

7:00 p.m. Call to Order.

Invocation.

Pledge of Allegiance.

1. To be led by Eagle Scout Elisabeth Crawford.

Roll Call.

Proclamations:

1. March for Meals Month

A. Consent Agenda:

1. Approve the City Council Meeting Minutes of the:
 - a. Regular Meeting of February 22, 2022.
2. Approve the Accounts Payable Register of March 8, 2021 as presented.
3. Award a contract in the amount of \$737,862.04 to Michigan Paving & Materials Co., for spring mill and fill asphalt repairs to major and local street sections; approve a budget amendment to increase expenditures in Major Streets by \$337,000 and Local Streets by \$128,000, and authorize the Acting City Manager to execute all documents related to this action on behalf of the city.
4. Approve a contract in the amount not to exceed \$199,960 with Houseal Lavigne to conduct the Master Plan Update and authorize the Acting City Manager to execute all documents related to the contract on behalf of the city.
5. Approve a three-year contract in the amount of \$98,965 with TruGreen Commercial for herbicide application in the city center, parks, cemeteries, Department of Public Safety, and major street locations and authorize the Acting City Manager to execute all documents related to the contract on behalf of the city.
6. Approve the Final Plat for The Oaks Phase 1, 4800 Bishop Avenue, subject to:
 - a. recording of the maintenance and indemnification agreements;
 - b. sidewalks and street trees be completed by March 2024;
 - c. re-televising and re-testing of the sanitary sewer system be completed for final review and confirmation; and
 - d. storm sewer repairs be completed as agreed to by the city and the developer prior to the expiration of the maintenance bond and final acceptance of the public storm sewer system.
7. Accept the Tentative Plan Amendment for Streamsong Phase 3 Planned Development (715 West Osterhout Avenue) and set a public hearing for April 12, 2022; and subsequent to the public hearing, consider approving the Tentative Plan Amendment for Streamsong Phase 3 Planned Development, subject to the conditions listed in the February 3, 2022 Planning Commission report.
8. Adopt Resolution No. 1, accept the City Manager Report and request preparation of Resolution No. 2 for West End Drive Sanitary Sewer Project #419-S
9. Approve a Liquor License Application for the Charles & Lynn Zhang Portage Community Senior Center and authorize the Acting City Manager to execute all documents related to this action on behalf of the city.
10. Adopt the Local Government Approval Resolution for an Off-Premises Tasting Room License for Portage Brewing Co., LLC.
11. Accept for first reading an amendment to Chapter 18 "City Cemeteries" of the Code of Ordinances to permit

columbariums and consider final adoption on March 22, 2022.

12. Minutes of Boards & Commissions:

- a. Senior Citizen Advisory Board of January 19, 2022.
- b. Planning Commission of February 3, 2022.
- c. Historic District Commission of January 5, 2022.

13. Materials Transmitted.

14. Calendar of Meetings:

- Environmental Board, March 9, 2022 at 7:00 p.m. in City Hall Room #1.
- Zoning Board of Appeals, March 14, 2022 at 7:00 p.m. in Council Chambers.
- Senior Citizen's Advisory Board, March 16, 2022 at 2:30 p.m. at Senior Center.
- Planning Commission, March 17, 2022 at 7:00 p.m. in Council Chambers.
- Youth Advisory Committee, March 21, 2022 at 6:00 p.m. in City Hall Room #1.
- *NOTE: All above meetings are subject to cancellation or inclusion/transition of a "virtual" aspect due to the on-going health crisis. Please monitor the City of Portage website at www.portagemi.gov for additional information. Major meetings may be viewed live on Charter channel 995 and AT&T channel 99 or live streaming at portagemi.gov/205.*

B. Petitions and Statements of Citizens:

C. Communications:

D. Public Hearings:

E. Regular Business Agenda:

F. Unfinished Business:

G. Council Committee Reports:

H. New Business:

I. Statements of Citizens:

J. Statements of City Council and City Manager.

Adjournment.



CITY OF PORTAGE PROCLAMATION

20th ANNUAL MARCH FOR MEALS MONTH

- WHEREAS,** on March 22, 1972, President Richard Nixon signed into law a measure that amended the Older Americans Act of 1965 and established a national nutrition program for seniors 60 years and older; and
- WHEREAS,** Meals on Wheels America established the March for Meals campaign in March 2002 to recognize the historic month, the importance of the Older Americans Act Nutrition Programs, both congregate and home-delivered, and raise awareness about the escalating problem of senior hunger in America; and
- WHEREAS,** the 2022 observance of March for Meals celebrates 20 years of providing an opportunity to support Meals on Wheels programs that deliver vital and critical services by donating, volunteering and raising awareness about senior hunger and isolation; and
- WHEREAS,** volunteers for Meals on Wheels programs in Portage are the backbone of the program and they not only deliver nutritious meals to seniors and individuals with disabilities who are at significant risk of hunger and isolation, but also caring concern and attention to their welfare; and
- WHEREAS,** Meals on Wheels programs in Portage provide nutritious meals to seniors throughout Portage that help them maintain their health and independence, thereby preventing unnecessary falls, hospitalizations and/or premature institutionalization; and
- WHEREAS,** COVID-19 has had a profound effect on older adults in the United States and has had older adult-serving organizations like Meals on Wheels shifting their services and strategies to meet an increased demand for meal services, including home-delivered meals, during the pandemic in order to help older adults stay healthy and able to continue living independently in their own homes; and
- WHEREAS,** Meals on Wheels programs in Portage deserve recognition for the heroic contributions and essential services they have provided amid the COVID-19 pandemic and will continue to provide to local communities, our State and our Nation long after it is over.
- NOW, THEREFORE, BE IT RESOLVED THAT** I, Patricia M. Randall, do hereby proclaim March 2022 as the 20th Annual March for Meals Month and urge every citizen to take this month to honor our Meals on Wheels programs, the seniors they serve and the volunteers who care for them.

Signed this 8th day of March 2022.

Patricia M. Randall, Mayor

CITY COUNCIL MEETING MINUTES FROM FEBRUARY 22, 2022

Mayor Patricia Randall called the Regular Meeting to order at 07:00 PM in the Council Chambers at Portage City Hall.

ROLL CALL: Councilmembers Lisa Brayton, Chris Burns, Lori Knapp, Vic Ledbetter, Jim Pearson, Patricia Randall, Terry Urban were present.

ABSENT: None.

ALSO PRESENT: Acting City Manager Adam Herringa, Deputy City Manager Michael Carroll, City Attorney Catherine Kaufman, and City Clerk Erica Eklov.

INVOCATION: At the request of Mayor Randall, the audience observed a moment of silence to reflect on the special date of "twos" and wished good fortune to all.

PLEDGE OF ALLEGIANCE: Following the moment of silence, the City Council recited the Pledge of Allegiance.

CONSENT AGENDA: Mayor Randall shared where the public can access the meeting agenda and asked if any Councilmember or anyone in the audience would like an item removed from the Consent Agenda. Councilmember Burns removed Items A.5 and A.6 from the Consent Agenda. Motion by Knapp, seconded by Brayton, to approve the Consent Agenda as amended. Upon a roll call vote, motion carried 7 to 0.

City Council Meeting Minutes: Motion by Knapp, seconded by Brayton, to approve the City Council Meeting Minutes of the Regular Meeting of February 8, 2022. Upon a roll call vote, motion carried 7 to 0.

Accounts Payable Register: Motion by Knapp, seconded by Brayton, to approve the Accounts Payable Register of February 22, 2022, as presented. Upon a roll call vote, motion carried 7 to 0.

MDOT Contract #21-5515 (Lovers Lane, East Milham Avenue to East Kilgore Road): Motion by Knapp, seconded by Brayton, to approve a contract between the Michigan Department of Transportation and the City of Portage for the reconstruction of Lovers Lane from East Milham Avenue to East Kilgore Road, including the adoption of a Resolution authorizing the Acting City Manager to sign all documents related to the MDOT contract on behalf of the city; and, an agreement between the City of Kalamazoo and the City of Portage concerning funding for the replacement of the water main on Lovers Lane from I-94 to East Kilgore Road and authorize the Acting City Manager to sign all documents related to the project on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

MDOT Contract #21-5520 (South Westnedge Avenue, Mall Drive to Trade Centre Way): Motion by Knapp, seconded by Brayton, to approve Contract #21-5520 between the Michigan Department of Transportation and the City of Portage for micro-surfacing of South Westnedge Avenue from Mall Drive to Trade Centre Way and adopt a Resolution authorizing the Acting City Manager to sign all documents related to the MDOT contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

Adoption of Bond Resolution: Motion by Knapp, seconded by Brayton, to adopt the Notice of Intent Resolution to fund construction of Fiscal Year 2021-2022 capital improvement projects, in an amount not to exceed \$4,000,000. Upon a roll call vote, motion carried 7 to 0.

Revised Industrial Tax Abatement Incentive Policy: Motion by Brayton, seconded by Burns, to adopt the revised Industrial Tax Abatement Incentive Policy and Fee Resolution. Upon a roll call vote, motion carried 7 to 0.

Comprehensive Liability, Property and Auto Fleet Insurance: Motion by Knapp, seconded by Brayton, to approve a one-year agreement for comprehensive liability, property and auto fleet insurance through the Michigan Municipal Risk Management Authority (MMRMA) at a total cost not to exceed \$530,068 for the period March 1, 2022, to March 1, 2023, and authorize the Authorized Member Representative to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

Special Meeting for Board and Commission Applicants: Motion by Knapp, seconded by Brayton, to set a Special Meeting on Tuesday, May 24, 2022, beginning at 5:30 p.m., to interview Board and Commission applicants. Upon a roll call vote, motion carried 7 to 0.

Minutes of Boards & Commissions: Motion by Knapp, seconded by Brayton, to receive the Minutes of the Environmental Board of December 8, 2021, and Zoning Board of Appeals of December 13, 2021. Upon a roll call vote, motion carried 7 to 0.

Calendar of Meetings: Motion by Knapp, seconded by Brayton, to receive the Calendar of Meetings as presented. Upon a roll call vote, motion carried 7 to 0.

PETITIONS AND STATEMENTS OF CITIZENS: None.

COMMUNICATIONS: At the invitation of Mayor Randall, Youth Advisory Committee Chairperson Genevieve Kim, Vice-Chairperson Amiti Goel and member Riley Thomas provided City Council with an update on the Committee's goals, objectives, and activities. Mayor Randall thanked the youth for their hard work and dedication and expressed hope that they could serve as an inspiration to other youth in the community. Motion by Burns, seconded by Knapp, to receive the annual presentation by the Youth Advisory Committee. Upon a voice vote, motion carried 7 to 0.

REGULAR BUSINESS AGENDA:

Police Department Money Forfeiture: Councilmember Burns explained he had removed the item from the Consent Agenda as he had concerns regarding the first part of the recommended action that City Council authorize the return of stolen property. City Attorney Kaufman responded that the state statute instructions regarding the balance of the unidentified funds being directed to escrow and the city's General Fund were critical matters. Mayor Pro Tem Pearson inquired about the amount of time the victim has been awaiting the return of the funds. City Attorney Kaufman responded that the Police Division would have that information and she was not aware. Councilmember Ledbetter disagreed with Councilmember Burns and offered several situations in which the nature of the crime could affect the return of stolen property to a victim. He also expressed support for the motion as written, stating it proved to be transparent for the city. Councilmember Burns clarified that his concerns regarding presenting the matter to the local legislative body could create a possibility that the City Council could vote against crime victims. Mayor Randall asked for clarity regarding the current format for the confiscated funds. The City Attorney confirmed that the bank involved had cut a check that the Police Division had secured while completing the investigation. Councilmember Urban noted this instance was a first during his extensive tenure on the Council. Acting City Manager Herringa clarified that the City Administration would pursue returning any identified funds to victims as a matter of course.

Motion by Burns, seconded by Pearson, to receive the report from the City Attorney and Director of Public Safety regarding the recovery of stolen property (funds) and authorize the Director of Finance to hold the remainder of the funds in escrow for at least 60 days; and, deposit the remaining funds into the City's general fund after the 60 days, as authorized by MCL 434.184. Upon a roll call vote, motion carried 6 to 1, with Councilmember Ledbetter voting no.

New Polling Location Resolution: Councilmember Burns explained his removing the item from the Consent Agenda, noting questions regarding the use of the location for elections. He inquired

regarding the timing of the first planned election in the new space, as well as the preparedness of the facility. City Clerk Eklov responded that neither the State Bureau of Elections nor the building itself would be ready in time for using the location for the upcoming Special Election on May 3, 2022. She stated that the first election the building would be used for, following implementation of both statewide and citywide redistricting measures, would be the August 2022 Primary Election. Additional discussion regarding the election set-up planned for the location ensued, with a clarification that City Council was being asked to approve the location as a new polling place in the city.

Motion by Burns, seconded by Brayton, to adopt the Resolution designating the Charles & Lynn Zhang Portage Community Senior Center at 203 East Centre Avenue as a polling location for the City of Portage. Upon a roll call vote, motion carried 7 to 0.

COUNCIL COMMITTEE REPORTS: Councilmember Brayton provided an update regarding the City-School Committee, Discover Kalamazoo Advisory Council, Kalamazoo County Environmental Health Advisory Council, and several other local advocacy groups. Councilmember Burns provided an update regarding the Central County Transportation Authority and its 10-year Comprehensive Analysis.

Mayor Pro Tem Pearson provided supplementary updates to the Central County Transportation Authority update by Councilmember Burns and the local advocacy groups from Councilmember Brayton.

Motion by Urban, seconded by Brayton, to receive the Council Committee Reports as presented. Upon a voice vote, motion carried 7 to 0.

STATEMENTS OF CITIZENS: John Paver (9651 Portage Road) agreed with Councilmember Burns regarding Item A.5 and creating a standard operating procedure for the City Administration to return victim funds. Mr. Paver also stressed using unidentified funds in a manner to benefit the community. He then expressed concern about potential commuter traffic congestion along East Centre Avenue with the new Community Senior Center as a polling location.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER:

Councilmember Brayton recognized the historical contributions of black NASA and Air Force veteran Larry Johnson.

Councilmember Burns highlighted Item A.7 (Adoption of Bond Resolution) from the Consent Agenda. He noted the information regarding the city's debt status and congratulated the Finance Department and Finance Director for continuing to reduce the city's debt and acting as proper stewards of taxpayer money.

Councilmember Ledbetter acknowledged the historical tribes of the Portage and Kalamazoo area and also cited the historic contributions, public buildings, and spaces resulting from enslaved Africans. He stressed that history gives a full picture only when it also considers the aspects of slavery and slave labor.

Councilmember Knapp had no comment.

Councilmember Urban had no comment.

Acting City Manager Herringa recognized the Youth Advisory Committee (YAC) members, the staff liaisons, and the number of city staff with children participating in the YAC program.

Mayor Pro Tem Pearson thanked Councilmember Brayton for her update on Mr. Johnson.

Mayor Randall provided an update regarding the Governor's state budget presentation to local school leaders. Mayor Randall also gave an update regarding Congressman Upton's tour of the new Portage Community Senior Center, as well as his presentation of a West Point scholarship to a Portage Central High School student. She then highlighted the Portage Public Schools interpretive presentation honoring Dr. Martin Luther King, Jr. Mayor Randall closed with a reminder about the upcoming Winter Blast race event in the city.

ADJOURNMENT:

Mayor Randall adjourned the meeting at 08:01 PM.

Erica L. Eklov, City Clerk

DRAFT

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

ACTION RECOMMENDED: Approve the Accounts Payable Register of March 8, 2021 as presented.

The City Council reviews and approves the bi-weekly Accounts Payable Register which includes automated clearing house payments, paper checks, auto-pay payments and electronic payments. The attached Accounts Payable Register covers the period February 13, 2022 through February 26, 2022 and notes \$703,684.96 in automated clearing house payments, \$422,755.15 in paper checks, \$6,158.72 in auto-pay payments and \$2,740,085.05 in electronic payments for a grand total of \$3,872,683.88.

FUNDING: Not Applicable

Attachments: 1. Accounts Payable Register of March 8, 2022

ACCOUNTS PAYABLE REGISTER
Check Dates From: 2/13/22 to 2/26/2022

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Check Type: ACH Transactions

Check Date	Check	Vendor Name	Description	Amount
02/18/2022	16648(A)	A NEW LEAF	CITY HALL PLANT CARE	98.50
02/18/2022	16649(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES - MULT LOCATIONS	82,585.46
02/18/2022	16650(A)	ADP, INC.	PAYROLL & ETIME SERVICES	3,106.25
02/18/2022	16651(A)	AIRGAS USA LLC	WELDING SUPPLIES	153.35
02/18/2022	16652(A)	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARD CONTRACT	3,646.65
02/18/2022	16653(A)	ALL-TRONICS, INC.	FIRE ALARM MONITORING	81.00
02/18/2022	16654(A)	AMAZON.COM SALES, INC.	MOVING BOXES- SR CTR, TRANSCEIVERS 10G-IT	432.91
02/18/2022	16655(A)	AMERICAN HYDROGEOLOGY CORP.	S WESTNEDGE PARK - PFAS	1,446.25
02/18/2022	16656(A)	AMERICAN SAFETY & FIRST AID	SAFETY & FIRST AID SUPPLIES	255.65
02/18/2022	16657(A)	ANALYTICAL TESTING & CONSULTIN	LEAD CLEARANCE TEST FOR CDBG PROJ	350.00
02/18/2022	16658(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL SERVICES	1,675.00
02/18/2022	16659(A)	ARMOLD, NICHOLAS	MACP WINTER CONFERENCE TR EXP REIMB	40.00
02/18/2022	16660(A)	AXON ENTERPRISES, INC.	TASER 7 CERTIFICATION BUNDLE	11,520.00
02/18/2022	16661(A)	B S & A SOFTWARE	INVENTORY MGT SYS ANNUAL SUPPORT FEE	2,779.00
02/18/2022	16662(A)	BLUE CARE NETWORK-GREAT LAKES	HEALTH INSURANCE	163,171.08
02/18/2022	16663(A)	BRYANT, JERMAINE	COMMAND LEVEL 1 TRAINING - WK 2 PER DIEM	160.00
02/18/2022	16664(A)	C D W GOVERNMENT, INC.	NIMBLE STORAGE ARRAY SUPPORT RENEWAL	5,242.15
02/18/2022	16665(A)	C M P DISTRIBUTORS, INC.	CONCEALABLE VESTS	2,025.00
02/18/2022	16666(A)	C T S TELECOM, INC.	TELEPHONE SERVICE	2,325.40
02/18/2022	16667(A)	CAPITAL ADVANTAGE LEASING	LEASED COMPUTER PAYMENT	8,801.15
02/18/2022	16668(A)	CHARTER COMMUNICATIONS	CABLE TV	679.21
02/18/2022	16669(A)	CLEARNETWORK, INC.	UNIFIED SECURITY - DEC, JAN	3,900.00
02/18/2022	16670(A)	CONSUMERS CONCRETE CORP.	CELERY FLATS - LIGHT POLE SONOTUBE	196.50
02/18/2022	16671(A)	CONTINENTAL LINEN SERVICES	RUG SERVICE	185.26
02/18/2022	16672(A)	CPS HR CONSULTING	PUBLIC SAFETY DETECTIVE TESTING SUPPLIES	540.50
02/18/2022	16673(A)	DEPATIE FLUID POWER CO., INC.	HYDRAULIC REPAIRS	757.60
02/18/2022	16674(A)	DIVE RESCUE INTERNATIONAL INC	FIRE TRAINING	518.14
02/18/2022	16675(A)	EARLE, SHELIA L	FITNESS INSTRUCTION CHAIR YOGA	595.00
02/18/2022	16676(A)	ED & TED'S EXCELLENT ADVENTURES	TRIP VENDOR PAYMENT 220224 GULF COAST	4,164.00
02/18/2022	16677(A)	ELECTION SYSTEMS & SOFTWARE, INC.	ELECTIONS-EXPRESSVOTE	3,765.60
02/18/2022	16678(A)	ENGINEERED PROTECTION SYSTEMS, INC.	FIRE ALARM MONITORING	1,122.00
02/18/2022	16679(A)	ETNA SUPPLY, INC.	FLEET MAINTENANCE	159.90
02/18/2022	16680(A)	EVERETT, CHIP	NFS CMMD OF INCD OP MEAL TIC REIMB/PER DIEM	414.56

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Check Date	Check	Vendor Name	Description	Amount
02/18/2022	16681(A)	FISHBECK THOMPSON CARR & HUBER, INC	PH 1 ESA SCHURING, PH II ESA WESTNEDGE	3,470.00
02/18/2022	16682(A)	GIBSON, ROBERT	HFRG DEFENSIVE TACTICS INSTR-PER DIEM	324.50
02/18/2022	16683(A)	GLOBAL EQUIPMENT CO., INC.	PALLET SCALE	1,361.99
02/18/2022	16684(A)	GORDON WATER SYSTEMS	WATER SERVICE	273.14
02/18/2022	16685(A)	GRAINGER INC	OPERATING SUPPLIES	519.92
02/18/2022	16686(A)	GREAT LAKES CHLORIDE, INC.	TANKER RENTAL	400.00
02/18/2022	16687(A)	GRIFFIN PEST SOLUTIONS	PEST CONTROL SERVICES	271.00
02/18/2022	16688(A)	HOUSER, DANIEL	HFRG DEFENSIVE TACTICS INSTR-PER DIEM	324.50
02/18/2022	16689(A)	HURST MECHANICAL, INC.	HOT WATER HEATER ANNUAL MAINT	605.00
02/18/2022	16690(A)	INDUSCO SUPPLY CO., INC.	CLEANING SUPPLIES	717.73
02/18/2022	16691(A)	INSIGHT PUBLIC SECTOR, INC.	COMM SR CTR WIFI EQUIP, NTWKNG SWITCHES	35,162.59
02/18/2022	16692(A)	IP CONSULTING, INC.	OREKA MAINTENANCE RENEWAL	571.50
02/18/2022	16693(A)	IRISH AYRES ENTERPRISES, LLC	LANDSCAPING SERVICES	650.00
02/18/2022	16694(A)	J + H OIL CO.	BULK DIESEL DELIVERY	24,912.10
02/18/2022	16695(A)	JB PRINTING	PORTAGER PRODUCTION - FEB 2022	3,476.93
02/18/2022	16696(A)	LAWSON PRODUCTS, INC	REPAIR AND MAINTENANCE SUPP	153.59
02/18/2022	16697(A)	LEWIS PAPER PLACE, INC.	COPY/PRINTER PAPER	1,190.00
02/18/2022	16698(A)	MACQUEEN EQUIPMENT LLC	SWEEPER RENTAL	22,353.13
02/18/2022	16699(A)	MATERIALS RESOURCES	LATEX GLOVES AND PPE SUPPLIES	483.19
02/18/2022	16700(A)	MCNALLY ELEVATOR CO.	ELEVATOR MAINTENANCE	150.05
02/18/2022	16701(A)	MEEKHOF TIRE SALES & SERVICE INC.	TIRE SERVICE CALLS	648.00
02/18/2022	16702(A)	MILLS, DANIEL	MACP WINTER CONFERENCE-TR EXP REIMB	917.20
02/18/2022	16703(A)	NYE UNIFORMS	FIRE UNIFORMS	459.10
02/18/2022	16704(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEE SVCS	14,526.28
02/18/2022	16705(A)	PARIS CLEANERS	LAUNDRY CONTRACT	1,098.98
02/18/2022	16706(A)	PAVER PET SUPPLY	PET SUPPLIES	62.00
02/18/2022	16707(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE	6,999.50
02/18/2022	16708(A)	PHILLIPS, KIMBERLY	REIMBURSEMENT FOR SUPPLIES	125.06
02/18/2022	16709(A)	PRECISION PRINTER SERVICES INC	PRINTER SERVICES	1,393.20
02/18/2022	16710(A)	PREMIER SAFETY	FIRE SCBA MAINTENANCE	750.00
02/18/2022	16711(A)	PRINTING SERVICES INC	MISC PRINTING SERVICES	888.56
02/18/2022	16712(A)	QUADRANT II MARKETING, LLC	MARCH APRIL NEWSLETTER PRODUCTION	1,957.00
02/18/2022	16713(A)	REPUBLIC SERVICES OF WEST MICHIGAN	WASTE SERVICES	692.60
02/18/2022	16714(A)	RIDGE AUTO NAPA	EQUIP REPAIR/MAINT SUPP	214.90

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Check Date	Check	Vendor Name	Description	Amount
02/18/2022	16715(A)	ROAD EQUIPMENT PARTS CENTER	MAINTENANCE SUPPLIES	192.00
02/18/2022	16716(A)	ROE-COMM, INC.	MISC RADIO SERVICES	39.99
02/18/2022	16717(A)	S B F ENTERPRISES, INC.	PRINT/PROCESS WATER & SEWER BILLS	680.84
02/18/2022	16718(A)	SAFETY SERVICES, INC.	GLOVES AND SAFETY SUPPLIES	604.93
02/18/2022	16719(A)	SCHULTZ, ERIN	YAC SNOW PARTY CONCESSION	101.00
02/18/2022	16720(A)	SEVERANCE ELECTRIC COMPANY, INC.	TRAFFIC SIGNAL MAINTENANCE	5,666.92
02/18/2022	16721(A)	SMITH DAWSON & ANDREWS, INC.	PROFESSIONAL FEES	5,000.00
02/18/2022	16722(A)	SUEZ WATER ENVIRONMENTAL SERVICES	UTILITY OPERATION SYSTEM	203,759.84
02/18/2022	16723(A)	TERMINAL SUPPLY CO.	EQUIPMENT & TRUCK LIGHTS	2,053.94
02/18/2022	16724(A)	TRUCK & TRAILER SPECIALTIES	REPAIR AND MAINT SUPPLIES	4,142.03
02/18/2022	16725(A)	TYLER TECHNOLOGIES, INC.	CITIZEN REPORTING SOFTWARE/ANNU MAINT FEES	14,321.00
02/18/2022	16726(A)	UNIFIRST CORPORATION	HALLWAY CARPET RENTAL	118.62
02/18/2022	16727(A)	UNITED PETROLEUM	DIESEL NOZZLE, GAS & DIESEL SWIVEL	599.33
02/18/2022	16728(A)	WARNER NORCROSS & JUDD LLP	LEGAL & RETAINER FEES	85.00
02/18/2022	16729(A)	WARNER OIL COMPANY INC	DEF DRUM	454.75
02/18/2022	16730(A)	WEST MICHIGAN INT'L LLC	EQUIPMENT REPAIR/MAINT	102.31
02/18/2022	16731(A)	WIGHTMAN	ENGINEERING SERVICES - ROMENCE ROAD	19,767.47
02/18/2022	16732(A)	WOLVERINE LAWN SERVICE, INC.	SNOWPLOWING/CROSSWALK	7,373.50
02/18/2022	16733(A)	XEROX CORPORATION	XEROX COPIER FEE	203.10
02/25/2022	16734(A)	CHARTER COMMUNICATIONS	INTERNET/VOICE	129.12
02/25/2022	16735(A)	GREATER KALAMAZOO UNITED WAY	UNITED WAY CONTRIBUTIONS FOR FEB 2022	182.00
02/25/2022	16736(A)	PORTAGE FIREFIGHTERS	IAFF UNION DUES FOR FEBRUARY 2022	1,770.00
02/25/2022	16737(A)	PORTAGE ON-CALL FIREFIGHTERS	ON CALL DUES FOR FEBRUARY 2022	20.00
02/25/2022	16738(A)	PORTAGE POLICE OFFICERS ASSOC	PPOA DUES FOR FEBRUARY 2022	630.00
02/25/2022	16739(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	UAW DUES FOR FEBRUARY 2022	690.96
Total ACH				703,684.96

Check Type: Paper

02/18/2022	319718	A M LEONARD	WINTER MAINTENANCE SUPPLIES	483.36
02/18/2022	319719	AGIO IMAGING	ARTWORK INSTALL	50.00
02/18/2022	319720	ALERT-ALL CORP.	FIRE - PUBLIC ED SUPPLIES	1,750.00
02/18/2022	319721	ALLEGRA PRINT & IMAGING	MISC PRINTING SERVICES	608.00
02/18/2022	319722	ARIF, MUHAMMAD	ITE MICH WINTER 2021 TECH SESS-TR EXP REIMB	193.88
02/18/2022	319723	ARROWHEAD SCIENTIFIC, INC.	MISC EVIDENCE SUPPLIES	82.09

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Check Date	Check	Vendor Name	Description	Amount
02/18/2022	319724	ASCENSION MICH OCCUPATIONAL HEALTH	DOT PHYSICALS	70.00
02/18/2022	319725	AT&T	ELECTRONIC COMMUNICATION	1,666.76
02/18/2022	319726	BARTHOLMEY, CHRISTINE	DAMAGED MAILBOX REIMBURSEMENT	44.00
02/18/2022	319727	BAY AREA TOUCHLESS CARWASH LLC	CAR WASHES	360.00
02/18/2022	319728	BEAVER RESEARCH COMPANY	VEHICLE MAINTENANCE SUPPLIES	124.90
02/18/2022	319729	BLOOM SLUGGETT, PC	LITIGATION-S WESTNEDGE STORM SEWER PROJ	250.00
02/18/2022	319730	BLUE CROSS/BLUE SHIELD OF MICH	HEALTH INSURANCE	10,931.63
02/18/2022	319731	BOWDISH, JORDAN	DOWNHILL SKI LESSONS REFUND	160.00
02/18/2022	319732	BRINN, CHAUNCEY J.	PORTAGE CULINARY ACADEMY FEBRUARY	240.00
02/18/2022	319733	BRONSON HEALTHCARE GROUP	LEGAL BLOOD DRAWS	400.00
02/18/2022	319734	CAPITOL STRATEGIES, LLC	CONSULTING SERVICES	6,000.00
02/18/2022	319735	CINTAS CORP.	UNIFORM RENTAL FOR INSPECTORS	8.81
02/18/2022	319736	CITY OF KALAMAZOO TREASURER	BIO DIESEL FUEL CHARGES	993.77
02/18/2022	319737	CRITCHLOW ALLIGATOR SANCTUARY	ALLIGATOR SANCTUARY PROGRAM FEB	400.00
02/18/2022	319738	CT ELECTRICAL SERVICES, INC.	BLOCK STATION MAINTENANCE - 12TH STREET	3,585.00
02/18/2022	319739	DEHARTE, BRUCE OR MARY	OVERPAYMENT WTAX21 PARCEL 06900-069-O	10.00
02/18/2022	319740	DEVON TITLE AGENCY	OVERPAYMENT FINAL WATER BILL	25.93
02/18/2022	319741	DEWOLF & ASSOCIATES, LLC	FIELD TRAINING OFFICER BASIC - REGISTRATION	795.00
02/18/2022	319742	EMERGENCY VEHICLE PRODUCTS	POLICE VEHICLE REPAIR/MAINT	2,538.22
02/18/2022	319743	ERVIN, MATTHEW	EVENT CANCELLATION FEE	350.00
02/18/2022	319744	FALK, JACOB	OVERPAYMENT WTAX21 PARCEL 00023-226-I	738.75
02/18/2022	319745	FAWLEY OVERHEAD DOOR, INC.	FIRE FACILITY MAINT	279.00
02/18/2022	319746	FIRE DEPARTMENT TRAINING NETWORK	FIRE DEPT TRAINING NTKW-MEMBERSHIPS	300.00
02/18/2022	319747	FLETCHER ENTERPRISES	MISC PAINTING	1,038.00
02/18/2022	319748	FORSYTH, LARRY	HOLIDAY NORTH POLE SIGNAGE	420.00
02/18/2022	319749	FUTURE PRO, INC.	BASKETBALL HOOPS/POLES	2,490.00
02/18/2022	319750	HOME DEPOT	REPAIR/MAINTENANCE SUPP	385.88
02/18/2022	319751	JOHN BALL ZOO	ANIMAL SENSES PROGRAM	225.00
02/18/2022	319752	KAL COUNTY FIRE CHIEFS ASSOC.	FIRE MEMBERSHIPS-2022 KCFC	175.00
02/18/2022	319753	KALAMAZOO AVIATION HISTORY MUSEUM	SHOSHANA SPEAKER AIR ZOO VENUE 2022 BHM	3,522.50
02/18/2022	319754	KALAMAZOO COUNTY BROWNFIELD AUTHORI	2021 WINTER KCBRA BROWNFIELD DISTRIBUTION	230,033.47
02/18/2022	319755	KALAMAZOO COUNTY TREASURER	JANUARY MOBILE HOME TAXES - COLONIAL ACRES	455.00
02/18/2022	319756	KENT COUNTY DPW	WASTE DISPOSAL RED MED/DRUG	90.00
02/18/2022	319757	KLOK, BRIAN	ADV INCIDENT COMM SYS-REIMB REG	250.00

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02/18/2022	319758	KLOK, BRIAN	ADV INCIDENT COMM SYS-REIMB TR EXP	475.38
02/18/2022	319759	KZOO TIRE COMPANY	POLICE VEHICLE REPAIR/MAINT	1,575.60
02/18/2022	319760	LANGUAGE LINE, INC	LANGUAGE SERVICES	107.85
02/18/2022	319761	LEATHERMAN, ROB	MI EMS INST COORD CONF-PER DIEM	166.00
02/18/2022	319762	MCDONALD'S TOWING & RESCUE, INC.	POLICE TOWING SERVICES	45.00
02/18/2022	319763	METRO BUILDING INSPECTORS ASSOC.	MEMBERSHIP RENEWAL	135.00
02/18/2022	319764	METRO BUILDING INSPECTORS ASSOC.	METRO BUILDING INSPECTORS ASSOC TRAINING	60.00
02/18/2022	319765	METRO CONSULTING ASSOCIATES, LLC	EASEMENT ACQUISITION SERVICES	105.00
02/18/2022	319766	MI ASSOC. OF CHIEFS OF POLICE	MACP MEMBERSHIP	100.00
02/18/2022	319767	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR/MAINT	5,775.57
02/18/2022	319768	MICHIGAN ASSOC. OF PLANNING	MICHIGAN ASSOC OF PLANNING TRANS TR-REG	50.00
02/18/2022	319769	MICHIGAN SECURITY AND LOCK LLC	MISC LOCK AND KEY SERVICES	55.00
02/18/2022	319770	MLIVE MEDIA GROUP	LEGAL NOTICES	1,159.42
02/18/2022	319771	MULLINS, JORDAN	VENDOR REIMBURSEMENT ESLS SNAP	95.00
02/18/2022	319772	NATIONS TITLE AGENCY OF MICHIGAN	OVERPAYMENT WTAX21 AND STAX21	14.33
02/18/2022	319773	O'REILLY AUTO PARTS	FIRE APPARATUS MAINT	45.40
02/18/2022	319774	OFFICE DEPOT, INC.	OFFICE SUPPLIES	763.79
02/18/2022	319775	VOID		0.00
02/18/2022	319776	PETERMAN CONCRETE	OVERPAYMENT WINTER TAX 00016-590-O	2,343.38
02/18/2022	319777	PETTY CASH-AMANDA JANSSEN	REPLENISHMENT CHECK	411.59
02/18/2022	319778	PHELPS, MIKE	MI EMS INST COORD CONF-PER DIEM	166.00
02/18/2022	319779	PLAYFORD, LOU	NFPA1 FIRE INST 1 - TEXT BOOK REIMB	91.15
02/18/2022	319780	Q3 TECHNOLOGIES LLC	COUNCIL CHAMBER WIFI	200.00
02/18/2022	319781	RATHCO SAFETY SUPPLY, INC.	PARKS SIGNS AND MATERIALS	110.75
02/18/2022	319782	REDWOOD LIVING, INC	OVERPAYMENT WTAX 21 PARCEL 00015-490-B	675.16
02/18/2022	319783	RESTORATIVE LAKE SCIENCES, LLC	WEST LAKE WEED MANAGEMENT PROGRAM	1,625.00
02/18/2022	319784	RIVERSIDE INTEGRATED SYSTEMS, INC.	ANNUAL INSPECTION-FIRE ALARM SYS	247.00
02/18/2022	319785	ROWERDINK, INC.	MAINTENANCE SUPPLIES	103.96
02/18/2022	319786	SAFEBUILT MICHIGAN, LLC	FILL IN INSPECTIONS FOR BUILDING SERVICE	14,040.00
02/18/2022	319787	SCHULTZ, FRED & DOROTHY	TRIP REFUND 220829 NEW YORK	100.00
02/18/2022	319788	SHI INTERNATIONAL CORP.	ANTENNA CABLES	1,040.00
02/18/2022	319789	SMART SOURCE, LLC	FIRE UNIFORMS	347.70
02/18/2022	319790	STATE INDUSTRIAL PRODUCTS CORP	PARTS WASHING FLUID & FILTER	1,330.64
02/18/2022	319791	STATE OF MICHIGAN	SEX OFFENDER REGISTRATION	300.00

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Check Date	Check	Vendor Name	Description	Amount
02/18/2022	319792	STATE OF MICHIGAN (EGLE)	STORM WATER ANNUAL PERMIT FEE	4,000.00
02/18/2022	319793	STATE SYSTEMS RADIO, INC	ANNUAL TOWER LEASE CONTRACT	1,551.67
02/18/2022	319794	STEENSMA LAWN & POWER EQUIPMENT	REPAIR/MAINTENANCE SUPPLIES	517.01
02/18/2022	319795	STRYKER	DUP PMT WTAX21 PARCEL 96480-085-F	49,477.26
02/18/2022	319796	STS OPERATING INC.	LIFT STATION MAINTENANCE/PUMP REPL	9,600.63
02/18/2022	319797	SULLIVAN, MICHELLE	ARBITRATION WITH THE PPOA	2,100.00
02/18/2022	319798	TEAM SUPPORT SERVICES, LLC	RECORD STORAGE	571.95
02/18/2022	319799	TELOCIN GROUP INC	GENERATOR WIRING REPAIRS	824.80
02/18/2022	319800	THAD REEDER AUTOMOTIVE LLC	VEHICLE REPAIRS/ALIGNMENT	99.99
02/18/2022	319801	UNITED PARCEL SERVICE	UPS WEEKLY	16.81
02/18/2022	319802	US DIGITAL DESIGNS, INC.	FIRE STATION ALERTING-ANNUAL SVC AGREEMENT	16,567.83
02/18/2022	319803	USPS	PORTAGER POSTAGE MARCH & APRIL 2022	9,200.00
02/18/2022	319804	VERIZON CONNECT NWF, INC.	FLEET GPS SERVICES	735.17
02/18/2022	319805	WILD, JED	REG REIMB, PER IEM-VISION 20/20, MI EMS CONF	952.94
02/18/2022	319806	WMACP	WMACP MEMBERSHIP	25.00
02/18/2022	319807	WMACP	WMACP MEMBERSHIP	25.00
02/18/2022	319808	INT'L ASSOC CHIEFS OF POLICE	IACP CONFERENCE REGISTRATION	425.00
02/25/2022	319809	BLUE CROSS/BLUE SHIELD OF MICH	HEALTH INSURANCE	577.20
02/25/2022	319810	GREATER KALAMAZOO FOP LODGE 98	FOP PORTION OF UNION DUES - FEB 2022	3,075.52
02/25/2022	319811	KALAMAZOO COUNTY TREASURER	REFUND FOR ADMIN FEES RECEIVED FOR 2021	18.70
02/25/2022	319812	LIPSEY, JERRELL	WATER BILL-PARTIAL REFUND OF CREDIT BAL	600.00
02/25/2022	319813	LOVERS LANE PROPERTIES LLC	DISB 2021 WINTER TX CAPTURE PER BROWNFIELD	1,612.34
02/25/2022	319814	MSHDA	LOAN REPAYMENT 6711 OAKLAND DRIVE	1,632.92
02/25/2022	319815	PETTY CASH-MEGAN HUBER	REPLENISHMENT CHECK	1,215.02
02/25/2022	319816	T-MOBILE USA INC	MISC PHONE CHARGES FOR PATROL PHONES	16.75
02/25/2022	319817	TREYSTAR HOLDINGS, LLC	2021 WINTER TAX CAPTURE PER BROWNFIELD	5,728.61
02/25/2022	319818	VERIZON WIRELESS	CELLULAR PHONES	5,128.66
02/25/2022	319819	WESPROP LLC	REFUND FOR MTT #21-003227 TAXABLE VALUE	73.75
Total Paper Checks				422,755.15

Check Type: Auto-Pay Payments

02/14/2022	CONSUMERS AUTOPAY	GAS-ELECTRIC	606.87
02/15/2022	CONSUMERS AUTOPAY	GAS-ELECTRIC	4,981.55
02/16/2022	CONSUMERS AUTOPAY	GAS-ELECTRIC	386.15

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Check Date	Check	Vendor Name	Description	Amount
02/22/2022		CONSUMERS AUTOPAY	GAS-ELECTRIC	184.15
			Total Auto-Pay Payments	6,158.72
Check Type: Electronic Payments				
02/15/2022		ATTORNEY	LEGAL & ARBITRATION	18,810.00
02/16/2022		FIFTH THIRD	INVESTMENT PURCHASE	246,381.94
02/18/2022		MULTIPLE	WEEKLY TAX DISBURSEMENT 2/11/22	2,076,472.16
02/23/2022		EAGLE CLAIMS	WORKERS' COMPENSATION	24,639.48
02/24/2022		MULTIPLE	PPCOA, PPOA, & IAFF PENSION PAYMENTS	77,422.04
02/24/2022		SBF	ASSESSMENT NOTICES POSTAGE	309.58
02/25/2022		HUNTINGTON NATIONAL BANK	INVESTMENT PURCHASE	250,000.00
02/25/2022		ICMA	PENSION WITHHOLDINGS	43,872.10
02/25/2022		SBF	WATER/SEWER BILL POSTAGE	2,177.75
			Total Electronic Payments	2,740,085.05
			Grand Total	3,872,683.88

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Spring Mill & Fill - Bid Tabulation

SUPPORTING PERSONNEL: Rod Russell, Director of Public Works

ACTION RECOMMENDED: Award a contract in the amount of \$737,862.04 to Michigan Paving & Materials Co., for spring mill and fill asphalt repairs to major and local street sections; approve a budget amendment to increase expenditures in Major Streets by \$337,000 and Local Streets by \$128,000, and authorize the Acting City Manager to execute all documents related to this action on behalf of the city.

The Fiscal Year 2021-2022 Major & Local Streets budget includes funding for spring mill and fill repairs to major and local streets where surface asphalt is in poor condition. A total of 12 streets are scheduled for repair, adding up to 3.7 miles in length at the following locations:

- Oakland Drive (West Osterhout Avenue – city limit)
- East Shore Drive (Nash Avenue – Woodhams Avenue)
- Commercial Drive (East Milham Avenue – dead end)
- American Avenue (Commercial Avenue – Executive Drive)
- Executive Drive (American Avenue – Corporate Avenue)
- Dolphin Street (West Melody Avenue – dead end)
- Newhouse Street (West Melody Avenue – dead end)
- Crocket Avenue (Dolphin Street – South Westnedge Avenue)
- Rainbow Court (Bratcher Street – dead end)
- Orchard Meadows Drive (Rainbow Avenue – dead end)
- Crest Point Court (Orchard Meadows Drive – dead end)
- Somerset Bluff Trail (Orchard Meadows Drive – Constitution Boulevard)

In order to gain the utmost interest and promote competition, this bid was published in the Kalamazoo Gazette and posted to BidNet where 549 vendors were matched and notified of this project. Three local vendors who provide similar services were also notified via BidNet. Two bids to do the work were received on February 17, 2022. The lowest bid was submitted by Michigan Paving & Materials Company of Kalamazoo, Michigan, for the amount of \$737,862.04. Michigan Paving has successfully completed several street repair projects for the city in the past.

Available mill and fill budgets in the Major Street and Local Street funds do not currently contain sufficient funds to support a \$738,000 street repair contract. Additional needs include \$337,000 for major streets and \$128,000 for local streets. The June 30, 2021, audited fund balance in the Major Streets fund was \$2,969,510, which represents 55 percent of budgeted expenditures. In the Local Streets fund, the

balance was \$1,229,330, which is 63 percent of budgeted expenditures. Transfers of \$337,000 from the Major Streets fund and \$128,000 from the Local Streets fund balance surpluses will reduce the beginning 2021-2022 fiscal year fund balances to approximately 49 percent of Major Streets and 57 percent of Local Streets 2021-2022 budgeted expenditures. Both remaining fund balances are considered financially healthy, and even with this transfer, both are projected to finish the year with fund balances of 40 percent or more.

It is recommended that City Council award a contract to Michigan Paving & Materials Co. in the amount of \$737,862.04; approve a budget amendment to increase expenditures in Major Streets by \$337,000 and Local Streets by \$128,000 for spring mill and fill asphalt repairs of major and local street sections and authorize the Acting City Manager to execute all documents related to these actions on behalf of the city.

FUNDING: Funds are available in the Fiscal Year 2021-2022 Major & Local Street budgets and fund balance surplus.

Attachments: 1. Spring Mill & Fill - Bid Tabulation

**2022 RFB - SPRING MILL & FILL
BID TABULATION**
BID OPENING DATE: February 17, 2022 at 3:00 pm

Michigan Paving and Materials	\$	737,862.04
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2300 Glendenning Road
Kalamazoo, Michigan, 49047

Rieth-Riley Construction Co., Inc.	\$	774,859.95
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1589 Townline Road
Benton Harbor, Michigan, 49022



Opened by: _____
Victoria Barboza, Purchasing Manager

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Contract for Master Plan Update - Bid Tabulation

SUPPORTING PERSONNEL: Kelly Peterson, Director of Community Development

ACTION RECOMMENDED: Approve a contract in the amount not to exceed \$199,960 with Houseal Lavigne to conduct the Master Plan Update and authorize the Acting City Manager to execute all documents related to the contract on behalf of the city.

A community's Master Plan is the policy document outlining the community's vision for the future. It should be the basis for or the influence of the community's future, quality of life, land use, economic development, zoning, and other regulatory ordinances. The [Michigan Planning Enabling Act 33 of 2008](#) requires a local government in Michigan to assess its current master plan every five years to decide if the plan requires updating. The City of Portage Comprehensive Plan was last updated in 2014 and is again in need of updating.

On December 15, 2021, the City of Portage released a revised Request for Proposal (RFP) to invite interested firms to submit proposals to prepare a Master Plan update consistent with State of Michigan standards, MEDC Redevelopment Ready Communities requirements, and best practices related to master planning. An RFP Addendum was circulated on January 10, 2022, in response to questions received from firms. Three proposals were eventually received from the following firms:

- Houseal Lavigne / Abonmarche
- Beckett & Raeder
- McKenna / Gibbs Planning

A five-member Selection Committee comprising city staff and a Planning Commissioner nominated by fellow Commissioners was established to review the proposals. On January 31, 2022, the Selection Committee members convened at City Hall to evaluate and score each proposal's responsiveness to each of the selection criteria provided in the Request for Proposal. This meeting and process were facilitated by the city's Purchasing Manager. Due to the complexity, thoroughness, and importance of the project, a higher scoring emphasis was given to the project approach, deliverables, personnel qualifications, capacity, and public engagement approach. The Selection Committee reached a consensus on recommending the Master Plan Update contract be awarded to the Houseal Lavigne/Abonmarche team.

Summary of Proposal Evaluations:

A summary of each proposal evaluation by the Selection Committee is provided below. Evaluation criteria and scoring information is included as an attachment to this memo.

Houseal Lavigne / Abonmarche

Houseal Lavigne brings a breadth of Michigan experience, having delivered master plans, subarea plans, corridor studies, and zoning code updates for communities such as Battle Creek, Benton Harbor, Livonia, Traverse City, Saint Joseph, and Wyoming. While they have a primary office in Chicago, Houseal Lavigne is a registered LLC in Michigan with a shared office studio in Northville, Michigan.

Abonmarche is a multi-disciplinary firm offering engineering, architecture, landscape architecture, and surveying services across nine offices in Michigan and Indiana, including an office located in Portage. Abonmarche works regularly with the City of Portage and brings local knowledge, engineering experience, and established relationships.

The Houseal Lavigne/Abonmarche team was found to provide the most added value and exceeded the expectations and requirements of the Request for Proposal for each of the selection criteria. The proposal was detailed, comprehensive, innovative, and versatile. The Selection Committee is confident this team will deliver an implementable Master Plan that is tailor-made to fit City of Portage needs and aspirations and ensure meaningful and comprehensive public engagement through in-person and virtual opportunities. Houseal Lavigne assigned personnel to this project who possess highly-qualified planning experience and significant capacity with ESRI GIS mapping and public engagement tools. In partnership, Abonmarche assigned personnel to support the transportation and infrastructure components of the plan. The team's detailed project approach exceeded expectations as they integrated zoning ordinance updates, as well as the City of Portage Parks and Open Space Plan updates into this Master Plan update. This further ensures they will facilitate a plan that is both implementable and specific to the City of Portage vision.

Houseal Lavigne's experience demonstrates their ability to identify funding sources for Master Plan implementation and ensure demographic and market analysis are data-driven to best support viable policy recommendations. Their planning documents provided a comprehensive, data-driven analysis and innovative visual approach in their use of ESRI ArcUrban/City Engine tools to generate schematic models which can be shared with an interactive 3D web scene for scenario planning. Their community and stakeholder engagement process exceeded the requirements in their provision of map.social, a web-based community issues mapping tool on an interactive project website developed by their firm, as well as offering in-person community engagement such as key stakeholder interviews, small focus group discussions, and business community issues and opportunities workshops. Their cost proposal of a not-to-exceed project cost of \$199,960 over 18 months includes all professional fees and direct expenses.

McKenna / Gibbs Planning

McKenna partnered with Gibbs Planning, and their team detailed a 12-month schedule for a fee of \$200,000. Their proposal was found to provide some added value beyond what was requested. However, their team's prior GIS experience, capacity, and technological tools were found lacking as they rely on using Sketch-up models, production graphics, and hand renderings to achieve 3D visualization instead of ESRI ArcUrban/City Engine to achieve 3D interactive visualization scenarios. The Selection Committee found that this proposed plan could be achieved within the proposed 12-month schedule only with McKenna committing to additional staff. However, the schedule would result in a shorter, more limited public engagement process which may not allow the community, Planning Commissioners, and City Councilmembers sufficient time to review and provide input into the process. While the team's proposed public engagement fee represents 33% of the total fee proposal, the Selection Committee did not find the engagement plan to offer much variety for outreach. While their public outreach plan covered neighborhood areas geographically, it didn't address specific demographics, focus groups, or how to

reach residents that may be overlooked in typical public outreach processes. Their team proposed a broad Westnedge Corridor plan beyond the requested Crossroads sub-area plan, which offered added value to their proposal. The proposed final deliverables represent primarily static documents that end with the project, similar to previous master plans.

Beckett & Raeder

Beckett & Raeder provided the lowest bid, at \$160,521 over an 18-month schedule. The Selection Committee identified that the proposal allocated the majority of consultant hours (916 hours of a total 1,462 hours) of the Master Plan update scope to one lower-level GIS personnel who lacked significant experience as a professional planner, and their lower hourly rate and quantity of hours is reflected in the lower fee. Beckett & Raeder did not demonstrate a clear understanding of the City of Portage as their project approach was identified by the Selection Committee as too broad and not specific to City of Portage needs that were outlined in the RFP. Beckett & Raeder provided less than what was requested in the technical qualifications of the Request for Proposal – their proposal did not include ESRI ArcUrban/City Engine to achieve 3D visualization of proposed changes, and instead focused more on webinars/opportunities for web meetings related to the project. The Selection Committee found their public engagement process was not thorough or innovative, and the proposed creation of specific neighborhood boundaries/delineations is not a methodology the city requested nor wishes to pursue.

The Department of Community Development has invested in expanding the ESRI toolkit, including ArcUrban/City Engine mapping and public engagement tools, and has been actively training staff, with the stated goal of providing more dynamic means to communicating and having a two-way dialogue with Portage residents and business. These investments were made in preparation for the upcoming Master Plan Update and the Zoning Code Update to follow. Utilizing these digital tools ensures that the plans and deliverables are “living documents” that are accessible and well-utilized by all audiences – residents, businesses, and those looking to move/relocate to Portage. The digital tools ensure the city can adeptly provide project updates, track progress, and share this information through a spatial lens, ensuring the city’s plans, land use, and development recommendations are widely available and transparent for everyone. The ESRI technology toolkit represents a significant component of the Master Plan Update scope detailed in the RFP, to ensure we continue to build forward on the foundation we have already invested in our community.

The Selection Committee offered a unanimous recommendation to City Administration that the City Council approve a contract with Houseal Lavigne for an amount not to exceed \$199,960 for the City of Portage Master Plan Update.

Therefore, it is recommended that City Council approve a contract in the amount not to exceed \$199,960 with Houseal Lavigne to conduct the Master Plan Update and authorize the Acting City Manager to execute all documents related to the contract on behalf of the city. If approved, Abonmarche will serve as a sub-consultant to Houseal Lavigne.

FUNDING: Funds are available in the FY21-22 and pending FY 22-23 budgets.

Attachments:

1. RFP Master Plan Update_December 15 2021
2. Addendum 1 2021 RFP Master Plan Update_January 10 2022
3. Houseal Lavigne Proposal 01172022 - Portage Master Plan

4. Master Plan Consultant Evaluation Criteria and Scoring Summary

Date Released: December 15, 2021

REQUEST FOR PROPOSALS COVER PAGE CONSULTANT SERVICES

The City of Portage invites interested Firms to submit information regarding their experience, qualifications, and fees to **prepare a Master Plan update that is consistent with Michigan state standards, MEDC Redevelopment Ready Communities requirements, and best practices related to master planning.**

Evaluations shall be based on the list of criteria contained in the Selection Criteria and Proposal Submittal Requirements.

The Final decision on selection of the Firm for this project will be determined by the Portage City Council or City Manager. The City of Portage reserves the right to reject any proposals or parts of proposals. The City also reserves the right to waive any irregularities, inconsistencies, or take what other action is appropriate as determined by the City to be in the best interest of the City.

Questions and requests for clarification related to definition or interpretation of this RFP shall be submitted in writing prior to 5:00 p.m. prevailing local time on **January 5, 2022** by email to:

Victoria Barboza, Purchasing Manager
purchasing@portagemi.gov

No questions will be accepted via telephone and oral explanations or instructions shall not be considered binding on behalf of the City. Questions will be answered in the form of an addendum and will be provided to all parties.

Questions will be answered via addendum beginning January 7, 2022.

Bids must be submitted via email to purchasing@portagemi.gov.

Acknowledge Addendum No. 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐

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2021 RFP - the Master Plan Update

Project Description

The purpose of this Request for Proposals (RFP) is to select a qualified Consultant team to prepare a Master Plan update for the City of Portage, MI that is consistent with Michigan state standards, MEDC Redevelopment Ready Communities requirements, and best practices related to master planning. Proposers shall submit a proposal to the City that is based on the instructions and specifications herein.

The existing Comprehensive Plan was adopted in 2014 and is the long-range planning document that has provided guidance to the City of Portage. The authority to adopt a new Master Plan or amend an existing Plan is permitted under Michigan law, Public Act 33 of 2008.

The City anticipates the Master Plan Update will take 12 months to complete inclusive of plan adoption, and will commence in February 2022.

Background – City of Portage, MI

For background and recent data about the City of Portage, please refer to Attachment A - “Community Profile.”

Project Scope

The Consultant shall assist the City of Portage, MI to develop and adopt a Master Plan Update that meets or exceeds jurisdictional requirements and industry standards for master planning. This update will serve as the primary tool to inform future policy and land use decisions, and guide strategic public and private development and investments throughout the City. A detailed outline of the tasks required to accomplish this project scope is below.

Plan Update Objectives

The following objectives have been identified by the City as priority Plan Update objectives, in addition to the Plan being consistent with Michigan state standards and MEDC requirements.

- Develop a collective vision statement utilizing public and stakeholder input.
- Reach a broad and representative cross-section of Portage residents and stakeholders through accessible and creative engagement strategies.
- Add a new subarea plan to assess and plan for the future of Crossroads Mall area. Crossroads Mall, like many across the nation, is in a decline hastened by the pandemic. The subarea plan will comprehensively develop a vision, likely in the direction of a mixed-use development to ensure this primary Portage retail corridor continues to serve as a regional economic driver.
- Refinement and updates to City Centre subarea plan, encapsulating the City’s recent investments in the area, potential for expanding residential and commercial opportunities, and improving connectivity and accessibility.
- Synthesis of recent citywide studies and data into Master Plan Update policies and implementation strategies to reflect current and future needs of the City.
- Addition of an element dedicated to current conditions and future strategies related to housing opportunities, increasing the variety of housing types and affordable/workforce housing supply, and land uses and policies to support this objective.

- Coordinate vision and ensure implementation synergy with City's Parks and Open Space Plan update, which will be conducted in parallel (through a separate contract/firm) but will be incorporated with the Final Master Plan.
- Establish more inclusive plan elements (e.g., a Mobility chapter in lieu of Transportation chapter) to include and address a multi-modal environment and new means of travel, accessibility issues, right-of-way rebalancing, consideration of work from home impacts. Existing Community and Quality of Life chapter and sub-elements need to be broken out into new sections and strategies related to Public Realm and Design, Infrastructure (water, sewer, 5G), and a high-level Climate/Sustainability plan element.
- Identify key issues and policies that warrant review for a forthcoming Zoning Code Update, or language updates to existing policies to strengthen enforcement, education and implementation.
- Consideration should be given to lessons learned from the current shifts, and uncertainties in economic landscape may inform the future of commercial office space, retail, accessibility to green spaces/parks, and future land uses.
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Master Plan Update take on a more concise, modern, digital friendly, data-driven, and implementation- focused format.

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 - 2021-2026 CDBG Consolidated Plan (2021)
 - City Centre Target Market Analysis (2016)
 - Retail Market Analysis (2020)
 - Residential Market Analysis (2020)
 - Policy and Ordinance Review (Complete Streets, Ordinances)
 - Program Review (Capital Improvement Program)
 - Stormwater Design Criteria Manual
- Plans, studies and reports are available for reference on the City's website: www.portagemi.gov
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The Community Engagement Plan will utilize the City's new digital technologies, including ESRI ArcUrban, ArcHub, and StoryMaps and wider social media tools, in an effort to enable easy access to the information and promote participation by all segments of the community. It is the goal of the City to reach a broad cross-section of residents and

stakeholders— ages, abilities, incomes, and experiences –and to accomplish this with a variety of innovative methods. The Consultant team should demonstrate creative expertise and experience utilizing ESRI tools, the public facilitation process, and plan to regularly track and report outreach “touchpoints” throughout the project duration.

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- 3D visualization of proposed developments (ESRI Arc Hub, City Engine).
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Task 4: Vision, Goals and Objectives

- Project visioning and goal-setting
- Visions and values
- Goals and Objectives
- Confirm alignment with requirements
 - Michigan Planning Enabling Act 33 of 2008 (Section 25.3807 Master plan; adoption, amendment, and implementation by local government)
 - MEDC Redevelopment Ready Certification requirements
 - Applicable Michigan state guidelines, policies and requirements.

Task 5: Citywide Profile and Benchmarking

- Land use and socioeconomic assessment utilizing 2020 Census, ESRI Community Analyst Enrichment data and recent ACS data.
High level review, to include land uses, population and employment forecast data.
- Social and environmental Assessment – assess social and environmental conditions and programs to inform development of the Plan update.
- Regional Influences –identify key trends, strategies, and overall opportunities and pressures on the City by or within the region.

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- Identify performance objectives and/or measures of effectiveness to use in evaluating the various land use scenarios, as well as continuing evaluation of the plan over time.
- Land Use Scenarios – documentation, evaluation, identification of gaps, conflicts, current policies, input from public and stakeholder engagement, analytic assessments will provide a base of information on which to develop land use scenarios for discussion and analysis.
- Development, discussion and analysis of future land use scenarios and models in 3D using Arc Hub, City Engine, Scene Viewer and/or other Virtual Reality tools.

Task 7: Update Plan Elements

- Based on the outcomes of previous tasks, develop an integrated set of plan elements to meet the needs and demands of the City.
- The plan elements will meet federal, state, and MEDC requirements, and be in alignment with the documented vision, values, goals, and objectives.

Task 8: Phasing and Prioritization

- Evaluation of funding sources, capacity, and funding strategies
- Identify new sources of revenue and innovative finance opportunities
- Prioritization – develop program prioritization for the organization of recommended initiatives

Task 9: Master Plan Documentation

- Printed Electronic (PDF) Plan Documents
- Digital Arc Hub Initiative
- Project Closure – Provide electronic files and materials in native file formats

Task 10: Plan Adoption and Support

- Plan adoption strategy meetings
- Plan adoption presentations

Proposal Submittal Requirements:

At minimum, the proposal should contain the information outlined below. Additional information that the applicant may deem relevant may be included, however concise and focused submittals are strongly encouraged.

- **Cover Letter** – indicating interest in the project and identifying the Consultant's ability to provide services requested.
- **Statement of Understanding**
- **Project Approach**
- **Key Personnel** – Identify the proposed project team members and project manager who will work directly on the project, along with biographies, qualifications, experience with the ESRI digital tools described in this scope, and experience on related projects.
- **References** – Include links to final vision and master plans the Consultant delivered previously. Provide at least three (3) references including contact name, organization, title, email address and phone number. Please include a description of innovative methods the Consultant has utilized to broaden public participation, digital participation and input into the planning process.
- **Proposed Work Plan and Schedule**
- **Proposed Deliverables** – Final deliverables will be confirmed between the City and the selected Consultant.
- **Cost Proposal** - Consulting Firms are requested to provide a fee proposal that reflects the scope of work, duration and term, and compensation related to the project's execution and completion. Cost proposals should outline personnel rates, expenses, anticipated expenses and any rate variations.

Fee proposals shall include the following:

- Schedule of costs by proposed work tasks and subtasks, to include all personnel rates and anticipated expenses
- Hourly rates for project personnel to be used as the basis for payment
- Anticipated annual fee increases and related dates
- Total estimated cost for the work
- List of Deliverables

Questions from Interested Respondents

Questions, or requests for clarification or interpretation, should be emailed to Victoria Barboza, Purchasing Manager at barbozav@portagemi.gov by January 5, 2022. All questions and answers will be answered via addendum and will be provided to all parties.

Cost of Preparation of Proposal

Respondent is responsible for all costs associated with the preparation of proposals.

Response to RFP Submission Requirements

Bids must be submitted via email to purchasing@portagemi.gov.

Selection Criteria and Process

Selection Criteria:

Criteria for evaluating the proposals and selecting a Consultant will include, but is not limited to:

- Quality and completeness of proposal
- Qualifications, references, and capacity of key personnel

- Project approach, including understanding of local conditions, team organization, structure and schedule. While the City has identified the general nature of services required, the Consultant is encouraged to provide an innovative approach and methodology to the requested services.
- Demonstrated prior experience on projects of similar scope and scale
- Specialized experience and technical qualifications
- Approach and demonstrated experience designing and implementing successful public engagement plans, including use of digital tools and ESRI products (ArcHub, Arc Urban)

The City reserves the right to:

- Request additional information from Consultants submitting responses. All responses are considered public records; each page deemed proprietary or confidential should be marked as such. The final interpretation of public information will rest with the City Attorney.
- Ask finalists to present their proposals in person before final selection.
- Use its staff to complete a portion, or portions, of the described activities.
- Negotiate rates per task or activity after bids have been received.
- Reject any responses submitted in response to this RFP.

RFP Timeline (subject to change):

Questions due by: January 5, 2022

Proposals due: January 17, 2022

Proposal review completed: Estimated January 31, 2022

Interviews (if needed): January 22, 2022

Contract/Task Order Approval: February 2022

Professional Services Agreement:

Upon selection, the Consultant will be required to sign a standard Professional Service Agreement with the City and maintain the required insurance coverage as indicated in the Agreement.

Compensation

The City will negotiate a contract with the selected Consultant based on the following conditions:

- All services rendered in the scope of work include all labor, equipment, materials and expenses. The consultant shall be compensated on time and expenses based on the task or phase of work completed.
- The Consultant will provide the required information for a task order to the City including a not-to-exceed amount for Master Plan Update services.
- Invoices shall be submitted monthly to the Director of Community Development, and will include detailed reporting to include (but not limited to) hours and rates of consultant team members, expenses, and percentage complete of each task.
- The Director of Community Development and/or their designee will review and approve payment of all invoices submitted by the Consultant under this contract.

Attachments**Attachment A – Community Profile**

The attached City of Portage community profile highlights key background information, data, and recent.

REQUEST FOR PROPOSAL (RFP)

2021 RFP MASTER PLAN UPDATE

Following is a “*draft copy*” of the contract that will be executed by the City and the Consultant for the completion of this project.

Exhibit A – Scope of Work

Exhibit B – Insurance Requirements

Exhibit C – Personnel Rates and Expense Schedule

Exhibit D – Additional Terms and Conditions

CITY OF PORTAGE
DRAFT CONTRACT

THIS CONTRACT made the date signed by the City of Portage (“Effective Date”), by and between **Consultant**, Enter address, hereinafter called the “Consultant,” and the City of Portage, 7900 South Westnedge Avenue, Portage, Michigan 49002, a Michigan municipal corporation, hereinafter called the “City.”

WITNESSETH, THAT the Consultant and the City for the consideration stated herein agree as follows:

ARTICLE I - SPECIFICATIONS

The Consultant shall perform work described in Exhibit A and all addenda and shall provide and furnish all of the labor, materials, necessary tools, expendable equipment, and all professional services required to perform and complete in a workmanlike manner all the work required for **2021 RFP Master Plan Update** all in strict compliance with the Consultant’s proposal and other contract documents herein mentioned which are a part of this contract; and the Consultant shall do everything required by this contract and the other documents constituting a part hereof.

