



## MINUTES OF THE PLANNING COMMISSION

WEDNESDAY, OCTOBER 25, 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 5:35PM. A quorum was present. Oliphant affirmed proper notice.

**PRESENT:** Chair Todd Coppernoll, Karin Tepley, Ray Wilson, Lisa Miller, Mark Jelinek, and Candace Fagerlind (via phone). **ABSENT:** Ryan Cairns.

**APPROVAL OF MINUTES:** Motion to approve the August 23, 2023 and September 19, 2023 meeting minutes made by Tepley, Seconded by Jelinek. Voting Yea: Coppernoll, Tepley, Wilson, Miller, Jelinek and Fagerlind. Motion carried.

**DISCUSSION AND POSSIBLE ACTION ITEMS:**

Public Hearing for the Request of Land Division on Tax Parcel 276-1712-1000 at 1000 USH 14W – Zoning Administrator Steward advised the requested land division met all zoning requirements. Surveyor Rummeler explained the County wished to create a new parcel for East Hall. This effort was previously pursued but was never finalized. No comments were made by the public. The public hearing closed at 5:43PM. Motion to close the public hearing made by Jelinek, Seconded by Tepley. Voting Yea: Coppernoll, Tepley, Wilson, Miller, Jelinek and Fagerlind. Motion carried.

Consider the Request for Land Division of Tax Parcel 276-1712-1000 at 1000 USH 14W - Motion to recommend to the Common Council to grant the request for land division made by Tepley, Seconded by Wilson. Voting Yea: Coppernoll, Tepley, Wilson, Miller, and Jelinek. Fagerlind did not vote due to technical issues. Motion carried.

Jefferson School Redevelopment & Rezoning – Zoning Administrator Steward advised he and Economic Development Director Glasbrenner had met with the developer on numerous occasions to discuss redevelopment of Jefferson School. As a result of the diverse uses proposed, the necessary zoning changes will require a multistep process. To best meet the objectives of the developer while still adhering to zoning regulations, the implementation of a planned unit development (PUD) was deemed most appropriate. A PUD allows for greater flexibility with tailored uses. The process for establishing a PUD is more in depth than that of a simple rezone. For a proposed development, a general development plan outlining the general concept for the PUD must be presented to the Planning Commission and Common Council. If both bodies approve of the general plan, a specific plan with significant detail about the development will then be presented to both bodies for consideration and adoption. The entire process takes approximately 90 days with January 2024 being the earliest date of completion.

TID Development Process – The Common Council approved contracting with Southwestern Wisconsin Regional Planning Commission (SWWRPC) as recommended by the Planning Commission. Meetings between SWWRPC and City personnel have commenced. Updates will be provided throughout the course of the project.

**STATUS UPDATES:** Economic Development Director Glasbrenner advised the Panorama project is in the process of a proforma review with Ehlers. Commissioner Tepley advised a request for proposal for wayfinding signage is ready for publication. She also shared that she and Commissioner Fagerlind conducted a tour of the city with the hotel feasibility study firm. After their preliminary review, it was determined that a 52-58 room hotel was viable in Richland Center.

**SET NEXT MEETING DATE:** The next regular meeting was scheduled for November 29, 2023 at 5:30PM.

**ADJOURNMENT:** The meeting adjourned at 6:51PM. Motion to adjourn. Motion made by Tepley, Seconded by Wilson. Voting Yea: Coppernoll, Tepley, Wilson, Miller, Jelinek and Fagerlind. Motion carried.