FINAL AGENDA FOR THE COUNCIL MEETING
CITY OF PORTAGE
JULY 9, 2024

6:00 p.m. Call to Order.

Moment of Silence.

Pledge of Allegiance.

Roll Call.

Proclamations:

A. Petitions and Statements of Citizens (3 mins. per speaker).

B. Consent Agenda:

1. Approve the City Council Meeting Minutes of the:

   a. Regular Meeting of June 25, 2024

2. Approve the Accounts Payable Register of July 9, 2024, as presented.

3. Receive the Tentative Plan for a Planned Development for a residential housing project at 8150 Creekside Drive (previously approved as a PD for high density senior residential housing - StoryPoint South), and set a public hearing for August 13, 2024.

4. Award a contract to perform engineering services to Wightman of Kalamazoo, Michigan in the amount not to exceed $367,715 for the reconstruction of the 2025-2026 Local Streets Reconstruction Program and authorize the City Manager to execute all documents related to the contract on behalf of the city.

5. Award a contract in the amount of $216,000 to KJP Roofing for City Hall roof replacement construction and authorize the City Manager to execute all documents related to this action on behalf of the city.

6. Accept the resolution to vacate the Woodland Elementary Drive ROW, place the resolution on file with the City Clerk for at least 30 days, and take final action on August 13, 2024.

7. Adopt the State Disaster Relief Fund Grant Resolution.

8. Minutes of Boards & Commissions.

9. Materials Transmitted of June 18, 2024

10. Calendar of Meetings:

    - Park Board: Wednesday, July 10 at 6:30 p.m. at Oakland Drive Park.
    - Environmental Board: Wednesday, July 10 at 7:00 p.m. in Conference Room 1.
    - Planning Commission: Thursday, July 18 at 7:00 p.m. in the City Council Chambers.

C. Communications:

1. Update on the State of Michigan Budget and legislative affairs by State Representative Christine Morse.

D. Public Hearings:

1. Subsequent to the public hearing, consider adopting the Lake Neighborhood Ordinance Amendment #23/24-3: Ordinance to amend City of Portage Chapter 42 Land Development Regulations relating to the Lake Neighborhood Zoning Amendments.

2. Accept an ordinance amendment incorporating the updated FEMA flood plain map to the City of Portage Code of Ordinances.

E. Regular Business Agenda:

F. Unfinished Business:

1. Adopt the Ordinance Amendment to amend City of Portage Chapter 24 Article 5 Safety, Sanitation, and Health relating to the Lake Neighborhood Zoning Amendments.

G. Council Committee Reports:

H. New Business:

I. Statements of City Council and City Manager.

Adjournment.

CITY COUNCIL MEETING MINUTES FROM JUNE 25, 2024

Mayor Patricia Randall called the Regular Meeting to order at 06:00 PM in the Council Chambers at Portage City Hall.

ROLL CALL: Councilmembers Chris Burns, Victor Ledbetter, Nicole Miller, Terry Urban, Jihan Young, Mayor Pro Tem Jim Pearson, and Mayor Patricia Randall were present.

ABSENT: None.

ALSO PRESENT: City Manager Pat McGinnis, Chief Development Officer Peter Dame, City Attorney Catherine Kaufman, and Deputy City Clerk Tammy Durian.

At the request of Mayor Randall, the audience observed a moment of silence to reflect on the importance of keeping our youth safe, healthy, and engaged. Following the moment of silence, the City Council recited the Pledge of Allegiance.

PROCLAMATIONS:

National Summer Learning Day 2024: Ms. Brynn Rhode of Kalamazoo Youth Development Network read the proclamation.

PETITIONS AND STATEMENTS OF CITIZENS (3 MINS. PER SPEAKER):

1. Alan Loveridge, 23965 88th Street, Marcellus, spoke on the importance of housing, rentals, insurance, home sales, parking and eviction laws. He encouraged state and federal law makers to allow a tax break for room rentals. In light of the recent storms, Mr. Loveridge suggested safe options for powering homes, such as electric car batteries.

CONSENT AGENDA: Mayor Randall shared where the public can access the meeting agenda and asked if any would like an item removed from the Consent Agenda. Motion by Urban, seconded by Ledbetter, to approve the Consent Agenda as presented. Upon a roll call vote, motion carried 7 to 0.

Approval of Minutes: Motion by Urban, seconded by Ledbetter, to approve the minutes of the Regular Meeting of June 11, 2024. Upon a roll call vote, motion carried 7 to 0.

Accounts Payable Register: Motion by Urban, seconded by Ledbetter, to approve the Accounts Payable Register of June 25, 2024, as presented. Upon a roll call vote, motion carried 7 to 0.

First Reading Ordinance Amendment #23/24-4 To Amend City of Portage Chapter 42 Land Development Regulations Relating to the Sign Regulation: Motion by Urban, seconded by Ledbetter, to Accept for first reading Ordinance Amendment #23/24-4 to amend City of Portage Chapter 42 Land Development Regulations relating to the Sign Regulation, and set a Public Hearing on July 23, 2024. Upon a roll call vote, motion carried 7 to 0.

Local 2290-4, International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) Collective Bargaining Agreement: Motion by Urban, seconded by Ledbetter, to approve the Local 2290-4, International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) Collective Bargaining Agreement for the period of July 1, 2024, through June 30, 2027, and authorize the Mayor and the City Clerk to sign the same. Upon a roll call vote, motion carried 7 to 0.

Lakeland Asphalt Company Contract: Motion by Urban, seconded by Ledbetter, to Award a contract in the amount of $1,049,127.45 to Lakeland Asphalt Company, for mill and fill asphalt repairs to major and local street sections 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.

Pavement Maintenance Systems for Asphalt Repairs to Major Streets: Motion by Urban, seconded by Ledbetter, to award a contract in the amount of $337,793.67 to the Pavement Maintenance Systems for 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.

First Reading of an Ordinance Amendment Incorporating the Updated FEMA Flood Plain Map: Motion by Urban, seconded by Ledbetter, to accept for first reading of an ordinance amendment incorporating the updated FEMA flood plain map and establish a public hearing on July 9, 2024. Upon a roll call vote, motion carried 7 to 0.

Minutes of Boards and Commissions: Motion by Urban, seconded by Ledbetter, to receive the minutes of the Historic District Commission of July 3, 2024; and the Zoning Board of Appeals of July 8, 2024. Upon a roll call vote, motion carried 7 to 0.

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

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

Councilmember Ledbetter commented on squatters in California and asked what the City of Portage has in place regarding squatters.

Councilmember Miller reported that Friday at the Flats was returning to Celery Flats.

Councilmember Young reminded residents to sign up for the City of Portage alerts on their cellphone and landline, and to heed the storm warnings. She also encouraged anyone who may have been triggered by a recent storm and needing assistance to please reach out. Councilmember Young then wished good luck to the little leagues, reminded adults and children to sign up for the summer reading program at the library, and finished by promoting Friday at the Flats.

Councilmember Burns reminded the public that there are rules for fireworks based on the State law, as well as to be respectful of your neighbors.

City Manager McGinnis introduced Assistant to the City Manager, Justin Williams. He also reminded residents of the upcoming two neighborhood meetings: one to discuss a housing project on Stanley and Woodbine at Lakeview Park, and the other on the Portage Road Business Zoning at Portage Zhang Senior Center.

Mayor Pro Tem Pearson commented on the storm that occurred earlier in the day.

Mayor Randall said that the City of Portage continues to work with FEMA and explained the application process, as well as provided an update from a meeting with Congressman Bill Huizenga. She also noted that the Portage Zhang Senior Center served as a cooling center on Juneteenth and thanked the staff for working through the holiday. Lastly, Mayor Randall wished everyone a safe and happy Fourth of July.

ADJOURNMENT: Mayor Randall adjourned the meeting at 6:18 PM.

Tammy Durian, Deputy City Clerk

DRAFT

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 July 9, 2024, as presented.

The City Council reviews and approves the bi-weekly Accounts Payable Register which includes automated clearing house payments, paper checks, auto-pay payments and electronic payments. The attached Accounts Payable Register covers the period June 16, 2024, through June 29, 2024, and notes $1,049,931.16 in automated clearing house payments, $531,553.08 in paper checks, $147,267.71 in auto-pay payments and $246,298.56 in electronic payments, for a grand total of $1,975,050.51.

FUNDING: Not Applicable

Attachments: 1. Accounts Payable Register of July 9, 2024

Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
06/21/2024	21788(A)	A I S CONSTRUCTION EQUIP. CO.	STARTER ASSEMBLY	496.15
06/21/2024	21789(A)	A NEW LEAF	CITY HALL PLANT CARE	118.50
06/21/2024	21790(A)	ABONMARCHE CONSULTANTS, INC	FARMERS MARKET A&E	19,500.00
06/21/2024	21791(A)	ADP, INC.	ADP PAYROLL & ETIME SVCS, WORKFORCE NOW	7,204.94
06/21/2024	21792(A)	AIRGAS USA LLC	WELDING SUPPLIES	124.98
06/21/2024	21793(A)	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARD CONTRACT	3,923.64
06/21/2024	21794(A)	ALL-TRONICS, INC.	CITY HALL ALARM MAINTENANCE	156.00
06/21/2024	21795(A)	AMAZON.COM SALES, INC.	PREV & TRAIN SUP-FD; FITNESS & PROG SUP-PZSC	4,147.71
06/21/2024	21796(A)	VOID		0.00
06/21/2024	21797(A)	AMERICAN ARBOR LLC	TREE REMOVAL SERVICES	3,427.00
06/21/2024	21798(A)	AMERICAN SAFETY & FIRST AID	FIRST AID SERVICES	116.47
06/21/2024	21799(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL SERVICES	1,547.00
06/21/2024	21800(A)	AUNALYTICS INC	DISASTER RECOVERY SERVICE	2,018.00
06/21/2024	21801(A)	BAREITHER, CHAD	STRATEGIC PLANNING	3,683.33
06/21/2024	21802(A)	BARRETT, KIMBERLY	PZSC ART INSTRUCTOR	552.50
06/21/2024	21803(A)	BATTERIES PLUS	BATTERIES/RECYCLE FEES	399.99
06/21/2024	21804(A)	BEST WAY DISPOSAL, INC.	CURBSIDE RECYCLING PROG, DUMPSTER REPL	70,018.56
06/21/2024	21805(A)	CARDINAL BUS, INC.	PZSC CARDINAL BUS TRIP PAYMENT	6,740.00
06/21/2024	21806(A)	CARLETON EQUIPMENT CO.	EMERGENCY LOADER REPAIRS-TORNADO	412.45
06/21/2024	21807(A)	CHARTER COMMUNICATIONS	CABLE TV	782.23
06/21/2024	21808(A)	COX, ELISA ROSE	PZSC FITNESS ORIENTATION	510.00
06/21/2024	21809(A)	CROWN TROPHY	FIRE OPERATING SUPPLIES	75.00
06/21/2024	21810(A)	D & D PRINTING CO.	RAMONA PARK PASSES	2,721.02
06/21/2024	21811(A)	DEBLECOURT, JEFFREY	NEW CANINE TRAINING	6,800.00
06/21/2024	21812(A)	DEER CONTRACTING & LANDSCAPE	TORNADO DAMAGE RETENTION BASIN	18,515.00
06/21/2024	21813(A)	DEPATIE FLUID POWER CO., INC.	TORNADO - EMERGENCY HYDRAULIC SUPPLIES	1,077.98
06/21/2024	21814(A)	DURIAN, TAMMY	REIMBURSE EXPS FOR MAMC SUMMER CONF	589.84
06/21/2024	21815(A)	EARLE, SHELIA L	PZSC FITNESS INSTRUCTOR	955.00
06/21/2024	21816(A)	ESCAPE FIRE & SAFETY SERVICES, INC.	REPAIRS & MAINTENANCE	3,096.92
06/21/2024	21817(A)	ETNA SUPPLY, INC.	FIRE BUILDING MAINTENANCE	115.40
06/21/2024	21818(A)	FISHBECK THOMPSON CARR & HUBER, INC	LAKEVIEW PARK WETLAND STAKING	1,400.00
06/21/2024	21819(A)	FOREMOST SALES COMPANY LLC	PARK FACILITIES CLEANING	6,525.00
06/21/2024	21820(A)	FULL CIRCLE FARM	REIMB FOR SNAP & DOUBLE UP FOOD BUCKS	169.00
06/21/2024	21821(A)	GORDON WATER SYSTEMS	WATER SERVICES	578.77
06/21/2024	21822(A)	GRAINGER INC	FIRE SCBA MAINT	244.12

Check Date	Check	Vendor Name	Description	Amount
06/21/2024	21823(A)	GRIFFIN PEST SOLUTIONS	PEST CONTROL SERVICES	920.00
06/21/2024	21824(A)	HOLCOMB, JOSHUA BARBER	PZSC UKULELE INSTRUCTOR	1,080.00
06/21/2024	21825(A)	HOUSEAL LAVIGNE ASSOCIATES, LLC	PROFESSIONAL SERVICES - MASTER PLAN	22,968.75
06/21/2024	21826(A)	INDUSCO SUPPLY CO., INC.	JANITORIAL SUPPLIES	546.54
06/21/2024	21827(A)	INSIGHT PUBLIC SECTOR, INC.	CITYWIDE SWITCH REPL, CISCO-CALL MGR SMARTNET	59,547.99
06/21/2024	21828(A)	INTERNATIONAL CODE COUNCIL, INC	CODE BOOKS FOR INSPECTORS	1,033.20
06/21/2024	21829(A)	J & H OIL COMPANY	BULK FUEL DELIVERY	27,192.18
06/21/2024	21830(A)	J & J LAWN SERVICE, INC.	UTILITY MOWING, TRIMMING & WEED CONTROL	13,935.00
06/21/2024	21831(A)	KEHOE, EDWARD J	PZSC QIGOGN EXERCISE INSTRUCTION	765.00
06/21/2024	21832(A)	KSS ENTERPRISES	JANITORIAL SUPPLIES	62.16
06/21/2024	21833(A)	KURZAVA, MATTHEW STEPHEN	PZSC TAI CHI & PARKINSON'S INSTRUCTOR	870.00
06/21/2024	21834(A)	MAIL MANAGEMENT, INC.	MAINTENANCE AGREEMENT	330.00
06/21/2024	21835(A)	MAPLE HILL SPRINKLING, INC.	IRRIGATION SERVICES	248.00
06/21/2024	21836(A)	MCLAUGHLIN, GARRETT	PZSC FITNESS INSTRUCTOR AGILE ADVANTAGE	160.00
06/21/2024	21837(A)	MCNALLY ELEVATOR CO.	ELEVATOR MAINTENANCE	1,309.56
06/21/2024	21838(A)	MEJEUR ELECTRIC LLC	MISC ELECTRICAL SERVICES	2,052.00
06/21/2024	21839(A)	METRONET HOLDINGS LLC	PHONE SVCS, INTERNET FIBER & CABLE SVCS	4,480.13
06/21/2024	21840(A)	MOTOR PARTS AND EQUIPMENT CORP	EQUIPMENT REPAIR/MAINTENANCE SUPPLIES	683.20
06/21/2024	21841(A)	MUNICIPAL EMERGENCY SERVICES INC	FIRE UNIFORMS	255.00
06/21/2024	21842(A)	NYE UNIFORMS	MISC UNIFORMS	2,237.16
06/21/2024	21843(A)	O'REILLY AUTO PARTS	MISC AUTO SUPPLIES	182.85
06/21/2024	21844(A)	OBERHILL, KYLE JOSEPH	RAMONA LIFEGUARD CERTIFICATION CLASS	2,056.00
06/21/2024	21845(A)	ONE WAY PRODUCTS	JANITORIAL SUPPLIES	1,075.00
06/21/2024	21846(A)	ONSTAFF GROUP SERVICES LLC	TEMPORARY EMPLOYEE SERVICES	4,738.11
06/21/2024	21847(A)	PARIS CLEANERS	DRY CLEANING SERVICES	1,116.01
06/21/2024	21848(A)	PETERS CONSTRUCTION CO.	HYDRANT REPAIRS, WATER SVC REPAIRS	19,972.00
06/21/2024	21849(A)	PLASKO, PATRICIA MARIE	PZSC FITNESS INSTRUCTOR	480.00
06/21/2024	21850(A)	PLAYFORD, LOUIE	REIMB REG-NFA COMMAND & CONTROL	358.23
06/21/2024	21851(A)	PRECISION PRINTER SERVICES INC	PRINTER SUPPORT SERVICES	5,134.89
06/21/2024	21852(A)	PRINTING SERVICES INC	PRINTING SERVICES	596.55
06/21/2024	21853(A)	QUADRANT II MARKETING, LLC	PZSC JULY/AUGUST 2024 NEWSLETTER	2,922.00
06/21/2024	21854(A)	R W LAPINE INC.	REPAIR SEPARATED LINE IN METER PIT	1,218.00
06/21/2024	21855(A)	REPUBLIC SERVICES OF WEST MICHIGAN	TORNADO - DEBRIS REMOVAL	4,943.41
06/21/2024	21856(A)	RIDDERMAN & SONS OIL CO. INC.	TORNADO - DIESEL FUEL FOR GENERATORS	2,281.15
06/21/2024	21857(A)	ROE-COMM, INC.	TORNADO - RE-ATTACH ANTENNA & EVALUATE	4,026.29
06/21/2024	21858(A)	ROSE, SANDRA K.	PZSC FITNESS INSTRUCTOR CARDIO DRUMMING	200.00

Check Date	Check	Vendor Name	Description	Amount
06/21/2024	21859(A)	S B F ENTERPRISES, INC.	PRINTING, PROCESS, MAIL WATER/SEWER BILLS	1,382.61
06/21/2024	21860(A)	SARKOZY BAKERY LLC	REIMBURSEMENT FOR SNAP	29.00
06/21/2024	21861(A)	SEVERANCE ELECTRIC COMPANY,INC	TRAFFIC SIGNAL MAINTENANCE	4,836.67
06/21/2024	21862(A)	SHINY BRITE WASHING SYSTEMS LLC	CAR WASHES	216.00
06/21/2024	21863(A)	SIMPLIFILE LLC	DOCUMENT RECORDING SERVICE	309.00
06/21/2024	21864(A)	SMITH DAWSON & ANDREWS, INC.	FEDERAL ADVOCACY SERVICES	5,000.00
06/21/2024	21865(A)	STOUT, MELISSA JOY	PZSC FITNESS INSTRUCTOR	500.00
06/21/2024	21866(A)	TANNER, STEVE	REIMB EXPS-NFPA FIRE PLAN EXAMINER CLASS	566.16
06/21/2024	21867(A)	TELUS COMMUNICATIONS (U.S.) INC	MONTHLY SKYHAWK GPS ACCESS/SERVICE FEES	851.45
06/21/2024	21868(A)	TMK WORLDWIDE, LLC	METER SERVICE	298.37
06/21/2024	21869(A)	TYLER TECHNOLOGIES, INC.	CITIZEN REPORTING INTERFACE ANNUAL MAINT	3,292.37
06/21/2024	21870(A)	VANDERVEEN, LAUREN	TRAVEL EXPENSES REIMBURSEMENT/PER DIEM	1,920.88
06/21/2024	21871(A)	VEOLIA WATER CONTRACT OPERATIONS	UTILITY SYSTEM OPERATION	204,969.84
06/21/2024	21872(A)	VERMEER, JEREMIAH	REIMB-MI CHAPTER IAAI MEMBERSHIP	26.12
06/21/2024	21873(A)	VIRIDIS DESIGN GROUP	AUSTIN LAKE EASTSHORE PRELIM A&E	3,400.00
06/21/2024	21874(A)	WARNER NORCROSS & JUDD LLP	PROFESSIONAL SERVICES	156.00
06/21/2024	21875(A)	WAYNE COUNTY APPRAISAL LLC	SPECIAL BILLING SERVICES	1,511.54
06/21/2024	21876(A)	WEST MICHIGAN INT'L LLC	CHECK ENGINE LIGHT DIAGNOSIS/REPAIRS	20,224.38
06/21/2024	21877(A)	WIGHTMAN	ENGINEERING SERVICES-MULT LOCS	11,980.00
06/21/2024	21878(A)	XEROX CORPORATION	XEROX COPIER FEES	179.68
06/28/2024	21879(A)	BLUE CARE NETWORK-GREAT LAKES	HEALTH INSURANCE	179,426.95
06/28/2024	21880(A)	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE	20,368.04
06/28/2024	21881(A)	DURIAN, TAMMY	REIMB EXPS - 2024 MAMC CONFERENCE	1,515.11
06/28/2024	21882(A)	GABRIELLI, CARLIN	REIMB EXPS - FIRST LINE SUPERVISION TR	234.00
06/28/2024	21883(A)	HAMBRIGHT, BRANDON	REIMB EXPS - POL MOUNTAIN BIKE TR	56.45
06/28/2024	21884(A)	KUSHNER & COMPANY, INC.	COBRA & FSA ADMINISTRATION	261.68
06/28/2024	21885(A)	WOLVERINE POWER SYSTEMS	PORTABLE GENERATORS	225,700.00
			Total ACH	**1,049,931.16**

Check Type: Paper

06/18/2024	327582	LONG, KEVIN	PZSC PRESENTER MAGIC SHOW	280.00
06/21/2024	327583	ACE PARKING LOT STRIPING, INC.	PARKING LOT STRIPING-PZSC & FIRE #2	2,385.45
06/21/2024	327584	ACE-TEX ENTERPRISES, INC.	WIPING CLOTHS	1,002.53
06/21/2024	327585	ALERT-ALL CORP.	FIRE PUBLIC ED SUPPLIES	470.00
06/21/2024	327586	ALLEGRA PRINT & IMAGING	PZSC GET WELL CARDS	480.00
06/21/2024	327587	ALLEN EDWIN HOME BUILDERS	BD BOND REFUNDS	835.00

Check Date	Check	Vendor Name	Description	Amount
06/21/2024	327588	ALLIED MECHANICAL SERVICE	HVAC REPAIR SVCS, HUMIDIFIER REPAIRS	10,056.83
06/21/2024	327589	ALTA EQUIPMENT CO.	DURAPATCH SPRAY NOZZLES	1,368.24
06/21/2024	327590	ALVARADO, JULIANNA	PZSC RENTAL SECURITY DEPOSIT REFUND	250.00
06/21/2024	327591	ASCENSION BORGESS HOSPITAL	POST-COE PHYSICAL	703.00
06/21/2024	327592	AT&T	ELECTRONIC COMMUNICATIONS	143.20
06/21/2024	327593	BAILEY'S MEATS	REIMBURSEMENT FOR SNAP	76.00
06/21/2024	327594	BARKER, KERRI	WELLNESS WORKSHOP: SOUND 'SCAPES	500.00
06/21/2024	327595	BARNARD BUILDING & CONSTRUCTION LLC	ASBESTOS ABATEMENT FOR DEMO	6,000.00
06/21/2024	327596	BAY AREA TOUCHLESS CARWASH LLC	CAR WASHES	336.00
06/21/2024	327597	BEYONDTRUST CORPORATION	BOMGAR RENEWAL	3,172.11
06/21/2024	327598	BLAIN SUPPLY, INC.	UNIFORM	299.95
06/21/2024	327599	BONAMEGO, LOUIS	REIMBURSE FOR SNAP & DOUBLE UP FOOD BUCKS	90.00
06/21/2024	327600	BONHOMME, DIANE	PZSC RENTAL SECURITY DEPOSIT REFUND	250.00
06/21/2024	327601	BROWN, RICKI	GRAIN ELEVATOR DEPOSIT REFUND	150.00
06/21/2024	327602	BRUSH, BENJAMIN	REIMBURSEMENT FOR SNAP	17.00
06/21/2024	327603	BUR, REBECCA	TORNADO - MAY 7 YOGA 4 LIFE REFUND	29.50
06/21/2024	327604	CAMPBELL, ANN	PZSC TRAVEL REFUND 24.06.12	50.00
06/21/2024	327605	CAPITOL STRATEGIES, LLC	CONSULTING SERVICES	12,000.00
06/21/2024	327606	CARPENTER, ANGELA	STUART MANOR DEPOSIT REFUND	150.00
06/21/2024	327607	CENTER FOR INTERNET SECURITY, INC.	CROWDSTRIKE RENEWAL	27,720.00
06/21/2024	327608	CERBO, CARMELO	PZSC RENTAL SECURITY DEPOSIT REFUND	250.00
06/21/2024	327609	CHASE, KATIE	STEP UP KIDS RUN CLUB REFUND	78.00
06/21/2024	327610	CHICAGO TITLE	FINAL UTILITY BILL OVERPAYMENT	89.42
06/21/2024	327611	CITY OF PORTAGE	SCHOLARSHIP PARTICIPANT VIA PARKS BOARD	60.00
06/21/2024	327612	COMBES, MARGARET	PZSC PROGRAM PAYMENT CANCELLATION	10.00
06/21/2024	327613	COMPLETE TEAM OUTFITTER, INC.	TENT WEIGHTS	354.92
06/21/2024	327614	CONSUMERS ENERGY	LICENSE FOR KALAMAZOO ES0252 TRAIL	1,000.00
06/21/2024	327615	CRASH DATA GROUP, INC.	BOSCH CDR SOFTWARE SUBSCRIPTION	1,500.00
06/21/2024	327616	CT ELECTRICAL SERVICES, INC.	TORNADO EMERGENCY RESPONSE - POWER LOSS	1,007.50
06/21/2024	327617	CUMMINS INC.	TORNADO - GENERATOR REPAIR GARDEN LN	1,170.34
06/21/2024	327618	DEKREEK, TYLER	TORNADO - CENTRAL PARK FEES REFUND	110.00
06/21/2024	327619	DENNISON, LAINEY	TORNADO - HAYLOFT FEES REFUND	1,040.00
06/21/2024	327620	DISTLLED KALAMAZOO, LLC	PZSC KALAMAZOO STILLHOUSE PROGRAM ACTV	148.40
06/21/2024	327621	DRIESENGA & ASSOCIATES INC	ENGINEERING SERVICES	881.25
06/21/2024	327622	DUTCHMAN ORCHARDS, LLC	REIMBURSEMENT FOR SNAP & DUFB	77.00
06/21/2024	327623	ECKERT WORDELL LLC	CITY-WIDE BUILDING CONDITION ASSESSMENT	14,488.75

Check Date	Check	Vendor Name	Description	Amount
06/21/2024	327624	ELLIS, STEVEN RICHARD	PZSC PRESENTER	100.00
06/21/2024	327625	EMERGENCY VEHICLE PRODUCTS	POL VEH REPAIR/MAINT; TORNADO DAMAGE RPR	10,545.39
06/21/2024	327626	ESCAPE VELOCITY HOLDINGS INC	KNOWBE4 + PHISH ER RENEWAL	7,912.92
06/21/2024	327627	FAWLEY OVERHEAD DOOR, INC.	OVERHEAD DOOR REPAIRS	505.17
06/21/2024	327628	FERGUSON US HOLDINGS, INC	BACKFLOW PROTECTION FOR HYD METERS	1,791.90
06/21/2024	327629	FERGUSON, JOSEPH E. JR.	FATF JUNE MUSICIAN THREE OF A KIND	200.00
06/21/2024	327630	FLETCHER ENTERPRISES	PAINTING/CURB PAINTING MULT LOCS	9,615.00
06/21/2024	327631	FORMULA K EQUIPMENT LLC	HURRICANE BLOWER REPAIR PARTS	398.32
06/21/2024	327632	FOSTER, CAROL	PZSC TRAVEL REFUND 24.06.12	25.00
06/21/2024	327633	FUNDINGSLAND, CLAIRE	LAKEVIEW VOLLEYBALL DEPOSIT REFUND	100.00
06/21/2024	327634	GAST, MAUREEN	PICKLEBALL RECREATION REFUND	50.00
06/21/2024	327635	GOODMAN, TERI	INTERMEDIATE PICKLEBALL REFUND	25.00
06/21/2024	327636	GORDON FOOD SERVICE	PZSC COFFEE BAR & SUP, RAMONA CONCESSION SUP	1,291.40
06/21/2024	327637	GREEN DOOR DISTILLING COMPANY LLC	PZSC PROGRAM ACTIVITY	280.00
06/21/2024	327638	H & H PROPERTY MAINTENANCE, LLC	TORNADO - LEAD TRUCK RENTALS	56,575.00
06/21/2024	327639	HALLAHAN & ASSOCIATES, P.C.	ASSESSING LEGAL SERVICES	600.96
06/21/2024	327640	HAWKINS, VESTINA	COMPETITIVE PICKLEBALL REFUND	25.00
06/21/2024	327641	HERRIMAN, SCOTT E	PZSC ENTERTAINMENT KARAOKE EVENT	300.00
06/21/2024	327642	HETRICK, PATRICIA K.	PZSC MASSAGE THERAPIST FOR NSHF	200.00
06/21/2024	327643	HOFFMAN, MOLLIE	TORNADO - MAY 7 YOGA 4 LIFE REFUND	14.75
06/21/2024	327644	HOME DEPOT	REPAIR & MAINT SUPPLIES	3,501.58
06/21/2024	327645	VOID		0.00
06/21/2024	327646	ICONIX BAND, LLC	PZSC CONCERT IN THE COURTYARD	1,200.00
06/21/2024	327647	IN-HOUSE SOLUTIONS, LLC	REGISTRATION-FIELD TR OFFICER & MENTORSHIP	1,800.00
06/21/2024	327648	J & J LOCKSMITHS	DOOR LOCK REPAIRS	605.00
06/21/2024	327649	JORDAN, KELLY	SCHRIER PARK BLD DEPOSIT REFUND	150.00
06/21/2024	327650	KAHLER, APRIL	KIDS TRY IT! PLAYGROUND GAMES REFUND	20.00
06/21/2024	327651	KALAMAZOO COUNTY TREASURER	COLONIAL ACRES MAY 2024 MOBILE HOME TAX	265.00
06/21/2024	327652	KALAMAZOO COUNTY TREASURER	2023 DELINQUENT WINTER TAX PAYMENT	447.82
06/21/2024	327653	KALAMAZOO FLAG COMPANY, LLC	REPLACEMENT-AMERICAN FLAGS	2,772.00
06/21/2024	327654	KALAMAZOO LANDSCAPE SUPPLIES	RESTORATION SUPPLIES FOR PARKS	390.75
06/21/2024	327655	KALAMAZOO PICKLEBALL	PICKLEBALL BEG CLINIC INSTRUCTOR FEE	960.00
06/21/2024	327656	KAY PARK RECREATION	PEDESTAL GRILLS FOR PARKS	1,460.00
06/21/2024	327657	KLS UNDERGROUND INC	HYDRANT METER DEPOSIT REFUND	100.00
06/21/2024	327658	KONICA MINOLTA BUSINESS SOLUTIONS	COPIER, PRINTER SERVICES	1,287.00
06/21/2024	327659	KRAENZLEIN, DENISE	RAMONA PARKING VOUCHERS REFUND	70.00

Check Date	Check	Vendor Name	Description	Amount
06/21/2024	327660	KZOO TIRE COMPANY	POLICE VEHICLE REPAIR/MAINTENANCE	1,082.80
06/21/2024	327661	LAGO, HOLLY	RAMONA PARKING VOUCHERS REFUND	20.00
06/21/2024	327662	LANGUAGE LINE, INC	LANGUAGE SERVICES	123.70
06/21/2024	327663	LAWSON, CATHLEEN	TORNADO - MAY 7 YOGA 4 LIFE REFUND	14.75
06/21/2024	327664	LEXISNEXIS RISK DATA MANAGEMENT INC	MONTHLY ACCURINT	1,235.00
06/21/2024	327665	MARATHON SPORTSWEAR INC.	RAMONA STAFF APPAREL	1,413.40
06/21/2024	327666	MARTINSON, JENNIFER	PZSC RENTAL SECURITY DEPOSIT REFUND	250.00
06/21/2024	327667	MCDONALD'S TOWING & RESCUE, INC.	POLICE TOWING SERVICES	60.00
06/21/2024	327668	MENCH, CHARLES	FARMERS MARKET MUSICIAN PERFORMANCE	100.00
06/21/2024	327669	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR & MAINT	4,552.78
06/21/2024	327670	MICHIGAN DEPARTMENT OF TREASURY	2023 UNCLAIMED PROPERTY FILING	306.21
06/21/2024	327671	MIDWEST CUSTOM EMBROIDERY COMPANY	EMBROIDERY SERVICES	1,387.00
06/21/2024	327672	MIGALA, INC.	CARPET	507.89
06/21/2024	327673	MLIVE MEDIA GROUP	LEGAL NOTICES & AFFIDAVITS	1,400.14
06/21/2024	327674	MONDAL, DIBYENDU	PZSC RENTAL SECURITY DEPOSIT REFUND	250.00
06/21/2024	327675	MOORLAG, JOSIE LIN	YOGA 4 LIFE INSTRUCTOR	354.00
06/21/2024	327676	MURTHY, SHANTHA	PZSC RENTAL SECURITY DEPOSIT REFUND	300.00
06/21/2024	327677	NELLUMS, RICHARD	TORNADO - MAY 7 YOGA 4 LIFE REFUND	29.50
06/21/2024	327678	NICHOLS, ROBERT	TORNADO - HAYLOFT @ AMP FEES REFUND	1,490.00
06/21/2024	327679	O'REILLY, TOM	PER DIEM/EXPS-FDTN COMPANY OFFICER TR	813.91
06/21/2024	327680	OFFICE DEPOT, INC.	OFFICE SUPPLIES	1,925.41
06/21/2024	327681	VOID		0.00
06/21/2024	327682	OHS, BARB	TORNADO - MAY 7 YOGA 4 LIFE REFUND	14.75
06/21/2024	327683	PARMELEE, KRYSTA	TORNADO - MAY 7 YOGA 4 LIFE REFUND	14.75
06/21/2024	327684	PETTY CASH-ANTONIA ALEMAN	REPLENISHMENT CHECK	363.79
06/21/2024	327685	PETTY CASH-DANA FAIR	REPLENISHMENT CHECK	578.92
06/21/2024	327686	PULLANO, BARBARA	MAY YOGA 4 LIFE FEES REFUND	59.00
06/21/2024	327687	PURITY CYLINDER GASES, INC	WELDING SUPPLIES	267.74
06/21/2024	327688	RATHCO SAFETY SUPPLY, INC.	SIGN REPAIR/REPLACEMENT	391.60
06/21/2024	327689	RAY ALLEN MANUFACTURING, LLC	MISC CANINE EQUIPMENT	1,404.74
06/21/2024	327690	REDWOOD PORTAGE LOVERS LANE MI LLC	GARDEN LANE - ROAD REPAIR REIMBURSEMENT	70,342.11
06/21/2024	327691	RENEWED EARTH, INC.	LEAF AND BRUSH DISPOSAL	8,166.66
06/21/2024	327692	RESTORATIVE LAKE SCIENCES, LLC	2024 WEST LAKE WEED MANAGEMENT PROGRAM	1,875.00
06/21/2024	327693	ROAD COMMISSION OF KALAMAZOO COUNTY	DURAPATCH EMULSION	773.71
06/21/2024	327694	ROWLEY BROTHERS, INC.	HYDRAULIC FLUID, BULK 15W40 OIL	2,359.54
06/21/2024	327695	S & T LAWN SERVICE	TORNADO - LEAD TRAILER RENTALS	47,197.50

Check Date	Check	Vendor Name	Description	Amount
06/21/2024	327696	SAFEBUILT MICHIGAN, LLC	CONTRACTED INSPECTIONS	1,362.20
06/21/2024	327697	SCOTT, DANA MARIE	FATF JUNE MUSICIAN	200.00
06/21/2024	327698	SIERRA-TORRES, REBECA	TORNADO - HAYLOFT RENTAL REFUND	1,360.00
06/21/2024	327699	SITEONE LANDSCAPE SUPPLY LLC	PARKS IRRIGATION REPAIR SUPPLIES	282.22
06/21/2024	327700	SMART SOURCE, LLC	PRINTING SERVICES	250.04
06/21/2024	327701	SMITH, CLAYTON K. III	FARMERS MARKET MUSICIAN PERFORMANCE	100.00
06/21/2024	327702	SMITH, DONNA	PZSC TRAVEL REFUND 24.06.12	25.00
06/21/2024	327703	SOUL, BILL	STEP UP KIDS RUNS CLUB REFUND	156.00
06/21/2024	327704	SPECTRUM PRINTERS, INC.	PRINTING SVCS-AV APPS, VOTING INSTRUCTIONS	4,940.24
06/21/2024	327705	SPIRIT SHOPPE, INC.	FIRE UNIFORMS	2,092.20
06/21/2024	327706	STANTEC CONSULTING SERVICES INC	PARKS INVASIVE SPECIES ERADICATION	15,480.17
06/21/2024	327707	STATE OF MICHIGAN	SEX OFFENDER REGISTRATION FEES	60.00
06/21/2024	327708	STATE SYSTEMS RADIO, INC	RADIO SERVICES FEES	561.00
06/21/2024	327709	STEENSMA LAWN & POWER EQUIPMENT	SMALL EQUIPMENT REPAIRS	4,645.52
06/21/2024	327710	STEK, STANLEY J.	AUSTIN LAKE TRAIL LEGAL SERVICES	5,891.12
06/21/2024	327711	T-SHIRT PRINTING PLUS, INC.	INSPECTOR APPAREL	268.00
06/21/2024	327712	TEAM SUPPORT SERVICES, LLC	RECORD STORAGE	605.30
06/21/2024	327713	TELGENHOFF, MANDY	REIMB-YAC END OF THE YEAR MEETING DINNER	151.00
06/21/2024	327714	THE POSTMAN AND CONCRETE DESIGNS	REPAIR PARTS FOR GATES @ HAVERHILL & LAKEVIEW	359.88
06/21/2024	327715	TRAUMA RECOVERY ASSOCIATES	GRAIN ELEVATOR FEES & DEPOSIT REFUND	275.00
06/21/2024	327716	U S SIGNAL COMPANY, LLC	INTERNET FIBER SERVICES	900.00
06/21/2024	327717	ULINE, INC.	SHOP SUPPLIES	9,185.10
06/21/2024	327718	UNITED DISTRIBUTION GROUP	RAMONA CONCESSION SUPPLIES	239.03
06/21/2024	327719	UNITED PARCEL SERVICE	UPS WEEKLY	18.19
06/21/2024	327720	USA TRAILER SALES LLC	CARGO TRAILER	3,699.00
06/21/2024	327721	VANDESTREEK, TARA	TORNADO - MAY 7 YOGA 4 LIFE REFUND	14.75
06/21/2024	327722	VAZQUEZ, LOIS	REIMBURSEMENT FOR IRRIGATION DAMAGES	261.06
06/21/2024	327723	VERIZON WIRELESS	WIRELESS CARDS	403.60
06/21/2024	327724	WASTE MANAGEMENT	WTP IRON WASTE REMOVAL	458.50
06/21/2024	327725	WILD, JED	REIMB EXPS-STAFF & COMM, ACTV ASSAILANT CONF	837.20
06/21/2024	327726	WITMER PUBLIC SAFETY GROUP	FIRE ADMIN UNIFORMS	753.50
06/21/2024	327727	WJ CONTRACTING LLC	CDBG - ROOF REPLACEMENT	17,613.00
06/21/2024	327728	WKU LAUNCH PAD, INC	PZSC FITNESS CERTIFICATION BINGOCIZE	2,006.00
06/21/2024	327729	ZOLMAN TIRE INC.	TORNADO - REPLACEMENTS FOR DAMAGED TIRES	4,543.34
06/24/2024	327730	USPS	REFILL POSTAGE METER	10,000.00
06/28/2024	327731	BRIK PLUMBING LLC	INSTALL WATER SVCS-PORTAGE RD/WILLOUGHBY	92,754.27

Check Date	Check	Vendor Name	Description	Amount
06/28/2024	327732	HEIB, NANNETTE	PZSC PROGRAM REFUND	70.00
06/28/2024	327733	JOHNSON, LYDIA	AMPHITHEATRE RENTAL FEE REFUND	140.00
06/28/2024	327734	WIND WILLOW CONSORTIUM	SOUND SCAPES WELLNESS WORKSHOP	500.00
			Total Paper Checks	**531,553.08**
Check Type: Auto-Pay Payments				
06/17/2024		FINTECHEF	PZSC PROGRAM SUPPLIES	108.60
06/17/2024		MISSIONSQUARE	EMPLOYER RETIREMENT CONTRIBUTIONS	90,797.83
06/17/2024		CONSUMERS ENERGY	GAS-ELECTRIC	250.57
06/21/2024		CONSUMERS ENERGY	GAS-ELECTRIC	40.65
06/27/2024		CONSUMERS ENERGY	GAS-ELECTRIC	126.37
06/28/2024		MISSIONSQUARE	EMPLOYEE RETIREMENT WITHHOLDINGS	48,738.36
06/28/2024		BLUE CROSS/BLUE SHIELD OF MI	HEALTH INSURANCE	7,205.33
			Total Auto-Pay Payments	**147,267.71**
Check Type: Electronic Payments				
06/24/2024		HUNTINGTON NATIONAL BANK	DEBT SERVICE FEES	1,500.00
06/25/2024		ASU GROUP	WORKERS COMP FUNDING	80,000.00
06/27/2024		MULTIPLE	TAX DISBURSEMENT	7,481.48
06/27/2024		SBF	POSTAGE - WATER/SEWER BILLS	2,219.02
06/28/2024		MULTIPLE	2023 PILOT TAX DISBURSEMENT	155,098.06
			Total Electronic Payments	**246,298.56**
			Grand Total	**1,975,050.51**

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Tentative Plan Amendment to amend the previously-approved Tentative Plan of a Planned Development for a residential housing project at 8150 Creekside Drive.

SUPPORTING PERSONNEL: Peter Dame, Chief Development Officer

ACTION RECOMMENDED: Receive the Tentative Plan Amendment to amend the previously-approved Tentative Plan of a Planned Development for a residential housing project at 8150 Creekside Drive, and set up a public hearing for August 13, 2024.

Introduction

The applicant (Mike West, representative of Green Development Ventures, LLC) proposes a future residential housing project at 8150 Creekside Drive by filing a Tentative Plan Amendment which amends the previously-approved Tentative Plan of a Planned Development.

The proposal consists of 46 new homes including a mix of detached and attached (townhomes) on the 9.11-acre site, new private drive, new utilities, open space, and pedestrian connections. All homes will be rentals. All common areas (i.e. general lawn space, landscaping, etc.) and infrastructure (sidewalk/ trail, storm water, new internal private roads, etc.) will be maintained by the owner-developer (associated with the applicant). All homes will be 2-stories, sized 1,450 square feet – 2,085 square feet, consisting of 3-5 bedrooms, 2-3 bathrooms, and attached 2-car garages. Two new private drives off Creekside Drive will provide access to the development. An emergency-only access driveway will be constructed to connect to W. Centre Avenue (this area is within the subject property limits) in addition to Creekside Drive. Although each house will have a garage and adjacent parking, guest parking will be provided. Sidewalks will be provided connecting to all homes and linking to a new trail leading to the common open space of the development and to W. Centre Avenue. A new private stormwater basin will be constructed in the northeast corner and connected under Creekside Drive to an existing stormwater basin serving the overall Creekside properties (including the subject site). This basin was designed and constructed to serve the properties abutting Creekside Drive and maintained by the condominium association. The entire project is anticipated to be built in one phase. These proposed development items are described and shown in the applicant's attached narrative, site plan drawing, and concept images.

If the proposal is approved, the applicant is expected to purchase the property from the current landowner (Portage Land 2, LLC). The owner has agreed to the proposal (see attached consent letter).

The applicant might pursue certain development incentives such as 'Brownfield/ Tax Increment Financing' to provide units at rents with cost ranges attainable for 80%-120% Area Median Income levels. This has not been finalized as of the date of this memorandum.

Per the City's Public Participation Plan, the applicant held a neighborhood meeting on Wednesday, April

10, 2024, at the subject site (8150 Creekside Drive). The applicant provided the following meeting results:

"As a further update, I held the on-site Developer Outreach meeting yesterday (4/10/24) evening (6:00-6:30pm) and two of the 12 residents notified showed up to discuss our proposed Creekside Mixed Residential PD project: 1) Dennis O'Brien,1306 Woodview Drive and 2) Tom Casanto, 8123 Brookwood Drive. Mr. O'Brien stated that he liked the mixed residential project a lot better than the multi-story senior housing project approved last year, and also expressed appreciation for our efforts to preserve the existing berm and mature trees along the southern portion of the site. Mr. Casanto asked about lighting for the project and also asked that we try to preserve as many existing trees as possible along the western portion of the site."

Background

In 2022, the current owner received an approved rezoning to 'Planned Development 'PD' from OS-1 Office Service District and later a 'Final PD Site Plan' to build a new senior housing project called StoryPoint South. The owner has abandoned this project due to increased project costs and is willing to sell the land to facilitate the subject proposal.

The previously approved tentative plan of StoryPoint South consisted of 172 senior housing units within a new one- and two-story 177,064 square foot building; new parking lot and access drive around the building; a new emergency access drive to W. Centre Avenue; site lighting and landscaping; access directly to Creekside Drive (private drive); and connection to City water and sewer utilities.

The following table summarizes existing conditions in this general area:

Existing Land Use/ Zoning	• The subject site is undeveloped and zoned PD Planned Development. • North: Sanitor Manufacturing, 1221 W. Centre Ave.; Ryders Auto Service, 1201 W. Centre Ave.; and Versatile Revenue Management EMS (billing service), 1111 W. Centre Ave.; Zoned I-1 Light Industrial. • South: Single Family Homes; 1230, 1220, and 1210 Woodview Drive; Zoned R-1C Single Family Residential. • East (Across Creekside Drive): Multi-tenant Office Building, 8175 Creekside Drive, Zoned OS-1 Office. • West: Vacant Land; Single-family Homes;8107, 8115, 8123, 8135, 8143 Brookwood Dr.; Zoned R-1C Single Family Residential.
Public Streets	The surrounding roadway network: Creekside Drive – private driveway, no traffic counts are provided. W. Centre Avenue – 2023 Kalamazoo Area Transportation Study (KATS) recorded 23,585 total AADT (Annual Average Daily Trips) trip counts.

Public Utilities	City sanitary sewer and water are available along Creekside Drive and Centre Avenue.
Environment	The subject site is undeveloped having a forested area with a mix of natural vegetation. The site topography rises toward W. Centre Avenue.
Unique Conditions	No mapped wetlands, historic buildings/ structures, or flood hazards exist on the site.

Applicable Zoning Regulations

Significant amendments were made to the previously-approved PD Tentative Plan. The proposed amendment will follow the permitting process as a new Tentative Plan. The following sections of Chapter 42. Division 4. Zoning Districts and District Regulations apply and are addressed further in this report:

Subdivision 11 – PD, Planned Development District.

Proposed Planned Development Tentative Plan

The amended Tentative Plan process involves the following two steps per Sec. 42-375: Step 1) Tentative Plan review (Items A-G, Sec 42-375) identifies part(s) or whole project features; analyzes the impact on neighborhood, streets, utilities, and the natural environment; and determines consistency with adopted local plans.The filed Tentative Plan is at this step.

Step 2) Final Plan review (Items H-M, Sec 42-375), identifies and analyzes detailed drawings of project improvements (streets, utilities, lot dimensions, etc.). A Final Plan application will be submitted after approval of the Tentative Plan.

The Planning Commission reviewed the project for consistency with Sec 42-375 Tentative Plan items A-E during a public hearing on June 20, 2024, Planning Commission meeting and recommended to City Council the approval of a Tentative Plan Amendment to amend the previously-approved Tentative Plan of a Planned Development for a future residential housing project at 8150 Creekside Drive.

The applicant has submitted a project narrative addressing PD criteria under Sec 42-375 and generally describing the development; site drawings showing general building footprints, setback distances, parking and landscaping, and common areas; and concept renderings of the site and building elevations.

Per Sec 42-373 and -374, PD allows the developer to incorporate a variety of housing styles. The following project features are being sought under the PD district:

- The development consists of two housing types: traditional single-family detached homes, and two 4-plex townhomes.
- The entire development will be within the existing single property boundary; no land divisions or subdivisions are proposed.
- The applicant is proposing building setbacks unique to the specific project, as provided in the table below and explained further in the applicant's narrative.

	Proposed Yard Setbacks			
Unit Type	Front (to private drive)	Side (between buildings)	Outer perimeter	From Creekside Drive
Single Family detached	20-25'	10'	30'	20'
4-plex	N/A	30'	30'	20'

There are no defined building yard setbacks under the Planned Development standards Sec 42-374. Instead, the Planning Commission reviewed the proposed building locations to generally determine neighborhood appropriateness. Therefore, if the project is approved, those setbacks would become the established yard setbacks for the subject PD project. The proposed distances in the table are similar to the typical R-1A thru R-1T (single family detached and townhouses): Front yard setbacks: 27'- 30'; Side yard setbacks: 8' - 12', and Rear yard setback: 40'.

Utilities

The development will connect to City water and sewer utilities within Creekside Drive. A new private stormwater basin will be constructed in the northeast corner of the site and connected to an existing private stormwater basin located across Creekside Drive. The basin and all other common open spaces will be maintained by the owner-developer.

Transportation

The property will be served by two new private drives (labeled 'Drive 'A' and 'B' on site drawing) connecting to Creekside Drive. All single-family homes will have direct access to these drives; the townhomes will use a new main driveway off Creekside Drive. All new drives and parking areas will be maintained by the owner-developer. Creekside Drive is private and maintained by the abutting property owners though a Master Deed condominium which is expected to continue with this proposal. A new emergency access drive will be constructed to W. Centre Avenue to the north (see attached site drawing) as required by the City Fire Department.

In addition to vehicular access, pedestrian/ bicyclist access will be accommodated throughout the project by new internal and exterior pathways. A 4' wide sidewalk and pathway will be provided along both sides of the internal drives and one side of Creekside Drive. This will provide access to each dwelling unit and throughout the site and to W. Centre Avenue. Staff notes that the City is planning to construct a future sidewalk along the south side of W. Centre Avenue in the upcoming years. Therefore, the project's sidewalk will guide pedestrians to destinations along W. Centre Avenue.

Analysis

Staff analysis has been prepared based on items A-G, Sec 42-375 PD Tentative Plan requirements, existing 2014 and the proposed Comprehensive (Master) Plan, surrounding development patterns, and general land use considerations, and preliminary evaluations from the City Development Review Team (DRT).

Sec 42-375 PD Tentative Plan requirements

Staff finds the submittal meets the 'PD' required documents, drawings under B and C of Sec 42-375.

Although the project does not require a rezone, it shall be processed through items D and E requiring public noticing and hearings by the Planning Commission and City Council.

Comprehensive (Master) Plan review

The proposed significant amendment to the approved Planned Development project (former senior living facility) warrants review for consistency with the existing and proposed Comprehensive (Master) Plans and Future Land Use maps. The Comprehensive (Master) Plan establishes long-term land use goals, while the associated Future Land Use map classifies property to guide zoning map changes. These Plans and maps are detailed in the following paragraphs.

2014 Comprehensive (Master) Plan

The following goal and strategy are relevant to the proposal:

- Goal LU1: Provide a range of housing opportunities to meet the needs for income levels for current and future residents.
- Housing + Neighborhood Strategy: Encourage cluster housing on parcels with important natural features to preserve and encourage additional single-family homeownership on smaller lots consistent with the single-family detached - medium density residential description and locations identified in the plan.

2014 Future Land Use Map

The Future Land Use map designates the subject property, and others fronting Creekside Drive in the neighborhood, as 'Office' which encourages a variety of office-based businesses. A magnified view of the Future Land Use Map is attached. When the Council approved rezoning the subject site in 2023 to the 'Planned Development', it determined that housing would be a better development opportunity for the subject site instead of offices. Office space and employment have been evolving in recent years due to the COVID pandemic, revealing a decrease in demand for traditional commercial office space, and a challenging market in which to retain office tenants and fill vacant office spaces. This has required property owners and landlords to re-evaluate office space needs, and the City to reevaluate related zoning and land use. Due to the distant location from W. Center Avenue, the subject site may be more attractive to other land uses while being appropriate in the overall context of the neighborhood.

Proposed Comprehensive (Master) Plan

The proposed Comprehensive (Master) Plan is expected to replace the 2014 Plan within the next few months to better position Portage for the future. The proposed Plan has similar housing and development goals, as listed below.

Goal: Foster reinvestment and rehabilitation in the City's established neighborhoods, provide for a range of housing options, and support a high-quality neighborhood for all residents, regardless of age or background.

- Recommendations:
    - Utilize "Planned Development" (PD) development opportunities where amenities exist for providing neighborhood/ community benefits.
    - Improve sidewalk infrastructure, crosswalks, and traffic signals to enhance pedestrian safety, particularly near senior living facilities, parks, and community centers.

- Work with developers to encourage new housing based on findings from the 2024 Housing Market Study.

Proposed Future Land Use Map

The proposed Future Land Use Map designates the property as 'Mixed Residential', which encourages multiple housing types such as townhomes, duplexes, and multifamily housing, where in close proximity to major roadways (including Center Avenue). Further, this designation provides a transition between commercial corridors and single-family neighborhoods.

City Council's Goals

The proposal of 46 detached and attached dwelling units will help meet the Council's FY 23-24 Housing Strategies goal and the adopted Portage Attainable Housing Plan in December 2022.

Neighborhood Impacts

Staff finds the proposal would not result in negative impacts on the neighborhood for the following reasons:

- The entire proposal is buffered from the neighborhoods to the south and west through preserving natural berm and vegetation.
- The proposed use of a predominately single-family development is a similar use to the residential neighborhoods to the south and west.
- No traffic from the development will use adjacent residential interior streets; all traffic will use the existing Creekside Drive.
- Existing commercial and industrial operations along W. Centre Avenue and Creekside Drive are generally low-intensity and many are buffered by preservation of natural vegetation and, thus, will not negatively impact the development.

Preliminary Evaluations from the Development Review Team (DRT)

This project was reviewed by the Development Review Team (DRT) who ensures that the proposed development is consistent with the City's infrastructure, engineering, and other requirements including streets, sewers, water mains, storm water, parking, landscaping, and others. The DRT is comprised of representatives from the Department of Transportation and Utilities, Fire Department, Department of Parks and Recreation, Office of the City Assessor, and Department of Community Development. DRT's preliminary review does not recommend any additional improvements to the Tentative Plan. The following are DRT discussion items which have been addressed in the submitted plans:

- DRT encouraged the applicant to preserve the natural vegetation berm along the western and southern property lines for buffering purposes. The applicant has provided this in the plan.
- DRT encouraged the applicant to provide pedestrian access to W. Centre Avenue to facilitate pedestrian access to destinations along that street, especially with upcoming sidewalk improvements. The applicant has also provided this in the plan.

DRT also provided additional feedback (see below) to the applicant in preparation for the subsequent Final PD Site Plan (Permitting Step 2), which would be addressed prior to the Planning Commission's review on Final PD Site Plan.

The detailed engineering plans for the proposed housing development will be required to comply with all local, State, and other applicable standards. Some specific areas of concern that will need to be addressed in the engineering plans include but are not limited to:

- Ensuring sufficient depth of cover over utilities and avoiding conflicts with an existing shallow sanitary sewer in Creekside Drive.
- Imported fill and earthwork to develop the site will need to account for drainage to/from adjacent sites in design.
- Rear yard drainage throughout the development and achieving water quality and quantity volumes will need to be addressed. Augmentation of the existing pond facilities east of Creekside, or the addition of new BMPs may be required.
- Creating a looped water main system with accommodation for future adjacent developable land to the northwest as previously discussed.

Planning Commission Public Hearing

At the June 20, 2024, meeting, the Planning Commission reviewed and discussed the Tentative Plan Amendment to amend the previously approved Tentative Plan of a Planned Development for a future residential housing project at 8150 Creekside Drive. The applicant and representative with Green Development Ventures, LLC, Mike West, was present to explain the proposed project. One public comment indicated his support of the project keeping vegetation and berm to the south adjacent to his property. The Planning Commission determined no further discussion was needed and voted to close the public hearing.

The Planning Commission voted unanimously (6-0) to recommend to City Council the approval of the Tentative Plan Amendment to amend the previously approved Tentative Plan of a Planned Development for a future residential housing project at 8150 Creekside Drive.

Recommendation

It is therefore recommended that City Council receive the Tentative Plan Amendment to amend the previously-approved Tentative Plan of a Planned Development for a future residential housing project at 8150 Creekside Drive, and set up a public hearing for August 13, 2024.

