

**City of Portage
Plan Commission Meeting
Public Hearings, 6:20 p.m. and 6:25 p.m.
Monday, June 20, 2016, 6:30 p.m.
City Municipal Building, 115 West Pleasant Street
City Council Chamber**

Members present: Mayor Rick Dodd, Chairperson, Mike Charles, Frank Miller,
Kevin Zarecki and Brian Zirbes.

Excused: Peter Tofson and Chuck Sulick

Others present: Director Jahncke, Director Sobiek, Chief Simonson, Craig Ratz,
Robert Roth, Bill Welsh, Craig Sauer, Tyson Swan, Jim Swan, Todd
Cibulka, Shelly Cibulka, Joshua Kindkeppel, Justin O'Boyle, Gary
Kasten, Joyce Kasten, Deb Raimer, and Irma Brockley.

Public Hearing - 6:20 p.m.

To consider issuing a zoning map amendment for Parcel #2442.L and Parcel
#2442.M, 811 Hamilton Street, to rezone the subject property from B-4 General
Business Zoning District to M-1 Industrial Zoning District.

Director Sobiek read the public hearing notice aloud.

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

Todd Cibulka, petitioner and owner of AMM, Inc, spoke in favor, indicated his
intention to purchase the property and move his machining and fabrication
business there from Poynette.

Mayor Dodd asked 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.

Deb Raimer spoke against the petition, indicating her concern with possible noise
and disruption of the neighborhood. She asked if there would be a second or
third shift and what type of noise and traffic would result from the new machining
business moving in there.

Mayor Dodd asked a second time, if there was anyone else present who wished
to speak against the petition.

Mayor Dodd asked a third time if there was anyone else present who wished to
speak against the petition. Hearing none, Mayor Dodd declared the Public
Hearing closed at 6:25pm.

Public Hearing - 6:25 p.m. To consider issuing a Conditional Use permit (CUP) to Fort Winnebago Masonic Lodge for Parcel #1288, 205 DeWitt Street, Portage, Columbia County, Wisconsin.

Director Sobiek read the public hearing notice aloud.

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

Tyson Swan, representing Fort Winnebago Masonic Lodge, asked the Commission to approve this conditional use, indicating it was a good and convenient location for the Lodge to relocate to.

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

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

Mayor Dodd asked a second time there was anyone present who wished to speak against the petition.

Hearing none, Mayor Dodd declared the Public Hearing closed at 6:30pm.

Regular Meeting - 6:30pm

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

Charles asked that corrections be made in the May 16, 2016 minutes including changing the motion to approve the minutes in Agenda Item 2 to reflect Charles making the motion, with the second to the motion made by Zirbes, and the motion passing with Tofson not abstaining. In addition, in Agenda Item 3, change the second to the motion to elect Charles as Vice Chair to reflect Zirbes making the second, instead of Miller.

Motion by Charles, second by Miller to approve the minutes as corrected. Motion passed 5 to 0, with Dodd, Charles, Miller, Zarecki and Zirbes voting yes on call of the roll.

- 3. Discussion and possible action on rezoning Parcel #2442.L and Parcel #2442.M, 811 Hamilton Street, from B-4 General Business to M-1 Industrial, City of Portage, Columbia County, Wisconsin.**

Director Sobiek presented his Staff report.

Todd Cibulka indicated there would be no second or third shift, and that there has never been a noise complaint at his current manufacturing

facility. He indicated 12-15 employees would be working at the new facility once he relocated his business there.

Joshua Kindkeppel, representing the petitioner STARC Properties, LLC, urged approval of the rezoning request. He indicated the sale of the property to STARC properties is conditioned on the rezoning being approved.

Motion by Charles, second by Miller, to recommend approval of the Zoning map amendment to rezone Parcel #2442.L and Parcel#2442.M from B-4 General Business to M-1 Industrial. Motion passed 5-0, with Dodd, Miller, Charles, Zarecki and Zirbes voting yes on a call of the roll.

4. Discussion and possible action on granting a Conditional Use Permit to Fort Winnebago Masonic Lodge to operate a Masonic Lodge on Parcel #1288, 205 DeWitt Street, City of Portage, Columbia County, Wisconsin.

Motion by Charles, second by Miller, to approve the Conditional Use permit application for the Fort Winnebago Masonic Lodge, to operate a Masonic Lodge on Parcel #1288, 205 DeWitt Street. Motion passed 5-0 with Dodd, Charles, Miller, Zarecki and Zirbes voting yes on a call of the roll.

5. Discussion and possible action on Fire Department training facility at former waste water treatment plant.

Director Sobiek reported that the Portage Fire Department has submitted plans for a new Fire Department training facility at the City's former waste water treatment plant (WWTP) property at Highway 33 and Wauona Trail. This will include a two story 17 ft by 17 ft building (stick built with exterior steel construction in earth tone colors) to be built on the former WWTP concrete pads.

Submitted plans include a Master Site Plan, building elevations, building floor plans and a project narrative outlining the existing site, the various training areas proposed, description of the training building facility, landscaping, storm water, and lighting.

The existing pole barn building and the former WWTP control building will remain for storage but will be evaluated for future use.

Existing utility and gas service to the site is still serviceable. Antiquated overheads electric lines will be undergrounded by Alliant. The existing water tank (60,000 gallons) will remain for the time being and the existing well is being researched to determine whether it will meet the needs of the training facility. Alternative water service options are also being explored.

Landscaping points required include 20 points for the building foundation and 159 points for street frontage. Since this is a fire training facility on a concrete pad,

City Code allows flexibility on landscaping requirements where strict adherence is not practically possible. Since this is a concrete pad being retrofitted with a small fire training building where fire and fire fighter trampling of any foundation or close by landscaping makes traditional landscaping impractical, I believe credit should be given (in lieu of any new landscaping) for the existing 12 tall/shade deciduous trees in the front yard area. This provides 30 points per tree, for approximately 324 landscaping points.

