PLANNING & ZONING COMMITTEE MINUTES
SEPTEMBER 4, 2007

PRESENT: Douglas Richmond, Phil Baebler, Tim O'Neil, Fred Teitgen

ABSENT: John Healy

STAFF: Michael Stapleton, Zoning Administrator, Susan Runnion, Office Administrator, Randy Thompson, Planning Administrator

BUSINESS MEETING

11:00 PM

1. Chair Doug Richmond called the meeting to order at 11:00 AM.

2. Certification of Open Meeting Law

3. Roll call was taken and a quorum declared present.

4. Approval of Agenda

Motion by Mr. O'Neil to approve Agenda of September 4, 2007 (with the addition of the Comprehensive Plan topic) Planning & Zoning Committee Regular Meeting & Public Hearing, Seconded by Mr. Teitgen.
Motion carried unanimously.

5. Approval of Minutes

Motion by Mr. Baebler to approve Minutes of August 7, 2007 Planning & Zoning Committee Regular Meeting & Public Hearing with corrections, Seconded by Mr. Teitgen.
Motion carried unanimously.

6. Department Report
   a. Financial
      • Out of County travel
      • Expenditure Report

Motion by Mr. Teitgen to approve Expenditure Report. Seconded by Mr. O'Neil.
Motion carried unanimously.
b. Comprehensive Planning

Randy Thompson explains a Public Hearing for the recommended plan will take place tonight at 6:00 pm after the regular Planning and Zoning Committee Meeting.

Randy hands out Land Information data and inquires about making zoning information available to the public.

Planning and Zoning Committee supports the proposal.

c. Enforcement

Mike Stapleton did not prepare a report.

12:00 PM
7. View Sites

3:00 PM
8. Public Hearing

Item I – Conditional Use Permit – Goetz Companies, Inc., Petitioner and Owner – Town of Caledonia, Wholesale LP Gas & Delivery

Mr. Stapleton presents the staff report.

Chair Doug Richmond asks if anyone has any questions.

Petitioner present and did not have anything to add.

Chair Doug Richmond asks if anyone is in favor of petition.

Chair Doug Richmond asks if anyone is against the petition.

Town Board not present, but Minutes on file. Town recommended approving the Conditional Use Permit.

Motion by Mr. Baebler to approve Conditional Use Permit for Wholesale LP Gas & Delivery and adopt the findings, conclusions and conditions.

Seconded by Mr. Teitgen.

Motion carried unanimously.

Findings

1. Goetz Companies, Inc. is the owner of the subject property.
2. The subject property is zoned Highway Interchange.
3. Approval was given by the Board of Adjustment in 1986 for development of a truck stop, restaurant and retail sales on the subject property.
4. Bulk storage and sales of LP gas for off-site delivery is an industrial use requiring a conditional use permit under Sec. 16-1-10 (a)(2)(g) of the Columbia County Zoning Ordinance.

5. The proposed use would make use of an existing 30,000 gallon LP bulk tank that currently is used to supply the energy needs of the Petro Travel Plaza.

6. Delivery vehicles would be stored in an existing parking area that is used for vehicle parking on a daily basis.

7. Applicant estimates bulk delivery to the site to grow to approximately 62 semi-truck loads per year, or approximately one truck load every 6 days. Applicant also estimates that the travel plaza currently serves over 200,000 semi-trucks per year.

8. Applicant estimates that home delivery will grow to approximately 333 trips per year, or slightly less than an average of one delivery per day. Applicant also estimates that the travel plaza currently serves over 300,000 vehicles, both trucks and cars, per year.

9. Physical changes to the site include alteration of or installation of piping and meters in the immediate vicinity of the existing bulk tank, striping of the existing asphalt by the parking, loading and unloading areas by the tank, possible placement of concrete barriers, and safety & directional signage.

Conclusions

1. The physical changes to the site will not be incompatible or disruptive to the current use of the site.

2. The anticipated traffic load as a result of the proposed use will not be incompatible with or disruptive to the current use of the site.

3. The proposed use is not likely to have any adverse impact on adjacent properties.

4. The proposed use is not likely to result in any noticeable change to either the character or intensity of the current use of the property.

5. The application is consistent with the general criteria of Sec. 16-1-18 (e).

6. The application qualifies for a Conditional Use Permit.

Conditions

1. Bulk LP storage is limited to the existing 30,000 gallon tank at the location shown on the approved site plan (where the tank is currently located).

