

7:00 p.m. Call to Order.

Invocation.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. National Arbor Day

A. Consent Agenda:

1. Approve the City Council Meeting Minutes of the:
 - a. Regular Meeting of March 22, 2022
2. Approval of the Accounts Payable Register of April 12, 2022 as presented.
3. Establish a public hearing on April 26, 2022, to consider resolutions to adopt the:
 - a. recommendation that the sewer commodity rate be increased from \$5.06 to \$5.33 per 1,000 gallons of metered water;
 - b. recommendation that the water commodity rate be increased from \$3.14 to \$3.30 per 1,000 gallons of metered water;
 - c. recommendation that the sewer and water base quarterly charges be adjusted as noted in the 2022 Utility Rate Financial Study;
 - d. recommendation that the new rates become effective on July 1, 2022;
 - e. recommended water and sewer franchise area fees and other service fees and charges as outlined in the 2022 Utility Rate Financial Study.
4. Award a contract in the amount of \$236,800 to Lounsbury Excavating, Incorporated, for the construction of the Department of Public Works (DPW) north parking lot and authorize the Acting City Manager to execute all documents related to this action on behalf of the city.
5. Award a construction contract to Lopez Concrete Construction, LLC, of Lansing, Michigan, for the South Westnedge Avenue Sidewalk Replacement project, in an amount not to exceed \$198,920 and authorize the Acting City Manager to execute all documents related to the contracts on behalf of the city.
6. Award a contract in the amount of \$102,750 to Michigan Paving & Materials Company for the Department of Public Works (DPW) parking lot asphalt overlay and authorize the Acting City Manager to execute all documents related to this action on behalf of the city.
7. Accept the draft Community Development Block Grant (CDBG) Program [Fiscal Year 2022-2023 Annual Action Plan](#) and set a public hearing for April 26, 2022; and subsequent to the April 26, 2022, public hearing, consider approving the Fiscal Year 2022-2023 CDBG Annual Action Plan.
8. Receive the recommended Fiscal Year 2022-23 human/public service funding allocations from the Human Services Board and consider approval following the planned April 26, 2022, Public Hearing on the Fiscal Year 2022-2023 CDBG Annual Action Plan.
9. Adopt the Resolution Accepting Newly Constructed Dedicated Streets as Public Streets.
10. Accept Rezoning Application #21/22-1 from R-1C to Planned Development and Tentative Plan for McConley Cove housing development, 1075 Bacon Avenue, for first reading and set a public hearing for May 10, 2022; and subsequent to the public hearing, consider approving Rezoning Application #21/22-1 from R-1C to Planned Development and Tentative Plan for McConley Cove housing development, 1075 Bacon Avenue.

11. Provide tentative approval of the Preliminary Condominium Plan for Wild Plum housing development, 1109 West Osterhout Avenue subject to the completion of a traffic impact study.
12. Approve the deeding of city property at 7260 Montego Bay Street (commonly known as Public Infiltration Basin - Tax ID No: 00013-002-R) to the developer of The Oaks (Westview Capital, LLC) for the purpose of allowing the developer to seek subdivision plat approval from the State of Michigan for The Oaks Phase 1.
13. Reappoint Adam Herringa to the position of Acting City Manager.
14. Materials Transmitted of March 28, 2022.
15. Minutes of Boards & Commissions:
 - a. Senior Citizen Advisory Board of February 16, 2022.
 - b. Youth Advisory Committee of February 21, 2022.
 - c. Historic District Commission of March 2, 2022.
 - d. Planning Commission of March 17, 2022.
16. Calendar of Meetings:
 - Environmental Board, April 13, 2022 at 7:00 p.m. in City Hall Room #1.
 - Youth Advisory Committee, April 18, 2022 at 6:00 p.m. in City Hall Room #1.
 - Senior Citizen's Advisory Board, April 20, 2022 at 2:30 p.m. at Senior Center.
 - Planning Commission, April 21, 2022 at 7:00 p.m. in Council Chambers.
 - *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:

1. Subsequent to the public hearing, approve the Tentative Plan Amendment for Streamsong Phase 3 Planned Development, subject to the condition listed in the February 3, 2022 Planning Commission report.
2. Subsequent to the public hearing, adopt Resolution No. 3 for West End Drive Sanitary Sewer Project #419-S, directing the preparation of the special assessment roll.

E. Regular Business Agenda:

1. Proposed Fiscal Year 2022-2023 Budget Presentation

F. Unfinished Business:

G. Council Committee Reports:

H. New Business:

1. To extend interview offers to candidates for the position of City Manager on April 23, 2022.

I. Statements of Citizens:

J. Statements of City Council and City Manager.

Adjournment.



CITY OF PORTAGE PROCLAMATION

NATIONAL ARBOR DAY

- WHEREAS,** the importance of trees to the quality of the environment is recognized by the designation of the last Friday in April as National Arbor Day; and
- WHEREAS,** The National Arbor Day Foundation is a non-profit group committed to tree planting and conservation; and
- WHEREAS,** trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and
- WHEREAS,** trees in the City of Portage bolster property values, enhance the economic vitality of business areas, and beautify our community; and
- WHEREAS,** the City of Portage has been designated as a Tree City USA by The National Arbor Day Foundation for its efforts in tree planting and tree conservation; and
- WHEREAS,** the City of Portage achieved the Tree City USA designation for over 30 years and counting; and
- WHEREAS,** public officials from the Youth Advisory Committee, Environmental Board, and Park Board will provide 250 saplings at the annual Green-a-Thon event held Sunday, May 1st in front of City Hall in recognition of National Arbor Day.

NOW THEREFORE, I, Mayor Patricia M. Randall, do hereby proclaim April 29, 2022 as Arbor Day in the City of Portage and do hereby encourage all residents to plant trees at their homes and places of work.

Signed this 12th day of April, 2022.

Patricia M. Randall, Mayor

CITY COUNCIL MEETING MINUTES FROM MARCH 22, 2022

Mayor Patricia Randall called the Regular Meeting to order at 07:01 PM in the Council Chambers at Portage City Hall.

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

ABSENT: Councilmember Lisa Brayton.

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

At the request of Mayor Randall, the audience observed a moment of silence to reflect on peace in everyone and the community. Following the moment of silence, the City Council recited the Pledge of Allegiance.

PROCLAMATIONS:

Fair Housing Month 2022: At the invitation of the Mayor, Human Services Board member Jihan Young read the proclamation for Fair Housing Month 2022, alongside Human Services Board staff liaison Tina Perry and Sharlee Coffman-Cook from the Fair Housing Center of Southwest Michigan.

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. Motion by Pearson, seconded by Knapp, to approve the Consent Agenda as presented. Upon a roll call vote, motion carried 6 to 0.

City Council Meeting Minutes: Motion by Pearson, seconded by Knapp, to approve the City Council Meeting Minutes of the Regular Meeting of March 8, 2022. Upon a roll call vote, motion carried 6 to 0.

Accounts Payable Register: Motion by Pearson, seconded by Knapp, to approve the Accounts Payable Register of March 22, 2022, as presented. Upon a roll call vote, motion carried 6 to 0.

West End Drive Sanitary Sewer Project #419-S: Motion by Pearson, seconded by Knapp, to adopt Resolution No. 2 for West End Drive Sanitary Sewer Project #419-S, setting a public hearing of necessity on April 12, 2022. Upon a roll call vote, motion carried 6 to 0.

Romence Road Reconstruction Project - Bid Tabulation: Motion by Pearson, seconded by Knapp, to award a construction contract to Rieth-Riley Construction Company, Incorporated, Benton Harbor, Michigan, for the Romence Road Reconstruction project for an amount not to exceed \$1,074,724 and authorize the Acting City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

Approval of a Council Resolution to apply for two MDNR Grants for the Lexington Green Park Improvement Project: Motion by Pearson, seconded by Knapp, to approve the Resolution of Support for Local Match for the Michigan Department of Natural Resources Land and Water Conservation Fund and Recreation Passport Program grants for the Lexington Green Park Improvement Project and authorize the Acting City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

Resolution to apply for MDNR Trust fund grant for Elijah Root Dam and Portage Creek Improvements: Motion by Pearson, seconded by Knapp, to approve the Resolution of Support for Local Match for the Michigan Department of Natural Resources Michigan Natural Resources Trust Fund Grant for the Elijah Root Dam and Portage Creek Improvements Project and authorize the Acting City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

South Westnedge Avenue Reconstruction Project - Tabulation of Proposals: Motion by Pearson, seconded by Knapp, to award a contract to Abonmarche Consultants, Inc, Portage, Michigan, in the amount not to exceed \$226,800 to perform engineering services for the South Westnedge Avenue Reconstruction Project and authorize the Acting City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

Austin Lake Aquatic Nuisance Control - Tabulation of Proposals: Motion by Pearson, seconded by Knapp, to award a 6-year contract to Progressive AE of Grand Rapids, Michigan, in the not-to-exceed amount of \$102,500 for consulting service and plan development for Aquatic Nuisance Control on Austin Lake and authorize the Acting City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

Adoption of Bond Resolution: Motion by Pearson, seconded by Knapp, to adopt the Bond Resolution authorizing the sale of Capital Improvement Bonds, Series 2022, in an amount not to exceed \$4,000,000; and Capital Improvement Refunding Bonds, Series 2022, in an amount not to exceed \$2,555,000. Upon a roll call vote, motion carried 6 to 0.

Approval and acceptance of public improvements in condominium project for Copperleaf Phase 5: Motion by Pearson, seconded by Knapp, to approve and accept public improvements for the condominium project Copperleaf Phase 5, 3800 West Milham Avenue, subject to the following conditions: recording of the streetscape enhancement agreement; complete installation of sidewalks and street trees by March 2024, and re-testing of the public storm sewer from CB #8 to CB A to be completed for final review and determination as to whether or not repairs are necessary by the developer prior to final acceptance of the public storm sewer system. Upon a roll call vote, motion carried 6 to 0.

Zoning Amendment #21/22-B (22-02): Motion by Pearson, seconded by Knapp, to accept Zoning Amendment #21/22-B (22-02) to add 'technology' and 'laboratory'-related office uses to the OS-1 Office District under Special Land Uses and set a public hearing for April 26, 2022. Upon a roll call vote, motion carried 6 to 0.

Preliminary Condominium Plan for Pennridge Trail Planned Development Phase 3 (Units 46-64), 1800 West Osterhout Avenue: Motion by Pearson, seconded by Knapp, to approve the tentative Preliminary Condominium Plan for Pennridge Trail Planned Development Phase 3 (Units 46-64), 1800 West Osterhout Avenue. Upon a roll call vote, motion carried 6 to 0.

Special Meeting to Review City Manager Candidate Applications: Motion by Pearson, seconded by Knapp, to set a Special Meeting on Tuesday, April 12, 2022, beginning at 5:00 p.m., to review candidate applications for the position of City Manager and identify candidates to interview for the position. Upon a roll call vote, motion carried 6 to 0.

Minutes of Boards & Commissions: Motion by Pearson, seconded by Knapp, to receive the minutes of the Environmental Board of February 9, 2022; Zoning Board of Appeals of February 14, 2022; Planning Commission of February 17, 2022, and Planning Commission of March 3, 2022. Upon a roll call vote, motion carried 6 to 0.

Calendar of Meetings: Motion by Pearson, seconded by Knapp, to receive the Calendar of Meetings as presented. Upon a roll call vote, motion carried 6 to 0.

PETITIONS AND STATEMENTS OF CITIZENS:

Justin Hassler (4317 Foxfire Trail) asked the City Council to consider the same traffic calming measures as deployed by the City of Kalamazoo. Acting City Manager Herringa responded that the City of Portage was aware of the Kalamazoo program and had reached out to learn the status of and feedback on the program before implementing it in Portage.

UNFINISHED BUSINESS:

Ordinance Amendment - Chapter 18 "City Cemeteries": At the invitation of Mayor Randall, Acting City Manager Herringa summarized the parameters of the columbaria plans with the amendment to the City Cemeteries ordinance. City Clerk Eklov explained the rationale behind the proposal. Motion by Burns, seconded by Knapp, to adopt the amendment to Chapter 18 "City Cemeteries" of the Code of Ordinances to permit columbaria. Upon a roll call vote, motion carried 6 to 0.

COUNCIL COMMITTEE REPORTS: Councilmember Burns provided an update regarding the Central County Transportation Authority Board (CCTA). He, along with Mayor Pro Tem Pearson, relayed that the CCTA had recently received financial statements showing good standing for the organization and the Board also decided to increase pay to the bus union as recognition of the staff maintaining service through the pandemic. Motion by Pearson, seconded by Urban, to receive the Council Committee Reports as presented. Upon a voice vote, motion carried 6 to 0.

STATEMENTS OF CITIZENS: None.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Burns had no comments.

Councilmember Urban spoke about the ongoing confirmation hearings for the nominee to the Supreme Court, Judge Ketanji Brown Jackson.

Councilmember Ledbetter shared Councilmember Urban's sentiments regarding the Supreme Court nominee hearings. Councilmember Ledbetter then congratulated Police Officer David Barker for his recent receipt of an award from the Michigan Attorney General for actions related to stopping a citizen suicide attempt. He closed with a statement of thanks to emergency responders for their work.

Councilmember Knapp also congratulated and thanked Officer Barker.

Acting City Manager Herringa echoed Councilmember Ledbetter's and Councilmember Knapp's comments regarding Officer Barker and Attorney General Nessel.

Mayor Pro Tem Pearson had no comments.

Mayor Randall also congratulated Officer Barker on his accomplishment. She then relayed her recent tour of Kalamazoo Valley Community College's (KVCC) campus and spoke of potential collaborations with programs there. Mayor Randall also noted her recent attendance at a Western Michigan University event for political affairs that included students and local leaders. She closed with a reminder that there would be a three-week break until the next City Council meeting and wished everyone a good spring break.

ADJOURNMENT: Mayor Randall adjourned the meeting at 07:27 PM.

Erica L. Eklov, City Clerk

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

ACTION RECOMMENDED: Approval of the Accounts Payable Register of April 12, 2022 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 March 13, 2022 through April 2, 2022 and notes \$721,956.17 in automated clearing house payments, \$767,642.88 in paper checks, \$16,913.37 in auto-pay payments and \$1,899,130.84 in electronic payments for a grand total of \$3,405,643.26.

FUNDING: Not Applicable

Attachments: 1. Accounts Payable Register of April 12, 2022

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/13/22 to 4/02/2022

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Check Type: ACH Transactions

Check Date	Check	Vendor Name	Description	Amount
03/18/2022	16796(A)	A NEW LEAF	CITY HALL PLANT CARE	98.50
03/18/2022	16797(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES - MULTIPLE LOCATIONS	26,605.65
03/18/2022	16798(A)	ADP, INC.	PAYROLL & ETIME SERVICES	5,539.29
03/18/2022	16799(A)	AIRGAS USA LLC	WELDING SUPPLIES	70.19
03/18/2022	16800(A)	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARD CONTRACT	3,477.60
03/18/2022	16801(A)	ALL-TRONICS, INC.	SECURITY MONITORING	237.00
03/18/2022	16802(A)	AMAZON.COM SALES, INC.	FIRE DEPT SUPPLIES/UNIFORMS; HM PLATE EXT-PARKS	672.00
03/18/2022	16803(A)	AMERICAN SAFETY & FIRST AID	SAFETY AND FIRST AID SUPPLIES DPW	293.42
03/18/2022	16804(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL SERVICES	1,075.00
03/18/2022	16805(A)	AUNALYTICS INC	DISASTER RECOVERY SERVICES	2,114.70
03/18/2022	16806(A)	BATTERIES PLUS	REPLACEMENT BATTERY	16.43
03/18/2022	16807(A)	BEST WAY DISPOSAL, INC.	CURBSIDE RECYCLING PROGRAM	59,072.65
03/18/2022	16808(A)	BLUE CARE NETWORK-GREAT LAKES	HEALTH INSURANCE	164,339.14
03/18/2022	16809(A)	BRENNER OIL CO.	BULK GASOLINE DELIVERY	15,920.71
03/18/2022	16810(A)	BRYANT, JERMAINE	COMMAND LEVEL 1 TRAINING - WEEK 3 PER DIEM	160.00
03/18/2022	16811(A)	BYHOLT INC.	2NS SAND DELIVERY	400.00
03/18/2022	16812(A)	C T S TELECOM, INC.	MONTHLY FIBER SERVICES	3,605.59
03/18/2022	16813(A)	CHARTER COMMUNICATIONS	CABLE TV	699.18
03/18/2022	16814(A)	CONSOLIDATED ELECTRICAL DIST INC	CELERY FLATS LED LIGHTS, RAMONA PK LIGHT FIXTURES	4,243.27
03/18/2022	16815(A)	CONSUMERS CONCRETE CORP.	RAMONA PARK REMODEL	1,000.10
03/18/2022	16816(A)	CONTINENTAL LINEN SERVICES	RUG SERVICE	94.11
03/18/2022	16817(A)	DATA CONSTRUCTS LLC	WEBSITE HOSTING SERVICES	97.95
03/18/2022	16818(A)	DEPATIE FLUID POWER CO., INC.	HYDRAULIC REPAIRS	184.46
03/18/2022	16819(A)	E J USA, INC.	MILL AND FILL PROGRAM	8,032.50
03/18/2022	16820(A)	ENGINEERED PROTECTION SYSTEMS, INC.	EPS SECURITY QTLY MAINTENANCE CHARGE	16,073.00
03/18/2022	16821(A)	ETNA SUPPLY, INC.	REPAIR/MAINT SUPPLIES	592.00
03/18/2022	16822(A)	FOREMOST SALES COMPANY LLC	PARK FACILITY CLEANING SERVICES	2,095.00
03/18/2022	16823(A)	GIBSON, ROBERT	HFRG DEFENSE TACTICS INSTRUCT - TR EXP REIMB	51.30
03/18/2022	16824(A)	GLEESING, KEVIN	MACP POL EXECUTIVES/NEW CHIEF'S SCH-TR EXP REIMB	454.75
03/18/2022	16825(A)	GORDON WATER SYSTEMS	WATER SERVICES	526.56
03/18/2022	16826(A)	GRAINGER INC	ROOFING/OPERATING SUPPLIES	1,044.68
03/18/2022	16827(A)	GREAT LAKES CHLORIDE, INC.	LIQUID DEICER BOOST DELIVERY	13,423.22
03/18/2022	16828(A)	GRIFFIN PEST SOLUTIONS	PEST CONTROL SERVICES	725.00

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Check Date	Check	Vendor Name	Description	Amount
03/18/2022	16829(A)	INDUSCO SUPPLY CO., INC.	MISC PAPER & CLEANING SUPPLIES	1,920.22
03/18/2022	16830(A)	INSIGHT PUBLIC SECTOR, INC.	MAAS 360 RENEWAL	6,673.90
03/18/2022	16831(A)	JONS TO GO PORTABLE RESTROOM	PORTABLE RESTROOMS	206.96
03/18/2022	16832(A)	KUSHNER & COMPANY, INC.	COBRA & FSA ADMINISTRATION	416.84
03/18/2022	16833(A)	LAWSON PRODUCTS, INC	FLEET MAINTENANCE SUPPLIES	439.58
03/18/2022	16834(A)	LRE	ENGINEERING SERVICES-HAMPTON CREEK BOG	13,466.11
03/18/2022	16835(A)	MATTSON, NICHOLAS	RECRUIT/RETAIN NEXT GEN LAW ENF TR - PER DIEM	132.00
03/18/2022	16836(A)	MAYHEW, BRYAN	POLICE EXECUTIVES & NEW CHIEFS SCH - TR EXP REIMB	454.75
03/18/2022	16837(A)	MCNALLY ELEVATOR CO.	ELEVATOR MAINTENANCE	150.05
03/18/2022	16838(A)	NYE UNIFORMS	FIRE UNIFORMS	15.37
03/18/2022	16839(A)	ONE WAY PRODUCTS	VEHICLE WASH CLEANING SUPPLIES	657.08
03/18/2022	16840(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEE SERVICES	12,990.60
03/18/2022	16841(A)	PARIS CLEANERS	LAUNDRY CONTRACT	802.60
03/18/2022	16842(A)	PECKELS, CHRISTINE	FITNESS INSTRUCTION	320.00
03/18/2022	16843(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE	2,785.72
03/18/2022	16844(A)	PHILLIPS, KIMBERLY	REIMBURSE FOR SR CENTER PROGRAM SUPPLIES	168.74
03/18/2022	16845(A)	PIERMAN, BRANNON	BACKGROUND INVESTIG-POL APPLICANT TR-PER DIEM	160.00
03/18/2022	16846(A)	PORTAGE COMMUNITY CENTER	PCC COVID CV-1 (EMERGENCY ASSISTANCE)	3,628.44
03/18/2022	16847(A)	PRECISION PRINTER SERVICES INC	PRINTER SERVICES	902.47
03/18/2022	16848(A)	PRINTING SERVICES INC	PRINTING SERVICES	720.00
03/18/2022	16849(A)	R W LAPINE INC.	ON-CALL SERVICES HVAC	3,785.20
03/18/2022	16850(A)	RIDGE AUTO NAPA	EQUIPMENT REPAIR/MAINT SUPP	807.79
03/18/2022	16851(A)	S B F ENTERPRISES, INC.	PRINT/PROCESS ASSESSMENT NOTICE, QTLY WATER	3,234.81
03/18/2022	16852(A)	SEVERANCE ELECTRIC COMPANY, INC	TRAFFIC SIGNAL MAINTENANCE	4,670.00
03/18/2022	16853(A)	SMITH DAWSON & ANDREWS, INC.	PROF SERVICES RENDERED-FEB	5,000.00
03/18/2022	16854(A)	STAPERT, BRETT	BACKGROUND INVESTIG-POL APPLICANT TR-PER DIEM	160.00
03/18/2022	16855(A)	STOUT, MELISSA JOY	FITNESS INSTRUCTION BARRE	140.00
03/18/2022	16856(A)	SUBSURFACE REFLECTIONS LLC	DPW LOT ELECTRICAL STAKING	475.00
03/18/2022	16857(A)	SUEZ WATER ENVIRONMENTAL SERVICES	REIMBURSEMENT FOR HYDRANT REPAIR	8,896.58
03/18/2022	16858(A)	TRUCK & TRAILER SPECIALTIES	REPAIR/MAINTENANCE SUPPLIES	75.98
03/18/2022	16859(A)	UNIFIRST CORPORATION	HALLWAY CARPET RENTAL	127.74
03/18/2022	16860(A)	WEST MICHIGAN INT'L LLC	EQUIPMENT REPAIRS	912.49
03/18/2022	16861(A)	WIGHTMAN	ROMENCE RD ENG & ELIASON N ENTRANCE A&E SVC	8,489.88
03/18/2022	16862(A)	WOLVERINE LAWN SERVICE, INC.	SNOWPLOWING/CROSSWALK	19,807.50

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03/18/2022	16863(A)	XEROX CORPORATION	XEROX COPER FEE	202.97
03/25/2022	16864(A)	CHARTER COMMUNICATIONS	INTERNET/VOICE	134.12
03/25/2022	16865(A)	MURRAY, MICHAEL R	PORTAGE CULINARY ACADEMY MARCH	225.00
04/01/2022	16866(A)	A I S CONSTRUCTION EQUIP. CO.	EQUIPMENT REPAIR/MAINT	944.18
04/01/2022	16867(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES	3,346.00
04/01/2022	16868(A)	AKERS WOOD PRODUCTS	STUMP REMOVAL AT RAMONA PK	540.00
04/01/2022	16869(A)	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARD CONTRACT	3,864.24
04/01/2022	16870(A)	AMAZON.COM SALES, INC.	FIRE & EMERG SVC INST BOOK-FD; RESTRM SIGNS-HR	118.65
04/01/2022	16871(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL SERVICES	825.00
04/01/2022	16872(A)	B S & A SOFTWARE	BS&A ONLINE-BUILDING/PERMITTING & TRAINING	250.00
04/01/2022	16873(A)	BARKER, DAVID	SIMUNITION SCENARIO INSTR CERT-PER DIEM	224.00
04/01/2022	16874(A)	BLOCK, MARY BETH	REIMB AIRFARE FOR CERTIFICATION TRAINING	722.20
04/01/2022	16875(A)	C D W GOVERNMENT, INC.	LIND PANASONIC ARB DETECTOR CABLES	252.00
04/01/2022	16876(A)	C T S TELECOM, INC.	DEDICATED FIBER OPTIC CIRCUIT	1,243.90
04/01/2022	16877(A)	CARDINAL BUS, INC.	TRAVEL PAYMENT - FOUR WINDS CASINO	967.50
04/01/2022	16878(A)	CARLETON EQUIPMENT CO.	REPAIR AND MAINT SUPPLIES	220.00
04/01/2022	16879(A)	CERTASITE LLC	CITY HALL ANNUAL FIRE EXTINGUISHER INSPECT	269.80
04/01/2022	16880(A)	COLLIER, MICHAEL	POWERDMS ENTRUST 2022 EVENT-PER DIEM	213.50
04/01/2022	16881(A)	CONSOLIDATED ELECTRICAL DIST INC	LIGHT FIXTURES & CONTROLS-RAMONA PK	4,921.08
04/01/2022	16882(A)	CONSUMERS CONCRETE CORP.	SCHRIER BLOCK WALL REPAIR SUPPLIES	436.25
04/01/2022	16883(A)	CONTINENTAL LINEN SERVICES	RUG SERVICE	103.28
04/01/2022	16884(A)	DATA CONSTRUCTS LLC	WEBSITE HOSTING SERVICES	97.95
04/01/2022	16885(A)	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE	19,131.42
04/01/2022	16886(A)	DEPATIE FLUID POWER CO., INC.	HYDRAULIC REPAIRS	134.64
04/01/2022	16887(A)	EARLE, SHELIA L	FITNESS INSTRUCTION	350.00
04/01/2022	16888(A)	EKLOV, ERICA	REIMB FOR THERMAL PAPER FOR ELECTION TAB	68.43
04/01/2022	16889(A)	ELECTION SYSTEMS & SOFTWARE, INC.	THERMAL EXPRESSVOTE CARD & FREIGHT	43.29
04/01/2022	16890(A)	ENGINEERED PROTECTION SYSTEMS, INC.	PORTAGE CITY HALL CAMERA INSTALL	3,853.81
04/01/2022	16891(A)	ETNA SUPPLY, INC.	RAMONA PARK PROJECT	1,967.96
04/01/2022	16892(A)	FIDELITY SECURITY LIFE INSURANCE CO	VISION INSURANCE	1,231.92
04/01/2022	16893(A)	GLOBAL EQUIPMENT CO., INC.	BUILDING REPAIR/MAINT	4,020.84
04/01/2022	16894(A)	GORDON WATER SYSTEMS	WATER SERVICES	20.29
04/01/2022	16895(A)	GRAINGER INC	HI-VIZ RAIN PANTS	555.96
04/01/2022	16896(A)	GREATER KALAMAZOO UNITED WAY	UNITED WAY PAYROLL DONATIONS MARCH 2022	182.00

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04/01/2022	16897(A)	GRIFFIN PEST SOLUTIONS	PEST CONTROL SERVICES	418.00
04/01/2022	16898(A)	JACK DOHENY SUPPLIES INC.	VACTOR SUPPLIES	809.06
04/01/2022	16899(A)	KAHN, WILMA	CLASS INSTRUCTION REMINISCENCE WRITING	377.00
04/01/2022	16900(A)	LAWSON PRODUCTS, INC	MAINTENANCE SUPPLIES	1,775.01
04/01/2022	16901(A)	LRE	ENGINEERING SERVICES-HAMPTON CREEK BOG	2,590.00
04/01/2022	16902(A)	MEJEUR ELECTRIC LLC	LIGHTING REPAIRS AT SCHRIER PARK	464.00
04/01/2022	16903(A)	MIDWEST ENERGY & COMMUNICATIONS	STREETLIGHT ENERGY COSTS	309.78
04/01/2022	16904(A)	ONE WAY PRODUCTS	RESTROOM SUPPLIES	406.38
04/01/2022	16905(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEE SERVICES	11,931.66
04/01/2022	16906(A)	PECKELS, CHRISTINE	FITNESS INSTRUCTION	320.00
04/01/2022	16907(A)	PHILLIPS, KIMBERLY	REIMB FOR ZOOM AND MAILCHIMP MONTHLY FEE	110.13
04/01/2022	16908(A)	PORTAGE FIREFIGHTERS	IAFF UNION DUES FOR MARCH 2022	1,800.00
04/01/2022	16909(A)	PORTAGE ON-CALL FIREFIGHTERS	ON CALL FIREFIGHTERS UNION DUES MARCH 2022	20.00
04/01/2022	16910(A)	PORTAGE POLICE OFFICERS ASSOC	PPOA PORTION OF UNION DUES FOR MARCH 2022	630.00
04/01/2022	16911(A)	PRECISION PRINTER SERVICES INC	PRINTER SERVICES	37.99
04/01/2022	16912(A)	PRINTING SERVICES INC	PRINTING SERVICES	75.00
04/01/2022	16913(A)	R W LAPINE INC.	ON-CALL SERVICES HVAC	2,734.50
04/01/2022	16914(A)	RIDGE AUTO NAPA	EQUIPMENT REPAIR/MAINT SUPPLIES	372.57
04/01/2022	16915(A)	ROAD EQUIPMENT PARTS CENTER	MAINTENANCE SUPPLIES	83.24
04/01/2022	16916(A)	SUEZ WATER ENVIRONMENTAL SERVICES	UTILITY OPERATION SYSTEM	200,143.44
04/01/2022	16917(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	UAW UNION DUES FOR MARCH 2022	707.32
04/01/2022	16918(A)	UNITED PETROLEUM	DIESEL PUMP REPAIR	1,087.16
04/01/2022	16919(A)	VANPORTFLIET, DEREK	SIMUNITION SCENARIO INSTR CERT-PER DIEM	224.00
04/01/2022	16920(A)	WARNER OIL COMPANY INC	DEF DRUM- SPRING CLEAN UP	336.50
04/01/2022	16921(A)	WEST MICHIGAN INT'L LLC	EQUIPMENT REPAIR SERVICES	719.40
04/01/2022	16922(A)	WEST MICHIGAN STAMP & SEAL,INC	NAMEPLATE	18.00
04/01/2022	16923(A)	WOLFE, MATTHEW	POWERDMS ENTRUST 2022 EVENT-PER DIEM	144.50
04/01/2022	16924(A)	ROSE, MESHIA	ASSESSING CONTRACT	5,000.00
Total ACH				721,956.17

Check Type: Paper

03/18/2022	319904	AGIO IMAGING	ARTWORK FOR TREASURY OFFICE WALL	695.00
03/18/2022	319905	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	1,004.30
03/18/2022	319906	AMERICAN MADE ELECTION EQUIPMENT	ELECTION SUPPLIES - VOTING BOOTHS	1,058.00

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03/18/2022	319907	ASCENSION MICH OCCUPATIONAL HEALTH	POST OFFER EXAMS	68.00
03/18/2022	319908	AT&T	ELECTRONIC COMMUNICATIONS	1,389.37
03/18/2022	319909	AVB CONSTRUCTION LLC	COMMUNITY SR CENTER CONSTRUCTION MGMT	448,273.90
03/18/2022	319910	BAY AREA TOUCHLESS CARWASH LLC	CAR WASHES	480.00
03/18/2022	319911	BIDDLE CONSULTING GROUP, INC.	TEST GENIUS ANNUAL SOFTWARE LICENSE RENEWAL	1,895.00
03/18/2022	319912	BLOOM SLUGGETT, PC	LITIGATION-S WESTNEDGE AVE STORM SEWER PROJ	275.00
03/18/2022	319913	BLUE CROSS/BLUE SHIELD OF MICH	HEALTH INSURANCE	14,806.51
03/18/2022	319914	C&C PROFESSIONAL CLEANING SERVICE	JANITORIAL SERVICES	2,602.14
03/18/2022	319915	CAMPBELL AUTO SUPPLY	MISC AUTO SUPPLIES	30.77
03/18/2022	319916	CARDNO, INC.	INVASIVE SPECIES REMOVAL SERVICES	7,550.93
03/18/2022	319917	CHASE, AARON	ICS 300 REGISTRATION REIMB	250.00
03/18/2022	319918	CHICAGO TITLE OF MICHIGAN, INC.	CDBG TITLE SEARCH	150.00
03/18/2022	319919	CINTAS CORP.	UNIFORM RENTAL SERVICES	1,210.68
03/18/2022	319920	COSTAR REALTY INFORMATION, INC.	COMM REAL ESTATE DATABASE	763.84
03/18/2022	319921	CREATIVE SERVICES OF NEW ENGLAND	JUNIOR RANGER STICKERS	276.95
03/18/2022	319922	CT ELECTRICAL SERVICES, INC.	BLOCK STATION MAINT - REPLACE LIGHTING	1,499.00
03/18/2022	319923	DELTA COLLEGE	HFRG DEFENSIVE TACTICS INSTRUCTOR REGISTRATION	1,100.00
03/18/2022	319924	DEVON TITLE AGENCY	OVERPAYMENT FINAL WATER BILL	50.00
03/18/2022	319925	DRIESEN & ASSOCIATES INC	MATERIALS TESTING SVC FOR COMM SR CENTER	466.15
03/18/2022	319926	DTN, LLC	WEATHER SERVICES	1,026.00
03/18/2022	319927	FIBERS OF KALAMAZOO INC	WINTER MAINTENANCE SUPPLIES-ICE MELT	428.75
03/18/2022	319928	GENZINK APPRAISAL COMPANY	APPRAISAL SERVICES	3,900.00
03/18/2022	319929	GLEASON, CHERYL	FEBRUARY CULINARY ACADEMY REFUND	20.00
03/18/2022	319930	GORDON FOOD SERVICE	SUPPLIES FOR PORTAGE CULINARY ACADEMY	70.22
03/18/2022	319931	GRABER, NELSON	DAMAGED MAILBOX REIMBURSEMENT	44.00
03/18/2022	319932	GREAT LAKES CHEMICAL SERVICES INC	PERMASAFE DISINFECTANT	2,500.00
03/18/2022	319933	HOLOCENE ENVIRONMENTAL LLC	UST A & B OPERATOR SVC/QTLY INSPECTION	175.00
03/18/2022	319934	HOME DEPOT	REPAIR & MAINT SUPPLIES	1,322.28
03/18/2022	319935	KAL-CREEK COMMERCIAL APPRAISERS, LC	APPRAISAL SERVICES	1,500.00
03/18/2022	319936	KALAMAZOO CONSERVATION SERVICE	2022 YAC GREEN-A-THON SEEDLINGS	570.00
03/18/2022	319937	KALAMAZOO COUNTY HEALTH & COMMUNITY	FOOD SERVICE LICENSES	855.00
03/18/2022	319938	KALAMAZOO COUNTY TREASURER	COLONIAL ACRES FEBRUARY MOBILE HOME TAXES	455.00
03/18/2022	319939	KALAMAZOO FLAG COMPANY, LLC	US & MI FLAGS FOR CITY HALL	356.00
03/18/2022	319940	KALAMAZOO GAZETTE	GAZETTE SUBSCRIPTION RENEWAL	123.88

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03/18/2022	319941	KALAMAZOO OIL COMPANY	FUEL PURCHASES	190.63
03/18/2022	319942	KURSNER, CINDI	RAMONA PAVILION #1 DEPOSIT REFUND	100.00
03/18/2022	319943	KZOO TIRE COMPANY	POLICE VEHICLE REPAIR/MAINTENANCE	209.95
03/18/2022	319944	L FARNUM INCORPORATED	LOBBYING EXPENDITURE	200.00
03/18/2022	319945	LAW ENFORCEMENT SEMINARS, LLC	REG-BACKGROUND INVESTIG FOR POL APPLICANTS	770.00
03/18/2022	319946	MALL CITY MECHANICAL	FIRE FACILITY MAINT	656.66
03/18/2022	319947	MAPLE LAKE BUILDERS	SCHRIER PARK ROOFING	30,000.00
03/18/2022	319948	MCDONALD'S TOWING & RESCUE, INC.	POLICE TOWING SERVICES	166.50
03/18/2022	319949	MEISTE, BARBARA	DAMAGED MAILBOX REIMBURSEMENT	44.00
03/18/2022	319950	METRO CONSULTING ASSOCIATES, LLC	EASEMENT ACQUISITION SVCS-S WESTNEDGE	840.00
03/18/2022	319951	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR & MAINT	1,624.45
03/18/2022	319952	MICHIGAN SECRETARY OF STATE	17 REGISTRATION RENEWALS	221.00
03/18/2022	319953	MITCHELL REPAIR INFORMATION CO	PRODEMAND ANNUAL SUB RENEWAL	1,762.56
03/18/2022	319954	MLIVE MEDIA GROUP	LEGAL NOTICES	1,300.44
03/18/2022	319955	MOSES FIRE EQUIPMENT, INC.	FIRE FACILITY MAINT	361.53
03/18/2022	319956	OFFICE DEPOT, INC.	OFFICE SUPPLIES	1,333.02
03/18/2022	319957	VOID		0.00
03/18/2022	319958	ORTIZ, IVAN	DAMAGED MAILBOX REIMBURSEMENT	44.00
03/18/2022	319959	PHELPS, MIKE	SMEMSIC CONFERENCE - TRAINING EXP REIMB	384.40
03/18/2022	319960	PINNACLE ENGINEERING, INC.	FUEL ISLAND ASSESSMENT - RETAINER FEE	500.00
03/18/2022	319961	PLAYFORD, LOU	CRASH COURSE VILLAGE - TRAINING EXP REIMB	798.16
03/18/2022	319962	PLERUS	AV APPLICATIONS AND POSTAGE	1,761.70
03/18/2022	319963	QUADMED, INC.	FIRE TRAINING SUPPLIES	44.49
03/18/2022	319964	RATHCO SAFETY SUPPLY, INC.	TRAFFIC CONTROL SERVICES	241.25
03/18/2022	319965	RENEWED EARTH, INC.	LEAF & BRUSH DISPOSAL	9,083.33
03/18/2022	319966	S A MORMAN & CO.	DOOR HANDLE PARTS	40.00
03/18/2022	319967	SCHABERG, THOMAS	DAMAGED MAILBOX REIMBURSEMENT	44.00
03/18/2022	319968	SEELYE FORD, INC.	VEHICLE REPAIR/MAINTENANCE	970.42
03/18/2022	319969	SHAMBAUGH & SON, LP	ANNUAL SPRINKLER INSPECTION	430.00
03/18/2022	319970	SHI INTERNATIONAL CORP.	CISCO PHONE SYS SOFTWARE ANNUAL RENEWAL	4,727.70
03/18/2022	319971	STAFFORD-SMITH, INC.	RAMONA PARK PROJECT-JOHN BOOS SINK	1,921.67
03/18/2022	319972	STATE INDUSTRIAL PRODUCTS CORP	EVERSOLV 143 PARTS WASHING FLUID	1,080.83
03/18/2022	319973	STATE OF MICHIGAN	18 SOR FEES FOR STATE OF MI	540.00
03/18/2022	319974	STATE SYSTEMS RADIO, INC	ANNUAL TOWER LEASE CONTRACT	2,112.67

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03/18/2022	319975	STEENSMA LAWN & POWER EQUIPMENT	EXMARK ANNUAL MOWER MAINTENANCE	2,712.94
03/18/2022	319976	STOUT, CHARLENE	DAMAGED MAILBOX REIMBURSEMENT	44.00
03/18/2022	319977	THAD REEDER AUTOMOTIVE LLC	VEHICLE REPAIRS/ALIGNMENTS	278.90
03/18/2022	319978	TRIEMSTRA, JAMES	DAMAGED MAILBOX REIMBURSEMENT	44.00
03/18/2022	319979	ULINE, INC.	SHOP RAGS	115.07
03/18/2022	319980	UNION STREET HYDRAULICS	SPINNER MOTOR REBUILD	425.00
03/18/2022	319981	UNITED PARCEL SERVICE	UPS WEEKLY	12.00
03/18/2022	319982	USPS	REFILL POSTAGE METER	10,000.00
03/18/2022	319983	VALLEY CITY SIGN	SENIOR CENTER MONUMENT SIGN	2,614.00
03/18/2022	319984	VANDERWIJERE, JEFF	LEADERSHIP SYMPOSIUM - REG & AIRFARE REIMB	524.96
03/18/2022	319985	VERSALIFT MIDWEST, LLC	ANNUAL BUCKET AND CRANE INSPECTION	1,015.00
03/18/2022	319986	VICKSBURG HARDWARE	CHAINSAW SUPPLIES	336.93
03/18/2022	319987	VK ENDEAVOURS LLC	CITY HALL PARKING LOT LANDSCAPE & DESIGN	1,555.00
03/18/2022	319988	WADE TRIM ASSOCIATES, INC.	ANNUAL ACTION PLAN & TECHNICAL ASSISTANCE	350.00
03/18/2022	319989	WESTERN MICHIGAN UNIVERSITY	LEAN SIX SIGMA GREEN BELT TRAINING	18,000.00
03/18/2022	319990	WILD, JED	SMEMSIC CONFERENCE - TRAINING EXP REIMB	369.99
03/18/2022	319991	WILLIAMS DIST/KENNETH L POLL	BD PAYMENT REFUND	85.00
03/18/2022	319992	WMU HOMER STRYKER MD SCHOOL OF MED	CPR CERTIFICATION CARDS	40.00
03/18/2022	319993	XAVUS SOLUTIONS	MEMBERSHIP KEY TAGS - SR CENTER	570.00
03/25/2022	319994	BLUE CROSS/BLUE SHIELD OF MICH	HEALTH INSURANCE	577.20
03/25/2022	319995	MICHIGAN ASSOCIATION OF FIRE CHIEFS	MAFC/WFAFC MEMBERSHIP	125.00
04/01/2022	319996	7900 MOORSBRIDGE LLC	TEMPORARY PUMPING EASEMENT	2,730.00
04/01/2022	319997	A S C A P	ANNUAL MUSIC LICENSE	395.75
04/01/2022	319998	ADVANCE II LLC	MAY SPECIAL ELECTION - TEMPORARY STAFF	1,352.19
04/01/2022	319999	AFP FIFTY TWO CORP.	PERMANENT EASEMENT - 6300 S WESTNEDGE	7,462.00
04/01/2022	320000	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	282.00
04/01/2022	320001	ALLEGRA PRINT & IMAGING	PRINTING SERVICES-ENVELOPES	282.00
04/01/2022	320002	AMERICAN HOIST AIR & LUBE EQUIP INC	METERED NOZZLES	1,792.00
04/01/2022	320003	ASCENSION MICH OCCUPATIONAL HEALTH	POST OFFER EXAMS	267.00
04/01/2022	320004	AT&T	ELECTRONIC COMMUNICATIONS	293.70
04/01/2022	320005	AUTOBODY USA - SOUTHSIDE	VEH BODY DAMAGE REPAIRS	3,864.49
04/01/2022	320006	BAIRD, ANN	TRIP REFUND 220414 GO POLISH TODAY	123.00
04/01/2022	320007	BARCLAY, RAMOND	DAMAGED MAILBOX REIMBURSEMENT	44.00
04/01/2022	320008	BAREITHER, CHAD	STRATEGY DEPLOYMENT CONSULTING	1,250.00

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04/01/2022	320009	BLAIN SUPPLY, INC.	EQUIPMENT REPAIRS/OPERATING SUP	16.99
04/01/2022	320010	BRANT, HAROLD	TRIP REFUND 220414 GO POLISH TODAY	123.00
04/01/2022	320011	BRODIE, ANGIE	HAYLOFT THEATRE FEES REFUND	190.00
04/01/2022	320012	CAMPBELL AUTO SUPPLY	MISC AUTO SUPPLIES	25.20
04/01/2022	320013	CAPITOL STRATEGIES, LLC	CONSULTING SERVICES	6,000.00
04/01/2022	320014	CHRISTLER, SARAH	STUART MANOR DEPOSIT REFUND	150.00
04/01/2022	320015	CINTAS CORP.	UNIFORM RENTAL SERVICES	187.82
04/01/2022	320016	CITY OF GRAND RAPIDS	PHYSICAL AGILITY TESTS - FIREFIGHTERS	200.00
04/01/2022	320017	CITY OF KALAMAZOO TREASURER	WATER SERVICES	23.93
04/01/2022	320018	CITY OF PORTAGE	SENIOR CENTER IRRIGATION METER	4,176.18
04/01/2022	320019	COCHRAN GLASS AND DOOR, LLC	RAMONA PARK BLDG IMPROVEMENTS	7,966.74
04/01/2022	320020	COLE, JOSHUA	ROTO-ROOTER INV - REIMB FOR SEWER BACKUP	300.00
04/01/2022	320021	CONSUMERS ENERGY	NW BIKEWAY ANNUAL LEASE	1,000.00
04/01/2022	320022	COOK, GREG	SCHRIER BUILDING RENTAL REFUND	350.00
04/01/2022	320023	D L GALLIVAN INC.	COPY MACHINE USAGE CHARGES	91.04
04/01/2022	320024	DAVIS, CYNTHIA DENISE	DENNIS DAVIS & MOTOR CITY SENSATIONS CONCERT	915.50
04/01/2022	320025	DIETZ, MARILYN	TRIP REFUND 220414 GO POLISH TODAY	123.00
04/01/2022	320026	EIDSON, CORNELIA	RELEASE OF STOLEN PROPERTY TO VICTIM	17,800.00
04/01/2022	320027	EMERGENCY VEHICLE PRODUCTS	VEHICLE REPAIR/MAINTENANCE	562.00
04/01/2022	320028	ENVIRONMENTAL RESOURCES GROUP, LLC	STORM WATER MONITORING PROGRAM	3,659.88
04/01/2022	320029	FAWLEY OVERHEAD DOOR, INC.	FIRE FACILITY MAINT - REPLACE SPRINGS	981.00
04/01/2022	320030	FLETCHER ENTERPRISES	PAINTING AT SCHRIER PARK	935.00
04/01/2022	320031	FORSYTH, LARRY	TREE BOXES BY LARRY - HOL DECORATIONS	2,124.00
04/01/2022	320032	GENZINK APPRAISAL COMPANY	APPRAISAL SERVICES - SAMS CLUB	4,500.00
04/01/2022	320033	GREAT LAKES PLUMBING	CDBG PLUMBING WORK/UPDATES	4,140.00
04/01/2022	320034	GREATER KALAMAZOO FOP LODGE 98	PPOA UNION DUES FOR MARCH 2022	3,075.52
04/01/2022	320035	HOME DEPOT	REPAIR/MAINT SUPPLIES	2,129.62
04/01/2022	320036	IAFC	FIRE MEMBERSHIP	240.00
04/01/2022	320037	IRONS, MARTHA	TRIP REFUND 220414 GO POLISH TODAY	123.00
04/01/2022	320038	KAL COUNTY FIRE CHIEFS ASSOC.	FIRE INSTRUCTOR COURSE REGISTRATION	20.00
04/01/2022	320039	KAL-CREEK COMMERCIAL APPRAISERS, LC	APPRAISAL SERVICES	975.00
04/01/2022	320040	KALAMAZOO COUNTY TREASURER	OAKBROOK ESTATES MOBILE HOME TAXES FEB	635.00
04/01/2022	320041	KONICA MINOLTA BUSINESS SOLUTIONS	COPIER CONTRACT	728.00
04/01/2022	320042	KZOO TIRE COMPANY	VEHICLE REPAIR/MAINTENANCE	498.90

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04/01/2022	320043	LANGEANCE, MARYLN	TRIP REFUND 220414 GO POLISH TODAY	123.00
04/01/2022	320044	MAGURA, LUCILLE	TRIP REFUND 220414 GO POLISH TODAY	123.00
04/01/2022	320045	MALSCH, MARY	TRIP REFUND 220414 GO POLISH TODAY	123.00
04/01/2022	320046	MANDERS, HARRISON	TUITION REIMBURSEMENT	317.25
04/01/2022	320047	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	45.00
04/01/2022	320048	MENARDS	RAMONA PARK BUILDING SUPPLIES	772.45
04/01/2022	320049	MI ASSOC. OF CHIEFS OF POLICE	MACP SUMMER CONFERENCE REGISTRATION	780.00
04/01/2022	320050	MICH MUNICIPAL POLICE & FIRE REPAIR	VEHICLE REPAIR & MAINTENANCE	1,253.92
04/01/2022	320051	MICHIGAN MUNICIPAL LEAGUE	MML AD - CITY MANAGER JOB POSTING	276.12
04/01/2022	320052	NEARMAP US INC	CITY OF PORTAGE OBLIQUE AERIAL PHOTOGRAPHY GIS	10,000.00
04/01/2022	320053	O'REILLY AUTO PARTS	FIRE APPARATUS MAINT	6.31
04/01/2022	320054	OFFICE DEPOT, INC.	OFFICE SUPPLIES	508.89
04/01/2022	320055	VOID		0.00
04/01/2022	320056	PAPWORTH, NANCY	TRIP REFUND 220414 GO POLISH TODAY	123.00
04/01/2022	320057	PETTY CASH-JANET GATES	REPLENISHMENT CHECK	157.35
04/01/2022	320058	PICKLEBALLCENTRAL INC.	ATHLETIC EQUIPMENT-SR CENTER	659.90
04/01/2022	320059	PILGRIM, DIANE	TRIP REFUND 220414 GO POLISH TODAY	123.00
04/01/2022	320060	RATHCO SAFETY SUPPLY, INC.	TRAFFIC CONTROL SERVICES	28.50
04/01/2022	320061	RESTORATIVE LAKE SCIENCES, LLC	2022 WEST LAKE WEED MANAGEMENT PROGRAM	1,625.00
04/01/2022	320062	ROSIN, CAROL & BENNO	TRIP REFUND 220414 GO POLISH TODAY	246.00
04/01/2022	320063	ROWLEY, SHARON	TRIP REFUND 220414 GO POLISH TODAY	123.00
04/01/2022	320064	S A MORMAN & CO.	CITY HALL MAIN DOOR PUSH BAR REPLACEMENT	233.60
04/01/2022	320065	SAFEBUILT MICHIGAN, LLC	FILL IN INSPECTIONS FOR BUILDING SERVICE	4,100.00
04/01/2022	320066	SAM BROWN SHIELDS INC	FIRE UNIFORMS	316.00
04/01/2022	320067	SCHUG, NELSON	TRIP REFUND 220414 GO POLISH TODAY	133.00
04/01/2022	320068	SEELYE FORD, INC.	VEHICLE REPAIR	640.00
04/01/2022	320069	SHEPECK, FALON	SCHRIER PARK DEPOSIT REFUND	150.00
04/01/2022	320070	SITEONE LANDSCAPE SUPPLY LLC	BALL DIAMOND CHALK	1,299.68
04/01/2022	320071	SONNENBERG, CHRISTINA	WESTFIELD SOFTBALL REFUND	150.00
04/01/2022	320072	SPARTAN DISTRIBUTORS INC.	TORO ANNUAL INSPECTION AND REPAIRS	12,036.09
04/01/2022	320073	SPIRIT SHOPPE, INC.	FIRE UNIFORMS	234.80
04/01/2022	320074	STAR TITLE AGENCY	DECEMBER BOARD OF REVIEW CHANGE ON PARCEL	547.72
04/01/2022	320075	STATE OF MICHIGAN (MLCC)	LICENSE FEE - SR CENTER	760.00
04/01/2022	320076	STEENSMA LAWN & POWER EQUIPMENT	REPAIR/MAINTENANCE SUPPLIES	3,127.82

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04/01/2022	320077	STIENING, RACHEL	SIXTY SECOND FAMILY EVENT REFUND	5.00
04/01/2022	320078	STORK CONSTRUCTION	BD PAYMENT REFUND	1,231.18
04/01/2022	320079	TAYLOR, JODIE L	AUSTIN LAKE SPECIAL ASSESSMENT REIMBURSE	60.30
04/01/2022	320080	TAYLOR, ROBERTA	TRIP REFUND 220518 KENTUCKY DERBY	50.00
04/01/2022	320081	TEMPLE, LOIS	TRIP REFUND 220414 GO POLISH TODAY	123.00
04/01/2022	320082	THAD REEDER AUTOMOTIVE LLC	VEHICLE REPAIRS/ALIGNMENTS	129.99
04/01/2022	320083	THE POSTMAN AND CONCRETE DESIGNS	GATE POST- GARDEN LANE	507.00
04/01/2022	320084	THURSON, JOYCE	TRIP REFUND 220518 KENTUCKY DERBY	50.00
04/01/2022	320085	TIMBER RIDGE SKI AREA	SKI/SNOWBOARD LESSONS	4,050.00
04/01/2022	320086	TUCEK, PAUL & DIANE	TRIP REFUND 220414 GO POLISH TODAY	246.00
04/01/2022	320087	ULINE, INC.	PARKS BUILDING REPAIR/MAINT	1,684.38
04/01/2022	320088	UNITED PARCEL SERVICE	UPS WEEKLY	12.00
04/01/2022	320089	VALLEY CITY SIGN	SENIOR CENTER EXTERIOR SIGNAGE	20,174.00
04/01/2022	320090	VARIPHY INC.	VARIPHY RENEWAL	1,700.00
04/01/2022	320091	VERIZON WIRELESS	CELLULAR PHONES	5,204.16
04/01/2022	320092	WALKER, DOUG	TRIP REFUND 220402 AIN'T TOO PROUD	118.00
04/01/2022	320093	WELLS, LASONDA	RESPECTING DIFFERENCES 2022 SPEAKER FEE	1,950.00
04/01/2022	320094	WEST MICHIGAN OFFICE INTERIORS	TREASURY OFFICE CHAIR	435.00
04/01/2022	320095	WINTHER, ELIZABETH	TRIP REFUND 220414 GO POLISH TODAY	123.00
Total Paper Checks				767,642.88

Check Type: Auto-Pay Payments

03/14/2022	CONSUMERS AUTOPAY	GAS-ELECTRIC	1,218.20
03/15/2022	CONSUMERS AUTOPAY	GAS-ELECTRIC	5,777.82
03/16/2022	CONSUMERS AUTOPAY	GAS-ELECTRIC	669.86
03/17/2022	CONSUMERS AUTOPAY	GAS-ELECTRIC	5,356.96
03/18/2022	CONSUMERS AUTOPAY	GAS-ELECTRIC	378.82
03/21/2022	CONSUMERS AUTOPAY	GAS-ELECTRIC	3,257.77
03/30/2022	CONSUMERS AUTOPAY	GAS-ELECTRIC	199.47
04/01/2022	CONSUMERS AUTOPAY	GAS-ELECTRIC	54.47
Total Auto-Pay Payments			16,913.37

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/13/22 to 4/02/2022

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Check Date	Check	Vendor Name	Description	Amount
Check Type: Electronic Payments				
03/15/2022		MULTIPLE	IAFF, PPOA, & PPCOA PENSION PAYMENTS	73,151.33
03/15/2022		ATTORNEY	LEGAL & ARBITRATION	18,810.00
03/16/2022		HUNTINGTON NATIONAL BANK	DEBT SERVICE FEES	1,000.00
03/25/2022		ICMA	PENSION WITHHOLDINGS	43,085.09
03/31/2022		HUNTINGTON NATIONAL BANK	DEBT SERVICE PAYMENT	1,604,547.27
03/31/2022		ICMA	DEPT HEAD AND NON-UNION PENSION PMTS	156,518.07
04/01/2022		SBF	WATER/SEWER BILL POSTAGE	2,019.08
Total Electronic Payments				1,899,130.84
Grand Total				3,405,643.26

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: 2022 Utility Rate Financial Study

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Establish a public hearing on April 26, 2022, to consider resolutions to adopt the:

- a. recommendation that the sewer commodity rate be increased from \$5.06 to \$5.33 per 1,000 gallons of metered water;
- b. recommendation that the water commodity rate be increased from \$3.14 to \$3.30 per 1,000 gallons of metered water;
- c. recommendation that the sewer and water base quarterly charges be adjusted as noted in the 2022 Utility Rate Financial Study;
- d. recommendation that the new rates become effective on July 1, 2022;
- e. recommended water and sewer franchise area fees and other service fees and charges as outlined in the 2022 Utility Rate Financial Study

The City Council Water/Sewer (Utility) Rate Study Committee, comprised of Councilmembers Burns, Knapp and Ledbetter, and citizens Elma Pat Maye and Randy Orwig, has completed a review of the 2022 Utility Rate Financial Study as prepared by the City Administration. The 2022 Utility Rate Financial Study focused on ensuring the financial health and stability of the utility system. Following a thorough review and analysis of the 2022 Utility Rate Financial Study, the Utility Rate Study Committee voted 5 to 0 to recommend to City Council the water and sewer rates and charges as proposed.

For Fiscal Year 2022-2023, the sewer commodity rate is recommended to be increased from \$5.06 to \$5.33 per thousand gallons of metered water. The water commodity rate is recommended to be increased from \$3.14 to \$3.30 per thousand gallons of metered water. The basic quarterly charges for sewer and water are recommended to be increased, as noted in the 2022 Utility Rate Financial Study.

Items less significant in dollar amount, but still important to the continuing financial health of the utility systems, were also reviewed by the Utility Rate Study Committee. It is essential that the amount charged for these services recover the costs to provide such services. If charges are inadequate to allow for recovery of costs, rate payers subsidize the service provided. Charges and fees reviewed in the context of the 2022 Utility Rate Financial Study include water connection charges, meter charges, meter box

charges, hydrant meter charges and water processing fees. All current charges are recommended as noted in the study. If approved, the proposed rate changes would be adopted and become effective July 1, 2022.

It is recommended that City Council establish a public hearing on April 26, 2022, for consideration of the proposed rates and charges as set forth in the 2022 Utility Rate Financial Study.

FUNDING: N/A

Attachments: 1. 2022 Utility Rate Financial Study



2022 Utility Rate Financial Study

2022 UTILITY RATE FINANCIAL STUDY

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2022 UTILITY RATE FINANCIAL STUDY

SECTION I - UTILITY RATES

INTRODUCTION

The City Administration has reviewed the utility rate structure for the purpose of considering necessary adjustments to utility rates, while addressing long-term needs of the city utility system. During the development of the 2022 Utility Rate Financial Study, a review of the previous study and the present rate structure was conducted.

As part of the ongoing effort to control costs and maintain the lowest possible utility rates for water and sewer customers, the City Administration reviewed the overall utility operation in light of the privatization of the operation and maintenance functions of the utility initiated in March 1997. Privatization has been extremely effective in cutting overall utility costs while still providing a high level of service to customers. The city's contractor performs all routine operation and maintenance activities for the water utility, including operation of the pumping and overhead storage facilities; meter installation, repair and reading; water service repair and maintenance; water main repair; fire hydrant flushing and repair; MISS DIG staking and other miscellaneous activities. Routine operation and maintenance activities performed for the sewer utility include cleaning and inspection of sanitary sewers; cleaning of storm sewer piping and manholes; daily inspection, maintenance and repair of sanitary sewage pumping facilities; repair and cleaning of sanitary sewer manholes; street sweeping and other miscellaneous activities. On December 7, 2021 the City Council extended the contract with Suez Environmental Services, Incorporated to end June 2023.

The proposed Fiscal Year 2022-2023 utility rates are in large part based on the recommendations of the comprehensive rate analysis performed by Utility Financial Solutions, LLC (UFS) in 2011. On November 16, 2010, City Council awarded a contract to UFS to review past and current financial reports of the water and wastewater utilities, along with detailed accounting of the utilities finances. The purpose of the UFS analysis was to determine the actual cost to provide water and wastewater services to the utility customers. The cost of service analysis showed that the 2010 rate structure was insufficient to ensure the receipt of revenues necessary to recover the fixed costs of the utility. To address this concern, in Fiscal Year 2011–2012 utility rates began the trend of shifting revenue collection to basic quarterly charges based on meter size, while keeping the commodity rate increases in line with the normal inflationary costs to provide the water and wastewater service. This trend is continued in the 2022 Utility Rate Study.

Background

The Governmental Accounting Standards Board (GASB) requires that Sewer and Water Funds be enterprise funds and be operated in a manner similar to private business, with costs recovered primarily through user charges.

In 1986, the first Water and Sanitary Sewer Rate Committee reviewed the financial status of the Sanitary Sewer and Water Funds. The Water and Sanitary Sewer Rate Committee has met every year since to review the rates and make recommendations to the City Council. Prior to 1986, utility rates were reviewed and adjusted on an as needed basis, which lead to unpredictable rates and charges.

In 2008, the city received a letter from the State of Michigan requiring a financial plan to rectify a water fund deficit. The city has followed the plan submitted to the State of Michigan and the water fund deficit has been eliminated. Water and sanitary sewer rate increases required to eliminate the deficit, meet the conditions in the financial plan submitted to the State of Michigan and reach a positive working capital balance for the utility funds as a whole were substantial. Over the past several years the utility funds have been able to pay cash for capital improvement projects and pay off all callable debt and additional rate increases were not required. Rate adjustments since 2007 are as follows:

<u>Fiscal Year</u>	<u>Combined Water & Sewer % Rate Change (Typical Residential Customer)</u>
2007	14.89
2008	13.68
2009	12.22
2010	15.03
2011	10.85
2012	4.85
2013	2.73
2014	1.40
2015	0.94
2016	0.75
2017	0.62
2018	-3.91
2019	-3.56
2020	0.00
2021	5.47

Rate adjustments typically result from inflationary pressure, material changes in programs and operations, and other factors which cannot be controlled by the city, such as charges from the City of Kalamazoo for sewage treatment and Consumers Energy for gas and electricity.

CURRENT STATUS

A fundamental principle of utility fund financing is that user rates should be sufficient to fund the entire cost of utility system operations. This principle is accepted by all authoritative sources (Government Finance Officers Association, American Water Works Association, etc.) and is based on the enterprise fund status. Enterprise funds operate as a private business and all businesses must generate sufficient revenues to cover costs in order to be viable.

Utility System Rate Structure

For provision of sanitary sewer and water service, a two-part rate structure is in effect. For sanitary sewer and water customers, the rate consists of a fixed portion, referred to as the "basic quarterly charge" and a unit rate, referred to as the "commodity" rate.

For water and sewer activities of the utility, the basic quarterly charge is designed to cover the fixed costs of providing service. These costs, which are generally stable throughout the year despite the amount of water produced or sewage transported, include: Personnel salaries and fringes, the Suez operation and maintenance contract, office supplies, mailing expenses, telephone charges, environmental testing, water quality testing, printing and publishing and equipment repair and maintenance. The fixed costs are applied to the meter size using a formula which recognizes the capacity of the meter size and the impact on the water and sanitary sewer systems.

Commodity rates are designed to cover more variable costs, including sewage treatment costs, public utilities, sewer lead repair, equipment rental costs, equipment replacements, retention basin testing and administrative costs. Commodity rates are based on a dollar amount per thousand gallons of water metered for both water and sewer billings, with sewer billings capped for residences as described below. All classes of customers are billed quarterly with a quarter of the annual basic rate applied in addition to the commodity charge.

Sanitary Sewer System

The City of Portage sanitary sewer system consists of 239 miles of sewer main and 56 sewage lift stations. The sanitary sewer system has a capacity of 10.8 million gallons per day, with an average daily flow of 4 million gallons. Future expansion projects are prioritized to address the areas with greatest potential for groundwater contamination. Citizen petitions are also given high priority. Priorities are reviewed annually by the City Administration to ensure consistency with Council goals and environmental concerns. Current and projected resources of the Sanitary Sewer Fund appear adequate to accommodate increased expansion of the sanitary sewer system. The recommended six-year 2022-2028 Capital Improvement Program (CIP) includes \$9.175 million in sanitary sewer system improvements and expansions. The proposed improvements would be funded through various financing methods. The projects are considered important in order to pursue placement of sanitary sewer throughout the city and to continue with the mandatory sewer hookup program emphasis. In addition to extension of sanitary sewer mains, operational improvements over the next six years include:

- Installation of sewer leads where not included in original construction.
- Installation of mains in existing developed plats.
- Renovation of sanitary sewer lift stations and force mains

The proposed sanitary sewer rate structure was developed taking into account the capital expenditures necessary to meet these needs through various financing means.

Sanitary Sewer Billing Cap

Sewer bills are calculated based upon water usage with the assumption that water used within a residence is generally discharged to the sanitary sewer system as wastewater. A cap on sewer billing to residential customers limits the sewer bill to 125% of the customer's winter quarter water usage. The 125% cap was established based upon an analysis of residential accounts with separate water meters for irrigation. This analysis was undertaken to determine the quarterly water usage pattern of the "typical residential customer." Results of the analysis indicated that average summer water usage

discharged to the sanitary sewer system, for a single-family residence, is approximately 125% of the winter water consumption when external irrigation is excluded. Winter usage is defined as that quarter in which January occurs. The sanitary sewer billing cap ensures that residential customers are billed for flow to the sanitary sewer and not for outdoor water use.

Water System

The city water system consists of 20 production wells, one 750,000 gallon elevated storage tank, one 1,500,000 gallon elevated storage tank and 259.5 miles of water main. In 2006, the Environmental Protection Agency lowered the allowable arsenic levels in public drinking water to 10 micrograms per liter. As a result, two wells were abandoned, one well was decommissioned and the Garden Lane Water Treatment Plant was constructed to eliminate high arsenic levels in the water. The water system currently has a capacity of 26.35 million gallons per day. The average day production is 4.7 million gallons. Fishbeck, Thompson, Carr & Huber, Inc. completed a comprehensive Risk and Resilience Assessment in 2021, Water Reliability Study for the city in 2019 and updated the Wellhead Protection Program in 2015. These studies, together with current management information and system use data, are the basis for planned future system improvements.

The recommended six-year 2022-2028 CIP includes \$20.52 million in water system improvements. Current and future anticipated demands placed on the system necessitate provision of numerous operational improvements over the next ten years, including:

- Replacement of deteriorating water main that has reached the end of its useful life.
- Installation of service lines in developed plats.
- Improvement of the stormwater collection and recharge system.
- Additional treatment facility with iron removal capabilities.
- Renovation of water storage facilities.

The proposed water rate structure was developed taking in consideration of the capital expenditures necessary to meet the above noted needs through various types of financing.

On February 11, 2014, Portage City Council approved reinstatement of a 10% discount on water use charges for eligible senior citizens. Redistribution of the 10% discount to senior citizen customers to the remaining water customers was also taken into account in the development of the water rate structure. The subsidy for the Senior Citizen Discount in Calendar Year 2021 was \$86,027.69.

Utility Customer Growth

The utility customer base has grown to 16,052 sanitary sewer customers and 15,596 water customers as of January 1, 2022. An increase in the number of customers has a general impact of stabilizing system-wide operation costs as cost of service can be spread over a larger number of users. Although the total number of water and sewer customers continues to increase, the rate of increase in utility customers has slowed in recent years. The utility system is a mature system with 96.7 % of developed properties served by municipal sewer and 87.5% served by municipal water. In the future, new customer growth will be most directly related to new development occurring in the city.

FINANCIAL REVIEW

Using current information on the status of the utility systems as background, the 2022 Utility Rate Financial Study was conducted to determine appropriate cost recovery rate levels. These rates provide for operation of the utility systems, funding of utility-related capital improvement needs and repayment of Limited Tax General Obligation (LTGO), city share debt and Utility Revenue bond debt related to infrastructure extensions and replacements.

The Comprehensive Annual Financial Reports for prior fiscal years provide the primary source for review of the past financial condition of the Utility Funds. Additional sources include the Municipal Budget for Fiscal Year 2021-2022, the 2021-2031 CIP, the recommended 2022-2028 CIP and prior utility rate studies. Reduction in sanitary sewer loadings and an increase in capital improvements to the Kalamazoo Regional Sewage Treatment Plant will result in an increase in sewage treatment charges. As a result of the increases in treatment charges, an increase in City of Portage sanitary sewer rates are also necessary.

As of June 30, 2021, the Sewer Fund had a working capital balance of \$12,950,086, which was 157% of operating expenses, or 145% of operating expenses plus debt service, and the Water Fund had a working capital balance of \$4,958,892, which was 122% of operating expenses, or 74% of operating expenses plus debt service. These balances have been maintained through conservative budgeting and forecasting methods.

Typical Residential Customer

The typical residential customer in Portage purchases 19,000 gallons of water and is billed for 15,000 gallons of sewage flow per quarter. The typical residential customer has been defined based upon an analysis of all residential accounts and represents the baseline used for comparison since single-family residences represent about 90% of utility accounts. The table below demonstrates the typical average residential customer quarterly usage of water and billing of sewage flow.

TYPICAL RESIDENTIAL CUSTOMER

	Metered Water (x1000 gallons)	Billed Sewer (x1000 gallons)
Winter usage (quarter including January)	14	14
Spring usage	14	14
Summer usage	33	18
<u>Autumn usage</u>	<u>14</u>	<u>14</u>
Annual Total	75	60

The differential between the metered water and the billed sewer is a result of the 125% sewer cap. The cap impacts the summer sewage billing quarter by limiting it to 125% of the winter metered water.

RATE RECOMMENDATIONS

Tables 1, 2 & 3 summarize Sanitary Sewer Fund and Water Fund statements of estimated revenue and expenses for the fiscal years ending June 30, 2022 through 2027. Projected commodity rates, sales in millions of gallons and an analysis of capital/debt needs and funding are also presented. Factors that impact these projections include the cost of living increase, the number of utility customers, revised arsenic level standards promulgated by the USEPA, reduced flow from sewer customers and the sewage treatment costs by the City of Kalamazoo in the case of the Sewer Fund. Table 4 analyzes the recommendations as applied to the "typical residential customer." The following recommendations are presented regarding 2022 Utility Rates.

Sanitary Sewer Fund

It is recommended that the sewer commodity rate be increased from \$5.06 to \$5.33 per thousand gallons. The rate will: 1) provide for increased treatment charges billed by the City of Kalamazoo, 2) continue funding operations, capital improvement needs, repayment of outstanding sewer-related Limited Tax General Obligation (LTGO) bonds and 3) provide for future LTGO and revenue bond debt. Privatization of the utility operation has resulted in a significant savings in the sewer fund over the last eighteen years, in spite of a lower billable flow growth compared to previous years.

It is recommended that the sewer basic quarterly charges be increased as shown below:

SANITARY SEWER BASIC QUARTERLY CHARGE CITY OF PORTAGE CUSTOMERS

<u>Meter Size</u>	<u>Current Quarterly Charge</u>	<u>Proposed Quarterly Charge</u>
5/8"	\$ 29.60	\$ 31.20
3/4"	\$ 44.40	\$ 46.80
1"	\$ 66.60	\$ 70.20
1-1/2"	\$ 118.40	\$ 124.80
2"	\$ 177.60	\$ 187.20
3"	\$ 296.00	\$ 312.00
4"	\$ 592.00	\$ 624.00
6"	\$ 1,036.00	\$ 1,092.00
8"	\$ 1,480.00	\$ 1,560.00

The basic quarterly charges are designed to cover the fixed costs related to the operation of the sanitary sewer system. The increase in the Basic Quarterly Charge conforms to the recommendation in the 2011 Comprehensive Rate Analysis by Utility Finance Solutions, LLC. With the continuation of the sanitary sewer bill cap of 125%, the recommended basic quarterly charges and increasing the commodity rate at \$5.33 per thousand gallons will result in an added monthly expense of \$1.90 for the typical residential customer.