The plan application makes a valid point that leaving the front 10+ acre front yard area in a rural meadow and tree grove condition is a suitable site specific condition that meets the intent of the landscaping requirements.

Exterior Lighting is discussed on Page 2 of the Narrative. There is only the existing dusk-to-dawn light that will be restored to use and temporary mobile lighting will be brought onsite in training scenarios. There is no new permanent exterior lighting proposed.

Storm water and drainage is briefly discussed in the Narrative on page 7. There will be no additional impervious area for the site and the only excavation will be to recover the gravel yard and drive areas. Drainage will be as previously existed, with no notable site issues upon multiple inspections to the site in various weather conditions. Consequently, no major storm water management features are proposed for this project.

Work on the site has begun, including scrub shrub and dead tree clearance and installation of the Fire Department Training Facility sign as indicated. Completion of the project, including the building, is scheduled by the end of this year's construction season.

From a Staff perspective, this project seems to be a good re-use of this property that better utilizes and cleans up the appearance of this City-owned parcel.

Director Jahncke indicated that the existing gravel yard and parking area will be restored, with weed growth removed, in the exact configuration as previously existed. Staff has discussed the change in impervious surface with the new parking area and has suggested a swale to address storm water flow here.

The site was fully developed and then allowed to return to more of a natural area. The proposed area should be considered an impervious surface with the use of small swales to improve water quality and quantity.

Motion by Miller, second by Charles, to approve the Fire Department training facility plan as submitted, with the stormwater swale and waiving of landscaping requirements as recommended. Motion passed 5 to 0 with Dodd, Charles, Miller, Zarecki and Zirbes voting yes on a call of the roll.

6. Discussion and possible action on Vacation of Skaters Way ROW, east of Haertel Street.

Director Sobiek reported that Gary and Joyce Kasten, owners of Spinning Wheels at 111 Skaters Way, have requested the street ROW vacation of Skaters Way, for the entire portion between East Haertel Street east to the dead end.

Because the building's (Spinning Wheels) very close proximity to the street (Skaters Way), the parking area along the building is actually in the street ROW. This has created difficulty for both the skating facility and the City of Refuge Church (leasing a portion of the building) to provide off street parking. In 2015, City of Refuge Church was granted a Conditional Use permit conditioned upon evaluation of a long term parking solution.

The vacation of Skaters Way would not only facilitate and provide off street parking for the Church and skating rink, but it would facilitate the expected sale, and ensuing building remodel and improvement of the property, scheduled for later this year.

The City owns the small parcel of land (parcel #2430.F2), on the opposite or south side of Skaters Way. Once the street vacation occurs, this parcel could be conveyed to the owners of the Spinning Wheel's parcel to provide future off street parking. Owners of the parcel (parcel #3807.01) to the east of the City parcel, Bill and Irma Brockley, have indicated their willingness to convey their parcel to the City, as well.

Director Sobiek reviewed the Vacation ROW exhibit of Skaters Way prepared by Grothman and Associates. He indicated Mr. Grothman recommends vacating the Skaters Way ROW to the section line, between sections 5 and 6 based on the previous surveys dating back to 1955 and 1958.

Zirbes inquired why Mr. Kasten was in favor of pursuing vacation of Skaters Way at this time, while last year he was opposed to this vacation as a solution to parking issues. Mr. Kasten responded by stating conditions had changed and he was now selling the property.

Rev. Justin O'Boyle spoke in favor of the vacation, stating that as the prospective buyer of the Spinning Wheels property, he needs the street vacation to help provide a long term parking solution to his church and the skating facility.

Mr. Kasten inquired on the timing of the City Council taking action and hopefully approving of the Skaters Way street vacation. Mr. Sobiek indicated that State Statutes require a minimum time period to occur before taking action on a street ROW vacation, and Council action to approve it would ordinarily require two readings. Final action would probably occur in August.

Motion by Zirbes, second by Miller, to recommend approval of the vacation of Skaters Way ROW to the section line between Sections 5 and 6. Motion passed on a call of the roll, with Dodd, Charles, Miller, Zarecki, and Zirbes, voting yes.

7. Discussion and possible on Discontinuance of Unimproved Adams Street ROW, north of Albert Street.

Director Sobiek reported that Bill and Irma Brockley have requested the discontinuance of the unimproved portion of the Adams Street ROW, north of E. Albert Street. This ROW adjoins their parcel (Parcel # 2430.F11) at 1411 New Pinery Road. The City will need to retain an easement for the Adams St vacation to maintain an existing storm sewer from E. Albert St to New Pinery.

The Brockleys are desirous of having this Adams Street ROW discontinued as they consider conveying their Skater's Way parcel to the owner of Spinning Wheels Skating Rink.

Irma Brockley stated that the City had agreed to a discontinuance of this undeveloped portion of the Adams Street ROW 12-15 years ago and it had not occurred.

Motion by Zirbes, second by Miller, to recommend discontinuance of the unimproved Adams Street ROW, north of E. Albert Street. Motion passed 5 to 0 on call of the roll. Dodd, Charles, Miller, Zirbes, and Zarecki voted yes.

8. Adjournment.

Motion by Charles, second by Zirbes, to adjourn the meeting. Motion passed 5 to 0 on call of the roll. Dodd, Charles, Miller, Zirbes, and Zarecki voted yes.

The meeting concluded at 7:20 p.m.

Respectfully submitted

Steven Sobiek,
Director, Business Development and Planning
Date Approved: 08/15/2016