ARTICLE II - COMPENSATION TO BE PAID TO THE CONSULTANT

In consideration of the completion of the work described herein and in fulfillment of all stipulations of this contract to the satisfaction and acceptance of the City, the City shall pay and the said Consultant further agrees to receive and accept payment based on the prices bid per unit for material and labor as set forth in the conformed copy of the Consultant’s proposal (or bid) as filed with the City on the 17th day of January, 2022, the sum of which shall be, **written dollar amount (\$\$\$)** as full compensation for furnishing all the equipment and materials, and for the costs of all premiums on insurance and bonds and for doing all the work contemplated and specified in this contract; also for all loss or damage arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen obstructions or difficulties which may be encountered in the prosecution of the same; and for all risks of every description connected with the work; and for well and faithfully completing the work and the whole thereof, in full compliance with the Plans and Specifications and the requirements under them. Payments are to be made to the Consultant in accordance with and subject to the provisions embodied in the contract documents hereto attached.

ARTICLE III - CONTRACT TERM.

This contract shall begin the date signed by the City of Portage and shall be considered complete upon review and written approval by the Contract Administrator.

ARTICLE IV - COMPONENT PARTS OF THIS CONTRACT

This contract consists of the following component parts, all of which are as fully a part of this contract as if herein set out verbatim, or, if not attached, as if hereto attached.

1. Contract (this document)
2. City of Portage Contract Conditions and Specifications hereby found in <https://www.portagemi.gov/DocumentCenter/View/720/Contract-General-Conditions-and-Specifications-?bidId=>
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6. Exhibit D – Additional Terms and Conditions
7. Exhibit E – Consultant Proposal and Addendums

In the event that any provision in any of the above component parts of this contract conflicts with any provision in any other of the component parts, the provision in the component part first enumerated above shall govern over any other component part which follows it numerically, except as may be otherwise specifically stated.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed in four original counterparts the day and year first above written.

CONSULTANT

By: _____
Name, Title

Date: _____

CITY OF PORTAGE

By: _____
Adam Herringa, Acting City Manager

Date: _____

Approved as to Form:

Catherine Kaufman, City Attorney

EXHIBIT A – SCOPE OF WORK

Project Description

Consultant to prepare a Master Plan update for the City of Portage, MI that is consistent with Michigan state standards, MEDC Redevelopment Ready Communities requirements, and best practices related to master planning. Proposers shall submit a proposal to the City that is based on the instructions and specifications herein.

The existing Comprehensive Plan was adopted in 2014 and is the long-range planning document that has provided guidance to the City of Portage. The authority to adopt a new Master Plan or amend an existing Plan is permitted under Michigan law, Public Act 33 of 2008.

The City anticipates the Master Plan Update will take 12 months to complete inclusive of plan adoption, and will commence in February 2022.

Background – City of Portage, MI

For background and recent data about the City of Portage, please refer to Attachment A “Community Profile.”

Project Scope

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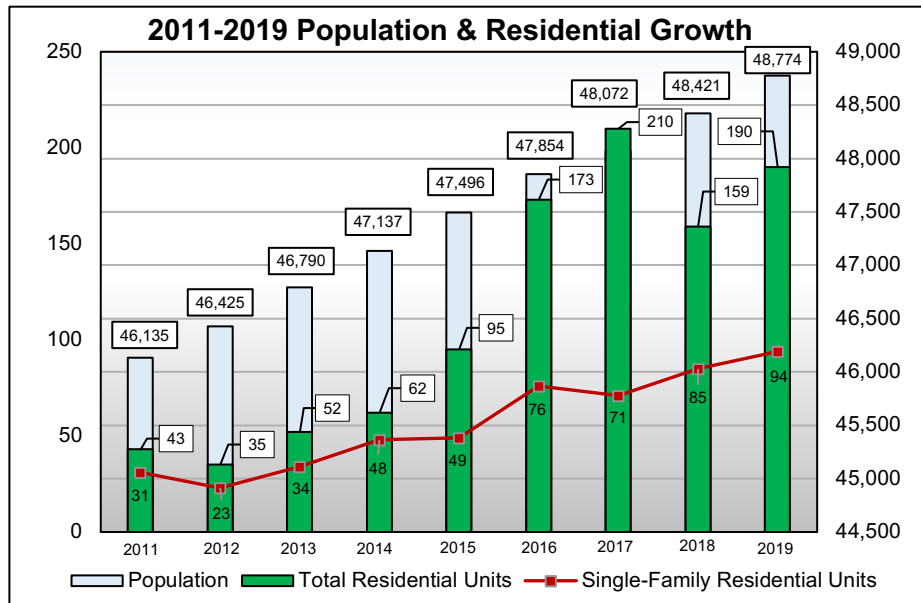
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ATTACHMENT A **COMMUNITY PROFILE**

CITY OF PORTAGE COMMUNITY PROFILE

Fiscal Year 2021-2022

Portage is a strong community of 48,774 engaged and talented people. Within its thirty-five square miles are the most valuable industrial, commercial and residential properties in southwest Michigan. Portage's central location between Detroit and Chicago is a strategic advantage for the city. Portage residents enjoy the highest rated schools and park system in Kalamazoo County. The largest pharmaceutical manufacturing facility in the United States, Pfizer, is located here, and Stryker Medical and Stryker Instruments are the largest employers in Portage. The South Westnedge Avenue Commercial Corridor has over four million square feet of retail, including the only regional mall in southwest Michigan. Access to this corridor, with its outstanding complement of shopping and dining opportunities, is one of several reasons why people visit and move to Portage. Other attractions include our residential neighborhoods that provide high-quality housing choices and which are well connected to the excellent school, parks and recreational opportunities. The city's numerous lakes and parks provide memorable places to recreate, gather, and play. As our community grows, our most valuable asset continues to be the people of Portage.



Population The city's population in 1960 was 20,181. As shown in the chart to the left, the population increased to 46,135 by 2011. In 2019, the population was estimated at 48,774 and is projected to exceed 51,000 by 2030 or before.

The upward trend in the total population for the City of Portage also corresponds to a rise in

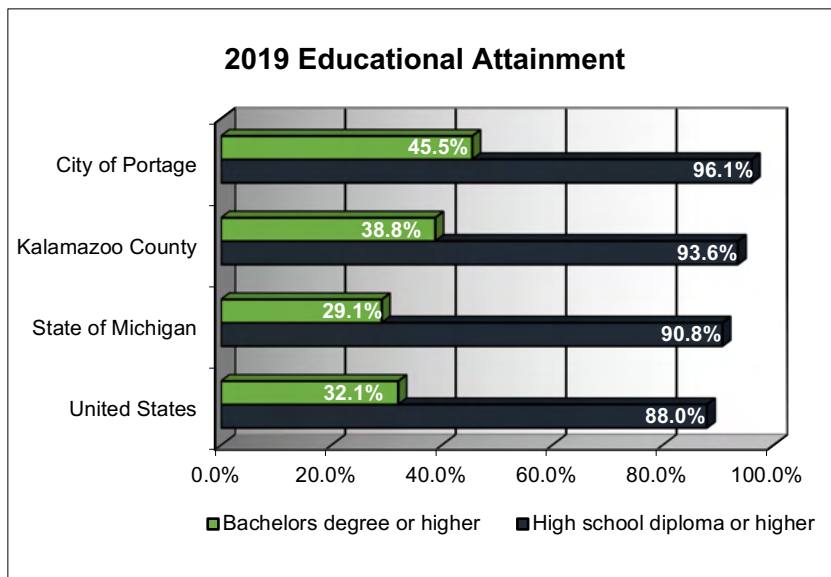
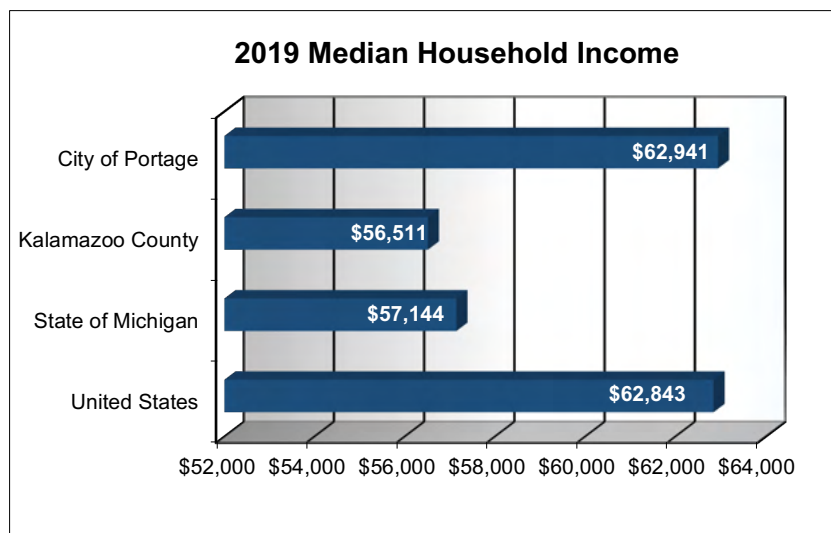
residential unit growth. As shown in the chart above, from 2011 to 2019 the number of new single-family residential units and total number of residential units have been increasing.

Land Use

This land development pattern has created a vibrant, progressive community resulting in a diverse mix of land uses: 73 percent of the land is zoned for residential use, 19 percent for industrial and 8 percent is zoned for commercial uses. This appropriate mix of land uses together with a conservative financial strategy employed by the city helps to facilitate an increase in private development activity.

Income and Educational Attainment

The median household income in Portage continues to exceed the county, state and national averages. This trend is also evident in the level of educational attainment. Further, over 96% of Portage residents have a high school diploma and over 45% have a college degree. These statistics continue to increase every year.

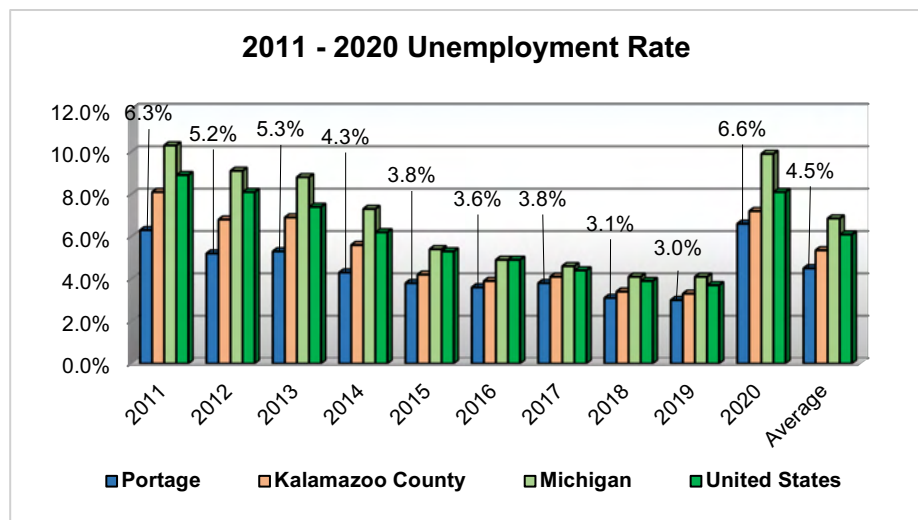


Employment

The table below includes the top five employment sectors in 2019. Of the 25,313 employed Portage residents, 75% are employed in the five industries listed below. Manufacturing and retail trade still account for almost 30% of jobs in Portage.

Industry	# of Jobs	Percent
Educational services, and healthcare and social assistance	6,598	26.1%
Manufacturing	4,507	17.8%
Retail trade	3,046	12%
Professional, scientific, management, administrative & waste management services	2,503	9.9%
Arts, entertainment, recreation and accommodation and food services	2,321	9.2%

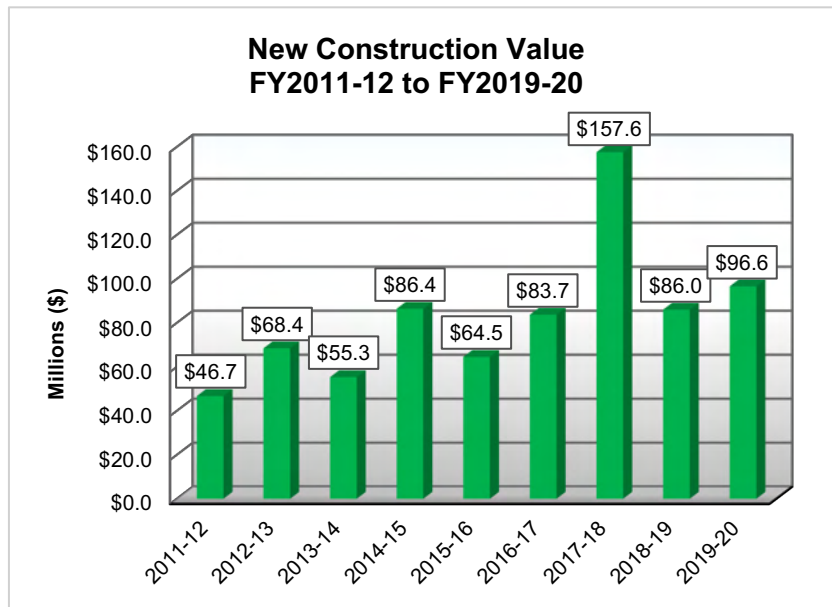
As illustrated in the chart to the right, the unemployment rate for the City of Portage has remained considerably lower than the county, state and national averages. Between 2011 and 2020, the unemployment rate for Portage averaged 4.5% in comparison to 5.4% for Kalamazoo County, 6.9% for the State of Michigan and 6.1% for the United States. As a result of the COVID-19 pandemic in 2020, unemployment rates for all jurisdictions increased significantly. In Portage, the unemployment rate more than doubled between 2019 and 2020.



Economic Development

For many years, the city has taken a progressive approach to economic development by providing unique opportunities for businesses and industries to grow due to significant levels of public infrastructure investment through the Capital Improvement Program (CIP). The city has financed and implemented public infrastructure projects and entered into public/private partnerships to assist the development community with the installation of public water/sanitary sewer mains and construction of new public streets to open up land for development that otherwise was landlocked or underutilized. Because of these efforts, many businesses have located or expanded in Portage creating thousands of new jobs and increasing the tax base. The increased tax base helps to annually fund other important public projects that support quality of life enhancements within the community such as investments in parks and recreation, sidewalks and bikeways, and public safety.

Economic development activity continues on an upward trend following the end of the recent recessionary period as shown in the chart to the right. Between FY 2011-12 and FY 2019-20, construction value averaged \$82.8 million. This upward trend even continued through the first part of the COVID-19 pandemic. Private investment for FY 2019-20 finished at the second highest level (\$96.6 million) during this nine-year period. Private investment in the community continues and FY 2021-22 is expected to surpass FY 2020-21.



Major development projects currently underway or scheduled for commencement in 2021 that will have an important impact on the local economy include:

- **Pfizer MAP Facility** – Construction of a 420,000 square foot addition to a manufacturing facility at 7171 Portage Road with a \$450 million investment in real and personal property, 140 new jobs within 2 years and an additional 310 new jobs within 6 years of project completion (under construction).
- **Springhill Suites Hotel** – Construction of a four-story, 95-room hotel that will be located at 850 Trade Center Way. The level of investment is estimated at \$8 million (in plan review).
- **Redwood Apartments** - Construction of a 109-unit apartment complex at 1203 East Centre Avenue.
- **The Oaks Phase 2** – Construction of 50 additional single-family detached residential lots at 4800 Bishop Avenue.

Retail

Portage is a regional retail center with more than four million square feet of retail space, largely along the South Westnedge Avenue Commercial Corridor. The city serves a primary trade area of roughly 370,000 residents, 145,000 households, and trade area residents who are gainfully employed with a median age of 37.5 years.

Historically, the South Westnedge Avenue Commercial Corridor has maintained an occupancy rate at approximately 95%. Due to a number of factors – including the COVID-19 pandemic and competition from other sources including online shopping – the corridor's occupancy



rate decreased to 89% in 2021. As the local retail economy continues to build back, the occupancy rate is expected to rebound among the cluster of major retail centers along South Westnedge Avenue including Crossroads Mall, Southland Mall, Portage Crossings, Carillion Center and Shoppes at Romence Village, which contribute to the employment base.

Office Development

Office development also has a strong presence in the City of Portage and is primarily located within two office corridors – West Centre Avenue and Milham Avenue. West Centre Avenue has developed into a “medical mile” anchored by facilities for both Ascension Borgess and Bronson Healthcare hospitals. West Centre Avenue has also proven to be an excellent location for financial institutions, research and business parks as well as locations for corporate offices. Milham Avenue offers excellent locations for general administrative, medical and corporate offices. Trade Centre Way, near the intersection of South Westnedge Avenue and Interstate 94 on the city’s north side, is also a desirable location for a variety of office uses within three existing 100,000+ square foot multi-story buildings.



Industrial Development

The residential and commercial sectors are complemented by an expanding industrial base, anchored by Stryker and Pfizer Corporations. Stryker Instruments purchased nearly 300 acres of land and constructed a \$154 million 485,000 square foot research and development facility that was completed in the fall 2019. In addition to the new research and development facility, Stryker Medical also expanded their East Centre Avenue location. A 253,000 square foot building addition was also completed in the fall of 2019.

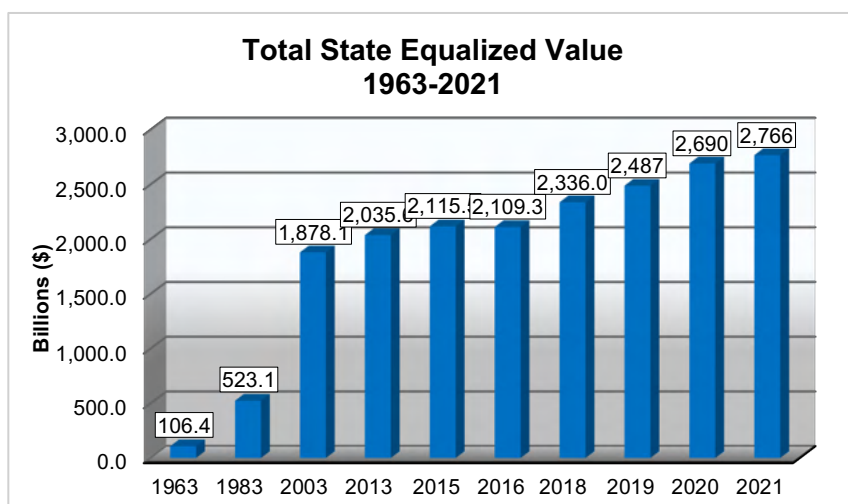


Pfizer currently has a number of projects with a total value of \$800 million that will become operational over the next several years. The first project, a 98,000 square warehouse facility was completed in 2018 and construction of the second project, a 420,000 square foot aseptic manufacturing facility, will commence in 2021. Many other manufacturers and life science companies, primarily located within the Sprinkle Road Industrial Corridor, call Portage home, including Mann+Hummel, FEMA Corporation, Summit Polymers, Erbsloeh Aluminum Solutions

(formerly Bowers Manufacturing), Eurofins/Lancaster Laboratories, Thermo Fisher Scientific, PharmOptima LLC, among others.

State Equalized Value

The City of Portage continues to have the largest State Equalized Value (SEV) of any other unit of government in Kalamazoo County. As the chart below shows, the SEV of real and personal property has increased from \$106.4 million in 1963 when the township incorporated as a city to over \$2.7 billion in 2021.



Transportation and Mobility

Growth and economic development have supported the expansion and technological advancement of transportation facilities and infrastructure. The City of Portage is well served by excellent road, air, rail, and bikeway facilities. The city's multimodal network comprises 149 miles of local streets, 72 miles of major streets, 52 traffic signal installations, and 58 miles of on-street bike lanes and trails. The city is located at the crossroads of two significant interstate/freeway corridors I-94 and US-131, which connect the major markets of Chicago and Detroit and other markets in the Midwest including Grand Rapids, Toledo, Indianapolis, and Milwaukee, for example.

The Kalamazoo-Battle Creek International Airport, located adjacent to Portage, is served by American Eagle, Delta and United Airlines providing a dozen daily departures and arrivals. This level of air service provides the community a selection of air carriers and connecting hubs for both domestic and international air travel.



Public and private bus services are also available, as are other forms of ground transportation to serve the needs of business and industrial activities. The Grand Elk Railroad has rail facilities that traverse the city and provide direct service to a number of industries and businesses in the community.

Recreation

Through a vibrant and well-managed parks and public space system, the City of Portage promotes environmental stewardship through public awareness and participation in engaging activities. The City provides a range and depth of recreation, leisure and cultural programs for people of all ages and abilities.



The City of Portage manages 18 park sites, and the protection of natural and physical city assets, providing recreation, cultural and leisure programs for resident enjoyment. Popular destinations include the Celery Flats Historical Area, Ramona Park Beach and the Millennium Park Ice Rink. Numerous rental facilities are available to residents, schools and groups for a variety of events including weddings, banquets, graduations and meetings. Parks, open spaces, and rental facilities have all seen an increase in use, particularly this past year during the COVID-19 pandemic, enabling Portage residents to enjoy the outdoors and maintain a high quality of life, while following public health protocols and safety distancing.

Utilities

The City of Portage is committed to providing quality water and sewer services to residents efficiently and economically. The city contracts with Suez to operate and maintain the water supply and distribution systems, and inspect the city's 19 production wells throughout the distribution system daily to ensure high water quality standards are met. The city sewer system is an intergovernmental effort aimed at protecting the valuable groundwater supply. The City of Portage provides a wastewater collection system, which is pumped to the Kalamazoo Regional Water Reclamation Plant for treatment. Michigan State Law requires that water and sewer systems be financially self-supporting. No general tax dollars support these operations – water and sewer rates are computed to recover the costs generated by the water and sewer system.

Education

The level of support for the local school system by the residents of Portage is impressive. In November 2007, Portage voters passed a \$119 million bond proposal to construct two new elementary schools, a new Central High School and renovate Portage Northern High School.



Also included were new facilities for Transportation and Maintenance as well as Technology and Training. In 2015, voters approved a \$144 million bond proposal to fund the construction of two new middle schools, renovations to a third middle school, construction of new athletic stadiums and new swimming pools at both high schools, 30 new school buses and instructional technology for all schools. A new bond proposal to rebuild/renovate five elementary schools is under consideration.

Library

The Portage District Library has been a valuable asset to the community for over 50 years. The library provides a comfortable community environment for learning and entertainment. In 2020, the library had approximately 40,000 registered patrons, a total library collection of 200,000 and a total circulation of 840,000. Portage District Library is supported by a millage paid by taxpayers in the City of Portage and Portage Public School District. The Library is governed by a seven-member elected board and staffed by fifty full and part-time employees. The Potage District Library is assisted by many volunteers from the community. The staff is dedicated to meeting the needs of their patrons. As technology changes so do the needs of library patrons. The library staff at the Portage District Library are meeting those needs with innovative improvements.



Summary

The City of Portage remains a desirable location for residential, commercial and industrial development opportunities. The city's low millage rate, proximity to I-94 and US-131, transportation and infrastructure capacities, access to skilled labor, excellent public school system, and range of housing choices provide many quality of life advantages to our community. The people in Portage continue to be the city's most important asset. Our efforts as local government are focused on enhancing access and opportunities for our residents to live, work, play, and thrive in Portage.

Kelly Peterson

Director of Community Development

City of Portage - Certifications and Awards

- Portage Public Safety is CALEA certified
- National Institute of Senior Centers Accreditation
- Promoting Active Communities – Gold Recognition
- Arbor Day Foundation – Tree City USA
- Bicycle Friendly Community – League of American Bicyclists
- National Weather Service – “StormReady” Community
- Government Finance Officers Association – Distinguished Budget Presentation and Excellence in Financial Reporting

City of Portage – By the Numbers

- 872.5 acres of parks
- 1,732 acres of lakes
- 1,555 acres of state game preserve
- 20 miles of off-road multi-use trails
- 57 miles of bicycle lanes
- 72 miles of major streets
- 149 miles of local streets
- 251 miles of water mains and 18 municipal wellfields
- 236 miles of sewer mains

EXHIBIT B – INSURANCE REQUIREMENTS

Proof of Insurance Coverage: The successful bidder will also be required to furnish to the City of Portage, at the time that the contracts are returned by the Contractor for execution, a *Certificate of Insurance as well as any required endorsements*. In lieu of required endorsements a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned below shall be furnished, if so requested.

If any of the coverages listed below expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to the City of Portage at least ten (10) days prior to the expiration date.

All insurers shall be either licensed or authorized to do business in the State of Michigan.

1. Workers compensation insurance, including employer's liability, under the Workers Compensation Statutes of the State of Michigan.
2. Comprehensive General Liability Policy of at least \$1,000,000/occurrence bodily injury to persons other than employees and for damage to tangible property, including loss of use thereof, including the following exposures.
 - A. All premises and operations.
 - B. Explosion, collapse and underground damage.
 - C. Protective coverage for Independent Contractors or Subcontractors employed by the Contractor.
 - D. Contractual Liability for the obligation assumed in the Indemnification or Hold Harmless agreement found in the contract.
 - E. Personal Injury Liability endorsement with no exclusions pertaining to employment.
 - F. Products and Completed Operations coverage. This coverage shall extend through the contract guarantee period.
3. Comprehensive Automobile Liability Policy of at least \$1,000,000 per occurrence for bodily injury and property damage on any automobile. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
4. Umbrella or Excess Liability Policy of at least \$2,000,000 per occurrence.

The Contractor is granted the option of arranging coverage under a single policy for the full limit required or by a combination of underlying policies with the balance provided by an Excess or Umbrella Liability policy equal to the total limit(s) requested. Umbrella or Excess policy wording shall be at least as broad as the primary or underlying policy and shall apply to both the general liability, and to the automobile liability insurance of the Contractor. A policy endorsement shall be provided.

5. Commercial General Liability Policy of at least \$1,000,000/occurrence for personal injury and property damage.
6. Additional Insured: These coverages shall protect the contractor, its employees, agents, representatives and subcontractors against the claims arising out of the work performed and shall include an endorsement stating the following shall be additional insured: *The City of Portage, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers shall be named as additionally insured.* It is understood and agreed by naming the City of Portage as additional insured, coverage afforded is considered to be primary and any other insurance the City of Portage may have is considered to be secondary and/or excess. A policy endorsement shall be provided.
7. Cancellation Notice All policies, as described above, shall include an endorsement stating it is understood and agreed that thirty (30) days Advanced Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change of the policy, and Ten (10) days written notice for non-payment of premium, shall be sent to the City of Portage Purchasing Manager, 7900 S. Westnedge Avenue, Portage, MI 49002. A policy endorsement shall be provided.
8. Subcontractor Insurance: It shall be the contractor's responsibility to provide similar insurance for each subcontractor, or to provide evidence that each subcontractor carries his own insurance in like amounts, prior to the time such subcontractor proceeds to perform under the contract. Prior to commencement of the Work, the Contractor shall purchase and maintain during the entire term of the project such insurance as will protect the Contractor, the City, and the Engineer(s) from claims arising out of the Work described in this contract and performed by the Contractor, Subcontractor(s), or Sub-subcontractor(s).
9. Indemnification

To the fullest extent permitted by Laws and Regulations, the Contractor, at its sole cost and expense, shall indemnify and hold harmless the City and its officers, directors, employees, agents and consultants (hereinafter referred to as "Indemnified Parties") from and against all claims, costs, losses and damages (including but not limited to all fees and charges of engineers, architects, attorneys and other professionals and all court or arbitration or other dispute resolution costs) caused by, arising out of or resulting from the performance of the Work or from the failure to comply with any covenant or term of the contract, provided that any such claim, cost, loss or damage: (i) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself), including the loss of use resulting therefrom or (ii) is caused in whole or in part by any act or omission of the Contractor, its agents, officers, contractors, subcontractors, employees, invitees, suppliers or any other person or entity, directly or indirectly employed by any of them to perform or furnish any of the Work or anyone for whose acts any of them may be liable. Provided, however, that the Contractor shall not

be required to indemnify the Indemnified Party for injury, death, loss or damage caused by the sole negligence of the Indemnified Party. If such injury or damage is caused in whole or in part by the acts or omissions of the Indemnified Parties, then the indemnification obligation shall be reduced in proportion to the Indemnified Party's percentage of responsibility for such injury or damage.

In any and all claims against the City or any consultants, agents, officers, directors or employees of the City by any employee (or the survivor or personal representative of such employee) of the Contractor, any Subcontractor, any Supplier, any person or organization directly or indirectly employed by any of them to perform or furnish any of the Work, or anyone for whose acts any of them may be liable, the indemnification obligation above shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any such Subcontractor, Supplier or other person or organization under workers' compensation Acts, disability benefit Acts or other employee benefit Acts.

Insurance coverage required by the contractor constitutes the minimum requirements and those requirements shall in no way lessen or limit the liability of the contractor under the terms of the contract. The contractor shall procure and maintain at contractor's own cost and expense any additional claims or amounts of insurance that, in the judgment of the City, may be necessary for contractor's proper protection in the prosecution of the work.

EXHIBIT C – PERSONNEL RATES AND EXPENSE SCHEDULE

To be inserted upon award.

EXHIBIT D - ADDITIONAL TERMS AND CONDITIONS

1. Coordination of Work Required

Unless specifically identified as work to be provided by the City staff, the Consultant shall furnish supervision and all labor, equipment, supplies, materials (except as otherwise noted herein), and perform satisfactorily the professional services at the frequencies and during the times as specified herein. The professional services shall include all functions normally considered a part of completing this work in a satisfactory manner. Compensation to cover any and all expenses shall be included in the proposed project cost.

2. Default

The City may, by written notice to the Consultant, terminate the right to proceed as to the whole or any part of the contract (1) if the Consultant fails to perform the services within the time specified or any extension thereof, (2) so fails to make progress as to endanger performance of the contract in accordance with its terms, or (3) the Consultant fails to perform any other provisions of the contract. The Consultant shall not be subject to this provision if failure to perform the contract arises out of any cause beyond its control and without any fault or negligence by the Consultant or subcontractors.

3. Status of Consultant

The Consultant and its employees at all times shall be considered as independent contractors and not as City employees. In delivering services, the Consultant shall exercise all supervisory control and general control over all day-to-day operations, including control over all workers' duties, payment of all wages to its employees, and the right to hire, fire, and discipline all employees. As an independent contractor, payment to the Consultant under this contract shall not be subject to any withholding for tax, social security, or other purposes, nor shall the Consultant or employees of the Consultant be entitled to any City of Portage fringe benefit programs.

4. Employees of the Consultant

The Consultant shall at all times be responsible for the conduct and discipline of its employees and/or any subcontractor or persons employed by the Consultant. All workers must have sufficient knowledge, skill, and experience to properly perform the work assigned to them. Any worker employed by the Consultant, who in the opinion of the City Contract Administrator, does not perform work in a skilled manner, or acts in a disorderly or intemperate manner, or engages in sexual harassment or other forms of inappropriate behavior as defined by the City Contract Administrator, shall, at the written request of the City Contract Administrator, be removed immediately from

the project and shall not be utilized again in any portion of the work without approval of the City Contract Administrator.

5. Laws and Municipal Ordinances

The Consultant shall keep fully informed of all laws and municipal ordinances and regulations in any manner affecting those engaged or employed in the work, or the equipment and materials used in the work, and all orders and decrees of bodies or tribunals having any jurisdiction or authority over the same. The Consultant shall at all times observe and comply with all such existing laws, codes, ordinances, regulations, orders, and decrees. In particular, all work shall be in compliance with the Laws of the State of Michigan, City Ordinances, as well as all other bodies having jurisdictional authority.

If the corporation is not a Michigan corporation, a "Certificate of Authority to Transact Business in the State of Michigan" if required by MCLA 450.2001, et. Seq., shall be submitted to the City by the successful bidder.

6. Supervision by Consultant

The Consultant will supervise and direct the work of its employees. The Consultant will be solely responsible for the means, methods, techniques, sequences, and procedures of the professional services performed. The Consultant will appoint a Project Supervisor who shall have been designated in writing by the Consultant at the time the Request for Proposal is submitted. The Project Supervisor shall have fully authority to act on behalf of the Consultant and all communications given to the Project Supervisor shall be as binding as if given to the Consultant. The Project Supervisor shall be present to the extent necessary so as to perform adequate supervision and coordination of the work.

7. Billing and Payment

The Consultant shall present an invoice in duplicate at the appropriate identified times, billing for services rendered. The billing shall be at the contracted price. The billing shall reference the appropriate purchase order number. The billing shall contain, if applicable, adjustments for additions, deletions, or changes in service. The City will strive to pay the billed amount within thirty (30) days after receipt of invoice, but the City will not pay any interest penalties for late payments.

8. Assignability

The Consultant agrees that the work proposed shall be accomplished by the Consultant identified in Section 2.0 Project Information Sheet and any subcontractors identified in the Submittal Requirements. The Consultant agrees that any work under

the contract to be assigned to another Consultant, and/or subcontractor shall be done only with the prior approval of the City Contract Administrator.

9. Amendments

During the period of this contract there may be occasions when extra services related to the Statement of Work or changes to the Statement of Work or Specifications will be required via written amendment agreed upon by both parties. Costs for services provided in these situations will be negotiated at the time of each occurrence and will be based on the rates quoted. Any such work must have pre-approval of the City Contract Administrator. The City will not be responsible for additional invoices for work or materials that did not have written pre-approval.

10. City Contract Administrator

The Director of Community Development, or his/her/their designated representative, shall be the City Contract Administrator. The City Contract Administrator will approve payments, oversee schedules, and generally be responsible for overseeing the execution of the contract.

11. Copyright

The Consultant shall irrevocably transfer, assign, set over, and convey to the City of Portage all rights, title, and interest, including the sole exclusive and complete copyright interest, in any and all copyrightable works created pursuant to the Contract. The Consultant further agrees to execute such documents as the City of Portage may request to effect such transfer or assignment. Further, the Consultant agrees that the rights granted to the City of Portage by this paragraph are irrevocable. The Consultant's remedy in the event of termination of or dispute over any agreement entered into as a result of this solicitation shall not include any right to rescind, terminate, or otherwise revoke or invalidate in any way the rights conferred pursuant to the provisions of this paragraph. Similarly, no termination of any agreement entered into as a result of this solicitation shall have the effect of rescinding, terminating, or otherwise invalidating the rights acquired pursuant to the provisions of this paragraph.

EXHIBIT E – PROPOSAL AND ADDENDUMS

TO BE INSERTED UPON AWARD.

CORPORATION, LLC, SOLE PROPRIETORSHIP/PARTNERSHIP CERTIFICATE

A. If the Consultant is a corporation, the following certificate must be executed:

I, _____, certify that I am the Secretary of
_____ print or type name
the corporate entity named as Consultant in the contract and that such corporate entity is a
corporation in good standing in the State of _____ and has authority
_____ print or type name of state
to transact business in the State of Michigan. I certify that the contract between the City of
Portage and _____, Inc. was validly executed on behalf of the
_____ print or type name of corporation
corporation by _____ who was then the _____
_____ print or type name _____ print or type name of title
of said corporation and has the authority to bind the corporation to the contractual agreements
pursuant to the authority of its governing body and by-laws and is within the scope of its
corporate powers.

Print or type name of corporation

Dated: _____, 20____

By: _____ Its: _____

B. If Consultant is an LLC, the following certificate must be executed:

I, _____, certify that I am a member of the
_____ print or type name
Limited liability company named as Consultant in the contract and that such LLC is in good
standing in the State of _____ and that the LLC has the
_____ print or type name of state
authority to transact business in the State of Michigan. I certify that the contract between the
City of Portage and _____ LLC was validly executed on behalf
_____ print or type name of LLC
of the LLC by _____ who was then a member of said
_____ print or type name
LLC and has the authority to bind the LLC to contractual agreements and that such contract is
within the scope of its powers.

Print or type name of LLC

Dated: _____, 20____

By: _____ Its: _____

C. If the Consultant is a sole proprietorship/partnership, the following certificate must be executed:

I, _____, certify that I am the
_____ print or type name
owner/partner of the company named as Consultant in the contract and that I have the authority
to bind _____, to contractual agreements.
_____ print or type name of business (insert d/b/a if one exists)
agreements.

Print or type name of company/DBA
Dated: _____, 20_____
By: _____ Its: _____

Notes to Certificate:

1. The full name and business address of the Consultant must be inserted in the contract and the contract must be signed with his/her official signature. The name of the signing party or parties are to be typewritten or printed under all signatures of the contract.
2. If the contract is signed by the secretary of the corporation, the above certificate must be executed by some other officer of the corporation, under the corporate seal. In lieu of the foregoing certificate, there may be attached to the contract copies of so much of the records of the corporation and will show the official character and authority of the officers signing, duly certified by the secretary or assistant secretary under the corporate seal to be true copies.
3. If the Consultant is operating as a partnership, each partner must sign the contract, or if not signed by each partner, there must be attached to the contract a duly authenticated power of attorney evidencing the signer's (signers') authority to sign such contract and on behalf of the partnership.
4. If the Consultant is an individual, the trade name (if the Consultant is operating under a trade name) must be indicated in the contract and the contract must be signed by such individual. If signed by someone other than the Consultant, there must be attached to the contract a duly authenticated power of attorney evidencing the signer's authority to execute such contract for and in behalf of the Consultant.
5. If an LLC, the contract must be signed by a member of the LLC. If signed by someone other than the member, there must be attached to the contract the duly authenticated power of attorney evidencing the signer's authority to execute such contract for and on behalf of the Consultant.

CITY OF PORTAGE REQUEST FOR PROPOSALS
CERTIFICATION OF UNDERSTANDING

I the undersigned, certify that I have read and fully understand all of the specifications supplied by the City of Portage in this Request for Proposals.

ALL EXCEPTIONS TAKEN TO SPECIFICATIONS SUPPLIED BY THE CITY OF PORTAGE ARE ATTACHED AND IDENTIFIED BY NUMERICAL REFERENCE TO THE REQUEST FOR PROPOSAL SECTION ON A PLAIN SHEET IMMEDIATELY FOLLOWING THE PROPOSAL PAGE.

I propose to provide professional services as specified in the Request for Proposals, except as outlined on the attached sheet entitled "Exception to Specification", as indicated below:

If you cannot submit a proposal in the format requested, please attach a schedule of total compensation that will cover any and all expenses and services related to the project.

I hereby state that I have the authority to submit this proposal which will become a binding contract if accepted by the City of Portage. I further state that I have not communicated with nor otherwise colluded with any other person or Consultant, nor have I made any agreement with nor offered or accepted anything of value from an Official or employee of the City of Portage that would tend to destroy or hinder free competition.

I hereby state that I have read, understand, and agree to be bound by all terms of this Request for Proposal Document.

Signed:_____Name:_____

Title:_____Date:_____

Firm Name:_____

Address:_____

Telephone:_____Fax:_____

E-Mail:_____Web-Site:_____

January 10, 2022

**2021 RFP Master Plan Update
Addendum 1**

Addendum No. 1 forms a part of the contract documents and changes the original documents only in the manner and to the extent stated.

QUESTIONS

Q1: What is the expected budget for this project?

A1: The proposals will be reviewed as part of a competitive bidding process. Submitted budgets should reflect the proposed scope of work. For information, the not-to-exceed (NTE) amount for this project is \$200,000.

Q2: Are any non ESRI products permitted, such as Sketch Up instead of City Engine?

A2: Yes, non-ESRI products such as Sketch-Up are welcomed with the understanding that they can be incorporated into ESRI or equivalent visualization environment as needed.

Q3: For the land use scenario section, is the city asking for a 3D future land use map with different scenarios?

A3: No, the 3D visualizations are not being requested at the citywide level (or for all scenarios) but will ideally be used during scenario development on a smaller scale to illustrate density proposals for subareas and redevelopment concepts.

Q4: May I ask the rationale for a 12 month time frame? It seems like a short time frame given the scope of work and I was curious if that was flexible?

A4: A master plan update is one of the few remaining items for the City of Portage to become an MEDC Redevelopment Ready Community, which informed the proposed timeframe. However, there is flexibility, and if it is believed the project scope warrants a longer timeframe, please propose a schedule to reflect.

Q5: Under "Data Review and Management" what do you mean by listening meetings?

A5: A minimum of one meeting between the Consultant team and City of Portage staff to confirm available data, spatial analysis resources, and tools for use during the Master Plan Update and confirm shared expectations about data-related deliverables.

All other terms, conditions, and specifications remain unchanged.
Bids remain due by 3:00 p.m., Monday, January 17, 2022.

If you have any questions, please contact Victoria Barboza, Purchasing Manager by email at purchasing@portagemi.gov.

Portage, Michigan

Master Plan Update

Proposal
January 17, 2022





Victoria Barboza
Purchasing Manager
City of Portage
7900 South Westnedge Avenue
Portage, MI 49002

Dear Ms. Barboza,

Houseal Lavigne is thrilled to submit our proposal for the City of Portage Master Plan update assignment. Our Team is uniquely qualified to undertake this assignment, bringing local expertise and understanding together with national experience gained from working with communities throughout Michigan, the Midwest, and the rest of the country. Our staff of professionals provide the skills necessary to create a responsive, detailed, visionary, and achievable Master Plan that will serve the Portage community for decades to come.

Houseal Lavigne is an innovation-based community planning, zoning, urban design, and economic development consulting firm with extensive experience in a range of assignments, including master/comprehensive planning, outreach and facilitation, zoning ordinances and development regulations, parks and recreation master planning, corridor planning, redevelopment projects, transportation planning, and project financing and implementation. We have worked with more than 400 communities across the country and have extensive experience in areas relevant to the Portage Master Plan assignment:

- **Award-winning Engagement:** We committed to inclusive and meaningful community engagement. Our proposed scope of work includes a wide range of engagement opportunities, both online and in-person. The assigned project management team has led the development of numerous plans which have received state and national recognition for engagement including plans for Flint and Benton Harbor.
- **Michigan Experience:** While our primary office is in Chicago, several of our staff are Michiganders and Houseal Lavigne is a registered LLC in the State of Michigan with a satellite office in Northville. Houseal Lavigne has extensive experience working with Michigan communities on a variety of Master planning, zoning, and economic development related assignments, including Battle Creek, Benton Harbor, Detroit, Flint, Livonia, New Buffalo, Saginaw, Saint Joseph, Shoreham Village, Traverse City, West Bloomfield Township, and Wyoming.
- **Redevelopment Ready Communities:** We are familiar with MEDC requirements and have drafted several plans for Michigan communities that address these requirements (master plans, downtown plans, neighborhood plans, corridor plans, streetscape plans, etc.). A recent example is the Master Plan for the City of Wyoming (learn more here) which was adopted in March 2021 with RRC certification following in April. Previous Michigan clients have also routinely used our work for Master Plans and other efforts to support MEDC and other grant pursuits. For example, the City of New Buffalo used the Master Plan we helped them develop to support grant pursuits for a downtown streetscaping effort.
- **Geodesign:** Houseal Lavigne is a Gold Esri Business Partner, giving our team access to a variety of cutting-edge technologies and programs. We are also one of a select few Urban Planning firms that has been awarded Esri's ArcGIS Urban Specialty designation having successfully applied ArcGIS Urban to planning and community development projects throughout the country. Houseal Lavigne is nationally recognized for our visualizations and immersive 3D environments. We have successfully integrated procedural modeling softwares such as CityEngine, Unreal Engine, and 3D GIS to model alternative growth patterns, development scenarios, and even interactive first-person video game style environments that clients can navigate and explore using a standard game controller.
- **Zoning Ordinances:** In addition, our team's zoning experience is unparalleled with more than 40 zoning projects, including the creation of new zoning ordinances for Benton Harbor and Flint, MI; Richton Park, Bloomington, River Forest, Yorkville, and Cary, IL; Marion, IA; Muskogee, OK; Oak Creek and Verona, WI; Sunset Hills and Ferguson, MO; and many more. While a zoning code update is not included in the City's RFP, this experience will help ensure that the Master Plan is grounded and implementable, and there is a clear path forward for zoning code update that would follow plan adoption. The proposed use of ArcGIS Urban for scenario planning will also provide the technical foundation for data-driven analysis and testing of zoning regulations.

HOUSEAL LAVIGNE

CHICAGO, IL
188 West Randolph Street, Suite 200
Chicago, Illinois 60601
(312) 372-1008

www.hlplanning.com
info@hlplanning.com

Our extensive experience has produced years of award-winning planning assignments. Our firm was awarded the National Planning Excellence Award for an Emerging Planning and Design Firm from the American Planning Association (APA), specifically noting our innovation, implementation success, creative and effective outreach, integration of new technologies, industry leading graphic communication, and our overall influence on the profession of planning in the United States. In addition, we have won APA awards in several states for our comprehensive/ master plans, community outreach, corridor plans, strategic plans, technology applications, and implementation.

We are joined in this proposal by Abonmarche, a Michigan-based, full-service engineering and transportation firm for support on this assignment. We have worked with Abonmarche on several projects in Michigan, including the Battle Creek Master Plan and Wyoming Master Plan, and are thrilled to have them on our team once again.

We appreciate the opportunity to be considered for this important project and look forward to the prospect of working with you and entire Portage community on the development of the Master Plan. If you have any questions regarding this submittal, please do not hesitate to contact me

Sincerely,



John Houseal, FAICP
Principal | Co-Founder

Houseal Lavigne
188 W. Randolph Street, Suite 200
Chicago, IL 60601
(312) 372-1008 ext. 101
jhouseal@hlplanning.com

Addendum

Houseal Lavigne Associates acknowledges receipt of Addendum 1 (dated January 10, 2022) to the original RFP.



Date Released: December 15, 2021

REQUEST FOR PROPOSALS COVER PAGE CONSULTANT SERVICES

The City of Portage invites interested Firms to submit information regarding their experience, qualifications, and fees to **prepare a Master Plan update that is consistent with Michigan state standards, MEDC Redevelopment Ready Communities requirements, and best practices related to master planning.**

Evaluations shall be based on the list of criteria contained in the Selection Criteria and Proposal Submittal Requirements.

The Final decision on selection of the Firm for this project will be determined by the Portage City Council or City Manager. The City of Portage reserves the right to reject any proposals or parts of proposals. The City also reserves the right to waive any irregularities, inconsistencies, or take what other action is appropriate as determined by the City to be in the best interest of the City.

Questions and requests for clarification related to definition or interpretation of this RFP shall be submitted in writing prior to 5:00 p.m. prevailing local time on **January 5, 2022** by email to:

Victoria Barboza, Purchasing Manager
purchasing@portagemi.gov

No questions will be accepted via telephone and oral explanations or instructions shall not be considered binding on behalf of the City. Questions will be answered in the form of an addendum and will be provided to all parties.

Questions will be answered via addendum beginning January 7, 2022.

Bids must be submitted via email to purchasing@portagemi.gov.

Acknowledge Addendum No. 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐

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An aerial photograph of a residential development, overlaid with a semi-transparent blue filter. The image shows a grid-like layout of buildings, streets, and trees. Several buildings are highlighted with circular callouts containing numbers: 6, 7, 8, 10, 13, 14, 15, 16, 17, 18, and 19. A street labeled 'MOOSE RD' is visible in the lower-left quadrant. The overall scene depicts a planned urban or suburban environment.

Section 1 **Statement of Understanding**

Statement of Understanding

Portage has maintained a stable, yet steadily growing population of nearly between 46,000 and 49,000 over the last decade. The City is in need of an updated Master Plan that will provide a roadmap for the next 20 years, serving as a policy guide for growth and development. With limited opportunities for infill, the City needs to clearly define where continued housing and economic growth should be located and where to direct future investment.

Redevelopment Ready Community Experience

We are familiar with MEDC Redevelopment Ready Community requirements having worked in several Michigan communities that address these requirements (master plans, downtown plans, neighborhood plans, corridor plans, streetscape plans, etc.). We will ensure that economic development recommendations meet or exceed RRC Best Practices. A recent example is the Master Plan for the City of Wyoming (learn more [here](#)) which was adopted in March 2021 with RRC certification following in April. Previous Michigan clients have also routinely used our work for Master Plans and other efforts to support MEDC and other grant pursuits. As a recent example, the City of New Buffalo used the Master Plan we helped them develop to support grant pursuits for a downtown streetscaping effort.

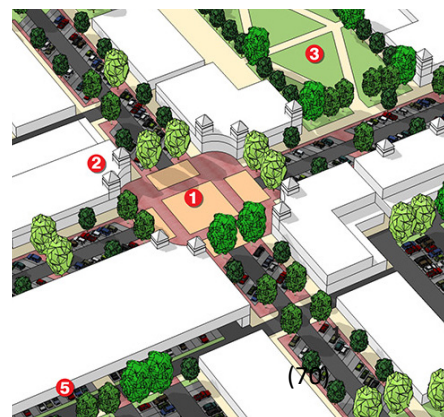
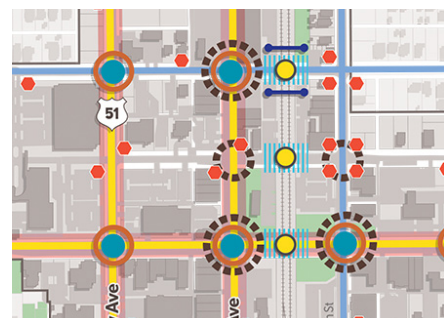
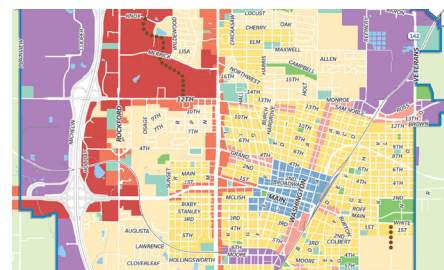
Michigan Roots

While our primary office is in Chicago, we are a licensed LLC in Michigan with a shared office location with INFORM studio in Northville. Several members of our staff are Michiganders who visit the state on a regular basis to visit family and friends. Founding Principal John Houseal is from St. Joseph and attended the University of Michigan, and Senior Project Manager Brandon Nolin is from Imlay City and attended Michigan State (Yes, we are a firm divided). We also have other U of M and Central Michigan grads in our ranks (Go Chips!).

Houseal Lavigne is proud to have direct experience working in Michigan. We have completed a variety of projects including master plans, downtown and subarea plans, corridor studies, and zoning code updates for several communities such as Battle Creek, Benton Harbor, Detroit, Flint, Livonia, New Buffalo, Saginaw, Saint Joseph, Shoreham Village, Traverse City, West Bloomfield Township, and Wyoming. Houseal Lavigne routinely have multiple jobs active in the state and we are currently working in New Buffalo and Waterford. We have won numerous awards for our work in Michigan including outreach and best plan awards from the Michigan chapters of the American Planning Association and the Congress for the New Urbanism.

Engaging

Houseal Lavigne has always had a strong commitment to public participation and community engagement, which serves as one of the cornerstones upon which our firm was created. When engagement tools did not exist, we created them. When tools were created by others, we became the experts in using them. For the past 17 years, Houseal Lavigne has led the way in identifying new ways to engage residents, new ways to visualize data, and new ways to communicate plans, designs, and concepts to the general public. Creating and embracing innovative methods to engage communities has become a hallmark of the firm.



Public Participation in a Time of “Social Distancing”

As a national leader in the development and utilization of online outreach platforms, Houseal Lavigne is capable and ready to engage residents and stakeholders by fully leveraging online and social media platforms. For years we have been providing virtual meetings, workshops, and tools aimed at allowing people to actively participate in the planning process from home. Microsoft Teams, Facebook Live, ArcGIS Online, Poll Everywhere, Miro, and map.social are just a few of the tools we have been using to allow staff, elected and appointed officials, and entire communities to see presentations, ask questions, provide input, and remain actively and effectively engaged, all in real-time. If face-to-face engagement is not feasible at a particular point in the process, we will work with City staff to reallocate time and resources and identify the best online engagement tools to supplement outreach efforts. We are confident the suite of online engagement tools we provide will allow us to obtain the community input required.

User-friendly, Graphic Communication

We live in a visual age. Intuitive communication is essential and expected. Modern plans live on the internet and not just as hard copies at Town Hall, making visual communication more important than ever. Houseal Lavigne understands the importance and value of effective visualization to communicate potential, sense of place, and desired character. As a firm nationally renowned for its industry-leading graphic communication, development visualization, and document design, we will ensure that the new Portage Master Plan is highly illustrative, graphically compelling, and visually rich. Our approach to graphic communication will ensure that maps and graphics are clear and attractive and that the subarea frameworks effectively convey the overall character and aesthetic of new development, helping to visualize the potential of these important areas of the city.

Data-driven Decision-making

Land Use and planning recommendations must be grounded in market realities. Recommended land uses and development must be market viable and desirable from the community’s perspective. With limited opportunities for new development and the overall difficulty, competition, and challenges facing today’s development environment, Portage must make the best decisions given the opportunities presented. Such decision-making is referred to as “data-driven” or “evidence-based”. Every incremental decision the City makes regarding land use, development, infill, zoning, and more must lead to a collective impact over time, moving the needle to make the Portage community better. Our approach will leverage the latest analysis, technologies, and available data to ensure informed decision-making. There is an art and a science to planning and our firm is nationally known for being on the cutting edge of merging these into a seamless, responsive, and reinforcing process.

ArcGIS Urban

Houseal Lavigne has worked with Esri to develop GIS technology that focuses on the Community Development workflow and has been instrumental in their continued development of tools to support community engagement and scenario planning. ArcGIS Urban, one of Esri’s newest urban planning tools, is a web-based software application developed to visualize future building projects citywide and increase productivity when creating special area plans by seamlessly incorporating local building typologies and zoning regulations. Houseal Lavigne is one of a select few Urban Planning firms that has been awarded Esri’s ArcGIS Urban Specialty designation having successfully applied ArcGIS Urban to planning and community development projects throughout the country.



An aerial photograph of a residential development, overlaid with a semi-transparent blue filter. The image shows several long, multi-story apartment buildings arranged in a grid-like pattern, interspersed with trees and green spaces. Numbered circular markers (6, 7, 8, 10, 13, 14, 15, 16, 17, 18, 19) are placed over various buildings and areas, likely indicating specific project components or phases. A street labeled 'MOOSE RD' is visible in the lower-left quadrant.

Section 2

Project Team Overview and Key Personnel

Project Team

The Houseal Lavigne Team is made up of professionals with specialized expertise in all areas of urban planning and design including community outreach and engagement, land use planning, downtown and corridor planning, economic development, growth and infill strategies, neighborhood and special area planning, and zoning and development regulations. Our team has the experience necessary to provide the Portage with a responsive, effective, and creative plan.

Spirit of Collaboration

For the Portage Master Plan assignment we are joined by long-time partners Abonmarche. We truly value a collaborative approach to planning and want to work with the Portage to craft a refined scope of work that places the correct amount of emphasis on our team's core strengths .



Houseal Lavigne is an award-winning consulting firm specializing in all areas of community planning, urban design, and economic development. We have expertise and experience with assignments of all scales, including regional, city-wide, subarea, district, and site-specific planning and design. We strive for a true collaboration of disciplines and talents, infusing all our projects with creativity, realism, and insight.

As a nationally recognized leader in the emerging field of Geodesign we integrate the latest available technologies into the process. This enable us to blend the art and science of planning to deliver more responsive and effective recommendations, 3D scenarios informed with data, and better rationale to support land use and development policy.



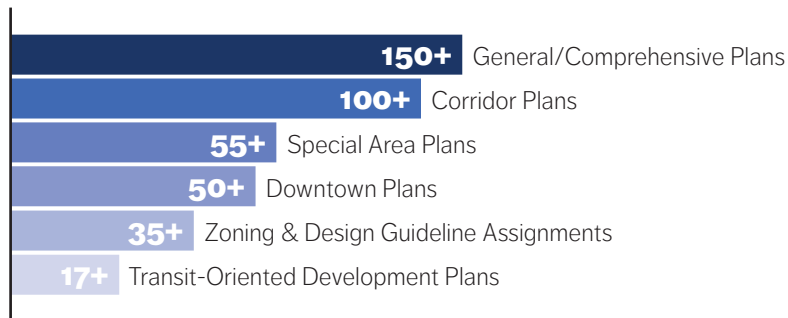
Abonmarche is a multi-disciplinary firm offering engineering, architecture, landscape architecture and surveying services across nine offices in Michigan and Indiana. Their team of over 130 professionals is dedicated to providing technical and creative solutions. Growing this tradition of service upon which our company was founded, we undertake every project with your best interests as our priority. Abonmarche will support transportation and infrastructure related plan components.

Houseal Lavigne

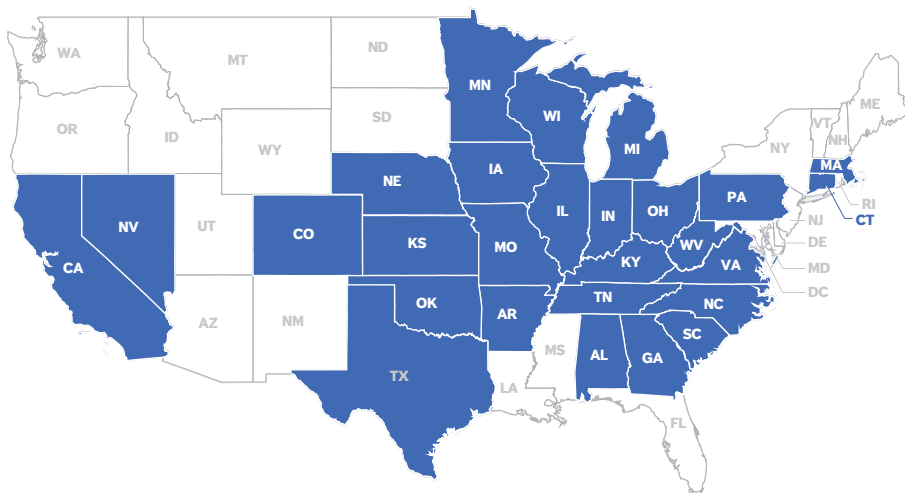


Houseal Lavigne is an innovation-based urban planning and design firm. We pride ourselves on creativity, collaboration, and delivery of quality. Our team approach is built on strong relationships, the exchange of ideas, and a commitment to the integration of technology. Our priorities are to do good, have fun, work hard, and provide responsive, visionary, and viable solutions to our clients and partners.

OVER THE LAST 15 YEARS,
WE HAVE WORKED ON MORE THAN **450 PLANS** ACROSS MORE
THAN **400 COMMUNITIES NATIONWIDE**. WE HAVE DIRECTED...



OUR **NATIONAL EXPERIENCE** INCLUDES PLANNING,
DESIGN, ECONOMIC, AND ZONING ASSIGNMENTS IN...



SERVICES

Comprehensive Planning
Neighborhood & Subarea Planning
Zoning/Regulatory Controls
Downtown Planning
Transit-Oriented Development
Corridor Planning
Design Guidelines
Land Planning & Site Design
Park, Recreation &
Trail Master Planning
Market & Demographic Analysis
Fiscal/Economic Impact Analysis
Development Services
Retainer Services

FIRM LOCATION

188 West Randolph Street, Suite 200
Chicago, IL 60601
680 East Colorado Boulevard, Suite 180
Pasadena, CA 91101

FIRM SIZE

15+ Employees

FIRM WEBSITE

www.hlplanning.com

Founding Principles

Houseal Lavigne began with a set of founding principles that still guide every project we undertake. By continually honoring these principles, we have reliably and repeatedly served our clients, established trust and strong professional relationships, and produced results that exceed expectations, and developed plans that have served as points of pride for communities. By adhering to our founding principles, we have emerged as one of the most respected, trusted, innovative, and effective firms in the industry. Our founding principles are:

Better Community Outreach. We believe strongly in fostering a sense of “community stewardship” by using an inclusive approach to stakeholder engagement as a foundation for all our projects.

Commitment to Creativity. We believe vision and creativity are among the most important components of good planning and design, and we pledge to provide fresh, responsive, and intriguing ideas for local consideration.

Graphic Communication. We believe all planning processes and documents should utilize a highly illustrative and graphic approach to better communicate planning and development concepts in a user-friendly, easy to understand, and attractive manner.

Technology Integration. We believe the integration of emerging technologies should be used to improve the planning process and product - improving public engagement and involvement, fostering evidence-based decision-making, and producing more effective documents and recommendations.

Client Satisfaction. We believe meeting the needs of our clients is a top priority and we strive to achieve it by developing and maintaining strong professional relationships, being responsive to clients' concerns and aspirations, and always aiming to exceed expectations.

Award-Winning Planning

As a testament to our firm's overall approach and project methodologies, Houseal Lavigne has frequently been recognized across the country by our peers and honored with awards and special recognition. Houseal Lavigne has received multiple awards for “Best Plan” from several state chapters of the American Planning Association (APA) in categories including comprehensive plan, strategic plan, community outreach, innovation, healthy communities, and best tool or practice. In addition, Houseal Lavigne was awarded the APA's 2014 National Planning Excellence Award for an Emerging Planning and Design Firm. Upon receiving the award, the APA recognized our innovative planning approach, targeted implementation strategies, creative and effective outreach, integration of emergent technologies, industry-leading graphic communication, and noted our firm's overall influence on the planning profession across the United States.

In April of 2020, Houseal Lavigne's work with the Town of Morrisville received two awards for the use of technology as part of the Land Use Plan and Town Center 3D Scenarios Visualization. This includes the American Planning Association – Technology Division's Smart Cities Award and Esri's Special Achievement in GIS SAG Award. Both awards recognized the innovative use of tools and software including CityEngine and Unreal Engine to visualize and analyze different land use scenarios for Morrisville's Town Center. Continuing our success in innovation, we were awarded another Esri SAG Award in 2021. The award recognized our work in developing a 3D immersive model for the Village of Glen Ellyn to review development proposals with its historic downtown.

AWARDS

2021

Special Achievement in GIS Award:
Glen Ellyn 3D Immersive Model

CO APA General Planning Award:
Gunnison Comprehensive Plan

2020

Smart Cities Award, American Planning Association, Technology Division: **Land Use Plan/Town Center, Morrisville, NC**

Special Achievement in GIS Award (Esri): **Land Use Plan/Town Center Morrisville, NC**

2019

CO APA General Planning Award: **Aurora Places Comprehensive Plan**

2018

IL APA Healthy Active Community Award:
Healthy Chicago 2.0

ESRI Special Achievement in GIS Award:
Oshkosh Corporation World Headquarters / Lakeshore Redevelopment

VA APA - Commonwealth Plan of the Year Award: **Bristol Comprehensive Plan**

2017

IL APA - Outreach Award: **Envision Oak Park Comprehensive Plan**

2015

MI APA - Daniel Burnham Award (Best Plan): **Imagine Flint Master Plan**

Macinac Prize by the Michigan Chapter of the Congress for New Urbanism: **Imagine Flint Master Plan**

2014

APA National Planning Excellence Award for an Emerging Planning & Design Firm

MI APA - Planning Excellence Award for Public Outreach: **Imagine Flint Master Plan**

IA APA - Daniel Burnham Award (Best Plan): **Coralville Community Plan**

2013

Kane County Plan of the Year Award: **City of St. Charles Comprehensive Plan**

2012

IL APA - Daniel Burnham Award (Best Plan): **Village of Downers Grove Comprehensive Plan**

ACEC Illinois - Merit Award:
IL 47 Corridor Plan

Geodesign

Houseal Lavigne is a recognized leader in the emerging field of Geodesign. Our team approach is built on strong relationships, the exchange of ideas, and a commitment to the integration of technology. Our priorities are to do good, have fun, work hard, and provide responsive, visionary, and viable solutions to our clients and partners. Our comprehensive workflow leverages a number of different tools and software.

ArcGIS

ArcMap, ArcGIS Pro, and ArcGIS Online power our mapping and detailed geospatial analysis.

ArcGIS Urban & 3D Basemaps

We can help deploy ArcGIS Urban to deliver an immersive 3D experience that can orchestrate public and private investment, zoning, planning, and development. Don't have a 3D basemap? Not a problem. We can help you with that as well.

Business Analyst

Utilized by our team to understand an area's demographics and market potential to inform visionary, yet viable, plan recommendations.

Insights for ArcGIS

A data analytics workbench where we quickly visualize and analyze our GIS data using maps, charts, and tables.

SketchUp

From simple to detailed and cartoon to photorealistic, SketchUp is the backbone of our 3d illustrations.

CityEngine

Where we develop and share smart 3d models of cities, downtowns, corridors, and development opportunity sites.

Unreal Engine

The gaming engine we use to render complex 3d scenes in real-time and view online or using VR hardware.

GeoPlanner

Allows us to develop, test, and evaluate development alternatives with benchmarks and indicators providing real-time feedback.

Story Maps

Provides us the platform to create truly interactive and engaging digital plans and reports.

map.social

Our innovative map-based outreach platform is revolutionizing community engagement.

Drone2Map

Allows us to create orthomosaics, 3d meshes, and point clouds from drone-captured imagery.



Partnership with ESRI

Houseal Lavigne is an Esri Business Partner, giving our team access to a variety of cutting-edge technologies and programs. This relationship has allowed our firm to explore how technology can support a data-driven and visually compelling approach to planning. Further, it has given Houseal Lavigne the opportunity to work with Esri in shaping best practices and defining how their services can be better integrated within the planning profession.

