



MINUTES OF THE MEETING OF THE PLANNING COMMISSION & ETZ BOARD

WEDNESDAY, OCTOBER 23, 2024 AT 5:30 PM

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 5:30PM. Members present: Todd Coppernoll (departed at approximately 6:15 PM), Lisa Miller, Karin Tepley (acting chair at approximately 6:15 PM), Mark Jelinek, Ray Wilson and Ryan Cairns. ETZ Board Members present: Aaron Palmer and Kelly Bradford. ETZ Members absent: Matt Schmitz. Glasbrenner affirmed proper notice.

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

PUBLIC HEARING FOR THE APPLICATION OF ARLENE FRUIT TO DIVIDE A PARCEL OF LAND LOCATED AT 23741 COVERED BRIDGE DR. (TAX PARCEL 022-0741-4000).

Chair Coppernoll opened the public hearing at 5:31 PM. Zoning Administrator Matt Williams provided an overview of the request to divide a parcel of land located at 23741 Covered Bridge Drive. Members of the public inquired about driveway access and future building plans. No definitive plans were discussed. Motion to close the public hearing by Tepley, seconded by Miller. The public hearing was closed at 5:42 PM.

CONSIDER THE REQUEST FOR THE APPLICATION OF ARLENE FRUIT TO DIVIDE A PARCEL OF LAND LOCATED AT 23741 COVERED BRIDGE DR. (TAX PARCEL 022-0741-4000)

Williams explained that the request for the application to divide a parcel of land is permissible within the zoning district. Motion by Palmer to recommend to the City Council to grant the request for the application of Arlene Fruit to divide the parcel of land located at 23741 Covered Bridge Drive. Seconded by Tepley. Motion carried unanimously.

ADJOURNMENT OF THE ETZ BOARD Motion to adjourn by Palmer, seconded by Bradford. Motion carried unanimously. The ETZ Board adjourned at 5:45 PM.

PUBLIC HEARING FOR THE APPLICATION OF DORIS SCHMIDT TO DIVIDE A PARCEL OF LAND LOCATED AT 361 S IRA STREET (TAX PARCEL 276-2100-7460)

Chair Coppernoll opened the public hearing at 5:46 PM. Zoning Administrator Matt Williams provided an overview of the request to divide a parcel of land located at 361 S Ira Street. Williams explained that with the split of this parcel, there will be the creation of two non-conforming lots and to perform this split would be in violation of our City Ordinance. Mark Schmidt, son of applicant Doris Schmidt, expressed concern regarding the current City Ordinance requiring 8,000 Sq. Ft./Lot. Schmidt requested additional options to move forward with this project. Williams outlined potential options in lieu of the land split: easement, variance. The public hearing was closed at 6:12 PM.

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

No action taken. The Commission requested that the matter be referred to Attorney Windle to further consider options regarding the application to divide the parcel of land.

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) IN LIGHT OF ONGOING ENFORCEMENT EFFORTS

Williams provided updates regarding the requested conditional use permit (CUP). He stated that he spoke with both the owner and tenant and issued a Notice of Violation related to operating without a valid CUP, multiple unregistered and inoperable vehicles stored on site, and junk accumulation. Williams reported that since providing notification of violations, action has been taken to remedy the violations. Chair Tepley requested additional information regarding the viability of the business without having inoperable vehicles stored onsite. Williams recommended denial of CUP request if existing violations were not remedied by November 1st. If violations are corrected by November 1st,



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reconsider request and take action at the next meeting. Williams to report on the status of compliance at the next meeting.

Motion by Wilson to authorize the Zoning Administrator to cease business operations if compliance has not been obtained by November 1st, per the issued violation, seconded by Palmer. Motion carried unanimously.

COMPREHENSIVE PLAN REVIEW & UPDATES No updates provided.

REPORTS/UPDATES

Chair Tepley requested an update on the status of Panorama Estates; Director of Public Works Jasen Glasbrenner advised that there is a scheduled meeting with the legal representative of Panorama Estates and City Department Heads to discuss final details in the agreement later in the week.

FUTURE AGENDA ITEMS

- Revisit the application of Doris Schmidt to divide a parcel of land located at 361 S Ira Street (Tax Parcel ID 276-2100-7460)
- Revisit the application of Johnson LLC for a for a Conditional Use Permit to allow for an auto repair garage or facility at 943 Sextonville Road (Tax Parcel ID 276-22159-2000)
- Economic Impact of Municipal Airports. Consider a joint meeting with the Public Works Committee.

SET NEXT MEETING DATE The next meeting was scheduled for Wednesday, November 20th at 5:30PM.

ADJOURNMENT Motion to adjourn by Jelinek, seconded by Miller. Motion carried unanimously. The meeting adjourned at 6:37PM.

Minutes recorded by Darcy Perkins