

- 7:00 p.m. Call to Order.
- Invocation.
- Pledge of Allegiance.
- Roll Call.
- Proclamations:
- A. Consent Agenda:
1. Approve the City Council Meeting Minutes of the:
 - a. Regular Meeting of June 6, 2023
 2. Approve the Accounts Payable Register of June 20, 2023 as presented.
 3. Confirm the citizen members of the Lake Center District Housing Task Force.
 4. Set a Committee of the Whole on Tuesday, August 8, 2023, starting at 5:00 PM for the purpose of discussing the Farmers Market.
 5. Order all water and/or sewer charges remaining unpaid as of June 30, 2023, be transferred to the 2023 city tax roll and assessed against the property on which the services were furnished.
 6. Accept the Tentative Plan Amendment to modify the previously approved Tentative Plan for the Woodlands at Austin Lake Condominiums at 4301 Branch Avenue, and set a public hearing for July 25, 2023.
 7. Approve the proposed South Westnedge Dog Park Rules and Revised Park Rules .
 8. Approve a waiver of burial fees.
 9. Minutes of Boards & Commissions.
 10. Materials Transmitted.
 11. Calendar of Meetings:
 - Senior Citizens Advisory Board on Wednesday, June 21, 2023, at 2:30 p.m. at the Portage Zhang Senior Center.
 - Planning Commission (Special Meeting) on Wednesday, June 28, 2023, at 7:00 p.m. in the City Council Chambers.
 - Historic District Commission on Wednesday, July 5, 2023, at 8:30 a.m. in Conference Room #1, Portage City Hall.
 - Planning Commission on Thursday, July 6, 2023, at 7:00 p.m. in the City Council Chambers.
- B. Petitions and Statements of Citizens:
- C. Communications:
- D. Public Hearings:
- E. Regular Business Agenda:
1. Meet in Closed Session immediately following the regularly scheduled Council Meeting of Tuesday, June 20, 2023, to discuss
 1. a personnel matter, and
 2. potential property acquisition.
- F. Unfinished Business:

- G. Council Committee Reports:
 - H. New Business:
 - I. Statements of Citizens:
 - J. Statements of City Council and City Manager.
- Adjournment.

CITY COUNCIL MEETING MINUTES FROM JUNE 6, 2023

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

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

ABSENT: None.

ALSO PRESENT: City Manager Pat McGinnis, Chief Operating Officer Adam Herringa, Chief Development Officer Peter Dame, 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 ensuring the City of Portage that all citizens love continues to thrive. Following the moment of silence, the City Council, alongside six students from the Michigan Youth Challenge Academy Student Council, recited the Pledge of Allegiance. At the invitation of Mayor Randall, program coordinator Gerald Myer introduced the students present and the program.

PROCLAMATIONS:

Juneteenth 2023: Councilmember Ledbetter read the proclamation, noting the upcoming Kalamazoo area Juneteenth celebration begins June 16 through June 19.

Delta Theta Sigma Sorority 50th Anniversary: Chapter President Tracy Morton, alongside Ms. Stacey Ledbetter, read the proclamation.

Women Veterans Recognition Day: Portage citizen and Air Force Veteran, Karen Williams, read the proclamation. Following the reading, Mayor Pro Tem Pearson noted the service of his wife as a Vietnam veteran.

Pride Month: Portage citizen Willow Anderson read the proclamation and provided several LGBTQ+ outreach resources.

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 Burns, to approve the Consent Agenda as presented. Upon a roll call vote, motion carried 7 to 0.

Approval of Minutes: Motion by Knapp, seconded by Burns, to approve the City Council Meeting Minutes of the Board & Commission Interview Session of May 23, 2023, and Regular Meeting of May 23, 2023. Upon a roll call vote, motion carried 7 to 0.

Accounts Payable Register: Motion by Knapp, seconded by Burns, to approve the Accounts Payable Register of June 6, 2023 as presented. Upon a roll call vote, motion carried 7 to 0.

Spring Mill & Fill Contract: Motion by Knapp, seconded by Burns, to award a contract in the amount of \$1,365,566.40 to Michigan Paving & Materials Company, for spring mill and fill asphalt repairs to sections of major and local streets, and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

Chip-Sealing Asphalt Contract: Motion by Knapp, seconded by Burns, to award a contract in the amount of \$319,315.25 to Pavement Maintenance Systems for chip-sealing asphalt repairs to

major streets and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

Minutes of Boards & Commissions: Motion by Knapp, seconded by Burns, to receive the Minutes of the Planning Commission of April 20, 2023; Brownfield Redevelopment Authority of July 11, 2022; and Planning Commission of May 18, 2023. Upon a roll call vote, motion carried 7 to 0.

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

REGULAR BUSINESS AGENDA:

Development Project Task Forces: Mayor Randall introduced the item, including the background on the two subject developments, as well as recent citizen contacts and online discussion. She relayed the entire Council's concerns and the resulting request to the City Administration to compile a proposal for a task force to further review the proposed developments while pausing any further activity. Mayor Randall then explained the administrative activity thus far on the two developments in the Stanley/Woodbine area, as well as the East Shore Drive location. She closed with a request that the City Council support the task force proposal.

Councilmember Urban stated this meeting was the first time he had heard of pausing the projects and noted that while one project was a city project, the other was a private development on private property, and it could be improper for the Council to intervene. He then asked for an opinion from the City Attorney on pausing a private development. City Attorney Kaufman responded that the city's project could be paused, but she was unsure of the submission status of the private development. She further stated that administrative review should occur in a timely manner unless the applicant was amenable to pausing the process. At the invitation of the Mayor, City Manager McGinnis provided the status of the private development project submission for an East Shore Drive location.

Councilmember Urban noted the various steps for rezoning requests and associated timelines. Councilmember Knapp noted a task force remained a possibility. Mayor Pro Tem Pearson expressed his position as to why the proposed task force would be beneficial and further explained the city review process with the various roles entailed.

Motion by Knapp, seconded by Pearson, to direct the City Manager to create a Task Force to share information and increase community engagement on proposed developments in the Lake Center District. Upon a roll call vote, motion carried 7 to 0.

PETITIONS AND STATEMENTS OF CITIZENS:

1. Alan Loveridge (23965 88th Avenue, Marcellus) spoke regarding the creation of an online election candidate advertisement platform.
2. Dara Konewko (11097 Sprinkle Road, Brady Township) spoke regarding speeding concerns on Sprinkle Road in relation to the newly proposed developments that could increase traffic. She further relayed concerns regarding wetland destruction and the negative impact on Austin Lake, as well as the surrounding wildlife. She closed with concerns about the potential impact on future generations.
3. Victor Campbell (9942 East Shore Drive) expressed concern about increasing development near Austin Lake and its negative effects. He further expressed issues with affordability for long-term residents on the lake.
4. Derek Heath (2430 Woodbine Avenue) encouraged additional research regarding the proposed developments for potential environmental and traffic effects. He expressed concerns about

current traffic speeds in the area and safety concerns. He asked about the potential for increased police presence with the proposed additional developments. He noted the issues with traffic on Portage Road for daily commuters and offered his service as a citizen on the task force for the Woodbine area.

5. Mary Wielopolski (8836 East Shore Drive) explained that she attended the most recent Planning Commission meeting where similar citizen concerns had been expressed and the Commissioners stated an unawareness of the developments at hand. She relayed several concerns regarding the Planning Commission's discussion about changing ordinances and policies to better allow for development. She expressed concerns about recommendations to shorten the city's review and approval process.
6. Denise Sokolowski (2409 Bayside Avenue) had concerns and questions with regard to the developments and how this came about. She expressed concerns about the Stanley Avenue project site formerly belonging to a member of Councilmember Burns' family.
7. Patrick Duggan (1810 Forest Drive) noted he was the liaison for the West Lake Improvement Association and asked that his association also have a position on the new task force.,
8. Ken Norris (9246 East Shore Drive) had a concern with the makeup of the task force and the transmittal of information in order to ask the best questions. He encouraged extending the tenure of the task force for the entire duration of the project's development. He also expressed concern about the two-week timeframe being too short and asked for the rationale. Mayor Randall responded to Mr. Norris' questions regarding the function, plans, and timeframe for the new task force.
9. John Dilworth (4616 Foxfire Trail) expressed concern about a recent *Portager* article regarding affordable housing, its relation to disabled citizens, and the related posting on the website about the workforce housing income parameters. He relayed that, as the previous CEO of the Kalamazoo area Goodwill Industries, the noted affordable housing income parameters did not meet the needs of low-income members of the disabled community.
10. Evan Elliott (2803 East Shore Drive) relayed that he was approached by the developer about the Austin Landings project. Mr. Elliot stated he subsequently acquired the plan documents from the City of Kalamazoo.
11. Mary Deneau (2504 Woodbine Avenue) relayed that she lives across from lake owners that host parties during the holidays and weekends. She provided personal experience with someone driving their truck and boat trailer into her yard to avoid traffic. She asked for speed bumps along Woodbine Avenue, as well as Stanley Avenue, to slow traffic and improve safety in that area. She further expressed concerns about the negative effects on the wildlife around her property.
12. Joe Kuchenbach (2728 East Shore Drive) thanked the residents for the turnout, noting it was an emotional issue, and asked the City Council to take such emotions into consideration. He encouraged the Council to learn more about public walkways. He expressed concerns about the increased density and commuter traffic, especially around the Portage Public Schools bus garage.
13. Zak Mendahm (2151 Stanley Avenue) expressed concern about the fire department's ability to meet the increased needs of the new developments.
14. Tammy Leffingwell (1806 Lansing Avenue) stated she was on the Board of Directors of Twelve Baskets Food Pantry and relayed that the organization currently serves over three hundred households and the development would increase that amount.
15. Richard Peltier (3322 East Shore Drive) expressed concerns about the impact of the new developments on the quality of life in the city.
16. Samantha Myers (527 East Division, Vicksburg) noted she was a childhood resident of Portage and expressed concerns about increased development in the city despite the "Natural Place to

Move" slogan. She relayed prior issues with speeding in the area, as well as negative effects on wildlife and pets.

Mayor Randall thanked the citizens for attending and providing their comments, noting that the new task force should be utilized to start answering such questions and concerns. She then noted the citizen's request to add members of the West Lake area to the task force and asked the Councilmembers for feedback. Mayor Pro Tem Pearson noted that West Lake also has lake access points and rights-of-way requiring attention, like Austin Lake, and supported Mr. Duggan's recommendation.

Motion by Brayton, seconded by Pearson, to increase the Lake Center District task force by one to include a representative from West Lake. Councilmember Urban inquired whether the addition should include one or two West Lake representatives. Mayor Randall posed the question to Councilmember Ledbetter as the Council liaison appointed to the task force, to which he voiced support for two West Lake representatives. Councilmember Brayton amended her motion to increase the Lake Center District task force to include two representatives from West Lake. Councilmember Urban supported the amended motion. Upon a roll call vote, motion passed 7 to 0.

COUNCIL COMMITTEE REPORTS: None.

STATEMENTS OF CITIZENS:

1. Faith Akert (9702 East Shore Drive) expressed concern that the Austin Lake sailing club members and fellow lake residents did not receive appropriate notification regarding the chemical weed treatment that had occurred earlier that day.
2. Dave Stiemsma (9542 East Shore Drive) noted he was also a member of the sailing club and also expressed concern about the lack of notification of lake weed chemical treatment and posted areas. The Mayor asked the City Manager to review the matter and respond to the citizens the following day.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Urban discussed his recent dog park visits, including several Austin Lake residents expressing conflicting information. He encouraged citizens to seek accurate information and relayed that the Task Force will aid in this measure. He further relayed that the proposal which ultimately comes before the City Council may look completely different from the present application.

Councilmember Ledbetter spoke regarding his appointment to the new task force, and his desire to take the citizen concerns to the subject-matter experts to achieve the best outcome for all involved. He provided a final reminder regarding the upcoming Juneteenth events from June 16-19.

Councilmember Knapp also spoke regarding the task force, as well as the effectiveness of the evening's meeting and moving forward. She closed with a recognition of the two high school graduating classes.

Councilmember Brayton spoke regarding the meeting's turnout and the inclusion of West Lake in the Task Force. She then recognized the Pride Month proclamation and its personal importance. Councilmember Brayton then relayed her participation in a virtual Apex Police Training, the recent Union Bank ribbon-cutting on East Centre Avenue in one of the city's historic properties, the new Haverhill Elementary groundbreaking ceremony, and the Memorial Day Parade and Veteran's Park event. She closed with a recognition of the new "Hometown Heroes" banners displayed in Liberty Park.

Councilmember Burns thanked the citizens who attended the meeting, with the requested addition of representatives from West Lake. He then recognized the high school graduating classes,

including the Presidential Scholar recipient.

City Manager McGinnis spoke regarding the first Summer Concert at the Overlander Bandshell on June 8, as well as the Scalin' Up for Summer event on June 10.

Mayor Pro Tem Pearson also spoke regarding the evening's meeting, noting the West Lake Improvement Association board members in attendance. He then highlighted the Memorial Day parade and Veteran's recognition event. Mayor Pro Tem Pearson closed by thanking the staff for their efforts with the Hometown Heroes veteran banners at Liberty Park.

Mayor Randall began by speaking regarding the creation of the new task force and its goals. She then noted attending the recent groundbreaking ceremonies for the new Haverhill and Central Elementaries alongside the Portage School Board. Mayor Randall also provided an update regarding the sculptures for the new Dr. Martin Luther King, Jr. park with the hope of delivery in time for Juneteenth. She then acknowledged the Memorial Day Veterans Park ceremony, as well as the attendance of Representative Bill Huizinga.

ADJOURNMENT: Mayor Randall adjourned the meeting at 08:39 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 June 20, 2023 as presented.

The City Council reviews and approves the bi-weekly Accounts Payable Register which includes automated clearing house payments, paper checks, auto-pay payments, electronic payments and credit card payments. The attached Accounts Payable Register covers the period May 28, 2023 through June 10, 2023 and notes \$1,297,827.80 in automated clearing house payments, \$536,181.25 in paper checks, \$81,710.37 in auto-pay payments, \$95,531.22 in electronic payments and \$14,736.60 in credit card payments (May) for a grand total of \$2,025,987.24.

