

**City of Portage
Board of Zoning Appeals
Public Hearing 5:30 p.m., 5:40 p.m., 5:50 p.m., 6:00 p.m., and 6:10 p.m.
Regular Meeting, 6:20 p.m.
Monday, July 6, 2015
City Municipal Building, 115 West Pleasant Street
Conference Room Two
Agenda**

Members: Dave Carlson, Chairperson; Traci Bartels, Adam Field; Michael Mulhern, Michael Paul; Ryan Jahn, Alternate 1; Jeff Wetzel, Alternate 2

1. Public hearings
2. Call to order
3. Roll call
4. Approval of minutes from previous meetings
5. The application for Columbia County, Parcel # 298, Thompson Street, City of Portage, Columbia County, Wisconsin for a variance to Chapter 90, Article II, Section 90-28 (5) for exceeding the minimum paved surface setback on Thompson Street of 10 feet from the right-of-way. The property is zoned R-2 Single Family.

Said variance will allow the extension of a parking lot to within 0 feet of the street right of way, a variance of 10 feet.

6. The application for Columbia County, Parcel # 278, Thompson Street, City of Portage, Columbia County, Wisconsin for a variance to Chapter 90, Article II, Section 90-37 (5) for exceeding the minimum paved surface setback on Thompson Street of 10 feet from the right-of-way. The property is zoned M 1 Industrial.

Said variance will allow the extension of a parking lot to within 0 feet of the street right of way, a variance of 10 feet.

7. The application for Columbia County, Parcel # 282 , Thompson Street, City of Portage, Columbia County, Wisconsin for a variance to Chapter 90, Article II, Section 90-36 (5) for exceeding the minimum paved surface setback on Thompson Street of 10 feet from the right-of-way. The property is zoned B-4 General Business.

Said variance will allow the extension of a parking lot to within 0 feet of the street right of way, a variance of 10 feet.

8. The application for Columbia County, Parcel 305.01; 107 and 109 East Mullet Street; parcel 1297; 109 and 109 ½ East Wisconsin Street; parcel 1294.01; 101 DeWitt Street and Parcel 372.01; 122 E. Edgewater Street, City of Portage, Columbia County, Wisconsin for a variance to Chapter 90, Article II, Section 90-116 (2) for not meeting the required 4 off-street loading areas for office use for a facility with 60,001-100,000 square feet. The property is zoned B-2 Downtown Business.

Said variance will allow 2-15' wide by 70' long off-street loading zones at the proposed County Administration Building and none at the proposed Columbia County Health and Human Services Building, (both buildings totaling approximately 90,000 square feet), a variance of 2 loading zones.

9. The application for Columbia County's "Gateway" Building Project, City of Portage, Columbia County, Wisconsin for a variance to Chapter 90, Article II, Section 90-57 (7) (e) requiring 169 parking stalls for the proposed County Administration Building and 188 parking stalls for the proposed County Health and Human Services building, for a total of 357 required parking stalls.

Said variance will allow for up to 15 off street parking stalls short of the required 357 stalls, for a total of 342 stalls.

10. Adjournment

Dave Carlson, Chairperson

**City of Portage
Board of Zoning Appeals
Monday, June 1, 2015
Municipal Building, Conference Room Two
Minutes**

Members Present: Dave Carlson; Adam Field; Traci Bartels; Mike Paul; Mike Mulhern; Jeff Wetzel

Members Absent: Ryan Jahn, alternate

Also Present: Autumn & Jeremiah Kath; Diana Balzer

1. **Public hearing** – convened at 5:25pm
2. **Call to order** – following public hearing, the determination meeting was called to order at 5:30pm by Chairman Carlson.
3. **Roll call** – roll was taken with the above members present.
4. **Approval of minutes from previous meetings** – motion by Mulhern to approve, 2nd by Wetzel. Motion passed unanimously.
5. **The application for Jeremiah Kath and Autumn Solterman, Parcel # 1480 309 W. Marion Street, City of Portage, Columbia County, Wisconsin for a variance to Chapter 90, Article II, Section 90-29 (5) for exceeding the minimum side setback on W. Marion St. of 10 feet. The property is zoned R-3 Single Family/Two Family.**

Said variance will allow the construction of a sunroom to within 7 feet of the street right of way, a variance of 3 feet.

Applicants Autumn and Jeremiah Kath presented the variance request to the committee. Variance would allow them to add a sunroom on the side of their house on an existing cement slab. There appears to have been a porch in the same location in the past. The existing house is closer than 10 ft. from the property line at that point and was built before passage of the existing zoning ordinance. Next door neighbor Diana Balzer attended the meeting and also supported the variance.

Motion made by Paul to amend the request to add the condition that the sunroom addition have a gutter and downspout along the roof to direct water away from the neighboring property, 2nd by Field. Motion passed unanimously.

Motion made by Mulhern to approve the variance request as amended, 2nd by Field. Motion passed unanimously.

6. **Adjournment** – meeting adjourned at 5:39pm.

Respectfully submitted,

Adam R. Field
Secretary

Submitted 6/18/15



115 W. Pleasant St.
Portage, WI 53901
608-742-2176

City of Portage Land Use Application

- All Land Use Applications should be filed at City Hall, 115 W. Pleasant St.
- The following information is required for all applications to be reviewed.
- This form may also be completed online at: www.portagewi.gov, click on "Public Works: Forms & Applications" in the Quick Links Box.

