



**MINUTES OF THE MEETING OF THE  
PLANNING COMMISSION  
WEDNESDAY, NOVEMBER 20, 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, Ryan Cairns, Ray Wilson, Mark Jelinek, Lisa Miller, Karin Tepley. Glasbrenner affirmed proper notice.

**APPROVAL OF MINUTES** Motion by Tepley to approve the Meeting Minutes from October 23, 2024, seconded by Jelinek. Motion carried unanimously.

**PUBLIC HEARING FOR THE APPLICATION OF RON PARKER FOR A CONDITIONAL USE PERMIT TO ALLOW FOR AN ACCESSORY STRUCTURE AT 1420 RAINBOW DR (TAX PARCEL ID 276-1714-3000)**

Chair Coppernoll opened the public hearing at 5:31 PM. Zoning Administrator Matt Williams provided an overview of the request for a conditional use permit to allow for an accessory structure at 1420 Rainbow Dr. Williams supplied that all setbacks are met; the driveway permit has already been submitted and approved. Williams confirmed a public posting was made as well as a mail-out to neighbors regarding the application.

Motion to close the public hearing by Tepley, seconded by Jelinek. The public hearing was closed at 5:35 PM.

**CONSIDER THE APPLICATION OF RON PARKER FOR A CONDITIONAL USE PERMIT TO ALLOW FOR AN ACCESSORY STRUCTURE AT 1420 RAINBOW DR (TAX PARCEL ID 276-1714-3000)**

Williams explained that the requested conditional use was permissible within the zoning district. Motion by Coppernoll to recommend to the City Council to grant the request for the application of Ron Parker for a Conditional Use Permit to allow for an accessory structure at 1420 Rainbow Dr. Seconded by Tepley. Motion carried unanimously.

**CONSIDER THE APPLICATION OF DORIS SCHMIDT TO DIVIDE A PARCEL OF LAND LOCATED AT 361 S. IRA STREET (TAX PARCEL 276-2100-7460)**

Williams advised that there is an ordinance provision allowing substandard lots with existing structures built prior to June 15, 1990. This provision applies to this scenario and would allow the passing of this application. Williams advised that the requirement of 70% of the 8,000 sq. footage would need to be maintained, equaling a 5,600 sq. ft minimum. Williams also advised that with these exceptions, a requirement of no detached accessory buildings more than 80 sq. feet will not be allowed to be built following the land split. City Attorney Michael Windle advised that the Commission could require a covenant to be recorded with this division for any subsequent landowner to be aware of the actions that took place; Windle advised against pursuing a covenant. Williams explained that the requested land split was permissible within the zoning district. Windle explained that the requested land split was permissible regarding legal requirements.

Motion by Coppernoll to recommend to the City Council to grant the request for the application of Doris Schmidt to divide a parcel of land located at 361 S. Ira St. Seconded by Jelinek. Williams then clarified for Tepley the adjustments made upon resurveying the lot. Motion carried unanimously.

**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 provided updates regarding the requested conditional use permit (CUP); he advised that there has been significant improvement following the prior meeting and provided photos for the Committee to view. Williams is in contact with both the CUP operator Mitchell and the property owner Johnson. The owner, Eric Johnson (Johnson LLC) was present at the meeting and provided an overview of his involvement with the CUP. Johnson advised that he has discussed and is working with his tenant to resolve this issue. Windle advised that his concerns have been addressed. Williams explained that the requested CUP was permissible within the zoning district; he is recommending a 1-year CUP. Williams clarified the property location (viewed on GIS) at the request of Cairns. Wilson expressed concern about keeping the lot in the back from turning into a salvage yard. Cairns requested clarification regarding parking on the street; Williams referenced Section 4 regarding parking on the street. Tepley requested clarification



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regarding the options should the property not be maintained; Williams advised forfeiture and revocation of permit for failure to correct or repeat violations. In this instance, the timeframe to come back into compliance would be revisited at that time.

Motion by Jelinek to recommend to the City Council to grant the request for the application of Johnson LLC for a Conditional Use Permit to allow for an auto repair garage or facility at 943 Sextonville Rd. Seconded by Wilson. Motion carried unanimously.

**COMPREHENSIVE PLAN REVIEW & UPDATES**

**Transportation Strategies - Maintaining existing transportation infrastructure and making necessary safety improvements.** Tepley requested clarification on whose responsibility it is to take inventory of infrastructure. She inquired whether this task item has been handed over to Utilities. Glasbrenner advised that historically Utilities is responsible for keeping this inventory; he then referenced the GIS system and its ability to mark said infrastructure on a map view. Currently there is a lot of focus on how we can plan and keep track of these inventory items better; we are actively working to improve this process.

**Transportation Strategies – Monitor vehicular and pedestrian accidents on an annual basis and evaluate concerns for potential safety corrections.** Tepley inquired as to whether the Police Department is aware of this task in relation to the comprehensive plan. Glasbrenner advised that he is not sure whether Police Chief Billy Jones is aware of this item; but that the DPW is monitoring certain locations based on concern raised by citizens. Coppernoll recommended that the Police Chief utilize the quarterly report from the Police Commissioner as a template to provide this data.

**DNR/DOT – Personal funding opportunities for projects on Capital Improvement Plan through the Department of Natural Resources and coordinate with DOT.** Tepley inquired how to best collaborate with the DNR and the DOT.

**COMPLETED: Seek out historic preservation planning grants to designate downtown as an historic district on National, State and Local registers of historic places and work with Wisconsin Historical Society to develop a certified local government oversee designed and redeveloped with the historic district.** Mill Street, Church Street, Haseltine Street and Main Street (51 Structures) were placed on the National Register on 11/13/1989 and the State Register on 01/01/1989 – Completed

**COMPLETED: Leadership and Cooperation – Administrator Sections**

**COMPLETED: Wayfinding Sign Project**

**REPORTS/UPDATES**

Wilson requested an update on the status of Panorama Estates; Chair Coppernoll advised that there was a meeting, and that significant progress was made.

**FUTURE AGENDA ITEMS**

- Review the application of the County for a Conditional Use Permit to place a structure on the top of Tower Hill for increased communication signals.

**SET NEXT MEETING DATE** The next meeting was scheduled for Wednesday, December 18<sup>th</sup> at 5:30PM.

**ADJOURNMENT** Motion to adjourn by Tepley, seconded by Cairns. Motion carried unanimously. The meeting adjourned at 6:07 PM.