



PORTAGE COUNTY
MEETING MINUTES BOARD OF
ADJUSTMENT

PORTAGE COUNTY ANNEX
CONFERENCE ROOM 5
1462 STRONGS AVENUE
STEVENS POINT, WI 54481

Monday, March 18, 2024

4:00 PM

REMOTE ATTENDANCE & COMMENT

To attend this meeting by telephone : dial 1-872-242-7813, after dialing the number, you will then be asked to enter a meeting number. Use the following meeting number: 792 392 926, then press#

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

IF THERE IS INCLEMENT WEATHER, THE MEETING WILL TAKE PLACE ON TUESDAY, MARCH 19, 2024, AT 4:00 PM IN CONFERENCE ROOM 5, COUNTY ANNEX BUILDING.

The Board of Adjustment will conduct on-site inspections of the petitioners' premises on Friday, March 15, 2024; leaving the County Annex at 9:00am and arriving at the first on-site (PET-2024-003) approximately 9:15am, the second on-site (PET-2024-005) approximately 10:00am, the third on-site (PET-2024-004) approximately 11:15am.

CALL TO ORDER

The Board of Adjustment meeting was called to order at 4:00pm

ROLL CALL

Members Present: James Garbe, James Hopp, Jason Pingel, Brandon Taylor, Rick Duerr, Paul Cieslewicz
Attending In-Person: James Garbe, James Hopp, Jason Pingel, Brandon Taylor, Rick Duerr, Paul Cieslewicz
Attending Online: None
Members Excused: Dennis Meis
Members Absent: None

Staff Attending: Tim Reed, Chris Mrdutt, Emmett Simkowski, Nicole Winkelman
Others Attending: Leif Erickson, Al Hintz

PLEDGE ALLEGIANCE TO THE

FLAG 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.

PUBLIC HEARINGS

1. Petition No. PET-2024-003, Michael and Rosanna Helmuth, Owners of property at 4199 and 4109 Pine Road, being part of the NW ¼ of the SW¼, Section 26, T25, R6E, Parcel #016250626-10, located in the Town of Eau Pleine, wherein a Special Exception from the provisions of the Portage County Zoning Ordinance 7.1.3.1(C) is requested to operate a Contractor Storage Yard (small scale truss manufacturing facility), have more than one Commercial Vehicle, and Sign(s) greater than six square feet in the A4 General Agriculture Zoning District.

Simkowski gave an explanation of the special exception. The purposed of this special exception is to address four items that are typically approved by a special exception; home occupations operated outside of the principal structure in Ag districts, contractor storage yard, potential signage area adjustments, and potentially more than two commercial vehicles on the parcel. The Town of Eau Pleine acted on this request granting the special exception on February 14, 2024 with no new conditions.

Garbe asked if any members of the public wanted to speak about this matter, with Michael Helmuth being sworn in. Helmuth explained the future plans for the property and that no septic would be on the property but would utilize porta potties. A sign would be displayed within the required setbacks with no lighting being attached.

Eau Pleine Supervisor, Leif Erickson was sworn in and shared that the Town Board supported this special exception.

Garbe again if any members of the public wanted to speak; none noted. Garbe closed testimony and opened deliberations. Hopp read the Special Exception Standards.

Brief discussion regarding sign design, location & parking; Hopp wanted to make sure the sign is built structurally sound and placed in the proper location. There being no further discussion, Garbe closed deliberations and asked for a motion to approve, deny, or postpone the request.

Motion by Hopp to approve the request as presented, with the following conditions:

1. A Portage County Zoning Permit must be obtained and if plumbing or water is installed, a soil and site evaluation shall be completed for a sanitary permit.
2. An expansion of the use or structures of 50 percent or over shall consider this an industrial use.
3. No more than five commercial vehicles shall be onsite, associated with this use.
4. Minor site plan changes may be approved administratively, provided no further special exceptions are required.
5. No Parking or loading on County Road G.
6. Approval of 8 x 12 sign.

Motion by Taylor to second. Passed 5-0 by roll call vote.

2. Petition No. PET-2024-004, Dale & Diane Glodowski, Owners of property at 7747 Merryland Drive, NE¼ of the NW¼, Section 3, T24, R9E, Parcel# 032240903-05.08, Town of Sharon, wherein a Special Exception from the provisions of the Portage County Zoning Ordinance 7.1.4.3(c) is requested to operate a retail boutique store in the C4 Highway Commercial Zoning District.

