FINAL AGENDA FOR THE COUNCIL MEETING
CITY OF PORTAGE
AUGUST 23, 2022

5:30 p.m. Committee of the Whole Work Session of August 23, 2022.

7:00 p.m. Call to Order.

Invocation.

Pledge of Allegiance.

Roll Call.

Proclamations:

A. Consent Agenda:

1. Approve the City Council Meeting Minutes of the:

   a. Regular Meeting of August 9, 2022.

2. Approve the Accounts Payable Register of August 23, 2022 as presented.

3. Receive rezoning application No. 22/23-2 and set a public hearing for September 20, 2022, to rezone property located at 377, 387, and 397 West Kilgore Road from OS-1 Office Service District to B-1 Local Business District to facilitate future commercial development.

4. Minutes of Boards & Commissions:

   a. Zoning Board of Appeals of June 13, 2022

   b. Brownfield Redevelopment Authority of July 11, 2022

   c. Planning Commission of August 4, 2022

5. Materials Transmitted of August 11, 2022.

6. Calendar of Meetings:

   - Human Services Board, September 1, 2022 at City Hall.
   - Planning Commission, September 1, 2022 at 7:00 p.m. at City Hall.

   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:

1. Communication from the Environmental Board requesting a report on various items from City Administration.

D. Public Hearings:

E. Regular Business Agenda:

1. Award a contract to Forman Glass of Galesburg for the replacement of windows at Fire Station No. 1 in the amount of $145,940 and authorize the City Manager to execute all documents related to the contracts on behalf of the city.

F. Unfinished Business:

G. Council Committee Reports:

H. New Business:

I. Statements of Citizens:

J. Statements of City Council and City Manager.

Adjournment.

CITY COUNCIL MEETING MINUTES FROM AUGUST 9, 2022

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

ROLL CALL: Councilmembers Chris Burns, Lori Knapp, Victor Ledbetter, Terry Urban, Mayor Pro Tem Jim Pearson, and Mayor Patricia Randall were present.

ABSENT: Councilmember Lisa Brayton.

ALSO PRESENT: City Manager Pat McGinnis, Deputy City Manager Michael Carroll, City Attorney Catherine Kaufman, and Deputy City Manager Adam Herringa (also performing as City Clerk).

At the request of Mayor Randall, the audience observed a moment of silence to reflect on hunger within the community and take action to prevent it. Following the moment of silence, the City Council recited the Pledge of Allegiance.

CONSENT AGENDA: Mayor Randall shared where the public can access the meeting agenda and asked if any Councilmember or anyone in the audience would like an item removed from the Consent Agenda. Councilmember Knapp removed Item A.3 (Rezoning 22/23-1 Streamsong Phase 3) and Item A.4 (Final PD amendment Streamsong Phase 3) from the Consent Agenda. Motion by Burns, seconded by Knapp, to adopt the Consent Agenda, as amended. Upon a roll call vote, motion carried 6 to 0.

Approval of Minutes: Motion by Burns, seconded by Knapp, to approve the City Council Meeting Minutes of the Regular Meeting of July 26, 2022. Upon a roll call vote, motion carried 6 to 0.

Accounts Payable Register: Motion by Burns, seconded by Knapp, to approve the Accounts Payable Register of August 9, 2022, as presented. Upon a roll call vote, motion carried 6 to 0.

West Osterhout Avenue Sanitary Sewer Lift Station Improvement Project - Bid Tabulation: Motion by Burns, seconded by Knapp, to award a construction contract to Balkema Excavating, Inc. for the West Osterhout Avenue Sanitary Sewer Lift Station Improvement Project in an amount not to exceed $976,180.25, and an engineering services contract to Abonmarche Consultants, Inc, in the amount of $43,450.00 to provide construction engineering services for the West Osterhout Sanitary Sewer Lift Station Improvement Project, and authorize the City Manager to execute all documents related to the contracts on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

West End Drive Sanitary Sewer Improvements - Bid Tabulation: Motion by Burns, seconded by Knapp, to award a construction contract for the West End Drive Sanitary Sewer Improvements Project to Hoffman Brothers, Inc. in the amount not to exceed $277,925.70, and authorize the 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.

Committee of the Whole Meeting on Workforce Housing: Motion by Burns, seconded by Knapp, to set a Committee of the Whole Meeting on Tuesday, August 23, 2022, at 5:30 p.m. to receive an update and hold a discussion on workforce housing in the City of Portage. Upon a roll call vote, motion carried 6 to 0.

Board & Commission Interviews: Motion by Burns, seconded by Knapp, to set a Special Meeting on Tuesday, October 4, 2022, beginning at 5:15 p.m., to interview Board and Commission applicants. Upon a roll call vote, motion carried 6 to 0.

Minutes of Boards & Commissions: Motion by Burns, seconded by Knapp, to receive the minutes of the Planning Commission of June 16, 2022; Brownfield Redevelopment Authority of July 11, 2022; and Planning Commission of July 21, 2022. Upon a roll call vote, motion carried 6 to 0.

Materials Transmitted: Motion by Burns, seconded by Knapp, to receive the Materials Transmitted of July 26, 2022. Upon a roll call vote, motion carried 6 to 0.

Calendar of Meetings: Motion by Burns, 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: None.

PUBLIC HEARINGS:

Rezoning Application #21/22-2 and Tentative Plan for Woodway Condominiums at 7425 Oakland Drive: Mayor Randall re-opened the public hearing from the July 26, 2022 City Council meeting and requested City Manager McGinnis to provide a brief update on the item. City Manager McGinnis provided a reminder regarding the citizen opposition petition received at the July 26th meeting that had since been verified by the City Clerk and confirmed a two-thirds vote of the City Council would be required for approval as recommended by city staff. Community Development Director Kelly Peterson provided a short presentation, noting the prior favorable reviews of the proposal by the Planning Commission and City Traffic Engineer. Mayor Randall requested clarification of the boundary setbacks, which Director Peterson provided.

Councilmember Urban inquired about privacy fencing or a buffer along the property's southern border. Director Peterson confirmed landscape screening had been discussed with the applicant with the installation of fencing possible should the Council desire it. Councilmember Urban relayed his discussions with the applicant and an adjacent resident after the prior meeting regarding desired fencing options. Councilmember Knapp inquired whether Councilmember Urban was suggesting fencing in addition to or in place of the proposed landscape screening. Councilmember Urban responded that either was amenable. He further questioned the peripheral transition area as defined in the Zoning Code, as well as the permitted ten percent variation allowed by the code between preliminary and final plans with proposed gross residential density. Councilmember Urban then debated with the City Attorney whether imposing a condition on the Tentative Plan was permitted with the current Action Recommended pairing the rezoning proposal. Councilmember Urban concluded by noting his ongoing concerns with the proposed number of housing units on the noted parcel.

Mayor Pro Tem Pearson inquired with the City Attorney whether the applicant is permitted to add an additional four units to the fourth building in the Final Plan and, if so, whether such a revision required a subsequent review and approval by the Planning Commission. City Attorney Kaufman confirmed the applicant was permitted to do so and Director Peterson confirmed the Planning Commission would be part of the Final Plan approval process. Mayor Pro Tem Pearson then inquired about the timeline for finalizing the screening options. Director Peterson confirmed the details would be finalized during the Final Plan phase between Planning Commission, followed by City Council.

Mayor Randall stated she was supportive of the proposed project, noting that the Traffic Engineer had already examined and approved potential area traffic impacts. She further noted the City Council's goal to introduce additional housing of this type. Additional discussion regarding screening types and details followed.

Councilmember Burns asked the City Attorney to clarify provisions in the City Code regarding Final Plan building designs maintaining a five percent or less increase in ground area of the Preliminary Plan, as well as additional variations. City Attorney Kaufman confirmed the standards and additional details regarding Final Plans.

Taukir Gill (1960 Schuring Road) noted the subject parcel faces the backyard of her house and

she is interested in a tall fence proposal for noise reduction. She also expressed concerns regarding potential increases in the area traffic, which she states is already congested during peak hours. Ms. Gill asked about grandfather clauses for long-standing residents. City Manager McGinnis responded that grandfather provisions would not apply in this instance.

Steven Walsh (7422 Starbrook Street) provided comment via voicemail. Mr. Walsh stated he and his wife were opposed to the subject parcel, which abuts his property's backyard, expressing concerns about the proposed housing density and building height. He also highlighted conflicts in the project description and plan drawings.

Angelique - no last name provided - (7470 Oakland Drive) provided comment via voicemail. She expressed additional concerns regarding the proposed development and rezoning, noting the project would be taller and denser than other properties along Oakland Drive. She asked for the development to be downsized.

Motion by Burns, seconded by Knapp, to close the public hearing. Upon voice vote, motion carried 6 to 0. Councilmember Burns asked the City Attorney whether the Action Recommended should remain as stated, along with potential conditions by the City Council on the Tentative Plan. City Attorney Kaufman responded that it was possible to add conditions but such measures would not be binding to the applicant for the Final Plan and suggested consulting the applicant.
Applicant Omar Azam spoke regarding screening options and supported any changes to the vegetation screening requested by the Council. He also confirmed and committed there were no plans to add a fourth unit or expand the building's footprint.

Councilmember Urban asked the applicant whether he had considered moving the project closer to Oakland Drive if standards permitted. Mr. Azam responded that the proposed Tentative Plan was the result of multiple meetings and revisions by the city's Community Development Department. Motion by Knapp, seconded by Burns, to approve Rezoning Application #21/22-2 from R-1B to Planned Development and Tentative Plan for Woodway Condominiums, 7425 Oakland Drive.

Councilmember Urban then motioned to amend the motion to require screening fences on the southern and eastern borders of the property in the Final Plan. Councilmember Burns, Mayor Randall, and Councilmember Knapp requested clarification from Councilmember Urban regarding the proposed screening type. Councilmember Urban responded that details regarding the screening and fencing remained for the future Final Plan. Councilmember Burns seconded the amended motion. Mayor Pro Tem Pearson and Mayor Randall suggested including the option of fencing or vegetative screening, of which Councilmember Urban declined in favor of the fencing option. With the clarification of the amended motion, Councilmember Burns withdrew his support. Mayor Randall asked if another Councilmember desired to second Councilmember Urban's amended motion, and seeing no one, began acting on the original motion. Councilmember Urban called a point of order and deferred to the City Attorney, who confirmed that the amended motion failed without a second. At Councilmember Urban's request, Councilmember Burns clarified his decision to withdraw support of the amended motion.

Motion by Knapp, seconded by Pearson, to call the question and close the debate. Upon roll call vote, motion carried 5 to 1, with Councilmember Urban voting no. With regard to the first and original motion (motion by Knapp, seconded by Burns, to approve Rezoning Application #21/22-2 from R-1B to Planned Development and Tentative Plan for Woodway Condominiums, 7425 Oakland Drive), upon roll call vote, motion carried 5 to 1, with Councilmember Urban voting no.

Greenspire Phase VII (Tall Timbers) Residential Planned Development at 3413 W Centre Avenue: Mayor Randall introduced the item and opened the public hearing. City Manager McGinnis provided a summary of the proposed project, highlighting its location in the Greenspire complex on West Centre Avenue and a collaborative work plan with the State of Michigan. He reviewed staff review efforts to date, including the review and approval by the Portage Brownfield Redevelopment Authority. Community Development Director Peterson relayed that the developer, Tall Timbers LLC, is

a partnership between the Hinman Company and American Village Builders (AVB) that is proposing to build a 180-unit LEED-certified apartment building as Phase 7 of Greenspire. Director Peterson also noted the requested exception to the city's Brownfield Redevelopment Policy requests permitting residential use, which she noted was a timely proposal in light of the need to update relevant city planning documents.

Mayor Pro Tem Pearson inquired about the Taxable Value in relation to the total Capital Investment of $42 million. City Assessor Aaron Powers responded, noting the difference between cost and value, with the current taxable value reflecting an equitable assessment amongst similar properties in the city, and there are few comparable properties in Kalamazoo County. Councilmember Urban asked Director Peterson to provide the source and definition of workforce housing. Director Peterson responded that the city utilizes the Michigan State Housing Development Authority income formulas. Councilmember Ledbetter asked how the developer chose the ten percent figure for workforce housing.

Development representatives Greg Dobson (AVB), Joe Gesmundo (AVB), Rich MacDonald (Hinman Co.), and Joe Agostinelli (brownfield consultant) presented their proposal. Mr. Dobson highlighted the proposed site and its relation to the adjacent Greenspire Bog, along with the developer's desire to maintain vegetation and construct parking underground. Mr. Dobson noted measures of support from the W.E. Upjohn Institute and Stryker Corporation. Joe Gesmundo spoke next and relayed the history of the development at Greenspire, as well as his goal for the property.

Seeing no further comments, motion by Burns, seconded by Knapp, to close the public hearing. Upon voice vote, motion carried 6 to 0. Following the closure of the public hearing, Councilmember Urban and Mayor Randall spoke in support of the proposal, AVB's firm, and the requested exception to the city's Brownfield Development Policy.

Motion by Urban, seconded by Burns, to approve the City of Portage Brownfield Redevelopment Plan with Brownfield Redevelopment Plan Amendment No. 10, Tall Timbers, 3413 W. Centre Avenue as an exception to the current City of Portage Brownfield Redevelopment Incentive Policy. Upon a roll call vote, motion carried 6 to 0.

IPUSA Brownfield Redevelopment Plan Amendment, 801 East Milham: Mayor Randall opened the public hearing. City Manager McGinnis and Community Development Director Peterson summarized the project to date, including the review and approval of the project by the city's Brownfield Redevelopment Authority.

Mr. Joe Agostinelli of Michigan Growth Advisors (1906 Forest Drive) spoke as the project consultant and thanked the city for its support of the project.

Seeing no further comments, motion by Burns, seconded by Urban, to close the public hearing. Upon voice vote, motion carried 6 to 0.

Motion by Knapp, seconded by Pearson, to approve the City of Portage Brownfield Redevelopment Plan, with Brownfield Redevelopment Plan Amendment No. 11, IPUSA Portage LLC, 801 E. Milham. Upon a roll call vote, motion carried 6 to 0.