FOR OFFICE USE ONLY:

RECEIPT NO: _____	AMT PAID: _____	DATE REC'D: _____
PARCEL NO: _____	PROPERTY ADDRESS: _____	ZONING: _____
REVIEW REQUIRED BY:	<input type="checkbox"/> PLAN COMMISSION <input type="checkbox"/> BOARD OF ZONING APPEALS	<input type="checkbox"/> COMMON COUNCIL <input type="checkbox"/> ZONING ADMINISTRATOR
STATEMENT OF JUSTIFICATION	<input type="checkbox"/> YES <input type="checkbox"/> NO	PRECONFERENCE MEETING _____ PUBLIC HEARING(S) _____

Application Type (complete detailed section on reverse side)

<input type="checkbox"/> Conditional Use Permit \$150 + \$30 Rec. Fee	<input type="checkbox"/> Zoning Amendment \$150
<input type="checkbox"/> Temporary Use Permit \$150	<input checked="" type="checkbox"/> Zoning Variance \$150

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (<input checked="" type="checkbox"/> SAME AS APPLICANT)	
Applicant Name:	Ron Locast, Potter Lawson Inc.	Contact Name:	
Address:	749 University Row, Suite 300	Address:	
City, State, Zip	Madison, WI 53705	City, State, Zip	
Telephone:	608-274-2741	Telephone:	
Fax:	NA	Fax:	
Email:	ronl@potterlawson.com	Email:	
		Relationship to Applicant:	

OWNERSHIP INFORMATION

PROPERTY OWNER - 1 (<input type="checkbox"/> SAME AS APPLICANT)		PROPERTY OWNER - 2 (IF NEEDED)	
Owner's Name:	Columbia County, Vern Gove	Owner's Name:	
Address:	400 DeWitt Street	Address:	
City, State, Zip	Portage, WI 53901	City, State, Zip	
Telephone:	608-742-2191	Telephone:	
Fax:	NA	Fax:	
Email:	vern.gove@co.columbia.wi.us	Email:	

Signature of Applicant:

Date: 6.18.15

CONDITIONAL USE PERMIT (Reviewed by Plan Commission)		<input type="checkbox"/> SITE PLAN ATTACHED
Current Use of Property and Type of Business (if applicable): _____		
Proposed Use of Property and Type of Business (if applicable): _____		
Proposed Hours of Operation: _____	No. of Employees: _____	No. of Parking Stalls: _____
Daily No. Customers/Visitors _____	Weekly Truck Traffic: _____	Outside Storage? <input type="checkbox"/> Yes <input type="checkbox"/> No
		Outside Machinery/Mechanicals? <input type="checkbox"/> Yes <input type="checkbox"/> No
Exceeds 40,000 sq. ft.? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, constitutes a large or group development. See Questionnaire.		
FOR OFFICE USE:	PUBLIC HEARING NOTICE TO ALL WITHIN 300 FT PUBLISH PUBLIC HEARING NOTICE TWICE, ONE WEEK APART, AT LEAST 10 DAYS PRIOR TO PUBLIC HEARING RECORD AT COUNTY	MAILING DATE: _____

TEMPORARY USE PERMIT (Reviewed by Zoning Administrator)		<input type="checkbox"/> SITE PLAN ATTACHED
Current Use of Property and Type of Business (if applicable): _____		
Proposed Use of Property and Type of Business (if applicable): _____		
Dates of Temporary Use: Start Date: _____ End Date: _____		
Proposed Hours of Operation: _____	No. of Employees: _____	No. of Parking Stalls: _____
Daily No. Customers/Visitors _____	Weekly Truck Traffic: _____	Outside Storage? <input type="checkbox"/> Yes <input type="checkbox"/> No
		Outside Machinery/Mechanicals? <input type="checkbox"/> Yes <input type="checkbox"/> No
FOR OFFICE USE:	NO PUBLIC HEARING REQUIRED IF OVER 6 MONTHS, RECORD AT COUNTY	

ZONING AMENDMENT (Reviewed by Plan Commission & Common Council)		<input type="checkbox"/> SITE PLAN/MAP ATTACHED	<input type="checkbox"/> STATEMENT OF JUSTIFICATION ATTACHED
Proposed Use of Property: _____			
Proposed Hours of Operation: _____	No. of Employees: _____	No. of Parking Stalls: _____	
Property contains wetlands and/or floodplain? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, explain: _____		
Overlay District? <input type="checkbox"/> Yes <input type="checkbox"/> No	If zoning is changed, do you need a Conditional Use Permit for the proposed use?		<input type="checkbox"/> Yes <input type="checkbox"/> No
FOR OFFICE USE:	PUBLIC HEARING NOTICE TO ALL WITHIN 300 FT PUBLISH PUBLIC HEARING NOTICE TWICE, ONE WEEK APART, AT LEAST 10 DAYS PRIOR TO PUBLIC HEARING RECORD AT COUNTY	MAILING DATE: _____	

VARIANCE (Reviewed by Board of Zoning Appeals)		<input checked="" type="checkbox"/> SITE PLAN ATTACHED	<input checked="" type="checkbox"/> STATEMENT OF JUSTIFICATION ATTACHED
FOR OFFICE USE:	PUBLIC HEARING NOTICE TO ALL WITHIN 100 FT PUBLISH PUBLIC HEARING NOTICE 10 DAYS BEFORE BOARD OF ZONING APPEALS MEETING	MAILING DATE: _____	

Statement of Justification:

Columbia County is seeking a variance for three items that do not meet the City of Portage Zoning Ordinance:

1. Off-Street Parking Counts
2. Right-of-Way Setbacks at Three Proposed Parking Lots
3. Number of Off-Street Loading Zones.

1. Off-Street Parking Counts:

Section 90-57: Institutional Land Uses (7)(e) Minimum Required Parking: One space per employee on the largest work shift, plus one space per company vehicle normally stored or parked on the premises, plus one space per 500 square feet of gross square feet of office area.

Section 90-115(10) allows the Plan Commission to reduce the number of required off-street parking spaces as part of the conditional use permit approval process for Large Developments. Granting a variance is non-precedent setting, providing the City with greater autonomy in evaluating future developments in the area based on their own unique merits.

The County and Potter Lawson have worked with City staff to develop the required parking counts which have been reviewed and approved by City staff (Parking calculations attached). The approved off-street parking requirements based on the zoning ordinance are 169 stalls for the Administration Building and 188 stalls for the Health & Human Service Building for a total of 357 required stalls.

The proposed off-street parking is as follows: (See attached site plan)

Health & Human Services Building site	212 stalls
Administration Building site	78 stalls
Proposed shared parking at Market Square lot	60 stalls
<hr/>	
Total proposed off-street parking	350 stalls

The proposed site plan identifies 350 off-street parking stalls, which is seven stalls short of the required stalls per the zoning ordinance. Due to continuing site design development, such as turning radii for semi-trucks and finalizing curb cut radii and locations, additional stalls may be lost. The County is seeking a variance for up to 15 stalls short of the required 357 stalls, which would put the proposed off-street parking count at 342 stalls.

