

CITY OF PORTAGE PLANNING COMMISSION

AGENDA

Thursday, July 17, 2025
7:00 PM

Portage City Hall Council Chambers

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES:

- * 1. June 26, 2025 Meeting minutes

PUBLIC HEARINGS

- * 1. Rezoning application No. 25/26-1 to rezone 4815 W. Milham Avenue from B-2 Community Business District to B-3 General Business District to facilitate future development.

SITE/FINAL PLANS:

OLD BUSINESS:

NEW BUSINESS:

- 1. Election of Officers

STATEMENT OF CITIZENS:

ADJOURNMENT:

Star (*) indicates printed material within the agenda packet.

CITY OF PORTAGE PLANNING COMMISSION

Thursday, June 26, 2025

7:00 PM

Portage City Hall Council Chamber

The City of Portage Planning Commission meeting of June 26, 2025, was called to order by Chair Corradini at 7:00 p.m.

IN ATTENDANCE

- Biqi Zhao, Deputy Director of Planning and Zoning
- Eric Feldt, Senior City Planner
- Alex Johnson, City Planner/ Project Manager

ROLL CALL

Staff called the roll: Chairman Corradini (yes); Vice Chair Baldwin (yes); Secretary Freiman (yes), Adams (no); Copp (yes); Orwig (yes); Fries (no); Youngs (no); and Crowell (yes).

6-Present; 0-Absent.

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

APPROVAL OF MINUTES

1. Minutes dated May 1, 2025

Motion by Vice Chair Baldwin, seconded by Commissioner Copp to approve the May 1, 2025, minutes as submitted. Upon a voice vote, motion carried 6-0.

PUBLIC HEARINGS

1. An application seeking Site Plan approval for Jiffy Lube automotive service station at 8516 Shaver Road

Mr. Feldt provided a presentation outlining the proposal, site information, maps of the area, history of the Commercial Planned Development, proposed use and operations, proposed plans, site pictures, applicable zoning code sections, analysis, the review process, public noticing, and recommended action with conditions.

He concluded the presentation by recommending the site plan for Jiffy Lube at 8516 Shaver Rd. be approved with the following conditions:

1. Per Sec 42-262. B-3. B. 4, the following must always be met:
 - a. all operations must occur indoors,
 - b. no outdoor storage of auto parts/ material, and
 - c. vehicle waiting service shall not be located outdoors longer than 14 days.
2. Prior to issuance of building permit, the applicant shall submit building elevations showing brick material and horizontal banding.

3. Prior to issuance of building permit, record and provide a copy of the City-approval Parcel Line Adjustment legal descriptions.
4. Prior to issuance of building permit, record and provide a copy of the City-required Stormwater Maintenance Agreement.
5. Prior to issuance of building permit, record and provide a copy of easements with adjacent neighbor(s) allowing access and use of the Sanitary Sewer Lateral and Storm Sewer.

Applicant, Jason Bolling with Guggenheim Development Services LLC, indicated no additional presentation was needed beyond what Mr. Feld provided. He addressed one condition by indicating that no vehicles will be stored overnight.

Commissioner Orwig asked about signage and overflow parking concerns from Arby's. Mr. Bolling stated there will be a monument sign and not anticipate any overflow parking impact to Jiffy Lube. And, he added that Jiffy Lube business does not result in heavy traffic or parking demands.

Commissioner Crowell inquired if the 13 spaces being acquired by Jiffy Lube from Arby's were required for Arby's approval.

Mr. Feldt stated that they were not required for Arby's past approval.

Ms. Zhao informed the Commission that a Sign Permit is required to be reviewed by the Community Development Department, and that it is a separate review from the Site Plan approval.

Motion by Commissioner Copp, supported by Secretary Freiman, to approve the site plan for Jiffy Lube at 8516 Shaver Rd. with the following conditions:

1. Per Sec 42-262. B-3. B. 4, the following must always be met:
 - a. all operations must occur indoors,
 - b. no outdoor storage of auto parts/ material, and
 - c. vehicle waiting service shall not be located outdoors longer than 14 days.
2. Prior to issuance of building permit, the applicant shall submit building elevations showing brick material and horizontal banding.
3. Prior to issuance of building permit, record and provide a copy of the City-approval Parcel Line Adjustment legal descriptions.
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5. Prior to issuance of building permit, record and provide a copy of easements with adjacent neighbor(s) allowing access and use of the Sanitary Sewer Lateral and Storm Sewer.

Upon voice vote, motion carried 6-0.

SITE/FINAL PLANS

None.

OLD BUSINESS

None.

NEW BUSINESS

None.

STATEMENT OF CITIZENS

None.

STATEMENT OF COMMISSIONERS/ STAFF

New Commissioner Orwig was welcomed by the Commission.

