



MINUTES OF THE PLANNING COMMISSION

WEDNESDAY, SEPTEMBER 23, 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 5:30PM. Oliphant affirmed proper notice. A quorum was present. Members present: Chris Jarvis, Karin Tepley, Ryan Cairns, Ray Wilson, Duane Welte, and Mark Jelinek.

APPROVAL OF MINUTES: Motion by Jelinek, second by Wilson to approve the August 26, 2026, meeting minutes as presented. Motion carried unanimously.

BUILDING INSPECTOR SERVICES by Tracy Johnson: Building Inspector Tracy Johnson gave an overview of Johnson Inspections' online building permit process and explained how he works with the Zoning Administrator to make sure all requirements are met. He noted that he has served as the City's Building Inspector since 2008, has 29 years of experience as an inspector, and has three inspectors on his team. He also explained the differences between building permits and zoning permits, and between state and local codes.

DISCUSSION AND ACTION ITEMS

Public Hearing for Land Division by Certified Survey Map (CSM) Application of Richland County (Tax Parcel 276-1712-1000): Chair Jarvis opened the public hearing. Members of the audience asked how the subject land will be used. Zoning Administrator Unbehaun explained that the School District will use a portion of the divided land for school purposes. Audience members also asked whether the area is buildable given the floodplain. It was explained that part of the subject land is within the flood fringe, where development may occur subject to floodplain regulations. The draft Certified Survey Map (CSM) was reviewed. Chair Jarvis called for public comment three times. With no further comments, the public hearing closed at 5:56PM.

Land Division by Certified Survey Map (CSM) Application of Richland County (Tax Parcel 276-1712-1000): Motion by Welte, second by Tepley to recommend that the Common Council approve the CSM submitted by Richland County, which transfers 19.667 acres from 1200 US Hwy 14 W, Parcel No. 276-1712-1000, to the Richland School District designated as Lot 1 on the CSM, Parcel No. to be determined, based on the following findings: 1. The land division is permitted to proceed by certified survey map under §448.04(7)(a), fewer than five parcels being proposed. 2. Notice of public hearing was given to owners of property within 300 feet of the exterior boundaries as required by §448.04(7)(c), and a public hearing was held. 3. The certified survey map conforms to Chapter 448, the Zoning Ordinance, and the master plan and master plan components as required by §448.04(7)(d). 4. The resulting parcels comply with the requirements of the R-1 Residential district, and the division creates no nonconforming lot, structure, or use; subject to the conditions of approval set forth in the staff report dated 9/23/2026. Motion carried unanimously.

Public Hearing for Land Division by Certified Survey Map (CSM) Application of Schreiber Foods Inc (Tax Parcel 276-2154-1000): Chair Jarvis opened the public hearing. Zoning Administrator Unbehaun gave an overview of the request. Schreiber purchased land and is asking to divide off a portion so it can be combined with the adjacent parcel, allowing the company to expand its footprint. The existing storage units in the subject area will be removed. Chair Jarvis called for public comment three times. With no comments received, the public hearing closed at 6:06PM.

Land Division by Certified Survey Map (CSM) Application of Schreiber Foods Inc (Tax Parcel 276-2154-1000): Motion by Welte, second by Wilson to recommend that the Common Council approve the CSM submitted by Schreiber Foods, Inc., which transfers 0.27 acres from 930 Sextonville Road, Parcel No. 276-2154-1000, to the adjacent parcel at 920 Sextonville Road, Parcel No. 276-2100-7630, based on the following findings: 1. The land division is permitted to proceed by certified survey map under §448.04(7)(a), fewer than five parcels being proposed. 2. Notice of public hearing was given to owners of property within 300 feet of the exterior boundaries as

required by §448.04(7)(c), and a public hearing was held. 3. The certified survey map conforms to Chapter 448, the Zoning Ordinance, and the master plan and master plan components as required by §448.04(7)(d). 4. The resulting parcels comply with the requirements of the Industrial district, and the division creates no nonconforming lot, structure, or use; subject to the conditions of approval set forth in the staff report dated 09/23/2026. Motion carried unanimously.

COMPREHENSIVE PLAN: None.

REPORTS/UPDATES

Zoning Administrator's Monthly Report: Zoning Administrator Unbehaun reviewed the Zoning Administrator Report, which summarizes permit and project activity for the City and the Extraterritorial Zoning (ETZ) area. The report tracked 61 items (43 City and 18 ETZ), including 18 projects in process, 16 completed projects, 6 projects on hold, 5 open inquiries, and 16 permits issued.

FUTURE AGENDA ITEMS: None.

SET NEXT MEETING DATE: The next meeting was scheduled for October 28th at 5:30PM.

ADJOURNMENT: Motion by Tepley, second by Jelinek to adjourn at 6:17PM. Motion carried unanimously.

Minutes recorded by Ashley Oliphant