In previous utility rate studies, emphasis has been placed on stabilizing retained earnings in the Sanitary Sewer Fund at a level of \$1,500,000 as recommended by the city's financial advisor. An adequate cash balance must be maintained for operation of the utility and to make debt service payments. Basic Quarterly Charges are recommended to ensure sufficient resources are available within the Sanitary Sewer Fund to meet obligations to avoid the need for subsidy by non-utility related funds.

For Fiscal Year 2021-2022 the estimated working capital (i.e. cash) at the end of the year is \$11,353,286. Based on the recommended basic quarterly charges and commodity rate for Fiscal Year 2022-2023, an acceptable level of working capital balance can be maintained through Fiscal Year 2026-2027.

The recommended rate for Fiscal Year 2022-2023 is higher than the rate forecast in the 2021 Utility Financial Rate Study due to an increase in waste water treatment charges from the City of Kalamazoo. As shown in Table 1 (Utility Fund Statements of Revenues and Expenses – Sanitary Sewer Fund) no rate changes are recommended in subsequent years.

Sanitary Sewer Rate - Schoolcraft Township

The service agreement with Schoolcraft Township establishes the rate charged to customers in Schoolcraft Township. The basic quarterly charge is the same as charged to the City of Portage customers. There is a 5% surcharge on the commodity rate and a \$0.35 charge per thousand gallons for capital costs. It is recommended that the sanitary sewer commodity rate to Schoolcraft Township customers be increased from \$5.66 to \$5.95 per thousand gallons.

Water Fund

Water Service Charges

It is recommended that the water commodity rate be increased from \$3.14 to \$3.30 per thousand gallons. The basic quarterly costs are designed to cover fixed costs related to the operation of the water system. It is recommended that the water basic quarterly charges be increased as shown below:

WATER BASIC QUARTERLY CHARGE CITY OF PORTAGE CUSTOMERS

<u>Meter Size</u>	<u>Current Quarterly Charge</u>	<u>Proposed Quarterly Charge</u>
5/8"	\$ 20.59	\$ 21.62
3/4"	\$ 30.89	\$ 32.43
1"	\$ 46.33	\$ 48.65
1-1/2"	\$ 82.36	\$ 86.48
2"	\$ 123.54	\$ 129.72
3"	\$ 205.90	\$ 216.20
4"	\$ 411.80	\$ 432.40
6"	\$ 720.65	\$ 756.70
8"	\$ 1,029.50	\$ 1,081.00

These rates conform to the recommendation in the 2011 Comprehensive Utility Rate Study by Utility Financial Solutions, LLC. The proposed rate will result in no change in the monthly expense for the typical residential water customers.

Private Fire Protection Service Charges.

Dedicated fire protection service is defined as a separate water service line that solely provides fire protection to a property. The Basic Quarterly Charge will ensure that the cost of providing a dedicated fire service that only benefits one property is borne by the benefiting customer and not the utility customers at large. In addition to the Basic Quarterly Charge a \$6.40 per 1,000 gallon charge for all water use recorded on the fire service bypass meter is assessed. It is recommended that the Basic Quarterly Charge for fire protection services remain unchanged as shown in the table below.

Private Fire Protection - Basic Quarterly Charge

<u>Fire Protection Service Size</u>	<u>Current Basic Quarterly Charge</u>	<u>Proposed Basic Quarterly Charge</u>
4 – inch	\$15.00	\$15.00
6 – inch	\$35.00	\$35.00
8 – inch	\$60.00	\$60.00
10 – inch	\$95.00	\$95.00
12 – inch	\$135.00	\$135.00
16 – inch	\$240.00	\$240.00

As shown on Table 2 (Utility Fund Statements of Revenues and Expenses - Water Fund), no rate changes are recommended in subsequent years. The water quarterly basic charges and commodity rate can be decreased and continue to fund operations, meet major capital improvement needs, keep up with inflationary increases in water production costs (pumping, disinfection, etc.), repay outstanding water-related Limited Tax General Obligation (LTGO) bonds and provide for future LTGO and revenue bond debt. In future years, costly major water projects such as additional water storage and iron removal facilities will be required as demands on the Portage water system increase. In addition, the Water Fund will finance needed storm drainage improvements throughout the city.

Emphasis has been placed on stabilizing retained earnings in the Water Fund at a level of \$2,500,000 as recommended by the city's financial advisor. An adequate cash balance needs to be maintained for operation of the utility and to make debt service payments. There are sufficient resources available within the Water Fund to meet obligation to avoid the need for subsidy by non-utility related funds with the recommended rate over the coming years. For Fiscal Year 2021-2022, the estimated working capital (i.e. cash) at the end of the year is \$3,051,314. Based on the recommended basic quarterly charges and commodity rate for Fiscal Year 2022-2023 an acceptable level of working capital balance can be maintained through Fiscal Year 2026-2027.

It is important that the city continue to plan for the installation of new iron removal facilities at the Shuman well site (currently scheduled in Fiscal Year 2024 through 2026 in the recommended 2022-2028 CIP) to relieve pressure on the Kalamazoo/Portage groundwater aquifer and the Milham well field located north of Portage Northern High School. Exploration in southern Portage, Schoolcraft Township and Pavilion Township was not successful in locating any new suitable well sites with low iron content.

Water Rate — Pavilion Township and Schoolcraft Township

It is recommended that the basic quarterly charges for Pavilion Township and Schoolcraft Township residents be the same as charged to City of Portage customers. It is also recommended that the water commodity rate for Pavilion Township and Schoolcraft Township residents be increased from \$3.78 to \$3.96 per thousand gallons.

SUMMARY OF RECOMMENDATIONS

The effect of the combined recommendations on the typical City of Portage residential customer is projected through Fiscal Year 2026-2027 in Table 3. The Fiscal Year 2022-2023 combined rate increase for the typical residential customer is 5.23%. The typical residential customer having both municipal water and sewer service, the proposed rates will result in an added monthly expense of \$3.22. With operations, capital improvements and debt service continuing to be funded, the utility systems have been self-supporting since July 1989. Self-supporting status is essential for these important enterprise funds so that the funds do not become a financial drain on either the General Fund or the Capital Improvement Fund.

It is recommended that the effective date for rate adjustments be July 1, 2022.

SECTION II – UTILITY

FEES AND CHARGES

INTRODUCTION

Although the establishment of appropriate commodity rates and basic quarterly charges for water and sewer service is the primary focus of the annual Utility Rate Financial Study, it is also prudent to give attention to matters which may be less significant in dollar amounts but are still important to the financial health of the utility system, i.e. utility fees and charges.

Background

The establishment of adequate fees and charges for services performed in addition to the delivery of water and sewer service is necessary to fairly and equitably recover costs for services provided. When fees and charges are inadequate, the utility rate payer must bear the cost for services provided to others. Examples include costs for service connections, meters, turn-on fees, etc. In each case, if the charges for these services are inadequate to recover costs, the rate payers subsidize the service provided to some extent.

CURRENT STATUS AND RECOMMENDATIONS

Meter Charges

The current meter installation charges are based on the cost of the meter plus the cost of labor and equipment to install the meter. The current meter and installation costs have been reviewed and it was determined that several water meter charges need to be increased to reflect the current cost of installation. It is recommended that water meter charges be adjusted as shown in the table below.

<u>Meter Size</u>	<u>Current Charges</u>	<u>Actual Cost/Recommended Charges</u>
5/8"	\$225	\$230
3/4"	\$280	\$290
1"	\$345	\$355
1-1/2" SR (Irrigation)	\$1,050	\$1,090
1-1/2" Compound	\$1,580	\$1,645
2" SR (Irrigation)	\$1,350	\$1,400
2" Compound	\$2,225	\$2,315
3" Compound	\$2,925	\$3,050
4" Compound	\$4,530	\$4,710
6" Compound	\$7,840	\$8,155

Meter Box Charge

A meter box charge is based on the cost of materials to install the meter box. Meter boxes are used when a suitable location for meter installation is not available in the building or property being served. The charge has been reviewed and it was found that the cost has not increased. It is recommended that the meter box charge remain unchanged at \$1250.

Hydrant Meter Charges

The use of meters on fire hydrants is a service provided as a convenience to contractors or individuals who need to obtain large quantities of water in a short period of time. It is recommended that the minimum charge for use of a hydrant meter remain at \$150. The minimum charge for supplying and installing a meter on a fire hydrant includes the use of 15,000 gallons of water. It is also recommended that the commodity charge for use over 15,000 gallons of water remain at \$6.40 per 1,000 gallons. Furthermore, that the deposit required to ensure the return of all hydrant meter hoses and other items remain at \$250. This deposit eliminates the potential problem of collecting for the service provided.

Fire Hydrant Flow Test Charge

Fire hydrant flow tests are often requested by insurance companies and developers to determine the quantity of water available for fire protection at a property. The established charge for providing a flow test ensures that the cost is borne by the benefiting customer and not the utility customers at large. It is recommended that the charge for a hydrant flow test remain at \$135.

Reinstatement Processing Fee

A fee is charged for reinstating water service turned off due to delinquency or at the request of the customer. In the case of delinquency, three notices are sent to the customer with a shut-off date established on the third notice. Once a work order has been issued for water shut-off, the processing fee is automatically added to the customer's bill and payment of the delinquent bill plus the processing fee is required prior to reactivation of service. The current fee is \$50 and is recommended to be continued for Fiscal Year 2022-2023. When payment for the balance due has been made, including the \$50 fee, and a waiver has been completed, water service will be restored the same day up to 4PM; if paid after 4PM, service is restored the next business day. No fee is charged for a water turn-off and subsequent restoration of water service when requested by the customer or contractor due to an emergency, or scheduled maintenance activity. For home inspections, when service is requested to be turned on and off the same or next business day, the processing fee and charges for usage of less than 3,000 gallons are waived. For water service turn-on after normal working hours, the current processing fee of \$100 is recommended to be continued for Fiscal Year 2022-2023. The \$100 processing charge reflects the added hourly cost for the service technician associated with the provision of water service turn-on after normal working hours.

Other Charges and Policies

1. **Flat Rate:** Non-metered sewer customers are billed based on a water usage of 15,000 gallons per quarter (flat rate). It is recommended that this policy be continued.
2. **Irrigation Allowance:** Single family residences, residential condominiums and all other individually metered residential units may be given a discount for irrigation as follows:
 - a. Charges for such customers are based on actual water consumption, except that there is no sewage charge for water consumption exceeding 125% of the water consumption for the most recent quarter billing in which the month of January is included;
 - b. Residential customers who do not have a quarter billing in which the month of January is included or who have a zero (0) water usage for the quarter which includes the month of January have the sewer charge for the other three quarters established at the maximum rate volume of 15,000 gallons or actual usage, if less, per quarter until such time as quarter billing information, in which the month of January is included, is available. It is recommended that the irrigation allowance be continued.
3. **Senior Citizen Water Allowance:** City of Portage water customers 65 years of age and older who submit an application and provide proof of age are eligible for a 10% discount on water use charges for their primary residence account.
4. **Non-Sufficient Funds (NSF) Check Fee:** It is recommended to maintain the current fee of \$30 per occurrence to reflect current administrative cost for any returned/unpaid check or other failed financial instrument which results in uncollected funds.
5. **Outstanding Charges Limit:** The amount of past due/outstanding charges necessitating water shut-off is recommended to be maintained at \$60.
6. **Utility Late Fee Waivers:** It is recommended that the utility billing late fee be waived if the customer:
 - a. has paid all of the last 8 or more utility bills on time and the customer requests that the late fee be waived/removed or;
 - b. signs up for automatic payment where the amount due is taken from their bank account on the due date.

SUMMARY OF RECOMMENDATIONS

Summarizing recommendations for Fiscal Year 2022-2023 utility fees and charges, it is advised that:

1. Charges for meters be adjusted to reflect the current cost of installation.
3. Charges for installation of meter box remain the same.
4. The current charge of a \$250 deposit for the installation of a hydrant meter remains the same and the current minimum charge including the use of up to 15,000 gallons of water remains at \$150. Further, the current commodity charge of \$6.40 per thousand gallons for all water used over 15,000 gallons remains the same.
5. The \$50 processing fee associated with turn-on or shut-off of a water service is continued, except the initial turn-on for first-time customers will be at no charge. When the city dispatches a person to turn on water during non-business hours, the processing fee of \$100 will be continued.
6. The flat rate based on a consumption of 15,000 gallons per quarter for non-metered sewer customers continues in effect.
7. The sewer billing cap for residential customers having a zero water meter reading in the quarter that contains January remains at 15,000 gallons.
8. The current charge of \$30 per occurrence will be assessed for any returned/unpaid check or other failed financial instrument which results in uncollected funds.
9. The utility billing late fee will be waived:
 - a. if the customer has paid all of the last 8 or more utility bills on time and the customer requests that the late fee be waived/removed or;
 - b. if the customer signs up for automatic payment.
10. An amount past due of more than \$60 remain as the shut-off level amount.

Utility Fund Statement of Revenues and Expenses

Table 1

SEWER FUND							
2022/2023 RATES							
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
	Audited	Estimated	Budgeted	Projected	Projected	Projected	Projected
SALES (million gallons)	1,148	1,154	1,160	1,166	1,171	1,177	1,183
RATE (per 1000 gallons)	\$4.60	\$5.06	\$5.33	\$5.33	\$5.33	\$5.33	\$5.33
BASE CHARGE (per quarter)	\$26.91	\$29.60	\$31.20	\$31.20	\$31.20	\$31.20	\$31.20
User charges	8,232,395	9,140,807	9,466,000	9,673,000	9,704,000	9,736,000	9,768,000
Tap in fees and other revenue	148,820	201,295	203,308	205,341	207,394	209,468	211,563
TOTAL OPERATING REVENUE	8,381,215	9,342,102	9,669,308	9,878,341	9,911,394	9,945,468	9,979,563
Operations and maintenance	2,542,959	2,662,611	2,703,000	2,744,000	2,785,000	2,827,000	2,869,000
Sewer treatment charges	3,422,396	3,844,558	4,216,000	4,279,000	4,343,000	4,408,000	4,474,000
General and administrative	1,310,016	1,382,888	1,475,717	1,498,000	1,520,000	1,543,000	1,566,000
Depreciation	971,539	983,046	1,012,034	1,047,434	1,074,434	1,093,559	1,112,309
TOTAL OPERATING EXPENSE	8,246,910	8,873,104	9,406,750	9,568,434	9,722,434	9,871,559	10,021,309
OPERATING GAIN (LOSS)	134,305	468,998	262,557	309,907	188,960	73,909	(41,746)
Interest income	122	62,600	62,900	63,200	63,500	63,800	64,100
Interest on outstanding debt	(59,102)	(49,531)	(31,560)	(22,332)	(14,836)	(8,671)	(9,152)
Gain (loss) on sale of capital assets	(23,925)	(15,349)	(16,000)	(16,000)	(16,000)	(16,000)	(16,000)
NET NON-OPERATING REVENUE (EXPENSE)	(82,905)	(2,280)	15,340	24,868	32,664	39,129	38,948
NET GAIN (LOSS) BEFORE TRANSFERS	51,400	466,718	277,897	334,775	221,624	113,038	(2,798)
TRANSFERS IN (OUT)	(95,000)	(95,000)	(95,000)	(100,000)	(100,000)	(100,000)	(100,000)
CHANGE IN NET POSITION	(43,600)	371,718	182,897	234,775	121,624	13,038	(102,798)
CASH FLOW ANALYSIS							
Beginning Cash Balance	11,986,399	11,760,208	11,365,886	9,723,909	8,663,746	8,269,950	8,189,633
Net Cash from Operating Activities	691,209	1,452,044	1,274,591	1,357,341	1,263,394	1,167,468	1,070,563
Investing Activities	122	62,600	62,900	63,200	63,500	63,800	64,100
Proceeds of Bond Issuance	-	-	-	-	-	-	-
CASH AVAILABLE	12,677,730	13,274,852	12,703,377	11,144,450	9,990,640	9,501,218	9,324,296
Capital Improvement Needs	239,330	1,295,000	2,570,000	2,150,000	1,450,000	1,100,000	1,400,000
Principal & Interest on Long Term Debt	678,192	613,966	409,468	330,704	270,690	211,585	211,585
CASH OUTFLOW	917,522	1,908,966	2,979,468	2,480,704	1,720,690	1,311,585	1,611,585
ENDING CASH BALANCE	11,760,208	11,365,886	9,723,909	8,663,746	8,269,950	8,189,633	7,712,711
WORKING CAPITAL	12,950,086	12,515,867	10,707,758	9,540,329	9,106,690	9,018,247	8,493,070
Typical residential % change	0.00%	10.00%	5.40%	0.00%	0.00%	0.00%	0.00%

Utility Fund Statement of Revenues and Expenses

Table 2

WATER FUND							
2022/2023 RATES							
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
	Audited	Estimated	Budgeted	Projected	Projected	Projected	Projected
SALES (million gallons)	1,480	1,487	1,495	1,502	1,510	1,517	1,525
RATE (per 1000 gallons)	\$3.14	\$3.14	\$3.30	\$3.30	\$3.30	\$3.30	\$3.30
BASE CHARGE (per quarter)	\$20.59	\$20.59	\$21.62	\$21.62	\$21.62	\$21.62	\$21.62
User charges	7,027,909	7,064,252	7,324,000	7,350,000	7,377,000	7,403,000	7,430,000
Tap in fees and other revenue	289,771	168,304	258,842	261,430	264,045	266,685	269,352
TOTAL OPERATING REVENUE	7,317,680	7,232,556	7,582,842	7,611,430	7,641,045	7,669,685	7,699,352
Operations and maintenance	1,573,306	1,584,689	1,608,500	1,632,600	1,657,100	1,682,000	1,707,200
General and administrative	1,581,118	1,857,197	1,982,692	2,012,400	2,042,600	2,073,200	2,104,300
Depreciation	925,070	985,745	1,046,420	1,097,308	1,138,070	1,212,883	1,288,633
TOTAL OPERATING EXPENSE	4,079,494	4,427,632	4,637,612	4,742,308	4,837,770	4,968,083	5,100,133
OPERATING GAIN (LOSS)	3,238,186	2,804,924	2,945,230	2,869,123	2,803,275	2,701,603	2,599,220
Interest income	5,801	75,500	77,000	78,500	80,100	81,700	83,300
Interest on outstanding debt	(324,842)	(286,120)	(205,715)	(154,967)	(111,123)	(75,450)	(77,153)
Gain (loss) on sale of capital assets	(59,428)	(22,443)	(23,004)	(23,579)	(24,169)	(24,773)	(25,392)
NET NON-OPERATING REVENUE (EXPENSE)	(378,469)	(233,063)	(151,719)	(100,046)	(55,192)	(18,523)	(19,245)
NET GAIN (LOSS) BEFORE TRANSFERS	2,859,717	2,571,861	2,793,511	2,769,077	2,748,083	2,683,080	2,579,974
TRANSFERS IN (OUT)	940,000	(60,000)	140,000	(60,000)	(60,000)	(60,000)	(60,000)
CHANGE IN NET POSITION	3,799,717	2,511,861	2,933,511	2,709,077	2,688,083	2,623,080	2,519,974
CASH FLOW ANALYSIS							
Beginning Cash Balance	6,238,033	5,281,920	3,051,314	2,024,228	1,204,334	1,939,009	1,400,748
Net Cash from Operating Activities	3,506,550	3,557,606	3,839,931	3,866,384	3,886,153	3,895,962	3,868,607
Investing Activities	5,801	75,500	77,000	78,500	80,100	81,700	83,300
Proceeds of Bond Issuance	-	-	-	850,000		5,000,000	-
CASH AVAILABLE	9,750,384	8,915,026	6,968,245	6,819,113	5,170,587	10,916,671	5,352,655
Capital Improvement Needs	1,838,751	3,000,000	2,885,000	3,820,000	1,735,000	8,360,000	1,860,000
Principal & Interest on Long Term Debt	2,629,713	2,863,712	2,059,017	1,794,779	1,496,578	1,155,923	1,157,626
CASH OUTFLOW	4,468,464	5,863,712	4,944,017	5,614,779	3,231,578	9,515,923	3,017,626
ENDING CASH BALANCE	5,281,920	3,051,314	2,024,228	1,204,334	1,939,009	1,400,748	2,335,029
WORKING CAPITAL	4,958,892	2,864,704	1,900,432	1,130,680	1,820,424	1,315,082	2,192,225
Typical residential % change	0.00%	0.00%	5.00%	0.00%	0.00%	0.00%	0.00%

Utility Fund Statement of Revenues and Expenses

Table 3

SEWER AND WATER FUNDS							
2022/2023 RATES							
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
	Audited	Estimated	Projected	Projected	Projected	Projected	Projected
User charges	15,260,304	16,205,059	16,790,000	17,023,000	17,081,000	17,139,000	17,198,000
Tap fees	438,591	369,599	462,150	466,771	471,439	476,153	480,915
TOTAL OPERATING REVENUE	15,698,895	16,574,658	17,252,150	17,489,771	17,552,439	17,615,153	17,678,915
Operations and maintenance	4,116,265	4,247,301	4,311,500	4,376,600	4,442,100	4,509,000	4,576,200
Sewer treatment charges	3,422,396	3,844,558	4,216,000	4,279,000	4,343,000	4,408,000	4,474,000
General and administrative	2,891,134	3,240,086	3,458,409	3,510,400	3,562,600	3,616,200	3,670,300
Depreciation	1,896,609	1,968,791	2,058,454	2,144,741	2,212,504	2,306,441	2,400,941
TOTAL OPERATING EXPENSE	12,326,404	13,300,736	14,044,362	14,310,741	14,560,204	14,839,641	15,121,441
OPERATING GAIN (LOSS)	3,372,491	3,273,922	3,207,787	3,179,030	2,992,235	2,775,512	2,557,473
Interest income	5,923	138,100	139,900	141,700	143,600	145,500	147,400
Interest on outstanding debt	(383,944)	(335,651)	(237,275)	(177,299)	(125,959)	(84,121)	(86,305)
Capital outlay	(83,353)	(37,792)	(39,004)	(39,579)	(40,169)	(40,773)	(41,392)
NET NON-OPERATING REVENUE (EXPENSE)	(461,374)	(235,343)	(136,379)	(75,178)	(22,528)	20,606	19,703
NET GAIN (LOSS) BEFORE TRANSFERS	2,911,117	3,038,579	3,071,408	3,103,852	2,969,707	2,796,118	2,577,176
TRANSFERS IN (OUT)	845,000	(155,000)	45,000	(160,000)	(160,000)	(160,000)	(160,000)
CHANGE IN NET POSITION	3,756,117	2,883,579	3,116,408	2,943,852	2,809,707	2,636,118	2,417,176
CASH FLOW ANALYSIS							
Beginning Cash Balance	18,224,432	17,042,128	14,417,201	11,748,138	9,868,080	10,208,959	9,590,381
Net Cash from Operating Activities	4,197,759	5,009,651	5,114,522	5,223,725	5,149,547	5,063,430	4,939,170
Investing Activities	5,923	138,100	139,900	141,700	143,600	145,500	147,400
Bond issue Proceeds	-	-	-	850,000	0	5,000,000	0
CASH AVAILABLE	22,428,114	22,189,879	19,671,623	17,963,563	15,161,227	20,417,889	14,676,951
Capital Improvement Needs	2,078,081	4,295,000	5,455,000	5,970,000	3,185,000	9,460,000	3,260,000
Principal & Interest on Long Term Debt	3,307,905	3,477,678	2,468,485	2,125,483	1,767,268	1,367,508	1,369,211
CASH OUTFLOW	5,385,986	7,772,678	7,923,485	8,095,483	4,952,268	10,827,508	4,629,211
ENDING CASH BALANCE	17,042,128	14,417,201	11,748,138	9,868,080	10,208,959	9,590,381	10,047,740
WORKING CAPITAL	17,908,978	15,380,572	12,608,190	10,671,009	10,927,114	10,333,329	10,685,295
Typical residential % change	0.00%	5.47%	5.23%	0.00%	0.00%	0.00%	0.00%

Table 4

	Fiscal 2021-2022 Current Rates			Fiscal 2022-2023 Proposed rates		
	Sewer Cap = 125%			Sewer Cap = 125%		
	Sewer (000 Gal.)	Water (000 Gal.)	Total	Sewer (000 Gal.)	Water (000 Gal.)	Total
Winter	14	14		14	14	
Spring	14	14		14	14	
Summer	18	33		18	33	
Fall	14	14		14	14	
Total	60	75		60	75	
Rate per 1000 gallons	\$5.06	\$3.14		\$5.33	\$3.30	
Usage charge	\$303.60	\$235.50	\$539.10	\$319.99	\$247.28	\$567.27
Annual basic rate	118.40	82.36	200.76	124.80	86.48	211.28
Total	\$422.00	\$317.86	\$739.86	\$444.79	\$333.76	\$778.55
% change				5.40%	5.00%	5.23%

Increased cost for the Typical Portage Residential Customer

	<u>for sewer</u>	<u>for water</u>	<u>for both</u>
per year	\$22.79	\$15.90	\$38.69
per quarter	\$5.70	\$3.97	\$9.67
per month	\$1.90	\$1.32	\$3.22
per week	\$0.44	\$0.31	\$0.75
per day	\$0.06	\$0.04	\$0.10

City of Portage
Capital Improvement Program DRAFT
2022-2028

Table 5

SEWER										
Project Number	Dept.	Project Name	Funding (22-23)	Budget	Forecast		Projections			
				Fiscal Year						
				22-23	23-24	24-25	25-26	26-27	27-28	Total
1	T&U	Ramona Park Plat Sanitary Sewer	Cash	1,050,000	-	-	-	-	-	1,050,000
2	T&U	Lift Station Renovations	Cash	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	6,000,000
3	T&U	West End Dr Sanitary Sewer Lead Installation	Cash	350,000	-	-	-	-	-	350,000
4	T&U	Westnedge Sanitary Sewer Lead Installation		-	75,000	-	-	-	-	75,000
5	T&U	Portage Road Sanitary Sewer Extension		-	350,000	-	-	-	-	350,000
6	T&U	Zylman Sanitary Sewer (S Sprinkle to Deep Point)		-	700,000	-	-	-	-	700,000
7	T&U	Weaver Drive Sanitary Sewer (Charles St to North End)		-	-	350,000	-	-	-	350,000
8	T&U	Portage Road Emily Lift Station Force Main Replacement		-	-	-	-	300,000	-	300,000
SEWER TOTAL EXPENDITURES										
				2,400,000	2,125,000	1,350,000	1,000,000	1,300,000	1,000,000	9,175,000
FUNDING										
Sewer Fund Cash				2,400,000	2,125,000	1,350,000	1,000,000	1,300,000	1,000,000	9,175,000

City of Portage
Capital Improvement Program DRAFT
2022-2028

Table 6

WATER

Project Number	Dept.	Project Name	Funding (22-23)	Budget	Forecast		Projections			
				Fiscal Year						
				22-23	23-24	24-25	25-26	26-27	27-28	Total
1	T&U	Shaver Road Water Main Replacement (W Osterhout to Vanderbilt)	Cash	1,300,000	-	-	-	-	-	1,300,000
2	T&U	Ramona Park Plat Water Main	Cash	450,000	-	-	-	-	-	450,000
3	T&U	Storm Drainage Improvements Program	Cash	300,000	300,000	300,000	300,000	300,000	300,000	1,800,000
4	T&U	Local Street Water & Storm Improvements	Cash	250,000	250,000	250,000	250,000	250,000	250,000	1,500,000
5	T&U	Cooley Drive (W Centre Ave to Old Centre Ave)	Cash	225,000	-	-	-	-	-	225,000
6	T&U	Westnedge (Melody to Centre Ave)	Cash	150,000	-	-	-	-	-	150,000
7	T&U	Westnedge Ave (Velvet to S Shore)		-	500,000	-	-	-	-	500,000
8	T&U	Cox's Drive Storm Drainage Improvements		-	-	325,000	-	-	-	325,000
9	T&U	Meredith Street (E Milham to S Sprinkle Rd)		-	1,300,000	-	-	-	-	1,300,000
10	T&U	Portage Road Storm Drainage Improvements (Wetherbee to Lakeview)		-	850,000	-	-	-	-	850,000
11	T&U	Portage Road Water Main Extension (Helen to Byrd)		-	350,000	-	-	-	-	350,000
12	T&U	Water System Reliability Study Update		-	60,000	-	-	-	60,000	120,000
13	T&U	Woodland Elementary Water Main		-	150,000	-	-	-	-	150,000
14	T&U	Zylman Water Main (S Sprinkle to Deep Point)		-	350,000	-	-	-	-	350,000
15	T&U	Oakland Drive (Shaver to Katie Court)		-	-	100,000	-	-	-	100,000
16	T&U	Shuman Wellfield Iron Removal Facility		-	-	700,000	7,000,000	-	-	7,700,000
17	T&U	Oakland Drive/Vincent Intersection Improvements		-	-	-	450,000	-	-	450,000
18	T&U	Old Centre (Moorsbridge to W Centre)		-	-	-	250,000	-	-	250,000
19	T&U	Water System Risk & Resiliency Assessment		-	-	-	50,000	-	50,000	100,000
20	T&U	Garden Lane Storm Water Drainage Improvements		-	-	-	-	200,000	-	200,000
21	T&U	Mall Drive Storm Water Drainage Improvements		-	-	-	-	50,000	-	50,000
22	T&U	Portage Rd Water Main Replacement & Storm Drainage Improvements		-	-	-	-	1,000,000	-	1,000,000
23	T&U	East Centre Water Main Replacement (Shaver to Lovers Ln)		-	-	-	-	-	1,300,000	1,300,000
WATER TOTAL EXPENDITURES				2,675,000	4,110,000	1,675,000	8,300,000	1,800,000	1,960,000	20,520,000
FUNDING										
Water Fund Cash				2,675,000	3,260,000	1,675,000	3,300,000	1,800,000	1,960,000	14,670,000
Capital Improvement Bonds				-	850,000	-	5,000,000	-	-	5,850,000
WATER TOTAL FUNDING				2,675,000	4,110,000	1,675,000	8,300,000	1,800,000	1,960,000	20,520,000

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Department of Public Works Parking Lot Construction

SUPPORTING PERSONNEL: Rod Russell, Director of Public Works

ACTION RECOMMENDED: Award a contract in the amount of \$236,800 to Lounsbury Excavating, Incorporated, for the construction of the Department of Public Works (DPW) north parking lot and authorize the Acting City Manager to execute all documents related to this action on behalf of the city.

The 2021-2022 Capital Improvement Program (CIP) budget includes funding to expand the north parking lot at the Department of Public Works (DPW). In this parking lot expansion project, the contractor would add a retaining wall, install a water line, enlarge a stormwater containment cell and install curbing. These changes are designed to increase equipment storage space while maintaining stormwater standards for the increased parking lot size. (The April 12 City Council Agenda includes a separate recommendation to award a contract for the paving of the parking lot.)

Invitations to bid were published in the Kalamazoo Gazette as well as on BidNet, where it was matched with 463 vendors who provide similar construction services. Additionally, six local vendors were also notified of this project. Two bids were received with the low bid of \$236,800 being submitted by Lounsbury Excavating, Incorporated, of Paw Paw, Michigan. Lounsbury Excavating, Incorporated, has successfully completed numerous previous drainage construction projects for the city.

It is recommended that City Council award a contract to Lounsbury Excavating, Incorporated, in the amount of \$236,800 for the construction of the DPW north parking lot and authorize the Acting City Manager to execute all documents related to this contract on behalf of the city.

FUNDING: Funds are available in the Fiscal Year 2022-2023 Public Works Facility Parking & Driveway CIP account.

Attachments: 1. Department of Public Works Parking Lot Construction - Bid Tabulation

2022 RFB DPW Parking Lot Construction
CONSTRUCTION
BID TABULATION
BIDOPENING DATE ON MARCH 3, 2022

Lounsbury Excavating, Inc.	\$	236,800.00
32873 E Red Arrow Hwy		
Paw Paw, MI 49079		

Peters Construction Co	\$	286,898.60
3325 E Kilgore Rd		
Kalamazoo, MI 49001		

Opened by: _____



Victoria Barboza, Purchasing Manager

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: South Westnedge Avenue Sidewalk Replacement

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Award a construction contract to Lopez Concrete Construction, LLC, of Lansing, Michigan, for the South Westnedge Avenue Sidewalk Replacement project, in an amount not to exceed \$198,920 and authorize the Acting City Manager to execute all documents related to the contracts on behalf of the city.

The FY 2021-2022 Capital Improvement Program (CIP) budget includes a project for microsurfacing South Westnedge Avenue from Mall Drive to Trade Centre Way. The project includes the review of all public sidewalks and intersections to ensure compliance with federal accessibility standards. Sidewalk ramps not currently meeting the Americans with Disability Act requirements will be replaced, and four-foot-wide sidewalks will be replaced with city-standard five-foot-wide sidewalks. This totals approximately 2,600 feet of sidewalk from Mall Drive to Dawnlee Avenue.

On December 15, 2020, Fleis & Vandenbrink was awarded an engineering service contract for design and construction engineering for this project. As a cost-cutting measure, the sidewalk work was bid separately from the South Westnedge Avenue Microsurfacing project - a contract that is administered by the Michigan Department of Transportation (MDOT). The bid was advertised in the Kalamazoo Gazette and published on BidNet, where 349 contractors were matched with these services. Additionally, four local vendors were notified of the project. On March 31, 2022, two bids were received with the low bid submitted by Lopez Concrete Construction, LLC, of Lansing, Michigan, for the amount of \$198,920. Lopez Concrete Construction, LLC is an MDOT prequalified contractor.

It is recommended that the City Council award a construction contract to Lopez Concrete Construction, LLC, of Lansing, Michigan, for the South Westnedge Avenue Sidewalk Replacement project in an amount not to exceed \$198,920 and authorize the Acting City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Sufficient funding exists in the FY 2021-2022 Capital Improvement Program budget.

Attachments: 1. South Westnedge Avenue Sidewalk Replacement Bid Tabulation

**2022 RFB SOUTH WESTNEDGE SIDEWALK IMPROVEMENTS
CONSTRUCTION SERVICES
BID TABULATION**

BID OPENING: March 31, 2022

Lopez Concrete Construction, LLC 4711 Burchfield Ave Lansing, MI 48910	\$ 198,920.00
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Peters Construction, Co. 3325 E Kilgore Rd Kalamazoo, MI 49001	\$ 427,632.25
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Opened by: _____



Victoria Barboza, Purchasing Manager

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Department of Public Works Parking Lot Asphalt Overlay

SUPPORTING PERSONNEL: Rod Russell, Director of Public Works

ACTION RECOMMENDED: Award a contract in the amount of \$102,750 to Michigan Paving & Materials Company for the Department of Public Works (DPW) parking lot asphalt overlay and authorize the Acting City Manager to execute all documents related to this action on behalf of the city.

The 2021-2022 Capital Improvement Program (CIP) budget includes funding to repair and expand the Department of Public Works (DPW) north parking lot. The repairs would include the removal and replacement of existing asphalt at the north end of the parking lot and expansion of the parking lot on the east side of the facility to accommodate additional equipment parking and to facilitate proper stormwater drainage. (The April 12 City Council Agenda includes a separate recommendation to award a contract for the expansion of the parking lot).

This project was published in the Kalamazoo Gazette as well as on BidNet, where 360 suppliers who provide similar construction services were matched and notified of this Request for Bid. Six additional vendors were also notified of this project. The lowest bid was submitted by Michigan Paving & Materials Company of Kalamazoo, Michigan in the amount of \$102,750. Michigan Paving has successfully completed numerous previous asphalt repair projects for the city in the past.

It is recommended that City Council award a contract to Michigan Paving & Materials Company in the amount of \$102,750 to perform asphalt repairs to the DPW parking lot and authorize the Acting City Manager to execute all documents related to this contract on behalf of the city.

FUNDING: Funds are available in the Fiscal Year 2021-2022 DPW Facility Parking Lot Improvements CIP account.

Attachments: 1. Department of Public Works Parking Lot Overlay - Bid Tabulation

**2022 RFB DPW PARKING LOT OVERLAY
CONSTRUCTION SERVICES
BID TABULATION
OPENED ON MARCH 9, 2020**

Michigan Paving and Materials	\$	102,750.00
2300 Glendenning Road		
Kalamazoo, Michigan, 49047		

Rieth Riley Construction Co.	\$	110,393.75
911 Hatfield		
Kalamazoo, Michigan, 49001		

Opened by:  _____
Victoria Barboza, Purchasing Manager

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Community Development Block Grant (CDBG) Program – FY2022-23 Annual Action Plan

SUPPORTING PERSONNEL: Kelly Peterson, Director of Community Development

ACTION RECOMMENDED: Accept the draft Community Development Block Grant (CDBG) Program [Fiscal Year 2022-2023 Annual Action Plan](#) and set a public hearing for April 26, 2022; and subsequent to the April 26, 2022, public hearing, consider approving the Fiscal Year 2022-2023 CDBG Annual Action Plan.

The City of Portage, as a Community Development Block Grant (CDBG) entitlement grantee of the U.S. Department of Housing and Urban Development (HUD), is required to prepare a Consolidated Plan every five years. The Consolidated Plan requirements are designed to help the city assess affordable housing and community development needs, as well as market conditions, and to make data-driven investment decisions regarding the use of CDBG entitlement grant funds and other resources available within the community. The Consolidated Plan sets goals and objectives to address identified priority needs over the five-year planning period based on anticipated resources, while the Annual Action Plan element outlines how entitlement grant funds and other resources will be utilized over the next program year to implement the goals and objectives of the Strategic Plan.

The Fiscal Year 2022-2023 CDBG Program budget has been developed based on the estimated annual entitlement, estimated program income, and available unexpended funds/program income, which collectively provide a total CDBG Program budget of \$336,975. In addition, the Fiscal Year 2022-2023 Annual Action Plan identifies activities and programs that fulfill identified priority needs, including:

1. Owner-occupied housing assistance programs: housing rehabilitation loans and grants, and a homebuyer down payment assistance program.
2. Neighborhood improvement activities, including code enforcement to aid in the prevention and elimination of blight, and to promote the quality of low- and moderate-income neighborhoods throughout the city.
3. Human/public service activities to assist Portage residents in need.
4. Fair housing activities, including administration of the City of Portage Non-discrimination Ordinance, and support for the educational and enforcement programs of the Fair Housing Center of Southwest Michigan.
5. Grant planning activities, including the preparation of annual performance reports, environmental review, labor standards reporting, the Fiscal Year 2023-2024 Annual Action Plan, and any updates to the five-year Consolidated Plan.

Fiscal Year 2022-2023 Community Development Block Grant Program Budget

The proposed Fiscal Year 2022-2023 CDBG Program Budget has been prepared by the City Administration based on estimated funding levels, demonstrated community needs, and compliance with federal goals and objectives. The CDBG entitlement grant is anticipated to remain steady in Fiscal Year 2022-2023 compared with prior year funding levels. The city has not yet been notified by HUD regarding the Fiscal Year 2022-2023 grant, and therefore is estimating the same allocation as the current fiscal year at \$221,500. The estimated grant amount, together with anticipated program income for Fiscal Year 2022-2023 and unexpended funds/program income provides the following estimated revenue:

Estimated Fiscal Year 2022-2023 Annual Entitlement (to be confirmed by HUD):	\$221,500
Fiscal Year 2022-2023 Estimated Program Income to be Received During Program Year:	\$115,475
Total Funds Available:	\$336,975

The four key components of the Fiscal Year 2022-2023 CDBG Program Budget are highlighted below. The recommended activities are consistent with the city's Consolidated Plan and are strategically aligned with General Fund activities:

1. **Housing Assistance Programs (\$168,129):** Improvements to the existing housing stock in the city is a high-priority activity and will continue as the cornerstone of the block grant program. During the life of the program, approximately 600 owner-occupied homes have been rehabilitated. Owner-occupied housing upgrades for Fiscal Year 2022-2023 will be accomplished through the:
 - a. Housing Rehabilitation Program (\$165,129) - Zero or low-interest deferred loans for housing rehabilitation, façade improvements, water/sewer hook-up, ADA accessibility improvements, and emergency repair grants.
 - b. Homebuyer Down Payment Assistance Program (\$3,000) - Zero-interest deferred loans for down payment assistance to first-time homebuyers in targeted neighborhoods.
2. **Neighborhood Improvement (\$64,000):** The ongoing effort to maintain and improve low to moderate-income neighborhoods is recommended as a high-priority activity and remains a vital component of the Consolidated Plan. The budget will fund code enforcement activities that aid in the prevention and elimination of blight and deterioration. Administration of the Community Quality Code, Housing/Property Maintenance Code, Zoning Code, and/or Building Code in low to moderate-income neighborhoods will be ongoing throughout the program year.
3. **Human/Public Services (\$50,546):** The Portage Community Center is recommended to receive funding to provide human services and was identified as a key priority activity in the Consolidated Plan. Per HUD, the maximum amount of human public service funding is 15 percent of the annual entitlement grant, plus program income received in the prior program year. The City of Portage continues to allocate 15 percent of the annual CDBG Program budget toward human/public services to ensure consistency with the intent of the federal regulations that funding be provided for core programs such as housing and neighborhood improvement activities.
4. **Administration (\$54,300):** The maximum administration expenditure is limited to 20 percent of the estimated Fiscal Year 2022-2023 entitlement grant, plus the estimated Fiscal Year 2022-2023 program income. The funds will be utilized for program planning, administration, reporting, and

program expenses. A portion of the budget includes \$2,000 for fair housing services, educational programs, and complaint referrals to the Fair Housing Center of Southwest Michigan.

The City of Portage is required to hold two public hearings and a 30-day public comment period per federal regulations to ensure opportunities are provided for public input related to the Fiscal Year 2022-2023 Draft Annual Action Plan. The first public hearing was held on February 3, 2022, at the Human Services Board Meeting. It is recommended that City Council accept the CDBG Program draft Fiscal Year 2022-2023 Annual Action Plan element of the Consolidated Plan and set a second public hearing for April 26, 2022. Subsequent to the April 26, 2022, public hearing, it is recommended that City Council consider approving the FY Fiscal Year 2022-2023 Annual Action Plan in order to meet HUD submittal deadlines.

FUNDING: Draft Fiscal Year 2022-2023 CDBG Program budget of \$336,975.

Attachments: 1. Draft Portage CDBG Fiscal Year 2022-2023 Annual Action Plan

ANNUAL ACTION PLAN 2022-2023



DRAFT

MARCH 2022

CITY OF PORTAGE, MICHIGAN

FOR SUBMISSION TO THE U.S. DEPARTMENT OF
HOUSING & URBAN DEVELOPMENT



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Executive Summary



ES-05 Executive Summary

INTRODUCTION

In May 2021, the City of Portage updated the Five-Year Consolidated Plan for the Community Development Block Grant (CDBG) Program. The City of Portage CDBG Program is funded by an annual entitlement grant awarded to the community by the U.S. Department of Housing and Urban Development (HUD). The Consolidated Plan is designed to help local jurisdictions assess affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions in regard to the use of CDBG entitlement grant funds and other resources available within the community. The Consolidated Plan guides the use of city resources to address these needs over a five-year period. This amount is estimated to be an average of approximately \$222,000 per year over five-years or a total of \$1,360,000 (including anticipated program income).

This document, the 2022-2023 Annual Action Plan, represents year two of the current Five-Year Consolidated Plan. For the 2022-2023 program year, the city estimates an allocation of \$221,500 in Community Development Block Grant (CDBG) funds.

The Annual Action Plan is developed in a manner specified by HUD, and the city has followed the prescribed format in completing the plan. The Annual Action Plan was developed in consultation with the Five-Year Consolidated Plan which uses HUD and U.S. Census data for demographics and housing, input from public meetings, City Council meetings, Human Services Board meetings, and past program performance. The purpose of this process was to receive input from citizens and relevant stakeholders on the current housing and community development needs of the city.

SUMMARY OF THE OBJECTIVES AND OUTCOMES IDENTIFIED IN THE PLAN NEEDS ASSESSMENT OVERVIEW

The Five-Year Consolidated Plan identifies six goals, along with corresponding objectives and strategies, to address the City of Portage's housing and community development needs. These goals are summarized as follows:

GOAL 1: AFFORDABLE OWNER HOUSING

Description: *Increase the supply of decent, affordable owner-occupied housing opportunities for low- and moderate-income residents throughout the city through the provision of emergency repair grants, housing rehabilitation, homebuyer assistance programs, and partnerships with non-profit developers.*

GOAL 2: AFFORDABLE RENTAL HOUSING

Description: *Increase the supply of decent, affordable renter-occupied housing opportunities for low- and moderate-income residents throughout the city.*

GOAL 3: NEIGHBORHOOD IMPROVEMENT

Description: *Support code compliance and minimum property standards to support safe, affordable housing in eligible neighborhoods to aid in the prevention and elimination of blight.*

GOAL 4: PUBLIC SERVICES

Description: *Support low- to moderate-income households and homelessness prevention through rapid-rehousing, emergency financial and food assistance, as well as supportive services for special needs populations and non-housing anti-poverty programs.*

GOAL 5: NON-HOUSING COMMUNITY DEVELOPMENT

Description: *Small-scale capital improvement projects like sidewalk repair and neighborhood park improvements within low- and moderate-income neighborhoods.*

GOAL 6: ADMINISTRATION/PLANNING

Description: *Administration of the CDBG program and funding.*

Activities selected as part of the 2022-2023 Annual Action Plan were selected specifically to work toward achieving these identified goals.

EVALUATION OF PAST PERFORMANCE

The previous five years have shown significant progress in the City of Portage's efforts to implement HUD entitlement programs. The city complies with HUD regulations and continues to deliver community development services in an efficient manner. The City of Portage has consistently received favorable reviews from HUD in regard to past performance and has demonstrated that it has the capacity to implement programs in a timely and efficient manner consistent with HUD-approved Consolidated Plans and Annual Action Plans.

In the past, the city has successfully met previous goals and increased the supply of affordable housing for low- and moderate-income households through the provision of emergency and minor home repairs, direct financial assistance, code compliance, and public facilities improvements in qualifying neighborhoods. The city will use CDBG funds to make these programs successful and to meet the goals and objectives identified in the Consolidated Plan.

SUMMARY OF CITIZEN PARTICIPATION PROCESS AND CONSULTATION PROCESS

The City of Portage encouraged participation utilizing several methods including notification via e-mails, advertising public meetings and public hearings via publication in the local newspaper, on the city web site, and through the monthly municipal newsletter, the PORTAGER.

Comments and concerns raised during the citizen participation process were taken into consideration when developing the Annual Action Plan. The Annual Action Plan is a collaborative process that involves reaching out to stakeholders, and meetings with the public, Human Services Board (HSB), City Council, stakeholders, and internal staff. Additionally, the city has taken into consideration the identified the priority needs and strategies to address those needs that were identified based on available housing data, public input, stakeholder consultation, and public meetings, and past program performance during the update to the Five-Year Consolidated Plan.

SUMMARY OF PUBLIC COMMENTS

A summary of public comments related to the 2022-2023 Annual Action Plan are provided in the appendix of this document. Again, the city considers public input gathered during the Five-Year Consolidated Plan process. Based on input and data received through the citizen participation process

and internal department meetings, there is a common interest in improving the affordability of decent housing within the city.

Potential needs include:

- Minor homeowner housing rehabilitation
- Emergency homeowner housing rehabilitation
- Code enforcement
- Small-scale grants for housing rehabilitation
- Improved neighborhood infrastructure (sidewalks, park equipment, etc.)
- Supportive resources for homeless populations

SUMMARY OF COMMENTS OR VIEWS NOT ACCEPTED AND THE REASONS FOR NOT ACCEPTING THEM

All comments received by the City of Portage were considered and are, generally or specifically, addressed by the Annual Action Plan.

SUMMARY

The 2022-2023 Annual Action Plan is based on the Five-Year Consolidated Plan for years 2021 – 2025 and identifies goals, objectives, and strategies to address the City of Portage’s housing and community development needs. These needs were identified through an extensive citizen participation process that involved neighborhood residents, service providers and other community partners. This Annual Action Plan guides the city's use of CDBG resources through five goals for program year 2022-2023. These goals are summarized as Affordable Owner Housing, Neighborhood Improvements, Public Services, Non-Housing Community Development, and Administration/Planning. Over the next program year, the City of Portage will continue to deliver housing and community development services.

PR-05 Lead & Responsible Agencies

AGENCY/ENTITY RESPONSIBLE FOR PREPARING/ADMINISTERING THE CONSOLIDATED PLAN

The following are the agencies/entities responsible for preparing the Annual Action Plan and those responsible for administration of each grant program and funding source.

TABLE 1: RESPONSIBLE AGENCIES

Agency Role	Name	Department/Agency
Lead Agency	CITY OF PORTAGE	Department of Community Development

Table 1 - Responsible Agencies

NARRATIVE

The City of Portage, MI is the lead agency responsible for overseeing the development of the 2021-2025 Consolidated Plan, Annual Action Plans, Analysis of Impediments to Fair Housing, and Consolidated Annual Performance Evaluation Reports. The Department of Community Development is the internal department that is responsible for the day-to-day administration of CDBG funding. Department of Community Development staff provides administrative and planning support for the use of the federal funds and acts as the primary staff support to the Human Services Board (HSB). The HSB is a nine-member board and two Youth Advisory Committee liaisons that advise the City Council on matters regarding human services, public transportation, and the CDBG program. Board activities involving the CDBG program include review and recommendation of annual program budgets - specifically human/public services, appeals of Housing Assistance Programs Guidelines, and review of planning and reporting documents required by HUD. The Board also ensures citizen participation in all phases of the federal grant planning and allocation process. The Department of Community Development also works closely with other pertinent City Departments to develop, and carry-out priorities identified in the plan.

To maximize citizen participation, the city conducted outreach through a series of public notices, hearings, and meetings. As part of these efforts, low- and moderate-income residents, as well as service providers, were encouraged to provide input on the Annual Action Plan. The city also used results from these meetings, as well as internal meetings, and previous plan needs to determine the goals, objectives, and activities for the 2022-2023 Annual Action Plan.

CONSOLIDATED PLAN PUBLIC CONTACT INFORMATION

Inquiries, comments, or complaints concerning the Annual Action Plan, any amendments, or performance reports, can be conveyed by contacting city staff at:

*Kelly Peterson, Director of Community Development
Department of Community Development
City of Portage
7900 South Westnedge Avenue
Portage, Michigan 49002
Telephone: (269) 329-4480
petersok@portagemi.gov
Business hours: 8:00 a.m. – 5:00 p.m., Monday through Friday*

Inquiries, comments, or complaints on the programs may also be offered at the public hearings. Written responses to all written complaints may also be made to the Michigan – Detroit Field Office of the U.S. Department of Housing and Urban Development (HUD) at the following address:

*U.S. Department of Housing and Urban Development
Detroit Field Office
McNamara Federal Building
477 Michigan Avenue
Detroit, Michigan 48226
Phone: (313) 226-7900
Fax: (313) 226-5611
MI_Webmanager@hud.gov*

AP-10 Consultation

SUMMARY OF THE JURISDICTION'S ACTIVITIES TO ENHANCE COORDINATION BETWEEN PUBLIC AND ASSISTED HOUSING PROVIDERS AND PRIVATE AND GOVERNMENTAL HEALTH, MENTAL HEALTH AND SERVICE AGENCIES

Institutional coordination of the development of the 2022-2023 Annual Action Plan establishes actions to achieve the goals identified in the Five-Year Consolidated Plan. The city uses a collaborative process to shape various programs into effective, coordinated strategies. This process also facilitates the opportunity for planning and citizen participation to take place in a comprehensive context, attempting to reduce duplication of effort at the local level. In the development of the Annual Action Plan staff reached out to a wide network of community service and housing providers, government officials, business leaders, neighborhood representatives and residents.

The city will execute this Annual Action Plan in harmony with public, private and nonprofit agencies. Nonprofit agencies may include, but are not limited to, service providers and community housing development organizations. Private sector partners may include, but are not limited to, local financial institutions, developers, and local businesses. The city works closely with the other internal departments, and quasi-private organizations such as the Fair Housing Center of Southwest Michigan, Housing Resources, Inc., and the Michigan State Housing Development Authority to design programs that address identified needs.

Table 2 outlines the types of agencies and organizations consulted throughout the program year and during the development of the City of Portage Consolidated Plan and Annual Action Plan.

TABLE 2: AGENCIES, GROUPS, AND ORGANIZATIONS THAT PARTICIPATED

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
City of Portage	Local Government – Grantee	Goals, Priority Needs, Needs Assessment, Market Analysis, Strategic Plan, and Action Plan	Department Head Meetings/Discussions with Pertinent Staff
American Red Cross Greater Kalamazoo Area	Services – Health, Services – Education, Other: Disaster Relief	Needs Assessment, Market Analysis	Mass mailers
The ARC Community Advocates	Services – Persons with Disabilities, Services - Health	Needs Assessment, Market Analysis	Mass mailers
Big Brothers Big Sisters	Services – Children	Needs Assessment, Market Analysis	Mass mailers
Boys & Girls Club of Greater Kalamazoo	Services – Children, Services – Education	Needs Assessment, Market Analysis	Mass mailers
Bronson Healthcare Group	Services – Health	Needs Assessment, Market Analysis	Mass mailers
CARES	Services – Persons with HIV/AIDS, Services – Health, Services – Education	Needs Assessment, Market Analysis	Mass mailers
Catholic Diocese of Kalamazoo	Other: Religious institution	Needs Assessment, Market Analysis	Mass mailers
Catholic Family Services	Services – Children, Services – Elderly Persons, Services – Education	Needs Assessment, Market Analysis	Mass mailers
City of Kalamazoo Planning & Development Department	Local Government	Needs Assessment, Market Analysis	Mass mailers
Community Healing Centers	Services – Health	Needs Assessment, Market Analysis	Mass mailers
Community Homeworks	Services – Housing	Needs Assessment, Market Analysis	Mass mailers
Comstock Community Center	Services – Education, Services - Children	Needs Assessment, Market Analysis	Mass mailers
Disability Network Southwest Michigan	Services – Persons with Disabilities	Needs Assessment, Market Analysis	Mass mailers
Fair Housing Center of Southwest Michigan	Services – Fair Housing	Needs Assessment, Market Analysis	Mass mailers
Family and Children Services	Child Welfare Agency, Services - Children	Needs Assessment, Market Analysis	Mass mailers

TABLE 2: AGENCIES, GROUPS, AND ORGANIZATIONS THAT PARTICIPATED

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
Family Health Center	Services - Health	Needs Assessment, Market Analysis	Mass mailers
First Day Shoe Fund	Other: Nonprofit aid organization	Needs Assessment, Market Analysis	Mass mailers
Food Bank of South-Central Michigan	Services – Health, Other: Nonprofit food bank	Needs Assessment, Market Analysis	Mass mailers
Gateway Outpatient Services	Services – Health	Needs Assessment, Market Analysis	Mass mailers
Girl Scouts Heart of Michigan	Other: Nonprofit children’s group	Needs Assessment, Market Analysis	Mass mailers
Goodwill Industries of Southwestern Michigan	Services – Education, Services – Employment, Other: Nonprofit	Needs Assessment, Market Analysis	Mass mailers
Greater Kalamazoo Association of Realtors	Business Leaders	Needs Assessment, Market Analysis	Mass mailers
Gryphon Place	Other: Nonprofit crisis intervention	Needs Assessment, Market Analysis	Mass mailers
Guardian Finance and Advocacy Services	Other: Nonprofit financial services	Needs Assessment, Market Analysis	Mass mailers
The Guidance Clinic	Services – Children, Other: Counseling Services	Needs Assessment, Market Analysis	Mass mailers
Healthcare for the Homeless	Services – Homelessness, Services – Health	Needs Assessment, Market Analysis	Mass mailers
Hispanic American Council	Civic Leaders, Neighborhood Organization	Needs Assessment, Market Analysis	Mass mailers
Home Builders Association of Greater Kalamazoo	Business Leaders	Needs Assessment, Market Analysis	Mass mailers
Homeless Relief Campaign Initiative	Services – Homelessness, Other: Nonprofit	Needs Assessment, Market Analysis	Mass mailers
Hope Network	Services – Health, Services – Persons with Disabilities, Services - Employment	Needs Assessment, Market Analysis	Mass mailers
Hospice Care of Southwest Michigan	Services – Elderly Persons, Services - Health	Needs Assessment, Market Analysis	Mass mailers

TABLE 2: AGENCIES, GROUPS, AND ORGANIZATIONS THAT PARTICIPATED

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
Housing Resources, Inc.	Services – Housing	Needs Assessment, Market Analysis	Mass mailers
Interact of Michigan, Inc.	Services – Health	Needs Assessment, Market Analysis	Mass mailers
Interfaith Strategy for Advocacy and Action in the Community c/o St. Luke's Episcopal Church	Other: Community Advocacy Organization	Needs Assessment, Market Analysis	Mass mailers
Jim Gilmore Jr. Community Healing Center	Foundation, Services – Health	Needs Assessment, Market Analysis	Mass mailers
Kalamazoo Community Foundation	Foundation	Needs Assessment, Market Analysis	Mass mailers
Kalamazoo Community Mental Health & Substance Abuse Services	Services – Health	Needs Assessment, Market Analysis	Mass mailers
Kalamazoo County Community Action Agency	County Government	Needs Assessment, Market Analysis	Mass mailers
Kalamazoo County Area Agency on Aging	County Government	Needs Assessment, Market Analysis	Mass mailers
Kalamazoo County Department of Resource Development	County Government	Needs Assessment, Market Analysis	Mass mailers
Kalamazoo County Emergency Management Office	County Government	Needs Assessment, Market Analysis	Mass mailers
Kalamazoo County Head Start Program	County Government	Needs Assessment, Market Analysis	Mass mailers
Kalamazoo County Health & Community Services - Older Adult Services	County Government	Needs Assessment, Strategic Plan	Website, Mass Mailer
Kalamazoo County Health & Community Services Veterans Trust Fund	County Government	Needs Assessment, Strategic Plan	Website, Mass Mailer
Kalamazoo County Public Housing Commission	County Government	Needs Assessment, Market Analysis	Mass mailers
Kalamazoo County Treasurer's Department	County Government	Needs Assessment, Market Analysis	Mass mailers
Kalamazoo Deacon's Conference	Services – Homelessness, Other: Nonprofit (resource donation/ dissemination)	Needs Assessment, Market Analysis	Mass mailers

TABLE 2: AGENCIES, GROUPS, AND ORGANIZATIONS THAT PARTICIPATED

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
Kalamazoo Gospel Mission	Services – Homelessness	Needs Assessment, Market Analysis	Mass mailers
Kalamazoo LISC Affordable Housing Partnership	Services – Housing	Needs Assessment, Market Analysis	Mass mailers
Kalamazoo Literacy Council	Services – Children, Services – Education	Needs Assessment, Market Analysis	Mass mailers
Kalamazoo Neighborhood Housing Services, Inc.	Services – Housing	Needs Assessment, Market Analysis	Mass mailers
Kalamazoo Regional Education Services Agency	Services – Education, Services - Employment	Needs Assessment, Market Analysis	Mass mailers
Kalamazoo Regional Psychiatric Hospital	Services - Health	Needs Assessment, Market Analysis	Mass mailers
Kalamazoo Valley Habitat for Humanity	Services - Housing	Needs Assessment, Market Analysis	Mass mailers
KPEP	Other: Community-based alternative to incarceration	Needs Assessment, Market Analysis	Mass mailers
Lending Hands of Michigan, Inc.	Services - Health	Needs Assessment, Market Analysis	Mass mailers
Loaves and Fishes	Other: Nonprofit food bank	Needs Assessment, Market Analysis	Mass mailers
Metropolitan Branch NAACP	Civic Leaders	Needs Assessment, Market Analysis	Mass mailers
Michigan Coalition Against Homelessness	Services – Homelessness	Needs Assessment, Market Analysis	Mass mailers
Michigan Commission for the Blind	State Government	Needs Assessment, Market Analysis	Mass mailers
Michigan Department of Community Health	State Government	Needs Assessment, Market Analysis	Mass mailers
Michigan League for Human Services	Other: Advocacy organization	Needs Assessment, Market Analysis	Mass mailers
Michigan Organizing Project	Other: Advocacy Organization	Needs Assessment, Market Analysis	Mass mailers
Michigan State Housing Development Authority	Public Housing Authority	Goals, Priority Needs, Needs Assessment, Market Analysis, Strategic Plan, and Action Plan	Website reference, Mass mailers
Michigan Works - Michigan Prisoner Reentry Initiative	Other: Community Reentry Programs	Needs Assessment, Market Analysis	Mass mailers

TABLE 2: AGENCIES, GROUPS, AND ORGANIZATIONS THAT PARTICIPATED

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
Ministry with Community	Services – Homelessness, Other: Supportive Services	Needs Assessment, Market Analysis	Mass mailers
NAMI of Kalamazoo	Services – Health	Needs Assessment, Market Analysis	Mass mailers, open doors
Oakland House	Services – Homelessness	Needs Assessment, Market Analysis	Mass mailers
Open Doors of Kalamazoo	Services – Housing	Needs Assessment, Market Analysis	Mass mailers
Portage Community Center	Local Government	Needs Assessment, Market Analysis	Mass mailers
Portage District Library	Local Government	Needs Assessment, Market Analysis	Mass mailers
Portage Human Services Board	Local Government	Needs Assessment, Market Analysis	Mass mailers
Portage Planning Commission	Local Government	Needs Assessment, Market Analysis	Mass mailers
Portage Public Schools	Local Government	Needs Assessment, Market Analysis	Mass mailers
Portage Senior Center	Local Government	Needs Assessment, Market Analysis	Mass mailers
Poverty Reduction Initiative	Services – Education, Services – Employment	Needs Assessment, Market Analysis	Mass mailers
Region IIIA Area Agency on Aging - Kalamazoo County	County Government, Services – Elderly Persons	Needs Assessment, Market Analysis	Mass mailers
Residential Opportunities Inc.	Services – Housing, Services – Persons with Disabilities	Needs Assessment, Market Analysis	Mass mailers
St. Barnabas Episcopal Church	Other: Religious institution	Needs Assessment, Market Analysis	Mass mailers
The Salvation Army	Other: Nonprofit supportive services	Needs Assessment, Market Analysis	Mass mailers
Senior Services Inc.	Services – Elderly Persons	Needs Assessment, Market Analysis	Mass mailers
Shalom Inc.	Services – Persons with Disabilities	Needs Assessment, Market Analysis	Mass mailers
Social Security Administration	Federal Government	Needs Assessment, Market Analysis	Mass mailers
South County Community Services	Other: Nonprofit Supportive Services	Needs Assessment, Market Analysis	Mass mailers

TABLE 2: AGENCIES, GROUPS, AND ORGANIZATIONS THAT PARTICIPATED

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
State of Michigan: Human Services Department of Kalamazoo County	State Government	Needs Assessment, Market Analysis	Mass mailers
Twelve Baskets	Other: Nonprofit Food Bank	Needs Assessment, Market Analysis	Mass mailers
The United Way of the Battle Creek and Kalamazoo Region	Services – homeless, Regional organization, Continuum of Care	Needs Assessment, Strategic Plan	Email correspondence
VFW Post #5855	Other: Veterans Organization	Needs Assessment, Market Analysis	Mass mailers
Volunteer Center of Greater Kalamazoo	Other: Community Advocacy	Needs Assessment, Market Analysis	Mass mailers
WMU Center for Disability Services	Services – Persons with Disabilities	Needs Assessment, Market Analysis	Mass mailers
Workforce Development W.E. Upjohn Institute	Services – Employment	Needs Assessment, Market Analysis	Mass mailers
Young Men’s Christian Association of Kalamazoo	Services – Victims of Domestic Violence, Services – Victims, Non-Profit	Needs Assessment, Strategic Plan	Email correspondence, Mass mailers
Young Women’s Christian Association of Greater Kalamazoo	Services – Victims of Domestic Violence, Services – Victims, Non-Profit	Needs Assessment, Strategic Plan	Email correspondence, Mass mailers

Table 2 - Agencies, Groups, & Organizations that Participated

The city specifically notified the CoC and the Fair Housing Center of Southwest Michigan regarding the draft *2022 – 2023 Annual Action Plan*. As noted above, the United Way of the Battle Creek and Kalamazoo Region is the facilitator of the Kalamazoo County CoC and is comprised of numerous public and private entities including local units of government, housing and supportive service providers, public and private funders, private sector representatives, consumer representatives, and advocacy groups. The Fair Housing Center of Southwest Michigan provides fair housing education, planning and enforcement services within the community. Finally, the city provided notice of the draft planning documents to the Kalamazoo County Community Action Agency and Public Housing Commission, and current human/public service grantees, which include the Portage Community Center, Catholic Charities,

Goodwill Industries, Gryphon Place, Housing Resources, Lending Hands, Kalamazoo Literacy Council, and the YWCA.

DESCRIBE COORDINATION WITH THE CONTINUUM OF CARE AND EFFORTS TO ADDRESS THE NEEDS OF HOMELESS PERSONS (PARTICULARLY CHRONICALLY HOMELESS INDIVIDUALS AND FAMILIES, FAMILIES WITH CHILDREN, VETERANS, AND UNACCOMPANIED YOUTH) AND PERSONS AT RISK OF HOMELESSNESS

The United Way of the Battle Creek and Kalamazoo Regions is the facilitator of the Kalamazoo County Continuum of Care (CoC), which addresses issues relating to homelessness, and the planning for and provision of services ranging from emergency shelter to permanent supportive housing. The United Way works with numerous public and private entities including local units of government, housing and supportive service providers, public and private funders, private sector representatives, consumer representatives, and advocacy groups to collect data and provide supportive services. The city is also represented on the Advisory Board of the Fair Housing Center of Southwest Michigan in support of fair housing services, including education, complaint investigation and enforcement. Such participation is intended to enhance institutional structures not only for the implementation of the City of Portage Annual Action Plan, but the planning efforts of other local units of governments and service providers.

DESCRIBE CONSULTATION WITH THE CONTINUUM(S) OF CARE THAT SERVES THE JURISDICTION'S AREA IN DETERMINING HOW TO ALLOCATE ESG FUNDS, DEVELOP PERFORMANCE STANDARDS AND EVALUATE OUTCOMES, AND DEVELOP FUNDING, POLICIES AND PROCEDURES FOR THE ADMINISTRATION OF HMIS.

Although the City of Portage is not an Emergency Solutions Grant (ESG) recipient, the CoC was consulted during the development of the Annual Action Plan. Priorities, strategies, and objectives from the Kalamazoo County Continuum of Care's Ten-Year Plan to End Homelessness were considered in the development of the Consolidated Plan and subsequent Annual Action Plan. As noted above, the City of Portage is a member of the CoC's Allocation and Accountability Team that also works with the Data Team and Systems of Care Team. The city's participation on this team allows the city to communicate with other community organizations that work to end homelessness and to have direct input in the development of strategies and goals of the CoC.

IDENTIFY ANY AGENCY TYPES NOT CONSULTED AND PROVIDE RATIONALE FOR NOT CONSULTING

The city follows HUD rules and regulations for citizen participation, and therefore offers a number of participation and comment venues. In addition to informing the general public through the city's monthly newsletter, the city has made a concerted effort to contact known agencies and organizations involved in activities that are relevant to CDBG activities and programs. Although this effort does not ensure that all agencies are involved, it provides all local and relevant agencies with the opportunity to collaborate throughout the development of this Plan. Citizens are provided information via notices published in the local newspaper, on the city website, and other online postings.

TABLE 3: OTHER CONSULTATIONS & COORDINATION

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	The United Way of the Battle Creek and Kalamazoo Region	The goal is to end homelessness by providing permanent/supportive housing.

Table 3 - Other Consultations & Coordination

AP-12 Citizen Participation

SUMMARY OF CITIZEN PARTICIPATION PROCESS/EFFORTS MADE TO BROADEN CITIZEN PARTICIPATION

As previously stated, the Annual Action Plan is based on the current 2021 – 2025 Consolidated Plan and requires extensive citizen participation. For the 2021 - 2025 Consolidated Plan, the City of Portage, MI underwent a citizen participation process as it pertains to HUD requirements. HUD requires local jurisdictions to provide for citizen participation which encourages the development of the Consolidated Plan in cooperation with residents from every walk of life. In particular, HUD believes it is important to obtain the views of residents who live in low- and moderate-income areas, as well as service providers who deliver services to low-income and special needs residents.

The following section describes the public participation process that was completed for the 2022-2023 Annual Action Plan. A summary of the public participation process is shown in **Table 4**.

TABLE 4: CITIZEN PARTICIPATION OUTREACH

Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons
Human Services Board Public Hearing	Non-Targeted/Broad Community	February 3, 2022	[To be inserted]	[To be inserted]
30- Day Public Comment Period	Non-Targeted/Broad Community	March 27, 2022 – April 26, 2022	[To be inserted]	[To be inserted]
Public Meeting at Final Adoption	Non-Targeted/Broad Community	April 26, 2022	[To be inserted]	[To be inserted]

Table 4 - Citizen Participation Outreach**SUMMARIZE CITIZEN PARTICIPATION PROCESS AND HOW IT IMPACTED GOAL-SETTING**

Comments and concerns raised during the citizen participation process were taken into consideration when developing the Annual Action Plan goals, objectives, and strategies. The development of an Annual Action Plan is a collaborative process that involves stakeholders and meetings with the public to determine areas of need. As part of this process, the city sought to identify the priority needs and strategies to address those needs. Priority needs were identified based on available housing data, public input, non-profit agency participation, and past program performance. In addition, the city consulted with various city departments to identify priority needs and develop corresponding strategies for this program year.

As noted in the Citizen Participation Plan, public input is encouraged through timely public notices, public hearings and publication of information relating to proposed Community Development Block Grant activities. Notices and agendas are published and/or posted at least seven days before the date of all public meetings, as well as direct mailings to agencies and interested groups. All meetings are held at City Hall, which is centrally located in the community and accessible to all persons, including disabled persons. If special accommodations are necessary for participation of a physically disabled or non-English speaking person in the Consolidated Planning process, the city will provide the appropriate accommodations.

A minimum of two public hearings are held prior to the submission of the 2022-23 Annual Action Plan to HUD to allow for comment on community development needs, housing priorities, as well as fair housing within Portage. The first public hearing was held on February 3, 2022 at the Human Services Board meeting, which provided an opportunity for citizens, community groups and/or agencies to comment on a draft housing and community development needs identified in the Consolidated Plan as well as fair housing issues in the community. Following this public hearing, a draft of the 2022-2023 Annual Action Plan was prepared. The 30-day public comment period began on March 27, 2022 and ended on April 26, 2022.

The draft Annual Action Plan was presented to City Council for review at the April 12, 2022 City Council meeting, and a second public hearing for the Annual Action Plan was set by the Council for April 26, 2022. At the April 26, 2022 Council meeting, a second public hearing was held related to the city's 2022-2023 Annual Action Plan.

