



PORTAGE COUNTY

PORTAGE COUNTY ANNEX
CONFERENCE ROOMS 1 & 2
1462 STRONGS AVENUE
STEVENS POINT, WI 54481

MEETING AGENDA

PLANNING AND ZONING COMMITTEE

Tuesday, March 23, 2021

5:00 PM

REMOTE ATTENDANCE & COMMENT

To attend this meeting by telephone : dial 1-608-338-1399, after dialing the number you will then be asked to enter in a meeting number. Use the following meeting number: 270 897 953, then press #

To attend this meeting by video: [Click here to join the meeting](#)

Due to COVID-19 and the potential risk to members of the public who attend meetings in-person, any person who plans to attend the meeting remotely, but wishes to comment on an agenda item can send their comments via email to planningandzoning@co.portage.wi.us. The deadline for sending comments by email is 48 hours prior to the start of the meeting. Emailed comments will be delivered to committee members at least 24 hours prior to the meeting. Remote comment by the public during the meeting will be at the discretion of the Chair.

CALL TO ORDER

PUBLIC HEARING:

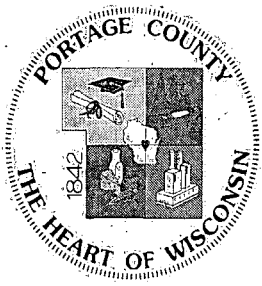
1. MOD-2021-002 – A request by Brandon Stampfli, agent for owner Worzella & Sons Inc., for a Modification of the Portage County Subdivision Ordinance in order to locate two new access points on to County Road R, a Minor Arterial, less than 600 feet apart, in the Town of Plover having a tax parcel 030-23-0824-06.05.

BUSINESS MEETING:

2. Public Notice: Members of the public who wish to address the Committee on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Committee Chair as set forth in Robert's Rules of Order.
3. Approval of Minutes - February 23, 2021
4. Approval of Minutes - March 2, 2021
5. Review - Vouchers and Procurement Card Authorizations
6. Discussion/Possible Action - Brandon Stampfli (MOD-2021-002) - Town of Plover
7. Discussion/Possible Action - Portage County Wellhead Protection Ordinance (T-2021-001)
8. Reports
9. Correspondence
10. Discussion/Possible Action Re: Regarding Special Meeting Attendance (Portage County Ordinance 3.1.47 & 3.1.48)
 - Request for special meeting attendance
 - Approval of attendance of special meetings
 - Special meeting attendance reports
11. Next Meeting Date
12. Adjournment

Notice: Any person who has special needs and plans on attending this meeting in-person or remotely should contact the Facilities Office at 715-346-1598 as soon as possible to ensure that reasonable accommodations can be made.

Notice: A quorum of the Portage County Board of Supervisors, or any committee thereof, may be present at this meeting.



PLANNING AND ZONING DEPARTMENT

1462 STRONGS AVENUE, STEVENS POINT, WI 54481 • PHONE: 715-346-1334 • FAX: 715-346-1677

REPORT TO PLANNING AND ZONING COMMITTEE

DATE: March 12, 2021
TO: Planning and Zoning Committee
FROM: Tracy Pelky, Zoning Coordinator
SUBJECT: Modification of the Portage County Subdivision Ordinance for a driveway modification by Brandon Stampfli, agent for owner Steve Worzella, Worzella & Sons Inc.

Petitioner: Brandon Stampfli **Request Number:** MOD-2021-002
Date of Request: March 2, 2021 **Date of Public Hearing:** March 23, 2021

Property PIN Number: 030-23-0824-06.05 **Acres:** 10.26

Property Address: ¼ mile north of Black Oak Drive and east of County Road R **Town of:** Plover

Legal Description: The NW¼ of the NW ¼ of Section 24, Township 23 North, Range 8 East

Existing Zoning: C4, Highway Commercial Zoning District

Description of Request: Modification of the Portage County Subdivision Ordinance in order to locate two access points on to County Road R, an Urban Minor Arterial, less than 600 feet to another access point to create a new commercial development.

Intent of Request

Brandon Stampfli is proposing to develop the above described property into a contractor storage yard, office space, and mini-warehouse storage units. County Road R is classified as an Urban Minor Arterial that requires a 600' driveway separation distance for new driveway locations. The existing property has a field driveway to access the property that will be eliminated. The proposal will be to locate the north driveway 110' from the north property line. The second driveway will be located 44' from the south property line. The two proposed driveways will be located 549' from each other. The closest neighboring driveway is located 502' to the north.

This property is in the Groundwater Protection Overlay District C. This overlay district will require a future Board of Adjustment approval to approve the commercial development. Any new unsewered commercial or industrial development will be reviewed by the Board of Adjustment for groundwater protection measures. The C4, Highway Commercial District will also require a special exception request for professional offices.

Findings

1. The Town of Plover Board approved the proposed development on January 13, 2021. The Town Board did not attach any suggested conditions to their approval.
2. The Portage County Board of Adjustment will act on the Special Exception request to approve the commercial development at a future meeting date.
3. The Village of Plover owns a parcel of land directly to the north of this development that is currently vacant and does not have a driveway. The Village of Plover will be using this property in the future for a parking lot and will need a driveway off County Road R. This parcel is intended to provide access to the public lands to the east also owned by the Village. The lot is approximately 285' wide and placing a driveway anywhere on this lot will mean that Brandon's proposed northern driveway won't meet the driveway separation standard of 600' or 500' if a modification is approved. I estimated that this proposed driveway location will be approximately 160' from Brandon's north driveway.
4. The Portage County Subdivision Ordinance would not prohibit a driveway to the Village of Plover parcel because it is a preexisting lot of record but allowing Brandon's northern driveway would mean that both driveways would not meet the driveway separation standard.
5. The Portage County Highway Department was notified of the proposal for two new driveways. The Highway Department has stated they would recommend approval of the modification and would issue a driveway permit for this proposal.
6. Portage County Subdivision Ordinance Section 7.4.6.1 states:
(E) Access Points. In order to protect and preserve the safety, efficiency, and planned function of roadways, all public and private access points into public roads and highways in the unincorporated areas of Portage County shall comply with the provisions contained herein. Certain roads may require greater access protection than is provided here, based on locally adopted plans or policies. Access permits on the state trunk highways system must be acquired from Wisconsin Department of Transportation (DOT), District 4, subject to state and county regulations.

(1) Minimum Distance Between Adjacent Access Points

Road Classification	Distance in Feet
Principal Arterial	1,000
Minor Arterial	600
Collectors	300

(5) Modifications. The Planning and Zoning Committee may permit modifications from the provisions of this section where no viable alternatives exist and where the application of these standards would create a hardship, but in no case shall a modification be permitted to Section 7.4.6.1(E)(1) which is less than the following minimum standards: Principal Arterial 850 feet, Minor Arterial 500 feet, Collectors 275 feet, EXCEPT on those road segments with a posted speed limit of 35 mph or less, modifications shall not be less than the following: Principal Arterial 500 feet, Minor Arterial 300 feet, Collectors 150 feet; this exception shall not apply where reduced or advisory speeds are associated with warning signs related to road hazards such as curves or other special conditions. The Planning and Zoning Committee shall be the only body having authority to reject a modification request.

Planning Department Conclusions and Recommendations

(Subject to results of public hearing)

The Portage County Planning and Zoning Department recommends approval of the modification request to allow two driveway less than 600' apart based on the recommendation from the Highway Department.

