



PLANNING COMMISSION

December 7, 2017

CITY OF PORTAGE PLANNING COMMISSION

A G E N D A

December 7, 2017

(7:00 p.m.)

Portage City Hall Council Chambers

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES:

- * November 2, 2017
- * November 16, 2017 (workshop)

SITE/FINAL PLANS:

- * 1. Site Plan Review for Cooley Townhouses, 3223 Cooley Drive

PUBLIC HEARINGS:

NEW BUSINESS:

1. 2018 Planning Commission Meeting Schedule

OLD BUSINESS:

1. Neighborhood and Community Enhancement Program
 - Subcommittee to meet in Conference Room #2

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED

October 9, 2017 Zoning Board of Appeals meeting minutes
November 6, 2017 City Council Special pre-meeting minutes
November 7, 2017 City Council Special meeting minutes
November 7, 2017 City Council meeting minutes

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

PLANNING COMMISSION

 DRAFT

November 2, 2017

The City of Portage Planning Commission meeting of November 2, 2017 was called to order by Chairman Stoffer 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 Stoffer led the Commission, staff and citizens in the Pledge of Allegiance.

IN ATTENDANCE:

Christopher Forth, Deputy Director of Planning, Development and Neighborhood Services; Michael West, Senior City Planner; and Bryan Beech, Assistant City Attorney.

ROLL CALL:

Mr. Forth called the roll: Patterson (yes), Bosch (yes), Stoffer (yes), Harrell-Page (yes), Place (yes) and Corradini (yes). A motion was made by Commissioner Patterson, seconded by Commissioner Bosch, to approve the roll excusing Commissioners Shoup, Schimmel and Joshi. The motion was unanimously approved 6-0.

APPROVAL OF MINUTES:

Chairman Stoffer referred the Commission to the October 19, 2017 meeting minutes contained in the agenda packet. A motion was made by Commissioner Patterson, seconded by Commissioner Bosch, to approve the minutes as submitted. The motion was unanimously approved 6-0.

SITE/FINAL PLANS:

None

PUBLIC HEARING:

1. Final Report: Rezoning Application #17/18-1, 9444 South Sprinkle Road and 4691 Branch Avenue. Chairman Stoffer referred the Commission to the November 2, 2017 email communication from Mr. Andrew Rossell contained in the final agenda requesting that the rezoning consideration be withdrawn from further consideration. After a brief conversation, a motion was made by Commissioner Bosch, seconded by Commissioner Patterson, to accept the applicant's request and withdraw Rezoning Application #17/18-1, 9444 South Sprinkle Road and 4691 Branch Avenue, from further consideration. The motion was unanimously approved 6-0.

OLD BUSINESS:

None.

STATEMENT OF CITIZENS/COMMISSIONERS:

None.

 DRAFT

NEW BUSINESS:

1. Planning Commission Training – Site Plan Review and Storm Water Management. Given the absence of three Commissioners, Chairman Stoffer suggested that the Planning Commission training be postponed to the November 16th meeting. Mr. Forth indicated that there were no pending applications scheduled for the November 16th meeting. After a brief discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Harrell-Page, to postpone the Site Plan Review and Storm Water Management training session to the November 16, 2017 meeting. The motion was unanimously approved 6-0.

ADJOURNMENT:

There being no further business to come before the Commission, the meeting was adjourned at 7:05 p.m.

Respectfully submitted,

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

PLANNING COMMISSION - WORKSHOP

 DRAFT

November 16, 2017

The City of Portage Planning Commission workshop meeting of November 16, 2017 was called to order at 7:00 p.m. in Conference Room No. 1 of Portage City Hall, 7900 South Westnedge Avenue. No citizens were in attendance.

IN ATTENDANCE:

Commissioners Present: Corradini, Patterson, Joshi, Place and Harrell-Page.

Commissioners Excused: Stoffer, Bosch, Schimmel and Shoup.

Staff: Christopher Forth, Deputy Director of Planning, Development and Neighborhood Services and Michael West, Senior City Planner.