FUNDING: Not Applicable

Attachments:

1. Applicant's Tentative Plan Amendment Application
2. Applicant's Project Narrative
3. Applicant's Tentative Plan Drawing
4. Applicant's Development Renderings
5. Consent Letter
6. Existing Comp Plan FLUP map
7. Proposed Comp Plan FLUP map
8. Subject Location map
9. Staff's Site Pictures
10. Previously Approved Tentative Plan StoryPoint South
11. Planning Commission Transmittal

12. Draft Planning Commission minutes 6.20.2024

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

Project Description: Creekside Mixed Residential Development	Address: 8150 Creekside Drive, Unit 5 (9.1 acres)

2) IDENTIFICATION (OWNER)

Name: Portage Land 2, LLC (Eric Tuomey)		Address: 7927 Nemco Way, Suite 200 Brighton	
City: 7927 Nemco Way, Suite 200 Brighton	State: Michigan	Zip: 48116	Phone: (248) 225-9188

3) ARCHITECT OR ENGINEER

Name: Monument Engineering	Address: 1209 East Milham Avenue	City: Portage
State: Michigan	Zip: 49002	Phone: 269-344-6165
License Number	Expiration Date	Email: pflanagan@monumentengineering.com

4) BUILDING CONTRACTOR

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

5) TYPE OF DEVELOPMENT PROJECT

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

☐ Subdivision ☐ Condominium ☐ Land Division Requiring Public Improvements

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

■ Other: 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) PD Tentative Plan for Creekside Mixed Residential Development (48 units total)
38 Single Family Detached Homes, Two 3-Unit and One 4-Unit Townhome Building

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" ☐ ¾" ☐ 1" ☐ 1 ½"

☐ 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 Green Development Ventures, LLC	Phone (269) 365-8548 Mike West
Address 2186 East Centre Avenue	City Portage
State Michigan	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: _____ ***Date:*** 4-11-24

Creekside Mixed Residential Planned Development
8150 Creekside Drive
Project Summary Narrative

May 14, 2024 (revised)

Project Objective

The subject property located at 8150 Creekside Drive (Parcel #00021-125-J) is 9.11 acres in size and currently zoned PD, Planned Development. A PD Tentative Plan approval is requested to accommodate a mixed residential housing project consisting of detached single family homes and attached townhomes (4-unit buildings) in a rental community development concept. The objective of the Creekside PD project is to provide much needed, quality housing options for residents in the City of Portage. A further description of the project is provided below.

General Plan of Development

As depicted on the Tentative Plan, the Creekside PD proposes a total of 46 residential dwelling units on the 9.11 acre property with a resulting development density of 5.1 units/acre. More specifically, the project proposes 38 single family detached homes and two 4-unit townhome buildings accessed through a private roadway network from Creekside Drive, and developed and managed as a rental community. Individual homes and exterior grounds including the interior private drives will be professionally managed and maintained by the developer.

Homes within the Creekside PD will be 2-story dwellings ranging between 1,450-2,085 square feet with 3-5 bedrooms, 2-3 bathrooms and an attached 2-car garage (front load for single family homes and rear load for townhome buildings). Each home will also be served by a private driveway capable of parking two additional vehicles. Finally, two areas of off-street parking (16 spaces total) will also be provided along the northeastern and southern portions of the site. A sample portfolio of homes with elevations, floor plans and color renderings is attached with this application.

Minimum building setbacks and separations are proposed as follows:

Single-Family Detached Homes

Front: 25-feet (from back of curb = Road "B")
20-feet (from back of curb = Road "A" and Creekside Drive)
Rear/Side: 30-feet (from outer perimeter of property)
Side/Separation: 10-feet (separation between homes)

Townhomes (4-Unit Buildings)

Front: 20-feet (from back of curb = Road "A" and Creekside Drive)
Rear/Side: 30-feet (from outer perimeter of property)
Side/Separation: 30-feet (separation between townhome buildings)

Individual homes will be leased at market rate with typical 12 month rental agreements. Subject to city approval of a Brownfield/TIF, a percentage of these homes may be designated for more attainable "workforce housing" with reduced rents based on income levels between 80-120% of the Area Median Income (AMI).

The Creekside PD is proposed to be constructed in one development phase with construction activities planned to commence in the Spring of 2025.

Open Space/Natural Feature Preservation, Walkability & Landscaping

As shown on the Tentative Plan, the existing berm and mature trees located along the southern portion of the site (approximately 60 foot wide) will be preserved to retain privacy and separation buffer between the project and the existing single family neighborhood along Woodview Drive. Existing mature trees located along the western property line will also be preserved to the greatest extent possible during construction activities.

To provide a walkable neighborhood design, concrete sidewalks will be provided along both sides of the internal private drive network (Drive "A" and Drive "B"), along the Creekside Drive frontage and through the opens space areas located along the east/northeast portions of the project. Benches will be provided along the walkway within the open space areas. Finally, concrete sidewalk will be extended from the north end of Drive "B" to West Centre Avenue, along the east side of the shared driveway between Sanitor Manufacturing and Ryder Auto Repair Services. This sidewalk will connect to the West Centre Avenue sidewalk project planned by the city in 2025/2026 and will provide residents of the Creekside PD a direct connection to this larger walkway system.

Since the property abuts Sanitor Manufacturing and Ryder Auto Repair Services to the north, a 30-foot open space area is proposed to provide a separation buffer between these uses and the Creekside PD project. Supplemental tree plantings will also be installed along the northern portion of the site where conflicts with the Consumers Energy Company power lines and associated easement can be avoided. Additional tree plantings will also be installed along Drive "A" and Drive "B", between the single family homes and townhomes, and within open spaces areas.

Access/Private Drives/Utilities

Access to the Creekside PD will be provided through a connection from Creekside Drive (Drive "A") and an internal private drive network consisting of Drive "A" and Drive "B". The two 4-unit townhome buildings in the northeast portion of the site will be accessed through a separate shared driveway from Creekside Drive. To provide a secondary emergency access to/from West Centre Avenue, Drive "B" will be extended to the north and connected to the existing private driveway which currently serves Sanitor Manufacturing and Ryder Auto Repair Services. An emergency vehicle access gate will be installed between "Drive "B" and this existing private driveway to prohibit comingling of residential and industrial traffic, while still allowing emergency vehicles a secondary access into the Creekside PD and larger Creekside Commons development.

The project will be served by municipal water, sanitary sewer and underground franchise utilities. Storm water from the project will be collected and conveyed to the existing storm water basin located along the east side of Creekside Drive (within the larger Creekside Commons development) after any required on-site retention. A preliminary location for on-site storm water retention, if necessary, has been identified in the northeast portion of the site with details will be finalized with the PD Final Plan submittal.

Consistency with Comprehensive Plan & Appropriateness of Proposed PD Project

The city is currently in the process of updating the 2014 Comprehensive Plan with completion of the Forward Together 2045 Master Plan. The DRAFT Future Land Use Map component of this Master Plan Update designates the subject property as appropriate for "Mixed Residential" land use. The "Mixed Residential" classification is described as consisting of *"...multiple housing types including townhomes, duplexes and multifamily buildings..."* that *"...encourage greater variety within Portage housing stock and allow for greater flexibility to build denser residential development in proximity to the City's major roadways, including South Westnedge Avenue, Centre Avenue and Portage Road"*.

The proposed Creekside Mixed Residential Development with attached townhomes and compact single family detached homes in a rental community development concept is consistent with this Future Land Use designation. The 46 new residential housing units will also help address the need for 7,750 new residential dwelling units across Kalamazoo County by 2030, as detailed in the W.E. Upjohn Institute Kalamazoo County Housing Plan published in July 2022.

Conclusion

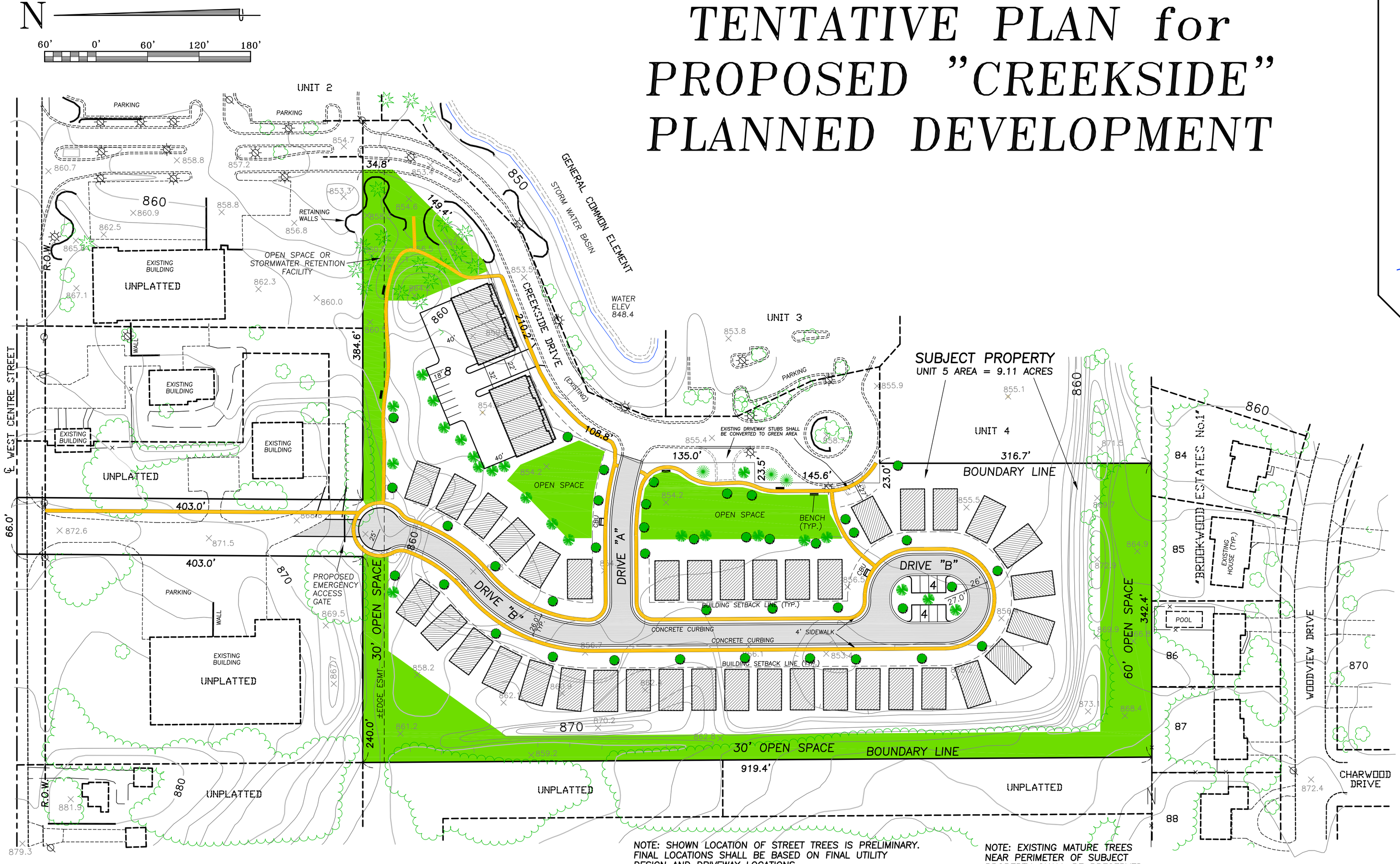
The Creekside PD has been designed in a unique and creative residential housing concept consisting of a mixture of attached townhomes and detached single family homes in a professionally managed rental community. With an overall development density of 5.1 units/per acre and a mixture of housing types in a pedestrian friendly, walkable design, the Creekside PD is in conformance with the PD ordinance. The project is also consistent and compatible with the DRAFT Master Plan and the surrounding land use/zoning pattern and will bring much needed, quality housing options for existing and future residents in the City of Portage.

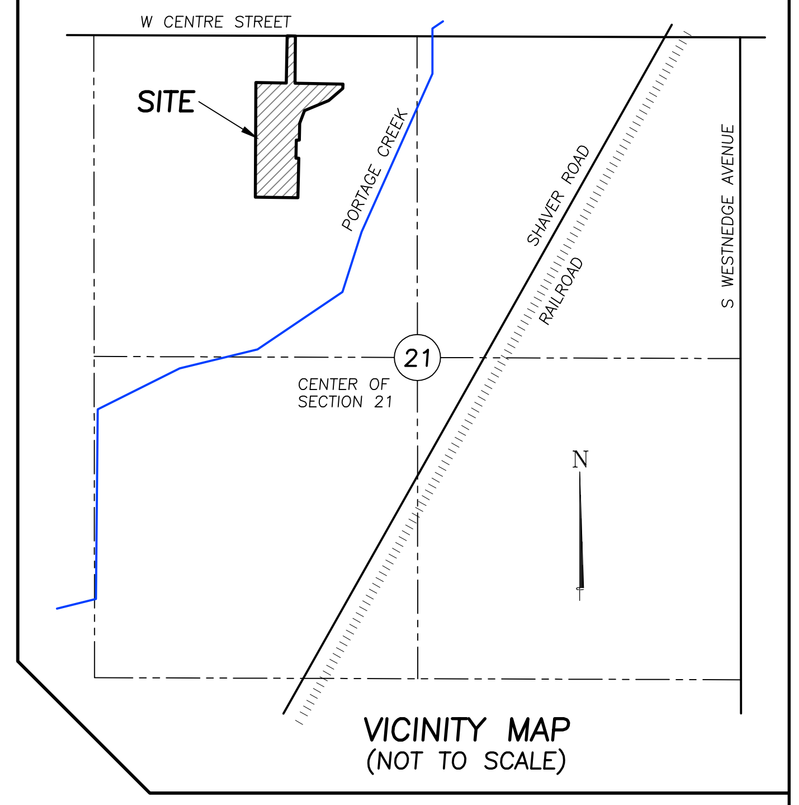
We look forward to the opportunity to work with the City of Portage on this exciting project.

Sincerely,

Michael West, AICP
Land Planning Manager
Green Development Ventures, LLC
2186 East Centre Avenue
Portage, Michigan 49002

TENTATIVE PLAN for PROPOSED "CREEKSIDE" PLANNED DEVELOPMENT





VICINITY MAP
(NOT TO SCALE)

AERIAL PHOTOGRAPH OF VICINITY
(NO SCALE)

NOTE: SHOWN LAYOUT IS SUBJECT TO FINAL ADJUSTMENT.

NOTE: SHOWN LOCATION OF STREET TREES IS PRELIMINARY. FINAL LOCATIONS SHALL BE BASED ON FINAL UTILITY DESIGN AND DRIVEWAY LOCATIONS.

NOTE: EXISTING MATURE TREES NEAR PERIMETER OF SUBJECT PROPERTY SHALL BE PRESERVED AS MUCH AS POSSIBLE.

FIRE DEPT. NOTES

COMBUSTIBLE BUILDING CONSTRUCTION SHALL NOT COMMENCE UNTIL FIRE HYDRANTS ARE OPERABLE AND AN ALL WEATHER ROAD SURFACE IS IN PLACE.

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 V-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.

FIRE APPARATUS ACCESS ROADS 26.1 TO 32 FEET WIDE SHALL BE POSTED ON ONE SIDE AS A FIRE LANE.

ALL STREETS WILL BE WIDE ENOUGH TO ALLOW PARKING ON ONE SIDE OF THE STREET PER THE FIRE CODE.

GENERAL NOTES:

1) CURRENT CITY ZONING = PD.
2) PARCEL AREA = 9.11 ACRES.
3) SITE IS PARTIALLY COVERED WITH TREES AND BRUSH.
4) SITE LANDSCAPING SHALL BE PROVIDED. SHOWN LANDSCAPING IS PRELIMINARY.
5) BUILDING PLANS (BY OTHERS) ARE PENDING.
6) ON-SITE FIRE HYDRANTS SHALL BE PROVIDED AS REQUIRED.
7) ALL ON-SITE WATER MAIN & SANITARY SEWER SHALL BE PUBLIC AND SHALL BE WITHIN AN EASEMENT TO THE CITY OF PORTAGE.
8) BUILDINGS SHALL CONNECT TO CITY WATER SYSTEM AND CITY SANITARY SEWER SYSTEM.
9) SHOWN LAYOUT IS SUBJECT TO FINAL ADJUSTMENT.
10) STORM SEWER SYSTEM AND STORM WATER DISPOSAL SYSTEM SHALL BE PRIVATE. DESIGN IS PENDING.
11) ALL NEW DRIVES SHALL BE PRIVATE.

ADDRESS = 8150 CREEKSIDE DRIVE
PARCEL ID = 00021-125-J
CURRENT ZONING = PD
SUBJECT PROPERTY = 9.11 ACRES
(AREA INCLUDES CENTRE STREET RIGHT-OF-WAY AREA)

BUILDING SEPARATION & SETBACKS

-FRONT SETBACK (ROAD "B"): 25' SETBACK FROM BACK OF CURB
-FRONT SETBACK (ROAD "A" AND CREEKSIDE DRIVE): 20' SETBACK FROM BACK OF CURB
-SINGLE FAMILY: MINIMUM 10' BETWEEN BUILDINGS
-MULTI-FAMILY: MINIMUM 30' BETWEEN BUILDINGS
-PERIMETER SETBACK (EXCLUDING CREEKSIDE DRIVE): 30' FROM PERIMETER PROPERTY LINES

PARCEL DESCRIPTION:

UNIT 5 OF "CREEKSIDE COMMONS" SITE CONDOMINIUM.

SITE DATA:

-PARCEL AREA = 9.11 ACRES
-# DWELLINGS = 46
-DENSITY = 5.05 DWELLINGS / ACRE

72 HOURS
BEFORE YOU DIG
CALL MISS DIG
1-800-482-7171

APPLICANT:

GREEN DEVELOPMENT VENTURES, LLC
2186 EAST CENTRE STREET
PORTAGE, MI 49002
(269) 321-2610

REVISED: 5/14/2024
REVISED: 4/11/2024
REVISED: 3/19/2024
REVISED: 3/18/2024

TENTATIVE PLAN
PROPOSED "CREEKSIDE"
PART OF THE NORTHWEST 1/4 OF SEC. 21, T. 3 S., R. 11 W., CITY OF PORTAGE

DATE: 3/7/2024
SHEET: 1
JOB No.: 24-042

MONUMENT ENGINEERING GROUP ASSOC., INC.
Formerly Ingersoll, Watson & McMachen, Inc.
1209 East Milham Road, Suite B · Portage, Michigan 49002 · Phone 269 344-6165

Creekside Planned Development

Sample Portfolio of Homes

April 11, 2024

The following plans represent a sample set of homes which are planned within the Creekside PD

Integrity 1800 – Single Family Detached (Bi-Level, 3 Bedroom)

Integrity 1910 – Single Family Detached (2-Story, 4 Bedroom)

Integrity 2085 – Single Family Detached (2-Story, 5 Bedroom)

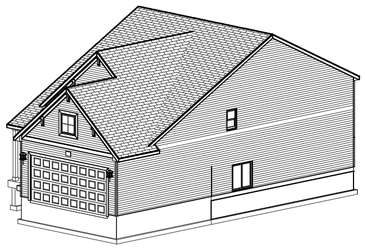
Village 1490MS – Attached Townhome (2-Story, 3 Bedroom)

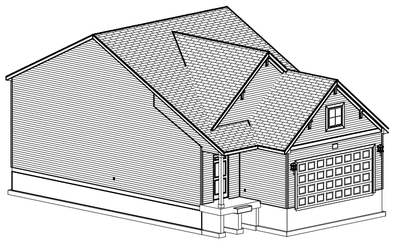
i1910
i2085
i1800
i1910
i1910
i2085

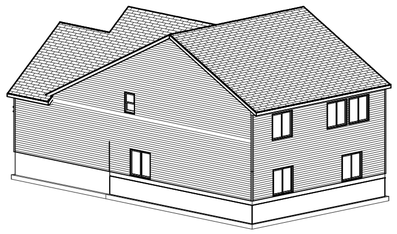
Integrity 1800

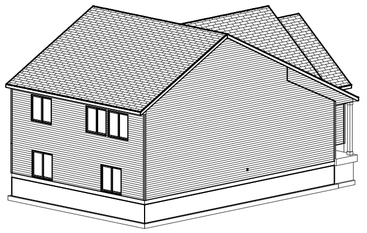
- **Single Family Detached Home**
- **1,800 Square Feet, Bi-Level**
- **3 Bedrooms/2½ Bathrooms**
- **Attached 2-Stall Garage (front load)**

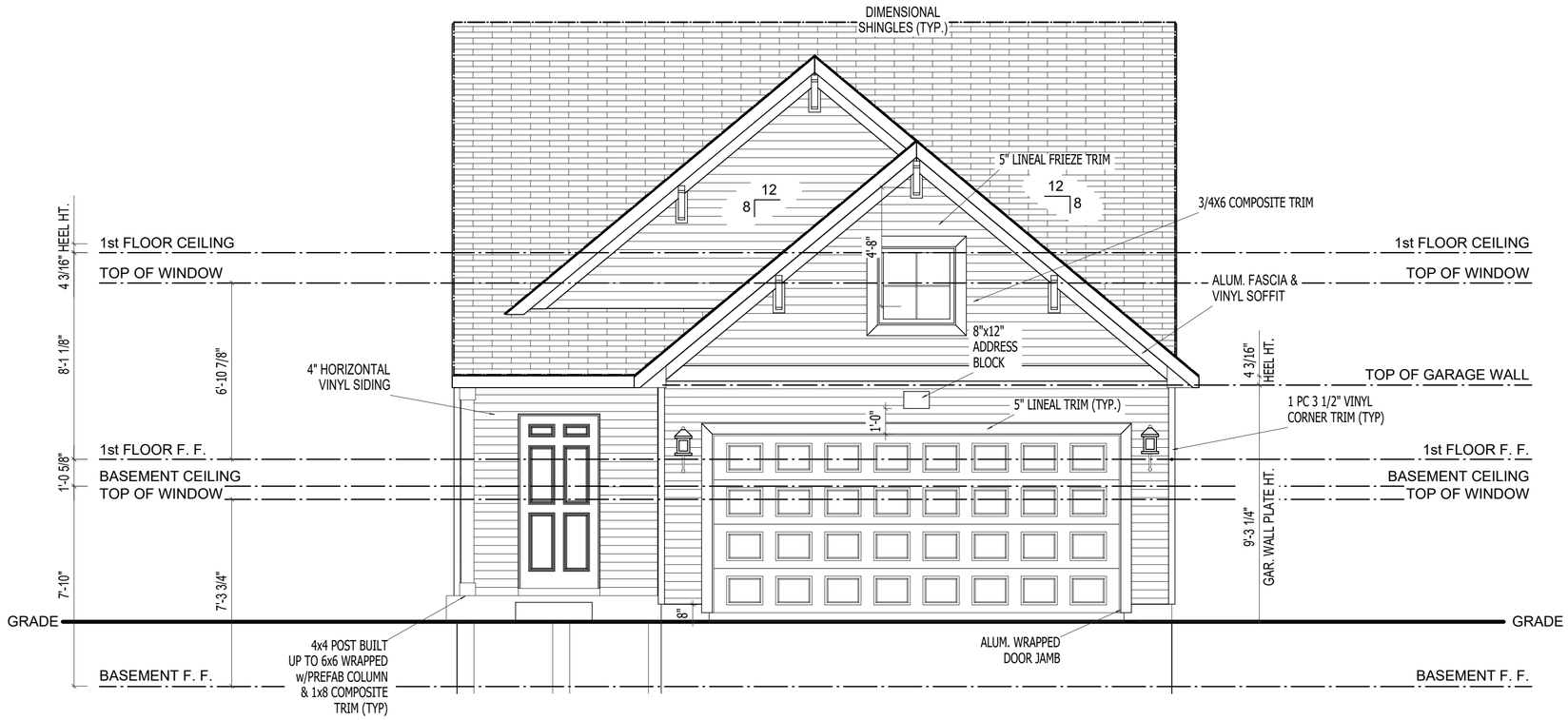
i1800
324











FRONT ELEVATION A1

SCALE: 1/4"=1'-0"

REMARKS	DATE	REV. NO.

ELEVATION A1
GARAGE RIGHT
REVISION ----------

ALLEN EDWIN HOMES
2186 E. Centre Street
Portage, MI 49002
(269) 321-2600
www.allenedwin.com

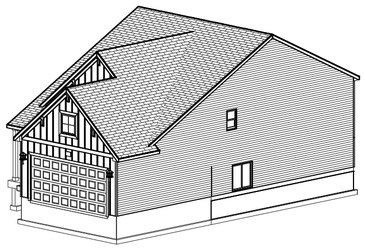
PRINT DATE: 03/05/2024

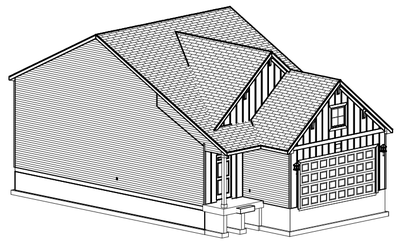
i1800
FOR: Allen Edwin Homes
LOT #:
LOCATION:

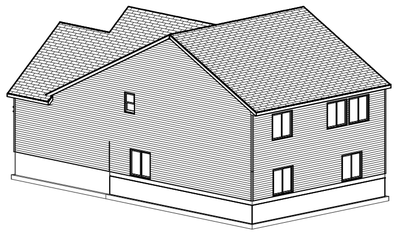
SHEET NUMBER
A-01.00

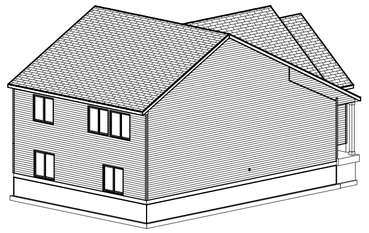
© CG Visions 2006 PLAN CREATION DATE 01/29/2024

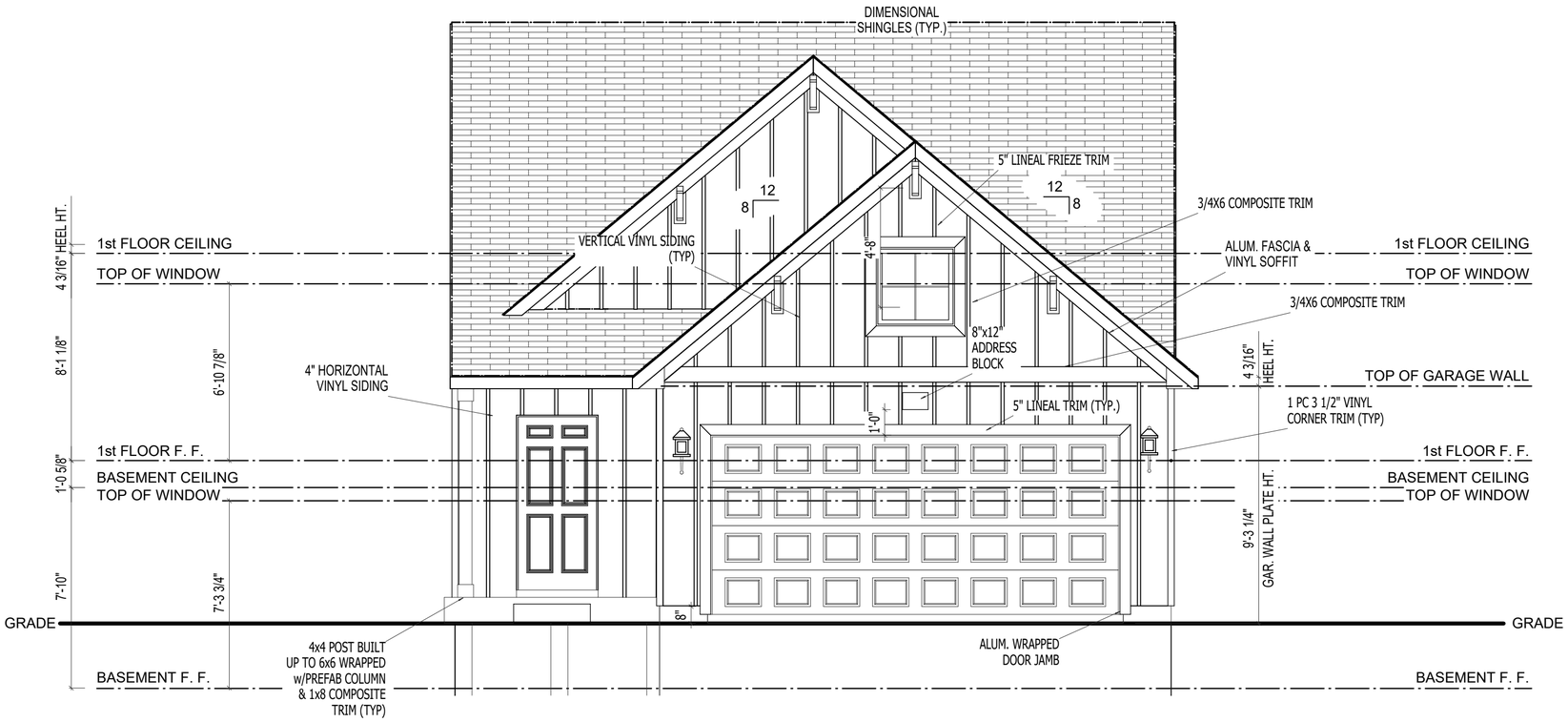
ms/A-01.00.vxp











FRONT ELEVATION A2

SCALE: 1/4"=1'-0"

REMARKS	DATE	REV. NO.

ELEVATION A1
GARAGE RIGHT
REVISION ----------

ALLEN EDWIN HOMES
2186 E. Centre Street
Portage, MI 49002
(269) 321-2600
www.allenedwin.com

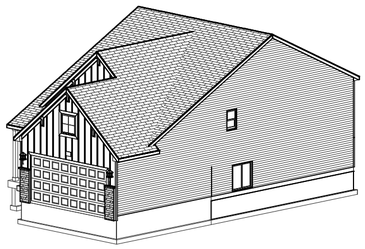
PRINT DATE: 03/05/2024

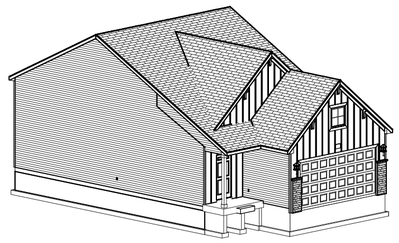
i1800
FOR: Allen Edwin Homes
LOT #:
LOCATION:

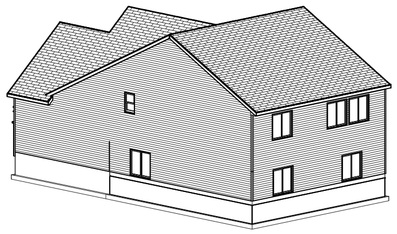
SHEET NUMBER
A-01.01

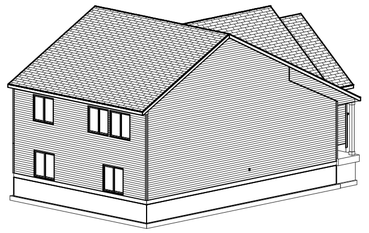
© CG Visions 2006 PLAN CREATION DATE 01/29/2024

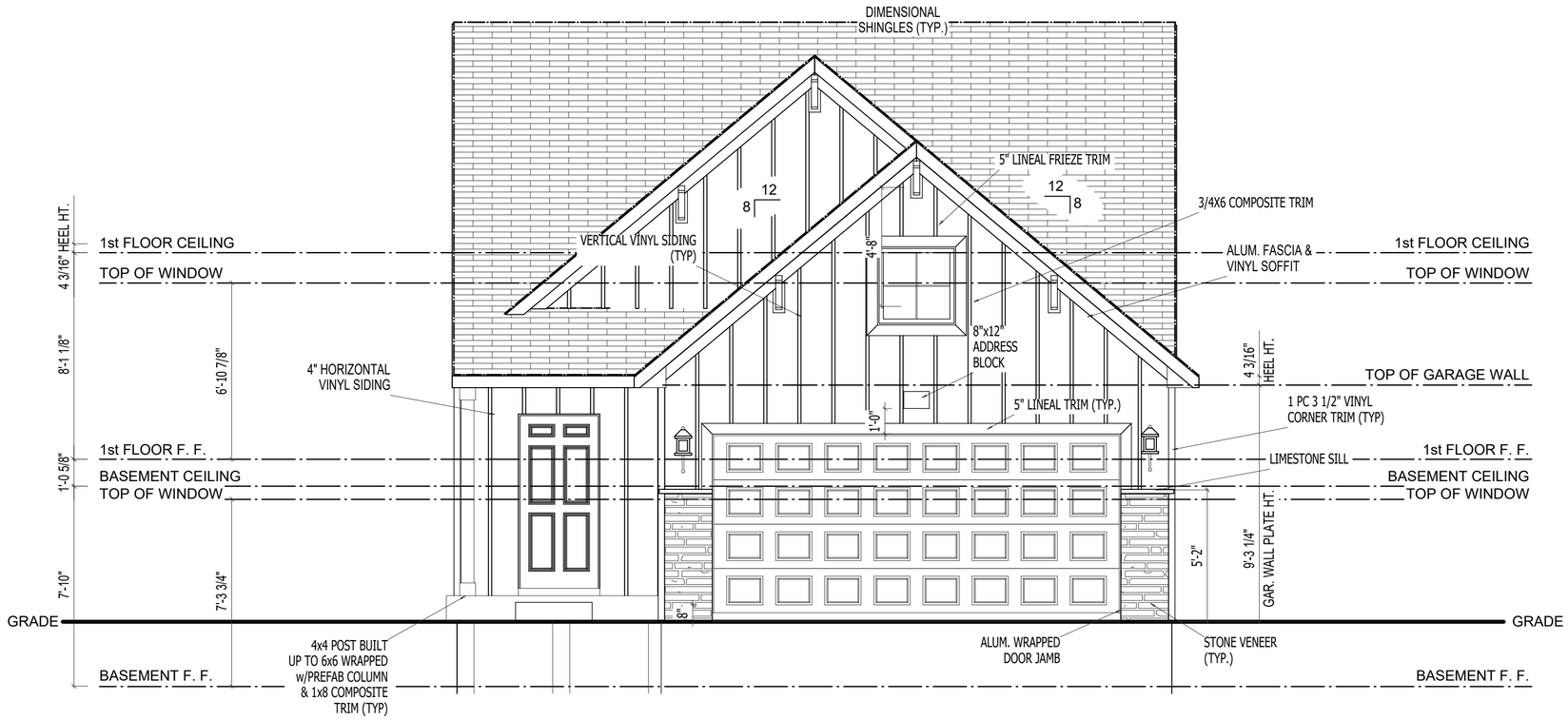
ms/A-01.01.vxp











FRONT ELEVATION A3

SCALE: 1/4"=1'-0"

REMARKS	DATE	REV. NO.

ELEVATION A1
GARAGE RIGHT
REVISION ----------

ALLEN EDWIN HOMES
2186 E. Centre Street
Portage, MI 49002
(269) 321-2600
www.allenedwin.com

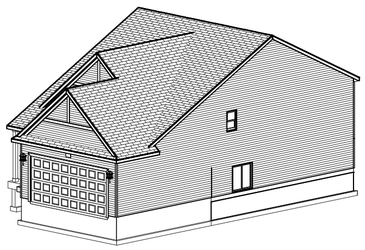
PRINT DATE: 03/05/2024

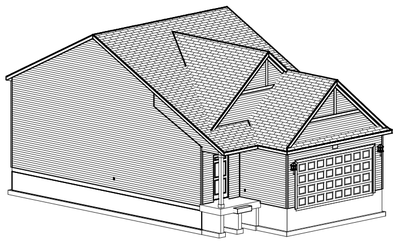
i1800
FOR: Allen Edwin Homes
LOT #:
LOCATION:

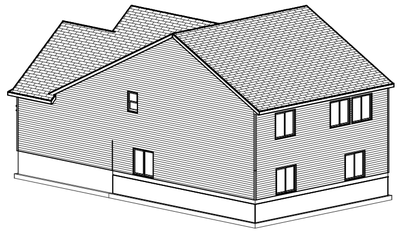
SHEET NUMBER
A-01.02

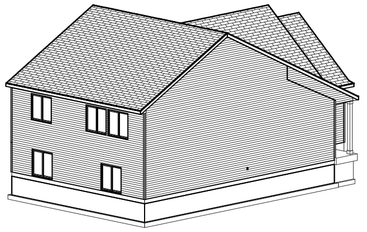
© CG Visions 2006 PLAN CREATION DATE 01/29/2024

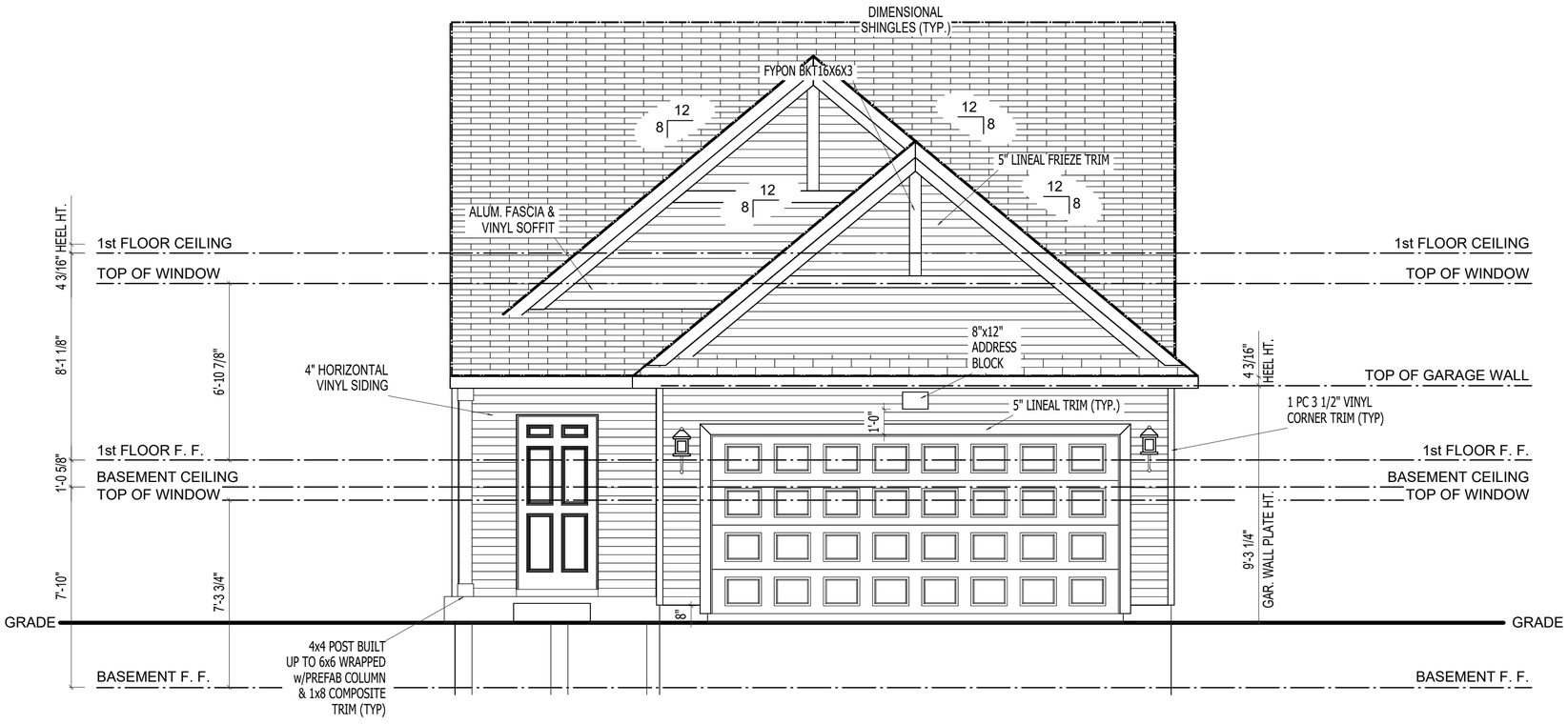
ms/A-01.02.vxp











FRONT ELEVATION B1

SCALE: 1/4"=1'-0"

REMARKS	DATE	REV. NO.

ELEVATION A1
GARAGE RIGHT
REVISION ----------

ALLEN EDWIN HOMES
2186 E. Centre Street
Portage, MI 49002
(269) 321-2600
www.allenedwin.com

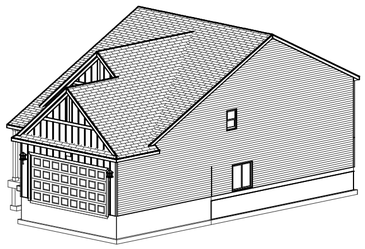
PRINT DATE:
03/05/2024

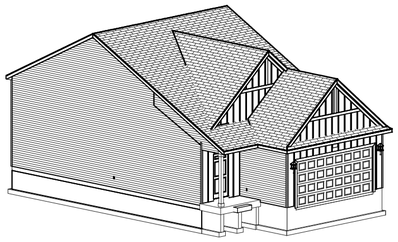
i1800
FOR: Allen Edwin Homes
LOT #:
LOCATION:

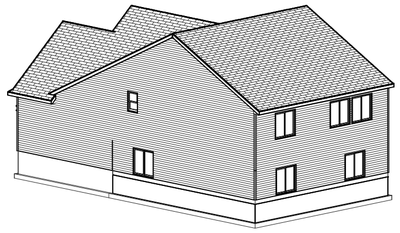
SHEET NUMBER
A-01.03

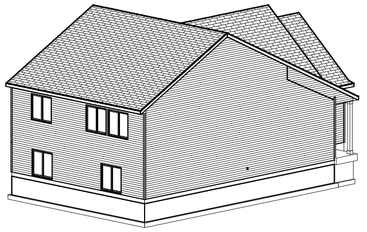
© CG Visions 2006 PLAN CREATION DATE 01/29/2024

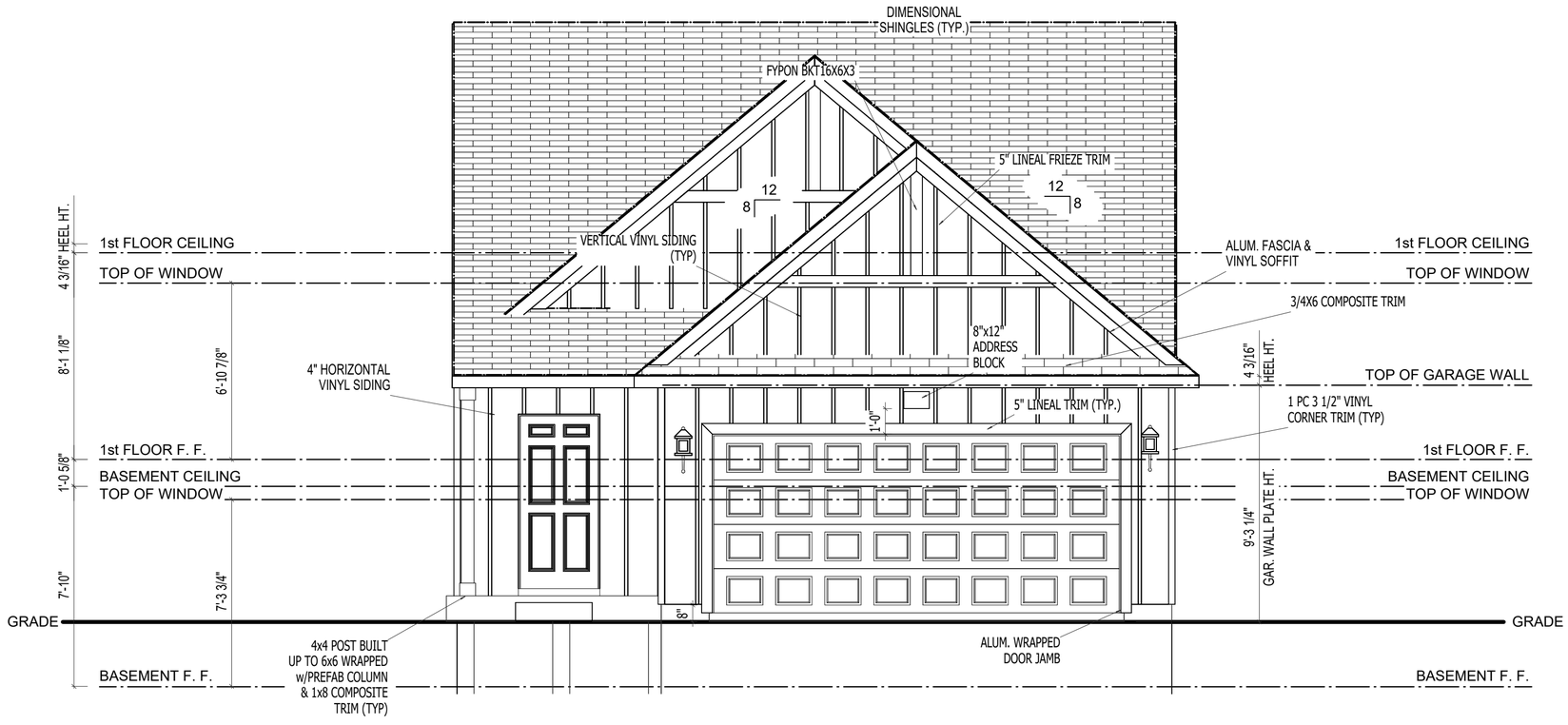
ms/A-01.03.vxp











FRONT ELEVATION B2

SCALE: 1/4"=1'-0"

REMARKS	DATE	REV. NO.

ELEVATION A1
GARAGE RIGHT
REVISION ----------

ALLEN EDWIN HOMES
2186 E. Centre Street
Portage, MI 49002
(269) 321-2600
www.allenedwin.com

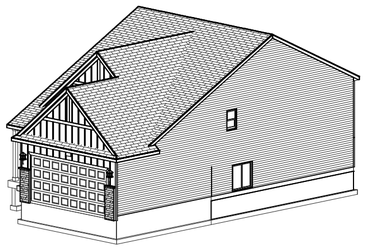
PRINT DATE:
03/05/2024

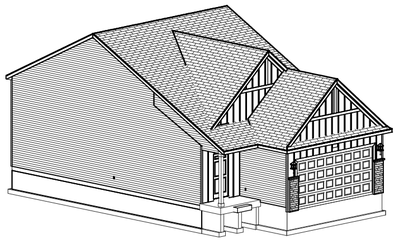
i1800
FOR: Allen Edwin Homes
LOT #:
LOCATION:

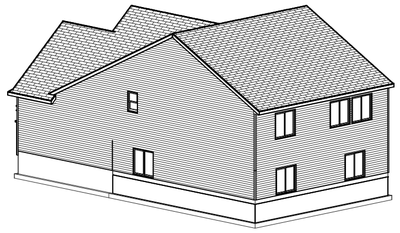
SHEET NUMBER
A-01.04

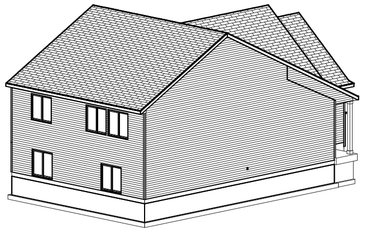
© CG Visions 2006 PLAN CREATION DATE 01/29/2024

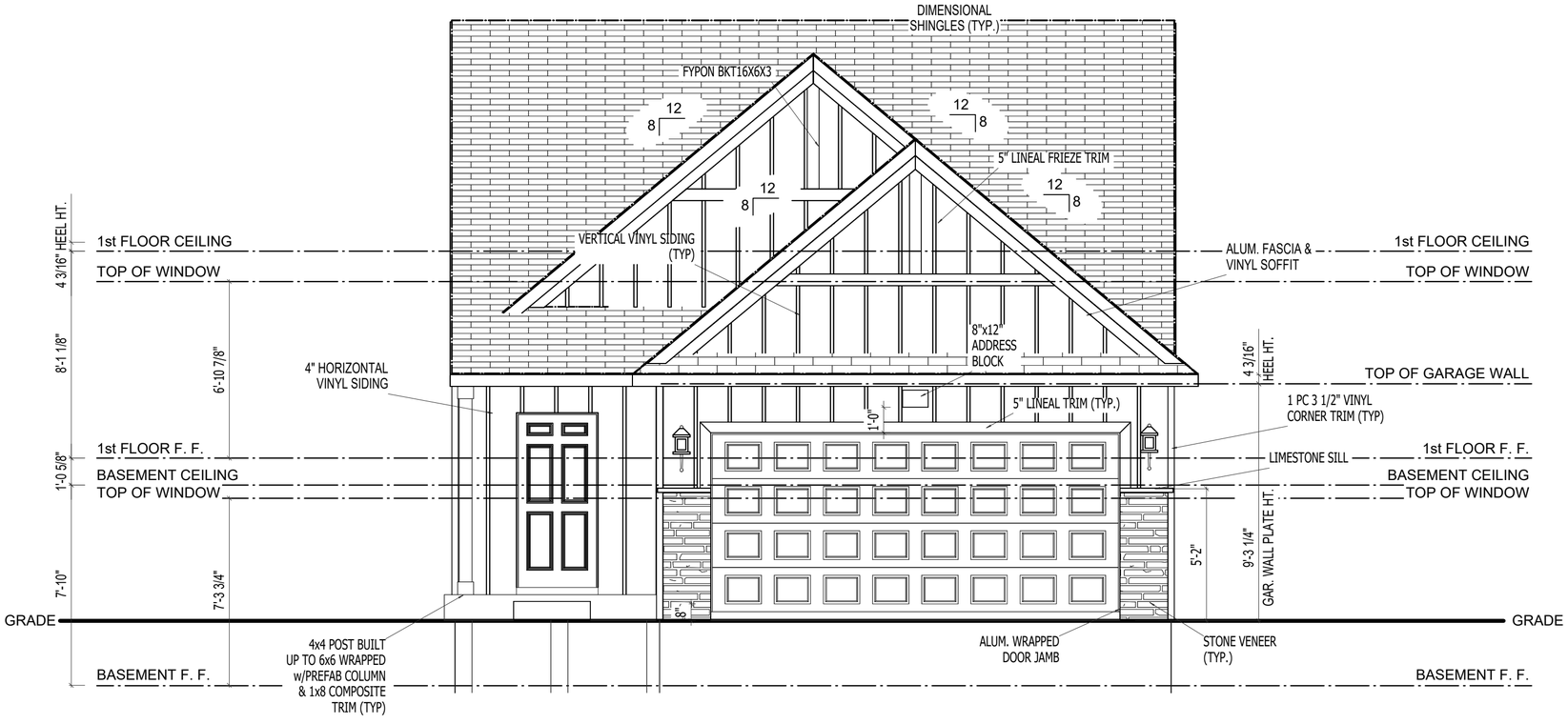
ms/A-01.04.vxp











FRONT ELEVATION B3

SCALE: 1/4"=1'-0"

REMARKS	DATE	REV. NO.

