

**City of Portage
Plan Commission Meeting
Public Hearing, 6:25 p.m.
Monday, May 16, 2016, 6:30 p.m.
City Municipal Building, 115 West Pleasant Street
Common Council Chambers**

Members present: Mike Charles, Frank Miller, Chuck Sulik, Peter Tofson, Kevin Zarecki, and Brian Zirbes

Excused: Mayor Rick Dodd

Others present: Administrator Murphy, Director Jahncke, Director Sobiek, Chief Clayton Simonson, Chair Craig Ratz, Jim Grothman, Matt Olson, Christine Hart, Nicole Bahn, Bill Welsh, Vern Grove, Kirk Konkel, Bob Poch,

Public Hearing - 6:25 p.m.

To consider granting a zoning amendment for Parcel #3500.05 to rezone the subject property from R-4 Small-scale Multi-Family Residential to R-2 Single Family Residential.

Acting Chair Zirbes read the public hearing notice aloud and the Director of Business Development and Planning provided the staff report, indicating the zoning map amendment petition met the conditions set out in Section 90-471 (4), City's Code of Ordinances, for approval. The City received one comment in favor prior to the hearing.

Zirbes asked if there was anyone present who wished to speak in favor of the petition.

Petitioner Nicole Bahn, representing Investors Community Bank, urged approval of the rezoning petition, indicating the rezoning of the parcel to R-2 Single Family would facilitate single family development of the three parcels planned.

Zirbes asked if there was anyone else present who wished to speak in favor of the petition.

Hearing none, Zirbes asked a third time, if there was anyone else present who wished to speak in favor of the petition. Hearing none, he asked if there was anyone present who wished to speak against the petition.

Hearing none, Zirbes asked if there was anyone else present who wished to speak against the petition.

Zirbes asked a third time if there was anyone else present who wished to speak against the petition.

Hearing none, Zirbes declared the Public Hearing closed at 6:33pm.

Regular Meeting - 6:30pm

1. Roll call

2. Approval of minutes from previous meeting.

Charles asked that the April 18 minutes be corrected by changing the motion to approve for Agenda Item 6 to reflect a motion made by Charles, second by Zirbes.

Motion by Charles, second by Zirbes to approve the minutes as corrected. Motion passed 6 to 0, on call of the roll.

3. Discussion and possible action on electing Vice Chairperson.

~~Charles nominated Zirbes for Vice Chairperson.~~ * Zirbes nominated Charles for Vice Chair, indicating an elected City official is more appropriate for Vice Chair of the Plan Commission. Charles indicated he would be willing to serve as Vice Chair.

Motion by Tofson, second by Zirbes, to elect Mr. Charles as Vice Chairperson of the Plan Commission. Motion carried 6-0 on a call of the roll, with Miller, Tofson, Charles, Sulik, Zarecki, and Zirbes voting yes.

4. Discussion and possible action on rezoning Parcel #3500.05 from R-4 Small Scale Multi-family to R-2 Single Family Residential.

Miller indicated there is a finite number of single family lots available in the city and granting this rezoning petition would make more single family lots available.

Sulik inquired as to the priority placed on encouraging more single family development in the City's Comprehensive Plan. Director Sobiek indicated this was indeed a priority in the Comprehensive Plan.

Motion by Zirbes, second by Miller, to recommend to the City Council grant the zoning map amendment petition by Investors Community Bank to rezone Parcel #3500.05 from R-4 Small Scale Multi-family to R-2 Single Family Residential. Motion carried 6-0 on a call of the roll with Sulik, Miller, Zirbes, Zarecki, Tofson, and Charles voting yes.

5. Discussion and possible action on CSM for Hart Olson Dental expansion, Parcel #3134.01.

Director Sobiek reported the proposed CSM for Parcel #3134.01 adds an approximate twenty more feet (from the adjoining parcel) to the eastern part of the existing parcel to accommodate the Hart-Olson Dental expansion project. The new lot comprises 43,080 feet or 0.99 acres.

The new lot satisfies all bulk zoning requirements for B-3 Interchange zoning.