Although on-street parking cannot be included in the count, it should be noted that approximately 65 additional on-street parking stalls are available on the south side of E. Edgewater Street, the north side of E. Mullet Street, and both sides of Adams Street adjacent to the site.

In regard to the proposed shared parking, the City conducted vehicle parking counts in the Market Square lot over a two week period in May, 2015. With respect to the southern half of the lot (66 total stalls), at no time did the City observe more than 20 vehicles parked in this area of the lot. In the northern half, the City observed a maximum of 16 vehicles occupying the 60 available stalls. On average on the highest vehicle count, no more than 25-30% of the lot was occupied.

2. Right-of-Way Setbacks at Three Proposed Parking Lots:

The County is requesting a variance on the parking lot setbacks for the three parking lots on Thompson Street (See attached site plan). Two of the parking lot sites are zoned B4 and one lot is M1. Parking lot setback requirements for these sites are 5'-0" from side or rear property line and 10'-0" from the right-of-way. Currently there are existing parking lots located on two of the three proposed parking lot sites in which the existing parking lots encroach into the 10 foot right-of-way setback butting up directly to the sidewalk.

So as not to impact adjacent properties, the proposed site plan maintains the 5'-0" setback from adjacent properties but extends the parking lots to the property line at the right-of-way. This allows for an additional 17 parking stalls without encroaching on the setbacks at the adjacent residential properties.

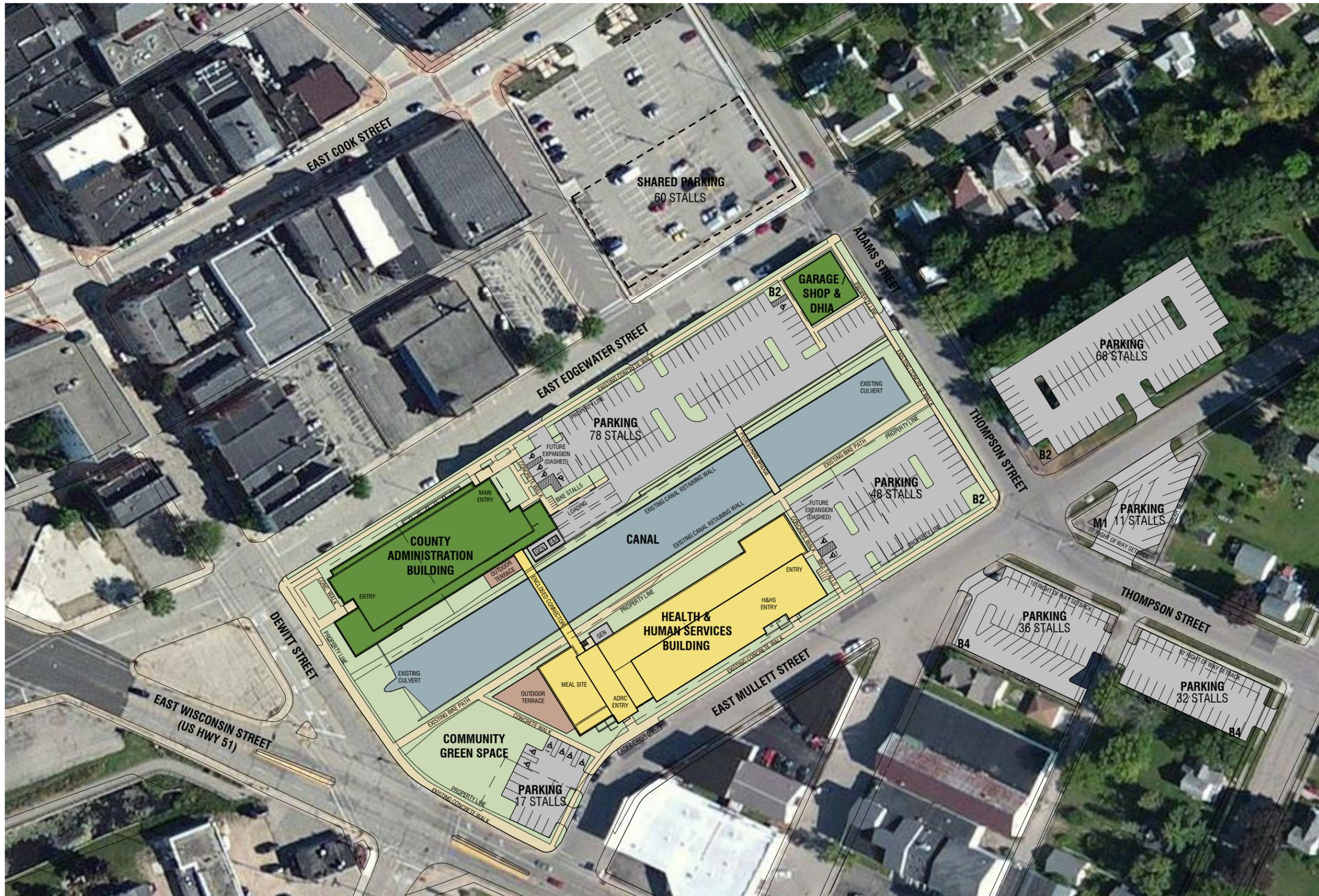
3. Number of Off-Street Loading Zones:

The number of off-street loading zones required is found in Section 90-116 of the Portage zoning ordinance. The Land Use for the proposed County buildings falls under Institutional Land Uses (Section 90-57) with the building type being identified as Public Services and Utilities for both buildings. The table in Section 90-116 for determining the number of loading zones does not include this land/building use. After discussions with City staff, staff recommended using the Office use from 60,001-100,000 gsf of floor area which requires four off-street loading zones.

The proposed site plan identifies a total of two 15' wide by 70' long off-street loading zones that are located at the County Administration Building adjacent to the shared receiving room. The County will distribute incoming goods to Health & Human Services from the shared Administration Building receiving room via the enclosed connector between the two facilities.

