PLANNING COMMISSION

January 9, 2020
CITY OF PORTAGE PLANNING COMMISSION

AGENDA

January 9, 2020
(7:00 p.m.)

Portage City Hall Council Chambers

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES:
* December 5, 2019

SITE/FINAL PLANS:

PUBLIC HEARINGS:
* 1. Tentative Plan Amendment for Greenspire Planned Development, 3413 West Centre Avenue and 8546 Shirley Court

NEW BUSINESS:
* 1. 2019-2020 Neighborhood & Community Enhancement Program Applications -- adjourn to Conference Room No. 1

OLD BUSINESS:

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED

November 19, 2019 City Council Committee of the Whole Meeting minutes
November 19, 2019 City Council Meeting minutes
December 2, 2019 City Council Pre-Meeting minutes
December 3, 2019 City Council Meeting minutes
December 16, 2019 City Council Pre-Meeting minutes

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

December 5, 2019

The City of Portage Planning Commission meeting of December 5, 2019 was called to order by Chairman Corradini 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 Corradini led the Commission, staff and citizens in the Pledge of Allegiance.

IN ATTENDANCE

Michael West, Senior City Planner; Randy Brown, City Attorney; Kyle Mucha, Zoning & Codes Administrator.

ROLL CALL

Mr. West called the roll: Meyer (yes); Pezzoli (yes); Baldwin (yes); Schimmel (yes); Corradini (yes); Joshi (yes) and Fries (yes). A motion was then made by Commissioner Joshi, seconded by Commissioner Schimmel, to approve the role excusing Commissioners Patterson and Harrell-Page. The motion was unanimously approved 7-0.

APPROVAL OF MINUTES

Chairman Corradini referred the Commission to the November 7, 2019 meeting minutes contained in the agenda. A motion was made by Commissioner Baldwin, seconded by Commissioner Myer, to approve the minutes as submitted. The motion was unanimously approved 7-0.

SITE/FINAL PLANS

None.

PUBLIC HEARING

None.

NEW BUSINESS

1. Historic District Modifications and Ordinance Amendments. Mr. Mucha summarized the November 27, 2019 Department of Community Development staff report regarding staff initiated amendments to the historic district ordinance. Mr. Mucha indicated the proposed amendments constituted clean-up amendment to address parcel references and legal description inconsistencies within the current ordinances. Mr. Mucha provided a brief history of the five properties involved in the proposed amendments. Mr. Mucha stated that three properties (214 Brown Avenue, 309 East Centre Avenue and 1324 West Milham Avenue) are proposed to be removed from the district since the historic structures were either demolished or removed back in 2002, 2000 and 1993, respectively. Mr. Mucha stated the other two properties (3821 West Milham Avenue and 10234 East Shore Drive) had recent historic district modifications approved in 2015, however, the legal descriptions were not properly removed/updated in the ordinance.

After a brief discussion, a motion was made by Commissioner Myer, seconded by Commissioner Baldwin, to recommend that the Historic District Modifications and Ordinance Amendments to approved. The motion was unanimously approved 7-0.
Planning Commission Minutes
December 5, 2019
Page 3

Regarding the Portage District Library Outdoor Drinking Water Fountain application, Mr. West summarized the proposed project that involved installation of an outdoor water fountain along the north side of the library near the multi-purpose trail. The Commission and staff next discussed and concurred that the project meets the eligibility requirements for consideration. Chairman Corradini expressed some concern about the proposed location for the fountain and the available of water. Mr. West indicated that further engineering review would be necessary to confirm the most appropriate location for the proposed drinking fountain.

Mr. West next summarized the Woodlawn Drive Sanitary Sewer Lift Station Enhancements application. The Commission and staff next discussed and concurred that the project meets the eligibility requirements for consideration. Chairman Corradini provided background information on the design and feasibility of proposed enhancements, and the impact such enhancements would have on the contract staff whom service the lift stations. Chairman Corradini also indicated such proposed enhancements would need long term maintenance/general upkeep from area residents, and inquired if area residents are willing to maintain the enhancements. Mr. West stated that further internal staff discussion would be necessary to determine what enhancements would be possible without interfering with access to the lift stations.

Mr. West next summarized the South Westnedge Avenue/Dawnlee Avenue Traffic Light and Signage application and indicated the “No-Left Turn” sign into the Pep Boys site will be replaced by the city. The Commission and staff next discussed and concurred that the proposed traffic light was beyond the scope of the Neighborhood & Community Enhancement Program. Chairman Corradini stated that adjustments to the existing traffic signal timing may be possible to address the concerns regarding difficulties making a left-turn from Dawnlee onto southbound South Westnedge Avenue.

Mr. West next summarized the Tattersall Road Traffic Calming application and stated that sidewalk installation along Tattersall and intersection streets was scheduled for FY 2020-2021 as part of the Local Street Reconstruction program. Mr. West also indicated that $25,000 annually was allocated in the CIP for Local Street Calming projects. The Commission and staff next discussed and concurred that the project meets the eligibility requirements for consideration, if it will not be included in the upcoming Local Street Calming.

Mr. West next discussed the Environmental Board Operating Funds application. The Commission and staff briefly discussed and concurred that the project did not meet the eligibility requirements for the Neighborhood and Community Enhancement Program since it did not propose a physical improvement on public property.

Mr. West distributed Program Evaluation Criteria Scoring sheets and requested that the Planning Commission continue to review the eligible applications over the next few weeks and score each project proposal. Mr. West indicated that a follow-up meeting would be scheduled in January to conclude the application reviews, tabulate the Commission scoring for each eligible application and to formulate a formal recommendation for project funding.

ADJOURNMENT:

There being no further business to come before the Commission, the regularly scheduled meeting was adjourned at 8:07 p.m.

Respectfully submitted,

Michael West, AICP
Senior City Planner
TO: Planning Commission
FROM: Christopher Forth, Interim Director of Community Development
SUBJECT: Preliminary Report: Tentative Plan Amendment for Greenspire Planned Development, 3413 West Centre Avenue and 8546 Shirley Court.

I. INTRODUCTION:

An application has been received from American Village Builders and The Hinman Company requesting to amend the previously approved 2017 Tentative Plan for the Greenspire Planned Development (PD) involving the remaining vacant portions of 3413 West Centre Avenue and 8546 Shirley Court. The overall Greenspire Planned Development is comprised of multiple parcels totaling 94.22 acres.

The Tentative Plan Amendment proposes to 1) Reclassify approximately 8.43 acres from commercial to residential/mixed residential-commercial land use; 2) Increase the total number of multiple family residential apartment units from 704 units to 1,020 units with a resulting overall density increase from 8.45 units/acre to 11.12 units/acre; 3) Reconfigure the size and location of proposed commercial and mixed residential-commercial buildings along West Centre Avenue; and 4) Revise the anticipated phasing/construction schedule. Please refer to the attached application, narrative and tentative plan submitted by the applicant for additional details regarding the proposal.

### Tentative Plan Amendment – Greenspire Planned Development

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Property Addresses</th>
<th>Description</th>
<th>Zoning</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Village Builders and The Hinman Company</td>
<td>3201 and 3413 West Centre Avenue; 3145, 8380 and 8401 Greenspire Drive; 3413 Fawn Cove; 8615 Tozer Court; 8546 Shirley Court</td>
<td>94.22 acre tract of land (Mixed multiple family residential and retail/office development) -Excludes portion of Hampton Lake</td>
<td>PD, planned development (2010/2017)</td>
</tr>
</tbody>
</table>

The original Greenspire Planned Development (PD) rezoning/tentative plan application received City Council approval in April 2010 subject to conditions and proposed the construction of a total of 692 multiple family residential units in multiple apartment buildings (384 apartment units already existing) within the interior of the property and construction of a total of 73,400 square feet of retail and 30,400 square feet of offices in a multiple building arrangement along West Centre Avenue.

In 2017, City Council approved a PD rezoning application that added 1.42 acres (8546 Shirley Court) into the overall Greenspire PD and also approved a tentative plan amendment that increased the total number of apartment units from 692 units to 704 units with a resulting overall density of 8.45 units/acre, and reconfigured the size and location of proposed retail/office buildings along West Centre Avenue.

Below is a summary of final/site plans that have been approved by City Council since the original 2010 PD rezoning and tentative plan approval:

- **2011 - Final Plan for Greenspire Retail 1, 3201 West Centre Avenue, which included an approximate 13,400 square foot retail building and associated site improvements (construction complete).**
<table>
<thead>
<tr>
<th>Phasing</th>
<th>Phases I, II, III Apartments (existing)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- 384 units on 44.81 acres</td>
</tr>
<tr>
<td>Phase IV Apartments</td>
<td></td>
</tr>
<tr>
<td>(existing)</td>
<td>- 36 units on 3.05 acres</td>
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<tr>
<td>Phase IV-R Retail</td>
<td></td>
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<tr>
<td>(existing)</td>
<td>- 13,000 sq. ft. retail building</td>
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<tr>
<td>Phase V Apartments</td>
<td></td>
</tr>
<tr>
<td>(existing)</td>
<td>- multiple sub-phases</td>
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<tr>
<td></td>
<td>- 180 units on 18.42 acres</td>
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<tr>
<td>Phase V-R Retail</td>
<td></td>
</tr>
<tr>
<td>(Spring 2017)</td>
<td>- Two, approximate 3,000 sq. ft. retail</td>
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<tr>
<td>buildings</td>
<td></td>
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<tr>
<td>Phase VI Apartments</td>
<td></td>
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<tr>
<td>and Retail/Office west</td>
<td></td>
</tr>
<tr>
<td>of Shirley Court</td>
<td></td>
</tr>
<tr>
<td>(unknown)</td>
<td>- 104 units on 17.03 acres</td>
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<tr>
<td></td>
<td>- Up to 30,400 sq. ft. of office and</td>
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<tr>
<td></td>
<td>remaining retail</td>
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<tr>
<td>Phases I thru VI</td>
<td></td>
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<tr>
<td>Apartments (existing)</td>
<td>- 700 units on 75.23 acres</td>
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<tr>
<td>Phase IV-R Retail</td>
<td></td>
</tr>
<tr>
<td>(existing)</td>
<td>- 13,000 sq. ft. retail building</td>
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<tr>
<td>Phases VII-A Apartments</td>
<td></td>
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<tr>
<td>(Spring 2020)</td>
<td>- 24 units on 3.36 acres</td>
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<tr>
<td>Phases VII-B Apartments</td>
<td></td>
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<tr>
<td>(Fall 2020)</td>
<td>- 48 units on 7.87 acres</td>
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<tr>
<td>Phases VII-C Mixed</td>
<td></td>
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<tr>
<td>Use Buildings (Fall</td>
<td>- Apartments: 224 units total on 2nd,</td>
</tr>
<tr>
<td>2021)</td>
<td>3rd, 4th floors</td>
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<tr>
<td></td>
<td>- Retail/Office: Up to 30,000 sq. ft.</td>
</tr>
<tr>
<td></td>
<td>on 1st floor</td>
</tr>
<tr>
<td></td>
<td>- 3.86 acres (total)</td>
</tr>
<tr>
<td>Phases VII-D Apartments</td>
<td></td>
</tr>
<tr>
<td>(Fall 2022)</td>
<td>- 24 units on 1.42 acres</td>
</tr>
</tbody>
</table>