FUNDING:

Attachments: 1. Accounts Payable Register of June 20, 2023

ACCOUNTS PAYABLE REGISTER
Check Dates From: 5/28/2023 to 6/10/2023

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Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
06/02/2023	19455(A)	CHARTER COMMUNICATIONS	CABLE TV	359.20
06/02/2023	19456(A)	FIDELITY SECURITY LIFE INSURANCE CO	VISION INSURANCE	1,284.78
06/02/2023	19457(A)	MCGUIRE, INGRID	REIMB EXPS - MI MUNICIPAL TREASURERS ASSOC	620.16
06/02/2023	19458(A)	SCHUMACHER, MICHAEL	REIMB FAA PART 107 AIRMAN TESTING FEE	175.00
06/02/2023	19459(A)	TURANZAS, EVAN	REIMB FAA PART 107 AIRMAN TESTING FEE	175.00
06/09/2023	19460(A)	AGGRESSIVE INDUSTRIES	BISHOP'S BOG BOARDWALK MATERIALS	498,552.00
06/09/2023	19461(A)	AIRGAS USA LLC	WELDING SUPPLIES	269.48
06/09/2023	19462(A)	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARD CONTRACT	4,347.00
06/09/2023	19463(A)	ALRO STEEL CORPORATION	CHAINSAW RACKS	188.00
06/09/2023	19464(A)	AMAZON.COM SALES, INC.	OPERATING SUP-FD; CONES, MEGAPHONES-PR	1,810.30
06/09/2023	19465(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL SERVICES	375.00
06/09/2023	19466(A)	BENNETT, ZACHARY J	PER DIEM-FORENSIC INVESTIG PHOTOG/CSI TECH	282.00
06/09/2023	19467(A)	BEST WAY DISPOSAL, INC.	PORTABLE RESTROOMS-FARMERS MARKET	312.50
06/09/2023	19468(A)	BRENNER OIL CO.	BULK FUEL DELIVERY	19,605.87
06/09/2023	19469(A)	C D W GOVERNMENT, INC.	SQL SERVER FOR DIGITAL EVIDENCE	1,520.88
06/09/2023	19470(A)	CARDINAL BUS, INC.	TRIP VENDOR PAYMENT 230524	1,455.00
06/09/2023	19471(A)	CLARK, RONALD	PER DIEM EMU POLICE STAFF & COMMAND SCHL	379.50
06/09/2023	19472(A)	CONSOLIDATED ELECTRICAL DIST INC	REPAIR/MAINT SUPPLIES	81.93
06/09/2023	19473(A)	CPS HR CONSULTING	LAW ENFORCEMENT LIEUTENANT TEST	38.50
06/09/2023	19474(A)	DATA CONSTRUCTS LLC	WEBSITE HOSTING SERVICES	178.45
06/09/2023	19475(A)	DEER CONTRACTING & LANDSCAPE	SIDEWALK REPAIRS	35,939.09
06/09/2023	19476(A)	DEPATIE FLUID POWER CO., INC.	SHOP TOOLS	103.76
06/09/2023	19477(A)	EARLE, SHELIA L	FITNESS INSTRUCTION	501.25
06/09/2023	19478(A)	ENGINEERED PROTECTION SYSTEMS, INC.	100 PVC BLANK CARDS	1,046.93
06/09/2023	19479(A)	ETNA SUPPLY, INC.	REPAIR/MAINT SUPPLIES	5.76
06/09/2023	19480(A)	FISHER, LACEY	PER DIEM-FORENSIC INVESTIG PHOTOG/CSI TECH	282.00
06/09/2023	19481(A)	GERTH, BENJAMIN	REIMB EXPS-COLT ARMORER TRAINING	62.76
06/09/2023	19482(A)	GOODYEAR TIRE & RUBBER COMPANY	FIRE APPARATUS MAINT	1,853.35
06/09/2023	19483(A)	GORDON WATER SYSTEMS	WATER SERVICES	60.99
06/09/2023	19484(A)	GRAINGER INC	SAFETY VESTS	306.80
06/09/2023	19485(A)	GRAND ELK RAILROAD	RAILROAD SIGNAL MAINTENANCE	24,686.00
06/09/2023	19486(A)	GRIFFIN PEST SOLUTIONS	PEST CONTROL SERVICES	386.00

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Check Date	Check	Vendor Name	Description	Amount
06/09/2023	19487(A)	HARTFORD LIFE INSURANCE COMPANY	LIFE & LTD INSURANCE	10,528.29
06/09/2023	19488(A)	HERRINGA, ADAM	REIMBURSE MILEAGE APWA AWARDS DINNER	254.14
06/09/2023	19489(A)	INDUSCO SUPPLY CO., INC.	RESTROOM SUPPLIES	469.65
06/09/2023	19490(A)	IP CONSULTING, INC.	BLOCK TIME AGREEMENT RENEWAL	4,750.00
06/09/2023	19491(A)	J. ALLEN & CO. INC.	HAVERHILL COURT OVERLAY	59,450.00
06/09/2023	19492(A)	KAHN, WILMA	REMINISCENCE WRITING	319.00
06/09/2023	19493(A)	KEHOE, EDWARD J	QIGONG CLASS INSTRUCTION	180.00
06/09/2023	19494(A)	KENDALL ELECTRIC, INC.	GROUND BOX @ RAMONA	171.14
06/09/2023	19495(A)	KENNEDY INDUSTRIES, INC.	BLOCK STATION MAINTENANCE	490.23
06/09/2023	19496(A)	KUSHNER & COMPANY, INC.	COBRA AND FSA ADMINISTRATION	276.63
06/09/2023	19497(A)	LANDS END	IC/RECORDS UNIFORMS	166.65
06/09/2023	19498(A)	LAWSON PRODUCTS, INC	BUILDING MAINTENANCE SUPPLIES	1,917.41
06/09/2023	19499(A)	LIFEGUARD STORE	RAMONA LIFEGUARD APPAREL	2,070.50
06/09/2023	19500(A)	LOEBIG, ELIZABETH	REIMB SUPPLIES SUMMER KICK-OFF EVENT	47.57
06/09/2023	19501(A)	LRE	ENGINEERING SERVICES-HAMPTON CREEK BOG	1,822.50
06/09/2023	19502(A)	MACQUEEN EQUIPMENT LLC	FIRE OPERATING SUPPLIES	2,211.54
06/09/2023	19503(A)	MEJEUR ELECTRIC LLC	FIRE FACILITY MAINT	140.00
06/09/2023	19504(A)	METRONET HOLDINGS LLC	INTERNET FIBER/CABLE/PHONE SVCS	4,475.30
06/09/2023	19505(A)	MICHIGAN PAVING & MATERIALS CO.	PORTAGE CREEK BICENTENNIAL PK MILL & FILL	327,359.00
06/09/2023	19506(A)	NATURAL CYCLES FARM LLC	FOOD ASSISTANCE REIMBURSEMENT	23.00
06/09/2023	19507(A)	NORMAN CAMERA CO.	NIKON CAMERAS W ACC	3,864.25
06/09/2023	19508(A)	NOTT, SARAH	WATERCOLOR CLASS	125.00
06/09/2023	19509(A)	NYE UNIFORMS	MISC UNIFORMS	2,283.75
06/09/2023	19510(A)	O'BOYLE-COLWELL-BLALOCK & AS.	LAKEVIEW PARK & CELERY FLATS STEPS A&E	4,806.90
06/09/2023	19511(A)	OFF THE CUFF CATERING	MAY EVENT - CATERING	970.00
06/09/2023	19512(A)	ONE WAY PRODUCTS	JANITORIAL SUPPLIES	443.32
06/09/2023	19513(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEE SVCS	6,625.39
06/09/2023	19514(A)	PETERS CONSTRUCTION CO.	EMERGENCY RPR- SANITARY SEWER MAIN	22,313.56
06/09/2023	19515(A)	PHELPS, MICHAEL	REIMB-FIRE TRAINING SUP	4.50
06/09/2023	19516(A)	PLASKO, PATRICIA MARIE	FITNESS CLASSES	270.00
06/09/2023	19517(A)	PRECISION PRINTER SERVICES INC	PRINTER SERVICES	205.99
06/09/2023	19518(A)	PREIN & NEWHOF	WATER SAMPLING - PFAS	4,636.00
06/09/2023	19519(A)	PREMIER SAFETY	FIRE SCBA MAINTENANCE	1,000.00

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06/09/2023	19520(A)	PRINTING SERVICES INC	PRINTING SERVICES	1,173.91
06/09/2023	19521(A)	REPUBLIC SERVICES OF WEST MICHIGAN	WASTE SERVICES FOR CITY FACILITIES	1,393.83
06/09/2023	19522(A)	REYNHOUT, BRENT	REIMB EXP-MI TACTICAL OFC, LESS LETHAL INST	98.91
06/09/2023	19523(A)	RIDGE AUTO NAPA	REPAIR/MAINTENANCE SUPPLIES	1,558.13
06/09/2023	19524(A)	ROAD EQUIPMENT PARTS CENTER	MAINTENANCE SUPPLIES	15.12
06/09/2023	19525(A)	ROBERT LAMSON, LLC	PRE-COE AND POST-COE EVALUATIONS	745.00
06/09/2023	19526(A)	SARKOZY BAKERY LLC	FOOD ASSISTANCE REIMBURSEMENT	22.00
06/09/2023	19527(A)	SNELL, DEBRA	FITNESS INSTRUCTION	510.00
06/09/2023	19528(A)	SPC SPECIALTY PRODUCTS, LLC	SPECIALTY PATCH-AQUAPHALT	3,695.00
06/09/2023	19529(A)	TAYLOR, GRANT	REIMB EXPS - MI MUNICIPAL TREASURERS ASSOC	946.17
06/09/2023	19530(A)	TMK WORLDWIDE, LLC	MARANA GROUP APRIL-MAY	2,980.64
06/09/2023	19531(A)	US AIR PURIFIERS LLC	AIRMEDIC PLUS PREFILTERS	118.98
06/09/2023	19532(A)	VEOLIA WATER CONTRACT OPERATIONS	UTILITY OPERATION SYSTEM, LIFT ST MAINT	222,238.66
06/09/2023	19533(A)	WOLVERINE POWER SYSTEMS	BACKUP GENERATOR MAINT	415.00
Total ACH				1,297,827.80

Check Type: Paper

06/02/2023	324066	AT&T	ELECTRONIC COMMUNICATIONS	426.31
06/02/2023	324067	PETTY CASH-PAULA GUSTAFSON	REPLENISHMENT CHECK	466.54
06/02/2023	324068	T-MOBILE USA INC	MISC CELL PHONE CHARGES	922.92
06/09/2023	324069	ALDER, SANDRA	MINDFULNESS AND DRUMMING HEALTH	400.00
06/09/2023	324070	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	70.00
06/09/2023	324071	B & G DISCOUNT	FIRE GEAR	495.00
06/09/2023	324072	BAESE, KIM	PICKLEBALL BEGINNER CLINIC REFUND	70.00
06/09/2023	324073	BAILEY'S MEATS	FOOD ASSISTANCE REIMBURSEMENT	13.00
06/09/2023	324074	BAREITHER, CHAD	STRATEGIC PLANNING	2,905.00
06/09/2023	324075	BAY AREA TOUCHLESS CARWASH LLC	CAR WASHES	352.00
06/09/2023	324076	BELSON OUTDOORS, LLC	BENCHES FOR DOG PARK	5,421.53
06/09/2023	324077	BLUE WATER POOLS OF GRAND RAPIDS	HYDRANT METER REFUND	87.20
06/09/2023	324078	BOBB, AUDREY	HAYLOFT THEATRE DEPOSIT REFUND	150.00
06/09/2023	324079	BRAYTON, LISA	REIMB EXPS-NLC CONFERENCE	703.09
06/09/2023	324080	BRUSH, BENJAMIN	FOOD ASSISTANCE REIMBURSEMENT	42.00
06/09/2023	324081	BURKE, JOYCE	TRIP REFUND 230608 MYSTERY TRIP	120.00

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06/09/2023	324082	CINTAS CORPORATION NO. 2	UNIFORM RENTAL FOR INSPECTORS	10.54
06/09/2023	324083	CITY OF KALAMAZOO TREASURER	SANITARY SEWER CHARGES	395,545.42
06/09/2023	324084	COCHRAN GLASS AND DOOR, LLC	DOOR CLOSERS & INSTALL	755.20
06/09/2023	324085	CUNNINGHAM, DANIEL R	INSTRUCTION FOR COOKING	150.00
06/09/2023	324086	CURRY, DAVID	RAMONA SOFTBALL DEPOSIT REFUND	145.00
06/09/2023	324087	CUTLER, SUE	TRIP REFUND 230608 MYSTERY TRIP	120.00
06/09/2023	324088	CYR, KAREN	5TH PLACE-GARLIC MUSTARD CONTEST	25.00
06/09/2023	324089	D L GALLIVAN INC.	COPY MACHINE USAGE CHARGES	164.95
06/09/2023	324090	DORRANCE FORD INC	MAINTENANCE REPAIR SUPPLIES	2,099.87
06/09/2023	324091	EMERGENCY VEHICLE PRODUCTS	CHANGEOVER POL VEH, FIRE APPARATUS MAINT	12,058.89
06/09/2023	324092	ENVIRONMENTAL RESOURCES GROUP, LLC	STORM WATER MONITORING PROGRAM	5,021.12
06/09/2023	324093	FISH WINDOW CLEANING	WINDOW CLEANING	935.00
06/09/2023	324094	FLETCHER ENTERPRISES	SCHRIER PARK FLOOR COATING & PAINTING	11,301.00
06/09/2023	324095	GALLS PARENT HOLDINGS, LLC	RANGER UNIFORMS	160.94
06/09/2023	324096	GARDNER, KEOSHI	DAMAGE DEPOSIT RENTAL REFUND	150.00
06/09/2023	324097	GOATLEY, MARY BETH	GRAIN ELEVATOR DEPOSIT REFUND	150.00
06/09/2023	324098	GOLDEN WEST INDUSTRIAL SUPPLY, INC.	MISC POLICE SUPPLIES	218.72
06/09/2023	324099	GORDON FOOD SERVICE	RAMONA PK CONCESSION SUP, EVENT SUP	2,250.53
06/09/2023	324100	GROTHAUSE, DAVID	FOOD ASSISTANCE REIMBURSEMENT	19.00
06/09/2023	324101	GUTH ILLUSTRATION & DESIGN	JUNE EXHIBITION PANELS	1,850.00
06/09/2023	324102	H & K EXCAVATING	HYDRANT METER DEPOSIT REFUND	100.00
06/09/2023	324103	HENDRICKS, MARY	SCHOOLHOUSE DEPOSIT REFUND	50.00
06/09/2023	324104	HODSHIRE, LYDIA	LAKEVIEW PARK PAVILION REFUND	100.00
06/09/2023	324105	HOELLE, ANDREW	1ST PLACE-GARLIC MUSTARD CONTEST	150.00
06/09/2023	324106	HOELLE, ISAAC	2ND PLACE-GARLIC MUSTARD CONTEST	100.00
06/09/2023	324107	HOME DEPOT	FARMERS MKT TENTS, REPAIR/MAINT SUP	1,064.61
06/09/2023	324108	VOID		0.00
06/09/2023	324109	HOOPER, BENJAMIN	AMPHITHEATRE DEPOSIT REFUND	150.00
06/09/2023	324110	HUBER, DELORES	REFUND FOR CEMETERY PLOT	150.00
06/09/2023	324111	IN-HOUSE SOLUTIONS, LLC	FTO/MENTORSHIP REGISTRATION	1,150.00
06/09/2023	324112	J & B MEDICAL SUPPLY INC	FIRE EMS SUPPLIES	672.00
06/09/2023	324113	JACKSON, KARON	PICKLEBALL SESSION 1 REFUND	15.00
06/09/2023	324114	JOHNS, ANIKA	PICKLEBALL SESSION 1 REFUND	40.00

