

**City of Portage
Plan Commission Meeting
Monday, June 17, 2013, 6:30 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room Two
Agenda**

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

1. Roll call
2. Approval of meeting minutes for March 20, 2013
3. Discussion and possible action on request to combine parcels 2952 & 2952.1 on Winnebago Avenue (David & Tammy Albright).
4. Discussion and Possible action on request for renovating building at 666 Center St (Tom Bergeman).
5. Discussion and possible action on request by Dave Gunderson for a 3 lot CSM at Forest Hill Drive and Morning Star Drive.
6. Discussion and possible action regarding request by Wauona Trail Manor to vacate the east 350' of McPherson Street.
7. Discussion on Comprehensive Plan 2008-2028.
8. Discussion and possible action on Sidewalk Master Plan.
9. Adjournment.

**City of Portage
Plan Commission Meeting
Monday, May 20th, 2013, 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, Addie A. Tamboli, Brian Zirbes, Mike Oszman and Peter Tofson

Others present: Shawn Murphy, City Administrator, Mark Bennett, Todd Bennett, Tom Bergeman, Chad Stevenson, Jeff Liegel, Craig Sauer and Bill Welsh

1. Roll call
2. Approval of meeting minutes for March 4, 2013

Motion by Tamboli, second by Tofson to approve the minutes. Motion passed 6 to 0 w/ Tierney abstaining.
3. Discussion and possible action on electing a Vice Chairperson.

Motion by Tofson to nominate Addie Tamboli as Vice Chairperson. Motion passed 7 to 0 on call of the roll.
4. Overview of Plan Commission Responsibilities (City Engineer).
Redelings provided an overview of the Plan Commission's roles and responsibilities. Mayor Tierney thanked the Commission and reiterated the importance of the Commission because of the responsibilities and authority it has.
5. Discussion and Possible action on request for rezoning 666 Center St (Tom Bergeman).

Tom Bergeman appeared before the Commission to explain his position and to request rezoning his property if needed.

Redelings indicated that presently, the property is legal non-conforming – a residential property in an M1, industrial district. Property owners are permitted to use and maintain the property as residential. If the property was converted to an industrial use, it would not be able to return to a residential use w/o rezoning.

Several items were further discussed. These include the existing encroachment in the Center Street right-of-way, the possibility of vacating a portion of Center Street, the need to maintain a walk path easement along the canal and possible improvements to the building/car port by the former dog kennel.

It was the consensus that Redelings investigate these matters and bring back recommendations to the Plan Commission next month.

6. Discussion and possible action on request to vacate New Pinery Frontage Road at East Collins Street (Mark Bennett).

Mark and Todd Bennett appeared and mentioned that they are the owners of the property along w/ their brother John. They provided a brief history of the property's development including the easement which was granted along East Collins Street for access to the high school.

One of their tenants, Culvers, desires to erect a new sign and possibly expand their operation to the west. The presence of the frontage road right-of-way is holding them back.

Tamboli indicated that the City may not need the entire frontage road, but may need some of the right-of-way for a future turn lane. Leigel and Stevenson indicated that if a median was constructed on New Pinery, studies indicate that the customer base would drop by 30%. Redelings will determine the width of the New Pinery right-of-way and the disposition of the frontage road right-of-way if it was vacated.

Chad Stevenson and Jeff Liegel said they haven't developed any plans because they wanted to first see if there was a chance the frontage road would be vacated. Mayor Tierney suggested a plan be proposed so the Commission would have something to discuss and consider. Several members echoed the Mayor's suggestion.

Todd Bennett said he'll work w/ the City regarding the development of the property.

7. Discussion and possible action on request to combine parcels 2952 & 2952.1 on Winnebago Avenue (David & Tammy Albright).

The Albright's weren't represented and Redelings indicated they couldn't be contacted. Zirbes mentioned that merely combining the parcels didn't entirely resolve the issue because there are still 2 separate deeds and the properties could be sold separately. Tamboli

suggested the correct procedure would be to develop a CSM. Oszman suggested a letter be sent to the Albrights to request more information.

