

## PLANNING COMMISSION

July 21, 2016

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

### **PLEDGE OF ALLEGIANCE:**

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

### **IN ATTENDANCE:**

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

### **ROLL CALL:**

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

### **APPROVAL OF MINUTES:**

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

### **SITE/FINAL PLANS:**

None.

### **PUBLIC HEARINGS:**

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

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

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

**NEW BUSINESS:**

None.

**STATEMENT OF CITIZENS:**

None.

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

**OLD BUSINESS:**

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

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

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

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

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

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

**ADJOURNMENT:**

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

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

Respectfully submitted,

Michael West, AICP  
Senior City Planner