NEW BUSINESS:

1. Planning Commission Training – Site Plan Review and Access Management. Mr. Forth provided a PowerPoint presentation that addressed various aspects of the site plan review process and access management principals. Mr. Forth, Mr. West and the Commission discussed elements of the site plan review process including initial staff review and consultations with the applicants, and the Planning Commission role in reviewing and approving plans. Mr. Forth presented examples of previously approved site plans and specific examples of access management related improvements that have been accomplished by the city and the Planning Commission over the years including driveway closures, shared access and cross access arrangements.

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:** December 1, 2017
FROM: Vicki Georgeau, Director of Community Development
SUBJECT: Site Plan for Cooley Townhouses, 3223 Cooley Drive

I. INTRODUCTION:

A site plan has been submitted by Greg Watts of Prime Homes, LLC to construct an attached residential development at 3223 Cooley Drive. The project proposes one 4-unit attached building, one 3-unit attached building, one 2-unit attached building and associated site improvements on the approximate 1.7 acre parcel. The subject property is zoned R-1T, attached residential.

Access to the development will be provided through two full service driveways from Cooley Drive, one along the west side of the parcel and one along the north side of the parcel. Storm water runoff from the project will be handled through a series of subsurface leaching basins and retention chambers located along the north and east side of the site, and shallow surface drainage swales located along the west side of the site. Dwelling units will be attached by a common wall which does not have over 80 percent of its area in common with the abutting dwelling wall. Each dwelling unit will also include an attached two-car garage. Existing mature trees located along the southeast, northeast and northwest portions of the site will be retained. Additionally, supplemental landscaping (trees, shrubs) will also be installed throughout the project.

Consistent with the 2014 Comprehensive Plan and 2015 Complete Streets Policy, the applicant will install a 5-foot wide concrete sidewalk along the Cooley Drive frontage. During administrative review of the site plan and in accordance with Section 42-521.L of the Zoning Code, staff also requested that the applicant install a sidewalk within the interior of the development, along at least one side of the internal private drive, so as to provide a separate pedestrian connection from the individual townhouses to the sidewalk along Cooley Drive. In addition to the goals contained in the Comprehensive Plan and Complete Street Policy, Section 42-483.B of the Zoning Code (Site Plan Review Standards) also states, in part, that site plans should consider providing *"Safe, convenient, uncongested, and well-defined vehicular and pedestrian circulation.....for ingress/egress points and within the site. Drives, streets, sidewalks and other circulation routes shall be designed to promote safe and efficient traffic/pedestrian operations within the site and at ingress/egress points."* In a November 29, 2017 communication (see attached), the applicant requests Planning Commission approval to not install this internal sidewalk connector.

As information for the Commission, the 2017-2027 Capital Improvement Program includes a project that involves widening and realignment of Cooley Drive at Old Centre Road and installation of sidewalks along both sides of Cooley Drive, from West Centre Avenue to Old Centre Road. This project is tentatively scheduled for FY 2020-2021 and will require the acquisition of additional land area (approximately 3,600 square feet) along the northwest corner of the subject property. City staff has discussed this roadway realignment project with the applicant and the site plan for Cooley Townhouses has been designed accordingly. Acquisition of this additional

property from the applicant will be achieved in FY 2018-2019, concurrent with the development project, and sidewalk installation along Cooley Drive will be coordinated with the applicant and accomplished consistent with the planned realigned roadway.

II. RECOMMENDATION

The site plan has been reviewed by the City Administrative departments. Staff recommends the site plan for Cooley Townhomes, 3223 Cooley Drive, be approved subject to installation of a 4-foot wide concrete sidewalk along at least one side (south/east side recommended) of the internal private drive. Installation of this internal sidewalk will provide a separate and safe pedestrian connection, from the individual townhouses to the sidewalk along Cooley Drive, which will be insulated from the internal private drive. This recommended condition of approval is consistent with the 2014 Comprehensive Plan, 2015 Complete Streets Policy, Section 42-521.L of the Zoning Code and other recently approved residential development projects including Whisper Rock Condominiums, Streamsong Condominiums and Greenspire Apartments.

