

6:00 p.m. Call to Order.

Moment of Silence.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. National Ovarian Cancer Awareness Month

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

B. Consent Agenda:

1. Approve the City Council Meeting Minutes of the:
 - a. Special Meeting of September 10, 2024
 - b. Regular Meeting of September 10, 2024
2. Approve the Accounts Payable Register of September 24, as presented.
3. Approve the purchase of one John Deere 5090E Cab Tractor with roadside mower for \$147,497.23 utilizing the State of Michigan MiDEAL Extended Purchasing Program and authorize the City Manager to execute all related documents on behalf of the city.
4. Approve a two-year contract renewal with Midwest Employers Casualty Company, with the option of up to one additional two-year renewal, maintaining the current \$750,000 specific excess retention for Police and Fire and \$550,000 specific excess retention for all other employee groups, for workers' compensation excess insurance coverage for an annual fee of \$123,680 per year plus payroll adjustments and authorize the City Manager to execute all documents related to this contract renewal on behalf of the city.
5. Award a contract in the amount of \$377,678.03 to Penchura LLC, for the purchase of park shelters for the Lexington Green Park and Lakeview Park Renovation projects, and authorize the City Manager to execute all documents related to this action on behalf of the city.
6. Receive Rezoning and Tentative Plan Application #24/25-2 from R-1B One Family Residential District to Planned Development (PD) and the Preliminary Condominium Plan for 'Stanwood Crossings' proposed single-family residential development at 9617 Portage Road and set hearing for October 22, 2024.
7. Receive Zoning Ordinance Amendment #24/25-1: Ordinance to amend various miscellaneous Zoning Code technical standards and set a Public Hearing for October 22, 2024.
8. Minutes of Boards & Commissions:
 - a. Zoning Board of Appeals: August 12, 2024
 - b. Environmental Board: June 12, 2024
 - c. Brownfield Redevelopment Authority: August 1, 2024
9. Materials Transmitted.
10. Calendar of Meetings:
 - Historic District Commission: Wednesday, October 2 at 8:30 a.m. in Conference Room 1.
 - Park Board: Wednesday, October 2 at 6:30 p.m. at Schrier Park (850 W. Osterhout).
 - Human Services Board: Thursday, October 3 at 5:30 p.m. in Conference Room 1.
 - Planning Commission: Thursday, October 3 at 7:00 p.m. in the City Council Chambers.
 - City Council: Board and Commission Interviews: Tuesday, October 8 at 4:30 p.m. in Conference

Room 1.

- C. Communications:
- D. Public Hearings:
- E. Regular Business Agenda:
- F. Unfinished Business:
- G. Council Committee Reports:
- H. New Business:
- I. Statements of City Council and City Manager.

Adjournment.



CITY OF PORTAGE PROCLAMATION

National Ovarian Cancer Awareness Month

- WHEREAS,** Ovarian Cancer affects women between the ages 35-74 and is the fifth leading cause of cancer death in women in the United States; and
- WHEREAS,** this year, nearly 20,000 women in the United States will be diagnosed with ovarian cancer because it is hard to detect and frequently discovered in advanced stages; and
- WHEREAS,** ovarian cancer is rare with about 1.3 percent of women diagnosed with ovarian cancer at some point in their life, but because it often goes untreated until the disease has advanced, the survival rate is low, with a five-year relative survival rate of 51 percent; and
- WHEREAS,** risk factors for developing ovarian cancer include family history and the presence of inherited gene mutations (BRCA1 and BRCA2), which increase the risk of female breast and ovarian cancers, amongst others; and
- WHEREAS,** with no early detection tests for ovarian cancer, women should get annual routine check-ups minimally as the treatment works best when ovarian cancer is found in its early stages; and
- WHEREAS,** the World Ovarian Cancer Day theme is “No Woman Left Behind”, emphasizing the need to spread knowledge about screening, symptoms, and early diagnosis to every woman; and
- WHEREAS,** teal is used as the color for ovarian cancer awareness ribbons; ovarian cancer symptoms can be very subtle or unclear which makes it easy to miss, hence a bright and vibrant, teal-colored ribbon is used to bring awareness to the disease.
- NOW, THEREFORE, BE IT RESOLVED THAT** I, Mayor Patricia M. Randall, do hereby proclaim September 2024 as National Ovarian Cancer Awareness Month in the City of Portage and call upon citizens to speak with their doctors and healthcare providers to learn more about ovarian cancer and increase awareness to better detect and treat ovarian cancer.

Signed this 24th day of September, 2024.

Patricia M. Randall, Mayor

**SPECIAL MEETING
PORTAGE CITY COUNCIL
MINUTES FROM SEPTEMBER 10, 2024**

CALL TO ORDER: Mayor Patricia Randall called the Special Meeting to order at 04:30 PM in Conference Room #1 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 Operating Officer Adam Herringa, Chief Development Officer Peter Dame, and City Clerk Erica Eklov.

BUSINESS:

Meet in Closed Session: Motion by Burns, seconded by Young, to meet in Closed Session pursuant to MCL 15.268 Sec. 8(d). Upon a roll call vote, motion carried 7 to 0.

(Entered closed session at 4:31 PM)

(Resumed open session at 5:58 PM)

SUMMARY DISCUSSION: None.

PUBLIC COMMENT: None.

ADJOURNMENT: Mayor Randall adjourned the meeting at 5:59 PM.

Erica L. Eklov, City Clerk

CITY COUNCIL MEETING MINUTES FROM SEPTEMBER 10, 2024

CALL TO ORDER: Mayor Patricia Randall called the Regular Meeting to order at 06:05 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 Operating Officer Adam Herringa, Chief Development Officer Peter Dame, City Attorney Catherine Kaufman, and City Clerk Erica Eklov.

At the request of Mayor Randall, the audience observed a moment of silence in honor of the community's seniors and to reflect on their wisdom and contributions to the community. Following the moment of silence, the City Council recited the Pledge of Allegiance.

PROCLAMATIONS:

Big Brothers Big Sisters Month: Nathifa Sligh, Director of Programs from Big Brothers Big Sisters, and staff member Melinda Andrews, alongside Board Members Kari Brown and Eric Bird, read the proclamation. Following the proclamation, Director Sligh provided activities entailed with National Big Brothers Big Sisters Month, including wearing the color green. Mayor Randall asked how many kids were from Portage. Director Sligh was unsure but noted that 80 children were on the waitlist in the four-county area.

National Senior Center Month: Senior Citizens Advisory Board member Art Roberts read the proclamation. Mayor Randall thanked Mr. Roberts for his 22 years of service and those in the audience as well.

National Suicide Prevention Month: Ashley Kip introduced herself, noting she was filling in for Sarah Mead from Gryphon Place and read the proclamation. Following the proclamation, Ms. Kip noted that September 10 was National Suicide Prevention Day and detailed additional activities for September as Suicide Prevention Month.

PETITIONS AND STATEMENTS OF CITIZENS:

1. Alan Loveridge (Marcellus) spoke on potential traffic solutions in construction zones.
2. Jessica Swigert (10426 Pennridge Drive) stated she was president of the Pennridge Trail Homeowners Association and relayed motorists' speeding concerns relating to the adjacent condo development. She asked the City Administration to review the matter and contact her with potential solutions.

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 Young, 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 Young, seconded by Ledbetter, to approve the Regular Meeting minutes of August 27, 2024. Upon a roll call vote, motion carried 7 to 0.

Accounts Payable Register: Motion by Young, seconded by Ledbetter, to approve the Accounts Payable Register of September 10, 2024, as presented. Upon a roll call vote, motion carried 7 to 0.

Austin Lake Trail Easements Vacation: Motion by Young, seconded by Ledbetter, to accept the resolutions to transfer title of three out lots, vacate Austin Lake Trail unused permanent easements, and acquire trail and right-of-way deeds; place the resolution to transfer title and vacate on file with City Clerk for at least 28 days; and take final action on October 8, 2024. Upon a roll call vote, motion carried 7 to 0.

Portage Road Lake Center Corridor Project - Tabulation of Engineering Proposals: Motion by Young, seconded by Ledbetter, to award a contract to perform design engineering services for Portage Road Lake Center Corridor to Wightman, of Kalamazoo, Michigan, in the not-to-exceed amount of \$1,406,888; and, amend the Fiscal Year 2024-2025 Capital Improvement Program budget in the amount of \$400,000 to be funded via a Kalamazoo County Brownfield reimbursement related to the Lovers Lane 4-to-3 lane conversion and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

Intergovernmental Housing Provision Agreement and Budget Amendment: Motion by Young, seconded by Ledbetter, to approve the intergovernmental agreement for housing service provision and amend the 2024-25 General Fund Budget by allocating \$500,000 from the fund balance to address the unforeseen expense, 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.

Disposition of Surplus Vehicles: Motion by Young, seconded by Ledbetter, to approve the disposition of surplus City property to transfer ownership of two end-of-life Crown Victoria Vehicles (a 2010 Ford-Taurus, mileage 111,826; and a 2011 Ford-Taurus, mileage 105,168) to Kalamazoo Township Police Department at a price to be consistent with current value (\$4,000 each) and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

Minutes of Boards & Commissions: Motion by Young, seconded by Ledbetter, to receive the minutes of the Park Board of July 10, 2024, and Human Services Board of April 4, 2024. Upon a roll call vote, motion carried 7 to 0.

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

COMMUNICATIONS:

Senior Citizens Advisory Board: Chair Linda Zoeller presented the annual update of the Senior Citizens Advisory Board, providing current membership and attendance statistics of the Zhang Portage Senior Center. She also relayed updates regarding programming, services, member satisfaction, and licensing. Ms. Zoeller also praised the Center's staff, noting the Board plans to continue supporting staff in an effort to meet members' needs and remain a leader in the community.

Mayor Randall noted the Board's call for additional staffing and asked whether there were any additional needs. Ms. Zoeller responded cheerfully about funding. Mayor Randall complimented the success story of the new senior center. Councilmember Miller highlighted the upcoming Board openings, as well as the staffing. Councilmember Burns thanked Ms. Zoeller for her presentation, noting his own mother had recently attended a self-defense class at the Center. Mayor Randall closed with compliments for the Center housing Team Rubicon following the May 7th tornado.

Motion by Burns, seconded by Urban, to receive the presentation of the Senior Citizens Advisory Board. Upon a voice vote, motion carried 7 to 0.

COUNCIL COMMITTEE REPORTS: Mayor Pro Tem Pearson provided an update regarding the Central County Transportation Authority. Councilmember Young relayed information regarding the Portage Community Center Board.

Motion by Burns, seconded by Miller, to receive the Council Committee Reports as presented. Upon a voice vote, motion carried 7 to 0.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Urban noted the intergovernmental agreement for housing service provision with Kalamazoo County approved as part of the Consent Agenda.

Councilmember Ledbetter expressed sympathy to those affected by suicide and noted the preference to utilize the phrase "died by suicide." He also provided a reminder regarding PA 17 of 2023 requiring those with firearms to secure them in a locked storage area, especially as it pertained to children.

Councilmember Miller thanked Big Brothers Big Sisters for attending, urging continued support of the organization. She also thanked Art Roberts for his attendance as it related to Portage Rotary. Councilmember Miller then complimented the Senior Center, noting loneliness as a major health factor for seniors. She closed with a mention of the upcoming Michigan Municipal League Conference.

Councilmember Young highlighted several topics included in the September Portage, including the upcoming city events and the School Resource Officer article in relation to recent school violence in Georgia.

Councilmember Burns had no comment.

City Manager McGinnis provided a capital projects update, as well as a reminder about the upcoming property tax deadline with the Treasury Office remaining open until 5 pm on Friday. He also highlighted a recent television program featuring Fire Captain Bill Graham, Horizon Bank's upcoming Day of Caring, and wearing green in honor of Big Brothers Big Sisters.

Mayor Pro Tem Pearson noted the upcoming high temperatures and urged everyone to enjoy the outdoors before the onset of the fall season.

Mayor Randall noted that September 17 would be National Voter Registration Day, with a City Clerk's Office registration drive at each of the Portage Public High Schools. She encouraged the Clerk to also include the local Catholic and Christian-based high schools. Mayor Randall also noted that the October *Portager* would include her Mayor's column on voter confidence with the upcoming General Election and closed by advocating for the Clerk's Office to have a smooth election.

ADJOURNMENT: Mayor Randall adjourned the meeting at 6:47 PM.

Erica L. Eklov, City Clerk

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

ACTION RECOMMENDED: Approve the Accounts Payable Register of September 24, as presented.

The City Council reviews and approves the bi-weekly Accounts Payable Register which includes automated clearing house payments, paper checks, auto-pay payments, electronic payments and credit card payments. The attached Accounts Payable Register covers the period September 1, 2024, through September 14, 2024, and notes \$562,361.68 in automated clearing house payments, \$1,403,499.24 in paper checks, \$190,217.92 in auto-pay payments, \$24,277,280.54 in electronic payments, and \$20,151.73 in credit card payments (Aug), for a grand total of \$26,453,511.11.

FUNDING: Not Applicable

Attachments: 1. Accounts Payable Register of September 24, 2024

ACCOUNTS PAYABLE REGISTER
Check Dates From: 9/01/2024 to 9/14/2024

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Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
09/06/2024	22349(A)	NATIONAL TELEPHONE MESSAGE CORP	MISC SUPPLIES FOR CERT	1,975.77
09/10/2024	22350(A)	CITY EMPLOYEE	REISSUE REJECTED DIRECT DEPOSIT	300.00
09/13/2024	22351(A)	13 COOKIES LLC	REIMBURSEMENT FOR SNAP	12.00
09/13/2024	22352(A)	A I S CONSTRUCTION EQUIP. CO.	REPAIR & MAINTENANCE SUPPLIES	207.97
09/13/2024	22353(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SVCS - CELERY FLATS HISTORICAL	1,085.00
09/13/2024	22354(A)	ALRO STEEL CORPORATION	REPAIR & MAINTENANCE SUPPLIES	90.50
09/13/2024	22355(A)	AMAZON.COM SALES, INC.	OFC SUP-PZSC; BLDG SUP-FD; POISON IVY WIPES-PR	3,057.92
09/13/2024	22356(A)	VOID		0.00
09/13/2024	22357(A)	AMERICAN SAFETY & FIRST AID	SAFETY & FIRST AID SUP-MULT LOCS	445.82
09/13/2024	22358(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL SERVICES	300.00
09/13/2024	22359(A)	ARENA, TRACI	PER DIEM-LAW ENFORCE RECORDS MGMT CONF	122.50
09/13/2024	22360(A)	BAREITHER, CHAD	STRATEGIC PLANNING	2,905.00
09/13/2024	22361(A)	BARRETT, KIMBERLY	PZSC PROG INSTRUCTOR CAGED BEAD PENDANTS	130.00
09/13/2024	22362(A)	BAUCKHAM, THALL, SEEGER, KAUFMAN	ATTORNEY FEES SEPTEMBER 2024	19,750.32
09/13/2024	22363(A)	BEST WAY DISPOSAL, INC.	CURBSIDE RECYCLING PROGRAM	66,646.46
09/13/2024	22364(A)	BEYER, NICHOLAS	TUITION REIMBURSEMENT	342.02
09/13/2024	22365(A)	BLOCK, MARY BETH	REIMB - 3CMA CONFERENCE EXPENSES	778.21
09/13/2024	22366(A)	C M P DISTRIBUTORS, INC.	MISC POLICE SUPPLIES	2,125.00
09/13/2024	22367(A)	CARLETON EQUIPMENT CO.	REPAIR & MAINTENANCE SUPPLIES	2,776.21
09/13/2024	22368(A)	CHARTER COMMUNICATIONS	CABLE TV	373.99
09/13/2024	22369(A)	CLEAN EARTH ENVIRONMENTAL SERV	FIRE FACILITY MAINT	1,969.25
09/13/2024	22370(A)	CLEAN HARBORS ENVIRONMENTAL SERVICE	SEWER BLOCK STATION MAINTENANCE	2,164.00
09/13/2024	22371(A)	COMPLETE LANDSCAPING SOLUTIONS	LAWN MOWING SERVICES	650.00
09/13/2024	22372(A)	CONSOLIDATED ELECTRICAL DIST INC	LEXINGTON GR-UNDERGROUND ELECTRICAL SUP	817.50
09/13/2024	22373(A)	CONTINENTAL LINEN SERVICES	LINENS-PZSC PROGRAM AND ACTIVITIES	84.38
09/13/2024	22374(A)	CROWN TROPHY	NAME PLATES TAGS NEW EMPLOYEE	204.56
09/13/2024	22375(A)	DEER CONTRACTING & LANDSCAPE	SIDEWALK REPAIR/REPLACEMENTS	5,108.00
09/13/2024	22376(A)	ESCAPE FIRE & SAFETY SERVICES, INC.	TINK , SPREADER CART PARTS/LABOR	4,103.62
09/13/2024	22377(A)	ETNA SUPPLY, INC.	REPAIR & MAINTENANCE SUPPLIES	828.04
09/13/2024	22378(A)	FELDT, ERIC	PER DIEM-APAMI PLANNING CONF	80.00
09/13/2024	22379(A)	FIDELITY SECURITY LIFE INSURANCE CO	VISION INSURANCE	1,540.64
09/13/2024	22380(A)	FIRE SERVICE MANAGEMENT	FIRE PPE CLEANING	191.50

ACCOUNTS PAYABLE REGISTER
Check Dates From: 9/01/2024 to 9/14/2024

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Check Date	Check	Vendor Name	Description	Amount
09/13/2024	22381(A)	FONGER, JASON	PER DIEM-TASER INSTRUCTOR TRAINING	82.00
09/13/2024	22382(A)	FULL CIRCLE FARM	REIMBURSEMENT FOR SNAP, DUF, SPF	75.00
09/13/2024	22383(A)	GRIFFIN PEST SOLUTIONS	PEST CONTROL SERVICES	61.00
09/13/2024	22384(A)	HOFFMAN BROTHERS, INC.	RAMONA PARK PLAT STREET RECONSTRUCTION	184,345.80
09/13/2024	22385(A)	HURLEY & STEWART, LLC	STORM DRAINAGE IMPROVEMENTS PROJECT	48,343.73
09/13/2024	22386(A)	INDUSCO SUPPLY CO., INC.	JANITORIAL SUPPLIES	673.50
09/13/2024	22387(A)	JENSEN, GARY	PER DIEM-PLUMBING INSPEC ASSOC CONF	91.50
09/13/2024	22388(A)	KENDALL ELECTRIC, INC.	LAKEVIEW PARK SITE LIGHTING SUPPLIES	339.66
09/13/2024	22389(A)	KIMBLE, BENJAMIN	PER DIEM-SHOOTING RECONSTRUCTION TR	332.00
09/13/2024	22390(A)	KIMBLE, BENJAMIN	PER DIEM-PRECISION DRIVING INSTRUCTOR PROG	519.00
09/13/2024	22391(A)	KUSHNER & COMPANY, INC.	COBRA AND FSA ADMINISTRATION	257.57
09/13/2024	22392(A)	LAWSON PRODUCTS, INC	PORTABLE MAGNETIC DRILL	1,570.12
09/13/2024	22393(A)	MACQUEEN EQUIPMENT LLC	SWEEPER REPAIR/MAINTENANCE	1,625.61
09/13/2024	22394(A)	MARTIN SPRING & DRIVE, INC.	VEH REAR BUSHINGS & AIR VALVE/SPRINGS REPL	3,398.11
09/13/2024	22395(A)	MATTAWAN MUSHROOM CO	REIMBURSEMENT FOR SNAP, DOUBLE UP FOOD	154.00
09/13/2024	22396(A)	MATTISON, MEGAN	PZSC BAKING INSTRUCTOR CREME'	360.00
09/13/2024	22397(A)	MCNALLY ELEVATOR CO.	ELEVATOR REPAIR SERVICE	57.00
09/13/2024	22398(A)	MEJEUR ELECTRIC LLC	MISC ELECTRICAL SVCS	1,014.00
09/13/2024	22399(A)	METRONET HOLDINGS LLC	INTERNET FIBER, CABLE ACCESS, PHONE SVCS	4,483.94
09/13/2024	22400(A)	MORAN, KYLE	PER DIEM-TASER INSTRUCTOR TRAINING	82.00
09/13/2024	22401(A)	MOTOR PARTS AND EQUIPMENT CORP	REPAIR & MAINTENANCE SUPPLIES	809.23
09/13/2024	22402(A)	MUNICIPAL EMERGENCY SERVICES INC	SCBA TRAINING	200.00
09/13/2024	22403(A)	NORMAN CAMERA CO.	FIRE FACILITIES-PHOTOS	459.85
09/13/2024	22404(A)	NYE UNIFORMS	POLICE/FIRE UNIFORMS	1,377.75
09/13/2024	22405(A)	O'BOYLE-COLWELL-BLALOCK & AS.	LAKEVIEW PARK PHASE 1 & II A&E SVCS	3,566.25
09/13/2024	22406(A)	ONSTAFF GROUP SERVICES LLC	TEMPORARY EMPLOYEE SVCS	3,738.51
09/13/2024	22407(A)	PEERLESS-MIDWEST, INC.	AIRBURSTING WELL REHABILITATION	15,750.00
09/13/2024	22408(A)	PERRY, TINA	REIMBURSE FOR HSB MEETING SNACKS	5.98
09/13/2024	22409(A)	PRINTING SERVICES INC	PRINTING SVCS - FALL/WINTER PARKS PROG	10,679.63
09/13/2024	22410(A)	QUADRANT II MARKETING, LLC	PZSC MONTHLY NEWSLETTER SEPT/OCT 2024	2,922.00
09/13/2024	22411(A)	REPUBLIC SERVICES OF WEST MICHIGAN	WASTE SERVICES FOR CITY FACILITIES	1,791.83
09/13/2024	22412(A)	SARKOZY BAKERY LLC	REIMBURSEMENT FOR SNAP	72.00
09/13/2024	22413(A)	SPC SPECIALTY PRODUCTS, LLC	BUCKET PATCH FOR MAJOR & LOCAL STREETS	3,916.00

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09/13/2024	22414(A)	STOUT, MELISSA JOY	PZSC FITNESS INSTRUCTOR CHAIR YOGA, BARR	360.00
09/13/2024	22415(A)	TANNER, STEVE	REIMB-EMS LICENSE RENEWAL	25.00
09/13/2024	22416(A)	TERMINAL SUPPLY CO.	FLEET SAFETY LIGHTS	190.91
09/13/2024	22417(A)	TMK WORLDWIDE, LLC	METER SERVICE	655.74
09/13/2024	22418(A)	TRUMAN, JACQUELINE	PER DIEM-LAW ENFORCE RECORDS MGMT CONF	122.50
09/13/2024	22419(A)	UNITED PETROLEUM	GAS & DIESEL PUMP SUPPLIES	497.08
09/13/2024	22420(A)	VANDYKEN, JUSTIN	PER DIEM-SHOOTING RECONSTRUCTION TR	332.00
09/13/2024	22421(A)	VEOLIA WATER CONTRACT OPERATIONS	WATER SYSTEM CHEMICALS	54,958.79
09/13/2024	22422(A)	WAYNE COUNTY APPRAISAL LLC	ASSESSING SERVICES	40,923.16
09/13/2024	22423(A)	WIGHTMAN	ENGINEERING SVCS - MULT LOCS	45,896.75
09/13/2024	22424(A)	WINDER POLICE EQUIPMENT, INC.	TORNADO - FUSES/FLARES REPLACEMENT	3,999.00
09/13/2024	22425(A)	ZHAO, BIQI	PER DIEM-APAMI PLANNING CONF	80.00
Total ACH				562,361.68

Check Type: Paper

09/06/2024	328452	CIMCO REFRIGERATION	COMPRESSOR 1 OIL FAILURE REPAIR-ICE RINK	2,383.30
09/06/2024	328453	DEKEMA, ALTA	PZSC PROGRAM PAYMENT REIMBURSEMENT	185.03
09/06/2024	328454	PETTY CASH-DANA FAIR	REPLENISHMENT CHECK	645.56
09/06/2024	328455	STANTEC CONSULTING SERVICES INC	INVASIVE SPECIES ERADICATION	2,817.67
09/13/2024	328456	76TH DISTRICT COURT	OUT OF COUNTY BOND	500.00
09/13/2024	328457	A BETTER WAY TREE CARE LLC	TREE REMOVAL SERVICES	3,975.00
09/13/2024	328458	ABRAMS, DENISE	PZSC TRIP DEPARTMENT REFUND 24.09.21	2,949.00
09/13/2024	328459	ADAMS, PEGGY	PZSC TRIP DEPARTMENT REFUND 24.12.11	80.00
09/13/2024	328460	ADP SCREENING & SELECTION SERVICES	BACKGROUND SERVICES	35.99
09/13/2024	328461	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	119.00
09/13/2024	328462	ALLIED MECHANICAL SERVICE	HVAC SERVICES	260.00
09/13/2024	328463	ANGELICI, PEGGY	PZSC PROGRAM PAYMENT REFUND BARR CLASS	101.00
09/13/2024	328464	ARROWHEAD SCIENTIFIC, INC.	MISC EVIDENCE SUPPLIES	357.33
09/13/2024	328465	ASCENSION BORGESS HOSPITAL	PHYSICAL EXAMS	264.00
09/13/2024	328466	BADGER EVERGREEN NURSERY LLC	2024 TRADITIONAL HOLIDAY LIVE TREES	900.00
09/13/2024	328467	BAILEY'S MEATS	REIMBURSEMENT FOR SNAP	81.00
09/13/2024	328468	BAKER, PHILLIP	2024 SUMMER TAX REFUND DUE PRE CHANGE	1,304.27
09/13/2024	328469	BAY AREA TOUCHLESS CARWASH LLC	CAR WASHES	280.00

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Check Date	Check	Vendor Name	Description	Amount
09/13/2024	328470	BEGGS, CAROLYN	REFUND STEP UP KIDS RUN CLUB	156.00
09/13/2024	328471	BERGER CHEVROLET	SILVERADO LAB VEHICLE	55,921.00
09/13/2024	328472	BEVEL GARDENER & ASSOCIATES	REGISTRATION-BLOODSTAIN PATTERN ANALYSIS	695.00
09/13/2024	328473	BROWN, JULIA	FALL FEST POTTERY DEMONSTRATIONS	200.00
09/13/2024	328474	BRUSH, BENJAMIN	REIMBURSEMENT FOR SNAP	108.00
09/13/2024	328475	BURGWALD, RAY	ADVANCED DISC GOLF EXPERIENCE REFUND	15.00
09/13/2024	328476	CAPITOL STRATEGIES, LLC	CONSULTING SERVICES	6,000.00
09/13/2024	328477	CHICAGO TITLE OF MICHIGAN, INC.	CDBG - TITLE SEARCH	150.00
09/13/2024	328478	CHO CONSULTING, INC./NOVINZIO	DIGITAL SIGNATURE SUBSCRIPTION	660.00
09/13/2024	328479	CITY OF KALAMAZOO TREASURER	SANITARY SEWER CHARGES	454,441.60
09/13/2024	328480	CITY OF PORTAGE	UTILITY BILLING REFUND	515.05
09/13/2024	328481	CLASSIC CARRIAGE LLC	FALL FEST HORSE & CARRIAGE DEPOSIT	100.00
09/13/2024	328482	CLASSIC CARRIAGE LLC	FALL FEST HORSE & CARRIAGE BALANCE	800.00
09/13/2024	328483	COLASANTI, CAITLYN	RAMONA PARKING VOUCHERS REFUND	180.00
09/13/2024	328484	CONSUMERS ENERGY - CEM	SANITARY SWR STATION-ELEC RELOCATE	1,444.00
09/13/2024	328485	COPLIN, LAINE	STEP UP KIDS RUN CLUB SESSION 3 (AGES 4-	60.00
09/13/2024	328486	CT ELECTRICAL SERVICES, INC.	GARDEN LN WELLHOUSE TRANSFER SWITCH	26,500.00
09/13/2024	328487	CUNNINGHAM, DANIEL R	PZSC COOKING INSTRUCTOR FRENCH CREPES	371.67
09/13/2024	328488	DAIGLE LAW GROUP LLC	REGISTRATION-INTERNAL AFFAIRS TRAINING	695.00
09/13/2024	328489	DAVIS, BOB	REIMBURSEMENT FOR SPRINKLER LINE REPAIR	94.00
09/13/2024	328490	DAY, LAUREL	PZSC CHARCUTERIE INSTRUCTOR	250.00
09/13/2024	328491	DEARBORN LIFE INSURANCE COMPANY	LIFE, LTD, AND STD INSURANCE	11,559.80
09/13/2024	328492	DENNY'S SAW CRIB	CHAINSAW REPAIRS	330.97
09/13/2024	328493	DEVON TITLE AGENCY	OVERPAYMENT OF FINAL UTILITY BILL	8.02
09/13/2024	328494	DIGITAL IMPACT DESIGN, INC.	MEMORIAL BENCH PLAQUE	32.75
09/13/2024	328495	DRIESEN & ASSOCIATES INC	ENGINEERING SVCS	251.30
09/13/2024	328496	DUTCHMAN ORCHARDS, LLC	REIMBURSEMENT FOR SNAP AND DUFB	602.00
09/13/2024	328497	ELITE PIPELINE SERVICES, INC	PIPE LINING INSTALLATION	23,490.00
09/13/2024	328498	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS & POL VEH MAINTENANCE	1,161.61
09/13/2024	328499	ENVIRONMENTAL RESOURCES GROUP, LLC	STORM WATER MONITORING PROGRAM	7,071.03
09/13/2024	328500	EVERLAST CLIMBING INDUSTRIES, INC.	LAKEVIEW BIKE REPAIR STATION	2,259.00
09/13/2024	328501	FADER EQUIPMENT, INC.	REPAIR & MAINTENANCE SUPPLIES	119.04
09/13/2024	328502	FALZONE, DEANNA	STUART MANOR DEPOSIT REFUND	150.00

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09/13/2024	328503	FIELDS, ANTHONY J	PZSC PERFORMER 9.12.24	800.00
09/13/2024	328504	FLINT NEW HOLLAND, INC.	REPAIR PARTS/SUPPLIES	1,422.46
09/13/2024	328505	FORCE SCIENCE, LTD	REG-REALISTIC DE-ESCALATION INSTRUCTOR TR	495.00
09/13/2024	328506	FORENSIC PIECES LLC	REGISTRATION-SHOOTING RECONSTRUCTION	1,350.00
09/13/2024	328507	FULTON & SONS INC., JAMES E	FIRE STATION 3 RAMP PROJECT VALVE BOXES	2,729.00
09/13/2024	328508	GALLS PARENT HOLDINGS, LLC	FIRE UNIFORMS	353.93
09/13/2024	328509	GARBACZ, THERESA	PZSC TRIP DEPARTMENT REFUND 24.09.10	25.00
09/13/2024	328510	GIVE 'EM A BRAKE SAFETY INC.	GUARDRAIL REPAIR	5,985.00
09/13/2024	328511	GOLDSBERRY, JOSEPH	CDBG - REPLACE ROOF	9,350.00
09/13/2024	328512	GOLLIN, KENNEDY	TRAD HOL HORSE & CARRIAGE	100.00
09/13/2024	328513	GOOD, DONALD	FALL FEST GLASS BLOWING DEMONSTRATION-DEP	150.00
09/13/2024	328514	GOOD, DONALD	FALL FEST GLASS BLOWING DEMONSTRATION-BAL	478.40
09/13/2024	328515	GORDON FOOD SERVICE	RAMONA CONCESSION & PZSC COFFEE BAR SUP	418.66
09/13/2024	328516	GRANT, JOYCE	PZSC TRIP DEPARTMENT REFUND 24.09.10	25.00
09/13/2024	328517	GREAT LAKES CHEMICAL SERVICES INC	PROTECTIVE CERAMIC COATING	500.00
09/13/2024	328518	GROH, DAWN	SCHRIER PARK BLD DEPOSIT REFUND	150.00
09/13/2024	328519	GROTHAUSE, DAVID	REIMBURSEMENT FOR SNAP	8.00
09/13/2024	328520	HOME DEPOT	REPAIR & MAINTENANCE SUPPLIES	2,361.72
09/13/2024	328521	VOID		0.00
09/13/2024	328522	HOOLEY, DEREK	PETTING FARM FOR TRAD HOL & FALL FEST	1,950.00
09/13/2024	328523	INGALLS, ANDRIANA	SCHRIER PARK BLD DEPOSIT REFUND	150.00
09/13/2024	328524	INTERSTATE ALL BATTERY CENTER	BATTERY - MESSAGE TRAILER	1,799.92
09/13/2024	328525	INTERSTATE OFFICE INTERIORS	CUBICAL PANEL, CHAIR	900.00
09/13/2024	328526	IRISH ROOFING & EXTERIORS	KAL CO - REPLACE HOUSE & GARAGE ROOF	8,200.00
09/13/2024	328527	J & J LOCKSMITHS	INSTALL DOOR LOCK - RAMONA RESTROOM	200.00
09/13/2024	328528	JOHNSON, ALEXIS	PER DIEM-APAMI CONF	80.00
09/13/2024	328529	K2AVL INC	BLK HISTORY MO, CONCERT SOUND, PROJECTOR	2,015.00
09/13/2024	328530	KAL-CREEK COMMERCIAL APPRAISERS, LC	227 BROWN STREET APPRAISAL UPDATE	1,500.00
09/13/2024	328531	KALAMAZOO BOOK ARTS CENTER	FALL FEST BOOK CRAFT & DEMONSTRATION	350.00
09/13/2024	328532	KALAMAZOO COUNTY CLERK	MSHDA NEP HOEK & DUNN MORTGAGE RECORDING	60.00
09/13/2024	328533	KALAMAZOO COUNTY HEALTH & COMMUNITY	HOUSEHOLD HAZARDOUS WASTE PROGRAM	7,475.39
09/13/2024	328534	KALAMAZOO COUNTY TREASURER	COLONIAL ACRES AUG 2024 MOBILE HOME TAX	257.50
09/13/2024	328535	KALAMAZOO COUNTY TREASURER	PRE CHANGES FOR PRIOR YEAR 2023	59.44

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09/13/2024	328536	KALAMAZOO LANDSCAPE SUPPLIES	RESTORATION SUPPLIES FOR PARKS	695.25
09/13/2024	328537	KALAMAZOO LOG CABIN QUILTERS	FALL FEST QUILT DEMONSTRATIONS	200.00
09/13/2024	328538	KING, CHRISTOPHER	ALUMINUM PARTITION BRACKETS	3,784.19
09/13/2024	328539	KLEMM, KARL	PER DIEM-MI COMM ASSOC OF MAPPING PROF	147.50
09/13/2024	328540	KONICA MINOLTA BUSINESS SOLUTIONS	KONICA MINOLTA PRINTER LEASE	785.69
09/13/2024	328541	KZOO TIRE COMPANY	POLICE VEHICLE REPAIR/MAINTENANCE	901.30
09/13/2024	328542	LAKELAND ASPHALT CORP.	MILL & FILL LOCAL/MAJORS PROJ	527,853.69
09/13/2024	328543	LANGUAGE LINE, INC	LANGUAGE SERVICES	157.70
09/13/2024	328544	LEE, JINWON	LAKEVIEW PARK PAVILION REFUND	100.00
09/13/2024	328545	LEXISNEXIS RISK DATA MANAGEMENT INC	MONTHLY ACCURINT, DORS REPORTING	1,235.00
09/13/2024	328546	LOCALITY MEDIA, INC.	FIRE SOFTWARE	36,437.63
09/13/2024	328547	MEDLER ELECTRIC COMPANY	CITY HALL - OUTDOOR GROUND BOX	125.89
09/13/2024	328548	MELLISH, ABRAHAM	FARMERS MARKET MUSIC PERFORMANCE	100.00
09/13/2024	328549	MENARDS	BUILDING MAINTENANCE SUPPLIES	1,168.06
09/13/2024	328550	MI ASSOC. OF CHIEFS OF POLICE	REGISTRATION-MACP WINTER CONFERENCE	280.00
09/13/2024	328551	MI-TOKEN INC.	TWO FACTOR AUTHENTICATION	600.00
09/13/2024	328552	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR & MAINT	1,314.45
09/13/2024	328553	MICHIGAN ASSOC. OF SENIOR CENTERS	REG-MI ASSOC OF SENIOR CENTERS CONF	900.00
09/13/2024	328554	MICHIGAN FIRE INSPECTORS SOCIETY	REGISTRATION-FIRE INSPECTOR I CEU	75.00
09/13/2024	328555	MICHIGAN PAVEMENT MARKINGS LLC	MAJOR ROADS LINE STRIPING	73,204.20
09/13/2024	328556	MICHIGAN STATE FIREMANS ASSOC.	FIRE TRAINING BOOKS	361.76
09/13/2024	328557	MICHIGAN STATE POLICE	REG-TECHNICAL TRAFFIC CRASH INVESTIGATION	1,000.00
09/13/2024	328558	MIDWEST CUSTOM EMBROIDERY COMPANY	STAFF APPAREL	90.00
09/13/2024	328559	MLIVE MEDIA GROUP	LEGAL NOTICES	1,204.51
09/13/2024	328560	MODERNISTIC CARPET CLEANING CO	CARPET CLEANING	619.40
09/13/2024	328561	MOORLAG, JOSIE LIN	YOGA 4 LIFE MANAGEMENT FEE	283.20
09/13/2024	328562	OFF THE CUFF CATERING	PZSC VETERANS LUNCHEON	1,474.50
09/13/2024	328563	OFFICE DEPOT, INC.	OFFICE SUPPLIES	428.70
09/13/2024	328564	PELL, MORGAN SIERRA	FALL FEST BROOM MAKING DEMONSTRATIONS	200.00
09/13/2024	328565	PETERMAN CONCRETE CO.	LEXINGTON GREEN-CONCRETE FOR SITE LIGHTING	407.50
09/13/2024	328566	PETITE BAKERY LLC	REIMBURSEMENT FOR SNAP	33.00
09/13/2024	328567	PIAM	REG-PLUMBING INSPEC ASSOC OF MI CONF	800.00
09/13/2024	328568	PORTAGE PUBLIC SCHOOLS (TRANS)	BUS TRIP- WOLF LAKE FISH HATCHERY	234.98

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09/13/2024	328569	RATHCO SAFETY SUPPLY, INC.	MISC TRAFFIC CONES & SUPPLIES	855.20
09/13/2024	328570	REED, MARY Y	FALL FEST WHEAT WEAVING DEMONSTRATIONS	200.00
09/13/2024	328571	RENOVATION CHURCH	RAMONA PARKING VOUCHERS REFUND	130.00
09/13/2024	328572	RESTORATIVE LAKE SCIENCES, LLC	WEST LAKE WEED MANAGEMENT PROGRAM	1,875.00
09/13/2024	328573	REYNEL, ALEJANDRA	GRAIN ELEVATOR DEPOSIT REFUND	150.00
09/13/2024	328574	RIVERSIDE INTEGRATED SYSTEMS, INC.	MONITOR FIRE ALARM	270.00
09/13/2024	328575	ROBINSON, JOANNIE C	REIMBURSEMENT FOR SNAP	16.00
09/13/2024	328576	ROGERS, SCOTT	PER DIEM-PLUMBING INSPEC ASSOC OF MI CONF	91.50
09/13/2024	328577	S & T LAWN SERVICE	LEAD TRUCK/TRAILER FOR DEMOLITION	7,450.00
09/13/2024	328578	S A MORMAN & CO.	DOOR HARDWARE PZSC	80.00
09/13/2024	328579	SAFETY COMPANY, LLC	REPAIR/MAINTENANCE SUPPLIES	1,266.78
09/13/2024	328580	SHI INTERNATIONAL CORP.	VARONIS RENEWAL	24,931.80
09/13/2024	328581	SIGN SHOP OF WESTERN MICHIGAN	STAFFING BOARD MAGNET	54.00
09/13/2024	328582	SITEONE LANDSCAPE SUPPLY LLC	PARKS IRRIGATION REPAIR SUPPLIES	67.17
09/13/2024	328583	SPARTAN DISTRIBUTORS INC.	REPAIR & MAINTENANCE SUPPLIES	83.72
09/13/2024	328584	SPECTRUM PRINTERS, INC.	ELECTION SUPPLIES	489.20
09/13/2024	328585	SPIRIT SHOPPE, INC.	FIRE UNIFORMS	126.00
09/13/2024	328586	STATE OF MICHIGAN	DRY GAS CANISTERS	310.00
09/13/2024	328587	STATE OF MICHIGAN	SOR FEES	30.00
09/13/2024	328588	STATE SYSTEMS RADIO, INC	RADIO SERVICES FEES	561.00
09/13/2024	328589	STEENSMA LAWN & POWER EQUIPMENT	SMALL EQUIP REPAIR & MAINT	1,079.78
09/13/2024	328590	SULLENBERGER, JORDAN	BD BOND REFUND	300.00
09/13/2024	328591	SUNBELT RENTALS, INC.	SAW & BLADE RENTAL	690.65
09/13/2024	328592	SWENSON, CONNIE	PZSC TRIP REFUND DEPARTMENT 24.12.02	50.00
09/13/2024	328593	T & D CONCRETE CONSTRUCTION LLC	CONCRETE - 5003 S WESTNEDGE	3,825.30
09/13/2024	328594	TEAM SUPPORT SERVICES, LLC	RECORDS MGMT	756.35
09/13/2024	328595	TERNIKAR, PRATHAMESH	REFUND STEP UP KIDS RUN CLUB	78.00
09/13/2024	328596	TIRRELL, PAT	MOMASH STRAW BALES	200.00
09/13/2024	328597	TOMACARI, ANDREW	FALL FEST MUSICIAN & SOUND	500.00
09/13/2024	328598	TRUGREEN AND ACTION PEST CONTROL	MOSQUITO TREATMENT	1,080.59
09/13/2024	328599	U S SIGNAL COMPANY, LLC	MONTHLY INTERNET FIBER SERVICES	900.00
09/13/2024	328600	ULINE, INC.	TORNADO - PZSC UMBRELLAS	1,438.00
09/13/2024	328601	UNITED DISTRIBUTION GROUP	RAMONA CONCESSION SUPPLIES	229.88

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09/13/2024	328602	UNITED PARCEL SERVICE	UPS WEEKLY	18.00
09/13/2024	328603	USPS	PZSC NEWSLETTER POSTAGE	1,066.59
09/13/2024	328604	USPS	PZSC BULK MAIL	912.08
09/13/2024	328605	VANGUARD FIRE & SUPPLY CO., INC.	FIRE EXTINGUISHERS/INSPECT & REPLACE	285.00
09/13/2024	328606	WASTE MANAGEMENT	WTP IRON WASTE REMOVAL	458.50
09/13/2024	328607	WATKINS, ROSS & CO.	ACTUARIAL SERVICES	9,900.00
09/13/2024	328608	WILD, JED	REIMB EXPS-EMU FIRE STAFF & COMMAND SCHOOL	379.50
09/13/2024	328609	WILLIAMS & WORKS	ENGINEERING SVCS-ANGLING ROAD RECONS	2,655.75
09/13/2024	328610	WOLFF, KENNETH P	CORNHOLE SETS	675.00
09/13/2024	328611	WRAPS N SIGNS	FIRE TRAINING TRAILER DECAL	3,957.00
09/13/2024	328612	YEO & YEO	2023-2024 AUDIT AND ACFR PREPARATION	7,800.00
09/13/2024	328613	ZERO WASTE USA, INC.	DOG WASTE BAGS FOR PARKS	2,551.39
09/13/2024	328614	ZOLMAN TIRE INC.	TIRE REPAIR	142.00
Total Paper Checks				1,403,499.24

Check Type: Auto-Pay Payments

09/03/2024	CARD CONNECT	PROCESSING FEES	1,673.99
09/03/2024	CITY OF PORTAGE	WATER/SEWER BILLING	15,943.34
09/03/2024	CONSUMERS ENERGY	GAS-ELECTRIC	38.17
09/04/2024	CONSUMERS ENERGY	GAS-ELECTRIC	6,586.61
09/05/2024	BLUE CROSS/BLUE SHIELD OF MI	HEALTH INSURANCE	417.78
09/06/2024	MISSIONSQUARE	EMPLOYEE RETIREMENT WITHHOLDINGS	49,346.49
09/06/2024	CONSUMERS ENERGY	GAS-ELECTRIC	91,860.96
09/09/2024	INVOICE CLOUD	PROCESSING FEES	648.50
09/09/2024	CONSUMERS ENERGY	GAS-ELECTRIC	3,589.94
09/11/2024	CONSUMERS ENERGY	GAS-ELECTRIC	14,141.43
09/12/2024	CONSUMERS ENERGY	GAS-ELECTRIC	371.87
09/13/2024	CONSUMERS ENERGY	GAS-ELECTRIC	5,598.84
Total Auto-Pay Payments			190,217.92

Check Type: Electronic Payments

09/05/2024	ASU GROUP	WORKERS COMP FUNDING	14,762.83
09/06/2024	MULTIPLE	WEEKLY TAX DISBURSEMENT 8/23/24	5,180,825.12

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09/13/2024		MULTIPLE	WEEKLY TAX DISBURSEMENT 9/6/24	12,412,251.97
09/13/2024		MULTIPLE	WEEKLY TAX DISBURSEMENT 9/10/24	6,564,347.08
09/13/2024		MULTIPLE	IAFF, PPCOA, PPOA, UAW PENSION PAYMENTS	105,093.54
			Total Electronic Payments	24,277,280.54
Check Type: Credit Card				
07/31/2024		NEOGOV	HUMAN RESOURCES JOB POSTING	199.00
07/31/2024		VSP DICE CAREER SOLUTIONS	HUMAN RESOURCES JOB POSTING	495.00
08/01/2024		MICHIGAN COMMUNITY DEV	COM DEV CONFERENCE REGISTRATION	275.00
07/31/2024		DELTA AIR 0067115532668	COM DEV CONFERENCE FLIGHT	456.95
07/31/2024		COURTYARD INDIANAPOLIS	SENIOR CENTER TRAINING HOTEL STAY	522.99
07/31/2024		COURTYARD INDIANAPOLIS	SENIOR CENTER TRAINING HOTEL DEPOSIT	105.00
08/02/2024		ICMA ONLINE	CITY MANAGER CONFERENCE REGISTRATION	810.00
08/02/2024		APT US&C	TREASURY CONFERENCE REGISTRATION	499.00
08/05/2024		FAIRFIELD INN & STES P	CITY MANAGER CONFERENCE HOTEL STAY	1,520.76
08/06/2024		MGFOA REGISTRATION FEE	FINANCE TRAINING REGISTRATION	375.00
08/06/2024		MMTA	TREASURY CONFERENCE REGISTRATION	399.00
08/08/2024		POLICE TECHNICAL	POLICE TRAINING REGISTRATION	250.00
08/09/2024		MCALISTER'S 105065	MEALS FOR PARKS PERFORMERS	160.56
08/09/2024		HOLIDAY INN EXP & SUITES	MAYOR CONFERENCE HOTEL STAY	241.98
08/11/2024		DOUBLETREE HOTELS	POLICE HOTEL STAY	1,398.60
08/13/2024		EAMFORUM	HUMAN RESOURCES CONFERENCE REGISTRATION	300.00
08/14/2024		GMISMIC	IT CONFERENCE REGISTRATION	250.00
08/14/2024		PSHRA PUBLIC SECTOR HR	HUMAN RESOURCES ANNUAL MEMBERSHIP DUES	790.00
08/14/2024		GOVERNMENT FINANCE OFFIC	FINANCE TRAINING REG & MEMBERSHIP DUES	1,350.00
08/13/2024		MOUNTAIN GRD LODGE	IT CONFERENCE REGISTRATION	612.87
08/14/2024		WEDELS GARDEN CENTER	FLOWERS FOR SENIOR CENTER EVENT	1,015.86
08/14/2024		HYATT REGENCY GREENVILLE	TREASURY CONFERENCE HOTEL STAY	574.44
08/15/2024		MICHIGAN ASSOCIATION OF P	COM DEV CONFERENCE REGISTRATION	440.00
08/15/2024		MICHIGAN ASSOCIATION OF P	COM DEV CONFERENCE REGISTRATION	505.00
08/15/2024		MICHIGAN ASSOCIATION OF P	COM DEV CONFERENCE REGISTRATION	440.00
08/15/2024		BOYNE MTN LODGING	COM DEV CONFERENCE HOTEL DEPOSIT	162.71
08/16/2024		FBINAAMI	POLICE TRAINING REGISTRATION	340.00

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08/16/2024		SAMSClub.COM	SUPPLIES FOR PARKS EVENT	3,425.35
08/20/2024		FREE CONFERENCE CALL GLOB	IT CONFERENCE CALL CHARGES	19.76
08/20/2024		GRAND HOTEL	POLICE CONFERENCE HOTEL DEPOSIT	699.53
08/22/2024		SOUTHWEST 5262552749443	POLICE TRAINING FLIGHT	695.96
08/22/2024		SOUTHWEST 5262552749444	POLICE TRAINING FLIGHT	695.96
08/26/2024		GOVERNMENT FINANCE OFFICE	GFOA BUDGET AWARD APPLICATION FEE	575.00
08/26/2024		DELICATE D	PZSC EVENT DEPOSIT REFUND FOR SUPPLIES	(162.50)
08/28/2024		EXTENDEDSTAY 780	COM DEV CONFERENCE HOTEL STAY	105.11
08/28/2024		LAKEVIEW HOTEL MACKINAC	MAYOR CONFERENCE HOTEL REFUND	(416.16)
08/30/2024		BUZZSPROUT	MONTHLY PODCAST SUBSCRIPTION	24.00
			Total Credit Card Payments	20,151.73
			Grand Total	26,453,511.11

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Purchase of new roadside mowing tractor

SUPPORTING PERSONNEL: Rodney Russell, Director of Public Works

ACTION RECOMMENDED: Approve the purchase of one John Deere 5090E Cab Tractor with roadside mower for \$147,497.23 utilizing the State of Michigan MiDEAL Extended Purchasing Program and authorize the City Manager to execute all related documents on behalf of the city.

