

PLANNING COMMISSION

June 29, 2017

The City of Portage Planning Commission meeting of June 29, 2017 was called to order by Chairman Stoffer at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Two 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 Randy Brown, City Attorney.

ROLL CALL:

Mr. Forth called the roll: Patterson (yes), Shoup (yes), Stoffer (yes), Schimmel (yes), Bosch (yes), Joshi (yes) Chu (not present) and Harrel-Page (not present).

APPROVAL OF MINUTES:

Chairman Stoffer referred the Commission to the June 15, 2017 meeting minutes contained in the agenda packet. A motion was made by Commissioner Schimmel, seconded by Commissioner Patterson, to approve the minutes as submitted. The motion was unanimously approved 6-0.

PUBLIC HEARING:

1. Special Land Use Permit: Car City Auto Sales, 7206 South Westnedge Avenue. Mr. West summarized the June 23, 2017 staff report regarding a request from Muskegon Car Credit Inc. to establish a vehicle dealership for the sale of new/used automobiles at 7206 South Westnedge Avenue. Mr. West indicated the 2.3 acre property is occupied by the former Putters Golf and Games building and associated site improvements. Mr. West stated the applicant has a tentative sales agreement to purchase the subject property pending Planning Commission consideration of the special land use permit. Mr. West indicated the proposal to establish an automobile dealership at the site fulfills the requirements for issuance of a special land use permit. Mr. West stated the dealership will be licensed by the State of Michigan and all vehicle display areas will occur on asphalt paved portions of the site. Additionally, Mr. West indicated the proposed access drive is situated in excess of 60-feet from the nearest intersection of two public streets (800-feet from the South Westnedge/Garden Lane intersection) and all vehicle repair activities will occur at an off-site location (only minor vehicle cleaning/detailing will occur inside the existing building).

Mr. Brandon Baker (applicant representative) was present to support the application and discuss the proposed automobile dealership. The public hearing was then opened by Chairman Stoffer. No citizens spoke regarding the proposed special land use permit. A motion was then made by Commissioner Bosch, seconded by Commissioner Patterson, to close the public hearing. The motion was unanimously approved 6-0.

After a brief discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Shoup, to approve the Special Land Use Permit for Car City Auto Sales, 7206 South Westnedge Avenue. The motion was unanimously approved 6-0.

- Commissioner Chu arrived at 7:08pm
- Commissioner Harrel-Page arrived at 7:10pm

SITE/FINAL PLANS:

1. Site Plan: Car City Auto Sales, 7206 South Westnedge Avenue. Mr. West then summarized the June 23, 2017 staff report regarding a request from Muskegon Car Credit Inc. to establish Car City Auto Sales at 7206 South Westnedge Avenue. Mr. West stated the applicant was proposing to reuse the existing 4,600 square foot building as a sales office and for light vehicle washing/detailing. Mr. West indicated the existing parking lot located north of the building would be repaved and utilized for customer/employee parking and vehicle display areas. Mr. West stated a portion of the former miniature golf course located along the southeast portion of the site would be removed and replaced with additional paved parking for vehicle display areas. Mr. West indicated the remainder of the former miniature golf course located south/southwest of the building would be removed and restored to greenspace. In conjunction with the reuse of the site, Mr. West stated the applicant would be installing greenstrip landscaping along the South Westnedge Avenue frontage, along with parking lot landscaping islands within the interior of the parking lot. Additionally, Mr. West indicated the exterior of the building (siding/brick) would be replaced and/or repainted and windows would be installed along the north and east sides of the building. Finally, Mr. West stated that all new outdoor lighting units would contain shielded, sharp cut-off style fixtures and comply with applicable ordinance requirements.

Mr. Brandon Baker (applicant representative) was present to support the application. After a brief discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Schimmel, to approve the Site Plan for Car City Auto Sales, 7206 South Westnedge Avenue. The motion was unanimously approved 8-0.

NEW BUSINESS:

None.

OLD BUSINESS:

None.

STATEMENT OF CITIZENS/COMMISSIONERS:

Chairman Stoffer stated he has been working with the City Clerk's Office and Mayor Strazdas to identify a citizen to fill the open Planning Commissioner position and believes a 9th Commissioner will be appointed within the next month or so. Chairman Stoffer encouraged any interested citizen to contact the City Clerk's Office or make an on-line application through the city's web site.

Since a new Commissioner might be appointed in the near future, Mr. Forth suggested that the scheduled Planning Commissioner training session be postponed to the July 20, 2017 meeting. The Commission agreed to postpone the training session until the 9th Commissioner was appointed.

ADJOURNMENT:

There being no further business to come before the Commission, the meeting was adjourned at 7:20 p.m.

Respectfully submitted,

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