The County believes that four off-street loading zones are excessive given that the proposed facilities will receive a maximum of three to four straight body trucks per day (FedEx, UPS, USPS) and one semi-truck per week. The majority of these visits will be less than 30 minutes.

One to four vans will also deliver prepared food for the meal site program daily from 9:00 am to 1:00 pm; however, off-street parking stalls adjacent to the Health & Human Services conference room/meal site will be designated for this function.



Site Parking Counts

Provided off-street parking

Administration Building Site	
Typical	74 stalls
Accessible	3 stalls
Van Accessible	1 stall
Total	78 stalls

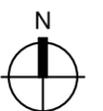
Health & Human Services Building Site	
Typical	204 stalls
Accessible	7 stalls
Van Accessible	1 stall
Total	212 stalls

Shared with City Lots	60 stalls
Total	350 stalls

Adjacent on street	65 stalls
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Parking Required by Zoning	
Administration Building	169 stalls
Health & Human Services Bldg	188 stalls
Total	357 stalls

Bicycle Parking	10 stalls
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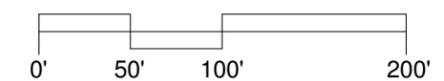


Site Plan

COLUMBIA COUNTY PHASE 1 - COUNTY ADMINISTRATION AND HEALTH & HUMAN SERVICES BUILDINGS

June 18, 2015

C:\Users\briann\Desktop\1501_Phase 1 Site Model.rvt





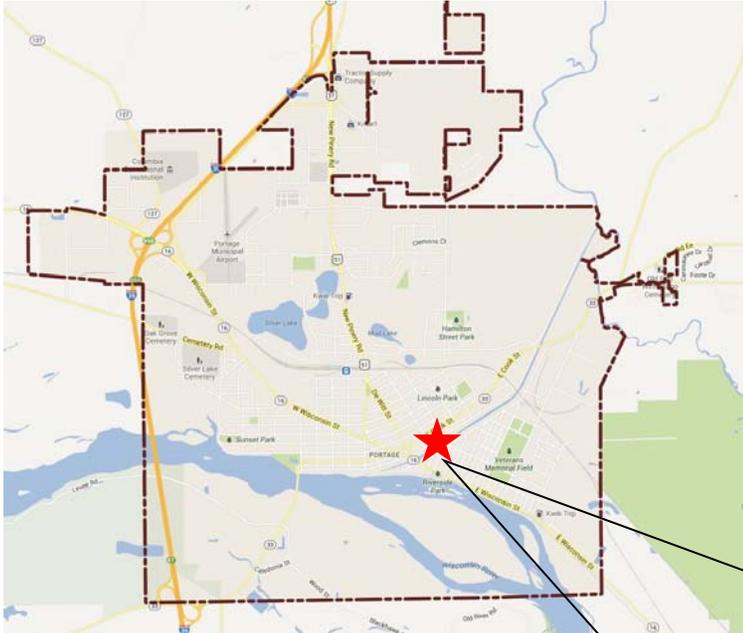
NTS

CITY OF PORTAGE, WI

Columbia County Parking Lot

Setback Variance

Parcel #278, #282, #298



CITY OF PORTAGE

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



'Where the North Begins'

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

Notice is hereby given that the attached application for a building set back variance will be heard by the Board of Zoning Appeals in the Second Floor Conference Room 2 in the City of Portage Municipal Building, located at 115 West Pleasant Street, Portage, Wisconsin at 5:30 p.m. on Monday July 6, 2015.

1. The application for Columbia County, Parcel # 298, Thompson Street, City of Portage, Columbia County, Wisconsin for a variance to Chapter 90, Article II, Section 90-28 (5) for exceeding the minimum paved surface setback on Thompson Street of 10 feet from the right-of-way. The property is zoned R-2 Single Family.

Said variance will allow the extension of a parking lot to within 0 feet of the street right of way, a variance of 10 feet.

Dave Carlson
Dave Carlson, Chairperson

**Please Publish:
June 26, 2015**

CITY OF PORTAGE

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



"Where the North Begins"

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1. The application for Columbia County, Parcel # 278, Thompson Street, City of Portage, Columbia County, Wisconsin for a variance to Chapter 90, Article II, Section 90-37 (5) for exceeding the minimum paved surface setback on Thompson Street of 10 feet from the right-of-way. The property is zoned M 1 Industrial.

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Dave Carlson, Chairperson

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June 26, 2015**

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1. The application for Columbia County, Parcel # 282 , Thompson Street, City of Portage, Columbia County, Wisconsin for a variance to Chapter 90, Article II, Section 90-36 (5) for exceeding the minimum paved surface setback on Thompson Street of 10 feet from the right-of-way. The property is zoned B-4 General Business.

Said variance will allow the extension of a parking lot to within 0 feet of the street right of way, a variance of 10 feet.

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"Where the North Begins"

