FINAL AGENDA FOR THE COUNCIL MEETING
CITY OF PORTAGE
SEPTEMBER 20, 2022

7:00 p.m. Call to Order.

Invocation.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. Keep the Lights On After School 2022

A. Consent Agenda:

1. Approve the City Council Meeting Minutes of the:
   a. Regular Meeting of September 6, 2022
2. Approve the Accounts Payable Register of September 20, 2022 as presented.
3. Award a contract to Abonmarche Consultants, Inc. of Portage, Michigan in the amount not to exceed $484,900 to perform engineering services for the reconstruction of Portage Road from Romence Road Parkway to Fairfield Road and authorize the City Manager to execute all documents related to the contract on behalf of the city.
4. Approve the purchase of network hardware and installation services from Insight Public Sector through the State of Michigan Master Computing Cooperative Purchasing Program in the amount of $280,492.84 and authorize the City Manager to execute all documents related to the contract on behalf of the city.
5. Approve a five-year contract with Locality Media, Inc. (dba First Due) of Garden City, New York for First Due Fire/EMS Software at a total first-year cost of $39,750, and authorize the City Manager to execute all documents related to this matter on behalf of the city.
6. Receive Tentative Plan and Rezoning Application #22/23-4 to rezone 8150 Creekside Drive from OS-1 Office Service District and R-1C One-Family Residential District to PD Planned Development for a senior housing facility and set a public hearing for October 18, 2022.
7. Set a Committee of the Whole Meeting on Tuesday, October 18, 2022 at 5:30 p.m. in Conference Room #1 to review the proposed revisions to the Brownfield Redevelopment Incentive Policy.
8. Approve the 2023 schedule of regular City Council meetings.
9. Minutes of Boards & Commissions:
   a. Zoning Board of Appeals of August 8, 2022
   b. Youth Advisory Committee of June 13, 2022
10. Materials Transmitted.
11. Calendar of Meetings:

- Senior Citizens Advisory Board: September 21, 2022 at 2:30 p.m. at City Hall.
- Kalamazoo County Public Arts Commission: September 21, 2022 at 4:00 p.m. at the Epic Center.

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 Mayor recommending that City Council confirm the re-appointment of Jim Pearson to the Central County Transportation Authority Board.

D. Public Hearings:

1. Subsequent to the public hearing, consider approving rezoning application No. 22/23-2, 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.

E. Regular Business Agenda:

F. Unfinished Business:

G. Council Committee Reports:

H. New Business:

I. Statements of Citizens:

J. Statements of City Council and City Manager.

K. Adjournment.

CITY OF PORTAGE
PROCLAMATION

Keeping the Lights On After School 2022

WHEREAS, the citizens of City of Portage stand firmly committed to quality afterschool programs and opportunities because they:

- Provide safe, challenging, and engaging learning experiences that help children develop social, emotional, physical and academic skills;
- Support families by ensuring their children are safe and productive after the regular school day ends;
- Build stronger communities by involving youth, parents, and business leaders in the lives of young people, thereby ensuring all youth thrive; and

WHEREAS, Kalamazoo Youth Development Network (KYD Network) has provided significant leadership in improving outcomes for youth, grounded in the principle that quality afterschool programs are key to helping our youth thrive; and

WHEREAS, *Lights On Afterschool*, the national celebration of afterschool programs held this year on October 20th, promotes the importance of quality afterschool programs in the lives of youth, families, and communities; and

WHEREAS, many afterschool programs in our community are facing funding shortfalls so severe that they are being forced to close their doors and turn off their lights; and

WHEREAS, the City of Portage is committed to investing in the health and safety of all young people by providing expanded learning opportunities that will help ensure all youth thrive.

THEREFORE, BE IT RESOLVED THAT I, Mayor Patricia M. Randall, do hereby proclaim October 20th, as "*Lights On After School Day*" and commits Portage to engage in innovative after school programs and activities that ensure the lights stay on and the doors stay open for all children after school.

Signed this 4th day of October, 2022.

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Patricia M. Randall, Mayor

CITY COUNCIL MEETING MINUTES FROM SEPTEMBER 6, 2022

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

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

ABSENT: Councilmember Chris Burns.

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

At the request of Mayor Randall, the audience observed a moment of silence to reflect on equity and inclusion in the community for all to feel safe and welcome. Following the moment of silence, the City Council recited the Pledge of Allegiance.

PROCLAMATIONS:

National Step-Family Month: Councilmember Knapp read the proclamation.

National Senior Center Month: Senior Citizen Advisory Board member Linda Zoeller read the proclamation with fellow board member Judy Riker and Senior Citizen Services Director Kim Phillips present.

Pro Services of Michigan Recognition: Representatives from Pro Services read the proclamation and spoke regarding the history of the business and its trade educational program.

National Suicide Prevention Month: Councilmember Brayton read the proclamation.

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

Approval of Minutes: Motion by Knapp, seconded by Pearson, to approve the City Council Meeting Minutes of the Committee of the Whole on August 23, 2022; and Regular Meeting on August 23, 2022. Upon a roll call vote, motion carried 6 to 0.

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

Blue Care Network Advantage Plan: Motion by Knapp, seconded by Pearson, to approve a one-year contract renewal, with the option for two additional one-year renewals, with Blue Care Network for the Blue Care Network Advantage Plan for retiree health insurance and authorize the City Manager to execute all documents related to the contract renewal on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

Fire Division Vehicle Replacements: Motion by Knapp, seconded by Pearson, to authorize the purchase of two 2023 GMC Sierra 2500 HD pickup trucks through the State of Michigan MiDEAL extended purchasing program for $76,136.00, and authorize the City Manager to execute all documents on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

Tall Timbers Portage, LLC (Phase VII) Final Plan Approval: Motion by Knapp, seconded by Pearson, to approve the Final Plan for the previously-approved Tentative Plan amendment for Phase VII of Greenspire (Tall Timbers) Residential Planned Development, at 3413 West Centre 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.

Minutes of Boards & Commissions: Motion by Knapp, seconded by Pearson, to receive the minutes of the Human Services Board from May 5, 2022, and Planning Commission from August 18, 2022. Upon a roll call vote, motion carried 6 to 0.

Materials Transmitted: Motion by Knapp, seconded by Pearson, to receive the Materials Transmitted of August 11 and August 23, 2022. Upon a roll call vote, motion carried 6 to 0.

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

PETITIONS AND STATEMENTS OF CITIZENS: John Paver (9651 Portage Road) relayed concerns regarding pesticide application scheduling in city parks with youth features. He also thanked the City Council for creating a welcoming community and relayed a recent encounter with new residents. Mayor Randall thanked him for his comments, as well as his company's donation of dog food to the K9 officers.

COMMUNICATIONS:

Planning Commission's Annual Work Plan: Following an introduction by Community Development Director Kelly Peterson, Commissioner Becky Sue Baldwin presented the Planning Commission's Annual Work Plan. Commissioner Baldwin highlighted the proposed fiscal year 2022-23 program, including related City Council goals, updating the Master Plan, Lake Center District overlay zoning review, the Capital Improvement Program, as well as education and collaborative opportunities. Mayor Randall thanked Commissioner Baldwin, noting her tenure with the Planning Commission.

Motion by Knapp, seconded by Pearson, to receive the Annual Planning Commission Work Plan. Upon a voice vote, motion carried 6 to 0.

Federal Update from Smith Dawson & Andrews: Brett Garson and Kristian Chin of Smith Dawson & Andrews presented information regarding the federal lobbying services provided by the firm to date, as well as upcoming projects, funding options, and efforts. Mayor Randall inquired about the intended target item for a federally funded waterways bill. Mr. Garson responded that the bill would fund the Portage Elijah Root Dam Removal Project, but was also broadly worded to the point that funds could be used on any water or wastewater restoration project. Mayor Pro Tem Pearson asked who was the firm's direct point of contact for city staff. Mr. Garson responded that both he and Mr. Chin were part of every correspondence. Mayor Randall then thanked them both for their efforts on behalf of the city.

Motion by Pearson, seconded by Brayton, to receive the presentation from Mr. Garson and Mr. Chin of Smith Dawson & Andrews. Upon a voice vote, motion carried 6 to 0.

PUBLIC HEARINGS:

Rezoning application No. 22/23-1 for Streamsong Phase 3 at 715 W. Osterhout Avenue: Mayor Randall opened the public hearing at 7:45 pm. City Manager McGinnis and Community Development Director Peterson summarized the rezoning proposal.

Motion by Brayton, seconded by Urban, to close the public hearing. Upon roll call vote, motion carried 6 to 0. Seeing no further discussion, motion by Pearson, seconded by Brayton, to approve rezoning application No. 22/23-1 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.

COUNCIL COMMITTEE REPORTS: Councilmember Brayton provided an update regarding the Discover Kalamazoo Advisory Board, including information about the Vicksburg Mill and the surrounding area's redevelopment project. She noted the project is slated for completion in 2026. Councilmember Brayton then relayed the addition of Avelo Airlines to the Kalamazoo/Battle Creek International Airport with direct service to Florida.

Motion by Urban, seconded by Knapp, to receive the Council Committee Report as presented. Upon a voice vote, motion carried 6 to 0.

STATEMENTS OF CITIZENS: None.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Urban had no comment.

Councilmember Ledbetter spoke regarding a recent increase in local gun violence instances and urged a reduction in gun violence on a national level.

Councilmember Knapp had no comment.

Councilmember Brayton congratulated the Finance Department for receiving the Government Finance Officers Award for Excellence in Financial Reporting for another year. She then thanked Public Safety Director Armold and his department for their efforts in recent events. Councilmember Brayton then acknowledged several new ribbon cuttings and the associated unveilings. She closed by issuing a reminder regarding September as Suicide Awareness Month, providing the phone number of the new helpline, and urging community members to check in with their family and friends.

City Manager McGinnis noted the City Administration has been involved in the National League of Cities boot camp training. He also noted staff has met with local solar companies to explore possible power alternatives on the roofs of public buildings, as well as Portage Public School buildings. Mr. McGinnis also noted the city has various position openings available. He closed with a mention of the city's presentation of the Tall Timbers project to the Michigan Strategic Fund scheduled for September 7th.

Mayor Pro Tem Pearson addressed social media comments regarding a recent accident on Osterhout Avenue and concerns about the intersection. He noted the prior Lake Center District plan provides answers for location over the next few years, citing a prior Lakeview Drive incident that the city was also able to address.

Mayor Randall relayed that she recently participated in the Kalamazoo Valley Community College Police Academy's mock interview session with cadets, alongside Councilmember Ledbetter and City Manager McGinnis. She thanked Councilmember Ledbetter for his work with the cadets and his representation of the City of Portage. Mayor Randall then thanked several entities: the Portage Police Division for assisting with a successful start to the school year; Parker Hannifin for their bike repair station sponsorship; and, the representatives from Smith Dawson & Andrews. Mayor Randall closed with a reminder of the final Summer Entertainment Series concert scheduled for September 8.

ADJOURNMENT: Mayor Randall adjourned the meeting at 08:04 PM.

Erica L. Eklov, City Clerk

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 September 20, 2022 as presented.

The City Council reviews and approves the bi-weekly Accounts Payable Register which includes automated clearing house payments, paper checks, auto-pay payments and electronic payments. The attached Accounts Payable Register covers the period August 28, 2022 through September 10, 2022 and notes $1,391,515.95 in automated clearing house payments, $1,188,473.71 in paper checks, $56,992.11 in auto-pay payments, $36,982,343.98 in electronic payments and $25,570.90 in credit card payments (August) for a grand total of $39,644,896.65.

FUNDING: Not Applicable

Attachments: 1. Accounts Payable Register of September 20, 2022

Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
09/02/2022	17796(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES - MULT LOCATIONS	68,744.28
09/02/2022	17797(A)	AIRGAS USA LLC	WELDING SUPPLIES	160.99
09/02/2022	17798(A)	ALL-TRONICS, INC.	FIRE ALARM MONITORING	81.00
09/02/2022	17799(A)	AMAZON.COM SALES, INC.	HAYLOFT CURTAINS-PK; ELECTION SUP-CC	356.89
09/02/2022	17800(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL SERVICES	1,550.00
09/02/2022	17801(A)	ARMOLD, NICHOLAS	FBINAA MICHIGAN CHAPTER FALL CONF REIMB	225.00
09/02/2022	17802(A)	B S & A SOFTWARE	BS&A ONLINE SETUP AND ON SITE TRAINING	3,965.00
09/02/2022	17803(A)	BAKER, STACEY	SHERM MEMBERSHIP REIMBURSEMENT	229.00
09/02/2022	17804(A)	BEST WAY DISPOSAL, INC.	CURBSIDE RECYCLING	64,915.71
09/02/2022	17805(A)	BOGARD, SCOTT T	POLICE K9 SELECTION PROCESS	209.81
09/02/2022	17806(A)	C D W GOVERNMENT, INC.	ARBITRATOR SET	5,781.27
09/02/2022	17807(A)	CARLETON EQUIPMENT CO.	REPAIR & MAINT SUPPLIES	130.17
09/02/2022	17808(A)	CHARTER COMMUNICATIONS	CABLE TV	345.18
09/02/2022	17809(A)	CLEANIT CORP	CAR WASHES	48.00
09/02/2022	17810(A)	COLLIER, MICHAEL	MACP FALL ACCREDITATION CONF - PER DIEM	103.25
09/02/2022	17811(A)	COPSGEAR.COM	NOPTIC CAMERA INSTALLATIONS	1,050.00
09/02/2022	17812(A)	CROWN TROPHY	2022 CITY TOURNAMENT TROPHIES	389.50
09/02/2022	17813(A)	DATA CONSTRUCTS LLC	MONTHLY WEBSITE HOSTING SERVICES	97.95
09/02/2022	17814(A)	DEER CONTRACTING & LANDSCAPE	CURB REPAIRS	20,732.50
09/02/2022	17815(A)	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE	19,037.66
09/02/2022	17816(A)	DOPP, LYNLEY	MICHIGAN CRISIS RESPONSE TRAINING - PER DIEM	109.50
09/02/2022	17817(A)	EARLE, SHELIA L	FITNESS INSTRUCTION	650.00
09/02/2022	17818(A)	ENGINEERED PROTECTION SYSTEMS, INC.	SENIOR CENTER FIRE ALARM SIGNAL DEVICE	611.60
09/02/2022	17819(A)	FIDELITY SECURITY LIFE INSURANCE CO	VISION INSURANCE	1,245.56
09/02/2022	17820(A)	FIRE SERVICE MANAGEMENT	FIRE PPE CLEANING & REPAIRS	4,787.10
09/02/2022	17821(A)	FOREMOST SALES COMPANY LLC	PARK FACILITIES CLEANING	6,305.00
09/02/2022	17822(A)	FORSHEE, MARK	2022 SUMMER UMPIRE PAYROLL	250.00
09/02/2022	17823(A)	GOLF CARS +	REPAIR/MAINTENANCE SUPPLIES	394.60
09/02/2022	17824(A)	GOODYEAR TIRE & RUBBER COMPANY	FIRE APPARATUS MAINT	1,940.98
09/02/2022	17825(A)	GORDON WATER SYSTEMS	WATER SERVICE	16.69
09/02/2022	17826(A)	GREATER KALAMAZOO UNITED WAY	UNITED WAY CONTRIBUTIONS FOR AUGUST 2022	162.00
09/02/2022	17827(A)	GRIFFIN PEST SOLUTIONS	PEST CONTROL SERVICES	412.00

Check Date	Check	Vendor Name	Description	Amount
09/02/2022	17828(A)	HAMBRIGHT, BRANDON	EVIDENCE TECH SCHOOL - PER DIEM	564.00
09/02/2022	17829(A)	HARTFORD LIFE INSURANCE COMPANY	LIFE & LTD INSURANCE	10,379.30
09/02/2022	17830(A)	HOTRUM, ROBERT	2022 SUMMER UMPIRE PAYROLL	350.00
09/02/2022	17831(A)	HURLEY & STEWART, LLC	WOODHAMS AVE STORM WATER REMEDIATION	2,220.56
09/02/2022	17832(A)	INDUSCO SUPPLY CO., INC.	RESTROOM & CLEANING SUPPLIES	372.66
09/02/2022	17833(A)	INSIGHT PUBLIC SECTOR, INC.	WASABI RENEWAL 1YR	10,879.77
09/02/2022	17834(A)	IRISH AYRES ENTERPRISES, LLC	MOWING MAINTENANCE	7,166.89
09/02/2022	17835(A)	J & J LAWN SERVICE, INC.	UTILITY MOWING & TRIMMING	10,488.08
09/02/2022	17836(A)	JBM TECHNOLOGY	KVCC POLICE ACADEMY CADET ATTIRE	302.00
09/02/2022	17837(A)	KAHN, WILMA	REMINISCENCE WRITING	319.00
09/02/2022	17838(A)	MAPLE HILL SPRINKLING, INC.	BOULEVARD START UP	135.00
09/02/2022	17839(A)	MATERIALS RESOURCES	FIRE FACILITY MAINT	545.58
09/02/2022	17840(A)	MIDWEST ENERGY & COMMUNICATIONS	STREETLIGHT ENERGY COSTS	318.14
09/02/2022	17841(A)	MILLS, DANIEL	MLEAC AND COMMISSION HEARINGS - PER DIEM	147.50
09/02/2022	17842(A)	NATURAL CYCLES FARM LLC	FOOD ASSISTANCE REIMBURSEMENT	54.00
09/02/2022	17843(A)	NYE UNIFORMS	MISC UNIFORMS	1,086.75
09/02/2022	17844(A)	ONSTAFF USA INC	TEMP EMPLOYEE SERVICES	2,005.30
09/02/2022	17845(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE SERVICES	3,063.33
09/02/2022	17846(A)	PHILLIPS, KIMBERLY	REIMBURSE FOR EXPENSES	107.16
09/02/2022	17847(A)	PIERMAN, BRANNON	HOMICIDE INVESTIGATION TRAINING - PER DIEM	323.00
09/02/2022	17848(A)	PLM LAKE & LAND MANAGEMENT	WEST LAKE WEED MGMT PROG	11,901.38
09/02/2022	17849(A)	PORTAGE FIREFIGHTERS	IAFF UNION DUES FOR AUGUST 2022	1,860.00
09/02/2022	17850(A)	PORTAGE ON-CALL FIREFIGHTERS	ON CALL FF UNION DUES FOR AUGUST 2022	20.00
09/02/2022	17851(A)	PORTAGE POLICE OFFICERS ASSOC	PPOA UNION DUES FOR AUGUST 2022	609.00
09/02/2022	17852(A)	PRAIRIE WORKSHOPS LLC	BLACKSMITH DEMO FALL FESTIVAL	200.00
09/02/2022	17853(A)	PRECISION PRINTER SERVICES INC	PRINTER SERVICES	199.94
09/02/2022	17854(A)	PRINTING SERVICES INC	PRINTING SERVICES	109.81
09/02/2022	17855(A)	QUADRANT II MARKETING, LLC	SEPT OCT NEWSLETTER PRODUCTION	2,145.00
09/02/2022	17856(A)	R W LAPINE INC.	HVAC PREVENTATIVE MAINT/ON CALL SVCS	8,724.48
09/02/2022	17857(A)	RHODES, KEVIN	2022 SUMMER UMPIRE PAYROLL	325.00
09/02/2022	17858(A)	RIDGE AUTO NAPA	EQUIP REPAIRS/MAIN SUP	482.78
09/02/2022	17859(A)	ROBERT LAMSON, LLC	POST COND OFFER OF EMPLOYMENT	615.00
09/02/2022	17860(A)	ROE-COMM, INC.	FIRE RADIO MAINT	1,281.00

Check Date	Check	Vendor Name	Description	Amount
09/02/2022	17861(A)	S B F ENTERPRISES, INC.	PRINTING & PROCESSING 2022 SUMMER TAX	3,282.21
09/02/2022	17862(A)	SARKOZY BAKERY LLC	FOOD ASSISTANCE REIMBURSEMENT	37.00
09/02/2022	17863(A)	SLAVIN, NATHAN	HOMICIDE INVESTIGATION TRAINING - PER DIEM	35.00
09/02/2022	17864(A)	STAPERT, BRETT	HOMICIDE INVESTIGATION TRAINING - PER DIEM	323.00
09/02/2022	17865(A)	STOUT, MELISSA JOY	FITNESS SAMPLER	40.00
09/02/2022	17866(A)	SWAFFORD, JAMIE	LAW ENF RECORDS MGMT ASSOC - PER DIEM	106.50
09/02/2022	17867(A)	TRUMAN, JACQUELINE	LAW ENF RECORDS MGMT ASSOC - PER DIEM	106.50
09/02/2022	17868(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	UAW UNION DUES FOR AUGUST 2022	580.90
09/02/2022	17869(A)	US AIR PURIFIERS LLC	AIRKEDIC PLUS PREFILTERS	118.98
09/02/2022	17870(A)	VEOLIA WATER CONTRACT OPERATIONS	WATER SYSTEM CHEMICALS	16,523.39
09/02/2022	17871(A)	WOLFE, MATTHEW	MACP FALL ACCREDITATION CONF - PER DIEM	103.25
09/02/2022	17872(A)	AMERICAN SAFETY & FIRST AID	FIRST AID SERVICES	86.21
09/02/2022	17873(A)	ESCAPE FIRE & SAFETY SERVICES, INC.	REPAIR AND MAINTENANCE SUPPLIES	1,530.00
09/02/2022	17874(A)	GORDON WATER SYSTEMS	WATER SERVICES	312.74
09/02/2022	17875(A)	GRAINGER INC	SIGN COUPLERS	585.96
09/02/2022	17876(A)	J + H OIL CO.	GASOLINE DELIVERY	17,260.52
09/02/2022	17877(A)	JACK DOHENY SUPPLIES INC.	VACTOR REPAIR SUPPLIES	734.90
09/02/2022	17878(A)	MICHIGAN PAVING & MATERIALS CO.	MAJOR & LOCAL ROAD MILL & FILL	506,676.58
09/02/2022	17879(A)	REPUBLIC SERVICES OF WEST MICHIGAN	WASTE DISPOSAL SERVICES	1,444.60
09/02/2022	17880(A)	RIETH-RILEY CONSTRUCTION CO., INC	ROMENCE ROAD CONSTRUCTION CONTRACT	466,931.66
09/02/2022	17881(A)	STEELE, DANA	MCRA CONFERENCE - PER DIEM	109.50
09/09/2022	17882(A)	MCGUIRE, INGRID	APTUSC ANNUAL CONFERENCE- REIMBURSE	280.05
09/09/2022	17883(A)	PETERS CONSTRUCTION CO.	ELIASON PARKING LOT CONSTRUCTION	89,759.90
09/09/2022	17884(A)	ROE-COMM, INC.	FIRE RADIOS	207.00
			Total ACH	**1,391,515.95**

Check Type: Paper

08/30/2022	321471	PLERUS	POSTAGE FOR AV APPLICATIONS	1,221.92
09/02/2022	321472	10TH DISTRICT COURT	OUT OF COUNTY BOND	1,485.00
09/02/2022	321473	A PIZZA YEN LLC	BOX LUNCHES FOR PROGRAMS	372.00
09/02/2022	321474	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	238.00
09/02/2022	321475	AMERICAN GAS & OIL INC	OVERPAYMENT TAXES AMERICAN GAS & OIL	283.26
09/02/2022	321476	AMERICAN PLANNING ASSOCIATION	APA MEMBERSHIP	147.00

Check Date	Check	Vendor Name	Description	Amount
09/02/2022	321477	ARENDT, KENNETH JOE	CDBG - ROOF REPLACEMENT	14,000.00
09/02/2022	321478	ASCENSION MICH OCCUPATIONAL HEALTH	DOT PHYSICAL EXAM	128.00
09/02/2022	321479	AT&T	ELECTRONIC COMMUNICATIONS	298.33
09/02/2022	321480	BADNER, GLORIA	RENTAL DEPOSIT RETURN	150.00
09/02/2022	321481	BAILEY TERRA NOVA FARMS	FOOD ASSISTANCE REIMBURSEMENT	85.00
09/02/2022	321482	BEAR CREEK FARM AND MARKET LLC	FOOD ASSISTANCE REIMBURSEMENT	22.00
09/02/2022	321483	BELL, DAVID L	ROL DRI SEAMLESS GREY ROLLERS	904.75
09/02/2022	321484	BETWEE, PATRICIA	RENTAL DEPOSIT RETURN	150.00
09/02/2022	321485	BONAMEGO, LOUIS	FOOD ASSISTANCE REIMBURSEMENTS	313.00
09/02/2022	321486	BOOGHOLT, BETH	SCHRIER PARK BLD DEPOSIT REFUND	150.00
09/02/2022	321487	BORTON, MARGARET	TRIP REFUND 221004 DANIEL O'DONNELL	135.00
09/02/2022	321488	BRADLEY, MARY	2022 CITY TOURNAMENT DEPOSIT REFUND	50.00
09/02/2022	321489	BRITTON, BILL	2022 CITY TOURNAMENT DEPOSIT REFUND	50.00
09/02/2022	321490	BROOKS ARCHERS INC.	ARCHERY FOR BEGINNERS	1,008.00
09/02/2022	321491	BURCH, BLAINE	2022 CITY TOURNAMENT DEPOSIT REFUND	50.00
09/02/2022	321492	C. STODDARD & SONS INC.	OIL DISPOSAL	300.00
09/02/2022	321493	CAMERON, PAMELA JANE	WOODTURNING DEMO FALL FESTIVAL	200.00
09/02/2022	321494	CARRINGTON, MATTHEW	AUSTIN LAKE SPECIAL ASSESSMENT REIMBURSE	60.30
09/02/2022	321495	CASSADA, DON	RAMONA SOFTBALL RENTAL REFUND	70.00
09/02/2022	321496	CHAPMAN, GABE	2022 CITY TOURNAMENT DEPOSIT REFUND	50.00
09/02/2022	321497	CHASE, AARON	MUSAR-TRENCH RESCUE - PER DIEM	221.25
09/02/2022	321498	CHEESE PEOPLE OF GRAND RAPIDS	FOOD ASSISTANCE REIMBURSEMENT	71.00
09/02/2022	321499	CHICAGO TITLE OF MICHIGAN, INC.	CDBG TITLE SEARCH	150.00
09/02/2022	321500	CINTAS CORP.	UNIFORM RENTAL FOR INSPECTORS	1,289.56
09/02/2022	321501	CITY OF KALAMAZOO TREASURER	SANITARY SEWER CHARGES	329,607.85
09/02/2022	321502	CLARK, RITA	TRIP REFUND SAVANNAH	100.00
09/02/2022	321503	D L GALLIVAN INC.	COPY MACHINE USAGE CHARGES	116.78
09/02/2022	321504	DAVE'S CONCRETE PRODUCTS, INC.	CONCRETE PROJECT- S CEMETERY	275.00
09/02/2022	321505	DICK, ROBERT	ESLS FOOD ASSISTANCE REIMBURSEMENT	429.00
09/02/2022	321506	DOOLEY, MEGAN	MUSIC FOR FALL FESTIVAL	600.00
09/02/2022	321507	DUNLOP, JOHN W	FISH CAMP INSTRUCTOR	140.00
09/02/2022	321508	DUSSEL, NANCY	FOOD ASSISTANCE REIMBURSEMENT	35.00
09/02/2022	321509	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS MAINT	9,561.51

Check Date	Check	Vendor Name	Description	Amount
09/02/2022	321510	VOID		0.00
09/02/2022	321511	EMPSON, MINDY JO	FOOD ASSISTANCE REIMBURSEMENT	35.00
09/02/2022	321512	ENG., INC.	CONSOLIDATED DRAIN REHABILITATION	13,605.87
09/02/2022	321513	EVANS, MARLIN	2022 CITY TOURNAMENT DEPOSIT REFUND	50.00
09/02/2022	321514	FLEIS & VANDENBRINK ENGINEERING	ENGINEERING SERVICES - MICROSURFACING PROJ	10,360.29
09/02/2022	321515	FRAZEE, ANN	TRIP REFUND 221017	200.00
09/02/2022	321516	FRENCH, MATTHEW	2022 CITY TOURNAMENT DEPOSIT REFUND	50.00
09/02/2022	321517	GAVIGLIO, LEANN	2022 CITY TOURNAMENT DEPOSIT REFUND	50.00
09/02/2022	321518	GEIB, CARL	2022 CITY TOURNAMENT DEPOSIT REFUND	50.00
09/02/2022	321519	GOERTLER, BRIANNE	GRAIN ELEVATOR DEPOSIT REFUND	150.00
09/02/2022	321520	GOLLIN, KENNEDY	HORSE & CARRIAGE-FALL FEST & TRAD HOL - DEP	400.00
09/02/2022	321521	GOLLIN, KENNEDY	HORSE & CARRIAGE-FALL FEST & TRAD HOL	600.00
09/02/2022	321522	GORDON FOOD SERVICE	RAMONA CONCESSIONS	542.12
09/02/2022	321523	GOVRED TECHNOLOGY, INC.	APEX OFFICER SIMULATOR	67,500.00
09/02/2022	321524	GREATER KALAMAZOO FOP LODGE 98	FOP UNION DUES FOR AUGUST 2022	2,993.14
09/02/2022	321525	HALT FIRE, INC.	FIRE APPARATUS MAINT	1,409.77
09/02/2022	321526	HAMBRIGHT, JARED	MUSAR-TRENCH RESCUE - PER DIEM	221.25
09/02/2022	321527	HOLOCENE ENVIRONMENTAL LLC	UST "A" AND "B" OPERATOR SERVICE	175.00
09/02/2022	321528	HOLSTON, HOWARD	2022 CITY TOURNAMENT DEPOSIT REFUND	50.00
09/02/2022	321529	HOME DEPOT	REPAIR & MAINT SUPPLIES	1,614.15
09/02/2022	321530	VOID		0.00
09/02/2022	321531	HOME PRO EXTERIORS, LLC	CDBG - ROOF REPLACEMENT	10,103.00
09/02/2022	321532	HUYCK, RYAN & DEBORAH	TRIP REFUND NEW ORLEANS	100.00
09/02/2022	321533	J J KELLER & ASSOCIATES, INC.	FMLA MANAGER ANNUAL SUBSCRIPTION	995.00
09/02/2022	321534	JONES, TRAVIS	2022 CITY TOURNAMENT DEPOSIT REFUND	50.00
09/02/2022	321535	K2AVL INC	SUMMER 2022 CONCERT SOUND & STAGING	4,080.00
09/02/2022	321536	KALAMAZOO BOOK ARTS CENTER	FALL FESTIVAL PRINT MAKING	300.00
09/02/2022	321537	KALAMAZOO COUNTY HEALTH & COMMUNITY	HAZARDOUS WASTE DISPOSAL	75.61
09/02/2022	321538	KALAMAZOO FLAG COMPANY, LLC	VETERANS MEMORIAL FLAGS	430.00
09/02/2022	321539	KALAMAZOO OIL COMPANY	FUEL PURCHASES	268.54
09/02/2022	321540	KALAMAZOO PICKLEBALL	PICKLEBALL OUTREACH CLINICS	610.00
09/02/2022	321541	KEENAN, STEPHANIE	SKATE PARK DEPOSIT REFUND	100.00
09/02/2022	321542	KEPPLER ASSOCIATES, INC.	DEP-BLK HISTORY MO SPEAKER LT RUSSELL HONORE	8,500.00