| Setbacks               | 30-foot setback around perimeter of property (exception: two apartment buildings constructed in Phase IV have a 15-foot setback from east property line) |
|                       | 80-foot setback from property line where adjacent to single family residences located along Tozer Court/Shirley Court. |
|                       | 25-foot setback from interior private streets and 30-foot separation between apartment buildings. |
|                       | 30-foot setback around perimeter of property (exception: two apartment buildings constructed in Phase IV have a 15-foot setback from east property line) |
|                       | 80-foot setback from property line where adjacent to single family residences located along Tozer Court/Shirley Court. |
|                       | 25-foot setback from interior private streets and 30-foot separation between apartment buildings. |

| Vehicular Access/   | Existing full service access drives from West Centre Avenue including Greenspire Drive (eastern portion of site) and full service drive (opposite Cooley Court). |
| Pedestrian Circulation | Shirley Court, right-in/right-out (western portion of site) |
|                       | Interconnected network of sidewalks along West Centre Avenue and within the interior of the apartment portion of the development. |
|                       | Existing full service access drives from West Centre Avenue including a left-out restricted Greenspire Drive (eastern portion of site) and full service signalized drive (opposite Cooley Court). |
|                       | Shirley Court, right-in/right-out (western portion of site) |
|                       | Interconnected network of sidewalks along West Centre Avenue and within the interior of the apartment portion of the development. |

Reclassification of Acreage. The 2020 tentative plan amendment proposes to reclassify approximately 8.43 acres from previously approved commercial land use (retail/office), to residential (apartments) and mixed residential/commercial land use. This land area is situated in the northwest portion of the overall PD property, along West Centre Avenue, and involves proposed Phases VII-B and VII-C. As a result, the amount of acreage designated for commercial purposes decreased from 10.9 acres to 2.47 acres plus the 15,000 square feet of first floor commercial use within the two propose mixed use buildings (total of 30,000 square feet). For Commission information, up to 20% of the land area (20.8 acres) can be designated for non-residential use.

The previously approved 2017 tentative plan proposed up to six, one-story (25-foot tall) retail buildings ranging in size between 6,000 - 25,000 square feet each and 3-story office buildings up to 40-feet in height and up to a total of 30,400 square feet. The 2020 tentative plan proposes to replace this multiple retail/office building arrangement with two, 4-story mixed use residential/commercial buildings with the 1st floor of each building occupied by retail/office uses and the upper 2nd, 3rd and 4th stories occupied by multiple family
of these wetland areas. Storm water runoff from the remaining Phase VII portions of the development will be collected and pre-treated prior to release into the these existing natural low areas, as has been done in previous phases, subject to appropriate review, approval and permitting by the Michigan Department of Environment, Great Lakes & Energy (EGLE).

Updated Project Phasing Timeline – The proposed 2020 tentative plan amendment includes an updated phasing schedule for the remaining portions of the planned development. Phase VII-A of the apartment portion of the development is proposed to commence in the Spring of 2020 and includes 24 units on 3.05 acres. Phase VII-B of the apartment portion of the development is proposed to commence in the Fall of 2020 and includes 48 units on 7.145 acres. Phase VII-C which includes the two mixed use residential/commercial buildings with approximately 224 apartment units and 30,000 square feet of retail/office space on 3.48 acres is proposed to commence in the Fall of 2021. Finally, Phase VII-D of the apartment portion of the development is proposed to commence in the Fall of 2022 and includes 24 units on 1.42 acres.

IV. PUBLIC NOTICING REQUIREMENTS:

Per statutory requirements, residents/property owners within 300 feet of the overall Greenspire PD property have been notified in writing of the proposed tentative plan amendment and the Planning Commission meeting. Additionally, a public notice was also published in the local newspaper. Staff also suggested that the applicant reach out to the adjacent property owners along Shirley Court and Tozer Court to discuss the proposed tentative plan amendment. At the time of report preparation, no citizen communications have been received regarding the proposed tentative plan amendment.

V. RECOMMENDATION:

Consistent with the Planning Commission policy of accepting public comment at the initial meeting and continuing the review/discussion at a subsequent meeting, the Commission is advised to receive public comment during the January 9, 2020 meeting and adjourn the public hearing to the January 23, 2020 meeting.

Attachments: Zoning/Vicinity Map
Future Land Use Map
Aerial Photo Map
Proposed Narrative, Mixed Use Building Rendering and Tentative Plan Amendment
2017 Approved Tentative Plan
January 3, 2020

Mr. Christopher Forth  
Deputy Director of Planning and Community Development  
City of Portage  
2900 S. Westnedge Ave.  
Portage, MI 49002

RE: Greenspire Planned Development “PD” Tentative Plan

AVB and The Hinman Company are pleased to submit to you an updated plan for our property on the south side of West Centre Avenue as depicted on the attached site plan. The property is already zoned PD - Planned Development. The following tentative plan (the “Tentative Plan”) is consistent with the City of Portage Land Development regulations. This application seeks to revise and update the overall Tentative Plan. The following items have materially changed since the last Tentative Plan was approved by the City of Portage City Commission on January 24, 2017.

- Reclassify approximately 8.43 acres from commercial to residential and mixed residential/commercial land use.
- Increase the total number of multiple family apartment units from 704 units to 1,020 units with a resulting density increase from 8.45 units/acre to 11.12 units/acre.
- Reconfigure the size and location of proposed commercial and mixed residential/commercial buildings along West Centre Avenue.
- Revise the anticipated phasing/construction schedule

The proposed Tentative Plan provides for the continuation of an excellent development. In addition, it allows for an urban style of development to be executed in our suburban Portage market, something that is gaining significant traction nationally. Greenspire is an excellent location to facilitate this type of development owing to the presence of walkable grocery, shopping and retail. Further, the proposed approach allows this property to achieve its highest and best use while remaining true to the development principles that were originally established at Greenspire over 40 years ago.
court. In 1981 Phase III was constructed and included six new buildings. In total Phase I through Phase III included 17 buildings, 384 units (187 one beds, 144 two beds, and 53 three beds) over 44.82 +/- acres. For density purposes the 384 units over 44.82 +/- developed acres equals 8.57 units/acre. Phase IV was constructed in 2014 and 2015 and includes 36 units (12 one beds and 24 two beds) over 3.05 acres, bringing the average density over the developed acres to 8.77 units/acre. Phase V was completed in the fall of 2018 and included 184 units (6 studios, 82 one beds and 96 two beds), bringing the average density over developed acres to 9.31 units/acre. Phase VI is being completed in the fall of 2019 and the spring of 2020 and includes 96 units (60 one beds and 36 two beds), bringing the average density over the developed acreage to 9.30 units/acre. Please note that with this proposed amendment, the Phase VI density has increased from 8.45 units per acre to 9.257 units/acre as the acreage of Phase VI has been decreased (17.035 acres to 10.371 acres) to match the new proposed development plan.

Greenspire Phases VII will be developed in approximately three sub-phases beginning the Spring of 2020.


b. Fall 2020. The two buildings of the Phase VII B multi-family residential development are planned to commence construction.

c. Fall 2021. The mixed-use building with 224 units, potentially underground parking, and approximately 30,000 sq. ft. of retail or office space on the first floor of the two proposed mixed unit buildings that front on Centre Avenue will begin.

d. Fall of 2022. The two residential buildings containing 24 units proposed for Phase VII D will commence construction.

