



PLANNING COMMISSION

March 19, 2015

CITY OF PORTAGE PLANNING COMMISSION

A G E N D A

March 19, 2015

(7:00 p.m.)

Portage City Hall Council Chambers

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES:

- * March 5, 2015

PUBLIC HEARINGS:

- * 1. Special Land Use Permit: Bickford Cottage (expansion), 4613, 4707 and 4713 West Milham Avenue

SITE/FINAL PLANS:

- * 1. Site Plan: Bickford Cottage (expansion), 4613, 4707 and 4713 West Milham Avenue

OLD BUSINESS:

NEW BUSINESS:

- * 1. Recommended Planning Commission Goals for FY 2015-2016
- 2. City of Portage 2015–2025 Capital Improvement Program
 - document previously provided to Commission
 - Adjourn meeting to Conference Room No. 1

NEW BUSINESS:

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED

February 24, 2015 City Council regular meeting minutes
February 24, 2015 City Council Committee of the Whole meeting minutes
January 2015 Summary of Environmental Activity Report

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

PLANNING COMMISSION

March 5, 2015

DRAFT

The City of Portage Planning Commission meeting of March 5, 2015 was called to order by Vice-Chairman Felicijan at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Six citizens were in attendance.

PLEDGE OF ALLEGIANCE:

Vice-Chairman Felicijan led the Commission in the Pledge of Allegiance.

IN ATTENDANCE:

Christopher Forth, Deputy Director of Planning, Development & Neighborhood Services; Michael West, Senior City Planner; and Randy Brown, City Attorney.

ROLL CALL:

Mr. Forth called the role and the following Commissioners were present: Patterson (yes), Bosch (yes), Felicijan (yes), Dargitz (yes) and Somers (yes). A motion was made by Commissioner Dargitz, seconded by Commissioner Bosch, to approve the role excusing Commissioners Welch, Somers, Richmond and Schimmel. The motion was unanimously approved 5-0.

APPROVAL OF MINUTES:

Chairman Welch referred the Commission to the February 19, 2015 meeting minutes contained in the agenda packet. A motion was made by Commissioner Patterson, seconded by Commissioner Dargitz, to approve the minutes as submitted. The motion was unanimously approved 5-0.

SITE/FINAL PLANS:

1. Specific (Site) Plan for Southern Michigan Bank & Trust, 531 West Kilgore Road. Mr. West summarized the staff report dated February 27, 2015 regarding the specific (site) plan submitted by Southern Michigan Bank & Trust to construct an approximate 2,500 square foot bank building and associated site improvements at 531 West Kilgore Road. Mr. West stated the bank development represents the second project submitted under the previously approved CPD, commercial planned development submitted by Jereco LLC and 5024 South Westnedge LLC for a 5.3 acre tract of land located near the southwest corner of South Westnedge Avenue and West Kilgore Road. Mr. West indicated the Southern Michigan Bank & Trust project has been designed in substantial conformance with the conceptual plan/narrative that was approved by City Council on April 14, 2014.

Mr. Jeremy Gump of Southern Michigan Bank & Trust (applicant) and Mr. Rich MacDonald of Jereco LLC and 5024 South Westnedge LLC (property owner) were present to support the development project. Mr. Gump stated the bank building would be the first, freestanding LEED certified bank building in the Portage/Kalamazoo area. Vice-Chairman Felicijan stated that based on observations he made while visiting the recently constructed Earth Fare project, traffic flow to/from the commercial planned development appears to be functioning as planned. Commissioner Dargitz asked whether any pedestrian walkway from West Kilgore Road into the development would be incorporated with the bank project. Mr. West and Mr. MacDonald stated an internal pedestrian walkway would be incorporated along the west side of the driveway from West Kilgore Road and through the internal parking lot with design and construction of the next phase of the CPD, along the northwest portion of the property. After additional discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Patterson, to approve the Specific (Site) Plan for Southern Michigan Bank & Trust, 531 West Kilgore Road. The motion was unanimously approved 5-0.

 DRAFT

PUBLIC HEARINGS:

1. Final Report for Ordinance Amendment #14/15-A: Auto Repair and Vehicle Fueling Station Regulations. Mr. Forth summarized the staff report dated February 27, 2015 regarding proposed changes to Zoning Code regulations pertaining to auto repair stations and auto service stations (gasoline stations). Mr. Forth summarized the proposed ordinance amendments. Mr. Forth also discussed previous Planning Commission review of the ordinance language and changes that were made since the February 19th meeting concerning abandonment. Commissioner Patterson asked if an existing vehicle fueling station that did not meet the locational standards and was closed for an extended period of time, would it be allowed to reopen. Mr. Forth discussed the abandonment clause of the nonconforming use regulations and indicated the burden of proof to determine abandonment falls on the city. Attorney Brown concurred and expanded on the abandonment provisions of the ordinance and discussed the criteria for determining whether a use has been abandoned. Attorney Brown also stated there must be an intent to abandon the use by the property owner.

Vice-Chairman Felicijan reconvened the public hearing. No citizens were present to speak regarding the proposed ordinance amendment. A motion was made by Commissioner Bosch, seconded by Commissioner Dargitz, to close the public hearing. The motion was unanimously approved 5-0. A motion was then made by Commissioner Patterson, seconded by Commissioner Bosch, to recommend to City Council that Ordinance Amendment 14/15-A, Auto Repair and Vehicle Fueling Station Regulations, be approved. The motion was unanimously approved 5-0.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Historic District Modification, 3821 West Milham Avenue. Mr. Forth summarized the staff report dated February 27, 2015 regarding a request pending before the Historic District Commission from Patrick and Lisa Lynch to remove approximately 16.5 acres of land from the existing Van Riper historic district property. Mr. Forth stated the proposed historic district modification would facilitate the construction of an approximate 180,000 square foot senior living facility along the western portion of 3821 West Milham Avenue, adjacent US-131. Mr. Forth discussed the Local Historic Districts Act related to the role of the Planning Commission to review the preliminary report from the Portage Historic District Study Committee and provide a recommendation. Mr. Forth stated the Historic District Commission has scheduled a public hearing to consider this matter on March 11, 2015 and the Planning Commission recommendation will be provided in advance of the public hearing.

Commissioner Dargitz stated she knows the owners of the historic property, however, does not have any financial or other conflict of interest in the property that would prevent her from voting on the proposed modification. After a brief discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Somers, to recommend that the Historic District Modification, 3821 West Milham Avenue, be approved as detailed in the Department of Community Development report dated February 27, 2015. The motion was unanimously approved 5-0.

7:25 p.m. - The Commission took a short recess.

7:30 p.m. - The Commission reconvened the meeting in City Hall Conference Room No. 2

2. 2015-2025 Capital Improvement Program. City Manager Schaffer was in attendance for this agenda item and introduced himself to the Commission. Mr. Forth referred the Commission to the 2015-2025 Capital Improvement Program (CIP) that was included in the agenda packet as a separate document. Mr. Forth summarized the February 23, 2015 memo from City Manager Schaffer that provided an overview of the FY 2015-

 **DRAFT**

2025 CIP with emphasis on the upcoming FY 2015-2016 budget year. Mr. Forth discussed the timeline for Planning Commission review of the CIP and indicated a recommendation to City Council was needed by the March 19th meeting. City Manager Schaffer discussed the traditional way the City Administration has prepared the annual CIP by developing the CIP project profiles then presenting the document to the Planning Commission for review and comment. Beginning next year, City Manager Schaffer indicated a new approach would be taken with citizen and Commission input being solicited earlier in the process so that comments and prospective projects could be considered by the City Administration prior to preparation of the CIP document. City Manager Schaffer also discussed additional neighborhood stabilization efforts such as enhanced street lighting, speed and traffic control, pedestrian amenities, etc. that would be considered for inclusion in the next CIP.

The Commission, City Manager Schaffer and staff briefly reviewed and discussed the various categories and projects of the CIP document including those related to overall roadway quality and maintenance, the Lakeview Drive/Portage Road realignment project, continued debt services reduction efforts, investments in the Downtown Development Authority (DDA) area and associated economic development/job creation, public safety facility improvements and equipment purchases, among others. City Manager Schaffer stated the city desires to hear the “wants” of the community (citizens, business owners, Planning Commission) and that staff would determine appropriate project prioritization and funding mechanisms. City Manager Schaffer stated a full CIP presentation could be provided to the Commission at the March 19th meeting, if desired. Mr. Forth asked that the Commission email him any additional questions regarding the CIP document prior to the March 19th meeting, if possible, so the responses could be prepared.

STATEMENT OF CITIZENS:

None.

ADJOURNMENT:

There being no further business to come before the Commission, the meeting was adjourned at 8:45 p.m.