GREEN THUMB SPRINKLERS & LANDSCAPING PROPOSED
NEW BUILDING SITE PLAN

E

PARCEL # 030230824-06.05

SCALE 1" = 30'

FUTURE STORAGE RENTAL BUILDINGS 15' X 45' UNITS

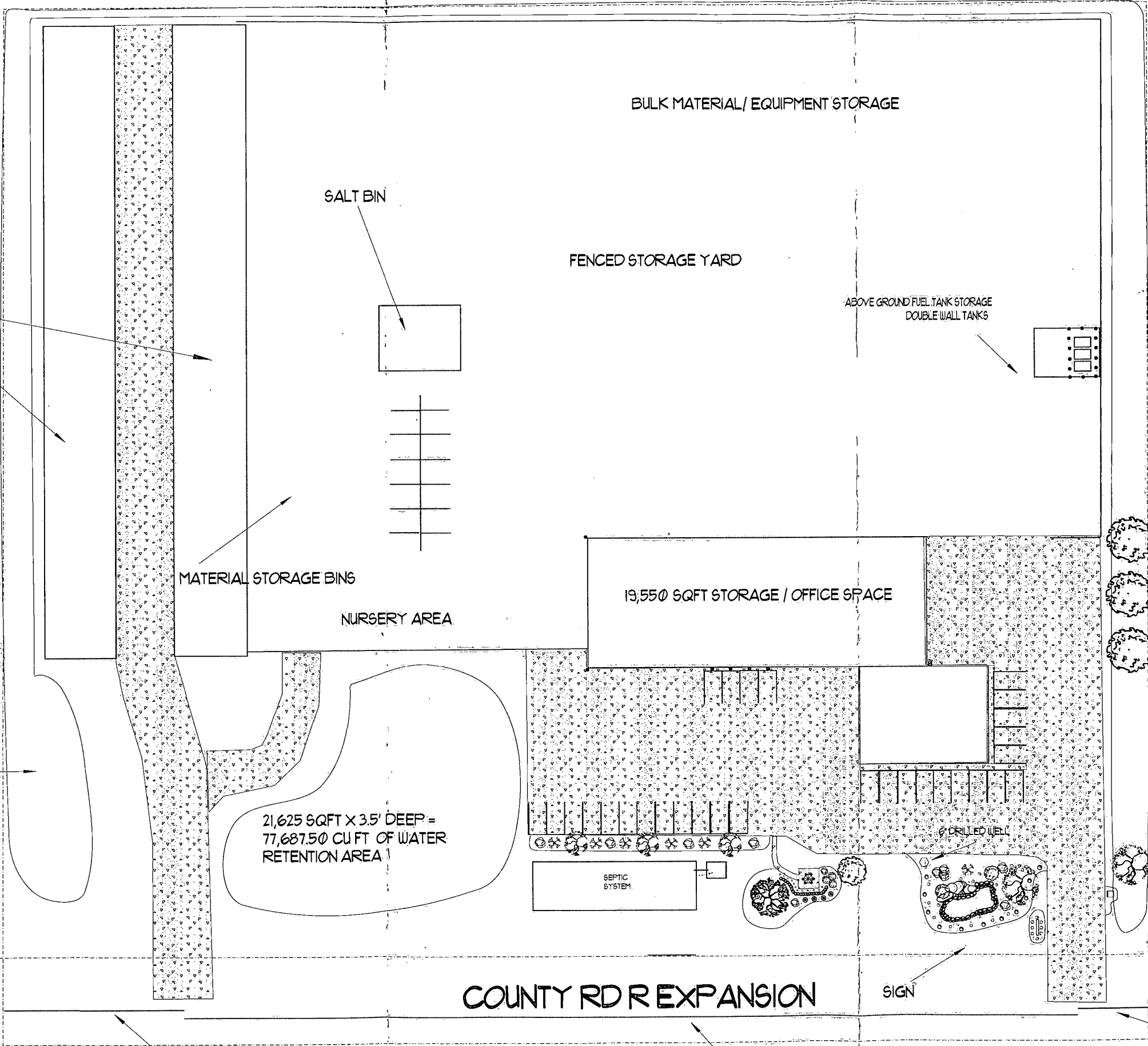
LEGEND		
COMMON NAME	QTY	
FLOWER, GRASS		
GRASS, 'KARL FOERSTER'	8	
FLOWER, PERENNIAL		
CONEFLOWER, CHEYENNE SPIRIT	12	
CONEFLOWER, WHITE	5	
DAYLILY, STELLA D'ORO	11	
DAYLILY, SUMMER WINE	17	
SAGE	4	
SHRUB, DECIDUOUS		
DOGWOOD, BAILEY'S RED TWIG	3	
NINEBARK, LITTLE DEVIL	6	
SPIREA, GOLDFLAME	8	
SHRUB, EVERGREEN CONIFER		
JUNIPER, BROADMOOR	2	
TREE, DECIDUOUS		
BIRCH, WHITESPIRE	2	
GALLERY PEAR	1	
CRABAPPLE, SPRING SNOW	5	
TREE, EVERGREEN		
SPRUCE, BLACK HILLS	4	

41,400 CUBIC FT. OF WATER RETENTION AROUND OUTSIDE PROPERTY

TOTAL IMPERVIOUS AREA COUNTING ALL
BUILDINGS / BLACK TOP / CONCRETE AND
STORAGE YARD 279,438 SQFT

TOTAL WATER RENTENTION CUBIC FT. STORAGE
AREA OF 119,087

N



S

COUNTY RD R EXPANSION

SIGN

44' TO CENTER LINE
FROM SOUTH LOT LINE

110' TO CENTER LINE FROM LOT LINE
502' FROM PARCEL # 030-23-0824-06.07 CENTER LINE

549' CENTER LINE - CENTER LINE OF DRIVEWAYS

W



Site Overview



1 in = 400 feet



Subject Parcel

PETITIONER: Brandon Stampfli

REQUEST NUMBER: MOD-2021-002

LOCATION: County Road R
Stevens Point WI 54482, Town of Plover

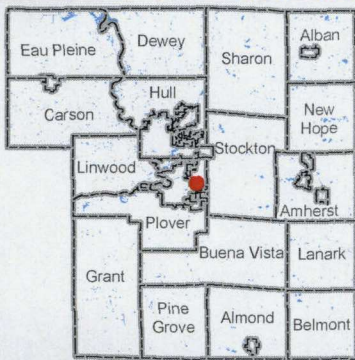
DATE OF PUBLIC HEARING: 3/23/2021

DESCRIPTION OF REQUEST:
Modification of the Portage County Subdivision Ordinance

SECTION: 24, T23N R8E



676.70
 Brandon Stampfli
 MOD-2021-002



Close-up of Site



1 in = 200 feet



Subject Parcel

PETITIONER: Brandon Stampfli

REQUEST NUMBER: MOD-2021-002

LOCATION: County Road R
 Stevens Point WI 54482, Town of Plover

DATE OF PUBLIC HEARING: 3/23/2021

DESCRIPTION OF REQUEST:
 Modification of the Portage County Subdivision Ordinance

SECTION: 24, T23N R8E

Heins, Amy

Subject:

FW: Green Thumb Proposal

From: Schmitz, Dean <schmitzd@co.portage.wi.us>

Sent: Wednesday, March 10, 2021 11:36 AM

To: Bowers, Dan <BowersD@co.portage.wi.us>

Cc: Check, Nathan <CheckN@co.portage.wi.us>

Subject: FW: Green Thumb Proposal

Hi Dan

After reviewing the proposed site plan and based on the type of use at the proposed parcel and sight distance, I would recommend having 2 access points on to CTH R from this parcel. I realize this would require decreasing the distance below the typically required 600' distance for a highway with this Functional Classification, but based on the existing conditions and sight distance, I recommend altering this requirement.

Let me know if you have any questions

Dean Schmitz, PE

County Engineer

Portage County Highway Dept.

800 Plover Road

Plover, WI 54467

schmitzd@co.portage.wi.us

Phone: 715-345-5857

Cell: 715-340-7689

Fax: 715-345-5356

Heins, Amy

To: Pelky, Tracy
Subject: RE: County Road R Driveway

From: Dan Mahoney <DMahoney@ploverwi.gov>
Sent: Monday, March 15, 2021 10:34 AM
To: Pelky, Tracy <Tracy@co.portage.wi.us>
Cc: Tom Davies <TDavies@ploverwi.gov>; Matt Saloun <MSaloun@ploverwi.gov>; Steve Kunst <SKunst@ploverwi.gov>
Subject: RE: County Road R Driveway

Tracy,

As a follow up to our recent phone discussion, please find attached a map that shows the proposed access point for the Little Plover River Conservancy Area. The location of the proposed access is a bit different than we discussed. The original Master Plan, that was approved by the Portage County Parks Committee originally showed the access point on the parcel now being proposed for sale to Green Thumb. As such, the access point will need to be relocated, seeing as the Village does not own that parcel.

