

# CITY OF PORTAGE

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



*"Where the North Begins"*

## NOTICE OF PUBLIC HEARING

**PLEASE TAKE NOTICE** that the Planning Commission of the City of Portage, Wisconsin will consider the granting of a Conditional Use Permit to Roger and Ginny Sheimo for parcel 177; 212 Washington St., City of Portage, Columbia County, Wisconsin.

**A PUBLIC HEARING** on the request for a Conditional Use Permit to allow a residential kennel license at 212 Washington St. will be considered at the Municipal Building in Portage, Columbia County, Wisconsin on Monday, November 17, 2014 at 6:25 p.m.

**ALL INTERESTED PERSONS** may appear in person or by their agent for the purpose of offering proof in support of their position, opposing or endorsing the granting of this Conditional Use Permit to said property.

**DATED** this 2<sup>nd</sup> day of October, 2014.

By \_\_\_\_\_  
Robert G. Redelings, P.E.  
Zoning Administrator

**PLEASE PUBLISH**  
October 20<sup>th</sup>  
November 3<sup>rd</sup>

"I would like to call this public hearing before the Plan Commission to order. This hearing is being held in accordance with Section 62.23(7)(d) of the Wisconsin Statutes, to consider actions or amendments relating to Chapter 90 of the City of Portage Code of Ordinances governing Zoning."

"I would like to introduce committee members present:

Mayor Bill Tierney-Chair  
Mike Charles  
Robert Redelings  
Jan Bauman  
Brian Zirbes- Vice Chair  
Pete Tofson  
Vickie Greenwold

"Staff present are:

Bob Redelings-Director of Public Works  
Steve Sobiek- Director of Business Development/Planning  
Shawn Murphy-City Administrator."

"The following procedures will govern these proceedings:

- The Commission will hear the petition as it is printed in the agenda.
- I will open the petition's Public Hearing and then ask staff to provide a brief explanation of the item. I will then ask the petitioner or their agent if there is anything they wish to add to the staff explanation of their proposal, after which the Commission may ask questions of staff or petitioner.
- We will then give any interested parties in favor of the petition the opportunity to be heard. The chair will then give parties wishing to object to the petition an opportunity to be heard.
- The petitioner will then be given the opportunity to respond to questions or request for clarification(s) in the application, if they desire
- The Commission will debate and make its decision after the public hearing is closed and as the petition appears on the meeting agenda."

"In regard to petition for Conditional Use permit, please note the committee's decision on the Conditional Use Permit is a decision solely of the Commission. It does not go to the City Council. The decision of the Commission is final."

'FINALLY, THERE WILL BE NO DEBATE ON THE FLOOR. ALL QUESTIONS PERTAINING TO THE PETITION WILL BE DIRECTED TO THE CHAIR. Anyone wishing to speak will approach the chair and for the record provide their full name and address.'

"We are now ready to begin the hearing- I declare the public hearing to be open.

It is a Conditional Use Request for a residential kennel license in a R2 Single Family Residential District, Roger & Ginny Sheimo, Petitioner." "Staff will begin the hearing with their report.

- A. Is the petitioner present? Do you have anything you wish to add to the staff report?
- B. Is there anyone here who would like to speak in favor of the petition? (3 times)
- C. Is there anyone here who would like to speak against the petition? (3 times)
- D. Does the petitioner wish to offer any response to questions or clarifying comments?
- E. I declare this public hearing closed!"

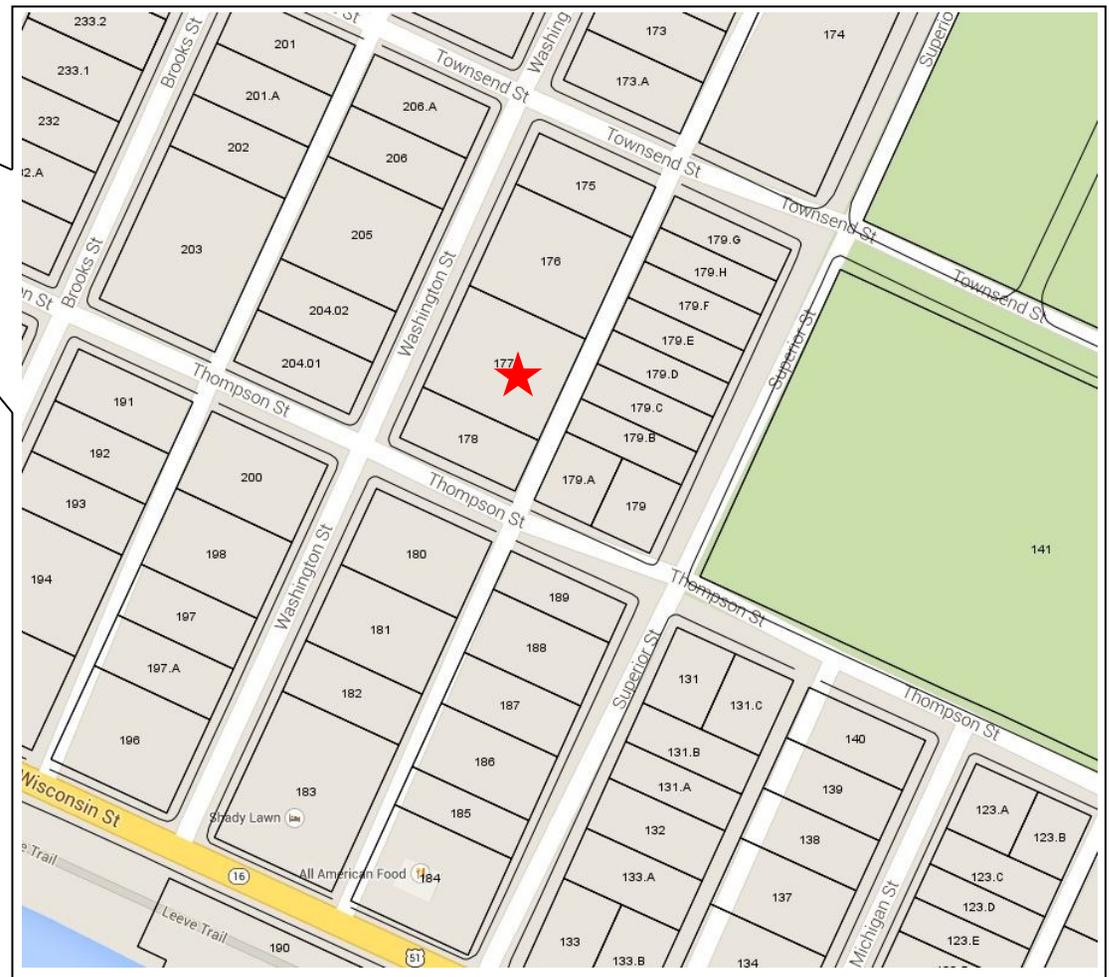
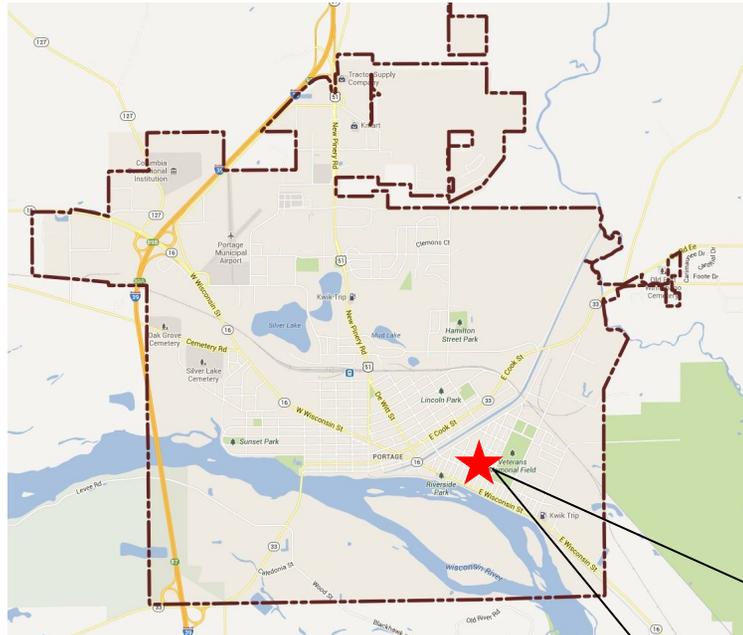


NTS

# CITY OF PORTAGE, WI

**Roger & Ginny Sheimo  
Parcel #177**

**Residential Kennel License**



**CITY OF PORTAGE**

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



*"Where the North Begins"*

## Staff Report

On Conditional Use permit (CUP) for Roger & Ginny Sheimo to have a residential kennel license on parcel 177; 212 Washington Street, Portage, Wisconsin.

The applicants are seeking a conditional use permit for a residential kennel license which is required by the City's Code of Ordinances to have more than four animals.

In accordance with Section 90-472 (6) of the City's Code Ordinances, the Zoning Administrator presents the following findings:

1. The Conditional Use Permit would not be in conflict with the Comprehensive Plan.
2. Based on Portage Police Department Offense/Incident Reports from 9/4/14 to 9/9/14 there is evidence of unacceptable health conditions for animals and humans residing at the subject property.
3. The Conditional Use Permit would not be inconsistent of land uses related to the environs of the subject property.
4. The Conditional Use Permit would be located in an area that is adequately served by public facilities, utilities and services.
5. It is not evident that the Conditional Use Permit would have potential public benefits that outweigh the potential adverse impacts.

Additionally, as a result of the public hearing notice the City received three phone calls and one visit from neighbors concerned with the number of potential animals allowed by the residential kennel license. And based on the offense/incident reports the Police Chief and City Administrator recommend denial of the Conditional Use Permit.