Attachment: November 29, 2017 Communication from Wightman & Associates
Site Plan Sheets

Portage Office:
9835 Portage Road
Portage, MI 49002

Telephone:
(269)327-3532

Fax:
(269)927-1300

Website:
www.wightman-assoc.com

November 29, 2017

City of Portage
Community Development
7900 South Westnedge Avenue
Portage, MI 49002

Attention: Mr. Chris Forth and City of Portage Planning Commission

RE: SIDEWALKS AT PROPOSED TOWNHOMES AT 3223 COOLEY DRIVE, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN

Dear Mr. Forth:

We are writing this letter on behalf of Prime Homes, LLC regarding the site plan review comments in your letter dated November 27, 2017.

During administrative review of the Cooley Townhomes site plan by City staff, it was requested the development include sidewalks both internally and in the public right of way. It is commendable the City provides continuous pedestrian access via sidewalks within the right of way. Even though there are no walks to connect directly to on adjacent parcels, this development is providing sidewalks along the right of way on the north and west sides of the development to implement this process.

We feel the internal sidewalk requested is not necessary as the development is served by a private driveway which could also be utilized by pedestrians and bicyclists to access the public sidewalks in the right of way. This driveway exclusively serves the nine proposed townhomes, with the furthest distance from a driveway to the public sidewalk being approximately 130 feet. With these items in mind, we believe sharing the driveway is an acceptable method of providing access to all residents regardless of means of transportation.

We plan to be in attendance at the Planning Commission meeting on December 7, 2017 and you can contact me at 269-217-4673 or Greg Watts at 269-207-2495 if you have any questions prior to the meeting.

Sincerely,

WIGHTMAN & ASSOCIATES, INC.



Frank J. Renaldi, P.E.
Project Manager
frenaldi@wightman-assoc.com

Cc: Greg Watts, Prime Homes, LLC

MATERIALS TRANSMITTED

CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Meeting – October 9, 2017

The City of Portage Zoning Board of Appeals meeting was called to order by Chair Schau at 7:00 p.m. in the Council Chambers. Twelve people were in the audience.

MEMBERS PRESENT: Randall Schau, Veronica Demaio, John Byrnes, Jay Eichstaedt, Linda Finch

IN ATTENDANCE: Kyle Mucha, Zoning & Codes Administrator, Charlie Bear, Assistant City Attorney.

MEMBERS EXCUSED: Alexander Philipp, Natalie Rowe

MEMBER RESIGNATION:

APPROVAL OF THE MINUTES: Eichstaedt moved and Demaio seconded a motion to approve the September 11, 2017 minutes as submitted. Upon voice vote, the motion was approved 5-0.

OLD BUSINESS:

ZBA #17-10; 10650 South Westnedge Avenue: Mr. Mucha summarized the request for a variance from the public street frontage requirement to obtain a building permit at property located at 10650 South Westnedge Avenue. The applicant's representative, Jim Roberts, was present to speak on behalf of the property owners. Chairman Schau informed the applicant that due to the limited board members present, an affirmative vote from four of the five board members would be needed in order for the variance to be granted. The applicant wished to proceed with the request. Mr. Roberts provided a plot plan indicating the proposed dwelling would be located over 100 feet from the east property line. Chairman Schau asked if the location of the proposed dwelling would allow the property to be split in the future. Attorney Bear informed the Board that any such parcel split would require approval from the Zoning Board.

The public hearing was opened. Cheryl Butler, 10717 South Westnedge Avenue, spoke in favor of the variance request. Lowell Seyburn, 10546 South Westnedge Avenue, also spoke in favor of the variance but requested the Board impose a minimum 40-foot side yard setback from the east property line to help promote the privacy of adjacent neighbors. The public hearing was closed. Discussion followed.