8. Discussion on Comprehensive Plan 2008-2028.

Tamboli suggested the Comp. Plan be reviewed more frequently and Tofson indicated, with emphasis on revisiting the priorities. Mayor Tierney requested the Commissioners review the 51 implementation items and rank their 5 highest priority items for the next meeting.

9. Discussion and possible action on Sidewalk Master Plan.

Mayor Tierney indicated the sidewalk policy dates back to the public hearing in the '90's.

Redelings said that about a year and a half ago, the Plan Commission was considering modifications to the policy. It's the intent that the placement of sidewalks would be driven by need rather than unilaterally providing them on both sides of all streets. A draft plan was presented.

Zirbes mentioned that DOT funding may be available for a study and Tamboli indicated the plan should be developed in concert w/ the PATHS plan.

The draft plan will be reviewed over several meetings, examining the City in quadrants and starting in the southeast area.

10. Adjournment.

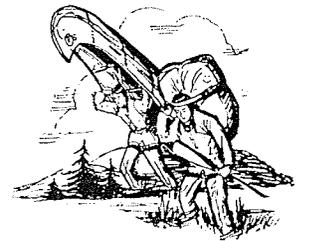
Motion by Tamboli, second by Oszman to adjourn. Motion passed 7 to 0 on call of the roll.

The meeting concluded at 8:01 p.m.

Respectfully submitted,
Robert G. Redelings, Public Works Director

CITY OF PORTAGE

115 West Pleasant Street
Portage, Wisconsin 53901
Telephone: (608) 742-2176 • Fax: (608) 742-8523



"Where the North Begins"

June 10, 2013

David and Tammy Albright
433 Winnebago Ave
Portage, WI 53901

Re: Combining parcel 2952 and 2952.1

Dear Mr. & Mrs. Albright,

The Plan Commission will be taking action on the subject at their next meeting. The meeting will be at 6:30 p.m. on Monday, June 17th in Conference Room 2 at the Municipal Building, 115 W. Pleasant Street, Portage, Wisconsin.

As I discussed w/ Mrs. Albright last Friday, merely combining parcels would still result in having 2 deeds. The properties could be sold separately without being required to notify anyone.

This situation could result in a non-conforming condition. I.E. with an additional 5' added to the property, a 5' building addition would be permitted. If the 5' strip of land would later be sold, the building would become closer to the lot line than allowed-making it non-conforming. To ensure your interests are represented, you are encouraged to attend the meeting.

If you have any questions please contact me at (608) 742-2176 ext. 325.

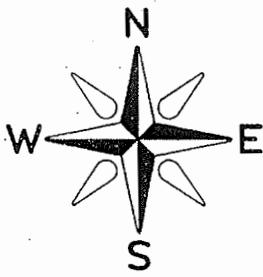
Sincerely,

Robert G. Redelings, P.E.
Public Works Director

PLAT OF SURVEY

GENERAL LOCATION

A PART OF BLOCK III, CITY PLAT, CITY OF PORTAGE
COLUMBIA COUNTY, WI.