REGULAR BUSINESS AGENDA:

Rezoning application No. 22/23-1 for Streamsong Phase 3 at 715 W. Osterhout Avenue: At the invitation of the Mayor, Councilmember Knapp reviewed the items she removed from the Consent Agenda, noting that both A.3 and A.4 related to the third phase of the Streamsong development. Councilmember Knapp expressed concern regarding the 1.4-acre parcel currently recommended to be rezoned to single-family that had originally been designated as purposeful open space in the initial Planned Development.

Community Development Director Peterson and applicant representative Pat Flanagan of Ingersoll, Watson & McMachen, Inc. responded, noting that only a small portion of the 1.4-acre parcel would be buildable while the remainder would be left natural. Mr. Flanagan highlighted that any

proposed work within the designated wetland area would require the additional review and approval of the Michigan Department of Environment, Great Lakes, and Energy.

Motion by Burns, seconded by Urban, to receive rezoning application No. 22/23-1 and set a Public Hearing for September 6, 2022, for Streamsong Phase 3, 715 West Osterhout Avenue, to rezone 1.4 acres of land from Planned Development to R-1C One-Family Residential District to facilitate a future single-family detached house. Upon a roll call vote, motion carried 6 to 0.

Final Plan for the Planned Development tentative plan amendment for Streamsong Phase 3 at 715 W. Osterhout Avenue: As there was no further discussion following the prior item, motion by Burns, seconded by Urban, to approve the Final Plan for the Planned Development tentative plan amendment for Streamsong Phase 3, residential condominium development, at 715 West Osterhout Avenue, subject to the approval of a public utility plan by the City of Portage prior to construction of the public water and sewer mains. Upon a roll call vote, motion carried 6 to 0.

COUNCIL COMMITTEE REPORTS: None.

STATEMENTS OF CITIZENS: None.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Burns thanked the Public Works staff for their efforts during the recent thunderstorms. He then thanked Community Development Director Peterson and her staff for their efforts with recent housing developments.

Councilmember Urban discussed the Woodway Condominium proposal, noting his concerns focused on the proposed density of the subject parcel, but that he remained supportive of focused efforts for workforce housing. Councilmember Urban then highlighted the South Westnedge Skate Park facility, noting its history of development stemming from the city's support of a youth request.

Councilmember Ledbetter expressed gratitude to the community's first responder and dispatch center efforts during the recent storms.

Councilmember Knapp echoed the comments of Councilmember Burns and Councilmember Ledbetter.

City Manager McGinnis relayed that the Community Development Department would be recognized by the Michigan Association of Planning in October. He then stated that the City Council's Annual Goal Retreat was tentatively scheduled for November 18, 2022 at the new Zhang Community Senior Center. Mr. McGinnis closed with notification of upcoming water safety training by the Department of Public Safety on West Lake.

Mayor Pro Tem Pearson provided an additional instance of local youth implanting change, noting the installation of recycling bins at city parks was a result of a prior youth inquiry.

Mayor Randall also commended Community Development Director Peterson and her department, as well as the Council, for implementing workforce housing plans in the city. The Mayor then thanked the community for coming out to the July 28th Fire Station #2 Open House with City Manager McGinnis. Mayor Randall closed by noting the number of recent ribbon-cutting events and voter turnout for the August 2 Primary Election.

ADJOURNMENT: Mayor Randall adjourned the meeting at 09:31 PM.

Adam Herringa, Deputy City Manager
(AH: ele)

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

ACTION RECOMMENDED: Approve the Accounts Payable Register of August 23, 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, electronic payments, and credit card payments. The attached Accounts Payable Register covers the period July 31, 2022, through August 13, 2022, and notes $460,062.33 in automated clearing house payments, $943,752.09 in paper checks, $79,154.93 in auto-pay payments, $6,499,637.34 in electronic payments and $12,378.17 in credit card payments (July) for a grand total of $7,994,984.86.

FUNDING: Not Applicable

Attachments: 1. Accounts Payable Register of August 23, 2022

Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
08/05/2022	17627(A)	ALL-TRONICS, INC.	SECURITY MONITORING	255.00
08/05/2022	17628(A)	AMAZON.COM SALES, INC.	FISHING POLES,PROG SUP-PK; MOUNTING ARM-CD	10,139.52
08/05/2022	17629(A)	VOID		0.00
08/05/2022	17630(A)	AMERICAN HYDROGEOLOGY CORP.	S WESTNEDGE PARK - PFAS	1,056.25
08/05/2022	17631(A)	AUMACK, MICHAEL	2022 SUMMER UMPIRE PAYROLL	50.00
08/05/2022	17632(A)	BEEBE, RONALD E.	2022 SUMMER UMPIRE PAYROLL	350.00
08/05/2022	17633(A)	BLOCK, MARY BETH	CPC COURSE TRAINING EXP REIMBURSEMENT	1,913.11
08/05/2022	17634(A)	C D W GOVERNMENT, INC.	ARBITRATOR ANTENNAS	1,009.28
08/05/2022	17635(A)	CARDINAL BUS, INC.	TRIP VENDOR PAYMENT 220728 FISH BOIL	4,130.00
08/05/2022	17636(A)	CHARTER COMMUNICATIONS	CABLE TV	345.18
08/05/2022	17637(A)	CLARK, RONALD	HITS K9 CONFERENCE - PER DIEM	310.50
08/05/2022	17638(A)	CLEAN EARTH ENVIRONMENTAL SERV	HAVERHILL WATER TOWER - TELEVISE OVERFLOW	1,926.20
08/05/2022	17639(A)	COMPLETE LANDSCAPING SOLUTIONS	CONTRACT MOWING FOR TALL GRASS & WEEDS	694.20
08/05/2022	17640(A)	CPS HR CONSULTING	LAW ENFORCEMENT SERGEANT TEST MATERIALS	464.20
08/05/2022	17641(A)	DATA CONSTRUCTS LLC	MONTHLY WEBSITE HOSTING SERVICE	97.95
08/05/2022	17642(A)	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE	19,138.28
08/05/2022	17643(A)	EARLE, SHELIA L	FITNESS INSTRUCTION	610.00
08/05/2022	17644(A)	ED & TED'S EXCELLENT ADVENTURES	TRIP VENDOR PAYMENT 220829 NEW YORK	71,755.00
08/05/2022	17645(A)	ENGINEERED PROTECTION SYSTEMS, INC.	ALARM SYS MATERIAL/INSTALL, MONITORING	1,161.85
08/05/2022	17646(A)	EXTREME POWER EQUIPMENT, INC.	SMALL EQUIP REPAIR/MAINT	144.93
08/05/2022	17647(A)	FISHBECK THOMPSON CARR & HUBER, INC	ENVIRONMENTAL INSPECTION	1,800.00
08/05/2022	17648(A)	FORSHEE, MARK	2022 SUMMER UMPIRE PAYROLL	200.00
08/05/2022	17649(A)	GARLOW, BARBARA	REIMB FOOD/SUP - FIRE ST 2 PUBLIC OPEN HOUSE	183.01
08/05/2022	17650(A)	GORDON WATER SYSTEMS	WATER SERVICES	97.32
08/05/2022	17651(A)	GREATER KALAMAZOO UNITED WAY	UNITED WAY CONTRIBUTIONS FOR JULY 2022	162.00
08/05/2022	17652(A)	GRIFFIN PEST SOLUTIONS	PEST CONTROL SVCS	487.00
08/05/2022	17653(A)	HARTFORD LIFE INSURANCE COMPANY	LIFE & LTD INSURANCE	10,337.06
08/05/2022	17654(A)	HOTRUM, ROBERT	2022 SUMMER UMPIRE PAYROLL	350.00
08/05/2022	17655(A)	INDUSCO SUPPLY CO., INC.	CLEANING SUPPLIES	491.17
08/05/2022	17656(A)	INSIGHT PUBLIC SECTOR, INC.	VIDEO STORAGE HW REPL, CARBON BLK REW	54,483.48
08/05/2022	17657(A)	INTERNATIONAL CODE COUNCIL, INC	FIRE TRAINING SUPPLIES	808.50
08/05/2022	17658(A)	IRISH AYRES ENTERPRISES, LLC	LANDSCAPING SERVICES	10,213.55

Check Date	Check	Vendor Name	Description	Amount
08/05/2022	17659(A)	J + H OIL CO.	BULK GASOLINE DELIVERY	29,493.03
08/05/2022	17660(A)	JB PRINTING	JULY PORTAGER	2,994.66
08/05/2022	17661(A)	KUSHNER & COMPANY, INC.	COBRA AND FSA ADMINISTRATION	306.33
08/05/2022	17662(A)	LAWSON PRODUCTS, INC	TINK BOLTS & NUTS	339.87
08/05/2022	17663(A)	LEWIS PAPER PLACE, INC.	COPY PAPER	1,897.00
08/05/2022	17664(A)	LOWE'S HOME CENTER	REPAIR/MAINT SUPPLIES	361.88
08/05/2022	17665(A)	MAPLE HILL SPRINKLING, INC.	INSTALL WATER LINE & SPIGOTS @ S CEMETERY	3,900.00
08/05/2022	17666(A)	MATERIALS RESOURCES	LATEX GLOVES AND PPE SUPPLIES	128.58
08/05/2022	17667(A)	MCCULLIN, LARRY W.	2022 SUMMER UMPIRE PAYROLL	100.00
08/05/2022	17668(A)	MEEKHOF TIRE SALES & SERVICE INC.	LOADER #81 VOLVO TIRE REPLACEMENT	10,624.80
08/05/2022	17669(A)	MEJEUR ELECTRIC LLC	REPAIR PARKING LOT LIGHTS AT CITY HALL	288.00
08/05/2022	17670(A)	NASON, RICHARD	REIMB WATER/FIRE ST 2 PUBLIC OPEN HOUSE	9.36
08/05/2022	17671(A)	ONE WAY PRODUCTS	JANITORIAL SUPPLIES	1,282.33
08/05/2022	17672(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEE SVCS	6,412.97
08/05/2022	17673(A)	PECKELS, CHRISTINE	FITNESS INSTRUCTION HATHA YOGA	560.00
08/05/2022	17674(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE SERVICES	3,063.33
08/05/2022	17675(A)	PETERS CONSTRUCTION CO.	RECONSTRUCT STORM DRAINAGE STRUCTURE	10,516.38
08/05/2022	17676(A)	PHILLIPS, KIMBERLY	REIMBURSEMENT FOR ZOOM & MAIL CHIMP FEE	107.16
08/05/2022	17677(A)	PIERMAN, BRANNON	MSP BASIC INVESTIGATOR TR - PER DIEM	288.00
08/05/2022	17678(A)	PLM LAKE & LAND MANAGEMENT	AQUATIC WEED MANAGEMENT	225.50
08/05/2022	17679(A)	PORTAGE FIREFIGHTERS	IAFF UNION DUES FOR JULY 2022	1,860.00
08/05/2022	17680(A)	PORTAGE ON-CALL FIREFIGHTERS	ON CALL FF UNION DUES FOR JULY 2022	20.00
08/05/2022	17681(A)	PORTAGE POLICE OFFICERS ASSOC	PPOA UNION DUES FOR JULY 2022	602.00
08/05/2022	17682(A)	PRECISION PRINTER SERVICES INC	PRINTING SUPPLIES	19.95
08/05/2022	17683(A)	PREMIER SAFETY	FIRE SCBA MAINTENANCE	750.00
08/05/2022	17684(A)	PRINTING SERVICES INC	SUMMER MOVIE POSTERS	998.86
08/05/2022	17685(A)	QUADIENT LEASING USA, INC	LEASE PAYMENT	732.30
08/05/2022	17686(A)	QUALITY AIR HEATING & COOLING, INC.	HVAC CONTROLS HQ/ANNEX	12,253.00
08/05/2022	17687(A)	QUALITY PRECAST, INC.	PARKING LOT BUMPERS - FIRE ST 2	697.00
08/05/2022	17688(A)	R W LAPINE INC.	HVAC PM/ON-CALL SERVICES	120.00
08/05/2022	17689(A)	RHODES, KEVIN	2022 SUMMER UMPIRE PAYROLL	350.00
08/05/2022	17690(A)	RIDGE AUTO NAPA	EQUIPMENT REPAIR/MAINT SUPPLIES	780.25
08/05/2022	17691(A)	RIETH-RILEY CONSTRUCTION CO., INC	CONSTRUCTION CONTRACT-ROMENCE RD	148,328.66

Check Date	Check	Vendor Name	Description	Amount
08/05/2022	17692(A)	ROBERT LAMSON, LLC	PRE-OFFER AND POST OFFER EVALUATIONS	1,230.00
08/05/2022	17693(A)	ROTO-ROOTER SEWER & DRAIN SERV	PLUMBING REPAIRS	225.95
08/05/2022	17694(A)	SEVERANCE ELECTRIC COMPANY,INC	TRAF SIG MAINT,POWER LN REPAIR,FIBER INSTALL	8,370.00
08/05/2022	17695(A)	SMART HOMES, INC.	RAMONA PK - SPEAKERS & INSTALL	1,798.00
08/05/2022	17696(A)	STAPERT, BRETT	MSP BASIC INVESTIGATOR TR - PER DIEM	288.00
08/05/2022	17697(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	UAW UNION DUES FOR JULY 2022	603.63
08/05/2022	17698(A)	USA SOFTBALL OF MICHIGAN	SOFTBALLS	2,600.00
08/05/2022	17699(A)	WARNER NORCROSS & JUDD LLP	LEGAL SERVICES	1,912.00
08/05/2022	17700(A)	WENTWORTH, JORDAN	HITS K9 CONFERENCE - PER DIEM	310.50
08/05/2022	17701(A)	WEST MICHIGAN STAMP & SEAL,INC	LOGO BADGE & PLATE	37.00
08/05/2022	17702(A)	WOLVERINE POWER SYSTEMS	BACKUP GENERATOR MAINTENANCE	375.00
08/12/2022	17703(A)	ADP, INC.	ADP PAYROLL & ETIME SERVICES JULY 2022-S	4,778.89
08/12/2022	17704(A)	MCGUIRE, INGRID	REIMB FOR CLOROX WIPES	19.47
08/12/2022	17705(A)	MILLS, DANIEL	REIMB EXP-FBINAA ANNUAL TRAINING CONF	1,938.15
			Total ACH	**460,062.33**

