



MINUTES OF THE PLANNING COMMISSION

WEDNESDAY, MARCH 26, 2025 AT 5:30 PM

[HTTPS://YOUTU.BE/Gs5HI3Y5hAC?si=-2LHPTCADEBSPF0K](https://youtu.be/Gs5HI3Y5hAC?si=-2LHPTCADEBSPF0K)

COUNCIL ROOM AT THE MUNICIPAL BUILDING, 450 S. MAIN STREET, RICHLAND CENTER, WI 53581

CALL TO ORDER Chair Coppernoll called the meeting to order at 5:31PM. A quorum was present. Members present: Todd Coppernoll, Karin Tepley, Mark Jelinek, Ray Wilson, Lisa Miller, and Chris Jarvis. Members absent: Ryan Cairns. Oliphant affirmed proper notice.

APPROVAL OF MINUTES Motion to approve the meeting minutes by Jelinek, seconded by Miller. Motion carried unanimously.

PUBLIC HEARING FOR THE APPLICATION OF SHAWN'S AUTO REPAIR OF RICHLAND CENTER FOR A CONDITIONAL USE PERMIT TO ALLOW AN AUTO REPAIR GARAGE AT 184 E. MILL ST. (TAX PARCEL ID 276-2100-0210)

Chair Coppernoll opened the public hearing at 5:32PM. Zoning Administrator Williams reported that the property has a documented history of operation as an automotive repair facility. Conditional Use Permits (CUP) have been issued with the most recent being granted in 2016 for a five-year term. Consequently, the business has been operating without a valid CUP since 2021. A CUP has been requested to obtain compliance. Zoning Administrator Williams recommended approval with the following conditions:

1. The completed project must be consistent with the plans submitted at time of application.
2. The applicant shall grant City Zoning staff access to the project site for inspections to verify compliance.
3. Outside storage of tires, inoperable vehicles, scrap metal, auto parts, and related materials is prohibited.
4. This CUP shall be valid for one (1) year from the date of approval by the Common Council.
5. This CUP is renewable if compliant with the Code of Ordinances and prescribed conditions of this permit.
6. This conditional use permit is not transferable

After three requests for public participation and receiving none, Tepley moved to close the public hearing, seconded by Miller. The public hearing closed at 5:38PM.

CONSIDER THE APPLICATION OF SHAWN'S AUTO REPAIR OF RICHLAND CENTER FOR A CONDITIONAL USE PERMIT TO ALLOW AN AUTO REPAIR GARAGE AT 184 E. MILL ST. (TAX PARCEL ID 276-2100-0210)

Motion by Coppernoll to recommend to the Common Council the approval of the application of Shawn's Auto Repair of Richland Center for a conditional use permit to allow an auto repair shop at 184 E. Mill St. (Tax Parcel ID 276-2100-0210) with conditions as presented, seconded by Miller. Motion carried unanimously.

PUBLIC HEARING FOR THE APPLICATION OF A&G OF RICHLAND CENTER FOR A CONDITIONAL USE PERMIT TO ALLOW A CAR WASH AND OIL CHANGING SERVICE AT 1001 US HWY 14 E. (TAX PARCEL ID 276-2811-2000)

Chair Coppernoll opened the public hearing at 5:42PM. Zoning Administrator Williams reported the request for a CUP was solely the result of new ownership and that permitted improvements to the facility were underway. Zoning Administrator Williams recommended approval with the following conditions:

1. The completed project must be consistent with the plans submitted at time of application.
2. The applicant shall grant City Zoning staff access to the project site for inspections to verify compliance.
3. Outside storage of tires, inoperable vehicles, scrap metal, auto parts, and related materials is prohibited.
4. This CUP shall be valid for one (1) year from the date of approval by the Common Council.
5. This CUP is renewable if compliant with the Code of Ordinances and prescribed conditions of this permit.
6. This conditional use permit is not transferable.

After three requests for public participation and receiving none, Tepley moved to close the public hearing, seconded by Wilson. The public hearing closed at 5:42PM.

