

October 4, 2022 5:30 PM

Call to Order: The Plan Commission Meeting was called to order by Chairman Devine at 5:33 p.m.

Roll Call: Chairman William Devine, Brad Cook, Dan Kastenholz, Supervisor Julie Kayartz, and Ken Ryczek were present. Rich Jacobson was absent. Le Anna Rittmann was excused.

Others Present: Town Engineer Robert Roth, Clerk Marlo Gustafson, Supervisor Kershaw, Supervisor Pate, Pat Schnering, John Morauski, and Dave Mitchell were also present.

Public Hearing: Chair Devine opened the public hearing at 5:34 p.m. and read the public hearing notice. The purpose of the public hearing is to allow all interested persons to be heard concerning the proposed Conditional Use Permit requests filed by Dave Mitchell (property owner) and John Morauski (lessee), on behalf of Life and Family Foundation Ltd., Gathering Midwest Church, Heirloom Living Inc., and Red Rooster Construction LLC. The proposed Conditional Use Permits concern parcel 11032 225.01 located at N6522 US Hwy 51, Suites A4, B1/B2, D, and E, Portage, WI 53901. The property is zoned C-3 Highway Interchange. Both Dave Mitchell and John Morauski were present to speak in favor of the CUPs. No one was present to speak against. The public hearing closed at 5:40 p.m.

Verification of Public Notice: The meeting notice and public hearing notice were posted and published according to law.

Approval of Agenda: Motion by Kayartz/Ryczek to approve agenda as posted. All in favor by call of roll.

Approval of Prior Meeting Minutes: Motion Kayartz/Cook to approve the minutes of September 6, 2022 as presented. All in favor by call of roll.

Citizen Input on Non-Agenda Topics: None.

Conditional Use Permit Applications for Parcel 225.01 at N6522 US Hwy 51, Portage: Town Engineer Roth reported that the required update to the site plan was made and submitted to the town. He briefly discussed his review of the submitted documents. The only recommended approval conditions are additional parking lot striping and remnant landscaping of the sign area. Motion Kayartz/Kastenholz to recommend approval of the Conditional Use Permits to the Town Board as presented conditioned on the owner completing the additional parking lot striping by December 1, 2022 and the additional landscaping of the sign area by September 1, 2023. All in favor by call of roll.

Work in Town Right-of-Way and Erosion Control Permit Amendments for 2022 Charter/Spectrum Fiber Optic Infrastructure Build-out: Town Engineer Roth reported that the applicant has submitted a set of engineering plans as part of the permit amendment request. All original project information remains on file including the submitted applications, narratives, insurances, QCC and escrow. Motion by Kayartz/Cook to recommend to the Town Board to amend the original permits issued July 19, 2022 to include the additional roadways. All in favor by call of roll.

Building Inspection Report: Report provided.

Other Reports: None.

Correspondence: Columbia County Planning & Zoning Dept. sent a Town Variance Recommendation notice in September regarding parcel 11032 53 at N7565 Lakeside Drive, property owned by John and Virginia Gallagher. The Gallagher's have not applied directly to the town for this variance. Motion by Kayartz/Kastenholz to send to the Town Board without recommendation. All in favor by call of roll.

A memo from Columbia County Planning & Zoning was provided announcing an eligibility list for future openings on the Columbia County Zoning Board of Adjustment.

Adjourn: Motion by Kayartz/Cook to adjourn at 6:16 p.m. All in favor by call of roll.

Marlo Gustafson, Recording Secretary