4. The time schedule is proposed in #3 above.

5. The site plan and its associated phasing lines show how each stage of the development is independent, yet designed to integrate well into the development as well as the existing development pattern. Importantly, each phase of the Greenspire plan has been meticulously designed to integrate into the existing Greenspire Apartments master plan. The Cooley Drive entrance drive has been completed to provide an additional means of ingress and egress into the development. In a shared investment project with the City of Portage, the new traffic signal at Cooley and Centre Ave. was completed in the summer of 2017, and further improved ingress and egress to the Greenspire development. Additionally, when the area southwest of the Cooley and Centre intersection is developed, this area will be benefited by the right in/right out drive, in a location to be agreed upon between Greenspire and the City of Portage.
7. The chart below demonstrates the land use and density for each phase.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Property Acre</th>
<th>Combined Acres</th>
<th>Phase Units</th>
<th>Phase Density</th>
<th>Combined Units</th>
<th>Combined Density</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing Buildings:</td>
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<td></td>
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</tr>
<tr>
<td>1</td>
<td>8.015</td>
<td>8.015</td>
<td>96</td>
<td>11.978</td>
<td>96</td>
<td>11.98</td>
</tr>
<tr>
<td>2</td>
<td>14.960</td>
<td>22.975</td>
<td>168</td>
<td>11.230</td>
<td>264</td>
<td>11.49</td>
</tr>
<tr>
<td>3</td>
<td>21.840</td>
<td>44.815</td>
<td>120</td>
<td>5.495</td>
<td>384</td>
<td>8.57</td>
</tr>
<tr>
<td>4</td>
<td>3.050</td>
<td>47.865</td>
<td>36</td>
<td>11.803</td>
<td>420</td>
<td>8.77</td>
</tr>
<tr>
<td>5</td>
<td>17.000</td>
<td>64.865</td>
<td>184</td>
<td>10.824</td>
<td>604</td>
<td>9.31</td>
</tr>
<tr>
<td>6</td>
<td>10.371</td>
<td>75.236</td>
<td>96</td>
<td>9.257</td>
<td>700</td>
<td>9.30</td>
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<td>Proposed Buildings:</td>
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</tr>
<tr>
<td>7a</td>
<td>3.364</td>
<td>78.600</td>
<td>24</td>
<td>7.134</td>
<td>724</td>
<td>9.21</td>
</tr>
<tr>
<td>7b</td>
<td>7.872</td>
<td>86.472</td>
<td>48</td>
<td>6.098</td>
<td>772</td>
<td>8.93</td>
</tr>
<tr>
<td>7c</td>
<td>3.860</td>
<td>90.332</td>
<td>224</td>
<td>58.031</td>
<td>996</td>
<td>11.03</td>
</tr>
<tr>
<td>7d</td>
<td>1.420</td>
<td>91.752</td>
<td>24</td>
<td>16.901</td>
<td>1020</td>
<td>11.12</td>
</tr>
</tbody>
</table>

Please note in the chart above, the Phase VI density has increased from 8.45 units per acre to 10.824 units/acre as the acreage of Phase VI has been decreased (17.035 acres to 10.371 acres) to match the new proposed development plan.

The chart below explains the breakdown of the total acreage within Greenspire as it relates to the Tentative Plan acreage calculations.

<table>
<thead>
<tr>
<th>Acreage summary</th>
<th></th>
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<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Survey Acreage</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Less:</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Hampton Lake</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9.76</td>
<td></td>
</tr>
<tr>
<td>Commercial</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2.472</td>
<td></td>
</tr>
<tr>
<td>Residential Acreage</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>91.748</td>
<td></td>
</tr>
</tbody>
</table>

Note that in the chart above the 91.748 acres of “Residential Acreage” includes the mixed residential/commercial portion of the development as well.

Retail/Office  

2.472 acres (not including 3.86 mixed use)

It should be noted that the allowable non-residential acreage is 20.79 acres at 20% of 103.98 acres.

30,000 to 45,000 sq. ft. of retail or office

Up to 45,000 sq. ft. / 2.472 acres = 18,204 sq. ft./acre, not including the 3.86 acres of mixed-use buildings
The commercial/retail building heights will not exceed those which are allowed within the PD zoning district. The multi-family buildings are designed at approximately 40’. The podium building will be designed at or below 65’ in height.

10. Storm water will be treated and piped via underground structures to the most appropriate common open space area in accordance with City of Portage requirements. In addition, some storm water capacity may be integrated into the design of the office sites. Storm water will be pre-treated according to City of Portage regulations and then released for infiltration into adjacent lowlands according to existing or modified permits (as necessary) from EGLE. These low-lying areas within the development provide plenty of space for this purpose and this plan will be developed to allow for natural looking rain basins/wetlands as opposed to typical, fenced off, deep and unsightly storm systems. Sanitary sewer will be connected to the available City of Portage sanitary sewer system which is available at Centre Avenue and at the Fawn Cove lift station.

11. Greenspire has provided easements to the required utility providers for water, sewer, data and power. In addition, the various Greenspire parcels benefit from cross-access agreements for pedestrian and vehicular access.

12. Parking will be provided according to the City Ordinance. If feasible, we will try to bank some of the retail parking as typically the City requirements exceed those of our tenants. The existing and proposed road widths are included and dimensioned on the attached site plan. Single story pitched roof garages and/or carports may be implemented into the site plan. The quantity of garages / carports are planned at 50% of total number of bedrooms. The construction finishes / materials will be complimentary to that of the Phase IV, V and VI apartment buildings. The specific quantity, location, and materials of the garages / carports will be detailed on the final site plan. In addition, the two mixed-use buildings along Centre Avenue may include underground parking.

13. We are requesting a density modifications as follows: overall development density to 11.12 units to the acres (1,020 units on 91.73 acres in Phases I–VII), Phase 7c to 58.031 units to the acre (224 units on 3.86 acres) and Phase 7d to 16.901 units to the acre (24 units on 1.42 acres).

The requested modifications are in line with current national trends in development and enhance the quality of life for existing and future residents. First, the increased density allows for a “city feel” in an urban environment, a trend that is gaining popularity nationally. This city feel includes walkable retail spaces which are already present, and which will be enhanced with the proposed expansion of units and density. Second, the increased household population within Greenspire allows for additional amenity spaces to be developed.
TO: Planning Commission
FROM: Christopher Forth, Interim Director of Community Development

SUBJECT: 2019-2020 Neighborhood & Community Enhancement Program Applications

I. INTRODUCTION/PRELIMINARY APPLICATION REVIEW

At the December 5, 2019 meeting, the Planning Commission conducted a preliminary review and discussion of the five Neighborhood and Community Enhancement Program (NCEP) project applications that were received for FY 2019-2020. The five projects submitted for consideration include the following:

1. Portage District Library Outdoor Drinking Water Fountain
2. Woodlawn Drive Sanitary Sewer Lift Station Enhancements
3. South Westnedge Avenue/Dawnlee Avenue Traffic Light and Signage
4. Tattersall Road Traffic Calming (speed bumps, humps, signage)
5. Environmental Board Operating Funds

After reviewing each application, the Commission concurred that the Portage District Library Outdoor Drinking Water Fountain project and Woodlawn Drive Sanitary Sewer Lift Station Enhancement project both met the eligibility requirements for consideration. While the Commission also concurred that the Tattersall Road Traffic Calming project also met the eligibility requirements, it was understood that sidewalk installation along sections of Tattersall Road, Evergreen Street and Rothbury Street was scheduled for 2020-2021 and $25,000 annually was allocated in the Capital Improvement Program (CIP) for Local Street Calming. The Commission concurred that the South Westnedge Avenue/Dawnlee Traffic Light project was beyond the scope of the program and the Environmental Board Operating Funds project did not meet the eligibility requirements for consideration.

At the conclusion of the meeting, staff distributed Program Evaluation Criteria Scoring sheets and requested that the Planning Commission continue to review the eligible applications and score each project proposal prior to the next meeting.

II. RECOMMENDATION

The Planning Commission is advised to review and score the eligible project applications prior to the January 9, 2020 meeting. During the January 9th meeting, the Commission should rank the projects in order of priority. Once this step is completed, staff will work with the applicant(s) to further define the scope of work and budget. The final scope of work and budget will be provided to the Planning Commission for final approval and at that time, the Commission can make a final recommendation to the City Council.

Attachments: November 27, 2019 Department of Community Development staff report
Program Evaluation Criteria Scoring sheets
NCEP project applications.
TO: Planning Commission

FROM: Christopher North, Acting Director of Community Development

SUBJECT: 2019-2020 Neighborhood & Community Enhancement Program Applications

I. INTRODUCTION/BACKGROUND

The Neighborhood and Community Enhancement Program was initiated by the Planning Commission in FY 2017-2018 and is intended to encourage Portage residents to submit ideas for public space projects that will improve the overall community and/or individual neighborhoods. Examples of projects include: sidewalk/trail enhancements, street trees, street lighting, gateway signage, landscaping enhancements and improvements that promote places to gather, community gardens, community art projects, or other similar improvements.

Funding for this program is provided through the annual Capital Improvement Program (CIP). Funded projects must be located on public property or on private property with an appropriate easement provided to the city and have a minimum cost of $10,000. As detailed in the project evaluation criteria table (see attached), preference will be given to projects that accomplish the following:

- Enhance neighborhood/community appearance
- Enhance neighborhood health and safety
- Promote a greater sense of community
- Address a known neighborhood deficiency
- Complement other neighborhood improvements
- Promote social interaction
- Positively impact a significant number of residents
- Have longevity greater than 10 years

In FY 2017-2018, six projects were submitted for consideration and three were selected for funding. In FY 2018-2019, no project applications were received. For current FY 2019-2020, five projects have been received for Planning Commission consideration. Attached for Commission review are copies of these five Neighborhood and Community Enhancement Program (NCEP) projects that were received for FY 2019-2020. The five projects submitted for consideration include the following:

1. Portage District Library Outdoor Drinking Water Fountain
2. Woodlawn Drive Sanitary Sewer Lift Station Enhancements
3. South Westnedge Avenue/Dawnlee Avenue Traffic Light and Signage
4. Tattersall Road Traffic Calming (speed bumps, humps, signage)
5. Environmental Board Operating Funds

A brief summary of each of these applications is provided below, while complete copies of the applications are attached for Planning Commission consideration.
Environmental Board Operating Funds

The applicant (Kevin Park, on behalf of the Environmental Board) is requesting operating funds to supply and promote Portage and the greater Southwest Michigan area with environmental education programs, workshops, speakers, films and events.

The applicant has not provided any cost estimate and no in-kind service match is proposed.

III. RECOMMENDATION

The Planning Commission is advised to begin initial review, discussion, determination of eligibility and scoring of these five project applications at the December 5, 2019 meeting. Staff will be available to answer questions and provide additional assistance. A subsequent meeting will be scheduled for appropriate follow-up and final project application.