Respectfully submitted,

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

TO: Planning Commission **DATE:** March 13, 2015
FROM: Vicki Georgeau, Director of Community Development
SUBJECT: Special Land Use Permit: Bickford Cottage (expansion), 4613, 4707 and 4713 West Milham Avenue

I. INTRODUCTION:

An application has been submitted by HCP EBY2 Portage MI, LLC requesting to amend a previously approved Special Land Use Permit to allow construction of an approximate 8,400 square foot building expansion and associated site improvements along the west side of the existing Bickford Cottage assisted living facility. The approximate 5.0 acre zoning lot involves parcels addressed as 4613, 4707 and 4713 West Milham Avenue and is zoned OS-1, office service with the following exceptions: east 30-feet of 4613 West Milham (zoned RM-1, multiple family residential), south 30-feet of 4613 and 4707 West Milham (zoned R-1B, one family residential) and west 10-feet of 4713 West Milham (zoned B-2, community business). The proposed building expansion will be located within the OS-1 zone.

II. BACKGROUND INFORMATION:

The following background information is provided for Commission consideration:

Previous Planning Commission review and approvals	<ul style="list-style-type: none"> On April 21, 2005, the Planning Commission approved a special land use permit and site plan that allowed construction of the original approximate 24,500 square foot Bickford Cottage assisted living care facility and associated site improvements on parcels addressed as 4613 and 4707 West Milham Avenue.
Existing Land Use/Zoning	<ul style="list-style-type: none"> <u>Subject Site:</u> (see above) <u>East:</u> Single family residences within the Andover Woods subdivision zoned RM-1, multiple family residential. <u>South:</u> Single family residences within the Andover Woods subdivision zoned R-1B, one family residential. <u>West:</u> Vacant land zoned B-2, community business. <u>North (across West Milham):</u> Westfield Park zoned R-1A, one family residential.
Access	<ul style="list-style-type: none"> Existing full service driveway from West Milham Avenue: No new driveway proposed with proposed expansion project. West Milham Avenue is designated as a 3-lane minor arterial with approximately 11,672 vehicles per day (2012); capacity of 21,500 vehicles per day (level of service "D").
Environmental	<ul style="list-style-type: none"> Review of the Sensitive Land Use Inventory Map does not identify any environmentally sensitive areas (100-year floodplain, wetlands) at the subject site.
Historic District/Structure	<ul style="list-style-type: none"> The subject site is not located within a historic district and does not contain any historic structures.
Land Development Regulations	<ul style="list-style-type: none"> The application has been submitted under Section 42-242.A.5, <i>Special Land Use</i> in the OS-1 zoning district: "<i>Institutional Uses: Facilities for human care such as sanatoriums and rest and convalescent homes.</i>" Section 42-462, <i>General Standards for Review of Special Land Uses</i> is also applicable and sets forth the criteria for evaluating a special land use and allows conditions to be established.

III. ANALYSIS:

The proposal to expand the existing assisted living facility fulfills the requirements for issuance of a Special Land Use Permit. Since the zoning lot abuts single family residential zoning/land use to the east and south, conflicting land use screening is required. In conjunction with the original April 2005 special land use permit approval for the existing Bickford Cottage facility, the Planning Commission approved a screening arrangement that included retention of existing mature trees and natural vegetation around the east and south perimeters of the site, construction of several berms/landforms and installation of supplemental evergreen tree clusters where gaps in natural vegetation were present. With the proposed expansion project, no changes along the south perimeter of the site are proposed, however, and to meet Fire Code requirements, a 20-foot wide fire apparatus drive and associated turnaround will be installed along the east side of the existing building. Construction of this Fire Department required drive/turnaround will necessitate modification to some of the previously approved screening along the east perimeter of the site. To maintain appropriate screening to the adjacent residential properties to the east, the applicant will reconstruct an existing berm/landform and install supplemental evergreen tree plantings. While only minor impacts to existing screening along the east side of the site are anticipated with construction of the drive/turnaround, staff will inspect this area after construction to ensure the adequacy of the modified screening arrangement. As information for the Commission, the existing building is a single story structure that is situated approximately 75-feet from the east property line.

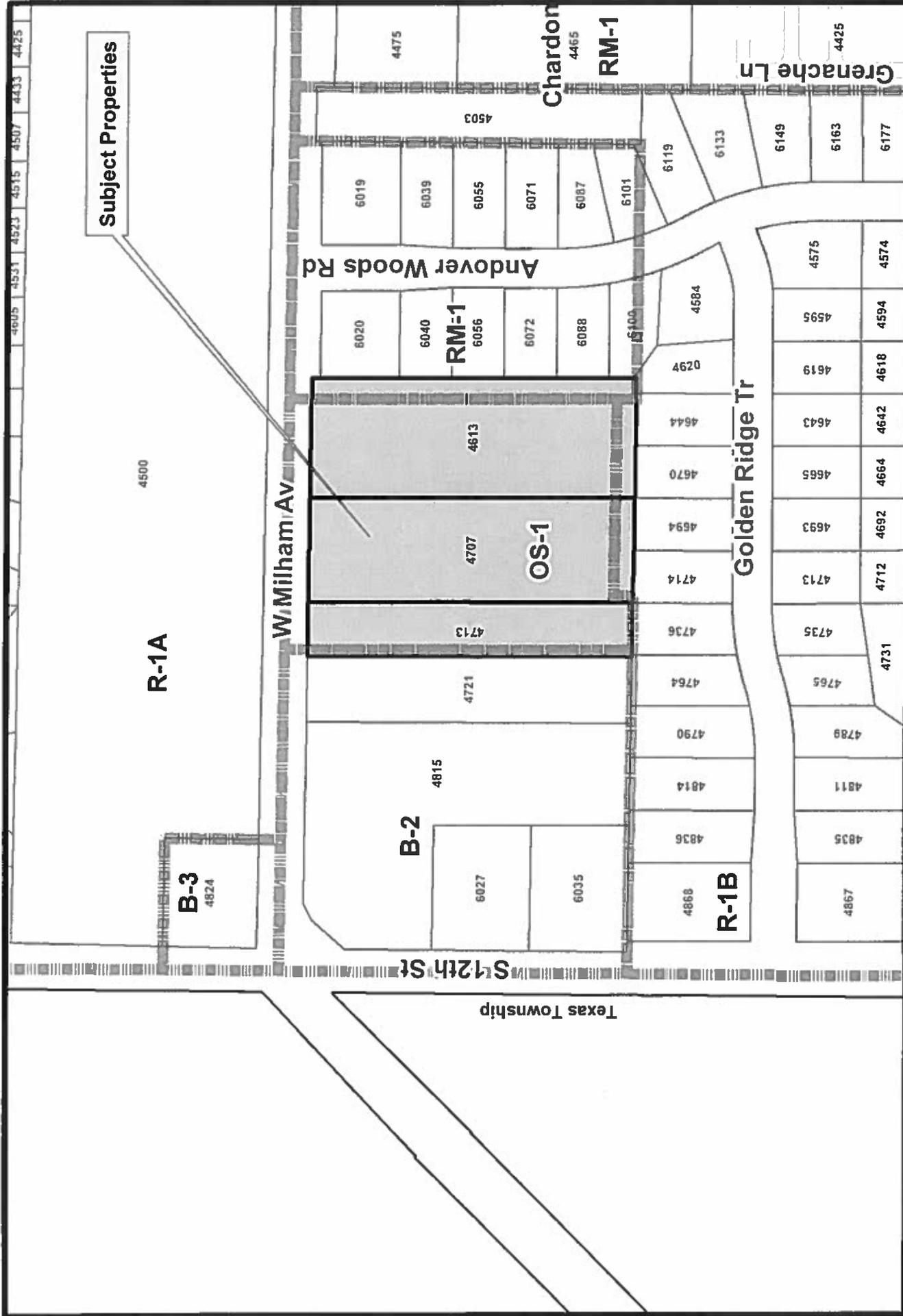
Additional details associated with the building expansion project including storm water management, outdoor lighting and other site improvements will be reviewed and discussed as part of the formal site plan consideration.

Per statutory requirements, residents/property owners within 300 feet of the zoning lot have been notified in writing of the special land use permit application and Planning Commission meeting. A notice was also published in the local newspaper.

IV. RECOMMENDATION:

Based on the above analysis and subject to any additional information brought before the Planning Commission during the public hearing, staff recommends the Special Land Use Permit for Bickford Cottage (expansion), 4613, 4707 and 4713 West Milham Avenue, be approved.