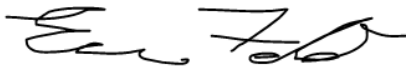
Mr. Feldt stated that the Planning Commission meeting on July 3rd is cancelled. Next meeting is July 17th where a project will be discussed, and the election of officers will take place.

Chair Corradini indicated his likely absence for the July 17th Commission meeting.

ADJOURNMENT

There being no further business to come before the Commission, Chair Corradini adjourned the meeting at 7:31p.m.

Respectfully submitted,



Eric Feldt
Senior City Planner

TO: Planning Commission

DATE: July 17, 2025

FROM: Peter Dame, Chief Development Officer

SUBJECT: Rezoning application No. 25/26-1 to rezone 4815 W. Milham Avenue from B-2 Community Business District to B-3 General Business District to facilitate future development.

I. INTRODUCTION:

The applicant, CESO LLC, seeks rezoning application No. 25/26-1 to rezone 4815 W. Milham Avenue from B-2 Community Business District to B-3 General Business District to facilitate future development. See attached existing and proposed zoning maps. This property is located at the SE corner round-a-bout intersection of S. 12th Street & W. Milham Avenue along the City’s western boundary adjacent to Texas Township.

The 1.4-acre site is located near a variety of businesses at a busy intersection and the City’s Westfield Park. The site has been vacant and for sale for many years. By rezoning it to B-3, it will increase its commercial potential and and be better positioned for future development.

II. BACKGROUND INFORMATION:

Prior to 2007, the property contained a large single-story, multi-tenant building and large parking lot fronting W. Milham Avenue. Around 2007, the property was sold and the building was demolished. Since then, the area of the former building and parking lot has been maintained as lawn space. The property continues to be vacant and for sale. No improvements to the site have been made.

In March 2025, a Parcel Line Adjustment was filed, approved, and later recorded to split off a southern portion of the property (‘dog leg’ area), resulting in a more rectangular shape. It also reduced the property size from 2.4 acres to 1.4 acres. This parcel adjustment drawing is attached and reflects the subject site boundary for the rezone. The remaining dog leg area was combined with the southern vacant parcel (6027 S. 12th Street), under the same ownership - Milham Crossings LLC.

Neighborhood uses consist of a convenience store (Sunny Mart) and a City of Portage park (Westfield Park) to the north. There are two vacant parcels to the south, and a residential neighborhood to the further south. To the east, there is a small vacant parcel and a retirement living facility (Bickford of Portage). To the west (within Texas Township), there is a large landscape nursery (Wedel’s Nursery, Florist, and Garden Center), a small office building (closed Next Home One), and a multi-tenant commercial building.

Existing Conditions

Existing Land Use/ Zoning	<ul style="list-style-type: none"> The subject site is vacant and zoned B-2 Community Business (See Existing Zoning map).
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	<ul style="list-style-type: none">• <u>North (across W. Milham Ave):</u> Convenience Store, 4824 W. Milham Ave, Zoned B-3 General Business; and City Westfield Park, 4500 W. Milham Ave, Zoned R-1A One Family Residential.• <u>South:</u> Vacant parcels - 6027 and 6035 W. Milham Ave, Zoned B-2 Community Business• <u>East:</u> Vacant Parcel – 4721 W. Milham Ave., Zoned B-2 Community Business; and a retirement living facility, 4613 W. Milham Ave., Zoned OS-1 Office Service• <u>West (across S. 12th St.; in Texas Twp and its zoning.):</u> Vacant Office Building, 6040 S. 12th St.; Zoned Commercial; and a multi-tenant commercial building, 6080 S. 12th Street; Zoned Commercial
Public Streets	2025 W. Milham Ave near round-a-bout recorded 11,287 total AADT trip counts (count taken in front of subject site). (AADT - Annual Average Daily Trips) Recorded by Kalamazoo Area Transportation Study (KATS).
Public Utilities	City sanitary sewer and water are available along W. Milham Avenue No mapped environmental hazards on site.
Environment	
Unique Conditions	No mapped wetlands, flood hazards, or identified historic structures/ buildings exist.

Applicable Zoning Regulations

The following section of Chapter 42. Division 8. Subsection 651 *Amendments to this Article*. Procedures and regulations apply and are addressed further in this report:

- [Sec. 42-651. Amendments to this Article](#)

Under this article, the rezoning request shall file a rezoning application, narrative explaining the purpose of rezoning, and fee. The request shall be scheduled for review during public hearings for the Planning Commission and City Council consideration. The Planning Commission shall determine if the rezoning is appropriate based on the Master Plan, surrounding development patterns, and general land use considerations. Items to be analyzed include consistency with the Future Land Use Map, suitability of the existing zoning classification, neighborhood harmony, impacts of the proposed zoning classification, and impacts on adjacent streets and utilities.