Check Type: Paper

08/05/2022	321154	3CMA	3CMA ANNUAL MEMBERSHIP	400.00
08/05/2022	321155	4TH DISTRICT COURT	OUT OF COUNTY BOND	300.00
08/05/2022	321156	7900 MOORSBRIDGE LLC	TEMPORARY PUMPING EASEMENT	2,730.00
08/05/2022	321157	A BETTER WAY TREE CARE LLC	RETENTION BASIN MAINTENANCE, TREE REMOVAL	5,900.00
08/05/2022	321158	ALADTEC, INC.	FIRE SOFTWARE	4,280.00
08/05/2022	321159	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	350.00
08/05/2022	321160	AMRHEIN, JERRY	PICKLEBALL SESSION 2 REFUNDS	40.00
08/05/2022	321161	ANGELICI, PEGGY	TRIP REFUND 220918 TIGERS VS WHITE SOX	140.00
08/05/2022	321162	AR ENGINEERING LLC	DESIGN & CONSTRUCTION ENGINEERING	10,497.75
08/05/2022	321163	ARTWEAR APPAREL GRAPHICS, INC.	WORK SHIRTS	60.00
08/05/2022	321164	AUTOBODY USA - SOUTHSIDE	REPAIR/MAINTENANCE	50.00
08/05/2022	321165	BADGER EVERGREEN NURSERY LLC	TRESS FOR TREE WALK	705.00
08/05/2022	321166	BAILEY TERRA NOVA FARMS	SNAP REIMBURSEMENT	44.00
08/05/2022	321167	BAILEY, LINDA	GRAIN ELEVATOR DEPOSIT REFUND	150.00
08/05/2022	321168	BALKEMA CONSTRUCTION, INC.	RAMONA PARK PICKLEBALL COURT SIDEWALKS	68,880.00
08/05/2022	321169	BALKEMA EXCAVATING, INC.	UTILITY INSTALLATION PROJECTS	119,420.17

Check Date	Check	Vendor Name	Description	Amount
08/05/2022	321170	BAREITHER, CHAD	CONSULTING SERVICES	2,500.00
08/05/2022	321171	BEAR CREEK FARM AND MARKET LLC	SNAP AND DUFB REIMBURSEMENT	99.00
08/05/2022	321172	BECKER ARENA PRODUCTS, INC.	SWP HOCKEY GOALS & NETS	2,417.00
08/05/2022	321173	BENSON, LESLIE	RENTAL SECURITY DEPOSIT RETURN	150.00
08/05/2022	321174	BEYONDTRUST CORPORATION	BOMGAR RENEWAL	2,745.46
08/05/2022	321175	BLOOM SLUGGETT, PC	LITIGATION-S WESTNEDGE AVE STORM SEWER PRJ	737.00
08/05/2022	321176	BOMMERSCHEIM WINDOW & DOOR LLC	FRONT DOOR HANDICAP BUTTONS SERVICE CALL	347.32
08/05/2022	321177	BOWMAN, BYRL	GRAIN ELEVATOR DEPOSIT REFUND	150.00
08/05/2022	321178	BROOMELL, NANCY	TRIP REFUND NEW YORK 220829	50.00
08/05/2022	321179	BROWN, AMY	GRAIN ELEVATOR DEPOSIT REFUND	150.00
08/05/2022	321180	BRUSH, BENJAMIN	SNAP REIMBURSEMENT	11.00
08/05/2022	321181	BUMGARDNER, SHIRLEY	TRIP REFUND 220728 FISH BOIL	310.00
08/05/2022	321182	BURLESON, MCHAEL & PEARL	TRIP REFUND NEW YORK 220829	100.00
08/05/2022	321183	BUSINESS SPEAKERS BUREAU LLC	J. CAVATIO SUMMER CONCERT SERIES AUGUST	1,425.00
08/05/2022	321184	CAMPBELL AUTO SUPPLY	MISC AUTO SUPPLIES	10.98
08/05/2022	321185	CHEESE PEOPLE OF GRAND RAPIDS	SNAP REIMBURSEMENT	59.00
08/05/2022	321186	CHELLAPERMAL, KELLY	STAND UP PADDLEBOARD YOGA REFUND	20.00
08/05/2022	321187	CHICAGO TITLE OF MICHIGAN, INC.	CDBG TITLE SEARCH - BLUEGRASS	150.00
08/05/2022	321188	CHICAGO TITLE OF MICHIGAN, INC.	CDBG TITLE SEARCH - CONCORD	150.00
08/05/2022	321189	CHICAGO TITLE OF MICHIGAN, INC.	CDBG TITLE SEARCH - MILHAM	150.00
08/05/2022	321190	CHICAGO TITLE OF MICHIGAN, INC.	CDBG TITLE SEARCH - MARLOW	150.00
08/05/2022	321191	CHICAGO TITLE OF MICHIGAN, INC.	CDBG TITLE SEARCH - RAINBOW	150.00
08/05/2022	321192	CHICAGO TITLE OF MICHIGAN, INC.	CDBG TITLE SEARCH - FOXFIRE	150.00
08/05/2022	321193	CINTAS CORP.	UNIFORM RENTAL FOR INSPECTORS	15.00
08/05/2022	321194	CITY OF KALAMAZOO TREASURER	SANITARY SEWER CHARGES	85,116.15
08/05/2022	321195	CLASSIC GLASS, INC.	REPLACEMENT WINDSHIELD	649.12
08/05/2022	321196	CONSUMERS ENERGY	POLE ATTACHMENT FEE	287.98
08/05/2022	321197	COOK, CHRISTINE	TRIP REFUND 221023 WASHINGTON DC	200.00
08/05/2022	321198	CRIPPS FONTAINE EXCAVATING, INC.	VALLEYWOOD STORM DRAINAGE IMPROVEMENTS	118,107.52
08/05/2022	321199	CROSBY, JANET	TRIP REFUND 221023 WASHINGTON	200.00
08/05/2022	321200	D C PLUMBING	PLUMBING REPAIRS	285.78
08/05/2022	321201	D L GALLIVAN INC.	COPY MACHINE USAGE CHARGES	154.46
08/05/2022	321202	DANGEL, BUFFY	SCHRIER BUILDING DEPOSIT REFUND	150.00

Check Date	Check	Vendor Name	Description	Amount
08/05/2022	321203	DANGEL, BUFFY	PICKLEBALL SESSION 2 REFUND	15.00
08/05/2022	321204	DEYOUNG, DIANNE	TRIP REFUND WASHINGTON 221023	200.00
08/05/2022	321205	DOUGLAS, KATHLEEN	TRIP REFUND 220913 ARCHITECTURAL	100.00
08/05/2022	321206	DOUGLAS, KIM	TRIP REFUND 220913 ARCHITECTURAL	100.00
08/05/2022	321207	DUNLOP, JOHN W	SCHOOL OF FISH - INSTRUCTOR PMT	350.00
08/05/2022	321208	EMERGENCY VEHICLE PRODUCTS	POLICE VEHICLE REPAIR/MAINT	443.10
08/05/2022	321209	EMPSON, MINDY JO	SNAP, DUFB, WIC, AND SPF REIMBURSEMENTS	35.00
08/05/2022	321210	ENGEL, AMY	SCHRIER BUILDING DEPOSIT REFUND	150.00
08/05/2022	321211	EVENT PRODUCTION SERVICES OF MI LLC	MOVIES IN THE PARK SOUND EQUIP	1,550.00
08/05/2022	321212	FLETCHER ENTERPRISES	DPW PAINTING	3,850.00
08/05/2022	321213	FORENSIC TRAINING FOUNDATION, INC	BLOODSTAIN PATTERN ANALYSIS TR -REG	750.00
08/05/2022	321214	GABRIELE, KIM	TRIP REFUND 220724 TIGERS/TWINS	140.00
08/05/2022	321215	GIBSON, RON	TRIP REFUND 220728 FISH BOIL	155.00
08/05/2022	321216	GORDON FOOD SERVICE	RAMONA CONCESSION SUP/SR CTR SUP	1,712.57
08/05/2022	321217	GREATER KALAMAZOO FOP LODGE 98	FOP PORTION OF PPOA DUES FOR JULY 2022	2,965.68
08/05/2022	321218	HAMLIN, BOYD & MARGUERITE	TRIP REFUND NEW YORK 220829	100.00
08/05/2022	321219	HOME DEPOT	REPAIR/MAINTENANCE SUPPLIES	460.38
08/05/2022	321220	HOOVER, CHRISTIE	SCHRIER BUILDING DEPOSIT REFUND	150.00
08/05/2022	321221	HUJSAK, DONNA	TRIP REFUND NEW YORK 220829	50.00
08/05/2022	321222	HUNT, MARCELLA	PICKLEBALL SESSION 2 REFUNDS	40.00
08/05/2022	321223	J & J LOCKSMITHS	REKEY PARKS BLDG LOCKS	393.50
08/05/2022	321224	JACOX, ROSE ANN	TRIP REIMBURSEMENT 221128 SMOKY	50.00
08/05/2022	321225	JAGER, JOHN	6 SETS OF RIFLE OPTICS	6,540.00
08/05/2022	321226	JB DONALDSON	BD BOND REFUND	5,487.00
08/05/2022	321227	JENNINGS, EUNICE	TRIP REFUND WASHINGTON 221023	200.00
08/05/2022	321228	KALAMAZOO COUNTY DRAIN COMMISSIONER	AUSTIN LAKE JETTING VAC	1,380.00
08/05/2022	321229	KALAMAZOO COUNTY HEALTH & COMMUNITY	HHW ANNUAL OPERATION COST	38,027.57
08/05/2022	321230	KALAMAZOO COUNTY TREASURER	REFUND TO COUNTY FOR MTT	5,906.77
08/05/2022	321231	KALAMAZOO COUNTY TREASURER	2ND QTR BILLING FOR SUBPOENA BY MAIL	575.75
08/05/2022	321232	KALAMAZOO LANDSCAPE SUPPLIES	RESTORATION MATERIALS - CEMETERY	428.50
08/05/2022	321233	KALAMAZOO PICKLEBALL	PICKLEBALL CLINICS	125.00
08/05/2022	321234	KALAMAZOO SYMPHONY ORCHESTRA	PERFORMANCE STIPEND	500.00
08/05/2022	321235	KOLASSA, ROSANNE	TRIP REFUND TIGERS VS TWINS 220724	140.00

Check Date	Check	Vendor Name	Description	Amount
08/05/2022	321236	KONICA MINOLTA BUSINESS SOLUTIONS	MAINTENANCE AGREEMENT	180.00
08/05/2022	321237	KOTECKI, BENJAMIN	GRAIN ELEVATOR DEPOSIT REFUND	150.00
08/05/2022	321238	KRAFT, EMILY	HAYLOFT THEATRE DEPOSIT REFUND	150.00
08/05/2022	321239	KRAMER, CAITLIN	AMPHITHEATRE DEPOSIT REFUND	150.00
08/05/2022	321240	KRAMER, JOYCE	TRIP REFUND 221023 WASHINGTON	200.00
08/05/2022	321241	KRAMER, SHANNON	HAYLOFT THEATRE DEPOSIT REFUND	30.00
08/05/2022	321242	KSS ENTERPRISES	CLEANING SUPPLIES	136.71
08/05/2022	321243	KURZAVA, MATTHEW STEPHEN	FITNESS INSTRUCTION	400.00
08/05/2022	321244	KZOO TIRE COMPANY	FIRE APPARATUS MAINT	109.00
08/05/2022	321245	LAMPER, TAMMI	TRIP REFUND 220829 NEW YORK	3,398.00
08/05/2022	321246	LEONARD LAMBERSON	REPLACE EMPLOYEE STALE PAYROLL CHECK	88.10
08/05/2022	321247	LOPEZ CONCRETE CONSTRUCTION, LLC	S WESTNEDGE AVE SIDEWALK REPLACEMENT	181,884.44
08/05/2022	321248	LUTZ, DENNIS & HELEN	TRIP REFUND 220913 ARCHITECTURAL	200.00
08/05/2022	321249	LYFORD, LUCETTA	RAMONA PARK VOUCHERS REFUND	20.00
08/05/2022	321250	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	379.50
08/05/2022	321251	MCGOVERN, AMANDA	STAND UP PADDLEBOARD YOGA REFUND	20.00
08/05/2022	321252	MI ASSOC. OF CHIEFS OF POLICE	MACP FALL ACCREDITATION CONF - REG	230.00
08/05/2022	321253	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR AND MAINT	3,861.49
08/05/2022	321254	MICHIGAN MUNICIPAL LEAGUE	WEBSITE CLASSIFIED ADS	280.92
08/05/2022	321255	MICHIGAN SECURITY AND LOCK LLC	FIRE FACILITY MAINT	150.00
08/05/2022	321256	MIDDLETON, KIMBERLY	REIMB FOR MOVIE & BDAY EVENT-SR CTR	222.01
08/05/2022	321257	MILLER, CANFIELD, PADDOCK & STONE	AUSTIN LAKE TRAIL LEGAL SERVICES	2,827.50
08/05/2022	321258	MINERT, DOUG	BD BOND REFUND	463.00
08/05/2022	321259	MLIVE MEDIA GROUP	LEGAL NOTICES	1,898.92
08/05/2022	321260	MOSQUITO BEATERS LLC	SPRAY FOR MOVIE AT CELERY FLATS	199.00
08/05/2022	321261	OFFICE DEPOT, INC.	OFFICE SUPPLIES	1,120.92
08/05/2022	321262	VOID		0.00
08/05/2022	321263	PAPPAS, LYNN M	SNAP, DUFB, WIC, AND SPF REIMBURSEMENTS	396.00
08/05/2022	321264	PICKLEBALLCENTRAL INC.	PICKLEBALL NETS	925.62
08/05/2022	321265	PORTAGE GLASS & MIRROR	WINDSHIELD CHIP REPAIR	95.00
08/05/2022	321266	PORTAGE PUBLIC SCHOOLS (TRANS)	BUSSING FOR FIELD TRIP-WOLFE LK FISHERIES	242.32
08/05/2022	321267	PRAETORIAN GROUP, THE	ANNUAL FEE POLICEONE ONLINE TRAINING	2,490.00
08/05/2022	321268	Q3 TECHNOLOGIES LLC	MARKING FIBER	158.00