Check Date	Check	Vendor Name	Description	Amount
09/02/2022	321543	KONICA MINOLTA BUSINESS SOLUTIONS	MAINTENANCE AGREEMENT	414.81
09/02/2022	321544	KOTECKI, BENJAMIN	2022 CITY TOURNAMENT DEPOSIT REFUND	50.00
09/02/2022	321545	KRAFT, EMILY	STUART MANOR DEPOSIT REFUND	150.00
09/02/2022	321546	KRUMREI, CHRISTOPHER	2022 CITY TOURNAMENT DEPOSIT REFUND	50.00
09/02/2022	321547	LAM, STEVEN	2022 CITY TOURNAMENT DEPOSIT REFUND	50.00
09/02/2022	321548	LEINAAR, NOAH	2022 CITY TOURNAMENT DEPOSIT REFUND	50.00
09/02/2022	321549	LENS EQUIPMENT LLC	ANNUAL CELL SERVICE	998.00
09/02/2022	321550	LUTZ, TRICIA	PICKLEBALL SESSION 2 COMPETITIVE REFUND	15.00
09/02/2022	321551	LYNCH, JORDAN MICHAEL	ARBORIST SERVICES	800.00
09/02/2022	321552	LYSTER EXTERIORS	FIRE FACILITY MAINT-ROOF REPAIR	2,081.00
09/02/2022	321553	MAHN	MI ASSOC OF HOSTAGE NEGOTIATORS CONF-REG	175.00
09/02/2022	321554	MALZ, DONALD	CORNHOLE LEAGUE REFUND	25.00
09/02/2022	321555	MCDANIEL, RYAN	2022 CITY TOURNAMENT DEPOSIT REFUND	50.00
09/02/2022	321556	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	105.00
09/02/2022	321557	MESSER, LEIGH ANN	FOOD ASSISTANCE REIMBURSEMENT	16.00
09/02/2022	321558	MI ASSOC. OF CHIEFS OF POLICE	MACP WINTER PROFESSIONAL DEV CONF-REG	280.00
09/02/2022	321559	MICH MUNICIPAL POLICE & FIRE REPAIR	VEH REPAIR AND MAINTENANCE	624.32
09/02/2022	321560	MIDDLETON, KIMBERLY	REIMBURSE FOR EXPENSES	165.48
09/02/2022	321561	MILLAR, BERNADETTE	PICKLEBALL SESSION 2 INTERMEDIATE REFUND	15.00
09/02/2022	321562	MOORE, JAMES I	CANINE DENTAL REPAIRS	6,159.22
09/02/2022	321563	MORETTI, PATRICIA	RENTAL DAMAGE DEPOSIT REFUND	150.00
09/02/2022	321564	MOSQUITO BEATERS LLC	EVENT TREATMENT	199.00
09/02/2022	321565	NAPCH NATIONAL WORKSHOP	NATIONAL ASSOCIATION OF PROFESSIONAL CAN	800.00
09/02/2022	321566	NATIONAL FIRE PROTECTION ASSOC	FIRE MEMBERSHIPS	175.00
09/02/2022	321567	NOWAK, LORI	RENTAL DEPOSIT RETURN	150.00
09/02/2022	321568	OFFICE DEPOT, INC.	OFFICE SUPPLIES	745.22
09/02/2022	321569	OSBORN, DAVID L	2022 SUMMER TAX REFUND 024-004-A	314.09
09/02/2022	321570	OVERHEAD DOOR CO. OF KALAMAZOO	GARAGE DOOR REPAIR-ST 2	315.00
09/02/2022	321571	PADILLA, AHMINA	GRAIN ELEVATOR DEPOSIT REFUND	150.00
09/02/2022	321572	PALMATIER, AMBER	SWP SOFTBALL TOURNAMENT DEPOSIT	100.00
09/02/2022	321573	PAPPAS, LYNN M	FOOD ASSISTANCE REIMBURSEMENT	572.00
09/02/2022	321574	PARKER, MICHAEL	2022 CITY TOURNAMENT DEPOSIT REFUND	50.00
09/02/2022	321575	PETTY CASH-JANET GATES	REPLENISHMENT CHECK	406.82

Check Date	Check	Vendor Name	Description	Amount
09/02/2022	321576	PIPELINE MANAGEMENT COMPANY, LLC	SANITARY SEWER TRUNK PIPELINE ASSESSMENT	75,207.20
09/02/2022	321577	PLERUS	CITYWIDE DECENNIAL REDISTRICTING VOTER ID	7,933.27
09/02/2022	321578	PNC EQUIPMENT FINANCE	PIERCE IMPEL PUMPER FIRE APPARATUS LEASE	212,547.08
09/02/2022	321579	PORTAGE PUBLIC SCHOOLS (TRANS)	FIELD TRIP- BUS TRANSPORTATION	240.56
09/02/2022	321580	PROFFITT, JACQUELYN	2022 CITY TOURNAMENT DEPOSIT REFUND	50.00
09/02/2022	321581	QUADMED, INC.	FIRE EMS SUPPLIES	549.20
09/02/2022	321582	QUALIFICATION TARGETS, INC.	PAPER FIREARMS TARGETS FOR RANGE	138.06
09/02/2022	321583	RAFACZ, JOE	ROPE MAKING DEMOS FALL FESTIVAL	200.00
09/02/2022	321584	RAFFERTY, DEREK	2022 SUMMER CONCERT SERIES FIRST CALL	2,500.00
09/02/2022	321585	RATH, JOHN R.	GLASS BLOWING DEMO FALL FESTIVAL	200.00
09/02/2022	321586	RATHCO SAFETY SUPPLY, INC.	TRAFFIC SIGNS AND MAINTENANCE	42.00
09/02/2022	321587	RAY ALLEN MANUFACTURING, LLC	CANINE EQUIPMENT	1,017.96
09/02/2022	321588	RENEWED EARTH, INC.	COMPOST SITE MGMT	9,083.33
09/02/2022	321589	ROBINSON, JOANNIE C	FOOD ASSISTANCE REIMBURSEMENT	28.00
09/02/2022	321590	ROON, PETER & DEBORAH	2022 SUM TAX REFUND 09915-066-O	38.24
09/02/2022	321591	ROWERDINK, INC.	EQUIPMENT REPAIR/MAINTENANCE SUP	224.86
09/02/2022	321592	SABO. KELLY	2022 CITY TOURNAMENT DEPOSIT REFUND	50.00
09/02/2022	321593	SAFEBUILT MICHIGAN, LLC	FILL IN INSPECTIONS FOR BUILD SVCS	15,609.00
09/02/2022	321594	SAM BROWN SHIELDS INC	FIRE OPS UNIFORMS	165.50
09/02/2022	321595	SCHEUMANN, CONNOR	PETTING ZOO FOR FALL FESTIVAL	1,500.00
09/02/2022	321596	SCHLOTTERBACK, ASHLEY	SCHOOLHOUSE DEPOSIT REFUND	50.00
09/02/2022	321597	SCHRAUBEN, GLENN	PICKLEBALL SESSION 2 INTERMEDIATE REFUND	40.00
09/02/2022	321598	SEHI COMPUTER PRODUCTS	FIRE OFFICE EQUIPMENT-PRINTER/COPIER	491.65
09/02/2022	321599	SMART SOURCE, LLC	PRINTING SERVICES	85.92
09/02/2022	321600	SMITH, DONNA	TRIP REFUND 220823 FIREKEEPERS CASINO	40.00
09/02/2022	321601	SNOW, TIMOTHY A.	TEMP OFFICE ASSISTANCE POST AUGUST ELEC	840.00
09/02/2022	321602	STATE FARM INSURANCE	REFUND DUP PMT-STAX21 PARCEL 92016-010-N	105.63
09/02/2022	321603	STATE OF MICHIGAN (DOT)	LOVERS LANE RECONSTRUCTION	153,584.40
09/02/2022	321604	STATE SYSTEMS RADIO, INC	RADIO BATTERIES	263.00
09/02/2022	321605	STEENSMA LAWN & POWER EQUIPMENT	REPAIR/MAINTENANCE SUPPLIES	57.02
09/02/2022	321606	STILES, CHRISTINE	GRAIN ELEVATOR DEPOSIT REFUND	150.00
09/02/2022	321607	STRUCK, NANCY	PICKLEBALL SESSION 2 INTERMEDIATE REFUND	15.00
09/02/2022	321608	T-MOBILE USA INC	MISC CELL PHONE CHARGES	209.07

Check Date	Check	Vendor Name	Description	Amount
09/02/2022	321609	TALBOT, MICHAEL J.	AUGUST FARMERS MARKET MUSICIAN	100.00
09/02/2022	321610	TELGENHOFF, AMANDA	REIMB SUPPLIES FOR VOTING PRECINCT INFO	60.37
09/02/2022	321611	TELGENHOFF, AMANDA	REIMBURSEMENT FOR CONFERENCE	161.50
09/02/2022	321612	TENNIS COURTS UNLIMITED, INC.	PAINTING TENNIS AND PICKLEBALL COURTS	33,000.00
09/02/2022	321613	THOMAS S KRUM ROOF CONSULTING LLC	CITY HALL ROOF REPLACEMENT CONSULTING	7,000.00
09/02/2022	321614	TILLERS INTERNATIONAL	BROOM MAKING DEMONSTRATIONS FALL FEST	200.00
09/02/2022	321615	TROTTER,TARA	GRAIN ELEVATOR DEPOSIT REFUND	150.00
09/02/2022	321616	TRUGREEN AND ACTION PEST CONTROL	LAWN CARE SVCS-MULT LOCS	9,928.66
09/02/2022	321617	VOID		0.00
09/02/2022	321618	UNITED DISTRIBUTION GROUP	RAMONA CONCESSIONS	587.51
09/02/2022	321619	UNITED PARCEL SERVICE	UPS WEEKLY	31.73
09/02/2022	321620	USPS	POSTAGE PERMIT 58	456.61
09/02/2022	321621	WABINDATO, BRENDA	RAMONA SOFTBALL DEPOSIT REFUND	100.00
09/02/2022	321622	WADE, LUTHER	RAMONA PARKING VOUCHERS REFUND	155.00
09/02/2022	321623	WALKER, DOUG	TRIP REFUND 221004 DANIEL O'DONNELL	270.00
09/02/2022	321624	WAYNE COUNTY APPRAISAL LLC	ASSESSING SERVICES	37,835.83
09/02/2022	321625	WENDLING-OSBORN, JANE	TRIP REFUND 22SE28 MURDER ON THE ORIENT	350.00
09/02/2022	321626	WESSING, PAIGE	2022 CITY TOURNAMENT DEPOSIT REFUND	50.00
09/02/2022	321627	WEST MICHIGAN REALTORS TITLE CO LLC	CDBG DOWN PAYMENT ASSISTANCE	3,000.00
09/02/2022	321628	WESTVIEW CAPITAL LLC	OVERPAYMENT TAXES PARCEL 05990-040-O	864.83
09/02/2022	321629	WILLIAMS & WORKS	ENGINEERING SERVICES-LOVERS LANE	26,421.74
09/02/2022	321630	WILLIAMS, JILL	RAMONA PARKING VOUCHERS REFUND	35.00
09/02/2022	321631	WISE, BILLI	2022 CITY TOURNAMENT DEPOSIT REFUND	50.00
09/02/2022	321632	WOOD, TRINA	GRAIN ELEVATOR DEPOSIT REFUND	150.00
09/02/2022	321633	YOUNGS, REED	RENTAL DEPOSIT RETURN	150.00
09/02/2022	321634	ZEMLICK, EMILY	AMPHITHEATRE DEPOSIT REFUND	150.00
09/02/2022	321635	BREAD OF LIFE	OVERPAYMENT PARCEL 99050-025-B	1,074.77
09/02/2022	321636	BROWN, JULIA	POTTERY DEMONSTRATING FALL FESTIVAL	200.00
09/02/2022	321637	C&C PROFESSIONAL CLEANING SERVICE	JANITORIAL SERVICES	2,602.14
09/02/2022	321638	DRIESENGA & ASSOCIATES INC	ENGINEERING SVCS - ST 3 PARKING LOT	4,500.00
09/02/2022	321639	KALAMAZOO FLAG COMPANY, LLC	FLAG POLE REPAIR ROPES	159.30
09/02/2022	321640	MENARDS	STORAGE CABINET	307.97
09/02/2022	321641	MICHIGAN CRISIS RESPONSE ASSOC.	MCRA - REGISTRATION	425.00

Check Date	Check	Vendor Name	Description	Amount
09/02/2022	321642	MICHIGAN POWER CLEANING	FLOWSWITCH	73.60
09/02/2022	321643	PHOKUS RESEARCH INC.	WOUND CUBE TRAINING PACK	739.00
09/02/2022	321644	SANDERSON DEHAAN IRRIGATION	FIRE FACILITY MAINT	51.90
09/02/2022	321645	SOUTHERN MICHIGAN BANK & TRUST	OVERPAYMENT STAX PARCEL 00281-074-O	2,993.94
09/02/2022	321646	STATE OF MICHIGAN	DPW LICENSE PLATES	104.00
09/02/2022	321647	TELUS COMMUNICATIONS (U.S.) INC	EQUIPMENT GPS UNITS	925.50
09/02/2022	321648	VANBELKUM COMPANIES, LLC.	WIRING INSTALLATION	4,730.00
09/06/2022	321649	BEACON HEALTH SYSTEM	OVERPAYMENT STAX22 PARCEL 00018-902-O	14,958.65
09/09/2022	321650	MICHIGAN RECREATION & PARK ASSOC.	TRIP VENDOR PMT MPARKS GRAND EXPERIENCE	43,425.00
09/09/2022	321651	TALBOT, MICHAEL J.	SEPTEMBER FARMERS MARKETS-MUSIC	100.00
			Total Paper Checks	**1,188,473.71**

Check Type: Auto-Pay Payments

08/29/2022	CONSUMERS AUTOPAY	GAS-ELECTRIC	344.42
08/31/2022	CONSUMERS AUTOPAY	GAS-ELECTRIC	35.91
09/01/2022	CONSUMERS AUTOPAY	GAS-ELECTRIC	16,705.27
09/06/2022	CONSUMERS AUTOPAY	GAS-ELECTRIC	1,435.08
09/07/2022	CONSUMERS AUTOPAY	GAS-ELECTRIC	38,471.43
		Total Auto-Pay Payments	**56,992.11**

Check Type: Electronic Payments

08/26/2022	MULTIPLE	WEEKLY TAX DISBURSEMENT 8/19/22	4,232,585.97
08/30/2022	MULTIPLE	WEEKLY TAX DISBURSEMENT 8/26/22	1,470,248.51
08/31/2022	HUNTINGTON NATIONAL BANK	DEBT SERVICE	904,260.00
08/31/2022	MULTIPLE	CM, DH, NU, PPOA, UAW PENSION PAYMENTS	20,355.82
08/31/2022	SBF	WATER/SEWER BILL POSTAGE	2,269.91
08/31/2022	MULTIPLE	LAKE SPECIAL ASSESSMENTS	32,181.00
09/02/2022	MULTIPLE	WEEKLY TAX DISBURSEMENT 8/26/22	2,019,287.50
09/02/2022	EAGLE CLAIMS	WORKERS COMPENSATION	10,769.33
09/02/2022	MULTIPLE	WEEKLY TAX DISBURSEMENT 8/31/22	6,438,014.69
09/07/2022	MULTIPLE	WEEKLY TAX DISBURSEMENT PPS 9/5/22	1,569,207.69
09/08/2022	RAYMOND JAMES	INVESTMENT PURCHASE	492,790.50
09/09/2022	ICMA	PENSION WITHHOLDINGS	43,376.64

Check Date	Check	Vendor Name	Description	Amount
09/09/2022		MULTIPLE	WEEKLY TAX DISBURSEMENT 9/9/22	16,469,353.19
09/09/2022		PORTAGE PUBLIC SCHOOLS	WEEKLY TAX DISBURSEMENT PPS 9/9/22	3,277,643.23
			Total Electronic Payments	**36,982,343.98**
Check Type: Credit Card				
08/01/2022		BUZZSPROUT BUZZSPROUT	MONTHLY PODCAST SUBSCRIPTION	24.00
08/01/2022		GRN VALLEY ADV ROOM DEP	TREASURER CONFERENCE HOTEL STAY DEPOSIT	543.78
08/02/2022		BERTHOLD TYPES	NEW FONT FOR PUBLIC INFORMATION OFFICE	170.00
08/02/2022		API APA GPMI MEET APAS	PAYROLL TRAINING	1695.00
08/03/2022		DRI GALLUP	EMPLOYEE TRAINING MATERIALS	2478.76
08/03/2022		MGFOA REGISTRATION FEE	FINANCE DIRECTOR TRAINING REGISTRATION	305.00
08/04/2022		DRI GALLUP	EMPLOYEE TRAINING MATERIALS	42.39
08/04/2022		MGFOA MEMBERSHIP DUES	FINANCE DIRECTOR ANNUAL MEMBERSHIP FEE	120.00
08/05/2022		FGM GRANDIN ROAD	MONSTER MASH SUPPLIES	874.50
08/11/2022		EMPLOYERCENTRAL.COM/	JOB POSTING	245.00
08/12/2022		INST OF TRANSP ENG	T&U UPDATED TRIP GENERATION MANUAL	945.00
08/12/2022		DISPLAYS2GO	DISPLAYS FOR NEW SENIOR CENTER	719.55
08/15/2022		HOMEWOOD SUITES	STAY FOR PARKS EVENT PERFORMER	107.00
08/15/2022		HOMEWOOD SUITES	STAY FOR PARKS EVENT PERFORMER	102.00
08/15/2022		LAKEVIEW HOTEL MACKINAC	COM DEV CONFERENCE HOTEL STAY DEPOSIT	632.16
08/18/2022		DISPLAYS2GO	SALES TAX REFUND	(40.72)
08/18/2022		CRYSTAL MTN LODGING	TREASURY CONFERENCE HOTEL STAY DEPOSIT	167.55
08/18/2022		AMERICAN PLANNING A	JOB POSTING	790.00
08/19/2022		IN HANSA TOYS USA	CRITTERS FOR PARKS EVENT	1206.53
08/19/2022		FGM GRANDIN ROAD	MONSTER MASH SUPPLIES	274.54
08/19/2022		APWA - WORK ZONE	JOB POSTING	375.00
08/22/2022		ROSEN HOTELS CENTRE	POLICE TRAINING HOTEL STAY	1081.68
08/22/2022		FGM GRANDIN ROAD	MONSTER MASH SUPPLIES	274.54
08/22/2022		BEST WESTERN OKEMOS/EA	POLICE TRAINING HOTEL STAY	545.70
08/23/2022		GOVERNMENT FINANCE OFFIC	BUDGET AWARD SUBMISSION FEE	575.00
08/23/2022		FGM GRANDIN ROAD	MONSTER MASH SUPPLIES	242.74
08/24/2022		HACKING HR	HR ANNUAL MEMBERSHIP	159.00
08/24/2022		PAYPAL MICHIGANPUB	HR ANNUAL MEMBERSHIP	200.00

Check Date	Check	Vendor Name	Description	Amount
08/25/2022		INTERNATIONAL PUBLIC MAN	HR ANNUAL MEMBERSHIP	835.00
08/25/2022		MICHIGAN ASSOC OF CHIEFS	JOB POSTING	100.00
08/25/2022		YOURMEMBER-CAREERS	JOB POSTING	349.00
08/29/2022		BAVARIAN INN MOTOR LODGE	POLICE DEPT CONFERENCE HOTEL STAY DEPOSIT	160.50
08/31/2022		BUZZSPROUT	MONTHLY PODCAST SUBSCRIPTION	24.00
08/31/2022		FRADULENT - UNDER DISPUTE		9,246.70
			Total Credit Card Payments	**25,570.90**
			Grand Total	**39,644,896.65**

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Portage Road Reconstruction Project - Tabulation of Proposals

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Award a contract to Abonmarche Consultants, Inc. of Portage, Michigan in the amount not to exceed $484,900 to perform engineering services for the reconstruction of Portage Road from Romence Road Parkway to Fairfield Road and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The 2022-2028 Capital Improvement Program includes funding in Fiscal Year 2023-2024 for the Portage Road Reconstruction Project as part of the Major Street Reconstruction Program. Major street reconstruction projects are selected based on pavement condition, average daily traffic, federal aid eligibility, as well as potential development activities. The Portage Road Reconstruction Project includes:

- Resurfacing of the existing roadway from Romence Road Parkway to Fairfield Road
- Replacement of the traffic signals at the Portage Road/East Milham Avenue and Portage Road/Winters Drive intersections
- Installation of sanitary sewer in unserved areas of Portage Road
- Installation of water main on Portage Road from Helen Avenue to Byrd Drive to eliminate single source water mains and improve water quality as recommended in the 2019 Water System Reliability Study
- Installation of non-motorized trail
- Installation of boulevards and streetlights to calm traffic and provide a more rewarding experience for motorists and pedestrians walking along the trail

The Portage Road Reconstruction project has been approved by the Kalamazoo Area Transportation Study Policy Committee for federal funding. In total, the estimated cost of the project is $6,500,000. Federal funds in the amount of $1,742,865 and Brownfield Funds associated with the FedEx development in the amount of $2,750,000 have been approved to assist in financing this project. The city share includes $500,000 financed through each of the Water Fund and Sanitary Sewer Fund, with the remaining $1,000,000 financed through the Municipal Street Fund. Staff have also applied for a Transportation Economic Development Fund grant in the amount of $375,000.

On September 8, 2022, three proposals were received for design and construction engineering services for the Portage Road Reconstruction project. Based on a review of the proposals, staff has determined that the proposal from Abonmarche Consultants, Inc. in the amount of $484,900 best fits the needs of the

project and is also the lowest proposal. Abonmarche Consultants, Inc. has significant experience with Michigan Department of Transportation policies and procedures and successfully completed the engineering services for the East Milham Avenue Reconstruction Project, which also involved traffic signal replacement.

It is recommended that City Council award a contract to Abonmarche Consultants, Inc. to perform engineering services for the Portage Road Reconstruction project from Romence Road Parkway to Fairfield Road in the amount not to exceed $484,900 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Sufficient funding exists in the Fiscal Year 2022-2023 Capital Improvement Program budget.

Attachments: 1. PES Tabulation of Proposals-Portage Road Reconstruction

2022 RFP PORTAGE ROAD RECONSTRUCTION
PROFESSIONAL ENGINEERING SERVICES
PROPOSAL TABULATION
RFP OPENING ON SEPTEMBER 8, 2022 AT 3 PM

Abonmarche 700 Mall Drive, Suite C, Portage, Michigan, 49024	$	484,900.00
Prein&Newhof 3355 Evergreen Drive NE Grand Rapids, Michigan, 49525	$	565,300.00
Wightman & Associates, Inc. 2303 Pipestone Road Benton Harbor, Michigan, 49022	$	583,569.00

Opened by: _____
Victoria Barboza, Purchasing Manager

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Network Hardware and Data Storage Upgrade

SUPPORTING PERSONNEL: Devin Mackinder, Director of Technology Services

ACTION RECOMMENDED: Approve the purchase of network hardware and installation services from Insight Public Sector through the State of Michigan Master Computing Cooperative Purchasing Program in the amount of $280,492.84 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

This planned network hardware and data storage upgrade project replaces the onsite city data storage and backup hardware installed in 2015, which is no longer supported and is experiencing system failures. Replacement ensures reliable storage and backup of all onsite city data, while also providing for continued data growth and enhanced data processing speeds.

The total cost, provided through the State of Michigan Master Computing Cooperative Purchasing Program, in the amount of $280,492.84 is inclusive of all equipment, licenses, support, warranties, and installation services. This MiDeal cooperative agreement (#210000000022 - valid through July 31, 2026) is competitive as only one participant was awarded from a total of seven participants. Pricing was confirmed to be a factor in the evaluation and subsequent award of this cooperative agreement. The MiDeal proposal evaluation is attached to support these findings. The Technology Services Department has confirmed that the above pricing is in line with the cooperative agreement.

It is recommended that City Council approve the purchase of network hardware and installation services from Insight Public Sector through the State of Michigan Master Computing Cooperative Purchasing Program in the amount of $280,492.84 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Funds are budgeted and available in the Information Systems Improvements Capital Improvement budget.

Attachments: 1. Quotation #0225397833 - HPE Refresh MiDEAL

INSIGHT PUBLIC SECTOR SLED
2701 E INSIGHT WAY
CHANDLER AZ 85286-1930
Tel: 800-467-4448

SOLD-TO PARTY 10338202

CITY OF PORTAGE
7900 S WESTNEDGE AVE
PORTAGE MI 49002-5117

SHIP-TO

CITY OF PORTAGE
7900 S WESTNEDGE AVE
PORTAGE MI 49002-5117

Quotation

Quotation Number	:	225397833
Document Date	:	25-AUG-2022
PO Number	:	
PO release:	:	
Sales Rep	:	Joe Morley
Email	:	JOE.MORLEY@INSIGHT.COM
Telephone	:	+16169745803
Sales Rep 2	:	Shannon McKay
Email	:	SHANNON.MCKAY@INSIGHT.COM
Telephone	:	+13172845156

We deliver according to the following terms:

Payment Terms	:	Net 30 days
Ship Via	:	PERIMETER INTERNATIONAL/LTL
Terms of Delivery:	:	FOB DESTINATION
Currency	:	USD

Specific products, including software licensing, provided under this contract are non-returnable. Please contact your sales team or visit www.ips.insight.com/mmcp for a more detailed description of our return policy under this contract.

Material	Material Description	Quantity	Unit Price	Extended Price
Q8H35A	HPE Nimble Storage Adaptive Flash ES3 HF40/60 Expansion Shelf - storage enclosure STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	53,571.34	53,571.34
Q8C26B	HPE Nimble Storage Cache Bundle - SSD - 5.76 TB - 3 x 1.92 TB pack - factory integrated STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	27,005.09	27,005.09
Q8J27A	HPE Nimble Storage - power cable - IEC 60320 C13 to IEC 60320 C14 - 6 ft STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	2	0.53	1.06
HA124A1	HPE Installation & Startup Service - installation / configuration - 1 incident - on-site STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	0.00	0.00
HA124A1#5MS	HPE Installation & Startup Service - installation / configuration - on-site STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	1,800.00	1,800.00
HU4A7A5	HPE Pointnext Tech Care Essential Service with Defective Media Retention - extended service agreement - 5 years - on-site STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	0.00	0.00

Material	Material Description	Quantity	Unit Price	Extended Price
HU4A7A5#ZFA	HPE Pointnext Tech Care Essential Service with Defective Media Retention - extended service agreement - 5 years - on-site STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	5,891.52	5,891.52
HU4A7A5#ZFS	HPE Pointnext Tech Care Essential Service with Defective Media Retention - extended service agreement - 5 years - on-site STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	10,730.85	10,730.85
R7M22A	HPE StoreOnce 3660 Upgrade Kit - storage enclosure STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	29,000.00	29,000.00
HU4A6A5	HPE Pointnext Tech Care Essential Service - extended service agreement - 5 years - on-site STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	0.00	0.00
HU4A6A5#YHM	HPE Pointnext Tech Care Essential Service - extended service agreement - 5 years - on-site STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	15,571.80	15,571.80
HA124A1	HPE Installation & Startup Service - installation / configuration - 1 incident - on-site STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	0.00	0.00
HA124A1#5VG	HPE Installation & Startup Service - installation / configuration - on-site STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	600.00	600.00
P05172-B21	HPE ProLiant DL380 Gen10 Plus Network Choice - rack-mountable - no CPU - 0 GB - no HDD STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	3	1,683.00	5,049.00
P05172-B21#ABA	HPE ProLiant DL380 Gen10 Plus Network Choice - rack-mountable - no CPU - 0 GB - no HDD STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	3	0.00	0.00
P36925-B21	Intel Xeon Gold 5320 / 2.2 GHz processor STATE OF MICHIGAN MASTER COMPUTING PROGRAM	6	2,275.24	13,651.44

Material	Material Description	Quantity	Unit Price	Extended Price
	HARDWARE(# 210000000022)			
P36925-B21#0D1	Intel Xeon Gold 5320 / 2.2 GHz processor STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	6	0.00	0.00
P06033-B21	HPE SmartMemory - DDR4 - module - 32 GB - DIMM 288-pin - 3200 MHz / PC4-25600 - registered STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	36	588.04	21,169.44
P06033-B21#0D1	HPE SmartMemory - DDR4 - module - 32 GB - DIMM 288-pin - 3200 MHz / PC4-25600 - registered STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	36	0.00	0.00
P27194-B21	HPE - storage drive cage STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	3	258.39	775.17
P27194-B21#0D1	HPE - storage drive cage STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	3	0.00	0.00
P40497-B21	HPE Read Intensive - SSD - 480 GB - SATA 6Gb/s STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	6	258.39	1,550.34
P40497-B21#0D1	HPE Read Intensive - SSD - 480 GB - SATA 6Gb/s - factory integrated STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	6	0.00	0.00
P37038-B21	HPE x8/x16/x8 Primary Riser Kit - riser card STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	3	107.50	322.50
P22702-B21	HPE QL41232HLCU - network adapter - PCIe 3.0 x8 - 10Gb Ethernet / 25Gb Ethernet SFP28 x 2 STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	3	634.50	1,903.50
P22702-B21#0D1	HPE QL41232HLCU - network adapter - PCIe 3.0 x8 - 10Gb Ethernet / 25Gb Ethernet SFP28 x 2 STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	3	0.00	0.00

Material	Material Description	Quantity	Unit Price	Extended Price
P26325-B21	Broadcom MegaRAID MR216i-a - storage controller - SATA 6Gb/s / SAS 12Gb/s / PCIe 4.0 (NVMe) - PCIe 4.0 x8 STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	3	810.00	2,430.00
P26325-B21#0D1	Broadcom MegaRAID MR216i-a - storage controller - SATA 6Gb/s / SAS 12Gb/s / PCIe 4.0 (NVMe) - PCIe 4.0 x8 STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	3	0.00	0.00
P08449-B21	HPE I350-T4 - network adapter - OCP 3.0 - Gigabit Ethernet x 4 STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	3	479.00	1,437.00
P08449-B21#0D1	HPE I350-T4 - network adapter - OCP 3.0 - Gigabit Ethernet x 4 STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	3	0.00	0.00
P14608-B21	HPE Maximum Performance Fan Kit - system fan kit STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	3	169.50	508.50
P14608-B21#0D1	HPE Maximum Performance Fan Kit - system fan kit STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	3	0.00	0.00
P38995-B21	HPE Flex Slot Platinum - power supply - hot-plug - 800 Watt STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	6	219.44	1,316.64
P38995-B21#0D1	HPE - power supply - hot-plug - 800 Watt STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	6	0.00	0.00
BD505A11	HPE ILO ADVANCED 1-SERVER LICENSE WITH 3YR SUPPORT ON ILO LICENSED FEATURES - STATE OF MICHIGAN MASTER COMPUTING PROGRAM(# 071B6600112)	3	292.59	877.77
BD505A#0D1	HPE Integrated Lights-Out Advanced - license + 3 Years 24x7 Support - 1 server STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	3	0.00	0.00

