

**City of Portage  
Plan Commission Meeting  
Monday, November 18, 2013  
Regular Meeting – 6:30 p.m.  
City Municipal Building, 115 West Pleasant Street  
Conference Room Two  
Agenda**

Members: Mayor Bill Tierney, Chairperson; Addie A. Tamboli, Vice-Chairperson;  
Robert Redelings, City Engineer, Jan Bauman, Brian Zirbes, Mike  
Oszman, Peter Tofson

1. Roll call
2. Approval of minutes from previous meeting
3. Discussion and possible action on Zoning Amendment (from B-1 to R-4) by David Bourdeau at 1116 Macfarlane Rd. Parcel # 1375.
4. Discussion and possible action on proposed Flood Plain Zoning Amendment requested by FEMA.
5. Discussion and possible action on Sidewalk Master Plan.
6. Discussion and possible action on P.A.T.H.S.
7. Adjournment.

**City of Portage  
Plan Commission Meeting  
Monday, October 21, 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 and Mike Oszman.

Members excused: Brian Zirbes and Peter Tofson.

Others present: Ann Clausen, Jim Grothman, Tommy Nakielski, Bobby Nakielski, Tommy Nakielski Jr. and John Helmann.

**Public Hearing – 6:25 p.m.**

Consider conditional use permit for Tommy D. Nakielski vehicles sales & equipment.

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.

Tommy Nakielski indicated he was in favor of the CUP and they restore classic cars.

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. 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 closed at 6:28 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 5 to 0 on call of the roll.

**3. Discussion and possible action on Conditional Use Permit for Tommy D. Nakielski for the additional use of vehicles sales and equipment at 901 E. Wisconsin Street.**

Tamboli inquired as to what the nature of the business was. Mr. Nakielski said they currently restore classic cars and they intend to obtain a dealership license. He said they own the building at 901 E. Wisconsin St.

Tamboli mentioned that the parking lot abuts the sidewalk and bumper guards may be required. Mr. Nakieski said that wouldn't be an issue. Mayor Tierney expressed concern for "fixer-uppers" being in open sight. Mr. Nakieski indicated there wouldn't be any junk cars in the open.

Motion by Tamboli, second by Oszman to approve the CUP w/ the condition that cars parked on the lot won't have their bumpers extend into the right of way. Motion passed 5 to 0 on call of the roll.

**4. Discussion and possible action on Certified Survey Map resulting from request to combine tax parcels 11271-112 and 11271-113.**

Redelings provided a brief history of the situation where the property presently consists of two parcels, the residence is on the parcel that is zoned Industrial and the vacant parcel is zoned residential.

Mr. Grothman indicated this is a normal practice whereby parcels are combined to satisfy requirements imposed by a financial lender.

Mayor Tierney inquired about the zoning. Redelings indicated it would remain the same and the new parcel would have split zoning. Tamboli inquired about the parcel's legal status. Redelings suggested it would be legal non-conforming.

Motion by Tamboli, second by Oszman to approve the CSM and forward it to Council. Motion passed 5 to 0 on call of the roll.

**5. Discussion and possible action regarding letter from FEMA regarding final flood hazards.**

Redelings referred to correspondence received from FEMA. The current floodplain maps are dated April 2, 2008 and the Baraboo River experienced unprecedented flooding in the summer of 2008. As a result, the maps have been updated w/ new information which extends into the City. Gary Heinrichs (DNR) was contacted and said DNR

would soon be providing direction to City on action needed to stay in compliance w/ the National Flood Insurance Program.

**6. Discussion and possible action on Sidewalk Master Plan.**

Redelings provided a handout outlining the Master Sidewalk Plan adoption process and suggestions for 2014 sidewalk installation and replacement (attached).

**7. Discussion and possible action on P.A.T.H.S.**

Mayor Tierney introduced Ann Clausen, consultant to the Fox-Wisconsin Rivers Heritage Parkway. Ms. Clausen was pleased to speak on behalf of the Parkway and the benefits of PATHS.