2. There shall be no other LP tanks other than the existing bulk tank and those mounted on delivery vehicles stored on the premises.

3. There shall be no more than three delivery trucks parked at the site.

Item II – Conditional Use Permit – Steve Meyers, Petitioner; Wayne Sadek, Petitioners and Owners. – Wholesale Auto Dealership and Storage/Warehousing– Town of Lodi

Mr. Stapleton presents the staff report.

Chair Doug Richmond asks if anyone has any questions.

Petitioner present and explains that State of Wisconsin requires an approved location in order to receive State Permit.
Chair Doug Richmond asks if anyone is in favor of petition.

Chair Doug Richmond asks if anyone is against the petition.

Mr. Stapleton states that a fax was received from Ron Nelson, adjacent property owner. Has few concerns, no problem with business. It should meet commercial standards for bathroom and other facility standards.

Town Board not present, but Minutes on file. Town recommended approving the Conditional Use Permit.

Motion by Mr. Teitgen to approve Conditional Use Permit for a Wholesale Auto Dealership and Storage/Warehousing and adopt the findings, conclusions and conditions.

Seceded by Mr. Baebler.

Motion carried unanimously.

Findings

1. Wayne Sadek Jr. is the owner of the subject property.
2. The subject property, with other adjacent lots, was rezoned to Commercial in 1999, the stated intent being the construction of buildings for personal storage.
3. The existing building was built in 1999 as a permitted use of the property. It has been used for personal storage by the owner since that time.
4. Steve Myers proposes to use the existing building as a business location for a wholesale automobile dealership. The actual use of the building relating to the proposed dealership will be minor and incidental.
5. Use of the building for storage not related to the auto dealership will continue.
6. Storage, as a primary/principal use of property, is reviewable under Sec. 16-1-9 (a)(2)(f).
7. The application complies with the general criteria of Sec. 16-1-18 (e) of the Columbia County Zoning Ordinance.

Conclusions

1. The existing use for storage is consistent with the purpose and intent of the Commercial District as well as the Ordinance in general.
2. The proposed use as a wholesale automobile dealership is consistent with the purpose and intent of the District and the Ordinance.
3. The existing and proposed uses comply with the general criteria of Sec. 16-1-18 (e).
4. The application qualifies for a Conditional Use Permit.

Conditions

1. Any additional lighting placed on the property shall be oriented so that the lighting element (or transparent shield) is not visible from the street or any adjacent residential property. The use of shielded luminaries and careful placement of fixtures is encouraged to facilitate compliance with this requirement.
2. All signage must be reviewed by the Town and approved by the Planning & Zoning Department.
3. Storage use is limited to a single unit as currently used; division into multiple units will be subject to further review by the Planning & Zoning Committee.

4. There shall be no outside storage of cars, trucks, vehicles, parts or equipment.

Item III – Zoning Change – Agricultural to Rural Residential, Paul and Jean Deich
Petitioners and Owners – Town of Fountain Prairie

Mr. Stapleton presents the staff report.

Chair Doug Richmond asks if anyone has any questions.

Petitioner present and did not have anything to add.

Chair Doug Richmond asks if anyone is in favor of petition.

Chair Doug Richmond asks if anyone is against the petition.

Larry Goodman
N9398 Carroll Road
Portage, WI

Asks when it became legal to rezone 5 acres and deed restrict remaining. Mr. Stapleton replies that the Town’s have been approving it for 10 years.

Town Board not present, but Minutes on file. Town recommended approving rezoning.

**Motion by Mr. Baebler to approve rezoning from Agricultural to Rural Residential effective upon the Certified Survey Map being recorded.**

**Seconded by Mr. Teitgen.**

**Motion carried unanimously.**

Item IV – Zoning Change – Kathleen Schwantz. Petitioner and Owner – Highway Interchange to Agricultural – Town of Fort Winnebago

Mr. Stapleton presents the staff report.

Chair Doug Richmond asks if anyone has any questions.

Petitioner present and did not have anything to add.

Chair Doug Richmond asks if anyone is in favor of petition.

Brent Isenee
W9400 McMahon Road
Portage, WI

In favor
Chair Doug Richmond asks if anyone is against the petition.