Annual Action Plan



AP-15 Expected Resources

INTRODUCTION

The Annual Action Plan must identify the federal, state, local and private resources expected to be available to the city to address priority needs and specific objectives, as identified in the Strategic Plan of the 2021 – 2025 Five-Year Consolidated Plan.

The city is faced with the difficult task of meeting increasing needs with limited resources. The figures shown below in the table are estimates. Should the CDBG allocation be reduced, a contingency plan will recalculate the required caps on Administration and Public Service Allocations to reduce accordingly; further reduction would be in the areas of Housing Rehabilitation. Should the CDBG allocation be increased, the increase will be allocated to Housing Rehabilitation. Second-year figures are based upon the estimated HUD allocation. The figure for “Expected Amount Available Remainder of Consolidated Plan” was calculated by averaging the allocation for the past five years, multiplying it by five years and subtracting the 2021 and 2022 allocation from that figure to arrive at an estimate for the remainder of the Consolidated Plan.

Allocations for each CDBG entitlement grantee are determined annually by HUD following the adoption of the federal budget by Congress. HUD grants these funds to the communities to carry out a wide range of community development activities directed towards revitalizing neighborhoods, increasing economic development, and improving community facilities and services. Grantees must give maximum priority to activities that benefit low- and moderate-income persons, aid in the prevention or elimination of slums or blight and meet urgent community development needs that pose a serious threat to health or welfare of the community. Grantees have wide flexibility to develop their own programs, activities, and funding priorities so long as they meet one of these national objectives. The City of Portage adopts the allocations for the use of CDBG funding based on the priorities set forth in the Consolidated Plan.

The City of Portage anticipates a total estimated annual allocation of \$221,500 in CDBG funding for the 2022-2023 program year. Some program income is expected. CDBG funds will be used primarily for housing rehabilitation, and down payment assistance. Portions of the funding will also go toward supporting code enforcement efforts, public services, down payment assistance, and administration of the city's CDBG program. Anticipated resources are also summarized in **Table 5**.

TABLE 5: ANTICIPATED RESOURCES

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Remainder of Consolidated Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	Public, Federal	Acquisition; Admin and Planning; Economic Development; Housing; Public Improvements; Public Services	\$221,500*	\$115,475	\$0	\$336,975	\$816,000	The current program income received to date is \$115,475. Additional resources for leveraging may include State and Federal grants, City Departments, public or social service providers, or other sources.

*Estimated HUD 2022 Formula Allocation

Table 5 – Anticipated Resources

The Annual Action Plan must summarize the city's priorities and the specific goals it intends to initiate and/or complete within the second year of the Strategic Plan. These goals must be described in quantitative terms. The City of Portage has selected goal outcome indicators and quantities based on the anticipated performance measures of the 2022-2023 Annual Action Plan. See **Table 6** and **Table 7**.

EXPLAIN HOW FEDERAL FUNDS WILL LEVERAGE THOSE ADDITIONAL RESOURCES (PRIVATE, STATE AND LOCAL FUNDS), INCLUDING A DESCRIPTION OF HOW MATCHING REQUIREMENTS WILL BE SATISFIED

The CDBG allocation will be the primary source of funding for emergency repair and housing rehabilitation projects for low- and moderate-income households. All other funding sources, from federal and state funds, are distributed to local agencies that serve Portage residents. Funding from HUD and MSHDA is secured to address homelessness and provide permanent supportive housing through the Kalamazoo County Continuum of Care. In a typical year, approximately \$1.8 million in McKinney-Vento Supportive Housing Program Funds are awarded by HUD and approximately \$275,000 in Emergency Solutions Grant funds are awarded by MSHDA to non-profit agencies that serve Portage residents.

In 2002, Kalamazoo County established a Public Housing Commission (PHC), and subsequently established a locally funded Local Housing Assistance Fund (LHAF) that provided: 1) rental housing subsidies for extremely low-income households; 2) homelessness prevention assistance; 3) created an endowment to provide future funding for the LHAF; and 4) leveraged state and federal funding to provide housing for chronically homeless persons, homeless households, and women in recovery. In 2008, Portage awarded the PHC \$100,000 to assist with affordable rental housing. In November 2015, a six-year county-wide Local Housing Assistance Fund Millage was passed that provided an estimated \$800,000 annually for temporary financial housing assistance to county residents, including those residing in the Portage. In 2020, a new, eight-year 0.75-mill property tax was passed by Kalamazoo County voters, which took the place of the .01-mill tax approved by County voters in 2015. This new millage generated approximately \$6.3 million in the first year and will provide rent subsidies for individuals and families as well as expanding affordable housing options in the county. The County program will offer five different grant funding opportunities for different types of projects in the community: new multi-family, opportunistic creative projects, single-family, scattered new housing, rehab single-family, and supportive services. The City of Portage has applied for grant funding through the County to leverage this millage for the 2022-2023 program year to support and expand housing rehabilitation efforts. The city will also leverage general fund monies to support additional public services projects and agencies such as the Disability Network or Southwest Michigan, Gryphon Place, Housing Resources, Inc., the Kalamazoo Literacy Council, and more. These funds will act as a supplement to CDBG funding and allows the city to fund additional projects and have a greater impact on the region.

Finally, direct recipients and sub recipients of CDBG Program funding leverage federal funding with private and public funding to increase the impact of CDBG Program activities and assist in addressing priority needs within the community. While there are no specific matching requirements for the CDBG Program, leveraging of private and public funds with CDBG Program funding will be tracked and reported annually through the Consolidated Annual Performance Evaluation Report (CAPER).

IF APPROPRIATE, DESCRIBE PUBLICALLY OWNED LAND OR PROPERTY LOCATED WITHIN THE JURISDICTION THAT MAY BE USED TO ADDRESS THE NEEDS IDENTIFIED IN THE PLAN

The City of Portage generally does not intend to use publicly owned land to address priority needs identified in the plan. As noted above, Non-Housing Community Development needs are primarily addressed through the city's Capital Improvement Program. However, there may be some limited use of CDBG Program funds for small-scale capital improvement projects such as sidewalk repairs and/or neighborhood park improvements within low-moderate income neighborhoods. In such cases, city owned public street right-of-way and parkland may be utilized concurrent with a CDBG Program funded activity.

DISCUSSION

The city anticipates an estimated annual allocation of \$221,500 for the 2022-2023 Annual Action Plan program year. Additionally, the city has realized program income for a total of \$115,475. In total, Portage anticipates an estimated \$336,975 in resources.

AP-20 Annual Goals and Objectives

TABLE 6: GOALS SUMMARY INFORMATION

Sort Order	Goal Name	Category	Start Year	End Year	Outcome	Objective	Geographic Area	Needs Addressed	Funding Year 2	Goal Outcome Indicator	Quantity	Unit of Measure (UoM)
1	Affordable Owner Housing	Affordable Housing	2022	2023	Affordability	Provide Decent Affordable Housing	Citywide	Affordable Owner Housing	\$ 168,129	Homeowner Housing Rehabilitated	12	Housing Units Household
										Direct Financial Assistance to Homebuyers	1	Housing Units Households Assisted
2	Neighborhood Improvement	Non-Housing Community Development	2022	2023	Sustainability	Create Suitable Living Environments	Citywide	Neighborhood Improvement	\$ 64,000	Housing Code Enforcement/Foreclosed Property Care	400	Household Housing Units
3	Public Services	Public Services	2022	2023	Sustainability	Create Economic Opportunities	Citywide	Public Services	\$ 50,546	Public Service Activities Other than Low/Moderate Income Housing Benefit	1,850	Persons Assisted
4	Administration/Planning	Other: Program Administration	2022	2023	Availability/Accessibility	Create Suitable Living Environments	Citywide	Administration/Planning	\$ 54,300	Other	1	Year of Administration

Administration activities are capped at 20% of total allocation and Public Service activities are subject to a 15% cap.

Table 6 - Yearly Goals Summary Information

TABLE 7: GOAL DESCRIPTIONS

1	Goal Name	Affordable Owner Housing
	Goal Description	Increase the supply of decent, affordable owner-occupied housing opportunities for low- and moderate-income residents throughout the city. CDBG - \$168,129
2	Goal Name	Neighborhood Improvement
	Goal Description	Support code compliance and minimum property standards to support safe, affordable housing in eligible neighborhoods to aid in the prevention and elimination of blight. CDBG - \$64,000
3	Goal Name	Public Services
	Goal Description	Support low- to moderate-income households and homelessness prevention through rapid-rehousing, emergency financial and food assistance, as well as supportive services for special needs populations and non-housing anti-poverty programs. CDBG - \$50,546
4	Goal Name	Administration/Planning
	Goal Description	Administer the CDBG program. CDBG - \$54,300

Table 6 - Goal Descriptions

AP-35 Projects

INTRODUCTION

The second year of the five-year program will focus on housing rehabilitation, down payment assistance, code enforcement, and public services. A total of six projects, including project administration, will be funded in Program Year 2022-2023. See Project Information table below.

TABLE 8: PROJECT INFORMATION

#	Project Name
1	Housing Rehabilitation Assistance Program
2	Down Payment Assistance Program
3	Code Administration and Enforcement
4	Public Services
5	Fair Housing Center of Southwest Michigan
6	CDBG Administration/Planning

Table 8 - Project Information

DESCRIBE THE REASONS FOR ALLOCATION PRIORITIES AND ANY OBSTACLES TO ADDRESSING UNDERSERVED NEEDS

In the Consolidated Plan, the principal needs identified are: 1) Affordable Owner Housing 2) Public Services 3) Neighborhood Improvement 4) Non-Housing Community Development, and 5) CDBG Administration. The needs of the previous plan, the virtual public hearings, and meetings with internal city staff with were instrumental in identifying these principal needs for our community. These needs remain high priority throughout the city; as such, the city will continue to prioritize activities to address these needs.

The development of the Annual Action Plan involved consultation with those agencies involved in delivering housing, housing services, and community improvements. Meetings and discussions were held between the staff of the city's Department of Planning and Development Services and other city departments, as well as maintaining relationships with appropriate housing and social service agencies. Public input was also solicited through public hearings. All projects selected to receive funding meet objectives and goals set by the city to address the needs of low- and moderate-income persons and

special needs populations.

The city's primary obstacle to meeting underserved needs is a lack of funding. In recent years, reduced revenues have plagued all levels of government (federal, state, and local). These reduced revenues have hindered the city's ability to meet all needs of low-income residents. Another obstacle to meeting underserved needs is the generally increasing demand for public services that is placing an additional burden on public service agencies within the city.

AP-38 Project Summary

TABLE 9: PROJECT SUMMARY INFORMATION

1	Project Name	Housing Rehabilitation Assistance Program
	Target Area	Citywide
	Goals Supported	Affordable Owner Housing
	Needs Addressed	Affordable Owner Housing
	Funding	CDBG: \$ 165,129
	Description	Provide zero- or low-interest deferred loans to low- and moderate-income households for housing rehabilitation, façade improvements, water/sewer hook-up, accessibility improvements, and emergency repair grants for repairs that are a threat to the health and safety of occupants.
	Target Date	6/30/2023
	Estimated Benefit	12 Household Housing Units
	Location	Citywide
	Planned Activities	Housing Rehabilitation - Replacement of roof, plumbing, wiring, heating, and providing level/support work.
2	Project Name	Down Payment Assistance Program
	Target Area	Citywide
	Goals Supported	Affordable Owner Housing
	Needs Addressed	Affordable Owner Housing
	Funding	CDBG: \$ 3,000
	Description	Zero-interest deferred loans for down payment assistance to first-time homebuyers in targeted neighborhoods.
	Target Date	6/30/2023
	Estimated Benefit	1 Households Assisted
	Location	Citywide
	Planned Activities	Down payment assistance
3	Project Name	Code Administration and Enforcement
	Target Area	Low/Mod Neighborhoods
	Goals Supported	Neighborhood Improvement
	Needs Addressed	Neighborhood Improvement
	Funding	CDBG: \$ 64,000
	Description	Support code compliance and minimum property standards to aid in the prevention and elimination of blight and deterioration. Activities include the administration of the Community Quality Code, Hosing/Property Maintenance Code, Zoning Code and/or Building Code in low- and moderate-income neighborhoods.
	Target Date	6/30/2023
	Estimated Benefit	400 Household Housing Units
	Location	Low/Mod Neighborhoods
	Planned Activities	Amelioration of slum and blight, and promotion of safe, affordable housing in eligible neighborhoods.
	Project Name	Public Services
	Target Area	Citywide
	Goals Supported	Public Services
	Needs Addressed	Public Services

	Funding	CDBG: \$ 50,546
	Description	Public services will be provided to low-income households through a local public service agency, the Portage Community Center. Funding to be provided from the CDBG Program will assist low-income Portage residents with emergency assistance (\$45,296) and transportation assistance (\$5,250).
	Target Date	6/30/2023
	Estimated Benefit	1,850 Persons Assisted
	Location	Services will be provided primarily at the Portage Community Center, which is located at 325 East Centre Avenue, Portage, Michigan
	Planned Activities	The Portage Community Center will provide Emergency Assistance (comprised of food, financial assistance and clothing), and transportation assistance.
4	Project Name	Fair Housing Center of Southwest Michigan - Administration
	Target Area	Citywide
	Goals Supported	Administration/Planning
	Needs Addressed	Administration/Planning
	Funding	CDBG: \$ 2,000
	Description	Provide funding to the Fair Housing Center of Southwest Michigan to assist the city with fair housing issues and complaints.
	Target Date	6/30/2023
	Estimated Benefit	37 Persons Assisted
	Location	Fair Housing Center of Southwest Michigan
	Planned Activities	Administrative support for fair housing services and complaint referrals through the Fair Housing Center of Southwest Michigan.
5	Project Name	CDBG Program Administration
	Target Area	Citywide
	Goals Supported	Administration/Planning
	Needs Addressed	Administration/Planning
	Funding	CDBG: \$ 52,300
	Description	One Year of CDBG Program Administration
	Target Date	6/30/2023
	Estimated Benefit	Not applicable; administration of overall CDBG program for one (1) year
	Location	Not applicable
	Planned Activities	Annual action planning, project development, coordination and compliance oversight, and administrative activities

Table 9 - Project Summary Information

AP-50 Geographic Distribution

DESCRIPTION OF THE GEOGRAPHIC AREAS OF THE ENTITLEMENT (INCLUDING AREAS OF LOW-INCOME AND MINORITY CONCENTRATION) WHERE ASSISTANCE WILL BE DIRECTED

As an “Exception Grantee”, Portage reviews statistical information on annual basis for all city neighborhoods that have been determined to have at least 46.94% of its population with low and moderate income (80% of the Area Median Income). Currently there are 9 Block Groups that meet or exceed these criteria in the city. These identified areas are generally centrally located in the city with some LMI areas located in the northeast corner of the city. Code administration and enforcement will be directed within low-moderate income neighborhoods.

TABLE 10: GEOGRAPHIC DISTRIBUTION

Target Area	Percentage of Funds
Citywide (LMI households)	77.4%
Low/Mod Neighborhoods	22.6%

**Percentages shown do not include administration budget.*

Table 10 - Geographic Distribution

RATIONALE FOR THE PRIORITIES FOR ALLOCATING INVESTMENTS GEOGRAPHICALLY

The city’s rationale for allocating investments geographically is dependent upon the location of low- and moderate-income populations, which are scattered throughout the City. Neighborhood Improvement efforts including code administration and enforcement will be directed within low-moderate income neighborhoods, as shown in the Low- and Moderate-Income Areas by Block Group Map. The city will provide home buyer assistance on a city-wide basis versus targeting assistance geographically. Owner-occupied housing improvement programs and human/public services will be offered on a city-wide basis to eligible low-income households.

DISCUSSION

The City of Portage has identified six projects to implement the goals of the Strategic Plan during the second year of the 2021 - 2025 Consolidated Plan. These projects benefit low- and moderate-income persons citywide and within the city’s low- and moderate- income areas.

AP-55 Affordable Housing

INTRODUCTION

As stated previously, the city places a high priority on providing safe, affordable, and decent housing in Portage. This goal shall be addressed, in part, by local developers that construct new, modestly priced, affordable houses. Additionally, through the emergency repair program, the housing rehabilitation program, and the down payment assistance program, the city will work to repair existing houses in low- and moderate- income neighborhoods, and for low- and moderate-income individuals. Additionally, the city will continue to utilize General Fund and CDBG Program funding to support the provision of public services to low-income individuals.

TABLE 11: ONE YEAR GOALS FOR AFFORDABLE HOUSING BY SUPPORT REQUIREMENT

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	13
Special Needs	0
Total	13

Table 11 - One Year Goals for Affordable Housing by Support Requirement

TABLE 12: ONE YEAR GOALS FOR AFFORDABLE HOUSING BY SUPPORT TYPE

One Year Goals for the Number of Households Supported Through:	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	12
Acquisition of Existing Units	0
Total	12

Table 12 - One Year Goals for Affordable Housing by Support Type

DISCUSSION

The city is prepared to engage in affordable housing activities through emergency repairs and the housing rehabilitation program and relies on various partners in assisting its residents in obtaining affordable housing. The city intends to assist 12 households with homeowner occupied housing rehabilitation assistance and one household through down payment assistance. In addition to the housing assistance programs funded through the CDBG Program, public service funding will be provided through both the CDBG Program and city General Fund to provide assistance to public service agencies

that provide homelessness prevention, rapid rehousing and tenant based rental assistance.

AP-60 Public Housing

INTRODUCTION

As noted in the Five-Year Consolidated Plan, the City of Portage does not have a Public Housing Authority (PHA) and has no public housing units. Furthermore, Kalamazoo County does not have a PHA and therefore, the Michigan State Housing Development Authority (MSHDA) serves as the PHA for Kalamazoo County. In 2002, however, Kalamazoo County did create a Public Housing Commission (PHC) that provides tenant based rental assistance within Kalamazoo County, which is in addition to rental assistance provided within Kalamazoo County via MSHDA.

ACTIONS PLANNED DURING THE NEXT YEAR TO ADDRESS THE NEEDS TO PUBLIC HOUSING

The City of Portage will continue to consult with MSHDA Housing Choice Voucher agents and the Kalamazoo County PHC on issues relevant to public housing and decent, affordable housing in general. In addition, the City of Portage will continue to actively participate on the United Way of the Battle Creek and Kalamazoo Region (AHP) which operates the local CoC.

ACTIONS TO ENCOURAGE PUBLIC HOUSING RESIDENTS TO BECOME MORE INVOLVED IN MANAGEMENT AND PARTICIPATE IN HOMEOWNERSHIP

As noted above, city staff actively participate on the AHP, and efforts to promote awareness of the City of Portage Home Buyer Assistance program will be ongoing.

IF THE PHA IS DESIGNATED AS TROUBLED, DESCRIBE THE MANNER IN WHICH FINANCIAL ASSISTANCE WILL BE PROVIDED OR OTHER ASSISTANCE

Not Applicable.

DISCUSSION

Not Applicable.

AP-65 Homeless and Other Special Needs Activities

INTRODUCTION

This section of the Annual Action Plan describes the City of Portage's one-year goal, and the specific actions steps it will undertake in the program year to carry out the homeless strategy identified in the Strategic Plan. Additionally, this section addresses any activities related to the supportive housing needs of non-homeless populations.

As noted in the Strategic Plan, the City of Portage actively participates in the CoC and its efforts to address homelessness in the community and the following actions are proposed to address homelessness during the 2022-2023 program year.

DESCRIBE THE JURISDICTIONS ONE-YEAR GOALS AND ACTIONS FOR REDUCING AND ENDING HOMELESSNESS

In the future, the city will consider pursuing activities to address the housing and supportive service needs of persons who are homeless, and those that have special needs. However, for this fiscal year, the city does not to financially assist organizations providing these types of services. The city does not plan to undertake any non-homeless special needs/homeless needs projects this program year but will maintain relationships with agencies that continue this work.

REACHING OUT TO HOMELESS PERSONS (ESPECIALLY UNSHELTERED PERSONS) AND ASSESSING THEIR INDIVIDUAL NEEDS

The city government cannot directly assist persons experiencing homelessness; rather it relies on the Kalamazoo County Continuum of Care, and other service-oriented agencies to assist those persons. The City of Portage staff will assist the CoC in the annual Point-in-time homeless count and will provide data regarding unsheltered homeless persons documented within the community. In addition, city staff will continue to directly engage with homeless persons and provide information and referral through distribution of the Quick Reference Help Guide and other assistance in connecting people in need with emergency resources such as medical assistance, emergency shelter, and other assistance as determined appropriate.

The city will consider pursuing activities to address the housing and supportive service needs of persons who are homeless, and those that have special needs. At this time, the Public Services goal/activity may

ensure that the city is able to financially contribute to assist organizations providing these types of services.

ADDRESSING THE EMERGENCY SHELTER AND TRANSITIONAL HOUSING NEEDS OF HOMELESS PERSONS

If available, the city will allocate CDBG Program and General Fund monies towards homeless services, including emergency shelter, homelessness prevention and rapid re-housing for families, unaccompanied youth, and victims of domestic violence and/or sexual assault through the public services activity.

HELPING HOMELESS PERSONS (ESPECIALLY CHRONICALLY HOMELESS INDIVIDUALS AND FAMILIES, FAMILIES WITH CHILDREN, VETERANS AND THEIR FAMILIES, AND UNACCOMPANIED YOUTH) MAKE THE TRANSITION TO PERMANENT HOUSING AND INDEPENDENT LIVING, INCLUDING SHORTENING THE PERIOD OF TIME THAT INDIVIDUALS AND FAMILIES EXPERIENCE HOMELESSNESS, FACILITATING ACCESS FOR HOMELESS INDIVIDUALS AND FAMILIES TO AFFORDABLE HOUSING UNITS, AND PREVENTING INDIVIDUALS AND FAMILIES WHO WERE RECENTLY HOMELESS FROM BECOMING HOMELESS AGAIN

As noted above, the city may provide services through its CDBG Program for homelessness, and also provides both CDBG Program funds and General Fund monies to public service agencies that provide a variety of assistance to homeless persons. In addition, the city actively participates in the CoC, which engages in planning and implementation efforts to improve the outcomes of services provided to homeless persons in the community.

HELPING LOW-INCOME INDIVIDUALS AND FAMILIES AVOID BECOMING HOMELESS, ESPECIALLY EXTREMELY LOW-INCOME INDIVIDUALS AND FAMILIES AND THOSE WHO ARE: BEING DISCHARGED FROM PUBLICLY FUNDED INSTITUTIONS AND SYSTEMS OF CARE (SUCH AS HEALTH CARE FACILITIES, MENTAL HEALTH FACILITIES, FOSTER CARE AND OTHER YOUTH FACILITIES, AND CORRECTIONS PROGRAMS AND INSTITUTIONS); OR, RECEIVING ASSISTANCE FROM PUBLIC OR PRIVATE AGENCIES THAT ADDRESS HOUSING, HEALTH, SOCIAL SERVICES, EMPLOYMENT, EDUCATION, OR YOUTH NEEDS

As noted above, the city provides both CDBG Program funds and General Fund monies to public service agencies that provide a variety of assistance to homeless persons. In addition, the city actively participates in the CoC, which has developed policies and procedures intended to improve the outcome

of persons discharged from various institutions and prevent further homelessness.

DISCUSSION

Homelessness is a continuing priority need in the City of Portage. The city financially supports the amelioration of homelessness in the upcoming fiscal year. The city will continue funding homelessness activities through partner organizations such as the Portage Community Center, Housing Resources, Inc., and Disability Network, Catholic Charities, Gryphon Place, and YMCA. The city will continue to work closely with the United Way of the Battle Creek and Kalamazoo Region which serves as the Continuum of Care.

AP-75 Barriers to affordable housing

INTRODUCTION

This section of the Annual Action Plan summarizes actions the City of Portage will undertake during the program year to reduce barriers to affordable housing and influence whether the cost of housing or the incentives to develop, maintain, or improve affordable housing are affected by public policies, particularly those of the local jurisdiction.

ACTIONS IT PLANNED TO REMOVE OR AMELIORATE THE NEGATIVE EFFECTS OF PUBLIC POLICIES THAT SERVE AS BARRIERS TO AFFORDABLE HOUSING SUCH AS LAND USE CONTROLS, TAX POLICIES AFFECTING LAND, ZONING ORDINANCES, BUILDING CODES, FEES AND CHARGES, GROWTH LIMITATIONS, AND POLICIES AFFECTING THE RETURN ON RESIDENTIAL INVESTMENT

The city has several strategies that it utilizes to remove or ameliorate the negative effects of public policies that are barriers to affordable housing. In general, the City of Portage will continue to work with non-profit and for-profit housing developers and providers to increase the amount of affordable housing.

The following strategies will be undertaken during the plan period to address affordable housing.

- Continue to participate on the United Way of the Battle Creek and Kalamazoo Region (CoC) and other regional initiatives to address affordable housing issue throughout Kalamazoo County.
- Continue Home Buyer Assistance through the CDBG Housing Program to increase affordable

home ownership opportunities for low-income households;

- Pursue opportunities to facilitate affordable rental housing by 1) partnering with housing developers by providing CDBG Program funding and/or 2) tax abatement/PILOTs through the city General Fund;
- Pursue opportunities to facilitate affordable owner-occupied affordable housing by partnering with housing developers and housing non-profits to facilitate the construction of affordable units through 1) the Kalamazoo County housing millage funds and/or 2) tax abatement/PILOTs through the city General Fund.
- Annually review development regulations, fees and other city code requirements that may create barriers to affordable and fair housing;
- Continue General Fund and CDBG Program funding to support the provision of public services to low-income individuals.

DISCUSSION

Public policies can have a direct impact on barriers to affordable housing. Portage has recognized this fact and is committed to exposing any barriers or obstacles to developing affordable and fair housing as they become evident. As noted in the Strategic Plan, affordable housing for low-income renters and owners within the city is a priority need and efforts to reduce barriers and increase access to affordable housing is an ongoing priority of the community.

AP-85 Other Actions

INTRODUCTION

This section of the Annual Action Plan describes the City of Portage planned actions to carry out the following strategies outlined in the Strategic Plan:

- Foster and maintain affordable housing,
- Rehabilitate housing for existing homeowners, and
- Reduce slum and blight through code enforcement.

ACTIONS PLANNED TO ADDRESS OBSTACLES TO MEETING UNDERSERVED NEEDS

The greatest challenge to meeting underserved needs in the coming year will be meeting the increased need for program activities with a limited amount of funding. To overcome this significant challenge, the city will work more efficiently, seek a greater level of collaboration with other agencies and organizations, and aggressively seek opportunities to leverage funds.

The city, through the Consolidated Plan, shall seek to target federal funds, and other available resources, to residents that have traditionally not been served, or are underserved by previous programs. A strong emphasis will be placed on programmatic restructure that is not only compliant with changing rules and regulations, but make sense for today's economic climate, and ever-changing community structure. The specific projects planned within the Annual Action Plan are intended to assist unserved needs within the community. In addition, the city will continue to serve on the Kalamazoo County CoC to improve the access to and delivery of services to persons in need.

ACTIONS PLANNED TO FOSTER AND MAINTAIN AFFORDABLE HOUSING

As noted above, the city will assist low-income homeowners with housing maintenance and emergency repairs and offer home buyer assistance program within the community. In addition, partnerships with housing developers will be pursued on an annual basis to increase the supply and improve the condition of affordable rental housing.

ACTIONS PLANNED TO REDUCE LEAD-BASED PAINT HAZARDS

The city will continue educational efforts to inform residents of lead-based paint hazards in general. In particular, all CDBG Program housing assistance program participants will receive specific notice regarding lead-based paint hazards and all contractors will be required to adhere to lead-based paint safe work practices before, during and after all home improvement projects.

ACTIONS PLANNED TO REDUCE THE NUMBER OF POVERTY-LEVEL FAMILIES

Because the nature of poverty is complex and multi-faceted, the city will attempt to allocate CDBG funds for services to very low-income households. CDBG can provide funding for meeting these critical basic needs, but these efforts will be constrained by the amount of funds available and competing priority needs. Each activity in the 2022-2023 Annual Action Plan will have an impact on households living in poverty. The rehabilitation projects will assist with repairs to the home, allowing the homeowner to save money and dedicate it to other needs.

According to the 2015-2019 American Community Survey (ACS) estimates, 8.4% of people living in the City of Portage are below poverty level. As noted above, the city will allocate resources from the CDBG Program and General Fund to address the needs of residents and families living at or below poverty. Housing assistance programs, public services and tax exemptions and household tax relief are examples of actions to be taken by the City of Portage.

ACTIONS PLANNED TO DEVELOP INSTITUTIONAL STRUCTURE

The city has in place a strong institutional structure necessary to carry out its housing, community, and economic development strategies. The city's Department of Community Development will administer the CDBG Program.

The City of Portage Department of Community Development will continue as the long-established lead agency with regard to planning and implementation of programs and activities noted in the Strategic Plan and Annual Action Plan. Efforts to strengthen gaps will be pursued as identified.

ACTIONS PLANNED TO ENHANCE COORDINATION BETWEEN PUBLIC AND PRIVATE HOUSING AND SOCIAL SERVICE AGENCIES

The city maintains a close relationship with state, regional, and county organizations that provide

assistance to low- and moderate-income persons as well as the homeless.

The city will work closely with local non-profit organizations to actively encourage housing programs for low- and moderate-income persons. Private builders and lending institutions will continue, with the assistance of the city, to develop affordable housing in Portage. The city of Portage will continue to actively serve on the Kalamazoo County CoC, work closely with public service and housing assistance agencies, as well as the Kalamazoo County Public Housing Commission and MSHDA.

This collaborative approach will assist in the creation and delivery of effective service delivery programs and affordable housing projects.

DISCUSSION

The city's actions planned to address obstacles to meeting underserved needs include activities in support of special needs assistance. Additionally, the city's actions to foster and maintain affordable housing include continued funding of programs and agencies that further the affordable housing goals of the city.

AP-90 Program Specific Requirements

INTRODUCTION

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) REFERENCE 24 CFR 91.220. (I)(1)

TABLE 13: AVAILABLE PROGRAM INCOME

Available Program Income	Amount
1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	\$115,475
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	\$115,475

Table 13 - Available Program Income

TABLE 14: OTHER CDBG REQUIREMENTS

Other CDBG Requirements	Amount
1. The amount of urgent need activities	0%
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100%

Table 14 - Other CDBG Requirements

DISCUSSION

The city estimates 100% of CDBG funding will be spent on low- and moderate-income activities.

Appendix



- 1. Maps**
- 2. Public Participation**
- 3. SF 424 and SF 424D**
- 4. Certifications**
- 5. Citizen Participation Plan**

Maps



Low and Moderate Income Areas by Block Group

CDBG Low & Moderate Income Areas by Block Group

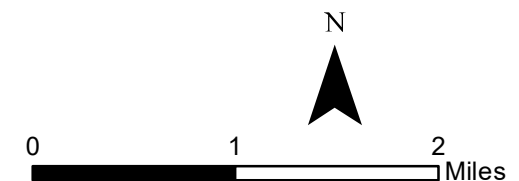
- CDBG Eligible Block Groups
- Ineligible Areas

Eligible areas require 46.94% or more of the Block Group population to be low- or moderate- income. Census Tract and Block Group boundaries are based on the 2010 US Census boundaries.

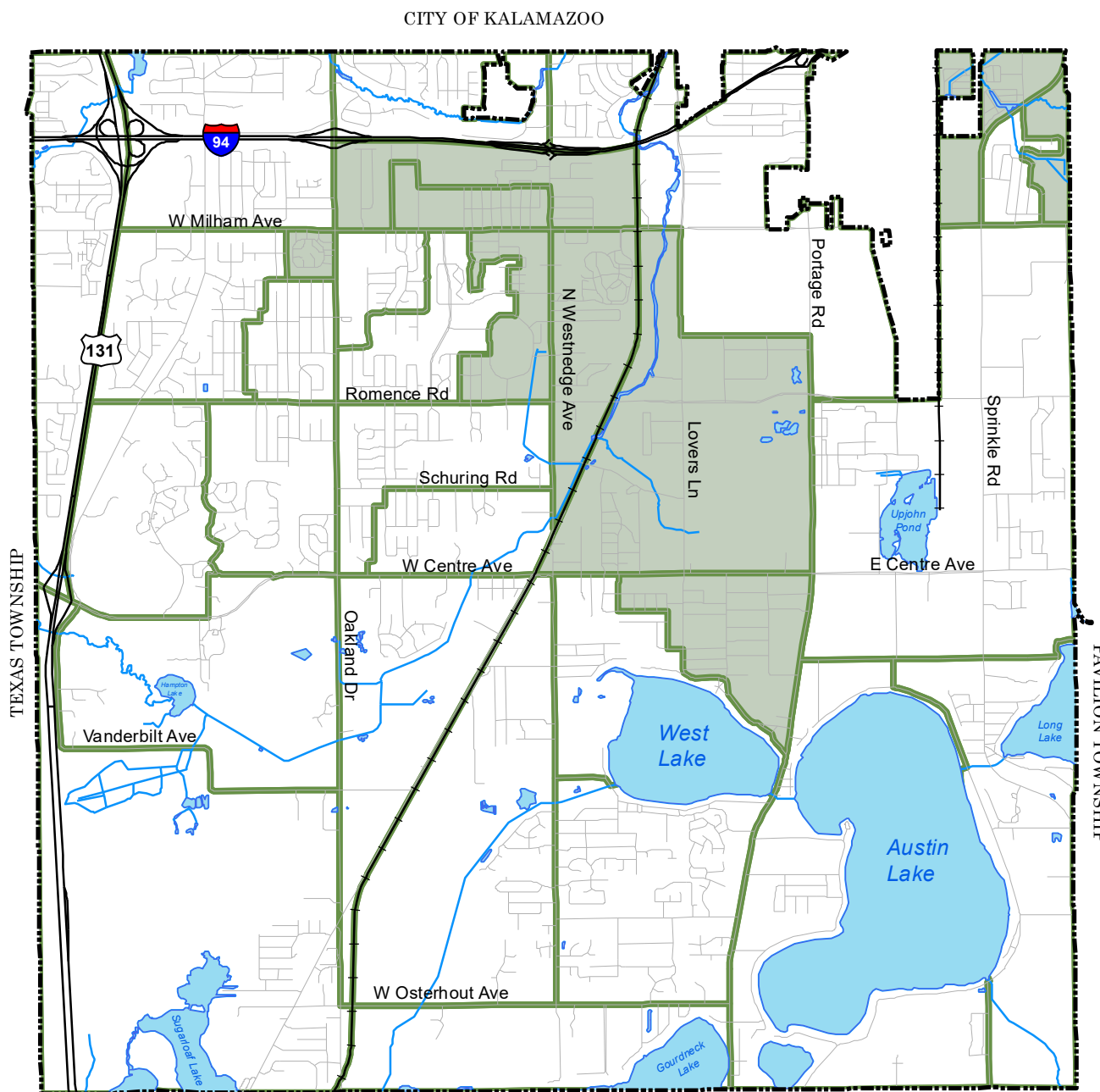
- City of Portage
- State Roads
- Railroad
- Local Roads
- Streams
- Water Bodies

Source: HUD Exchange FY 2021 American Community Survey 2011-2015 5-Year Low and Moderate Income Summary Data. 2019 TIGER/Line Shapefiles.

March 2022



City of Portage
KALAMAZOO COUNTY, MICHIGAN



CITY OF KALAMAZOO

SCHOOLCRAFT TOWNSHIP

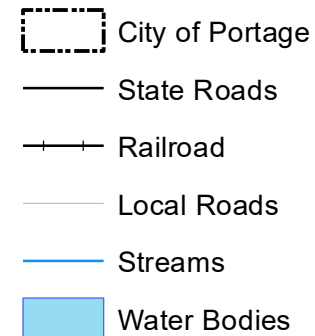
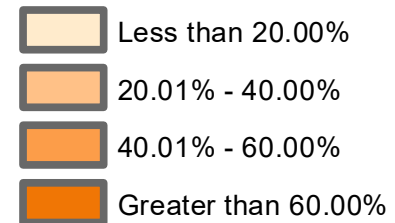


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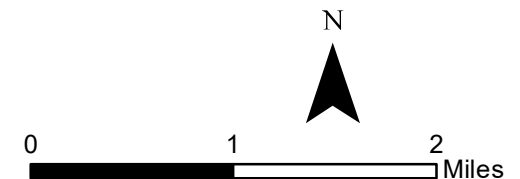
Low Income Concentrations by Block Group

Low Income Population Concentrations by Block Group

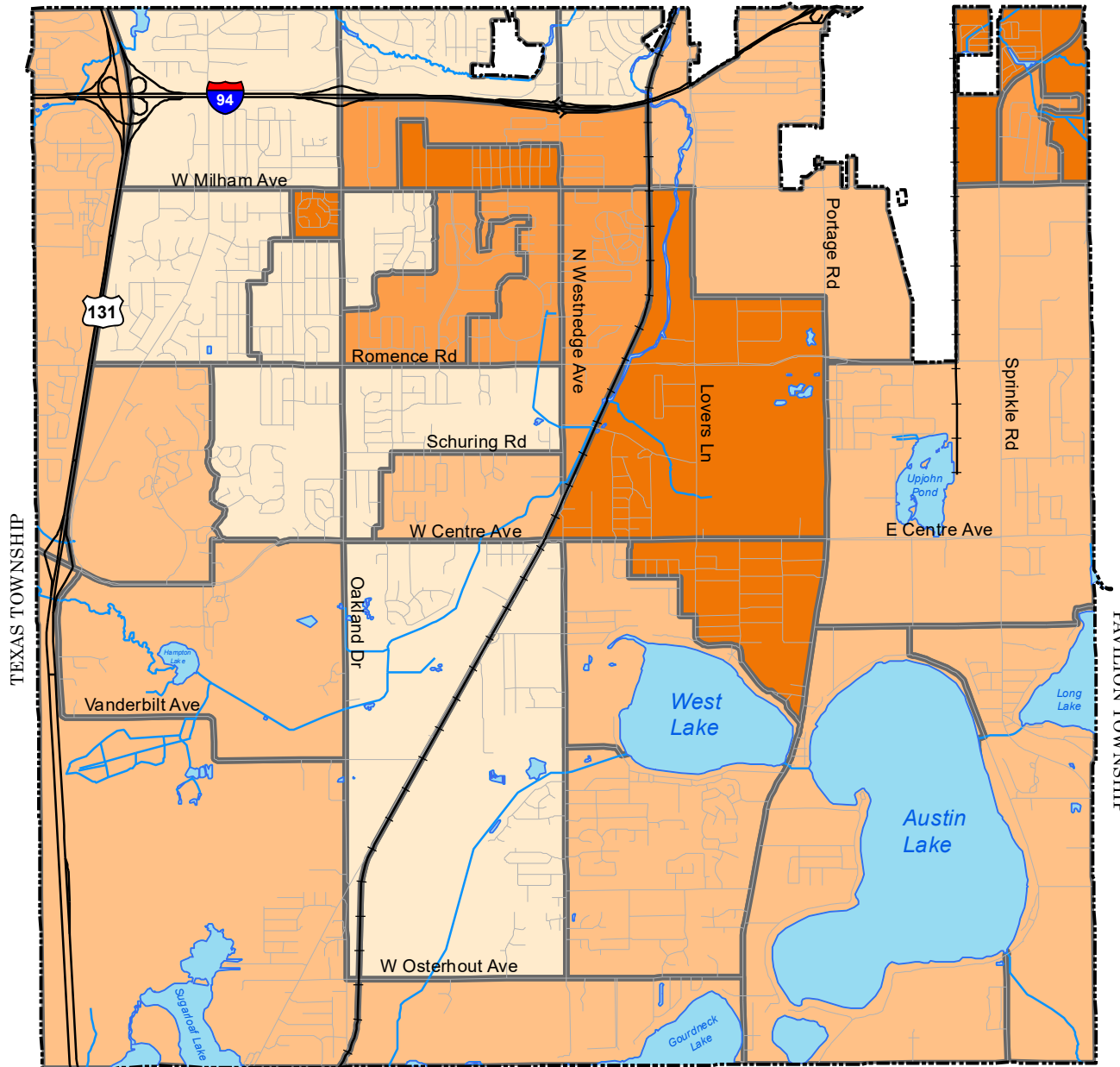


Source: HUD Exchange FY 2021 American Community Survey 2011-2015 5-Year Low and Moderate Income Summary Date 2019 TIGER/Line Shapefiles.

March 2022



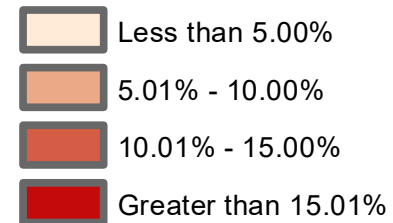
City of Portage
KALAMAZOO COUNTY, MICHIGAN



SCHOOLCRAFT TOWNSHIP

Black & African American Concentrations by Block Group

Black & African American Concentrations by Block Group



City of Portage

State Roads

Railroad

Local Roads

Streams

Water Bodies

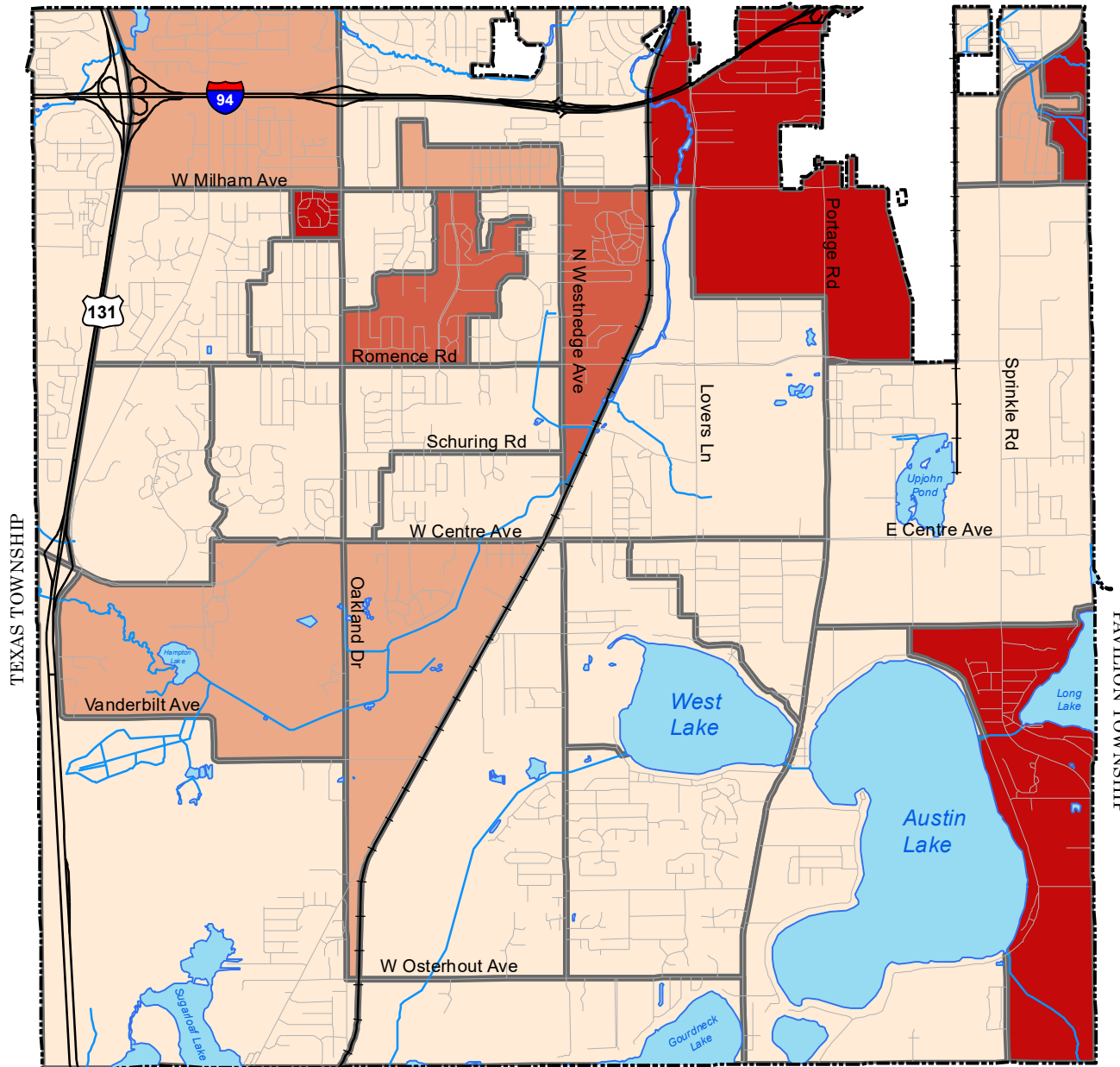
Source: 2015-2019 American Community Survey 5-Year Estimates
2019 TIGER/Line Shapefiles.

March 2022



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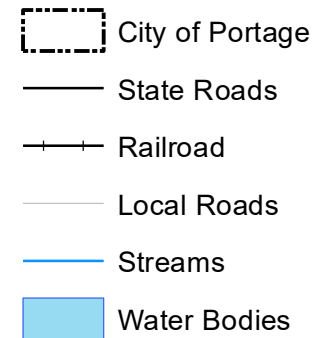
City of Portage
KALAMAZOO COUNTY, MICHIGAN



SCHOOLCRAFT TOWNSHIP

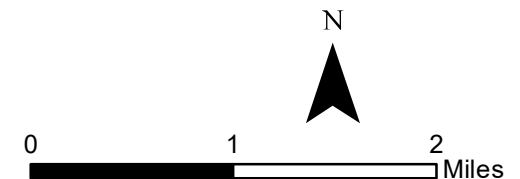
Hispanic or Latino Concentrations by Block Group

Hispanic or Latino Concentrations by Block Group

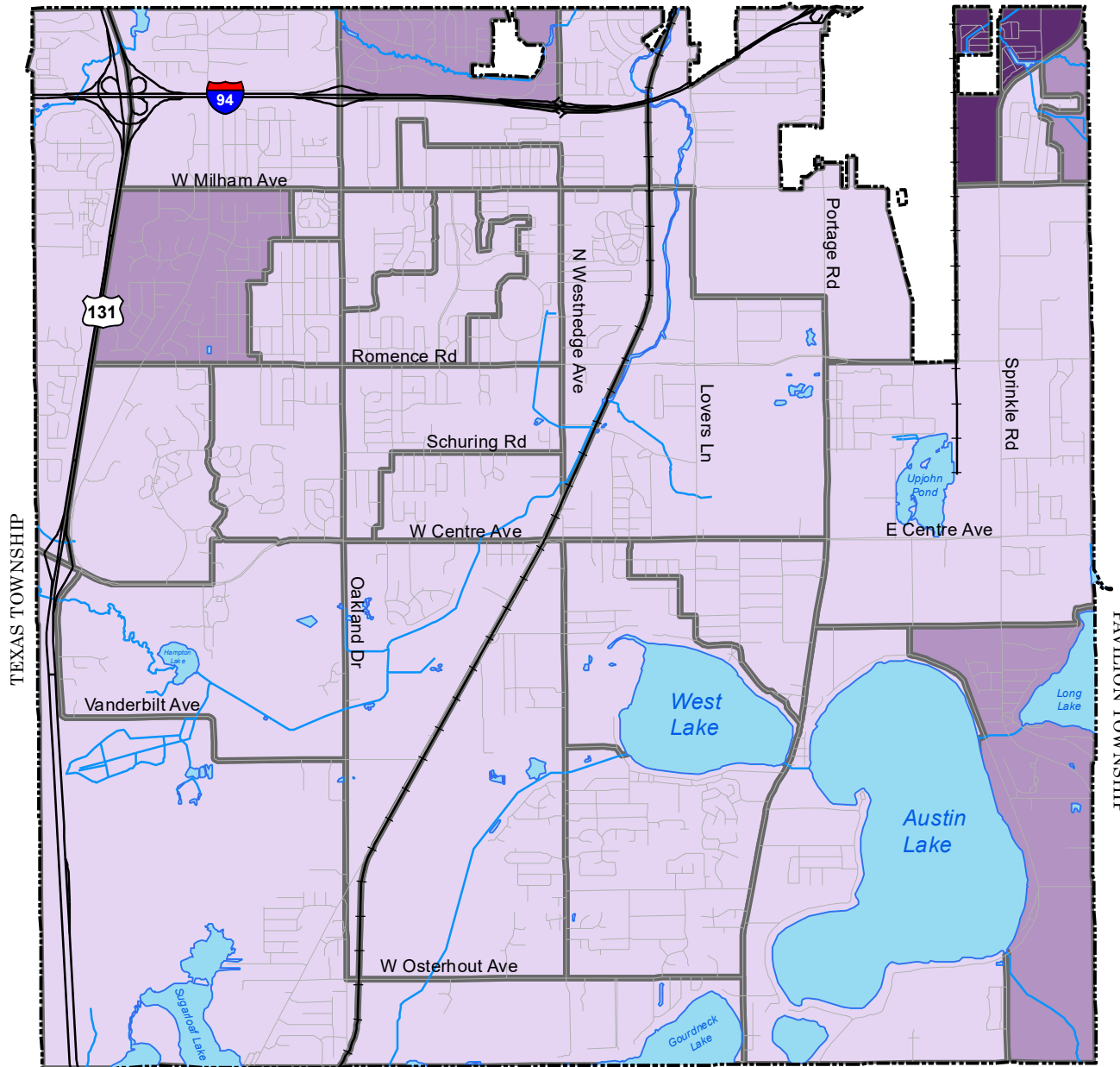


Source: 2015-2019 American Community Survey 5-Year Estimates
2019 TIGER/Line Shapefiles.

March 2022



City of Portage
KALAMAZOO COUNTY, MICHIGAN



SCHOOLCRAFT TOWNSHIP

Public Participation





NOTICE OF PUBLIC HEARING

The City of Portage will hold a public hearing on Thursday, February 3, 2022 at 6:00 p.m. in Conference Room #1, City Hall, 7900 South Westnedge Avenue, Portage, Michigan to receive comments on the Community Development Block Grant (CDBG) Program, community development needs, fair housing issues, housing priorities and human/public services within the City of Portage. The city anticipates receiving approximately \$221,500 in Federal CDBG funding in 2022-23, and an estimated \$50,000 of program income. In addition, \$75,000 in unexpended funds from prior program years will be utilized during FY 2022-23 for a total budget of \$346,500.

All interested persons are encouraged to attend. Comments can be submitted in writing on or before February 2, 2022 to the City of Portage, Department of Community Development, or may be presented in person at the public hearing. Citizens desiring additional information should contact the City of Portage Department of Community Development, (269) 329-4477 for additional information.

Department of Community Development
Kelly Peterson, Director

January 19, 2022

(99)

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of the Meeting – February 3, 2022

CALL TO ORDER: The City of Portage Special Human Services Board meeting of February 3, 2022 was called to order by Chairperson Fi Spalvieri at 6:01 p.m. in Conference Room 1, Portage City Hall, 7900 S. Westnedge Avenue.

MEMBERS PRESENT: Chair Fi Spalvieri, Barbara Sagara, John Dillworth, Brooke Kolodzieczyk, Monica Lloyd, Jihan Young, Erin Tornello and Riley Thomas (YAC)

MEMBERS EXCUSED: Effie Kokkinos. Jihan Young made a motion to excuse Effie, Brook Kolodzieczyk supported the motion and it was unanimously approved 8-0.

MEMBERS ABSENT: Stephanie Upshaw

STAFF PRESENT: Tina Perry, Neighborhood & Housing Specialist; Daniel Harrington, City Planner/GIS; Biqi Zhao, Senior City Planner.

APPROVAL OF MINUTES: The minutes of January 20, 2022 were approved by a motion by Barb Sagara, Monica Lloyd supported the motion and it was unanimously approved 8-0.

PUBLIC HEARINGS: Brooke Kolodzieczyk made a motion to open the Public Hearing supported by John Dillworth. Chair Fi Spalvieri asked if anyone from the public wanted to make comments on the community development needs, fair housing issues, housing priorities and human/public services within the City of Portage. No comments were received at hearing or submitted in writing. Brooke Kolodzieczyk asked what methods advertise the opportunity to comment. Tina Perry responded with various methods. John Dillworth made a motion to close the public hearing supported by Brooke Kolodzieczyk.

NEW BUSINESS: Fair housing Month Resolution: Tina Perry provided a draft proclamation to be forwarded to City Council declaring April 2022 Fair Housing Month. Chair Fi Spalvieri asked if there was a board member that would be willing to attend the March 22, 2022 City Council meeting to read the proclamation. Jihan Young volunteered to attend the City Council meeting. A word correction in paragraph four was made. Barb Sagara made a motion to forward to City Council to declare April Fair Housing Month, John Dillworth supported the motion. It passed unanimously 8-0.

OLD BUSINESS: FY 2022-2023 Human/Public Service Grant Application discussions continued with Tina Perry providing requested information. Effie Kokkinos updated her rankings. HSB recapped about the funding allocations and rankings that were started at the January 20 meeting. Much discussion took place and the HSB was able to complete their recommendations. Both staff and HSB recommend moving a portion of PCC's General Fund Emergency Assistance request into the CDBG program, to fully utilize that program and allow more funds in the General Fund to be allocated to service agencies. HSB discussed Kalamazoo Youth for Christ (KYFC) in depth as City Council had not funded them in 2019. Since then the HSB Funding application includes the City of Portage non-discrimination policy. KYFC has reviewed it and indicates they serve everyone that wishes to participate. A motion was made by Brook Kolodzieczyk to approve the funding recommendations in the table following and send to City Council for approval. John Dillworth supported the motion and it unanimously passed 8-0.

GENERAL FUND FY2022-2023					
	\$	181,597	Max Available		
Applicant	Program	FY2022-2023 Request	FY2021-2022 Funding	Staff	HSB Recommended
Catholic Charities	Ark for Youth	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000
Catholic Charities	(Prev not funded) Bread for Life	\$ 5,000	\$ -	\$ 5,000	\$ 5,000
Disability Network Southwest MI	(New Prgm) Ramp Up	\$ 12,000	\$ -	\$ 12,000	\$ 12,000
Gryphon Place	2-1-1 Information & Referral	\$ 3,700	\$ 3,700	\$ 3,700	\$ 3,700
Housing Resources, Inc.	Housing Stabilization Programs	\$ 29,000	\$ 29,000	\$ 29,000	\$ 25,000
Portage Community Center	Youth Development	\$ 32,000	\$ 30,000	\$ 20,847	\$ 32,000
Portage Community Center	Community Collaboration	\$ 12,000	\$ 16,000	\$ 12,000	\$ 10,000
Portage Community Center	Emergency Assistance	\$ 34,000	\$ 36,207		\$ 21,729
Kalamazoo Literacy Council	ESL of SW MI	\$ 1,875	\$ 1,875	\$ 1,875	\$ 1,875
Kalamazoo Literacy Council	Comm Literacy Ctr @ Prince of Peace	\$ 875	\$ 875	\$ 875	\$ 875
Twelve Baskets	Food Pantry	\$ 30,000	\$ 10,093	\$ 30,000	
Twelve Baskets	(Prev not funded) Free Store	\$ 15,000		\$ 15,000	\$ 5,000
Kalamazoo Youth For Christ	(Prev not funded by CC) Colonial Acres City Life Center	\$ 9,300	\$ -	\$ 9,300	\$ 7,500
YWCA Kalamazoo	Sexual Assault	\$ 7,000	\$ 6,500	\$ 7,000	\$ 7,000
YWCA Kalamazoo	Domestic Abuse	\$ 12,000	\$ 11,500	\$ 12,000	\$ 12,000
YWCA Kalamazoo	Human Trafficking	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Lending Hands of MI, Inc.	Equipment, Operations, Technology Updates	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
	Totals:	\$ 226,750	\$ 168,750	\$ 181,597	\$ 166,679
CDBG FY2022-2023 Requests					
	\$	50,546	Max Available		
Applicant	Program	Request			
Portage Community Center	Transportation Assistance	\$ 5,250	\$ 4,618.00	\$ 5,250	\$ 5,250
Portage Community Center	Emergency Assistance	\$ 33,025	\$ 33,675.00	\$ 45,296	\$ 45,296
	Totals:	\$ 38,275	\$ 38,293.00	\$ 50,546	\$ 50,546

STATEMENTS OF CITIZENS: None

ADJOURNMENT: Barb Sagara made a motion to cancel the March meeting and adjourn this meeting. Monica Lloyd supported the motion and it unanimously passed 8-0. Meeting was adjourned at 6:58 p.m.

Respectfully Submitted,

Tina Perry,
Neighborhood and Housing Specialist

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Notice of Availability – City of Portage FY2022-23 Annual Action Plan and Notice of Public Hearing

The draft Community Development Block (CDBG) Program FY2022-23 Annual Action Plan, has been prepared as required by the U.S. Department of Housing and Urban Development (HUD) for communities receiving federal funding through the CDBG Entitlement grant program. The draft Annual Action Plan, which is an element of the Consolidated Plan, outlines proposed projects that will be undertaken with the estimated \$336,975 in CDBG funding to be available to the City of Portage for FY2022-23 from HUD, including anticipated program income and unexpended funds from prior program years. For FY2022-23, estimated projects/expenditures are:

Housing Rehabilitation Assistance Program \$165,129
Down Payment Assistance Program \$3,000
Neighborhood Improvement Code Administration and Enforcement \$64,000
Human/Public Services \$50,546
Grand Administration and Fair Housing Activities \$54,300
Total: \$336,975

If a change to the estimated annual HUD allocation occurs, the difference in funds will be reflected in the Housing Rehabilitation Assistance Program.

The above draft document is available for review at the following locations:
Department of Community Development, 7900 S. Westnedge Avenue, Portage, MI 49002

Portage District Library, 5528 Portage Road, Portage, MI 49002

Portage Senior Center, 320 Library Lane, Portage, MI 49002

City of Portage website: <http://www.portagemi.gov/260/Strategic-Plans>

Comments can be submitted in writing on or before noon on Tuesday, April 26, 2022 to the City of Portage, Department of Community Development, 7900 South Westnedge Avenue, or may be presented in person at a Public Hearing that will be held at 7:00 p.m. on Tuesday April 26, 2022 in Council Chambers, at

City Hall, 7900 South Westnedge Avenue, Portage, MI 49002. For additional information, please contact the Department of Community Development at 269-329-4477 or 269-324-9266.

Department of Community Development
Kelly Peterson

(102)

SF 424 & SF 424D



Certifications



Citizen Participation Plan



Citizen Participation Plan

A. Introduction

Citizen Participation is a critical component during the update of the 5-year Consolidated Plan, Annual Action Plan and Consolidated Annual Performance Evaluation Report (collectively referred to as the Plans) whereby residents, property owners and public/private agencies located in the City of Portage and/or serving Portage residents, are provided the opportunity to actively participate in the preparation of the Plan. The City of Portage encourages active citizen participation in conjunction with preparation of the Plans and the Community Development Block Grant Program. Public participation is encouraged through timely public notices, public hearings and publication of information related to the Plans and proposed Community Development Block Grant activities.

B. Work Plan

A work plan has been developed that engages the public at key stages during the 5-year Consolidated Plan and Annual Action Plan update process. Preparation of the Consolidated Annual Performance Evaluation Report (CAPER) is completed within 90 days following the end of each program year (which ends on June 30th). A citizen participation plan includes a public awareness campaign that informs the public they are welcome to participate in the Plan Update process. A publicized timeline and clearly established milestones help ensure transparency (refer to Table 1). As a result of the COVID-19 Pandemic all public meetings are held virtually until further notice. The public can participate remotely. If special accommodations are necessary for participation of a physically disabled (when meetings resume at Portage City Hall) or non-English speaking person in the planning process, the city will provide the appropriate accommodations.

Table 1

2021-2025 Consolidated Plan and Annual Action Plan Update Schedule										
Event	Month									
	Sept '20	Oct '20	Nov '20	Dec '20	Jan '21	Feb '21	Mar '21	Apr '21	May '21	July '21
Citizen participation plan										
Data collection										
Draft of community needs assessment										
Public notice & PORTAGER article regarding public hearing										
Public hearing on community needs assessment (2/4/21)										
Draft of Consolidated Plan/Annual Action Plan										
Provide draft of Plans to Human Services Board										
30-day public comment period and public hearing (4/1/21)										
City Council approval of Consolidated Plan/Annual Action Plan (5/11/21)										
Submit Consolidated Plan/Annual Action Plans to HUD										
Begin new grant year										

C. Citizen/Agency Engagement Efforts

The following summarizes efforts to encourage public participation in order to ensure the most complete and coordinated plan update possible:

1. A minimum of two public hearings will be held prior to the submission of the Consolidated Plan and Annual Action Plan to HUD:
 - The first virtual public hearing will be held in February and allow for comment on community development needs and housing priorities and market analysis within the City of Portage.
 - The second virtual public hearing will be held in April on the draft Consolidated Plan and/or Annual Action Plan following a 30-day public comment period.
2. Articles will be published in the Portager, a monthly newsletter published by the City of Portage, which is distributed to every active residential and business address in the City of Portage, prior to the each public hearing.
3. Public notices will placed in the Kalamazoo Gazette prior to the public hearings.
4. A webpage dedicated to the Consolidated Plan and Annual Action Plan update will be added to the city's website.
5. Press releases will be issued and information will be posted on the City of Portage webpage.
6. Organized neighborhood watch groups will be notified.
7. Local public/private human service agencies located in Portage or that serve Portage residents will be notified and/or consulted during the Plan update process. Information concerning the City of Portage Consolidated Plan and Annual Action Plan can then also be disseminated to the people served by these agencies.
8. Local units of government will be notified and/or consulted, as needed and appropriate.
9. Opportunities to comment on the Consolidated Plan/Annual Action Plan update at a public meeting will be provided monthly during the Human Services Board meeting.

HUD requires that each community broaden public participation by reaching out to low-moderate income persons; low and moderate income neighborhoods where CDBG funds are proposed for use; minorities; non-English speaking persons; persons with disabilities; public housing residents and local/regional institutions. The efforts summarized above achieve the HUD objective and will be utilized, as appropriate, during the public hearing process involving the 5-year Consolidated Plan, Annual Action Plan and Consolidated Annual Evaluation Report.

D. Access to Information and Records, Availability to Public

Notice of availability of the draft Consolidated and Annual Action Plans will be published utilizing several methods listed in paragraph C above and distributed in various locations throughout the city including the Community Development Department, Portage Senior Center, Portage Community Center, Portage District Library, and posted to the city website. Citizens are encouraged to obtain and read the proposed Plans and submit comments on the Plans to the Community Development Department of the City of Portage. Copies of the plan will also be available in electronic format. Technical assistance will be provided to any group requesting assistance in submitting information, or a proposal for consideration from the CDBG Program, if the proposal will meet the National Objective criteria of benefiting low/moderate income persons within the City of Portage and is an eligible use of funds. Public hearings include a brief presentation of the purpose of the hearing, amount of projected funds available, proposed use of funds (if applicable), a review of accomplishments of the CDBG

Program and response to any questions that arise. All citizen comments will be recorded, and if an answer is necessary, a timely response to all requests (within 15 days) will be sent to the inquiring individual, group or agency.

E. Public Comments

All comments made in person or in writing relating to the Consolidated Plan or Community Development Block Grant program, which are received prior to the deadline for submission to the Department of Housing and Urban Development, will be officially incorporated into such documents and a response will be given to the comment within the text of the plan or report.

F. Amendments to Consolidated Plan

Prior to the submission of any substantial change in the proposed use of funds, citizens will be given notice of and an opportunity to comment on a proposed amendment to the Annual Action Plan. A substantial change involves new activities not contained in an approved plan or a change in expenditures that exceed 10% of the overall program year budget. A 30 day comment period, concluding with a public hearing will be provided to accept comments. The availability of the draft plan amendment will be noticed in the newspaper at least 30 days prior to the hearing. Subsequent to the hearing, the amended Annual Action Plan is submitted to HUD.

G. Anti-Displacement

Persons are not expected to be permanently displaced as part of the CDBG Program. Further, preference will be given to project where no permanent or temporary tenant relocation or involuntary homeowner relocation will be necessary. Any project where temporary relocation may become necessary will be at the expense of the property owner.

H. Technical Assistance

Technical assistance will be provided to any group that requests it in order to develop proposals for funding consideration during development of the Consolidated Plan or Annual Action Plan, or to any group requesting information on the Consolidated Plan and/or Consolidated Plan development process.

I. Complaints or Grievances

The Community Development Director or his/her designee will provide a timely written answer to written complaints or grievances within 15 working days.



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TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: FY 2022-23 Human/Public Service Funding Recommendations from the Human Services Board

SUPPORTING PERSONNEL: Kelly Peterson, Director of Community Development

ACTION RECOMMENDED: Receive the recommended Fiscal Year 2022-23 human/public service funding allocations from the Human Services Board and consider approval following the planned April 26, 2022, Public Hearing on the Fiscal Year 2022-2023 CDBG Annual Action Plan.

For more than 20 years, the City of Portage has awarded annual grants to human service agencies that provide housing, food, clothing, and other critical assistance to Portage citizens in need. For Fiscal Year 2022-2023, a total of \$232,143 is estimated to be available for human public service funding from two sources:

- General Fund – \$181,597 (0.65% of the General Fund revenue as recommended to the City Council in 2018); and
- Community Development Block Grant (CDBG) Program – \$50,546 (15% of the estimated Fiscal Year 2022-2023 entitlement grant and current fiscal year program income through December 31, 2021). The city estimates the Department of Housing and Urban Development (HUD) Fiscal Year 2022-2023 entitlement amount at \$221,500 and has \$115,475 in current program income for a total of \$336,975. The information that follows is based on these estimated amounts and may need to be adjusted once the actual HUD allocation amount for FY2022-2023 is received.

The total estimated funding in FY2022-2023 represents a \$15,600 increase from the Fiscal Year 2021-2022 program. This is due to an increase in the General Fund revenue at 0.65% and an increase in CDBG program income received as of December 31, 2021. This funding is intended to support Portage residents by:

- Fulfilling priority needs outlined in the approved CDBG Consolidated Plan, including homelessness prevention, emergency shelter, and rapid re-housing; anti-poverty efforts; services to address emergency assistance (utility shut-off, eviction, and foreclosure prevention); emergency financial assistance; and food, clothing, and transportation assistance.
- Meeting the objectives detailed in the approved CDBG Consolidated Plan.
- Providing human/public services to Portage residents through contracted agencies that apply for funding and are capable of providing services.

Application Evaluations

Based on established city practices, the review of grant applications performed by the Human Services Board (HSB) and staff and the respective Fiscal Year 2022-23 funding recommendations were prepared

based on the extent to which each application fulfills the Human Services Funding evaluation criteria. The criteria (attached) include *basic human needs, accessibility of services, critical needs in Portage, the collaboration of services, the number of Portage citizens served, outreach, and funding capacity and resources.*

Eleven applications were received from local Human/Public Service organizations requesting Fiscal Year 2022-2023 funding for a variety of programs and services. The Human/Public Service Application Summary Forms highlight programs and activities for which funding was requested. Applications received were submitted to the HSB for initial review in December 2021, and are available for review in full on the city website.

Members of the HSB and city staff reviewed and evaluated the Fiscal Year 2022-2023 grant applications in relation to estimated funding during two board meetings, in January and February 2022. The February 3, 2022 board meeting included a public hearing, though no public comments were received. Recommendations made by the HSB and staff are detailed below by fund for the Council's consideration.

CDBG Program Fund

An estimated amount of \$50,546 of CDBG program funds is expected to be available for human/public services based on the Fiscal Year 2022-2023 estimated entitlement grant and program income received through December 31, 2021. The City of Portage CDBG Program annually allocates the maximum 15% permitted for human/public services per federal regulations. It is recommended that a portion of funding for the Portage Community Center (PCC) proposed for the General Fund instead be shifted to CDBG to fully utilize the 15% maximum allowable funding for human/public services. As a result, the PCC would receive the full amount of \$50,546 for human/public services through the CDBG program funds. This, in turn, frees available dollars in the General Fund to serve other applicants, particularly given that the requests exceed available funding.

An application from PCC was received for Fiscal Year 2022-2023 in the amount of \$38,275, equal to the amount made available in Fiscal Year 2021-2022. PCC uses these funds to provide emergency assistance to prevent utility shut-offs, food, clothing, and over-the-counter provisions as available. They also provide transportation assistance through the distribution of discounted bus tokens. Table 1 shows the PCC funding request by program, Human Services Board (HSB) and staff scoring, rankings, and the funding recommendation to fully fund PCC human/public services through the CDBG estimated available funding of \$50,546.

Table 1 - Portage Community Center Funding Request by Program

Program	FY2021-22 Approved Funding	FY2022-23 Funding Requested	FY2022-23 Funding Request as % of Program Budget	Evaluation Criteria Ranking (Score)		City Administration and HSB FY2022-23 Recommendation (increase from FY2021-22 Funding) ²
				City Staff	HSB	
Transportation	\$4,618	\$5,250	100%	2 (160)	2 (168)	\$5,250

Emergency Assistance	\$33,657	\$33,025	31% ¹	1 (237)	1 (196)	\$45,296
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¹PCC has requested that the CDBG Program and General Fund grant requests be reviewed together as one application.

²Funding requested in both programs equals the funding amount requested (reduced in General Fund, increased in CDBG program)

PCC has an additional balance of \$67,804.43 available from two current CDBG-CV grants intended to assist Portage residents who have been impacted by the coronavirus pandemic.

General Fund

Ten organizations submitted applications for various programs for the total amount of \$226,750, compared to the total available General Fund allocation of \$181,597. Table 2 lists the funding requested, application scores, and evaluation rankings by the HSB members and staff, along with the funding recommendation based on the total estimated funds anticipated to be available.