Simkowski explained the purpose of the special exception and the use of the C4 Zoning. Permitted use of the C4 district is more highway and heavy commercial usage, whereas a boutique is a less intense business.

Garbe swore in Alicia Wojtalewicz and heard a detailed plan for the building. There is an existing septic system that will be utilized, hours of operation discussed and a total of two employed.

It was noted there were no other members of the public wanting to speak about this matter. Garbe noted there was no correspondence received. Garbe closed testimony and opened deliberations. Hopp read the Special Exception Standards.

Taylor motioned to approve with the following conditions:

1. A Portage County Zoning Permit must be obtained along with an evaluation of the septic system.
2. Minor site plan changes may be approved administratively provided no further special exceptions are required or an addition exceeding 500 square feet is proposed.

Motion to approve seconded by Pingel. Motion to approve passed by 5-0 by roll call vote.

3. Petition No. PET-2024-005, Adam Skibicki and Kaitlyn Porter, Owners of property located at South of Western Way, 1,500 feet east of County Road Q and Western Way intersection, being part of the SW 1/4, Section 21, T23, R10E, Parcel #006231021-10.11, located in the Town of Amherst, wherein a Special Exception from the provisions of the Portage County Zoning Ordinance 7.2.6(3)(c) is requested to operate commercial mini storage units in a ground water protection zone C.

Pingel recused himself from this agenda item and Cieslewicz stepped in.

Mrduitt explained the request in detail. The parcel was recently rezoned and approved. The use of storage units is permitted, but the parcel falls within the Amherst Wellhead Protection Zone C which requires approval from the Portage County Board of Adjustment.

Adam Skibicki was sworn in by Garbe. Skibicki explained his plan for a tenant lease agreement to assist in protecting the Wellhead district, along with a site plan of the parcel. Ideally, he would have surveillance cameras, adequate lighting and a gate with code access. A document was provided by Skibicki during the meeting which Garbe would like to add in to record. The document displays proposed contours and elevations.

Garbe confirmed this parcel recently went through a comp plan and zoning change to get to this point.

There being no additional members of the public wanting to speak on this matter; Garbe closed testimony and opened deliberations. Hopp read Special Exception standards.

Garbe asked for a motion to approve, deny or postpone the request.

Motion by Taylor to approve with conditions:

1. A Portage County Zoning Permit must be obtained.
2. A Portage County Stormwater Permit must be obtained prior to the issuance of a Zoning Permit.
3. No hazardous materials can be stored at this location.
4. All lights must be faced downward and cannot illuminate surrounding properties.
5. A 30 foot natural vegetated buffer area will surround the storage units on the west and southern sides of the property.
6. Appropriate fencing and gating will be installed to secure the property.
7. Current lease contracts must call for no hazardous materials to be stored at the facility.

Motion seconded by Duerr.

Discussion about the interpretation of hazardous and toxic materials mentioned in the letter from Jen McNelly, Water Resource Specialist. Mrdutt feels they are the same from an enforcement standpoint.

Motion amended by Taylor for condition 6 & 8:

6. Install appropriate gating for all phases.
8. Fencing installed for phases 2 and 3.

Duerr seconds this motion to approve. Motion to approve passed 5-0 by voice vote.

DISCUSSION/POSSIBLE ACTION

4. Discussion/Possible Action Re: 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

A motion was made by Garbe, seconded by Hopp, to approve Zoning Board of Appeals Training from January 23, 2024. Motion to carry by voice vote, with no negative votes.

APPROVAL OF MINUTES

5. Approval of Minutes from January 15, 2024 meeting.

A motion was made by Hopp, seconded by Taylor, to approve the January 15, 2024 minutes. Motion to carry by voice vote, with no negative votes.

Garbe read a letter addressed to him from David & Patricia Barnsdale.

NEXT MEETING DATE

Tentative April 15, 2024

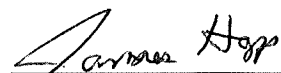
ADJOURNMENT

A motion was made by Hopp, seconded by Pingel, to adjourn. Motion carried by voice vote.

Meeting adjourned at 6:10 pm

Respectfully submitted,


Nicole Winkelman, Recording Secretary


James Hopp, BOA Secretary

4-20-24
Date of Approval