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06/09/2023	324115	JUMANNE PH.D., MONIFA A.	DR MLK PARK SPEAKER	250.00
06/09/2023	324116	KALAMAZOO COUNTY HEALTH & COMMUNITY	HAZARDOUS WASTE DISPOSAL	73.78
06/09/2023	324117	KALAMAZOO COUNTY TREASURER	COLONIAL ACRES MAY 2023 MOBILE HM TAXES	452.50
06/09/2023	324118	KALAMAZOO FLAG COMPANY, LLC	REPLACEMENT FLAGS CITY HALL	328.00
06/09/2023	324119	KALAMAZOO PICKLEBALL	BEGINNER PICKLEBALL CLINIC	820.00
06/09/2023	324120	KAUPA, DELORES	TRIP REFUND 230726 DAY IN SOUTH HAVEN	140.00
06/09/2023	324121	KELLEHER, KATHLEEN	TRIP REFUND 231016 GRAND HOTEL	400.00
06/09/2023	324122	KLEMETT, MARYLYNN	PICKLEBALL SESSION 1 REFUND	15.00
06/09/2023	324123	KRAUS, COREY	RAMONA PARKING VOUCHERS REFUND	25.00
06/09/2023	324124	KZOO TIRE COMPANY	POLICE VEHICLE REPAIR/MAINT	245.95
06/09/2023	324125	LANGUAGE LINE, INC	LANGUAGE SERVICES	75.00
06/09/2023	324126	LANHAM, KATHERINE	3RD PLACE-GARLIC MUSTARD CONTEST	75.00
06/09/2023	324127	LANTIS, LYDIA	STUART MANOR RENTAL REFUND	90.00
06/09/2023	324128	LEXISNEXIS RISK DATA MANAGEMENT INC	DORS REPORTING	1,085.00
06/09/2023	324129	LOCEY SWIM POOL CO.	CITY HALL FOUNTAIN SUPPLIES	71.60
06/09/2023	324130	MAPLE LAKE BUILDERS	REPAIR DRAIN BASIN & SILL CAPS SCHRIER PK	2,380.00
06/09/2023	324131	MARATHON SPORTSWEAR INC.	RAMONA PK & PARKS STAFF APPAREL	1,528.35
06/09/2023	324132	MCCANN INDUSTRIES, INC.	REPAIR AND MAINTENANCE	139.00
06/09/2023	324133	MCDONALD'S TOWING & RESCUE, INC.	POLICE TOWING SERVICES	172.50
06/09/2023	324134	MCPHERSON, CAROL	TRIP REFUND SOUTH HAVEN 230726	140.00
06/09/2023	324135	MENARDS	PARKS FACILITY SUPPLIES, DRYER PZSC	2,101.56
06/09/2023	324136	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR & MAINT	617.19
06/09/2023	324137	MICHIGAN ASSOC. OF PLANNING	JOB ADVERTISEMENTS	150.00
06/09/2023	324138	MICHIGAN DEPARTMENT OF TREASURY	2023 UNCLAIMED PROPERTY FILING	541.50
06/09/2023	324139	MIDWEST CUSTOM EMBROIDERY COMPANY	EMBROIDERED HOODIES/JACKETS	700.00
06/09/2023	324140	MILLER ROAD TRANSFER STATION	DISPOSAL OF REFUSE	239.55
06/09/2023	324141	MILLER, MIKE	REIMB FOR FIRE SUPPLIES	21.19
06/09/2023	324142	MLIVE MEDIA GROUP	LEGAL POSTINGS, PUBLIC NOTICES	4,366.57
06/09/2023	324143	MODERNISTIC CARPET CLEANING CO	CARPET CLEANING	1,997.00
06/09/2023	324144	MORAN, SAMANTHA	GRAIN ELEVATOR DEPOSIT REFUND	150.00
06/09/2023	324145	MOSQUITO BEATERS LLC	MOSQUITO TREATMENT -	209.00
06/09/2023	324146	MULDER'S MOVING AND STORAGE	ELECTION EQUIPMENT MOVEMENT	2,577.50
06/09/2023	324147	NATIONAL FIRE PROTECTION ASSOC	FIRE MEMBERSHIP	175.00

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06/09/2023	324148	NATIONWIDE POWER SOLUTIONS, INC.	BATTERY REPLACEMENT	4,803.12
06/09/2023	324149	O'REILLY AUTO PARTS	EQUIPMENT REPAIR/MAINT	282.99
06/09/2023	324150	OFFICE DEPOT, INC.	OFFICE SUPPLIES	819.29
06/09/2023	324151	PAPPAS, LYNN M	FOOD ASSISTANCE REIMBURSEMENT	78.00
06/09/2023	324152	PAW PAW VETERINARY CLINIC, P.C.	K9 VETERINARIAN APPT	1,069.98
06/09/2023	324153	PAYNE, TERESA	AMPHITHEATRE DEPOSIT REFUND	150.00
06/09/2023	324154	PETERMAN CONCRETE CO.	CONCRETE FOR CEMETERY FOUNDATIONS	188.68
06/09/2023	324155	PETTY CASH-AMANDA JANSSEN	REPLENISHMENT CHECK	490.30
06/09/2023	324156	PETTY CASH-JANET GATES	REPLENISHMENT CHECK	404.61
06/09/2023	324157	PORTAGE NORTHERN BASEBALL BOOSTERS	DAMAGE DEPOSIT REFUND	150.00
06/09/2023	324158	PRAK, KIM	STUART MANOR DEPOSIT REFUND	150.00
06/09/2023	324159	PUNG, BRANDON	HYDRANT METER REFUND	68.00
06/09/2023	324160	QUADMED, INC.	FIRE EMS SUPPLIES	1,896.53
06/09/2023	324161	RATHCO SAFETY SUPPLY, INC.	PARKS SIGNS	72.50
06/09/2023	324162	RENEWED EARTH, INC.	COMPOST SITE MANAGEMENT	9,083.33
06/09/2023	324163	RICHMOND, PAM	PICKLEBALL SESSION 1 REFUND	15.00
06/09/2023	324164	RJ MICHAELS INC	ADVERTISEMENT FOR SENIOR PREFERENCES	1,150.00
06/09/2023	324165	ROGERS, KELLY	GRAIN ELEVATOR DEPOSIT REFUND	150.00
06/09/2023	324166	ROGERS, SCOTT	REIMB-MI PERMIT LIC PLAN REV	150.00
06/09/2023	324167	ROSSOW, NEAL ALBERT	EVERY OFFICER A LEADER REGISTRATION	1,185.00
06/09/2023	324168	ROWLEY BROTHERS, INC.	BULK 15W40 OIL	2,712.48
06/09/2023	324169	SCHULTZ, NANCY	4TH PLACE-GARLIC MUSTARD CONTEST	50.00
06/09/2023	324170	SEELMAN, LAURA	PICKLEBALL SESSION 1 REFUND	40.00
06/09/2023	324171	SENIOR CARE PARTNERS PACE	RENTAL DAMAGE DEPOSIT REFUND	150.00
06/09/2023	324172	SHERRIFF-GOSLIN CO.	ROOF REPLACEMENT-GARDEN LN WELL HOUSE	7,850.00
06/09/2023	324173	SHI INTERNATIONAL CORP.	APPLE IPAD AIR - POL	884.59
06/09/2023	324174	SITEONE LANDSCAPE SUPPLY LLC	PARKS IRRIGATION REPAIR SUPPLIES	128.34
06/09/2023	324175	SMART SOURCE, LLC	BOAT TOTES & NOTEBOOKS FOR PUB EVENTS	1,708.53
06/09/2023	324176	SMITH, LEAH	STUART MANOR DEPOSIT REFUND	150.00
06/09/2023	324177	STALKER RADAR	STALKER TRAFFIC DATA COLLECTOR	1,849.00
06/09/2023	324178	STATE INDUSTRIAL PRODUCTS CORP	MAINT SUPPLY CHEMICALS & FILTERS	1,305.04
06/09/2023	324179	STATE SYSTEMS RADIO, INC	TOWER LEASE	3,492.84
06/09/2023	324180	STEENSMA LAWN & POWER EQUIPMENT	OPERATION SUPPLIES	1,691.57

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06/09/2023	324181	TACTRON, INC.	FIRE OPS SUPPLIES	39.13
06/09/2023	324182	THE POSTMAN AND CONCRETE DESIGNS	FENCE REPAIRS & GATE INSTALLATION	858.00
06/09/2023	324183	TRACY CROSS & ASSOCIATES, INC.	COMPREHENSIVE HOUSING ANALYSIS	11,500.00
06/09/2023	324184	U S SIGNAL COMPANY, LLC	INTERNET FIBER SERVICES	900.00
06/09/2023	324185	ULINE, INC.	DELINEATOR POSTS-ELIASON PARKING LOT	531.31
06/09/2023	324186	UNITED DISTRIBUTION GROUP	RAMONA CONCESSION SUPPLIES	1,036.25
06/09/2023	324187	UNITED PARCEL SERVICE	UPS WEEKLY	42.86
06/09/2023	324188	US HYD LLC	TINK CLAW HYDRAULIC CYLINDER REPAIRS	771.43
06/09/2023	324189	USPS	PORTAGER POSTAGE	1,600.00
06/09/2023	324190	VANGUARD FIRE & SUPPLY CO., INC.	FIRE EXTINGUISHER MAINT	38.26
06/09/2023	324191	WARNER, MICHAEL	RENTAL DAMAGE DEPOSIT REFUND	150.00
06/09/2023	324192	WASTE MANAGEMENT	WTP IRON WASTE REMOVAL	1,404.17
06/09/2023	324193	WENDLING-OSBORN, JANE	TRIP REFUND FISH BOIL 230720	170.00
06/09/2023	324194	WENDLING-OSBORN, JANE	TRIP REFUND 230708 SWEETGRASS POWWOW	100.00
06/09/2023	324195	SLATER, JAKE A	VOW RENEWAL EVENT - ELVIS IMPERSONATOR	800.00
Total Paper Checks				536,181.25

Check Type: Auto-Pay Payments

05/30/2023	BLUE CROSS/BLUE SHIELD OF MI	HEALTH INSURANCE	10,870.61
05/31/2023	CONSUMERS AUTOPAY	GAS-ELECTRIC	165.70
06/01/2023	MISSIONSQUARE	EMPLOYER RETIREMENT CONTRIBUTIONS	18,684.10
06/02/2023	MISSIONSQUARE	EMPLOYEE RETIREMENT WITHHOLDINGS	41,258.58
06/05/2023	BLUE CROSS/BLUE SHIELD OF MI	HEALTH INSURANCE	455.76
06/05/2023	CARD CONNECT	PROCESSING FEES	817.66
06/06/2023	INVOICE CLOUD	PROCESSING FEES	333.75
06/09/2023	CONSUMERS AUTOPAY	GAS-ELECTRIC	9,124.21
Total Auto-Pay Payments			81,710.37

Check Type: Electronic Payments

05/31/2023	SBF	POSTAGE - WATER/SEWER BILLS	2,289.66
06/01/2023	FIRST AMERICAN TITLE COMPANY	LAND PURCHASE	85,648.70
06/02/2023	ASU GROUP	WORKERS COMP FUNDING	7,592.86
Total Electronic Payments			95,531.22

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Check Date	Check	Vendor Name	Description	Amount
Check Type: Credit Card Payments				
05/01/2023		SQ THE LUNCHBOX	SENIOR CENTER FOOD TRUCK	975.00
05/01/2023		NCAA MUSEUM FLEX	SENIOR CENTER MEALS FOR TRAINING	44.85
05/01/2023		BUZZSPROUT BUZZSPROUT	MONTHLY PODCAST SUBSCRIPTION	24.00
05/01/2023		ADOBE STOCK	STOCK PHOTO/VIDEO/MUSIC LIBRARY	19.99
05/02/2023		YOURMEMBERSHIP, INC.	HUMAN RESOURCES JOB POSTING MEMBERSHIP	150.00
05/02/2023		RENTALEX EVENTS	SENIOR CENTER HALL RENTAL	453.20
05/02/2023		FSP ALLEGRA CMG	POSTAGE FOR PARKS	77.50
05/02/2023		THE WEBSTaurant STORE INC	SENIOR CENTER KITCHEN SUPPLIES	440.62
05/03/2023		APWA - PWX REGISTRATION	CONFERENCE REGISTRATION	885.00
05/04/2023		NATIONAL INSITUTE OF GOVE	PURCHASING TRAINING REGISTRATION	360.00
05/04/2023		WEST MICHIGAN ASSOCIATION	POLICE ANNUAL MEMBERSHIP DUES	30.00
05/05/2023		COURTYARD INDIANAPOLIS	SENIOR CENTER CONFERENCE HOTEL STAY	606.93
05/08/2023		ROCKBOT	SENIOR CENTER MUSIC SYSTEM ANNUAL FEE	299.40
05/09/2023		VISTAPRINT	MERCHANDISE FOR PARKS	1,147.04
05/10/2023		GOVERNMENT FINANCE OFFIC	FINANCE CONFERENCE REGISTRATION	315.00
05/12/2023		GOVERNMENT FINANCE OFFIC	FINANCE CONFERENCE REG - PARTIAL REFUND	(242.50)
05/12/2023		BOYNE MTN LODGING	IT CONFERENCE HOTEL STAY	448.50
05/12/2023		THE H HOTEL	COM DEV CONFERENCE HOTEL STAY	462.87
05/12/2023		SAMSClub.COM	SENIOR CENTER EVENT SUPPLIES	169.43
05/15/2023		HAMPTON INN AND SUITES DE	HOTEL TAX REFUND	(46.08)
05/15/2023		CROWNE PLAZA	POLICE CONFERENCE HOTEL STAY	751.14
05/15/2023		AMERICAN AIR0017950009169	SENIOR CENTER CONFERENCE FLIGHT	561.80
05/15/2023		AMERICAN AIR0018308510400	SENIOR CENTER CONFERENCE FLIGHT	81.73
05/15/2023		SAMSClub.COM	SENIOR CENTER EVENT SUPPLIES	16.94
05/15/2023		HAMPTON INN AND SUITES DE	POLICE TRAINING HOTEL STAY	1,619.28
05/15/2023		NTLREST SERVSAFE	PARKS TRAINING REGISTRATION	358.00
05/16/2023		PARK PLACE HOTEL	POLICE CONFERENCE HOTEL STAY	404.60
05/18/2023		TST RYKSE AND CO. MARKET	LUNCH-MI ASSOC OF SENIOR CENTERS MEETING	227.21
05/18/2023		TERRACYCLE US LLC	K-CUP RECYCLING PROGRAM	236.00
05/22/2023		PARK PLACE HOTEL	HOTEL TAX REFUND	(20.40)
05/22/2023		GMISMC	IT CONFERENCE REGISTRATION DEPOSIT	50.00

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Check Date	Check	Vendor Name	Description	Amount
05/22/2023		FREE CONFERENCE CALL GLOB	IT CONFERENCE CALL CHARGES	10.52
05/24/2023		CRYSTAL MTN LODGING	COM DEV CONFERENCE HOTEL STAY	155.50
05/26/2023		GIH GLOBALINDUSTRIALEQ	LOCKERS FOR PARKS DEPT	2,257.10
05/29/2023		HOLIDAY INN EXPRESS	POLICE TRAINING HOTEL STAY	340.00
05/29/2023		HOLIDAY INN EXPRESS & SU	POLICE TRAINING HOTEL STAY	1,042.43
05/31/2023		BUZZSPROUT BUZZSPROUT	MONTHLY PODCAST SUBSCRIPTION	24.00
			Total Credit Card Payments	14,736.60
			Grand Total	2,025,987.24

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Lake Center District Housing Task Force

SUPPORTING PERSONNEL: Peter Dame, Chief Development Officer

ACTION RECOMMENDED: Confirm the citizen members of the Lake Center District Housing Task Force.

