

## Conditional Use Permit Application

### Applicant/Owner Information

APPLICANT NAME: <u>Brent &amp; Alyssa Gaffney</u>	OWNER NAME: <u>Brent Gaffney</u>
MAILING ADDRESS: <u>23936 Cty Hwy AA R.C.</u>	MAILING ADDRESS: <u>Same</u>
PHONE: <u>608-604-9050</u>	PHONE: <u>Same</u>
EMAIL: <u>kodshop@gmail.com</u>	EMAIL: <u>Same</u>

### Property Information

SITE ADDRESS: <u>NA</u>	SITE PLAN: <input checked="" type="checkbox"/> ATTACHED
PARCEL NUMBER: <u>022-0934-2000</u>	CURRENT USE: <u>EMPTY</u>
ZONING DISTRICT: _____	PROPOSED USE: <u>STORAGE SHED</u>
EXTRATERRITORIAL: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	PERMIT FEE (\$400): <input checked="" type="checkbox"/> Paid on <u>01/26/20</u> <u>360</u>

### Description of Proposed Use

STORAGE BUILDING ON MY 21.83 ACRE LOT  
SIZE 60 X 80

### FAQ

**QUESTION:** Is the applicant/owner required to attend the public hearing or other meetings as part of this application?

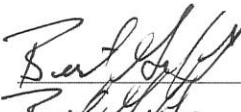
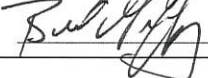
**ANSWER:** Although attendance at public hearings or other meetings is not mandatory for the applicant, it is highly recommended that the applicant or their authorized representative attend both the Plan Commission and Common Council meetings where the application will be reviewed, in order to address any questions or concerns related to the request.

### MEETING DATES

Plan Commission:  / /20 Time: 5:30PM Common Council:  / /20 Time: 6:30PM

### Acknowledgement

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:  Alyssa Gaffney Date: 1/25/26  
 Owner Signature:  Date: 1/25/26

## Conditional Use Permit Application Process

### Pre-Application:

Prior to submitting a Conditional Use Permit (CUP) Application, all applicants are encouraged to meet with the Zoning Administrator to discuss the proposed use, permitting process, and applicable standards. This preapplication meeting ensures both zoning staff and the applicant have a shared understanding of the request.

### Application Submittal:

After fully completing the application form and paying the permit fee, applications may be submitted in person or via mail to:

Zoning Department  
Matt Williams  
450 S Main St  
Richland Center, WI 53581

Applications may also be submitted via email to [zoning@richlandcenterwi.gov](mailto:zoning@richlandcenterwi.gov)

### Zoning Review & Recommendation:

Once an application is submitted, the Zoning Administrator will review it for completeness and assess whether any additional information or materials are needed. The Administrator will verify that the request complies with the relevant zoning code and decide if any conditions should be applied. After this review, the Zoning Administrator will forward the application and their recommendation to the Plan Commission.

### Plan Commission Review & Recommendation, Public Hearing:

The Plan Commission will review the CUP application, the Zoning Administrator's recommendation, and conduct a public hearing. Based on this review, the Plan Commission will issue a recommendation to the Common Council to approve the application with or without conditions, or to deny it. Within 90 days of application submission, the Plan Commission shall report its recommendation to the Common Council.

### Common Council:

The Common Council shall review the recommendation of the Plan Commission and within 60 days of receipt of such a recommendation, shall grant or deny the permit. In addition, the Council may modify or add to the conditions recommended by the Plan Commission.

### 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. The Common Council may also treat the violation as a code infraction, subject to other enforcement actions including the issuance of citation(s).

### For Office Use Only

#### Publication

Submitted Class 1 Notice of CUP Request and Public Hearing - 400.05(7)(c)

#### Notice to Landowners

Mailed Notice to landowners within 200' - 400.05(7)(b)

#### Public Hearing

Scheduled Public Hearing to be held on 02/25/2026

#### Zoning Review & Recommendation

Conducted review and completed staff report

#### Refer to Plan Commission

Referred to the Plan Commission for meeting on 02/25/2026

#### Plan Commission Recommendation

Approval with the following conditions:

Denial

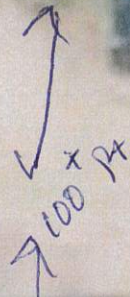
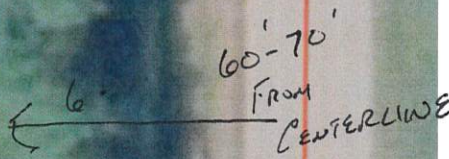
#### Refer to Common Council

Referred to the Common Council for meeting on 03/03/2026

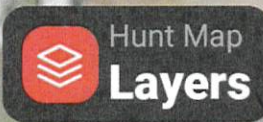
#### Common Council Decision

Approval with the following conditions:

Denial



County Road AA



mapbox

- Offline Maps
- My Content
- Tools
- Trail Cameras
- Tracker



☰ Summarize this email



Lisa Muell... 2:13 PM



to me ▾

Derrick said if we had more than the 33' it would be blue

***Lisa Mueller – Office Manager***

***Richland County Highway Shop***

***120 Bowen Circle***

***Richland Center WI 53581***

***Phone 608-647-4707***

***Fax 608-647-3231***

***e-mail [lisa.mueller@co.richland.wi.us](mailto:lisa.mueller@co.richland.wi.us)***

← Reply

→ Forward



40



Generative summary Continue ×

[Generative AI User Guidelines.](#)



City of Richland Center  
450 South Main Street  
Richland Center WI 53581

(608) 647-3466

Receipt No: 6.000001077

Jan 26, 2026

Brent Gaffney

LICENSES & PERMITS - CONDITIONAL USE PERMIT (022-0934-2000) 10-44330-000 ZONING PERMIT APPLICATIONS	400.00
<hr/>	
Total:	400.00
<hr/>	
CITY CHECKS            Check No: 1549	400.00
Payor: Brent Gaffney	
Total Applied:	400.00
<hr/>	
Change Tendered:	.00
<hr/>	

01/26/2026 2:04 PM



**CITY OF RICHLAND CENTER  
OFFICIAL NOTICE OF THE JOINT PLAN COMMISSION  
NOTICE OF PUBLIC HEARING ON PROPOSED CONDITIONAL USE**

**NOTICE IS HEREBY GIVEN** that the Joint Plan Commission and Extraterritorial Zoning Board of the City of Richland Center, Richland County, Wisconsin will meet and hold a public hearing on the conditional use permit application of Brent and Alyssa Gaffney to build a private garage / accessory building exceeding 3000 Sq. Ft. of floor area per City of Richland Center Code of Ordinances § 475.04(5)(c).

The property is located at 23936 CTY Hwy AA., also identified as tax parcel 022-0934-2000, in the Town of Richland; and more specifically described as: SE 1/4 NE 1/4 LY E of river and W of county Hwy AA Richland Center, located in the southwest quarter of the northeast quarter of Section 09, Town 10 North, Range 01 East, City of Richland Center, Wisconsin.

The meeting of the Plan Commission, which includes a public hearing, will be held in the Council Chambers of the Municipal Building at 450 S Main St, Richland Center WI on **Wednesday, February 25, 2026 at 5:30 PM**. If approved, it will go before the Richland Center Common Council during their meeting on Tuesday, March 3, 2026 commencing at 6:30 PM.

All interested parties may appear and be heard at the public hearing. If you have any questions or concerns about the above scheduled public hearing or request for land division, please contact the City Clerk's office at 608 647-3466.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services to enable them to attend and participate in the public hearing. For additional information or to request such services contact the City Clerk's office at 450 S Main Street, Richland Center WI 53581 or by telephone at 608 647-3466.


Clerk's Office  
608 647-3466

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notice publication

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From Zoning <zoning@richlandcenterwi.gov>  
Date Fri 02/06/26 2:16 PM  
To info@richlandobserver.net <info@richlandobserver.net>

 1 attachment (29 KB)  
Brent & Alyssa Gaffney CUP.docx

Please publish this notice in your February 12 & 19 editions.

Call 647-3466 with questions.

Kind regards,  
Jeanie

Jeanie Parker  
Administrative Assistant

City of Richland Center  
456 S Main Street  
Richland Center, WI 53581  
608-647-3466



*2/12/26 Also mailed notice to*

- Richland County Zoning 022-0934-1000*
- Nuhn 022-0943-1000*
- McCormick 022-0943-3200*
- Lyttlesood 022-0943-3100*
- Stadnicka 022-0943-2200*
- Kleinsasser 022-1604-0000*
- Cornell 022-1603-1000*
- Bakken 022-1605-0000*

## Conditional sue permit

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**From** Zoning <zoning@richlandcenterwi.gov>  
**Date** Tue 02/10/26 2:25 PM  
**To** bodshop@gmail.com <bodshop@gmail.com>

Hello,

I wanted to provide an update to your conditional use permit application. Notice will be published in the Richland Observer (per city ordinances and state law) twice beginning this week. Notices were also mailed per ordinance. The application will be presented at the Joint Plan Commission on February 25. If approved, it will then be presented at the Common Council on March 3. Once the Council approves it we will issue the permit.

I did get clarification regarding the need for a fire number. Since the property is in the ETZ zone the County Zoning office would issue the fire number.

Kind regards,  
Jeanie

Jeanie Parker  
Administrative Assistant

City of Richland Center  
456 S Main Street  
Richland Center, WI 53581  
608-647-3466