A motion was made by Demaio, seconded by Finch, to grant a variance from the public street frontage requirement in order to obtain a building permit with a condition that no structure be placed within twenty feet of the east property line, for the following reasons: there are exceptional circumstances applying to the property that do not apply generally to other properties in the same zoning district which includes the modification of 10712 South Westnedge Avenue to provide a continuous shared ownership of a parcel directly abutting a street; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to develop the property with a single family residence, which is similar to that possessed by other properties in the same zoning district and in the vicinity; the immediate practical difficulty causing the need for the variance request was not caused by the applicant; the variance will not be detrimental to adjacent property and the surrounding neighborhood; the variance will not materially impair the intent and purpose of the zoning ordinance. In addition the application and supporting materials, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and that action of the Board be final and effective immediately. Upon roll call vote: Eichstadt – Yes, Byrnes – Yes, Schau – Yes, Finch – Yes, Demaio – Yes. Motion passed 5-0.

ZBA #17-13; 9244 Chapel Street: Mr. Mucha noted the applicant is requesting variances to construct a 30-foot by 30-foot accessory building that: a) exceeds the ground floor living area by 178 square feet; and b) is 18.3 feet high where a maximum 14-foot height is permitted. The applicant was present and requested the

item be postponed to the next regularly scheduled meeting on November 13, 2017. Eichstaedt moved, Demaio seconded a motion to postpone until the next scheduled meeting. Motion passed 5-0.

NEW BUSINESS:

ZBA #17-11, 3205 Woodhams Avenue: Mr. Mucha summarized the applicant's request for: a) a variance to construct a dwelling 29.6-foot in height where a maximum building height of 25 feet is permitted, and b) a variance to exceed the maximum permitted 25% lot coverage by 4.9% (522 square-feet). The applicant, Kevin Hoekzema, was present and wished to proceed with the variance requests. The applicant provided rationale for the variances and stated the variances would allow the new dwelling to align with adjacent properties and better address current issues related to storm water drainage. Chairman Schau asked the applicant why he needs to construct a dwelling that has footprint greater than 25% lot coverage. The applicant responded by stating a larger building footprint and building height will require the existing grade be altered thereby reducing the severity of the existing grade change. Discussion followed.

A public hearing was opened. No one spoke for or against the variance requests. The public hearing was closed.

Schau inquired of staff what the dimensions of the property are, and why there is a discrepancy between the applicant's numbers and the online map. Mr. Mucha stated that the online Geographical Information System on the City's webpage is not survey accurate and does have a disclaimer informing the user that such numbers should not be used for survey purposes. A motion was made by Eichstadt, seconded by Finch to grant a variance to allow 1) a building height up to 27.6 feet where the maximum permitted building height is 25 feet and permit and 2) building lot coverage up to 27% where the maximum permitted lot coverage is 25% for the following reasons: there are exceptional circumstances applying to the property that do not apply generally to other properties in the same zoning district, which include a narrow lot and inconsistencies between the survey provided by the applicant and the City of Portage online Geographic Information System; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to develop the property in accordance with neighboring properties; the immediate practical difficulty causing the need for the variance request was not caused by the applicant; the variance will not be detrimental to adjacent property and the surrounding neighborhood; the variance will not materially impair the intent and purpose of the zoning ordinance. In addition the application and supporting materials, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and that action of the Board be final and effective immediately. Upon roll call vote: Eichstadt – Yes, Byrnes – Yes, Schau – Yes, Finch – Yes, Demaio – Yes. Motion passed 5-0.

STATEMENT OF CITIZENS:

Donna Debault, 2527 Vanderbilt Road, inquired about the criteria the Zoning Board of Appeals uses to grant or deny variance requests. Attorney Bear informed Mrs. Debault that the Board determines if there is practical difficulty, exceptional or extraordinary circumstances that would prevent applicants from complying with the Zoning Ordinance. Ms. Debault further inquired about the keeping of chickens on property and what the requirements are. Schau informed the citizen that the Department of Community Development handles chicken permits and would be happy to assist her further during regular business hours. Discussion followed.