At the City Council Meeting of June 6, 2023, City Council unanimously directed the City Manager to create the Lake Center District Housing Task Force. This Task Force will collect and collate all questions and concerns from residents regarding two housing projects in the Lake Center District. These questions will then be submitted to subject matter experts for answers. The Task Force will meet privately until such time as all answers are received.

The Task Force was to include two representatives each from the Stanley/Woodbine, Austin Lake, and West Lake neighborhoods. Residents of these neighborhoods met and have nominated the following six individuals to participate on their behalf:

- Stanley/Woodbine
 - Zachary Mendham
 - Derek Heath
- Austin Lake
 - Jim Kalleward
 - John Taylor
- West Lake
 - Michael Cartier
 - Mary Zoeller

Confirmation of the six people will start the process to schedule the first meeting. It is therefore recommended that City Council confirm these six citizens as members of the Lake Center District Housing Task Force.

FUNDING: N/A

Attachments: None

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Committee of the Whole - August 8 (Farmers Market)

SUPPORTING PERSONNEL: Adam Herringa, Chief Operating Officer

ACTION RECOMMENDED: Set a Committee of the Whole on Tuesday, August 8, 2023, starting at 5:00 PM for the purpose of discussing the Farmers Market

At the City Council Meeting of May 9, 2023, there was discussion regarding the Farmers Market, potential locations and amenities. Following discussion, City Council voted unanimously to "table the matter until such time that City Council has had an opportunity to come to a consensus on the concept and the City Administration has more thoroughly investigated all potential sites, including those meeting such concept." The Committee of the Whole meeting is recommended to further discussion regarding the Farmer's Market, potential locations, amenities, etc.

Therefore, it is recommended that City Council set a Committee of the Whole on Tuesday, August 8, 2023, starting at 5:00 PM for the purpose of discussing the Farmers Market.

FUNDING: N/A

Attachments: None

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Delinquent Water and Sewer Bills

SUPPORTING PERSONNEL: Grant Taylor, Deputy Director of Treasury/Revenue

ACTION RECOMMENDED: Order all water and/or sewer charges remaining unpaid as of June 30, 2023, be transferred to the 2023 city tax roll and assessed against the property on which the services were furnished.

Per city ordinances, unpaid water and sewer utility accounts considered uncollectible by the Finance Director must be reported to City Council annually. As of Thursday, June 15, 2023, there are 134 unpaid utility accounts for a total of \$41,399.78.

A progressive series of six separate notifications have been issued to the utility customers/owners following city procedures, state laws, and Municipal Code Section 82-374 through 82-376, and these notices have not resulted in payment in all cases. An updated listing of delinquent accounts will be produced on Tuesday, June 20, 2022, to account for payments made to these accounts received between Thursday, June 15, 2023, and Tuesday, June 20, 2022.

State law allows unpaid charges to remain with the associated property. According to Chapter 82, Division 7, Section 82-197, Lien for Unpaid Charges, Portage Code of Ordinances, the unpaid accounts are to be transferred to the city tax roll and assessed against properties to which the services were provided. It is recommended that the City Council order that all unpaid water and/or sewer charges unpaid by June 30, 2023, be transferred to the 2023 city tax roll.

FUNDING: N/A

Attachments: 1. UB to Tax List -Council 06.20.23 - Internal Only

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Woodlands at Austin Lake (4301 Branch Avenue) -- Tentative Plan Amendment

SUPPORTING PERSONNEL: Peter Dame, Chief Development Officer

ACTION RECOMMENDED: Accept the Tentative Plan Amendment to modify the previously approved Tentative Plan for the Woodlands at Austin Lake Condominiums at 4301 Branch Avenue, and set a public hearing for July 25, 2023; and subsequent to the public hearing, consider approving the Tentative Plan Amendment for the Woodlands at Austin Lake Condominiums at 4301 Branch Avenue.

INTRODUCTION

The applicant (Bill Patterson representing JAMB, LLC) has submitted an amendment to change the previously approved 2004 Tentative Plan for The Woodlands at Austin Lake Condominiums Planned Development to reduce three proposed duplexes (6 units) to three detached single-family homes. The applicant requests this change as a response to the market desire for single-family detached homes rather than duplexes.

The Woodlands at Austin Lake Condos Planned Development

Applicant	Property Address	Description	Zoning
JAMB, LLC (Bill Patterson)	4301 Branch Avenue	Mixed duplex and detached single-family condominiums	- 2004 Original Tentative PD Approved - 2017 Amended PD - 2020 Amended PD

In 2004, the initial Tentative Plan was approved for a total of 80 condominium units consisting of a mix of duplexes and detached single-homes, interior trails, sidewalk along Branch Avenue, clubhouse, and preservation of 17 acres of the total 35-acre site (2.29 units/ acre density). All duplexes and detached single-family houses consist of 1-story with roof dormers, two-car attached garages, private driveways, connections to city utilities, and private stormwater, and located along private streets maintained by the Homeowners Association (HOA). The overall development is accessed from South Sprinkle Road and Branch Avenue. Detached houses are approximately 2,000 square feet in size, while each attached unit within the duplexes is approximately 1,800 square feet in size. Depending on grade elevation and water table, some units/ houses have walk-out basements.

A description of the project's three development phases and the number of units are provided in the Development Summary table below, as well as the changes to the project. As each phase has been approved and constructed, the developer has gained approvals to build fewer duplexes in exchange for more detached single-family homes in response to the market, as noted in the table. To date, a total of 60 units have been built (23 duplexes with a total of 46 attached units and 14 detached houses). Fourteen total units remain unbuilt.

The Woodlands at Austin Lake Condominium Development Summary

Year	Project	No. Duplex (attached units)	No. Detached Single Family Homes	Approved No. Units	Changes
2004	Original Approval Tentative Plan	38 (76)	4	Overall 80	N/A
2005	Approved Phase 1 & 2	22 (44)	4	48	None
2017	Approved Phase 3 w/Minor Changes	9 (18)	9	27 (New overall total 75)	Reduced from 30 to 27 units, removed the planned natural path and sidewalk.
2020	Phase 3 Minor Changes	8 (16)	10	New overall total 74	Covert 1 proposed duplex into 1 detached house.
2023	No. Built Units [Unbuilt]	23 (46) [7 (14)]	14	Overall 60	N/A
2023	Proposed Amendment	-3	+3	Proposed New Overall Total 71	Proposal: Convert 3 duplexes into 3 detached houses. Proposal: DensityChange - 11.35%

The proposed amendment will convert three proposed duplexes (6 attached units) to three detached single-family condominium homes within Phase 3. These proposed duplex sites are Units 50 & 51, Units 53 & 54, and Units 60 & 61. These proposed duplex site changes are noted in the attachment. This amendment will lower the total unit count from 74 to 71 units, and lower the overall density from 2.29 units/ acre (80 units) to 2.03 (71 units). The amount of preserved area (17 acres) remained unchanged. The planned developed spaces of the three proposed duplexes will generally remain the same, only separated by the proposed detached homes. There is negligible expected change in traffic/parking

demand from this change. The future detached homes are expected to be similar to the existing homes within The Woodlands 'PD'.

The developer's amendment resulted in a greater than 10% change in density, which is a substantial change to the original 2004 approved Tentative Plan. Per [Sec 42-375 H and I](#), the tentative plan amendment shall be re-reviewed by the Planning Commission and City Council.

Staff finds the proposed amendment will only result in a minimal decrease in the overall development's traffic volume, development footprint, and density. Further, staff notes that the Master Deed for this development will need to be modified if this amendment is approved. The developer is aware of this.

Planning Commission Public Hearing and Recommendation

The Planning Commission convened a public hearing on June 1, 2023. The applicant representative, Bill Patterson of JAMB, LLC, provided testimony to support the application. One citizen provided testimony during the public hearing to comment in support of the proposed amendment. After careful consideration, the Planning Commission voted unanimously (8-0) to recommend to City Council the Tentative Plan Amendment to modify the previously approved The Woodlands at Austin Lake Condominiums Planned Development that reduces the overall unit count to 71 units with 27 duplexes (54 attached units) and 17 detached single-family houses, at 4301 Branch Avenue.

Recommendation

It is recommended that City Council accept the Tentative Plan Amendment to modify the previously-approved The Woodlands at Austin Lake Condominiums Planned Development that reduces the overall unit count to 71 units with 27 duplexes (54 attached units) and 17 detached single-family houses, located at 4301 Branch Avenue, and set a public hearing for July 25, 2023; and subsequent to the public hearing, consider approving the Tentative Plan Amendment for The Woodlands at Austin Lake Condominiums Planned Development, 4301 Branch Avenue.

FUNDING: Not Applicable

Attachments:

1. 2023 06 01 Planning Commission
2. Public Comment Received_2023 06 01
3. Planning Commission Minutes _ 2023 06 01
4. Planning Commission Transmittal

TO: Planning Commission

DATE: June 1, 2023

FROM: Peter Dame, Chief Development Officer

SUBJECT: An amendment that modifies the previously-approved Tentative Plan for The Woodlands at Austin Lake Condominiums Planned Development at 4301 Branch Avenue.

I. INTRODUCTION:

The applicant (Bill Patterson representing JAMB, LLC) has submitted an amendment to change the previously approved 2004 Tentative Plan for 'The Woodlands at Austin Lake Condominiums' Planned Development to reduce three proposed duplexes (6 units) to three detached single-family homes. The applicant requests this change as a response to the market desire for single family detached homes rather than duplexes.

II. BACKGROUND INFORMATION:

The Woodlands at Austin Lake Condos 'Planned Development'

Applicant	Property Addresses	Description	Zoning
JAMB, LLC (Bill Patterson)	4301 Branch Avenue	Mixed duplex and detached single family condominiums	2004 Original Tentative PD Approved 2017 Amended PD 2020 Amended PD

In 2004, the initial Tentative Plan was approved for a total of 80 condominium units consisting of a mix of duplexes and detached single-homes, interior trails, sidewalk along Branch Avenue, clubhouse, and preservation of 17 acres of the total 35-acre site (2.29 units/ acre density). All duplexes and detached single-family houses consist of 1-story with roof dormers, two-car attached garages, private driveways, connections to City Water/ Sewer and private stormwater, and located along private streets maintained by the Homeowners Association (HOA). The overall development is accessed from S. Sprinkle Road and Branch Avenue.

Detached houses are approximately 2,000 square feet in size, while each attached unit within the duplexes is approximately 1,800 square feet in size. Depending on grade elevation and water table, some units/ houses have walk-out basements.

A description of the project's three development phases and the number of units are provided in the Development Summary table below, as well as the changes to the project. As each phase has been

approved and constructed, the developer has gained approvals to build fewer duplexes in exchange for more detached single-family homes in response to the market, noted in the table. To date, a total of 60 units have been built (23 duplexes (46 attached units) and 14 detached houses); 14 total units remain unbuilt.

The Woodlands at Austin Lake Condominium Development Summary

Year	Project	No. Duplex (attached units)	No. Detached Single Family Homes	Approved No. Units	Changes
2004	Original Approval Tentative Plan	38 (76)	4	Overall 80	N/A
2005	Approved Ph. 1 & 2	22 (44)	4	48	None
2017	Approved Ph. 3 w/ Minor Changes	9 (18)	9	27 (New overall total-75)	Reduced 30 to 27 units, removed planned natural path and sidewalk.
2020	Ph. 3 Minor Changes	8(16)	10	New overall total-74	Convert 1 proposed duplex into 1 detached house.
2023	No. Built Units [Unbuilt]	23 (46) [7(14)]	14	Overall 60	N/A
2023	Proposed Amendment	-3	+3	Proposed New Overall Total-71	Proposal: Convert 3 duplexes into 3 detached houses. Proposal: Density Change: 11.35%

III. ANALYSIS:

The proposed amendment will convert three proposed duplexes (6 attached units) to three detached single family condominium homes within Phase 3. These proposed duplex sites are Units 50 & 51, Units 53 & 54, and Units 60 & 61. These proposed duplex site changes are noted in the attachment. This amendment will lower the total unit count from 74 to 71 units, and lower the overall density from 2.29 units/ acre (80 units) to 2.03 (71 units). The amount of preserved area (17 acres) remained unchanged. The planned developed spaces of the three proposed duplexes will generally remain the same, only separated by the proposed detached homes. There is no expected change in traffic/ parking demand from

this change. The future detached homes are expected to be similar to the existing homes within The Woodlands 'PD'.

The developer's amendment resulted in a greater than 10% change in density. Therefore, it is not in compliance with the original 2004 approved Tentative Plan, per [Sec 42-375 H and I](#). As a result, the tentative plan amendment shall be re-reviewed by the Planning Commission and City Council.

Staff finds the proposed amendment will only result in a minimal decrease in the overall development's traffic volume, development footprint, and density. Further, staff notes that the Master Deed for this development will need to be modified if this amendment is approved. The developer is aware of this.