Attachments:
- Neighborhood and Community Enhancement Program Evaluation Criteria
- Portage District Library Outdoor Drinking Water Fountain
- Woodlawn Drive Sanitary Sewer Lift Station Enhancements
- South Westnedge Avenue/Dawnlee Avenue Traffic Light and Signage
- Tattersall Road Traffic Calming (speed bumps, humps, signage)
- Environmental Board Operating Funds
<table>
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<td>3. Does the project promote a greater sense of community?</td>
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<td>4. Does the project address a known neighborhood or community deficiency?</td>
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<td>5. Is the project located in a designated Community Development Block Grant Program (CDBG) low/moderate income neighborhood?</td>
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<td>6. Does the project promote social interaction?</td>
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<td>7. Does the project positively impact a significant number of residents?</td>
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<td>8. Is the longevity of the project greater than 10 years?</td>
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<td>9. Does the project compliment, but not duplicate, other public or private neighborhood improvements?</td>
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<td>10. Is the project well planned, include an itemized list of expenditures (material and labor costs) and ready for implementation?</td>
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<td>11. Was the project submitted by a neighborhood association or other citizen group that will be engaged in project implementation?</td>
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<td>12. If there are ongoing operation and maintenance costs (actual expenses and/or in-kind contributions), is the applicant able to commit the resources for this purpose?</td>
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<td>13. If the project cost exceeds the budget, can the project still be implemented at a reduced scale?</td>
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¹ Up to 5 points will be awarded for criteria 1-7 and up to 3 points for criteria 8-13

Point system is used as a guide and the city reserves the right to select the project which is most consistent with the intent of the Program
Neighborhood and Community Enhancement Program Application

The Neighborhood and Community Enhancement Program is intended to involve Portage residents who are encouraged to submit ideas for projects that will improve the community and/or neighborhoods by submitting ideas for public space projects. Funding for this pilot program will be provided through the annual Capital Improvement Program (CIP). CIP funded projects must be located on public property or on private property with an appropriate easement provided to the city and have a minimum cost of $10,000.

Preference will be given to projects that (attached is a complete list of criteria used to evaluate each project):
- Enhance neighborhood/community appearance
- Complement other neighborhood improvements
- Enhance neighborhood health and safety
- Promote social interaction
- Promote a greater sense of community
- Positively impact a significant number of residents
- Address a known neighborhood deficiency
- Have longevity greater than 10 years

Examples of projects may include: Sidewalk or trail enhancements, street trees, street lighting, gateway signage or landscaping, improvements that promote places to gather, community gardens, community art projects, or other similar improvements.

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<th>Applicant Name:</th>
<th>DORAN LEFAVETE  CHRISTY KLIEN</th>
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<td>Applicant Group, Organization, or Potential Nonprofit Partner:</td>
<td>Portage District Library</td>
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<tr>
<td>Contact Street Address:</td>
<td>300 LIBRARY LANE</td>
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<tr>
<td>Contact Phone Number:</td>
<td>269-585-8730</td>
</tr>
<tr>
<td>Contact Email Address:</td>
<td><a href="mailto:dlefave@portagelibrary.info">dlefave@portagelibrary.info</a></td>
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</tbody>
</table>

Please complete the following sections. You may attach a separate written description with any additional information, if desired.

Project Description and Location. If applicable, attach a location map, photographs, rendering or sketches of the proposed project.

"Purchase and install an outdoor drinking water fountain located north of the library adjacent to the Library Creek Flats Trailhead for the community to have access to drinking water. The fountain will be ADA approved (2 levels) and be pet friendly with a third fountain. It is also possible to have a bottle filling station. See attachments for 2 possible locations with water sources."

Location maps/aerial photographs can be obtained by visiting the City of Portage website at www.portagemi.gov
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Page 1 of 2
GY Series
MODEL GYQ84
PEDESTAL MOUNTED BOTTLE FILLER
WITH BI-LEVEL DRINKING FOUNTAIN

STANDARD FEATURES
- Adult ADA compliant
- Pushbutton and hands free sensor operated bottle filler
- Battery pack 6-AA
- Laminar flow water supply to bottle filler
- Resistant to sunlight, heat, moisture and wear
- 18 Gage, 304 stainless steel drinking
  Fountain bowls
- 12 Gage, heavy duty stainless steel construction
  with corrosion and scratch resistant finish
- Stainless steel, anti-rotation non-squirter bubbler
- 100 mesh inlet strainer
- Lead and cyst filter (Not available with FRU
  option)
- Access cover, heavy duty stainless steel,
  Vandal resistant

SUGGESTED SPECIFICATIONS
Pedestal mounted bottle filler with bi-level drinking fountain shall be Murdock model GYQ84. Construction shall be 12 gage, all stainless steel with 18 gage stainless steel fountain bowls. Pedestal shall have four mounting holes. Access covers shall be secured with vandal-resistant stainless steel screws. Bottle filler shall be activated by a 9 volt sensor or a pushbutton as standard. Unit shall contain a 100 mesh inlet strainer, lead and cyst filter, 6-AA battery pack and laminar flow spout. Self-closing pushbuttons, needing less than 5 pounds force, shall activate internally mounted valves with adjustable stream regulators. Bubbler shall be stainless steel with non-squirter feature and operate on water pressure range of 20-105 psig. Fountain is certified to ANSI A117.1, Public Law 111-380 (NO-LEAD), CHSC 116876 and NSF/ANSI 61, Section 9. Fixture meets ADA and ADA Standing Person, requirements when mounted appropriately.

MODEL:
(Must Specify)
- GYQ84 Satin Stainless Finish
- GYQ85 Green Powder-Coated (Shown)
- GYQ86 Red Powder-Coated
- GYQ87 Blue Powder-Coated

OPTIONAL ACCESSORIES
(additional costs may be incurred)
- CV Cartridge valve on fountains
  (Not available with freeze-resistant valve)
- FRU3 Underground freeze-resistant, 3 valves
  (Less filter and sensor)
- FRU4 Underground freeze-resistant, 4 valves
  (Less filter and sensor)
- IAP In-ground anchor plate
- LOGO Customer specified logo
- MO Bottle filler operated by pushbutton only
  (Standard with freeze-resistant valves)
- PF Pet fountain

Option Notes:
- See separate option sheet

Please visit www.murdockmfg.com
for most current specifications.

MURDOCK MFG. • 15125 Proctor Avenue • City of Industry, CA 91746 USA
Phone 800-453-7465 or 626-333-2543 • Fax 626-855-4860 • www.murdockmfg.com

09/06/16
Bill To: 107344  
CASH NON-TAXABLE KALAMAZOO  
KALAMAZOO  

Ship To: 107344  
PORTAGE LIBRARY  
KALAMAZOO, MI 49048  
US  

Order Contact: Mr. DORAN LEFAIVE  
Delivery Contact: DORAN  

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Customer Note: PLEASE MAKE SURE YOU HAVE THE SALES TAX EXEMPTION CERTIFICATE FOR ANY ORDER PLACED UNDER THIS ACCOUNT, A TAX ID IS NOT SUFFICIENT. IF YOU DO NOT HAVE THE EXEMPTION PLEASE PLACE ORDER UNDER CASH TAX, IF/WHEN WE RECEIVE AN EXEMPTION WE CAN REMOVE & REFUND THE TAX, ALL EXEMPTIONS NEED TO BE UPLOADED TO DOCUWARE OR SENT TO AR@MACOMBGROUP.COM

|            | 1.0     | 0.0                                                   | 1.0     | EA         | 6,425.06       | 6,425.06       |
|            |         | (020) 258EK.LK4420DBFRK OUTDOOR FOUNTAIN BI-LEVEL W/ PET STATION/EVERGREEN |         | EA         |                |                |

Total Lines: 2

SUB-TOTAL: 8,711.62  
TAX: 0.00  
AMOUNT DUE: 8,711.62  
U.S. Dollars

CHECK OUT THE NEW MACOMBGROUP.COM. PLACE ORDERS & CHECK ITEM AVAILABILITY

***Special Order and Non-Stock Returned Items are subject to mfg approval.***
MOUNTING INSTRUCTIONS and PLUMBING INSTRUCTIONS
Site and drainage excavation is required for fountain installation. Refer to owner's manual for site preparation details. Provide solid, well-drained surface to mount pedestal fountain (concrete pad recommended) with adequate support (300 lb. load minimum). (6) 3/8" minimum fasteners (not included) should be attached securely to mounting surface in order to secure fountain, (Refer to rough-in diagram), and be sure to allow an opening for the freeze-resistant valve in the ground as shown in the installation instructions that accompany the fountain. (Refer to the rough-in diagram below). Refer to local codes for any additional requirements.

Locate and install plumbing through ground as required. Assemble fountain to prepared site and mounting pad.

NOTE: Fountain is not furnished with service valve. Position pedestal over plumbing and secure base to fasteners. Remove access panels and connect supply and water lines. Turn on water supply and check for leaks. Refer to owner's manual for detailed instructions. Reassemble access panels to pedestal. Trap and service stop not included.

SANITARY FREEZE-RESISTANT VALVE GROUND INSTALL DETAIL

In keeping with our policy of continuing product improvement, Elkay reserves the right to change product specifications without notice. Please visit elkay.com for the most current version of Elkay product specification sheets. This specification describes an Elkay product with design, quality, and functional benefits to the user. When making a comparison of other producers' offerings, be certain these features are not overlooked.
Neighborhood and Community Enhancement Program Application

The Neighborhood and Community Enhancement Program is intended to involve Portage residents who are encouraged to submit ideas for projects that will improve the community and/or neighborhoods by submitting ideas for public space projects. Funding for this pilot program will be provided through the annual Capital Improvement Program (CIP). CIP funded projects must be located on public property or on private property with an appropriate easement provided to the city and have a minimum cost of $10,000.

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- Positively impact a significant number of residents
- Have longevity greater than 10 years

Examples of projects may include: Sidewalk or trail enhancements, street trees, street lighting, gateway signage or landscaping, improvements that promote places to gather, community gardens, community art projects, or other similar improvements.

Applicant Name: Bill & Kathy Main
10035 Woodlawn Dr., Portage, MI 49002
Bill: 269-267-4588, billm5300@gmail.com

Applicant Group, Organization

Contact Street Address:
10041 Woodlawn Dr., Portage, MI 49002
Andrew: 269-207-6027, athompson@normancamera.com

Contact Phone Number:

Contact Email Address:

Please complete the following sections. You may attach a separate written description with any additional information, if desired.