Table 2

Organization & Program	FY 21-22 Approved Funding	FY22-23 Funding Requested	Funding Request as % of Program Budget	Evaluation Criteria Ranking (Score)		FY22-23 Recommended Funding	
				City Staff	HSB	Recommended Funding	% of FY2021-22 Funding (\$ Diff.)
Catholic Charities - ARK	\$17,000	\$17,000	1.7%	6 (205)	2 (212)	\$17,000	100% (\$0)
Catholic Charities - Food	\$0	\$5,000	2.4%	14 (160)	10 (186)	\$5,000	0% (\$5,000)
Disability Network - Ramps	\$0	\$12,000	7%	13 (167)	14 (181)	\$12,000	0% (\$12,000)
Gryphon Place - 211	\$3,700	\$3,700	.29%	12 (168)	7 (195)	\$3,700	100% (\$0)
Housing Resources, Inc.	\$29,000	\$29,000	.16%	1 (240)	1 (234)	\$25,000	82% (\$4,000)
PCC Youth Development	\$30,000	\$32,000	26.6%	4 (210)	6 (195)	\$32,000	106% (\$2,000)
PCC Comm. Collabor.	\$16,000	\$12,000	11.6%	16 (105)	12 (182)	\$10,000	62% (\$6,000)
PCC Emergency Assist	\$36,207	\$34,000	32.4%	1 (240)	1 (234)	\$21,729	94% (-2,207) ¹
Kzoo Literacy - ESLang	\$1,875	\$1,875	2.1%	9 (185)	11 (185)	\$1,875	100% (\$0)
Kzoo Literacy - Lit Ctr	\$875	\$875	21.7%	10 (183)	15 (174)	\$875	100% (\$0)
Twelve Baskets - Pantry	\$10,093	\$30,000	25%	5 (207)	4 (209)	\$14,918	148% (\$4,825)
Twelve Baskets - Store	\$0	\$15,000	75%	15 (155)	16 (163)	\$5,000	0% (\$5,000)
Kzoo Youth for Christ	\$0	\$9,300	11%	2 (225)	9 (189)	\$7,500	0% (7,500)
YWCA - Sexual Assault	\$6,500	\$7,000	<1%	3 (210)	3 (211)	\$7,000	108% (\$500)
YWCA - Dom. Violence	\$11,500	\$12,000	<1%	7 (197)	5 (203)	\$12,000	104% (500)
YWCA - Human Traffic	\$1,000	\$1,000	<1%	8 (187)	8 (193)	\$1,000	100% (\$0)
Lending Hands - Equip	\$5,000	\$5,000	7.1%	11 (172)	13 (181)	\$5,000	100% (\$0)
Total	\$168,750	\$226,750				\$181,597	

¹PCC emergency assistance recommendation, when combined with CDBG fund recommendation, equals 100% of their request.

Rankings among HSB members and staff varied. These variations may be attributed, in part, to four new HSB members and three new city staff contributing to the process. Staff conducted site visits of the organizations, reviewed current accomplishment reports, and evaluated how the organizations are currently performing or may perform in the areas described earlier: *basic human needs, accessibility of services, critical needs in Portage, the collaboration of services, the number of Portage citizens served, outreach, and funding capacity and resources.*

New Organizations/Applications

- **Disability Network** is a new grant applicant, which is meeting a unique need by providing ADA accessibility at the homes of disabled or mobility-impaired persons through the provision of ramps. The organization purchases materials, utilizes a licensed contractor, and volunteers are engaged to install the ramps according to code.
- **KYFC** - Staff visited the main KYFC site prior to their application submission. The organization's director shared program offerings for youth that include teaching life skills, budgeting, basic cooking, and how to run a business. KYFC works with local youth, including those who have been convicted. The grant application request is to support the operation of the Colonial Acres site, which is one of the largest at-risk areas in Portage. Upon review, HSB members noted multiple service organizations have religious content on their promotional materials and websites. City staff requested that KYFC review the City of Portage Non-Discrimination Ordinance and confirm that their organization complies. KYFC reviewed the ordinance and confirmed their compliance. As such, HSB moved forward with a proposed funding recommendation.

Returning Organizations

Portage Community Center (PCC)

The HSB directed staff to inquire about PCC's Community Collaboration Program and the performance of various PCC programs, as the Fiscal Year 2022-2023 funding requests were reviewed:

- *Community Collaboration Program* - PCC indicated this primarily covers staff time.
- In Fiscal Year 2021-2022, due to the coronavirus pandemic, PCC indefinitely suspended programs including WIC, blood drives, legal clinics, tax counseling, and community meeting space, and currently does not have plans to reestablish these programs. It should be noted that some of the programs and services no longer provided at PCC are expected to be provided to Portage residents through programming offered at the forthcoming Zhang Portage Community and Senior Center, which will meet public needs and be provided without age restrictions.
- *Emergency Assistance Programs* at PCC assist with utility shut-off prevention, food, and clothing, and is on track for the number of residents served and budget compliance.
- *Youth Development Program* at PCC is on track for its outreach goals. However, the costs of delivering this program have shown an increase.
- HSB strongly supports the PCC Youth Development and Emergency Assistance programs and is recommending full funding, with slightly reduced funding for the Community Collaboration Program.

Gryphon Place serves as the leading area agency for suicide prevention resources, including a 24/7 helpline, The Gatekeeper Program, and support groups. The organization is part of the statewide 2-1-1 information and referral system, connecting residents to a variety of resources, including housing or utility payment assistance.

YWCA continues to provide important services to families and individuals who experience sexual assault, domestic violence, or human trafficking with counseling, advocacy services, shelter, transitional housing, and legal services.

Organizations Supporting Food Security

Organizations that provide food have noticed major increases in the need for food since the pandemic

began. Each organization has its own population that they serve and all noted the increased demand for food. As a result, the recommendations are to stay at the current funding or increase funding for these grant applicants:

- **Twelve Baskets** serves people at their main site and provides weekly food distribution at Selinon Apartments in Portage. Twelve Baskets also provide donated household items such as dishes, silverware, furniture, and clothing to those in need.
- **PCC** works with Loaves & Fishes to bring food for pick up at PCC for Portage residents.
- **Catholic Charities** delivers food to Colonial Acres.

Considerations

As the total funding requests received exceeded the funding available, HSB members elected not to overfund one organization at the expense of underfunding another. HSB members noted that even while the city's General Fund dollars provide a relatively smaller portion ($< \frac{1}{2}$ percent) of larger organization budgets (HRI, YWCA, and Catholic Charities), the city's funding enables these organizations to "leverage up" and successfully secure funds from other sources to support area residents. Additionally, some larger organizations successfully secured extensive funding through donations and pandemic-related funds to support their efforts, for which HSB gave consideration and made recommendations to reflect appropriately. Applicants from smaller organizations are equally meeting important community needs and rely more heavily on the city's General Fund grants to support human/public services. In acknowledgment of these factors, the HSB and staff put forth the Fiscal Year 2022-2023 human/public service funding recommendations detailed in this report for the Council's consideration and approval.

It is recommended that City Council receive the recommended FY2022-23 human/public service funding allocations from the Human Services Board for the following organizations and consider approval following the planned April 26, 2022, Public Hearing on the Fiscal Year 2022-2023 CDBG Annual Action Plan.

- Community Development Block Grant Fund: Portage Community Center \$50,546
- City of Portage General Fund: Portage Community Center \$63,729; YWCA \$20,000; Catholic Charities \$22,000; Housing Resources, Inc. \$25,000; Lending Hands of MI \$5,000; Gryphon Place \$3,700; Kalamazoo Literacy Council \$2,750; Twelve Baskets \$19,918; Kalamazoo Youth For Christ \$7,500; Disability Network \$12,000.

FUNDING: A total of **\$232,143** is estimated to be available for human public service funding in Fiscal Year 2022-2023.

- Attachments:**
1. Human Services Funding Evaluation Criteria
 2. HPS Applications
 3. Meeting minutes dated January 20, 2022
 4. DRAFT Meeting minutes dated February 3, 2022

HUMAN SERVICES FUNDING EVALUATION CRITERIA

In addition to the criteria listed below, which apply to the service(s) to be provided with the funding requested, the following Mission Statement for the Human Services Board will also serve as a guide to the Board in its review and recommendation of funding applications:

The mission of the Human Services Board is to facilitate the satisfaction of the basic human needs of all Portage citizens by educating and advising the City Council, Portage human service agencies, and the community at large.

1. EXTENT TO WHICH THE PROGRAM ADDRESSES A BASIC HUMAN NEED

(Refer to question 10 on the application form)

(Select only one that most closely fits)

“Basic Human Needs” are considered to include:	Score
Provision of housing (e.g. emergency, transitional, permanent, homelessness/ prevention such as eviction, foreclosure, and/or utility shut-off prevention)	100
Provision of food (e.g., direct food distribution, food bank/pantry, Meals on Wheels)	80
Provision of health and safety services (e.g., emergency services, health care, crisis intervention, etc.)	60
Provision of job training, educational services, transportation, or quality of life enhancements	40
Provision of clothing (e.g. direct, free/low-cost clothing and/or distribution)	20
None of the above	0

2. ACCESSIBILITY OF THE PROGRAM SERVICE TO PORTAGE RESIDENTS

(Refer to question 11 on the application form)

0 = Not Accessible to 25 = Easily Accessible

(Select only one that most closely fits)

“Accessibility” can be considered to be:	Score
Services located in Portage	25
Services are mobile (e.g. at a facility located in Portage or at the citizen’s location)	20
Services accessible after normal (8 a.m.-5 p.m.) business hours, 24-hour phone hot line, or other methods	15
Services available / accessible via public bus routes and/or transportation by agency	10
None of the above	0

3. DOES APPLICANT HAVE WORKING RELATIONSHIPS / COLLABORATIONS WITH OTHER ORGANIZATIONS SERVING PORTAGE RESIDENTS?

(Refer to question 13 on the application form)

0 = Fragments Service Delivery to 25 = Coordinates or Improves Service Delivery

(Select only one that most closely fits)

“Coordinates or Improves Service Delivery” can be generally considered to be:	Score
Services are unique in community and not duplicated by others	25
Services are similar to others but carefully coordinated to avoid duplication	20
Services are similar to others but Information and Referral is routinely provided to avoid fragmentation	15
Services are similar to others and some fragmentation of services occurs	10
None of the above	0

4. AMOUNT OF OUTREACH EFFORTS

(Refer to question 15 on the application form)

5 = Limited Outreach to 25 = Extensive Outreach Efforts to People in Needs

(Select only one that most closely fits)

“Extensive Outreach” can be considered to be: open houses, social/media ads, direct mailing, targeted outreach, presentations, partnerships/networks and other forms of more direct/personal contact with citizens.	Score
Outreach to Portage residents extensive and very effective	25
Outreach to Portage residents adequate and effective	15
Outreach to Portage residents is minimal and not effective	5

5. OF PORTAGE RESIDENTS SERVED, ARE MAJORITY ECONOMICALLY OR SOCIALLY DEPRIVED, SENIOR CITIZENS, OR PERSONS WITH DISABILITIES?

(Refer to question 14 on the application form)

10 = No Special or Unusual Needs to 25 = Economically or Socially Deprived

(Select only one that most closely fits)

“Economically or Socially Deprived” can be generally considered to be:	Score
Clientele is extremely low income and/or disabled and/or victim of abuse and/or other situation	25
Clientele is low income and/or senior citizens	20
Clientele is vulnerable or at risk of one of the above	15
Clientele is in need of services	10
None of the above	0

6. PERCENT OF PORTAGE CLIENTS SERVED

(Refer to question 5 on the application form)

10 = Few to 50 = Many

(Select only one that most closely fits)

“Many” clients served can be considered to be:	Score
Portage clients equals 75-100% of clients served by agency	50
Portage clients equals 50-74% of clients served by agency	40
Portage clients equals 25-49% of clients served by agency	30
Portage clients equals 11-24% of clients served by agency	20
Portage clients equals 1-10% of clients served by agency	10
Portage clients equals >1%	0

Question 7 below evaluates an organization’s ability to leverage/receive funding from other sources.

(Refer to question 6 (year started) and 3 (% funded) on the application form)

- If the program(s) and/or service provider is new to the community (less than five years), use criteria 7(A).
- If the program(s) and/or service provider is not new to the community (five or more years providing service to Portage residents), use criteria 7(B).

7(A). ABILITY OF AGENCY TO RECEIVE OTHER FUNDING

5 = Extensive to 25 = Limited

(Select only one that most closely fits)

“Limited” ability to receive other funding for “new” applicants can be generally defined as follows:	Score
Grant request equals 51% or more of the agency’s budget	25
Grant request equals 31-50% of the agency’s budget	20
Grant request equals 11-30% of the agency’s budget	15
Grant request equals 6-10% of the agency’s budget	10
Grant request equals 0-5% of the agency’s budget	5

OR

7(B). ABILITY OF AGENCY TO LEVERAGE OTHER FUNDING

5 = Limited to 25 = Extensive

(Select only one that most closely fits)

"Extensive" leveraging of other funding for "previous" applicants can be generally defined as follows:	Score
Grant request equals 0-5% of the agency's budget	25
Grant request equals 6-10% of the agency's budget	20
Grant request equals 11-30% of the agency's budget	15
Grant request equals 31-50% of the agency's budget	10
Grant request equals 51% or more of the agency's budget	5

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**FY2022-23 HUMAN/PUBLIC SERVICE
APPLICATION SUMMARY FORM**

1. NAME/ADDRESS OF ORGANIZATION: Portage Community Center, 325 East Centre Avenue,
Portage, MI 49002

2. APPLICATION TYPE: GENERAL FUND: ☐ CDBG FUND: ☒
NEW APPLICATION: YES: ☐ NO: ☒
MOST RECENT PRIOR YEAR REQUEST (FY 2021-22): \$40,000
FUNDING AWARDED FY 2021-22: \$38,275

3. AMOUNT OF FY 2022-23 REQUEST: \$38,275

4. MISSION OF AGENCY: Creating a better community by helping individuals and families in need.

5. SUMMARY OF ALL SERVICES PROVIDED BY AGENCY: Youth and social development, emergency assistance, program development, program coordination to host services of other agencies, affordable housing, meeting space, and volunteer opportunities.

6. SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS: Transportation and Emergency Assistance.

7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED: 1) 100, 2) 1,750

8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS: 1) 100%, 2) 58.3%

9. AVERAGE COST OF ONE UNIT OF SERVICE: 1) \$1.40, 2) \$86.87

10. FUNDING REQUEST AS PERCENT OF BUDGET: 1) 100%, 2) 31%

**FY2022-23 HUMAN/PUBLIC SERVICE
APPLICATION SUMMARY FORM**

1. NAME/ADDRESS OF ORGANIZATION: Portage Community Center, 325 East Centre Avenue,
Portage, MI 49002

2. APPLICATION TYPE: GENERAL FUND: ☒ CDBG FUND: ☐
NEW APPLICATION: YES: ☐ NO: ☒
MOST RECENT PRIOR YEAR REQUEST (FY 2021-22): \$80,000
FUNDING AWARDED FY 2021-22: \$82,207

3. AMOUNT OF FY 2022-23 REQUEST: \$78,000

4. MISSION OF AGENCY: Creating a better community by helping individuals and families in need.

5. SUMMARY OF ALL SERVICES PROVIDED BY AGENCY: Youth and social development, emergency assistance, program development, program coordination to host services of other agencies, affordable housing, meeting space, and volunteer opportunities.

6. SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS: Youth Development, Community Collaboration, and Emergency Assistance

7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED: 1) 60, 2) N/A, 3) 1,750

8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS: 1) 100%; 2) N/A and 3) 58.3%

9. AVERAGE COST OF ONE UNIT OF SERVICE: 1) \$128.94, 2) \$33.16, and 3) \$86.87.

10. FUNDING REQUEST AS PERCENT OF BUDGET: 1) 26.6%, 2) 11.6% and 3) 32.4%

**FY2022-23 HUMAN/PUBLIC SERVICE
APPLICATION SUMMARY FORM**

1. NAME/ADDRESS OF ORGANIZATION: YWCA, 353 East Michigan Avenue, Kalamazoo, MI 49007

2. APPLICATION TYPE: GENERAL FUND: ☒ CDBG FUND: ☐
NEW APPLICATION: YES: ☐ NO: ☒
MOST RECENT PRIOR YEAR REQUEST (FY 2021-22): \$19,000
FUNDING AWARDED FY 2021-22: \$19,000

3. AMOUNT OF FY 2022-23 REQUEST: \$20,000

4. MISSION OF AGENCY: The YWCA Kalamazoo is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all by offering services and programs which are designated to improve the lives of children, care for victims of abuse, promote maternal and infant health, and advance race and gender equity through advocacy and systems change.

5. SUMMARY OF ALL SERVICES PROVIDED BY AGENCY: The Kalamazoo YWCA offers: Individual and group support, therapeutic services, criminal and civil legal support and advocacy services; shelter and transitional housing options. 24-hour crisis line and emergency response team, and Sexual Assault Nurse Examinations (SANE). Domestic and sexual violence crisis intervention, and human trafficking (sex and labor) assistance. Women's economic empowerment programs, racial justice initiatives, and community education and awareness programs.

6. SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS: Intimate Partner Domestic Assault Program (DAP) and Sexual Assault Program both which provide 24-hour crisis intervention, forensic exams, counseling, support/advocacy groups, and information and referral services and Human Trafficking (labor and sex) Program. The DAP also provides emergency shelter and transitional supportive housing for victims and children.

7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED: 1) 24, 2) 32, 3) 0

8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS: 1) 9%, 2) 9%, 3) 0%

9. AVERAGE COST OF ONE UNIT OF SERVICE: 1) \$150, 2) \$75, 3) \$85

10. FUNDING REQUEST AS PERCENT OF BUDGET: less than 1%

**FY2022-23 HUMAN/PUBLIC SERVICE
APPLICATION SUMMARY FORM**

1. NAME/ADDRESS OF ORGANIZATION: Catholic Charities, 1819 Gull Road, Kalamazoo, MI 49048

2. APPLICATION TYPE: GENERAL FUND: ☒ CDBG FUND: ☐
NEW APPLICATION: YES: ☐ NO: ☒
MOST RECENT PRIOR YEAR REQUEST (FY 2021-22): \$57,000
FUNDING AWARDED FY 2021-22: \$17,000

3. AMOUNT OF FY 2022-23 REQUEST: \$17,000

4. MISSION OF AGENCY: “We are God’s hands providing housing, health, and hope to His children.” We envision respect for human dignity and ever-increasing stability and independence for individuals, families, and communities we service by restoring hope and expanding our comprehensive, innovative and proactive social services throughout southwest Michigan. The purpose of the Ark Services for Youth is to service homeless and precariously housing youth, reunifying their families or helping them achieve safe and stable self-sufficiently. The purpose of the Bread of Life Food Program is to provide supplemental food and basic necessities to families in need in southwest Michigan.

5. SUMMARY OF ALL SERVICES PROVIDED BY AGENCY: Catholic Charities fulfills its mission through the provision of services to run away and homeless youth, youth and families in crisis, pregnant and parenting women and teens, and senior citizens as well as supplemental food assistance to families in need.

6. SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS: 1) Funds will support the general operating expenses (salaries, utilities, rent, supplies, food) for The ARK Shelter as well as staffing for Drop-In and Outreach services provided within the City of Portage 2) Building and utility costs at a central site, food for distribution to Portage (Kalamazoo County) residents, food transportation costs from the food banks to the central site, distribution supplies, and will pay for staffing to administer the program.

7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED: 1) 10, 2) 700

8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS: 1) 10%, 2) 2%

9. AVERAGE COST OF ONE UNIT OF SERVICE: 1) \$396 per day of care, 2) \$3.72 per box of food designed to feed a family of 1-3 for four days.

10. FUNDING REQUEST AS PERCENT OF BUDGET: 1) 1.7%, 2) 2.4%

FY2022-23 HUMAN/PUBLIC SERVICE APPLICATION SUMMARY FORM

1. NAME/ADDRESS OF ORGANIZATION: Housing Resources, Inc., 420 East Alcott Street, Suite 200, Kalamazoo, MI 49001

2. APPLICATION TYPE: GENERAL FUND: ☒ CDBG FUND: ☐
NEW APPLICATION: YES: ☐ NO: ☒
MOST RECENT PRIOR YEAR REQUEST (FY 2021-22): \$29,000
FUNDING AWARDED FY 2021-22: \$29,000

3. AMOUNT OF FY 2022-23 REQUEST: \$29,000

4. MISSION OF AGENCY: The assurance of housing for socially or economically vulnerable citizens of Kalamazoo County.

5. SUMMARY OF ALL SERVICES PROVIDED BY AGENCY: HRI provides a range of emergency, transitional and permanent housing assistance, including: Coordinated Assessment and Referral providing a community-wide housing delivery system; Homeless Prevention Services; and Permanent Supportive Housing including (Rickman House for mentally-ill single adults, additional permanent affordable rental housing complexes Pinehurst Townhomes, Summit Park Apartments, and Rosewood).

6. SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS: Housing stabilization programs will provide rental housing assistance.

7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED: 230

8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS: 12%

9. AVERAGE COST OF ONE UNIT OF SERVICE: \$2,500

10. FUNDING REQUEST AS PERCENT OF BUDGET: .162%

**FY2022-23 HUMAN/PUBLIC SERVICE
APPLICATION SUMMARY FORM**

1. NAME/ADDRESS OF ORGANIZATION: Lending Hands of Michigan, Inc., 2403 Helen Avenue,
Portage, MI 49002

2. APPLICATION TYPE: GENERAL FUND: ☒ CDBG FUND: ☐
NEW APPLICATION: YES: ☐ NO: ☒
MOST RECENT PRIOR YEAR REQUEST (FY 2021-22): \$5,000
FUNDING AWARDED FY 2021-22: \$5,000

3. AMOUNT OF FY 2022-23 REQUEST: \$5,000

4. MISSION OF AGENCY: To provide medical equipment to residents of a six-county service area for free for seven months.

5. SUMMARY OF ALL SERVICES PROVIDED BY AGENCY: Lend medical equipment for free to anyone for up to seven months.

6. SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS: Purchase medical equipment, operational expenses and update computer technology.

7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED: 844

8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS: 19%

9. AVERAGE COST OF ONE UNIT OF SERVICE: \$19.47

10. FUNDING REQUEST AS PERCENT OF BUDGET: 7.1%

**FY2022-23 HUMAN/PUBLIC SERVICE
APPLICATION SUMMARY FORM**

1. NAME/ADDRESS OF ORGANIZATION: Gryphon Place, 3245 South 8th Street, Kalamazoo, MI 49009

2. APPLICATION TYPE: GENERAL FUND: ☒ CDBG FUND: ☐
NEW APPLICATION: YES: ☐ NO: ☒
MOST RECENT PRIOR YEAR REQUEST (FY 2021-22): \$3,700
FUNDING AWARDED FY 2021-22: \$3,700

3. AMOUNT OF FY 2022-23 REQUEST: \$3,700

4. MISSION OF AGENCY: Help people navigate conflict and crisis, foster resiliency, restore community, and support healing.

5. SUMMARY OF ALL SERVICES PROVIDED BY AGENCY: 1) 2-1-1 Information and Referral service that provides 24/7 Crisis Intervention and Comprehensive Information and Referral (including volunteer opportunities); 2) Gatekeeper Program for students focused on prevention and intervention of suicide and other forms of violence; 3) Dispute Resolution Services (DRS) that provides trained mediators; and 4) Critical Incident Stress Management Teams administered and coordinated by volunteers to help those impacted by traumatic events and Suicide Prevention and recovery services.

6. SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS: Funds will be used to provide adequate staffing levels in the contact center to provide 24/7 service coverage for 2-1-1 and crisis lines.

7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED: 3,500

8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS: 3%

9. AVERAGE COST OF ONE UNIT OF SERVICE: \$8.34

10. FUNDING REQUEST AS PERCENT OF BUDGET: 0.29%

**FY2022-23 HUMAN/PUBLIC SERVICE
APPLICATION SUMMARY FORM**

1. NAME/ADDRESS OF ORGANIZATION: Kalamazoo Literacy Council, 420 E Alcott St, Suite 400, Kalamazoo, MI 49001

2. APPLICATION TYPE: GENERAL FUND: ☒ CDBG FUND: ☐
NEW APPLICATION: YES: NO: X
MOST RECENT PRIOR YEAR REQUEST (FY 2021-22): \$2,750
FUNDING AWARDED FY 2021-22: \$2,750

3. AMOUNT OF FY 2022-23 REQUEST: \$2,750

4. MISSION OF AGENCY: Provide quality literacy education that enhances the lives of adults through programs designed to increase reading, writing, and spelling skills.

5. SUMMARY OF ALL SERVICES PROVIDED BY AGENCY: Adult literacy tutoring and free educational materials. Free speaking, reading and literacy instruction for adults who are non-native English speakers.

6. SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS: Instructional books, supplies and virtual learning supports for English as a Second Language of SW MI and Community Literacy Center (CLC) programs.

7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED: 1) 115 ESL, 2) 32 CLC

8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS: 1) 70%, 2) 70%

9. AVERAGE COST OF ONE UNIT OF SERVICE: \$100 for instructional materials and supplies

10. FUNDING REQUEST AS PERCENT OF BUDGET: 1) 2.1%, 2) 21.7%

**FY2022-23 HUMAN/PUBLIC SERVICE
APPLICATION SUMMARY FORM**

1. NAME/ADDRESS OF ORGANIZATION: Twelve Baskets 10332 Portage Rd. Portage, MI 49002

2. APPLICATION TYPE: GENERAL FUND: ☒ CDBG FUND: ☐
NEW APPLICATION: YES: ☒ NO: ☐
MOST RECENT PRIOR YEAR REQUEST (FY 2021-22): \$13,000
FUNDING AWARDED FY 2021-22: \$8,300

3. AMOUNT OF FY 2022-23 REQUEST: \$45,000

4. MISSION OF AGENCY: To lead the fight against hunger in our community while restoring hope, dignity and self-respect.

5. SUMMARY OF ALL SERVICES PROVIDED BY AGENCY: 1) Free food distribution 2) Free clothing distribution

6. SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS: Free food including a grocery cart of meat, dry goods, produce, etc. and a free store that provides clothing, bedding, OTC meds and households items.

7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED: 1) 6,795, 2) 3,120

8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS: 1) 74%, 2) 80%

9. AVERAGE COST OF ONE UNIT OF SERVICE: 1) \$250 per cart (one per family per visit) 2) \$150 (per family)

10. FUNDING REQUEST AS PERCENT OF BUDGET: 1) 25% 2) 75%

**FY2022-23 HUMAN/PUBLIC SERVICE
APPLICATION SUMMARY FORM**

1. NAME/ADDRESS OF ORGANIZATION: Kalamazoo Youth For Christ 2528 E. Main St.,
Kalamazoo, MI 49048

2. APPLICATION TYPE: GENERAL FUND: ☒ CDBG FUND: ☐
NEW APPLICATION: YES: x NO:
MOST RECENT PRIOR YEAR REQUEST (FY 2021-22): \$0.00
FUNDING AWARDED FY 2021-22: \$0.00

3. AMOUNT OF FY 2022-23 REQUEST: \$9,300

4. MISSION OF AGENCY: YFC reaches young people everywhere, working together with local church and other like-minded partners to raise up lifelong followers of Jesus who lead by their godliness.

5. SUMMARY OF ALL SERVICES PROVIDED BY AGENCY: The Kalamazoo Youth For Christ provides support and educational services to at-risk youth in the community in partnership with local churches and other area resources by utilizing the City Life Holistic Community Development Model.

6. SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS: For the Colonial Acres City Life Center program, provide outdoor sports equipment, electronic gaming system, and meals for club students and support an outreach event to Colonial Acres Residents.

7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED: 32

8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS: 80%

9. AVERAGE COST OF ONE UNIT OF SERVICE: \$42.30 per student 2x per week

10. FUNDING REQUEST AS PERCENT OF BUDGET: 11%

FY2022-23 HUMAN/PUBLIC SERVICE APPLICATION SUMMARY FORM

1. NAME/ADDRESS OF ORGANIZATION: Disability Network Southwest Michigan, 517 E. Crosstown Parkway, Kalamazoo, MI 49001

2. APPLICATION TYPE: GENERAL FUND: ☒ CDBG FUND: ☐
NEW APPLICATION: YES: x NO:
MOST RECENT PRIOR YEAR REQUEST (FY 2021-22): \$0
FUNDING AWARDED FY 2021-22: \$0

3. AMOUNT OF FY 2022-23 REQUEST: \$12,000

4. MISSION OF AGENCY: Educate and connect people with disabilities to resources while advocating social change. Our vision is a community that values disability as human diversity, free of attitudinal barriers, where all people benefit with full access and inclusion.

5. SUMMARY OF ALL SERVICES PROVIDED BY AGENCY: Connect people with mobility disabilities to resources to purchase or build ramps their private residences so they can access the community independently. They coordinate builders and volunteer organizations to install ramps.

6. SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS: Materials and labor to build 5 to 6 ramps on the homes of people with mobility disabilities in Portage.

7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED: 5 to 6

8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS: 11%

9. AVERAGE COST OF ONE UNIT OF SERVICE: \$2,200 to \$2,500

10. FUNDING REQUEST AS PERCENT OF BUDGET: 7%

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of the Meeting – January 20, 2022

CALL TO ORDER: The City of Portage Special Human Services Board meeting of January 20, 2022 was called to order by Chairperson Spalvieri at 6:02 p.m. in Conference Room 1, Portage City Hall, 7900 S. Westnedge Avenue. Spalvieri welcomed new HSB member Monica Lloyd to the HSB and Riley Thomas (Youth Advisory Committee).

MEMBERS PRESENT: Chair Fiorella Spalvieri, Barbara Sagara, Effie Kokkinos, John Dillworth, Brooke Kolodzieczyk, Monica Lloyd and Riley Thomas (YAC)

MEMBERS EXCUSED: Vice Chair Stephanie Upshaw & Jihan Young. Kolodzieczyk made a motion to excuse these members, Lloyd supported and it was unanimously approved 6-0.

MEMBERS ABSENT: Erin Tornello

STAFF PRESENT: Tina Perry, Neighborhood & Housing Specialist, Daniel Harrington, City Planner/GIS.

APPROVAL OF MINUTES: The minutes of October 7, 2021 were approved by a motion by Sagara, Kolodzieczyk supported the motion and it was unanimously approved 6-0.

The minutes of December 2, 2021 were approved by a motion by Kokkinos, Sagara supported the motion and it was unanimously approved 6-0.

PUBLIC HEARINGS: None

NEW BUSINESS: FY 2022-2023 Human/Public Service Grant Applications Discussion began with a thank you by staff for everyone's on time submissions of their application rankings. Perry provided a spreadsheet showing HSB separate from staff rankings. Lloyd assisted in manipulating the sheets view to show ranking in order and better able to compare HSB and staff rankings. Discussion included modifications to the evaluation form for next year's use; an ongoing effort. Harrington created and explained multiple graphs that analyzed previous, current and proposed program funding, and cost per unit of service; previous, current and proposed Portage residents served; current accomplishment data received from completion of the first half of the current fiscal year, as well as a chart of staff's draft of proposed funding. HSB members shared a wealth of knowledge about cost/unit and quality of services; discussion about monitoring of organizations to assure proper tracking of Portage residents. Staff suggested possibility of custom reporting forms for organizations may be included in their contracts.

Perry suggested moving some of the Emergency program by PCC from the General Fund into the CDBG fund, where it was also requested resulting in fully funding the CDBG program and opening up more room for funding in the General Fund area. HSB needed to identify \$32,882 in reductions to fully fund the General Fund area. HSB began allocating funding to organizations utilizing a spreadsheet. This generated individual program discussion, ideas and some questions. Kalamazoo YFC was discussed in regards to its 2019 recommended allocation where City council rejected it due to the conflict with the spirit and intent of the City of Portage's Non-Discrimination ordinance. Perry had at length discussion with KYFC and the non-discrimination policy where they indicated by signing their

application that they agree to abide by it and serve all persons that want to participate. Thomas provided helpful information about the gaming equipment they propose. The draft allocation of funding continued though was not finalized at this meeting. Perry was asked to follow up with PCC for additional information on the proposed Community Collaboration and other proposed programs.

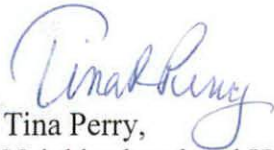
OLD BUSINESS: None

STATEMENTS OF CITIZENS: None

ADJOURNMENT:

Dillworth made a motion to table finalization of funding until the next meeting on February 3, 2022. Kolodzieczyk supported the motion and it was unanimously approved 6-0. Meeting was adjourned at 8:08 p.m.

Respectfully Submitted,



Tina Perry,
Neighborhood and Housing Specialist

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CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of the Meeting – February 3, 2022

CALL TO ORDER: The City of Portage Special Human Services Board meeting of February 3, 2022 was called to order by Chairperson Fi Spalvieri at 6:01 p.m. in Conference Room 1, Portage City Hall, 7900 S. Westnedge Avenue.

MEMBERS PRESENT: Chair Fi Spalvieri, Barbara Sagara, John Dillworth, Brooke Kolodzieczyk, Monica Lloyd, Jihan Young, Erin Tornello and Riley Thomas (YAC)

MEMBERS EXCUSED: Effie Kokkinos. Jihan Young made a motion to excuse Effie, Brook Kolodzieczyk supported the motion and it was unanimously approved 8-0.

MEMBERS ABSENT: Stephanie Upshaw

STAFF PRESENT: Tina Perry, Neighborhood & Housing Specialist; Daniel Harrington, City Planner/GIS; Biqi Zhao, Senior City Planner.

APPROVAL OF MINUTES: The minutes of January 20, 2022 were approved by a motion by Barb Sagara, Monica Lloyd supported the motion and it was unanimously approved 8-0.

PUBLIC HEARINGS: Brooke Kolodzieczyk made a motion to open the Public Hearing supported by John Dillworth. Chair Fi Spalvieri asked if anyone from the public wanted to make comments on the community development needs, fair housing issues, housing priorities and human/public services within the City of Portage. No comments were received at hearing or submitted in writing. Brooke Kolodzieczyk asked what methods advertise the opportunity to comment. Tina Perry responded with various methods. John Dillworth made a motion to close the public hearing supported by Brooke Kolodzieczyk.

NEW BUSINESS: Fair housing Month Resolution: Tina Perry provided a draft proclamation to be forwarded to City Council declaring April 2022 Fair Housing Month. Chair Fi Spalvieri asked if there was a board member that would be willing to attend the March 22, 2022 City Council meeting to read the proclamation. Jihan Young volunteered to attend the City Council meeting. A word correction in paragraph four was made. Barb Sagara made a motion to forward to City Council to declare April Fair Housing Month, John Dillworth supported the motion. It passed unanimously 8-0.

OLD BUSINESS: FY 2022-2023 Human/Public Service Grant Application discussions continued with Tina Perry providing requested information. Effie Kokkinos updated her rankings. HSB recapped about the funding allocations and rankings that were started at the January 20 meeting. Much discussion took place and the HSB was able to complete their recommendations. Both staff and HSB recommend moving a portion of PCC's General Fund Emergency Assistance request into the CDBG program, to fully utilize that program and allow more funds in the General Fund to be allocated to service agencies. HSB discussed Kalamazoo Youth for Christ (KYFC) in depth as City Council had not funded them in 2019. Since then the HSB Funding application includes the City of Portage non-discrimination policy. KYFC has reviewed it and indicates they serve everyone that wishes to participate. A motion was made

by Brook Kolodzieczyk to approve the funding recommendations in the table following and send to City Council for approval. John Dillworth supported the motion and it unanimously passed 8-0.

GENERAL FUND FY2022-2023					
	\$	181,597	Max Available		
Applicant	Program	FY2022-2023 Request	FY2021-2022 Funding	Staff	HSB Recommended
Catholic Charities	Ark for Youth	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000
Catholic Charities	(Prev not funded) Bread for Life	\$ 5,000	\$ -	\$ 5,000	\$ 5,000
Disability Network Southwest MI	(New Prgm) Ramp Up	\$ 12,000	\$ -	\$ 12,000	\$ 12,000
Gryphon Place	2-1-1 Information & Referral	\$ 3,700	\$ 3,700	\$ 3,700	\$ 3,700
Housing Resources, Inc.	Housing Stabilization Programs	\$ 29,000	\$ 29,000	\$ 29,000	\$ 25,000
Portage Community Center	Youth Development	\$ 32,000	\$ 30,000	\$ 20,847	\$ 32,000
Portage Community Center	Community Collaboration	\$ 12,000	\$ 16,000	\$ 12,000	\$ 10,000
Portage Community Center	Emergency Assistance	\$ 34,000	\$ 36,207		\$ 21,729
Kalamazoo Literacy Council	ESL of SW MI	\$ 1,875	\$ 1,875	\$ 1,875	\$ 1,875
Kalamazoo Literacy Council	Comm Literacy Ctr @ Prince of Peace	\$ 875	\$ 875	\$ 875	\$ 875
Twelve Baskets	Food Pantry	\$ 30,000	\$ 10,093	\$ 30,000	
Twelve Baskets	(Prev not funded) Free Store	\$ 15,000		\$ 15,000	\$ 5,000
Kalamazoo Youth For Christ	(Prev not funded by CC) Colonial Acres City Life Center	\$ 9,300	\$ -	\$ 9,300	\$ 7,500
YWCA Kalamazoo	Sexual Assault	\$ 7,000	\$ 6,500	\$ 7,000	\$ 7,000
YWCA Kalamazoo	Domestic Abuse	\$ 12,000	\$ 11,500	\$ 12,000	\$ 12,000
YWCA Kalamazoo	Human Trafficking	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Lending Hands of MI, Inc.	Equipment, Operations, Technology Updates	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
	Totals:	\$ 226,750	\$ 168,750	\$ 181,597	\$ 166,679
CDBG FY2022-2023 Requests					
	\$	50,546	Max Available		
Applicant	Program	Request			
Portage Community Center	Transportation Assistance	\$ 5,250	\$ 4,618.00	\$ 5,250	\$ 5,250
Portage Community Center	Emergency Assistance	\$ 33,025	\$ 33,675.00	\$ 45,296	\$ 45,296
	Totals:	\$ 38,275	\$ 38,293.00	\$ 50,546	\$ 50,546

STATEMENTS OF CITIZENS: None

ADJOURNMENT: Barb Sagara made a motion to cancel the March meeting and adjourn this meeting. Monica Lloyd supported the motion and it unanimously passed 8-0. Meeting was adjourned at 6:58 p.m.

Respectfully Submitted,

Tina Perry,
Neighborhood and Housing Specialist

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Resolution Accepting New Public Streets - Act 51 Mileage Certification

SUPPORTING PERSONNEL: Rod Russell, Director of Public Works

ACTION RECOMMENDED: Adopt the Resolution Accepting Newly Constructed Dedicated Streets as Public Streets.

The Annual Act 51 Mileage Certification Report requires that all streets constructed during the preceding calendar year be accepted for public use through the adoption of a resolution by the jurisdiction's governing body. While new streets constructed within the confines of new residential development are technically accepted through the plat approval process, Act 51 requires the governing body to adopt one inclusive resolution accepting these streets incorporated in the new development. This action certifies that the new streets conform to city specifications and can be dedicated for public use, which qualifies these streets for annual roadway maintenance funding in accordance with the provisions of Act 51, Public Act 1951, as amended.

Streets constructed and dedicated for the 2021 calendar year include:

- Claremount Woods (Existing Claremount to Cul-de-sac): 674.11 feet
- Landrum Trail (Paxton Court to Cul-de-sac): 652.75 feet
- Paxton Court (Existing Paxton Court to Cul-de-sac) 538.73 feet
- Alder Avenue (Schrier Lane to Dead End): 267.12 feet
- Schrier Lane (Existing Schrier Lane to Alder Avenue): 562.28 feet

With the certification of all the streets listed above, a total of .51 centerline miles of local streets will be added to the city street network, bringing the total centerline miles of local streets to 151.12 miles and the total centerline miles of major streets to 72.90 miles. A total of 224.02 centerline miles of streets will make up the City of Portage street system.

It is recommended that City Council adopt the Resolution Accepting Newly Constructed Dedicated Streets as Public Streets.

FUNDING: Not Applicable

Attachments: 1. Resolution Accepting Newly Constructed Dedicated Streets as Public Streets

CITY OF PORTAGE
RESOLUTION ACCEPTING NEWLY CONSTRUCTED
PLATTED STREETS AS PUBLIC STREETS

At a regular meeting of the City Council for the City of Portage, Michigan, Kalamazoo County, Michigan, held at the City Hall on the 12th day of April 2022, at 7:00 p.m., local time.

PRESENT: _____

ABSENT: _____

Resolution offered by: _____

Seconded by: _____

WHEREAS, the City of Portage did on April 12, 2022, acquire title to streets listed in this resolution; and

WHEREAS, it is necessary to furnish certain information to the State of Michigan to place these streets within the City of Portage's Street System for the purpose of obtaining funds under Act 51, P.A. 1951 as amended.

NOW, THEREFORE, BE IT RESOLVED THAT: the centerline of said streets are described as:

CLAREMOUNT WOODS

**PARCEL DESCRIPTION FOR PUBLIC ROADWAY AREA
WITHIN "CLAREMOUNT WOODS"**

A PARCEL OF LAND SITUATED IN THE SOUTHWEST FRACTIONAL QUARTER OF SECTION 6, TOWN 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTH QUARTER CORNER OF SECTION 6, TOWN 3 SOUTH, RANGE 11 WEST; THENCE N. 89°50'00" W. 1408.83 FEET ALONG THE

SOUTH LINE OF THE SOUTHWEST FRACTIONAL QUARTER OF SAID SECTION 6;
 THENCE N. 00°10'00" E. 1534.58 FEET PERPENDICULAR WITH SAID SOUTH LINE
 TO THE NORTH LINE OF THE "WESTFIELD NO.5" SUBDIVISION ACCORDING TO
 THE PLAT THEREOF AS RECORDED IN LIBER 29 OF PLATS, PAGE 11,
 KALAMAZOO COUNTY RECORDS AND TO THE SOUTHWEST CORNER OF THE
 "WESTFIELD NORTH" CONDOMINIUM ACCORDING TO THE MASTER DEED
 RECORDED IN DOCUMENT NO. 2020-003274, AS AMENDED, AND DESIGNATED
 AS KALAMAZOO COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 291,
 TOGETHER WITH RIGHTS IN THE GENERAL COMMON ELEMENTS AND THE
 LIMITED COMMON ELEMENTS AS SHOWN IN THE MASTER DEED AND AS
 DESCRIBED IN ACT 59 OF THE PUBLIC ACTS OF 1978, AS AMENDED; THENCE N.
 00°01'16" E. 462.07 FEET ALONG THE WEST LINE OF SAID "WESTFIELD NORTH"
 CONDOMINIUM TO THE SOUTH LINE OF THE "AMENDED PLAT OF LOTS 36
 THROUGH 46 HIGHLAND BROOK NO.2" SUBDIVISION ACCORDING TO THE
 PLAT THEREOF AS RECORDED IN LIBER 35 OF PLATS, PAGE 22, KALAMAZOO
 COUNTY RECORDS; THENCE N. 90°00'00" W. 264.00 FEET ALONG SAID SOUTH
 LINE; THENCE SOUTHWESTERLY 134.62 FEET ALONG SAID SOUTH LINE ALONG
 THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 250.72 FEET
 (PREVIOUSLY RECORDED AS 252.00 FEET), A CENTRAL ANGLE OF 30°45'47",
 AND A CHORD OF S. 74°51'37" W. 133.01 FEET; THENCE S. 26°44'48" E. 165.00
 FEET; THENCE S. 03°20'45" E. 100.05 FEET TO THE PLACE OF BEGINNING;
 THENCE N. 90°00'00" W. 121.91 FEET; THENCE SOUTHWESTERLY 37.83 FEET
 ALONG THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 90.00 FEET,
 A CENTRAL ANGLE OF 24°05'03", AND A CHORD OF S. 77°57'29" W. 37.55 FEET;
 THENCE S. 65°54'57" W. 49.49 FEET; THENCE S. 11°59'30" W. 145.34 FEET; THENCE
 S. 00°10'41" E. 45.00 FEET TO THE NORTHEAST CORNER OF LOT 203 OF SAID
 "WESTFIELD NO.5" SUBDIVISION; THENCE N. 89°54'37" E. 66.00 FEET
 (PREVIOUSLY RECORDED AS EAST) ALONG A NORTHERLY LINE OF SAID
 "WESTFIELD NO.5" SUBDIVISION; THENCE N. 00°00'00" E. 35.00 FEET ALONG A

NORTHERLY LINE OF SAID "WESTFIELD NO.5" SUBDIVISION; THENCE CONTINUING N. 00°00'00" E. 18.06 FEET; THENCE N. 11°59'30" E. 80.02 FEET; THENCE NORTHEASTERLY 40.85 FEET ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 30.00 FEET, A CENTRAL ANGLE OF 78°00'30", AND A CHORD OF N. 50°59'45" E. 37.76 FEET; THENCE N. 90°00'00" E. 313.97 FEET; THENCE N. 00°01'16" E. 180.95 FEET PARALLEL WITH SAID WEST LINE OF "WESTFIELD NORTH"; THENCE NORTHERLY, WESTERLY, AND SOUTHERLY 206.17 FEET ALONG THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 50.00 FEET, A CENTRAL ANGLE OF 236°15'04", AND A CHORD OF S. 61°53'44" W. 88.19 FEET; THENCE SOUTHEASTERLY 39.27 FEET ALONG THE ARC OF A REVERSE CURVE TO THE RIGHT HAVING A RADIUS OF 40.00 FEET, A CENTRAL ANGLE OF 56°15'04", AND A CHORD OF S. 28°06'16" E. 37.71 FEET; THENCE S. 00°01'16" W. 16.15 FEET PARALLEL WITH SAID WEST LINE OF "WESTFIELD NORTH"; THENCE SOUTHWESTERLY 47.11 FEET ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 30.00 FEET, A CENTRAL ANGLE OF 89°58'44", AND A CHORD OF S. 45°00'38" W. 42.42 FEET; THENCE N. 90°00'00" W. 102.10 FEET TO THE PLACE OF BEGINNING, CONTAINING 1.06 ACRES OF LAND.

LANDRUM TRAIL

PARCEL DESCRIPTION FOR LANDRUM TRAIL (PUBLIC ROADWAY) WITHIN PHASE FIVE OF THE "COPPERLEAF" CONDOMINIUM

A PARCEL OF LAND SITUATED IN THE SOUTHEAST QUARTER OF SECTION 6, TOWN 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTH QUARTER CORNER OF SECTION 6, TOWN 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN; THENCE

S. 89°47'30" E. 1552.87 FEET ALONG THE SOUTH LINE OF THE SOUTHEAST QUARTER OF SAID SECTION 6; THENCE N. 00°12'30"E. 1669.69 FEET TO THE NORTHEAST CORNER OF UNIT 158 OF THE "COPPERLEAF" CONDOMINIUM ACCORDING TO THE MASTER DEED THEREOF AS RECORDED IN DOCUMENT NO. 2015-038216 AS AMENDED, AND DESIGNATED AS KALAMAZOO COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 264, TOGETHER WITH RIGHTS IN THE GENERAL COMMON ELEMENTS AND THE LIMITED COMMON ELEMENTS AS SHOWN ON THE MASTER DEED AND AS DESCRIBED IN ACT 59 OF THE PUBLIC ACTS OF 1978 AS AMENDED AND THE PLACE OF BEGINNING; THENCE NORTHWESTERLY 60.03 FEET ALONG THE ARC OF A NON-TANGENT CURVE TO THE RIGHT HAVING A RADIUS OF 863.00 FEET, A CENTRAL ANGLE OF 03°59'08", AND A CHORD OF N. 12°37'34" W. 60.02 FEET; THENCE S. 75°52'21" W. 54.86 FEET; THENCE NORTHWESTERLY 142.98 FEET ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 170.00 FEET, A CENTRAL ANGLE OF 48°11'26", AND A CHORD OF N. 80°01'56" W. 138.81 FEET; THENCE N. 55°56'13" W. 202.88 FEET; THENCE NORTHWESTERLY 267.65 FEET ALONG THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 300.00 FEET, A CENTRAL ANGLE OF 51°07'02", AND A CHORD OF N. 81°29'44" W. 258.86 FEET; THENCE S. 39°54'27" E. 66.63 FEET; THENCE SOUTHEASTERLY 188.19 FEET ALONG THE ARC OF A NON-TANGENT CURVE TO THE RIGHT HAVING A RADIUS OF 240.00 FEET, A CENTRAL ANGLE OF 44°55'39", AND A CHORD OF S. 78°24'02" E. 183.41 FEET; THENCE S. 55°56'13" E. 202.88 FEET; THENCE SOUTHEASTERLY 193.45 FEET ALONG THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 230.00 FEET, A CENTRAL ANGLE OF 48°11'26", AND A CHORD OF S. 80°01'56" E. 187.80 FEET; THENCE N. 75°52'21" E. 53.29 FEET TO THE PLACE OF BEGINNING, CONTAINING 0.90 ACRE OF LAND.

PAXTON COURT

**PARCEL DESCRIPTION FOR PAXTON COURT (PUBLIC ROADWAY)
WITHIN PHASE FIVE OF THE "COPPERLEAF" CONDOMINIUM**

A PARCEL OF LAND SITUATED IN THE SOUTHEAST QUARTER OF SECTION 6, TOWN 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTH QUARTER CORNER OF SECTION 6, TOWN 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN; THENCE S. 89°47'30" E. 1535.56 FEET ALONG THE SOUTH LINE OF THE SOUTHEAST QUARTER OF SAID SECTION 6; THENCE N. 00°12'30"E. 2042.03 FEET TO THE SOUTHWEST CORNER OF UNIT 147 OF THE "COPPERLEAF" CONDOMINIUM ACCORDING TO THE MASTER DEED THEREOF AS RECORDED IN DOCUMENT NO. 2015-038216 AS AMENDED, AND DESIGNATED AS KALAMAZOO COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 264, TOGETHER WITH RIGHTS IN THE GENERAL COMMON ELEMENTS AND THE LIMITED COMMON ELEMENTS AS SHOWN IN THE MASTER DEED AND AS DESCRIBED IN ACT 59 OF THE PUBLIC ACTS OF 1978 AS AMENDED AND THE PLACE OF BEGINNING; THENCE S. 64°41'39" W. 60.12 FEET ALONG THE NORTHERLY LINE OF SUMMERSONG COURT (PUBLIC RIGHT-OF-WAY) TO THE WESTERLY LINE OF PAXTON COURT (PUBLIC RIGHT-OF-WAY); THENCE NORTHWESTERLY 40.61 FEET ALONG THE ARC OF A NON-TANGENT CURVE TO THE LEFT HAVING A RADIUS OF 670.00 FEET, A CENTRAL ANGLE OF 03°28'22", AND A CHORD OF N. 23°17'27" W. 40.60 FEET; THENCE N. 25°01'38" W. 184.50 FEET; THENCE NORTHWESTERLY 47.12 FEET ALONG THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 30.00 FEET, A CENTRAL ANGLE OF 90°00'00", AND A CHORD OF N. 70°01'38" W. 42.43 FEET; THENCE S. 64°58'22" W. 82.69 FEET; THENCE SOUTHWESTERLY 35.24 FEET ALONG THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 40.00 FEET, A CENTRAL ANGLE OF 50°28'44", AND A CHORD OF S. 39°44'00" W. 34.11 FEET; THENCE WESTERLY, NORTHERLY AND EASTERLY 343.25 FEET ALONG THE ARC OF A REVERSE CURVE TO THE RIGHT HAVING A RADIUS OF 70.00 FEET, A CENTRAL ANGLE OF 280°57'27", AND A CHORD OF N. 25°01'38" W. 89.09 FEET; THENCE EASTERLY 35.24 FEET ALONG THE ARC OF A REVERSE CURVE TO THE LEFT HAVING A RADIUS OF 40.00 FEET, A CENTRAL ANGLE OF 50°28'44", AND A CHORD OF N. 89°47'16" W. 34.11 FEET;

THENCE N. 64°58'22" E. 172.69 FEET; THENCE S. 25°01'38" E. 274.50 FEET; THENCE SOUTHEASTERLY 40.31 FEET ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 730.00 FEET, A CENTRAL ANGLE OF 03°09'51", AND A CHORD OF S. 23°26'43" E. 40.31 FEET TO THE PLACE OF BEGINNING, CONTAINING 0.97 ACRE OF LAND.

ALDER AVENUE AND SCHRIER LANE

PARCEL DESCRIPTION FOR ALDER AVENUE AND SCHRIER LANE PUBLIC ROADWAYS WITHIN PHASE 2 OF PENNRIDGE TRAIL

A 60.0-FOOT-WIDE PARCEL OF LAND SITUATED IN THE NORTHEAST QUARTER OF SECTION 32, TOWN 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE EAST QUARTER CORNER OF SECTION 32, TOWN 3 SOUTH, RANGE 11 WEST; THENCE S. 90°00'00" W. 365.00 FEET ALONG THE SOUTH LINE OF THE NORTHEAST QUARTER OF SAID SECTION TO THE SOUTHWEST CORNER OF THE PENNRIDGE TRAIL CONDOMINIUM ACCORDING TO THE MASTER DEED RECORDED IN DOCUMENT NO. 2020-020686 AS AMENDED, AND DESIGNATED AS KALAMAZOO COUNTY CONDOMINIUM SUBDIVISION PLAT NO. 294, TOGETHER WITH RIGHTS IN THE GENERAL COMMON ELEMENTS AND THE LIMITED COMMON ELEMENTS AS SHOWN ON THE MASTER DEED AND AS DESCRIBED IN ACT 59 OF THE PUBLIC ACTS OF 1978 AS AMENDED; THENCE N. 00°01'23" W. 205.11 FEET ALONG A WESTERLY LINE OF SAID PENNRIDGE TRAIL CONDOMINIUM TO THE PLACE OF BEGINNING; THENCE CONTINUING N. 00°01'23" W. 60.00 FEET ALONG A WESTERLY LINE OF SAID PENNRIDGE TRAIL CONDOMINIUM TO THE SOUTH LINE OF UNIT 15 OF SAID PENNRIDGE TRAIL CONDOMINIUM; THENCE S. 89°58'37" W. 125.00 FEET ALONG SAID SOUTH LINE OF UNIT 15; THENCE CONTINUING S. 89°58'37" W. 95.00 FEET; THENCE NORTHWESTERLY 47.12 FEET ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 30.00 FEET, A CENTRAL ANGLE OF 90°00'00" AND A CHORD OF N. 45°01'23" W. 42.43 FEET;

THENCE N. 00°01'23" W. 350.63 FEET; THENCE NORTHEASTERLY 143.23 FEET
ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 200.00 FEET, A
CENTRAL ANGLE OF 41°01'53" AND A CHORD OF N. 20°29'34" E. 140.19 FEET TO A
SOUTHERLY LINE OF SAID PENNRIDGE TRAIL CONDOMINIUM; THENCE N.
49°20'56" W. 60.00 FEET ALONG A SOUTHERLY LINE OF SAID PENNRIDGE TRAIL
CONDOMINIUM TO A WESTERLY CORNER OF SAID PENNRIDGE TRAIL
CONDOMINIUM; THENCE SOUTHWESTERLY 185.82 FEET ALONG THE ARC OF A
NON-TANGENT CURVE TO THE LEFT HAVING A RADIUS OF 260.00 FEET, A
CENTRAL ANGLE OF 40°56'56" AND A CHORD OF S. 20°27'05" W. 181.89 FEET;
THENCE S. 00°01'23" E. 440.63 FEET; THENCE N. 89°58'37" E. 310.00 FEET TO THE
PLACE OF BEGINNING.

BE IT FURTHER RESOLVED THAT, said streets are located within the city's right-of-way and
are under the control of the City of Portage; said streets are public streets and are for public street
purposes; and that said streets are accepted into the municipal street system and are open to the
public for public use on or before December 31, 2021.

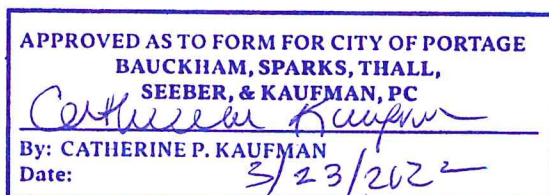
ADOPTED:

YEAS: Councilmember: _____

NAYS: Councilmember: _____

ABSENT: Councilmember: _____

Erica L. Eklov, City Clerk



CERTIFICATION

STATE OF MICHIGAN)
) ss
COUNTY OF KALAMAZOO)

I, the undersigned, the duly qualified and acting City Clerk of the City of Portage, County of Kalamazoo, State of Michigan, do hereby certify that the foregoing is a true and complete copy a resolution adopted a regular meeting of the City Council of said city, held on the _____ day of _____, 2022, the original of which is on file in my office.

IN WITNESS THEREOF, I have hereto affixed my official signature this of _____ day of _____, 2022.

Erica L. Eklov, City Clerk

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Rezoning Application #21/22-1 - McConley Cove Housing Development

SUPPORTING PERSONNEL: Kelly Peterson, Director of Community Development

ACTION RECOMMENDED: Accept the Rezoning Application #21/22-1 from R-1C to Planned Development and Tentative Plan for McConley Cove housing development, 1075 Bacon Avenue, for first reading and set a public hearing for May 10, 2022; and subsequent to the public hearing, consider approving Rezoning Application #21/22-1 from R-1C to Planned Development and Tentative Plan for McConley Cove housing development, 1075 Bacon Avenue.

An application was received from AVDII, LLC (also known as AVB) requesting the rezoning of 1075 Bacon Avenue from R-1C to Planned Development with a Tentative Plan. This property was previously planned as Phase III of The Pines residential development under Anthony & Ing-Britt Argondelis, but the Preliminary Plat was never submitted for approval. The developer, AVB, acquired the site from Wolverine Holding Co, LLC on September 1, 2021, to pursue a housing project on the subject site.

The proposed project, "McConley Cove," includes the development of 40 new sites for future single-family detached homes, new internal streets, and utilities. The site is 16.25 acres of land, and the proposed density is 2.5 units per acre.

The proposed tentative plan consists of a mix of one- and two-story single-family homes varying in size between 1,300 square feet to 3,000 square feet with attached garages; new interior streets lined with landscaping and sidewalks along both sides; a prominent 'parkway' street consisting of a 100-foot wide right-of-way (ROW) to accommodate additional landscaping and meandering sidewalks for more open space and amenities; and connections into existing street networks to the north (adjacent to Sterling Oaks West Condominium) and south (The Pines residential neighborhood).

By rezoning the property, the developer has more flexibility in street design, yard setbacks, and other development elements than what is currently allowed in the R-1C district. The development is expected to be constructed in two phases, each consisting of approximately 20 sites. According to the applicant, Phase I will begin in the fall/winter of 2022, with Phase II development and construction in the spring of 2025. The project phasing will be completed in one of two ways: the northern half as Phase I and the southern half as Phase II; or the eastern half as Phase I and the western half as Phase II. The phasing decision will be made by the developer in coordination with the city during the final plan (engineering) review process.

In a staff report dated March 17, 2022, the Department of Community Development recommended:

“Consistent with the Planning Commission policy of accepting public comment at the initial meeting and continuing the ordinance amendment consideration at a subsequent meeting, the Commission is advised to receive public comment during the March 17, 2022 meeting and adjourn the public hearing to the April 7, 2022 meeting. If no additional public comment is requested and the Commission is supportive of the proposed amendment, staff advises the Planning Commission to waive the second public hearing and recommend to City Council that the Tentative Plan for rezoning McConley Cove, 1075 Bacon Avenue, from R-1C to Planned Development for, be approved with the stub road of 60 feet of right-of-way to connect to the West as shown in the tentative plan to be reflected in the project narrative.”

The Planning Commission convened a public hearing on March 17, 2022, where one member of the public provided testimony with concerns about traffic. City staff noted that the project meets street design and dimensional standards, and detailed drawings will be provided in the future under the Final Condominium Plan. Further, no traffic concerns were noted by the Transportation & Utilities or Community Development departments during the proposal review. The developer, Jack Gesmundo of AVB, and project engineer, Paul Schram of Wightman and Associates, were present to support the application and explain the project details. After public testimony and feedback from city staff and the applicant, the Planning Commission determined no further discussion was needed on public testimony and voted to close the public hearing.

After careful consideration, the Commission voted 7-2 to waive the second public hearing and recommend to City Council that Rezoning Application #21/22-1 from R-1C to Planned Development and Tentative Plan for McConley Cove housing development, 1075 Bacon Avenue, be approved.

Two public comments were received following the March 17, 2022, Planning Commission meeting and public hearing regarding this project. Those comments have been attached for consideration. Similar concerns were addressed and discussed at the Planning Commission meeting, prior to the Planning Commission vote.

It is recommended that City Council accept the Rezoning Application #21/22-1 from R-1C to Planned Development and Tentative Plan for McConley Cove housing development, 1075 Bacon Avenue, for first reading and set a public hearing for May 10, 2022; and subsequent to the public hearing, consider approving Rezoning Application #21/22-1 from R-1C to Planned Development and Tentative Plan for McConley Cove housing development, 1075 Bacon Avenue.

FUNDING: Not Applicable

Attachments:

1. Planning Commission Transmittal dated March 29, 2022
2. Planning Commission Minutes dated March 17, 2022
3. Planning Commission staff report dated March 17, 2022
4. Public Comments received after March 17, 2022
5. First Reading ,Rezoning 1075 Bacon, McConley Cove



Department of Community Development

TO: Honorable Mayor and City Council
FROM: City of Portage Planning Commission
DATE: March 29, 2022

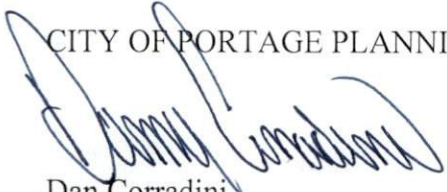
SUBJECT: Rezoning Application # 21/22-1 from R-1C to Planned Development and Tentative Plan for McConley Cove housing development, 1075 Bacon Avenue.

At the March 17th meeting, the Planning Commission reviewed and discussed Rezoning Application # 21/22-1 from R-1C to Planned Development and Tentative Plan for McConley Cove housing development, 1075 Bacon Avenue. Project representative Jack Gesmundo (AVB) and project engineer, Paul Schram (Wightman and Assoc.) were present to explain the project details. One public comment was received at the Commission meeting and no additional public provided testimony during this meeting to comment on the proposed project.

The Planning Commission voted 7-2 to waive the second public hearing and recommend to City Council that Rezoning Application # 21/22-1 from R-1C to Planned Development and Tentative Plan for McConley Cove housing development, 1075 Bacon Avenue, be approved.

Sincerely,

CITY OF PORTAGE PLANNING COMMISSION



Dan Corradini
Chairman

Attachments: March 17, 2022 Planning Commission meeting minutes.

CITY OF PORTAGE PLANNING COMMISSION

Thursday, March 17, 2022

7:00 PM Portage

City Hall Council Chambers

The City of Portage Planning Commission meeting of March 17, 2022 was called to order by Chairman Corradini at 7:00 p.m.

IN ATTENDANCE

Biqi Zhao, Deputy Director of Planning and Zoning
Eric Feldt, City Planner
Seth Koches, City Attorney (filled in for Catherine Kaufman)

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 Vice Chair Joshi, supported by Commissioner Pezzoli to approve the March 3, 2022 meeting minutes. The motion was approved unanimously.

Public Hearings:

A Tentative Plan for a rezoning application (no. #21/22-1) from R-1C to Planned Development for McConley Cove housing development; 1075 Bacon Ave. Applicant, Jack Gesmundo, 4200 West Centre Ave, a representative of American Village Development Company (known as AVB) described the company's developments in Portage and their community engagement. He described the project and site.

Commissioner Adams asked if there are proposed non-motorized facilities throughout the development and if traffic calming was considered. The applicant stated that traffic calming is not a concern because the development located in residential neighborhoods, and non-motorized facilities will be provided. Paul Schram, Wightman & Associates, LLC (applicant's engineer) indicated that the curvature and width of the road (proposal central road) will help calm traffic. Commissioner Freiman asked about AVB master deeds and covenants. Mr. Gesmundo stated that the deeds and covenants evolve over time and that they will be in place for this development.

Mr. Feldt provided a summary and recommend that the Commission approve the Tentative Plan for a rezoning application (no. #21/22-1) from R-1C to Planned Development for McConley Cove housing development; 1075 Bacon Ave.

Chairman Corradini opened the public hearing.

- Steve Yonkie, 1135 Chausser Portage MI, stated concerns about traffic and a desire for a secondary outlet for the site.

There being no other comments. Commissioner Fries motioned and Vice Chair Joshi supported the motion to close the public hearing. Motion passed unanimously.

Vice Chair Joshi asked Mr. Feldt about trip generation by the new units. Mr. Feldt stated the City Transportation Department did not bring up any specific concerns with trips generated by new units.

Commissioner Pezzoli motioned to recommend to City Council approval of a Tentative Plan for rezoning application (no. #21/22-1) from R-1C to Planned Development for McConley Cove housing development at 1075 Bacon Ave and to waive the second public hearing. Commissioner Fries supported the motion. Mr. Feldt conducts a roll call vote: Corradini (No), Joshi (Yes), Adams (Yes), Pezzoli (Yes), Baldwin (No), Fries (Yes), Freiman (Yes), Youngs (Yes), O'Dell (Yes). Motion passes 7-2.

Preliminary Condominium: Wild Plum, 1109 W. Osterhout Avenue. Applicant, Jack Gesmundo, 4200 West Centre Ave, a representative of American Village Development Company (known as AVB) described the project, its storm water/green space area, and connections to the State Game Areas. Paul Schram, Wightman & Associates, LLC (applicant's engineer) detailed his research on the staff recommendation for a left turn lane and expressed he thought it was not needed for the project.

Mr. Feldt presented the application and staff's recommendation, including a condition requiring the addition a left-hand turn lane between Streamsong Boulevard and Pierport Drive or the submission of a Traffic Impact Study to provide data that may support an alternative recommendation to the left-hand turn lane addition. Commissioner Fries asked what data was used to warrant the condition of a left-hand turn lane. Mr. Feldt explained that he did not have the data in the report but could get it. He indicated that the Transportation Department findings indicated that a left-hand turn lane should be provided. Discussion continued of about left-hand turn lanes in the area.

Chairman Corradini opened the public hearing.

- Suprotik Stotz-Ghosh, 10651 Bear Lake Trail, stepped forward. He stated desire to preserve the tree line between existing and new homes.
- Shourouk Ismail, 10595 Pierport Drive, stepped forward. She asked about preservation of tree line and concerns about traffic around children.
- Chad Vlieg, 1711 W. Osterhout Ave, stepped forward and stated support for the development.

The Commission and applicant discussed the amount of tree removal that will occur. Vice Chair Joshi moved to close the public hearing. Commissioner Baldwin supported the motion. Motion passed unanimously.

Vice Chair Joshi motioned to recommend to City Council approval of the Preliminary Condominium Plan for Wild Plum subdivision at 1109 W. Osterhout Avenue with the following condition: prior to Final Condominium Plan approval the applicant shall complete a Traffic Impact Study to provide current traffic data and analysis that may accurately inform and support an alternative recommendation. Commissioner Adams supported the motion. Mr. Feldt conducted a roll call vote: Corradini (Yes), Joshi (Yes), Adams (Yes), Pezzoli (Yes), Baldwin (Yes), Fries (Yes), Youngs (Yes), Freiman (Yes). Motion passed 9-0.

NEW BUSINESS

West Osterhout Traffic Study Commissioner Adams motioned to request a traffic study be done along West Osterhout Avenue between Oakland Drive and S. Westnedge Avenue by the City. Commissioner Baldwin supported the motion. Motion passed unanimously.

Master Plan Update. Biqi Zhao provided an update of the master plan project and stated that the City is in the process of contracting Houseal Lavigne. The next step will be a staff meeting with the consultant and preparing data for the consultant. She asked the commission to review the draft Public Participation Plan from 2019. This plan is also required for the State of Michigan Redevelopment Ready Communities.

STATEMENT OF CITIZENS

None.

STATEMENT OF COMMISSIONERS

Commissioner Adams stated the traffic volume for W. Osterhout Avenue classification (minor arterial) is between 3,000 and 14,000 daily traffic volume.

Commissioner Freiman stated a desire to start a subcommittee increasing the use of renewable energy for the City. Chairman Corradini stated the desire to have a liaison to the Youth Advisory Council. He continued that the commissioners should bring ideas for new subcommittees to the next meeting. Commissioner Pezzoli stated concern that subcommittees might be outside the realm of the commission.

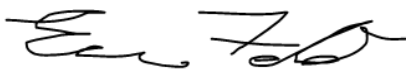
Vice Chair Joshi stated there was citizen complaints about the cell tower near US 131 and explained the decision was based on balancing the need for good placement and increasing connectivity for citizens.

Commissioner Adams gave an update on the housing survey which to date had received approximately 1,200 responses.

ADJOURNMENT:

There being no further business to come before the Commission, Chairman Corradini adjourned the meeting at 8:56 p.m.

Respectfully submitted,



Eric Feldt, AICP, CFM
City Planner/Project Manager

TO: Planning Commission**DATE:** March 17, 2022**FROM:** Kelly Peterson, Director of Community Development**SUBJECT:** A Tentative Plan for a rezoning application (no. # 21/22-1) from R-1C to Planned Development for McConley Cove housing development; 1075 Bacon Avenue.**I. INTRODUCTION:**

The developer (AVDII, LLC; known as AVB) has submitted a Tentative Plan to rezone 1075 Bacon Avenue from R-1C to Planned Development to develop 40 new lots for future single family detached homes, new internal streets, and utilities called 'McConley Cove', which was previously called 'The Refuge'. The site is 16.25 acres of land, and the proposed density is 2.5 units per acre.

By rezoning the property, the developer has more flexibility in street design, yard setbacks, and other development elements than allowed in the R-1C district. The development is expected to be constructed in two phases and each phase will consist of approximately 20+/- lots with anticipated Phase II development and construction in Spring 2025. The phase will be done in one of two ways: northern half as phase I and southern half as phase II; or eastern half as phase I and western half as phase II.

II. BACKGROUND INFORMATION:

The proposed site was planned as Phase III of the Pines by Anthony & Ing-Britt Argondelis when the preliminary plat for Phase I of the Pines was approved by the Planning Commission on July 29, 1997. However, Mr. Anthony & Ing-Britt Argondelis never submitted the preliminary plat of Phase III for approval. The developer, AVB, acquired the site from Wolverine Holding Co, LLC on September 1, 2021 to pursue the subject project.

A summary of the **Existing Conditions** in this general area are listed below.

Existing Land Use/ Zoning

- The subject site is vacant and zoned R-1C Single family residential.
- North: Planned Development (PD) Sterling Oaks West Condominium; single family homes
- South: The Pines Subdivision; R-1C Single family residential
- West: Single-family House; R-1C Single family residential
- East: City of Portage Water Tower; R-1C Single Family Residential.

Public Streets

The surrounding roadway network: Gulfport Trail and Gulf Breeze to the north; Chaucer Avenue to the south; and Corduroy Street to the west are local residential streets where traffic counts are not available.

Public Utilities

Sanitary sewer and municipal water are available from the south (The Pines) and from the north

(Sterling Oaks West Condominium).

Environment

The subject site is undeveloped, having a forested area with a mix of trees, bushes, grassy areas. Most of the site has little topographic changes; two small hills exist in the southwest corner.

Unique Conditions

No mapped wetlands or flood hazards exist on the site. No mapped or identified historic structures or buildings exist.