The Fiscal Year 2024-2025 Equipment Fund Capital Outlay budget includes the purchase of a roadside mowing tractor. The new vehicle would replace a 1998 John Deere unit that has exceeded the replacement mark in the strategic replacement cycle for heavy-duty equipment and its serviceable life.

The State of Michigan's MiDeal extended purchasing program allows Michigan cities, townships, villages, counties, school districts, universities, colleges, and nonprofit hospitals to buy goods and services from state contracts. The program is authorized by Michigan legislation and has been in existence since 1984. Local governments benefit directly from the reduced cost of goods and services and indirectly by eliminating the time needed to process bids. There are approximately 400 contracts available to MiDEAL members.

A quote for a John Deere 5090E Cab Tractor with roadside mower was requested from Steensma Lawn and Power Equipment of Kalamazoo, the local authorized John Deere dealer, utilizing the MiDeal pricing (contract # 240000000161). The quote, which reflects an 18% savings off the MSRP price, totals \$147,497.23. It is anticipated that the replaced vehicle would generate an estimated auction value of \$5,000 through an online bidding establishment, coordinated by the Purchasing Department. These funds would be returned to the General Fund.

It is recommended that the City Council approve the purchase of a John Deere 5090E Cab Tractor with roadside mower for \$147,497.23 utilizing the State of Michigan MiDEAL Extended Purchasing Program and authorize the City Manager to execute all related documents on behalf of the city.

FUNDING: Funds are available in the Fiscal Year 2024-2025 Equipment Fund Capital Outlay budget.

Attachments: 1. Steensma Roadside Tractor Quote



JOHN DEERE

Customer:

Quotes are valid for 30 days from the creation date or upon contract expiration, whichever occurs first.

A Purchase Order (PO) or Letter of Intent (LOI) including the below information is required to proceed with this sale. The PO or LOI will be returned if information is missing.

Vendor: Deere & Company

- ☐ 2000 John Deere Run
Cary, NC 27513

- ☐ Signature on all LOIs and POs with a signature line
- ☐ Contract name or number; or JD Quote ID
- ☐ Sold to street address
- ☐ Ship to street address (no PO box)
- ☐ Bill to contact name and phone number
- ☐ Bill to address

- ☐ Bill to email address (required to send the invoice and/or to obtain the tax exemption certificate)

- ☐ Membership number if required by the contract

For any questions, please contact:

Tom Myland

Steensma Lawn & Power Equip
7561 West Stadium Drive
Kalamazoo, MI 49009

Tel: 269-375-6476

Fax: 269-375-8193

Email: tomm@steensmalawn.com

Quotes of equipment offered through contracts between Deere & Company, its divisions and subsidiaries (collectively "Deere") and government agencies are subject to audit and access by Deere's Strategic Accounts Business Division to ensure compliance with the terms and conditions of the contracts.



Quote Id: 31458233

**ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):**

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:**

Steensma Lawn & Power Equip
7561 West Stadium Drive
Kalamazoo, MI 49009
269-375-6476
kzadmin@steensmalawn.com

Prepared For:

CITY OF PORTAGE STREETS & EQUIPMENT

Proposal For:

Delivering Dealer:

Tom Myland

Steensma Lawn & Power Equip
7561 West Stadium Drive
Kalamazoo, MI 49009

kzadmin@steensmalawn.com

Quote Prepared By:

Tom Myland
tomm@steensmalawn.com

Date: 06 August 2024

Offer Expires: 04 October 2024

Confidential



**ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):**

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:**

Steensma Lawn & Power Equip
7561 West Stadium Drive
Kalamazoo, MI 49009
269-375-6476
kzadmin@steensmalawn.com

Quote Summary**Prepared For:**

CITY OF PORTAGE STREETS & EQUIPMENT
7719 S WESTNEDGE AVE
PORTAGE, MI 49002
Business: 269-329-4534

Delivering Dealer:

Steensma Lawn & Power Equip
Tom Myland
7561 West Stadium Drive
Kalamazoo, MI 49009
Phone: 269-375-6476
tomm@steensmalawn.com

Quote ID: 31458233
Created On: 06 August 2024
Last Modified On: 04 September 2024
Expiration Date: 04 October 2024

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE 5090E Cab Tractor	\$ 71,601.21 X	1 =	\$ 71,601.21
Contract: MI Ag, Grounds, and Roadside 240000000161 (PG 3W CG 22) Price Effective Date: November 1, 2023			
JOHN DEERE 540M Loader	\$ 8,976.02 X	1 =	\$ 8,976.02
Contract: MI Ag, Grounds, and Roadside 240000000161 (PG 3W CG 22) Price Effective Date: November 1, 2023			
HLA SP350010RLF	\$ 6,920.00 X	1 =	\$ 6,920.00
Contract: Price Effective Date:			
TIGER RBM-16	\$ 60,000.00 X	1 =	\$ 60,000.00
Contract: Price Effective Date:			
Equipment Total	\$ 147,497.23		

* Includes Fees and Non-contract items

Quote Summary

Equipment Total \$ 147,497.23

Trade In

Salesperson : X _____

Accepted By : X _____

Confidential



JOHN DEERE

**ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):**

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:**

Steensma Lawn & Power Equip
7561 West Stadium Drive
Kalamazoo, MI 49009
269-375-6476
kzadmin@steensmalawn.com

SubTotal	\$ 147,497.23
Est. Service	\$ 0.00
Agreement Tax	
Total	\$ 147,497.23
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 147,497.23

Salesperson : X _____

Accepted By : X _____

Confidential

Selling Equipment

Quote Id: 31458233

Customer Name: CITY OF PORTAGE STREETS & EQUIPMENT

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Steensma Lawn & Power Equip
7561 West Stadium Drive
Kalamazoo, MI 49009
269-375-6476
kzadmin@steensmalawn.com

JOHN DEERE 5090E Cab Tractor

Hours:
Stock Number:
Contract: MI Ag, Grounds, and Roadside 240000000161
(PG 3W CG 22)

Selling Price *
\$ 71,601.21

Price Effective Date: November 1, 2023

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
08AIP	5090E Cab Tractor	1	\$ 76,096.00	18.00	\$ 13,697.28	\$ 62,398.72	\$ 62,398.72
Standard Options - Per Unit							
182A	Less AutoTrac™/ Less ISOBUS	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
183N	JDLINK™ Modem	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
0202	United States	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
0409	English Operator's Manual	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
0500	Less Package	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
1383	24F x 12R PowrReverser™ Hi-Lo Transmission	1	\$ 1,845.00	18.00	\$ 332.10	\$ 1,512.90	\$ 1,512.90
1725	Loader Prep Package	1	\$ 2,085.00	18.00	\$ 375.30	\$ 1,709.70	\$ 1,709.70
1950	Less Application	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
2050	Standard Cab	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
2110	Mechanical Suspension Seat	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
3025	Deluxe Corner Post Exhaust	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
3330	Triple Stackable Rear Valve with Lever Controls	1	\$ 1,069.00	18.00	\$ 192.42	\$ 876.58	\$ 876.58
3430	Triple Stackable Mid Valve with Mechanical Joystick Control	1	\$ 2,572.00	18.00	\$ 462.96	\$ 2,109.04	\$ 2,109.04
3820	Two Speed PTO - 540/540E rpm	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
5192	19.5L-24 In. 10PR R4 Bias	1	\$ -548.00	18.00	\$ -98.64	\$ -449.36	\$ -449.36
6040	MFWD (Mechanical Front Wheel Drive) Front Axle	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
6133	12.5/80-18 10PR I3(R4 TYPE)	1	\$ -988.00	18.00	\$ -177.84	\$ -810.16	\$ -810.16



Selling Equipment

Quote Id: 31458233

Customer Name: CITY OF PORTAGE STREETS & EQUIPMENT

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Steensma Lawn & Power Equip
7561 West Stadium Drive
Kalamazoo, MI 49009
269-375-6476
kzadmin@steensmalawn.com

8254	Cab Instructional Seat	1	\$ 699.00	18.00	\$ 125.82	\$ 573.18	\$ 573.18
Standard Options Total			\$ 6,734.00		\$ 1,212.12	\$ 5,521.88	\$ 5,521.88
Technology Options/Non-Contract/Open Market							
1900	Less Display	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
1880	Less Receiver	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
Technology Options Total			\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00
Dealer Attachments/Non-Contract/Open Market							
AL80127	Rear Mirror Mechanical - Right	1	\$ 215.60	18.00	\$ 38.81	\$ 176.79	\$ 176.79
AL80126	Rear Mirror Mechanical - Left	1	\$ 215.60	18.00	\$ 38.81	\$ 176.79	\$ 176.79
SJ12143	Horn Kit	1	\$ 31.11	18.00	\$ 5.60	\$ 25.51	\$ 25.51
RE228854	Auxillary Work Light Kit	1	\$ 105.60	18.00	\$ 19.01	\$ 86.59	\$ 86.59
RE229427	Backup alarm kit	1	\$ 203.50	18.00	\$ 36.63	\$ 166.87	\$ 166.87
BSJ10638	LED Beacon Light Kit - Cab	1	\$ 225.50	18.00	\$ 40.59	\$ 184.91	\$ 184.91
R127764	Weight, front suitcase 43 kg (95 lb) quantity of one	8	\$ 153.26	18.00	\$ 27.59	\$ 1,005.36	\$ 1,005.36
R262449	Front Weight Support, 55kg (121 lb)	1	\$ 637.62	18.00	\$ 114.77	\$ 522.85	\$ 522.85
DZ102076	Engine Block Heater (120V)	1	\$ 164.52	18.00	\$ 29.61	\$ 134.91	\$ 134.91
Open Market	Rim Guard Rear tire Ballast	1	\$ 1,200.00	0.00	\$ 0.00	\$ 1,200.00	\$ 1,200.00
Dealer Attachments Total			\$ 4,225.13		\$ 544.55	\$ 3,680.58	\$ 3,680.58
Value Added Services Total			\$ 0.00			\$ 0.00	\$ 0.00
Total Selling Price			\$ 87,055.13		\$ 15,453.95	\$ 71,601.18	\$ 71,601.18

JOHN DEERE 540M Loader

Equipment Notes:

Hours:

Stock Number:

Selling Price *

Contract: MI Ag, Grounds, and Roadside 240000000161
(PG 3W CG 22)

\$ 8,976.02

Price Effective Date: November 1, 2023

* Price per item - includes Fees and Non-contract items

**JOHN DEERE**

Selling Equipment

Quote Id: 31458233

Customer Name: CITY OF PORTAGE STREETS & EQUIPMENT

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Steensma Lawn & Power Equip
7561 West Stadium Drive
Kalamazoo, MI 49009
269-375-6476
kzadmin@steensmalawn.com

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
14C0P	540M Loader	1	\$ 11,754.00	23.00	\$ 2,703.42	\$ 9,050.58	\$ 9,050.58
Standard Options - Per Unit							
0202	United States	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
0409	English	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
0500	Less package	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
1995	Less mounting frame	1	\$ -1,756.00	23.00	\$ -403.88	\$ -1,352.12	\$ -1,352.12
2521	540M Standard farm loader, non-self-leveling (NSL) - Three-function	1	\$ 486.00	23.00	\$ 111.78	\$ 374.22	\$ 374.22
3545	Three-function hoses and parts	1	\$ 279.00	23.00	\$ 64.17	\$ 214.83	\$ 214.83
4655	Three Function Individual Quick Coupler Hydraulic Connection for Loader Ready Tractors	1	\$ 551.00	23.00	\$ 126.73	\$ 424.27	\$ 424.27
5995	Less hood guard	1	\$ -509.00	23.00	\$ -117.07	\$ -391.93	\$ -391.93
6995	Less ballast box	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
7710	Skid steer-style carrier	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
8750	Less bucket	1	\$ -1,579.00	23.00	\$ -363.17	\$ -1,215.83	\$ -1,215.83
Standard Options Total			\$ -2,528.00		\$ -581.44	\$ -1,946.56	\$ -1,946.56
Dealer Attachments/Non-Contract/Open Market							
Open Market	HLA 78" w/ HD Bolt on Cutting Edge	1	\$ 2,080.00	10.00	\$ 208.00	\$ 1,872.00	\$ 1,872.00
Dealer Attachments Total			\$ 2,080.00		\$ 208.00	\$ 1,872.00	\$ 1,872.00
Total Selling Price			\$ 11,306.00		\$ 2,329.98	\$ 8,976.02	\$ 8,976.02

HLA SP350010RLF**Equipment Notes:**

Hours: 0

Stock Number:**Selling Price *****Contract:****\$ 6,920.00****Price Effective Date:**

* Price per item - includes Fees and Non-contract items



Selling Equipment

Quote Id: 31458233

Customer Name: CITY OF PORTAGE STREETS & EQUIPMENT

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Steensma Lawn & Power Equip
7561 West Stadium Drive
Kalamazoo, MI 49009
269-375-6476
kzadmin@steensmalawn.com

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
Open Market	3500 HLA Snow Pusher 10ft with Rubber edge	1	\$ 5,215.00	0.00	\$ 0.00	\$ 5,215.00	\$ 5,215.00
Dealer Attachments/Non-Contract/Open Market							
Open Market	10' Back Drag Kit w/ Rubber edge	1	\$ 1,705.00	0.00	\$ 0.00	\$ 1,705.00	\$ 1,705.00
Dealer Attachments Total			\$ 1,705.00		\$ 0.00	\$ 1,705.00	\$ 1,705.00
Total Selling Price			\$ 6,920.00		\$ 0.00	\$ 6,920.00	\$ 6,920.00

TIGER RBM-16

Equipment Notes:

Hours: 0

Stock Number:

Selling Price *

Contract:

\$ 60,000.00

Price Effective Date:

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
Open Market	Tiger RBM-16 Heavy Duty Boom Mower with 60" Rotary Grass/Brush Head 3pt Hitch Mount	1	\$ 57,100.00	0.00	\$ 0.00	\$ 57,100.00	\$ 57,100.00
Technology Options/Non-Contract/Open Market							
Open Market	Set up and Install on JD 5090E	1	\$ 2,900.00	0.00	\$ 0.00	\$ 2,900.00	\$ 2,900.00
Technology Options Total			\$ 2,900.00		\$ 0.00	\$ 2,900.00	\$ 2,900.00
Total Selling Price			\$ 60,000.00		\$ 0.00	\$ 60,000.00	\$ 60,000.00

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Workers' Compensation Excess Insurance

SUPPORTING PERSONNEL: Shannon Hertz, Director of Human Resources

ACTION RECOMMENDED: Approve a two-year contract renewal with Midwest Employers Casualty Company, with the option of up to one additional two-year renewal, maintaining the current \$750,000 specific excess retention for Police and Fire and \$550,000 specific excess retention for all other employee groups, for workers' compensation excess insurance coverage for an annual fee of \$123,680 per year plus payroll adjustments and authorize the City Manager to execute all documents related to this contract renewal on behalf of the city.

Since 1993, the City of Portage has been self-insured with workers' compensation coverage, administered through a third party with a provision for excess coverage to address catastrophic events. Excess insurance provides coverage in the event a catastrophic occurrence exceeds \$750,000 for Police and Fire and \$550,000 for all other employee groups; the total of all claims exceeds \$3,824,931 in a policy period; or a liability claim against the city due to a work-related injury or illness exceeds either \$750,000 for Police and Fire or \$550,000 for all other employee groups.

The current contract with the city excess insurance carrier, Midwest Employers Casualty Company (MECC), will expire on November 30, 2024. Safety National is the only other carrier that will quote workers' compensation excess insurance coverage for Police and Fire in the State of Michigan, and they declined to bid. As background, in 2022, the city received one fully-insured bid from Meadowbrook/MI Municipal League, which came in at \$422,391 per year. Using the rates/\$100 of payroll received from Meadowbrook/MI Municipal League in 2022 and the estimated payroll for the upcoming renewal, the cost to fully insure would now be estimated to reach at least \$489,953.81.

MECC proposes a renewal with a 2% change based on the rate/\$100 of estimated payroll, or a 13.29% overall increase from the most recent contract year ending November 30, 2023.

It is therefore recommended that City Council approve a two-year contract renewal with MECC, with the option of up to one additional two-year renewal, maintaining the current \$750,000 specific excess retention for Police and Fire and \$550,000 specific excess retention for all other employee groups, for workers' compensation excess insurance coverage for an annual fee of \$123,680 per year plus payroll adjustments and authorize the City Manager to execute all documents related to this contract renewal on behalf of the city.

FUNDING: Funds are available in the FY 2024-25 budget to cover costs associated with workers' compensation, and will be proposed in the FY 2025-26 budget.

Attachments: None

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Contract for the Purchase of Park Shelters for Lexington Green Park and Lakeview Park Renovation Projects

SUPPORTING PERSONNEL: Kathleen Hoyle, Director of Parks & Recreation

ACTION RECOMMENDED: Award a contract in the amount of \$377,678.03 to Penchura LLC, for the purchase of park shelters for the Lexington Green Park and Lakeview Park Renovation projects, and authorize the City Manager to execute all documents related to this action on behalf of the city.

The Lakeview Park Renovation project includes the purchase of a trellis structure for the Inspiration Garden and a shelter over the fishing pier to match the park's existing pier shelter. The Lexington Green Park project features a pavilion over a restroom structure. These structures can be purchased as part of a Sourcewell cooperative purchase agreement for Poligon structures (#012621), valid through March 5, 2025. This cooperative purchase agreement was selected through a competitive process from eight proposals, with pricing being one of the evaluation factors. The agreement features an 11% discount off the items, with an additional volume discount of 3% for purchases over \$300,000. Penchura LLC, the authorized distributor of Poligon structures, offered an additional quantity discount of 10% for the purchase of three structures.

Poligon products are known for their durability, featuring a powder-coated finish and a user-friendly fastening system with bolts, which simplifies future maintenance compared to welded structures. Currently, Poligon products are installed in two parks, and acquiring additional Poligon shelters would ensure consistency across all park structures.

Previously, the City Council approved the purchase of less superior park structures for Lexington Green Park and Lakeview Park as part of the construction contracts with Balkema Construction. However, staff have identified an opportunity to purchase the higher-quality Poligon products through the Sourcewell agreement at the same cost as the less superior options. Since Balkema is not eligible for the municipal pricing discounts available to the city, the City Administration recommends directly purchasing the Poligon shelters from Penchura LLC. Balkema supports this contract change.

It is recommended that City Council award a contract to Penchura, LLC in the amount of \$377,678.03 for the purchase of three shelter structures for Lexington Green Park and Lakeview Park, and authorize the City Manager to execute all documents related to these actions on behalf of the city.

FUNDING: No additional funding needed.

- Attachments:**
1. Proposal Poligon Shelters Revised
 2. Sourcewell RFP #012621 Evaluation
 3. Poligon Sourcewell Contract #012621-PPC Contract Extension
 4. Poligon Sourcewell Contract #012621-PPC Pricing



Make all P.O.s, Contracts, and Checks to:
Penchura, L.L.C.
889 S. Old US 23
Brighton, MI 48114

Proposal

Date	Project #
8/14/2024	25-012-B

Bill To
City of Portage 7900 South Westnedge Avenue Portage, MI 49002 United States

Ship To
City of Portage 7900 South Westnedge Avenue Portage, MI 49002

Customer Contact	Customer Phone	Customer Fax	Terms	P.O. No.	Rep
Kathleen Hoyle	269-329-4521		Net 30		JRS

Item	Description	Qty	Weight	Price	Total
Poligon	Lakeview Poligon Trellis Structure 23'x39.5' Laser Cut Panels (29) Electrical Cutouts 10 Columns Design Similar to Architectural Drawings	1		116,410.00	116,410.00
Poligon	Poligon 20' Square Shelter T&G Standing Seam Lexington Green	1		32,110.00	32,110.00
Poligon	Poligon 28-15' Nested Crossing T&G Standing Seam Winchester Columns (12) Electrical Cut Outs Gable Ornamentation Alternate Wings Roof Material for Bathhouse Gutters & Downspouts	1		305,510.00	305,510.00
	Subtotal				454,030.00
discount	Sourcewell Discount			-11.00%	-49,943.30
	Subtotal				404,086.70
discount	Special Discount From Penchura & Poligon			-10.00%	-40,408.67
Poligon	Poligon Engineering	1		4,500.00	4,500.00
Freight	Freight	1		9,500.00	9,500.00

Proposal good for 30 days.
Ship Via: common carrier
Delivery contact name and number: _____

Customer signature below constitutes a purchase order.

Subtotal	\$377,678.03
Sales Tax (0.0%)	\$0.00
Total	\$377,678.03

Credit Card fee of 3% on all payments using a CC.
AMX fee of 5% on all payments using AMX

889 S. Old US 23, Brighton, MI 48114
Office: (810) 229-6245 Fax: (810) 229-6256 Toll Free: (888) 778-7529



Proposal Evaluation
Open Air Structures and Accessory or Utility Buildings with Related Equipment and Services RFP #012621

Possible Points		Americana Building Products Inc.	Classic Recreation Systems Inc.	CORT Business Services	Green Flush Technologies LLC	Icon Shelter Systems, Inc.	PorterCorp	Romtec, Inc.	TLMV Inc dba American Fence Company
Conformance to Terms/ Conditions to Include Documentation	50	42	21	30	38	42	45	38	35
Pricing	400	303	245	191	266	308	346	313	293
Financial, Industry and Marketplace Successes	75	60	36	56	59	62	66	58	49
Bidder's Ability to Sell/ Service Contract Nationally	100	75	44	56	60	77	85	68	59
Bidder's Marketing Plan	50	40	22	30	36	44	45	40	33
Value Added Attributes	75	58	13	46	60	63	64	48	46
Warranty Coverages and Information	50	43	34	28	40	42	45	39	39
Selection and Variety of Products and Services Offered	200	165	153	114	144	170	165	162	146
Total Points	1,000	786	568	551	703	808	861	766	700
Rank Order		3	7	8	5	2	1	4	6

DocuSigned by:
Stephanie Haataja
755BA3F379B5409...

Stephanie Haataja, CPIM, Procurement Analyst

DocuSigned by:
Brandon Town
7BCA83CD6377421...

Brandon Town, CPSM, CPSD, Procurement Analyst

DocuSigned by:
Craig West
7F41572C858B4BA...

Craig West, Procurement Analyst

DocuSigned by:
Kim Austin
6830543C58384D1...

Kim Austin, CPPB, Procurement Lead Analyst



CONTRACT EXTENSION

Contract Number: 012621-PPC

Sourcewell	and	Poligon by PorterCorp
202 12th Street Northeast		4240 136th Ave
P.O. Box 219		
Staples, MN 56479		Holland, Michigan
(Sourcewell)		(Vendor)
		49424-8442

have entered into Contract Number: 012621-PPC
for the procurement of: Open Air Structures and Accessory or Utility Buildings with Related Equipment and
Services

The Contract has an expiration date of 2025-03-05 , but the parties may extend the Contract by mutual
consent.

Sourcewell and Vendor acknowledge that extending the Contract benefits the Vendor, Sourcewell and
Sourcewell’s Members. Vendor and Sourcewell agree to extend the Contract listed above for an additional
period, with a new Contract expiration date of 2026-03-05 . All other terms and conditions of the Contract
remain in full force and effect.

Sourcewell

DocuSigned by:

C0FD2A139D06489

Authorized Signature

Jeremy Schwartz

Name

Chief Operating and Procurement Officer

Title

3/6/2024 | 10:25 AM CST

Date

DocuSigned by:

2BB5979B9BB8496...

Authorized Signature

Ben Judy

Name

Director sales and marketing.

Title

3/6/2024 | 10:33 AM CST

Date

Poligon by PorterCorp #012621-PPC

Pricing for contract #012621-PPC is provided at 8-23% off MSRP to Sourcewell participating agencies.

To encourage volume purchases Poligon offers the following volume discounts:

- \$100K-\$200K: 1%
- \$201K-\$300K: 2%
- Above \$301K: 3%

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Stanwood Crossing Rezoning and Tentative Plan Application and Preliminary Condominium Plan

SUPPORTING PERSONNEL: Peter Dame, Chief Development Officer

ACTION RECOMMENDED: Receive Rezoning and Tentative Plan Application #24/25-2 from R-1B One Family Residential District to Planned Development (PD) and the Preliminary Condominium Plan for ‘Stanwood Crossings’ proposed single-family residential development at 9617 Portage Road and set public hearing for October 22, 2024.

The applicant (City of Portage) proposes ‘Stanwood Crossings’ single-family residential subdivision development at 9617 Portage Road by filing a Rezoning Application and a PD Tentative Plan Application from R-1B One-Family Residential District to Planned Development (PD), and a Preliminary Condominium Subdivision plan. This memo addresses each of these applications, outlines the permitting procedure, and provides the Planning Commission's recommendation to the City Council.

The proposed Stanwood Crossings development is a single-family residential housing development located in the southeast area of Portage along the east side of Portage Road south of Lakeview Park, situated between Woodbine Avenue and Stanley Avenue. Pioneered by City Council, this is the first city-led housing project that provides housing for future eligible homeowners in Portage. As noted in the project narrative, the costs to develop homesites and build new homes have increased by over 50% since 2019, pushing costs beyond middle-income households. To alleviate this challenge for developers and potential homebuyers, the city has partnered with AVB Inc. (local housing developer) and Wightman Associates (local engineering firm) to help design the overall project.

The project consists of developing the 13.36-acre city-owned parcel into 44 separate lots for future single-family homes, resulting in a density of 3.3 dwelling units/acre. Lot sizes range from 6,481 to 13,210 square feet. Future homes will be one- or two-story options, all with attached garages, and consist of 2 to 3 bedrooms and 2 to 2.5 bathrooms. One-story home sizes will be 1,206 to 1,353 square feet, while two-story home sizes will be 1,505 to 1,640 square feet. Basements will not be provided. Each home will have direct access to new interior public streets with sidewalks and city water, sewer, and storm sewer utilities. Private utilities such as electricity, internet, cable, etc. will also be provided. New streets will connect to Stanley Avenue and Woodbine Avenue, which connect to Portage Road. The new sidewalks will lead to an open space area in the southwest part of the project where a new paved trail connecting to the Portage Road sidewalk and a new city stormwater basin will be provided. The project also consists of an easterly street stub for future expansion. These development items are described and shown in the attached narrative, site plan drawing, and concept images.

Future homes will be built for ‘workforce’ income households and will be owner-occupied (rentals will be prohibited). They will be designed and priced for sale for income in the range of 80% to 120% Area Median Income (AMI) of Kalamazoo County. To ensure housing price levels remain in this income range, the city intends to establish a new ‘Portage Community Land Trust’ to assist and oversee the general management of the development and property maintenance. The city intends to transfer the property to this trust. Each of the 44 future parcels will have a 99-year land lease with the trust which can be sold to future home buyers and financed via traditional lenders. To lower overall development costs and offer homes at prices for eligible households, the city will seek grants/development incentives to fund the overall project. Grants include the Kalamazoo County Homes For All Millage, Down Payment Assistance grant from Kalamazoo County, Attainable Housing Grant from the State of Michigan, American Rescue Plan Act (ARPA) funding, etc.

Future traffic from the development is expected to use Portage Road as the main access to the development. Impacts to this road and adjacent intersections such as Woodbine and Stanley avenues have been analyzed in a traffic impact study. The study and an associated city traffic summary memo are attached. The study concluded that longer wait time at those intersections is forecast during the afternoon peak hour but overall, has minimal negative impact on traffic levels in the area. The City of Portage Traffic Engineer concluded similar but forecast shorter wait times. The driveways for 2002, 2004, and 2016 Woodbine Avenue will be modified by the city as they will be impacted by the new street connecting to Woodbine Avenue. The city has communicated details of the new driveways with these property owners.

If current and future permit approvals are gained, construction would occur in phases starting in spring 2025 with properties fronting Stanley Avenue, and then installation of new roads and utilities later in the spring/summer, with home construction in the summer.

In 2021, City Council approved the city's purchase of the subject site from Colonial Engineering Inc. to create additional housing opportunities and to meet the Council’s various housing goals. The following year, the city adopted the 2022 Attainable Housing Plan to focus on the housing strategy. Following this, the Council sought a builder to act as a developing partner with the city to provide housing for ‘workforce’ income levels. Throughout 2023 and 2024, staff worked with AVB Inc. and Wightman Associates to create the overall development layout, discussing various grants and their procedures, choosing housing plans and layouts, and analyzing required city permitting processes.

On June 26, 2024, a concept development layout was presented to the Stanley/Woodbine Avenue neighborhood at Lakeview Park to inform and gain feedback from residents in the area. Eleven people from the neighborhood attended. A summary of this meeting and received public comments are attached. A main concern received from attendees was largely about the impact on traffic in the area. It was also suggested to add additional trees.

The following table summarizes **existing conditions** in this general area:

Existing Land Use/ Zoning	• The subject site is undeveloped and zoned R-1B One-Family Residential. • <u>North</u>: Single-Family Homes (2002-2116 Woodbine Avenue) Zoned: R-1B One-Family Residential.
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	• <u>South</u>: Single-Family Homes (2107, 2151 Stanley Ave.) Zoned: R-1B One Family Residential; ‘Bart’s Banners and Signs’ (9717 Portage Rd), Zoned I-1 Light Industrial. • <u>East</u>: Greenhouse (2205 Stanley Ave); Zoned R-1B One-Family Residential. • <u>West</u>: ‘Hounds and Co.’ Pet Supplies, ‘Lincoln Dog Park’ (9651 Portage Rd); Zoned B-3 General Business District.
Public Streets	The surrounding roadway network: Portage Road – 2023 Kalamazoo Area Transportation Study (KATS) recorded 17,340 total Annual Average Daily Trips (AADT) trip counts north of Woodbine Avenue. KATS does not have counts for Woodbine Avenue, or Stanley Avenue. Peak hour turning movements traffic count data for Woodbine Avenue and Stanley Avenue for 2023 and 2024 are provided in Appendix B of the attached TIS.
Public Utilities	City sanitary sewer and water are available along Woodbine Avenue and Stanley Avenue.
Environment	The subject site is undeveloped and consists of natural vegetation, largely of deciduous trees. There are overhead electrical lines in the southern area.
Unique Conditions	There are no mapped wetlands, mapped historic buildings/ structures, nor flood hazards on the site.

The following sections of Chapter 42 apply and are addressed further in this report:

Article 4, Division 4. Zoning Districts and District Regulations

- [Subdivision 11](#) – Planned Development (PD) District, and (for Tentative Plan and Final PD Plan)
- [Division 8](#) – Administration and Enforcement (for Rezoning Application)

Article 6. Condominium Projects

- [Division 2](#) - Review Process (for Preliminary, Final Condominium Plans)
- [Division 3](#) - Required Improvements and Design Standards

The following sections address the permitting processes of the filed rezoning to ‘Planned Development’ (PD), the Tentative PD Plan, and the Preliminary Condominium Plan.

Proposed Rezone Process - Sec 42-651

The rezoning process is outlined under Sec 42-651 *Amendments to this article* and requires Planning Commission, City Council reviews and public hearings with the Council providing the final vote. All rezoning applications are reviewed for consistency with the city’s Master Plan, analyzing impacts on neighborhoods and existing conditions, and analyzing impacts on city infrastructure (streets, utilities, etc.). Per the submitted rezoning application, the requested rezone is from R-1B One-Family Residential

to Planned Development. Analysis of the request is provided later in this report.

Proposed Tentative Plan ‘Planned Development’ (PD) – Sec 42-375

The overall Planned Development review process involves 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 PD 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 PD Plan review will not apply to this case. However, the applicable criteria under this step will be addressed in the subsequent Final Preliminary Condominium Plan (which is addressed in the next section).

The project is at Step 1, The Planning Commission recommended it to the City Council for approval on September 5, 2024, Planning Commission meeting, and it is recommended that City Council receive the request and set up a public hearing for October 22, 2024. Required submittals are listed under Sec 42-375 PD Tentative Plan items A-E, including a general site layout showing existing and proposed conditions. The attached documents provide a development layout, project narrative, and fees addressing the above code sections.

The Planned Development (PD) is a unique residential district that allows the most flexible development standards not offered in any other residential zoning district. It allows the applicant to determine specific building yard setbacks, provides smaller lot sizes and widths, allows a variety of housing types, and allows some nonresidential uses. Existing R-1B and proposed project standards are shown in Table 1 below. The PD district was pursued to allow the following project features:

- Minimum 60’ parcel width
- Parcel size: Min.: 6,481 sq ft; Ave.: 9,009 sq ft
- Building yard setbacks: Front: 25’, Side: 5’, Rear: 40’
- House sizes: 1-Story: 1,206 to 1,353 sq ft; 2-Story: 1,505 to 1,640 square feet

Zoning Standards	Existing R-1B District	Proposed PD Stanwood Crossings
Min. Lot Size (sq ft)	9,600	9,009 - ave.
Min. Lot Width	80'	60'
Front Setback	30'	25'
Side Setback	10'	5'
Rear Setback	40'	40'
1-story house	1,360	1,206-1,353
2-story house	1,880	1,505-1,640
Max. Building Height	2 St; 30'	1-2 story proposed

Table 1 - Existing R-1B and proposed site development standards

Proposed Preliminary Condominium Plan - Sec 42-883 thru -884

In addition to the rezoning and Tentative PD Plan applications, a proposed Preliminary Condominium Plan was submitted to establish a form of condominium ownership structure to address common

elements. Due to the similarities in process and required documentation, the proposed Preliminary Condominium Plan has been filed concurrently with the Tentative PD Plan. The overall Condominium Plan review process involves the following two steps per Sec 42-882 *General Procedure*:

Step 1) Preliminary Condominium Plan (Sec 42-883 - 884)

Identifies part(s) or whole project features; analyzes the impact on the neighborhood, streets, utilities, and the natural environment; and determines consistency with adopted local plans. The filed Preliminary Condo Plan is at this step.

Step 2) Final Preliminary Condominium Plan (Sec 42-885)

Identifies and analyzes detailed drawings of project improvements (streets, utilities, lot dimensions, etc.). A Final Preliminary Plan application has not been submitted at this time; awaiting approval of the Preliminary Condominium Plan.

The project is at Step 1: The Planning Commission recommended it to the City Council for approval on September 5, 2024, Planning Commission meeting and requested City Council approval. Required submittals are listed under Sec 42-883 Filing of condominium subdivision including a general site layout showing existing and proposed conditions. The attached documents provide a development layout, project narrative, and fees addressing the above code sections.

City Master Plan

As required for the filed applications, the overall project was also reviewed for consistency with the city's new Master Plan 'Forward Together 2045 Master Plan' which establishes long-term land use goals and provides a Future Land Use Map. The following elements of the Plan are relevant to the proposal:

- Ch. 6: Housing & Neighborhoods
 - 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.
 - Framework – 'New Growth'. Supports new growth in areas continuing the residential fabric of the city; allows for flexible lot sizes; and prioritizes affordability.
 - Action items:
 - 'Utilize' Planned Development (PD) opportunities where amenities exist for providing neighborhood/community benefits.
 - Encourage a variety of housing types that anticipate future market demand and seniors to age in place. The variety of housing types should not be isolated, but rather integrated into the fabric of the neighborhood.
 - Incentivize developers to include rent-stabilized or below-market-rate units in new housing developments.
 - Work with developers to encourage new housing based on findings from the 2024 Housing Market Study.
 - Future Land Use Map: Designates the subject property and neighborhood as 'Single Family Residential' intended for single-family detached homes with a possibility of duplex and attached homes in select areas.

Staff finds the submitted project narrative, development layout, traffic study, and proposed housing types

are consistent with the city's Master Plan and meet PD Tentative Plan items A-G of Sec 42-375, Preliminary Condominium Plan items under Sec 42-883 - 884, and Rezoning Sec 42-651. The staff's analysis is provided below.

The PD district was sought to allow for home sizes, lot sizes, and yard setbacks which are not provided in any one of the residential zoning districts. The proposed homes are similarly sized as those existing along Woodbine Avenue and Stanley Avenue. The average lot size of 9,009 square feet is not significantly smaller than the abutting lots along Woodbine or Stanley avenues. In addition, the housing yard setbacks are not significantly smaller than those in the R-1B zoned neighborhood, as seen in Table 1. In addition to existing streets in the neighborhood, the proposed city streets, sidewalks, and connecting pathway will accommodate future transportation demands of the development.

Neighborhood Impacts

Staff find the proposal consists of an overall design and layout that will not negatively impact the neighborhood, for the following reasons:

- The proposal of 1-and 2-story single-family detached homes is a similar use and built environment as the existing homes in the neighborhood.
- Future traffic is expected to use Portage Road to enter/ exit the overall neighborhood; significant eastward traffic along Stanley and Woodbine Avenues into the adjacent neighborhood is not expected.

Impacts to Existing Conditions

There are two existing Consumer Energy overhead power lines located in the southern quarter of the property. Discussions with Consumers Energy about relocating some of these lines along Stanley Avenue are underway. The forested condition of the overall property will be removed with the construction of the new streets, homesites, and stormwater basin. Where possible, the outer perimeter vegetation will be preserved. There are no mapped wetlands, historic property, or flood zones on the property.

Preliminary Evaluations from the Development Review Team (DRT)

This project was reviewed by the Development Review Team (DRT) which ensures that the proposed development is consistent with the city's infrastructure, engineering, and other requirements including streets, sewers, water mains, stormwater, parking, landscaping, and others. The DRT is comprised of representatives from the Department of Transportation and Utilities, Fire Department, Department of Parks and Recreation, Office of the City Assessor, and Department of Community Development. The DRT's preliminary review does not recommend any additional improvements to the proposed rezoning, Tentative PD Plan, or Preliminary Condominium Plan.

Planning Commission Public Hearing

At the September 5, 2024, meeting, the Planning Commission reviewed and discussed the Rezoning and Tentative Plan Application #24/25-2, from R-1B One-Family District to PD Planned Development, and Preliminary Condominium Subdivision Application for 'Stanwood Crossings' proposed single-family residential development at 9617 Portage Road. The applicant representative, Jonathon Hallberg, Deputy Director of Economic Development, City of Portage, and Project Developer, Jack Gesmundo, Principal at AVB, were present to support the proposed application and explain the project details. No public comments were received at the meeting. Two public comments were received prior to the meeting and were acknowledged/addressed during the meeting.

After careful consideration, the Planning Commission voted the following for this project:

1. The Planning Commission voted unanimously (7-0) to recommend to City Council the approval of the Rezoning and Tentative Plan Application #24/25-2, from R-1B One-Family District to PD Planned Development for 'Stanwood Crossings' proposed single-family residential development at 9617 Portage Road.
2. The Planning Commission voted unanimously (7-0) to recommend to City Council the approval of the Preliminary Condominium Subdivision Plan for 'Stanwood Crossings' proposed single-family residential development at 9617 Portage Road.

Recommendation

It is therefore recommended that City Council receive Rezoning and Tentative Plan Application #24/25-2 from R-1B One-Family Residential District to Planned Development (PD) and the Preliminary Condominium Plan for 'Stanwood Crossings' proposed single-family residential development at 9617 Portage Road and set a public hearing for October 22, 2024.

FUNDING: The infrastructure for the subdivision will be largely supported by City of Portage and Kalamazoo County ARPA grant funds totaling \$1.5 million as well as a Congressional Grant secured by Senators Stabenaw and Peters in the amount of \$1 million. The County has also pledge \$3 million from the Housing for All Millage to offset the costs of the home purchase to make it affordable to middle income households, those in the 80 to 120% of Area Median Income. The City also intends to set up a Brownfield plan for this project to reimburse development costs.

- Attachments:**
1. Rezoning Application
 2. Tentative Plan, Condo Application
 3. Project Narrative
 4. Project Housing Market Study
 5. Vicinity Map
 6. Development Layout
 7. Conceptual House Floor Plans, Facades
 8. Traffic Impact Study Cover Memo
 9. Traffic Impact Study
 10. Neighborhood Meeting Summary
 11. Received Neighborhood Meeting Comment Cards
 12. Existing Zoning Map
 13. Proposed Zoning Map
 14. City Future Land Use Map
 15. PPS School letter
 16. Staff's Site Pictures
 17. Public Comment 7.3.24 Email; Monarch
 18. Public Comment 9.5.24 Email; Richards
 19. Ordinance Approved to Form
 20. Planning Commission Minutes 9.5.2024
 21. Planning Commission Transmittal



APPLICATION FOR ZONING AMENDMENT

Application number 24/25-2

Date 8/14/24

APPLICATION INFORMATION:

Meetings of the Portage Planning Commission are held on the first and third Thursday of each month at 7:00 p.m. in the Council Chambers of Portage City Hall, 7900 South Westnedge Avenue, Portage, Michigan. All zoning amendment applications must be properly filled out and submitted to the Department of Community Development and the zoning amendment fee paid at least 15 working days prior to the meeting at which the public hearing is held. The applicant will be notified in writing of all such public hearing/meetings. *Please note: City Staff and/or Planning Commissioners may visit the subject property while the application is under review.*

For more detailed information about the zoning amendment process, please refer to Portage Land Development Regulations, Article 4, Division 8, Subdivision 2.

TO THE PLANNING COMMISSION:

I (WE), the undersigned, do hereby respectfully make application and petition the Portage Planning Commission to amend the Zoning Ordinance and/or change the Zoning Map as hereinafter requested. In support of this application, the following is submitted:

ZONING MAP AMENDMENT

1. a. Platted Land:

The property is part of the recorded plat: The property sought to be rezoned is located at _____ between _____ Street and _____ Street on the _____ side of the street, and is known as Lot Number(s) _____ of _____ Plat (Subdivision). It has a frontage of _____ feet and a depth of _____ feet.

b. Unplatted Land:

The property is in acreage, and is not therefore a part of a recorded plat. The property sought to be rezoned is located and described as follows: (Indicate total acreage and parcel number).

SECTION 26-3-11 BEG AT SW COR OF LOT 32 PLAT OF MCCAMLEY MANOR, TH S 10 DEG W 221.72 FT, TH W 165 FT,

TH S 10 DEG W 67.13 FT, TH E 165 FT, TH S 10 DEG W 64.94 FT, TH E 165.15 FT TH S 10 DEG W 134.13 FT, TH E

382.08 FT, TH N 200 FT, TH E 220 FT, TH N 712.60 FT, TH W TO P.O.B PPN: 00026-070-J Acreage: 13.36

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

b. Name of the owner of the property to be rezoned: City of Portage

Address 7900 S. Westnedge, Portage MI 49002

3. My (our) interest in the property and purpose for submitting the proposed Zoning Amendment:
The purpose to rezone the property is to accomodate the proposed design of a workforce housing project,
Stanwood Crossings

4. CURRENT ZONING: R-1B PROPOSED ZONING: PD-Planned Development

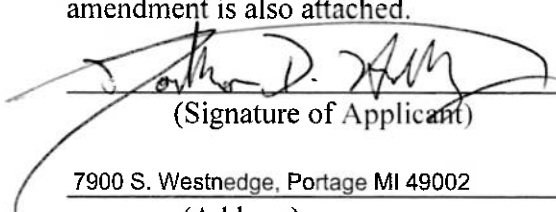
ZONING TEXT AMENDMENT

1. The proposed language to be considered is (attach additional sheets as necessary):

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

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

We attach a statement hereto indicating why, in our opinion, the change requested is necessary for the preservation and enjoyment of substantial property rights, and why such amendment will advance the public health, safety and welfare. An assessment of the impact of the proposal on the community and property of other persons in the vicinity of the amendment or affected by the amendment is also attached.


(Signature of Applicant)

(Signature of Applicant)

7900 S. Westnedge, Portage MI 49002

(Address)

(Address)

269-329-4474

(Phone)

(Phone)

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



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	Single-family detached site condominium (Stanwood Crossings)	Address	9617 Portage Road, Portage, MI 49002
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2) IDENTIFICATION (OWNER)

Name	City of Portage	Address	7900 S Westnedge Avenue
City	Portage	State	MI
Zip	49002	Phone	269.329.4403

3) ARCHITECT OR ENGINEER

Name	Paul Schram	Address	433 E Ransom Street	City	Kalamazoo
State	MI	Zip	49007	Phone	269-921-0100
License Number	6201067420	Expiration Date	07/24	Email	pschram@gowightman.com

4) BUILDING CONTRACTOR

Company name	AVB, Inc.	Address	4200 W Centre Avenue	City	Portage
State	MI	Zip	49024	Phone	269-323-2022
Email	jack@avbinc.com	Federal Employer ID	38-2361980		
Builder License Number	2102185971	Expiration Date	5/31/26		
Workers Comp Insurance Carrier	Michigan Insurance Company	MESC Employer Number	0993199000		

5) TYPE OF DEVELOPMENT PROJECT

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

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

6) TYPE OF IMPROVEMENT

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

7) DESCRIPTION OF WORK

A) New single-family residential home community- new roads, utilities, landscaping.

B) Valuation of Project: \$ TBD

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

8) CHARACTERISTICS OF THE BUILDING

A) Water Meter Size

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

B) Electric Service Size

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

C) Type of Mechanical

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

9) CONSTRUCTION PLANS SUBMITTED

Required submittals for plan review:

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

Type of Plan Submitted:

- ☐ Building ☐ Electrical ☐ Plumbing ☐ Mechanical ☐ Energy

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

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

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

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

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

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

APPLICANT INFORMATION

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

Name Jonathon Hallberg, City of Portage	Phone 269-329-4474
Address 7900 S. Westnedge	City Portage
State MI	Zip 49024

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

Signature of Applicant: _____

Date: 8/14/2024

FOR DEPARTMENTAL USE ONLY

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

CHARACTERISTICS OF BUILDING**Frame:**

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

Heating System:

- ☐ Gas ☐ Electricity ☐ Solar ☐ Other _____

New Sewer Connection:

- ☐ Yes ☐ No

New Water Connection:

- ☐ Yes ☐ No

Type of Mechanical:

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

DIMENSIONS / DATA

Number of Stories _____ Use groups _____ Construction Type _____

Number of Occupants _____

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

August 26, 2024

City of Portage
7900 S. Westnedge Ave.
Portage, MI 49002

Proposed rezoning to Planned Development and Step 1 PD Tentative Plan review for a single-family site condominium located at 9617 Portage Road / 2010 Woodbine Avenue. This parcel of land is located in south Portage, specifically the Lake Center District. It is located on the east side of Portage Road between Lakeview Park and Lake Center Elementary. The southern and main access point is on Stanley Road and a northern access point is on Woodbine Avenue. This parcel is bordered on the north and south by single-family homes, and commercial business on the east and west.

This property is owned by the City of Portage. AVB was selected through a competitive Request for Proposal (RFP) process to partner with the City in the development of single-family neighborhood. The homes will be offered for purchase to income qualified buyers who earn 80% -120% Area Medium Income (AMI) for Kalamazoo County, also referred to as "workforce housing".

Since 2019, the cost to develop homesites and build new homes has increased by over 50%. Increased costs combined with significant increases in interest rates, insurance and utility costs, homeownership has become very difficult for middle income households. To help make homeownership more affordable, this community requires rezoning from R-1B to Planned Development (PD) in order to accommodate the market demand for smaller homesites and reduced overall costs per homesite. The proposed site plan was developed with a traditional neighborhood design. This will create a community that will feel similar in density to neighborhoods like Portage Prairie and Coventry Village, both located near Haverhill Elementary and Southland Village.

With housing being a top priority for City Council, this plan includes 44 homesites situated on 14 acres or approximately 3.2 homes to the acre, which is well below the 7 units per acre allowed in Planned Development. With the nature of the housing shortage, the ability to provide more homes and the need for affordability warrant the Planned Development designation. The community will be developed in two phases. The first phase is the four (4) homesites located along Stanley Road, which is already served by an existing roadway and utilities. The second phase will be developed simultaneously and will include all the internal homesites (40).

Our focus is to develop a first-class neighborhood that is thoughtfully designed to create a sense of place and encourage community. The plan is to highlight the property's proximity to Lakeview Park and Lake Center Elementary School by connecting the development via a walking trail to the existing sidewalk and proposed bike path along Portage Road.

Please find below the answers to the questions found in Section 42-883 of the City Zoning Ordinance.

Developer: City of Portage, 7900 South Westnedge Avenue, Portage, MI 49002

Engineer/Surveyor: Gary Hahn, 433 E. Ransom Street, Kalamazoo, MI 49007
ghahn@gowightman.com, 269.207.2700
License No. 4001038116, Expiration date 07/09/2026

Existing Conditions: This property is rolling and wooded with approximately 10' of elevation change. There are two existing Consumers Energy overhead power lines located in the southern quarter of the property. We are in discussion with Consumers Energy about relocating some of these lines along Stanley Avenue.

Access: The design includes two access drives to the neighborhood. The main entry is proposed on the south side of the community, located along Stanley Road and the secondary entry is on the north side of the property connecting to Woodbine Avenue. The vision is for both of these access points is to include trees and sidewalks. There are two parcels of land that abut Portage Road that will be preserved for potential future commercial development and inclusive of the proposed walking trail.

