



MINUTES OF THE PLANNING COMMISSION

WEDNESDAY, APRIL 26, 2023 AT 5:30 PM

COUNCIL ROOM AT THE MUNICIPAL BUILDING, 450 S. MAIN STREET, RICHLAND CENTER, WI 53581

CALL TO ORDER: Chair Coppernoll called the meeting to order at 5:32PM. A quorum was present. Oliphant affirmed property public notice.

PRESENT: Chair Todd Coppernoll, Alderperson Ryan Cairns, Alderperson Karin Tepley, Citizen Member Ray Wilson, Citizen Member Lisa Miller, Citizen Member Mark Jelinek.

ABSENT: Citizen Member Candace Fagerlund.

OTHERS PRESENT: Economic Development Director Glasbrenner, Zoning Administrator Steward, and City Administrator Oliphant.

APPROVAL OF MINUTES: Motion to approve the March 29, 2023 meeting minutes made by Miller, Seconded by Wilson. Voting Yea: Coppernoll, Cairns, Tepley, Wilson, Miller, Jelinek. Motion carried.

DISCUSSION AND ACTION ITEMS

Future Housing Development at Stori Field – Coppernoll and Glasbrenner reported on the two open house sessions held the week prior. Both sessions were well attended. They advised these sessions allowed for robust question and answer opportunities which assisted in clarifying some inaccuracies that had been circulating within the community. Most of the feedback received from attendees was positive, citing their appreciation for the information being shared. An RFP for the future development of Stori Field was published on the City's website and advertised locally. The due date for RFP submissions is June 2, 2023.

Comprehensive Plan – Glasbrenner and Tepley informed the Commission of their work on wayfinding signage. An RFP soliciting vendors for design and construction of wayfinding signs will be published with an anticipated award over the summer. It was also noted that the zoning tasks in the comprehensive plan implementation checklist were being advanced while the website and logo tasks had been completed.

Municipal Sidewalk & Trail Improvements – Glasbrenner and Oliphant reported on the exploration of improvements to pedestrian access, extension of the sidewalk, addition of crosswalks, and improvements to the multiuse trail in relation to the DOT's Highway 80N project. After several meetings with the DOT, other City personnel, and the County Highway Commissioner, it was determined that the extension of sidewalk along Highway 80N was not advisable at this time due to cost and a recent Supreme Court ruling impacting land acquisition practices. The matter of sidewalk extension/improvement is to be referred to the Public Works Committee for annual review and consideration. Opportunities to improve the multiuse trail will continue to be explored and referred to the Park Board for consideration.

Closed Session - Panorama Estates Development Incentive & Land Procurement

Motion by Tepley to enter closed session. Seconded by Miller. Voting Yea: Coppernoll, Cairns, Tepley, Wilson, Miller, Jelinek. Motion carried. Entered closed session at 6:16PM. Motion to reconvene in open session by Tepley. Seconded by Jelinek. Voting Yea: Coppernoll, Cairns, Tepley, Wilson, Miller, Jelinek. Motion carried. Reconvened in open session at 6:40PM.

STATUS UPDATES & FUTURE AGENDA ITEMS

Modernization of Zoning Code – Steward advised the zoning code has been analyzed in comparison to other regional codes and a preliminary comparative summary was then drafted. The comparative analysis allows the City to draw from a pool of well-crafted provisions to incorporate into their own customized code. The goals of this modernization effort are to make the code easier to read, comprehend, and navigate. To aid in this, tables, charts, and diagrams will be included to better illustrate the standards imposed within the municipality. For the next meeting, the Commissioners were asked to review the current zoning code and advise if there were any specific provisions they would like modified, eliminated, or left unchanged.



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Municipal Lots for Sale – Glasbrenner reported advertising city owned lots at 460 W 1st St and 291 N Jefferson locally with all reasonable offers being considered. To date, Glasbrenner has not received any offers or serious inquiry. Glasbrenner is in the process of developing a program to stimulate interest and will seek a realtor of choice to assist in the sale of the lots if no offers are received.

Industrial Park Site Work – Glasbrenner advised Vierbicher had completed a grading plan which detailed the amount of fill to remove from several lots. Removing fill and adjusting the grade will result in the creation of buildable lots. Glasbrenner explained one parcel may utilize soil balancing techniques to avoid fill removal. Glasbrenner will continue collaboration efforts with the Street Department and County Highway Department to determine if either or both departments could remove the fill without outside assistance to reduce costs. Glasbrenner provided an overview of a newly created Industrial Park plat. The plat removed unnecessary outlots and combined parcels to allow for land division based on need at the time of sale. This allows for the most efficient use of land. Vierbicher has been authorized to apply for the necessary DNR permits to allow sitework to commence. Upon DNR approval, the City will have three years to remove fill, grade, and complete soil balancing.

Future Agenda Items – Request to place the comprehensive plan as a permanent agenda item and to receive updates on items discussed in closed session.

SET NEXT MEETING DATE: The next meeting was scheduled for May 24, 2023 at 5:30PM.

ADJOURNMENT: The meeting adjourned at 7:06PM. Motion to adjourn made by Tepley, Seconded by Miller. Voting Yea: Coppernoll, Cairns, Tepley, Wilson, Miller, Jelinek. Motion carried.

Minutes recorded by Ashley Oliphant