Material	Material Description	Quantity	Unit Price	Extended Price
P13771-B21#0D1	HPE - Trusted Platform Module 2.0 Gen10 Plus Rivets Kit STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	3	0.00	0.00
P22018-B21	HPE SFF Easy Install - rack rail kit - 2U STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	3	72.00	216.00
P22018-B21#0D1	HPE SFF Easy Install - rack rail kit - 2U STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	3	0.00	0.00
P27095-B21#0D1	HPE High Performance Heatsink Kit - processor heatsink STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	6	0.00	0.00
HA114A1	HPE Installation & Startup Service - installation / configuration - on-site STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	0.00	0.00
HA114A1#5A6	HPE Installation & Startup Service - installation / configuration - on-site STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	3	920.00	2,760.00
HU4A6A5	HPE Pointnext Tech Care Essential Service - extended service agreement - 5 years - on-site STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	0.00	0.00
HU4A6A5#ZSB	HPE Pointnext Tech Care Essential Service - extended service agreement - 5 years - on-site STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	3	5,735.00	17,205.00
HU4A6A5#R2M	HPE Pointnext Tech Care Essential Service - technical support - for HPE Integrated Lights-Out (iLO) Advanced Pack non Blade - 5 years STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	3	46.90	140.70
Q8H33A	HPE Nimble Storage ES3 Expansion Shelf - storage enclosure STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	24,875.00	24,875.00

Material	Material Description	Quantity	Unit Price	Extended Price
Q8J27A	HPE Nimble Storage - power cable - IEC 60320 C13 to IEC 60320 C14 - 6 ft STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	2	0.53	1.06
HA124A1	HPE Installation & Startup Service - installation / configuration - 1 incident - on-site STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	0.00	0.00
HA124A1#5MR	HPE TIER 1 STORAGE ARRAY STARTUP SVC STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	3,000.00	3,000.00
HU4A9A5	HPE Pointnext Tech Care Essential Exchange Service - extended service agreement - 5 years - shipment STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	0.00	0.00
HU4A9A5#ZFP	HPE Pointnext Tech Care Essential Exchange Service - extended service agreement - 5 years - shipment STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	5,099.25	5,099.25
P05174-B21	HPE ProLiant DL380 Gen10 Plus Network Choice - rack-mountable - no CPU - 0 GB - no HDD STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	2,116.20	2,116.20
P05174-B21#ABA	HPE DL380 GEN10 ICX CTO MOD-X 12LFF STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	0.00	0.00
P36921-B21	Intel Xeon Silver 4310 / 2.1 GHz processor STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	634.59	634.59
P36921-B21#0D1	Intel Xeon Silver 4310 / 2.1 GHz processor STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	0.00	0.00
P06033-B21	HPE SmartMemory - DDR4 - module - 32 GB - DIMM 288-pin - 3200 MHz / PC4-25600 - registered STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	4	588.04	2,352.16

Material	Material Description	Quantity	Unit Price	Extended Price
P06033-B21#0D1	HPE SmartMemory - DDR4 - module - 32 GB - DIMM 288-pin - 3200 MHz / PC4-25600 - registered STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	4	0.00	0.00
861683-B21	HPE Midline - hard drive - 4 TB - SATA 6Gb/s STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	8	465.60	3,724.80
861683-B21#0D1	HPE Midline - hard drive - 4 TB - SATA 6Gb/s - factory integrated STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	8	0.00	0.00
P37038-B21	HPE x8/x16/x8 Primary Riser Kit - riser card STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	107.50	107.50
P12965-B21	HPE NS204i-p Gen10 Plus - storage controller - M.2 NVMe Card / PCIe 3.0 (NVMe) STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	922.50	922.50
P12965-B21#0D1	HPE NS204i-p NVMe OS Boot Device - storage controller - M.2 NVMe Card / PCIe 3.0 (NVMe) - PCIe 3.0 x8 STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	0.00	0.00
P26262-B21	Broadcom BCM57414 - network adapter - PCIe 3.0 x8 - Gigabit Ethernet / 10Gb Ethernet / 25Gb Ethernet SFP28 x 2 STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	2	592.00	1,184.00
P26262-B21#0D1	Broadcom BCM57414 - network adapter - PCIe 3.0 x8 - Gigabit Ethernet / 10Gb Ethernet / 25Gb Ethernet SFP28 x 2 STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	2	0.00	0.00
P01366-B21	HPE 96W Smart Storage - storage device battery - Li-Ion STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	101.00	101.00
P01366-B21#0D1	HPE 96W Smart Storage - storage device battery STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	0.00	0.00

Material	Material Description	Quantity	Unit Price	Extended Price
P26279-B21	Broadcom MegaRAID MR416i-a - storage controller (RAID) - SATA 6Gb/s / SAS 12Gb/s / PCIe 4.0 (NVMe) - PCIe 4.0 x8 STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	1,150.00	1,150.00
P26279-B21#0D1	Broadcom MegaRAID MR416i-a - storage controller (RAID) - tri-mode - SATA 6Gb/s / SAS 12Gb/s / PCIe 4.0 (NVMe) - PCIe 4.0 x8 STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	0.00	0.00
P08449-B21	HPE I350-T4 - network adapter - OCP 3.0 - Gigabit Ethernet x 4 STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	479.00	479.00
P08449-B21#0D1	HPE I350-T4 - network adapter - OCP 3.0 - Gigabit Ethernet x 4 STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	0.00	0.00
P38995-B21	HPE Flex Slot Platinum - power supply - hot-plug - 800 Watt STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	2	219.44	438.88
P38995-B21#0D1	HPE - power supply - hot-plug - 800 Watt STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	2	0.00	0.00
BD505A11	HPE ILO ADVANCED 1-SERVER LICENSE WITH 3YR SUPPORT ON ILO LICENSED FEATURES OPEN MARKET	1	281.40	281.40
P55860-B21	HPE SATA / SAS cable kit STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	26.00	26.00
P55860-B21#0D1	FACTORY INTEGRATED STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	0.00	0.00
P58900-B21	HPE DL38X SAS/SATA TM CBL KIT STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	29.00	29.00
P13771-B21#0D1	HPE - Trusted Platform Module 2.0 Gen10 Plus Rivets Kit STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	0.00	0.00

Material	Material Description	Quantity	Unit Price	Extended Price
P22019-B21	HPE Large Form Factor Easy Install Rail Kit - rack rail kit - 2U STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	76.00	76.00
P37034-B21#0D1	HPE Standard Heat Sink Kit - heatsink STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	0.00	0.00
HA114A1	HPE Installation & Startup Service - installation / configuration - on-site STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	0.00	0.00
HA114A1#5A6	HPE Installation & Startup Service - installation / configuration - on-site STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	920.00	920.00
HU4A6A5	HPE Pointnext Tech Care Essential Service - extended service agreement - 5 years - on-site STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	0.00	0.00
HU4A6A5#ZSB	HPE Pointnext Tech Care Essential Service - extended service agreement - 5 years - on-site STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	5,735.00	5,735.00
HU4A6A5#R2M	HPE Pointnext Tech Care Essential Service - technical support - for HPE Integrated Lights-Out (iLO) Advanced Pack non Blade - 5 years STATE OF MICHIGAN MASTER COMPUTING PROGRAM HARDWARE(# 210000000022)	1	46.90	46.90
BC012AAE	HPE StoreOnce Cloud Bank Read/Write License To Use (electronic delivery) - STATE OF MICHIGAN MASTER COMPUTING PROGRAM(# 071B6600112)	1	220.00	220.00
BC013AAE	HPE StoreOnce Cloud Bank Storage Detach for Gen4 Systems - license - 1 TB cloud storage space - STATE OF MICHIGAN MASTER COMPUTING PROGRAM(# 071B6600112)	1	110.00	110.00
BC002AAE	HPE StoreOnce VSA Base License To Use (electronic delivery) - STATE OF MICHIGAN MASTER COMPUTING PROGRAM(#	1	1,800.00	1,800.00

Material	Material Description	Quantity	Unit Price	Extended Price
	071B6600112)			
BC003AAE	HPE StoreOnce VSA Stackable License To Use (electronic delivery) - STATE OF MICHIGAN MASTER COMPUTING PROGRAM(# 071B6600112)	20	450.00	9,000.00
BC007AAE	HPE StoreOnce VSA Server Encryption License To Use (electronic delivery) - STATE OF MICHIGAN MASTER COMPUTING PROGRAM(# 071B6600112)	1	0.94	0.94

Product Subtotal	210,414.82
Services Subtotal	69,501.02
TAX	0.00
Total	280,492.84

Thank you for choosing Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Joe Morley
+16169745803
JOE.MORLEY@INSIGHT.COM

Shannon McKay
+13172845156
SHANNON.MCKAY@INSIGHT.COM

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

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https://www.insight.com/terms-and-policies

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Contract for First Due Software Suite

SUPPORTING PERSONNEL: Nicholas Armold, Director of Public Safety - Police / Fire Chief
Devin Mackinder, Director of Technology Services

ACTION RECOMMENDED: Approve a five-year contract with Locality Media, Inc. (dba First Due) of Garden City, New York for First Due Fire/EMS Software at a total first-year cost of $39,750, and authorize the City Manager to execute all documents related to this matter on behalf of the city.

The Department of Public Safety – Fire Division currently employs five separate software packages to provide necessary records management, scheduling, asset, and inventory monitoring, fire inspections/pre-planning, and statistical analysis to support its operations. The multiple platforms result in inefficiencies and additional staff time and make it difficult to effectively manage day-to-day operations. The Fire Administration and Technology Services conducted extensive research to identify Fire/EMS software to provide a majority of the needed modules in one software suite. As a result, four potential providers were identified and researched: Image Trend, Zoll, ESO, and First Due.

Image Trend currently provides the Fire Division with software solutions, but for only two of the required modules – records management and fire inspection. Zoll is the most expensive option and lacks many of the required modules. ESO provides many of the modules needed; however, reviews from agencies currently utilizing ESO services were not favorable. First Due software was identified as the preferred provider as the firm is able to provide four of the desired components under one platform at an affordable price. First Due Fire/EMS software is the only suite that offers an online portal allowing residents and business owners to provide the Fire Division with critical occupant and property data that can be provided to emergency response agencies during an incident.

The first-year cost for the purchase of First Due Fire/EMS is $33,050, plus a one-time implementation service fee of $6,700, bringing the total first-year investment to $39,750. Subsequent renewals would be capped at a 5% increase for a total contract value not to exceed the amount of $189,322.11.

Year 1	$39,750.00
Year 2	$34,720.50
Year 3	$36,437.63
Year 4	$38,259.51
Year 5	$40,172.48
Five-Year Contract Total	**$189,322.11**

The purchase of First Due Fire/EMS would consolidate four (potentially five) platforms currently utilized by the Fire Division into an all-in-one suite, saving the city approximately $5,000 per year. First Due provides continuity, standardization, a better value, and best serves the needs of the Fire Division and, therefore, qualifies as a single-source provider.

It is recommended that City Council approve a five-year contract with Locality Media, Inc. (dba First Due) of Garden City, New York for First Due Fire/EMS Software at a total first-year cost of $39,750, and authorize the City Manager to execute all documents related to this matter on behalf of the city.

FUNDING: Sufficient funding exists in the Fiscal 2022-23 Department of Public Safety – Fire Division budget for year one expenditures. Funding will be programmed in future budgets for the remainder of the contract.

Attachments:
1. First Due Quote 220729v4.2
2. First Due Agreement & Scope of Work for Signature

first due
107 Seventh St, Garden City
New York, 11530, United States

First Due Quote

Prepared By: Joseph Robinson
Valid Until: Dec 31, 2022
Quote Number: 1545132000081523365

Portage Department of Public Safety

We are excited to present pricing for the First Due Suite! Please see detailed breakdown below. It is important to note that First Due is a cloud-based system, and all Support, Maintenance, Hosting and Upgrades are ALWAYS INCLUDED.

First Due Modules and Implementation Services Included - Description
Occupancy Management & Pre-Incident Planning Manage Occupancies, Hydrants, Pre-Incident Mapping, GIS data, Fire Systems, Hazardous Material, and Contacts.
Responder Web Responder dashboard and Responder iOS/Android App with notifications, statusing and routing.
Inspections Field Inspections, Configurable Checklists, Violation Management, Virtual Inspections, Inspections Scheduler, and Integrated Pre-Incident Planning.
Permitting Permit Management, Customizable Permit Types, Plan Review and Permit Fees.
Community Connect Online portal for residents and businesses to input critical occupant and property data that can be made available to Emergency Response Agencies during an incident.
Incident Reporting - NFIRS NFIRS Incident Documentation, State and Federal Compliance with automated submission.
Incident Reporting - ePCR ePCR Incident Documentation, State and Federal Compliance with automated submission.
Scheduling Manage staff schedules with an interactive shift board, configurable call shifts module, messaging, time-off and shift trades.
Events & Activities Create Events, View Global Activity Log, and Access Global Calendar.
Assets & Inventory Assets, equipment and inventory management, assets and equipment checks, and work order management.
Implementation and Configuration Services Services related to configuring and customizing the First Due Platform as described in the Statement of Work.
CAD Integration Email CAD Integration
Onsite Training Training - Onsite
Custom Integrations Services Services related to custom integration service with the First Due Platform as described in the Statement of Work.

Total Year 1	**$ 39,750.00**
Annual Subscription	**$ 33,050.00**

Terms and Conditions

Please do not share or reproduce without proper authorization | © First Due | www.firstdue.com

Terms 50% upfront, Net 30 upon Contract Signing
Dec 30 2022, Balance Invoiced, Net 60

5% Cap on Annual Uplift

5 year contract

AGREEMENT FOR SERVICES

This Agreement for Services (this “Agreement”) dated as of **September 1, 2022** (the "Effective Date") is made by and between Locality Media, Inc dba First Due a Delaware corporation, having offices at 107 7th St, Garden City, NY, 11530 ("Locality Media") and the **Portage Department of Public Safety** located at **7900 S. Westnedge Rd., Portage, MI 49024** (the “Customer”).

1. Locality Media maintains a website through which Customer members may access Locality Media's **First Due Size-Up™** Community Connect™, Mobile Responder™ and/or other software-as-a-service platforms and solutions identified in Exhibit A (collectively, the "Service") in connection with the performance of their Customer duties. Locality Media agrees to grant the Customer access to the Service pursuant to the terms and conditions set forth below and in Exhibit A, and the Customer agrees to use the Service only in strict conformity with and subject to such terms and conditions.

2. Locality Media may provide the Customer with one or more user ID’s, initial passwords, digital certificates and/or other devices (collectively, "Credentials") and/or application programming interfaces ("APIs") to access the Service. The Customer shall access the Service only by using such Credentials and APIs. The Customer authorizes Locality Media to act on any instructions Locality Media receives from users of the Service who present valid Credentials and such individuals shall be deemed authorized to act on behalf of the Customer, including, without limitation, to change such Credentials. It is the Customer’s sole responsibility to keep all Credentials and other means of access within the Customer’s direct or indirect possession or control both confidential and secure from unauthorized use. The Customer understands the utility of the First Due Size Up Service depends on the availability of data and information relating to Locations and structures in the Customer's jurisdiction, including but not limited to building system and structural information, building inspection codes and incident report data (collectively, "Location Data"). Locality Media also may process and furnish through the Service, in addition to Location Data, other data regarding residents and roadways within the Customer's jurisdiction ("Community Data"). Location Data and Community Data are referred to collectively herein as "Data". Locality Media may acquire Data from third party public and/or private sources in Locality Media's discretion. In addition, the Customer will upload to the Service or otherwise provide to Locality Media in such form and using such methods as Locality Media reasonably may require from time to time, any and all Data from the Customer's records and systems which the parties mutually designate for inclusion in the Service database. The Customer agrees not to filter or alter such records except to conform such Data to the formats reasonably required by Locality Media. Subject to any third-party license restrictions identified expressly in writing by the Customer, the Customer grants to Locality Media a perpetual, non-exclusive, worldwide, royalty-free right and license to process, use and disclose the Data furnished to Locality Media by the Customer in connection with the development, operation and performance of Locality Media's business, including but not limited to the Service.

3. As between the parties, the Customer and its employees, contractors, members, users, agents and representatives (collectively, "Customer Users") are solely responsible for determining whether and how to use Data accessed through the Service. The Customer acknowledges that Locality Media, through the Service, provides an interface for viewing Data compiled from the Customer and other sources over which Locality Media has no control and for which Locality Media assumes no responsibility. Locality Media makes no representations or warranties regarding any Location or structure (including but not limited to a Location's safety, construction, occupancy, materials, hazards, water supply, contents, location, surrounding structures, exposures, size, layout, compliance, condition or history)), residents, roadways, or any actual or expected outcome from use of the Data, nor does Locality Media make any representation or warranty regarding the accuracy or reliability of the Data received by Locality Media. Locality Media provides administrative and information technology services only and does not advise, recommend, or render an opinion with respect to any information communicated through the Service and shall not be responsible for the Customer's or any third party's use of any information obtained through the Service.

4. The Customer shall obtain and maintain, at its own expense, computers, operating systems, Internet browsers, tablets, phones, telecommunications equipment, third-party application services and other equipment and software ("Equipment") required for the Customer to access and use the Service (the Service being accessible to users through standard Internet browsers subject to third party network availability and signal strength). Locality Media shall not be responsible for any problem, error or malfunction relating to the Service resulting from Customer error, data entry errors or malfeasance by the Customer or any third party, or the performance or failure of Equipment or any telecommunications service, cellular or wifi network, Internet connection, Internet service provider, or any other third-party communications provider, or any other failure or problem not attributable to Locality Media ("Technical Problems").

5. This Agreement will be effective for an initial term of **60 months** (the "Initial Term") commencing on the Effective Date. After the Initial Term, this Agreement will automatically renew for successive terms of **12 months** each (a "Renewal Term"), subject to the right of either party to cancel renewal at any time upon at least 60 days' written notice. Locality Media reserves the right to increase Customer's renewal Service fees by no more than **5%** per annum, applied to the Service fees set forth in the previous term. A renewal estimate will be provided to the Customer no less than 90 days before term expiration. Either party also may terminate this Agreement immediately upon written notice if the other party: (i) becomes insolvent; (ii) becomes the subject of a petition in bankruptcy which is not withdrawn or dismissed within 60 days thereafter; (iii) makes an assignment for the benefit of creditors; or (iv) materially breaches its obligations under this Agreement and fails to cure such breach within 30 days after the non-breaching party provides written notice thereof.

6. Upon termination, the Customer shall cease use of the Service and all Credentials then in the Customer's possession or control. This Section 6 and Sections 8 through 11 and 15 through 25 hereof shall survive any termination or expiration of this Agreement.

7. The Customer agrees to pay the fees set forth in Exhibit A for use of those Service features described in Exhibit A (as available as of the Effective Date). Locality Media may charge separately for services offered from time to time that are not included in the scope of Exhibit A (such as new Service features, systems integration services and applications of the Service for new purposes), subject to the Customer's acceptance of the terms of use and fees associated with such services. The Customer shall be responsible for the payment of all taxes associated with provision and use of the Service (other than taxes on Locality Media's income). The Customer represents it has not received and agrees that it shall not collect any fee, payment or remuneration of any kind from any Data provider, other municipal agency or other third party in connection with the Customer's purchase or use of the Service under this Agreement.

8. Locality Media owns and shall retain all right, title, and interest in and to the Service, all components thereof, including without limitation all related applications, APIs, user interface designs, software and source code (which shall further include without limitation any and all source code furnished by Locality Media to the Customer in connection with the delivery or performance of any services hereunder) and any and all future enhancements or modifications thereto howsoever made and all intellectual property rights therein but not Data furnished by the Customer. Except as expressly provided in this Agreement or as otherwise authorized in advance in writing by Locality Media, the Customer and Customer Users shall not copy, distribute, license, reproduce, decompile, disassemble, reverse engineer, publish, modify, or create derivative works from, the Service; provided, however, that nothing herein shall restrict the Customer's use of the Data that the Customer has provided.

9. "Confidential Information" means any and all information disclosed by either party to the other which is marked "confidential" or "proprietary," including oral information that is designated confidential at the time of disclosure. Without limiting the foregoing, all information relating to the Service and associated software and the terms of this Agreement shall be deemed Locality Media's Confidential Information. Notwithstanding the foregoing, "Confidential Information" does not include any information that the receiving party can demonstrate (i) was known to it prior to its disclosure hereunder; (ii) is or becomes publicly known through no wrongful act of the receiving party; (iii) has been rightfully received from a third party authorized to make such disclosure without restriction; (iv) is independently developed by the receiving party, without the use of any Confidential Information of the other party; (v) has been approved for release by the disclosing party's prior written authorization; or (vi) is required to be

disclosed by court order or applicable law, provided that the party required to disclose the information provides prompt advance notice thereof to the other party (except to the extent such notice is prohibited by law).

10. Each party hereby agrees that it shall not use any Confidential Information belonging to the other party other than as expressly permitted under the terms of this Agreement or as expressly authorized in writing by the other party. Each party shall use the same degree of care to protect the other party's Confidential Information as it uses to protect its own confidential information of like nature, but in no circumstances with less than reasonable care. Neither party shall disclose the other party's Confidential Information to any person or entity other than its employees, agents or consultants who need access thereto in order to effect the intent of this Agreement and in each case who have been advised of the confidentiality provisions of this Agreement, have been instructed to abide by such confidentiality provisions, entered into written confidentiality agreements consistent with Sections 9-11 or otherwise are bound under substantially similar confidentiality restrictions.

11. Each party acknowledges and agrees that it has been advised that the use or disclosure of the other's Confidential Information inconsistent with this Agreement may cause special, unique, unusual, extraordinary, and irreparable harm to the other party, the extent of which may be difficult to ascertain. Accordingly, each party agrees that, in addition to any other remedies to which the nonbreaching party may be legally entitled, the nonbreaching party shall have the right to seek to obtain immediate injunctive relief, without the necessity of posting a bond, in the event of a breach of Section 9 or 10 by the other party, any of its employees, agents or consultants.

12. LOCALITY MEDIA REPRESENTS AND WARRANTS THAT IT SHALL USE COMMERCIALLY REASONABLE EFFORTS TO PROVIDE THE SERVICE WITHOUT INTRODUCING ERRORS OR OTHERWISE CORRUPTING DATA AS SUBMITTED BY THE CUSTOMER. OTHER THAN THE FOREGOING, THE SERVICE, INCLUDING ALL DATA, IS PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS WITHOUT WARRANTY OF ANY KIND. WITHOUT LIMITING THE FOREGOING, LOCALITY MEDIA MAKES NO WARRANTY THAT THE SERVICE WILL BE UNINTERRUPTED, ERROR FREE OR AVAILABLE AT ALL TIMES, NOR DOES LOCALITY MEDIA WARRANT THAT THE SERVICE WILL REMAIN COMPATIBLE WITH, OR OPERATE WITHOUT INTERRUPTION ON, ANY EQUIPMENT OF THE CUSTOMER OR CUSTOMER USERS.

13. EXCEPT AS SET FORTH ABOVE IN SECTION 12, LOCALITY MEDIA MAKES AND THE CUSTOMER RECEIVES NO WARRANTIES, WHETHER EXPRESS, IMPLIED, OR STATUTORY REGARDING OR RELATING TO THE SUBJECT MATTER HEREOF. LOCALITY MEDIA SPECIFICALLY DISCLAIMS, TO THE FULLEST EXTENT PERMITTED BY LAW, ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT WITH RESPECT TO THE SUBJECT MATTER HEREOF, INCLUDING WITHOUT LIMITATION THE SERVICE.

14. The Customer represents and warrants that the Customer is authorized and has all rights necessary to enter into this Agreement, to provide the Data furnished by the Customer to Locality Media, and to use the Service and Data, and Customer will only use the Service and Data, as permitted under this Agreement and in accordance with the laws, regulations and any third-party agreements applicable to the Customer and Customer Users. Without limiting the generality of the foregoing, Customer shall not cause or permit any Data to be uploaded to the Service or used in connection with the Service in any manner that would violate any third-party intellectual property rights or license between Customer and any third party. Customer agrees not to use or permit the use of the Service and Data in connection with any public or private enterprise other than operation and performance of the Customer's functions and services. In addition, the Customer and the Customer Users shall not copy, distribute, license, reproduce, publish, modify or otherwise use any Personally Identifiable Information (PII) contained within the Data accessed through the Service for any purpose other than to lawfully carry out the services and duties of the Customer. The Customer shall remain responsible for the performance, acts and omissions of each Customer User as if such activities had been performed by the Customer.

15. Locality Media will indemnify, defend and hold harmless the Customer from and against any and all damages, liabilities, losses, costs and expenses (including, but not limited to, reasonable attorneys' fees) (collectively, "Losses") resulting from any third-party claim, suit, action, investigation or proceeding (each, an "Action") brought against the Customer based on the infringement by Locality Media of any third-party issued patent, copyright or registered trademark, except to the extent such Action is based on Data furnished from the Customer, the Customer's breach of any third party agreement, or any combination or integration of the Service with any Customer- or third-party property, method or system.

16. The Customer will indemnify, defend and hold Locality Media harmless from and against any and all Losses arising from or relating to: (i) any breach by the Customer of Section 8; or (ii) any Action by a Customer User or third party arising from or relating to the use of the Service or Data accessed through the Service, except to the extent such Losses are subject to Section 15 above or result from the gross negligence or willful misconduct of Locality Media.

17. Such indemnification under Sections 15 and 16 will be provided only on the conditions that: (a) the indemnifying party is given written notice reasonably promptly after the indemnified party receives notice of such Action; (b) the indemnifying party has sole control of the defense and all related settlement negotiations, provided any settlement that would impose any monetary or injunctive obligation upon the indemnified party shall be subject to such party's prior written approval; and (c) the indemnified party provides assistance, information and authority as reasonably required by the indemnifying party.

18. EXCEPT FOR ITS INDEMNIFICATION OBLIGATIONS IN SECTION 15, AND EXCEPT FOR CLAIMS OF GROSS NEGLIGENCE, WILLFUL MISCONDUCT OR FRAUD, LOCALITY MEDIA SHALL NOT BE LIABLE TO THE CUSTOMER OR CUSTOMER USERS FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL OR EXEMPLARY DAMAGES ARISING FROM OR RELATING TO THIS AGREEMENT OR THE SERVICES OR DATA, EVEN IF THE CUSTOMER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. EXCEPT FOR ITS INDEMNIFICATION OBLIGATIONS IN SECTION 15, AND EXCEPT FOR CLAIMS OF GROSS NEGLIGENCE, WILLFUL MISCONDUCT OR FRAUD, LOCALITY MEDIA SHALL NOT BE LIABLE TO THE CUSTOMER OR CUSTOMER USERS FOR ANY DAMAGES IN CONNECTION WITH THIS AGREEMENT IN EXCESS OF THE GREATER OF (A) THE AMOUNT OF FEES PAID OR PAYABLE BY THE CUSTOMER TO LOCALITY MEDIA WITHIN THE 12 MONTH PERIOD IMMEDIATELY PRIOR TO THE EVENT GIVING RISE TO SUCH LIABILITY, OR (B) $5,000.

19. All notices, requests, demands or consents under this Agreement must be in writing, and be delivered personally, by email or facsimile followed by written confirmation, or by internationally recognized courier service to the addresses of the parties set forth in this Agreement.

20. Except as otherwise provided below, neither party may assign this Agreement or any rights or obligations hereunder without the prior written consent of the other party. Locality Media may assign this Agreement or any rights or obligations hereunder to any Locality Media affiliate or in connection with the merger or acquisition of Locality Media or the sale of all or substantially all of its assets related to this Agreement, without such consent. This Agreement shall be binding upon and inure to the benefit of the parties, their respective successors and permitted assigns.

21. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

22. Any modification, amendment or waiver to this Agreement shall not be effective unless in writing and signed by the party to be charged. No failure or delay by either party in exercising any right, power, or remedy hereunder shall operate as a waiver of such right, power, or remedy.

23. The parties are independent contractors with respect to each other, and neither shall be deemed an employee, agent, partner or legal representative of the other for any purpose or shall have any authority to create any obligation on behalf of the other. Neither party intends to grant any third-party beneficiary rights as a result of this Agreement.

24. Any delay in or failure of performance by either party under this Agreement will not be considered a breach and will be excused to the extent caused by any event beyond the reasonable control of such party including, but not limited to, acts of God, acts of civil or military authorities, strikes or other labor disputes, fires, interruptions in telecommunications or Internet or network provider services, power outages, and governmental restrictions.

25. This Agreement supersedes all prior agreements, understandings, representations, warranties, requests for proposal and negotiations, if any. Each provision of this Agreement is severable from each other provision for the purpose of determining the enforceability of any specific provision.

26. Agreement Billing Information

a. **Accounts Payable Contact**

Name: _____

Email: _____

Phone: _____

b. **Tax Exempt** _____ (Yes/No)
If Yes, please email a copy of the Exempt Certificate to accounting@firstdue.com.

c. **Purchase Order Required** _____ (Yes/No)
If Yes, return a copy of the Purchase Order with the signed agreement or email a copy to accounting@firstdue.com.

LOCALITY MEDIA, INC.		**Portage Department of Public Safety**	
By:	_____	By:	_____
Name:	Andreas Huber	Name:	_____
Title:	CEO	Title:	_____
Date:	_____	Date:	_____

Locality Media, Inc. dba First Due
107 Seventh St, Garden City
New York, 11530, United States
Phone: +1 (516) 874-2258
Website: https://www.firstdue.com/

Exhibit A - Quote
Prepared By: Joseph Robinson
Valid Until: October 31, 2022
Quote Number: 1545132000081523365

BILL TO:
Jeff VanderWiere
Portage Department of Public Safety
7900 S. Westnedge Rd.
Portage, MI 49024

Account: Portage Department of Public Safety
Subscription Start: September 1, 2022
Initial Term: 60 months
Annual Subscription: $33,050.00

Product Details	Total
Occupancy Management & Pre-Incident Planning Manage Occupancies, Hydrants, Pre-Incident Mapping, GIS data, Fire Systems, Hazardous Material, and Contacts.	
Responder Web Responder dashboard and Responder iOS/Android App with notifications, statusing and routing.	
Inspections Field Inspections, Configurable Checklists, Violation Management, Virtual Inspections, Inspections Scheduler, and Integrated Pre-Incident Planning.	
Permitting Permit Management, Customizable Permit Types, Plan Review and Permit Fees.	
Incident Reporting – NFIRS NFIRS Incident Documentation, State and Federal Compliance with automated submission.	
Incident Reporting – ePCR ePCR Incident Documentation, State and Federal Compliance with automated submission.	
Scheduling Manage staff schedules with an interactive shift board, configurable call shifts module, messaging, time-off and shift trades.	
Events & Activities Create Events, View Global Activity Log, and Access Global Calendar.	
Assets & Inventory Assets, equipment and inventory management, assets and equipment checks, and work order management.	
Community Connect Online portal for residents and businesses to input critical occupant and property data that can be made available to Emergency Response Agencies during an incident.	

