

PLANNING COMMISSION

March 19, 2015

The City of Portage Planning Commission meeting of March 19, 2015 was called to order by Chairman Welch 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 Welch 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 roll and the following Commissioners were present: Richmond (yes), Somers (yes), Dargitz (yes), Felicijan (yes), Welch (yes), Stoffer (yes) and Bosch (yes). A motion was made by Commissioner Felicijan, seconded by Commissioner Bosch, to approve the roll excusing Commissioners Patterson and Schimmel. The motion was unanimously approved 7-0.

APPROVAL OF MINUTES:

Chairman Welch referred the Commission to the March 5, 2015 meeting minutes contained in the agenda packet. Commissioner Stoffer stated under the Roll Call section, Somers should be replaced with Stoffer as being excused. Chairman Welch stated under the Approval of Minutes section of the minutes, Chairman Welch should be replaced with Vice-Chairman Felicijan. A motion was then made by Commissioner Somers, seconded by Commissioner Bosch, to approve the minutes as amended. The motion was unanimously approved 7-0.

PUBLIC HEARINGS:

1. Special Land Use Permit: Bickford Cottage (expansion), 4613, 4707 and 4713 West Milham Avenue. Mr. West summarized the staff report dated March 13, 2015 regarding an application to amend a previously approved special land use permit to allow an expansion of the Bickford Cottage assisted living care facility. Mr. West discussed the original April 21, 2005 approval that allowed construction of the existing 24,500 square foot Bickford Cottage facility and related improvements. Mr. West discussed the conflicting land use screening arrangement that was approved in 2005 and modifications that would be made along the east side of the existing building with the proposed expansion to accommodate a required fire apparatus drive and turnaround. Mr. West indicated the adequacy of the modified screening arrangement would be reviewed by the Department of Community Development following construction to ensure appropriate screening is provided to the adjacent single family residences to the east.

Mr. Bryan Gillespie of Hurley & Stewart, LLC (applicant's engineer) was present to support the development application. The public hearing was opened by Chairman Welch. No citizens were present to speak regarding the proposed expansion project. After a brief discussion, a motion was made by Commissioner Felicijan, seconded by Commissioner Dargitz, to approve the Special Land Use Permit for Bickford Cottage (expansion) at 4613, 4707 and 4713 West Milham Avenue. The motion was unanimously approved 7-0.

SITE/FINAL PLANS:

1. Site Plan for Bickford Cottage (expansion), 4613, 4707 and 4713 West Milham Avenue. Mr. West summarized the staff report dated March 13, 2015 regarding a request to construct an approximate 8,400 square foot building expansion and related improvements along the west side of the Bickford Cottage assisted living facility. Mr. West stated the building addition will house a 16-bed memory care unit connected to the existing

facility. Mr. West discussed storm water management for the project, access to the site (no change) and outdoor lighting units.

Mr. Bryan Gillespie of Hurley & Stewart, LLC (applicant's engineer) and Mr. Rick Crepas (applicant's representative) were present to support the development project. After a brief discussion, a motion was made by Commissioner Felicijan, seconded by Commissioner Bosch, to approve the Site Plan for Bickford Cottage (expansion) at 4613, 4707 and 4713 West Milham Avenue. The motion was unanimously approved 7-0.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Recommended Planning Commission Goals for FY 2015-2016. Mr. Forth referred the Commission to the February 12, 2015 memo from Deputy City Clerk Herringa and the draft memo from the Commission to City Council regarding recommended Planning Commission goals for FY 2015-2016. Commissioner Dargitz asked how Goal No. 1 differs from Goal No. 3. Mr. Forth and Mr. West responded. After additional discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Stoffer, to forward to City Council the Recommended FY 2015-2016 Planning Commission Goals and Objectives. The motion was unanimously approved 7-0.

7:18 p.m. - The Commission took a short recess.

7:22 p.m. - The Commission reconvened the meeting in City Hall Conference Room No. 1

2. FY2015-2025 Capital Improvement Program. Mr. Forth referred the Commission to the e-mail communication received last week from Chairman Welch. Chairman Welch's questions pertained to future sanitary sewer projects, body worn video cameras by police personnel, video surveillance, cost of fire trucks, scheduling another visioning project and accessibility of playground structures for children with disabilities. Mr. Forth noted that responses were provided and each Commissioner received a copy of the responses. The Commission had no additional comments regarding Chairman Welch's questions and the response from the City Administration. The Commission also briefly discussed the proposed Capital Improvement Program (CIP) process planned for next year as detailed by City Manager Shaffer at March 5, 2015 meeting. The Commission indicated it was extremely helpful to have City Manager Shaffer present at the March 5th meeting and they were looking forward to the new approach planned for the CIP preparation and review beginning next year.

Commissioner Dargitz asked if there was any additional consideration by the City Administration for land acquisition within the City Centre Area. Mr. Forth stated there were preliminary conversations of possible land acquisition. There being no further discussion/comments concerning the proposed FY2015-2025 Capital Improvement Program, a motion was made by Commissioner Bosch, seconded by Commissioner Somers, to recommend to City Council that the 2015-2025 Capital Improvement Program be approved. The motion was unanimously approved 7-0.

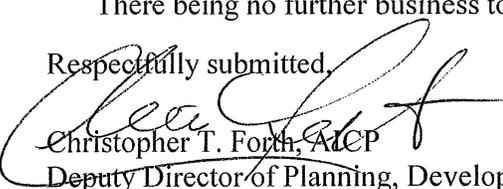
STATEMENT OF CITIZENS:

None.

ADJOURNMENT:

There being no further business to come before the Commission, the meeting was adjourned at 7:35 p.m.

Respectfully submitted,


Christopher T. Forth, AICP

Deputy Director of Planning, Development and Neighborhood Services