ELEVATION A1
GARAGE RIGHT
REVISION ----------

ALLEN EDWIN HOMES
2186 E. Centre Street
Portage, MI 49002
(269) 321-2600
www.allenedwin.com

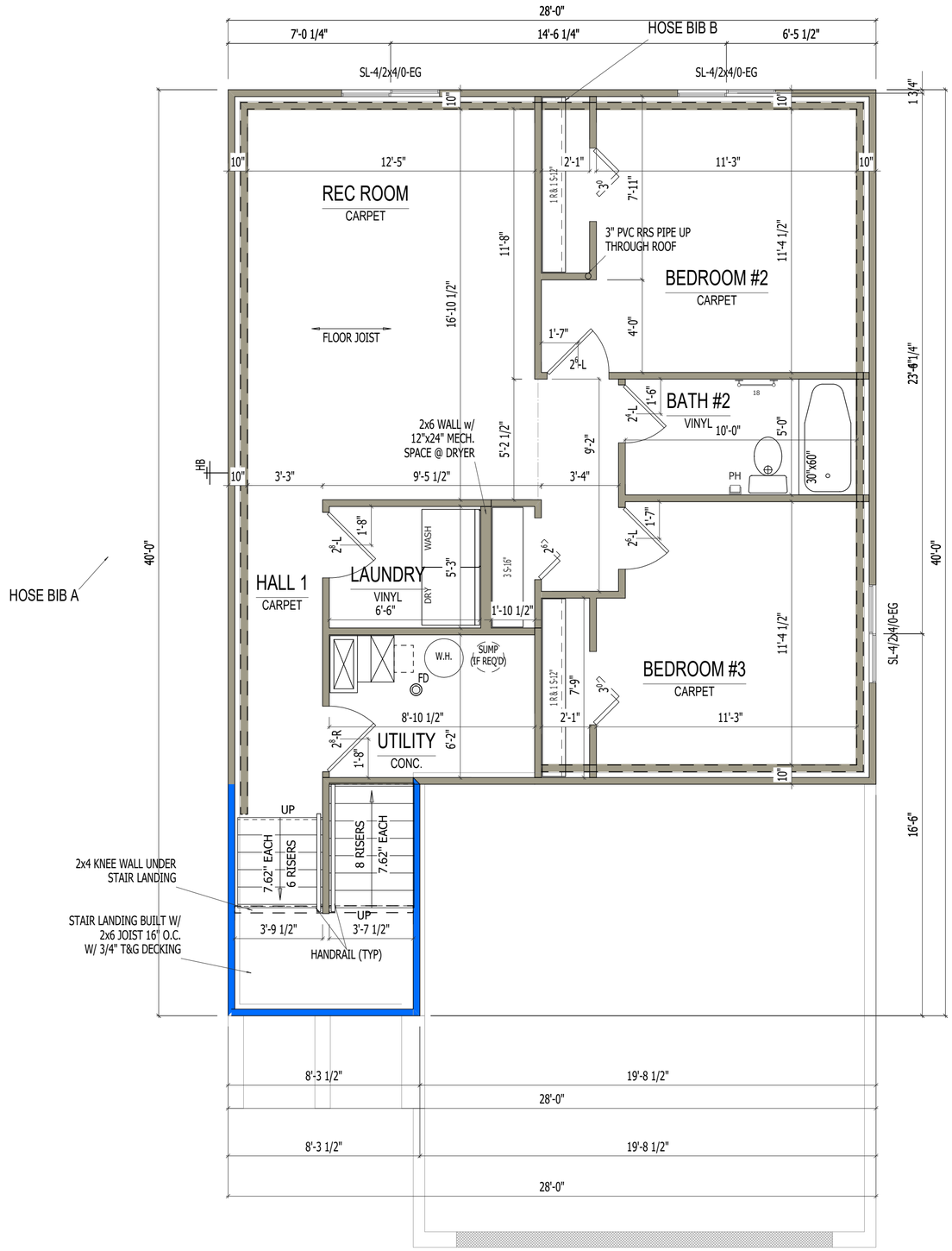
PRINT DATE:
03/05/2024

i1800
FOR: Allen Edwin Homes
LOT #:
LOCATION:

SHEET NUMBER
A-01.05

© CG Visions 2006 PLAN CREATION DATE 01/29/2024

ms/A-01.05.vxp



BASEMENT FLOOR PLAN

SCALE: 1/4"=1'-0"

REV. NO.	DATE	REMARKS

ELEVATION A1
GARAGE RIGHT
REVISION

ALLEN EDWIN HOMES
2186 E. Centre Street
Portage, MI 49002
(269) 321-2600
www.allenedwin.com

PRINT DATE:
03/05/2024

1:1800

FOR: Allen Edwin Homes

LOT #:

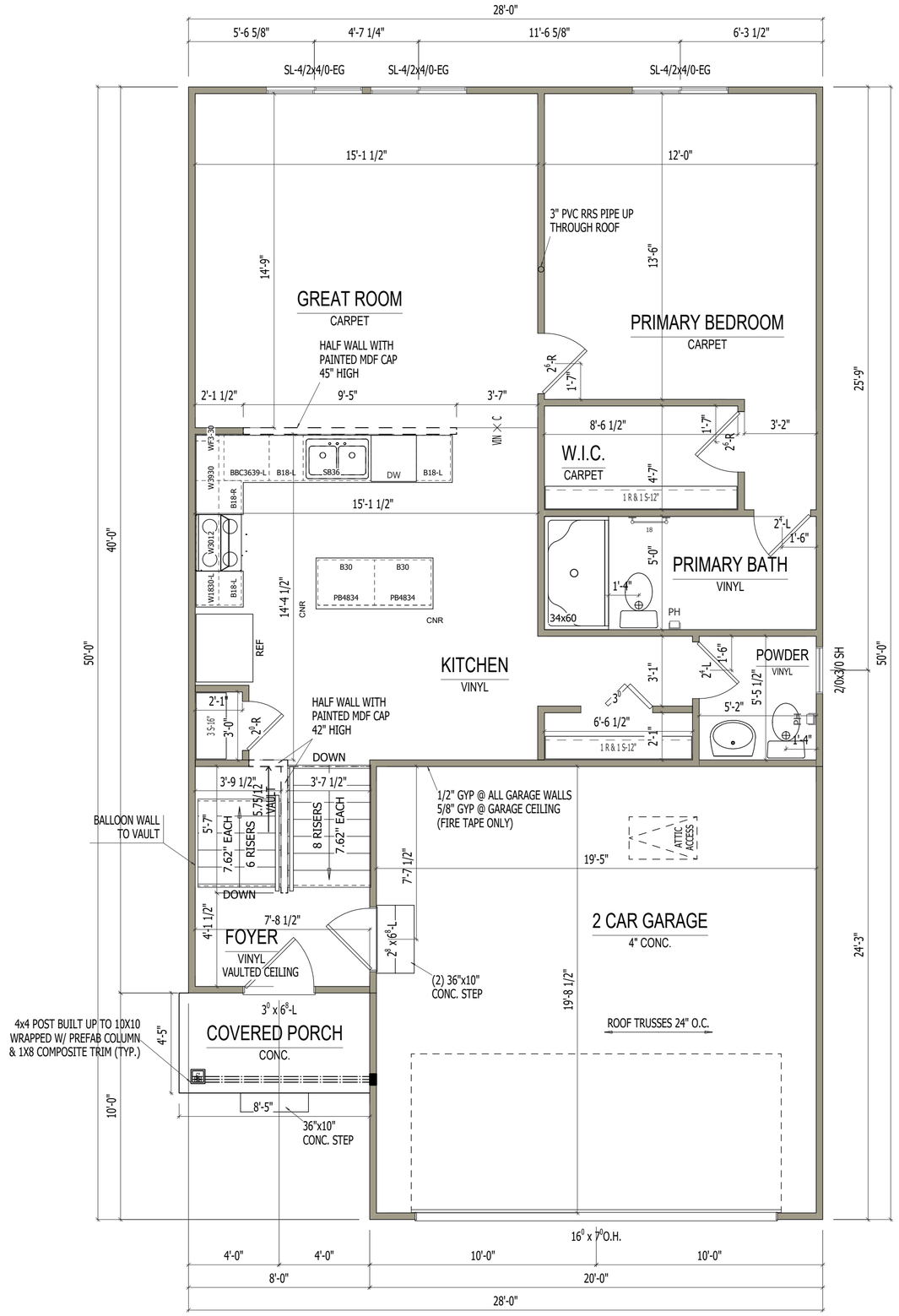
LOCATION:

SHEET NUMBER

A-07.00

© CG Visions 2006 PLAN CREATION DATE 01/29/2024

ms/A-07.00.vxp



FIRST FLOOR PLAN

SCALE: 1/4"=1'-0"

REV. NO.	DATE	REMARKS

ELEVATION A1
GARAGE RIGHT
REVISION ----------

ALLEN EDWIN HOMES
2186 E. Centre Street
Portage, MI 49002
(269) 321-2600
www.allenedwin.com

PRINT DATE: 03/05/2024

i1800
FOR: Allen Edwin Homes
LOT #:
LOCATION:

SHEET NUMBER
A-08.00

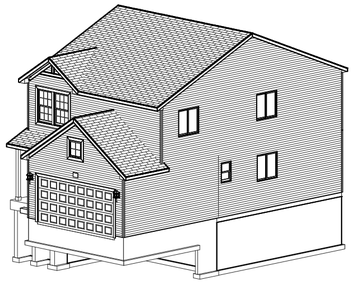
© CG Visions 2006 PLAN CREATION DATE 01/29/2024

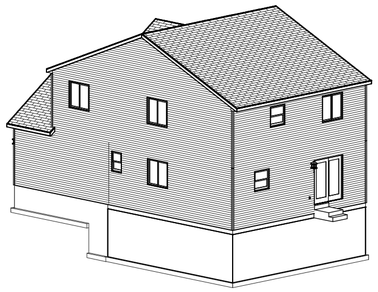
ms/A-08.00.vxp

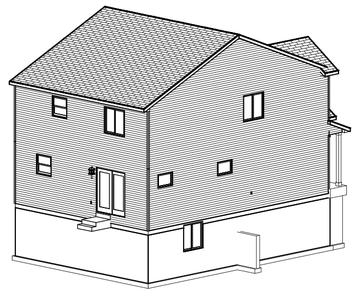
Integrity 1910

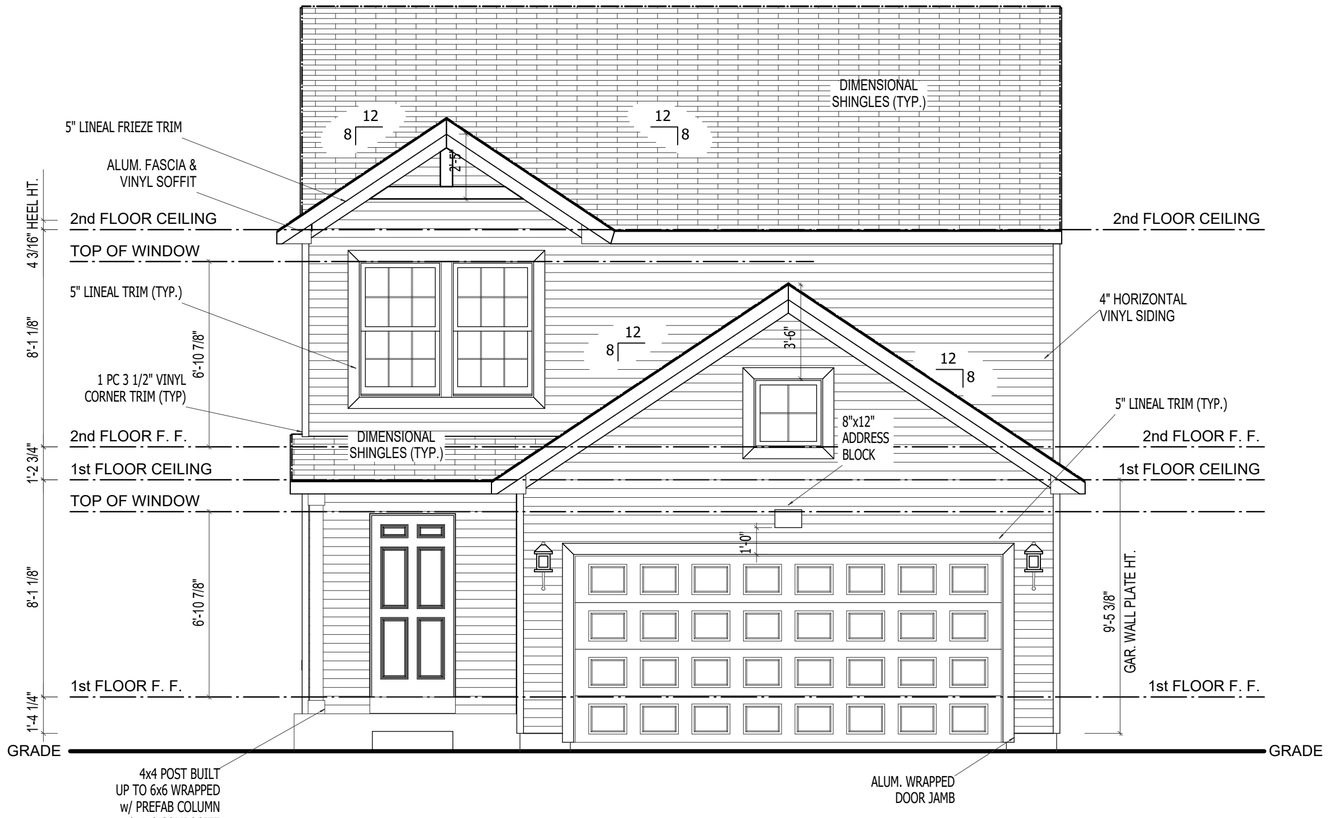
- **Single Family Detached Home**
- **1,910 Square Feet, Two-Story**
- **4 Bedrooms/2½ Bathrooms**
- **Attached 2-Stall Garage (front load)**

i1910
326









FRONT ELEVATION A1

SCALE: 1/4"=1'-0"

REMARKS	DATE	REV. NO.

ELEVATION A1
GARAGE RIGHT
REVISION ----------

ALLEN EDWIN HOMES
2186 E. Centre Street
Portage, MI 49002
(269) 321-2600
www.allenedwin.com

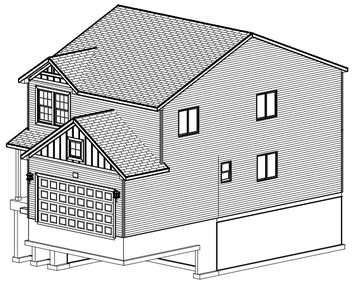
PRINT DATE:
02/29/2024

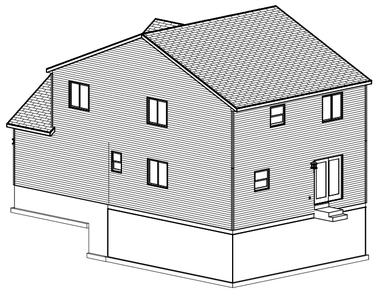
i1910
FOR: Allen Edwin Homes
LOT #:
LOCATION:

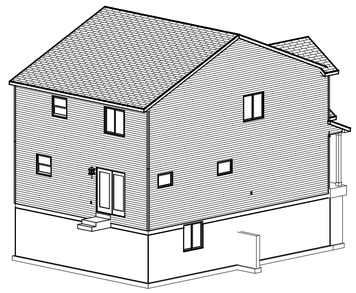
SHEET NUMBER
A-01.00

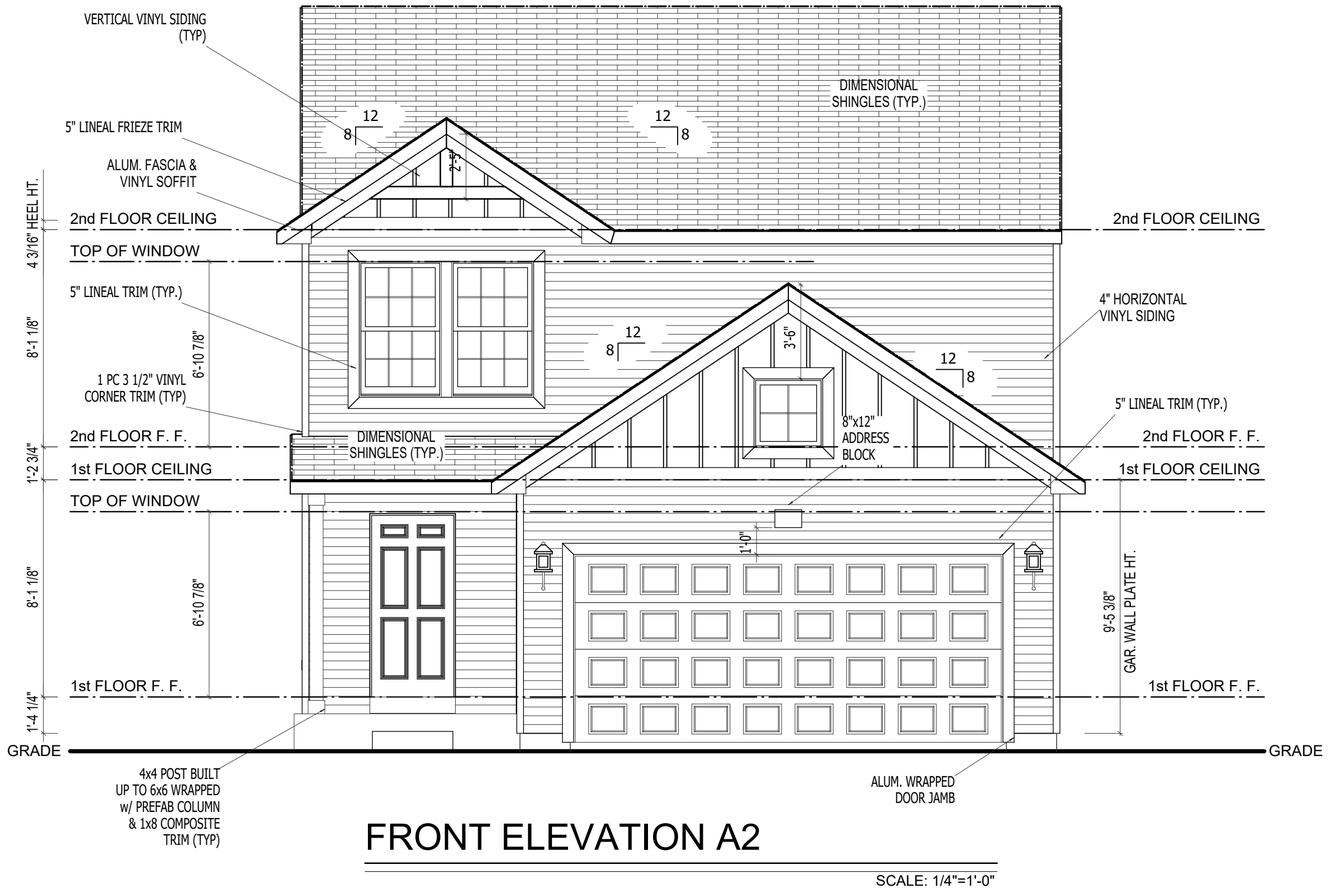
© CG Visions 2006 PLAN CREATION DATE 11/02/2020

ms/A-01.00.vxp









FRONT ELEVATION A2

SCALE: 1/4"=1'-0"

REMARKS	DATE	REV. NO.

ELEVATION A1

GARAGE RIGHT

REVISION ----------

ALLEN EDWIN HOMES

2186 E. Centre Street
Portage, MI 49002
(269) 321-2600
www.allenedwin.com

PRINT DATE: 02/29/2024

i1910

FOR: Allen Edwin Homes

LOT #:

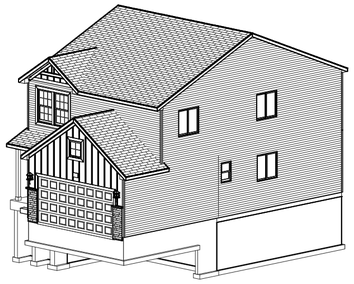
LOCATION:

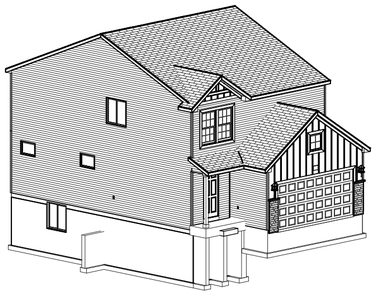
SHEET NUMBER

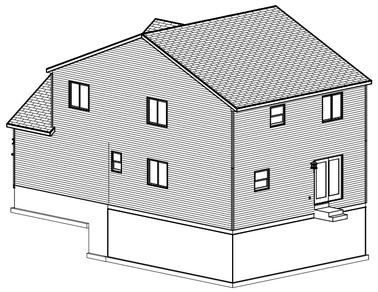
A-01.01

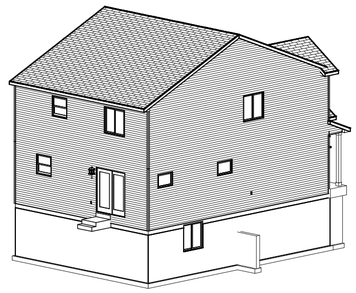
© CG Visions 2006 PLAN CREATION DATE 11/02/2020

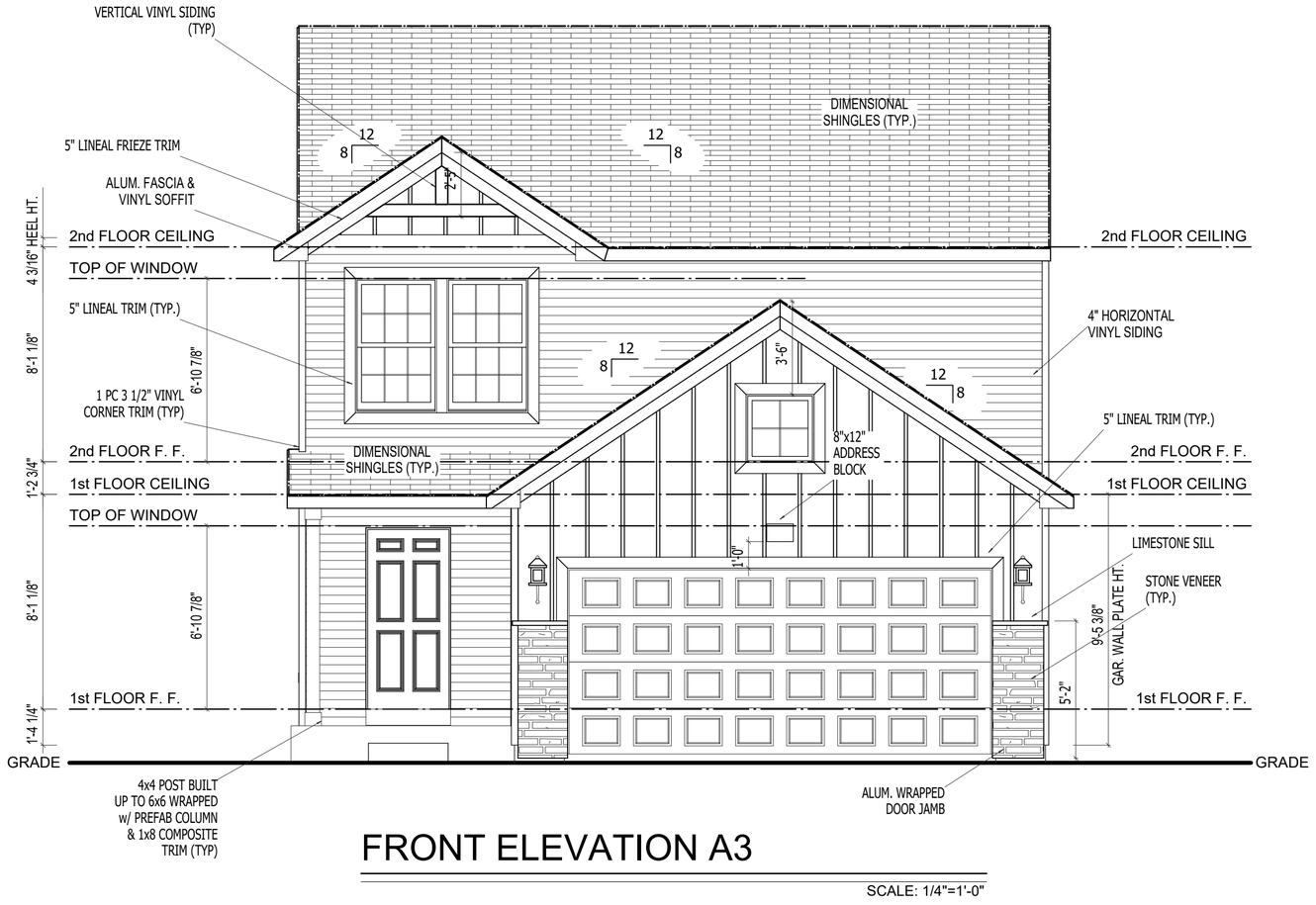
ms/A-01.01.vxp











FRONT ELEVATION A3

SCALE: 1/4"=1'-0"

REMARKS	DATE	REV. NO.

ELEVATION A1
GARAGE RIGHT
REVISION ----------

ALLEN EDWIN HOMES
2186 E. Centre Street
Portage, MI 49002
(269) 321-2600
www.allenedwin.com

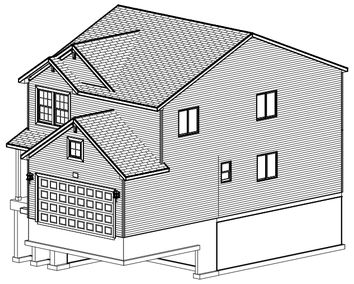
PRINT DATE:
02/29/2024

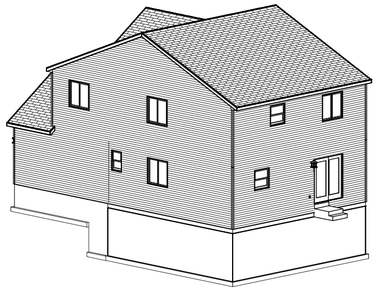
i1910
FOR: Allen Edwin Homes
LOT #:
LOCATION:

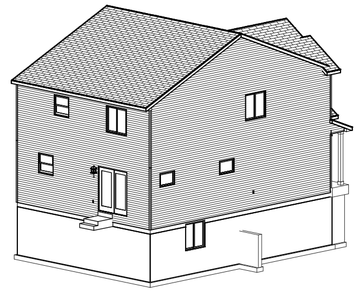
SHEET NUMBER
A-01.02

© CG Visions 2006 PLAN CREATION DATE 11/02/2020

ms/A-01.02.vxp







FRONT ELEVATION B1

SCALE: 1/4"=1'-0"

REMARKS	DATE	REV. NO.

ELEVATION A1
GARAGE RIGHT
REVISION ----------

ALLEN EDWIN HOMES
2186 E. Centre Street
Portage, MI 49002
(269) 321-2600
www.allenedwin.com

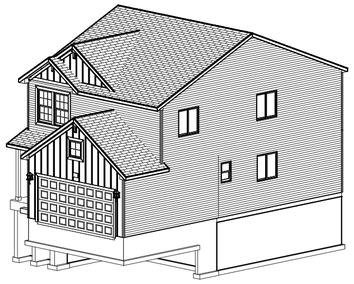
PRINT DATE:
02/29/2024

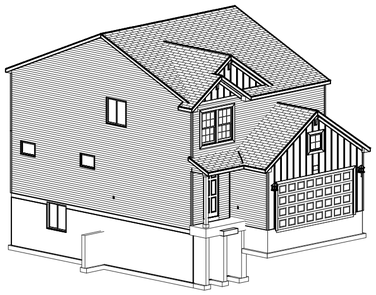
i1910
FOR: Allen Edwin Homes
LOT #:
LOCATION:

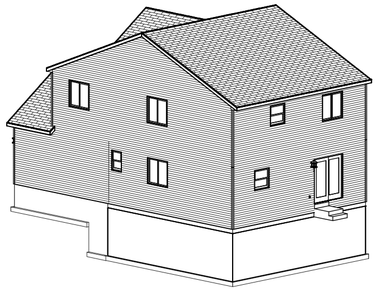
SHEET NUMBER
A-01.03

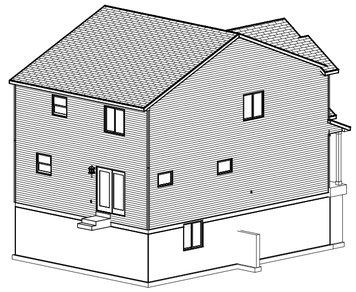
© CG Visions 2006 PLAN CREATION DATE 11/02/2020

ms\A-01.03.vxp









FRONT ELEVATION B2

SCALE: 1/4"=1'-0"

REMARKS	DATE	REV. NO.

ELEVATION A1
GARAGE RIGHT
REVISION ----------

ALLEN EDWIN HOMES
2186 E. Centre Street
Portage, MI 49002
(269) 321-2600
www.allenedwin.com

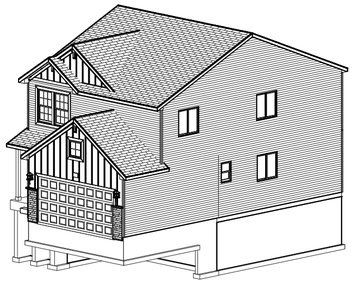
PRINT DATE:
02/29/2024

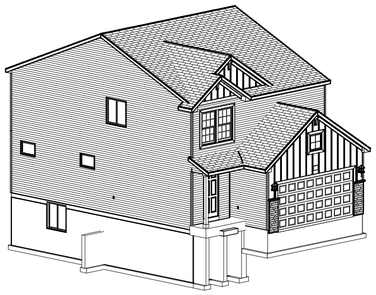
i1910
FOR: Allen Edwin Homes
LOT #:
LOCATION:

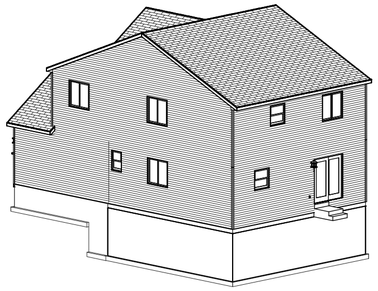
SHEET NUMBER
A-01.04

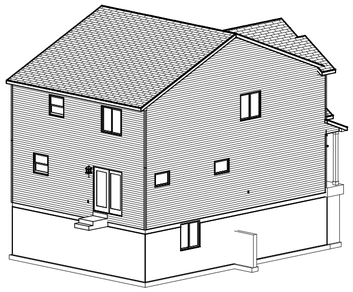
© CG Visions 2006 PLAN CREATION DATE 11/02/2020

ms/A-01.04.vxp









FRONT ELEVATION B3

SCALE: 1/4"=1'-0"

REMARKS	DATE	REV. NO.

ELEVATION A1
GARAGE RIGHT
REVISION ----------

ALLEN EDWIN HOMES
2186 E. Centre Street
Portage, MI 49002
(269) 321-2600
www.allenedwin.com

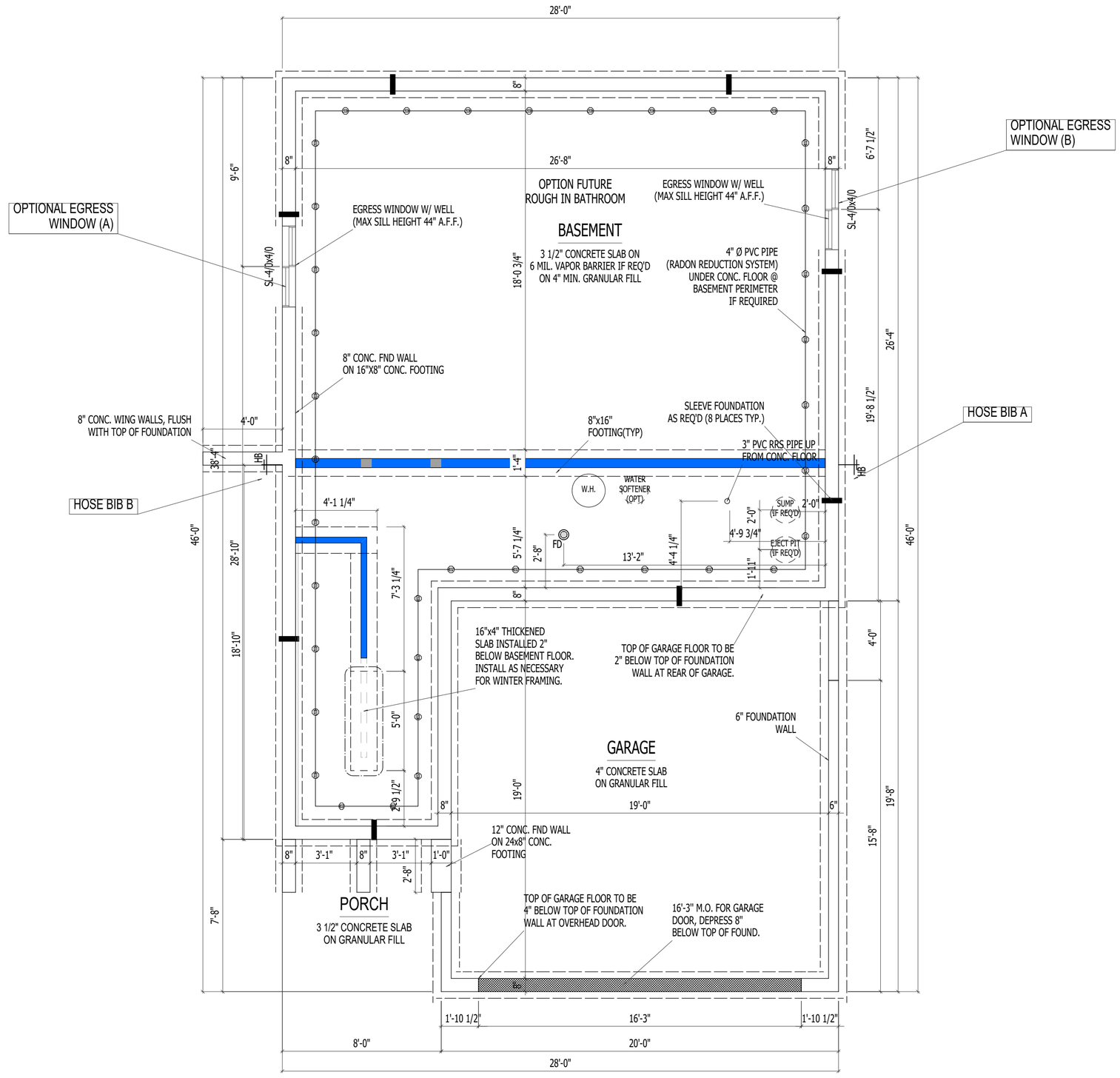
PRINT DATE:
02/29/2024

i1910
FOR: Allen Edwin Homes
LOT #:
LOCATION:

SHEET NUMBER
A-01.05

© CG Visions 2006 PLAN CREATION DATE 11/02/2020

ms/A-01.05.vxp



BASEMENT FOUNDATION: STANDARD ELEVATION

SCALE: 1/4"=1'-0"

REMARKS	DATE	REV. NO.

ELEVATION A1
GARAGE RIGHT
REVISION

ALLEN EDWIN HOMES
2186 E. Centre Street
Portage, MI 49002
(269) 321-2600
www.allenedwin.com

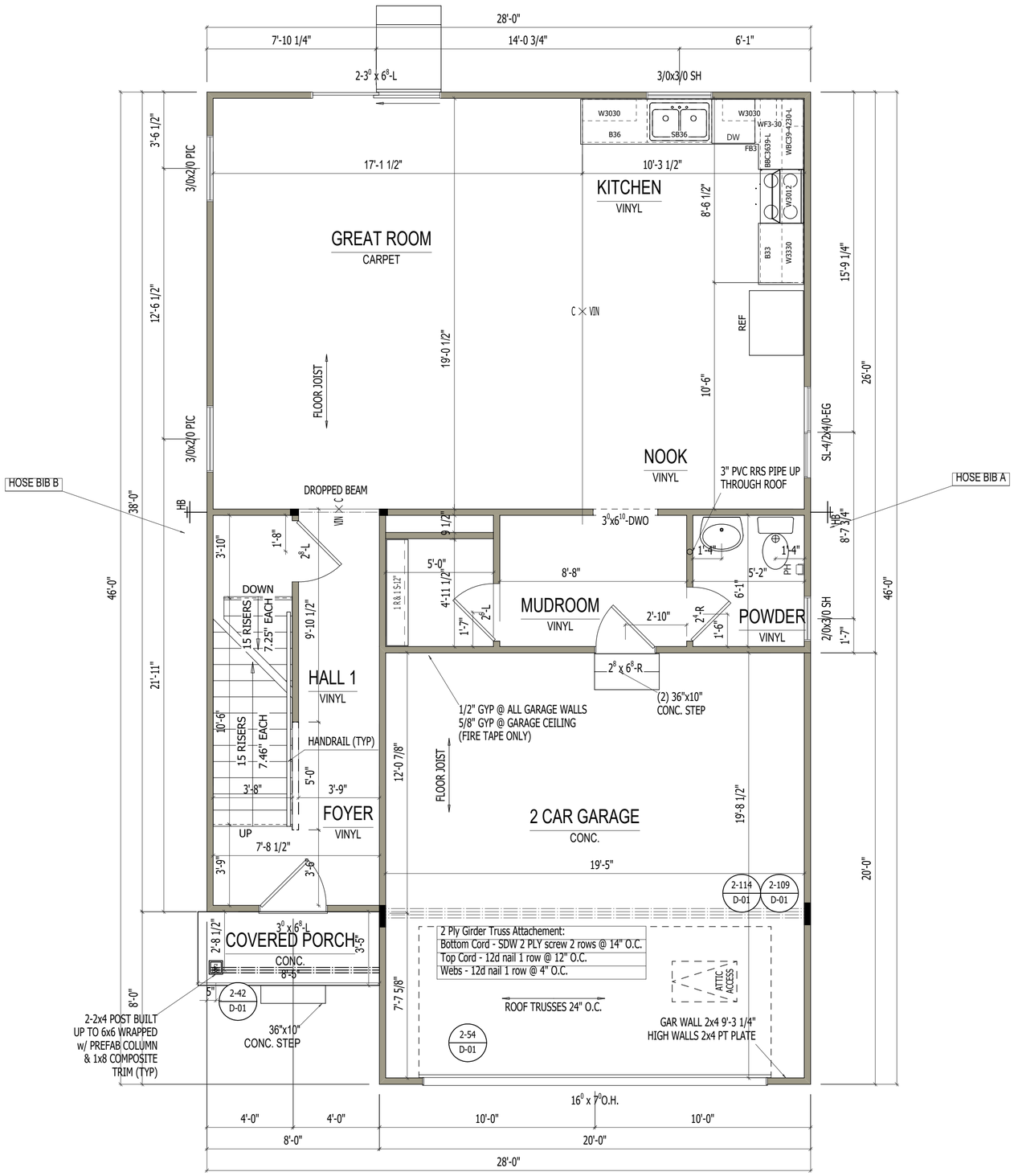
PRINT DATE: 02/29/2024

i1910
FOR: Allen Edwin Homes
LOT #:
LOCATION:

SHEET NUMBER
A-06.00

© CG Visions 2006 PLAN CREATION DATE 11/02/2020

ms/A-06.00.vxp



FIRST FLOOR i1910

SCALE: 1/4"=1'-0"

REMARKS	DATE	REV. NO.

ELEVATION A1
GARAGE RIGHT
REVISION ----------

ALLEN EDWIN HOMES
2186 E. Centre Street
Portage, MI 49002
(269) 321-2600
www.allenedwin.com

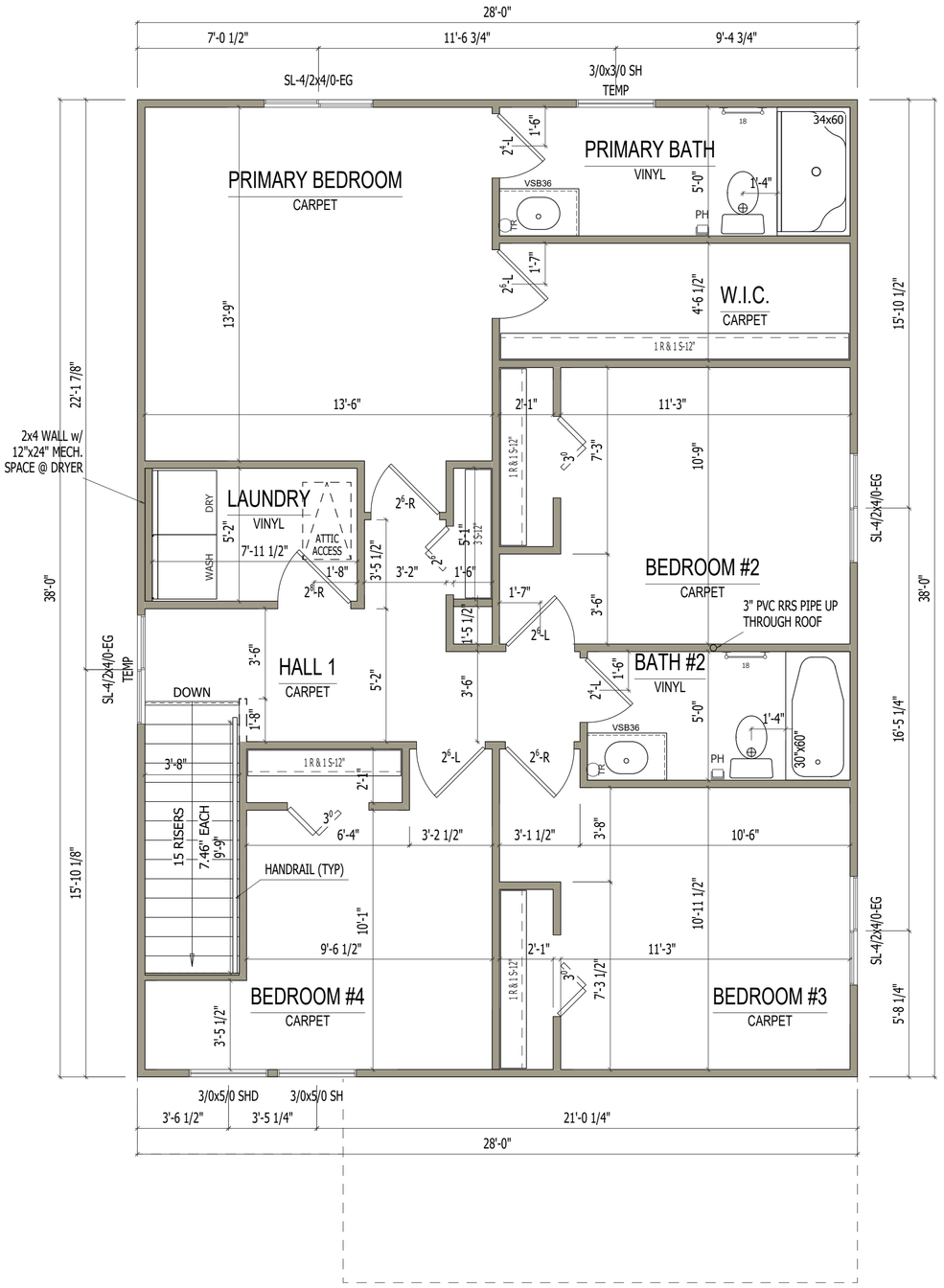
PRINT DATE:
02/29/2024

i1910
FOR: Allen Edwin Homes
LOT #:
LOCATION:

SHEET NUMBER
A-07.00

© CG Visions 2006 PLAN CREATION DATE 11/02/2020

ms/A-07.00.vxp



SECOND FLOOR i1910

SCALE: 1/4"=1'-0"

REMARKS	DATE	REV. NO.

ELEVATION A1

GARAGE RIGHT

REVISION ----------

ALLEN EDWIN HOMES

2186 E. Centre Street
Portage, MI 49002
(269) 321-2600
www.allenedwin.com

PRINT DATE:
02/29/2024

i1910

FOR: Allen Edwin Homes

LOT #:

LOCATION:

SHEET NUMBER

A-08.00

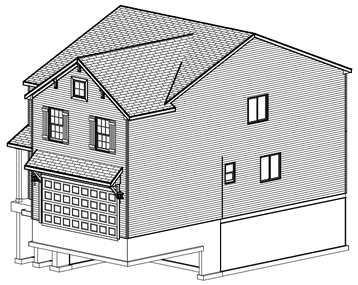
© CG Visions 2006 PLAN CREATION DATE 11/02/2020

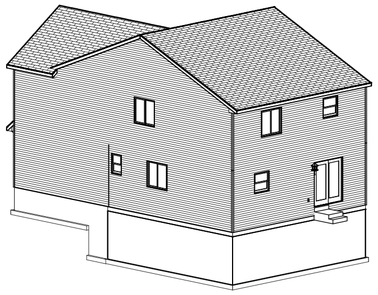
ms/A-08.00.vxp

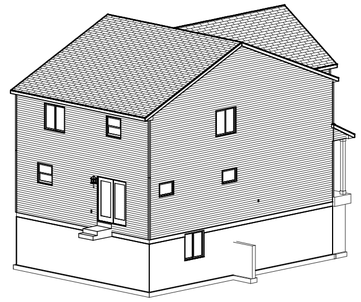
Integrity 2085

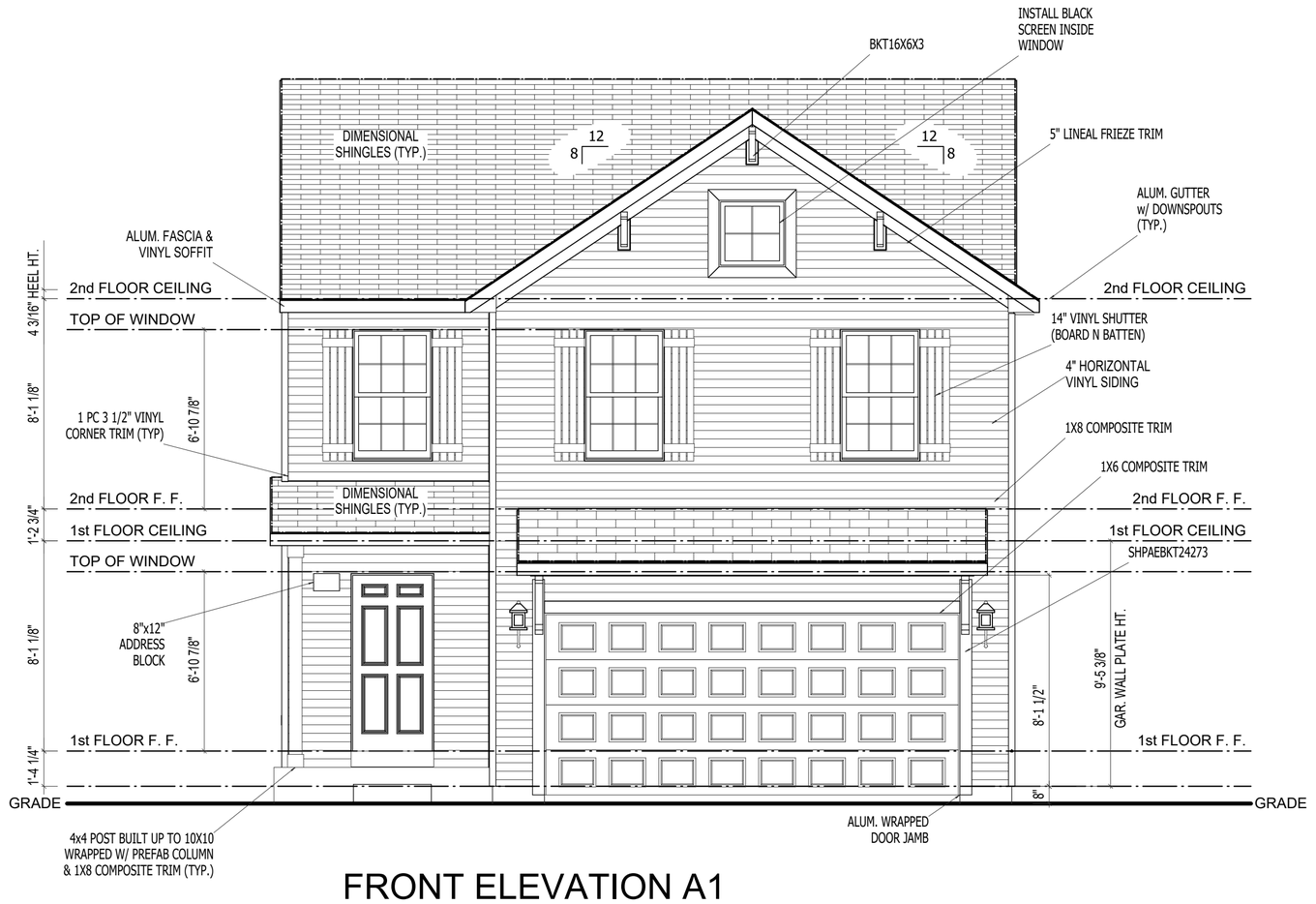
- **Single Family Detached Home**
- **2,085 Square Feet, Two-Story**
- **5 Bedrooms/2½ Bathrooms**
- **Attached 2-Stall Garage (front load)**

i2085
322









FRONT ELEVATION A1

SCALE: 1/4"=1'-0"

REMARKS	DATE	REV. NO.

ELEVATION A1
GARAGE RIGHT
REVISION ----------

ALLEN EDWIN HOMES
2186 E. Centre Street
Portage, MI 49002
(269) 321-2600
www.allenedwin.com

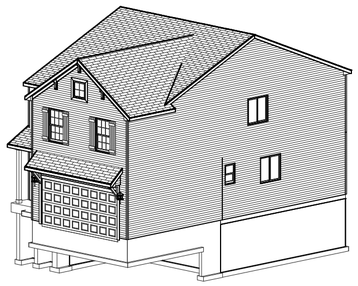
PRINT DATE:
04/09/2024

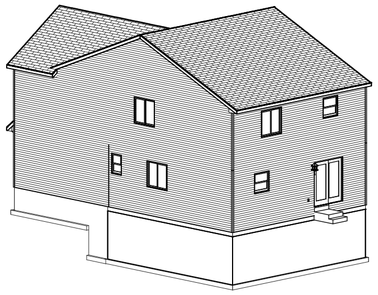
i2085
FOR: Allen Edwin Homes
LOT #:
LOCATION:

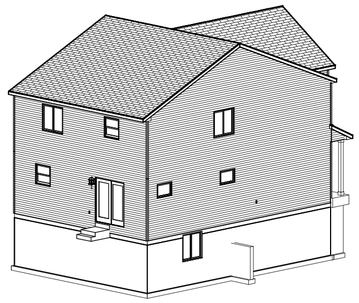
SHEET NUMBER
A-01.00

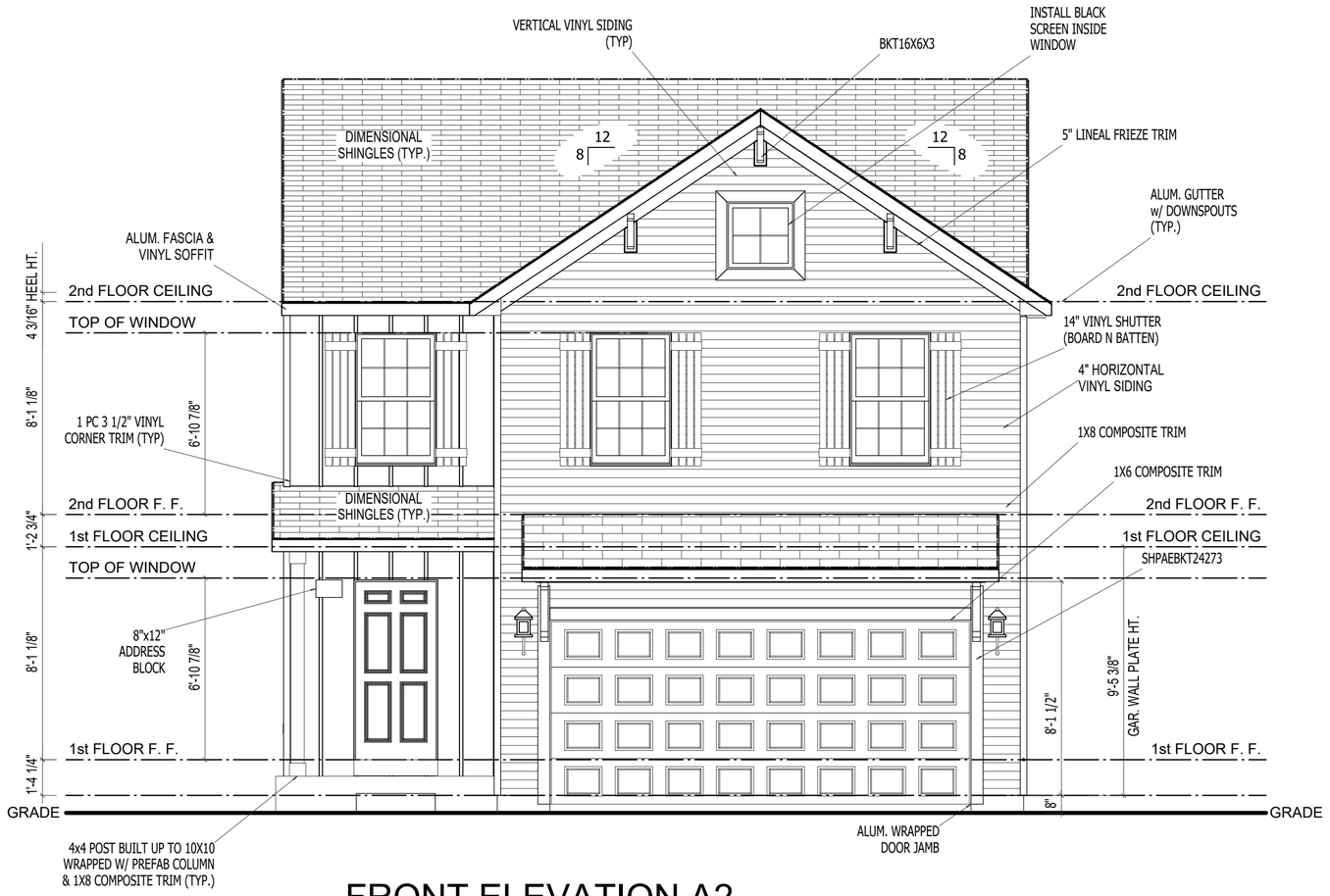
© CG Visions 2006 PLAN CREATION DATE 01/24/2024

ms/A-01.00.vxp









FRONT ELEVATION A2

SCALE: 1/4"=1'-0"

REMARKS	DATE	REV. NO.

ELEVATION A1
GARAGE RIGHT
REVISION ----------

ALLEN EDWIN HOMES
2186 E. Centre Street
Portage, MI 49002
(269) 321-2600
www.allenedwin.com

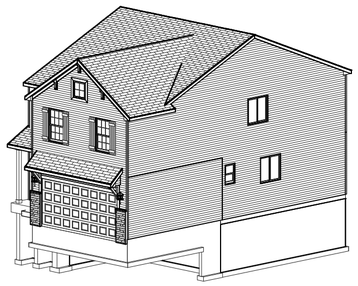
PRINT DATE:
04/09/2024

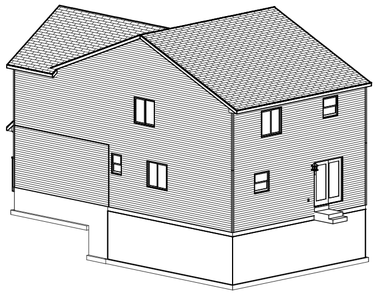
i2085
FOR: Allen Edwin Homes
LOT #:
LOCATION:

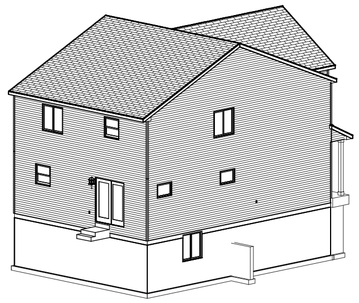
SHEET NUMBER
A-01.01

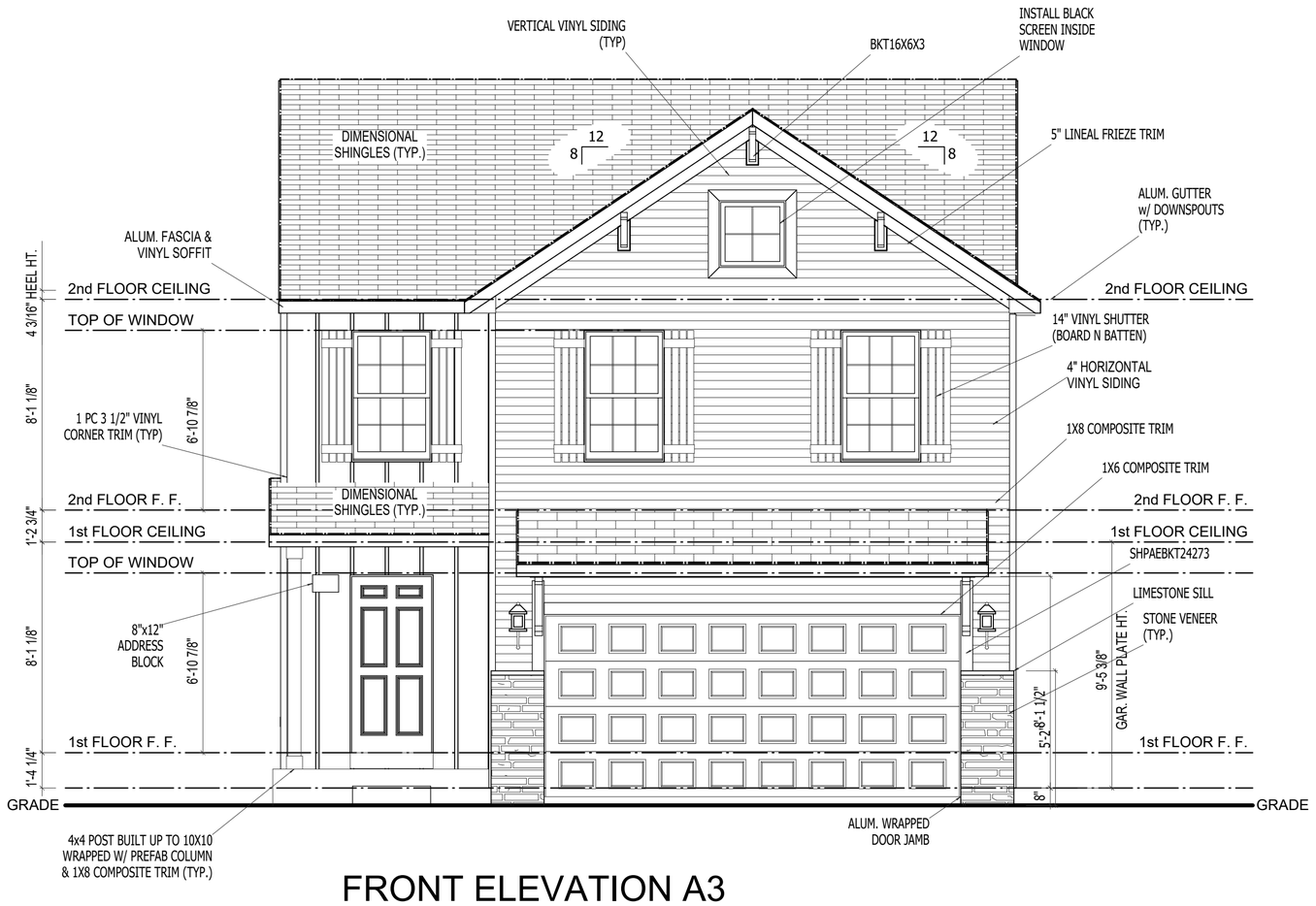
© CG Visions 2006 PLAN CREATION DATE 01/24/2024

ms/A-01.01.vxp









FRONT ELEVATION A3

SCALE: 1/4"=1'-0"

REMARKS	DATE	REV. NO.

ELEVATION A1
GARAGE RIGHT
REVISION ----------

ALLEN EDWIN HOMES
2186 E. Centre Street
Portage, MI 49002
(269) 321-2600
www.allenedwin.com

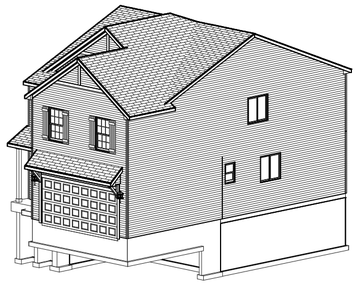
PRINT DATE:
04/09/2024

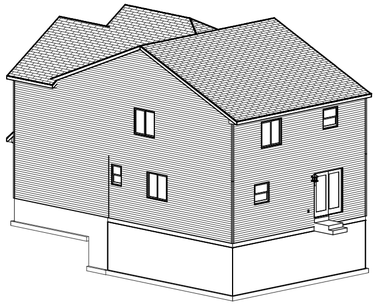
i2085
FOR: Allen Edwin Homes
LOT #:
LOCATION:

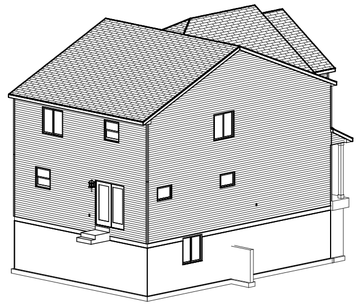
SHEET NUMBER
A-01.02

© CG Visions 2006 PLAN CREATION DATE 01/24/2024

ms/A-01.02.vxp







FRONT ELEVATION B1

SCALE: 1/4"=1'-0"

REMARKS	DATE	REV. NO.

ELEVATION A1
GARAGE RIGHT
REVISION ----------

ALLEN EDWIN HOMES
2186 E. Centre Street
Portage, MI 49002
(269) 321-2600
www.allenedwin.com

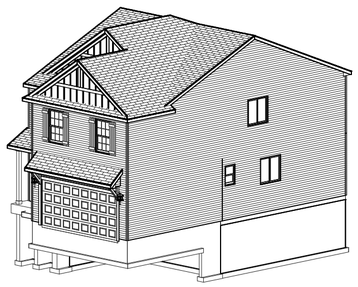
PRINT DATE:
04/09/2024

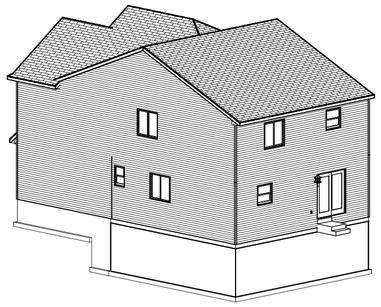
i2085
FOR: Allen Edwin Homes
LOT #:
LOCATION:

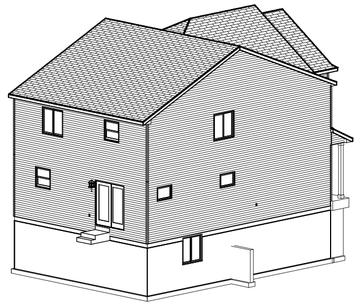
SHEET NUMBER
A-01.03

© CG Visions 2006 PLAN CREATION DATE 01/24/2024

ms/A-01.03.vxp







FRONT ELEVATION B2

SCALE: 1/4"=1'-0"

REMARKS	DATE	REV. NO.