Custom Integration Services Services related to custom ADP Payroll integration with the First Due Platform	
CAD Integration Automated importing of CAD calls via XML, Database Connector or API.	
Onsite Training Training Onsite – 1 day	
Implementation and Configuration Services Services related to configuring and customizing the First Due Platform as described in the Statement of Work.	
One-Time Fees Subtotal	$ 6,700.00
Subscription Fees Subtotal	$ 33,050.00
Total Year 1	**$ 39,750.00**
Total Year 2	**$ 34,702.50**
Total Year 3	**$ 36,437.63**
Total Year 4	**$ 38,259.51**
Total Year 5	**$ 40,172.49**
Grand 5 Year Total	**$ 189,322.13**

Statement of Work
Please see attached Statement of Work detailing the Implementation, Training and Support for this Exhibit A – Quote.

Terms and Conditions
The above-listed Total Year 1 will be invoiced on or around the Subscription Start date. For subsequent annual periods, the Service fees are due and payable annually in advance.

Payment Terms: Net 30 days

For electronic ACH payment: JPMorgan Chase Bank | ABA Routing: 021000021 | Account #: 803527972

Locality Media, Inc. dba First Due
107 Seventh St, Garden City
New York, 11530, United States
Phone: +1 (516) 874-2258
Website: https://www.firstdue.com/

Statement of Work | Portage Department of Public Safety

Introduction
The purpose of this Statement of Work (SoW) document is to clearly define the Implementation, Training and Support.

1. **Implementation:**
   First Due works very closely with you to ensure the application is ready for go-live. During the Implementation you will be assigned a Client Success Manager and Implementation Manager who will lead you through the process. Below is a description of each component of our implementation.
   a) **Discovery & Planning:** During a project kick-off meeting we will flesh out the key components of the configuration, customer stakeholders and project timelines. After this stage we will have a clear plan to when and how your agency will be live with First Due.
   b) **Configuration:** First Due is an out-of-the box system but can be configured for your Agency's needs. Our team will work with you to configure all the parts of the application necessary for go-live and beyond. These configuration sessions will generally occur weekly, and also act as administrator training.
   c) **Optimization:** Once the account is configured, we will arrange a small end-user testing group to begin to use the application out-in-the-field. This is an iterative process in which we listen to feedback and make adjustments to the product on the fly.
   d) **Training:** Once we have sign-off the product is ready for go-live we will build the necessary training plan together, which may include train-the-trainer sessions, end user training, custom training videos/content or even onsite sessions. The training section below provides more detail on included training.
   e) **Roll Out:** After training is complete, we are ready to roll-out the platform. We will work closely with you to ensure First Due is rolled out effectively across your agency.
   f) **Support:** Once we achieve sign-off that the system is live and stable, we will transition to support (as described in the support section below). However, you will continue to have a dedicated Client Success Manager moving forward.

2. **Training:**
   Training is an integral part of any successful implementation. First Due is focused on providing your agency adequate training to ensure effective user adoption of the platform. As part of this Statement of Work, the customer will receive training throughout the implementation process as outlined below:
   1. Webinar Administrator training during configuration sessions as needed
   2. Webinar formal Train-the-Trainer Session(s) during the training phase as needed
   3. Access to online training videos, documents, content and interactive knowledgebase

3. **Integrations:**
   Any scoped integrations included in this document will be described below. Any additional integration scoped at a later date will be provided in a separate SoW at that time.

4. Data Migration:

First Due understands the importance of data migration to our customers and has extensive experience working to migrate historical records into the platform. First Due will use best efforts to migrate applicable data from Customer's existing systems utilizing data migration best practices. This includes:

1. Data Migration Planning Session
2. Assistance/Guidance in extracting data from existing system/s
3. Mapping extracted data to First Due import workbooks
4. Importing of Data into First Due

5. Support:

First Due provides Support as part of the base subscription. This includes:

1. Email, Phone, Ticketing System Support Channels and Live Chat
2. Dedicated Client Success Manager
3. Access to knowledge base including online training videos and FAQs

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Tentative Plan and Rezoning Application #22/23-4 - 8150 Creekside Drive

SUPPORTING PERSONNEL: Kelly Peterson, Director of Community Development

ACTION RECOMMENDED: Receive Tentative Plan and Rezoning Application #22/23-4 to rezone 8150 Creekside Drive from OS-1 Office Service District and R-1C One-Family Residential District to PD Planned Development for a senior housing facility and set a public hearing for October 18, 2022.

OVERVIEW

The applicant (Jim DuRussel, representative of StoryPoint) wishes to establish a senior housing facility at 8150 Creekside Drive and has filed a Tentative Plan application and rezoning application to rezone the property from OS-1 Office Service and R-1C One-Family Residential districts to Planned Development district to permit a new senior housing development. The proposed housing facility, "StoryPoint Portage South," provides senior living communities across the US, including an existing facility in Portage located at 3951 West Milham Avenue, which was approved through a rezoning from R-1B one-family residential to PD, Planned Development on July 10, 2001. Similar to the existing West Milham Avenue facility, the proposed project will provide various retirement and senior citizen services to assist personal care with independent living, assisted living, memory care, and others. These services provide a transitioning care model that allows individuals to maintain their housing at one facility as their needs may increase over time.

The proposed StoryPoint Portage South development consists of a new one- and two-story 177,064-square-foot building, new parking lot and access drive around the building, a new emergency access drive to West Centre Avenue, site lighting and landscaping, access directly to Creekside Drive (private drive), and connection to city water and sewer utilities. Site amenities include dining venues, café, pub and bistro, outdoor activity areas, postal services, salon/ barber, fitness, library, media room, business center, and multi-purpose room for large gatherings per the attached plans and drawings. The development is expected to generate 100 jobs, 40 of which are expected to be full-time, benefit-eligible positions. If approved, construction of the entire project is expected to start in May 2023 and will take approximately 22 months to complete.

The components and associated units of StoryPoint Portage South housing services are detailed as the following:

- Independent Living – 93 Units with full kitchens/kitchenettes
- Enhanced Living – 37 Units
- Assisted Living – 21 Units
- Memory Care – 21 Units

- Total – 172 Units

The project is proposed on 9.11 acres on Unit 5 Creekside Commons Condominium and has its primary access along the west side of Creekside Drive near the cul-de-sac. The Creekside Commons Condominium consists of several properties fronting Creekside Drive and maintains this private drive.

BACKGROUND INFORMATION
The current property owner (Creekside Commons, LLC) is expected to sell the property to the applicant if the project is approved. The property is currently vacant and only the Creekside Drive portion is maintained.

The following table summarizes existing conditions in this general area:

Existing Land Use / Zoning	- The subject site is undeveloped and zoned OS-1 Office - North: Sanitor Manufacturing, 1221 W. Centre Ave.; Ryders Auto Service, 1201 W. Centre Ave.; and Versatile Revenue Management EMS (billing service), 1111 W. Centre Ave.; Zoned I-1 Light Industrial - South: Single Family Homes; 1230, 1220, and 1210 Woodview Drive; Zoned R-1C Single Family Residential - East (Across Creekside Drive): Multi-tenant Office Building, 8175 Creekside Drive, Zoned OS-1 Office - West: Vacant Land: Single-family Homes,8107, 8115, 8123, 8135, 8143 Brookwood Dr.; Zoned R-1C Single Family Residential
Public Streets	The surrounding roadway network: Creekside Drive – private driveway, no traffic counts are provided. W. Centre Avenue – 2019 Kalamazoo Area Transportation Study (KATS) recorded 22,631 total AADT (Annual Average Daily Trips) trip counts.
Public Utilities	City sanitary sewer and water are available along Creekside Drive and Centre Avenue.
Environment	The subject site is undeveloped, having a forested area with a mix of natural vegetation. The site topography rises toward W. Centre Avenue.
Unique Conditions	No mapped wetlands, historic buildings/ structures, or flood hazards exist on the site.

Applicable Zoning Regulations
The following sections of Chapter 42. Division 4. Zoning Districts and District Regulations apply, and are addressed further in this report:

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

Proposed Planned Development Tentative Plan
The applicant has submitted a Tentative Plan 'Planned Development' application and rezoning

application seeking approval for a senior housing facility consisting of 172 residential units per Sec 42-375. The Planned Development review process involves the following two steps, per Sec. 42-375:

- Step 1) Tentative Plan review (Items A-G, Sec 42-375) identifies part(s) or whole project features; analyzes the impact on neighborhoods, streets, utilities, and the natural environment; and determines consistency with adopted local plans. *The filed Tentative Plan is at this step.*
- Step 2) Final Plan review (Items H-M, Sec 42-375) identifies and analyzes detailed drawings of project improvements (streets, utilities, lot dimensions, etc.). *A Final Plan application has not been submitted at this time, awaiting approval of the Tentative Plan.*

The attached project narrative addresses Planned Development criteria under Sec 42-375. The applicant has also submitted site drawings showing the building footprint, setback distances, parking and landscaping, and lighting; building floor plans showing various units and common areas; and building elevations showing the front, back, and sides of a concept building rendering are attached. The Planning Commission reviewed the project for consistency with Sec 42-375 'Tentative Plan' items A-E during a public hearing on September 1, 2022, Planning Commission meeting, and provided a recommendation to the City Council.

Per Sec 42-373 and -374, the Planned Development (PD) allows the developer to incorporate a variety of housing styles, flexibility in building heights, and yard setbacks. The following project features are being sought under the PD district:

- The development consists of a facility providing senior housing needs with on-site services.
- Housing consists of four different residential categories with varying services offered: 'independent living', 'enhanced living', 'assisted living 2', and 'memory care'.
- The proposed building setbacks, building heights, and parking are discussed below.

The proposed building is located in the center of the site and consists of various building 'wings' with 1- and 2-story building height segments. The tallest section is along the east (facing the existing office building) and consists of three stories with a mid-point roof height of 44 feet. The 'independent living' housing is planned within this section. The shorter sections are along the north and south wings, consisting of a single-story with a mid-point roof height of approximately 23 feet. These areas are dedicated to 'enhanced living', 'assisted living 2', and 'memory care' housing. Per Sec 42-374, building heights exceeding 45 feet require Planning Commission approval. The tallest proposed building has a height of 44 feet and does not require Commission approval.

The overall building will be located 49.8 feet away from the front (east) lot line, 93.3 feet away from the north lot line, 129.5 feet away from the south lot line, and 54.4 feet away from the back (west) lot line. There are no defined building yard setbacks under the Planned Development district. Per Sec 42-374, the Planning Commission shall review the proposed building location to determine neighborhood appropriateness. Therefore, the building distance mentioned above has become the established yard setbacks for the subject of the Planned Development project. Staff notes that the proposed building setback distances are significantly larger than those required under the OS-1 Office district (27 feet front setback, 15 feet side setback; and 20 feet rear setback).

A total of 172 resident units will be provided, within four main areas: 'independent living', 'enhanced

living', 'assisted living 2', and 'memory care'. This results in a density of 18.8 units per acre. Per Sec 42-374, the 'PD' establishes a maximum density of 7 units per acre. Staff finds that the proposed use is unique and not similar to the density effects of a typical multifamily development for the following reasons:1) StoryPoint operation generally consists of a semi-controlled senior care facility; 2) it provides on-site daily needs services for its tenants; 3) and it provides specific vehicle transportation for off-site needs of senior residents of the facility. Therefore, staff find the proposed housing units acceptable.

The proposed parking areas will be provided immediately north and east of the building, facing existing commercial businesses and Creekside Drive. A perimeter drive will also be provided to access parking areas, back service areas, refuse access, and Fire Division access will be provided around the building. A sidewalk will be established around the building, connecting to various exterior doors, and provide an on-site pedestrian amenity. A required emergency access-only drive for Fire Division use will be constructed uphill to connect to West Centre Avenue. A total of 192 parking spaces (including 8 ADA and 25 deferred spaces for overflow) will be provided for the 172 units. The applicant's narrative indicates that the parking demand of the proposal is not typical of a multifamily development and that only one parking space for every two units will be provided. Per Sec 42-520, staff may accept a lower parking plan when an applicant indicates a forecasted lower parking demand. Based on the project description, staff find the amount of parking proposed for the unique use to be acceptable. Landscaping will be provided throughout the site and parking areas.

The development will connect to existing city water and sewer utilities within Creekside Drive. An existing stormwater pond located northeast of the site (immediately north of 8175 Creekside Drive), across Creekside Drive, has been designed at a regional level to address stormwater needs of the developed and undeveloped properties along Creekside Drive. This pond is maintained by the Creekside Commons Condominium. The proposed senior housing facility will direct all stormwater to this pond.

ANALYSIS

Staff analysis has been prepared based on items A-G, Sec 42-375 Tentative Plan 'Planned Development' requirements, Comprehensive Plan, surrounding development patterns, and general land use considerations. Issues to be analyzed include consistency with the Future Land Use Map, preliminary evaluations from the Development Review Team (DRT), suitability of the existing zoning classification, and the impact of the proposed zoning classification.

Comprehensive Plan

Rezoning applications are reviewed for consistency with the City of Portage Comprehensive Plan establishing long-term land use goals and the Future Land Use Map. The Future Land Use map designates the subject property, and others fronting West Centre Avenue in the neighborhood, as 'Office.' A magnified view of the Future Land Use Map is attached. This designation encourages office-based land use and matches the current OS-1 Office Service district. 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 use. Due to the distant location from West Centre Avenue, the subject site may be more attractive to other land uses while being appropriate in the overall context of the neighborhood.

As developable land becomes scarce and housing demand increases within the Portage area, the need for

building and facilitating higher density development (including specialized housing needs) also increases. Centre Avenue has become a high-traffic road as it provides access to many neighborhoods, commercial areas, highways, and parks. As a result, new higher density housing along this road is becoming more attractive and marketable.

The applicant proposes development features that help lessen negative impacts on adjacent residences, including the following: large building setback distances (these are noted earlier in the report), parking facing Creekside Drive and adjacent commercial uses, lower traffic demand compared to a multifamily development of this site, and preserving and enhancing existing natural vegetation and berm to the south buffering adjacent residents. The applicant submitted a concept profile view of the southern berm showing areas of preserved natural vegetation, new landscaping and a retaining wall. The southern building height (single-story) would be at or below the height of the existing and proposed landscaping.

Therefore, staff find that the proposed Tentative Plan and Rezoning for a senior housing facility, which provides a transitional housing service to accommodate unique demographic needs within the community, meets the intent of the Comprehensive Plan.

Zoning Map

The subject site is split zoned where the majority of the property is zoned OS-1 and the southern 130-foot section is zoned R-1C. The subject property and others to the east were rezoned from Residential to Office, but the subject property was left split zoned. This split was intentional to provide a stronger buffer between future office uses and existing residences to the south. The Community Development Department recommended the applicant seek a rezoning of the entire property to 'Planned Development' for the following reasons:

- The proposed use of a senior housing facility is residential in nature and does not require a buffer for abutting residential property. However, due to the size and scale of the proposed building and parking lot, retaining a buffer to the south is recommended.
- There is a natural vegetated berm along the southern property line. The applicant is preserving the majority of this berm and vegetation. Some of the northern section of the berm will be cut back to accommodate a perimeter access drive. A retaining wall will be installed along the berm and additional landscaping will be planted atop of the berm. The applicant has submitted a profile view of the resulting berm design and access drive (see attachment). Therefore, the berm will continue to buffer residences to the south.
- Further, the southern wall of the building is designed 129.5 feet away from the southern lot line. This distance is much larger than the 12-foot side yard and 40 feet rear yard setbacks required by R-1C. The proposed building distances from the property lines as shown on the plans become the setbacks for the development.
- Lastly, there is no parking lot between the southern wall of the building and the southern lot line; all parking is located to the east and north (facing commercial businesses).

Therefore, staff finds it appropriate for the applicant to rezone the entire property to 'Planned Development'.

Preliminary Evaluations from the Development Review Team (DRT)

This project was reviewed by the Development Review Team (DRT) who ensures that the proposed

development is consistent with the city's infrastructure, engineering, and other requirements including streets, sewers, water mains, storm water, parking, landscaping, and others. The DRT is comprised of representatives from the Department of Transportation and Utilities, Fire Department, Department of Parks and Recreation, Office of the City Assessor, and Department of Community Development. The preliminary review of the DRT does not recommend any additional improvements at this time. The following are DRT discussion items which have been addressed in the submitted plans:

- Through DRT discussions, the applicant was encouraged to avoid placing parking close to residential areas to the west and south. The applicant was able to meet this recommendation and only have perimeter driving aisles along those areas and shift the parking facing east toward an existing office development.
- Also, the development was required to install a city Fire Division access drive to West Centre Avenue, which requires significant grade changes to navigate the steep rise in elevation to reach West Centre Avenue. This requirement is met and shown in the submitted plans.
- Further, DRT discussed how the project could provide a sidewalk to West Centre Avenue consistent with zoning requirements per Sec. 42-521. L.2.The applicant indicated that providing a sidewalk would be very challenging for the following reasons:
    - Providing a sidewalk directly to West Centre Avenue would require extensive grade changes, landings, switchbacks and other features to navigate the steep hill to reach the higher elevations of the street.
    - Further, installing a sidewalk along the abutting Creekside Drive (private drive) to reach West Centre Avenue, also has challenges as it is bordered by retaining walls, has established landscaping required for adjacent development, and the space is relatively narrow.
    - StoryPoint will provide its residents with a shuttle service to reach off-site destinations.

Staff have reviewed and agree with the applicant's reasons for not providing an external sidewalk. The planned internal sidewalk around the proposed building will offer StoryPoint residents and employees a pedestrian pathway and is consistent with the 'Planned Development' site development requirements.

Planned Development - Sec 42-374 Site Development Requirements and Sec 42-375 Plan review and approval (PD, planned development); Tentative Plan
Staff finds these sections are met with the submitted application and discussed earlier in the report. Sec 42-375 (D - G) indicates required public hearings by the Planning Commission and City Council.

PUBLIC HEARING(S)
A public hearing for this tentative plan and rezoning application was opened at the September 1, 2022, Planning Commission meeting at which the Commission discussed the proposed tentative plan and rezoning. The applicant representative, Jim DuRussel, StoryPoint, was present to support the proposed application and explain the project details. 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 (8-0) to recommend to City Council the approval of a Tentative Plan and Rezoning Application #22/23-4, from OS-1 Office Service District and R-1C One-Family Residential District to PD Planned Development for a senior housing

facility at 8150 Creekside Drive.

RECOMMENDATION
It is therefore recommended that City Council receive Tentative Plan and Rezoning Application #22/23-4 to rezone 8150 Creekside Drive from OS-1 Office Service District and R-1C One-Family Residential District to PD Planned Development for a senior housing facility and set a public hearing for October 18, 2022.

FUNDING: Not Applicable

Attachments:
1. Rezoning Application
2. Commercial Development Application
3. Project Narrative
4. Applicant's Development Drawings
5. Elevation - Southern Property
6. Comprehensive Plan - Future Land Use Map
7. Zoning Map
8. Site Pictures; 7.1.22
9. First Reading
10. 2022 09 01 Planning Commission Meeting Minutes
11. 2022 09 15 Planning Commission Transmittal

PORTAGE
A Natural Place to Move

Department of Community Development

APPLICATION FOR ZONING AMENDMENT

Application number_____

Date _____

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 8150 Creekside Drive between Oakland Drive Street and Shaver Road Street on the West side of the street, and is known as Lot Number(s) Unit 5 of Creekside Commons Plat (Subdivision). It has a frontage of IRR. feet and a depth of IRR. 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). 9.11 acres Parcel #10-00021-125-E

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

b. Name of the owner of the property to be rezoned: _____

Address Creekside Commons, LLC 8150 Creekside Drive

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

4. CURRENT ZONING: OS-1 & R1-C PROPOSED ZONING: PD

ZONING TEXT AMENDMENT

1. The proposed language to be considered is (attach additional sheets as necessary):
Propose changing zoning to PD, refer to plan drawings

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

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

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.

StoryPoint - Jim DuRussel, Owners Representitive

(Signature of Applicant) (Signature of Applicant)

7927 Nemco Way Ste 200, Brighton, MI 48116

(Address) (Address)

810-588-7248

(Phone) (Phone)

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

COMMERCIAL DEVELOPMENT APPLICATION

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

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

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

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

1) PROJECT INFORMATION

Project Description	Address
StoryPoint Portage South	8150 Creekside Drive

2) IDENTIFICATION (OWNER)

Name StoryPoint - Jim DuRussel, Owners Representitive		Address 7927 Nemco Way, Ste 200	
City Brighton	State MI	Zip 48116	Phone 810-588-7248

3) ARCHITECT OR ENGINEER

Name Jordan London, AIA	Address 20750 Civic Center Dr. Suite 610	City Southfield
State Michigan	Zip 48076	Phone 248-353-4820
License Number 1301034183	Expiration Date 10/25/2024	Email server@ela-architects.com

4) BUILDING CONTRACTOR

Company name TBD	Address	City
State	Zip	Phone
Email	Federal Employer ID	
Builder License Number	Expiration Date	
Workers Comp Insurance Carrier	MESC Employer Number	

5) TYPE OF DEVELOPMENT PROJECT

☒ Site Plan ☐ Building Plan ☐ Final Plan in Planned Development

☐ Subdivision ☐ Condominium ☐ Land Division Requiring Public Improvements

☐ Landscape Plans ☒ Public Water Main ☐ Public Sanitary Sewer Main

☐ Other:_____

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

6) TYPE OF IMPROVEMENT

☒ New Building ☐ Alteration ☐ Addition ☐ Repair ☐ Demolition ☐ Foundation Only

☐ Relocation ☐ Special Inspection ☐ Solar ☐ Other:_____

7) DESCRIPTION OF WORK

A) construction of a an approx. 170,600 sq ft senior housing building and associated site improvements

B) Valuation of Project: $ TBD

8) CHARACTERISTICS OF THE BUILDING

A) Water Meter Size

☐ 5/8" ☐ ¾" ☐ 1" ☐ 1 ½"

☒ Other TBD ☐ Irrigation Size TBD ☐ Fire Sprinkler Size TBD

B) Electric Service Size

☐ 200 AMP ☐ 400 AMP ☐ 600 AMP ☐ 800 AMP ☐ 1000 AMP ☒ Other TBD

C) Type of Mechanical

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

9) CONSTRUCTION PLANS SUBMITTED

Required submittals for plan review:

- Plans shall be signed and sealed when required in accordance with State of Michigan Act No.299 of Public Acts of 1980.
- All plans shall be drawn on uniform sheets no greater than 30"X42".
- All plans shall be drawn to an architectural scale.
- All plans shall be clear, legible and accurate.
- Plans shall be stapled along the left margin.

Type of Plan Submitted:

☒ Building ☐ Electrical ☐ Plumbing ☐ Mechanical ☐ Energy

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

Electric Code: Lighting layout, circuiting, switching, conductor and raceway sizes, wattage schedule, service location and riser diagram, load calculations, and appropriate plans showing standard symbols of all electrical equipment.

Plumbing Code: Site plan, floor plans, DWV riser diagrams and water distribution system and roof plan, Show direction of flow, pipe sizes, grade of horizontal piping, elevations, drainage fixture unit loading of both stacks and drains in the DWV system, supply fixture unit load for the water system, branch supplies serving more than one plumbing fixture, appliance or hose outlet, meter locations.

Mechanical Code: Plans indicating heating equipment, air conditioning equipment, ductwork material and layout, fire dampers, ventilation of rooms and areas, location of chimneys and vents, piping layouts, kitchen equipment layout, and combustion air. (Plans for fire suppression systems may be submitted after permit issuance, but are required prior to installation.)

Energy Code: Floor plans, building sections, details, average annual degree days, exterior envelope components materials, "U" values of elements, "R" values of insulating materials, size and type of apparatus and equipment, energy calculations.

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

APPLICANT INFORMATION

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

Name StoryPoint - Jim DuRussel, Owners Representitive	Phone 810-588-7248
Address 7927 Nemco Way, Ste 200	City Brighton
State MI	Zip 48116

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent, and I agree to conform to all applicable laws of the State of Michigan and ordinances of the City of Portage. All information submitted on the application is accurate to the best of my knowledge.

Signature of Applicant: _____ ***Date:*** 6.20.22

FOR DEPARTMENTAL USE ONLY

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

CHARACTERISTICS OF BUILDING

Frame:

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

Heating System:

☐ Gas ☐ Electricity ☐ Solar ☐ Other_____

New Sewer Connection:

☐ Yes ☐ No

New Water Connection:

☐ Yes ☐ No

Type of Mechanical:

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

DIMENSIONS / DATA

Number of Stories_____ Use groups_____ Construction Type_____

Number of Occupants_____

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

StoryPoint™
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July 18, 2022

Re: StoryPoint Portage South - Preliminary Development Plan – Narrative and Proposal

Dear Members of the Planning Commission,

The purpose of our narrative is to gain PD approval on unit 5 at 8150 Creekside Drive from its current zoning to allow StoryPoint to develop and build a one hundred seventy-two (172) unit senior housing development.

The general purpose of this planned development is for the construction of a senior housing continuing care community. The proposed StoryPoint Portage South project located on unit 5 on 8150 Creekside Drive. It will provide one hundred seventy-two (172) apartments; ninety-three (93) independent living units, fifty-eight (58) assisted living units and twenty-one (21) memory care units in a 177,064 square foot building that will include one (1) and three (3) story building areas. The building is designed to allow residents to age in place, ability to transition from one product within the community to another, as the residents' level of care or needs changes.

StoryPoint Senior Living is an experienced and substantial developer and operator of senior living communities with a property portfolio of 74 communities (7,000+ units). We are a privately held and highly capitalized company with over 6,200 employees. Utilizing our 40 years of experience in operating senior living communities, we develop and directly manage and operate our communities.

Our communities' building design and operation are focused on our residents' overall experience and wellbeing. The locations are analyzed in incredible detail to ensure that there is both a need and a successful fit into the geographic marketplace. We build and design to provide the optimum environment for our residents, while also maintaining a manageable market-rate rent structure.

Our StoryPoint community will be attractive to Portage because it addresses a needed demand within the community and our sister community StoryPoint Portage on W. Milham Ave. The development of this StoryPoint project will initially create hundreds of construction jobs. Once open and stabilized, the StoryPoint project will generate approximately one hundred (100) jobs, with over forty (40) jobs being full-time, benefit-eligible positions. The project will be built in its entirety over a 22 month construction schedule. StoryPoint will wholly operate the community.

The independent living community will be delivered through a three-story building consisting of ninety-three (93) apartments, all with full kitchens and/or kitchenettes. The community also provides thirty-seven (37) un-licensed enhanced living apartments, twenty-one (21) licensed assisted living apartments and twenty-one (21) secured memory care apartments.

Amenities for the entire community will include a variety of dining venues, café, pub and bistro, outdoor activity areas, postal services, salon/barber, fitness, library, business center, as well as a media room / multi-purpose room for larger gatherings or other group activities.

StoryPoint will have 167 parking spaces, including 8 ADA spaces. The proposed parking and drive layout is of a nature to allow vehicular and pedestrian traffic flow. By keeping our sidewalks on the inside of the traffic loop, we minimize pedestrian-vehicle conflicts. We propose one (1) space for each two (2) dwelling units, with an additional one (1) space for each employee. Our current proposed parking plan for this community is based on the following:

93 Independent Living apartments:	46 spaces
37 Enhanced Living apartments:	18 spaces
21 Assisted Living apartments:	10 spaces
21 Memory Care apartments:	10 spaces
Standard/Van ADA:	8 spaces
Events:	15 spaces
Employees:	60 spaces
Total:	167 parking spaces proposed
Landbank parking	33 spaces (8 spaces removed)
Total w/ Landbank parking:	192 parking spaces provided

1. *A statement of purpose and objectives;*

The general purpose of this planned development is for the creation of senior housing and special care housing for those requiring more supervised living conditions:

The independent senior housing portion of the development will be delivered through a three-story building which is approximately 44'-0" tall from grade to the midpoint of the highest roof. The ninety-three (93) apartments will be made up of Studio, One-bedroom, & Two-bedroom apartments ranging from approximately 560 sq ft to 1,100 sf ft. Residents receive a chef prepared dinner meal service, biweekly housekeeping, weekly linens, and transportation. Community amenities will include a variety of dining venues, indoor and outdoor activity spaces, postal services, beauty/barber salon, library, business center, multipurpose rooms, and fitness center. Common space courtyards provided.

The enhanced living will be delivered through a one story building. The thirty- seven (37) apartments will be made of Studio, One-bedroom, and Two-bedroom apartments ranging from x to x. Residents receive three chef prepared dinner meal service, daily tidy, biweekly housekeeping, weekly linens, personal laundry and transportation. Community amenities will include a dining room, indoor and outdoor activity spaces, postal services, as well as the other community amenities such as: beauty/barber salon, library, business center, multipurpose rooms, and fitness center. Common space courtyards provided.

Assisted Living is for those requiring more services and assistance with twenty-one (21) assisted living apartments offering assistance with everyday activities in a licensed setting. Residents enjoy all of the benefits our community; three chef prepared meals,

snacks, daily housekeeping tidies, biweekly housekeeping, weekly linens, weekly personal laundry and transportation. Our wellness team provides personal care services, medication administration and coordinate all wellness needs specific to each resident's plan. These apartments are located within the single-story portion of the building and includes, Studio, one bedroom, & Two-bedroom apartments ranging from approximately 420 sq ft to 1,100 sf ft. Common space courtyards provided.

Finally, a secured twenty-one (21) apartment Memory Care for seniors to accommodate residents with associated dementias affecting memory and other cognitive abilities. Our team assists in all personal care and activities of daily living. Residents enjoy all of the benefits our community; three chef prepared meals, snacks, daily housekeeping tidies, biweekly housekeeping, weekly linens, weekly personal laundry, and transportation. These apartments are also located within the single-story portion of the building and include twenty-one (21) Studio apartments approximately 350 sq ft in size. Common space courtyard provided.

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

Applicant contemplates constructing a 177,064 square foot, multi-story building with private roads. The anticipated first floor elevation of the three story is expected to be approximately 857.62. The existing grade of Creekside Drive at the proposed driveway is 853.59. There are significant elevation differences across the site. The ground elevation along the southwest corner of the site is 869.11 and the northwest site corner is 862.18. The southeast site elevation is 862.80. A retaining wall will be required along the south and southwest portions of the site. We are anticipating this wall to be 8-10 foot tall along the south and southwest portions of the site. The proposed wall along the west will step down to zero as the existing grade lowers to match the proposed site grading.

This proposed wall well be offset 3-feet from the back of the proposed curb and gutter. The proposed wall will be approximately 80-feet away from the southern property line. The proposed retaining wall on the southwest side of the property will be approximately 5-feet off the west property line.

The original Creekside Commons development proposed approximately 100,000 more square feet of impervious area than what this StoryPoint Portage South development is planning.

Generous landscaping is planned for the site. This landscaping will include perimeter screening and interior parking lot landscaping.

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

This senior living community, 172-unit project, as described herein is planned to be developed in one stage.

4. *The time schedule;*

Upon site plan approval we will finalize our construction documents and archive all required approvals from the city building department and governing agencies. Achieving this will allow us to break ground and will complete the project 22 months thereafter. Our intent is to commence construction in May 2023.

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

   The senior living building will be built in its entirety at once over 22-month construction schedule thereby eliminating any phasing as typically done with residential developments.

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

   The location of the property is 9.11-acre parcel, unit 5, and located withing the association known as "Creekside Commons" off West Centre Avenue, Portage MI.

   The landowner will operate the building/property through StoryPoint, a seasoned senior living operator who has been in the senior living business for over 40 years.