In looking at the proposed Green Thumb Site, Village staff noted that there is about 700 feet of CTH R frontage on the parcel that Green Thumb is proposing to purchase. We also noted that the south property line of this parcel aligns with Roosevelt Drive. As such, staff would respectfully suggest that having Green Thumb's access align with Roosevelt may be best from a safety perspective and from an access perspective (the ability to turn left or right at an intersection, rather than in a Two Way Left Turn Lane (TWLTL). That is also where access to the Conservancy Area was initially designated.

If Portage County would agree that such a location is appropriate for this parcel, the Village would like to place the driveway on the Conservancy property 50 feet north on the south property line (as shown on the attached map). The reason for doing this is to separate the driveway as much as possible from the single family residence to the north (to minimize impacts to that property), and to minimize the number of trees that will need to be removed to create the access point.

As we discussed previously, the DNR required public access to the LPR Conservancy Area as part of its grant to the Village towards the purchase of this property. The Village intends to have two access points to the Conservancy Area, with one being on CTH R and the other being on Kennedy Avenue. Kennedy Avenue is currently an unpaved road, so that access point is not preferred for safety reasons.

If Portage County is not comfortable with the proposed access location, the Village would be willing to locate the access point to the center of the parcel it owns that abuts CTH R.

If you could please provide input on the proposed access location, I would appreciate it. The Village's intent would be to file for approval of the driveway once County staff is comfortable with a proposed location (including, but not limited to the Portage County Highway Commissioner and Planning and Zoning Department staff).

Please let me know if you need anything else regarding the proposed driveway location.

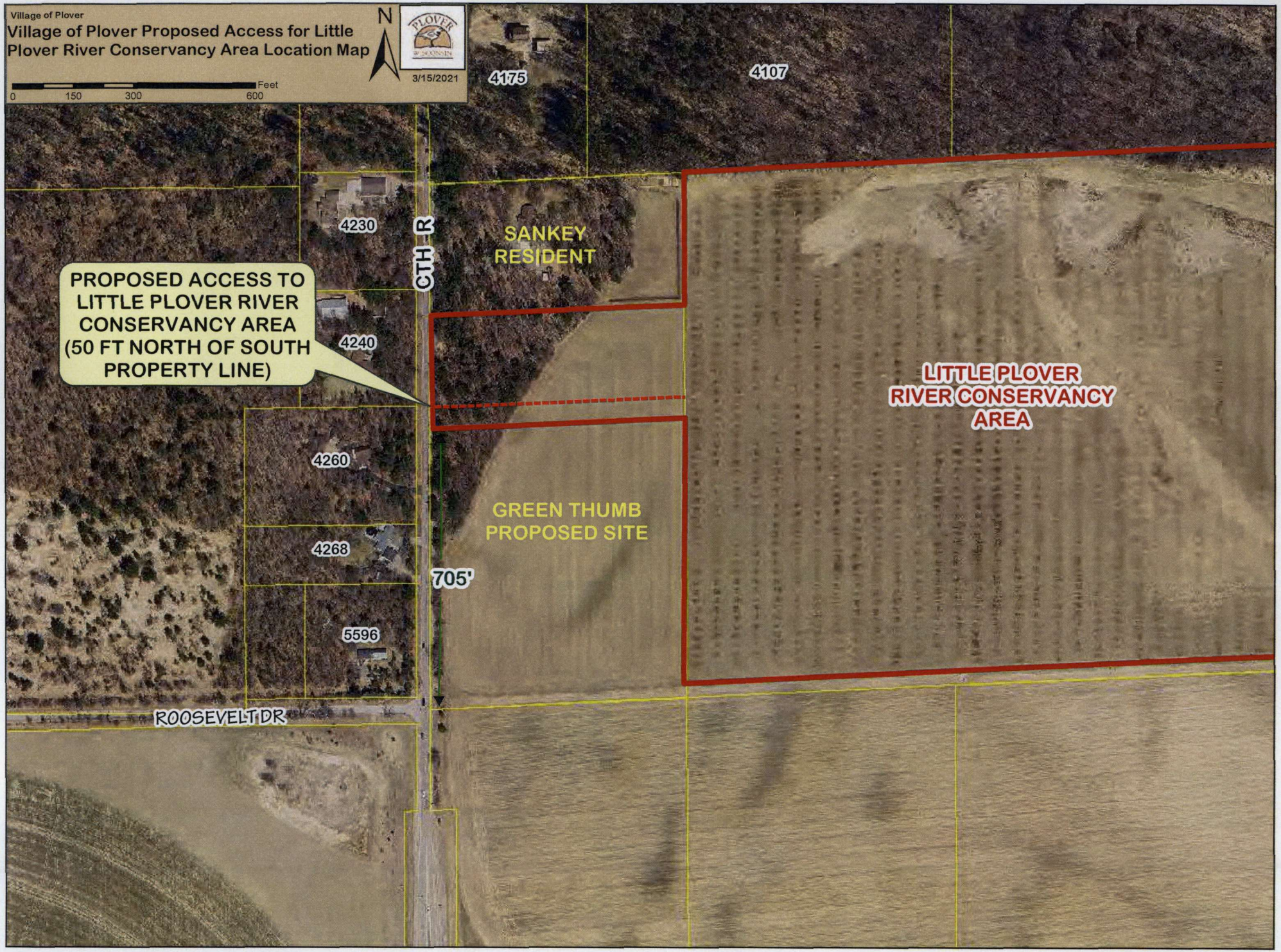
Sincerely,

Dan Mahoney
Village of Plover Administrator

Village of Plover
Village of Plover Proposed Access for Little
Plover River Conservancy Area Location Map

0 150 300 600 Feet

3/15/2021



PROPOSED ACCESS TO
LITTLE PLOVER RIVER
CONSERVANCY AREA
(50 FT NORTH OF SOUTH
PROPERTY LINE)

SANKEY
RESIDENT

GREEN THUMB
PROPOSED SITE

LITTLE PLOVER
RIVER CONSERVANCY
AREA

ROOSEVELT DR

705'



PORTAGE COUNTY

PLANNING & ZONING COMMITTEE MINUTES

CONFERENCE ROOMS 1 & 2
1462 STRONGS AVENUE
STEVENS POINT, WI 54481

TUESDAY, FEBRUARY 23, 2021
5:00 PM

1. REMOTE ATTENDANCE & COMMENT

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Face coverings are required for in-person attendance unless an exemption applies.

2. CALL TO ORDER (5:00 PM)

Members Present: B. JACOWSKI, C. GUSSEL, J. MORROW, L. RAIKOWSKI AND M. SPLINTER

Staff Present: Mrdutt, Schuler, Bowers, Pelky, McNelly, and Heins.

Others Present: Al Haga - County Board Chair, Kyle Kluck, Joan Scheider, Jim Garbe, Tim and Barb Karcheski, Pat Arendt, Rex Rossier, Mike Schoenholz, and Dick Pingel.

3. PUBLIC HEARING:

4. **MOD-2021-001** A REQUEST BY KYLE KLUCK, OWNER OF PROPOSED TWO SISTERS SUBDIVISION, FOR A MODIFICATION OF THE PORTAGE COUNTY SUBDIVISION ORDINANCE IN ORDER TO LOCATE AN ACCESS POINT ON TO JORDAN ROAD, A RURAL MAJOR COLLECTOR, LESS THAN 300 FEET TO ANOTHER ACCESS POINT, AND TO CREATE A NEW RESIDENTIAL LOT (PROPOSED LOT 1) WHERE A PORTION OF THE LOT DOES NOT MEET THE 100 FOOT LOT WIDTH REQUIREMENT IN THE R2 SINGLE FAMILY RESIDENCE ZONING DISTRICT. THE PROPERTY IS LOCATED IN PARCEL 020-24-0812-10.09, TOWN OF HULL.