III. ANALYSIS:

As seen in the attached existing zoning map, there are several different commercial districts in the area allowing for a variety of businesses. There is a small B-3 General Business district located across (north) W. Milham Ave at the NE corner. Staff notes that this commercial district allows the greatest variety of businesses of all of the commercial districts. Whereas, the nearby OS-1 Office Service district to the east allows the least amount of businesses. In general, corner properties tend to offer the greatest commercial potential, highest value, and most desirable due to the double street frontages. And, therefore, those landowners seek the most inclusive zoning possible to attract and retain businesses for the premium

location. By matching the B-3 district found across the street, the subject site could provide greater zoning flexibility and become more desirable for future development than what is permitted in the existing underlying B-2 Community Business district.

Existing & Proposed Zoning Districts

The following table provides a comparison of summarized allowed uses, prohibited uses, special land use permit uses, and some development standards of the existing B-2 Community Business district and proposed B-3 General Business district.

	<u>Existing</u> B-2 Community Business District	<u>Proposed</u> B-3 General Business District
Allowed Uses	Offices, Retail, Theaters, Churches, Breweries, Clubs, Restaurants, etc.	All B-2 Uses + Many Special Land Uses become Allowed uses; plus: Hotels, Motels, Drive-thru and Drive-in establishments, marijuana businesses, etc.
Prohibited Uses	No residential, industrial, drive-thrus, marijuana businesses, gas stations, animal veterinaries, etc.	No residential, industrial uses, self-storage businesses, etc.
Special Land Use Permit Uses	Auto Repair, car washes, car sales, bowling alleys and indoor recreation, drive-in (ex. drive-in movies)	Car sales, animal veterinaries/hospitals, gas stations, kennels, contractor showrooms, Lab/ Tech offices
Max. Building Height	35' (30' if abutting Residential district)	35' (30' if abutting Residential district)
Building Setbacks	Front: 75' Sides: 0' (15' where abutting Residential) Rear: 20' (75' if abutting Residential District)	Front: 30' Sides: 0 (15' where abutting Residential) Rear: 20'

Screening required to Residences	Yes – 6’ tall fence + trees	Yes – 6’ tall fence + trees
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Applicable Site Standards: B-2, B-3 Districts

Further, under the B-2 district, additional site standards apply (listed below), regardless of use:

1. All business establishments in this district shall be retail or service establishments dealing directly with consumer.
2. All goods produced on the premises shall be sold at retail on the premises where produced.
3. All business servicing or processing, except for off-street loading or parking, shall be conducted in a completely enclosed main building.
4. Lot, yard and building requirements shall be governed by the requirements of division 4, subdivision 10 of this article.
5. Parking, signs, landscaping, and lighting shall be governed by the requirements of division 6 of this article.
6. Site plan review shall be governed by the requirements of division 5, subdivision 2 of this article.

For the proposed B-3 district, site standards 4-6 above apply; no additional standards apply.

Master Plan

Rezone applications should be consistent with the City’s Master Plan’s goals/ guidelines and Future Land Use Map. And should provide uses which are appropriate within surrounding neighborhoods.

The Future Land Use Map classifies the subject property as ‘Mixed-Use’ which supports residential and commercial developments which may be within one or multiple buildings. This classification is mapped in certain areas of Portage to provide greater development flexibility. These areas may be around certain street intersections to support future commercial businesses desiring street frontage while allowing residential uses on the upper floors or behind commercial buildings. Or, mapped in select areas to spur cohesive, integrated mixed-use developments such as along Portage Road, near City Hall, and around the Crossroads Mall.

Staff note that the site abuts other parcels classified as Mixed-Use. Thus, meeting the mixed-use goal may be achieved on each parcel or collectively having separate uses per parcel.

The following strategies and goals of the Master Plan are relevant to the proposed rezone:

Goal 1: Maintain the existing residential, commercial, and industrial land use pattern while repositioning strategic areas as redevelopment opportunities with additional focus on creating mixed-use nodes throughout the City.

1.3. Update zoning regulations to allow more diverse uses such as mixed-use development and address housing needs in strategic locations.

Goal 3: Maximize the potential of commercial corridors throughout the City by encouraging more dense, focused development along previously established commercial corridors.

1. Encourage mixed-use nodes throughout the City to increase economic activity at a neighborhood level.

Ch. 7 Economic Development

- Recommendation: Market and promote sites identified as mixed-use in the Future Land Use Plan to developers to encourage this type of development.

Staff find that the rezone is consistent with the strategies and goals of the Master Plan and Future Land Use Map.

Suitability of B-3 District/ Neighborhood Harmony

Facilitating this rezone will increase business opportunity and promote new commercial growth on a stagnant corner commercial property. Future business growth will benefit from the overall existing businesses in the area, regional residential neighborhoods, and the adjacent regional streets of S. 12th Street and W. Milham Avenue.

