

**City of Portage
Plan Commission Meeting
Monday, December 15, 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, Brian Zirbes, Peter Tofson and Mike Charles

Members excused: Vickie Greenwold

Others present: John Morauski, Charles Poches, Jim Grothman, Kevin Meyer, Steve Vanderhoef, Steve Sobiek, Bill Welsh and Craig Sauer

Public Hearing – 6:25 pm

Consider the granting of a conditional use permit (CUP) to Richard Allen to operate an office in the home on parcel 2557; 1511 W. State Rd 33, 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 provided any comments. Redelings read the previously prepared staff report. A letter from Mr. Morauski was also provided (attached).

Mayor Tierney asked the petitioner if there was anything he'd like to add to the staff report. Mr. Morauski provided a brief description of the business and indicated he also wanted a sign for the business.

Mayor Tierney asked 3 times if there was anyone present who wished to speak in favor of the petition. Hearing no response, he asked 3 times if there was anyone present who wished to speak in opposition to the petition. Hearing no response, he declared the public hearing closed at 6:34 p.m.

Regular Meeting – 6:30 pm

- 1. Roll call**
- 2. Approval of minutes from previous meeting.**

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

- 3. Discussion and possible action on Conditional Use Permit for Richard Allen to operate an office in the home on parcel 2557; 1511 W. State Rd 33, City of Portage, Columbia County, Wisconsin**

Zirbes inquired about on-site parking and the need for a DOT permit for signage. Mr. Morauski explained that there's much more land available than what's required and there's 2 existing driveways to

accommodate traffic. Director Sobiek suggested the petitioner contact Denney Drier at the DOT regarding a sign permit.

Redelings requested clarification on the property ownership. Mr. Morauski explained that he's in the process of purchasing the property from Mr. Richard Allen.

Mayor Tierney asked how often customers would be accessing the business. Mr. Morauski indicated 2 to 3 times a week. He may include some training as part of the business.

Zirbes inquired as to whether the proposed sign would be lighted. Mr. Morauski said it probably would be, but not until the spring – once the frost is no longer present. He said the sign would be no more than 4'X8' in size with copy on both sides.

Motion by Tofson, second by Charles to approve the Conditional Use Permit conditioned upon the sign meeting the City's Ordinance specifications, including setbacks. It was noted that reflective lettering would be permissible on the sign. Motion passed 4 to 2 with Zirbes and Mayor Tierney voting no.

4. Discussion and possible action on a preliminary plat for a five-lot subdivision on School Road by the Portage Community School District.

Redelings explained that the plat and engineering concerns expressed at the previous meeting were all addressed. As the final plat is developed, the notation regarding the property owner to the east would need to be removed following the parcel conveyance. Additionally, the final plat would need to be accompanied by a grading plan.

Mr. Poches indicated the parcel transfer would occur within a few weeks.

Tofson inquired as to why there was still a "future lot" designation on the Preliminary Plat. Mr. Gunderson indicated there was actually 52.5 feet of frontage and it was possible to have a residential lot in the future. Mayor Tierney inquired as to how that would occur. Redelings indicated it would take a CSM, approved by the Plan Commission. Tofson suggested the notation implied that the Plan Commission would be receptive to a future lot and that wasn't the Plan Commission's desire.

Motion by Zirbes, second by Tofson to approve the Preliminary Plat with "future lot" notation removed. Motion passed 6 to 0 on call of the roll.

5. Discussion and possible action on construction drawings for five-lot subdivision on School Road by the Portage Community School District.

Redelings only suggestion was to enlarge the pavement replacement limits at Oakridge Drive to include all pavement north of the south right of way line for School Road.

Motion by Tofson, second by Zirbes to approve the construction drawings with the noted pavement replacement limits. Motion passed 6 to 0 on call of the roll.

6. Old Business (Redelings provided the following updates):

- a. DSH Site Plan – Staff had a meeting with Divine Savior Healthcare representatives and are working thru a Developer’s Agreement. The items required by the Plan Commission are being addressed and have deadlines appropriate for the development.
- b. Crawford Oil Car Wash – The formerly approved site plan for the car wash is being reconsidered in favor of the car wash being located farther to the south and east on the parcel. A revised site plan will be presented at a future meeting.
- c. Residential kennel license for 212 Washington Street – A letter was sent to the applicant outlining the Plan Commission denial of the Conditional Use Permit and the need for the applicant to conform to the City code before the end of the 2014 calendar year.
- d. Jeanne Mundt (Pflanz) Parking Lot – No additional information has been submitted, but a more complete site plan is expected in the near future.

7. Adjournment.

Motion by Charles, second by Tofson to adjourn. Motion carried 6 to 0 on call of the roll.

Respectfully submitted,

Robert G. Redelings, City Engineer

The meeting concluded at 7:19 p.m.