Ground Lease: It is the intention of the City of Portage to maintain the affordability of the homes in perpetuity. This will be achieved by transferring ownership of the homesites to the Portage Community Land Trust (PCLT). Homebuyers who purchase a home within the proposed development will sign a renewable Ground Lease with the PCLT for a length of 99 years. The lease will give the owners exclusive use of the land beneath their home. The Ground Lease allows does still allow home buyers to enter into a mortgage agreement with a financial institution, it will ensure that the home remains owner-occupied, and allows the PCLT to monitor the future sale of the home to a similarly, income qualified purchaser.

Site Condominium: The community will be developed as a site condominium inclusive of a Master Deed that will provide protective covenants that are key to keeping this communities in first-class condition long after construction of the homes is completed.

Wetlands and Flood Elevation: Wightman completed A wetlands delineation. No wetlands were discovered on the property. The property is in Zone X-area of minimal flood hazard, according to the flood insurance rate map no. 26077C0315D effective on February 17, 2010. Additionally, according to the PROPOSED FEMA flood maps, the property is in an area of minimal flood hazard.

Manmade Features: The stormwater system will be developed to be a natural area with a trail system linking to the Portage Road sidewalk.

Roadways: The roads proposed to develop this community include a 60' to 66' wide right of way with up to 32' wide public streets with concrete curbs.

Community Features:

- a. Entry Statement: Both entry roads will be tree-lined to create a welcoming atmosphere with identification signage on approach and sidewalks.
- b. Sidewalks: There will be a 5' wide internal sidewalk system on both sides of the roadways throughout the development. 5' wide sidewalks will also be installed along Stanley Road. The sidewalks will connect to an 8' wide walking trail that leads to the existing public sidewalk along Portage Road. There will also be sidewalks along the entry road from Woodbine Avenue, allowing people easier access to Lakeview Park.

Utilities: All homes will be served by municipal sanitary sewer and water, underground gas, electric and communication lines. The plan is to have the utilities located between the curb and sidewalk with a 10' utility easement.

Building Requirements: The plan to develop 4 floor plans, both ranch and two-story home designs. Per the Cross and Associates market study, we anticipate homes will be between 1,200 square feet to 1,650 square feet.

The following are the proposed building requirements.

- a. Front yard setback: as measured from the right of way line, internal streets 25' and from Stanley Road 50'.
- b. Rear yard setback: 40'
- c. Side Yard setback: 5' with a minimum building separation as measured from the eaves of 10'.
- d. Height of Buildings: There will be no structures more than 45' feet in height within the planned development.
- e. Screening: There are no nonresidential uses planned for the development at this time, therefore screening is not needed. Should a homeowner desire to fence in their property, covenants will be recorded that will outline approved fencing style, color, height, and location.
- f. Parking: Parking will be available in garages and driveways and on-street parking will also be available on one side of the roadway.

Storm Water: The storm sewer system will be constructed in accordance with City of Portage standards and dedicated to the City. All storm runoff will be directed to the open infiltration basin.

Common Open Space: Open space is provided near homesites 6 & 7 and will contain a 8' wide paved pathway and general lawn space. There will also be a centralized community mailbox system.

Tentative time schedule:

- a. Summer / Fall 2024
 - i. Rezoning submittal
 - ii. Step 1 site condominium submittal of phase 1 & 2
 - iii. Step 2 submittal of phase 1 (Stanley homesites)
- b. Winter 2024 / 2025
 - i. Step 2 submittal of phase 2
 - ii. Step 3 submittal of phase 1 (Stanley homesites)
- c. Winter / Spring 2025
 - i. Step 3 approval of phase 1 (Stanley homesites)
 - ii. Start construction of homes in phase 1 (Stanley homesites)
 - iii. Start construction of infrastructure phase 2
- d. Summer 2025
 - i. Step 3 approval of phase 2
 - ii. Start construction of homes in phase 2

We look forward to reviewing this information during the upcoming City of Portage Planning Commission and City Council meetings.

Respectfully submitted,



Jonathon Hallberg
Deputy Director of Economic Development

c: Anita Johnson
Peter Dame
Jack Gesmundo
Aaron Neitling
Paul Schram

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TRACY CROSS & ASSOCIATES, INC.
REAL ESTATE MARKET ANALYSIS

EXECUTIVE MEMORANDUM: *WORKFORCE FOR SALE HOUSING DEVELOPMENT*
-- STANWOOD CROSSINGS --
PORTAGE, MICHIGAN

TO: Mr. Peter Dame / City of Portage
Ms. Anita Johnson / City of Portage

CC: Mr. Jack Gesmundo / AVB, Inc.

FROM: Ms. HollyAnn Eageny / Tracy Cross & Associates, Inc.

DATE: June 27, 2024

At the request of the City of Portage, Tracy Cross & Associates, Inc. was retained to assess the market potential for residential development in Portage, Michigan, addressing an approximate 14.0-acre assemblage located at 9617 Portage Road at Stanley Road. The objective of this analysis is to provide the Client with a thorough understanding of relevant economic and residential market trends as they may impact upon potential workforce single family for sale development initiatives within the subject property, and forward product recommendations, benchmark pricing strategies and sales forecasts to facilitate continued proforma financial modeling.

GEOGRAPHIC DELINEATION: THE 9617 PORTAGE ROAD PROPERTY
-- PORTAGE, MICHIGAN --



Source: City of Portage and Google Maps

In summary, this analysis establishes the following:

- ❑ An understanding of the strengths and weaknesses of the Portage area's residential marketplace over the 2024-2029 forecast period based upon pertinent economic, demographic and residential construction and sales trends which define the marketplace.
- ❑ Conclusions regarding the marketability of phased introduction of 45 single family ownership homes, hereinafter referred to as *Stanwood Crossings*, reserved for moderate-income workforce households earning between 80.0 and 120.0 percent of area median income (AMI). These conclusions are based upon factors associated with location, residential construction and sales trends, and the expected alignment of the residential marketplace during the 2024-2029 forecast period and beyond.
- ❑ Benchmark development guidelines to appropriately position prototype workforce for sale development in concert with regional demand potentials and achieve sustainable sales rates.

STANWOOD CROSSINGS – A PERSPECTIVE

Stanwood Crossings is planned to consist of 45 designated workforce single family ownership homes to be developed on typical 60 ft. x 100 ft. homesites within an enclave residential community. It is expected that construction of an initial phase of +/-12 homes will commence in early 2025 in anticipation of deliveries beginning in late-Summer. Thereafter, delivery schedules will continue in tandem with on-going extension of infrastructure. Consistent with City of Portage development covenants, the community will feature fully landscaped homesites to include one (1) "street tree" per homesite, sidewalks and cohesive street lighting, along with a walking trail connecting the development to the nearby Lakeview Park and Lake Center Elementary School as well as a proposed bike path along Portage Road. The homes, in turn, will include quality interior appointments and finishes commensurate with mainstream market rate single family development throughout the region. All homes will include an attached two-car garage and be developed in *slab-on-grade* condition, although basements may be offered as an option.



Illustrative Image Only



Illustrative Image Only



Illustrative Image Only

The Stanwood Crossings community will be developed in conjunction with a Land Trust Agreement with the city of Portage in order to maintain the affordability of homes over the long term. Similar to site condominium development, the Land Trust will maintain ownership of the land in order to ensure protective covenants, while participating financial institutions will provide qualified homeowners with mortgage vehicles for the home itself. It is expected that some measure of funds will be available through city and/or Kalamazoo County housing programs for down payment assistance, closing cost expenses, and other fees. In addition to mortgage obligations, future homeowners will be responsible for real estate taxes applied to the home *only*. Utilizing a Kalamazoo County 2024 millage rate of 1.80 percent, and assuming slab-on-grade construction, it is *estimated* that property taxes on the structure only will range from \$150 to \$185 monthly (in 2024 dollars). In addition, a monthly payment to the city in lieu of homesite taxes, together with a +/- \$50 monthly fee will be assessed for operation of the Land Trust. The homeowner will be responsible for all utilities and homeowner insurance, as well as home and landscape maintenance. In order to maintain the affordability of the project over the long term, annual home appreciation will be capped by the city (potentially tied to CPI or a similar marker). Homeowners will share in some measure of equity growth in their residence which would be released at time of resale.

CONCLUSION

Development of the proposed Stanwood Crossings workforce community is viewed as a *strong* opportunity for the city of Portage to address the definitive lack of moderately priced homes in the marketplace and ensure quality affordable housing options, thus enabling the city and its stakeholders to attract and retain a skilled workforce. The property itself is located in the desirable Lake Centre District of Portage within walking distance of established parks and recreation areas aligning West and Austin Lakes and is convenient to a variety of consumer service providers, banking facilities and eateries throughout the general area. The property is served by the well-regarded Portage Public Schools and, most importantly, Pfizer and Stryker Medical Equipment manufacturing facilities, representing two of the region's largest employers, are within two miles of the subject site. Not to be dismissed, Bronson and Borgess health systems, along with school district and public administrations also represent significant sources of local workforce employment. This conclusion also considers the expectation of measured regional economic growth during the 2024-2029 forecast period, together with sustaining demand for residential development through the 2029 forecast and beyond. Moreover, as detailed in our December 2023 *City of Portage Economic and Residential Outlook*, Kalamazoo County and the city of Portage support a sufficient base of households across all consumer segments ranging from younger professionals and growing family components through more mature move-over consumers within the designated workforce income categories who could be attracted to homeownership opportunities within Stanwood Crossings.

A FRAMEWORK FOR PLANNING

Balancing underlying market strengths and anticipated measured economic expansion, and consistent with the vision outlined in the city's Draft 2024 Master Plan, **Exhibit 1** forwards a suggested product matrix and benchmark closing price strategy to position a *prototype* 45-unit workforce single family development in context with regional demand potentials while expanding appeal across a broad spectrum of moderate-income consumer profiles. This benchmark pricing strategy is also established to enable the proposed development to appropriately align with the *gradual upward movement of incomes* in the marketplace while *remaining within the framework of workforce income categories*. It is noted that this benchmark strategy is presented in May 2024 dollars and forwarded for purposes of financial planning only. For analytical purposes, this benchmark strategy is based upon a three-person household earning 100.0 percent AMI (or \$90,800 annually). This benchmark strategy assumes *no down payment* by purchaser; a 6.75 percent 30-year mortgage rate; homeowner's insurance estimated at \$100 monthly; and real estate taxes at 2.5 percent applied to the structure *only*. **Please carefully review all Exhibit footnotes.**

Product Line Summary

Product Form: Ranch and Two-Story Detached Single Family Homes with Two-Car Attached Garage

Density in Units Per Acre: 3.5

Average Plan Size (Sq. Ft.): 1,423

Estimated Closing Price @ 100% AMI^(2:4) : \$313,400
Per Sq. Ft.:⁽³⁾ \$220.24

Average Sales Rate (Units/Month)⁽⁵⁾ : 1.9

Marketing Life (In Months)⁽⁵⁾ : 24.0



Illustrative Image Only

Plan Detail

Plan Designation	A	B	C	D
Percent Distribution	25.0	25.0	25.0	25.0
Plan Type	Ranch	Ranch	Two-Story	Two-Story
Garage	Two-Car	Two-Car	Two-Car	Two-Car
Bedroom/Bath Mix	2 / 2.0	3 / 2.0	3 / 2.5	3 / 2.5
Unit Size (Sq. Ft.)	1,200	1,350	1,500	1,640
Benchmark Base Price: ⁽¹⁾	\$298,900	\$307,900	\$318,900	\$327,900
Per Sq. Ft.: ⁽¹⁾	\$249.08	\$228.07	\$212.60	\$199.94

Unit Features and Community Amenities

UNIT STANDARDS

- Eight-Foot Ceiling Height
- Laminate Plank Flooring in Living Areas
- "White" Interior Paint Finish
- Painted Trim
- Direct Wire Smoke Detectors
- Internet/Cable/Smart Technology Connectivity
- Quality Door Hardware and Lighting Package
- Air Conditioning
- Private Patio

KITCHEN FEATURES

- Quality Wood Cabinetry
- Laminate Plank Flooring
- Self-Clean Range/Oven
- Built-In Dishwasher
- Refrigerator with Ice-Maker
- Garbage Disposal
- Microwave with Vent
- Quartz/Granite Countertop & Island
- Undermount Stainless Steel Sink

BATH/POWDER ROOM STANDARDS

- Ceramic or Laminate Plank Flooring
- Cultured Marble Vanity Countertop
- Quality Cabinetry
- Solid-Surface Surround with Accessory Niche
- Frmls Shower Door (per plan)
- Vanity Mirror

CLOSETS, UTILITIES, AND STORAGE

- Walk-In MBR Closet
- Wire Closet Shelving
- Washer/Dryer Hook-up
- Storage Area (Either In-Unit or Separate)
- Adequate Secondary/Linen Closet(s)
- Programmable Thermostat

COMMUNITY FEATURES/AMENITIES⁽³⁾

- Architecturally-enhanced Exteriors
- Seeded Homesite
- Appropriate Front Landscape Plantings
- Asphalt Driveway
- Concrete Entry Sidewalk
- Street Lighting
- One (1) Street Tree per Homesite

⁽¹⁾ To be used for financial planning; all images intended for illustrative purposes only. Product form yields a density of 3.5 units per acre (i.e., 6,600sf lot). Based upon land planning and approvals, total unit count could vary by +/-10.0 percent without material impact upon absorption potentials.

⁽²⁾ Benchmark closing prices are presented in May 2024 dollars and reflect **slab-on-grade construction**. They include a direct-access two-car garage and assume quality interior appointments/finishes as outlined. They *do not include* options/upgrades or homesite premiums as applicable.

⁽³⁾ Closing prices are presented in May 2024 dollars. For analytical purposes, they assume **no down payment**; 6.75 percent conventional 30-year mortgage rate, homeowner's insurance estimated at \$100 monthly, and real estate taxes at 2.5 percent (*building only*). Closing sales prices *do not include* optional basements (valued at an incremental \$30,000), potential down payment assistance or other special financing vehicles, or monthly Land Trust Management fee or fees in lieu of homesite taxes.

⁽⁴⁾ It is further assumed that +/- \$50 monthly fee will be required to fulfill homesite tax obligations. All exterior/interior home maintenance, homesite landscape/snow removal, and refuse collection/recycling fees will be the responsibility of the homeowner as defined by development covenants.

⁽⁵⁾ Sales forecast at estimated closing prices assume a dedicated marketing/pre-approval program, phased introduction and a *continuous construction and delivery schedule*.

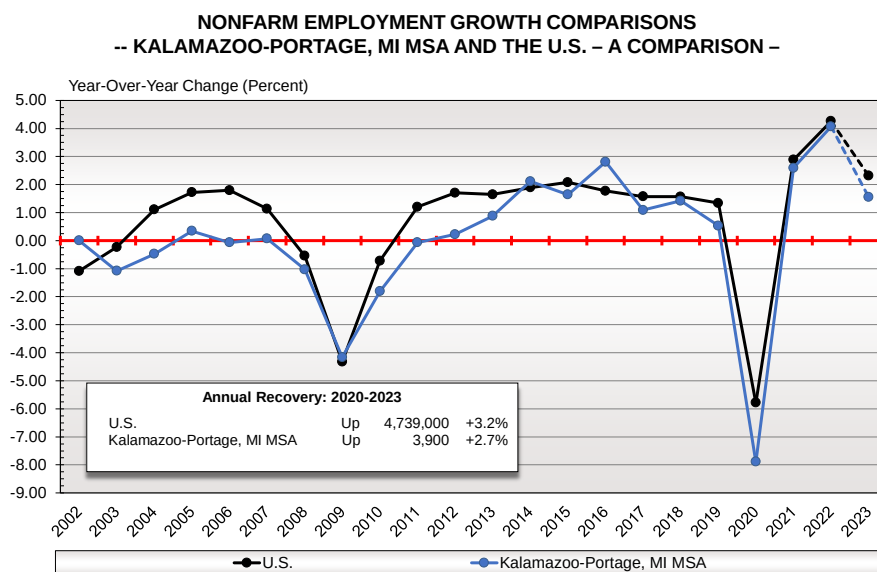
As outlined, the suggested plan portfolio incorporates ranch and two-story plan types ranging in unit size from 1,200 to 1,640 square feet. All homes will provide at least two bedrooms and two baths, and a two-car attached garage, along with quality interior appointments and finishes as detailed. Corresponding closing prices in May 2024 dollars extend from \$298,900 to \$327,900 and average \$313,400 which includes a 1,423 square foot residence. Benchmark closing prices translate to a value ratio of \$220.24 per square foot.

Assuming a three- to six-month residency qualification process, it is expected that sales/closings will average 1.9 units monthly, leading to sell-out within an approximate 24.0-month timeframe from initial closing, *or at a pace consistent with construction and delivery schedules.*

MARKET SUPPORT

The following paragraphs summarize pertinent market factors which inform our benchmark development strategy:

- According to the U.S. Department of Labor, the Kalamazoo-Portage region supported a total nonfarm employment base of 150,700 in 2023, reflecting moderate employment growth of 2,300 jobs and returning the region closer to its recent (pre-pandemic) peak of 150,900 jobs noted in 2019 (refer to Appendix A1). While one cannot overlook the impact of the pandemic, 2021 ushered in modest regional employment recovery which continued through the close of 2023. Specifically, during the 2020-2023 timeframe, the region recorded the recovery of 3,900 jobs yearly or an annual recovery rate of 2.7 percent, modestly below the 3.2 percent national recovery rate over the three-year period. This momentum suggest that market fundamentals provide a stable foundation for growth long term, lending support to the sustaining strength of the marketplace for residential development through the 2028 forecast period and beyond.



Source: U.S. Department of Labor, Bureau of Labor Statistics

- Positive employment will continue to foster steady rates of household growth through 2029, with household trendlines expected to continue through at least 2033. As summarized in the following table, Census estimates carried forward to 2024 indicate that Kalamazoo County supports a 2024 household base of 107,490, reflecting the addition of 491 households yearly since 2010 (refer to Appendix A2). While household growth remained concentrated in suburban areas of the county, the city of Portage alone accounted for just under one-quarter of household additions during the 2010-2024 timeframe, averaging 113 yearly. Portage is expected to maintain its share of household additions through 2029, averaging 129 households yearly, *before factoring the impact of potential new residential development of scale locally.*

**POPULATION AND HOUSEHOLD TRENDS:
-- KALAMAZOO COUNTY MARKET AREA --**

Area	2010	2020	2024 (Est.)	2029 (Proj.)	Average Annual Change		
					2010 - 2020	2020 - 2024	2024 - 2029
Population							
Kalamazoo County Market Area	250,329	261,670	262,458	266,172	+1,134	+197	+743
City of Portage	46,319	48,891	49,013	49,638	+257	+31	+125
Percent of Market Area	18.5	18.7	18.7	18.6	---	---	---
Households							
Kalamazoo County Market Area	100,611	106,906	107,490	110,414	+630	+146	+585
City of Portage	19,210	20,660	20,788	21,434	+145	+32	+129
Percent of Market Area	19.1	19.3	19.3	19.4	---	---	---

Source: U.S. Bureau of the Census Bureau: Census 2010 and 2020; Environics Analytics; and Tracy Cross & Associates, Inc.

- Also consistent with current and future development opportunities, as summarized in Appendix A3, Kalamazoo County Market Area householders reflect a median age of 50.0 years, while householders in Portage are modestly older at a median of 52 years. As Appendix A3 also illustrates, roughly 38.0 percent of resident Portage householders are younger than 45, representing the strongest age categories for family-oriented ownership housing forms. Portage householders aged 45 to 74, which generally represent lifestyle profiles are effectively evenly distributed at 16.0 percent each. Further, not only is there a sizeable base of existing households in each of the prime ownership age categories but these segments are generally expected to advance proportionately over the forecast period.

**HOUSEHOLD COMPOSITION: 2024
-- THE KALAMAZOO COUNTY MARKET AREA --**

Attribute	Kalamazoo County Market Area		City of Portage	
	Number	Percent	Number	Percent
Total Households	107,490	100.0	20,788	100.0
1-Person Household	33,287	31.0	6,507	31.3
2-Person Household	36,905	34.3	7,146	34.4
3-Person Household	15,170	14.1	2,971	14.3
4-Person Household	13,076	12.2	2,584	12.4
5-Person Household	5,629	5.2	1,065	5.1
6-Person Household	2,203	2.0	355	1.7
7 or More Person Household	1,220	1.1	160	0.8
Total 2- to 4-Person Households	65,151	60.6	12,701	61.1

Source: U.S. Department of Commerce, Bureau of the Census: Census 2020; Environics Analytics

**Executive Memorandum
City of Portage
Single Family Workforce Housing/Stanwood Crossings
Portage, Michigan**

- As also detailed in Appendix A3 and the following table, the two- and three bedroom ranch and two-story plan types suggested for Stanwood Crossings are consistent with household compositions in the marketplace. For example, just over one-quarter of resident households in Portage represent households with children under the age of 18, while 35.0 percent represent two-person households without children while another 32.0 percent represent single householders.

HOUSEHOLD GROWTH PROJECTIONS BY AGE GROUP
-- KALAMAZOO COUNTY MARKET AREA --

Age Range	Kalamazoo County Market Area		City of Portage	
	2023	2028	2023	2028
Under 35	27,632	27,492	4,516	4,580
35-44	18,005	18,826	3,381	3,519
45-54	16,109	16,971	3,398	3,459
55-64	17,091	15,889	3,508	3,322
65-74	16,405	18,152	3,314	3,712
75 and over	12,217	13,084	2,693	2,842
Total	107,459	110,414	20,810	21,434

Source: Envirionics Analytics and Tracy Cross & Associates, Inc.

- Census estimates indicate that Kalamazoo County households earn a 2024 median income of \$64,676, with households in Portage earning \$72,878 per annum. Most germane to the proposed workforce ownership development, with focus upon the household base under the age of 74, a substantial 34.2 percent of Kalamazoo County households align defined workforce income categories of 80.0 to 120.0 percent AMI (or 32,535 households). In Portage itself, some 37.7 percent or 6,742 households align workforce income categories and meet the affordability requirements for potential ownership within Stanwood Crossings.

HOUSEHOLD AGE AND INCOME CHARACTERISTICS: 2024
-- KALAMAZOO COUNTY MARKET AREA --

Attribute	Total Households					
	Kalamazoo County Market Area			City of Portage		
	Number	Percent	Median	Number	Percent	Median
Total Households	107,490	100.0	\$64,676	20,788	100.0	\$72,878
Under 25 Years	7,228	6.7	25,226	790	3.8	42,411
25 - 34 Years	19,088	17.8	62,305	3,379	16.3	76,861
35 - 44 Years	18,311	17.0	78,424	3,702	17.8	93,949
45 - 54 Years	16,424	15.3	95,712	3,336	16.0	108,577
55 - 64 Years	17,355	16.1	83,550	3,372	16.2	90,266
65 - 74 Years	16,708	15.5	59,847	3,305	15.9	61,114
75 - 84 Years	8,884	8.3	44,310	2,050	9.9	45,840
85 Years and Over	3,492	3.2	33,323	854	4.1	32,620
Total Households Under 35 Years	26,316	24.5	\$52,121	4,169	20.1	\$70,333
With Incomes of \$50,000 to \$72,640 ⁽¹⁾	4,465	17.0	---	804	19.3	---
With Incomes of \$73,000 to \$108,960 ⁽²⁾	4,358	16.6	---	886	21.3	---
With Incomes of \$125,000 or More	3,114	11.8	---	695	16.7	---
Total Households Aged 35 to 54 Years	34,735	32.3	\$86,598	7,038	33.9	\$100,883
With Incomes of \$50,000 to \$72,640 ⁽¹⁾	4,944	18.8	---	1,048	25.1	---
With Incomes of \$73,000 to \$108,960 ⁽²⁾	6,848	19.7	---	1,456	20.7	---
With Incomes of \$125,000 or More	10,449	30.1	---	2,527	35.9	---
Total Households Aged 55 to 74 Years	34,063	31.7	\$71,924	6,677	32.1	\$75,836
With Incomes of \$50,000 to \$72,640 ⁽¹⁾	5,582	21.2	---	1,307	31.4	---
With Incomes of \$73,000 to \$108,960 ⁽²⁾	6,338	18.6	---	1,241	18.6	---
With Incomes of \$125,000 or More	8,159	24.0	---	1,731	25.9	---

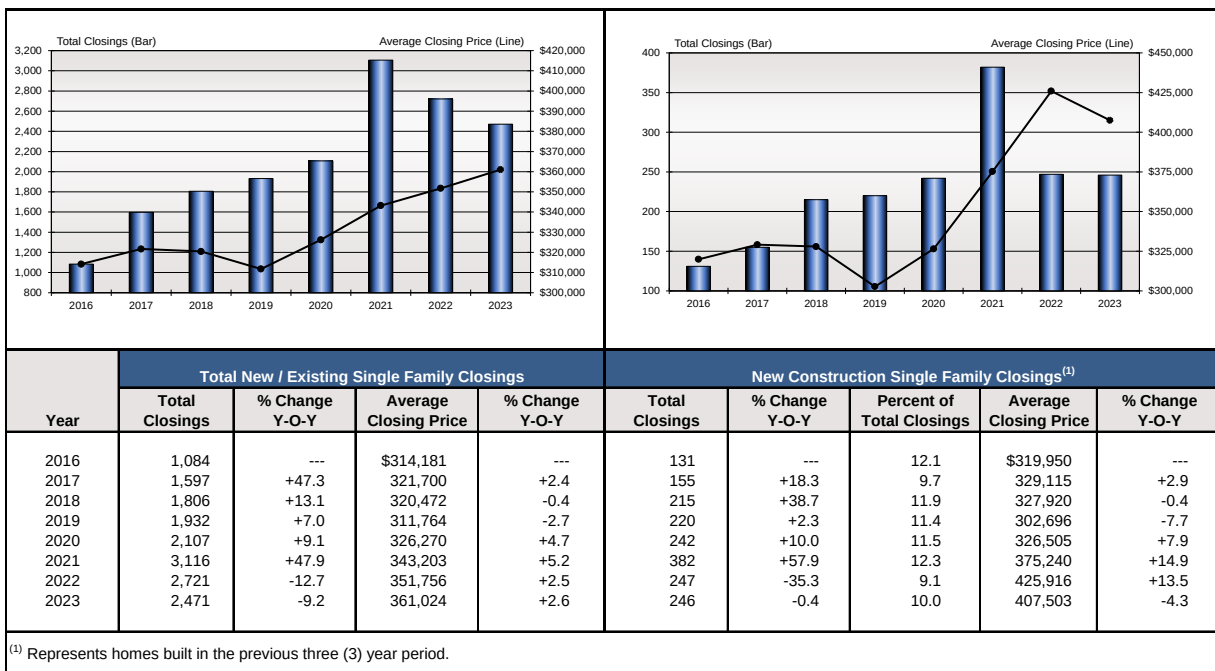
⁽¹⁾ Represents three-person households earning between 80.0 and 100.0 percent AMI based upon Kalamazoo County 2024 median income as defined by HUD/MSHDA and generally defined as workforce incomes.

⁽²⁾ Represents three-person households earning between 100.0 and 120.0 percent AMI based upon Kalamazoo County 2024 median income as defined by HUD/MSHDA and generally defined as workforce incomes.

Source: Envirionics Analytics

- While there is more than sufficient *demographic* support for workforce ownership development in the marketplace, the *strongest* support for the proposed Stanwood Crossings stems from conditions in the for sale housing market where profile workforce components have effectively been disenfranchised from homeownership opportunities on the basis of affordability. As summarized in the following table and detailed in Appendix A4, with focus upon homes priced at \$200,000 or more, the *average* price of a single family home sold throughout the greater Kalamazoo County region stood at \$361,024 at the close of 2023, up 2.6 percent year-over-year, and up a sharp 16.0 percent compared to the \$311,764 average recorded at the close of 2019.

SINGLE FAMILY CLOSING TRENDS: NEW AND EXISTING HOMES PRICED \$200,000 AND ABOVE
-- GREATER KALAMAZOO REGION --



Source: Greater Kalamazoo Association of Realtors and Tracy Cross & Associates, Inc.

- Affordability levels are further compromised by tightened lending requirements and inflationary pressures upon mortgage interest rates which (today) stand at not less than 7.0 percent for a conventional 30-year fixed loan – more than double the 2.75 percent fixed rate in June 2019. In addition, most conventional mortgage vehicles require a standard 20.0 percent down payment (or roughly \$72,000) plus closings costs which can range from \$3,000 to \$5,000 on average. As the preceding table also illustrates, the average sales price of a *new construction* home in the market (i.e., those built in 2019 or later) stood at \$407,503 at the close of 2023, reflecting *annualized* price growth of 7.45 percent compared to home values in 2019. A household income of not less than \$128,000, together with some \$81,000 in down payment, would be required to meet minimum eligibility requirements in today's marketplace.

**Executive Memorandum
City of Portage
Single Family Workforce Housing/Stanwood Crossings
Portage, Michigan**

- Expanding upon this point, and reflecting strained market conditions, it is noteworthy that there is only a two-month supply of homes listed for sale at mainstream price points below \$350,000. Market balance generally requires a 5.0 to 7.0 month inventory. Moreover, the *average* asking price of a single family home in the Kalamazoo region currently stands at \$482,962 – well above mainstream affordability levels.

**ACTIVE LISTINGS BY PRICE AND MONTHS OF INVENTORY
NEW AND EXISTING DETACHED HOMES PRICED \$200,000 OR MORE
-- GREATER KALAMAZOO REGION --**

Price Range	Total New / Existing Single Family			New Construction Single Family ⁽¹⁾		
	Annualized Closings 2020-2023	Total Listings ⁽²⁾	Months of Inventory	Annualized Closings 2020-2023	Total Listings ⁽²⁾	Months of Inventory
\$200,000 - 249,999	2,962	84	1.4	146	0	0.0
250,000 - 299,999	2,376	102	2.1	290	30	5.0
300,000 - 349,999	1,582	92	2.8	223	37	8.0
350,000 - 399,999	1,089	64	2.8	123	18	7.0
400,000 - 449,999	742	47	3.0	91	16	8.4
450,000 - 499,999	462	37	3.8	63	4	3.0
500,000 - 549,999	291	19	3.1	44	8	8.7
550,000 - 599,999	247	32	6.2	56	10	8.6
600,000 - 699,999	292	57	9.4	45	22	23.5
700,000 and Over	372	74	9.5	36	24	32.0
Total	10,415	608	2.8	1,117	169	7.3
Average Closing Price	\$346,240	\$482,962		\$382,949	\$486,355	
Median Closing Price	\$295,919	\$369,450		\$321,086	\$399,900	
Days on Market	23	37		46	48	

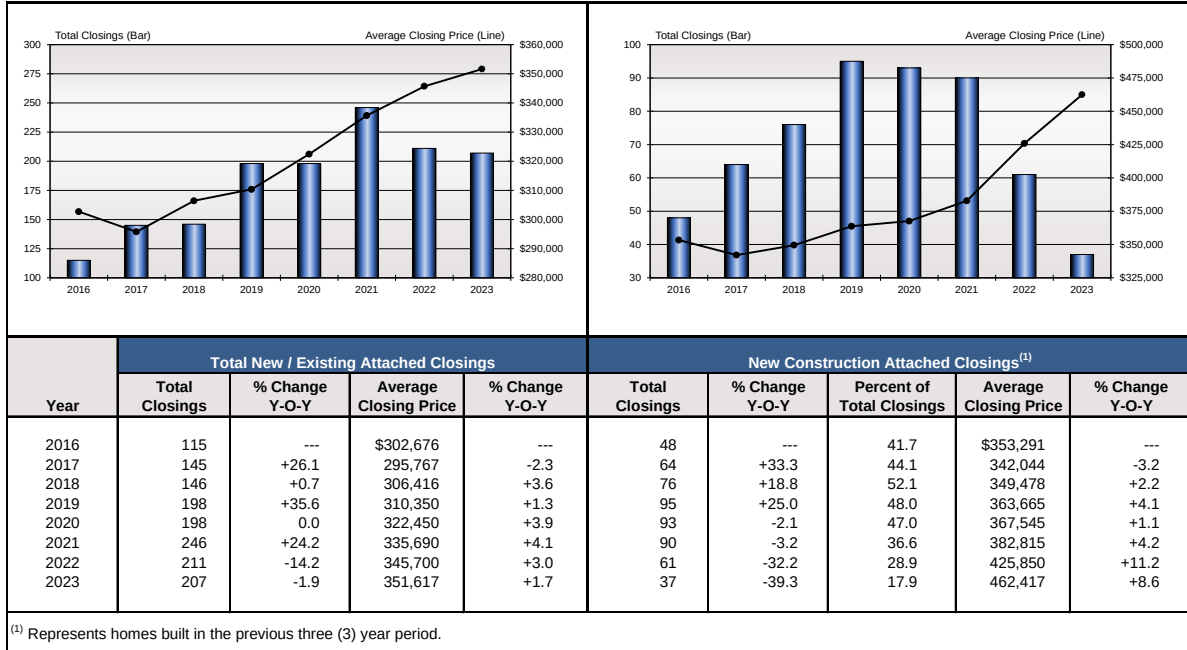
⁽¹⁾ Represents homes aged 0 to 3 years.
⁽²⁾ As of April 30, 2024

Source: Greater Kalamazoo Association of Realtors and Tracy Cross & Associates, Inc.

- Disparities in affordability levels are even more pronounced among lower-density duplex/townhomes in the marketplace, where closing prices of new/existing units averaged \$351,617 at the close of 2023 up 13.3 percent over closing prices noted in 2019. Among new construction developments, the average closing price stood at \$462,417 up a sharp 8.6 percent year-over-year and up a substantial 27.2 percent compared to the \$363,665 average closing price noted in 2019. In this sector, as well, market conditions are very strained with less than a 3.0-month inventory of units priced below \$300,000, while the new construction sector is *void* of listings below \$300,000. Refer to Appendices A5 and A6 for detailed attached for sale market statistics.

**Executive Memorandum
City of Portage
Single Family Workforce Housing/Stanwood Crossings
Portage, Michigan**

**ATTACHED FAMILY CLOSING TRENDS: NEW AND EXISTING HOMES PRICED \$200,000 AND ABOVE
-- GREATER KALAMAZOO REGION --**



Source: Greater Kalamazoo Association of Realtors and Tracy Cross & Associates, Inc.

- ❑ Finally, as noted in our December 2023 market analysis, it is unlikely that ownership demand potentials will be met given the region's established pattern of phased development over an extended period of time, exacerbated by rapidly accelerating sales prices and tightened lending standards in place today. As summarized in Appendix A7, although there are now 21 separate single family and townhome/duplex ownership developments and a collective 782 potential new units in some stage of the Kalamazoo County planning pipeline, virtually all reflect additional phases of existing subdivisions, with the average future phase reflecting a modest 37 units in size. Notably, in Portage itself, only 119 *total* ownership units are currently under construction and expected to begin marketing over the next 12- to 18 months.

RECOMMENDATION

The definitive lack of workforce-oriented for sale development in the marketplace further disenfranchises those households desirous of a quality new construction alternative *and* places additional pressures on opportunity for economic expansion given limited inventory of suitable workforce housing. Hence, based upon a heightened level of market opportunity for the proposed development, it is *strongly recommended that this project be approved*.

GENERAL LIMITING CONDITIONS

Tracy Cross & Associates, Inc. has made extensive efforts to confirm the accuracy and timeliness of the information contained in this study. Such information was compiled from a variety of sources, including interviews with developers/property managers and their agents, government officials, and other third parties. Although Tracy Cross & Associates, Inc. believes all information in this study is correct, it does not warrant the accuracy of such information and assumes no responsibility for inaccuracies in the information provided by third parties.

Conclusions and recommendations established in this analysis represent a professional opinion and are based upon forecasts into the future which could be significantly altered by outside occurrences. These include, among others, the possible interplay of unforeseen social, economic, physical/environmental, and governmental actions. In this regard, Tracy Cross & Associates, Inc., its owners, and its employees shall be held harmless of changes in conditions that may materially result from these occurrences.





Date: 8/20/2024



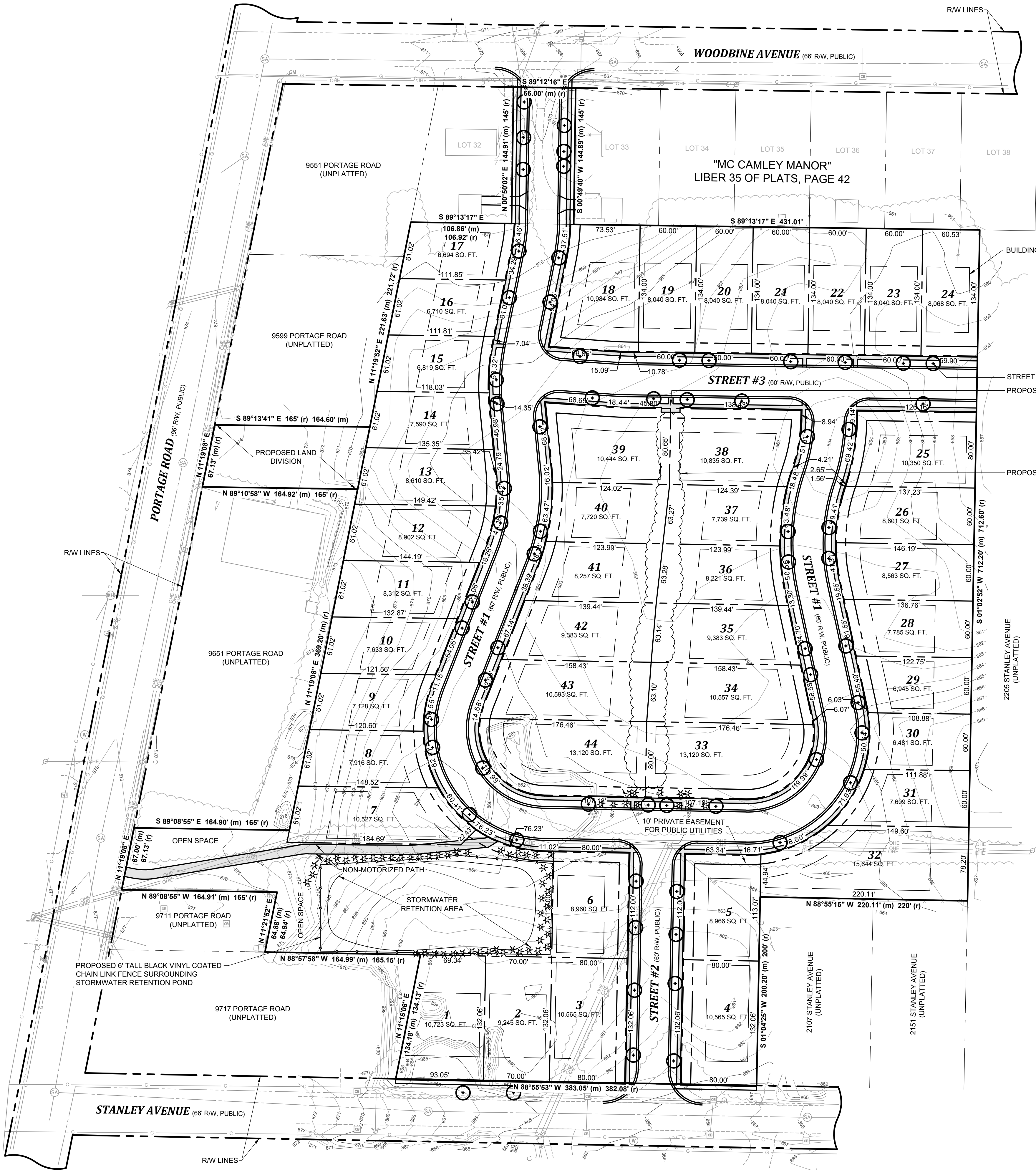
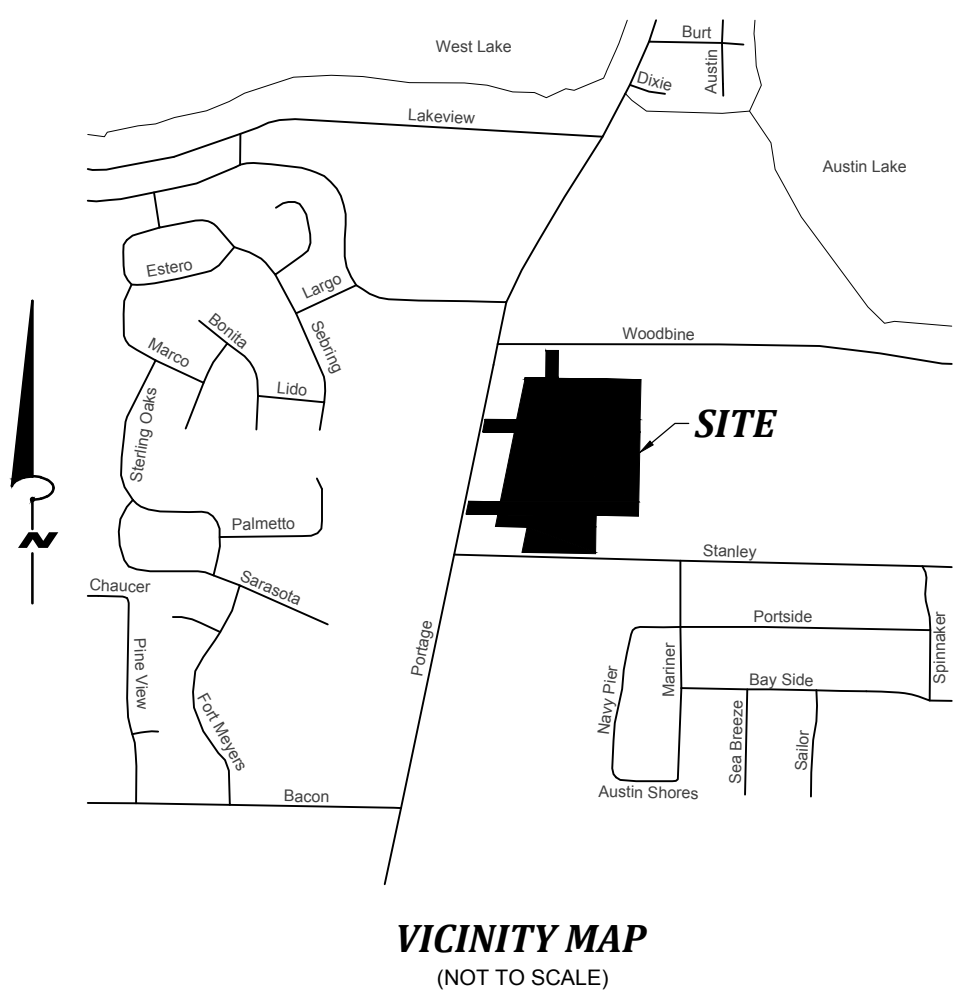
STANWOOD CROSSINGS

A SITE CONDOMINIUM

LOCATED IN THE SOUTHWEST QUARTER OF SECTION 26,
TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE,
KALAMAZOO COUNTY, MICHIGAN

PROPRIETOR/OWNER
CITY OF PORTAGE
7900 SOUTH WESTNEDGE AVENUE
PORTAGE, MI 49002
(269) 323-2022

SURVEYOR/ENGINEER
WIGHTMAN & ASSOCIATES, INC.
433 EAST RANSOM STREET
KALAMAZOO, MI 49007
(269) 200-2703



NOTES:

UNIT COUNTS
44 UNITS

PROPOSED ZONING/SETBACKS

ZONING - PD
SETBACKS:
PROPOSED = 25' FRONT
PROPOSED = 40' REAR
PROPOSED = 5' +/- SIDE (10' BETWEEN FOUNDATIONS)

PROPOSED UNIT WIDTH (SECTION 42-350/42-112)
MINIMUM UNIT WIDTH AT BUILDING SETBACK
PROPOSED = 60'

PROPOSED UNIT AREA (SECTION 42-350)
MINIMUM UNIT AREA
PROPOSED = 6,481 SQUARE FEET

PAVEMENT WIDTH (EXCLUDING CURB) (SECTION 42-803)
PROPOSED = 32' WIDE PAVING

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

WATER
THE PROPOSED CONDOMINIUM WILL BE SERVED BY PUBLIC WATER MAIN. TO BE CONNECTED TO THE EXISTING WATER MAIN AT WOODBINE AVENUE AND STANLEY AVENUE. ANY WATER MAIN NOT LOCATED IN PUBLIC RIGHT OF WAY SHALL LIE WITHIN A PERMANENT PUBLIC WATER MAIN EASEMENT. HYDRANTS SHALL BE LOCATED NOT MORE THAN 500' APART AND SITUATED SUCH THAT ALL PORTIONS OF BUILDINGS ARE WITHIN 250' OF A HYDRANT.

STORM SEWER
THE STORM SEWER SYSTEM AND STORM WATER RETENTION AREA WILL BE CONSTRUCTED IN ACCORDANCE WITH CITY OF PORTAGE STANDARDS AND DEDICATED TO THE CITY. STORM WATER RETENTION VOLUME WILL BE PROVIDED IN ACCORDANCE WITH THE CITY'S DESIGN CRITERIA MANUAL AND ITS ADDENDUM.

STREETS
ALL STREETS WILL BE PUBLIC WITH CONCRETE CURB AND GUTTER AND ASPHALT SURFACE. WIDTH TO BE 36' AT BACK OF CURB IN A 60' RIGHT-OF-WAY. ALL CURB RADI AT INTERSECTIONS TO BE 25' AT THE FACE OF CURB.

SIDEWALKS
SIDEWALKS SHALL BE CONSTRUCTED IN ACCORDANCE WITH CITY OF PORTAGE STANDARDS. ANY SIDEWALKS OUTSIDE RIGHT-OF-WAY WILL BE LOCATED WITHIN A SIDEWALK EASEMENT. A NON-MOTORIZED PATH WILL CONNECT THE SIDEWALK IN THE DEVELOPMENT TO NON-MOTORIZED FACILITIES ON PORTAGE ROAD.

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

PRIVATE UTILITIES
PRIVATE UTILITIES SUCH AS GAS, ELECTRIC, CABLE TV, ETC. SHALL BE LOCATED IN PRIVATE EASEMENTS. ALL UTILITIES SHALL BE INSTALLED UNDERGROUND.

CONTIGUOUS PROPERTIES
THE PROPRIETOR HAS OWNERSHIP INTEREST IN THE OVERALL PARCEL IN WHICH THE DEVELOPMENT IS BEING PROPOSED.
NO OTHER CONTIGUOUS PROPERTIES ARE OWNED BY THE PROPRIETOR/OWNER.

LEGAL DESCRIPTION:

LAND SITUATED IN THE CITY OF PORTAGE, COUNTY OF KALAMAZOO, STATE OF MICHIGAN, DESCRIBED AS FOLLOWS:

LAND SITUATED IN THE SOUTHWEST 1/4 OF SECTION 26, TOWN 3 SOUTH, RANGE 11 WEST, DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHWEST CORNER OF LOT 46, SUPERVISOR'S PLAT OF MCCAMLEY BEACH AS RECORDED IN LIBER 13 OF PLATS, PAGE 5, KALAMAZOO COUNTY RECORDS; THENCE WEST ALONG THE NORTH LINE OF STANLEY DRIVE 1724.85 FEET (RECORDED AS 1725.00 FEET); THENCE CONTINUING WEST ALONG THE NORTH LINE OF SAID DRIVE 220 FEET, FOR THE PLACE OF BEGINNING OF THE LAND HEREINAFTER DESCRIBED; THENCE WEST ALONG SAID NORTH LINE OF STANLEY DRIVE 382.08 FEET MORE OR LESS TO A POINT WHICH IS 330 FEET EAST OF THE EAST LINE OF PORTAGE ROAD; THENCE NORTHEASTERLY PARALLEL WITH THE EAST LINE OF PORTAGE ROAD 134.13 FEET; THENCE WEST PARALLEL TO THE NORTH LINE OF STANLEY DRIVE 165.15 FEET; THENCE NORTHEASTERLY PARALLEL TO THE EAST LINE OF PORTAGE ROAD 64.94 FEET; THENCE WEST PARALLEL TO THE NORTH LINE OF STANLEY DRIVE 165 FEET TO THE EAST LINE OF PORTAGE ROAD; THENCE NORTHEAST ALONG SAID EAST LINE 67.13 FEET; THENCE EAST PARALLEL TO THE NORTH LINE OF STANLEY DRIVE 165 FEET; THENCE NORTHEASTERLY PARALLEL TO THE EAST OF PORTAGE ROAD 369.2 FEET; THENCE WEST PARALLEL TO THE NORTH LINE OF STANLEY DRIVE 165 FEET TO THE EAST LINE OF PORTAGE ROAD; THENCE NORTHEASTERLY ALONG SAID EAST LINE 67.13 FEET; THENCE EAST PARALLEL TO THE NORTH LINE OF STANLEY DRIVE 165 FEET; THENCE NORTHEASTERLY 221.72 FEET MORE OR LESS TO THE SOUTHWEST CORNER OF LOT 32 OF THE RECORDED PLAT OF MCCAMLEY MANOR; THENCE EAST ALONG THE SOUTH LINE OF SAID PLAT 592 FEET MORE OR LESS, TO A POINT BEING 968 FEET WEST OF AND ALONG SOUTH LINE OF SOUTHEAST CORNER OF LOT 50, OF SAID MCCAMLEY MANOR; THENCE SOUTH 712.60 FEET AT RIGHT ANGLES WITH THE NORTH LINE OF STANLEY DRIVE; THENCE WEST PARALLEL WITH THE NORTH LINE OF STANLEY DRIVE 220 FEET; THENCE SOUTH 200 FEET, AT RIGHT ANGLES WITH THE NORTH LINE OF STANLEY DRIVE, TO PLACE OF BEGINNING.