Documents: [MOD-2021-001 KYLE KLUCK PACKET.PDF](#)

Mrdutt gave memo overview. B. Jacowski asked if the smaller lot configuration was for potential water and sewer in the future if needed. Mrdutt replied yes. B. Jacowski stated it is also nice to see that Kluck proposed a common area for kids to play. With no one wishing to testify, B. Jacowski moved to close the public hearing. Splinter seconded he motion, which passed by voice vote, 5-0. Public Hearing closed at 5:06 p.m.

5. BUSINESS MEETING:

6. PUBLIC NOTICE

Members of the public who wish to address the Committee on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Committee Chair as set forth in Robert's Rules of Order.

Scheider registered to speak on agenda item 12. T. Karcheski registered to speak on agenda items 11 and 12.

7. **21-2922** APPROVAL OF MINUTES - JANUARY 26, 2021



PORTAGE COUNTY

PLANNING & ZONING COMMITTEE MINUTES

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Documents: [DRAFT MINUTES.PDF](#)

A motion was made by Member M. Splinter, seconded by Vice-Chair B. Jacowski, to approve. The motion carried by unanimous vote.

8. **21-2923**

REVIEW - VOUCHERS AND PROCUREMENT CARD AUTHORIZATIONS

Documents: [VOUCHERS-PROCUREMENT CARD AUTHS.PDF](#)

Raikowski asked Schuler when we sell a lot in the business park, how does what work with the landscape contact. Schuler stated it is a yearly contract and once the lot sells, it then becomes the owner's responsibility. B. Jacowski questioned the city water and sewer charge and asked if that was the County's portion of available lots. Schuler replied no, that is the service to the fountain and green space area in the center of the park. Raikowski noted for the record that vouchers and procurement authorizations have been reviewed.

9. **21-2924**

DISCUSSION/POSSIBLE ACTION - KYLE KLUCK (MOD-2021-001) - TOWN OF HULL

A motion was made by Member M. Splinter, seconded by Member C. Gussel, to approve. The motion carried by unanimous vote.

10. **21-2925**

DISCUSSION/POSSIBLE ACTION - PROPOSED PRELIMINARY MAJOR PLAT OF THE TWO SISTERS SUBDIVISION (PLAT-2021-001) - TOWN OF HULL

A motion was made by Vice-Chair B. Jacowski, seconded by Member M. Splinter, to approve. The motion carried by unanimous vote.

11. **21-2926**

DISCUSSION/POSSIBLE ACTION - PORTAGE COUNTY WELLHEAD PROTECTION ORDINANCE (T-2021-001)

Documents: [WELLHEAD PROTECTION ORDINANCE DOCUMENTS.PDF](#)

B. Jacowski asked Karcheski if the Town of Plover was able to have a discussion with the Village of Plover. Karcheski stated yes, the Town of Plover had concerns with Feltz Farm being included on the Wellhead map in case they would like to add cattle to their farm, and it was agreed upon with the Village of Plover that it be removed. B. Jacowski moved to approve the map as amended. Motion was seconded by Splinter, which passed by voice vote, 5-0. B. Jacowski thanked the Committee for being patient with this as it took awhile to work through. Raikowski thanked staff as well.

B. Jacowski moved to approve the Wellhead Protection Ordinance, seconded by Splinter. Motion passed by voice vote, 5-0.

12. **21-2927**

DISCUSSION/POSSIBLE ACTION - PORTAGE COUNTY FLOODPLAIN ORDINANCE AMENDMENTS - SET PUBLIC HEARING DATE

Documents: [FLOODPLAIN ORDINANCE PACKET.PDF](#)

Scheider stated for the record that she is no longer on the Town of Plover Board. Scheider questioned staff, elected officials, and Committee members on what they are and are not doing regarding the Floodplain Ordinance.

Arendt stated there are 2 items/sections that are of concern. One being the type of recreational vehicle that can be in the floodplain (language used is not FEMA language), Ridgewood is the only campground located within the floodplain (reference section 7.6.2.4(6)). B. Jacowski asked if we have the minimum wording from FEMA. Bowers referenced the email from Eric Kuklewski which details the FEMA requirements for campgrounds. B. Jacowski questioned why we went above and beyond FEMA. Bowers replied the State requires us to for campgrounds. The State



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regulates campgrounds and FEMA regulates recreational vehicles; therefore, we are meeting the minimum of both FEMA and State. Bowers stated our previous draft went one step further by prohibiting campgrounds in the floodway, and this version based on previous meetings where the Committee directed us, removed that requirement. B. Jacowski asked Bowers if this language is taken directly from the State, because months ago he told the Committee there were things we had to have in the Ordinance in which we did not have to have; therefore, he is questioning whether we do or do not need this. Bowers replied originally the model Ordinance had the 180-day language which was questioned by Arendt. B. Jacowski stated the Committee originally questioned that and they were repeatedly told it had to be 180-days, come to find out that was not accurate. Bowers replied he does not believe that to be the case. B. Jacowski replied it was, and it took Arendt to prove it to Bowers. Raikowski stated the Committee acted on that. B. Jacowski questioned whether this was the bare minimum or a wish list. Bowers replied this language represents the combination of the DNR guidance from 2015 and Kuklewski's email from FEMA which represent the minimums. This also provides an allowance for accessory structures in the campground which is not actually allowed according to DNR guidance. B. Jacowski replied there is a difference between DNR guidance wish list and what Statute says and asked if this is a DNR wish list or if this is what the minimum standards are by Statute. Bowers replied this represents the minimum standard according to FEMA and DNR. Raikowski stated this Committee did act on that if these campers are roadable with tires on, that was all we would require.

Arendt stated "7.6.2.4(6)" does not exactly mirror the State or FEMA language due to ambiguity ("and" vs "or"), but his issue is truly with "7.6.2.4(9)" which is the limited patio size of 32 square feet, and the State language states 200 sq. ft. which is not limited to ingress/egress only. Arendt stated the language "portable and on wheels" is problematic, and per Corporation Counsel these would be grandfathered, but the Zoning Administrator said it would not be and would be noncompliant. Arendt stated he would have no issue moving forward if the old existing patio structures would be grandfathered in. Splinter stated 32 sq. ft. is not even enough for the camper awning.

Arendt stated the other issue is if the deck must be on wheels, this may cause a safety risk as it would not necessarily be a solid surface to stand on. Bowers replied the proposed Ordinance does not require wheels on the deck, but rather it can be removed by a light duty pick-up truck. B. Jacowski stated the deck should be permanently mounted as it would ensure it would not move in case of a flood. Bowers stated he does not disagree, but the State and FEMA requires the use be transient. Bowers stated the Committee can try putting that language in, as this will have to go back to the State and FEMA for approval. B. Jacowski stated we should go with the maximum of 200 sq. ft. and that it should be able to be mounted.

B. Karcheski stated she is disappointed in Bowers as a memo from January stated towns would have 2 months to review the proposed Ordinance and that did not happen. Bowers asked Raikowski to explain the standard procedure. Raikowski stated this does not go out to the town until this Committee approves it to do so, and we have not gotten to that point yet. The process is as follows; Committee approves the Ordinance for public hearing and sets the date 2 months out allowing 60 days for the towns to review and submit their concerns in writing, public hearing takes place, if the Committee approves it, it will then go to the County Board for final approval.

B. Jacowski moved that we allow up to 200 sq. ft. for a deck, and we also allow the deck to be utilized, not just ingress/egress, and asked for clarification on allowing attachment to the



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ground; seconded by Splinter. Bowers requested clarification on the motion and how it should be written, referenced 7.6.2.4(9)(a). B. Jacowski replied he is unsure how it needs to be written. Schuler stated that it sounds like you are looking to approve above ground decks, not just a small ingress/egress landing for access to the camper. Raikowski stated "deck/landing may be allowed for each unit provided that the landing is not permanently attached to the ground, is no more than 200 sq. ft. in size, and can be removed from the campground by a light-duty pick-up truck". Schuler replied Raikowski stated "not permanently attached" and B. Jacowski would like it to be "permanently attached". B. Jacowski stated permanently attached to the ground, not the camper, as it may end up in the waterway if it is not attached. Bowers stated he believes it can be permanent, but it would have to be elevated to the flood protection elevation or the original flood elevation which is about 4 feet higher if looking at Ridgewood Campground as an example. Bowers stated he can look into, but keep in mind these are meant to be temporary and small so that they can be removed in case of a flood. T. Karcheski stated they have not had any issues with decks floating away in 40 years, personal docks maybe, but not a deck. T. Karcheski stated staff should be using the exact verbiage the DNR and FEMA has established instead of twisting words around.

