

## MINUTES OF THE PLANNING COMMISSION

WEDNESDAY, JANUARY 04, 2023 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:

The Meeting was called to order at 5:31PM by Chair Todd Coppernoll. A quorum was present.

### MEMBERS PRESENT:

Chair Todd Coppernoll

Aldersperson Ryan Cairns - *arrived at 5:47PM*

Aldersperson Karin Tepley

Citizen Member Ray Wilson

Citizen Member Candace Fagerlund

Citizen Member Lisa Miller

Citizen Member Mark Jelinek - *departed at 6:10PM*

### AFFIRMATION OF PROPER PUBLIC NOTICE OF THE MEETING

Oliphant affirmed proper public notice of the meeting.

### APPROVAL OF MINUTES:

*Approval of November 30, 2022 Minutes*

Motion made by Citizen Member Fagerlund, Seconded by Citizen Member Wilson. Motion carried.

Voting Yea: Chair Coppernoll, Aldersperson Cairns, Aldersperson Tepley, Citizen Member Wilson, Citizen Member Fagerlund, Citizen Member Miller, Citizen Member Jelinek

### ITEMS FOR DISCUSSION:

#### ***Stori Field Conceptual Planning - Matt Muchow of Vierbicher***

Matt Muchow reviewed two conceptual designs with the Commissioners. The first design included seven ranch style duplexes with a two car garage for each unit. Each unit to be approximately 1,400 sq ft. The second design was very similar to the first but included one additional duplex. Due to the topographic and infrastructure capacity challenges at the location, the placement of duplexes and roadway were somewhat constrained.

The Commissioners inquired about several design elements including removing an optional sidewalk accessway from sledding hill, greenspace layout, density of development, the width of the road, and whether the roadway should be privately owned or a public street. Muchow to modify both concepts to reflect the requests of the Commission.

Muchow advised the first concept with seven units would likely equate to a per unit infrastructure cost of \$46,000. Whereas with the eight unit design, the per unit infrastructure cost would likely be \$44,000. He further indicated that due to the rising cost of development, it would be reasonable to expect any developer to seek financial incentives from the municipality or for the municipality to absorb the cost of infrastructure to make the development financially viable.

The next step in the development process would be to create and disseminate requests for qualifications (RFQ). This allows interested developers the opportunity to demonstrate their

qualifications, review and modify the conceptual plans and present their proposals to the City. Glasbrenner recommended the City continue working with Vierbicher through the RFQ and pre-development process. Many critical elements of the project like rezoning, zero lot line implementation, and creating RFQ criteria remain to be completed which would be best addressed by utilizing professional services.

Muchow discussed a reasonable timeline to expect for sitework to begin. He advised it would be typical to anticipate a six-to-nine-month period; however, with the supply chain issues currently impacting construction, contractor schedules, and any other delays that may arise, an extended timeline should be anticipated.

Muchow will update both concepts presented to reflect the modifications proposed during the meeting. He will present the revised concepts at the next meeting of the Planning Commission.

### ***Industrial Park***

Economic Development Director Glasbrenner updated the Commission regarding the progress of site work at the Industrial Park. He recommended contracting with Vierbicher to complete survey and permit work as discussed at previous meetings. The Commission supported this recommendation. Glasbrenner to proceed with establishing terms and scope of work with Vierbicher.

### ***Closed Session - Development Incentive.***

Item not discussed; no action taken.

### ***Closed Session - Land Procurement***

Motion to enter closed session. Motion Carried. Entered into closed session at 7:16PM.

Motion made by Citizen Member Miller, Seconded by Citizen Member Wilson.

Voting Yea: Chair Coppernoll, Alderperson Cairns, Alderperson Tepley, Citizen Member Wilson, Citizen Member Fagerlund, Citizen Member Miller

Motion to reconvene in open session. Motion carried. Returned to open session at 7:42PM.

Motion made by Citizen Member Fagerlund, Seconded by Alderperson Tepley.

Voting Yea: Chair Coppernoll, Alderperson Cairns, Alderperson Tepley, Citizen Member Wilson, Citizen Member Fagerlund, Citizen Member Miller

## **DISCUSSION OF FUTURE AGENDA ITEMS**

- Stori Field
- Industrial Park Site Work
- Panorama Estates Update
- Update on Zoning Code Revision & Recodification Process
- Wayfinding Signage Update
- Comprehensive Plan Implementation

## **NEXT MEETING DATE**

The next meeting of the Planning Commission was scheduled for January 18th at 5:30PM.

## **ADJOURNMENT**

The meeting was adjourned at 7:53PM.

Motion to adjourn. Motion made by Alderperson Tepley, Seconded by Citizen Member Fagerlund.

Voting Yea: Chair Coppernoll, Alderperson Cairns, Alderperson Tepley, Citizen Member Wilson, Citizen Member Fagerlund, Citizen Member Miller

Minutes recorded by Ashley Oliphant

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