InDesign

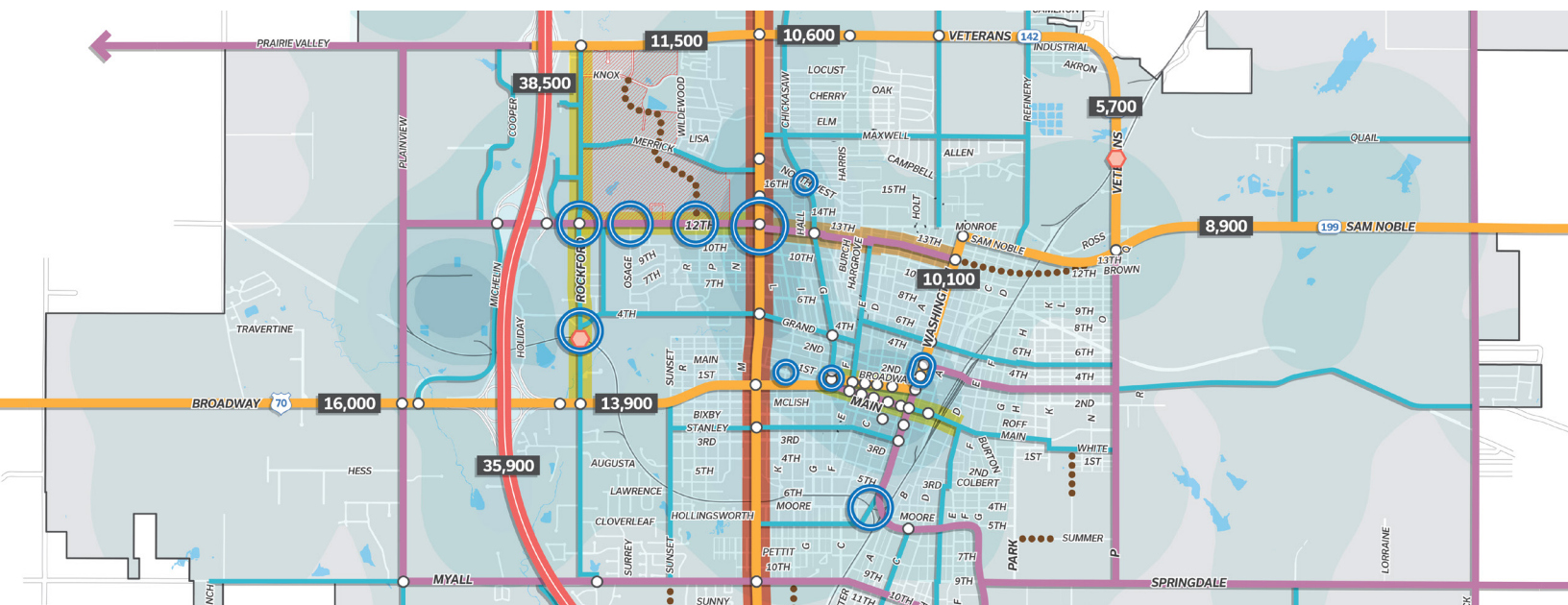
Where we bring together maps, photos, and other digital assets and make our beautiful plans.

Illustrator

Infographics, vignettes, diagrams, and final touches to our maps are done in Illustrator.

Photoshop

Renderings, photo-real simulations, and post-production modifications to images, 3d models, and other graphics for our final plans.



Visualization & Immersive 3D Environments

Houseal Lavigne is nationally recognized for our visualizations and immersive 3D environments. We have successfully integrated procedural modeling softwares such as CityEngine, Unreal Engine, and 3D GIS to model alternative growth patterns, development scenarios, and even interactive first person video game style environments that clients can navigate and explore using a standard game controller. These environments have helped communities make tough decisions about density and height regulations and desired development alternatives. We have won multiple awards for our work on immersive environments including National APA Smart Cities and Esri's Special Achievement in GIS recognition.



Morrisville, NC
Land Use Plan & Town Center 3D Scenarios Visualizations



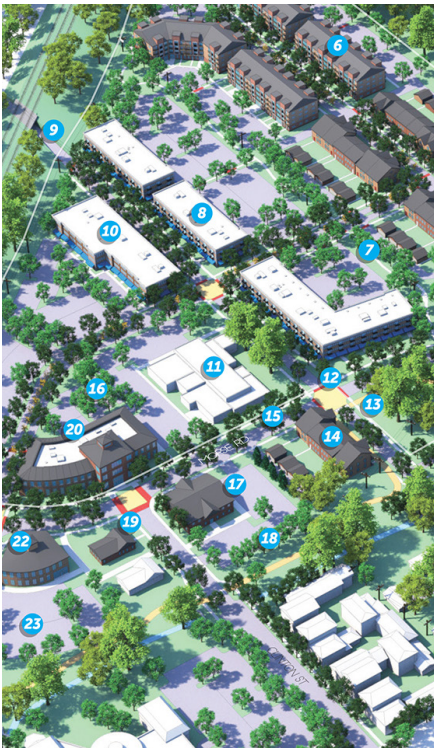
Village of Richton Park, IL
Metra Visualization



City of Monmouth, IL
Downtown Improvements



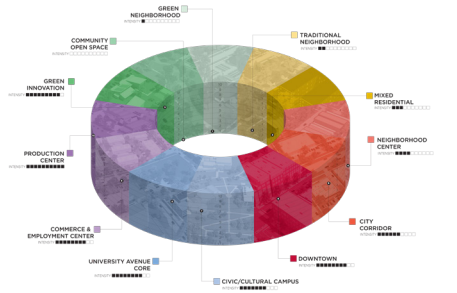
Village of Huntley, IL
Downtown Streetscape Plan



City of Hudson, OH
Downtown Phase II



City of Elmhurst, IL
North York Street Corridor Plan



City of Flint, MI
Imagine Flint



Oshkosh, WI
Sawdust District Redevelopment Plan



The Organization

Incorporated and licensed in the
State of Michigan in 1979

Incorporated and licensed in the
State of Indiana in 1993

Locations

700 Mall Dr. Suite C
Portage, MI 49024
(269) 447-1800

95 West Main Street
Benton Harbor, MI 49022
269.927.2295

750 Lincoln Way East
South Bend, IN 46601
574.232.8700

361 First Street
Manistee, MI 49660
231.723.1198

503 Quaker Street
South Haven, MI 49090
269.637.1390

17 North Washington Street
Valparaiso, IN 46383
219.850.4626

391 South Shore Drive, Suite 318
Battle Creek, MI 49014
269.753.0088

413 Teal Road, Suite B
Lafayette, IN 47905
763.607.4474

1325 South Lake Park Avenue
Hobart, IN 46342
219.947.2568

1008 South Ninth Street
Goshen, IN 46526
574.533.9913

Abonmarche

The best professional services consultants are visionaries, looking years — even decades — beyond today's world to determine what physical structures and systems will be needed, and where. Visionaries help to create great places, and great places do great things.

Abonmarche's reputation is built on trust, passion, reliability, and quality. They are committed to exceed the specific needs of each client and establish an outstanding portfolio of referrals. They work closely with their clients to understand what they need to accomplish and what they hope to achieve. Then put their expert technical and creative skills to work — and help create a great place.

Abonmarche undertakes every project with their client's best interests in mind and truly seek to become partners during the course of the project. Their business strategy is centered upon building long-term client relationships. During its proud history, they have attracted and retained clients by providing superior customer value — in fact, the majority of their work is repeat business from loyal clients.

Abonmarche's tradition of service dates back to 1979 when the company was first founded in Southwest Michigan to provide clients with surveying, civil engineering, and marina development services. In 1984, they diversified, adding architecture, planning, and landscape architecture to its range of services.

As its client base and geographical service area expanded, Abonmarche continued to grow, opening additional offices to better meet its clients' needs and carry on the tradition of service upon which the company was founded. With more than 37 years of experience, Abonmarche has become a premier provider of a wide array of professional services, providing superior customer value, and improving communities for a variety of private- and public-sector clients.

Strategy

Abonmarche understands the importance of its clients' projects and to those the project affects. Whether planning for the transportation needs of a growing community, designing a new subdivision, or building a home for a future family, Clients' ideas will improve the lives of people who trust them. Abonmarche wants to be a creative and technical design partner as it strives meet this important challenge. Their approach to every project is molded by years of professional experience, high-quality training, and dedication to improving the quality of life in the communities they represent. These are the steps they take to ensure excellence for a final product:

- Thoroughly analyze clients' needs
- Accurately specify detailed project goals and requirements
- Identify and comply with all regulations and codes
- Effectively schedule and control project activities
- Successfully meet goals and requirements through responsive Project Management
- Meet budget and schedule requirements.
- Provide responsive and timely communication.

Key Personnel

Roles and Responsibilities

Houseal Lavigne strives to develop strong working relationships with our clients and essentially consider ourselves an extension of city staff, maintaining an open and ongoing dialogue throughout the entire process. We will work closely with the City of Portage staff, officials, and Planning Commission to ensure that the final product reflects true collaboration.

For the Portage Master Plan assignment, **Brandon Nolin** will be the Project Manager, serving as the primary contact and managing staff and deliverables for the project including coordination with the subconsultants. **John Houseal** will serve as the Principal-in-Charge and will provide oversight on all aspects of this assignment. In addition to project leadership we have included resumes for key staff on the following pages highlighting our team's specific knowledge and experience completing similar planning assignments.





John A. Houseal, FAICP

Principal | Co-Founder

John is a Principal and Co-founder of Houseal Lavigne and has established himself as one of the nation's top urban planning professionals. John has been inducted in the College of Fellows of the American Institute of Certified Planners, the highest recognition and distinction awarded by the American Planning Association. John's reputation and expertise within the profession as a leader in urban planning, innovation, contemporary development practices, and community outreach has garnered him wide recognition and numerous planning awards. John has been a featured speaker at national, regional, state, and local events and conferences for issues related to urban planning, zoning, transportation, context sensitive design, innovation, graphic communication, and the environment. John is recognized as one of the top community facilitators, consensus builders, and citizen participation experts in the profession.

John maintains professional memberships with the American Planning Association and the American Institute of Certified Planners. John received a Bachelor of Science in environmental sciences from University of Michigan and a Master of Environmental Planning for environmental planning and urban planning from Arizona State University. John is also an AICP certification instructor and has been responsible for training more than 1,000 planners for professional certification since 2005. John also sits on the Board of Directors for the Oak Park and River Forest Community Foundation and serves as the Co-chair of the CommunityWorks Advisory Board, overseeing community initiatives related to environmental sustainability, community leadership training, and programs aimed at the success of all youth in the community.

Prior to co-founding Houseal Lavigne, John was a Principal and the Director of Urban Planning for URS Corporation, a global multi-disciplinary engineering firm. Working from the Michigan Avenue office in Downtown Chicago, John oversaw and directed the firm's urban planning and community development projects, often coordinating on assignments throughout the country.

Project Experience

Comprehensive Plans

80+ Comprehensive Plans including:

- Aurora, CO
- Benton Harbor, MI
- Bentonville, AR
- Brownsburg, IN
- Cañon City, CO
- Coralville, IA
- Council Bluffs, IA
- Downers Grove, IL
- Edinburgh, IN
- El Paso County, CO
- Erie, CO
- Flint, MI
- Frederick, CO
- Fort Lupton, CO
- Geneva, IL
- Greater Bridgeport Region, CT
- Jackson, MO
- Jackson, TN
- Jenks, OK
- Lynwood, IL
- Marion, IA
- Morton Grove
- Mundelein, IL
- Muskogee, OK
- New Buffalo, MI
- Oakbrook Terrace, IL
- Oak Creek, WI
- Oak Park, IL
- Palos Park
- Prairie Grove
- River Forest, IL
- Shoreham Village, MI
- St. Cloud, MN
- Summerville, SC
- Tipton, IN
- Windsor, CO

Downtown Planning

30+ Downtown Plans including:

- Bentonville, AR
- Downers Grove Downtown
- Forest Park Madison Street Corridor
- Geneva Downtown Master Plan
- Huntley Downtown Master Plan
- McHenry Downtown Plan
- Oshkosh, WI Downtown Plan
- Round Lake Downtown Plan
- St. Joseph, MI

Special Area Planning

50+ Special Area Plans, including:

- Bellwood TOD master Development Plan
- Countryside Dansher Industrial Park Subarea Plan
- Glenview The Glen Parcel 24 Master Plan
- Montgomery Preserve Subarea Master Plan
- Naperville Martin Mitchell Campus Master Plan
- Oak Brook Commercial Areas Master Plan
- Palos Park Commercial Areas Master Plan
- Rolling Meadows Golf Road Corridor Mobility Plan
- Skokie Dempster Station Area Plan

Corridor Planning

70+ Corridor Plans including:

- Hinsdale - Odgen Avenue Corridor Plan
- IL 47 Corridor Study
- Lockport - I-355 Corridor Master Plan
- Melrose Park Broadway Avenue Corridor Plan
- Naperville - Ogden Avenue Enhancement Study
- Oak Brook - 22nd Street Corridor Plan
- Portage, IN - Highway 20 Corridor Plan

Zoning &

Design Guidelines

45+ Zoning & Design Guidelines Assignments, including:

- Ardmore, OK
- Benton Harbor, MI
- Bentonville, AR
- Bloomington, IL
- Cañon City, CO
- Cary, IL
- Chicago, IL
- Flint, MI
- Hainesville, IL
- Jackson, TN
- Jenks, OK
- Muskogee, OK
- Marion, IA
- Oak Creek, WI
- River Forest, IL
- Sunset Hills, MO

Education

Bachelor of Environmental Sciences
University of Michigan

Master of Environmental Planning
Arizona State University

Memberships

American Planning Association

American Institute of Certified Planners
inducted Fellow

Lambda Alpha International

OPRF Community Foundation
Board of Directors

Awards

2019 APA-CO - General Planning Award
Aurora Places Comprehensive Plan

2017 APA-IL Outreach Award
Envision Oak Park Comprehensive Plan

2016 APA-MN - Innovation Award St. Cloud
Comprehensive Plan

2015 APA-MI - Daniel Burnham Award (Best
Plan) Imagine Flint Master Plan

2014 APA National Award for Excellence
Emerging Planning and Design Firm

2014 APA-MI Public Outreach Award Imagine
Flint Master Plan

2014 APA-IA Daniel Burnham Award Coralville
Community Plan

2014 Congress for New Urbanism - Mackinac
Award for Outstanding Plan Imagine Flint
Master Plan

2012 APA-IL Daniel Burnham Award
Downers Grove Comprehensive Plan

2010 APA-IL Strategic Plan Award
River Forest Corridors Plan

2009 APA-IL Implementation Award
Ogden Avenue Enhancement Initiative

2007 APA-IL Daniel Burnham Award
Carpentersville Comprehensive Plan

AICP Certification Instructor

APA National and APA State Chapters
2005 to present



Devin J. Lavigne, FAICP, LEED AP

Principal | Co-Founder

Devin is a Principal and Cofounder of Houseal Lavigne Associates with special expertise in urban design, land-use planning, site planning, land planning, land-use regulation, graphic illustration and development visualization, geographic information systems, and web development. Devin received his Bachelor of Science from the School of Urban and Regional Planning at Ryerson Polytechnic University in Toronto Ontario.

Education

Bachelor of Science
School of Urban and Regional Planning
Ryerson Polytechnic University

Memberships

American Planning Association
American Institute of Certified Planners
National Trust for Historic Preservation
Congress for the New Urbanism
Urban Land Institute

Awards

American Planning Association
National Planning Excellence Award
for an Emerging Planning & Design Firm;
2014

Daniel Burnham Award
Downers Grove Comprehensive Plan
American Planning Association
Illinois Chapter, 2012
Daniel Burnham Award
McHenry County 2030 Comprehensive Plan
American Planning Association
Illinois Chapter, 2010
"Best Practice" Gold Award
Planning Mapper
American Planning Association
Illinois Chapter, 2010
SketchUp Design Award Google.com
"Plan" Gold Award
Carpentersville Comprehensive Plan
American Planning Association
Illinois Chapter, 2007
"Project, Tool, or Program" Gold Award
Planningprep.com
American Planning Association
Illinois Chapter, 2007

Lecturing/Instruction

UP 426 Urban Design Studio
University of Illinois at Urbana Champaign
2012 to present

AICP Certification Instructor

2005 to present APA Illinois Chapter
2008 APA Missouri & Kansas Chapters
2012 to Present National (D.C.) APA
Chapter

www.planningprep.com - site co-creator

Devin is regarded as one of the profession's top designers and graphic specialists. Devin has presented at both national and state planning conferences about the importance in graphics and instructed on how best to communicate plans and planning concepts as well as the importance of development visualization. Devin has garnered national attention and has helped distinguish the firm's body work. At the American Planning Association's 2010 National Conference his presentation Better Graphics, Better Plans was regarded as "best in show" and at 2008 National Conference, Devin's SketchUp! portfolio was presented by Google to show planners how the software can be used by the profession.

Prior to co-founding Houseal Lavigne Associates, Devin was the Senior Planning Manager for URS Corporation, a global multi-disciplined engineering firm based in San Francisco, California. Working from the Michigan Avenue office in Downtown Chicago, Devin managed, directed and provided technical assistance to numerous studies. Devin joined URS through their acquisition of Trkla, Pettigrew, Allen and Payne (TPAP) a prominent planning and economic development firm in the City of Chicago. Devin has managed, directed, authored and contributed to more than 100 planning studies, including a number of downtown plans, corridor plans, subarea plans, park master plans, and comprehensive plans throughout the country.

Project Experience

Downtown Planning

20+ Downtown Plans including:

- Carbondale
- Downers Grove
- Downers Grove Pattern Book
- St. Charles
- St. Cloud
- Geneva
- Huntley
- McHenry
- Murray, KY
- Morton
- Round Lake
- Winfield, Downtown

Design & Development Guidelines

15+ Guidelines including:

- Downers Grove
- Prairie Grove
- St. Charles
- Kenilworth
- McHenry
- Huntley
- IL Route 47
- Brookfield
- Round Lake
- Westmont
- Hinsdale
- Traverse City, MI

Corridor Planning

50+ Corridor Plans including:

- Brookfield, Ogden Avenue Corridor Plan
- Carpentersville, IL Route 31 Corridor Plan
- Countryside, LaGrange Road Corridor Plan
- Downers Grove, Ogden Avenue Corridor Plan
- Hinsdale, Ogden Avenue Corridor Plan
- Homer Glen, 159th Street Corridor Plan
- Illinois Route 47 Corridor Plan
- Kenilworth, Green Bay Road Corridor Plan
- Melrose Park, Broadway Avenue Corridor Plan
- Montgomery, Orchard Road/Blackberry Creek Corridor Plan
- Naperville, Ogden Avenue Enhancement Study
- Oak Brook, 22nd Street Corridor Plan
- River Forest, Corridors Plan
- St. Charles, Main Street & Randall Road
- Westmont, Ogden Avenue Corridor Plan
- Traverse City Corridors Master Plan

Visualization & Illustration

25+ assignments including:

- Carson City, NV Carson City Center
- Firestone Retail Development
- Westfield, Old Orchard Signage
- Naperville Park District, Naperville Riverwalk 3D Illustration
- Peoria River Trail Development Visualization
- Forest Park Shopping Plaza Redevelopment Sketch
- Center, Chicago Grove Shopping Center Redevelopment Sketch
- Plaza, Maywood River Pointe Plaza Rendering
- HOA, Las Vegas, NV, Taos Estates Entry Monument Render
- Machesney Park, Machesney Mall Redevelopment Concept
- Kenilworth, Green Bay Road Redevelopment Site Illustration
- Bellwood, TOD Development Visualization
- Hanover Park/Irving Park Road Development Concepts



Education

Bachelor of Science in Landscape Architecture, Purdue University

Memberships

American Planning Association
American Institute of Certified Planners

ASLA Positions

ILASLA Allied Professionals Liaison
ILASLA Legacy Project Co-Chair
Past ILASLA Public Awareness Chair
Past ILASLA External Communications Officer

APA-IL Positions

Co-Chair for the Marketing Committee

Presentations

2015 National APA Planning Conference
New Tools for Zoning & Development Visualization
2013 National APA Planning Conference
Putting Zoning on the Map
APA-CMS January, 2012
Integrating Sustainability Into Development Regulations
October 2011, APA-IL State Conference

Awards

2020 Special Achievement in GIS Award
Morrisville Land Use Plan
2020 APA Smart Cities Award
Morrisville Land Use Plan
2019 APA-CO General Planning Award
Aurora Places Comprehensive Plan
2018 APA-VA Plan of the Year
Bristol Virginia Comprehensive Plan
2018 Special Achievement in GIS Award
Oshkosh Lakeshore Development
2016 APA-MN Innovation Award
St. Cloud Comprehensive Plan
2014 APA-MI Public Outreach Award Imagine
Flint Master Plan
2009 ILASLA Honor Award for Environmental Stewardship
Winnebago County 2030 Land Resource Management Plan

Nik Davis, AICP

Principal

Nik is a Principal at Houseal Lavigne, bringing with him over 15 years of professional design and planning experience. He manages much of the firm's versatile studio work, as well as hones skill specializations in urban design, planning, geodesign, landscape architecture, site plan development, streetscape design, and Euclidean and form-based development regulations. Nik provides the connection between the plan making process and document creation, focusing on concept and site design, visualizations, document layout, and urban-form 3D modeling, using a breadth of drafting techniques and software tools.

Nik received his Bachelor's degree in Landscape Architecture from Purdue University. Prior to joining Houseal Lavigne, Nik worked for consulting firms specializing in development planning, urban design, streetscape design, zoning, and landscape architecture, where he was awarded recognition in sustainability and environmental stewardship by the Illinois Chapter of ASLA.

Nik enjoys the challenge of ensuring that plan recommendations and zoning ordinances correlate to what gets built, and therefore works to ensure that community goals and urban design expectations are grounded in reality and site-based limitations. He approaches his role as a problem solver, acting to understand how a community's local history and current challenges can be improved through technical tools, such as design guidelines, zoning codes, and development regulations. Through projects like Traverse City, Michigan's corridor master planning project and Baltimore, Maryland's zoning code revision, Nik was able to create graphics and documents that navigate the reader from public input and problem identification, to goal setting and recommended action, in a way that is elevated by high-quality illustrations and document layout.

Project Experience

Comprehensive Plans

- Aurora, CO
- Bentonville, AR
- Bristol, TN
- Cape Cod, MA
- Cary, IL
- Centerton, AR
- Council Bluffs, IA
- Crete, IL
- Eden Prairie, MN
- Elgin, IL
- Flint, MI
- Fort Dodge, IA
- Frederick, CO
- Galesburg, IL
- Glen Ellyn, IL
- Hawthorn Woods, IL
- Hudson, OH
- Jackson, TN
- Lynwood, IL
- Maywood, IL
- Muskogee, OK
- New Buffalo, MI
- Oak Park, IL
- Pleasant Hill, IA
- Richton Park, IL
- Sioux City, IA
- St. Charles, IL
- St. Cloud, MN
- Westmont, IL
- Windsor, CO

Corridors

- Bentonville, AR
- Des Plaines, IL*
- Elmhurst, IL
- Island Lake, IL
- Homer Glen, IL
- Kenilworth, IL
- New Lenox, IL
- Park Ridge, IL*
- Peoria Heights, IL
- Portage, IN
- Rolling Meadows, IL
- Traverse City, MI

Downtown/TOD Plans

- Carbondale, IL
- Carson City, NV
- Elmhurst, IL
- Fort Dodge, IA
- Geneva, IL
- Hudson, OH
- Lisle, IL
- Rolling Meadows, IL

Streetscape Designs

- Bradely - Broadway Street
- Chicago, IL - 87th & Stony, Lake Street, Uptown-Broadway Avenue, Auburn Gresham-79th Street
- Elmhurst, IL - North York
- Glen Ellyn, IL
- Huntley, IL
- New Buffalo, MI
- Richton Park, IL

Design Guidelines & Standards

- Chicago - Archer & Halsted
- Council Bluffs, IA
- Elmhurst, IL
- Fort Dodge, IA*
- Mundelein, IL
- Pace TOD Guidelines
- Portage, IN
- Richton Park, IL*
- Traverse City, MI

Zoning/Form-Based Codes

- Baltimore, MD*
- Bentonville, AR
- Buffalo, NY*
- Cleveland Heights, OH*
- Council Bluffs, IA*
- Dunwoody, GA
- Flint, MI
- Muskogee, OK

Design Development & Concept Designs

- Bensenville, IL
- Chicago, IL
- Crystal Lake, IL
- Deerfield, IL*
- Lincolnwood, IL*
- Mokena, IL*
- New Lenox, IL
- Richton Park
- St. Cloud, MN

**Work conducted in other firms*



Education

Bachelor of Science in
Urban and Regional Planning,
California Polytechnic University, Pomona

Presentations

2020 Esri Geodesign Summit, Redlands, CA:
Leveraging Geodesign Tools in the General
Plan Process

2019 APA Annual Conference, San Francisco,
CA:
Build Consensus Using Interactive
Web-based GIS

2019 APA Annual Conference, San Francisco,
CA:
An Introduction to Geodesign

2019 Esri Geodesign Summit, Redlands, CA:
Geodesign for Community Engagement and
Consensus Using Interactive Web-based GIS
Tools and Technology

2018 APA Annual Conference, San Diego, CA:
Collaborate & Build Consensus Using
Interactive Web-based GIS Tools and
Technology (Moderator)

2016 APA Annual Conference, Phoenix, AZ:
Geodesign - Comprehensive Planning for
Sustainable Communities

Awards

2014 SCAG,
Sustainability Excellence in Green Region:
Lynwood Residential Design Guidelines

Robert Kain

Principal

Robert is a Principal at Houseal Lavigne Associates bringing over 20 years of planning experience split between public and private sectors bringing municipal planning experience from his work at the coastal communities of Newport Beach and Dana Point, California and most recently as a contract senior planner for the city of Wildomar CA. Robert also has 15 years in the private sector planning experience specializing in the implementation of geospatial technologies based in the fundamentals of Geodesign to support the informed decision process through analysis, public engagement and consensus building.

Robert specializes in the implementation of geospatial technologies in urban planning and design projects and is a frequent speaker at conferences on the value of geospatial tools and the application of Geodesign in urban planning workflows. Robert is well versed in advanced and current planning practices in both the public and private sectors and has an excellent understanding of the relationship between data and its importance in the informed decision making process.

Robert received his Bachelor's degree in Urban and Regional Planning from California Polytechnic University Pomona. Prior to joining Houseal Lavigne Associates, Robert was the Geospatial Services Business Leader at PlaceWorks where he led a team of GIS experts in the development of Geospatial tools and technologies to support urban planning and design projects. Robert lead the Geodesign Initiative at the company and was instrumental in the development of Green-Score a proprietary suite of GIS tools and analysis methodologies for measuring and evaluating the sustainability of the built environment.

Project Experience

General Plans

- San Bernardino County, CA*
- Yucca Valley, CA*
- Highland, CA*
- Industry, CA*
- San Clemente, CA*
- Menlo Park, CA*
- Corona, CA*
- Temple City, CA*
- La Habra, CA*
- Los Alamitos, CA*
- Menifee, CA*
- Yucca Valley, CA*
- Upland, CA*
- Yucaipa, CA*
- Menlo Park, CA
- Palo Alto, CA*
- Moorpark, CA*
- San Mateo, CA*
- Temple City, CA*

Housing Elements

- Riverside, CA
- Claremont CA
- San Fernando, CA

Contract Professional Services

- SPG Site Suitability Analysis | SPG Group, CA*
- Professional Planning Services – Contract Senior Planner | Wildomar, CA*

Community Planning & Design

- WRCOG SBCTA Regional Climate Adaptation Toolkit*
- WRCOG Smart Growth Corridor Analysis & Mapping | Riverside County, CA *
- Laguna Beach Local Hazards Mitigation Plan | Laguna Beach, CA*
- Los Angeles County Vote Center Project | Los Angeles County, CA*
- De Anza Park Revitalization Plan | San Diego, CA*
- City of Industry General Plan Update | Industry, CA*
- Pioneer Boulevard Enhancement Program | Artesia, CA *
- Pioneer Boulevard Design Guidelines | Artesia, CA*

Zoning & Design Guidelines

- Lynwood, CA*
- Artesia, CA*
- El Monte, CA*
- Temple City, CA*
- City of Hesperia General Plan Land Use & Zoning Map update | Hesperia, CA*
- City of Yucca Valley – Hillside Ordinance | Yucca Valley, CA*
- City of Riverside Sustainability Database | Riverside, CA*
-

Contract Municipal Geographic Information Systems (GIS) Services

- City of Laguna Beach, CA
- South Orange County Wastewater Authority
- Taft, CA
- Dana Point, CA
- Laguna Woods, CA*
- Commerce, CA*
- Yorba Linda, CA*
- Desert Hot Springs, CA*

**Work conducted in other firms*



Education

Bachelor of Science, Anthropology, Michigan State University

Masters of Urban and Environmental Geography, University of Illinois at Chicago

Masters of Urban Planning and Policy, University of Illinois at Chicago

Certifications

NCI Charrette System™
Certificate Training - Core Level

NCI Charrette
Management and Facilitation™
Certificate Training - Advanced Level

Memberships

American Planning Association (APA)

American Institute of
Certified Planners (AICP)

Illinois GIS Association

Chairman, APA Chicago Metro Section

Executive Committee Member,
APA Illinois Chapter

Co-founder, Young Planners Group,
APA Illinois Chapter

Brandon Nolin, AICP

Senior Project Manager

Brandon is a Senior Project Manager at Houseal Lavigne Associates with over 13 years of planning, urban design, and market analysis experience. Brandon specializes in comprehensive planning and economic development and is a self-described “numbers guy,” who uses his background in archaeology, statistics, and market research to develop data-driven plans that are both physically achievable and economically viable. Brandon has worked in communities of all shapes and sizes. He has created award-winning plans to reposition disinvested communities like Flint, MI and North Lawndale on Chicago’s west side; leverage key redevelopment opportunities in growing downtowns; revitalize aging commercial corridors in inner ring suburbs; and strengthen small rural towns and emerging suburban communities. Brandon also has extensive knowledge and experience in the use of Geographic Information Systems (GIS). GIS continues to evolve and Brandon strives to embed spatial analysis into all aspects of place-based recommendations like identifying areas underserved by infrastructure in Flint, MI or calculating the impacts of infill and redevelopment strategies in Jackson, TN.

Brandon has worked for Houseal Lavigne Associates for more than 10 years and also gained valuable experience in his work at the Chicago Metropolitan Agency for Planning (CMAP), a regional planning agency. While at CMAP he directed several projects within the organization’s innovative local-planning and technical assistance program and helped tie on-the-ground development and local initiatives to regional policies. Brandon was also a member of a Chicago-based real estate research firm specializing in market and financial analysis in both the public- and private-sectors.

Project Experience

Comprehensive Plans

- Battle Creek, MI
- Benton Harbor, MI
- Brownsburg, IN
- Cary, IL
- Crothersville, IN
- Culver, IN
- Des Plaines, IL
- Downers Grove, IL
- El Paso County, CO
- Elgin, IL
- Fairview Heights, IL
- Flint, MI
- Freeport, IL
- Geneva, IL
- Glen Ellyn, IL
- Greater Bridgeport Regional Commission (GBRC), CT
- Highwood, IL
- Jackson, TN
- Marion, IA
- McHenry County, IL
- McKinley Park, Chicago*
- Mundelein, IL
- North Lawndale, Chicago*
- Northfield, IL
- Oak Creek, WI
- Palos Park, IL
- Pingree Grove, IL
- St. Charles, IL
- St. Cloud, MN
- Summerville, SC
- Tipton, IN

- Tipton County, IN
- Westmont, IL
- Wyoming, MI

Downtown Planning

- Cary, IL
- Highwood, IL
- Huntley, IL
- Lombard, IL
- Murray, KY
- St. Cloud, MN
- Wilmington, IL*

Special Area Planning (TOD, Neighborhoods, Special District)

- Clarendon Hills, IL
- Jefferson-Chalmers, Detroit, MI
- Flint, MI
- Geneva, IL
- Lombard, IL
- Marengo, IL
- Milwaukee, WI
- Murray, KY
- Skokie, IL
- South Chicago Heights, IL
- Sterling, IL
- Winfield, IL

Zoning & Regulatory

- Benton Harbor, MI
- Fairview Heights, IL
- Flint, MI
- Harwood Heights, IL
- Marion, IA

- Murray, KY
- Muskogee, OK
- River Forest, IL

Corridor Planning

- Cary, IL - US 14
- Freeport, IL - West Galena Avenue
- Kane and McHenry Counties - Illinois Route 47
- Lockport, IL - I-355 Corridor Master Plan
- Milwaukee, WI - 27th Street
- River Forest, IL - Village-wide Corridors Plan
- St. Cloud, MN - Division Street
- Sugar Run Creek, Will County, IL - IL Route 53*

Market Analysis & Economic Development

- Bartlett, IL
- Brownsburg, IN
- Channahon, IL
- Chicago, IL*
- Clarendon Hills, IL
- IL Housing Dev. Auth. (IHDA)*
- Lake Barrington, IL
- Lincolnwood, IL
- Lombard, IL
- Milwaukee, WI
- Omaha, NE
- Palos Park, IL
- River Forest, IL

* Work conducted at another firm.



Education

Masters in Community Planning, University of Cincinnati

Memberships

California Geographic Information Association (CGIA)

Presentations

2019 Washington State GIS Conference:
GIS Tools for Addressing

2019 Inland Empire GIS:
Growth Planning and Addressing

2011-2018 Esri User Conferences:
GeoPlanner, Suitability Modeling

2018 APA Conference:
Scenario Planning with GeoPlanner

2017 Ohio APA Conference:
Emerging Software Tools for Planning

2015 California Adaptation Forum: GIS
Planning tools for Climate Change Impacts

Publications

32 Blog Posts on
www.esri.com/arcgis-blog
and community.esri.com,

2014-2018

Understanding Weighted Overlay,
ArcUser, Fall 2014

Five Strategies for ArcObjects Developers,
ArcUser, Fall 2011

Rob Stauder

GIS Lead

Rob is a Geographic Information Systems (GIS) solutions consultant at Houseal Lavigne. He has worked with GIS technology for 25 years and has a deep understanding of the ArcGIS Platform and how to apply it to community, urban, and regional planning. Rob connects planning requirements to cutting-edge GIS capabilities to create data informed and analytically driven plans. He believes that the best way to help clients envision potential futures is to create and analyze plans and outcomes using the most current GIS tools.

Rob studied community planning at the University of Cincinnati School of Design, Art, Architecture, and Planning (DAAP). In DAAP's dynamic and integrated environment, Rob fused the study of planning with computer science, statistics, economics, imagery analysis, and GIS as he saw these disciplines as foundational to envisioning potential futures. Upon graduation, Rob joined Esri, the world leader in GIS software, and worked there for 22 years as a software engineer and developer then project and product manager. Rob now works at Houseal Lavigne as a GIS Solutions Consultant. He combines software development, solution configuration, and GIS analytics so clients can envision and measure outcomes in potential futures.

Project Experience

Planning and Modeling

- Tyndall AFB Master Plan, Jacobs Engineering*
- Future Right-of-Way Modeling Tools, Jacobs Engineering*
- School Master Planning Dashboard, Jacobs Engineering*
- Local Climate Impact Modeler, Jacobs Engineering*
- GE Environmental Remediation Planning, Makati, Philippines*
- Climate Risk Health Check App and Dashboard, Jacobs Engineering*

- Transit Planning Prototype, Esri, CA*
- Growth Plan Analysis, Middle Holland Environmental Ministry, Netherlands*
- Farm Energy Production Potential, Biodico, CA*
- Growth Analysis, Placeworks, Menlo Park CA*
- Vote Center Location Analysis Tools, Los Angeles County*
- Data Center Site Selection Prototype, ESRI, Google Netherlands*
- Solar Installation Suitability Modeling, Glidepath and Horizon GIS, PA*

- Solar Potential Area Selection, Butte County CA*
- World Ecophysiological Suitability Modeling Service, Esri, CA*
- Green Infrastructure Suitability Modeling Service, Esri, CA*
- Wildfire Disaster Mitigation Modeling Service, CALOES, CA*
- USFS Forest Inventory Analytical Service, USA*
- Future Development Analysis, Esri, Placer County CA*

* Work conducted at another firm.



Joshua Koonce, AICP

Project Manager

Josh is a Project Manager with Houseal Lavigne who brings eight years of experience in the areas of zoning, mapping, historic preservation, community development, and bicycle planning. His approach to any assignment is anchored by data-driven plan communication, a people-oriented approach to transportation, and the integration of technology and visuals in the planning process.

Education

Master Of Urban Planning And Policy
University of Illinois at Chicago,
College of Urban Planning and Public
Affairs, Chicago, IL, 2010

Bachelor Of Arts In Sociology And English
Trinity Christian College,
Palos Heights, IL, 2005

Memberships

American Institute of
Certified Planners (AICP)
American Planning Association (APA)

Before joining Houseal Lavigne, Josh worked as the sole staff planner and zoning coordinator for the Village of Maywood, a suburban Chicago community of 23,000 residents. In that capacity, he served as the staff liaison for the environmental beautification committee, the historic preservation commission, and the plan commission/zoning board. Josh interacted daily with Village officials, residents, developers, architects, and engineers, conducting zoning and development review for projects ranging from residential homeowner improvements to large mixed-use and industrial developments. Josh also handled all GIS mapmaking and data management tasks for the Community Development Department.

Josh adeptly engages and interfaces with a community and its committees, boards, and commissions. He brings a fresh, outside perspective coupled with an inside, practical understanding of municipal government structures. He has frequently acted as a liaison between these types of entities and local community development organizations and coalitions to connect, build relationships, and advocate and defend the vision of any given assignment.

An additional benefit of his experience is a thorough understanding of the research and procedures necessary to secure planning-related grant monies at the local level. As the planner for the Village of Maywood, Josh applied for and received over \$1 million in planning and engineering grant funds, which increased the capacity for implementation of planning initiatives within the community.

Josh is a certified planner with the American Institute of Certified Planners and an active APA member, enabling him to network with planning professionals and stay up-to-date with planning best practices. Going forward, Josh is interested in helping communities navigate and prepare for a variety of scenarios by finding creative and thoughtful ways to plan and benefit from local assets.

Project Experience

Comprehensive Plans

- Cañon City, CO
- Commerce City, CO
- Fort Wayne & Allen County, IN
- Grand Junction, CO
- Gunnison, CO
- Jenks, OK
- Peoria Heights, IL
- Opelika, AL
- Claremont, CA

Zoning

- Cañon City, CO
- Jenks, OK
- Knightdale, NC
- Verona, WI

Downtown Plan

- St. Joseph, MI

Economic Development

- Brownsburg, IN Economic Development Strategic Plan

Corridor Plans

- Jefferson-Chalmers Mainstreet Master Plan, Detroit, MI

Misc. Studies

- MWRD Stormwater Master Plan

Subarea Plans

- Diamond Willow Property Master Plan, Sioux City, IA
- Grand Junction, CO
- Gunnison, CO
- Jenks, OK
- Oshkosh, WI, Sawdust District Master Plan
- Peoria Heights, IL

Development Services

- Flossmoor, IL

Grant Writing*

Secured and managed the following grant funds or grant-funded projects:

- IHDA abandoned properties grant funding
- Invest in Cook County funding for a major Village roadway project
- Local Technical Assistance funding for a Metra Station Area plan (RTA)
- Local Technical Assistance for updated zoning ordinance public facing guide (CMAP)
- MWRD Green Infrastructure Grant

* Work conducted at another firm.



Jackie Wells, AICP

Project Manager

Jackie is a Project Manager at Houseal Lavigne, where she is focused on working with municipalities to develop actionable plans that reflect the vision and goals of the community and to update their zoning, sign, and subdivision ordinances to ensure they are useful tools in plan implementation. Her experience with both planning and zoning grounds all her work in the realities of the market and effectively balances community aspirations with what it takes to get good development done.

Education

Master of Urban Planning,
University of Kansas

Bachelor of Arts in Architecture,
University of Kansas

Memberships

American Planning Association, IL

American Planning Association, National

Rotary International

Presentations

APA-IL State Conference: A Tale of Two
Neighborhoods - Community Driven
Recalibration of Urban Renewal Era Policy

APA-IL CMS Finding the Middle: Inclusive
by Design

APA-IL State Conference: Zoning to
Balance Gentrification, Preservation, and
Investment

APA Quad State Conference: Economic
Argument for Flexible Parking
Requirements

Jackie received her Bachelor's degree in architectural studies and Master's degree in Urban Planning from the University of Kansas. While in school her passion for community engagement was ignited, leading to her award of a research grant to further study the geospatial impacts of public engagement preferences.

Prior to joining Houseal Lavigne, Jackie was the Housing and Development Planning Specialist for a community of approximately 45,000. There she developed, implemented, and monitored the City's five-year Consolidated Plan and Annual Plans; applied for, received, and administered local, state and federal grant funding; acted as a liaison between the City and local community groups; spearheaded the City's targeted efforts in two historically disadvantaged neighborhoods; and planned and facilitated community engagement campaigns and events. Through these responsibilities, she gained valuable experience in program and policy development, engaging community groups, and supporting the establishment of new neighborhood associations. Jackie uses her experience in local government to develop data-driven solutions that manage the needs of elected and appointed officials, department heads, non-profit partners, and residents of the community.

Project Experience

Comprehensive and Master Planning

- Bensenville, IL - Parks & Recreation Master Plan
- Cañon City, CO - Comprehensive Plan
- Elk River, MN - Comprehensive Plan
- Jenks, OK - Comprehensive Plan
- Oak Creek, WI - Comprehensive Plan
- Northfield, IL - Comprehensive Plan
- Fairfield, CT - Strategic Plan
- Northfield, IL - Comprehensive Plan
- Greenwich, CT - Comprehensive Plan
- Sioux City, IA - Comprehensive Plan
- Eden Prairie, MN - Comprehensive Plan
- Marion, IA - Comprehensive Plan Update

Land Development Regulations

- Ardmore, OK - UDC
- Bloomington, IL - Zoning Ordinance
- Bloomington, IL - R-3B Zoning District Analysis
- Bloomington, IL - Sign Ordinance
- Cañon City, CO - UDC
- Carol Stream, IL - UDO
- Cary, IL - UDO
- Hainesville, IL - Zoning Ordinance Update and Retainer Services
- Jackson, TN - UDO
- Jenks, OK - UDO
- Knightdale, NC - UDO
- Marion, IA - Zoning Code Update
- Oak Creek, WI - Zoning and Sign Ordinance
- River Forest, IL - Sign Ordinance
- Roscoe, IL - Zoning / Regulatory Controls
- Springfield, MO - Grant Avenue Parkway District
- Sunset Hills, MO - Zoning / Regulatory Controls
- Verona, WI - Zoning and Sign Ordinance
- Yorkville, IL - UDO

Corridor, Downtown & Small Area Planning

- Hasting, MN - Vermilion Street Corridor Plan
- Lawrence, KS - Downtown Master Plan
- Plainfield/Joliet, IL - Boulevard Place PUD Design Guidelines
- Springfield, MO - Grant Avenue Parkway Corridor Plan



Trisha Parks, AICP

Planner II

Trisha is a Planner II with Houseal Lavigne and is instrumental in executing and evolving the firm's distinctive style and transformative 3D and GIS-based visualizations. Her primary area of expertise is visual communication through the development of illustrative maps, graphics, 3D visualizations, plan branding collateral, and plan document layouts.

Education

Masters of Urban Planning and Policy
with a Certificate in Geospatial
Analysis & Visualization
University of Illinois, Chicago

Bachelor of Science in Architecture,
University of Illinois, Champaign/Urbana

Memberships

American Planning Association
Illinois Chapter

American Planning Association
National Chapter

IL GIS Association

Certifications

American Institute of Certified Planners

ArcGIS Desktop Associate
Issued by Esri

ArcGIS Desktop Professional
Issued by Esri

Presentations

Wisconsin Land Information Association
Persuading Citizens & Corporations
with Visualization

Awards

2018 Special Achievement in GIS Award
Oshkosh Lakeshore Development

Trisha received a Bachelor's degree in Architecture from the University of Illinois at Urbana-Champaign and a Master's degree in Urban Planning and Policy from the University of Illinois at Chicago, concentrating in spatial planning and urban design. While attending University, she was awarded the AICP Outstanding Student Award honoring her exceptional achievements in the study of planning. Prior to joining Houseal Lavigne, Trisha worked for the City of Highland Park. Throughout her time with the City, she worked on projects such as the Highland Park Downtown Design Guidelines and the Cultural Arts Master Plan.

Across a wide breadth of scales, Trisha brings specialization in all planning and design platforms, including but not limited to ArcGIS, ArcGIS Pro, Adobe, SketchUp, and CityEngine, to forge the connection between the planning process and the final deliverable. Her ability to design engaging and easy-to-understand graphics and collateral greatly assist the firm throughout the planning and outreach processes. Though she largely concentrates on the graphic representation of planning policies, she is interested in all aspects of the planning process.

Project Experience

Comprehensive Plans

- Aurora, CO
- Ardmore, OK
- Battle Creek, MI
- Bentonville, AR
- Brentwood, MO
- Brownsburg, IN
- Cañon City, CO
- Cape Cod, MA
- Channahon, IL
- Eden Prairie, MN
- El Paso County, CO
- Fayette County, WV
- Fort Lupton, CO
- Downers Grove, IL
- Galesburg, IL
- Glen Ellyn, IL
- Grand Junction, CO
- Gunnison, CO
- Jenks, OK
- Lake Barrington, IL
- Marion, IA
- Minooka, IL
- Morrisville, NC
- Northfield, IL
- Oak Creek, WI
- Opelika, AL
- Peoria Heights, IL
- River Forest, IL
- Schaumburg, IL
- Sioux City, IA
- Summerville, SC
- Westmoreland County, PA
- Wyoming, MI

Plan Branding

- Aurora, CO
- Cañon City, CO
- Brentwood, MO
- Fort Lupton, CO
- Fort Wayne, IN
- Jenks, OK
- New Buffalo, MI
- Westmoreland County, PA

Downtown Plans

- Lisle, IL
- Oshkosh, WI
- Springfield, MO
- St. Joseph, MI

Site Development Visualizations

- Ames, IA
- Battle Creek, MI
- Bentonville, AR
- Diamond Willow Property, Sioux City, IA
- Elmhurst, IL
- Fort Lupton, CO
- Frederick, CO
- Hastings, MN
- Oshkosh, WI
- Peoria Heights, IL
- St. Cloud, MN
- Norwegian American Hospital Health District Master Plan

Subarea Plans

- Huntley, IL
- Elmhurst, IL
- Peoria Heights, IL
- Oshkosh, WI

Corridor Plans

- Ames, IA
- Bradley, IL
- Hastings, MN
- Oak Brook, IL
- Oshkosh, IL

Zoning Ordinances

- Bentonville, AR
- Bloomington, IL
- Cary, IL
- Marion, IA
- Roscoe, IL
- Sunset Hills, MO

Parks & Recreation Plans

- Bensenville, IL
- Fort Lupton, CO
- St. Cloud, MN



Education

Master of Urban Design,
Carnegie Mellon University

Bachelor of Architecture,
Purbhanchal University

Presentations/Exhibitions

"An Atlas of Commoning", Miller Institute
of Contemporary Art, Carnegie Mellon
University, 2019

ICEE PDRP, "Urban Regeneration of
Taulachlon Tole, Bhaktapur", 2016

ICEE PDRP, "Perception of Residents on
Housing Alternatives in the 2015 Gorkha
Earthquake Post-Disaster Reconstruction",
2016

Sujan Shrestha

Planner I

Sujan joined Houseal Lavigne in 2019 after receiving his Master of Urban Design from Carnegie Mellon University. As a Planner with the firm, Sujan collaborates with associate planners and project managers to develop meaningful illustrations and visualize data and urban policies across a range of community plans and project scales. Sujan's proficiency in the latest GIS and graphic tools available to planners allows him to incorporate compelling visualizations and efficient workflows into the planning process.

While at Carnegie Mellon University, Sujan worked as a Data Visualization Research Assistant for the School of Architecture's Remaking Cities Institute, which conducts research in placemaking, public participation processes, and sustainable development. His work included participation on the study "3D/ Data Visualization for Urban Design and Planning." A collaborative research with the City of Pittsburgh's Department of City Planning. His primary role focused on developing comprehensive workflows that would aid planners and designers adopt the appropriate tools to perform a range of tasks valuable to city planning, urban design, and community engagement. Further, his keen interest in community engagement and tactical urbanism led to an independent study focused on developing agency among members of a community to achieve equitable development.

Prior to his studies at Carnegie Mellon, Sujan worked as an architectural designer and project lead for over 4 years on public and private sector projects in Nepal. His professional practice includes building design, site planning and landscape design for various residential, institutional, healthcare and pharmaceutical projects. He also held an adjunct faculty position at Khwopa Engineering College's Department of Architecture, where he helped students research and document historic built environments. Other past experiences include extensive research and presentations on post-disaster reconstruction of historic cities in Nepal.

Project Experience

Comprehensive Plans

- Fort Wayne/Allen County, IN
- Glen Ellyn, IL
- Grand Junction, CO
- Gunnison, CO
- Jenks, OK
- Naperville, IL
- Northfield, IL
- Oak Creek, WI
- Springfield, MO
- Summerville, SC
- Wyoming, MI

Subarea Plans

- Palos Park, IL - Western Growth Area Plan

Development Services

- Norwegian American Hospital, Chicago, IL
- Naperville, IL Entitlement Fee Study
- St. Joseph, MI - Berrien Hills Development Master Plan
- River Forest, IL - Madison Street Development Concepts
- Corridor Plans
- Detroit, MI - Jefferson Chalmers Mainstreet Master Plan
- Aurora, IL - Farnsworth Corridor Plan

Zoning Ordinances

- Bloomington, IL
- Carol Stream, IL
- Knightdale, NC
- Oak Creek, WI
- Sunset Hills, MO
- Verona, WI
- Yorkville, IL

Education

Ball State University,
Bachelor of Science,
Environmental Design

Ball State University,
Bachelors of Urban Planning and
Development,
Foundations in Business Minor

Mike Huber**Senior Urban Planner / Project Manager**

Mike is a municipal planning professional with more than 25 years of experience planning and developing communities. At Abonmarche, Mike provides planning insights for municipal and land development projects as well as managing the submittal and local approval process for residential and commercial developments. Additionally, Mike leads and manages community land use and recreation planning efforts, drawing on his experiences in place branding and place marketing.

Mike's previous experience in working with Elkhart County's Destination Marketing Organization (DMO) gives him a strong understanding of the importance of placemaking as an economic development strategy. Place marketing is emerging as key to attracting and retaining talent, and Mike has been involved in multiple countywide and regional strategies.

Mike has previous experience working on and leading community planning efforts including recreation and land use planning, economic development planning, community and redevelopment planning, sub-area plans and corridor planning.

Education

University of Michigan
Bachelor of Science,
Civil Engineering

Memberships

Professional Engineer
Licensed:
Michigan, Indiana

Daniel A. Dombos, PE**Senior Project Engineer**

Dan is a licensed Civil Engineer with more than 15 years of professional experience. Dan's project experience has included design and construction of roadways, streetscapes, marine and waterfront engineering, municipal utilities, and recreational facilities. He is also experienced in obtaining environmental and governmental regulatory permits for these projects.

Dan helps his clients to realize their vision by designing solutions to meet challenging project goals. He develops customized solutions for each client with an emphasis on sustainability. With this approach, Dan has developed his expertise in a variety of engineering disciplines, including marinas, traffic signals, hydrologic modeling, and pumping facilities.

Education

Michigan State University Master of
Science, Civil Engineering
Bachelor of Science, Civil Engineering

Memberships

Professional Engineer Licensed:
Michigan, Indiana, Illinois
Professional Traffic Operations Engineer
(PTOE)
Road Safety Professional (RSP)
LEED Accredited Professional

Timothy R. Drews, PE, PTOE, RSP, LEED AP**Vice President/Project Manager**

Tim is a licensed professional engineer with 28 years of experience with public agencies and consulting firms. He is responsible for Abonmarche operations, quality assurance and quality control, project management, design and construction administration for municipal and private development projects.

Tim is a Professional Traffic Operations Engineer (PTOE) and Road Safety Professional (RSP), one of the few in the United States. He is also an accredited professional in Leadership in Energy and Environmental Design (LEED AP) and strives to enhance projects through sustainable design practices. His expertise includes traffic and transportation engineering design, analysis and studies, roadway safety, geometrics, and infrastructure design, non-motorized trail design, residential development planning, design and approvals, and commercial site planning, design, and approvals.

Education

Michigan Technological University,
Bachelor of Science, Civil Engineering

Memberships

Professional Engineer Licensed:
Michigan

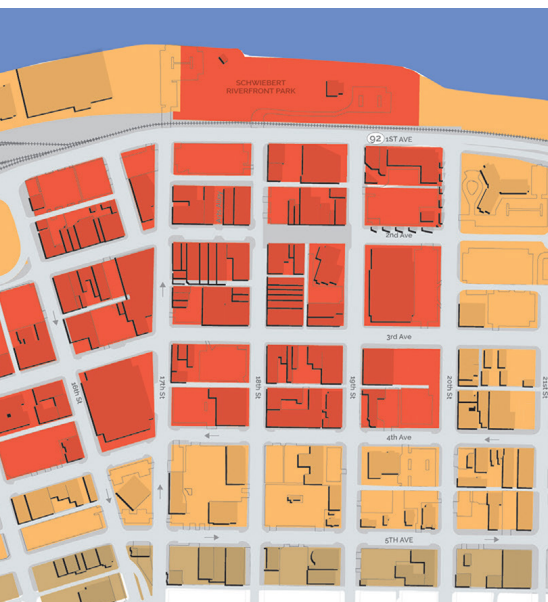
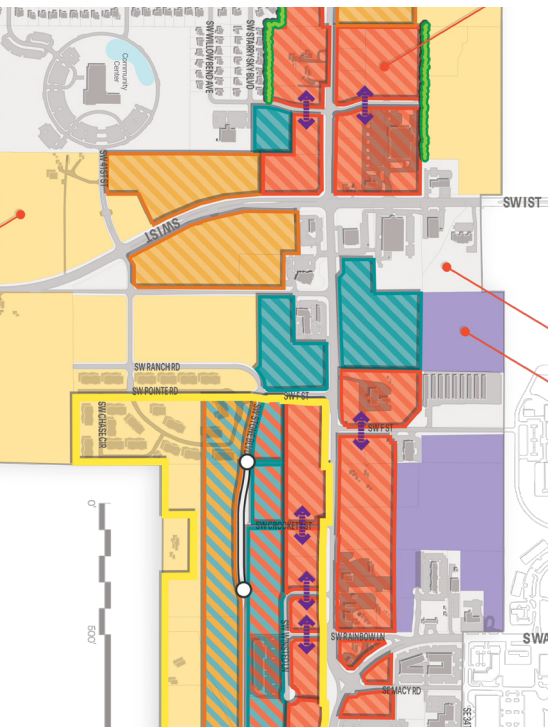
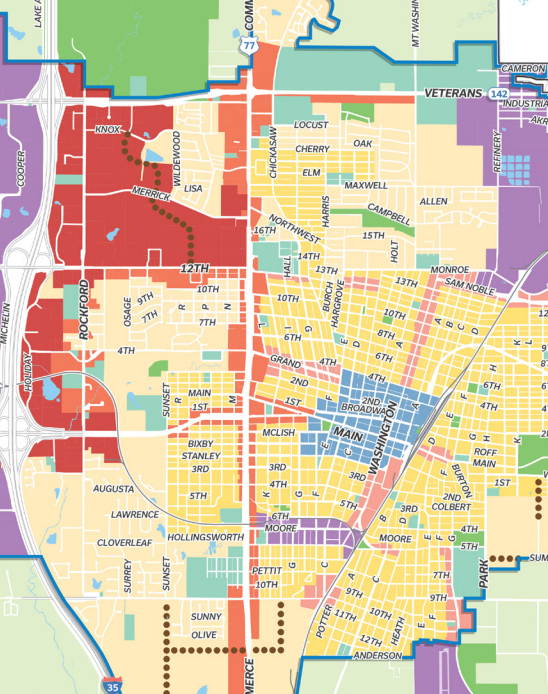
Michael Smoter, PE**Project Engineer**

Mike is a civil engineer with experience working across the State of Michigan for both private and public sector clients. Mike's experience has included design, permitting, construction and administration of roadway, municipal utility, and site development projects. He has worked at all project levels from initial studies and planning to construction administration. Mike also has experience applying for and obtaining permits from federal, state and local governmental agencies for projects. He has worked with funding agencies at all levels of government to ensure compliance with all applicable standards and requirements for successful project delivery.



Section 3

**Project Experience and
References**



Project Experience

Houseal Lavigne has established itself as one of the top planning firms in the United States. The firm strengthens communities through creative, dynamic, and viable approaches to planning, design, and development. By creating a clear and practical unifying vision, developing achievable and implementable plans and concepts, fostering innovative community involvement programs that reach a broad cross-section of stakeholders, crafting sustainable growth and resilient economic development strategies; our team provides the expertise necessary to improve the relationship between people and their environment.

We have worked on over 450 projects across more than 400 communities nationwide. In that time, we have directed more than 150 comprehensive/master plans and more than 50 downtown/TOD plans, 100 corridor plans, 55 special area plans, 35 zoning ordinances, design guidelines and related assignments. Our national experience includes planning, design, economic, and zoning assignments in Alabama, Arkansas, California, Colorado, Connecticut, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Massachusetts, Michigan, Minnesota, Missouri, Nebraska, Nevada, North Carolina, Ohio, Oklahoma, Pennsylvania, South Carolina, Tennessee, Virginia, West Virginia, and Wisconsin. The list below is some of our comprehensive planning project with specific project experience in the following pages.

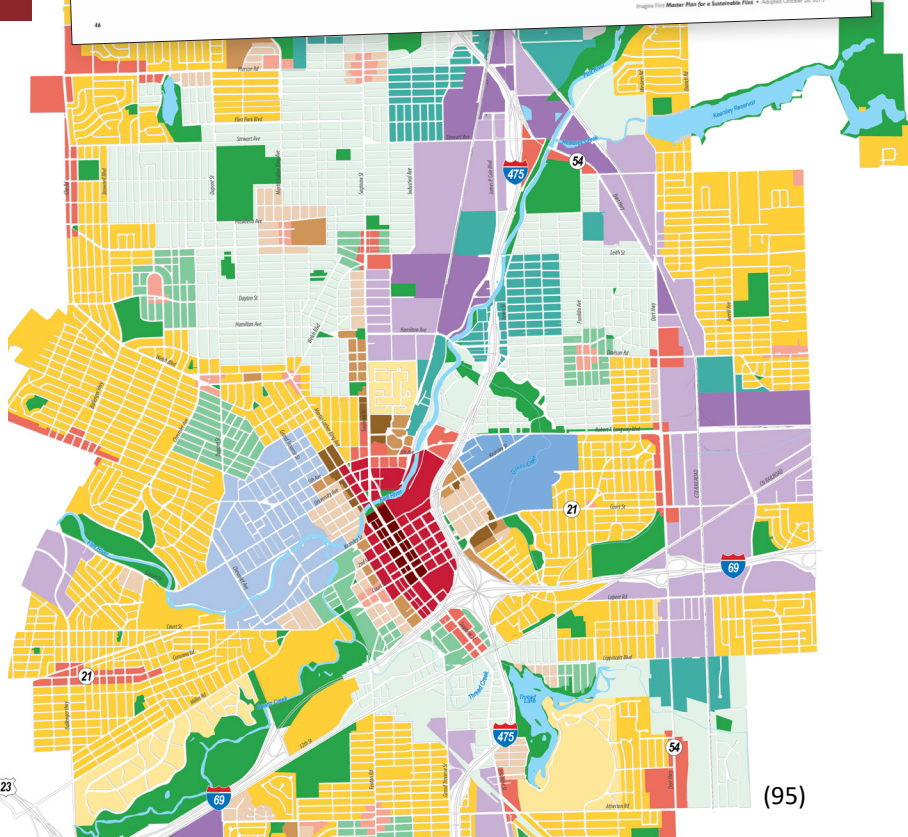
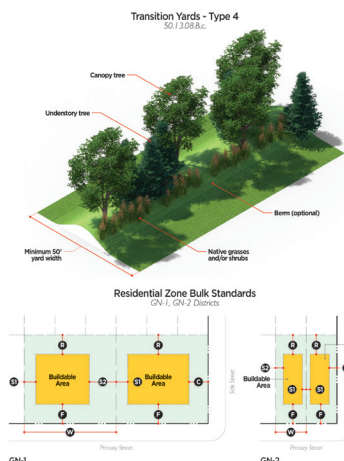
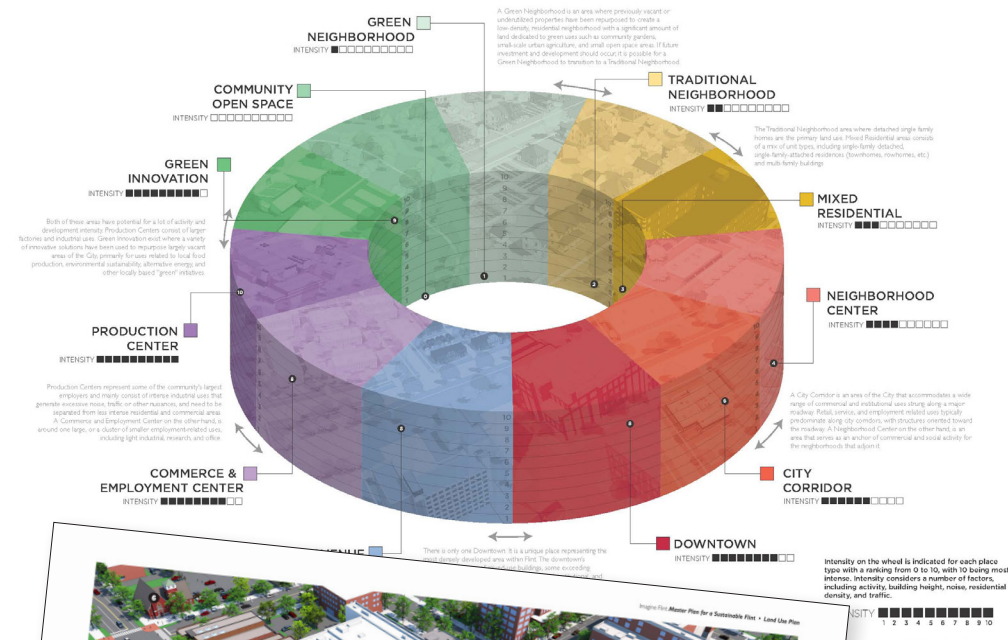
Comprehensive/Master Plan Experience

- Ardmore, OK
- Aurora, CO
- Battle Creek, MI
- Bentonville, AR
- Brentwood, MO
- Benton Harbor, MI
- Brownsburg, IN
- Bristol, VA
- Cape Code, MA
- Carpentersville, IL
- Cary, IL
- Coralville, IA
- Council Bluffs, IA
- Countryside, IL
- Crestwood, MO
- Crothersville, IN
- Culver, IN
- Downers Grove, IL
- Eden Prairie, MN
- Edinburgh, IN
- Elgin, IL
- El Paso County, CO
- Fairview Heights, IL
- Flint, MI
- Forest Park, IL
- Fort Dodge, IA
- Fort Lupton, CO
- Frederick, CO
- Freeport, IL
- Galesburg, IL
- Gardner, KS
- Geneva, IL
- Glen Ellyn, IL
- Grand Junction, CO
- Greater Bridgeport Region, CT
- Greenwich, CT
- Gunnison, CO
- Hudson, OH
- Jackson, MO
- Jackson, TN
- Jenks, OK
- Kenilworth, IL
- Marion, IA
- Maywood, IL
- Mundelein, IL
- Muskogee, OK
- New Buffalo, MI
- North Aurora, IL
- Niles, IL
- Northfield, IL
- Oakbrook Terrace, IL
- Oak Creek, WI
- Oak Park, IL
- Palos Heights, IL
- Pingree Grove, IL
- Pleasant Hill, IA
- Plainfield, IN
- Richton Park, IL
- River Forest, IL
- Schaumburg, IL
- Sioux City, IA
- St. Charles, IL
- St. Cloud, MN
- Summerville, SC
- Tipton, IN
- Tipton County, IN
- University City, MO
- Westmont, IL
- Windsor, CO
- Wyoming, MI

Master Plan & Zoning Update

Undertaking a planning effort the scale of which the City has never experienced, the Flint community is developing its first comprehensive plan in nearly 65 years – Imagine Flint. The Master Plan, developed by Houseal Lavigne Associates, focuses on the neighborhood unit as the essential and most important community building block, the City of Flint is forging a new direction for the community that has lost 50% of its population in the last 50 years (from 200,000 to 100,000). A central feature of the Imagine Flint Master Plan is the use of an innovative 'placemaking' approach to land use planning that builds on the idea of establishing unique and desirable places.

The City also retained Houseal Lavigne to develop the City's new zoning code. The Master Plan's placemaking approach has enabled a more seamless integration of land use and development regulations with the Master Plan recommendations. The placetypes identified in the Land Use Plan are now serving as the foundation for future zoning districts and form-based overlays that together, prescribe the desired development, permitting it to occur in appropriate areas throughout the City. Additionally, the zoning code integrates a variety of approaches depending on priorities in different areas of the community. Historic areas utilize form-based regulations to preserve their character. Neighborhood regulations allow for local food production, native plantings and ecosystems, and centralized stormwater management. Large brownfields, under the newly created Green Innovation Zoning District, will be the testing ground for commercial energy production, materials recycling, and other emerging sustainable businesses reflective of the new green economy.



