

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Agenda Item: Consideration of Access Easement – Tracy Conner Use of South Larson Street Right-of-Way

Requested & Presented by: DPW Jasen Glasbrenner

Meeting Date: Public Works Committee on 10-16-2025

Plan Commission on 10-29-2025

Common Council on 11-04-2025

Committee Review: Public Works Committee on 10-16-2025 – Motion by Schultz to recommend to the Planning Commission the authorization of the use of the City-owned South Larson Street right-of-way for access to the Conner property via Resolution and Access Easement Agreement as drafted by the City Attorney. Seconded by Walters. Motion carried unanimously by voice vote.

Plan Commission on 10-29-2025 – Motion by Coppernoll to report to the Common Council that the Plan Commission has completed its review based on the findings of fact, conclusions of law, and the record as required by Wis. Stat. §62.23(5), and to recommend that the Council adopt a resolution granting the required access easement to Mr. Tracy Conner. Seconded by Tepley. Motion carried by roll call vote.

Background: Mr. Tracy Conner, property owner of Parcel #276-2100-8350 has requested permission to utilize the unimproved City-owned right-of-way south of East South Street (the South Larson Street extension) to provide driveway access to his lot, on which he plans to build a new home. The right-of-way has not been developed or maintained as a public street. Currently two other adjacent property owners use this portion of South Larson St. to access accessory buildings on their properties. The Public Works staff mailed each of the affected property owners seeking their comment and no responses were received.

Department Recommendation: Staff supports proceeding with formal authorization of this use through a Resolution and Access Easement Agreement as drafted by the City attorney.

Requested Action:

COUNCIL: Motion to authorize the passage of the resolution and to direct the City Attorney to prepare the necessary easement agreement to effectuate its terms for the South Larson Street right-of-way access.

Attachment(s):

- Larson St. ROW Easement Letter
- 999 South Larson St - Property Access and Easement Map
- Plan Commission Review and Report
- Resolution 2025-13 – Granting Access Easement for Driveway Use within S Larson Street ROW