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

   The senior living facility will consist of 172 units comprised of studio, one bedroom and two-bedroom units on 9.11 acres. The density based on the zoning ordinance for a residential use is 7 per acre which calculates to a max of 63 units on the site, however this project is not just a standard residential development with standard apartments. This is a senior facility, with independent living, assisted living and memory care. This type of facility is a current need for the community based on demand and market preformance. The majority of assisted living are small studio apartments with kitchenettes instead of full apartment units. The memory care apartments are studios apartments.

8. *Location, function, ownership and manner of maintenance of common open space;*

   Common open space in the planned development with this request includes significant green/open spaces areas north, south, and east of the facility, which will be properly maintained. The 9.11-acre parcel associated with this request will be maintained by StoryPoint, the operator of the facility, in a first-class manner similar to its other 74 communities and our StoryPoint on W. Milham Ave. in Portage, MI.

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

   The independent senior housing portion of the development will be delivered through a three-story building which is approximately 44'-0" tall from grade to the midpoint of the highest roof. The building will have a one-story memory care and assisted living. Our three-story plan enables us to preserve green space and provide closer access to the common amenities for our residents. Our community amenities include: a variety of dining venues, café, pub and bistro, outdoor activity areas, postal services, salon/barber, fitness,

library, media room, business center, as well as a multi-purpose room for larger gatherings or other group activities.

The proposed building and parking lot setbacks from the property lines are as follows;

Building:	
Front :	49.8’ proposed
Side:	93.3’ proposed north side 129.5’ proposed south side
Rear	54.4’ proposed
Parking:	
Front:	8’-2”
Side (south)	83.6’
Side (north)	18.0’
Rear	11.5’ minimum

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

A regional storm water detention basin was designed and constructed as part of the original Creekside Commons development. The original Creekside Commons development provided for 319,900 square feet of impervious area whereas the proposed StoryPoint Portage South development will have approximately 220,000 square feet of impervious area. This private storm management design will be based on the Storm Water Design Criteria Manual including the Add No. 1 to the Storm Water Design Criteria Manual.

A proposed 6-inch diameter sanitary sewer lateral will be installed from the building to the existing public sanitary sewer in Creekside Drive.

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

It is anticipated that a 20-foot-wide public water main easement will be required and provided for the proposed water main loop around the building. We will issue any easements required for public utilities. There will be no other restrictions necessary for the site as it will be used in its entirety for senior living.

12. *The provisions for parking vehicles, the location and with of proposed streets and public ways, and the relationship of proposed streets and other public facilities in proximity to the proposed planned development; see site plan*

This proposed amendment plans on having 167 parking spaces + 33 landbank for a total of 192 parking spaces. StoryPoint will have a shuttle bus to transport residents. A shuttle bus parking area has been designated on the north side of the property near the residential main parking lot (see site plan). There will be a 26-foot road that encircles the building, providing access for emergency vehicles to all areas of the building.

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

    We foresee no modification in regulations.

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

    The project is planned to be developed in on stage. See item # 4 for schedule.

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

    The development will have a construction lender that will require 100% of the project funding secured prior to commencement of any construction. The development will be completed in its entirety by the time we receive the Certificate of Occupancy, thereby protecting the community from any risk.



StoryPoint Portage South

8150 Creekside Drive, Portage, Michigan 49024

SHEET INDEX:

A-0.0 COVER SHEET & SITE INFORMATION

C-1.0 EXISTING CONDITIONS & REMOVALS
C-2.0 SITE PLAN
C-3.0 GRADING PLAN
C-3.1 WALL CROSS SECTION
C-4.0 UTILITY PLAN

L-1.0 LANDSCAPE PLAN
L-2.0 LANDSCPAE RENDERING

A-1.0 CONCEPTUAL ARCHITECTURAL SITE PLAN
A-2.1 CONCEPTUAL FIRST FLOOR PLAN
A-2.2 CONCEPTUAL SECOND FLOOR PLAN
A-2.3 CONCEPTUAL THIRD FLOOR PLAN
A-3.1 CONCEPTUAL COMPOSITE EXTERIOR ELEVATIONS

Owner: **Lockwood Companies**

Owner/ Applicant: StoryPoint Portage II, 7927 Nemco Way, Suite 120, Brighton, MI 48116, 810-534-5190, PH.

Civil Engineer: Prein&Newof, 3355 Evergreen Dr. NE, Grand Rapids, MI 49525, 616-364-8491

Landscape Architect: Prein&Newof, 3355 Evergreen Dr. NE, Grand Rapids, MI 49525, 616-364-8491

Architect: Edmund London & Associates, 20750 Civic Center Dr, Suite 610, Southfield, MI 48076, 248-353-4820

LEGAL DESCRIPTION

Legal description (River Valley Title, Commitment Number 2022015772, Commitment Date: December 22, 2021 at 08:00 AM)

The Land is described as follows:
Unit 5, Creekside Commons Condominium, according to the Master Deed recorded in Instrument No. 2000-003766, Kalamazoo County records, and amendments thereto, if any, designated as Kalamazoo County Condominium Subdivision Plan No. 115, together with right in General Common Elements and Limited Common Elements as set forth in the above Master Deed and as Described in Act 59 of the Public Acts of 1978, as amended.

PARKING CALCULATION

USE	REQUIREMENT	PARKING SPACES REQUIRED
MULTIFAMILY RESIDENTIAL SENIOR ADULT HOUSING	1.5 spaces per unit 93 units * 1.5 = 140 spaces	140 + 48 = 188 parking spaces @ 9 ft x 18 ft
ASSISTED LIVING	0.5 spaces per unit + (1) per employee at the largest shift 79 units * 0.5 = 40 + 10 = 48 spaces	TOTAL PARKING SPACES PROVIDED = 167 SPACES (9 x 18 spaces) ACCESSIBLE PARKING SPACES PROVIDED = 8 SPACES (4 VAN ACCESSIBLE) PLUS 33 LANDBANK PARKING SPACES (-8 minus) = TOTAL NUMBER OF SPACES = 192 *TOTAL NUMBER OF PARKING SPACES PROVIDED AT PORTAGE I = 178 SPACES (FOR 194 UNITS)*

SITE AND BUILDING DATA

ZONING & CURRENT USE

SITE: ZONED - OS-1 OFFICE SERVICE & R1-C ONE FAMILY RESIDENTIAL

NORTH: ZONED - I-1 - LIGHT INDUSTRIAL

EAST: ZONED - OS-1 OFFICE SERVICE

SOUTH: ZONED - RC-1 ONE FAMILY RESIDENTIAL

WEST: ZONED - RC-1 ONE FAMILY RESIDENTIAL

SETBACK AND BUILDING HEIGHT REQUIREMENTS

PD - SETBACK BASED ON RM-1 or RM-2 MULTI FAMILY RESIDENTIAL

FRONT: 30'-0" REQUIRED, 49.8' PROPOSED

SIDE YARD: 30'-0" MINIMUM, 93.3' PROPOSED - NORTH SIDE, 129.5' PROPOSED - SOUTH SIDE

REAR YARD: 30'-0" REQUIRED, 54.4' PROPOSED

MAXIMUM HEIGHT OF STRUCTURES: 35'-0"

3 STORY BUILDING HT 44'-0" (TO MID OF ROOF) (49'-0" TO TOP OF PEAK)

1 STORY BUILDING HT 18'-8" (TO MID OF ROOF) (26'-0" TO TOP OF PEAK)

BUILDING AREA

RESIDENTIAL USE
FIRST FLOOR - 101,370 SF
SECOND FLOOR - 37,556 SF
THIRD FLOOR - 38,136 SF
TOTAL FLOOR AREA = 177,064 SF

GARAGE 162 S.F

UNIT COUNTS

MULTI-FAMILY RESIDENTIAL
SENIOR ADULT HOUSING
(IL - INDEPENDENT LIVING)

1ST FLOOR
0 - STUDIOS
14 -(1) BEDROOM UNITS
5- (2) BEDROOM UNITS
2ND FLOOR
2 - STUDIOS
24 - (1) BEDROOM UNITS
12 - (2) BEDROOM UNITS
3RD FLOOR
1 - STUDIOS
23 - (1) BEDROOM UNITS
12 - (2) BEDROOM UNITS
TOTAL 3 - STUDIOS
61 - (1) BEDROOM UNITS
29 - (2) BEDROOM UNITS
93 TOTAL UNITS

MULTI-FAMILY RESIDENTIAL
SENIOR ADULT HOUSING
(EL - ENHANCED LIVING)
1ST FLOOR
9- STUDIOS
25 -(1) BEDROOM UNITS
3- (2) BEDROOM UNITS
TOTAL 37 TOTAL UNITS

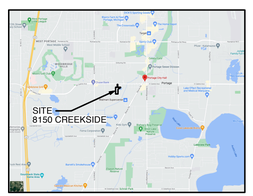
ASSISTED LIVING
(AL-2 - ASSISTED LIVING)
1ST FLOOR
13- STUDIOS
8 -(1) BEDROOM UNITS
0- (2) BEDROOM UNITS
TOTAL 21 TOTAL UNITS

ASSISTED LIVING
(MC - MEMORY CARE)
1ST FLOOR
21- STUDIOS
0 -(1) BEDROOM UNITS
0- (2) BEDROOM UNITS
TOTAL 21 TOTAL UNITS

DENSITY CALCULATIONS

OVERALL SITE AREA	9.11 ACRES (396,831.6 S.F.)
OVERALL BUILDING FOOTPRINT W/O BALCONIES	101,370 S.F. + 162 SF/ 396,831.6 = 25.6% LOT COVERAGE
OVERALL PARKING LOT (EXCLUDED SIDEWALKS & LANDBANK PARKING)	109,770 S.F.
OVERALL PARKING LOT W/ LANDBANK PARKING (EXCLUDED SIDEWALKS)	109,770 S.F. +10,346 S.F. = 120,116 S.F.
SIDEWALK & PATIO AREA	16,383 S.F.
OVERALL IMPERVIOUS AREA	119,667 S.F. (PAVING) + 16,383 S.F. (SIDEWALK) + 101,370 S.F. (BUILDING) = 237,420 S.F.
PREVIOUS APPROVED CREEKSIDE COMMONS DRAINAGE AREA CALCULATION BASED ON AREAS: #2, #3, #4	APPROXIMATE IMPERVIOUS AREA 310,900 S.F.

PARCEL ID: #10-00021-125-E
UNIT #5
8150 CREEKSIDE DRIVE, PORTAGE, MI 49024



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LOCATION MAP
(NOT TO SCALE)

Architects seal

Engineer's Seal

edmund london & associates, inc.
architects & planners
20750 civic center drive, suite 610, southfield, michigan 48076
tel: 248-353-4820 email: server@ela-architects.com

ela

StoryPoint Portage South
Portage, Michigan

cover sheet & site plan information

ISSUED:
06/17/2022 PRELIMINARY SITE PLAN & REZONING SUBMISSION
07/18/2022 REVISED PRELIMINARY SITE PLAN & REZONING SUBMISSION

DRAWN BY: MC, JL, TC

APPROVED BY: JL

JOB NUMBER 4201

SHEET NUMBER A-0.0

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BENCHMARKS

BM#1 NORTHWEST FLANGE BOLT UNDER "E" IN "EJIW"	ELEVATION 874.11
BM#2 NORTH FLANGE BOLT UNDER "E" IN "EJIW"	ELEVATION 858.85
BM#3 SOUTH FLANGE BOLT UNDER "W" IN "EJIW"	ELEVATION 856.91

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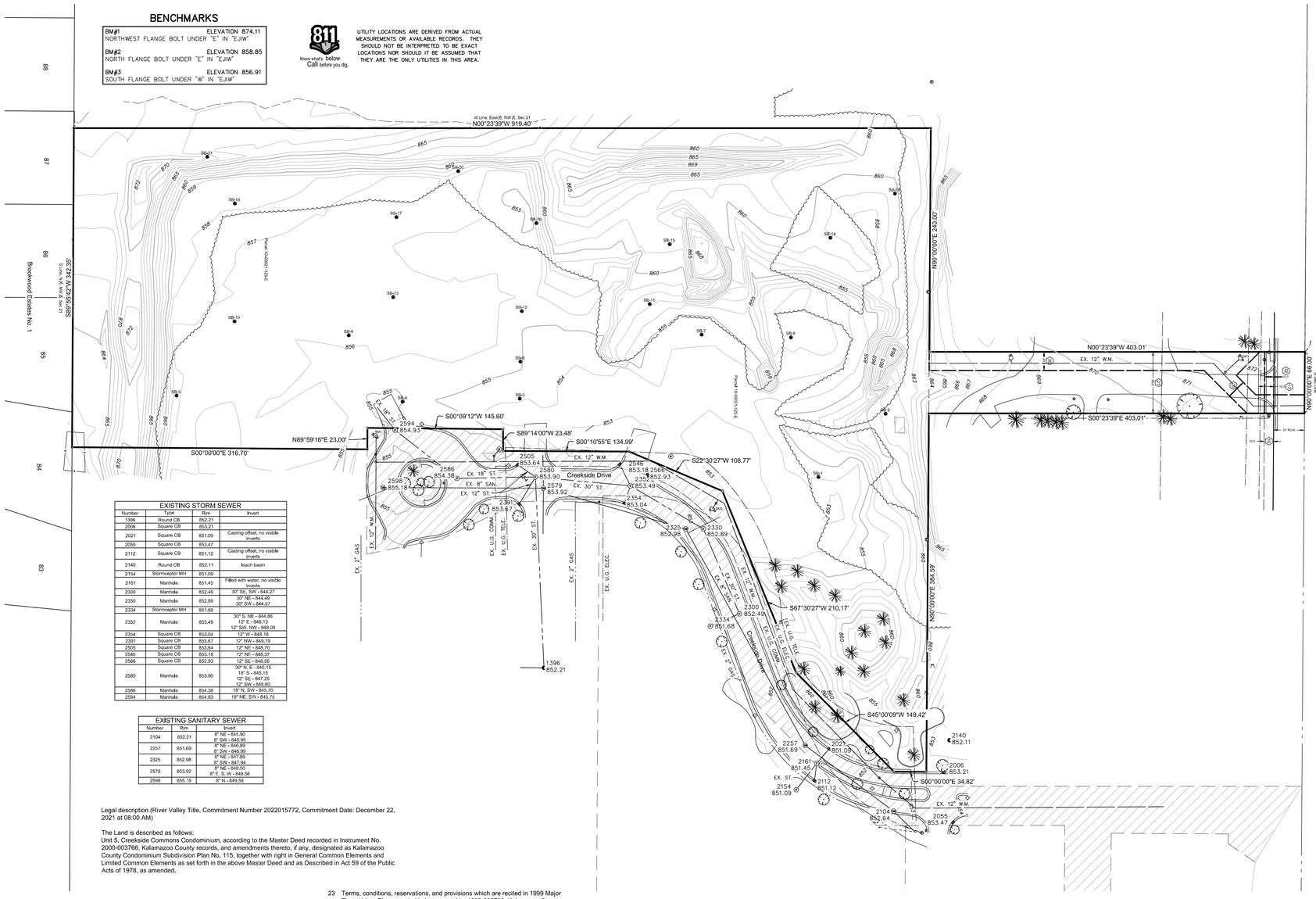
W Line, East'X, NW'X, Sec 21
N00°23'39"W 919.40'
Brookwood Estates No. 1
S00°00'00"E 316.70'
N89°59'16"E 23.00'
S00°09'12"W 145.60'
S89°14'00"W 23.48'
S00°10'55"E 134.99'
S22°30'27"W 108.77'
S67°30'27"W 210.17'
S45°00'09"W 149.42'
S00°00'00"E 34.82'
N89°00'00"E 240.00'
N89°00'00"E 984.59'
N00°23'39"W 403.01'
S00°23'39"E 403.01'
N89°30'00"E
W. Centre Ave
Creekside Drive
EX. 12" W.M.
EX. 18" ST.
EX. 8" SAN.
EX. 12" ST.
EX. 30" ST.
EX. U.G. COMM.
EX. U.G. TELE.
EX. 2" GAS
EX. U.G. ELEC.
EX. ST.
Found 1/2" Iron
Found PK Nail
SB-1
SB-2
SB-3
SB-4
SB-5
SB-6
SB-7
SB-8
SB-9
SB-10
SB-11
SB-12
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SB-19
SB-20
SB-21
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2580 853.90
2579 852.92
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2594 854.93
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2354 853.04
2325 852.98
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2300 852.49
2257 851.69
2021 851.09
2161 851.45
2112 851.12
2154 851.09
2104 852.64
2055 853.47
2006 853.21
2140 852.11
1396 852.21
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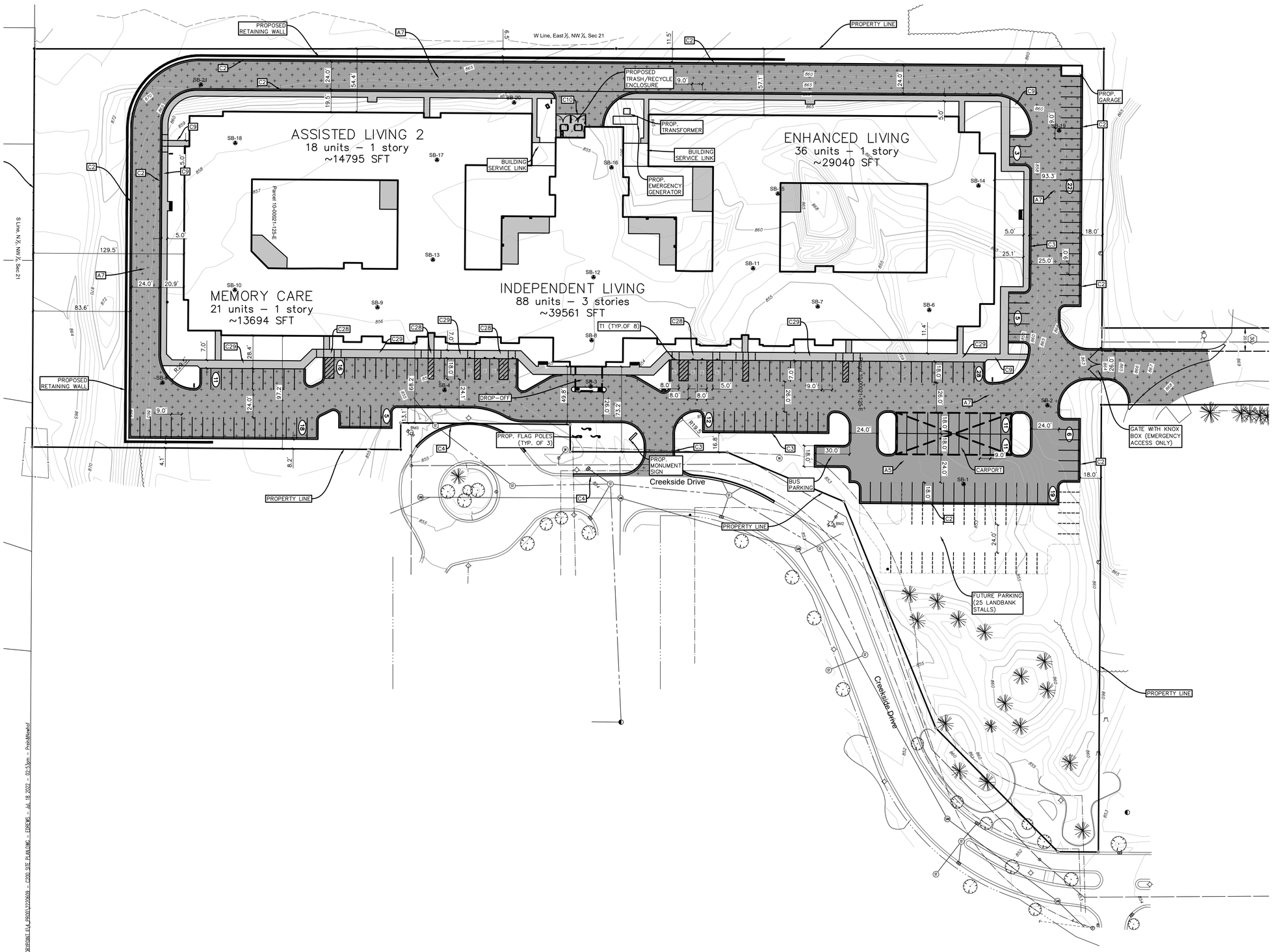

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SITE LEGEND LAYOUT

- CONCRETE CURB & GUTTER
- CONCRETE STRAIGHT CURB
- SIGN
- BARRIER FREE RAMP
- PARKING AREA STRIPING ISLAND
- STANDARD DUTY CONCRETE PAVEMENT
- STANDARD DUTY BITUMINOUS PAVEMENT
- HEAVY DUTY BITUMINOUS PAVEMENT
- GRAVEL PAVEMENT
- LANDSCAPE MAINTENANCE STRIP
- H.D. CONCRETE PAVEMENT
- TRAFFIC FLOW
- PARKING STALL COUNT
- TRANSITION FROM NORMAL TO REVERSE SLOPE GUTTER SECTION (5' TRANSITION LENGTH)
- LIGHT POLE (REFER TO AE PLANS)

SITE LAYOUT NOTES

1. SEE ELECTRICAL PLANS FOR LOCATION AND DETAILS ON SITE LIGHTING AND TRANSFORMER.
2. REFER TO SPECIFICATIONS FOR BITUMINOUS PAVEMENT MIX REQUIREMENTS.
3. REFER TO ARCHITECTURAL DRAWINGS FOR CONCRETE STOOP CONNECTION DETAILS AND DUMPSTER ENCLOSURE DETAILS.
4. REFER TO SPECIFICATIONS FOR PAVEMENT EXPANSION AND CONTROL JOINTS.
5. REFER TO MECHANICAL DRAWINGS FOR LOCATION AND DETAILS OF EQUIPMENT PADS.
6. ALL BUILDING WORKING POINTS AND REFERENCE POINTS ARE GIVEN AT THE OUTSIDE CORNER OF BUILDING.
7. COORDINATE WITH IRRIGATION AND ELECTRICAL CONTRACTOR FOR SIZE AND PLACEMENT OF ALL SLEEVES PRIOR TO PAVING, CONCRETE AND RESTORATION WORK.
8. STANDARD PAVEMENT MARKINGS SHALL BE YELLOW. BARRIER FREE PAVEMENT MARKINGS SHALL BE BLUE

SITE DATA

ZONING	= OS-1 OFFICE SERVICE
SITE AREA	= ±8.4 ACRES

SITE LAYOUT KEY

A5	STANDARD DUTY BITUMINOUS PAVEMENT	SEE DETAIL A5
A7	HEAVY DUTY BITUMINOUS PAVEMENT	SEE DETAIL A7
C2	ROLLED CONCRETE CURB & GUTTER	SEE DETAIL C2
C3	TYPE 1 CONCRETE CURB & GUTTER	SEE DETAIL C3
C4	TYPE 2 CONCRETE CURB & GUTTER	SEE DETAIL C4
C9	STANDARD DUTY CONCRETE WALKWAY/PAVEMENT	SEE DETAIL C9
C10	HEAVY DUTY CONCRETE WALKWAY/PAVEMENT	SEE DETAIL C10
C28	CONCRETE FLUSH TURNED DOWN WALK	SEE DETAIL C28
C29	CONCRETE TURNED DOWN WALK	SEE DETAIL C29
C36	BARRIER FREE CONCRETE WALK RAMP	SEE DETAIL C36
M16	MISCELLANEOUS CROSS WALK STRIPING	SEE DETAIL M16
M21	MISCELLANEOUS BARRIER FREE SYMBOL	SEE DETAIL M21
M22	BARRIER-FREE PARKING SPACE LAYOUT	SEE DETAIL M22
M23	BARRIER-FREE PARKING SPACE LAYOUT – VAN	SEE DETAIL M23
T1	BARRIER FREE PARKING SIGN	SEE DETAIL T1
W3	MODULAR BLOCK RETAINING WALL	SEE DETAIL W3

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StoryPoint Portage South

Portage, Michigan

site plan

ISSUED:
07/18/2022
PRELIMINARY REVIEW

PRELIMINARY NOT FOR CONSTRUCTION

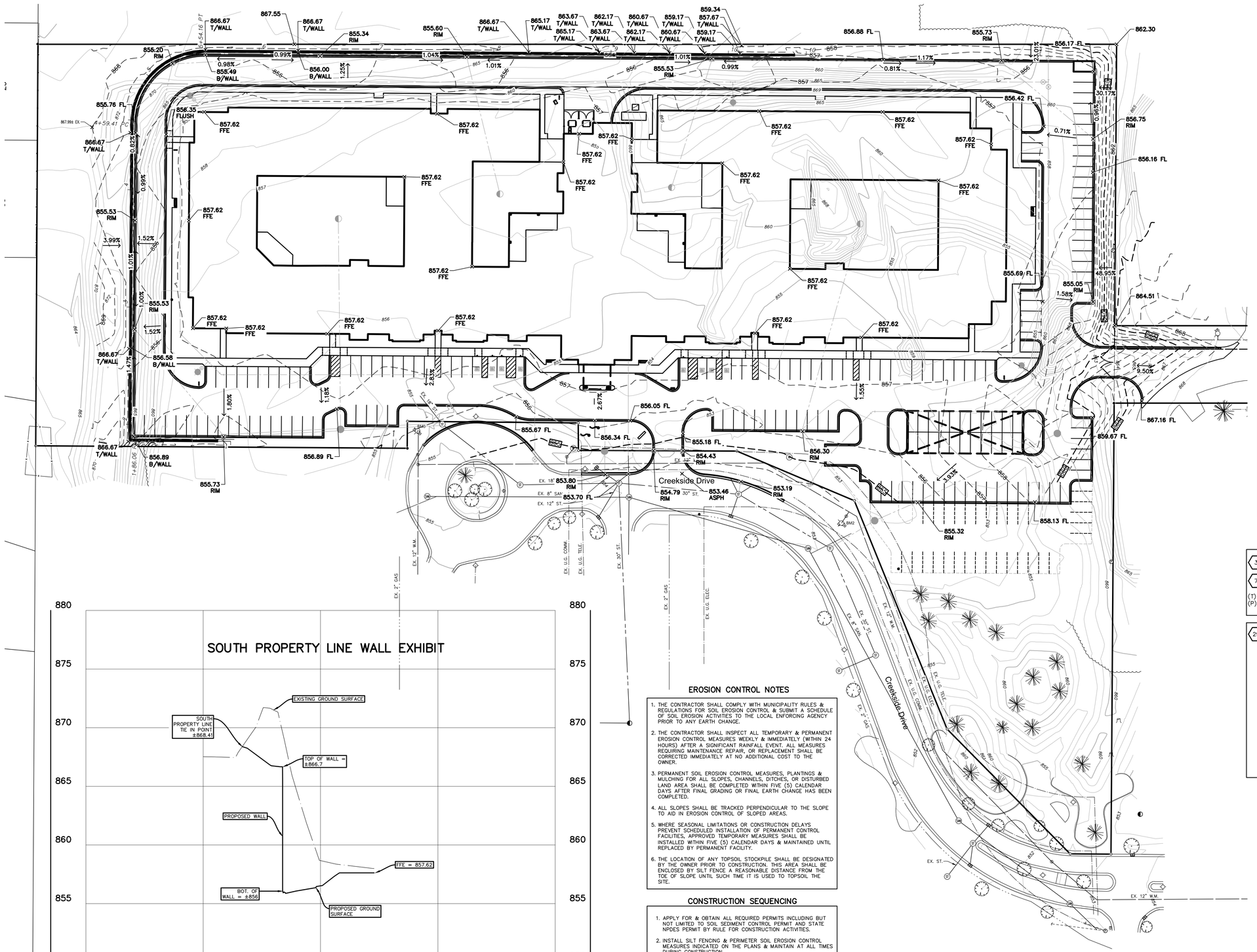
DRAWN BY: STAFF

APPROVED BY: J.E.V.

JOB NUMBER: 4201

SHEET NUMBER: C-2.0

I:\CIVIL3D PROJECTS\2022\2220609_STORYPOINT LIV_PSD\2220609 – C200 SITE PLAN.DWG – DREWS – Jul 18, 2022 – 02:53pm – PreinNewhof



EROSION CONTROL NOTES

1. THE CONTRACTOR SHALL COMPLY WITH MUNICIPALITY RULES & REGULATIONS FOR SOIL EROSION CONTROL & SUBMIT A SCHEDULE OF SOIL EROSION ACTIVITIES TO THE LOCAL ENFORCING AGENCY PRIOR TO ANY EARTH CHANGE.
2. THE CONTRACTOR SHALL INSPECT ALL TEMPORARY & PERMANENT EROSION CONTROL MEASURES WEEKLY & IMMEDIATELY (WITHIN 24 HOURS) AFTER A SIGNIFICANT RAINFALL EVENT. ALL MEASURES REQUIRING MAINTENANCE REPAIR, OR REPLACEMENT SHALL BE CORRECTED IMMEDIATELY AT NO ADDITIONAL COST TO THE OWNER.
3. PERMANENT SOIL EROSION CONTROL MEASURES, PLANTINGS & MULCHING FOR ALL SLOPES, CHANNELS, DITCHES, OR DISTURBED LAND AREA SHALL BE COMPLETED WITHIN FIVE (5) CALENDAR DAYS AFTER FINAL GRADING OR FINAL EARTH CHANGE HAS BEEN COMPLETED.
4. ALL SLOPES SHALL BE TRACKED PERPENDICULAR TO THE SLOPE TO AID IN EROSION CONTROL OF SLOPED AREAS.
5. WHERE SEASONAL LIMITATIONS OR CONSTRUCTION DELAYS PREVENT SCHEDULED INSTALLATION OF PERMANENT CONTROL FACILITIES, APPROVED TEMPORARY MEASURES SHALL BE INSTALLED WITHIN FIVE (5) CALENDAR DAYS & MAINTAINED UNTIL REPLACED BY PERMANENT FACILITY.
6. THE LOCATION OF ANY TOPSOIL STOCKPILE SHALL BE DESIGNATED BY THE OWNER PRIOR TO CONSTRUCTION. THIS AREA SHALL BE ENCLOSED BY SILT FENCE A REASONABLE DISTANCE FROM THE TOE OF SLOPE UNTIL SUCH TIME IT IS USED TO TOPSOIL THE SITE.

CONSTRUCTION SEQUENCING

1. APPLY FOR & OBTAIN ALL REQUIRED PERMITS INCLUDING BUT NOT LIMITED TO SOIL SEDIMENT CONTROL PERMIT AND STATE NPDES PERMIT BY RULE FOR CONSTRUCTION ACTIVITIES.
2. INSTALL SILT FENCING & PERIMETER SOIL EROSION CONTROL MEASURES INDICATED ON THE PLANS & MAINTAIN AT ALL TIMES DURING CONSTRUCTION.
3. STRIP TOPSOIL AND REMOVE UNSUITABLE MATERIALS UNDER THE PROPOSED HARD SURFACED AREAS. STOCKPILE TOPSOIL IN AN AREA OUTSIDE OF THE IMPROVED AREAS AS DESIGNATED BY THE OWNER.
4. CONSTRUCT PROPOSED IMPROVEMENTS
5. RESTORE ALL DISTURBED AREAS IN ACCORDANCE WITH THE SPECIFICATIONS.
10. AFTER ALL DISTURBED AREAS HAVE BEEN RESTORED & VEGETATION IS ESTABLISHED, REMOVE SOIL EROSION CONTROL MEASURES.

