



## MINUTES OF THE PLANNING COMMISSION

WEDNESDAY, MAY 27, 2026 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:** Mayor Tepley called the meeting to order at 5:30PM. A quorum was present. Members present: Karin Tepley, Chris Jarvis, Mark Jelinek, Ray Wilson, Duane Welte. Members absent: Ryan Cairns (excused).

**MAYORAL APPOINTMENT OF CHAIR:** Mayor Tepley appointed Chris Jarvis as Chair.

**APPROVAL OF MINUTES:** Motion by Tepley, second by Wilson, to approve the meeting minutes of March 30, 2026. Motion carried unanimously.

### **DISCUSSION AND ACTION ITEMS**

**Public Hearing for the Conditional Use Permit Application of Neil Jarman DBA New Tech Golf Carts for the Operation of an LSV Dealership at 145 Richland Square (Tax Parcel 276-2714-1000):** Chair Jarvis opened the public hearing at 5:32 PM. Following three unanswered calls for public comment, Tepley moved to close the hearing at 5:34PM. The motion was seconded by Jelinek and carried unanimously.

**Consider the Conditional Use Permit Application of Neil Jarman DBA New Tech Golf Carts for the Operation of an LSV Dealership at 145 Richland Square (Tax Parcel 276-2714-1000):** Oliphant provided an overview of both the Staff and Plan Commission reports including the recommended conditions. Commissioners inquired about businesses opening prior to the issuance of Conditional Use Permits (CUPs). Oliphant advised that all CUPs before the Commission this evening had opened prior to the issuance of a CUP; however, each has been cooperative in working with staff to obtain the necessary permits. Oliphant further advised that staff operate with the goal of voluntary compliance, and as long as individuals make a good faith effort to achieve compliance, staff will not pursue enforcement actions such as imposing penalties, issuing citations, or having the city attorney draft a summons and complaint.

Tepley moved to recommend to the Common Council the approval of the Conditional Use Permit Application of Neil Jarman DBA New Tech Golf Carts for the operation of an LSV dealership at 195 Richland Square, Suite 145 (Tax Parcel 276-2724-1000), subject to the specific Conditions of Approval as presented. Seconded by Jelinek. Motion carried unanimously.

**Public Hearing for the Conditional Use Permit Application of Kevin Burkhamer DBA Pine River Tire and Auto LLC for the Operation of a Tire and Auto Repair Shop at 243 E Court St (Tax Parcel 276-2100-0930):** Chair Jarvis opened the public hearing at 5:54 PM. Daniel Gajdosik spoke requesting access to the Park Street Christian Church's garage not be impeded. He expressed concern regarding potential outdoor storage, noting issues with a previous tenant, but stated that the current tenant has been cooperative in their communication. Following three unanswered calls for public comment, Jarvis moved to close the hearing at 6:00PM. The motion was seconded by Tepley and carried unanimously.

**Consider the Conditional Use Permit Application of Kevin Burkhamer DBA Pine River Tire and Auto LLC for the Operation of a Tire and Auto Repair Shop at 243 E Court St (Tax Parcel 276-2100-0930):** Oliphant provided an overview of both the Staff and Plan Commission reports including recommended conditions. Commissioners inquired about whether a sign permit had been obtained. Oliphant advised that a sign permit had been issued for this business, but that she would need to verify the status of the other two applications on the agenda. Oliphant was directed to verify whether sign permits were required, and if so, whether they had been applied for or issued, in advance of the Council meeting on June 2nd.

Jarvis moved to recommend to the Common Council the approval of the Conditional Use Permit Application of Kevin Burkhamer DBA Pine River Tire and Auto LLC to operate a tire and auto repair shop at 243 E Court Street (Tax Parcel

276-2100-0930), subject to the specific Conditions of Approval as presented. Seconded by Jelinek. Motion carried unanimously.

**Public Hearing for the Conditional Use Permit Application of Gary Williams DBA Gary's Lawn Care LLC for Open Storage and Sales at 789 Sextonville Rd (Tax Parcel 276-2100-7581):** Chair Jarvis opened the public hearing at 6:08 PM. Following three unanswered calls for public comment, Jarvis moved to close the hearing at 6:09PM. The motion was seconded by Tepley and carried unanimously.

**Consider the Conditional Use Permit Application of Gary Williams DBA Gary's Lawn Care LLC for Open Storage and Sales at 789 Sextonville Rd (Tax Parcel 276-2100-7581):** Oliphant provided an overview of both the Staff and Plan Commission reports including recommended conditions. Commissioners inquired about a hunting blind on the parcel. It was determined that the blind was there for an upcoming auction to support fundraising efforts for the applicant's wife, who is receiving treatment for cancer. A question was raised about how close to the right-of-way (ROW) flowers were being displayed. Oliphant advised that staff would work with the applicant to ensure he was aware of the ROW line and that he did not encroach upon it with any outdoor sales.

Jarvis moved to recommend to the Common Council the approval of the Conditional Use Permit for Gary Williams DBA Gary's Lawn Care LLC at 789 Sextonville Road for open storage of landscaping business equipment and outdoor sales of plants and home goods (Tax Parcel 276-2100-7581), subject to the specific Conditions of Approval as presented. Seconded by Welte. Motion carried unanimously.

**COMPREHENSIVE PLAN:** Tepley noted that marketing materials, such as a brochure, for the Industrial Park are referenced in the Comprehensive Plan.

**REPORTS/UPDATES:** None

**FUTURE AGENDA ITEMS:** Review of the Zoning Code and water run-off regulations.

**SET NEXT MEETING DATE:** The next meeting was scheduled for Wednesday, *June 24, 2026 at 5:30PM.*

**ADJOURNMENT:** Motion by Tepley, second by Jelinek, to adjourn at 6:32PM. Motion carried unanimously.

*Meeting minutes recorded by Ashley Oliphant*