Check Date	Check	Vendor Name	Description	Amount
08/05/2022	321269	QI, DEWEI	LAKEVIEW PARK #2 RENTAL REFUND	100.00
08/05/2022	321270	RAILROAD MANAGEMENT CO. IV, LLC	RAILROAD LICENSE AGREEMENT - SHAVER ROAD	1,808.22
08/05/2022	321271	RATHCO SAFETY SUPPLY, INC.	SIGNS & MATERIALS	285.00
08/05/2022	321272	RENEWED EARTH, INC.	COMPOST SITE MANAGEMENT	9,083.33
08/05/2022	321273	ROAD WARRIORS INC	ANNUAL CRANE INSPECTION	900.00
08/05/2022	321274	SEELYE FORD, INC.	VEHICLE REPAIR/MAINTENANCE	166.21
08/05/2022	321275	SHARP, RUTH	TRIP REFUND NEW YORK 220829	50.00
08/05/2022	321276	SITEONE LANDSCAPE SUPPLY LLC	PARKS IRRIGATION REPAIR SUPPLIES	294.92
08/05/2022	321277	SMART SOURCE, LLC	PRINTING SERVICES	44.00
08/05/2022	321278	SMITH, DAVID	REIMBURSE FOR CANOPIES	487.48
08/05/2022	321279	SMITH, DENNIS	AMPHITHEATRE DEPOSIT REFUND	150.00
08/05/2022	321280	SMITH, JEFF	REIMBURSE FOR BARI SAX REPAIR-PSC BAND	160.00
08/05/2022	321281	STATE OF MICHIGAN (DOT)	LOVERS LANE RECONSTRUCTION	61,801.46
08/05/2022	321282	STATE OF MICHIGAN (EGLE)	WATER USE REPORTING FEE-MPIR	200.00
08/05/2022	321283	STATEWIDE BILLIARDS LLC	PORTAGE SENIOR CENTER BILLIARD TABLES	5,385.00
08/05/2022	321284	STEENSMA LAWN & POWER EQUIPMENT	SMALL EQUIPMENT REPAIR/MAINT	648.32
08/05/2022	321285	STEPHANAK, JIM	PICKLEBALL SESSION 2 REFUND	25.00
08/05/2022	321286	STIEMSMA, DAVID J & GAIL E TRUST	AUSTIN LAKE SP ASSESSMENT REIMBURSE	60.30
08/05/2022	321287	T-MOBILE USA INC	MISC CELL PHONE CHARGES	1,253.27
08/05/2022	321288	TEAM SUPPORT SERVICES, LLC	RECORD STORAGE	1,032.15
08/05/2022	321289	TECHSMITH CORPORATION	CAMTASIA LICENSE SOFTWARE - PD	247.26
08/05/2022	321290	TELUS COMMUNICATIONS (U.S.) INC	GPS SERVICES	446.88
08/05/2022	321291	THE POSTMAN AND CONCRETE DESIGNS	RAMONA PK TENNIS & PICKLEBALL COURT FENCE	102,863.00
08/05/2022	321292	TOBIAS, CAROL	TRIP REFUND WASHINGTON 221023	200.00
08/05/2022	321293	ULINE, INC.	BUILDING REPAIR/MAINT	502.77
08/05/2022	321294	UNITED DISTRIBUTION GROUP	RAMONA CONCESSIONS	849.90
08/05/2022	321295	UNITED PARCEL SERVICE	UPS WEEKLY	12.00
08/05/2022	321296	VANDERWERF, SARAH	STUART MANOR DEPOSIT REFUND	150.00
08/05/2022	321297	VANVLACK, LAURA	TRIP REFUND WASHINGTON 221023	200.00
08/05/2022	321298	VERIZON CONNECT NWF, INC.	FLEET GPS SERVICES	449.03
08/05/2022	321299	WASH MULTI-FAMILY LAUNDRY SYSTEMS	OVERPAYMENT STAX22 PARCEL 995500-017-A	486.68
08/05/2022	321300	WAYNE COUNTY APPRAISAL LLC	ASSESSING SERVICES & SPECIAL JUNE BILLING	42,709.05
08/05/2022	321301	WEYENBERG, SARA	TRIP REFUND WASHINGTON 221023	200.00

Check Date	Check	Vendor Name	Description	Amount
08/05/2022	321302	WHITE, DANA	TRIP REFUND 220725 TIGERS/TWINS	280.00
08/05/2022	321303	WITMER PUBLIC SAFETY GROUP	FIRE ADMIN UNIFORMS	1,131.40
08/05/2022	321304	WRIGHT, AARON	RAMONA BONFIRE - PERFORMANCE	300.00
08/05/2022	321305	WRIGHT, BARBARA	TRIP REFUND 220806 SHERLOCK HOLMES	180.00
08/10/2022	321306	VOID		0.00
08/12/2022	321307	PETTY CASH-MEGAN HUBER	REPLENISHMENT CHECK	1,139.26
08/12/2022	321308	VERIZON WIRELESS	WIRELESS SERVICE	48.24
			Total Paper Checks	**943,752.09**

Check Type: Auto-Pay Payments

08/02/2022		CONSUMERS	GAS-ELECTRIC	36.43
08/03/2022		CONSUMERS	GAS-ELECTRIC	17,024.69
08/04/2022		CONSUMERS	GAS-ELECTRIC	15,798.56
08/05/2022		CONSUMERS	GAS-ELECTRIC	1,552.24
08/09/2022		CONSUMERS	GAS-ELECTRIC	31,828.35
08/10/2022		CONSUMERS	GAS-ELECTRIC	1,743.68
08/11/2022		CONSUMERS	GAS-ELECTRIC	656.24
08/12/2022		CONSUMERS	GAS-ELECTRIC	10,514.74
			Total Auto-Pay Payments	**79,154.93**

Check Type: Electronic Payments

08/03/2022		EAGLE CLAIMS	WORKERS COMPENSATION	18,984.07
08/05/2022		MULTIPLE	WEEKLY TAX DISBURSEMENT 7/29/22	3,658,697.84
08/12/2022		ICMA	PENSION WITHHOLDINGS	42,325.20
08/12/2022		MULTIPLE	WEEKLY TAX DISBURSEMENT 8/5/22	2,779,630.23
			Total Electronic Payments	**6,499,637.34**

Check Type: Credit Card

07/01/2022		BUZZSPROUT.COM PODCAST	MONTHLY PODCAST SUBSCRIPTION	24.00
07/01/2022		BAYMONT INN AND SUITES	POLICE TRAINING/CONFERENCE HOTEL CHARGE	407.88
07/01/2022		SHANTY CREEK RESORTS	POLICE TRAINING/CONFERENCE HOTEL CHARGE	994.41
07/08/2022		MICHIGAN ASSOC OF CHIEFS	JOB POSTING	100.00
07/08/2022		MICHIGAN ASSOCIATION OF CPA'S	FINANCE DIRECTOR ANNUAL MEMBERSHIP	335.00

Check Date	Check	Vendor Name	Description	Amount
07/11/2022		MICROSOFT STORE	NEW CITY MANAGER LAPTOP	226.47
07/11/2022		IPMA-HR	CANDIDATE TESTING	1294.24
07/11/2022		AMERICAN PLANNING ASSOC	JOB POSTING	790.00
07/11/2022		DICKS SPORTING GOODS	SALES TAX REFUND	(112.80)
07/14/2022		AIRTABLE.COM/BILL	PUBLIC INFORMATION SOFTWARE ANNUAL PLAN	468.00
07/14/2022		DGS RETAIL	RAMONA PARK SHELVING	1190.85
07/14/2022		IN OLD TIME WOODEN NICKEL	TOKENS FOR FARMERS MARKET	276.45
07/18/2022		ASSOC CAREER CENTER	JOB POSTING	608.00
07/18/2022		DGS RETAIL	UPDATE TO ORDER ADJUSTMENT	(51.00)
07/19/2022		CONSUMERS ENERGY CO	RELOCATION OF WATER TOWER ELECTRIC SERVICE	240.50
07/20/2022		SP MOVED BY BIKES	BIKE VALET	245.00
07/20/2022		PY MIFMA	FARMERS MARKET ANNUAL MEMBERSHIP	250.00
07/21/2022		FSP KALAMAZOO HUMAN RESOUSE	HR VIRTUAL MEETING REGISTRATION	25.00
07/21/2022		SOCIETYFORHUMANRESOURCE	HR E-LEARNING ONLINE LIBRARY RESOURCE	239.00
07/22/2022		HOMEDEPOT.COM	PARKS PLANTERS	209.72
07/22/2022		BESTBUYCOM	IT SUPPLIES	81.60
07/22/2022		CITY FLATS HOTEL	DEPUTY CITY MANAGER CONF HOTEL CHARGE	220.89
07/25/2022		WEB POSITIVESSL	SSL CERTIFICATE	198.00
07/25/2022		MICROSOFT STORE	SALES TAX REFUND	(146.94)
07/25/2022		MSU PAYMENTS	HUMAN RESOURCES CONFERENCE REGISTRATION	1100.00
07/26/2022		CKO WWW.ISTOCKPHOTO.COM	PUBLIC INFORMATION ISTOCK CREDITS	520.00
07/26/2022		SMK SURVEYMONKEY.COM	SENIOR CENTER ANNUAL SUBSCRIPTION	288.00
07/26/2022		WPY IMAGE MATTERS INCZOHO	PORTAGE LOGO FLOOR MATS	690.00
07/27/2022		SP DIRECT SPORTS INC	SOFTBALLS	717.08
07/28/2022		AMSTERDAM PRNT & LITHO	PUBLIC SAFETY BRANDED PENS	131.84
07/28/2022		HITS TAC	POLICE TRAINING/CONFERENCE REGISTRATION	750.00
07/29/2022		BIG APPLE BAGELS	SALES TAX REFUND	(2.64)
07/29/2022		BIG APPLE BAGELS	BREAKFAST WITH A BIOLOGIST EVENT	69.62
			Total Credit Card Payment	**12,378.17**
			Grand Total	**7,994,984.86**

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Rezoning Application No. 22/23-2

SUPPORTING PERSONNEL: Kelly Peterson, Director of Community Development

ACTION RECOMMENDED: Receive rezoning application No. 22/23-2 and set a public hearing for September 20, 2022, to rezone property located at 377, 387, and 397 West Kilgore Road from OS-1 Office Service District to B-1 Local Business District to facilitate future commercial development.

OVERVIEW

The applicant (Treystar Development II, LLC) seeks a rezoning application No. 22/23-2 approval from OS-1 Office Service District to B-1 Local Business District for portions of 377, 387, and 397 West Kilgore Road to facilitate future commercial development. These three properties ('the Site') are currently located in two zoning districts shown on the attached zoning map: 1) OS-1 Office Service District, and 2) R-1C One-Family Residential District. Only the OS-1 area is being proposed for rezoning, and R-1C will remain in place, which is located within 25 feet of the site's south property line, and along 25 feet of the eastern lot line of 377 W. Kilgore Road. The total acreage for the rezone consideration is 43,885 square feet.

The applicant has submitted a concept plan for future development consistent with the B-1 zoning district standards. Council approval of the rezoning application would not result in approval of the concept plan. If the Council approves the rezoning application, any future development on the site must meet all site development standards under the B-1 district and permitting procedures and standards.

The site is located along the south side of West Kilgore Road between Old Kilgore Road and Windyridge Drive. West Kilgore Road consists of four lanes in front of the site (two west-bound, a left-hand turn lane, and one lane east-bound) with sidewalks along both sides of the road. Across West Kilgore Road (to the north) is Candlewyck Apartments, located in the City of Kalamazoo. The site is currently undeveloped and consists of maintained lawn space, except along the southern and eastern lot lines, where there is natural vegetation and sections of fencing.

In 2004, the site was rezoned to OS-1 Office Service District (current zoning) from R-1C, but for the 25 feet of the southern portion and 25 feet of the eastern-most portions of each parcel, which serve to maintain a buffer to the abutting residential properties. Eighteen years after that rezoning, no development has occurred and the properties remain vacant. All three properties have changed ownership during that time. The current applicant acquired the three properties in December 2021.

ANALYSIS

Applicable Code Section(s)

The following sections of Chapter 42. Division 8. procedures and regulations apply and are addressed further in this report:

Sec. 42-651. Amendments to this Article

Under this section, the rezoning request shall file a rezoning application, fee, and be scheduled for review during public hearings by the Planning Commission and City Council. A public hearing was conducted by the Planning Commission at the August 4, 2022, Planning Commission meeting.

Current Zoning: OS-1 Office Service District

The site has been zoned OS-1 since 2004 and has remained vacant. The intent of the OS-1 district is to accommodate office and institutional land use activities and it is planned to serve as transitional areas between residential districts and commercial districts and between major thoroughfares and residential districts. Only office-related uses such as banks, medical offices, personal services (e.g. salons), accounting offices, and other similar uses are allowed. Office space and employment have been evolving in recent years due to the COVID pandemic, revealing a decrease in demand for traditional commercial office space, and a challenging market in which to retain office tenants and fill vacant office spaces. This has required property owners and landlords to re-evaluate office space needs, and the city to reevaluate related zoning and land uses. Community Development has been reevaluating and addressing this trend using different available planning tools. The most recent example is that Community Development worked with the applicant for a zoning text amendment to allow for "technology" and "laboratory" related uses in the OS-1 District under Special Land Use approved by the City Council on April 26, 2022.

