

## **PLANNING COMMISSION**

**September 1, 2016**

The City of Portage Planning Commission meeting of September 1, 2016 was called to order by Chairman Welch at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Four citizens were in attendance.

### **PLEDGE OF ALLEGIANCE:**

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

### **IN ATTENDANCE:**

Christopher Forth, Deputy Director of Planning, Development and Neighborhood Services and Randy Brown, City Attorney.

### **ROLL CALL:**

Mr. Forth called the roll: Welch (yes) Schimmel (yes), Stoffer (yes), Dargitz (yes), Richmond (yes), Shoup (yes) and Joshi (yes). A motion was offered by Commissioner Joshi, seconded by Commissioner Stoffer, to approve the roll excusing Commissioner Patterson and Commissioner Bosch. The motion was unanimously approved 7-0.

### **APPROVAL OF MINUTES:**

Chairman Welch referred the Commission to the August 18, 2016 meeting minutes contained in the agenda packet. Chairman Welch noted his name needs to be removed from this section since he was excused from the meeting. A motion was made by Commissioner Schimmel, seconded by Commissioner Stoffer, to approve the minutes as amended. The motion was unanimously approved 7-0.

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

1. Final Plan for Selinon Park, 1521, 1603 and 1615 East Centre Avenue. Mr. Forth summarized the staff report dated August 26, 2016 regarding a request from Full Circle Communities to construct Selinon Park that would consist of 74 affordable apartment units within three buildings and associated site improvements. Mr. Forth summarized previous review/approvals by City Council and the Historic District Commission. The proposed final plan is consistent with the previous approvals and approved tentative plan and is recommended for approval. Mr. Carl Kunda, Full Circle Communities, was present to support the final plan and explain the development proposal. Commissioner Stoffer asked about the proposed breezeway shown on the tentative plan. The Commission, staff and applicant discussed elimination of the breezeway due to construction issues, barrier free access, installation of an elevator in the three story building, rent for all units will be income-based and the size of the units. Mr. Kunda indicated he is working with Metro Transit to have a bus stop installed in front of the facility along East Centre Avenue.

There being no further discussion, a motion was made by Commissioner Dargitz, seconded by Commissioner Stoffer, to recommend to City Council that the Final Plan for Selinon Park, 1521, 1603 and 1615 East Centre Avenue, be approved. The motion was unanimously approved 7-0.

### **PUBLIC HEARINGS:**

None

### **NEW BUSINESS:**

None

**OLD BUSINESS:**

1. Community Impact Projects Subcommittee. Mr. Forth indicated the subcommittee consisting of Commissioners Dargitz and Richmond met before the regularly scheduled meeting to discuss the details associated with the planned Capital Improvement Program project. Mr. Forth noted it was a productive meeting and the subcommittee will be preparing an application form in advance of the CIP open house scheduled for September 29, 2016, which citizens can use to submit proposed projects. Mr. Forth reminded the Commissioners that attendance at this open house meeting is encouraged.

**STATEMENT OF CITIZENS:**

None

**ADJOURNMENT:**

Commissioner Dargitz noted the 2016 Annual Michigan Association of Planning conference is in Kalamazoo this year and encouraged Planning Commissioners to attend, depending on funding availability. Commissioner Dargitz noted she attended when the conference was last held in Kalamazoo in 2013. Mr. Forth asked if any Commissioners want to attend, to submit a request to him via e-mail.

Chairman Welch reminded the other Planning Commissioners that his tenure on the Commission as well as Commissioner Dargitz' will end in May 2017. As a result, it is important for other Commissioners to step forward and assume a leadership role.

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

Respectfully submitted,

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