Applicable Zoning Regulations

The following sections of Chapter 42. Division 4. Zoning Districts and District Regulations apply:

- Subdivision 11 – PD Planned Development District, and
- Division 8 – Administration and Enforcement (for rezoning)

Proposed Tentative Plan

As indicated by the applicant in the submitted narrative and development layout plan, the proposed McConley Cove Planned Development consists of 40 detached single family houses, each fronting new landscaped streets with public utilities. The Planned Development (PD) allows the developer to incorporate unique layout designs: a wide landscaped parkway street, and slightly higher housing density detailed as the following:

- The proposed parkway connecting The Pines neighborhood (to the south) to the Sterling Oaks West Condominium (to the north) is designed at a wider than typical 100-foot right-of-way (ROW), instead of the standard 60-foot ROW. The extra width allows for more landscaping and meandering sidewalks along both sides as common space for enjoyment of residents.
- Overall housing density would increase from 39 homes as indicated in the maximum built out scenario submission (R-1C allowance) to 40 homes; an increase from 2.4 to 2.5 homes per acre.
- The proposed higher density is achieved through a narrower lot width of approximately 80 feet and 9,600 square feet minimum lot size, instead of 100 feet and 12,000 square feet of the underlying R-1C.
- The proposed homes will be a mix of single- and two-story detached single-family homes for owner-occupancy, have an attached two- or three-car garage, and range in size between 1,300 and 3,000 square feet. Optional amenities such as patios, garden level and walkout basements would be offered.
- All homes would meet the following proposed building yard setbacks: Front: 25 feet, Sides: 10 feet, and Rear: 40 feet. A homeowners association would be established to maintain open spaces, landscaping, and other amenities of the development.

III. ANALYSIS:

Staff analysis has been prepared based on the Comprehensive Plan, surrounding development patterns, and general land use considerations. Issues to be analyzed include consistency with the Future Land Use Map, preliminary evaluations from Design Review Team, suitability of the existing zoning classification and the impact of the proposed zoning classification.

Comprehensive Plan

The Future Land Use Map component of the 2014 Comprehensive Plan designates the subject property, along with the surrounding properties, as appropriate for Low Density Residential land use. Staff finds that the development meets with the Comprehensive Plan as being consistent with the recommended low housing density (1-4 units/ acre) in this area, consists of increased landscape features and pedestrian connections within and adjacent neighborhoods, increased density while complementing adjacent single-family neighborhoods, and offers flexible housing choices within a single-family neighborhood setting.

Preliminary Evaluations from Development Review Team (DRT)

The Development Review Team is comprised of representatives from the Department of Transportation and Utilities, Fire Department, Department of Parks and Recreation, Office of the City Assessor, and Department of Community Development. DRT's preliminary review ensures that the proposed development is consistent with the City's infrastructure, engineering, and other requirements including streets, sewers, water mains, storm water, parking, landscaping, and others. DRT recommends the project narrative should reflect the required stub road of 60 feet right-of-way to connect to the property to the west, which is shown on the proposed tentative plan.

Suitability of Existing R-1C Zone/Impacts of Proposed 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. However, PD allows the developer to incorporate unique layout designs with a wide landscaped parkway street, and a slightly higher housing density.

Staff finds Sec 42-374 -Site development requirements. Items A - J. to be met with the submitted design:

- The proposal consists of a mix of single- and two-story single family detached homes. Each house will be designed with a two- or three-car garage and a paved driveway to accommodate additional parking needs.
- The proposed lot sizes and density will not exceed the PD allowances. Specific yard setbacks that accommodate the development are proposed.
- City water and sewer will be provided throughout the development. Stormwater will be directed to an existing City of Portage stormwater area to the east.

- Sidewalks will be provided along both sides of all proposed streets, which align with the City's Complete Streets policy.
- The proposed landscaped parkway street will provide additional common open space and increase overall neighborhood appearances.
- Although the development does not provide a mixture of housing types, it will be designed with increased choices of housing sizes and amenities to best respond to various housing market needs and constraints.
- The overall development will provide an extensive landscaped parkway. A 20-foot perimeter with no tree clearing limit will provide additional natural aesthetic features and buffering elements.

Public Noticing Requirement

Required public notice was sent to all property owners/occupants within 300 feet of the subject property on March 2, 2022. As well as a public notice published in the Kalamazoo Gazette on March 2, 2022. As of the date of this report, March 11, 2022, staff has not received any public comment.

IV. RECOMMENDATION:

Consistent with the Planning Commission policy of accepting public comment at the initial meeting and continuing the ordinance amendment consideration at a subsequent meeting, the Commission is advised to receive public comment during the March 17, 2022 meeting and adjourn the public hearing to the April 7, 2022 meeting.

If no additional public comment is requested by and the Commission is supportive of the proposed amendment, staff advises the Planning Commission to waive the second public hearing and recommend to City Council that the Tentative Plan for rezoning McConley Cove, 1075 Bacon Avenue from R-1C to Planned Development, be approved with the stub road of 60 feet of right-of-way to connect to the West as shown in the tentative plan to be reflected in the project narrative.

Attachments:

1. Project Narrative
2. Development Plan
3. Rezone Application
4. Ex. R-1C Maximum density Plan
5. Commercial Development Application
6. Staff's Site Pictures

avd ll construction | development

February 2, 2022 (revision 1)

Mr. John Lovely
Development Review Administrator
City of Portage
2900 South Westnedge Ave.
Portage, MI 49002

RE: Tentative plan for McConley Planned Development.

Please accept the following tentative development overview for our newest community we are now calling “McConley Cove”, located at 1075 Bacon Avenue in south Portage. We look forward to reviewing this plan along with the attached related site plans during the coming Planning Commission and City Council meetings.

Please find below answers to the questions found in Section 42-375 of the City of Portage Zoning Ordinance.

1. A statement of purpose and objectives.

AVB has been focused on developing first class neighborhoods in the City of Portage for over 40 years. Our neighborhoods are intentionally designed in creating a sense of arrival, preserve, and create natural areas, and incorporate community spaces. Our goal is to develop communities for people to live and grow while creating lasting home values.

We are proposing a rezoning of 1075 Bacon Avenue from R1-C to PD to create approximately 40 new homesites. If approved, this will allow us to design a better neighborhood and incorporate a greenspace parkway that will connect the two adjoining neighborhoods. Under a PD zoning, we could build approximately 40 homes, 2.4 homes to the acre with 80-foot wide homesites. Under the current R1-C zoning district, we can develop approximately 39 homesites per the attached site plan with 100-foot wide homesites. The important difference in quality between the two plans is that the PD zoning allows us to be more creative with our street design and overall land planning thereby creating the types of communities we are known for.

The two adjacent condominium communities to the north and east of this parcel is Sterling Oaks West and Sterling Oaks. Both communities are zoned PD. The neighborhood to the north is freestanding condominiums at approximately 2.6 condominiums to the acre. The community to our east has a combination of freestanding and attached condominiums and multifamily units. Additionally, the city water tower is located along our common east property line.

There continues to be strong demand for new housing in Portage and in particular for condominiums. A majority of our buyers at both Whisper Rock and Oakland Hills condominium neighborhoods, are Portage residents who are selling their existing homes for the “Lock and Go” condominium lifestyle. We believe the addition of 40 new condominium homes would be welcomed by the Portage community, allowing current residence the opportunity to have a lifestyle that meets their changing needs. As with all our communities, we plan to incorporate first-rate landscaping and natural screening where appropriate.

2. A general plan of development, including a designation of proposed land uses by relative intensity and proportion of land area intended for each land use.

The proposed community is on 16.25 acres of land. In aggregate, we plan to develop approximately 40 homesites or 2.4 homes to the acre. The main north south connecting road is proposed as a 66’ right of way with an additional 34’ of open space creating a 100’ wide parkway. Our plan would be to develop the parkway with gently rolling topography, curvilinear sidewalks, extensive landscaping including irrigation that would be maintained by

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the Association. The parkway will create a beautiful sense of arrival to McConley Cove and create a greenbelt linking the adjoining neighborhoods of Sterling Oaks West and The Pines. The parkway is designed so that all individual driveways access will be from the side streets. As the property is being developed, our goal will be to keep as many of the existing trees as possible around the perimeter of the property.

3. A program of development outlining the proposed stages of development.

McConley Cove will be developed in two phases beginning in the fall/winter of 2022. Each phase will consist of approximately 20+/- homesite. All the homes will be “for sale” and are anticipated to be owner occupied.

4. The time schedule.

- a. Winter 2022
 - i. Rezoning
 - ii. Step 1 site condominium submittal / approval
- b. Spring/summer 2022
 - i. Step 2 site condominium submittal / approval
- c. Fall/winter 2022
 - i. Construction of infrastructure
 - ii. Start construction of homes
 - iii. Step 3 site condominium submittal / approval
- d. Spring 2025 - Phase II development and construction

5. A statement demonstrating the independence of each stage and the integration of the proposed development into the proposed or existing development pattern.

The attached site plan illustrates how the community is proposed to be developed. We are planning to have two phases of the community. The phasing will be determined in part if we are successful with the rezoning and other items outlined in this narrative. Initially we believe phasing will be done in one of two ways, northern half as phase I and southern half as phase II, or eastern half as phase I and western half as phase II.

McConley Cove was designed to complement the existing development pattern in the area that includes for sale single family homes and condominiums. We plan connect to the two existing access points: Gulf Breeze, north of the development, and Chaucer Avenue, south of the development. There is a third access point at Hilberry Drive, which is only 225’ from Chaucer Avenue access point. We do not feel having a third access in such close proximity to the other access adds any value in safety or access to a community of only 40 homes. We believe that it is more desirable to have cul-de-sac homesites for a variety of reasons including safety, reduced traffic, larger rear yards, landscaped cul-de-sacs and less roadway for the city to maintain and replace. With that in mind, we have developed all the homesites to be located on cul-de-sac roadways. If approved as designed, we would suggest that the city vacate this third outparcel. In addition, we plan to add an outparcel to connect to the property to the west. The city requires one access for developments less than 50 homes, and we are proposing two. We are proposing 24’ wide thoroughfare and 26’ wide side streets excluding curb and gutter.

We anticipate, due to the target demographic for this development, that our residents will average 6 trips per day to and from their homes. We believe that the traffic flow to and from McConley Cove will be split both north and south depending on the destination. Due to our anticipated buyer profile, we do not believe that the residential traffic will have any impacting on peak driving hours.

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6. The general location and size of the area involved and the nature of the landowner's interest in the land proposed to be developed.

McConley Cove is in south portage, nestled between three residential developments: Sterling Oaks West, Sterling Oaks, and The Pines. The adjacent communities are zoned PD and have housing styles from 55+ for-rent multi-family apartments, attached, and detached condominiums, and single-family homes. The property was surveyed on 5.20.21 and is 16.25 acres. AVD II purchased the property from Wolverine Holding Company, LLC in 2021.

7. The density of land use to be allocated to parts of the area to be developed.

Land density use: 40 homes / 16.25 acres = 2.4 homes per acre. This density is consistent with the Sterling Oaks West neighborhood located to the north, lower density than the Sterling Oaks community located to the east and slightly higher density than the Pines located to the south.

8. The location, function, ownership, and manner of maintenance of common open space.

McConley Cove is proposed as a site condominium with freestanding unattached homes. The common areas will be owned and managed by McConley Cove Condominium association. A Master Deed will be recorded to create this community and will include the requirements to maintain the common elements including the parkway and cul-de-sac islands. The master deed will be like other AVB neighborhoods. The roads and storm water systems are proposed to be public.

9. The use, approximate height, bulk and location of buildings and other structures.

All the condominiums that we propose to build will be freestanding homes, ranch, and two-story plans from our Designer and Village Series portfolios. These plans are between 1,300 and 3,000 square feet above grade. Our clients can choose to finish the lower levels for additional living space. Pricing will start around \$350,000 and anticipate homes upwards of \$500,000. The site will allow for a variety of patio, garden level and walkout style basements. We are consistently adjusting our offerings on an ongoing basis to meet the evolving needs of new home buyers.

It is our intention, as in all of our communities, to provide the best possible combinations of architecture and materials. Our final offerings at McConley Cove will take advantage of our in-house staff to design and select great colors and textures to make every residence look great.

Setbacks are proposed like Sterling Oaks West as follows.

- Front yard – 25'
- Side yard between homes - 20'
- Parkway / open space - 10'
- Rear yard - 40'

10. The feasibility of proposals for the disposition of sanitary waste and storm water.

Sanitary sewer will be connected to the available City of Portage sanitary sewer system which is available at three locations, both the Chaucer Avenue and Gulf Breezes access points. Storm water will be piped via underground structures. We have discussed the opportunity with City Staff to combine the water retention for McConley Cove and the water tower in one system. Wightman engineering did a study for the city several years ago that illustrated the feasibility. The advantage to the city is to consolidate to two leaching areas into one, which would reduce the city's cost for overall storm water management & maintenance. The current system is overgrown and would need to be cleaned and enlarged which would be at our expense. If we are unable to come to an agreement to use the existing basin, we would adjust our design to accommodate storm water onsite.

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11. The substance of covenants, grants of easements or other restrictions to be imposed upon the use of the land, buildings, and structures, including proposed easements for public utilities.

The recorded covenants will provide for the shared use and maintenance of the common open space. Easements will be provided for utilities as required by the utility companies for gas, water, electric, streetlights, sanitary sewer, cable television and phone service.

12. The provisions for parking vehicles, the location and width of proposed streets and public ways, and the relationship of proposed streets and other public facilities in proximity to the proposed planned development.

Parking will be provided in several ways. First, parking will be accommodated in the two and three car garages that will be attached to each home. Parking will be allowed in the driveways of each home. Additionally, the 26' wide streets will be posted for parking on one side of the street only.

13. The required modifications in the regulations otherwise applicable to the subject property.

Under the Planned Development ordinance, there is a requirement to for at least two housing types. Because of the of our existing proximity to the adjacent PD of Sterling Oaks West and Sterling Oaks, and the size of this parcel at 16.25 acres, we are requesting approval of our plan to allow ranch and two-story detached condominiums without a requirement adding an attached housing component. We believe this would better follow the development pattern of the two adjacent communities and would be more acceptable to those owners. We did have a neighborhood meeting to share our development ideas and answer questions. All in attendance preferred detached owner occupied homes.

14. In the case of plans which call for development over a period of years, a schedule showing the time within which application for final approval of all parts of the planned development are intended to be filed.

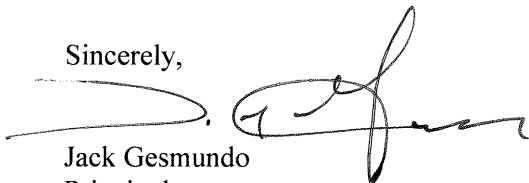
As noted above in #3, we are anticipating this project to be completed in two phases with our final submittal for approval of phase II by the fall of 2025.

15. The proposed conditions and form of performance bonds or irrevocable bank letters of credit to ensure the proper implementation of the plan.

Since the successful implementation of the plan is required both by the ordinance and by our own standards, we do not feel that any performance bonds are necessary. We have a long-standing reputation for successful completion of our projects and the meticulous management of our developments after build-out.

We look forward to the opportunity to discuss this plan with City of Portage Staff, Planning Commission and Council. We feel this can be another first-class development for both the City of Portage and AVB.

Sincerely,



Jack Gesmundo
Principal

Cc: Joe Gesmundo, Greg Dobson & Daryl Rynd

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LOCATED IN THE SOUTHEAST QUARTER OF SECTION 27,
TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE,
KALAMAZOO COUNTY, MICHIGAN



SURVEYOR/ENGINEER
WIGHTMAN & ASSOCIATES, INC.
433 EAST RANSOM
KALAMAZOO, MI 49007
(269) 200-2700

RESERVED BY WIDE OPEN SPACE FOR PUBLIC UTILITY ROUTING
NO PEDESTRIAN PATH LANGUAGE

PROPOSED TREE CLEARING LIMITS (20' BUFFER)

NOTES:
UNIT COUNTS
PHASING TBD, 40 UNITS TOTAL
PROPOSED ZONING/SETBACKS

PROPOSED UNIT WIDTH (SECTION 42-35642-112)
PROPOSED MINIMUM LOT WIDTH AT BUILDING SETBACK

PROPOSED UNIT AREA (SECTION #2-350)

PAVEMENT WIDTH (EXCLUDING CURB) (SECTION 42-803)
 PROPOSED = 24' THOROUGHFARE (NO DRIVEWAYS)
 PROPOSED = 26' SIDE STREETS (DRIVEWAYS PRESENT, 80' -
 FRONTAGE)

SANITARY SEWER
PROPOSED CONDOMINIUM WILL BE SERVED BY PUBLIC SANITARY SEWER.

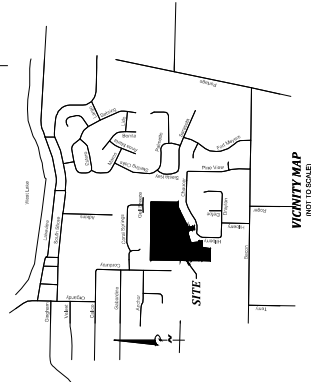
THE PROPOSED CONDOMINIUM WILL BE SERVED BY PUBLIC WATER MAIN, TO BE CONNECTED TO THE EXISTING WATER MAIN AT THE END OF GULFPORT TRAIL, HILBERRY AVENUE, AND HILBERRY DRIVE. A TEMPORARY PUBLIC WATER MAIN ALIGNMENT WILL BE PROVIDED OVER PRIVATE PROPERTY TO BE DEDICATED AS FUTURE PUBLIC WATER MAIN. THE PROPOSED CONDOMINIUM WILL BE SERVED BY PUBLIC WATER MAIN, TO BE CONNECTED TO THE EXISTING WATER MAIN AT THE END OF GULFPORT TRAIL, HILBERRY AVENUE, AND HILBERRY DRIVE. A TEMPORARY PUBLIC WATER MAIN ALIGNMENT WILL BE PROVIDED OVER PRIVATE PROPERTY TO BE DEDICATED AS FUTURE PUBLIC WATER MAIN. THE PROPOSED CONDOMINIUM WILL BE SERVED BY PUBLIC WATER MAIN, TO BE CONNECTED TO THE EXISTING WATER MAIN AT THE END OF GULFPORT TRAIL, HILBERRY AVENUE, AND HILBERRY DRIVE. A TEMPORARY PUBLIC WATER MAIN ALIGNMENT WILL BE PROVIDED OVER PRIVATE PROPERTY TO BE DEDICATED AS FUTURE PUBLIC WATER MAIN.

STORM SEWER
THE STORM SEWER SYSTEM WILL BE CONSTRUCTED IN ACCORDANCE WITH CITY OF
PORTLAND STANDARDS AND DEDICATED TO THE CITY. STORM RUNOFF WILL BE
DIRECTED TO THE CITY WATER TOWER PROPERTY AT 9700 PINE VIEW DRIVE. THE CITY
OWNED STORM POND ON DAYTON CIRCLE, OR STORED ON SITE DEPENDING ON
PROPOSED GRADES AND AVAILABLE CAPACITIES OF THE BASINS AND STORM SEWER
TOWER, OWNED BASIN AT 9700 PINE WILL BE IMPROVED AND EXPANDED TO PROVIDE
STORAGE VOLUME FOR 15 MILLION GALLONS OF WATER IN THE TOWER AS WELL AS
STORM WATER RETENTION VOLUME IN ACCORDANCE WITH THE CITY'S DESIGN
CRITERIA MANUAL AND ITS ADDENDUM.

STREETS
ALL STREETS WILL BE PUBLIC WITH CONCRETE CURB AND ASPHALT SUBSURFACE. WIDTH TO BE 20' AT BACKS OF CURB IN A 100' RIGHT-OF-WAY AND 30' BACK OF CURB TO BACK OF CURB IN A 60' RIGHT-OF-WAY. CURB RADIUS AT INTERSECTIONS TO BE 15' AT EDGE OF METAL. FIRE LANE NO PARKING SIGNS SHALL BE POSTED ON ONE SIDE OF THE ROAD.

STREET LIGHTING
STREET LIGHTING WILL BE PROVIDED BY THE DEVELOPER IN ACCORDANCE WITH THE CITY OF PORTAGE STREET LIGHTING POLICY.

PRIVATE UTILITIES
PRIVATE UTILITIES SUCH AS GAS, ELECTRIC, CABLE TV, ETC., SHALL BE LOCATED IN THE OVERALL PARCEL IN WHICH THE DEVELOPMENT IS BEING PROPOSED.
CONTIGUOUS PROPERTIES
THE PROPRIETOR HAS OWNERSHIP INTEREST IN THE OVERALL PARCEL IN WHICH THE DEVELOPMENT IS BEING PROPOSED.
AND OTHER CONTIGUOUS PROPERTIES ARE OWNED BY THE PROPRIETOR/OWNER.



VICINITY MAP
(NOT TO SCALE)

LEGAL DESCRIPTION AS SURVEYED:

THE FIRST PART OF THE DISCUSSION CONCERNS THE RESULTS OF THOMPSON'S SURVEYING. IT WOULD BE INTERESTING TO KNOW THE RESULTS OF THE SURVEYING OF THE OTHER TWO CANYONS. THE SURVEYING OF THE CANYON OF THE CHOCOMA CHUQUE, IN THE DEPARTMENT OF CUSCO, WAS COMPLETED IN 1974. THE RESULTS OF THIS SURVEYING ARE BEING ANALYZED AND WILL BE PUBLISHED IN THE NEAR FUTURE. THE SURVEYING OF THE CANYON OF THE CHOCOMA CHUQUE WAS COMPLETED IN 1974. THE RESULTS OF THIS SURVEYING ARE BEING ANALYZED AND WILL BE PUBLISHED IN THE NEAR FUTURE. THE SURVEYING OF THE CANYON OF THE CHOCOMA CHUQUE WAS COMPLETED IN 1974. THE RESULTS OF THIS SURVEYING ARE BEING ANALYZED AND WILL BE PUBLISHED IN THE NEAR FUTURE.

SUBJECT TO ANY AND ALL EASEMENTS AND RESTRICTIONS OF RECORD, OR OTHERWISE.

THE RELATIVE POSITIONAL PRECISION OF EACH CORNER IS WITHIN THE LIMITS ACCEPTED BY THE PRACTICE OF PROFESSIONAL SURVEYING IN MICHIGAN.

PD CONDOMINIUM
SUBDIVISION PLAN

OS No. 214110
214110-01

(13)

APPLICATION FOR ZONING AMENDMENT

Application number _____

Date 02/24/2022

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 8, 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:

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).

+/-15.85 Acre. Legally described as: SEC 27 T3S R11W PART SE1/4 COM 660 FT N OF SW COR THEREOF N 1023 FTE 993.67 FTS 643 FTE 338 FTS 120 FTS 89 DEG 47'00"W 356.14 FT S 62 DEG 14'56"W 312.26 FT S 74 DEG 38'51"W 84.99 FT S 15 DEG 21'09"E 127.89 FT S 89 DEG 47'00"W 120 FT S 00 DEG 16'50"E 120 FT S 89 DEG

2. a. Do you own the property to be rezoned? Yes Yes No _____

b. Name of the owner of the property to be rezoned: American Village Development II, LLC

Address 4200 W Centre Ave. Portage, MI 49024

3. My (our) interest in the property and purpose for submitting the proposed Zoning Amendment: Please see our attached narrative.

4. CURRENT ZONING: R1-C PROPOSED ZONING: PD

ZONING TEXT AMENDMENT

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.

eSigned via SeamlessDocs.com
Jack S. Gesmundo
Key: c1d358291e0823f7eff4c573dcac9545

(Signature of Applicant)

eSigned via SeamlessDocs.com
Jadyn H. Hutchison
Key: 0fb2790e5c7a9e8de5e46212ceb6d5a

(Signature of Applicant)

4200 W Centre Ave. Portage, MI 49024

(Address)

(Address)

(269) 217-2057

(Phone)

(Phone)

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





COMMERCIAL DEVELOPMENT APPLICATION

Department of Community Development
7900 South Westnedge Avenue – Portage, Michigan 49002 – (269) 329-4477

Applicant must complete all items in sections 1-9 (if applicable).

Please note: Separate applications must be submitted for Plumbing, Mechanical and Electrical Work Permits

No Work is to Start Prior to the Issuance of Building Permit

1) PROJECT INFORMATION

Project Description	Single-family detached site condominiums	Address	1075 Bacon Ave. Portage, MI 49002
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2) IDENTIFICATION (OWNER)

Name	AVDII, LLC	Address	4200 W Centre Ave
City	Portage	State	MI
Zip	49024	Phone	

3) ARCHITECT OR ENGINEER

Name	Gary Hahn	Address	433 E Ransom St.	City	Kalamazoo
State	MI	Zip	49007	Phone	269.921.0100
License Number	4001038116	Expiration Date	10/31/2023	Email	GHahn@gowightman.com

4) BUILDING CONTRACTOR

Company name	AVB, Inc.	Address	4200 W. Centre Ave.	City	Portage
State	MI	Zip	49024	Phone	269.323.2022
Email	Jack@avbinc.com	Federal Employer ID	38-2361980		
Builder License Number	2102185971	Expiration Date	5/31/2023		
Workers Comp Insurance Carrier	Michigan Insurance Company	MESC Employer Number	0993199000		

5) TYPE OF DEVELOPMENT PROJECT

- ☐ Site Plan ☐ Building Plan ☐ Final Plan in Planned Development
☐ Subdivision ☒ Condominium ☐ Land Division Requiring Public Improvements
☐ Landscape Plans ☐ Public Water Main ☐ Public Sanitary Sewer Main
☐ Other: _____

(Note: Please provide a Portable Document Format (PDF) of the plans for the project at time of document submittal. The submitted format shall be CD/DVD or USB. If a PDF is not submitted, an additional \$25 fee plus \$1 for each plan sheet after 20 sheets will apply.)

6) TYPE OF IMPROVEMENT

- ☒ New Building ☐ Alteration ☐ Addition ☐ Repair ☐ Demolition ☐ Foundation Only
☐ Relocation ☐ Special Inspection ☐ Solar ☐ Other: _____

7) DESCRIPTION OF WORK

A) New single-family home community - New roads, utilities, and landscaping

B) Valuation of Project: \$ To be determined.

8) CHARACTERISTICS OF THE BUILDING

A) Water Meter Size

- ☐ 5/8" ☐ 3/4" ☐ 1" ☐ 1 1/2"
- ☐ Other _____ ☐ Irrigation Size _____ ☐ Fire Sprinkler Size _____

B) Electric Service Size

- ☐ 200 AMP ☐ 400 AMP ☐ 600 AMP ☐ 800 AMP ☐ 1000 AMP ☐ Other _____

C) Type of Mechanical

Air Conditioning? ☐ Yes ☐ No Fire Suppression? ☐ Yes ☐ No Hood System? ☐ Yes ☐ No

9) CONSTRUCTION PLANS SUBMITTED

Required submittals for plan review:

- Plans shall be signed and sealed when required in accordance with State of Michigan Act No.299 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:

- ☐ Building ☐ Electrical ☐ Plumbing ☐ Mechanical ☐ Energy

Building Code: Site plan, foundation plan, soil bearing capacity, floor plans, building elevations, building sections, framing plan, details, roof plan, roof finish schedule, roof live and dead loads.

Electric 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, and 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 components materials, "U" values of elements, "R" values of insulating materials, size and type of apparatus and equipment, energy calculations.

Note: Additional plan review fee(s) required of all non-concurrent plan submittals

APPLICANT INFORMATION

Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information:

Name AVB, Inc.	Phone 269.323.2022
Address 4200 W. Centre Ave.	City Portage
State MI	Zip 49024

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.

Signature of Applicant: _____

Date: 12/6/21

FOR DEPARTMENTAL USE ONLY

- | | | |
|---|--|--|
| ☐ Vacant | ☐ F-2: Factory (Low Hazard) | ☐ I-4: Institutional (Day Cares, ETC.) |
| ☐ A-1: Assembly (Theaters) | ☐ H-1: High Hazard (Detonation) | ☐ M: Mercantile |
| ☐ A-2: Assembly (Restaurants) | ☐ H-2: High Hazard (Deflagration) | ☐ R-1: Residential (Hotels, Motels, ETC.) |
| ☐ A-3: Assembly (Library, ETC.) | ☐ H-3: High Hazard (Physical) | ☐ R-2: Residential (Multi Family, ETC.) |
| ☐ A-4: Assembly (Indoor Sports) | ☐ H-4: High Hazard (Health) | ☐ R-3: Residential (1 & 2 Fam. Townhomes) |
| ☐ A-5: Assembly (Outdoor Sports) | ☐ H-5: High Hazard (HPM) | ☐ R-4: Residential (Assisted living) |
| ☐ B: Business | ☐ I-1: Institutional (Supervised) | ☐ S-1: Storage (Moderate hazard) |
| ☐ E: Educational | ☐ I-2: Institutional (Hospital) | ☐ S-2: Storage (Low hazard) |
| ☐ F-1: Factory (Moderate hazard) | ☐ I-3: institutional (Prisons) | ☐ U: Utility (Garage, Shed) |

CHARACTERISTICS OF BUILDING**Frame:**

- ☐ Masonry ☐ Wood Frame ☐ Structural Steel ☐ Reinforced Concrete ☐ Other

Heating System:

- ☐ Gas ☐ Electricity ☐ Solar ☐ Other _____

New Sewer Connection:

- ☐ Yes ☐ No

New Water Connection:

- ☐ Yes ☐ No

Type of Mechanical:

- ☐ (Y) Air Conditioning ☐ (Y) Fire Suppression

DIMENSIONS / DATA

Number of Stories _____ Use groups _____ Construction Type _____

Number of Occupants _____

Floor Area	Existing	Alterations	New
Basement			
1 st Floor			
2 nd Floor			
3 rd Floor			
4 th Floor			
5 th Floor			
Total			

[Type here]

Staff's Pictures – Taken March 3, 2022



(Above). Temporary street stub of Gulfport Trail (Sterling Oaks West Condos). Looking south toward subject site (wooded area). Proposed extension into McConley Cove PD.

(Below). Temporary street stub along Chaucer Ave. (The Pines). Proposed extension into McConley Cove PD.



[Type here]



Temporary street stub along Hillberry Drive. Looking west into subject site (wooded area).
No proposed connection/ extension at this street stub.

Eric Feldt

From: Garrett Myland <gmyland@sjcrc.com>
Sent: Friday, March 18, 2022 12:28 PM
To: Eric Feldt
Subject: 1075 Bacon Avenue Condominiums

Follow Up Flag: Follow up
Flag Status: Flagged

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.

Eric,

My name is Garrett Myland and I live at 1168 Chaucer Ave, Portage MI 49002. I wanted to write concerning the meeting that I listened to last night. My initial intent was to go to the meeting last night, however I got back late from a conference, so I decided to listen in. When the meeting began there was a mention of another meeting that would be happening in April which I was planning on attending in person. Because of this I did not call in to leave a public comment and wanted to listen and learn a little more about the project. It appeared that at the end of the meeting there was a vote to not hold the second meeting on April 7th. If I am mistaken please let me know.

Because there is not going to be a second meeting, I would like to give my input for this project.

The neighborhood that I live in has (counting from the front to the back around Drayton court to Chaucer ave) has 23 houses. Assuming that the condominiums go in, that will be an additional 40 houses that will be using this road. This connection will also connect up to the Sterling Oaks West Condos which has buildings. Though I do not believe the majority of these vehicles will go in front of my house to Pine View Dr south, I do believe that because of this connection the houses on Hillberry drive will see a significant increase in traffic. It appears to me that in the design of this new section, there was a lot of thought that was put into the 4 cul-de-sacs which would limit the amount of traffic that would be directly in front of the condos in the new development, however it appears to me that less was thought about the impact of traffic through our neighborhood.

If the connection was eliminated between the new condos and the pines I do not believe that it would effect emergency services due to the fact that the fastest route is from the north. It would also not effect snow plowing as this would be a private road which the public plows would not go down.

My other concern is the existing roads in The Pines. The easiest route of construction would be off of Bacon to the construction location. The existing road has a PASER rating of 2 and I believe that if these is a lot of equipment that is used for construction going through this are it will damage this public road and will need to be repaired. If this construction is going to happen, I would inquire if the private condos going in are going to repair the road when the damage occurs.



I am not opposed to the condos, though I wish that their design size would be closer to the design in our neighborhood. I believe that I heard single story houses that were 1,300 sft which is drastically different than our neighborhood.

Thank you for taking the time to read this. If the connection cannot be eliminated from our neighborhood (though I wish it would be eliminated) my only ask is that there would be some sort of responsibility put on the contractor for the roads in The Pines.

Thank you,
Garrett Myland, P.E.
Cell: 269-506-5948
Email: gmyland@sjcrc.com

Eric Feldt

From: Ben Gross <bgross@hi-techelectric.net>
Sent: Friday, March 18, 2022 10:07 AM
To: Eric Feldt
Subject: McConley Cove housing

Follow Up Flag: Follow up
Flag Status: Flagged

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.

I realize I'm late getting this in but thought I'd send anyway and will try to keep it short. I live on the lot directly south of where the stub road is proposed to not be installed at the corner of Chaucer and Hilberry. I very much disapprove of AVB adding a home in that location instead of a road. This will put the rear of a home lined up with my frontage and I feel be very unsightly. I'm also concerned with future drainage and runoff from these future homes as my back yard is low and already experiences ponding in extreme heavy rains.

I hope these comments will be considered. Thanks

Ben Gross
Project Supervisor
269-806-6609

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF
PORTAGE, MICHIGAN BY AMENDING ARTICLE 4 OF CHAPTER 42,
LAND DEVELOPMENT REGULATIONS OF THE CODIFIED ORDINANCES
OF PORTAGE, MICHIGAN**

THE CITY OF PORTAGE ORDAINS:

That Article 4 (Zoning) of Chapter 42, of the Codified Ordinances of Portage, Michigan, Official Zoning Map, be amended as follows:

Street Address

Parcel ID Numbers

1075 Bacon Avenue

00027-150-B

From R-1C, one family residential to PD, planned development.

FIRST READING:

SECOND READING:

EFFECTIVE DATE:

Patricia M. Randall, Mayor

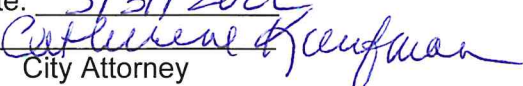
STATE OF MICHIGAN)
) SS
COUNTY OF KALAMAZOO)

I 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

Approved as to Form:

Date: 3/31/2022

By: 
City Attorney

**ADOPTION OF ZONING ORDINANCE
CITY OF PORTAGE, MICHIGAN
NOTICE**

TO: THE RESIDENTS AND PROPERTY OWNERS OF THE CITY OF PORTAGE AND ALL OTHER INTERESTED PERSONS.

NOTICE IS HEREBY GIVEN, that an Ordinance to amend Article 4 (Zoning) of Chapter 42 of the Codified Ordinances of Portage, Michigan, was adopted by the City Council at a regular meeting held on the _____ day of _____, 2022, and will become effective _____, 2022.

NOTICE IS FURTHER GIVEN that Article 4 (Zoning) of Chapter 42, Land Development Regulations, of the Codified Ordinance of Portage, Michigan, has been amended as follows:

THE CITY OF PORTAGE ORDAINS:

That Article 4 (Zoning) of Chapter 42, of the Codified Ordinances of Portage, Michigan, Official Zoning Map, be amended as follows:

Street Address

Parcel ID Numbers

1075 Bacon Avenue

00027-150-B

From R-1C, one family residential to PD, planned development.

PLEASE TAKE NOTICE that a copy of the Ordinance as amended may be purchased or inspected at City Hall on any business day except public and legal holidays from and after publication of this Notice from 8:00 a.m. to 5:00 p.m. local time. Further, a copy of a map showing the property rezoned is also available at the time and days noted above.

Dated: _____

Erica Eklov, City Clerk

**FIRST READING
CITY OF PORTAGE, MICHIGAN
NOTICE**

TO: THE RESIDENTS AND PROPERTY OWNERS OF THE CITY OF PORTAGE AND ALL OTHER INTERESTED PERSONS.

NOTICE IS HEREBY GIVEN, that an Ordinance to amend Article 4 (Zoning) of Chapter 42 of the Codified Ordinances of Portage, Michigan, was introduced for first reading at a regular meeting of the City Council held on _____, 2022, and that the Council will hold a public hearing on the proposed amendment at the Portage City Hall in said City on _____, 2022, at 7:00 p.m. or as soon thereafter as may be heard.

NOTICE IS FURTHER GIVEN that the proposed amendment to Article 4 (Zoning) of Chapter 42, of the Codified Ordinances of Portage, Michigan reads as follows:

THE CITY OF PORTAGE ORDAINS:

That Article 4 (Zoning) of Chapter 42, of the Codified Ordinances of Portage, Michigan, Official Zoning Map, be amended as follows:

Street Address

Parcel ID Numbers

1075 Bacon Avenue

00027-150-B

From R-1C, one family residential to PD, planned development or any other classification permitted by law.

PLEASE TAKE FURTHER NOTICE that if the owners of at least twenty percent (20%) of the area of land included in the proposed zoning change, or if the owners of at least twenty percent (20%) of the area of land included within an area extending outward one hundred feet (100') from any point on the boundary of the land included in the proposed change, excluding public right-of-way or other publicly owned land, file a written protest petition against the proposed amendment presented to the City Council before final legislative action on the amendment, a two-thirds vote of the City Council will be required to pass the amendment.

Dated: _____

Erica Eklov, City Clerk

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Preliminary Condominium Plan for Wild Plum housing development

SUPPORTING PERSONNEL: Kelly Peterson, Director of Community Development

ACTION RECOMMENDED: Provide tentative approval of the Preliminary Condominium Plan for Wild Plum housing development, 1109 West Osterhout Avenue subject to the completion of a traffic impact study.

An application has been received from AVD II, LLC (also known as AVB) requesting a Preliminary Condominium Plan review for the Wild Plum housing development. The subject site was planned as future phases of the Stateland Park residential development by Broekema-Scott, LLC, when the preliminary plat for Phase I of the Stateland Park was approved by the Planning Commission on January 19, 2006. However, Broekema-Scott, LLC never submitted the preliminary plat for this future phase of the Stateland Park for approval. The developer, AVB, acquired the site on September 7, 2021, to pursue the subject project.

The proposed project is to develop approximately 80 new house sites for single-family site condominiums, new internal streets, new utilities, and open spaces at 1109 West Osterhout Avenue, called "Wild Plum". The site is approximately 42.39 acres of land, and the proposed density is 1.9 units per acre.

The proposed Preliminary Condominium Plan consists of approximately 80 new lots compliant with the R-1C district lot dimensions; additional interior streets and a connection to the existing Stateland Park street network; new interior open space areas for stormwater, park, and trail to the Gourdneck State Park Game Area; and a new street entrance at West Osterhout Avenue. The future homes would be built consistent with the minimum house size, yard setbacks, parking, and other zoning regulations of the R-1C zoning district.

In a report dated March 17, 2022, Community Development staff recommended the Planning Commission approve and recommend to the City Council tentative approval of the Preliminary Condominium Plan for Wild Plum Subdivision, 1109 West Osterhout Avenue, with the following conditions prior to the final Preliminary Condominium approval:

- Either the extension of the existing left-hand turn lane westward from Streamsong Boulevard (Streamsong Condominium entrance) to Pierport Drive (Stateland Park entrance) to be completed by the applicant, or
- Completion of a traffic impact study to provide current traffic data and analysis that may accurately inform and support an alternative recommendation.

As recorded in the March 17, 2022, Planning Commission meeting minutes, the Planning Commission held a public hearing for this project on March 17, 2022, where three members of the public provided testimony, requesting clarification on items of the development. The developer, Jack Gesmundo of AVB, and project engineer, Paul Schram of Wightman and Associates, were present to support the application and explain the project details. Based on the analysis outlined in the report, staff supported the proposed Preliminary Condominium Plan for Wild Plum subject to conditions. After public testimony and feedback from city staff and the applicant, the Planning Commission determined no further discussion was needed on public testimony and voted to close the public hearing.

The Planning Commission held an extensive discussion on the project's potential traffic impacts and whether or not to require extending a left-hand turn lane between Streamsong Boulevard and Pierport Drive. City staff advised that extending the left-hand turn lane was warranted for the project, but the applicant and associated engineering firm felt it was not. To ensure a data-driven determination regarding this issue was provided, staff included a condition requiring the completion of a traffic impact study.

After careful consideration, the Commission voted unanimously 9-0 to recommend to the City Council tentative approval of the Preliminary Condominium Plan for Wild Plum, 1109 West Osterhout Avenue, subject to the conditions contained in the March 17, 2022 staff report, requiring completion of a traffic impact study to provide current traffic data and analysis that may accurately inform and support an alternative recommendation. It is recommended that City Council tentatively approve the plan subject to the completion of a traffic impact study.

FUNDING: Not Applicable

Attachments:

1. Communication from Planning Commission Chair dated March 29, 2022
2. Community Development staff report dated March 17, 2022
3. Planning Commission minutes dated March 17, 2022

TO: Honorable Mayor and City Council

FROM: City of Portage Planning Commission

DATE: March 29, 2022

SUBJECT: Preliminary Condominium Plan for Wild Plum housing development, 1109 W. Osterhout Avenue

During the March 17th meeting, the Planning Commission reviewed and discussed the Preliminary Condominium Plan for Wild Plum housing development. Project representative Jack Gesmundo (AVB) and project engineer, Paul Schram (Wightman and Assoc.) were present to explain the project. Three public comments were received at the Commission meeting and no additional public provided testimony during this meeting to comment on the proposed project.

The Planning Commission voted unanimously 9-0 to recommend to City Council tentative approval of the Preliminary Condominium Plan for Wild Plum housing development, 1109 W. Osterhout Avenue, subject to the completion of a Traffic Impact Study to provide current traffic data and analysis that may accurately inform and support an alternative recommendation.

Sincerely,

CITY OF PORTAGE PLANNING COMMISSION



Dan Corradini
Chairman

Attachments: March 17, 2022 Planning Commission meeting minutes.

TO: Planning Commission**DATE:** March 17, 2022**FROM:** Kelly Peterson, Director of Community Development**SUBJECT:** Preliminary Condominium: Wild Plum, 1109 W. Osterhout Avenue.

I. INTRODUCTION:

The developer (AVDII, LLC; known as AVB) has submitted a Preliminary Condominium to develop 80+/- new house sites for single-family site condominium, new internal streets, new utilities, and open spaces at 1109 W. Osterhout Avenue, called 'Wild Plum'. The site is 42.39+/- acres of land, and the proposed density is 1.9 units per acre.

The development will be overseen by a Master Deed which will establish a homeowners association, and is expected to be constructed in two or three phases with phase I of 38 units and future phase(s) of 41+/- units.

The proposed house sites will be developed into single family detached homes, each with direct access onto new internal streets, which will form a loop and connect into a new access point along W. Osterhout Avenue. Open space areas will be used for stormwater purposes, general park land, and connecting pedestrian pathways to the Gourdneck State Game Area to the south. The proposal is the first of two or three phases of the Wild Plum development and will connect to Bear Lake Trail street network of the unfinished portion of Stateland Park development.

II. BACKGROUND INFORMATION:

The subject site was planned as future phases of the Stateland Park residential development by Broekema-Scott, LLC, when preliminary plat for Phase I of the Stateland Park was approved by the Planning Commission on January 19, 2006. However, Broekema-Scott, LLC never submitted the preliminary plat of future phases of the Stateland Park for approval. The developer, AVB, acquired the site on September 7, 2021 to pursue the subject project.

Listed below are the **Existing Conditions** in this general area.

Zoning

R-1C Single family residential. Minimum 100 ft. lot widths (120 ft. for corner lots). Minimum lot size of 12,000 sq. ft. and 30 ft. front, 12 ft. side and 40 ft. rear yard setbacks.

Public Streets

The surrounding roadway network: W. Osterhout Avenue to the north; Bear Lake Trail to the west.

Public Utilities

All necessary improvements (i.e., water, sanitary sewer, curb-gutter, sidewalks, streetlights and so forth)

will be provided pursuant to established ordinance requirements.

Environmental Impacts

No mapped wetlands, flood hazards, or other environmental issues are present on the site.

Unique Conditions

No mapped or identified historic structures or buildings exist.

Applicable Zoning Regulations

The following sections of Chapter 42. Division 4. Zoning Districts and District Regulations apply:

- Article 6 – Condominium Projects

III. ANALYSIS:

Submission of the preliminary condominium is intended to provide the community with the opportunity to survey all existing and proposed conditions pertaining to the development of the subdivision. After approval by the City Council, preliminary condominium approval is effective for 12 months and provides the proprietor with an assurance that the preliminary concepts of the condominium subdivision are acceptable and that detailed engineering may proceed.

Staff analysis has been prepared based on the Comprehensive Plan, Land Development Regulations, and other applicable ordinance requirements.

Comprehensive Plan

The Future Land Use Map component of the 2014 Comprehensive Plan designates the subject property, along with most surrounding properties, as appropriate for Low Density Residential land use. Staff finds that the development meets with the Comprehensive Plan as being consistent with the designated low housing density (1-4 units/ acre) in this area.

Preliminary Evaluations from Development Review Team (DRT)

The Development Review Team is comprised of representatives from the Department of Transportation and Utilities, Fire Department, Department of Parks and Recreation, Office of the City Assessor, and Department of Community Development. DRT's preliminary review ensures that the proposed development is consistent with the City's infrastructure, engineering, and other requirements including streets, sewers, water mains, storm water, parking, landscaping, and others.

Based on traffic conditions, volume, and turning movements along West Osterhout Avenue as a result of the overall development (Stateland Park and Wild Plum) and the addition of a second access street,

- DRT recommends the applicant to extend the existing left-hand turn lane westward from Streamsong Boulevard (Streamsong Condominium entrance) to Pierport Drive (Stateland Park entrance). This improvement requires the applicant to widen West Osterhout Avenue pavement.
- The alternative option is for the applicant to complete a Traffic Impact Study (TIS) to provide current traffic data and analysis that may accurately inform and support a different recommendation.
- As of the date of this report (3/11/2022), a TIS has not been submitted for review.

Conformity of Land Development Regulations

The subject property (including future phases of Wild Plum) is zoned R-1C Single Family Residential zoning district, requiring a minimum lot size of 12,000 square feet and minimum 100 feet of frontage. Both dimensional requirements are met with the proposal.

Staff finds Sec 42-883. – Filling of condominium subdivision plan; review and recommendation by Planning Commission to be met with the submitted plan:

- The attached development plan and narrative indicates existing conditions such as adjacent properties, rights-of-way (ROW), topography, and other elements.
- The Portage Public School District has been notified of the proposal and provided a return receipt letter (see attachment).
- The attached development plan and narrative indicate various condominium plans such as
 - the overall lot size (ranging in size of approx. 13,000 square feet – 24,000 square feet), yard setbacks, and dimensions;
 - an internal street ROW width of 60 feet with proposed street curbs and sidewalks along both sides;
 - public water and sewer will be extended throughout to serve all proposed housing units;
 - resulting stormwater will be managed onsite via a centrally located open space;
 - proposed pedestrian trails will be created to connect to the Gourdneck State Game Area to the south;
 - and a new (second) street connection to West Osterhout Avenue will be provided with a new connecting sidewalk.

Public Noting Requirement

Required public notice was sent to all property owners/ occupants within 300 feet of the subject property on March 2, 2022. The required public notice was published in the Kalamazoo Gazette on March 2, 2022. As of the date of this report, March 11, 2022, staff has not received any public comment.

IV. RECOMMENDATION:

Based on the above information and subject to any additional information received during the public hearing, staff recommends the Planning Commission approve and recommend to the City Council the

Preliminary Condominium for Wild Plum Subdivision, 1109 W. Osterhout Avenue with the following conditions prior to Final Preliminary Condominium approval:

- Either the extension of the existing left-hand turn lane westward from Streamsong Boulevard (Streamsong Condominium entrance) to Pierport Drive (Stateland Park entrance) to be completed by the applicant, or
- Completion of a Traffic Impact Study to provide current traffic data and analysis that may accurately inform and support an alternative recommendation.

Attachments:

1. Wild Plum Narrative
2. Wild Plum Condo Plan
3. 2006 Original State Land Park Plan
4. Ownership Affidavit
5. Wild Plum Application
6. Portage School Receipt Letter
7. Project Map
8. 3.1.22 Staff Pictures

AVD II construction | development

February 23, 2022 (revision 1)

Mrs. Kelly Peterson
Director of Development Services
City of Portage
2900 S. Westnedge Ave.
Portage, MI 49002

RE: Proposed Single-Family Site Condominium Development located at 1109 W Osterhout Avenue

Please accept the following overview for the proposed single-family site condominium community located at 1109 West Osterhout Avenue that we are referring to as, Wild Plum. We look forward to reviewing this information during the upcoming City of Portage Planning Commission and City Council meetings.

This parcel of land is in south Portage, on the southside of Osterhout Avenue. This parcel is bordered by five properties including The Gourdneck Lake State Game Area to the south, the Streamsong condominium community to the east, and the Stateland neighborhood to the northwest. Two additional properties are on the west property line and another on the northeast corner.

We purchased this property from the developer / owner of Stateland Park, a single-family community with 20 homesites. Stateland Park is in the northwest corner of this parcel. The previous developer / owner master planned this property for future phases of single-family homes including extension of all utilities to this property and a second entry to be located off Osterhout.

Our proposal is to develop this property under the current R1-C zoning, as a single-family neighborhood consisting of +/-80 new homesites situated on +/- 42.39 acres, 1.9 homes to the acre. We will develop the community in two or three phases depending on market conditions.

We plan to take advantage of the natural features of the land by creatively designing the roadways and homesites to allow for views of the beautiful Gourdneck Lake State Game area, wetlands, woodlands and open space / park that are on and adjacent to this property.

As with all our planned developments (Whisper Rock, The Homestead, Oakland Hills and Woodbridge Hills), our focus is developing first-class communities that are thoughtfully designed to create a sense of arrival, preserve and embrace natural features, and first-rate landscaping. Our goal in doing this is to create places with lasting value for people to live and grow.

Please find below our answers to the questions found in Section 42-883 of the City Zoning Ordinance.

1. **Developer:** American Village Development II, LLC
4200 W Centre Ave.
Portage, MI 49002

Engineer / Surveyor: Gary Hahn
433 E. Ransom Street, Kalamazoo, MI 49007
ghahn@gowightman.com, 269.207.2700
License No. 4001038116, Expiration date 10/31/2023

2. **Existing conditions:** The property is currently used for seasonal crops / agriculture. There are some wood lines along the perimeter of the property which we intend to preserve as much as reasonably possible. The parcel gently slopes with 4' of topography variation throughout the main portion of the site. The southern portion of the property slopes downward up to 10' towards the Gourdneck Lake State Game area.
3. **Access:** We are proposing a new entry between Streamsong and Stateland entries. The parcel is also accessible through the Stateland neighborhood entry. The combined neighborhoods of Stateland and Wild Plum is approximately 100 homes which requires two entries. Stateland's Homeowner's Association and Wild Plum's Homeowner's Association's will be separate from one another. Stateland was developed as a plat with recorded covenants and Wild Plum is intended to be developed as a site condominium with a master deed. Additionally, Wild Plum will have additional neighborhood services and maintenance items not included with Stateland. We have met with the Stateland board and are working together. They have stated to us that they are very happy that AVD/AVB acquired and are developing the property.

We are proposing an access point to the west for future development. We don't believe that this adjacent property is viable for development in the near future, 10+ years. We are requesting that the City allow us to extend utilities and install the gravel road base, topsoil and seed. This will minimize any City maintenance and other issues associated with stub streets. At the point of future development, the utility connections can be made, and roadway completed.

4. **Master Deed:** A master deed will be recorded to include the requirements to maintain the new entry statement along Osterhout Avenue, other common areas including the open space / park and eyebrow island, and storm water management systems. The Master Deed will be like other AVB communities with protective covenants that are key in keeping our communities in first class condition long after construction of the homes are completed.
5. **Wetlands and Flood Elevation:** A wetlands delineation was completed by Wightman. No wetlands were discovered on the property. The property is in Zone X – area of minimal flood hazard, according to the flood insurance rate map no. 26077C0311D Effective February 17, 2010.
6. **Manmade Features:** There is an existing fire lane on the adjacent property constructed as part of the Streamsong development. This was created as an emergency access for Streamsong. We have included connection to their fire lane. The fire lane access created a unique design challenge for connectivity while also developing desirable homesites in that area.
7. **Roadways:** It is our intent to develop this community with public streets. We designed the eyebrow road feature as a creative way to connect to the Streamsong fire lane. We are requesting this to be allowed as part of the public roadway. If this is not approved as part of the public roadway, then this section of road will be private and maintained by the homeowner's association. In either case, the association will maintain the landscaping in the eyebrow roadway feature. Parking will be allowed on only one side of all the roads and will be signed accordingly.

8. **Community features:**

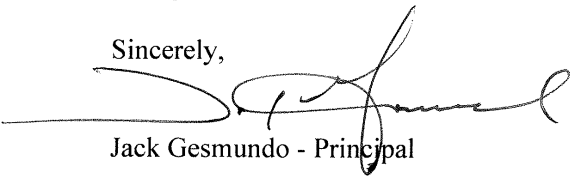
- a. **Entry Statement** – We will be building a new entry located along Osterhout that will create a sense of arrival with exceptional landscaping and identification signage.
- b. **Sidewalk** - We are proposing to extend the public sidewalk along Osterhout frontage in a curvilinear design. Additionally, we plan to develop the internal sidewalk system to be constructed as we build each home.

- c. **Park / Storm Water** – We are proposing to develop a 3+ acre open space park / storm water collection area. This park area will be centrally located in the community with several pedestrian access points. It will be designed with a variety of landscaping elements including deciduous and evergreen trees. This area will primarily serve as open space, architecturally designed to flow naturally both vertically and horizontally. It will create separation between homes. We envision this area to be a place for neighbors to gather and play.
 - d. **Trail Connections** – We plan to develop several connection points to the Gourdneck State Game Area and the open space / park area that will link to the sidewalks. We envision the connections as soft trails. This will give access to the community to explore the beautiful open spaces and nature that surrounds this area.
 - e. **Common Areas** -The common areas, open space / park, entry statement, and trails will be owned and maintained by the neighborhood association.
9. **Utilities** - All homes will be served by municipal sanitary sewer and water, underground gas, electric and communication lines. We intend to connect to the city water at both the Stateland and Streamsong stubs. The Stateland connection is located in the public right of way, and an easement has been recorded to allow the connection at Streamsong.
10. **Building Requirements** - 80+/- homesites are proposed. Setbacks are per the City of Portage Ordinance for R1-C zoned properties:
- a. Minimum homesite size 12,000 square feet.
 - b. Front yard setback 30'
 - c. Side yard setback 12'
 - d. Rear yard setback 40'
 - e. Minimum home square footage – 1 story, 1,600 square feet; 1.5 story, 1,680 square feet; and 2-story homes, 2,000 square feet.
11. **Storm Water** - The storm sewer system will be constructed in accordance with City of Portage standards and dedicated to the City. All storm runoff will be directed to the open space area for treatment prior to discharge towards the Gourdneck State Game Area.

It is our intention, as in all our communities, to provide the best possible combination of colors, materials, architecture, and landscaping. Our homes will take advantage of our in-house design and interior selection teams and their ability to assist our clients with the selection of floor plan, colors, and materials to make every home feel great. We are anticipating investments will start in the mid to upper \$400,000's to over \$600,000.

We look forward to the opportunity to discuss this plan with City Staff, Planning Commission and City Council. We feel this can be another first-class development for both the City of Portage and American Village Builders.

Sincerely,



Jack Gesmundo - Principal

Cc: Joe Gesmundo, Daryl Rynd & Greg Dobson

4200 W. Centre Ave, Portage, MI 49024 • (269) 323-2200 • avbhomes.com • avbconstruction.com



AFFIDAVIT of OWNERSHIP

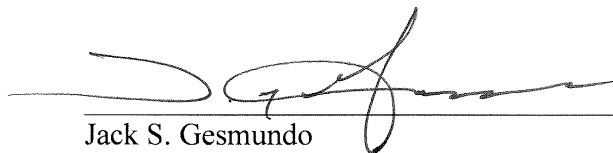
STATE OF MICHIGAN)
) ss.
COUNTY OF KALAMAZOO)

Jacqueline Swan, being first duly sworn, does depose and say that:

1. American Village Development II, L.L.C. acquired 1109 West Osterhout Avenue, Portage MI 49002 on September 7th, 2021 as evident by the attached warranty deed recorded in liber 2021-037165 and pages 1-4 Kalamazoo County records.
2. Jack S. Gesmundo is a Principal of American Village Development II, L.L.C., a Michigan limited liability company and is charged with the primary responsibility for the development of 1109 West Osterhout Avenue.
3. Joseph L. Gesmundo, Daryl C. Rynd, Gregory A. Dobson and Jack S. Gesmundo are the Principals of American Village Development II, L.L.C.

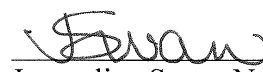
Further deponent saith not.

Dated: December 1, 2021



Jack S. Gesmundo

Subscribed and sworn to before me this 1st day of December, 2022.



Jacqueline Swan, Notary Public
State of Michigan, County of St. Joseph
Acting in County of Kalamazoo,
My commission expires: March 18, 2023

DRAFTED BY AND IF RECORDED RETURN TO:

Jack S. Gesmundo
4200 West Centre Ave,
Portage, MI 49024



RECEIVED

2021 SEP 16 PM 1:31

COUNTY OF KALAMAZOO

WARRANTY DEED

CERT #306151

The Grantor, Broekema/Scott, LLC, a Michigan limited liability company

Whose address is 2121 Choral, Portage, MI 49024

Conveys and Warrants to American Village Development II, LLC, a Michigan limited liability company

Whose address is 4200 W. Centre Ave, Attn: Jack Gesmundo, Portage, MI 49024

The following property located in the City of Portage, County of Kalamazoo, State of Michigan:

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF

Address: 1109 W Osterhout Ave, Portage, MI 49002

Tax ID No.: 00033-135-C

For the sum of One and No/100 Dollar (\$1.00)

See Attached Real Estate Transfer Valuation Affidavit

Subject to easements, reservations, restrictions and limitations of record, if any, and further subject to:

NONE

This premises may be located within the vicinity of farmland or a farm operation. Generally accepted agriculture and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan right to farm act.

The grantor grants to the grantee the right to make ALL division(s) under section 108 of the division act, Act No. 288 of the Public Acts of 1967.

IN WITNESS WHEREOF, the undersigned have executed this document on the date(s) set forth below.

Dated: September 7, 2021

Broekema/Scott, LLC, a Michigan limited liability company

BY: David L. Broekema
David L. Broekema
Manager

State of Michigan
County of Kalamazoo

I, Brenda Ockerman, a Notary Public of the County and the State first above written, do hereby certify that David L. Broekema, Manager of Broekema/Scott, LLC, a Michigan limited liability company, on behalf of said limited liability company, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal this the 7 day of September, 2021.

Name: Brenda Ockerman
Notary Public - State of Michigan
Van Buren County
My Commission Expires: May 1, 2024
Acting in the County of Kalamazoo

BRENDA OCKERMAN
NOTARY PUBLIC - MICHIGAN
Van Buren County
My Commission Expires May 1, 2024

(Seal)

Drafted by:
David L. Broekema
Broekema/Scott, LLC, a Michigan limited liability company
2121 Choral
Portage, MI 49024

Send tax bills to: Grantee
County Transfer Tax-RETTVA filed
State Transfer Tax-RETTVA filed

When recorded return to:
Chicago Title of Michigan, Inc.
941 W. Milham Rd
Portage, MI 49024
File No. 391142701NBU

EXHIBIT "A"
Legal Description

For APN/Parcel ID(s): 00033-135-C

A parcel of land situated in the Southwest quarter of Section 33, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan being more particularly described as follows:

Commencing at the West quarter corner of Section 33, Town 3 South, Range 11 West; thence S 89°46'32" E 1327.83 feet along the North line of the Southwest quarter of said Section to the West line of the East half of said Southwest quarter; thence continuing S 89°46'32" E 300.00 feet along said North line to the Place of Beginning; thence continuing S 89°46'32" E 712.43 feet along said North line to a point N 89°46'32" W 315.40 feet as measured along said North line from the East line of said Southwest quarter; thence S 00°04'19" W 633.00 feet parallel with said East line; thence S 89°46'32" E 315.40 feet parallel with said North line to said East line; thence S 00°04'19" W 1016.83 feet along said East line; thence S 34°36'39" W 420.43 feet; thence S 77°22'39" W 502.61 feet; thence N 80°53'21" W 410.48 feet; thence N 40°29'21" W 295.79 feet to said West line of the East half of the Southwest quarter; thence N 00°01'39" E 1587.94 feet along said West line to a point S 00°01'39" W 233.00 feet as measured along said West line from said North line of the Southwest quarter; thence S 89°46'32" E 300.00 feet parallel with said North line; thence N 00°01'39" E 233.00 feet parallel with said West line to the Place of Beginning. The North 33.0 feet being subject to easement for highway purposes.

EXCEPT Stateland Park Plat described as follows:

Part of the Southwest quarter of Section 33, T. 3 S., R. 11 W., City of Portage, Kalamazoo County, Michigan:
Commencing at the West quarter corner of Section 33, Town 3 South, Range 11 West; thence S 89°46'32" E 1327.83 feet along the North line of the Southwest quarter of said Section to the West line of the East half of said Southwest quarter; thence continuing S 89°46'32" E 300.00 feet along said North line to the Place of Beginning; thence continuing S 89°46'32" E 221.00 feet along said North line; thence S 00°01'39" W 80.49 feet parallel with said West line of the East half of the Southwest quarter; thence S 04°36'05" W 50.16 feet; thence S 00°01'39" W 18.86 feet parallel with said West line, thence Southerly 44.22 feet along the arc of a curve to the right having a radius of 186.00 feet, a central angle of 13°37'15" and a chord of S 06°50'16" W 44.11 feet; thence Southerly 31.86 feet along the arc of a reverse curve to the left having a radius of 134.00 feet, a central angle of 13°37'15" and a chord of S 06°50'16" W 31.78 feet; thence S 00°01'39" W 64.69 feet parallel with said West line; thence Southwesterly 101.04 feet along the arc of a curve to the right having a radius of 290.00 feet, a central angle of 19°57'43" and a chord of S 10°00'30" W 100.53 feet; thence S 89°58'21" E 165.42 feet perpendicular with said West line; thence S 00°01'39" W 395.00 feet parallel with, said West line; thence S 33°24'45" W 377.89 feet; thence N 56°35'15" W 150.00 feet; thence S 33°24'45" W 46.75 feet; thence N 56°35'15" W 210.00 feet; thence S 33°24'45" W 100.00 feet; thence N 56°35'15" W 79.90 feet to said West line; thence N 00°01'39" E 748.20 feet along said West line; thence S 89°46'32" E 300.00 feet parallel with said North line; thence N 00°01'39" E 233.00 feet parallel with said West line to the Place of Beginning.

ALSO EXCEPT:

COMMENCING AT THE WEST 1/4 CORNER OF SECTION 33, TOWN 3 SOUTH, RANGE 11 WEST; THENCE SOUTH 89°46'32" EAST 1327.83 FEET ALONG THE NORTH LINE OF THE SOUTHWEST 1/4 OF SAID SECTION TO THE WEST LINE OF THE EAST 1/2 OF SAID SOUTHWEST 1/4; THENCE SOUTH 00°01'39" WEST, 233.00 FEET ALONG SAID WEST LINE TO A NORTHWEST CORNER OF STATELAND PARK, SUBDIVISION ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 42 OF PLATS, PAGE 32, KALAMAZOO COUNTY RECORDS; THENCE CONTINUING SOUTH 00°01'39" WEST, 748.20 FEET ALONG A WEST LINE OF SAID SUBDIVISION; THENCE SOUTH 56°35'15" EAST 79.90 FEET ALONG A SOUTHERLY LINE OF SAID SUBDIVISION TO THE PLACE OF BEGINNING; THENCE NORTH 33°24'45" EAST 100.00 FEET ALONG AN EASTERLY LINE OF SAID SUBDIVISION TO THE SOUTHWEST CORNER OF LOT 13 OF SAID SUBDIVISION; THENCE SOUTH 56°35'15" EAST 150.00 FEET ALONG THE SOUTH LINE OF SAID LOT TO THE SOUTHEAST CORNER OF SAID LOT; THENCE SOUTH 33°24'45" WEST, 100.00 FEET ALONG THE SOUTHWESTERLY EXTENSION OF THE EAST LINE OF SAID LOT TO A LINE EXTENDING SOUTH 56°35'15" EAST PARALLEL WITH SAID SOUTH LINE FROM THE PLACE OF BEGINNING;



EXHIBIT "A"
Legal Description

THENCE NORTH 56°35'15" WEST, 150.00 FEET PARALLEL WITH SAID SOUTH LINE TO THE PLACE OF BEGINNING.

DESCRIBED BY SURVEY AS:

PART OF THE SOUTHWEST QUARTER OF SECTION 33, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE WEST QUARTER CORNER OF SAID SECTION 33; THENCE SOUTH 89° 46' 32" EAST ON THE EAST AND WEST QUARTER LINE OF SAID SECTION 33 A DISTANCE OF 1327.83 FEET TO THE WEST LINE OF THE EAST HALF OF SAID SOUTHWEST QUARTER; THENCE CONTINUING SOUTH 89° 46' 32" EAST ON SAID EAST AND WEST QUARTER LINE AND THE NORTH LINE OF STATELAND PARK, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 42 OF PLATS, PAGE 32, KALAMAZOO COUNTY RECORDS, 521.00 FEET TO THE NORTHEAST CORNER OF SAID STATELAND PARK AND THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED: THENCE CONTINUING SOUTH 89° 46' 32" EAST ON SAID EAST AND WEST QUARTER LINE 491.33 FEET (RECORDED AS 491.43 FEET) TO A POINT THAT IS 315.40 FEET NORTH 89° 46' 32" WEST OF THE CENTER OF SAID SECTION 33; THENCE SOUTH 00° 04' 07" WEST (RECORDED AS SOUTH 00° 04' 19" WEST) PARALLEL WITH THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 33 A DISTANCE OF 633.00 FEET; THENCE SOUTH 89° 46' 32" EAST PARALLEL WITH SAID EAST AND WEST QUARTER LINE 315.40 FEET TO SAID NORTH AND SOUTH QUARTER LINE; THENCE SOUTH 00° 04' 07" WEST (RECORDED AS SOUTH 00° 04' 19" WEST) ON SAID NORTH AND SOUTH QUARTER LINE 1016.68 FEET (RECORDED AS 1016.83 FEET); THENCE SOUTH 34° 36' 39" WEST 420.43 FEET; THENCE SOUTH 77° 22' 39" WEST 502.61 FEET; THENCE NORTH 80° 53' 21" WEST 410.48 FEET; THENCE NORTH 40° 29' 21" WEST 295.79 FEET TO SAID WEST LINE; THENCE NORTH 00° 01' 39" EAST ON SAID WEST LINE 839.74 FEET TO THE SOUTH LINE OF SAID STATELAND PARK; THENCE SOUTH 56° 35' 15" EAST ON SAID SOUTH LINE AND ON SAID SOUTH LINE EXTENDED, 229.90 FEET; THENCE NORTH 33° 24' 45" EAST 100.00 FEET TO SAID SOUTH LINE; THENCE SOUTH 56° 35' 15" EAST ON SAID SOUTH LINE 60.00 FEET; THENCE NORTH 33° 24' 45" EAST ON SAID SOUTH LINE 46.75 FEET; THENCE SOUTH 56° 35' 15" EAST ON SAID SOUTH LINE 150.00 FEET TO THE EAST LINE OF SAID STATELAND PARK; THENCE NORTH 33° 26' 18" EAST (RECORDED AS NORTH 33° 24' 45" EAST) ON SAID EAST LINE 378.02 FEET (RECORDED AS 377.89 FEET); THENCE NORTH 00° 01' 39" EAST ON SAID EAST LINE 394.82 FEET (RECORDED AS 395.00 FEET); THENCE NORTH 89° 58' 21" WEST ON SAID EAST LINE 165.63 FEET (RECORDED AS 165.42 FEET); THENCE NORTHEASTERLY 101.04 FEET ON SAID EAST LINE AND ON A 290.00 FOOT RADIUS CURVE TO THE LEFT WHOSE CHORD BEARS NORTH 10° 00' 30" EAST 100.53 FEET; THENCE NORTH 00° 01' 39" EAST ON SAID EAST LINE 64.69 FEET; THENCE NORTHEASTERLY 31.86 FEET ON SAID EAST LINE AND ON A 134.00 FOOT RADIUS CURVE TO THE RIGHT WHOSE CHORD BEARS NORTH 06° 50' 16" EAST 31.78 FEET; THENCE NORTHEASTERLY 44.22 FEET ON SAID EAST LINE AND ON A 186.00 FOOT RADIUS CURVE TO THE LEFT WHOSE CHORD BEARS NORTH 06° 50' 16" EAST 44.11 FEET; THENCE NORTH 00° 01' 39" EAST ON SAID EAST LINE 18.86 FEET; THENCE NORTH 04° 36' 05" EAST ON SAID EAST LINE 50.16 FEET; THENCE NORTH 00° 01' 39" EAST ON SAID EAST LINE 80.49 FEET TO THE POINT OF BEGINNING.



COMMERCIAL DEVELOPMENT APPLICATION

Department of Community Development
7900 South Westnedge Avenue – Portage, Michigan 49002 – (269) 329-4477

Applicant must complete all items in sections 1-9 (if applicable).

Please note: Separate applications must be submitted for Plumbing, Mechanical and Electrical Work Permits

No Work is to Start Prior to the Issuance of Building Permit

1) PROJECT INFORMATION

Project Description	Single-family detached site condominiums	Address	1109 W. Osterhout Ave. Portage, MI 49024
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2) IDENTIFICATION (OWNER)

Name	AVDII, LLC	Address	4200 W Centre Ave
City	Portage	State	MI
Zip	49024	Phone	

3) ARCHITECT OR ENGINEER

Name	Gary Hahn	Address	433 E Ransom St.	City	Kalamazoo
State	MI	Zip	49007	Phone	269.921.0100
License Number	4001038116	Expiration Date	10/31/2023	Email	Ghahn@gowightman.com

4) BUILDING CONTRACTOR

Company name	AVB, Inc.	Address	4200 W. Centre Ave.	City	Portage
State	MI	Zip	49024	Phone	269.323.2022
Email	Jack@avbinc.com	Federal Employer ID	38-2361980		
Builder License Number	2102185971	Expiration Date	5/31/2023		
Workers Comp Insurance Carrier	Michigan Insurance Company	MESC Employer Number	0993199000		

5) TYPE OF DEVELOPMENT PROJECT

- ☐ Site Plan ☐ Building Plan ☐ Final Plan in Planned Development
☐ Subdivision ☒ Condominium ☐ Land Division Requiring Public Improvements
☐ Landscape Plans ☐ Public Water Main ☐ Public Sanitary Sewer Main
☐ Other: _____

(Note: Please provide a Portable Document Format (PDF) of the plans for the project at time of document submittal. The submitted format shall be CD/DVD or USB. If a PDF is not submitted, an additional \$25 fee plus \$1 for each plan sheet after 20 sheets will apply.)