Master Plan & Housing Needs Assessment

Year Completed: 2021 /

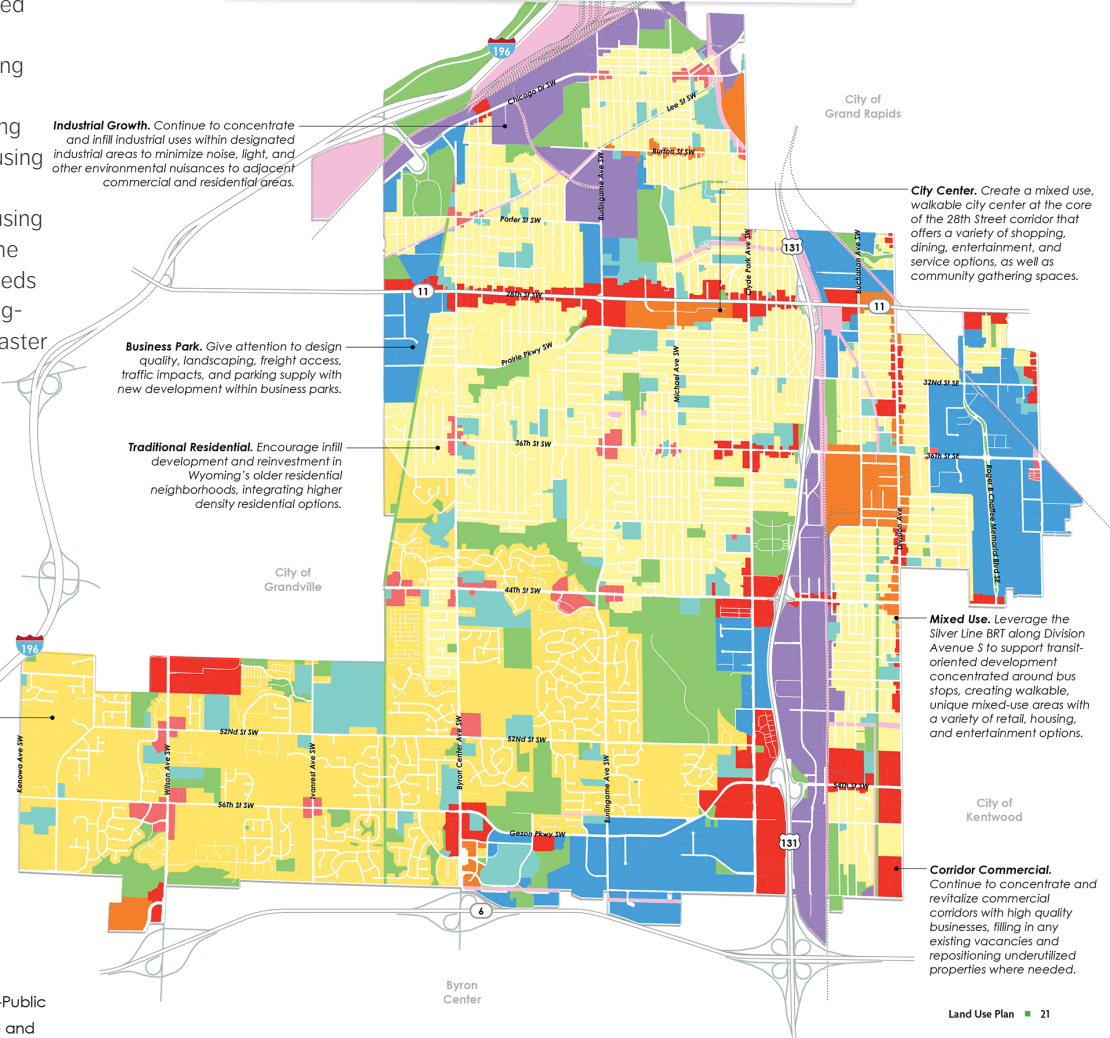
[Click Here for Plan PDF](#)

In December 2019, **Houseal Lavigne** conducted an Analysis to Impediments of Fair Housing Choice (AI) and a Housing Needs Assessment as a component of the Wyoming [re] Imagined Master Plan for Wyoming, MI. The AI and Housing Needs Assessment summarizes housing challenges and opportunities over the next 20 years within the City and identifies methods of corrections to address identified impediments. This includes identifying demands for housing based on the composition of the existing housing stock, the characteristics of the current household population, and the local share of regional household growth projected to occur within Wyoming. Potential opportunities to accommodate projected future growth are assessed based on observed housing trends within Wyoming and broader shifts in housing demand occurring at the national level by housing tenure and type. The report utilizes housing data collected at the census tract level that was aggregated to summarize housing needs within established subareas of the City. Findings of the AI and Housing Needs Assessment were used to guide housing-related recommendations within the Master Plan.



Land Use Plan

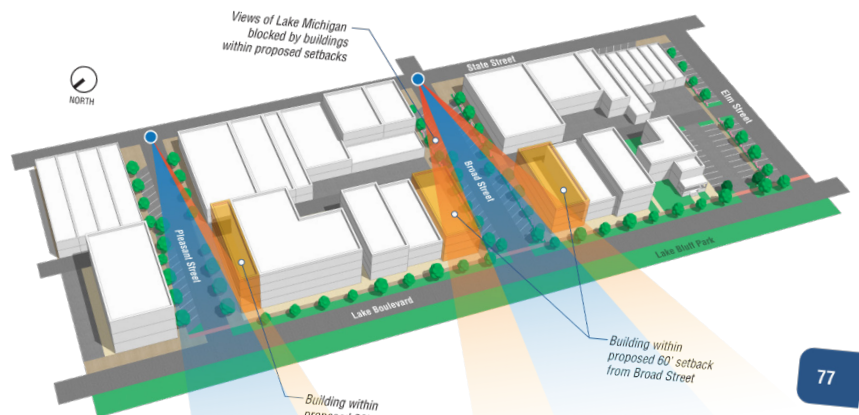
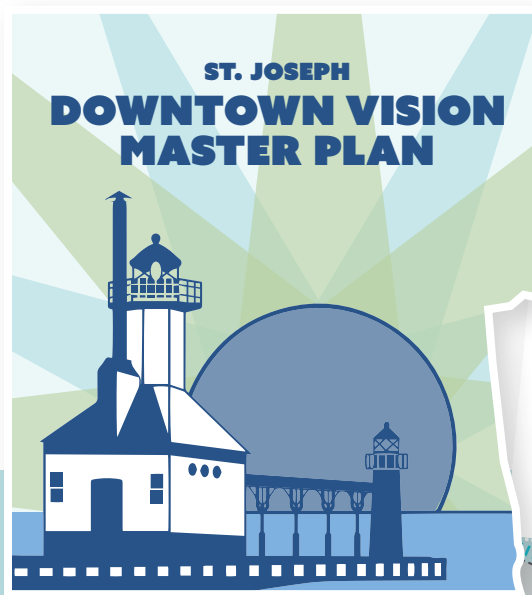
- Traditional Residential
- Suburban Residential
- Mixed Use
- Corridor Commercial
- Neighborhood Commercial Center
- Business Park
- Industrial
- Public-/Semi-Public
- Open Space and Recreation Facilities
- Utility and Railroad



Downtown Vision Plan

Year Completed: 2019 / [Click Here for Plan PDF](#)

Situated atop the bluff overlooking Lake Michigan, Downtown St. Joseph is a charming, attractive, and active mixed-use district at the core of St. Joseph, Michigan. Downtown St. Joseph functions both as the cultural and social heart of the community and a major regional destination in Southwest Michigan, particularly during the summer months. The Downtown Vision Master Plan, directed and prepared by **Houseal Lavigne**, addresses specific issues related to land use and development, parking and transportation, pedestrian & bicycle mobility, urban design and character, and entertainment and activity. The Plan outlines six functional subareas and defines preferred uses, built form, and character. In addition, The Plan identifies key opportunities sites and features 3D illustrative concepts to visualize catalytic development that could transform the character of Downtown. Built upon an extensive community outreach, the Plan establishes a vision for Downtown St. Joseph and provides recommendations to improve the area while retaining its valued assets and distinct character.



77

HIGH & CHARACTER



Comprehensive Plan

Year Completed: 2018 /

[Click Here for Plan PDF](#)

Battle Creek, dubbed “Cereal City”, is a regional economic center in Western Michigan and is the location of Kellogg’s Cereal global headquarters. In 2015, the City of Battle Creek partnered with **Houseal Lavigne** to update their Master Plan to provide direction for future development and investment. The new Master Plan places strong emphasis on land use and development in a post-recession era, and promotes an urban growth boundary to combat sprawl and direct investment to the City’s established core. A detailed corridor plan provides specific actions and improvements for Columbia Avenue, an aging auto-oriented corridor, including a redevelopment concept for a key intersection. The Master Plan also includes recommendations for Battle Creek’s green infrastructure, helping the City address stormwater and local flooding. Shortly after the Master Plan’s adoption, the City reengaged Houseal Lavigne to develop an interactive redevelopment model with Esri CityEngine to provide a visual understanding of how the City might redevelop as a result of the new Master Plan’s recommendations. The Esri CityEngine webscene demonstrates a detailed application of the land use “place types” within the Master Plan and provides a comprehensive idea of how the City could change in the future. The interactive webscene is being used by Battle Creek Unlimited, the City’s economic development agency to promote the full potential of the community and to market available properties within Battle Creek.





City of Bentonville, Arkansas

Comprehensive Plan & Downtown Neighborhood Plan

Year Completed: 2018 / [Click Here for Plan PDF](#)

The Bentonville Community Plan, developed by **Houseal Lavigne**, is the City's guidebook for becoming the model of a new American town. In 1950 Bentonville became the hometown of the original Walton's 5&10 with its small-town, middle-America charm. Since the opening of the first store Walton's has grown into the global retail chain, Walmart, and Bentonville has grown right along with it. The City has experienced an exponential population flux since 2000 that is expected to continue well into the 2030s. The Community Plan focuses on directing that growth in a manner that benefits the existing residents as businesses as well as the newcomers, all while maintaining its historical, and eclectic charm.

As part of the comprehensive planning process Houseal Lavigne developed a neighborhood framework plan for the neighborhoods surrounding the Downtown. These areas are every bit as vital to the success of a communities downtown as the its shops, restaurants, and entertainment. In recent years, the downtown neighborhood experienced rapid change and significant investment and the Plan sought to guide overall character and add stability and desirability.



Comprehensive Plan

Year Completed: 2018 /

[Click Here for Plan PDF](#)

As the new Comprehensive Plan for the City of Aurora, Colorado, Aurora Places provides a place-based "road map" for the city as it transitions from a Denver suburb to one of the largest and most diverse big cities in the United States. With outreach conducted in six languages and reaching thousands of residents, this Comprehensive Plan directed by **Houseal Lavigne** establishes ten placetypes that collectively represent every part of the city as it exists today and as it is planned for the future. The plan is built upon seven core principles which arose from the extensive community engagement, including: strong economy, diverse and equitable city, housing for all, healthy community, thriving environment, easy mobility, and an authentic Aurora.

Being home to a diverse and inclusive community has broadened the city's cultural understanding, educational offerings and community life. As the city continues to welcome newcomers and adapt to meet the changing needs of long-time residents, it is challenged with ensuring that they can all enjoy everything that Aurora offers. That includes access to quality jobs and a local economy that rewards entrepreneurship and supports small-business success, safe neighborhoods, access to quality schools and ample opportunity to be active in civic life. The increasingly diverse population offers the opportunity for our city to develop a unique identity and culture within the metropolitan area, grow its economy and meet the changing needs of its residents.

160

Over 160 languages spoken in the Aurora public school system

Source: Who Is Aurora Report

Foreign-Born

Large number of Aurora's residents were born in many different countries.

UK, ex England and Scotland	204
Other Northern Africa	211
Bosnia and Herzegovina	213
Taiwan	217
Pakistan	219
Romania	219
Haiti	222
Indonesia	224
Other Eastern Asia	227
Uzbekistan	231
Oceania, n.e.c.	254
Cameroon	259
Iraq	266
Poland	290
Kenya	304
Colombia	314
England	332
Morocco	336
Armenia	361
Afghanistan	372
Other Western Africa	402
Jamaica	445
Japan	475
Sudan	477
Other Eastern Africa	486
Other South Central Asia	576
Thailand	577
Canada	595
Nepal	596
Other Middle Africa	605
Eritrea	702
Russia	708
Germany	755
Nigeria	766
Burma	830
Peru	885
Ukraine	885
India	922
Honduras	
China, ex Hong Kong, Taiwan	
Ghana	
Guatemala	
Philippines	
Vietnam	
Korea	
El Salvador	
Ethiopia	
Mexico	

Neighborhood Diversity

- Black or African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or Pacific Islander

3,200+

Aurora Places team has engaged more than 3,200 residents, businesses and city staff in the making of this plan.

800

RESPONSES

The online survey generated almost 800 responses.

500

MAP POINTS

The community mapped more than 500 assets, issues and concerns using APaaS, a web-based application developed by Regional Longterm Associates.

AURORA PLACES planning tomorrow's city

TRANSPORTATION FRAMEWORK

ROADWAY HIERARCHY & INTERCHANGES

- Existing Grade Separation
- Future Grade Separation
- Existing Interchange
- Future Interchange
- Travel Demand
- Highway
- Major Arterial
- Minor Arterial
- Collector
- Private Bike Route
- Grade Separated Bike Crossing
- Existing/Future High-Frequency Transit Corridor
- Railroad

AURORA PLACES planning tomorrow's city

COMMUNITY CONVERSATION

PLACETYPE PLAN

There are 10 placetypes throughout the city that address common land use, housing, commercial, community, open space, and community facilities. This placetype map is intended to help general business of each placetype and not necessarily the technical designation of specific parcels. Information is available in the Planning and Development Services Department concerning how placetypes might best correspond to individual districts in the Zoning Code.

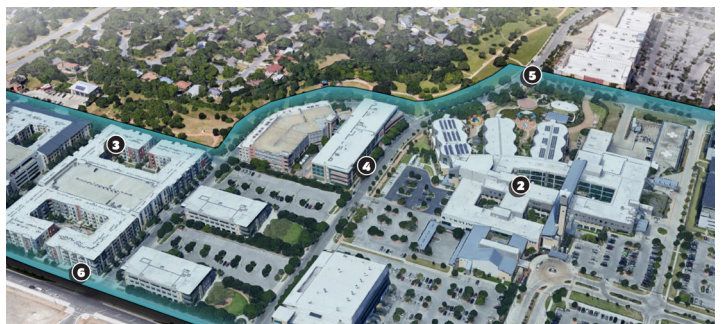
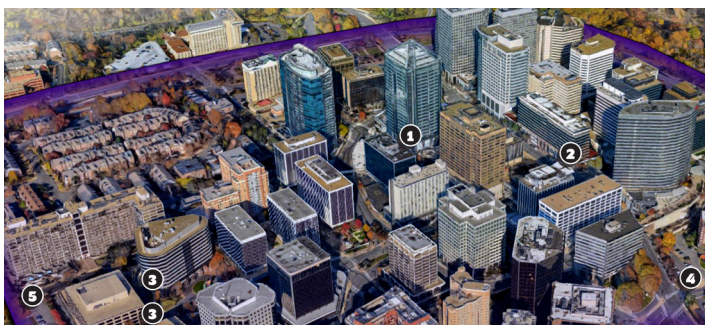
Areas designated as Special Use possess a unique land use or mix of uses, facilities, design or character. A significant change of land use or character into the city of these properties may require a rezoning of the comprehensive plan.

- Urban District
- Innovation District
- Industry Hub
- Burley Air Force Base
- Urban Green Space
- City Center
- Established Neighborhood
- Emerging Neighborhood
- Original Avenue
- Commercial Hub
- Special Use

This map identifies placetype designations for all areas within the city of Aurora, including existing and planned boundaries. The map is for informational purposes only and does not constitute a legal document. For more information, please contact the Planning and Development Services Department.

AURORA PLACES planning tomorrow's city

Chapter 4 - Placetypes 25



Town of Morrisville, North Carolina

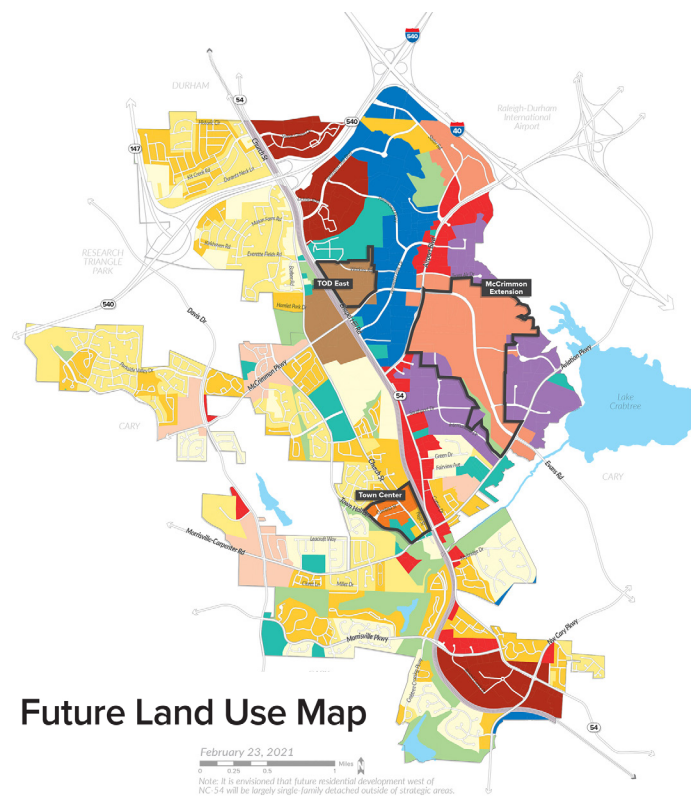
Land Use Plan

Year Completed: 2021 / [Click Here for Plan PDF](#)

The Town of Morrisville is a rapidly growing community in the heart of North Carolina's Research Triangle, one of the fastest developing regions in the country. Over the past few decades, Morrisville has transformed from a small, rural town to a highly desirable, diverse area due in part to the community's regional location and proximity to the Research Triangle Park, which has supported major investment and an expanding employment base.

In response to these significant changes, the Town and Houseal Lavigne initiated an update to the Morrisville Land Use Plan in February 2018. The three-year planning process engaged the community, analyzed the changing landscape, and identified the distinct issues and unique opportunities facing Morrisville. Together, these factors helped establish a vision for the future of land use and development in the Town and informed the policies and recommendations that will guide the community as it continues to evolve.

The Morrisville Land Use Plan brought together a range of community stakeholders, citizens, agency representatives, business representatives, and elected officials to establish the framework for Morrisville's development over the next 10 to 20 years. Going forward, the Plan will help the Town continue to move beyond the status quo and put forward innovative development policies that position Morrisville as a leader for communities seeking a better way to grow.



Future Land Use Map



Smart Cities
2020 Award Winner



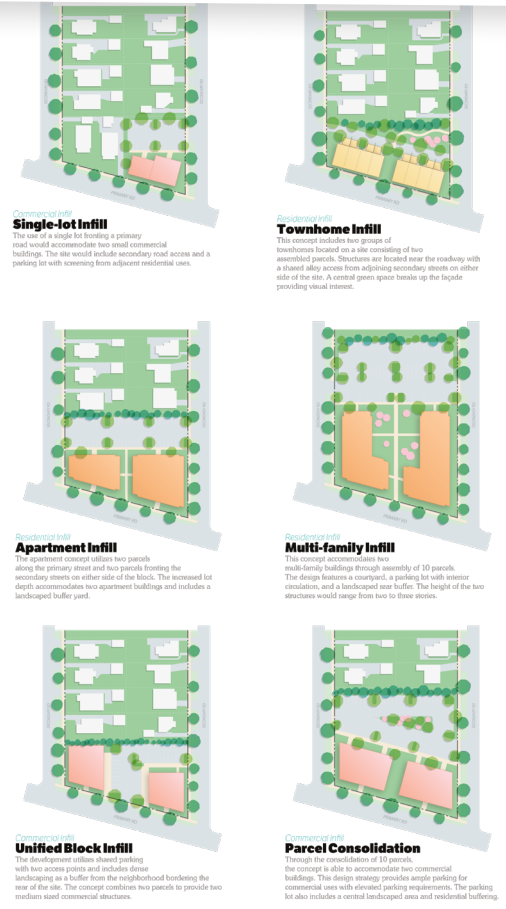
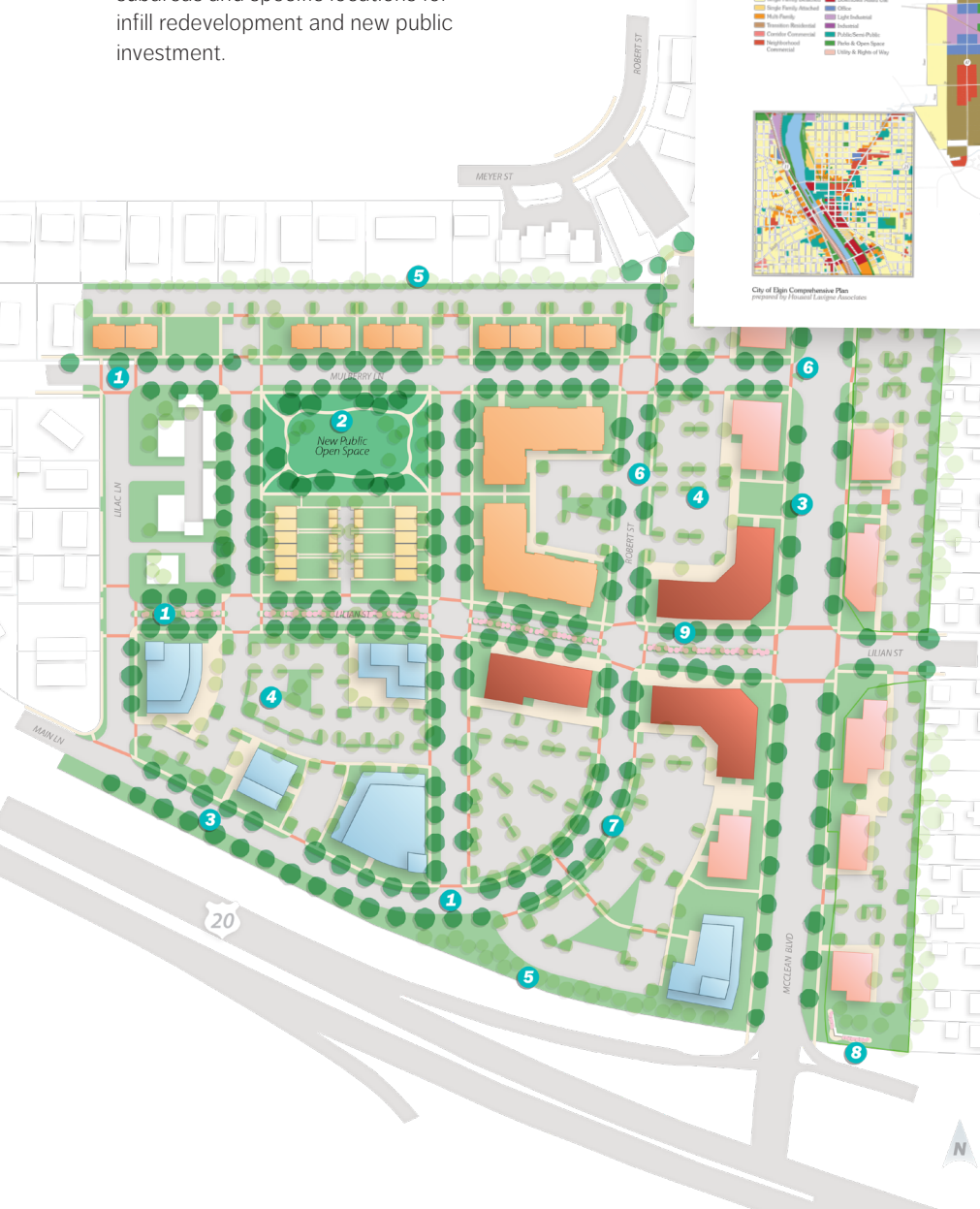
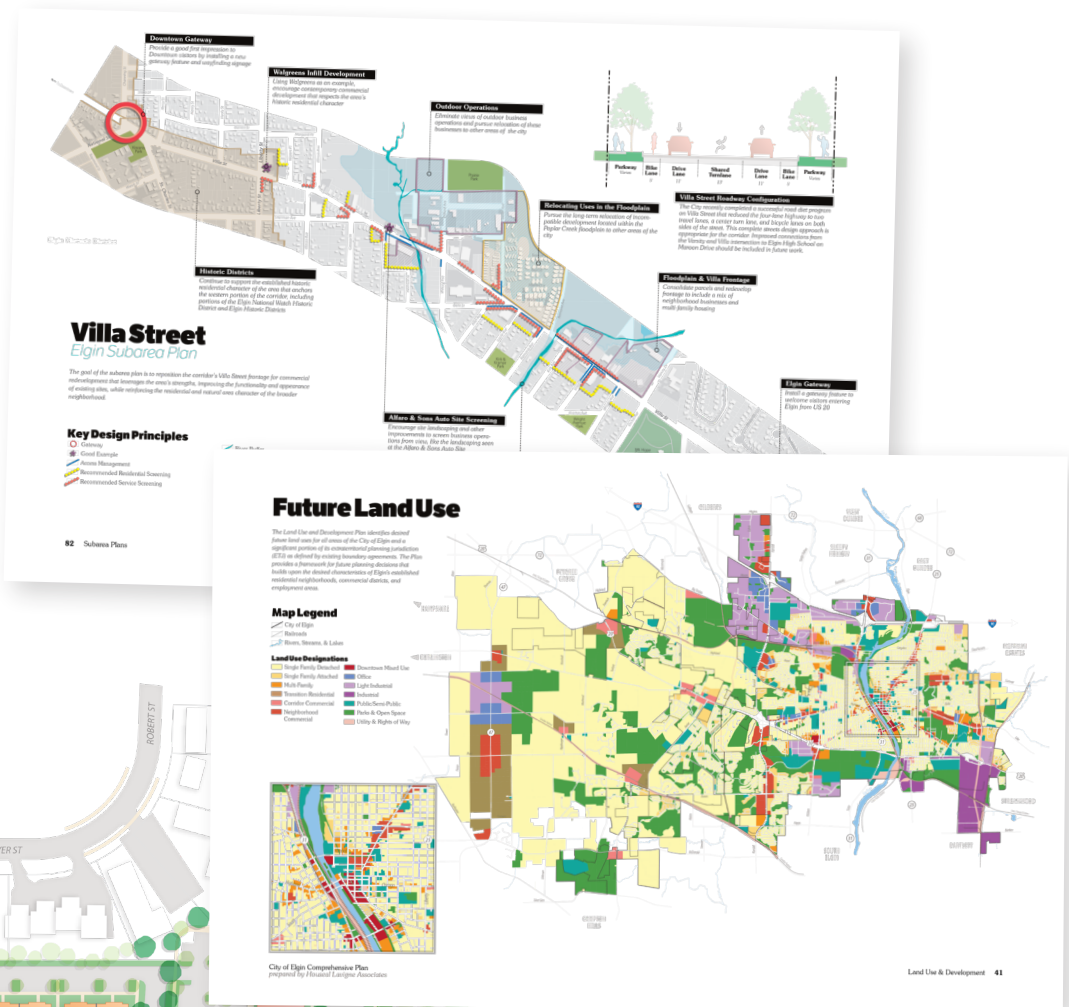
Special Achievement in GIS
2020 Award Winner



City of Elgin, Illinois
Comprehensive Plan

Year Completed: 2018 /
[Click Here for Plan PDF](#)

Houseal Lavigne worked in the City of Elgin, Illinois to develop an updated comprehensive plan for the City and surrounding area. In 2018, Envision Elgin, the new comprehensive plan was adopted. The plan sets forth long-range recommendations for the maintenance and enhancement of existing neighborhoods, commercial and employment areas, and advances strategies for the sustainable development and economic growth of the community. The plan also highlights targeted subareas and specific locations for infill redevelopment and new public investment.



Riverside, California

RHNA Housing Element

Year Completed: Ongoing /

[Click Here for StoryMap](#)

Since 1969, all California communities are required to adequately plan to meet the housing needs of everyone in the community. California's housing-element law states that for the private market to adequately address the housing needs and demand of Californians, local governments must adopt plans and regulatory systems that provide opportunities for housing development.

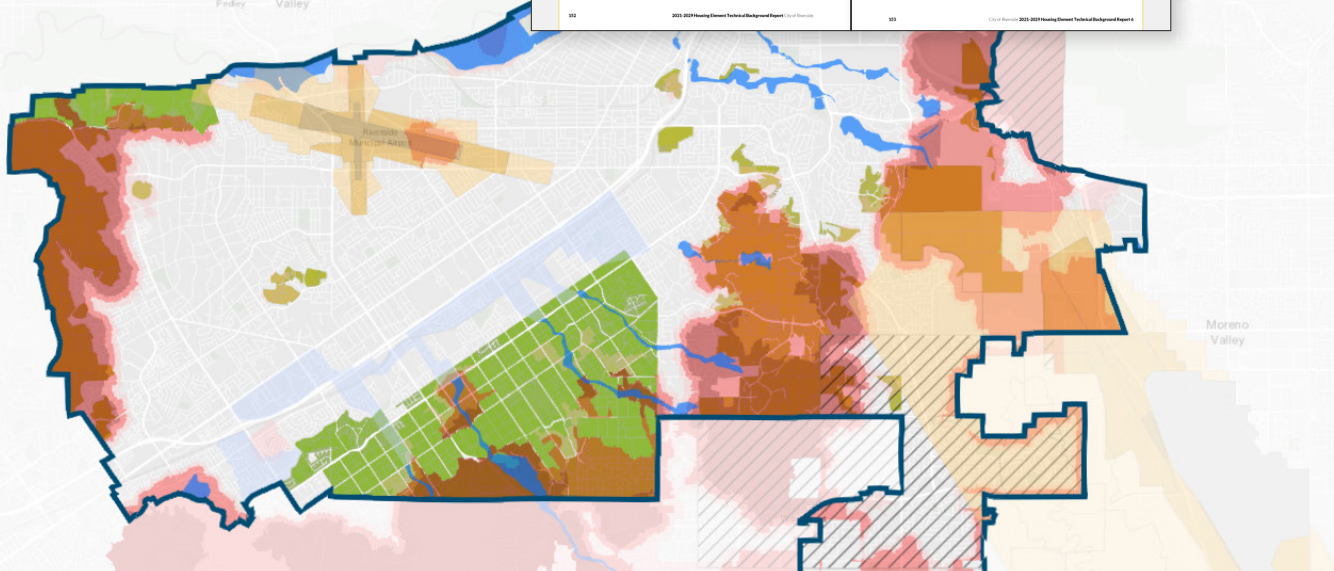
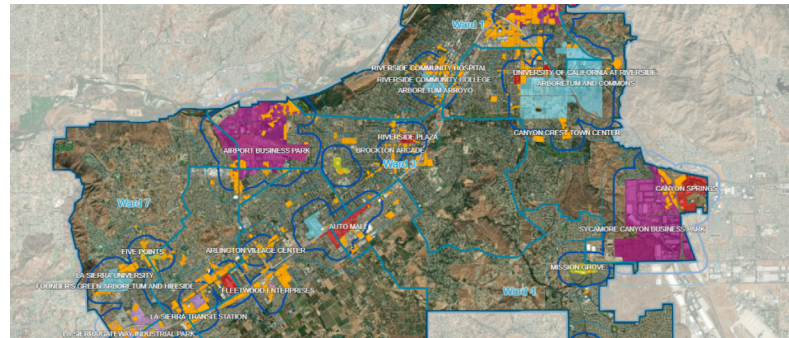
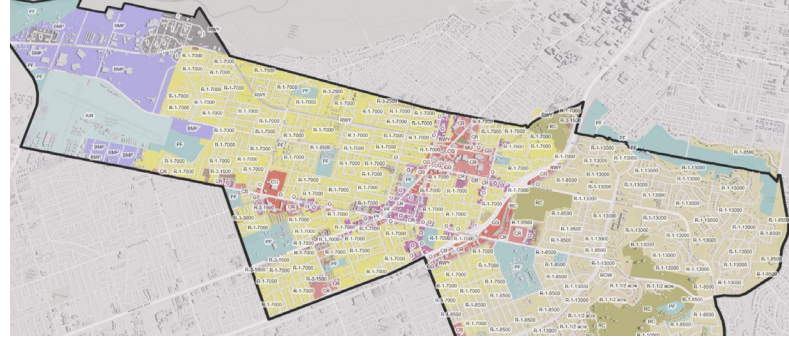
As part of the City of Riverside Housing Element Update, the City was required to find sites within that could accommodate, by 2029, approximately 24,000 new residential housing units. This process and requirement, referred to as the Regional Housing Needs Assessment (RHNA), obligates every municipality in California to help meet statewide housing needs. At the same time, the City is required to ensure that they are Affirmatively Furthering Fair Housing and looking at potential environmental justice issues.

To help Riverside meet its RHNA allocation, **Houseal Lavigne** developed a GIS-based solution and workflow with ArcGIS Urban called the RHNA Opportunity Finder.

ArcGIS Urban was used at the onset to collaborate with the stakeholders and staff to identify the most favorable locations for future residential development. Based on feedback and input, the RHNA Opportunity Finder was used to identify parcels best suited to accommodate a variety of housing types within the preferred locations.

To further fair housing and support positive economic, educational, and health outcomes for low-income families, the RHNA Opportunity Finder evaluated several factors affecting each parcel, including access to amenities, proximity to pollution sources, protected natural areas, natural hazards, and other opportunities and constraints.

With an initial set of opportunity sites that advance fair housing, are environmentally just, and are proximate to various community amenities, Houseal Lavigne completed the planning with ArcGIS Urban, testing policy changes and different development scenarios. By interactively engaging the community and getting their feedback, Riverside's updated Housing Element identifies and plans for more than 24,000 new homes by 2029, including where the new housing units should be located and their densities.



City of Oshkosh, Wisconsin

Oshkosh Master Plan & Redevelopment Plans

Year Completed: 2018 /

[Click Here for Sawdust District Plan /](#)

[Click Here for Imagine Oshkosh Downtown Plan](#)

The Oshkosh Master Plan started as a downtown study that expanded to include two significant redevelopment plans. The Master Plan organized this waterfront Downtown into ten distinct functional areas, establishing a unique character, design guidelines, development priorities, and strategies for each. The Plan reimagined a vacant old industrial waterfront site to help the city respond to “long shot” Milwaukee Bucks opportunity. By crafting a redevelopment plan for the Sawdust District, a multi-use entertainment district concept, the City was able to make the “long shot” a reality, and the City landed the professional basketball team facility. Building off the success of attracting a minor league team, the City of Oshkosh set out to retain Oshkosh Corporation (which has several locations scattered throughout the community) by identifying and visualizing a potential location for the Fortune 500 company’s new Global Headquarters. Using CityEngine and the firm’s extensive experience in site planning and 3d visualizations, the City of Oshkosh secured the bid to retain Oshkosh Corporation with plans to break ground in 2018.





Innovative Outreach

Community engagement will be a foundational component of the Portage Master Plan. This means creating an open dialogue with the community, business owners, property owners, and other key stakeholders, and soliciting feedback on existing issues, opportunities, aspirations, and needs of the community. Community engagement will allow for a cohesive vision to be created for the community.

Community engagement is included throughout the entire planning process, first gaining initial insights on issues to be addressed, then identifying a vision for the future, and finally reviewing draft plan content to make sure we got it right. The following highlight Houseal Lavigne's capabilities in community outreach and engagement.



3,200+

Aurora Places team has engaged more than 3,200 residents, businesses and city staff in the making of this plan.

COMMUNITY CONVERSATION

Aurora Places is built on a foundation of community input resulting from an ambitious outreach campaign. The community and planning team collaborated in person and online, at events, in small groups, and community-wide workshops. In 2016 and 2017, the planning team interviewed individuals, held focus groups and community workshops, conducted online surveys, hosted the iMap interactive mapping tool, and distributed do-it-yourself (DIY) workshop kits to local outreach teams. To ensure that the city's hard-to-reach community had an opportunity to participate, the Aurora Places team conducted outreach in six languages.

800

RESPONSES

The online survey generated almost 800 responses.

500

MAP POINTS

The community mapped more than 500 assets, issues and concerns using iMap, a web-based application developed by Houseal Lavigne Associates.

6

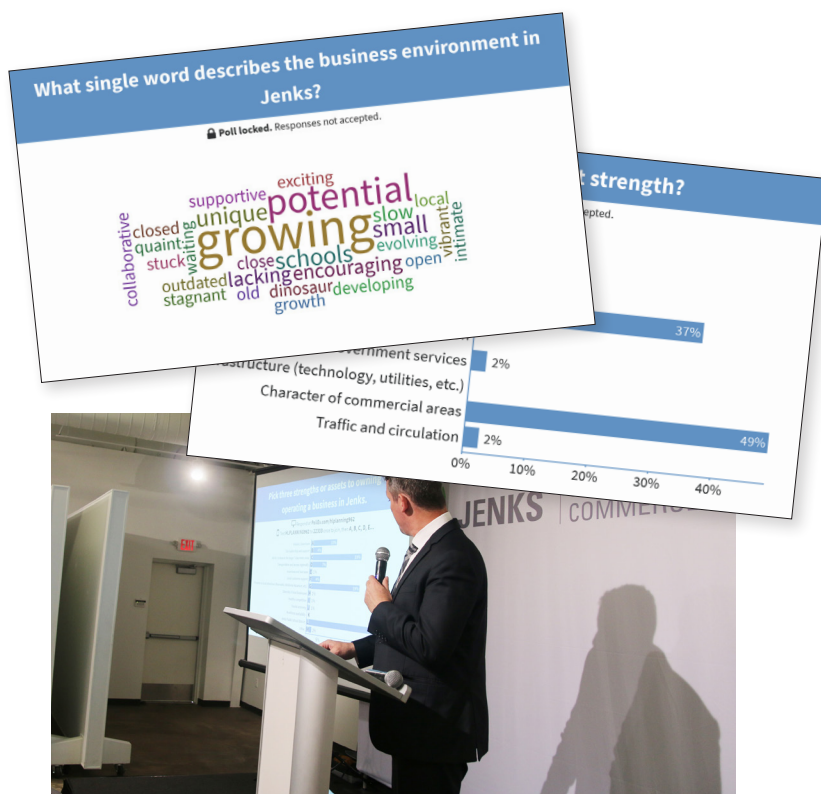
LANGUAGES

Outreach was conducted in English, Spanish, German, Amharic, Somali and Burmese.

55

DIY + LOT

Do-it-yourself (DIY) workshop kits distributed to local outreach teams (LOT) resulted in input from 1,000+ residents.

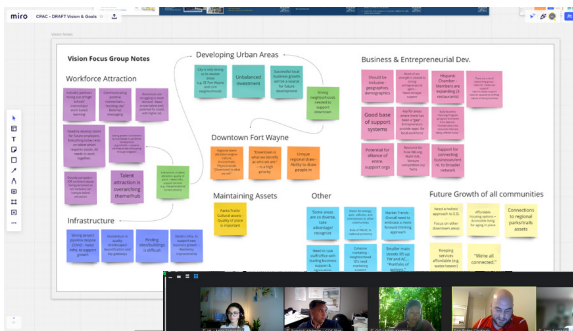


Real-time Polling: Polling based on audience responses allows our team to maximize group participation in a creative problem-solving process that displays real-time results and shifts in community opinion – even in the period of one discussion. Responses are used as catalysts to explore larger planning issues and to identify universal opinions versus issues that may be unique to a smaller, common group of participants.

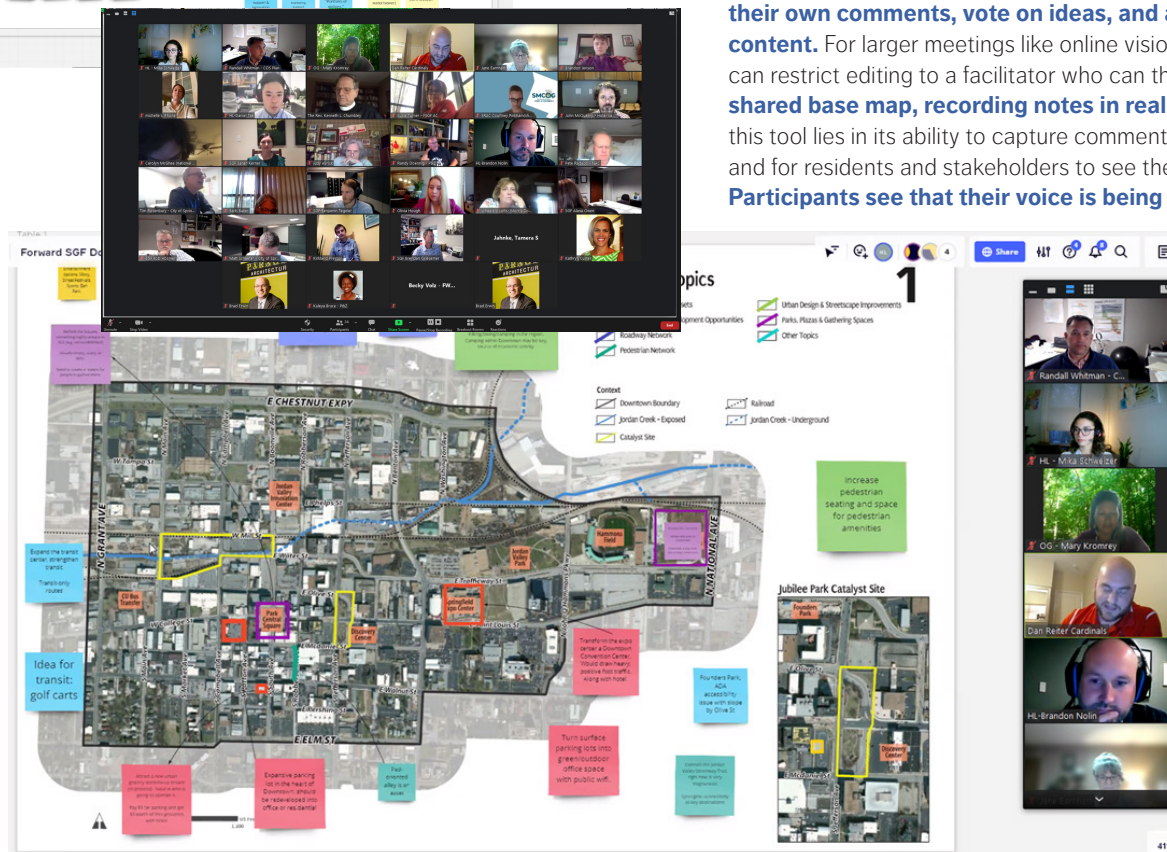
A workshop that incorporates real-time polling is incredibly effective at getting any group talking and reacting in a fun and engaging way. The Houseal Lavigne facilitator can **take the discussion in a direction that would not be captured with a standard meeting agenda**, but instead reflects participation together and audience reactions to a pie chart, bar graph, or word cloud that fluctuates as responses come in. When an on-screen result shows either a significant consensus on a topic or a notable outlier, **the facilitator can dig deeper, engaging the group around the result on the screen.**

Outreach Collateral & Pop-Up Engagement: An effective marketing strategy plays a significant role in garnering support for a planning process and piquing public interest in a plan. Houseal Lavigne's graphic designers frequently work with our clients to establish branding and collateral for our plans, which will then be integrated into community-wide marketing efforts.

Pop-up engagement events enable staff to popularize the planning process by bringing "planning to the people" and offering engagement opportunities in popular places or at previously planned events. We can develop postcard-sized surveys that could be distributed at community events, gatherings, or locations outside of planning-specific activities. Additionally, our visually appealing flyers are used to captivate the community and encourage residents to be part of the planning process.



Interactive Online Vision Boards: Miro is a digital whiteboard that makes it easy to virtually collaborate with others. Over the past two years we have used this interactive program to facilitate a range of engagement events from small focus group discussions to large community-wide visioning sessions. The tool allows participants to **populate virtual pin-up boards** while we facilitate conversations around the top issues and opportunities of the community. Within small groups, we can **use Miro as a brainstorming tool, giving participants direct access to add their own comments, vote on ideas, and assist in organizing content.** For larger meetings like online visioning workshops we can restrict editing to a facilitator who can then **annotate using a shared base map, recording notes in real-time.** The power of this tool lies in its ability to capture comments and discussion live and for residents and stakeholders to see their words on the screen. **Participants see that their voice is being heard.**






City of Aurora, CO "Aurora Places" Project Website

About the Plan

City of Fort Lupton CO
map.social interactive, web-based outreach map

Get Involved

News & Updates

map.social: map.social, a web-based community issues mapping tool, features interactive project websites. Specifically developed by Houseal Lavigne Associates, **this award-winning tool allows website visitors to identify, map, and comment on geographic areas of concern;** as well as valued community amenities. map.social simplifies the mapping process and familiarizes residents with all areas of the community in a manner that is exciting, interactive, and effective. **Input from residents allows us to create a composite map of community issues**—establishing community goals and objectives. By integrating the various traditional and web-based community engagement methods, such as linking a project website with an existing community homepage to centralize interactive outreach platforms; utilizing map.social, our interactive web-based engagement tool; as well as press releases, notices, and newsletters, we are able to reach the broadest level of community participants. Examples of recent map.social can be viewed at the following addresses:

[Morrisville, NC Land Use Plan Update](#) | [Lawrence, KS Downtown Master Plan](#) | [Canon City, CO Comprehensive Plan](#).



Cutting Edge Engagement Tools – Come Play in the HLA Sandbox

Our motto is “Planning Beyond the Pretty Picture.” We believe that the integration of appropriate technologies should be used to improve the planning process and product – improving communication and involvement with the public, gathering and assessing vital information, and producing more effective documents and recommendations.

"We are always looking for the right client to help us continue to innovate."

3D Immersive Environments

We have developed a unique approach to modeling 3D environments that enables us to translate development scenarios into interactive webscenes. We are able to utilize **Unreal Engine** (a 3D software used to develop many popular video games) to allow anyone to embark on a **virtual walkthrough to experience a development scenario** from a pedestrian level. In addition to being a planning tool, immersive visualizations can be used as an engagement tool to gather feedback on proposed development concepts or site plans. If multiple scenarios are being considered, **users can be given the ability to toggle between scenarios to compare and contrast their features, and provide input**, all while moving around and viewing potential sites or subareas from different vantage points.

Case Study: Morrisville, NC Town Center

(<https://storymaps.arcgis.com/stories/4cdd4c970be8451c8de734532ed6e2d1>)

For the Town of Morrisville, a community in North Carolina’s Research Triangle, the development of a town center had been a major point of contention for nearly 15 years. The Town did not have a traditional “downtown” and despite the community’s desire to create a one, local officials were reluctant to approve any development within the identified bounds of the Town Center for fear of making a mistake that would impact Morrisville for generations.

Town officials engaged Houseal Lavigne to prepare an immersive 3D model of two Town Center development scenarios. Using **Esri CityEngine** and building from a preferred land use program for the Town Center, the two development scenarios primarily focused on how parking requirements and building height would affect the design of the site. **Houseal Lavigne produced an immersive 3D walkthrough of the two Town Center scenarios, allowing Town officials and staff the opportunity to toggle between both in a videogame-like environment.** Hailed by staff as an absolute success, Town officials reached unanimous consensus on the more dense scenario and contracted Houseal Lavigne to prepare the supporting plan framework. The project received the *2020 Smart Cities Award from the American Planning Association, Technology Division* as well as *Esri's 2020 Special Achievement in GIS award*.

Abonmarche

Abonmarche has completed more than 50 projects for the City of Portage over the last 20 years. Below highlights a handful of these projects to illustrate our understanding and collaboration with the City of Portage.

City of Portage, Michigan

South Westnedge Avenue Corridor

Tasks for these projects included surveying services, design engineering, permitting, utility coordination, right-of-way engineering, bidding phase services and construction administration and inspection. Important project aspects included the construction of boulevard islands, water main and storm sewer replacement, box culvert extension, traffic signal replacements and interconnection, extensive traffic maintenance plans, landscaping and irrigation, and individual site plan improvements for properties along the corridor to facilitate access management and property acquisition.

Portage Bicycle Trails

Abonmarche designed and provided construction administration for a series of non-motorized bikeway and pedestrian trails for the City of Portage in Michigan. Among the projects are:

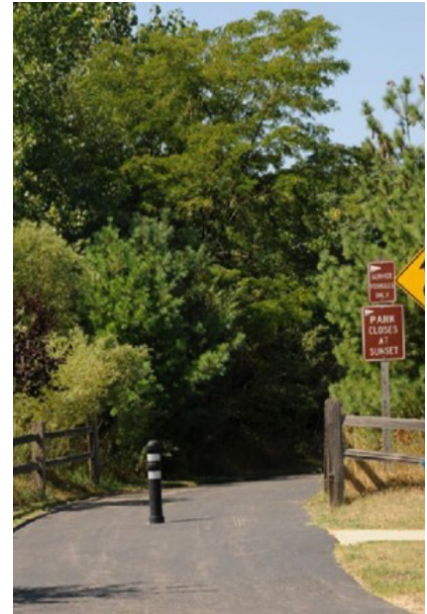
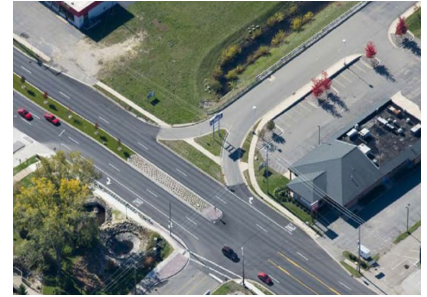
- Milham Avenue Bikeway - a recreational path connecting commercial, industrial and school areas with easy access to other existing trail systems.
- Northwest Portage Bikeway - a two-mile recreational path traversing neighborhood areas with linkages to the commercial district, including the Crossroads Mall. The trail crosses Oakland Drive, a major thoroughfare in the City, with the use of flashers and a raised median to protect cyclists.
- Lovers Lane Bikeway Trail - a multi-use, 1-mile path connecting residential, commercial, parkland, tourist and industrial areas.
- Shaver Road Bikeway - over two miles of bike path was constructed along with this 5-lane boulevard roadway.
- Romence Road Bikeway - extending a 5-lane boulevard roadway in Portage through Pharmacia property included creating this new non-motorized bike path.
- Northwest Portage Bikeway Extensions - Featured 10' wide non-motorized trail, signalized crossing of Constitution Blvd., easements, TEA grant assistance, and coordination with Consumers Energy.
- Abonmarche worked with the City to obtain MDOT and TEA grants to assist with project costs.

Portage Creek Enhancements

Abonmarche was selected by the City of Portage to design the Portage Creek Enhancement site, which is located at the north entrance to the city, adjacent to Portage Creek. The adjacent landowner to the south is Meijer. The site required a study of the existing Meijer parking lot and the location of the existing bus shelter to enhance access to public transit. Our recommendations included the realignment of a portion of the parking lot and relocation of the bus stop to the north side of Portage Creek to reduce previous pedestrian/vehicular conflicts. An accessible pedestrian trail system with a bridge leading from Meijer to the bus stop was developed. The park also contained a water feature focal point, naturalized plantings, a stone retaining wall, benches and lighting to provide a unifying element to other city parks.

Romence Road Parkway

This project included preparation of plans and specifications for an MDOT-funded project to extend a 5-lane boulevard roadway in Portage through Pharmacia property. The project featured utility work, roadway lighting design, curb and gutter, landscaping, drainage/retention, storm sewer, sanitary sewer and water main improvements, super-elevation, retaining walls, traffic signal upgrades to accommodate width changes, and dual left turn lanes. It also included Pharmacia parking area modifications and the creation of a non-motorized bike path. Traffic signal work included signal head upgrades, illuminated street name sign, loop modifications at Lovers Lane, and a complete relocation of mast arm mounted traffic signals at Portage Road. Key components of the project involved coordination of construction with the city and Pharmacia, addressing poor soils, contamination and wetlands issues, in addition to meeting a strict deadline for completion of construction.



References

At Houseal Lavigne, we are proud of our work and the long-term relationships we maintain with clients. We believe each of these references demonstrate our ability to satisfy clients through an approach that meets the technical and financial needs of client communities. Below are the reference names and contact information for a number of the project examples found on the following pages.

Services	Client	Contact
Comprehensive Plan, Subarea Plans, and Zoning Ordinance Update	Flint, Michigan	Kevin Schronce Lead/Supervisory Planner for Central Region City of Detroit (269) 720-6264 kschronce@gmail.com
Master Plan and Subarea Frameworks	Wyoming, Michigan	Nicole Hofert, AICP Planning Director, City of Wyoming (616) 530-3170 hofertn@wyomingmi.gov
Comprehensive Plan	St. Joseph, Michigan	Julie Summer Fitzgerald, Directory of Community Development (847) 923-4421 jfitzgerald@ci.schaumburg.il.us
Comprehensive Plan	Bentonville, Arkansas	Shelli Kerr Comprehensive Planning Manager (479) 271-3122 skerr@bentonvillear.com
Comprehensive Plan	Aurora, Colorado	Daniel Krzyzanowski Principal Planner (303) 739-7187 dkrzyzan@auroragov.org
Land Use Plan	Morrisville, North Carolina	Brad West Long Range Planning Manager - Wake Forest, NC (formerly Senior Planner with Morrisville, NC) (919) 435-9542 bwest@wakeforestnc.gov
Comprehensive Plan	Elgin, Illinois	Dave Waden Senior Planner, City of Elgin 847-931-5909 waden_d@cityofelgin.org
Master Plan & Redevelopment Plan	Oshkosh, Wisconsin	Kelly Nieforth Economic Development Services Manager, City of Oshkosh (920) 236-5045 KNieforth@ci.oshkosh.wi.us

An aerial photograph of a residential development, overlaid with a semi-transparent blue filter. The image shows a grid of streets with various building footprints and numerous trees. Numbered circular markers are placed throughout the scene, likely indicating specific project locations or phases. The numbers visible are 6, 7, 8, 10, 13, 14, 15, 16, 17, 18, and 19. A street labeled 'MOORE RD' is visible in the lower-left quadrant.

Section 4

Project Approach and Work Plan

Project Approach

Houseal Lavigne recognizes the importance of using the planning process to establish community consensus and foster a sense of stewardship for the **Portage Master Plan**. Our scope of work requires that residents, business owners, Portage officials, and stakeholders get involved at every step of the planning process and be active participants that help to define issues, establish a vision, formulate ideas, and shape solutions.

We believe our proposed scope of work will produce a meaningful and responsive Master Plan for Portage that will deliver efficiency, ease of use, and quality development and land use arrangements. Ultimately, the updated Master Plan will enhance the quality of life for current and future residents and ensure that the City's long-term growth aligns with community aspirations over the next 10-20 years. Each task of our proposed scope of work is presented in detail on the following pages. Should the City favor our basic approach, we will work closely with staff and other City officials to further refine this process, ensuring that all local needs and requirements are met.

RFP Scope of Services Alignment

The proposed scope of work reflects the tasks outlined in the RFP based on our current understanding of the City's needs. While major tasks between the City's RFP and our proposed scope align for much of the process, some of the City's tasks (namely Citywide Profile and Benchmarking, Phasing and Prioritization, and Master Plan Documentation) have been identified as subtasks and combined with other major tasks.

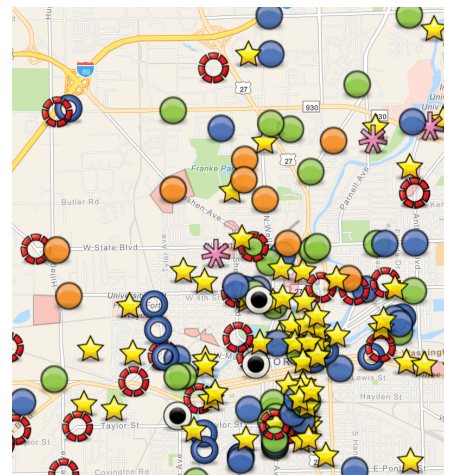
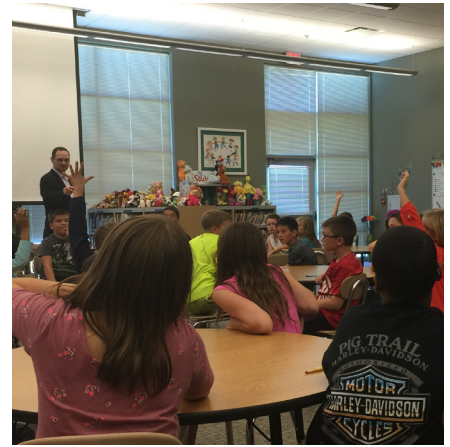
NOTE: Any meeting intended to be conducted virtually is identified in the title with the phrase "Virtual/Remote." In-person meetings can be conducted virtually as desired by the City, or if needed due to the inability to schedule such meetings during an agreed-upon visit by the Project Team.

Task 1: Project Management and Initiation

To kick off the planning process on the right foot, meetings and workshops will be conducted with City staff and the Planning Commission before undertaking other community outreach activities. After the kick-off to the planning process, our proposed outreach activities will help foster stewardship for the Master Plan and the community.

1a: Staff Coordination Call (Virtual/Remote)

The Project Team will host a web meeting/conference call with City staff to confirm dates and times for the official staff kickoff and elected officials roundtable. On this call, the Project Team will also discuss data needs and clarify any outstanding matters including the formation of the Planning Commission. To ensure consistent communication and coordination the Project Team manager will conduct regular and "as-needed" conference calls and/or web meetings with City staff throughout the planning process. The Project Team will work with City staff to ensure that following meetings in Task 1 (1b-1d) are conducted during the same trip if they can be conducted in person; otherwise, arrangements will be made to conduct these meetings virtually on consecutive days.



1b: Data Collection and ArcGIS Hub Initiative

As part of the project initiation task, the Project Team will coordinate with the City to collect a variety of data sets related to land use and development. The data collection task focuses on several types of data needs including, but not limited to GIS data regarding parcels, building footprints, zoning districts and overlays, community facilities (including parks), traffic volumes, sidewalk inventory, traffic signals, bike routes and trails.

In conjunction with the data gathering exercise the project team will configure a Master plan Initiative on ArcGIS HUB. The initiative will serve as the portal to access the mapping and project information and resource. This initiative will serve as the interactive community engagement platform for the project

Houseal Lavigne will work with City staff to set-up privileges to the City's ArcGIS Online Organization and establish protocols for file sharing to ensure City staff have access to the data and maps created during the Master Plan process. Implementing the initiative function in ArcGIS HUB will require the City to upgrade its licensing to ArcGIS Hub Premium. As an Esri partner Houseal Lavigne can assist the city with the upgrade and provisioning of ArcGIS Hub premium.

1c: Staff Kick-off Meeting and City Tour

An initial kick-off meeting will be held with the City staff assigned to the Master Plan project. This first face-to-face meeting will allow us to review the project scope, schedule, and deliverables and address any issues identified in previous communication regarding the planning process. Our intent is to function as a unified and integrated team alongside City staff.

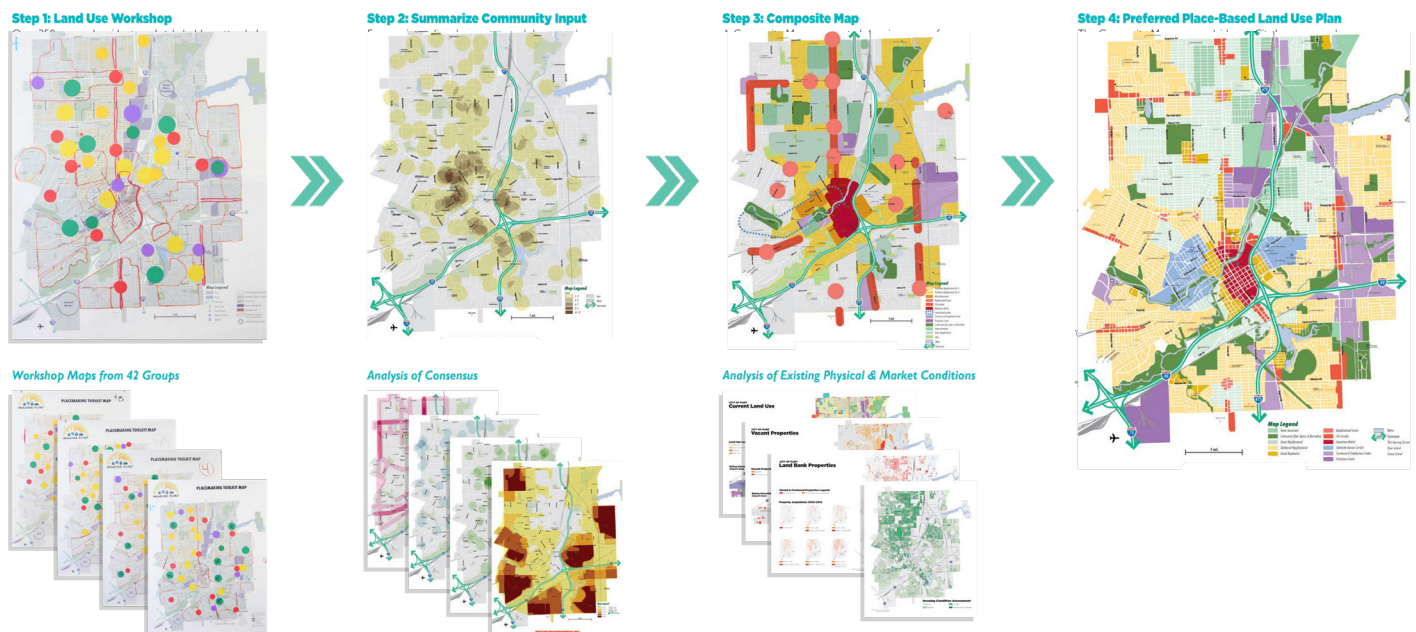
1d: Elected Officials Roundtable Workshop (PC Mtg. #1 and Council Mtg. #1)

The Project Team will facilitate a Joint Roundtable Discussion with City Council and the Planning and Zoning Commission to introduce the Project Team to officials and solicit their concerns and aspirations for the community. As the community's policy makers and presiders over City land use and development matters, it is important that the City Council and Planning Commission have a chance to communicate and discuss their issues and concerns with the Project Team, as well as each other, at the beginning of the process.

This Joint Roundtable Discussion will set the foundation for the planning process and review and discuss the overall direction and policy issues facing the community. The purpose of this meeting will be to: (a) discuss the roles for the Master Plan update; (b) review overall project objectives and work program; (c) review a preliminary schedule for the project; (d) schedule key meetings; and (e) begin the process of identifying key stakeholders. The meeting will conclude with a workshop exercise to identify and discuss issues and opportunities facing the Portage community.

Community Input as a Foundation for Plan Making

Imagine Flint Master Plan & Zoning Code Update



Task 2: Existing Conditions Inventory and Analysis (incl. City-wide Profile and Metrics)

This task will inventory and summarize existing conditions in Portage. It will be based on issues and opportunities identified in outreach, past plans and studies, information provided by the City and its partner agencies, feedback from community service providers, and reconnaissance conducted by the Project Team. We intend to move through the Existing Conditions Analysis task efficiently, reserving project budget and resources for visioning, planning, and action.

2a: Existing Conditions Memorandum

The Existing Conditions Memorandum is an interim deliverable collecting and presenting data and information gathered in tasks 1, 2, and 3a under a single memorandum to City staff. Preparation of the Existing Conditions Memorandum that will be based on issues and opportunities identified in project initiation and outreach, existing land use and transportation data, recent past plans and studies, the information provided by the City, and field reconnaissance conducted by the Project Team. The Project Team will prepare an Existing Conditions Memorandum that will include the following sections:

- **Past Plans and Studies Summary** – We will identify and review existing plans and policies such as those listed in the RFP including the most recent Master Plan (2014) and Lake Center District Corridor and Placemaking Study (2021)). This review process will help determine:
 - Recently adopted City policies that need to be reflected in the Comprehensive Plan,
 - Changes within the community that have occurred since the adoption of previous plans,
 - Conflicts between or deficiencies within existing plans, and
 - The validity of previously collected data.
 - The Project Team will work with City staff to identify any additional relevant plans and studies that should be reviewed as part of this task.
- **Market and Demographic Summary** – a demographic analysis of Portage will include an analysis of recent trends in population, households, income, age, racial and ethnic composition, and labor force and employment. This analysis will be summarized, and an economic profile will be formulated that will provide an overview of supply and demand trends for residential, retail, office, and industrial land uses, to help establish the foundation for land use planning and development decision-making.
- **Land Use and Development** – a reconnaissance and inventory of the City will be completed, and an Existing Land Use Map prepared, along with the identification of issues areas, incompatible arrangements, and opportunities.
- **Zoning and Development Regulations** – a preliminary diagnosis of current zoning as identified in the City's Zoning Code will be conducted to identify alignment with existing land use and needed areas of improvement.
- **Transportation and Mobility** – existing transportation conditions, including vehicular, bike and pedestrian facilities, and transit will be assessed along with a review of existing transportation information from the City, Kalamazoo County, Michigan Department of Transportation (MDOT), and other sources as needed/relevant. An inventory of planned and proposed improvement projects, and existing deficiencies and issues, will be compiled.
- **Community Facilities and Infrastructure** – public and semi-public facilities and services will be inventoried and assessed regarding location, capacity, and future needs. A facilities survey will be developed and sent to the necessary facility and service providers in the City.
- **Natural Resources, Parks, and Open Space** – the City's parks, trails, recreational facilities, and valuable habitat, ecosystems, wetlands, water resources, environmental features, and natural areas will be inventoried and assessed to determine current assets, conservation areas, and environmental resources.

Parks and Open Space Plan Update

The Project Team will coordinate with the firm selected for the City's Parks and Open Space Plan update at the outset of the process and identify opportunities to align the two planning efforts.

If the contract has not yet been awarded, it should be noted that Houseal Lavigne has developed several parks and open space master plans in parallel with, or following the completion of comprehensive (master) plans. There are economies of scale that can be achieved by having the Master Plan Project Team undertake this work and Houseal Lavigne can provide a proposal for this effort if desired. This would also enable outreach efforts to be dual purpose and avoid community meeting fatigue.

St. Cloud Comprehensive Plan and Parks & Recreation Master Plan Update



2b: City-wide Current Conditions Profile and Metrics

This task will include the creation and assessment of current land use conditions. It will also include the definition of metrics that will be used to measure scenario performance. Preliminary land use evaluation metrics will be developed and provided to Portage staff and the Planning Commission for review and feedback.