N

0 40' 80'

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GRADING LEGEND

SPOT ELEVATION	780.20
FLOW DIRECTION WITH GRADE	2.0%
SLOPE LABEL	5:1
CATCH BASIN (EX. | PROP.)	
CULVERT END SECTION W/ RIPRAP	
HYDRANT & VALVE (EX. | PROP.)	
MANHOLE (EX. | PROP.)	
CLEANOUT	
SWALE/DITCH	
GRADE BREAK	
PROP. CONTOUR LINE	780
EX. CONTOUR LINE	780
GRADING LIMIT	
SILT FENCE	x x x

GRADING NOTES

ASPH	=	BITUMINOUS PAVT.
CONC	=	TOP OF CONC.
FL	=	FLOW LINE
FC	=	FLUSH CURB
G	=	GROUND SPOT
INV	=	PIPE/END SECTION INVERT
RIM	=	UTILITY STRUCTURE
WALK	=	SIDEWALK
BC	=	BACK OF CURB
TW	=	TOP OF WALL

1. REFER TO SPECIFICATIONS FOR ADDITIONAL ABBREVIATIONS FOR CIVIL/SITE AMMENTITIES.
2. SIDEWALK CROSS-SLOPES HAVE BEEN DESIGNED AT 1.5%, AND MUST NOT EXCEED 1.8%.

SOIL EROSION CONTROL LEGEND

3 PERMANENT/TEMPORARY SEEDING (T/P)	26 GEOTEXTILE SILT FENCE (T)
7 RIPRAP (P)	29 INLET PROTECTION SILT SACK (T)
(T) TEMPORARY CONTROL MEASURE (P) PERMANENT CONTROL MEASURE	33 MULCH BLANKETS & HIGH VELOCITY MULCH BLANKETS (P)

29 PLACE CATCH BASIN SILT SACK OR EQUIVALENT AT ALL EXISTING AND PROPOSED CATCH BASINS. ADDITIONALLY, PLACE FILTER SOCKS AROUND ALL INLETS IN UNPAVED AREAS.

INSTALL SILT FENCE AROUND THE ENTIRE SITE PERIMETER

ALL MEASURES PLACED IN ACCORDANCE OF MDOT STANDARD DETAIL R-96-D SOIL EROSION AND SEDIMENTATION CONTROL MEASURES

TEMPORARY SEEDING SHALL BE CAST ON ALL AREAS WITHIN 1 WEEK OF DISTURBANCE

WESTERN EXCELSIOR "EXCEL SS-2" DOUBLE NET SOIL EROSION CONTROL BLANKET (OR APPROVED EQUAL) SHALL BE PLACED ON ALL DISTURBED SLOPES 1 AND 4 OR STEEPER AND ON ALL DISTURBED DITCH BOTTOMS

WESTERN EXCELSIOR "EXCEL SR-1" SINGLE NET SOIL EROSION CONTROL BLANKET (OR APPROVED EQUAL) SHALL BE PLACED ON ALL DISTURBED AREAS 1 AND 4 OR FLATTER

4" OF TOPSOIL AND SEED SHALL BE INSTALLED AT ALL DISTURBED AREAS

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tel: 248-353-4920 email: server@ela-architects.com

StoryPoint Portage South

Portage, Michigan

grading plan

ISSUED:
07/18/2022
PRELIMINARY REVIEW

PRELIMINARY NOT FOR CONSTRUCTION

DRAWN BY: STAFF

APPROVED BY: J.E.V.

JOB NUMBER: 4201

SHEET NUMBER: C-3.0

Prein&Newhof
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PHONE: (616) 364-8491
info@preinnewhof.com
PN# 2220609

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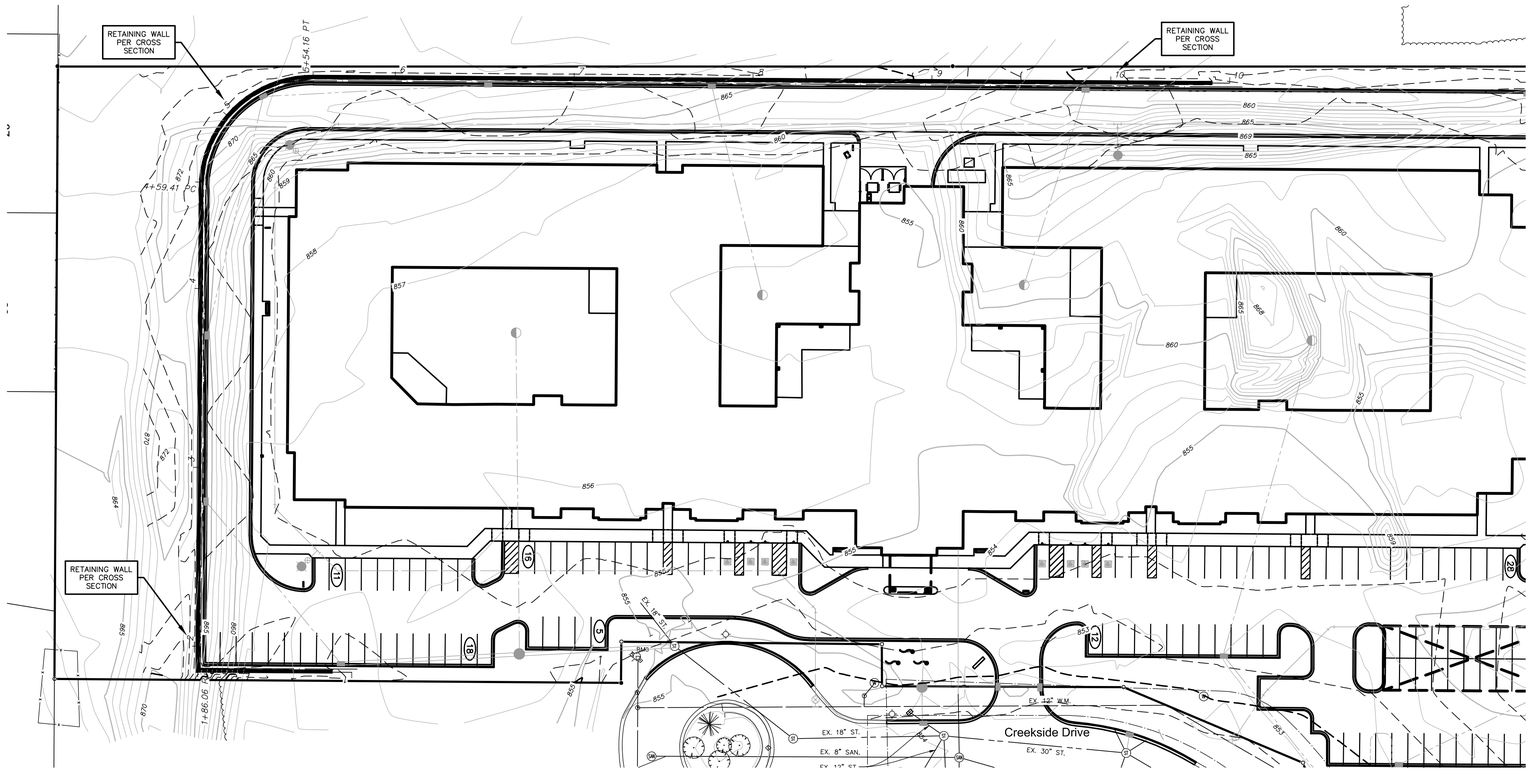
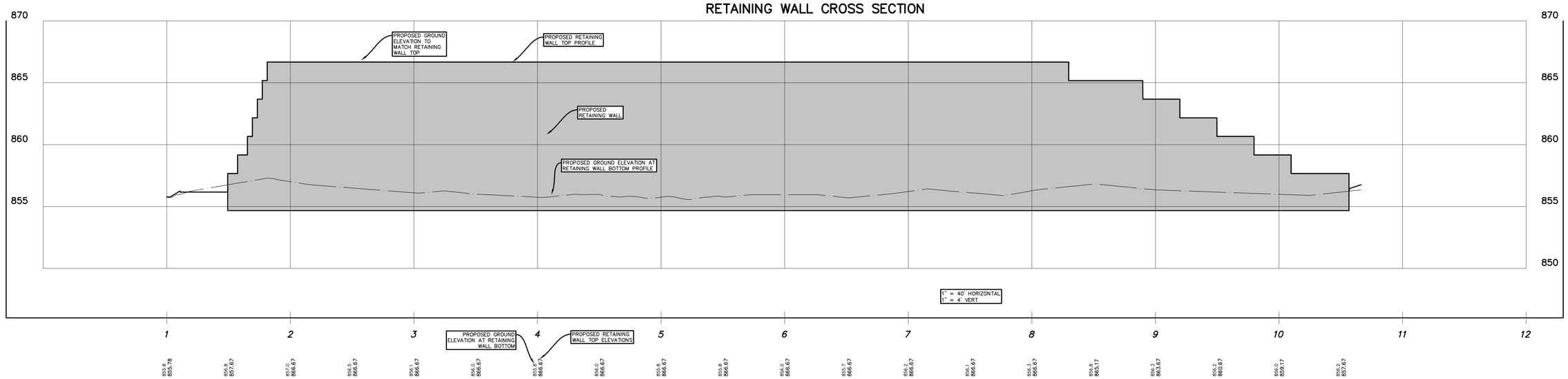
T:\CIVIL3D PROJECTS\2022\2220609_STORYPOINT (4_PROD)\2220609 - C3D (GRADING).DWG - EDREWS - Jul. 18 2022 - 02:51pm - PreinNewhof





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architects & planners
20750 civic center drive, suite 610, southfield, michigan 49076
tel: 248-353-4820 email: server@ela-architects.com

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StoryPoint Portage South

Portage, Michigan

wall cross section

ISSUED:
07/18/2022
PRELIMINARY REVIEW

PRELIMINARY
NOT FOR CONSTRUCTION

DRAWN BY:
STAFF

APPROVED BY:
J.E.V.

JOB NUMBER
4201

SHEET NUMBER
C-3.1

N

0 40' 80'

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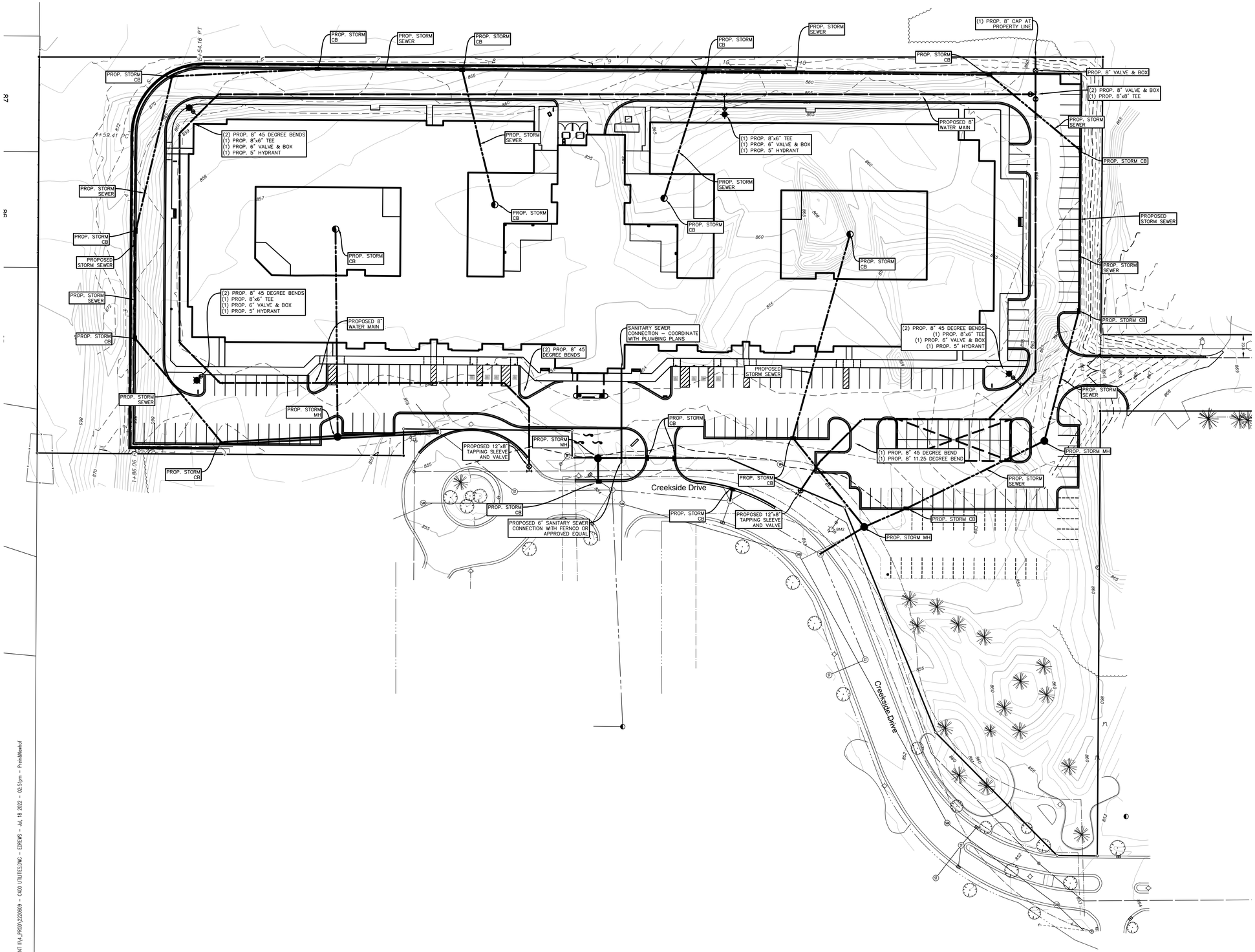
I:\CIVIL3D PROJECTS\2022\2220609_STORYPOINT_STORYPOINT II\4_PROD\2220609 - C3.1 WALL CROSS SECTION.DWG - EDREWS - Jul 18 2022 - 02:51pm - PreinANewhof



811 Know what's below. Call before you dig.

UTILITY LOCATIONS ARE DERIVED FROM ACTUAL MEASUREMENTS OR AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.

UTILITY LEGEND

- EX. MANHOLE
- EX. CATCH BASIN
- EX. CLEANOUT
- EX. VALVE (WATER)
- EX. HYDRANT
- PROP. MANHOLE
- PROP. CATCH BASIN
- PROP. CLEANOUT
- PROP. VALVE (WATER)
- PROP. HYDRANT
- PROP. LIGHT POLE (SEE ARCH. PLAN FOR MORE DETAIL)
- EX. GAS SERVICE
- EX. WATERMAIN
- EX. SANITARY SEWER
- EX. STORM SEWER
- PROP. WATER MAIN
- PROP. RESTRAINED JOINT WATER MAIN
- PROP. SANITARY SEWER
- PROP. STORM SEWER

STORM SEWER NOTES

O.C. = OUTLET CONTROL STRUCTURE
FES = FLARED END SECTION
C.O. = CLEAN OUT
CB = CATCH BASIN
MH = MANHOLE
YD = YARD DRAIN (2.0' DIA.)

1. ALL TEXT & FEATURES SHOWN SCREENED ARE EXISTING. ALL STRUCTURES SHALL BE LOCATED IN RELATION TO THE PROPOSED IMPROVEMENTS.
2. UTILITIES SHOWN WERE EITHER FIELD LOCATED, OR TAKEN FROM EXISTING RECORD/DESIGN DRAWINGS & ARE SHOWN ACCORDINGLY; THE CONTRACTOR SHALL EXERCISE CAUTION & FIELD VERIFY REQUIRED LOCATIONS PRIOR TO EXCAVATION & CONSTRUCTION.
3. THE DRAINAGE STRUCTURES AND THE STORM WATER SYSTEM UNDER MUNICIPALITY JURISDICTION SHALL BE MUNICIPALITY TESTED MATERIAL.
4. UNDERDRAIN SHALL BE INSTALLED UNDER ALL CURB AND GUTTER AND IN THE GREEN SPACE IN LOW AREAS; SEE DETAILS ON CITY OF PORTAGE STORMWATER DETAIL SHEET(S).
5. ALL ROOF DRAIN CONNECTIONS SHALL BE CONNECTED TO THE STORM SEWER WITH FABRICATED ADS HP REDUCING TEES.
6. CONTRACTOR TO COORDINATE INVERT ELEVATIONS AND PIPE SIZE OF ROOF DRAINS WITH PLUMBING PLAN. ROOF DRAINS MUST BE CONNECTED TO THE STORM SEWER WITH FABRICATED ADS HP REDUCING TEES, OR TIED INTO MANHOLES. WHERE NO INVERT ELEVATIONS ARE GIVEN ON THE PLANS, CONTRACTOR MUST CONNECT TO MANHOLES AND PROVIDE AT LEAST 2 FT OF COVER OVER PIPE IN GREEN SPACE, AND AT LEAST 3 FT OF COVER UNDER PAVEMENT. CONTRACTOR MUST INSTALL PIPE(S) WITH SLOPE IN ACCORDANCE WITH CITY OF PORTAGE STANDARDS.

SANITARY SEWER NOTES

1. ALL TEXT & FEATURES SHOWN SCREENED ARE EXISTING. ALL STRUCTURES SHALL BE LOCATED IN RELATION TO THE PROPOSED IMPROVEMENTS.
2. UTILITIES SHOWN WERE EITHER FIELD LOCATED, OR TAKEN FROM EXISTING RECORD/DESIGN DRAWINGS & ARE SHOWN ACCORDINGLY, THE CONTRACTOR SHALL EXERCISE CAUTION & FIELD VERIFY REQUIRED LOCATIONS PRIOR TO EXCAVATION & CONSTRUCTION.
3. CONTRACTOR TO COORDINATE INVERT ELEVATIONS AND PIPE SIZE OF LATERALS WITH PLUMBING PLAN.
4. MDOT CL II SAND BACKFILL REQUIRED UNDER ALL PROPOSED PAVEMENT AREAS.

WATER MAIN NOTES

1. ALL TEXT & FEATURES SHOWN SCREENED ARE EXISTING. ALL STRUCTURES SHALL BE LOCATED IN RELATION TO THE PROPOSED IMPROVEMENTS.
2. UTILITIES SHOWN WERE EITHER FIELD LOCATED, OR TAKEN FROM EXISTING RECORD/DESIGN DRAWINGS & ARE SHOWN ACCORDINGLY, THE CONTRACTOR SHALL EXERCISE CAUTION & FIELD VERIFY REQUIRED LOCATIONS PRIOR TO EXCAVATION & CONSTRUCTION.
3. MINIMUM BURY DEPTH OF WATER LINE IS 5.5 FEET TO TOP OF PIPE.
4. THE DRAINAGE STRUCTURES AND THE STORM WATER SYSTEM UNDER MUNICIPALITY JURISDICTION SHALL BE MUNICIPALITY TESTED MATERIAL.

Prein&Newhof
Engineers · Surveyors · Environmental · Laboratory
PHONE: (616) 364-8491
info@preinnewhof.com
PN# 2220609

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20750 civic center drive, suite 610, southfield, michigan 49076
tel: 248-353-4820 email: server@ela-architects.com

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StoryPoint Portage South
Portage, Michigan

utility plan

ISSUED:
07/18/2022
PRELIMINARY REVIEW

PRELIMINARY NOT FOR CONSTRUCTION

DRAWN BY: STAFF
APPROVED BY: J.E.V.
JOB NUMBER: 4201
SHEET NUMBER: C-4.0

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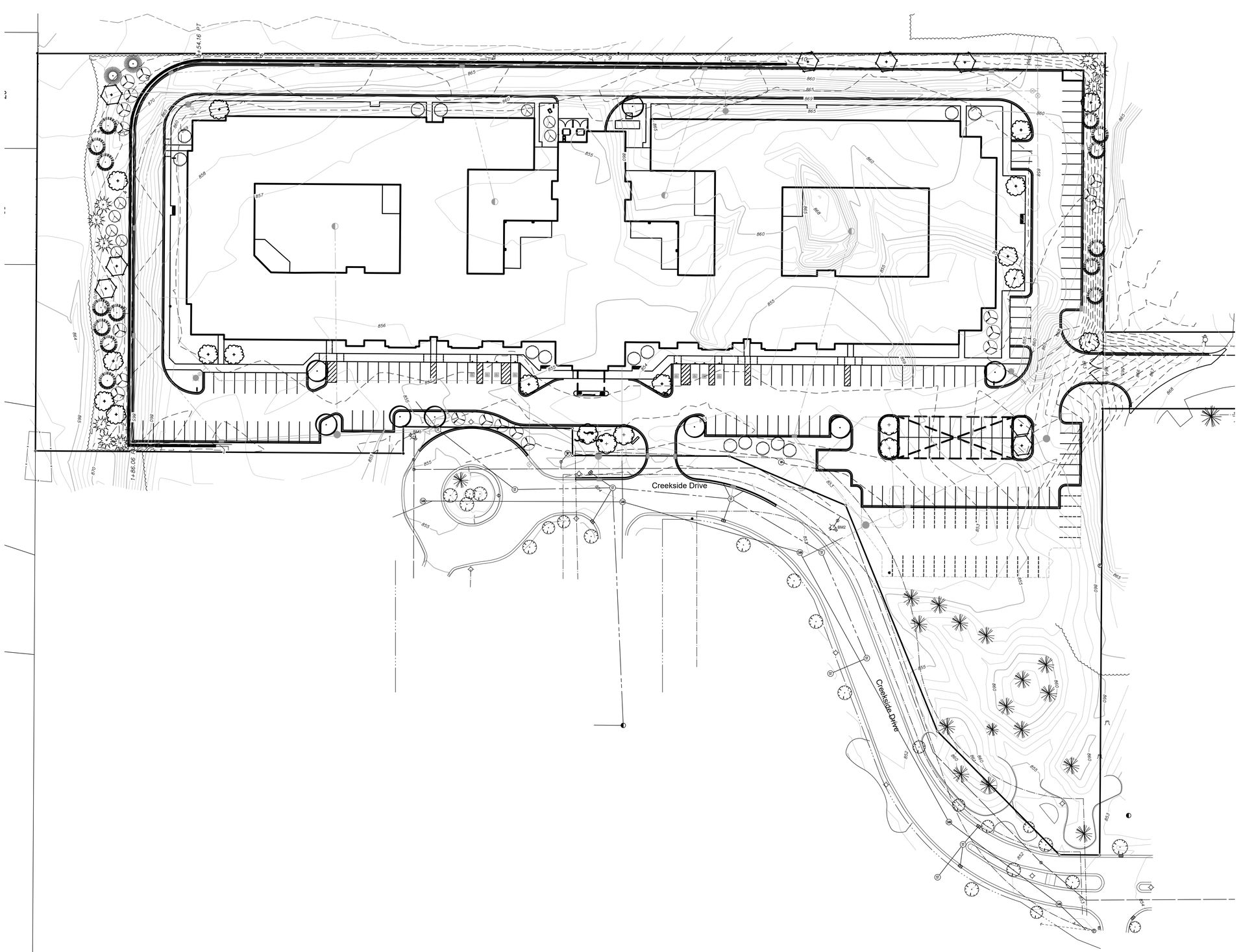

N

0 40' 80'

LANDSCAPE PLANTING LEGEND

DECIDUOUS/ CANOPY TREES

CONIFEROUS/ EVERGREEN TREES

ORNAMENTAL/ FLOWERING TREES

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StoryPoint Portage South
Portage, Michigan

landscape plan

ISSUED:
07/18/2022
PRELIMINARY REVIEW

PRELIMINARY
NOT FOR CONSTRUCTION

DRAWN BY:
STAFF

APPROVED BY:
J.E.V.

JOB NUMBER
4201

SHEET NUMBER
L-1.0

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PN# 2220609

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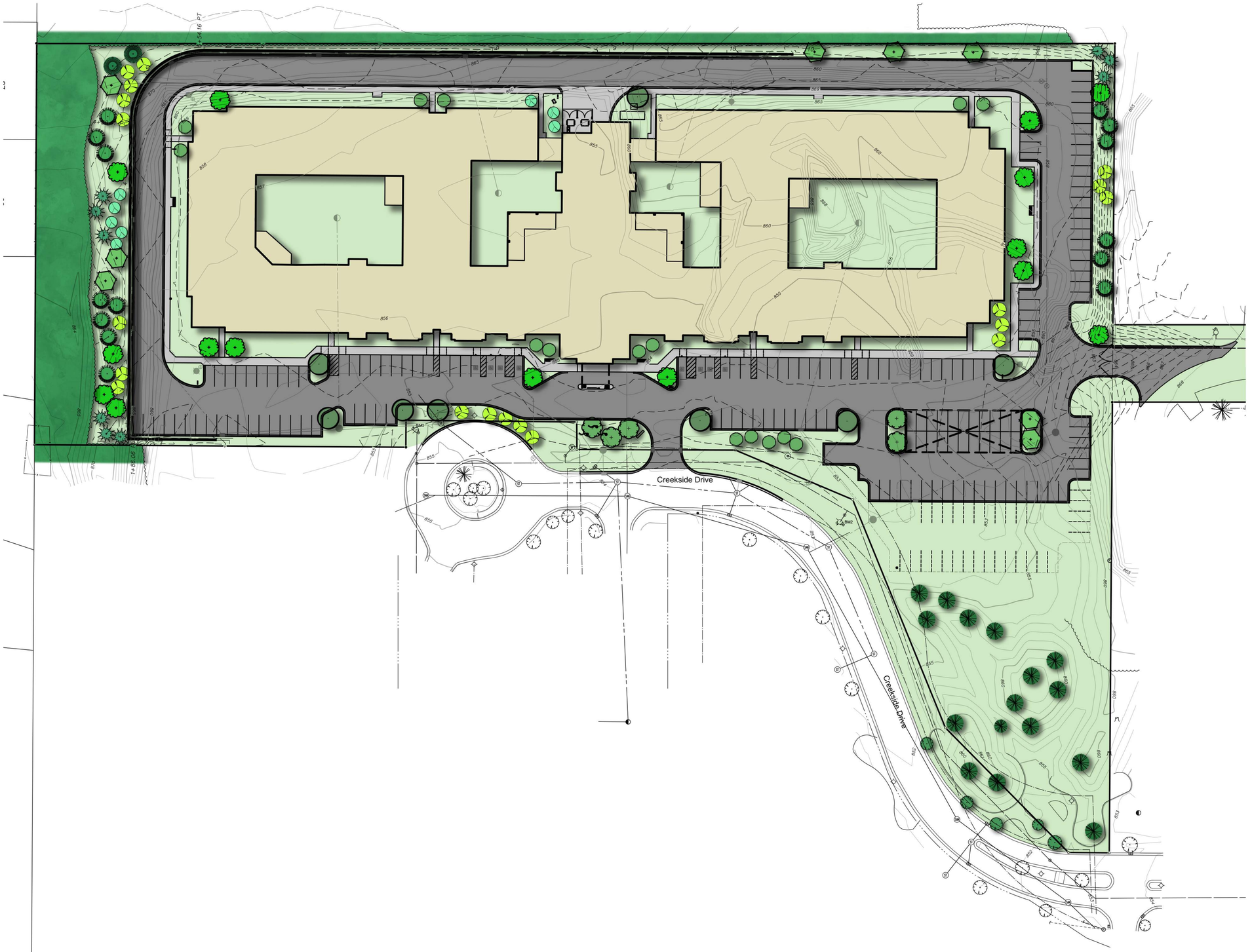

LANDSCAPE PLANTING LEGEND

- DECIDUOUS/ CANOPY TREES
- CONIFEROUS/ EVERGREEN TREES
- ORNAMENTAL/ FLOWERING TREES

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StoryPoint Portage South
Portage, Michigan

landscape rendering

ISSUED:
07/18/2022
PRELIMINARY REVIEW

PRELIMINARY
NOT FOR CONSTRUCTION

DRAWN BY:
STAFF

APPROVED BY:
J.E.V.

