

<b>APPLICANT/AUTHORIZED AGENT</b>	Kevin Burns	<b>BUSINESS NAME:</b>	R & K Tire & Auto Services
<b>SITE ADDRESS:</b>	784 S. Church St.	<b>ZONING DISTRICT:</b>	General Business District
<b>TAX PARCEL:</b>	276-2100-7570	<b>REQUEST:</b>	Conditional Use Permit
<b>DESCRIPTION:</b>	Operate auto and tire repair shop		
<b>MEETINGS:</b>	Plan Commission Meeting 02/26/25		
	Common Council Meeting on 03/04/25		

**Background:**

Property records indicate the subject property has operated as an automotive and tire repair facility since 2011. However, a review of historical records reveals no Conditional Use Permit (CUP) application has been filed for this use during that time.

Furthermore, a review of CUP records confirms that R & K Tire & Auto Services has been operating without a valid CUP. A Notice of Violation was issued on January 30, 2025, directing the applicant to apply for the necessary CUP.

**Ordinance Language:**

**407.04(4) CONDITIONAL USES IN A "C-G" CENTRAL BUSINESS DISTRICT.**

(4) Auto Repair garage or facility.

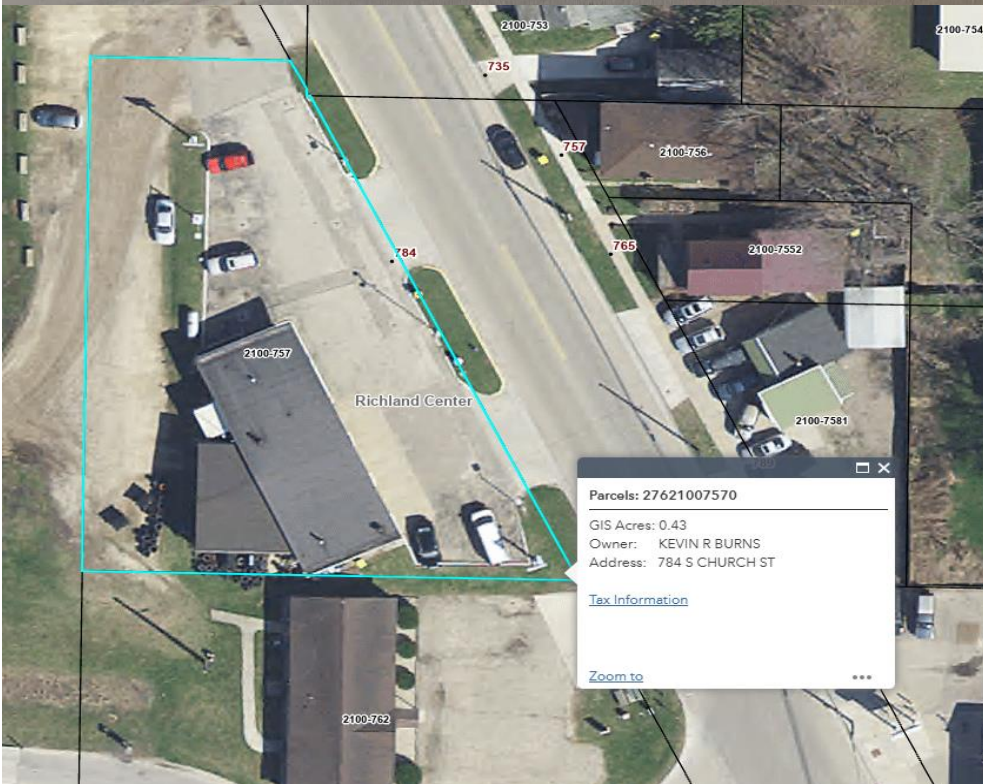
<b>CRITERIA FOR CONSIDERATION</b>	<b>Yes</b>	<b>No</b>
Is the project consistent with the Comprehensive Plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Can the request demonstrate adequate public facilities, including roads and drainage, and utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will the request minimize adverse effects on the natural environment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The request will not create undue traffic congestion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The request will not adversely affect public health, safety, and welfare.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The request conforms to all applicable provisions of the code.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**CONDITIONS FOR APPROVAL**

1. The completed project must be consistent with the plans and specifications submitted at time of application and at the public hearing of the Plan Commission.
2. The applicant shall allow the Building Inspector and City Zoning Staff to have access to the project site for inspection purposes to verify compliance with City Code, Ordinances and State Code.
3. The applicant is prohibited from storing new or used tires outside, inoperable vehicles, scrap metal, auto parts, and similar items.
4. The CUP is valid for 1 year from the date of approval by the Common Council.
5. This CUP will be renewable if compliant with the Code of Ordinances and prescribed conditions of this permit.
6. The conditional use permit is not transferable.

**Plan Commission Recommendation:** Approved forward to council.

**Staff Recommendation:** Motion to approve the application of R & K Tire & Auto Services for a conditional use permit to allow an auto repair garage at 784 S. Church St. (Tax Parcel ID 276-2100-7570) with conditions as presented.



**CITY OF RICHLAND CENTER**

*Zoning Administration*  
450 S. Main Street, Richland Center, WI 53581  
608-647-3466

January 30, 2025

Kevin Burns  
24355 Fawn Meadow Ln.  
Richland Center WI 53581

RE: Notice of Violation operating Auto Repair Shop at 784 S. Church St. without a Conditional Use Permit.

Dear Mr. Burns,

This letter concerns the operation of your tire and auto repair shop at 784 S. Church St. A review of the City records indicates that a Conditional Use Permit, as required by City of Richland Center Code Section 407.04, has not been obtained for this business operation in the "C-G" General Business District.

Specifically, Section 407.04(4) of the City of Richland Center Code states that "Auto Repair garage or facility" is permitted use in a "C-G" General Business District with an approved Conditional Use Permit.

To continue operating an auto repair business in a Commercial General District you are required to apply for a Conditional Use Permit immediately. Please complete the enclosed application form and return it to the City of Richland Center Zoning Department along with the \$400 permit fee by **February 14, 2025**.

If you have any questions or require assistance with the application process, please do not hesitate to contact the Zoning Department at 608-647-3466 Ext. 207 or by email at [matt.williams@richlandcenterwi.gov](mailto:matt.williams@richlandcenterwi.gov).

Sincerely,



Matt Williams  
Zoning Administrator