NOTICE OF PUBLIC HEARING

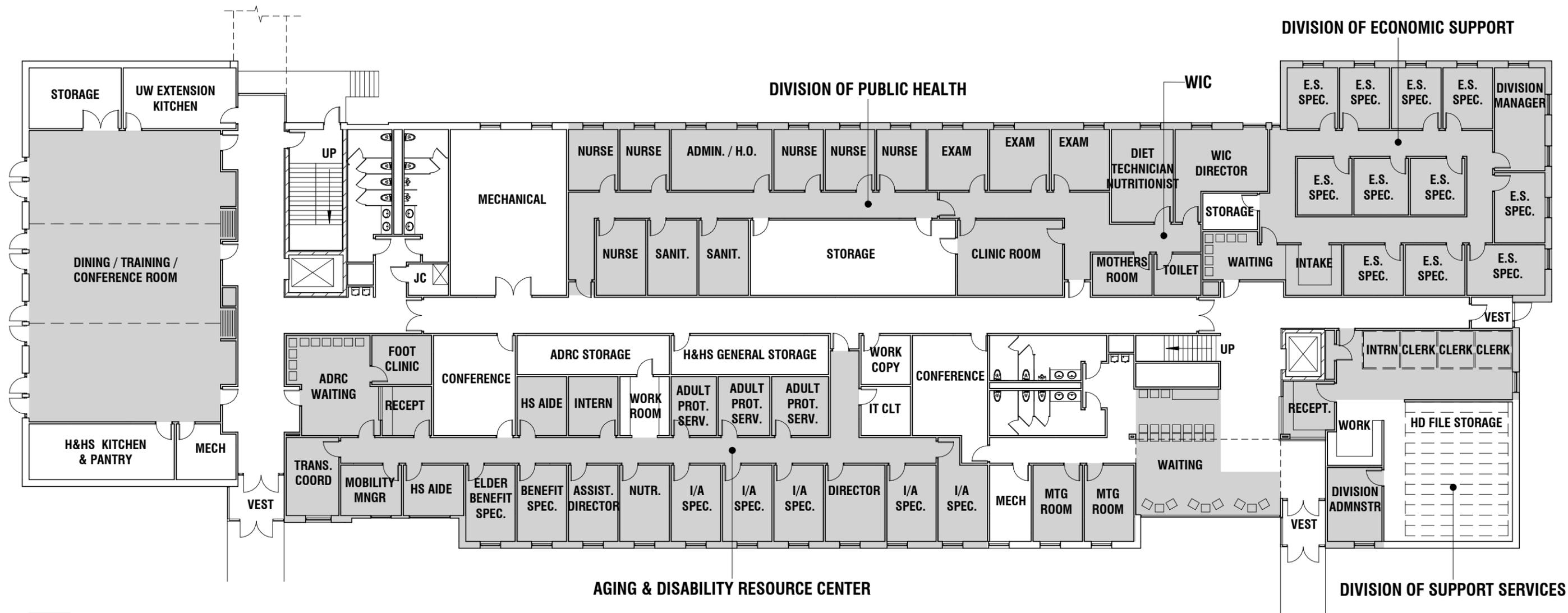
Notice is hereby given that the attached application for a loading zone variance will be heard by the Board of Zoning Appeals in the Second Floor Conference Room 2 in the City of Portage Municipal Building, located at 115 West Pleasant Street, Portage, Wisconsin at 6:00 p.m. on Monday July 6, 2015.

1. The application for Columbia County, Parcel 305.01; 107 and 109 East Mullet Street; parcel 1297; 109 and 109 ½ East Wisconsin Street; parcel 1294.01; 101 DeWitt Street and Parcel 372.01; 122 E. Edgewater Street, City of Portage, Columbia County, Wisconsin for a variance to Chapter 90, Article II, Section 90-116 (2) for not meeting the required 4 off-street loading areas for office use for a facility with 60,001-100,000 square feet. The property is zoned B-2 Downtown Business.

Said variance will allow 2-15' wide by 70' long off-street loading zones at the proposed County Administration Building and none at the proposed Columbia County Health and Human Services Building, (both buildings totaling approximately 90,000 square feet), a variance of 2 loading zones.