T. Karcheski questioned if anyone has spoken to the cranberry growers as there is a new section on cranberries. Bowers replied FEMA stated the cranberry language could be problematic, but the DNR is requiring it. This was a negotiation between the Cranberry Growers Association and the State of Wisconsin; both said it was ok for now, but it may need to be removed later.

Arendt proposed the following language, "Deck/landing-a portable landing adjacent to the camping unit may be allowed for each entry provided that the landing is no more than 200 square feet in size, and can be removed from the campground by a light-duty pickup truck." B. Jacowski moved to amend his motion, seconded by Splinter.

Schoenholtz asked if this existing campground can be exempt, and this new regulation be applied to new campgrounds. Schuler replied that is why the conversation has taken so long. We have a State that has a model ordinance that it wants the County to match, and some of those provisions in the model ordinance conflict with some of the things the campground has done and wants to keep doing. Therefore, we are trying to find a way to compromise or accommodate both sides. Rossier stated he has lived on the river since the 70's and nothing floats away from the campground, people come together and help each other out. B. Jacowski asked if there is any room in the Ordinance to grant grandfathering. Bowers replied that is something we would need to ask Corporation Counsel, DNR and FEMA, but he does not feel it is something they would agree with. Bowers stated to keep in mind that the campground was originally permitted as a transient nonpermanent site, and he thinks you would have a hard time arguing legal nonconformity when they were never permitted to be there in the first place. Arendt stated the usage of this campground is unique as people tend to rent these out for years and years, whereas most campgrounds you rent for a week or two at a time; therefore, the fundamental business is a bit different and causing part of this discussion.

B. Jacowski asked if the changes made in 7.6.2.4(9) would work for Arendt's client as listed when it comes to deck sizes and portability of said structures. Arendt replied yes. B. Jacowski stated his motion will stand. Motion was passed by voice vote, 5-0.

B. Jacowski moved to have staff explore with the DNR, FEMA, and Corporation Counsel to allow grandfathering of existing structures until a change in leaseholder or substantial repair is required of appurtenant structure. Bowers asked if there is a timeframe on the lease. Arendt replied the leases are under a year, but they repeatedly renew; therefore, the intent would be



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for a different party on the lease for that site. Schuler asked if this is direction for staff that does not need a motion and we are to report back, or how would you like to proceed. B. Jacowski stated it would be a motion. B. Jacowski moved to allow grandfathering of existing structures until a change in leaseholder or substantial repair is required of appurtenant structure. Motion seconded by Splinter, which passed by voice vote, 5-0.

Pingel stated not all growers are a member of the Cranberry Growers Association and someone in the Town of Plover was not aware of this discussion. Raikowski asked staff to contact cranberry growers in the County regarding this language.

Pingel asked if the current proposed Ordinance was approved by FEMA and the DNR. Bowers replied yes. Pingel referenced 7.6.6.1(2) and asked if that was the definition of grandfathering. Bowers stated that may be correct, but what will come into play is whether there is legal nonconforming use of the structures that are there currently and can this "grandfathering" provision be used. Bowers stated we will bring the proposed Ordinance back once we hear back from the DNR and FEMA.

13. REPORTS

14. 21-2948 CORRESPONDENCE

Documents: [WEBINARS.PDF](#)

15. DISCUSSION/POSSIBLE ACTION REGARDING SPECIAL MEETINGS (PORTAGE COUNTY ORDINANCE 3.1.47 & 3.1.48)

- REQUEST FOR SPECIAL MEETING ATTENDANCE
- APPROVAL OF ATTENDANCE OF SPECIAL MEETINGS
- SPECIAL MEETING ATTENDANCE REPORTS

16. 21-2938 NEXT MEETING DATE

Documents: [COMMITTEE MEETING CALENDAR.PDF](#)

The next P&Z Committee meeting is tentatively set for March 23, 2021 at 5:00 p.m. in conference rooms 1 & 2, with a special meeting on March 2, 2021 at 5:00 p.m. in conference rooms 1 & 2.

17. ADJOURNMENT

Splinter moved to adjourn the meeting; seconded by Gussel. Motion passed by voice vote, 5-0. Meeting adjourned at 7:07 p.m.

18. NOTICES

Notice: Any person who has special needs planning on attending this meeting in-person or remotely should contact Facilities Office at 715-346-1598 as soon as possible to ensure that reasonable accommodations can be made.

Notice: A quorum of the Portage County Board of Supervisors, or any committee thereof, may be present at this meeting.



PORTAGE COUNTY

PLANNING & ZONING COMMITTEE MINUTES

CONFERENCE ROOMS 1 & 2
1462 STRONGS AVENUE
STEVENS POINT, WI 54481

TUESDAY, MARCH 2, 2021
5:00 PM

1. REMOTE ATTENDANCE & COMMENT

To attend this meeting by telephone : dial 1-608-338-1399, after dialing the number you will then be asked to enter in a meeting number. Use the following meeting number: 400 140 204, then press #

To attend this meeting by video: go to [Click here to join the meeting](#)

Due to COVID-19 and the potential risk to members of the public who attend meetings in-person, any person who plans to attend the meeting remotely, but wishes to comment on an agenda item can send their comments via email to planningandzoning@co.portage.wi.us. The deadline for sending comments by email is 48 hours prior to the start of the meeting. Emailed comments will be delivered to committee members at least 24 hours prior to the meeting. Remote comment by the public during the meeting will be at the discretion of the Chair.

Face coverings are required for in-person attendance unless an exemption applies.

2. CALL TO ORDER (5:00 PM)

Members Present: B. JACOWSKI, C. GUSSEL, J. MORROW, L. RAIKOWSKI AND M. SPLINTER

Staff Present: Johnson, Heins, Schuler, and Bowers.

Others Present: Rex Rossier, Brandon Stampfli, Mike Schoenholz, Tom Haferman, Tim & Barb Karcheski, Rick & Tammy Wolter, Cheryl Leatherman, Betty Gonnering, Mike Pagel, Dick Pingel, Mr and Mrs Snadejewski, and Jim Garbe.

Video/Phone Attendees: Al Haga - County Board Chair, Chris Holman - County Executive, and Joan Scheider.

3. PUBLIC HEARINGS:

4. **REQ-2021-004** A REQUEST BY ST. PATRICK'S CONGREGATION, OWNER OF PARCEL #022-22-1019-10.02, TO AMEND THE TOWN OF LANARK COMPREHENSIVE PLAN FUTURE LAND USE MAP DESIGNATION OF 1.43 ACRES FROM INSTITUTIONAL TO COMMERCIAL AND 2.118 ACRES FROM INSTITUTIONAL TO RESIDENTIAL; AND TO AMEND THE ZONING CLASSIFICATION OF 1.43 ACRES FROM A3 LOW DENSITY AGRICULTURAL TO C3 COMMERCIAL AND 5.016 ACRES FROM A3 LOW DENSITY AGRICULTURAL TO R1 RURAL AND URBAN FRINGE RESIDENCE; TOWN OF LANARK.

Documents: [ST. PATRICK'S CONGREGATION PACKET.PDF](#)

Johnson gave memo overview. B. Jacowski stated this was a great idea. With no one wishing to testify, B. Jacowski moved to close the public hearing. Splinter seconded the motion, which passed by voice vote, 5-0. Public Hearing closed at 5:06 p.m.