She referred to the 1905 monument that's at the northwest corner of Wauona Trail and E. Wisconsin St. Recognizing the roadway is scheduled for reconstruction in 2020, Ms. Clausen emphasized the need to retain the monument at or near it's current location. She also mentioned that it would be beneficial to bring this matter to DOT's attention.

Redelings provided a working drawing of the next generation of P.A.T.H.S.

Ms. Clausen indicated it would be desirable to link the trail system to the Indian Agency House, Fort Winnebago and the Surgeon's Quarters. She also expressed a desire to show the water trails. She indicated there is currently an initiative to raise funds for 2 ADA canoe landings – one near the Indian Agency House and one on the Wisconsin River.

Oszman mentioned that Boy Scouts make good use of the Marquette Segment of the Ice Age Trail.

Mr. Helmann indicated the proposed Hwy 33 Crossing at Pauquette Park is currently unsafe and advocated for a better crossing.

The City Engineer will make suggested changes and bring an updated map to the next meeting.

**8. Adjournment.**

Motion by Oszman, second by Tamboli to adjourn. Motion passed 5 to 0 on call of the roll.

The meeting concluded at 7:34 p.m.

Respectfully submitted,

Robert G. Redelings, City Engineer

City of Portage, Wisconsin  
Master Sidewalk Plan Development  
October 21, 2013

<u>Item</u>	<u>Date</u>
• Identify New Sidewalk Locations	June-September, 2013
• Prioritize Sidewalk Construction	October-December 2013
• Review Financing Alternatives	October-December, 2013
• Roll-Out Proposed Plan	January, February 2014
• Public Hearing on Proposed Plan	March, 2014

**Suggestions for 2014**

- New Sidewalk on River Street
- New Sidewalk on Albert Street
- New Sidewalk on East Wisconsin Street at Riverside Park
- Sidewalk Repair & Replacement on West Pleasant Street
- Sidewalk Repair & Replacement on Prospect Avenue
- Sidewalk Repair & Replacement on North-South Streets between West Pleasant Street & Prospect Avenue

# Petition for Zoning Amendment

Municipal Code, Section 13-1-181

Fee: \$100.00

The undersigned hereby petitions the City Council of the City of Portage for the following amendment(s) to the zoning code.

Text changes: (Please cite section of code to be changed.)

Reason for proposed changes: MULTI-FAMILY - 3 units  
1116 MacFarlane Rd.

Current Zoning: B-1 Proposed Zoning: R-4

Attach a list of owners and addresses of all properties included in the area of the proposed changes including all properties immediately adjacent to and extending 100 feet from the proposed change.

If requesting boundary changes, a map showing proposed changes must be attached.

