



## MINUTES OF THE PLANNING COMMISSION

WEDNESDAY, SEPTEMBER 25, 2024 AT 5:30 PM

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

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**CALL TO ORDER** Chair Coppernoll called the meeting to order at 5:30PM. Members present: Todd Coppernoll, Lisa Miller, Karin Tepley, Mark Jelinek, and Ray Wilson. Members absent: Ryan Cairns. Oliphant affirmed proper notice.

**APPROVAL OF MINUTES** Motion by Jelinek to approve the meeting minutes, seconded by Wilson. Motion carried unanimously.

**PUBLIC HEARING FOR THE APPLICATION OF JOHNSON LLC FOR A CONDITIONAL USE PERMIT TO ALLOW FOR AN AUTO REPAIR GARAGE OR FACILITY AT 943 SEXTONVILLE RD (TAX PARCEL ID 276-22159-2000)**

Chair Coppernoll opened the public hearing at 5:31PM. No members of the public were present. Zoning Administrator Matt Williams provided an overview of the request to grant a conditional use permit for the continued operation of a diesel mechanic shop. He advised the Zoning Department contacted the current owner following the receipt of complaint. As a result, it was determined the business was operating without a valid conditional use permit. Motion to close the public hearing by Tepley, seconded by Miller. The public hearing was closed at 5:44PM.

**CONSIDER THE APPLICATION OF JOHNSON LLC FOR A CONDITIONAL USE PERMIT TO ALLOW FOR AN AUTO REPAIR GARAGE OR FACILITY AT 943 SEXTONVILLE RD (TAX PARCEL ID 276-22159-2000)**

Williams explained that the requested conditional use was permissible within the zoning district but expressed concerns regarding the current state of the property. These concerns included unlicensed and inoperable vehicles stored onsite, offsite parking of oversized vehicles on a busy street, improper disposal of oil, and the overall condition of the grounds.

Additionally, Williams noted that law enforcement had been contacted nine times since 2022 due to noise and safety complaints related to the business. While some nearby residents did not object to the conditional use permit, they did request improved safety measures and better property maintenance in conversations with Williams prior to the public hearing.

Williams outlined potential conditions that could be imposed if the permit were granted, including limitations on operating hours, fencing requirements, and parking restrictions. He suggested postponing a formal decision on the request until the next meeting to allow the applicant to address the existing code violations.

Motion by Coppernoll to refer the matter to Attorney Windle to set conditions to remedy the violations present prior to further consideration of the requested conditional use permit. Seconded by Wilson. Motion carried 5-0.

**COMPREHENSIVE PLAN REVIEW AND UPDATES**

The Commission reviewed the Comprehensive Plan tracking document and discussed the process for making updates. Commissioners are to review and update the tracking document during their regular monthly meeting. Additionally, once the Commission identifies their top priorities, the City Administrator and/or Director of Public Works will coordinate with personnel to establish an implementation plan.

**REPORTS/UPDATES**

Zoning Code Modernization & Short-Term Rentals: Zoning Administrator Williams will be reviewing the work completed thus far and see the projects to completion.

**FUTURE AGENDA ITEMS**

- Economic Impact of Municipal Airports. Consider a joint meeting with the Public Works Committee.

**SET NEXT MEETING DATE** The next meeting was scheduled for October 23, 2024.

**ADJOURNMENT** Motion to adjourn by Tepley, seconded by Jelinek. Motion carried unanimously. The meeting adjourned at 6:16PM.