ELEVATION A1
GARAGE RIGHT
REVISION ----------

ALLEN EDWIN HOMES
2186 E. Centre Street
Portage, MI 49002
(269) 321-2600
www.allenedwin.com

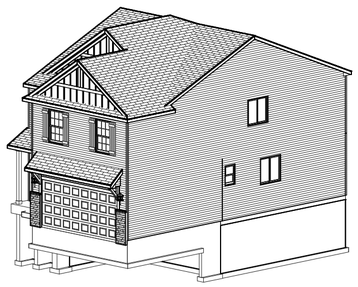
PRINT DATE:
04/09/2024

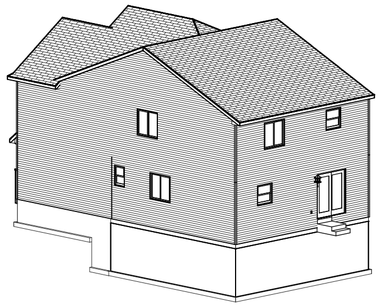
i2085
FOR: Allen Edwin Homes
LOT #:
LOCATION:

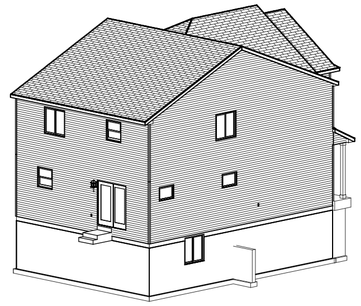
SHEET NUMBER
A-01.04

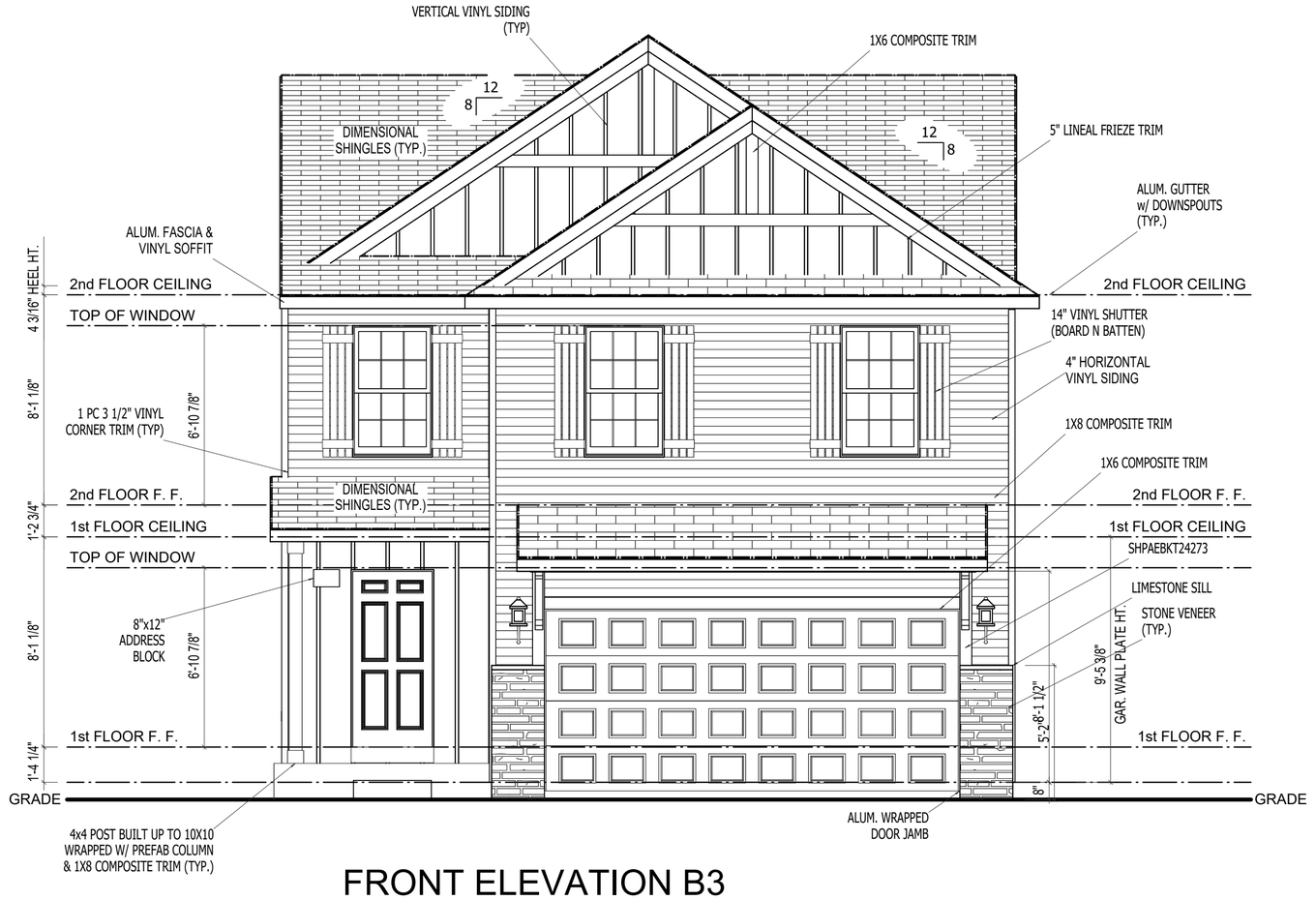
© CG Visions 2006 PLAN CREATION DATE 01/24/2024

ms/A-01.04.vxp









FRONT ELEVATION B3

SCALE: 1/4"=1'-0"

REMARKS	DATE	REV. NO.

ELEVATION A1
GARAGE RIGHT
REVISION ----------

ALLEN EDWIN HOMES
2186 E. Centre Street
Portage, MI 49002
(269) 321-2600
www.allenedwin.com

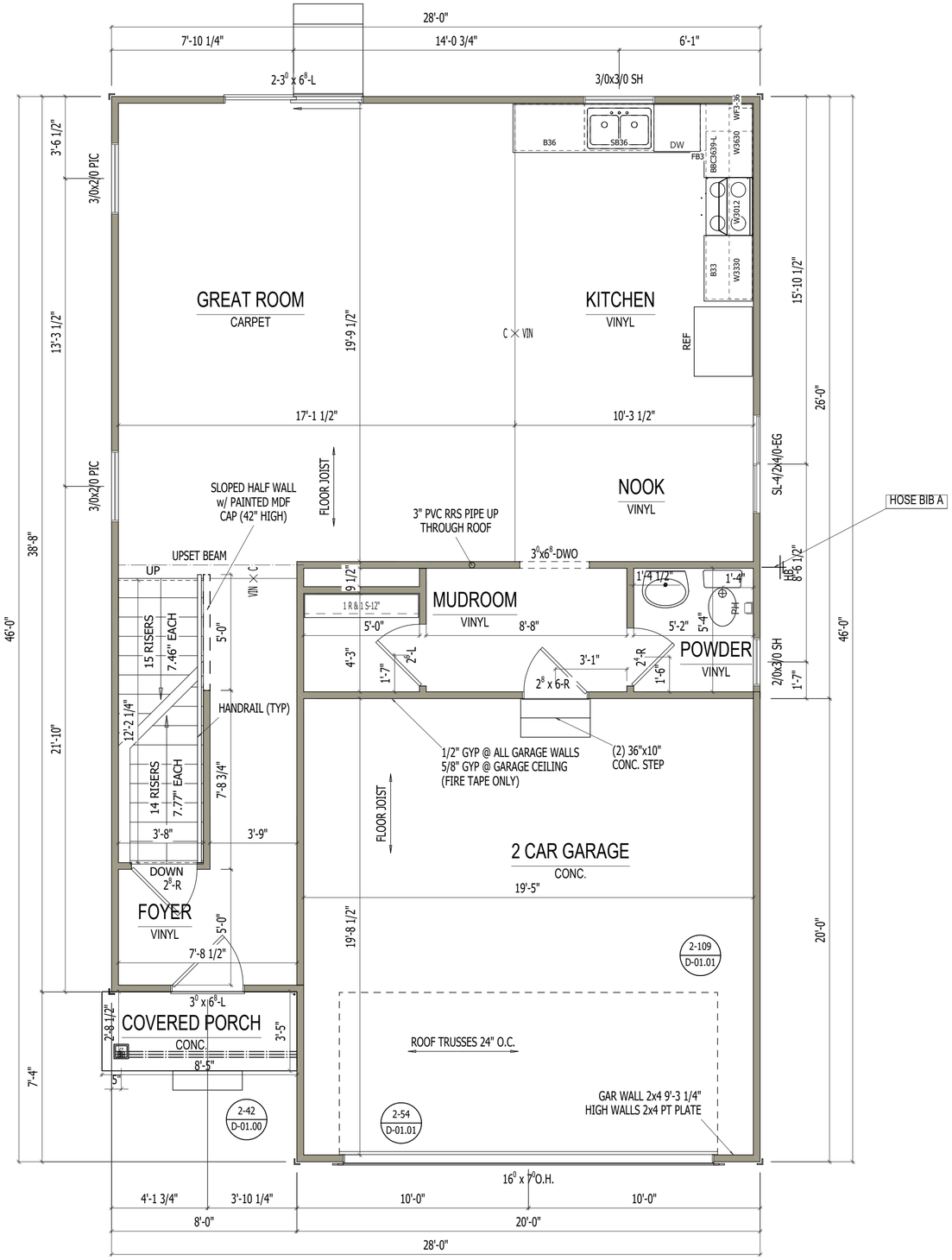
PRINT DATE: 04/09/2024

i2085
FOR: Allen Edwin Homes
LOT #:
LOCATION:

SHEET NUMBER
A-01.05

© CG Visions 2006 PLAN CREATION DATE 01/24/2024

ms\A-01.05.vxp



FIRST FLOOR i2085

SCALE: 1/4"=1'-0"

REV. NO.	DATE	REMARKS

ELEVATION A1
GARAGE RIGHT
REVISION ----------

ALLEN EDWIN HOMES
2186 E. Centre Street
Portage, MI 49002
(269) 321-2600
www.allenedwin.com

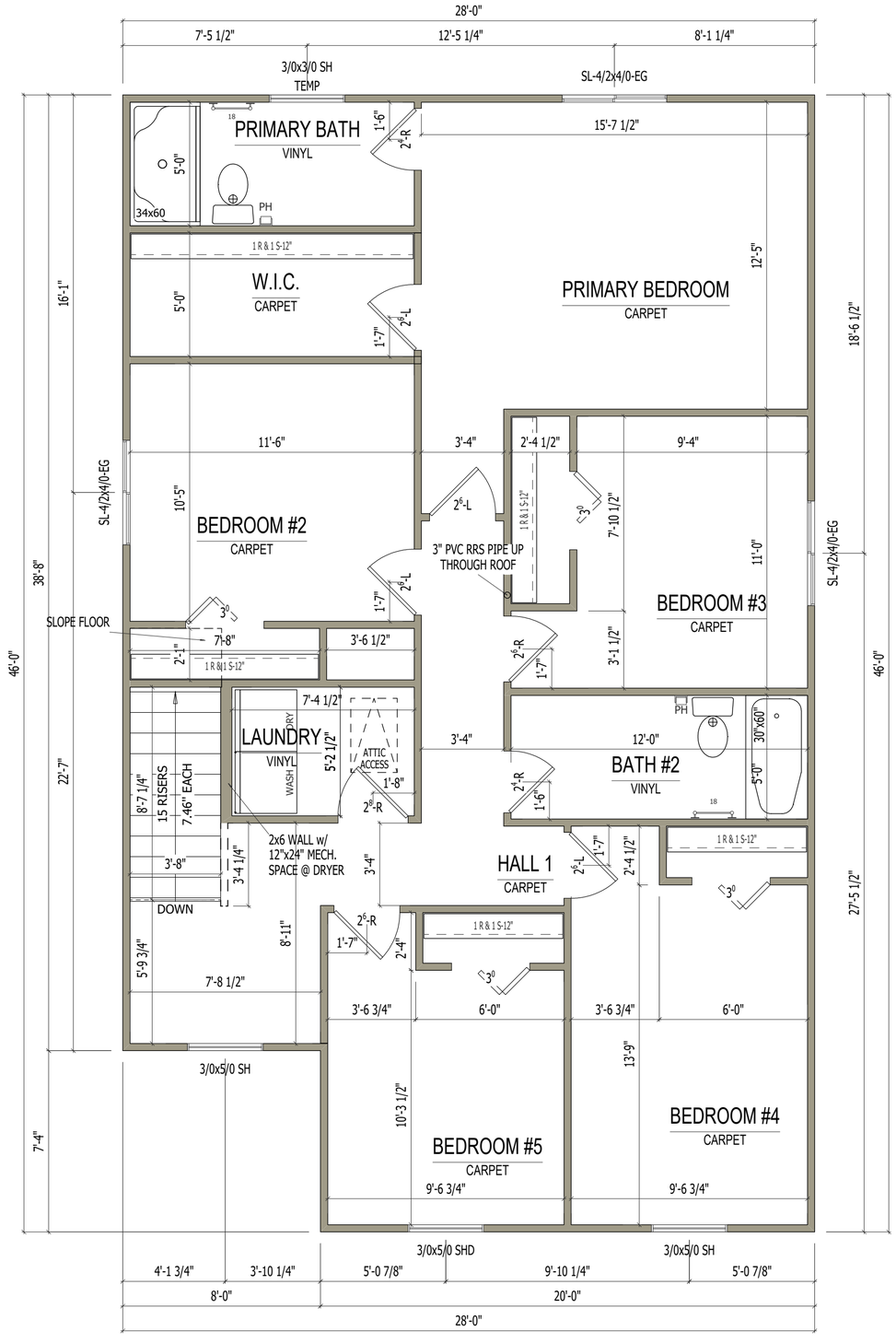
PRINT DATE:
03/04/2024

i2085
FOR: Allen Edwin Homes
LOT #:
LOCATION:

SHEET NUMBER
A-07.00

© CG Visions 2006 PLAN CREATION DATE 01/24/2024

ms/A-07.00.vxp



SECOND FLOOR i2085

SCALE: 1/4"=1'-0"

REV. NO.	DATE	REMARKS

ELEVATION A1
GARAGE RIGHT
REVISION

ALLEN EDWIN HOMES
2186 E. Centre Street
Portage, MI 49002
(269) 321-2600
www.allenedwin.com

PRINT DATE:
03/04/2024

i2085
FOR: Allen Edwin Homes
LOT #:
LOCATION:

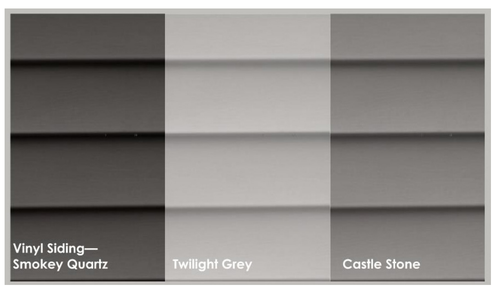
SHEET NUMBER
A-08.00

© CG Visions 2006 PLAN CREATION DATE 01/24/2024

ms\A-08.00.vxp

Village 1490MS

- 3-Unit and 4-Unit Attached Townhome
- 1,490 Square Feet, Two-Story
- 3 Bedrooms/2½ Bathrooms
- Attached 2-Stall Garage (rear load)



REAR LOADED ATTACHED FOUR-UNIT TOWNHOME

ALLEN EDWIN HOMES

FRONT ELEVATION

SCALE: 1/4"=1'-0"

ELEVATION A1	REV. NO.	DATE	REMARKS
GARAGE RIGHT			
REVISION			

ALLEN EDWIN HOMES
2188 E. Centre Street
Portage, MI 49002
(269) 321-2600
www.allenedwin.com

PRINT DATE:
11/08/2023

V1490MS

FOR:
Allen Edwin Homes

LOT #:

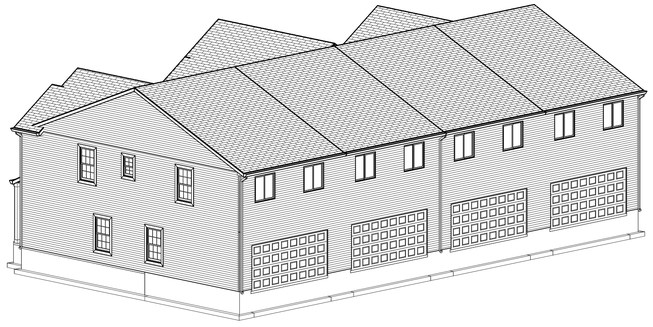
LOCATION:

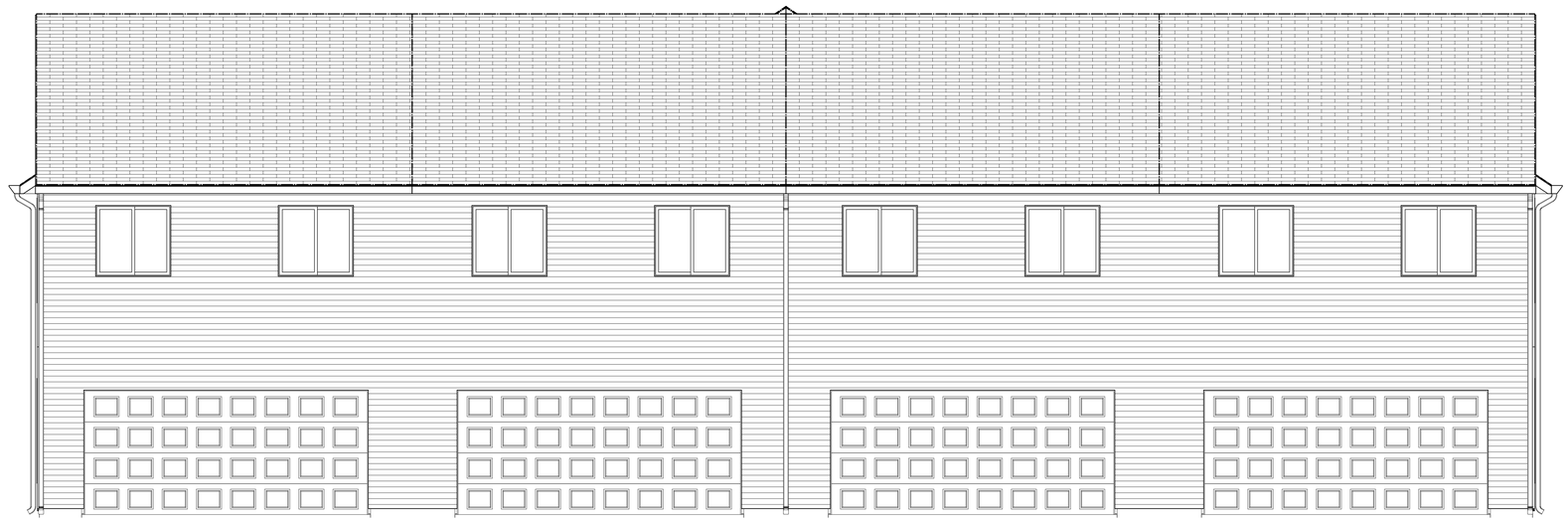
SHEET NUMBER

A-01

© CG Visions 2006 PLAN CREATION DATE 01/17/2023

View_Sheets/A-01.vxp





REAR ELEVATION

SCALE: 1/4"=1'-0"

REV. NO.	DATE	REMARKS

ELEVATION A1

GARAGE RIGHT

REVISION

ALLEN EDWIN HOMES

2188 E. Centre Street
Portage, MI 49002
(269) 321-2600
www.allenedwin.com

PRINT DATE:
11/08/2023

V1490MS

FOR: Allen Edwin Homes

LOT #:

LOCATION:

SHEET NUMBER

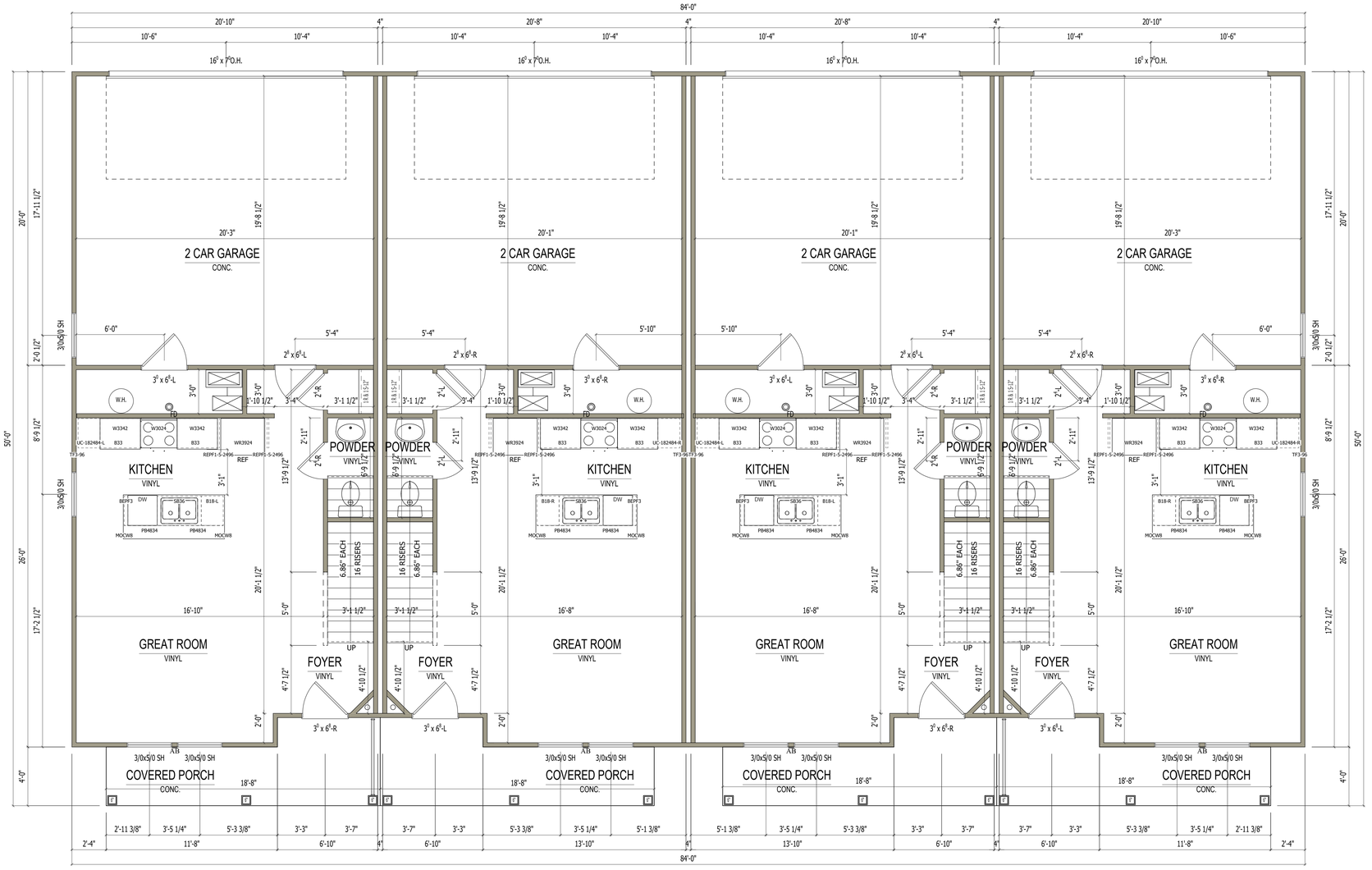
A-02

© CG Visions 2006 PLAN CREATION DATE 01/17/2023

View_Sheets\A-02.vxp

GENERAL FLOOR PLAN NOTES:

1. ALL INTERIOR NON LOAD BRG WALLS TO BE 2x4 STUDS 24" O.C.
2. WINDOWS TO BE VINYL SINGLE-HUNG, SIZE AS INDICATED BY NUMBER ON PLAN.
3. DIMENSIONS ARE FROM FACE OF STUDS.
4. PROVIDE BLOCKING ABOVE WINDOWS & DOORS 16" O.C. TYP.
5. PROVIDE EXTRA STUDS AS INDICATED AT ALL BEAM BEARING LOCATIONS.
6. ALL WINDOW HT. TO BE 6'-10 7/8" ABOVE FLOOR UNLESS OTHERWISE NOTED.
7. PROVIDE DOUBLE CRIPLES UNDER HEADERS FOR BEARING AT OPENINGS 6'-0" WIDE AND GREATER.
8. SHIM EXTERIOR DOORS & PKT. DOORS 1/2" ABOVE SUBFLOOR.
9. 16" O.C. STUDS AT KITCHEN WALLS w/ CABINETS.



FIRST FLOOR PLAN

SCALE: 1/4"=1'-0"

REV. NO.	DATE	REMARKS

ELEVATION A1
GARAGE RIGHT
REVISION

ALLEN EDWIN HOMES
2186 E. Centre Street
Portage, MI 49002
(269) 321-2600
www.allenedwin.com

PRINT DATE:
11/08/2023

V1490MS
FOR: Allen Edwin Homes
LOT #:
LOCATION:

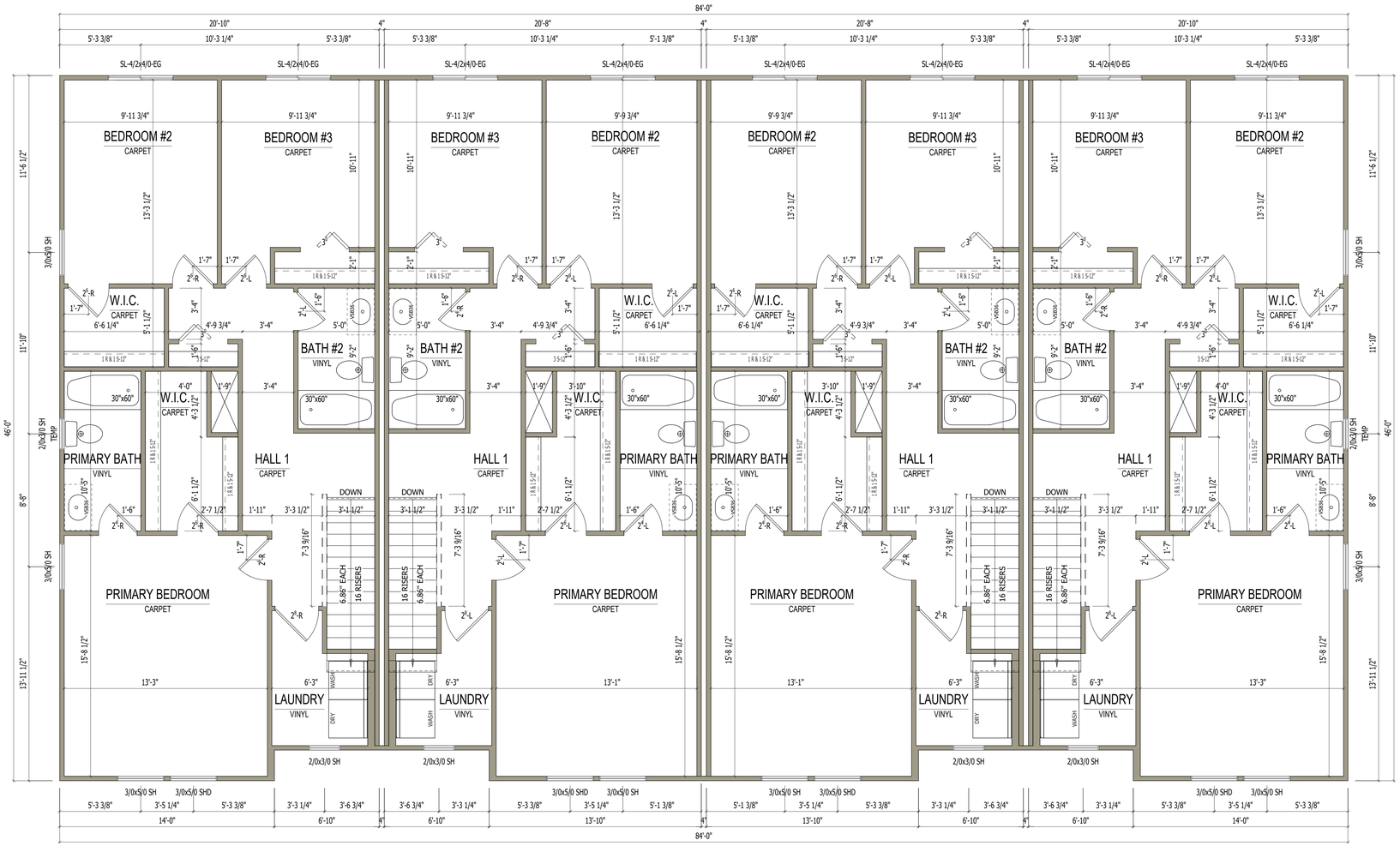
SHEET NUMBER
A-06

© CG Visions 2006 PLAN CREATION DATE 01/17/2023

View_Sheets\A-06.vxp

GENERAL FLOOR PLAN NOTES:

1. ALL INTERIOR NON LOAD BRG WALLS TO BE 2x4 STUDS 24" O.C.
2. WINDOWS TO BE VINYL SINGLE-HUNG, SIZE AS INDICATED BY NUMBER ON PLAN.
3. DIMENSIONS ARE FROM FACE OF STUDS.
4. PROVIDE BLOCKING ABOVE WINDOWS & DOORS 16" O.C. TYP.
5. PROVIDE EXTRA STUDS AS INDICATED AT ALL BEAM BEARING LOCATIONS.
6. ALL WINDOW HT. TO BE 6'-10 7/8" ABOVE FLOOR UNLESS OTHERWISE NOTED.
7. PROVIDE DOUBLE CRIPLES UNDER HEADERS FOR BEARING AT OPENINGS 6'-0" WIDE AND GREATER.
8. SHIM EXTERIOR DOORS & PKT. DOORS 1/2" ABOVE SUBFLOOR.
9. 16" O.C. STUDS AT KITCHEN WALLS w/ CABINETS.



SECOND FLOOR PLAN

SCALE: 3/16"=1'-0"

REV. NO.	DATE	REMARKS

ELEVATION A1
GARAGE RIGHT
REVISION

ALLEN EDWIN HOMES
2186 E. Centre Street
Portage, MI 49002
(269) 321-2600
www.allenedwin.com

PRINT DATE:
11/08/2023

V1490MS
FOR: Allen Edwin Homes
LOT #:
LOCATION:

SHEET NUMBER
A-07

© CG Visions 2006 PLAN CREATION DATE 01/17/2023

View_Sheets\A-07.vxp

May 22, 2024

Peter Dame, Chief Development Officer
Community Development Department
City of Portage
7900 South Westnedge Avenue
Portage, Michigan 49024

Re: 8150 Creekside Drive (Parcel #10-00021-125-J, 9.11 Acres)

Dear Mr. Dame,

Portage Land 2 LLC land contract vendee of 8150 Creekside Drive (Parcel #10-00021-125-J, 9.11 acres) in the City of Portage, Kalamazoo County, Michigan. I confirm that Green Development Ventures, LLC/Allen Edwin Homes has authorized consent to submit for municipal approvals and permits (rezoning, site plan, utility permits, etc.) that may be required for the development of the subject parcel.

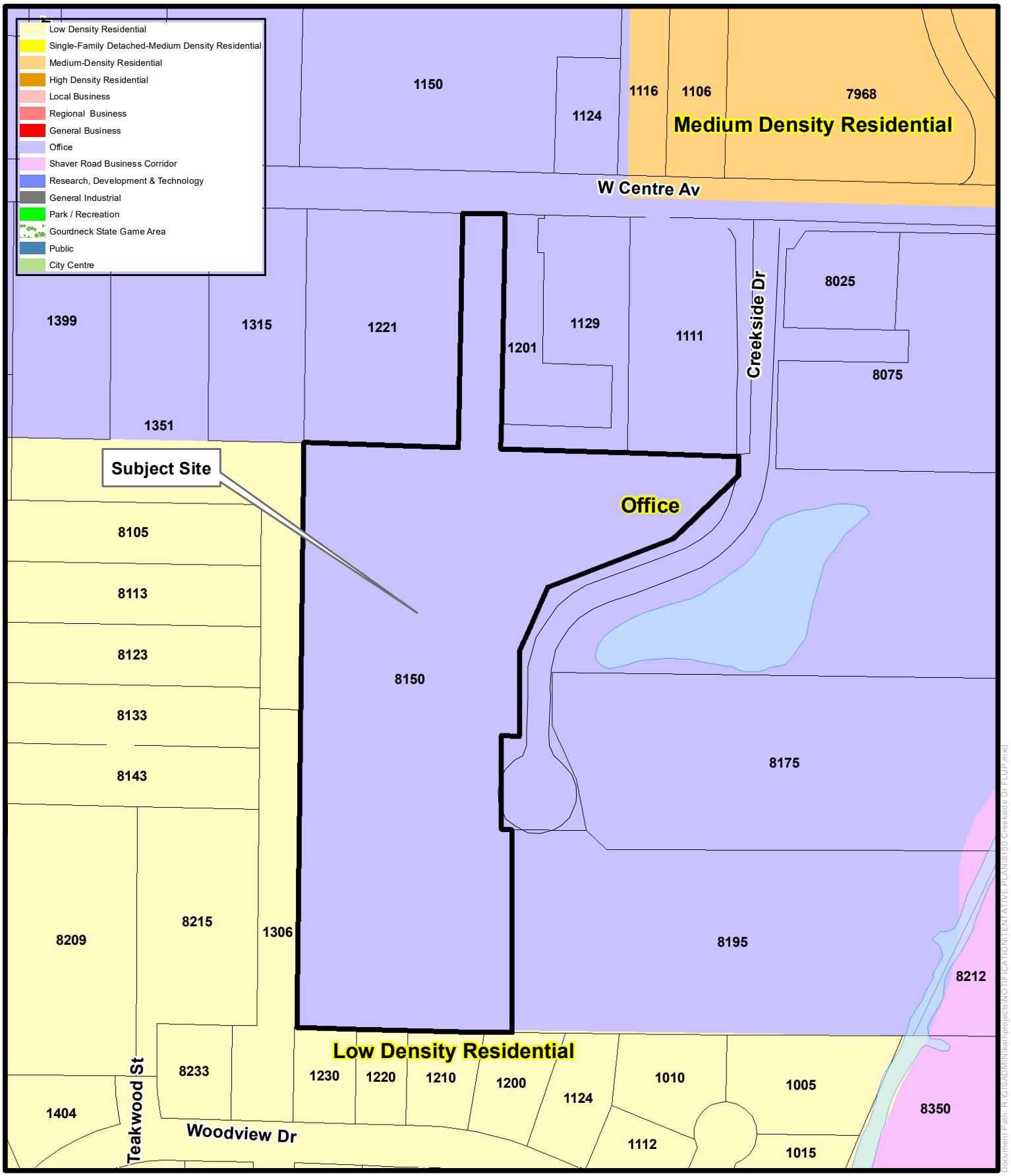
Feel free to contact me with questions or concerns.

Sincerely,

Kevin Denoyer

Kevin Denoyer
President of Common Sail Development

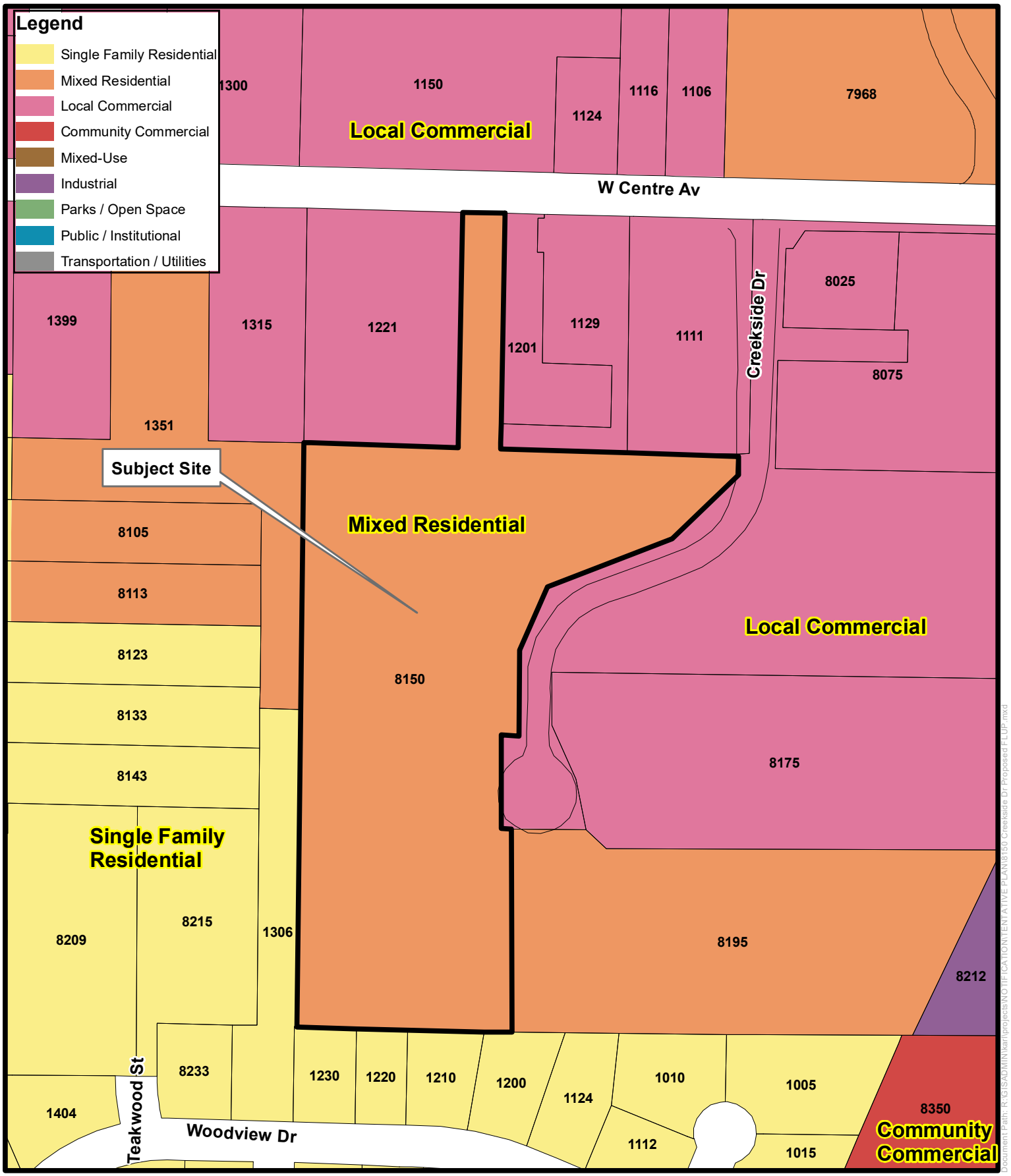
Portage Land 2, LLC
7927 Nemco Way, Suite 100
Brighton, MI 48116
Phone: 810-220-0200
Email: kdenoyer@csig.com



Existing Future Land Use Map
8150 Creekside Drive

PORTAGE
A Natural Place to Move

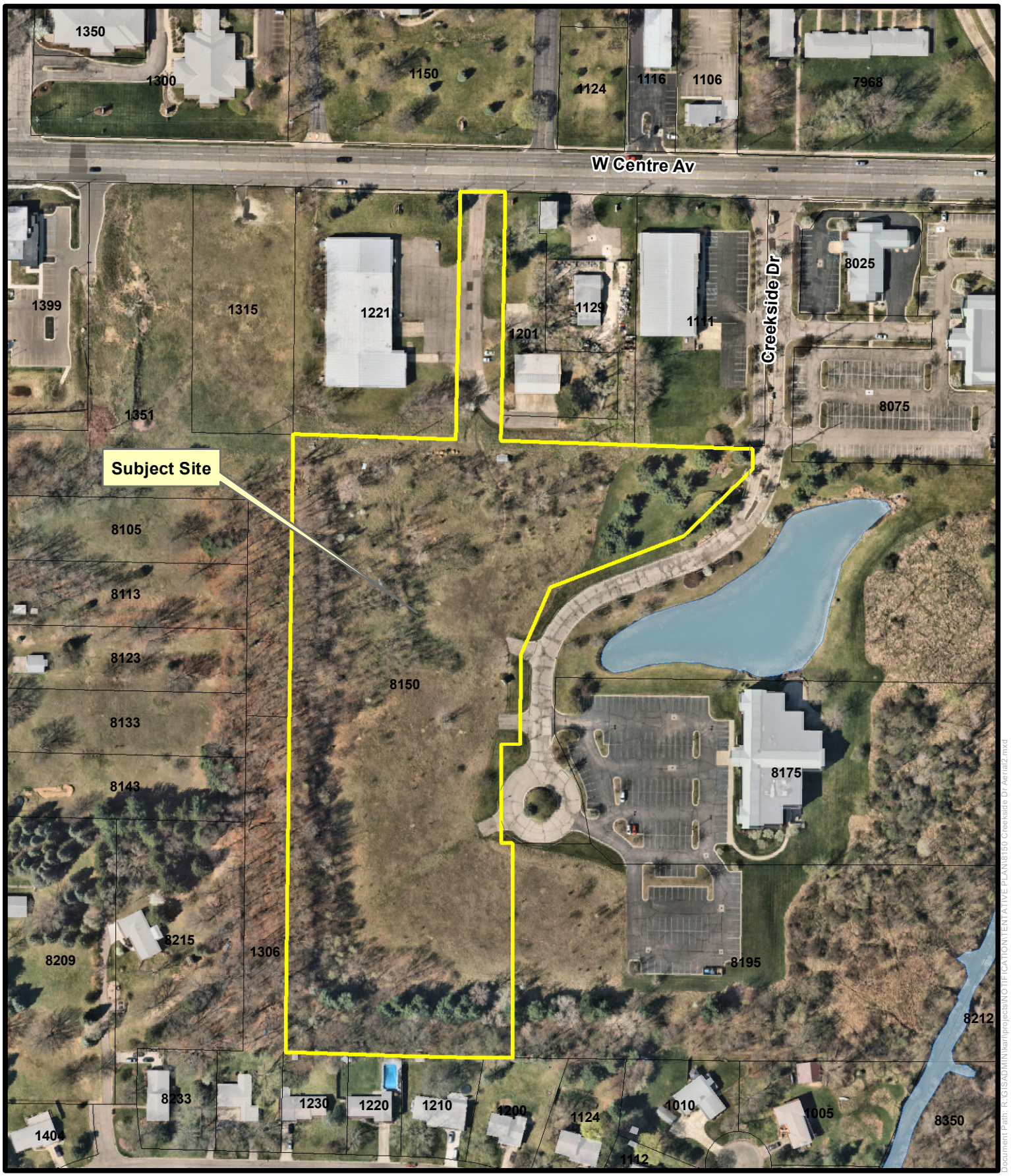
1 inch = 200 feet
Date: 6/12/2024



Draft Future Land Use Map
8150 Creekside Drive

PORTAGE
A Natural Place to Move

1 inch = 200 feet
Date: 6/12/2024



Subject Parcels

Aerial Photography Map
8150 Creekside Drive

PORTAGE
A Natural Place to Move

1 inch = 189 feet
Date: 6/11/2024

Document Path: R:\GIS\ADMIN\karl\projects\NOTIFICATIONTENTATIVEPLAN\8150 Creekside Dr Aerial2.mxd

July 1, 2022 Staff's Site Pictures

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

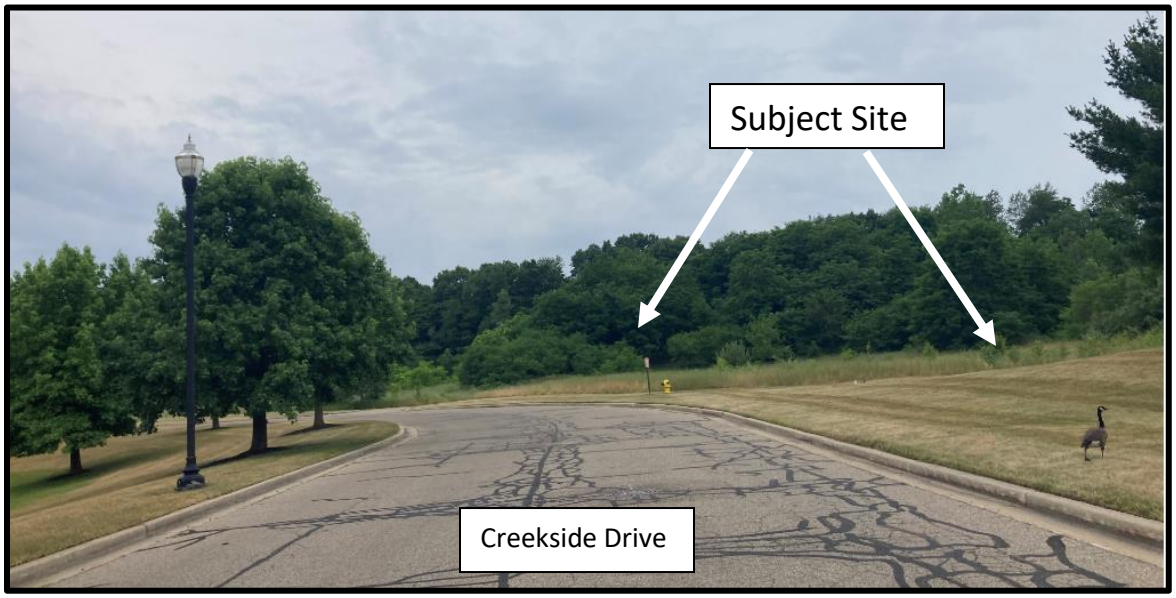


Figure 2. Looking south along Creekside Drive with the subject site to the right (west along Creekside Drive).

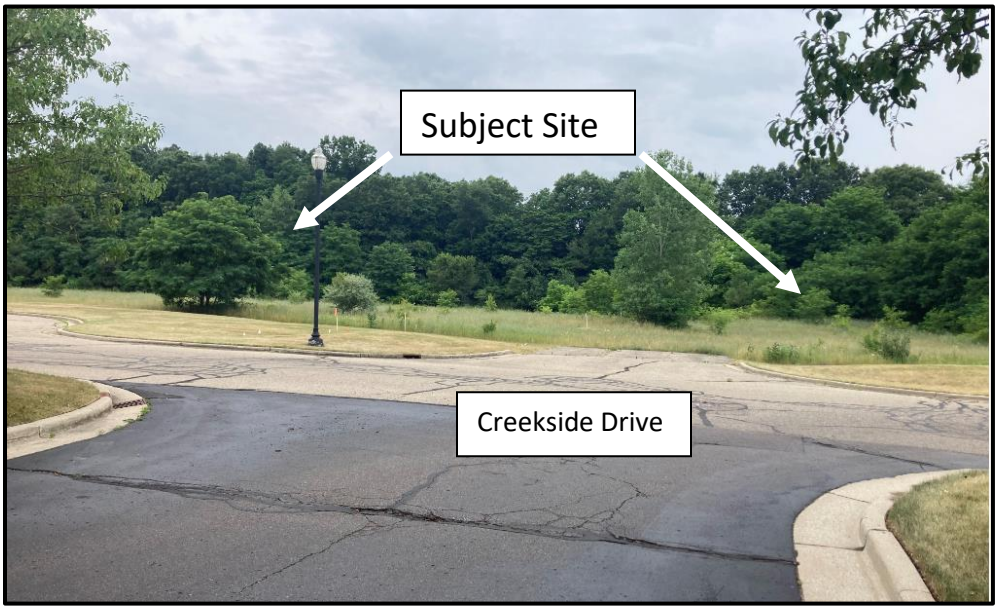


Figure 3. Looking west toward subject site across Creekside Drive.

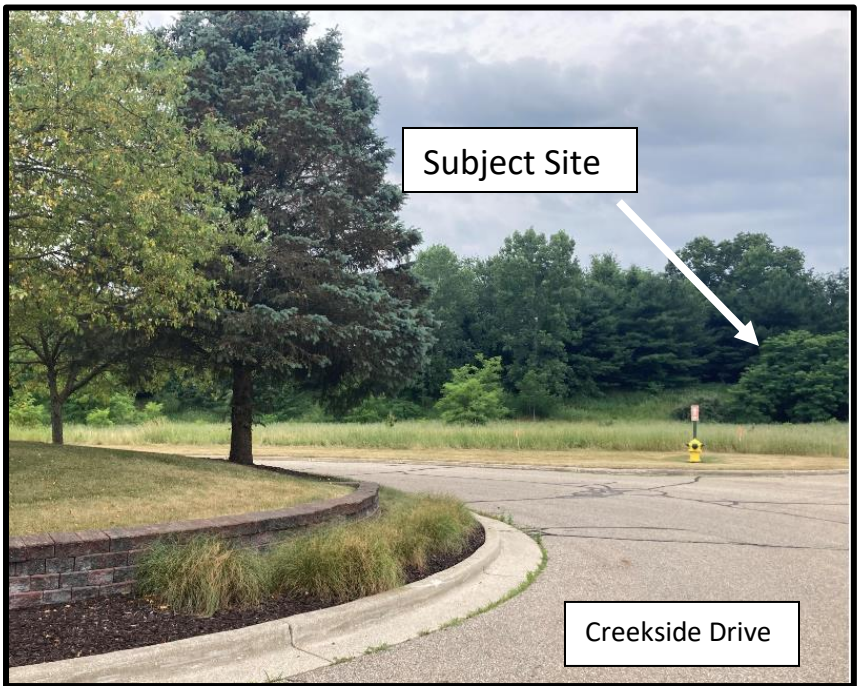


Figure 4. Looking south toward vegetated berm in background; Creekside Drive cul-de-sac in foreground.

StoryPoint Portage South

8150 Creekside Drive, Portage, Michigan 49024

SHEET INDEX:

A-0.0 COVER SHEET & SITE INFORMATION

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

L-1.0 LANDSCAPE PLAN
L-2.0 LANDSCPAE RENDERING

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

Owner: **Lockwood Companies**

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

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

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

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

LEGAL DESCRIPTION

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

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

PARKING CALCULATION

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

SITE AND BUILDING DATA

ZONING & CURRENT USE

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

NORTH: ZONED - I-1 - LIGHT INDUSTRIAL

EAST: ZONED - OS-1 OFFICE SERVICE

SOUTH: ZONED - RC-1 ONE FAMILY RESIDENTIAL

WEST: ZONED - RC-1 ONE FAMILY RESIDENTIAL

SETBACK AND BUILDING HEIGHT REQUIREMENTS

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

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

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

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

MAXIMUM HEIGHT OF STRUCTURES: 35'-0"

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

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

BUILDING AREA

RESIDENTIAL USE

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

GARAGE 162 S.F

UNIT COUNTS

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

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

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

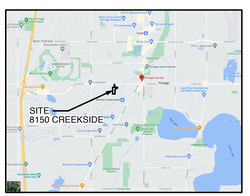
ASSISTED LIVING
(AL-2 - ASSISTED LIVING)
1ST FLOOR
13- STUDIOS
8 -(1) BEDROOM UNITS
0- (2) BEDROOM UNITS
TOTAL 21 TOTAL UNITS

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

DENSITY CALCULATIONS

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

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



N

LOCATION MAP
(NOT TO SCALE)

Architects seal

Engineer's Seal

© copyright 2022 / edmund london & associates, inc. / all rights reserved

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

ela

StoryPoint Portage South
Portage, Michigan

cover sheet & site plan information

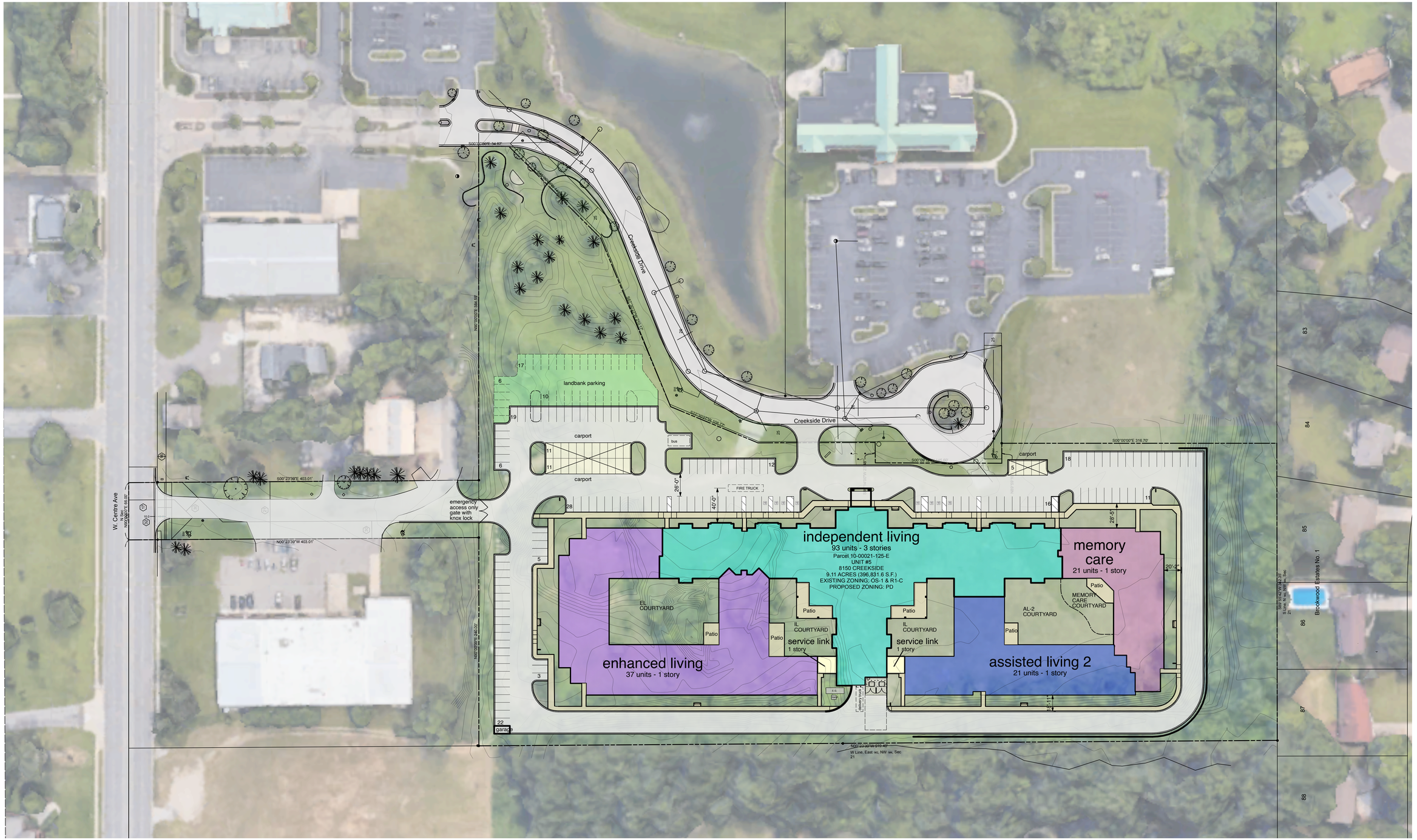
ISSUED:
06/17/2022 PRELIMINARY SITE PLAN & REZONING SUBMISSION
07/18/2022 REVISED PRELIMINARY SITE PLAN & REZONING SUBMISSION

DRAWN BY: MC, JL, TC

APPROVED BY: JL

JOB NUMBER 4201

SHEET NUMBER A-0.0



N

conceptual site plan

SCALE: 1" = 50'-0"

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

ela

StoryPoint Portage South
Portage, Michigan

conceptual site plan

ISSUED:

06/17/2022
PRELIMINARY SITE PLAN & REZONING SUBMISSION

07/14/2022
OWNER MEETING

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

DRAWN BY:
MC, JL, TC

APPROVED BY:
JL

JOB NUMBER
4201

SHEET NUMBER
A-1.0

© copyright 2022 / edmund london & associates, inc. / all rights reserved

PORTAGE
A Natural Place to Move

Department of Community Development

TO: Honorable Mayor and City Council

FROM: City of Portage Planning Commission

DATE: June 25, 2024

SUBJECT: PD Tentative Plan Amendment for a future residential housing project, 8150 Creekside Drive

At the June 20, 2024 meeting, the Planning Commission reviewed and discussed the Tentative Plan Amendment to amend the previously approved Tentative Plan of a Planned Development for a future residential housing project at 8150 Creekside Drive. The applicant and representative with Green Development Ventures, LLC, Mike West, was present to explain the proposed project. One public comment indicating his support of the project keeping vegetation and berm to the south adjacent to his property. The Planning Commission determined no further discussion was needed and voted to close the public hearing.