JOB NUMBER
4201

SHEET NUMBER
L-2.0

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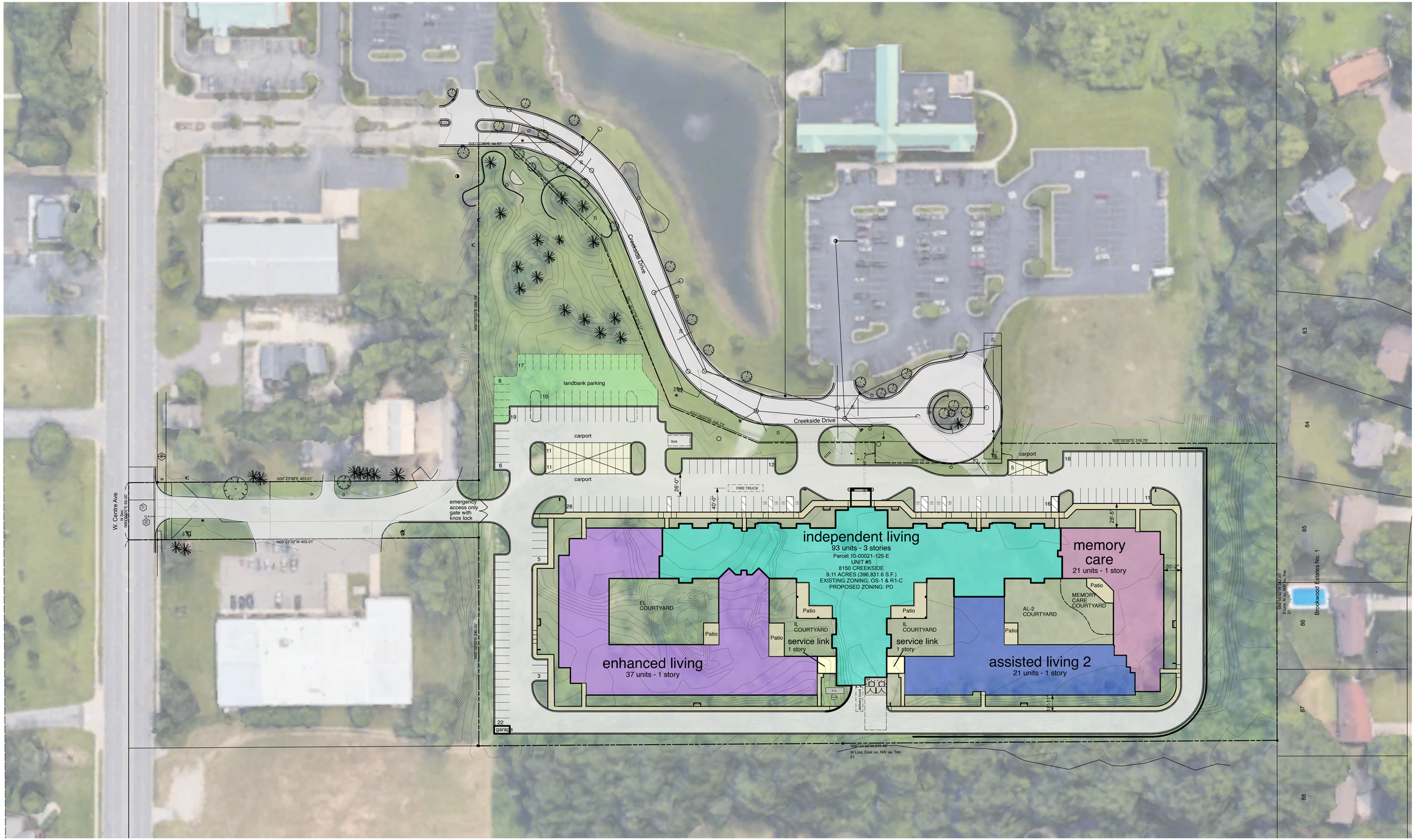

N

conceptual site plan

SCALE: 1" = 50'-0"

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StoryPoint Portage South
Portage, Michigan

conceptual site plan

ISSUED:

06/17/2022
PRELIMINARY SITE PLAN & REZONING SUBMISSION

07/14/2022
OWNER MEETING

07/18/2022
REVISED PRELIMINARY SITE PLAN & REZONING SUBMISSION

DRAWN BY:
MC, JL, TC

APPROVED BY:
JL

JOB NUMBER
4201

SHEET NUMBER
A-1.0

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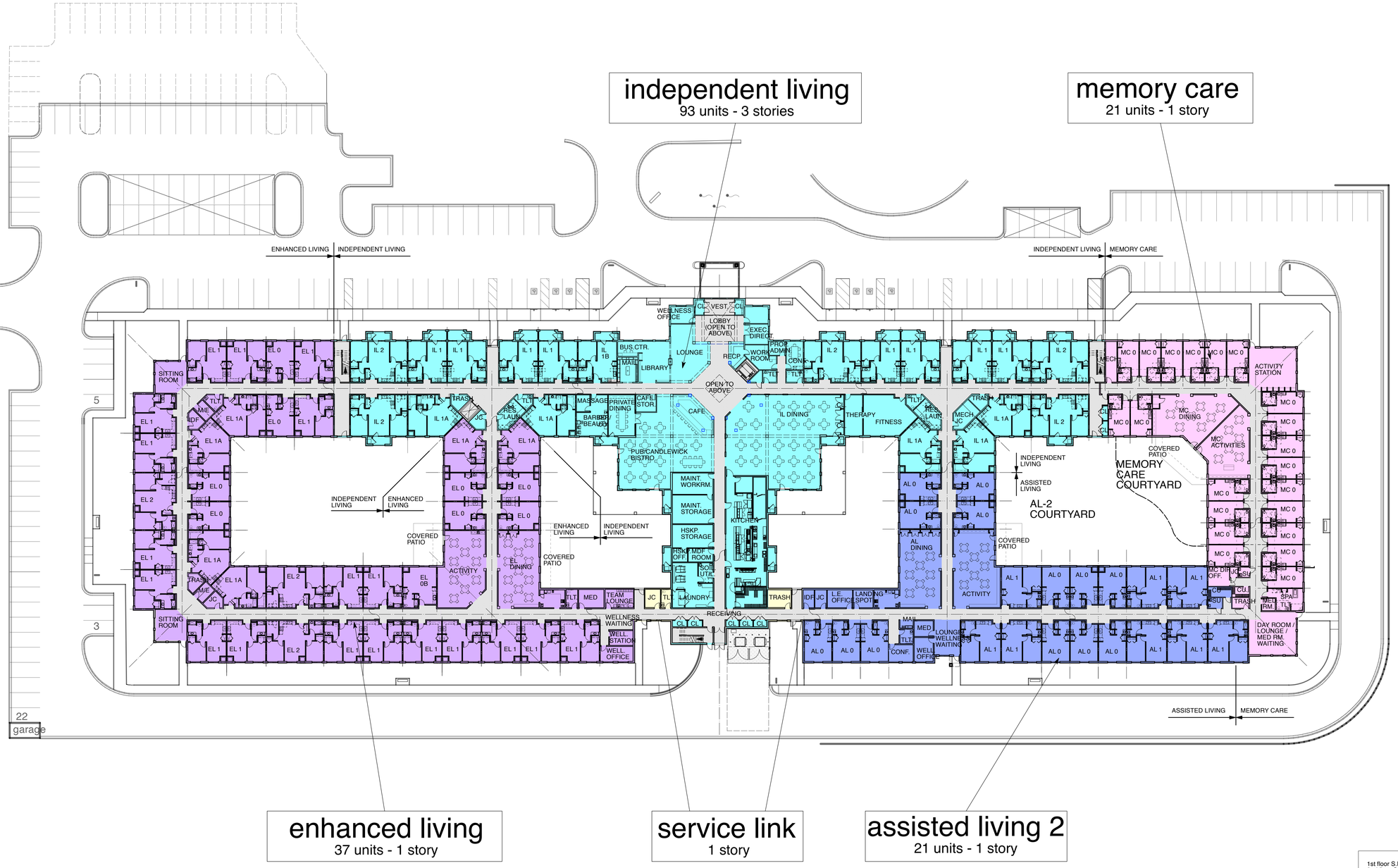

1st floor S.F. ---------- 101,370 S.F.
2nd floor S.F. ---------- 37,556 S.F.
3rd floor S.F. ---------- 38,138 S.F.
Overall S.F. ---------- 177,064 S.F.

Total Unit Count: 172

ENHANCED LIVING
UNIT COUNTS (1ST FLOOR)
(9) STUDIO
(25) ONE BEDROOM UNITS
(3) TWO BEDROOM UNITS
37 TOTAL UNITS

INDEPENDENT LIVING
UNIT COUNTS (1ST FLOOR)
(0) STUDIO
(14) ONE BEDROOM UNITS
(5) TWO BEDROOM UNITS
19 TOTAL UNITS

INDEPENDENT LIVING
UNIT COUNTS (ALL FLOORS)
(3) STUDIO
(61) ONE BEDROOM UNITS
(29) TWO BEDROOM UNITS
93 TOTAL UNITS

ASSISTED LIVING 2
UNIT COUNTS (1ST FLOOR)
(13) STUDIO
(8) ONE BEDROOM UNITS
(0) TWO BEDROOM UNITS
21 TOTAL UNITS

MEMORY CARE
UNIT COUNTS (1ST FLOOR)
(21) STUDIO
(0) ONE BEDROOM UNITS
(0) TWO BEDROOM UNITS
21 TOTAL UNITS

N

COMPOSITE FIRST FLOOR PLAN

SCALE: 1" = 30'-0"

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StoryPoint Portage South
Portage, Michigan

conceptual first floor plan

ISSUED:
06/17/2022
PRELIMINARY SITE PLAN & REZONING SUBMISSION

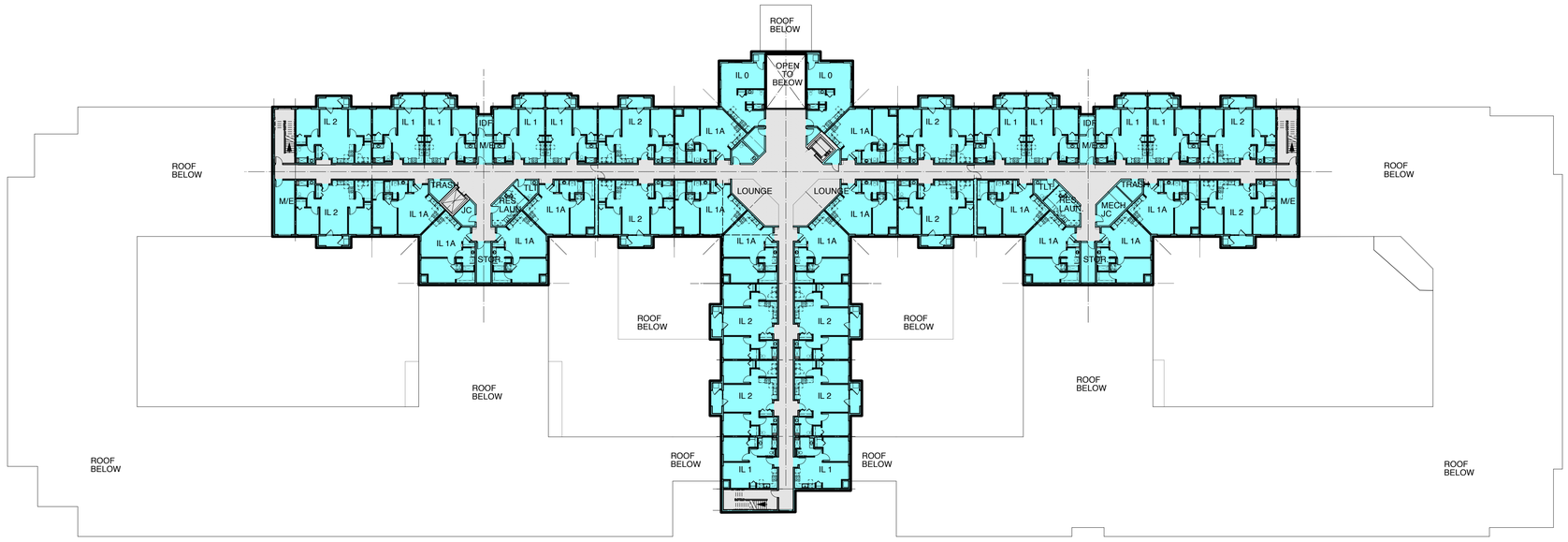
07/18/2022
REVISED PRELIMINARY SITE PLAN & REZONING SUBMISSION

DRAWN BY:
MC, TC, JW

APPROVED BY:
JL

JOB NUMBER
4201

SHEET NUMBER
A-2.1



INDEPENDENT LIVING
UNIT COUNTS (2ND FLOOR)

(2)	STUDIO
(24)	ONE BEDROOM UNITS
(12)	TWO BEDROOM UNITS
38	TOTAL UNITS

N

COMPOSITE SECOND FLOOR PLAN

SCALE: 1" = 30'-0"

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StoryPoint Portage South
Portage, Michigan

composite second floor plan

ISSUED:
06/17/2022
PRELIMINARY SITE PLAN & REZONING SUBMISSION

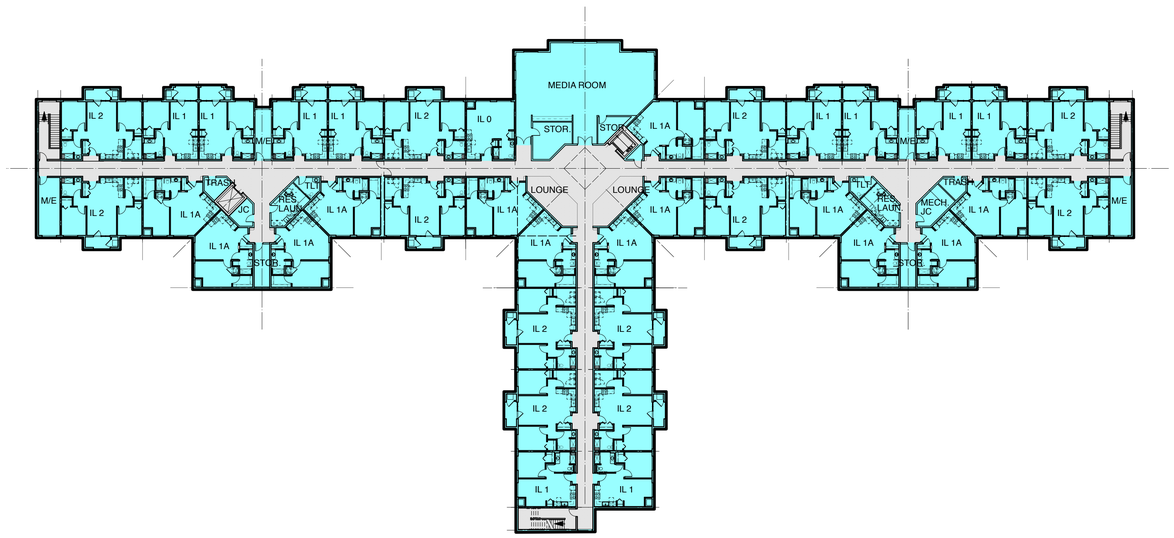
07/18/2022
REVISED PRELIMINARY SITE PLAN & REZONING SUBMISSION

DRAWN BY:
MC, TC, JW

APPROVED BY:
JL

JOB NUMBER
4201

SHEET NUMBER
A-2.2



INDEPENDENT LIVING
UNIT COUNTS (3RD FLOOR)

(1)	STUDIO
(23)	ONE BEDROOM UNITS
(12)	TWO BEDROOM UNITS
36	TOTAL UNITS

N

COMPOSITE THIRD FLOOR PLAN

SCALE: 1" = 30'-0"

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Portage, Michigan

composite third floor plan

ISSUED:
06/17/2022
PRELIMINARY SITE PLAN & REZONING SUBMISSION

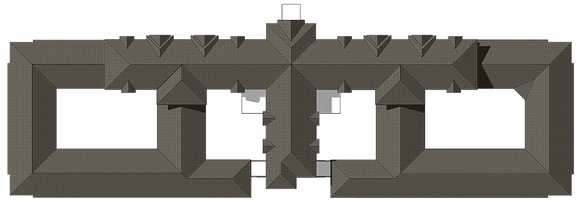
07/18/2022
REVISED PRELIMINARY SITE PLAN & REZONING SUBMISSION

DRAWN BY:
MC, TC, JW

APPROVED BY:
JL

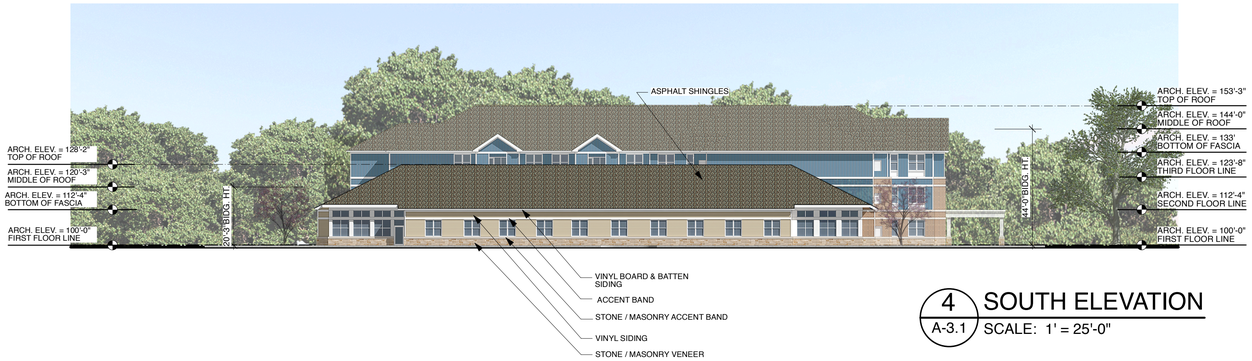
JOB NUMBER
4201

SHEET NUMBER
A-2.3

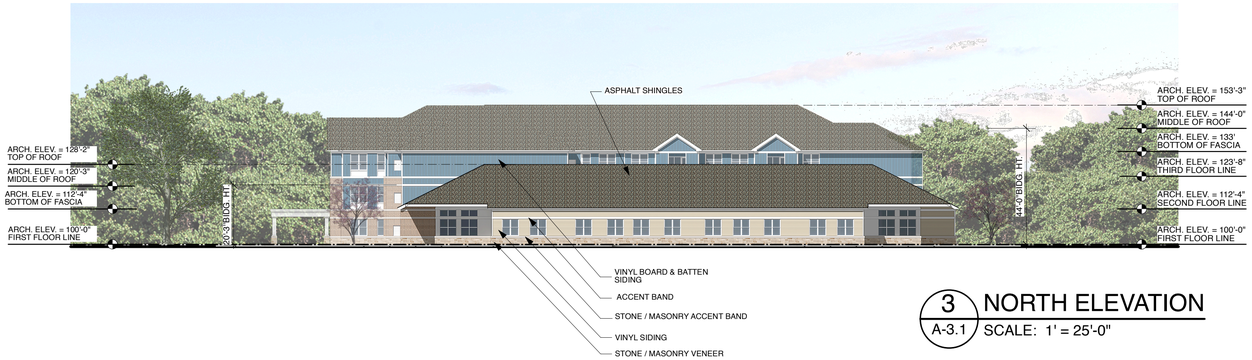


N

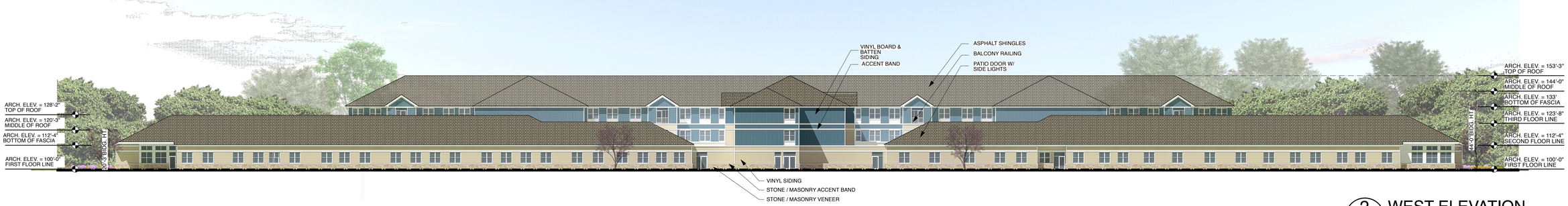
KEY PLAN
NO SCALE



4 A-3.1 SOUTH ELEVATION
SCALE: 1' = 25'-0"



3 A-3.1 NORTH ELEVATION
SCALE: 1' = 25'-0"



2 A-3.1 WEST ELEVATION
SCALE: 1' = 25'-0"



1 A-3.1 EAST ELEVATION
SCALE: 1' = 25'-0"

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StoryPoint Portage South
Portage, Michigan

conceptual composite exterior elevations

ISSUED:
06/17/2022
PRELIMINARY SITE PLAN & REZONING SUBMISSION

07/18/2022
REVISED PRELIMINARY SITE PLAN & REZONING SUBMISSION

DRAWN BY:

APPROVED BY:
JL

JOB NUMBER
4201

SHEET NUMBER
A-3.1



South Property Line Elevation

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StoryPoint Portage South
Portage, Michigan

landscape rendering

ISSUED:
07/18/2022
PRELIMINARY REVIEW

PRELIMINARY
NOT FOR CONSTRUCTION

DRAWN BY:
STAFF

APPROVED BY:
J.E.V.

JOB NUMBER
4201

SHEET NUMBER
L-2.0

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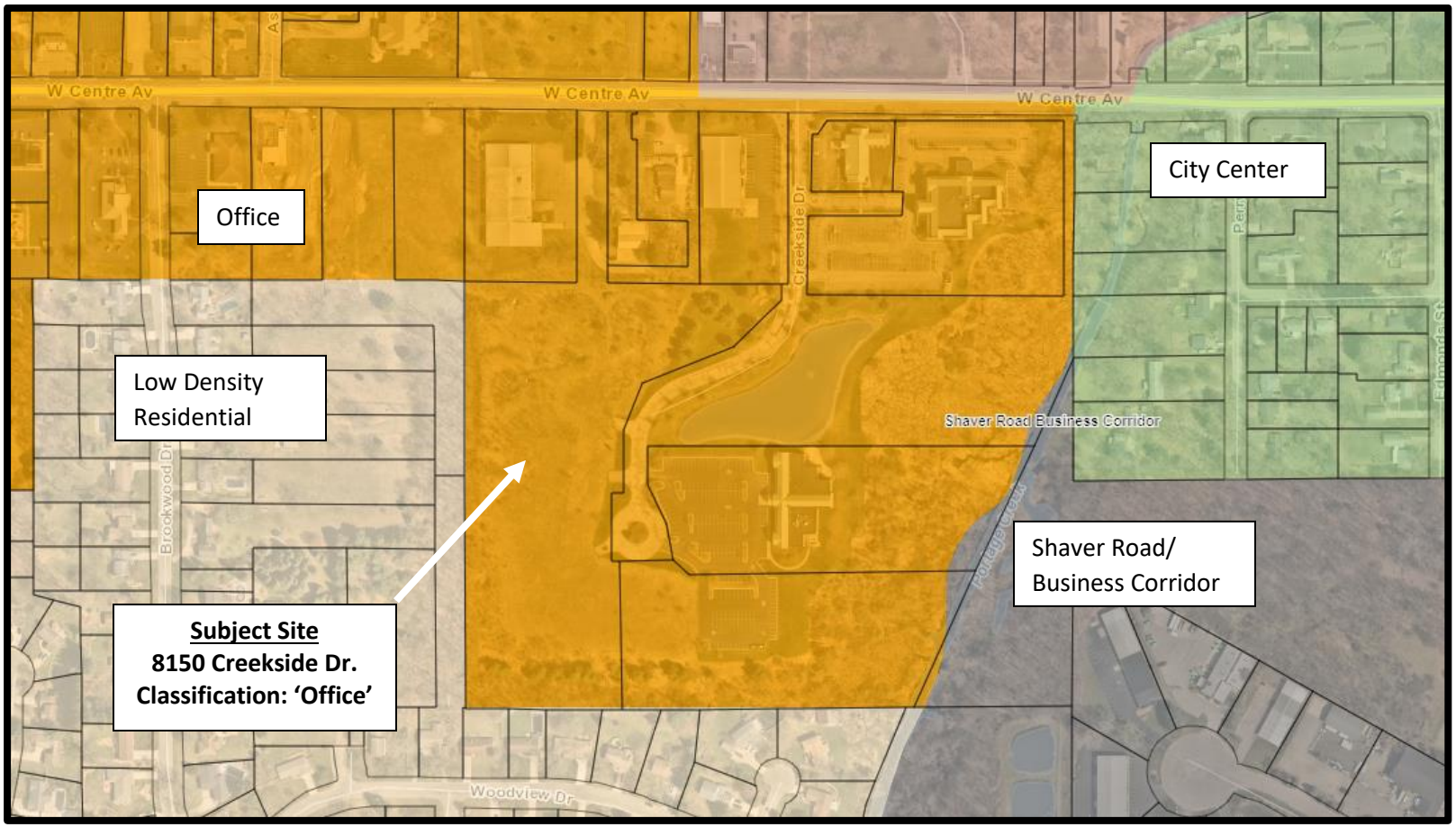
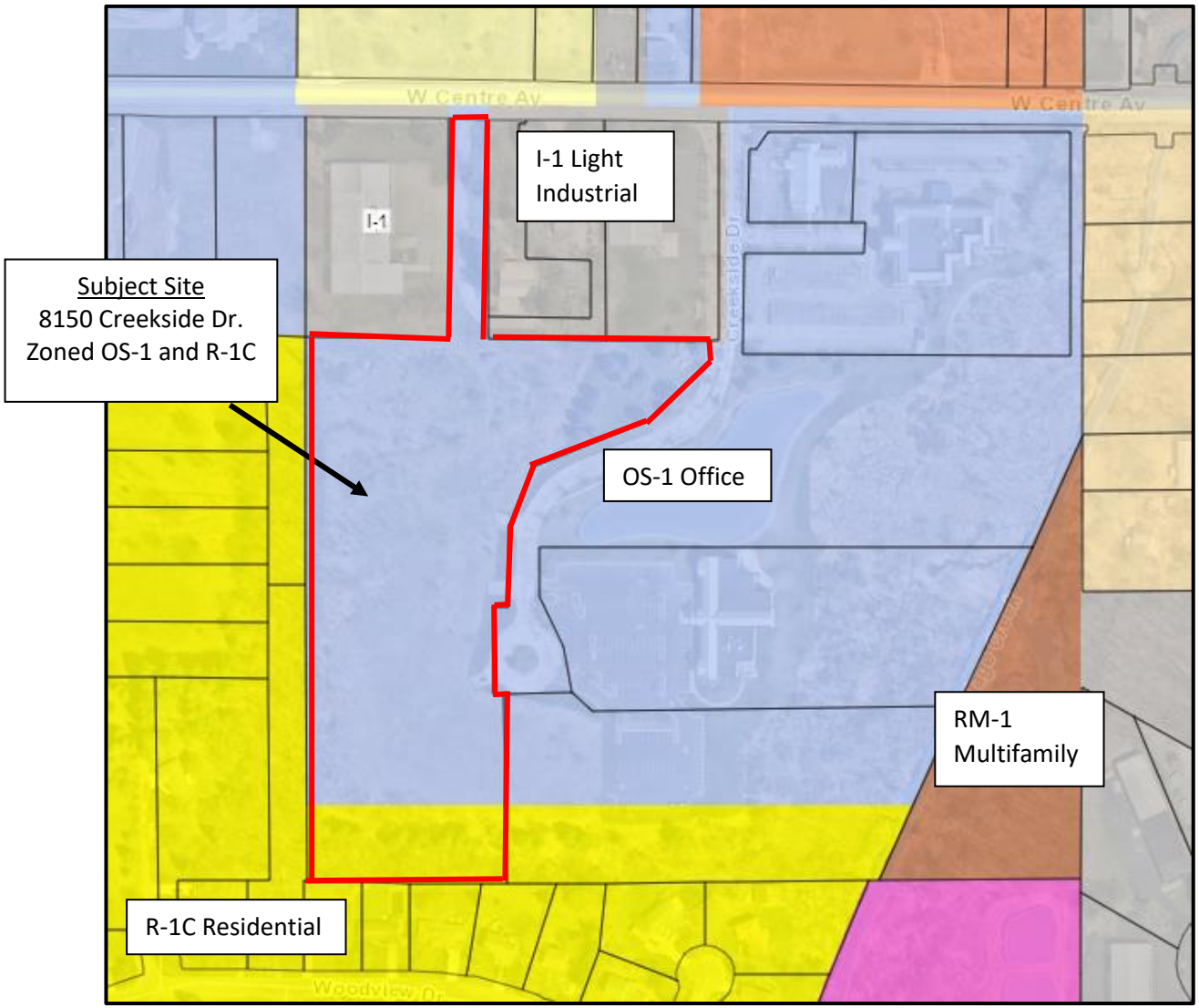
C:\USERS\CMANNS\APPDATA\LOCAL\TEMP\ACPUBLISH_21144\2220609 - L100 LANDSCAPE - CMANNS - Jul. 18, 2022 - 04:10pm - PreinNewhof

Comprehensive Plan – Future Land Use Map



Zoning Map


W Centre Av
W Centre Av
I-1
Creekside Dr
I-1 Light Industrial
Subject Site
8150 Creekside Dr.
Zoned OS-1 and R-1C
OS-1 Office
RM-1 Multifamily
R-1C Residential
Woodview Dr

July 1, 2022 Staff's Site Pictures



Figure 1. Looking south at entrance of Creekside Drive (Private Road – Creekside Commons Condominium) from W. Centre Avenue.

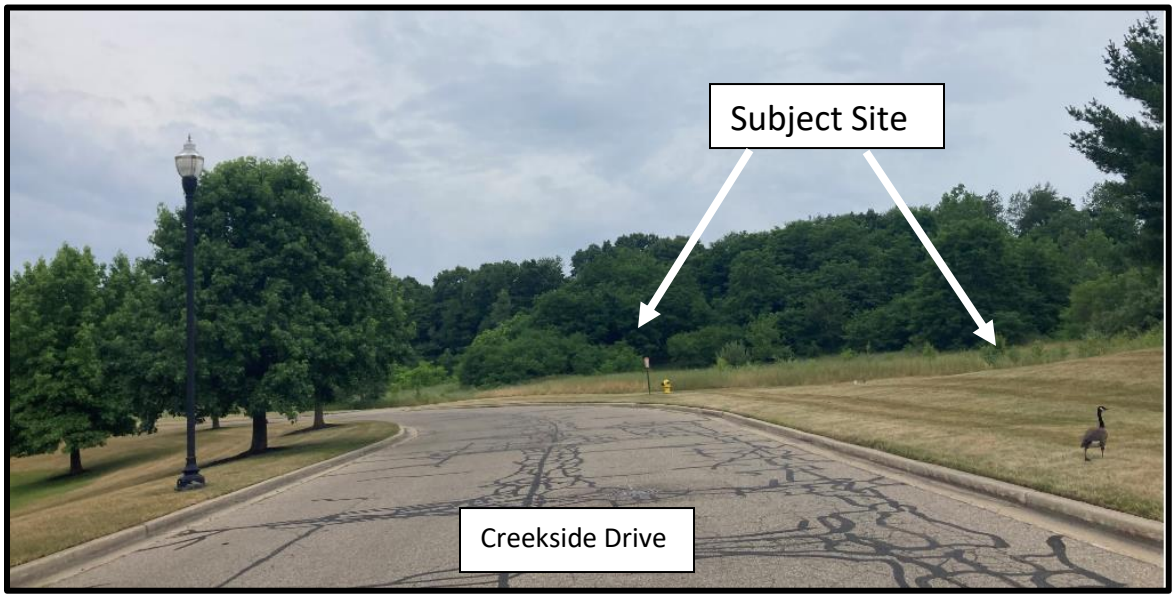


Figure 2. Looking south along Creekside Drive with the subject site to the right (west along Creekside Drive).

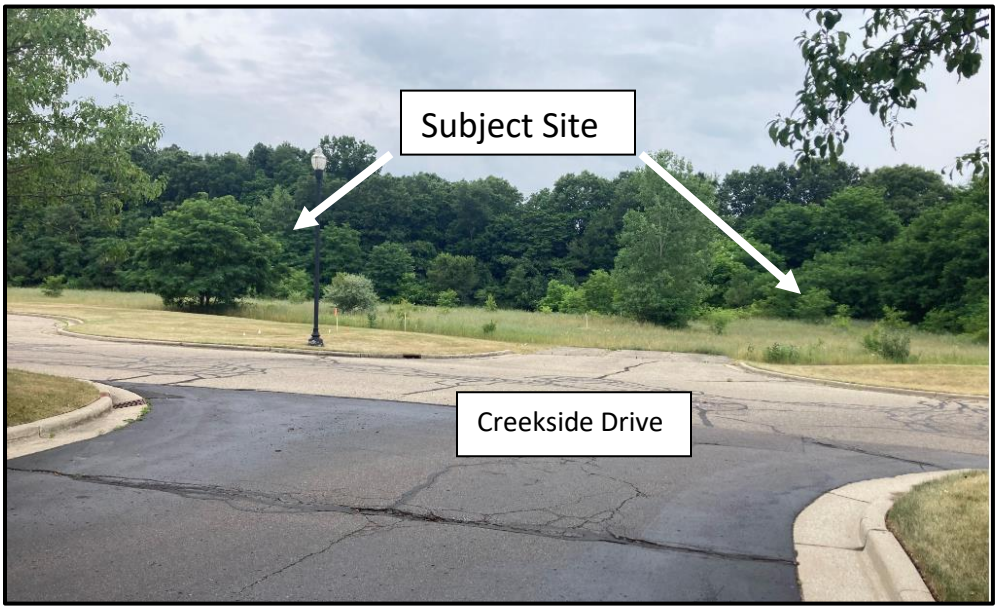


Figure 3. Looking west toward subject site across Creekside Drive.