Impacts on City Services, Utilities, ROWs

If the rezone is approved, future businesses will benefit from the nearby City utilities, streets, and sidewalk network. City staff will ensure utility and access management compliance of any future commercial development during the required Site Plan application review process.

Rezoning 4815 W. Milham Avenue

Overall, staff support rezoning this property from B-2 Community Business District to B-3 General Business District based on the following:

- Consistency with the Master Plan goals of supporting greater commercial investments along commercial corridors.
- Consistency with the Future Land Use Map classification within the Master Plan.
- Future development would be supported by the adjacent street network and utilities.

PUBLIC NOTICING REQUIREMENTS

Public notice was published in the Kalamazoo Gazette and a notice was sent to all property owners/occupants within 300 feet of the subject property on July 1, 2025.

Per the City's Public Participation Plan, the applicant contacted all adjacent property owners to solicit any comments about the rezone proposal. Staff note that the majority of these owners are businesses, and no residences are located within 300 feet of the subject site.

As of the date of this report (Wednesday, July 9), no public comments have been received.

IV. RECOMMENDATION:

If no additional public comment is requested by and the Commission is supportive of the proposed rezoning, staff recommend the Planning Commission to City Council the approval of the Rezoning No. 25/26-1 to rezone 4815 W. Milham Avenue from B-2 Community Business District to B-3 General Business District to facilitate future development.

Attachments:

1. Rezone Application
2. Recorded Parcel Adjustment Survey Drawings
3. Existing Zoning Map
4. Proposed Zoning Map
5. Applicant's Rezone Narrative
6. Master Plan Future Land Use Map
7. 7.3.25 Staff's Site Pictures
8. Owner Consent Letter



APPLICATION FOR ZONING AMENDMENT

Application number _____

Date _____

APPLICATION INFORMATION:

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

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

TO THE PLANNING COMMISSION:

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

ZONING MAP AMENDMENT

1. a. Platted Land:

The property is part of the recorded plat: The property sought to be rezoned is located at _____ 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).

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

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

Address _____

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

4. CURRENT ZONING: _____ PROPOSED ZONING: _____

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.



CESO c/o Paul Hanson

(Signature of Applicant)

(Signature of Applicant)

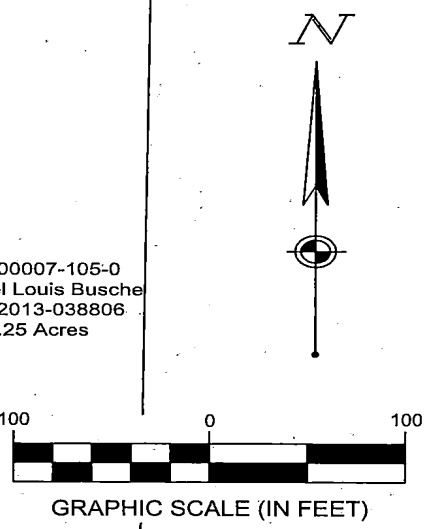
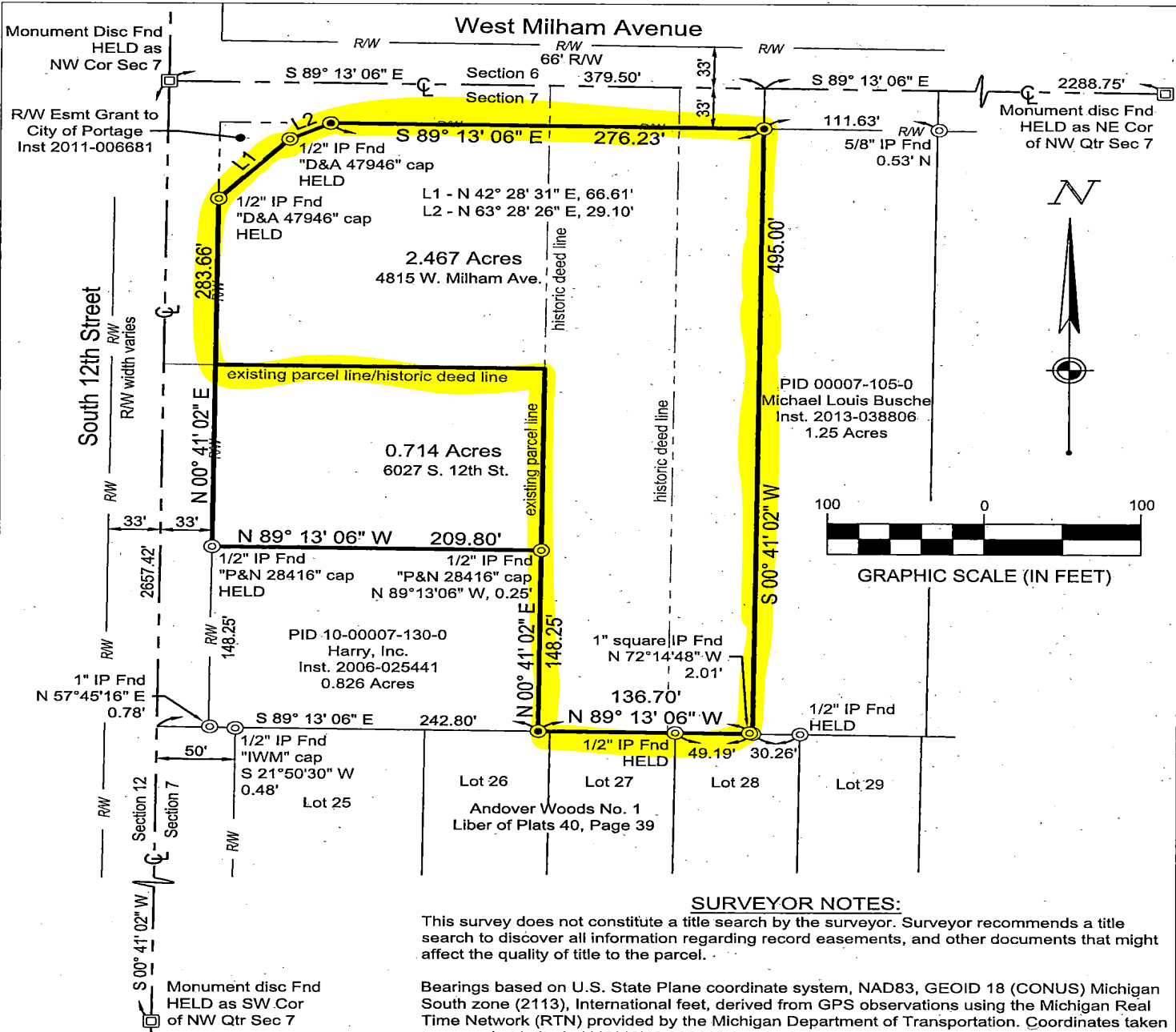
(Address)