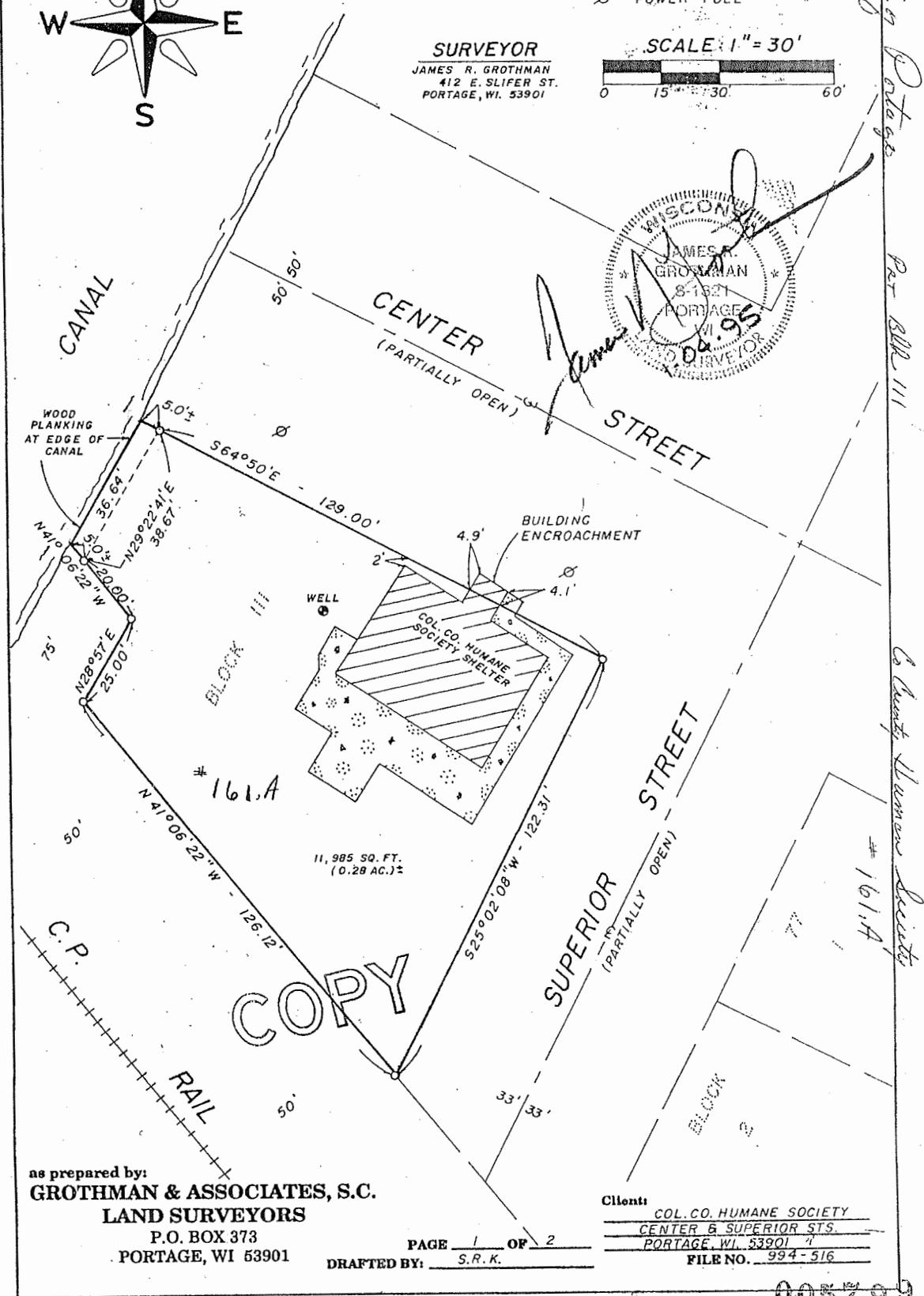
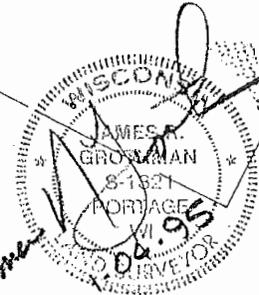
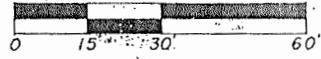
BASIS OF BEARINGS IS THE
NORTHERLY LINE OF BLOCK III
ASSUMED TO BEAR $S64^{\circ}50'E$

LEGEND

- 3/4" x 24" IRON REBAR SET (wt. = 1.5 lbs./l.f.)
- ⊗ POWER POLE

SURVEYOR
JAMES R. GROTHMAN
412 E. SLIFER ST.
PORTAGE, WI. 53901

SCALE: 1" = 30'



City of Portage
 Per RR 111
 Columbia County Humane Society
 # 161.A

as prepared by:
GROTHMAN & ASSOCIATES, S.C.
LAND SURVEYORS
P.O. BOX 373
PORTAGE, WI 53901

Clients
COL. CO. HUMANE SOCIETY
CENTER & SUPERIOR STS.
PORTAGE, WI. 53901
FILE NO. 994-516

PAGE 1 OF 2
DRAFTED BY: S.R.K.