6) TYPE OF IMPROVEMENT

- ☒ New Building ☐ Alteration ☐ Addition ☐ Repair ☐ Demolition ☐ Foundation Only
☐ Relocation ☐ Special Inspection ☐ Solar ☐ Other: _____

7) DESCRIPTION OF WORK

A) New single-family home community - New roads, utilities, and landscaping

B) Valuation of Project: \$ To be determined.

8) CHARACTERISTICS OF THE BUILDING

A) Water Meter Size

- ☐ 5/8" ☐ 3/4" ☐ 1" ☐ 1 1/2"
- ☐ Other _____ ☐ Irrigation Size _____ ☐ Fire Sprinkler Size _____

B) Electric Service Size

- ☐ 200 AMP ☐ 400 AMP ☐ 600 AMP ☐ 800 AMP ☐ 1000 AMP ☐ Other _____

C) Type of Mechanical

Air Conditioning? ☐ Yes ☐ No Fire Suppression? ☐ Yes ☐ No Hood System? ☐ Yes ☐ No

9) CONSTRUCTION PLANS SUBMITTED

Required submittals for plan review:

- Plans shall be signed and sealed when required in accordance with State of Michigan Act No.299 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:

- ☐ Building ☐ Electrical ☐ Plumbing ☐ Mechanical ☐ Energy

Building Code: Site plan, foundation plan, soil bearing capacity, floor plans, building elevations, building sections, framing plan, details, roof plan, roof finish schedule, roof live and dead loads.

Electric 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, and 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 components materials, "U" values of elements, "R" values of insulating materials, size and type of apparatus and equipment, energy calculations.

Note: Additional plan review fee(s) required of all non-concurrent plan submittals

APPLICANT INFORMATION

Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information:

Name AVB, Inc.	Phone 269.323.2022
Address 4200 W. Centre Ave.	City Portage
State MI	Zip 49024

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.

Signature of Applicant: _____

Date: 12/6/21

FOR DEPARTMENTAL USE ONLY

- | | | |
|---|--|--|
| ☐ Vacant | ☐ F-2: Factory (Low Hazard) | ☐ I-4: Institutional (Day Cares, ETC.) |
| ☐ A-1: Assembly (Theaters) | ☐ H-1: High Hazard (Detonation) | ☐ M: Mercantile |
| ☐ A-2: Assembly (Restaurants) | ☐ H-2: High Hazard (Deflagration) | ☐ R-1: Residential (Hotels, Motels, ETC.) |
| ☐ A-3: Assembly (Library, ETC.) | ☐ H-3: High Hazard (Physical) | ☐ R-2: Residential (Multi Family, ETC.) |
| ☐ A-4: Assembly (Indoor Sports) | ☐ H-4: High Hazard (Health) | ☐ R-3: Residential (1 & 2 Fam. Townhomes) |
| ☐ A-5: Assembly (Outdoor Sports) | ☐ H-5: High Hazard (HPM) | ☐ R-4: Residential (Assisted living) |
| ☐ B: Business | ☐ I-1: Institutional (Supervised) | ☐ S-1: Storage (Moderate hazard) |
| ☐ E: Educational | ☐ I-2: Institutional (Hospital) | ☐ S-2: Storage (Low hazard) |
| ☐ F-1: Factory (Moderate hazard) | ☐ I-3: institutional (Prisons) | ☐ U: Utility (Garage, Shed) |

CHARACTERISTICS OF BUILDING

Frame:

- ☐ Masonry
 ☐ Wood Frame
 ☐ Structural Steel
 ☐ Reinforced Concrete
 ☐ Other

Heating System:

- ☐ Gas
 ☐ Electricity
 ☐ Solar
 ☐ Other _____

New Sewer Connection:

- ☐ Yes
 ☐ No

New Water Connection:

- ☐ Yes
 ☐ No

Type of Mechanical:

- ☐ (Y) Air Conditioning
 ☐ (Y) Fire Suppression

DIMENSIONS / DATA

Number of Stories _____ Use groups _____ Construction Type _____

Number of Occupants _____

Floor Area	Existing	Alterations	New
Basement			
1 st Floor			
2 nd Floor			
3 rd Floor			
4 th Floor			
5 th Floor			
Total			



Mark T. Bielang
Superintendent
Phone: 269.323.5147
Fax: 269.323.5149
mbielang@portageps.org

February 23, 2022

Mr. Paul Schram, PE
Wightman
433 E. Ransom Street
Kalamazoo, MI 49007

Re: Proposed Wild Plum Single-Family Condominium Project
1109 W. Osterhout Avenue, Portage

Dear Mr. Schram:

This letter will confirm receipt of your December 20, 2021 email to Assistant Superintendent Johnny Edwards regarding the above noted condominium project. We understand this project consists of approximately 80 single-family homes in several phases

Thank you for sharing this information with us.

Sincerely,

A handwritten signature in dark ink, appearing to read "Mark T. Bielang".

Mark T. Bielang
Superintendent

Cc Board of Education
Johnny Edwards, Assistant Superintendent of Operations
Paula Johnson, Director of Finance
Kelly Peterson, Director of Development Services, City of Portage



**Proposed
Wild Plum Development**

**Preliminary Condominium Plan
Wild Plum Residential Housing Development
1109 West Osterhout Avenue**

Subject Property
2021 Nearmap Imagery



1 inch = 250 feet
Date: 2/25/2022

March 1, 2022 Staff Pictures
Stateland Park & Wild Plum Developments





CITY OF PORTAGE PLANNING COMMISSION

Thursday, March 17, 2022

7:00 PM Portage

City Hall Council Chambers

The City of Portage Planning Commission meeting of March 17, 2022 was called to order by Chairman Corradini at 7:00 p.m.

IN ATTENDANCE

Biqi Zhao, Deputy Director of Planning and Zoning
Eric Feldt, City Planner
Seth Koches, City Attorney (filled in for Catherine Kaufman)

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 Vice Chair Joshi, supported by Commissioner Pezzoli to approve the March 3, 2022 meeting minutes. The motion was approved unanimously.

Public Hearings:

A Tentative Plan for a rezoning application (no. #21/22-1) from R-1C to Planned Development for McConley Cove housing development; 1075 Bacon Ave. Applicant, Jack Gesmundo, 4200 West Centre Ave, a representative of American Village Development Company (known as AVB) described the company's developments in Portage and their community engagement. He described the project and site.

Commissioner Adams asked if there are proposed non-motorized facilities throughout the development and if traffic calming was considered. The applicant stated that traffic calming is not a concern because the development located in residential neighborhoods, and non-motorized facilities will be provided. Paul Schram, Wightman & Associates, LLC (applicant's engineer) indicated that the curvature and width of the road (proposal central road) will help calm traffic. Commissioner Freiman asked about AVB master deeds and covenants. Mr. Gesmundo stated that the deeds and covenants evolve over time and that they will be in place for this development.

Mr. Feldt provided a summary and recommend that the Commission approve the Tentative Plan for a rezoning application (no. #21/22-1) from R-1C to Planned Development for McConley Cove housing development; 1075 Bacon Ave.

Chairman Corradini opened the public hearing.

- Steve Yonkie, 1135 Chausser Portage MI, stated concerns about traffic and a desire for a secondary outlet for the site.

There being no other comments. Commissioner Fries motioned and Vice Chair Joshi supported the motion to close the public hearing. Motion passed unanimously.

Vice Chair Joshi asked Mr. Feldt about trip generation by the new units. Mr. Feldt stated the City Transportation Department did not bring up any specific concerns with trips generated by new units.

Commissioner Pezzoli motioned to recommend to City Council approval of a Tentative Plan for rezoning application (no. #21/22-1) from R-1C to Planned Development for McConley Cove housing development at 1075 Bacon Ave and to waive the second public hearing. Commissioner Fries supported the motion. Mr. Feldt conducts a roll call vote: Corradini (No), Joshi (Yes), Adams (Yes), Pezzoli (Yes), Baldwin (No), Fries (Yes), Freiman (Yes), Youngs (Yes), O'Dell (Yes). Motion passes 7-2.

Preliminary Condominium: Wild Plum, 1109 W. Osterhout Avenue. Applicant, Jack Gesmundo, 4200 West Centre Ave, a representative of American Village Development Company (known as AVB) described the project, its storm water/green space area, and connections to the State Game Areas. Paul Schram, Wightman & Associates, LLC (applicant's engineer) detailed his research on the staff recommendation for a left turn lane and expressed he thought it was not needed for the project.

Mr. Feldt presented the application and staff's recommendation, including a condition requiring the addition a left-hand turn lane between Streamsong Boulevard and Pierport Drive or the submission of a Traffic Impact Study to provide data that may support an alternative recommendation to the left-hand turn lane addition. Commissioner Fries asked what data was used to warrant the condition of a left-hand turn lane. Mr. Feldt explained that he did not have the data in the report but could get it. He indicated that the Transportation Department findings indicated that a left-hand turn lane should be provided. Discussion continued of about left-hand turn lanes in the area.

Chairman Corradini opened the public hearing.

- Suprotik Stotz-Ghosh, 10651 Bear Lake Trail, stepped forward. He stated desire to preserve the tree line between existing and new homes.
- Shourouk Ismail, 10595 Pierport Drive, stepped forward. She asked about preservation of tree line and concerns about traffic around children.
- Chad Vliek, 1711 W. Osterhout Ave, stepped forward and stated support for the development.

The Commission and applicant discussed the amount of tree removal that will occur. Vice Chair Joshi moved to close the public hearing. Commissioner Baldwin supported the motion. Motion passed unanimously.

Vice Chair Joshi motioned to recommend to City Council approval of the Preliminary Condominium Plan for Wild Plum subdivision at 1109 W. Osterhout Avenue with the following condition: prior to Final Condominium Plan approval the applicant shall complete a Traffic Impact Study to provide current traffic data and analysis that may accurately inform and support an alternative recommendation. Commissioner Adams supported the motion. Mr. Feldt conducted a roll call vote: Corradini (Yes), Joshi (Yes), Adams (Yes), Pezzoli (Yes), Baldwin (Yes), Fries (Yes), Youngs (Yes), Freiman (Yes). Motion passed 9-0.

NEW BUSINESS

West Osterhout Traffic Study Commissioner Adams motioned to request a traffic study be done along West Osterhout Avenue between Oakland Drive and S. Westnedge Avenue by the City. Commissioner Baldwin supported the motion. Motion passed unanimously.

Master Plan Update. Biqi Zhao provided an update of the master plan project and stated that the City is in the process of contracting Houseal Lavigne. The next step will be a staff meeting with the consultant and preparing data for the consultant. She asked the commission to review the draft Public Participation Plan from 2019. This plan is also required for the State of Michigan Redevelopment Ready Communities.

STATEMENT OF CITIZENS

None.

STATEMENT OF COMMISSIONERS

Commissioner Adams stated the traffic volume for W. Osterhout Avenue classification (minor arterial) is between 3,000 and 14,000 daily traffic volume.

Commissioner Freiman stated a desire to start a subcommittee increasing the use of renewable energy for the City. Chairman Corradini stated the desire to have a liaison to the Youth Advisory Council. He continued that the commissioners should bring ideas for new subcommittees to the next meeting. Commissioner Pezzoli stated concern that subcommittees might be outside the realm of the commission.

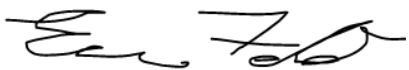
Vice Chair Joshi stated there was citizen complaints about the cell tower near US 131 and explained the decision was based on balancing the need for good placement and increasing connectivity for citizens.

Commissioner Adams gave an update on the housing survey which to date had received approximately 1,200 responses.

ADJOURNMENT:

There being no further business to come before the Commission, Chairman Corradini adjourned the meeting at 8:56 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: Deeding of city property at 7260 Montego Bay Street to developer of The Oaks

SUPPORTING PERSONNEL: Kelly Peterson, Director of Community Development

ACTION RECOMMENDED: Approve the deeding of city property at 7260 Montego Bay Street (commonly known as Public Infiltration Basin - Tax ID No: 00013-002-R) to the developer of The Oaks (Westview Capital, LLC) for the purpose of allowing the developer to seek subdivision plat approval from the State of Michigan for The Oaks Phase 1.

In December 2007, the original public storm water basin land area (0.68 acres) located at 7260 Montego Bay Street was deeded to the City of Portage by WTM, Inc. per Warranty Deed No. 2007-048383 (attached).

On November 7, 2017, 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. Approval of the Final Preliminary Plat by City Council in 2017 included approval for the developer to relocate the original public basin to the northeast with the understanding that once the Final Plat was approved, the original stormwater basin area would need to be deeded to the developer and combined with the 4800 Bishop Avenue parcel.

In October 2021, the property and public improvements at 4800 Bishop Ave were acquired by Westview Capital, LLC. On March 8, 2022, City Council voted 6-0 to approve the Final Plat for the Oaks Phase 1 subject to a) recording of the maintenance and indemnification agreements, b) sidewalks and street trees 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, and d) storm sewer repairs 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. Conditions "a" and "c" have already been addressed, and the City Administration continues to work with the developer to address conditions "b" and "d".

At the time of the March 8, 2022, Council meeting, it was understood by the City Administration at the time of Final Plat approval that the documents for deeding 7260 Montego Bay Street to the developer were not yet available, and would therefore need to come back to Council for final review and approval. While the approval of the Final Preliminary Plat (engineering plans) and Final Plat for The Oaks Phase 1 inherently includes acceptance of deeding this land to the developer, the Administration recognizes the procedural importance of bringing this real estate transaction to the City Council for final review and approval.

If approved by City Council, the City Administration will coordinate the execution and notarization of

the warranty deed approved as to form by the City Attorney. Recording of the warranty deed will be performed by the City Administration and will serve as the official transfer of this land to the developer, Westview Capital, LLC. This will allow the developer to seek subdivision plat approval from the State of Michigan for The Oaks Phase 1. The subsequent platting process of The Oaks Phase 1 will be the mechanism by which the relocated stormwater basin area (1.66 acres +/-) is deeded to the city. Please refer to the attached reference exhibits.

It is recommended that City Council approve the deeding of city property at 7260 Montego Bay Street (commonly known as Public Infiltration Basin - Tax ID No: 00013-002-R) to the developer of The Oaks (Westview Capital, LLC) for the purpose of allowing the developer to seek subdivision plat approval from the State of Michigan for The Oaks Phase 1.

FUNDING: Not Applicable

Attachments:

1. Warranty Deed (Approved as to Form)
2. Final Preliminary Plat Drawings
3. Final Plat Drawings
4. 2007 7260 Montego Bay Warranty Deed
5. Reference Exhibit

WARRANTY DEED

The City of Portage, a Michigan Municipal Corporation with offices at City Hall, 7900 S Westnedge Avenue, Portage, MI 49002 (Grantor), conveys and warrants to Westview Capital, LLC, a Michigan limited liability company, whose address is 2186 E Centre Avenue, Portage, MI, 49002 (Grantee), the following real property situated in the City of Portage, County of Kalamazoo, State of Michigan, illustrated in "Exhibit A" attached and described as:

Part of the Northeast 1/4 of Section 13, Town 3 South, Range 11 West, City of Postage, Kalamazoo County, Michigan, described as: Commencing at the East 1/4 post of said Section 13; thence North 01°11'53" East on the East line of said Section 13 a distance of 1190.74 feet; thence North 88°48'07" West perpendicular to said East section line 180.00 feet to the point of beginning of the parcel herein described: thence North 42°00'02" West 28.77 feet; thence South 47°59'58" West 9.93 feet; thence North 60°26'19" West 196.47 feet; thence South 72°42'23" West 63.18 feet; thence North 72°48'40" West 18.13 feet; thence North 09°53'33" West 43.82 feet; thence North 25°01'44" East 75.51 feet; thence North 84°31'20" East 84.18 feet; thence South 66°57'14" East 72.19 feet; thence South 24°29'08" East 48.36 feet; thence South 48°25'25" East 104.49 feet; thence South 00°00'00" East 14.01 feet; thence South 88°00'30" East 9.48 feet; thence South 01°59'30" West 49.32 feet; thence North 42°00'02" West 7.57 feet; thence South 01°11'53" West 18.26 feet to the point of beginning.

Commonly known as: Public Infiltration Basin - Tax ID No.: 00013-002-R
Address: 7260 Montego Bay Street

Subject to conditions, restrictions, easements and limitations of record. The conveyance is for the purpose of allowing Grantee to seek subdivision approval from the State of Michigan.

The Grantor grants the Grantee the right to make zero divisions under Section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967. This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors and other associated conditions may be used and are protected by the Michigan Rights to Farm Act.

For the sum of LESS THAN ONE HUNDRED DOLLARS (\$100.00). This deed is exempt from revenue stamps and transfer tax pursuant to MCL 207.505 (a) and (h), and MCL 207.526 (a) and (h).

[Signatures on Following Page]

GRANTOR:

City of Portage

By: _____
Adam Herringa
Its: Acting City Manager

STATE OF MICHIGAN)
)SS.
COUNTY OF KALAMAZOO)

On this _____ day of _____, 2022, before me personally came the above named _____, to me personally known, who being duly sworn did and each for himself say that he/she is the _____ for _____ and that said instrument was signed on behalf of said corporation by authority of its _____; and said _____ acknowledges said instrument to be the free act and deed of said corporation.

_____, Notary Public
_____, County, Michigan
My commission expires: _____

WHEN RECORDED RETURN TO:
City of Portage Department of Community Development
7900 S. Westnedge Avenue
Portage, MI 49002

THIS INSTRUMENT PREPARED BY
Without examination of title:
Catherine P. Kaufman (P65412)
Bauckham Sparks
470 W Centre Ave, Suite A
Portage, MI 49024

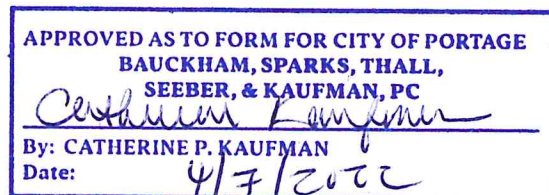
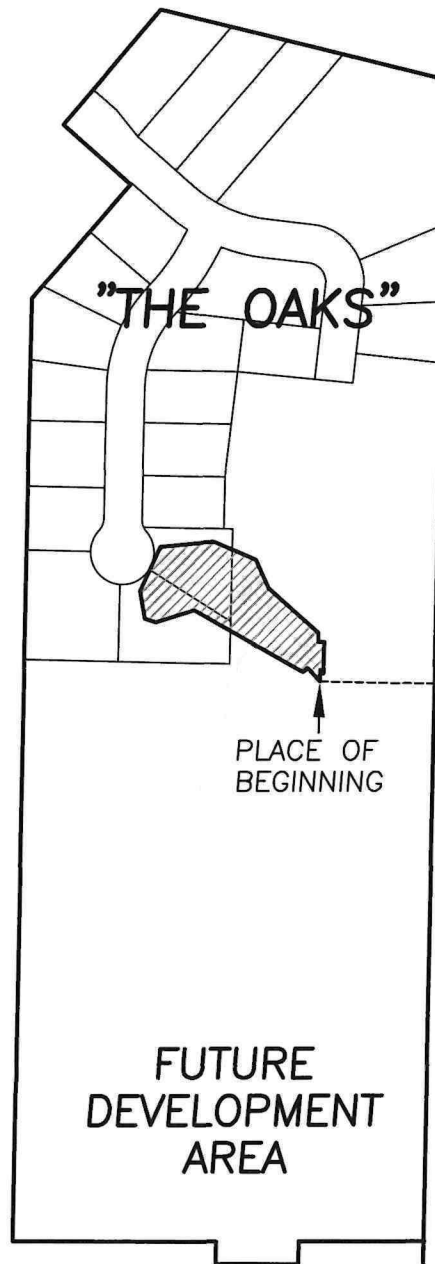


EXHIBIT A

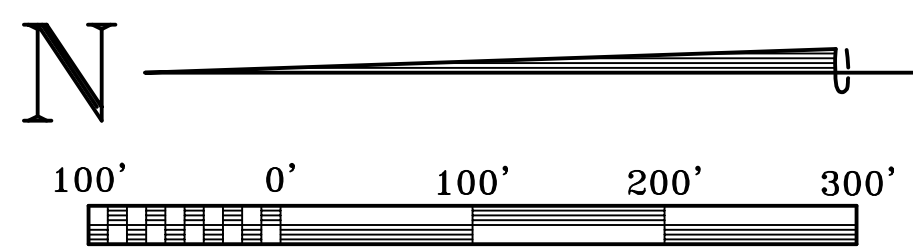
7260 MONTEGO BAY STREET
TAX ID NO.: 00013-002-R

NORTHEAST CORNER,
T. 3 S., R. 11 W.,
CITY OF PORTAGE

N



EAST 1/4 CORNER,
T. 3 S., R. 11 W.,
CITY OF PORTAGE



CONSTRUCTION PLANS for PHASE ONE of 'THE OAKS'

(NOTE: THESE CONSTRUCTION PLANS ARE ALSO KNOWN AS THE 'FINAL PRELIMINARY PLAT')

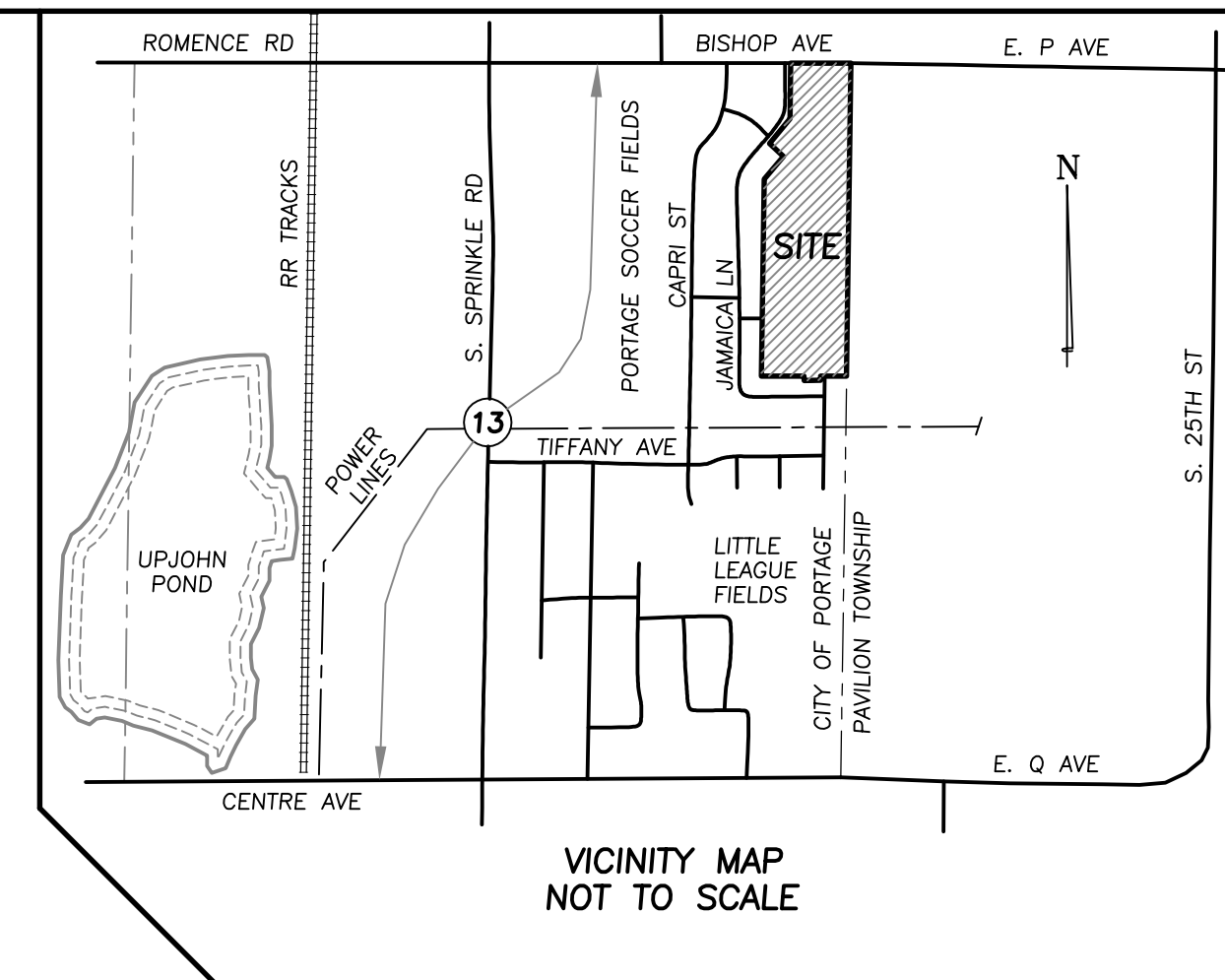
50' WIDE PARCEL
TO BE DEEDED TO
THE CITY OF PORTAGE
FOR RIGHT-OF-WAY
PURPOSES (DURING
FINAL PLAT STAGE)

NOTE: NORTHERLY PARCEL NOT INCLUDED
IN PROPOSED SUBDIVISION. PARCEL TO
BE DEEDED TO THE OAKS HOME OWNERS
ASSOCIATION. PARCEL SHALL BE FOR
PASSIVE RECREATION.

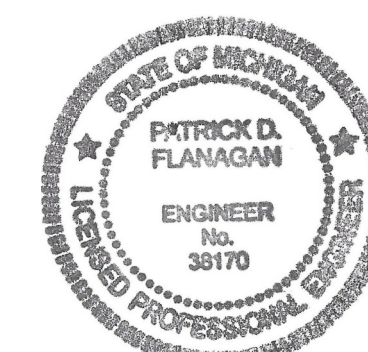
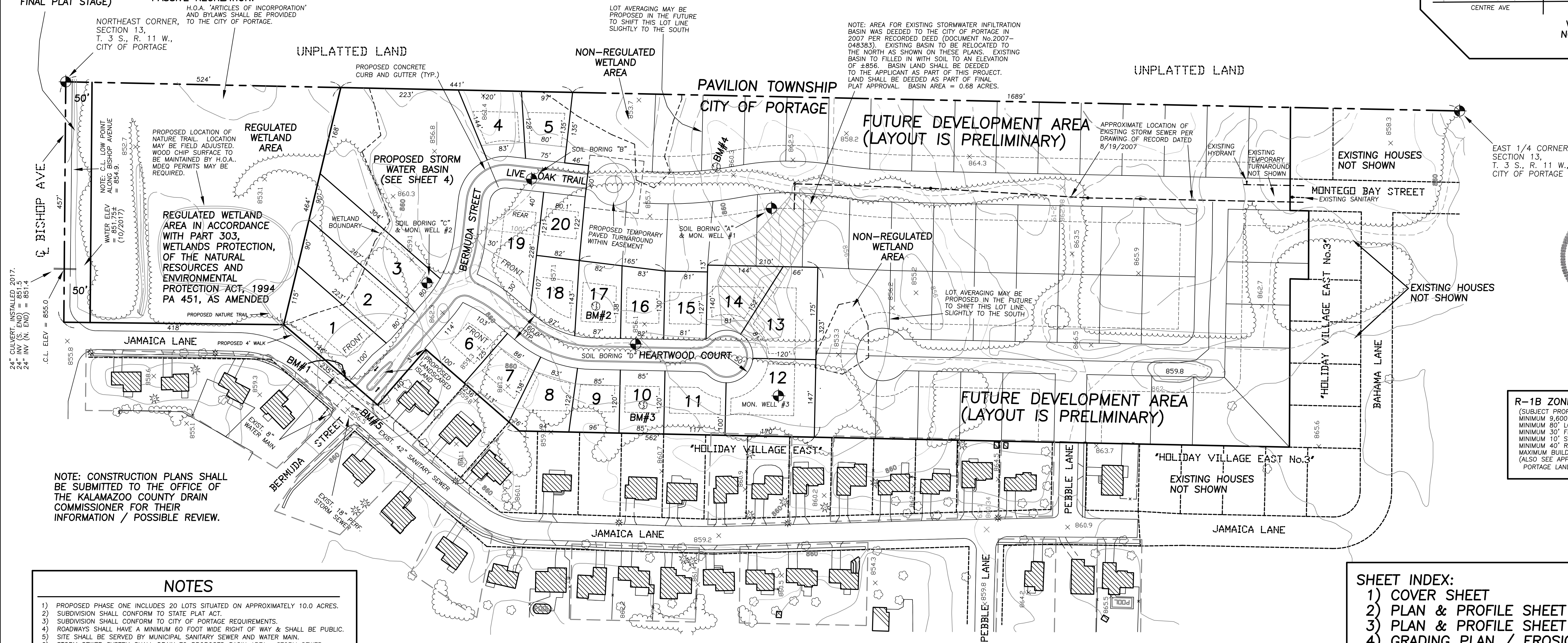
H.O.A. 'ARTICLES OF INCORPORATION'
AND BYLAWS SHALL BE PROVIDED
TO THE CITY OF PORTAGE.

LOT AVERAGING MAY BE
PROPOSED IN THE FUTURE
TO SHIFT THIS LOT LINE
SLIGHTLY TO THE SOUTH

NOTE: AREA FOR EXISTING STORMWATER INFILTRATION
BASIN WAS DEEDED TO THE CITY OF PORTAGE IN
2007 PER RECORDED DEED (DOCUMENT No.2007-
048383). EXISTING BASIN TO BE RELOCATED TO
THE NORTH AS SHOWN ON THESE PLANS. EXISTING
BASIN TO BE FILLED IN WITH SOIL TO AN ELEVATION
OF 4856. BASIN LAND SHALL BE DEEDED
TO THE APPLICANT AS PART OF THIS PROJECT.
LAND SHALL BE DEEDED AS PART OF FINAL
PLAT APPROVAL. BASIN AREA = 0.68 ACRES.



VICINITY MAP
NOT TO SCALE



Pat Flanagan

R-1B ZONING INFORMATION:
(SUBJECT PROPERTY IS ZONED R-1B)
MINIMUM 9,600 SQ. FT. AREA WITH SEWER & WATER
MINIMUM 80' LOT WIDTH WITH SEWER & WATER
MINIMUM 30' FRONT YARD SETBACK
MINIMUM 10' SIDE YARD SETBACK
MINIMUM 40' REAR YARD SETBACK
MAXIMUM BUILDING COVERAGE OF LOT = 25%
(ALSO SEE APPLICABLE SECTIONS OF CITY OF
PORTAGE LAND DEVELOPMENT REGULATIONS)

NOTES

- 1) PROPOSED PHASE ONE INCLUDES 20 LOTS SITUATED ON APPROXIMATELY 10.0 ACRES.
- 2) SUBDIVISION SHALL CONFORM TO STATE PLAT ACT.
- 3) SUBDIVISION SHALL CONFORM TO CITY OF PORTAGE REQUIREMENTS.
- 4) ROADWAYS SHALL HAVE A MINIMUM 60 FOOT WIDE RIGHT OF WAY & SHALL BE PUBLIC.
- 5) SITE SHALL BE SERVED BY MUNICIPAL SANITARY SEWER AND WATER MAIN.
- 6) STORM SEWER SYSTEM SHALL DRAIN TO PROPOSED BASIN AREA. STORM SEWER WITHIN PROPOSED PUBLIC STREETS SHALL BE UNDER CITY OF PORTAGE JURISDICTION. PROPOSED BASIN SHALL BE UNDER CITY OF PORTAGE JURISDICTION.
- 7) SITE IS PRIMARILY TREE COVERED.
- 8) ALL LOTS SHALL COMPLY WITH CITY OF PORTAGE ZONING REQUIREMENTS. ALL LOTS SHALL HAVE AN AREA OF AT LEAST 9600 SQUARE FEET AND A LOT WIDTH OF AT LEAST 80.00 FEET. SHOWN LOT DIMENSIONS SUBJECT TO FINAL ADJUSTMENT.
- 9) SHOWN ELEVATIONS ARE BASED ON USGS DATUM. SHOWN TOPOGRAPHY & ELEVATION CONTOURS SHOWN ON SHEET 1 BASED ON 1992 & 2002 MAPS PREPARED BY OTHERS.
- 10) SIDEWALKS WILL BE PROVIDED ON BOTH SIDES OF ALL STREETS AND AROUND THE BULB OF ANY PERMANENT CUL. DE SAC. PAVEMENT WIDTH SHALL BE A MINIMUM OF 26.0 FEET (30.0 FEET BETWEEN BACKS OF CURBS). ALL UTILITIES SHALL BE UNDERGROUND.
- 11) SHOWN PROPOSED STREET NAMES MAY BE REVISED.
- 12) A LAND DIVISION APPLICATION SHALL BE PREPARED AND SUBMITTED PRIOR TO FINAL PLAT APPROVAL FOR THE REMAINING LAND.
- 13) PLAT RESTRICTIONS SHALL INCLUDE A NOTE ADVISING THE PURCHASER OF LOTS 1, 6, AND 19 OF THE ADDITIONAL SIDEWALK MAINTENANCE AND ADDITIONAL LAWN CARE DUE TO THE ADDITIONAL ROAD FRONTAGE.
- 14) THE RETENTION BASIN SHALL BE FENCED PER CITY OF PORTAGE REQUIREMENTS.
- 15) AS REQUIRED BY THE CITY, DOCUMENTS RELATED TO THE HOMEOWNER'S ASSOCIATION FOR 'THE OAKS' SHALL BE PREPARED AND FINALIZED PRIOR TO FINAL PLAT APPROVAL.
- 16) AREA HAS HISTORY OF HIGH GROUNDWATER. BASEMENT ELEVATIONS SHALL BE SET APPROPRIATELY. SEE NOTES ON SHEETS 2, 3 AND 4.
- 17) SHOWN TOPOGRAPHIC MAP ON COVER SHEET (SHEET 1) WAS PREPARED FROM AERIAL PHOTOGRAPHS AND IS FROM THE CITY OF PORTAGE. ELEVATION CONTOURS AND PHYSICAL FEATURES SHOWN ON SHEET 4 (GRADING PLAN) ARE BASED ON A 2017 FIELD TOPOGRAPHIC MAPPING BY INGERSOLL, WATSON & MCMACHEN, INC.
- 18) A MAINTENANCE / INDEMNIFICATION AGREEMENT SHALL BE PROVIDED TO THE CITY AS REQUIRED (FOR ENTRY ISLAND AND FOR STORM BASIN).
- 19) ALL REQUIRED EASEMENTS SHALL BE PROVIDED TO THE CITY AND SHALL BE SHOWN ON THE PENDING FINAL PLAT MAP.

ELEVATION BENCHMARKS:

BM#1 = 857.51
(TOP OF LARGE HYDRANT OUTLET)

BM#2 = 857.96
(60d NAIL ON NORTHWEST SIDE 15" CHERRY TREE)

BM#3 = 858.93
(60d NAIL ON SOUTH SIDE 16" CHERRY TREE)

BM#4 = 861.79
(60d NAIL ON WEST SIDE 12" TREE)

BM#5 = 856.13
(TOP OF SANITARY SEWER MANHOLE LID)

SOIL BORING DATA:

SB "A": 0'-0.5': 0.5'-3.5': 3.5'-8.5':	TOPSOIL SANDY CLAY & CLAYEY SAND COARSE SAND (WATER @ ±8.5')
SB "B": 0'-0.5': 0.5'-3.5': 3.5'-7.5':	TOPSOIL SANDY CLAY & CLAYEY SAND COARSE SAND & GRAVEL (WATER @ ±6')
SB "C": 0'-0.5': 0.5'-5.5': 5.5'-10':	TOPSOIL SAND W/FINES COARSE SAND (WATER @ ±10')
SB "D": 0'-0.5': 0.5'-4.5': 4.5'-7.5':	TOPSOIL FINE SAND COARSE SAND (WATER @ ±5')

PARCEL DESCRIPTION: (INCLUDES PHASE ONE OF "THE OAKS", FUTURE PHASES, AND EXCEPTED LAND NORTH OF PHASE ONE OF "THE OAKS")

PART OF THE NORTHEAST QUARTER OF SECTION 13, TOWN 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE EAST QUARTER POST OF SAID SECTION 13; THENCE NORTH 01 DEGREES 11' 53" EAST ON THE EAST LINE OF SAID SECTION 13 A DISTANCE OF 322.05 FEET TO THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED; THENCE NORTH 89 DEGREES 45' 30" WEST 196.02 FEET; THENCE SOUTH 01 DEGREE 11' 53" WEST 35.77 FEET; THENCE NORTH 89 DEGREES 45' 30" WEST 130.03 FEET; THENCE NORTH 01 DEGREE 11' 53" EAST 38.00 FEET; THENCE NORTH 89 DEGREES 45' 30" WEST 320.04 FEET; THENCE NORTH 01 DEGREE 11' 53" EAST 285.23 FEET TO THE SOUTHEAST CORNER OF LOT 38, HOLIDAY VILLAGE EAST, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 36 OF PLATS, PAGE 1, KALAMAZOO COUNTY RECORDS; THENCE NORTH 01 DEGREE 11' 53" EAST ON THE EAST LINE OF SAID HOLIDAY VILLAGE EAST 1,181.07 FEET; THENCE NORTH 41 DEGREES 08' 06" EAST ON SAID EAST LINE 235.83 FEET; THENCE NORTH 48 DEGREES 51' 54" WEST ON SAID EAST LINE 140.00 FEET; THENCE NORTH 40 DEGREES 47' 15" EAST ON SAID EAST LINE 66.00 FEET; THENCE NORTH 40 DEGREES 25' 37" EAST ON SAID EAST LINE 168.85 FEET; THENCE NORTH 00 DEGREES 37' 28" EAST ON SAID EAST LINE 418.47 FEET TO THE NORTH LINE OF SAID SECTION 13; THENCE SOUTH 89 DEGREES 33' 00" EAST ON SAID NORTH LINE 457.34 FEET; THENCE SOUTH 01 DEGREE 11' 53" WEST ON THE EAST LINE OF SAID SECTION 13 A DISTANCE OF 2,331.65 FEET TO THE POINT OF BEGINNING, EXCEPT THE FOLLOWING FOR THE RETENSION BASIN: PART OF THE NORTHEAST 1/4 OF SECTION 13, TOWN 3 SOUTH, RANGE 11 WEST; COMMENCING AT THE EAST 1/4 POST OF SAID SECTION 13; THENCE NORTH 01 DEGREES 11' 53" EAST ON THE EAST LINE OF SAID SECTION 13 A DISTANCE OF 1190.74 FEET; THENCE NORTH 88 DEGREES 48' 07" WEST PERPENDICULAR TO SAID EAST SEC LINE 180 FEET TO THE POINT OF BEGINNING OF THE EASEMENT HEREIN DESCRIBED; THENCE NORTH 42 DEGREES 00' 02" WEST 28.77 FEET; THENCE SOUTH 47 DEGREES 59' 58" WEST 9.93 FEET; THENCE NORTH 60 DEGREES 26' 19" WEST 195.47 FEET; THENCE SOUTH 72 DEGREES 42' 23" WEST 63.18 FEET; THENCE NORTH 72 DEGREES 48' 40" WEST 18.13 FEET; THENCE NORTH 09 DEGREES 53' 33" WEST 43.82 FEET; THENCE NORTH 25 DEGREES 01' 44" EAST 75.51 FEET; THENCE NORTH 84 DEGREES 31' 20" EAST 84.18 FEET; THENCE SOUTH 66 DEGREES 57' 14" EAST 72.19 FEET; THENCE SOUTH 24 DEGREES 29' 08" EAST 48.36 FEET; THENCE SOUTH 48 DEGREES 26' 28" EAST 104.49 FEET; THENCE SOUTH 00 DEGREES 00' 00" EAST 14.01 FEET; THENCE SOUTH 88 DEGREES 00' 30" EAST 9.48 FEET; THENCE SOUTH 01 DEGREES 59' 30" WEST 49.32 FEET; THENCE NORTH 42 DEGREES 00' 02" WEST 7.57 FEET; THENCE SOUTH 01 DEGREES 11' 53" WEST 18.26 FEET TO THE POINT OF BEGINNING.

SHEET INDEX:

- 1) COVER SHEET
- 2) PLAN & PROFILE SHEET (BERMUDA ST. & LIVE OAK TRAIL)
- 3) PLAN & PROFILE SHEET (HEARTWOOD COURT)
- 4) GRADING PLAN / EROSION CONTROL PLAN
- 5) CONSTRUCTION DETAILS & NOTES

APPLICANT/OWNER:
**LANDMARK DEVELOPMENT
PARTNERS, LLC**
4191 SQUIRE HEATH
PORTAGE, MI 49024
(269) 806-6823 (AARON HOVESTADT)

REVISED: 08/09/2020
REVISED: 07/29/2020
REVISED: 11/08/2017
REVISED: 10/24/2017
REVISED: 9/20/2017
REVISED: 9/06/2017
REVISED: 9/01/2017
REVISED: 8/22/2017

COVER SHEET
Phase One of 'THE OAKS'
PART OF THE NORTHEAST 1/4 OF SEC. 13, T3S, R11W, CITY OF PORTAGE, KALAMAZOO CNTY., MICH.
Ingersoll, Watson & McMachen, Inc.
CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS
1133 East Milham Road • Kalamazoo, Michigan 49002 • Area 269 344-6185 • Fax 269 344-0555

DATE:
6/06/2017

SHEET:
1

JOB No.:
36417



LEGEND

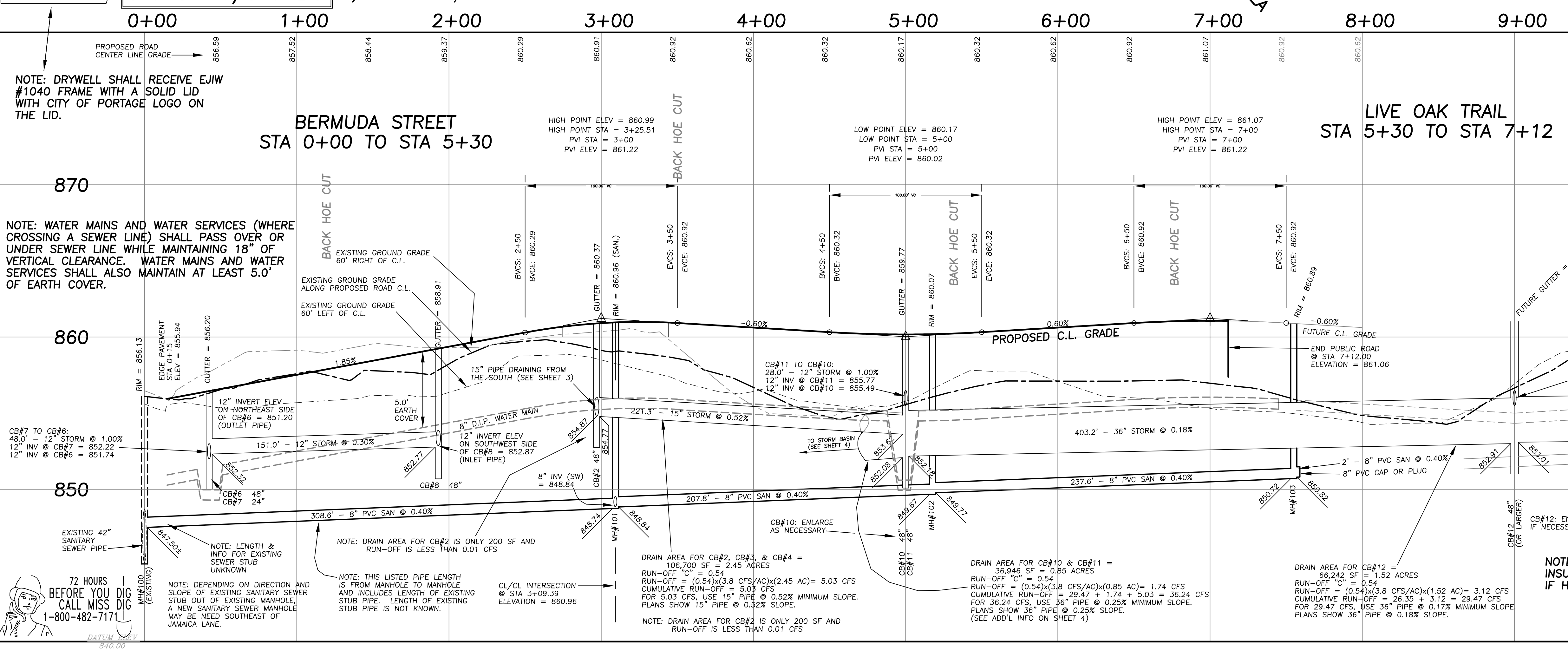
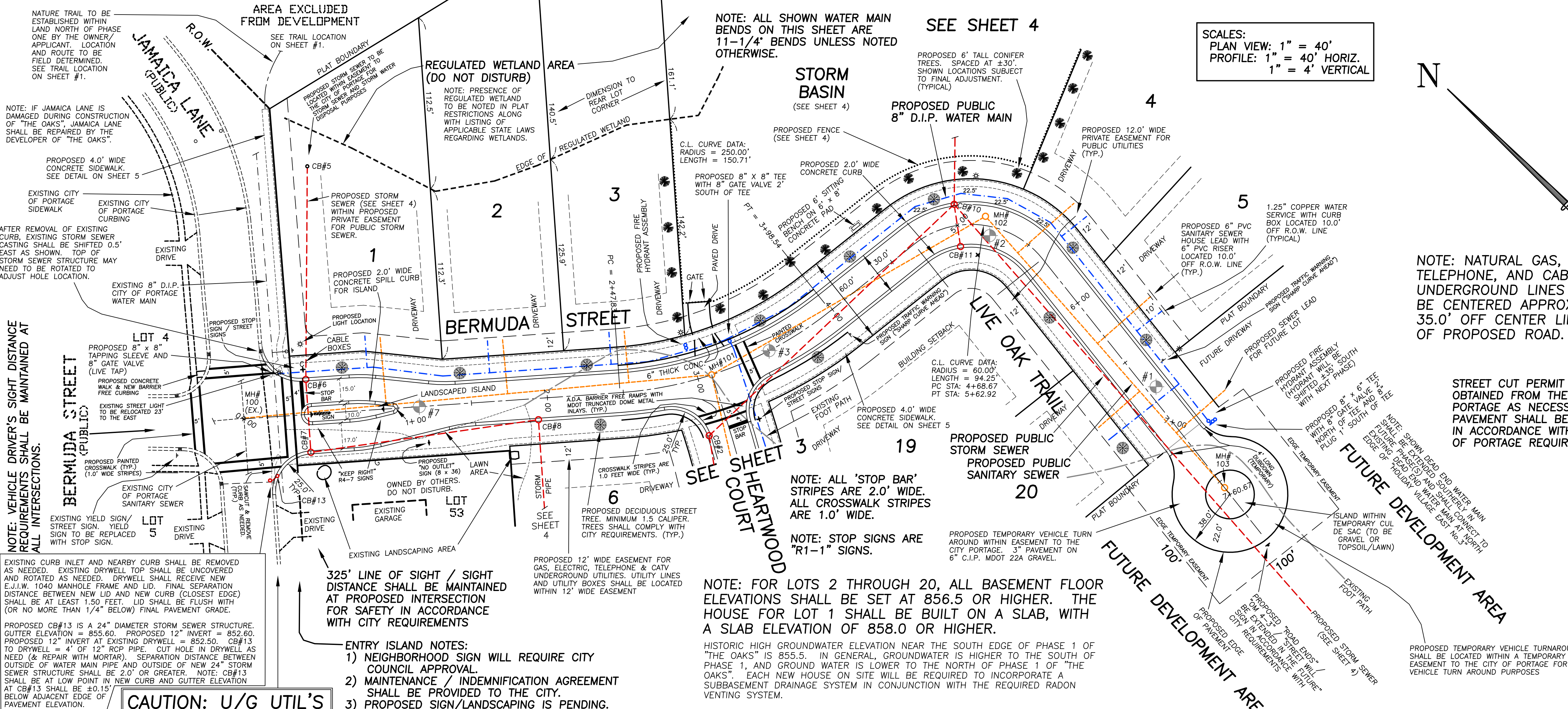
- PROPOSED FIRE HYDRANT ASSEMBLY (8" x 6" TEE, 6" GATE VALVE, & HYD.)
- PROPOSED STOP SIGN/STREET SIGN
- PROPOSED TRAFFIC CONTROL SIGN
- PROPOSED 4.0' WIDE CONCRETE SIDEWALK
- PROPOSED CROSSWALK WITH PEDESTRIAN CROSSING SIGNS
- WATER MAIN
- STORM SEWER
- SANITARY SEWER
- SUGGEST LOCATION OF PROPOSED STREET LIGHT

NOTE: NATURAL GAS, ELECTRIC, TELEPHONE, AND CABLE TV UNDERGROUND LINES SHALL BE CENTERED APPROXIMATELY 35.0' OFF CENTER LINE OF PROPOSED ROAD.

STREET CUT PERMIT SHALL BE OBTAINED FROM THE CITY OF PORTAGE AS NECESSARY. PAVEMENT SHALL BE REPAIRED IN ACCORDANCE WITH CITY OF PORTAGE REQUIREMENTS.

GENERAL NOTES:

- 1) LIGHT POLES AND ANY UTILITY POLE/BOX SHALL BE LOCATED AT LEAST 5.0 FEET OFF BACK OF CURB.
- 2) STREET NAME SIGNS SHALL BE AT LEAST 9" FROM TOP TO BOTTOM OF ACTUAL SIGN (& PLACED ABOVE STOP SIGNS).
- 3) ALL PAVEMENT MARKINGS AND ALL TRAFFIC SIGNAGE SHALL COMPLY WITH STANDARDS IN THE M.U.M.T.C.D. (CURRENT EDITION).
- 4) U-CHANNEL POSTS REQUIRED FOR ALL SIGNS.
- 5) SOIL EROSION & SEDIMENTATION CONTROL PERMIT SHALL BE OBTAINED AS REQUIRED BY STATE LAW.
- 6) PERMIT(S) SHALL BE OBTAINED FROM THE CITY OF PORTAGE AS REQUIRED.
- 7) M.D.E.Q. CONSTRUCTION PERMITS REQUIRED (FOR BOTH PUBLIC WATER MAIN & PUBLIC SANITARY SEWER) PRIOR TO THE COMMENCEMENT OF UTILITY INSTALLATION.
- 8) "NO PARKING THIS SIDE OF STREET" SIGNS SHALL BE INSTALLED ATOP THE FIRE HYDRANT SIGNS AND MIDWAY BETWEEN THE FIRE HYDRANTS ON THE HYDRANT SIDE OF THE STREETS.
- 9) FIVE INCH "STORM" FITTINGS SHALL BE USED ON FIRE HYDRANTS.
- 10) FOR ON-SITE DWELLINGS, BASEMENT FOOTINGS AND FOUNDATIONS SHALL COMPLY WITH BUILDING CODE REQUIREMENTS BASED ON TYPE OF SOIL PRESENT AND STABILITY OF SOIL.
- 11) FOR ON-SITE DWELLINGS, REQUIRED RADON VENTING SYSTEM BELOW BASEMENT FLOOR SHALL, AS A PRECAUTION, BE PLUMBED TO ALSO BE A DRAINAGE SYSTEM DURING PERIODS OF HIGH GROUNDWATER.
- 12) ALL PROPOSED STREET LIGHTS SHALL COMPLY WITH CITY OF PORTAGE STANDARDS AND CONSUMERS ENERGY STANDARDS WITH REGARDS TO LOCATION AND LIGHT SPECIFICATION.
- 13) ON-SITE SPEED LIMIT SHALL BE 25 MILES PER HOUR.
- 14) UNDERGROUND GAS, ELECTRIC, TELEPHONE AND CABLE TV LINES SHALL BE DESIGNED BY UTILITY OWNERS AND SHALL NOT BE LOCATED IN PROPOSED STREET RIGHT-OF-WAYS UNLESS UTILITY IS CROSSING STREET (SQUARE TO CENTER LINE).
- 15) AS-BUILT CONSTRUCTION PLANS SHALL BE SUBMITTED TO THE CITY UPON COMPLETION OF THE ROADWAY PROJECT.
- 16) PRIOR TO START OF CONSTRUCTION, PRE-CONSTRUCTION MEETING SHALL BE HELD AT CITY OF PORTAGE OFFICES.
- 17) SEE SOIL BORING INFORMATION ON SHEET 1.



NOTE: REMOVAL OF WATER, OR 'DEWATERING', SHALL COMPLY WITH SECTION 202.0 OF THE CITY OF PORTAGE'S CONTRACT CONDITIONS AND SPECIFICATIONS WITH TWO EXCEPTIONS:

- 1) THE OWNER SHALL BE RESPONSIBLE FOR OBTAINING THE APPROPRIATE MDEQ PERMITS.
- 2) RESTORATION OF DAMAGED STRUCTURES AND FOUNDATION SOILS RESULTING FROM DEWATERING SHALL BE PERFORMED BY THE CONTRACTOR AT NO ADDITIONAL EXPENSE TO THE OWNER.

POINT OF DEWATERING DISCHARGE SHALL BE PROTECTED FROM EROSION (DEWATERING BAGS, PLYWOOD SHEETS, FILTER FABRIC, ETC.) AND SILT FENCE SHALL BE INSTALLED BETWEEN WETLAND AND POINT OF DEWATERING DISCHARGE.

NOTE: WATER SERVICES SHALL BE INSULATED PER CITY REQUIREMENTS IF HAVING LESS THAN 5.0' COVER

LEGEND

- PROPOSED FIRE HYDRANT ASSEMBLY (8" x 6" TEE, 6" GATE VALVE, & HYD.)
- PROPOSED STOP SIGN/STREET SIGN
- PROPOSED TRAFFIC CONTROL SIGN
- PROPOSED 4.0' WIDE CONCRETE SIDEWALK
- PROPOSED CROSSWALK WITH PEDESTRIAN CROSSING SIGNS
- BARRIER FREE RAMP
- WATER MAIN
- STORM SEWER
- SANITARY SEWER
- SUGGEST LOCATION OF PROPOSED STREET LIGHT

GENERAL NOTES:

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- 14) UNDERGROUND GAS, ELECTRIC, TELEPHONE AND CABLE TV LINES SHALL BE DESIGNED BY UTILITY OWNERS AND SHALL NOT BE LOCATED IN PROPOSED STREET RIGHT-OF-WAYS UNLESS UTILITY IS CROSSING STREET (SQUARE TO CENTER LINE).
- 15) AS-BUILT CONSTRUCTION PLANS SHALL BE SUBMITTED TO THE CITY UPON COMPLETION OF THE ROADWAY PROJECT.
- 16) PRIOR TO START OF CONSTRUCTION, PRE-CONSTRUCTION MEETING SHALL BE HELD AT CITY OF PORTAGE OFFICES.
- 17) SEE SOIL BORING INFORMATION ON SHEET 1.

NOTE: FOR LOTS 2 THROUGH 20, ALL BASEMENT FLOOR ELEVATIONS SHALL BE SET AT 856.5 OR HIGHER. THE HOUSE FOR LOT 1 SHALL BE BUILT ON A SLAB, WITH A SLAB ELEVATION OF 858.0 OR HIGHER.

HISTORIC HIGH GROUNDWATER ELEVATION NEAR THE SOUTH EDGE OF PHASE 1 OF "THE OAKS" IS 855.5. IN GENERAL, GROUNDWATER IS HIGHER TO THE SOUTH OF PHASE 1, AND GROUND WATER IS LOWER TO THE NORTH OF PHASE 1 OF "THE OAKS". EACH NEW HOUSE ON SITE WILL BE REQUIRED TO INCORPORATE A SUBBASEMENT DRAINAGE SYSTEM IN CONJUNCTION WITH THE REQUIRED RADON VENTING SYSTEM.

NOTE: ALL SHOWN WATER MAIN BENDS ON THIS SHEET ARE 11-1/4" BENDS U.N.O.

NOTE: VEHICLE DRIVER'S SIGHT DISTANCE REQUIREMENTS SHALL BE MAINTAINED AT ALL INTERSECTIONS.

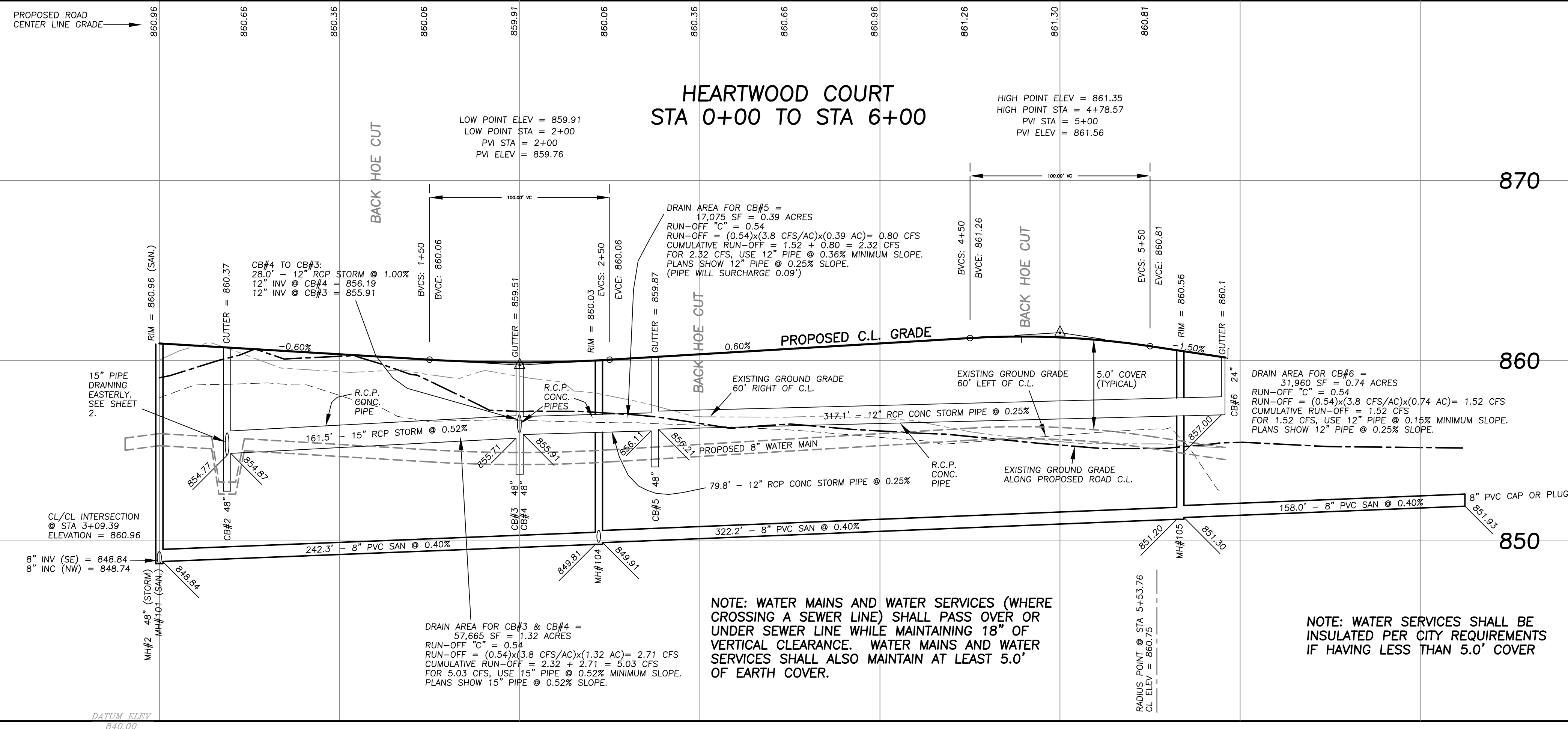
NOTE: NATURAL GAS, ELECTRIC, TELEPHONE, AND CABLE TV UNDERGROUND LINES SHALL BE CENTERED APPROXIMATELY 35.0' OFF CENTER LINE OF PROPOSED ROAD.

NOTE: ALL 'STOP BAR' STRIPES ARE 2.0' WIDE. ALL CROSSWALK STRIPES ARE 1.0' WIDE.

NOTE: STOP SIGNS ARE "R1-1" SIGNS.

SCALES:
PLAN VIEW: 1" = 40'
PROFILE: 1" = 40' HORIZ.
1" = 4' VERTICAL

0+00 1+00 2+00 3+00 4+00 5+00 6+00



NOTE: REMOVAL OF WATER, OR 'DEWATERING', SHALL COMPLY WITH SECTION 202.0 OF THE CITY OF PORTAGE'S CONTRACT CONDITIONS AND SPECIFICATIONS WITH TWO EXCEPTIONS:

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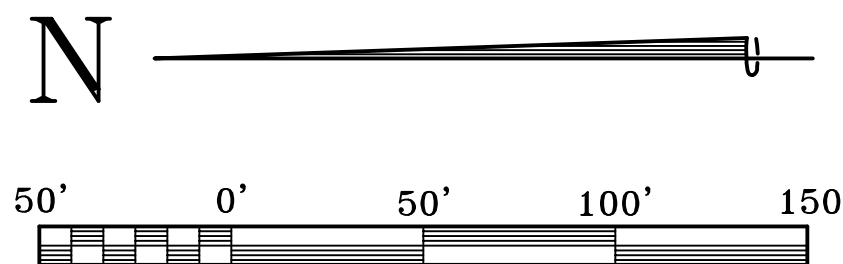
POINT OF DEWATERING DISCHARGE SHALL BE PROTECTED FROM EROSION (DEWATERING BAGS, PLYWOOD SHEETS, FILTER FABRIC, ETC.) AND SILT FENCE SHALL BE INSTALLED BETWEEN WETLAND AND POINT OF DEWATERING DISCHARGE.

NOTE: WATER MAINS AND WATER SERVICES (WHERE CROSSING A SEWER LINE) SHALL PASS OVER OR UNDER SEWER LINE WHILE MAINTAINING 18" OF VERTICAL CLEARANCE. WATER MAINS AND WATER SERVICES SHALL ALSO MAINTAIN AT LEAST 5.0' OF EARTH COVER.

NOTE: WATER SERVICES SHALL BE INSULATED PER CITY REQUIREMENTS IF HAVING LESS THAN 5.0' COVER



REVISED: 11/08/2017
REVISED: 10/24/2017
REVISED: 10/9/2017
REVISED: 10/2/2017
REVISED: 9/20/2017
REVISED: 9/14/2017
REVISED: 9/01/2017
REVISED: 8/22/2017



NOTE: A MAINTENANCE AND INDEMNIFICATION AGREEMENT BASIN SHALL BE PROVIDED RELATIVE TO THE STORMWATER BASIN OUTLET TO THE PROPERTY TO THE NORTH OF "THE OAKS"

Perforated pipe shall be corrugated polyethylene pipe (CPE), shall be ADS N-12, Hancor, or equiv. (dual wall, smooth inside, corrugated outside, perforated, soil tight joints), and shall comply with AASHTO M 294 Type SP.

Filter fabric shall be a nonwoven geotextile with a minimum weight of 3.5 ounces per square yard, a minimum coefficient of permeability of 0.02 cm/sec, and apparent opening size ranging between 70 to 120 U.S. standard sieve size.

Stone in perforated pipe trench shall be MDOT 6A stone.

98" OF 12" DIAMETER PERFORATED H.D.P.E. PIPE IN 36" WIDE BY 24" STONE BED (CLEAN MDOT 6A STONE) WITH FILTER FABRIC ON BOTH SIDES AND ON TOP OF STONES. BOTTOM OF STONES SHALL BE 12" BELOW BOTTOM OF PIPE.

PROPOSED CB#5
24" DIAMETER
W/EJW #6517 FRAME & GRATE
RIM ELEV = 854.0
12" INV (SW) = 850.78

NATURE TRAIL TO BE ESTABLISHED WITHIN LAND NORTH OF PHASE ONE BY THE OWNER, APPLICANT. LOCATION AND ROUTE TO BE FIELD DETERMINED.

BERMUDA STREET

SEE NOTES & INFORMATION ON SHEET 2 REGARDING EXISTING CURB INLETS

LEGEND

--- 900 --- EXISTING ELEVATION CONTOUR
--- 900 --- PROPOSED ELEVATION CONTOUR

PROPOSED CB#9, 48" DIA
W/ E/W # 1020 FRAME &
TYPE M2 GRATE
RIM ELEV = 859.0 ± (1" ±
BELOW EXISTING GRADE)
N 12" INVERT = 853.61
S 12" INVERT = 863.71

NOTE: ADDITIONAL SILT FENCE LOCATIONS ARE PENDING.

NOTE: STORM BASIN DESIGN SUBJECT TO CITY REVIEWS AND FINAL ADJUSTMENT.

NOTE: REMOVAL OF WATER, OR "DEWATERING", SHALL COMPLY WITH SECTION 202.0 OF THE CITY OF PORTAGE'S CONTRACT CONDITIONS AND SPECIFICATIONS WITH TWO EXCEPTIONS:
1) THE OWNER SHALL BE RESPONSIBLE FOR OBTAINING THE APPROPRIATE MDO PERMITS.
2) RESTORATION OF DAMAGED STRUCTURES AND FOUNDATION SOILS RESULTING FROM DEWATERING SHALL BE PERFORMED BY THE CONTRACTOR AT NO ADDITIONAL EXPENSE TO THE OWNER.

NOTE: GRADING AND EARTH MOVING IN AREAS OUTSIDE OF PROPOSED ROADWAY AREAS SHALL BE DONE IN STAGES SO THAT AN AREA CAN BE STRIPPED, SHAPED, TOPSOILED, AND SEEDED IN A MINIMAL AMOUNT OF TIME. THE AMOUNT OF DISTURBED GROUND SHALL BE KEPT TO A MINIMUM DURING THE CONSTRUCTION PROJECT. DISTURBED AREAS SHALL BE RESTORED BY THE CONTRACTOR AS SOON AS CONVENIENTLY POSSIBLE.

SEE VICINITY MAP ON SHEET 1.

SEE PARCEL DESCRIPTION ON SHEET 1.

MICHIGAN UNIFIED KEYING SYSTEM

- Ⓢ SEEDING (ALL DISTURBED AREAS)
- Ⓡ RIP RAP
- Ⓟ PAVING
- Ⓢ CURB & GUTTER
- Ⓢ STORM SEWER
- Ⓢ CATCH BASIN
- Ⓢ GEOTEXTILE SILT FENCE
- Ⓢ M.U.K.S. DESIGNATION
- Ⓢ TEMPORARY/PERMANENT

ESTIMATED CONSTRUCTION SCHEDULE:

	12/17	01/18	02/18	03/18	04/18	05/18	06/18	07/18	08/18	09/18
CLEARING										
EARTHMOVING										
SANITARY SEWER										
STORM SEWER										
WATER MAIN										
CURBING & PAVING										
PRIVATE UTILITIES										
RESTORATION										

NOTE: CONSTRUCTION SCHEDULE SUBJECT TO CHANGE BASED ON MARKET CONDITIONS, WEATHER, AND OTHER FACTORS.

SOIL EROSION CONTROL NOTES

- ALL CONSTRUCTION SHALL COMPLY WITH THE SOIL EROSION AND SEDIMENTATION CONTROL ACT (P.A. 451 OF 1994, AS AMENDED) AS ADMINISTERED BY THE CITY OF PORTAGE.
- EARTHWORK CONTRACTORS SHALL BE RESPONSIBLE FOR THE FOLLOWING:
 - BERMING OR FILTERING OF PROPERTY LINES AT ALL LOCATIONS WHERE EROSION COULD OCCUR.
 - PROTECTION OF ALL EXISTING AND NEWLY CONSTRUCTED STORM SEWER STRUCTURES, WHETHER ADJACENT TO OR ON THE SITE.
 - MINIMIZATION OF TRACKING OF MATERIAL OFF-SITE.
 - SWEEPING & CLEANING OF ADJACENT STREETS AS NECESSARY.
- PROPERTY OWNER SHALL OBTAIN SOIL EROSION & SEDIMENTATION CONTROL PERMIT.

RESTORATION NOTES

- ALL DISTURBED AREAS SHALL BE RESTORED WITH MINIMUM 4" TOPSOIL, GRASS SEED, AND MULCH, OR OTHER REQUIRED LANDSCAPING.
- EXISTING STREETS SHALL BE RESTORED TO A CONDITION AT LEAST EQUAL TO THAT WHICH EXISTED PRIOR TO CONSTRUCTION.

TEMPORARY SOIL EROSION CONTROL MEASURES

- EARTH GRADING AROUND ALL NEW SANITARY SEWER AND STORM SEWER MANHOLES/CATCH BASINS SHALL BE SUCH THAT RAIN WATER/EROSION RUN-OFF CANNOT ENTER MANHOLE/CATCH BASIN. MINIMUM ONE FOOT TALL EARTH BERM SHALL ENIRCLE EACH MANHOLE/CATCH BASIN.
- ONCE GRATE IS INSTALLED ON STORM SEWER STRUCTURE, FILTER FABRIC SHALL BE PLACED ON GRATE TO PREVENT SOIL EROSION FROM ENTERING STORM SEWER SYSTEM.
- ALL STREETS SHALL BE KEPT CLEAR OF SOIL AND MUD. CONTRACTOR SHALL SWEEP/CLEAN NEARBY STREETS AS NECESSARY.
- ANY EVIDENCE OF SOIL EROSION SHALL BE EXAMINED AND ADDRESSED BY CONTRACTOR. INVOLVEMENT BY ENGINEER AND/OR CITY OF PORTAGE MAY BE NECESSARY.
- SOIL EROSION SHALL NOT BE ALLOWED ONTO ADJOINING PROPERTIES OR ONTO NATURAL AREAS OUTSIDE OF PROPOSED CONSTRUCTION AREA.
- SILTATION FENCING SHALL BE PLACED AS REQUIRED.

PERMANENT SOIL EROSION CONTROL MEASURES

- ALL NEW ROADWAYS SHALL BE PAVED.
- STORM SEWER SYSTEM SHALL CONVEY WATER RUN-OFF TO ON-SITE STORMWATER DETENTION BASIN.
- ALL DISTURBED AREAS SHALL RECEIVE TOPSOIL AND SEEDING PER THE PROJECT CONSTRUCTION PLANS.

MAINTENANCE REQUIREMENTS (AFTER CONSTRUCTED):

- ALL PAVED ROADWAYS AND ENTIRE STORM SEWER SYSTEM SHALL BE MAINTAINED BY THE CITY OF PORTAGE. ALL LAWNS SHALL BE MAINTAINED BY LOT OWNERS.
- TEMPORARY EROSION CONTROL MEASURES SHALL BE REMOVED ONLY AFTER ENTIRE SITE HAS BEEN STABILIZED.

APPLICANT:
LANDMARK DEVELOPMENT PARTNERS, LLC
5176 QUEEN VICTORIA LANE
KALAMAZOO, MI 49009
(269) 806-6823

REVISED: 07/29/2020
REVISED: 11/08/2017
REVISED: 11/01/2017
REVISED: 10/24/2017
REVISED: 10/9/2017
REVISED: 10/2/2017
REVISED: 9/20/2017
REVISED: 9/01/2017
REVISED: 8/22/2017

GRADING & EROSION CONTROL PLAN Phase One of "THE OAKS"		DATE: 6/06/2017
PART OF NE 1/4 OF SEC. 13, T3S, R11W, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN		SHEET: 4
Ingersoll, Watson & McMachen, Inc.		JOB No.: 36417
CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS		
1209 East Milham Road • Portage, Michigan 49002 • Phone 269 344-6165 • Fax 269 344-0555		



NOTE: WITHIN THE U.S.D.A SOIL SURVEY OF KALAMAZOO COUNTY, ON-SITE SOILS ARE SHOWN AS ADRIAN MUCK (Ad) WITHIN AND NEAR WETLAND AREAS, AND KALAMAZOO LOAM (KaC) & SEBEWA LOAM (Sb) WITHIN UPLAND AREAS.