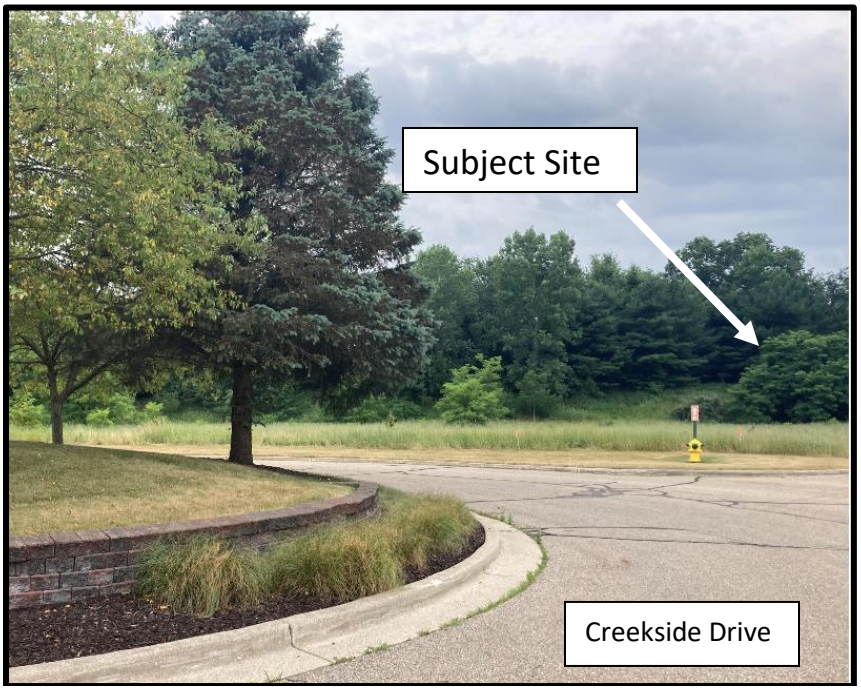


Figure 4. Looking south toward vegetated berm in background; Creekside Drive cul-de-sac in foreground.

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

THE CITY OF PORTAGE ORDAINS:

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

Street Address	Parcel ID Numbers
8150 Creekside Drive	00021-125-J

as more specifically described: Unit 5, Creekside Commons Condominium, according to the Master Deed recorded in Instrument No. 2000-003766, Kalamazoo County records, and amendments thereto, if any, designated as Kalamazoo County Condominium Subdivision Plan No. 115, together with right in General Common Elements and Limited Common Elements as set forth in the above Master Deed and as Described in Act 59 of the Public Acts of 1978, as amended.

From OS-1 Office Service and R-1C One-Family Residential District to PD Planned Development District.

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: 9-15-2022
By: [signature]
City Attorney

ADOPTION OF ZONING ORDINANCE
CITY OF PORTAGE, MICHIGAN
NOTICE

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

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

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

THE CITY OF PORTAGE ORDAINS:

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

Street Address	Parcel ID Numbers
8150 Creekside Drive	00021-125-J

as more specifically described: Unit 5, Creekside Commons Condominium, according to the Master Deed recorded in Instrument No. 2000-003766, Kalamazoo County records, and amendments thereto, if any, designated as Kalamazoo County Condominium Subdivision Plan No. 115, together with right in General Common Elements and Limited Common Elements as set forth in the above Master Deed and as Described in Act 59 of the Public Acts of 1978, as amended.

From OS-1 Office Service and R-1C One-Family Residential District to PD Planned Development District.

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

APPROVED AS TO FORM FOR CITY OF PORTAGE
BAUCKHAM, SPARKS, THALL,
SEEBER, & KAUFMAN, PC
Catherine Kaufman
By: CATHERINE P. KAUFMAN
Date: 9-15-2022

FIRST READING
CITY OF PORTAGE, MICHIGAN
NOTICE

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

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

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

THE CITY OF PORTAGE ORDAINS:

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

Street Address	Parcel ID Numbers
8150 Creekside Drive	00021-125-J

as more specifically described: Unit 5, Creekside Commons Condominium, according to the Master Deed recorded in Instrument No. 2000-003766, Kalamazoo County records, and amendments thereto, if any, designated as Kalamazoo County Condominium Subdivision Plan No. 115, together with right in General Common Elements and Limited Common Elements as set forth in the above Master Deed and as Described in Act 59 of the Public Acts of 1978, as amended.

From OS-1 Office Service and R-1C One-Family Residential District to PD Planned Development District.

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

APPROVED AS TO FORM FOR CITY OF PORTAGE
BAUCKHAM, SPARKS, THALL,
SEEBER, & KAUFMAN, PC
By: CATHERINE P. KAUFMAN
Date: 9-15-2022

CITY OF PORTAGE PLANNING COMMISSION

Thursday, September 1, 2022

7:00 PM Portage

City Hall Council Chambers

The City of Portage Planning Commission meeting of September 1, 2022, was called to order by Chairman Corradini at 7:00 p.m.

IN ATTENDANCE

- Eric Feldt, City Planner/Project Manager
- Catherine Kaufman, City Attorney

ROLL CALL

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

Commissioner Baldwin motioned to excuse Vice Chair Joshi. Commissioner Freiman supported the motion. Motion carried 8-0.

APPROVAL OF MINUTES

Motion by Commissioner Baldwin, seconded by Commissioner Pezzoli to approve the Planning Commission Meeting Minutes of August 18, 2022, with one correction. Motion carried 8-0.

PUBLIC HEARINGS

1) A Tentative Plan and Rezoning Application #22/23-4, from OS-1 Office Service District and R-1C One-Family Residential District to Planned Development for a senior housing facility at 8150 Creekside Drive. Mr. Feldt summarized the project, the surrounding area, and the site plan. The subject parcel is mostly zoned OS-1 but includes a portion of R-1C. The Planned Development zoning is required because the use itself is not permitted in either district. Staff advises the Planning Commission to waive the second public hearing and recommend to City Council that the Tentative Plan and Rezoning be approved. Commissioner Adams asked if there was a zoning district for this type of project. Mr. Feldt stated that it did not fit well into other zoning districts and that is why Planned Development was recommended. Chairman Corradini asked about the emergency road affecting adjacent businesses. Mr. Feldt stated the road will not impact the businesses.

   Applicant, Jim DuRussel 11363 Toma Road, Pickney Michigan, representative for StoryPoint stepped forward. He described the businesses portfolio and explained that the emergency access road will have a gate. Commissioner Youngs asked if the proposal will be similar to the existing StoryPoint facility in Portage. Applicant stated the unit size and operation will be similar, but the building size will be a little smaller. Commissioner Adams asked about greenspace and non-motorized amenities. Applicant stated there are sidewalks around the site, a greenspace located in the Northeast, and inner courtyards.

   Chairman Corradini opened the public hearing. There being no public comment, Commissioner Baldwin made the motion and Commissioner Casper supported the motion to close the public hearing. Commissioner Fries motioned to waive the second hearing and to recommend to City Council the approval of a tentative plan and rezoning application #22/23-4, from OS-1 Office Service District and

R-1C One-Family Residential District to Planned Development for a senior housing facility at 8150 Creekside Drive. Commissioner Freiman supported the motion. Motion passed 8-0.

NEW BUSINESS
None.

OLD BUSINESS
None.

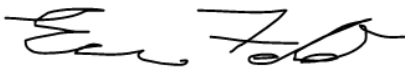
STATEMENT OF CITIZENS
None.

STATEMENT OF COMMISSIONERS
Commissioner Adams discussed the new Kalamazoo County Housing Plan prepared by the W.E. Upjohn Institute and the Southcentral Michigan Planning Council. Commissioners discussed some of the findings for Portage and how the findings may affect the future City of Portage Comprehensive Plan.

STATEMENT OF STAFF
None.

ADJOURNMENT:
There being no further business to come before the Commission, Chairman Corradini adjourned the meeting at 7:48 p.m.

Respectfully submitted,



Eric Feldt, AICP, CFM
City Planner/Project Manager

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PORTAGE
A Natural Place to Move

Department of Community Development

TO: Honorable Mayor and City Council

FROM: City of Portage Planning Commission

DATE: September 15, 2022

SUBJECT: A Tentative Plan and Rezoning Application #22/23-4, from OS-1 Office Service District and R-1C One-Family Residential District to PD Planned Development for a senior housing facility at 8150 Creekside Drive.

At the September 1, 2022 meeting, the Planning Commission reviewed and discussed Tentative Plan and Rezoning Application # 22/23-4 from OS-1 Office Service District and R-1C One-Family Residential District to PD Planned Development for a senior housing facility at 8150 Creekside Drive. The applicant representative, Jim DuRussel, Story Point, was present to support the proposed application and explain the project details. There was no public comment on this item at the meeting.

The Planning Commission voted unanimously (8-0) to recommend to City Council the approval of a Tentative Plan and Rezoning Application #22/23-4, from OS-1 Office Service District and R-1C One-Family Residential District to PD Planned Development for a senior housing facility at 8150 Creekside Drive.

Sincerely,

CITY OF PORTAGE PLANNING COMMISSION

Dan Corradini
Chairman

Attachments: September 1, 2022 Planning Commission meeting minutes.

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Setting of Special Meeting

SUPPORTING PERSONNEL: Kelly Peterson, Director of Community Development

ACTION RECOMMENDED: Set a Committee of the Whole Meeting on Tuesday, October 18, 2022 at 5:30 p.m. in Conference Room #1 to review the proposed revisions to the Brownfield Redevelopment Incentive Policy.

Following the recent resurgence in requests to the city for Brownfield Redevelopment Financing, the City Administration has been working to review and update the city's Brownfield Redevelopment Incentive Policy to better reflect the current market. The City Administration would like to review the proposed policy revisions with the City Council. As such, it is recommended that City Council set a Committee of the Whole Meeting on Tuesday, October 18, 2022 at 5:30 p.m. in Conference Room #1 to review the proposed revisions to the Brownfield Redevelopment Incentive Policy.

FUNDING: Not Applicable

Attachments: None

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: 2023 City Council Meeting Schedule

SUPPORTING PERSONNEL: Adam Herringa, Deputy City Manager
Michael Carroll, Deputy City Manager

ACTION RECOMMENDED: Approve the 2023 schedule of regular City Council meetings.

Historically, the City Council has met on the 2nd and the 4th Tuesday of the month, apart from holidays, Portage Public Schools Breaks, etc. Proposed City Council meeting dates for 2023 are recommended as noted below.

Tuesday, January 10	Tuesday, July 11
Tuesday, January 24	Tuesday, July 25
Tuesday, February 7	Tuesday, August 8
Tuesday, February 21	Tuesday, August 22
Tuesday, March 7	Tuesday, September 5
Tuesday, March 21	Tuesday, September 19
Tuesday, April 4	Tuesday, October 3
Tuesday, April 18	Tuesday, October 17
Tuesday, May 9	Wednesday, November 1*
Tuesday, May 23	Tuesday, November 14
Tuesday, June 6	Tuesday, December 5
Tuesday, June 20	Tuesday, December 19

*Notably, the proposed meeting dates for November 2023 are Wednesday, November 1, and Tuesday, November 14. These dates for November are suggested to accommodate several potential conflicts: Halloween on Tuesday, October 31; the election of Tuesday, November 8; and the week of Thanksgiving. As an odd-numbered year, the second meeting in November includes ceremony (such as the swearing in of City Council) for which avoiding the week of Thanksgiving is recommended. The proposed dates also permit the ability to avoid a meeting during the week of December 24th.

FUNDING: Not applicable.

Attachments: 1. Calendar of Proposed 2023 City Council Meeting Dates

PORTAGE
A Natural Place to Move

Proposed 2023 City Council Meeting Dates

January						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July						
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						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
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					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September 1 – All Staff Training

October						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October 31 - Halloween

November						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November 7 – Election Day

December						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 Council Meeting Date

US holiday (City Hall closed)

Portage Public Schools break

7900 South Westnedge Avenue ◆ Portage, Michigan 49002 ◆ (269) 329-4411
www.portagemi.gov

Minutes of Boards & Commissions

CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Meeting – August 8, 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, Ken Seybold, Tracy Ezell, Lynn Haddow, Michael Reedy, Linda Fry, Winifred Kurtz, Jay Eichstaedt
MEMBERS EXCUSED: Linda Finch

IN ATTENDANCE: Jeff Mais, Zoning & Codes Administrator; Seth Koches, Assistant City Attorney.

APPROVAL OF THE MINUTES:
A motion was made by Jomaa, and seconded by Seybold, to approve the June 13, 2022 minutes as submitted. Upon voice vote, motion passed 7-0.

NEW BUSINESS:

ZBA #21-16; 5200 Sprinkle Road: Mais summarized the request for a variance for a building expansion 50 feet from the (west) front property line where a minimum 75-foot front setback is required. Tracy Ezell was in the audience and abstained from participation as a Board member, because he was representing the applicant on the request. Mr. Ezell stated the new owner, Kotobuki Seating International, is ultimately interested in expanding the facility into a 110,000 square-foot facility, but as part of the first phase of expansion, proposes construction of a 32,000 square-foot addition on the north side of the existing facility, which would be constructed in line with the existing facility, which already received a variance (ZBA #98-21) allowing the 50-foot front yard setback. Mr. Ezell noted the landscape plans are preliminary in nature and intended to give the Board an idea how the facility will appear from the front elevation. Kurtz inquired if the Sprinkle Road entrance was going to be eliminated entirely. The applicant responded no, it would become an entrance only access.

A public hearing was opened. No one spoke for or against the request. A motion was made by Seybold, seconded by Jomaa, to close the public hearing. Upon voice vote the motion passed 7-0.

After additional discussion, a motion was made by Kurtz, seconded by Jomaa, to grant a variance for a building expansion 50 feet from the (west) front property line where a minimum 75-foot front setback is required, 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 the irregular lot shape, the orientation and location of the existing building, and that the decision is consistent with the Board's previous findings; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to construct a warehouse addition 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 roll call vote: Jomaa-Yes, Seybold-Yes, Haddow-Yes, Reedy-Yes, Fry-Yes, Kurtz-Yes, Eichstaedt-Yes; the motion passed 7-0.

ZBA #22-01; 5916 Oakland Drive; Mais summarized the request from the City of Portage for a variance to construct a 1,000 square-foot dwelling where a minimum 1,360 square-foot dwelling is required on a city-owned property. Kelly Peterson, Director of Community Development, explained that Kalamazoo County housing millage funds had already been allocated to Kalamazoo Neighborhood Housing Services (KNHS) for construction of two new homes to be constructed through their Attainable Homes Program, and will help address affordable housing needs in Portage in alignment with stated City Council goals. She noted that the proposed dwelling at 5916 Oakland requires a variance, as it falls below the minimum square footage in the R-1B district. Ms. Peterson stated the housing is intended for low to medium income families, and future owners will be required to take a class in home ownership prior to taking possession in accordance with the Attainable Homes Program. Eichstaedt asked what the qualifying income level was. Ms. Peterson responded $49,600 for a couple.

A public hearing was opened. No one spoke for or against the request. A motion was made by Haddow, seconded by Reedy, to close the public hearing. Upon voice vote the motion passed 7-0

A motion was made by Haddow, seconded by Kurtz, to grant a variance to construct a 1,000 square-foot dwelling where a minimum 1,360 square-foot dwelling is required 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 the unique nature of the project and the surrounding development pattern; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to construct a dwelling 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 roll call vote: Jomaa-Yes, Seybold-Yes, Haddow-Yes, Reedy-Yes, Fry-Yes, Kurtz-Yes, Eichstaedt-Yes; the motion passed 7-0.

ZBA #22-02; 6720 South Westnedge Avenue: Application withdrawn.

A public hearing was opened. No one spoke for or against the request. A motion was made by Haddow, seconded by Reedy, to close the public hearing. Upon voice vote the motion passed 7-0.

OTHER BUSINESS: Officer elections were held with the following results: Haddow – Chair; Kurtz – Vice Chair; and Fry – Secretary.

STATEMENT OF CITIZENS: None.

ADJOURNMENT: The meeting was adjourned at 7:52 pm.

Respectfully submitted,

Jeff Mais
Zoning & Codes Administrator

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Youth Advisory Committee Minutes
June 13, 2022, 6:00 p.m.

I. Call to Order

Time: 6:07 PM

II. Introductions and Attendance

Number of members present: 15

Question of the day: What are you looking forward to this Summe

Seniors and New Members: _____

III. Building Tour

Community Senior center - learned about different rooms

IV. Approval of May Meeting Minutes

Motion by: Alex, seconded by: Riley

to approve the May 16, 2022, meeting minutes.

V. Board & Commission YAC Liaison Updates

a. Parks Board – Una, Margaret, Conor
nothing

b. Environmental Board – Mason, Grace, Amiti
Aanya, Paarth

c. Historic District Commission – Riley
nothing

d. Senior Citizens Advisory Board – Genevieve, Ashlyn, Natalia

nothing

now meeting in new building

e. Human Services Board – Aanya, Mason, Riley

nothing

VI. Sub-Committee Update: Climate Change

Seniors leading → need more members

talk to high schools about compost bins

*Shane to join

VII. Sign up for the Remind app

VIII. The Sujay – Awarded to most dedicated member of the YAC

Grace Freed (not in attendance)

IX. Respect for Law Event – Friday, August 5, 2022

6pm signup link in email working on food truck

arrive @ 5:30 passports/Stamps

wear

* YAC tshirts Prizes – small stuffed animals, sticky hands, mystery box, Stickers

X. Exit Survey – tell us how we did https://www.surveymonkey.com/r/VHWJLYK

in emails

to fill out now, end of year

Sticky notes

XI. Next Meeting

Monday September 12 @ 6:00 PM
@ City Hall

XII. Adjourn

Meeting adjourned at: 7:13 PM

TO: Portage City Council

FROM: Patricia M. Randall, Mayor

SUBJECT: Central County Transportation Authority Board Appointment

ACTION RECOMMENDED: Confirm the re-appointment of Jim Pearson to the Central County Transportation Authority Board.

The Central County Transportation Authority (CCTA) was created in August 2014 as part of the goal to regionalize public transit in the Kalamazoo/Portage area. The public transit system was transferred from the City of Kalamazoo to the CCTA in October 2016. Route service is provided within the City of Kalamazoo, the City of Portage, Oshtemo Township, the City of Parchment, Comstock Township, Kalamazoo Township, Texas Township, and Western Michigan University.

The 11-member CCTA Board is responsible for policy decisions related to operating the regional public transit system. Meetings are generally held on the 2nd Monday of each month at the Metro Transit Administration Building. There are two positions designated for the City of Portage membership. Mayor Pro Tem Jim Pearson was appointed as the first City of Portage representative in 2014 and re-appointed in 2017. Councilmember Chris Burns was appointed as the second city member in 2018 and re-appointed by the City Council in 2020. Mayor Pro Tem Pearson's term is set to expire on October 31, 2022.

Mayor Pro Tem Pearson has expressed an interest in continuing to serve on this Board. As such, it is recommended that he be re-appointed to the CCTA Board for another two-year term, to be confirmed by the Kalamazoo County Board of Commissioners.

FUNDING: N/A

Attachments: None

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: Subsequent to the public hearing, consider approving rezoning application No. 22/23-2, 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 subject 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 subject 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 future commercial development at 377, 387, and 397 West Kilgore Road, be approved.

RECOMMENDATION

It is therefore recommended that City Council consider approving rezoning application No. 22/23-2, 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.

FUNDING: Not Applicable

Attachments:

1. First Reading Ordinance
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: 12f3748702aec13d58461db0f42d73ab

(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.

T:\COMMDEV\2021 2022 Department Files\Forms\Zoning Forms\2022 Rezoning Application.docx

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.

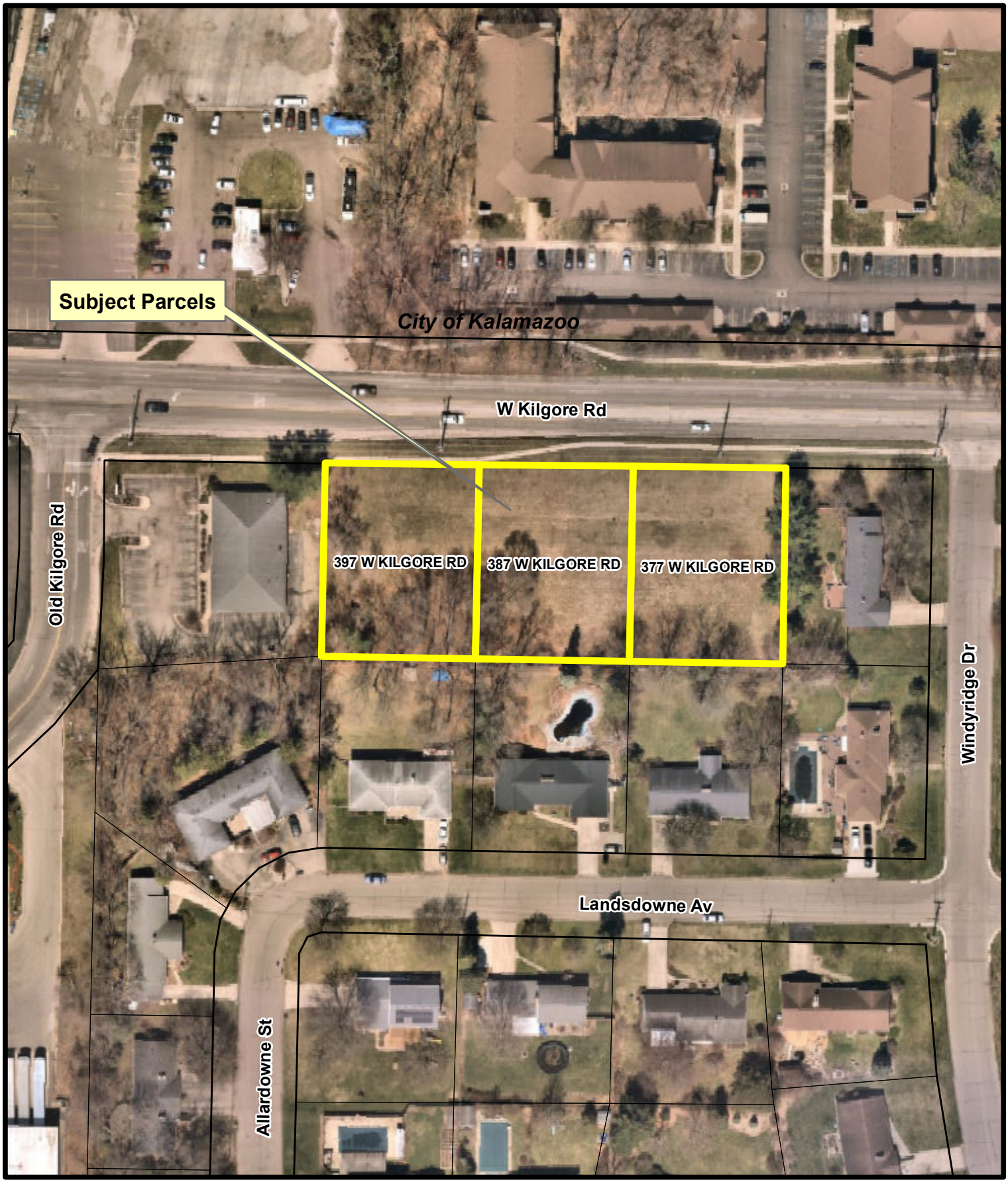
Treystar Development II, LLC acquired the subject property on 12/30/21. We are excited to develop the property to its highest and best use. To achieve this goal, we are respectfully requesting a zoning change from the current OS-1 classification to B-1.

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,

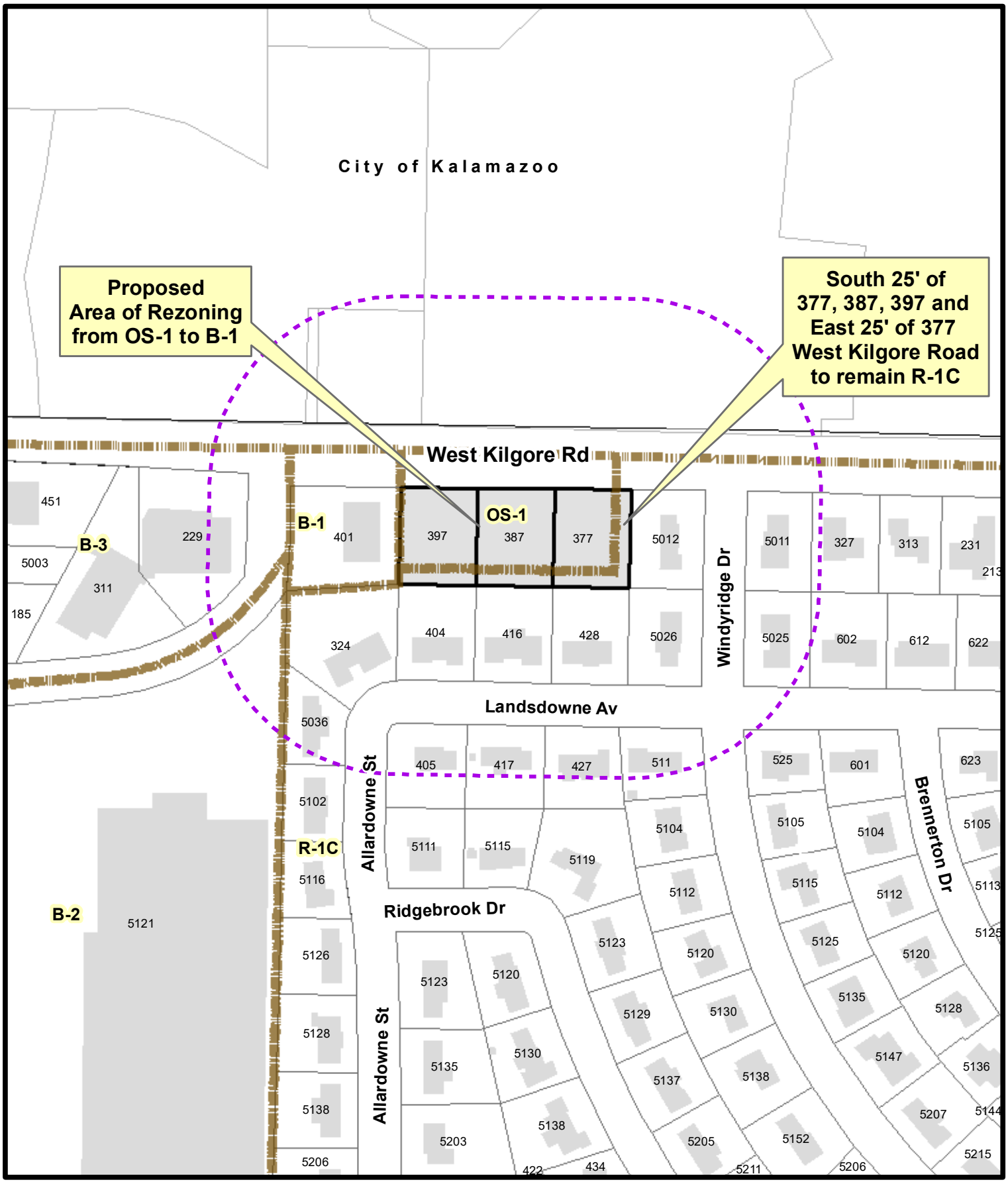
Terry Patterson
Treystar, Inc.
On behalf of Treystar Development II, LLC



Subject Parcels

Aerial Photography
377, 387, & 397 West Kilgore Road

1 inch = 100 feet

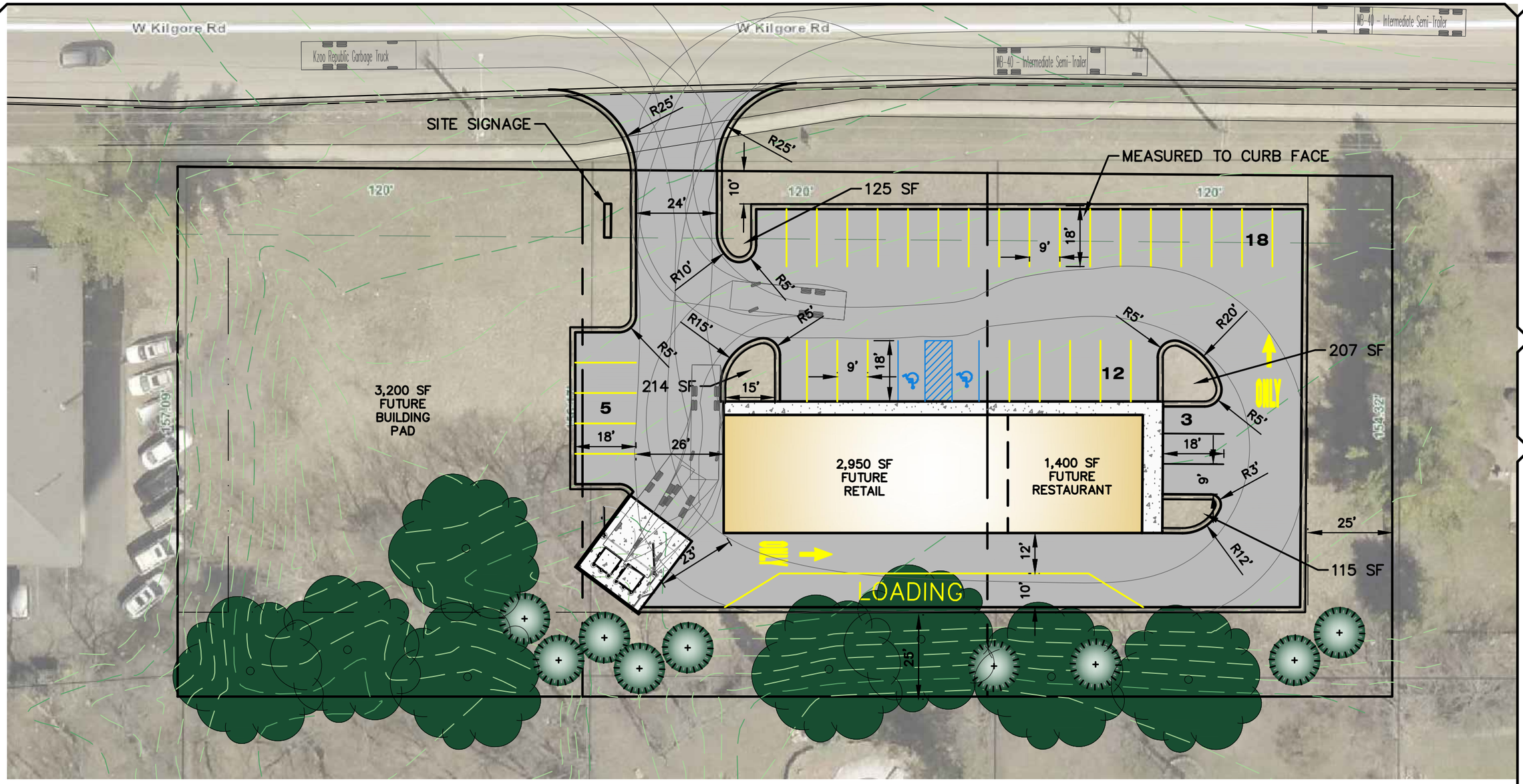


Subject Parcels
Zoning Boundary
300' Notification Area

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
Drft: 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.

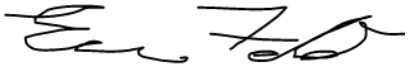
STATEMENT OF COMMISSIONERS
Chair Corradini inquired how the City could recognize community youth whom have exceptional success as young adults to further local pride. Mr. Corradini also advised he would be absent for the September 1, 2022 Planning Commission meeting. Commissioner Lee stated that he will 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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