005799

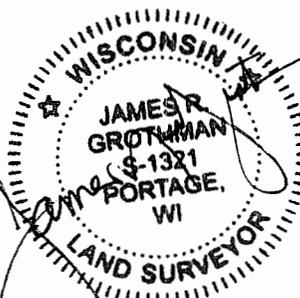
As prepared by:

G GROTHMAN & ASSOCIATES S.C.

LAND SURVEYORS

625 EAST SUFER 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. 313-101



DRAFTED BY: J. BROST

CHECKED BY: TLG

PROJ. 191-23

DWG. 313101

SHEET 1 OF 2

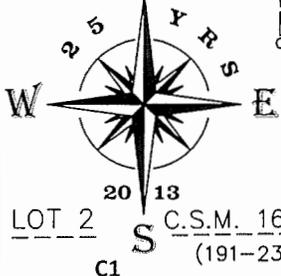
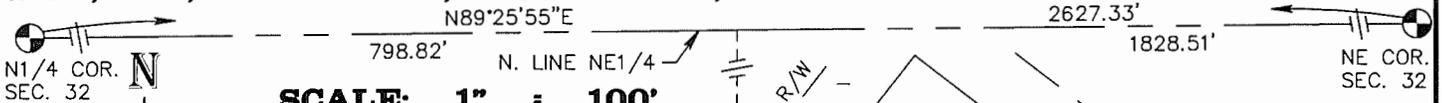
4-10-13

COLUMBIA COUNTY CERTIFIED SURVEY MAP NO. _____

GENERAL LOCATION

Volume _____, Page _____

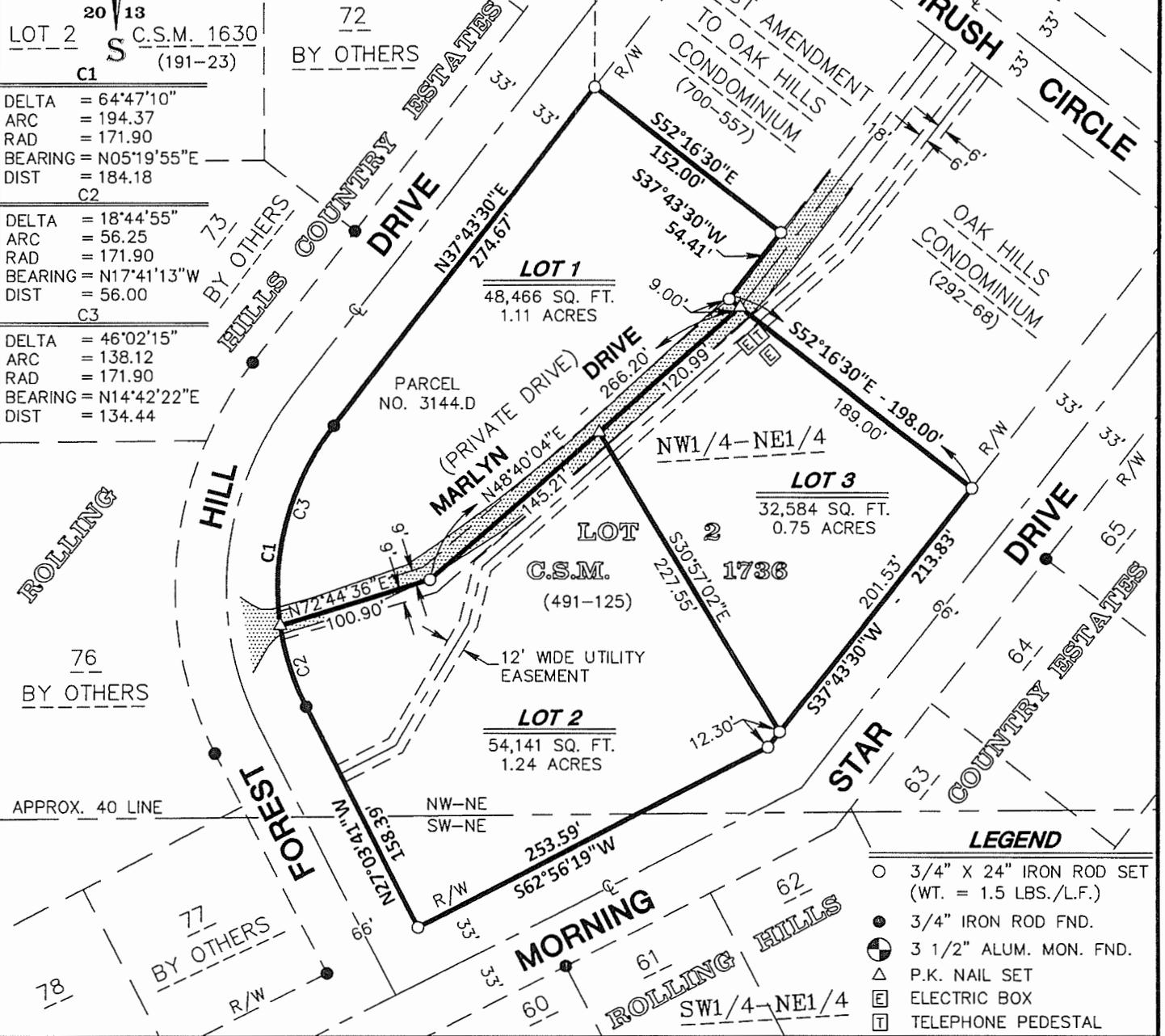
BEING A PART OF LOT 2, C.S.M. NO. 1736 AS RECORDED IN VOL 9 OF C.S.M.S, PG 30 AS DOCUMENT NO. 495995, LOCATED IN PART OF THE NW1/4 OF THE NE1/4 AND THE SW1/4 OF THE NE1/4, SECTION 32, T. 13 N, R. 9 E, CITY OF PORTAGE, COLUMBIA COUNTY, WISCONSIN. CONTAINING: 135,191 SQ. FT. - 3.10 ACRES