Proposed Zoning: B-1 Local Business District

The intent of the B-1 Local Business Districtis designed for low intensity uses, providing convenient shopping and service needs for persons residing in neighboring residential areas or to provide a transitional zone between differing zoning districts and/or along major thoroughfares. The following uses are principally allowed in the B-1 district:

1. *Any principal permitted use in the OS-1 office service district.*
2. *Retail businesses supplying commodities on-premises directly to consumers with a GLA of 10,000 square feet or less.*
3. *Key shops and film drops within parking lots, provided that the use shall not interfere with normal, planned circulation flow traffic.*
4. *Restaurants, 1,500 square feet UFA or less, excluding drive-in and/or drive-through services or those whose primary use is the service of alcoholic beverages.*
5. *Dry cleaning retail establishments, but not including central dry-cleaning plants serving more than one retail establishment.*
6. *Religious institutions.*
7. *A specialized agricultural use of land operating and in existence on the effective date (insert date) of this amendment, and land contiguous with and owned by a person operating such adjoining parcel on the effective date of this amendment, shall be considered conforming for all purposes under this article.*
8. *Accessory buildings and uses customarily found in connection with the uses in this district.*

Additionally, the following use (among others) is allowed with an approved Special Land Use Permit (requires Planning Commission approval): *Retail businesses supplying commodities on-premises directly to consumers with a GLA of greater than 10,000 square feet and up to 20,000 square feet.*

Comprehensive Plan

The Future Land Use Map component of the Comprehensive Plan designates the subject property, along with the surrounding properties, as 'Office' use. This designation encourages office-based land use and matches the current OS-1 Office Service zoning district. Further, the Plan provides the following strategy:

- *"Local Neighborhood Business Strategies: Continue to encourage a range of uses associated with day-to-day neighborhood needs. The selective mixing of uses (e.g. convenience store, coffee shop, ice cream shop, and other similar uses) should be encouraged."*
- *"General Business Strategies: Due to linear development character along major streets, general business areas will likely continue to experience development pressures to expand. Appropriate locations to provide expansion opportunities should be identified and the impact of expansion should be carefully measured."*

Suitability of B-1 Zone/ Neighborhood Harmony

The proposed rezoning will expand the B-1 district from the west where a salon business exists. The allowed uses within the B-1 district are primarily small neighborhood-scale commercial retail and restaurants, while also allowing office uses. There are existing and new commercial uses being developed to the west between Old Kilgore Road and South Westnedge, including Pacific Rim Foods Market and Cravings Deli, and a Drive & Shine car wash (currently under construction). Expanding commercial uses to the subject site consistent with B-1 would provide improved development feasibility for the site and maintain a transitional zone. Access to the site is only from West Kilgore Road, such that all commercial impacts are limited, and minimize impact on residences to the south and east. Further, the existing 25-foot R-1C district within the southern and eastern areas of the site will prevent B-1 buildings, parking lots, or other structures in close proximity to the abutting residential properties. If the site is rezoned, development shall comply with required site buffering screening elements that would apply along the southern and eastern lot lines of the site to further mitigate impacts on the abutting residences.

PUBLIC HEARING(S)

A public hearing for this rezoning application was opened at the August 4, 2022, Planning Commission meeting. During the meeting, the Commission discussed the proposed rezoning. The applicant, Terry Patterson, Treystar Development II, was present to discuss the rezoning and future use of the site. There was no public comment on this item at the meeting. The Planning Commission determined no further discussion was needed and voted to close the public hearing.

After careful consideration, the Planning Commission voted unanimously (7-0) to recommend to City Council that Rezoning Application # 22/23-2 from OS-1 to B-1 to facilitate a future commercial development at 377, 387, and 397 West Kilgore Road, be approved.

RECOMMENDATION

It is therefore recommended that City Council receive the rezoning application No. 22/23-2 and set a public hearing for September 20, 2022 to rezone land located at 377, 387, and 397 West Kilgore Road from OS-1 Office Service District to B-1 Local Business District to facilitate future commercial development.

FUNDING: Not Applicable

Attachments:

1. 1st reading (revised 8.23.22)
2. 1st reading (original 8.19.22)
3. Rezoning Application
4. Narrative
5. Vicinity Map
6. Existing Zoning Map
7. Site Concept
8. Planning Commission Transmittal Letter re: 377-397 W. Kilgore Rezoning
9. Planning Commission Meeting Minutes dated August 4, 2022

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 Addresses	Parcel ID Numbers
377 Kilgore Road	07021-119-O
387 Kilgore Road	07021-120-O
397 Kilgore Road	07021-121-O

as more specifically described: Lots 119, 120 and 121 of Ridgebrook No. 1 Subdivision

From OS, Office Service to B-1, Local Business, excepting those portions of Lots 119, 120 and 121 of Ridgebrook No. 1 that are zoned R-1C.

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: 8/23/2022
By: Catherine Kaufman
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 Addresses	Parcel ID Numbers
377 Kilgore Road	07021-119-O
387 Kilgore Road	07021-120-O
397 Kilgore Road	07021-121-O

as more specifically described: Lots 119, 120 and 121 of Ridgebrook No. 1 Subdivision

From OS, Office Service to B-1, Local Business, excepting those portions of Lots 119, 120 and 121 of Ridgebrook No. 1 that are zoned R-1C.

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 Addresses	Parcel ID Numbers
377 Kilgore Road	07021-119-O
387 Kilgore Road	07021-120-O
397 Kilgore Road	07021-121-O

as more specifically described: Lots 119, 120 and 121 of Ridgebrook No. 1 Subdivision

From OS, Office Service to B-1, Local Business, excepting those portions of Lots 119, 120 and 121 of Ridgebrook No. 1 that are zoned R-1C.

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

PORTAGE
A Natural Place to Move

APPLICATION FOR ZONING AMENDMENT

Application number_____

Date 7/5/22

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. *Please note: City Staff and/or Planning Commissioners may visit the subject property while the application is under review.*

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 377-397 W. Kilgore Rd. between Old Kilgore Street and Windyridge Street on the South side of the street, and is known as Lot Number(s) 119, 120, 121 of Ridgebrook Plat (Subdivision). It has a frontage of 360 feet and a depth of 155 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).

_____

_____

_____

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

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

Address 241 E. MIcghigan Ave., Suite 135, Kalamazoo, MI 49007

3. My (our) interest in the property and purpose for submitting the proposed Zoning Amendment:
To seek rezoning of the property located @ 377-397 W. Kilgore Rd. from OS-1 to B-1 to allow for the proposed development of an approximately 4,350sf commercial project consisting of food & retail uses permitted within within the B-1 Zoning Classification.

4. CURRENT ZONING: OS-1 PROPOSED ZONING: B-1

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
Terry Patterson
Key: 12f3748702aec134884613b0f42d73a5

(Signature of Applicant) (Signature of Applicant)

241 E. Michigan Ave, Suite 135, Kalamazoo, MI 49007

(Address) (Address)

(269) 329-1808

(Phone) (Phone)

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

TREYSTAR™

www.treystar.com

July 5, 2022

City of Portage
Department of Community Development
7900 S. Westnedge Ave.
Portage, MI 49002

Attn: Kelly Peterson

Dear Kelly:

Thank you for your continued assistance with our proposed rezoning & development of the property located at 377-397 W. Kilgore Rd.

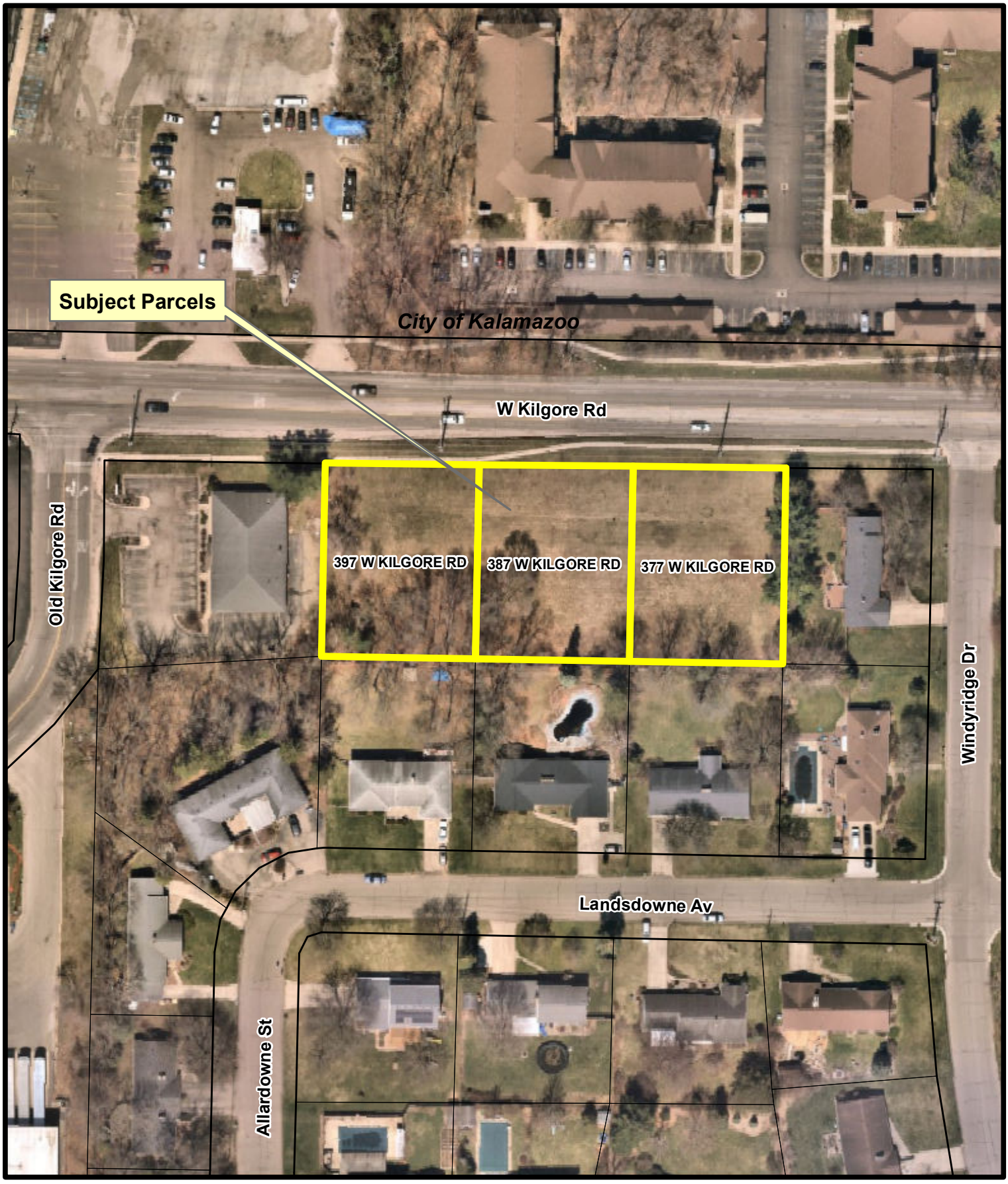
Treystar Development II, LLC acquired the subject property on 12/30/21. We are excited to develop the property to its highest and best use. To achieve this goal, we are respectfully requesting a zoning change from the current OS-1 classification to B-1.

The requested B-1 zoning request is consistent with the current B-1 zoning of the property immediately adjacent at 401 W. Kilgore Rd. and will provide services for the surrounding community. To ensure safe & efficient traffic/pedestrian flow and appropriate buffering of the residential community, the proposed site plan has been designed by Hurley & Stewart with Development Department input. The attached site plan will show a 25' setback from the south & west property lines and existing vegetation between the neighboring properties.

We appreciate your review and input for this project. Should you have any questions, or need additional information, please feel free to contact me.

Thank you,

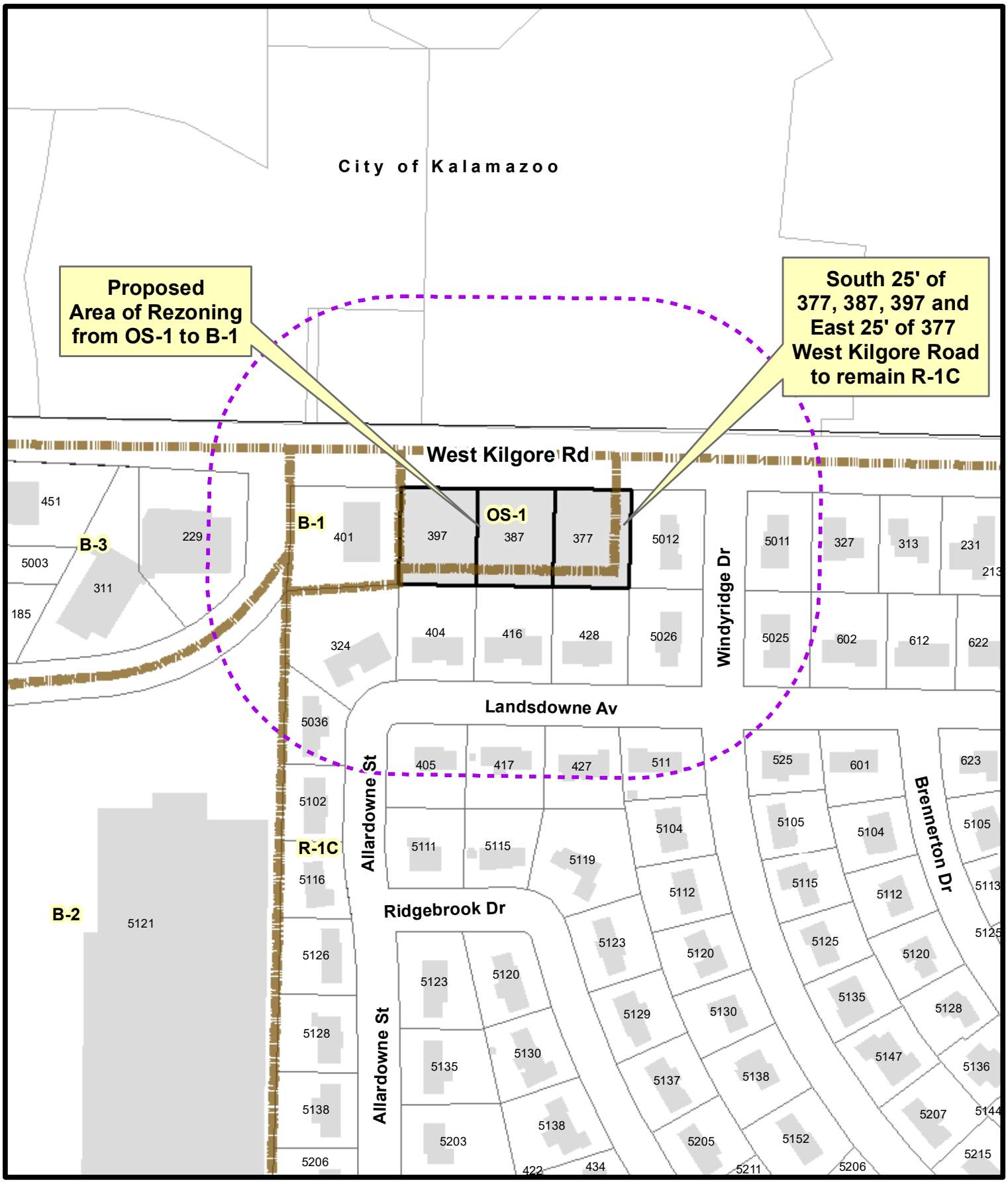
Terry Patterson
Treystar, Inc.
On behalf of Treystar Development II, LLC



