



MINUTES OF THE PLANNING COMMISSION

WEDNESDAY, AUGUST 26, 2026 AT 5:30 PM

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

CALL TO ORDER Chair Jarvis called the meeting to order at 5:31 PM. Oliphant affirmed proper notice. A quorum was present. Members present: Karin Tepley, Chris Jarvis, Ray Wilson, Duane Welte, and Mark Jelinek. Members absent: Ryan Cairns (excused).

APPROVAL OF MINUTES Motion by Wilson, second by Cairns to approve the July 22, 2026, meeting minutes as presented. Motion carried unanimously.

DISCUSSION AND ACTION ITEMS

Public Hearing for the Conditional Use Permit Application of Schreiber Foods Inc to process dairy products at 920 Sextonville Rd (Tax Parcel 276-2100-7630): Chair Jarvis opened the public hearing at 5:31 p.m. Zoning Administrator Unbehaun reviewed the application. The property has operated as a dairy processing facility for many years. The zoning ordinance was later amended to classify dairy product processing as a conditional use in an Industrial District. The applicant is requesting a conditional use permit so the existing operation conforms to the current ordinance and as a prerequisite for future building additions or improvements. Devin Winter addressed the Commission on behalf of Schreiber Foods, Inc. Winter stated that the request is a formality to bring the property's permit status into conformance with the current ordinance and that current operations are not changing. Unbehaun reported receiving one email in support of the request. Chair Jarvis called for public comment three times. There being no public comment, Chair Jarvis closed the hearing at 5:37 p.m.

Consider the Conditional Use Permit Application of Schreiber Foods Inc to process dairy products at 920 Sextonville Rd (Tax Parcel 276-2100-7630): Zoning Administrator Unbehaun reviewed the staff report dated August 26, 2026, on the application submitted by Excel Engineering, Inc. for property owner Schreiber Foods, Inc. The request is for a Specific Conditional Use Permit to process dairy products under §409.04(3a) on property in the Industrial district. Unbehaun explained that upon issuance of the permit and approval of a land division to be considered at the next Plan Commission meeting, Schreiber will obtain zoning permits for whey silo additions on the east side of the property and a new intake bay on the south side. Staff found the request consistent with the Comprehensive Plan, found public facilities adequate and site conditions suitable, and found all eight review criteria satisfied, including the finding under Wis. Stat. sec. 62.23(7)(de) that the applicant demonstrated by substantial evidence that all requirements and conditions are or shall be satisfied. Staff recommended approval with the five conditions set forth in the report.

Motion by Jarvis, second by Welte to recommend that the Common Council approve a Specific Conditional Use Permit for Schreiber Foods, Inc. at 920 Sextonville Road (Tax Parcel No. 276-2100-7630) for the processing of dairy products in accordance with §409.04(3a), subject to the Conditions of Approval set forth in the Plan Commission report dated 8/26/2026.

COMPREHENSIVE PLAN: None.

REPORTS/UPDATES

Zoning Department Monthly Report: Zoning Administrator Unbehaun advised 41 projects and inquiries were tracked during the period, including eight permits issued and eight inquiries completed, with 23 items in process, one on hold, and one open inquiry. Twenty-eight items were located within City limits and 13 within the Extraterritorial Zone. Unbehaun noted that the report format and accompanying visuals remain a work in progress as additional data is collected.

FUTURE AGENDA ITEMS: Continued Review of R1/R2 Consolidation Ordinance

SET NEXT MEETING DATE: The next meeting was scheduled for September 23rd at 5:30PM.

ADJOURNMENT: Motion by Tepley, second by Wilson to adjourn at 5:55PM. Motion carried unanimously.

Minutes recorded by Ashley Oliphant