

**Minutes of the Planning Commission  
Of the City of Portland**

Held on Wednesday, January 8, 2025, at 7:00 P.M.  
In Council Chambers at City Hall

Portland Planning Commission Members Present: Fitzsimmons, Williamson, Parsons, Johnston, Kmetz

Absent: Roeser

Staff: City Manager Dymczyk

Guests: Paul LeBlanc of PLB Planning Group; Randy Hodge; Bernie & Michele Pelc; Jonathon Durell; Ken Bailey; Jim Rabaut; Alex Haywood; Matt O'Connor; Father Mike Alber; Steve Dawdy; Sam Sicilia

Chair Williamson called the meeting to order at 7:00 P.M. with the Pledge of Allegiance.

Motion by Fitz, supported by Johnston, to approve the proposed Agenda as presented.  
All in favor. Approved.

Motion by Fitz, supported by Johnston, to approve the minutes of December 11, 2024, Planning Commission meeting.  
All in favor. Approved.

There was no public comment.

Under Old Business, the Planning Commission considered the request to rezone the vacant parcel 34-300-034-000-005-01, located along Cutler Rd., from R2 to PUD to include residential and educational uses.

Jon Durell of Durell of Durel Law representation the Applicant spoke to the merits of the development and additional work conducted since the December 11, 2024 Planning Commission meeting.

Father Mike Alber of St. Patrick Catholic Church spoke to the proposed school facilities at the development and indicated a target timeline of 10 years for the field house and gymnasium. Father Mike Alber also highlighted the current challenges of athletics with the current facilities.

Steve Dawby, current resident of Rindlehaven, questioned the traffic volume by the proposed development and its impact on Rowe Ave and East Grand River Ave.

Member Fitzsimmons indicated traffic on all of East Grand River Ave. may need to be looked at to address community volume.

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Paul LeBlanc of PLB Planning Group spoke to his analysis of the development and the merits and possibilities of a traffic study.

Member Roeser submitted comments about the development which was read by Chair Williamson noting a concern for traffic and the need for additional study of the area.

Motion by Kmetz, supported by Fitz to recommend to City Council approval of the PUD concept plan and accompanying narrative dated January 2, 2025, with the following conditions:

- A note must be added to the concept plan calling attention to Section 7-4(d)(3)b which requires a minimum 50-foot wide undisturbed open space setback from the edge of any river or wetland and adjusting those lot lines or building locations, as needed, that may not comply with the requirement.
- The final plan must provide more specific information, including building elevations, regarding those building materials (such as stone, masonry, wood, or hardie-plank) and proportion of the materials to be used on the buildings that constitute the primary materials in accordance with Sec. 7-4(c)1.
- Prior to submitting an application for final plan approval for the initial phase, the applicant shall provide a traffic study, prepared by a licensed and qualified transportation engineer, that addresses the following:
  - Current peak hour capacity of Rowe Avenue,
  - Current traffic from adjacent businesses and existing development within the PUD site at peak hours on Rowe Avenue at the Grand River intersection,
  - Daily and peak AM and PM trips to be generated by the proposed 216 multiple-family units and each of the other individual residential components,
  - The projected level of service (LOS) and expected delays at peak hour for Rowe Avenue at the Grand River intersection,
  - The number of residential units, based on the type shown on the concept plan, and their projected peak hour generation that can be allowed before the Rowe/Grand River intersection will no longer function in an acceptable manner, and
  - Required improvements (widening, turn lanes, signalization, etc.) that may be necessary to ensure reasonable operation of that intersection

Member Kmetz recused himself from voting.  
All in favor. Approved.

Motion by Parsons, supported by Fitzsimmons, to adjourn the meeting at 8:00 P.M.  
All in favor. Approved.

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Respectfully submitted,

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Amanda Johnston, Secretary