



MINUTES OF THE PLANNING COMMISSION AND THE ETZ BOARD

WEDNESDAY, MARCH 29, 2023 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. A quorum was present for the Planning Commission and ETZ Board. Oliphant affirmed proper public notice.

PRESENT

Chair Todd Coppernoll, Alderperson Ryan Cairns, Alderperson Karin Tepley, Citizen Member Ray Wilson, Citizen Member Candace Fagerlund, Citizen Member Lisa Miller

ETZ Board Citizen Members David Jelinek & Matt Schmitz

ABSENT

Citizen Member Mark Jelinek

ETZ Board Member Aaron Palmer

- 1. Consider approval of Conditional Use Permit application from John Fjelsted to allow for the operation of an electric motor repair shop on tax parcel 022-2744-1100, located 26788 County Highway O in the Extraterritorial Zone.**

Applicant John Fjelsted addressed the Commissioners. He advised he engages in motor repairs and other mechanical services. The lease for his current location ends in June. Rather than renew his lease, he purchased the property to operate from. Fjelsted stated he would be installing a holding tank or privy in conformity with the regulations administered by the County. He indicated a sand point well, natural gas, and electric were already serving the location. Zoning Administrator Steward informed the Commissioners that flood fringe was present but did not impact this request. Further the request is consistent with the comprehensive plan and would be an improvement to the lot.

Motion to recommend to the Common Council to approve a Conditional Use Permit for John Fjelstad to allow for the operation of an electric motor repair shop on tax parcel 022-2744-1100, located 26788 County Highway O in the Extraterritorial Zone with the conditions outlined in the Zoning Administrator's report excluding 1(c). Motion made by Coppernoll, Seconded by Wilson. Voting Yea: Coppernoll, Cairns, Tepley, Wilson, Fagerlund, Miller. Motion carried.

- 2. ADJOURNMENT OF THE ETZ BOARD** - Motion to adjourn by Jelinek. Seconded by Schmitz. Motion Carried.
- 3. Consider Approval of CSM Reconfiguring Lot Lines for Tax Parcels 276-2179-1700 and 276-2179-1800 on Pleasant View Court Owned by Jeff Hilleshiem.**

Zoning Administrator Steward presented a certified survey map (CSM) the landowner commissioned to correct the map/record by adjusting lot lines. The adjustments remedied an existing driveway encroachment. Steward advised the CSM conformed to the required standards and was approved.

- 4. Chicken Keeping** - No action taken.
- 5. Stori Field Development** - Open house to be held in April with at least one session occurring between 5-7pm.
- 6. Implementation of Comprehensive Plan** - An implementation checklist was provided to the Commissioners with a request to review and return with a suggested order of execution. Discussed short-term rentals and the need for regulation and enforcement.
- 7. Approval of Minutes** - Motion to approve the January 18, 2023 Meeting Minutes. Motion made by Fagerlund, Seconded by Wilson. Voting Yea: Coppernoll, Cairns, Tepley, Wilson, Fagerlund, Miller. Motion carried.
- 8. RFP for Sale of 291 N Jefferson St. & 460 W 1st St.** - An RFP was published seeking interested realtors to list lots for sale. If RFP generates interest, the lots will be listed for sale in April.

9. **North Industrial Park** - Preliminary grading plans and survey work are almost completed. Once finalized, meetings will be held with staff to plan for next steps.
10. **Utility Infrastructure Expansion - USH 14E** – Due to the development timeline for the new hospital moving ahead of the preliminary tentative schedule, municipal planning for utility infrastructure expansion efforts have commenced. Two grant applications were submitted to support expanding municipal infrastructure to serve the vicinity of the new hospital site.
11. **Panorama 2 Analysis** - A second analysis was completed. Ehlers will be working with the developer and City to schedule a meeting to review the results.

NEXT MEETING DATE - The next meeting was scheduled for April 26, 2023 at 5:30PM.

ADJOURNMENT - The meeting adjourned at 7:20PM. Motion to adjourn. Motion made by Tepley, Seconded by Miller. Voting Yea: Coppernoll, Cairns, Tepley, Wilson, Fagerlund, Miller. Motion carried.

Minutes recorded by Ashley Oliphant