Zoning Integration

We will work with City staff to leverage their working knowledge of the City's zoning ordinance to integrate existing development standards such as setbacks, articulation, lot coverage or FAR, etc. This will enable the Project Team to document existing development capacity based on current zoning with a high degree of accuracy.

Long-term Benefit

Task 2b will essentially translate the City's zoning standards into a database with visual representation and the capability of generating of 3D procedural models City-wide. Armed with a digital twin of the Portage community, City staff would have a powerful tool that could be used to test various land use approaches and develop a data-driven preferred land use plan map. As the City moves through any future zoning update process, the ArcGIS Urban model could also be utilized in testing changes to zoning code to support recommended land use and development, visualize such changes, and easily communicate complex zoning concepts with elected officials and residents.

2c: Staff Review and Discussion (Virtual/Remote)

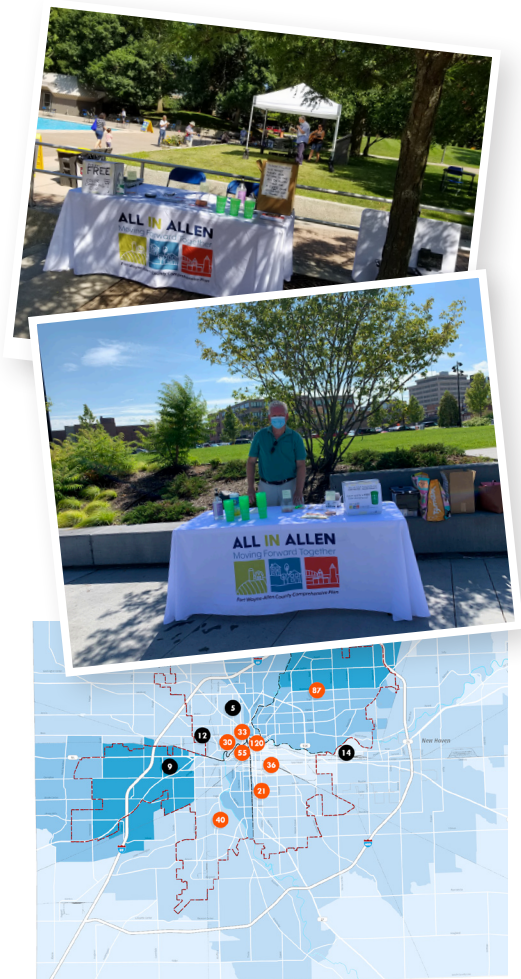
City staff and the Project Team will review the Existing Conditions Memorandum ahead of its distribution to the Planning Commission. The review process may include up to two rounds of revisions. The Project Team will also work to ensure that substantive comments provided by City staff are integrated into the ensuing plan development. This meeting will be a conference call or screen share with City staff.

2d: Planning Commission Meeting (PC Mtg. #2)

The Project Team will meet with and present the Existing Conditions Memorandum to the Planning Commission to gather feedback and input. The objective of the meeting is to reach an agreement on specific issues and concerns to be addressed moving forward, as a foundation to further engagement with the public and preparation of the Vision and Preliminary Goals and Objectives in Task 4. The Project Team will work with staff to ensure that this meeting is conducted during the same trip as the Community Visioning Workshops in Task 4a.



Fort Wayne-Allen County Pop-up Events



Task 3: Community and Stakeholder Engagement

We understand that a one-size-fits-all approach to community engagement is ineffective and that will benefit from an extensive and authentic outreach process. Our Project Team provides a multi-pronged approach to outreach that will be essential in engaging the community, addressing local issues, and most importantly, ensuring the inclusion of a diverse swath of the City's population.

3a: Outreach Collateral & Pop-Up Engagement

As part of project initiation, this task will play a significant role in garnering support for the planning process and piquing public interest in the Master Plan as an important guide to improving quality of life throughout the City of Portage. We will work with City staff to establish a name/brand for the Master Plan that will then be integrated into community-wide marketing efforts. The graphic design and communications experts on the Project Team will use their expertise in community-based marketing to create an "identity" for the planning process as well as the plan document. Collateral such as postcards, posters, and email blasts will be developed for use by City staff to better promote the plan and inform and engage the community.

To assist with pop-up engagement efforts, the Project Team can develop postcard-sized surveys for distribution at community events, gatherings, or locations outside of planning-specific activities. Informational posters/flyers can also be created to educate the community about the planning process and encourage residents to participate in online or upcoming engagement events.

3b: Project Website

At the onset of the project, we will design and host an interactive project website that is linked to the City's existing website. We are committed to using the internet to maximize the participation and communication between the City and its residents. An interactive project website provides a home base for information regarding the new Master Plan. This website will be used to promote and popularize the planning process and be used to post project schedules and meeting dates; display graphics, maps, and draft documents; address frequently asked questions; host map. social; and provide online community surveys.

3c: map.social (an interactive web-based issues mapping platform)

We will feature map.social, a web-based community issues mapping tool on the interactive project website. Developed by Houseal Lavigne, this tool allows users to identify, map, and comment on geographic areas of concern and valued community amenities. map.social simplifies the mapping process and familiarizes users with all areas of the community in a manner that is intuitive, interactive, and effective. Input from users allows us to create a composite map of community issues to assist with the establishment of community goals and policies.

3d: Online Community Questionnaire

To provide another means for community participation, we will prepare an online questionnaire for the residents and business owners of Portage to offer a community-wide opinion on a range of topics and issues. The questionnaire will include the opportunity for the City's business owners and entrepreneurs to provide specific input on those issues and concerns most important to the City's business community. The online community questionnaire will be easily accessible on the project website. At the close of the questionnaire response period, we will review and summarize results as a gauge of community priorities and issues.

3e: Key Stakeholder Interviews and Small Focus Group Discussions (Up to 10)

Key stakeholder interviews and focus group discussions allow us to obtain first-hand insight into the community from a diverse array of perspectives. Interviews are conducted with one to two participants. Small focus groups are made up of 2-3 participants gathered around a specific topic. Up to 10 confidential interviews or focus group discussions will be conducted to obtain additional information regarding local issues and potentials. The consultant will work with City staff and the Planning Commission to identify those individuals and groups to be interviewed. We recommend a broad sampling of interviewees who may possess unique perspectives or special insights into the community. Interviewees could include selected property owners, new and lifelong residents, local builders and developers, students, local businesspersons, area not-for-profits and service providers, and representatives from other government bodies, institutions, and civic groups.

3f: Do-It-Yourself (DIY) Workshop Kits (OPTIONAL)

To effectively engage residents at the local/neighborhood level, the Project Team could prepare Do-It-Yourself (DIY) workshop kits. DIY workshop kits would allow City staff, community groups, and residents to facilitate their own workshops and gather input from specific segments of the population that may not otherwise participate in more formal planning activities. City staff would play a role in helping distribute DIY workshop materials to target groups.

City staff and the Project Team could also coordinate with area partners to maximize use of this tool. For example, DIY Workshops could be implemented with assistance from Western Michigan University Geography Department urban planning students. Students could be tasked with conducting and summarizing one to three workshops with local groups and then summarizing feedback for review by the Project Team. Summaries of feedback received would be provided with cost varying on the number of kits completed.

3g: Business Community Issues and Opportunities Workshop

This workshop will be targeted specifically to business owners and managers, developers, and Portage's corporate citizens as an important stakeholder group. The purpose of the workshop is to establish a dialogue and obtain feedback from those members of the business community that have a unique insight and perspective and whose assistance and involvement is crucial to the Plan's ultimate success. The workshop will be scheduled to coincide with other in-person engagement activities and can be conducted in the early morning to minimize impacts to business owners or scheduled as part of a regular scheduled event where numerous property owners and business owners are typically in attendance. A virtual format is also an option if in-person engagement cannot be timed with a previously scheduled visit or is not desired.

3h: Community Engagement Key Themes and Takeaways Summary

This task will conclude in a memo that summarizes the key themes and takeaways from all community outreach events. The memo will provide focus and direction for subsequent update activities and serve as the cornerstone of the consensus building process. The memo will be incorporated into the Existing Conditions Memorandum delivered as part of Task 2.

Task 4: Vision, Goals, and Land Use Framework

The purpose of this task will be to establish an overall vision for the future of the Portage community. The vision provides focus and direction for subsequent planning activities and serves as the cornerstone of the consensus-building process. Based on the vision and previous tasks in the planning process, preliminary goals and objectives will be prepared. The vision, goals, and objectives, combined with a Land Use Framework to direct place-based recommendations, will serve as the “cornerstone” of the consensus-building process and provide focus and direction for subsequent planning activities.

4a: Community Visioning Workshop (PC Mtg. #3)

The purpose of a Community Visioning Workshop is to allow residents and stakeholders to tell us what they think before plans and recommendations are crafted. The Community Visioning Workshop will involve the Project Team, City Staff, the Planning Commission, and members of the community. The workshop will begin with a large group exercise where participants will work together to identify planning priorities, issues, and opportunities. Participants will then break out into small groups for a mapping exercise where they will put pen to paper and work to develop their vision for the future of the community. The workshop will conclude with a general agreement regarding the long-term role and character of the Portage community and the projects and improvements that will be desirable in the future.

4b: Vision Statement and Goals

Following the Planning Commission meeting in Task 3 and the Community Visioning Workshops, the Project Team will summarize the results of the group discussions. The preliminary Vision Statement and preliminary Goals for Portage will be prepared to provide a more specific focus and direction for planning recommendations. This task will be based on the Visioning Sessions, feedback from the community outreach activities, input from City staff, and observations from the Project Team.

4c: Key Recommendations Memorandum

Based on the outcome of the previous tasks, the Key Recommendations Memorandum will be prepared that identifies a preliminary set of policies and initiatives needed to support the Vision and Goals. Key recommendations will be provided for all land use areas in Portage, including residential neighborhoods, commercial areas, industrial areas, open space and natural areas, rural areas, and public and quasi-public uses.

The Key Recommendations Memorandum will identify and address a range of priority topics identified through community engagement such as desired development patterns, annexation and new growth areas, land use compatibility issues and mitigation strategies, residential neighborhoods and housing variety, commercial and mixed-use development, agriculture and conservation areas, employment and industrial uses, and more. This interim deliverable will provide the overarching guidance to all components of the Master Plan. The Key Recommendations Memorandum will be combined with the scenario modeling results developed in Task 5 to create a Master Plan outline that includes a Land Use Framework and supporting policy frameworks.

4d: Preliminary Land Use Framework

A preliminary Land Use Framework will be prepared. The Land Use Framework will include recommendations and policies for all land use areas in the City, including residential neighborhoods, commercial areas, and industrial land uses. The Land Use Framework will inform the more detailed scenario planning process to be undertaken in Task 5 and identify two to three growth and development policies for which scenarios will be developed for the City of Portage. Based on previous scenario planning exercises we anticipate the following scenarios will be the starting point for discussion:

- **Fringe:** Impacts and opportunities of continuing the current fringe development patterns.
- **Nodal:** Redevelopment and infill opportunities within and around potential commercial nodes.
- **Corridor:** Redevelopment and infill opportunities along major corridors.

4e: Staff Review (Virtual/Remote)

Draft Vision, Goals, Key Recommendations and the Preliminary Land Use Framework will be provided to City staff for review and comment. The Project Team will meet with staff before a Planning Commission Working Session. Comments provided by staff will be summarized and presented to the Planning Commission along with the draft deliverables.

4f: Planning Commission Working Session (PC Mtg. #4)

A meeting will be conducted with the Planning Commission to review the draft Vision, Preliminary Land Use Framework, and Key Recommendations Memo. The objective of the meeting is to reach an agreement on the visions and preliminary land use recommendations before moving forward with the development of the remaining chapters of the Master Plan. The Advisory Team will also affirm which land use scenarios should be developed in Task 5.

Task 5: Land Use Scenario Development

Scenario Planning enables planners and stakeholders to envision, predict and evaluate likely outcomes of plans. By combining modeling, measuring and sketch planning with public engagement, scenario planning creates data-informed, defensible plans that balance different perspectives and needs. This type of inclusive design and decision-making yields plans that are more likely to be implemented.

Scenario Planning offers the following benefits:

- An increased understanding of community values with broader, more inclusive perspectives on the future and how a community wants to grow.
- A structured, measurable process to design, evaluate and include the public in the creation of future growth options.
- A defensible and data-informed set of options from which decision makers can help guide future growth.
- A powerful method of visualizing and understanding tradeoffs between plans.

The scenario planning process consists of four broad components:

- Visual modeling of a planning area through 3D or GIS data;
- Public and stakeholder engagement to understand community values and needs;
- Generation of measurable scenarios that reflect those values and needs; and
- Selection of preferred scenarios based on measures and public input.

Scenario Planning Tool Profile – ArcGIS Urban

To assist in the analysis and visualization of the impacts of land use changes, the Project Team will configure a web-based application that will allow interactive modeling of potential land use scenarios. The proposed Land Use Scenario modeling tool will run on Esri's ArcGIS Urban platform, which allows for both assessment of current conditions and modeling of future build-out conditions under various land use scenarios.

ArcGIS Urban, one of Esri's newest urban planning tools, is a web-based software application developed to visualize future building projects citywide and increase productivity when creating special area plans by seamlessly incorporating local building typologies and zoning regulations. ArcGIS Urban can interactively demonstrate how changes in policy will impact the resulting design and urban form; visualize potential build out scenarios, and depict planning trade-offs that are often invisible and difficult to explain.

Houseal Lavigne has worked with Esri to develop GIS technology that focuses on the Community Development workflow over the past eight years and has been instrumental in their continued development of tools to support community engagement and scenario planning. Through this relationship Houseal Lavigne has had the opportunity to work closely with Esri to implement their newest tools and technologies to support urban planning workflows. Houseal Lavigne is one of a select few Urban Planning firms that has been awarded Esri's ArcGIS Urban Specialty designation having successfully applied ArcGIS Urban to planning and community development projects throughout the country.

Riverside Housing Study ArcGIS Urban Modeling & CityEngine Site Concept



5a: Preliminary Land Use Scenario Modeling (2-3 Alternate Scenarios)

During this task, the Project Team will use ArcGIS Urban tools to create, analyze, visualize, and assess different land use scenarios. Task 4 will be used to identify the alternate scenarios and each scenario would be assessed using the metrics defined in Task 2b. The Project Team along with City staff will collaborate and iterate on scenario creation until staff are satisfied that the scenarios adequately perform against metrics and reflect community values. With ArcGIS Urban we can provide schematic level proposed buildings depicting scale and massing. If desired, these procedurally-generated schematic models can be shared to an interactive 3D web scene to assist in review and analysis.

5b: Scenario Planning Workshop – Planning Commission Meeting (Virtual/Remote – PC Mtg. #5)

A working meeting with City staff and the Planning Commission will be conducted to review and discuss the alternate land use scenarios and metric-based evaluation and assessment. The draft scenarios will then be presented to the public for review and comment. Committee meetings will include a live charrette exercise to collectively review, discuss, and evaluate alternate land use scenarios. The scenarios will be shared during a charrette in which the committees can make comments and suggestions and the Project Team will make live changes within the ArcGIS Scenario Planning tool, so that updates can be seen in real-time.

5c: Scenario Plan Evaluation Survey (OPTIONAL)

As an optional task, following review by the Planning Commission, the Project Team could share the scenarios in an interactive web-based StoryMap, so that the public could review and comment on the scenarios. An online questionnaire would be used to collect feedback regarding each scenario and feedback would then be used to inform development of a preferred land use plan. Alternatively, if City staff are comfortable with the direction provided by the Planning Commission, this task can be eliminated so that resources can be allocated to other tasks.

5d: Preferred Land Use Plan

Based on scenario analysis, refinement during the charrette, and feedback received, a preferred scenario will be developed as the Preferred Land Use Plan. The Project Team will coordinate development of the Preferred Land Use Plan through a series of web meetings with City staff to review and comment on draft iterations of the Land Use Plan before presenting a refined draft to the Planning Commission.

5e: Planning Commission Meeting (PC Mtg. #6)

The Preferred Land Use Plan will be presented and discussed with the Planning Commission. The intent of this meeting will be to reach agreement on the high-level land use plan framework that will be included in the City-wide plan components developed in Task 6 and the Master Plan document produced in Task 7.

5f: City Council Presentation (Council Mtg. #2)

An overview of the Preferred Land Use Plan will also be presented and discussed with City Council prior to developing the City-wide plan components developed in Task 6 and the Master Plan document produced in Task 7.

Task 6: Updated Plan Elements (including Subarea Frameworks)

Based on the previous tasks in the planning process, the draft and final versions of the Master Plan document will be prepared for review, consideration, and adoption. This task will entail the preparation of preliminary frameworks and recommendations for core Master Plan elements. The Preliminary City-Wide Plans and Policies prepared in this task will reflect the Preferred Land Use Plan, as well as the Vision, Goals, and Key Recommendations developed in Tasks 4 and 5.

6a: Preliminary City-wide Plans

Collectively, the following framework plans will identify trends that should be considered in planning for the future and address issues identified by the community, City staff, and stakeholders. Although the framework plans will accommodate appropriate and desirable development and improvements, all framework plans will be respectful and supportive of the community's vision and goals developed in the previous task. All plans will be highly illustrative and graphically compelling. Maps, illustrations, and concept visualizations will be utilized to convey planning and development concepts and recommendations.

The following framework plans will be prepared as part of Task 6a: Preliminary City-wide Plans:

- **Housing and Neighborhoods Plan** – This element will consider location, types, age, and condition of housing; owner and renter occupancy; and affordability of housing. This element will identify the amount, character, density, and recommended location for different housing products and dwelling types to meet the current and future needs of Portage's residents.
- **Economic Development Plan** – This element will define areas for desired commercial and industrial development to strengthen employment, job creation, and to grow a diverse and thriving tax base for the City. We are familiar with Redevelopment Ready Community requirements having worked in several Michigan communities where economic development is a priority. The Project Team will ensure that Master Plan meets or exceeds RRC Best Practices.
- **Transportation and Mobility Plan** – This element will focus on the coordination and optimization of all modes of travel within the City. The Transportation and Mobility Plan will include specific recommendations for motorized and non-motorized travel, parking, circulation, and linkages between key areas. Complete Streets principles will be incorporated as appropriate throughout the Transportation and Mobility Plan, to ensure effective mobility environments for pedestrians, cyclists, motorists, and persons using public transportation.
- **Community Facilities and Infrastructure Plan (including Parks and Open Space)** – This element will identify and inventory all community facilities in the City and include recommendations and policies for facilities and services, parks and open space, infrastructure, and intergovernmental coordination and cooperation. This element is designed to help plan for anticipated capital needs and investments. Strategies will focus on infrastructure improvements to support the existing population, as well as ensure new development and growth can be adequately supported. The Project Team will coordinate with the firm selected for the City's Parks and Open Space Plan update at the outset of the process and identify opportunities to align the two planning efforts to ensure that this plan element integrates related recommendations.

6b: Preliminary Subarea Frameworks (Crossroads Mall and City Centre)

In addition to high level City-wide policies, Subarea Frameworks will be included within the Master Plan for the Crossroads Mall and City Centre areas. This task, along with the Economic Development Framework, will be key to addressing MEDC's Redevelopment Ready Communities (RRC) expectations. In addition to identifying an area of focus for RRC strategies like placemaking, this Subarea Frameworks will also establish an area of future development focus where strategies such as by-right mixed-use development, compact and pedestrian-oriented development, and housing diversity can be accommodated.

Recognizing that Portage's commercial areas are more susceptible to change compared to the community's solid residential areas, more detailed planning efforts are needed to better guide investment. We will work with City staff and the Planning Commission to develop Subarea Frameworks that will address land use and development, urban design, and access and mobility issues within each subarea. The Subarea Frameworks will establish the guiding considerations, objectives, and priorities for each area, firmly establishing character and future intent. Each Subarea Framework will utilize graphics, illustrative plans, and images to demonstrate important local planning concepts. This effort will provide an update planning framework for both areas based on previous tasks and will not be a rewrite of previous subarea plans.

6c: Catalyst Site Concepts (OPTIONAL)

In addition to high level schematic models leveraging ArcGIS Urban, as an optional task, the Project Team can prepare more detailed illustrative site concepts for key redevelopment sites within the subareas identified during the planning process. Sketch plans illustrating potential site configurations would be developed for the redevelopment sites. The sketch concepts would establish use programs, parcel division, lot/building orientation and layout, parking layout, access, circulation, buffering, landscaping, and open space/detention. The sketch concept plans will also explore different mixes and approaches to assist in attaining the best use and desired development characteristics within the planning area. Concepts would be generated in either CityEngine or Sketchup and cost per concept will vary depending on complexity of the design exercise and size of the site. Immersive 3D environments using the Unreal gaming engine could also be generated if desired at additional cost.

6d: Web Meeting Series (Two Virtual/ Remote Meetings – PC Mtgs. #7-8)

The Project Team will conduct a series of web meetings focusing on the Preliminary City-Wide Plans and Subarea Frameworks discussed in the previous tasks. Each web meeting will provide an opportunity for the Project Team, City staff, and the Planning Commission to discuss preliminary policies, plan recommendations, and initial maps and graphics. Web meetings will be hosted by the Project Team and recorded for City staff and Planning Commission members unable to attend.

Increased Interaction

The use of web meetings will increase the number of touch points between the Project Team, staff, and the Planning Commission. This will provide for a more responsive and efficient workflow that minimizes potential for issues and time-consuming revisions, maximizing Project Team resources spent on plan development. This process will also enable incremental review of draft plan content by City staff and the Planning Commission, rather than wholesale review, which can be arduous and dilute the quality of input. This approach allows City staff and the Planning Commission to effectively monitor the progress of the work program at a manageable scale.

Task 7: Master Plan Document (including Phasing and Prioritization)

Based on the previous tasks in the planning process, the draft and final versions of the Master Plan document will be prepared for adoption. The Master Plan will conform to the State of Michigan planning enabling act (P.A. 33 of 2008, as amended, M.C.L. 125.3801 et seq.).

Subject Matter Experts

Houseal Lavigne has authored technical articles featured in the American Planning Association's Zoning Practice publication. Topics of articles drafted by Houseal Lavigne staff include the integration of clear and user-friendly graphics in zoning ordinances, and the development of locally contextual and appropriate design guidelines and form-based codes



7a: Implementation Strategy

The Implementation Strategy will describe the specific actions required to carry out the new Master Plan, including recommendations regarding zoning updates and other regulations, priority improvement projects, potential funding sources, and implementation techniques, as well as general administration and follow-up to the Plan. This section will include a high-level Zoning Plan (that satisfies State requirements).

7b: Detailed Zoning Audit (OPTIONAL)

As an optional task, the Project Team can prepare a more detailed Zoning Audit that includes preparation of a Diagnostics Memo. That memo would include:

- Detailed chapter-by-chapter, section-by-section review, highlighting areas where the existing regulations, standards, procedures, processes, and other requirements are problematic.
- Review of the City's recent history of development proposals and applications for zoning relief will be reviewed to identify "pain points" in bringing forward development.
- Regulations testing using the ArcGIS Urban to perform a conformities analysis and test existing development conditions against the bulk and use standards of the current code.
- Land use plan and zoning map alignment analysis (also provided in Task 7a).

After receiving feedback from City staff and the Planning Commission on the Diagnostics Memo, a Preliminary Recommendations Memo would then be developed. That deliverable would provide guidance on:

- How to restructure the Zoning Code into a user-friendly document that adheres to best practices.
- District specific recommendations regarding the establishment of new districts, consolidation and/or elimination of current districts, updates to bulk and dimensional standards, and revisions to the schedule of uses.
- Development standards and use specific standards recommendations regarding topics such as off-street parking and loading, landscaping, fences, screening, etc. and detailed standards applicable to specific uses such as accessory buildings, drive-throughs, or outdoor storage.
- Administrative and enforcement recommendations identifying straightforward approvals that can be handled administratively by staff, layers of review that can be better coordinated or consolidated, and whether decision-making bodies have clear review criteria that provide fair certainty to applicants and Portage residents.

7c: Prepare Draft Master Plan

The Master Plan will be designed not only to serve as a legal document for guiding land use and development but also as a guide for establishing City policies regarding a variety of community components that collectively improve the overall quality of life. The Plan will identify specific projects and actions that need to be undertaken for the City to realize the recommendations. We anticipate that the Plan will include the following sections developed in the previous tasks:

- Introduction and Community Profile
- Land Use Plan
- Housing Plan
- Economic Development Plan
- Transportation and Mobility Plan
- Community Facilities and Infrastructure Plan
- Natural Resources, Parks, and Open Space Plan
- Implementation Strategy

7d: Staff Review of Draft Master Plan (Virtual/Remote)

Before presenting the draft Master Plan to the Planning Commission, the draft will be distributed to staff for review. The draft Master Plan will be modified based on staff review before presentation to the Planning Commission.

7e: Joint Planning Commission and City Council Meeting (PC Mtg. #9 and Council Mtg. #3)

A meeting will be conducted with the Planning Commission and City Council to review the draft Master Plan before proceeding to the development of the final Master Plan document. Appropriate revisions to the draft Plan will be made based on feedback from the Planning Commission, and the final Master Plan will be prepared for public hearing presentation.

Task 8: Master Plan Adoption

Following review by staff and the Planning Commission, the draft Master Plan will be presented to the Portage community and taken through the formal adoption process.

8a: Public Notice for Plan Review

City staff will distribute the draft Master Plan document to adjacent and impacted local units of government, tribal nations, regional planning commissions, public utility companies, and railroads, etc. This task will mark the start of the 63-day comment period required by the State of Michigan.

8b: Community Open House

Before the public hearing, a community open house will be held to allow residents to drop in, review the draft Master Plan, and ask questions of the members of the Project Team and City staff. The Open House format provides an opportunity to see and learn about the City's new Master Plan before the adoption process begins. Open house presentation materials and collateral will be provided so that City staff can facilitate additional open houses if desired by the City Council and Planning Commission. Following the community open house, the final Master Plan will be prepared for public hearing presentation the adoption process begins.

8c: Final Master Plan to the Planning Commission (Public Hearing – PC Mtg. #10)

Under the State's statutory requirements, the final Master Plan will be presented to the Planning Zoning Commission at a public hearing. Based on review and discussion, and based on public feedback during the public hearing, a revised final Master Plan will be prepared for recommendation to the City Council.

8d: Final Master Plan to City Council (Council Mtg. #4)

The revised final Master Plan will be presented to the City Council for consideration and adoption. After the project, all the background data and information compiled by the Project Team during the study will be forwarded to the City. Final documents will be delivered to the City in both hard copy and electronic formats that allow easy reproduction, direct web-readiness, and the ability for City staff to edit and provide updates to the Master Plan document.

8e: Interactive Executive Summary (OPTIONAL)

The planning process for Portage will yield a traditional “long-form” plan/ The plan document will allow for printing and on-screen viewing and easy distribution, searching, and navigation. In addition, we can leverage **ArcGIS Online StoryMaps** to create an “app”, providing an interactive Executive Summary version of the Master Plan. Combined with photos, text, and other media, ArcGIS Online will power interactive maps that can be queried and explored, providing an engaging, “digital” way to experience the Master Plan. Content will be interwoven with attractive maps, visuals, and interactive content that simplifies navigation between related, cross-referenced components of the plan. This task will take place after the Master Plan is adopted, as it cannot be completed before adoption.

8f: Master Plan Documentation

Following Master Plan adoption, the Master Plan document will be added to the ArcGIS Hub Master Plan Initiative. A link to a PDF of the Master Plan document will be added to the initiative as well as links to the Preferred Land Use Plan scenario webscene. Houseal Lavigne will work with City staff to set-up privileges to the City’s ArcGIS Online Organization. Any GIS data utilized to populate maps, webscenes, scenarios, or models in the Master Plan will be added to the City’s ArcGIS Hub initiative during project closeout.

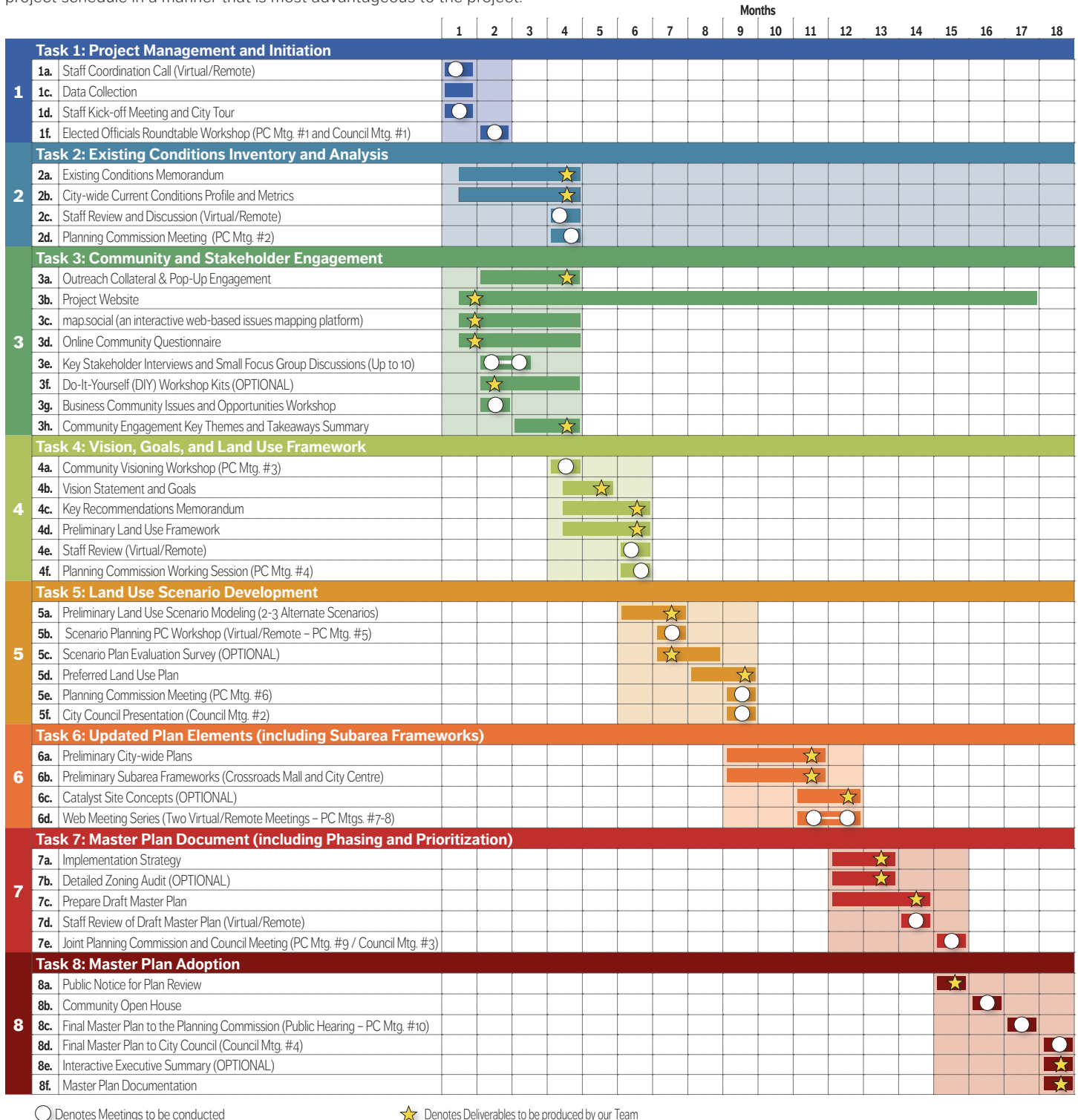
List of Deliverables

As outlined in the Project Approach discussed in the preceding pages, Houseal Lavigne is committed to delivering the following:

- Set-up and Configuration ArcGIS Hub Initiative
- Project Initiation Meeting/Workshop Materials
- Existing Conditions Memorandum
- Master Plan Process Logo
- Informational Poster (if desired)
- Short form Postcard Survey (if desired)
- Project Website
- Online Questionnaire
- Map.social site
- Business Workshop Materials
- Community Engagement Key Themes and Takeaways Summary
- Community Visioning Workshop Materials (incl. printing of up to 10 visioning maps)
- Key Recommendations Memo including draft Vision Statement and Goals
- Preliminary Land Use Framework Presentation
- Master Plan Document including:
 - Introduction and Community Profile (summarizing Existing Conditions Memorandum data and information)
 - Land Use Plan (presenting the Preferred Land Use Scenario)
 - Housing Plan
 - Economic Development Plan
 - Transportation and Mobility Plan
 - Community Facilities and Infrastructure Plan (including Parks, and Open Space components)
 - Implementation Strategy (including high-level Zoning Plan required by the State of Michigan)
- Community Open House Materials including plan summary posters (up to 5 printed posters mounted on foam core)
- Planning Commission and City Council presentation materials
- ArcGIS Urban City-wide Current Condition Model and Baseline Metrics
- ArcGIS Pro 2.7 Compliant File Geodatabase (.gdb) containing all GIS data created/updated during project
- ArcGIS Pro Map Package(s) (.mpkx) for all maps included in final Master plan document
- ArcGIS Urban Land Use Scenario Models and dashboard of related metrics (2-3 scenarios)
- ArcGIS Urban Preferred Land Use Scenario Model with dashboard of related metrics
- Scenario Planning 3D webscene (if desired for up to 3 scenarios)

Project Schedule

We propose an 18-month project schedule to complete our proposed project approach. This includes delivery of the draft Portage Master Plan in 14-16 months followed by the 2-month public review required by the State of Michigan and related adoption process. We are ready to begin work immediately and are committed to devoting the proposed personnel and resources for the entire length of time necessary to complete Portage's Master Plan. Should the City favor our approach, we will work with City Staff to further refine the process and anticipated project schedule in a manner that is most advantageous to the project.





Section 5

Cost Proposal

Cost Proposal

Houseal Lavigne proposes a not-to-exceed project cost of **\$199,960** for the Portage Master Plan, including all professional fees and directly related project expenses. If the City of Portage favors our basic approach, we are willing work with the City of Portage to amend our scope of work as necessary to meet any budgetary constraints.

Please note that the we do not anticipate any increases to the fee for the project within the project timeline proposed. If the project extends more than 24 months from the date of contract approval Houseal Lavigne will request a fee adjustment that can be negotiated based on hourly rates at that time.

Task	Hours	Cost
Task 1: Project Management and Initiation	106	\$15,450
Task 2: Existing Conditions Inventory and Analysis	228	\$34,660
Task 3: Community and Stakeholder Engagement	122	\$16,220
Task 4: Vision, Goals, and Land Use Framework	168	\$24,510
Task 5: Land Use Scenario Development	178	\$28,680
Task 6: Updated Plan Elements (including Subarea Frameworks)	292	\$40,500
Task 7: Master Plan Document (including Phasing and Prioritization)	132	\$18,810
Task 8: Master Plan Adoption	108	\$16,130
<i>Total Professional Fees</i>	<i>1,198</i>	<i>\$194,960</i>
<i>Direct Expenses</i>		<i>\$5,000</i>
Total Professional Fees and Expenses		\$199,960

Hourly Rates

Please find below a schedule of hourly rates for all personnel anticipated to work on the City of Portage Master Plan assignment.

Title	Rate
Houseal Lavigne	
Principal	\$ 230-250
GIS Lead	\$ 200
Senior Project Manager	\$ 180
Project Manager	\$ 145
Planner II	\$ 130
Planner I	\$ 100-120
Abonmarche	
Vice President/Project Manager	\$ 255
President/Chief Executive Officer	\$ 255
Senior Project Engineer	\$ 175
Project Engineer	\$ 120
Engineer	\$ 102

Consultant Score (1-10)				Houseal Lavigne		Beckett & Raeder		McKenna	
	Evaluation Criteria	Evaluation Standard	Weight	Committee Score	Weight Score	Committee Score	Weight Score	Committee Score	Weight Score
1	Quality and completeness of proposal	The extent to which the Firm provided at a minimum: • Cover letter • Statement of understanding • Project approach • Key personnel (Biographies, qualifications, ESRI experience, and experience in related projects) • Three (3) References • Proposed work plan and schedule • Proposed deliverables • Cost proposal	10	9	90	8	80	8	80
2	Qualifications, references, and capacity of key personnel	The extent to which the Firm provided at a minimum: • Similar projects in scope and scale completed • Key personnel capacity • Three (3) favorable references that support stated experience and the provision of quality services.	15	9	135	8	120	8	120
3	Project approach and deliverables	The extent to which the Firm provided at a minimum: • Understanding of Portage conditions (people, history, culture, natural & built environment, businesses etc.) • Clear team organization, structure, and schedule • Innovative approach and methodology • Clear deliverables	20	9	180	7	140	8	160
4	Prior experience on projects of similar scope and scale	The extent of Firm's experience and qualifications relevant to this Scope, with emphasis on the experience of services of a similar scope and scale to that of the City and the City's requirements	15	9	135	8	120	9	135
5	Specialized experience and technical qualifications	The extent to which the Firm demonstrated their specialized experience and technical qualifications for the following: • Master Plan/Comprehensive Plan /Area Plan • Data Processing and Analysis • Presentation • Photograph • Illustration • Graphic Design • Web Design • GIS	15	10	150	7	105	7	105
6	Approach and experience for successful public engagement	The extent to which the Firm demonstrated their approach was: • Systematic • Innovative/Creative • Interactive • Inclusive • Response rate	15	9	135	7	105	8	120
7	Fee Proposal	The extent to which the Firm provided at a minimum: • Schedule of costs by proposed work tasks and subtasks, to include all personnel rates and anticipated expenses • Hourly rates for project personnel to be used as the basis for payment • Anticipated annual fee increases and related dates • Total estimated cost for the work • List of Deliverables	10	8	80	8	80	7	70
Total Score				63	905	53	750	55	790

Proposed Price

\$ 199,960.00

\$ 160,521.00

\$ 200,000.00

Standardized scoring rubric for qualitative evaluation of price and non-price factors and subfactors						
	0 - 1	2 - 4	5 - 6	7	8	9 - 10
	Inadequate	Weak	Marginal	Acceptable	Good	Outstanding
	Proposal: - does not meet most or critical requirements - contains significant deficiencies in approach - does not demonstrate an understanding of the requirements - presents qualifications or experience that do not demonstrate the capability or capacity to perform to expectations - Provides unacceptably unfavorable or unpredictable costs to the City -provides unacceptable risk or cost to the City	Proposal: - does not meet many or important requirements - presents a poor approach with substantial deficiencies - demonstrate a poor understanding of the requirements - presents qualifications or experience that poorly represent the capability or capacity to perform to expectations - Provides highly unfavorable or unpredictable costs to the City - introduces significant risk or cost to the City	Proposal: - does not meet some requirements - presents a marginal approach - demonstrate a marginal understanding of the requirements - presents qualifications or experience that marginally represent the capability or capacity to perform to expectations - Provides unfavorable or unpredictable costs to the City - introduces undesired risk or cost to the City	Proposal: - substantially meets requirements - presents an acceptable approach - demonstrates an accurate understanding of the requirements - presents qualifications or experience that demonstrate the capability or capacity to perform to expectations - provides reasonable and predictable costs to the City - does not introduce meaningful additional risk to the City	Proposal: - substantially meets requirements with some added value - presents an advantageous approach -presents qualifications or experience that clearly demonstrate the capability or capacity to perform at or above expectations - provides beneficial cost to the City - does not introduce meaningful additional risk to the City; may reduce or mitigate some risk	Proposal: - substantially meets requirements with significant added value - presents a strong approach with clear advantages or innovation - presents qualifications or experience that strongly demonstrate the capability or capacity to perform above expectations - provides advantageous cost to the City - does not introduce meaningful additional risk to the City; may reduce or mitigate substantial risk
	Score each factor or subfactor in accordance with the elements in the rubric above. Assigning a particular score does not require that every positive element within that scoring category be met, or that every unfavorable element be present. Strengths or weaknesses related to any element may outweigh strengths or weaknesses related to other elements.					

Source: City of Portage Finance & Purchasing Department

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Herbicide Application Contract - Bid Tabulation

SUPPORTING PERSONNEL: Rod Russell, Director of Public Works

ACTION RECOMMENDED: Approve a three-year contract in the amount of \$98,965 with TruGreen Commercial for herbicide application in the city center, parks, cemeteries, Department of Public Safety, and major street locations and authorize the Acting City Manager to execute all documents related to the contract on behalf of the city.

In an effort to maintain City of Portage beautification standards, assistance is needed to eliminate weeds in the city center, parks, cemeteries, Department of Public Safety, and major street locations. The contractor who eliminates weeds during the length of this contract will be required to use a glyphosate-free product (no Roundup) for herbicide applications.

Bids were requested via the BidNet website where 211 vendors were matched with these services and notified of the project. A request for bids was also posted in the Kalamazoo Gazette. One contractor, TruGreen Commercial of Portage, Michigan, entered a qualified bid that was opened on February 22, 2022, for \$98,965. This amount is within anticipated costs for the work. TruGreen has successfully completed this type of work for the city for the past two years.

It is recommended that City Council approve a three-year contract in the amount of \$98,965 with TruGreen Commercial for herbicide application in the city center, parks, cemeteries, Department of Public Safety, and major street locations and authorize the Acting City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Funds are budgeted and available for this work in the FY 2021-2022 and will be programmed in future Roadside Maintenance budgets.

Attachments: 1. Herbicide Application - Bid Tabulation

2022 RFB HERBICIDE APPLICATION
BID TABULATION
BID OPENING ON FEBRUARY 21, 2022 AT 3 PM

TruGreen Commercial	\$	98,965.00
9077 Portage Industrial Dr.		
Portage, MI 49024		

Opened by:  _____
Victoria Barboza, Purchasing Manager

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Final Plat approval for The Oaks Phase 1

SUPPORTING PERSONNEL: Kelly Peterson, Director of Community Development

ACTION RECOMMENDED: Approve the Final Plat for The Oaks Phase 1, 4800 Bishop Avenue, subject to:

- a. recording of the maintenance and indemnification agreements;
- b. sidewalks and street trees be completed by March 2024;
- c. re-televising and re-testing of the sanitary sewer system be completed for final review and confirmation; and
- d. storm sewer repairs be completed as agreed to by the city and the developer prior to the expiration of the maintenance bond and final acceptance of the public storm sewer system.

On November 7, 2017, the City Council voted 7-0 to approve the Final Preliminary Plat (engineering plans) for The Oaks Phase 1, allowing the developer, Landmark Development Partners, LLC, to proceed with construction. In October 2021, the property and public improvements were acquired by Westview Capital, LLC. The developers have completed all required public improvements with the exception of the installation of the concrete sidewalks and street trees. Receiving final plat approval from the Council prior to completion of all public improvements will enable the developer to submit the plat to the State of Michigan for review and approval. Once approved by the state, the developer can begin selling lots and building houses.

Approval of the Final Plat for the Oaks Phase 1 is recommended, subject to four conditions detailed below for information.

- a. **Recording of the maintenance and indemnification agreements.** The homeowner's association will maintain the landscaped median island located on Bermuda Street and the northerly parcel not included in the subdivision directly adjacent to Bishop Avenue. Maintenance and indemnification agreements between the association and the City of Portage regarding the landscaped areas located in the public street right-of-way and discharge of stormwater from the public streets to the northerly parcel were prepared and will be recorded once approved as to form by the City Attorney and executed/notarized by the Acting City Manager and Public Notary, respectively. Similar maintenance and indemnification agreements have been prepared and approved by the City Attorney for recently approved plat and condominium projects.

- b. **Sidewalks and street trees be completed by March 2024.** The developers have completed all required public improvements with the exception of the installation of the concrete sidewalks and street trees. These items are to be completed by March 2024.
- c. **Re-televising and re-testing of the sanitary sewer system will be completed for final review and confirmation.** With regard to the public sanitary sewer, the original televising took place in 2018 prior to the final road subbase and base compaction that occurred in May 2021. As a result, the entire public sanitary sewer system needs to be re-televised and tested for deflection to confirm the current condition prior to the final acceptance of the public sanitary sewer.
- d. **Storm sewer repairs are to be completed as agreed to by the city and the developer prior to the expiration of the maintenance bond and final acceptance of the public storm sewer system.** Stormwater-related piping and structures located within the public streets and the infiltration basin will be owned and maintained by the city. Following the televised review of the storm sewer system, cracks, infiltration stains, a blown gasket, and sediment in the pipes were identified in certain sections. The Department of Transportation & Utilities continues its investigation to determine the appropriate repairs and remedies for the observed issues and will work with the Developer to provide a final determination regarding the repair requirements. The Developer agrees to work with the city to make the necessary repairs prior to the final acceptance of the public storm sewer system.

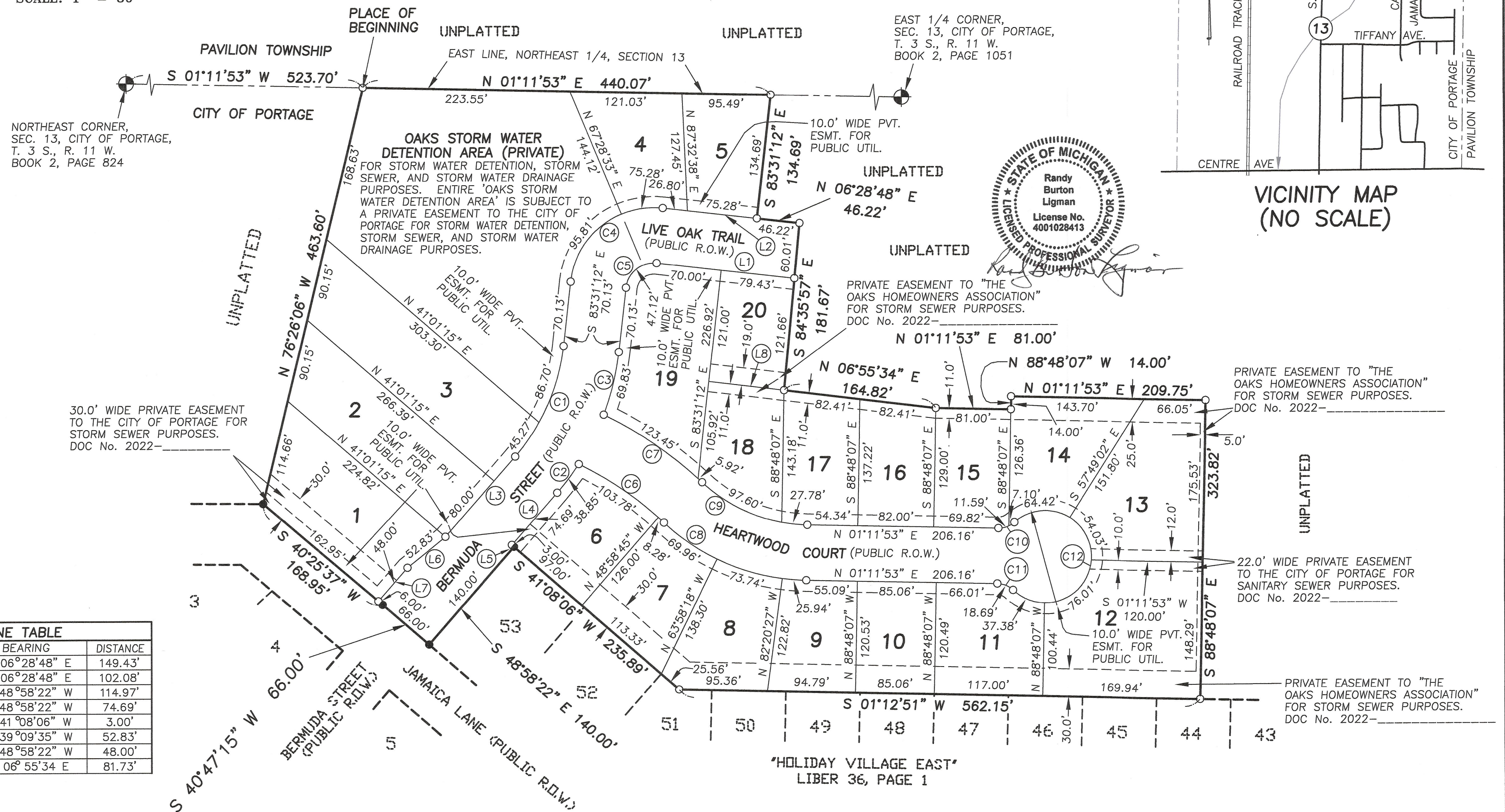
In conformance with Section 42-921 of the Land Development Regulations and to ensure completion of the sidewalks and street trees, the developer has deposited a surety bond with the city in the amount of 125% of the total construction costs. The amount of the surety bond has been reviewed by the City Administration and determined to be acceptable. In addition, a two-year maintenance bond is in place for all public infrastructure. If deemed necessary by the Department of Transportation & Utilities, an additional bond for the public storm sewer and sanitary sewer may be required. Should the developer not complete the remaining public improvements, the developer can request the City Council grant a time extension or the surety will be used to complete the construction. Should the developer not complete the necessary repairs to the public storm or sanitary sewer, the maintenance bond will be used to complete the repairs.

It is recommended that City Council grant Final Plat approval for The Oaks Phase 1 subject to the following conditions: a) recording of the maintenance and indemnification agreements; b) sidewalks and street trees be completed by March 2024, c) re-televising and re-testing of the sanitary sewer system will be completed for final review and confirmation; and d) storm sewer repairs are to be completed as agreed to by the city and the developer prior to the expiration of the maintenance bond and final acceptance of the public storm sewer system.

FUNDING: Not applicable

Attachments: 1. The Oaks Final Plat Drawings

PART OF THE NORTHEAST 1/4 OF SECTION 13,
TOWN 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE,
KALAMAZOO COUNTY, MICHIGAN



LINE TABLE		
LINE	BEARING	DISTANCE
L1	N 06°28'48" E	149.43'
L2	N 06°28'48" E	102.08'
L3	N 48°58'22" W	114.97'
L4	N 48°58'22" W	74.69'
L5	S 41°08'06" W	3.00'
L6	N 39°09'35" W	52.83'
L7	N 48°58'22" W	48.00'
L8	N 06° 55' 34 E	81.73'

CURVE TABLE				
CURVE	LENGTH	RADIUS	CENTRAL ANGLE	CHORD
C1	132.63'	220.00'	34°32'27"	S 66°14'59" E 130.63'
C2	38.85'	280.00'	07°56'57"	S 52°57'14" E 38.82'
C3	69.83'	280.00'	14°17'21"	S 76°22'32" E 69.65'
C4	141.37'	90.00'	90°00'00"	N 38°31'12" W 127.28'
C5	47.12'	30.00'	90°00'00"	N 38°31'12" W 42.13'
C6	112.06'	370.00'	17°21'08"	S 34°46'51" W 111.63'
C7	129.37'	430.00'	17°14'18"	S 34°50'16" W 128.88'
C8	169.64'	230.00'	42°15'32"	S 22°19'39" W 165.82'
C9	125.38'	170.00'	42°15'32"	S 22°19'39" W 122.56'
C10	18.69'	25.00'	42°50'00"	S 20°13'07" E 18.26'
C11	18.69'	25.00'	42°50'00"	S 22°36'53" W 18.26'
C12	231.84'	50.00'	265°40'01"	N 88°48'07" W 73.33'

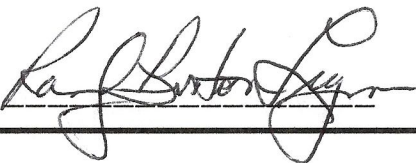
I, RANDY B. LIGMAN, PROFESSIONAL SURVEYOR, CERTIFY:
THAT, PURSUANT TO SECTION 560.101 TO 560.293, THIS IS
A TRUE COPY OF THE FINAL PLAT OF "THE OAKS", AND
THAT THE FINAL PLAT IS SUBJECT TO THE APPROVAL OF EACH
OF THE FOLLOWING AGENCIES (WHOSE APPROVAL IS REQUIRED
UNDER SECTION 560.101 TO 560.293): THE KALAMAZOO COUNTY
DRAIN COMMISSIONER; THE KALAMAZOO COUNTY TREASURER;
THE CITY OF PORTAGE TREASURER; THE CITY OF PORTAGE; AND
THE KALAMAZOO COUNTY PLAT BOARD.

SIGNATURE: Paul Boston Loria DATE: 03/03/2022

- 1) ALL DIMENSIONS SHOWN ARE IN FEET.
- 2) ALL CURVE DIMENSIONS SHOWN ARE ARC MEASUREMENTS.
- 3) CONCRETE MONUMENTS HAVE BEEN PLACED AT ALL CORNERS MARKED "O". CONCRETE MONUMENTS CONSIST OF A 1/2 INCH DIAMETER STEEL ROD ENCASED IN A 4 INCH DIAMETER CONCRETE CYLINDER WHICH IS 36" LONG.
- 4) ALL LOT CORNERS HAVE BEEN MARKED WITH A 1/2 INCH DIAMETER BY 24 INCH LONG STEEL ROD.
- 5) THE BEARINGS SHOWN HEREON WERE ESTABLISHED FROM "HOLIDAY VILLAGE EAST" AS RECORDED IN LIBER 36 OF PLATS, PAGE 1, KALAMAZOO COUNTY RECORDS.
- 6) (R) INDICATES THAT A LOT LINE IS RADIAL. LINES NOT MARKED ARE NON-RADIAL.
- 7) FOUND CONCRETE MONUMENT IS MARKED "●". FOUND CONCRETE MONUMENT CONSISTS OF A 1/2 INCH DIAMETER STEEL ROD ENCASED IN A 4 INCH DIAMETER CONCRETE CYLINDER.

SURVEYOR’S CERTIFICATE OF TRUE COPY:

I, RANDY B. LIGMAN, PROFESSIONAL SURVEYOR, CERTIFY:
THAT, PURSUANT TO SECTION 560.101 TO 560.293, THIS IS
A TRUE COPY OF THE FINAL PLAT OF "THE OAKS", AND
THAT THE FINAL PLAT IS SUBJECT TO THE APPROVAL OF EACH
OF THE FOLLOWING AGENCIES (WHOSE APPROVAL IS REQUIRED
UNDER SECTION 560.101 TO 560.293): THE KALAMAZOO COUNTY
DRAIN COMMISSIONER; THE KALAMAZOO COUNTY TREASURER;
THE CITY OF PORTAGE TREASURER; THE CITY OF PORTAGE; AND
THE KALAMAZOO COUNTY PLAT BOARD.

SIGNATURE:  DATE: 03/03/2022

SURVEYOR’S CERTIFICATE

I, RANDY B. LIGMAN, PROFESSIONAL SURVEYOR, CERTIFY:
THAT I HAVE SURVEYED, DIVIDED, AND MAPPED THE LAND SHOWN ON THIS
PLAT, DESCRIBED AS FOLLOWS: "THE OAKS", PART OF THE NORTHEAST QUARTER
OF SECTION 13, TOWN 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE,
KALAMAZOO COUNTY, MICHIGAN:

COMMENCING AT THE NORTHEAST CORNER OF SECTION 13, TOWN 3 SOUTH,
RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN; THENCE S.
01°11'53" W. 523.70 FEET ALONG THE EAST LINE OF THE NORTHEAST QUARTER
OF SAID SECTION 13 TO THE PLACE OF BEGINNING; THENCE N. 76°26'06" W.
463.60 FEET TO AN EASTERLY CORNER OF THE "HOLIDAY VILLAGE EAST"
SUBDIVISION ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 36 OF
PLATS, PAGE 1, KALAMAZOO COUNTY RECORDS; THENCE S. 40°25'37" W.
168.95 FEET ALONG AN EASTERLY LINE OF SAID "HOLIDAY VILLAGE EAST"
SUBDIVISION; THENCE S. 40°47'15" W. 66.00 FEET ALONG AN EASTERLY LINE
OF SAID "HOLIDAY VILLAGE EAST" SUBDIVISION; THENCE S. 48°58'22" E. 140.00
FEET ALONG AN EASTERLY LINE OF SAID "HOLIDAY VILLAGE EAST" SUBDIVISION;
THENCE S. 41°08'06" W. 235.89 FEET ALONG AN EASTERLY LINE OF SAID
"HOLIDAY VILLAGE EAST" SUBDIVISION; THENCE S. 01°12'51" W. 562.15 FEET
ALONG AN EASTERLY LINE OF SAID "HOLIDAY VILLAGE EAST" SUBDIVISION;
THENCE S. 88°48'07" E. 323.82 FEET; THENCE N. 01°11'53" E. 209.75 FEET;
THENCE N. 88°48'07" W. 14.00 FEET; THENCE N. 01°11'53" E. 81.00 FEET;
THENCE N. 06°55'34" E. 164.82 FEET; THENCE S. 84°35'57" E. 181.67 FEET;
THENCE N. 06°28'48" E. 46.22 FEET; THENCE S. 83°31'12" E. 134.69 FEET TO
SAID EAST LINE OF THE NORTHEAST QUARTER OF SECTION 13 AT A POINT S.
01°11'53" W. 440.07 FEET FROM SAID PLACE OF BEGINNING; THENCE N.
01°11'53" E. 440.07 FEET ALONG SAID EAST LINE TO THE PLACE OF
BEGINNING.

THIS PLAT CONTAINS 20 LOTS NUMBERED 1 THROUGH 20 AND 1 PRIVATE
STORM WATER DETENTION AREA, BEING 10.05 ACRES OF LAND.

THAT I HAVE MADE SUCH SURVEY, LAND DIVISION AND PLAT BY THE
DIRECTION OF THE OWNERS OF SUCH LAND.
THAT SUCH PLAT IS A CORRECT REPRESENTATION OF ALL THE EXTERIOR
BOUNDARIES OF THE LAND SURVEYED AND THE SUBDIVISION OF IT.
THAT THE REQUIRED MONUMENTS AND LOT MARKERS HAVE BEEN LOCATED
IN THE GROUND OR THAT SURETY HAS BEEN DEPOSITED WITH THE
MUNICIPALITY, AS REQUIRED BY THE ACT.
THAT THE ACCURACY OF THE SURVEY IS WITHIN THE LIMITS REQUIRED BY
THE ACT.
THAT THE BEARINGS SHOWN ON THE PLAT ARE EXPRESSED AS REQUIRED
BY THE ACT AND AS EXPLAINED IN THE LEGEND.

DATE: 03/03/2022

MONUMENT ENGINEERING GROUP ASSOCIATES, INC.
298 VETERANS DRIVE
FOWLERVILLE, MICHIGAN 48836

ALLAN W. PRUSS, PRESIDENT
PROFESSIONAL SURVEYOR NO. 4001044284

MONUMENT ENGINEERING GROUP ASSOCIATES, INC.
1209 EAST MILHAM ROAD, SUITE B
PORTAGE, MICHIGAN 49002


RANDY BURTON LIGMAN
PROFESSIONAL SURVEYOR NO. 4001028413



THE OAKS

PART OF THE NORTHEAST 1/4 OF SECTION 13,
TOWN 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE,
KALAMAZOO COUNTY, MICHIGAN

PROPRIETOR’S CERTIFICATE

WESTVIEW CAPITAL, L.L.C., 2186 EAST CENTRE AVENUE, PORTAGE,
MICHIGAN 49002, A LIMITED LIABILITY COMPANY DULY ORGANIZED AND
EXISTING UNDER THE LAWS OF THE STATE OF MICHIGAN BY ITS
MANAGER, GREEN HOLDINGS, L.L.C., A MICHIGAN LIMITED LIABILITY
COMPANY, BY THOMAS M. LARABEL, VICE PRESIDENT, AS PROPRIETOR,
HAS CAUSED THE LAND DESCRIBED IN THIS PLAT TO BE SURVEYED,
DIVIDED, MAPPED, AND DEDICATED AS REPRESENTED ON THIS PLAT
AND THAT THE STREETS ARE FOR THE USE OF THE PUBLIC; THAT
THE PUBLIC UTILITY EASEMENTS ARE PRIVATE EASEMENTS; THAT
ALL OTHER EASEMENTS ARE FOR THE USES SHOWN ON THE PLAT;
THAT THE 'OAKS STORM WATER DETENTION AREA' IS PRIVATE
AND FOR STORM WATER DETENTION, STORM SEWER, AND STORM
WATER DRAINAGE PURPOSES.

WESTVIEW CAPITAL, L.L.C.
A MICHIGAN LIMITED LIABILITY COMPANY
2186 EAST CENTRE AVENUE
PORTAGE, MICHIGAN 49002
STATE OF MICHIGAN FILE NUMBER E15007
FILED ON NOVEMBER 13, 2008

BY: GREEN HOLDINGS, L.L.C., ITS MANAGER
2186 EAST CENTRE AVENUE
PORTAGE, MICHIGAN 49002
STATE FILE NUMBER D1186P
FILED DECEMBER 8, 2006

BY: THOMAS M. LARABEL, VICE PRESIDENT

ACKNOWLEDGMENT

STATE OF MICHIGAN
COUNTY OF KALAMAZOO

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____
DAY OF _____, 2022, BY THOMAS M. LARABEL, VICE PRESIDENT OF
GREEN HOLDINGS, L.L.C., A MICHIGAN LIMITED LIABILITY COMPANY, MANAGER
OF WESTVIEW CAPITAL, L.L.C., A MICHIGAN LIMITED LIABILITY COMPANY,
ON BEHALF OF THE LIMITED LIABILITY COMPANY.

KRISTINE LOUISE ANDRES
NOTARY PUBLIC, OTTAWA COUNTY, MICHIGAN
MY COMMISSION EXPIRES 8/11/2028
ACTING IN KALAMAZOO COUNTY, MICHIGAN

COUNTY TREASURER’S CERTIFICATE

THE RECORDS IN MY OFFICE SHOW NO UNPAID TAXES OR SPECIAL
ASSESSMENTS FOR THE 5 YEARS PRECEDING _____ 2022,
INVOLVING THE LANDS INCLUDED IN THIS PLAT.

THOMAS L. WHITENER, KALAMAZOO COUNTY TREASURER

CITY TREASURER’S CERTIFICATE

THE RECORDS IN MY OFFICE SHOW NO UNPAID TAXES OR SPECIAL
ASSESSMENTS FOR THE 5 YEARS PRECEDING _____,
INVOLVING THE LANDS INCLUDED IN THIS PLAT.

LAUREN VANDERVEEN
CITY OF PORTAGE FINANCE DIRECTOR

COUNTY DRAIN COMMISSIONER’S CERTIFICATE

APPROVED ON _____ AS COMPLYING WITH 1967 PA 288,
MCL 560.192 AND THE APPLICABLE RULES AND REGULATIONS
PUBLISHED BY MY OFFICE IN THE COUNTY OF KALAMAZOO.

JASON WIERSMA
KALAMAZOO COUNTY DRAIN COMMISSIONER

CERTIFICATE OF MUNICIPAL APPROVAL

I CERTIFY THAT THIS PLAT WAS APPROVED BY THE CITY COUNCIL OF
THE CITY OF PORTAGE, AT A MEETING HELD ON _____ AND
WAS REVIEWED AND FOUND TO BE IN COMPLIANCE WITH 1967 PA 288, MCL
560.101 TO 560.293. THE WATER AND PUBLIC SEWER SERVICES HAVE BEEN
INSTALLED AND ARE READY FOR CONNECTION. THE CITY OF PORTAGE DOES
HAVE A PROPER, ADOPTED ZONING AND SUBDIVISION CONTROL ORDINANCE
AND WAIVES THE MINIMUM LOT SIZE REQUIREMENTS AS SET FORTH IN 1967
PA 288, MCL 560.155.

ERICA EKLOV, CITY OF PORTAGE CLERK

COUNTY PLAT BOARD CERTIFICATE

THIS PLAT HAS BEEN REVIEWED AND IS APPROVED BY THE
KALAMAZOO COUNTY PLAT BOARD ON _____, AS
BEING IN COMPLIANCE WITH ALL OF THE PROVISIONS OF 1967 PA 288,
MCL 560.101 TO 560.293, AND THE PLAT BOARD’S APPLICABLE
PUBLISHED RULES AND REGULATIONS.

TRACY HALL, CHAIRPERSON
KALAMAZOO COUNTY BOARD OF COMMISSIONERS

THOMAS L. WHITENER, KALAMAZOO COUNTY TREASURER

MEREDITH PLACE
KALAMAZOO COUNTY CLERK/REGISTER OF DEEDS

RECORDING CERTIFICATE

STATE OF MICHIGAN)
KALAMAZOO COUNTY)
THIS PLAT WAS RECEIVED FOR RECORD ON THE _____ AT
_____ DAY OF _____
AND RECORDED IN LIBER _____ OF PLATS ON
PAGES _____

MEREDITH PLACE
KALAMAZOO COUNTY CLERK/REGISTER OF DEEDS

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Accept Tentative Plan Amendment for Streamsong Phase 3 Planned Development

SUPPORTING PERSONNEL: Kelly Peterson, Director of Community Development

ACTION RECOMMENDED: Accept the Tentative Plan Amendment for Streamsong Phase 3 Planned Development (715 West Osterhout Avenue) and set a public hearing for April 12, 2022; and subsequent to the public hearing, consider approving the Tentative Plan Amendment for Streamsong Phase 3 Planned Development, subject to the conditions listed in the February 3, 2022 Planning Commission report.

An application has been received from SDV Development, LLC requesting to amend the previously approved 2018 Tentative Plan Amendment and originally approved 2017 Tentative Plan for the Streamsong Planned Development (PD) involving the remaining vacant portion of 715 West Osterhout. Streamsong Phase 3 represents the final phase of the residential condominium development.

The Tentative Plan Amendment proposes to 1) reduce the overall amount of preserved open space by splitting off a 1.4-acre parcel for a future single family detached home; and 2) allow a 3rd-car garage for approximately 13-14 houses within the Streamsong Planned Development.