ALSO OUTLOT B, MCCAMLEY MANOR, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 25 OF PLATS, PAGE 42, KALAMAZOO COUNTY RECORDS.

CONTAINING 13.55 ACRES MORE OR LESS.

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

BEARINGS SHOWN HEREON ARE RELATED TO THE MICHIGAN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE.

**WIGHTMAN**

433 E. RANSOM ST.
KALAMAZOO, MI. 49007
269.327.3532

www.gowightman.com



GARY D. HAHN
PS-4001038116

PROJECT NAME:
STANWOOD CROSSINGS
9617 PORTAGE ROAD
PORTAGE, MI 49002

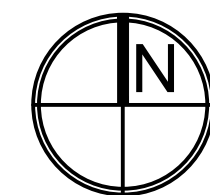
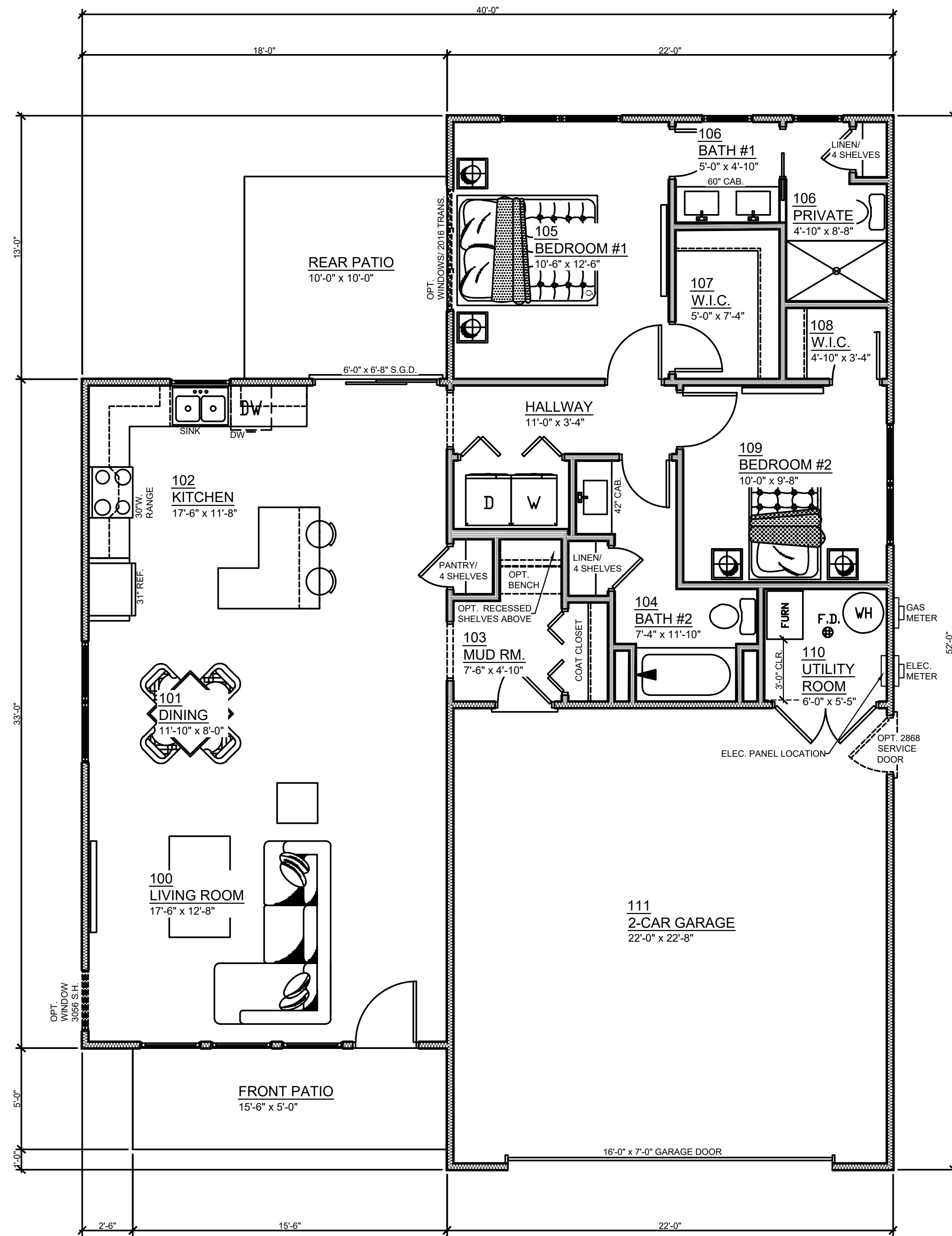
CITY OF PORTAGE
7719 SOUTH WESTNEDGE AVENUE
PORTAGE, MI 49002

01 8/27/2024 GDH
PD REZONING AND
CONDOMINIUM
SUBDIVISION PLAN

REVISIONS
DATE: JULY, 2024
SCALE: 1" = 60'
DRAWN BY: ACE
CHECKED BY: GDH

CONDOMINIUM
SUBDIVISION PLAN

JOB No. 222353
01



MAIN LEVEL PLAN
SCALE 1/4"=1'-0"

MAIN LEVEL PLAN: 1,206 SF



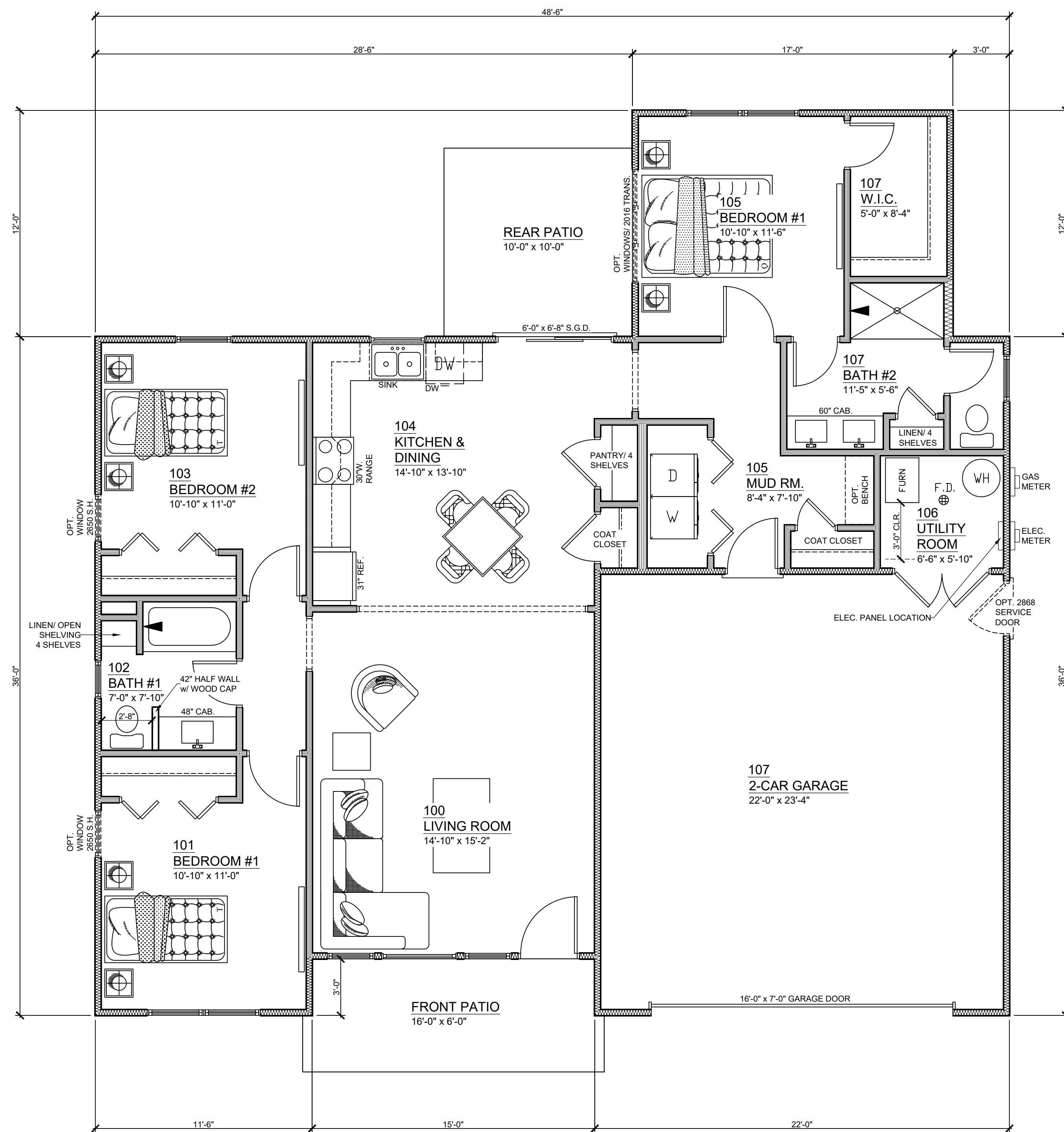
A1



A2



A3



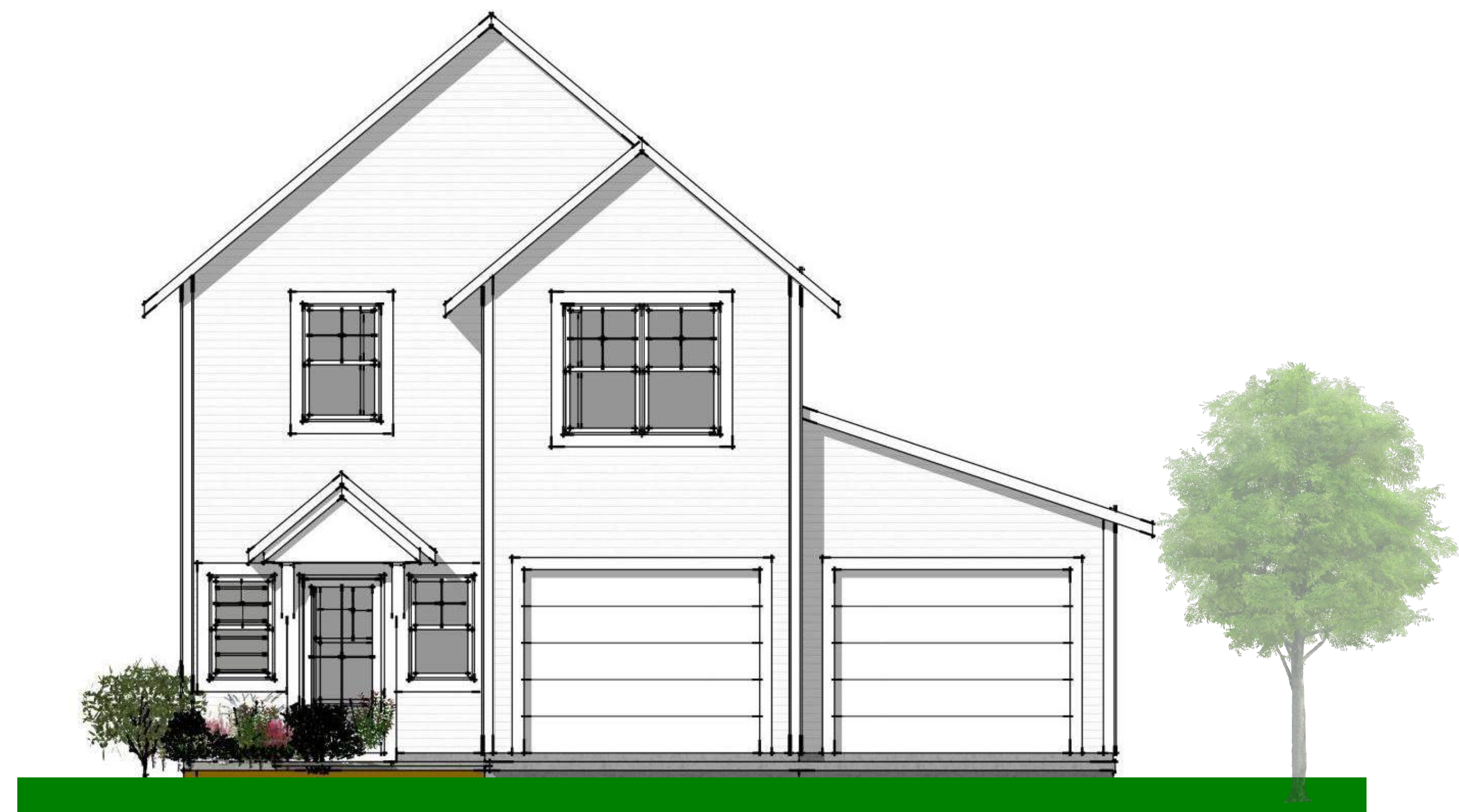
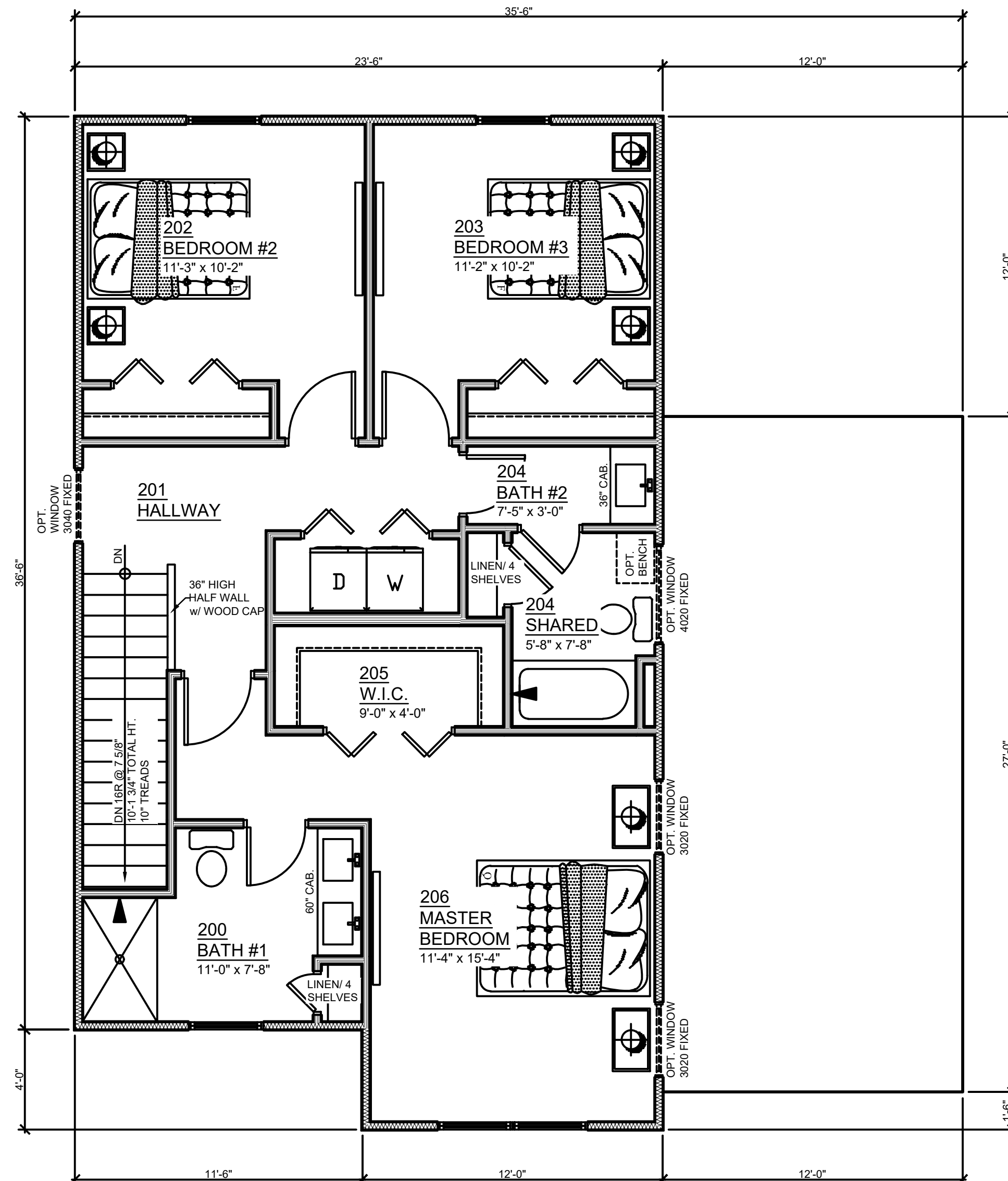
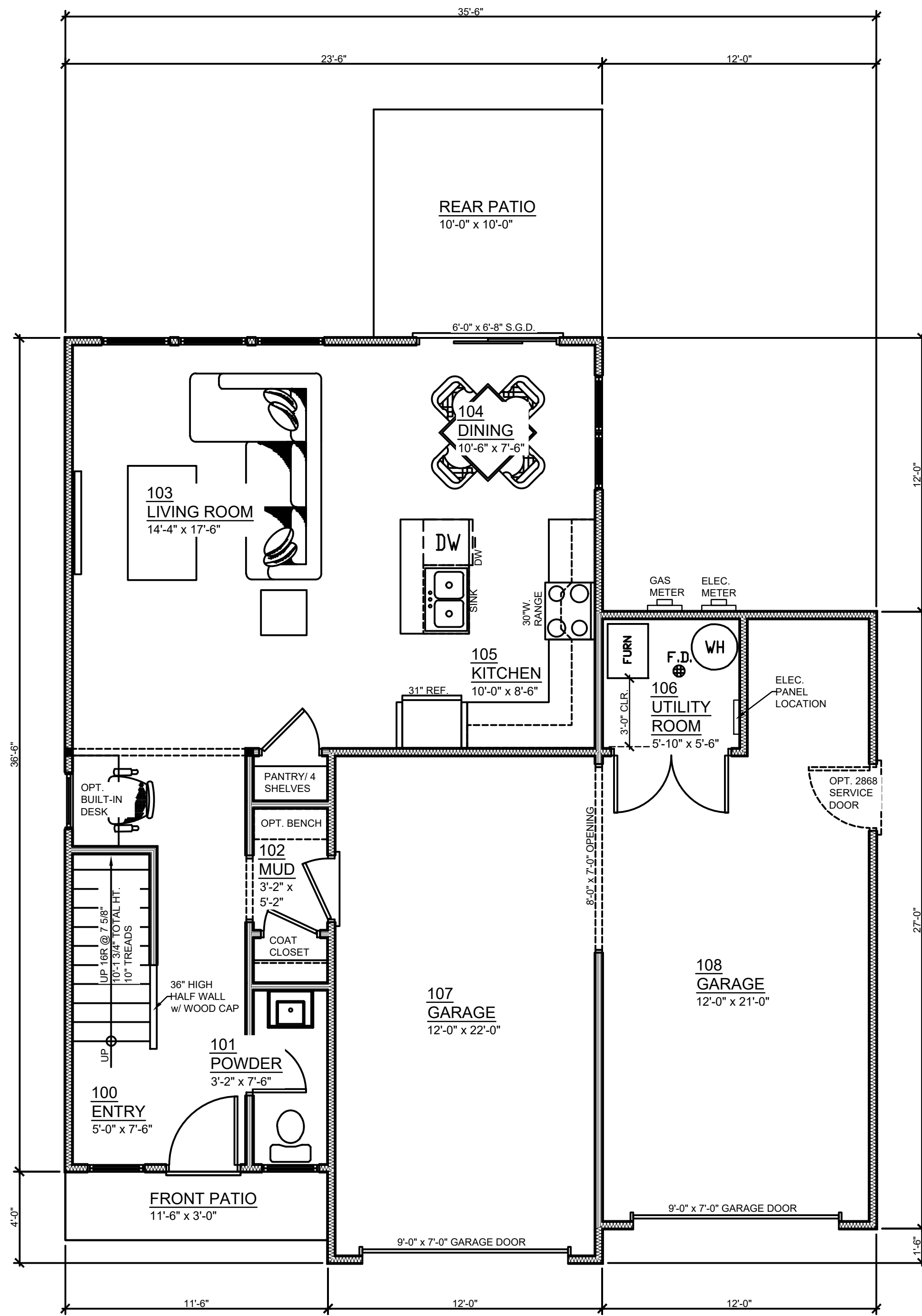
B1



B2



B3



C1



C2

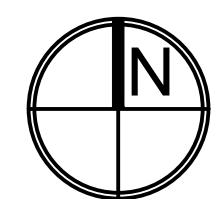
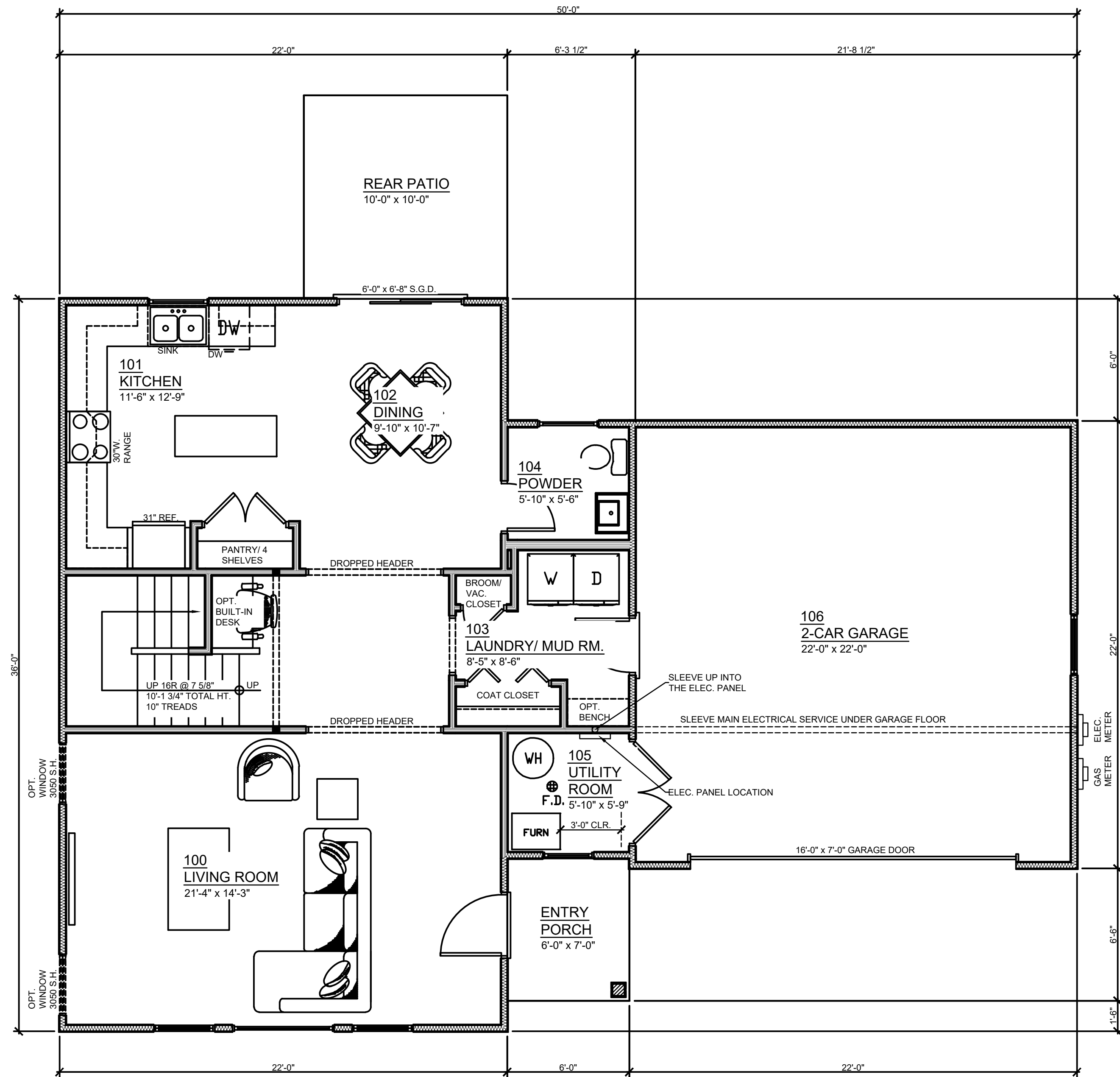


C3



CONCEPTUAL HOUSING
CITY OF PORTAGE - WORKFORCE HOUSING
CONCEPTUAL DESIGN -- JULY 23, 2024

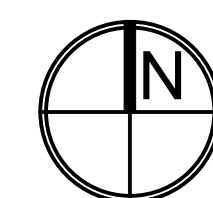
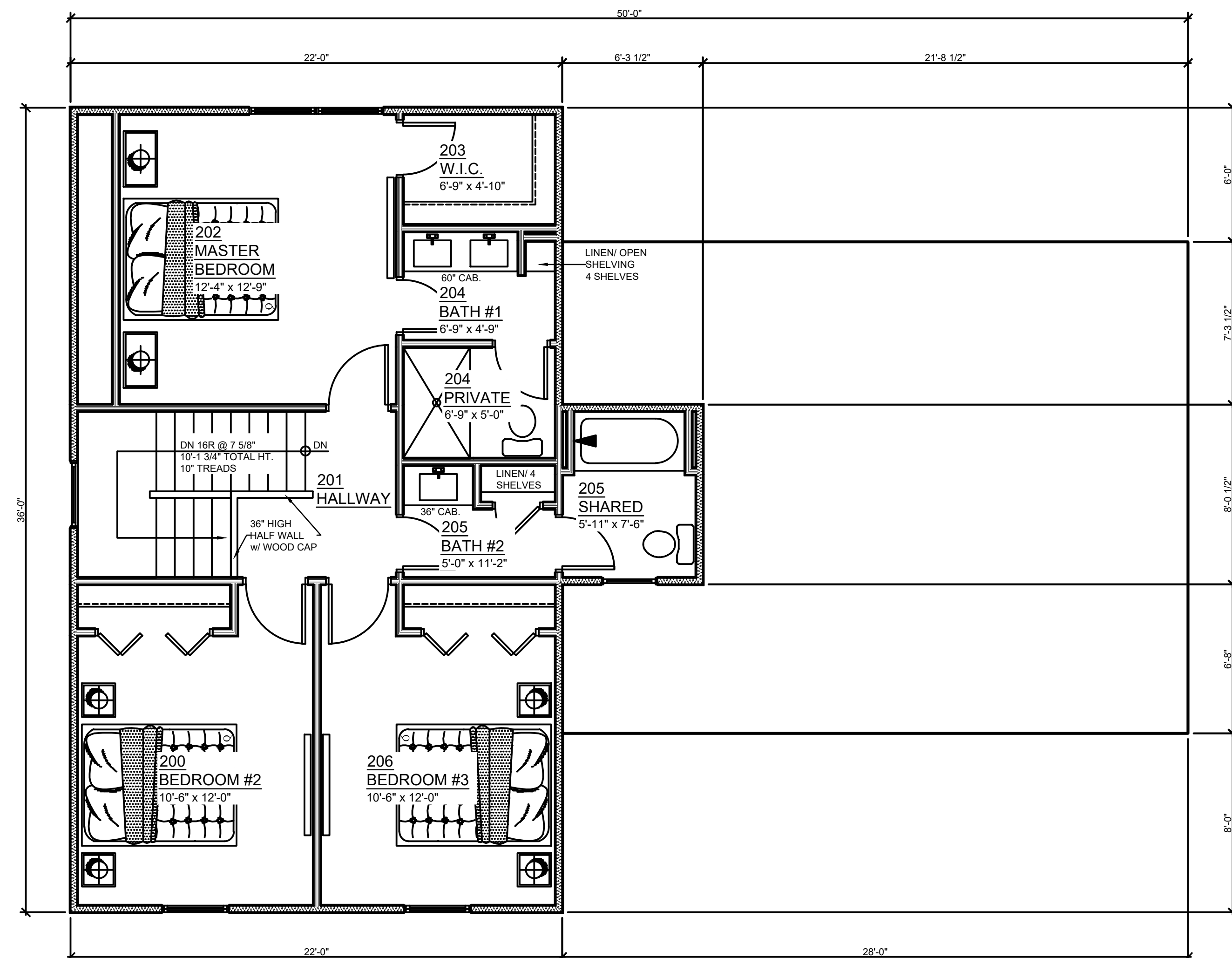




MAIN LEVEL PLAN

SCALE 1/4"=1'-0"

MAIN LEVEL PLAN: 888 SF
UPPER LEVEL PLAN: 752 SF



UPPER LEVEL PLAN

SCALE 1/4"=1'-0"



D1

D2

D3



BUILD SOMETHING BETTER.



CONCEPTUAL HOUSING
CITY OF PORTAGE - WORKFORCE HOUSING
CONCEPTUAL DESIGN -- JULY 23, 2024



CITY OF PORTAGE

COMMUNICATION

TO: Kendra Gwin, Director Transportation & Utilities

DATE: July 22, 2024

FROM: Muhammad Arif, Traffic Engineer 

SUBJECT: Stanwood Crossing Traffic Impact Report

A review of the final Traffic Impact Report for the Stanwood Crossings Housing Development has been completed.

Overall, the study has followed our standards for traffic impact studies. Peak hour traffic data collected showed a considerable amount of left turn vehicles (westbound left turn vehicles on Stanley Drive to southbound Portage Road. Initially I questioned the number of vehicles and figured it may be an isolated event happening the day of the traffic study, however during my field inspection on June 19th at this intersection I confirmed that these left turn vehicles are a regular feature of this intersection. In addition, I performed a quick delay study for the westbound left turn vehicles during peak PM traffic on Portage Road by recording their presence time (time from stopping at the stop bar until the completion of the left turn maneuver). The delay study revealed that only one vehicle had a delay time of 90-second, whereas the rest of the left turn vehicles had experienced delay time of less than 30-second.

It is relevant to mention that this housing project is adding only one additional left turn vehicle at this intersection during peak hour PM traffic. I also observed that the right turn vehicles from Stanley Drive to northbound Portage Road were able to execute that movement without any difficulty or experiencing any undue delay.

Therefore, based on the final traffic impact study and my field observations, we are confident that this housing project will not impact the neighborhood traffic adversely.

Portage Road Housing Development Traffic Impact Study Summary Project #: 23-0676

June 20, 2024

Background and Development Summary

A single-use development for affordable housing is proposed in Portage, MI on the East side of Portage Road, just south of Lakeview Park. The site is proposed to have entrance drives on both Stanley Avenue and Woodbine Avenue which connect to Portage Road. A vicinity map is shown in *Figure 1* below. The site is bounded by residential homes on the north and south, commercial businesses to the west, and wooded land and residential uses to the east. The development is proposed to contain 50 single-family detached houses. The use and anticipated trips were established using ITE's Trip Generation Manual, 11th Edition as seen below in *Table 1*.

Figure 1: Vicinity Map



Table 1: Proposed Development Summary

ITE Code	ITE Land Use	Unit	Quantity
210	Single-Family Detached Housing	Dwelling Units	50

Development Phasing

It is understood that the development will be built out over the next couple of years, with full development buildout anticipated by 2029.

Analysis Locations

This study focuses on the Portage Road corridor from Stanley Avenue to Woodbine Avenue with the following intersections being analyzed:

- Portage Road at Stanley Avenue Unsignalized
- Portage Road at Woodbine Avenue Unsignalized

Peak Hour Turning Movements

Turning movements were taken on Wednesday, May 24th, 2023, and provided by the City of Portage at typical peak hour periods throughout the day. The collected hours are presented below along with the AM and PM Peak Hour periods identified for the analysis.

- Morning Window: 7:00 AM – 9:00 AM | AM Peak Period: 7:30 AM – 8:30 AM
- Afternoon Window: 4:00 PM – 6:00 PM | PM Peak Period: 4:15 PM – 5:15 PM

The traffic count data can be found in *Appendix B* attached to this report.

Level of Service Background

The results in the study are based on the Highway Capacity Manual, 6th Edition (HCM). Operational performance is reviewed using Level of Service (LOS) criteria based on parameters identified in the HCM. LOS is measured using letter grades ranging from A to F, with LOS-A being the best and LOS-F being the worst. For urban and suburban roadways, LOS E is generally considered acceptable.

Table 2: HCM LOS Criteria for Unsignalized Intersections

Level of Service (LOS)	Average Stopped Vehicle Delay (Sec)
A	≤ 10
B	>10 and ≤ 15
C	>15 and ≤ 25
D	>25 and ≤ 35
E	>35 and ≤ 50
F	>50

Existing Conditions and Horizon Year Analysis

Synchro analysis was performed using the traffic counts from May 2023 to determine potential impacts to the surrounding roadway network based upon the noted increased number of trips generated from the proposed development. Analysis was performed for the AM (7:30 – 8:30 AM) and PM (4:15 – 5:15 PM) Peak traffic hours along the corridor. Both anticipated vehicle delays and queues were analyzed. Existing conditions analysis was performed using these counts, with a 1% per year background traffic growth factor applied to the project counts to the 5-year horizon year of 2029.



The results of the existing conditions and horizon year analysis are provided in detail in the Measure of Effectiveness spreadsheet following this memo but are summarized on the following page as follows:

Table 3: Existing Conditions and Horizon Year Analysis Summary

Location	Study Year(s)	Study Findings (AM and PM)
Stanley at Portage	Existing 2024	Northbound and Southbound movements operate at an acceptable LOS (A) Westbound right turn operates at an acceptable LOS (B) *Westbound left turn operates at LOS's between (D) and (F)
Stanley at Portage	Horizon 2029	Northbound and Southbound movements operate at an acceptable LOS (A) Westbound right turn operates at an acceptable LOS (B) *Westbound left turn operates at LOS's between (D) and (F)
Woodbine at Portage	Existing 2024	Northbound and Southbound movements operate at an acceptable LOS (A) Westbound movements operate at an acceptable LOS (C)
Woodbine at Portage	Horizon 2029	Northbound and Southbound movements operate at an acceptable LOS (A) Westbound movements operate at an acceptable LOS (C)

*Following the Synchro results field observations were made for the Stanley Avenue and Portage Road intersection. It was determined that the existing westbound traffic count data is valid, but no vehicle had a queue time longer than one (1) minute. So, in our opinion this approach operates at an acceptable LOS in both AM and PM Peak Hours.

Trip Generation and Distribution

Trips were generated for the development based on the 11th Edition of ITE's Trip Generation. The results are shown below.

Table 4: Trip Generation Summary

	Weekday	AM Peak Hour	PM Peak Hour
# of Trips	553	40	52

These trips were then distributed to the local street network. Based on consultation with City staff, it was determined that 90% of the traffic for this development would have an origin or destination to/from the North. It was also assumed that half of the site traffic would use Woodbine and half would use Stanley.

Proposed Conditions

The site generated traffic was added to the Horizon year counts and Synchro analysis was then performed to model two (2) proposed scenarios. These scenarios were analyzed for the same AM and PM Peak traffic hours along the corridor. The first scenario analyzed the existing four lane section and the second scenario analyzed conversion of Portage Road to a 3-lane section (i.e. Road Diet).



The results of the first proposed scenario are provided in detail in the Measure of Effectiveness spreadsheet following this memo but in summary results were as follows:

Table 5: Proposed Conditions with Generated Trips Analysis Summary (4 Lane)

Location	Study Year	Study Findings (AM and PM)
Stanley at Portage	2029	Northbound and Southbound movements operate at an acceptable LOS (A) Westbound right turn operates at an acceptable LOS (B) Westbound left turn operates at LOS's between (D) and (F)
Woodbine at Portage	2029	Northbound and Southbound movements operate at an acceptable LOS (B or better) Westbound movements operate at an acceptable LOS (C)

The results of the second scenario are provided in detail in the Measure of Effectiveness spreadsheet following this memo but are summarized below:

Table 6: Proposed Conditions with Generated Trips Analysis Summary (3 Lane)

Location	Study Year	Study Findings (AM and PM)
Stanley at Portage	2029	Northbound and Southbound movements operate at an acceptable LOS (A) Westbound right turn operates at an acceptable LOS (C&B) Westbound left turn operates at LOS's between (E) and (F)
Woodbine at Portage	2029	Northbound and Southbound movements operate at an acceptable LOS (B or better) Westbound movements operate at an acceptable LOS (D)

Discussion and Conclusions

The analysis shows that the Woodbine intersection is expected to operate at acceptable Levels of Service during the AM and PM Peak hours for the proposed conditions for both the 4-lane and 3-lane scenarios on Portage Road.

The Stanley intersection consists of a separate left and right turn lane. The right turn movement currently operates at LOS B and C for the AM and PM Peak hours for both the 4-lane and 3-lane sections and is expected to maintain at level of Service B or C after the additional proposed development is built out. During the afternoon Peak hour, the left turn movement currently operates at Level of Service F with an average delay per vehicle of 55.6 seconds. With the added traffic at build out of the development, the Level of Service remains at F, but the delay per vehicle increases to 89.2 seconds with the 4-lane section (+33 seconds per vehicle) and 137.5 seconds with the 3-lane section (+82 seconds per vehicle) during the afternoon Peak hour.

The trip generation and distribution analysis for the development project that 8 vehicles will be added to the right turn movement and only 1 vehicle will be added to the left turn movement at the Stanley intersection. With this in mind and based on the visual observations of current conditions at the intersection, our opinion is that the 1 additional vehicle will not significantly impact operations at the intersection.



If you have any questions or would like to discuss our findings, please contact me at tdrews@abonmarche.com or (269) 876-9286.

Abonmarche Consultants, Inc.
Timothy R. Drews, PE, PTOE, RSP

Attachments

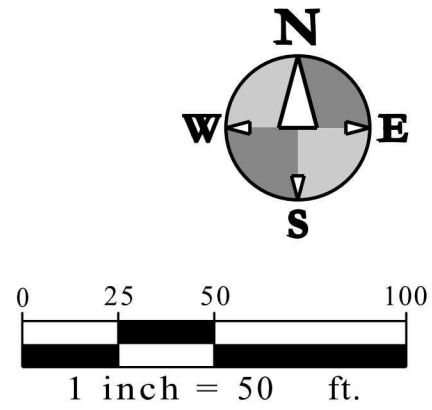
Site Concept Plan
Traffic Volume Exhibits
Trip Generation Summary
Measures of Effectiveness (MOE) Reports
Synchro Model Reports



Appendix A

Site Concept Plan





RESIDENTIAL DEVELOPMENT

WORKFORCE HOUSING



BUILD SOMETHING BETTER.

4200 WEST CENTRE AVENUE
PORTAGE, MI 49024
(269)323-2022

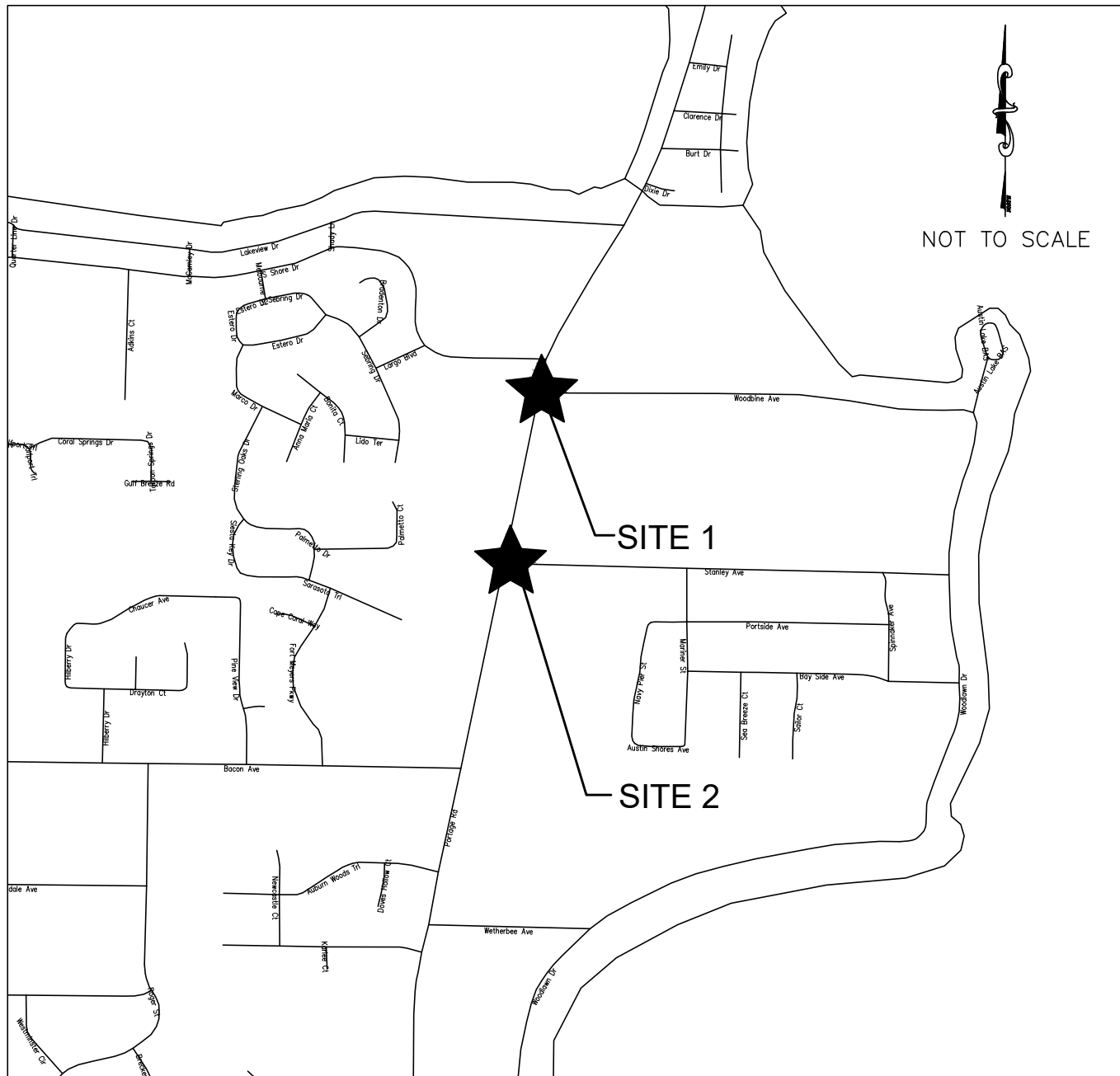


hurley & stewart, llc
2800 s. 11th street
kalamazoo, michigan 49009
269.552.4960 fax 269.552.4961
www.hurleystewart.com

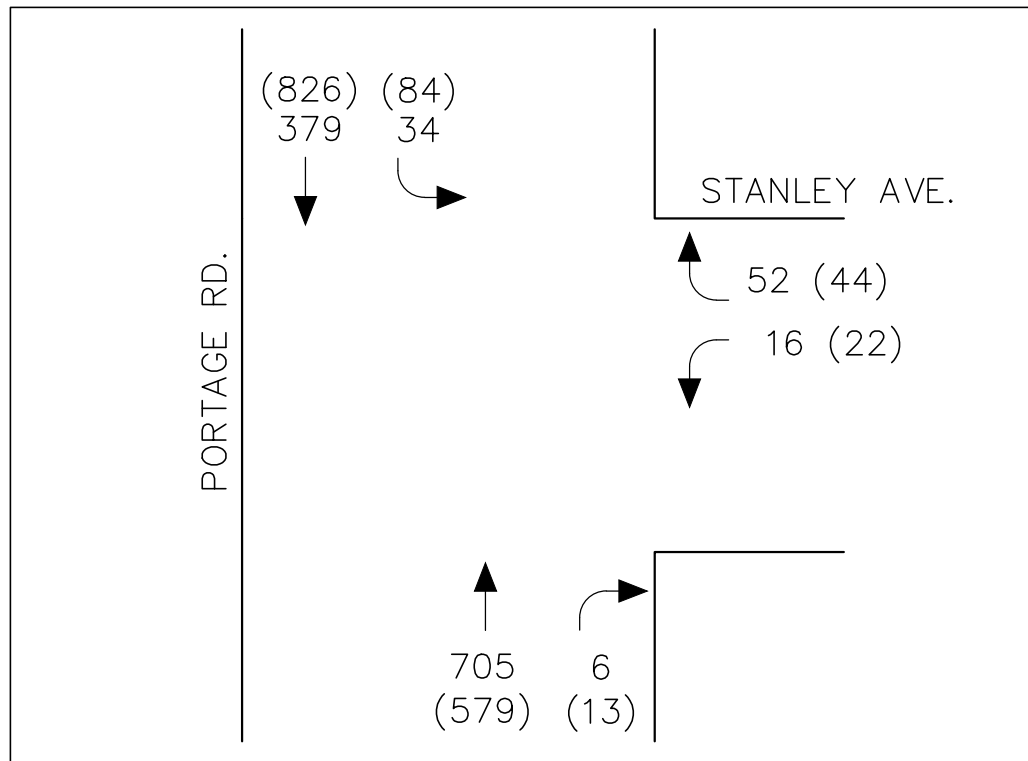
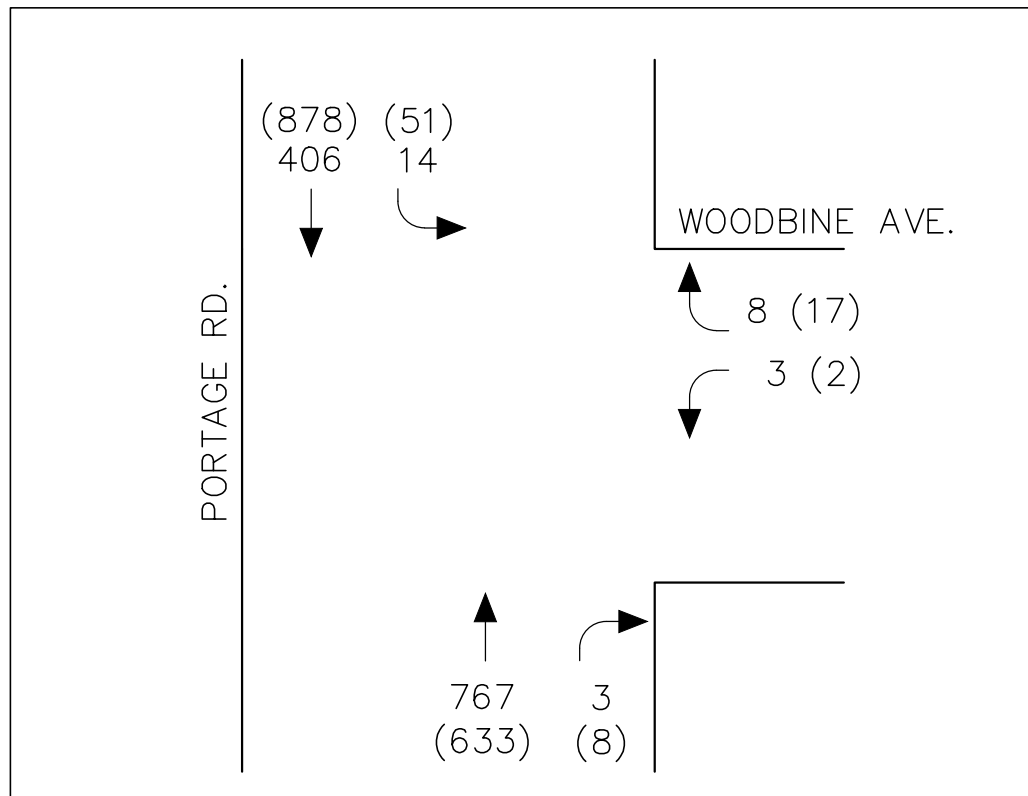
Appendix B