Project Description and Location. If applicable, attach a location map¹, photographs, rendering or sketches of the proposed project.

See attached description, photos, and plan

² Location maps/aerial photographs can be obtained by visiting the City of Portage website at www.portagemi.gov

(OVER)
Woodlawn Drive Neighborhood Sanitary Lift Station Enhancement

1. Project Description and location:

There are three lift stations on Woodlawn Drive in the proposal:
1. Between 10035 and 10041 Woodlawn Drive
2. Adjacent to 9534 Woodlawn Drive (across from the Austin Lake public access)
3. Adjacent to 10416 Woodlawn (across from 10425 Woodlawn)

Sanitary lift stations are a necessary element of the city’s infrastructure. However, they can be an unfortunate eyesore for adjacent property owners and passers-by. The priority has been engineering functionality and maintenance access. However, we believe that functionality and access can be accomplished without harming the neighborhood. This proposal is to repaint, recover, screen and landscape three sanitary lift stations on Woodlawn drive to improve their appearance and improve their fit with the residential surroundings. In other words, to make the lift stations better neighbors!

We propose repainting the metal control and electrical boxes at all three sites in a more natural earth tone color (such as taupe or sage green) that blends in with surrounding plant materials.

At 10035/10035, the site with which we are most familiar, we propose replacing the white crushed stone with 2-3” cobblestone, which is more natural looking. We also propose adding plant material to screen the lift station as much as possible from the road and from the adjacent homes. There is also an aeration compressor associated with the Austin Lake Aeration Project at this location. We believe that Lake Savers (operators of the compressor) would be willing to paint their items at this site to match. Installing 2-3” cobblestone in the drainage swale should also be considered to eliminate the narrow grass strip, which must be mowed. We also recommend replacing the “city standard” red masonry block retaining wall with a low natural 6-18” boulder wall to be more in keeping with the surrounding landscapes. We have suggested adding stone colored steps to ease access to the raised work area.

We (the homeowners at 10035/10041 Woodlawn) have developed a landscape plan for this location with suggested plantings. This plan is in keeping with the surrounding landscapes, which were done professionally.

Workers need to have access to the control boxes and pits, which can be accomplished by leaving a gap in the screening materials. The plan reorients the service access path directly from the street. Previously, the driveway at 10041 was usually used for access. Crane trucks occasionally used to remove pumps, etc. from the pit must work from the road (not the driveways). Generators brought in occasionally during power failures must also work from the road and can run lines through the gap in screening materials mentioned above.
The lift stations are a permanent feature of the Woodlawn neighborhood and improvements would last more than 10 years.

3. Construction materials for 10035/10041 Woodlawn would include:

- Paint
- 6-18” fieldstone for low wall
- Stone or masonry steps
- 2-3 cobble stone groundcover
- Plant Material (1- Emerald Green Arborvitae, 18 Red Head Fountain Grass)
- Shredded Bark
- Aluminum edging
- Grass seed

Material for the two other sites TBD

4. Donated Services:

The adjacent neighbors are currently mowing and attending to plant materials (such as cutting down grasses seasonally. We expect that will continue. At 10035/10041 we would be willing to water new plantings until they are established and healthy. A landscape plan is being donated. We would be willing to contact the homeowners adjacent to the other lift stations to get their preferences.

5. Estimated Cost:

We estimate the cost of this project to be approximately $15,000-$20,000 for all three sites.

Thank you for your consideration!
At the corner by 9534 Woodlawn
Across from the Austin Lake public access
Neighborhood and Community Enhancement Program Application

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<tr>
<td>Contact Street Address:</td>
<td>Bill: 269-267-4588, <a href="mailto:billm5300@gmail.com">billm5300@gmail.com</a></td>
</tr>
<tr>
<td>Contact Phone Number:</td>
<td>Andrew &amp; Kimberly Thompson</td>
</tr>
<tr>
<td>Contact Email Address:</td>
<td>10041 Woodlawn Dr., Portage, MI 49002</td>
</tr>
<tr>
<td></td>
<td>Andrew: 269-207-6027, <a href="mailto:athompson@normancamera.com">athompson@normancamera.com</a></td>
</tr>
</tbody>
</table>

Please complete the following sections. You may attach a separate written description with any additional information, if desired.

Project Description and Location. If applicable, attach a location map¹, photographs, rendering or sketches of the proposed project.

See attached description, photos, and plan

¹ Location maps/aerial photographs can be obtained by visiting the City of Portage website at www.portagemi.gov

(OVER)
Woodlawn Drive Neighborhood Sanitary Lift Station Enhancement

1. Project Description and location:

There are three lift stations on Woodlawn Drive in the proposal:
1. Between 10035 and 10041 Woodlawn Drive
2. Adjacent to 9534 Woodlawn Drive (across from the Austin Lake public access)
3. Adjacent to 10416 Woodlawn (across from 10425 Woodlawn)

Sanitary lift stations are a necessary element of the city's infrastructure. However, they can be an unfortunate eyesore for adjacent property owners and passers-by. The priority has been engineering functionality and maintenance access. However, we believe that functionality and access can be accomplished without harming the neighborhood. This proposal is to repaint, recover, screen and landscape three sanitary lift stations on Woodlawn drive to improve their appearance and improve their fit with the residential surroundings. In other words, to make the lift stations better neighbors!

We propose repainting the metal control and electrical boxes at all three sites in a more natural earth tone color (such as taupe or sage green) that blends in with surrounding plant materials.

At 10035/10035, the site with which we are most familiar, we propose replacing the white crushed stone with 2-3” cobblestone, which is more natural looking. We also propose adding plant material to screen the lift station as much as possible from the road and from the adjacent homes. There is also an aeration compressor associated with the Austin Lake Aeration Project at this location. We believe that Lake Savers (operators of the compressor) would be willing to paint their items at this site to match. Installing 2-3” cobblestone in the drainage swale should also be considered to eliminate the narrow grass strip, which must be mowed. We also recommend replacing the "city standard" red masonry block retaining wall with a low natural 6-18" boulder wall to be more in keeping with the surrounding landscapes. We have suggested adding stone colored steps to ease access to the raised work area.

We (the homeowners at 10035/10041 Woodlawn) have developed a landscape plan for this location with suggested plantings. This plan is in keeping with the surrounding landscapes, which were done professionally.

Workers need to have access to the control boxes and pits, which can be accomplished by leaving a gap in the screening materials. The plan reorients the service access path directly from the street. Previously, the driveway at 10041 was usually used for access. Crane trucks occasionally used to remove pumps, etc. from the pit must work from the road (not the driveways). Generators brought in occasionally during power failures must also work from the road and can run lines through the gap in screening materials mentioned above.
The lift stations are a permanent feature of the Woodlawn neighborhood and improvements would last more than 10 years.

3. **Construction materials for 10035/10041 Woodlawn would include:**

   Paint
   6-18" fieldstone for low wall
   Stone or masonry steps
   2-3 cobble stone groundcover
   Plant Material (1- Emerald Green Arborvitae, 18 Red Head Fountain Grass)
   Shredded Bark
   Aluminum edging
   Grass seed

   Material for the two other sites TBD

4. **Donated Services:**

   The adjacent neighbors are currently mowing and attending to plant materials (such as cutting down grasses seasonally. We expect that will continue. At 10035/10041 we would be willing to water new plantings until they are established and healthy. A landscape plan is being donated. We would be willing to contact the homeowners adjacent to the other lift stations to get their preferences.

5. **Estimated Cost:**

   We estimate the cost of this project to be approximately $15,000-$20,000 for all three sites.

   **Thank you for your consideration!**
At the corner by 9534 Woodlawn
Across from the Austin Lake public access
Neighborhood and Community Enhancement Program Application

The Neighborhood and Community Enhancement Program is intended to involve Portage residents who are encouraged to submit ideas for projects that will improve the community and/or neighborhoods by submitting ideas for public space projects. Funding for this pilot program will be provided through the annual Capital Improvement Program (CIP). CIP funded projects must be located on public property or on private property with an appropriate easement provided to the city and have a minimum cost of $10,000.

Preference will be given to projects that (attached is a complete list of criteria used to evaluate each project):

- Enhance neighborhood/community appearance
- Enhance neighborhood health and safety
- Promote a greater sense of community
- Address a known neighborhood deficiency
- Complement other neighborhood improvements
- Promote social interaction
- Positively impact a significant number of residents
- Have longevity greater than 10 years

Examples of projects may include: Sidewalk or trail enhancements, street trees, street lighting, gateway signage or landscaping, improvements that promote places to gather, community gardens, community art projects, or other similar improvements.

Applicant Name: **DAVID VAN DYKE**

Applicant Group, Organization or Potential Nonprofit Partner:

Contact Street Address: 213 DawnLee Ave

Contact Phone Number: 269-381-8518

Contact Email Address: DPVANDY@CHARTOR.NET

Please complete the following sections. You may attach a separate written description with any additional information, if desired.

Project Description and Location. If applicable, attach a location map¹, photographs, rendering or sketches of the proposed project.

¹ Location maps/aerial photographs can be obtained by visiting the City of Portage website at [www.portagemi.gov](http://www.portagemi.gov)

(OVER)

7900 South Westnedge Avenue • Portage, Michigan 49002 • (269) 329-4477
www.portagemi.gov
Neighborhood and Community Enhancement Program Application

The Neighborhood and Community Enhancement Program is intended to involve Portage residents who are encouraged to submit ideas for projects that will improve the community and/or neighborhoods by submitting ideas for public space projects. Funding for this pilot program will be provided through the annual Capital Improvement Program (CIP). CIP funded projects must be located on public property or on private property with an appropriate easement provided to the city and have a minimum cost of $10,000.