5. **REQ-2021-005** A REQUEST BY THE TOWN OF PLOVER TO AMEND THE TOWN OF PLOVER COMPREHENSIVE PLAN, WHICH IS INCORPORATED INTO THE PORTAGE COUNTY COMPREHENSIVE PLAN THROUGH SECTION 8.8 OF SAID DOCUMENT; AND TO AMEND THE PORTAGE COUNTY ZONING MAP FOR VARIOUS PROPERTIES IN THE TOWN OF PLOVER.

Documents: [TOWN OF PLOVER PACKET.PDF](#)

Johnson gave memo overview. Pingel thanked Johnson for all of her help. Garbe thanked all staff in addition to Johnson. With no one wishing to testify, Splinter moved to close the public hearing. Gussel seconded the motion, which passed by voice vote, 5-0. Public Hearing closed at 5:10 p.m.

6. BUSINESS MEETING:

7. PUBLIC NOTICE



PORTAGE COUNTY

PLANNING & ZONING COMMITTEE MINUTES

TUESDAY, MARCH 2, 2021

5:00 PM

CONFERENCE ROOMS 1 & 2

1462 STRONGS AVENUE

STEVENS POINT, WI 54481

Members of the public who wish to address the Committee on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Committee Chair as set forth in Robert's Rules of Order.

8. **21-2968** **DISCUSSION/POSSIBLE ACTION - ST. PATRICK'S CONGREGATION (REQ-2021-004) - TOWN OF LANARK**
A motion was made by Vice-Chair B. Jacowski, seconded by Member C. Gussel, to approve. The motion carried by unanimous vote.

9. **21-2969** **DISCUSSION/POSSIBLE ACTION - TOWN OF PLOVER (REQ-2021-005)**
A motion was made by Chair L. Raikowski, seconded by Vice-Chair B. Jacowski, to approve. The motion carried by unanimous vote.

10. **ADJOURNMENT**

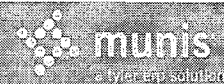
Raikowski stated Committee members received a memo and updated map as it relates to the Wellhead Protection Ordinance, and stated the Ordinance will be brought back to the March 23, 2021 meeting for further discussion.

B. Jacowski moved to adjourn the meeting; seconded by Raikowski. Motion passed by voice vote, 5-0. Meeting adjourned at 5:12 p.m.

11. **NOTICES**

Notice: Any person who has special needs planning on attending this meeting in-person or remotely should contact Facilities Office at 715-346-1598 as soon as possible to ensure that reasonable accommodations can be made.

Notice: A quorum of the Portage County Board of Supervisors, or any committee thereof, may be present at this meeting.



03/05/2021 08:26
heyman

PORTAGE COUNTY, WI
VENDOR INVOICE LIST

P 1
apinvlst

INVOICE	P.O.	INV DATE	AP RUN	CHECK #	INVOICE NET DUE DATE	TYPE	STS	INVOICE DESCRIPTION
Z/G	970 Chris Mrdutt							
970012721		01/27/2021	021121	124181	56.00 02/08/2021	INV	PD	Mileage Reimbursement
P	440 Arlene Stillman							
9037	2100629	02/09/2021	022521	124314	237.09 02/18/2021	INV	PD	5,000 P&Z envelopes / #10
BP	3285 Jays Lawncare & Snow Removal LLC							
7826	2100605	02/19/2021	022521	643143	1,603.00 02/24/2021	INV	PD	2021 BP Maint by Jay's La
Z/P	204 WI Co Code Administrators							
204123121	2100876	02/16/2021	022521	643224	100.00 02/22/2021	INV	PD	WCCA Memberships (DB/CM/T
BP	120 WI Public Service Corp							
3123547900	2000042	01/07/2021	020421	8334	34.73 02/03/2021	DIR	PD	Business Park EM Copps 04
3111254157	2000042	12/17/2020	020421	8335	49.41 02/03/2021	DIR	PD	Business Park Pond 3 0402
3124210210	2000042	01/07/2021	020421	8336	44.00 02/03/2021	DIR	PD	Business Park 0402563444-
3111254113	2000042	12/17/2020	020421	8338	94.33 02/03/2021	DIR	PD	Business Park Well Pump 0
3111254135	2000042	12/17/2020	020421	8339	49.41 02/03/2021	DIR	PD	Business Park 2020 Pond 4
3123968563	2000042	01/07/2021	020421	8341	57.15 02/03/2021	DIR	PD	Business Park Pond 1&2 04
3123801187	2000042	01/07/2021	020421	8343	54.35 02/03/2021	DIR	PD	Business Park Pond 5 0402
3123921548	2000042	01/07/2021	020421	8344	29.00 02/03/2021	DIR	PD	Business Park Park CTR 04
3127792382	2000042	01/13/2021		8359	46.41 02/04/2021	DIR	PD	Business Park Pond 6 Acct

13 INVOICES

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** END OF REPORT - Generated by Trisha Heyman **



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PORTAGE COUNTY, WI
VENDOR INVOICE LIST

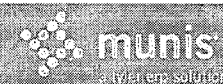
P 1
apinvlst

INVOICE	P.O.	INV DATE	AP RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
BP	2522 City of Stevens Point Water Dept								
12230050	2000043	12/23/2020		8268	683.53	01/20/2021	DIR	PD	Water/Sewer - BP - 2020
LR/GIS	266 Environmental Systems Research Institute ESRI								
93968912	2100078	01/12/2021	012821	123958	15,600.00	01/20/2021	INV	PD	2021 ESRI Maintenance Con
BP	3285 Jays Lawn care & Snow Removal LLC								
7793	2001233	01/11/2021	011421	642425	811.00	01/12/2021	INV	PD	Jay's 2020 Grounds Mainte
P	2777 Kristen K Johnson								
2777010821		01/08/2021	012821	123980	30.24	01/18/2021	INV	PD	Mileage Reimbursement
Z/G	905 Tracy Pelky								
905122920		12/29/2020	011421	123871	136.28	01/04/2021	INV	PD	Mileage Reimbursement
905011921		01/19/2021	012821	124027	66.64	01/27/2021	INV	PD	Mileage Reimbursement
					202.92				
G	1890 WI Dept of Safety & Professional Services (54- 2020.4TH QUARTER SANITARY PERMITS)								
1890123120-1		01/06/2021	011421	642595	5,400.00	01/07/2021	INV	PD	State Share Septic/Sanita
BP	120 WI Public Service Corp								
3103433531	2000042	12/07/2020	WIRE 001	8234	36.70	01/04/2021	DIR	PD	Business Park EM Copps 04
3102604439	2000042	12/07/2020	WIRE 001	8235	46.01	01/04/2021	DIR	PD	Business Park Clems Way 0
3102459833	2000042	12/07/2020	WIRE 001	8236	58.24	01/04/2021	DIR	PD	Business Park Pond 1 & 2
3102969167	2000042	12/07/2020	WIRE 001	8237	57.60	01/04/2021	DIR	PD	Business Park Pond 5 0402
3102967044	2000042	12/07/2020	WIRE 001	8238	30.88	01/04/2021	DIR	PD	Business Park Bus. Park D
3093476761	2000042	11/20/2020	WIRE 001	8239	44.92	01/04/2021	DIR	PD	Business Park Well Pump 0
3111254146	2000042	12/17/2020	WIRE 001	8240	49.41	01/08/2021	DIR	PD	Business Park Pond 6 0402