ADJOURNMENT: There being no further business, the meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Kyle Mucha
Zoning & Codes Administrator

**MINUTES FROM THE SPECIAL PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF NOVEMBER 6, 2017**

Mayor Strazdas called the meeting to order at 8:00 a.m. Mayor Peter Strazdas and Mayor Pro Tem Nasim Ansari were present. Councilmembers Richard Ford, Jim Pearson, Patricia Randall and Claudette Reid were present via the conference phone line. Councilmember Terry Urban was absent with excuse. Also in attendance were City Manager Laurence Shaffer, Deputy City Manager Rob Boulis and City Clerk Adam Herringa.

Mayor Strazdas opened the meeting and inquired if there were any questions or concerns regarding items on the proposed agenda. Councilmember Reid inquired as to the Special Recognition Announcement by the City Manager. City Manager Shaffer explained that the recognition was related to this being the final full meeting of Mayor Strazdas.

Councilmember Reid inquired if Item F.2, the \$75,000 budget transfer for gateway signs, was part of a broader rebranding effort of the City. Mr. Shaffer explained that the signs are part of a broader rebranding effort but that items such as letterhead would remain unchanged while others, such as the website, would be updated. He continued by indicating that the new signage is part one of the larger effort. Councilmember Reid inquired what signage would be lit and whether the dark background on the signs would make them hard to see at dusk and at night. Mr. Shaffer explained that the gateway signs would be lit and explained that staff and the vendor discussed the dark background and the vendor stated that the white lettering would be pronounced against the proposed background.

Councilmember Pearson referenced the General Fund surplus as the source of funding for the signage. Councilmember Pearson inquired what the surplus is estimated to be. City Manager Shaffer explained that the surplus is estimated to be \$2.1 million over the 24% prescribed by City Council General Fund Reserve Policy. Mr. Shaffer continued by stating that the incoming City Council will have to decide how to allocate the surplus and referenced debt reduction, streets and a millage rollback as possibilities.

Councilmember Reid inquired, as it related to Item F.4, whether the stormwater management that is proposed as part of The Oaks development would have a positive or negative impact on existing residences. Councilmember Reid pointed out that the information provided by the developer was unclear on this point. City Manager Shaffer stated that he would discuss this topic with the Director of Community Development Vicki Georgeau, and provide a response.

Councilmember Reid, as it related to Item L.1, inquired whether the ruggedized tablets are the only such tablets in use by the City. If there are other tablets, she wondered if the proposed tablets are part of a regular rotation. Councilmember Reid also inquired if there are other rugged tablets whether they were purchased or leased. If purchased, she wondered how the City disposes of them. City Manager Shaffer shared that he would investigate and prepare a response to her inquiries.

City Clerk Herringa shared that he would be excusing himself from the City Council Meeting at 8:00 p.m. as this is when the polls will be closing. He stated that the Assistant to the City Manager, Mary Beth Block, would be replacing him.

City Manager Shaffer shared that he would be speaking with the Mayor about whether to hold the closed session on his performance review in advance of the City Council Meeting.

In response to an inquiry from Councilmember Randall, City Clerk Herringa

shared that absentee ballots will be counted beginning at 9:30 a.m. on Election Day and continue throughout the day. He explained that, although polls close at 8:00 p.m., there are closing procedures that the Absent Voter Counting Board must address before results would be available.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 8:16 a.m.

Adam Herringa, City Clerk

**MINUTES OF THE SPECIAL MEETING OF THE PORTAGE CITY COUNCIL
OF NOVEMBER 7, 2017**

Mayor Peter Strazdas called the meeting to order at 7:00 p.m. The following Councilmembers were present at this meeting: Councilmembers Richard Ford, Jim Pearson, Patricia Randall, Claudette Reid and Terry Urban, Mayor Pro Tem Nasim Ansari and Mayor Peter Strazdas. Also present were City Manager Laurence Shaffer, City Attorney Randy Brown and City Clerk Adam Herringa.