Motion by Zirbes, second by Tofson, to approve the CSM as submitted for the Hart Olson Dental expansion. Motion passed 6-0 on a call of the roll, with Tofson, Zirbes, Miller, Sulik, Zarecki, and Charles voting yes.

6. Discussion and possible action on Hart Olson Dental Office Expansion.

Director Sobiek reported Hart Olson Dental has submitted plans for an addition to its current building at 225 Gunderson Drive. The proposed addition will extend the building west, adding approximately 1,209 sf to the existing building.

Plans submitted included a proposed site plan, existing site plan, landscaping plan, lighting plan and photometrics, parking lot addition site plan, existing and proposed first floor grades, building architectural rendering and interior floor plans.

Landscaping plan provided shows 160 points for building foundation, exceeding Code requirements. Plan includes a nice mix of river birch and evergreen trees, and evergreen and deciduous shrubs around the building foundation.

Exterior lighting and photometrics plan submitted show the two existing pole mounted parking lot lights will be bolstered by two new 25' bronze finish pole mounted light fixtures of 250 watts each. There is a slight bleed of light over the front right of way.

Stormwater plan for the additional impervious area can be handled on site with the existing system under the parking lot (including a 100 year event). Stormwater flows north-east.

A concrete addition to the existing parking lot on the east end of the parcel will result in 8 new parking stalls. The upgraded parking lot with 32 stalls, including 2 handicapped stalls meets Code requirements for the additional office space.

Retaining wall is partially over an Alliant Energy electrical utility easement but Alliant would allow the retaining wall to be built over the easement as utility extension access could be directionally drilled.

An extension of sidewalks along Gunderson Drive eastward for the 10 foot lot extension would be required under current Code.

Bob Poch, representing Hart Olson Dental, indicated the parking lot extension is asphalt, the retaining wall may not be built as it is dependent on grade issues, and inquired whether one River Birch tree could be removed from the submitted Landscaping Plan and if there could be an exemption from the sidewalk extension requirement.

Director Sobiek indicated the removal of the River Birch tree from the plan was acceptable as the landscaping plan would still meet Code requirements.

Tofson indicated he had no problem with the retaining wall being removed from the plan and was in favor of giving the owners flexibility whether to construct it or not. Existing trees would not have to be removed if the retaining wall was not built.

Miller inquired whether there would be a new ingress/egress point into the parking lot area. Poch indicated providing a new entrance/exit to the parking lot is not feasible due to the layout, and that the new parking area would be designated for employees of the Dental Clinic.

Tofson stated he was in favor of postponing a requirement that the sidewalks be extended.

Zirbes indicated he would be in favor of requiring the sidewalk extension based on an identified trigger, such as the extension of Gunderson Drive.

Miller stated he was in favor of requiring extending the sidewalks for the additional street frontage added to the parcel. Charles concurred.

Motion by Tofson, second by Zirbes, to approve the plans as submitted and presented for the Hart Olson Dental expansion, including removal of one River Birch tree from the landscaping plan, allowing flexibility to either construct or not construct the retaining wall on the western side of the building, and requiring the extension of sidewalks for the additional 20 feet along Gunderson Drive. Motion passed 6-0, on a call of the roll with Zirbes, Tofson, Charles, Miller, Sulik, Zarecki and voting yes.

7. Discussion and possible action on Alley vacation between DeWitt Street and Clark Street.

Director Sobiek reported Columbia County has requested vacation of the alley between Clark Street and DeWitt Street to facilitate remodel and expansion associated with the County Courthouse project. The County has purchased the properties fronting the alley, with the exception of the Presbyterian Church, and wishes to abandon this alley. It was recently discovered this alley, including that portion under the Courthouse, had not been properly vacated.

Staff recommends vacation of the entire portion of the alley between Clark Street and DeWitt Street (if the Church concurs, or alternately, just that portion of the alley between the Church east to DeWitt Street (if the Church does not concur).

Jim Grothman outlined the need for an access easement in the alley area should it be vacated to allow the Presbyterian Church access to 5 parking stalls adjacent to the Church's Westminister area.