14 INVOICES

23,051.45

** END OF REPORT - Generated by Glen, Paula **



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PORTAGE COUNTY, WI
PURCHASE CARD STATEMENTS

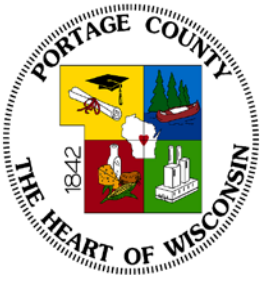
P 1
appcstmt

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
10040	****1838	Paula Cummings	6110	02082021	Released	2021/02	745.83
GL Effective Date: 02/08/2021		Invoice Date: 02/08/2021					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
39630	P - WLIA MEMBERSHIP DUES - P	WI Land Information Associatio		01/07/2021	01/08/2021	02/18/2021	55.00
39631	GIS - WILA MEMBERSHIP DUES - WI	Land Information Associatio		01/07/2021	01/08/2021	02/18/2021	55.00
39632	GIS - WLIA MEMBERSHIP DUES - WI	Land Information Associatio		01/07/2021	01/08/2021	02/18/2021	55.00
39633	GIS - STAPLES CREDIT ON ITEM	One Time Pay Vendor		01/21/2021	01/22/2021	02/18/2021	-134.25
39634	Z - ELECTRIC STAPLER & POWER	One Time Pay Vendor		01/23/2021	01/25/2021	02/18/2021	38.69
39635	GIS - RE-ORDER OF PLOTTER IN	One Time Pay Vendor		01/07/2021	01/08/2021	02/18/2021	134.25
39636	Z - BOA PUBLIC HEARING NOTIC	One Time Pay Vendor		01/28/2021	01/29/2021	02/18/2021	45.80
39637	Z - BOA PUBLIC HEARING NOTIC	One Time Pay Vendor		02/01/2021	02/02/2021	02/18/2021	1.75
39638	Z - P&Z PUBLIC HEARING NOTIC	One Time Pay Vendor		01/07/2021	01/08/2021	02/18/2021	160.52
39639	Z - REFUND FOR P&Z PUBLIC HE	One Time Pay Vendor		01/15/2021	01/18/2021	02/18/2021	-50.92
39640	Z - SPJ MONTHLY ON-LINE SUBS	One Time Pay Vendor		01/19/2021	01/20/2021	02/18/2021	9.99
39641	LR - WLIA CONF REGISTRATION	One Time Pay Vendor		01/08/2021	01/11/2021	02/18/2021	125.00
39642	LR - WLIA CONF REGISTRATION	One Time Pay Vendor		01/08/2021	01/11/2021	02/18/2021	125.00
39643	LR - WLIA CONF REGISTRATION	One Time Pay Vendor		01/19/2021	01/20/2021	02/18/2021	125.00

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
11612000	53208		Membership & Association Dues		N	N	55.00
11613000	53100		Office Supplies		N	N	38.69
11613000	53200		Publications Subscriptions & D		N	N	9.99
11613000	53221		Legal Notices		N	N	157.15
11616000	53100		Office Supplies		N	N	0.00
11616000	53200		Publications Subscriptions & D		N	N	110.00
26000000	53236		Training - Department		N	N	375.00

** END OF REPORT - Generated by Cummings, Paula **



PLANNING AND ZONING DEPARTMENT

1462 STRONGS AVENUE, STEVENS POINT, WI 54481 • PHONE: 715-346-1334 • FAX: 715-346-1677

To: Planning and Zoning Committee

From: Jen McNelly, Water Resource Specialist
Dan Bowers, Assistant Director
Jeff Schuler, Director

Date: March 16, 2021

R.e.: Proposed Mapping Revisions to the Wellhead Protection Ordinance

At the February Planning and Zoning Committee Meeting, the Committee voted unanimously to remove the “Feltz Farm” parcels from Groundwater Protection District C of the Wellhead Protection Ordinance mapping and forward the ordinance to the County Board for approval. The revised maps were delivered to the Planning and Zoning Committee at the special Committee meeting on March 2, 2021 for their review. Unfortunately, the mapping revisions as voted on by the Committee in February proved complicating for a number of reasons. It was ultimately decided by Chair Raikowski that the revised maps not be forwarded to the County Board.

Additionally, Chair Raikowski asked that two maps be brought back to the Committee for discussion at the March 23, 2021 meeting. These two maps are included in this packet. The map titled “Proposed Changes (11-3-20) to the Wellhead Protection Ordinance” shows the proposed changes to urban area Wellhead Protection Districts that reflect the mapping reduction to 20- and 10-Year time of travel. In this version of the maps the parcels between the recharge areas are included. The other map entitled “Proposed Changes (3-15-21) to the Wellhead Protection Ordinance” was requested by Chair Raikowski and has parcels between the recharge areas (those that do not touch the flow lines) removed.

In the process of trying to remove the parcels from between the recharge areas, a complication with Stevens Point Well #4 was identified. Well #4 is the oldest of the Stevens Point municipal wells. It was installed well before wellhead planning was required by the state and thus, has never had any recharge areas delineated. This has never created an issue for this well before, as the areas between municipal wells have always been protected, providing adequate protection for Well #4. When staff began removing parcels between recharge areas we realized that Well #4 would be left without any protection if all parcels were removed. After consulting with Chair Raikowski, it was determined that the grouping of parcels just north of U.S. Highway 10 be left in order to provide a level of protection for Well #4. This is reflected in the map with the 3-15-21 date.

Staff would still recommend the adoption of a map which protects the entire well recharge area; however, given the choice between these two maps, Staff would suggest the 11-3-20 map that includes all parcels between the recharge areas in the urban area. Including the parcels between recharge areas provides an additional level of protection for municipal wells (which serve the majority of residents in the County), as well as protection for areas where future wells will likely be sited. It will be much more difficult to go back and provide protections after installation. These protections are also extended to private residential wells within these areas.

Once a final determination on which urban area mapping should be used, the ordinance should be forwarded to the County Board for discussion and potential adoption.

If you have any further questions you can contact Jen McNelly at 715-346-1334 or mcnellyjl@co.portage.wi.us.

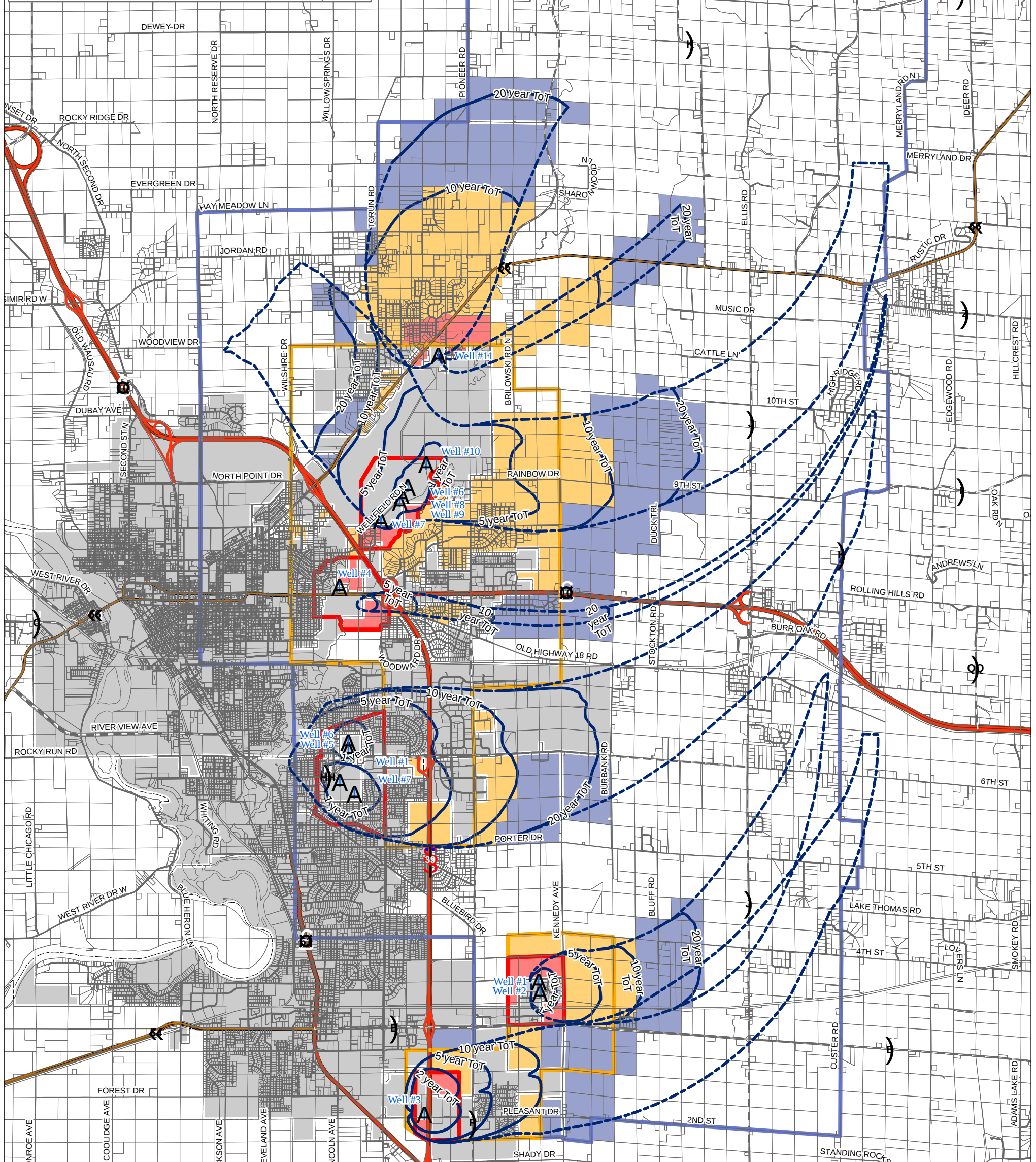
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A horizontal number line with arrows at both ends. It has four major tick marks labeled 0, 0.5, 1, and 2. A point is marked with a dot at the position 1.5.

