and that there are several specific exemptions. He indicated that privacy is one of those exemptions, and all FOIA responses are treated with the same exemptions and redactions. He expressed hope that the State will be forthcoming with laws to specifically address body camera redactions, but until then the privacy exemption will be honored and each film will be reviewed to determine if the exemption is warranted.

Councilmember Reid asked if each video that is requested under FOIA is reviewed, is there a charge for the review. Chief White responded that costs for review are recoverable at the lowest rate of the person capable of performing the review. City Attorney Brown deferred to City Clerk James Hudson, who indicated that review costs are recoverable, including the time for the City Attorney, under the new law. Councilmember Reid pointed out there is a difference between the two skill sets of editing a film and knowing what should be redacted, and Chief White confirmed that the Police have already encountered this with the cameras that are currently in the police cars. Discussion followed regarding problems associated with data storage, a retention policy and the requirement that access to the Police systems by police personnel only. Discussion followed.

Mayor Strazdas thanked Chief White for his work with body worn cameras, summed up the request and stressed that this technology is necessary and important to protect citizens, albeit expensive. Discussion followed.

Motion by Urban, seconded by Randall, to approve the purchase of 50 body worn cameras and supporting equipment from CDW-G at a cost of \$73,054.73; and computer hardware and software for storage of video/audio data from Data Strategy at a cost of \$153,312.15; for a total cost of \$226,366.88 and authorize the City Manager to execute all related documents on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

PERMIT FOR A FIREWORKS DISPLAY ON SEPTEMBER 25, 2016, BY THE KALAMAZOO VALLEY FAMILY CHURCH: City Council received a communication via Materials Transmitted dated September 2, 2016, from Daniel Smith and Jeannette Greselin, 3022 Fleetwood Drive, in opposition to granting the Fireworks Permit for a Fireworks Display on September 25, 2016, sponsored by the Kalamazoo Valley Family Church that listed several reasons for their position on this matter.

Councilmember Pearson asked how many private displays take place each year, and City Clerk Hudson replied that the research found no private displays. Councilmember Urban cited the Public High School Displays at the halftime of the Portage Northern vs. Portage Central High School football games between 2001 and 2006. Mr. Hudson indicated that these can be distinguished as these high schools are public, and Kalamazoo Valley Family Church is a nonprofit, religious entity. City Attorney Brown reviewed the legal requirements under the law for the Fire Marshall who has to investigate, review the forms submitted and make a recommendation to Council. He responded to Councilmember Pearson that both public and private displays will follow these requirements. Discussion followed. Mr. Brown answered the concern from Mayor Pro Tem Ansari that the sound ordinance requirements do not apply in this situation since Council can set whatever rules that are appropriate given the recommendation from the Fire Marshall and explained. Discussion followed.

At the request of Mayor Strazdas, Mr. Johnson explained that the Church has been in Portage for 25 years, so this is a specific event to celebrate the 25th Anniversary of the Kalamazoo Valley Family Church and explained September 25 is the closest date for the celebration. Discussion followed and, in answer to Mayor Strazdas, Mr. Johnson outlined the procedures the Church followed in order to inform and alert the area residents of the Fireworks Display based on the recommendation of the City staff. City Manager Shaffer offered to send out a Portage Alert notifying the neighborhood that the fireworks would begin at 8:30 p.m., should Council choose to approve this request.

Councilmember Reid asked if the proximity to I-94 is going to distract drivers. At the request of Mayor Strazdas, Mr. Shaffer indicated that he asked that question specifically of Deputy Fire Chief John Podgorski, who indicated it should not pose a hazard since fireworks are traditionally utilized at any time of the year and is not typically viewed as a safety hazard on the highway. Councilmember Urban asked whether the smoke cloud that may cross the highway with winds out of the north was considered. Mr. Shaffer answered that he had not broached the smoke cloud issue with Mr. Podgorski; however, he indicated that they did discuss the proximity of the fireworks display to I-94 and whether it represented any concern, and Mr. Podgorski indicated it represented none from his perspective. Discussion followed and Mr. Shaffer offered to present this issue directly to Mr. Podgorski; however, Council is being asked to consider from a community perspective if this event makes sense to the community, and Mr. Shaffer recommended his approval based on the approval of the Fire Marshal, who will take into consideration all of the safety factors. Discussion followed.

Motion by Randall, seconded by Reid, to approve a Permit for a Fireworks Display on September 25, 2016, sponsored by the Kalamazoo Valley Family Church. Upon a roll call vote, motion carried 6 to 0 with Councilmember Ford abstaining.