608-712-7805

David J. Bourdeau  
Print Name

David J. Bourdeau  
Signature of Petitioner

10-28-13  
Date

pd  
C131028 RPH 1

## Plan Commission

Date of Meeting: 11/18/13 Recommendation: \_\_\_\_\_

## City Council:

Date of Hearing Notice: \_\_\_\_\_ Public Hearing Date: \_\_\_\_\_

Action Taken: \_\_\_\_\_

### *For Office Use Only*

#### Department Approval:

##### City Clerk:

\_\_\_\_ approved \_\_\_\_ denied

Signature \_\_\_\_\_ Date \_\_\_\_\_

##### Fire Department:

\_\_\_\_ approved \_\_\_\_ denied

Signature \_\_\_\_\_ Date \_\_\_\_\_

##### Building Inspector:

\_\_\_\_ approved \_\_\_\_ denied

Signature \_\_\_\_\_ Date \_\_\_\_\_

##### City Treasurer:

\_\_\_\_ approved \_\_\_\_ denied

Signature \_\_\_\_\_ Date \_\_\_\_\_

##### Public Works Director:

\_\_\_\_ approved \_\_\_\_ denied

Signature \_\_\_\_\_ Date \_\_\_\_\_

##### City Administrator:

\_\_\_\_ approved \_\_\_\_ denied

Signature \_\_\_\_\_ Date \_\_\_\_\_

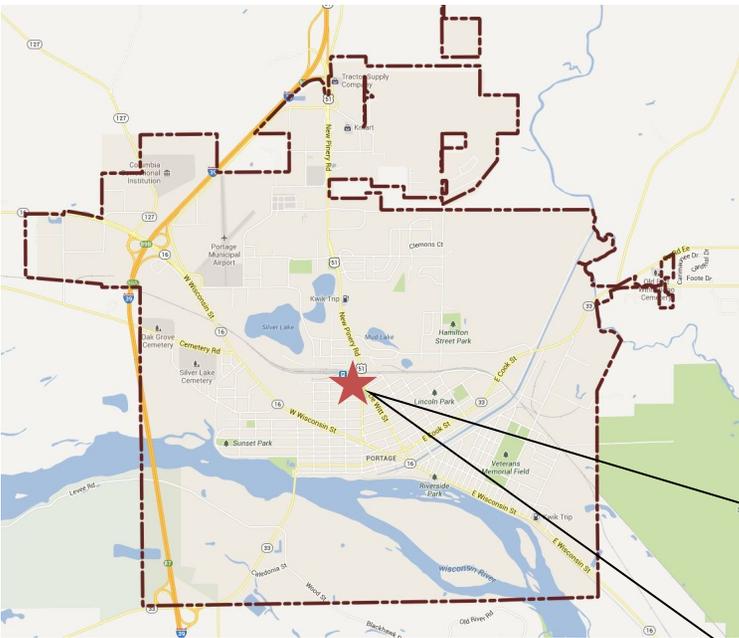
If denied, explain reason: \_\_\_\_\_



NTS

# CITY OF PORTAGE, WI

## Parcel #1375



### City of Portage Zoning

-  Municipal Boundary
-  Parcels
- Proposed Zoning**
-  A1 - Agricultural
-  R1 - Single-Family
-  R2 - Single-Family
-  R3 - Single-Family and Two-Family
-  RT - Traditional Neighborhood
-  R4 - Small-Scale Multi-Family
-  R5 - Large-Scale Multi-Family
-  RMH - Mobile Home
-  B1 - Neighborhood Business
-  B2 - Downtown Business
-  B3 - Interchange Business
-  B4 - General Business
-  M1 - Industrial
-  M2 - Heavy Industrial
-  M3 - Interchange Industrial
-  Right of Way
-  Water

## CITY OF PORTAGE

115 West Pleasant Street  
Portage, Wisconsin 53901  
Telephone: (608) 742-2176 • Fax: (608) 742-8623



*'Where the North Begins'*

State of Wisconsin  
DEPARTMENT OF NATURAL RESOURCES  
101 S. Webster Street  
Box 7921  
Madison WI 53707-7921

Scott Walker, Governor  
Cathy Stepp, Secretary  
Telephone 608-266-2621  
FAX 608-267-3579  
TTY Access via relay - 711



October 23, 2013

The Honorable Bill Tierney  
Mayor  
115 West Pleasant Street  
Portage, WI 53901

Dear Mayor Tierney,

Recently, City of Portage received a Letter of Final Determination (LFD) from the Federal Emergency Management Agency (FEMA) notifying the City that the new Flood Insurance Rate Maps (FIRMs) and Flood Insurance Study (FIS) would become effective within six (6) months and of the requirement that the local floodplain ordinance must be amended and adopted by that date. For all communities in Columbia County with land area within the Baraboo River Watershed and had an updated map panel, the LFD was issued on October 2, 2013. Therefore, the City's ordinance must be amended, updated and approved by the DNR and FEMA no later than April 2, 2014 or the City will be suspended from the National Flood Insurance Program (NFIP).

The Department of Natural Resources (DNR) is aware that the creation and adoption of new FIRMs and FIS and the updating floodplain ordinances can be a complicated process. This letter and the attached checklist and timeline have been developed to explain the ordinance adoption process as it relates to the new FIRMs and FIS and the NFIP.