Traffic Volume Exhibits





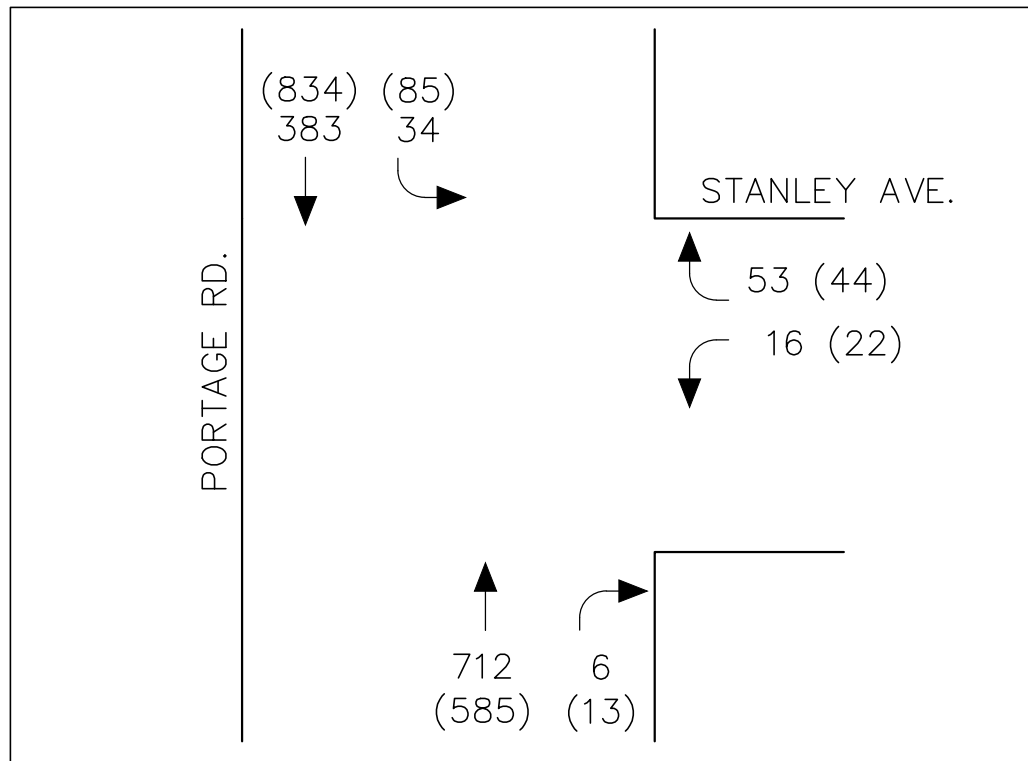
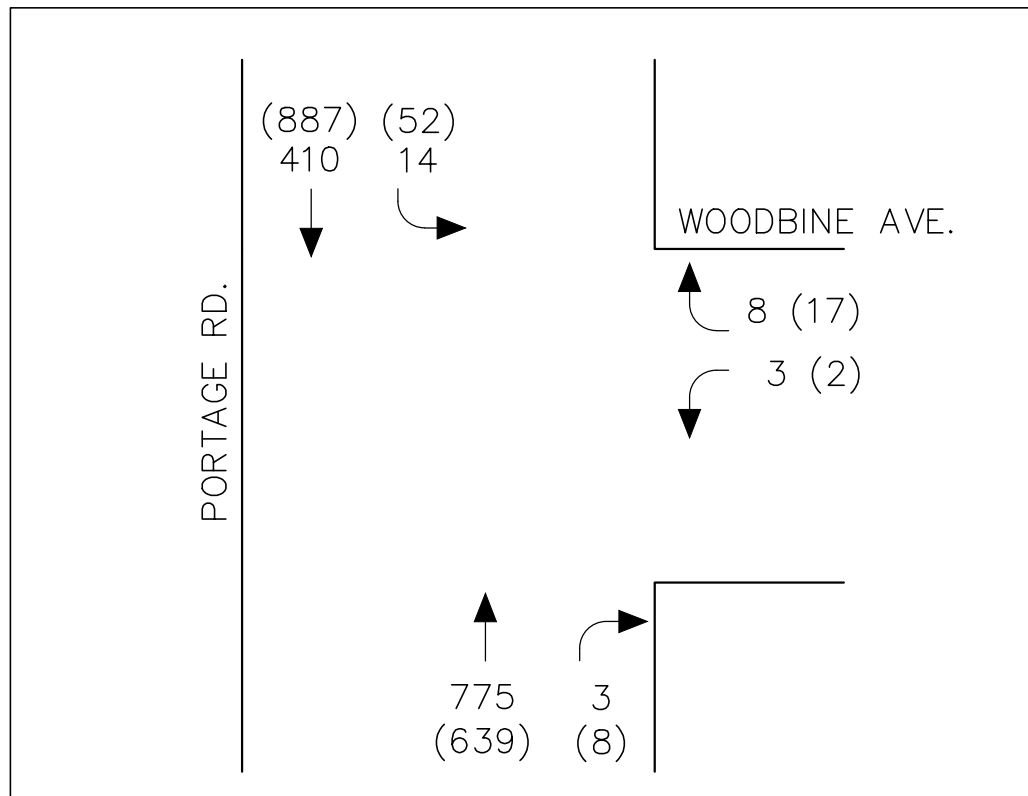
EXISTING (2023)



XX A.M. PEAK
(XX) P.M. PEAK

NOT TO SCALE
(79)

EXISTING (2024)

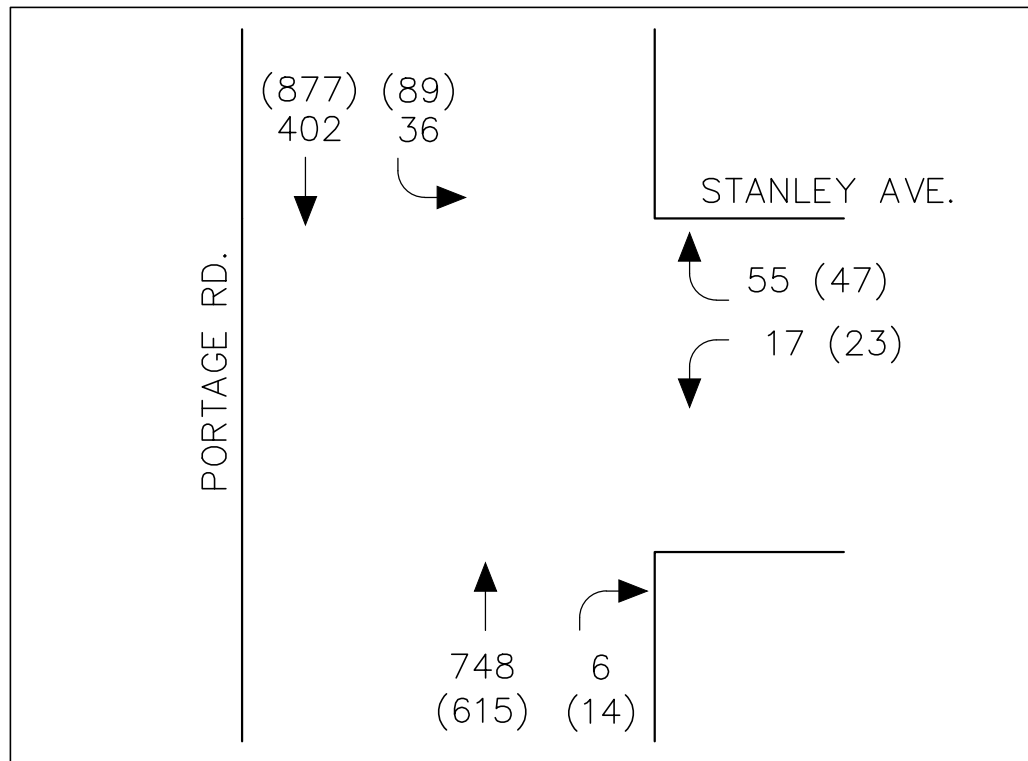
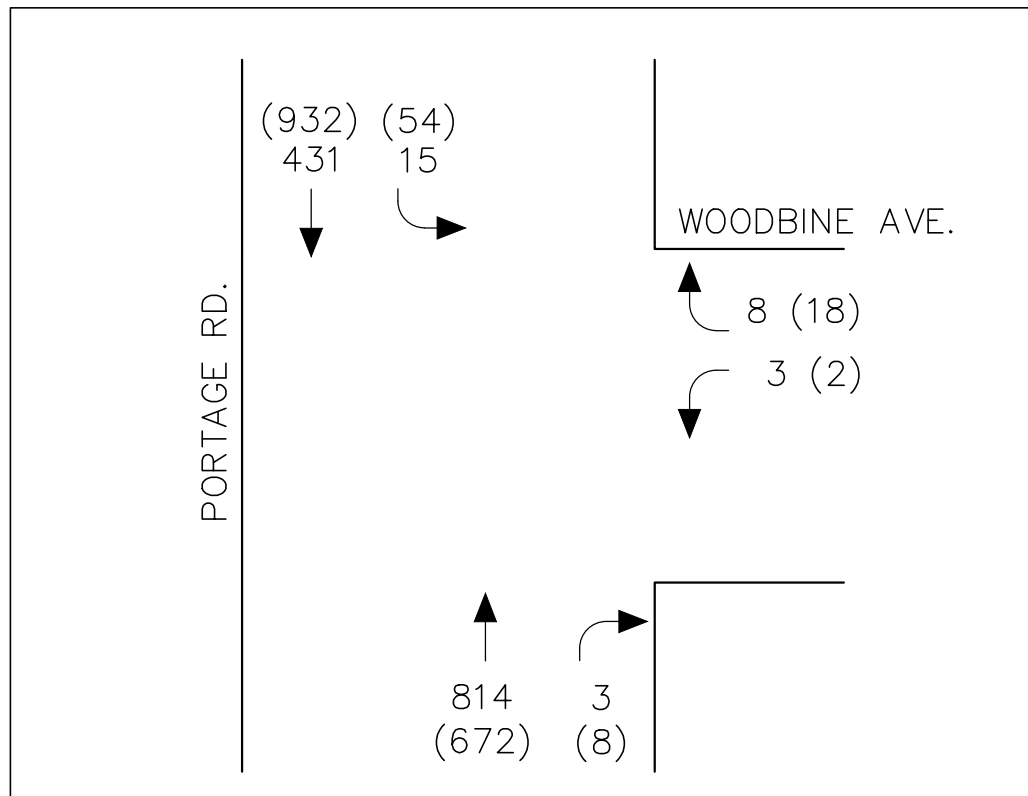


XX A.M. PEAK
(XX) P.M. PEAK



NOT TO SCALE
(80)

HORIZON YEAR (2029)

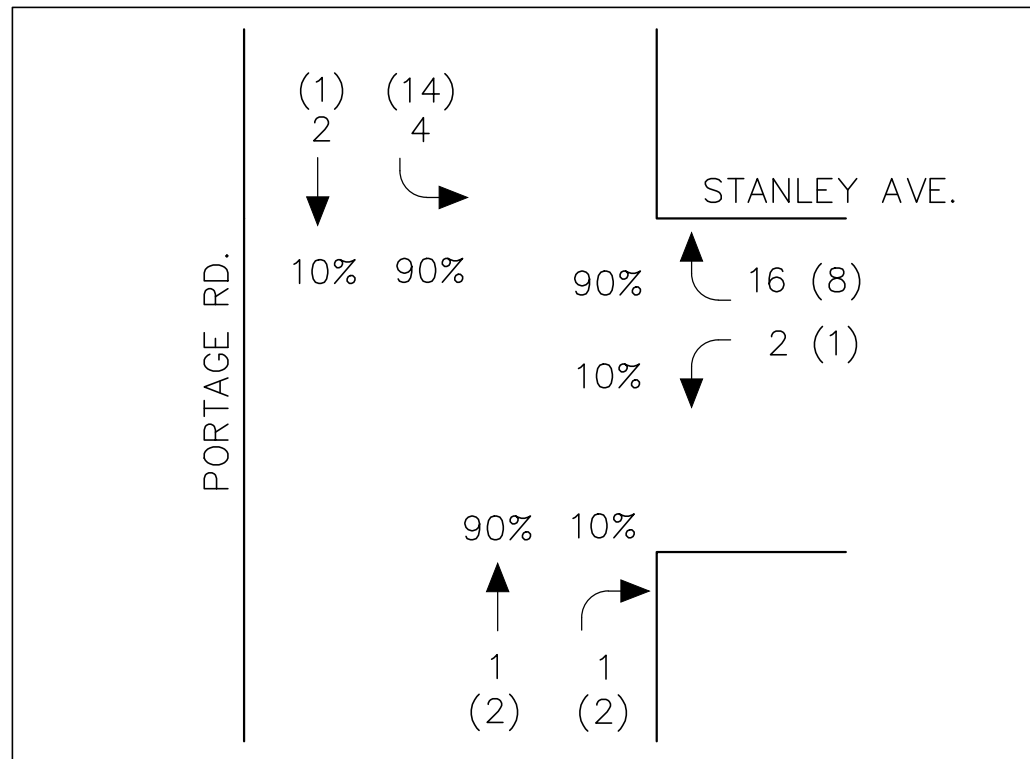
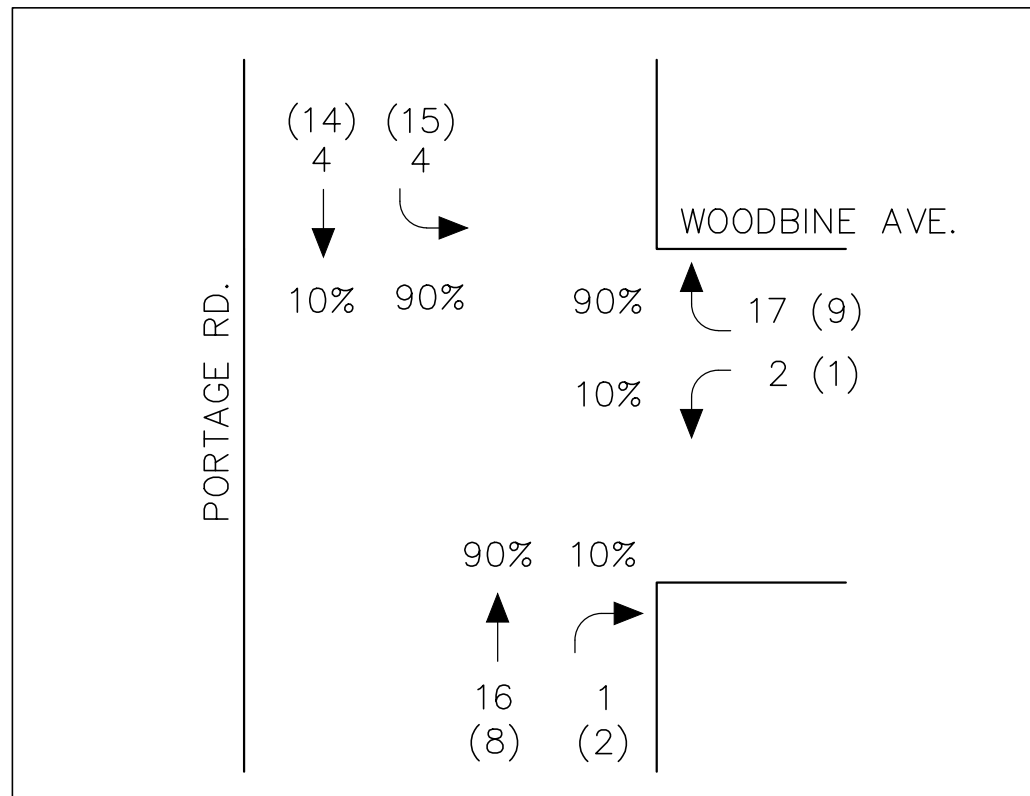


XX A.M. PEAK
(XX) P.M. PEAK



NOT TO SCALE

SITE GENERATED TRIPS

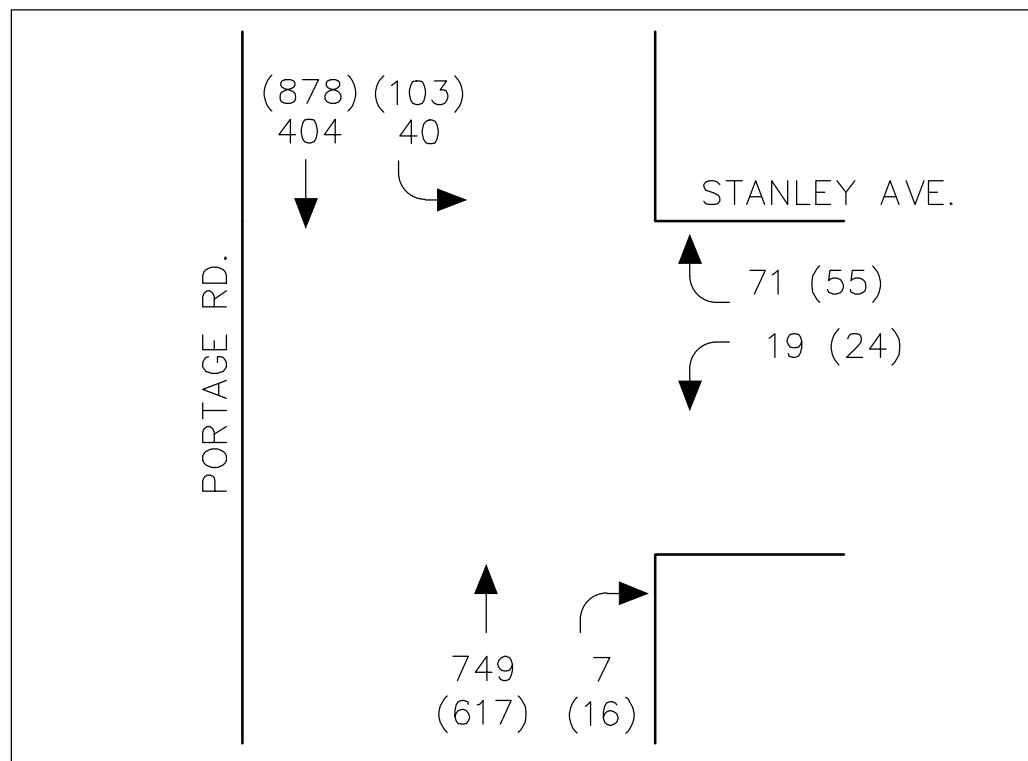
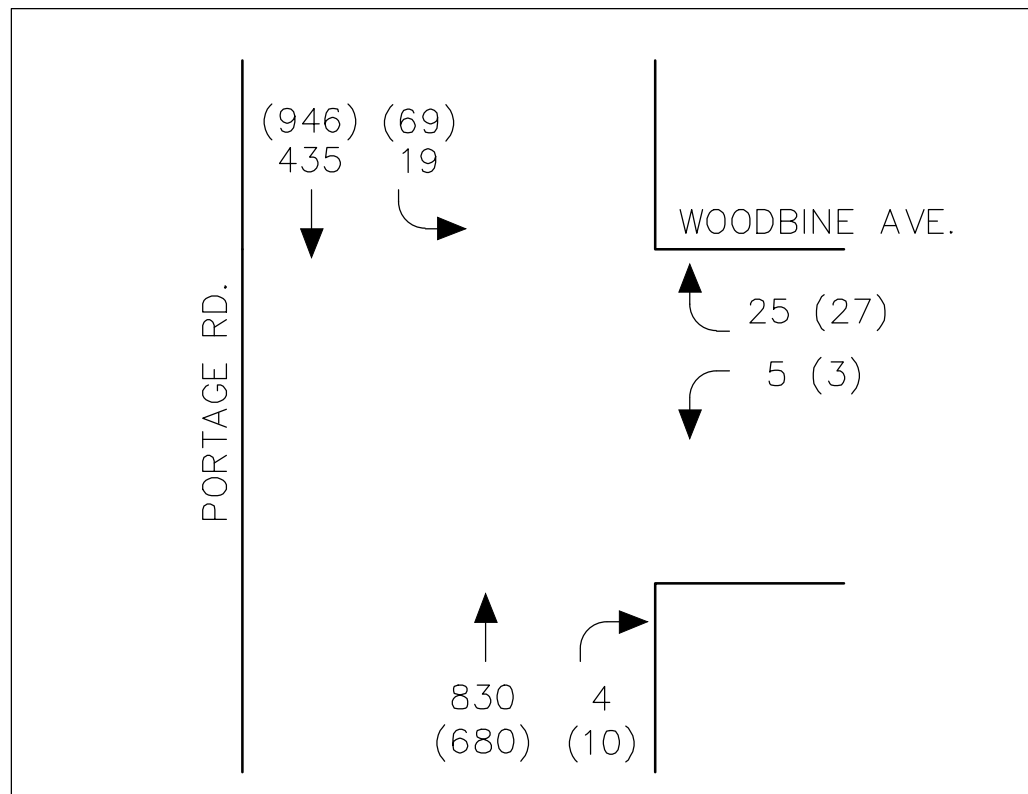


XX A.M. ENTER
 XX A.M. EXIT
 (XX) P.M. ENTER
 (XX) P.M. EXIT



NOT TO SCALE

2029 COMBINED TRAFFIC



XX A.M. PEAK
(XX) P.M. PEAK



NOT TO SCALE

Appendix C

Trip Generation Summary



Portage Road Development Trip Generation Summary

Project:	Portage Road Development	Project No.:	23-0676
Client:	City of Portage	Client Project No.:	N/A
Description:	Trip Generation Summary	Project Stage:	Traffic Analysis
Prepared By:	Timothy Drews, PE, PTOE, RSP	Date Prepared:	6/14/2023
Reviewed By:		Date Reviewed:	

Development: Generated Trips															
ITE Code	Land Use	Units	Quantity	Weekday				AM Peak Hour				PM Peak Hour			
				Rate	Trips	In	Out	Rate	Trips	In	Out	Rate	Trips	In	Out
210	Single-Family Detached Housing	Dwelling Units	50	(Eq. 1)	533	50%	50%	(Eq. 2)	40	25%	75%	(Eq. 3)	52	63%	37%
						267	267			10	30			33	19

Land Use 210 Equations:

Eq. 1 $\ln(T) = 0.92 \ln(X) + 2.68$

Eq. 2 $\ln(T) = 0.91 \ln(X) + 0.12$

Eq. 3 $\ln(T) = 0.94 \ln(X) + 0.27$

Appendix D

Measures of Effectiveness (MOE) Reports



Portage Road Housing Development MOE Summary (Stanley at Portage)			
Project:	Portage Road Housing Development	Project No.:	23-0676
Client:	City of Portage	Client Project No.:	N/A
Description:	Stanley Avenue at Portage Road	Project Stage:	Traffic Study
Prepared By:	Ryan Kafer, EIT	Date Prepared:	6/18/2024

Movement LOS and Delays (Seconds)								
Scenario	Period	Portage Road		Stanley Avenue		Portage Road		Intersection LOS
		Northbound		Westbound		Southbound		
		Thru	Right	Left	Right	Left	Thru	
2024 Existing	AM Peak	A - 0.0	A - 0.0	D - 26.4	B - 11.9	A - 9.7	A - 0.3	A - 1.3
	PM Peak	A - 0.0	A - 0.0	F - 55.6	B - 10.9	A - 9.5	A - 1.0	A - 2.6
2029 Horizon	AM Peak	A - 0.0	A - 0.0	D - 28.9	B - 12.2	A - 9.9	A - 0.3	A - 1.4
	PM Peak	A - 0.0	A - 0.0	F - 70.1	B - 11.1	A - 9.7	A - 1.1	A - 3.0
2029 Proposed With 4 Lanes	AM Peak	A - 0.0	A - 0.0	D - 30.3	B - 12.5	A - 9.9	A - 0.3	A - 1.6
	PM Peak	A - 0.0	A - 0.0	F - 89.2	B - 11.3	A - 9.8	A - 1.3	A - 3.7
2029 Proposed With 3 Lanes	AM Peak	A - 0.0	A - 0.0	E - 36.2	C - 18.6	A - 9.9	A - 0.0	A - 2.0
	PM Peak	A - 0.0	A - 0.0	F - 137.5	B - 14.5	A - 9.8	A - 0.0	A - 4.1

95th Percentile Movement Queues (Feet)							
Scenario	Period	Portage Road		Stanley Avenue		Portage Road	
		Northbound		Westbound		Southbound	
		Thru	Right	Left	Right	Left	Thru
2024 Existing	AM Peak	0	0	8	8	2	0
	PM Peak	0	0	26	6	10	0
2029 Horizon	AM Peak	0	0	8	8	4	0
	PM Peak	0	0	34	6	10	0
2029 Proposed With 4 Lanes	AM Peak	0	0	10	12	4	0
	PM Peak	0	0	42	8	12	0
2029 Proposed With 3 Lanes	AM Peak	0	0	12	20	4	0
	PM Peak	0	0	54	10	12	0

Portage Road Housing Development MOE Summary (Woodbine at Portage)			
Project:	Portage Road Housing Development	Project No.:	23-0676
Client:	City of Portage	Client Project No.:	N/A
Description:	Woodbine Avenue at Portage Road	Project Stage:	Traffic Study
Prepared By:	Ryan Kafer, EIT	Date Prepared:	6/18/2024

Movement LOS and Delays (Seconds)								
Scenario	Period	Portage Road		Woodbine Avenue		Portage Road		Intersection LOS
		Northbound		Westbound		Southbound		
		Thru	Right	Left	Right	Left	Thru	
2024 Existing	AM Peak	A - 0.0	A - 0.0	C - 18.5	C - 18.5	A - 9.8	A - 0.0	A - 0.3
	PM Peak	A - 0.0	A - 0.0	C - 17.4	C - 17.4	A - 9.6	A - 0.0	A - 0.7
2029 Horizon	AM Peak	A - 0.0	A - 0.0	C - 19.7	C - 19.7	A - 10.0	A - 0.0	A - 0.3
	PM Peak	A - 0.0	A - 0.0	C - 18.3	C - 18.3	A - 9.7	A - 0.0	A - 0.7
2029 Proposed With 4 Lanes	AM Peak	A - 0.0	A - 0.0	C - 18.9	C - 18.9	B - 10.1	A - 0.0	A - 0.7
	PM Peak	A - 0.0	A - 0.0	C - 20.5	C - 20.5	A - 9.9	A - 0.0	A - 1.0
2029 Proposed With 3 Lanes	AM Peak	A - 0.0	A - 0.0	D - 28.9	D - 28.9	B - 10.1	A - 0.0	A - 1.0
	PM Peak	A - 0.0	A - 0.0	D - 34.8	D - 34.8	A - 9.9	A - 0.0	A - 1.3

95th Percentile Movement Queues (Feet)							
Scenario	Period	Portage Road		Woodbine Avenue		Portage Road	
		Northbound		Westbound		Southbound	
		Thru	Right	Left	Right	Left	Thru
2024 Existing	AM Peak	0	0	4	4	2	0
	PM Peak	0	0	6	6	6	0
2029 Horizon	AM Peak	0	0	4	4	2	0
	PM Peak	0	0	8	8	6	0
2029 Proposed With 4 Lanes	AM Peak	0	0	12	12	2	0
	PM Peak	0	0	12	12	8	0
2029 Proposed With 3 Lanes	AM Peak	0	0	20	20	2	0
	PM Peak	0	0	24	24	8	0

Appendix E

Synchro Model Reports



HCM 6th TWSC

6: Portage Rd & Stanley

06/18/2024

Intersection

Int Delay, s/veh 1.3

Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	16	53	712	6	34	383
Future Vol, veh/h	16	53	712	6	34	383
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	100	0	-	-	-	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	80	76	88	50	94	82
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	20	70	809	12	36	467

Major/Minor	Minor1	Major1	Major2		
Conflicting Flow All	1121	411	0	0	821
Stage 1	815	-	-	-	-
Stage 2	306	-	-	-	-
Critical Hdwy	6.84	6.94	-	-	4.14
Critical Hdwy Stg 1	5.84	-	-	-	-
Critical Hdwy Stg 2	5.84	-	-	-	-
Follow-up Hdwy	3.52	3.32	-	-	2.22
Pot Cap-1 Maneuver	200	590	-	-	804
Stage 1	396	-	-	-	-
Stage 2	720	-	-	-	-
Platoon blocked, %			-	-	-
Mov Cap-1 Maneuver	188	590	-	-	804
Mov Cap-2 Maneuver	188	-	-	-	-
Stage 1	396	-	-	-	-
Stage 2	677	-	-	-	-

Approach	WB	NB	SB
HCM Control Delay, s	15.1	0	1
HCM LOS	C		

Minor Lane/Major Mvmt	NBT	NBRWBLn1	WBLn2	SBL	SBT
Capacity (veh/h)	-	-	188	590	804
HCM Lane V/C Ratio	-	-	0.106	0.118	0.045
HCM Control Delay (s)	-	-	26.4	11.9	9.7
HCM Lane LOS	-	-	D	B	A
HCM 95th %tile Q(veh)	-	-	0.4	0.4	0.1

HCM 6th TWSC

6: Portage Rd & Stanley

06/18/2024

Intersection

Int Delay, s/veh 2.6

Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	22	44	585	13	85	834
Future Vol, veh/h	22	44	585	13	85	834
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	100	0	-	-	-	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	61	79	92	54	70	93
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	36	56	636	24	121	897

Major/Minor	Minor1	Major1	Major2		
Conflicting Flow All	1339	330	0	0	660
Stage 1	648	-	-	-	-
Stage 2	691	-	-	-	-
Critical Hdwy	6.84	6.94	-	-	4.14
Critical Hdwy Stg 1	5.84	-	-	-	-
Critical Hdwy Stg 2	5.84	-	-	-	-
Follow-up Hdwy	3.52	3.32	-	-	2.22
Pot Cap-1 Maneuver	144	666	-	-	924
Stage 1	483	-	-	-	-
Stage 2	459	-	-	-	-
Platoon blocked, %			-	-	-
Mov Cap-1 Maneuver	106	666	-	-	924
Mov Cap-2 Maneuver	106	-	-	-	-
Stage 1	483	-	-	-	-
Stage 2	339	-	-	-	-

Approach	WB	NB	SB
HCM Control Delay, s	28.5	0	2
HCM LOS	D		

Minor Lane/Major Mvmt	NBT	NBRWBLn1WBLn2	SBL	SBT
Capacity (veh/h)	-	- 106 666	924	-
HCM Lane V/C Ratio	-	- 0.34 0.084	0.131	-
HCM Control Delay (s)	-	- 55.6 10.9	9.5	1
HCM Lane LOS	-	- F B	A	A
HCM 95th %tile Q(veh)	-	- 1.3 0.3	0.5	-

HCM 6th TWSC

6: Portage Rd & Stanley

06/18/2024

Intersection

Int Delay, s/veh 1.4

Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	17	55	748	6	36	402
Future Vol, veh/h	17	55	748	6	36	402
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	100	0	-	-	-	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	80	76	88	50	94	82
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	21	72	850	12	38	490

Major/Minor	Minor1	Major1	Major2
Conflicting Flow All	1177	431	0
Stage 1	856	-	-
Stage 2	321	-	-
Critical Hdwy	6.84	6.94	-
Critical Hdwy Stg 1	5.84	-	-
Critical Hdwy Stg 2	5.84	-	-
Follow-up Hdwy	3.52	3.32	-
Pot Cap-1 Maneuver	184	573	-
Stage 1	377	-	-
Stage 2	708	-	-
Platoon blocked, %		-	-
Mov Cap-1 Maneuver	172	573	-
Mov Cap-2 Maneuver	172	-	-
Stage 1	377	-	-
Stage 2	661	-	-

Approach	WB	NB	SB
HCM Control Delay, s	16	0	1
HCM LOS	C		

Minor Lane/Major Mvmt	NBT	NBRWBLn1WBLn2	SBL	SBT
Capacity (veh/h)	-	-	172	573
HCM Lane V/C Ratio	-	-	0.124	0.126
HCM Control Delay (s)	-	-	28.9	12.2
HCM Lane LOS	-	-	D	B
HCM 95th %tile Q(veh)	-	-	0.4	0.4

HCM 6th TWSC

6: Portage Rd & Stanley

06/18/2024

Intersection						
Int Delay, s/veh	3					
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	23	47	615	14	89	877
Future Vol, veh/h	23	47	615	14	89	877
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	100	0	-	-	-	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	61	79	92	54	70	93
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	38	59	668	26	127	943
Major/Minor	Minor1	Major1	Major2			
Conflicting Flow All	1407	347	0	0	694	0
Stage 1	681	-	-	-	-	-
Stage 2	726	-	-	-	-	-
Critical Hdwy	6.84	6.94	-	-	4.14	-
Critical Hdwy Stg 1	5.84	-	-	-	-	-
Critical Hdwy Stg 2	5.84	-	-	-	-	-
Follow-up Hdwy	3.52	3.32	-	-	2.22	-
Pot Cap-1 Maneuver	130	649	-	-	897	-
Stage 1	464	-	-	-	-	-
Stage 2	440	-	-	-	-	-
Platoon blocked, %			-	-		-
Mov Cap-1 Maneuver	91	649	-	-	897	-
Mov Cap-2 Maneuver	91	-	-	-	-	-
Stage 1	464	-	-	-	-	-
Stage 2	309	-	-	-	-	-
Approach	WB	NB	SB			
HCM Control Delay, s	34	0	2.1			
HCM LOS	D					
Minor Lane/Major Mvmt	NBT	NBRWBLn1WBLn2	SBL	SBT		
Capacity (veh/h)	-	- 91 649	897	-		
HCM Lane V/C Ratio	-	- 0.414 0.092	0.142	-		
HCM Control Delay (s)	-	- 70.1 11.1	9.7	1.1		
HCM Lane LOS	-	- F B	A	A		
HCM 95th %tile Q(veh)	-	- 1.7 0.3	0.5	-		

HCM 6th TWSC 6: Portage Rd & Stanley

06/19/2024

Intersection						
Int Delay, s/veh	1.6					
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	19	71	749	7	40	404
Future Vol, veh/h	19	71	749	7	40	404
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	100	0	-	-	-	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	80	76	88	50	94	82
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	24	93	851	14	43	493
Major/Minor	Minor1	Major1	Major2			
Conflicting Flow All	1191	433	0	0	865	0
Stage 1	858	-	-	-	-	-
Stage 2	333	-	-	-	-	-
Critical Hdwy	6.84	6.94	-	-	4.14	-
Critical Hdwy Stg 1	5.84	-	-	-	-	-
Critical Hdwy Stg 2	5.84	-	-	-	-	-
Follow-up Hdwy	3.52	3.32	-	-	2.22	-
Pot Cap-1 Maneuver	180	571	-	-	774	-
Stage 1	376	-	-	-	-	-
Stage 2	698	-	-	-	-	-
Platoon blocked, %			-	-		-
Mov Cap-1 Maneuver	166	571	-	-	774	-
Mov Cap-2 Maneuver	166	-	-	-	-	-
Stage 1	376	-	-	-	-	-
Stage 2	645	-	-	-	-	-
Approach	WB	NB	SB			
HCM Control Delay, s	16.1	0	1.1			
HCM LOS	C					
Minor Lane/Major Mvmt	NBT	NBRWBLn1WBLn2	SBL	SBT		
Capacity (veh/h)	-	- 166 571	774	-		
HCM Lane V/C Ratio	-	- 0.143 0.164	0.055	-		
HCM Control Delay (s)	-	- 30.3 12.5	9.9	0.3		
HCM Lane LOS	-	- D B	A	A		
HCM 95th %tile Q(veh)	-	- 0.5 0.6	0.2	-		

HCM 6th TWSC
6: Portage Rd & Stanley

06/19/2024

Intersection						
Int Delay, s/veh	3.7					
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	24	55	617	16	103	878
Future Vol, veh/h	24	55	617	16	103	878
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	100	0	-	-	-	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	61	79	92	54	70	93
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	39	70	671	30	147	944
Major/Minor	Minor1	Major1	Major2			
Conflicting Flow All	1452	351	0	0	701	0
Stage 1	686	-	-	-	-	-
Stage 2	766	-	-	-	-	-
Critical Hdwy	6.84	6.94	-	-	4.14	-
Critical Hdwy Stg 1	5.84	-	-	-	-	-
Critical Hdwy Stg 2	5.84	-	-	-	-	-
Follow-up Hdwy	3.52	3.32	-	-	2.22	-
Pot Cap-1 Maneuver	121	645	-	-	892	-
Stage 1	461	-	-	-	-	-
Stage 2	419	-	-	-	-	-
Platoon blocked, %			-	-		-
Mov Cap-1 Maneuver	79	645	-	-	892	-
Mov Cap-2 Maneuver	79	-	-	-	-	-
Stage 1	461	-	-	-	-	-
Stage 2	274	-	-	-	-	-
Approach	WB	NB	SB			
HCM Control Delay, s	39.4	0	2.5			
HCM LOS	E					
Minor Lane/Major Mvmt	NBT	NBRWBLn1WBLn2	SBL	SBT		
Capacity (veh/h)	-	- 79 645	892	-		
HCM Lane V/C Ratio	-	- 0.498 0.108	0.165	-		
HCM Control Delay (s)	-	- 89.2 11.3	9.8	1.3		
HCM Lane LOS	-	- F B	A	A		
HCM 95th %tile Q(veh)	-	- 2.1 0.4	0.6	-		

HCM 6th TWSC

6: Portage Rd & Stanley

06/19/2024

Intersection						
Int Delay, s/veh	2					
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	19	71	749	7	40	404
Future Vol, veh/h	19	71	749	7	40	404
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	100	0	-	-	200	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	80	76	88	50	94	82
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	24	93	851	14	43	493
Major/Minor	Minor1	Major1	Major2			
Conflicting Flow All	1437	858	0	0	865	0
Stage 1	858	-	-	-	-	-
Stage 2	579	-	-	-	-	-
Critical Hdwy	6.42	6.22	-	-	4.12	-
Critical Hdwy Stg 1	5.42	-	-	-	-	-
Critical Hdwy Stg 2	5.42	-	-	-	-	-
Follow-up Hdwy	3.518	3.318	-	-	2.218	-
Pot Cap-1 Maneuver	147	357	-	-	778	-
Stage 1	415	-	-	-	-	-
Stage 2	560	-	-	-	-	-
Platoon blocked, %			-	-		-
Mov Cap-1 Maneuver	139	357	-	-	778	-
Mov Cap-2 Maneuver	139	-	-	-	-	-
Stage 1	415	-	-	-	-	-
Stage 2	529	-	-	-	-	-
Approach	WB	NB	SB			
HCM Control Delay, s	22.2	0	0.8			
HCM LOS	C					
Minor Lane/Major Mvmt	NBT	NBRWBLn1WBLn2	SBL	SBT		
Capacity (veh/h)	-	- 139 357	778	-		
HCM Lane V/C Ratio	-	- 0.171 0.262	0.055	-		
HCM Control Delay (s)	-	- 36.2 18.6	9.9	-		
HCM Lane LOS	-	- E C	A	-		
HCM 95th %tile Q(veh)	-	- 0.6 1	0.2	-		

HCM 6th TWSC

6: Portage Rd & Stanley

06/19/2024

Intersection						
Int Delay, s/veh	4.1					
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	24	55	617	16	103	878
Future Vol, veh/h	24	55	617	16	103	878
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	100	0	-	-	200	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	61	79	92	54	70	93
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	39	70	671	30	147	944
Major/Minor	Minor1	Major1	Major2			
Conflicting Flow All	1924	686	0	0	701	0
Stage 1	686	-	-	-	-	-
Stage 2	1238	-	-	-	-	-
Critical Hdwy	6.42	6.22	-	-	4.12	-
Critical Hdwy Stg 1	5.42	-	-	-	-	-
Critical Hdwy Stg 2	5.42	-	-	-	-	-
Follow-up Hdwy	3.518	3.318	-	-	2.218	-
Pot Cap-1 Maneuver	73	447	-	-	896	-
Stage 1	500	-	-	-	-	-
Stage 2	274	-	-	-	-	-
Platoon blocked, %			-	-		-
Mov Cap-1 Maneuver	61	447	-	-	896	-
Mov Cap-2 Maneuver	61	-	-	-	-	-
Stage 1	500	-	-	-	-	-
Stage 2	229	-	-	-	-	-
Approach	WB	NB	SB			
HCM Control Delay, s	58.9	0	1.3			
HCM LOS	F					
Minor Lane/Major Mvmt	NBT	NBRWBLn1WBLn2	SBL	SBT		
Capacity (veh/h)	-	- 61 447	896	-		
HCM Lane V/C Ratio	-	- 0.645 0.156	0.164	-		
HCM Control Delay (s)	-	- 137.5 14.5	9.8	-		
HCM Lane LOS	-	- F B	A	-		
HCM 95th %tile Q(veh)	-	- 2.7 0.5	0.6	-		

HCM 6th TWSC

4: Portage Rd & Woodbine

06/18/2024

Intersection						
Int Delay, s/veh	0.3					
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	3	8	775	3	14	410
Future Vol, veh/h	3	8	775	3	14	410
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	200	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	38	63	90	38	81	58
Heavy Vehicles, %	2	2	5	2	2	5
Mvmt Flow	8	13	861	8	17	707
Major/Minor	Minor1	Major1		Major2		
Conflicting Flow All	1253	435	0	0	869	0
Stage 1	865	-	-	-	-	-
Stage 2	388	-	-	-	-	-
Critical Hdwy	6.84	6.94	-	-	4.14	-
Critical Hdwy Stg 1	5.84	-	-	-	-	-
Critical Hdwy Stg 2	5.84	-	-	-	-	-
Follow-up Hdwy	3.52	3.32	-	-	2.22	-
Pot Cap-1 Maneuver	164	569	-	-	771	-
Stage 1	373	-	-	-	-	-
Stage 2	655	-	-	-	-	-
Platoon blocked, %			-	-		-
Mov Cap-1 Maneuver	160	569	-	-	771	-
Mov Cap-2 Maneuver	160	-	-	-	-	-
Stage 1	373	-	-	-	-	-
Stage 2	641	-	-	-	-	-
Approach	WB	NB		SB		
HCM Control Delay, s	18.5	0		0.2		
HCM LOS	C					
Minor Lane/Major Mvmt	NBT	NBRWBLn1	SBL	SBT		
Capacity (veh/h)	-	-	287	771	-	
HCM Lane V/C Ratio	-	-	0.072	0.022	-	
HCM Control Delay (s)	-	-	18.5	9.8	-	
HCM Lane LOS	-	-	C	A	-	
HCM 95th %tile Q(veh)	-	-	0.2	0.1	-	

HCM 6th TWSC

4: Portage Rd & Woodbine

06/18/2024

Intersection						
Int Delay, s/veh	0.7					
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	2	17	639	8	52	887
Future Vol, veh/h	2	17	639	8	52	887
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	200	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	25	71	87	67	75	95
Heavy Vehicles, %	2	2	5	2	2	5
Mvmt Flow	8	24	734	12	69	934
Major/Minor	Minor1	Major1		Major2		
Conflicting Flow All	1345	373	0	0	746	0
Stage 1	740	-	-	-	-	-
Stage 2	605	-	-	-	-	-
Critical Hdwy	6.84	6.94	-	-	4.14	-
Critical Hdwy Stg 1	5.84	-	-	-	-	-
Critical Hdwy Stg 2	5.84	-	-	-	-	-
Follow-up Hdwy	3.52	3.32	-	-	2.22	-
Pot Cap-1 Maneuver	143	624	-	-	858	-
Stage 1	433	-	-	-	-	-
Stage 2	508	-	-	-	-	-
Platoon blocked, %			-	-		-
Mov Cap-1 Maneuver	132	624	-	-	858	-
Mov Cap-2 Maneuver	132	-	-	-	-	-
Stage 1	433	-	-	-	-	-
Stage 2	467	-	-	-	-	-
Approach	WB	NB		SB		
HCM Control Delay, s	17.4	0		0.7		
HCM LOS	C					
Minor Lane/Major Mvmt	NBT	NBRWBLn1		SBL	SBT	
Capacity (veh/h)	-	- 323		858	-	
HCM Lane V/C Ratio	-	- 0.099		0.081	-	
HCM Control Delay (s)	-	- 17.4		9.6	-	
HCM Lane LOS	-	- C		A	-	
HCM 95th %tile Q(veh)	-	- 0.3		0.3	-	

HCM 6th TWSC

4: Portage Rd & Woodbine

06/18/2024

Intersection						
Int Delay, s/veh	0.3					
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	3	8	814	3	15	431
Future Vol, veh/h	3	8	814	3	15	431
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	200	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	38	63	90	38	81	58
Heavy Vehicles, %	2	2	5	2	2	5
Mvmt Flow	8	13	904	8	19	743
Major/Minor	Minor1	Major1		Major2		
Conflicting Flow All	1318	456	0	0	912	0
Stage 1	908	-	-	-	-	-
Stage 2	410	-	-	-	-	-
Critical Hdwy	6.84	6.94	-	-	4.14	-
Critical Hdwy Stg 1	5.84	-	-	-	-	-
Critical Hdwy Stg 2	5.84	-	-	-	-	-
Follow-up Hdwy	3.52	3.32	-	-	2.22	-
Pot Cap-1 Maneuver	149	551	-	-	743	-
Stage 1	354	-	-	-	-	-
Stage 2	638	-	-	-	-	-
Platoon blocked, %			-	-		-
Mov Cap-1 Maneuver	145	551	-	-	743	-
Mov Cap-2 Maneuver	145	-	-	-	-	-
Stage 1	354	-	-	-	-	-
Stage 2	621	-	-	-	-	-
Approach	WB	NB		SB		
HCM Control Delay, s	19.7	0		0.2		
HCM LOS	C					
Minor Lane/Major Mvmt	NBT	NBRWBLn1		SBL	SBT	
Capacity (veh/h)	-	- 266		743	-	
HCM Lane V/C Ratio	-	- 0.077		0.025	-	
HCM Control Delay (s)	-	- 19.7		10	-	
HCM Lane LOS	-	- C		A	-	
HCM 95th %tile Q(veh)	-	- 0.2		0.1	-	

HCM 6th TWSC

4: Portage Rd & Woodbine

06/18/2024

Intersection						
Int Delay, s/veh	0.7					
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	2	18	672	8	54	932
Future Vol, veh/h	2	18	672	8	54	932
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	200	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	25	71	87	67	75	95
Heavy Vehicles, %	2	2	5	2	2	5
Mvmt Flow	8	25	772	12	72	981
Major/Minor	Minor1	Major1	Major2			
Conflicting Flow All	1413	392	0	0	784	0
Stage 1	778	-	-	-	-	-
Stage 2	635	-	-	-	-	-
Critical Hdwy	6.84	6.94	-	-	4.14	-
Critical Hdwy Stg 1	5.84	-	-	-	-	-
Critical Hdwy Stg 2	5.84	-	-	-	-	-
Follow-up Hdwy	3.52	3.32	-	-	2.22	-
Pot Cap-1 Maneuver	129	607	-	-	830	-
Stage 1	413	-	-	-	-	-
Stage 2	490	-	-	-	-	-
Platoon blocked, %			-	-		-
Mov Cap-1 Maneuver	118	607	-	-	830	-
Mov Cap-2 Maneuver	118	-	-	-	-	-
Stage 1	413	-	-	-	-	-
Stage 2	447	-	-	-	-	-
Approach	WB	NB	SB			
HCM Control Delay, s	18.3	0	0.7			
HCM LOS	C					
Minor Lane/Major Mvmt	NBT	NBRWBLn1	SBL	SBT		
Capacity (veh/h)	-	-	304	830	-	
HCM Lane V/C Ratio	-	-	0.11	0.087	-	
HCM Control Delay (s)	-	-	18.3	9.7	-	
HCM Lane LOS	-	-	C	A	-	
HCM 95th %tile Q(veh)	-	-	0.4	0.3	-	

HCM 6th TWSC

4: Portage Rd & Woodbine

06/19/2024

Intersection						
Int Delay, s/veh	0.7					
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	5	25	830	4	19	435
Future Vol, veh/h	5	25	830	4	19	435
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	200	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	38	63	90	38	81	58
Heavy Vehicles, %	2	2	5	2	2	5
Mvmt Flow	13	40	922	11	23	750
Major/Minor	Minor1	Major1		Major2		
Conflicting Flow All	1349	467	0	0	933	0
Stage 1	928	-	-	-	-	-
Stage 2	421	-	-	-	-	-
Critical Hdwy	6.84	6.94	-	-	4.14	-
Critical Hdwy Stg 1	5.84	-	-	-	-	-
Critical Hdwy Stg 2	5.84	-	-	-	-	-
Follow-up Hdwy	3.52	3.32	-	-	2.22	-
Pot Cap-1 Maneuver	142	542	-	-	729	-
Stage 1	345	-	-	-	-	-
Stage 2	630	-	-	-	-	-
Platoon blocked, %			-	-		-
Mov Cap-1 Maneuver	137	542	-	-	729	-
Mov Cap-2 Maneuver	137	-	-	-	-	-
Stage 1	345	-	-	-	-	-
Stage 2	610	-	-	-	-	-
Approach	WB	NB		SB		
HCM Control Delay, s	18.9	0		0.3		
HCM LOS	C					
Minor Lane/Major Mvmt	NBT	NBRWBLn1		SBL	SBT	
Capacity (veh/h)	-	-	312	729	-	
HCM Lane V/C Ratio	-	-	0.169	0.032	-	
HCM Control Delay (s)	-	-	18.9	10.1	-	
HCM Lane LOS	-	-	C	B	-	
HCM 95th %tile Q(veh)	-	-	0.6	0.1	-	

HCM 6th TWSC

4: Portage Rd & Woodbine

06/19/2024

Intersection

Int Delay, s/veh 1

Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	3	27	680	10	69	946
Future Vol, veh/h	3	27	680	10	69	946
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	200	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	25	71	87	67	75	95
Heavy Vehicles, %	2	2	5	2	2	5
Mvmt Flow	12	38	782	15	92	996

Major/Minor	Minor1	Major1	Major2
Conflicting Flow All	1472	399	0
Stage 1	790	-	-
Stage 2	682	-	-
Critical Hdwy	6.84	6.94	-
Critical Hdwy Stg 1	5.84	-	-
Critical Hdwy Stg 2	5.84	-	-
Follow-up Hdwy	3.52	3.32	-
Pot Cap-1 Maneuver	118	601	-
Stage 1	408	-	-
Stage 2	464	-	-
Platoon blocked, %		-	-
Mov Cap-1 Maneuver	105	601	-
Mov Cap-2 Maneuver	105	-	-
Stage 1	408	-	-
Stage 2	412	-	-

Approach	WB	NB	SB
HCM Control Delay, s	20.5	0	0.8
HCM LOS	C		

Minor Lane/Major Mvmt	NBT	NBRWBLn1	SBL	SBT
Capacity (veh/h)	-	-	282	821
HCM Lane V/C Ratio	-	-	0.177	0.112
HCM Control Delay (s)	-	-	20.5	9.9
HCM Lane LOS	-	-	C	A
HCM 95th %tile Q(veh)	-	-	0.6	0.4

HCM 6th TWSC

4: Portage Rd & Woodbine

06/19/2024

Intersection						
Int Delay, s/veh	1					
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	5	25	830	4	19	435
Future Vol, veh/h	5	25	830	4	19	435
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	200	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	38	63	90	38	81	58
Heavy Vehicles, %	2	2	5	2	2	5
Mvmt Flow	13	40	922	11	23	750
Major/Minor	Minor1	Major1	Major2			
Conflicting Flow All	1724	928	0	0	933	0
Stage 1	928	-	-	-	-	-
Stage 2	796	-	-	-	-	-
Critical Hdwy	6.42	6.22	-	-	4.12	-
Critical Hdwy Stg 1	5.42	-	-	-	-	-
Critical Hdwy Stg 2	5.42	-	-	-	-	-
Follow-up Hdwy	3.518	3.318	-	-	2.218	-
Pot Cap-1 Maneuver	98	325	-	-	734	-
Stage 1	385	-	-	-	-	-
Stage 2	444	-	-	-	-	-
Platoon blocked, %			-	-		-
Mov Cap-1 Maneuver	95	325	-	-	734	-
Mov Cap-2 Maneuver	95	-	-	-	-	-
Stage 1	385	-	-	-	-	-
Stage 2	430	-	-	-	-	-
Approach	WB	NB	SB			
HCM Control Delay, s	28.9	0	0.3			
HCM LOS	D					
Minor Lane/Major Mvmt	NBT	NBRWBLn1	SBL	SBT		
Capacity (veh/h)	-	-	203	734	-	
HCM Lane V/C Ratio	-	-	0.26	0.032	-	
HCM Control Delay (s)	-	-	28.9	10.1	-	
HCM Lane LOS	-	-	D	B	-	
HCM 95th %tile Q(veh)	-	-	1	0.1	-	

HCM 6th TWSC

4: Portage Rd & Woodbine

06/19/2024

Intersection

Int Delay, s/veh 1.3

Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	3	27	680	10	69	946
Future Vol, veh/h	3	27	680	10	69	946
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	200	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	25	71	87	67	75	95
Heavy Vehicles, %	2	2	5	2	2	5
Mvmt Flow	12	38	782	15	92	996

Major/Minor	Minor1	Major1	Major2
Conflicting Flow All	1970	790	0
Stage 1	790	-	-
Stage 2	1180	-	-
Critical Hdwy	6.42	6.22	-
Critical Hdwy Stg 1	5.42	-	-
Critical Hdwy Stg 2	5.42	-	-
Follow-up Hdwy	3.518	3.318	-
Pot Cap-1 Maneuver	69	390	-
Stage 1	447	-	-
Stage 2	292	-	-
Platoon blocked, %		-	-
Mov Cap-1 Maneuver	61	390	-
Mov Cap-2 Maneuver	61	-	-
Stage 1	447	-	-
Stage 2	259	-	-

Approach	WB	NB	SB
HCM Control Delay, s	34.8	0	0.8
HCM LOS	D		

Minor Lane/Major Mvmt	NBT	NBRWBLn1	SBL	SBT
Capacity (veh/h)	-	-	170	825
HCM Lane V/C Ratio	-	-	0.294	0.112
HCM Control Delay (s)	-	-	34.8	9.9
HCM Lane LOS	-	-	D	A
HCM 95th %tile Q(veh)	-	-	1.2	0.4

8/12/2024

Re: Stanwood Crossings

A neighborhood informational meeting was held on June 26, 2024, at Lakeview Park in Portage Michigan. The purpose of the meeting was to discuss the proposed housing development of 44 single family homes located at 9716 Portage Road, known as Stanwood Crossings. During the meeting it was noted that the most significant concerns from neighboring residents were the traffic impact the new development could cause. A Traffic Impact Study was conducted in response to the neighborhood concerns. Based on the traffic study received on 6/20/24, Stanwood Crossing will have a minimal impact on traffic. Stanwood Crossings will have two entries points, one on Stanley Avenue, the other on Woodbine Avenue which will significantly reduce the traffic flow between the two exit points. An observation study was also conducted by the City of Portage Traffic Engineer, Muhammad Arif, further stating Stanwood Crossing will not impact the neighborhood traffic adversely. It was also suggested that addition trees be added to the site plan.