Subject Parcels

Aerial Photography
377, 387, & 397 West Kilgore Road

1 inch = 100 feet

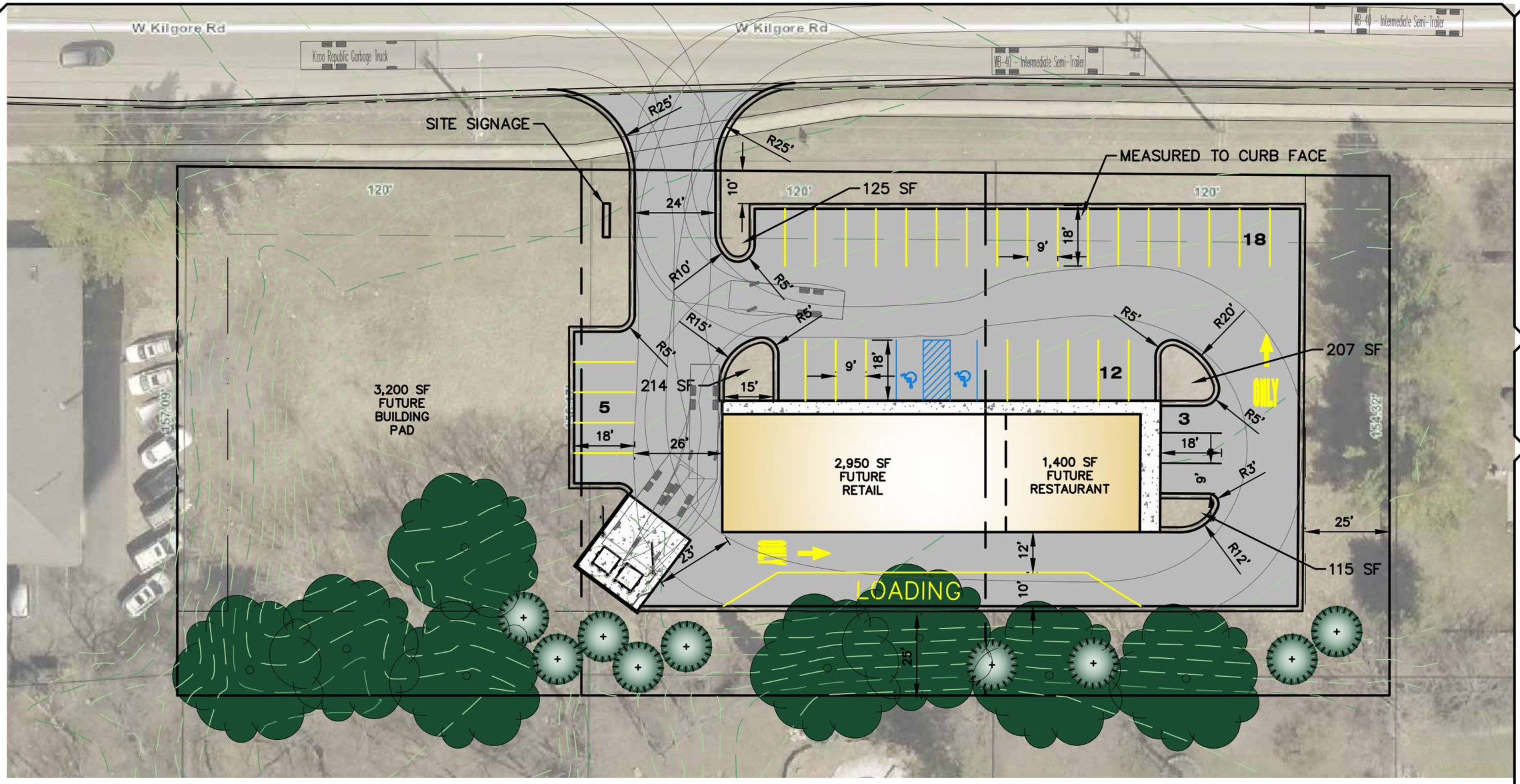


Subject Parcels
Zoning Boundary
300' Notification Area

Rezoning: 22/23 - 2
377, 387, & 397 West Kilgore Road

1 inch = 200 feet

DRAWING LOCATION: H:\22-037D (Treystar Concepts)__REFERENCE\kilgore 3.dwg LAST SAVED BY: LDIEHL ON 6/22/2022



PARKING PHASE 1:
RESTAURANT PARKING REQUIREMENTS 1/40 SQFT OF UFA
1,400 SQFT W/ 66% UFA = 23 PARKING SPACES REQUIRED

RETAIL 1/ 200 SQFT OF UFA 2,950 SQFT W/ 80% UFA = 12 PARKING SPACES REQUIRED

35 SPACES REQUIRED
38 SPACES PROVIDED

*10' X 50' LOADING REQUIRED FOR ESTABLISHMENTS > 1,400 SF

LANDSCAPE REQUIREMENTS:
INTERIOR LANDSCAPE NOT REQUIRED FOR LOT WITH LESS THAN 10,000 SF. PARKING LOT HAS 6,906 SF

FRONTAGE REQUIRES A HEDGE OF SHRUBS AND 1 STREET TREE EVERY 30 LINEAR FOOT OF 10 WIDE LANDSCAPE BUFFER.

0 15 30 60
1 inch = 30 ft.

N
W E
S

hurley & stewart, llc
2800 s. 11th street
kalamazoo, michigan 49009
269.552.4960 fax 269.552.4961
www.hurleystewart.com

hurley & stewart

Job No.: 00-000
Date: 7/21/22
Scale: AS NOTED
P.M.: TDH
Drf: LAD
QA/QC: XX/XX/XX

Title: OPTION 3
Project: 377 KILGORE ROAD
Client: TREYSTAR

Drawing No.
1

PORTAGE
A Natural Place to Move

Department of Community Development

TO: Honorable Mayor and City Council

FROM: City of Portage Planning Commission

DATE: August 18, 2022

SUBJECT: Rezoning Application # 22/23-2 from OS-1 to B-1 to facilitate a future commercial development at 377, 387, and 397 W. Kilgore Road.

At the August 4, 2022 meeting, the Planning Commission reviewed and discussed rezoning application # 22/23-2 from OS-1 Office Service District to B-1 Local Business District to facilitate a future commercial development at 377, 387, and 397 W. Kilgore Road. Applicant, Terry Patterson, Treystar Development II, was present to discuss the rezoning and future intent use of the site. There was no public comment on this item at the meeting. The rezoning application included a conceptual site plan for future use of the site. If the rezoning is approved, the applicant is expected to submit Site Plan application to the City for review and approval.

The Planning Commission voted unanimously (7-0) to recommend to City Council that rezoning application # 22/23-2 from OS-1 to B-1 to facilitate a future commercial development at 377, 387, and 397 W. Kilgore Road, be approved.

Sincerely,

CITY OF PORTAGE PLANNING COMMISSION

Dan Corradini
Chairman

Attachments: August 4, 2022 Planning Commission meeting minutes.

CITY OF PORTAGE PLANNING COMMISSION

Thursday, August 4, 2022

7:00 PM Portage

City Hall Council Chambers

The City of Portage Planning Commission meeting of August 4, 2022, was called to order by Chairman Corradini at 7:00 p.m.

IN ATTENDANCE

- Eric Feldt, City Planner
- Catherine Kaufman, City Attorney
- Biqi Zhao, Deputy Director of Planning and Zoning
- Patrick McGinnis, City Manager

ROLL CALL

Mr. Feldt called the role: Chairman Corradini (yes); Vice Chair Joshi (yes); Fries (yes); Pezzoli (excused); Baldwin (yes); Adams (yes); Youngs (excused); Casper (yes); and Freiman (yes).

Commissioner Baldwin motioned to excuse Commissioner Pezzoli, and Commissioner Youngs. Commissioner Fries supported the motion. Motion carried 7-0.

APPROVAL OF MINUTES

Motion by Commissioner Baldwin, seconded by Commissioner Fries to approve the Planning Commission Meeting Minutes of July 21, 2022. Motion carried 7-0.

PUBLIC HEARINGS

1) A Special Land Use Permit and Site Plan Application for establishing an auto collision/body shop business at 9040 Shaver Road.

Mr. Feldt summarized the site conditions including current zoning, the proposal, and requirements for the special land use permit. He discussed applicable zoning regulations: Sec. 42-460 thru -462 – Special Land Use Permit, Sec 42-480 thru -485 – Site Plan Review, and 42-280 (B)(20) – Auto Repair. Mr. Feldt indicated that staff recommends approval with three conditions outlined in the report. Commissioners asked questions about access to the site and if sidewalks will be established following the City's complete streets policy.

Applicant, James Louis, Director of Real Estate Development for Pinnacle Construction Group, 105 Newbury Street Northeast, Grand Rapids, Michigan, provided information about the project and answers to questions by Commissioners. Attorney Kaufman clarified that the discussion regarding access and maintenance easement agreement and development agreement between the applicant and the City is ongoing.

Chair Corradini opened the public hearing. There being no public comment, Commissioner Baldwin motioned to close the public hearing and Vice Chair Joshi supported the motion. Motion passed 7-0.

Commissioners discussed sidewalks for the site and the City's 2015 Complete Streets Policy. Vice Chair Joshi motioned to approve the special land use and site plan application for establishing an auto collision/body shop business at 9040 Shaver Road with the following conditions:

1) Completion and recording an access and maintenance easement agreement with the City of Portage for the proposed access driveway.
2) Completion and execution of a development agreement.
3) Finalization of the storm water design.

Commissioner Adams supported the motion. Mr. Feldt conducted a roll call vote: Joshi (yes), Adams (yes), Baldwin (yes), Fries (no), Freiman (yes), Casper (yes), Corradini (no). Motion passed 5-2.

2) Treystar Development II, LLC requests rezoning application No. 22/23-2 to rezone land located at 377, 387, and 397 W. Kilgore Road from OS-1 Office Service District to B-1 Local Business District to facilitate future commercial development.

Mr. Feldt provided a summary of the subject site. The three parcels for the proposed rezone, currently had two separate zonings with the majority being OS-1 and a smaller buffer of R-1C to the south and east. He clarified that the proposal is to rezone the OS-1 to B-1 and no change will be made to the R-1C areas. Staff recommended to waive second public hearing and recommend approval to City Council. Commissioner Adams asked if the setback will be applied to the lot line or the zoning district line. Mr. Feldt stated that it would apply to the property line. Commissioners discussed existing sidewalks at the site and split zonings.

Applicant, Terry Patterson Treystar Development II, provided additional information about the project. He stated understanding for the additional setback due to the R-1C zoning. Mr. Feldt clarified the reasons for maintaining the split zoning as providing additional buffers to the single-family residences to the south and east.

Chairman Corradini opened the public hearing. There being no public comment, Vice Chair Joshi motioned to close the public hearing and Commissioner Baldwin supported the motion. Motion passed 7-0.

Commissioner Fries motioned to recommend to City Council to approve the rezoning application number 22/23-2 to rezone land located at 377, 387, and 397 W. Kilgore Road from OS-1 Office Service District to B-1 Local Business District to facilitate future commercial development. Commissioner Adams supported the motion. Motion passed 7-0.

3) Edward Rose & Sons requests rezoning application No. 22/23-3 to rezone 4670 Fox Valley Drive from R-1C One-Family Residential to RM-1 Multifamily Residential for a future multifamily housing development.

Mr. Feldt provided a summary of the proposed rezoning, site conditions, neighborhood conditions, Comprehensive Plan, future apartment buildings and staff analysis. He indicated the City requested an initial review of the proposed concept and received comments from the Road Commission of Kalamazoo County related to impacts to S. 12th Street. These comments were included in the Planning Commission's packet. He indicated that the city had received public comments related to the proposed rezoning, in

relation to perceived traffic impacts, property values, wildlife impacts, increases in highway noise and crime. A petition was also received from Foxwood HOA in opposition to the project. Staff recommended to waive the second public hearing and recommend to City Council that the rezoning be approved. Commissioners discussed the proposed rezone density, yard setbacks of the existing and proposed zoning districts, and the recommendations from the road commission.

Applicant, Kirsten Rimes with Edward Rose & Sons, 6101 Newport Road, Portage, shared information about the request and the company. Chair Corradini then opened the public hearing.

Ron Pelak, 5155 Chasemoor Ct, President of the HOA, stated his opposition to the rezoning and that the current zoning is more suitable for the space. He brought up concerns about traffic, wetland development, property values, and the decline of the neighborhood.

Matt Quardokus, 4783 Idlewood Ave, drew attention to high-density zoning which he feels to be in conflict with the future land use map. He brough up potential traffic impacts to the surrounding single-family homes, and conveyed opposition to the proposed rezoning.

Joe Kucharski, 4573 Chasemoor Dr, discussed the neighborhoods around other highways, traffic impacts, and conveyed opposition to the proposed rezoning.

Lynnae Stankus, 4759 Chasemoor Dr, stated concerns about traffic and more multi-family housing in the area.

John Hagenbarth, 4673 Chasewood Dr, expressed a desire to preserve the natural area. He continued that there is only one way to exit the neighborhood, and that he believed this would result in traffic impacts.

Amy Burnett, 4759 Mistwood Ave, expressed concerns about traffic and safety impacts to her property.

Claire Pelak, 5155 Chasemoor Ct, stated concerns about removing nature and traffic impacts.

Commissioners discussed the need for affordable housing, the complexity of the decision, the upcoming Master Plan Update, and the need for additional information related to traffic, densities of housing in the neighborhood, and similar existing shared access road between multifamily and single-family neighborhoods.

Vice Chair Joshi motioned to adjourn the public hearing until the August 18th meeting. Commissioner Adams asked if a second public hearing is required. Attorney Kaufman answered that the State only requires one public hearing but there is an option to hold another public hearing or to close and re-open at the next meeting. Motion supported by Commissioner Baldwin. Motion passed 7-0.