The floodplain ordinance adoption process includes reviews by both the DNR and FEMA to ensure the ordinance is compliant with the minimum standards of 44 CFR 60 and Chapter NR 116, Wisconsin Administrative Code. It is important to include sufficient time for these reviews when starting the adoption process to ensure that everything is completed by the required date. If the Wisconsin Model Ordinance is used, then, a community should ideally submit an adopted amended ordinance to the DNR and FEMA for final review and processing at least 30 days prior to the stated deadline. If any modifications are made to the Model Ordinance, then a draft of the proposed ordinance should be submitted to the DNR and FEMA at least 90 days prior to the effective date.

Communities can adopt amended ordinances at anytime after the issuance of an LFD. Once adopted, the new FIRMs and FIS become the effective map and study for regulatory purposes. Building permits can be issued using the new FIRMs once the floodplain ordinance including the new maps and study has been adopted and approved. However, for insurance purposes the old FIRMs remain in effect until the effective date of the new FIRMs. Lending institutions and insurance companies will continue to use the old FIRMs when determining if insurance is required and setting rates until the effective date of the new FIRMs.

The DNR issued a new Model Floodplain Ordinance effective January 1, 2012. The new Model Ordinance includes numerous changes from previous models required by FEMA to meet the minimum requirements of National Flood Insurance Program. It is recommended that all communities consider repealing any current floodplain ordinance and replacing it with the text from the January 1, 2012 Model Floodplain Ordinance. Communities can download a PDF copy of the state Model Floodplain Ordinance from the DNR website (<http://dnr.wi.gov/topic/floodplains/communities.html>). A copy of the

Model Floodplain Ordinance in Word format can be obtained by contacting the DNR staff person listed below.

DNR staff are available to assist communities with the amendment process. Staff will review current ordinances and make recommended changes. Also, staff are available to talk to local officials about the state and federal regulations. Regional staff may be available to attend public meetings if needed and time allows. It is strongly recommended that communities have DNR staff review the local floodplain ordinance well before the ordinance is presented to the local governing body for adoption in order to ensure compliance with the NFIP and Chapter NR 116, Wisconsin Administrative Code.

The process for amending a local floodplain ordinance to adopt the new FIRMs is the same as for any ordinance adoption. A community is required to hold a public hearing in order to allow citizens and other interested parties to comment on the proposed ordinance. The hearing must be advertised as a Class II notice. A Class II public notice requires the publication or posting of two (2) notices of public hearing with the final notice being published or posted no less than seven (7) days prior to the public hearing. Other meetings or opportunities for public review and comment are at the discretion of the local community.

A change to the ordinance publication requirements occurred on March 11, 2008, when Wisconsin Act 72 was signed into law. This act modifies the ordinance publication requirements for all Wisconsin towns, villages, cities and counties. In summary, instead of requiring that the full text of a revised ordinance be either published in the community's official newspaper, or posted if the community does not have an official newspaper, the act allows for a "summary" to be published or posted instead.

The summary must still be published as a Class I notice and contain the following information, in a brief, precise and plain-language description:

1. the number and title of the ordinance;
2. the date of the enactment;
3. a summary of the subject matter and main points of the ordinance; and
4. information as to where the full text of the ordinance may be obtained, including the phone number of the village/city/county clerk, a street address where the full text of the ordinance may be viewed, and a Web site, if any, at which the ordinance may be accessed.

Once an amended floodplain ordinance has been adopted, a certified copy of the ordinance along with copies of the two notices of public hearing and proof of publication must be sent to both:

Gary Heinrichs  
WI DNR WT/3  
P. O. Box 7921  
Madison, WI 53707-7921

Julia McCarthy, Natural Hazards Program Specialist  
FEMA Region 5  
536 S. Clark Street, 6<sup>th</sup> Floor  
Chicago, IL 60605

It is important for communities to remember that amended ordinances must be reviewed and approved by both the DNR and FEMA before the date stated in the LFD in order to avoid being suspended from the NFIP. A community should try to submit an adopted amended ordinance at least 30 days prior to the stated deadline.

