

City of Portage
Monday, April 18, 2016
Plan Commission
6:30 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room 2

Members present: Mayor Bill Tierney, Chairperson; Aaron Jahncke, City Engineer; Mike Charles, Peter Tofson, and Brian Zirbes.

Excused: Jan Bauman

Others present: Mayor-elect Rick Dodd, Administrator Murphy, Director Sobiek, Bill Welsh, Craig Sauer, Theresa Kay, Bruce Carolfi, Jeff Benden, Mike McVicker, Rick Dodd, Fred Galley, Roger Bonham, Sandi Bonham, Chris McQuire, Brad Boettcher

1. Roll call.

2. Approval of minutes from previous meeting

Motion by Zirbes, second by Tierney, to approve the minute from the March 21 Plan Commission meeting. Motion passed 4 to 0, on call of the roll of the Plan Commission. Tierney, Jahncke, Tofson, and Zirbes voted Yes. Mike Charles abstained.

3. Discussion and Possible Action on Badger Housing Addition

Director Sobiek reviewed the Badger Housing plans submitted for a small addition to its current office building at 260 Eastridge Road. The proposed addition will extend the current building, east and south fronting Hunter Trail (currently green space and a loading area, adding approximately 4,000 sf to the existing building. A new additional entranceway will be added on the western parking lot side of the building, as well as an emergency exit on the eastern side of the building fronting Hunter Trail.

Plans submitted included a site plan, interior updated floor plans showing the new configuration and usage, and a landscaping plan.

The building's space is leased to the Wisconsin Department of Transportation and the Wisconsin Department of Corrections. The new additional space will also be leased to these entities as shown on the plans.

Landscaping plan provides 213 landscaping points for foundation and street frontage landscaping as required by City Code. Stormwater fee in lieu of fee will be required for the relatively small area of new impervious surface created.

No addition to the parking lot other than restriping parking stalls on the western side of the building. Current parking lot with 53 stalls, including 4 handicapped stalls meets Code requirements for the additional office space.

Mr. Carolfi, representing Badger Housing Associates, answered questions from the Commissioners on the site plan.

Motion by Zirbes, second by Charles, to approve the Badger Housing building expansion plans as submitted and presented. Motion passed 5-0 on a call of the roll, with Tierney, Charles, Jahncke, Tofson and Zirbes voting Yes.

4. Discussion and possible action on Flexible Foam Parking Lot.

Director Sobiek reviewed the Innocor (formerly Flexible Foam) parking lot expansion plan to add 23 new parking stalls (21 new adjacent stacking to the existing 23, and two added adjacent and to the south of the first row of 24 stalls closest to the building) to the 45 stall existing lot on Murphy Road in the Industrial Park. This new parking is planned to accommodate additional employees. Two current stalls on the northern end of the 23 stall row will be removed. 68 total stalls are in the new plan.

The revised parking lot plan shows an island to be installed in the middle of the double row parking configuration as required by Code. The revised plan also shows 3 handicapped stalls would be required for this size lot per this requirement, one with a 96" wide van accessible aisle and 2 with a 60" access aisle.

Paved and other setbacks are met. Ingress and egress onto both Murphy Road and Mohr Road remain the same. American Structures indicates drainage remains the same.

Mr. McVicker, representing Innocor, indicated the parking lot expansion is necessary in facilitating the employment growth at the Portage Innocor plant that has increased from 38 to 105 employees. He also indicated the current stormwater pond on the site can accommodate the slight increase in impervious surface created by the new parking lot area.

Motion by Charles, second by Zirbes, to approve the Innocor (formerly Flexible Foam) parking lot plan as presented, contingent on the plan meeting City stormwater requirements. Motion carried 5-0 on a call of the roll with Tierney, Charles, Jahncke, Tofson and Zirbes voting Yes.

5. Discussion and possible action on Cardinal Glass Rail Spur.

Director Sobiek reviewed the Cardinal Glass site plan to build a third rail track parallel and just south of the two existing rail spur tracks. This third

track will be a turnout track to stack additional rail cars (approximately 11). It will match the existing rail sub-grade.

The rail track project is necessitated by CP Rail's reduction in area/regional staff that previously handled rail turnout.

The site plan indicates installation of a 12" casing will be installed on existing water main under the proposed tracks.

A contour grading plan, erosion control plan (including rip rap) and stormwater management plan, and stormwater management operations and maintenance plan were also submitted for this project.

DNR approval is also needed for this project and this approval is expected relatively soon.

Mr. Bonham of Cardinal Glass appeared to answer Commissioner questions on the project.

Motion by Charles, second by Zirbes, to approve the Cardinal Glass rail spur project as submitted and presented. Motion carried 5-0 on a call of the roll, with Tierney, Charles, Jahncke, Tofson, and Zirbes voting Yes.

6. Discussion and possible action on Culver's expansion plans

Director Sobiek outlined expansion plans for the current Culver's restaurant at 2733 New Pinery Road. A full set of plans, including the existing and proposed site plan, landscaping plan, stormwater management summary, color elevations, exterior drawings (including photo of similar Culver's), and sign plan and locations were submitted for approval. He indicated there was no lighting/photometric plan submitted but that General Engineering indicated it would be submitted when ready.