# Portage Police Department

117 W Pleasant St., Portage, WI 53901

## Offense / Incident Report

Report Date **09/04/2014 1416** Type of Incident **AGENCY ASSIST** Complaint No. **14-08731** Case Status **ACTIVE/OPEN**

**HISPANIC**

### Other Person

Name (Last, First Middle Suffix) Other Type Race Sex DOB Age Juvenile SSN Moniker  
[REDACTED] [REDACTED] WHITE M [REDACTED] 2 Y [REDACTED]

### Addresses

Type	Street Address	City	State	Zip Code	Country
HOME	212 WASHINGTON ST	PORTAGE	WI	53901	USA
PREVIOUS	[REDACTED]	PORTAGE	WI	53901	USA

### Other Person

Name (Last, First Middle Suffix) Other Type Race Sex DOB Age Juvenile SSN Moniker  
SHEIMO, ROGER N [REDACTED] W M [REDACTED] 61 N [REDACTED]

### Addresses

Type	Street Address	City	State	Zip Code	Country
	212 WASHINGTON ST	PORTAGE	WI	53901	USA

Drivers License	Type	State	Expires	Restrictions	Marital Status	Resident Status	Ethnicity	Language
[REDACTED]		WI						

### Other Person

Name (Last, First Middle Suffix) Other Type Race Sex DOB Age Juvenile SSN Moniker  
SHEIMO, VIRGINIA K [REDACTED] WHITE F [REDACTED] 62 N [REDACTED] GINNY

### Addresses

Type	Street Address	City	State	Zip Code	Country
HOME	212 WASHINGTON ST	PORTAGE	WI	53901	USA
					USA

### Phone Numbers

Type	Phone	Ext/PIN
HOME	[REDACTED]	

### Email Addresses

Type	Email Address
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### Offense / Incident Narrative

On 9/4/14 at approximately 2:15 pm, I was asked to return to the police department and speak with Lt. Kiefer. Upon my arrival, Lt. Kiefer was in her office, along with Meghan Blader from Columbia County Health and Human Services. I was requested to accompany Meghan to 212 Washington Street for Rose Bishop to assess the living conditions and possibly be taking her two children into custody for foster care. It is reported that the house is infested with fleas and it is an unsanitary environment. Officer Rueth went with us.

Upon arrival, Meghan was able to make contact with one of the homeowners, Roger Sheimo. Roger got Rose, who was upstairs with her two children. While waiting for Rose, I smelled a very strong odor of cat urine and cat feces. By the front door there is an enclosed porch area and by the

Reporting Officer **11 JOHNSON, TERESA**

Approving Officer ( I ) **11 JOHNSON, TERESA**

( Cover Pages Only )

# Portage Police Department

117 W Pleasant St., Portage, WI 53901

## Offense / Incident Report

Report Date  
09/04/2014 1416

Type of Incident  
AGENCY ASSIST

Complaint No.  
14-08731

Case Status  
ACTIVE/OPEN

door leading to the outside there was a pile of feces next to it. Also, I observed a dog that was hairless from its shoulder blades down. There were also numerous cats.

Rose came down and started to speak with Meghan. One of the items brought up was the flea infestation. Rose said the fleas come in on the dog from the yard. They had various chemicals they were using to try to get rid of the fleas, however Rose said nothing is working. Rose said the dog brings them in and then they get transferred to the cats. Meghan asked her how many cats were in the house and Rose said there were twelve. When Rose was advised of the ordinance for the number of cats she can have, she said they were not all hers. I tried to explain to her that it was the certain number per residence, not per occupant. She said people will come over and leave their cats there and not claim them or she'll see a stray one outside with tags and collars and will bring it in, in an attempt to find the owner. Rose was told to stop doing this.

I asked Rose how many people were currently living in the home and she said it was herself, her husband, Gene, their two children, Kathleen and Gabriel, and then the homeowners, Roger and Virginia Sheimo, and Roger's mother, whose name I do not have. Rose said a Tara Stoffer and a Jeffrey Hinzman had been living there, however they have moved out. Tara is allegedly living in Iowa and Jeffrey is allegedly at the homeless shelter, but Rose did not know that for certain.

At this time we went upstairs. Immediately at the top of the stairs to the right are two bedrooms. The first bedroom was full of children's toys and we were told that is the playroom. The second bedroom had a bed in it with the children sleeping on it. The two year old was laying on the bed and the one month old was in a baby bouncer type seat. Both of the children did appear to be healthy and unharmed. The two rooms were cluttered and dirty. There was paint peeling off the walls. In the upstairs bathroom it contained a toilet and a sink and two large cat boxes. These appeared to have not been cleaned in quite some time. There was also a cat that was sitting in what appeared to be a baby bouncer. The sink and the toilet were dirty.

We went back downstairs and at this time Meghan asked me to take photographs of the inside and the outside of the house. These pictures are attached with the report. I did also take a disk to Health and Human Services, which I handed over to Meghan.

In the home there is not a working bathtub or shower area. Rose said they use the sink and they have a plastic tote they use to wash themselves. Both of the small children have a child sized bathtub for bathing.

At one point while we were speaking with Rose, Roger's mother did come out. She had on only a short sleeve shirt and an adult diaper. Rose told her to go put some pants on and the response was no. Rose again told her to put some pants on, as there were other people in the home, and for her to have some common decency. Roger's mother then said for Rose to be quiet,

Reporting Officer 11 JOHNSON, TERESA

Approving Officer ( 1 ) 11 JOHNSON, TERESA  
( Cover Pages Only )

# Portage Police Department

117 W Pleasant St., Portage, WI 53901

## Offense / Incident Report

Report Date  
**09/04/2014 1416**

Type of Incident  
**AGENCY ASSIST**

Complaint No.  
**14-08731**

Case Status  
**ACTIVE/OPEN**

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that she had no business tattling on her. Roger's mother did go and find some pants and came back out into the kitchen area. She did not pull them up all the way and in fact they stopped just below her buttocks area.

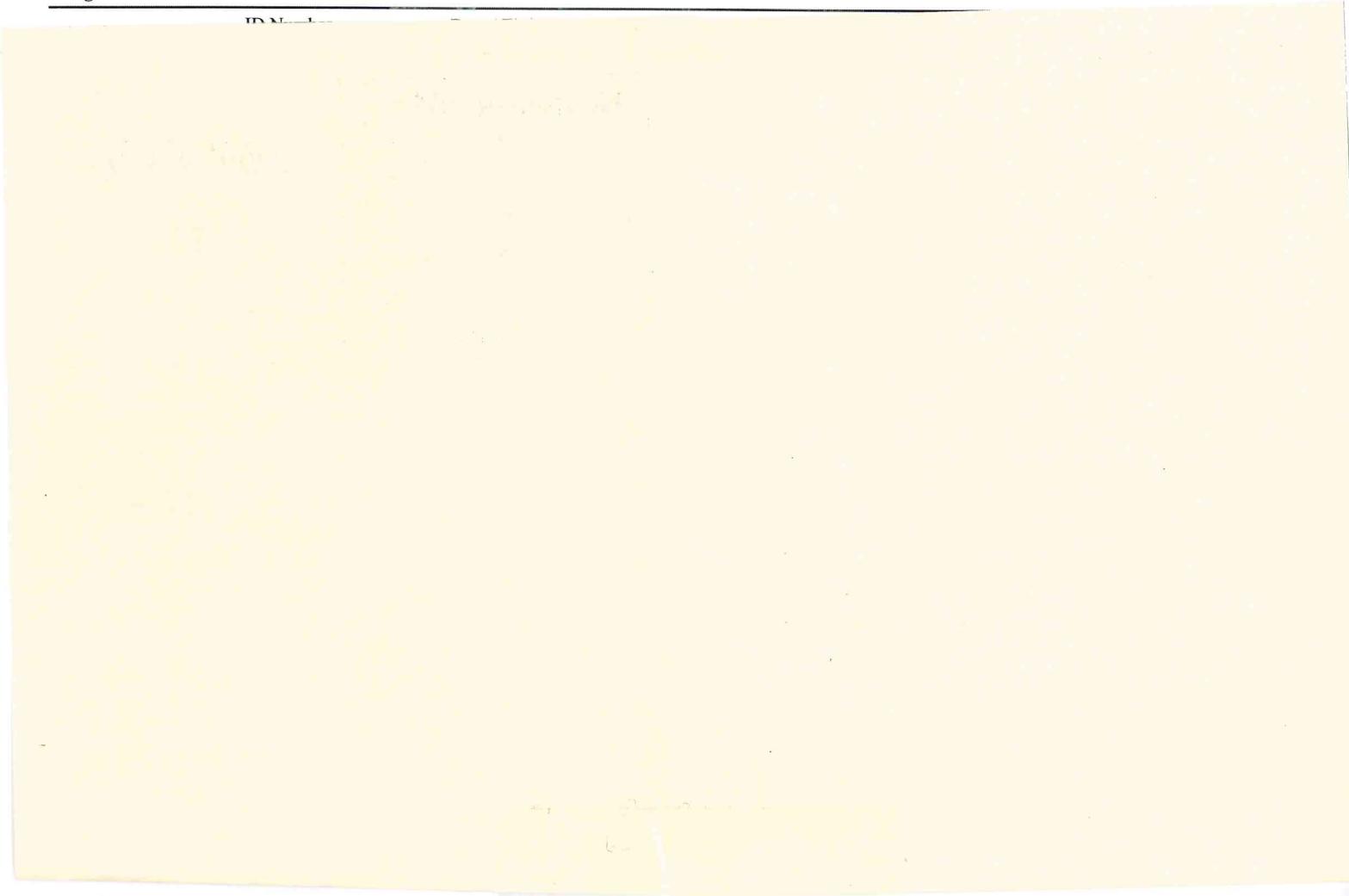
The information in regards to the junk and the garbage outside of the residence, as well as the number of animals, was passed onto CSO Todryk and he is following up with that. Lt. Kiefer sent the information on the living conditions to the ADRC for their follow up in regards to Roger's mother.