Mayor Strazdas stated that the purpose of the Special Meeting was to conduct the annual performance evaluation and appraisal of the City Manager. The Mayor inquired if City Council would like to proceed into closed session to conduct the review. Motion by Pearson, seconded by Reid, to enter closed session. Upon a voice vote, motion carried 7 to 0. City Council entered closed session at 7:02 p.m.

City Council reconvened at the beginning of the Regular City Council meeting at 7:30 p.m. The Special Meeting concluded at the start of the Regular Meeting.

Adam Herringa, City Clerk

CITY COUNCIL MEETING MINUTES FROM NOVEMBER 7, 2017

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

At the request of Mayor Strazdas, Father Ken Schmidt of St. Catherine of Siena Catholic Church gave the invocation and the audience then recited the Pledge of Allegiance.

At the request of Mayor Strazdas, the City Clerk called the roll with the following members present: Councilmembers Richard Ford, Jim Pearson, Patricia M. Randall, Claudette Reid and Terry Urban, Mayor Pro Tem Nasim Ansari and Mayor Peter Strazdas. Also in attendance were City Manager Larry Shaffer, City Attorney Randy Brown, City Clerk Adam Herringa and Assistant to the City Manager Mary Beth Block.

PROCLAMATIONS: On behalf of the employees of the City of Portage City Manager Shaffer recognized Mayor Strazdas for his many years of service to the Portage community, the last twelve of which as Mayor. Mr. Shaffer presented Mayor Strazdas with the City Flag that had been flying over City Hall during the last several months of the Mayor's service and a commemorative clock. Mayor Strazdas shared that he was honored and humbled and commented that the work accomplished during his service as Mayor would not have been possible without the efforts of citizens, staff and fellow members of City Council.

APPROVAL OF MINUTES: Motion by Randall, seconded by Ansari, to approve the Regular Meeting Minutes of October 24, 2017, as presented. Upon a voice vote, motion carried 6 to 0 with Councilmember Ford abstaining.

* **CONSENT AGENDA:** Mayor Strazdas asked Mayor Pro Tem Ansari to read the Consent Agenda. Motion by Ansari, seconded by Urban, to approve the Consent Agenda motions as presented. Upon a roll call vote, motion carried 7 to 0.

Mayor Strazdas stated that City Council met in closed session prior to this meeting to conduct the annual performance review and evaluation of the City Manager. Mayor Strazdas asked that Item H.1, Closed Session, be moved to New Business and that the Item be considered as the City Manager Salary Review/Evaluation Committee Recommendation. There being no objection, the item was moved to New Business and renamed.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF NOVEMBER 7, 2017:** Motion by Ansari, seconded by Urban, to approve the Accounts Payable Register of November 7, 2017. Upon a roll call vote, motion carried 7 to 0.

REPORTS FROM THE ADMINISTRATION:

* **MDOT CONTRACT FOR TRAFFIC SIGNAL UPGRADE WORK AT THE PORTAGE ROAD AND STRYKER WAY INTERSECTION:** Motion by Ansari, seconded by Urban, to approve Contract 17-5491 between the Michigan Department of Transportation and the City of Portage for the city share of improvements for the traffic signal upgrade work at the Portage Road and Stryker Way intersection, adopt a Resolution authorizing the City Manager to sign Contract 17-5491, and authorize the City Manager to sign all other documents related to this project on behalf of the city. Upon a roll call vote, motion carried 7 to 0. Resolution recorded on page 415 of City of Portage Resolution Book No. 46.

* **\$75,000 BUDGET TRANSFER FOR NEW GATEWAY SIGNS:** Motion by Ansari, seconded by Urban, to approve a \$75,000 budget transfer from the General Fund to the Capital Improvement Fund to construct six new city gateway signs. Upon a roll call vote, motion carried 7 to 0.