SCALE: 1" = 100'

BASIS OF BEARINGS: IS THE NORTH LINE OF THE NE1/4, SECTION 32, WHICH IS RECORDED TO BEAR N89°25'55"E PER C.S.M. NO. 1736

DELTA = 64°47'10"
ARC = 194.37
RAD = 171.90
BEARING = N05°19'55"E
DIST = 184.18
C2
DELTA = 18°44'55"
ARC = 56.25
RAD = 171.90
BEARING = N17°41'13"W
DIST = 56.00
C3
DELTA = 46°02'15"
ARC = 138.12
RAD = 171.90
BEARING = N14°42'22"E
DIST = 134.44



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.
- △ P.K. NAIL SET
- ⊞ ELECTRIC BOX
- ⊞ TELEPHONE PEDESTAL

OWNER: GUNDERSON CONSTRUCTION CO.
3021 C.T.H. CX
PORTAGE, WI 53901

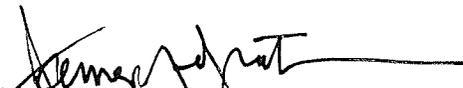
CLIENT: GUNDERSON CONSTRUCTION CO.
3021 C.T.H. CX
PORTAGE, WI 53901

SURVEYOR'S CERTIFICATE

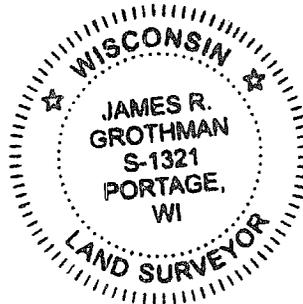
I, **JAMES R. GROTHMAN**, Registered Land Surveyor, do hereby certify that by the order of **Gunderson Construction Co.**, I have surveyed, monumented, mapped and divided a part of Lot 2, Certified Survey Map, No. 1736 as recorded in Volume 9 of Certified Survey Maps, Page 30 as Document No. 495995 located in part of the Northwest Quarter of the Northeast Quarter and the Southwest Quarter of the Northeast Quarter of Section 32, Town 13 North, Range 9 East, City of Portage, Columbia County, Wisconsin, described as follows:

Beginning at the most Westerly corner of the First Amendment to Oak Hills Condominium, said point also being the Southerly right-of-way line of Forest Hill Drive;
thence South 52°16'30" East along the Southerly line of the First Amendment to Oak Hills Condominium, 152.00 feet to the most Southerly corner of said Condominium;
thence South 37°43'30" West along the Westerly line of Oak Hills Condominium, 54.41 feet to the most Westerly corner of said Oak Hills Condominium;
thence South 52°16'30" East along the southerly line of said Oak Hills Condominium, 198.00 feet to the most Southerly corner of Oak Hills Condominium, said point also being on the Southerly right-of-way line of Morning Star Drive;
thence South 37°43'30" West along the north right-of-way line of Morning Star Drive and the South line of Lot 2, Certified Survey Map, No. 1736, 213.83 feet;
thence South 62°56'19" West along the North right-of-way line of Morning Star Drive and the South line of said Lot 2, 253.59 feet to the Southwest corner of said Lot 2;
thence North 27°03'41" West along the West line of said Lot 2 and the east right-of-way line of Forest Hill Drive, 158.39 feet;
thence Northeasterly along a 171.90 foot radius curve to the right in the East right-of-way line of Forest Hill Drive and the west line of said Lot 2 having a central angle of 64°47'10" and whose long chord bears North 05°19'55" East, 184.18 feet;
thence North 37°43'30" East along the South right-of-way line of Forest Hill Drive and the North line of said Lot 2, 274.67 feet to the point of beginning.
Containing 135,191 square feet, (3.10 acres), more or less and being subject to servitudes and easements of use or record if any.

I DO FURTHER CERTIFY that this is a true and correct representation of the boundaries of the land surveyed and that I have fully complied with the Provisions of Chapter 236.34 of the Wisconsin State Statutes and the City of Portage Subdivision Ordinances in surveying and mapping the same to the best of my knowledge and belief.



JAMES R. GROTHMAN
Registered Land Surveyor, No. 1321
Dated: April 10, 2013
File No.: 313-101



CITY of PORTAGE APPROVAL CERTIFICATE

Approved for recording by the **City of Portage**, Columbia County, Wisconsin.

, Mayor

Date

I HEREBY certify that the certified survey map is approved by the **City of Portage**, Wisconsin, this _____ day of _____, 20__.

, City Clerk

Date



WAUONA TRAIL MANOR, L.L.C.

Portage, WI

Main Office: Sterling Properties, LLC
PO Box 987 Sun Prairie, WI 53590

(608) 825-9336 – Phone
(608) 825-9352 – Fax

June 6, 2013

City of Portage
115 W Pleasant St
Portage, WI 53901

Re: Request to vacate city street

To Whom It May Concern:

I would hereby like to request that the City of Portage officially vacate the ownership of McPherson St. starting at Ontario St. and travelling 350 feet to the west to Wauona Trails Manor, LLC.

Since the community was built in the 1970's; Wauona Trails Manor has maintained this section of street. We would now like to make improvements to this street by re-paving it at our cost entirely.

Sincerely,

Bryan Foltz, CLM, CHC
CEO / General Manager
Wauona Trails Manor, LLC
A Division of: Sterling Properties, LLC



Wauona Trails Manor

Created 06/06/2013

Scale = 1:300 FT



CITY OF PORTAGE

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



"Where the North Begins"



Sidewalk Master Plan (DRAFT)

Scale = 1:1200 FT



Created 06/14/2013

CITY OF PORTAGE

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



"Where the North Begins"

Existing Sidewalks

- Sidewalks on Both Sides of Street
- Sidewalks on North or East Side of Street
- Sidewalks on South or West Side of Street
- No Sidewalks Present
- Paved Path

****Proposed Sidewalks are Indicated by Dashed Lines**