Attachments: Traffic Impact Study and TIS memo

Received Neighborhood Meeting Comment Cards

Comment 1

I am a fan of increasing the housing supply. I have concerns that there will continue to be fewer homes available. The The 2022 plans had way more homes planned. Please, continue to push for greater density where you can. Also, please don't forget sidewalks and bike lanes. Those are often planned in development and put on paper, but get scrapped near →	the end as the budget gets tight, these features make a place more livable & connected.
--	--

Comment 2

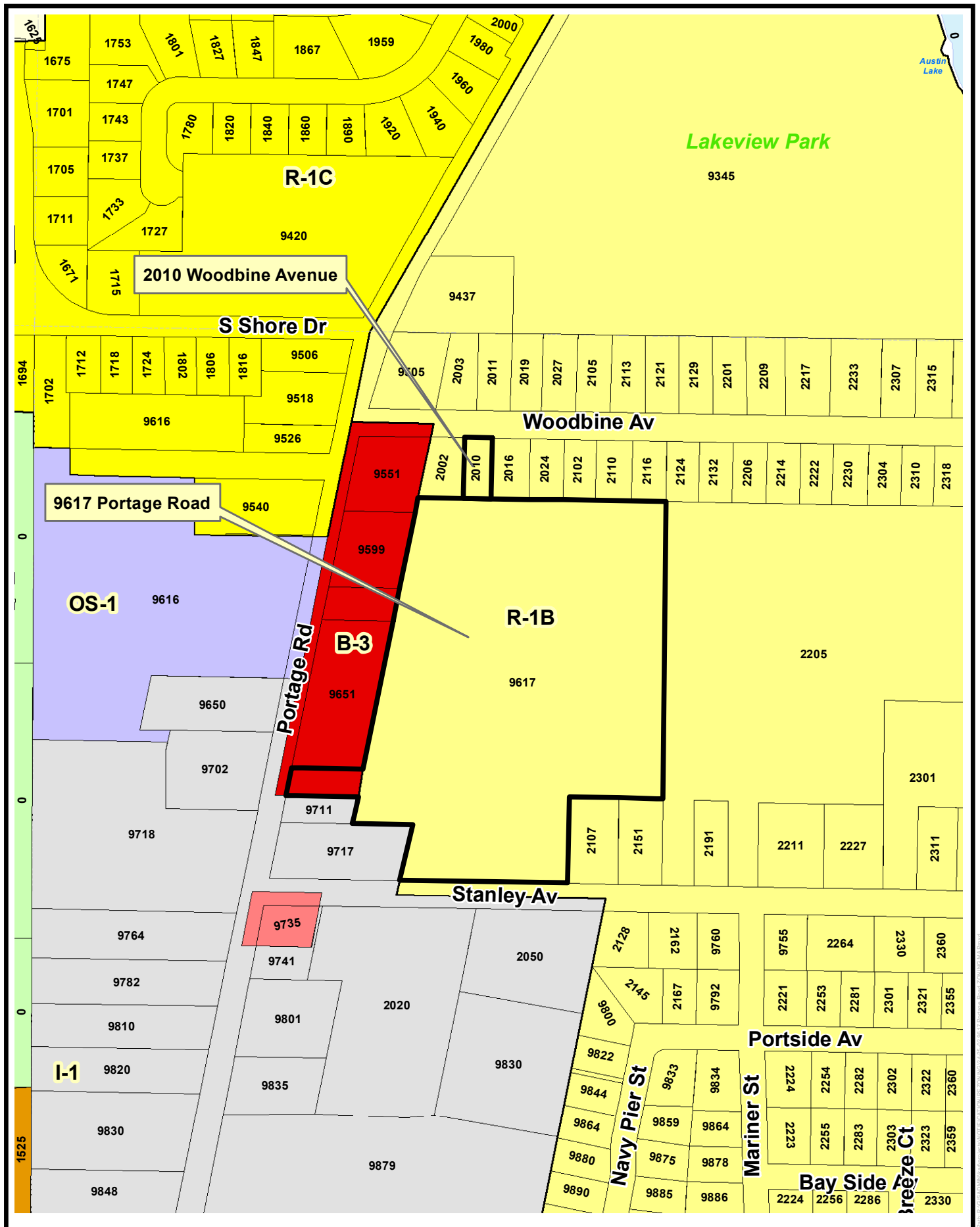
Thanks for the meeting. Looking forward to seeing the results of the traffic study. Seems like this is a big concern of many here. One question I had is Regarding Infrastructure: Will the entire Road →	Around be built at once in the beginning OR will it be phased? Thanks.
--	---

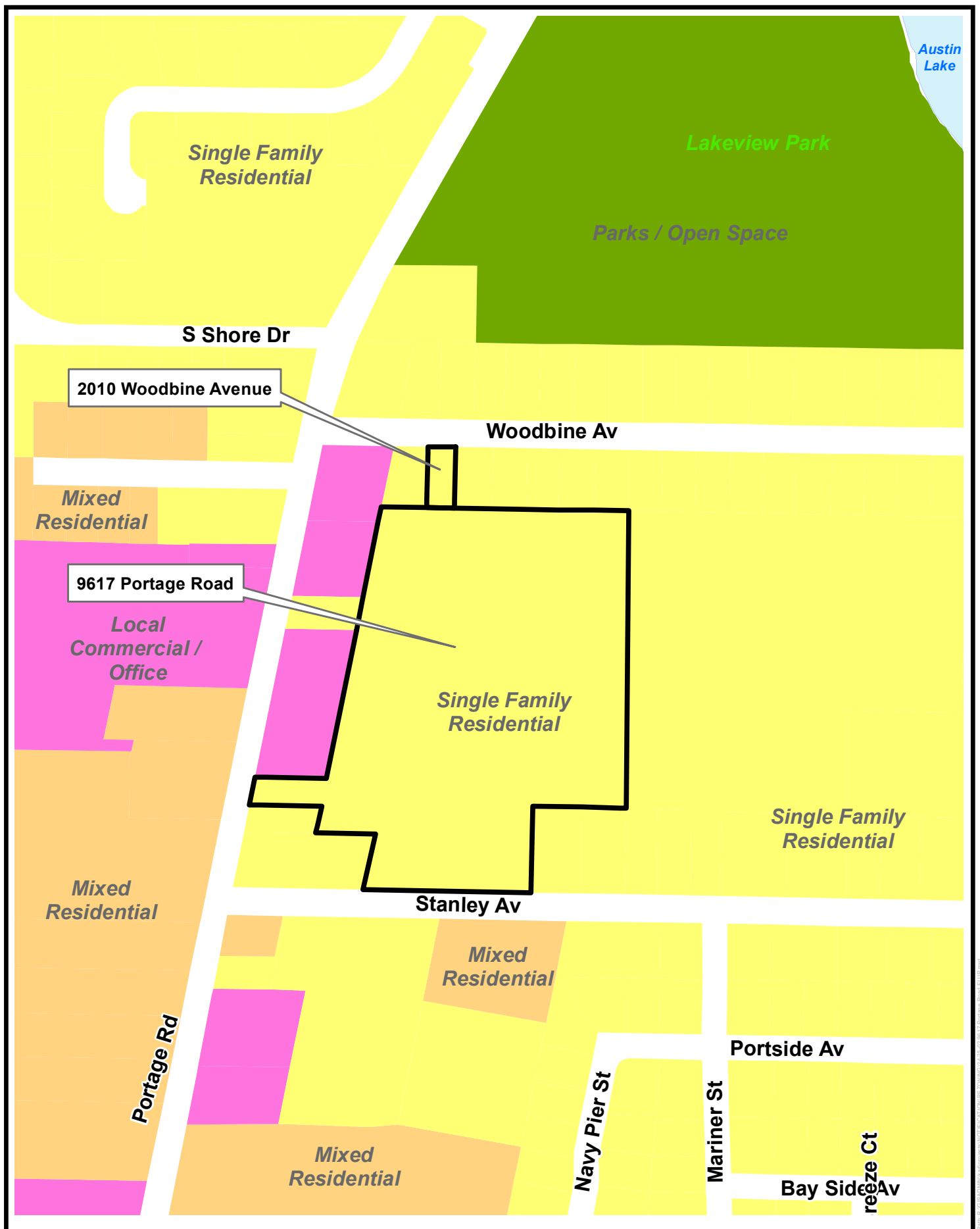
Comment 3

Please consider doing a daily-weekend traffic count on Woodbine & Stanley. You will be appraised of the real numbers Jim Neumann Woodbine Ave

Comment 4

More needs to be done about what the traffic will look like on woodbine & Stanley Woodbine It's difficult to turn on to park already.
--







Mark T. Bielang
Superintendent
Phone: 269.323.5147
Fax: 269.323.5149
mbielang@portageps.org

July 11, 2024

Mr. Jack Gesmundo
Principal
AVB
4200 W. Centre Ave
Portage, MI 49024

Re: Proposed Standwood Crossings Neighborhood

Dear Jack:

This letter serves to confirm receipt of your July 9, 2024 letter and accompanying layout of the proposed Standwood Crossings, a residential neighborhood to include approximately 45 new single-family homes inside the Portage Public School District.

Thank you for sharing this information with us.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark T. Bielang". The signature is fluid and cursive, with the first name "Mark" and last name "Bielang" clearly distinguishable.

Mark T. Bielang
Superintendent

Cc Johnny Edwards, Assistant Superintendent of Operations
 Paula Johnson, Director of Finance
 Peter Dame, Chief Development Officer, City of Portage

Staff's Site Pictures

August 20, 2024

Picture Map – ‘Stanwood Crossings’ at 9617 Portage Road





Figure 1. Looking west toward Portage Rd & Woodbine Ave. intersection.



Figure 2. Looking east along Woodbine Ave. toward site entrance.



Figure 3. Looking south toward site entrance of future street.



Figure 4. Looking north toward Woodbine Ave. from area of future street.

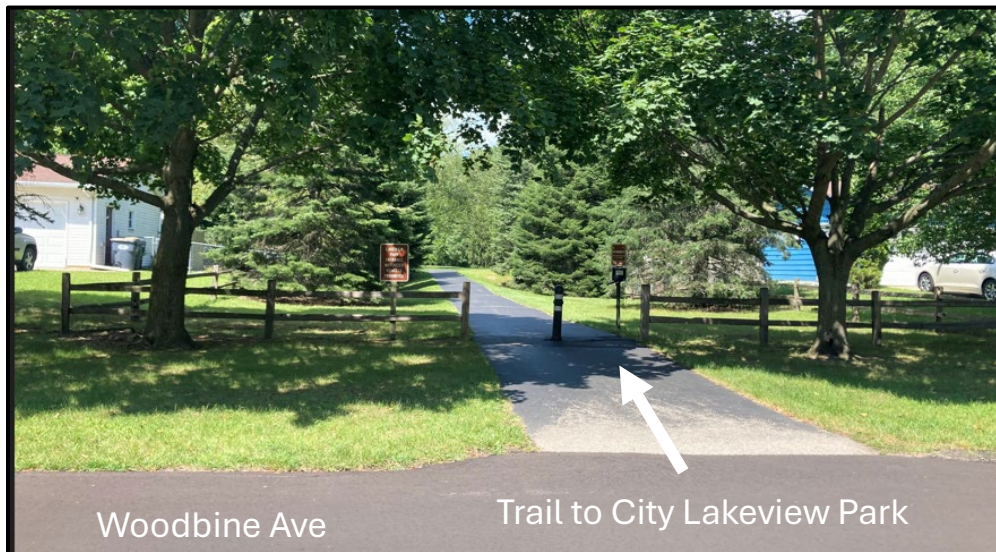


Figure 5. Looking north toward connecting trail from Woodbine Ave. to City Lakeview Park, located less $\frac{1}{4}$ mile east of subject site.



Figure 6. Looking west toward intersection of Portage Rd & Stanley Ave.



Figure 7. Looking east along Stanley Ave. toward second site entrance.



Figure 8. Looking north from Stanley Ave at second site entrance.



Figure 9. Looking west from Stanley Ave toward Portage Rd.

Eric Feldt

From: Matt Monarch <mjmonarch1@gmail.com>
Sent: Wednesday, July 3, 2024 2:31 PM
To: Eric Feldt
Subject: Stanwood project

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: THIS EMAIL IS FROM AN EXTERNAL SENDER

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

As a resident in the subdivision near the Austin Lake access. I feel that under there is zero benefit to anyone involved in the Stanwood project. Not only would it increase traffic in an already bottlenecked Portage Rd, but there isn't room enough in the elementary school. The public boat access is already overfilled on many summer days. In addition, any form of subsidized housing has historically been detrimental to communities in the long run. This has been historically proven time and time again. If the city feels it must utilize the property, than it would be better served as a park or natural habitat as an abundance of wildlife is found there. If neither, than sell it and let the free market decide.

Matt Monarch
9819 Spinnaker St, Portage, MI 49002

Eric Feldt

From: JONNIE RICHARDS <medevac22@msn.com>
Sent: Thursday, September 5, 2024 10:59 AM
To: Eric Feldt
Cc: Patricia Randall; Jim Pearson; Chris Burns; Victor Ledbetter; Nicole Miller; Terry Urban; Pat McGinnis; Peter Dame
Subject: Stanwood Crossings - Public comments on the rezoning application

Follow Up Flag: Follow up
Flag Status: Completed

CAUTION: THIS EMAIL IS FROM AN EXTERNAL SENDER

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

Dear Mr. Feldt and Planning Commission Members,

I would like to bring to your attention the misuse and abuse of the Planned Development (PD) zoning classification on the Portage/Stanley property. When read as a whole and taken in context, it is obvious that the PD zoning is for mixed residential housing types with a healthy dose of related commercial uses. The two PD projects just south of South Shore Drive and the Allen Edwin project off Ousterhout Road all include mixed residential uses and meet or exceed the requirements of the PD zoning.

I first became aware of the situation when a neighbor down the street brought me a copy of an MLive article and a plan showing 78 units on the 14 acres. While the PD plan did show mixed use residential, it pretty much violated every other requirement of the PD zoning and subdivision regulations, which I brought to the city's attention. I then attended a Planning and Zoning Commission hearing for the apartments behind the fire station on Shaver Road. The zoning request could have and should have been submitted as multi-family RM-1 zoning with an auxiliary use for the live-work units. It was submitted as a PD zoning to get around the requirements of the RM-1 zoning, was **triple** the density allowed even in the PD zoning and reduced the parking and setback requirements of the subdivision regulations, all of which I pointed out to the Planning Commission. The city, staff and the planning commission all went along with this in the name of "affordable units". It is my understanding that the developer came back with half the units, the "affordable units" have been deleted. Absolute misuse of the PD zoning.

The next plan for the Portage/Stanley property was 63 detached single-family units and PD zoning, this should have been submitted as R1-A, residential zoning. The plan misused the PD zoning and again, pretty much violated the majority of the PD and subdivision regulations, which I pointed out to the City. It is my understanding that the new plan will have 50 units on 6,500 sf lots, again misusing the PD zoning. The current plan of 44 units is again misusing the PD Zoning regulations. The PD Zoning was never meant to be a "gimmick" to get around all the other zoning and subdivision regulations, especially by the City itself.

In addition, Section III Analysis, of the application states "The average lot size of 9,009 square feet is not significantly smaller than the abutting lots along Woodbine and Stanley Avenues." **This is false.** My adjoining lot is 13,000 sf +/-, significantly larger than 9,009 SF. If you look at the plat plan, the five abutting lots along Woodbine are all significantly larger than the 9,009 average. The two abutting lots along Stanley are both significantly larger. Section II- Background Information-Zoning Comparison Chart - page 32 - states "In addition the housing yard setbacks are not significantly smaller than those in the R-1B zoned neighborhood." **This is false.** Minimum Lot Size - The majority of the lots do not meet the minimum size of 9,600 sf. Minimum Lot Width - a 25% reduction from 80 feet to 60 feet is significant. Front Setback - a 17% reduction is significant. Side Yard Setback - a 50% reduction is significant. 1 Story House - 2 Story House - neither meets the minimum requirements of the R-1B Zoning.

The developer is using the PD zoning to avoid complying with the residential zoning requirements under the "feel good rhetoric" of affordable housing. This project is not affordable housing, it is **public subsidized housing**, highly subsidized. The cost to the taxpayer (federal/state/local grants are taxpayer money) will be \$400,000 to \$500,000 per unit. The city will sell them for as little as \$112,000.

Please deny this application. I would be happy to meet with you to discuss these concerns.

Jonnie S Richards
2016 Woodbine Ave
Portage, Mi
2698087159

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

THE CITY OF PORTAGE ORDAINS:

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

Street Address
9617 Portage Road

Parcel ID Numbers
00026-070-J

THAT PART OF THE SOUTHWEST QUARTER OF SECTION 26, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS:

COMMENCING AT THE SOUTHWEST CORNER OF LOT 46, SUPERVISOR'S PLAT OF MCCAMLEY BEACH AS RECORDED IN LIBER 13 OF PLATS, PAGE 5, KALAMAZOO COUNTY RECORDS; THENCE NORTH 88° 55' 53" WEST (RECORDED AS WEST) ON THE NORTH RIGHT OF WAY LINE OF STANLEY DRIVE 1944.85 FEET (RECORDED AS 1945.00 FEET) TO A CAPPED IRON ID #16935 AND THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED: THENCE CONTINUING NORTH 88° 55' 53" WEST (RECORDED AS WEST) ON SAID NORTH RIGHT OF WAY LINE 383.05 FEET (RECORDED AS 382.08 FEET MORE OR LESS) TO A CAPPED IRON ID #16935 AND A POINT THAT IS 329.88 FEET (RECORDED AS 330 FEET) EAST OF THE EAST RIGHT OF WAY LINE OF PORTAGE ROAD; THENCE NORTH 11° 15' 06" EAST ON A LINE PREVIOUSLY DESCRIBED AS BEING PARALLEL WITH SAID EAST RIGHT OF WAY LINE 134.18 FEET (RECORDED AS 134.13 FEET) TO A CAPPED IRON #16935; THENCE NORTH 88° 57' 58" WEST (RECORDED AS WEST) ON A LINE PREVIOUSLY DESCRIBED AS BEING PARALLEL WITH THE NORTH LINE OF SAID STANLEY DRIVE 164.99 FEET (RECORDED AS 165.15 FEET) TO A CAPPED IRON; THENCE NORTH 11° 21' 52" EAST ON A LINE PREVIOUSLY DESCRIBED AS BEING PARALLEL WITH SAID EAST RIGHT OF WAY LINE 64.88 FEET (RECORDED AS 64.94 FEET) TO A RECTANGULAR IRON ROD; THENCE NORTH 89° 08' 55" WEST (RECORDED AS WEST) ON A LINE PREVIOUSLY DESCRIBED AS BEING PARALLEL WITH THE NORTH RIGHT OF WAY LINE OF SAID STANLEY DRIVE 164.91 FEET (RECORDED AS 165 FEET) TO A CAPPED IRON ID #38116 ON THE EAST RIGHT OF WAY LINE OF SAID PORTAGE ROAD; THENCE NORTH 11° 19' 08" EAST ON SAID EAST RIGHT OF WAY LINE 67.00 FEET (RECORDED AS 67.13 FEET) TO A ½" REBAR WITH BROKEN CAP; THENCE SOUTH 89° 08' 55" EAST (RECORDED AS EAST) ON A LINE PREVIOUSLY DESCRIBED AS BEING PARALLEL WITH THE NORTH RIGHT OF WAY LINE OF STANLEY DRIVE 164.90 FEET (RECORDED AS 165 FEET) TO A CAPPED IRON ID #38116; THENCE NORTH 11° 19' 08" EAST PARALLEL WITH SAID EAST RIGHT OF WAY LINE 369.20 FEET TO A CAPPED IRON ID #38116; THENCE NORTH 11° 01' 52" EAST 67.20 FEET TO A ½" SQUARE IRON; THENCE NORTH 11° 19' 52" EAST 221.63 FEET (RECORDED AS 221.72 FEET) TO A CONCRETE MONUMENT AT THE SOUTHWEST CORNER OF LOT 32 OF THE RECORDED PLAT OF MCCAMLEY MANOR AS RECORDED IN LIBER 25 OF PLATS, PAGE 42 KALAMAZOO COUNTY RECORDS; THENCE SOUTH 89° 13' 17" EAST (RECORDED AS EAST) ON THE SOUTH LINE OF SAID LOT 32 A DISTANCE OF 106.86 FEET (RECORDED AS 106.92 FEET) TO A CONCRETE MONUMENT AT THE SOUTHWEST CORNER OF OUTLOT "B", SAID MCCAMLEY MANOR; THENCE NORTH 00° 50' 02" EAST (RECORDED AS NORTH) ON THE WEST LINE OF SAID OUTLOT "B" 144.91 FEET (RECORDED AS 145 FEET) TO A ½" REBAR AT THE NORTH LINE OF SAID OUTLOT "B"; THENCE SOUTH 89° 12' 16" EAST (RECORDED AS EAST) ON SAID NORTH LINE 66.00 FEET TO A CAPPED IRON ID #16935 AT THE NORTHEAST CORNER OF SAID OUTLOT "B"; THENCE SOUTH 00° 49' 40" WEST (RECORDED AS SOUTH) ON THE EAST LINE OF SAID OUTLOT "B" 144.89 FEET (RECORDED AS 145 FEET) TO A

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From R-1B One-Family Residential District to PD Planned Development District.

FIRST READING:

SECOND READING:

EFFECTIVE DATE:

Patricia M. Randall, Mayor

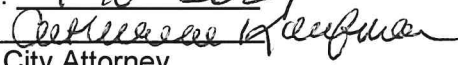
STATE OF MICHIGAN)
) SS
COUNTY OF KALAMAZOO)

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

Erica Eklov, City Clerk

Approved as to Form:

Date: 9-10-2024

By: 
City Attorney

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

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

NOTICE IS HEREBY GIVEN, that an Ordinance to amend Article 4 (Zoning) of Chapter 42 of the Codified Ordinances of Portage, Michigan, was adopted by the City Council at a regular meeting held on the _____ day of _____, 2024, and will become effective _____, 2024.

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

THE CITY OF PORTAGE ORDAINS:

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

Street Address
9617 Portage Road

Parcel ID Numbers
00026-070-J

THAT PART OF THE SOUTHWEST QUARTER OF SECTION 26, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS:

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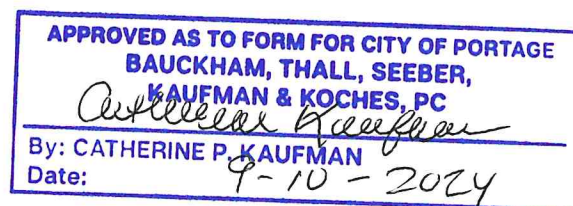
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From R-1B One-Family Residential District to PD Planned Development District.

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

Dated: _____

Erica Eklov, City Clerk



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

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

NOTICE IS HEREBY GIVEN, that an Ordinance to amend Article 4 (Zoning) of Chapter 42 of the Codified Ordinances of Portage, Michigan, was introduced for first reading at a regular meeting of the City Council held on _____, 2024, and that the Council will hold a public hearing on the proposed amendment at the Portage City Hall in said City on _____, 2024, at 7:00 p.m. or as soon thereafter as may be heard.

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

THE CITY OF PORTAGE ORDAINS:

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

Street Address
9617 Portage Road

Parcel ID Numbers
00026-070-J

THAT PART OF THE SOUTHWEST QUARTER OF SECTION 26, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS:

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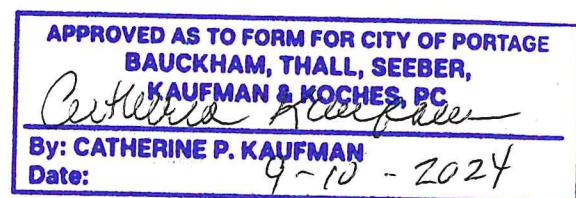
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From R-1B One-Family Residential District to PD Planned Development District.

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

Dated: _____

Erica Eklov, City Clerk



CITY OF PORTAGE PLANNING COMMISSION

**Thursday, September 5, 2024
7:00 PM Portage
Portage City Hall Council Chamber**

The City of Portage Planning Commission meeting of September 5, 2024, was called to order by Chair Corradini at 7:00 p.m.

IN ATTENDANCE

- Peter Dame, Chief Development Officer
- Biqi Zhao, Deputy Director of Planning and Zoning
- Jonathon Hallberg, Deputy Director of Economic Development
- Eric Feldt, Senior City Planner
- Anita Johnson, Housing Resource Specialist
- Alex Johnson, City Planner
- Catherine Kaufman, City Attorney

ROLL CALL

Staff called the roll: Chairman Corradini (yes); Vice Chair Baldwin (no); Secretary Freiman (yes), Adams (yes); Copp (yes); Joshi (yes); Fries (yes); Youngs (no); and Longjohn (yes).
7-Present; 2-Absent.

Motion by Commissioner Joshi, seconded by Commissioner Fries to approve the excused commissioners. Upon a voice vote, motion carried 7-0.

APPROVAL OF MINUTES

1. Minutes dated August 15, 2024

Motion by Commissioner Fries, seconded by Secretary Freiman to approve the August 15, 2024, as submitted. Upon a voice vote, motion carried 7-0.

PUBLIC HEARINGS

1. Additional space and height request for an accessory building at 2813 Vanderbilt Avenue:

Eric Feldt provided a presentation outlining project details and review process, showed various site pictures, showed various project images, explained applicable Master Plan elements, and indicated no neighborhood opposition. He concluded his presentation by recommending approval of the additional 880 square feet of space and the additional 5 feet and 2 inches of height for a pole barn at 2813 Vanderbilt Avenue.

Applicant, Andrew Beaudoin, 2813 Vanderbilt Avenue, presented and generally described the pole barn, abutting properties, and supportive comments from neighbors.

Chair Corradini opened the public hearing. Seeing no comments, motion by Commissioner Copp, seconded by Commissioner Longjohn to close the hearing. Upon a voice vote, motion carried 7-0.

Commissioner Joshi asked the applicant for clarification on surrounding neighbors' views of the new accessory building.

Mr. Beaudoin indicated that his neighbors did not oppose the accessory building and the closest property line to the west is approx. 300' away and the nearest residential building is approx. 500' away. (128)

Motion by Commissioner Copp, supported by Commissioner Fries, to approve the additional 880 square feet of space and the additional 5 feet and 2 inches of height for a pole barn at 2813 Vanderbilt Avenue. Upon a voice vote, motion carried 7-0.

2. Rezoning and Tentative Plan Application #23/24-2 from R-1B One Family Residential District to Planned Development (PD), and Preliminary Condominium Subdivision Application for ‘Stanwood Crossings’ proposed single-family residential development at 9617 Portage Road:

Mr. Feldt provided a presentation outlining the purpose of the project, explained project details and review process, showed various site pictures, showed various project images, explained applicable Master Plan elements, mentioned the past neighborhood meeting and received concerns, and addressed traffic elements of the project. He concluded the presentation by providing two separate voting recommendations:

- 1) Planning Commission recommend to City Council the approval of the proposed Rezoning and Tentative Plan application #24/25-2, from R-1B One Family Residential to PD Planned Development for Stanwood Crossings single-family residential development at 9617 Portage Road.
- 2) Planning Commission recommend to City Council the approval of the Preliminary Condominium Plan for Stanwood Crossings single-family residential development at 9617 Portage Road.

Jonathon Hallberg, Deputy Director of Economic Development and acting applicant for the City, gave additional context for the project, indicated this project will address critical housing shortages and bring more people to Portage who may be priced out, and it will overall increase the City’s economic development.

Jack Gesmundo, Principal at AVB and project developer, explained the vision and background of the project, summarized some grants assisting in this project, included examples of income vs. housing rates, mentioned various housing studies supporting the project, named persons on the development team, and discussed the project’s traffic study. He read a letter of support and stated that this could be a great example for other cities to follow.

Chair Corradini opened the public hearing. Seeing no comments, motion by Commissioner Fries, seconded by Secretary Freiman, to close the public hearing. Upon a voice vote, motion carried 7-0.

Some Commissioners inquired about the difference between a condominium vs. plat, wanted to confirm the project would be only single family detached homes, and what else could be built within the development.

Mr. Gesmundo explained the differences and indicated that condominium is more widely used today than the plat.

Mr. Feldt confirmed the project is only single-family detached homes. He further explained that the overall PD development option does allow additional housing types and some commercial land uses, neither are proposed with the proposed Stanwood Crossings PD.

Commissioner Adams asked what the Planning Commission would be voting on tonight.

Mr. Feldt stated two recommendations as shown in the packet.

Some Commissioners expressed concerns about any future changes to the plans made before going to City Council, and if the required detailed Site Plan would come back for their review.

Mt. Feldt explained that per the code, a Planned Development can change up to 10%; a greater change requires the proposal go back to the Planning Commission for review and vote. The Site Plan will go directly to the City Council for vote.

Several Commissioners were concerned about proposing such low density when there is a need for more housing.

Mr. Feldt explained that the grants and funding structure for this project are likely more supportive for single family detached homes, and the current development code does not allow for smaller lots.

Several Commissioners were concerned about the use of the word ‘subsidized’ and how to present it in a less negative perception.

Mr. Feldt stated that project was funded by grants and other government funding.

Commissioner Longjohn asked about the neighborhood meeting since City staff were present.

Mr. Hallberg gave an overview of the meeting.

Ms. Zhao stated that none of the planning staff were at the meeting, only the economic development/housing staff were present at the meeting.

Commissioner Longjohn inquired about the future land trust for the property and income tests for future houses.

Mr. Hallberg stated that the Community Land Trust preserves affordability. Income levels and tests of occupants still need to be within 80-120% AMI to live at the development.

Chair Corridini inquired about the lack of basements and possible development savings of removing street curb/gutter and sidewalk.

Mr. Gesmundo stated basements add 20-30% of cost. He stated that the project could either provide attached garages or basements; garages were more supported.

Mr. Feldt stated that the curb/gutter and sidewalks are required because it is a public street and it provides a higher level of road quality and safety.

Motion by Commissioner Copp, supported by Commissioner Joshi, to recommend to City Council the approval of the proposed Rezoning and Tentative Plan application #24/25-2, from R-1B One Family Residential to PD Planned Development for Stanwood Crossings single-family residential development at 9617 Portage Road. Upon a voice vote, motion carried 7-0.

Motion by Secretary Freiman, supported by Commissioner Joshi, to recommend to City Council the approval of the Preliminary Condominium Plan for Stanwood Crossings single-family residential development at 9617 Portage Road. Upon a voice vote, motion carried 7-0.

SITE/FINAL PLANS

None.

OLD BUSINESS

None.

NEW BUSINESS

Lake Center/Portage Road Commercial Corridor Rezoning Presentation:

Mr. Feldt introduced the zoning update, background information of the project, and announced Paul Lippens, planning consultant with Mckenna Associates, to present the project details.

Mr. Lippens presented past planning efforts of the Lake Center District Plan. He explained implementing the Plan with a new zoning updating planning process called the Lake Center/Portage

Road Commercial Corridor Rezoning, which started with public meetings during the winter and spring to gather various public input. He mentioned the creation of a new steering committee who reviewed new conceptual zoning districts and regulations. Further, Mr. Lippens explained the proposed three new zoning districts along sections of Portage Road which will consolidate several existing commercial and industrial zoning districts. He mentioned that no changes are proposed to the existing residential districts along the road. Mr. Lippens detailed the new zoning districts' site development elements including frontage types, setbacks, design, materials, rebuild standards, etc. A majority of citizens all across the board felt heard about the changes that were made. He concluded the presentation by stating the next steps involved are Planning Commission and City Council public hearings and votes.

Some Commissioners made the following concerns about aspects of Portage Road include poor sidewalk condition, high traffic speeds, lack of bike paths, parking accessibility, and stated support for fewer curb cuts for safety and ease. Commissioner Copp wondered in the stakeholder committee recommended it unanimously. Mr. Lippens confirmed it was a unanimous recommendation.

STATEMENT OF CITIZENS

None.

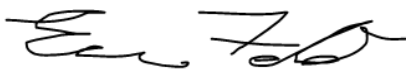
STATEMENT OF COMMISSIONERS/ STAFF

None.

ADJOURNMENT

There being no further business to come before the Commission, Chair Corradini adjourned the meeting at 9:31 p.m.

Respectfully submitted,

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

Eric Feldt
Senior City Planner



Department of Community Development

TO: Honorable Mayor and City Council
FROM: City of Portage Planning Commission
DATE: September 19, 2024

SUBJECT: A Rezoning and Tentative Plan Application #24/25-2, from R-1B One Family District to PD Planned Development, and Preliminary Condominium Subdivision Application for 'Stanwood Crossings' proposed single-family residential development at 9617 Portage Road.

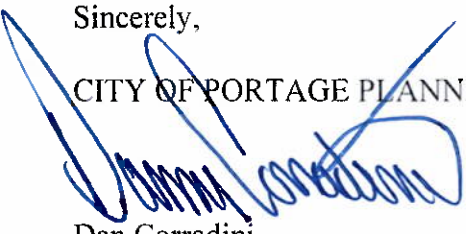
At the September 5, 2024 meeting, the Planning Commission reviewed and discussed the Rezoning and Tentative Plan Application #24/25-2, from R-1B One Family District to PD Planned Development, and Preliminary Condominium Subdivision Application for 'Stanwood Crossings' proposed single-family residential development at 9617 Portage Road. The applicant representative, Jonathon Hallberg, Deputy Director of Economic Development, City of Portage, and Project Developer, Jack Gesmundo, Principal at AVB, were present to support the proposed application and explain the project details. No public comments were received at the meeting. Two public comments were received prior to the meeting and were acknowledged/addressed during the meeting.

After careful consideration, the Planning Commission voted the following for the project:

1. The Planning Commission voted unanimously (7-0) to recommend to City Council the approval of the Rezoning and Tentative Plan Application #24/25-2, from R-1B One Family District to PD Planned Development for 'Stanwood Crossings' proposed single-family residential development at 9617 Portage Road.
2. The Planning Commission voted unanimously (7-0) to recommend to City Council the approval of the Preliminary Condominium Subdivision Plan for 'Stanwood Crossings' proposed single-family residential development at 9617 Portage Road.

Sincerely,

CITY OF PORTAGE PLANNING COMMISSION


Dan Corradini
Chairman

Attachments: September 5, 2024 Planning Commission meeting minutes.

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Receive Zoning Ordinance Amendment #24/25-1: Ordinance to amend various miscellaneous Zoning Code technical standards and set a Public Hearing for October 22, 2024.

SUPPORTING PERSONNEL: Peter Dame, Chief Development Officer

ACTION RECOMMENDED: Receive Zoning Ordinance Amendment #24/25-1: Ordinance to amend various miscellaneous Zoning Code technical standards and set a Public Hearing for October 22, 2024.

The proposed ordinance amendment was submitted by the City of Portage to provide technical corrections to Chapter 42 Zoning which reduces redundancies, provides greater clarity, and reduces overlap between codes. The following amendments are being proposed.

1. Swimming Pool Standards.

Swimming pool standards are provided in Article 12 Swimming Pools (outside of Zoning code) and in the State Building Code. Additionally, on August 27, 2024, Council voted on adopting the International Property Maintenance Code (IPMC) which contains property maintenance of swimming pools. Staff proposes the following changes to Article 12 and Chapter 42 to reduce redundancies:

Eliminate the entire Article 12 Swimming Pools and relocate definitions below to zoning code Section 42–112 Definitions:

- Indoor pool means any swimming pool which is totally contained within a residential structure and surrounded on all sides by walls of the structure.
- Swimming pool and pool mean any area capable of containing water and of being used for swimming, wading or bathing, having a depth of two feet or more at any point and which is not an indoor pool.

Move the following to Zoning Section 42-121(B) and create a new "4":

4. Swimming Pool Location. Swimming pools shall meet the following setbacks:

- a. Front yard setback of the applicable zoning district;
- b. No closer than eight feet from the required rear or side property line; and
- c. No closer than ten feet from any structures as measured from the nearest vertical wall enclosure (not including support columns with dimensions of less than 12 inches).

2. Miscellaneous Changes.

Duplex, Townhome; Attachment Definition

The zoning code allows single-family homes to be attached (such as ‘duplexes’ or ‘townhomes’) in

certain zoning districts (i.e. R-1T, RM-1, etc.) and defines what is considered the ‘attachment’ between the homes to qualify as such. Under Sec 42-112 *Definitions*, there are three defined types of ‘attachment’. Staff proposes eliminating one of the three because it does not result in any shared home or garage wall, which traditionally is how attached housing is built.

Delete the strikethrough sentences below:

Section 42-112 Definitions.

Dwelling unit: A building, or portion thereof, designed for occupancy by one family for residential purposes and having cooking facilities.

(3) Dwelling, one-family attached: A one-family dwelling erected side by side to another similar unit as a single building, each unit being separated from the adjoining unit by an uninterrupted wall extending from the basement floor to the roof. Units may be attached to each other only by one or more of the following methods:

- a. Through a common party wall which does not have over 80 percent of its area in common with an abutting dwelling wall;
- ~~b. By means of an architectural wall detail which does not form interior room space;~~
- c. Through a common party wall in only the garage portion of an abutting structure.

Planned Development Section 42-371- Definitions.

One-family attached residential dwelling: A dwelling that is attached by means of one or more of the following:

- a. Through a common party wall which does not have over 50 percent of its area in common with an abutting dwelling wall;
- ~~b. By an architectural wall detail which does not form interior room space;~~
- c. Through a common party wall in only the garage portion of an abutting structure. In this case, no other common party wall relationship is permitted, and not more than four units shall be attached in this manner.

Installation of an architectural wall as the ‘attachment’ between homes has been used and built for the Sterling Oaks South Condominium ‘Planned Development’. Those architectural walls may continue to exist as being an approved development feature of that ‘Planned Development’ project. Any other approved development utilizing this form of attachment may continue utilizing it.

Live/Work

The zoning code allows ‘Live/Work’ as a land use and is permitted only in certain commercial zoning districts (i.e. OS-1, B-1, etc). Generally, this use consists of two parts: 1) ‘Live’ area designed as a dwelling unit, and 2) ‘Work’ area designed as a commercial area; and a connection between the two. This type of use is rarely used. It has many restrictions and sometimes a lengthy and uncertain permitting process. However, a ‘Live/Work’ use was recently approved for the River Caddis ‘Planned Development’ which is currently under the design permitting phase. In addition to zoning code standards for this use, the State Building Code also provides standards. Staff found the zoning standards conflict with the State Building Code.

To reduce redundancies and provide clarity for future ‘live/work’ proposals, staff propose replacing the zoning code standards under Sec 42-137(C) with the [Building Code Live/Work Units](#) standards as shown below.

Eliminate and replace Sec 42-137(C)(2) with the following:

2. Live/work buildings. The live/work building must meet applicable building and fire code requirements.

Any existing approved Live/Work locations may continue to be used as approved but cannot be changed to a design in conflict with building and fire code requirements.

Ordinance Amendment Process

The ordinance amendment process is provided under zoning code [Section 42-651](#) and requires a public hearing during Planning Commission and City Council meetings. The Planning Commission will consider the proposed amendment, evaluate it for consistency with adopted city plans, affect neighborhood conditions, and provide a recommendation to the City Council.

The purpose of the proposed amendments is to reduce redundancies and provide clarity in the code.

Planning Commission Public Hearing

On August 15, 2024, the Planning Commission reviewed and discussed the requested Ordinance Amendment #24/25-1: Ordinance to amend various miscellaneous Zoning Code technical standards. City staff introduced the three proposed amendments to the Zoning Code, consisting of changes to swimming pool standards, definition of attached housing, and Live/Work standards. One public commenter stated support for public hearing opportunities for ordinance changes and of the ordinance amendment.

After careful consideration, the Planning Commission voted (8-0) to recommend to the City Council approval of the Ordinance Amendment #24/25-1: Ordinance to amend various miscellaneous Zoning Code technical standards.

Recommendation

It is recommended that City Council receive Zoning Ordinance Amendment #24/25-1: Ordinance to amend various miscellaneous Zoning Code technical standards, and set a Public Hearing for October 22, 2024.

FUNDING: Not Applicable

Attachments:

1. Ordinance Adopting IPMC 8.27.2024
2. Planning Commission Minutes 8.15.2024
3. Zoning Ordinance Amendment

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
OF THE CITY OF PORTAGE, MICHIGAN
BY ADOPTING THE INTERNATIONAL PROPERTY MAINTENANCE CODE
AND AMENDING CORRESPONDING SECTIONS OF THE CITY CODE**

An Ordinance adopting the 2021 edition of the International Property Maintenance Code, regulating and governing the conditions and maintenance of all property, buildings and structures by providing standards to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use; and the demolition of such existing structures in the City of Portage ; to provide sanctions for violation(s) thereof; and to repeal all Ordinances or parts of Ordinances in conflict herewith.

THE CITY OF PORTAGE ORDAINS:

SECTION 1 Purpose

The purpose of this Ordinance is to adopt a standardized property maintenance code to regulate and govern the conditions and maintenance of structures within the City by providing standards to ensure that structures are safe, sanitary and fit for occupation and use; to provide for the condemnation of unsafe buildings and structures; and to allow for the demolition of unsafe and dangerous structures within the City.

SECTION 2 Adoption of 2021 International Property Maintenance Code

A. Pursuant to Act No. 279 of the Public Acts of Michigan of 1909, as amended, and the City Charter of the City of Portage, the International Property Maintenance Code, as currently in effect under Michigan State Law, published by the International Code Council, Inc.(hereinafter referred to as the "Property Maintenance Code") is hereby found and declared to be an acceptable code and is hereby adopted by reference, as in this article modified for the purpose of protecting the health, safety and welfare in buildings in the city and on the premises hereinafter provided by:

- (1) Establishing minimum maintenance standards for all existing structures, residential and non-residential and on all existing premises for basic equipment and facilities for light, ventilation, space, heating and sanitation, protection from the elements, life safety, for safety from fire; for space, use and location; and for safe and sanitary maintenance of all structures and premises; and
- (2) Fixing the responsibilities of owner, operators and occupants of all structures; and
- (3) providing for administration enforcement and penalties.

B. Identification of Current Code, continuing administration and enforcement of current code and changes to the code(s). A certain document, three (3) copies of which are on file in the office of the City Clerk, being marked and designated as the International Property Maintenance Code, 2021 edition, as published by the International Code Council, be and is hereby adopted as the Property Maintenance Code of the City of Portage, Kalamazoo County, Michigan. All of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code on file in the office of the City Clerk are hereby referred to, adopted, and made

a part hereof, as if fully set out in this ordinance, with the additions, insertions, deletions and changes, if any, prescribed in Section III this ordinance.

SECTION 3 Amendments to the Adopted Code

The following sections of the adopted code are hereby amended as follows:

Section 101.1 Remove “[Name of jurisdiction]” and insert “City of Portage”.

Section 103.1 Remove “[Name of Department]” and insert “Department of Community Development”.

Section 104.1 Remove the paragraph and replace it with the following: “Fees shall be set in amounts approximating the costs to the City thereof via resolution which shall be adopted by the City Council and may be amended from time to time as the Council deems necessary.”

All of the wording in Section 302.4 is eliminated and replaced with the following sentence:

“302.4 reserved for future expansion. “

Section 304.14. Remove the first instance of the phrase “[DATE]” and replace it with “May 1”. Remove the second instance of the phrase “[DATE]” and replace it with “September 30”.

Section 602.3 remove the first instance of the phrase “[DATE]” and replace it with “October 15”. Remove the second instance of the phrase [DATE] and replace it with “May 15”.

Section 602.4 remove the first instance of the phrase “[DATE]” and replace it with “October 15”. Remove the second instance of the phrase [DATE] and replace it with “May 15”.

Remove Section 109.4 and replace it with the following:

“109.3 Violation and Penalties. Any person, firm, association, partnership, corporation or governmental entity that violates any of the provisions of this Ordinance, shall be deemed to be responsible for a municipal civil infraction as defined by Michigan Statute which shall be punishable by a civil fine determined in accordance with the following schedule:

	Minimum Fine	Maximum Fine
-1 st Offense	\$ 150.00	\$ 500.00
-2 nd Offense*	\$ 300.00	\$ 500.00
-3 rd Offense*	\$ 425.00	\$ 500.00
-4 th or More Offense* \$	500.00	\$ 500.00

*within 3-year period determined on the basis of the date of commission of the offense(s).

An owner, tenant, occupant, land contract vendor or vendee who causes allows or permits a violation to exist or continue shall be liable as a principal.

Additionally, the violator shall pay costs which may include all expenses, direct and indirect, which the City of Portage has incurred in connection with the municipal civil infraction. In no case, however, shall costs of less than \$10.00 or more than \$500 be ordered. In addition, the City shall have the right to proceed in any court of competent jurisdiction for the purpose of obtaining an injunction, restraining order, compliance order or other appropriate remedy to compel compliance with this ordinance. Each day that a violation of this ordinance exists shall constitute a separate violation of this ordinance.

Any violations of the Property Maintenance Code regarding maintenance of Weeds and Grasses shall be administered pursuant to the following provisions:

Weeds and Grasses Investigation, Abatement and Penalties.

Investigation and control.

- (1) The director shall investigate the introduction and existence of noxious weeds on any developed or vacant property. The director shall seek removal of the noxious weeds located in the areas indicated below as directed by this section under the following circumstances.
 - a. For property in residential or PD district or if the property abuts or is across the street from a residential or PD district where the noxious weeds are located:
 1. In the front yard area of developed property as defined in section 42-112; or
 2. A distance of 30 feet from the front property line of any vacant lot or parcel.
 - b. For property in any district, where the noxious weeds are located 75 feet from the front, side or rear property line of any abutting developed property, excepting the areas in subsection (c)(1)a. of this section.
 - c. For property in any district, where the noxious weeds are located in the area between the curb of a public or private street and the property line, or the edge of pavement when the abutting public or private street is not provided with curb, or a distance of ten feet from the curb or edge of pavement, whichever is greater.

Notice.