In a staff report dated February 3, 2022, the Department of Community Development discusses the proposed tentative plan amendment including the proposed 1.4-acre parcel split for a future single family detached home, requested addition of a 3rd car garage for approximately 13 future Streamsong homes, details with regard to past or current required soil erosion permits, potential impacts to the wetlands and an analysis as to whether or not the 1.4-acre parcel should be re-zoned to a different zoning district. Staff provided two paths for advancing the proposed amendment, both with conditions, for the Planning Commission's consideration. Based on the analysis provided in the report, staff supports the proposed Tentative Plan Amendment for Streamsong Planned Development subject to the following (Option 1, Condition 1):

The applicant file a rezone of the future 1.4 acre out-lot from Planned Development (PD) to R-1C as being fully separate from the main Streamsong Condominium Planned Development area and not meeting the intent of the Planned Development zoning district. And that the proposed development of a future single-family house on the out-lot, as described in the project narrative and site drawing, has qualities more similar to the R-1C district development and in the greater neighborhood. Under this condition, the applicant shall file a rezone application prior to or along with the Final Plan application for Phase 3 of the Streamsong Planned Development.

The Planning Commission convened a public hearing on January 20, 2022, where three public comments

were received. The Commission voted to continue the public hearing to February 3, 2022, to ensure the Commission adequately addressed neighborhood and Commissioner's concerns about the overall development impacts discussed during the January 20, 2022 meeting. Five written or verbally expressed concerns were raised between the first and second meeting and were addressed by staff in the Analysis section of the February 3, 2022 staff report. At the February 3, 2022 hearing, one public comment was received. Project representative, Pat Flanagan of Monument Engineering Group Associates, was present at both meetings to support the application and explain the proposed changes. After careful consideration, the Commission voted 8-1 to recommend to City Council that the Tentative Plan Amendment for Streamsong Planned Development, 715 West Centre Avenue, be approved subject to Condition 1 listed under Option 1 contained in the February 3, 2022 staff report.

It is recommended that City Council accept the Tentative Plan Amendment for Streamsong Phase 3 Planned Development, 715 West Osterhout Avenue, and set a public hearing for April 12, 2022; and subsequent to the public hearing, consider approving the Tentative Plan Amendment for Streamsong Phase 3 Planned Development, 715 West Osterhout Avenue, subject to Condition 1 listed under Option 1 detailed in the February 3, 2022 Planning Commission staff report.

FUNDING: Not Applicable

- Attachments:**
1. Communication from Planning Commission Chair dated march 3, 2022
 2. Department of Community Development Staff Report Dated February 3, 2022
With Attachments
 3. Meeting minutes dated January 20, 2022
 4. Meeting minutes dated February 3, 2022

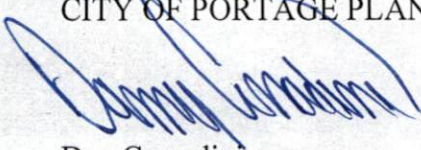
TO: Honorable Mayor and City Council
FROM: City of Portage Planning Commission
DATE: March 3, 2022

SUBJECT: Tentative Plan Amendment for Streamsong Planned Development, 715
West Osterhout Avenue

At the January 20, 2022 and February 3, 2022 meetings, the Planning Commission reviewed and discussed the Tentative Plan Amendment for the Streamsong Planned Development (PD). Project representative Pat Flanagan was present at both meetings to explain the proposed amendment. Public comment was received at both Commission meetings. The Planning Commission voted 8 to 1 to recommend to City Council that the Tentative Plan Amendment for the Streamsong Planned Development at 715 West Osterhout Avenue, be approved subject to the conditions detailed in the associated meeting minutes.

Sincerely,

CITY OF PORTAGE PLANNING COMMISSION



Dan Corradini
Chairman

Attachments: January 20, 2022 and February 3, 2022 Planning Commission meeting minutes

\\COP-FS02\Depts\COMMDEV\2021 2022 Department Files\Memos\City Council\Streamsong Planned Development Amendment\2022-03-03 MCC Streamsong PD Amendment, 715 West Osterhout Avenue - Planning Commission Transmittal; ESF revised.doc

TO: Planning Commission**DATE:** February 3, 2022**FROM:** Kelly Peterson, Director of Community Development**SUBJECT:** A Tentative Plan Amendment to modify the previously-approved Streamsong Phase 3 residential condominium development; 715 W. Osterhout Avenue.**I. INTRODUCTION:**

As indicated in the January 20, 2022 Planning Commission packet, a Tentative Plan amendment was submitted to facilitate two changes to the original 2017 tentative plan for the Streamsong Planned Development for phase 3 (last development phase) for Commissioner consideration: 1) split off a 1.4 acre parcel for a future single family detached house in the northeast corner of the overall site, and 2) allow 3rd-car garages for 13-14 housing units. This February 3, 2022 report addresses additional public comment and Commission questions posed during the January 20, 2022 meeting for the Commission's consideration and action.

II. BACKGROUND INFORMATION:

During the January 20, 2022 meeting, the Planning Commission continued the public hearing of a proposed Tentative Plan Amendment that would modify the previously-approved Streamsong Phase 3 residential condominium development at 715 W. Osterhout Avenue consists of two proposed changes for Commission consideration: 1) split off a 1.4 acre parcel in the northeast corner to facilitate a future house; and 2) allow a 3rd-car garage for approximately 13-14 houses within the Streamsong Planned Development condominium. The Commission's action to continue the public hearing was to ensure the Commission adequately addressed neighborhood and Commissioner's concerns about the overall development impacts that were discussed during the January 20, 2022 meeting. Five concerns were brought up, which have been addressed by staff in the Analysis section of this report.

III. ANALYSIS:

To facilitate the Commission's deliberation on the proposed amendment, staff has provided the below responses to questions and concerns relayed by the Commission on 1/20/2022. Additionally, on 1/25/22, the Planning Commission Chair contacted Planning Department staff with additional questions related to this project. That email and staff's responses are attached.

1. Will wetlands be affected? As stated in the January 20, 2022 staff report, wetlands are to be preserved during all construction phases of the Streamsong Planned Development condominium. No development, such as future streets or houses, is planned on wetland areas. Further, no wetlands will be affected with the proposed amendments.

Staff notes that during the January 20, 2022 Commission meeting, the applicant indicated that a wetland delineation was provided in 2017 which helped establish a wetland boundary and a 'conservative'

wetland boundary – an area immediately outside of the actual wetland limits. There is supportive evidence to recommend an updated wetland delineation including recent disturbances related to ongoing earth moving and construction around this wetland area. In addition, stormwater in the wetland area can fluctuate over time, and it has been almost five years since the original wetland delineation was conducted. Since construction for Phase 3 is forecasted to start in 2022 and will be occurring near previously-delineated wetlands, staff recommends a new wetland delineation be established to better locate and protect wetlands in the future as a condition of the subject Tentative Plan amendment.

2. How will the future 1.4 acre parcel be developed while minimizing removal of vegetation and avoiding adjacent wetlands? The applicant has provided a concept site plan showing the location of a future driveway and house located on high elevated uplands. As stated by the applicant during the 1/20/22 Commission meeting, the utilities (water, sewer, etc.) serving the future house will be extended from W. Osterhout Avenue. Therefore, no new utility lines will impact wetlands. Lastly, staff recommended a condition in the January 20, 2022 report that would limit vegetation removal to areas only to facilitate the construction of the future driveway and house. This condition was accepted by the applicant and continues to be part of the subject report recommendation (see end of report).

3. How much increased lot coverage would result from adding a 3rd-car garage for approximately 13 future Streamsong homes? The Streamsong Planned Development consists of a clubhouse and a total build out of 97 dwelling units each with 2-car attached garages. To determine the overall increase in lot coverage by allowing a 3rd-car garage for approximately 13-14 houses, staff first determined a baseline of total building coverage of all 97 houses (plus their attached 2-car garages) plus the clubhouse. Staff reviewed several recently built homes within the Streamsong Planned Development and determined that a general average overall footprint size is approximately 2,200 square feet (includes house, covered porch, and 2-car garage). Therefore, applying this approximate size across the 97 units results in approximately 213,400 square feet of coverage. Adding the clubhouse of approximately 1,360 square feet to the house coverage results in a development total building baseline coverage of approximately 214,760 square feet. Staff then determined an approximate size expected of a 3rd- car garage by measuring a recently built 3rd-car garage located within Streamsong Planned Development, approximately 12' wide x 20' deep = 240 square feet. If 14 future houses were built with a similarly-sized 3rd-car garage, this would result in an increase of 3,360 square feet. Adding 3,360 square feet to 214,760 square feet results in an overall total of 218,120 square feet. This represents a 1.5% increase in building coverage.

4. Any information of past or current required soil erosion permits needed for the development of the Streamsong Planned Development condominium and the future 1.4 acre lot split. A Soil Erosion and Sedimentation Control permit (SESC) is required to be filed with the City of Portage if development affects one or more acres of land or if located within 500 feet of a lake or stream to ensure soil erosion and sedimentation does not impact public health, safety, and general welfare of the community. All SESC permits are filed, reviewed, and inspected by the City of Portage. SESC permits require the installation of best management practice devices and infrastructure (such as silt fencing) to manage soil and sedimentation during construction.

According to City records, there have been two SESC permits (No. PSOIL17-0001 & PSOIL20-0006)

for the construction of the Streamsong Planned Development of Phases 1 & 2. The first permit was filed in 2017 and is expected to be closed out soon with the completion of Phase 1. The second permit was filed in 2020 for Phase 2 and remains open until related items are completed. Under this permit, there was some incidental soil runoff that entered the edge of a wetland. This runoff was likely the result of re-stabilizing the hillside during the construction of Phase 2. An inspector noticed this and required the excess material to be removed, and for additional silt fencing and more inlet protection to prevent further runoff. A third soil erosion permit will be required for Phase 3 of the Streamsong Planned Development.

5. If the 1.4 acre site is approved to be split off from the main Streamsong Planned Development area and will be developed and operated outside of the main development, should it be rezoned to a different zoning district?

Not necessarily. The applicant may choose to file an amendment to change part of the Streamsong Planned Development original tentative plan (today's amendment), and the Planning Commission / City Council may support it if it is generally found to be consistent with the general intent of the Planned Development section of the zoning code (Sec 42-370). On the other hand, if a Planned Development is amended which results in a portion of development (or whole) that no longer meets that intent, rezoning it to a more appropriate and fitting district for the neighborhood, which is more consistent with the Comprehensive Plan, may be preferred.

Staff finds that all five of the Commission's concerns have been met or will be met in the future with the development of Phase 3 Streamsong Planned Development.

IV. RECOMMENDATION:

After reviewing and addressing additional public comment and concerns of the Planning Commission, as discussed in the subject report, staff offers two options for Planning Commission consideration for providing a recommendation to City Council. The two options are provided below, with the first option being preferred by staff.

Option 1) Recommend rezoning to R-1C with conditions

Staff's preferred option. Under this option, staff recommends the proposed Tentative Plan Amendment that modifies the previously-approved Streamsong Phase 3 residential condominium development at 715 W. Osterhout Avenue, be approved by the City Council with the following two conditions.

Condition 1: The applicant file a rezone of the future 1.4 acre out-lot from Planned Development (PD) to R-1C as being fully separate from the main Streamsong Condominium Planned Development area and not meeting the intent of the Planned Development zoning district. And that the proposed development of a future single family house on the out-lot, as described in the project narrative and site drawing, has qualities more similar to the R-1C district development and in the greater neighborhood. Under this condition, the applicant shall file a rezone application prior to or along with the Final Plan application for Phase 3 of the Streamsong Planned Development.

Condition 2: The applicant establishes and submits to staff a new wetland delineation prior to

construction of Phase 3 improvements to ensure a current wetland delineation is provided.

Next Steps: The process sequence below outlines how a rezoning application process would proceed concurrent with the subject Tentative Plan and subsequent Final Plan of Phase 3 and amendments of the Streamsong Planned Development.

- Planning Commission provides recommendation of Tentative Plan Amendment for Ph. 3 with conditions City Council.
- City Council votes on Tentative Plan Amendment for Ph. 3.
- Applicant files Final Plan of Tentative Plan Amendment for Ph. 3 and files Rezone application (for 1.4 acre out-lot only).
- Planning Commission gives recommendation on Final Plan of Tentative Plan Amendment for Ph. 3, and recommendation of Rezone application (for 1.4 acre out-lot only) to City Council.
- City Council votes on Final Plan Amendment for Ph. 3 and provides 'First Reading' of Rezone application (for 1.4 acre out-lot only).
- City Council votes on rezoning application (for 1.4 acre out-lot only).
- Applicant files Land Division Application to split off 1.4 acre out-lot only; staff review and approval follow.

Option 2) Preserved Planned Development boundary with conditions

Under this option, staff recommends the proposed Tentative Plan Amendment that modifies the previously-approved Streamsong Phase 3 residential condominium development at 715 W. Osterhout Avenue, be approved by the Planning Commission and recommended to the City Council with the following three conditions.

Condition 1: The Commission finds that the proposed amendment to split off a separate lot can be constructed in a way that meets the Streamsong Song Planned Development 40-foot yard building setback and preserves perimeter natural vegetation buffer. The applicant shall submit documentation prior to or along with the Final Plan application showing compliance with the above yard setback from the exterior perimeter property line, and indicate where natural vegetation buffer along the eastern and northern property lines (Planned Development perimeter) will be preserved.

Condition 2: The applicant establishes and submits to staff a new wetland delineation prior to construction of Phase 3 improvements to ensure a current wetland delineation is provided.

Condition 3: Vegetation removal shall be limited to areas only to facilitate the construction of the future driveway and house on the proposed 1.4 acre out-lot.

Attachments:

1. 1.20.22 PC Packet
2. 1.25.22 PC Chair Email
3. 2022 01 20 Tentative Plan Amendment Streamsong Ph. 3 - 715 W. Osterhout Ave

CITY OF PORTAGE PLANNING COMMISSION

AGENDA

**Thursday, January 20, 2022
7:00 PM**

Portage City Hall Council Chambers

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES:

- * 1. December 16, 2021 Meeting Minutes

PUBLIC HEARINGS

- * 1. A Tentative Plan Amendment to modify the previously-approved Streamsong Phase 3 residential condominium development; 715 W. Osterhout Avenue.

SITE/FINAL PLANS:

OLD BUSINESS:

NEW BUSINESS:

STATEMENT OF CITIZENS:

ADJOURNMENT:

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

CITY OF PORTAGE PLANNING COMMISSION

Thursday, December 16, 2021

7:00 PM Portage

City Hall Council Chambers

The City of Portage Planning Commission meeting of December 16, 2021 was called to order by Chairman Corradini at 7:00 p.m.

IN ATTENDANCE

Eric Feldt, City Planner;
Daniel Harrington, City Planner; and
Roxanne Seeber (in place of Catherine Kaufman), City Attorney.

ROLL CALL

Mr. Feldt called the roll: Chairman Corradini (yes); Vice Chair Joshi (excused); Fries (yes); Pezzoli (yes); Baldwin (yes); Adams (absent); O'Dell (yes); Youngs (yes); and Freiman (yes).

Commissioner O'Dell made a motion to excuse Vice Chair Joshi from the meeting. Motion is supported by Commissioner Baldwin. Motion passes unanimously.

APPROVAL OF MINUTES:

A motion was made by Commissioner Youngs, supported by Commissioner Baldwin to approve the December 2, 2021 meeting minutes. The motion was approved unanimously.

New Business:

Site Plan 10749 Andrews Street. Mr. Feldt explained pursuant to Sec 42-121(B)(1)(b)(3) of the zoning code, the owner of the subject property requests Planning Commission approval to exceed the maximum allowed floor area for additional accessory buildings. The owner seeks approval for one of two development options: 1) an RV carport and a pole barn, or 2) expand existing pole barn and add an RV carport. Mr. Feldt explained the sizes of each buildings/ structures and showed maps with approx. locations to the Commission. Mr. Feldt described the neighborhood and subject site. He also indicated that public notice was provided in the local newspaper and mailings were sent to nearby property owners. Further, Mr. Feldt indicated that the applicant spoke to the neighbor to the south, which is the closest to the proposed development request, whom was supportive of development Option 2. Mr. Feldt indicated that staff recommends denial of the request for both options because staff finds that it would result in unusually-large building massing and, therefore, negatively impacting the neighbor to the south (10711 Andrew Street). If approval is granted, staff recommends a condition ensuring all accessory buildings and items inside are not used for commercial purposes. Mr. Feldt indicated that staff developed an alternative site design that would be supported by staff and result in the requested size by the applicant. Mr. Feldt stated that the applicant did not support staff's alternative because it would result in the following issues: damage to the low-lying grass lawn through frequent driving in/ out of pole barn and proposed buildings, inhibit full access around and into/ out of existing and proposed accessory buildings, and reduce existing trees and vegetation that would otherwise provide a natural screening.

Chair Corradini asked how many neighbors were notified. The applicant stated that one neighbor was contacted.

Chair Corradini stated that he did not see any issue with the plan and asked why the city wants to deny. Mr. Feldt explains that the overall size of the accessory building is unusually large and visible from the neighbor's home to the south (10711 Andrews St.) and, therefore, would result in a negative impact.

Chair Corradini asked why the city proposed a different option. Mr. Feldt stated that since staff is recommending denial, staff discussed alternatives with the applicant which would be supported by staff. Only one alternative was noted in the report. Mr. Feldt explained another alternative which supported Option 1 or 2 with additional landscape trees planted between the southern property line and existing pole barn. Mr. Feldt stated that the trees would 'soften' the views of the large pole barn/ accessory buildings close to view of the neighbor to the south (10711 Andrews Street). The applicant stated that he did not support this alternative as it would block vehicular access around the pole barn to avoid the low lying around in front of the pole barn, and the applicant does not like the recommended tree types proposed by staff.

Commissioner Youngs stated that the property seems maintained and that there is wooded area between some neighbors. He continued that there may be issues with moving the RV carport and that option number one appears best. Commissioner Pezzoli stated preference for Option 2. Commissioner Fries stated that these decisions by staff discourage people to live in Portage. Commissioner Baldwin stated that Option 2 is supported by the applicant and the neighbor and, that she does not see why he cannot do what he wants to do.

Commissioner Freiman asked what the long term negative impact will be. Mr. Feldt explained that this decision will affect future property owners who may not accept this development. Chair Corradini stated that the long term impact does not seem like a serious issue and that a fence would resolve any issue.

Commissioner O'Dell asked what the purpose of the recommended condition is. Mr. Feldt stated that the condition is also in code and it reaffirms standards in place.

Chair Corradini continued to ask the last time an accessory building was denied. Mr. Feldt stated that he can find the answer.

Commissioner Fries stated that the city needs to work with citizens rather than applying the same criteria for different properties. Mr. Feldt stated that flexibility is applied in Portage compared to other cities. Commissioner Youngs stated that perhaps the limitations for a lot should be based on the size of the lot and that flexibility is important. O'Dell stated that the commission is applying flexibility. Commissioner Fries stated that he does not see the code as very flexible.

Applicant, Brian Davis, 10749 Andrews, explained that the size of the building was a consideration. He stated that he is not certain about which option is the best. Commissioner Fries asked what the option that he wants is. Applicant stated adding the addition to the current building is desired. Commissioner Fries asked if electricity is needed for the structure. Applicant stated he will not need electricity. Commissioner Fries asked if the height will be 10 feet to the truss. Applicant stated 10 feet to the first truss. Commissioner Fries asked about the roof pitch. The applicant stated his intent was to keep the building smaller so the neighbors are not upset. Commissioner Youngs asked if applicant expands the pole barn, will he be able to match the siding. Chair Corradini asked the applicant if Option 2 is desired and how long he has lived in

the house. Applicant stated that Option 2 is desired and that he has lived there since September 2014 and his plan is to stay.

Commissioner Freiman motioned to approve option 2. Chair Corradini supported the motion. Upon roll call vote: Chairman Corradini (yes); Fries (yes); Pezzoli (yes); Baldwin (yes); O'Dell (yes); Youngs (yes); and Freiman (yes).

Master Plan Update. Mr. Feldt presented a Master Plan update and stated only one proposal was received from consultants. A new RFP has been recently re-circulated and asked for consultant to indicate an overall project fee. Proposals will now due on January 17th. Updating the City's Master Plan is still expected to start early next year. Commissioner Fries asked for the number of RFP's sent out and why so few RFP's were received. Mr. Feldt responded that consultants were initially strained by COVID and are now busy.

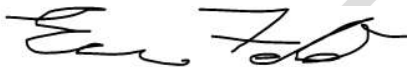
STATEMENT OF CITIZENS/COMMISSIONERS

Commissioner Youngs wished everyone a Merry Christmas. Commissioner Fries stated that he hoped this meeting was helpful for developing the new master plan. Chair Corradini thanked everyone.

ADJOURNMENT:

There being no further business to come before the Commission, Chairman Corradini adjourned the meeting at 8:26 p.m.

Respectfully submitted,



TO: Planning Commission**DATE:** January 20, 2022**FROM:** Kelly Peterson, Director of Community Development**SUBJECT:** A Tentative Plan Amendment to modify the previously-approved Streamsong Phase 3 residential condominium development; 715 W. Osterhout Avenue.**I. INTRODUCTION:**

A Tentative Plan Amendment has been submitted to modify the previously-approved Streamsong Phase 3 residential condominium development at 715 W. Osterhout Avenue. As noted under Background, Phases 1-2 have been approved and nearly complete with new private streets, utilities, sidewalk, club house/ pool. Recent pictures of the site are attached.

Today's amendment consists of two changes to the original tentative plan approval: 1) reduce the overall amount of preserved open space by splitting off a 1.4 acre parcel for future development; 2) lower the overall minimum number of attached housing units.; and 3) lower the minimum number of attached housing units from the original tentative plan of 20%-30% to 15%. Each amendment is discussed below.

Amendment 1. The developer wishes to reduce the amount of open space by 1.4 acres by separating this sized area in the northeast corner of the site for a new, separate property that would accommodate a future home. If approved, this site would no longer be included in the Streamsong Condominium but would still be in the Planned Development zoning district. See attached layout plan. The 1.4 acre property has some development challenges including mapped wetlands, low-lying ditch, and sloping topography; some developable upland areas might exist. The applicant submitted a magnified view of this area showing a future dwelling area in the southeastern corner of this separate property. Access for this property would likely be off of W. Osterhout Avenue, since it only abuts that right-of-way. The applicant wishes to pursue this land division to facilitate additional housing in a way that will not impact the Streamsong condominium development. Also, the zoning code does not establish a minimum of preserved open space. Instead, it allows the Planning Commission to determine an appropriate amount suitable for the subject development, increase protection for unique environmental conditions, and establish appropriate buffers and natural areas between neighborhoods and adjacent land uses.

Amendment 2) Allow some homes to have a 3-car garage, instead of a 2-car garage. Looking at today's tentative plan, a total of 13 housing units are designed with the large garage option. This will provide an approximately 200 square feet (10' x 20') increase in garage space for extra vehicles or general storage. This may be desirable for residents who need extra storage. Homes within the Streamsong Planned Development are single story with walk-out basements offering limited storage.

In addition to the two amendments above, the applicant is also making two minor changes that can be approved by staff: 1) Slightly reduce the number of required attached houses from 19 units to 18 units; and 2) Install a new pedestrian pathway connecting the 'B' Drive cul-de-sac to the club house/ pool. The applicant indicates that the housing market for this development remains stronger for single family-

detached. Staff notes that the approval of this 'Planned Development' does require a mix of detached and attached housing units. Having 18 attached units continues to meet this requirement. The addition of a pathway will provide a more direct and comfortable route for nearby pedestrians along 'B' Drive and adjacent streets.

II. BACKGROUND INFORMATION:

All phases of the Streamsong development (Ph. 1-3) gained Tentative Plan approval in 2017 for a rezoning from R-1C Single Family district to the Streamsong Planned Development (PD) establishing the layout of 102 homes consisting of a mix of single family attached and detached homes, preservation of open space (approx. 10 acres) including wetlands, and construction of new roads, utilities, and a pedestrian trail. The development would have access to W. Osterhout Avenue. The development layout plan is attached. This is referred throughout today's report as the 'original tentative plan'.

In summary, this original tentative plan creates a condominium of housing ownership, private streets, club house and pool, and an on-site pedestrian trail. The overall density consists 102 units on a 39-acre site, having a density of 2.6 dwelling units per acre. A mix of 70% - 80% single family detached and 20% - 30% single family attached. Homes would consist of single story, many having walk-out basements; 2- to 3-bedrooms; 1,550 - 1,850 square feet with attached two-car garages. A condominium association would be established to manage and maintain the exterior of homes, gutters, lawns, sidewalks, driveways, private streets, club house/ pool, etc.

In 2018, Phase 1 (29 single family detached homes) obtained Final Plan approval to permit construction of new roads, utilities, and homes. That same year, the applicant proceeded with permitting applications for Phase 2 but requested an amendment to reduce the minimum home size from 1,550 -1,850 square feet to 1,218 - 1,499 square feet for up to 40% of the units (41 homes). This amendment was approved as a Tentative Plan amendment and a subsequent Final Plan was gained to permit the construction of Phase 2. This phase consisted of 22 detached single family homes. Under the approval of this Final Plan, the developer also reduced the overall unit count from 102 to 97 homes. Staff notes that this reduction consisted of a minimal change which was allowed to be approved at staff level. Therefore, the new 97-unit count results in a slight change in the number of detached and attached housing to be built and a slight decrease in density. A total of 68-77 detached homes and 19-29 attached homes became the new allowance. And the density decreased slightly from 2.6 dwellings/ acre to 2.4 dwellings/ acre. In 2020, Phase 2 was under construction. As of the date of this memorandum, almost all housing units under Phases 1 & 2 are under construction or built.

III. ANALYSIS:

As stated earlier, the proposal consists of two amendments to the existing tentative plan for the last phase (Ph. 3: Units 51- 97) of the Streamsong condominium Planned Development. These amendments shall be reviewed as a new tentative plan for consistency with Sec 42-375 *Plan review and approved (Planned Development)* items A - G. Staff notes that there are two steps involved in the Planned Development review process: Step 1) Tentative Plan review (Items A-G of Sec 42-375) identifies part(s) or whole project features; analyzes impact to neighborhood, streets, utilities, and the natural environment; and determines consistency with adopted local plans. Step 2) Final Plan review (Items H-M of Sec 42-374), identifies and analyzes detailed drawings of project improvements (streets, utilities,

lot dimensions, etc.). Both steps involve Planning Commission review and recommendation and a subsequent City Council vote during public hearings.

If a modification to the tentative plan is proposed and (generally) results in a greater than 10% variation in project elements, reduction in open space, or changes to other substantive features, a new tentative plan shall be filed for further consideration. The applicant has filed a new Tentative Plan to gain approval of the two proposed amendments. The new plan has been filed and reviewed pursuant to Items A-G of Sec 42-375, as provided below.

Sec 42-375 Plan review and approved (Planned Development); Items A-G Tentative Plan

Items A,B,D,E,F, and G establish the review process and procedure whereby indicating that a complete application, fee and narrative shall be submitted to Community Development. The Department will then prepare a report for Planning Commission consideration during a public hearing. The Commission shall review the report, consider public testimony, and provide a recommendation to City Council for further consideration and final vote. If approval is gained, the applicant shall have up to two years to proceed with an application for a Final Plan of the proposed Planned Development for Planning Commission and City Council consideration. Item C lists required submittals to establish a complete application, such as a general plan of development, proposed uses and location thereof, phases of development, etc. The majority of Item C elements have been addressed under the 2017 and 2018 approval Tentative Plan and Final Plan approvals. The only changes are the two amendments needing Planning Commission and City Council approval, and two minor changes which can be approved at staff level.

Staff has provided an analysis of the two proposed amendments below.

Amendment 1) As mentioned earlier, the developer wishes to split off a 1.4 acre area in the northeast corner of the site for a new, separate property that would accommodate a future home. This amendment does change the overall Streamsong Planned Development original limits and creates new development opportunities. Therefore, the substantial change requires Planning Commission and City Council permission. As shown on the submitted view site drawing of the proposed 1.4 acre site, there is substantial topography and wetlands. The delineated future driveway and house are shown on the hillside, avoiding wetlands and other low-lying areas.

Staff notes that by removing 1.4 acres from the overall Streamsong planned development, the density of this development will slightly increase from 2.48 homes/ acre (97 units/ 39 acres) to 2.57 homes/ acre (97 units/ 37.4 acres). This new density is far below the maximum allowed under the Planned Development (max 7 units/ acre; Sec 42-374 (D)), and is not expected to negatively impact the Streamsong planned development or adjacent property, nor impact environmental areas, such as wetlands.

Further, staff also analyzed the impact of reducing the overall open space from the Streamsong planned development and development clearing resulting from splitting off and building upon the 1.4 acre site. The original tentative plan stated that the preserved open space benefits Streamsong residents by providing viewsheds of natural forests and hillsides, active and passive recreation opportunities, and serves as a natural buffer and visual screening to adjacent development. The area of development for a

future driveway and house within this new parcel is along the eastern portion of the site, containing forested hillside. Based on the necessary clearing of vegetation for the future driveway and house, some natural screening may be reduced. Since the driveway and house will be constructed on the hillside and avoid adjacent wetlands, the future house would be built on higher elevations than the rest of the Streamsong housing. Therefore, the house may be visible from the nearby Streamsong units, especially during the winter months. Although this future house would be located approximately 300 feet away from homes within Streamsong, it could be visible. To ensure the overall development will continue to preserve natural screening, as noted in the original tentative plan, staff recommends a condition that the area of tree removal for development on the separate 1.4 acre site is minimized to only the areas needed to construct the driveway and house. With this condition, staff finds this amendment will generally add another housing opportunity without negatively impacting adjacent development including the future phase of Streamsong Planned Development. This condition has been shared with the developer, who does not oppose it. If this amendment is approved, the applicant shall submit a complete Land Division Application to the Community Development Department and ensure consistency with the Article 5 - *Subdivision and Land Division Regulations* and the State Land Division Act. Also, during building permit review, the developer or contractor shall show limits of construction and clearing for the future driveway and house.

Amendment 2) Increasing the typical 2-car attached garage for the development to a 3-car garage for approximately 13 units will expand the overall building footprint and is a substantial change to the original tentative plan of the Streamsong Planned Development warranting approval by the Planning Commission and City Council. Adding an additional garage space will provide more flexibility in meeting storage needs of residents. It will expand the overall footprint of those units and slightly increase stormwater needs. Since specific stormwater calculations have not yet been determined for Phase 3 (not yet built), this increase in stormwater needs will be determined and designed for during a subsequent review of Phase 3 if and after the subject tentative plan amendments are approved. Further, adding a 3-car garage will increase the overall 'garage appearance' of the facade. Some residents may not desire this, but others may not find it to be an issue. Looking at the submitted tentative plan, 13 housing units would have this option. Staff finds this relatively few number of 3-car garage homes will not create a negative impact of the resulting 'garage appearance' impact to warrant limiting this extra garage space. Another resulting effect of a 3-car garage is having a wider than typical driveway. Per Sec 24-111 *Improved Driveway*, the driveway average width cannot exceed 24 feet nor cover 50% of the front yard area. The Streamsong units are condominium areas and not on separate properties. Therefore, the 50% coverage would be difficult to calculate, but the 24-foot maximum width will need to be met when constructing these large garages. Staff notes that this maximum width is measured and confirmed by staff during the building permit review process.

Overall, staff finds the two proposed amendments meets Sec 42-375 *Plan review and approved*; Items A-G Tentative Plan, will generally continue to be a planned development consistent with the original tentative plan, further the last development phase of Streamsong Planned Development, and provide additional development opportunities without negatively impacting adjacent property or sensitive environments.

IV. RECOMMENDATION:

Consistent with the Planning Commission policy of accepting public comment at the initial meeting and continuing the Tentative Plan Amendment consideration at a subsequent meeting, the Commission is advised to receive public comment during the January 20, 2022 meeting and adjourn the public hearing to the February 3, 2022 meeting. If no public comment is received and the Commission is supportive of the proposed amendment, staff advises the Planning Commission to waive a second public hearing and recommend to City Council that the tentative plan amendment to modify the previously-approved Streamsong Phase 3 residential condominium development at 715 W. Osterhout Avenue be approved.

Attachments:

1. 3.14.17 Original Tentative Plan; Report
2. Application
3. 2019 Google Pictures
4. Separate Lot - Concept House Drawing
5. 01.12.22 Streamsong Tent Plan
6. 01.12.22 Streamsong Narrative
7. 01.04.22 Staff Pictures

TO: Planning Commission **DATE:** January 12, 2017

FROM: Vicki Georgeau, ^hDirector of Community Development

SUBJECT: Final Report: Rezoning Application 16/17-3, 715 West Osterhout Avenue (Streamsong residential condominium PD)

APPLICATION INFORMATION:

A PD, planned development rezoning application has been received from SDV Development, LLC involving an approximate 39 acre parcel addressed as 715 West Osterhout Avenue. SDV Development, LLC has recently purchased the subject property and is requesting to change the zoning from R-1C, one-family residential to PD, planned development to accommodate a residential condominium project (Streamsong) consisting of single family detached and attached homes. Attached is the rezoning application, narrative and tentative plan.

EXISTING CONDITIONS:

The table below summarizes the existing conditions in this general area.

Existing Land Use/ Zoning	• <u>Rezoning Site</u>: Approximate 39 acre vacant property. The former single family dwelling was recently razed. • <u>North</u>: Across West Osterhout Avenue, single family residences and Schrier Park zoned R-1C. • <u>South</u>: Gourdneck State Game Area zoned R-1C. • <u>East</u>: A single family dwelling and vacant land zoned R-1C. • <u>West</u>: A single family dwelling and vacant land zoned R-1C.
Zoning/Development History	A similar PD application (Rezoning Application #15/16-5) involving 715 West Osterhout Avenue was considered by the Planning Commission in May 2016. The application also proposed a mix of attached and detached single family residential condominium units (102 units total). While this PD rezoning was recommended for approval by both staff and the Planning Commission, the applicant withdrew the application prior to City Council consideration. No other recent rezoning activities in the surrounding area.
Historic District/ Structures	This property is not located in a historic district and does not contain any historic structures.
Environmental	The eastern/southeastern portion of the subject property (approximately 6.3 acres) has been identified as regulated wetlands. The applicant hired a wetland consultant who performed a wetland assessment of the property and the wetland boundary is identified on the tentative plan drawing. No encroachment into the wetlands is proposed with the residential condominium development.
Public Streets	West Osterhout Avenue is classified as a 2-lane minor arterial roadway with a 2012 average daily traffic count of 4,436 vehicles. The capacity of this section of West Osterhout Avenue is 16,500 vehicles per day (level of service "D").
Public Utilities	Sanitary sewer and municipal water are available within the West Osterhout Avenue to serve the proposed development project.

ZONING CODE/PLANNED DEVELOPMENT PROCEDURES/REGULATIONS:

The PD, planned development chapter establishes a two-part review and approval process: Tentative plan review and final plan review for each phase of the development. The applicant is required to submit a tentative plan that outlines the development concept (phases) for the entire project. Although conceptual in nature, specific statements, proposals, plans and a schedule for development of the site are required. The submission of both written and graphic information constitutes a tentative plan.

The Planning Commission will provide a recommendation to City Council regarding the tentative plan. If approved, the planned development must proceed in accordance with the tentative plan. Approval of the tentative plan by Council constitutes rezoning of the land to PD and allows the submission of a final plan for Administrative, Planning Commission and City Council review. A final plan is submitted in detailed form and is subject to a review process similar to a site plan. If no final plan for development is submitted within two years from the date of approval of the tentative plan, Council may either extend the approval for a period not to exceed two years or initiate rezoning proceedings to re-designate the property to an alternate zoning classification. Under the terms of the ordinance, any change to the tentative plan, such as modifying an approved land use class or adding a land use class, will require formal review and approval, with public hearings, in a manner similar to a rezoning procedure.

In the PD district:

- The applicant must demonstrate that the plan cannot be developed under other sections of the Zoning Code or must provide a mixture of housing types.
- Up to 20% of the total land area can be utilized for nonresidential uses.
- The overall density may not exceed seven units per acre and density in any one phase may not exceed 12 units per acre.
- Single family lots cannot average less than 6,500 square feet with a minimum of 5,000 square feet.

PROPOSED TENTATIVE PLAN:

As indicated by the applicant, the objective of the planned development is to create an attractive, high quality neighborhood of single family detached and attached homes with a clubhouse/pool, private streets, sidewalks, on-site trails and preservation of natural areas for the enjoyment of the residents. A total of 102 residential dwelling units are proposed resulting in an overall development density of approximately 2.6 units/per acre based on the entire 39 acre site. When the density is calculated based on approximately 29 acres of usable land area available for development, density increases to 3.5 units/per acre. The applicant anticipates that approximately 70-80% of the residential structures will be single-family detached dwellings and the remainder will be single-family attached dwellings. Residential condominium units will include two and three bedroom floor plans and range between 1,550–1,850 square feet of living area, excluding any basement area and an attached two-car garage. Other features of the proposed planned development project include:

- Pedestrian Walkway/Trailway – Concrete sidewalks will be constructed on at least one side of the interior private streets. Additionally, a walking trail (stone or wood chip) will be constructed on an upland area along the east side of the property between the east property line and identified wetland area. This trail will also provide pedestrian access to the Gourdneck State Game Area located to the south. Additionally and for enhancement of the interior pedestrian circulation system, a pathway is also planned at the end of the cul-de-sac labeled “F” Drive. Finally, a pedestrian/vehicular connection is planned to connect this development to a future phase of the Stateland Park subdivision located immediately to the west.

- Open Space Features – Open space will be preserved to serve as an amenity to the development and to provide active and passive recreation options for the residents. Primary natural areas that will be preserved include the approximate 6.3 acres of wetlands located along the northeast and southeast portions of the property and an additional approximate 3.9 acres of upland located east and southeast of the wetland areas. A clubhouse/pool is also proposed near the main entry to the development which will offer active recreation for the residents. Finally, the applicant has indicated that mature trees and natural areas present around the perimeter of the property will be preserved to serve as a natural buffer and to provide visual screening.
- Storm Water Management - Storm water runoff associated with the project will be collected and disposed by a combination of infiltration swales and discharge to natural wetland areas. Additional information concerning the design of the storm water system, along with any necessary permits/approvals from the Michigan Department of Environmental Quality will be submitted with the final (site) plan.
- Vehicular Access/Private Streets – Access to the development will be provided through a single access drive from West Osterhout Avenue, along the western portion of the property opposite the Schrier Park entrance. A temporary emergency access drive will be constructed near Lloy Street. This temporary emergency access drive will be installed when the number of dwelling units within the development exceeds 30 and will be abandoned when a connection to the future phase of the Stateland Park subdivision (to the west) is completed. A network of curbed private streets will be provided within the interior of the development with a minimum drivable width of 26-feet.
- Building Setbacks – A minimum 40-foot building setback will be maintained around the perimeter of the property. Additionally and to provide a peripheral transition area to future phases of the Stateland Park subdivision to the west, the applicant has agreed to only construct single family detached condominium units along the western portion of the planned development. Residential condominium buildings will maintain a minimum 20-foot separation and will be setback at least 25-feet from the interior private streets.
- Project Phasing – The applicant envisions that the overall development project will be constructed in four phases with between 18-33 dwelling units constructed within each phase. Phase I of the development is anticipated to begin in 2017 and the last phase in 2023.

PUBLIC HEARING/COMMENTS:

The Planning Commission convened a public hearing to consider the PD rezoning and tentative plan/narrative during the January 5, 2017. Mr. Pat Flanagan of Ingersoll, Watson & McMachen (applicant's engineer) and Mr. Mike Seelye (SDV Development) were present to support the PD rezoning request and explain the planned development project. No citizens spoke during the meeting regarding the proposed PD rezoning and development and no citizen communications have been received.

FINAL ANALYSIS:

The final analysis has been prepared based on the Comprehensive Plan, traffic conditions, surrounding development patterns and general land use considerations. Issues to be analyzed include consistency with the Future Land Use Plan Map and Development Guidelines, suitability of the existing zoning classification and the impacts of the proposed zoning classification.

Comprehensive Plan

Prior to recommending a zoning amendment, a determination that the proposed change is consistent with the Comprehensive Plan is appropriate. In the case of a rezoning, consistency is evaluated based on the Future Land Use Plan Map and also the Development Guidelines.

Future Land Use Plan Map -- The Future Land Use Plan Map component of the Comprehensive Plan designates the subject property, along with the majority of the surrounding properties, as appropriate for Low Density Residential land use. The adjacent State-owned property to the south is designated as the Gourdneck State Game Area, while the adjacent city-owned property to the north (Schrier Park) is designated for Park/Recreation land use. The Comprehensive Plan identifies the purpose of the Low Density Residential classification (1 to 4 units per acre) to establish areas for future low density, single family residential development, to protect existing established residential neighborhoods from the intrusion of incompatible land uses and to encourage new housing development to take advantage of available attractive natural features and other amenities. The Low Density Residential classification generally corresponds to the R-1B, R-1C, R-1D, R-1E and single-family residential uses in the PD zoning districts. The proposed PD zoning and single-family residential condominium development is consistent with the Future Land Use Map and Comprehensive Plan.

Development Guidelines -- The Development Guidelines are intended to be used by the Commission and staff when reviewing private development projects, infrastructure improvement programs (i.e. public expenditures on streets, sewers, water mains and others that influence the location, intensity and timing of development) and public programs that affect the physical environment. The guidelines also provide direction and underpinning for regulations that affect land use (e.g. zoning, subdivision, parking, landscaping and others), may suggest incentives to influence community development and preservation and may suggest adjustments to other policies which influence the use of land for consistency with community development and preservation objectives. The proposed PD zone and associated tentative plan/narrative is consistent with applicable Development Guidelines contained in the Comprehensive Plan (see attached).

Suitability of Existing R-1C Zone /Impacts of Proposed PD Zone

Both the existing R-1C zoning and the proposed PD zoning/tentative plan are consistent with the Comprehensive Plan/Future Land Use Map and suitable for the subject property. Traditional single family residential developments (subdivisions/plats) under the R-1C zoning district are required to provide a minimum lot size of 12,000 square feet (14,400 square feet for corner lots). This minimum lot size requirement generally results in a development density between 2-3 units/acre. Based on approximately 29 acres of usable land area available for development and the location of the wetland areas, the R-1C zone would yield approximately 78 single-family lots (2 units per acre). As proposed by the applicant, 102 dwelling units are planned if the property is rezoned to PD, planned development and tentative plan approved. The approximate 30% increase in the number of dwelling units under the PD district is primarily

attributed to the proposed mixture of housing types (single-family attached, single-family detached and duplexes) and more narrow, private streets (public streets require a 60-foot wide right-of-way) within a condominium form of development. While the PD ordinance establishes a maximum overall development density of 7 units/acre, the proposed PD rezoning and tentative plan/narrative proposes an overall development density of approximately 2.6 units/acre (3.5 units/acre on 29 acres of developable land) consistent with a low density residential development pattern in the vicinity.

Traffic Considerations

According to The ITE Trip Generation Manual, Eighth Edition, a single family residence will generate between 5-6 vehicle trips (10-12 vehicle trip ends) on an average weekday, 24-hour period. At full build-out, a total of 102 single family residences will generate between 510-612 vehicle trips on an average weekday, 24-hour period (1,020-1,224 vehicle trip ends). For Commission information, vehicle trip ends count each car that visits a site twice, once for entering and once for exiting. In conjunction with this residential development, a left-turn lane in West Osterhout Avenue will be required.

Environmental Impacts

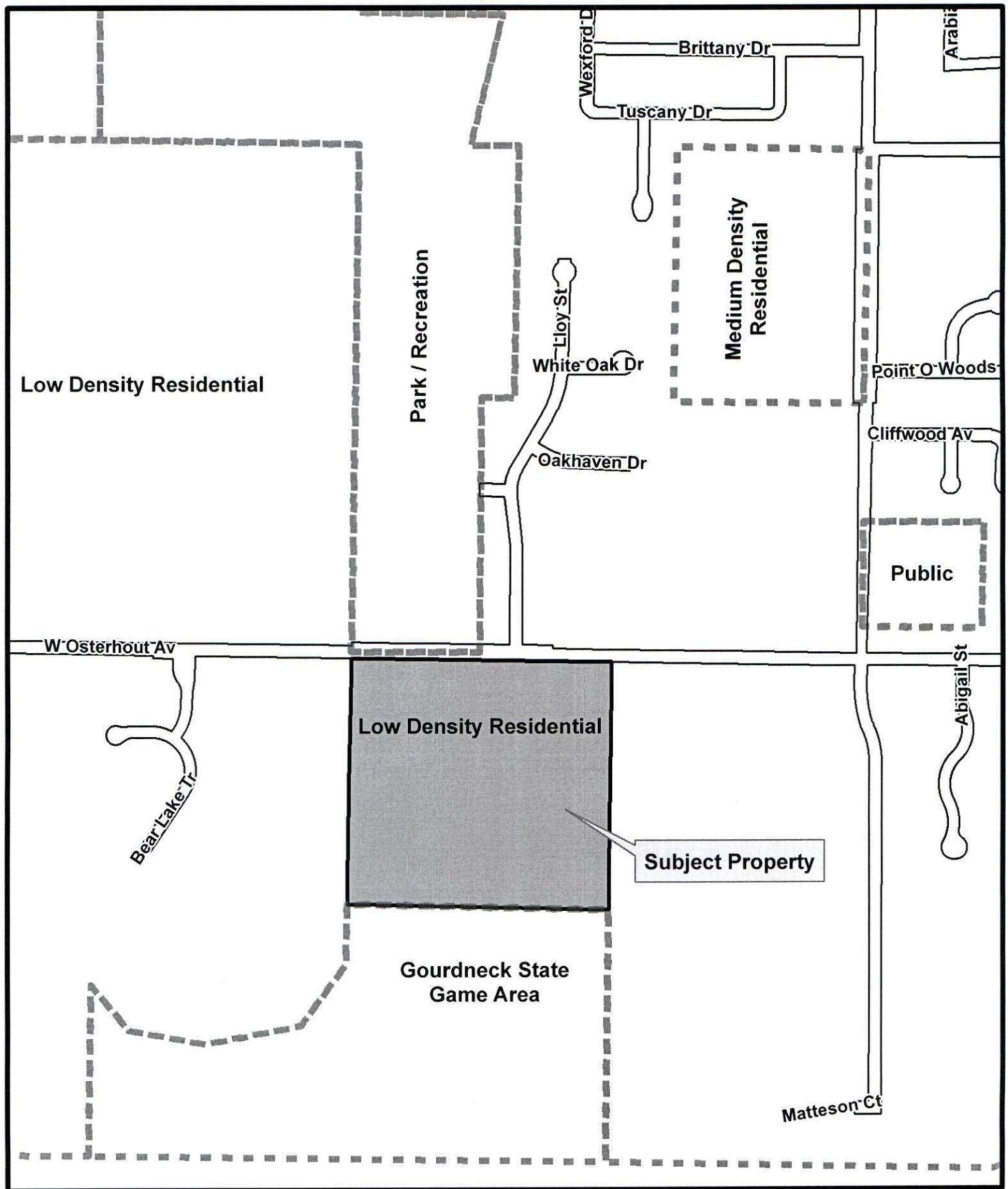
As indicated previously, approximately 6.3 acres located along the eastern portion of the subject property have been identified as regulated wetlands. The tentative plan does not identify any construction activities (homes, private streets, utilities) occurring within designated wetland areas. Additional review of regulated wetlands, including any proposed discharge of storm water from the development, will be considered with submittal of the final (site) plan for each phase of the project.

RECOMMENDATION:

Subject to any additional comments that may be received during the public hearing, staff advises the Planning Commission to recommend to City Council that Rezoning Application #16/17-3 be approved and 715 West Osterhout Avenue be rezoned from R-1C, one family residential to PD planned development.

The PD district and proposed residential condominium development is appropriate in this area of the City and will provide assurances to surrounding property owners on the specific type of development that will be built on the property while providing design flexibility to the developer. The PD district and associated tentative plan/narrative submitted by SDV Development, LLC is consistent with the Comprehensive Plan/Future Land Use Map designations and surrounding zoning/land use pattern along West Osterhout Avenue.

Attachments: Zoning/Vicinity Map
Future Land Use Map
Aerial Photo Map
Development Guidelines Table (PD)
Rezoning Application
December 29, 2016 Narrative and Tentative Plan



 Future Land Use
 Subject Property

Future Land Use Map 715 West Osterhout Avenue



1 inch = 667 feet



 Subject Property

Rezoning: 16/17 - 3
715 West Osterhout Avenue



1 inch = 500 feet
 (188)

DEVELOPMENT GUIDELINES

Rezoning Application #16/17-03 (Planned Development, PD)

Guideline	Description	Consistent	Comments
Rezoning – 1	Rezoning Request	Yes	Future Land Use Map designates rezoning site, along with the majority of the surrounding properties, as appropriate for low density residential land use. The proposed PD zone and associated tentative plan/narrative is consistent with this designation. The residential condominium project proposes a combination of single family detached and attached dwellings with an overall development density of approximately 2.6 units/acre.
Residential – 1	Protection of Residential Neighborhoods	Yes	The proposed single-family residential PD is consistent and compatible with the surrounding zoning and land use pattern: Non-residential land uses are not proposed with the PD.
Residential – 2	Residential Development along Arterial Roadway	Yes	The proposed single-family residential PD project will be situated along West Osterhout Avenue (minor arterial) with access provided from West Osterhout Avenue.
Residential – 3a	Locational Criteria for Residential Uses	Yes	Rezoning site has locational criteria consistent with the low density residential category (1-4 units/acre): Overall development density for single-family residential PD will be approximately 2.6 units/acre with access from a minor arterial roadway, municipal water/sanitary sewer and underground private utilities.
Residential – 4	Compatibility with Adjacent Land Use	Yes	The single-family residential PD and related development density is consistent and compatible with the surrounding low density residential zoning and land use pattern.
Residential – 5	Open Space and Natural Resource Protection	Yes	The single-family residential PD will preserve approximately 6.3 acres of wetlands located along the northeast/southeast portions of the property, and an additional 3.9 acres of upland area located east and southeast of the wetland areas. A clubhouse/pool is also proposed near the main entry to the development. Mature trees and natural areas present around the perimeter of the property will also be preserved to serve as an amenity to the development and also provide natural screening and buffering.
Residential – 6	Streets and Pedestrian Systems	Yes	Access will be provided from West Osterhout Avenue, a minor arterial street. Concrete sidewalks will be constructed on at least one side of the interior private streets. Additionally, a walking trail (wood chips/stone) will also be constructed on the upland portion of the property, between the east property line and wetland areas, which will also provide access to the Gourdneck State Game Area (to the south). Finally, a pedestrian connection is also planned along the west side of the site to connect with a future phase of the Stateland Park subdivision.

Guideline	Description	Consistent	Comments
Residential – 9	Residential Planned Unit Development	Yes	The PD project will create an attractive, high quality neighborhood of single-family detached and attached homes with private streets, sidewalks, trails and preservation of natural areas for the enjoyment of the residents. Each home will feature high quality construction, maintenance free materials and energy efficient features. Floor plans (two and three bedroom) will range from 1,550 – 1,850 square feet, exclusive of any basement area, and include a two-car attached garage. Most, if not all, homes will also have a front porch and either a deck, patio or 4-season room attached to the rear of the dwelling. No nonresidential uses are proposed with the PD.
Natural & Historic Resources – 1	Environmental Protection	Yes	A wetlands assessment of the 39 acre property has identified approximately 6.3 acres of wetlands along the northeast and southeast portions of the site. These wetland areas, plus an additional approximate 3.9 acres of uplands located along the eastern portion of the property will be preserved as an amenity for the development. Additionally, mature trees and natural areas present around the perimeter of the property will also be preserved for the enjoyment of the residents.
Natural & Historic Resources – 2	Floodplain	N/A	The rezoning site is not encumbered by floodplain areas.
Natural & Historic Resources – 3	Water Quality	Yes	Storm water from the project will be collected and disposed by a combination of infiltration swales and discharge to natural wetland areas. Additional information regarding the design of these systems, along with any necessary permits/approvals from the Michigan Department of Environmental Quality will be submitted with the final (site) plan.
Natural & Historic Resources - 4	Noise	N/A	The rezoning site is not situated near excessive noise generators such as the Kalamazoo/Battle Creek International Airport or major freeway arteries.
Natural & Historic Resources - 5	Historic Resource Preservation	N/A	The subject site is not located within a historic district and does not contain any historic structures.
Natural & Historic Resources – 6	Open Space Preservation	Yes	See Residential – 5 and Natural & Historic Resources – 1 comments above
Transportation – 1	Transportation Systems	Yes	West Osterhout Avenue is a 2-lane minor arterial street with 4,436 vehicles per day (2012) and a capacity of 16,500 vehicles per day (level of service D). Anticipated traffic generation from the PD can be accommodated. In conjunction with the residential condominium project, a left-turn lane in West Osterhout Avenue will be constructed by the developer.
Transportation – 2	Street Design	Yes	Access to the development will be provided through a single access drive from West Osterhout Avenue, along the western portion of the property opposite the Schrier Park entrance drive. A temporary emergency access drive will be constructed near Lloy Street when the number of dwelling units within the development exceed 30 and will be abandoned when a connection to the future phase of the Stateland Park

			subdivision to the west is completed. A network of curbed private streets with a minimum drivable width of 26-feet will be provided within the interior of the development. Final design will be further evaluated with the final/site plan submittal.
Transportation – 3	Access Management	Yes	See Transportation – 1 and Transportation – 2 above.
Transportation – 4	Non Motorized Travel	Yes	See Residential – 6 above.
Municipal Facilities & Services – 1	Sound Fiscal Growth	Yes	Existing and proposed public infrastructure is adequate to accommodate planned development.
Municipal Facilities & Services – 2	Sanitary Service	Yes	Sanitary sewer is available and will serve the planned development.
Municipal Facilities & Services – 3	Underground Utilities	Yes	Underground utilities will serve the planned development.

s:\commdev\2016-2017 department files\board files\planning commission\pc reports\development guideline tables\guideline table 16-17-03 (pd).doc

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DEC 08 2016
COMMUNITY DEVELOPMENT

APPLICATION FOR ZONING AMENDMENT

Application number #16/17-3

Date 12-8-16

APPLICATION INFORMATION:

Meetings of the Portage Planning Commission are held on the first and third Thursday of each month at 7:00 p.m. in the Council Chambers of Portage City Hall, 7900 South Westnedge Avenue, Portage, Michigan. All zoning amendment applications must be properly filled out and submitted to the Department of Community Development and the zoning amendment fee paid at least 15 working days prior to the meeting at which the public hearing is held. The applicant will be notified in writing of all such public hearing/meetings.

For more detailed information about the zoning amendment process, please refer to Portage Land Development Regulations, Article 4, Division 2, Subdivision 2.

TO THE PLANNING COMMISSION:

I (WE), the undersigned, do hereby respectfully make application and petition the Portage Planning Commission to amend the Zoning Ordinance and/or change the Zoning Map as hereinafter requested. In support of this application, the following is submitted:

ZONING MAP AMENDMENT

1. a. Platted Land: n/a

The property is part of the recorded plat: The property sought to be rezoned is located at _____ between _____ Street and _____ Street on the _____ side of the street, and is known as Lot Number(s) _____ of _____ Plat (Subdivision). It has a frontage of _____ feet and a depth of _____ feet.

b. Unplatted Land:

The property is in acreage, and is not therefore a part of a recorded plat. The property sought to be rezoned is located and described as follows: (Indicate total acreage and parcel number). #715 West Osterhout Ave. / Parcel # 00033-160-0
The northwest 1/4 of the Southeast 1/4 of Section 33, Town 3 South,
Range 11 West, City of Portage, Kalamazoo County, Michigan.
Area = 39 acres

2. a. Do you own the property to be rezoned? Yes _____ No X (Have signed sales agreement)

b. Name of the owner of the property to be rezoned: SDV Development, LLC

Address 3820 Stadium Drive, Kalamazoo, MI 49008

3. My (our) interest in the property and purpose for submitting the proposed Zoning Amendment: Own property / rezoning for proposed PD.

4. CURRENT ZONING: R-1C PROPOSED ZONING: PD

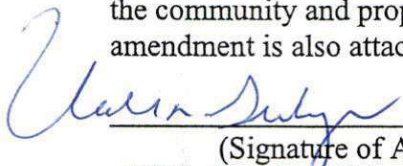
ZONING TEXT AMENDMENT n/a

1. The proposed language to be considered is (attach additional sheets as necessary):

2. The Zoning Code Chapter and Section wherein the proposed text would be modified/inserted.

3. My (our) interest in and purpose for submitting the proposed Zoning Ordinance Amendment.

We attach a statement hereto indicating why, in our opinion, the change requested is necessary for the preservation and enjoyment of substantial property rights, and why such amendment will advance the public health, safety and welfare. An assessment of the impact of the proposal on the community and property of other persons in the vicinity of the amendment or affected by the amendment is also attached.



**Mike Seelye,
SDV Development, LLC**

(Signature of Applicant)

(Signature of Applicant)

**3820 Stadium Drive
Kalamazoo, MI 49008**

(Address)

(Address)

(269) 375-3820

(Phone)

(Phone)

A copy of all actions taken regarding this application shall be attached and shall be considered a part of this application.

December 29, 2016

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DEC 29 2016
COMMUNITY DEVELOPMENT

**NARRATIVE for Proposed
'STREAMSONG' PLANNED DEVELOPMENT
Located on Osterhout Avenue
in The City of Portage**

**DEVELOPER:
SDV DEVELOPMENT, LLC
Attn: MIKE SEELYE
3820 STADIUM DRIVE
KALAMAZOO, MI 49008**

INTRODUCTION:

This proposed Planned Development, or PD, is situated on the south side of Osterhout Avenue, approximately 3/8 mile west of South Westnedge Avenue, in Section 33, City of Portage, Michigan. The subject property contains 39.0 acres (excluding Osterhout Avenue right-of-way) and measures one quarter mile east/west by one quarter mile north/south. The site is mostly wooded, and is surrounded by properties that are mostly wooded. Despite the property having a rural feel to it, it is located less than 10 minutes from many City of Portage businesses and other City amenities. Proposed on site are approximately 102 dwellings of high quality, energy efficient construction. Each dwelling will be served by a private road network. This PD will offer a variety of dwelling floor plans along with a mixture of housing types (single family detached, single family attached, and possibly duplex dwellings).

PURPOSE & OBJECTIVES:

The objectives of this PD development are as follows:

- 1) To create an attractive, high quality neighborhood of single family homes for couples, small families, and single individuals.
- 2) To eliminate many maintenance duties and responsibilities for homeowners such as mowing, weed control, raking of leaves, cleaning of gutters, snow shoveling, tree trimming, etc.
- 3) To provide a single family neighborhood with high quality, energy efficient homes, but at the same time eliminate much of the maintenance that comes with home ownership.
- 4) To create a neighborhood with typical densities, but at the same time provide permanent open space, on-site natural areas, walking trails, and a clubhouse that can be enjoyed by the residents.

CONDOMINIUM / OWNERSHIP:

The PD will be developed as a condominium with the residents owning and maintaining the inside of the dwelling (the condominium "unit"). The condominium association will own and maintain everything exterior to each unit, including yard areas ("limited common areas") and streets / natural areas ("general common areas"). Exterior maintenance that will be provided by the Condominium Association will include the exterior of the dwellings, gutters, lawns, sidewalks, driveways, private streets, natural areas, etc. The yard area surrounding each dwelling be "limited common area" and will be for the use and enjoyment of that unit owner. The private streets, sidewalks, on site trails, and natural areas will be designated as "general common areas." The clubhouse/pool area that will be constructed as part of phase one will also be a general common area. These general common areas will be for the use and enjoyment of all residents.

THE SITE:

This PD is located on the south side of Osterhout Avenue in the Southeast quarter of Section 33. The property address is 715 West Osterhout Avenue. Situated east of the subject property are two large parcels, each with a home on it. South of the subject property is land owned by the State of Michigan. West of the subject property is a large parcel with a home on it, as well as some vacant land (future development area for the "Stateland Park" subdivision). North of the property, on the north side of Osterhout Avenue, are single family dwellings and Schrier Park. All adjoining properties, as well as the subject property, are currently zoned R-1C per the City's Zoning Map. The subject property is covered by mature trees and younger trees, with the mature trees being spread out. The site is unique with nice hardwoods and rolling terrain, and the intent is to preserve as many trees as possible. Within the southeasterly and easterly portions of the property is land that is significantly lower than the northwesterly portion of the property. A wetland assessment of the property has been completed and the conservative wetland boundary has been shown on the Tentative Plan. The Wetland Assessment report has been provided to the City for reference. The northerly and westerly portions of the property are relatively high. Along the entire north edge of the property is Osterhout Avenue, a City of Portage public street. Soils within the proposed building areas are Oshtemo Sandy Loam per the USDA's Soil Survey of Kalamazoo County.

PHASING:

It is anticipated that the development will be constructed in four phases, with each phase consisting of between 18 and 31 dwellings. Construction of utilities, roadways, and dwellings for phase one is planned to commence during 2017. Construction for each subsequent phase is anticipated to commence approximately every two years. The currently anticipated size, limits, and density of each phase has been shown on the submitted Tentative Plan. Phase one is anticipated to include 28 units on 8.4 acres. Phase one will also include the clubhouse/pool area. Phase two is anticipated to include 31 units on 9.0 acres. Phase three is anticipated to include 25 units on 16.7 acres. Phase four is anticipated to include 18 units on 4.9 acres. Please note that the proposed phasing could be altered based on utility routing, final design, City requirements, etc.

ON-SITE DWELLINGS:

The proposed dwellings within this PD will typically measure approximately 44 feet wide and 60 to 70 feet deep. Each dwelling will have between approximately 1550 square feet and 1850 square feet of living area (excluding any basement area), an attached two-car garage, and the dwellings will typically be single story with a basement. It is anticipated that three dwelling sizes will be offered (1550-1650, 1650-1750, and 1750-1850 square feet). Most or all dwellings will have a front porch. Most dwellings will have a deck, patio, or 4-season room on the rear of the dwelling. A mixture of housing types will be included.

ON-SITE DWELLINGS: (cont.)

It is anticipated that approximately 70 % to 80% of the on site units will be single family detached dwellings and that approximately 20% to 30% of the on site units will be single family attached dwellings. Single family attached dwellings and duplexes shall comply with City requirements. All dwelling construction shall comply with City and State construction codes. Each home will feature quality construction, maintenance free materials, and various energy efficient features. Conceptual Front Building Elevations have been attached to this Narrative for general review. Final Building Plans will be prepared after the property has been rezoned to 'PD'. The units will be constructed to meet and exceed energy codes. The look from the street will be a blend of craftsman, cottage, and New England styles. While the front elevations will be different, the look will have an intentional feel with design consistency among the various building fronts throughout the development. It is anticipated the dwelling prices will start in the \$200,000 range for smaller units. For the larger units with a finished walkout basement and other upgrades, dwelling costs will likely approach or exceed the \$350,000 range.

STREETS, SIDEWALKS, and DRIVEWAYS:

On site paved streets will be private and will incorporate concrete roll curb on each edge and will have a minimum drivable pavement width of 26.1 feet. It is intended that the streets will be wide enough to allow parking on one side of the street per Fire Department requirements. All streets shall be designed and constructed in accordance with City requirements. Access to and from the site will be from one location and shall include one entry lane (14 feet wide) and two exit lanes (lane widths equal 11 feet). A landscaped island may be incorporated into the access drive. A 20 foot wide temporary emergency access drive from Osterhout Avenue will be constructed when the number of units exceeds 30. The temporary emergency access drive will be abandoned when a 20 foot wide permanent emergency access drive is constructed to "Stateland Park." Lighting along each street will be from a yard light within each front yard. Concrete sidewalks will be constructed on at least one side of each street. The sidewalks will be set back from the back of curb a minimum of 3.0 feet. Also incorporated within the development will be a nature trail within the easterly, undeveloped portion of the property. This nature trail will extend southerly to the State owned property adjoining to the south. Other concrete walkways and nature trails may be incorporated into the development. Driveways for each dwelling will be constructed of concrete and will have a length of at least 25.0 feet as measured from the back of curb. The length of the driveways will allow temporary vehicle parking for one or two vehicles depending on driveway width. Off-street parking areas may be incorporated into the PD. All streets, walks, trails, driveways, and parking areas will be maintained by the Condominium Association.

STORM SEWER SYSTEM and DRAINAGE:

Crowned, paved roadways and concrete curb and gutter will direct storm water run-off to the proposed private storm sewer drains and pipes. The storm water run-off will be disposed of by a combination of infiltration and discharge to the on site lowland areas. The storm water system will comply with City requirements. Design of the system will be subject to City review and approval, as well as review and permitting through the State of Michigan MDEQ if required.

WATER MAINS, FIRE HYDRANTS, and SANITARY SEWERS:

Installed along all private roads will be City Portage public water mains and sanitary sewers, including house leads to each dwelling. Fire hydrants will be installed at locations approved by the City of Portage. These utilities shall be designed and installed in accordance with City requirements, and appropriate utility easements shall be granted to the City. Note that there is an existing 20 inch public water main on the north side of Osterhout Avenue, and an existing 8 inch public sanitary sewer near the center line of Osterhout Avenue.

PRIVATE UTILITIES:

The site will be served with underground natural gas, electric, telephone, and cable TV lines. It is anticipated that these underground lines will be situated on the side of the street opposite the public water main. There is an overhead power line within the northerly portion of the property (see Tentative Plan). We are currently working with Consumers Energy to relocate this power line underground or re-route it above ground. We are not proposing that this overhead power line be left in it's current location.

OPEN SPACE and NATURAL AREAS:

A significant portion of the property will be designated as a permanent natural area. This includes the far easterly and southeasterly portions of the property. The area of the subject property is 39.0 acres excluding the Osterhout Avenue right-of-way area. We currently estimate that approximately 6.3 acres of the property is wetland area, and that approximately 3.9 acres of the property (east and southeast of the wetland area) will remain as a permanent natural area. Within this permanent natural area will be a nature trail that extends southerly to the State of Michigan land. Around the perimeter of the development, natural areas and trees will be preserved to serve as a natural buffer and visual screening. A clubhouse and pool area will be included within phase one of this PD project.