Attachments: Vicinity/Zoning Map
Aerial Photograph Map
Special Land Use Permit Application
Site Plan Sheets

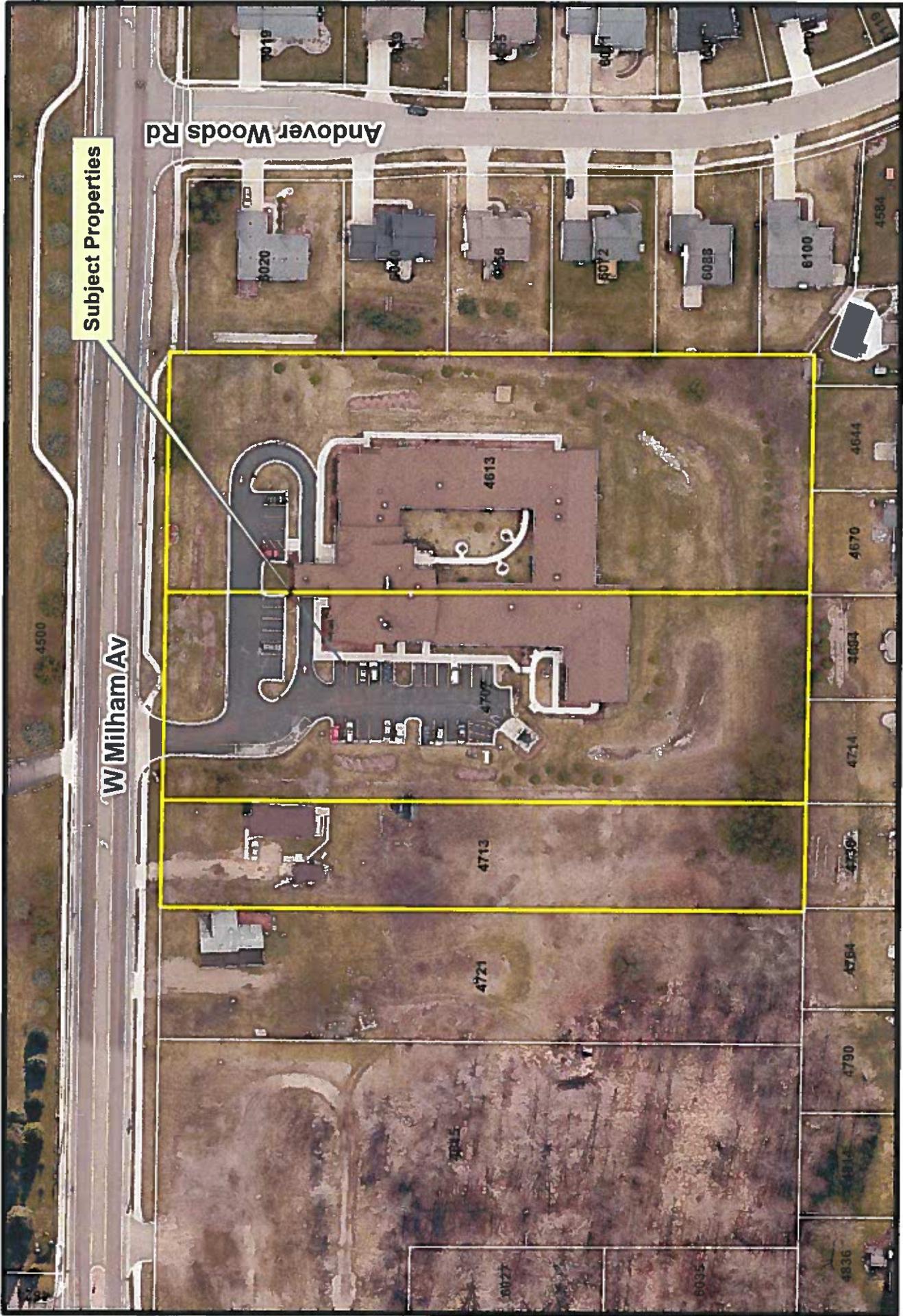


-  Zoning Boundary
-  Subject Property
-  300' Notification area

Special Land Use Permit
4613, 4707 and 4713 West Milham Avenue



1 inch = 200 feet



Subject Properties

W Milham Av

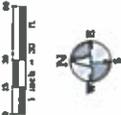
Andover Woods Rd

Subject Properties

Aerial Photography 4613, 4707 and 4713 West Milham Avenue



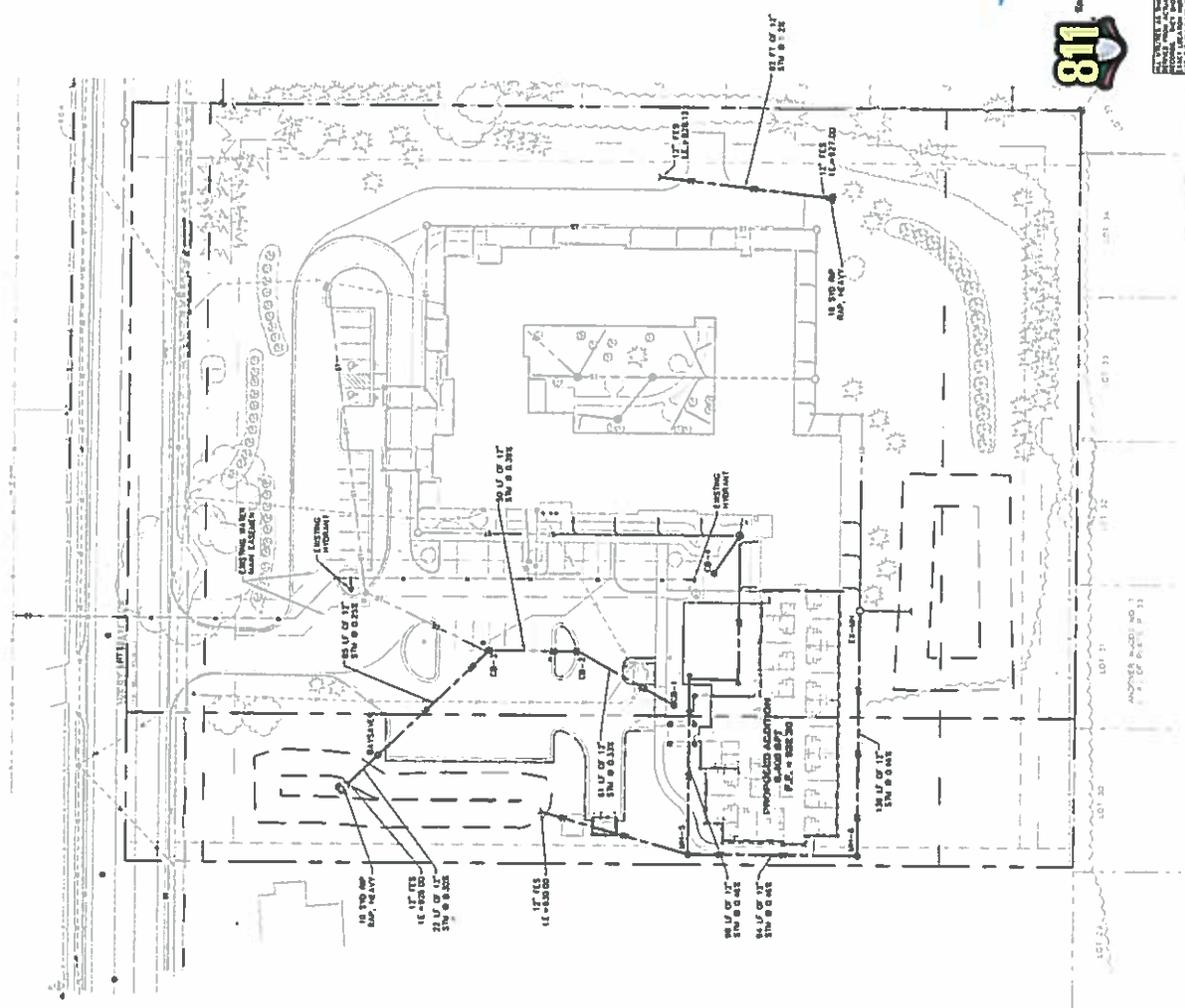
1 inch = 100 feet



811 Some work below. Call before you dig.

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 - Electric
 - Sewer
 - Water
 - Telephone
 - Cable

UNLICENSED AND EXERCISING WITHOUT A LICENSE IS ILLEGAL UNDER THE PROFESSIONAL ENGINEERING AND ARCHITECTURE ACTS OF THE STATE OF MARYLAND. ANY VIOLATION OF THESE ACTS IS A VIOLATION OF THE PROFESSIONAL ENGINEERING AND ARCHITECTURE ACTS OF THE STATE OF MARYLAND AND IS SUBJECT TO PENALTY UNDER THE PROFESSIONAL ENGINEERING AND ARCHITECTURE ACTS OF THE STATE OF MARYLAND.



- NOTES**
1. VERIFY LOCAL (800-442-2171) IS A MEMBER OF 21 STATES FROM TO THAT MAY NOT BE PART OF THE MDS-LOG SYSTEM.
 2. ALL WORK TO COMPLY TO ALL LOCAL, STATE & FEDERAL LAWS, REGULATIONS, ORDINANCES, AND SPECIFICATIONS. ALL WORK SHALL BE IN ACCORDANCE WITH CITY OF PORTAGE DISTRICT ORDINANCES AND SPECIFICATIONS.
 3. IF ANY ERRORS, OMISSIONS, OR CONFLICTS BECOME APPARENT PRIOR TO OR DURING CONSTRUCTION, THEY SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT BY THE CLIENT IMMEDIATELY UPON DISCOVERY.
 4. ALL WORK SHALL BE IN ACCORDANCE WITH CITY OF PORTAGE ORDINANCES.
 5. ALL OUTDOOR LIGHTING SHALL BE INSTALLED AND MAINTAINED SUCH THAT NO LIGHT GLARES DIRECTLY ONTO ANY PUBLIC AREA OF ADJACENT PROPERTY. LIGHTING SHALL BE INSTALLED AND MAINTAINED SUCH THAT NO LIGHT IS SHOWN TO ANY ADJACENT PROPERTY. LIGHTING SHALL BE INSTALLED AND MAINTAINED SUCH THAT NO LIGHT IS SHOWN TO ANY ADJACENT PROPERTY.
 6. CONDUIT ALL ELECTRICAL, PHONE, AND GAS CONNECTIONS WITH UTILITY.
 7. THE PROPOSED BUILDING SHALL HAVE FULL SEWERAGE PROTECTION.