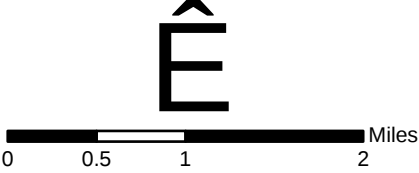
 Current District A
 Current District B
 Current District C
 Proposed District
 Proposed District
 Proposed District

-  Current District A
  Well Recharge Area
-  Current District B
  Time of Travel
-  Current District C
  Unincorporated Municipalities
-  Proposed District A
  Incorporated Municipalities
-  Proposed District B
  Parcel Boundaries
-  Proposed District C
-  Municipal Wells

RPS/JRH March 15, 2021



Proposed Changes (11-3-20)
to the
Wellhead Protection
Ordinance

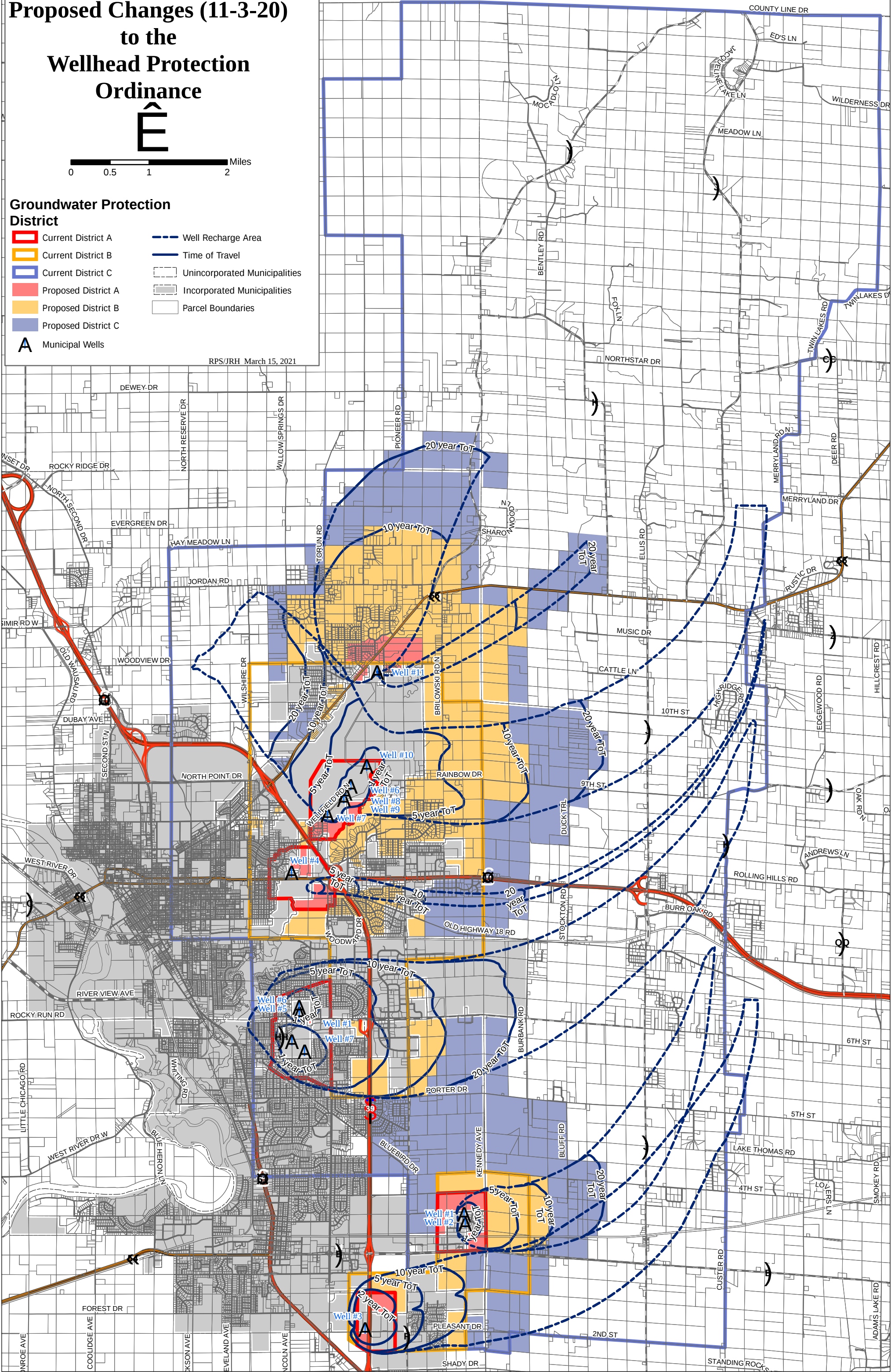


Groundwater Protection
District

- Current District A
- Current District B
- Current District C
- Proposed District A
- Proposed District B
- Proposed District C
- A

Municipal Wells
- Well Recharge Area
- Time of Travel
- Unincorporated Municipalities
- Incorporated Municipalities
- Parcel Boundaries

RPS/JRH March 15, 2021



RESOLUTION NO. _____

TO: THE HONORABLE CHAIRMAN AND MEMBERS OF THE PORTAGE COUNTY BOARD OF SUPERVISORS:

RE: PORTAGE COUNTY WELLHEAD PROTECTION ORDINANCE AMENDMENT

WHEREAS, the Portage County Planning and Zoning Committee requests to amend Section 7.2 of the Portage County Zoning Ordinances known as the Portage County Wellhead Protection Ordinance. These amendments will make changes to the existing Portage County Wellhead Protection Ordinance text and make modifications to the Groundwater Protection District maps; and

WHEREAS, the Portage County Planning and Zoning Committee held a public hearing on the proposed amendments in Conference Room 1 and 2 of the County Annex, Stevens Point, Wisconsin on January 26, 2021 after due notices were published in the Stevens Point Journal. At said hearing all those who wished to be heard were heard and pertinent facts constituting the testimony were recorded; and

WHEREAS, the Portage County Planning and Zoning Committee, after carefully considering the testimony at the January 26, 2021 hearing, has placed a recommendation with the County Board that the Portage County Wellhead Protection Ordinance amendments be approved; and

WHEREAS, the proposed Portage County Wellhead Protection Ordinance amendments have been given due consideration by the County Board.

FISCAL NOTE: There are no fiscal obligations for the county associated with this resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Portage County Board of Supervisors does enact and ordain as follows: Changes to Section 7.2 of the Portage County Zoning Ordinances known as the Portage County Wellhead Protection Ordinance, a copy of which is attached hereto, are hereby amended.

DATED THIS 20TH DAY OF APRIL, 2021.

RESPECTFULLY SUBMITTED,
PLANNING AND ZONING COMMITTEE

DATE: March 23, 2021

Larry Raikowski – Chair

Barry Jacowski – Vice Chair

Charles Gussel – Committee Member

Julie Morrow – Committee Member

Mike Splinter – Committee Member