

PLANNING COMMISSION

April 21, 2016

The City of Portage Planning Commission meeting of April 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. No 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 Michael West, Senior City Planner.

ROLL CALL:

Mr. Forth called the roll: Patterson (yes), Bosch (yes); Stoffer (not present), Welch (yes), Dargitz (yes), Somers (not present) and Richmond (yes). A motion was offered by Commissioner Patterson, seconded by Commissioner Dargitz, to approve the roll excusing Commissioner Felicijan and Schimmel. The motion was unanimously approved 5-0.

APPROVAL OF MINUTES:

Chairman Welch referred the Commission to the April 7, 2016 meeting minutes contained in the agenda packet. Commissioner Patterson stated he would like to have the minutes amended to identify Commissioner Bosch as excused (email received from Commissioner Bosch prior to the April 7th meeting indicating he would not be in attendance). Commissioner Dargitz indicated that she would like to have the minutes amended (bottom of page 1, under Specific Plan for Wal-Mart) to include a statement from Mr. Forth that the city administration could also conduct annual inspections of the storm water system. Mr. Forth confirmed that he did indicate the city administration could also conduct an annual inspection. A motion was then made by Commissioner Patterson, seconded by Commissioner Dargitz, to approve the minutes as amended. The motion was unanimously approved 5-0.

SITE/FINAL PLANS:

None.

PUBLIC HEARINGS:

None.

NEW BUSINESS:

None.

STATEMENT OF CITIZENS:

None.

7:05 p.m. - The Commission took a short recess. 7:10 p.m. - The Commission reconvened the meeting in City Hall Conference Room No. 1

- Commissioner Stoffer arrived at 7:12 p.m.

OLD BUSINESS:

1. Recommended FY 2016-2017 Planning Commission Goals and Objectives. Chairman Welch referred the Commission to the Planning Commission goals and objectives that were recommended to City Council for FY 2015-2016 and asked if there were any suggested changes for the proposed FY 2016-2017 goals and objective. After a brief discussion, the Commission concurred to recommend the same goals and objectives for upcoming FY 2016-2017. A motion was made by Commissioner Patterson, seconded by Commissioner Bosch, to recommend to City Council the FY2016-2017 Planning Commission Goals and Objectives as outlined in the draft communication. The motion was unanimously approved 6-0.

2. Community Impact Projects Grant Fund – additional discussion. Chairman Welch indicated that a draft memo from Commissioner Felicijan has not yet been received and asked if Commissioners had any additional thoughts regarding this topic. Commissioner Dargitz circulated and briefly discussed an article related to community and neighborhood improvement grant programs that have been implemented in other communities. Mr. Forth provided another article regarding projects for public places. Commissioner Dargitz asked if staff could scan and email these articles to the entire Commission for review and discussion at a future meeting. Mr. Forth indicated that he would scan and email the article to the entire Commission.

Mr. West briefly suggested a possible alternative for Commission consideration that could hopefully accomplish the same goals that Commissioner Dargitz is envisioning for a community impact projects grant fund without development and administration of a new program/process. Mr. West stated that specific neighborhood groups and community organizations could be contacted in the summer/early fall to submit project ideas and proposals that could be discussed and considered through the existing CIP process. Commissioner Patterson asked how a new grant fund program would be designed and implemented and stated expanding community outreach and participation within the existing CIP process may be a simpler approach. Commissioner Dargitz stated there were different approaches on how to set up and administer grant application programs and she did not believe it had to be overly complicated. Mr. Forth discussed the competitive grant process that is utilized by the Human Services Board when reviewing human/public services applications submitted by various service organizations. Mr. Forth stated the evaluation process takes several months and involves a thorough review and recommendation by the Human Services Board and City Administration, and final decision by City Council. Mr. Forth indicated the process typically begins in December and concludes when the City Council approves the annual budget for the upcoming fiscal year.

After additional discussion, the Commission concurred to continue discussion of this topic at the May 19, 2016 Planning Commission meeting.

ADJOURNMENT:

There being no further business to come before the Commission, the meeting was adjourned at 7:25 p.m.

Respectfully submitted,

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