The director shall notify, by certified mail with return receipt requested, and by first class mail, the person listed as owner of the land in the records of the office of the assessor, or give personal notice to the owner, agent or occupant of the land on the property, to eradicate such noxious weeds by cutting or such other methods as may be appropriate within not more than ten calendar days. The failure of the director to give such notice shall not, however, constitute a defense against any action to enforce the payment of any penalty provided for or debt created under this section. Only one notice by first class mail per calendar year need be sent by the city for any one address if publication is provided per section 24-114(e) below and the notice shall so state.

Notice by publication.

The city may, (in addition to or instead of the notice provided for in section 24-114(d) above), during the month of March of each year, give notice of the provisions of this section by publishing a notice thereof once a week for two consecutive weeks in a newspaper of general circulation in the city. Such notice by publication shall obviate any requirement on the part of the city to notify the owner, agent or occupant of any developed or vacant property by certified mail or other means

on which noxious weeds are found growing. Such published notice shall state that the noxious weeds not eradicated by May 1 of that year shall be eradicated by the city and that such noxious weeds that continue to exist or reoccur shall be eradicated by appropriate methods by the city as many times as is necessary and that the owner of the property shall be charged with the cost incurred by the city pursuant to this section.

Duty of owner to abate. It shall be the duty of the owner, agent or occupant of property within the city, whether developed or vacant to eradicate all noxious weeds and poisonous or harmful vegetation as often as may be necessary to comply with the provisions of this section and keep the same from perpetuating themselves and becoming a detriment to the public health and appearance of property.

City to eradicate after notice. If the provisions of the Property Maintenance Code regarding maintenance of weeds and grasses have not been fulfilled after the notices required by this section have been sent or published, then an official, inspector or other agent authorized by the city may enter upon such premises as many times as necessary and cause such noxious weeds and other vegetation to be eradicated by cutting or by other appropriate methods and all expenses incurred in such eradication shall be paid by the owner of such premises.

Means of abatement. In the discretion of the officer, inspector or other agent authorized by the city, hand or mechanical means may be used to eradicate noxious weeds and other vegetation as provided in this section, and all due care shall be taken to avoid unnecessary damage to the property.

Owner liability. Owner liability shall be as follows:

- a. From the time of commencement of the cutting or eradication of such noxious weeds and other poisonous vegetation, the city shall have a lien upon the premises until such time as the expense of such eradication has been fully paid.
- b. The owners of property shall be liable for all costs incurred by the city in connection with the eradication. A minimum cost as to be determined by the city council by resolution from time to time for the eradication of such noxious weeds and an administrative fee in an amount to be determined by council for eradication will be included in the total cost.

Collection of costs. Collection of costs shall be accomplished as follows:

- a. For purposes of determining the ownership of property, it shall be presumed in evidence that the person to whom the property is assessed on the city's most recent tax roll is the owner of the property. The billing of costs will be mailed to owners of the premises by regular mail to the address shown on the city's tax rolls. If the charges involved are not paid by the owner within 30 days from the date of billing, payment shall be deemed delinquent.

SECTION 4 Amendments to City Code

The following sections of the City Code are amended and replaced by the adoption of the 2021 International Property Maintenance Code.

Subsection 1: Amendments to Article 5, Chapter 24 Community Quality. That Article 5 of Chapter 24, Community Quality, is hereby amended by deleting sections 24-111, 24-112 and 24-113 (a)(2), (3), (4), (6), (7), (8) and (12) as shown below and replacing these sections with the applicable sections of the 2021 International Property Maintenance Code. Sections 24-114 and

24-115 are retained in the City Code, except for section 24-114(i) Naturalized lawns; land management plans

Sec. 24-111. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. In addition to section 1-2 of this Code, the definitions in section 42-112 apply to this article.

Building materials means lumber, bricks, concrete or cinder blocks, plumbing materials, electrical wiring or equipment, heating ducts or equipment, shingles, mortar, concrete or cement, nails, screws or any other material used in constructing a structure.

Front yard means that area as defined in chapter 42, article 4 of this Code and shall also include:

- (1) That area extending the full width of premises from the front property line to the curb, or where the abutting public street is not furnished with curb, the front yard area shall extend to the street pavement edge.
- (2) For residential lots and/or parcels having lake frontage and abutting a street, the front yard shall also mean that area between the lake water edge and the main building.

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.

Inoperable means a motor vehicle which is not capable of being used or operated as intended for any reason. Personal property required by law to be licensed or registered is considered to be inoperable for the purposes of this article if such license or registration is expired, invalid or not affixed to the property.

Motor vehicle means every vehicle which is self-propelled.

Occupant means a person holding a written or oral lease of, or who occupies the whole or any part of a building or land, alone or with others.

Owner means the owner of the freehold of the premises or lesser estate therein, a mortgagee or vendee in possession, an assignee of rents, a receiver, an executor, a trustee, a lessee or another person in control of a building or a premises, or the duly authorized agent thereof.

Premises or property means a lot, plot or parcel of land including the buildings and structures thereon. When owned or controlled by the city, premises or property also includes any right-of-way, easement or land dedicated to public use.

Refuse means any junk or trash including parts of machinery and motor vehicles, stoves or other appliances, remnants of wood, brush and brush piles, paper, rags, cartons, boxes or other combustible material, rubber, leather, glass, crockery, metal, or other cast-off material of any kind whether or not the same could be put to any reasonable use. Refuse shall also include garbage and rubbish, both as defined by section 58-31.

(Ord. No. 00-10, § 670.02, 9-5-2000)

Sec. 24-112. Purpose.

It is the purpose and intent of this article to ensure and enhance the quality of life in the city. It is the further purpose of this article to reduce and eliminate characteristics that create blight or potential blight in the city by establishing standards and regulations which address the maintenance of real and personal property, the parking of vehicles on private and public property, the unauthorized improvements within public right-of-way, the outdoor storage of dismantled, partially dismantled or inoperable motor vehicles and the placement of junk, refuse or other items on private and public property and other such factors which diminish community quality within the city.

(Ord. No. 00-10, § 670.01, 9-5-2000)

Sec. 24-113. Property maintenance standards. (Subsection (a) is amended as follows, with the remaining subsections renumbered sequentially).

- (a) *Conditions prohibited on private property.* No person shall maintain or permit to be maintained any of the following conditions on any premises in the city owned, leased, rented or occupied by such person. The existence of any one of the conditions prohibited by this subsection shall be considered a factor detrimental to community quality.
- (1) The storage of building materials, unless there is in force a valid building permit issued by the city for construction upon the premises and such materials are intended for use in connection with such construction which shall be completed within a reasonable time, except for the outdoor storage of such materials, in conjunction with a commercial or industrial use for which a certificate of occupancy has been issued per chapter 42, article 4 of this Code.
 - ~~(2) The storage or accumulation of refuse of any kind on any part of the property, including the front yard, except for the following:~~
 - a. ~~Garbage and rubbish as defined in section 58-31 stored or kept in such a manner as not to create a nuisance or traffic hazard or endanger persons and property may be located on the property, except in the front yard, for a period not to exceed seven days.~~
 - b. ~~An approved or legally existing junkyard, impound lot, or other similar approved use, for which a certificate of occupancy has been issued pursuant to chapter 42, article 4 of this Code shall be exempt from this subsection.~~
 - ~~(3) The existence of a structure or part thereof which, because of fire, wind or other natural disaster or physical deterioration, is no longer habitable as a dwelling or useful for any other purpose for which it may have been intended. This subsection applies to a structure or part thereof notwithstanding the existence of a proceeding under chapter 42, article 13 of this Code with regard to the structure or the final disposition thereof.~~
 - ~~(4) The existence of unsanitary or unclean conditions creating a risk of infection, disease or illness in any exterior area of the premises or adjoining property which is under the control of the owner or occupant.~~
 - (5) The accumulation of stagnant water due to improper or nonfunctioning grading and/or drainage of the premises.
 - ~~(6) The infestation of insects, rodents, vermin or other pests in all exterior areas of the premises. The extermination of the infestation is the responsibility of the occupant of the premises except where the infestation exists in the shared, multiple or common use element of the exterior of the premises, extermination is the responsibility of the owner if different from the occupant.~~

- ~~(7) The existence of a vacant and/or abandoned dwelling, garage or other accessory building or structure, unless such building is kept securely locked, the windows thereof are glazed and not broken or neatly boarded up and otherwise protected to prevent entrance.~~
- (8) The existence of a partially completed structure unless such structure is in the course of construction in accordance with a valid building permit issued by the city.
- (9) The storage or parking of a motor vehicle, house trailer, portable living quarters, or similar property in the front yard unless same is in an enclosed structure or on improved driveway at least ten feet from the front line and/or lakeside front property line.
- (10) The storage or parking of a motor vehicle, house trailer or portable living quarters in the rear yard of any premises, unless the same is in an enclosed structure or on an improved surface. However, storage or parking of a motor vehicle, house trailer or portable living quarters is permitted in the rear yard on unplatted property of two acres or more, provided that the motor vehicle, house trailer or portable living quarters is located at least 40 feet from all property lines.
- (11) The storage or parking of a dismantled, partially dismantled or inoperable motor vehicle or part thereof, unless kept in a wholly enclosed garage or wholly enclosed structure provided, however, that:
- The owner or occupant of the premises may allow such dismantled, partially dismantled or inoperable motor vehicle to remain on an improved driveway for not longer than 48 hours if such motor vehicle is registered in his name.
 - An approved or legally existing junkyard, impound lot, or other approved use for which a certificate of occupancy has been issued per chapter 42, article 4 of this Code shall be exempt from this subsection.
- ~~(12) The existence of a blind or other structure used or to be used in the hunting of waterfowl, unless the blind or structure is removed within 15 days after the close of the season in each year for the hunting of waterfowl.~~
- (13) The existence of any ingress or egress leading from a curb cut to a garage, carport, or accessory parking space which is not in conformance with the definition of improved driveway contained in section 24-111; except that a nonconforming ingress or egress which is in existence at the time this amendatory ordinance takes effect, may remain. However, no modification, including widening, narrowing, repaving, reconstructing, or other similar alteration shall be permitted to such nonconforming ingress and egress unless the conditions of the definition of improved driveway are satisfied.
- ~~(b) Conditions prohibited on public property. No person shall maintain or permit to be maintained any of the following conditions on any public street or other premises owned or controlled by the city. The existence of any one of the conditions prohibited by this section shall be considered a factor detrimental to community quality.~~
- ~~(1) The parking, for a period exceeding eight hours, of a motor vehicle, recreational vehicle or trailer at any time, if such vehicle is inoperable.~~
- ~~(2) The parking of a motor vehicle, recreational vehicle or trailer (city owned and/or operated vehicles and/or emergency vehicles excluded) for longer than 48 hours, subject to seasonal parking restrictions as regulated under Michigan Vehicle Code as adopted by the city.~~
- ~~(3) The parking of a motor vehicle, recreational vehicle or trailer for purposes of repairing the same, unless such repair is of an emergency nature. In such a case, such emergency repair shall be completed within two hours.~~
- ~~(4) The placement or storage of a motor vehicle part or parts, or the accumulation of refuse of any kind at any time.~~

- (5) — The installation of a permanent improvement which includes but is not limited to, asphalt or concrete pavement, curb, landscape timbers, brick pavers, fencing, basketball posts and/or hoops (or other similar recreation equipment), a gravel or similarly delineated parking area, or other such improvement which requires location on the ground unless otherwise specifically authorized as provided by chapter 66. Planting of trees, shrubs and plants in the public right-of-way as regulated by chapter 66, article 6 of this Code, installation of underground lawn irrigation systems as regulated by chapter 66, article 7 of this Code and residential, business and industrial signage as regulated by chapter 42, article 4, division 6 of this Code shall be exempt from the prohibition of this subsection, if the requirements of the relevant section are satisfied.
- (c) — *Conditions prohibited as nuisances.* The conditions prohibited in sections 24-113(a) and (b) shall constitute a nuisance. These conditions are specifically declared to be acts, omissions or conditions which annoy, injure or endanger the safety, health, comfort or repose of others; offend decency; interfere with or obstruct or render dangerous any public street, sidewalk, stream or right-of-way; render the public insecure in life or property; or interfere with the comfortable enjoyment of life or property or tend to depreciate the value of the property of others. After investigation, if conditions constituting a nuisance are found to exist, the city may proceed as permitted by this section.
- (d) — *Investigation and voluntary removal; notice.* Upon determining that a nuisance exists on a premises, including the extended front yard as defined in section 24-111, the director may provide notice as required in section 24-113(e) to the owner and/or occupants of the premises to remove and eliminate the nuisance. Such notice may be served by first class mail with full postage prepaid thereon to the owner of the property or by posting the notice upon the premises where the nuisance exists in plain view of all persons going upon or passing near such premises. Additional time may be granted by the director where, in the opinion of the director, efforts to remove or eliminate such conditions are in progress and a time schedule has been agreed upon for correction. If, in the director's opinion, the nuisance has not been removed or eliminated and continues as a violation, the director may, after approval by the city manager, institute abatement procedures as set forth in section 24-113(e) below. If, in the director's opinion, the voluntary removal notice would not be practical or produce desired results, the director may, after approval by the city manager, initiate the abatement procedures set forth in section 24-113(e) below without requesting voluntary removal as provided in this subsection. A claim that the notice to abate was not received does not prevent the initiation of the abatement procedures set forth in section 24-113(e).
- (e) — *Abatement procedure.*
- (1) — *Notice.* Upon determining that a nuisance exists on premises including the extended front yard as defined in section 24-111, the director may instruct the city clerk to cause written notice to abate the nuisance to be delivered to the owner/occupant of the premises upon which such nuisance exists. Such notice to abate shall be served personally, or if after diligent and reasonable effort to personally serve the owner or owners of the premises such owner cannot be found, the notice to abate may be served upon an adult occupant of the premises, if any, and by posting upon the premises where the nuisance exists in plain view of all persons going upon or passing near such premises. The notice herein required shall also be delivered by first class mail with full postage prepaid thereon to the owner of the premises.
- (2) — *Ownership of property.* For purposes of determining ownership of property, it shall be presumed in evidence that the person or persons to whom the property is assessed on the most recent tax roll of the city is the owner of the premises.
- (3) — *Content of notice.* All notices to abate or remove a nuisance shall, at minimum, state the nature of the violation, require that the owner alter, repair, tear down, or remove said nuisance within a maximum of ten days after service of the notice and that failure to abate or remove the nuisance may result in the city abating the nuisance and the cost of any abatement being billed to the property owner and upon failure to make payment may constitute a lien against the property and include interest until paid and collected in the same manner as ad valorem property taxes.

- (4) — *City to abate.* If, at the expiration of the time limit in said notice to abate, the owner has failed, neglected or refused to comply with the provisions of this section, the city, or its authorized contractor or other designee is authorized and empowered to enter the property and to abate, eliminate and remove the nuisance.
- (5) — *Emergency abatement.* Notwithstanding any provision herein, whenever, in the opinion of the director, there is imminent danger to the public health and safety due to the existence of a nuisance located in the public portion of a front yard as defined in section 24-111, the director may order the removal, elimination and abatement of said nuisance immediately without notice to the owner.
- (6) — *Cost of abatement; collection; lien.*
- a. — When the city or its authorized contractor or other designee abates or removes a nuisance as provided herein, the total cost of any abatement shall be billed to the owner of the premises. If the charges are not paid within 30 days of the date of billing, payment shall be deemed delinquent. A minimum cost for the abatement and an administrative fee to be determined by the city council by resolution from time to time will be included in the total cost billed to the owner of the premises.
 - b. — In the event of delinquent payment, the cost to abate shall be a debt of the owner to the city and such charges shall be enforceable as a tax lien in the manner prescribed by the general laws of this state against the property and collected as in the case of general property tax. If the same is not paid prior to the preparation of the next assessment roll of the city, the amount shall be assessed as a special tax against such premises on the next assessment roll and collected thereunder. The cost to abate shall include the administrative fee.
 - c. — A claim by an owner that the notice to abate, as required by section 24-113(d) or (e), was not received is not a defense to an action brought by the city to collect the cost of abatement, impose penalties or assess the delinquent charges as a lien against the property as authorized by this section as long as notice was sent to the owner of record on the city's most recent tax roll and notice was accomplished by any other means allowed in this section.
- (7) — *Remedies.* The procedures and remedies set forth in this section may be used in the alternative or in conjunction with any other remedy or procedure authorized by law for the abatement of nuisances, or for the collection of delinquent charges. Delinquent charges which remain unpaid 30 days or longer after statement of such costs have been mailed by first class mail to the person or persons in whose name the property appears on city's last tax roll may be collected in any court having jurisdiction over the matter.
- (8) — *Prosecution for violation.* Nothing herein shall prevent the city from prosecuting persons under this section for violation of this section in conjunction with or in lieu of any other remedy provided. The notice required in this section shall not be required for such prosecution.
- (f) — *Refuse containers and city-sponsored pick-up programs.* Notwithstanding other provisions in this section, the accumulation of the materials delineated in those sections may be permitted for not more than 72 hours before the material is scheduled to be removed by a city-sponsored leaf pickup or a city-sponsored cleanup program, so long as the accumulation does not create a traffic hazard or endanger persons and property.

Sec. 24-114. Weeds and grasses.

- (a) — *Definitions.* The following specific definitions apply to this section:
- (1) — *Developed property* means any parcel or lot upon which a structure or structure under construction exists or which has any improvement which was done pursuant to a zoning permit, building permit, conditional use permit, sign permit or any other applicable permit. In addition, any lot in any

subdivision where buildings have been erected on 50 percent or more of the lots of such subdivision shall be defined as developed property.

(2) ~~Eradicate~~ means to get rid of, to wipe out, to destroy entirely by working the natural processes or methodical plan.

(3) ~~Noxious weeds~~ includes:

- a. ~~Canada thistle (*Cirsium arvensa*), common and giant ragweed (*Ambrosia artemisiifolia* and *Ambrosial trifida*), other common weeds, grasses and similar vegetation growth which are eight inches or higher; and~~
- b. ~~Poison ivy (*Rhus radicans* or *Toxicodendron radicans*), poison sumac (*Toxicodendron vermix*) or other growth which are poisonous or dangerous to health and safety.~~

(4) ~~Property~~ means any lands, premises, parcel or lot.

(5) ~~Vacant property~~ means all unimproved property not included in the definition of Developed property above.

(b) ~~Growth of noxious weeds.~~

(1) ~~Declared nuisance.~~ The presence of such noxious weeds upon developed and/or vacant properties is hereby deemed to be detrimental to the public health, safety and welfare and shall constitute a public nuisance.

(2) ~~Growth on developed and vacant properties.~~ An owner, agent or occupant, including an occupant under a land contract, rental or leasehold agreement, shall not permit or maintain on any developed or vacant property, any noxious weeds or permit or maintain any accumulation of dead weed, grass or brush. No such owner, agent or occupant shall cause, suffer or permit noxious weeds or other poisonous plants or plants detrimental to health to grow on any developed or vacant property.

(c) ~~Investigation and control.~~

(1) The director shall investigate the introduction and existence of noxious weeds on any developed or vacant property. The director shall seek removal of the noxious weeds located in the areas indicated below as directed by this section under the following circumstances.

a. For property in residential or PD district or if the property abuts or is across the street from a residential or PD district where the noxious weeds are located:

- 1. In the front yard area of developed property as defined in section 42-112; or
- 2. A distance of 30 feet from the front property line of any vacant lot or parcel.

b. For property in any district, where the noxious weeds are located 75 feet from the front, side or rear property line of any abutting developed property, excepting the areas in subsection (c)(1)a. of this section.

c. For property in any district, where the noxious weeds are located in the area between the curb of a public or private street and the property line, or the edge of pavement when the abutting public or private street is not provided with curb, or a distance of ten feet from the curb or edge of pavement, whichever is greater.

(d) ~~Notice.~~ The director shall notify, by certified mail with return receipt requested, and by first class mail, the person listed as owner of the land in the records of the office of the assessor, or give personal notice to the owner, agent or occupant of the land on the property, to eradicate such noxious weeds by cutting or such other methods as may be appropriate within not more than ten calendar days. The failure of the director to give such notice shall not, however, constitute a defense against any action to enforce the payment of any

penalty provided for or debt created under this section. Only one notice by first class mail per calendar year need be sent by the city for any one address if publication is provided per section 24-114(e) below and the notice shall so state.

- (e) *Notice by publication.* The city may, (in addition to or instead of the notice provided for in section 24-114(d) above), during the month of March of each year, give notice of the provisions of this section by publishing a notice thereof once a week for two consecutive weeks in a newspaper of general circulation in the city. Such notice by publication shall obviate any requirement on the part of the city to notify the owner, agent or occupant of any developed or vacant property by certified mail or other means on which noxious weeds are found growing. Such published notice shall state that the noxious weeds not eradicated by May 1 of that year shall be eradicated by the city and that such noxious weeds that continue to exist or reoccur shall be eradicated by appropriate methods by the city as many times as is necessary and that the owner of the property shall be charged with the cost incurred by the city pursuant to this section.
- (f) *Duty of owner to abate.* It shall be the duty of the owner, agent or occupant of property within the city, whether developed or vacant to eradicate all noxious weeds and poisonous or harmful vegetation as often as may be necessary to comply with the provisions of this section and keep the same from perpetuating themselves and becoming a detriment to the public health and appearance of property.
- (g) *Abatement procedures.*
 - (1) *City to eradicate after notice.* If the provisions of this section have not been fulfilled after the notices required by this section have been sent or published, then an official, inspector or other agent authorized by the city may enter upon such premises as many times as necessary and cause such noxious weeds and other vegetation to be eradicated by cutting or by other appropriate methods and all expenses incurred in such eradication shall be paid by the owner of such premises.
 - (2) *Means of abatement.* In the discretion of the officer, inspector or other agent authorized by the city, hand or mechanical means may be used to eradicate noxious weeds and other vegetation as provided in this section, and all due care shall be taken to avoid unnecessary damage to the property.
- (h) *Owner liability.* Owner liability shall be as follows:
 - (1) From the time of commencement of the cutting or eradication of such noxious weeds and other poisonous vegetation, the city shall have a lien upon the premises until such time as the expense of such eradication has been fully paid.
 - (2) The owners of property shall be liable for all costs incurred by the city in connection with the eradication. A minimum cost as to be determined by the city council by resolution from time to time for the eradication of such noxious weeds and an administrative fee in an amount to be determined by council for eradication will be included in the total cost.
 - (3) *Collection of costs.* Collection of costs shall be accomplished as follows:
 - a. For purposes of determining the ownership of property, it shall be presumed in evidence that the person to whom the property is assessed on the city's most recent tax roll is the owner of the property. The billing of costs will be mailed to owners of the premises by regular mail to the address shown on the city's tax rolls. If the charges involved are not paid by the owner within 30 days from the date of billing, payment shall be deemed delinquent.
 - b. In the event of delinquent charges, the city's lien upon such property for such charges shall be enforceable as a tax lien in the manner prescribed by the general laws of this state against the property and collected as in the case of general property tax. If the same is not paid prior to the preparation of the next assessment roll of the city, the amount shall be assessed as a special tax against such premises on the next assessment roll and collected thereunder.
- (i) *Naturalized lawns; land management plans.* (Subsection (i) is reserved for future use).

- (1) ~~Any owner or operator of land in the city may apply for approval of a land management plan for a natural lawn (one where the grasses exceed eight inches in height) with the department of community development.~~
- (2) ~~As used in this subsection, "land management plan" means a written plan relating to management of naturalized area which contains a legal description of the naturalized area upon which the grasses will exceed eight inches in height, a statement of intent and purpose for the naturalized area, a general description of the vegetational types, plants and plant succession involved and the specific management and maintenance techniques to be employed. The management plan must include provisions for cutting, at a length not greater than eight inches, the terrace area, that portion between the sidewalk and the street or a strip not less than four feet adjacent to the street where there is no sidewalk and at least a three-foot strip adjacent to the neighboring property lines unless waived by the abutting property owner on the side so affected.~~
- (3) ~~The land management plan may be revoked for failure to comply with the requirements thereof. A notice of intent to revoke a land management plan is appealable to the environmental board. An application for such an appeal shall be submitted within 15 days of the notice of intent.~~
- (4) ~~Each application for a land management plan shall be on a form provided by the department of community development. A copy of the application shall be mailed by the applicant or given personally by the applicant to each of the owners of record, as listed in the office of the assessor, of the property situated in whole or in part within 200 feet of the boundaries of the properties affected. The director of community development shall provide the list of the property owners who are to be notified of the application. The applicant shall certify, under oath, on a form to be furnished by the director, that such owners have been duly notified and the manner in which they have been notified. If, within 15 days of receipt of a copy of the application, any of such property owners files written objections to the application with the director, the director shall refer the application to the environmental board for hearing and decision. If no objections to the application are filed, the director shall grant a permit for the land management plan.~~
- (5) ~~The owner or operator of land in the city may appeal from a decision of the director refusing to grant a permit for a land management plan. Any such appeal shall be to the environmental board, and the application therefore shall be submitted within 15 days of the notice of denial of the land management plan.~~
- (6) ~~The granting of a permit for a land management plan shall give the owner or operator no vested rights in the plan and, should this subsection be notified, repealed or otherwise amended, the owner or operator shall forthwith comply with this subsection, as so modified, repealed or amended.~~
- (j) The remedies provided for herein are not exclusive and civil action, or any other enforcement action allowed by law may also be brought immediately upon violation of this section.

(Ord. No. 00-10, § 670.04, 9-5-2000; Ord. No. 04-05, 2-22-2005)

Sec. 24-115. Accumulations on streets and sidewalks.

- (a) *Dumping.* No person shall deposit, place, leave or dump leaves, hay, grass, straw, weeds, branches, holiday tree or other plant material decorations or other similar materials on any street, sidewalk, easement or alley.
- (b) *Removal.* If leaves, hay, grass, straw, weeds, branches, holiday tree or other plant material decorations or other similar materials have accumulated on any street, sidewalk, easement or alley for whatever reason, such materials shall be promptly removed by the owner or occupant of any property abutting the street, sidewalk, easement or alley upon which the same may be found.
- (c) *Exception.* Notwithstanding subsections (a) and (b) hereof, the accumulation of the materials delineated in this section may be permitted for not more than 72 hours before the material is scheduled to be removed by

a city-sponsored leaf pickup program, so long as the accumulation does not create a traffic hazard or endanger persons and property.

Subsection 2: Amendments to Article 12, Chapter 42, Land Development Regulations

That Article 12 of Chapter 42, Land Development Regulations, is hereby amended by deleting Sections 42-1311, 42-1312, 42-1313, 42-1314, 42-1315, 42-1316, 42-1317 and 42-1318 and replacing these sections with the applicable Section of the 2021 International Property Maintenance Code.

~~Sec. 42-1311. Definitions.~~

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

~~*Accessory use* shall be defined as in section 42-85.~~

~~*Barrier* means a fence, wall, building wall, approved gate or combination thereof which completely surrounds the swimming pool and obstructs access to the swimming pool.~~

~~*Indoor pool* means any swimming pool which is totally contained within a residential structure and surrounded on all sides by walls of the structure.~~

~~*Main building* shall be defined as in section 42-85.~~

~~*Porch* shall be defined as in section 42-85.~~

~~*Private* means not public or semipublic as provided in swimming pool regulations established by the state department of public health.~~

~~*Separation fence* means a barrier which separates all doors of a dwelling unit with direct access to a swimming pool from the swimming pool.~~

~~*Structure* shall be defined as in section 42-85.~~

~~*Swimming pool* and *pool* mean any area capable of containing water and of being used for swimming, wading or bathing, having a depth of two feet or more at any point and which is not an indoor pool.~~

(Ord. No. 99-07, § 1470.01, 4-6-1999)

Cross reference(s)—Definitions generally, § 1-2.

~~Sec. 42-1312. Applicability of article.~~

(a)—This article applies to all pools, except that where state regulations are more restrictive, such regulations shall apply.

(b)—This article does not apply to any indoor pool.

(c)—Spas, hot tubs, jacuzzis and whirlpools are not regulated by this article if they remain completely covered and locked with a key or combination type lock while not in use. If not so covered and locked, they shall comply with all requirements for swimming pools in this article.

(Ord. No. 99-07, § 1470.02, 4-6-1999)

Sec. 42-1313. Responsibility for enforcement; right of entry.

- (a) ~~The department of community development shall enforce the provisions of this article relative to health, safety and sanitation.~~
- (b) ~~The department of community development and police department shall assist and consult each other in the enforcement of this article.~~
- (c) ~~All enforcing departments, by their authorized agents, shall have the right to enter upon premises where any swimming pool is located within the city, at any reasonable hour, for the purpose of inspecting the pool and surrounding area for compliance with this article.~~

(Ord. No. 99-07, § 1470.08, 4-6-1999)

Sec. 42-1314. Permit.

No person shall construct, operate, maintain or use a swimming pool without first obtaining a permit therefor from the department of community development in accordance with this article. An application for such a permit shall be accompanied by a complete and detailed set of plans and specifications for the swimming pool, including the plot plan, pool dimensions, the location and type of waste disposal system, structural calculations and details, and fence and gate details, as deemed necessary by the department of community development. Before any such permit is issued, such plans and specifications shall be approved by the department of community development. Before a swimming pool is used, a final inspection shall be made and approval obtained from the department of community development. The associated fees for the construction of a swimming pool shall be established by resolution of the city council.

(Ord. No. 99-07, § 1470.03, 4-6-1999)

Sec. 42-1315. Location; construction standards.

- (a) ~~Location.~~ Swimming pools shall meet the following standards:
 - (1) ~~Swimming pools must meet all requirements of section 42-121 except as provided in subsections (a)(2) and (a)(3) of this section.~~
 - (2) ~~Swimming pools must fulfill the property line setback requirements established in the applicable zoning district, except that swimming pools may be situated within a required rear or side yard not closer than eight feet to any side or rear property line.~~
 - (3) ~~Swimming pools may be constructed immediately adjacent to a porch or covered deck/patio as long as the water's edge is at least ten feet from the main building or any detached accessory building vertical wall enclosure (not including support columns with dimensions of less than 12 inches).~~
- (b) ~~Electrical wiring.~~ All electrical wiring used on, in or about the premises upon which the pool is located shall conform in all respects to the electrical code of the city (article 8, division 3 of this chapter).
- (c) ~~Drainage plan.~~ Drainage plans for a pool shall be submitted to the department of community development for approval before a permit is issued.
- (d) ~~Filter system.~~ Pool construction shall be such that all scum, splash and deck water shall not return to the pool except through a filter system.

(Ord. No. 99-07, § 1470.04, 4-6-1999)

Sec. 42-1316. Water supply.

- (a) Swimming pools shall be provided with a potable water supply. The water supply line to the pool shall be protected against backflow of water by means of a fixed air gap of six inches or more above the highest possible water level, or by an approved vacuum breaker or other approved backflow prevention device installed in an approved manner. All filter pipe shall be located so as to prevent hazards to bathers.
 - (b) Swimming pools shall have adequate recirculation and filtration of pool water, subject to the department of community development's review.
- (Ord. No. 99-07, § 1470.05, 4-6-1999)

Sec. 42-1317. Fences and gates.

- (a) A swimming pool shall be provided with a barrier that shall be installed, inspected and approved prior to plastering or filling with water. The barrier shall comply with the following:
 - (1) The top of the barrier shall be at least 48 inches above grade measured on the side of the barrier which faces away from the swimming pool. The maximum vertical clearance between grade and the bottom of the barrier shall be two inches measured on the side of the barrier which faces away from the swimming pool. Where the top of the pool structure is above grade, the barrier may be at ground level or mounted on top of the pool structure, and the maximum vertical clearance between the top of the pool structure and the bottom of the barrier shall be four inches.
 - (2) Openings in the barrier shall not allow passage of a four-inch diameter sphere.
 - (3) Solid barriers which do not have openings shall not contain indentations or protrusions except for normal construction tolerances and tooled masonry joints.
 - (4) Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 45 inches, the horizontal members shall be located on the swimming pool side of the fence. Spacing between vertical members shall not exceed 1¾ inches in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1¾ inches in width.
 - (5) Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is 45 inches or more, spacing between vertical members shall not exceed four inches. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1¾ inches in width.
 - (6) Maximum mesh size for chainlink fences shall be a 2¼-inch square unless the fence is provided with slats fastened at the top or the bottom which reduce the openings to no more than 1¾ inches.
 - (7) Where the barrier is composed of diagonal members, the maximum opening formed by the diagonal members shall be no more than 1¾ inches.
 - (8) Access gates shall comply with the requirements of this section and shall be equipped to accommodate a locking device. Pedestrian access gates shall open outwards, away from the pool, and shall be self-closing and have a self-latching device. Gates other than pedestrian access gates shall have a self-latching device. Where the release mechanism of the self-latching device is located less than 54 inches from the bottom of the gate, the release mechanism shall be located on the pool side of the gate at least three inches below the top of the gate, and the gate and barrier shall have no openings greater than one-half inch within 18 inches of the release mechanism.
 - (9) Where a wall of a building serves as part of the barrier, one of the following shall apply:

- a. All doors with direct access to the pool through that wall shall be equipped with an alarm which produces an audible warning when the door and its screen are opened. The alarm shall sound continuously for a minimum of 30 seconds immediately after the door is opened and be capable of being heard throughout the house or other structure during normal household activities. The alarm shall automatically reset under all conditions. The alarm shall be equipped with a manual means to temporarily deactivate the alarm for a single opening. The deactivation shall last no more than 15 seconds. The deactivation switch shall be located at least 54 inches above the threshold of the door;
 - b. The pool shall be equipped with a power safety cover which complies with ASTM F 1346; or
 - c. Other means of protection, such as self-closing doors with self-latching devices located a minimum of 54 inches above the floor, which are approved by the administrative authority shall be accepted so long as the degree of protection afforded is not less than the protection afforded by items listed in subsections (a)(9)a and (a)(9)b of this section.
- (10) Where an aboveground pool structure is used as a barrier or where the barrier is mounted on top of the pool structure, and the means of access is a ladder or steps, then the ladder or steps either shall be capable of being secured, locked or removed to prevent access, or the ladder or steps shall be surrounded by a barrier which meets the requirements of this section. When the ladder or steps are secured, locked or removed, any opening created shall not allow the passage of a four-inch-diameter sphere.
- (11) Barriers shall be located so as to prohibit permanent structures, equipment or similar objects from being used to climb the barriers.
- (12) At such time as an existing fence or gate which does not comply with the requirements of this section requires replacement, the requirements of this section shall be met.
- (b) For the purpose of determining suitable alternate types of fences, backflow prevention devices and other requirements of this section, the construction board of appeals is hereby granted the authority to make such rulings.
- (Ord. No. 99-07, § 1470.06, 4-6-1999)

Sec. 42-1318. Maintenance and operation.

- (a) *Generally.* All the equipment, construction and apparatus referred to in this article shall be maintained, operated and used as intended, in a safe and sanitary manner.
- (b) *Lighting.* All lighting shall be so shielded, arranged and operated as to prevent annoyance to neighboring premises.
- (c) *Sanitation.* The pool, its environs and its operation shall be clean and sanitary at all times, and the pool shall be kept free of floating material, sediment, scum and debris.
- (d) *Disinfection of water.* Disinfecting agents shall be applied to the pool water in such a manner as to provide adequate germicidal or bacterial protection. A standard of 0.3 to 1.0 parts per million chlorine residual is considered acceptable. The pH (alkalinity and acidity) of the pool shall be maintained between 7.0 and 8.0. Adequate testing devices shall be provided.

Subsection 3: Amendments to Article 13, Chapter 42, Land Development Regulations

That Article 13 of Chapter 42, Land Development Regulations, is hereby amended by deleting

sections 42-1341, 42-1342, 42-1343, 42-1344, 42-1345, 42-1346, 42-1347, 42-1348, 42-1349, 42-1350, 42-1351, 42-1352 and 42-1353 and replacing these sections with the applicable sections of the 2021 International Property Maintenance Code.

~~Sec. 42-1341. General.~~

~~When a structure is found by the director of community development to be unsafe, or when a structure is found unfit for human occupancy, or is found unlawful, such structure shall be condemned pursuant to the provisions of this Code.~~

~~(Ord. No. 11-04, § 1, 12-7-2004)~~

State law reference(s)—Dangerous buildings, MCL 125.538 et seq., MSA 5.2891(18) et seq.

~~Sec. 42-1342. Unsafe structures.~~

~~An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn occupants in the event of fire, because such structure is so damaged, decayed, dilapidated, structurally unsafe, or of such faulty construction or unstable foundation, that partial or complete collapse is possible, or that is defined as unsafe or dangerous in section 139 of Public Act No. 167 of 1917 (MCL 125.539, MSA 5.2891(19)).~~

~~(Ord. No. 11-04, § 1, 12-7-2004)~~

~~Sec. 42-1343. Structure unfit for human occupancy.~~

~~A structure is unfit for human occupancy whenever the director of community development finds that such structure is unsafe, unlawful or, because of the degree to which the structure is in disrepair or lack maintenance, is unsanitary, vermin or rat infested, contains filth and contamination, or lacks ventilation, illumination, sanitary or heating facilities or other essential equipment required by the Portage Code of Ordinances, or because the location of the structure constitutes a hazard to the occupants of the structure or to the public.~~

~~(Ord. No. 11-04, § 1, 12-7-2004)~~

~~Sec. 42-1344. Unlawful structure.~~

~~An unlawful structure is one found in whole or in part to be occupied by more persons than permitted under this Code, or was erected, altered or occupied contrary to law.~~

~~(Ord. No. 11-07, § 1, 12-7-2004)~~

~~Sec. 42-1345. Notice.~~

~~Whenever the director of community development has determined that a structure is unsafe, unfit, or unlawful, under the provisions of this article, notice shall be posted in a conspicuous place in or about the structure affected by such notice and served on the owner and any occupant of such structure listed in the tax rolls at the assessment office. The notice shall:~~

~~(1) Include a description of the real estate sufficient for identification. This may be a street number or other description.~~

~~(2) Include a description of the defects, conditions and/or violations of the provisions of this article or any rule or regulation adopted pursuant thereto.~~

- (3) ~~Be directed to the owner, and any occupant, of the premises list in the tax rolls at the assessor's office.~~
- (4) ~~Be in writing and be served upon the person to whom it is directed personally or, in lieu of personal service, may be mailed by certified mail, return receipt requested, addressed to such person at the address shown on the tax record in the assessor's office and to a person occupying the premises. Alternatively, if the notice is returned showing that the notice was not delivered, the notice shall be posted in a conspicuous place in or about the structure affected by the notice.~~
- (5) ~~With the exception of "Closing of vacant structures" pursuant to section 42-1350, and "Emergency measures" pursuant to section 42-1351, state that if the premises have not been made habitable within 30 days from the date of mailing such notice, further legal proceedings will be commenced.~~

~~{Ord. No. 11-04, § 1, 12-7-2004}~~

~~Sec. 42-1346. Placarding.~~

~~Upon failure of the owner or person responsible to comply with the notice provisions within the time given, or in accordance with the provisions of sections 42-1350 and 42-1351, the director of community development shall post on the premises a placard reading substantially as follows:~~

~~UNSAFE
DO NOT ENTER~~

~~It is a misdemeanor to occupy this premises or structure
\$500.00 fine for removing or defacing this notice
Department of Community Development
City of Portage~~

~~{Ord. No. 11-04, § 1, 12-7-2004}~~

~~Sec. 42-1347. Placard removal.~~

~~The director of community development shall remove the unsafe placard whenever the defect or defects upon which the condemnation and placarding action were based have been eliminated. Any person who defaces or removes an unsafe placard without the approval of the director of community development shall be guilty of a misdemeanor.~~

~~{Ord. No. 11-04, § 1, 12-7-2004}~~

~~Sec. 42-1348. Prohibited occupancy.~~

~~Any person who shall occupy a placarded premises and any owner or any person responsible for the premises who shall let anyone occupy a placarded premises shall be guilty of a misdemeanor.~~

~~{Ord. No. 11-04, § 1, 12-7-2004}~~

~~Sec. 42-1349. Transfer of ownership.~~

~~It shall be unlawful for the owner of any dwelling unit or structure who has received or upon whom has been served a notice pursuant to this article, to sell, transfer, mortgage, lease or otherwise dispose of such dwelling unit or structure to another until the provisions of the notice have been complied with, or until such owner shall first furnish the grantee, transferee, mortgagee or lessee a true copy of any compliance order or notice of violation~~

issued by the director of community development a signed and notarized statement from the grantee, transferee, mortgagee or lessee, acknowledging the receipt without condition for making the corrections or repairs required by such compliance order or notice of violation.

(Ord. No. 11-04, § 1, 12-7-2004)

Sec. 42-1350. Closing of vacant structures.

If a structure the director of community development determines is unsafe, unfit for human occupancy, or unlawful, is vacant, and is not in danger of structural collapse, the director of community development is authorized to post an unsafe placard on the premises, as provided in section 42-1346, order the structure closed up so as not to be an attractive nuisance, and post and serve a notice as provided in section 42-1345. Upon failure of the owner to close up the premises within the time specified in the correction notice, the director of community development shall cause the premises to be closed and secured through any available public agency or by contract or arrangement by private persons and the cost thereof shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate and may be collected in the same manner in all respects as provided by law for the collection of taxes or any other legal means by law.

(Ord. No. 11-04, § 1, 12-7-2004)

Sec. 42-1351. Emergency measures.

- (a) *Imminent danger.* When, in the opinion of the director of community development, there is imminent danger of failure or collapse of a building or structure which endangers life, or when any structure or part of a structure has fallen and life is endangered by the occupation of the structure, or when there is actual or potential danger to the building occupants or those in the proximity of any structure because of explosives, explosive fumes or vapors or the presence of toxic fumes, gases or materials, the director of community development is hereby authorized and empowered to order and require the occupants to vacate the premises forthwith. The director of community development shall cause to be posted at each entrance to such structure an unsafe placard as provided in section 42-1346. It shall be unlawful for any person to enter such structure except for the purpose of securing the structure, making the required repairs, removing the hazardous condition or of demolishing the same.
- (b) *Temporary safeguards.* Notwithstanding other provisions of this Code, whenever, in the opinion of the director of community development, there is imminent danger due to an unsafe condition, the director of community development shall order the necessary work to be done, including the boarding up of openings, to render such structure temporarily safe whether or not the legal procedure herein described has been instituted, and shall cause such other action to be taken as the director of community development deems necessary to meet such emergency.
- (c) *Emergency repairs.* For the purposes of this section, the director of community development shall employ the necessary labor and materials to perform the required work as expeditiously as possible.
- (d) *Costs of emergency repairs.* Costs incurred in the performance of emergency work shall be paid by the city. The legal counsel of the city may institute appropriate action against the owner of the premises where the unsafe structure is or was located for the recovery of such costs.
- (e) *Hearing.* Any person ordered to take emergency measures shall comply with such order forthwith. Any affected person shall thereafter, upon petition directed to the construction board of appeals, be afforded a hearing as described in this article.

(Ord. No. 11-04, § 1, 12-7-2004)

Sec. 42-1352. Hearings.

Upon expiration of the 30-day period referred to in section 42-1345(5), or in the case of the closing of vacant structures pursuant to section 42-1350, and emergency measures pursuant to section 42-1351, if the premises have not been made habitable or safe in accordance with the description of the defects, conditions and/or violations of the provisions of this article, the director of community development shall give notice to the owner, and any occupant, of the premises listed in the tax rolls at the assessor's office. Such notice shall:

- (1) Include a description of a real estate sufficient for identification. This may be a street number or other description.
- (2) Include a description of the defects, conditions and/or violations of the provisions of this article or any rule or regulation adopted pursuant thereto.
- (3) Be directed to the owner, and any occupant, of the premises.
- (4) Specify the time and place of a hearing on the condition of the premises at which time and place the person to whom the notice is directed shall have the opportunity to show cause why the premises should not be ordered demolished or otherwise made safe.
- (5) Be in writing and be served upon the person to whom it is directed personally, or, in lieu of personal service, may be mailed by certified mail, return receipt requested, addressed to such owner or other party at the address shown on the tax records at least 15 days before the date of the hearing described in the notice. If a person to whom a notice is directed is not personally served, in addition to mailing a notice, a copy thereof shall be posted upon a conspicuous part of the premises.
- (6) Be filed with the construction board of appeals.
- (7) State that the owner, and any occupant, of the premises shall have the right at the hearing to cross examine witnesses who testify against the owner's and/or occupant's interests and the right to produce witnesses on his own behalf, including the use of pictures, videotapes or other recording devices.
- (8) State that any decision made by the construction board of appeals may be appealed to the council for review and, after review by the council, may be appealed to the circuit court within 20 days after the decision of the council.

(Ord. No. 11-04, § 1, 12-7-2004)

Sec. 42-1353. Hearing procedure; orders; appeals.

At any hearing held pursuant to the provisions of this article:

- (1) The construction board of appeals shall take the testimony of the director of community development, or other qualified city official, the owner of the premises and any interested parties pursuant to this article. The use of pictures, videotapes or other recording devices shall be allowed into evidence at the hearing. Not more than five days after completion of the hearing, the board shall render a decision either closing the proceedings or ordering the building or structure demolished, otherwise made safe, or properly maintained.
- (2) If the board determines that the building or structure should be demolished, otherwise made safe, or properly maintained, the board shall enter an order that specifies what action the owner or occupant shall comply with the order. A copy of the order shall be served upon the person to whom it is directed personally or, in lieu of personal service, may be mailed by certified mail, addressed to such person at the address shown on the tax records in the assessor's office and to a person occupying the premises. Alternatively, if the notice shall be posted in a conspicuous place in or about the structure affected by the notice.

- (3) If the owner, agent or occupant fails to appear or neglects or refuses to comply with the order, the board shall file a report of its findings and a copy of such order with the city clerk for referral to the council and request that the council authorize the director of community development to take the necessary action to demolish the building or structure, maintain the building or structure, or otherwise make the building or structure safe.
- (4) The owner, agent, or occupant may appeal the decision of the board by requesting, within ten days after the board's decision, a hearing before the council. When an appeal is filed, the council shall fix a date for the hearing, reviewing the findings and order of the board, and shall give notice to the owner, agent or occupant, in the manner prescribed in this article, of the time and place of the hearing. At the hearing, the owner or occupant shall be given the opportunity to show cause why the building or structure should not be demolished, maintained, or otherwise made safe and the council shall either approve, disapprove or modify the order for demolition, maintaining or making safe of the building or structure.
- (5) The owner or occupant in whose name the property appears upon the tax rolls shall be notified of the amount of the cost of the demolition, of making the building safe, or of maintaining the exterior of the building or structure or grounds adjoining the building or structure by first class mail at the address shown on the records. If the owner or occupant fails to pay the cost within 30 days after mailing of the notice of the amount of the cost, the city shall have a lien for the cost incurred by the city to bring the property into compliance with this article. The lien shall not take effect until notice of the lien has been filed or recorded as provided by law. The assessor shall add the costs to the next tax roll of the city and such amount shall be collected in the same manner in all respects as provided by law for the collection of taxes. Alternatively, the city may bring an action against the owner of the building or structure for the full cost of the demolition, of making the building safe, or of maintaining the exterior of the building or structure or grounds adjoining the building or structure. A city, village, or township shall have a lien on the property for the amount of the judgment obtained in such action.

Subsection 4: Amendments to Article 14, Chapter 42, Land Development Regulations

That Article 14 of Chapter 42, Land Development Regulations, is hereby amended by deleting sections 42-1371 through 42-1429 and replacing these sections with the applicable sections of the 2021 International Property Maintenance Code.

Sec. 42-1371. Definitions.

Definitions applicable to the building code apply to this article. In addition, the following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Approved means, as applied to a material, device or method of construction, approved by the director of community development under this chapter or approved by another authority designated by law to give approval in the matter in question.

Building code means such legislation as may be enacted for the regulation of construction, alteration, addition, repair, removal, demolition, use, location, occupancy and maintenance of buildings and structures.

Cellar means that portion of a building which is partly or completely below grade and which has at least one-half of its height below grade.

(Ord. No. 00-11, § 1480.02, 9-5-2000)

Sec. 42-1372. Purpose.

The purpose of this article is to protect the public health, safety and welfare of the citizenry and the quality of life in the community regarding buildings and on premises by establishing minimum standards for basic equipment and facilities; for light and ventilation; for heating and cooling; for safety from fire; for the safe use of space to prevent overcrowding; for safe and sanitary maintenance; for fixing the responsibilities of owners, operators and occupants of all structures; for other conditions which may be deemed to constitute a menace to the safety, health or welfare of occupants of such structures or premises; and for administration, enforcement and penalties.

(Ord. No. 00-11, § 1480.01, 9-5-2000)

Sec. 42-1373. Compliance and interpretation.

- (a) — Every portion of a building or premises used or intended to be used shall comply with this article, irrespective of when such building has been constructed, altered or repaired, except as otherwise provided in this article.
- (b) — Any alteration to a building, or a change of use therein, which may be caused directly or indirectly by the enforcement of this article shall be done in accordance with applicable sections of the building code.
- (c) — Nothing in this article shall permit the establishment or conversion of a structure or premises, or the continuation of a nonconforming use, in any district as regulated in article 4 of this chapter.
- (d) — This article establishes minimum requirements for the initial and continued occupancy of all buildings and structures and does not replace or modify requirements otherwise established for the construction, repair, alteration or use of buildings, equipment or facilities except as provided in this section.

(Ord. No. 00-11, § 1480.03(a) — (c), (e), 9-5-2000)

Secs. 42-1374—42-1390. Reserved.

DIVISION 2. ADMINISTRATION AND ENFORCEMENT¹

Sec. 42-1391. Generally.

