



PORTAGE COUNTY

MEETING MINUTES

BOARD OF ADJUSTMENT

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

Monday, September 15, 2025

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: 210 741 96, then press #

To attend this meeting by video: [Join the meeting now](#)

The Board of Adjustment will hold an onsite visit at 3:40PM on Monday, September 15, 2025, for Petition 2025-013 only, prior to the scheduled meeting.

CALL TO ORDER

The Board of Adjustment meeting was called to order at 4:03 pm

ROLL CALL

Members Present: James Garbe, Dennis Meis, Jason Pingel, Brandon Taylor, Barbara Brilowski, Todd Knepfel

Attending In-Person: James Garbe, Dennis Meis, Jason Pingel, Brandon Taylor, Barbara Brilowski, Todd Knepfel

Members Absent: Paul Cieslewicz

Staff Attending: Tim Reed, Chris Mrdutt & Nicki Winkelman

Others Attending: Barry Moodie, Sara Fena, Ramsy White & 715-630-5137 (ONLINE)

PLEDGE TO THE FLAG

CORRESPONDENCE

None

REPORTS

1. Special Meeting Attendance Reports (Portage County Ordinance 3.1.47 & 3.1.48)

None

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 public comment ordinance and the reasonable control of the Committee Chair as set forth in Robert's Rules of Order.

None

APPROVAL OF MINUTES

2. July 21, 2025 Minutes

A motion was made by Barb Brilowski, seconded by Brandon Taylor, to amend the July 21, 2025 minutes and have Jim Hopp removed from attendance. Motion to amend passed by voice vote, with no negative votes.

DISCUSSION/POSSIBLE ACTION

3. Special Meeting Attendance Reports (Portage County Ordinance 3.1.47 & 3.1.48)

There were no special meetings reports.

PUBLIC HEARING

4. PET-2025-007 Ramsy White owner, of 1507 Riverview Drive, being part of the NW¼, of the NE¼, Section 26, T24N, R7E, Parcel #012240726-02.12, located in the Town of Carson. Wherein the petitioner is requesting multiple Special Exceptions under Portage County Zoning Ordinance Sec. 7.1.2(3)(c)1;3; and 6, to operate a home occupation (greenhouses), roadside vegetable stand, exceeding the max 3,200 total accessory building space square footage, exceeding the 2:1 length to width ratio for accessory buildings, exceeding the 6 square foot maximum for signs, and to have more than 2 non family members employed in the greenhouse home occupation, in the R1 Rural and Urban Fringe Residence District.

This public hearing was initially postponed from the July 21, 2025 Board of Adjustment meeting to seek clearer guidance from the Town of Carson, particularly due to differing interpretations of existing accessory structures VS new structures and concerns over additional greenhouses. The property previously had an access restriction along what is now County Road HH, but following a new Certified Survey Map, the restriction was removed, which allowed a driveway permit from the Highway Department.

Garbe read into record the letter from the Town of Carson dated September 10, 2025. Discussion among committee members and Ramsey White.

- The town of Carson indicated a 10,000 sq ft limit.
- Most funding for the greenhouse construction comes from USDA grants.
- The Town had a second chance to elaborate and clarify their conditions.
- Ramsey White confirms the hoophouse would be insured if repairs are needed.
- The vegetable stand would be visible from County Road HH.
- Adequate bus parking — student pickup & dropoff.
- Possible off-site bus parking.
- No parking or access off Riverview Dr.

Garbe closed testimony and opened deliberation. Ramsey White is already in violation with the current accessory building space being 9,898 sq ft, which is over the allowed 3,200 sq ft. 18,500 sq ft would be the new allowed total. Any conditions must be clear, enforceable, and relevant to the request. The committee identified a potential problem if multiple buses arrive simultaneously. Members discussed the importance of ensuring children can safely unload from a bus while also avoiding congested traffic. Options included having buses drop students off and relocate to off-site parking, or expanding the internal parking area to accommodate bus staging. Committee members felt the parking space could support 15 vehicles or more if properly designed.

A motion was made by Brandon Taylor, seconded by Dennis Meis, to approve with the following conditions:

1. Must obtain a Portage County Zoning Permit.
2. If a DNR stormwater permit is required, such permit must be on file with the Planning and Zoning Department prior to the issuance of a Zoning Permit.
3. All lighting shall be downcast and not directed towards neighboring properties.
4. The total accessory building space cannot exceed 20,000 square feet on the property.
5. Signs cannot exceed 32 sq.ft, can be illuminated, but cannot have flashing lights.
6. No more than 5 non-family members can be employed on the property.
7. A five-foot-wide buffer area consisting of trees and/or shrubs shall be planted 200 feet long from the north property line running south on the east and west side of the property. A landscaping plan detailing this screening strip shall be approved by the Portage County Land Conservation Section prior to the issuance of a Zoning Permit.
8. Minor site plan changes may be administratively approved provided a special exception is not required or requires a change to the conditions placed on the request.
9. Floodplain elevation to be determine onsite to ensure all accessory buildings are at or above the flood elevation prior to the issuance of a Zoning Permit.
10. There shall be no parking (in association with this special exception use) on Riverview Drive and County Road HH.
11. Must obtain a driveway permit for County Road HH access from the Portage County Highway Department.

The motion to approve with conditions passed by the following vote:

5 Yes: James Garbe, Dennis Meis, Jason Pingel, Brandon Taylor, Barbara Brilowski

0 No: None

0 Abstain: None

5. PET-2025-013 Barry and Mary Moodie, owners, of 1639 North Second Drive, Stevens Point, WI 54482, being part of the SE¼, of the SE¼, Section 7, T24N, R8E, Parcel #020240807-16.11, located in the Town of Hull, wherein a

Variance from the provisions of the Portage County Private Sewage System Ordinance is requested to install holding tanks for a one bedroom studio apartment per 7.9.9(5), in the A4 General Agricultural Zoning District.

Chris Mrdutt gives an overview of the variance request that the existing building will be converted to residential living space and points out that the Town of Hull has signed off on the holding tank agreement form. The town prefers that zoning staff handle approval of holding tanks. Staff and the committee acknowledge that by having the holding tank, this will be monitored more closely.

Owner, Barry Moodie, is sworn in and explains this will be living space for his mother-in-law. It was recommended by the septic designer that two 2,000 tanks be utilized and also need State approval. In the future, the holding tank could be converted to a septic tank if desired. This specific design is for 1 bedroom and could have a two person max occupancy.

Testimony closed and open deliberation. Committee members discuss the advantage to a holding tank with having a nearby creek running through the parcel. If changed to a septic system or increase to a 2-3 bedroom, this would need approval from the State and required permits.

Deliberation closed.

A motion was made by Dennis Meis, seconded by Jason Pingel, to approve as presented.
The motion to approve as presented Passed by the following vote:

5 Yes: James Garbe, Dennis Meis, Jason Pingel, Brandon Taylor, Barbara Brilowski

0 No: None

0 Abstain: None

NEXT MEETING DATE

October 20, 2025

ADJOURNMENT

Meeting adjourned at 5:37 PM