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Applicant Name: Kristin Burmeister

Applicant Group, Organization or Potential Nonprofit Partner:

Contact Street Address: 2729 Tattersall Rd, Portage, MI 49024

Contact Phone Number: (616) 481-3616

Contact Email Address: km.burmeister@hotmail.com

Please complete the following sections. You may attach a separate written description with any additional information, if desired.

Project Description and Location. If applicable, attach a location map¹, photographs, rendering or sketches of the proposed project.

Speed Bumps or Inverted speed bumps on Tattersall Rd, in Route to Amberly Elementary School.

Please see attachment for additional options.

¹ Location maps/aerial photographs can be obtained by visiting the City of Portage website at www.portagemi.gov

(OVER)
Describe how the project addresses the evaluation criteria continued:

The Amberly Elementary School neighborhood has a large number of kids that walk to school. Tattersall does not have sidewalks and is a main road in the neighborhood leading to the school. It is a wide road which causes people to speed past walkers because they think there is enough room. I live on Tattersall. I have recently witnessed a teenage girl pulling out of her driveway and racing 45 MPH down the road past multiple children walking home from school at that time. Also, my husband had to jump out of the way one evening when we were walking due to a car that sped around another car turning right. Cars also park on the road often. When kids are about the walk around those parked cars, oncoming cars are often traveling so fast down the road they may not see those kids pop out from around the parked car. I walk my kids to school daily and it amazes me at how fast these people drive past kids on foot and bike, especially when they are often looking at their phones at the same time. At least half the kids headed to school are not with parents, so it is even more important these drivers pay attention and slow down. Please help to make our neighborhood a safe place for our kids to walk to school.

Additional Options:
I would like to see speed bumps or inverted speed bumps which are possibly better for the plows as I think this is truly the best option to slow cars down.

If not the above, another idea might be rubber speed bumps that are laid down for months with no snow as the snow is a natural speed bump in the winter months.

If neither of the above are considered, the final thought would be to place a stop sign heading east and west on Tattersall at Shorebury Street. This would create a 3-way stop and would at least slow drivers down in the middle of Tattersall Rd. An additional stop sign could also be placed at the corner of Cypress Street and Tattersall Road for one additional stop to slow traffic.
Neighborhood and Community Enhancement Program Application

The Neighborhood and Community Enhancement Program is intended to involve Portage residents who are encouraged to submit ideas for projects that will improve the community and/or neighborhoods by submitting ideas for public space projects. Funding for this pilot program will be provided through the annual Capital Improvement Program (CIP). CIP funded projects must be located on public property or on private property with an appropriate easement provided to the city and have a minimum cost of $10,000.

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<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th>Kevin Park</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Group, Organization or Potential Nonprofit Partner:</td>
<td>Environmental Board in partnership with potentially the Portage Senior Center or P.A.O.C.</td>
</tr>
<tr>
<td>Contact Street Address:</td>
<td>464 Wellington Ave, Portage, MI 49002</td>
</tr>
<tr>
<td>Contact Phone Number:</td>
<td>269-270-7748</td>
</tr>
<tr>
<td>Contact Email Address:</td>
<td><a href="mailto:parkforportage@gmail.com">parkforportage@gmail.com</a></td>
</tr>
</tbody>
</table>

Please complete the following sections. You may attach a separate written description with any additional information, if desired.

Project Description and Location. If applicable, attach a location map, photographs, rendering or sketches of the proposed project.

Location maps/aerial photographs can be obtained by visiting the City of Portage website at www.portagemi.gov.

(Over)
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Does the project enhance neighborhood/community appearance?</td>
<td></td>
<td>Yes. Our organization will be unique in the region to date and will show the state that Portage is going green.</td>
</tr>
<tr>
<td>2. Does the project enhance neighborhood health and safety?</td>
<td></td>
<td>Through our programming, citizens will have the knowledge to make positive decisions in regards to their health.</td>
</tr>
<tr>
<td>3. Does the project promote a greater sense of community?</td>
<td></td>
<td>Yes. Our mission is to create and continue a fellowship of compassionate living through sustainability.</td>
</tr>
<tr>
<td>4. Does the project address a known neighborhood or community deficiency?</td>
<td></td>
<td>Currently our community is lacking in an organization that can supply the necessary engagement. We wish to be that group.</td>
</tr>
<tr>
<td>5. Is the project located in a designated Community Development Block Grant Program (CDBG) low/moderate income neighborhood?</td>
<td></td>
<td>Fines can easily be allocated to do meaningful work in CDBG neighborhoods.</td>
</tr>
<tr>
<td>6. Does the project promote social interaction?</td>
<td></td>
<td>Social interaction is the life force of the organization. I am promoting.</td>
</tr>
<tr>
<td>7. Does the project positively impact a significant number of residents?</td>
<td></td>
<td>Yes.</td>
</tr>
<tr>
<td>8. Is the longevity of the project greater than 10 years?</td>
<td></td>
<td>Yes.</td>
</tr>
<tr>
<td>9. Does the project compliment, but not duplicate, other public or private neighborhood improvements?</td>
<td></td>
<td>As we move forward we hope to support and sponsor any and all neighborhood projects in line with our mission (gardens etc.)</td>
</tr>
<tr>
<td>10. Is the project well planned, include an itemized list of expenditures (material and labor costs) and ready for implementation?</td>
<td></td>
<td>An operating budget has not yet been implemented but programming could begin right away.</td>
</tr>
<tr>
<td>11. Was the project submitted by a neighborhood association or other citizen group that will be engaged in project implementation?</td>
<td></td>
<td>I currently sit on the city's environmental board but this organization is in its startup phase and is not directly part of the board. Yes. Once fully incorporated we will be able to host fundraising events and apply for other grants.</td>
</tr>
<tr>
<td>12. If there are ongoing operation and maintenance costs (actual expenses and/or in-kind contributions), is the applicant able to commit the resources for this purpose?</td>
<td></td>
<td>Yes.</td>
</tr>
<tr>
<td>13. If the project cost exceeds the budget, can the project still be implemented at a reduced scale?</td>
<td></td>
<td>Yes.</td>
</tr>
</tbody>
</table>

\(^1\) Up to 5 points will be awarded for criteria 1-7 and up to 3 points for criteria 8-13.  
Point system is used as a guide and the city reserves the right to select the project which is most consistent with the intent of the Program.
MATERIALS TRANSMITTED
MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF THE
PORTAGE CITY COUNCIL OF NOVEMBER 19, 2019

Mayor Patricia Randall called the meeting to order at 3:03 p.m. The following Councilmembers were present: Councilmembers Lori Knapp, Claudette Reid, Terry Urban and Mayor Patricia Randall. Councilmembers Chris Burns, Richard Ford and Mayor Pro Tem Jim Pearson were absent with excuse. Also present were City Manager Joe La Margo, Deputy City Manager Rob Boulis, City Attorney Randy Brown, Director of Transportation & Utilities Kendra Gwin and Deputy City Clerk Erica Eklov.

Mayor Randall asked City Manager Joe La Margo to introduce the purpose of the meeting. City Manager La Margo relayed that the City Administration had received the Fishbeck report on Friday, November 15th and stressed that it is a draft report. The City Manager provided a summary of the basis for the Fishbeck study and then turned the meeting over to Director of Transportation and Utilities Kendra Gwin.

Director Gwin first provided an update on the status of the short-term permit with Michigan Department of Environment, Great Lakes, and Energy (EGLE) and noted that the long-term response was the reason for the Fishbeck study. Director Gwin introduced the representatives from the Fishbeck engineering firm.

Mr. Brian McKissen, Senior Civil Engineer, and Elise Tripp, Senior Environmental Scientist, introduced themselves and began the presentation by outlining the area studied for the report. Mr. McKissen explained the preparation efforts undertaken by Fishbeck to date. He noted that the proposed high water level remediation plan included a piping outlet through the bogs in the area. Mr. McKissen then detailed recent meetings between Fishbeck representatives and EGLE in order to gain feedback, concerns and plan the next steps in the remediation process.

Ms. Tripp of Fishbeck then presented the five areas the firm had studied to date including wetland delineation, a natural features survey, an invasive species survey, a threatened and endangered species survey and surface water samples. Ms. Tripp explained that the natural features survey examined, among other things, the project area's plants and potential impacts to the natural habitats. Ms. Tripp noted that the study found the bogs to be free of invasive species, whereas Portage Creek has an extensive presence of invasive species, which is preferred when it comes to the movement of the water travelling from a clean area to an invaded area. With regard to the threatened and endangered species, Ms. Tripp noted there are five rare species present, but none were observed in the project area. She stated that additional surveys will be needed in the spring season to confirm the species and the additional details. Ms. Tripp then elaborated that there is a significant pH difference between the two bogs that measured acidic, the creek wetland that measured neutral and the creek and Hampton Lake water that both measured alkaline. Ms. Tripp further stated that the water temperatures measured normal and there were no red flags. She noted that ammonium nitrogen level was also sampled, showing three areas above regular levels and two below. Ms. Tripp went on to explain the stream stability assessment in which EGLE wanted to know whether the stream could handle increased water inflow. Area surveys found that the stream is a high functioning and stable stream. A hydraulic evaluation was also performed and it was noted that some water is feeding from the adjacent highway, as well as the surrounding communities including Texas Township.

Mr. McKissen and Ms. Tripp further discussed the proposed storm water outlet diagrams, noting that the system should have no impact on the surrounding creek wetland. They further presented data regarding 50-year and 100-year storm events and impacts. Mr. McKissen explained that the next steps for the representatives from Fishbeck included a meeting with the regulatory agencies on the preliminary study findings to ensure that the draft reports meet the regulatory agency concerns to allow for a complete and final application. Mr. McKissen finished by summarizing the design challenges and the strategies prepared to address these challenges.