STORM SEWER STRUCTURE SCHEDULE

STR. #	ROW EL.	DIAM.	CASTING	PIPES IN	PIPES OUT
CR-1	531.53	4'	1000	12" E 528.15	12" W 528.97
CR-2	531.00	2'	478 6200	12" W 528.75	12" W 528.53
CR-3	530.45	4'	795 61 11	12" W 528.53	12" W 528.36
CR-4	531.14	2'	478 6200	12" W 528.36	12" W 528.12
CR-5	530.97	4'	1000	12" E 528.32	12" E 528.12
CR-6	529.89	4'	1000	12" E 528.00	12" E 528.89

* 817548P MODEL M

TO: Planning Commission

DATE: March 13, 2015

FROM: Vicki Georgeauy  Director of Community Development

SUBJECT: Site Plan for Bickford Cottage (expansion), 4613, 4707 and 4713 West Milham Avenue.

I. INTRODUCTION:

A site plan has been submitted by HCP EBY2 Portage MI, LLC requesting approval to construct an approximate 8,400 square foot building expansion and associated site improvements along the west side of the existing Bickford Cottage assisted living facility on property addressed as 4613, 4707 and 4713 West Milham Avenue. According to the applicant, the building addition will house a 16-bed memory care unit connected to the existing assisted living care facility.

The proposed building addition will be setback 10-feet from the west property line, approximately 130-feet from the south property line and in excess of 270-feet from the south property line. Storm water from the expansion project will be directed to a shallow infiltration basin located along the northwest portion of the site. This infiltration basin will also contain an overflow system that will direct excess storm water to the existing infiltration basin located along the southern portion of the site. Access to the site will continue from the existing full service driveway from West Milham Avenue. Consistent with the City of Portage Access Management Ordinance, the applicant has agreed to provide future shared/cross access with the adjacent property to the west. Conflicting land use screening along the south and east perimeters of the zoning lot, where adjacent single family residential land use/zoning, will be provided as detailed in the Special Land Use Permit report. Finally, all outdoor lighting units will contain shielded fixtures and conform to applicable ordinance standards.

II. RECOMMENDATION:

The site plan has been reviewed by the City Administrative departments. Staff recommends that the Site Plan for Bickford Cottage (expansion), 4613, 4707 and 4713 West Milham Avenue, be approved.

Attachment: Site Plan Sheets (attached to Special Land Use Permit report)

TO: Planning Commission **DATE:** March 13, 2015
FROM: Vicki Georgeau, ^{VG} Director of Community Development
SUBJECT: Planning Commission Recommended 2015-2016 Goals and Objectives

Attached is a communication from Deputy City Clerk, Adam Herringa, requesting the Planning Commission provide to City Council recommended goals and objectives for FY 2015-2016. Also attached for reference is a copy of the Planning Commission recommended goals and objectives for FY 2014-2015 that were provided to City Council in March 2014.

The Commission is advised to review the attached materials and draft transmittal to City Council and discuss the information during the March 19, 2015 meeting. Planning Commission recommended goals and objectives for FY 2015-2016 must be submitted to the Office of the City Clerk by April 15, 2014. If additional discussion and time is needed, the item can be adjourned to the April 2, 2015 meeting for finalization.

Attachments: Advisory Board communication from Deputy City Clerk dated February 12, 2015
Planning Commission Recommended FY 2015-2016 Goals and Objectives (DRAFT transmittal)
Planning Commission Recommended FY 2014-2015 Goals and Objectives (conveyed March 2014)
Approved FY 2015-2016 City Council Mission Statement and Goals and Objectives

S:\Commdev\2014-2015 Department Files\Board Files\Planning Files\PC Reports\PC Recommended 2015-2016 G&Os.doc

CITY OF PORTAGE

COMMUNICATION

TO: Advisory Board Chairperson*

DATE: February 12, 2015

FROM: Adam Herringa, Deputy City Clerk 

SUBJECT: Proposed Goals for 2015-2016

RECEIVED
FEB 12 2015
COMMUNITY DEVELOPMENT

This is a reminder that proposed goals and objectives for the 2015-2016 Fiscal Year need to be prepared and forwarded to the City Clerk Office by April 15, 2015. The proposed goals and objectives will be compiled and forwarded to City Council for review.

A hard copy of the proposed goals along with an electronic copy, sent to herringa@portagemi.gov, would be appreciated.

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

- * Paul Welch, Planning Commission
- Ruth Caputo, Chair, Environmental Board
- Mark Reile, Chair, Historic District Commission
- Sandra Sheppard, Chair, Human Services Board
- Kathleen Hoyle, Chair, Park Board
- Ann Perkins, Chair, Senior Citizens Advisory Board
- Sami Ahmad, Chair, Youth Advisory Committee

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

 DRAFT

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

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

Recommended 2015-2016 Goals and Objectives

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

If Council needs any further information, please advise.

Sincerely,

CITY OF PORTAGE PLANNING COMMISSION

Paul Welch
Chairman

TO: Honorable Mayor and City Council

FROM: Planning Commission

DATE: March 21, 2014

SUBJECT: Recommended FY 2014-2015 Goals and Objectives

The purpose of this communication is to recommend FY 2014-2015 Planning Commission goals and objectives for City Council consideration.

Recommended 2014-2015 Goals and Objectives

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

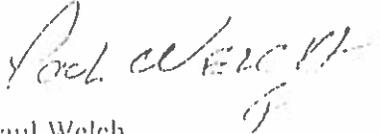
9. Forward update to goals for FY 2014-15 (November 2014 and April 2015) and recommended goals for FY 2015-16 (April 2015).

10. Respond to all City Council referrals and directives.

If Council needs any further information, please advise.

Sincerely,

CITY OF PORTAGE PLANNING COMMISSION



Paul Welch
Chairman

CITY OF PORTAGE
2014-2015 COUNCIL MISSION STATEMENT and GOALS & OBJECTIVES

Mission Statement of the Portage City Council

To function as the elected body serving the shareholders (all citizens) of the city:

- (1) to ensure the long-term financial health of the city;
- (2) to promote the highest level of quality of life in all aspects for all residents;
- (3) to provide positive leadership for the entire county-wide community in all areas of municipal governance;
- (4) to encourage effective long-term planning in all considerations within Council purview and
- (5) to ensure transparency and access to information.

2014-2015 GOALS & OBJECTIVES

COMMUNITY DEVELOPMENT

Goal: Promote quality of life in Portage.

Objectives:

- Continue prevention and enforcement efforts concerning substance abuse.
- Continue effective community safety programs through prevention, enforcement, and education.
- Ensure decent and safe housing and the livability of community neighborhoods.
- Maintain effective planning and development programs to promote orderly, attractive, and environmentally sound growth.
- Continue a commitment to human services to enhance the desirability of the community.
- Continue to encourage citizen involvement in crime prevention measures – business and residential.
- Maintain a coordinated and innovative approach toward developing park land and providing recreational opportunities.
- Continue planning and implementing programs and projects to enhance the City Centre area.
- Promote aesthetic and cultural enhancement.

ECONOMIC DEVELOPMENT

Goal: Demonstrate a commitment to quality economic growth and development.

Objectives:

- Develop an improvement strategy to ensure the continued strength of the city.
- Promote business diversification.

TRANSPORTATION

Goal: Continue to plan and implement improvements to move people and commerce safely and effectively through the community.

Objectives:

- Implement projects proposed within the major thoroughfare plan.
- Continue to implement operational and functional improvements to improve traffic safety and movement.
- Evaluate and promote alternate modes of transportation.
- Continue appropriate improvement of the local street system.
- Continue to seek alternative approaches and methods to enhance preventive maintenance programs.

CUSTOMER RELATIONS

Goal: Promote excellent customer relations.

Objectives:

- Continue emphasis on courteous public service.
- Continue efforts to enhance communication between local government, citizens, the business community and the local educational institutions on city projects and services.

PUBLIC IMPROVEMENTS

Goal: Continue to improve the infrastructure to meet demonstrated needs.

Objectives:

- Continue to improve the wastewater and stormwater systems.
- Continue to improve the water system.
- Promote underground utilities within the city.
- Continue to expand, update and maintain equipment and facilities to provide for the effective operation of city departments.
- Maintain a systematic preventative maintenance program for city-owned buildings.

QUALITY OF ENVIRONMENT

Goal: Enhance environmental quality and protect natural resources.

Objectives:

- Continue to promote effective recycling plans, the use of recycled/recyclable products, and the responsible disposal of hazardous and solid waste.
- Protect water quality through the continued implementation of water management principles, including surface water, groundwater, and stormwater programs.
- Promote environmental protection, planning, monitoring, and educational programs.