NOTE: FOR LOTS 2 THROUGH 20, ALL BASEMENT FLOOR ELEVATIONS SHALL BE SET AT 856.5 OR HIGHER. THE HOUSE FOR LOT 1 SHALL BE BUILT ON A SLAB, WITH A SLAB ELEVATION OF 858.0 OR HIGHER.

HISTORIC HIGH GROUNDWATER ELEVATION NEAR THE SOUTH EDGE OF PHASE 1 OF "THE OAKS" IS 855.5. IN GENERAL, GROUNDWATER IS HIGHER TO THE SOUTH OF PHASE 1, AND GROUND WATER IS LOWER TO THE NORTH OF PHASE 1 OF "THE OAKS". EACH NEW HOUSE ON SITE WILL BE REQUIRED TO INCORPORATE A SUBBASEMENT DRAINAGE SYSTEM IN CONJUNCTION WITH THE REQUIRED RADON VENTING SYSTEM.

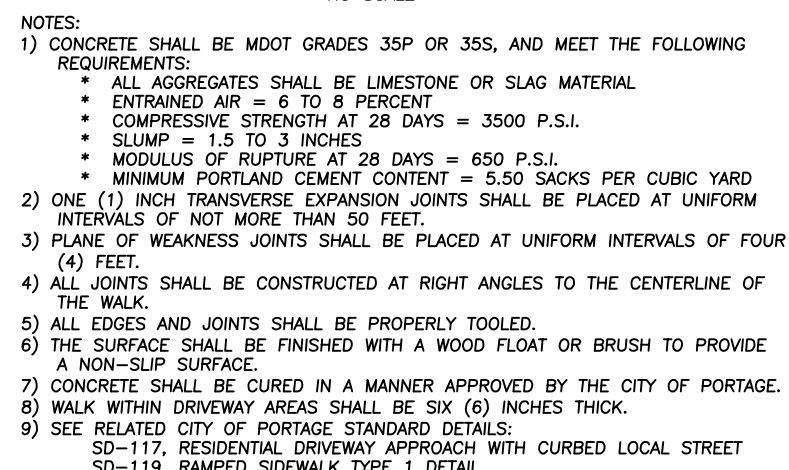
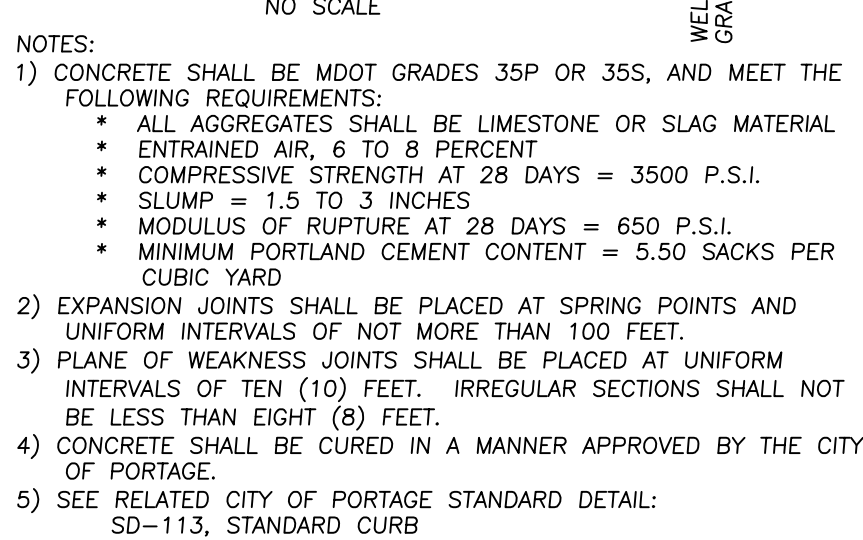
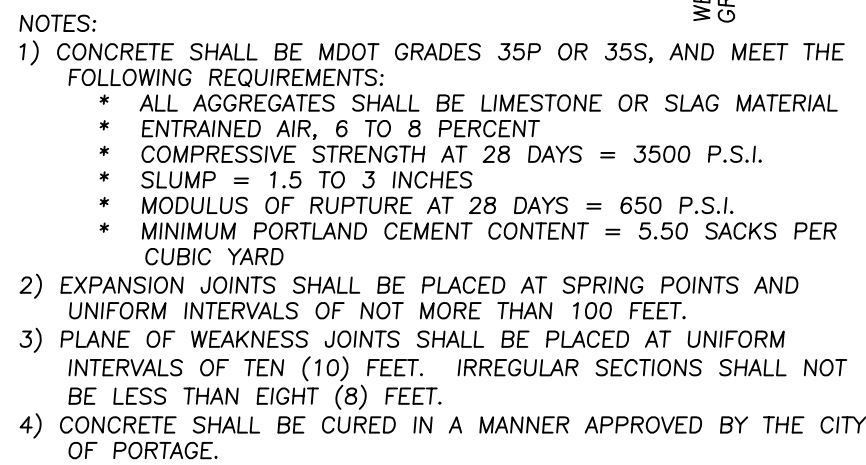
- 1) CONTRACTOR SHALL NOTIFY MISS DIG AT 1-800-482-7171 72 HOURS PRIOR TO THE START OF CONSTRUCTION.
- 2) LOCATIONS OF UNDERGROUND UTILITIES SHOWN ON THESE PLANS ARE APPROXIMATE. ADDITIONAL UNDERGROUND UTILITIES MAY EXIST ON THE SITE WHICH ARE NOT SHOWN ON THESE PLANS. CONTRACTOR SHALL BE RESPONSIBLE TO LOCATE AND PROTECT ALL UTILITIES ON SITE, WHETHER SHOWN ON THESE PLANS OR NOT.
- 3) CONTRACTOR SHALL PROVIDE ALL SIGNS, FENCING, LIGHTS, BARRICADES, ETC. NECESSARY TO PROVIDE FOR PUBLIC SAFETY DURING CONSTRUCTION.
- 4) REQUESTS FOR RELOCATION OR START SHALL BE DIRECTED TO THE ENGINEER A MINIMUM OF 48 HOURS PRIOR TO THEIR ACTUAL NEED.
- 5) IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO COORDINATE WITH ALL UTILITY COMPANIES FOR THE PROTECTION AND/OR RELOCATION OF EXISTING UTILITIES.
- 6) ALL MATERIALS PLACED DURING CONSTRUCTION SHALL BE IN NEW CONDITION, SHALL BE FREE FROM DEFECTS AND SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE CITY AND THEIR INSPECTOR.
- 7) ALL CONSTRUCTION SHALL BE SUBJECT TO CONSTRUCTION INSPECTION BY OWNER, OWNER'S REPRESENTATIVE, AND THE CITY OF PORTAGE.
- 8) ELEVATIONS SHOWN ON THESE PLANS ARE BASED ON USGS DATUM AS PROMULGATED WITHIN THE CITY OF PORTAGE.
- 9) ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF PORTAGE CONTRACT CONDITIONS AND SPECIFICATIONS.
- 10) A SOIL EROSION CONTROL PERMIT NEEDS TO BE OBTAINED PRIOR TO THE COMMENCEMENT OF ANY GRADING ACTIVITIES.

- 1) ALL PIPE LENGTH DISTANCES ARE FROM CENTER TO CENTER OF STRUCTURE.
- 2) ALL TRENCHING AND BACKFILLING FOR UTILITIES SHALL COMPLY WITH REQUIREMENTS OF THE CITY OF PORTAGE STANDARD SPECIFICATIONS AND THE REQUIREMENTS INDICATED ON THE CONSTRUCTION DRAWINGS.
- 3) ALL CONSTRUCTION SHALL COMPLY WITH ALL LOCAL, STATE, AND FEDERAL RULES, REQUIREMENTS, AND LAWS.

- 1) ALL 8" OR 10" WATER MAIN SHALL BE AWWA C151, CLASS 52 DUCTILE IRON PIPE. ALL 12" WATER MAIN SHALL BE AWWA C151, CLASS 53 DUCTILE IRON PIPE. ALL PIPE SHALL HAVE CEMENT LINING AND SHALL BE INSTALLED ACCORDING TO THE CITY OF PORTAGE STANDARD SPECIFICATIONS (AVAILABLE AT CITY OFFICES).
- 2) ALL WATER MAIN CONSTRUCTION SHALL BE SUBJECT TO INSPECTION BY A CITY OF PORTAGE APPROVED INSPECTOR.
- 3) MINIMUM 5.0' AND MAXIMUM 6.0' OF COVER OVER NEW WATER MAIN PIPE IS REQUIRED ONCE FINAL SITE GRADING IS COMPLETE.
- 4) WATER SERVICES SHALL BE INSTALLED IN ACCORDANCE WITH CITY OF PORTAGE STANDARD DETAIL 50-145, SERVICE LINE AND METER BOX INSTALLATIONS, PLUMBING PERMIT REQUIRED.
- 5) HYDRANT ASSEMBLIES SHALL BE INSTALLED IN ACCORDANCE WITH CITY OF PORTAGE STANDARD DETAIL 50-144, AUXILIARY VALVE LOCATION.
- 6) HYDRANT COLUMNS SHALL BE INSTALLED IN ACCORDANCE WITH CITY OF PORTAGE STANDARD DETAIL 50-145, STANDARD HYDRANT SIGN.

- 1) ALL SANITARY SEWER PIPE SHALL BE SDR 26 PVC AND SHALL COMPLY WITH ASTM D 3033 OR D 3034. PIPE SHALL BE INSTALLED ACCORDING TO MANUFACTURER'S INSTRUCTIONS.
- 2) ALL SANITARY SEWER CONSTRUCTION, INCLUDING MAINLINES, LATERALS, MANHOLES, AND APPURTENANCES, SHALL CONFORM WITH THE CITY OF PORTAGE REQUIREMENTS AND SPECIFICATIONS AND SHALL BE SUBJECT TO THEIR INSPECTION.

1) UNDERGROUND ELECTRIC, NATURAL GAS, TELEPHONE, AND CABLE TV PRIVATE UTILITIES SHALL BE SIZED AND INSTALLED BY UTILITY OWNERS.



- NOTES:
- 1) STRUCTURE SHALL HAVE A 2 FOOT SUMP UNLESS SLOPE OF OUTLET PIPE EQUALS OR EXCEEDS THREE (3) PERCENT.
 - 2) HEIGHT OF STRUCTURES WILL VARY BUT SHALL NOT EXCEED FIVE (5.0) FEET.
 - 3) STRUCTURES SHALL BE PRECAST CONCRETE AND CONFORM TO ASTM C-478.
 - 4) SEE RELATED CITY OF PORTLAND STANDARD DETAILS:
SD-102, 24" CATCH BASIN
SD-103, STANDARD CURB INLET CASTING
SD-104, STANDARD DROP CURB INLET CASTING

NOTE: SOME STORM SEWER STRUCTURES REQUIRE AN
EJIW #7030 FRAME WITH A 'M2' GRATE AND A 'T1' ADJUSTABLE BACK
TO REDUCE THE POSSIBILITY OF STREET FLOODING.
TOP OPENING WITHIN TOP SECTION SHALL BE SIZED ACCORDINGLY.



- NOTES:
- 1) MANHOLE STRUCTURES SHALL NOT HAVE A SUMP AND SHALL REQUIRE EJWJ #1040 CASTING WITH A SOLID COVER AND THE CITY OF PORTAGE LOGO ON IT.
 - 2) THE TYPE OF STRUCTURES WILL VARY.
 - 3) STRUCTURES SHALL BE PRECAST CONCRETE AND CONFORM TO ASTM C-478.
 - 4) SOME STRUCTURES MAY HAVE TO BE ENLARGED TO ACCOMMODATE PIPES AND RESILIENT CONNECTORS. STRUCTURAL DIMENSIONS FOR LARGER DIAMETER STRUCTURES SHALL CONFORM TO ASTM C-478.
 - 5) MANHOLE STEPS SHALL BE EJWJ #8501 OR EQUIVALENT.
 - 6) INSTALL STEPS AFTER STRUCTURE IS IN PLACE TO INSURE STEPS ARE LOCATED UNDER OPENING. TOP STEP SHALL BE NO MORE THAN 24 INCHES FROM TOP OF CASTING. BOTTOM STEP SHALL BE NO MORE THAN 24 INCHES FROM BENCH/TOP OF STRUCTURE.
 - 7) SEE RELATED CITY OF PORTAGE STANDARD DETAILS:
 - SD-101, STANDARD 48" DRAINAGE STRUCTURE
 - SD-103, STANDARD CURB INLET CASTING
 - SD-104, STANDARD DROP CURB INLET CASTING
 - SD-108, STANDARD MANHOLE STEP
 - SD-130, STORM SEWER HEAVY DUTY MANHOLE CASTING



- NOTES:
- 1) HEIGHT OF STRUCTURES WILL VARY.
 - 2) STRUCTURES SHALL BE PRECAST CONCRETE AND CONFORM TO ASTM C-478 WITH O-RING RUBBER GASKET TYPE JOINTS, ASTM C-443. RUBBER GASKETS SHALL NOT BE REMOVED.
 - 3) INSTALL STAPES AFTER STRUCTURE IS IN PLACE, IF NECESSARY, TO INSURE STAPES ARE LOOSE AND OPEN. TOP OF CASTING TO TOP OF STEP SHALL BE NO MORE THAN 14 INCHES FROM TOP OF CASTING. BOTTOM STEP SHALL BE NO MORE THAN 24 INCHES FROM BENCH.
 - 4) SEE RELATED CITY OF PORTAGE STANDARD DETAILS:
 - SD-105, STANDARD MANHOLE
 - SD-106, SANITARY SEWER STANDARD MANHOLE CASTING
 - SD-107, SANITARY SEWER PRESSURE-TIGHT MANHOLE CASTING
 - SD-108, STANDARD MANHOLE STEP



- NOTES:
1. LARGE ROCKS, BOULDERS, AND STONES OVER ONE AND ONE HALF (1.5) INCHES IN DIAMETER SHALL BE REMOVED TO PROVIDE A CLEARANCE OF SIX (6) INCHES (MIN.) FROM ANY PART OF THE PIPE.
 2. ALL EMBEDMENT AND BACKFILL MATERIALS SHALL BE FREE FROM FROZEN EARTH, ICE, SNOW, TOPSOIL, MUCK, CINDERS, ASHES, REFUSE, ORGANIC MATTER, BOULDERS, ROCKS, OR OTHER MATERIALS WHICH, IN THE OPINION OF THE ENGINEER, ARE UNSUITABLE.
 3. EMBEDMENT MATERIAL SHALL BE GRANULAR MATERIAL WITH MAXIMUM PARTICLE SIZE OF 1.5" COMPACTED TO 95% OF MAXIMUM UNIT WEIGHT AS DETERMINED BY THE MODIFIED PROCTOR METHOD.
 4. BACKFILL MATERIAL UNDER PAVEMENT AREAS AND AREAS WITHIN THREE (3) FEET OF BACK OF CURBS OR CIPALS SHALL BE COMPACTED TO 95% OF MAXIMUM UNIT WEIGHT AS DETERMINED BY THE MODIFIED PROCTOR METHOD.
 5. BACKFILL MATERIAL FOR PIPE TRENCHES NOT UNDER PAVEMENT AREAS MAY BE NONGRANULAR NATIVE MATERIAL WHICH, IN THE OPINION OF THE ENGINEER, IS ACCEPTABLE MATERIAL AND IS NOT PROHIBITED BY PREVIOUS SPECIFICATIONS.
 6. BACKFILL MATERIAL MAY BE PLACED, SPREAD, AND COMPACTED WITH EQUIPMENT OPERATED LONGITUUDINALLY ALONG THE PIPE LINE. PUSHING MATERIAL INTO THE TRENCH FROM THE SIDE WITHOUT LONGITUDINAL SPREADING AND COMPACTON SHALL NOT BE ALLOWED.
 7. SEE RELATED CITY OF PORTAGE STANDARD DETAIL:
SD-122, STANDARD TRENCH DETAIL.



- NOTES:
- 1) 4" x 4" RISER MARKER STAKE REQUIRED AT EACH RISER LOCATION.
 - 2) BEDDING AND COMPACTION SHALL BE PER CITY STANDARD SPECIFICATIONS.
 - 3) SEE RELATED CITY OF PORTAGE STANDARD DETAILS:
SD-110, SANITARY SEWER STANDARD HOUSE CONNECTIONS
(PROPERTY LINE RISER)



- NOTE: CONTRACTOR SHALL SPECIFY UNDERCUTTING PROVISIONS AND PRICES WITHIN BID.

- NOTE: COMPACTED MATERIAL SHALL BE COMPACTED TO 95 PERCENT OF MAXIMUM UNIT WEIGHT AS DETERMINED BY THE MODIFIED PROCTOR METHOD.

NOTE: GEOTEXTILE FABRIC COULD BE USED UNDER ROAD.

"THE OAKS"

PART OF THE NE 1/4 OF SEC. 13, T3S, R11W, CITY OF PORTAGE, KALAMAZOO CNTY., MICHIGAN

Ingersoll, Watson & McMachen, Inc.

CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS

1209 East Milham Road • Portage, Michigan 49002 • Phone 269 344-6165 • Fax 269 344-0555

REVISÉ: 08/09/2020
 REVISÉ: 10/24/2017
 REVISÉ: 9/01/2017
 REVISÉ: 8/22/2017

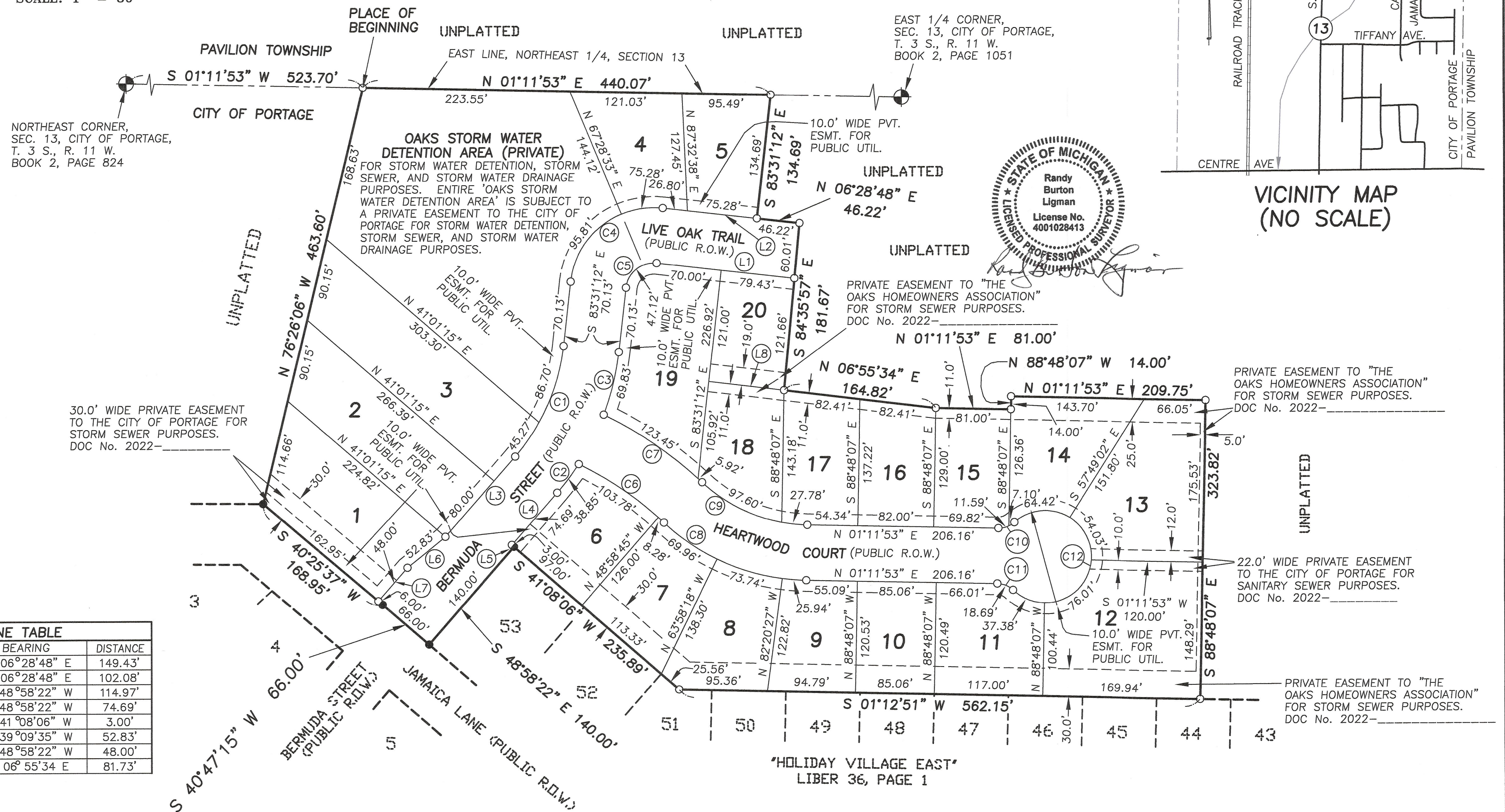
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6/06/2017

07/06/2017

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3 No.:

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°33'27"	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'

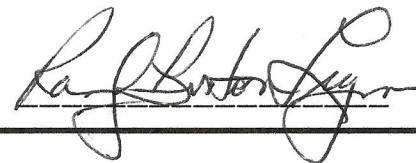
I, RANDY B. LIGMAN, PROFESSIONAL SURVEYOR, CERTIFY:
THAT, PURSUANT TO SECTION 560.101 TO 560.293, THIS IS
A TRUE COPY OF THE FINAL PLAT OF "THE OAKS", AND
THAT THE FINAL PLAT IS SUBJECT TO THE APPROVAL OF EACH
OF THE FOLLOWING AGENCIES (WHOSE APPROVAL IS REQUIRED
UNDER SECTION 560.101 TO 560.293): THE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

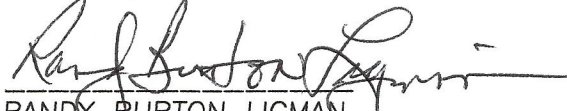
THAT I HAVE MADE SUCH SURVEY, LAND DIVISION AND PLAT BY THE
DIRECTION OF THE OWNERS OF SUCH LAND.
THAT SUCH PLAT IS A CORRECT REPRESENTATION OF ALL THE EXTERIOR
BOUNDARIES OF THE LAND SURVEYED AND THE SUBDIVISION OF IT.
THAT THE REQUIRED MONUMENTS AND LOT MARKERS HAVE BEEN LOCATED
IN THE GROUND OR THAT 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

24

DELIVERED

DEC 28 2007

KALAMAZOO COUNTY REGISTER OF DEEDS

DELIVERED

DEC 31 2007

KALAMAZOO COUNTY REGISTER OF DEEDS



2007-048383

Page: 1 of 2
12/31/2007 03:11P

DEVON TITLE

MD-Kalamazoo ROD

Warranty Deed

KNOW ALL MEN BY THESE PRESENTS: That **WTM, Inc., a Michigan Corporation**
whose address is **1226 Breckenridge Way Portage MI**
convey(s) and warrant(s) to **City of Portage, a Michigan municipal corporation,**
whose address is **7900 South Westnedge Avenue, Portage, MI 49002**

SEE ATTACHED EXHIBIT "A" FOR COMPLETE LEGAL DESCRIPTION

Commonly known as: Vacant Land - Bishop Road
Tax Item No.: 00013-001-B

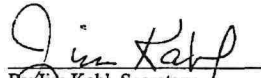
If the land being conveyed is unplatted, the following is deemed to be included: 1) This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan right to farm act, and 2) The grantor grants to the grantee the right to make 0 division(s) under section 108 of the Land Division Act, Act No. 288 of the public Acts of 1967.

for the sum of less than One Hundred and 00/100 Dollars (-\$100.00).

Subject to easements and building and use restrictions of record.

Dated: 12-19-07

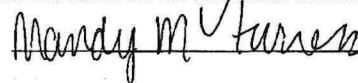
WTM, Inc., a Michigan Corporation


By Jim Kahl, Secretary

State of Michigan
County of Kalamazoo

BEFORE ME, the undersigned authority, on personally appeared Jim Kohl, Secretary of WTM, Inc., a Michigan Corporation, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledges to me that he executed the same for the purpose and consideration therein expressed, in the capacity therein stated and as the act and deed of said association.

Mandy M. Fafar
Notary Public Kalamazoo County, MI
My Commission Expires 11-06-2012
Acting in Kalamazoo County, MI


Notary Public
County
My commission expires: _____

Drafted by: Atty. Daniel Lievois
1680 Crooks Rd.
Troy, MI 48084

File No: 823248
psm

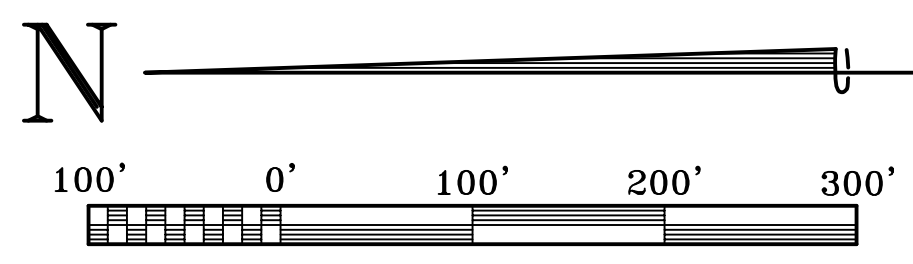
When recorded return to:
City of Portage, a Michigan municipal
corporation
7900 South Westnedge Avenue
Portage, MI 49002

EXHIBIT "A"

Land situated in the City of Portage, County of Kalamazoo, State of MI.

Part of the Northeast 1/4 of Section 13, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan, described as: Commencing at the East 1/4 post of said Section 13; thence North 01°11'53" East on the East line of said Section 13 a distance of 1190.74 feet; thence North 88°48'07" West perpendicular to said East section line 180.00 feet to the point of beginning of the easement herein described; thence North 42°00'02" West 28.77 feet; thence South 47°59'58" West 9.93 feet; thence North 60°26'19" West 196.47 feet; thence South 72°42'23" West 63.18 feet; thence North 72°48'40" West 18.13 feet; thence North 09°53'33" West 43.82 feet; thence North 25°01'44" East 75.51 feet; thence North 84°31'20" East 84.18 feet; thence South 66°57'14" East 72.19 feet; thence South 24°29'08" East 48.36 feet; thence South 48°25'25" East 104.49 feet; thence South 00°00'00" East 14.01 feet; thence South 88°00'30" East 9.48 feet; thence South 01°59'30" West 49.32 feet; thence North 42°00'02" West 7.57 feet; thence South 01°11'53" West 18.26 feet to the point of beginning.

Commonly known as: Vacant Land - Bishop Road
Tax ID No.: 00013-001-B (out of)



CONSTRUCTION PLANS for PHASE ONE of 'THE OAKS'

(NOTE: THESE CONSTRUCTION PLANS ARE ALSO KNOWN AS THE 'FINAL PRELIMINARY PLAT')

50' WIDE PARCEL
TO BE DEEDED TO
THE CITY OF PORTAGE
FOR RIGHT-OF-WAY
PURPOSES (DURING
FINAL PLAT STAGE)

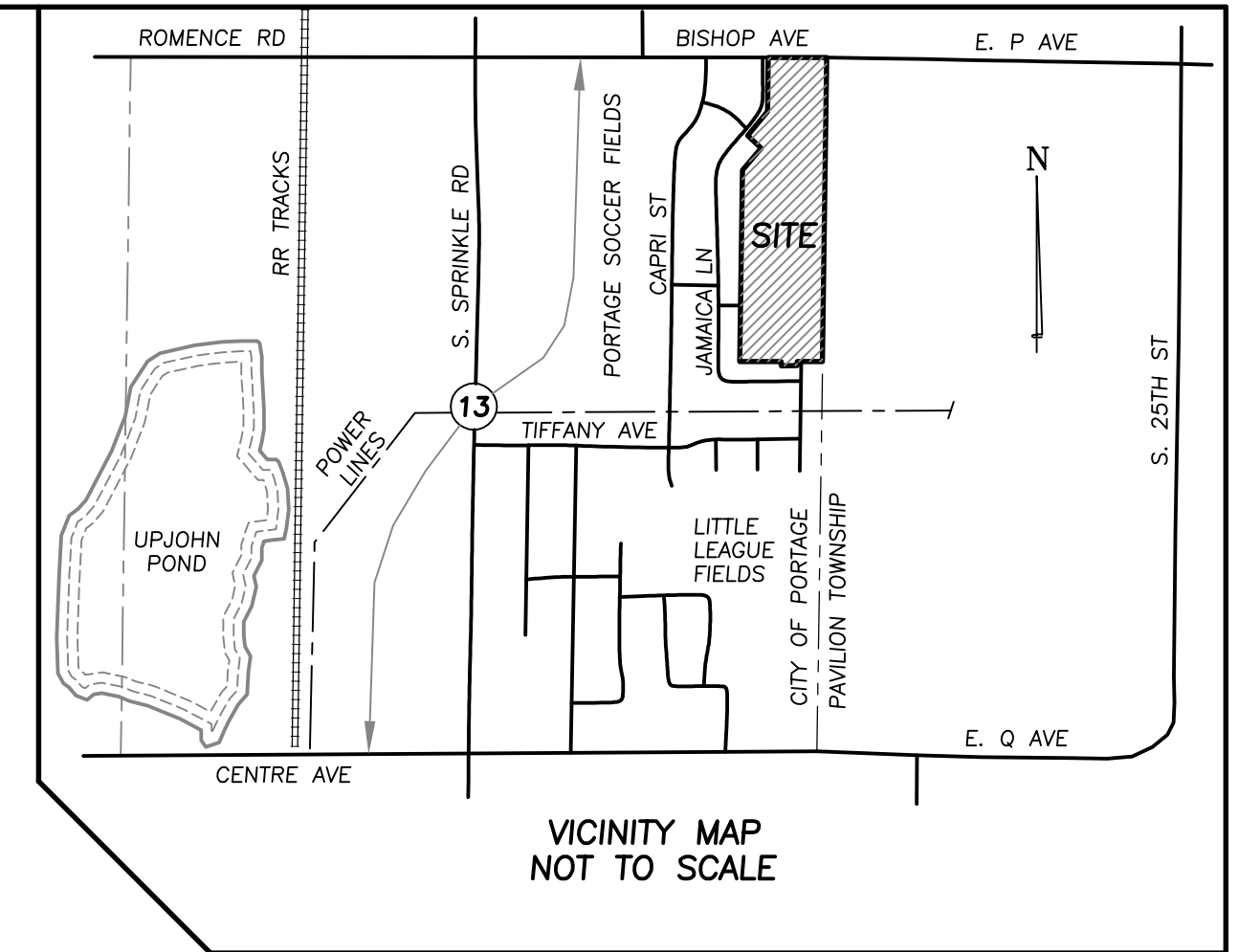
NOTE: NORTHERLY PARCEL NOT INCLUDED
IN PROPOSED SUBDIVISION. PARCEL TO
BE DEEDED TO THE OAKS HOME OWNERS
ASSOCIATION. PARCEL SHALL BE FOR
PASSIVE RECREATION.

H.O.A. 'ARTICLES OF INCORPORATION'
AND BYLAWS SHALL BE PROVIDED
TO THE CITY OF PORTAGE.

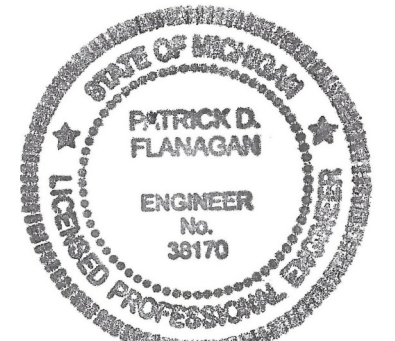
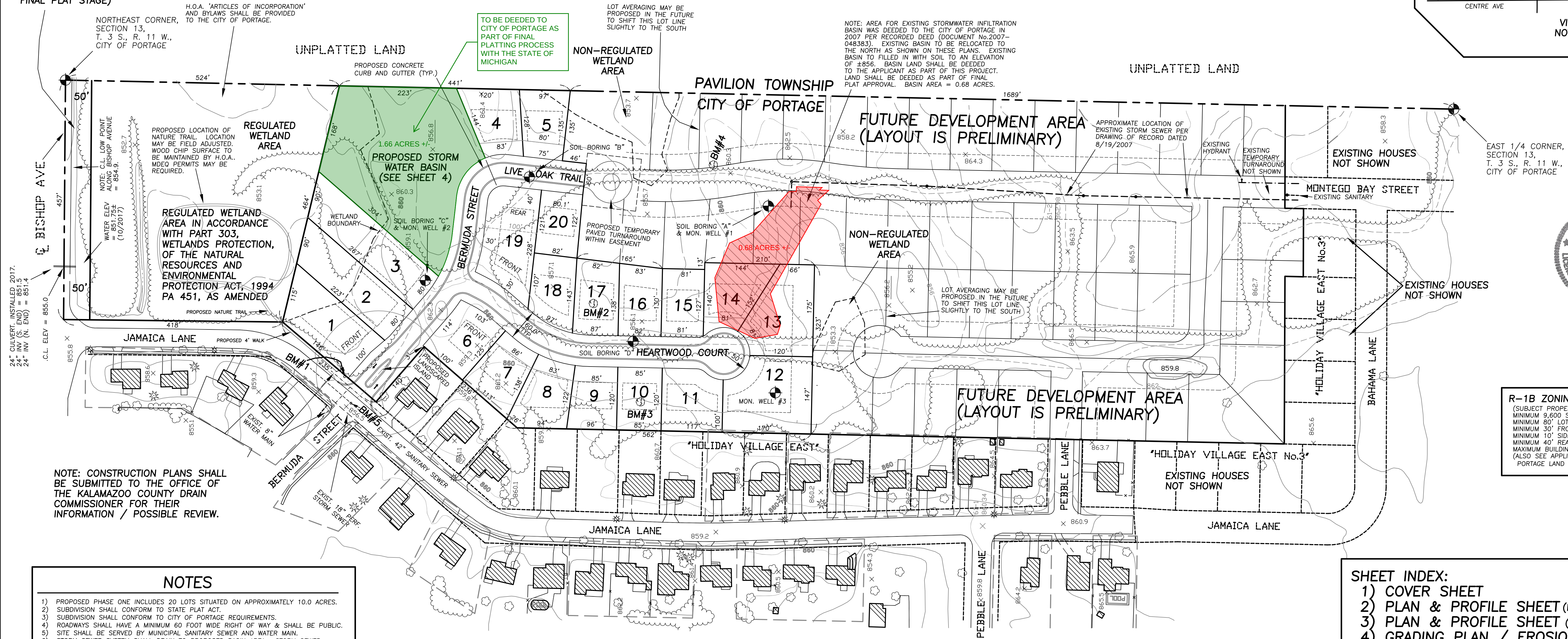
TO BE DEEDED TO
CITY OF PORTAGE AS
PART OF FINAL
PLATTING PROCESS
WITH THE STATE OF
MICHIGAN

LOT AVERAGING MAY BE
PROPOSED IN THE FUTURE
TO SHIFT THIS LOT LINE
SLIGHTLY TO THE SOUTH

NOTE: AREA FOR EXISTING STORMWATER INFILTRATION
BASIN WAS DEEDED TO THE CITY OF PORTAGE IN
2007 PER RECORDED DEED (DOCUMENT No. 2007-
048383). EXISTING BASIN TO BE RELOCATED TO
THE NORTH AS SHOWN ON THESE PLANS. EXISTING
BASIN TO BE FILLED IN WITH SOIL TO AN ELEVATION
OF 485.6. BASIN LAND SHALL BE DEEDED
TO THE APPLICANT AS PART OF THIS PROJECT.
LAND SHALL BE DEEDED AS PART OF FINAL
PLAT APPROVAL. BASIN AREA = 0.68 ACRES.



VICINITY MAP
NOT TO SCALE



Pat Flanagan

R-1B ZONING INFORMATION:
(SUBJECT PROPERTY IS ZONED R-1B)
MINIMUM 9,600 SQ. FT. AREA WITH SEWER & WATER
MINIMUM 80' LOT WIDTH WITH SEWER & WATER
MINIMUM 30' FRONT YARD SETBACK
MINIMUM 10' SIDE YARD SETBACK
MINIMUM 40' REAR YARD SETBACK
MAXIMUM BUILDING COVERAGE OF LOT = 25%
(ALSO SEE APPLICABLE SECTIONS OF CITY OF
PORTAGE LAND DEVELOPMENT REGULATIONS)

NOTES

- 1) PROPOSED PHASE ONE INCLUDES 20 LOTS SITUATED ON APPROXIMATELY 10.0 ACRES.
- 2) SUBDIVISION SHALL CONFORM TO STATE PLAT ACT.
- 3) SUBDIVISION SHALL CONFORM TO CITY OF PORTAGE REQUIREMENTS.
- 4) ROADWAYS SHALL HAVE A MINIMUM 60 FOOT WIDE RIGHT OF WAY & SHALL BE PUBLIC.
- 5) SITE SHALL BE SERVED BY MUNICIPAL SANITARY SEWER AND WATER MAIN.
- 6) STORM SEWER SYSTEM SHALL DRAIN TO PROPOSED BASIN AREA. STORM SEWER WITHIN PROPOSED PUBLIC STREETS SHALL BE UNDER CITY OF PORTAGE JURISDICTION. PROPOSED BASIN SHALL BE UNDER CITY OF PORTAGE JURISDICTION.
- 7) SITE IS PRIMARILY TREE COVERED.
- 8) ALL LOTS SHALL COMPLY WITH CITY OF PORTAGE ZONING REQUIREMENTS. ALL LOTS SHALL HAVE AN AREA OF AT LEAST 9600 SQUARE FEET AND A LOT WIDTH OF AT LEAST 80.00 FEET. SHOWN LOT DIMENSIONS SUBJECT TO FINAL ADJUSTMENT.
- 9) SHOWN ELEVATIONS ARE BASED ON USGS DATUM. SHOWN TOPOGRAPHY & ELEVATION CONTOURS SHOWN ON SHEET 1 BASED ON 1992 & 2002 MAPS PREPARED BY OTHERS.
- 10) SIDEWALKS WILL BE PROVIDED ON BOTH SIDES OF ALL STREETS AND AROUND THE BULB OF ANY PERMANENT CUL. DE SAC. PAVEMENT WIDTH SHALL BE A MINIMUM OF 26.0 FEET (30.0 FEET BETWEEN BACKS OF CURBS). ALL UTILITIES SHALL BE UNDERGROUND.
- 11) SHOWN PROPOSED STREET NAMES MAY BE REVISED.
- 12) A LAND DIVISION APPLICATION SHALL BE PREPARED AND SUBMITTED PRIOR TO FINAL PLAT APPROVAL FOR THE REMAINING LAND.
- 13) PLAT RESTRICTIONS SHALL INCLUDE A NOTE ADVISING THE PURCHASER OF LOTS 1, 6, AND 19 OF THE ADDITIONAL SIDEWALK MAINTENANCE AND ADDITIONAL LAWN CARE DUE TO THE ADDITIONAL ROAD FRONTAGE.
- 14) THE RETENTION BASIN SHALL BE FENCED PER CITY OF PORTAGE REQUIREMENTS.
- 15) AS REQUIRED BY THE CITY, DOCUMENTS RELATED TO THE HOMEOWNER'S ASSOCIATION FOR 'THE OAKS' SHALL BE PREPARED AND FINALIZED PRIOR TO FINAL PLAT APPROVAL.
- 16) AREA HAS HISTORY OF HIGH GROUNDWATER. BASEMENT ELEVATIONS SHALL BE SET APPROPRIATELY. SEE NOTES ON SHEETS 2, 3 AND 4.
- 17) SHOWN TOPOGRAPHIC MAP ON COVER SHEET (SHEET 1) WAS PREPARED FROM AERIAL PHOTOGRAPHS AND IS FROM THE CITY OF PORTAGE. ELEVATION CONTOURS AND PHYSICAL FEATURES SHOWN ON SHEET 4 (GRADING PLAN) ARE BASED ON A 2017 FIELD TOPOGRAPHIC MAPPING BY INGERSOLL, WATSON & MCMACHEN, INC.
- 18) A MAINTENANCE / INDEMNIFICATION AGREEMENT SHALL BE PROVIDED TO THE CITY AS REQUIRED (FOR ENTRY ISLAND AND FOR STORM BASIN).
- 19) ALL REQUIRED EASEMENTS SHALL BE PROVIDED TO THE CITY AND SHALL BE SHOWN ON THE PENDING FINAL PLAT MAP.

ELEVATION BENCHMARKS:

- BM#1 = 857.51
(TOP OF LARGE HYDRANT OUTLET)
- BM#2 = 857.96
(60d NAIL ON NORTHWEST SIDE 15" CHERRY TREE)
- BM#3 = 858.93
(60d NAIL ON SOUTH SIDE 16" CHERRY TREE)
- BM#4 = 861.79
(60d NAIL ON WEST SIDE 12" TREE)
- BM#5 = 856.13
(TOP OF SANITARY SEWER MANHOLE LID)

SOIL BORING DATA:

- | | |
|---|---|
| SB "A":
0'-0.5':
0.5'-3.5':
3.5'-8.5': | TOPSOIL
SANDY CLAY & CLAYEY SAND
COARSE SAND (WATER @ ±8.5') |
| SB "B":
0'-0.5':
0.5'-3.5':
3.5'-7.5': | TOPSOIL
SANDY CLAY & CLAYEY SAND
COARSE SAND & GRAVEL (WATER @ ±6') |
| SB "C":
0'-0.5':
0.5'-5.5':
5.5'-10': | TOPSOIL
SAND W/FINES
COARSE SAND (WATER @ ±10') |
| SB "D":
0'-0.5':
0.5'-4.5':
4.5'-7.5': | TOPSOIL
FINE SAND
COARSE SAND (WATER @ ±5') |

PARCEL DESCRIPTION: (INCLUDES PHASE ONE OF "THE OAKS", FUTURE PHASES, AND EXCEPTED LAND NORTH OF PHASE ONE OF "THE OAKS")

PART OF THE NORTHEAST QUARTER OF SECTION 13, TOWN 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE EAST QUARTER POST OF SAID SECTION 13; THENCE NORTH 01 DEGREES 11' 53" EAST ON THE EAST LINE OF SAID SECTION 13 A DISTANCE OF 322.05 FEET TO THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED; THENCE NORTH 89 DEGREES 45' 30" WEST 196.02 FEET; THENCE SOUTH 01 DEGREE 11' 53" WEST 35.77 FEET; THENCE NORTH 89 DEGREES 45' 30" WEST 130.03 FEET; THENCE NORTH 01 DEGREE 11' 53" EAST 38.00 FEET; THENCE NORTH 89 DEGREES 45' 30" WEST 320.04 FEET; THENCE NORTH 01 DEGREE 11' 53" EAST 285.23 FEET TO THE SOUTHEAST CORNER OF LOT 38, HOLIDAY VILLAGE EAST, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 36 OF PLATS, PAGE 1, KALAMAZOO COUNTY RECORDS; THENCE NORTH 01 DEGREE 11' 53" EAST ON THE EAST LINE OF SAID HOLIDAY VILLAGE EAST 1,181.07 FEET; THENCE NORTH 41 DEGREES 08' 06" EAST ON SAID EAST LINE 235.83 FEET; THENCE NORTH 48 DEGREES 51' 54" WEST ON SAID EAST LINE 140.00 FEET; THENCE NORTH 40 DEGREES 47' 15" EAST ON SAID EAST LINE 66.00 FEET; THENCE NORTH 00 DEGREES 37' 28" EAST ON SAID EAST LINE 418.47 FEET TO THE NORTH LINE OF SAID SECTION 13; THENCE SOUTH 89 DEGREES 33' 00" EAST ON SAID NORTH LINE 457.34 FEET; THENCE SOUTH 01 DEGREE 11' 53" WEST ON THE EAST LINE OF SAID SECTION 13 A DISTANCE OF 2,331.65 FEET TO THE POINT OF BEGINNING, EXCEPT THE FOLLOWING FOR THE RETENSION BASIN: PART OF THE NORTHEAST 1/4 OF SECTION 13, TOWN 3 SOUTH, RANGE 11 WEST; COMMENCING AT THE EAST 1/4 POST OF SAID SECTION 13; THENCE NORTH 01 DEGREES 11' 53" EAST ON THE EAST LINE OF SAID SECTION 13 A DISTANCE OF 1190.74 FEET; THENCE NORTH 88 DEGREES 48' 07" WEST PERPENDICULAR TO SAID EAST SEC LINE 180 FEET TO THE POINT OF BEGINNING OF THE EASEMENT HEREIN DESCRIBED; THENCE NORTH 42 DEGREES 00' 02" WEST 28.77 FEET; THENCE SOUTH 47 DEGREES 59' 58" WEST 9.93 FEET; THENCE NORTH 60 DEGREES 26' 19" WEST 195.47 FEET; THENCE SOUTH 72 DEGREES 42' 23" WEST 63.18 FEET; THENCE NORTH 72 DEGREES 48' 40" WEST 18.13 FEET; THENCE NORTH 09 DEGREES 53' 33" WEST 43.82 FEET; THENCE NORTH 25 DEGREES 01' 44" EAST 75.51 FEET; THENCE NORTH 84 DEGREES 31' 20" EAST 84.18 FEET; THENCE SOUTH 66 DEGREES 57' 14" EAST 72.19 FEET; THENCE SOUTH 24 DEGREES 29' 08" EAST 48.36 FEET; THENCE SOUTH 48 DEGREES 26' 25" EAST 104.49 FEET; THENCE SOUTH 00 DEGREES 00' 00" EAST 14.01 FEET; THENCE SOUTH 88 DEGREES 00' 30" EAST 9.48 FEET; THENCE SOUTH 01 DEGREES 59' 30" WEST 49.32 FEET; THENCE NORTH 42 DEGREES 00' 02" WEST 7.57 FEET; THENCE SOUTH 01 DEGREES 11' 53" WEST 18.26 FEET TO THE POINT OF BEGINNING.

SHEET INDEX:

- 1) COVER SHEET
- 2) PLAN & PROFILE SHEET (BERMUDA ST. & LIVE OAK TRAIL)
- 3) PLAN & PROFILE SHEET (HEARTWOOD COURT)
- 4) GRADING PLAN / EROSION CONTROL PLAN
- 5) CONSTRUCTION DETAILS & NOTES

APPLICANT/OWNER:
**LANDMARK DEVELOPMENT
PARTNERS, LLC**
4191 SQUIRE HEATH
PORTAGE, MI 49024
(269) 806-6823 (AARON HOVESTADT)

REVISED: 08/09/2020
REVISED: 07/29/2020
REVISED: 11/08/2017
REVISED: 10/24/2017
REVISED: 9/20/2017
REVISED: 9/06/2017
REVISED: 9/01/2017
REVISED: 8/22/2017

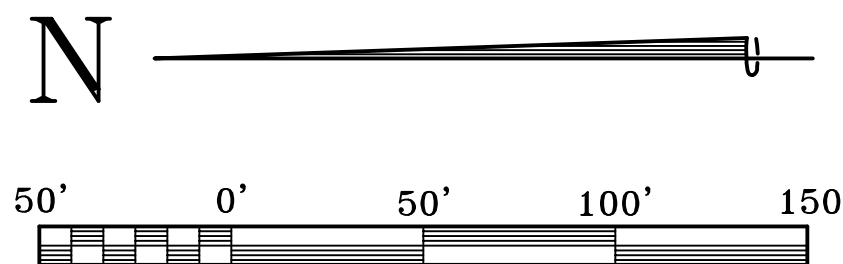
COVER SHEET
Phase One of 'THE OAKS'
PART OF THE NORTHEAST 1/4 OF SEC. 13, T3S, R11W, CITY OF PORTAGE, KALAMAZOO CNTY., MICH.
Ingersoll, Watson & McMachen, Inc.
CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS
1133 East Milham Road • Kalamazoo, Michigan 49002 • Area 269 344-6185 • Fax 269 344-0555

DATE:
6/06/2017

SHEET:
1

JOB No.:
36417





NOTE: A MAINTENANCE AND INDEMNIFICATION AGREEMENT BASIN SHALL BE PROVIDED RELATIVE TO THE STORMWATER BASIN OUTLET TO THE PROPERTY TO THE NORTH OF "THE OAKS"

Perforated pipe shall be corrugated polyethylene pipe (CPE), shall be ADS N-12, Hancor, or equiv. (dual wall, smooth inside, corrugated outside, perforated, soil tight joints), and shall comply with AASHTO M 294 Type SP.

Filter fabric shall be a nonwoven geotextile with a minimum weight of 3.5 ounces per square yard, a minimum coefficient of permeability of 0.02 cm/sec, and apparent opening size ranging between 70 to 120 U.S. standard sieve size.

Stone in perforated pipe trench shall be MDOT 6A stone.

98" OF 12" DIAMETER PERFORATED H.D.P.E. PIPE IN 36" WIDE BY 24" STONE BED (CLEAN MDOT 6A STONE) WITH FILTER FABRIC ON BOTH SIDES AND ON TOP OF STONES. BOTTOM OF STONES SHALL BE 12" BELOW BOTTOM OF PIPE.

PROPOSED CB#5
24" DIAMETER
W/EJW #6517 FRAME & GRATE
RIM ELEV = 854.0
12" INV (SW) = 850.78

NATURE TRAIL TO BE ESTABLISHED WITHIN LAND NORTH OF PHASE ONE BY THE OWNER/APPLICANT. LOCATION AND ROUTE TO BE FIELD DETERMINED.

BERMUDA STREET

SEE NOTES & INFORMATION ON SHEET 2 REGARDING EXISTING CURB INLETS

LEGEND

--- 900 --- EXISTING ELEVATION CONTOUR
--- 900 --- PROPOSED ELEVATION CONTOUR

PROPOSED CB#9, 48" DIA
W/ EJW# 1020 FRAME &
TYPE M2 GRATE
RIM ELEV= 859.0± (1"±
BELOW EXISTING GRADE)
N 12" INVERT= 853.61
S 12" INVERT= 863.71

NOTE: ADDITIONAL SILT FENCE LOCATIONS ARE PENDING.

NOTE: WITHIN THE U.S.D.A SOIL SURVEY OF KALAMAZOO COUNTY, ON-SITE SOILS ARE SHOWN AS ADRIAN MUCK (Ad) WITHIN AND NEAR WETLAND AREAS, AND KALAMAZOO LOAM (KaC) & SEBEWA LOAM (Sb) WITHIN UPLAND AREAS.

NOTE: STORM BASIN DESIGN SUBJECT TO CITY REVIEWS AND FINAL ADJUSTMENT.

NOTE: REMOVAL OF WATER, OR "DEWATERING", SHALL COMPLY WITH SECTION 202.0 OF THE CITY OF PORTAGE'S CONTRACT CONDITIONS AND SPECIFICATIONS WITH TWO EXCEPTIONS:
1) THE OWNER SHALL BE RESPONSIBLE FOR OBTAINING THE APPROPRIATE MDEO PERMITS.
2) RESTORATION OF DAMAGED STRUCTURES AND FOUNDATION SOILS RESULTING FROM DEWATERING SHALL BE PERFORMED BY THE CONTRACTOR AT NO ADDITIONAL EXPENSE TO THE OWNER.

NOTE: GRADING AND EARTH MOVING IN AREAS OUTSIDE OF PROPOSED ROADWAY AREAS SHALL BE DONE IN STAGES SO THAT AN AREA CAN BE STRIPPED, SHAPED, TOPSOILED, AND SEEDED IN A MINIMAL AMOUNT OF TIME. THE AMOUNT OF DISTURBED GROUND SHALL BE KEPT TO A MINIMUM DURING THE CONSTRUCTION PROJECT. DISTURBED AREAS SHALL BE RESTORED BY THE CONTRACTOR AS SOON AS CONVENIENTLY POSSIBLE.

SEE VICINITY MAP ON SHEET 1.

SEE PARCEL DESCRIPTION ON SHEET 1.

MICHIGAN UNIFIED KEYING SYSTEM

- Ⓢ SEEDING (ALL DISTURBED AREAS)
- Ⓡ RIP RAP
- Ⓟ PAVING
- Ⓢ CURB & GUTTER
- Ⓢ STORM SEWER
- Ⓢ CATCH BASIN
- Ⓢ GEOTEXTILE SILT FENCE
- Ⓢ M.U.K.S. DESIGNATION
- Ⓢ TEMPORARY/PERMANENT

ESTIMATED CONSTRUCTION SCHEDULE:

	12/17	01/18	02/18	03/18	04/18	05/18	06/18	07/18	08/18	09/18
CLEARING										
EARTHMOVING										
SANITARY SEWER										
STORM SEWER										
WATER MAIN										
CURBING & PAVING										
PRIVATE UTILITIES										
RESTORATION										

NOTE: CONSTRUCTION SCHEDULE SUBJECT TO CHANGE BASED ON MARKET CONDITIONS, WEATHER, AND OTHER FACTORS.

SOIL EROSION CONTROL NOTES

- ALL CONSTRUCTION SHALL COMPLY WITH THE SOIL EROSION AND SEDIMENTATION CONTROL ACT (P.A. 451 OF 1994, AS AMENDED) AS ADMINISTERED BY THE CITY OF PORTAGE.
- EARTHWORK CONTRACTORS SHALL BE RESPONSIBLE FOR THE FOLLOWING:
 - BERMING OR FILTERING OF PROPERTY LINES AT ALL LOCATIONS WHERE EROSION COULD OCCUR.
 - PROTECTION OF ALL EXISTING AND NEWLY CONSTRUCTED STORM SEWER STRUCTURES, WHETHER ADJACENT TO OR ON THE SITE.
 - MINIMIZATION OF TRACKING OF MATERIAL OFF-SITE.
 - SWEEPING & CLEANING OF ADJACENT STREETS AS NECESSARY.
- PROPERTY OWNER SHALL OBTAIN SOIL EROSION & SEDIMENTATION CONTROL PERMIT.

RESTORATION NOTES

- ALL DISTURBED AREAS SHALL BE RESTORED WITH MINIMUM 4" TOPSOIL, GRASS SEED, AND MULCH, OR OTHER REQUIRED LANDSCAPING.
- EXISTING STREETS SHALL BE RESTORED TO A CONDITION AT LEAST EQUAL TO THAT WHICH EXISTED PRIOR TO CONSTRUCTION.

TEMPORARY SOIL EROSION CONTROL MEASURES

- EARTH GRADING AROUND ALL NEW SANITARY SEWER AND STORM SEWER MANHOLES/CATCH BASINS SHALL BE SUCH THAT RAIN WATER/EROSION RUN-OFF CANNOT ENTER MANHOLE/CATCH BASIN. MINIMUM ONE FOOT TALL EARTH BERM SHALL ENIRCLE EACH MANHOLE/CATCH BASIN.
- ONCE GRATE IS INSTALLED ON STORM SEWER STRUCTURE, FILTER FABRIC SHALL BE PLACED ON GRATE TO PREVENT SOIL EROSION FROM ENTERING STORM SEWER SYSTEM.
- ALL STREETS SHALL BE KEPT CLEAR OF SOIL AND MUD. CONTRACTOR SHALL SWEEP/CLEAN NEARBY STREETS AS NECESSARY.
- ANY EVIDENCE OF SOIL EROSION SHALL BE EXAMINED AND ADDRESSED BY CONTRACTOR. INVOLVEMENT BY ENGINEER AND/OR CITY OF PORTAGE MAY BE NECESSARY.
- SOIL EROSION SHALL NOT BE ALLOWED ONTO ADJOINING PROPERTIES OR ONTO NATURAL AREAS OUTSIDE OF PROPOSED CONSTRUCTION AREA.
- SILTATION FENCING SHALL BE PLACED AS REQUIRED.

PERMANENT SOIL EROSION CONTROL MEASURES

- ALL NEW ROADWAYS SHALL BE PAVED.
- STORM SEWER SYSTEM SHALL CONVEY WATER RUN-OFF TO ON-SITE STORMWATER DETENTION BASIN.
- ALL DISTURBED AREAS SHALL RECEIVE TOPSOIL AND SEEDING PER THE PROJECT CONSTRUCTION PLANS.

MAINTENANCE REQUIREMENTS (AFTER CONSTRUCTED):

- ALL PAVED ROADWAYS AND ENTIRE STORM SEWER SYSTEM SHALL BE MAINTAINED BY THE CITY OF PORTAGE. ALL LAWNS SHALL BE MAINTAINED BY LOT OWNERS.
- TEMPORARY EROSION CONTROL MEASURES SHALL BE REMOVED ONLY AFTER ENTIRE SITE HAS BEEN STABILIZED.

APPLICANT:
LANDMARK DEVELOPMENT PARTNERS, LLC
5176 QUEEN VICTORIA LANE
KALAMAZOO, MI 49009
(269) 806-6823

REVISED: 07/29/2020
REVISED: 11/08/2017
REVISED: 11/01/2017
REVISED: 10/24/2017
REVISED: 10/9/2017
REVISED: 10/2/2017
REVISED: 9/20/2017
REVISED: 9/01/2017
REVISED: 8/22/2017

GRADING & EROSION CONTROL PLAN Phase One of "THE OAKS"		DATE: 6/06/2017
PART OF NE 1/4 OF SEC. 13, T3S, R11W, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN		SHEET: 4
Ingersoll, Watson & McMachen, Inc.		JOB No.: 36417
CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS		
1209 East Milham Road • Portage, Michigan 49002 • Phone 269 344-6165 • Fax 269 344-0555		



TO: Portage City Council

FROM: Patricia M. Randall, Mayor

SUBJECT: Reappointment of Adam Herringa to the position of Acting City Manager

ACTION RECOMMENDED: Reappoint Adam Herringa to the position of Acting City Manager.

I am pleased that Adam Herringa has agreed to extend his current employment agreement and continue serving as Acting City Manager for an additional six months, effective Tuesday, April 12, 2022. Provided for council is the new employment agreement which I am asking Council to support. It has been reviewed by both our Director of Human Resources and our City Attorney. Mr. Herringa's current 8 month employment agreement as Acting City Manager expires on April 11, 2022.

Mr. Herringa has served as the Acting City Manager for the past eight months with the highest level of professionalism and integrity. He has the utmost respect of staff, motivates them to rise to new levels and effectively completed many projects that had stalled. Mr. Herringa shouldered all the responsibilities of a city manager, as well as all projects and roles of his previous position. He was the point person on the senior center and effectively delivered this state of the art building on budget and on schedule. Mr. Herringa has embraced, with enthusiasm, affordable housing within our community. He is forward thinking and undeterred by challenges.

The proposed agreement is identical to his previous agreement with the exception of Section 4 (Compensation) and the first two paragraphs of Section 5. (Reinstatement as Deputy City Manager). The salary is based on the city manager market identified during our recent search firm interviews. Retaining excellent employees is critical, now more than ever. Mr. Herringa's 17 years worth of historical information, impeccable character and knowledge of the values of our community would be impossible to replace. He has already demonstrated his effectiveness in a smooth transition eight months ago. The same skills will be needed after a permanent city manager is chosen.

The automobile compensation is the same as managers received. He has assumed all external responsibilities as previous city managers and this should have been part of his original agreement.

A bonus of \$2000 for each month served as Acting City Manager will be payable on his completion of this role. The savings the city has realized due to the reduced position in the Administration exceeds \$200,000 when benefits are included.

Mr. Herringa holds a Bachelor's of Arts degree in Political Theory and Constitutional Democracy from Michigan State University and a Masters of Public Administration from American University in Washington, D.C. His prior experience includes selection to the Washington, DC, Capital City Fellows program, a prestigious management training program designed to develop future leaders in the public sector and as the Management Analyst at the Department of Public Works for the District of Columbia. He has also served the City of Portage as the Assistant to the City Manager, Deputy City Clerk, City Clerk, City Clerk/Deputy City Manager and Deputy City Manager.

FUNDING: Funding is available in the current fiscal year budget.

Attachments: 1. Acting City Manager Agreement 4.6.22

Acting City Manager Agreement

This Agreement is entered into and is effective as of April 12, 2022 (the "EffectiveDate"), by and between the City of Portage, a Michigan municipal corporation, with its principal place of business at 7900 S. Westnedge Ave., Portage, MI 49002 (hereinafter the "City") and Adam Herringa, whose principal place of residence is at 6412 Hampton Street, Portage, MI 49024 (hereinafter "Herringa").

Recitals

Whereas, prior to the Effective Date, Herringa was employed by the City as a Deputy City Manager. As a Deputy City Manager, Herringa was entitled to the benefits afforded to the Deputy City Manager position.

Whereas, the City Council is desirous of employing Herringa to act as and perform the duties of the Acting City Manager.

Whereas, Herringa is agreeable to performing the duties of Acting City Manager under the terms and conditions of this Agreement.

Whereas, the City operates on a City Manager form of government and the City Charter specifies the City Manager's authorities, duties and powers.

Whereas, it is the desire of the City and Herringa to enter into an Employment Agreement concerning compensation, benefits, terms and conditions of employment as the Acting City Manager and to serve the following purposes:

- A. To retain Herringa to perform services in a professional manner and to provide him compensation and employment benefits which will induce Herringa to remain in the employment of the City as Acting City Manager for the period of time specified herein;
- B. To assure Herringa that, except as provided hereinafter, upon his termination as Acting City Manager, he shall return to the performance of his duties as the Deputy City Manager earning the same salary and enjoying the same benefits he would have earned and enjoyed, respectively, had he remained employed as the Deputy City Manager during the term of this Agreement; and
- C. To reserve to the City, however, a fair and just means of (i) terminating the employment of Herringa as Acting City Manager in the event that Herringa, for any reason, becomes unable or unwilling to discharge fully the duties of the office of Acting City Manager, or (ii) terminating the employment of Herringa as Acting City Manager in the exercise of the right of the City Council to fill the position of City Manager as the Council sees fit, and in all events to reserve to the City the right and ability to terminate Herringa's position as Acting City Manager at the will of the City Council when the position of City Manager is filled by a permanent employee.

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

AGREEMENT

1. EMPLOYMENT. City hereby employs Herringa, and Herringa hereby accepts employment with the City in the position of Acting City Manager, on the terms and conditions and for the compensation herein set forth.

2. SCOPE OF DUTIES AND SERVICES.

- a) Under the terms and conditions of this Agreement, Herringa shall personally provide all the services and duties ordinarily performed by the City Manager for the City under the direction and control of the City Council and as set forth in the City Charter and other applicable written policies and rules. Among other things, Herringa has the authority to interview, hire and fire employees, and direct the workforce subject to the specific limitations set forth in the City Charter and other applicable written policies and rules. Herringa shall perform his obligations and responsibilities diligently within the time parameters indicated by the City Council, applying the highest degree of professionalism, ethics, integrity and competency to the discharge of every aspect of his obligations.
- b) Herringa shall not engage in any activity which is or may become a conflict of interest, prohibited contract, or which may create an incompatibility of office as defined under Michigan law.
- c) Herringa agrees to remain in the exclusive employ of the City during the term of this Agreement. Herringa shall dedicate his full energies and qualifications to his employment as the Acting City Manager, and shall not engage in any other employment except as may be specifically approved in writing in advance by the City Council.

3. TERM. The term of this Agreement shall begin on the Effective Date and shall terminate six months from the Effective Date of this Agreement ("Expiration Date"); provided, however, that this Agreement may be terminated prior to said Expiration Date in accordance with the terms and conditions of this Agreement. Under no circumstances shall this Agreement be effective after the Expiration Date unless the parties agree in writing to extend this Agreement under terms and conditions mutually satisfactory to the parties.

4. COMPENSATION. For the services to be provided pursuant to this Agreement, Herringa shall receive the following compensation and benefits:

- a) Compensation. Employee shall be paid an annual base salary of one hundred seventy thousand five dollars and no cents (\$175,000.00). Thereafter, Employee's base salary shall be increased by the same percentage and at the same time any discretionary across-the-board increase is granted to the City's

exempt non-union employees. Herringa's salary shall be payable in installments at the same time as other management employees of the City and in accordance with established City procedures.

- b) General Benefits. Except as may be otherwise provided herein, Herringa shall be provided the compensation and benefits offered to all other department heads as provided for in the City's Personnel Rules and Procedures. As used herein, benefits include but are not necessarily limited to, vacation, sick leave, holidays, administrative leave, compensation time, retirement, health insurance, dental insurance, car allowance, long-term disability insurance, and life insurance. Herringa shall not be compensated for any hours worked overtime because Herringa is exempt from overtime under the Federal Fair Labor Standards Act.
- c) Automobile. Herringa's duties require that he have continuously available transportation for business or related purposes. Herringa shall provide his own vehicle for his normal business and personal use. Herringa shall receive a car allowance of \$625/month retroactive to when he assumed the role of Acting City Manager.
- d) Salary Adjustment. With the execution of this Agreement, Herringa shall receive a salary adjustment of \$2000 per month for each month he serves as Acting City Manager beginning with the first month (August 2021) and each month thereafter spent in the role. The final month of his service as Acting City Manager will be prorated accordingly. The total amount will be payable upon the hiring of a new City Manager.
- e) Expense Reimbursement.
 - 1. The City recognizes that certain general expenses, dues, subscriptions, travel and subsistence expenses are reasonably incurred by Herringa in the performance of job-related activities, functions, meetings, professional development, and professional conferences such as the annual International City Manager's Association and Michigan Municipal League conferences. The City agrees to budget and pay for or reimburse the Employee for these expenses; provided, however, that the amount paid under this subsection (d)(i) shall be limited by the amount the Council budgets for such expenditures.
 - 11. City agrees to reimburse Herringa for expenses related to educational courses, short courses, executive coaching, seminars and institutes that will benefit the City and improve Herringa's professional abilities; provided, that any such reimbursements may not exceed the amount the Council budgets for such expenditures.
- f) Cash Out of Accrued Leave. Herringa shall retain the rights he enjoyed as the Deputy City Manager in terms of the timing of his right to "cash out" accrued but unused leaves. However, the hourly rate upon which the amount of said "cash out" is to be calculated shall be based on the time served in each position.

5. REINSTATEMENT AS DEPUTY CITY MANAGER -- Notwithstanding anything to the contrary stated herein, during the term of this Agreement, Herringa may, upon giving the City thirty (30) days' advance written notice, resign his position as Acting City Manager and return to the position of and be reinstated as the Deputy City Manager. Upon his reinstatement as the Deputy City Manager, he shall enjoy those benefits set forth in and be subject to the terms and conditions afforded to the position. At the conclusion of this Agreement via the hiring of a new City Manager, Herringa's salary shall remain at a level commensurate with his role in the organization and service as the Acting City Manager (which may not equate to his prior salary level).

- a) In the event that Herringa returns to the position of and is reinstated as the Deputy City Manager via written notice, Herringa's salary and benefits shall be adjusted to match that which would have been in effect at the time he is so reinstated had he not entered into this Agreement and had, during the term of this Agreement, retained and performed the duties of his position as Deputy City Manager. Any benefits or rights that he enjoyed as the Acting City Manager shall terminate upon his resumption of his Deputy City Manager position. Under such circumstances, it shall be presumed that during the term of this Agreement, Herringa did not and would have not received any salary increases as the Deputy City Manager as a result of any performance evaluations.
- b) During the term of this Agreement, the Deputy City Manager position shall be considered a temporary position, and, in the event that Herringa determines that said position should be filled in his absence, it shall be communicated as such. It shall have a term lasting no longer than six months from the Effective Date of this Agreement and shall be terminable at will. It shall be subject to a written employment agreement or contract containing, at a minimum, the terms specified herein. The person ("hiree"), if any, hired to fill said temporary position, shall be informed in writing that Herringa has the right to "bump" said hiree out of the Deputy City Manager's position should Herringa's employment as Acting City Manager terminate and Herringa therefore be entitled to be reinstated to said Deputy City Manager position.

6. TERMINATION AND RESIGNATION

- a) Unless sooner terminated hereunder, Herringa's employment as the Acting City Manager shall terminate on the Expiration Date. However, the parties may extend the term of this Agreement if, prior to the revised Expiration Date, the parties renew or extend this Agreement in writing. Except as is provided hereinafter, upon the City Council's termination of Herringa's employment as Acting City Manager or immediately following the Expiration Date without this Agreement having been renewed or extended as aforesaid, Herringa shall have the right to be reinstated to the position of Deputy City Manager under the same terms and conditions set forth in Section 5(a), above.
- b) Notwithstanding the foregoing to the contrary, if Herringa is terminated as the Acting City Manager for any or all of the reasons set forth below, then:
 - (i) he shall not be entitled to be reinstated as the Deputy City Manager, and
 - (ii) he shall not be entitled to any severance pay:
 - i. conviction of any criminal offense involving moral turpitude, provided

that Herringa may be placed on administrative leave without pay should he be charged with such a crime or crimes;

- 11. willful destruction, theft, misappropriation, or misuse of City property;
- 111. intoxication on duty, whether by alcohol or non-prescriptive drugs; 1v. fraud or dishonesty in securing this appointment;
- v. violation of State or federal discrimination laws concerning race, religious creed, color, national origin, ancestry, physical or mental disability, marital status, sex or age concerning either members of the general public or City employees;
- vi. willful or unlawful retaliation against any other City official or employee or member of the general public who in good faith reports, discloses, divulges or otherwise brings to the attention of any appropriate authority any facts or information relative to actual or suspected violations of any law occurring on the job or directly related thereto; or
- v11. refusal to comply with any lawful direction, decision or order given or made by a majority of the City Council.
- v111. If, upon the termination of this Agreement, Herringa receives any cash settlement from the City related to that termination, Herringa shall fully reimburse the City the amount of said cash settlement if he is convicted of a crime involving an abuse of the office of Acting City Manager. Said reimbursement shall be paid to the City within thirty (30) days after said conviction becomes final and is no longer subject to any appeal.

7. BONDING. City shall bear the full cost of any fidelity or other bond required of Herringa as the Acting City Manager under any law or ordinance.

8. PERFORMANCE EVALUATIONS. The City Council and Herringa may define such goals and performance objectives which they determine necessary for the proper operation of the City or the attainment of the City Council's policy objectives, and the City Council and Herringa shall further establish a relative priority among those various goals and objectives to be reduced to writing. These objectives shall be obtainable generally within the time limits as specified and within the annual operating budgets and appropriations provided. The achievement of these goals and performance objectives shall be considered part of Herringa's performance duties.

