

**City of Portage
Plan Commission Meeting
Monday, September 17, 2012, 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room Two**

Members present: Mayor Kenneth Jahn, Chairperson; Michael Oszman, Vice Chairperson; Robert Redelings, City Engineer, Dan Daley, Addie A. Tamboli, Peter Tofson and Brian Zirbes

Others present: Gary O'Hearn, Jerry Foellmi, Michael Bahr, Shannon Schultz, Craig Sauer and Bill Welsh

1. Roll call

2. Approval of minutes

Motion by Tamboli, second by Oszman to approve the minutes of the August 20, 2012 meeting. Motion passed 5 to 0 with Daley and Tofson abstaining.

3. Discussion and possible action on library building expansion

Mayor Jahn mentioned that the single family house demolition and proposed building addition will occur on City property purchased for the library. As such, the library board has control over the use of the property and the project.

Redelings mentioned that the parcels over which the present and proposed building lie should be combined into a single parcel. Also, no employee information was provided so a determination of parking needs couldn't be made. Additionally, there's only a 4" watermain on Lock St. and on East Edgewater St. east of Lock St. It's uncertain whether the water system is adequate for the fire sprinkler system.

Michael Bahr, the architect, indicated that no additional staffing is proposed, resulting in no additional parking requirements. Also, the proposed building addition exterior will be consistent with the existing building. Tofson inquired about the proposed lighting and Mr. Bahr mentioned that there would be recessed LED lighting.

Library Director Schultz indicated that there is space planned for senior activities. Oszman mentioned that all current building issues need to be addressed. Redelings indicated that there wasn't space for stormwater detention and because this is a redevelopment, a stormwater fee in lieu of detention would be appropriate. However, in this case, it would be as if the City was paying itself.

Motion by Oszman, second by Tamboli to recommend approval of the project to Council and to have the property combined into a single parcel and waive the stormwater fee. Motion passed unanimously on call of the roll.

4. Presentation of proposed amendments to the zoning ordinance

Redelings indicated that the remaining sections of the zoning ordinance would be presented in 2 steps; the standard sections were distributed electronically and would be reviewed at a special meeting on October 1, 2012. Hard copies will be distributed this week.

The last section consisting of the sign ordinance will be reviewed at the special meeting on November 5, 2012. The consultant will be present at both meetings to answer questions.

5. Discussion and possible action on East Haertel Street sidewalks

Mayor Jahn described the Operation Planning Meeting that was held on September 7, 2012. The preliminary design of East Haertel St. including 2 – 4 foot bike lanes was presented along with the sidewalk options. The DOT requires sidewalk on both sides of the street unless there are reasons why a sidewalk on only one side is required. Cost is not considered a legitimate reason.

At the meeting, it was shown that having sidewalks on both sides did present some design challenges on the south side. Also, this alternative resulted in more wetland impacts. Also, the properties that have frontage on the south side all have their entrances on East Albert St. As for the need, it's apparent that residents in the area would walk on East Albert St. and not East Haertel St. if their destination was downtown.

Motion by Tamboli, second by Oszman to recommend Council support construction of a sidewalk only on the north side of East Haertel St. Motion passed unanimously on call of the roll.

6. Discussion and possible action on Splash Pad project

Jerry Foellmi presented the updated site plan based on the topographic information that was obtained. To avoid the stormsewer, the shelter building was reconfigured and the skateboard park narrowed.

Tamboli suggested the men's and women's restrooms be switched for better utility with small children. Tofson questioned the adequacy of the rain garden and any required disinfection of the splash pad.

Mr. Foellmi indicated there would be control of the splash pad runoff to the rain garden and an overflow to the storm sewer provided. Mr. O'Hearn mentioned that the splash pad would be poured with standard concrete and there wouldn't be any standing water. No special cleaning is required.

It was suggested that only the parking lot pavement areas required for parking be paved.

Motion by Tamboli, second by Redelings to forward the plan to council for approval subject to the restrooms being switched and parking lot green space being maximized. Motion passed unanimously on call of the roll.

Mr. O'Hearn indicated that the delivered cost of the splash pad materials is \$116,000 and \$81,648 has been raised. Additionally, there are materials and labor being donated to the project. The shelter building isn't an absolute necessity at this time. However, it would be beneficial to construct it at this time because the splash pad does require a mechanical room/building.

Mayor Jahn mentioned that it is a City goal to provide restrooms in all City parks. The established budget for these restrooms is \$100,000.

7. Adjournment

Motion by Oszman, second by Jahn to adjourn. Motion carried unanimously on call of the roll.

The meeting concluded at 7:16 p.m.

Respectfully submitted,

Robert G. Redelings, Public Works Director