Mayor Randall inquired on the expected cost of the proposed design. Mr. McKissen responded that no estimate had been prepared as of yet. He relayed that Fishbeck wants to meet with the regulatory agencies first in order to understand the scope and potential hurdles in order to best
prepare a construction plan concurrently with the application process. Mr. Farrell asked if the current project will be similar to the Eagle Lake pumping and its deadline of 2024. Mr. McKissen responded that the Portage project should see results within a year as it is not as robust as the Eagle Lake project. Mr. Farrell then inquired of City Council what the final cost was of the emergency pumping that was done in the spring. Director Gwin responded that it was around $50,000 and included set-up costs, but less pumping due to a drier weather period. She noted that next time the emergency pumping was needed it would be about the same costs since the set up costs were already taken care of but the period may not be as dry.

Bob Fogarty, 7770 W. St. Andrews, noted he is interested in the high water mark since he installed french drains on his property and was frequently operating his sump pump system during the high water period. Mr. McKissen responded that EGLE will have a role in defining what the new high water level definition is once the outlet is in place.

Steve Antoniotti, 7774 W. St Andrews Circle, noted that he has spent $25,000 on a french drain and sump pump remediation system. He commented on observations of the 18th fairway ditch that was previously dry in prior years, but has had standing water since the fall of 2017. He inquired if the 872.4 high water measurement would mean a dry ditch for the 18th fairway or equates to standing water in this area. Mr. Antoniotti also asked if Fishbeck had accounted for the commercial development to the north and east on West Centre Avenue, along with the impact to the Greenspire Bog. Mr. McKissen responded that new developments should have appropriate storm water management included as part of the planning and that the Greenspire Bog will have its own management levels. Mr. Antoniotti then asked how the name of the Greenspire Bog came about, whether it was done as part of the project or was this a historical name. Mr. McKissen responded that the Greenspire Bog had been named as such as part of the project.

Cathy Haines, 7745 W. St. Andrews, inquired whether the temporary permit will be issued before winter. Director Gwin noted that the desire is to have the permit issued before winter and only used when the high water level rises to 873. Director Gwin stated that the current high water level is 872.5 and the city is only permitted to pump six inches.

Mayor Randall asked if the temporary permit is for a one-time pumping or repeat pumping. Director Gwin responded that the permit covers a 12-month period whenever high water instances occur. Mayor Randall then asked if the proposed project will address the area residents’ need to continually pump on their properties, whether this addresses the surface level water or the ground water level used. Mr. McKissen responded that the proposed drain project should address the residents need to pump to a certain degree. Director Gwin stated that the pumping project should address the flooding issue for surface water.

Mr. Antoniotti questioned what the normal level should be. Councilmember Urban noted that change in the ground water level is normal and the Southwest Michigan region is seeing higher water levels in recent years.

Councilmember Reid asked if the proposed plan requires easements or permissions in light of the project area where the water is expected to travel. Director Gwin responded that an easement is needed from the Woodbridge Hills shopping mall, but only once EGLE approves the permit.

Councilmember Urban asked if the city has approached the DNR about putting water on state land. Director Gwin responded that the DNR had been informally made aware but there was no formal inquiry or notification as of yet. Councilmember Urban asked Director Gwin if she had an inclination on the position of the DNR on the matter. Director Gwin responded she did not.

City Manager La Margo and Director Gwin highlighted that the city had budgeted funds in the next fiscal year of $1,000,000. Director Gwin commented that the project is also dependent upon the economy, which affects the prices.

Mayor Randall asked Mr. McKissen what the next steps for the project were. Mr. McKissen responded that the next step is to meet with the regulatory agencies and get their feedback in order to tailor the report and application based on their feedback and concerns, and then proceed with a final
CITY COUNCIL MEETING MINUTES FROM NOVEMBER 19, 2019

The Regular Meeting was called to order by Mayor Patricia Randall at 7:00 p.m.

At the request of Mayor Randall, the audience observed a moment of silence to honor all religions and personal beliefs and in recognition of the service and sacrifice of Officer Zorro of the Portage Police Division.

Following the moment of silence, Boy Scout Troop 244 and the audience recited the Pledge of Allegiance.

OUTGOING COUNCIL:

ROLL CALL: The City Clerk called the roll with the following members present: Chris Burns, Richard Ford, Lori Knapp, Claudette Reid, Terry Urban and Mayor Pro Tem Jim Pearson and Mayor Patricia Randall. Also in attendance were City Manager Joseph La Margo, City Attorney Randall Brown and City Clerk Adam Herrina.

PROCLAMATIONS: Mayor Randall invited Officer Jordan Wentworth and members of the Department of Public Safety forward to receive the Resolution of Remembrance for Officer Zorro. Public Safety Director Nick Armold commented that Zorro was a member of the family and made them all better. He thanked Kalamazoo Public Safety and Western Michigan University Public Safety for supporting the department in their time of need.

APPROVAL OF MINUTES: Motion by Reid, seconded by Ford, to approve the Regular Meeting Minutes of November 5 and Pre-Council Meeting Minutes of November 18, 2019, as presented. Upon a voice vote, motion carried 7 to 0.

BOARD OF CANVASSERS REPORT: City Clerk Adam Herrina reviewed the Board of Canvassers Report for the November 5, 2019 City General Election. Motion by Pearson, seconded by Reid, to receive the Board of Canvassers Report of the final results of the November 5, 2019 City General Election as approved by the Kalamazoo County Board of Canvassers as information only. Upon a voice vote, motion carried 7 to 0.

COMMENTS FROM COUNCIL: Councilmember Burns expressed appreciation for the support of the community and level of turnout for a local election with several uncontested races.
Mayor Pro Tem Pearson commented that over 1,000 jobs are coming to Portage and pledged to support efforts to improve public transit and affordable housing in the community. Mayor Pro Tem Pearson continued by stating his intention to work to improve the Lake Center Business District and to support efforts to construct the Portage Community Senior Center.
Councilmember Ford echoed the thoughts of Councilmember Burns and Mayor Pro Tem Pearson. He commented that the city made great progress over the past few years and he is excited for the future.
Councilmember Knapp offered formal congratulations to those who were reelected. She commented that it is a pleasure to serve and her time on City Council is moving fast. She concluded by stating that while much has been accomplished she is looking forward to greater things.
Councilmember Urban offered his congratulations and gratitude for everyone who is continuing to serve.
Mayor Randall commented that the city has been making great progress and the City Council has been working well together. She stated that her focus for the next term will be the on-going
Consultants, Inc. for the 2020 Local Streets Reconstruction Program in an amount not-to-exceed $231,990 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.

PURCHASE OF PROPERTY AT 9224 PORTAGE INDUSTRIAL DRIVE: Motion by Knapp, seconded by Ford, to approve the purchase of 3.82 acres of land plus a 5,239 square-foot permanent easement addressed as 9224 Portage Industrial Drive owned by J&H LLC for the construction of a northern entrance to the Eliason Nature Reserve, and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

BS&A ANNUAL LICENSING AND SOFTWARE MAINTENANCE: Motion by Knapp, seconded by Ford, to approve payment of the annual licensing and software maintenance services fees with BS&A, Incorporated, at a total cost of $53,147 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.

JANITORIAL SERVICES CONTRACT: Motion by Knapp, seconded by Ford, to award a contract to Clean Complete Janitorial Services for cleaning maintenance of park facilities and public rental properties for the annual cost of $45,885 with the option of four one-year renewals, and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

MINUTES OF BOARDS AND COMMISSIONS: Motion by Knapp, seconded by Ford, to receive the minutes of the Portage Public Schools Board of Education Committee of the Whole Work Session of October 14, Special Meeting of October 21 and Regular Business Meeting of October 28, and Historic District Commission of October 2, 2019. Upon a roll call vote, motion carried 7 to 0.

MATERIALS TRANSMITTED: Motion by Knapp, seconded by Ford, to receive the Materials Transmitted from November 5, 2019. Upon a roll call vote, motion carried 7 to 0.

STATEMENTS OF CITIZENS AND GUESTS REGARDING NEW CITY COUNCIL: Kalamazoo Mayor David Anderson, 513 Stuart Avenue, Kalamazoo, congratulated all of those who were elected and expressed hope that Kalamazoo and Portage can work together to address issues of mutual interest. He commented that government needs to do the work of the people and that, while not always exciting, it is work that must be done.

Former Portage Mayor James Graham, 4222 Squire Heath, offered his congratulations to City Council on the election and welcomed City Manager Joe La Margo to Portage. Mayor Graham commented that, in the recent past, he has been disappointed in the City Council. However, he continued, he believes the recent and current City Council has been doing great work and making tremendous strides on behalf of the community. The fact that everyone ran unopposed, he stated, is a testament of the good work that is being done. He concluded by stating that he believes Mayor Randall to be the most effective Mayor the city has ever had and thanked her for the time she spends working on behalf of the citizens of Portage.

COMMUNICATIONS:

CALENDAR OF MEETINGS: Motion by Pearson, seconded by Knapp, to receive the Calendar of Meetings. Upon a roll call vote, motion carried 7 to 0.
and authorize the City Manager to sign all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

UNFINISHED BUSINESS:

HAMPTON CREEK WETLAND PRESENTATION: Mayor Randall introduced the item and invited representatives of the engineering firm Fishbeck to the podium. Mr. Brian McKissen, Senior Civil Engineer, and Elise Tripp, Senior Environmental Scientist, provided a presentation to the City Council and the audience regarding their recent study of flooding and the Hampton Creek Wetland Area. They reviewed their initial design proposal, challenges and current status of the Hampton Bog water system. They concluded by reviewing the next steps in their design process such as meeting with representatives of the State of Michigan Department of Environment, Great Lakes and Energy.

Following the presentation, Mayor Randall noted that the presentation was also provided at a Special City Council Meeting and that numerous residents attended. Mayor Pro Tem Pearson inquired as to the differences in pH levels of the various water bodies and how this might be addressed. Mr. McKissen pointed to the inclusion of a limestone bed to help mitigate pH concerns. Mayor Pro Tem Pearson and Mr. McKissen reviewed how to best make the case to EGLE to garner their support. Ms. Tripp noted that there are additional buffering techniques that could be implemented to help satisfy the concerns of EGLE.