SERVICE DELIVERY

Goal: Continue to provide high quality, effective and cost efficient municipal services.

Objectives:

- Continue to evaluate alternatives to meet increased service demands.
- Promote teamwork and unity of purpose between the public and private sectors.
- Continue to increase efficiency by applying new technology.
- Continue to prioritize existing services--including the elimination of low-priority services.
- Monitor, evaluate, and communicate service delivery options.
- Continue to pursue mutually beneficial intergovernmental ventures.
- Expand employee training and wellness programs and opportunities to ensure a well trained, healthy and motivated work force.
- Improve the utility of citizen advisory boards.
- Evaluate and propose possible Charter and ordinance revisions.
- Continue to evaluate contracting or privatizing city services and programs.

FINANCE AND BUDGETING

Goal: Maintain the financial health of the city.

Objectives:

- Continue to pursue revenue enhancement through alternate funding opportunities.
- Assess financing methods for future capital improvement needs.
- Continue to evaluate expenditures to provide for the most effective and efficient use of city resources.
- Promote volunteerism to assist in providing important services.
- Promote safety and minimize risk exposure by continuing to identify and prevent accident/ liability exposure.
- Consider and implement alternative means of addressing city insurance needs to further enhance financial health of the city.

MATERIALS TRANSMITTED

CITY COUNCIL MEETING MINUTES FROM FEBRUARY 24, 2015

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

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

Mr. Dale Mentor, Deacon Chair of the Victory Baptist Church of Portage, gave the invocation and City Council and the audience recited the Pledge of Allegiance.

PROCLAMATION: Senator Margaret O'Brien and House of Representatives Brandt Iden presented a Resolution of Respect from Governor Rick Snyder, Senator Margaret O'Brien, House of Representatives Brandt Iden and the 90th Legislature to Retired Park, Recreation and Public Services Director Bill Deming for his nearly 35 years of service. Bill, Margaret, Brandt and City Council had a photograph taken together.

APPROVAL OF MINUTES: Motion by Ansari, seconded by Reid, to approve the Committee of the Whole Meeting Minutes and the Regular Meeting Minutes of February 10, 2015, as presented. Upon a voice vote, motion carried 6 to 0 with Mayor Strazdas abstaining.

* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Reid to read the Consent Agenda. Councilmember Reid asked that Item F.5, March 10, 2015 Committee of the Whole (COW) Meeting, be removed from the Consent Agenda. Motion by Reid, seconded by Urban, to approve the Consent Agenda motions as amended. Upon a roll call vote, motion carried 7 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF FEBRUARY 24, 2015:** Motion by Reid, seconded by Urban, to approve the Accounts Payable Register of February 24, 2015. Upon a roll call vote, motion carried 7 to 0.

STATEMENTS OF CITIZENS: Senator O'Brien introduced her District Director, Megan Hicks, who will be representing her at the 157 Kalamazoo Mall Office in Kalamazoo. She also provided and explained a fact sheet on the upcoming sales tax issue for the May 5, 2015 Special Election, and promised to bring updates on the budget process as it develops. Discussion followed.

REPORTS FROM THE ADMINISTRATION:

CENTRAL COUNTY TRANSPORTATION AUTHORITY (CCTA) UPDATE: Mayor Strazdas asked City Manager Laurence Shaffer for comment. Mr. Shaffer introduced Central County Transportation Authority (CCTA) Executive Director Sean McBride for any questions, who deferred to CCTA Chairperson Linda Teeter, 471 West South Street, Kalamazoo. She expressed her appreciation to Councilmember Urban and Mayor Pro Tem Pearson for their contributions to the CCTA that was formed by the Kalamazoo County Board of Commissioners in August 2014 and began meeting in September 2014. She mentioned that this is the first of six public input session that will be held over the next thirty days and thanked City Council and Mr. Shaffer for the opportunity to have this session to hear public comment on the CCTA. She indicated that all comments presented to the Kalamazoo County Transit Authority (KCTA), the CCTA and the City of Kalamazoo Transit Authority will be reviewed at a joint meeting on March 19, 2015.

Mr. McBride provided a brief overview of the status of public transit in the community, including the following topics: Increases in Ridership, the Metro County Connect, Line-Haul Bus Service, a Metro Transit Route Map Display and Community Service Vans. He revealed some of the new Service Enhancements such as Converting to Hybrid Battery which allows for nearly 50% Diesel emission Reduction, Travel Training, KVCC Transportation Fare which provides students a semester pass for budgeting purposes, and the Multi-modal Transportation Center. To help with planning a bus trip, he covered some of the enhancements to the rider experience, including "Real-Time Passenger Information" with the use of a web portal for a particular bus location, the bus schedule that can be accessed using a Smart Phone App, and an automated telephone service information option or an email/text alert; these allow the rider to wait in a warm location and walk over to the bus stop as the bus arrives. He mentioned that the buses are ADA-compliant that there are new electronic LED signs at key transfer points in the system with more to be installed once the weather breaks.

Next, Mr. McBride shared that the future transition of the Public Transit System of Kalamazoo will go from the KCTA and the CCTA to a Regional Authority and thanked Councilmember Urban and Mayor Pro Tem Pearson for their fine efforts in this regard. He revealed that the Public Transit System cost is about \$14 million per year, broke down the funding and explained the local millage structure by outlining those municipalities included in the taxing district. He pointed out that one precinct in Texas Township, one precinct in Pavilion Township and half of Oshtemo Township opted out of the taxing district during the 30-day opt out period. He discussed the policy that once the millage is passed and levied, service will cease to exist outside the taxing district and any areas that may require service outside the taxing district must enter into a service agreement with the CCTA which would replace the millage revenue that would have been raised if they were within the boundaries of the CCTA.

Mr. McBride discussed the future millage structure, the millage timeline, a data comparison, the millage rates, and the service hours with other similarly situated cities in the state. He disclosed that the level of the millage consideration for the voters is at a rate of up to 0.75 mills for a period of five (5) years for 2016 through 2020, and he emphasized, "Only if the full 0.75 is needed." He covered the levels of service that are part of the plan, the economic development benefits to be realized as a result of bus service, and the need for retail and industrial workers to use bus service for commuting.

He reviewed the next steps, including: feedback on the August Election proposal for the millage increase as a result of the six public input sessions that will be held over the next thirty days; education of the voters about the millage proposal; on-going feedback on how the CCTA and the governmental bodies can work together; and on-going feedback on how the Public Transit System can better meet the needs of the community.

Mayor Strazdas thanked Mr. McBride, confirmed that Portage residents are currently paying 0.4 mills for public transit, and that they will be asked to pay 0.75 mills with the CCTA making the determination how much of the 0.4 mills is required for Metro Connect. Mayor Strazdas emphasized that Portage citizens need to know: what is the cost, what are citizens going to get for that cost and what are the benefits to Portage and the region.

Councilmember Ansari asked for a confirmation that the millage will be up to 1.15 mills and Mr. McBride explained that there will be two millages and that is the range being considered. He indicated that they will be able to figure out what the exact required amount is once the 0.4 mills expires in 2016, but it should be no more than 0.4 mills

Mr. McBride confirmed the indication by Councilmember Reid that both of these millages are "up to," so as the 0.75 goes into effect, there could be a change in how much of the 0.4 millage is being levied prior to 2016. Councilmember Reid also recognized and stressed the importance of the new GPS system for the users of the system, especially young people who want to know how quickly they need to leave their location to get to a new destination. She asked whether there has been any consideration regarding the spoke wheel configuration of the system as the citizens of Portage have to go downtown to get to outlying areas, and she specifically mentioned the ride to KVCC since it becomes a very long bus ride. Mr. McBride responded that he is currently releasing a Request for Proposal for a community

planning/visioning process to obtain feedback from the community and to obtain some studies for a ten-year plan, including the bus rapid transit option and sub-hubs such as the Crossroads Mall with additional connections from there, for example, to KVCC or to the Meijer Store in Oshtemo. He promised to come to City Council for feedback on the studies as it will become a guiding document for system design needs in the future.

Councilmember Randall asked if there is a chance that the communities that have opted out will participate and, if they do, will that lower the burden on the other jurisdictions, and Mr. McBride answered in the affirmative. He disclosed that he has been in conversation with Texas Township and KVCC and has had a very positive response from both of them. He mentioned that Oshtemo Township sent him a letter indicating a desire to begin the conversation regarding a service agreement with the CCTA, but no conversation has taken place as yet. Furthermore, he indicated that he has had no contact from Pavilion Township regarding this matter. Discussion followed.

At the request of Councilmember Urban, Mayor Strazdas asked if any members of the public wished to speak. There being none, Councilmember Urban indicated that the CCTA discussed what kinds of millage rates should be considered and with what kinds of service offerings should be considered, either maintaining service or enhancing service. He also indicated that the CCTA Board considered a little higher millage, up to 0.8 mills, with the option of looking at adding routes, including a possible "rim" route, but the majority of the CCTA Board chose not to go to that level. However, he said that this discussion will not be finalized until the meeting on March 19, 2015. Discussion followed.

