

**City of Portage  
Plan Commission Meeting  
Monday, June 15, 2015, 6:30 p.m.  
City Municipal Building, 115 West Pleasant Street  
Conference Room Two**

Members present: Mayor Bill Tierney, Chairperson; Robert Redelings, City Engineer, Mike Charles, Jan Bauman, Carolyn Hamres, Brian Zirbes and Peter Tofson.

Others present: Marianne Hanson, Bill Cartwright, LaDonna Devine, Ken Jahn, Marilyn Jahn, Administrator Murphy, Director Sobiek; Bill Welsh and Craig Sauer

**Public Informational Meeting on Sign Ordinance Revisions – 6:30pm**

Director Sobiek reviewed the proposed sign ordinance revision draft. He indicated there will be provision added to the draft to allow for a variance procedure. He also indicated language would be offered allowing businesses to maintain non-conforming signs until the sign was replaced.

Interchangeable noncommercial message signs will also be defined.

Ms. Hanson suggested allowing or permitting of large balloons, or inflatable blimp-like signs. She was also concerned about the ability of merchants to utilize sandwich boards to aide their businesses with the current 4 square foot limitation on sandwich boards.

Mr. Jahn indicated many premade sandwich boards now on the market measure approximately 3 feet by 2 feet.

Jahn suggested aligning the time period that election signs are allowed up currently 60 days in the new draft, to be aligned with state election law that governs the

Jahn suggested allowing businesses to have multiple signs, similar to a multi-business development, if they have offered a variety of different services as a full service auto dealership does.

Jahn indicated some cities, including Madison, have removed their sign ordinance from zoning code for easier Code enforcement.

**Regular Meeting**

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

Motion by Charles, second by Bauman to approve the minutes from the May meeting. Motion passed 7 to 0 on call of the roll.

### **3. Discussion and possible action on sign ordinance revisions**

Tofson indicated removing the ten year sign compliance requirement as contained in the current draft, as previously discussed by Mr. Sobiek.

Hamre suggested allowing business directional signage up to 4 square feet in sign area if erected on private property.

Hamre was concerned about downtown and other city merchants unable to advertise with sandwich boards with the current draft's 4 square foot limitation. Consensus of the Commission to increase this to 6 square feet per side in surface area.

Tofson urged consideration of reducing the wind load requirement.

Hamre suggested reviewing the two flag sections for uniformity, and adding U.S. and state flag applicability in the U.S. flag code etiquette addition.

Motion by Mayor Tierney, second by Director Redelings, to have Staff present the latest sign ordinance revision draft, with changes from this meeting, at the July meeting and have a public hearing at the August meeting. Motion passed 7-0 on a call of the roll.

### **4. Discussion and possible action on Bill Cartwright Office Building**

Director Redelings reviewed the office building plan as submitted by Mr. Cartwright. He indicated it complied with landscaping code by exceeding the required point value and the lighting plan and photometrics were adequate to light the parking lot properly. However, he indicated it was missing the required stormwater management and utility plan.

Redelings also indicated that since it is an office building with an address on Washington Street, that a parking lot on Washington Street, including street ingress and egress would be a better plan.

Mr. Cartwright indicated that that might be a good idea if the development was retail oriented, which it is not, and that his submitted plan is symmetrical with his adjoining lot to the south that has a back parking lot.

Mr. Cartwright indicated that Mr. Grothman is currently working on the stormwater management plan and it should be completed soon and submitted to the City. He also indicated that utilities run to the parcel although they are not shown on the site plan.

Mr. Zirbes indicated that the size and location of the stormwater pond might change the building and parking lot locations.

The Commission discussed the possibility of holding a special plan Commission meeting in early July to facilitate approval of the Cartwright office building plan.

Director Redelings indicated that he would consider granting a land disturbance permit to Mr. Cartwright to facilitate start of site work before approval of the development's site plan.

Ms. DeVine inquired about the City assigning an address to the parcel. Mr. Sobiek indicated he would facilitate this if he had not done so already.

Consensus to have Staff review the needed and outstanding plan items, including the required stormwater plan after it is submitted by Mr. Cartwright. The plan can then be placed on the Commission's July meeting agenda for action.

## **5. Adjournment.**

Motion by Charles, second by Tofson to adjourn. Motion passed 7 to 0 on call of the roll.

The meeting concluded at 8:50 p.m.

Respectfully submitted

Steven Sobiek,  
Director, Business Development and Planning