SITE/FINAL PLANS
None.

NEW BUSINESS
None.

OLD BUSINESS

1) FY 2021-22 Planning Commission Work Program Report and Proposed FY 2022-23 Work Program.
Commissioner Fries motioned to accept the work program. Motion supported by Commissioner Adams. Motion passed 7-0.

2) Election of Officers
The Commission re-elected same officers, as follows:

- Chair – Dan Corradini
- Vice Chair – Sarah Joshi
- Secretary – Becky Sue Baldwin

STATEMENT OF CITIZENS
None.

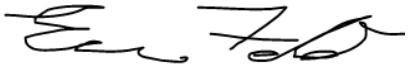
STATEMENT OF COMMISSIONERS
Chair Corradini inquired how the City could recognize community youth whom have exceptional success as young adults to further local pride. Mr. Corradini also advised he would be absent for the September 1, 2022 Planning Commission meeting. Commissioner Lee stated that he will be absent for the next Planning Commission meeting (August 18, 2022). Commissioner Fries inquired about the Master Plan Update timeline. Staff Biqi Zhao responded to the Commission.

STATEMENT OF STAFF
None.

ADJOURNMENT:

There being no further business to come before the Commission, Chairman Corradini adjourned the meeting at 8:57 p.m.

Respectfully submitted,



Eric Feldt, AICP, CFM
City Planner/Project Manager

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Minutes of Boards & Commissions

CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Meeting – June 13, 2022

The City of Portage Zoning Board of Appeals meeting was called to order by Chair Eichstaedt at 7:00 p.m. Two people were in the audience.

MEMBERS PRESENT: Lena Jomaa, Linda Finch, Tracy Ezell, Michael Reedy, Linda Fry, Winifred Kurtz
MEMBERS EXCUSED: Lynn Haddow, Ken Seybold, Jay Eichstaedt

IN ATTENDANCE: Jeff Mais, Zoning & Codes Administrator; Jacob Eccleston, Assistant City Attorney.

APPROVAL OF THE MINUTES:
A motion was made by Finch, and seconded by Kurtz to approve the May 9, 2022 minutes as submitted. Upon voice vote, motion passed 6-0.

NEW BUSINESS:

ZBA #21-14; 5121 South Westnedge Avenue: Mais summarized the request for a combined total of 663 square feet of wall signs where a maximum 300 square feet is permitted. Courtney Magaluk stated Meijer was undergoing major renovations and as part of this wanted to update their wall signs. The applicant advised the wall signs would identify the name of the store, as well as the entrances corresponding to the pharmacy drive-through, and the produce and household items portions of the store. The requested additional sign area was needed to improve wayfinding. Ms. Magaluk stated they had initially applied for an 824 square-foot wall sign, but after discussions with city staff it was agreed to remove the larger sign from the request. The applicant stated they understood staff's recommendation for a lesser variance of 400 square feet of wall signs to match the Shaver Road store, but requested the Board consider allowing 450 square feet at the South Westnedge location, as it differed from the Shaver Road site, having a longer wall area and frontage on three separate streets. In addition, the main Meijer sign would still small relative to the size of the South Westnedge elevation. Kurtz agreed the South Westnedge store location had features that were distinct from the Shaver Road store. Ezell inquired why this location was entitled to additional wall signs beyond the maximum permitted 100 square feet. Mais stated Meijer received an additional 200 square feet of signage owing to Section 552 paragraph (I) which allocates bonuses based on having significant setback from the street and significant wall length.

A public hearing was opened. No one spoke for or against the request. A motion was made by Finch, seconded by Kurtz, to close the public hearing. Upon voice vote the motion passed 6-0..

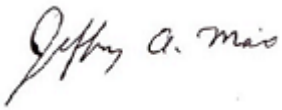
A motion was made by Finch, seconded by Ezell to grant a variance for a combined total of 450 square feet of wall signs where a maximum 300 square feet is permitted, for the following reasons; there are exceptional circumstances applying to the property that do not apply generally to other properties in the same zoning district which include having multiple store entrances and having frontage on three streets; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to adequately identify multiple store entrances which is similar to that possessed by other properties in the same zoning district; the immediate practical difficulty was not caused by the applicant; the variance will not be detrimental to adjacent property and the surrounding neighborhood; and the variance will not materially impair the intent and purpose of the zoning ordinance. Upon voice vote, the motion passed 6-0.

OTHER BUSINESS: Mais reminded Board members that unless they have been expressly advised there has been a cancellation, meetings will always take place the second Monday of each month.

STATEMENT OF CITIZENS: None.

ADJOURNMENT: The meeting was adjourned at 7:37 pm.

Respectfully submitted,



Jeff Mais
Zoning & Codes Administrator

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CITY OF PORTAGE BROWNFIELD REDEVELOPMENT AUTHORITY

Monday July 11, 2022

8:00AM Portage

City Hall Conference Room 1

The City of Portage Brownfield Redevelopment Authority meeting of July 11, 2022, was called to order by Chair Barker at 8:04am.

In Attendance

Adam Herringa, Acting City Manager

Elliott Berlin, City Brownfield Attorney

Andrew Falkenberg, Deputy Assessor

Kelly Peterson, Director of Community Development

Biqi Zhao, Deputy Director of Planning and Zoning

Introductions

Introduction of Authority members, staff, applicants, and members of the public in attendance at the meeting were conducted.

Roll Call

Director Peterson called the roll: Chair Barker (yes); Vice Chair Alburtus (excused); Secretary/Treasurer Lenehan (yes); Mr. Lewandowski (yes); Mr. Herberg (yes); Mr. Galin (yes); Mr. Monroe (unexcused); Mr. Vomastek (excused); Mr. Campbell (yes).

Approval of Minutes

Motion by Mr. Herberg to approve the BRA Meeting Minutes of May 4, 2022. The motion was seconded by Mr. Barker. Motion carried 6-0.

New Business

Attorney Berlin provided a brief overview of the IPUSA Portage, LLC (801 E. Milham) Development Agreement, presented to the Authority for approval following the brownfield plan approval at the May 4, 2022, meeting. Mr. Galin inquired if there were any substantial changes to the project. The applicant's representative Joe Agostinelli confirmed there were none. Mr. Galin moved to approve the development agreement. Mr. Herberg seconded the motion. The Authority voted 6-0 to approve.

Mr. Greg Dobson, representing Tall Timbers Portage LLC (applicant) commenced a presentation on the Tall Timbers brownfield plan submitted to the Authority for review. He provided a brief project history of the collaboration between AVB and Hinman Co. to facilitate Tall Timbers at

3413 W. Centre Ave, which will be a residential-only phase of the existing Greenspire development. Mr. Dobson discussed that the residential project intends to address the City Council's goal of expanding housing availability in Portage, meet a broad range of demographic needs, offers a higher density development with walkable amenities that yields better land use, and will feature key elements including 10% workforce housing units, and LEED Certification that also support the City Council's strategic goals. He detailed some of the residential developments key features and infrastructure in relation to the brownfield application.

The Authority posed several questions about the adjacent state forest land, access management, utilities, green roofs on the top of external garages, property maintenence, site dewatering, and site history. Mr. Lewandowsi inquired about the source of contamination. Mr. Dobson noted the presence of arsenic, iron, chromium, and lead and confirmed the source was unknown but could be related to a previous use (homes along W.Centre Ave) that were located as late as 1999. He advised the developer intended to obtain the limits of contamination and if possible, scoop and remove them from the site. Mr. Barker inquired about the accrued $2.3 million in interest in relation to reimbursable activities. Mr. Dobson confirmed the accrued interest would be related to eligible expenses. Mr. Lenehan inquired about the completion date, which was confirmed by the applicant to be Summer 2024, with a phased approach to bringing the residential towers on line to make units available as expeditiously as possible. Project representative Rich MacDonald (Hinman Co.) discussed the involvement of the Michigan Economic Development Corporation (MEDC) from which the applicant will also be seeking approval of a state brownfield plan and advised that this is one of the first residential-only projects in non-core, non-urban areas in this region that MEDC has expressed a willingness to support.

Mr. Barker inquired about the analyses and impacts to the school millage revenue forgone versus the expected capture from the 180 residential units. Mr. Dobson advised the tax capture doesn't begin until after the 1st year. Mr. Galin advised that funding will be returned to the school district, as is standard, on a per pupil basis. Acting City Manager Herringa advised the Authority that the Administration is supporting this project as an exception to the City's current brownfield redevelopment incentive policy (which currently does not allow for residential projects) as it helps meet City goals, that the City is currently developing an updated policy to accommodate a broader set of needs, noting this project sets a high bar for future projects of this nature. He reminded the Authority that they are not only voting for the project, but also supporting an exception to the current policy in the recommendation to Council.

Mr. Galin inquired if it the Authority was within its rights to vote to approve a project outside of the City's current policy. Attorney Berlin confirmed that the current policy is in the process of being amended, but due to the timing of the applicant's state brownfield application timeline and the policy modifications currently underway, the Authority can be asked to make an exception. Mr. Herberg inquired about a potential date for the modified policy. Acting City Manager Herringa advised that it is anticipated a modified policy would be drafted and shared with the City Council this fall. Mr. Herberg wanted to confirm that there were no legal ramifications for violating or making an exception to the stated policy. Attorney Berlin advised that the City's policy is stricter than what the state brownfield law permits. He advised that as long as the

Authority is complying with the law, an exception to the current policy is effectively a temporary amendment to the policy. This is the same result that would occur if City Council moves to approve the project as an exception to the current City policy. Attorney Berlin advised that all brownfield applications are always discretionary to the Authority and Council. Mr. Herberg asked for confirmation that the Michigan state law currently allows brownfield plans for residential projects. Attorney Berlin confirmed that yes, residential projects are currently allowed within the state law.

Mr. Lewandowski made inquiries about the project's LEED certification components and inquired about use of Consumers Energy Rebates. Mr. Dobson described the focus on mechanical and electrical systems, as well as aspects like green roofs and electric charging stations, and confirmed that the applicant will complete the process for LEED Certification and will consider utilizing rebates where applicable. Mr. Lewandoski inquired about future planned phases. Mr. Dobson described a remaining parcel, known as Phase 8 (located on Parcel B in the proposed brownfield application), approved by the Council that is anticipated to have 120 residential units over 30,000 square feet of retail, and parking which may front W. Centre and create additional walkable, mixed-use amenities in a suburban environment. Attorney Berlin provided clarification to the Authority about Parcel A and Parcel B in the submitted brownfield plan, confirming that the current Development Agreement under review by the Authority only applies to Parcel A, which will be the site of Tall Timbers.

Mr. Lewandowski moved to approve the application for Tall Timbers as presented. Acting City Manager reminded the Authority to make a motion with the recommended language in the City's report, detailing that the application is approved as an exception to the current City policy. Mr. Lewandowki made a motion to approve the project using the recommended motion language which was to approve and recommend to City Council the Tall Timbers Portage LLC brownfield application as an exception to the current City of Portage Brownfield Redevelopment Incentive Policy, with a condition to execute a mutually agreed upon development or reimbursement agreement. Mr. Herberg seconded the motion. The Authority voted to approve 6-0.

The meeting was adjourned at 9:18am.

Respectfully submitted,

K. Peterson
Director of Community Development

CITY OF PORTAGE PLANNING COMMISSION

Thursday, August 4, 2022

7:00 PM Portage

City Hall Council Chambers

The City of Portage Planning Commission meeting of August 4, 2022, was called to order by Chairman Corradini at 7:00 p.m.

IN ATTENDANCE

- Eric Feldt, City Planner
- Catherine Kaufman, City Attorney
- Biqi Zhao, Deputy Director of Planning and Zoning
- Patrick McGinnis, City Manager

ROLL CALL

Mr. Feldt called the role: Chairman Corradini (yes); Vice Chair Joshi (yes); Fries (yes); Pezzoli (excused); Baldwin (yes); Adams (yes); Youngs (excused); Casper (yes); and Freiman (yes).

Commissioner Baldwin motioned to excuse Commissioner Pezzoli, and Commissioner Youngs. Commissioner Fries supported the motion. Motion carried 7-0.

APPROVAL OF MINUTES

Motion by Commissioner Baldwin, seconded by Commissioner Fries to approve the Planning Commission Meeting Minutes of July 21, 2022. Motion carried 7-0.

PUBLIC HEARINGS

1) A Special Land Use Permit and Site Plan Application for establishing an auto collision/body shop business at 9040 Shaver Road.

Mr. Feldt summarized the site conditions including current zoning, the proposal, and requirements for the special land use permit. He discussed applicable zoning regulations: Sec. 42-460 thru -462 – Special Land Use Permit, Sec 42-480 thru -485 – Site Plan Review, and 42-280 (B)(20) – Auto Repair. Mr. Feldt indicated that staff recommends approval with three conditions outlined in the report. Commissioners asked questions about access to the site and if sidewalks will be established following the City's complete streets policy.

Applicant, James Louis, Director of Real Estate Development for Pinnacle Construction Group, 105 Newbury Street Northeast, Grand Rapids, Michigan, provided information about the project and answers to questions by Commissioners. Attorney Kaufman clarified that the discussion regarding access and maintenance easement agreement and development agreement between the applicant and the City is ongoing.

Chair Corradini opened the public hearing. There being no public comment, Commissioner Baldwin motioned to close the public hearing and Vice Chair Joshi supported the motion. Motion passed 7-0.

Commissioners discussed sidewalks for the site and the City's 2015 Complete Streets Policy. Vice Chair Joshi motioned to approve the special land use and site plan application for establishing an auto collision/body shop business at 9040 Shaver Road with the following conditions:

1) Completion and recording an access and maintenance easement agreement with the City of Portage for the proposed access driveway.
2) Completion and execution of a development agreement.
3) Finalization of the storm water design.

Commissioner Adams supported the motion. Mr. Feldt conducted a roll call vote: Joshi (yes), Adams (yes), Baldwin (yes), Fries (no), Freiman (yes), Casper (yes), Corradini (no). Motion passed 5-2.

2) Treystar Development II, LLC requests rezoning application No. 22/23-2 to rezone land located at 377, 387, and 397 W. Kilgore Road from OS-1 Office Service District to B-1 Local Business District to facilitate future commercial development.