Dave Carlson
Dave Carlson, Chairperson

**Please Publish:
June 26, 2015**



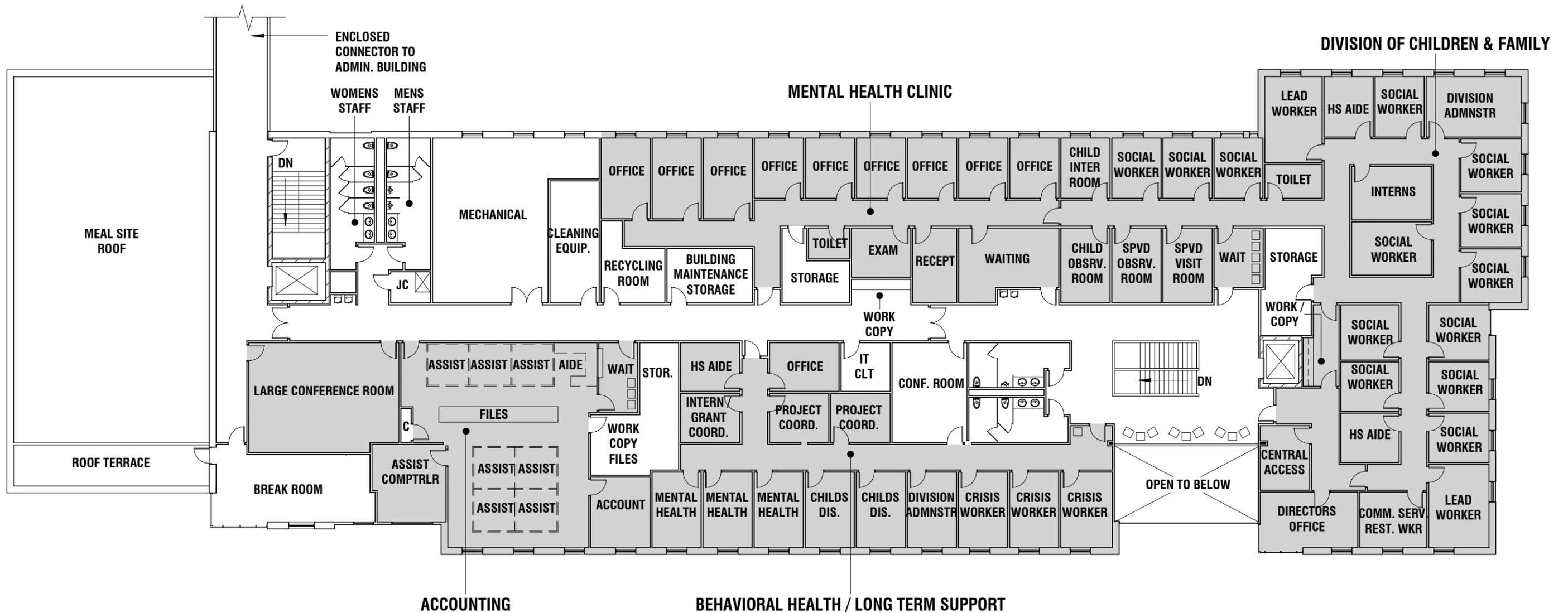
SHADING DENOTES OFFICE AREAS INCLUDED IN THE AREA CALCULATION

FIRST FLOOR - OFFICE AREA PLAN

Columbia County Phase 1 Health & Human Services Building
May 20, 2015

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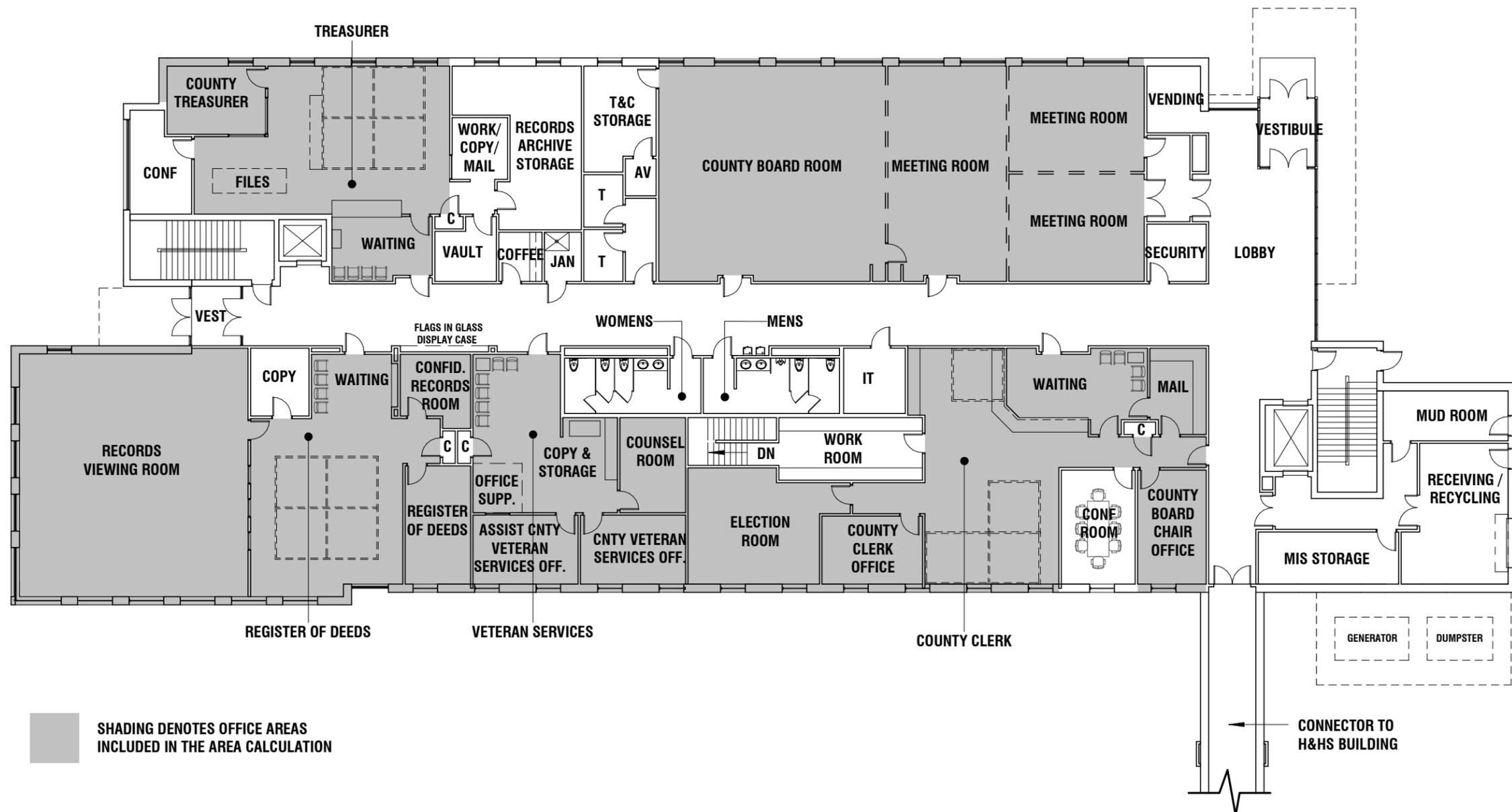
SHADING DENOTES OFFICE AREAS INCLUDED IN THE AREA CALCULATION