Councilmember Ford inquired as to the potential cost and City Manager La Margo noted that $1 million was being placed in the Capital Improvement Plan. Councilmember Burns inquired as to efforts to identify water levels below which the bog could not be drained. Mr. McKissen reviewed their methodology in identifying traditional high, average and low water levels of the bog. Mayor Randall then reviewed water levels that had been shared in the previous presentation. Councilmember Reid asked about the correlation between groundwater levels and bog levels. Mr. McKissen noted that groundwater in this area flows south towards Portage Creek. He stated that groundwater and bog levels should remain at similar levels. He noted that draining of the bog would result in a corresponding decrease in adjoining groundwater.

Motion by Reid, seconded by Burns to receive the presentation by the firm Fishbeck, Thompson, Carr & Huber regarding the Hampton Creek Wetland Area. Upon a roll call vote, motion carried 7 to 0.

COUNCIL COMMITTEE REPORTS: Councilmember Burns provided an update on a meeting of the Central County Transportation Authority (CCTA). Mr. Burns shared details regarding a planned millage request and why the request is necessary. Mr. Burns next referenced a program to allow Kalamazoo students free access to public transit and unintended consequences that have impacted the Transportation Center in downtown Kalamazoo. He noted that the service would be suspended for students between 2:00 and 4:00 p.m. for the time being while the situation is reviewed. Mayor Pro Tem Pearson stated that the CCTA based the millage request on significant community input and Councilmember Reid inquired as to the nature of the millage and reduction in funding from the State of Michigan. Councilmember Burns and Mayor Pro Tem Pearson reviewed how the millage would be administered.

Mayor Pro Tem Pearson shared details regarding a meeting of the Kalamazoo County Consolidated Dispatch Authority (KCCDA) Finance Committee and the KCCDA proper. He shared that they are working on finalizing a method by which to fund dispatch operations that will likely include a millage request. Next, he indicated that the KCCDA is looking to locate a communications tower and that Portage Fire Station No. 2 is under consideration.
MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF DECEMBER 2, 2019

Mayor Patricia Randall called the meeting to order at 8:00 a.m. Councilmembers Chris Burns and Claudette Reid and Mayor Pro Tem Jim Pearson joined via the conference phone line. Councilmembers Richard Ford, Lori Knapp, Terry Urban were absent with excuse. Also in attendance were City Manager Joseph La Margo, Deputy City Manager Adam Herringa and Deputy City Clerk Erica Eklov.

With regard to Item A.3, Councilmember Reid asked for a breakdown of the device quantities and types entailed in the computer replacement purchase. City Manager La Margo responded that the information would be gathered and provided prior to the regular meeting.

With regard to Item A.4, Councilmember Reid inquired whether the professional services contract for the Lexington Green Park was solely for architectural design or also included construction. Mr. La Margo stated that the proposal was for design services only.

With regard to Item A.5, Mayor Pro Tem Pearson inquired on the PA 152 waiver relating to city health insurance and requested clarification on the costs and expenses included as part of that waiver. He asked that staff provide the costs for the 2019 plan year as an example. Councilmember Reid asked what the plan year encompassed. City Manager La Margo and Deputy City Manager Herringa responded that it was February to February. Councilmember Burns questioned whether the proposed insurance costs were in line with the budget. Mr. La Margo shared that he would research and respond. Mayor Pro Tem Pearson asked that staff provide the last two years of insurance costs for background. Councilmember Reid inquired why there was such a cost difference between the Blue Care Network and Blue Cross Blue Shield plans. Councilmember Burns further inquired whether the city issued an RFP for health insurance in an effort to get competitive rates. Deputy City Manager Herringa offered that the city utilized Rose Street Advisors of Kalamazoo as a broker.

With regard to Item A.7, Councilmember Reid requested clarification regarding the number of jobs quoted in the agenda report as compared with the prior Brownfield Authority minutes, whether the jobs are new or simply transferred. Mr. La Margo stated that he would research and respond.

With regard to Item A.9 and D.1, Councilmember Reid had a procedural question as to whether property owners adjacent to a proposed rezoning are notified when the public hearing comes before City Council, similar to the Planning Commission. Deputy City Manager Herringa confirmed that the Office of the City Clerk sends a letter to adjacent property owners with the notice.

With regard to Item A.10, Councilmember Reid noted that only three Boards were scheduled for the interview session and she asked whether the meeting could be set later than 5:15 pm. City Manager La Margo and Deputy City Manager Herringa stated that they would review and respond.
CITY COUNCIL MEETING MINUTES FROM DECEMBER 3, 2019

The Regular Meeting was called to order by Mayor Patricia Randall at 7:00 p.m. The following members were present: Councilmembers Chris Burns, Richard Ford, Lori Knapp, Claudette Reid, Terry Urban, Mayor Pro Tem Jim Pearson and Mayor Patricia Randall. Also in attendance were City Manager Joe La Margo, City Attorney Randy Brown and Deputy City Clerk Erica Eklov.

At the request of Mayor Randall, the audience observed a moment of silence to honor all religions and personal beliefs and in recognition of all that there is for which to be grateful.

Following the moment of silence, City Council and the audience recited the Pledge of Allegiance.

CONSENT AGENDA: Mayor Randall shared where the public can access the meeting agenda and asked if any Councilmember or anyone in the audience would like an item removed from the Consent Agenda. Motion by Pearson, seconded by Reid, to approve the Consent Agenda. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF MINUTES: Motion by Pearson, seconded by Reid, to approve the Committee of the Whole and Regular Meeting Minutes of November 19 and Pre-Council Meeting Minutes of December 2, 2019. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF ACCOUNTS PAYABLE REGISTER OF DECEMBER 3, 2019: Motion by Pearson, seconded by Reid, to approve the Accounts Payable Register of December 3, 2019. Upon a roll call vote, motion carried 7 to 0.

COMPUTER REPLACEMENT BID TABULATION: Motion by Pearson, seconded by Reid, to approve the purchase of computing devices, monitors and accessories from SHI International in the amount of $166,716.82 and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

LEXINGTON GREEN PARK ARCHITECTURAL & ENGINEERING PROFESSIONAL SERVICES: Motion by Pearson, seconded by Reid, to award a contract in the amount of $58,900 to Fleis & VandenBrink for architectural and engineering professional services for the Lexington Green Park Renovation Project and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

HEALTH INSURANCE CONTRACT RENEWALS: Motion by Pearson, seconded by Reid, to approve one-year contracts with Blue Cross Blue Shield of Michigan and Blue Care Network for employee health insurance; maintain current employer/employee cost sharing practices by taking action to exempt the city from requirements of PA 152 for the 2020 medical benefits plan year, and authorize the City Manager to execute all documents related to the contract renewals on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

FINAL CONDOMINIUM SUBDIVISION FOR COPPERLEAF PHASE 4: Motion by Pearson, seconded by Reid, to approve the Final Condominium Subdivision for Copperleaf Phase 4, 3800 West Milham Avenue, subject to: 1) completion of sidewalks and street trees by November 2021; 2) confirmation the asphalt paving meets city specifications; and 3) two sections of the storm sewer be reviewed before expiration of the two-year maintenance bond. Upon a roll call vote, motion carried 7 to 0.
audience was present to make a comment on the matter, stating that any comments would be entered into the official record and noted during the January 14 public hearing. As no one came forward, Mayor Randall asked for a motion to reset the public hearing.

Councilmember Reid highlighted that the January 14th City Council Meeting would now have two public hearings for two rezonings concerning properties adjacent to each other on East Centre.

Motion by Urban, seconded by Knapp, to set a public hearing for January 14, 2020, for Rezoning Application #19/20-2, 1730 East Centre Avenue; and subsequent to the public hearing, consider approving Rezoning Application #19/20-2, changing the zoning designation of 1730 East Centre Avenue from R-1B, one-family residential, to OS-1, office service. Upon a roll call vote, motion carried 7 to 0.

**STATEMENTS OF CITY COUNCIL AND CITY MANAGER:** Councilmember Burns noted that it was Giving Tuesday, highlighting the city’s human services grant application opportunities, as well as the opportunity to serve on a City Board or Commission. He noted the recent review of the I Love Portage student essay contest submissions, with the winners invited to the annual Holiday Tree Lighting Ceremony.

Councilmember Ford stated he would be attending the annual Holiday Tree Lighting Ceremony. He also noted Giving Tuesday and emphasized the local Kzoo Spartans Alumni Organization’s Scholarship Fund.

Councilmember Reid stated she would not be able to attend the annual Holiday Tree Lighting Ceremony this year due to a prior family conflict, but noted the event is a great tradition. She mentioned the recent Thanksgiving holiday and the beginning of the holiday season, asking everyone to be patient and kind when out and about.

Councilmember Knapp also mentioned the Tree Lighting Ceremony and relayed other upcoming holiday events sponsored by the city, including the December 8th Holiday Market, the Gingerbread House Building Workshops, and the 20th anniversary of the Millennium Ice Rink opening.

City Manager La Margo stated that he has been impressed so far by the array of city programming, as well as the Portage Senior Center offerings. He concluded by stating that he is excited to attend his first annual Holiday Tree Lighting Ceremony with his family and encouraged everyone to shop locally.

Mayor Pro Tem Pearson highlighted the January 14, 2020, Board and Commission Interview Session and the open positions on the noted Boards, including the Human Services Board. He closed by encouraging citizen participation on the city’s Boards and Commissions.

Mayor Randall complimented city staff on the Fall Leaf Pickup Program, despite the early winter weather interruption. She stated that this week was the final week of the program. Mayor Randall noted that Vice President Mike Pence was scheduled to visit Portage late Wednesday morning and requested patience with potential traffic complications from the visit. Mayor Randall concluded by encouraging everyone to attend the annual Holiday Tree Lighting Ceremony on Saturday.

**ADJOURNMENT:** Mayor Randall adjourned the meeting at 7:29 p.m.

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Ernica L. Eklov, Deputy City Clerk
ADJOURNMENT: Following a summary of the meeting, Mayor Randall adjourned the meeting at 8:26 a.m.

Erica L. Eklov, Deputy City Clerk