CONSIDER THE APPLICATION OF A&G OF RICHLAND CENTER FOR A CONDITIONAL USE PERMIT TO ALLOW A CAR WASH AND OIL CHANGING SERVICE AT 1001 US HWY 14 E. (TAX PARCEL ID 276-2811-2000)

Motion by Wilson to recommend to the Common Council the approval of the application of A&G of Richland Center for a conditional use permit to allow a car wash and oil changing service at 1001 US Hwy 14 E. (Tax Parcel ID 276-2811-2000) with conditions as presented, seconded by Tepley. Motion carried unanimously.

CONSIDER PETITION FOR ANNEXATION FROM MICHAEL LAMONT FOR TAX PARCEL 022-1711-1000

Chair Coppernoll requested petitioner Michael Lamont provide an overview of the request. Mr. Lamont explained he and Ellen Keller-Evans' intent to develop a subdivision on the subject parcel with the next step in the process being annexation. To do so, a certified survey map (CSM) for approximately 12 acres was completed and provided to the Commission. They are working on site/lot layout for several single family zero step homes. It was noted that both Rainbow Drive and Chickadee Lane would be within the City's boundary. Economic Development and Public Works Director Glasbrenner expressed support for the annexation petition and future housing development.

Motion by Tepley to recommend to the Common Council the approval of the petition for annexation from Michael Lamont for Tax Parcel 022-1711-1000, seconded by Wilson. Motion carried 6-0.

REPORTS/UPDATES

Role of the Plan Commission – Administrator Oliphant provided an overview of the Plan Commission's role, highlighting its function as an *advisory* body. The Commission is responsible for preparing the Comprehensive Plan, as well as reviewing and updating it over time. It ensures that any changes to the zoning code remain consistent with the Comprehensive Plan. Additionally, the Commission plays a key role in implementing the plan by overseeing zoning ordinances, conducting plan reviews, and may choose to make recommendations for the implementation of non-regulatory programs. As part of its duties, the Commission also reviews plats, rezoning requests, and applications for conditional use permits.

Oliphant also shared several training and educational resources available online.

1. UW Stevens Point [Center for Land Use Education](#) (CLUE)
 - a. [Plan Commission Handbook and related materials](#)
2. UW-Extension [Land Use Training & Resources](#)
 - a. [Plan Commission Training](#)
3. UW-Extension Local Government Center
 - a. [Community Planning, Land use Regulation and Design](#) FAQ

Comprehensive Plan – Administrator Oliphant provided an update on the progress of implementing the Comprehensive plan over the past three years. Some of the achievements include launching new city and tourism websites, creating consistent branding, and promoting local attractions and lodging. Efforts are underway to develop public spaces, support events, and expand outdoor dining. Modernization of the zoning code, conducting infrastructure assessments and improvements compliant with ADA standards, and collaboration with local partners are ongoing. The City has also enhanced public communication through social media. Some current projects include but are not limited to updating the Community Outdoor Recreation Plan, installing a wayfinding system, conceptual planning for an inclusive park, and conducting a city-wide revaluation.

TID and RDA – Chair Coppernoll asked about the nature of the TID and RDA items and whether they required consideration by the Plan Commission. Attorney Windle explained that the roles of the Common Council's subunits are often vaguely defined, which can create uncertainty regarding their areas of responsibility. He advised against further discussion on these matters by the Plan Commission and recommended that they be addressed by either the Finance Committee or the Common Council.

Other – Chair Coppernoll provided an update on the Panorama development, noting that the developer is awaiting state approval for their revised plans. Director Glasbrenner added that he and Zoning Administrator Williams are working to coordinate a meeting with the development team and the builder. Construction is expected to begin by June 15th.

FUTURE AGENDA ITEMS

1. Request by Tepley: Discussion on furthering efforts in the downtown and [Connect Communities](#) program.
2. Request by Windle: A future amendment to the zoning code to incorporate a provision permitting uses similar to those listed under conditional uses.

SET NEXT MEETING DATE The next meeting was scheduled for Wednesday, April 23rd at 5:30PM.

ADJOURNMENT Motion to adjourn by Tepley, seconded by Jelinek. Motion carried unanimously. The meeting adjourned at 6:36PM.

Minutes recorded by Ashley Oliphant

DRAFT