

## **PLANNING COMMISSION**

**December 1, 2016**

The City of Portage Planning Commission meeting of December 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; Michael West, Senior City Planner; and Randall Brown, City Attorney.

### **ROLL CALL:**

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

### **APPROVAL OF MINUTES:**

Chairman Welch referred the Commission to the November 17, 2016 meeting minutes contained in the agenda packet. A motion was made by Commissioner Dargitz, seconded by Commissioner Stoffer, to approve the minutes as submitted. The motion was unanimously approved 7-0.

### **PUBLIC HEARINGS:**

1. Final Report: Rezoning Application #16/17-2, 8546 Shirley Court and Tentative Plan Amendment for Greenspire Planned Development. Mr. Forth summarized the staff report dated November 23, 2016 regarding a request from Greenspire Equity V, LLC, American Village Builders and The Hinman Company that 8546 Shirley Court be rezoned from R-1C, one family residential to PD, planned development. Additionally and in conjunction with the proposed rezoning, the applicants are also requesting to amend the previously approved 2010 Tentative Plan for the Greenspire Planned Development. Mr. Forth summarized the proposed changes to the previously approved tentative plan and the previous discussion that occurred at the November 17<sup>th</sup> meeting. Mr. Forth briefly summarized the analysis section of the report and indicated that staff was recommending approval of both the rezoning request and tentative plan amendment.

Mr. Greg Dobson of American Village Builders (applicants representative) was present to support the rezoning application and tentative plan amendment. Mr. Dobson briefly discussed the ownership and control entities involved with the Greenspire Planned Development and the two primary principals (Joe Gesmundo and Roger Hinman). The public hearing was reconvened by Chairman Welch. No citizens spoke in regard to the proposed zoning change or tentative plan amendment. A motion was then made by Commissioner Bosch, seconded by Commissioner Stoffer, to close the public hearing. The motion was unanimously approved 7-0.

A motion was then made by Commissioner Bosch, seconded by Commissioner Stoffer, to recommend to City Council that 1) Rezoning Application #16/17-2 be approved and 8546 Shirley Court be rezoned from R-1C, one family residential to PD, planned development; and 2) The Tentative Plan Amendment for Greenspire Planned Development involving properties addressed as 3201, 3413 and 3423 West Centre Avenue; 3145, 8380 and 8401 Greenspire Drive; 3413 Fawn Cove; 8615 Tozer Court and 8546 Shirley Court, also be approved. The motion was unanimously approved 7-0.

**SITE/FINAL PLANS:**

None

**NEW BUSINESS:**

1. Kalamazoo County Metropolitan Planning Commission – County Master Plan Initiative. Mr. Forth referred the Planning Commission to the information contained in the agenda packet and introduced Ms. Lotta Jarnefelt, Director of the Kalamazoo County Planning Department. Ms. Jarnefelt then introduced Ms. Michelle Bennett of Becker & Raeder (project consultant) and Mr. Steven Cook (Kalamazoo County Planning Commissioner) and provided a brief overview of the Kalamazoo County Planning Department and Kalamazoo County Planning Commission. Ms. Jarnefelt indicated that the Kalamazoo County Planning Commission lacked any legal authority in regards to planning/zoning activities since the 24 municipalities located throughout the county have individual planning/zoning control. Ms. Jarnefelt stated the Kalamazoo County Planning Department and Kalamazoo County Planning Commission provide technical assistance to local municipalities regarding planning/zoning related matters.

Ms. Jarnefelt stated the purpose of the Kalamazoo County Master Plan Initiative was to promote the assimilation and exchange of relevant information, goals and objectives of each municipality within the county. Ms. Jarnefelt indicated the Initiative will assess the various local master plans, frame recurring themes and common goals/objectives, and present the information to local communities for comment and approval. Ms. Jarnefelt stated a county web site has been created for this project at [www.kalcountymasterplan.org](http://www.kalcountymasterplan.org). Ms. Bennett referred the Commission to the Portage City Master Plan Summary page that was included with the October 31, 2016 communication and asked for any comments and/or proposed changes. Ms. Bennett summarized “deliverables” that will result from the comprehensive planning initiative including county-wide demographic information, a listing of common land use themes and goals/objectives, motorized and non-motorized transportation systems and sensitive land uses. Mr. Cook discussed his role on the Kalamazoo County Planning Commission and indicated his desire that the Kalamazoo County Master Plan Initiative will help unify and open lines of communication between the various municipalities located throughout the county.

Commissioner Dargitz asked if there will be any effort to coordinate land use consistency and continuity along shared community boundaries. Ms. Jarnefelt indicated that consolidating all the municipality master plans should assist individual communities in examining land use consistency along their shared boundaries. Chairman Welch stated he thought the Portage City Master Plan Summary provided with the October 31, 2016 communication was a good overview of the Portage Comprehensive Plan. Mr. Forth suggested that any additional comments from Commissioners be emailed to city staff where they could be assembled and presented to the full Commission for review and discussion at a subsequent meeting.

2. 2017 Planning Commission Meeting Schedule. Mr. Forth discussed with the Planning Commission the upcoming regular meeting schedule for 2017 and months and dates where potential conflicts may be present. Mr. Forth stated the first Thursday in April (6<sup>th</sup>) was during school Spring Break week and this meeting could be rescheduled to March 30<sup>th</sup> since there are five Thursdays in the month of March. Mr. Forth also indicated the first Thursday in July (6<sup>th</sup>) was during the week of the 4<sup>th</sup> of July and this meeting could be rescheduled to June 29<sup>th</sup> since there are five Thursdays in the month of June.

After a brief discussion, the Commission agreed to move the April 6<sup>th</sup> meeting to March 30<sup>th</sup> and the July 6<sup>th</sup> meeting to June 29<sup>th</sup>. All other meeting dates will remain on the first and third Thursday of the month.

**OLD BUSINESS:**

None

**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,

A handwritten signature in blue ink, appearing to read "Chris Forth". The signature is fluid and cursive, with a large initial "C" and "F".

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