Mayor Strazdas summed up and asked Portage residents to talk to CCTA Board Members and discussion followed. Motion by Urban, seconded by Ford, to receive the update and presentation from Central County Transportation Authority (CCTA) Executive Director Sean McBride. Upon a roll call vote, motion carried 7 to 0.

*** COMPREHENSIVE LIABILITY, PROPERTY AND AUTO FLEET INSURANCE:**

Motion by Reid, seconded by Urban, to approve a one-year agreement for comprehensive liability, property and auto fleet insurance through the Michigan Municipal Risk Management Authority (MMRMA) at a total cost not to exceed \$446,134 for the period of March 1, 2015, to March 1, 2016, 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.

*** LOCATE SIGN IN A CITY RIGHT-OF-WAY, LLC, 2317 EAST CENTRE AVENUE:**

Motion by Reid, seconded by Urban, to approve the License to Locate Sign in a City Right-Of-Way for North of Centre, LLC, 2317 East Centre Avenue, and authorize the City Manager to execute the agreement on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

*** FISCAL YEAR 2015-2016 PROPOSED BUDGET REVIEW SCHEDULE:** Motion by Reid, seconded by Urban, to establish April 21 and May 5, 2015, from 4:30 to 8:30 p.m. as the dates for review of the proposed Fiscal Year 2015-2016 Budget. Upon a roll call vote, motion carried 7 to 0.

MARCH 10, 2015 COMMITTEE OF THE WHOLE (COW) MEETING: Councilmember Reid indicated that the City Council had deferred the Discussion of the City Retail Profile to guide City Council efforts as a topic for the next COW meeting. Discussion followed.

Motion by Ford, seconded by Reid, to set a Committee of the Whole (COW) Meeting for Tuesday, March 10, 2015, at 6:00 p.m. in Conference Room No. 1 to discuss enriching culture, increasing community engagement and the City Retail Profile topics. Upon a voice vote, motion carried 7 to 0.

* **JANUARY 2015 SUMMARY ENVIRONMENTAL ACTIVITY REPORT:** Motion by Reid, seconded by Urban, to receive the January 2015 Summary Environmental Activity Report as information only. Upon a roll call vote, motion carried 7 to 0.

* **DEPARTMENTAL MONTHLY REPORTS:** Motion by Reid, seconded by Urban, to receive the Departmental Monthly Reports. Upon a roll call vote, motion carried 7 to 0.

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

- Portage Historic District Commission of January 7, 2015.
- Portage Youth Advisory Committee of January 12, 2015.
- Portage Environmental Board of January 14, 2015.
- Portage Human Services Board of January 22, 2015.
- Portage Planning Commission of January 22, 2015.

NEW BUSINESS:

APPOINTMENT TO THE KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY SEARCH COMMITTEE: Mayor Strazdas provided some background information on the Kalamazoo County Consolidated Dispatch Authority. He explained that the City of Portage volunteered to provide the Request for Proposal for an Executive Search Committee for the Kalamazoo County Consolidated Dispatch Authority. He said the Authority now wishes to form a subcommittee to select the Search Firm and have asked for one representative from Portage. He confirmed that there are four Councilmembers who have expressed an interest on the Kalamazoo County Consolidated Dispatch Authority Search Committee: Councilmembers Reid and Ford, Mayor Pro Tem Pearson and Mayor Strazdas himself. Councilmember Ford withdrew his interest and Mayor Strazdas asked for thoughts from Councilmember Reid or Mayor Pro Tem Pearson.

Councilmember Reid referred to a recent opinion from City Attorney Randy Brown regarding membership on the CCTA, and cited his opinion that while Council may appoint a member to serve on a Board outside the City, they act as a member of that Board and their primary fiduciary responsibility is to that Board and the mission of that Board. With that, she asked Mr. Brown whether the sitting members, two regular and two alternate members, should come to Council in order to decide this because the Portage members are not functioning as a part of City Council, the members are functioning as a part of the Board for Dispatch. Mr. Brown questioned whether his opinion is relevant to this decision since the Authority is the entity that asked each member to pick somebody, and the Authority could have picked a search committee much like the Council can choose a committee to do its search, so it was the decision of the Authority to do this, not the decision of City Council, and is legal to do so.

In answer to Councilmember Urban, Mayor Strazdas indicated that the search committee will only be selecting a search firm and the voting members will go through the interview process and select the Director.

Motion by Randall, seconded by Ansari, to appoint Mayor Pro Tem Pearson to the Kalamazoo County Consolidated Dispatch Authority Search Committee. Discussion followed regarding the importance of flexibility and the availability of the Councilmember selected, and Councilmember Urban stressed the importance of having the Mayor serve in this capacity here as head of the body. Discussion followed. Upon a roll call vote, motion carried 5 to 2. Yeas: Councilmembers Ansari, Ford, Pearson and Randall and Mayor Strazdas. No: Councilmembers Urban and Reid. Discussion followed.

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL: Councilmember Ansari thanked Kalamazoo County Commissioner Scott McGraw for attending the meeting and Linda Teeter for her service.

Councilmember Ford thanked Linda Teeter, Sean McBride and the elected officials for attending the meeting and expressed appreciation to Bill Deming for his years of service to the City of Portage. He reminded everyone that the Winter Blast Race is Sunday and cautioned everyone to be careful and to have safe travels.

Councilmember Randall expressed her appreciation for the Portage Central High School production of the musical, *West Side Story*, and all who contributed to the effort. She noted that registration for the Winter Blast Race on Sunday is at Portage Central High School on Saturday, February 28, 2015, at Portage Central High School (Commons area) from 2:00 p.m. – 5:00 p.m., and late registration for the 5k only is available at Portage Central High School (Commons Area) from 6:30 a.m. – 7:30 a.m. on Sunday, March 1, 2015.

Councilmember Urban said he toured the Earth Fare Health Foods Store on Kilgore Road and announced the Ribbon Cutting Ceremony for this welcomed addition to the community is at 6:45 a.m. on Wednesday, February 25, 2015. He also stressed the need for comment from the public for the CCTA millage proposal as presented by Mr. McBride earlier.

City Manager Shaffer complimented Sean McBride and his group and noted that as part of the South Westnedge reconstruction, the plan is to incorporate new bus shelters and accoutrements at the bus stops along South Westnedge Avenue. He mentioned the two meetings with approximately eighty Portage citizens regarding leaf and brush pick-up along private roads in the City, and he said that Department of Public Services Director Rod Russell is meeting with property managers representing the various property owners and associations to see what accommodations are necessary to expedite the process and will bring a report back to Council possibly at the next Regular City Council Meeting. He indicated that on Wednesday, March 4, 2015, at 6 p.m., Council Chambers, there will be a meeting of the property owners of the City Center area to discuss the issues identified in *Portage 2025* and the Comprehensive Plan for the possibilities of a City Center development. He finished by describing the two sessions held to discuss the International Fire Code where the Administration met with those opposed to the Code and reached some accord and satisfaction with them. He said that questions were posed that will be answered formally, and that a proposal regarding the Code will be before City Council at the next Regular Meeting.

Councilmember Reid announced that a newly formed opportunity for business and community leaders to engage with state and local government representatives about issues that affect the region has been established as the Listening Post, which is a conversation over a cup of coffee as an effort to build relationships and open lines of communication necessary to grow Southwest Michigan for the better. She noted that this is a collaboration between the Chamber of Commerce and the Council of Governments (COG) with the first meeting to be held on Friday, February 27, 2015, from 8:00 a.m. until 9:00 a.m., at the Kalamazoo County Road Commission, 3801 East Kilgore Road, Kalamazoo, and thereafter on a monthly basis on the fourth Friday of each month.

Mayor Pro Tem Pearson announced a new television show on CBS called *Battle Creek* that premieres on March 1, 2015, and that CBS will be having a big premier in Battle Creek, as well as satellite premiers in Southwest Michigan, including one for 100 people, first come, first served, at 9:00 a.m., Room 209 in the Bernhard Center of Western Michigan University. Discussion followed.

Mayor Strazdas said he will be at the Ribbon Cutting Ceremony for the new Earth Fare Health Foods Store on Kilgore Road at 6:45 a.m. on Wednesday, February 25, 2015, and mentioned what a great addition this is for the whole region. He likened the Earth Fare Store to a Farmer's Market in

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Portage since they will be procuring a lot of local products and organic products for the store, but Portage will not be paying any tax dollars for it because Earth Fare will be paying taxes to be here. He mentioned the Winter Blast Race on Sunday and that he will be starting the race with a fake gun and thanked all who will not be able to travel from their homes for their patience with this inconvenience.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 8:46 p.m.

James R. Hudson, City Clerk

*Indicates items included on the Consent Agenda.

**MINUTES OF THE COMMITTEE OF THE WHOLE WORK SESSION
OF FEBRUARY 24, 2015**

Mayor Strazdas called the meeting to order at 6:03 p.m. The following Councilmembers were present: Councilmembers Nasim Ansari, Richard Ford, Patricia M. Randall and Claudette Reid, Mayor Pro Tem Jim Pearson and Mayor Peter Strazdas. Councilmember Terry Urban arrived at 6:27 p.m. Also present were Executive Director of the Arts Council of Greater Kalamazoo Neil Bremer, City Manager Larry Shaffer, Deputy City Manager Rob Boullis and City Clerk James Hudson.