(Address)

(Phone)

(Phone)

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



SURVEYOR NOTES:

This survey does not constitute a title search by the surveyor. Surveyor recommends a title search to discover all information regarding record easements, and other documents that might affect the quality of title to the parcel.

Bearings based on U.S. State Plane coordinate system, NAD83, GEOID 18 (CONUS) Michigan South zone (2113), International feet, derived from GPS observations using the Michigan Real Time Network (RTN) provided by the Michigan Department of Transportation. Coordinates taken to ground at latitude N42°13'48.23068"; longitude W85°38'49.72860", project height 823.300', with a ground scale factor 1.00006761602353.

Monumentation found in good condition, unless noted otherwise.

Occupation generally follows boundary, unless noted otherwise.

SURVEY MONUMENT LEGEND

- ⊙ - 5/8" Iron Pin Set w/cap "Matko 4001054055"
- - Mag Nail Set
- ⊠ - Monument Found as Described
- ⊙ - Iron Pin Found as Described

Robert Matko
 Robert Matko, PE PS Michigan PS# 4001054055 Date 06-04-2025
 matko@cesoinc.com
 13060 S. U.S. Hwy. 27, Suite D
 DeWitt, Michigan 48820
 (517) 212-4188

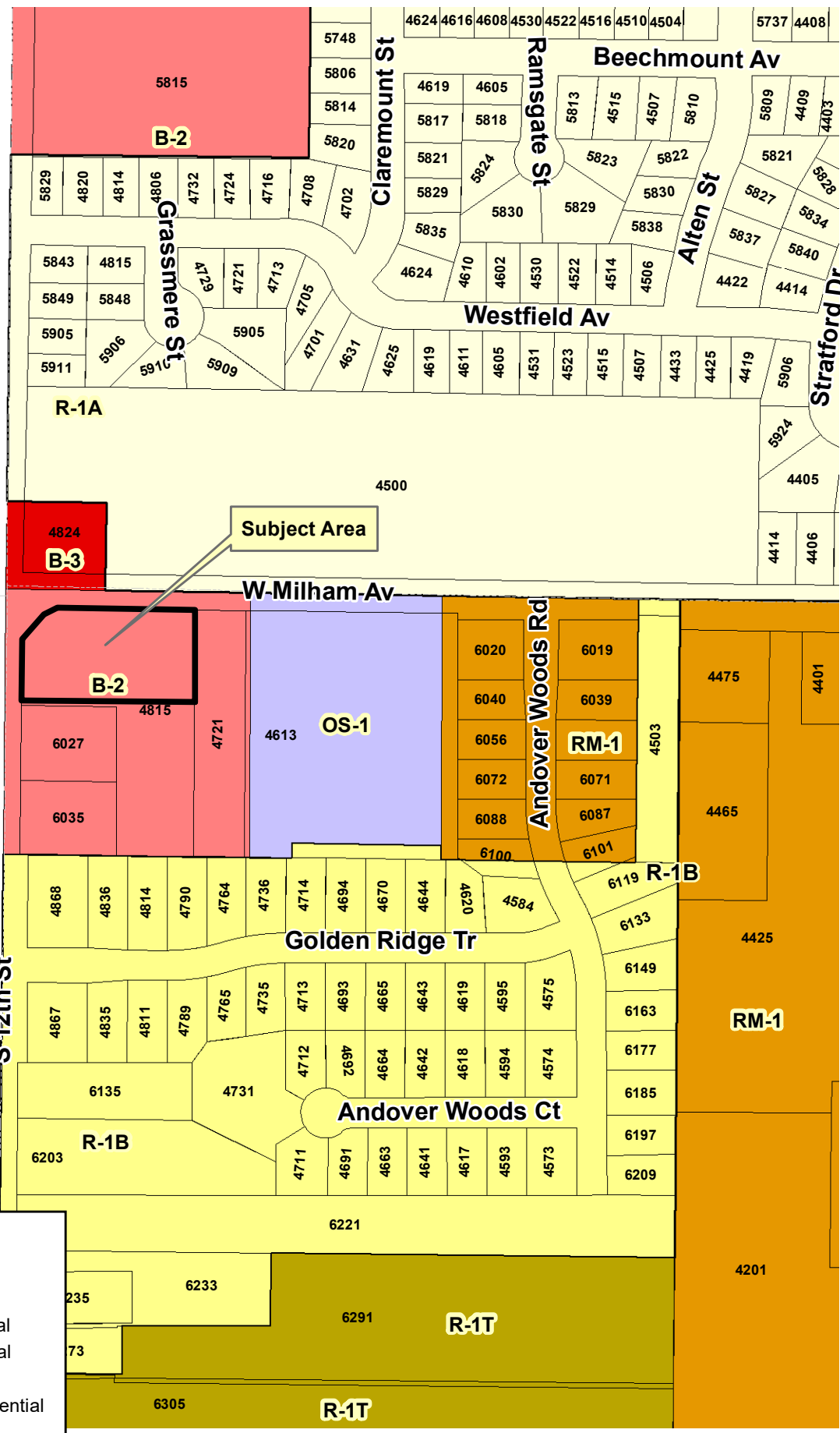


Drawing Title:
Plat of Survey Existing
 1 / 3

Past Parcel Boundary



Texas Township



- B-2 Community Business
- B-3 General Business
- OS-1 Office Service
- R-1A One Family Residential
- R-1B One Family Residential
- R-1T Attached Residential
- RM-1 Multiple Family Residential

Existing Zoning Map
4815 West Milham Avenue



1 inch = 300 feet
Date: 7/8/2025



This is a request to change the zoning for 4815 W. Milham Avenue, Portage, Michigan from B-2 to B-3.

This rectangular shaped vacant lot containing 1.45 acres is located on the southeast corner of the intersection of West Milham Avenue and South 12th Street. It is surrounded by vacant land on the south zoned B-2, vacant land on the east zoned B-2, and by the Bickford Assisted Living facility zoned OS-1.

Directly across Milham Avenue is a small parcel zoned B-3 and a park zoned R-1A.

The property to the west and northwest of the intersection is zoned C-3 in Texas Township.

The Portage Future Land Use Plan designates this parcel and the vacant land around it for Mixed Use. (p. 39)

Mixed Use development is defined in the Master Plan to ...“consist of commercial/retail uses located adjacent to residential and/or office uses”. Granting the zoning change for this parcel from B-2 to B-3 will accomplish this by increasing the retail uses allowed and therefore increase the attractiveness of the property for economic development in keeping with Economic Development Goal 2 “Marketing and promoting sites identified as mixed-use in the Land Use Plan to developers to encourage this type of development”.