SECOND FLOOR - OFFICE AREA PLAN

Columbia County Phase 1 Health & Human Services Building
May 20, 2015

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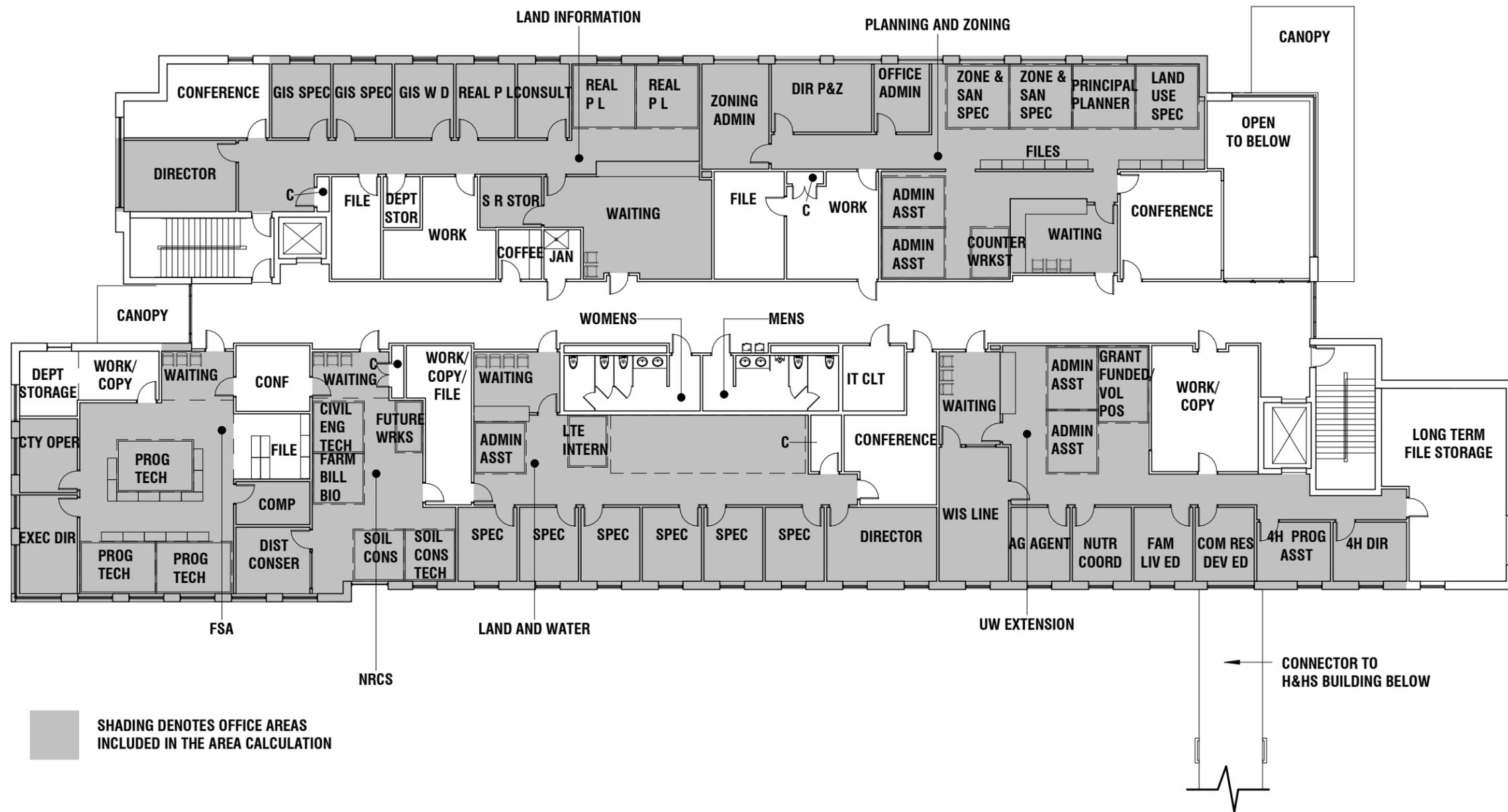
FIRST FLOOR - OFFICE AREA PLAN

Columbia County Phase 1 Administration Building
 May 20, 2015

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**Potter
 Lawson**
 Success by Design