Mayor Strazdas reviewed the past COW Meetings and confirmed that the topic, "Study of the City Retail Profile to guide City Council efforts," was deferred to the March 10, 2015 COW Meeting. He announced that there would be a presentation by Neil Bremer, Executive Director of the Arts Council of Greater Kalamazoo (Arts Council), and asked for input from City Council regarding concerns about art in the community from the Council Retreat.

Councilmember Randall indicated that with a \$65 million budget that the City of Portage should provide funds for art and culture in order to identify Portage as "a community of arts and culture." She was not advocating building a museum, and mentioned that there is \$9 million available through the State to use for an art hop, outdoor displays, kids events, etc., plus the Federal Government has another \$750 million for art and culture. She felt Portage should look beyond the great trail system and good schools in Portage and also bring in art and culture to keep and retain people who care about the community. She explained her involvement with the Arts Council and proposed an Arts & Recreation position and an Arts & Culture position for Portage. She also asked for a communications position for a person who could get the Portage brand known in the community in order to define ourselves in a way that we can control. Discussion followed.

Councilmember Ansari indicated that he has a broad view of art and mentioned concerts and the performing arts as options to bring art and culture to the community. Councilmember Ford concurred with Councilmembers Randall and Ansari.

Councilmember Reid indicated that in the past, Portage had Parks Department Staff to provide the Summer Entertainment Series, including advertising, but this was cut because of financial reasons and the large number of hours that were taken away from staff to do other things. She mentioned some of the other cultural activities that have taken place in Portage since the elimination of the Summer Entertainment Series such as, the Recycled Art Project that was a collaboration between the Environmental Board and the Parks Department, the Portage District Library display space for artists, the private entity that has been running the summer drama school for children, and Shakespeare in the Park that utilized grant money with the City providing the venue (the stage) and administrative assistance. In order to expand the Portage art offerings, she stressed the need for volunteers who will be working with the arts and looking for alternative outside funding as promoting the arts is not considered a core function of the City, and this is the first thing that will be pulled back again should "push-come-to-shove" with the Budget, so a sustainable funding source other than tax dollars is necessary.

Mayor Pro Tem Pearson thanked Councilmember Randall for "spear-heading this" and noted that along with great parks and trails, Portage has the largest tax base in the

County, has the highest number of cable subscribers according to a recent Public Media Network Board report and has historically been considered an island, but is now taking a more co-leadership role in the County. He stressed how important it is for Portage to be involved in the County, and expressed his opinion that a small investment should be considered to take a look at state funding for the arts. He emphasized that Portage is serious about this issue; Portage is wise about its budget; and Portage wants State funds that are available for the arts. He mentioned the gentrification process currently being experienced in Portage and emphasized that arts and culture are important to Portage as it enters into its next phase of development.

From his perspective, Mayor Strazdas revealed that his wife and daughter are heavily into the arts. He said that there is art and culture in Portage and pointed out that the communication piece is needed to help people know the many art offerings of Portage and the Region. He said that the perspective of art can differ and needs to be defined depending upon the tastes of the various generations of people and explained. He discussed his preference for a conservative approach to art and culture in Portage with not only tax dollars, but private funding that can be leveraged and for volunteers to step up and provide the services. He discussed his search with City Manager Shaffer for someone who was broad-based in the arts, and introduced Neil Bremer, Executive Director of the Arts Council of Greater Kalamazoo, as that person who will present the structure that exists for the arts and culture in the community, and discuss trends and opportunities. Councilmember Ansari interjected that he sees the need for a City Council Arts Commission in Portage and Mayor Strazdas concurred.

Mr. Bremer expressed his respect for the work required of City Council and his appreciation for City Council addressing this issue at this meeting. He provided his history from his education at Western Michigan University, his work in Chicago at the Chicago Institute of Art and three Chicago Dinner Theatres, his move to Louisville, then his move back to Kalamazoo. He discussed the attachment which the arts create for a City, the history and structure of the Arts Commission (City of Kalamazoo, City of Portage and County of Kalamazoo) and some of the activities and funding of the Arts Commission in Portage and the Region, all of which are without the benefit of a hotel/motel tax revenue stream. Discussion followed.

Mr. Bremer indicated that the City could obtain his professional advice for any procurement of art or a grant for art. He reviewed some of the grants for which the Arts Commission applies and some of the arts activities that result. He discussed various funding options, KPAC, the success of Art Hop, and the high cool factor and highly participatory factor necessary for place-making. He cited some of the successes for the businesses that participate in Art Hop, the importance of participation by generations to come, and his frustration with coverage by *MLive*.

Mr. Bremer discussed change and how quickly it is now happening which makes trends very difficult to detect. He said in order for the art and culture to flourish, it is important to plan and design with future generations in mind. He noted that it took television 35 years to get widely accepted; it took computers six years to get wide use; and it took the cell phone only six months. He emphasized that Generation Z refers to the cell phone as "personal," and indicated that traditional art forms like museums, gallery walks and classical music concerts have been on the decline since 1992.

Mr. Bremer disclosed that one area that has seen an increase in participation from 2008 to 2012 has been the outdoor concert, and explained why Jazz as a genre of music is experiencing an uptick. He stressed that trends are important because Portage could be spending time, money and resources only to find itself chasing dropping audiences. He cited the Kalamazoo Symphony and symphonies across the country as examples of an art form that is really struggling to keep participants interested. He indicated that the answer in Portage is to look at what is happening in Portage, what is cool, what is highly participatory, and use music, the visual arts, dance, etc. to achieve success.

Mayor Strazdas interjected at this point and asked Mr. Bremer to discuss a possible Art Hop in Portage, the opportunity for a Summer Entertainment Series in the Park, an Arts Council of Greater Kalamazoo partnership with Portage and anything else that would be cost effective and sustainable.

Mr. Bremer asked Portage to consider investigating the public/private partnership option owing to the struggles of the philanthropic sector, since more public involvement is needed because the public sector can successfully leverage in ways for more dollars. He gave the example of a sculpture walk (renting sculptures or trading sculptures) as an optional opportunity in the park, that still requires funds for transporting displaying and a memorial for the artist, but requires very little involvement.

Mr. Bremer said that if private money is interested in an art project, the Arts Council of Greater Kalamazoo can take a tax deductible charitable gift and provide the funds to make the project happen. He listed some of the groups taking advantage of this option. He said that if the Arts Council of Greater Kalamazoo were to help Portage celebrate Portage, they could figure out how that celebration fits into the funding structure, and he gave the Concert in the Park as an example where the Arts Council could help. He indicated that the Kalamazoo Concert in the Park on Sunday, July 12, 2015, was overbooked by the City of Kalamazoo. He said that concert could take place in Portage and be in the brochure that will be published in two weeks. He discussed marketing options and how to get the word out to the public and referenced the high quality of the arts in Portage Public Schools as potential beneficiaries. He also cited the Air Museum as a possible venue partner for a concert that is only limited by the imagination. Discussion followed.

Mr. Bremer noted that concerts cost between \$2,000 and \$4,000 depending upon the talent, which includes the sound and set up, and explained. Discussion followed.

In summary, Mayor Strazdas indicated that the various events and arts and culture opportunities in the community need to be bundled, advertised and shared through the Portager, hyperlinking with the City website, and through the Arts Council brochures. Also, he stressed the importance of looking at funding options and explained.

Mayor Pro Tem Pearson indicated that City Council should decide whether Portage needs a Place Making Commission and suggested it be comprised of citizens and Councilmembers. Councilmember Ansari concurred. Mr. Bremer offered his services in this regard in his capacity as Executive Director of the Arts Council of Greater Kalamazoo.

He referred City Council to his handout, "Why do people attend the Arts?" and the Art Hop Brochure for March 2015, and discussion followed.

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Mayor Strazdas thanked Mr. Bremer for coming and summed up. He asked everyone to think about all of this and bring any thoughts for action to City Manager Shaffer for consideration at the next Regular City Council Meeting for a future recommendation. Discussion followed.

STATEMENTS OF CITIZENS: Martha Dahlinger, 2612 Chopin Avenue, expressed her appreciation for what City Council is doing and her opinion that Portage needs to think of the whole region and to collaborate, and not just copy what someone else is doing owing to the diversity within Portage as Portage is very capable of adding to what is already being done.

ADJOURN: Mayor Strazdas adjourned the meeting at 7:20 p.m.