* **SPECIAL MEETING FOR BOARD AND COMMISSION APPLICANTS:** Motion by Urban, seconded by Randall, to set a Special Meeting on Tuesday, October 4, 2016, beginning at 5:15 p.m., to interview Board and Commission applicants. Upon a roll call vote, motion carried 7 to 0.

COMMUNICATIONS:

DANIEL SMITH AND JEANNETTE GRESELIN, 3022 FLEETWOOD DRIVE, AND THOMAS A. PAULL, 10055 PORTAGE ROAD: In response to the request for comment from Mayor Strazdas, City Manager Shaffer indicated he has met with a number of the Kalamazoo Bike Organization, and the representatives are advocating that the City of Portage consider a comprehensive bike safety ordinance. He indicated that the Administration is discussing and drafting an ordinance, but it is not ready for consideration at this time. Mayor Strazdas said that the Kalamazoo City Commission is working on a Complete Streets Ordinance and a Three-foot Clearance Ordinance, noted that it is a difficult ordinance to enforce and recognized that Portage has already approved a Complete Streets Ordinance. Discussion followed.

Councilmember Randall recognized the frustration as bicyclists and automobile drivers try to share the roadway. She advocated education, gave praise to Assistant to the City Manager Mary Beth

Block and her recent letter in the Portager on this subject. She cited Goshen and Shipshewana in Indiana as places where horse and buggy, bicycles, walkers and automobiles coexist and explained. She commented that sidewalks are for walkers and many times there are signs that read "No Bicycles." Discussion followed. She asked the public to be considerate of the white line for bicycles on brush day, garbage day, etc. She recommended continuing bicycle education, including maps.

Motion by Ansari, seconded by Randall, to refer the communication from Valerie Rineveld, 10624 South Westnedge Avenue, regarding issues she has encountered regarding bicycle traffic, specifically on Lovers Lane, and the request to have bicyclists respect single file cycling in the roadway, or use sidewalks when available, and the communication from Thomas A. Paul, 10055 Portage Road, who indicated that bicycles and vehicles do not belong together on any road or street with traffic volume requiring four or more lanes or where the speed limit is over 35 miles per hour, and large enough for pedestrians and bicycles together, and his request that something be done with the snow from the snow plow on sidewalks in the winter and that sidewalks be made "wider and away from the curb" to the Administration for discussion when drafting a proposed bike ordinance.

Councilmember Pearson commented that some of the bike lanes are narrow and asked if the City should widen those lanes as a part of this effort. Mayor Strazdas concurred and asked that the City Manager take this into consideration since there are roadways in the city where a three foot bike lane is not possible.

Councilmember Randall indicated that there is a lot of development in the City and there are some bike lanes that are washed out from the rain, full of sand, which makes a dangerous situation for a bicyclist and asked if there was some way to keep those lanes clear. Discussion followed.

Councilmember Reid concurred with Councilmember Randall and Mayor Strazdas on the educational aspects of this issue, and recalled complaints from citizens who have experienced chip seal in the roadway, similar to the washout situation.

Mayor Strazdas called the question. Upon a roll call vote, motion carried 7 to 0.

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

Portage Senior Citizen Advisory Board of July 20, 2016.
Portage Park Board Minutes of August 3, 2016.

BID TABULATION:

* **SHAVER ROAD RECONSTRUCTION - VANDERBILT AVENUE TO WEST CENTRE AVENUE:** Motion by Urban, seconded by Randall, to award a contract to perform engineering services for the reconstruction of Shaver Road (Vanderbilt Avenue to West Centre Avenue) to OMM Engineering, Inc., in the amount not to exceed \$145,600 and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL: Councilmember Reid proudly announced that she has a new grandson.

Councilmember Randall wished a good school year for everyone, reminded everyone to be careful since more automobiles and students will be sharing the sidewalks and roadways, and wished City Manager Larry Shaffer a Happy Birthday.

Councilmember Pearson suggested using "98 % DEET" to ward off mosquitoes.

Mayor Pro Tem Ansari announced the monthly meeting of the Michigan Asian Pacific American Affairs Commission will take place on Saturday, September 10, 2016, 8 a.m. until 2 p.m., City Hall Council Chambers.

Mayor Strazdas commented on the success of the 2016 construction season and concurred with Councilmember Randall that we all should be careful since more automobiles and students will be sharing the sidewalks and roadways.

MATERIALS TRANSMITTED:

* **MATERIALS TRANSMITTED OF AUGUST 23, 2016:** Motion by Urban, seconded by Randall, to receive the Materials Transmitted of August 23, 2016. Upon a roll call vote, motion carried 7 to 0.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 9:00 p.m.

James R. Hudson, City Clerk

*Indicates items included on the Consent Agenda.