* **FINAL PLAN FOR WHISPER ROCK CONDOMINIUM (PHASE 11):** Motion by Ansari, seconded by Urban, to approve the Final Plan for Whisper Rock Condominiums (Phase II), 2275 West Centre Avenue. Upon a roll call vote, motion carried 7 to 0.

* **FINAL PRELIMINARY PLAT (ENGINEERING PLANS) FOR THE OAKS (PHASE 1):** Motion by Ansari, seconded by Urban, to approve the Final Preliminary Plat (engineering plans) for The Oaks (Phase I), 4800 Bishop Avenue. Upon a roll call vote, motion carried 7 to 0.

UNFINISHED BUSINESS:

CLOSED SESSION: Mayor Strazdas stated that City Council met in closed session prior to this meeting to conduct the annual performance review and evaluation of the City Manager. Mayor Strazdas asked that Item H.1, Closed Session, be moved to New Business and that the Item be considered as the City Manager Salary Review/Evaluation Committee Recommendation. There being no objection, the item was moved to New Business and renamed.

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

Historic District Commission and Historic District Commission Historic District Study Committee Meeting Minutes of October 4, and Historic District Commission Special Meeting of October 18, 2017.
Portage Planning Commission of October 19, 2017.

NEW BUSINESS:

CITY MANAGER SALARY REVIEW/EVALUATION COMMITTEE

RECOMMENDATION: Mayor Strazdas explained that the purpose for the Special Meeting immediately preceding this meeting was to conduct the annual appraisal of the performance of the City Manager. He shared that the City Manager received an overall rating between *Far Exceeds Expectations* and *Exceeds Expectations*. Mayor Strazdas reviewed the process by which City Council conducts the performance evaluation and stated that the City Manager Salary Review/Evaluation Committee worked diligently to assemble a compensation package based on the performance of the City Manager and the compensation received by executives in comparable communities.

Motion by Pearson, seconded by Randall to increase the base compensation of the City Manager 11% to a total of \$150,000 annually, award a \$5,000 bonus for receiving a rating of 1.62, increase the car allowance to \$700 per month and increase vacation to 35 days annually.

Councilmember Ford stated that, as it relates to the performance of the City Manager, the City Manager executes City Council priorities and effectively manages City finances as evidenced by budget surpluses.

Mayor Strazdas explained the scoring system for evaluating the City Manager and stated that he believes the City Manager is doing a very good job. Mayor Strazdas then explained why he believed the recommended compensation package was appropriate.

Councilmember Reid stated that she recognized the City Manager had completed large projects over the past year, citing developments by Stryker and Pfizer as examples, but stated that a larger bonus would be more appropriate than an 11% increase in the base salary. She continued by stating that an 11% increase is unprecedented and she preferred a smaller increase in the base salary of 5% while using a bonus to reach the proposed \$155,000.

Councilmember Pearson shared his opinion that Mr. Shaffer is an exceptional City Manager and that a City Manager who has performed in such excellent fashion over a three-year period should be appropriately compensated. Councilmember Pearson cited the efforts of the City Manager related to the financial health of the City, residential developments and industrial developments as evidence of the positive performance of Mr. Shaffer. Mr. Pearson also highlighted the at-risk nature of the City Manager position as support for the proposed compensation package.

Councilmember Randall reviewed the time and effort spent by the City Manager Salary Review/Evaluation Committee in conducting the performance review and in crafting the proposed compensation package. Councilmember Randall continued by saying that she believes the current compensation of the City Manager is too low and attributed this to circumstances surrounding his initial hiring as Acting City Manager. She cited an improved bond rating for the City, budget surpluses, efficiencies in City Hall and efforts to speed up development projects as evidence of Mr. Shaffer's performance.

Councilmember Urban stated that employees do not receive 11% increases in salary unless there is a corresponding change in title, responsibilities, education or similar. He stated his belief that such an increase is inappropriate.