James R. Hudson, City Clerk

SUMMARY ENVIRONMENTAL ACTIVITY REPORT
January 2015 (*updates in italics*)

<u>Project/Activity</u> Portage City Landfill	<u>Description</u> Ongoing groundwater monitoring of former municipal landfill.	<u>Status</u> -Beginning in 1991, South Westside Park (landfill) has been monitored for on-site and off-site contamination. On July 23, 2013, City Council approved a three-year contract with American Hydrogeologic Corporation (AHC) to perform annual groundwater sampling. The site groundwater data will continue to be monitored to confirm continuation of the natural attenuation process. General groundwater quality continues to improve, but site will require monitoring for the foreseeable future. Initial groundwater and methane results indicate no off-site impact. AHC currently compiling MDEQ sampling requirement costs necessary for closure at the former landfill site. Weekly methane sampling is continuing on-site to collect base line data. AHC is completing the installation of private methane detection devices at several adjacent properties. Soil boring installation was completed on May 28, 2014. Current methane readings have been below detection levels. The 2 nd year of AHC's contract is underway.
Site Inspection/Development Project Review	Review of existing business & industries and review of proposed business and industrial development projects for environmental protection purposes and/or building plans completed.	-Coordination with property owners and City or State agencies ongoing. -Review of 7 site/building plans and/or plans completed in January 2015.
Sewer Connection Program	Groundwater protection program requiring residential/business hookup to the sanitary sewer where available.	-Sanitary sewer hookup permits issued in January 2015: 0 residential; 0 commercial.
West Lake Management Program	Special assessment district designed to maintain/improve lake conditions. Special emphasis on weed control and non-point source pollution reduction.	-Five Year Lake Management Assessment District process was approved by City Council on March 23, 2010. Permitting complete for the 2014 season. Treatment to be performed by Aquatic Services, Inc. The Association has selected to use Restorative Lake Sciences, LLC for consulting services for 2014. Treatment application schedule for mid-June. Follow-up inspection of treatment will be done by Restorative Lake

Sciences, LLC. The West Lake Improvement association has completed a five year plan in preparation for a new special assessment district. Special assessment process for 2015-2019 began on August 26, 2014. Resolution No. 5 completing the assessment was adopted October 21, 2014. Year-end report by the consultant is complete. *The 2015 weed treatment bids will be received in February.*

-Historical monitoring continues to show minor impacts at most basins. From 1993 through 2009 the monitoring program showed stable groundwater impacts due to storm water infiltration. Alternative road salt practices continue to be considered and evaluated. The 2013 report was received noting minimal impacts. The 2013 report is available on the website for public information. Bids were received for a new four year program on April 16, 2014. The low bidder, Nova Consultants, was awarded a four-year contract by City Council on April 29, 2014. Monitoring performed in July 2014 and will continue in the fall. Interim report is due in December. Monthly sampling at two retention basins continues. *Current findings show a rise in groundwater levels of approximately six inches over 2014 levels.*

-Wellhead Protection Grant award received from MDEQ on August 30, 1999 and Council accepted the grant on October 5, 1999. Council also awarded contract to Earth Tech to complete WHPP. Earth Tech completed the final wellhead protection plan and MDEQ submittal was made on October 14, 2000. Plan was reviewed by MDEQ with written approval received in March, 2001. Staff has met internally to discuss the future needs to update the plan pending grant opportunities. Staff participated in a MDEQ Water Supply Emergency planning roundtable on June 10, 2013. Update of the program will be initiated as part of the Water Reliability Study in conjunction with Fishbeck, Thompson, Carr & Huber update work currently underway. Wellfield delineation completed. Engineering intern has completed contamination source inventory. Final report preparation underway.

-City Council awarded contract on August 21, 2001 to Soil & Materials Engineers for monitoring and analysis of groundwater impact of the new compost operation. Drilling was completed in October 2001 and first

Retention Basin Sampling Program (Groundwater Elevation)

Investigation regarding potential impact of retention basins on groundwater levels.

Wellhead Protection Program (WHPP)

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

Leaf Compost Monitoring Program

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

sampling cycle was completed in February 2002. Semi-annual sampling was performed from 2002 to 2008 in June and January. Sampling and analysis results continue to show negligible groundwater impacts from the leaf composting. Sampling schedule was reduced to annual sampling in 2009 with results showing continued minor impact on groundwater quality. Sampling completed in June 2014, with report submitted. No significant change in groundwater impacts.

National Pollution Discharge Elimination System (NPDES) Permit Implementation

Five year plan to implement the current NPDES stormwater permit.

-Received NPDES general permit on August 15, 2001. Renewal Application submission was made to MDEQ on March 7, 2003. New permit received in 2004 mandates involvement in several county watershed groups. City staff completed the submission of a Storm Water Pollution Prevention Initiative (SWPPI) as required by NPDES permit. New certificate of coverage permit was issued by MDEQ on September 30, 2009. New permit covers a 5 year timeframe with first work item (updating the Public Participation Plan) completed December 11, 2009. Received a notice from MDEQ rescinding the 2008 permit due to a recent court case ruling. MDEQ reinstated the 2003 permit for implementation. Information on new permit requirement was received in February 2011. MDEQ expected to issue new permit in 2014. MDEQ scheduled an audit of the program on July 12, 2012. Audit completed with satisfactory results. City website updated in February to provide education of Illicit Storm Water Discharge. Program implementation is ongoing. Annual 2012-13 report was submitted on December 24, 2013. Comments received back have been reviewed by staff and response submitted to MDEQ. MDEQ concurred with city staff response. Program is ongoing. New permit application process announced in November 2014. New permit application will be due in April 2015.

National Pollution Discharge Elimination System (NPDES) Permit Implementation

Kalamazoo River Mainstream Watershed Management Plan

-First meeting was held September 17, 2004. Proposals for completing the watershed plan were received by Kalamazoo County on September 15, 2005 and a contract awarded to Kieser & Associates in November 2005. Draft watershed plan submitted to MDEQ on December 30, 2005. Review comments received from MDEQ and revised watershed plan due in December 2006. A letter not to revise the Watershed Plan was submitted to the MDEQ on March 17, 2008. Public participation plan update submitted to MDEQ on November 24, 2009. Kalamazoo River

Watershed council completed a watershed update in November, 2011. No new developments.

Portage River Watershed Management Plan

-Public participation plan submitted June 28, 2004. Proposals for a Watershed Management Plan were received by the Kalamazoo County Road Commission and a contract awarded to the Kalamazoo County Conservation Service in November 2005. Draft watershed plan submitted to MDEQ on December 30, 2005. A letter not to revise the Watershed Plan was submitted to the MDEQ on March 17, 2008. Public participation plan update submitted to MDEQ on November 24, 2009. Based upon MDEQ comments, the plan was revised and resubmitted on December 21, 2009. Interest has been raised by local conservation groups to update the Watershed Plan using grant funds. Grant application submitted by Kalamazoo and Calhoun County Conservation District to update the Watershed Plan in 2012. Grant for watershed update was awarded to Calhoun County Conservation District. First kick-off meeting held December 13, 2012 to introduce working partners and information gathering. A meeting was held on March 12, 2013 to discuss the designated uses of the Portage River/Little Portage Creek watershed, the total maximum daily load of E-coli from samples taken and a review of community ordinances and policies that help protect the Watershed. Meeting held on June 11, 2013 to discuss identified water quality problems in the watershed. Meeting held on December 11, 2013 to inform stakeholders of progress on data collection. Canoe trip inspection was held on September 13, 2014. No new developments.

Plan to implement and maintain an Illicit Discharge Elimination Program (IDEP) Storm Sewer Outfall Testing.

-On February 19, 2002, City Council approved a new ordinance as required by the NPDES permit titled "Storm Water Illicit Discharges and Connections." Program implementation is ongoing. Continued outfall sampling is required by permit and will be budgeted accordingly. IDEP program was updated for submittal to MDEQ on June 25, 2010, and part of the SWIPPI. Completed an area-wide brochure to educate the public on Illicit Storm Water Discharges in conjunction with the Kalamazoo County Drain Commissioner. On April 29, 2014 City Council awarded a contract to Nova Consultants, Inc., to perform annual investigations of storm outfalls and investigate all outfalls on a four-year cycle. Investigations scheduled for 2014 were completed in July with summary

report received. Report will be submitted to MDEQ as part of the annual report.

Garden Lane Arsenic Removal Facility

Native Prairie Restoration

Staff currently working with the Environmental Board on informative signs and long-term maintenance plans for the native planting landscape design in front of the Garden Lane Treatment Plant. New informational sign design for three signs is complete and sign fabrication is underway.

Environmental Incident/Spill Clean Up Notification

Environmental Protection Program to assist Portage Police/Fire Departments with spill containment and spill cleanup.

Emergency spill response contract for 2013-14 with Terra Contracting has been renewed. *The number of environmental incident/spill investigations performed in January – 0. Number of environmental cleanups in January – 0. 2015 Contract is in process.*

Southwest Michigan Regional Sustainability Covenant

Collaborative effort with local government, academic, and other stakeholders to lead toward environmental, economic and social sustainability.

On May 12, 2009, City Council approved the Southwest Michigan Regional Sustainability Covenant. A sustainability work session was held April 14, 2010, to review elements of the covenant in cooperation with the City of Kalamazoo and the City of Battle Creek. A grant application was made to MDEQ for a greenhouse gas inventory study of the area. Notice received July 15, 2010 that the grant application was not successful. City staff attended a September 10, 2010 meeting in Grand Rapids to discuss sustainable economic, environment, and society programs. No new developments.