The Planning Commission voted unanimously (6-0) to recommend to City Council the approval of the Tentative Plan Amendment to amend the previously approved Tentative Plan of a Planned Development for a future residential housing project at 8150 Creekside Drive.

Sincerely,

CITY OF PORTAGE PLANNING COMMISSION

Dan Corradini
Chairman

Attachments: June 20, 2024 Planning Commission meeting minutes.

CITY OF PORTAGE PLANNING COMMISSION

Thursday, June 20, 2024
7:00 PM Portage
Portage City Hall Council Chamber

The City of Portage Planning Commission meeting of June 20, 2024, was called to order by Chair Corradini at 7:00 p.m.

IN ATTENDANCE

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

ROLL CALL

Mr. Feldt called the roll: Chairman Corradini (yes); Vice Chair Baldwin (yes); Secretary Freiman (yes), Adams (yes); Copp (no); Joshi (no); Fries (yes); Youngs (yes); and Longjohn (no).
6-Present; 3-Absent.

Motion by Vice Chair Baldwin, seconded by Commissioner Fries to approve the excused commissioners. Motion carried 6-0.

APPROVAL OF MINUTES

1. Minutes dated June 6, 2024

Motion by Commissioner Youngs, seconded by Secretary Freiman to approve the June 6, 2024, minutes as submitted. Motion carried 6-0.

PUBLIC HEARINGS

1. Tentative Plan Amendment to amend the previously approved Tentative Plan of a Planned Development for a future residential housing project at 8150 Creekside Drive.

Mr. Feldt provided a PowerPoint presentation addressing the project. He stated that the project meets the applicable planning procedures and submittals, consistent with the City's improvement design standards, and is consistent with local zoning district standards. He concluded his presentation by recommending that Planning Commission recommends to the City Council approval of the Tentative Plan Amendment to amend the previously approved Tentative Plan of a Planned Development for a future residential housing project at 8150 Creekside Drive.

Commissioner Fries asked about the upcoming sidewalk project by the City. Mr. Feldt stated that a new sidewalk is planned along the southside of W. Centre Avenue between Oakland Drive to Shaver Road and would likely begin next year.

The applicant, Mike West with Green Development Ventures, LLC (2186 E Centre Ave) presented the development, explained the various homes styles and sizes, and indicated its similarity with the new Oakland Commons. Mr. West indicated there is a tremendous demand for rental housing in the area.

Chair Corridini asked who will maintain Creekside Drive and why the new houses will be rentals. Mr. West indicated that that Creekside Drive maintenance will be jointly done with the overall Creekside Condominium association. The development manager of the project will maintain all drives and landscaping, traffic will be less than the previously planned office condo, and the stormwater will be

private. He restated the high demand for rentals, and also if the rentals don't work, the houses can easily be set up as single-family residences to own within a new condominium.

Commissioner Fries asked if there were any development incentives for lower rent and asked for clarification on the neighborhood meeting.
Mr. West stated that his team is working with City staff on development incentives.
He also stated that for the neighborhood meeting, he sent letters to neighbors, talked to adjacent business owners, and had an hour meeting on April 10th. No opposition was received. Only a few comments asking to preserve the natural berms and preserve vegetation. He stated that much of the berm and vegetation to the west and south will remain.

Chair Corridini opened the public hearing.

1) Dennis O'Brien – 1306 Woodview Dr
He stated in support of the project and indicated that the previous project would have reduced some of the adjacent vegetation and berm to the south adjacent to his property.

Motion by Vice Chair Baldwin, seconded by Secretary Freiman, to close public hearing. Motion carried 6-0.

Motion by Commissioner Fries, seconded by Commissioner Adams, to recommend to City Council to approve the Tentative Plan Amendment to amend the previously approved Tentative Plan of a Planned Development for a future residential housing project at 8150 Creekside Drive. Motion carried 6-0.

SITE/FINAL PLANS
None.

OLD BUSINESS
None.

NEW BUSINESS
None.

STATEMENT OF CITIZENS
None.

STATEMENT OF COMMISSIONERS/ STAFF
Mr. Feldt announced that the Master Plan 63-day commenting period would end in early August. Staff would then address public comments and present the Master Plan to the Planning Commission in late August. He announced a public meeting to show the latest draft Master Plan on Monday, June 24th at 6pm in the Portage Zhang Senior Center, and invited the Commission.

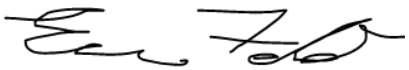
Mr. Feldt concluded by stating that the next Planning Commission meeting on Thursday, July 4th is cancelled for the Independence Day holiday.

DRAFT

ADJOURNMENT

There being no further business to come before the Commission, Chair Corradini adjourned the meeting at 7:42 p.m.

Respectfully submitted,



Eric Feldt
Senior City Planner

DRAFT

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: 2025-2026 Local Streets Reconstruction Program – Tabulation of Proposals

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Award a contract to perform engineering services to Wightman of Kalamazoo, Michigan in the amount not to exceed $367,715 for the reconstruction of the 2025-2026 Local Streets Reconstruction Program and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The FY 2023-2024 and 2024–2025 Capital Improvement Program budgets include funding for the 2025-2026 Local Street Reconstruction Program. The project involves milling and resurfacing the streets, storm sewer improvements, addition of sidewalk where gaps exist, ADA sidewalk and ramp improvements, and traffic calming at the Tattersall Road and Rothbury Street intersection.

Local street reconstruction projects are selected based on pavement condition. In the State of Michigan, street conditions are rated using the PASER (Pavement Surface Evaluation Rating) system. The standard breakdown for the PASER ratings with a general description is as follows:

Rating & Description
9-10: Excellent (new pavement)
8: Very Good (little to no maintenance required)
6-7: Good (sound structural condition with crack seal maintenance)
4-5: Fair (candidates for pavement overlay)
3: Poor (needs patching and repair to remove failed areas prior to an overlay)
2: Very Poor (severe deterioration, needs reconstruction with total base repair)
1: Failed (requires total reconstruction)

On a scale of 1-10, the streets in the 2025-2026 Local Street Reconstruction Program have a PASER rating of 2-3, which is poor condition. The resurfacing of these sections of roadway will improve the structural strength of the pavement, add longevity to the pavement life and provide a smooth driving surface. This project meets standard asset management strategies for this rating and will bring this roadway to a 9 PASER rating for resurfaced streets when the project is complete.

On June 27, 2024, five proposals were received for design and construction engineering services for the 2025-2026 Local Street Reconstruction Program. Based on a review of the proposals, staff has determined that the proposal from Wightman in the amount of $367,715 best fits the needs of the project. Wightman has significant experience with Michigan Department of Transportation and city policies and procedures and has successfully completed several projects for the city, including Idaho Avenue

Reconstruction project. The firm with the lowest cost proposal took exceptions to the city's draft contract agreement. The firm with the second-lowest cost proposal estimated a considerably lower number of hours than the other four proposals received.

It is recommended that City Council award a contract to perform engineering services to Wightman in the amount not to exceed $367,715 for the 2025-2026 Local Streets Reconstruction Program and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Sufficient funding exists in the FY 2023-2024 and 2024-2025 Capital Improvement Program budget.

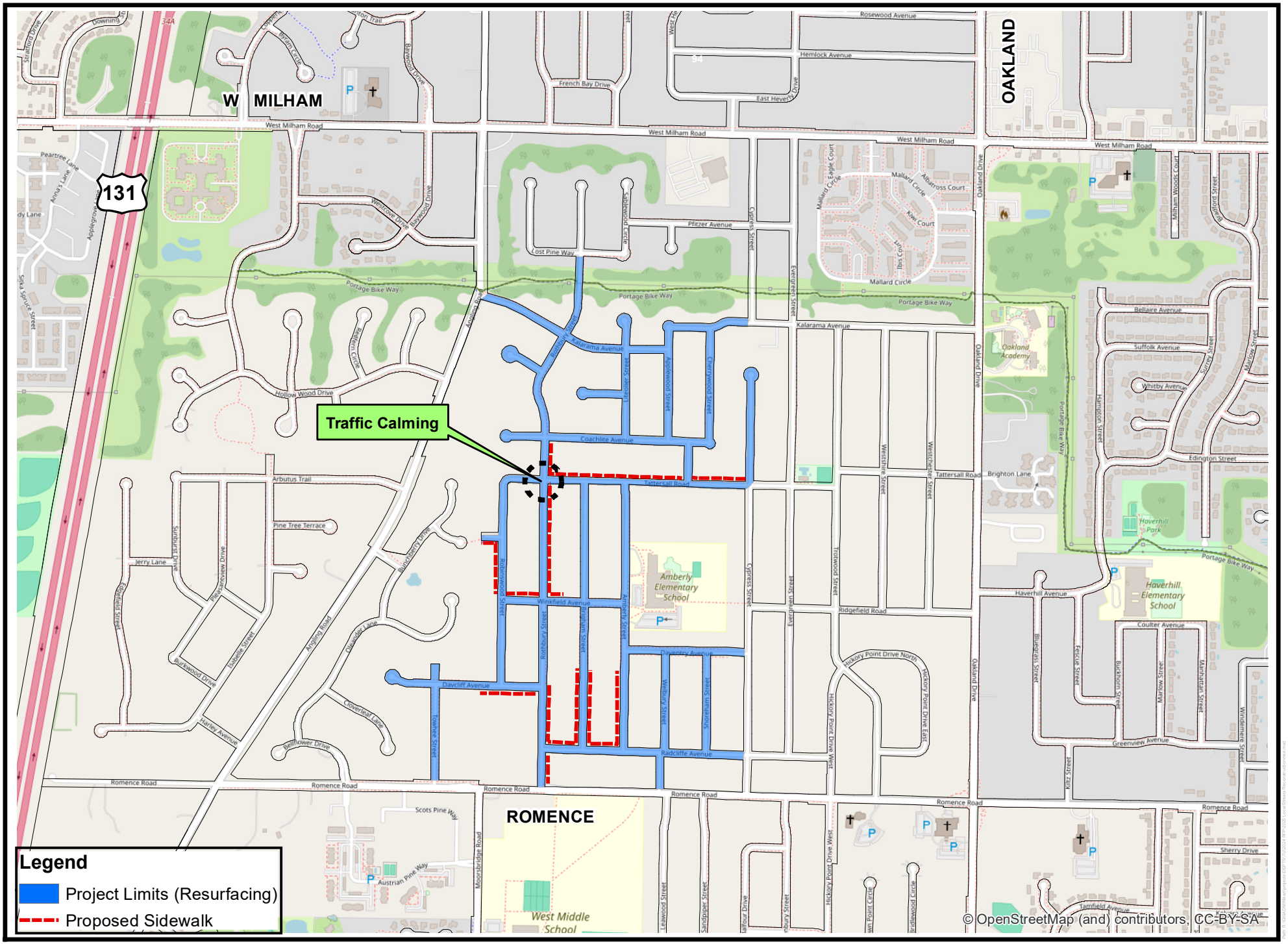
Attachments:
1. PCES Tabulation of Proposals - 2025-2026 Local Streets Reconstruction Program
2. Project Location Map

RFP 2025-2026 LOCAL STREETS RECONSTRUCTION
PROFESSIONAL ENGINEERING SERVICES
PROPOSAL TABULATION
PROPOSAL OPENING ON JUNE 27, 2024 AT 3 PM

Prein&Newhof * 3355 Evergreen Drive NE Grand Rapids MI 49525	$	351,000.00
Land & Resource Engineering 2121 3 Mile Road NW Walker, MI 49544	$	358,450.00
Wightman & Associates, Inc. 433 E. Ransom St. Kalamazoo, MI 49007	$	367,715.00
Williams & Works 549 Ottawa Avenue NW Grand Rapids MI 49503	$	460,016.00
Spalding DeDecker Associates, Inc. 525 Ottawa Avenue NW Grand Rapids, MI 49503	$	591,800.00

* Exceptions to Contract Terms and Conditions

Opened by: _____
Jamie Harmon, Deputy Director of Transportation & Utilities



Project Location Map
2025-2026 Local Streets Reconstruction

PORTAGE
A Natural Place to Move

1 inch = 1,000 feet

Date: 6/3/2024

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: City Hall Roof Replacement

SUPPORTING PERSONNEL: Rodney Russell, Director of Public Works

ACTION RECOMMENDED: Award a contract in the amount of $216,000 to KJP Roofing for City Hall roof replacement construction and authorize the City Manager to execute all documents related to this action on behalf of the city.

The Fiscal Year 2020-2021 Public Facilities City Hall Capital Improvements budget included funding for the replacement of the City Hall roof. This project was put on hold during the COVID-19 pandemic and while staff researched options to incorporate the installation of solar panels on the building. With the possibility of solar panels, the two projects would need to be done in conjunction. Earlier this year, a solar installation provider was selected and approved by City Council. Following approval, city staff has moved forward with bidding for roofing vendors. KJP Roofing and Sheet Metal has been in business since 2011 and employs 22 individuals. KJP specializes in both residential and commercial roofing and is certified with most major manufacturers, including Elevate (Master Contractor) Carlisle, Johns Manville, Sika/ Sarnafil, Durolast and Certainteed (5-star installer). KJP Roofing itself has also been installing both residential and commercial roofing systems for over 22 years with extensive training and hands-on experience.

In order to gain the utmost interest and promote competition, this bid was posted to the Kalamazoo Gazette, the City of Portage's Website Spotlight/News Flash, LinkedIn, Facebook, Instagram, and Twitter as well as BidNet where 97 known contractors and 385 contractors were matched and notified of this project. Only one bid was received from KJP Roofing. Despite only receiving a single bid, the bid provided by KJP is considered to be favorable as it is significantly less than the anticipated expense of approximately $280,000.

It is recommended that City Council award a contract to KJP Roofing in the amount of $216,000 for City Hall roof replacement construction and authorize the City Manager to execute all documents related to these actions on behalf of the city.

FUNDING: Funds are available in the Fiscal Year 2021-2022 Public Facilities City Hall Improvements budget.

Attachments:
1. Bid Tab_2024 RFB City Hall Roof Replacement
2. KJP Roofing_References

2024 RFB CITY HALL ROOF REPLACEMENT
CONSTRUCTION
BID TABULATION
BID OPENING ON JUNE 20, 2024 AT 3 PM

KJP ROOFING $216,000.00
46958 N Gratiot, Suite 174
Chesterfield, MI 48051

Opened by: _____
Beth Hyland for Victoria Barboza, Purchasing Manager

KJP Roofing and Sheet Metal, Inc.

46958 N. Gratiot Suite 174
Chesterfield, MI 48051
jason@kjproofing.com
(586) 256-1376

References:

Roofing Suppliers:

Louis T Ollesheimer & Son Inc
605 E 12 Mile Rd
Madison Heights, MI 48071
Contact: Parks, Jayme
(248) 544-3900

ABC Building Supply
25900 Grosebeck Hwy.
Warren, MI 48089
Contact: Dan Strong
(734) 752-2510

Projects:

Lakeview Public Schools
Barton Malow- Michael McKay (586) 321-7456
Michael.McKay@bartonmalow.com
Contract Price- Contracts totaling around $1,200,000.00 for four consecutive bid packages
Project included removal of existing membrane and installation, new construction areas including all sheet metal flashings
Started working with Lakeview Schools since 2020 and am still actively working with them

Bloomfield Public Schools
Conant and Way Elementary
Barton Malow- Joe Gorski (407) 883-9598
joseph.gorski@bartonmalow.com
Contract Price- $875,000.00

Project consisted of demolition of existing roofing where the new building tied in and installation of 45,000 SF of EPDM Roofing including all sheet metal edgings
Work started in Summer of 2022 and completed in Summer of 2023

DTMB
Hawthorn Center DHHS
Bergmann PC- David Lenz
dlenz@bergmannpc.com
Contract Price- $2,100,000.00
Project included removal of existing roofing system and all related components. Remove and Replace 45,000 SF of roofing and installation of New ECO White EPDM Roof System including vapor barriers and cover boards
Work was all completed in Fall of 2022

Trenton Public Schools
Anderson Elementary and Arthur Middle School
Owners Rep- John Stoner (248) 670-0160
jstoner@stoneradvisorygroup.com
Contract Price- $900,000.00
Project included removal and replacement of 90,000 SF of roofing down to deck and installing new fully adhered EPDM roof system and Metal Era edgings
Work was completed in Summer of 2021

Marysville Public Schools
Marysville Middle School and Elementary
NTH Consultant- Rick Bresso (248) 553-6300
rbresso@nthconsultants.com
Contract Price- $600,000.00
Project included removal and replacement of 45,000 SF of roofing down to deck and Installing new fully adhered EPDM roof system and shop fabricated metal edgings
I have been involved with the last 3 roofing projects that Marysville Schools had and started back in 2019 with the last contract in the Summer of 2023

Livonia Housing Tower 1 and 2
Owners Rep-Richard Moore(574) 276-1411
ramoore83@yahoo.com
Contract Price- Both Projects totaling $725,000.00
Project Included removal and replacement of 30,000 SF of roofing down to deck and installing new fully adhered TPO roof system with Pre-Fabricated edgings
Multiple projects started in Spring of 2020 through Fall of 2023. Still actively working with this architect on other projects

Department of Veterans Affairs
Detroit VAMC – Replace Roofs
Contract John Lee – Project Manager (586) 255-4946
jlee1048@hotmail.com
Contract Price - $2,400,000
Project includes 80,000 SF of complete removal and replacement of existing roofing and insulation. The new roof is a fully adhered TPO membrane roofing system by Firestone with a 20 year no dollar limit warranty. Project also includes 65 roof drain, 800 LF of expansion joint, and 10,000 SF of saturated modified built up roofing repairs.
Work started in Fall of 2016 and was completed in Summer of 2017

Women's Huron Valley Correctional Facility
Remove and Replace both steep slope and low slope roofing
Contract Price- 1,500,000.00
Contact.- Paul Majokowski (Intertek-psi) (248) 957-9911
Project includes complete removal and replacement of roofing, metal components and complete deck replacement on steep slope roofing totaling 130,000 SF
Work started in Fall of 2015 and was completed in Summer of 2016 (Multiple add ons)

Parnall Correctional Facility
Contact Richard Mann- Project Engineer Consultant (248) 658-7777
Contract Price $240,000.00-
Project included removal of complete roof system and installing a fully tapered roof system including wood nailers and a new metal facia on a 10,000 sf building. Project required high security requirements
Work was completed in Fall of 2016
CMA Management –
-111 N. Main St Lofts Royal Oak, MI
Roof Project includes complete removal of existing screenwall, 14,000 SF of roofing and all related materials and installation of new roofing and metal components
Contract Price- $132,000.00

-Kings Row Plaza Troy, MI
Project included 22,000 SF of complete removal of all existing roof layer's, insulation and all related components down to structural deck. The new roof is a 60 Mil mechanically attached PVC roof system by Sika/ Sarnafil with a 20yr No Dollar Limit warranty
-Contract Price- $165,000.00

-29829 Telegraph Rd, Southfield, MI
Project included 15,000 SF of complete removal of BUR roof system and insulation. New roof is a 80 Mil mechanically attached PVC roof system by Johns Manville with a 25yr No Dollar Limit warranty

Contract Price- $135,00.00

Contact Ed Powers- Owner (248) 353-9010

Have worked with this Management company since 2013 and still complete most of their roofing needs

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Resolution to Vacate Public ROW - Woodland Elementary School Drive

SUPPORTING PERSONNEL: Peter Dame, Chief Development Officer

ACTION RECOMMENDED: Accept the resolution to vacate the Woodland Elementary Drive ROW, place the resolution on file with the City Clerk for at least 30 days, and take final action on August 13, 2024.

A request has been received from the Portage Public Schools to vacate a right-of-way (ROW) that was intended to serve as a school driveway. This ROW property has been utilized by the school for a very long time but is still owned by the City of Portage. As the school district is completely rebuilding the Woodland Elementary School, Portage Public Schools has requested that this property matter be cleared up. Given that it was intended for the property to be deeded to the school for its use and the property has been used by the school for many years, staff recommends proceeding with the vacation process to turn over the property legally to the school district.

This 66-foot-wide public ROW was established between Lots 14 and 15 off the south side of Woodland Drive for the original school driveway. The school reconstructed its driveway in the 1990s, but this ROW was not abandoned at that time. If the city vacates the ROW, the land would be split between the owner(s) of Lots 14 and 15, both owned by the school district, to reflect the current and long-standing reality on the site. See the attached survey showing the ROW area. This public right-of-way is not needed by the city. The City Administration recommends the vacation request be approved. It is therefore recommended that City Council accept the resolution to vacate the Woodland Elementary Drive ROW, place the resolution on file with the City Clerk for at least 30 days and take final action on August 13, 2024.

FUNDING: N/A

Attachments: 1. Resolution

RESOLUTION
CITY OF PORTAGE, MICHIGAN
RESOLUTION TO VACATE THE STREET
AT SCHOOL DRIVE AND WOODLAND DRIVE

At a regular meeting of the Council of the City of Portage, Kalamazoo County, Michigan on _____, 2024 at ___.m. local time at City Hall in the City of Portage, Kalamazoo County, Michigan.

Present:

Absent:

The following resolution was offered by:

COUNCILMEMBER: _____ and supported by

COUNCILMEMBER: _____.

WHEREAS, the plat map for the City shows certain streets and alleyways throughout various areas of the City; and

WHEREAS, Michigan's Land Division Act, MCL 560.256, authorizes the City to vacate streets and alleyways by resolution or ordinance, and to have the City Clerk record a certified copy of that resolution with the Kalamazoo County Register of Deeds within 30 days; and

WHEREAS, the City may deem it a public convenience for purposes of health, safety, welfare, comfort, and otherwise in the public interest to vacate certain streets and alleyways in the City; and

WHEREAS, the City has received a request from the Portage Public Schools to vacate the street at the intersection of School Drive and Woodland Drive, which is located between Parcel Nos. 39-10-07800-014-0 and 39-10-07800-015-0 (Lots 14 and 15) and depicted in Exhibit "A" attached hereto; and

WHEREAS, the two lots abutting the vacated street on both sides belong to the Portage Public Schools, and the vesting of title to the vacated street shall be governed by MCL 560.227a(2); and

WHEREAS, the City intends to divulge itself of any property interest in the subject street at the intersection of School Drive and Woodland Drive and to vacate that street; and

NOW, THEREFORE, BE IT HEREBY RESOLVED that the street at the intersection of School Drive and Woodland Drive between Parcel Nos. 39-10-07800-014-0 and 39-10-07800-015-0 (Lots 14 and 15) is hereby vacated, effective as of today's date; and

BE IT FURTHER RESOLVED that the City Clerk is authorized and directed to record a certified copy of that resolution with the Kalamazoo County Register of Deeds within 30 days; and

BE IT FURTHER RESOLVED that the vesting of title to the vacated street shall be governed by MCL 560.227a(2) and all future legal description of the abutting lots shall include that part of the vacated street; and

BE IT FINALLY RESOLVED that all resolutions or parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Resolution declared adopted.

_____

City Clerk

CERTIFICATION

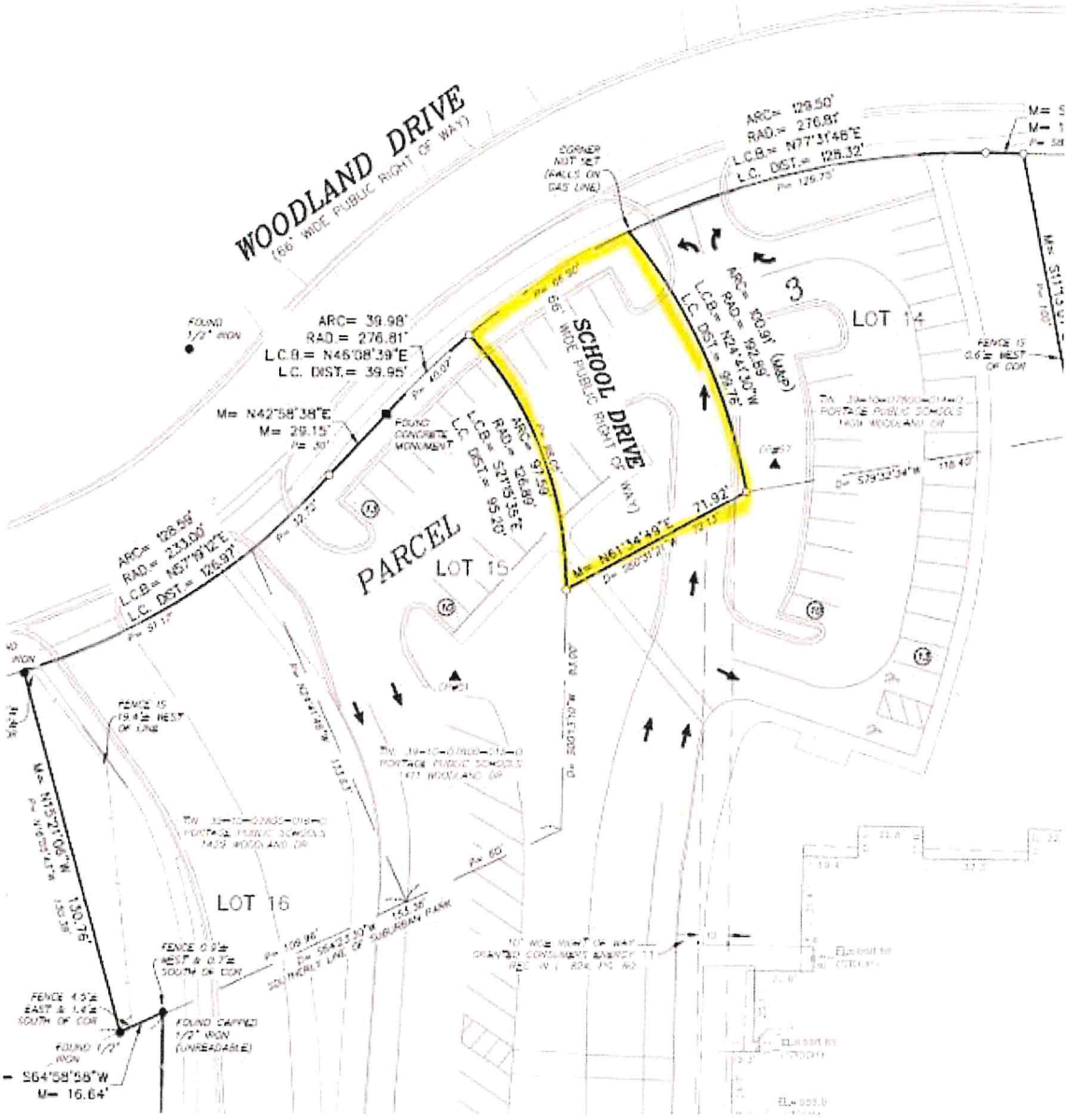
I, _____, do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage, Michigan, and that the foregoing resolution was adopted by the City of Portage on _____ day of _____, 2024.

_____

City Clerk

APPROVED AS TO FORM FOR CITY OF PORTAGE
BAUCKHAM, THALL, SEEBER,
KAUFMAN & KOCHES, PC
By: CATHERINE P. KAUFMAN
Date: 4-3-2024

EXHIBIT "A"


WOODLAND DRIVE
(66' WIDE PUBLIC RIGHT OF WAY)
SCHOOL DRIVE
(66' WIDE PUBLIC RIGHT OF WAY)
PARCEL
LOT 14
LOT 15
LOT 16
ARC= 39.98'
RAD.= 276.81'
L.C.B.= N46°08'39"E
L.C. DIST.= 39.95'
M= N42°58'38"E
M= 29.15'
ARC= 128.59'
RAD.= 233.00'
L.C.B.= N57°19'12"E
L.C. DIST.= 126.97'
ARC= 129.50'
RAD.= 276.81'
L.C.B.= N77°31'48"E
L.C. DIST.= 128.32'
ARC= 120.91' (M&P)
RAD.= 192.89'
L.C.B.= N24°41'30"W
L.C. DIST.= 99.76'
ARC= 97.59'
RAD.= 126.89'
L.C.B.= S27°15'35"E
L.C. DIST.= 95.20'
M= N61°34'49"E
71.92'
FOUND 1/2" IRON
FOUND CONCRETE MONUMENT
FENCE IS 0.6'± WEST OF COR
FENCE IS 19.4'± WEST OF LINE
FENCE 0.9'± WEST & 0.7'± SOUTH OF COR
FENCE 4.5'± EAST & 1.4'± SOUTH OF COR
FOUND CAPPED 1/2" IRON (UNREADABLE)
FOUND 1/2" IRON
S64°58'58"W
M= 16.64'
SOUTHERLY LINE OF SUBURBAN PARK
CORNER NOT SET (FALLS ON GAS LINE)

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: State of Michigan Disaster Relief Application

SUPPORTING PERSONNEL: Adam Herringa, Chief Operating Officer
Lauren VanderVeen, Finance Director

ACTION RECOMMENDED: Adopt the State Disaster Relief Fund Grant Resolution.

Section 19 of the State of Michigan Emergency Management Act (PA 390) includes provisions in which the State of Michigan is able to provide financial assistance for a disaster or emergency. To qualify, the disaster must be declared by the Governor (which has occurred) and the municipal entity must not be eligible for federal financial assistance (we are not). It is important to note that while the City of Portage has not reached the threshold needed for FEMA assistance, **the request for individual assistance from FEMA is still pending**. Additionally, to qualify for state assistance, a community must demonstrate expenses that occurred within 5 days of the disaster in the amount of $30,000 or 1% of the current general fund operating budget of the applicant's affected agencies, whichever is less. We exceeded $30,000 in expenses within five days after the tornado and therefore meet this qualification standard. All communities within Branch, Cass, Kalamazoo and St. Joseph counties that sustained damage are eligible to apply.

There is a limit on reimbursements for expenditures. The maximum for which Portage can be reimbursed is $500,000. Jurisdictions with a population of under 25,000 are capped at $250,000 in reimbursements. Jurisdictions that have a population of between 25,000 and 75,000 are capped at a maximum of $500,000. The deadline to apply for reimbursement is July 15, 2024. It is important to note that the State's funds for emergency reimbursements have been depleted. It is anticipated that funds will be replenished in the State's next fiscal year, which begins October 1, 2024. Finally, a jurisdiction must designate an individual to be the point-of-contact throughout the process. The individual must be available and able to respond to questions regarding the application and related expenses. Given the Chief Operating Officer's role in the response efforts and his oversight of the Finance Department, he is being recommended as the point of contact in this reimbursement effort.

It is therefore recommended that City Council adopt the State Disaster Relief Fund Grant Resolution.

FUNDING: Not Applicable

Attachments: 1. MSP Disaster Declaration ResolutionF

STATE DISASTER CONTINGENCY FUND GRANT RESOLUTION

BE IT RESOLVED BY the City Council of Portage, Michigan, that:

WHEREAS, Portage, Michigan, is a political subdivision within the State of Michigan with an official Emergency Operations plan in compliance with Section 19 of the Emergency Management Act, Act 390, Public Acts of 1976, as amended; and

WHEREAS Portage sustained severe losses of major proportions brought on by the tornado of May 7, 2024, resulting in severe property damage, loss of trees, destruction of homes and businesses and adverse impacts to municipal facilities and infrastructure; and

WHEREAS the City Council and City Administration certify that the City of Portage Emergency Operations Plan was implemented at the onset of the disaster on May 7, 2024, and all applicable disaster relief forces were exhausted; and

WHEREAS as a direct result of the disaster, public damage and expenditures were extraordinary and place an unreasonably great financial burden on the City of Portage totaling well in excess of $500,000.

NOW, THEREFORE BE IT RESOLVED THAT THE CITY OF PORTAGE requests the Governor authorize a grant to the City of Portage from the State Disaster Contingency Fund pursuant to Section 19, Act 390, Public Acts of 1976, as amended.

FURTHERMORE, Adam Herringa, Chief Operating Officer, is authorized to execute for and on behalf of the City of Portage the application for financial assistance and to provide the State any information required for that purpose.

Action taken and incorporated in the minutes of a meeting of the City Council of Portage on July 9, 2024.

STATE OF MICHIGAN
COUNTY OF KALAMAZOO

I, the undersigned, the duly qualified City Clerk of the City of Portage, Michigan, do hereby certify that the foregoing is a true and complete copy of the resolution adopted at a regular meeting of the City Council of said City, held on the 9th day of July, 2024, the original of which is on file in my office.

In witness whereof, I have hereunto affixed my official signature this 9th day of July, 2024.

_____

Erica Eklov, City Clerk

PORTAGE
A Natural Place to Move

MATERIALS TRANSMITTED

June 18, 2024

1. Communication from the Chief Operating Officer regarding the Bi-Monthly Financial Reports for March and April 2024 – Information Only.

Adam Herringa, Chief Operating Officer

cc Pat McGinnis, City Manager
Peter Dame, Chief Development Officer

PORTAGE
A Natural Place to Move

MATERIALS TRANSMITTED
May 13, 2024

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Monthly Financial Report

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

Prudent practices require that the governing body be periodically apprised of the ongoing financial status of city operations. Attached is a report of revenue and expenditure levels as compared to budget through March 31st and April 30th, 2024.

Attachments: March 31st, 2024, Financial Report
April 30th, 2024, Financial Report

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 03/31/2024

Fund	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 ACTIVITY	75% Percent of Amended Collected/Used
REVENUES					
000.00		28,260,918	28,260,918	25,329,803	90%
172.00 - City Manager		500	500	0	0%
215.00 - City Clerk		154,814	154,814	83,368	54%
219.00 - Public Information		202,825	202,825	1,810	1%
228.00 - Technology Services		4,000	6,253	4,796	77%
253.00 - Finance Treasury		500	18,076	242,764	1343%
262.00 - City Clerk Elections		0	0	87,534	0%
265.06 - Police Facility Management		0	0	17,500	0%
273.00 - Comm Dev Building Services		871,600	871,600	452,358	52%
305.00 - Police Administration		111,033	111,033	153,366	138%
311.00 - Police Patrol		1,500	1,500	3,420	228%
320.01 - Police Training-Grant Funded		7,000	7,000	11,208	160%
325.00 - Police Public Safety Dispatch/ts		0	0	0	0%
329.00 - Police Drug Law Enforcement		5,000	5,000	16,856	337%
336.00 - Fire Operations		0	1,200	12,210	1017%
337.00 - Fire Admin		100	100	100	100%
341.00 - Fire Prevention		950	950	330	35%
567.00 - Cemeteries		64,500	64,500	73,475	114%
672.00 - Senior Center		487,900	773,268	585,639	76%
672.01 - Senior Center Trips		225,000	350,000	354,974	101%
672.02 - Senior Center Activities		40,000	75,000	50,000	67%
701.00 - Comm Dev Planning & Development		60,050	60,050	38,382	64%
702.00 - Comm Dev Neighborhood Services		257,000	257,000	168,136	65%
751.00 - Parks & Rec - Parks		89,000	90,758	73,903	81%
751.01 - Parks & Rec - Kalamazoo In Bloom		0	0	0	0%
751.03 - Parks & Rec - Farmers Market		14,370	14,370	4,360	30%
751.04 - Parks & Rec - Team Sports		42,200	42,200	38,367	91%
751.06 - Parks & Rec - Programs		14,050	14,050	17,119	122%
751.07 - Parks & Rec - Ramona Park		83,550	83,550	52,064	62%
751.08 - Parks & Rec - Special Events		5,000	5,000	41,627	833%
751.09 - Parks & Rec - Millennium Park		50,100	50,100	8,537	17%
770.00 - Parks Maintenance		31,053,460	31,521,615	27,924,005	89%

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 03/31/2024

Fund	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 ACTIVITY	75% Percent of Amended Collected/Used
EXPENDITURES					
101.00 - City Council		109,193	109,193	92,957	85%
101.01 - City Council-Human Services		205,400	205,400	75,200	37%
172.00 - City Manager		823,630	823,630	572,475	70%
191.00 - Finance Accounting		347,426	347,426	228,822	66%
212.00 - Finance & Budget		379,467	379,466	264,018	70%
215.00 - City Clerk		201,096	201,096	143,350	71%
216.00 - City Clerk Records Management		84,167	84,167	66,068	78%
219.00 - Public Information		542,703	542,703	398,872	73%
228.00 - Technology Services		1,209,130	1,211,778	933,526	77%
233.00 - Purchasing		93,392	93,392	63,736	68%
240.00 - Purchasing Risk Management		26,778	26,778	14,662	55%
247.00 - Assessor Board Of Review		7,135	7,135	860	12%
253.00 - Finance Treasury		206,529	211,529	150,064	71%
257.00 - Assessor		568,414	568,414	423,887	75%
262.00 - City Clerk Elections		586,919	586,919	246,768	42%
265.00 - City Hall Building Maintenance		292,878	292,878	172,532	59%
265.06 - Police Facility Management		295,703	295,703	126,272	43%
265.08 - Fire Facility Management		250,300	260,972	97,409	37%
266.00 - Attorney		237,604	237,604	197,627	83%
270.00 - Human Resources		802,209	802,209	496,344	62%
272.00 - City-wide Services		770,600	770,600	525,177	68%
273.00 - Comm Dev Building Services		619,203	619,203	422,365	68%
305.00 - Police Administration		954,028	954,028	731,403	77%
305.03 - Police Emergency Sirens		10,000	10,000	6,320	63%
306.00 - Police Youth Services		488,706	488,706	328,208	67%
310.00 - Police Investigation		845,498	845,498	678,681	80%
311.00 - Police Patrol		6,549,005	6,555,088	4,500,964	69%
312.00 - Police Records & PST		647,425	647,425	374,304	58%
320.00 - Police Training		361,886	366,841	258,645	71%
320.01 - Police Training-Grant Funded		7,000	7,000	11,337	162%
325.00 - Police Public Safety Dispatch/ts		25,425	25,425	12,394	49%
329.00 - Police Drug Law Enforcement		372,421	372,421	249,870	67%

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 03/31/2024

Fund	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 ACTIVITY	75% Percent of Amended Collected/Used
336.00 - Fire Operations		4,150,690	4,167,442	2,690,490	65%
336.02 - Fire - Aerial Truck Replacement		212,547	212,547	212,547	100%
337.00 - Fire Admin		807,976	811,976	465,978	57%
337.01 - Fire On Call Firefighters		48,463	44,463	19,154	43%
339.00 - Fire Emergency Operations		4,950	4,950	1,980	40%
341.00 - Fire Prevention		186,626	186,626	177,083	95%
342.00 - Fire Training		224,317	224,317	112,272	50%
567.00 - Cemeteries		86,540	86,540	44,864	52%
605.00 - Contagious Diseases		0	0	0	0%
672.00 - Senior Center		1,159,717	1,249,861	773,360	62%
672.01 - Senior Center Trips		254,163	379,163	355,793	94%
701.00 - Comm Dev Planning & Development		633,341	666,688	326,379	49%
702.00 - Comm Dev Neighborhood Services		499,022	507,022	313,204	62%
751.00 - Parks & Rec - Parks		949,154	967,612	565,681	58%
751.01 - Parks & Rec - Kalamazoo In Bloom		17,000	17,000	17,000	100%
751.02 - Parks & Rec - Rec Admin		258,869	258,869	163,072	63%
751.03 - Parks & Rec - Farmers Market		37,223	37,223	15,163	41%
751.04 - Parks & Rec - Team Sports		25,150	25,150	12,357	49%
751.06 - Parks & Rec - Programs		42,225	42,225	23,386	55%
751.07 - Parks & Rec - Ramona Park		202,819	202,819	65,804	32%
751.08 - Parks & Rec - Special Events		146,750	147,500	112,923	77%
751.09 - Parks & Rec - Millennium Park		116,593	135,463	90,040	66%
770.00 - Parks Maintenance		1,648,819	1,648,819	1,060,670	64%
966.00 - Transfers Out		219,708	462,508	242,800	52%
TOTAL EXPENDITURES - GENERAL FUND		30,853,932	31,437,411	20,727,116	66%
202	Major Street Fund- Revenues	6,245,911	6,248,911	3,441,065	55%
	Major Street Fund- Expenditures	6,245,911	7,383,675	2,047,614	28%
203	Local Street Fund- Revenues	2,297,388	2,297,388	1,070,366	47%
	Local Street Fund- Expenditures	2,297,388	2,921,079	1,310,109	45%
204	Municipal Street Fund- Revenues	1,789,055	1,789,055	1,816,138	102%
	Municipal Street Fund- Expenditures	1,789,055	1,789,055	0	0%

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 03/31/2024

Fund	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 ACTIVITY	75% Percent of Amended Collected/Used
223	Curbside Recycling- Revenues	1,051,250	1,051,250	1,066,542	101%
	Curbside Recycling- Expenditures	881,357	881,357	549,488	62%
236	Leaf Pickup/Spring Cleanup- Revenues	1,049,568	1,049,568	1,050,027	100%
	Leaf Pickup/Spring Cleanup- Expenditures	1,049,568	1,049,568	590,488	56%
230	CDBG Program Income Fund- Revenues	50,000	69,872	83,742	120%
	CDBG Program Income Fund- Expenditures	50,000	69,872	61,295	88%
252	West Lake Weed Mgmt- Revenues	32,500	32,500	1,340	4%
	West Lake Weed Mgmt- Expenditures	32,500	34,375	19,225	56%
296	Community Development Block Grant- Rev	209,795	262,569	108,002	41%
	Community Development Block Grant- Exp	209,795	262,569	167,023	64%
298	Cable Television Fund- Revenues	898,083	898,083	493,740	55%
	Cable Television Fund- Expenditures	898,083	898,083	304,880	34%
401	Capital Improvement General- Revenues*	14,894,500	24,914,581	5,939,287	24%
	Capital Improvement General- Expenditures*	14,894,500	39,861,116	6,886,571	17%
460	Capital Improvement Sewer- Revenues*	2,550,000	7,145,000	1,283,391	18%
	Capital Improvement Sewer- Expenditures*	2,550,000	6,769,749	84,568	1%
461	Capital Improvement Water- Revenues*	1,930,000	11,935,410	1,721,334	14%
	Capital Improvement Water- Expenditures*	1,930,000	12,455,688	1,785,049	14%
590	Sewer Fund- Revenue	11,539,442	11,539,442	8,073,301	70%
	Sewer Fund- Expenditures	11,538,279	11,671,759	7,616,673	65%
591	Water Fund- Revenues	8,006,861	8,029,838	6,252,195	78%
	Water Fund- Expenditures	7,502,367	7,746,977	5,472,509	71%
TOTAL REVENUES - ALL FUNDS**		83,597,813	108,785,081	60,324,474	
TOTAL EXPENDITURE - ALL FUNDS**		82,722,736	125,232,333	47,622,609	

** The Capital Improvement Program uses project-length budgets, original is current fiscal year, amended includes current & continued prior year projects.*

*** Debt Service and Internal Service Funds not included.*

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 04/30/2024

Fund	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 ACTIVITY	83% Percent of Amended Collected/Used
REVENUES					
000.00		28,260,918	28,260,918	26,361,551	93%
172.00 - City Manager		500	500	0	0%
215.00 - City Clerk		154,814	154,814	95,336	62%
219.00 - Public Information		202,825	202,825	1,810	1%
228.00 - Technology Services		4,000	6,253	4,796	77%
253.00 - Finance Treasury		500	18,076	242,763	1343%
262.00 - City Clerk Elections		0	0	95,327	0%
265.06 - Police Facility Management		0	0	17,500	0%
273.00 - Comm Dev Building Services		871,600	871,600	557,574	64%
305.00 - Police Administration		111,033	111,033	157,676	142%
311.00 - Police Patrol		1,500	1,500	5,730	382%
320.01 - Police Training-Grant Funded		7,000	7,000	21,506	307%
325.00 - Police Public Safety Dispatch/ts		0	0	0	0%
329.00 - Police Drug Law Enforcement		5,000	5,000	36,856	737%
336.00 - Fire Operations		0	1,200	12,210	1017%
337.00 - Fire Admin		100	100	33,573	33573%
341.00 - Fire Prevention		950	950	440	46%
567.00 - Cemeteries		64,500	64,500	82,977	129%
672.00 - Senior Center		487,900	773,268	598,419	77%
672.01 - Senior Center Trips		225,000	350,000	356,511	102%
672.02 - Senior Center Activities		40,000	75,000	50,000	67%
701.00 - Comm Dev Planning & Development		60,050	60,050	45,769	76%
702.00 - Comm Dev Neighborhood Services		257,000	257,000	173,306	67%
751.00 - Parks & Rec - Parks		89,000	90,758	85,656	94%
751.01 - Parks & Rec - Kalamazoo In Bloom		0	0	0	0%
751.03 - Parks & Rec - Farmers Market		14,370	14,370	4,360	30%
751.04 - Parks & Rec - Team Sports		42,200	42,200	40,549	96%
751.06 - Parks & Rec - Programs		14,050	14,050	20,654	147%
751.07 - Parks & Rec - Ramona Park		83,550	83,550	52,064	62%
751.08 - Parks & Rec - Special Events		5,000	5,000	42,627	853%
751.09 - Parks & Rec - Millennium Park		50,100	50,100	8,537	17%
770.00 - Parks Maintenance		31,053,460	31,521,615	29,206,077	93%

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 04/30/2024

Fund	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 ACTIVITY	83% Percent of Amended Collected/Used
EXPENDITURES					
101.00 - City Council		109,193	109,193	94,274	86%
101.01 - City Council-Human Services		205,400	205,400	75,200	37%
172.00 - City Manager		823,630	823,630	626,769	76%
191.00 - Finance Accounting		347,426	347,426	249,918	72%
212.00 - Finance & Budget		379,467	379,466	283,517	75%
215.00 - City Clerk		201,096	201,096	159,490	79%
216.00 - City Clerk Records Management		84,167	84,167	71,706	85%
219.00 - Public Information		542,703	542,703	422,373	78%
228.00 - Technology Services		1,209,130	1,211,778	982,297	81%
233.00 - Purchasing		93,392	93,392	69,557	74%
240.00 - Purchasing Risk Management		26,778	26,778	16,033	60%
247.00 - Assessor Board Of Review		7,135	7,135	4,305	60%
253.00 - Finance Treasury		206,529	211,529	160,802	76%
257.00 - Assessor		568,414	568,414	471,559	83%
262.00 - City Clerk Elections		586,919	586,919	254,059	43%
265.00 - City Hall Building Maintenance		292,878	292,878	193,918	66%
265.06 - Police Facility Management		295,703	295,703	134,712	46%
265.08 - Fire Facility Management		250,300	260,972	102,873	39%
266.00 - Attorney		237,604	237,604	197,627	83%
270.00 - Human Resources		802,209	802,209	539,618	67%
272.00 - City-wide Services		770,600	770,600	600,921	78%
273.00 - Comm Dev Building Services		619,203	619,203	458,388	74%
305.00 - Police Administration		954,028	954,028	773,970	81%
305.03 - Police Emergency Sirens		10,000	10,000	6,320	63%
306.00 - Police Youth Services		488,706	488,706	362,044	74%
310.00 - Police Investigation		845,498	845,498	728,362	86%
311.00 - Police Patrol		6,549,005	6,555,088	4,940,049	75%
312.00 - Police Records & PST		647,425	647,425	404,449	62%
320.00 - Police Training		361,886	366,841	278,224	76%
320.01 - Police Training-Grant Funded		7,000	7,000	12,024	172%
325.00 - Police Public Safety Dispatch/ts		25,425	25,425	12,394	49%
329.00 - Police Drug Law Enforcement		372,421	372,421	254,248	68%

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 04/30/2024

Fund	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 ACTIVITY	83% Percent of Amended Collected/Used
336.00 - Fire Operations		4,150,690	4,167,442	2,911,401	70%
336.02 - Fire - Aerial Truck Replacement		212,547	212,547	212,547	100%
337.00 - Fire Admin		807,976	811,976	503,034	62%
337.01 - Fire On Call Firefighters		48,463	44,463	20,979	47%
339.00 - Fire Emergency Operations		4,950	4,950	1,980	40%
341.00 - Fire Prevention		186,626	186,626	185,951	100%
342.00 - Fire Training		224,317	224,317	123,157	55%
567.00 - Cemeteries		86,540	86,540	49,152	57%
605.00 - Contagious Diseases		0	0	0	0%
672.00 - Senior Center		1,159,717	1,249,861	857,397	69%
672.01 - Senior Center Trips		254,163	379,163	358,548	95%
701.00 - Comm Dev Planning & Development		633,341	666,688	354,152	53%
702.00 - Comm Dev Neighborhood Services		499,022	507,022	351,061	69%
751.00 - Parks & Rec - Parks		949,154	967,612	616,146	64%
751.01 - Parks & Rec - Kalamazoo In Bloom		17,000	17,000	17,000	100%
751.02 - Parks & Rec - Rec Admin		258,869	258,869	175,599	68%
751.03 - Parks & Rec - Farmers Market		37,223	37,223	15,362	41%
751.04 - Parks & Rec - Team Sports		25,150	25,150	17,274	69%
751.06 - Parks & Rec - Programs		42,225	42,225	24,863	59%
751.07 - Parks & Rec - Ramona Park		202,819	202,819	65,865	32%
751.08 - Parks & Rec - Special Events		146,750	147,500	113,241	77%
751.09 - Parks & Rec - Millennium Park		116,593	135,463	91,219	67%
770.00 - Parks Maintenance		1,648,819	1,648,819	1,149,182	70%
966.00 - Transfers Out		219,708	462,508	242,800	52%
TOTAL EXPENDITURES - GENERAL FUND		30,853,932	31,437,411	22,399,908	71%
202	Major Street Fund- Revenues	6,245,911	6,248,911	3,945,923	63%
	Major Street Fund- Expenditures	6,245,911	7,383,675	2,135,480	29%
203	Local Street Fund- Revenues	2,297,388	2,297,388	1,226,584	53%
	Local Street Fund- Expenditures	2,297,388	2,921,079	1,370,269	47%
204	Municipal Street Fund- Revenues	1,789,055	1,789,055	1,827,560	102%
	Municipal Street Fund- Expenditures	1,789,055	1,789,055	0	0%

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 04/30/2024

83%

Fund	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 ACTIVITY	Percent of Amended Collected/Used
223	Curbside Recycling- Revenues	1,051,250	1,051,250	1,073,284	102%
	Curbside Recycling- Expenditures	881,357	881,357	652,533	74%
236	Leaf Pickup/Spring Cleanup- Revenues	1,049,568	1,049,568	1,056,524	101%
	Leaf Pickup/Spring Cleanup- Expenditures	1,049,568	1,049,568	674,048	64%
230	CDBG Program Income Fund- Revenues	50,000	69,872	83,742	120%
	CDBG Program Income Fund- Expenditures	50,000	69,872	61,295	88%
252	West Lake Weed Mgmt- Revenues	32,500	32,500	1,340	4%
	West Lake Weed Mgmt- Expenditures	32,500	34,375	19,225	56%
296	Community Development Block Grant- Rev	209,795	298,458	108,002	36%
	Community Development Block Grant- Exp	209,795	298,458	204,922	69%
298	Cable Television Fund- Revenues	898,083	898,083	493,740	55%
	Cable Television Fund- Expenditures	898,083	898,083	374,905	42%
401	Capital Improvement General- Revenues*	14,894,500	24,636,286	6,003,159	24%
	Capital Improvement General- Expenditures*	14,894,500	39,582,821	7,495,463	19%
460	Capital Improvement Sewer- Revenues*	2,550,000	7,145,000	1,283,391	18%
	Capital Improvement Sewer- Expenditures*	2,550,000	6,769,749	96,461	1%
461	Capital Improvement Water- Revenues*	1,930,000	11,926,325	1,721,334	14%
	Capital Improvement Water- Expenditures*	1,930,000	12,446,603	1,806,906	15%
590	Sewer Fund- Revenue	11,539,442	11,539,442	8,960,752	78%
	Sewer Fund- Expenditures	11,538,279	11,671,759	8,416,057	72%
591	Water Fund- Revenues	8,006,861	8,029,838	6,817,991	85%
	Water Fund- Expenditures	7,502,367	7,746,977	5,652,324	73%
TOTAL REVENUES - ALL FUNDS**		83,597,813	108,533,590	63,809,403	
TOTAL EXPENDITURE - ALL FUNDS**		82,722,736	124,980,842	51,359,796	

** The Capital Improvement Program uses project-length budgets, original is current fiscal year, amended includes current & continued prior year projects.*

*** Debt Service and Internal Service Funds not included.*

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Lakefront Neighborhood Ordinance Amendment #23/24-3

SUPPORTING PERSONNEL: Peter Dame, Chief Development Officer

ACTION RECOMMENDED: Subsequent to the public hearing, consider adopting the Lake Neighborhood Ordinance Amendment #23/24-3: Ordinance to amend City of Portage Chapter 42 Land Development Regulations relating to the Lake Neighborhood Zoning Amendments.

Lake Neighborhood Zoning Amendment

The City Council established a Fiscal Year 2023-2024 goal to provide relief to land use challenges in lake neighborhoods and to present amendments to improve the zoning code. This process started last fall with extensive research by city staff on past variance requests for lakeshore properties, as well as development patterns, requests, and issues that have arisen. A public meeting was held in January to solicit input from all lakefront property owners. This open house and a concurrent survey that was conducted of lakefront property owners helped identify issues of concern to the residents. Staff presented the findings of this research to the April 18 Planning Commission. During the meeting, city staff presented a Lake Neighborhood Zoning initiative update (memorandum attached) summarizing lakeshore development history, past zoning changes, current zoning standards, public input received from a recent survey and open house, current development challenges, and concluded with suggested changes to development regulations.

After a public hearing at the May 16, 2024 meeting of the Planning Commission, the Planning Commission unanimously approved a recommendation to the City Council to adopt the proposed ordinance amendment: Ordinance to amend City of Portage Chapter 24 Article 5 Safety, Sanitation, and Health; and Chapter 42 Land Development Regulations relating to the Lake Neighborhood Zoning Amendments.

Planning Commission Consideration

Based on the four areas of suggested changes from the April 18, 2024, City Administration report, staff proposed corresponding code changes.

1. Concerns about lake viewsheds from adjacent development

Current Regulations

Sec 42-350: House Height Maximum: 2 stories; 30’ (measured to roof mid-point)
Sec 42-350: Rear Yard (lakefront) Setback (R-1A): 40’
Sec 42-350 Footnote (B)(2)(b): Substandard lot size reduces rear yard setback 30.’
Sec 42-121(B)(2): Accessory building height max. in rear (lake) yard area: 8’

No prohibition of artificially raising grades for future housing.

Suggested Changes

1) Remove rear yard setback reduction for substandard lot size. Keep 40' for all lots AND
2) Reduce front yard setback from 25' to 20' for nonconforming lot size. AND
3) Prohibit raising of grades which artificially increases overall grade and house height.

Proposed Corresponding Code Changes

Add term Sec 42-350 (B)(2)(b) 'For non-lakefront lots…'

Add new Sec 42-350 (B)(2)(c) 'For lakefront lots with less than the required area, setbacks shall not be less than the following:'

i. 40 feet to rear lot line.
ii. 20 feet from front lot line.

Add to 'Building Height' definition in Sec 42-112.

Height calculations shall disregard any fill or construction which the director finds to have no significant purpose other than elevating the grade. In reaching such finding, the director shall consider only those architectural, structural, safety, aesthetic, access or other purposes claimed by the developer and supported by reasonable evidence.

2. Desire flexible setbacks and locations for detached garages

Current Regulation

Sec 42-350: The following setbacks currently apply to detached garages, sheds:
Front: 25' – 27' (depends on conforming lot size)
Sides: 5'- 8' (depends on conforming lot width)

Suggested Changes

Where garage does not meet the front yard setback:

1) can be rebuilt located at least 20' away from the front property line (ROW) if garage doors face the street. Or
2) can be rebuilt located at least 15' away from the front property line (ROW) if garage doors do not face the street.

Proposed Corresponding Code Changes

Modify Sec 42-133(D) to state:

Notwithstanding any other standards in this section, within one year of demolition an existing residential detached garage which does not meet the front yard setback may be rebuilt if it faces the street and is located at least 20' away from front property line (ROW) or at least 15' from the front property line (ROW) if it does not face the street.

3. Desire larger driveway

Current Regulation

Sec 24-111 *Definition* – 'Improved Driveway' consists of uniform surface (asphalt, concrete, or gravel).

Max. average width: 24' for lot width ≤100'
Max. average width: 30' for lot width ≥ 100'
Staff notes that very few lakefront lots are 100' wide.

Suggested Changes

Allow alternative material: pervious pavers or blocks. AND

Require submittal of drainage plan. AND
Create new, wider 30' max average width regardless of lot width but not more than 50% coverage – for standard lot widths.

Proposed Corresponding Code Changes

Move Sec 24-111 Definition – 'Improved Driveway' to Sec 42-112 Definitions but only state the following:

Improved driveway means a private road of ingress and egress with a uniform surface of concrete, asphalt, porous pavement or pavers, or gravel which leads from a curb cut to a garage, carport or accessory parking space. An improved driveway may include a surfaced turnabout area, a circular driveway or an accessory parking space.

