

**City of Portage
Plan Commission Meeting
Monday, June 17, 2013, 6:30 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room Two**

Members present: Mayor Bill Tierney, Chairperson; Addie A. Tamboli, Vice-Chairperson; Robert Redelings, City Engineer, Jan Bauman and Peter Tofson

Members excused: Brian Zirbes, Mike Oszman

Others present: Dave Gunderson, Karen Wehrmann, Erin Salmon, Craig Sauer and Bill Welsh

1. **Roll call**
Erin Salmon was introduced as the new City engineering technician.
2. **Approval of minutes from March 20, 2013**
No action taken.
3. **Discussion and possible action on request to combine parcels 2952 & 2952.1 on Winnebago Avenue (David & Tammy Albright)**
Redelings indicated he had a conversation with Ms. Albright and followed up with a letter. Though potential issues could arise from combining parcels without a CSM, they are unlikely. Motion by Tamboli, second by Tofson to approve the request to combine parcels. Tierney recommended a letter be sent to the Albrights. Motion passed 5 to 0 on call of the roll.
4. **Discussion and Possible action on request for renovating building at 666 Center St (Tom Bergeman)**
Redelings had left a phone message with Mr. Bergeman, but didn't receive a response. This item will be placed on next month's agenda.
5. **Discussion and possible action on request by Dave Gunderson for a 3 lot CSM at Forest Hill Drive and Morning Star Drive**
Mr. Gunderson presented his proposal, indicating that he perceived a better market for single family lots than expansion of the condominiums.

Redelings mentioned that the public currently use Marlyn Dr. to get thru the development and the CSM doesn't show an easement. Mr. Gunderson said it was his intention to provide an easement.

Tamboli suggested the Fire Chief provide his opinion as to the adequacy of Marlyn Drive for fire engines. She also suggested that there should be provisions to ensure stormwater runoff was addressed.

Redelings indicated that with the suggested changes he could support issuing building permits for lots 2 and 3. For a building permit to be issued for lot 1, Forest Hill Dr. needs to be constructed.

Tierney expressed concern about Marlyn Drive. Redelings to confer with Mr. Gunderson and Mr. Grothman regarding the concerns.

6. **Discussion and possible action regarding request by Wauona Trail Manor to vacate the east 350' of McPherson Street**
Karen Wehrmann, manager of the trailer court appeared on behalf of Wauona Trail Manor. She mentioned that the owners supported the street vacation and were prepared to reconstruct the drive as soon as the vacation occurred. Redelings explained that a public hearing would be required and the council could take action at a regular meeting in July. Motion by Tamboli, second by Tofson to recommend the City vacate the east 350 feet of McPherson St. Motion passed 5 to 0 on call of the roll.
7. **Discussion on Comprehensive Plan 2008-202.**
The members present presented their high priority projects. Redelings will solicit input from the other members and tabulate the results for the next meeting.
8. **Discussion and possible action on Sidewalk Master Plan**
The proposed sidewalks in the southeast quadrant were reviewed and several suggestions made. Redelings and Salmon will edit the map and bring it back to the next meeting. The northeast area of the City will be reviewed at the next meeting.
9. **Adjournment**
Motion by Tamboli, second by Bauman to adjourn. Motion carried 5 to 0 on call of the roll.

The meeting concluded at 7:58 p.m.

Respectfully submitted,

Robert G. Redelings, City Engineer