Larry Goodman, Town Board Supervisor present and Town recommended approving.

**Motion by Mr. Teitgen to approve rezoning from Highway Interchange to Agricultural.**
Seconded by Mr. O’Neill.
**Motion carried unanimously.**

**Item V – Zoning Change – Commercial to Highway Interchange, Donald Roeker.**
**Petitioner and Owner – Town of Fort Winnebago**

Mr. Stapleton presents the staff report.

Chair Doug Richmond asks if anyone has any questions.

Petitioner was not present.

Chair Doug Richmond asks if anyone is in favor of petition.

Chair Doug Richmond asks if anyone is against the petition.

Larry Goodman, Town Board Supervisor present and Town recommended approving.

**Motion by Mr. Baebler to approve rezoning from Commercial to Highway Interchange.**
Seconded by Mr. Teitgen.
**Motion carried unanimously.**

**Item VI – Zoning Change – Commercial to Highway Interchange, Charles Walker.**
**Petitioner and Owner – Town of Fort Winnebago**

Mr. Stapleton presents the staff report.

Chair Doug Richmond asks if anyone has any questions.

Petitioner present and did not have anything to add.

Chair Doug Richmond asks if anyone is in favor of petition.

Chair Doug Richmond asks if anyone is against the petition.
Larry Goodman, Town Board Supervisor present and Town recommended approving.

**Motion by Mr. Baebler to approve rezoning from Commercial to Highway Interchange.**
  Seconded by Mr. Teitgen.
  Motion carried unanimously.

**Item VII – Conditional Use Permit – Automobile Repair and Sales. Charles Walker,**
  Petitioner and Owner – Town of Fort Winnebago

Mr. Stapleton presents the staff report.

Chair Doug Richmond asks if anyone has any questions.

Petitioner was present.

Discussion takes place regarding planting of vegetation on west end of property.

Mr. Teitgen suggests two rows of scattered planting which should be maintained in healthy condition.

Chair Doug Richmond asks if anyone is in favor of petition.

Chair Doug Richmond asks if anyone is against the petition.

Larry Goodman, Town Board Supervisor present and Town recommended approving.

**Motion by Mr. Teitgen to approve Conditional Use Permit for Automobile Repair and Sales and adopt the findings, conclusions and conditions.**
  Seconded by Mr. O’Neil.
  Motion carried unanimously.

**Findings:**

1. Charles and Charlotte Walker are the owners of the subject property.
2. The property is currently zoned Commercial. Applicants have on file a petition to rezone the property to Highway Interchange.
3. Automobile repair and sales require a Conditional Use Permit in either district.
4. The applicant currently operates an automotive repair shop in the existing structure.
5. Previous owners operated a muffler shop, ATV and snowmobile sales and service on the premises.
6. Previous owners received a Conditional Use Permit in 1997 for automobile sales; however, division of the property in 1999 made the approved display area unavailable to the current owner.
7. The area to the west of the existing shop building has been used for storage of unclaimed vehicles and other equipment.
8. The applicant has applied for a Conditional Use Permit for the operation of the auto repair business and also for sales of used automobiles.
9. The Town Board has recommended approval of the application.
10. There is significant visibility of the outside vehicle storage area from adjacent residential property to the north and the Interstate Highway to the west.
11. The application complies with the general criteria of Sec. 16-1-18 (c).

Conclusions

1. The auto repair business is similar in character to the muffler shop, ATV and snowmobile sales and service that previously operated on the premises.
2. Auto sales as proposed is similar in character and extent as that authorized by a 1997 Conditional Use Permit approved for the previous owner.
3. The vehicle storage needs of the business create an aesthetic impact that can be mitigated to some extent through the provision of appropriate screening.

