

CITY OF PORTAGE PLANNING COMMISSION

Thursday, February 6, 2025
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 Vice Chair Baldwin 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
- Anita Johnson, Housing Resource Specialist
- Alex Johnson, City Planner
- Catherine Kaufman, City Attorney

ROLL CALL

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

Motion by Commissioner Joshi, seconded by Secretary Freiman, to approve the excused commissioners. Motion carried 7-0.

APPROVAL OF MINUTES

1. Meeting Minutes dated November 21, 2024
2. Meeting Minutes dated January 8, 2025

Motion by Commissioner Youngs, seconded by Secretary Freiman to approve both November 21, 2024, and January 8, 2025, meeting minutes as submitted. Motion carried 7-0.

PUBLIC HEARINGS

None.

SITE/FINAL PLANS

1. Creekside Final PD Plan, 8150 Creekside Dr.

Ms. Zhao provided a presentation that outlined the proposal including project details, background, proposed concept house pictures, site location and layout, the permitting process, and analysis. No public hearing was required; no public comments received. Ms. Zhao concluded her presentation with the recommended action of the Planning Commission to City Council the approval of the Final PD Site Plan for Creekside Housing, a proposed 46-units residential development at 8150 Creekside Drive with the following condition: The applicant shall have the required Stormwater Agreement recorded.

Vice Chair Baldwin questioned the cul-de-sac being replaced by an open road on the new plans. Ms. Zhao clarified that it will be a road for the fire department access only and will have a sidewalk connecting to the W. Centre Avenue sidewalk.

Motion by Commissioner Youngs, supported by Secretary Freiman, to recommend to City Council the approval of the Final PD Site Plan for Creekside Housing, a proposed 46-units residential development at 8150 Creekside Drive with the following condition: The applicant shall have the required Stormwater Agreement recorded. Upon voice vote, motion carried 7-0.

2. Stanwood Crossings Final PD Plan, 9617 Portage Rd.

Ms. Zhao provided a presentation that outlined the proposal including project details, background, proposed concept house pictures, site location and layout, the planned development permitting process, and analysis. No public hearing was required; one public comment was received and has been addressed. Ms. Zhao concluded her presentation with the recommended action of the Planning Commission to City Council the approval of the Final PD Site Plan for Stanwood Crossings, a proposed 42-unit single-family residential development at 9617 Portage Road with technical/clerical corrections if needed prior to the City Council approval.

Secretary Freiman asked what an example of a technical or clerical correction would be. Ms. Zhao gave two examples of corrections: if a callout needs to be edited because it does not match exactly what it is pointing to, and stormwater elevations line.

Commissioner Copp wanted to confirm that the neighbor's comments had been corrected. Ms. Zhao confirmed. Commissioner Adams asked how long the neighbor has been using the City's property for his driveway. Deputy Director of Economic Development, who is the applicant, Mr. Hallberg, approached the podium and answered that the neighbor had an access easement long before it was a city-owned property.

Commissioner Copp inquired about the different direction of the condo and master deed plan. Mr. Hallberg stated that the City of Portage is allowed to subdivide the property according to the development plan that's been assembled, and a municipality isn't required to undertake a condominium plat or traditional subdivision plat. Attorney Kaufman also added that the city is not bound by the Land Division Act, meaning a subdivision wouldn't be triggered, so the approach being used for Stanwood Crossings will be all on land divisions.

Motion by Commissioner Copp, supported by Commissioner Adams, to recommend to City Council the approval of the Final PD Site Plan for Stanwood Crossings, a proposed 42-unit single-family residential development at 9617 Portage Road with technical/clerical corrections if needed prior to the City Council approval. Upon voice vote, motion carried 7-0.

OLD BUSINESS

None.

NEW BUSINESS

1. Haffner Machinery Alternative Screening, 8935 Portage Industrial Dr.

Ms. Zhao provided a presentation that outlined the proposal including project details, background, site location and layout, pictures, the permitting process, examples of neighboring screening, and analysis. No public hearing was required; the developer communicated the proposal with the three adjacent residences, and all signed acknowledgement letter of support. Ms. Zhao concluded her presentation with the recommended action that the proposed alternative landscape buffer for Haffner Machinery at 8935 Portage Industrial Drive be approved.

Commissioner Joshi wondered about enforcement of the surrounding properties to bring their landscaping up to the requirements; Commissioner Adams asked if a tree were to die, are the businesses required to replace it. Ms. Zhao clarified that when the surrounding properties put landscaping in, the regulations were different than they are today, therefore, each neighboring property could have different

landscaping requirements. If their approved site plans have landscaping, it must be kept up. If a tree dies and they do not replace, Community Development would reach out to them and ask them to be in compliance by meeting the approved site plan conditions, and if they do not, then Code Enforcement would step in.

Commissioner Adams asked if this alternative screening buffer amendment and PC approval could be found in the future, and if stormwater is usually required to be in the rear. Ms. Zhao confirmed that the approval will be located with the site plan because it is a condition for the site plan approval; she also clarified that stormwater could go anywhere, however preference is in the back, and the stormwater engineers have a design manual on requirements.

Motion by Commissioner Copp, supported by Commissioner Crowell, to approve the proposed alternative landscape buffer for Haffner Machinery at 8935 Portage Industrial Drive. Upon voice vote, motion carried 7-0.

STATEMENT OF CITIZENS

None.

STATEMENT OF COMMISSIONERS/ STAFF

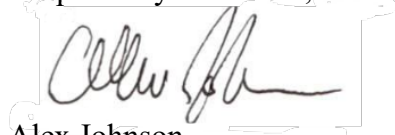
Vice Chair Baldwin welcomed the new commissioner, Keith Crowell.

Ms. Zhao stated that the next meeting status is unknown as there are no projects on deck now, but further communications will come to commissioners.

ADJOURNMENT

There being no further business to come before the Commission, Vice Chair Baldwin adjourned the meeting at 7:43p.m.

Respectfully submitted,



Alex Johnson
City Planner