



MINUTES OF THE PLANNING COMMISSION AND ETZ BOARD

WEDNESDAY, MAY 28, 2025 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 5:30 PM. Members present: Todd Coppernoll, Karin Tepley, Ryan Cairns, Mark Jelinek, Ray Wilson, Lisa Miller, and Chris Jarvis. ETZ Board Members present: Ed Wells, Tiffany Thompson, and Kelly Bradford. Members absent: None. Williams affirmed proper notice.

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

PUBLIC HEARING FOR THE PETITION TO REZONE TAX PARCEL 022-2741-6000 AT 26554 CTY HWY O

Zoning Administrator Matt Williams provided an overview of the petition to rezone the property from commercial to industrial, noting the property has been used for LP tank storage for over 25 years without the required permit. Ferrellgas, the current user, seeks rezoning to bring the site into compliance.

Ferrellgas representative Andy Godwin explained the historical use of the property noting that removal of the tanks would severely impact local service capabilities. Godwin expressed willingness to install fencing and barriers for safety.

Concerns about spot zoning and the need for amending the land use map if approved were discussed. It was noted that the property's use predates much surrounding development.

The public was offered to speak three times prior to closing the public hearing. Motion by Miller to close the public hearing. Seconded by Tepley. Motion carried Unanimously. The public hearing was closed at 5:51 PM.

CONSIDER PETITION TO REZONE TAX PARCEL 022-2741-6000 AT 26554 CTY HWY O

Motion by Wilson to recommend to the Common Council to approve the rezone of tax parcel 022-2741-6000 at 26554 County Highway O to Industrial. Seconded by Jelinek. Motion carried unanimously.

PUBLIC HEARING FOR THE CONDITIONAL USE PERMIT APPLICATION TO ALLOW A MOTOR FUEL STATION AT 2393 US HWY 14 E. (TAX PARCEL 276-2471-2200)

Zoning Administrator Matt Williams provided an overview of the petition from Kwik Trip for a Conditional Use Permit to allow continued operation of a motor fuel station at 2393 US Highway 14 East. Although the site has historically functioned as a retail fuel station, a recent review of site records—conducted in connection with a proposed expansion—revealed no permit had been issued. The current application seeks to rectify this oversight and bring the property into compliance with zoning requirements.

A project engineer representing Kwik Trip participated remotely and outlined planned site improvements, which include an addition to expanding the kitchen area and a reconfiguration of the parking lot. Additionally, two adjoining parcels will be formally combined to ensure compliance with setbacks and development standards.

The public was offered to speak three times prior to closing the public hearing. Motion by Bradford to close the public hearing. Seconded by Miller. Motion carried unanimously. The public hearing was closed at 6:02 PM.

CONSIDER CONDITIONAL USE PERMIT APPLICATION TO ALLOW A MOTOR FUEL STATION AT 2393 US HWY 14 E. (TAX PARCEL 276-2471-2200)

Motion by Coppernoll to recommend to the Common Council to approve the conditional use permit application to allow a motor fuel station at 2393 US Highway 14 East (Tax Parcel 276-2471-2200).

ADJOURNMENT OF THE ETZ BOARD The ETZ Board adjourned at 6:03 PM

COMPREHENSIVE PLAN

Zoning Administrator Matt Williams noted that if the rezoning of the LP tank property proceeds, a formal amendment to the Future Land Use Map will be required. The Commission acknowledged the need to follow proper procedures for such changes and emphasized the importance of thoughtful planning to support the city's continued growth.

REPORTS/UPDATES

Mayor Todd Coppernoll commended the Commission for its role in guiding community growth and emphasized the importance of thoughtful planning. He encouraged members to share ideas and remain engaged as the city enters a busy season of events and activity.

The Commission discussed concerns about debris left after community events, emphasizing the importance of coordination with the Director of Public Works and the Streets Department to ensure timely cleanup and maintain a clean environment following parades and festivals.

FUTURE AGENDA ITEMS An update on the Panorama Estates project was requested and it was noted the developer has until June 15th to begin work. Mayor Coppernoll confirmed that the city's expectations and deadlines have been clearly communicated to the developer.

SET NEXT MEETING DATE The next meeting was scheduled for Wednesday, June 25, 2025 at 5:30PM.

ADJOURNMENT Motion to adjourn by Wilson seconded by Miller. Motion carried unanimously. The meeting adjourned at 6:40 PM.

Meeting minutes recorded by Clerk Keller