ZONING, BUILDING SETBACKS, and DENSITY:

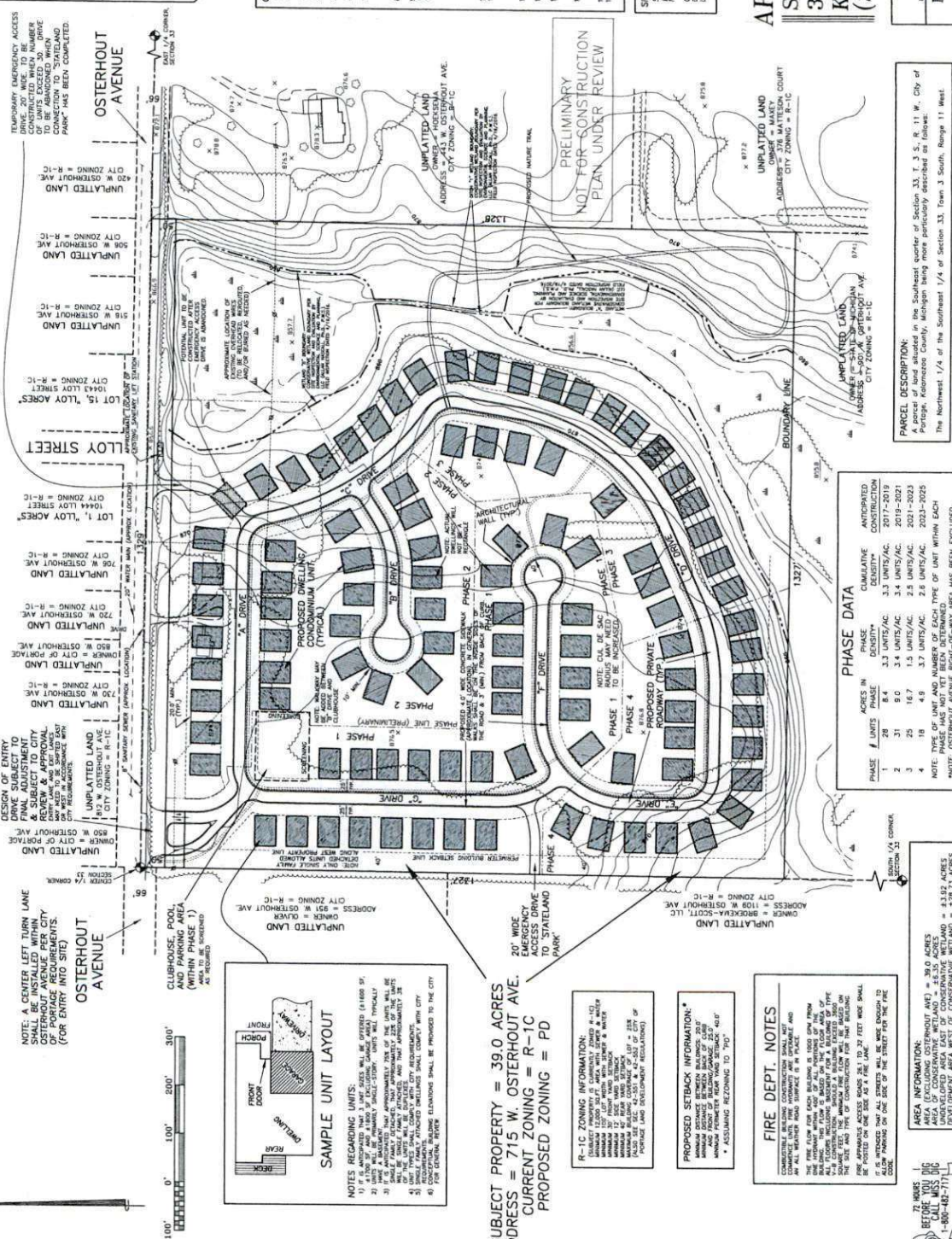
The property is currently zoned R-1C single family residential. Typical lot sizes within R-1C are 12,000 square feet and larger. City required building setbacks for R-1C are 30 feet (front yard), 12 feet (side yard), and 40 feet (rear yard). Typical densities for subdivisions within R-1C are 2 - 3 lots per acre. With this PD development, we are proposing a 40 foot perimeter setback (abutting adjoining properties), a minimum 20.0 feet between buildings, and a minimum distance of 25.0 feet between the back of the concrete curb and the front of the dwelling. Note that any duplex buildings, if incorporated, would share a common building wall, and that any attached single family dwellings would be connected with an architectural wall. With this PD, the density will be approximately 2.6 dwellings per acre. Per the City's Ordinance, the maximum allowable density for a PD is 7 dwellings per acre.

CONDOMINIUM MASTER DEED:

The typical "plat restrictions" or "deed restrictions" for a subdivision will be replaced with the Condominium Master Deed. The Master Deed shall also include survey plans, house plans, rules of ownership, mapping of general common areas, limited common areas, and unit areas, and other rules and regulations. Within the Master Deed, the streets and utilities for each phase will be designated as "need to be built," while each unit will be designated as "need not be built." The Master Deed will be prepared by a local real estate Attorney, and the Survey Plans within the Master Deed will be prepared by a local Land Surveying Office. The Master Deed will be subject to City review and comment prior to recording.



TENTATIVE PLAN for PROPOSED
CONDOMINIUM in PORTAGE, MICHIGAN



72 HOURS
BEFORE YOU DIG
CALL MISS DIG
1-800-482-7171

AREA INFORMATION:
 AREA (EXCLUDING OSTERHOUT AVE) = 39.0 ACRES
 AREA OF CONSERVATIVE WETLAND = ±6.35 ACRES
 UNDEVELOPED AREA EAST OF CONSERVATIVE WETLAND = ±3.92 ACRES
 DEVELOPMENT AREA WEST OF CONSERVATIVE WETLAND = ±8.21 ACRES

	3	25	16.7	1.5 UNITS/AC.	2.5 UNITS/AC.	2021-2023
	4	18	4.9	3.7 UNITS/AC.	2.6 UNITS/AC.	2023-2025

NOTE: TYPE OF UNIT AND NUMBER OF EACH TYPE OF UNIT WITHIN EACH PHASE HAS NOT YET BEEN DETERMINED

NOTE: INTERIMITY AROUND BUILT-OUT MAY BE BUILT, BUILT-OUT

PARCEL DESCRIPTION:
A parcel of land situated in the Southeast quarter of Section 33, T 3 S., R. 11 W., City of Portage, Kalamazoo County, Michigan being more particularly described as follows:
The Northwest 1/4 of the Southeast 1/4 of Section 33, Town 3 South, Range 11 West.

APPLICANT.

SDV DEVELOPMENT, LLC
3820 STADIUM DRIVE
KALAMAZOO, MI 49008
(269) 375-3820

DATE: 11/16/2016

TENTATIVE PLAN

PROPOSED CONDOMINIUM

1/4 OF THE SE 1/4 OF SEC. 31, T. 3 S., R. 11 W., CITY OF PORTAGE, MICHIGAN

INGERSOLL, WATSON & MCMACHEN, INC.

CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS

SHEET: 1

JOB NO. 36555

[illegible]

SITE DATA:
 SITE AREA = 36.0 ACRES
 107 SHOWN DWELLINGS
 107 DWELLINGS PER ACRE
 RIGHT-OF-WAY AREA
 EXCLUDES INTERSTITIAL AVENUE
 NET DENSITY = 107 DWELLINGS/39.0 ACRES = 2.62 DWELLINGS PER ACRE
 CONDOMINIUM UNIT AREA = INTERIOR OF DWELLINGS
 COMMON AREA = ROADSWAYS, NATURAL AREAS, AND NON-YARD AREAS
 UNIMATED COMMON AREAS = LOT AREAS AROUND EACH DWELLING

Department of Community Development
7900 South Washtenaw Avenue • Portage, Michigan 49002 • (268) 329-4477

RECEIVED

DEC 02 2021

Applicant must complete all items in Sections 1 through 5, if applicable.

Please note: Separate applications must be submitted for Plumbing, Mechanical, and Electrical Work Permits

1. PROJECT INFORMATION			
PROJECT NAME Phase 3 of "Streamsong"		ADDRESS 715 West Osterhout Ave., Portage, MI 49024	
2. IDENTIFICATION			
A. OWNER			
NAME SDV Development, LLC		ADDRESS 3820 Stadium Drive	
CITY Kalamazoo	STATE MI	ZIP CODE 49008	TELEPHONE NUMBER (269) 375-3820
B. ARCHITECT OR ENGINEER			
NAME Pat Flanagan / Ingersoll		ADDRESS 1209 East Milham Road, Suite B	
CITY Portage	STATE MI	ZIP CODE 49002	TELEPHONE NUMBER (269) 344-6165
LICENSE NUMBER 38170			EXPIRATION DATE 7/30/2023
C. BUILDING CONTRACTOR			
NAME N/A		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER
BUILDER'S LICENSE NUMBER	FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION		EXPIRATION DATE
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION		INSURANCE EMPLOYER NUMBER OR REASON FOR EXEMPTION	
D. TYPE OF DEVELOPMENT PROJECT			
☐ SITE PLAN ☐ BUILDING PLAN ☐ FINAL PLAN IN PLANNED DEVELOPMENT ☐ SUBDIVISION ☐ PRELIMINARY ☐ FINAL PRELIMINARY ☐ FINAL ☒ CONDOMINIUM (SINGLE FAMILY DETACHED) ☒ TENTATIVE ☐ ENGINEERING ☐ ACCEPTANCE ☐ LAND DIVISION REQUIRING PUBLIC IMPROVEMENTS ☐ LANDSCAPE PLAN ☐ PUBLIC SANITARY SEWER MAIN ☐ PUBLIC WATER MAIN ☐ OTHER _____			
3. PROJECT TYPE / BUILDING DATA			
PROJECT DESCRIPTION Proposed Condominium with public sanitary sewer, public water main, private storm sewer, private roadways and associated improvements.			
GROSS FLOOR AREA		CLASSIFICATION FOR BUILDING CODE	
☐ NEW BUILDING _____ ☐ ADDITION _____ ☐ ALTERATION _____ ☐ REPAIR _____		BUILDING USE _____ CONSTRUCTION TYPE _____ NO. OF OCCUPANTS _____ AREA/FLOOR _____ NO. FLOORS _____	
		PROJECT VALUATION \$ <u>pending</u>	

SELECTED CHARACTERISTICS OF BUILDING

A. WATER METER SIZE

GENERAL USE SIZE

N/A

☐ 50" ☐ 3/4" ☐ 1" ☐ 1 1/2" ☐ OTHER _____ ☐ IRRIGATION SIZE _____ ☐ FIRE SPRINKLER SIZE _____

B. ELECTRICAL SERVICE SIZE

N/A

☐ 200 AMP ☐ 400 AMP ☐ 600 AMP ☐ 800 AMP ☐ 1000 AMP ☐ OTHER _____

C. TYPE OF MECHANICAL

N/A

AIR CONDITIONING? ☐ YES ☐ NO FIRE SUPPRESSION? ☐ YES ☐ NO HOOD SYSTEM? ☐ YES ☐ NO

4. CONSTRUCTION PLANS SUBMITTED

REQUIRED SUBMITTALS FOR PLAN REVIEW

(Plans shall be signed and sealed when required in accordance with State of Michigan Act No. 295 of Public Acts of 1980.)

All plans shall be drawn on uniform sheets no greater than 30"x42".

All plans shall be drawn to an architectural scale.

All plans shall be clear, legible and accurate.

Plans shall be stapled along the left margin.

TYPE OF PLAN SUBMITTED

YES NO NA

BUILDING ☐ ☐ ☐

ELECTRICAL ☐ ☐ ☐

PLUMBING ☐ ☐ ☐

MECHANICAL ☐ ☐ ☐

BUILDING CODE: Site plan, foundation plan, soil bearing capacity, floor plans, building elevations, building sections, framing plans, details, roof plan, roof finish schedule, door schedule, roof live and dead loads.

ELECTRICAL CODE: Lighting layout, circuiting, switching, conductor and raceway sizes, wattage schedule, service location and riser diagram, load calculations, and appropriate plans showing standard symbols of all electrical equipment.

PLUMBING CODE: Site plan, floor plans, DWV riser diagrams and water distribution system and roof plan. Show direction of flow, pipe sizes, grade of horizontal piping, elevations, drainage fixture unit loading of both stacks and drains in the DWV system, supply fixture unit load for the water system, branch supplies serving more than one plumbing fixture, appliance or hose outlet, meter locations.

MECHANICAL CODE: Plans indicating heating equipment, air conditioning equipment, ductwork material and layout, fire dampers, ventilation of rooms and areas, location of chimneys and vents, piping layouts, kitchen equipment layout, combustion air. (Plans for fire suppression systems may be submitted after permit issuance, but are required prior to installation.)

ENERGY CODE: Floor plans, building sections, details, average annual degree days, exterior envelope component materials, "U" values of elements, "R" values of insulating materials, size and type of apparatus and equipment, energy calculations.

PLEASE NOTE - Additional plan review fee(s) required for all non-concurrent plan submittals.

5. APPLICANT INFORMATION

APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION:

NAME SDV Development, LLC		TELEPHONE NUMBER (269) 375-3820	
ADDRESS 3820 Stadium Drive	CITY Kalamazoo	STATE MI	ZIP CODE 49008

I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS/HER AUTHORIZED AGENT, AND I AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN AND ORDINANCES OF THE CITY OF PORTAGE. ALL INFORMATION SUBMITTED ON THE APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

11/30/2021

SIGNATURE OF APPLICANT:

Mike Seelye / SDV Development, LLC

DATE

11-30-2021

VALIDATION - FOR DEPARTMENT USE ONLY

USE GROUP _____

APPLICATION NO. _____

TYPE OF CONSTRUCTION _____

DATE APPLICATION RECEIVED _____

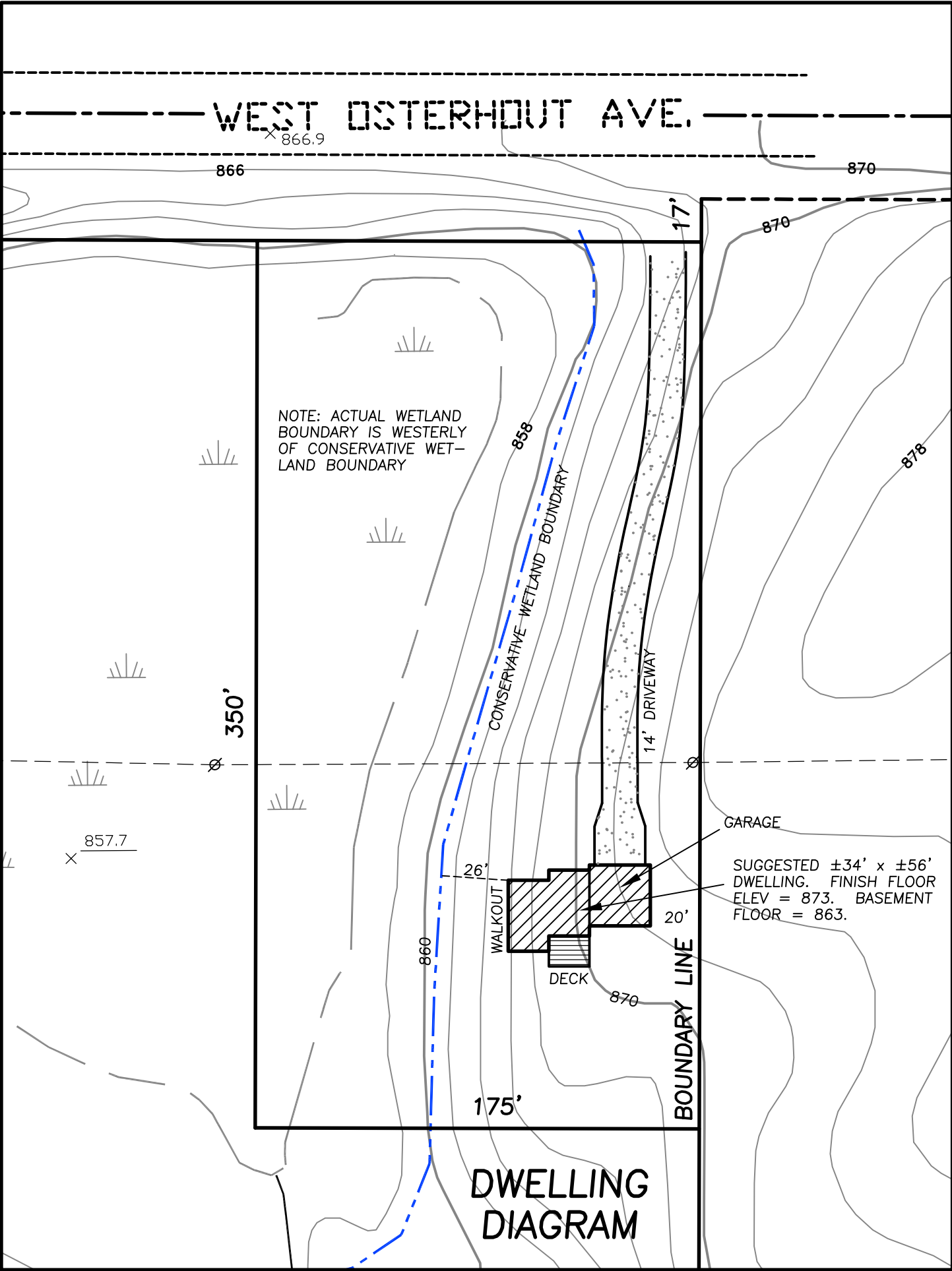
PLAN REVIEW SUBMITTED? ☐ YES ☐ NO

FEES RECEIVED _____

INVOICE # _____

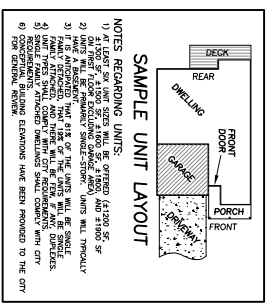
Google Earth 2019 Images





TENTATIVE PLAN for 'STREAMSONG' CONDOMINIUM in PORTAGE, MICHIGAN

NOTE: WITHIN DWELLING PHASES 1 AND 2, SOME DWELLING UNITS HAVE BEEN BUILT, SOME ARE UNDER CONSTRUCTION, AND SOME HAVE NOT YET BEEN CONSTRUCTED. POOL AREA LOT IS COMPLETE. ALL PARKING, ROADS, AND UTILITIES WITHIN PHASE 1 AND 2 ARE COMPLETE.



- NOTES REGARDING UNITS:
- 1) ALL UNITS ARE 1,000 SQ. FT. OR MORE.
 - 2) UNITS WILL BE FINISHED BY THE CITY.
 - 3) UNITS WILL BE FINISHED BY THE CITY.
 - 4) UNITS WILL BE FINISHED BY THE CITY.
 - 5) UNITS WILL BE FINISHED BY THE CITY.
 - 6) UNITS WILL BE FINISHED BY THE CITY.
 - 7) UNITS WILL BE FINISHED BY THE CITY.
 - 8) UNITS WILL BE FINISHED BY THE CITY.
 - 9) UNITS WILL BE FINISHED BY THE CITY.
 - 10) UNITS WILL BE FINISHED BY THE CITY.

SUBJECT PROPERTY = 39.0 ACRES
ADDRESS = 715 W. OSTERHOLT AVE.
CURRENT ZONING = PD



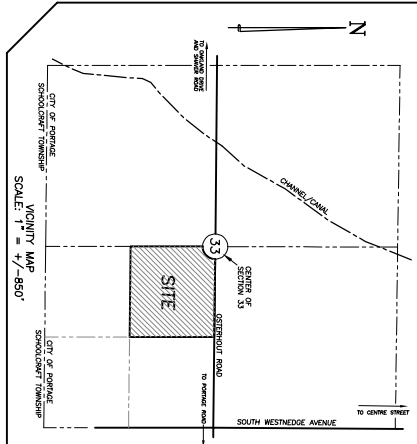
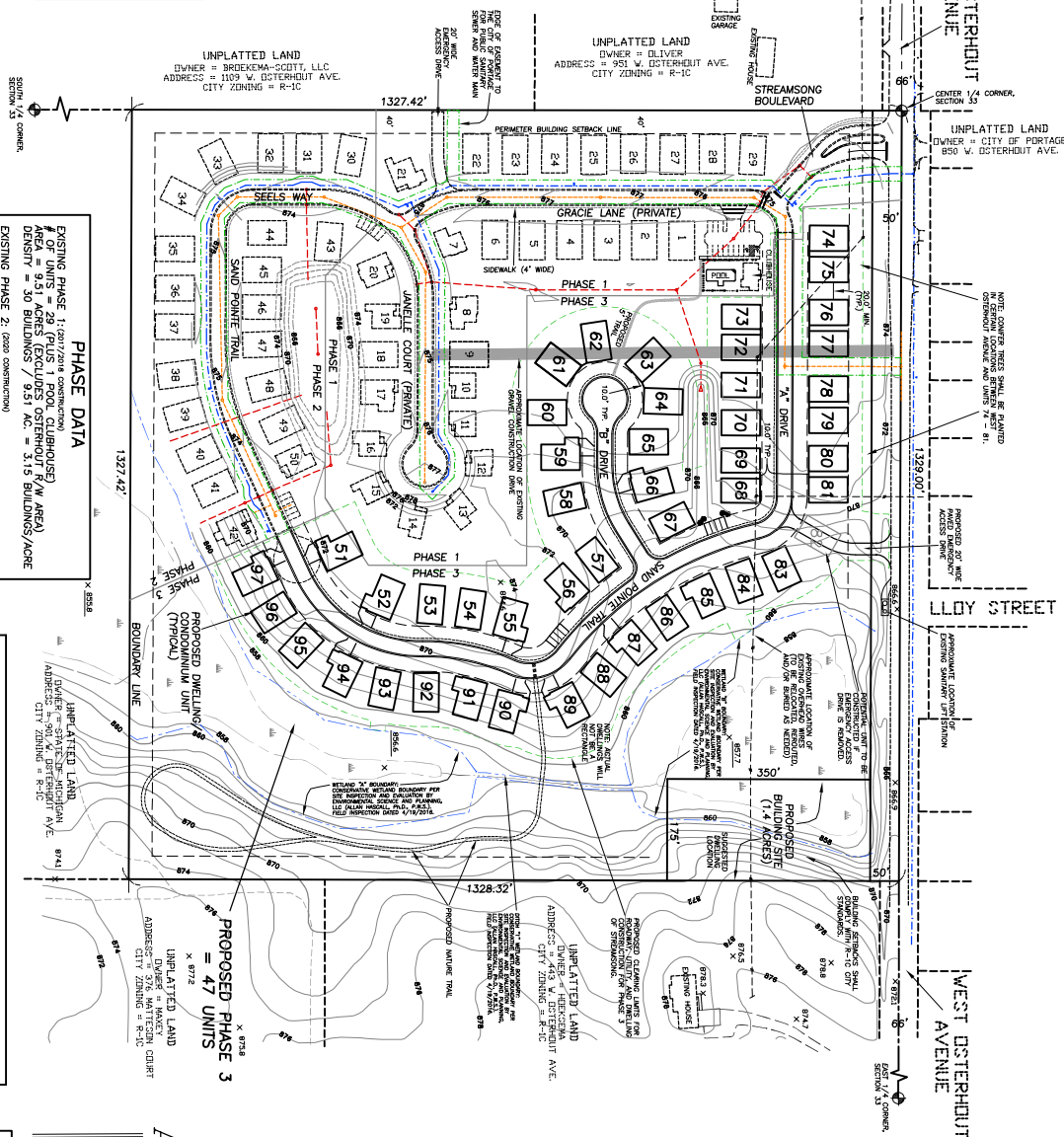
AREA INFORMATION:
AREA OF CONSERVATIVE WETLAND = 39.0 ACRES
AREA OF CONSERVATIVE WETLAND = 46.30 ACRES
CONSERVATIVE WETLAND AREA WEST OF CONSERVATIVE WETLAND = 428.73 ACRES

EXISTING PHASE 1: (1,000+ CONSTRUCTION)
OF UNITS = 29 (PLUS 1 POOL CLUBHOUSE)
DENSITY = 9.31 UNITS / AC. (EXCLUDES OSTERHOLT R/W AREA)
EXISTING PHASE 2: (2,000 CONSTRUCTION)
OF UNITS = 21
DENSITY = 21 UNITS / 6.42 AC. = 3.27 UNITS / ACRE
PROPOSED PHASE 3:
47 UNITS & 1 DWELLING / 23.03 ACRES = 2.08 HOUSES/AC.

PARCEL DESCRIPTION:
In the Southwest quarter of Section 33, T. 3 S., R. 11 W., City of Portage, Kalamazoo County, Michigan being more particularly described as follows:
The Northwest 1/4 of the Southwest 1/4 of Section 33, Town 3 South, Range 11 West.

STREAMSONG CONDOMINIUM
NO. 1/4 OF THE SE 1/4 OF SEC. 33, T. 3 S., R. 11 W., CITY OF PORTAGE, MICHIGAN
INGERSOLL, Watson & McEachern, Inc.
CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS
1800 Paul Wilson Road - Portage, Michigan 49801 - Phone 269-341-4085 - Fax 269-341-4055

DATE: 11/16/2016
SHEET: 1
JOB NO.: 36555



- GENERAL NOTES:
- 1) SUBJECT PROPERTY CONTAINS 39.0 ACRES AND IS CURRENTLY ZONED "PD".
 - 2) SHOWN PROPOSED BY THE CITY OF PORTAGE, MICHIGAN.
 - 3) SHOWN ELEVATION CONTOURS AND TOPOGRAPHIC INFORMATION TAKEN FROM THE CITY OF PORTAGE, MICHIGAN.
 - 4) EXISTING 2" INCH PUBLIC SANITARY SEWER IS LOCATED ON THE APPROXIMATE WESTERN SIDE OF THE PROPERTY.
 - 5) EXISTING 20" INCH PUBLIC WATER MAIN IS LOCATED ON THE NORTH SIDE OF THE PROPERTY.
 - 6) STREETS SHALL BE FINISHED BY THE CITY OF PORTAGE, MICHIGAN.
 - 7) ALL STREETS SHALL BE FINISHED AND SHALL BE DESIGNED AND CONSTRUCTED BY THE CITY OF PORTAGE, MICHIGAN.
 - 8) ALL STREETS SHALL BE FINISHED AND SHALL BE DESIGNED AND CONSTRUCTED BY THE CITY OF PORTAGE, MICHIGAN.
 - 9) STREETS SHALL BE FINISHED AND SHALL BE DESIGNED AND CONSTRUCTED BY THE CITY OF PORTAGE, MICHIGAN.
 - 10) STREETS SHALL BE FINISHED AND SHALL BE DESIGNED AND CONSTRUCTED BY THE CITY OF PORTAGE, MICHIGAN.
 - 11) STREETS SHALL BE FINISHED AND SHALL BE DESIGNED AND CONSTRUCTED BY THE CITY OF PORTAGE, MICHIGAN.
 - 12) STREETS SHALL BE FINISHED AND SHALL BE DESIGNED AND CONSTRUCTED BY THE CITY OF PORTAGE, MICHIGAN.
 - 13) STREETS SHALL BE FINISHED AND SHALL BE DESIGNED AND CONSTRUCTED BY THE CITY OF PORTAGE, MICHIGAN.
 - 14) STREETS SHALL BE FINISHED AND SHALL BE DESIGNED AND CONSTRUCTED BY THE CITY OF PORTAGE, MICHIGAN.
 - 15) STREETS SHALL BE FINISHED AND SHALL BE DESIGNED AND CONSTRUCTED BY THE CITY OF PORTAGE, MICHIGAN.
 - 16) STREETS SHALL BE FINISHED AND SHALL BE DESIGNED AND CONSTRUCTED BY THE CITY OF PORTAGE, MICHIGAN.
 - 17) STREETS SHALL BE FINISHED AND SHALL BE DESIGNED AND CONSTRUCTED BY THE CITY OF PORTAGE, MICHIGAN.
 - 18) STREETS SHALL BE FINISHED AND SHALL BE DESIGNED AND CONSTRUCTED BY THE CITY OF PORTAGE, MICHIGAN.
 - 19) STREETS SHALL BE FINISHED AND SHALL BE DESIGNED AND CONSTRUCTED BY THE CITY OF PORTAGE, MICHIGAN.
 - 20) STREETS SHALL BE FINISHED AND SHALL BE DESIGNED AND CONSTRUCTED BY THE CITY OF PORTAGE, MICHIGAN.

SITE DATA (ENTIRE SITE):
SITE AREA = 39.0 ACRES
NET DENSITY = 9.31 UNITS / AC. (EXCLUDES OSTERHOLT R/W AREA)
CONDOMINIUM UNIT AREA = INTERIOR OF DWELLINGS
UNIT COMMON AREAS = ROADWAYS, NATURAL AREAS, AND NON VARD AREAS
UNIT COMMON AREAS = ROADWAYS, NATURAL AREAS, AND NON VARD AREAS

APPLICANT:
SDV DEVELOPMENT, LLC
3820 STADIUM DRIVE
KALAMAZOO, MI 49008
(269) 375-3820

**November 1, 2021
(Revised January 12, 2022)**

**Revised NARRATIVE for the
'STREAMSONG' PLANNED DEVELOPMENT
Located on Osterhout Avenue
in the City of Portage, Michigan**

**DEVELOPER:
SDV DEVELOPMENT, LLC
Attn: MIKE SEELYE
3820 STADIUM DRIVE
KALAMAZOO, MI 49008**

INTRODUCTION:

This Planned Development, or PD, is situated on the south side of Osterhout Avenue, approximately 3/8 mile west of South Westnedge Avenue, in Section 33, City of Portage, Michigan. The subject property contains 39.0 acres (excluding Osterhout Avenue right-of-way) and measures one quarter mile east/west by one quarter mile north/south. The site is mostly wooded and is surrounded by properties that are mostly wooded. Despite the property having a rural feel to it, it is located less than 10 minutes from many City of Portage businesses and amenities. Proposed on site are approximately 100 dwellings of high quality, energy efficient construction. Each condominium dwelling will be served by a private road network. This PD offers a variety of dwelling floor plans along with a mixture of housing types (single family detached, single family attached, and possibly duplex dwellings).

PURPOSE & OBJECTIVES:

The objectives of this PD development are as follows:

- 1) To create an attractive, high quality neighborhood of single family homes for couples, small families, and single individuals.
- 2) To eliminate many maintenance duties and responsibilities for homeowners such as mowing, weed control, raking of leaves, cleaning of gutters, snow shoveling, tree trimming, etc.
- 3) To provide a single family neighborhood with high quality, energy efficient homes, but at the same time eliminating much of the maintenance that comes with home ownership.
- 4) To create a neighborhood with typical densities, but at the same time providing permanent open space, on-site natural areas, walking trails, and a pool area / clubhouse that can be enjoyed by the residents.

CONDOMINIUM / OWNERSHIP:

This PD has been developed as a condominium with the residents owning and maintaining the inside of the dwelling (the condominium "unit"). The condominium association owns and maintains everything exterior to each unit, including yard areas ("limited common areas") and streets / natural areas ("general common areas"). Exterior maintenance that will be provided by the Condominium Association will include the exterior of the dwellings, gutters, lawns, sidewalks, driveways, private streets, natural areas, etc. The yard area surrounding each dwelling be "limited common area" and will be for the use and enjoyment of that unit owner. The private streets, sidewalks, on site trails, and natural areas will be designated as "general common areas." The clubhouse/pool area that was constructed as part of phase one is general common area. These general common areas are for the use and enjoyment of all residents.

THE SITE:

This PD is located on the south side of Osterhout Avenue in the Southeast quarter of Section 33. The property address is 715 West Osterhout Avenue. Situated east of the subject property are two large parcels, each with a home on it. South of the subject property is land owned by the State of Michigan. West of the subject property is a large parcel with a home on it, as well as some vacant land (future development area for the "Stateland Park" subdivision). North of the property, on the north side of Osterhout Avenue, are single family dwellings and Schrier Park. All adjoining properties are currently zoned R-1C per the City's Zoning Map. The subject property is covered by mature trees and younger trees, with the mature trees being spread out. The site is unique with nice hardwoods and rolling terrain. Within the southeasterly and easterly portions of the property is land that is significantly lower than the northwesterly portion of the property. A wetland assessment of the property has been completed and the conservative wetland boundary has been shown on the Tentative Plan. The Wetland Assessment report has been provided to the City for reference. The northerly and westerly portions of the property are relatively high. Along the entire north edge of the property is Osterhout Avenue, a City of Portage public street. Soils within the proposed building areas are Oshtemo Sandy Loam per the USDA's Soil Survey of Kalamazoo County.

PHASING:

It is anticipated that the development will be constructed in three phases, with each phase consisting of between approximately 20 and 50 dwellings. Note that phase one included 29 units and that phase two included 21 units. Construction of utilities, roadways, and dwellings for phase one began during the Fall of 2017. Construction of phase two occurred in 2020, and phase three is planned for 2022. The size, limits, and density of each phase has been shown on the submitted Tentative Plan. Please note that proposed phasing and number of units could be altered based on utility routing, final design, City requirements, market conditions, etc..

ON-SITE DWELLINGS:

The proposed dwellings within this PD will typically measure approximately 44 feet wide (2-car garage) or approximately 56 feet wide (3-car garage) and 70 feet deep or less. Each dwelling will have between 1200 square feet and approximately 2000 square feet of living area (excluding any basement area and excluding garage area), and an attached two-car garage or three-car garage. The dwellings will typically be single story with a basement. At least six dwelling sizes have been offered. At least 60% of the on-site dwellings will have 1500 square feet or more on the first floor (excluding any garage area). Most or all dwellings will have a front porch. Most or all dwellings will have a deck, patio, or 4-season room on the rear of the dwelling. A mixture of housing types will be included.

ON-SITE DWELLINGS: (cont.)

It is anticipated that 81% of the on-site units will be single family detached dwellings, and that 19% of the on-site units will be single family attached dwellings. At this time we are not proposing any duplex dwellings. All dwellings shall comply with City requirements, and all dwelling construction shall comply with City and State construction codes. Each home will feature quality construction, maintenance free materials, and various energy efficient features. Building Plans for existing units have been submitted to the City. The units have (and will) be constructed to meet and exceed energy codes. The look from the street will be a blend of craftsman, cottage, and New England styles. While the front elevations will be different, the look will have an intentional feel with design consistency among the various building fronts throughout the development. It is anticipated the dwelling prices will start in the \$300,000 range for smaller units. For the larger units with a finished walkout basement and other upgrades, dwelling costs will exceed \$450,000. At the northeast corner of the property is a proposed parcel for a future single family dwelling. This approximate 1.4 acre parcel would be separate from the Streamsong condominium, and the building setbacks for this parcel would comply with City of Portage R-1C standards.

STREETS, SIDEWALKS, and DRIVEWAYS:

On site paved streets will be private and will incorporate concrete roll curb on each edge and will have a minimum drivable pavement width of 26.1 feet. It is intended that the streets will be wide enough to allow parking on one side of the street per Fire Department requirements. All streets shall be designed and constructed in accordance with City requirements. Access to and from the site is from one location and includes one entry lane (14 feet wide) and two exit lanes (lane widths equal 12 feet) along with a landscaped island. A 20 foot wide temporary emergency access drive from Osterhout Avenue has been constructed to the south portion of phase one. The temporary emergency access drive will be abandoned when a 20 foot wide permanent emergency access drive is constructed to "Stateland Park" or Osterhout Avenue. Lighting along each street will be from a house light within each front yard. Concrete sidewalks will be constructed on at least one side of each street. Also incorporated within the development will be a nature trail within the easterly, undeveloped portion of the property. This nature trail will extend southerly to the State owned property adjoining to the south. Driveways for each dwelling will be constructed of concrete and will have a length of at least 25.0 feet as measured from the back of curb. The length of the driveways will allow temporary vehicle parking for one or two vehicles depending on driveway width. Various off-street parking areas will be incorporated into the PD. All streets, walks, trails, driveways, and parking areas will be maintained by the Condominium Association.

STORM SEWER SYSTEM and DRAINAGE:

Crowned, paved roadways and concrete curbing will direct storm water run-off to the proposed private storm sewer drains and pipes. The storm water run-off will be disposed of by a combination of infiltration and discharge to the on site lowland areas. The storm water system will comply with City requirements. Design of the system will be subject to City review and approval, as well as review and permitting through the State of Michigan MDEQ if required.

WATER MAINS, FIRE HYDRANTS, and SANITARY SEWERS:

Installed along all private roads will be City Portage public water mains and sanitary sewers, including house leads to each dwelling. Fire hydrants will be installed at locations approved by the City of Portage. These utilities shall be designed and installed in accordance with City requirements, and appropriate utility easements shall be granted to the City. Note that there is an existing 20 inch public water main on the north side of Osterhout Avenue, and an existing 8 inch public sanitary sewer near the center line of Osterhout Avenue.

PRIVATE UTILITIES:

The site will be served with underground natural gas, electric, telephone, and cable TV lines. It is anticipated that these underground lines will be situated on the side of the street opposite the public water main. There is an overhead power line within the northerly portion of the property (see Tentative Plan). We are currently working with Consumers Energy to relocate this power line underground or re-route it above ground. We are not proposing that this overhead power line be left in its current location.

OPEN SPACE and NATURAL AREAS:

A significant portion of the property will be designated as a permanent natural area. This includes the far easterly and southeasterly portions of the property. The area of the subject property is 39.0 acres excluding the Osterhout Avenue right-of-way area. We currently estimate that approximately 6.3 acres of the property is wetland area, and that approximately 2.5 acres of the property (east and southeast of the wetland area) will remain as a permanent natural area (this 2.5 acre area is separate from proposed 1.4 acre parcel at northeast corner of the site). Within this permanent natural area will be a nature trail that extends southerly towards the State of Michigan land. Around the perimeter of the development, natural areas and trees will be preserved to serve as a natural buffer and visual screening. Existing trees within the proposed 1.4 acre parcel will be retained as much as possible. A clubhouse and pool area has been included within phase one of this PD project.

ZONING, BUILDING SETBACKS, and DENSITY:

The property was rezoned to PD during 2017. Prior to rezoning, the property was zoned R-1C single family residential. Typical densities for subdivisions within R-1C are 2 - 3 lots per acre. With this PD, the density will be approximately 2.6 dwellings per acre. Per the City's Ordinance, the maximum allowable density for a PD is 7 dwellings per acre.

With this PD development, we are proposing a 40 foot perimeter setback (abutting adjoining properties), a minimum 20.0 feet between buildings, and a minimum distance of 25.0 feet between the back of the concrete curb and the front of the dwelling. Note that any duplex buildings, if incorporated, would share a common building wall, and that any attached single family dwellings would be connected with an approximate 10-foot long architectural wall or fence.

CONDOMINIUM MASTER DEED:

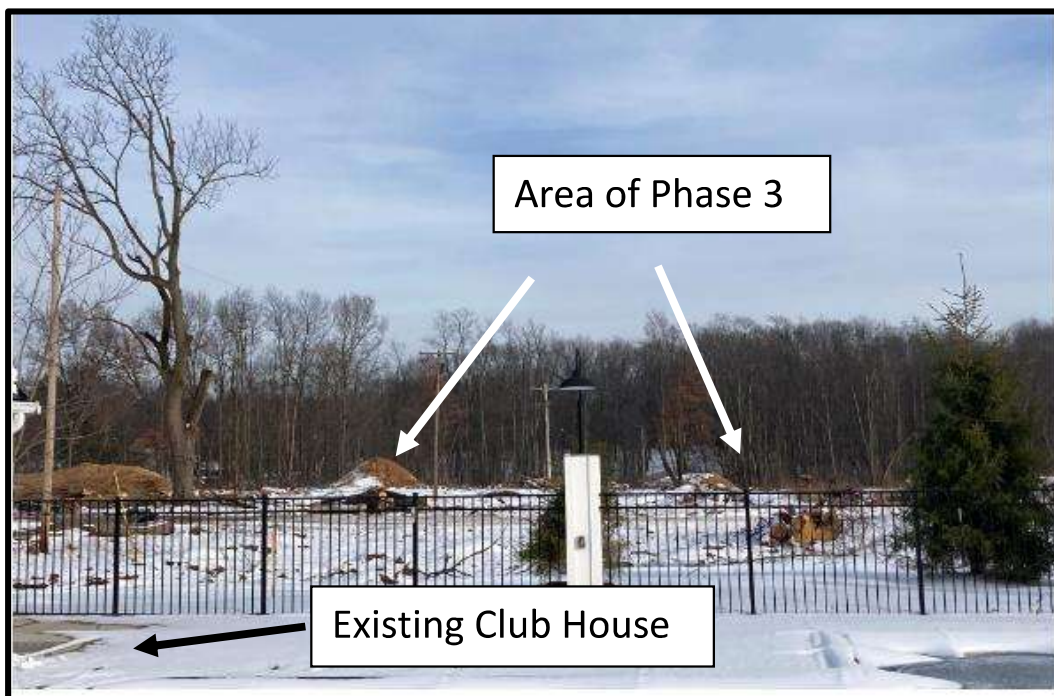
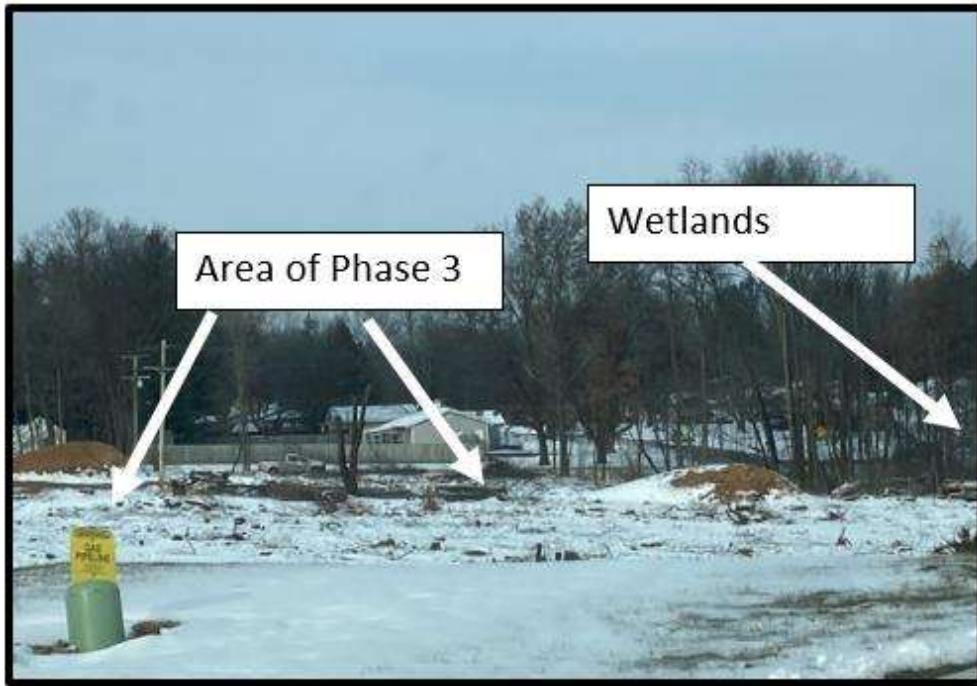
The typical 'plat restrictions' or 'deed restrictions' for a subdivision has been replaced with the Condominium Master Deed. The Master Deed also includes survey plans, house plans, rules of ownership, mapping of general common areas, limited common areas, and unit areas, and other rules and regulations. Within the Master Deed, the streets and utilities for each phase will be designated as "need to be built," while each unit will be designated as "need not be built." The Master Deed has been prepared by a local real estate Attorney, and the Survey Plans within the Master Deed have been prepared by a local Land Surveying Office. The Master Deed will be subject to City review and comment prior to recording.

Staff Pictures - January 04, 2022









Eric Feldt

From: Eric Feldt
Sent: Wednesday, January 26, 2022 8:23 AM
To: Eric Feldt
Cc: Kelly Peterson; Catherine Kaufman
Subject: Streamsong Planned Development; Additional Questions

Dear Commissioners,

RE: Proposed Streamsong Planned Development Amendment

Staff received an email from Chair Corradini on 1/25/22 requesting additional information pertaining to the proposed Streamsong Planned Development Amendment, which was discussed during the 1/20/22 Planning Commission meeting and continued to the 2/3/22 Commission meeting. The Chair's email is provided at the bottom of this email string. Staff has compiled the Chair's questions immediately below in bold and provided a response to each item.

- **Provide a timeline of Planning Commission and City Council actions related to this project since 2016.**
 - 1/5/17 & 1/19/17: Planning Commission reviewed and later recommended in support of Tentative Plan and Rezone to Planned Development (PD) district, Consisting of 3 Phases.
 - 3/14/17: City Council approved Tentative Plan and Rezone to Planned Development (PD) district, Consisting of 3 Phases.
 - 7/20/2017: Planning Commission Recommended in support of Final Plan, Ph. 1
 - 8/8/2017: City Council approved Final Plan, Ph. 1
 - 11/1/2018: Planning Commission Recommended in support of Tentative Plan Amendment for Ph. 2
 - 11/20/2018 & 12/18/2018: City Council reviewed and later approved Tentative Plan Amendment for Ph. 2
 - 4/16/2020: Planning Commission Recommended in support of Final Plan, Ph. 2
 - 5/12/2020: City Council approved Final Plan, Ph. 2
 - 1/20/2022: Planning Commission reviewed Tentative Plan Amendment for Ph. 3; continued public hearing to the 2/3/2022 Planning Commission for further deliberation and recommendation.
 - Reports and meeting minutes related to these public meetings and actions are available on the City's website [here](#).
- **Has there has been any citizen comments (either in person or email) other than those from last week?**
 - No. However, a few Streamsong residents called staff several days prior to the 1/20/22 Planning Commission meeting asking questions about the proposed amendments.
- **Does the storm system from Osterhout Ave. dump into the wetlands?**
 - Yes. As approved by the State of Michigan Department of Environment, Great Lakes, and Energy (EGLE), a stormwater pipe was allowed to be located and discharge road water runoff into the wetlands located within the Phase 3 area. This pipe principally collects rainwater from Lloy Street and W. Osterhout Avenue. The pipe is located just south of the W. Osterhout Ave. roadway, approximately 390 feet east of the intersection of W. Osterhout Ave. & Lloy St.
- **Do you have any pictures of the property of the original 39 acres, prior to any tree removal?**

- Staff is not aware of individual pictures of the site prior to initial construction of the Streamsong Planned Development which did require removal of trees. Each development phase has resulted in removal of trees to construct new internal streets, utilities, houses, etc.
- By using the public City of Portage Fetch GIS scrolling tool, available by clicking [here](#), you can slide between different aerial images to see construction over the past years including tree removal. Once at the Fetch GIS map, click on Miscellaneous Tools on lower right, click on Enable Layer Swipe, choose two different years and then slide the vertical bar to see 'before' and 'after' images. By choosing a year prior to construction of Phase 1 (example 2016) and then choosing the most current year (Spring of 2021), you can then slide back and forth between the two years to see removal of trees that occurred during the construction of Phases 1 & 2 and recent clearing for Phase 3.

Please Note: To ensure this information is properly communicated and does not violate the Open Meetings Act or result in Ex Parte Communication, the above information will be provided as material transmitted in the 2/3/22 Planning Commission agenda packet, and it is requested that you do not reply to this email.

Sincerely,

Eric Feldt, AICP, CFM
City Planner | Project Manager
Department of Community Development
City of Portage, MI
Ph: (269) 329-4471
Email: feldte@portagemi.gov

From: Dan Corradini <dcorradini419@gmail.com>
Sent: Tuesday, January 25, 2022 10:01 AM
To: Eric Feldt <feldte@portagemi.gov>
Subject: Streamsong Info

CAUTION: THIS EMAIL IS FROM AN EXTERNAL SENDER

Do not click on links or open attachments unless this is from a sender you know and trust.

Good morning Eric, hope all is well with you. I am going over the meeting from last Thursday and need some additional information, please. First, is there a way you could send me the timeline of actions that not only the Planning Commission but also City Council has heard and approved since the project was first introduced in 2016. Also, could you verify if there has been any citizen comments(either in person or email) other than those from last week. Secondly, could you please verify if the storm system from Osterhout does dump into the wetlands, as was asserted by the citizen. Lastly, is there any chance that there are pictures of the property, prior to any tree removal, of the original 39 acres. If my memory serves, I don't believe that area was as wooded as what is being told from the residents, however I could be wrong. Thanks
Any questions you can always call.
danny

January 4, 2022

Dear Resident/Property Owner:

An application has been submitted by SDV Development, LLC requesting a Tentative Plan Amendment to modify the previously-approved Streamsong Phase 3 residential condominium development at 715 W. Osterhout Avenue. Attached to this notice is a vicinity map that shows the subject property. The application can also be viewed by visiting the City of Portage website at <https://www.portagemi.gov/439/Planning-Commission>. The request will be reviewed by the Planning Commission in Council Chambers at Portage City Hall, 7900 South Westnedge Avenue, at 7:00 p.m. on **Thursday, January 20, 2022**.

Property owners within 300 feet of the subject parcel are being notified of the Commission meeting. This notification is intended to provide you with the opportunity to make comment on the applicant's request either in writing, by personal appearance at the above-mentioned meeting. You watch the meeting remotely on cable channel 995 for Spectrum, channel 99 for AT&T and via live stream at portagemi.viebit.com. Written comments may be submitted to the Department of Community Development prior to 12:00 noon the day of the public hearing via the US Postal Service or emailed to feldte@portagemi.gov. In addition, the January 20, 2022 Planning Commission meeting agenda will be posted to the City of Portage website at <https://www.portagemi.gov/439/Planning-Commission> not later than 5:00 p.m. on Monday, January 17, 2022. Finally, interested persons may also contact the Department of Community Development at (269) 329-4477 for additional assistance.

Sincerely,

Kelly Peterson
Director

Enclosure: Vicinity Map

2022 01 20 Tentative Plan Amendment Streamsong Ph. 3 - 715 W. Osterhout Ave.

CITY OF PORTAGE PLANNING COMMISSION

Thursday, January 20, 2022

7:00 PM

City Hall Council Chambers

The City of Portage Planning Commission meeting of January 20, 2022 was called to order by Chairman Corradini at 7:00 p.m.

IN ATTENDANCE

Eric Feldt, City Planner
Daniel Harrington, City Planner
Catherine Kaufman, City Attorney

ROLL CALL

Mr. Feldt called the role: Chairman Corradini (yes); Vice Chair Joshi (yes); Fries (yes); Pezzoli (yes); Baldwin (yes); Adams (yes); O'Dell (yes); Youngs (absent); and Freiman (absent).

Commissioner Baldwin made a motion to excuse Commissioners Youngs and Freiman from the meeting. Motion is supported by Commissioner Pezzoli. Motion passes unanimously.

APPROVAL OF MINUTES:

A motion was made by Commissioner Pezzoli, supported by Commissioner Baldwin to approve the December 16, 2021 meeting minutes. The motion was approved unanimously.

PUBLIC HEARINGS

A Tentative Plan Amendment to modify the previously-approved Streamsong Phase 3 residential condominium development; 715 W. Osterhout Avenue.

Mr. Feldt explained that pursuant to Sec 42-375 *Plan review and approved (Planned Development)*, the developer seeks a Planned Development amendment to Phase 3 of the Tentative Plan Streamsong Planned Development consisting of two changes: 1) split off a 1.4 acre area of the northeast corner to facilitate a future single family house; and 2) allow 13-housing units to have a 3rd-car garage. He presented and described the originally approved 2017 Tentative Plan of Streamsong Planned Development consisting of 102 units of mixed housing styles, such as detached and attached, and new interior streets and utilities, and preservation of open space including wetlands. Mr. Feldt also stated that a subsequent Tentative Plan amendment was approved which allowed a reduction of minimum housing sizes for a portion of the overall housing units, and that minor changes approved by staff were also approved such as reducing the overall housing unit count from 102 to 97.

Mr. Feldt concluded his presentation by reading aloud the 'Recommendation' portion of the staff report which informed the Commissioners that they may request additional public hearing at a future Commission meeting to ensure they have sufficient information and material to make their decision of a recommendation to City Council, or the Commission may waive a second hearing and give a recommendation to the City Council in support of the amendment.

Vice Chair Joshi requested clarification that there are no plans to disturb the wetlands. Mr. Feldt confirmed that was accurate. Commissioner Adams inquired how much increase in lot coverage would result by adding a 3rd-car garage for 13 future houses. Mr. Feldt said that information has not been provided but would provide that information for the Commission at a later date.

Pat Flanagan, Ingersoll, Watson & McMachen, Inc. (Applicant's representative, Project Engineer). Mr. Flanagan indicated that the developer was unavailable to attend the Planning Commission meeting. Mr. Flanagan described the project, density levels, needing to clear vegetation for the future phase 3 construction, wetland areas, the 3rd-car garage proposal, and the proposed 1.4 acre lot split. He also explained that a wetland delineation was established for the original project in 2017, which included establishing a 'conservative wetland' line that is uphill of the actual wetland line. He stated that there is no proposed work or fill within the wetland area. Mr. Flanagan described the development of the future 1.4 acre lot and indicated that he doesn't know if the house will be 1 or 2-story, but due to topography, the house may have a walk-out basement and look like a 2-story house. Further, he said that tree removal would be minimal for the installation of the driveway and house. The house would be set back far from W. Osterhout Avenue.

Chair Corradini asked how far back from W. Osterhout Ave. would the future house of the 1.4 acre separate lot be located. Mr. Flanagan stated 250' to 300' from the centerline of that road. Chair Corradini asked about the housing demand for Phase 3. Mr. Flanagan said there is demand and that the development would be primarily for couples with no kids and single persons.

Public Comments

Chris Rasler, 720 W. Osterhout Ave. Mr. Rasler expressed concerns about the size of garage and wetlands disturbance from the proposed 1.4 acre lot future development of a house and driveway. He also had concerns that wetlands have already been disturbed with dirt during construction of the project. He stated that he encouraged the Commissioners to visit the site to view the construction, property limits, recent clearing, and wetland areas. Mr. Rasler was concerned about the development continuing to remove wildlife habitat resulting in deer and other animals moving into developed areas. He also pointed out areas of suspected wetland fill on the proposed Tentative Plan layout. Further, he was concerned about loss of natural vegetation as a result of development occurring throughout the city. Mr. Rasler noted he did not believe there was enough room to install a driveway and house on the future 1.4 acre lot without affecting nearby wetlands.

Dave Hoeksema, 443 W. Osterhout Ave. Mr. Hoeksema encouraged the Commission to walk the site to see conditions and the environment of the site. He indicated that he isn't against having a house next door, but he didn't believe the area of the future 1.4 acre lot was buildable.

Michele Rasler, 720 W. Osterhout Ave. Ms. Rasler indicated that she and her husband enjoy views of the forested areas and wildlife nearby, and that the proposal will displace animals. She expressed concerned that displace wildlife will be coming closer to residential areas. She asked why the Commission and staff was so concerned about preserving trees for the 1.4 acre lot split when the main area of Streamsong Planned Development was previously clear cut. She indicated that she saw the original plan showing preserved trees as a buffer to adjacent properties, and was concerned that the buffer is being removed. She presented her opinion that this change results in a completely different project compared to the original plan. She requested additional transparency about the project, and requested that the required public mailing for the project provide specific details and also not create a burden to those without computers, those who can't navigate the City's website adeptly.

Mr. Flanagan indicated he appreciated the neighborhoods concerns, addressed some of the neighborhood's concerns about the development of the future 1.4 acre lot, and reiterated the ability to develop the site. Further, he described the setback distances between the house and wetlands, and the use of silt fences to protect wetlands. Mr. Flanagan indicated that trees will be removed for development, and that fewer trees will be removed for the future house and driveway of the future lot. He stated that there is a green line on the Tentative Plan drawing showing a tree removal limit that is approx. 20'-25' behind the houses, parallel of W. Osterhout Ave. Further, he stated that he is not aware of any wetland fill. He stated that the contractors of the Streamsong Planned Development created a large stock pile of soil on the future roadway of Ph. 3 and cleared some trees two years ago.

Chair Corradini asked Mr. Flanagan to clarify that all utilities for the future 1.4 acre lot would come from W. Osterhout Ave. Mr. Flanagan said that that is correct. Mr. Flanagan confirmed that the future house on this lot would be located approximately 300' back from the centerline of W. Osterhout Ave. And that the width between the eastern property line and conservative wetland is about 105 feet, which is where the future house would be located. He also stated that an R-1C zoning district lot in Portage is 100 feet wide, generally.

Commissioner O'Dell asked Mr. Flanagan if the wetland is still staked in the field. Mr. Flanagan said no but it was flagged with a survey in April 2017 and then mapped. The flags have been removed. Commissioner O'Dell then asked if the clearing limits have been staked and are those limits are outside of the wetlands. Mr. Flanagan indicated yes for both and indicated that the clearing limits are shown as a green line on the plans. He further stated that wetlands are generally recognizable as being wet, different soil condition, and different vegetation types.

Commissioner O'Dell asked Mr. Flanagan if there are any current soil erosion permits for the Streamsong Planned Development from the City. Mr. Flanagan indicated that there was a soil erosion issue for Ph. 2 along the south edge, where the City was concerned about erosion was getting past the silt fence and asked the contractor to address it. Mr. Flanagan alluded that no further action was needed.

Commissioner O'Dell asked Mr. Feldt if there are any soil erosion concerns on site. Mr. Feldt was not aware of any concerns but informed the Commission that he was research and relay any soil erosion permits and any issues regarding that to the Commission.

Commissioner O'Dell asked Mr. Flanagan to address the neighborhood concern about the screening buffer along W. Osterhout Ave. He indicated that the plans didn't show any landscaping in this area. Mr. Flanagan indicated that the Tentative Plan shows a small strip of land in this area where trees would be retained, and that conifer trees would be planted in this area to make it look better for residences along both sides of the W. Osterhout Ave. He said that he looked into establishing an earth berm with trees but concluded that there is insufficient room for the needed sloping of the berm.

City Attorney Catherine Kaufman asked Mr. Flanagan how long the wetland delineation is good for and any requirements under EGLE [State of Michigan Department of Environment Great Lakes, and Energy] given that the latest delineation was established in 2017 and that wetlands do change over time and that the subject wetlands may have changed resulting from the Streamsong Planned Development construction. Mr. Flanagan indicated that he thought the wetland delineation was done in 2017, flagged in April in 2017. He did confirm that wetlands may change over time. Attorney Kaufman indicated that identifying wetlands is not always obvious due to varying vegetation.

Chair Corradini asked about the distance between the back of condo units #74-81 and W. Osterhout Ave. Mr. Flanagan indicated generally 90 feet away from the centerline of W. Osterhout Ave roadway, 40 feet for the half right-of-way, and 40 feet back yard setback.

Chair Corradini asked Mr. Flanagan to address the new driveway in the area of unit 81. Mr. Flanagan indicated that it is a required emergency access drive by the City Fire Department, and that the City might allow in the future to be replaced by the shown condo unit 81. The unit could be established once the existing westerly emergency access driveway within Ph. 1 Streamsong Planned Development is connected to the future expansions of the Stateland Park neighborhood located to the further west.

Chair Corradini then confirmed that if and when that connection is made and unit 81 is built, the only public access into Streamsong Planned Development is the existing one. Mr. Flanagan indicated yes.

Commissioner Adams asked Mr. Flanagan if the Tentative Plan amendment is approved, when will you plan on moving dirt on the 1.4 acre property. Mr. Flanagan estimated 2022 or 2023, and he is not involved in the marketing or selling. Commission Adams also asked Mr. Flanagan to confirm that no construction would likely start for at least a few months. Mr. Flanagan indicated that is correct and that a land division process would be required by the City.

Commission Fries commended the developer's past efforts and asked if the conservative wetland line would be similar to an ordinary high water mark on a lake. Mr. Flanagan indicated that it is different and explained that the wetland is based on plans, soils, and groundwater. He indicated that he could go to the site and meet residents to report information about the wetlands and report back to City staff.

Chair Corradini asked Mr. Flanagan if the retention basin shown near Janelle Court will be the only one for the whole complex and does the whole stormwater in the area go to only that one. Mr. Flanagan indicated that that basin is only for Ph. 1 & 2 and part of Ph. 3. Some of Ph 1 stormwater goes into a large perforated pipe that drains into an underground stone bed, and part of Ph. 3 will also go into a similar stormwater feature. He indicated that that type of feature has to be approved by EGLE and the City. The Ph. 3 feature hasn't been finalized yet.

Commissioner Adams asked Mr. Flanagan if the wetland lines on the Tentative Plan were from the wetland flags or from a different source. Mr. Flanagan confirmed that it was from the wetland flags.

Mr. Rasler indicated that the emergence access drive connecting to W. Osterhout Ave. comes out if front of his driveway, and asked if it would gated. Mr. Flanagan indicate it would be gated.

Mr. Rasler indicated that traffic has become terrible along W. Osterhout Ave. and called the Police Dept. to lower traffic speeds. He asked Mr. Flanagan if stakes have been laid for the development of the future 1.4 acre lot. Mr. Flanagan indicated that it has not been staked. Mr. Rasler had concerns about rainwater filling up more wetlands within the Streamsong Planned Development. He also wanted to know the dimensions of the future house. Mr. Flanagan indicated that the submitted plan is just a diagram but indicated a dimension of plus/ minus 34 feet x plus/ minus 56 feet, including the garage. He indicated that the basement elevation would be built above the high ground water in the area. Mr. Flanagan indicated that the house would be roughly 26 feet away from the conservative wetland line. Mr. Rasler expressed a desire for the development to be staked as he had concerns that it would be on wetlands. Chair Corradini reiterated that Mr. Flanagan offered to go out to the site and meet people there to view site conditions. Mr. Rasler

reiterated his opinion that the amendment will affect wildlife, tree buffers, and viewsheds for current residents.

Mr. Hoeksema indicated that there is a City storm drain that empties into the wetlands, causing water fluctuation within the wetlands.

MOTION MADE BY VICE CHAIR JOSHI to adjourn the public hearing to February 3rd, 2022 for A Tentative Plan Amendment to modify the previously-approved Streamsong Phase 3 residential condominium development; 715 W. Osterhout Avenue. Seconded by Commission Baldwin. Chair Corradini asked for a voice vote on the motion. The motion passed unanimously.

Chair Corradini indicated that he commended Mr. Flanagan for inviting the neighbors to walk and view the site. He also wanted to personally walk the site and encouraged other Commissioners to do so. Vice Chair Joshi asked to view the public mailing notice to address citizen concerns. Mr. Feldt indicated that staff will provide a copy of the City's standard public notice that was mailed at the 2/3/22 Planning Commission meeting.

Commissioner Adams asked Mr. Feldt what is the required side yard setback for the Streamsong Planned Development. Mr. Feldt indicated that he does not believe there is a setback from wetlands. He indicated that the project narrative indicated that there is a proposed 40-foot building setback from the perimeter property line, a minimum 20 feet between buildings, and a minimum 25 feet between the back of curb of the internal street and front of dwelling. He indicated that these distances are specific to the Streamsong Planned Development. Commissioner Adams stated that if the 40 foot setback applies along the eastern perimeter property, the developer will need to shift the future house on the proposed 1.4 acre. Mr. Feldt indicated that the submitted project material shows that the future house would meet the R-1C side yard setback. Commissioner Adams then asked Mr. Feldt to confirm that if the 1.4 acre lot remains within the Streamsong Planned Development that the future house would need to meet the 40-foot building setback. Mr. Feldt concurred.

Commissioner Adams stated that the drawing shows the future house being 20 feet away from the eastern property line. Mr. Feldt indicated that the developer would have to address the applicable 40-foot setback of the Planned Development. Mr. Flanagan then clarified that the submitted material within the Tentative Plan amendment indicates that the proposed 1.4 acre lot and future house would meet the R-1C zoning district standards which requires a 12-foot side yard setback. Commissioner Adams indicated that the Streamsong Planned Development would need to be modified to have the future 1.4 lot be held to the R-1C standards instead of the underlying Planned Development standards.

Mr. Flanagan indicated that that is the intent of the subject proposal.

Mr. Hoeksema handed a printed copy of the requested public notice mailing letter to Chair Corradini, which was originally requested by Vice Chair Joshi. Mr. Hoeksema expressed concerns that the public notice was not handled similarly to past notices.

Vice Chair Joshi thanked the neighbors for attending the meeting and providing public testimony. Commissioner Adams indicated that if the Commission supports the Tentative Plan Amendment, he supports the future 1.4 acre lot be rezoned to R-1C as is not consistent with the rest of the Streamsong Planned Development and isn't in character with the rest of the Planned Development and, is much more in character with the R-1C district.

Chair Corradini indicated that he liked seeing neighborhood participation with projects in front of the Commission.

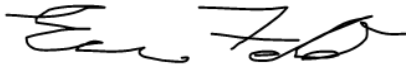
STATEMENT OF CITIZENS/COMMISSIONERS

Chair Corradini asked Mr. Feldt for any updates about the Master Plan Update. Mr. Feldt indicated there were none to report.

ADJOURNMENT:

There being no further business to come before the Commission, Chairman Corradini adjourned the meeting at 8:38 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Eric Feldt", written in a cursive style.

Eric Feldt, AICP, CFM
City Planner/Project Manager

CITY OF PORTAGE PLANNING COMMISSION

Thursday, February 3, 2022

7:00 PM Portage

City Hall Council Chambers

The City of Portage Planning Commission meeting of February 3, 2022 was called to order by Chairman Corradini at 7:02 p.m.

IN ATTENDANCE

Eric Feldt, City Planner
Daniel Harrington, City Planner
Biqi Zhao, Senior City Planner
John Lovely, Development Review Administrator
Catherine Kaufman, City Attorney

ROLL CALL

Mr. Feldt called the roll: Chairman Corradini (yes); Vice Chair Joshi (yes); Fries (yes); Pezzoli (yes); Baldwin (yes); Adams (yes); O'Dell (yes); Youngs (yes); and Freiman (yes).