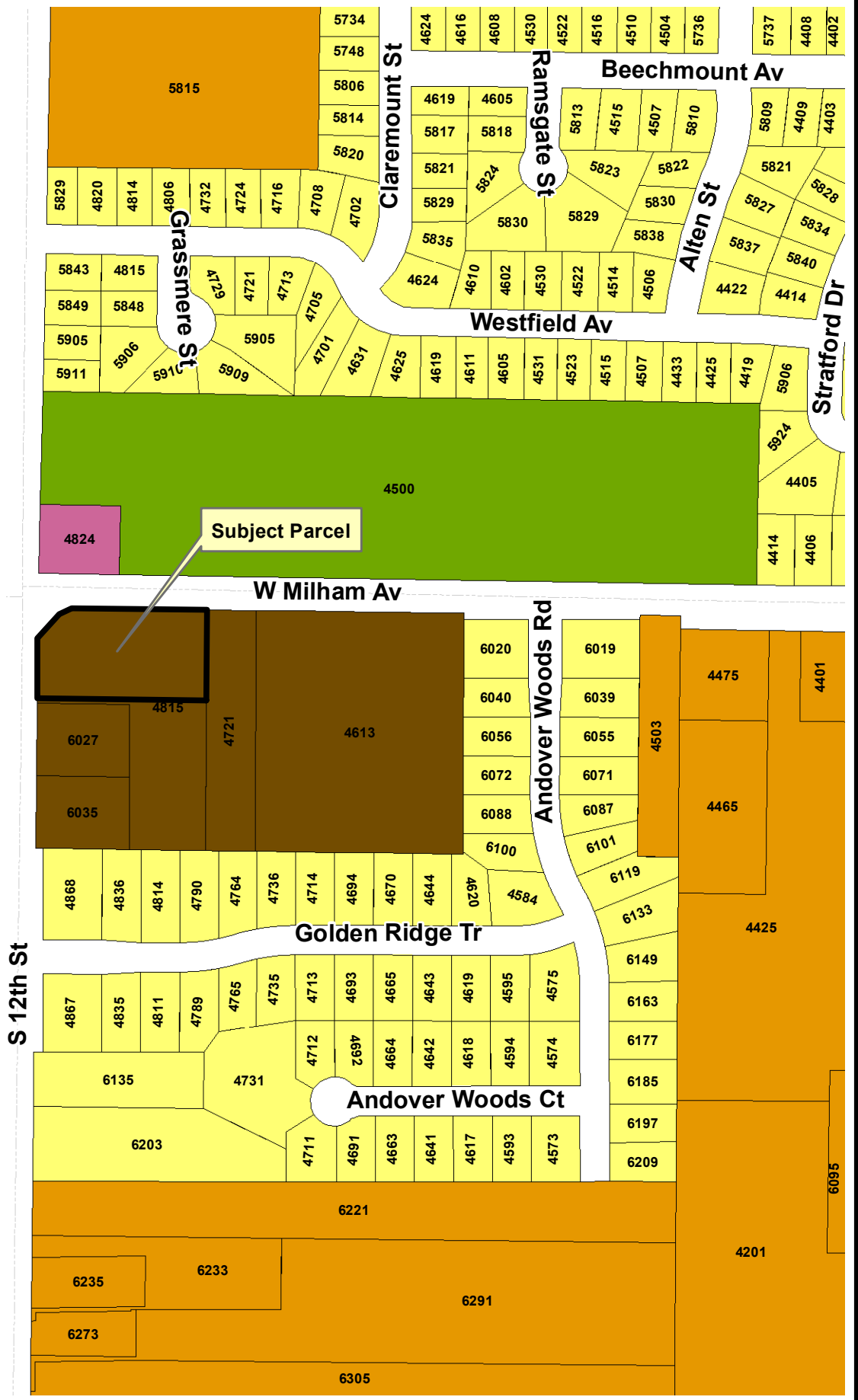
Granting this petition to change the zoning of this parcel from B-2 to B-3 will further the aims of Goal 3.1 of the Portage Master Plan which states a key policy is to “Encourage mixed-use nodes throughout the City to increase economic activity at a neighborhood level.”

The Zoning Alignment Map in the Master Plan (p. 104) shows that this vacant parcel and those immediately surrounding it are currently “Not Aligned” with the Future Land Use Plan.

The Master Plan holds that ensuring that the Future Land Use Plan and the zoning code complement each other is a pivotal element in guaranteeing the success of the Master Plan and that it is critical that the City updates the zoning regulations to allow more diverse uses.

For all the above reasons, the requested zoning change from B-2 to B-3 will preserve and enhance substantial property rights and will further the achievement of the goals of the Portage Master Plan by making the property more attractive for development.

Texas Township



Future Land Use

- Local Commercial
- Mixed Residential
- Mixed Use
- Parks / Open Space
- Single Family Residential

Future Land Use Map
4815 West Milham Avenue



1 inch = 300 feet
Date: 6/23/2025
(18)



Figure 3: Looking east at subject site. Tall trees in background located eastern side boundary. Dirt clearing near middle of site.