Public Notices / Comment

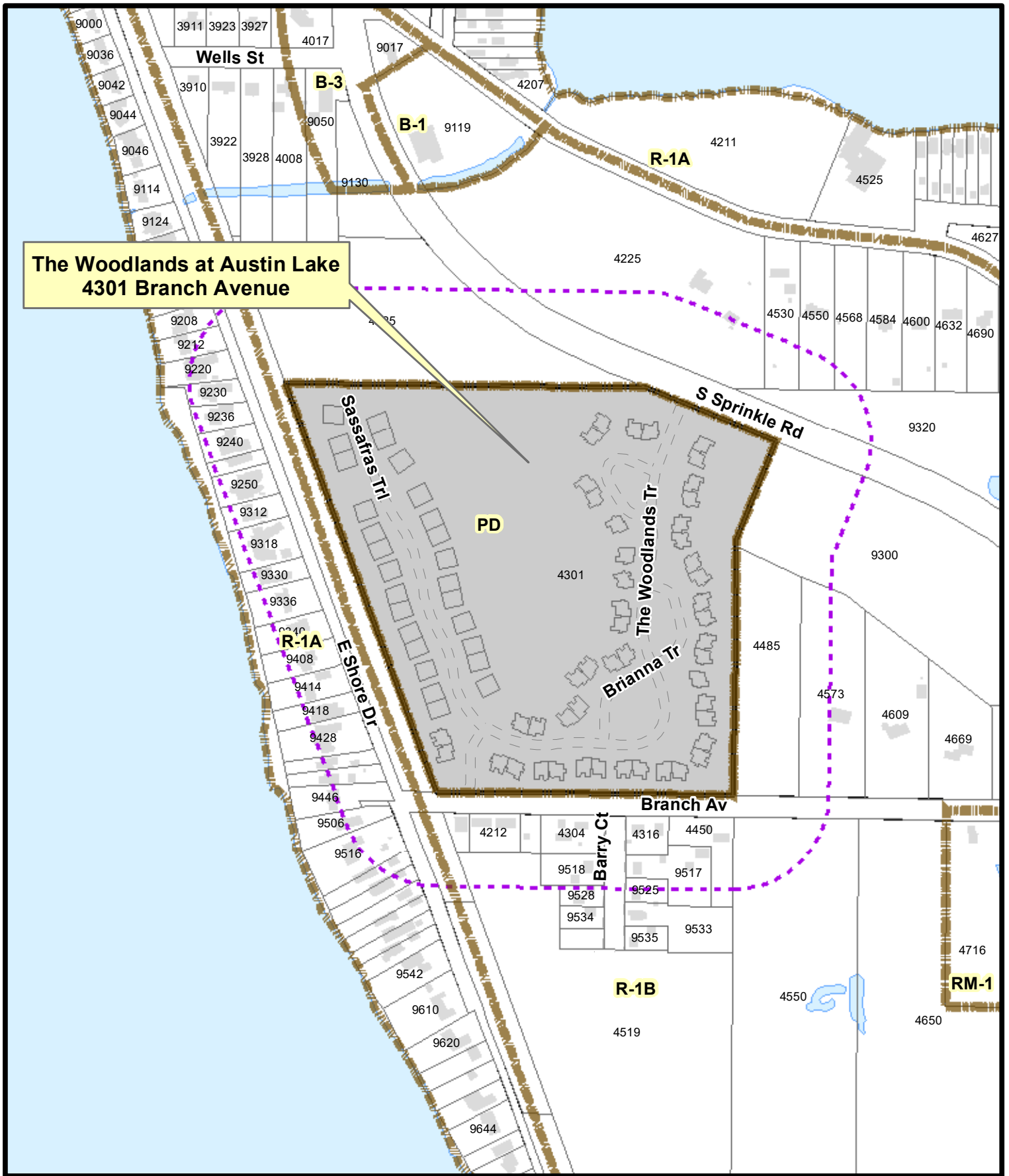
Required public notice was sent to all property owners/ occupants within 300 feet of the subject property on May 16, 2023, as well as a public notice published in the Kalamazoo Gazette on the same date. As of the date of this report, May 25, 2023, staff has not received any public comment.

IV. RECOMMENDATION:

If no additional public comment is requested and the Commission is supportive of the proposed amendment request for The Woodlands at Austin Lake Condominiums, staff advises the Planning Commission to recommend to City Council the approval of the Tentative Plan Amendment that reduces the overall unit count to 71 units with 27 duplexes (54 attached units) and 17 detached single-family houses.

Attachments:

1. Vicinity Map
2. Development Review Application
3. Project Narrative
4. Proposed Duplex Site Changes
5. 2004 Original Tentative Plan Layout
6. Ph. 3 Woodlands staff report to PC
7. 2017 Ph. 3 Layout
8. 5.22.23 Site Pictures



-  Zoning Boundary
-  300' Notification Area
-  Subject Property

Revised Tentative Plan
The Woodlands at Austin Lake
Residential Planned Development
4301 Branch Avenue



1 inch = 400 feet



DEVELOPMENT REVIEW 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

The Woodlands At Austin Lake Phase III	9309 Sassafras Trl, Portage, MI 49002
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2) IDENTIFICATION (OWNER)

Name JAMB LLC		Address 9309 Sassafras Trl	
City Portage	State MI	Zip 49002	Phone 269-720-2922

3) ARCHITECT OR ENGINEER

Name	Address	City
State	Zip	Phone
License Number	Expiration Date	Email

4) BUILDING CONTRACTOR

Company name Investment Asset Management LLC		Address 9309 Sassafras Trl	City Portage
State MI	Zip 49002	Phone 269-720-2922	
Email bill.patterson1969@gmail.com		Federal Employer ID 56-2465389	
Builder License Number 2102165120		Expiration Date 5-31-23	
Workers Comp Insurance Carrier Liberty Mutual		MESC Employer Number No Employees	

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: Amend PD
Tentative Plan _____

(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) _____

B) Valuation of Project: \$ _____

C) Any known soil and/or groundwater contamination? ☐ Yes ☐ No

8) CHARACTERISTICS OF THE BUILDING

A) Water Meter Size

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

B) Electric Service Size

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

C) Type of Mechanical

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

9) CONSTRUCTION PLANS SUBMITTED

Required submittals for plan review:

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

Type of Plan Submitted:

- ☐ Building ☐ Electrical ☐ Plumbing ☐ Mechanical ☐ Energy

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

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

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

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

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

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

APPLICANT INFORMATION

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

Name JAMB LLC	Phone 269-720-2922
Address 9309 Sassafras Trl	City Portage
State MI	Zip 49002

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: Bill Patterson

Date: 5-3-23

JAMB LLC
9309 Sassafras Trl
Portage, MI 49002

May 4, 2023

City Of Portage
7900 South Westnedge Ave.
Portage, MI 49002

RE: Amend PD Tentative Plan
Change Three Duplexes To Three Single Units

Hello Planning Commissioners,

We are requesting that you consider our petition to change the number of total units at The Woodlands At Austin Lake Condominiums. Over the years since we started this project, market conditions and buyer's desires have changed several times. We have made changes as these changes have occurred. Over the past several years, stand alone condominiums have been more desirable than our typical duplex units. As construction costs and interest rates have climbed, it is the higher end condominiums and entry level condominiums that are most marketable. Since our development is comprised of what we describe as higher end condominiums, we feel that the most desirable and marketable condominiums would be single units. For this reason, we are requesting to change our last three planned duplexes in Phase III to single units. This would result in a decrease of three units in Phase III. This would also make the Preserve side of Sassafras Trl all single units. The other side of Sassafras Trl has a mixture of five duplexes and four single units.

Our request to change the zoning to Planned Development and our Tentative Plan for The Woodlands At Austin Lake were approved in 2004. At this time a total of 80 units were planned. In 2005 we received City Council approval for Phases I & II and a total of 48 units comprised of 4 single units and 22 duplex units. In 2017 our Final plan for Phase III was approved for an additional 27 units including 9 single units and 9 duplex units. Our new total units were then 75 units. In 2020 a minor change was administratively approved to change one duplex to a single unit. The new total units are now 74 units.

Our current request is to change the three duplex units on the East side of Sassafras Trl to single units. This would result in a total unit count of 71. This would be 11.25% less total units. This is slightly more than the allowable change of 10%. The site is comprised of 35.46 acres. With the originally proposed 80 units, total density would be 2.25 units per acre. With 71 total units as proposed, total density would be 2.00 units per acre. This would be slightly larger change than the allowable change of 10% which would be 2.03 units per acre. All other requirements for substantial compliance with the tentative plan are still met. In a nutshell...we are just decreasing density and total units a very small amount and likely increasing open space in the development by about 10% from what we had originally proposed.

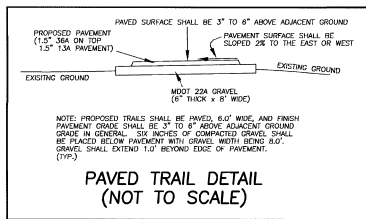
To date we have a total of 60 units completed. In Phases I & II we have 4 duplex sites still available. These units are not able to have basements and therefore are less desirable to prospective buyers. These are taking a bit longer to build than we had hoped for. In Phase III, if our request is approved, we would have 3 single units left and would plan to start building as soon as approval was granted.

In summary, we wish to thank the Planning Department for their guidance and efforts in helping us with this request. We would also like to thank the Planning Commission and City Council for considering our request.

Respectfully,

A handwritten signature in black ink that reads "Bill Patterson". The signature is written in a cursive, flowing style with a long horizontal stroke at the end.

Bill and Jackie Patterson
JAMB LLC



EXISTING PHASE 3 of
"THE WOODLANDS AT AUSTIN LAKE"

EXISTING PHASE 2 of
"THE WOODLANDS AT AUSTIN LAKE"

NOTE: PERMIT(S) SHALL BE OBTAINED FROM THE M.D.E.Q. IF ANYONE IS PROPOSING TO DISTURB THE REGULATED WETLAND AREA OR THE REGULATED FLOOD PLAIN AREA.

EXISTING REGULATED WETLAND AND FLOOD PLAIN AREA

NOTE: UNITS 31 AND 32 WITHIN PHASE 2 ARE CURRENTLY UNDER CONSTRUCTION

TO BRANCH AVENUE

TO BRANCH AVENUE

NOTE: UNITS 33 AND 34 WITHIN PHASE 2 ARE CURRENTLY UNDER CONSTRUCTION

NOTE: ON-SITE SPEED LIMIT SHALL BE 15 M.P.H.
(SPEED LIMIT SIGNS SHALL NOT BE PLACED UNLESS REQUIRED BY CITY OF PORTAGE OR DESIRED BY OWNER)
(DESIGN SPEED = 25 MPH OR GREATER)

DUPLEX BUILDING ENVELOPES MEASURE 104' BY 62' DEEP. ALL DUPLEXES WILL FIT WITHIN SHOWN RECTANGLE (TYPICAL)

SHOWN BUILDING ENVELOPES MEASURE 55' BY 62' DEEP. ALL BUILDING TYPES WILL FIT WITHIN SHOWN RECTANGLE (TYPICAL)

EDGE OF PROPOSED 20.0' WIDE SANITARY SEWER EASEMENT TO THE CITY OF PORTAGE

54 53
Change To
Single Unit

2020 56
57
Change To
Single Unit

61 60
Change To
Single Unit

65 64
Change To
Single Unit

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SEE SHEET 3 FOR ADDITIONAL LABELS AND INFORMATION

NOTE: CONSTRUCTION OF FOOTINGS, FOUNDATIONS, AND BASEMENTS SHALL COMPLY WITH CITY REQUIREMENTS

ZONING & SETBACK INFORMATION:
-PROPERTY IS ZONED "PD"
-MINIMUM FRONT SETBACK (OFF EDGE PAVEMENT) = 25.0'
-MINIMUM DISTANCE BETWEEN BUILDINGS = 20.0'
-FOR REAR SETBACKS, SEE SHEET 2

SITE DATA:
-ZONING OF PROPERTY = "PD"
-PHASE THREE AREA = 14.16 ACRES
-# OF UNITS IN PHASE THREE = 27
-PHASE THREE DENSITY = 1.9 UNITS/ACRE
-DENSITY WITHIN PHASES ONE THRU THREE = 2.1 UNITS/ACRE
-75 UNITS / 35.46 ACRES

GENERAL NOTES

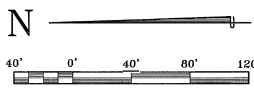
- 1) PROPERTY IS CURRENTLY ZONED "PD"
- 2) PUBLIC WATER MAIN SHALL BE AN 8 INCH DUCTILE IRON MAIN WITHIN A PUBLIC ROAD OR WITHIN AN EASEMENT TO THE CITY OF PORTAGE. WATER SERVICES SHALL BE 1.25 INCH COPPER AND SHALL EXTEND FROM WATER MAIN TO CURB BOX.
- 3) PUBLIC SANITARY SEWER SHALL BE 4" PVC SEWER WITHIN A PUBLIC ROAD OR WITHIN AN EASEMENT TO THE CITY OF PORTAGE. SEWER LEADS SHALL BE 6 INCH PVC AND SHALL EXTEND FROM MAIN TO SEWER RISER.
- 4) STORM WATER DISPOSAL SHALL BE THROUGH PERFORATED STORM SEWER PIPE WITH POSITIVE OUTLET TO THE DISPOSAL AREA. SYSTEM SHALL COMPLY WITH CITY SPEC'S AND CITY OF PORTAGE STORMWATER DESIGN CRITERIA MANUAL.
- 5) ALL CONDOMINIUM STREETS SHALL BE PRIVATE, PAVED, AND HAVE A WIDTH OF 28.0' FEET FROM EDGE OF PAVEMENT TO EDGE OF PAVEMENT.
- 6) STREET LIGHTS, STREET SIGNS, AND HYDRANT SIGNS SHALL BE INSTALLED.
- 7) SITE IS PRIMARILY COVERED WITH TREES AND BRUSH.
- 8) ELEVATION DATUM IS U.S.C.S. DATUM AS PROMULGATED WITHIN THE CITY OF PORTAGE.
- 9) PRIVATE DRIVEWAYS AS SHOWN ARE SUBJECT TO CHANGE.
- 10) A SOIL EROSION AND SEDIMENTATION CONTROL PERMIT SHALL BE OBTAINED FROM THE CITY OF PORTAGE PRIOR TO ANY ON SITE GRADING ACTIVITIES.
- 11) SHOWN BASE MAP ON THIS SHEET BASED ON TOPOGRAPHIC MAP BY OTHERS.
- 12) SHOWN STREET NAMES ARE SUBJECT TO CITY APPROVAL AND COUNTY APPROVAL.

FIRE DEPT. NOTES

- 1) COMMERCIAL BUILDING CONSTRUCTION SHALL NOT COMMENCE UNTIL FIRE HYDRANTS ARE OPERABLE AND AN ALL WEATHER ROAD SURFACE IS IN PLACE.
- 2) THE FIRE FLOW FOR EACH BUILDING IS 1000 GPM FROM ONE HYDRANT WITHIN 400' OF ALL PORTIONS OF THE BUILDING. THIS FLOW IS BASED ON THE FLOOR AREA OF ALL FLOORS INCLUDING BASEMENT FOR A BUILDING OF TYPE "B" CONSTRUCTION. SHOULD A BUILDING EXCEED 3600 SQUARE FEET, THE MINIMUM FIRE FLOW WILL BE BASED ON THE SIZE AND TYPE OF CONSTRUCTION FOR THAT BUILDING.
- 3) FIRE APPROPRIATE ACCESS ROADS LESS THAN 28.0' WIDE SHALL BE POSTED ON BOTH SIDES AS A FIRE LANE.
- 4) "NO PARKING" SIGNS SHALL BE INSTALLED AS REQUIRED BY THE CITY.
- 5) TEMPORARY STREET SIGNS SHALL BE PROVIDED AS REQUIRED BY THE FIRE DEPARTMENT.
- 6) WIDTH OF IMPROVED STREETS SHALL BE 28.0' (SOUTH PORTION) OR 25.0' (NORTH END).
- 7) AN ELECTRONIC COPY OF APPROVED CITY PLAN SHALL BE PROVIDED TO THE FIRE DEPARTMENT (SEE FORM).
- 8) FIRE LANE SIGNS SHALL BE INSTALLED AS REQUIRED BY THE CITY.