Conditions

1. The Conditional Use Permit becomes effective upon the rezoning of the property to Highway Interchange.
2. Display of vehicles for sale shall be limited to no more than 20 vehicles at any time. All vehicles offered for sale shall be operable and roadworthy.
3. All vehicle parking on the premises shall be behind the highway setback line as shown on the Certified Survey.
4. Applicant shall maintain all lawn areas in and around the vehicle display and sales area in a neatly mowed condition.
5. If vehicle parking in the display area should cause the loss of grass cover, the applicant shall install a parking area surfaced with gravel or other suitable material.
6. Normal hours of operation are limited to 8:00 A.M. to 5:00 P.M., 7 days per week. Any operation of the repair shop outside of those hours shall take place only with doors closed.
7. All additional outdoor lighting for the facility shall be oriented so that the lighting elements (or transparent shield) are not visible from an adjacent property or right-of-way. The use of shielded luminaries and careful placement of fixtures is encouraged to facilitate compliance with this requirement.
8. The applicant and owner shall comply with and obtain all necessary permits required by applicable federal, state, and local regulations.
9. Outside storage of any and all scrap materials and tires shall be within fully enclosed containers, such as dumpsters, or within a fenced area fully screened from view from adjacent properties and highways.
10. The property shall not be used for parking or storage of vehicles and equipment belonging to the owners or employees other than vehicles awaiting repair. It is intended that such storage not be significantly longer that what is normal for other customer vehicles awaiting repair, and that the property not be used as a storage area for personal vehicles and belongings.
11. Applicant shall mow the grass around and under all vehicles stored on the premises at least once monthly during the growing season.
12. Applicant shall, within one year of the date of permit approval, plant a vegetative screen of fast growing trees, such as red pine, along the west end of the property, and along the west half of the north property line. The screen shall consist of at least two rows of staggered plantings that are capable of forming a solid vegetative screen.

Item VII – Zoning Change – Agricultural to Single Family Residence, Merle and Dawn Ohnesorge, Petitioners and Owners – Town of Dekorra

Mr. Stapleton presents the staff report.

Chair Doug Richmond asks if anyone has any questions.

Petitioner present and did not have anything to add.

Chair Doug Richmond asks if anyone is in favor of petition.

Chair Doug Richmond asks if anyone is against the petition.

Town Board present and Town recommended approving.

Motion by Mr. Baebler to approve rezoning from Agricultural to Single Family Residence upon recording of Certified Survey Map.
Seconded by Mr. Teitgen.
Motion carried unanimously.

Item IX – Zoning Change – Roy and Barbara Wolfgram, Petitioner and Owner – Town of Dekorra

Mr. Stapleton presents the staff report.

Chair Doug Richmond inquires about how much additional land the petitioner’s own?

Mr. Stapleton confirms 36 acres.

Chair Doug Richmond asks if anyone has any questions.

Petitioner present and did not have anything to add.

Chair Doug Richmond asks if anyone is in favor of petition.

Chair Doug Richmond asks if anyone is against the petition.

Town Board present and Town recommended approving.
Motion by Mr. O'Neil to approve rezoning from Agricultural to Single Family Residence upon recording of Certified Survey Map.
Seconded by Mr. Teitgen.
Motion carried unanimously.

Item X – Zoning Change – Commercial and Recreational to Single Family Residence.
Dwain Helleckson, Petitioner and Owner – Town of Dekorra

Mr. Stapleton presents the staff report.

Chair Doug Richmond asks if anyone has any questions.

Petitioner present and did not have anything to add.

Chair Doug Richmond asks if anyone is in favor of petition.

Chair Doug Richmond asks if anyone is against the petition.

Town Board present and Town recommended approving.

Motion by Mr. Teitgen to approve rezoning from Agricultural to Single Family Residence upon recording of Certified Survey Map.
Seconded by Mr. O'Neil.
Motion carried unanimously.


Mr. Stapleton presents the staff report.

Chair Doug Richmond asks if anyone has any questions.

Petitioner present and did not have anything to add.

Chair Doug Richmond asks if anyone is in favor of petition.

Chair Doug Richmond asks if anyone is against the petition.

Town Board not present, but Minutes on file. Town recommended approving rezoning.

Motion by Mr. Teitgen to approve rezoning from Agricultural to Single Family Residence upon recording of Certified Survey Map.
Seconded by Mr. Teitgen.
Motion carried unanimously.
9. Adjourn

Motion by Mr. Teitgen to adjourn meeting. Seconded by Mr. Baebler.
Motion carried unanimously.

Next meeting at Columbia County Administration Building
Meeting adjourned at 5:40 pm.

Respectfully submitted,

Fred Teitgen, Secretary
Planning and Zoning Committee
Recording Secretary

Susan Runnion
Office Administrator

cc: Committee Members
Harlan Baumgartner, County Board Chair
Debra Wopat, County Board Vice Chair
Susan M. Moll, County Clerk