Relocate the dimensional driveway standards 1 & 2 from Sec 24-111 'Improved Driveway' definition to Sec 42-128 and create a new subsection (E) to state:

Driveways shall meet all the following:
Max. average width: 30'.
Does not occupy in excess of 50 percent of the area included in the front yard for standard lot width.
Between 50 and 60 percent area, professional engineer drainage plan is required.
Drainage plan to guide stormwater to a natural waterbody or an approved stormwater infrastructure.

4. Desire flexible yard setbacks

Current Regulation:

Sec 42-350: The following setbacks apply to houses and attached garages.
Front (Street facing): 27' (or 25' for nonconforming lot size)
Front – also applies to detached garages.
Sides: 8' (or 5' for nonconforming lot widths)
Rear (lakeside): 40' (or 30' for nonconforming lot size)

Suggested Changes

For substandard lot size or width (either scenario):
Reduce front yard setback from 27'/ 25' to 20'. AND
Remove 30' rear yard reduction for nonconforming lot size; keep 40' rear yard setback.

Proposed Corresponding Code Changes

See No. 1.

Planning Commission Public Hearing

At the May 16, 2024, meeting, the Planning Commission reviewed and discussed Lake Neighborhood Zoning Ordinance Amendment #23/24-3: Ordinance to amend City of Portage Chapter 42 Land Development Regulations relating to the Lake Neighborhood Zoning Amendments. City staff presented an update on the initiative and the proposed ordinance amendment. One public comment was received regarding the driveway during the meeting.

After careful consideration, the Planning Commission voted unanimously (8-0) to recommend to the City Council the approval of the Lake Neighborhood Zoning Ordinance Amendment #23/24-3: Ordinance to amend City of Portage Chapter 42 Land Development Regulations.

Recommendation

It is therefore recommended that, subsequent to the public hearing, City Council consider adopting the Lake Neighborhood Ordinance Amendment #23/24-3: Ordinance to amend City of Portage Chapter 42 Land Development Regulations relating to the Lake Neighborhood Zoning Amendment.

FUNDING: Not Applicable

Attachments:

1. 4.18.24 Report, Lakefront Property Housing Codes Material
2. Planning Commission Meeting Minutes 4.18.2024
3. Lakefront Property Project Process
4. Planning Commission Meeting Minutes 5.16.2024
5. Ordinance Amendment - Chapter 42

TO: Planning Commission **DATE:** April 18, 2024

FROM: Peter Dame, Chief Development Officer

SUBJECT: Lakefront Property Housing Codes

I. INTRODUCTION:

Project Summary

The City has initiated a process to reexamine development regulations pertaining to lakefront properties around Long Lake, Austin Lake, West Lake, and Gourdneck Lake. Due to the unique character and historical construction pattern of lakefront properties, it can be difficult for property owners to develop or redevelop in a way that meets their needs while meeting current land use regulations. This memo provides a summary of historical background and development issues, a summary of received lakefront property owner comments, and suggestions to help address common issues raised.

Project Schedule

The City has outlined a 6-month process to help address future development challenges on lakefront properties and recommend potential improvements. This process is posted on the City's website: https://www.portagemi.gov/923/Lakefront-Property-Housing-Codes-Study and we are currently halfway into this process. Adoption of new development codes is expected in Summer 2024.

II. BACKGROUND INFORMATION:

Development History

Properties along Long Lake, Austin Lake, West Lake, and Gourdneck Lake have been highly desirable for many decades. These lakefront properties have been used as second homes or cottages, and increasingly becoming year-round residences. During the mid-1960s when Portage became a city, many of the lakefront areas were already developed with homes. Decades later, as economic growth, employment, and education services increased in the greater Kalamazoo area, most of the lakes' shorelines became more developed. With perimeter ring roads and favorable zoning, lakefronts become fully developed with housing. Over time, older cabins and original homes were replaced with larger modern homes.

Fitting modern homes on lakefront properties was a challenge. Most properties were established prior to the mid-1960s, under different land use regulations. Many were narrow and deep, offering each owner a small slice of lakefront access and view. Many of these lots do not meet the current zoning district minimum lot size and lot width. This resulted in highly valued lakefront properties becoming a compact living environment. This lakefront housing trend can be found throughout many lakes in southern areas of the state.

Narrow Lots, Compact Development

As development occurred on these narrow lakefront lots, owners could not meet current zoning requirements and sought flexibility through variances. Past variances were approved for reducing certain yard setbacks to accommodate a new house or an expansion and for rebuilding an old garage close to the street or property lines.

Past Changes to City Zoning Standards

Over time, the City adjusted various zoning standards based on received public comments and past certain approved variances. The following lists the efforts for One-family residential zoning district parcels:

- 1987: This allows existing and new accessory structures in lakeside yards up to 8' in height, no greater than 80 square feet in size, and closer to a side and rear lot line (shoreline) than that required for a house. This continues to be provided in the current zoning code.
    - 1965: (overturned in 1987-see above) Required lakeshore properties to maintain an open unobstructed yard (i.e. No allowed for new accessory structures/fences in lakeside yard (facing lake)). Existing structures allowed. "Boat wells" might be allowed with an approved variance.
- 1986: Zoning code interpretation – allowed uncovered porch or deck attached to the house may be located as close as 30' from lakeside property line (shoreline). This continues to be provided in the current zoning code.
- 2001, 2003: Prohibition of creating new water body access for non-lakefront owners or occupants (i.e. keyhole) in any zoning district. This continues to be provided in the current zoning code.

In 2019, the City provided another update to reduce restrictions in the One Family Residential zoning districts prompted in part by interest in building new housing on lakefront (these continue in current zoning code):

- Increased Lot Coverage from 25% to 30%

Lot coverage only applies to buildings; not to driveways, patios, sidewalks, etc.

- Increased maximum house height from 24' to 30'.

This is measured from grade up to mid-point of the roof.

- Increased Accessory Building height from 14'-16'.

No increase for the rear lakeside yard area.
Accessory Structures for this item include detached garages, pole barns, sheds, etc.

- Increased Accessory Structure maximum size for two-story homes to include 50% of the 2nd story home area.

Larger lot (2-acre min.) owners may seek Planning Commission approval for larger building sizes. May not exceed 20% rear yard area (not applicable to lake front yards).

Zoning Code Flexibility

In addition to the past zoning code changes loosening development standards, the code provides other forms of additional flexibility: 1) variance process, and 2) non-conforming lot size/ width. Both are detailed below:

1. Variances.

The zoning code allows a property owner to seek a variance to relieve zoning standards when the subject lot has unique factors, i.e. topographic challenges, wetlands, boulders, or other factors inheriting the property. The variance is a zoning element and does not relieve or change any building code standards. In the past, variances have been filed and approved on lakeshore lots due to smaller lot sizes/ lot width, topography, and reconstructing historic home or garage with existing footprints. The majority of past variances can be categorized into three common requests: 1) reduce the front yard setback for detached garages, 2) reduce side yard setbacks for homes, and 3) increase lot coverage for building footprints. With the development flexibility listed above under Past Changes to City Zoning Standards and Zoning Code Flexibility, fewer variances have been sought in recent years. However, many historic detached garages are located very close to front lot lines (street right-of-way) and continue to be an important component for lakefront owners.

2. Nonconforming lot size/ width.

Most lakefront parcels were established and developed decades ago under different zoning codes and during the Portage Township period. As new codes were adopted, new minimum lot sizes and lot widths were established, resulting in many pre-existing lakefront parcels and non-lakefront parcels no longer meeting current size dimensions. Therefore, these parcels have become legally non-conforming in size and/ or lot width. Generally, they are still buildable but their smaller size or narrowness may not easily meet current zoning setbacks. To alleviate this challenge, the zoning code provides an automatic reduction of certain yard setbacks in the One-family Residential zoning districts. This reduction does not require seeking a variance nor additional permits. Further, it applies to all lakefront and non-lakefront parcels. These revised building standards for substandard lots continues to be provided in the current zoning code. The majority of lakefront lots are zoned R-1A One Family Residential. Of the 839 lakefront lots (Long Lake, Austin Lake, Gourdneck Lake, and West Lake (Portage lots only)), 411 lots are substandard in lot width and 142 lots are substandard in lot size. Therefore, 65% of all lakefront lots have a substandard lot dimension. These lots have their following yard setback reduced:

I. Parcels with Substandard Lot Width:

i. Side yard setback is reduced from 8’ to 5’.

II. Parcels with Substandard Lot Size:
   i. Front yard setback is reduced from 27' to 25', and
   ii. Rear yard setback is reduced from 40' to 30' (rear setback measured from shoreline).

Additionally, the zoning code allows common house features such as decks, covered porches, eaves, steps, sidewalks, etc. to project (without variances) into yard setbacks. Please see the attached details of R-1A regulations regarding yard setbacks and lot dimensions.

Data Collection
Data collected for this re-examination of local development regulations project consisted of input received from lakefront owners and internal City data below.

Lakefront Community Outreach
The City contacted lakefront owners for their issues about any past or present development (or redevelopment) projects, any impacts they may have from adjacent lakefront construction, and any re-occurring or seasonal issues. The City initiated two initial public feedback methods consisting of a survey and an open house meeting. Details are listed below.

1. Survey. The City provided a survey from late December 2023 to late January 2024 asking all lakefront property owners (827 total) various questions pertaining to certain zoning regulations such as maximum height for a house or lakefront accessory building, maximum driveway dimensions, vehicular parking needs, and more. Open-ended questions were also asked, such as what the most important issue as a lakefront owner is, should there be specific lakefront code provisions, and more. Over 120 participants completed the survey. See attached survey results.
2. Open House. In addition to the survey, the City sought more open-ended dialogue with all the lakefront property owners by hosting an open house on January 16, 2024, at the Portage Lakeview Elementary School. Staff asked various questions about some main site elements, such as any concerns about construction/ rebuilding their house, garage, driveway, or any other part of their property. With over 80 people in attendance, residents were able to directly express to the City their concerns. These concerns have also been summarized in this memo.

Below is a brief summary of the results of overall community data:

- Majority of the participants are located on Austin Lake.
- The majority found existing zoning regulations to meet their needs.
- Slight majority supports additional code provisions.
- Some of the most common and important issues for lakefront owners:
    - Concerns about impacting lake views from adjacent development.
    - Desire for larger driveway
    - Wanting flexible setbacks for houses, accessory buildings.
- Most common listed concerns include:

- Preserving lake and side viewsheds due to being impacted by adjacent development,
- Artificial raising of property for new homes,
- Desire flexible setbacks and locations for detached garages,
- Drainage issues, and
- Larger driveway size.

- Many comments related to non-City of Portage regulations such as boat noise, lake weed issues, high boat speeds, etc. There topics are not the subject of this code review.
- Some comments related to City of Portage regulations but not zoning, such as property maintenance concerns, loud lake house parties, etc. These are currently addressed outside zoning regulations.

City Staff Data

Staff's records indicate that as zoning standards (as noted above) have been adjusted overtime, fewer variances have been sought. And previously physically challenging vacant lots have been developed. However, some common challenges continuing to be heard from non-lakefront and lakefront owners are driveway sizing issues, and older detached garages on lakefront properties. Staff used the City's Fetch GIS mapping tool to determine the following estimates about driveways and garages on lakefront properties.

- Driveways
  - Average Maximum Width: 32'
  - Average Length: 59.8'
  - Average Size: 1,400 sq ft
  - Driveway Material: 59% Concrete; 12.3% Asphalt
  - Average front yard driveway coverage: 36.8'
- Garage
  - Average distance between Garage and Street: 43'
  - Garage Type: 52% Detached; 42% Attached.

III. ANALYSIS:

Comparing Data, City Regulations

Staff reviewed and compared community outreach data, staff's data, existing regulations, and the built environment. As stated earlier, many past code changes have been made to facilitate development. Lakefront property owners have benefited from these changes. However, based on recent community feedback and the built environment, additional review and changes of these regulations may be needed.

Planning Commission Consideration
Below is a synthesis of the issues for the Planning Commission to review and consider. Input from the public and the Planning Commission is being sought on these topics before staff initiates any draft code amendment drafting.

1. Concerns about lake view sheds from adjacent development

- Public Comments: New or renovated homes are often built closer to the shoreline than the previous house and are often taller than adjacent homes. This can block a portion of lakefront views and can create a boxed-in and shadow affect for existing adjacent homes. Some new homes are placed on new fill, raising the overall land and house.
- Staff Comments: Lakeviews are generally maintained through rear (lakeside) setbacks from all lakeshores, but small (nonconforming) lots may build closer to lakeshore than conforming lots (without variance). Building tall homes adjacent to shorter homes is allowed so long as height maximums are followed. Exceeding this height is rarely requested. But some new homes have artificially raised grades (using imported soil), resulting in overall taller heights being significantly taller than adjacent homes. Accessory buildings in the lakefront yard are capped at a low height and overall size.
- Related existing codes

Sec 42-350: House Height Maximum: 2 stories; 30' (measured to roof mid-point)
Sec 42-350: Rear Yard (lakefront) Setback (R-1A): 40'
Sec 42-350 Footnote (B)(2)(b): Substandard lot size reduces rear yard setback from 40' to 30.'
Sec 42-121(B)(2): Accessory building height max. in rear (lake) yard area: 8'
No prohibition of raising grades.

- Suggested Changes

i. Remove rear yard setback reduction for substandard lot size. Keep 40' for all lots. OR,
ii. Create a new averaging for rear yard setback purposes. Use an average of nearby homes along the lakeshore, AND
iii. Reduce the front yard setback from 25' to 20' for nonconforming lot size. AND
iv. Prohibit raising of grades which artificially increases overall grade and house height.

2. Desire flexible setbacks and locations for detached garage

- Public Comments: Request to rebuild existing detached garages located close to a street or side property line. There were a handful of comments requesting to have a garage across the street to provide more parking and storage.
- Staff Comments: Many detached garages exist within front (street side) yard and side yard setbacks. Rebuilding these garages is not allowed due to not meeting yard setbacks. Owners often wish to rebuild a garage on the same footprint. Some garages are partially located in City ROW. Some leave little room to safely navigate into/ out of the street. Some driveways'

entrances into the garage are located too close to the street, resulting in parked cars partially in City ROW. Garages cannot be allowed as the only building on a residentially zoned property. There needs to be sufficient setback distance for existing and future utility and infrastructure purposes. Many lakefront streets are very narrow and cannot easily accommodate utility access. The result of these conflicts is that there are many old grandfathered garages left near the street adjacent to entirely new houses.

- Related existing codes

Sec 42-350: Following setbacks apply to detached garages, sheds:
Front: 25' – 27' (depends on conforming lot size)
Sides: 5'- 8' (depends on conforming lot width)

- Suggested Changes

i. For a substandard lot width where a garage faces the street and is located at least 20' away from the front property line (ROW): may rebuild the garage using the same footprint. AND
ii. For standard lot width where a garage is located at least 15' away from the front property line (ROW): may rebuild the garage with the same footprint, but garage doors cannot face the street.

3. Desire larger driveway

- Public Comments: The Majority of survey participants indicated the need for 4+ parked vehicles. Overall, community data indicated a desire for a larger driveway.
- Staff Comments: Driveways are often the width of a 2-car garage (approx. 16') which is often too narrow to park two cars. Many choose to widen the driveway to fit more cars to the maximum allowed width (non-lakefront & lakefront). However, many lakeshore lots are narrow and substandard in lot width, which creates challenges to accommodating parking demand while meeting maximum driveway standards. Many lakeshore owners (or past owners) have expanded their driveways to accommodate their parking needs. But, in many cases, they have exceeded the maximum driveway size without permits. When these non-permitted large driveways need replacing, it is not allowed unless they are reconstructed to an allowed size. Most owners prefer not to reduce the driveway area. Further, these large driveways can create drainage issues on the adjacent street or adjacent property.
- Related existing codes:

Sec 24-111 Definition – 'Improved Driveway' consists of uniform surface (asphalt, concrete, or gravel).
Max. average width: 24' for lot width ≤100'
Max. average width: 30' for lot width ≥ 100'
Staff note that very few lakefront lots are 100' wide.

- Suggested Changes

i. Allow alternative material: pervious pavers or blocks. AND

ii. Require submittal of drainage plan; not required engineering drawing. AND
iii. Create new 30' max average width regardless of lot width but not more than 50% coverage – for standard lot widths.

4. Desire flexible yard setbacks

- Public Comments: Based on received community data, there was support for more flexible yard setbacks to provide greater development site location options. This item was also related to an accessory building (see above). Although flexible yard setbacks are supported, it may conflict with received support of preserving lake views.
- Staff Comments: Based on past code revisions and automatic reductions for substandard lot dimensions, fewer yard setbacks variances have been filed. The majority of lakefront lots are substandard in size or lot width and, thus, already have reduced yard setbacks. Two abutting properties may have different yard setbacks if one is substandard in size or lot width, which causes confusion with the other abutting property owner. In cases of unique topography or significant substandard lot dimensions, variances would likely be filed if setbacks cannot be met.
- Related existing codes:

Sec 42-350: The following setbacks apply to houses and attached garages.
Front (Street facing): 27' (or 25' for nonconforming lot size)
Front – also applies to detached garages.
Sides: 8' (or 5' for nonconforming lot widths)
Rear (lakeside): 40' (or 30' for nonconforming lot size)

- Suggested Changes
- For substandard lot size or width (either scenario):
- Reduce front yard setback from 27'/ 25' to 20'. AND
- Remove 30' rear yard reduction for nonconforming lot size; keep 40' rear yard setback.

The above code dimensions and suggested changes are also included in the attached tables showing development regulations for the Planning Commission review and discussion.

IV. RECOMMENDATION:

Attachments:
1. Lakefront Property Project Process
2. Survey Results
3. List of R-1A Standards
4. Open House Comments

Lakefront Property Project Process

Goal

Amend City codes to address unique needs of lakefront properties and reduce code non-conformities.

Issues

Learn about lakefront development and reinvestment issues from lakefront owners, and evaluate problems from observed/documented issues.

Address Issues

Establish amended zoning and other code changes.

Overall Project Timeframe

Approx. 6-7 months (January – July 2024)

STEP 1) Identify the problems/ issues – Data Collection

Timeframe: 1 month (January)

- Survey & Open House – Collect, identify issues
  - Survey: Active for 3 weeks, expires Monday, January 22nd
  - Open House: Tuesday, January 16, 2024

STEP 2) Data Analysis

Timeframe: 1 month (February)

- Data compilation, fact gathering and review

STEP 3) Draft Solutions/ Alternatives

Timeframe: 1-2 month (March-April)

- Analyze and identify solutions, alternatives

STEP 4) Present draft solutions to Public[WE ARE HERE]

Timeframe: Meeting (estimated to be in April)

- Planning Commission Public Workshop meeting - share results of data, draft solutions to issues, obtain commission and public feedback.
- Present zoning- and non-zoning related changes.

STEP 5) Present Draft Ordinance to Planning Commission, Public Hearing
Timeframe: Meeting (estimated to be in May)

- Planning Commission Public Hearing – Commission recommends draft ordinance that reflects April feedback to City Council.

STEP 6) City Council Meeting – Schedules Ordinance to future Council meeting.
Timeframe: Meeting (estimated to be in June)

- Present Zoning and non-zoning code changes to City Council.

STEP 7) City Council Public Hearing, Vote on Ordinance
Timeframe: Meeting (estimated to be in July)

- City Council holds public hearing and votes on zoning, non-zoning code changes.

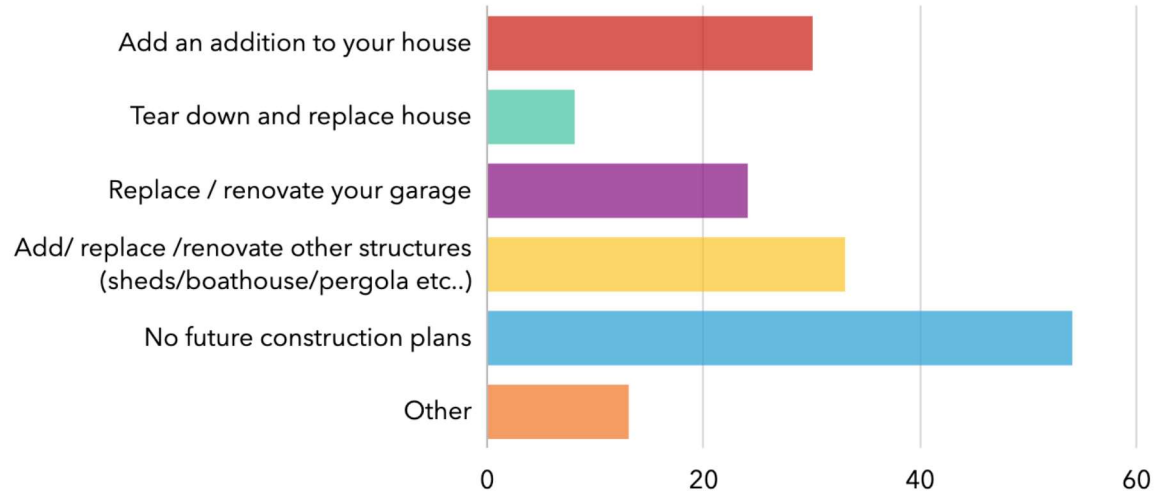
PORTAGE
A Natural Place to Move

Survey of Lakefront Housing Codes

March 1, 2024

Future construction plans

Column | Bar



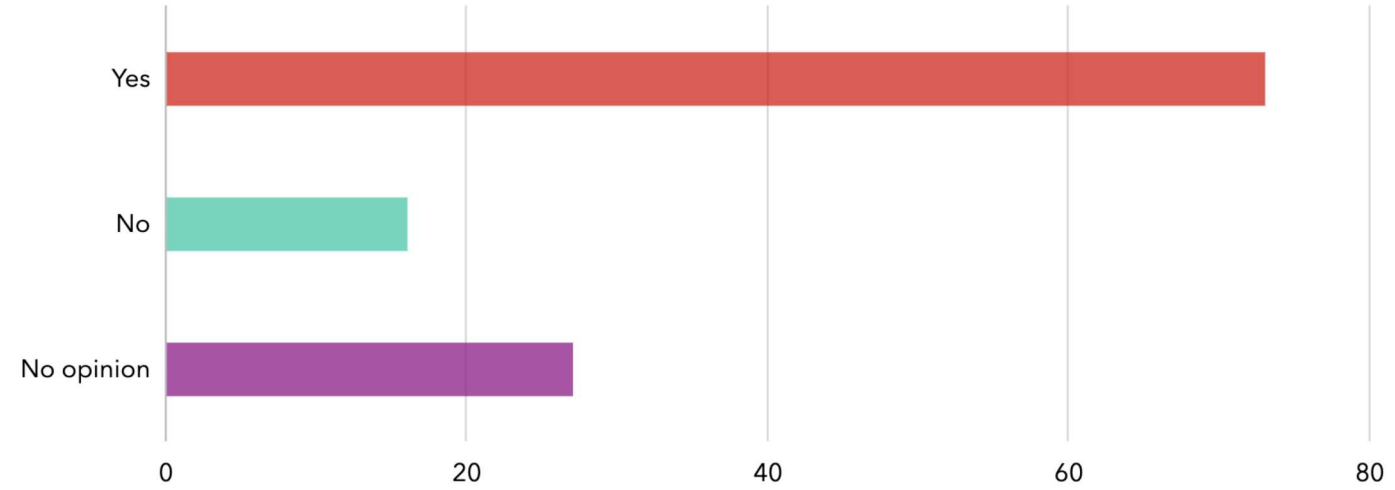
Hide table | Other response | Empty categories | Sort

Answers	Count	Percentage
Add an addition to your house	30	24.79%
Tear down and replace house	8	6.61%
Replace / renovate your garage	24	19.83%
Add/ replace /renovate other structures (sheds/boathouse/pergola etc..)	33	27.27%
No future construction plans	54	44.63%
Other	13	10.74%

Answered: 117 Skipped: 4

Structure height

● **Does the house 30' maximum height requirement meet your needs?** Column Bar Pie Map



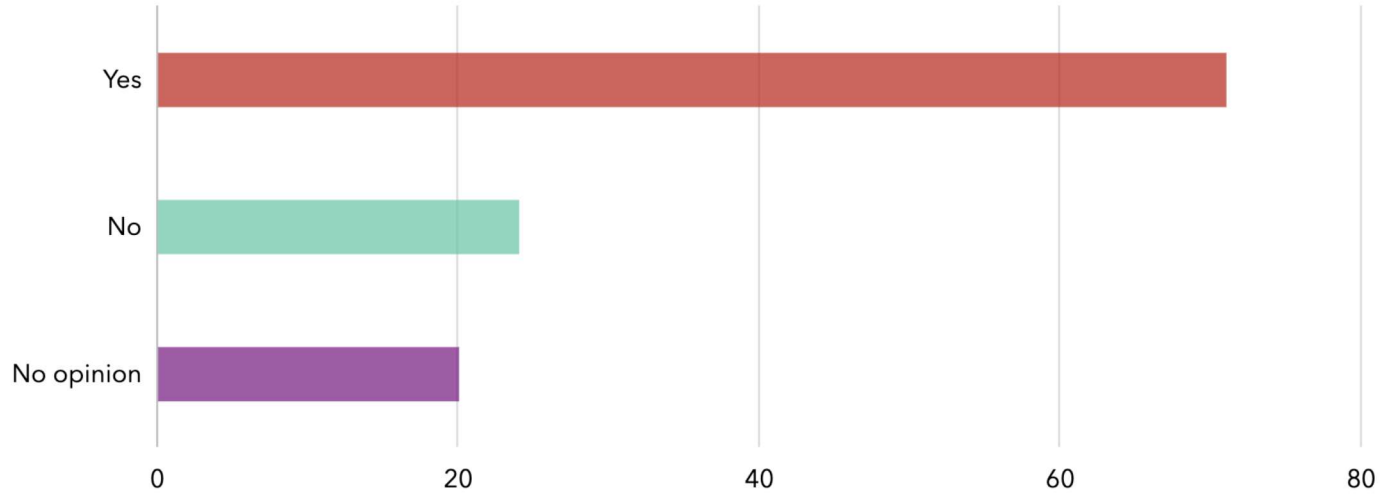
Hide table ☑ Empty categories ↑↓ Sort

Answers	Count	Percentage
Yes	73	60.33%
No	16	13.22%
No opinion	27	22.31%

Answered: 116 Skipped: 5

(123)

● **Does the 16' maximum detached accessory building height for front and side yards meet your needs?** Bar Pie Map



Hide table

Empty categories Sort

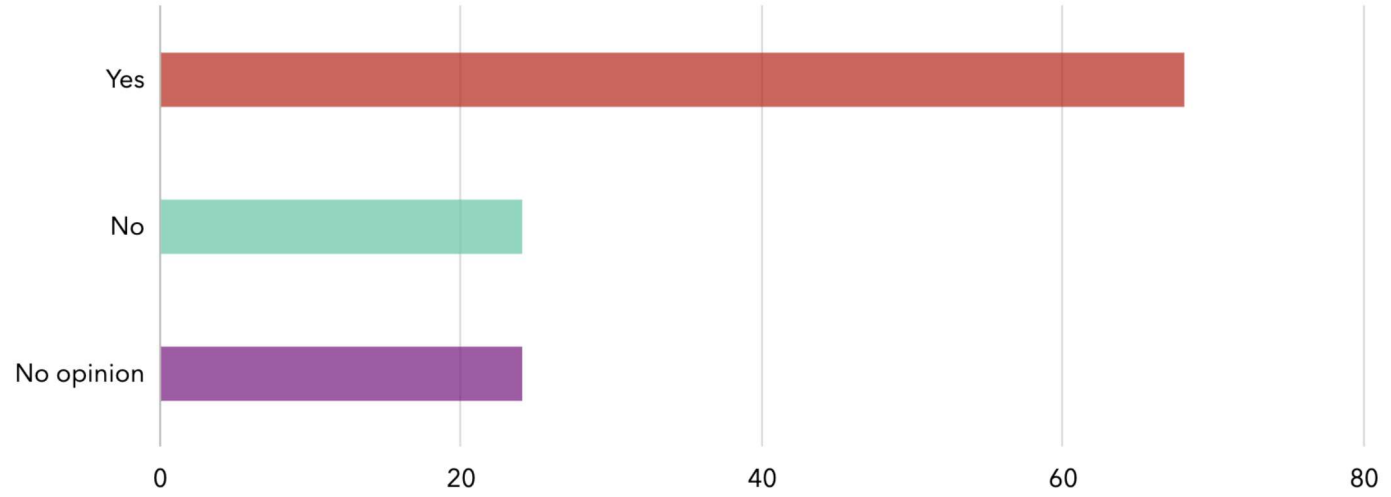
Answers	Count	Percentage
Yes	71	58.68%
No	24	19.83%
No opinion	20	16.53%

Answered: 115 Skipped: 6

(124)

(30)

● **Does the 8' maximum height requirement for sheds/structures in lakeside yards meet your needs?** Bar Pie Map



Hide table ☑ Empty categories ↑↓ Sort

Answers	Count	Percentage
Yes	68	56.2%
No	24	19.83%
No opinion	24	19.83%

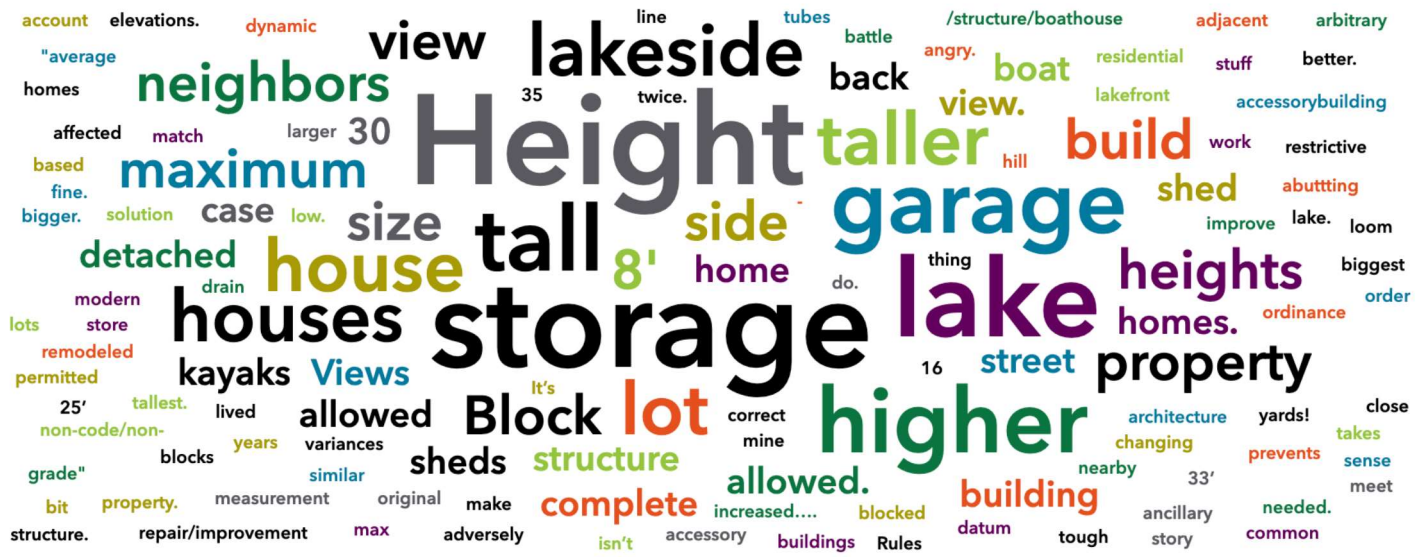
Answered: 116 Skipped: 5

(125)

(31)

If answered no, please state why.

Word cloud



Response	Count
You should be able to have larger size	1
With modern architecture, these heights need to be increased…. others have gone for variances as a solution but changing the ordinance is the correct thing to do.	1
We would like taller to match the house and look similar	1
We need to improve our garage	1
We have lived in our lakefront home for 35 years and have remodeled twice. We were able to make the original maximum heights work just fine. It otherwise becomes a battle to be the biggest and tallest. Views are blocked a nd neighbors are angry.	1
Views are adversely affected	1

(126)

(32)

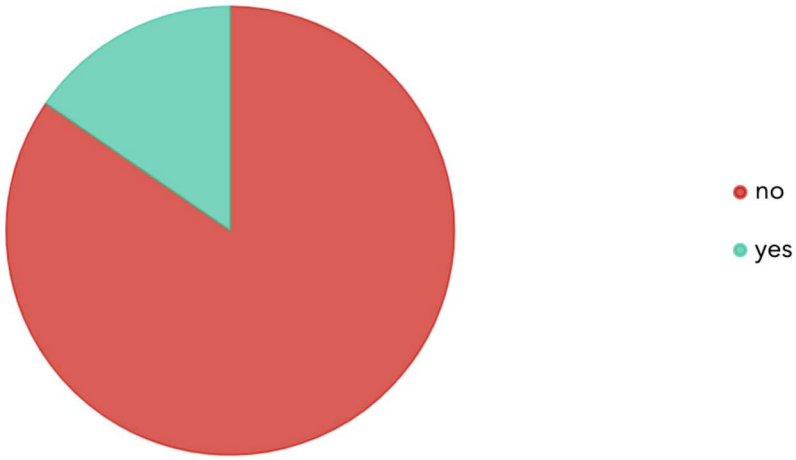
There needs to be accessory buildings allowed. Size allowed needs to be bigger. Storage should be allowed on nearby lot if you own on the lake.	1
There is I believe a non-code/non- permitted structure on property abuttting mine that blocks my view.	1
The measurement datum of "average grade" for building height is very tough on a lot of lake lots based on the d ynamic elevations. No new sheds on lakeside yards!	1
The maximum height of our house is 33’	1
The 8' max height for the lake side accessorybuilding /structure/boathouse is restrictive to my residential propert y. It prevents my repair/improvement of my lakeside structure.	1
Since being on a lake, more storage for ancillary stuff, kayaks tubes is needed. More storage is better.	1
Should not allow sheds on lakeside	1
Should be case by case which takes into account adjacent homes and lot size	1
Rules should meet common sense not arbitrary heights	1
Property is narrow, must be able to build higher	1
Overly tall houses disrupt the lakeside character of mostly low profile homes. ANY height structure would block o ur ground-level view of the Lake, and multi-story houses built up from ground level loom over the street and sing le-story homes.	1
Our lot isn’t very large. We definitely don’t want to every impose on a neighbors view!	1
May want higher maximum for rebuild	1
It’s not tall enough for walk in	1
If your on a hill the height should be flexible as long as it doesn’t block the view.	1
If the building is too close to the property line, variance for second story apartment should not be allowed.	1

Ideally, I would like to build a detached garage that is tall enough to store a motorhome out of sight. In order to do that, the roof needs to have a peak higher than 16 ft to still be able to drain rainwater off of it	1
I would rather see us go back to the 25' height maximum.	1
I would like to build a taller garage	1
I need a taller detached garage for boat storage	1
I may need to go higher	1
Height is too low.	1
For possible additional storage for lake toys (boat storage, kayaks, paddle boards, etc)	1
Deck is higher, but I don't think it is included in the 8' requirement.	1
Block the view of the lake	1
A garage on the street should be tall enough for two stories	1
A boat shed would need to be a little bit taller	1
8' is not tall enough for a storage shed	1
30 is TOO tall. Our next door neighbors had a complete rebuild. This new house dwarfs houses on each side and puts two houses in complete shade. One neighbor SOLD and moved - his view of this gigantic house looks like the back side of a store.	1
an addition to our home to maintain the aesthetics require more than 30 feet high.	1

Answered: 36 Skipped: 85

The placement of my neighbor's house partially blocks my lakeside view.

Column Bar Pie Map



Hide table

Empty categories Sort

Answers	Count	Percentage
no	99	81.82%
yes	18	14.88%

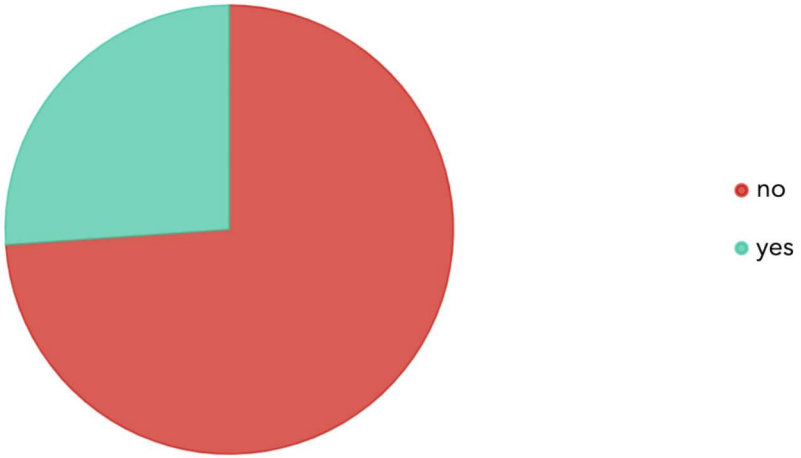
Answered: 117 Skipped: 4

(129)

(35)

Have alterations done by a neighboring property negatively impacted you?

Column Bar Pie Map



Hide table

Empty categories Sort

Answers	Count	Percentage
no	85	70.25%
yes	30	24.79%

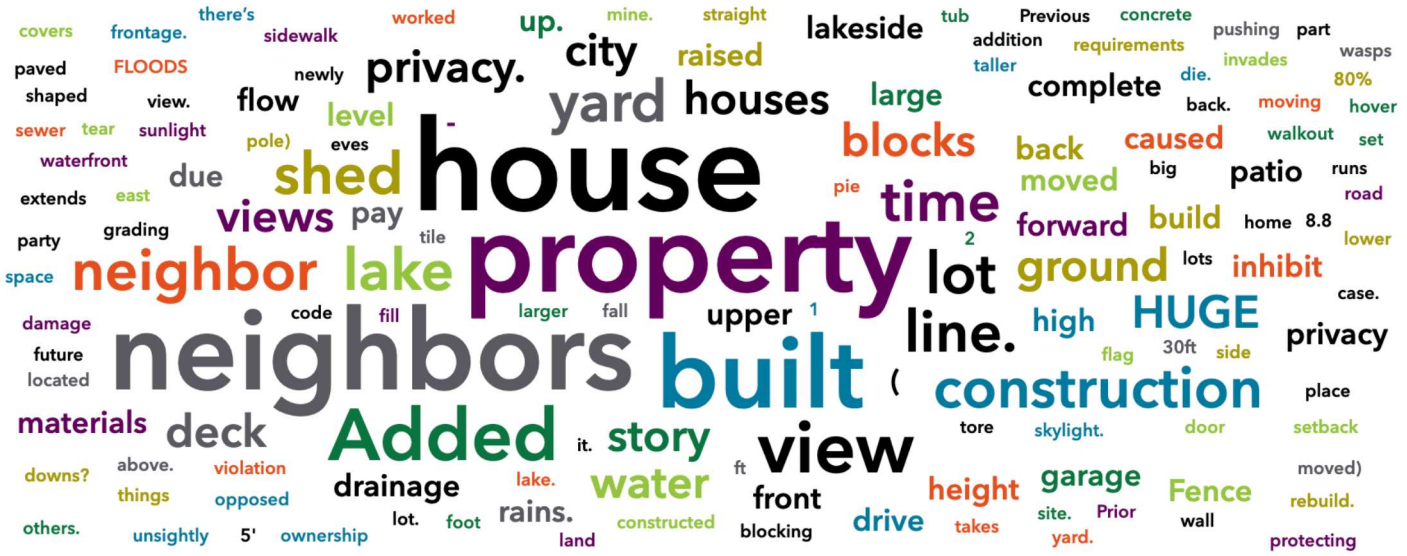
Answered: 115 Skipped: 6

(130)

(36)

If yes, please explain

Word cloud



Response	Count
With his newly constructed second story on his garage, he can see straight through my upper level, which is a vio lation of my privacy.	1
When our neighbors tore down their house they raised their height blocking our fall sunlight from our skylight. T heir larger home (but especially their flag pole) takes away some of our lake view.	1
Water drainage due to ground grading and drainage tile damage	1
Too far forward, ground built up too high and then the house is taller	1
They added on a very large walkout plus 2 story addition towards the lake which blocks our view of the whole ea st side of lake. It extends way out in front of our houses sent back.	1
Shed located on waterfront as opposed to moved back on property site. From what neighbors have said, city cod e setback requirements do not allow moving shed so it is in the only place it can be placed on lot.	1

(131)

(37)

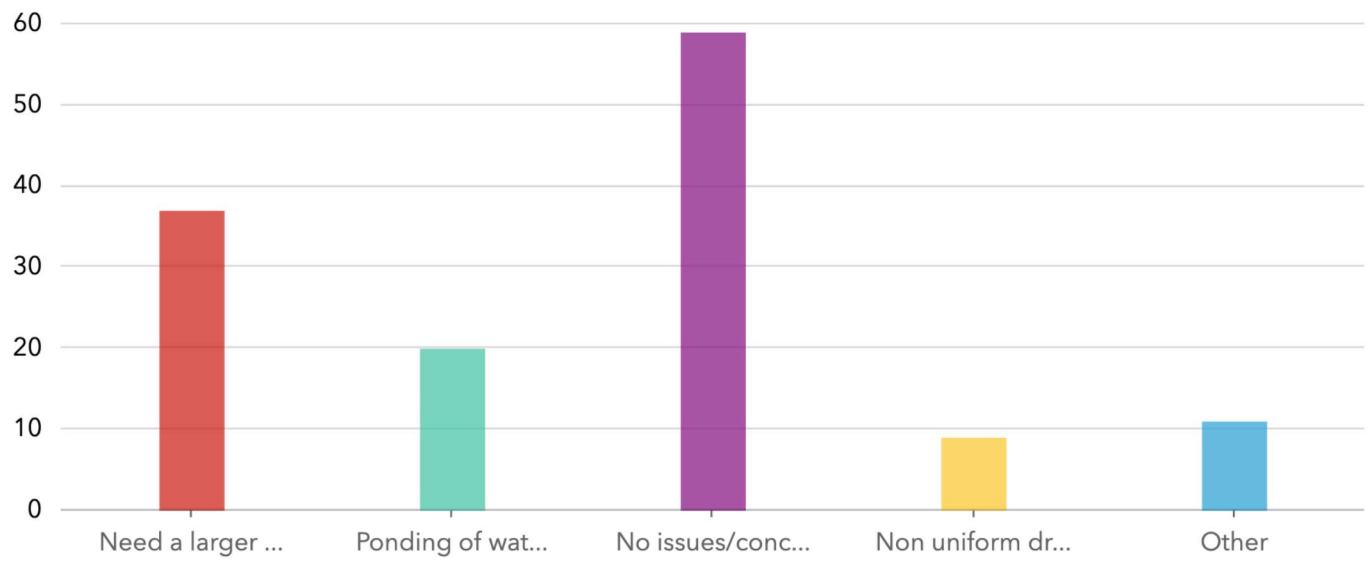
Same as above.	1
Prior to our ownership, a neighbor built a deck within 1 foot of the lot line. It does not inhibit our views until there is a party, which then invades our privacy. We have things worked out well with our neighbors, but this is not alwa ys the case.	1
Previous neighbor (now moved) built house and sidewalk on the property line. We now have an unsightly concre te wall exactly on the property line.	1
Our next door neighbors had a HUGE complete rebuild. Now our lakeside yard FLOODS every time it rains. Thes e lots are NOT big enough for huge houses - it seems as if the city is pushing for HUGE houses and not protectin g space of others.	1
not at this time but what about future tear downs?	1
Neighbors lot was pie shaped with only 8.8 ft of road frontage. The house set back is behind my house and they added a paved drive that covers 80% of their front yard. The drive slopes toward my house so water now runs int o my basement when it rains.	1
Neighbors built within 5' of our property and added large deck and staircase on lakeside	1
Neighboring house 30ft and land is built up. Next to a one story - the house is sure and there's no privacy even wi th a privacy fence due to the height.	1
Neighbor's upper deck seems to hover over my property line.	1
My neighbors got a variant to build closer and prohibit our view towards the north. Now this was done before we moved in and we do like these neighbors!	1
My neighbor built a house and as part of the construction raised the level of his yard up. This had caused water t o flow from his property onto mine. By the time the final grade was complete, it was to late for him to lower the ya rd to the height it was.	1
Lights on patio shine in bedroom window.	1

It cost me over $4000 to pay a city assessment for a sewer attachment to a garage lot i will never use because a n eighbor wanted one. So we all had to pay for it.	1
Fence placed on property line	1
Excessively long project and now construction materials piled for years attracting rodents	1
Empty lot and then they were allowed to build way forward and up higher so even there ground plants are too hi gh now and even block views	1
Construction materials laying around. Excessive time taken for construction leaving open places in the eves for ro dent activity and carpenter bees and wasps have become a major nuisance affecting our right to quiet enjoymen t.	1
Both neighbors brought fill in to raise their yards sending much more stormwater surface flow than before into o ur yard which caused screening shrubbery to die.	1
Altered view	1
Allowing trees to be overgrown right by the lake that blocks views	1
Added patio and hot tub inhibit lake view and reduce privacy.	1
Added a shed in my view	1
A shed built on property blocks any crossing in either direction	1

Answered: 29 Skipped: 92

Do you have any of the following driveway concerns?

Column Bar



Hide table

Other response Empty categories Sort

Answers	Count	Percentage
Need a larger driveway for parking/maneuvering cars	37	30.58%
Ponding of water occurs from the driveway	20	16.53%
No issues/concerns with my driveway	59	48.76%
Non uniform driveway surfaces are unsightly (i.e. asphalt addition to concrete)	9	7.44%
Other	11	9.09%

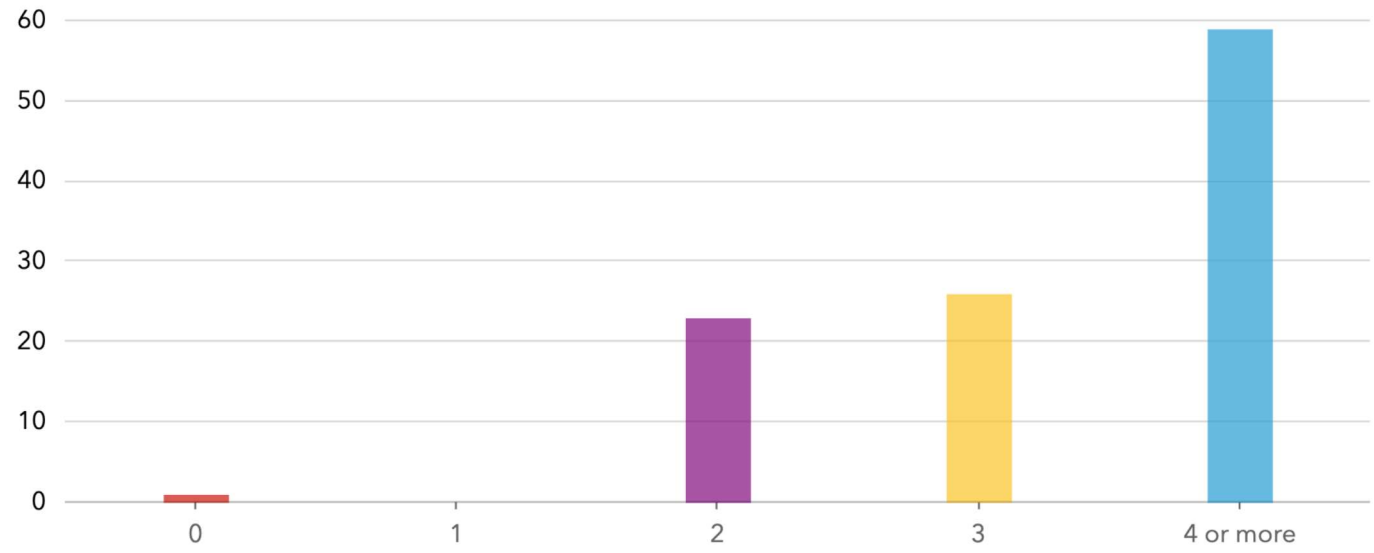
Answered: 111 Skipped: 10

(134)

(40)

How many vehicle parking spaces do you need

Column | Bar | Pie | Map



Hide table

Empty categories | Sort

Answers	Count	Percentage
0	1	0.83%
1	0	0%
2	23	19.01%
3	26	21.49%
4 or more	59	48.76%

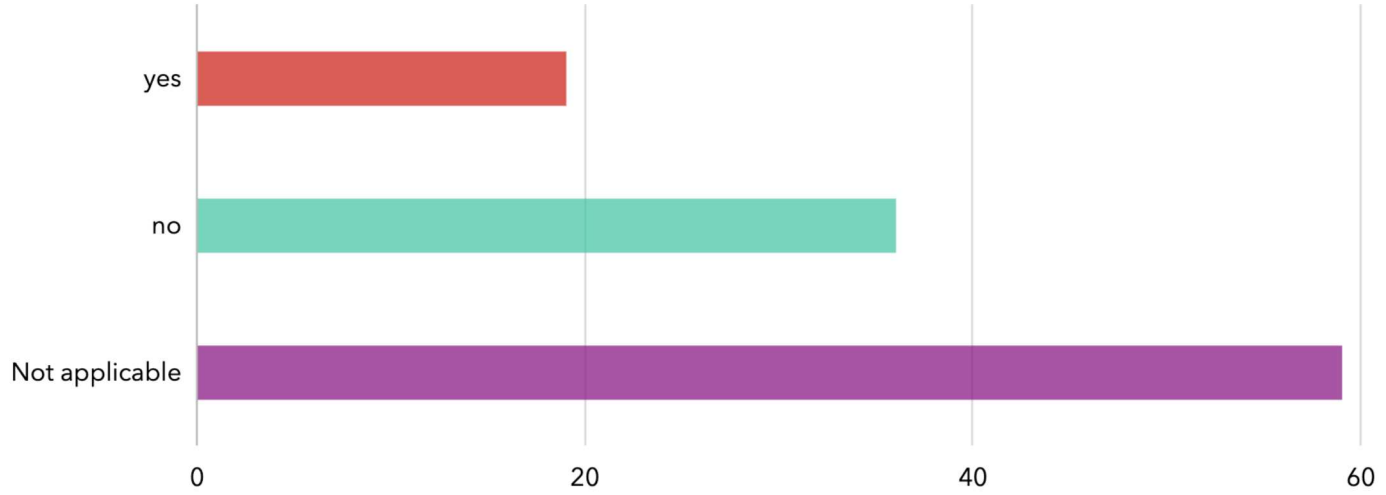
Answered: 109 Skipped: 12

(135)

(41)

Detached garage setback

Column | Bar | Pie | Map



Hide table

Empty categories | Sort

Answers	Count	Percentage
yes	19	15.7%
no	36	29.75%
Not applicable	59	48.76%

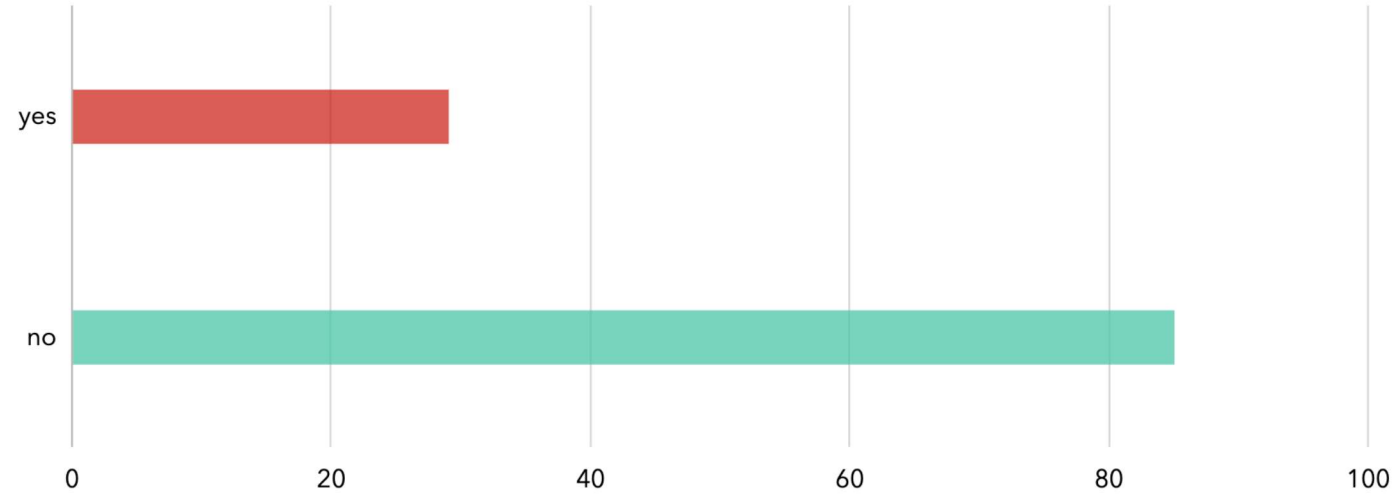
Answered: 114 Skipped: 7

(136)

(42)

Do you have re-occuring issues with rainwater collecting in your yard?