LEGEND

- PROPOSED FIRE HYDRANT ASSEMBLY (8" x 6" FEET, 6" GATE VALVE, & HYD.)
- PROPOSED STOP SIGN/STREET SIGN
- PROPOSED TRAFFIC CONTROL SIGN
- PROPOSED 6.0' WIDE WALKING TRAIL
- WATER MAIN
- STORM SEWER
- SANITARY SEWER
- SUGGESTED LOCATION OF PROPOSED STREET LIGHT



AS-BUILT:
6/04/2018:
NOTE: SEE SHEETS 3 AND 3B WITH UPDATED AS-BUILT INFORMATION AND EASEMENT RECORDING DATA. THIS SHEET HAS NOT BEEN UPDATED.

NOTE: ENGINEERING PLANS FOR GAS, ELECTRIC, PHONE AND CABLE TV (BY OTHERS) SHALL BE SUBMITTED TO THE CITY OF PORTAGE FOR REVIEW AND APPROVAL PRIOR TO INSTALLATION.

OVERALL PLAN
THE WOODLANDS AT AUSTIN LAKE
PART OF RE 1/4 OF SEC 25, E. 3 S., R. 11 W., CITY OF PORTAGE, Kalamazoo County, Michigan
Ingersoll, Watson & McMachen, Inc.
CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS
1133 East Millman Road • Portage, Michigan 49802 • Phone 269 344-6105 • Fax 269 344-0555

DATE: 7/03/2017
SHEET: 2
JOB No.: 35238

REVISED: 6/04/2018
REVISED: 7/26/2017
REVISED: 7/26/2017



21-20-4A-2



TO: Planning Commission**DATE:** July 28, 2017**FROM:** Vicki Georgeau ^{Wear} Director of Community Development**SUBJECT:** Final Plan for the Woodlands at Austin Lake Phase 3, 4301 Branch Avenue.**I. INTRODUCTION:**

A final plan has been submitted by JAMB, LLC requesting approval to construct the third and final phase of the Woodlands at Austin Lake planned development. The final plan proposes the construction of 27 additional units (9 single units and 18 attached units). The entire 35 acre property is zoned PD, planned development.

II. WOODLAND AT AUSTIN LAKE PLANNED DEVELOPMENT:

The following summarizes the development and subsequent modifications regarding the Oakland Hills at Centre Planned Development project:

- December 2004. City Council approved a zoning change from R-1B, one-family residential to PD, planned development along with the tentative plan. The project included a mixture of housing types including 76 one-family attached residential units and four one-family detached residential units. A total of 80 residential units on approximately 35 acres was approved.
- August 2005. City Council approved the final plan to construct Phases 1 and 2 that included 44 one-family attached dwelling units and four one-family detached dwelling units for a total of 48 units.

A copy of the amended tentative plan for the Woodlands at Austin Lake PD is attached for Commission reference.

III. FINAL PLAN

Consistent with the approved tentative plan, approximately 17 of the 35-acres will be preserved in a natural wooded state resulting in an overall development density of 2.1 units per acre (1.9 units per acre in Phase 3). Among the areas that have been preserved include a large wooded wetland within the middle portion of the site, and wooded areas around the perimeter of the property and between condominium dwellings, where possible. Development activities will not encroach into designated wetland and/or floodplain areas which have been delineated on the property. For Commission information, the location of the wetland boundary had just been updated in July 2017 by a certified environmental consultant. The private road/utilities and municipal utilities will cross a Consumers Energy easement near the north end of Sassafra Trail. Review/approval of this crossing from Consumers Energy will be necessary.

The setbacks for buildings located in Phase 3 include 25 feet from the street, 20 feet between dwellings and 65 feet from the perimeter property line adjacent to the former railroad right-of-way. Municipal water and sanitary sewer will be provided to each unit. Storm water runoff associated with the third phase will be directed to a series of drainage areas designated as rain gardens on the east side of Sassafra Trail and on the west side, storm water will be directed of an underground storm sewer pipe that will have an overflow discharge point at the south end of Sassafra Trail. If required, permits will be obtained from the Michigan Department of Environmental (MDEQ) prior to any to the discharge of any storm

water into the wetland area. Access to the planned development is provided through an existing boulevard entrance from South Sprinkle Road, which is under the jurisdiction of the Kalamazoo County Road Commission. A secondary vehicular entrance is provided from Branch Avenue. The interior private street network is maintained by the condominium association.

As indicated in the attached communication from the applicant, the following minor changes are proposed with this third and final phase of development:

1. The number of units planned for Phase 3 has been reduced from 30 (four, one-family detached dwelling units and 26, one-family attached dwelling units) to 27 (nine, one-family detached dwelling units and 18, one-family attached dwelling units).
2. The street has been redesigned as a curvilinear street and raised to allow construction of daylight basements.
3. The approved tentative plan included a series of four-foot wide natural paths within the development. According to the applicant, residents do not utilize the natural paths due to wet areas in the spring and insects in the summer and choose instead to walk along the paved streets. In response to resident preferences, the developer is proposing to eliminate the natural paths planned for construction in Phase 3. As an alternative, the developer is proposing to increase the width of the private street from 24 feet to 28 feet to accommodate pedestrians. Additionally, the applicant is proposing a connection to the planned Austin Lake Trail that will be adjacent to this phase of development, when it is constructed.
4. A four foot wide concrete sidewalk was planned to be constructed along Branch Avenue with Phase 2 of the development. However, due to an existing drainage ditch as shown on the attached photographs provided by the developer, installation of this sidewalk would require that the ditch be filled, which would negatively impact existing storm water flow and retention. The developer also notes there are no other sidewalks in the immediate area. As a result, the developer is requesting that a sidewalk along this section of Branch Avenue not be installed.

III. RECOMMENDATION:

The final plan for the third and final phase of Woodlands at Austin Lake has been reviewed by the City Administrative departments and has been designed in substantial conformance with the approved tentative plan/narrative. Staff advises that the Planning Commission recommend to City Council that the final plan for The Woodlands at Austin Lake, 4301 Branch Avenue, be approved subject to the following:

1. MDEQ approval/permit to discharge storm water into the regulated wetland, if necessary;
2. Consumers Energy approval to install improvements within their easement area;
3. Elimination of the sidewalk along the north side of Branch Avenue due to physical constraints; and
4. Elimination of the wood chip path in Phase 3 subject to the width of the cul-de-sac street (Sassafras Trail) widened from 24 feet to 28 feet, and the six-foot trail connection to the future Austin Lake Trail.

Attachment: Final plan
Communication from the developer dated July 6, 2017
Approved Tentative Plan (December 2004)

JAMB, LLC
5302 Bala Cynwyd Ct.
Portage, MI 49024

The Woodlands At Austin Lake Phase III

July 6, 2017

City Of Portage
Department of Community Development
Planning Commission
City Council

RECEIVED
JUL 06 2017
COMMUNITY DEVELOPMENT

In 2005, the Portage Planning Commission and City Council approved the Tentative PD Plan for the condominium development, The Woodlands At Austin Lake. Subsequently, Phases I and II were developed and construction on the individual condominium units was started. At that time, we projected that we would be ready to develop Phase III in about five years. Sales and construction started out as projected until the economic downturn and housing crisis of 2008 and 2009. Although many developments nationwide were foreclosed upon and taken by lenders, we hung on and made it through the low sales time period. We are now ready to complete the final Phase III of our development. We are projecting a sales and construction period of three years for Phase III.

Phase III

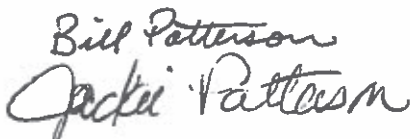
We are requesting a recommendation to City Council for approval of Phase III site plan. There are a few minor changes to the previously approved Tentative Plan. The Tentative Plan provided for the Phase III street to be straight and contain 30 units (4 single and 26 duplex units). We have lowered the number of units by the allowable 10%, to 27 units (9 single and 18 duplex units). We also placed several soft curves to the street to more match the curved streets in Phases I and II as well as for traffic calming. We learned through the construction and sales of the condominiums in Phases I and II, that the residents did not use the walking trails provided due to wet areas in the spring and mosquitos in the summertime. They preferred to walk down the wooded and curved streets where they could stop and chat with neighbors as they walked their dogs and enjoyed the beautiful landscape of their community. For this reason, we are widening the street to 28 ft. to allow ample room for pedestrians, cyclists and the few autos that will be driving on this cul-de-sac street. We have also included a 6 ft. wide paved walkway from the cul-de-sac to the future planned Portage trail along the old railroad right of way adjacent to East Shore Drive. We will also provide a paved walkway from our Phase II area near Branch Ave. to the same proposed trail. Sassafras Tr. will be at a higher elevation which will allow for a series of terraces and retaining walls designed to give dimension and aesthetics to the front yards and to save as many trees as is possible. This will also allow for "daylight basements" for the Phase III units. The site plan only shows the "building boxes" with the exact size and design of the individual, custom condominiums left to the buyers of their units. We have attached several pictures of typical single and duplex units and streets in the previous phases, to represent the individuality, wooded beauty and atmosphere of The Woodlands At Austin Lake. Phase III condominiums will be similar in design and construction, with emphasis on saving trees, natural habitat and individuality of each condominium.

Phase II Sidewalk Along Branch Ave.

The site plan for Phase II includes a sidewalk along Branch Ave. We are requesting that this requirement be removed for the following reasons. There are no other sidewalks along Branch Ave. or in the surrounding area, with the nearest sidewalks being the multipurpose trail along Sprinkle Rd., north of Zylman Ave. Along the north side of Branch Ave., where the sidewalk is proposed, there is a large ditch that holds water from both sides of Branch Ave., through a culvert under Branch Ave. Providing a sidewalk through this area would require some filling of this ditch and would likely cause flooding issues to the frontage further to the east. We have provided pictures of this area showing the flooded ditches along where the sidewalk is proposed and the low area to the east with large areas of water retention in the spring. In addition, all of the condominiums face the interior, private street system and there is a privacy fence planned behind all of the condominiums that have their back yards along Branch Ave. which will make the sidewalk inaccessible from the interior of the development.

We at JAMB LLC remain committed to developing The Woodlands At Austin Lake as a quality built, energy efficient condominium with emphasis on individuality, retaining natural area, saving as many trees as possible and promoting a sense of community. We are confident that our Phase III will continue this commitment.

Thank you for your review of this request,

Handwritten signatures of Bill Patterson and Jackie Patterson in cursive script.

Bill and Jackie Patterson
JAMB LLC













CONSTRUCTION PLANS for PHASE THREE of "THE WOODLANDS AT AUSTIN LAKE" in the CITY OF PORTAGE, MICHIGAN

NOTE: "THE WOODLANDS AT AUSTIN LAKE" IS PLANNED DEVELOPMENT AND A CONDOMINIUM



FIRE DEPT. NOTES

1. THE FIRE DEPT. HAS REVIEWED THE CONSTRUCTION PLANS AND HAS NO COMMENTS AT THIS TIME.

2. THE FIRE DEPT. HAS REVIEWED THE CONSTRUCTION PLANS AND HAS NO COMMENTS AT THIS TIME.

3. THE FIRE DEPT. HAS REVIEWED THE CONSTRUCTION PLANS AND HAS NO COMMENTS AT THIS TIME.

4. THE FIRE DEPT. HAS REVIEWED THE CONSTRUCTION PLANS AND HAS NO COMMENTS AT THIS TIME.

5. THE FIRE DEPT. HAS REVIEWED THE CONSTRUCTION PLANS AND HAS NO COMMENTS AT THIS TIME.

6. THE FIRE DEPT. HAS REVIEWED THE CONSTRUCTION PLANS AND HAS NO COMMENTS AT THIS TIME.

7. THE FIRE DEPT. HAS REVIEWED THE CONSTRUCTION PLANS AND HAS NO COMMENTS AT THIS TIME.

8. THE FIRE DEPT. HAS REVIEWED THE CONSTRUCTION PLANS AND HAS NO COMMENTS AT THIS TIME.

9. THE FIRE DEPT. HAS REVIEWED THE CONSTRUCTION PLANS AND HAS NO COMMENTS AT THIS TIME.

10. THE FIRE DEPT. HAS REVIEWED THE CONSTRUCTION PLANS AND HAS NO COMMENTS AT THIS TIME.

SITE DATA

- ZONING OF PROPERTY = "70"

- PHASE THREE AREA = 14.18 ACRES

- PHASE THREE DENSITY = 1.9 UNITS/ACRE

- PHASE THREE PHASES ONE THRU THREE = 2.1 UNITS/ACRE

ZONING & SETBACK INFORMATION:

- PROPERTY IS ZONED "70"

- MINIMUM SETBACKS ARE 25.0'

- MINIMUM DISTANCE BETWEEN BUILDINGS IS 10.0'

- FOR REAR SETBACKS, SEE SHEET 2

PARCEL DESCRIPTION FOR PHASE 3:

A parcel of land situated in the North half of Section 25, Town 3 South, Range 11 East, Township 35 North, County of Ingham, Michigan, being more particularly described as follows:

Commencing at the East corner of Section 25, Town 3 South, Range 11 East, Township 35 North, County of Ingham, Michigan, being more particularly described as follows:

1. A parcel of land situated in the North half of Section 25, Town 3 South, Range 11 East, Township 35 North, County of Ingham, Michigan, being more particularly described as follows:

2. A parcel of land situated in the North half of Section 25, Town 3 South, Range 11 East, Township 35 North, County of Ingham, Michigan, being more particularly described as follows:

3. A parcel of land situated in the North half of Section 25, Town 3 South, Range 11 East, Township 35 North, County of Ingham, Michigan, being more particularly described as follows:

4. A parcel of land situated in the North half of Section 25, Town 3 South, Range 11 East, Township 35 North, County of Ingham, Michigan, being more particularly described as follows:

5. A parcel of land situated in the North half of Section 25, Town 3 South, Range 11 East, Township 35 North, County of Ingham, Michigan, being more particularly described as follows:

6. A parcel of land situated in the North half of Section 25, Town 3 South, Range 11 East, Township 35 North, County of Ingham, Michigan, being more particularly described as follows:

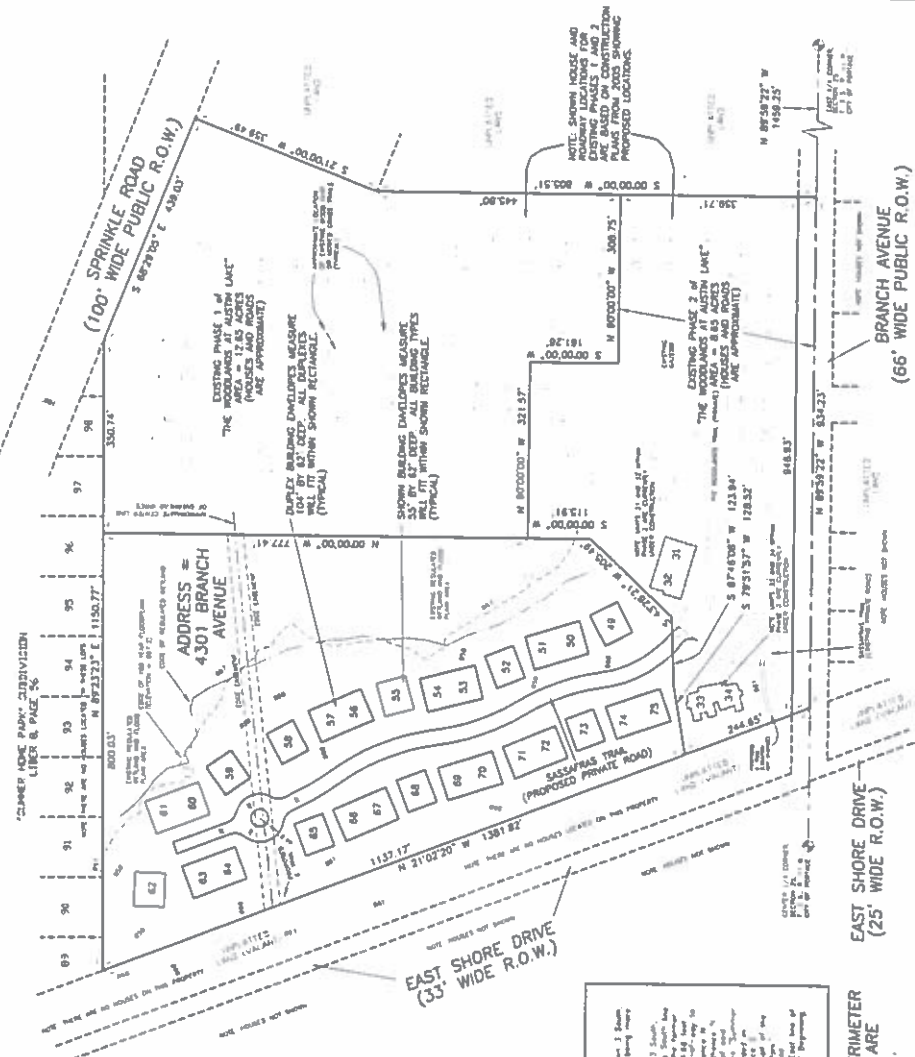
7. A parcel of land situated in the North half of Section 25, Town 3 South, Range 11 East, Township 35 North, County of Ingham, Michigan, being more particularly described as follows:

8. A parcel of land situated in the North half of Section 25, Town 3 South, Range 11 East, Township 35 North, County of Ingham, Michigan, being more particularly described as follows:

9. A parcel of land situated in the North half of Section 25, Town 3 South, Range 11 East, Township 35 North, County of Ingham, Michigan, being more particularly described as follows:

10. A parcel of land situated in the North half of Section 25, Town 3 South, Range 11 East, Township 35 North, County of Ingham, Michigan, being more particularly described as follows:

NOTE: REQUIRED PERIMETER BUILDING SETBACKS ARE SHOWN ON SHEET 2.



GENERAL NOTES

- 1) PROPERTY IS SUBMITTED FOR "70"
- 2) PHASE THREE AREA = 14.18 ACRES
- 3) PHASE THREE DENSITY = 1.9 UNITS/ACRE
- 4) PHASE THREE PHASES ONE THRU THREE = 2.1 UNITS/ACRE
- 5) PHASE THREE PHASES ONE THRU THREE = 2.1 UNITS/ACRE
- 6) PHASE THREE PHASES ONE THRU THREE = 2.1 UNITS/ACRE
- 7) PHASE THREE PHASES ONE THRU THREE = 2.1 UNITS/ACRE
- 8) PHASE THREE PHASES ONE THRU THREE = 2.1 UNITS/ACRE
- 9) PHASE THREE PHASES ONE THRU THREE = 2.1 UNITS/ACRE
- 10) PHASE THREE PHASES ONE THRU THREE = 2.1 UNITS/ACRE

SHEET INDEX:

- 1) COVER SHEET
- 2) OVERALL PLAN
- 3) PLAN & PROFILE SHEET
- 4) GRADING PLAN
- 5) CONSTRUCTION DETAILS & NOTES

NOTE: PERMITTED SHALL BE OBTAINED FROM THE FIELD OF ANYONE IS PROPOSING TO ADJUST THE REQUIRED SETBACK AREA OR THE REGULATED FLOOD PLAIN AREA.

NOTE: ADDRESS FOR PHASE 3 PROPERTY IS 4301 BRANCH AVE.

OWNER & APPLICANT:
JAMB, LLC
5302 BALA CYNWYD COURT
PORTAGE, MI 49024
(269) 384-3067

OWNER SHEET	7/23/2017
THE WOODLANDS AT AUSTIN LAKE	
Ingersoll, Watson & McEachern, Inc.	
CONSULTING CIVIL ENGINEER AND LAND SURVEYOR	
1222 East Main Street, Portage, Michigan 49801 Phone: 269-384-3067 Fax: 269-384-3068	
352330	

NOTE: "THE WOODLANDS AT AUSTIN LAKE" IS PLANNED DEVELOPMENT AND A CONDOMINIUM



- 2007-2008, the 141st year of the University of Toronto. The 141st year of the University of Toronto is a year of many firsts. It is the first time that the University of Toronto has been named the most innovative university in the world by the Times Higher Education Supplement. It is the first time that the University of Toronto has been named the most innovative university in the world by the Times Higher Education Supplement. It is the first time that the University of Toronto has been named the most innovative university in the world by the Times Higher Education Supplement.

SHEET INDEX.

- 1) COVER SHEET
2) OVERALL PLAN
3) PLAN & PROFILE SHEET
4) GRADING PLAN
5) CONSTRUCTION DETAILS & NOTES

NOTE: PERMIT(S) SHALL BE OBTAINED FROM THE M.D.C. IF ANYONE IS PROPOSING TO DISTURB THE REGULATED WETLAND AREA OR THE REGULATED FLOOD PLAIN AREA.

NOTE: ADDRESS FOR
PHASE 3 PROPERTY
IS 4301 BRANCH AVE.

OWNER & APPLICANT:

JAMB, LLC
5302 BALA CYNWYD COURT
PORTAGE, MI 49024
(269) 384-3067

7/26/2017	104	COVER SHEET	
7/26/2017	104	THE WOODLANDS AT AUSTIN LAKE	
7/26/2017	104	CONSULTING CIVIL ENGINEERING AND LAND SURVEYING	
7/26/2017	104	INGERSOLL, WALSON & McMAHER, Inc.	
7/26/2017	104	1220 East Illinois Road, Poughkeepsie, NY 12601	
7/26/2017	104	Phone: 845.265.3636	
7/26/2017	104	Fax: 845.265.3636	



NOTE: REQUIRED PERIMETER
BUILDING SETBACKS ARE
SHOWN ON SHEET 2.

FIRE DEPT. NOTES

- [illegible]

DATA

- TOWING OF PROPERTY = "PO"
PHASE THREE AREA = 14.18 ACRES
1 OF UNITS IN PHASE THREE = 27
PHASE THREE DENSITY = 1.9 UNITS/ACRE
DENSITY WITHIN PHASES ONE THRU THREE
2.1 UNITS/ACRE

LEARNING OBJECTIVES

- PROPERTY IS ZONED "P0"
- MINIMUM FRONT SETBACK (OFF EDGE PAVEMENT) = 25.0'
- MINIMUM DISTANCE BETWEEN BUILDINGS = 20.0'
- FOR REAR SETBACKS, SEE SHEET 2

2. DESCRIPTION FOR PHASE 3:

[illegible]

May 22, 2023 Site Pictures



Figure 1. Existing house (Unit 52) on left; house on right (Unit 59). Open space in middle is planned duplex Units 60 and 61 (now proposed single family detached house).



Figure 2. Existing house (Unit 55) on left. Open space to the right is planned duplex Units 53 & 55 (now proposed single family detached house).



Figure 3. Existing house (Unit 52). Open space in middle is planned duplex Units 50 & 51 (now proposed single family detached house).

From: [Thomas Schlueter](#)
To: [Biqi Zhao](#)
Subject: Fwd: JAMB LLC Amendment
Date: Thursday, June 1, 2023 12:50:54 PM

CAUTION: THIS EMAIL IS FROM AN EXTERNAL SENDER

Do not click on links or open attachments unless this is from a sender you know and trust.

Here you go. Had incorrect spelling on your last name.

Sent from my iPad

Begin forwarded message:

From: Thomas Schlueter <tschlueter2557@gmail.com>
Date: June 1, 2023 at 11:10:39 AM EDT
To: zhoab@portagemi.gov
Subject: Fwd: JAMB LLC Amendment

Sorry, used .org in error.

Sent from my iPad

Begin forwarded message:

From: Thomas Schlueter <tschlueter2557@gmail.com>
Date: June 1, 2023 at 9:27:21 AM EDT
To: zhoab@portagemi.org
Subject: Fwd: JAMB LLC Amendment

Biqi,

Good morning. I sent the letter below to Peter Dame, because the letter we received came from him, but requested support letters be sent to Eric, but his email indicates he's out until next week. Just wanted to make sure that you have the letter for tonight's meeting.

I was trying to send it to Peter Dame, but the online staff directory indicates they can't find that name.

Please confirm your receipt. Thank you.

Tom

Sent from my iPad

Begin forwarded message:

From: Thomas Schlueter <tschlueter2557@gmail.com>
Date: May 30, 2023 at 5:22:57 PM EDT
To: feldte@portagemi.gov
Subject: JAMB LLC Amendment

Mr. Peter Dame, Chief Development Officer
Department of Community Development
City of Portage
7900 South Westnedge Avenue
Portage, MI 49002

Mr. Dame,

I'm writing to let you know of our support of the Patterson's/JAMB LLC upcoming request to amend their plans for Sassafras Trail in the The Woodlands at Austin Lake. Currently, there are three duplex sites available (or a six units) and they are requesting to amend the plan to three single-family units. This would be a minor reduction in density of three units (26 to 23) on our street. Currently, there are ten single-family units and ten duplex style units (five buildings) on our street, so the additional three single-family units would nicely compliment our neighborhood.

Diana and I currently reside at 9299 Sassafras Trail, which we built and moved into April 2022. We have known the Patterson's personally and professionally for over 18 years. In my previous career as Market President for Mercantile Bank of Michigan (1998-2017) and Vice President of Market Development for Southern Michigan Bank & Trust (2017-2022), I had the chance to work with them from the original development of The Woodlands to the time of my retirement in September 2022.

Through the 18 or so years that I worked with them, they went through the 2007-2009 recession and the Covid years, which were two of the most challenging times for builders and developers in my time in banking. Now, we're stuck with high interest rates and high supply costs, so it's time for them to regroup, again. The Patterson's believe the marketability of three higher-end single family condos is more acceptable in the market,

than six units in a duplex setting.

In summary, we fully support their request. With full disclosure, I also serve on The Woodlands HOA Board as Treasurer.

Thank you,

Tom & Diana Schlueter
9299 Sassafras Trail
Portage, MI 49002
Tom's Cell #269-998-6901

Sent from my iPad

CITY OF PORTAGE PLANNING COMMISSION

**Thursday, June 1, 2023
7:00 PM Portage
Portage City Hall Council Chamber**

The City of Portage Planning Commission meeting of June 1, 2023, was called to order by Chair Corradini at 7:00 p.m.

IN ATTENDANCE

- Biqi Zhao, Deputy Director of Planning and Zoning
- Peter J Dame, Chief Development Officer
- Catherine Kaufman, City Attorney

ROLL CALL

Ms. Zhao called the roll: Chairman Corradini (yes); Vice Chair Joshi (yes); Fries (yes); Pezzoli (yes); Baldwin (yes); Adams (yes); Youngs (yes); Kasper (no); and Freiman (yes).

APPROVAL OF MINUTES

1. Minutes dated May 18, 2023.

Motion by Vice Chair Joshi, seconded by Commissioner Baldwin to approve the May 18, 2023 meeting minutes, as submitted. Motion carried 8-0.

PUBLIC HEARINGS

1. An amendment that modifies the previously-approved Tentative Plan for The Woodlands at Austin Lake Condominiums Planned Development at 4301 Branch Avenue.

Ms. Zhao provided a PowerPoint presentation of the proposed development. She showed the originally-approved Tentative Plan drawing, described overall housing types and density, and indicated later approved changes to the development. She showed various site and neighborhood images, including vacant sites of the proposed future housing changes from duplexes to single-family detached homes. Ms. Zhao indicated that the proposed change for fewer units would result in a slight decrease in density and traffic volume, and that the developer would need to change the Master Deed to reflect the proposed changes. Further, she stated the required public notices for the proposal, including one supporting letter and no opposing comments.

Ms. Zhao concluded her presentation with staff recommendation stating “If no additional public comment is requested and the Commission is supportive of the proposed amendment request for The Woodlands at Austin Lake Condominiums, staff advises the Planning Commission to recommend to City Council the approval of the Tentative Plan Amendment that reduces the overall unit count to 71 units with 27 duplexes (54 attached units) and 17 detached single-family homes.”

The applicant, Bill Patterson, 9309 Sassafrass Trail, Portage, MI, stated he did not have any further comments beyond what was described in Ms. Zhao’s presentation and accepted questions from the Commission.

Commissioner Freiman asked about past stormwater items.

Chair Corradini opened the public hearing.

- William Johnston, 9468 Brianna Trail, spoke to support the proposal.

The public hearing closed by motion supported by Commissioner Youngs, seconded by Commission Baldwin.

Commissioner Fries made a motion for the Planning Commission to recommend to City Council for approval of the Tentative Plan Amendment of The Woodlands at Austin Lake development at 4301 Branch Avenue. Motion supported by Commission Baldwin. Voice vote to approve motion passed 8-0.

2. A Tentative Plan and Rezoning Application (#22/23-9), from OS-1 Office Service and B-1 Local Business Districts to Planned Development (PD) District for a senior housing facility at 732, 810, 830, and 906 E. Centre Avenue.

