

CONDITIONAL USE PERMIT (CUP) APPLICATION

Site Plans are required as part of this application. See the Site Plan section below for details to include.

Applicant Information

Business Name Pine River Tire and Auto LLC

DBA Name (if applicable) _____

Principal Contact Kevin Burkhamer
First Last

Phone 608-475-9623 Email burkhamerexcavating@gmail.com

Business Street Address 243 E court st

City Richland Center State WI Zip Code 53581

Mailing Address is the same as above

Business Mailing Address _____

City _____ State _____ Zip Code _____

Site is located within city in ETZ Zoning District _____ Tax Parcel Number 276-2100-0930

Property Owner Information

Same as Applicant

Section 21 Range 01E
down 10N

Name Robert Simpson

Business Street Address 243 E court st

City Richland Center State WI Zip Code 53581

Phone 608-475-1165 Email _____

General Description of Use

Current Use: new tires/tire repair/light mechanical

Proposed Use: same

Site Plans

- **Site Plan with proposed use and layout** - anything related to the outside of the proposed business: traffic flow, parking, on-street product delivery frequency and length of delivery stop, lighting, signage
- **Project Description** - hours, noise mitigation, list of products sold regardless of seasonal or ongoing
- **Hazardous Waste Materials Plan** - how will clean fluids be stored, how will used fluids be collected, stored, disposed of and frequency of disposal; where will new tires be stored; where will used tires be stored and how will they be disposed of, frequency of disposal; will you be a collection site for other items and their disposal; dumpster or other garbage collection units placement

I certify that the information provided is accurate and complete to the best of my knowledge. I authorize zoning staff to enter my property to confirm compliance with the applicable zoning code. I acknowledge that submitting incorrect or incomplete information may result in delays or denial of the permit. I understand that an incomplete permit application will not be accepted.

Applicant Signature  Date 5-5-26
Property Owner Signature  Date 5-5-26

Termination: If at any time after granting a CUP, the permitted conditional use fails to comply with the conditions of the original permit, the Common Council may terminate the conditional use permit. The Common Council may also treat the violation as a code infraction, subject to other enforcement actions including the issuance of citation(s).

Conditional Use Application Approval Timeline

- Publication of notice in paper is due three weeks in advance of the Public Hearing
- Mailing of notices to landowners within 300 feet is due two weeks in advance of the Public Hearing
- Public Hearing and Plan Commission: typically meets the last week of the month
- Common Council meeting: typically meets the first Tuesday of the month

Applicant attendance at the public hearing, Plan Commission and Council meetings is not mandatory, but it is highly recommended the applicant or designated agent attend to address any questions or concerns raised at the event.

Project Description and Site Plan

Site Plan Overview

The site operations have been designed to minimize community impact, particularly concerning traffic and noise. There are no traffic-related impacts associated with this site, and there will be no on-street additions or deliveries. The facility operates during standard business hours, from 8:00 AM to 5:00 PM, and the primary business activity—tire sales—generates minimal to no noise.

Hazardous Waste and Materials Management

The facility adheres to strict guidelines regarding the storage and disposal of materials to ensure environmental safety and compliance. No clean fluids will be stored or used on-site. Any waste oil generated is securely stored on-site in a designated waste oil container and repurposed for heating.

The site will not serve as a general collection site for any outside materials. Material handling and disposal are organized systematically through partnerships with specialized service providers.

Material Handling and Disposal Schedule

Material Type	Storage Policy	Disposal / Pickup Schedule	Service Provider
New Tires	Delivered daily; no long-term storage	N/A	N/A
Used Tires	Stored on-site for no more than a few days	Picked up on a weekly basis	P and J Tire Disposal
Scrap Metal	Stored in a designated dumpster	Serviced on an on-call basis	Runick Metals
Garbage & Recycling	Stored in standard receptacles	Picked up on a weekly basis	GFL