Column | Bar | Pie | Map



Hide table

Empty categories | Sort

Answers	Count	Percentage
yes	29	23.97%
no	85	70.25%

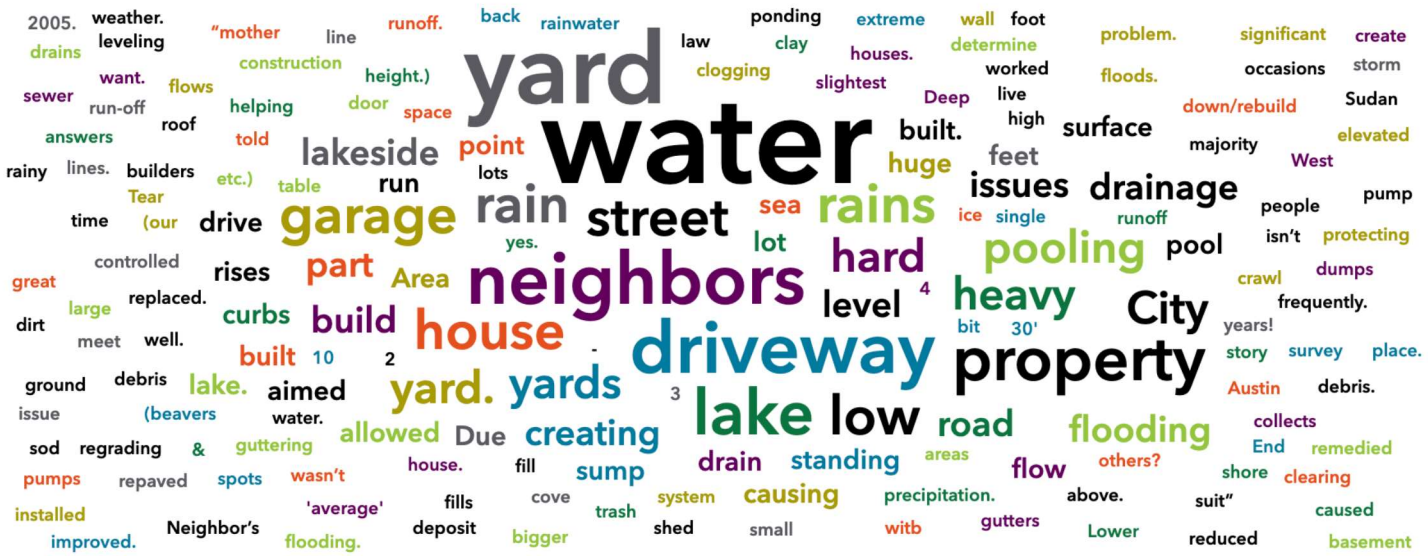
Answered: 114 Skipped: 7

(137)

(43)

If answered yes, please elaborate

Word cloud



Response	Count
yes. Very high water table	1
When it rains hard my yard and crawl space fill with water. This has been going on for years!	1
When it rains hard I get water in my house. We do not have a garage but the single story part of my house should be replaced. The guttering system wasn't done right as well.	1
We live in the cove area of Deep Point Drive where when the lake level rises due to issues (beavers, trash, debris, etc.) clogging the drain to Austin Lake frequently. When the drain isn't controlled, the lake level rises and we get standing water in our yards with the slightest bit of precipitation.	1
We have no curbs and are at the low point of our street so every heavy rain, our yard fills with run off	1

(138)

(44)

We did not have issues until the city allowed a HUGE house to be built next door (our neighbors told us that someone at the city worked very hard with the builders to meet the 'average' 30' height.) Now every time it rains a large part of our lakeside yard floods. The great majority of lake lots are too small for huge houses. Why does this survey seem to be aimed at helping people build bigger, but not aimed at protecting others?	1
Water shed from neighbors roof and driveway tends to pool along the property lines.	1
Water collects on the street and driveway	1
There are many low spots and clay deposit areas in our yard that pool in rain	1
Tear down/rebuild next to me and ground regrading creating pooling issues between yards	1
Since the city repaved West End drive we have water pooling at our driveway and in our yard.	1
See answers above. The street and my neighbors new construction flows water onto my yard witb dirt and debris.	1
Road run-off dumps rainwater into our driveway m	1
Pooling about 10 feet from lake shore	1
ponding on driveway	1
No curbs to determine rain water flow	1
Neighbors elevated their yards so I get runoff. Sump pump drainage goes into my yard.	1
Neighbor's house is 2 feet from our lot line without gutters in place.	1
Lower level flooding on many occasions, but I believe we have remedied the problem.	1
I own the property behind my house across the road however I am not allowed to build a garage unless there is a "mother in law suit" built. I own the property and neighbors do not have an issue with a garage being built. I should be able to build a garage if I want.	1
I have extreme runoff from Sudan Street down my driveway into my garage and Lakeside yard creating flooding.	1

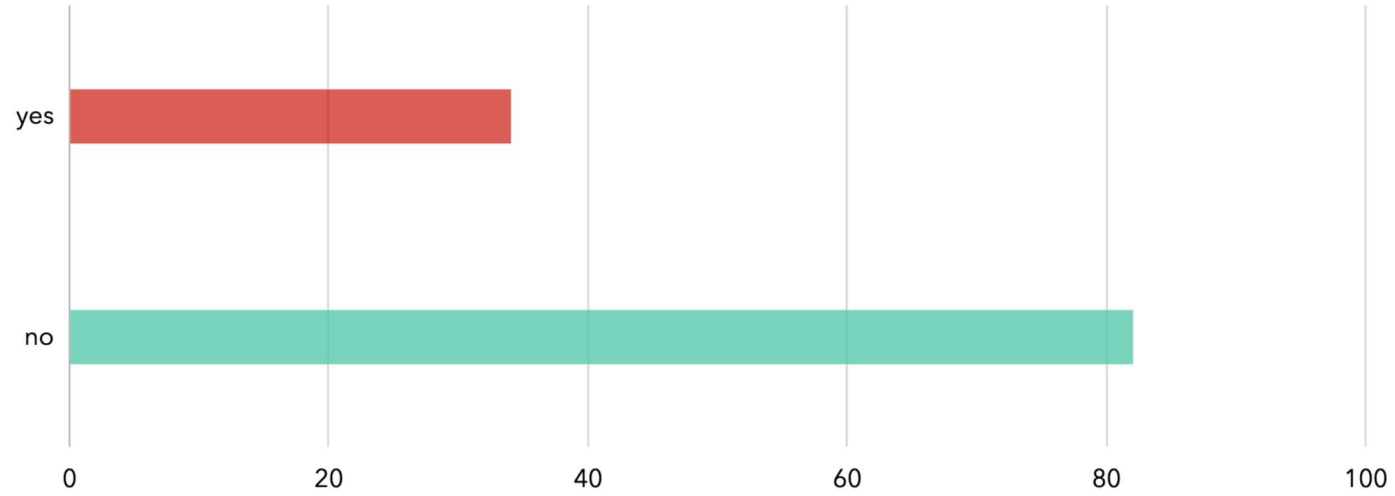
(139)

I did significant clearing and leveling to my yard which reduced water pooling however my property is low and the drainage to the storm sewer could be improved.	1
Heavy rains caused flooding in our 4 foot basement until we installed 3 sump pumps, which still run frequently in rainy weather. This was not a problem when we moved into this house in 2005. Heavy rains also create pools of water on our driveway near the street, and in low places in our back yard toward the lake.	1
Every spring & every hard rain causes another 'lake' in the low part of the front yard.	1
Due to grading of other property - we have a lot of water in our yard	1
City drains consistently clog causing flooding after heavy rain causing inches of standing water in the road that goes into our yard and the neighbors	1
Area near me can become soggy. Need sea wall.	1
adjacent properties built seawalls that force drainage onto our property	1
As mentioned above, both neighbors have raised their yards sending more stormwater surface flow than before into our lakeside yard. We do not have a sea wall and ice from the lake pushes sod up during the winter creating a berm which prevents surface water from reaching the lake.	1

Answered: 29 Skipped: 92

Is boat storage on your property a concern for you?

Column | Bar | Pie | Map



Hide table

Empty categories | Sort

Answers	Count	Percentage
yes	34	28.1%
no	82	67.77%

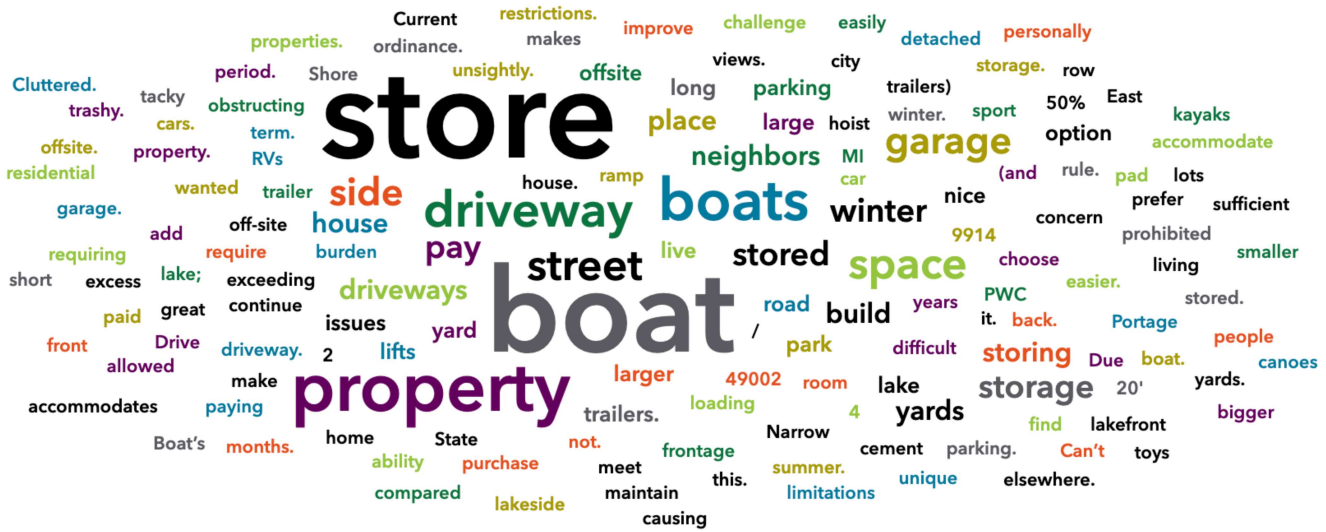
Answered: 116 Skipped: 5

(141)

(47)

If answered "yes" to above, please explain

Word cloud



Response	Count
Would like to store it between the house and street	1
Would like to be able to continue to store boat on property	1
Would like a boat house.	1
We stored a 20' boat in the garage for several years, and it was a burden to trailer it to the State loading ramp an d back. Now we keep a different boat on the lake in a hoist, and store it off-site in the winter. Many of our neighb ors store their boats (and RVs and sport trailers) in their yards or driveways, which we find unsightly.	1
The only space available would require exceeding the 50% rule. That said, we still would not choose to store a bo at long term.	1
The large boat lifts that are in the yards during the winter are obstructing views.	1
Our driveway is not large enough and we only have a 2 car garage	1

(142)

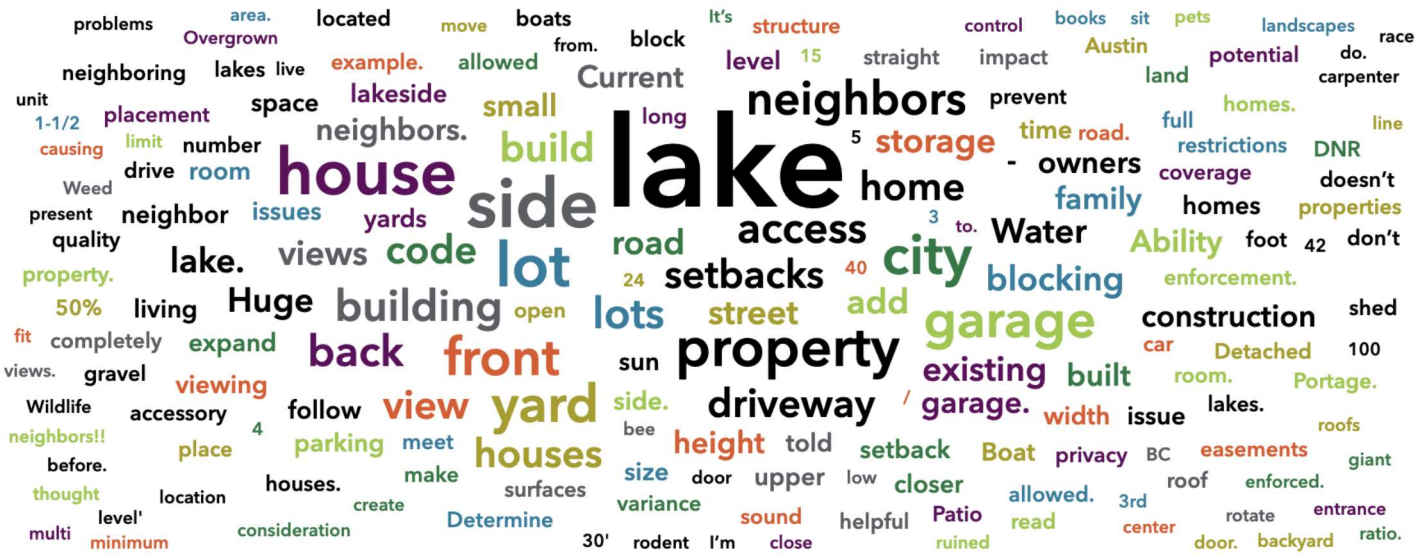
(48)

Only neighbors that store so many it causes parking issues on the street	1
Not enough storage.	1
Not enough room for everything, but I can live with it.	1
No place to store we store at a boat place	1
Narrow driveway makes it difficult to park boat in driveway. Need larger frontage to street that would make it easier.	1
It would be nice to have the option if we wanted to store our boat at our house or not.	1
It would be nice to be able to store a boat on our property but currently we cannot	1
It would be great to be able to store our boat on our property	1
It is not a concern because we have enough property to store our boats now on trailers. We don't want to be prohibited from storing boats on property.	1
If you are paying to live on a lake; it seems like you should be able to store your boat on the side yard without having to have a cement pad because it is stored on the lake all summer.	1
If we were able to purchase property and build across the street from our home 9914 East Shore Drive Portage MI 49002 we would like to build a living space with a garage that could accommodate a boat.	1
I would like to improve the road side of my property so I can store my boat and meet the city ordinance.	1
I would like at add a larger detached garage for boat plus PWC storage	1
I want to maintain the ability and right to store boats on my property when necessary	1
I store some of my boats and lifts lakeside during winter months. I would prefer to keep doing this.	1
I pay to have my boat stored.	1

I own the property behind my house across the street however I am not allow to store my boat on the property b ut I am also not allowed to build a garage.	1
I have a driveway that easily accommodates the boat	1
I have 4 boats on trailers. It can be a challenge to store them with driveway and side yard restrictions.	1
However sometimes people store in excess of what they have space for causing issues with street parking.	1
Due to limitations on driveways and smaller lots very little place for storage requiring paid offsite storage	1
Do not appreciate my neighbors storing their boats in the front driveway all winter long	1
Currently, I have to pay for offsite boat storage	1
Current garage and parking is not sufficient to even park our boat for a short period. Our property I would say is unique compared to other lakefront properties.	1
Cannot store boat on driveway because we need space for cars.	1
Can't store on road side, even in driveway over winter and no space on side yards. Have to pay to store elsewher e.	1
Boat's bigger than canoes, kayaks or row boats should not be stored on residential property	1
Because I do not have space I pay to have it stored offsite. I am okay with this option because personally I think st oring boats / toys in yards and driveways often looks tacky and trashy. Cluttered.	1

Answered: 35 Skipped: 86

What is the single most important issue for lakefront property owners that requires a change in the City code? Word cloud



Response	Count
None	3
Weed control	1
We need better code enforcement. What is on the books now isn't being enforced. Wildlife kept as pets in yards, open access to roofs causing rodent issues and carpenter bee issues for neighbors. Overgrown landscapes creat e problems for neighbors!!	1
We do not want to move our garage to the center of our yard, we would like to keep it in the present location but rotate its entrance and expand from 1-1/2 to 3 car garage.	1
We already had to follow setbacks and would have been able to use some consideration before.	1

(145)

(51)

The thought from the City that lake front side is the backyard and having a 40 foot minimum to build from. This causes blocked views from existing houses and a race to the lake to prevent others from building and blocking their views. The back lot is the road side and front yard is lake side. This clarification needs to be addressed.	1
The only code that concerns me is one that would allow for multi family dwellings such as apartments to be built in the area.	1
The city needs to consider how changing the code affects neighbors. The new giant house next door ruined our drainage (our yard now floods every time it rains) and destroyed the view of the house on the other side. The house on the other side of the new huge house now seems as if it is viewing the backside of a three-story warehouse - this neighbor SOLD HIS HOUSE because of his view of the monstrosity next door. The people one more house over are now in the shadow of this huge house - completely blocking the sun that used to come in their skylights. Our neighbors (new huge house) told us that someone at the city worked with them for a long time so their house would fit the 'average' 30' height. To meet this 'code' they built up a huge side wall - so the 'ground level' was now higher - this should NOT BE allowed when working with heights of buildings. I would strongly encourage the city to disallow this practice.	1
The ability to add an accessory building on a lot that is near your house. It should be allowed in the back Non lakeside or Lakeside if there is enough room.	1
Small lots, 30% is low	1
Size, height and distance from road for a detached garage.	1
Side lot setback	1
Short term rentals.	1
Section 24 and the limited amount of driveway	1
Protect from over development of back lots.	1
Property setback from road.	1
Property across street and accessory buildings lake side and garage and quality with lake	1

Possible flooding if the number of new structures, close in proximity to existing homes, removes trees and shrubs that currently absorb ground water.	1
Please enforce the existing roadside parking requirements. ie parking on improved surfaces and being a license d vehicle or trailer.	1
Permission for a boat house that can span 4 seasons	1
Percent of lot coverage is too restrictive and driveway width restrictions can be a problem, especially on smaller l ot sizes.	1
Owners do not have the ability to make changes to their homes because of over arching regulations.	1
Our drive way, as a home with a more narrow lot, we would like to expand our drive way and thus improve the ou r property in visual appeal and practicality. But would technically be unable to do so because of the width of our l ot at the front of our property. If there were an amendment for properties in our situation it would allow us to mak e these improvements.	1
Obstruction of lake views by remodeling or new builds.	1
Not positive of the codes however street side code should be a little more opened. For example. Not that I am g oing to but should I want to add a 3rd bay to my garage on the street side…. There shouldn't be an issue when c alculating the area of the home to yard ratio. It doesn't block any views for example.	1
No opinion	1
No issue	1
New construction restricting existing residences view.	1
New construction blocking the lake view for neighbors.	1

Neighbors' un-attached garage with newly constructed apartment living in upper level has a window that looks straight through my upper level. His cutting down of privacy arborvitae provides him with full access to the viewing of my porch, dining room, living room, and family room. This violation of my privacy, while numerous construction workers build, plus the future of his family members viewing my home is a disappointment for the City of Portage gave him the variance to complete this construction. One further note, he told the city that the upper level would be for storage, but he told neighbors that it is actually living space.	1
Neighbors who build closer to the lake than other houses around them, thus blocking lake view from others houses.	1
Need uniform setbacks from lake so new construction doesn't block lake view of older homes.	1
Need greater than 50% front of front yard for driveway.	1
N/A	1
Many owners are having large parties with live music that is very loud. There should be limits on the volume because sound travels very far across lakes. Also, there should be a noise limit on boats. We have a couple on west lake that sound like the cigarette boats on Lake Michigan.	1
Managing the water in Woodhams road during excessive	1
Making sure the plans of neighbors do not impact my property negatively. If they need a variance, it should be approved by the neighbors. This includes changes that can impact my view such as deck placement in concern to the lake. If they are going to raise the level of the property they need to get approval of the neighbors unless the overall height of the house and the increase in property height do not exceed the current height limitations.	1
Lot line issues that are hard to determine because the views / placement of neighbor's home is straight instead of at an angle to follow the lot line.	1
Land usage around lakes. There should be more open space around the lakes to ensure the health and quality of the lakes in Portage.	1
Lakefront owners maintain the easement between the houses on Austin lake and are the rightful owner of said land. City needs to release the 5 foot easements originally intended for fire access to the lake	1

Lake facing shed or storage restrictions too strict	1
Lake access by non-lake side individuals. Egress acess only.	1
Lack of code enforcement. A neighboring derelict property reduces my property value by up to 15 percent.	1
Keep properties clean and free from debris	1
keep good records of variances	1
It would be helpful for city staff to outline potential options instead of constantly saying "No" to ideas. Wastes a lot of time going back to the city again and again with potential solutions when it would be helpful if they would provide some direction as to what is allowed.	1
I'm completely against anything but singe unit homes on the lake. Goguac in BC has this problem. If you look at the 42 or so boat spaces in the DNR access and all of the riparian lots Austin Lake is already overcrowded and getting dangerous. Also most folks don't follow simple in-land boating laws, which makes it worse. I read some place that a lake our size should have no more than 100 boats at anytime. Gosh the DNR lot takes almost half of that already.	1
I would like to build a standalone garage and city code is preventing me from building a structure to meet my needs with the setbacks requirements that are now in place	1
I am hoping to add a garage soon and the side and road setbacks will be important to me.	1
I am hoping to add a garage soon and the side and road setbacks will be important to me.	1
Huge houses dominating the street and the waterfront seem to be oversized compared to mid-century constructions	1
Houses located in front of their neighbors houses.	1
Following the policy of no vacation rentals allowed.	1
Encroaching on setbacks causes crowding	1
Driveways. Lake lots can be very small, so covering 50% of front yard or less may be difficult to adhere to.	1

(149)

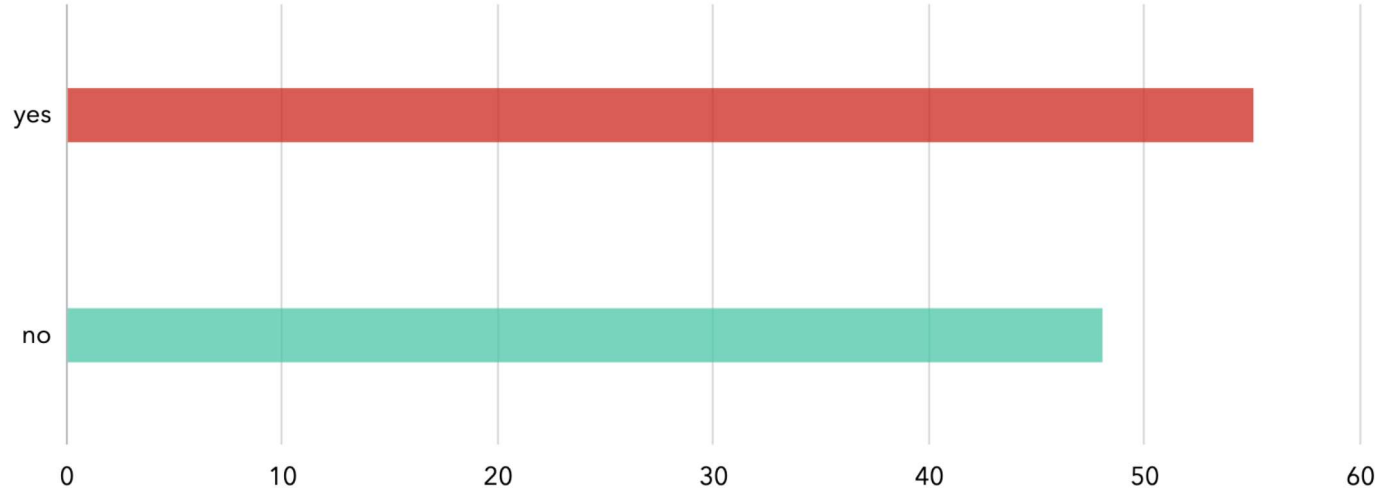
Driveway width maximum needs to be enlarged to accommodate more garage doors. With the shallow lots on th e lake from water to road, even if they are wide lots, the current ordinance forces a nonfunctional parking scenari o. Too many 3-4 car garages with gravel beside the concrete or asphalt because of current ordinance. The gravel that home owners are using opposed to a consistent surfaces is unsightly and usually full of grass or weeds.	1
Driveway space for parking.	1
Driveway coverage since many lots are small and need the extra space to park.	1
Detached building on lake side for a pergola or sun room since we sit so far back also would like to have land acr oss the street to build garage	1
Designating what is the front and back yard, the front yard should be the lake side.	1
Current setbacks for a sufficient size garage.	1
By far, the setback from the lake is the biggest issue (followed by building height). Many existing houses are locat ed quite distant from the lake. I once read an old, unenforceable rule written when this neighborhood was establi shed that a home could not be built closer to the lake than a string pulled from the fronts of the two neighboring homes. The intent is obviously to prevent blocking neighbors' views of the lake. If this were to happen to us, we'd seriously consider leaving Portage.	1
Building a garage on property behind my across across the road. Determine ruling for easements	1
Boat storage	1
Being able to build closer to property lines.	1
Allowing larger driveways would reduce number of vehicles that have to park in the street.	1
Add a storage shed on small lots	1

(150)

Access to lakeside yard by neighbors (especially renters) when side yards don't allow access for any type of equipment without going on neighbor property. It's fine as long as neighbors are friendly but if they're not and unreasonable what is homeowner to do. Same with directing roof water through gutters that direct water toward neighbor house instead of toward lake. Water drain off from rain should be directed to lake side yards rather than toward side yards.	1
Able to expand my driveway and be able to have more tasteful storage built other then plastic sheds. Be able to have a garage.	1
Ability to adjust building in relation to what adjacent homeowners have already done	1
Ability to add a roof structure over patio for sun protection. We genetically have high risk for skin cancer and with family visiting umbrellas are not sufficient. Patio is attached to back of house, not lakeside.	1

Answered: 72 Skipped: 49

Overall, do you think there should be additional code provisions specific for lakefront property? Column **Bar** Pie Map



Hide table

Empty categories Sort

Answers	Count	Percentage
yes	55	45.45%
no	48	39.67%

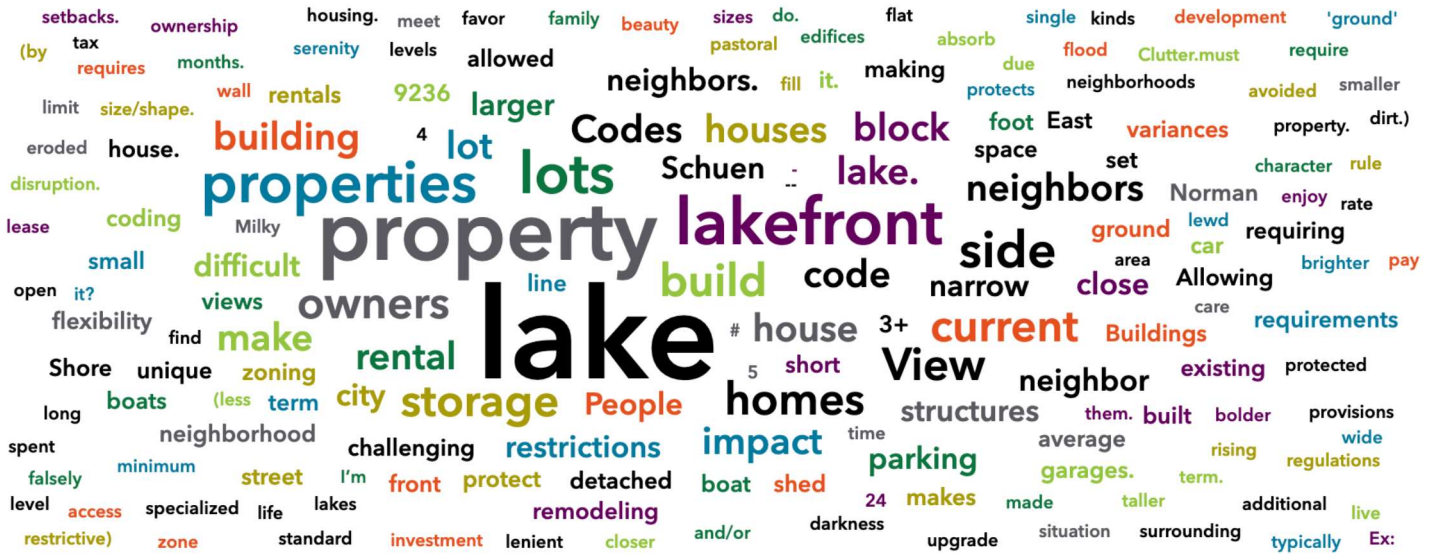
Answered: 103 Skipped: 18

(152)

(58)

If answered "yes" to above, please explain.

Word cloud



Response	Count
Zoning protects the character of neighborhoods against disruption. The pastoral beauty of our lakes area is being eroded by ever larger, bolder and brighter edifices so that there is not enough open ground to absorb rising flood levels, not enough darkness to see the Milky Way, and not enough space to enjoy the serenity of the Lake.	1
Yes, because it is more challenging to build and/or upgrade on due to the lot size/shape.	1
We have a larger investment than an average property.	1
We are not in favor of short term rental property on the lake. If going to be a rental situation, then lease should be for a minimum of 4 months.	1
Views must be protected Clutter.must be avoided	1
Unique space that requires specialized coding	1

(153)

(59)

There should be provisions that limit ownership to single family on the lake. If rentals they should be long term. A lso codes and regulations for development of property surrounding lake property but not actually on the lake.	1
There should be additional storage buildings allowed near the lakefront house.	1
The smaller lot sizes typically associated with lakefront properties require more lenient (less restrictive) zone codi ng than standard neighborhood housing.	1
The narrow lots make difficult to meet side setbacks.	1
The 'ground' should not be allowed to be falsely elevated from the current ground level so houses can be built ta ller (by building a huge wall and backfilling it with dirt.) A person at the city spent a lot of time consulting with our next-door neighbors do this (falsely heighten the ground) so they could build higher! This seems to skirt the cod e - why have a code if the city is going to help people dodge it? This made one side of this new house so tall, flat, and unappealing that the neighbor who had to look at it sold his house. Please remember that most lake lots are very small and proportions are important.	1
That you cannot build any closer to the lake than the neighbor on either side of you so as to not block the lake vi ew of your neighbors. The current 40' foot rule needs to change.	1
Sometimes there may need to be a variation to the 5 foot set back for certain projects. If the neighbors don't min d then approve it.	1
Same as above.	1
Protect access to non-lake side individuals.	1
Perhaps not codes, but it would be nice if there were some kinds of benefits to long-term owner/occupants to be able to remain in their lakefront homes without impositions from new neighbors.	1
Nothing specific at this time.	1
Not more restrictions. More informational meetings to discuss lake front property to find common ground.	1
Not allowing houses to be located in front of the neighbors houses. (Lake side)	1

(154)

No structures should block other peoples view and if you make modifications that cause flooding these owners should be oenskitt	1
No other than making sure new homes aren't built too close to the lake and obstructing the views of homes already there. I thought those rules were already in place but obviously some new homes block older homes views.	1
Need more flexibility and care for lake and consistency with existing structures	1
Need code to prevent new construction from blocking the lake view for neighbors.	1
My parents had a neighbor on West Lake that used one of those rental apps. It was horrible for them. Constant parting, noise, trash, and lewd behavior. Lake properties are so close to each other making it even worse. I'm against those short term rentals.	1
Most of the current code is set up for suburban neighborhood lots, or subdivisions. They do not take into account realities of lake lots -- narrow lots, requirements for moving boats and other marine craft in and out of driveways.	1
Maybe a little larger square feet for lakeside storage building.	1
Loosen restrictions for detached garages.	1
Less restrictive not more	1
Lakefront properties have been around for decades and the footprint of current houses and detached garages make it difficult at times to adhere to current setback/code requirements	1
Lakefront properties are different, but can also impact property owners in the other side of the street that may lose a view or other attributes if the Lakefront owners get a variance. However, they also need to be able to have a house big enough to live in.	1
Lake facing shed or storage restrictions too strict	1
Just keeping track of what people put up they can negatively impact other properties	1
I think the city should make more of an effort to protect property owners from renters and rental properties.	1

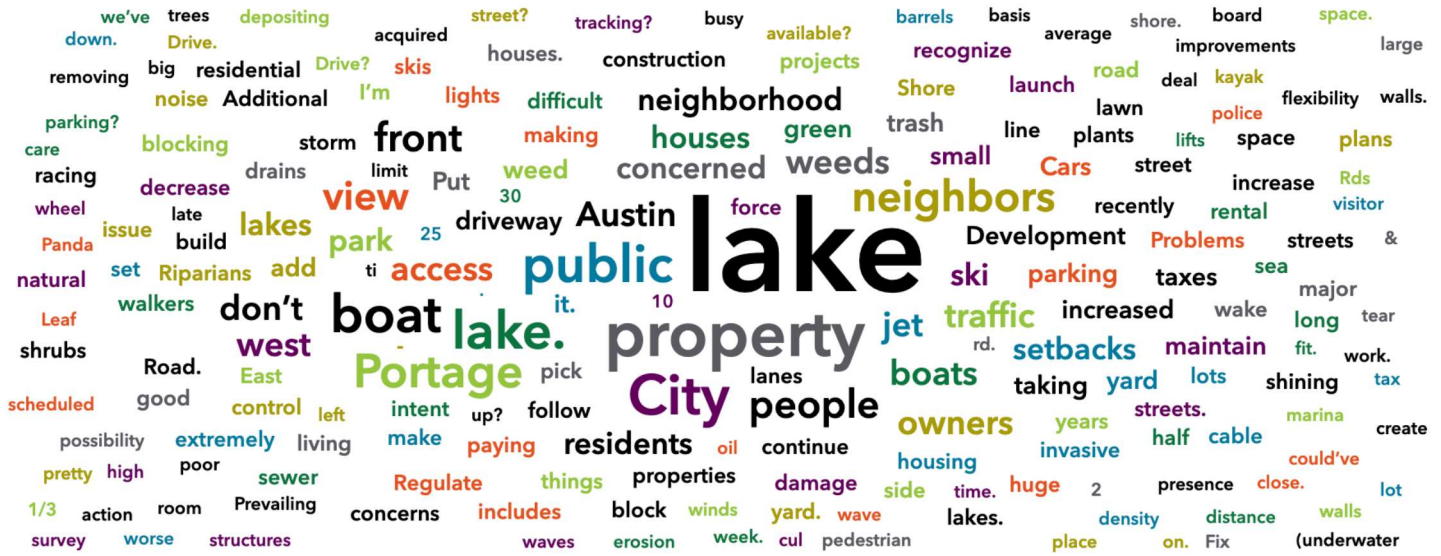
I think all codes should be reviewed So the homeowner can build a structure tastefully done to fill the needs, since we do pay a higher tax rate, I believe that should be allowed.	1
I own property on Austin Lake, 9236 East Shore Dr. I suggest changing the zoning to allow for a building or parking across the street from our home. This would increase my property value. My name, Norman Schuen, 9236 East Shore Dr, phone # 3272863. My wife Elvira Schuen is of same mind. Thank you, Norman Schuen	1
I do not believe that lake properties should have ADU's. People may abuse the use of ADU's and use them for weekly rentals for personal gain.	1
Height restrictions should be monitored at lakefront property, also storage facilities affecting the neighbors View of the lake should be considered.	1
Ex: my yard is 30ft wide I would like to have a bit more cement for two cars and build a tasteful house matching shed storage.	1
Continued awareness of placement of additions, remodeling, and new building, as well as sheds and other structures that may block lake view.	1
Codes are challenging for narrow lake lots, need more flexibility.	1
Buildings too close to the property line should not be given variance for upper levels.	1
Boat lifts are very unsightly in the Winter and should be subject to stiff setbacks from the lake's edge.	1
bigger driveways to facilitate modern houses with 3+ car garages. the average width requirement makes it very hard to design a driveway for a 3+ car garage that isnt' extremely tough to maneuver.	1
Because most of the lots are non-conforming it makes remodeling or building difficult without applying for a variance…. giving more flexibility to lakefront owners would lessen the amount of variances sought Again, section 24 needs to be changed	1
Be flexible and use the properties on both sides of the house to judge what the property owner should or shouldn't do. Every lot is unique and has to be treated that way when improving it.	1
Allowing variances that do not impact quality of life for adjacent proporties.	1

Allow boats to be parked in side yards without requiring a prepared surface. There is nothing wrong with parking boats/trailers on grass or small pavers without requiring full gravel or asphalt parking pads.	1
Allow boat storage more easily	1
A formula for calculating setback from waters edge/property line that limits impact on existing residences by new construction.	1

Answered: 49 Skipped: 72

Additional concerns for lakefront property owners.

Word cloud



Response	Count
What is the intent of use for the property recently acquired along East Shore Drive? Will there be public parking available? Will there be an increased police presence to deal with problems from more pedestrian tracking? Will the residents across the street continue to be able to use it for visitor parking? Will we be able to continue removing lake weeds and depositing across the street? If not, will the city be doing a scheduled pick up? We currently average between 2 & 10 wheel barrels per week. Prevailing winds force all the weeds of the lake to East Shore Drive.	1
Weeds in the lake. Leaf pick up has been poor as of late	1
We are still concerned of the possibility of a high density housing development near the lake where it does not fit. We are concerned that West Lake will be too busy if a marina or kayak rental or jet ski rental is put on the lake. It's just too small to have more boats on it.	1

(158)

(64)

We already had to follow setbacks in other projects and had to follow setbacks - we could've used some flexibility while we were making improvements and before having to tear other structures down. There should still be distance between properties and the road. I don't want to see houses right up to the street and no room for parking and no green space. Houses are already pretty close.	1
Wake board boats create large waves which cause a lot of erosion damage to lots with and without sea walls. If sea walls are in place, the wave action causes scouring (underwater erosion) which removes aquatic plants (and habitat) along the shore.	1
Unregistered boat in driveway for years, never used	1
The purpose and intent of this survey is unclear.	1
The company we use for weed control in the lake hasn't proven successful rather the opposite. I feel like the weeds are worse since we've started paying ti treat it.	1
That the city is trying to increase vehicle traffic on neighborhood streets by "shrinking major roads. Portage and Sprinkle Rds are major through streets. We don't need to make it difficult for drivers to go down these roads and DEFINITELY don't need to add ways for cars to cut through the 25 mph neighborhood streets.	1
That all this data is being collected and the city will ignore it and do what they want like they have been recently and lying to the public about projects and what is really going on. Too many lawsuits against the city lately for not planning correctly, like the entrance to Culvers, Chik-fa-la, Panda forest, and letting the person who put those bike lanes in downtown Kalamazoo talk portage into those things that don't work.	1
thank you for having a meeting on it and taking it into consideration when making housing codes	1
Speed limit is not enforced.	1
some riparians may be in violation of 42-130 E&G near Lake View Park (letting neighbors who don't have lake property share a dock).	1
Sizable property taxes on many older fixed income people that may drive them out of their home based on cost.	1
Should regulate the storage of dock and lift on the property line	1
Seawalls need to be regulated and submitted for permits	1

Put storm drains and curbs on Lakeside Drive! Regulate tree cutting. Fix Road.	1
public boat launches that bring in inconsiderate weekend boaters who have no respect for the lake that they tras h and misuse.	1
Problems arising from right-of-ways.	1
Prairie View Park has boat ramp which does not have boat wash to decrease invasive species being brought into l ake. This has lead to contamination and invasive weeds. We pay taxes for weed control when source contaminate is uncontrolled from public sites.	1
Portage lakes have a long history of human use and have followed a typical trajectory of lake properties. Summer homes have been transformed into year-round residences. Riparians have been largely middle class residents for a long time. As the property values increase, these owners are being rapidly displaced by very wealthy buyers wh o demolish and build new. This wealth comes with influence, and the ultimate cost has come to bear on many mu ltigenerational Portage families who are ultimately force out of their beloved homes. The increased tax revenues may be handy, but it also comes at a cost: community.	1
Please do not expand tunnel access between Austin and West lake. West lake is small and cannot handle overflo w traffic from Austin if it gets crowded over there. We do NOT want their boats or boats from the public access.	1
People walking along your side yards to get to the lake rather than use the Public Access or the City Park. We hav e had things stolen from our backyard/lakeside yard.	1
Over use of public access for fishing tournaments	1
Our biggest concern is the huge overuse of pesticides, herbicides, and fertilizers used around the lakes and alon g the drainage areas. Many people use lawn care companies that use these products on a monthly basis or more often. This has resulted in huge increases in weeds in the lakes and a filling in of the lakes. Very soon we will all be living on swamps instead of lakes. West Lake has 1/3 less depth than 30 years ago.	1
off lakers from the launch totally disrespect lakefront property owners. this has caused extensive damage to our b oat, jet ski and they have left lures where our family has stepped on them. also the traffic and speeding around th e lake make it extremely unsafe for walkers and bikers.	1
New construction blocking neighbors view or causing flooding on neighboring lots	1

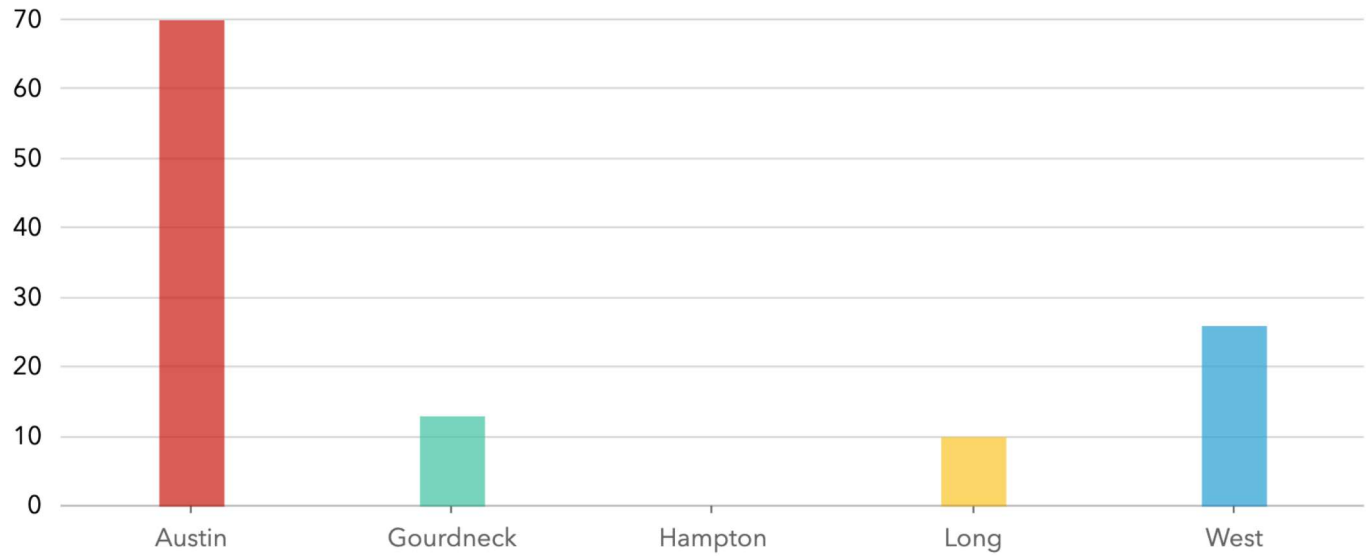
Municipal storm drains dump directly into lake. This means oil, fertilizer, pet feces, and everything else washes into lake.. These should be rerouted. Lack of weed treatment is a chronic issue and should be more aggressively addressed.	1
Modern lighting standards that maintain dark skies and keep neighbor's lights from disrupting wildlife and shining in our windows. Keep setbacks. Improve flood protections.	1
Lake side pathways for public access between propertied	1
I think the neighbors in the Sudan Dale neighborhood should be held accountable for maintaining a outside appearance i.e. no trash in the front yard. Additional parking on the lawn should be enforced to maintain lake living.	1
I think the city does a good job for the most part. I recognize that it is extremely difficult to write a set of rules that is fair in every situation. Further I recognize that half the residents want no changes and the other half want extreme changes. For that I thank you all for your hard work and good luck on this journey to please all homeowners!	1
I don’t agree with the city owning property on lake fronts that are not kept up to basic standards. The Green Space on portage road doesn’t have any green space and the headlights shining across the lake are a nuisance and light pollution.	1
I am concerned with the cities plans for the land surround Austin Lake. The lake already has had issues with bacteria in the lake and it has been documented that more development around lakes decrease the quality of water which includes more bacteria’s. This is harmful both to people and wild life.	1
How can they build way up then add retaining wall so there blocking view with big house and existing shrubs and plants and small trees added after that further block view because so forward	1
Houses being built in front of their neighbors houses.	1
His driveway is too close to the property line also.	1
Having front driveway restriction to 50% of front yard often forces owners to park cars on front yard grass, this is visually unappealing.	1
Encroachments such as over growing landscaping. Natural landscape overgrowth.	1
Development of surrounding lands	1

Deck construction setbacks from utilities. Cable, sewer, electric are all underground and lake owners do their best to avoid, but some of the requirements - like 10-ft setbacks for sewer seem over zealous.	1
Concerns about city plans to divert traffic into neighborhoods due to the reduction of lanes on portage rd. I'm concerned about the interest of the city to connect the cul de sacs around Austin lake. I'm worried more traffic will start diverting off Portage rd and onto neighborhood streets, putting walkers and bikers at increased risk of getting hit by cars. Cars already go too fast around the lake .	1
Boat lifts block view in all seasons. Noise of jet skis Loud sound systems on wake boats	1
Better enforcement	1
Better cable access	1
As to where I live my neighbors are very nice and we all are respectful.	1
As stated above, changes made to properties should not affect neighbors or the look of the lakeshore. For example houses should not be closer to the lake then their neighbors if they are granted a variance from the current offsets. Finally, the new park on west lake has people past the time parks are closed. They shine head lights into the lake the reflect into our houses. This use to not be an issue when it was private property.	1
Allowing racing jet skis, which are significantly louder than any normal watercraft (pontoon boat, waverunner, ski boat, etc) onto a residential lake like Austin Lake. There are plenty of other places to do this activity that would not disrupt the quiet enjoyment of lake living for the residents and natural habitat. I believe this specific type of jet ski violates the City of Portage noise ordinance and therefore they should not be allowed on a residential lake. They set up camp at the boat launch and spend hours racing in front of it.	1
Additional concerns, our property owners taking advantage of road ends and public right aways…. many property owners have taken over these right away that includes planting shrubs to discourage them from being used by others…. that's very unfortunate, because not only are they taking away a right of other people they are not paying any taxes on the usage of this property	1
Ability to add a fence to keep the neighbor's yard waste, fallen leaves and trash from blowing into our lawn. They do not maintain property well.	1

Answered: 50 Skipped: 71

Which lake do you reside on?

Column | Bar | Pie | Map



Hide table

Empty categories | Sort

Answers	Count	Percentage
Austin	70	57.85%
Gourdneck	13	10.74%
Hampton	0	0%
Long	10	8.26%
West	26	21.49%

Answered: 119 Skipped: 2

(163)

(69)

R-1A One Family Residential

Zoning Districts																
Setbacks, Height Standards																
	Address	**Lake**	**Lot Size**	**[4]Standard/ Substandard Lot Size**	**[5]Lot Width**	**Standard/ Substandard Lot Width**	**[2]Front Yard Setback**	**Side Yard Setback**	**Rear Yard Setback**	**[6]Allowed Ave. Max. Driveway Width**	**Allowed Max. Bld Height**	**Allowed Max. No. Stories**	**Side facing covered porch setback**	**[1]Side facing deck, stairs setback**	**[7]Rear (lake) facing uncovered, unenclosed deck (may have handrails) setback**	**Front (street) facing covered porch setback**
Example	8913 Warfu Ave	Long Lake	5,625 sq ft	Substandard	33'	Substandard	25'	5'	30'	24'	30'	2	5'	5'	20'	25'
Example	9737 Woodland Dr	Austin Lake	13,356 sq ft	Standard	88'	Substandard	27'	8'	40'	24'	40'	3	8'	5'	30'	27'
Example	1407 Lakeview Dr	West Lake	8,332 sq ft	Standard	44'	Substandard	27'	5'	40'	24'	30'	2	5'	5'	30'	27'
Staff's Suggestions	**Address**	**Lake**	**Lot Size**	**[4]Standard/ Substandard Lot Size**	**[5]Lot Width**	**Standard/ Substandard Lot Width**	**[2]Front Yard Setback**	**Side Yard Setback**	**Rear Yard Setback**	**[6]Allowed Ave. Max. Driveway Width**	**Allowed Max. Bld Height**	**Allowed Max. No. Stories**	**Side facing covered porch setback**	**[1]Side facing deck, stairs setback**	**[7]Rear (lake) facing uncovered, unenclosed deck (may have handrails) setback**	**Front (street) facing covered porch setback**
Proposed	City-Wide	City-Wide	7,800 sq ft	Standard	65'	Substandard	-	-	-	30'	[3]30'	[3]2'	-	-	-	-
Proposed	City-Wide	City-Wide	< 7,800 sq ft	Substandard	< 65'	Substandard	20'	-	40'	30'	-	-	-	-	30'	-
Proposed	City-Wide	City-Wide	7,800 sq ft	Standard	< 65'	Substandard	20'	-	-	30'	-	-	-	-	-	-
		[1]Walkways, steps, etc. may project 3' into side yard														
		[2]Also applies to attached, detached garages														
		[3] Regardless of lot width or size														
		[4]R-1A Min. Lot Size: 7,800 square feet														
		[5]R-1A Min. Lot Width: 65 feet														
		[6] Regardless of zoning district; no greater than 50% for standard lot widths														
		[7] May encroach 10' into rear yard setback														

Question	Response
1. Do you think it is important to maintain a certain setback distance between the shoreline and future house, house addition? Why?	
	When rebuilding a new house there should be a firm rule that the new house can not go closer tot the lake than the two houses on each side. Use a string to show how far to move toward the lake. We dont need a race to the lake.
	Yes
	Yes, so as not to restrict lake view of your neighbors
	Keep the current setbacks to maintain the look of our lake
	Important to maintain certain setback from lake. Yes, but each situation should be house by house, depending on neighborhood, lots, neighbors grandfathered situations etc.
	There should be a minimum setback distance from the shoreline. Houses closer to the lake can shadow neighbors yards. It can also cause flooding.
	Yes, Always people respect neighbors and dont buld closer to the lake that doesnt seem to happen anymore.
	Yes, boat lift and dock storage in winter should also be set back.
	Absolutely yes. Common courtesy is not so common these days. Too many long term residents lost their views.
	Yes, To avoid issues with lake vision and neighbor problems. Otherwise building wil eventually be on the shore line.
	Yes, potential to ruin views of existing homeowners
	Concerend about new construction blocking the views of adjacent neighbors. Given the 100 years that houses have been on the lake, there should be consideration of the existing residents.
	New construction/new neighbors should bee good neighbors to the adjacent neighbors.
2. In 2019, the City increased maximum house height from 25' to 30' and increased lot coverage from 25% to 30%. Was this sufficient to meet your needs?	
	No opinion
	Coverage is defined as finished space it looks like. As we look to imporve outside of our house we'd like to build a additional garage to hold "toys" aka boats, snowmobiles etct. However, the setbacks to main road could be an issue with closeness to road. I think keeping with setbacks prevent us from improving resid nece on the roadside only. Setbacks on lake and side yards seem to be good.
	Do not increase house height maximum it will block views and reduce property values for existing homes
	Not necessarily there are driveway/road setbacks that cause trouble even inf your not at 25-30% of lot coverage. Percentage does'nt equal wheere the need is.
	N/A
	yes
	Admittedly it was a bit of a challenge when we remodeled 20 years ago but we made 25' work. We could have used 30% then.
	No, We dont need to increase height of buildings we have some pretty big houses on lake 2 and 3 stories already. Is the reason to increase height to make four level homes?
	Lot coverage is a joke. The way the city calculates the house area is inconsistnet and rediculous home area should be only liveable indoor area.
	Yes
3. Are there issues of your property making it difficult to rebuild your house or house addition?	
	N/A
	We have no issues. Please do not allow homeowners to ruin our beautiful lake property.
	Inconsistent votes on zoning/city council and road setbacks for garages
	No
	yes at max
	Weve been done rebuilding for a long time. Some things were difficult then, but again we made it work.
	Lot area/coverage.
	Biggest issue is many homes (older) have code violations. The city did not keep good records when variances were applied. Those older violations are then grandfathered in. Lot lines are not necessarly where existing homes look like they are - new buyers are suprised.
	No, the permit process was great that isnt our concern.
Solar and Charging Stations	
	Are there codes in place for roof solar panels?
	Are there code restrictions on charging stations in garages?

Question	Community Input
Is your garage in need of replacement, expansion? Why?	
	Our garage is in desperate need of replacement because it is original to the property and very old. It is currently unsafe, foundation is falling apart and concrete is as well.
	Want to upgrade and improve my garage at 3629 E Shore Dr. I think there may be a limit on height. Is this the case?
	Yes, the original structure is too close to the house to back out.
	We want to make sure our detached garage; 2 story with apt which is now grandfathered; will not be effected from any changes
	2 garages need to be replaced. Both currently too close to the street. Those should be able to be rebuilt in the current location.
	No
Should the location, height and size of detached garages be restricted? Why?	
	I believe it is dependant on the property
	Height should be restricted to one story. Garages with 2nd floors impact the feel of the neighborhood streets. Rental Apts above garages should not be allowed.
	Restricted - Only to the extent of the size of the lot
	Restrictions - No, they should be manageable and in line with the neighbors & neighborhood - & serve the needs of the homeowner.
	> setback ; side, lakeside, distance from lake
	We have concerns about the size limitations and setbacks for tearing down old detached garage and building new.
	The City of Portage granted the Hybels a variance to add a second story to their garage for storage. The city granted the variance because the arborvitae would protect our view. We would not see the 2nd story. That's fair, right? Well, Matt Hybel cut the arborvitae and place a windo into the 2nd story of this garage. This window has a view through my entire upper level. I have lost privacy because Matt Hybel Chose to cut down the arborvitae. This garage is 1' from the easement. The garage should have been moved over. Therefore, no outbuildings should be allowed to be altered unless they follow code in regards to property line. PLEASE COME OUT AND TAKE A LOOK. Note, the chopped up arborvitae, the windo and its intrusiveness into my hoem. Note how close it is. (2) He has not had a silt fence up for at least 1.5 years into this 3 year (so far) construction project. Plus, I am really tired of the outhouse.
	Expand sizes of garages because these are small non conforming lots. Garage is limited because lake lake is limited because lot is small
	Yes, Junk accumulation a problem
What are your needs for a Garage?	
	Lake garages need more storage or you get boats stored in driveways and yards. Very Unsightly
	Parking
	Our current garage is not useable and we need a garage for parking cars/trucks inside with small room for additional storage of tools, etc. NOTE: Our situation seems to be unique since our house/garage is located (West Lake on Paul Ct.) We Welcome the opportutinity to further discuss options.
	Needs: Cars, a boat, workshop and storage
	Security, Parking and space for snowplows, mowers etc...
	2 car detach
	Want to convert 1 car garage to mother in law suite.
	Lake property should be allowed more storage than size of house if lot will hold
Other responses	
	9212 Portage Rd. Is City buying/demoing house?
	Constituient wants a hardcopy of survey. Place on counter
	Allow pergulas on lakeside over existing patio?
	Rebuild garage? Its close to Property Line.
	Garage is located too close to property line. If burned down, can I rebuild?
	We've made the rules work for us for 35 years of remodeling & Upgrades by working with officials.
	Drainage Issues A. If a neighbor digs out, we don't want run off onto our property
	Drainage Issues B. If a neighbor is running off, we need to re-course to get them to correct it
	I have a boat house (built before 1965) at the water line. It is on my riparian land between the water line and my surveyed property line. When I wished to repaird and improve it (new improved roof), I was tolk I was limited in height and cost. All of the immediate neighbors view are not compromised as I and they are 35' above the grade at the waterline/shore. Anything I would do would be an improvement in structure and appearance. I have not seem enforcement of code on accessory buildings establish since accessory building code was established. Thank you.

Question	Response
What are Overall Needs for your driveway?	
	Need to replace old concrete/ peagravel with new concrete
	Widen to be as wide as garage
	We are restricted on parking on roads, so parking is the biggest concern
	Need bigger & re-align lateral to the street, ne to raise the grade because all the runoff goes to us, even with the 2 new catch basins
	Asphalt falling away from Woodlawn at driveway leaving sizable bumps when entering
	Repair and replace
	Replace existing
	Vehicle parking
	Re-construct - cracks over 40 years old, same size
	Straighten the driveway, currently curves
What is the reason(s) for needing to reconstruct your driveway?	
	Worn-Out
	Add driveway & remove stone
	Broken cement, tree root damage, cracks in the asphalt
	Stormwater run-off, we must raise the grade, get curb cuts. Rearrange drive so it does not collect run-off which goes right into our garage currrently. It is undermining the structural integrity of the garage.
	Worn-Out, chips & cracks
	Just repaving
	Commercial vehicles at Biggby Coffee have used my driveway as a turnaround and destroyed it. (Also, water line) I'll need to use thicker concrete and rebar.
	Worn-Out, someone put a dry-well underneath
	Just replace due to trees having it buckled up
Should there be any location, width, or size restrictions on driveways?	
	Should be no restictions
	We should be able to have our driveways as wide as garages, The gravel a lot of us have is unsightly.
	No
	There needs to be some yard but we need wider driveway allowances, Maybe 2-3 feet of grass on each side
	Fewer restrictions, I want driveway width to be entire lot frontage
	Have a sliding scale for driveway width for homes under 100 foot of frontage
	Should be able to replace existing size and location, like for like.
	Heck NO!
	Driveways need to be part of appeal process and not part of the city code.