9. GENERAL PROVISIONS.

Notices. Any notice to be given by either party to the other shall be in writing and shall be considered delivered when transmitted either by personal delivery or by mail, registered or certified, postage prepaid with return receipt requested and properly addressed as follows or by email and fax (if by email and fax, the notice shall be deemed received on the date sent provided that there is evidence that the notice was received by the Mayor & City Council).

City of Portage 7900
S. Westnedge
Portage, MI 49002

Catherine P. Kaufman, City Attorney
Bauckham, Sparks, Thall, Seeber & Kaufman, PC 470
W. Centre Ave., Ste. A
Portage, MI 49024
(269) 382-4500
kaufman@michigantownshiplaw.com

Adam Herringa
6412 Hampton Street
Portage, MI 49024

Any party may change his/its address for purposes of this section by giving the other party written notice of the new address in the manner set forth above.

- a) Waiver. The waiver of any breach of any provision hereunder by either party to this Agreement shall not be deemed to be a waiver of any other provision or subsequent breach hereunder, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party marking the waiver.
- b) Construction of Terms. The language of all parts of this Agreement shall be construed according to their plain meaning and shall not be construed for or against either party. Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any amendment or exhibits hereto.
- c) Severability. If any term, provision, covenant or condition of this Agreement is held by a court of competent jurisdiction to be unenforceable, void or invalid, in whole or in part, for any reason, the remainder of this Agreement shall remain in full force and effect. In the event of such entire or partial invalidity, the parties hereto agree to enter into supplemental or other agreements to effectuate the intent of the parties and the purpose of this Agreement.
- d) Controlling Law. This Agreement shall be construed in accordance with

and governed by the laws of the State of Michigan, with venue proper only in the County of Kalamazoo, State of Michigan.

- e) Entire Agreement. This Agreement constitutes the entire Agreement between the parties pertaining to the employment of Herringa by the City and supersedes all prior and contemporaneous agreements, representations, promises and understanding of the parties, whether oral or in writing. No supplement, modification or amendment of this Agreement shall be binding, unless executed in writing by all parties and this Agreement may not be altered, amended or modified by any other means. Each party waives their future right to claim, contend, or assert that this Agreement was modified, canceled, superseded or changed by any oral agreement, course of conduct, waiver, or estoppel.
- f) Other Terms and Conditions of Employment. The Council, in consultation with Herringa, may fix any such other terms and conditions of employment relating to the performance of Herringa, provided the terms or conditions do not conflict with the provisions of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first written above.

Dated: _____, 2022

City of Portage
By: Patricia M. Randall
Its: Mayor

Dated: _____, 2022

Adam Herringa

MATERIALS TRANSMITTED

Monday, March 28, 2022

1. Communication from the Deputy City Manager regarding the Bi-Monthly Financial Report – Information Only.



Michael Carroll, Deputy City Manager

cc Adam Herringa, Acting City Manager

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Monthly Financial Report

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

Prudent practices require that the governing body be periodically apprised of the ongoing financial status of city operations. Attached is a report of revenue and expenditure levels as compared to budget through the most recently completed month.

Attachments: January 31, 2022 Financial Report

02/17/2022

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 01/31/2022

Calculations as of 01/31/2022				59%
		2021-22	2021-22	Percent of
Fund	DESCRIPTION	ORIGINAL	AMENDED	Amended
		BUDGET	BUDGET	Collected/Used
REVENUES				
0000		26,292,710	26,292,710	81%
1720 - City Manager		500	500	100%
2053 - Finance Treasury		1,500	1,500	23%
2110 - Technology Services		4,750	4,750	78%
2133 - Public Information		218,000	218,000	101%
2415 - City Clerk		166,050	166,050	58%
2491 - City Clerk Elections		0	0	0%
2865 - Parks Maintenance		1,000	1,000	0%
2876 - Cemeteries		58,500	58,500	70%
2877 - Parks & Rec - Parks		50,300	50,300	103%
2878 - Parks & Rec - Kalamazoo In Bloom		0	0	0%
2881 - Parks & Rec - Farmers Market		11,000	11,000	37%
2882 - Parks & Rec - Team Sports		105,280	105,280	28%
2885 - Parks & Rec - Programs		10,400	10,400	50%
2886 - Parks & Rec - Ramona Park		69,200	69,200	67%
2887 - Parks & Rec - Special Events		15,000	15,000	95%
2888 - Parks & Rec - Millennium Park		47,800	47,800	0%
3005 - Police Administration		109,950	109,950	90%
3010 - Police Patrol		1,500	1,500	213%
3021 - Police Training-Grant Funded		8,000	8,000	49%
3030 - Police Public Safety Dispatch/ts		12,000	12,000	170%
3050 - Police Drug Law Enforcement		100	100	0%
3065 - Police Facility Management		70,000	70,000	50%
3310 - Fire Admin		110	110	0%
3340 - Fire Prevention		950	950	36%
3710 - Comm Dev Building Services		750,000	750,000	66%
3720 - Comm Dev Planning & Development		50,050	50,050	69%
3730 - Comm Dev Neighborhood Services		209,000	209,000	74%
6720 - Senior Center		275,207	280,007	33%
6721 - Senior Center Trips		200,000	200,000	22%
6722 - Senior Center Activities		20,000	20,000	25%
Total Revenues- General Fund		28,758,857	28,763,657	79%

02/17/2022

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 01/31/2022

Calculations as of 01/31/2022					59%
		2021-22	2021-22	2021-22	Percent of
Fund	DESCRIPTION	ORIGINAL	AMENDED	ACTIVITY	Amended
					Collected/Used
EXPENDITURES					
1001 - City Council		93,600	93,600	46,851	50%
1085 - City Council-Human Services		178,750	185,250	95,875	52%
1720 - City Manager		902,011	902,011	521,373	58%
2001 - Finance Accounting		313,466	313,466	168,301	54%
2002 - Finance & Budget		409,182	409,182	198,332	48%
2053 - Finance Treasury		176,897	176,897	113,326	64%
2110 - Technology Services		946,701	946,701	507,832	54%
2133 - Public Information		433,537	433,537	222,227	51%
2209 - Assessor		473,740	473,740	225,619	48%
2247 - Assessor Board Of Review		36,144	36,144	12,275	34%
2310 - Attorney		251,000	251,000	131,904	53%
2415 - City Clerk		169,161	169,161	93,836	55%
2416 - City Clerk Records Management		71,032	71,032	37,581	53%
2491 - City Clerk Elections		255,710	255,710	127,277	50%
2610 - Human Resources		700,204	700,204	354,261	51%
2733 - Purchasing		82,740	82,740	42,603	51%
2734 - Purchasing Risk Management		24,685	24,685	10,261	42%
2865 - Parks Maintenance		1,403,011	1,403,011	685,668	49%
2876 - Cemeteries		72,073	72,073	37,510	52%
2877 - Parks & Rec - Parks		700,618	700,618	412,122	59%
2878 - Parks & Rec - Kalamazoo In Bloom		17,000	17,000	0	0%
2880 - Parks & Rec - Rec Admin		221,286	224,686	118,750	53%
2881 - Parks & Rec - Farmers Market		21,360	21,360	15,295	72%
2882 - Parks & Rec - Team Sports		63,500	63,500	22,392	35%
2885 - Parks & Rec - Programs		42,650	42,650	7,227	17%
2886 - Parks & Rec - Ramona Park		194,472	194,472	67,843	35%
2887 - Parks & Rec - Special Events		149,574	149,574	71,628	48%
2888 - Parks & Rec - Millennium Park		86,275	86,275	14,232	16%
3005 - Police Administration		1,192,373	1,218,046	447,961	37%
3006 - Police Youth Services		510,066	510,066	263,138	52%
3007 - Police Investigation		710,665	710,665	416,854	59%
3010 - Police Patrol		5,948,325	5,950,235	3,363,724	57%

02/17/2022

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 01/31/2022

		2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	2021-22 ACTIVITY	59% Percent of Amended Collected/Used
Fund	DESCRIPTION				
3020 - Police Training		296,634	327,174	128,846	39%
3021 - Police Training-Grant Funded		9,000	9,000	0	0%
3030 - Police Public Safety Dispatch/ts		60,619	60,619	21,337	35%
3031 - Police Emergency Sirens		38,676	38,676	0	0%
3040 - Police Records & PST		719,449	719,449	377,927	53%
3050 - Police Drug Law Enforcement		341,537	341,537	204,690	60%
3065 - Police Facility Management		415,420	415,420	117,077	28%
3310 - Fire Admin		1,049,432	861,885	369,257	43%
3311 - Fire - Aerial Truck Replacement		0	212,547	212,547	100%
3320 - Fire Operations		3,860,709	3,886,382	2,249,232	58%
3330 - Fire On Call Firefighters		106,037	106,037	43,220	41%
3331 - Fire Emergency Operations		4,950	4,950	1,250	25%
3340 - Fire Prevention		139,711	139,711	76,546	55%
3350 - Fire Training		263,966	265,021	121,550	46%
3365 - Fire Facility Management		143,700	203,815	99,264	49%
3710 - Comm Dev Building Services		629,391	629,391	346,664	55%
3720 - Comm Dev Planning & Development		527,618	542,778	221,099	41%
3730 - Comm Dev Neighborhood Services		450,274	452,274	281,977	62%
3765 - Comm Dev Building Maintenance		232,761	233,509	147,422	63%
4210 - City-wide Services		696,100	696,100	418,312	60%
6050 - Contagious Diseases		0	0	13,476	0%
6720 - Senior Center		536,568	541,368	229,882	42%
6721 - Senior Center Trips		225,143	225,143	60,212	27%
9610 - Transfers Out		1,159,354	1,159,354	767,700	66%
TOTAL EXPENDITURES - GENERAL FUND		28,758,857	28,961,429	15,363,563	53%
202	Major Street Fund- Revenues	5,413,589	5,413,589	2,172,533	40%
	Major Street Fund- Expenditures	5,413,589	5,416,427	3,196,568	59%
203	Local Street Fund- Revenues	1,945,952	1,945,952	671,638	35%
	Local Street Fund- Expenditures	1,945,952	1,945,952	806,001	41%
204	Municipal Street Fund- Revenues	1,421,060	1,421,060	1,392,320	98%
	Municipal Street Fund- Expenditures	1,421,060	1,421,060	1,415,000	100%

02/17/2022

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 01/31/2022

Fund	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	2021-22 ACTIVITY	59% Percent of Amended Collected/Used
223	Curbside Recycling- Revenues	773,352	773,352	752,864	97%
	Curbside Recycling- Expenditures	772,732	772,732	367,307	48%
226	Leaf Pickup/Spring Cleanup- Revenues	879,375	879,375	849,396	97%
	Leaf Pickup/Spring Cleanup- Expenditures	878,236	910,236	434,153	48%
230	CDBG Program Income Fund- Revenues	175,000	175,000	10,342	6%
	CDBG Program Income Fund- Expenditures	175,000	175,000	56,127	32%
252	West Lake Weed Mgmt- Revenues	36,025	36,025	101	0%
	West Lake Weed Mgmt- Expenditures	32,500	34,125	10,621	31%
296	Community Development Block Grant- Rev	218,239	218,239	52,073	24%
	Community Development Block Grant- Exp	218,239	234,593	163,860	70%
298	Cable Television Fund- Revenues	749,400	749,400	184,786	25%
	Cable Television Fund- Expenditures	749,400	749,400	408,132	54%
400	Capital Improvement General- Revenues*	12,434,700	12,477,487	9,840,704	79%
	Capital Improvement General- Expenditures*	12,434,700	25,669,100	11,562,028	45%
490	Capital Improvement Sewer- Revenues*	1,200,000	5,205,000	0	0%
	Capital Improvement Sewer- Expenditures*	1,200,000	3,729,356	24,738	1%
491	Capital Improvement Water- Revenues*	5,065,000	11,301,974	0	0%
	Capital Improvement Water- Expenditures*	5,065,000	10,876,603	399,503	4%
590	Sewer Fund- Revenue	9,430,042	9,430,042	6,201,632	66%
	Sewer Fund- Expenditures	9,415,762	9,451,212	4,000,645	42%
591	Water Fund- Revenues	6,835,288	6,835,288	5,169,132	76%
	Water Fund- Expenditures	6,678,416	6,865,446	3,585,392	52%
TOTAL REVENUES - ALL FUNDS**		75,335,879	85,625,440	50,096,965	
TOTAL EXPENDITURE - ALL FUNDS**		75,159,443	97,212,670	41,793,637	

* The Capital Improvement Program uses project-length budgets, original is current fiscal year, amended budgets of prior year projects continued.

**Debt Service and Internal Service Funds

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Monthly Financial Report

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

Prudent practices require that the governing body be periodically apprised of the ongoing financial status of city operations. Attached is a report of revenue and expenditure levels as compared to budget through the most recently completed month.

Attachments: February 28, 2022 Financial Report

03/18/2022

BUDGET REPORT FOR CITY OF PORTAGE

Calculations as of 02/28/2022

Calculations as of 02/28/2022		2021-22	2021-22	2021-22	66%
Fund	DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET	ACTIVITY	Percent of Amended Collected/Used
REVENUES					
0000		26,292,710	26,292,710	22,522,658	86%
1720 - City Manager		500	500	500	100%
2053 - Finance Treasury		1,500	1,500	384	26%
2110 - Technology Services		4,750	4,750	3,700	78%
2133 - Public Information		218,000	218,000	220,300	101%
2415 - City Clerk		166,050	166,050	96,671	58%
2491 - City Clerk Elections		0	0	14,084	0%
2865 - Parks Maintenance		1,000	1,000	45	5%
2876 - Cemeteries		58,500	58,500	44,148	75%
2877 - Parks & Rec - Parks		50,300	50,300	52,345	104%
2878 - Parks & Rec - Kalamazoo In Bloom		0	0	0	0%
2881 - Parks & Rec - Farmers Market		11,000	11,000	4,055	37%
2882 - Parks & Rec - Team Sports		105,280	105,280	30,405	29%
2885 - Parks & Rec - Programs		10,400	10,400	5,174	50%
2886 - Parks & Rec - Ramona Park		69,200	69,200	46,184	67%
2887 - Parks & Rec - Special Events		15,000	15,000	24,210	161%
2888 - Parks & Rec - Millennium Park		47,800	47,800	0	0%
3005 - Police Administration		109,950	109,950	132,265	120%
3010 - Police Patrol		1,500	1,500	3,550	237%
3021 - Police Training-Grant Funded		8,000	8,000	3,957	49%
3030 - Police Public Safety Dispatch/ts		12,000	12,000	20,448	170%
3050 - Police Drug Law Enforcement		100	100	0	0%
3065 - Police Facility Management		70,000	70,000	52,500	75%
3310 - Fire Admin		110	110	0	0%
3340 - Fire Prevention		950	950	350	37%
3710 - Comm Dev Building Services		750,000	750,000	655,378	87%
3720 - Comm Dev Planning & Development		50,050	50,050	41,920	84%
3730 - Comm Dev Neighborhood Services		209,000	209,000	160,397	77%
6720 - Senior Center		275,207	280,007	115,507	41%
6721 - Senior Center Trips		200,000	200,000	43,333	22%
6722 - Senior Center Activities		20,000	20,000	5,000	25%
Total Revenues- General Fund		28,758,857	28,763,657	24,299,467	84%

03/18/2022

BUDGET REPORT FOR CITY OF PORTAGE

Calculations as of 02/28/2022

Calculations as of 02/28/2022				66%
		2021-22	2021-22	Percent of
Fund	DESCRIPTION	ORIGINAL	AMENDED	Amended
		BUDGET	BUDGET	Collected/Used
EXPENDITURES				
1001 - City Council		93,600	93,600	51%
1085 - City Council-Human Services		178,750	185,250	52%
1720 - City Manager		902,011	902,011	62%
2001 - Finance Accounting		313,466	313,466	62%
2002 - Finance & Budget		409,182	409,182	54%
2053 - Finance Treasury		176,897	176,897	71%
2110 - Technology Services		946,701	946,701	61%
2133 - Public Information		433,537	433,537	58%
2209 - Assessor		473,740	473,740	56%
2247 - Assessor Board Of Review		36,144	36,144	37%
2310 - Attorney		251,000	251,000	60%
2415 - City Clerk		169,161	169,161	62%
2416 - City Clerk Records Management		71,032	71,032	62%
2491 - City Clerk Elections		255,710	255,710	54%
2610 - Human Resources		700,204	700,204	57%
2733 - Purchasing		82,740	82,740	59%
2734 - Purchasing Risk Management		24,685	24,685	47%
2865 - Parks Maintenance		1,403,011	1,403,011	56%
2876 - Cemeteries		72,073	72,073	59%
2877 - Parks & Rec - Parks		700,618	700,618	66%
2878 - Parks & Rec - Kalamazoo In Bloom		17,000	17,000	0
2880 - Parks & Rec - Rec Admin		221,286	224,686	136,090
2881 - Parks & Rec - Farmers Market		21,360	21,360	15,373
2882 - Parks & Rec - Team Sports		63,500	63,500	22,571
2885 - Parks & Rec - Programs		42,650	42,650	10,166
2886 - Parks & Rec - Ramona Park		194,472	194,472	67,843
2887 - Parks & Rec - Special Events		149,574	149,574	78,806
2888 - Parks & Rec - Millennium Park		86,275	86,275	16,802
3005 - Police Administration		1,192,373	1,218,046	516,963
3006 - Police Youth Services		510,066	510,066	307,667
3007 - Police Investigation		710,665	710,665	548,514
3010 - Police Patrol		5,948,325	5,950,235	3,873,731

03/18/2022

BUDGET REPORT FOR CITY OF PORTAGE

Calculations as of 02/28/2022

Fund	DESCRIPTION	2021-22	2021-22	2021-22	66%
		ORIGINAL BUDGET	AMENDED BUDGET	ACTIVITY	Percent of Amended Collected/Used
3020 - Police Training		296,634	327,174	141,590	43%
3021 - Police Training-Grant Funded		9,000	9,000	9,000	100%
3030 - Police Public Safety Dispatch/ts		60,619	60,619	22,888	38%
3031 - Police Emergency Sirens		38,676	38,676	0	0%
3040 - Police Records & PST		719,449	719,449	428,172	60%
3050 - Police Drug Law Enforcement		341,537	341,537	234,226	69%
3065 - Police Facility Management		415,420	415,420	121,917	29%
3310 - Fire Admin		1,049,432	861,885	457,263	53%
3311 - Fire - Aerial Truck Replacement		0	212,547	212,547	100%
3320 - Fire Operations		3,860,709	3,886,382	2,530,835	65%
3330 - Fire On Call Firefighters		106,037	106,037	49,269	46%
3331 - Fire Emergency Operations		4,950	4,950	1,250	25%
3340 - Fire Prevention		139,711	139,711	88,302	63%
3350 - Fire Training		263,966	265,021	137,048	52%
3365 - Fire Facility Management		143,700	203,815	101,025	50%
3710 - Comm Dev Building Services		629,391	629,391	413,416	66%
3720 - Comm Dev Planning & Development		527,618	542,778	245,933	45%
3730 - Comm Dev Neighborhood Services		450,274	452,274	306,356	68%
3765 - Comm Dev Building Maintenance		232,761	233,509	161,995	69%
4210 - City-wide Services		696,100	696,100	559,587	80%
6050 - Contagious Diseases		0	0	14,129	0%
6720 - Senior Center		536,568	541,368	265,626	49%
6721 - Senior Center Trips		225,143	225,143	63,085	28%
9610 - Transfers Out		1,159,354	1,159,354	767,700	66%
TOTAL EXPENDITURES - GENERAL FUND		28,758,857	28,961,429	17,466,871	60%
202	Major Street Fund- Revenues	5,413,589	5,413,589	2,700,240	50%
	Major Street Fund- Expenditures	5,413,589	5,416,427	3,457,244	64%
203	Local Street Fund- Revenues	1,945,952	1,945,952	834,394	43%
	Local Street Fund- Expenditures	1,945,952	1,945,952	922,896	47%
204	Municipal Street Fund- Revenues	1,421,060	1,421,060	1,416,535	100%
	Municipal Street Fund- Expenditures	1,421,060	1,421,060	1,415,000	100%

03/18/2022

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 02/28/2022

Fund	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	2021-22 ACTIVITY	66%
					Percent of Amended Collected/Used
223	Curbside Recycling- Revenues	773,352	773,352	768,397	99%
	Curbside Recycling- Expenditures	772,732	772,732	370,413	48%
226	Leaf Pickup/Spring Cleanup- Revenues	879,375	879,375	863,215	98%
	Leaf Pickup/Spring Cleanup- Expenditures	878,236	910,236	484,434	53%
230	CDBG Program Income Fund- Revenues	175,000	175,000	10,362	6%
	CDBG Program Income Fund- Expenditures	175,000	175,000	71,417	41%
252	West Lake Weed Mgmt- Revenues	36,025	36,025	177	0%
	West Lake Weed Mgmt- Expenditures	32,500	34,125	12,246	36%
296	Community Development Block Grant- Rev	218,239	218,239	97,348	45%
	Community Development Block Grant- Exp	218,239	234,593	175,788	75%
298	Cable Television Fund- Revenues	749,400	749,400	366,748	49%
	Cable Television Fund- Expenditures	749,400	749,400	423,008	56%
400	Capital Improvement General- Revenues*	12,434,700	12,477,487	9,976,811	80%
	Capital Improvement General- Expenditures*	12,434,700	25,669,100	11,926,142	46%
490	Capital Improvement Sewer- Revenues*	1,200,000	5,205,000	2,480,727	48%
	Capital Improvement Sewer- Expenditures*	1,200,000	3,729,356	46,527	1%
491	Capital Improvement Water- Revenues*	5,065,000	11,301,974	9,426,736	83%
	Capital Improvement Water- Expenditures*	5,065,000	10,876,603	410,133	4%
590	Sewer Fund- Revenue	9,430,042	9,430,042	6,877,820	73%
	Sewer Fund- Expenditures	9,415,762	9,451,212	4,979,191	53%
591	Water Fund- Revenues	6,835,288	6,835,288	5,603,417	82%
	Water Fund- Expenditures	6,678,416	6,865,446	3,812,788	56%
TOTAL REVENUES - ALL FUNDS**		75,335,879	85,625,440	65,722,393	
TOTAL EXPENDITURE - ALL FUNDS**		75,159,443	97,212,670	45,974,097	

* The Capital Improvement Program uses project-length budgets, original is current fiscal year, amended budgets of prior year projects continued.

**Debt Service and Internal Service Funds

Minutes of Boards & Commissions

Portage Senior Citizens Advisory Board

MINUTES: February 16, 2022

ATTENDANCE: Doug Gilchrist, Larry Smith, Art Roberts, Linda Clampi, Jean Balazs, Trudy Riker, John Lobo, Sharon White

Absent Excused: Joe Magalski, Bill Wieringa, Linda Zoeller, Ashlyn Haigh, Genevieve Kim

Absent Un-excused: None

Guests: None

Staff: Kim Phillips, Kimberly Middleton

Call to order time: 2:28 p.m.

Corrections to previous minutes: None. Larry Smith motion to approve, Art second minutes approved

Travel Program, Trudy Riker:

No report on Travel due to a meeting delay. Trudy reports the trip preview will take place in the fall. Trips are being planned and moving ahead. Kim mentioned that the bus contract had been approved for three years through Cardinal.

Friends of PSC Board Update, Trudy Riker:

Trudy Riker attended the Friends retreat, a four-hour morning affair of hard-working people. A work session, planning. Anything the Advisory Board can do to support the Friends board should be done. Each Advisory board member should make a real effort to support at least one fund raising event during the upcoming year.

Bloomerang is a new software package the Friends have purchased as a database management system. This software will provide reporting, generates profiles of donors, identify patterns and stats on donors.

Legislative Update, Art Roberts:

21st of January was a round table discussion with Governor Whitmer. Items of concern/interest had been shared with her, many of those items were championed by the governor for example her budget recommendation for essential workers, educators, first responders, health care workers are all items of interest to the senior community. Julie Rogers Feb 18th coffee; Sean McCann has a 25 Feb coffee at KVCC. Christine Morris will be at the breakfast.

May 11, Older Michiganians Day.

Managers Report, Kim Phillips:

Kim Phillips: Welcome Kimberly Middleton. Note the Manager's report is now attached to the agenda. Because this is a public meeting, and if the report is on the agenda it automatically gets posted. Membership is in very good shape. Once or twice a year Kim will provide a three/four year comparison of membership numbers as well as non-member participations.

For the agenda for the next meeting, we will add a marketing plan and discuss it.

Old Business:

We still do not have a full parking lot available, our activities are limited due to that and Covid. Hopefully the parking lot will be cleared out soon, but we are only at this location 2 more months. Staff is working on the scheduling and programming for the new building.

Construction dry wall is up, painting, fireplace installed, walls are up, glass is installed. It seems bigger with the walls in place. Tentative open date in late May. The Governor wants to attend the ribbon cutting. There will be a two-three week shutdown while the move takes place.

We are not experiencing negative feedback on membership increases. We are experiencing a nice uptick on memberships.

New member breakfast March 8. Doug will be unable to attend, Larry Smith agreed to attend.

Doug Gilchrist: Community Resources, every month we'll have a speaker

New Business:

Doug Gilchrist: During the round table with Governor Whitmer, Doug learned of community resources he didn't know existed and suggested to Kim that each month the Advisory Board invite a speaker from one of these resources to educate the board on what they provide. Next month's meeting will include a speaker from the Area Agency on Aging. These speakers will be asked to give a 15-20 minute overview of what they provide and how people can avail themselves of those services.

Doug suggested we might reach out to Meijer for volunteer drivers because drivers are in short supply throughout all the agencies.

Activities Reminders:

New member breakfast, fitness classes are moving well. Veteran's lunch resuming in March.

Advisory Board Comments:

Jeanne: comment made about the public being involved in the meetings, does that apply to all Advisory Board meetings? Yes, because the board is appointed by city council, the meetings are subject to the Public Meetings Act. This board does not do hiring, firing, budgets, complaints go through a chain of command. The chain of command gets action, but the Advisory Board can hear the complaints/suggestions and make suggestions and recommendations.

Jeanne: what would a new board member participate in to gain better knowledge of the senior center?

Kim – attend a new member breakfast to get that foundational understanding of the center. From there, follow your interests and passions. Attending public gatherings and engaging people in conversations, getting a feel for how they feel about the center and bringing those comments to the board is a service. Sign up for a

class and participate, perhaps in travel. Sign up for the email communications from the senior center, read through them for a real-time perception of what is going on.

Art Welcomes Sharon White back to the table, and Kimberly Middleton to the PSC.

Citizen comment:

None

Time Adjourned: 3:18

Next meeting: 2:30 p.m. March 16, 2022

Youth Advisory Committee Minutes

February 21, 2022, 6:00 p.m.

- I. Call to Order – 6:02 p.m.
- II. Introductions and Attendance – 10 members present and one audience member. Question of the day: what is your favorite thing right now?
- III. Approval of January Meeting Minutes
 - Motion by Riley, seconded by Alex, to approve the January meeting minutes. Motion carried.
- IV. Board & Commission YAC Liaison Updates
 - Human Services Board – approve to appoint Fayyaz to the Human Services Board.
- V. Sub-Committee Update: Climate Change
 - Nothing to report at this time.
- VI. Goals and Objectives Update
 - YAC was reminded that the City Council goals and objectives presentation will be February 22, 2022 at 7:00 p.m.
- VII. Review Snow Party
 - YAC discussed the success of the Snow Party.
- VIII. Green-a-Thon 2022
 - a. Discuss date and location
 - Sunday, May 1, 2022 11:00 p.m. to 3:00 p.m. at City Hall in coordination with the Farmers Market.
 - b. Pick tree seedlings
 - After considerable discussion, the YAC members chose 50 Sugar Maple, 100 Eastern Redbud, and 100 Dogwood. Motion by Connor, seconded by Riley, to approve 50 Sugar Maple, 100 Eastern Redbud, and 100 Kousa Dogwood. Motion carried.
 - c. Ideas for Vendors
 - Discussion of vendors ensued. Audience member suggested green vendor ideas.
 - d. Ideas for Activities
 - Discussion of activities ensued. YAC members had several suggestions such as rock/face painting, recycled art, plant cans.
- IX. Mark Your Calendars – YAC Events
 - a. Discuss Respect for Law Event – Friday in August or September
- X. Next Meeting
 - March 21, 2022 at 6:00 p.m.
- XI. Adjourn at 7:04 p.m.

City of Portage
Historic District Commission
Wednesday, March 2, 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, Laura Glass, Becky Lopez, and Suzanne M. Nemeth

Members Absent (unexcused): Anthony Amarasinghe

Members Absent (excused): Jeremy P. Custer

Staff: Biqi Zhao, Deputy Director of Planning and Zoning

Approval of Minutes: Becky Lopez made the motion, seconded by Jessie Duniphin, to approve the January 5, 2022 meeting minutes as submitted; motion approved 7-0.

Discussion:

- Event Planning to highlight Historic Preservation month - May 2022
 - Historic Preservation Lecture: Jessie Duniphin stated that the Grain Elevator and other facilities of Celery Flats Historical Park were not available on the proposed date of May 14th. Therefore, the lecture from Steve Rossio was set up on 2:00pm. Saturday, May 21st at Grain Elevator of Celery Flats Historical Park and the event application was submitted to the City's Parks and Recreations. Jessie Duniphin also discussed with the commission the questions that the Parks and Recreations asked. HDC agreed Jessie Duniphin's suggestion keeping the lecture event casual with minimum staff support from Parks and Recreations, setting up at 1:30pm, advertising to bring own lawn chair and blanket on the event day. Suzanne M. Nemeth mentioned to check with her daughter as volunteer for the event. HDC inquired if Parks and Recreations could open other historical buildings in Celery Flats Historical Park for public during the event and also asked for the event notice on Portager, City's social media site, and the recording of the lecture. Staff Biqi Zhao responded to check with the City.
 - HDC Annual Report to City Council: Staff Biqi Zhao mentioned the annual report to City Council in May. Katie VanLonkhuyzen and Jessie Duniphin responded to attend the City Council meeting to present HDC and will pick one of the City Council May's meetings.
 - City Hall Spring Exhibits: Staff Biqi Zhao reminded HDC of the deadline March 2nd to deliver the slides to Parks and Recreations. Martha Deming Maytnier presented her draft PPT slides, showed the sample poster boards' of other city's historical exhibits she compiled, asked HDC to identify pictures for this exhibits. HDC agreed on telling the stories of pioneer families during the 1800's by starting with the historical background how the founding families settled in the Northwest corner of Portage, introducing the history of Portage, and family trees of the Brooks and Howard families, ending with the slide of their burying places. HDC worked extensively together in the meeting and selected/identified the photos for each slide in detail including the original land patents, the historic map of 1861, 1870, and 1910, Howard's residence' and Brook's residence, their next generations' stories/photos/houses, Brook's school, Dry Prairie Cemetery, etc. Katie VanLonkhuyzen presented her in-depth knowledge of the area and the pioneer families' history, contribution, and relations in very detail. Other commissioners contributed their efforts in

the discussion. Martha Deming Maytnier stated to incorporate the group's discussion to create a final product, take more current pictures of the selected historical homes, and request for Parks and Recreations to extend the deadline to next week. Staff Biqi Zhao responded to relay the request to Parks and Recreations. Jessie Duniphin and Laura Glass left the meeting after this item at 9:50am.

- Draft sample letter with Martha Deming Maytnier's revision to HD property owners - this item is continued to April HDC's meeting due to meeting time consumed upon the above discussion items.

New Business:

Public Comments:

Member Comments:

- HDC regular meeting start time change from 8:15am to 8:30am
Staff Biqi Zhao stated Jeremy P. Custer's request to consider after 5:30pm any day of the week. HDC didn't think the proposed alternative time feasible. Nick Meyle made the motion, seconded by Becky Lopez, to approve HDC regular meeting start time change from 8:15am to 8:30am; motion approved 5-0.

Adjournment: There being no further comments or business, Suzanne M. Nemeth moved, seconded by Nick Meyle, to adjourn the Historic District Commission meeting at 10:00 a.m.

Respectfully submitted,

Biqi Zhao

Biqi Zhao AICP, Ph.D.
Deputy Director of Planning and Zoning

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CITY OF PORTAGE PLANNING COMMISSION

Thursday, March 17, 2022

7:00 PM Portage

City Hall Council Chambers

The City of Portage Planning Commission meeting of March 17, 2022 was called to order by Chairman Corradini at 7:00 p.m.

IN ATTENDANCE

Biqi Zhao, Deputy Director of Planning and Zoning
Eric Feldt, City Planner
Seth Koches, City Attorney (filled in for Catherine Kaufman)

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 Vice Chair Joshi, supported by Commissioner Pezzoli to approve the March 3, 2022 meeting minutes. The motion was approved unanimously.

Public Hearings:

A Tentative Plan for a rezoning application (no. #21/22-1) from R-1C to Planned Development for McConley Cove housing development; 1075 Bacon Ave. Applicant, Jack Gesmundo, 4200 West Centre Ave, a representative of American Village Development Company (known as AVB) described the company's developments in Portage and their community engagement. He described the project and site.

Commissioner Adams asked if there are proposed non-motorized facilities throughout the development and if traffic calming was considered. The applicant stated that traffic calming is not a concern because the development located in residential neighborhoods, and non-motorized facilities will be provided. Paul Schram, Wightman & Associates, LLC (applicant's engineer) indicated that the curvature and width of the road (proposal central road) will help calm traffic. Commissioner Freiman asked about AVB master deeds and covenants. Mr. Gesmundo stated that the deeds and covenants evolve over time and that they will be in place for this development.

Mr. Feldt provided a summary and recommend that the Commission approve the Tentative Plan for a rezoning application (no. #21/22-1) from R-1C to Planned Development for McConley Cove housing development; 1075 Bacon Ave.

Chairman Corradini opened the public hearing.

- Steve Yonkie, 1135 Chausser Portage MI, stated concerns about traffic and a desire for a secondary outlet for the site.

There being no other comments. Commissioner Fries motioned and Vice Chair Joshi supported the motion to close the public hearing. Motion passed unanimously.

Vice Chair Joshi asked Mr. Feldt about trip generation by the new units. Mr. Feldt stated the City Transportation Department did not bring up any specific concerns with trips generated by new units.

Commissioner Pezzoli motioned to recommend to City Council approval of a Tentative Plan for rezoning application (no. #21/22-1) from R-1C to Planned Development for McConley Cove housing development at 1075 Bacon Ave and to waive the second public hearing. Commissioner Fries supported the motion. Mr. Feldt conducts a roll call vote: Corradini (No), Joshi (Yes), Adams (Yes), Pezzoli (Yes), Baldwin (No), Fries (Yes), Freiman (Yes), Youngs (Yes), O'Dell (Yes). Motion passes 7-2.

Preliminary Condominium: Wild Plum, 1109 W. Osterhout Avenue. Applicant, Jack Gesmundo, 4200 West Centre Ave, a representative of American Village Development Company (known as AVB) described the project, its storm water/green space area, and connections to the State Game Areas. Paul Schram, Wightman & Associates, LLC (applicant's engineer) detailed his research on the staff recommendation for a left turn lane and expressed he thought it was not needed for the project.

Mr. Feldt presented the application and staff's recommendation, including a condition requiring the addition a left-hand turn lane between Streamsong Boulevard and Pierport Drive or the submission of a Traffic Impact Study to provide data that may support an alternative recommendation to the left-hand turn lane addition. Commissioner Fries asked what data was used to warrant the condition of a left-hand turn lane. Mr. Feldt explained that he did not have the data in the report but could get it. He indicated that the Transportation Department findings indicated that a left-hand turn lane should be provided. Discussion continued of about left-hand turn lanes in the area.

Chairman Corradini opened the public hearing.

- Suprotik Stotz-Ghosh, 10651 Bear Lake Trail, stepped forward. He stated desire to preserve the tree line between existing and new homes.
- Shourouk Ismail, 10595 Pierport Drive, stepped forward. She asked about preservation of tree line and concerns about traffic around children.
- Chad Vliek, 1711 W. Osterhout Ave, stepped forward and stated support for the development.

The Commission and applicant discussed the amount of tree removal that will occur. Vice Chair Joshi moved to close the public hearing. Commissioner Baldwin supported the motion. Motion passed unanimously.

Vice Chair Joshi motioned to recommend to City Council approval of the Preliminary Condominium Plan for Wild Plum subdivision at 1109 W. Osterhout Avenue with the following condition: prior to Final Condominium Plan approval the applicant shall complete a Traffic Impact Study to provide current traffic data and analysis that may accurately inform and support an alternative recommendation. Commissioner Adams supported the motion. Mr. Feldt conducted a roll call vote: Corradini (Yes), Joshi (Yes), Adams (Yes), Pezzoli (Yes), Baldwin (Yes), Fries (Yes), Youngs (Yes), Freiman (Yes). Motion passed 9-0.

NEW BUSINESS

West Osterhout Traffic Study Commissioner Adams motioned to request a traffic study be done along West Osterhout Avenue between Oakland Drive and S. Westnedge Avenue by the City. Commissioner Baldwin supported the motion. Motion passed unanimously.

Master Plan Update. Biqi Zhao provided an update of the master plan project and stated that the City is in the process of contracting Houseal Lavigne. The next step will be a staff meeting with the consultant and preparing data for the consultant. She asked the commission to review the draft Public Participation Plan from 2019. This plan is also required for the State of Michigan Redevelopment Ready Communities.

STATEMENT OF CITIZENS

None.

STATEMENT OF COMMISSIONERS

Commissioner Adams stated the traffic volume for W. Osterhout Avenue classification (minor arterial) is between 3,000 and 14,000 daily traffic volume.

Commissioner Freiman stated a desire to start a subcommittee increasing the use of renewable energy for the City. Chairman Corradini stated the desire to have a liaison to the Youth Advisory Council. He continued that the commissioners should bring ideas for new subcommittees to the next meeting. Commissioner Pezzoli stated concern that subcommittees might be outside the realm of the commission.

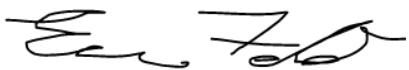
Vice Chair Joshi stated there was citizen complaints about the cell tower near US 131 and explained the decision was based on balancing the need for good placement and increasing connectivity for citizens.

Commissioner Adams gave an update on the housing survey which to date had received approximately 1,200 responses.

ADJOURNMENT:

There being no further business to come before the Commission, Chairman Corradini adjourned the meeting at 8:56 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: Accept Tentative Plan Amendment for Streamsong Phase 3 Planned Development

SUPPORTING PERSONNEL: Kelly Peterson, Director of Community Development

ACTION RECOMMENDED: Subsequent to the public hearing, approve the Tentative Plan Amendment for Streamsong Phase 3 Planned Development, subject to the condition 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 the 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 condition:

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 rezoning 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 the 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 Planning 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 the above condition contained in the February 3, 2022 staff report.

As of March 31, 2022, the applicant has filed the rezoning application for the future 1.4-acre out-lot from Planned Development (PD) to R-1C, which is the initial step toward meeting the condition.

Subsequent to the April 12, 2022, public hearing, it is recommended that City Council consider approving the Tentative Plan Amendment for Streamsong Phase 3 Planned Development, 715 West Osterhout Avenue, subject to the condition listed in the February 3, 2022, Planning Commission 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

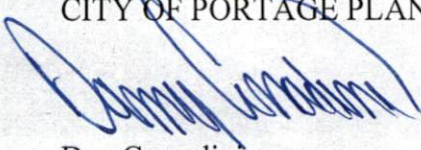
TO: Honorable Mayor and City Council
FROM: City of Portage Planning Commission
DATE: March 3, 2022

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 a 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.

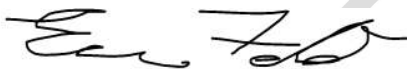
STATEMENT OF CITIZENS/COMMISSIONERS

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

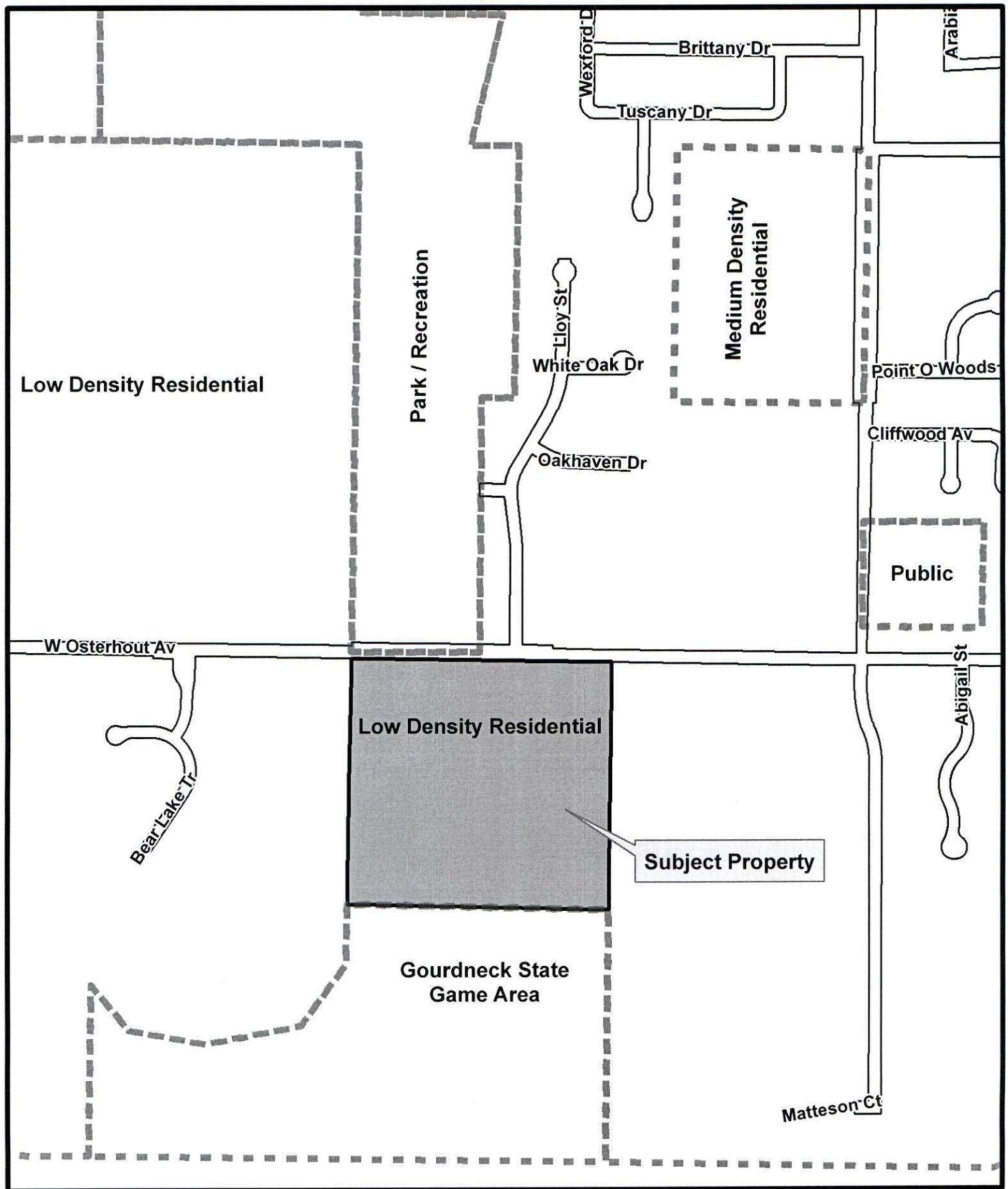
As indicated previously, approximately 6.3 acres located along the eastern portion of the subject property have been identified as regulated wetlands. The tentative plan does not identify any construction activities (homes, private streets, utilities) occurring within designated wetland areas. Additional 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
 (178)

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.

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Department of Community Development

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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

7900 South Westnedge Avenue ♦ Portage, Michigan 49002 ♦ (269) 329-4477
www.portagemi.gov

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

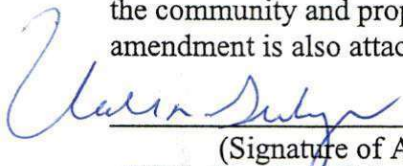
ZONING TEXT AMENDMENT n/a

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.



Department of Community Development
7900 South Washtenaw Avenue • Portage, Michigan 49002 • (269) 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

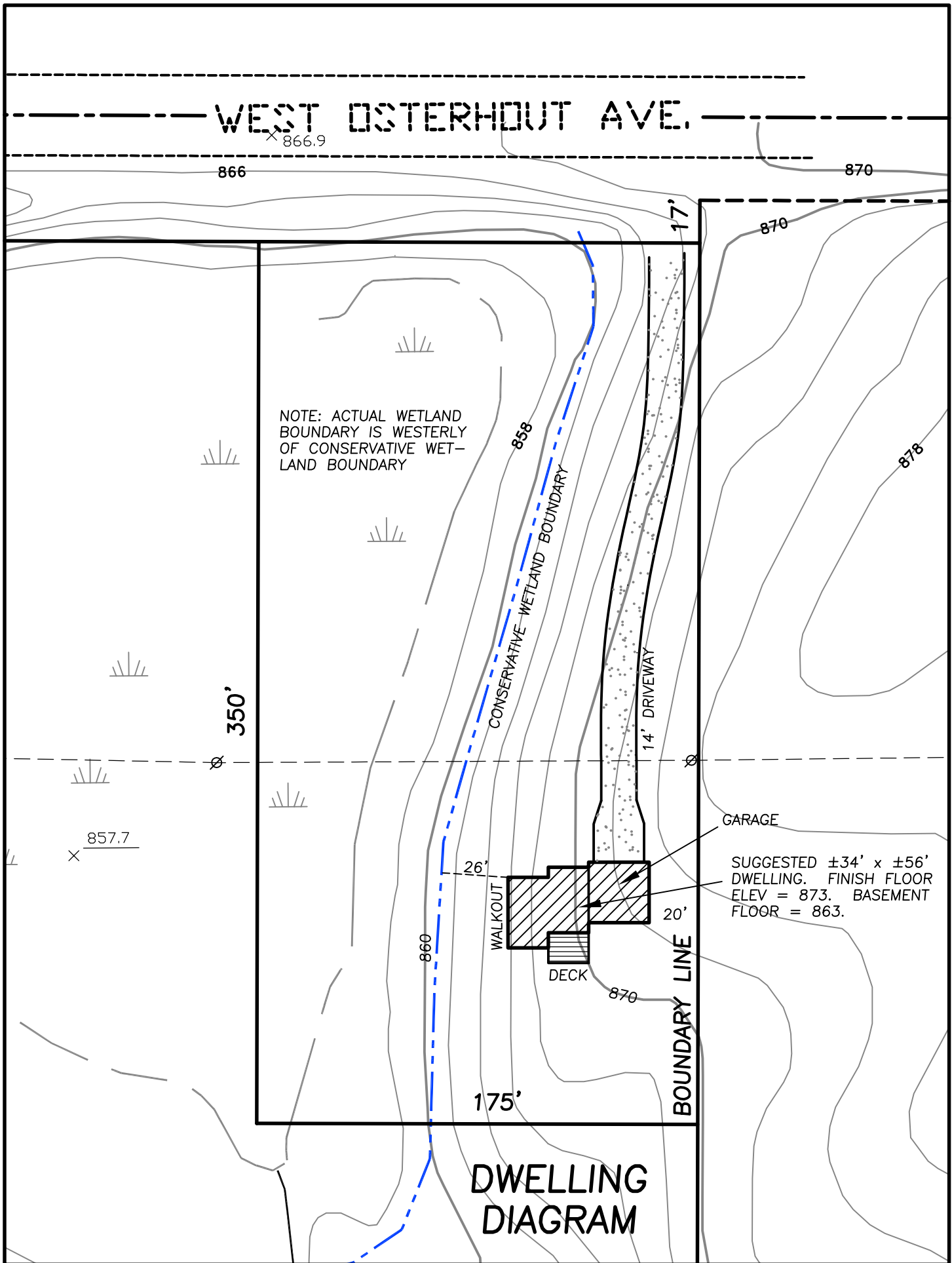
USE GROUP _____ APPLICATION NO. _____

TYPE OF CONSTRUCTION _____ DATE APPLICATION RECEIVED _____

PLAN REVIEW SUBMITTED? ☐ YES ☐ NO FEES RECEIVED _____ INVOICE # _____

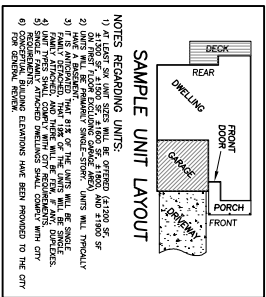
Google Earth 2019 Images





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.



SUBJECT PROPERTY = 39.0 ACRES
ADDRESS = 715 W. OSTERHOLT AVE.
CURRENT ZONING = PD

BUILDING SETBACKS WITHIN PD
MINIMUM FRONT SETBACK: 20.0'
MINIMUM SIDE SETBACK: 10.0'
MINIMUM REAR SETBACK: 40.0'

BUILDING SIZE INFORMATION
NO MORE THAN ONE OF THE DWELLING UNITS SHALL BE CONSTRUCTED WITH A TOTAL FLOOR AREA EXCEEDING 1,000 SQ. FT. PER UNIT. THE TOTAL FLOOR AREA OF ALL DWELLING UNITS SHALL NOT EXCEED 1,000 SQ. FT. PER UNIT. THE TOTAL FLOOR AREA OF ALL DWELLING UNITS SHALL NOT EXCEED 1,000 SQ. FT. PER UNIT.

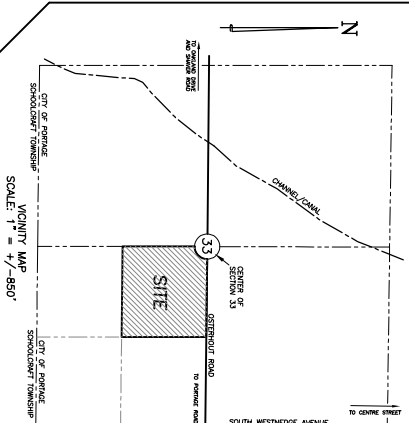
FIRE DEPT. NOTES
CONSTRUCTION OF FIRE DEPARTMENT ACCESS SHALL BE PROVIDED FOR THE ENTIRE PROJECT. THE FIRE DEPT. HAS REVIEWED THE PLAN AND HAS NO COMMENTS AT THIS TIME. THE FIRE DEPT. HAS REVIEWED THE PLAN AND HAS NO COMMENTS AT THIS TIME.

AREA INFORMATION
TOTAL PROJECT AREA = 39.0 ACRES
AREA OF CONSERVATIVE WETLAND = 46.30 ACRES
AREA OF AGRICULTURAL WETLAND = 428.73 ACRES

PHASE DATA

PHASE	EXISTING PHASE 1 (1,000 SQ. FT. CONSTRUCTION)	# OF UNITS	29 (PLUS 1 POOL CLUBHOUSE)	DENSITY	9.31 ACRES (EXCLUDES OSTERHOLT R/W AREA)	30 BUILDINGS / 9.31 AC. = 3.19 BUILDINGS/ACRE
EXISTING PHASE 2 (2,000 CONSTRUCTION) <td>47 UNITS<td>47</td><td>6.42 AC. = 3.27 UNITS / ACRE<td>PROPOSED PHASE 3:</td><td>47 UNITS & 1 DWELLING / 23.03 ACRES = 2.08 HOUSES/AC.</td></td></td>	47 UNITS <td>47</td> <td>6.42 AC. = 3.27 UNITS / ACRE<td>PROPOSED PHASE 3:</td><td>47 UNITS & 1 DWELLING / 23.03 ACRES = 2.08 HOUSES/AC.</td></td>	47	6.42 AC. = 3.27 UNITS / ACRE <td>PROPOSED PHASE 3:</td> <td>47 UNITS & 1 DWELLING / 23.03 ACRES = 2.08 HOUSES/AC.</td>	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.



GENERAL NOTES:

- 1) SUBJECT PROPERTY CONTAINS 39.0 ACRES AND IS CURRENTLY ZONED "PD".
- 2) SHOWN PROPOSED BY THE LOCATIONS AND DIMENSIONS TAKEN FROM PRIOR RECORDS.
- 3) SHOWN ELEVATION CONTOURS AND TOPOGRAPHIC INFORMATION TAKEN FROM RECORDS.
- 4) EXISTING 8" INCH PUBLIC SANITARY SEWER IS LOCATED ON THE APPROXIMATE CENTERLINE OF THE PROPERTY.
- 5) EXISTING 20" INCH PUBLIC WATER MAIN IS LOCATED ON THE NORTH SIDE OF THE PROPERTY.
- 6) STREETS SHALL BE SERVED BY PROPOSED PUBLIC WATER MAINS AND SANITARY SEWERS.
- 7) ALL STREETS SHALL BE PAVED AND SHALL BE DESIGNED AND CONSTRUCTED TO MEET THE REQUIREMENTS OF THE MICHIGAN HIGHWAY DEPARTMENT.
- 8) A FOOT WIDE CONCRETE SIDEWALK SHALL BE PROVIDED ON AT LEAST ONE SIDE OF EACH STREET.
- 9) SITE IS PRIMARILY WOODED SYSTEM SHALL BE PRIVATE. STORM WATER RUN-OFF SHALL BE DISPOSED OF BY A COMBINATION OF INFILTRATION AND DISCHARGE INTO THE ADJACENT LAKE.
- 10) ALL STORM WATER IMPROVEMENTS HAVE NOT BEEN DETERMINED AND OTHER REQUIREMENTS, LOCATIONS OF STORM SEWER PIPES, CATCH BASINS, AND OTHER IMPROVEMENTS SHALL BE DETERMINED BY THE ENGINEER.
- 11) THE TOTAL NUMBER OF UNITS IN THE DEVELOPMENT - SUBJECT TO FINAL APPROVAL BY THE CITY OF PORTAGE - SHALL BE 47 UNITS.
- 12) SHOWN DWELLING ARE 44.0' WIDE BY 62.0' DEEP. ACTUAL DWELLING AREAS SHALL BE DETERMINED BY THE ENGINEER.
- 13) SHOWN DWELLING ARE 44.0' WIDE BY 62.0' DEEP. ACTUAL DWELLING AREAS SHALL BE DETERMINED BY THE ENGINEER.
- 14) SHOWN DWELLING ARE 44.0' WIDE BY 62.0' DEEP. ACTUAL DWELLING AREAS SHALL BE DETERMINED BY THE ENGINEER.
- 15) SHOWN DWELLING ARE 44.0' WIDE BY 62.0' DEEP. ACTUAL DWELLING AREAS SHALL BE DETERMINED BY THE ENGINEER.
- 16) ALL ON SITE DWELLING CONSTRUCTION SHALL COMPLY WITH CITY OF PORTAGE NEIGHBORHOOD DEVELOPMENT ORDINANCES (INCLUDING FLOODING DESIGN REQUIREMENTS IF APPLICABLE).
- 17) THE SHOWN DWELLING AREAS SHALL BE CONSIDERED AS CERTAIN AREAS BE 102' OF SEWER MAINS ARE LOCATED ON THE PROPERTY.
- 18) THE SHOWN DWELLING AREAS SHALL BE CONSIDERED AS CERTAIN AREAS BE 102' OF SEWER MAINS ARE LOCATED ON THE PROPERTY.
- 19) THE SHOWN DWELLING AREAS SHALL BE CONSIDERED AS CERTAIN AREAS BE 102' OF SEWER MAINS ARE LOCATED ON THE PROPERTY.
- 20) THE SHOWN DWELLING AREAS SHALL BE CONSIDERED AS CERTAIN AREAS BE 102' OF SEWER MAINS ARE LOCATED ON THE PROPERTY.

SITE DATA (ENTIRE SITE):

ITEM	VALUE
SITE AREA	39.0 ACRES
CONDOMINIUM UNIT AREA	2,351 DWELLINGS PER ACRE
UNIT COMMON AREA	2,351 DWELLINGS PER ACRE
UNIT COMMON AREAS	WIND PROTECTS EACH DWELLING

APPLICANT:
SDV DEVELOPMENT, LLC
3820 STADIUM DRIVE
KALAMAZOO, MI 49008
(269) 375-3820

STREAMSONG CONDOMINIUM
INGERSOLL, WATSON & McMAHON, INC.
CONSTRUCTION CIVIL ENGINEERS AND LAND SURVEYORS
1000 Paul Wilson Road - Portage, Michigan 49683 - Phone 269 341-4085 - Fax 269 341-4055



**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:

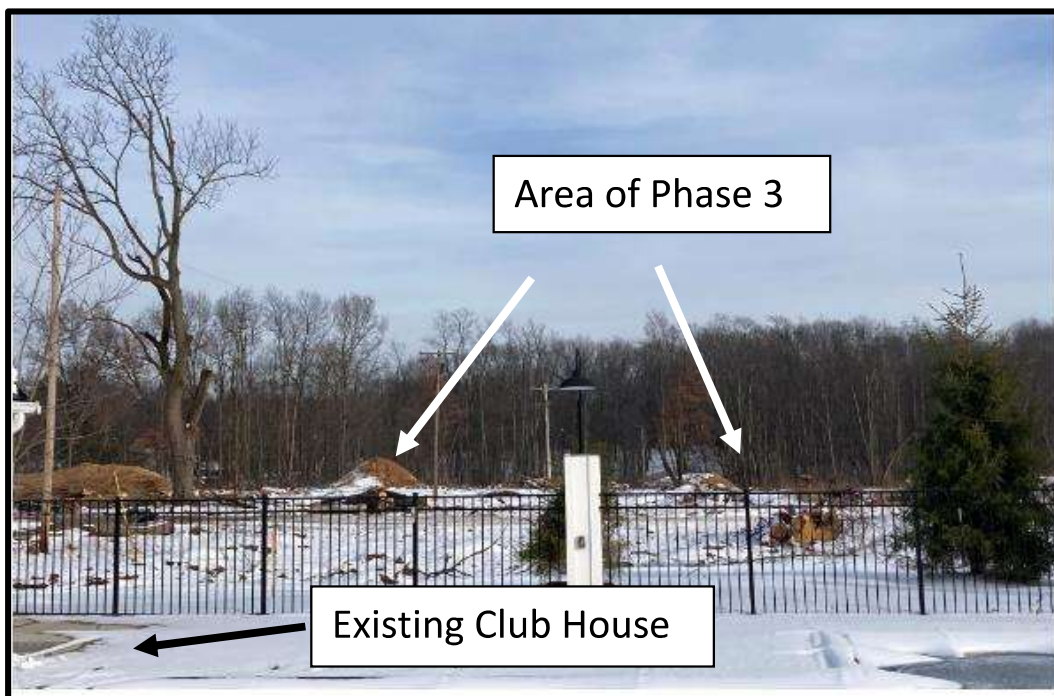
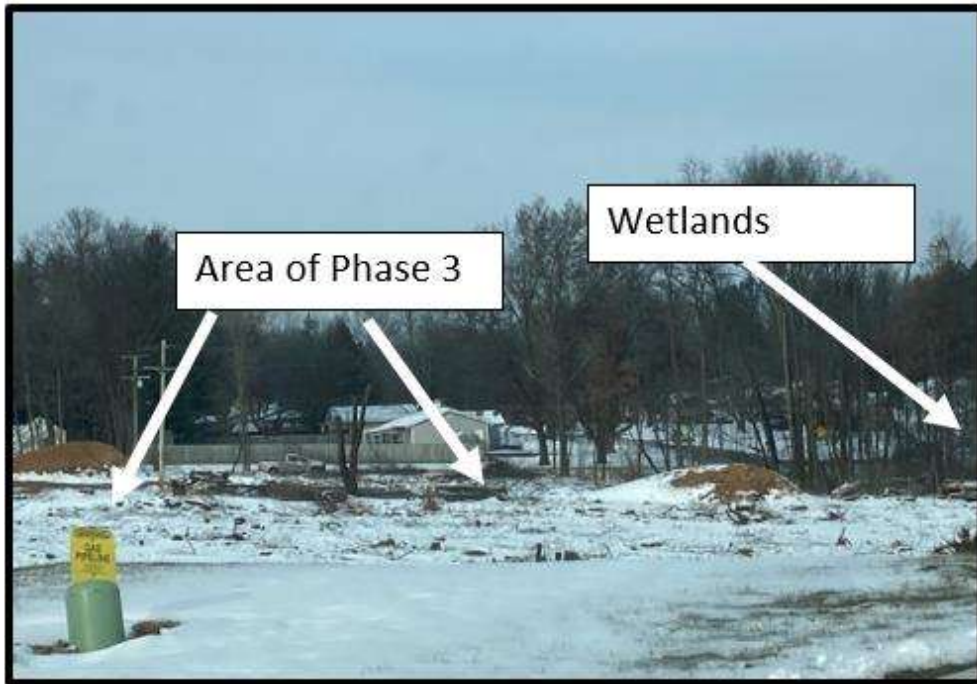
The typical 'plat restrictions' or 'deed restrictions' for a subdivision has been replaced with the Condominium Master Deed. The Master Deed also includes survey plans, house plans, rules of ownership, mapping of general common areas, limited common areas, and unit areas, and other rules and regulations. 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.

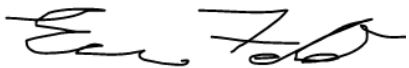
STATEMENT OF CITIZENS/COMMISSIONERS

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". The signature is stylized with a large "E" and a long horizontal stroke.

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.

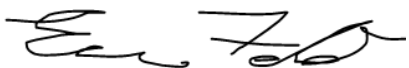
STATEMENT OF CITIZENS/COMMISSIONERS

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: Subsequent to the public hearing, adopt Resolution No. 3 for West End Drive Sanitary Sewer Project #419-S, directing the preparation of the special assessment roll.

The proposed 2022-2023 Capital Improvement Program budget includes the West End Sanitary Sewer project. The project is in response to a petition from property owners that was accepted by the City Council on July 27, 2021. The project will promote the development of undeveloped properties in the West End neighborhood. Subsequent to the public hearing, City Council is asked to adopt the third resolution in the special assessment process that determines the necessity of the improvement project and directs the preparation of the special assessment roll.

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.” The estimated cost for the project is \$350,000, of which \$39,982 will be assessed to the benefitting property owners.

Attached is Special Assessment Resolution No. 3 for the West End Drive Sanitary Sewer Project #419-S. Previous Council action relating to this project includes:

- On March 8, 2022, City Council adopted Resolution No. 1 on this project, accepted the City Manager report, and requested the preparation of Resolution No. 2.
- On March 22, 2022, City Council adopted Resolution No. 2 for the West End Drive Sanitary Sewer Project #419-S and set a public hearing of necessity on April 12, 2022.

It is recommended that City Council, subsequent to the public hearing, adopt Resolution No. 3 for the West End Drive Sanitary Sewer Project #419-S, directing the preparation of the special assessment roll.

FUNDING: Funding is included in the FY 2022-2023 Capital Improvement Project budget.

Attachments:

1. Resolution No. 3 for West End Drive Sanitary Sewer Project
2. Special Assessment Map
3. Preliminary Special Assessment District Roll

4. 2022 03 08 Bastian -- Support of West End sewer and water extension
5. 2022 03 08 Payne -- West End Drive Sanitary Sewer Project #419-S
6. March 8 - West End Drive - City Manager's Report
7. 2021 06 21 West End Drive - Citizen Petition (water-sewer)

**CITY OF PORTAGE
SPECIAL ASSESSMENT RESOLUTION NO. 3
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 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, a public hearing on the necessity of the proposed improvement hereinafter described was held in accordance with the provisions of the City's Charter and Special Assessment Ordinance; and,

WHEREAS, the City Council of the City of Portage has determined to proceed with the public improvements in the City of Portage more particularly hereinafter described in this resolution; and,

WHEREAS, the City Manager has secured construction cost estimates for such improvements and the City Council has reviewed said figures;

NOW THEREFORE BE IT RESOLVED THAT:

1. The City Council hereby determines the necessity for and determines further to proceed with the improvements hereinbefore in these proceedings described as the WEST END DRIVE SANITARY SEWER, DISTRICT #419-S, more fully described as follows, to wit:

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.

2. The cost of said public improvement, based on the aforesaid cost figures, is estimated to be as follows:

<u>TOTAL COST</u>	<u>SHARE OF DISTRICT</u>	<u>SANITARY SEWER FUNDS</u>
\$350,000	\$39,982	\$310,018

It is hereby determined that the Special Assessment District's share is in proportion to the benefits to be derived from the improvements. The Special Assessment District's share shall be spread over the Special Assessment District as hereinafter described and the balance of \$310,018 shall be paid by the City-at-Large.

3. Said Special Assessment District shall consist of all of the following described lots and parcels of land;

Platted Land: Lots 38 through 48 inclusive as originally recorded in the Assessor's Plat of Matteson's Park.

A report concerning said improvement has been prepared and is on file with the City Clerk for public examination.

4. The City Assessor shall prepare a Special Assessment Roll spreading that portion of the cost of the aforesaid public improvement to be borne by the Special Assessment District against said district according to the benefits received, in conformity with the provision of the Special Assessment Ordinance of the City. As soon as said roll is prepared, the City Assessor shall file the same with the City Clerk for presentation to the City Council.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

ADOPTED: YEAS: Councilmember:

NAYS: Councilmember:

ABSENT: Councilmember:

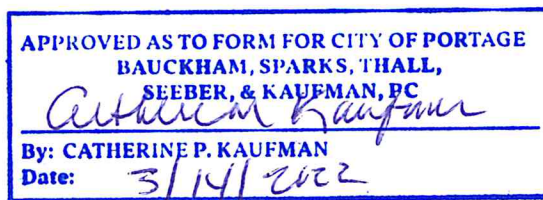
ERICA EKLOV, City Clerk

STATE OF MICHIGAN)
)ss
COUNTY OF KALAMAZOO)

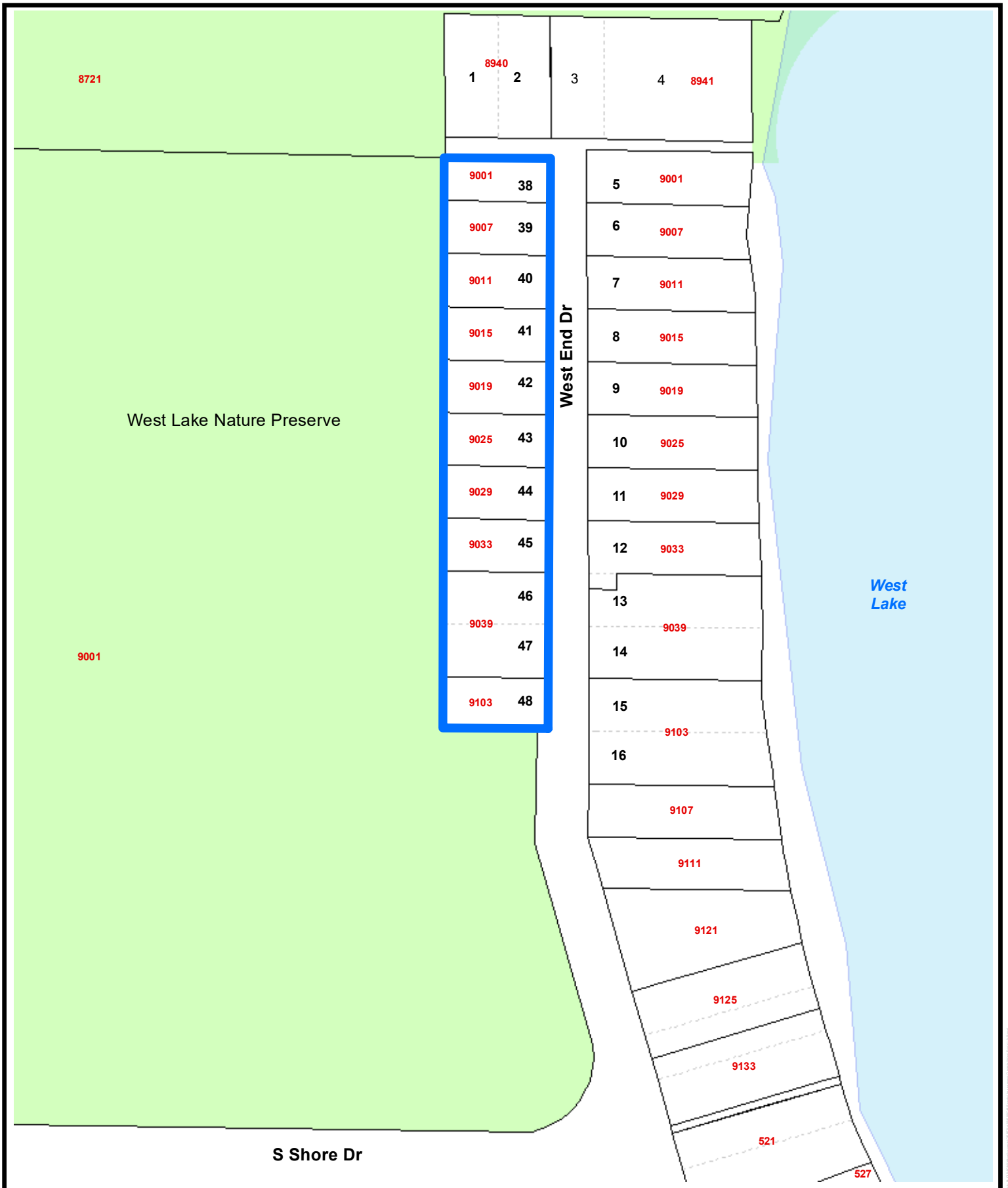
I, the undersigned duly qualified and acting City Clerk of the City of Portage, Kalamazoo County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of said City, held on the _____ day of _____, 2022, the original 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



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

From: [Bastian, Jodie](#)
To: [Erica Eklov](#)
Subject: Support of West End sewer and water extension
Date: Tuesday, March 8, 2022 5:35:21 PM

I support the ask to extend utilities to the West end lots of our street!

Jodie Bastian
9029 W End Drive

Sent from my iPhone

Follow this link to read our Privacy Statement<<https://www.stryker.com/content/stryker/gb/en/legal/global-policy-statement.html/>>

From: [Chris Payne](#)
To: [Erica Eklov](#)
Subject: West End Drive Sanitary Sewer Project #419-S
Date: Tuesday, March 8, 2022 4:30:23 PM

To the Mayor and City Council,

My name is Chris Payne, I own the property located at 9039 West End Dr.

I support the Sewer Lead and the Repair/Repaving of the road which will add value to the back lots of my property. Also, with putting in a new road, I would hope that the road will be better designed to keep some of the water that comes down the hill out of my house driveway which is located on the East and keep the water that currently floods my barn/parking area and yard that is located on the West side of the road. Currently all the water that comes down the hill stops in these two areas and creates large pools of water and floods my driveways/parking areas along with my yard and barn. The water issue wasn't a problem prior to the current road being installed.

Thank you,

Chris Payne

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)

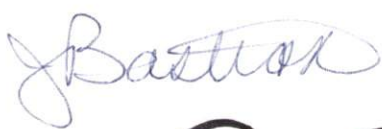
Dear Mr. Mike Carroll and Mr. Joe LaMargo

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	