Ms. Zhao provided a PowerPoint presentation of the proposed development, describing existing and proposed conditions, indicating applicable regulations and permitting procedures. Ms. Zhao showed the existing zoning district and Future Land Use Map of the Comprehensive Plan. She also showed current site pictures of the development area. She stated that part of the project, the applicant also seeks Planning Commission support for an increase in density and reduction in parking spaces. Ms. Zhao provided an analysis indicating no required traffic study, increased buffering, proposed parking lots facing E. Centre Avenue, proposed 1- & 2-story building heights, lower parking/ traffic demand, and staff's support of the increase in density and reduction in parking spaces. She indicated that the project is consistent with the goals of the Comprehensive Plan and meets City's housing strategies.

Ms. Zhao concluded her presentation with staff recommendation stating "If no additional information is requested by and the Commission is supportive of the proposed Tentative Plan and Rezoning request, staff advises the Planning Commission to recommend to City Council that the Tentative Plan and Rezoning Application (#22/23-9), from OS-1 & B-1 to Planned Development for a senior housing facility at 732, 810, 830, and 906 E. Centre Avenue be approved."

Commissioner Youngs asked about any existing easements along E. Centre Avenue when the City of Portage acquired ownership and maintenance of E. and W. Centre Avenue from the Road Commission of Kalamazoo County (RCKC). Ms. Zhao stated that she would research the item.

Chair Corradini asked about the existing entrance/ exit associated with the Beacon Pointe Memory Care, the proposed southern drive and location of trash dumpster, and the proposed stormwater basin.

The applicant representative, Joseph Nawrocki, based in Grand Rapids represents Trilogy Health Services, and his civil engineer, Jeff Paulson, representing Hurley & Stewart, 2800 S. 11th Street, Kalamazoo, MI. Mr. Paulson addressed the Commissioner's comments about the easements along E. Centre Avenue, the two access drives for the project, and the proposed private stormwater basin.

Chair Corradini expressed more concerns about the perceived turning access/ movements, traffic accidents, and traffic volume along E. Centre Avenue in the area of the development.

The applicant representative, Mr. Nawrocki, distributed plans to the Commission.

The applicant representative, Mr. Nawrocki, provided a presentation of Trilogy's background, operations, services, and regional facilities within certain Midwestern states. He described the

proposed development, overall operations, deliveries, employees, and communication with adjacent residences. He also showed concept drawings of the development.

Commissioner Pezzoli asked about the storm water and property line change of 906 E. Centre Avenue.

Commissioner Fries asked about ADA-compliant apartments, covered parking spaces, and about whether or not 912 E. Centre Avenue was pursued for purchase for the development. The applicant indicated the apartments will be ADA, the covered parking is first-come, first-serve, and that 912 E. Centre Avenue was not part of the development area.

Commissioner Baldwin asked if an elevator will be provided for second floor access in the case of emergency personnel access. The applicant indicated yes.

Chair Corradini opened the public hearing.

- Andrew Skidmore, 912 E. Centre Avenue, indicated the following concerns: not receiving an invite from the applicant for the applicant's neighborhood meeting, difference in fence height, landscaping near the stormwater basin as additional buffer, parking lot lighting, deliveries, and traffic items; and asked about whether or not the subject site is right for the proposal.

The public hearing was closed by motion supported by Commissioner Baldwin, seconded by Commission Adams.

The applicant addressed public testimony concerns.

Commissioner Pezzoli made motion that the Commission recommend to City Council the approval of the Tentative Plan and Rezoning application No. 22/23-9 from OS-1 Office Service and B-1 Local Business Districts to Planned Development PD for a senior housing facility at 732, 810, 830, and 906 E. Center Avenue. Vice Chair Joshi supported the motion. Voice vote to approve motion passed 8-0.

SITE/FINAL PLANS

None.

NEW BUSINESS

None.

OLD BUSINESS

None.

STATEMENT OF CITIZENS

None.

STATEMENT OF COMMISSIONERS/ STAFF

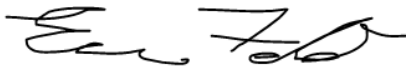
Chair Corradini thanked the Commission for attending Planning Commission meeting and informed the Commission to contact staff of any future absences.

Ms. Zhao indicated a special Planning Commission meeting scheduled for June 28th at 7pm for Master Plan Workshop and other development projects.

ADJOURNMENT

There being no further business to come before the Commission, Chair Corradini adjourned the meeting at 8:07 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Eric Feldt".

Eric Feldt, AICP, CFM
Senior City Planner

TO: Honorable Mayor and City Council
FROM: City of Portage Planning Commission
DATE: June 12, 2023

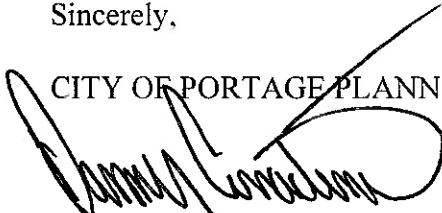
SUBJECT: An amendment that modifies the previously-approved Tentative Plan for The Woodlands at Austion Lake Condominiums Planned Development at 4301 Branch Avenue

At the June 1, 2023 meeting, the Planning Commission reviewed and discussed an amendment that modifies the previously-approved Tentative Plan to change three proposed duplexes (6 units) to three detached single-family homes for The Woodlands at Austion Lake Condominiums Planned Development at 4301 Branch Avenue. The applicant representative, Bill Patterson of JAMB, LLC was present to support the proposed application and explain the project details. One public comment to support this item at the meeting.

The Planning Commission voted unanimously (8-0) to recommend to City Council the approval of the Tentative Plan Amendment to amend three duplexes (6 units) to three single-family homes, that reduces the overall unit count to 71 units with 27 duplexes (54 attached units) and 17 detached single-family houses.

Sincerely,

CITY OF PORTAGE PLANNING COMMISSION


Dan Corradini
Chairman

Attachments: June 1, 2023 Planning Commission meeting minutes.

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Revised Dog Park and General Park Rules

SUPPORTING PERSONNEL: Kathleen Hoyle, Director of Parks & Recreation

ACTION RECOMMENDED: Approve South Westnedge Dog Park and updated Park Rules as part of the City Ordinance 54.62.

The Parks & Recreation Department is seeking approval of the updated Dog Park Rules to clarify the use of the facility, and the revision of General Park Rules to address new laws and operational procedures. These recommendations are being sought to address citizen questions and adapt to changing demands in the park system. Park Rules were last approved by the City Council on October 30, 2008. Copies of the current rules for both the Dog Park and the General Park Rules are attached with changes indicated in red.

The adoption and revision of rules for the South Westnedge Dog Park are attached. Rules were established by the Parks Department when the park was opened in 2017. However, there was no formal adoption by the City Council, which is a stipulation in the Code of Ordinances for the adoption of park rules and regulations (Chapter 54, Article 3, Section 54-62 [Park Rules and Regulations](#)).

Rules are being amended to primarily remove the definition of dog "owner" and remove the number of dogs per owner allowed in the Dog Park. These rule changes are being recommended to address questions by citizens regarding vague "ownership" terminology and to lessen restrictions on the number of dogs to allow for more open use of the park for all dog owners.

The General Park Rule changes are recommended as follows:

- Change from "sunset" to a more concise and standard time for opening and closing the parks, aligning with the seasonal day changes, restroom locking schedule, and park ranger staffing;
- To address whether camping is permitted;
- To clarify the use of metal detectors in the parks and eliminate the issue of holes in the park grounds as tripping hazards, and damage to park lawns and underground utilities; and
- Clarify the areas where smoking is prohibited and address new technologies.

It is therefore recommended that Council approve the proposed South Westnedge Dog Park and General Park Rules and authorize the City Manager to execute all documents on behalf of the city.

FUNDING: Not applicable

- Attachments:**
1. Portage Dog Park General Rules DRAFT 061323
 2. GENERAL Portage Park Rules and Hours 061323

Portage Dog Park Rules

DRAFT

Welcome to the South Westnedge Dog Park

~~Dog Park Hours: 7:00 a.m. to sunset, year round.~~

~~1. The Owner, defined as any individual who brings a dog to the Dog Park or has a dog in his or her care, is legally responsible for that dog and any injury or damage caused by the dog.~~

2.1. The City of Portage is not liable for any injury or damage caused by any dog. The use of the Dog Park is at your own risk.

~~3. No more than 2 dogs per owner is permitted in the off-leash enclosures of the Dog Park.~~

4.2. Dogs using the Dog Park must be at least four months old.

5.3. Dogs must have a valid license and have up-to-date rabies, distemper, and bordetella vaccinations.

6.4. Dogs in heat or displaying symptoms of illness are not permitted in the Dog Park.

7.5. Dogs must wear a ~~flat buckle~~ collar or harness ~~only~~ with valid County license and owner identification.

8.6. Dogs must be within sight and under control of the owner at all times.

9.7. Dog fighting is not allowed. Owners must immediately remove any dogs exhibiting hostile, biting or aggressive behavior.

10.8. Digging is not allowed. The owner is responsible for filling holes made by their dog.

11.9. ~~Owners must carry a leash at all times.~~ Dogs must be on a leash when entering and exiting the off-leash enclosures of the Dog Park.

12.10. Owners accompanying dogs in the Dog Park must be 16 years of age or older.

13.11. Children under 8 years old are not allowed in the enclosures. Children ages 8-12 must be under close supervision at all times by an adult present inside the off-leash enclosures of the Dog Park.

14.12. Owners must clean up after their dogs immediately and dispose of droppings properly.

15.13. Smoking, eating, food, dog food/treats, rawhides, alcohol and glass containers are prohibited inside the off-leash enclosures.

16.14. Please remember to close all gates behind you.

17.15. Only dogs under 25 pounds may use the small dog area. Any size dog is welcome to use the large Dog Park, ~~however small dogs are strongly encouraged to use the small dog area.~~

- In case of emergency, dial 911.
- Report dog bites to Kalamazoo County Animal Services and Enforcement at (269) 383-8775.

By entering this Dog Park, you agree to the rules and policies of the City of Portage. For the safety of all users, failure to follow these rules may result in removal from the Dog Park and/or issuance of a citation.

City of Portage Parks & Recreation (269) 329-4522

GENERAL PORTAGE PARK RULES AND REGULATIONS

PARK HOURS:

~~8:00 a.m. until sunset in all parks, with the following exceptions:~~

November 1 - February 28/29	7 AM - 7 PM
March 1 - April 30	7 AM - 9 PM
May 1 - August 31	7 AM -10 PM
September 1 - October 31	7 AM - 9 PM

EXCEPTIONS TO PARK HOURS:

SOUTH WESTNEDGE PARK: From April – October, park will close immediately following ball game completion.

SCHRIER PARK BUILDING/CELERY FLATS FACILITY RENTALS: Will close at 10:00 p.m. when rented through the parks department. The reserving party must clean and vacate the facility by 10:30 p.m.

~~**RAMONA PARK BEACH:** Swimming permitted only in designated areas during posted hours: 11:00 a.m. to 7:30 p.m., Memorial Weekend and Daily from second week in June through Labor Day.~~

ALCOHOLIC BEVERAGES

Prohibited in Ramona Park, Westfield Park, South Westnedge Skate Park, and ALL parking areas.

PETS

Pets are allowed except where posted. Pets must be restrained on a 6-ft or retractable leash. Persons in charge of or in control of pets on park property shall be responsible for cleanup and removal of excrement deposited by pet.

CAMPING

Camping or the establishment of temporary physical shelters is strictly prohibited in all park lands. Exceptions include being associated with a city sponsored event.

METAL DETECTING

Is allowed in all parks, however, digging or disturbing of the grounds is not allowed. Digging is permitted at Ramona Park beach sand area when beach is closed, however all holes must be refilled.

IT IS UNLAWFUL TO:

1. Destroy or damage park property.
2. Have fires except in fireplaces or designated areas.
3. Hunt or trap in park lands.
4. Peddle in park lands without an official permit.
5. Litter or pollute any park land or waterway.
6. Cut or remove wood or flora.
7. Play any musical device loudly so as to disturb the peace and quiet of any other person.
8. Drive or park motorized vehicles except in designated entry roads or parking areas.
9. Loiter in parking areas, restrooms or park shelters after being told to leave the area.
10. Operate bicycles, scooters or similar non-motorized vehicles in park lands except on entry roads, parking lots, designated bikeways or paved trails.
11. Engage in any activity which, as part of that activity, includes the hitting of golf balls.
12. Leave vehicles unattended either overnight or in non-designated parking areas. Violators may be towed.
13. ~~Use or discard tobacco products on Ramona Park beach or skatepark.~~ Smoking and vaping are prohibited where posted. Posted areas include Ramona Park Beach, South Westnedge Skate Park, picnic areas, and playgrounds.
14. Fight or engage in violent or combative games.

15. Exhibit threatening, abusive, obscene, profane or indecent language or conduct under circumstances reasonably calculated to provoke a breach in the peace or provoke another to fight.
16. Post or exhibit advertising materials.
17. Discharge fireworks or light and release sky lanterns.
18. Dump household, domestic or any other type of waste.
19. Swim, bathe or wade in parkland waters or fountains, except in designated areas.
20. Moor, dock or jump from decks, piers or overlooks.
21. Violate any federal or state law or local ordinance.

POLICE OFFICERS OR AUTHORIZED PARKS DEPARTMENT EMPLOYEES MAY REQUEST ANY PERSON TO LEAVE FOR CAUSE.

VIOLATION OF PARK RULES IS A VIOLATION OF LAW PUNISHABLE BY FINES AND COSTS (ORD. 54.62)

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Waiver of Cemetery Fees

SUPPORTING PERSONNEL: Erica Eklov, City Clerk

ACTION RECOMMENDED: Approve a waiver of burial fees for the family of a minor that recently passed away.

The Office of the City Clerk was contacted on June 14 by the mother of a child that tragically passed away in the early years of his life. The family has indicated financial hardship and provided a written request to the Office of the City Clerk requesting that all or a portion of burial fees be waived. The current cost of a burial for a child is \$700 and the cost of the plot is \$1075. Chapter 18 of the Code of Ordinances does not include a provision providing the City Administration with the ability to waive fees.

Therefore, it is recommended that City Council waive burial fees as requested in the June 14, 2023 communication received by the Office of the City Clerk.

FUNDING: Foregone revenue

Attachments: None

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Closed Session to Discuss a Personnel Matter and Potential Acquisition of Property

SUPPORTING PERSONNEL: Adam Herringa, Chief Operating Officer

ACTION RECOMMENDED: Meet in Closed Session immediately following the regularly scheduled Council Meeting of Tuesday, June 20, 2023, to discuss

1. a personnel matter, and
2. potential property acquisition.

The Michigan Open Meetings Act permits a variety of reasons for an elected body to enter into closed session. Two of these reasons are to discuss personnel matters and to discuss the purchase or lease of real estate up until the time an option to purchase or lease is obtained. Entering into closed session for property reasons requires a two-thirds majority vote. None of the properties to be discussed are in the Lake Center District or lake property, nor located in the Southeast quadrant of the city.

It is recommended that City Council meet in Closed Session immediately following the regularly scheduled Council Meeting of Tuesday, June 20, 2023, to discuss a personnel matter and to discuss the potential acquisition of property.

FUNDING: N/A

Attachments: None