Question	Response
Miscellaneous	Portage records need to be fixed, to look up history system locked up Mid 90's. That's what city staff said Fences - who is responsible for taking care of cleaning a white fence between properties? What is the plan for right of ways, who owns roads between properties and who can use them for parking? Why are some people given the right to store seasonally used vehicles at side of road (long-term), cars, trailer boats etc.? This space is more for short term, but should it become a storage site. Would like to add a patio-removing grass and adding to what we have with a small lot, hopefully this is less restrictive. Encroaching on neighboring home owner views by building 40 feet, way too close from the lake lot line, pull the string. We are interested in curb & gutters alon the east side of Woodlawn (lake side), That would help with all of the run-off we have in heavy rains What is considered the front lot & back lot needs to be changed. If someone wants to build a new house they should only be allowed to build close to the lake, no closer than the house to either side of it. The 40 foot code for back yard is what needs to change. Please be the strong message to all home onwners on the lake. When a new homeowner buys a small house then tears it down and moves closer to the lake blocking the view. The String rule - Where you go to both houses next door and go to the furthest to lake to the house next door. That needs to be the line to build to. (Drawing included) A general concern I have is the large tax bill. Any chance we can lower or keep the taxes the same? Concern regarding O'Brien property across street on E. Shore Dr. Non residential parking? Lake weed disposal? Security enhancements if made a public trail? Over development of back lot property. Yes, set backs for storage of boat lifts. Fisherpeople fishing at our dock. Some Sunday mornings I can walk out my dock & onto their fishing boat with my cup of coffee. Totally against fences on lake side of house. Would like separate building for lawn equipment but only on street side of house. Why do we have to have an entry door on the side of the house? We have sliders on the lake sie and an exit on the street side. If there's a fire I'm heading out to the large body of water no the narrow path between houses. Also, paid for the door and never used it. Property Maintenance Concerns: Farm animals kept on a lake lot. Construction materials stacked for years. Wood Wasps, carpenter ants coming from next door. Rodent issues now coming from next door. Not impacting neighbors w/ larger structures that go beyond their current footprint. Yes, height and grading of land to not flow or affect neighbors. Yes, Standards which require people to respect neighbors not build in front of the front of their home. Other Concerns - Single thing that requires a city code? Nothing - it should all be individually considered. Additional Standards - No, there are standards that have worked for years - and many new large homes have been built - consideration should be individual via what the owners want & neighbors can accept. ADU's on lake - not close to lake. What is back yard, how far back from lake? Can you limit where you put boat lifts (not in yard) Limits on size of storage, ok on lake side. Concern re: O'Brien property along E. Shore Dr. - oppose changing and zoning (ie. remain natural w/out stuctures) "Right of Ways" Adding fences? Adding separate buildings for lawn equipment? My name is Robert Vella and I am a Portage property owner that has property located on Austin Lake on East Shore Drive. I am writing to express my support for changing the zoning to allow for accessory buildings, storage, and parking on property that is adjacent to or across the street from and near to lakefront properties in the City. In addition, I would be very interested in the ability to combine my property with the property across the street with a lot line adjustment. I feel the new zoning changes would positively impact my property values and lake life enjoyment. If you have any questions or would like further input, please feel free to call me at the number below. To the Department of Community Development, I plan to briefly attend the Open House scheduled for 6:30 on 16 January, but I wanted to make sure that my comments were heard, so I am emailing the to Peter Dame, as well as printing them out to submit at the Open House. Not that I am also copying Patrick O'Brien who appears to have an interest in my opinions. Here are my thoughts on the land use challenges that I see around Austin Lake: 1) I am in favor of developing a walkway/bikeway following the railbed on the east side of Austin Lake to meet with the Vicksburg trail. It would give my neighborhood a better avenue for accessing and enjoying the natural spaces. I would also be interested in buying the land across from my house if it were to go up for sale, so that I could be in control of it, but I would NOT wish to use it for storage, parking, garage or dwelling units, as I treasure the unimpeded shoulder/walkway and would not want anyone else on East Shore Drive developing the far shoulder either. Traffic and sight-line issues are bad enough as it is, and more congestion on East Shore would be a serious loss to our neighborhood. I would be happy to have the trail use the portion of the parcel accross the street even if I did buy it, because foot and bike traffic do no represent a problem to me (although steps must be taken to disallow motorized vehicles from using the trail). I would hope that the City and Patrick O'Brien could either come to an agreement on a fair price for the land if the City wants it all, or allow Mr. O'Brien to sell sections of the strip between East Shore and railbed to residents BUT NOT ALLOW IT TO BE USED FOR STORAGE, PARKING, GARAGE OR DWELLING UNITS. 2) I moved to this are of Portage because the open spaces and undeveloped land parcels make it feel like country living and a more "natural place to move". The constant construction around Austin Lake has been eroding the wildernes character of the area since we arrived in 2005. Equipment trailers, construction equipment and building materials have been stored on the shoulders of the roads around Austin Lake for mor htat a year in some cases, disprupting bikers, walkers and drivers as well as damaging roads and clogging drains. It seems to me that expanding the space of single family residences has been rewarding for the individuals, bt a loss for the character of the neighborhood. Large footprint houses of ever-increasing height are blocking the view of the lake fro mthe streets, while extensions, patios and sheds are interfering with the lakefront experience. I would prefer to see MORE restrictions on expandint existing houses around the lake, not less. If the City goal is to increase housing availability , then subdividing lots and smaller houses should be encourage, not combining lots and expanding single houses. 3) I believe that buildings are not resticted from interfering with the neighbors lake vista - a notable new construction down the road from us was substantially closer to the shore than the existing homes next to it. The challenge is that East Shore Drive becomes very close to the shore in some places, so location options are limited (along the driveway and garage options). The obvious move to address this would be to require smaller homes on the smaller plots, but that is not what home-buyers want to see. So it seems that to enable larger homes, wither small lots need to be combined, or codes need to be changed. I would NOT wish to see the codes changed to allow bigger houses when the amount of land around the lake is limited. 4) We used to see the Milky Way at night from the lake. Since the number of lakefront houses have installed exterior lights,the schoolbus depot was built, and Pfizer expanded their operations, we hardy see the stars anymore. There is research that says night-sky darkness is good for health and well-being, but more importantly all of this light pollution is taking away the country character of the lakes area, and I believe it is also impacting migrating and hibernating wildlife. Code changes can reduce harmful light pollution without reducing the utility of the lighting. A number of progressive cities have instituted dark-sky policies. 5) A walk around Austin Lake is frequently met with a whiff of sewage smell. There have been some steps taken to address sanitary sewer problems, but they persists. I don't know if any of the buildings near the lake still have septic systems, but I do know that there is sewage in the area somewhere. I would call this a land use challenge because there are two large houses under construction in an area known for the smell, but I don't know what can be done about it. Certainly an revisions to code should be clear about avoiding this kind of issue. 6) My final land use issue is that any increase in population density is going to increase traffic UNLESS ALTERNATIVES ARE PROVIDED. That means increasing density only in areas that have good public transportation (of which Portage has few), or providing more goods and services in the areas that are increasing in density (like Crossroads or City Center), or renovating street configurations so that more prople can travel without increasing traffic congestion. I have been disappointed in recent findings by the Traffic people that seem to indicate higher congestion is not a problem in areas where it clearly wil be, so I think the first two options are best, but they require a gradual, planned transition from current state to desired state, and I am hoping that is what the Master Plan is going to enable. I really do not think that changes to codes are going to make a positive impact on housing availability around the lakes without having a negative impact on the enjoyment that current homeowners derive from living on the lake. At best, provisions that encourage maintenance and modernization will keep lake living from deteriorating over time, which is the greatest threat from homeowners not having the priority or funding to keep up their lake properties. Richard Nellums

CITY OF PORTAGE PLANNING COMMISSION

Thursday, April 18, 2024
7:00 PM Portage
Portage City Hall Council Chamber

The City of Portage Planning Commission meeting of April 18, 2024, was called to order by Chair Corradini at 7:00 p.m.

IN ATTENDANCE

- Catherine Kaufman, City Attorney
- Biqi Zhao, Deputy Director of Planning and Zoning
- Eric Feldt, Senior City Planner
- Alex Johnson, City Planner/Project Manager
- Peter Dame, City Chief Development Officer

ROLL CALL

Mr. Feldt called the roll: Chairman Corradini (yes); Vice Chair Baldwin (yes); Secretary Freiman (yes), Adams (yes); Pezzoli (yes); Joshi (yes); Fries (yes); Youngs (yes); and Longjohn (yes).
9-Present; 0-Absent.

APPROVAL OF MINUTES

1. Minutes dated April 4, 2024.

Motion by Vice Chair Baldwin, seconded by Commissioner Pezzoli to approve the April 4, 2024, amended meeting minutes, as submitted. Motion carried 9-0.

PUBLIC HEARINGS

A Preliminary Plat approval for Oakland Farms No. 4 residential subdivision at 9840 Oakland Drive.

Mr. Feldt provided a PowerPoint presentation addressing the project by showing various maps of the overall area and subdivision phase. He described the overall subdivision platting process and the subject permitting step for the project. He stated that the project meets the applicable planning procedures and submittals, consistent with the City's improvement design standards, and is consistent with local zoning district standards. He concluded his presentation by recommending that Planning Commission recommends to the City Council approval of the Preliminary Plat for Oakland Farms No. 4 (Phase 5) residential subdivision at 9840 Oakland Drive.

Commissioner Longjohn asked about the City water main easement location.
Mr. Feldt confirmed this by showing the City's Fetch GIS map.

Commissioner Frieman asked about nearby residents' concerns about tree protection during construction.
Mr. Feldt stated that neighbors can contact the City to determine any tree-related regulations and can contact the developer. Mr. Feldt also stated that the City does not have a tree preservation ordinance.

Chair Corridini expressed concerns about the City's 16" water main and easement in future residential back yards, looping the future water main, and utility layer for the subject phase.
Mr. Feldt clarified that the water main will stay in place and that its related easement is likely 10' on each side - total 20'; looping the water main is preferred; and that the utility layer is required only at final approval. Further, he stated he will pass the concerns about the water main location, size, and depth to the City Development Review Team and the Director of City Transportation & Utilities Department.

Chair Corradini asked for the applicant to present:
Dan Martz, representative with Hyland Associates (7545 S 10th St Kalamazoo 49009), stated that staff's presentation satisfactorily summarized the project; indicated no intention to clear cut the site except for street and utility installation but try to preserve as many trees as they can.

Chair Corradini opened up the public hearing:

1. Martha Dahlinger, 2612 Chopin Ave.
Indicated her support of the developer keeping the trees and communicating with concerned neighbors.

Motion by Commissioner Pezzoli, seconded by Vice Chair Baldwin to close public hearing. Chair Corradini asked for voice vote; motion carried 9-0.

Motion by Commissioner Fries, seconded by Commissioner Pezzoli to recommend to the City Council approval of the Preliminary Plat for Oakland Farms No. 4 residential subdivision at 9840 Oakland Drive. Motion carried 9-0.

SITE/FINAL PLANS
None.

OLD BUSINESS
None.

NEW BUSINESS

Lakefront Property Housing Codes

Mr. Feldt provided a detailed presentation about the Lakefront Property Housing Codes project by explaining the purpose, history of development around the lakes, public and staff data, analysis, and suggested code changes. He summarized the results of a lakeshore property survey and received input during an open house. He described past zoning code changes and current land use flexibility. Mr. Feldt summarized areas of code changes into several categories: driveways, lakeviews, yard setback, and detached garages. He then suggested code changes related to those categories. Mr. Feldt concluded his presentation by showing the project's next steps, asking the Commission to accept public comment on those suggested code changes, and asking Planning Commission direction on those changes.

Commissioner Youngs asked if this would reduce the number of variances.
Mr. Feldt stated that he is hopeful.

STATEMENT OF CITIZENS

1. Lester Minor, 2514 E Shore Dr.
   He stated various concerns about existing public lake access points. He noted drainage problems along E. Shore Drive. And he stated concerns about through traffic and any future street connections. He also stated concerns of a traffic light at Forest Drive and Portage Road and the adjacent property sold to the City.

2. John Fisher, 3506 E Shore Dr.
   He stated various concerns about existing public lake access points. He also stated concerns about artificial grade raising of property causing drainage impacts to neighboring property, and gene

concerns about street drainage. He also stated some historic elements of development on Austin Lake and past cultural divides. Further, he spoke about the history of property north of Austin Lake where Upjohn/Pfizer planted trees to offset their pollution.

3. Mary Wieloposki, 8836 E Shore Dr.
   She thanked staff for the lakeshore housing project by listening to the public and stated overall support for staff's recommendations.

4. Steve Pieczko, 3420 E Shore Dr.
   He spoke about the 'speakupportage.com' website which supports transparency and democracy. He also spoke about a new petition gaining signatures about the keeping single family residential in the master plan and to consider the existing conditions of a neighborhood; the petition will be distributed at the next meeting.

5. Mary Zoeller, 2024 Ames Dr.
   She asked staff why her neighbor could not replace the driveway to the original size (losing about 30% of parking).
   Mr. Feldt stated certain driveway size restrictions as the reason for the loss of driveway size, and offered to address specific circumstances outside of the meeting.

6. Sue Garvey, 2514 E Shore Dr.
   She stated that she owns a business and had to build a runoff pond for stormwater to reduce the water pollution, and asked why lakefront owners don't have to do the same for lake environmental reasons.
   Mr. Feldt stated that the same storm water regulations generally do not apply to single family residential property. However, when residences are part of a subdivision, they are part of a larger storm water network meeting storm water regulations. The large size of commercial buildings and associated parking lots and driveways generally have a large impervious surface area and, therefore, is more critical for meeting storm water regulations.

7. Scott Price, 10627 Sudan St.
   Asked if the land between Gourdneck Lake and Portage Road is considered a public access point, as he has seen building activity and doesn't know whose property it is. He also indicated that the 24' ROW labeled as street, and the 5' ROWs aren't labeled at all.

STATEMENT OF COMMISSIONERS/ STAFF

1. Commissioner Longjohn stated concerns about drainage and pollution runoff draining into the lakes, and asked the difference between an engineer plan and drainage plan.
   Mr. Feldt stated that the goal of the drainage plan is to direct drainage to appropriate places and away from flooding. It does not have to address a severe flooding event, such as a 100-year flood, but to address more common rainfall events. Most lakeside streets don't have the infrastructure (curbs, gutters) that the rest of the city has for addressing drainage. There is no water treatment required for the drainage plan. Requiring an engineer plan could be excessive and costly from homeowner, but if the Planning Commission wants to pursue it they can.

2. Commissioner Fries asked about the percentage of lakefront driveways that exceed 50% of the front yard, and that it's likely more of a problem in lakefront homes. He mentioned that pervious asphalt, pavestones, and different pervious surfaces should be considered, even just for the part of the driveway that exceeds 50%.

Mr. Feldt stated that he does not have the information. But, having a large driveway can cause drainage and aesthetic concerns. He stated that he does not know the long-term efficacy of pervious material for driveways, but would not be prohibited if meeting the improved surface material standards.

3. Chair Corradini stated the occurrence of long-term drainage issues around the lakes; the lower ground contributing to groundwater problems; and that large driveways cause more water runoff. He asked staff if driveways can be built or rebuilt over existing utilities.
   Mr. Feldt stated he would ask the City's Transportation & Utilities Department about that item.

4. Commissioner Joshi stated concerns about the public access paths.

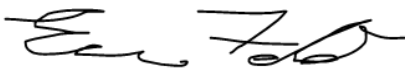
5. Attorney Kaufman stated that the City of Portage has hired an outside riparian attorney to analyze and gather data about public accesses around the lakes.

Commissioner Longjohn will be absent from the next meeting (5/2/24).

ADJOURNMENT

There being no further business to come before the Commission, Chair Corradini adjourned the meeting at 8:42 p.m.

Respectfully submitted,



Eric Feldt
Senior City Planner

Lakefront Property Project Process

Goal

Amend City codes to address unique needs of lakefront properties and reduce code non-conformities.

Issues

Learn about lakefront development and reinvestment issues from lakefront owners, and evaluate problems from observed/documented issues.

Address Issues

Establish amended zoning and other code changes.

Overall Project Timeframe

Approx. 6-7 months (January – July 2024)

STEP 1) Identify the problems/ issues – Data Collection

Timeframe: 1 month (January)

- Survey & Open House – Collect, identify issues
  - Survey: Active for 3 weeks, expires Monday, January 22nd
  - Open House: Tuesday, January 16, 2024

STEP 2) Data Analysis

Timeframe: 1 month (February)

- Data compilation, fact gathering and review

STEP 3) Draft Solutions/ Alternatives

Timeframe: 1-2 month (March-April)

- Analyze and identify solutions, alternatives

STEP 4) Present draft solutions to Public[WE ARE HERE]

Timeframe: Meeting (estimated to be in April)

- Planning Commission Public Workshop meeting - share results of data, draft solutions to issues, obtain commission and public feedback.
- Present zoning- and non-zoning related changes.

STEP 5) Present Draft Ordinance to Planning Commission, Public Hearing
Timeframe: Meeting (estimated to be in May)

- Planning Commission Public Hearing – Commission recommends draft ordinance that reflects April feedback to City Council.

STEP 6) City Council Meeting – Schedules Ordinance to future Council meeting.
Timeframe: Meeting (estimated to be in June)

- Present Zoning and non-zoning code changes to City Council.

STEP 7) City Council Public Hearing, Vote on Ordinance
Timeframe: Meeting (estimated to be in July)

- City Council holds public hearing and votes on zoning, non-zoning code changes.

CITY OF PORTAGE PLANNING COMMISSION

Thursday, May 16, 2024
7:00 PM Portage
Portage City Hall Council Chamber

The City of Portage Planning Commission meeting of May 16, 2024, was called to order by Chair Corradini at 7:00 p.m.

IN ATTENDANCE

- Peter Dame, City Chief Development Officer
- Eric Feldt, Senior City Planner
- Alex Johnson, City Planner/Project Manager
- Catherine Kaufman, City Attorney
- Biqi Zhao, Deputy Director of Planning and Zoning

ROLL CALL

Mr. Feldt called the roll: Chairman Corradini (yes); Vice Chair Baldwin (yes); Secretary Freiman (yes), Adams (yes); Pezzoli (yes); Joshi (yes); Fries (no); Youngs (yes); and Longjohn (yes).
8-Present; 1-Absent.

Motion by Vice Chair Baldwin, seconded by Commissioner Pezzoli to approve the excused commissioner. Motion carried 8-0.

APPROVAL OF MINUTES

1. Minutes dated May 2, 2024.

Motion by Commissioner Pezzoli, seconded by Vice Chair Baldwin to approve the May 2, 2024, as submitted. Motion carried 8-0.

PUBLIC HEARINGS

Lakefront Property Housing Code Ordinance Amendment #23/24-3: Ordinance to amend City of Portage Chapter 24 Article 5 Safety, Sanitation, and Health; and Chapter 42 Land Development Regulations relating to the Lakeshore Housing Project.

Mr. Feldt presented an update on the Lakefront Property Housing Codes project, showing various slides of the consolidated areas of change based on community input and existing codes. He explained proposed regulations and how they are associated with the areas of change. He concluded his presentation by asking for Planning Commission support of the amendment for future Council action.

Secretary Frieman asked for clarification on the viewsheds requirements (i vs ii) stated in the packet vs the presentation. Mr. Feldt explained that staff used a fixed number as being the most desirable option for staff reviews of projects and an easier expectation for new homebuilders and homeowners.

Commissioner Joshi asked where staff came up with the 50-60 percent number for driveways needing an engineering drawing. Mr. Feldt explained the current limit is 50% and we know homeowners already want to exceed that, especially due to small lot widths. Sixty percent seemed to be an appropriate leeway amount; it exceeds current code and, thus, heightens the need for professional engineer drainage analysis.

Chair Corridini asked if there had been further discussion on the protection of existing utilities. Mr. Feldt explained that we did not receive much feedback regarding the expansion of driveways and existing

utilities but will be individually reviewed by staff at a more detailed level utilizing the City's Transportation and Utility Department more closely.

Chair Corradini opened public hearing:

1. Jeff Newhouse: 8109 W. Long Lake Dr. (not in Portage, but on the Long Lake Association board): Advocated for citizens around Long Lake by stating support for greater driveway size due to the many narrow lots along the lake. Further, he stated support for allowing reconstruction of any sized driveway. Lastly, he stated the uniqueness of lake properties should provide greater driveway size flexibility.

Motion by Vice Chair Baldwin, seconded by Commissioner Pezzoli, to close public hearing. Motion carried 8-0.

Vice Chair Baldwin asked if there is a way for older properties with large driveways to be grandfathered in. Mr. Feldt stated No, and it would require a variance from the Zoning Board of Appeals. If large driveways were built without proper permits in the past, the code will not allow them to keep their large nonconformity. The size limit has been expanded for this proposal and, in the future, we can reassess if need more flexibility.

Commissioner Longjohn wondered how many driveways would be nonconforming if the ordinances changed. He wants the data with patterns of nonconformity. He thinks the permitting process is very important regarding the grade and flooding issues. He motions for the tabling of this subject to the next meeting. Commissioner Pezzoli asks about needing to set a date for tabling the project. Attorney Kaufman clarified that stating the date for the tabled project in a public meeting completes the public notice requirement. She also stated that generally, around the lakes, almost everything is non-conforming in width, area, setbacks, etc. and, therefore, would not be a perfect solution.

Chair Corradini indicated no one provided support for the motion. He stated that the motion failed and moved back into the discussion. He stated in agreement of Attorney's Kaufman comment about the non-conforming lakefront properties and that every place along the lake is different.

Commissioner Pezzoli, seconded by Commissioner Youngs, motioned to recommend to the City Council the approval the Lakefront Property Housing Code Ordinance Amendment #23/24-3: Ordinance to amend City of Portage Chapter 24 Article 5 Safety, Sanitation, and Health; and Chapter 42 Land Development Regulations relating to the Lakeshore Housing Project.

Mr. Feldt called roll for vote – Motion passes 8-0.

SITE/FINAL PLANS

A Final PD Site Plan for 'Oakland Commons' a proposed 58-units residential development at 9581 Oakland Drive.

Mr. Feldt presented the background of the project and current proposal. He showed various site plan images and concept renderings from the application. He explained the various proposed housing types, new left-turn lane, and landscaping. Mr. Feldt described the permitting process, current step, and future steps for the project. He stated that the project is consistent with Site Plan and Final PD requirements. He concluded his presentation by asking for Planning Commission questions and support for future Council action.

Vice Chair Baldwin asked if Fire department access is only on Oakland Drive. Mr. Feldt stated that a Fire Department connection to Shaver Road is also proposed as required.

Secretary Frieman asked about stormwater sewer and sanitary sewer. Mr. Feldt indicated that the sanitary sewer will be City-owned and -maintained, and the stormwater sewer will be private. He also stated that the developer can explain the stormwater in greater detail.

Various commissioners discussed elements about the required left-turn lane, and the timing with a future City left-turn lane along Oakland Drive. Chief Development Officer Peter Dame came to the podium and provided clarity about the left-turn lane and indicated that the City's future left-turn lane is listed on the City's Capital Improvement Program (CIP), and it is not guaranteed to be funded or built at this time. But, if and when the City designs a new left-turn lane, it will be consistent all the way through. He also added that the proposed City watermain will be a continuous loop for this project.

Chair Corradini asked the applicant to present:

1. Applicant, Mike West, and Engineering Project Manager, John Lovely, with Allen Edwin Homes associated with Green Development Ventures, LLC; 2186 E Centre Ave, Portage, MI
   He provided a brief summary description of the project, including the prior approval of the project's Tentative PD Plan and Rezoning last year.

Several Commissioners stated general support for the project and its unique layout design.

Chair Corridini inquired whether the sidewalk dead ending is necessary and asked for an overall construction timeframe. Mr. West stated an estimated construction starting time in Spring 2025 and completion by 2027. Mr. Feldt stated that the sidewalk is required.

Mr. Lovely, explained the storm sewer system, indicated that it is designed in conformance with the City's stormwater design criteria manual, and has been reviewed and approved by the City's Transportation and Utilities Department.

Commissioner Pezzoli, seconded by Commissioner Adams, motioned to recommend to the City Council the approval of the Final PD Site Plan for 'Oakland Commons' a proposed 58-units residential development at 9581 Oakland Drive with the condition: Add a revised note at the bottom of the profile to indicate that the developer was responsible for all water main installation in the Public Utility Plan submission. Motion carried 8-0.

OLD BUSINESS

Draft Portage Forward Together 2045 Master Plan

Mr. Feldt explained the draft Master Plan timeline and process, where it can be read, and the next step involving Council action. He asked for the Planning Commission support for Council to start the State-mandated 63-day public noticing period.

Vice Chair Baldwin asked how many outlying communities the plan will go to. Mr. Feldt stated that a public notification about the new draft Master Plan will be sent to all abutting cities, townships, and municipalities, as well as non-government entities, such as utility and railroad companies.

Commissioner Pezzoli, seconded by Youngs, motioned to recommend to the City Council the approval of the distribution of the draft Portage Forward Together 2045 Master Plan, with technical updates/corrections if needed prior to the distribution. Motion carries 8-0.

NEW BUSINESS

None.

STATEMENT OF CITIZENS

1. Lynn Elliot; 9724 East Shore Dr

She asked the Commission to consider the AARP (American Association of Retired Persons) driving course when reviewing projects involving a new left-turn lane. She states it is less safe and has changed her routes to use all right-hand turns.

2. Mary Wieloposki; 8836 East Shore Dr

She expressed her gratitude for the lakeshore housing code changes and listening and responding to the public's comments about the draft Master Plan Future Land Use Map. She stated that it enforces the position statement of Moving Forward Together.

STATEMENT OF COMMISSIONERS/ STAFF

Several Commissioners stated thanked and recognized the City of Portage for its early tornado warning systems, first responders, Mayor Randall volunteers, and everyone who helped and, how little human harm occurred.

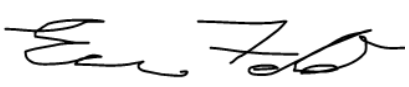
Several Commissioners also thank Commissioner Pezzoli for his service on the Planning Commission and wished him the best.

Commissioner Youngs gave update on PPP vote from previous City Council and used it as an example of the checks/balances they have as a Commission.

ADJOURNMENT

There being no further business to come before the Commission, Chair Corradini adjourned the meeting at 8:40 p.m.

Respectfully submitted,



Eric Feldt
Senior City Planner

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF PORTAGE, MICHIGAN CHAPTER 42 LAND DEVELOMPENT REGULATIONS

THE CITY OF PORTAGE ORDAINS:

Section 1.

That Chapter 42, Article 4, Division 4, Subdivision 10, section 42-350(B)(2), Footnotes to Schedule of Regulations shall be amended as follows:

CHAPTER 42. LAND DEVELOPMENT REGULATIONS.

Section 42-350 (B)(2), Footnotes to Schedule of Regulations, shall be amended to read as follows:

(2) A residential lot that was legally recorded as part of a plat on December 14, 1965, and which was a buildable lot under the Zoning Code at the time of recording, shall be deemed a buildable lot even though it may have less area and/or width than the minimum zoning lot size per unit set forth in this subdivision. If such lot size dimensions are less than required in this subdivision, then the minimum yard setback applying to that dimension may be reduced to, but may not be less than, the following:

a. For lots with less than the required lot width, side yard setback shall not be less than five feet;

b. For *non-lakefront* lots with less than the required area, setbacks shall not be less than the following:

i. Thirty feet to the rear line;

ii. 15 feet from the street line abutting on the long side of a corner lot, provided that detached accessory buildings erected not less than 60 feet from the front street line may be erected not less than three feet from the side line, and provided further that a detached accessory building erected on a corner lot may be erected not closer than 15 feet to the side line of the street other than that upon which the dwelling on that lot is faced; and

iii. 25 feet from the front line, provided that when 25 percent or more of all the frontage on the same side of the street between two intersecting streets has been built up with permanent dwellings, the average setback of the dwellings shall be the minimum setback line between the intersecting streets.

c. *For lakefront lots with less than the required area, setbacks shall not be less than the following:*

i. 40 feet to the rear lot line.

ii. 20 feet from front lot line.

Section 2.

That Chapter 42, Article 4, Division 2, section 42-112, Definitions shall be amended as follows:

CHAPTER 42. LAND DEVELOPMENT REGULATIONS.

Section 42-112, Definitions (B)(2), shall amend the definition of building height and improved driveway to read as follows:

Building height: The vertical distance measured from the established grade to the highest point of the roof surface for flat roofs, to the deck line of mansard roofs, and to the average height between the highest eaves and ridge for gable, hip and gambrel roofs. Where a building is located on sloping terrain, the height may be measured from the average grade. *Height calculations shall disregard any fill or construction which the director finds to have no significant purpose other than elevating the grade. In reaching such finding, the director shall consider only those architectural, structural, safety, aesthetic, access or other purposes claimed by the developer and supported by reasonable evidence.*

Improved driveway: a private road of ingress and egress with a uniform surface of concrete, asphalt, porous pavement or pavers, or gravel which leads from a curb cut to a garage, carport or accessory parking space. An improved driveway may include a surfaced turnabout area, a circular driveway or an accessory parking space.

All other parts of Section 42-112 shall remain unchanged.

Section 3.

That Chapter 42, Article 4, Division 3, section 42-133(D), Nonconforming buildings and structures shall be amended to read as follows:

CHAPTER 42. LAND DEVELOPMENT REGULATIONS.

Section 42-133, Nonconforming lots, buildings, structures and uses, (D) shall be amended to add new subsection 6 to read as follows:

6. Notwithstanding any other standards in this section, within one year of demolition an existing residential detached garage which does not meet the front yard setback may be rebuilt if it faces the street and is located at least 20' away from front property line (ROW) or at least 15' from the front property line (ROW) if it does not face the street.

Section 3.

That Chapter 42, Article 4, Division 3, section 42-126, Regulations applicable to all one-family dwellings, will be amended by adding a new subsection J, which subsection will read as follows:

CHAPTER 42. LAND DEVELOPMENT REGULATIONS.

Section 42-126, Regulations applicable to all one-family dwellings, shall be amended to add new subsection J to read as follows:

An improved driveway may include a surfaced turnabout area, a circular driveway or an accessory parking space and shall meet the following criteria:

1. For nonlakefront property:

    a. It does not exceed an average width of 24 feet from edge to edge in the front yard, except that an average width of 30 feet from edge to edge in the front yard is permitted for lots or parcels of 100 feet in width or more.

    b. It does not occupy in excess of 50 percent of the area included in the front yard.

2. For lakefront property:

    a. Max. average width: 30 feet, regardless of front yard coverage standards.
    b. Drainage plan to guide stormwater to a natural waterbody or an approved stormwater infrastructure.
    c. For substandard lot width, driveways between 50 and 60 percent front yard area require professional engineer drainage plan.

Section 4.

That Chapter 42, Article 4, Division 3, section 42-128, Lakefront lots, will be amended by adding a new subsection E, which subsection will read as follows:

CHAPTER 42. LAND DEVELOPMENT REGULATIONS.

Section 42-128, Lakefront lots, shall be amended to add new subsection E to read as follows:

E. Lakefront property driveways shall be governed by the requirements under Section 42-126, Division 3 *General Provisions*.

Section 5. **Severability**. The provisions of this ordinance are severable.

Section 6. **Repeal and Savings Clause.** All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed. Existing prosecutions under any ordinance provision that is hereby repealed may be pursued to its natural conclusion.

Section 7. **Effective Date.** This ordinance shall be effective 15 days after publication after adoption

Dated:_____

_____
Patricia M. Randall, Mayor

FIRST READING:
SECOND READING:
ORDINANCE #:
EFFECTIVE DATE:

CERTIFICATION

I, Erica Eklov, do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage and that the foregoing ordinance was adopted by the City of Portage on the _____ day of _____, 2024.

_____
Erica Eklov, City Clerk

PREPARED BY:
Catherine Kaufman (P65412)
Portage City Attorney
Bauckham Thall
470 W. Centre, Suite A
Portage, MI 49024

Approved as to Form:
Date: 6-4-2024
Catherine Kaufman
City Attorney

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Ordinance Amendment - National Flood Insurance Program

SUPPORTING PERSONNEL: Peter Dame, Chief Development Officer

ACTION RECOMMENDED: Accept an ordinance amendment incorporating the updated FEMA flood plain map to the City of Portage Code of Ordinances.

The City of Portage has participated in the National Flood Insurance Program (NFIP) for over 40 years. The NFIP is a program that is administered and managed by the Federal Emergency Management Agency (FEMA). The program provides flood insurance for property in or near areas considered to be more susceptible to flooding which is known as Special Flood Hazard Areas (SFHA), and provides requirements for communities to adopt and administer floodplain management. Federal NFIP minimum requirements and the Michigan Construction Codes, with Appendix G, regulate all development within the floodplain. Development is defined as any man-made change and includes activities such as filling, grading, and the construction of buildings and structures. The NFIP recognizes these requirements and works to provide additional resources and public awareness of SFHA and available resources.

As part of their NFIP program, FEMA has regularly updated its floodplain maps. FEMA has recently completed studies and developed updated Flood Insurance Rate Maps (FIRM) to replace the former 2010 maps for Kalamazoo County. The last FEMA floodplain maps were unanimously adopted by City Council on February 9, 2010. In Kalamazoo County, this update process started in 2021 and is now complete. The new maps have expanded the areas included in the SFHA based on updated elevation studies and other factors. The new maps will become effective for Kalamazoo County on July 31, 2024.

As a member of the NFIP, Portage is required to adopt the new maps and associated ordinance language before its effective date of July 31, 2024. If the ordinance and maps are not adopted, Portage will be suspended from the program and the opportunity for propertied owners to purchase flood insurance through the national program will no longer be available. As a result, private insurance at a much higher rate will be required for federally-backed mortgages for properties located in the floodplain.

Attached is a map showing how the hazard area has changed from 2010 to 2024, per FEMA's new flood plain map. The city has recently mailed the property owners who are likely affected by the new maps to let them know of their options. The city shared information about a method to obtain flood insurance for newly impacted properties included in the hazard area that are initially less expensive, as well as explaining the property owners' options to appeal the new designation based on submitting site-specific data that can be shown to contradict FEMA's information through a process known as LOMA (Letter of Map Amendment).

Therefore, it is recommended that City Council accept an ordinance amendment incorporating the updated FEMA flood plain map to the City of Portage Code of Ordinances.

FUNDING: Not Applicable

Attachments:

1. New Floodplain Ordinance
2. Floodplain Amendment (Strikeout)
3. Floodplain Resolution
4. Flood plain changes
5. letter to new properties in flood plain hazard area
6. FEMA 2024 structures in special hazard area

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF PORTAGE, MICHIGAN BY AMENDING CHAPTER 42, ARTICLE 8 TECHNICAL CODES

THE CITY OF PORTAGE ORDAINS:

Section 1.

That Chapter 42, Article 8 Technical Codes shall be amended by revising Section 42-995, Floodplain Management Provisions, which shall read as follows:

CHAPTER 42, ARTICLE 8. TECHNICAL CODES.

Sec. 42-991 through Sec. 42-994. *No change*.

Sec. 42-995. Floodplain management regulations.

Section 1. AGENCY DESIGNATED. Pursuant to the provisions of the state construction code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, the building official of the City of Portage, Kalamazoo County, Michigan is hereby designated as the enforcing agency to discharge the responsibility of the City of Portage under Act 230, of the Public Acts of 1972, as amended, State of Michigan. The Building Official of the City of Portage assumes responsibility for the administration and enforcement of said Act throughout the corporate limits of the community adopting this ordinance.

Section 2. CODE APPENDIX ENFORCED. Pursuant to the provisions of the state construction code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, Appendix G of the Michigan Building Code shall be enforced by the enforcing agency within the jurisdiction of the community adopting this ordinance.

Section 3. DESIGNATION OF REGULATED FLOOD PRONE HAZARD AREAS. The Federal Emergency Management Agency (FEMA) Flood Insurance Study (FIS) entitled "Kalamazoo County, all jurisdictions, effective July 31, 2024 and the flood insurance rate Map(s) (FIRMS) panel number included on the index panel 26077CIND0B effective July 31, 2024 are adopted by reference and declared to be part of Section 1612.3 of the Michigan Building Code, and to provide the content of the "Flood Hazards" section of Table R301.2(1) of the Michigan Residential Code.

Section 4. MOST RESTRICTIVE STANDARDS. If another ordinance contains standards inconsistent with the provisions of this ordinance, the most restrictive standards shall apply.

Section 5. This Ordinance is effective on July 31, 2024.

Sec. 42-996 through Sec. 42-1100 (reserved). *No change*.

Dated:_____

_____
Patricia M. Randall, Mayor

FIRST READING:
SECOND READING:
ORDINANCE #:
EFFECTIVE DATE:

CERTIFICATION

I, Erica Eklov, do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage and that the foregoing ordinance was adopted by the City of Portage on the _____ day of _____, 2024.

_____
Erica Eklov, City Clerk

_____

PREPARED BY:
Catherine Kaufman (P65412)
Portage City Attorney
Bauckham Thall
470 W. Centre, Suite A
Portage, MI 49024

Approved as to Form:
Date: 5-2-2024
Catherine Kaufman
City Attorney

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF PORTAGE, MICHIGAN BY AMENDING CHAPTER 42, ARTICLE TECHNICAL DOES

THE CITY OF PORTAGE ORDAINS:

Section 1.

That Chapter 42, Article 8 Technical Codes shall be amended by revising Section 42-995, Floodplain Management Provisions, which shall read as follows:

CHAPTER 42, ARTICLE 8. TECHNICAL CODES.

Sec. 42-991 through Sec. 42-994. *No change*.

Sec. 42-995. Floodplain management regulations.

~~(a) Enforcing agency. Pursuant to the provisions of the State Construction Code, Act No. 230 of the Public Acts of 1972, as amended, the city hereby designates the chief building official and other officers and employees as shall be designated by the chief building official, as the enforcing agency to discharge the responsibilities of the city thereunder. The City of Portage assumes responsibility for the administration and enforcement of said Act throughout its corporate limits.~~

~~(b) Code appendix enforced. Pursuant to the provisions of the State Construction Code, Act No. 230 of the Public Acts of 1972, as amended, Appendix G of the Michigan Building Code shall be enforced by the enforcing agency within the City of Portage.~~

~~(c) Designation of regulated flood prone hazard areas. The Federal Emergency Management Agency (FEMA) flood insurance study (FIS) entitled the City of Portage Flood Insurance Study, dated February 17, 2010, and the flood insurance rate map(s) (FIRMS) panel numbers 0284D, 0285D, 0295D, 0301D, 0302D, 0303D, 0304D, 0310D, 0311D, 0315D and 0320D dated February 17, 2010 are adopted by reference and declared to be a part of Section 1612.3 of the Michigan Building Code.~~

~~(d) Fees. Fees required under the State Construction Code adopted in this article shall be determined by resolution of council.~~

Section 1. AGENCY DESIGNATED. Pursuant to the provisions of the state construction code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, the building official of the City of Portage, Kalamazoo County, Michigan is hereby designated as the enforcing agency to discharge the responsibility of the City of Portage under Act 230, of the Public Acts of 1972, as amended, State of Michigan. The Building Official of the City of

Portage assumes responsibility for the administration and enforcement of said Act throughout the corporate limits of the community adopting this ordinance.

Section 2. CODE APPENDIX ENFORCED. Pursuant to the provisions of the state construction code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, Appendix G of the Michigan Building Code shall be enforced by the enforcing agency within the jurisdiction of the community adopting this ordinance.

Section 3. DESIGNATION OF REGULATED FLOOD PRONE HAZARD AREAS. The Federal Emergency Management Agency (FEMA) Flood Insurance Study (FIS) entitled "Kalamazoo County, all jurisdictions, effective July 31, 2024 and the flood insurance rate Map(s) (FIRMS) panel number included on the index panel 26077CIND0B effective July 31, 2024 are adopted by reference and declared to be part of Section 1612.3 of the Michigan Building Code, and to provide the content of the "Flood Hazards" section of Table R301.2(1) of the Michigan Residential Code.

Section 4. MOST RESTRICTIVE STANDARDS. If another ordinance contains standards inconsistent with the provisions of this ordinance, the most restrictive standards shall apply.

Section 5. This Ordinance is effective on July 31, 2024.

Sec. 42-996 through Sec. 42-1100. *No change*. (reserved)

Dated:_____

_____
Patricia M. Randall, Mayor

FIRST READING:
SECOND READING:
ORDINANCE #:
EFFECTIVE DATE:

CERTIFICATION

I, Erica Eklov, do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage and that the foregoing ordinance was adopted by the City of Portage on the _____ day of _____, 2024.

_____
Erica Eklov, City Clerk

_____

PREPARED BY:
Catherine Kaufman (P65412)
Portage City Attorney
Bauckham Thall

Approved as to Form:
Date:_____

_____
City Attorney

470 W. Centre, Suite A
Portage, MI 49024

MICHIGAN COMMUNITY RESOLUTION TO

MANAGE FLOODPLAIN DEVELOPMENT

FOR THE NATIONAL FLOOD INSURANCE PROGRAM

WHEREAS, the community of the City of Portage in Kalamazoo County (*check the appropriate following box statement*) ☒currently participates in the Federal Emergency Management Agency's (FEMAs) National Flood Insurance Program (NFIP) by complying with the program's applicable statutory and regulatory requirements for the purposes of significantly reducing flood hazards to persons, reducing property damage, and reducing public expenditures, and providing for the availability of flood insurance and federal funds or loans within its community, and

WHEREAS, the NFIP requires that floodplain management regulations must be present and enforced in participating communities, and utilize the following definitions which also apply for the purposes of this resolution:

1. Flood or Flooding means:
   a. A general and temporary condition of partial or complete inundation of normally dry land areas from: 1) the overflow of inland or tidal waters, 2) the unusual and rapid accumulation or runoff of surface waters from any source, 3) mudflows, and
   b. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding, as defined in paragraph (a)(1) of this definition.
2. Flood Hazard Boundary Map (FHBM) means an official map of a community, as may have been issued by the FEMA, where the boundaries of the flood, mudslide (i.e., mudflow) related erosion areas having special hazards have been designated as Zone A, M, and/or E.
3. Floodplain means any land area susceptible to being inundated by water from any source (see definition of flooding).
4. Floodplain management means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and floodplain management regulations.
5. Floodplain management regulations means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance and erosion control ordinance), and other applications of police power that provide standards for the purpose of flood damage prevention and reduction.
6. Structure means a walled and roofed building that is principally above ground, gas or liquid storage facility, as well as a mobile home or manufactured unit.

WHEREAS, the Stille-Derossett-Hale Single State Construction Code Act, Act No. 230 of the Public Acts of 1972, as amended (construction code act), along with its authorization of the state construction code composed of the Michigan Residential Code and the Michigan Building Code [and its Appendices (specifically Appendix G)] and the Michigan Rehabilitation Code for

Existing Buildings contains floodplain development and management regulations that comply with the FEMA NFIP minimum floodplain management criteria for flood prone areas, as detailed in Title 44 of the Code of Federal Regulations (44 CFR), Section 60.3, and

WHEREAS, by the action dates of this document and an existing historical ordinance and resolution, the community affirms the responsibility to administer, apply, and enforce the provisions of the construction code act and the state construction code, specifically the Michigan Residential Code and the Michigan Building Code, to all construction within its community boundaries, and

NOW THEREFORE, to maintain eligibility and continued participation in the NFIP,

1. The community directs its building official, Brady VanderVeen, to administer, apply, and enforce the floodplain management regulations as contained in the state construction code (including Appendix G) and to be consistent with those regulations by:
   a. Obtaining, reviewing, and reasonably utilizing flood elevation data available from federal, state, or other sources pending receipt of data from the FEMA to identify the flood hazard area and areas with potential flooding.
   b. Ensuring that all permits necessary for development in floodplain areas have been issued, including a floodplain permit, approval, or letter of no authority from the Michigan Department of Environmental Quality under the floodplain regulatory provisions of Part 31, "Water Resources Protection," of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.
   c. Reviewing all permit applications to determine whether the proposed building sites will be reasonably safe from flooding. Where it is determined that a proposed building will be located in a flood hazard area or special flood hazard area, the construction code act enforcing agent shall implement the following applicable codes according to their terms:
      i) All appropriate portions and specifically the floodplain management regulation portions and referenced codes and standards of the current Michigan Residential Code.
      ii) All appropriate portions and specifically the floodplain management regulation portions and referenced codes and standards of the current Michigan Building Code.
      iii) Appendix G of the current Michigan Building Code.
      iv) All appropriate portions and specifically the floodplain management regulation portions and referenced codes and standards of the current Michigan Rehabilitation Code for Existing Buildings.
   d. Reviewing all proposed subdivisions to determine whether such proposals are reasonably safe from flooding and to ensure compliance with all applicable floodplain management regulations.
   e. Assisting in the delineation of flood hazard areas; providing information concerning uses and occupancy of the floodplain or flood-related erosion areas, maintaining floodproofing and lowest floor construction records, cooperating with other officials, agencies, and persons for floodplain management.
   f. Advising FEMA of any changes in community boundaries, including appropriate maps.
   g. Maintaining records of new structures and substantially improved structures concerning any certificates of floodproofing, lowest floor elevation, basements, floodproofing, and elevations to which structures have been floodproofed.

2. The community assures the Federal Insurance Administrator (Administrator) that it intends to review, on an ongoing basis, all amended and revised FHBMs and Flood Insurance Rate Maps (FIRMs) and related supporting data and revisions thereof and revisions of 44 CFR, Part 60, Criteria for Land Management and Use, and to make such revisions in its floodplain management regulations as may be necessary to continue to participate in the program.
3. The community further assures the Administrator that it will adopt the current effective FEMA Flood Insurance Study (FIS), FHBMs, and/or the FIRMs by reference within its Floodplain Management Map Adoption Ordinance or similarly binding ordinance documentation.

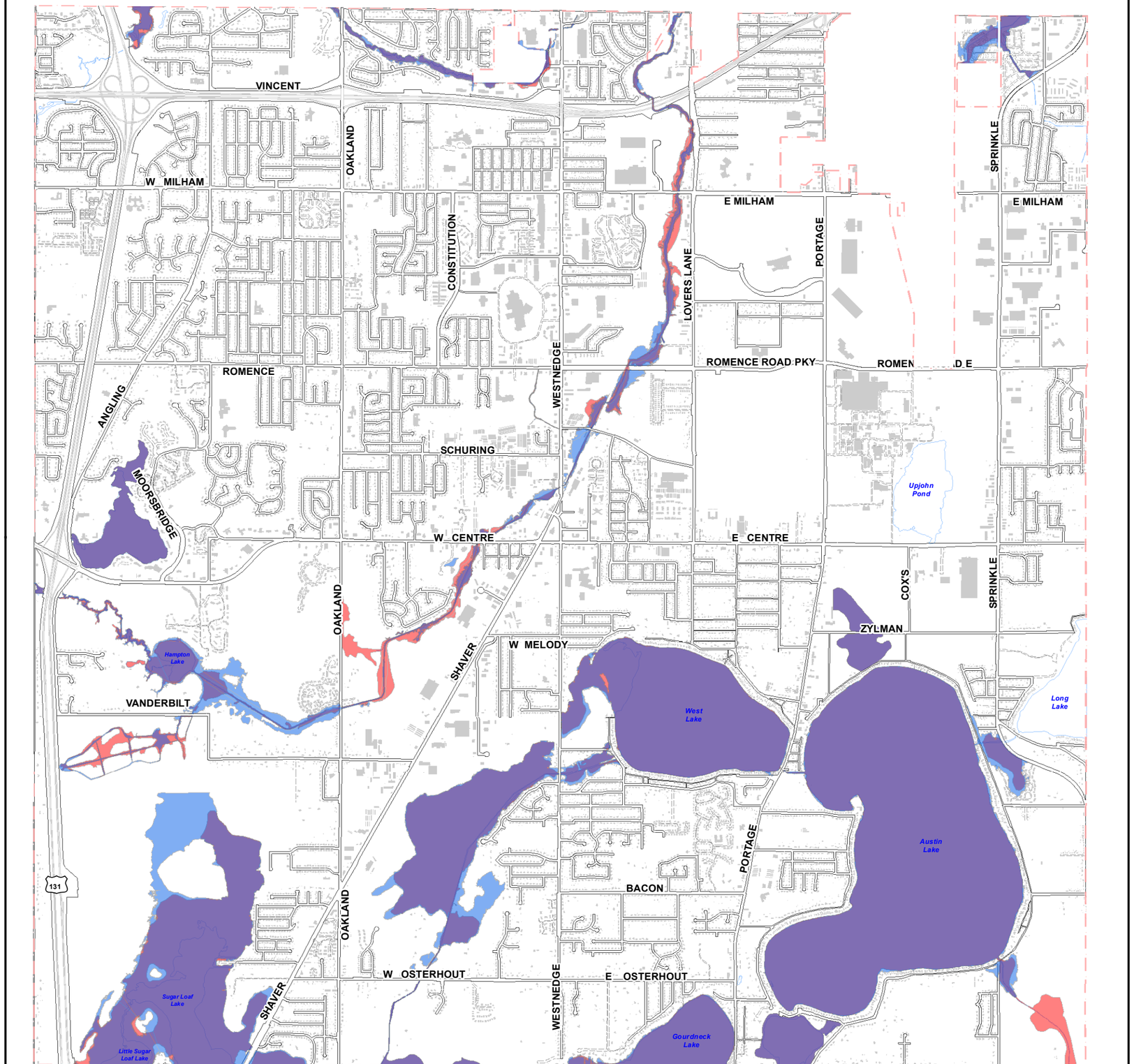
Community: City of Portage Date Passed: _____

Officer Name: _____ Title: _____

Signature: _____ Date: _____

Witness Name: _____ Title: _____

Signature: _____ Date: _____



Document Path: R:\GISADMIN\karl\projects\DEPTS\COM DEV\fema\2021 FIRM UPDATE\SFHA comparison.mxd

PORTAGE
A Natural Place to Move

2010 and 2024 Floodplain comparison Zones A and AE only

Date: 6/6/2024

2024 Floodplains

2010 Floodplains

1) Areas shown in purple indicate floodplain boundaries that overlap between 2010 and 2024
2) Floodplains located outside City boundary not shown

1 inch = 3,200 feet

PORTAGE
A Natural Place to Move

Department of Community Development

June 17, 2024

Dear Portage Resident or Business Owner:

RE: Potential Impacts of FEMA Map Changes on Flood Insurance

The flood zone maps for Kalamazoo County have recently been updated by Federal Emergency Management Agency (FEMA) and will become effective July 31, 2024. Based on the City's review of these new maps, your property may be impacted by this change.

This communication is provided to advise you of potential information that may save you money if you are required to obtain flood insurance, as well as to inform you of FEMA's process for requesting a map change. When flood zone maps are updated by FEMA, some residents and business owners may find that their property's flood risk may now show as increased or decreased based on the new maps while other properties may show no change. Because of the updated maps, some property owners may now be required by their lender to carry flood insurance if the property is in a designated high-risk flood hazard area, while others will no longer have the requirement. If your flood zone map designation has changed, it is important to know how that change may affect your requirement for flood insurance. The new maps have been downloaded from the FEMA website and can be viewed at http://link.fetchgis.com/5def5798.

The Flood Disaster Protection Act of 1973 and the National Flood Insurance Reform Act of 1994 made the purchase of flood insurance mandatory for federally backed mortgages on buildings located in Special Flood Hazard Areas (SFHAs). The Act also affects all forms of Federal or Federally related financial assistance for buildings located in SFHAs. The SFHA is the base (100 year) floodplain mapped on a Flood Insurance Rate Map (FIRM). It is shown as one or more zones that begin with the letter "A" or "V".

If your home or business is newly identified as being in a high-risk flood area, lenders may require you to carry federal flood insurance. However, you should be aware the National Flood Insurance Program offers **a cost-**saving flood insurance rating option called the Newly Mapped Procedure. With this option, property owners who buy a policy within the first 12 months after an updated map becomes effective are eligible for the lower-cost Preferred Risk Policy (PRP). Rates will then go up no more than 18% each year until they reach a standard Zone X rate, or the rate based on the new flood map, whichever is less expensive. Participating flood insurance providers can be found at floodsmart.gov/flood-insurance-provider.

If you believe your property has been incorrectly classified by FEMA, requests for changes to the map can be applied through FEMA. This process is referred to as a letter of map amendment or revision process (LOMA or LOMR). Information about and applications for a LOMA/LOMR is available from FEMA at the following site:https://www.fema.gov/flood-maps/change-your-flood-zone.

If you have any questions or need further information, please contact the Department of Community Development at 269-329-4466.

Sincerely,

Terry A. Novak
Deputy Director of Building and Housing Services

Enclosure

T:\COMMDEV\2023-2024 Department Files\Subject Files\F\Flood Insurance\Flood Insurance for Properties that may be in the SFHA.docx

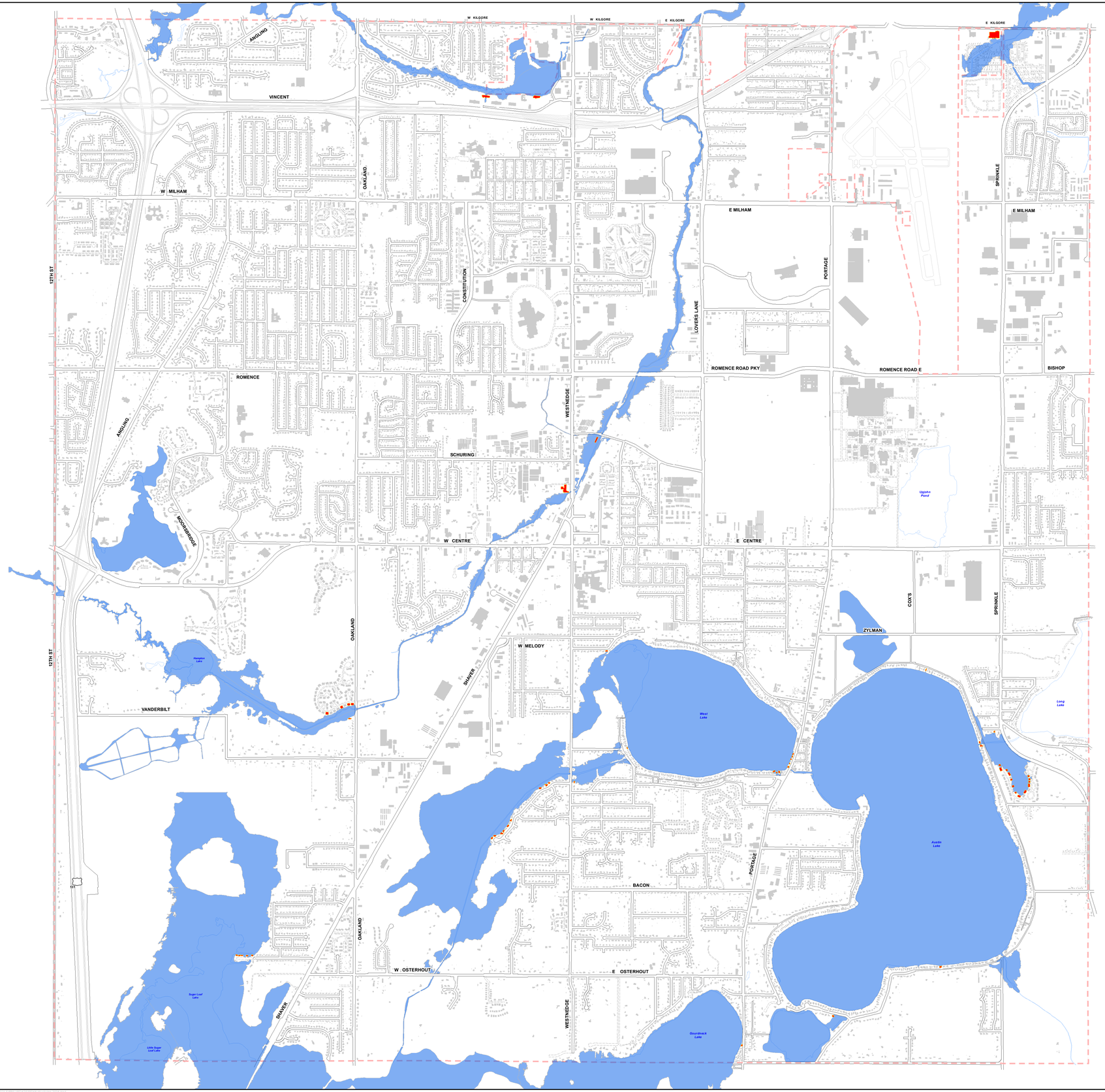
PORTAGE
A Natural Place to Move

2010 and 2024 Floodplain comparison
Zones A and AE only

Date: 6/6/2024

Structures in proposed Floodplain - 55

2024 Floodplains



1 inch = 1,438 feet

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Ordinance Amendment to amend City of Portage Chapter 24 Article 5 Safety, Sanitation, and Health relating to the Lake Neighborhood Zoning Amendments

SUPPORTING PERSONNEL: Peter Dame, Chief Development Officer

ACTION RECOMMENDED: Adopt the Ordinance Amendment to amend City of Portage Chapter 24 Article 5 Safety, Sanitation, and Health relating to the Lake Neighborhood Zoning Amendments.

This agenda item is paired with and necessitated by the agenda item to amend the city zoning codes as part of the Lake Neighborhood Zoning Amendment package. One of the recommended zoning code amendments that is subject to the public hearing is to add provisions to the zoning code relating to driveways. The authority to regulate driveways is currently in Chapter 24, Article 5 of the city code, which is not in the zoning code.

Therefore, if the proposal to amend the zoning code to include driveway regulation is approved, removing the existing regulation of driveways from the current code would be needed. It is recommended that the City Council adopt the Ordinance Amendment to amend City of Portage Chapter 24 Article 5 Safety, Sanitation, and Health relating to the Lake Neighborhood Zoning Amendments, so that actions on both the zoning recommendations and the deletion of the existing driveway requirements in Chapter 24 can be considered at the same July 9, 2024, meeting.

FUNDING: Not Applicable

Attachments: 1. Ordinance_ delete driveway code section

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF PORTAGE, MICHIGAN BY AMENDING CHAPTER 24 COMMUNITY QUALITY

THE CITY OF PORTAGE ORDAINS:

Section 1.

That Chapter 24, Article 5, Safety Sanitation and Health shall be amended by deleting a definition in Subsection 24-111, Improved Driveway.

CHAPTER 24. COMMUNITY QUALITY.

Article 5, Safety, Sanitation, Health, Subsection 24-111 Definitions, is revised by deleting the definition of Improve driveway, as follows

~~Improved driveway means a private road of ingress and egress with a uniform surface of concrete, asphalt or gravel which leads from a curb cut to a garage, carport or accessory parking space. An improved driveway may include a surfaced turnabout area, a circular driveway or an accessory parking space and shall meet the following criteria:~~

~~1) It does not exceed an average width of 24 feet from edge to edge in the front yard, except that an average width of 30 feet from edge to edge in the front yard is permitted for lots or parcels of 100 feet in width or more.~~
~~2) It does not occupy in excess of 50 percent of the area included in the front yard.~~

All other parts of Subsection 24-111 Definitions remain unchanged.

Dated:_____

_____
Patricia M. Randall, Mayor

FIRST READING:
SECOND READING:
ORDINANCE #:
EFFECTIVE DATE:

CERTIFICATION

I, Erica Eklov, do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage and that the foregoing ordinance was adopted by the City of Portage on the _____ day of _____, 2024.

_____
Erica Eklov, City Clerk

PREPARED BY:
Catherine Kaufman (P65412)
Portage City Attorney
Bauckham Thall
470 W. Centre, Suite A
Portage, MI 49024

Approved as to Form:
Date: 6. 6. 2024
Catherine Kaufman
City Attorney