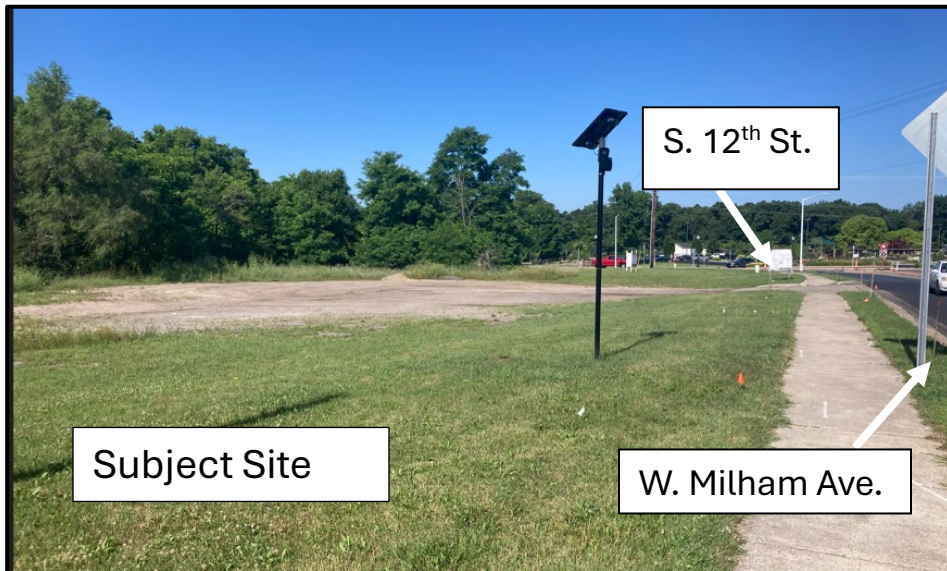


Figure 4: Looking west at subject site.

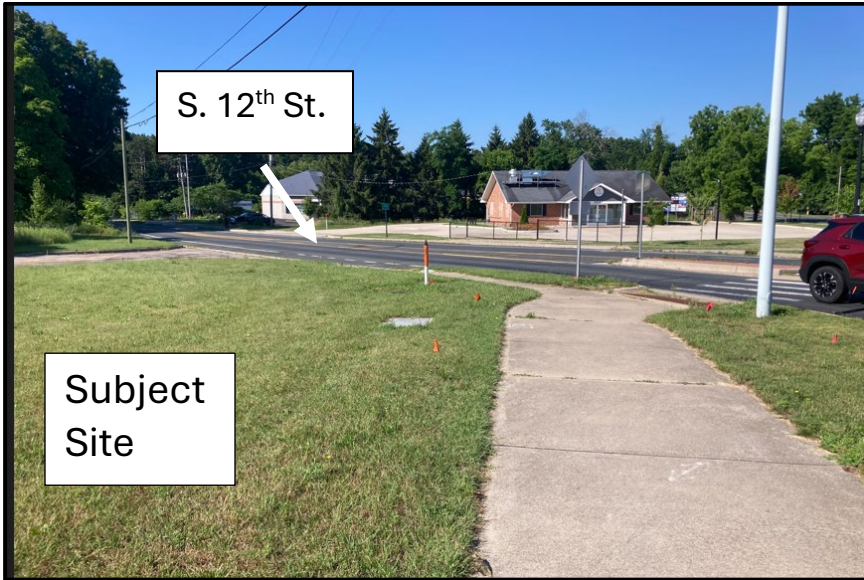


Figure 5: Looking south at subject site toward S. 12th Street. Buildings in background are located in Texas Township.



Figure 6: Looking south along S. 12th Street. Grass between back edge of driveway and powerline pole is approx. southern property line.

Consent of Property Owner

I (WE) MILHAM CROSSINGS, LLC

After being duly sworn, depose and say:

1. That I (we) are the owner(s) of real estate located at:

4815 W. MILHAM PORTAGE MI 49024
Address City State Zip Code

2. That I (we) have read and examined the Application and are familiar with its contents.

3. That I (we) have no objections to, and consent to such request as set forth in the application.

Robert m Brown Jr

Owner's Name (Print)

Robert m Brown Jr

Owner's Signature

State of Michigan

SS:

County of Kalamazoo

Subscribed and sworn to me this 20th day of June, 2025

My Commission expires: 4/21/29

Rachel Krasinski
NOTARY PUBLIC - STATE OF MICHIGAN
County of Kalamazoo
My Commission Expires April 21, 2029
Acting in the County of Kalamazoo

Rachel Krasinski

Notary Public

Planning Commission Board Listing

First Name	Last Name	Current Term
Lee	Adams	05/24-05/27
Becky Sue	Baldwin	05/25-05/28
Matt	Copp	05/24-05/27
Dan	Corradini	05/24-05/27
Rick	Freiman	05/23-05/26
William	Fries	05/23-05/26
Randy	Orwig	05/25-05/28
Keith	Crowell	05/25-05/28
Reed	Youngs	05/23-05/26