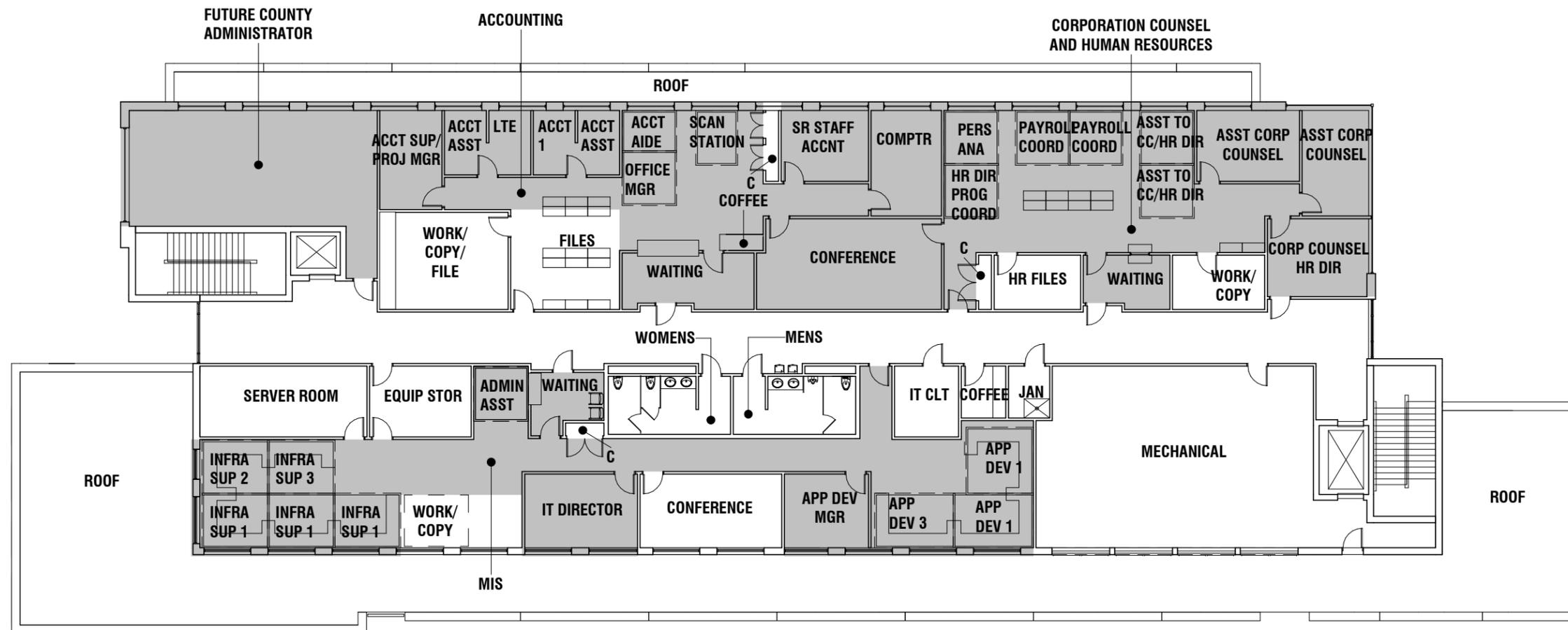
SECOND FLOOR - OFFICE AREA PLAN

Columbia County Phase 1 Administration Building
 May 20, 2015

C:\Users\briann\Desktop\1501 Administration Building bnr.rvt



**Potter
 Lawson**
 Success by Design



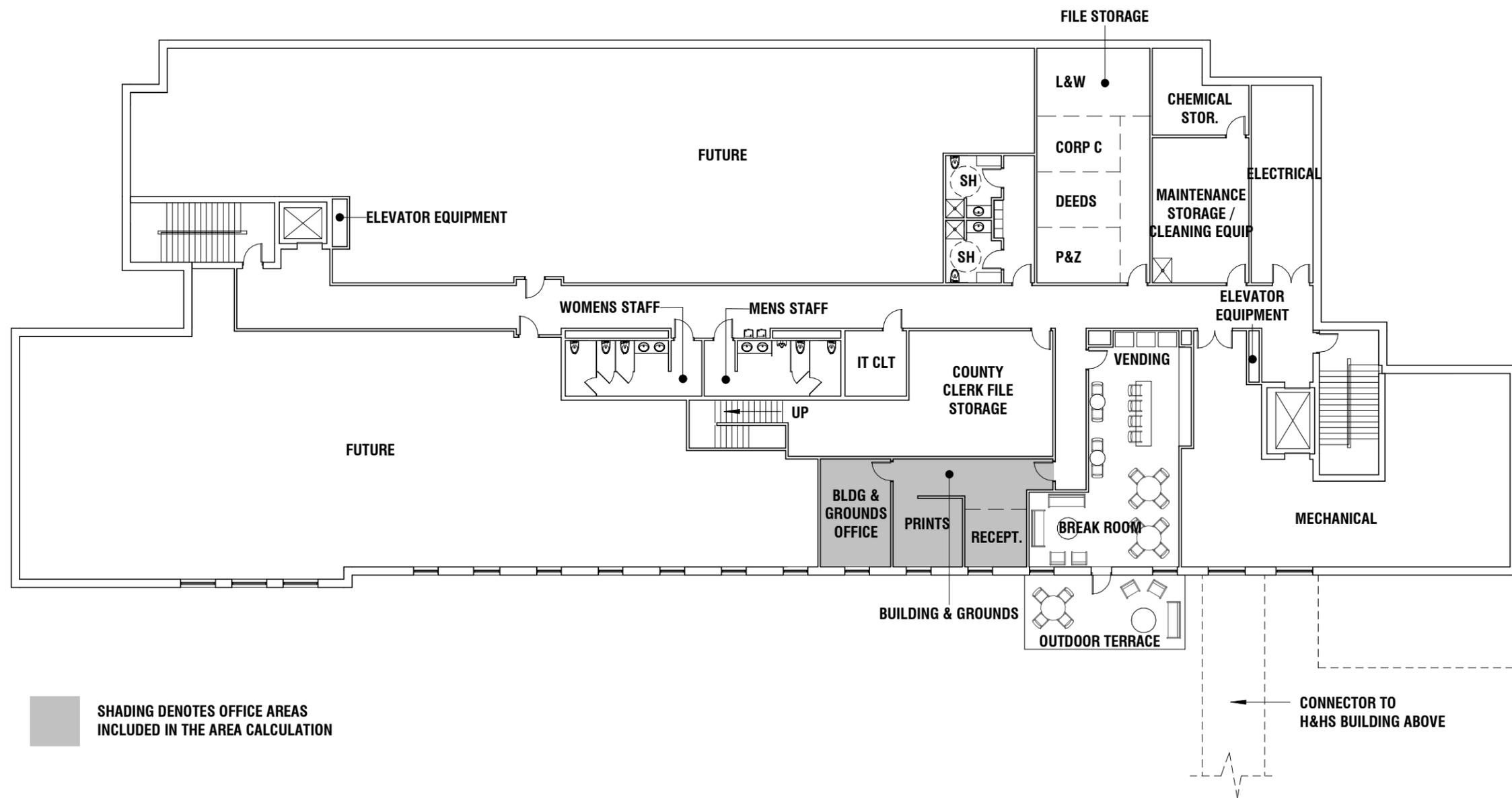
SHADING DENOTES OFFICE AREAS INCLUDED IN THE AREA CALCULATION

THIRD FLOOR - OFFICE AREA PLAN

Columbia County Phase 1 Administration Building
 May 20, 2015

C:\Users\briann\Desktop\1501 Administration Building bnr.rvt





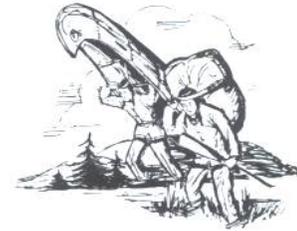
BASEMENT - OFFICE AREA PLAN

Columbia County Phase 1 Administration Building
 May 20, 2015

C:\Users\briann\Desktop\1501 Administration Building bnr.rvt

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

Notice is hereby given that the attached application for an off-street parking stall variance will be heard by the Board of Zoning Appeals in the Second Floor Conference Room 2 in the City of Portage Municipal Building, located at 115 West Pleasant Street, Portage, Wisconsin at 6:10 p.m. on Monday July 6, 2015.

1. The application for Columbia County's "Gateway" Building Project, City of Portage, Columbia County, Wisconsin for a variance to Chapter 90, Article II, Section 90-57 (7) (e) requiring 169 parking stalls for the proposed County Administration Building and 188 parking stalls for the proposed County Health and Human Services building, for a total of 357 required parking stalls.

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Dave Carlson
Dave Carlson, Chairperson

Please Publish:
June 26, 2015

Section 90 - 57: Institutional Land Uses

(7) Public Services and Utilities

(7)(e) Minimum required parking: One space per employee on the largest work shift, plus one space per company vehicle normally stored or parked on the premises, plus one space per 500 square feet of gross square feet of office area. (111 Admin, 133 HHS, 113 Office)

Health & Human Services Building:

Employees = 124

County Vehicles = 9

Total = 133 stalls

Office Area = 27,295 gsf

27,295 / 500 = 55 stalls

133 stalls + 55 stalls = **188 stalls for Health & Human Services**

County Administration Building:

Employees = 100

County Vehicles = 11

Total = 111 stalls

Office Area = 28,894 gsf

28,894 / 500 = 58 stalls

111 stalls + 58 stalls = **169 stalls for County Administration Building**

Total Site Parking:

188 stalls + 169 stalls = **357 stalls**