Motion by Reid, seconded by Urban, to amend the original motion to state "to amend the increase to 5% which would make the base salary \$141,892 and provide a bonus of \$13,108 which would make the total compensation package be the same as the proposed package at \$155,000 total." Councilmember Reid shared her rationale for the amended motion and her belief that her amended motion offers a more prudent way of compensating the City Manager. Upon a roll call vote, motion failed 2 to 5 with Councilmembers Reid and Urban voting in support and Councilmembers Ford, Pearson and Randall, Mayor Pro Tem Ansari and Mayor Strazdas voting in opposition.

There being no further discussion, the City Clerk called the roll for the original motion. Motion carried 5 to 2 with Councilmembers Reid and Urban voting no. City Manager Shaffer thanked City Council for their generosity and recognition. Mr. Shaffer then expressed his gratitude for City staff and recognized their efforts in making the work of the City possible. Mr. Shaffer shared that he is looking forward to working with the new City Council over the next twelve months.

BID TABULATIONS:

* **THREE-YEAR LEASE OF EIGHT PANASONIC TOUGHBOOKS:** Motion by Ansari, seconded by Urban, to approve the three-year lease of eight (8) Panasonic CF-33 Toughbooks through Capital Advantage Leasing of Grand Rapids, Michigan, at a leased price of \$29,806 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.

OTHER CITY MATTERS: At 8:00 p.m., the City Clerk, Adam Herringa, excused himself to attend to the election that was being held and the closing of the polls. Assistant to the City Manager Mary Beth Block, replaced Mr. Herringa for the remainder of the meeting.

STATEMENTS OF CITIZENS: Ms. Shea Wetzler, 1983 Katie Court, expressed concern with flooding in her backyard. Ms. Wetzler reviewed the history of the flooding situation and her efforts to get the situation resolved. She expressed concern that developments along and involving Portage Creek may be the cause of the flooding problems. Based upon a meeting with the City Manager, Ms. Wetzler expressed optimism that the City will be able to help resolve the situation but spoke to let City Council know about her situation. City Manager Shaffer shared that the City would investigate the situation and report back to City Council and Ms. Wetzler on the findings. Motion by Urban, seconded by Reid, to refer this matter to City Administration for review and report back to City Council when available. Upon a voice vote, motion carried 7 to 0.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Ford congratulated City Clerk Herringa and the Youth Advisory Committee on receiving a Keep Michigan Beautiful Award.

Councilmember Urban provided an update on the activities of the Gourdneck Lake Governmental Lake Board and recognized City Manager Shaffer, City of Portage staff and Schoolcraft Township officials for their efforts in helping facilitate the work and weed control projects of the Gourdneck Lake Governmental Lake Board over the past summer. Councilmember Urban also reported that residents seem happy with the weed control efforts.

Councilmember Reid shared information related to a bicycle safety open house that was held in Council Chambers by State Senator Margaret O'Brien and State Representative Brandt Iden. Councilmember Reid stated that the open house was a good opportunity to listen to concerns related to bicycle safety and positive information was shared.

Councilmember Randall stated that she also attended the forum on bicycle safety and shared her belief that more can be done to enhance safety for cyclists, pedestrians and other non-motorized trail users. Councilmember Randall highlighted the importance of education in promoting safety.

Mayor Pro Tem Ansari congratulated all candidates for office for having the courage and commitment to run.

Mayor Strazdas also commended all of the candidates who ran for office. Mayor Strazdas offered his congratulations to all who are elected and wished them the best success. He offered his full support for the City Council and expressed his hope that City Council will work together for the benefit of the community. Mayor Strazdas expressed his support for youth in the community and highlighted the value of the Youth Advisory Committee. Mr. Strazdas shared that youth represent the future of the City and that we must invest in them. Mayor Strazdas asked that City Council give young people opportunities to become excellent citizens and thanked City Clerk Herringa and City Manager Shaffer for their efforts to support youth in the community.

MATERIALS TRANSMITTED: None.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 8:19 p.m.

Adam Herringa, City Clerk

*Indicates items included on the Consent Agenda.