



**City of Richland Center**  
450 S. Main Street  
Richland Center, WI 53581  
608-647-3466 Ext. 225

September 23<sup>rd</sup>, 2025

To: Tracy Conner or Property Owner [REDACTED]

Subject: Notification of Easement Creation for Right of Way Adjacent to Your Property

The City of Richland Center is notifying you that a private citizen has purchased a vacant parcel of land just south of your property, identified as parcel # 27621008350. The new owner plans to improve the property, which may include installing a driveway, clearing the land, and constructing a structure. A map showing the purchased parcel and the adjacent Right-of-Way is attached.

The City is in the process of creating an easement to regulate the use of the City-owned Right of Way land between your property and neighboring properties. An easement is a legal agreement that grants specific rights to use this land, such as for access or utilities, while ensuring it remains under City ownership. Once finalized, the easement will be recorded with the Register of Deeds and attached to both your property and your neighbor's property.

If you have questions or wish to provide input regarding the easement, please contact me at 608-475-0776 within 10 days of receiving this letter.

Your feedback is valuable as we finalize this process.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink that reads "Jasen L. Glasbrenner". The signature is written in a cursive, flowing style.

Jasen Glasbrenner  
Director of Public Works