End of report  
Officer Johnson #11  
typed 9/5/14; dv

CC: Human Services  
ADRC

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Images



# Portage Police Department

117 W Pleasant St., Portage, WI 53901

## Offense / Incident Report

Report Date **09/05/2014 1524** Type of Incident **ANIMALS -CRUELTY TO ANIMALS** Complaint No. **14-08770** Case Status **ACTIVE/OPEN**

### Addresses

Type	Street Address	City	State	Zip Code	Country
HOME	212 WASHINGTON ST	PORTAGE	WI	53901	USA

### Phone Numbers

Type	Phone	Ext/PIN
HOME	[REDACTED]	

### Email Addresses

Type	Email Address
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### Physical Description

Height	Weight	Build	Skin Color	Complexion	Eyes	Type of Eyewear		
							<input type="checkbox"/> Drugs	<input type="checkbox"/> Alcohol
							<input type="checkbox"/> Suspect Identified	
Hair	Hair Length	Hair Style	Beard	Mustache	Side Burns	Mannerisms	<input type="checkbox"/> Suspect Located	
BLACK							<input type="checkbox"/> Suspect Near Scene	
Voice		Teeth		Deformities			<input type="checkbox"/> Serious Repeat Offender	

### Suspect Information

Name (Last, First Middle Suffix)	Race	Sex	DOB	Age	Juvenile	SSN	Moniker
BISHOP, ROSE E	WHITE	F	[REDACTED]		N		ROSE BISHOP/LEVZOW

### Addresses

Type	Street Address	City	State	Zip Code	Country
HOME	212 WASHINGTON ST	PORTAGE	WI	53901	USA
PREVIOUS	[REDACTED]	PORTAGE	WI	53901	USA
PREVIOUS	[REDACTED]	PORTAGE	WI	53901	USA
PREVIOUS	[REDACTED]	PORTAGE	WI	53901	USA
PREVIOUS	[REDACTED]	PORTAGE	WI	53901	USA

### Phone Numbers

Type	Phone	Ext/PIN
CELL	[REDACTED]	
PREVIOUS	[REDACTED]	
ALTERNATE	[REDACTED]	

### Email Addresses

Type	Email Address
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### Aliases

Last Name	First Name	Middle Name	Suffix	SSN	DOB
LEDVZOW	ROSE	E			[REDACTED]
BISHOP	ROSE	E			[REDACTED]

Drivers License	Type	State	Expires	Restrictions	Marital Status	Resident Status	Ethnicity	Language
					MARRIED		NON HISPANIC	

### Offense / Incident Narrative

On 9/5/14 I followed up on information given and observed from a call on 9/4/14 at 212 Washington Street. On 9/4/14 I accompanied Health and Human Services to 212 Washington

Reporting Officer	11 JOHNSON, TERESA	Approving Officer ( 1 )	11 JOHNSON, TERESA
		( Cover Pages Only )	

# Portage Police Department

117 W Pleasant St., Portage, WI 53901

## Offense / Incident Report

Report Date  
09/05/2014 1524

Type of Incident  
ANIMALS -CRUELTY TO ANIMALS

Complaint No.  
14-08770

Case Status  
ACTIVE/OPEN

Street in regards to a complaint of the two small children being in a flea infested home. At this time I observed a dog that was hairless from it's shoulder blades to the tip of the tail. I asked about the dog receiving care and was told that they use Dr. Cooper and they have been using flea treatment on the dog. At this time the dog was aggressive and I was not able to get close to it.

On 9/5/14 I checked with both Dr. Cooper's office and the Columbia County Vet Clinic and neither one of them have seen the dog recently, nor have they had any business from the Sheimo's. I went to the Humane Society to ask them about the animals and I was told on 9/4/14 they had received a call from Rose in regards to taking some of the cats. There are currently 12 cats at the house and the Humane Society staff said Rose was very belligerent with them in regards to coming and taking 6 of her cats. I was told the Humane Society has been having phone problems and they were disconnected and have not had a chance to call Rose back yet. I was told they tried to explain to her that their facility is currently full and would not have room for 6 cats, but could take a couple at a time. They said in regards to the dog, they have no legal authority to take it, but could possibly see if the owners would relinquish it.

I returned to 212 Washington Street and made contact with Rose. Rose informed me she had contacted Dr. Cooper's office and was told to purchase K9 Advantix from Walmart, which she did. She did show me the package. Rose said when she had a chance she would apply it. I inquired if the dog has actually been to the vet or not and I was told that she had not. I asked Rose if she was going to be home on Saturday, 9/6/14 and she stated that she was and I told her I was going to return with our humane officer.

On 9/6/14 I briefed Officer Brauner on the animal situation at 212 Washington Street. He accompanied me over there and we were able to make contact with Rose and Roger Sheimo. At this time Officer Brauner asked Roger to bring the dog out and he did. While he was bringing the dog out, Rose brought out the K9 Advantix she had showed me on the previous day. I asked her why it had not been opened or applied to the dog and she said she was waiting for the previous treatment to wear off so she could apply this one. Rose said she had been told that one would cancel out the other, therefore neither one of them working.

On today's date I was able to get a closer look at the dog. It has open sores and is very active with flea activity. The dog is a female and her name is Zoe. While we were there, they were directed to contact the vet and to set up an appointment for as soon as possible. Rose called Dr. Cooper's office and an appointment was set up for Tuesday morning. Officer Brauner also spoke with Dr. Cooper and was given suggestions to give to Rose and Roger for care of the dog until the appointment on Tuesday. Officer Brauner told them that he would be back to check on the status

Reporting Officer 11 JOHNSON, TERESA

Approving Officer ( 1 ) 11 JOHNSON, TERESA  
( Cover Pages Only )

# Portage Police Department

117 W Pleasant St., Portage, WI 53901

## Offense / Incident Report

Report Date	Type of Incident	Complaint No.	Case Status
09/05/2014 1524	ANIMALS -CRUELTY TO ANIMALS	14-08770	ACTIVE/OPEN

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Tuesday afternoon.

While there, Rose told me they had 2 cats put down since my visit on Friday afternoon. She said one of the cats did not seem healthy and she said another one just collapsed. Now they are down to 10 cats and the one dog. This report will remain active until the dog has received appropriate care.

End of report  
Officer Johnson #11  
typed 9/8/14; dv

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Reporting Officer 11 JOHNSON, TERESA

Approving Officer ( 1 ) 11 JOHNSON, TERESA  
( Cover Pages Only )

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# Portage Police Department

117 W Pleasant St., Portage, WI 53901

## Offense / Incident Report

Report Date <b>09/05/2014 1524</b>	Type of Incident <b>ANIMALS -CRUELTY TO ANIMALS</b>	Complaint No. <b>14-08770</b>	Case Status <b>ACTIVE/OPEN</b>
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### Supplemental Report

Supp. No. <b>0001</b>	Date / Time <b>9/8/2014 9:44 AM</b>	ID <b>20</b>	Officer Name <b>BRAUNER, ANTHONY</b>
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CONTACT WITH DOG

Per the request of Officer Johnson, I went over to 212 Washington Street with her to evaluate a dog that had an unknown health condition. The dog's house and the 13 other cats that it lives with has a flea infestation problem, but she is not sure if that is all that may be wrong with this dog.

Officer Johnson did show me a picture of where the back half of the dog is pretty much hairless.

Officer Johnson and I arrived on scene, and shortly after we arrived, the family that owned the home of 212 Washington Street along with the dog arrived. We were asked by the owner if we would like to come in or if we wanted them to bring the dog out. We requested that they bring the dog out so that it could be observed.

Mr. Sheimo brought his dog out and the female dog had fleas all over it. It looked like ants on an ant pile as it was so bad. The fleas on this dog are by far the worst I had ever seen.

I immediately had the owner's daughter call the vet to see if they could get in today, and they could not. As soon as the vet can see the dog was Tuesday. The vet tech that I spoke to did give specific instructions that the dog needs to be shampooed with flea shampoo and treated with the K9 Advantix that the owner already has at home.

The owner's mother came out of the home. The woman is very elderly and made the comment that the dog gets this every year.

Before leaving the location, I did speak with Officer Johnson. We are going to be checking back on the dog on Tuesday. Officer Johnson is off on Tuesday, but I will contact her and let her know what my findings are.

End of report

Officer Brauner #20  
typed 9/8/14;jm

Reporting Officer **II JOHNSON, TERESA**

Approving Officer ( 1 ) **II JOHNSON, TERESA**  
( Cover Pages Only )

**City of Portage  
Plan Commission Meeting  
Monday, November 17, 2014, 6:30 p.m.  
City Municipal Building, 115 West Pleasant Street  
Conference Room Two  
Agenda**

Members: Mayor Bill Tierney, Chairperson; Robert Redelings, City Engineer, Jan Bauman, Vickie Greenwold, Brian Zirbes, Peter Tofson, Mike Charles

Public Hearing – 6:25 pm

Consider the granting of a conditional use permit (CUP) to Roger & Ginny Sheimo for a residential kennel license on parcel 177; 212 Washington Street, City of Portage, Columbia County, Wisconsin.

Regular Meeting – 6:30 pm

1. Roll call
2. Approval of minutes from previous meeting.
3. Discussion and possible action on Conditional Use Permit for Roger & Ginny Sheimo to allow a residential kennel license on parcel 177; 212 Washington Street, City of Portage, Columbia County, Wisconsin
4. Discussion and possible action on a preapplication for a six-lot subdivision on School Road by the Portage Community School District.
5. Discussion and possible action on site plan for a wellness center for Divine Savior Health Care at 2515 New Pinery Road
6. Old Business
  - a. Comprehensive Plan/Zoning Map Update
  - b. Don Roecker CSM
  - c. Hubert Hill CSM
  - d. Jeanne Mundt (Pflanz) Parking Lot
7. Adjournment.

**City of Portage  
Plan Commission Meeting  
Monday, October 20, 2014, 6:30 p.m.  
City Municipal Building, 115 West Pleasant Street  
Conference Room Two**

Members present: Mayor Bill Tierney, Chairperson; Robert Redelings, City Engineer, Jan Bauman, Vickie Greenwold, Brian Zirbes, Peter Tofson, Mike Charles

Others present: See attachment. Additionally, others present included Gilbert Jensen, Bill Kutzke, Administrator Murphy and Director Sobiek.