The director of community development, or designee, shall enforce this article as provided in this section. The director may make or cause to be made inspections to determine the conditions of all structures and premises in order to safeguard the safety, health and welfare of the public under this article and may enter any structure or premises at any reasonable time for the purpose of performing his duties under this article. The owner, occupant or operator of a structure or premises, or the person in charge thereof, shall give the director free access thereto, and to all parts thereof and to the premises on which it is located, at all reasonable times for the purpose of such an inspection.

(Ord. No. 00-11, § 1480.04, 9-5-2000)

Sec. 42-1392. Appeals.

- (a) — An owner or person who is aggrieved with the ruling or decision of the enforcement officer in any matter relative to the interpretation or enforcement of any of the provisions of this article may appeal the decision

¹Cross reference(s)—Administration, ch. 2.

or interpretation. Such appeal must be filed with the appropriate authority, in writing, within ten days of the date of the rendition of the ruling or decision.

- (b) — The appeal shall be decided by the construction board of appeals, which shall have the duty, responsibility and authority over matters referred to it.

(Ord. No. 00-11, § 1480.05, 9-5-2000)

Sec. 42-1393. Violations.

- (a) — *Notice.* Whenever the director of community development determines that there has been, or that there are reasonable grounds to believe that there has been, a violation of any of the provisions of this article, he shall give notice of such violation or alleged violation to the person responsible therefor. Such notice shall:

- (1) — Be in writing;
- (2) — Include a description of the real estate sufficient for identification;
- (3) — Specify the violation which exists and the remedial action required; and
- (4) — Allow a reasonable time for the performance of any act the notice requires.

- (b) — *Service of notice.* A notice of violation shall be served upon the owner of record, provided that such notice is deemed to be properly served upon such owner:

- (1) — Be delivering a copy thereof to him personally;
- (2) — If the owner is not found, by leaving a copy of the notice at his usual place of abode with a person of suitable age and discretion who shall be informed of the contents thereof;
- (3) — By sending a copy thereof by mail to his last known address; or
- (4) — If the letter with the copy is returned showing it has not been delivered to him, by posting a copy thereof in a conspicuous place in or about the structure affected by the notice.

- (c) — *Prosecution of violation.* In case any violation order is not promptly fulfilled, the director of community development may initiate enforcement action, including the issuance of a civil infraction ticket or such other action against the person responsible for the violation, ordering him to:

- (1) — Restrain, correct or remove the violation or refrain from any further execution of work;
- (2) — Restrain or correct the erection, installation or alteration of such building;
- (3) — Remove the work in violation;
- (4) — Prevent the occupation or use of the building, structure or part thereof erected, constructed, installed or altered in violation of, or not in compliance with, any of the provisions of this article, or in violation of a plan or specification under which an approval, permit or certificate was issued; or
- (5) — Comply with the penalty for violation of this article.

(Ord. No. 00-11, § 1480.15, 9-5-2000)

~~Secs. 42-1394—42-1420.~~

~~Reserved.~~DIVISION 3. STANDARDS

~~Sec. 42-1421. Roominghouses.~~

Notwithstanding any other provisions of this article, the following requirements apply to roominghouses:

- (1) ~~*Water closet, lavatory and bath facilities.*~~ At least one water closet, lavatory basin and bathtub or shower, properly connected to an approved water and sewer system and in good working condition, shall be supplied for each four rooms in a roominghouse wherever such facilities are shared. All such facilities shall be located in the residence building served, shall be directly accessible from a common hall or passageway and shall be not more than one story removed from any of the persons sharing such facilities. Every lavatory basin and bathtub or shower shall be supplied with hot and cold water at all times. Such required facilities shall not be located in a cellar.
- (2) ~~*Minimum floor area for sleeping purposes.*~~ Every room occupied for sleeping purposes by one occupant shall contain at least 70 square feet of floor area, and every room occupied for sleeping purposes by more than one person shall contain at least 50 square feet of floor area for each occupant thereof.
- (3) ~~*Bed linen and towels.*~~ The operator of a roominghouse shall supply bed linen and towels therein at least once each week and prior to the letting of a room to another occupant. The operator is responsible for the maintenance of all supplied bedding in a clean and sanitary manner.
- (4) ~~*Window coverings.*~~ Every window of a rooming unit shall be supplied with shades, draw drapes or other devices or material which, when properly used, will afford privacy to the occupant of the rooming unit.
- (5) ~~*Sanitary conditions.*~~ The operator of a roominghouse is responsible for the sanitary maintenance of all walls, floors, ceilings and every other part of the roominghouse and is responsible, further, for the sanitary maintenance of the entire premises where the entire structure or building within which the roominghouse is contained is leased or occupied by the operator.
- (6) ~~*Sanitary facilities.*~~ Every water closet, flush urinal, lavatory basin and bathtub or shower required in subsection (1) of this section shall be located within the roominghouse and within a room which:
 - a. ~~— Affords privacy and is separate from the habitable rooms; and~~
 - b. ~~— Is accessible from a common hall and without going outside the rooming house or through any other room therein.~~

(Ord. No. 00-11, § 1480.14, 9-5-2000)

~~Sec. 42-1422. Exterior structure and property.~~

- (a) ~~*Foundations, walls and roof.*~~ Every foundation, exterior wall, roof or other exterior surface shall be maintained in a workmanlike state of maintenance and repair and shall be kept in such condition as to exclude rodents.
- (b) ~~*Foundations.*~~ The foundation elements shall adequately support the building at all points.
- (c) ~~*Exterior walls.*~~ Every exterior wall shall be free of holes, breaks, loose or rotting boards or timbers and any other condition which might admit rain or dampness to the interior portions of the walls or to the occupied spaces. All exterior surface material must be painted in accordance with acceptable standards, and all siding material must be kept in repair.

- (d) — *Roofs.* The roof shall be structurally sound, tight and have no defects which might admit rain, and roof drainage shall be adequate to prevent rain water from causing dampness in the walls or interior portions of the building.
- (e) — *Stairs, porches and railings.* Stairs and other exit facilities shall be adequate for safety as provided in the building code and shall comply with the following:
- (1) — *Structural safety.* Every outside stair, porch and appurtenance attached thereto shall be so constructed as to be safe to use and capable of supporting the loads to which it is subjected shall be kept in sound condition and good repair.
 - (2) — *Handrails.* Where the director deems it necessary for safety, every flight of stairs which is more than two risers high shall have handrails so located as required by the building code, and every porch which is more than two risers high shall have handrails so located and of such design as required by such code. Every handrail and balustrade shall be firmly fastened and maintained in good condition.
- (f) — *Windows, doors and hatchways.* Every window, exterior door and basement hatchway shall be substantially tight and shall be kept in sound condition and repair as follows:
- (1) — *Glazing of windows.* Every window sash shall be fully supplied with glass window panes or an approved substitute which are without open cracks or holes.
 - (2) — *Tightness of windows.* Every window sash shall be in good condition and fit reasonably tight with its frame.
 - (3) — *Free movement of windows.* Every window, other than a fixed window, shall be capable of being easily opened and shall be held in position by window hardware.
 - (4) — *Door hardware.* Every exterior door, door hinge and door latch shall be maintained in good condition.
 - (5) — *Fit of doors in frames.* Every exterior door, when closed, shall fit reasonably well within its frame.
 - (6) — *Fit of window and door frames in walls.* Every window, door and frame shall be constructed and maintained in such relation to the adjacent wall construction so as to exclude rain as completely as possible, and to substantially exclude wind from entering the dwelling or structure.
 - (7) — *Basement hatchways.* Every basement hatchway shall be constructed and maintained so as to prevent the entrance of rodents, rain and surface drainage water into the dwelling or structure.
- (g) — *Exit doors.* Every door available as an exit shall be capable of being opened from the inside easily and without the use of a key.
- (h) — *Screening.* Guards and screens shall be supplied for protection against rodents and insects in accordance with the following requirements:
- (1) — *Guards for basement windows.* Each basement or cellar window which is openable shall be supplied with corrosion-resistive rodent proof shields of not less than No. 22 galvanized sheet gage (0.034 inch) perforated steel sheets, No. 20 B & S gage sheet aluminum, or No. 16 steel wire gage (0.063 inch) expanded metal or wire mesh screens, with not more than one-half inch mesh openings, or with other material affording equivalent protection against the entry of rodents, including storm windows.
 - (2) — *Insect screens.* From June 1 to October 15 of each year, every door and every window or other outside opening used for ventilation purposes, shall be supplied with approved screening, and every swinging screen door shall have a self-closing device in good working condition, except that such screens are not required for a dwelling unit on a floor above the fifth floor.
- (i) — *Exterior property areas.* Exterior property areas shall be maintained in a manner consistent with chapter 24 of this Code.

Sec. 42-1423. Interior structure.

- (a) *Dampness.* In every building, cellars, basements and crawl spaces shall be maintained reasonably free from dampness to prevent conditions conducive to decay or deterioration of the structure as required by the building code.
- (b) *Structural members.* The supporting structural members of every building shall be maintained structurally sound, showing no evidence of deterioration which would render them incapable of carrying the imposed loads in accordance with the building code.
- (c) *Interior stairs and railings.* Stairs shall be provided in every structure as required by the building code and as follows:
 - (1) *General maintenance.* All interior stairs of a structure shall be maintained in sound condition and good repair by replacing treads and risers that evidence excessive wear or are broken, warped or loose. Every inside stair shall be so constructed and maintained as to be safe to use and capable of supporting a load as required by the building code.
 - (2) *Handrails.* Every stairwell and flight of stairs, which is more than two risers high, shall have handrails or railings located in accordance with the building code. Every handrail or railing shall be firmly fastened and maintained in good condition. Properly balustrated railings, capable of bearing normally imposed loads as required by the building code, shall be placed on the open portions of stairs, balconies, landings and stairwells.
- (d) *Bathroom and kitchen floors.* Every toilet, bathroom and kitchen floor surface shall be constructed and maintained so as to be substantially impervious to water and so as to permit such floor to be easily kept in a clean and sanitary condition.
- (e) *Sanitation.* The interior of every dwelling and structure shall be maintained in a clean and sanitary condition, free from any accumulation of rubbish or garbage. Rubbish, garbage and other refuse shall be properly kept inside temporary storage facilities as required under section 42-1424(d), (e).
- (f) *Insects and rodents.* Buildings shall be kept free from insect and rodent infestation, and where insects or rodents are found, they shall be promptly exterminated by acceptable processes, which will not be injurious to human health. After extermination, proper precautions shall be taken to prevent reinfestation. Such extermination shall be pursuant to the following:
 - (1) *Extermination from buildings.* The owner of a dwelling is responsible for the extermination of insects, rodents, vermin or other pests whenever infestation exists in two or more of the dwelling units therein or in a shared or public part of the structure.
 - (2) *Extermination from dwelling units.* The occupant of a dwelling unit is responsible for such extermination within the unit occupied by him whenever his dwelling unit is the only unit in the building that is infested.
 - (3) *Responsibility of owner.* Notwithstanding subsections (f)(1) and (f)(2) of this section, whenever infestation of insects, rodents, vermin or other pests is caused by failure of the owner to maintain a dwelling in a vermin proof condition, extermination is the responsibility of the owner.
- (g) *Interior walls, ceilings and floors.* All interior walls, ceilings and floors shall be structurally sound in good repair, free from defects, clean and painted and decorated.

Sec. 42-1424. Facilities required.

- (a) *Sanitary facilities.* The following minimum sanitary facilities shall be supplied and maintained in a sanitary, safe working condition:
- (1) *Water closets.* Every dwelling unit shall contain within its walls a room, separate from the habitable rooms, which afford privacy and which is equipped with a water closet.
 - (2) *Lavatories.* Every dwelling unit shall contain a lavatory which, when a water closet is required, shall be in the same room with such water closet.
 - (3) *Bathtubs and showers.* Every dwelling unit shall contain a room which affords privacy to a person in such room and which is equipped with a bathtub or shower.
 - (4) *Kitchen sinks.* Every dwelling unit shall contain a kitchen sink, apart from the lavatory required under subsection (a)(2) of this section.
- (b) *Water and sewerage systems.* Every kitchen sink, lavatory basin, bathtub or shower and water closet required under subsection (a) of this section shall be properly connected to either a public water and sewerage system or to an approved private water and sewerage system. All sinks, lavatories, bathtubs and showers shall be supplied with hot and cold running water. Every dwelling unit shall be supplied with water heating facilities which are installed in an approved manner, properly maintained and properly connected with hot water lines to the fixtures required to be supplied with hot water under this subsection. Water heating facilities shall be capable of heating water to such a temperature as to permit an adequate amount of water to be drawn at every required kitchen sink, lavatory basin, bathtub, shower and laundry facility or other similar unit, at a temperature of not less than 120 degrees Fahrenheit at any time needed.
- (c) *Heating.* Every dwelling shall have heating facilities, and the owner of the heating facilities shall be required to see that they are properly installed, safely maintained and in good working condition and are capable of safely and adequately heating all habitable rooms, bathrooms and toilet rooms located therein, to a temperature of at least an average of 70 degrees Fahrenheit with an outside temperature of ten degrees below zero. The owner shall maintain a minimum average room temperature of 70 degrees Fahrenheit in all habitable rooms, including bathrooms and toilet rooms when rented, at all times on the basis of an outside temperature of ten degrees below zero. Such room temperatures shall be existent at a level of three feet above the floor level and three or more feet from an exterior wall. Every heating or water heating facility and incinerator shall be installed and operated in accordance with the building code and the air pollution control ordinance of the city.
- (d) *Rubbish storage.* Every dwelling or dwelling unit shall be supplied with approved containers and covers for the storage of rubbish, and the owner, operator or agent in control of such dwelling is responsible for the removal of such rubbish.
- (e) *Garbage storage or disposal.* Every dwelling or dwelling unit shall be supplied with an approved garbage disposal facility, which may be any adequate mechanical garbage disposal unit (mechanical sink grinder) in each dwelling unit; an incinerator unit, to be approved by the director of community development, in the structure for the use of the occupants of each dwelling unit; or approved outside garbage cans.

(Ord. No. 00-11, § 1480.08, 9-5-2000)

Sec. 42-1425. Installation and maintenance of facilities.

- (a) *Facilities and equipment.* All required equipment and all building space and parts in every building or structure shall be constructed and maintained so as to properly and safely perform their intended functions in accordance with the building code. All building facilities shall be maintained in a clean and sanitary condition by the occupant so as not to breed insects and rodents or produce dangerous or offensive gases or odors.

- (b) *Plumbing fixtures.* In buildings and structures, water lines, plumbing fixtures, vents and drains shall be properly installed, connected and maintained in working order and shall be kept free from obstructions, leaks and defects and capable of performing the functions for which they are designed. All repairs and installations shall be made in accordance with the building code and the plumbing code.
- (c) *Plumbing systems.* In buildings and structures, every plumbing stack, waste and sewer line shall be so installed and maintained as to function properly and shall be kept free from obstructions, leaks and defects to prevent structural deterioration or health hazards. All repairs and installations shall be made in accordance with the building code and the plumbing code.
- (d) *Heating equipment.* Every space heating, cooking and water heating device located in a building or structure shall be properly installed, connected and maintained and shall be capable of performing the function for which it was designed in accordance with the building and mechanical codes.
- (e) *Electrical outlets and fixtures.* Every electrical outlet or fixture, as required in section 42-1425(b), shall be installed, maintained and connected to the source of electric power in accordance with the building code and the electrical code of the city. When the director finds that the electrical system in a building constitutes a hazard to the occupants of the building by reason of inadequate service, improper fusing, insufficient outlets, improper wiring or installation, deterioration or damage, or for similar reasons, he shall require the defects to be corrected to eliminate the hazard.

(Ord. No. 00-11, § 1480.09, 9-5-2000)

Sec. 42-1426. Construction and space requirements; room layout.

- (a) *Minimum ceiling height.* A habitable room in an existing building shall have a clear ceiling height over the minimum area required by this chapter of not less than 7½ feet except that in attics or top half-stories, the ceiling height shall not be less than seven feet over not less than one-third of the minimum area required in this article when used for sleeping, study or a similar activity. In calculating the floor area of such a room, only those portions of the floor area of the room having a clear ceiling height of five feet or more may be included.
- (b) *Required space in dwelling units.* Every dwelling unit shall contain a minimum gross floor area of not less than 150 square feet, for the first occupant, and 100 square feet for each additional occupant. The floor area shall be calculated on the basis of the total area of all habitable rooms.
- (c) *Required space in sleeping rooms.* In every dwelling unit, every room occupied for sleeping purposes by one occupant shall have a minimum gross floor area of at least 70 square feet. Every room occupied for sleeping purposes by more than one occupant shall contain at least 50 square feet of floor area for each occupant thereof.
- (d) *Access of dwelling unit to commercial use.* A habitable room, bathroom or water closet compartment which is accessory to a dwelling unit shall not open directly into, or be used in conjunction with, a food store, barber or beauty shop, doctor's or dentist's examination or treatment room or a similar room used for public purposes.
- (e) *Access to bath and second sleeping room.* A residence building or dwelling unit containing two or more sleeping rooms shall not have rooms so arranged that access to a bathroom or water closet compartment intended for use by occupants of more than one sleeping room can be had only by going through another sleeping room. The rooms shall not be arranged so that access to a sleeping room can be had only by going through another sleeping room or a bathroom or water closet compartment. An existing one-family dwelling where no lodgers are occupants may be exempt from the requirement concerning access through a first sleeping room.
- (f) *Occupancy of dwelling units below grade.* No dwelling unit partially below grade shall be used for living purposes unless:

(1)—Floors and walls are watertight.

(2)—Total window area, total openable area and ceiling height are in accordance with this chapter.

(3)—The required minimum window area of every habitable room is entirely above the grade of the ground adjoining such window area.

(Ord. No. 00-11, § 1480.10, 9-5-2000)

Sec. 42-1427. Light and ventilation; overcrowding; cooking.

(a)—*Natural light in habitable rooms.* Every habitable room shall have at least one window of approved size facing directly to the outdoors or to a court. The minimum total window area, measured between stops, for every habitable room is eight percent of the floor area of such room, except in kitchens where artificial light may be provided in accordance with the building code. Whenever walls or other portions of a structure face a window of a room and such obstructions are located less than three feet from the window and extend to a level above that of the ceiling of the room, such window shall not be deemed to face directly to the outdoors or to a court and shall not be included as contributing to the required minimum total window area for the room.

(b)—*Light in nonhabitable work spaces.* Every laundry, furnace room or other similar nonhabitable work space located in a building or structure shall have one supplied electric light fixture available at all times.

(c)—*Light in common halls and stairways.* Every common hall and inside stairway in a building other than a one-family dwelling shall be adequately lighted at all times with an illumination of at least five lumens per square foot in the darkest portion of the normally traveled stairs and passageways.

(d)—*Electrical outlets required.* Where there is electric service available to the building or structure, every habitable room of a dwelling shall contain at least two separate and remote outlets, one of which may be a ceiling or wall-type electric light fixture. In a kitchen, three separate and remote wall-type electric convenience outlets, or two such convenience outlets and one ceiling or wall-type electric light fixture, shall be provided. Every public hall, water closet compartment, bathroom, laundry room or furnace room shall contain at least one electric light fixture. In addition to the electric light fixture in every bathroom and laundry room, there shall be provided at least one electrical outlet.

(e)—*Adequate ventilation.* Each room shall have at least one window that can be easily opened or such other device as will adequately ventilate the room. The total openable window area in each room shall be equal to at least 45 percent of the minimum window area size required in subsection (a) of this section, except that no openable window is required in a bathroom or water closet compartment equipped with an approved ventilation system.

(f)—*Ventilation and light in bathrooms and water closets.* Every bathroom or water closet compartment shall comply with the light and ventilation requirements for habitable rooms as set forth in subsections (d) and (e) of this section, except that no window shall be required in a bathroom or water closet compartment equipped with an approved ventilation system.

(g)—*Overcrowding of rooms.* If a room in a dwelling is overcrowded, the director of community development may order the number of persons sleeping or living in such room to be reduced so that there is not less than 400 cubic feet of air for each adult, and 200 cubic feet of air for each child under 12 years of age, occupying such room.

(h)—*Cooking and eating facilities.* Cooking facilities and/or appliances are not permitted in a sleeping room.

(Ord. No. 00-11, § 1480.11, 9-5-2000)

Sec. 42-1428. Fire safety.

- (a) ~~*Storage of flammable liquids.*~~ No dwelling, dwelling unit or rooming unit shall be located in a building containing an establishment which handles, dispenses or stores flammable liquids with a flash point of 110 degrees Fahrenheit or lower.
- (b) ~~*Cooking and heating equipment.*~~ All cooking and heating equipment, components and accessories in a heating, cooking or water heating device shall be maintained free from leaks and obstructions and kept functioning properly so as to be free from fire, health and accident hazards. All installations and repairs shall be made in accordance with the building code or other laws or ordinances applicable thereto. Portable cooking equipment employing flame is prohibited.
- (c) ~~*Smoke detectors.*~~ Smoke detectors which meet the provisions of the building code shall be provided in each rental dwelling unit. If such rental unit includes more than one sleeping area, then each such area must have an individual smoke detector unit. Maintenance of smoke detectors is the responsibility of the building owner.

(Ord. No. 00-11, § 1480.12, 9-5-2000)

Sec. 42-1429. Maintenance responsibilities of occupant.

- (a) ~~*Cleanliness.*~~ Every occupant of a building or part thereof shall keep that part of the building which he occupies, controls or uses in a clean and sanitary condition.
- (b) ~~*Disposal of rubbish.*~~ Every occupant of a building or part thereof shall dispose of all his rubbish in a clean and sanitary manner by placing it in the rubbish containers required in section 42-1424(d).
- (c) ~~*Disposal of garbage.*~~ Every occupant of a building or part thereof shall dispose of his garbage in a clean and sanitary manner by placing it in the garbage disposal facilities or, if such facilities are not available, by removing all nonburnable matter and securely wrapping such garbage and placing it in tight metal garbage storage containers as required by section 42-1424(e) or by such other disposal method as may be required by applicable laws or ordinances of the city.
- (d) ~~*Supplied plumbing fixtures.*~~ Every occupant of a building or part thereof shall keep the supplied plumbing fixtures therein clean and sanitary and shall be responsible for the exercise of reasonable care in their proper use and operation.
- (e) ~~*Plumbing fixtures furnished by occupant.*~~ Every plumbing fixture furnished by the occupant of a building or structure shall be properly installed and shall be maintained in good working condition and kept clean and sanitary and free from defects, leaks or obstructions.

(Ord. No. 00-11, § 1480.13, 9-5-2000)

SECTION 5 Severability

Should any section, clause or provision of this Ordinance be declared to be invalid by a court of competent jurisdiction, the same shall not affect the validity of the Ordinance as a whole or any other part thereof other than the parts so declared to be invalid.

SECTION 6 Repeal of Conflicting Ordinances, Savings Clause

All Ordinances or parts of Ordinances in conflict herewith are hereby repealed. Any proceedings pending, including prosecutions for violations, under any previous ordinance provision being repealed hereby shall not be affected by this Ordinance and may be continued pursuant to said previous Ordinance provisions.

SECTION 7 Effective Date

This ordinance shall take effect 10 days following publication of a summary thereof, following adoption.

City of Portage
Erica Eklov, Clerk

CITY OF PORTAGE PLANNING COMMISSION

Thursday, August 15, 2024
7:00 PM Portage
Portage City Hall Council Chamber

The City of Portage Planning Commission meeting of August 15, 2024, was called to order by Chair Corradini at 7:00 p.m.

IN ATTENDANCE

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

ROLL CALL

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

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

APPROVAL OF MINUTES

1. Minutes dated June 20, 2024

Motion by Vice Chair Baldwin, seconded by Commissioner Adams to approve the June 20, 2024, as submitted. Motion carried 8-0.

PUBLIC HEARINGS

Adoption of the proposed Portage Forward Together 2045 Master Plan

Mr. Feldt provided an update of the final draft Master Plan by addressing received public comments, summary of Master Plan adoption procedures, past public engagements, and introduced Houseal Lavigne consultant Jack Carso. Mr. Carso showed and summarized the overall Master Plan online format, each section of the Plan, updated public comments and corrections, and public engagement numbers, and concluded with next steps. Mr. Feldt concluded the presentation by recommended Planning Commission approval of the proposed Portage Forward Together 2045 Master Plan with any technical revisions.

Chair Corradini opened the public hearing.

1. Melissa Vandermeeden - 633 Roseview Dr.
Ms. Vandermeeden stated her opposition of the housing goals, recommendations in the Master Plan; frustration of general lack of property maintenance in Portage; and lack of City enforcement of property maintenance. She also stated concerns about increases in property taxes and opposes mixed use housing.
2. Richard Nellums - 9240 East Shore Dr.
Mr. Nellums requested adding performance metrics to Section 12 of the Master Plan; inquired about the amount of land and trees being replaced by development; and stated that he could not find the single-family residence definition in the Master Plan.

3. Mary Wieloposki - 8836 East Shore Dr.

Ms. Wieloposki thanked the Commission for listening to the public and was glad to see public comments incorporating changes to the final draft Master Plan.

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

Several Commissioners thanked everyone involved in the process of creating this new master plan.

Secretary Freiman stated the importance of the future of Portage of land development versus land preservation.

The Commission informed the public that the Master Plan will be updated every five years and serves as a guideline.

Motion by Commissioner Fries, seconded by Vice Chair Baldwin, in compliance with the statutes, the required public hearing has been held, to approve the adoption of the proposed Portage Forward Together 2045 Master Plan with any technical revisions.

Ordinance Amendment #24/25-1: Ordinance to amend various miscellaneous Zoning Code technical standards.

Mr. Feldt gave an overview about the three proposed amendments to the Zoning Code consisting of changes to swimming pools standards, definition of attached housing, and Live/ Work standards. and the staff recommendation to the Commission. Mr. Feldt concluded his presentation by advising Planning Commission recommendation to the City Council that Ordinance Amendment 24/25-1 be approved.

Commissioner Fries wanted clarification on State vs. International Building Code. Mr. Feldt stated they were the same.

Attorney Kaufman stated that striking duplicative materials will minimize conflicts between the Zoning Code and Building Code.

Commissioner Copp asked if this would change any zoning related to the single-family residential areas. Mr. Feldt stated it would not.

Chair Corridini opened the public hearing.

1. Richard Nellums; 9240 East Shore Dr.

Mr. Nellums stated support of public hearing opportunities to ordinance changes and stated his support of the ordinance amendment.

Motion by Commissioner Copp, seconded by Commissioner Fries, to close the public hearing. Motion carried 8-0.

Motion by Commissioner Joshi, supported by Vice Chair Baldwin, to approve the Ordinance Amendment #24/25-1. Roll call vote was made. Motion passed unanimously.

SITE/FINAL PLANS

None.

OLD BUSINESS

None.

NEW BUSINESS

Election of officers

Commissioners discussed the election of officers and generally supported continuing the existing officer positions with Mr. Corradini as the Chair, Ms. Baldwin as Vice Chair, and Mr. Freiman as the Secretary.

Motion made by Commissioner Fries, supported by Commissioner Adams, for Mr. Corradini to continue as the Chair, Ms. Baldwin continue as Vice Chair, and Mr. Freiman continue as the Secretary for the next FY 24/25. Roll call vote was made. Motion passed unanimously.

STATEMENT OF CITIZENS

None.

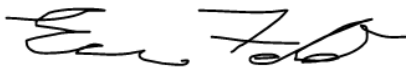
STATEMENT OF COMMISSIONERS/ STAFF

Mr. Feldt informed the Commission of past City Council updates including adopting changes to the lakefront zoning standards, adopting a new FEMA flood map, adopted changes to temporary/political sign code standards, and approval of a 'Planned Development' Tentative Plan for 46 homes at 8150 Creekside Drive.

ADJOURNMENT

There being no further business to come before the Commission, Chair Corradini adjourned the meeting at 8:03 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Eric Feldt', written in a cursive style.

Eric Feldt
Senior City Planner

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

THE CITY OF PORTAGE ORDAINS:

That Chapter 42 of the Codified Ordinances of Portage, Michigan shall be amended as follows:

ARTICLE 4. ZONING, DIVISION 3 GENERAL PROVISIONS.

Sec. 42-121. – Accessory Uses, Subsection B Accessory Buildings – Residential zoning districts, *shall be amended as follows, to add new subsection 4:*

4. Swimming Pool Location. Swimming pools shall meet the following setbacks:
 - a. Front yard setback of the applicable zoning district;
 - b. No closer than eight feet from the required rear or side property line;
and
 - c. No closer than ten feet from any structures as measured from the nearest vertical wall enclosure (not including support columns with dimensions of less than 12 inches).

All other parts of Section 42-121 remain unchanged.

ARTICLE 4. ZONING, DIVISION 2 DEFINITIONS.

Sec. 42-112. – Definitions, *shall be amended as follows:*

Add the following new definitions to Section 42-112:

Indoor pool means any swimming pool which is totally contained within a residential structure and surrounded on all side by walls of the structure.

Swimming pool/pool mean any area capable of containing water and of being sued for swimming, wading or bathing, having a depth of two feet or more at any point and which is not an indoor pool.

Dwelling unit, Subsection 3 shall be amended to read as follows, by striking sub-paragraph b:

Dwelling unit: A building, or portion thereof, designed for occupancy by one family for residential purposes and having cooking facilities.

- ...
3. Dwelling, one-family attached: A one-family dwelling erected side by side to another similar unit as a single building, each unit being separated from the adjoining unit by an uninterrupted wall extending from the basement floor to the roof. Units may be attached to each other only by one or more of the following methods.

- a. Through a common party wall which does not have over 80 percent of its area in common with an abutting dwelling wall;
- b. Reserved
- c. Through a common party wall in only the garage portion of an abutting structure.

ARTICLE 4. ZONING, DIVISION 4 ZONING DISTRICTS AND DISTRICT REGULATIONS, SUBDIVISION 11 PD PLANNED DEVELOPMENT DISTRICT.

Sec. 42-371. – Definitions, One-family attached residential dwelling *shall be amended to read as follows:*

One-family attached residential dwelling: a dwelling that is attached by means of one or more of the following:

- a. Through a common party wall which does not have over 50 percent of its area in common with an abutting dwelling wall;
- b. Reserved
- c. Through a common party wall in only the garage portion of an abutting structure. In this case, no other common party wall relationship is permitted, and not more than four units shall be attached in this manner.

ARTICLE 4. ZONING, DIVISION 3 GENERAL PROVISIONS, WORK/LIVE ACCOMODATIONS

Sec. 42-137 – Section 42-137(C)(2) Work/live accommodations *shall be amended to read as follows.*

2. Live/work buildings. The work/live building must meet applicable building and fire code requirements. Any existing approved Live/Work locations may continue to be used as approved, but cannot be changed to a design in conflict with building, fire code requirements.

FIRST READING:
SECOND READING:
EFFECTIVE DATE:

Patricia M. Randall

CERTIFICATION

STATE OF MICHIGAN)
)SS
COUNTY OF KALAMAZOO)

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.

APPROVED AS TO FORM

DATE 9-20-2024

Catherine Kump
CITY ATTORNEY

Erica Eklov, City Clerk

ADOPTION OF ZONING ORDINANCE

CITY OF PORTAGE, MICHIGAN NOTICE

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

NOTICE IS HEREBY GIVEN, that an Ordinance to amend Article 4 (Zoning) of Chapter 42 of the Codified Ordinances of Portage, Michigan, was adopted by the City Council at a regular meeting held on the _____ day of _____, 2024, and will become effective _____, 2024.

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

THE CITY OF PORTAGE ORDAINS:

ARTICLE 4. ZONING, DIVISION 3 GENERAL PROVISIONS.

Sec. 42-121. – Accessory Uses, Subsection B Accessory Buildings – Residential zoning districts, *shall be amended as follows, to add new subsection 4:*

4. Swimming Pool Location. Swimming pools shall meet the following setbacks:
 - a. Front yard setback of the applicable zoning district;
 - b. No closer than eight feet from the required rear or side property line; and
 - c. No closer than ten feet from any structures as measured from the nearest vertical wall enclosure (not including support columns with dimensions of less than 12 inches).

All other parts of Section 42-121 remain unchanged.

ARTICLE 4. ZONING, DIVISION 2 DEFINITIONS.

Sec. 42-112. – Definitions, *shall be amended as follows:*

Add the following new definitions to Section 42-112:

Indoor pool means any swimming pool which is totally contained within a residential structure and surrounded on all side by walls of the structure.

Swimming pool/pool mean any area capable of containing water and of being used for swimming, wading or bathing, having a depth of two feet or more at any point and which is not an indoor pool.

Dwelling unit, Subsection 3 *shall be amended to read as follows, by striking subparagraph b:*

Dwelling unit: A building, or portion thereof, designed for occupancy by one family for residential purposes and having cooking facilities.

...

3. Dwelling, one-family attached: A one-family dwelling erected side by side to another similar unit as a single building, each unit being separated from the adjoining unit by an uninterrupted wall extending from the basement floor to the roof. Units may be attached to each other only by one or more of the following methods.

- a. Through a common party wall which does not have over 80 percent of its area in common with an abutting dwelling wall;
- b. Reserved
- c. Through a common party wall in only the garage portion of an abutting structure.

ARTICLE 4. ZONING, DIVISION 4 ZONING DISTRICTS AND DISTRICT REGULATIONS, SUBDIVISION 11 PD PLANNED DEVELOPMENT DISTRICT.
Sec. 42-371. – Definitions, One-family attached residential dwelling *shall be amended to read as follows:*

One-family attached residential dwelling: a dwelling that is attached by means of one or more of the following:

- a. Through a common party wall which does not have over 50 percent of its area in common with an abutting dwelling wall;
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- c. Through a common party wall in only the garage portion of an abutting structure. In this case, no other common party wall relationship is permitted, and not more than four units shall be attached in this manner.

ARTICLE 4. ZONING, DIVISION 3 GENERAL PROVISIONS, WORK/LIVE ACCOMMODATIONS
Sec. 42-137 – Section 42-137(C)(2) Work/live accommodations *shall be amended to read as follows.*

2. Live/work buildings. The work/live building must meet applicable building and fire code requirements. Any existing approved Live/Work locations may continue to be used as approved, but cannot be changed to a design in conflict with building, fire code requirements.

PLEASE TAKE NOTICE that a copy of the Ordinance as amended may be purchased or inspected at City Hall on any business day except public and legal holidays from and after publication of this Notice from 8:00 a.m. to 5:00 p.m. local time.

Dated: _____

Erica Eklov, City Clerk

APPROVED AS TO FORM

DATE 9-20-2024

Catherine A. Kasper
CITY ATTORNEY

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

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

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

NOTICE IS HEREBY GIVEN, that an Ordinance to amend CHAPTER 42, ARTICLE 4, ZONING, parts of Sections 42-121, 42-112, 42-137, 42-371 regarding swimming pools, one-family attached dwelling units and live/work units was introduced for first reading at a regular meeting of the City Council held on September 24, 2024 and that the Council will hold a public hearing on the proposed amendment at the Portage City Hall in said City on October 22, 2024 at 6:00 p.m. or as soon thereafter as may be heard.

NOTICE IS FURTHER GIVEN that the proposed amendments to Chapter 42, Land Development Regulations, of the Codified Ordinances of Portage, Michigan read as follows:

THE CITY OF PORTAGE ORDAINS:

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

ARTICLE 4. ZONING, DIVISION 3 GENERAL PROVISIONS.

Sec. 42-121. – Accessory Uses, Subsection B Accessory Buildings – Residential zoning districts, shall be amended as follows, to add new subsection 4:

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 - c. No closer than ten feet from any structures as measured from the nearest vertical wall enclosure (not including support columns with dimensions of less than 12 inches).

All other parts of Section 42-121 remain unchanged.

ARTICLE 4. ZONING, DIVISION 2 DEFINITIONS.

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- c. Through a common party wall in only the garage portion of an abutting structure.

ARTICLE 4. ZONING, DIVISION 4 ZONING DISTRICTS AND DISTRICT REGULATIONS, SUBDIVISION 11 PD PLANNED DEVELOPMENT DISTRICT.

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Sec. 42-137 – Section 42-137(C)(2) Work/live accommodations *shall be amended to read as follows.*

- 2. Live/work buildings. The work/live building must meet applicable building and fire code requirements. Any existing approved Live/Work locations may

continue to be used as approved, but cannot be changed to a design in conflict with building, fire code requirements.

PLEASE TAKE FURTHER NOTICE that copies of said proposed amendment may be examined at the City Hall on any business day except public and legal holidays from and after publication of this Notice until the day of hearing from 8:00 a.m. and 5:00 p.m.

Dated: _____

Erica Eklov, City Clerk

APPROVED AS TO FORM

DATE

9/20/2024

Catherine Karpman

CITY ATTORNEY

Minutes of Boards & Commissions

CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Meeting – August 12, 2024

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

MEMBERS PRESENT: Jay Eichstaedt, Michael Reedy, David Bergher, John Sloan, Michael Stempihar, Ken Seybold.

MEMBERS EXCUSED: Lena Jomaa, Aimee Potts

A motion was made by Seybold, and seconded by Reedy, to excuse the absent board members. Upon voice vote, the motion passed 6-0.

IN ATTENDANCE: Jeff Mais, Zoning & Codes Administrator; Alex Johnson, City Planner; Josh Thall, Assistant City Attorney.

APPROVAL OF THE MINUTES:

A motion was made by Bergher, and seconded by Reedy, to approve the July 8, 2024 minutes. Upon voice vote, motion passed 6-0.

NEW BUSINESS:

ZBA #24-03; 3859 Romence Rd: Mais summarized the request for a variance to retain an accessory building that exceeds the living area of the dwelling by 110 square feet. Discussion was had regarding the applicant's order of events when obtaining the permit for the previous accessory building that caused the square footage to be over the limit. The applicant stated the reasons the variance should be approved include property improvements, that the property is located outside of a subdivision, the shed can only be seen from the rear, the yard is vast, and that taking down the shed would be a hardship. The applicant stated that the walk out finished basement should count as living area. Eichstaedt stated that the Board is bound by the law and Section 42-622(B)(1)(e) holds that the immediate practical difficulty can not be created by the applicant, which is difficult to bypass. Several Board members noted conforming alternatives were available that the applicant could pursue instead of the variance.

A public hearing was opened. No one spoke for or against the request. Mais read a letter of support from Brian Bowling, 3805 Romence Road. Mais inquired of Attorney Thall if the Board has authority to circumvent the approval criteria set forth in Section 42-622(B). Thall responded the ordinance could in the future be amended to change the approval criteria, but under current code the Board does not have that authority. Seybold asked if there was any way to work around this by citing mitigating factors. Mais explained mitigating factors are circumstances that can minimize potential negative impacts, such as all of the factors identified in Mr. Bowling's letter, however, by themselves do not constitute a practical difficulty. In order to grant a variance the Board must make a finding that there is a practical difficulty which prevents an applicant from readily following the code and further that the need for the variance request was not caused by the applicant's own actions. The public hearing was closed.

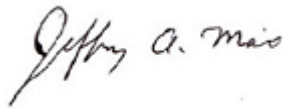
A motion was made by Seybold, seconded by Reedy to deny the variance to retain an accessory building that exceeds the living area of the dwelling by 110 square feet for the reason that the immediate practical difficulty causing the need for the variance request was created by the applicant. Upon roll call vote: Eichstaedt-Yes, Reedy-Yes, Seybold-Yes, Bergher-Yes, Sloan-Yes, Stempihar-No. The motion passed 5-1.

OTHER BUSINESS: None

STATEMENT OF CITIZENS: None.

ADJOURNMENT: Motion by Sloan, seconded by Reedy to close the meeting The meeting was adjourned at 7:56 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jeff Mais". The signature is written in dark ink and is positioned below the phrase "Respectfully submitted,".

Jeff Mais
Zoning & Codes Administrator

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6/12/2024

Environmental Board Meeting

Attendance: David M, Jason, Lauren, Mike S. (Liaison), Marty, Deirdre, Wendy

Excused: Joe, David L., Jason

Guests: (Martha Dahlinger)bee city info. Native habitat

7:00 PM Welcome and introduction of guests

7:01 PM Public Comment Period

- Martha D. – Voices support for Portage as a Bee City; Notice of Kalamazoo Area Wild Ones for support/help, meets 3rd Wednesday at Portage Library at 6:30 PM (Summer break); Discussion on Portage using native plants.
- David M. – Western announcement of seed bank (free-to-use)

7:05 PM Call to order and approval of March and April minutes

- 7:08 PM motion
 - o Seconded (Deirdre); motion passes with unanimous consent

7:06 PM Biodiversity Presentation from Ruth Caputo

- Visit to Ruth's garden. Discussion, backyard variety approx. 1 acreage, trillium, native and scientific name, identification. Perennials, native wildlife and insects, sunny and shaded. Great opportunity to discover natives.
- Possible article for Portager...Wild Ones events.
- Jamie to confirm

Marty discussed tree planting provided pictures and visited new planting at PNHS.

7:15 PM Bee City subcommittee

-discussion management plan.

Deirdre: Parks and environmental 2018-2019? developed an invasive management plan, Jamie has shared previously.

Possibly should share again and update.

Martha D. has purchased natives for years, bought many from Wisconsin.

Natives may be a woodland garden. Tall grass prairie in front yard, lawn with fescue various varieties only grows approx. 8" year.

Dutch clover, may be invasive..Michigan's native clover is

Bees need native, ie monarch and milkweed.

"Common native bees of the eastern United States"book which Martha highly recommends. Published by adventure.

Bees are cavity dwellers, maybe up to 12 months.

Effects of climate change on bees. From book noted above, appears bees need a continuous succession of flowering plants. Brought handouts for native plants, availability in Michigan, and some locally. On the map!Homegrown national park. [HTTPS://homegrown national park.org](https://homegrownnationalpark.org) &&&&@@@, Nature's Cure Compost Tea. Brian Paxton- owner,

[HTTPS://naturecurekazoo.com](https://naturecurekazoo.com).

7:42pm Special rules and Procedures sub committee - referred to Kyla See March minutes...90% complete. Jason has updates and went to Jamie. Should be tied up shortly, and to City for review.

7:48 pm Refrigerant Recycling Update- Portager articles and options etc. no update at this time.

7:50 pm Plastic Bag Recycling update

YAC is interested and will take up in the Fall as school begins again. Table to August and bring up - Wendy

Green- a thon...Joe and sub committee to reconvene, Wendy will also talk to YAC & parks.

Open discussion

7:55pm Climate Change

Deirdre sent a message to the City Planner, Adam Herringer regarding, her climate concerns and may address further as a board. Also towards sustainability efforts as a Board. Tornado and climate change discussion continuing and increased vulnerability discussion.

Especially as we first hand saw destruction with Tornado May 7, 2024.

8:02 pm Martha D. neighborhood plan goals to city

8 neighborhoods are actually already on the Master Plan &&&\$\$\$@@@

8:11pm Agenda Items for July

subcommittee report, parks liaison and invasive management program. Bee City includes many pollinators and biodiversity discussion. Pesticides, lawn management and Lauren No Mow May, also ordinances on leaves, raking and mulching on lawn. Many toads now springing forward. Climate action plan, climate emergency plan with City.

Note that the City's Master Plan Meeting is June 24 6:30 - 8 pm.

8:24pm Motion to adjourn, so moved. Adjourned.

Respectfully submitted by W. Pennell for W. Jason Beasley in his excused absence.

CITY OF PORTAGE BROWNFIELD REDEVELOPMENT AUTHORITY

Thursday, August 1, 2024

8:00 AM

**Portage Zhang Senior Center, Room 1A
203 E. Centre St, Portage MI 49002**

The City of Portage Brownfield Redevelopment Authority meeting of August 1, 2024, was called to order by Chair Lewandowski at 8:01 am.

In Attendance

Board: Vice Chair Eric Alburtus (yes), Todd Campbell (yes), Bradley Galin (yes), Karen Gallagher (yes), John Herberg (yes), Michelle Karpinski (yes), Secretary/Treasurer William Lenehan (yes), Chair Keith Lewandowski (yes), Jeff Monroe (yes).

Staff: Jonathon Hallberg, Deputy Director of Economic Development

Guests: Jared Lutz, Michigan Growth Advisors

Introductions

Introduction of Authority members, staff, and guests was conducted. Chair Lewandowski shared that he has requested name tags for future meetings. The board also reviewed the agenda.

Approval of Minutes

Motion by Campbell, seconded by Herberg, to approve the BRA Meeting Minutes of March 7, 2024, as submitted. Motion carried, 7-0-2 (abstentions by Gallagher and Karpinski).

Staff Report

Hallberg provided the staff report, outlining the board actions from the meetings which occurred in Fiscal Year 2023-2024, which began on July 1, 2023.

Old Business

1. TST of Portage, LLC Act 381 Brownfield Plan – Amendment to Development Agreement

Hallberg outlined a request by TST of Portage LLC to amend the development agreement executed with the City of Portage BRA. The limit on reimbursement of eligible expenses in the signed development agreement was \$836,511 and was based upon the TIF Capture Table within the Brownfield Plan, which had a hypothetical annual property value growth rate of 1.5% per year. The requested eligible expenses in the brownfield plan is \$1,142,338. While it is unlikely that the full amount of eligible expenses could be captured for reimbursement to the applicant during the ten-year capture period, it is expected that annual property value increases may be higher than 1.5% in certain years, and also that unforeseen circumstances could eliminate either the existing Industrial Facilities Tax Abatements currently in place at 5870 S. Sprinkle Rd., or preclude the potential use of a future Industrial Facilities Tax

Abatement at 5960 S. Sprinke Rd. If any of those things were to occur, the TIF may capture more and additional eligible expenses could be recovered for the project as a result.

Hallberg shared details of previous development agreements, some of which were consistent with the structure of the signed agreement for the project in question, and others of which were consistent with the requested amendment to include all eligible expenses in the plan. He also shared that the condition for limitation of eligible expenses was listed in the recitals and that the Chief Development Officer indicated that it was inconsistent with most agreements. Therefore, he has moved that to Section 8.3 of the agreement.

Motion by Herberg, Seconded by Campbell, to approve the First Amendment to the Development Agreement and Brownfield Reimbursement Agreement as presented, between the City of Portage Brownfield Redevelopment Authority and TST of Portage, LLC for the redevelopment of 5870 and 5960 South Sprinkle, Portage, Michigan, 49002, as legally described and outlined in the Agreement and accompanying exhibits, being directly related to Amendment 12 of the City of Portage Brownfield Plan.

Gallagher asked how the TIF capture tables are modeled. Lutz outlined that the base year value is determined, followed by the anticipated future value once construction is complete. From there, the increase in value is determined and the millage rate for each taxing body is applied to that value so a potential capture amount can be determined. At the bottom, each eligible jurisdiction's tax capture amount is added to arrive at an annual total. This is done for each year of the approved TIF. In this case, it is ten years plus an additional five for the Local Brownfield Revolving Fund.

Gallagher asked for details about the IPUSA development agreement that Hallberg referred to. Hallberg shared that it is the most recent Brownfield Plan approved by the BRA and it was particularly relevant to the Project Depatie plan because both are on industrial land and both involve Industrial Facilities Tax Abatements.

Motion carried, 9-0.

New Business

1. *Approval of Fiscal Year 2024-2025 City of Portage Brownfield Redevelopment Authority Annual Budget*

Hallberg shared details of the Fiscal Year 2024-2025 annual budget for the Brownfield Redevelopment, which was passed by the City Council earlier in the calendar year.

Motion by Gallagher, seconded by Campbell, to approve the City of Portage Brownfield Redevelopment Authority Fiscal Year 2024-2025 Annual Budget as presented and direct staff to file any necessary reports with the state as required.

Chair Lewandowski indicated he discussed with Treasurer/Secretary Lenehan that it is not appropriate for the BRA board to be precluded from representation and input during the budgetary process in the future, whether there were any decisions to be made or not. Rather, the board should be included at the same time as the City Council, or possibly prior to

Council deliberation, in order to establish consensus instead of a forced approval. Hallberg acknowledged that the board is an approving body, unlike various advisory boards appointed by the City Council. As such, the board has agency and should be involved in future budget approvals prior to the City Council decision, as the Local Development Revolving Fund grows, the board may wish to give input into funding allocation. Hallberg stressed that, under the current circumstances, there is little remaining funding available for anything except repayment to the City for cost coverage related to contracted legal services for previous brownfield plan approvals. The majority of funding is reserved for disbursements to approved brownfield plan applicants for reimbursement of eligible expenses and payment of staff administrative expenses.

Motion carried, 9-0

2. Education Session

Chair Lewandowski stated that staff will share brownfield education sessions at this and future meetings. He stated he scheduled several planning sessions with Hallberg since becoming Board Chair and has found that learning more about the Public Act 381 and how brownfields work was essential to making informed decisions about both the operation of the BRA and understanding details of proposed brownfield plan amendments.

Hallberg reviewed a standard Tax Increment Financing diagram with the board and outlined some of the general goals of approving tax capture as well as the derived benefits to taxing bodies once a brownfield plan has expired.

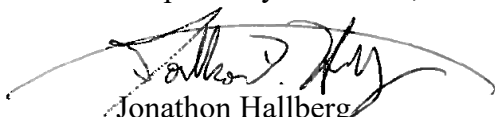
In recognition of everyone's schedule and commitments, the BRA agreed to hold a meeting in the middle of September to focus on a broader education session. Chair Lewandowski instructed Hallberg to plan for the September meeting.

Statements of Citizens: none

Adjournment:

Motion by Campbell, seconded by Galin, to adjourn. Motion carried, 9-0. The meeting was adjourned at 9:08 am.

Respectfully submitted,



Jonathon Hallberg

Deputy Director of Economic Development