Mr. Feldt provided a summary of the subject site. The three parcels for the proposed rezone, currently had two separate zonings with the majority being OS-1 and a smaller buffer of R-1C to the south and east. He clarified that the proposal is to rezone the OS-1 to B-1 and no change will be made to the R-1C areas. Staff recommended to waive second public hearing and recommend approval to City Council. Commissioner Adams asked if the setback will be applied to the lot line or the zoning district line. Mr. Feldt stated that it would apply to the property line. Commissioners discussed existing sidewalks at the site and split zonings.

Applicant, Terry Patterson Treystar Development II, provided additional information about the project. He stated understanding for the additional setback due to the R-1C zoning. Mr. Feldt clarified the reasons for maintaining the split zoning as providing additional buffers to the single-family residences to the south and east.

Chairman Corradini opened the public hearing. There being no public comment, Vice Chair Joshi motioned to close the public hearing and Commissioner Baldwin supported the motion. Motion passed 7-0.

Commissioner Fries motioned to recommend to City Council to approve the rezoning application number 22/23-2 to rezone land located at 377, 387, and 397 W. Kilgore Road from OS-1 Office Service District to B-1 Local Business District to facilitate future commercial development. Commissioner Adams supported the motion. Motion passed 7-0.

3) Edward Rose & Sons requests rezoning application No. 22/23-3 to rezone 4670 Fox Valley Drive from R-1C One-Family Residential to RM-1 Multifamily Residential for a future multifamily housing development.

Mr. Feldt provided a summary of the proposed rezoning, site conditions, neighborhood conditions, Comprehensive Plan, future apartment buildings and staff analysis. He indicated the City requested an initial review of the proposed concept and received comments from the Road Commission of Kalamazoo County related to impacts to S. 12th Street. These comments were included in the Planning Commission's packet. He indicated that the city had received public comments related to the proposed rezoning, in

relation to perceived traffic impacts, property values, wildlife impacts, increases in highway noise and crime. A petition was also received from Foxwood HOA in opposition to the project. Staff recommended to waive the second public hearing and recommend to City Council that the rezoning be approved. Commissioners discussed the proposed rezone density, yard setbacks of the existing and proposed zoning districts, and the recommendations from the road commission.

Applicant, Kirsten Rimes with Edward Rose & Sons, 6101 Newport Road, Portage, shared information about the request and the company. Chair Corradini then opened the public hearing.

Ron Pelak, 5155 Chasemoor Ct, President of the HOA, stated his opposition to the rezoning and that the current zoning is more suitable for the space. He brought up concerns about traffic, wetland development, property values, and the decline of the neighborhood.

Matt Quardokus, 4783 Idlewood Ave, drew attention to high-density zoning which he feels to be in conflict with the future land use map. He brough up potential traffic impacts to the surrounding single-family homes, and conveyed opposition to the proposed rezoning.

Joe Kucharski, 4573 Chasemoor Dr, discussed the neighborhoods around other highways, traffic impacts, and conveyed opposition to the proposed rezoning.

Lynnae Stankus, 4759 Chasemoor Dr, stated concerns about traffic and more multi-family housing in the area.

John Hagenbarth, 4673 Chasewood Dr, expressed a desire to preserve the natural area. He continued that there is only one way to exit the neighborhood, and that he believed this would result in traffic impacts.

Amy Burnett, 4759 Mistwood Ave, expressed concerns about traffic and safety impacts to her property.

Claire Pelak, 5155 Chasemoor Ct, stated concerns about removing nature and traffic impacts.

Commissioners discussed the need for affordable housing, the complexity of the decision, the upcoming Master Plan Update, and the need for additional information related to traffic, densities of housing in the neighborhood, and similar existing shared access road between multifamily and single-family neighborhoods.

Vice Chair Joshi motioned to adjourn the public hearing until the August 18th meeting. Commissioner Adams asked if a second public hearing is required. Attorney Kaufman answered that the State only requires one public hearing but there is an option to hold another public hearing or to close and re-open at the next meeting. Motion supported by Commissioner Baldwin. Motion passed 7-0.

SITE/FINAL PLANS

None.

NEW BUSINESS

None.

OLD BUSINESS

1) FY 2021-22 Planning Commission Work Program Report and Proposed FY 2022-23 Work Program.
Commissioner Fries motioned to accept the work program. Motion supported by Commissioner Adams. Motion passed 7-0.

2) Election of Officers
The Commission re-elected same officers, as follows:

- Chair – Dan Corradini
- Vice Chair – Sarah Joshi
- Secretary – Becky Sue Baldwin

STATEMENT OF CITIZENS
None.

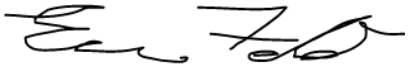
STATEMENT OF COMMISSIONERS
Chair Corradini inquired how the City could recognize community youth whom have exceptional success as young adults to further local pride. Mr. Corradini also advised he would be absent for the September 1, 2022 Planning Commission meeting. Commissioner Lee stated that he will be absent for the next Planning Commission meeting (August 18, 2022). Commissioner Fries inquired about the Master Plan Update timeline. Staff Biqi Zhao responded to the Commission.

STATEMENT OF STAFF
None.

ADJOURNMENT:

There being no further business to come before the Commission, Chairman Corradini adjourned the meeting at 8:57 p.m.

Respectfully submitted,



Eric Feldt, AICP, CFM
City Planner/Project Manager

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PORTAGE
A Natural Place to Move

MATERIALS TRANSMITTED

Friday, August 11, 2022

1. Communication from the City Manager to the Planning Commission regarding a status update on the City of Portage Master Plan – Information Only.

Pat McGinnis, City Manager

cc Adam Herringa, Deputy City Manager
Michael Carroll, Deputy City Manager

CITY OF PORTAGE **COMMUNICATION**

TO: Planning Commission **DATE:** August 10, 2022

FROM: Pat McGinnis, City Manager

SUBJECT: Update on Status of the City of Portage Master Plan

Members of the Planning Commission,

City Council awarded a contract to Houseal Lavigne on March 8, 2022, to prepare and deliver an updated Master Land Use Plan for the City of Portage.

This action was taken following a deep dive and a recommendation from a committee of six:

- Kelly Peterson, Director Community Development
- Kathleen Hoyle, Director of Parks & Recreation
- Victoria Barboza, Purchasing Manager
- Biqi Zhao, Senior Planner and Project Manager
- Karl Klemm, GIS Specialist
- Becky Baldwin, Planning Commission Member

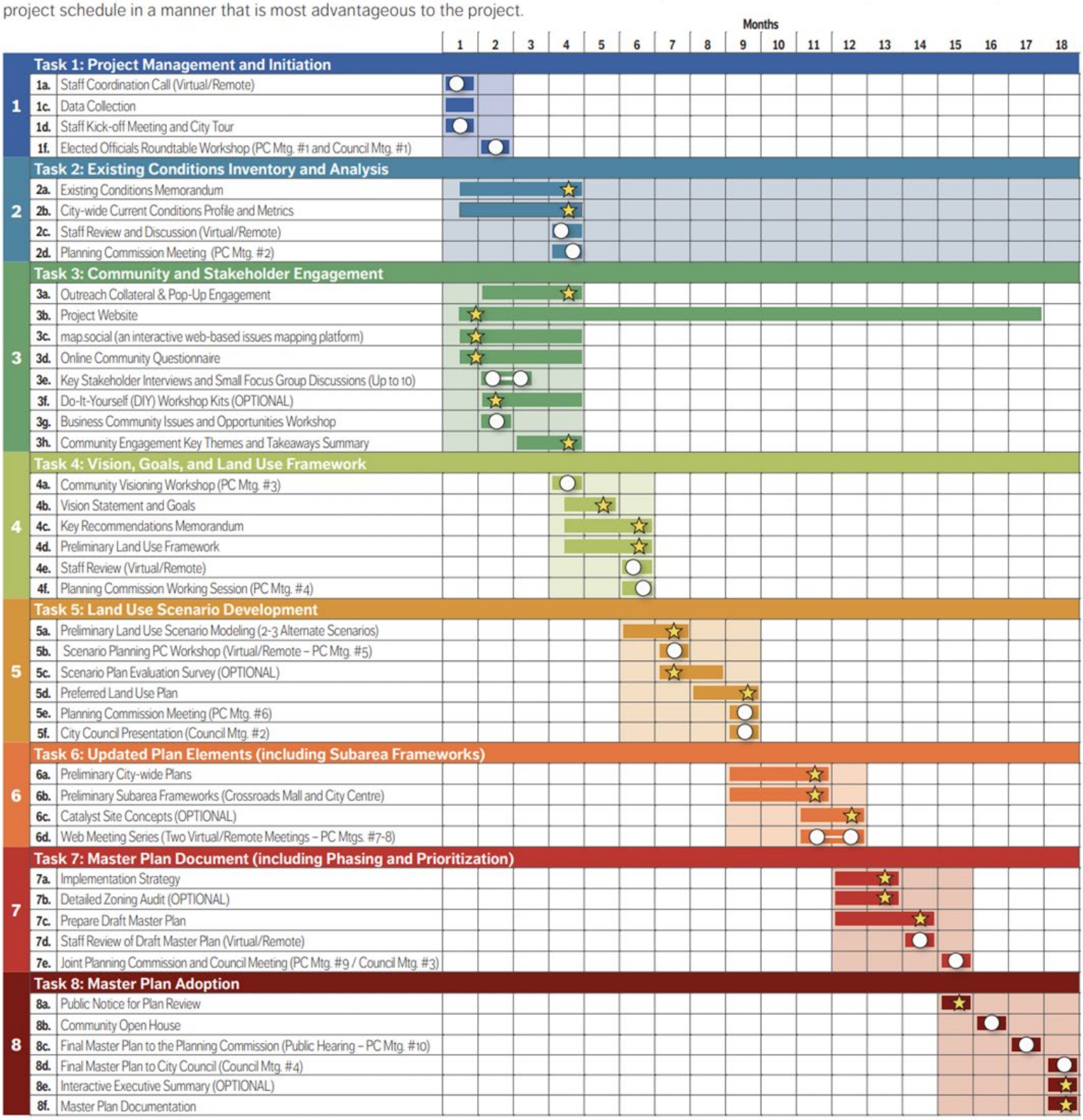
I will sign the contract this week so the process can commence in September, which will be "Month 1" and will launch an 18-month process. A detailed outline of each step in the 18-month timeline is attached here for your reference. This timeline includes the delivery of a draft Master Plan in 14-16 months, followed by a 2-month public review process as required by the State of Michigan.

cc: City Council
Michael Carroll, Deputy City Manager
Kelly Peterson, Director of Community Development

Attachment

Project Schedule

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



TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Environmental Board Report Request

SUPPORTING PERSONNEL: Rodney Russell, Director of Public Works

ACTION RECOMMENDED: That City Council provide direction to City Administration regarding the request of the Environmental Board.

On Monday, August 8th, the Environmental Board submitted a request for City Administration, in particular the Department of Public Works, to conduct a detailed analysis of various topics such as furnaces, small engines, alternative power, etc. Given that the various boards and commissions are advisory to the City Council, City Administration is requesting that City Council provide direction as to how to proceed regarding the request. The specific request is included with this agenda item.

FUNDING: Not applicable although staff time will be necessary to conduct the requested analysis.

Attachments: 1. 2022 08 08 TG-CC Communication from Environmental Board

PORTAGE
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ENVIRONMENTAL BOARD

RECEIVED
AUG 08 2022
PORTAGE
CITY CLERK

Portage Environmental Advisory Board

July, 6th 2022

To: Portage City Council and Manager
For: Request for Communication
7900 S. Westnedge
Portage, Michigan 49024

Dear Portage City Council and City Manager,

The City of Portage Environmental Advisory board requests that the City of Portage Department of Public Works analyzes the feasibility of replacing gas or oil burning furnaces, boilers, and small engines with electric options and an analysis of the electrical cost savings of installing solar panels on/for city property.

The board requests a written report of the current oil and gas burning machines with the locations/descriptions/specifications and age, barriers to replacing these gas and oil burning machines with electrical replacements, to include the cost to replace gas or oil powered machines with electric ones. The board also requests the cost of installation of solar panels on/for city property and the cost savings of installing these solar panels. This information is requested for capital budgeting purposes to obtain a reasonable estimate of cost and a replacement date, in lieu of a later revision of the city's capital improvement plan that may include this information.

Sincerely yours,

Thomas Gillam-Shaffer, MPH; REHS, RS

Chair

08-08-22

7900 S. Westnedge Avenue Portage, Michigan 49024 (269) 329-4412

Attn: City Clerk C/O: Portage Environmental Board

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Fire Station No. 1 Window Replacemement - Bid Tabulation

SUPPORTING PERSONNEL: Nicholas Armold, Director of Public Safety - Police / Fire Chief

ACTION RECOMMENDED: Award a contract to Forman Glass of Galesburg for the replacement of windows at Fire Station No. 1 in the amount of $145,940 and authorize the City Manager to execute all documents related to the contracts on behalf of the city.

The Fiscal Year 2022-23 Capital Improvement Program budget includes funds for the replacement of windows at Fire Station No. 1 (7830 Shaver Road). The windows are original to the building, which was built in 1984. The 2019 C2AE building assessment of City of Portage buildings, indicated these windows should be replaced in approximately 5-10 years; however, the windows are currently in significant disrepair, extremely energy inefficient, and in need of replacement.

A Request for Bid was posted in the Kalamazoo Gazette, on the City of Portage LinkedIn and Twitter accounts, as well as on BidNet, where 117 suppliers were matched and notified of this project. Additionally, four (4) local vendors were notified of this project. On July 19, 2022, one bid was received for the Fire Station No. 1 window replacement project submitted by Forman Glass of Galesburg in the amount of $145,940.

It is recommended that City Council award a contract to Forman Glass of Galesburg for the replacement of windows at Fire Station No. 1 in the amount of $145,940 and authorize the City Manager to execute all documents related to the contracts on behalf of the city.

FUNDING: Funding is available in the Capital Improvement Project budget.

Attachments: 1. Window Replacement - Bid Tabulation

2022 RFB WINDOW REPLACEMENT
BID TABULATION
BID OPENING ON JULY 19, 2022 AT 3 PM

Forman Glass $ 145,940.00
8689 Krum Ave
Galesburg, MI 49053

Opened by:
Victoria Barboza, Purchasing Manager