In order to assist communities in the ordinance adoption process, the DNR has developed a checklist of important items to include in the ordinance along with a timeline of when these items should be completed. Also, each community has been assigned a DNR staff person to assist in the ordinance review and adoption process.

For further information on the ordinance adoption process or the Wisconsin Model Ordinance, please contact Gary Heinrichs, Senior Floodplain Planner (gary.heinrichs@wisconsin.gov) 608-266-3093.

Sincerely,



Meg Galloway, Section Chief  
Dams and Floodplain Section

Cc: Marie Moe, Clerk  
Bob Redelings, Zoning Administrator

Enc.

**Water Division Customer Service Survey**  
Customer Service is important to us. How are we doing?  
<https://www.surveymonkey.com/s/WDNRwater>

**ORDINANCE NO. 13-**

**ORDINANCE RELATIVE TO FLOODPLAIN ZONING**

The Common Council for the City of Portage does hereby Ordain as follows:

The following Section is hereby repealed:

**Section 90-275(2)**

The following Section is hereby recreated to read as follows:

**Section 90-275(2)**

(2) *Official maps and revisions.* The boundaries of all floodplain districts are designated as A-Zones on the maps based on the FIS listed below. Any change to the base flood elevations (BFE) or any changes to the boundaries of the floodplain or floodway in the FIS or on the FIRM must be reviewed and approved by the DNR and the Federal Emergency Management Agency (FEMA) through the letter of map change (LOMC) process (see [section 90-431](#) Amendments) before it is effective. No changes to RFE's on non-FEMA maps shall be effective until approved by the DNR. These maps and revisions are on file in the office of the Portage Zoning Administrator, 115 West Pleasant Street, Portage, Wisconsin. If more than one map or revision is referenced, the most restrictive information shall apply.

(a) *Official maps:* Based on the Columbia County, Wisconsin And Incorporated Areas FIS Number 55021CV000B dated April 2, 2014.

1. FIRM, community number 550063, dated April 2, 2008 with corresponding profiles that are based on the FIRM panel numbers listed below:

55021C0234E, 55021C0253E, 55021C0254E, 55021C0258E, 55021C0262E, 55021C0266E and 55021C0268E,

FIRM Effective Date: 04/02/2008

2. FIRM, community number 550063, dated April 2, 2014 with corresponding profiles that are based on the FIRM panel numbers listed below:

55021C0242F, 55021C0261F, 55021C0263F, 55021C0264F

FIS: 55021CV000B

FIS Effective Date: 04/02/2014

(b) *Official analysis.* Based on other studies. Any maps referenced in this section must be approved by the DNR and be more restrictive than those based on the FIS at the site of the proposed development.

1. Letter of Map Change (Case No. 07-05-0473V, Effective Date 04/03/2008).
2. Letter of Map Change (Case No. 08-05-4150A, Effective Date 07/17/2008).

This Ordinance shall take effect upon passage and publication thereof.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
W.F. Bill Tierney, Mayor

Attest:

\_\_\_\_\_  
Marie A. Moe, City Clerk

Ordinance requested by:  
Plan Commission



## Trail Map Information (November, 2013)

<b><u>Activity</u></b>	<b><u>Facility</u></b>	<b><u>Season</u></b>
Biking	Bike Lanes	Year Round
	Paved Multi-Use Trail	Year Round
	Un-Paved Multi-Use Trail	Spring, Summer & Fall
Snowmobiles	Snowmobile Trail	Winter
Canoeing/Kayaking	Water Trails & Lakes	Spring, Summer & Fall
Walking/Hiking	Sidewalks	year Round
	Paved Multi-Use Trail	year Round
	Un-Paved Multi-Use Trail	Spring, Summer & Fall
Snowshoeing	Unpaved Multi-Use Trail	Winter
	Water Trails & Lakes	Winter
Cross County Skiing*	City Parks	Winter
	Water Trails and Lakes	Winter
ATV's	None	N/A
Horses	None	N/A

\*Trails are ungrouted and undefined