APPROVAL OF MINUTES:

A motion was made by Commissioner Baldwin, supported by Vice Chair Joshi to approve the January 20, 2022 meeting minutes. The motion was approved unanimously.

Public Hearing:

Special Land Use Permit for proposed Animal Hospital 5348 S. Westnedge Avenue. Mr. Feldt detailed the applicant's request for a Special Land Use permit to establish a new Animal Hospital at the vacant building located at 5348 S. Westnedge Avenue.

Applicant, Josh Weiner, 700 Mall Drive Portage, Michigan of Quality Acquisitions LLC, owner of the property, and CEO of the Meyer C Weiner Company provided a project overview and comments. Chair Corradini opened the public hearing. No members of the public made comments. Baldwin supported and Chair Corradini closed the public hearing. Commissioner Adams motioned to approve the special land use permit and Commissioner Baldwin supported. Motion passed unanimously.

Old Business:

A Tentative Plan Amendment to modify the previously-approved Streamsong Phase 3 residential condominium development 715 W. Osterhout Avenue. Mr. Feldt summarized that as indicated in the January 20, 2022 Planning Commission packet, a Tentative Plan amendment was submitted to facilitate two changes to the original 2017 tentative plan for the Streamsong Planned Development for phase 3 (last development phase) for Commissioner consideration: 1) split off a 1.4 acre parcel for a future single family detached house in the northeast corner of the overall site, and 2) allow 3rd-car garages for 13-14 housing units. This February 3, 2022 report addresses additional public comment and Commission questions posed during the January 20, 2022 meeting for the Commission's consideration and action.

Commissioners discussed the details of splitting off a parcel from the current development. Staff confirmed that if split and developed the new house will need to be connected to city utilities.

Applicant, Pat Flanagan, 1209 E Milham Ave Portage, Michigan. Mr. Flanagan noted that wetland delineation changes over time and delaying approval pending a new delineation would prove difficult to his business and, would not provide any additional useful information. He clarified that fill in the wetland has been removed. Commissioners discussed tree clearing on the property, the setbacks for PD, and the history of the site approval.

Chair Corradini opened a public hearing. Dave Hoeksema, 443 E Osterhout Ave stated that the original approved site plan stated the natural areas would be permanent. He also stated that the staff report notes potential upland developments. Chair Corradini closed the public hearing with support from Commissioner Fries. It was approved unanimously.

Vice Chair Joshi asked about the wetland re-delineation as a concern of the public and commission. The Commission asked for Mr. Lovely to comment on having a new wetland delineation, who stated that he finds that it would not likely provide any additional useful information to be gained. Commissioner Fries stated there is not good motivation to re-delineate. Chair Freiman affirmed his support of this position. Commissioner Fries motioned to approve option with compliance of setbacks after zoning is changed to R1-C and allowing three-car garages. Commissioner Adams supported the motion. Mr. Feldt held a roll call vote: Corradini (yes), Joshi (yes), Adams (yes), Pezzoli (yes), Baldwin (yes), Fries (yes), Youngs (yes), Freiman (no), O'Dell (yes). Motion passed 8-1.

New Business:

Distribution of Draft FY22-27 Capital Improvement Program document. Mr. Feldt explained there is a shift in the Capital Improvement Program from a 10 year plan to a 6 year plan. He shared documents with the commission for their review.

Master Plan Update. Mr. Feldt updated the board that three RFP proposals have been received and are being reviewed by the selection committee.

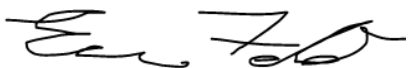
STATEMENT OF CITIZENS/COMMISSIONERS

Commissioners thanked the snow plow personnel for their road clearing. Chair Corradini thanked the commission for their work.

ADJOURNMENT:

There being no further business to come before the Commission, Chairman Corradini adjourned the meeting at 8:46 p.m.

Respectfully submitted,



Eric Feldt, AICP, CFM
City Planner/Project Manager

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: West End Drive Sanitary Sewer Project #419-S

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Adopt Resolution No. 1, accept the City Manager Report and request preparation of Resolution No. 2 for West End Drive Sanitary Sewer Project #419-S

The proposed 2022-2023 Capital Improvement Program budget includes the West End Sanitary Sewer project. This project is in response to a petition from property owners that was accepted by City Council on July 27, 2021. The project will promote the development of undeveloped properties in this neighborhood.

The project includes the installation of sanitary sewer leads to vacant properties on the west side of West End Drive. As part of the sanitary sewer lead installation, the street will be resurfaced. Front footage benefit charges will also be included in the assessment at a maximum of 80 feet per benefitting lot. This project is in accordance with City Council Goals and Objectives (Neighborhoods) to “provide a mixture of housing for all income levels” and (Environment) to “promote a healthy and sustainable environment and local ecology.” There are currently ten parcels on West End Drive. At the time of the petition submission, seven of the ten property owners had signed the petition, equating to 70 percent of the street ownership. However, one signatory parcel has changed ownership since that time resulting in a current 60 percent of the street ownership. This also reflects 62% of the potential assessed frontage.

The special assessment process is being initiated at this time to expedite construction in Fiscal Year 2022-2023. It is recommended that City Council initiate the project by adopting Resolution No. 1, accepting the City Manager Report, and requesting preparation of Resolution No. 2 for the West End Drive Sanitary Sewer Project.

FUNDING: The total estimated cost of the West End Drive Sanitary Sewer Project is \$350,000.

Attachments:

1. Resolution No. 1 for West End Drive Sanitary Sewer Project
2. City Manager Report - West End Drive Sanitary Sewer Project #419-S
3. Special Assessment Map
4. Preliminary Special Assessment District Roll
5. 2021 06 21 West End Drive - Citizen Petition (water-sewer)

**CITY OF PORTAGE
SPECIAL ASSESSMENT RESOLUTION NO. 1
WEST END DRIVE SANITARY SEWER PROJECT
DISTRICT # 419-S**

At a regular meeting of the Council of the City of Portage, Kalamazoo County, Michigan held at the City Hall in said City on the ____ day of _____, 2022 at 7:00 p.m., local time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

Councilmember: _____, and seconded by:

Councilmember: _____.

WHEREAS, the City Council of the City of Portage is of the opinion that it is desirable and necessary for the public health, safety and welfare that the following described public improvement be constructed:

Install sanitary sewer leads and appurtenances to properties on the west side of West End Drive from South Shore Drive to the north end to serve vacant properties on West End Drive. Front footage benefit charges will also be included in the assessment at a maximum of 80 feet per benefitting lot.

AND WHEREAS, the Special Assessment Ordinance of the City provides that before determining to make any improvement by means of special assessment procedures, the City Council shall secure certain information from the City Manager,

NOW, THEREFORE, BE IT RESOLVED THAT:

1. That City Council, in response to a property owner petition, hereby commences special assessment proceedings for the above described public improvement.

2. The matter of making such public improvement shall be referred to the City Manager who is hereby directed to prepare a report which shall include all necessary and pertinent information which will enable the Council to ascertain the probable cost, extent and necessity of the proposed improvement, the boundaries, the estimated useful life, a suggested method of apportioning the cost of the project and what proportion, if any, should be paid by the City-at-large.

3. The City Manager is hereby directed to file said report and recommendations with the City Clerk as soon as the same has been prepared.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

ADOPTED: YEAS: _____

NAYS: _____

ABSENT: _____

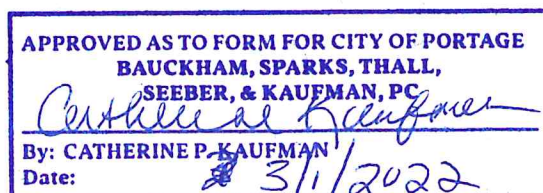
ERICA EKLOV, City Clerk

STATE OF MICHIGAN)
): ss
COUNTY OF KALAMAZOO)

I, the undersigned duly qualified and acting City Clerk of the City of Portage, Kalamazoo County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of said City, held on the ____ day of _____, 2022, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereto affixed my official signature this ____ day of _____, 2022.

ERICA EKLOV, City Clerk



CITY MANAGER REPORT

CITY OF PORTAGE

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

DATE: February 28, 2022

SUBJECT: West End Drive Sanitary Sewer Project #419-S

I, the undersigned, being Acting City Manager of the City of Portage, Michigan, in pursuance of a resolution adopted by the City Council, relative to the above entitled special assessment project, hereby report the probable cost, extent, necessity of the proposed improvement, the boundaries, the estimated useful life and suggested method of apportioning of the cost of the project, the proportion, if any, to be paid by the city-at-large, and other necessary and pertinent information as follows:

Probable Cost: \$350,000

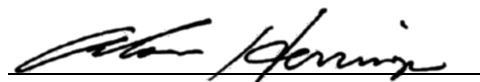
Extent of Project: Install sanitary sewer to vacant properties on the west side of West End Drive. Front footage benefit charges will also be included in the assessment at a maximum of 80 feet per benefitting lot.

Necessity: The installation of sanitary sewer leads is needed to promote the development of vacant properties and protect the groundwater from contamination.

Boundaries: Platted Land: Lots 38 through 48 inclusive as originally recorded in the Assessor's Plat of Matteson's Park.

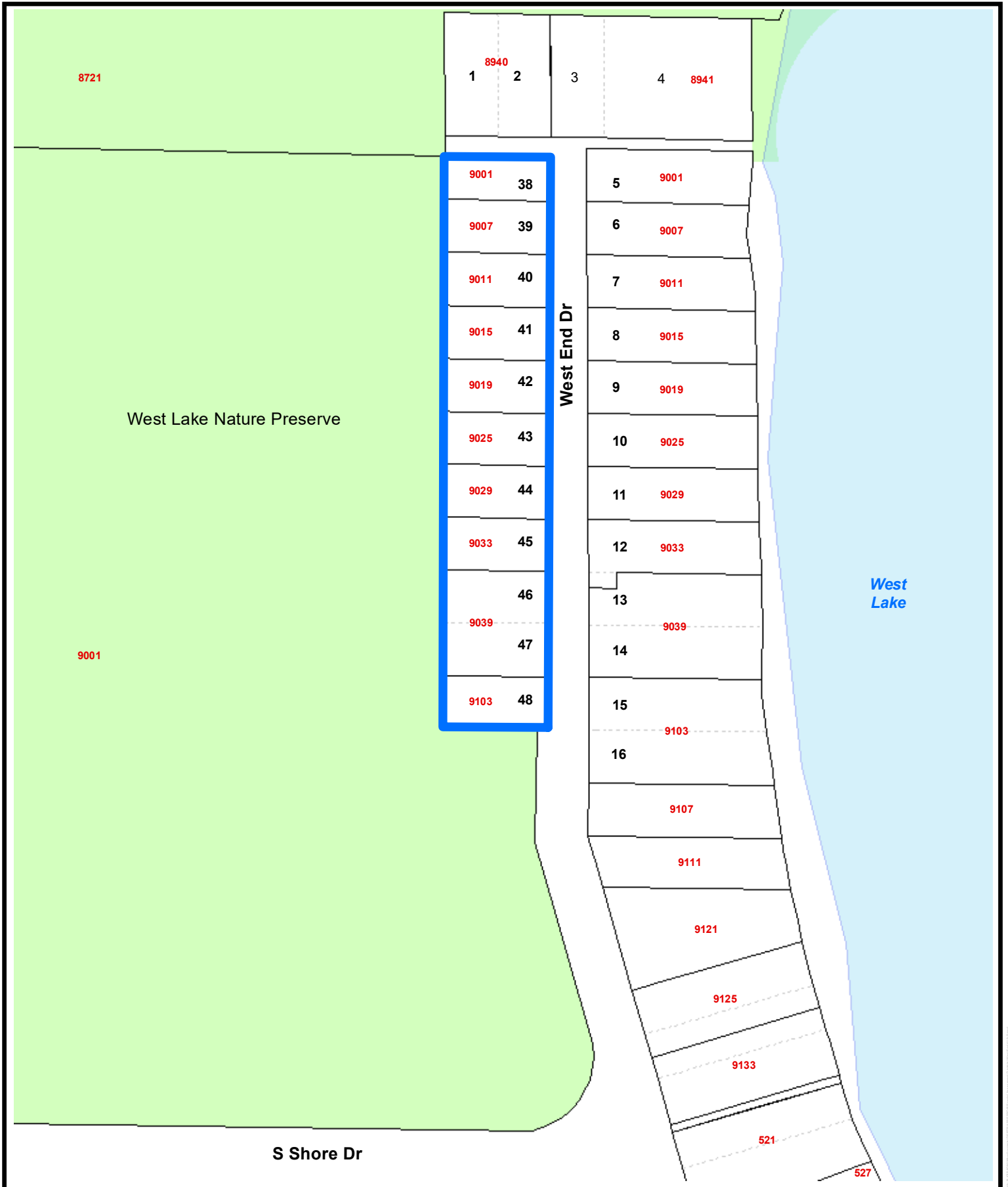
Useful Life: 20 Years

Method of	Special Assessments	\$ 39,982 (11.4%)
Apportioning:	Sanitary Sewer Fund	<u>\$310,018</u> (88.6%)
	TOTAL	\$350,000



Adam Herringa
Acting City Manager

Special Assessment District 419-S West End Drive Sanitary Sewer



The purpose of this map is to show the location of Special Assessment District 419-S. This creation of this district is for the installation of sewer leads for the properties located on the west side of West End Drive. Parcels are labeled with address and lot number.



**West End Drive
City of Portage, Kalamazoo County, Michigan
Sewer and Lead Installation
2022 Special Assessment Roll- Pending Resolution and Public Hearing**

Parcel Number	Owner	Property Address	Total Frontage	Previously Paid	Frontage Charged	Frontage Charge	Sewer Lead	Total
04980-005-O	MAYFIELD, DAVID & IRENE	9001 WEST END DR	90	80	10	\$ 842.70	\$ 1,765.00	\$ 2,608
04980-006-O	FRIES JR, WILLIAM & GLEASON, CATHER	9007 WEST END DR	100	80	20	\$ 1,685.40	\$ 1,765.00	\$ 3,450
04980-007-O	VANDERHORST, TOM & J L	9011 WEST END DR	100	80	20	\$ 1,685.40	\$ 1,765.00	\$ 3,450
04980-008-O	KUIPER, DONALD L & J	9015 WEST END DR	100	80	20	\$ 1,685.40	\$ 1,765.00	\$ 3,450
04980-009-O	WARNER, CAROL L	9019 WEST END DR	100	80	20	\$ 1,685.40	\$ 1,765.00	\$ 3,450
04980-010-O	PELC, DIANE B	9025 WEST END DR	100	80	20	\$ 1,685.40	\$ 1,765.00	\$ 3,450
04980-011-O	BASTIAN, JODIE L	9029 WEST END DR	100	80	20	\$ 1,685.40	\$ 1,765.00	\$ 3,450
04980-012-A	SPANGENBERG, DAVID	9033 WEST END DR	115	70	45	\$ 3,792.15	\$ 1,765.00	\$ 5,557
04980-012-B	PAYNE, CHRISTOPHER W	9039 WEST END DR	185	90	70	\$ 5,898.90	\$ 1,765.00	\$ 7,664
04980-016-A	LUTZ, LARRY & PATRICIA TRUST	9103 WEST END DR	150	130	20	\$ 1,685.40	\$ 1,765.00	\$ 3,450
Total	10							\$ 39,982

I, _____, being the certified assessor for the City of Portage, do hereby affirm that the Special Assessment Roll was made pursuant to a resolution by the City of Portage adopted on _____, and that in making the assessment roll, I have, according to my best judgement, conformed in all respects to the directions contained in the resolution and the statutes of the state.

Signature

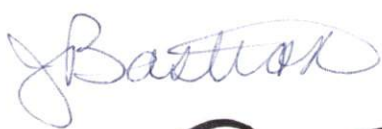
Dear Mr. Mike Carroll and Mr. Joe LaMargo

This document has the seven (7) required property owners and addresses on West End Drive along with their signatures.

Per our meeting last fall we are required to have 7 owners agree to paying the eighty some dollars per foot located on the west side of West End Drive for sewer leads for those lots. All lots have 50 foot of road frontage with the exception of Chris Payne's.....his being 100 feet.

The fees, as we were told, could be amortized over a period of time or paid in one payment.

FYI the water service is already on the west side of the street.

<u>Address</u>	<u>Owners Name</u>	<u>Signature</u>
9007	William Fries	
9011	Tom & Janie Vanderhorst	
9015	Jane Kuiper	
9019	Carol Warner	
9025	Diane Pelc	
⁹⁰²⁹ 9025-3CB	Jodie Bastian	
9033	Mark Caley	
9039	Chris Payne	
9043	Larry & Patricia Lutz	



TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Liquor License Application for Charles & Lynn Zhang Portage Community Senior Center

SUPPORTING PERSONNEL: Kimberly Phillips, Senior Citizen Services Manager
Kathleen Hoyle, Director of Parks, Recreation & Senior Citizen Services
Erica Eklov, City Clerk

ACTION RECOMMENDED: Approve a Liquor License Application for the Charles & Lynn Zhang Portage Community Senior Center and authorize the Acting City Manager to execute all documents related to this action on behalf of the city.

With the opening of the new Charles & Lynn Zhang Portage Community Senior Center in the spring, it is anticipated that scheduled special events will increase, particularly events that might include requests for alcohol service. To accommodate these requests, the city has the opportunity to apply for and receive a State of Michigan Class C On-Premises Liquor License. An application would be submitted under Act 58 of the 1998 Michigan Liquor Control Code, which allows for licenses to be issued to municipal civic centers without regard to the state quota provisions. The permit would allow for sales of alcoholic beverages only in connection with scheduled on-premise events. This would also eliminate the need to apply for individual "special event" licenses throughout the year.

At any event where alcohol is to be served, the Portage Community Senior Center staff would work with Public Safety to develop controls to ensure safe and successful events. City staff and Community Senior Center volunteers, at least 21 years of age, would be required to train via the ServSafe Michigan Alcohol Program in order to serve alcohol.

Approval by City Council with a Local Government Resolution for a liquor permit is required. It is recommended that City Council approve a Liquor License Application for the Charles & Lynn Zhang Portage Community Senior Center and authorize the Acting City Manager to execute all documents related to this action on behalf of the city.

FUNDING: Funding exists within Senior Center budget for FYI 21/22 for the license fee.

Attachments:

1. PCSC License Application
2. MLCC Local Government Approval Resolution
3. Municipal Civic Center License Information (Act 58 of 1998)



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

On-Premises Retailer License & Permit Application

Before you begin filling out the attached application, please review this checklist for the applicable forms and documents you will need to submit with your completed application form.

The attached LCC-100a form will automatically calculate fees when opened using Adobe Acrobat Reader. The form's functionality may not work with third-party PDF readers. You may download a free copy of Adobe Acrobat Reader on the Adobe website: <https://get.adobe.com/reader/>

Off-Premises Retailers: If you are applying for a Specially Designated Merchant (SDM) and/or Specially Designated Distributor (SDD) license for off-premises sales of alcoholic liquor only, please use the Off-Premises Retailer License & Permit Application (LCC-100b).

- ☐ Completed On-Premises Retail License & Permit Application (Form LCC-100a, attached)
- ☐ Livescan Fingerprint Form* (attached)
- ☐ Inspection, License, and Permit Fees

Are you transferring stock or membership interest? If yes, use the License Interest Transfer Application (LCC-101).

- ☐ Corporate Documents (see list below) - Submit for the applicant company, and if the applicant company has multiple levels of ownership structure in which stockholders or members are also companies, submit the applicable documents listed below for any stockholder or member companies to the third level of ownership - for example: applicant company > stockholder/member (level 1) > stockholder/member (level 2) > stockholder/member (level 3).
- ☐ Multi-Tier Organizational Chart - If the applicant company has more than three levels of ownership structure please provide an organizational chart that shows all the levels of ownership to individual people, including trusts.
- ☐ Local Government Authorization (Form LCC-106) - **For a new on-premises license only**
- ☐ Purchase agreement - **For the transfer of ownership of a license**
- ☐ Property document (lease, deed, land contract, etc.)
- ☐ New On-Premises Resort License Questionnaire (LCC-109a) or New On-Premises Redevelopment or Development District License Questionnaire (LCC-109b) - **For a new on-premises Resort, Redevelopment, or Development District license only**

If applicant is a corporation also include (pursuant to R 436.1109):

If any of the stockholders of the applicant are corporations or limited liability companies, also submit a copy of the documents listed below for those companies (except for the Certificate of Authority to Do Business in Michigan, which is required for the applicant only).

- ☐ Report of Stockholders/Member/Partners (Form LCC-301)
- ☐ Copy of Articles of Incorporation filed with the Corporations Division of the Department of Licensing & Regulatory Affairs
- ☐ Current Certificate of Good Standing from the state where incorporated and Certificate of Authority to Do Business in Michigan, if incorporated outside of Michigan.
- ☐ Certified copy of the minutes of a meeting of its board of directors or a statement signed by an officer of the corporation naming the persons authorized by corporate resolution to sign the application and other documents required by the Commission or Part 3 of Form LCC-301.

If applicant is a limited liability company also include (pursuant to R 436.1110):

If any of the members of the applicant are corporations or limited liability companies, also submit a copy of the documents listed below for those companies (except for the Certificate of Authority to Do Business in Michigan, which is required for the applicant only).

- ☐ Report of Stockholders/Member/Partners (Form LCC-301)
- ☐ Copy of Articles of Organization filed with the Corporations Division of the Department of Licensing & Regulatory Affairs
- ☐ Copy of the operating agreement or bylaws of the applicant company
- ☐ Current Certificate of Authority to Do Business in Michigan, if the LLC is a non-Michigan LLC.

- ☐ Statement signed by a manager of the limited liability company or by at least 1 member if management is reserved to the members naming the person authorized to sign the application and other documents required by the Commission or Part 3 of Form LCC-301.

*Fingerprints are required for applicants that are not currently licensed by the MLCC and will hold 10% or more interest in a license or applicant entity.



On-Premises Retailer License & Permit Application

For information on retail licenses and permits, including a checklist of required documents for a completed application, please visit the Liquor Control Commission's frequently asked questions website [by clicking this link](#).

Part 1 - Applicant Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it is filed with the State of Michigan Corporation Division.

Applicant name(s): CITY OF PORTAGE	
Address to be licensed: 203 E. CENTRE AVENUE	
City: PORTAGE	Zip Code: 49002
City/township/village where license will be issued: PORTAGE	County: KALAMAZOO
Federal Employer Identification Number (FEIN): 38-6006266	

1. Are you requesting a new license? ☒ Yes ☐ No
2. Are you applying ONLY for a new permit or permission? ☒ Yes ☐ No
3. Are you buying an existing license? ☐ Yes ☒ No
4. Are you transferring the classification of an existing on premises license? ☐ Yes ☒ No
5. Are you modifying the size of the licensed premises?
If Yes, specify: ☐ Adding Space ☐ Dropping Space ☐ Redefining Licensed Premises ☐ Yes ☒ No
6. Are you transferring the location of an existing license? ☐ Yes ☒ No
7. Is this license being transferred as the result of a default or court action? ☐ Yes ☒ No
8. Do you intend to use this license actively? ☒ Yes ☐ No

Leave Blank - MLCC Use Only

Part 2 - License Transfer Information (If Applicable)

If transferring ownership of a license ONLY and not transferring the location of a license, fill out only the name of the current licensee(s).

Current licensee(s):	
Current licensed address:	
City:	Zip Code:
City/township/village where license is issued:	County:

Part 3 - Licenses, Permits, and Permissions

Applicants for on premises licenses, permits, and permissions (e.g. restaurants, hotels, bars, etc.) must complete the attached Schedule A and return it with this application. Transfer the fee calculations from the Schedule A to Part 4 below.

Part 4 - Inspection, License, and Permit Fees - Make checks payable to State of Michigan

Inspection Fees - Pursuant to MCL 436.1529(4) a nonrefundable inspection fee of \$70.00 shall be paid to the Commission by an applicant or licensee at the time of filing of a request for a new license or permit, a request to transfer ownership or location of a license, a request to increase or decrease the size of the licensed premises, or a request to add a bar. Requests for a new permit in conjunction with a request for a new license or transfer of an existing license do not require an additional inspection fee.

License and Permit Fees - Pursuant to MCL 436.1525(1), license and permit fees shall be paid to the Commission for a request for a new license or permit or to transfer ownership or location of an existing license.

Inspection Fees:	\$ 70.00	License & Permit Fees:	\$ 690.00	TOTAL FEES:	\$ 760.00
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Schedule A - Licenses, Permits, & Permissions

Applicant name: CITY OF PORTAGE

On-Premises License Type:

New Transfer

☐ ☐ B-Hotel License \$600.00

Number of guest rooms: _____

☐ ☐ A-Hotel License \$250.00

Number of guest rooms: _____

☒ ☐ Class C License \$600.00 4012

Municipal Civic Center

☐ ☐ Tavern License \$250.00

☐ ☐ Resort License Upon Licensure

☐ ☐ DDA/Redevelopment License Upon Licensure

☐ ☐ Brewpub License \$100.00

☐ ☐ G-1 License \$1,000.00

☐ ☐ G-2 License \$500.00

☐ ☐ Aircraft License \$600.00

☐ ☐ Watercraft License \$100.00

☐ ☐ Train License \$100.00

☐ ☐ Continuing Care Retirement Center License \$600.00

☐ MCL 436.1545(1)(b)(i) ☐ MCL 436.1545(1)(b)(ii)

B-Hotel or Class C Licenses Only:

☐ ☐ Additional Bar(s)

Number of Additional Bars: _____

B-Hotel or Class C licenses allow licensees to have one (1) bar within the licensed premises. A \$350.00 licensing fee is required for each additional bar over the one (1) bar initially issued with the license.

Licenses, permits, and permissions selected on this form will be investigated as part of your request. Please verify your information prior to submitting your application, as some licenses, permits, or permissions cannot be added to your request once the application has been sent out for investigation by the Enforcement Division.

Inspection, License, Permit, & Permission Fee Calculation

Number of Licenses: 1 x \$70.00 Inspection Fee

Total Inspection Fee(s): \$ 70.00

Total License Fee(s): \$600.00

Total Permit Fee(s): \$ 90.00

TOTAL FEES DUE: \$ 760.00

Please note that requests to transfer SDD licenses will require the payment of additional fees based on the seller's previous calendar year's sales. These fees will be determined prior to issuance of the license to the applicant.

Make checks payable to **State of Michigan**

On-Premises Permits:

Base Fee:

☐ Sunday Sales Permit (AM)* \$160.00

☒ Sunday Sales Permit (PM)** 15%**

☐ Catering Permit \$100.00

☐ Banquet Facility Permit - Complete Form LCC-200

A Banquet Facility Permit is an extension of the license at a different location. It may have its own permits and permissions. It is not a banquet room on the licensed premises.

☐ Outdoor Service No charge

☐ Dance Permit No charge

☐ Entertainment Permit No charge

☐ Extended Hours Permit: No charge

☐ Dance ☐ Entertainment Days/Hours: _____

☐ Specific Purpose Permit: No charge

Activity requested: _____

Days/Hours requested: _____

☐ Living Quarters Permit No charge

☐ Topless Activity Permit No charge

☐ Off-Premises Storage No charge

☐ Direct Connection(s) No charge

Pursuant to MCL 436.1533, on-premises retailers may be issued a Specially Designated Merchant (SDM) license or a Specially Designated Distributor (SDD) license at the same location in conjunction with the on-premises license under certain circumstances.

Off-Premises License Type:

Base Fee:

New Transfer

☐ ☐ SDM License \$100.00

☐ ☐ SDD License \$150.00

Off Premises Permits:

Base Fee:

☐ SDD Sunday Sales Permit (PM)** \$22.50
For Spirit Products

☐ SDM Sunday Sales Permit (PM)** \$15.00
For Mixed Spirit Drink Products

☐ Motor Vehicle Fuel Pumps No charge

*Sunday Sales Permit (AM) allows the sale of spirits, mixed spirit drink, beer, and wine on Sunday mornings between 7:00am and 12:00 noon, if allowed by the local unit of government.

**Sunday Sales Permit (PM) allows the sale of spirits and mixed spirit drink on Sunday afternoons and evenings between 12:00 noon and 2:00am (Monday morning), if allowed by the local unit of government. No Sunday Sales Permit (PM) is required for the sale of beer and wine on Sunday after 12:00 noon. The Sunday Sales Permit (PM) fee is 15% of the fee for the license that allows the sale of spirits or mixed spirit drink. Additional bar fees and hotel room fees are also calculated as part of the permit fee. A separate Sunday Sales Permit (PM) is required for each license that will sell spirits or mixed spirit drink on Sunday after 12:00 noon.

Part 5a - Information on Individual Applicant, Stockholder, Member, or Limited Partner

Each individual, stockholder, member, or partner must complete Part 5a, 5b, and 5c. If a stockholder or member of an applicant company is a corporation or limited liability company, complete Part 5a and 5c and submit a completed Form LCC-301.

For applications with multiple individuals, stockholders, members, or partners - each person or entity must complete a separate copy of this page.

Name:		
Home address:		
City:	State:	Zip Code:
Business Phone:	Cell Phone:	Email:
Have you ever been licensed by the Michigan Liquor Control Commission (MLCC) or do you currently hold an interest in any other licenses issued by the MLCC? If Yes , please list business ID numbers below. If you hold interest in 2 or more locations under the same name, please also write "chain" below. Pursuant to MCL 436.1603, a retailer licensee <u>may not</u> hold interest in a manufacturer or wholesaler licensee. ☐ Yes ☐ No		
Do you hold 10% or more interest in the applicant entity? ☐ Yes ☐ No		
If you answered "no" to the first question and "yes" to the second question, you must submit fingerprints and undergo an investigation by the MLCC. Please see the attached instructions for submitting fingerprints to the MLCC. You must submit a copy of the completed and endorsed " <u>Livescan Fingerprint Background Request</u> " with your application.		

Part 5b - Personal Information (Individuals) - Must be at least 21 years of age, pursuant to administrative rule R 436.1105(1)(a).

Date of Birth:	Social Security Number:	Driver's License Number:	
Are you a citizen of the United States of America?		☐ Yes ☐ No	
Have you ever legally changed your name?		☐ Yes ☐ No	
If you answered "yes", please list your prior name(s) (including maiden):			
Spouse's full name (if currently married):			
Spouse's date of birth:	Is your spouse a citizen of the United States of America? ☐ Yes ☐ No		
Do you or your spouse hold any position, either by appointment or election, which involves the duty to enforce any penal law of the United States of America, or the penal laws of the State of Michigan, or any penal ordinance or resolution of any municipal subdivisions of the State of Michigan? ☐ Yes ☐ No			
Does your spouse hold a retail, manufacturer, or wholesaler license issued by the MLCC? ☐ Yes ☐ No			
Have you ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If Yes , list below (attach additional pages if necessary):			
Date	City/State	Charge	Disposition
Has your spouse ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If Yes , list below (attach additional pages if necessary):			☐ Yes ☐ No
Date	City/State	Charge	Disposition

Part 5c - Signature

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003. (This form must be signed by the person whose information it contains).

Print Name_____
Signature_____
Date

Part 6 - Contact Information

Provide information on the contact person for this application. Please note that corporations and limited liability companies must provide documentation (e.g. meeting minutes, corporate resolution) authorizing anyone other than the applicant or an attorney of record to be the contact person. If an authorization is not provided, your contact person will not be acknowledged if they are anyone other than the applicant or attorney.

What is your preferred method of contact?			☐ Phone	☐ Mail	☒ Email	☐ Fax
What is your preferred method for receiving a Commission Order?			☐ Mail	☒ Email	☐ Fax	
Contact name: ADAM HERRINGA			Relationship: ACTING CITY MANAGER			
Mailing address: 7900 S. WESTNEDGE AVENUE						
City: PORTAGE			State: MI		Zip Code: 49002	
Phone: 269-329-4400		Fax number:		Email: herringa@portagemi.gov		

Part 7 - Attorney Information (If You Have An Attorney Representing You For This Application)

Attorney name:		Member Number: P-	
Attorney address:			
Phone:	Fax number:	Email:	
Would you prefer that we contact your attorney for all licensing matters related to this application?		☐ Yes ☐ No	
Would you prefer any notices or closing packages be sent directly to your attorney?		☐ Yes ☐ No	

Part 8 - Signature of Applicant

Be advised that the information contained in this application will only be used for this request. This section will need to be completed for each subsequent request you make with this office.

Notice: When purchasing a license, a buyer can be held liable for tax debts incurred by the previous owner. Prior to committing to the purchase of any license or establishment, the buyer should request a tax clearance certificate from the seller that indicates that all taxes have been paid up to the date of issuance. Obtaining sound professional assistance from an attorney or accountant can be helpful to identify and avoid any pitfalls and hidden liabilities when buying even a portion of a business. Sellers can make a request for the tax clearance certificate through the Michigan Department of Treasury.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

The person signing this form has demonstrated that they have authorization to do so and have attached appropriate documentation as proof.

_____ Print Name of Applicant & Title	_____ Signature of Applicant	_____ Date
--	---------------------------------	---------------

Please return this completed form along with corresponding documents and fees to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries: Constitution Hall - 525 W. Allegan Street, Lansing, MI 48933

Overnight deliveries: 2407 N. Grand River Avenue, Lansing, MI 48906

Fax to: 517-284-8557



Local Government Approval
(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ council/board
(regular or special) (township, city, village)

called to order by _____ on _____ at _____
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from _____
(name of applicant - if a corporation or limited liability company, please state the company name)

for the following license(s): _____
(list specific licenses requested)

to be located at: _____

and the following permit, if applied for:

☐ Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
council/board at a _____ meeting held on _____
(regular or special) (date) (township, city, village)

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-763-0059

MICHIGAN LIQUOR CONTROL CODE OF 1998 (EXCERPT)
Act 58 of 1998

436.1509 Liquor licenses; municipal civic center or civic auditorium; conditions and limitations.

Sec. 509. (1) The commission may issue, without regard to the quota provisions of section 531, licenses to a commission, board, or authority governing or operating a municipal civic center or civic auditorium or to 1 or more of its concessionaires, or to both, if all of the following apply:

(a) The center or auditorium is within a city or township having a population of not less than 5,500.

(b) The center or auditorium is owned and operated as a municipal enterprise.

(c) The legislative body of the municipality first authorizes the operating authority of the civic center or civic auditorium or its concessionaire to apply to the commission for a license.

(2) Licenses issued under this section are not transferable, must not be issued to an educational institution or for a facility operated in connection with an educational institution, and must authorize the sale of alcoholic liquor only in connection with a scheduled event at the licensed premises.

History: 1998, Act 58, Imd. Eff. Apr. 14, 1998;—Am. 2018, Act 37, Imd. Eff. Feb. 21, 2018.

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Portage Brewing Co., LLC (dba Latitude 42) Off-Premise Tasting Room Approval

SUPPORTING PERSONNEL: Erica Eklov, City Clerk

ACTION RECOMMENDED: Adopt the Local Government Approval Resolution for an Off-Premises Tasting Room License for Portage Brewing Co., LLC.

Portage Brewing Company, LLC, has requested City Council consideration of the attached Resolution. The applicant is planning to build upon the liquor license he currently has for the existing brewery at 7842 Portage Road and open an off-premise tasting room nearby at 8211 Portage Road. The planned location will assume the former location of the Burger King restaurant that closed in 2014.

The Community Development, Finance and Public Safety departments recently completed approvals for this request subject to final inspection once construction is completed. In order to receive approval from the Michigan Liquor Control Commission, the applicant needs the approval of the local governing body. As such, it is recommended that City Council adopt the Resolution for an Off-Premises Tasting Room License for Portage Brewing Co., LLC.

FUNDING: Not Applicable

Attachments:

1. Tasting Room Application (8211 Portage)
2. MLCC Resolution



Off-Premises Tasting Room License & Permit Application

For information on manufacturer and wholesaler licenses and permits, including a checklist of required documents for a completed application, please visit the Liquor Control Commission's frequently asked questions website [by clicking this link](#).

Part 1 - Applicant Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it is filed with the State of Michigan Corporation Division.

Applicant name(s): PORTAGE BREWING Co. LLC		
Address to be licensed: 8211 PORTAGE ROAD		
City: PORTAGE	Zip Code: 49002	
City/township/village where license will be issued: PORTAGE		County: KALAMAZOO
Contact name: JOE STODDARD	Contact phone: [REDACTED]	Contact email: [REDACTED]

Check all applicable license types that you hold at your licensed manufacturing premises:

- ☒ Small Wine Maker license
☐ Wine Maker license
☐ Brandy Manufacturer license

- ☒ Small Distiller license
☐ Distiller license

You may only sell, give away, and serve wine or spirits at an Off-Premises Tasting Room Licensed location that you manufacture under the licenses you hold at your licensed manufacturing premises.

Part 2 - License, Permit, and Permissions & Fees

License, Permits, Permissions:

Base Fee: Fee Code MLCC Use Only

- | | | |
|---|-----------|------|
| ☒ Off-Premises Tasting Room License | \$100.00 | 4038 |
| ☒ Sunday Sales Permit (AM)* | \$160.00 | 4033 |
| ☒ Sunday Sales Permit (PM) ** | \$15.00 | 4032 |
| ☒ Catering Permit | \$100.00 | 4031 |
| ☒ Dance Permit | No Charge | |
| ☒ Entertainment Permit | No Charge | |
| ☐ Specific Purpose Permit (list activity below): | | |

*Sunday Sales Permit (AM) allows the sale of spirits and wine on Sunday mornings between 7:00am and 12:00 noon, if allowed by the local unit of government.

**Sunday Sales Permit (PM) allows the sale of spirits on Sunday afternoons and evenings between 12:00 noon and 2:00am (Monday morning), if allowed by the local unit of government. No Sunday Sales Permit (PM) is required for the sale of wine on Sunday after 12:00 noon.

A \$70.00 inspection fee is required for a new Off-Premises Tasting Room license.

Days/Hours requested: _____

- ☒ Extended Hours Permit No Charge

Check type(s): ☒ Dance ☒ Entertainment

Days/Hours requested: _____

- ☒ Outdoor Service No Charge
☐ Direct Connection(s) No Charge

Inspection Fee: (MLCC Fee Code 4036)	
License & Permit Fees:	
TOTAL FEES:	

Make Checks Payable to State of Michigan

Part 3 - Off-Premises Tasting Room License Designation

Pursuant to MLC 436.1536, a licensee may have no more than five (5) Off-Premises Tasting Room Licenses where it may sell and serve full drinks. Any Joint Tasting Room Licenses held by the licensee at other locations that are designated for the sale and service of full drinks also count toward the limit of five (5) locations. A licensee may have an unlimited number of Off-Premises Tasting Room Licenses that sell or give away samples only (3 ounces of wine or 1/2 ounce of spirits or brandy per sample).

You must designate the type of Off-Premises Tasting Room License for which you are applying at this location. Please note that this designation cannot be changed once the license is approved and issued.

Off-Premises Tasting Room License Designation (Select One): ☒ **Full Drinks** ☐ **Samples Only**



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Off-Premises Tasting Room License & Permit Application

For more information on manufacturer and wholesaler licenses and permits, please visit the Liquor Control Commission's frequently asked questions website [by clicking this link](#).

Before you begin filling out the attached application, please review this checklist for the forms and documents you will need to submit with your completed application form.

The attached LCC-150a form will automatically calculate fees when opened using Adobe Acrobat Reader. The form's functionality may not work with third-party PDF readers. You may download a free copy of Adobe Acrobat Reader on the Adobe website: <https://get.adobe.com/reader/>

- ☐ Completed Off-Premises Tasting Room License & Permit Application (attached)
- ☐ Inspection, License, and Permit Fees
- ☐ Local Government Authorization (Form LCC-106b) (attached) - **For a new Off-Premises Tasting Room License only**
- ☐ Property document (lease, deed, land contract, etc.)

Important Information Regarding Off-Premises Tasting Room Licenses

- An Off-Premises Tasting Room License is issued to a manufacturer licensee that operates a tasting room that is not located on the licensed manufacturing premises of the manufacturer licensee. If you will be operating a tasting room jointly with other manufacturer licensees at the same location, you must apply for a Joint Off-Premises Tasting Room License using the [Joint Off-Premises Tasting Room License & Permit Application \(LCC-150b\)](#).

Only the following manufacturer license types may be issued an Off-Premises Tasting Room License:

- Wine Maker
- Small Wine Maker
- Brandy Manufacturer
- Distiller (Manufacturer of Spirits)
- Small Distiller

- A manufacturer licensee may be issued no more than five (5) Off-Premises Tasting Room Licenses where it may sell and serve full drinks. Any Joint Off-Premises Tasting Room Licenses held by the manufacturer licensee with other manufacturers at other locations that are designated for the sale and service of full drinks also count toward the limit of five (5) locations. The applicant must designate the type of license at the time of application and the designation may not be changed once the license is approved and issued.

- A manufacturer licensee may have an unlimited number of Off-Premises Tasting Room Licenses that sell or give away samples only (3 ounces of wine or 1/2 ounce of spirits or brandy per sample). The applicant must designate the type of license at the time of application and the designation may not be changed once the license is approved and issued.

- An applicant for an Off-Premises Tasting Room Licenses must obtain approval from the legislative body of the local governmental unit where the licensed premises will be located. Locations in the City of Detroit do not require local governmental approval.

- The wine, spirits, or brandy sold, served, or given away as samples at a Joint Off-Premises Tasting Room License location must be manufactured by the licensee at its manufacturing premises.

- A Distiller or Small Distiller licensee that also holds a Mixed Spirit Drink Manufacturer license may sell mixed spirit drink products it manufactures at an Off-Premises Tasting Room License location.



Local Government Approval
(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ council/board
(regular or special) (township, city, village)

called to order by _____ on _____ at _____
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from _____
(name of applicant - if a corporation or limited liability company, please state the company name)

for the following license(s): _____
(list specific licenses requested)

to be located at: _____

and the following permit, if applied for:

☐ Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
council/board at a _____ meeting held on _____ (township, city, village)
(regular or special) (date)

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-763-0059

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Ordinance Amendment - Chapter 18 "City Cemeteries"

SUPPORTING PERSONNEL: Erica Eklov, City Clerk
Rod Russell, Director of Public Works

ACTION RECOMMENDED: Accept for first reading an amendment to Chapter 18 "City Cemeteries" of the Code of Ordinances to permit columbariums and consider final adoption on March 22, 2022.

Portage cemeteries were first codified in 1967 when the preferred method of interment was a traditional burial (full-body, casket, vault, and full headstone). As society changes, so do the preferences and traditions surrounding death and the city is finding a growing interest in cremations. Presently, city-owned cemeteries in Portage allow only earthen burials. Per Section 18-10(b) of the Code of Ordinances, "all burials shall be considered earthly and a body or an urn/container holding cremains shall be buried in the ground." However, several church-owned locations in the city offer columbarium interments for cremains. Some communities are handling various space concerns with the same option, especially as cremation increases in popularity. In addition, the city increasingly receives questions about above-ground interments, such as placing remains in decorative benches within city cemeteries. Based on these conditions, the City Administration proposes an amendment to Chapter 18 of the Code of Ordinances to allow for columbaria in city-owned cemeteries.

A columbarium is a building or structure of vaults that houses cremated remains. The City Attorney prepared the attached document following a review of similar municipalities that permit columbarium ordinances. If approved, the city plans to construct a columbarium in the future Section 9 of South Cemetery. While this section remains to be plotted, the location of a columbarium at the outset is desirable. The location at South Cemetery is preferred due to its flat terrain requiring minimal costly landscape reinforcement and remaining undeveloped land. The City Administration plans to include the new costs for columbarium internments during the annual approval of city fees toward the end of the calendar year. However, the city anticipates the columbarium option as more of an all-inclusive option with location and marker purchase completed under one fee and similar to the current cremains pricing. The Office of the City Clerk would coordinate a standard plaque inscription design with a contracted monument company.

With this recommendation, the City Administration wishes to gain the Council's approval of the amendment to the ordinance as a first step in the design process for the construction of a columbarium. Should the ordinance amendment be approved, staff would begin the RFP and design process, calculating needed landscape improvements and anticipated annual maintenance costs for budgeting and future Capital Improvement Projects.

It is recommended that City Council accept for first reading an amendment to Chapter 18 "City Cemeteries" of the Code of Ordinances to permit columbariums and consider final adoption on March 22, 2022.

FUNDING: There would be no cost for the FY 2022/23 or FY 2023/24 operating budgets. Initial design and installation will be included at a later date as part of the FY 2024/25 Capital Improvement Program. Annual maintenance would be included in future fiscal year budgets in the Department of Public Works' cemetery maintenance.

Attachments:

1. Cemeteries Ch 18 Amendment Columbarium 2.2022
2. Columbaria Example

[ORDINANCE FOR ADOPTION]

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
OF THE CITY OF PORTAGE, MICHIGAN
BY AMENDING CHAPTER 18
CEMETERIES

THE CITY OF PORTAGE ORDAINS:

That Chapter 18 shall be amended as follows:

CHAPTER 18. CEMETERIES.

Sec. 18-1 through Sec. 18-9. No change.

Sec. 18-10. Burial standards.

1. No person shall bury a body in a city burial ground except in accordance with state law and the regulations of the state and city boards of health. No person shall bury a body in a city burial ground except in a vault or grave liner.
2. All burials shall be considered earthly and a body or an urn/container holding cremains shall be buried in the ground or sealed in a columbarium niche.
3. All cremains shall be placed in a rigid, sealed urn/container. Urn/container size shall not exceed 14 inches in any dimension; length, height, or width. Total size of the urn/container shall not exceed 1 cubic foot.

(Code 1983, §1064.12; Min. Bk. 1984, p. 262, Vol. 10, 12-18-1984; Ord. No. 14-01, 2-11-2014; Ord. No. _____)

Sec. 18-11 through Sec. 18-29. No change.

Sec. 30. Columbarium.

Definitions.

1. COLUMBARIUM (COLUMBARIA). An above ground repository composed of niches designed for the purpose of interring the cremains of the deceased.
2. COLUMBARIUM INDIVIDUAL NICHE(S). An individual recess within a columbarium, designated to contain the cremains of one deceased within a single cremation urn or container; or the cremains of two deceased within two cremation urns or containers.

3. COLUMBARIUM NICHE FRONT. The granite piece covering the niche.
4. COLUMBARIUM NICHE NAME INSCRIPTION. The front of the columbarium niche engraved with the name of the deceased and other pertinent information.
5. CREMAINS. The ashes of a cremated human body.

(b) General.

1. Ownership of burial space in a freestanding columbarium shall be considered the same as ownership of other cemetery property and shall descend according to state law.
2. Occupied niches must be marked by an inscription on the niche front, as best determined by the Cemetery Custodian. No other additional ornamentation will be allowed on or in front of the niche.
3. Inscription shall be uniform in style on each niche front, as determined by the Cemetery Custodian. The City Clerk's Office is responsible for arranging this service.
4. The city is not responsible for unauthorized cremains deposited on the cemetery.
5. Flower holders, vases or other fixtures shall not be allowed to be attached to the niche front.
6. With the exception of the interment of a second urn within a niche, any opening of a sealed niche shall be considered a disinterment and applicable fees will be charged.

(Act 251 of 1968, MCL 456.522; Ord. No. _____).”

Dated: _____

Patricia M. Randall, Mayor

FIRST READING:
SECOND READING:
ORDINANCE #:
EFFECTIVE DATE:

CERTIFICATION

I, Erica Eklov, do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage and that the foregoing ordinance was adopted by the City of Portage on the _____ day of _____, 2022.

Erica Eklov, City Clerk

PREPARED BY:
Catherine Kaufman (P65412)
Portage City Attorney
Bauckham Sparks
470 W. Centre, Suite A
Portage, MI 49024

Approved as to Form:

Date: 2/14/2022

Catherine Kaufman
City Attorney

Pre-Assembled Winchester Ossuarium®

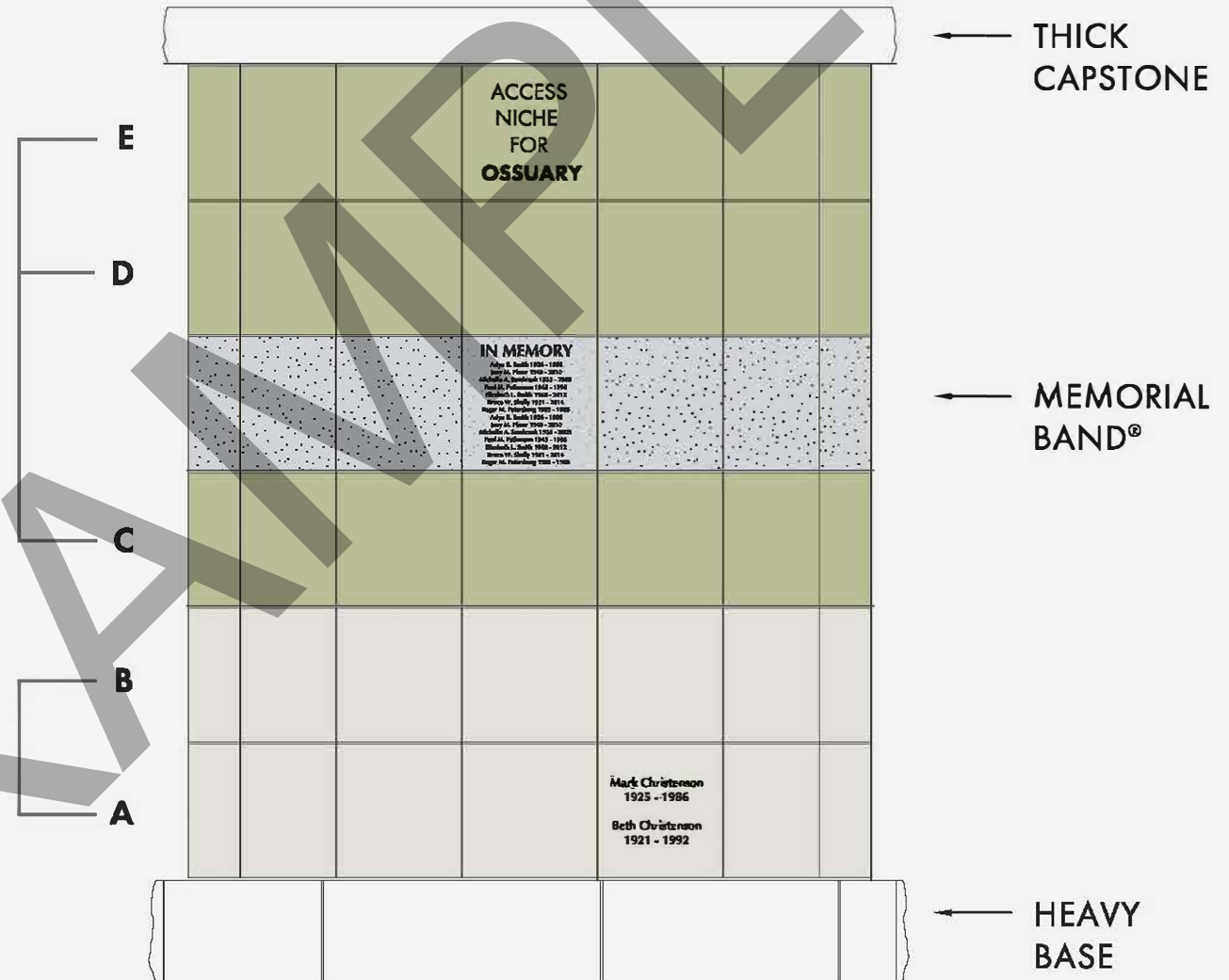
- Located in Eden Prairie, MN
- Niche Fronts Finished in Polished Mahogany Granite
- Memorial Band Finished in Sandblasted Mahogany Granite
- Heavy Base and Thick Capstone Finished in Mahogany Granite
- 80 Companion Niches
- 100 Ossuary Spaces
- 260 Total Urn Spaces

Completed in 2020

LANDSCAPE ENGINEER
WSB Engineering of Minneapolis, MN



16 NICHES PER ROW
100 OSSUARY SPACES



Portage Senior Citizens (PSC) Advisory Board

Minutes: January 19, 2022

Call to order:

Chairperson Doug Gilchrist called the meeting to order at 2:35 PM.

In Attendance:

Doug Gilchrist (Chairperson)
Larry Smith (Vice Chairperson)
Joe Magalski (Secretary)
Trudy Riker
Art Roberts
John Lobo
Bill Wieringa

Absent:

Linda Zoeller - Excused
Linda Clampi - Excused
Sharon White - Excused
Jean Balazs
Genevieve Kim (Youth Advisory Committee) - Excused
Ashlyn Haigh - Youth Advisory Committee - Excused

Senior Center Staff Present:

Kim Phillips

The minutes for the Dec 15, 2021 meeting were approved with Larry moving and Bill seconding.

Travel Program, Trudy:

- The April pre-trip review gathering is cancelled.
- The PSC continues to offer many virtual/online tours and they are well attended.

Legislative Update, Art:

- The redistricting will impact the areas that are covered by Christine Morse and Sean McCann.
- Coffee Hour Talks:
 - Rep Julie Rogers on Jan 21
 - Rep Christine Morse on Jan 28
- Governor Whitmer is coming to the PSC for a senior issue meeting at the PSC on Jan 21; Doug and Art will be attending this meeting.

Friends of PSC Board Update, Trudy and Doug

- They have recently provided 20 scholarships for PSC memberships.
- They still looking to fill the part time position.
- The retreat did not occur in January, it may take place in February.
- Doug attended the January meeting. He mentioned that they are looking at changing the date and location of the golf outing.
- Doug announced that his application to be a Friends board member was approved - congratulations Doug!

Youth Advisory Board:

- No report

Managers Report, Kim:

- The Monthly Operations Report for December was provided.
- The City of Portage HR Dept is interviewing for a full time supervisor position. This has been budgeted for.
- As budgets are developed, city staff is assessing other staffing needs that will be required in the new building.
- Parking continues to be a challenge.
- As part of the Kalamazoo Senior Millage, the PSC received \$100,000 for operations and \$54,000 for the Healthy Living Program.
- The PSC is in need of drivers for the van.

Old Business, Kim:

- Update on current status of Senior Center
 - The current Fitness classes being offered have more members attending than prior to Covid.
 - They continue to restrict some activities.
- PSC Construction Update
 - Latest timeframe for grand opening is late May.
 - To accommodate the move, they are looking at a 2 or 3 week shutdown.
 - Covid is impacting some of the construction workers.
 - Still seeing some supply chain issues which impacts delay in getting supplies.
 - The city is looking at using the existing building for another city department.

New Business:

- PSC Fee Increases, Kim.
 - There has been no complaints over the fee increases.
 - Many members are taking advantage of renewing early before the fees increase.

Activity Reminders

- For Black History month,
 - There will be a presentation given by Shoshana Johnson on Feb 5 at the Air Zoo.
 - There is an exhibit at City Hall.

Citizen comments:

- N/A

Advisory Board Comments:

- Art - The Shepherd Center (contact info - 269-383-1122 or shepctrkal@sbcglobal.net) is still looking for drivers.
- Bill - he will not be able to make the February Meeting.
- Joe - he will not be able to make the February Meeting.

Doug adjourned the meeting at 3:10 pm.

Next meeting: Wednesday, February 16 at 2:30 PM.

CITY OF PORTAGE PLANNING COMMISSION

Thursday, February 3, 2022

7:00 PM Portage

City Hall Council Chambers

The City of Portage Planning Commission meeting of February 3, 2022 was called to order by Chairman Corradini at 7:02 p.m.

IN ATTENDANCE

Eric Feldt, City Planner
Daniel Harrington, City Planner
Biqi Zhao, Senior City Planner
John Lovely, Development Review Administrator
Catherine Kaufman, City Attorney

ROLL CALL

Mr. Feldt called the roll: Chairman Corradini (yes); Vice Chair Joshi (yes); Fries (yes); Pezzoli (yes); Baldwin (yes); Adams (yes); O'Dell (yes); Youngs (yes); and Freiman (yes).

APPROVAL OF MINUTES:

A motion was made by Commissioner Baldwin, supported by Vice Chair Joshi to approve the January 20, 2022 meeting minutes. The motion was approved unanimously.

Public Hearing:

Special Land Use Permit for proposed Animal Hospital 5348 S. Westnedge Avenue. Mr. Feldt detailed the applicant's request for a Special Land Use permit to establish a new Animal Hospital at the vacant building located at 5348 S. Westnedge Avenue.

Applicant, Josh Weiner, 700 Mall Drive Portage, Michigan of Quality Acquisitions LLC, owner of the property, and CEO of the Meyer C Weiner Company provided a project overview and comments. Chair Corradini opened the public hearing. No members of the public made comments. Baldwin supported and Chair Corradini closed the public hearing. Commissioner Adams motioned to approve the special land use permit and Commissioner Baldwin supported. Motion passed unanimously.

Old Business:

A Tentative Plan Amendment to modify the previously-approved Streamsong Phase 3 residential condominium development 715 W. Osterhout Avenue. Mr. Feldt summarized that as indicated in the January 20, 2022 Planning Commission packet, a Tentative Plan amendment was submitted to facilitate two changes to the original 2017 tentative plan for the Streamsong Planned Development for phase 3 (last development phase) for Commissioner consideration: 1) split off a 1.4 acre parcel for a future single family detached house in the northeast corner of the overall site, and 2) allow 3rd-car garages for 13-14 housing units. This February 3, 2022 report addresses additional public comment and Commission questions posed during the January 20, 2022 meeting for the Commission's consideration and action.

Commissioners discussed the details of splitting off a parcel from the current development. Staff confirmed that if split and developed the new house will need to be connected to city utilities.

Applicant, Pat Flanagan, 1209 E Milham Ave Portage, Michigan. Mr. Flanagan noted that wetland delineation changes over time and delaying approval pending a new delineation would prove difficult to his business and, would not provide any additional useful information. He clarified that fill in the wetland has been removed. Commissioners discussed tree clearing on the property, the setbacks for PD, and the history of the site approval.

Chair Corradini opened a public hearing. Dave Hooksama, 443 E Osterhout Ave stated that the original approved site plan stated the natural areas would be permanent. He also stated that the staff report notes potential upland developments. Chair Corradini closed the public hearing with support from Commissioner Fries. It was approved unanimously.

Vice Chair Joshi asked about the wetland re-delineation as a concern of the public and commission. The Commission asked for Mr. Lovely to comment on having a new wetland delineation, who stated that he finds that it would not likely provide any additional useful information to be gained. Commissioner Fries stated there is not good motivation to re-delineate. Chair Freiman affirmed his support of this position. Commissioner Fries motioned to approve option with compliance of setbacks after zoning is changed to R1-C and allowing three-car garages. Commissioner Adams supported the motion. Mr. Feldt held a roll call vote: Corradini (yes), Joshi (yes), Adams (yes), Pezzoli (yes), Baldwin (yes), Fries (yes), Youngs (yes), Freiman (no), O'Dell (yes). Motion passed 8-1.

New Business:

Distribution of Draft FY22-27 Capital Improvement Program document. Mr. Feldt explained there is a shift in the Capital Improvement Program from a 10 year plan to a 6 year plan. He shared documents with the commission for their review.

Master Plan Update. Mr. Feldt updated the board that three RFP proposals have been received and are being reviewed by the selection committee.

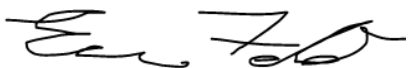
STATEMENT OF CITIZENS/COMMISSIONERS

Commissioners thanked the snow plow personnel for their road clearing. Chair Corradini thanked the commission for their work.

ADJOURNMENT:

There being no further business to come before the Commission, Chairman Corradini adjourned the meeting at 8:46 p.m.

Respectfully submitted,



Eric Feldt, AICP, CFM
City Planner/Project Manager

City of Portage
Historic District Commission
Wednesday, January 5, 2022
City Hall Conference Room 2

Meeting Called to Order: 8:30 a.m. Chair Katie VanLonkhuyzen called the meeting to order.

Members Present: Jessie Duniphin, Katie VanLonkhuyzen, Martha Deming Maytnier, Nick Meyle, and Laura Glass

Members Absent (unexcused): Anthony Amarasinghe

Members Absent (excused): Becky Lopez, Suzanne M. Nemeth, and Jeremy P. Custer

Staff: Biqi Zhao, Senior City Planner

Other: Riley Thomas, Youth Advisory Committee Liaison

Approval of Minutes: Nick Meyle made the motion, seconded by Jessie Duniphin, to approve the December 1, 2021 meeting minutes as submitted; motion approved 5-0.

Discussion:

a. Event Planning to highlight Historic Preservation month (May 2022)

Three events for the year of 2022 were extensively discussed to promote Portage Historic Preservation:

- City Hall Spring Exhibits
Staff Biqi Zhao presented the timeline from Parks & Recreations for City Hall Exhibits and asked the HDC to decide the topic selection. Katie VanLonkhuyzen, Jessie Duniphin, and Martha Deming Maytnier proposed to create story line of Northwest Corner of Portage Historical Homes including but not limited to family histories, architectural styles, cemeteries, schools etc. HDC also mentioned this project would serve as a start of deep dive for Portage Historic Districts geographically and they might continue doing other areas of the City in next year's exhibits. It would be about 10-12 slides for the panels. Katie VanLonkhuyzen stated that she would prepare the writings and asked Nick Meyle to help with photos. Nick Meyle agreed to research in the library files. Martha Deming Maytnier introduced other resources such as newspapers and genealogy to conduct research. Jessie Duniphin will work on the description by February 27's Parks and Recreation's deadline. Katie suggested gathering all the information first and narrow them down later. Jessie Duniphin will create a google drive and send the invite to HDC to put all the documents in. Staff Biqi Zhao offered to create GIS Storymap of the exhibits and feature it in the City's social media. Jessie Duniphin and Katie VanLonkhuyzen asked if the panels from Parks & Recreation Department will be highly quality and durable in order to reuse in other historical events. Staff Biqi Zhao responded to relay this request along with the topic selection to Lauren Lott of Parks & Recreation Department.
- Historic Preservation Month May 2022 event
HDC decided that an educational event/lecture will be held on May 14th for Preservation Month. Jessie Duniphin stated that she hasn't received any response from Steve Rossio as the speaker for the lecture. Katie VanLonkhuyzen proposed that Nick Meyle can be the speaker if Steve Rossio is not available. Nick Meyle responded that Steve Rossio would love to give a lecture and he might be too busy to respond. Katie VanLonkhuyzen suggested HDC limiting topic selections for the

lecture and coordinating with Library's events and prerecorded seminars. She also mentioned that story line of Northwest Portage would catch Steve Rossio's interest. Jessie Duniphin responded to further contact Steve Rossio.

- Fall Festival September 18, 2022

Staff Biqi Zhao showed the email from Alexis Conklin of Parks and Recreation Department requesting the input from HDC for planning Fall Festival on September 18, 2022. Jessie Duniphin stated that HDC had great success in opening historic buildings in 2021 Fall Festival. HDC agreed to support 2022 Fall Festival. Katie VanLonkhuyzen mentioned that she will not be available on September 18 due to her child's birthday. Youth Advisory Committee Liaison Riley Thomas responded to check with Youth Advisory Committee for more volunteers serving the festival.

- b. Historic Preservation Tax Credit in the reinstatement process by the State

Staff Biqi Zhao stated that the Historic Preservation Tax Credit would help property owners in historic district to rehab their homes. Martha Deming Maytnier responded to add this information to the drafted letter to engage HD property owners. Martha Deming Maytnier also read out the definition of "exterior" from Interior Standard and State, and proposed to include it into the letter. Jessie Duniphin stated that the letter mentioned "the first step in the process of making any exterior changes to your designated historic property is to request a 'Certificate of Appropriateness' from the Department of Community Development." is sufficient for the applicant to check with the City at the initial step. Martha Deming Maytnier recommended that HDC further review the drafted letter and give comments in next meeting to finalize the letter. Katie VanLonkhuyzen recommended to mail a copy of the book "Where the Trails Crossed" along with the letter to HD residents. HDC agreed to do so. Martha Deming Maytnier questioned if change of painting colors needs HDC review. Katie VanLonkhuyzen responded if change of painting colors, yes; if repainting with the original color, no. Katie VanLonkhuyzen also recalled a serious HP violation regarding a property owner installed a vinyl siding not only change of the material but the style, and HDC had to request the property owner for total replacement of the newly installed siding.

Other Items:

Old Business:

New Business:

Public Comments:

Member Comments:

- a. Katie VanLonkhuyzen asked staff the procedure for replacement of commissioner who had three unexcused absences in 2021. Katie VanLonkhuyzen and Nick Meyle stated that in the City Council meeting for their term renewal, three citizens showed interest in being Historic Preservation Commissioners. Staff Biqi Zhao responded that she emailed the request after December 2021 meeting and will follow up.
 - b. Nick Meyle acknowledged HDC that he will no longer work in the Library soon in spring, but still be on the commission. HDC wished him best luck and hope he can still help Historic Preservation Month and City Hall Spring Exhibition with his resources in the library before his departure.

- c. HDC inquired that if hybrid or remote meeting option is available to increase the attendance of the commission due to covid concern. Staff Biqi Zhao responded that all the public meetings are required in person so far and will further check the City's policy.
- d. Katie VanLonkhuyzen and Jessie Duniphin inquired the process for change the HDC regular meeting time from 8:15am to 8:30am. Staff Biqi Zhao responded to check the City's process.
- e. Staff Biqi Zhao made the copies of the previous assignment map. HDC discussed and assigned all the HD properties to individual commissioner for routine watching.

Adjournment: There being no further comments or business, Laura Glass moved, seconded by Nick Meyle, to adjourn the Historic District at 9:50 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Biqi Zhao".

Biqi Zhao AICP, Ph.D.
Senior City Planner

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