Public Hearing – 6:25 pm

Consider the granting of a conditional use permit (CUP) to Jeanne Mullen to allow a temporary use for Massage Therapy on parcel 2511.03, 601 W. Slifer St., City of Portage, Columbia County, Wisconsin

Mayor Tierney read the Public Hearing Notice and indicated the Notice was legally published. He then opened the Public Hearing and asked if staff had any comments. Redelings indicated the subject property is known as Manchester Place and a similar permit was granted in 2010 to Prime Legacy for one year.

Mayor Tierney asked for the first time if there was anyone present who wished to speak in favor of the petition. Ms. Mullen said she needed the space because her current location wasn't compatible with her work. She said the management at Manchester Place supported her request.

Mayor Tierney asked for the second time if there was anyone present who wished to speak in favor of the petition. Mr. Greg Potter said he was in favor of the CUP.

Mayor Tierney asked for the third time if there was anyone present who wished to speak in favor of the petition.

Mayor Tierney asked three times if there was anyone present who wished to speak against the petition.

Ms. Mullen thanked the Plan Commission and Mayor Tierney declared the Public Hearing closed at 6:33 p.m.

Public Hearing – 6:30 pm

Consider the granting of a conditional use permit to Gilbert Jensen to allow the transfer of dealer license at parcel 2231, 109 E. Albert St., City of Portage, Columbia County, Wisconsin

Mayor Tierney read the Public Hearing Notice and indicated the Notice was legally published. He then opened the Public Hearing and asked if staff had any comments. Redelings indicated there wasn't a CUP on the subject property. The petitioner has a dealer license near Wisconsin Dells and desires to transfer it to this parcel in the City of Portage.

Mayor Tierney asked for the first time if there was anyone present who wished to speak in favor of the petition. Mr. Jensen said he needed a small lot to sell vehicles and no maintenance would be done – only sales.

Charles inquired as to how many vehicles would be on the lot. Mr. Jensen said 12 to 13.

Redelings inquired as to snow removal. Mr. Jensen said it would depend on the amount of snow – either move it to the west side of the lot or remove it.

Mayor Tierney inquired as to whether the building would be used. Mr. Jensen indicated he would have a small office in the building.

Mayor Tierney inquired about signage. Mr. Jensen said he would apply for a sign permit.

Bill Voigt spoke in favor of the petition.

Mayor Tierney asked for the second and third time if there was anyone present who wished to speak in favor of the petition.

Mayor Tierney asked for the first time if there was anyone present who wished to speak in favor against the petition. Irma Brockley said she was opposed to CUP because of the amount of traffic. More traffic on East Albert Street would pose safety concerns and she was also concerned about access into their (BJ's) store.

Mayor Tierney asked for the second time if there was anyone present who wished to speak against the petition. Fran Erickson said she agreed with Ms. Brockley about the safety issues and asked "Do we really want another car lot on a main thoroughfare?"

Mayor Tierney asked for the third time if there was anyone present who wished to speak against the petition.

Mr. Jensen said there are turn lanes on Hwy 51 (New Pinery Rd.) for ingress and egress at East Albert Street.

Mayor Tierney inquired as to the hours of operation. Mr. Jensen said from 10 a.m. to 6 p.m., 5 days a week. Charles asked about the price range of the vehicles. Jensen said around \$5,000.

Mayor Tierney declared the Public Hearing closed at 6:48 p.m.

Regular Meeting – 6:48 pm

**1. Roll call**

**2. Approval of minutes from previous meeting.**

Motion by Charles, second by Bauman to approve the minutes. Motion passed 6 to 0 on call of the roll with Tofson abstaining.

**3. Discussion and possible action on Conditional Use Permit for Jeanne Mullen to perform massage therapy at 601 W. Slifer Street.**

Motion by Tofson, second by Charles to approve the CUP to July 1, 2015. Motion passed 7 to 0 on call of the roll.

**4. Discussion and possible action on Conditional Use Permit for Gilbert Jensen to hold a dealer license at 109 E. Albert St**

Redelings explained that when East Haertel Street is reconstructed in 2015, East Albert Street will also be closed to thru traffic. Ms. Erickson inquired about slowing traffic northbound on New Pinery. Redelings will discuss this matter with the police department.

Mayor Tierney indicated that if dust becomes an issue, the petitioner will need to address the matter.

Motion by Charles, second by Tofson to approve the CUP conditioned upon no more than 14 vehicles on the lot and the hours of operation be limited to 10 a.m to 7 p.m., Monday thru Friday. Mayor Tierney suggested the CUP be reviewed in one year. The motion passed 7 to 0 on call of the roll.

**5. Discussion and possible action regarding site plan for Don Roecker to construct a personal storage facility on parcel 2442.105 on the south side of E. Albert St.**

Redelings and Sobiek agreed that the site development documents were professionally prepared and are approved. It was noted that a CSM for the project was still needed.

Mr. Roecker presented the CSM along with the DNR approval of the stormwater management plan. Redelings indicated the CSM still

needed to be reviewed and a long term maintenance plan provided for the stormwater facilities.

Bauman inquired as to whether there would be any security fencing and Mr. Roecker indicated there wouldn't be any installed.

Motion by Tofson, second by Bauman to approve the Site Plan contingent upon staff approval of the CSM. Motion passed 7 to 0 on call of the roll.

**6. Discussion and possible action regarding site plan for Jeanne Mundt to construct a parking lot on parcel 1067 at 424 W. Wisconsin Street.**

Redelings indicated that the plan was appropriate for the zoning classification and would be beneficial for the funeral home operation. A grading plan and associated drainage patterns was not provided, but needed for a complete review. Due to the lack of space and because this is a redevelopment, a fee in lieu of stormwater detention is appropriate, but no calculation was provided.

Sobiek also said there were notes regarding landscaping and lighting, but more detail was required to complete the review.

Charles inquired about the existing retaining wall and Ms. Mundt said the retaining wall would be removed because it wasn't needed.

Charles and the Mayor agreed this is a perfect use for the parcel.

Mayor Tierney suggested the applicant discuss signage with Mr. Sobiek.

Greenwold inquired as to any concerns for contamination. Tofson suggested a clay cap could be installed if deep excavations were involved.

The applicant was directed to work with staff to address concerns and reappear at the November meeting.

**7. Discussion and possible action on Comprehensive Plan Update**

Administrator Murphy reviewed areas of the City where the zoning differs from the present land use, thereby making some properties legal non-conforming. This situation creates potential issues for properties being transferred or remodeled.

Charles suggested it would be appropriate to modify the land use of all city owned property at the fairgrounds from B4 to A1.

Peter inquired as to why the change to Agricultural zoning. Murphy indicated this would be more compatible with the activities that occur at the fairgrounds.

Zirbes suggested this only be a change in land use and not zoning. Murphy said that's correct. The re-zoning is a separate process that would subsequently occur.

Redelings said the parcel where the former Woolen Mills was located was shown incorrectly and the intent was to change it from B4 to B2.

Mayor Tierney said this would address the issue of the parcel north of Blau Chiropractic and inquired as to whether the entire City was reviewed. Murphy indicated the notable inconsistencies were reviewed.

Mr. Sobiek commended Murphy on the suggestions.

Motion by Redelings, second by Charles to recommend the City Council proceed with amending the Comprehensive Plan with the noted recommendations. Motion passed 7 to 0 on call of the roll. (Amended map attached).

**8. Discussion and possible action on CSM for Hubert Hill on parcel 2367.1 at the south end of Lake Road**

Mr. Grothman presented a CSM for Hubert Hill in which a parcel with the home is being separated from the remainder of the parcel. Mr. Grothman indicated this document was part of a succession planning process.

Redelings inquired as to whether 100' of frontage would be required on Silver Lake. Mr. Grothman understood the requirement not to apply to parcels within the City based on a DNR timeline, but agreed to research the matter further.

Motion by Zirbes, second by Tofson to approve the CSM based on the shoreland frontage issue being resolved. Motion passed 7 to 0 on call of the roll.

**9. Discussion and possible action regarding Sidewalks in Ward 5 for 2015 Construction**

Redelings introduced the status of the Sidewalk Master Plan and requested direction for the 2015 sidewalk project.

Fran Erickson expressed her concern for placing a sidewalk on the north side of the 1200 block of Prospect Ave. She said the project would be difficult and expensive with the grade challenges and many

trees and landscaping would be destroyed. She also felt that in this area, sidewalks would be more of a want than a need.

Betsy Bergman also was curious as to how this particular sidewalk became a priority. Noting the grade near the boat landing and the poor visibility at the intersection, she feels a much safer sidewalk would be on West Carroll Street which is much flatter.

JoAnne Spalding was concerned about the removal of the maple trees which she planted 50 years ago.

Pat McMahon reiterated all the concerns expressed by the other residents living on the north side of the 1200 block of Prospect Ave.

Bill Kutzke, the area's Alderperson, also expounded on the concerns of his constituents, especially the removal of large trees.

Charles explained that (because this area won't be revisited for 10 years), one needs to consider the cycles that families go through. Currently there are 4 children in the area, but when he was growing up in the 70's, there were 24 children.

Greenwold indicated the intersection at the west end of Prospect Ave. is dangerous. (Greenwold left the meeting at this time)

Tofson suggested the time to determine the "need" is now and the Plan Commission is the body to make that determination.

Charles said he wasn't a proponent of Prospect and a better route would be to take Sunset to West Carroll Street.

Several sidewalks were identified for 2015 construction (on attached map). Motion by Redelings, second by Tierney to construct these sidewalks in 2015. Motion passed 6 to 0 on call of the roll.

**10. Discussion and possible action regarding P.A.T.H.S.**

Mayor Tierney provided an update on the PATHS program and explained the funding method being considered.

