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## **MINUTES**

### **CALL TO ORDER**

Chair Todd Coppernoll called the meeting to order at 5:31 PM.

### **ROLL CALL/QUORUM**

Roll call conducted. Ryan Cairns and Mark Jelinek were absent. A quorum was present.

### **AFFIRMATION OF PROPER PUBLIC NOTICE OF THE MEETING**

Oliphant affirmed proper public notice was provided.

### **REVIEW AND APPROVE PREVIOUS MEETING MINUTES**

Motion by Fagerlund to approve the minutes of the October 26, 2022 meeting. Seconded by Miller  
Motion passed unanimously.

### **PUBLIC HEARING REGARDING ORDINANCE AMENDMENT TO PERMITTED AND CONDITIONAL USES WITHIN THE INDUSTRIAL PARK DISTRICT**

Chair Coppernoll opened the public hearing at 5: 32 PM. No members of the public participated in the hearing. After three requests for comment, the public hearing was closed at 5:33PM.

Motion by Tepley to close the public hearing. Seconded by Miller. Motion carried unanimously.

### **DISCUSSION AND POSSIBLE ACTION ITEMS**

#### Ordinance Amendment to Permitted and Conditional Uses Within the Industrial Park District

Motion by Fagerlund to recommend to the Common Council the adoption of the proposed amendments to Chapter 410 of the Code of Ordinances as follows:

1. Include statement in 410.02 indicating more than one permitted use can exist on a parcel
2. Add 410.02(18) Commercial vehicle and equipment storage buildings with required restroom. Must be constructed with a permanent concrete foundation, a poured concrete floor, and adhere to Section 410.06.
3. Add 410.02(19) Business offices.
4. Add 410.02(20) Commercial Indoor Recreation Facilities
5. Fix typo of "sue" to "use."
6. Strike 410.03(3)
7. Strike 410.04(7)
8. Strike 410.04(18)

Seconded by Wilson. Motion carried unanimously.

#### Industrial Park Site Preparation

Glasbrenner described five lots with the industrial park that possess natural features which are not conducive to building as they stand, undesirable plotting, utility connection challenges, and missing lot



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corners. Glasbrenner indicated the challenges affecting these parcels have and continue to present barriers for sale and necessitate additional work be completed.

To gather a better understanding of the financial impact of improving these lots, Glasbrenner was in communication with an engineering firm. The cost to address the deficiencies from replating to obtaining DNR permits for land disturbance, would be approximately \$25,000. To remove fill and establish a buildable grade on Lot 7 only, it was estimated to cost an additional \$30,000-\$40,000 which is prohibitive to potential developers.

Member of the public Gary Manning advised there is great sand at this location and recommended working with the County Highway Department to have them haul the sand out for their use thus reducing the City's cost.

Glasbrenner asked the Planning Commission to forward a request to the Finance Committee seeking to allocate \$25,000 towards addressing deficiencies within the industrial park.

Motion by Tepley to recommend to the Common Council to allocate \$25,000 from the business RLF fund for site preparation/work throughout the industrial park. Seconded by Miller. Motion carried unanimously.

### Industrial Park Lot 28 CSM Review & Approval

A CSM was completed which identified lot corners and replaced pins, determined the floodplain boundary, and established a road right of way and setback. The Public Works Director hauled spoil from the 7<sup>th</sup> St project to this location making this lot buildable.

Motion by Wilson to approve the CSM for Lot 28 Bowen on Circle Drive and recommend to the Common Council to adopt Resolution 2022-TBD for the public dedication of land as a public way to the City of Richland Center in accordance with the CSM. Seconded by Tepley. Motion carried unanimously.

### Review and Award RFP for 291 N Jefferson Street Demolition

Glasbrenner advised four proposals were received. The proposals were reviewed and scored by staff. Of the four proposals received, Gary Manning's was the lowest cost, which was almost \$9,000 less than the next lowest bid. Glasbrenner stated the staff recommendation was to award Gary Manning the RFP.

Gary Manning addressed the Planning Commission. He advised his bid was to complete the exact scope of work as described in the RFP. Manning inquired how soon he could move equipment to the site if awarded and indicated he can begin demolition as soon as approved. The Mayor authorized Mr. Manning to move equipment to the site at his convenience.

It was requested to have Mr. Manning sign and date a copy of the RFP acknowledging his full understanding of the RFP requirements and expectations. Mr. Manning complied with the request.



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Motion by Coppernoll to award the RFP to Gary Manning and forward recommendation to the Common Council. Seconded by Tepley. Motion carried unanimously.

### UPDATES ON ONGOING PROJECTS

- Stori: Vierbicher actively working with City employees to complete conceptual plan. Once available, the conceptual plan will be provided.
- 460 W 1<sup>st</sup> Street: Continuing the process to prepare this lot for sale.
- Campus: With the recent events, Glasbrenner expressed his hope for significant cooperation from the County with the Planning Commission in paving the way for the future of the campus.
- Panorama: Rising interest rates have slowed progress.
- Zoning Code Rewrite: In the process of obtaining quotes and conducting meetings with various firms. Gathering data to determine the next steps.
- Wayfinding: Process was delayed due to rebranding efforts. However, the rebranding process is ending allowing for forward progress on wayfinding signage.

**SET NEXT MEETING DATE** *(fourth Wednesday of the month, December 28, 2022, at 5:30PM).*

The next meeting of the Planning Commission will be December 28, 2022 at 5:30PM. This meeting may be rescheduled if needed.

### ADJOURNMENT

The meeting adjourned at 6:35 PM

Motion to adjourn by Tepley. Seconded by Miller. Motion carried unanimously

Minutes respectfully submitted by Ashley Oliphant