

**City of Portage
Plan Commission Meeting
Monday, August 19, 2013
Public Hearing – 6:25 p.m.
Regular Meeting – 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, Brian Zirbes and Mike Oszman

Members excused: Peter Tofson

Also present: Glen Frazer, Lori Frazer, Dave Gunderson, Jesse Spankowski, Don Weideman, Wayne Jorgenson, Charles Poches, Fred Reckling, Shawn Murphy, Bill Welsh and Craig Sauer

Public Hearing – 6:25 p.m.

Consider conditional use permit (CUP) for assembling personalization products on parcel 3137.

Mayor Tierney called the Public Hearing to order and read the Notice aloud. He asked for the first time if there was anyone present who wished to speak in favor of or in opposition to the CUP.

Glen Frazer, the tenant, supports the CUP and provided a brochure on the operation.

Mayor Tierney asked for the second time if there was anyone present who wished to speak in favor of or in opposition to the CUP.

Dave Gunderson, the proprietor, supports the CUP and indicated the operation is quieter than when the construction business was in operation.

Mayor Tierney asked for the third and final time if there was anyone present who wished to speak in favor of or in opposition to the CUP. Hearing no responses, he declared the Public Hearing over at 6:29 p.m.

Regular Meeting – 6:30 p.m.

1. Roll call

2. Approval of minutes from previous meeting

Motion by Oszman, second by Tamboli to approve the minutes. Motion passed 6 to 0 on call of the roll.

3. Discussion and possible action on a conditional use permit to assemble personalization products and software for "Lifelong Memories" to David M. Gunderson and Glen Frazer for parcel 3137; property located north of Gunderson Drive on the east side of CTH CX.

Tamboli inquired about deliveries. Mr. Frazer indicated that UPS would ship daily, but other trucks would only have deliveries once a week.

Mr. Gunderson pointed out that "Lifelong Memories" would be the only business in the building except for the existing tenant, Brewster & Associates.

Motion by Tamboli, second by Oszman to approve the CUP. Motion passed 6 to 0 on call of the roll.

4. Discussion and possible action on vacation of Brady Street between East Mullett Street and Townsend Street.

Wayne Jorgenson from AMPI presented proposed construction drawings and a site plan for a building expansion to accommodate an updated palletizing operation in the southwest corner of their building.

Redelings indicated that there are water, sanitary sewer and storm sewer utilities in the right of way and easements would need to be retained for these facilities. He also mentioned that the fire chief is requiring a 20' fire lane between the AMPI and ALTER properties.

Mr. Jorgenson also expressed a desire to obtain the right of way for the short segment of Coit Street at the north end of Brady Street. Administrator Murphy indicated that the right of way has no apparent public benefit.

Mayor Tierney suggested there is a process to follow with street vacations and Coit Street wasn't included on the agenda. Attorney Spankowski said any action could only address Brady Street at this time.

Motion by Oszman, second by Tamboli to recommend Council hold a public hearing for the vacation of Brady Street from Townsend Street to E. Mullett Street with the provisions that a 20' fire lane be retained

along with the required utility easements. Motion passed 6 to 0 on call of the roll.

5. Discussion and possible action on a request by the Portage Community School District to reconsider the installation of concrete sidewalk.

Additional attendees at this time include Howard Latton, Carolyn Hamre, Jeff Gaertson and John Helmann.

Attorney Spankowski provided an explanation of the process necessary to modify a condition of the CUP. Basically, the Plan Commission would need to hold a public hearing to consider changes.

Charles Poches, PCSD administrator spoke to the fact that an extension to comply with the CUP conditions was granted in December, 2011. He suggested postponing the sidewalk installation until the parking lot was reconstructed.

Tamboli inquired as to when the parking lot was planned. Mr. Reckling indicated that it was not in their 5 year plan. He explained that an existing fence was removed to facilitate pedestrian traffic which resulted in a loss of many parking spaces.

Mayor Tierney suggested the placement of bumper guards along the sidewalk to delineate the sidewalk from the parking area. He also indicated that the Council would be apprised of any Plan Commission action because they are considering award of the sidewalk contract at their next meeting.

Motion by Tamboli, second by Oszman to hold a public hearing on the CUP and to postpone installation of the sidewalk at this time. Mayor Tierney suggested a time certain be considered for sidewalk installation. Motion passed 6 to 0 on call of the roll.

6. Discussion and possible action on Sidewalk Master Plan.

The northeast area revisions were reviewed. Redelings explained that there were some grade issues along Evergreen, but nothing that would prevent sidewalk installation. The biggest challenge is a driveway on the inside loop, but it already has sidewalk through the driveway. Meadowlark on the other hand has a driveway on the north side that is very steep and the placement of a sidewalk at that residence would necessitate the reconstruction of the entire driveway.

Bauman inquired as to who would be responsible for conflicts with utilities and trees. Redelings indicated that utility companies, including the water department are responsible for relocating their facilities. The Commission did not offer any changes to the proposed plan that was presented for the northeast areas of the city. It was mentioned that PATHS needed to be incorporated into the discussion on sidewalks. Along River Street, perhaps a walking path could be placed on the river side of the street. Mr. Helmann emphasized the need to separate pedestrian traffic from vehicular traffic.

7. Adjournment.

Motion by Tamboli, second by Oszman to adjourn. Motion passed 6 to 0 on call of the roll.

The meeting concluded at 7:25 p.m.

Respectfully submitted,

Robert G. Redelings, City Engineer