**11. Discussion and possible action regarding special meeting attendance**

Mayor Tierney introduced the need for a special meeting in regard to a major expansion at Divine Savior in regards to a Wellness Center.

Following some deliberation, various members had conflicts and no dates were identified for a special meeting prior to November 17 whereby a quorum would be present.

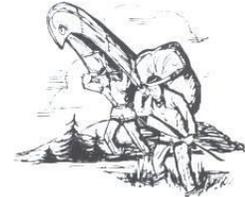
**12. Adjournment.**

Motion by Redelings, second by Charles to adjourn. Motion passed 6 to 0 on call of the roll. The meeting concluded at 9:12 p.m.

Respectfully submitted,  
Robert G. Redelings, City Engineer

# CITY OF PORTAGE

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



*"Where the North Begins"*

## MEMORANDUM

TO: Plan Commission  
From: Bob Redelings, City Engineer.  
Re: P.C.S.D. Pre Application for a six lot subdivision on School Road  
Date: 11/12/2014

Cc: Shawn Murphy, City Administrator  
Steve Sobiek, Director of Business Development and Planning

On behalf of the Portage Community School District (PCSD) the City received preliminary drawings for the subject subdivision from Grothman and Associates (attached). Additionally, the City received preliminary construction drawings for the associated public improvements from General Engineering Company (attached).

The proposed subdivision is Zoned R1, Single Family Residential and is designated as public/institutional on the City's Comprehensive Plan. The PCSD intends to build single family houses on the lots via their building trades program.

An environmental checklist wasn't provided, however, it may be submitted with the preliminary plat as required in section 70-3(a) of the City's Municipal Code.

A Stormwater Management Plan conforming to Sec. 70-7(m) of the City's Municipal Code must also accompany the preliminary plat.

The other preliminary plat requirements are outlined in Sec. 70-4 of the City's municipal Code and include showing all the setbacks. Utility and drainage easements will need to be shown on the final plat along with the grading plan.

The preliminary subdivision drawing meets the bulk regulations of Section 90-27(5) with the exception of the 50' street frontage requirement on lot 6. Lot 6 only has 33' of street frontage. Vehicles egressing lot 6 would be in the direct line of west bound vehicles on School Road. Another issue of lot 6 is the drainage way that currently exists. There's an area drain shown on the north part of the lot which needs to be addressed.

The preliminary construction drawings generally meet City standards. However, a sidewalk needs to be shown on the north side of School Road. Additionally, Stormwater conveyance facilities need to be designed for the corner of School Road and Oakridge Drive.

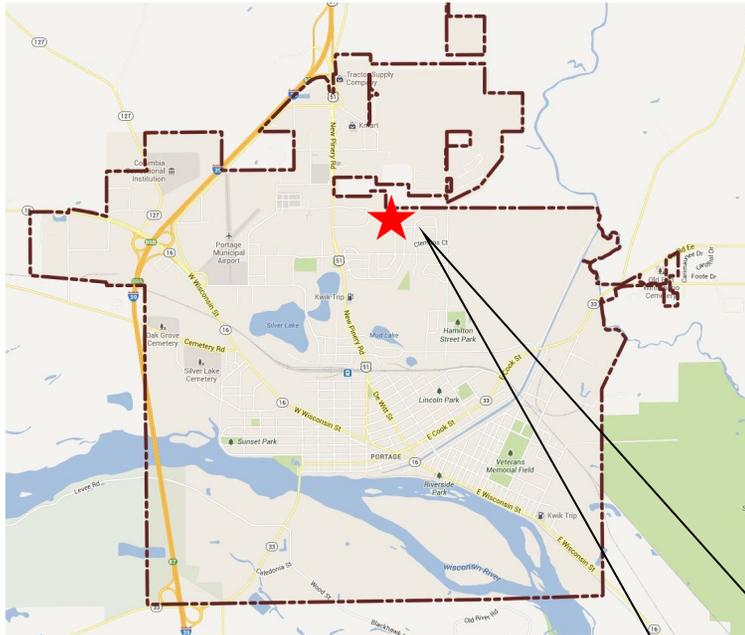


NTS

# CITY OF PORTAGE, WI

**P.C.S.D.  
Parcel #2468.A**

**Pre-application for a Six –Lot Subdivision**



**CITY OF PORTAGE**

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



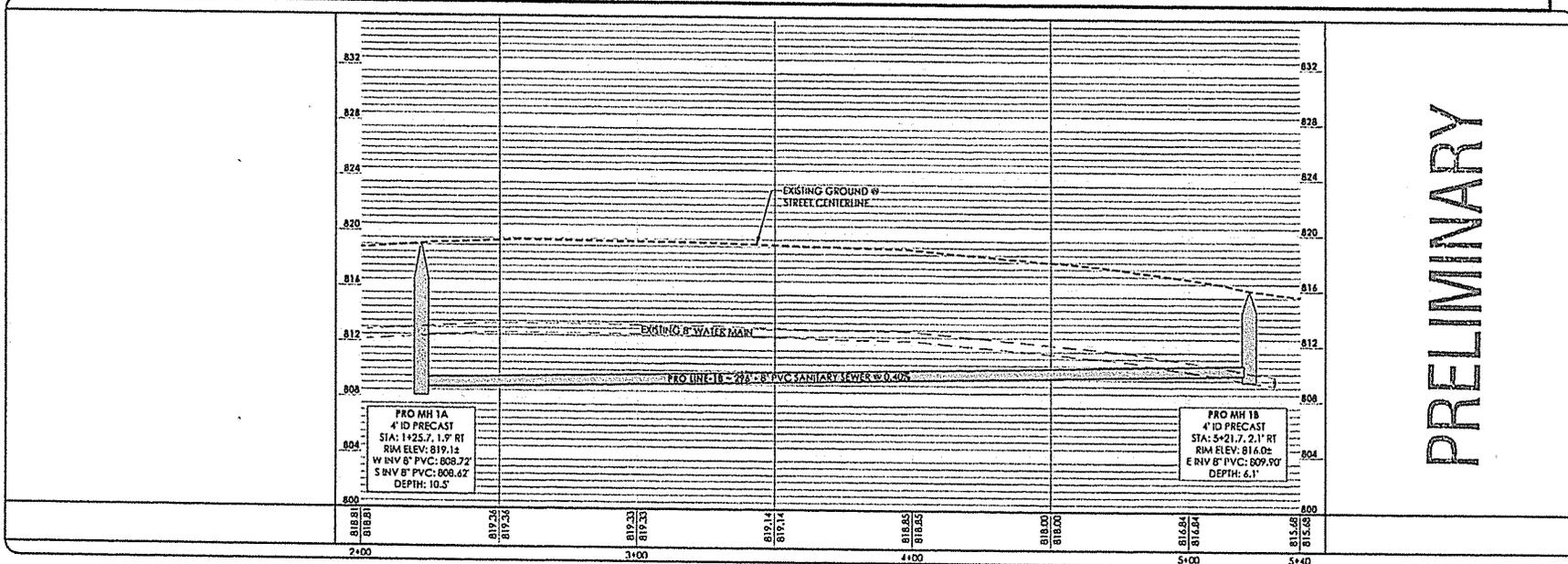
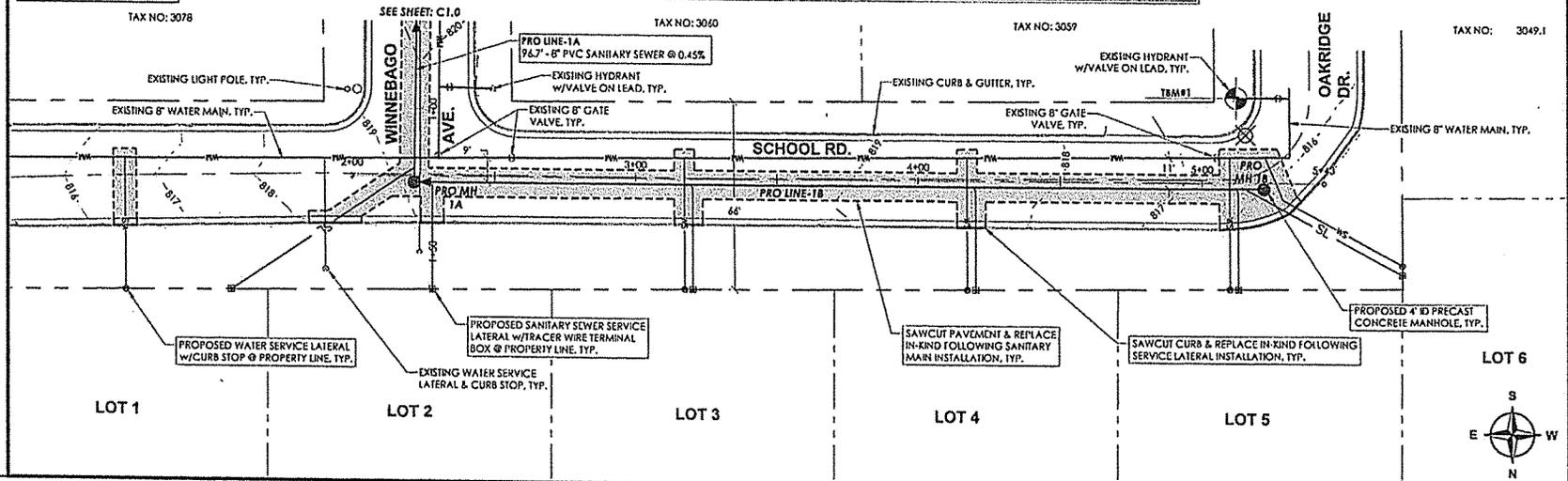
*'Where the North Begins'*



In Certain Locations of Public Works (Underground) Work in Wisconsin  
**CALL DIGGERS HOTLINE**  
 1-800-242-8511  
 Wis Statute 192.013(1)(17)  
 Requires Min. 3 Work Days  
 Notice Before You Excavate

