



PORTAGE COUNTY

MEETING MINUTES

BOARD OF ADJUSTMENT

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

Wednesday, March 25, 2026

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 in a meeting number. Use the following meeting number: 236 283 707, then press #

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

CALL TO ORDER

The Board of Adjustment meeting was called to order at 4:01PM

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

Members Excused: Paul Cieslewicz

Members Absent: None

Staff Attending: Dan Bowers, Tim Reed, Jenna Hake, Chris Mrdutt, Nicki Winkelman

Others Attending: John Jazdzewski, Corrine Ward, Tom Ward, Daryl Wolfenberg, Kevin Watkins, Nicole Richardson

ROLL CALL

PLEDGE TO THE FLAG

CORRESPONDENCE

REPORTS

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

None

PUBLIC HEARING, DELIBERATION AND DECISIONS ON SPECIAL EXCEPTIONS AND VARIANCES. THE HEARING IS TO DISCUSS AND TAKE ACTION ON THE FOLLOWING APPLICATION(S):

2. PET-2026-003, Stephen & Nicole Richardson, owner of property located at 821 County Road S, being part of SE¼ of the NW¼, Section 29, T24N, R6E, Parcel #012240619-08.03 located in the Town of Carson. Wherein a Special Exception from the provisions of the Portage County Private Sewage System Ordinance is requested to install holding tank(s) for a commercial kitchen per 7.9.9(5)(c)(1.), and a Special Exception from the provisions of the Portage County Zoning Ordinance 7.1.3(c)12 and 7.1.3(c) 21 to conduct a commercial catering kitchen / food truck service as a home occupation and to have a sign greater than six square feet, and a Variance from the provisions of the Portage County Zoning Ordinance 7.1.3(c)12 to have more than 2 non-family members employed in the home occupation.

Jenna Hake and Chris Mrdutt from Portage County provided an overview of the request. They explained that installing a holding tank is the preferred option to ensure food grade waste remains separate from the home's septic system.

Chairperson Jim Garbe then swore in the property owner, Nicole Richardson. Nicole described their plans for a commercial grade kitchen, along with designated areas for employee and customer parking. She noted that kitchen waste will be managed on the property, though the volume should be minimal because the appliances will operate on gas and electric rather than producing significant liquid waste.

John Jazdzewski, Supervisor for the Town of Carson, was sworn in and stated that the Town supports the request. He reported that the Town discussed regulations regarding the allowable size of the commercial kitchen and business-use area in relation to the square footage of the living space.

Tom Ward, a neighbor, was sworn in and gave support for this request. He would like to see the current no-passing zone extended past the Richardson residence. Mrdutt confirms the Highway Department is aware of this new driveway and that change would be at their discretion.

Jim Garbe, Chairperson, closed testimony and opened deliberation. Board members sought clarification on the number of holding tanks to be installed. The sanitary application identifies two holding tanks in addition to the mound system for the residence. The application also includes the Holding Tank Agreement and Service Contract, which will be recorded with the Register of Deeds.

A motion was made by Brandon Taylor, seconded by Todd Knepfel, to approve.

The motion to approve passed by the following vote:

5 Yes: James Garbe, Jason Pingel, Brandon Taylor, Barbara Brilowski, Todd Knepfel

0 No: None

0 Abstain: None

3. PET-2026-002, Art Mortgage Borrower PropCo 2013 LLC, (MFG)/Americold Logistics, LLC, Owners, Zach Marschke, Fischer Group, Agent for Owners, of property located at 10953 State Highway 54, East Wisconsin Rapids, WI 54494 being part of the E½ of the SE¼, and NW¼ of the SE¼, and SW¼ of the SE¼, Section 33, T23N, R7E, Parcel# 030230733-16.05, located in the Town of Plover, wherein a Special Exception from the provisions of Portage County Zoning Ordinance sections 7.1.5.1(C)(1) is requested to construct a cold storage warehouse, office facilities, truck depo, and rail spurs. This property is zoned Industrial.

Chris Mrdutt of the Portage County staff stated that the Industrial Zoning District requires approval from the Board of Adjustment. The Town Board and the Town Plan Commission have both approved this Special Exception.

Daryl, representing AmeriCold, was sworn in and provided an update on traffic conditions at State Highway 54 and 110th Street. He is coordinating with WIDOT to explore potential improvements, including additional lanes for semi truck traffic as well as new acceleration and deceleration lanes.

Jim Garbe, Chairperson, closed Public Hearing and Open Deliberation. Deliberation closed.

A motion was made by Jason Pingel, seconded by Brandon Taylor, to approve.

The motion to approve passed by the following vote:

5 Yes: James Garbe, Jason Pingel, Brandon Taylor, Barbara Brilowski, Todd Knepfel

0 No: None

0 Abstain: 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

4. January 19, 2026 Meeting Minutes

A motion was made by Brandon Taylor, seconded by Todd Knepfel, to approve minutes. Motion to approve minutes carried by voice vote, with no negative votes.

NEXT MEETING DATE

April 20, 2026

ADJOURNMENT

Meeting adjourned at 5:19PM