Pastor Dave Hankins, Portage Presbyterian Church, indicated the entire Church congregation needs to approve the alley vacation and then the regional Presbyterian Council must also approve it. He indicated the Church just learned of this alley vacation issue in the past week or so.

Supervisor Konkel indicated the County is meeting with the Presbyterian Church Elders on Thursday to discuss the Church's concurrence with the alley vacation.

Sulik led a discussion on a possible timeline required for the vacation. It was the consensus of members present a timeline did not need to be included in the motion for approval.

Motion by Tofson, second by Miller, to recommend to the City Council the vacation of the entire portion of the alley between Clark Street and DeWitt Street, if the Presbyterian Church concurs, or alternately, just that portion of the alley between the Church east to DeWitt Street, if the Church does not concur. Motion passed 5 to 0 on a call of the roll. Miller, Tofson, Sulik, Charles, and Zarecki voted yes. Zirbes abstained.

8. Discussion and possible action on Alley vacation on Block 54 between Townsend Street and Coit Street, vacation of Huron Street between Townsend Street and Coit Street, Alley vacation on Block 47 between Townsend Street and Coit Street, vacation of Erie Street between Townsend Street and Coit Street, and Alley vacation on Block 22 between Townsend Street and Coit Street to facilitate Bruce A. Smith Little League Complex.

Director Sobiek presented the description and need to vacate these alley and street right of ways to facilitate the Bruce A. Smith Little League Complex.

Miller reported that he took a tour of the parcel today, indicating the street and alleys being vacated are not developed roads or alleys and are only legally platted right of ways on paper.

Motion by Sulik, second by Zirbes, to recommend approval of Alley vacation on Block 54 between Townsend Street and Coit Street, vacation of Huron Street between Townsend Street and Coit Street, Alley vacation on Block 47 between Townsend Street and Coit Street, vacation of Erie Street between Townsend Street and Coit Street, and Alley vacation on Block 22 between Townsend Street and Coit Street to facilitate Bruce A. Smith Little League Complex. Motion carried 6-0 on a call of the roll, with Miller, Sulik, Zarecki, Charles, Zirbes, and Tofson, voting yes.

9. Discussion on letter outlining proposed fire training facility at former waste water treatment plant property.

Craig Ratz, Chair of the Fire Department's training facility planning committee, and Fire Chief Clayton Simonson outlined the Fire Departments plan for a new training

Facility, including a multi-story building on the cement pond, at the former Waste water treatment plant parcel on Highway 33 and Wauona Trail. The presentation was accompanied by a Power Point presentation. The project will be formally submitted to the Plan Commission for approval in early summer.

Charles asked who would be designing the building. Chair Ratz indicated Rob Roth would be designing the project.

Charles asked whether there would be enough of a buffer around the building site so fire doesn't jump the parcel to adjoining properties. Chair Ratz indicated wind would be a key in being a potential fire jump hazard and will be taken into account when scheduling training exercises there. In addition, he indicated the surrounding snowmobile trail will create a nice buffer zone.

Charles asked Administrator Murphy if the proposed facility would have an impact on City insurance rates/coverage. Administrator Murphy indicated it would not.

Zarecki asked if there would be any smoke or odor emanating to nearby residential areas. Chair Ratz indicated there would be no exotic, noxious, or toxic fumes or smoke.

Zirbes inquired what would be visible from the road. Chair Ratz indicated the building would be 600 feet from the road and therefore barely visible from the right of way. The goal would be a very appealing, well-manicured and appealing improvement to the property.

Sulik inquired if the site would be appropriate for the building since it is a low point in the community, elevation wise. Director Jahncke indicated the site within the fenced in area is outside of the flood plain so siting the building there would not be a problem.

10. Adjournment.

Motion by Tofson, second by Charles, to adjourn. Motion passed 6 to 0 on call of the roll. Miller, Zarecki, Charles, Tofson, Zirbes, and Sulik voted yes.

The meeting concluded at 7:42 p.m.

Respectfully submitted

Steven Sobiek
Director, Business Development and Planning

Date Approved: 06/20/2016

*Date Amended: 9/19/2016