**BENCHMARK TABLE**

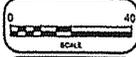
BENCHMARK	DESCRIPTION	ELEVATION
TBM #1	TOP HUT ON HYDRANT, SE CORNER OF SCHOOL ROAD AND OAKRIDGE DRIVE	818.99'



**General Engineering Company**  
 P.O. Box 340 • 618 Bowler Ave. • Portage, WI 53271  
 608.742.2121 (ext. 41) • 608.742.2022 (fax)  
 www.generaleng.com

**PLAN & PROFILE - SCHOOL RD.**  
 6 Lot Addition  
 Portage Community Schools  
 City of Portage  
 Columbia County, WI

DATE	BY	NO.	REVISION



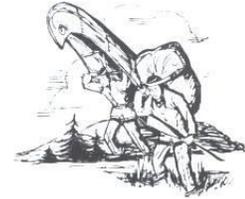
DRAWN BY: SRR  
 DATE: Oct. 2014  
 PROJECT NO: 2-0814-220  
 SHEET NO:

**C1.1**

C:\Users\lcherry\OneDrive\Desktop\2014-2015 School Road Residential Development\CAD 2-0814-220\CAD 2-0814-220\Plan & Profile.dwg, 10/30/2014, 10:23:26 AM, 1:1

# CITY OF PORTAGE

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



*"Where the North Begins"*

## MEMORANDUM

TO: Plan Commission  
From: Bob Redelings, City Engineer.  
Re: Divine Savoir M.O.B. Surgery and Wellness Center Site Plan  
Date: 11/13/2014

Cc: Shawn Murphy, City Administrator  
Steve Sobiek, Director of Business Development and Planning

On behalf of Divine Savoir Healthcare, the City received construction drawings for the building from Summit Smith (architect) and Site Plan drawings from McMahon (Engineer).

The proposed development is a major building expansion at Divine Savior's Campus between New Pinery Rad and Hunters Trail. The property is zoned B3, Interchange Business and is designated as neighborhood business (as the existing land use) in the Comprehensive Plan. The building expansion will occur between the Hospital and Tivoli.

The proposed facility will provide personal professional service, which is a permitted use in a B3 district. The proposed building is within the required setbacks and all bulk regulations of 90-35 (5) are met. The 28 foot building height is less than the allowable maximum height of 45 feet and the approximate 470 new parking stalls exceed the 370 stall requirement (1 stall per 300 square feet of gross floor area).

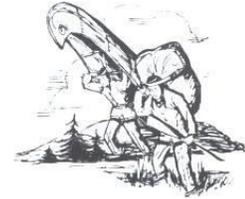
By definition, Sec. 90-64 (2) (6), the proposed building of 111,019 square feet constitutes a large development (gross floor area greater than 40,000 square feet). The building size is less than the 155,000 square feet gross area permitted by Sec 90-64 (7) (g) (2).

A professionally prepared Stormwater Management Plan was provided and addresses the quantity and quality issues associated with the additional projected runoff. Existing on-site detention (dry) basins have been enlarged and a second on-site retention (wet) basin is proposed. The Stormwater facilities fulfill the requirements of NR 151 as required by the City and WDNR. An operation and Maintenance Plan for the Stormwater facilities was also provided, but lacks the required Agreement for the post-development maintenance of the facilities.

The required developer's checklist was provided along with a schematic, draft lighting plan. The lighting details and utilities are still in the design phase, as such, no detail drawings were provided.

# CITY OF PORTAGE

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*"Where the North Begins"*

No traffic analysis was provided. This concern was expressed when Tivoli was proposed. Traffic flow modifications were subsequently made at the New Pinery Road- East Ridge intersection. Without the benefit of additional traffic projections, the police chief and I find it difficult to assess the situation at this time.

The fire department reviewed the construction drawings, but without the benefit of hydrant locations, didn't have any comments at this time.

The attached email from Director Sobiek provides details of the landscape plan submittal.

The plan does lack the bicycle and pedestrian facilities identified in Section 90-64 (6) (f). Lastly, its suggested a Developer's Agreement be developed according to Section 90-64 (7) (g) (1).

**Sent:** Tuesday, November 11, 2014 2:12 PM

**To:** Bob Redelings

**Subject:** DSH Expansion Plan Comments

Bob,

Here are my comments on the DSH expansion plans submitted:

- **Landscaping Plan.** Impressive landscaping plan. Good narrative, charting of trees, shrubs and plants to be installed, and site mapping, including sod, grass seed and mulching. Total Landscaping points provided in plan for building foundation, parking, and street frontage of 6,227 exceed code requirement (B-3 Interchange Zoning) of 6,180 points. Nice choice of plants, shrubs and trees. Note, landscaping plan calls for allowance for plant substitution with engineer/architect and City approval with written notification prior to installation. See my comments below on outdoor fenced in area.
- **Bio-retention basin** nice addition to plan.
- **Expansion to existing hospital building for Surgery Expansion.** New Building with 212 linear ft perimeter is noted on Landscaping Plan, Page L101, but does not seem to be noted anywhere else in the overall plan submitted. Landscaping is provided for this. This, no doubt and as I understand it, is the surgery expansion addition to the existing hospital building. Plans for this building addition for surgery expansion have not been submitted with this plan. **Yes, this is the Surgery expansion. This is shown on sheets towards the end of the Submittal and numbered A100, A110, A121 and elevations on A301.**
- **Lighting Plan:** No exterior/parking lot lighting plan attached to plan. This should be provided identifying all exterior lighting fixtures, either mounted on the building or free standing, along with light dispersion pattern, intensity of light and cut-off shielding that reflects light downward and which prevents the light source from being visible from adjacent properties. **The lighting plan has not been developed yet. Can we defer this submittal until we have the lighting engineer on board?**
- **Fenced outdoor playground area attached to north-east corner of new building,** Page C110. Should dimension of playground area and type and height of fencing be provided? Also detailed landscaping plan for shrubs in front of the play ground area fence (facing back parking lot), on Page L103, do not match the aerial perspective drawing on Page 2 of the plan. The aerial perspective drawing shows shrubs planted across the entire length of the playground area and fencing facing the parking lot, while the detailed plan on Page L103 only shows about 40 percent of this area with shrubs. My concern is with privacy, security and safety issues if this area will be utilized as a babysitting or daycare area. **The playground is approximately 62' in length by 20' in width. Fence is intended to be decorative wrought iron or wood but a decision has not been made. The aerial perspective is more indicative of the final design than the landscaping plan. Shrubs will be added to the landscaping plan and extended along the full length of the fence.**
- **Refuse and recycle containers and enclosures, as well as any outdoor mechanicals.** I did not see any noted on plans. Will there be any? If so, these should be noted on plans with details of screening. **None planned.**
- **Lock Box:** Will a lock box be provided to Fire Department? This is not noted on plan. **I discussed with the Fire Chief and it will be located at the main entry.**
- **Zoning District,** B-4 Interchange District, should be noted on plans. **We will add to the site plan.**

Lastly, did they submit a completed developer check list? I did not see one.

Thanks,

Steve

Steven Sobiek

Director I Business Development and Planning

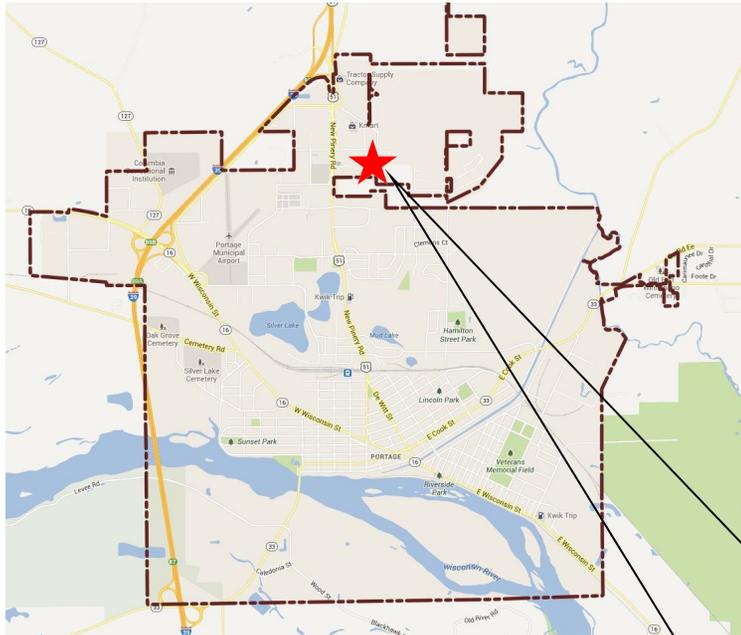


NTS

# CITY OF PORTAGE, WI

## *Divine Savior Health Care Parcel #3142.07*

### Site Plan for a Wellness Center



## CITY OF PORTAGE

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



*'Where the North Begins'*

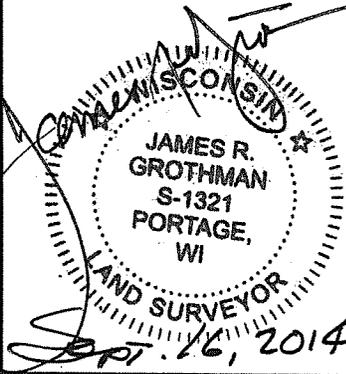
As prepared by:

# G GROTHMAN & ASSOCIATES S.C.

LAND SURVEYORS

625 EAST SLIFER STREET, P.O. BOX 373 PORTAGE, WI. 53901  
PHONE: PORTAGE: (608) 742-7788 SAUK: (608) 644-8877  
FAX: (608) 742-0434 E-MAIL: surveying@grothman.com  
(RED LOGO REPRESENTS THE ORIGINAL MAP)

SEAL:



G & A FILE NO. 314-83

DRAFTED BY: A. L. HOEL

CHECKED BY: TG

PROJ. 797-398

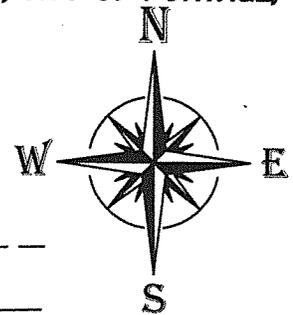
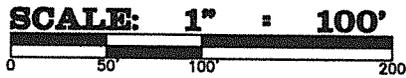
DWG. 31483 CSM SHEET 1 OF 2

## COLUMBIA COUNTY CERTIFIED SURVEY MAP NO. \_\_\_\_\_ GENERAL LOCATION

Volume \_\_\_\_\_, Page \_\_\_\_\_

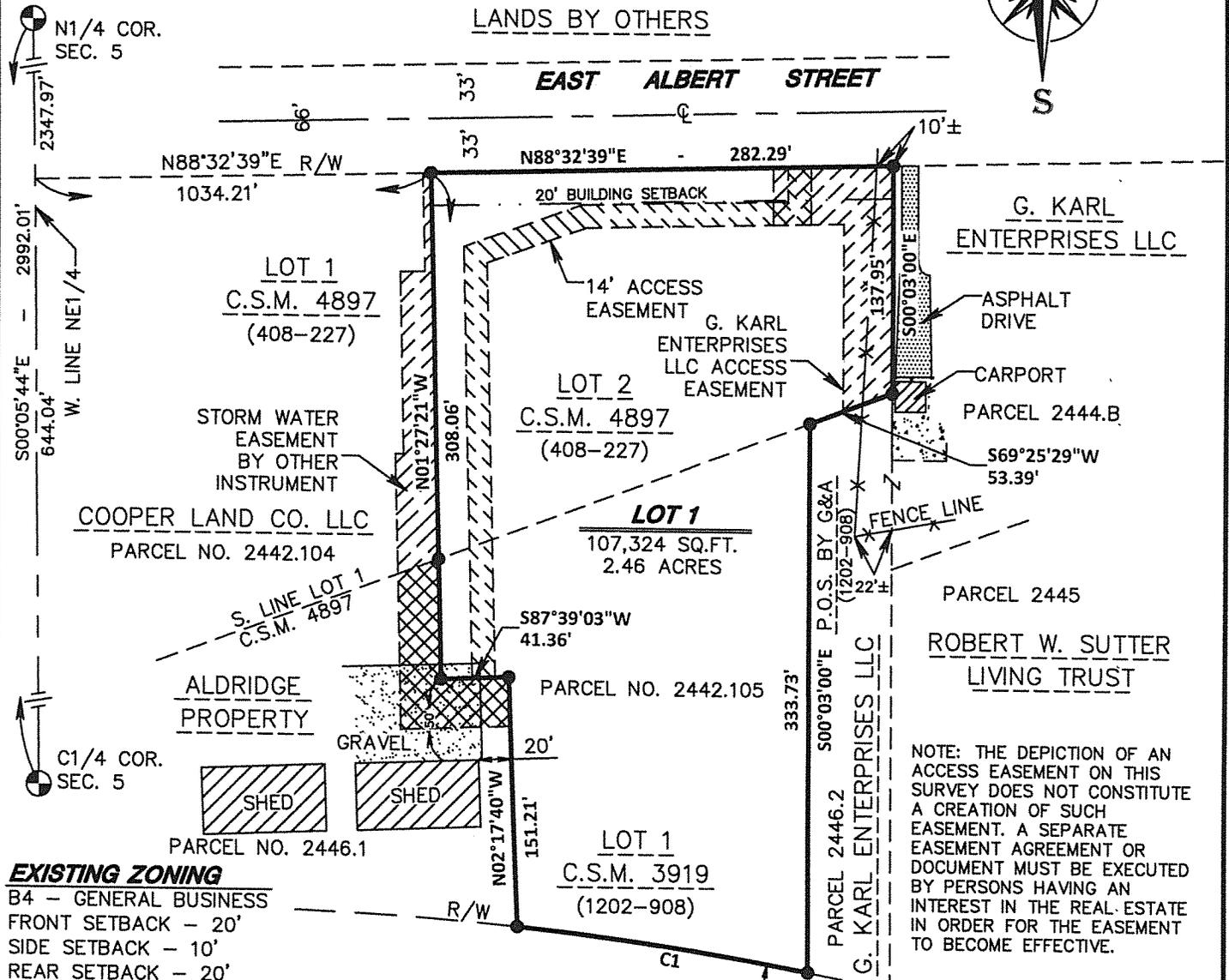
BEING A PART OF LOT 1, C.S.M. NO. 3919 AS RECORDED IN VOL 27 OF C.S.M.'S, PG. 35 AS DOCUMENT NO. 676908, LOT 2, C.S.M. NO. 4897 AS RECORDED IN VOL 34 PG. 96 AS DOCUMENT NO. 781720, PART OF OUTLOT 99 AND 102, CITY OF PORTAGE ASSESSOR'S SUBDIVISION OUTLOTS, LOCATED IN PART OF THE SW1/4 OF THE NE1/4, SECTION 5, T. 12 N, R. 9 E, CITY OF PORTAGE, COLUMBIA COUNTY, WISCONSIN.

**BASIS OF BEARINGS:** IS THE WEST LINE OF THE NE1/4, SECTION 5, WHICH IS RECORDED TO BEAR S00°05'44"E PER C.S.M. 4897.



LANDS BY OTHERS

EAST ALBERT STREET



**EXISTING ZONING**  
B4 - GENERAL BUSINESS  
FRONT SETBACK - 20'  
SIDE SETBACK - 10'  
REAR SETBACK - 20'

### LEGEND

- 3/4" X 24" IRON ROD SET (WT. = 1.5 LBS. / L.F.)
- 3/4" IRON ROD FND.
- ⊙ 3 1/2" ALUM. MON. FND.

CANADIAN PACIFIC RAILWAY

NOTE: THE DEPICTION OF AN ACCESS EASEMENT ON THIS SURVEY DOES NOT CONSTITUTE A CREATION OF SUCH EASEMENT. A SEPARATE EASEMENT AGREEMENT OR DOCUMENT MUST BE EXECUTED BY PERSONS HAVING AN INTEREST IN THE REAL ESTATE IN ORDER FOR THE EASEMENT TO BECOME EFFECTIVE.

C1	
DELTA	= 05°14'35"
ARC	= 179.36
RAD	= 1960.08
BEARING	= N81°41'27"W
DIST	= 179.30

**OWNER/CLIENT:**  
DONALD J. ROEKER  
571 CLEMENS COURT  
PORTAGE, WI 53901



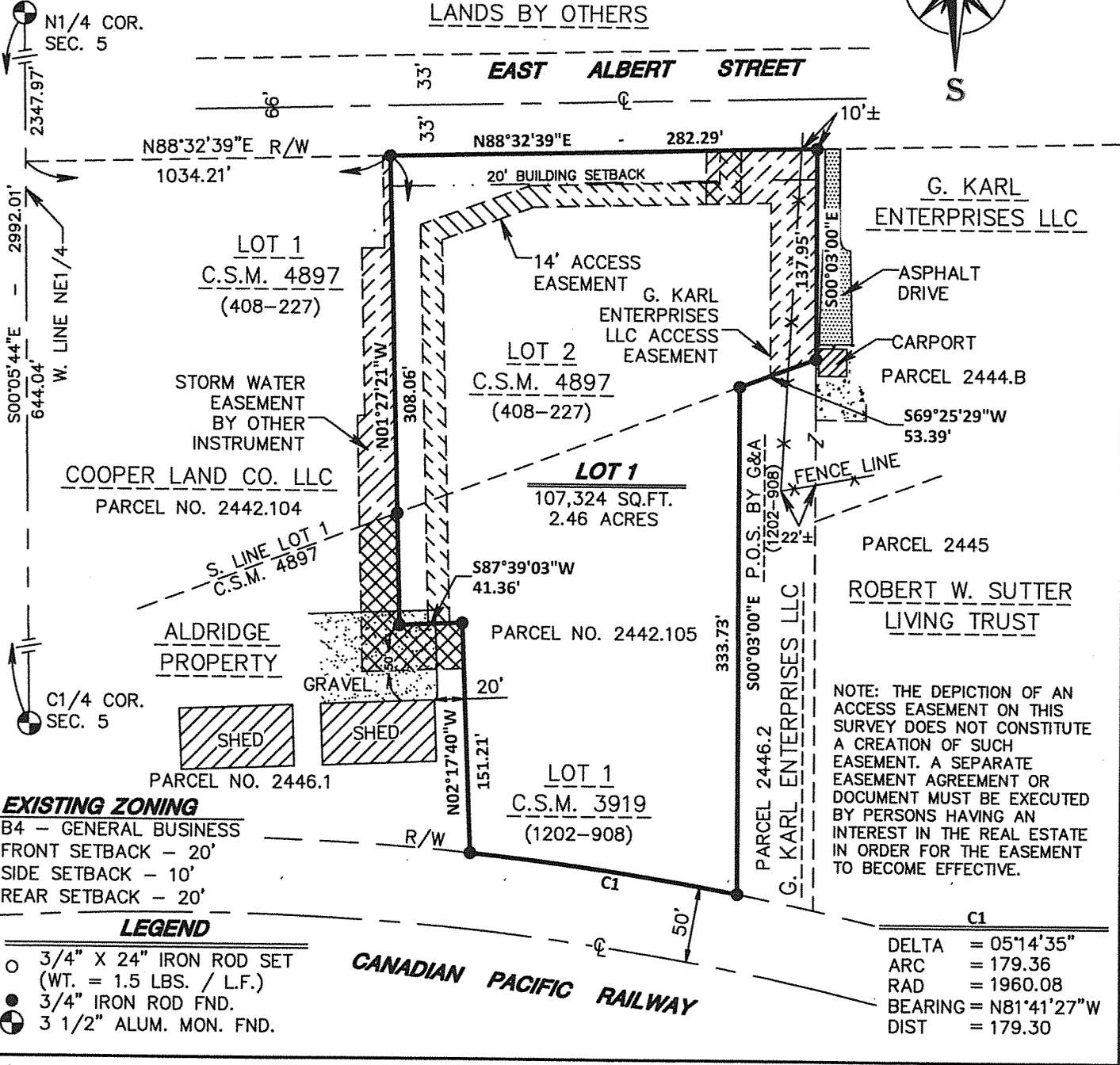
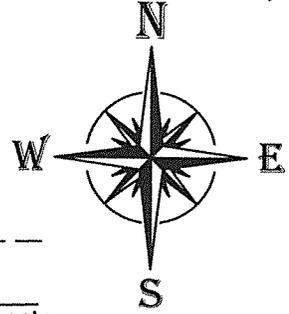
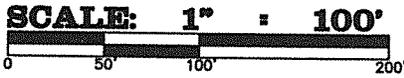
# COLUMBIA COUNTY CERTIFIED SURVEY MAP NO.