The current restaurant building will be bumped out to the west by 18 ft and a new front drive through pavement will be added to the west from the current drive through window.

The plan includes a new front concrete patio area, approximately 44 by 33 ft, fronting New Pinery Road. In addition, a concrete sidewalk area will be added along the southern/entranceway side of the building with a new concrete sidewalk ramp allowing access from the parking lot.

Landscaping plan details four landscaped areas, incorporating tress, 14 evergreen shrubs and over 10 groupings of perennials with white stone/organic mulch. Existing landscaping and tress are noted on the plan, allowing the landscaping point value to meet Code requirement for building foundation, street frontage and paved areas.

Mayor Tierney indicated traffic patterns through the parking lot area need to be improved.

Mr. Boettcher indicated that there is a cross parking agreement with the owners of the set of parking stalls just south of the Culver's parking lot.

Tofson questioned the flow of the parking lot and ease in directing traffic through the parking lot to the drive through area. Director Jahncke suggested adding pavement arrows to better direct traffic through the lot to the drive through area.

Tofson suggested an island in the south east corner of the lot to better direct traffic through the lot and drive through. Charles expressed agreement. Mr. Boettcher indicated an approximate 9' by 40' island could be installed there.

Motion by Charles, second by Zirbes to approve the Culver's expansion plans as presented, contingent on submittal of a lighting/photometric plan meeting City Code and inclusion of a parking island in the south-east corner of the new Culver's parcel. Motion passed 5-0 on a call of the roll with Tierney, Jahncke, Tofson, Zirbes and Charles voting Yes.

7. Discussion and possible action on Wauona Trail Sign

Director Sobiek reviewed the Canal Society's two sign permit applications as submitted. One to site a 4' by 8' free standing 'Wauona Trail' ground sign (double faced) on the levee side of Highway 16 near the Wauona Trail intersection, and one 3' by 14'4" free standing "Wauona Trail" ground sign (double faced) for Highway 33 near the Wauona Trail intersection.

Staff recommends granting the Highway 33 sign permit application on City property (former WWTP/Musky Club fish hatchery area) with a 25 ft setback to comply with the M1 Industrial zoning Code setback requirement.

The Highway 16 sign site, however, is problematic with a number of issues, including:

- The Ag 1 zoning on the levee side of Highway 16 requires a 35 ft street ROW set back, tied to the building setback. Siting the sign any closer to the street/highway would require a variance granted by the Board of Zoning Appeals.
- A letter from the Corps of Engineers indicates a sign could not be erected on the levee crown, nor installed into the levee prism. In addition, the Corps states the sign must be 'easy to remove'. These Corps' requirements would seem to make siting the sign on the levy side of Highway 16 nearly impossible.

Erecting this large a sign on the opposite or north side of Highway 16/51 is equally difficult given the only limited space available is located in the parking areas of Dairy Queen or the To Do It Center/Portage Lumber. The B-4 General Business zoning sign setback of 20 ft, coupled with the vision triangle issues at this intersection, adds to the challenge.

Sign permitting on State highways also requires a separate permitting process through the Wisconsin Department of Transportation (WisDOT). The Canal Society, as the sign permit applicant, would be responsible for obtaining these sign permits from the WisDOT.

Mr. Galley, representing the Canal Society, spoke about the importance of the City recognizing the Wauona Trail with signage. Mayor Tierney indicated his agreement and suggested a 'trombone arm' sign to address the challenges of siting a sign on the levee side.

Mayor Tierney indicated that with the upcoming reconstruction of Highway 16/51, the roadway will be changed and widened, creating yet another hurdle for siting the sign on the levee side.

Zirbes indicated it didn't make a lot of sense to site the Wauona Trail sign on the levee side of Highway 16 given the levee and setback issues and the lack of permanency with the new roadway reconstruction. Charles indicated his agreement.

Administrator Murphy discussed the difficulty of siting the sign on the northern side of Highway 16 given the required sign setback from the street ROW and the need to obtain easements from the property owners.

Mr. Galley indicated he will withdraw the Canal Society's sign permit application for the Highway 16 levee site, and go back to the drawing board to determine a more feasible site there. He will resubmit a sign permit application for this side of Wauona Trail at a later date.

Motion by Tierney, second by Zirbes, to allow a Wauona Trail sign as submitted in the Canal Society's sign permit application to be erected by City staff on Highway 33 at the City's former wastewater treatment plant parcel. Motion passed 5-0 on a call of the roll, with Tierney, Jahncke, Tofson, Zirbes and Charles voting Yes.

8. Adjournment

Motion by Charles, second by Zirbes, to adjourn. Motion passed 5 to 0 on call of the roll. Tierney, Jahncke, Tofson, Zirbes, and Charles voted Yes.

The Plan Commission meeting concluded at 7:28 p.m.

Respectfully submitted

Steven Sobiek,
Director, Business Development and Planning

Date Approved: May 16, 2016