## GENERAL LOCATION

Volume \_\_\_\_\_, Page \_\_\_\_\_

**BEING A PART OF LOT 1, C.S.M. NO. 3919 AS RECORDED IN VOL. 27 OF C.S.M.'S, PG. 35 AS DOCUMENT NO. 676908, LOT 2, C.S.M. NO. 4897 AS RECORDED IN VOL. 34 PG. 96 AS DOCUMENT NO. 781720, PART OF OUTLOT 99 AND 102, CITY OF PORTAGE ASSESSOR'S SUBDIVISION OUTLOTS, LOCATED IN PART OF THE SW1/4 OF THE NE1/4, SECTION 5, T. 12 N, R. 9 E, CITY OF PORTAGE, COLUMBIA COUNTY, WISCONSIN.**

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**EXISTING ZONING**  
 B4 - GENERAL BUSINESS  
 FRONT SETBACK - 20'  
 SIDE SETBACK - 10'  
 REAR SETBACK - 20'

- LEGEND**
- 3/4" X 24" IRON ROD SET (WT. = 1.5 LBS. / L.F.)
  - 3/4" IRON ROD FND.
  - ⊕ 3 1/2" ALUM. MON. FND.

**OWNER/CLIENT:**  
 DONALD J. ROEKER  
 571 CLEMENS COURT  
 PORTAGE, WI 53901

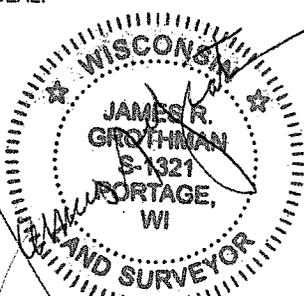
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As prepared by:

# G GROTHMAN & ASSOCIATES S.C. LAND SURVEYORS

625 EAST SLIFER STREET, P.O. BOX 373 PORTAGE, WI. 53901  
PHONE: PORTAGE: (608) 742-7788 SAUK: (608) 644-8877  
FAX: (608) 742-0434 E-MAIL: surveying@grothman.com  
(RED LOGO REPRESENTS THE ORIGINAL MAP)

SEAL:



G & A FILE NO. 614-259



DRAFTED BY: SMS

CHECKED BY: TG

PROJ. 614-259

DWG. 614259

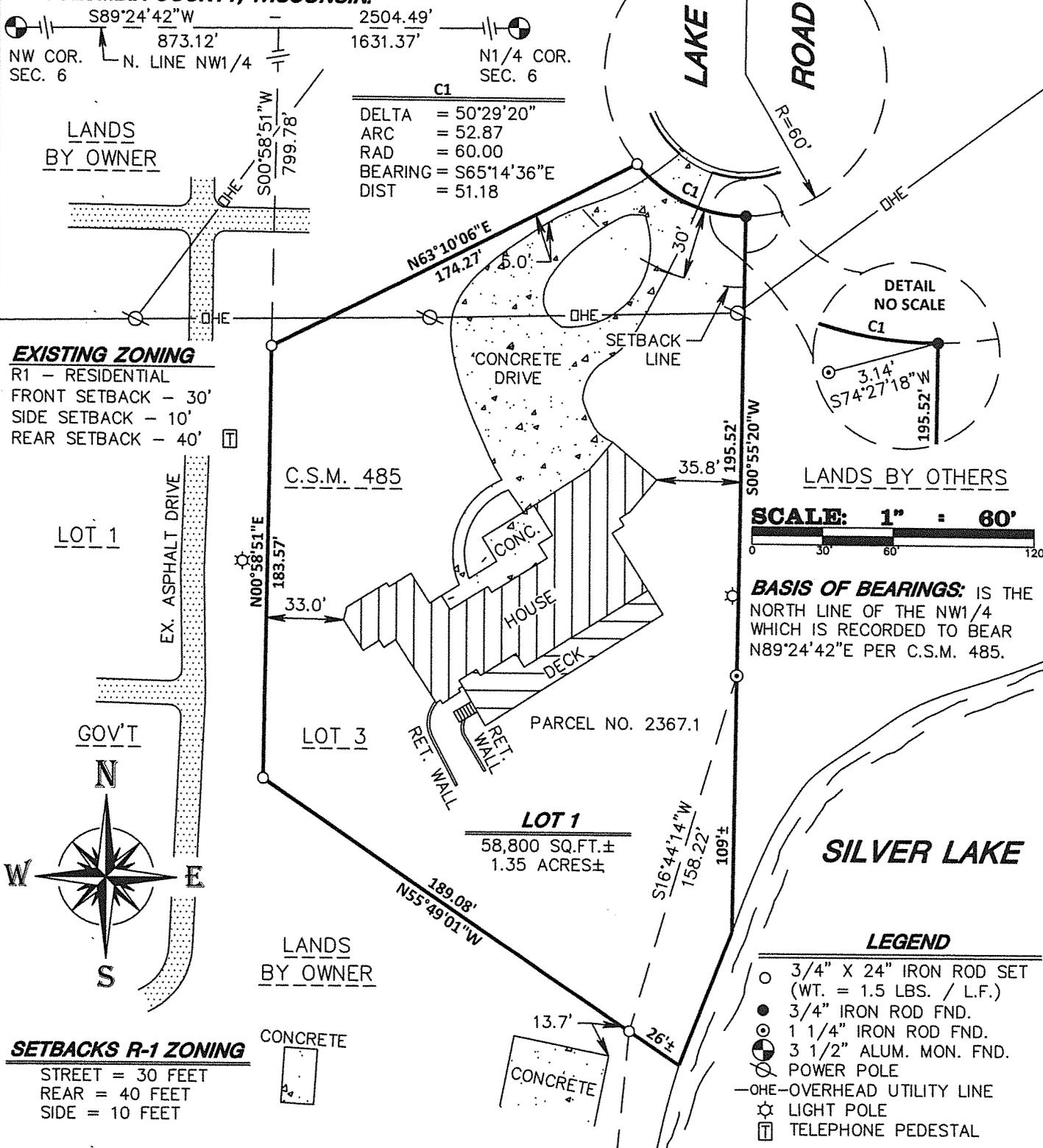
SHEET 1 OF 2

8-25-2014

## COLUMBIA COUNTY CERTIFIED SURVEY MAP NO. \_\_\_\_\_ GENERAL LOCATION

Volume \_\_\_\_\_, Page \_\_\_\_\_

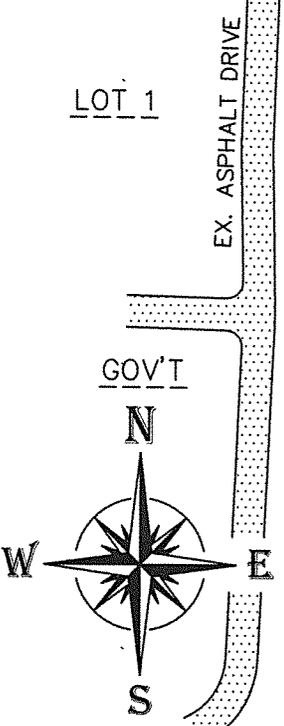
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LOCATED IN PART OF GOVERNMENT LOT 3, SECTION 6, T. 12 N., R. 9 E., CITY OF PORTAGE,  
COLUMBIA COUNTY, WISCONSIN.



S89°24'42"W 2504.49'  
873.12' 1631.37'  
NW COR. SEC. 6 N. LINE NW1/4 N1/4 COR. SEC. 6

C1	
DELTA	= 50°29'20"
ARC	= 52.87
RAD	= 60.00
BEARING	= S65°14'36"E
DIST	= 51.18

**EXISTING ZONING**  
R1 - RESIDENTIAL  
FRONT SETBACK - 30'  
SIDE SETBACK - 10'  
REAR SETBACK - 40'



**SETBACKS R-1 ZONING**  
STREET = 30 FEET  
REAR = 40 FEET  
SIDE = 10 FEET

**SCALE: 1" = 60'**

**BASIS OF BEARINGS:** IS THE NORTH LINE OF THE NW1/4 WHICH IS RECORDED TO BEAR N89°24'42"E PER C.S.M. 485.

- LEGEND**
- 3/4" X 24" IRON ROD SET (WT. = 1.5 LBS. / L.F.)
  - 3/4" IRON ROD FND.
  - ⊙ 1 1/4" IRON ROD FND.
  - ⊗ 3 1/2" ALUM. MON. FND.
  - ⊗ POWER POLE
  - OHE- OVERHEAD UTILITY LINE
  - ☆ LIGHT POLE
  - ⊞ TELEPHONE PEDESTAL

**OWNER/CLIENT:** HUBERT H. HILL  
122 LAKE ROAD  
PORTAGE, WI 53901

8-25-2014

# COLUMBIA COUNTY CERTIFIED SURVEY MAP NO. \_\_\_\_\_ GENERAL LOCATION

Volume \_\_\_\_\_, Page \_\_\_\_\_

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LOCATED IN PART OF GOVERNMENT LOT 3, SECTION 6, T. 12 N, R. 9 E, CITY OF PORTAGE,  
COLUMBIA COUNTY, WISCONSIN.

