



## MINUTES OF THE PLANNING COMMISSION & ETZ BOARD

WEDNESDAY, NOVEMBER 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 5:31PM. A quorum was present. Oliphant affirmed proper notice. **PLANNING COMMISSIONERS PRESENT:** Chair Todd Coppernoll, Karin Tepley, Ryan Cairns, Ray Wilson, Lisa Miller, Mark Jelinek, and Candace Fagerlind. Mark Jelinek departed at 6:45PM. **ETZ BOARD MEMBERS PRESENT:** Matt Schmitz and Aaron Palmer. **ABSENT:** Matt Williams.

**PUBLIC HEARING FOR THE REQUEST OF LAND DIVISION AT 26425 USH 14E:** Member of the public Jane Nee inquired about the zoning district and number of parcels being created. Zoning Administrator Steward shared the parcel was zoned Industrial, the request was to divide one parcel into two, and that the request met the requirements for approval. Via telephone, Matt Muchow discussed the out lots depicted on the certified survey map. Motion to close the public hearing made by Palmer, Seconded by Wilson. Voting Yea: Coppernoll, Tepley, Cairns, Wilson, Miller, Jelinek, Fagerlind, Palmer, and Schmitz. Motion carried.

**DISCUSSION AND ACTION ITEMS – CONSIDER THE REQUEST FOR LAND DIVISION AT 26425 USH 14E:** Motion to recommend to the Common Council to approve the request for land division at 26425 USH 14E by Fagerlind, Seconded by Wilson. Voting Yea: Coppernoll, Tepley, Cairns, Wilson, Miller, Jelinek, Fagerlind, Palmer, and Schmitz. Motion carried.

**ADJOURNMENT OF THE ETZ BOARD:** The ETZ Board adjourned at 5:48PM. Motion to adjourn made by Palmer, Seconded by Schmitz. Motion carried.

**APPROVAL OF MINUTES:** Motion to approve the September 27th and October 25th meeting minutes made by Jelinek, Seconded by Fagerlind. Voting Yea: Todd Coppernoll, Karin Tepley, Ryan Cairns, Ray Wilson, Lisa Miller, Mark Jelinek, and Candace Fagerlind.

**REVIEW AND DISCUSS SHORT-TERM RENTAL ORDINANCE:** A working draft of a Short-term Rental (STR) Ordinance being developed by Richland County was reviewed. Attorney Windle advised the County has not adopted a STR Ordinance but has based their draft largely on the Town of Holland's STR litigation experience. Tourism Coordinator Richards provided feedback & suggestions on several items like "seller's permits," recreational vehicles, parking, and proximity of rental owners. Commissioners cited concerns regarding noise, adequate inspections, fire safety, and ordinance enforcement. Attorney Windle to provide an updated draft at a future meeting.

**DISCUSS PLANNED UNIT DEVELOPMENT (PUD) FOR FORMER JEFFERSON ELEMENTARY SCHOOL:** Zoning Administrator Steward advised the original plans presented had been changed affecting the zoning process. Rather than pursuing a PUD, the developer is considering multi-family housing allowable in an R/5 district requiring a rezone to R/5. Steward indicated that a portion of the structure may have a commercial use which would be allowable if granted a conditional use permit. A potential safety concern with the Main Street access point was also identified.

**RECOMMEND WAYFINDING SIGNAGE BID AWARD:** Director Glasbrenner advised that three bids were received and under review. Several questions were filed delaying the review process but will not negatively affect the goal of a spring installation. Item to be brought back to the Commission for consideration at their next meeting.

**UPDATES ON ONGOING PROJECTS:** Panorama – proforma underway, negotiations to follow; Hospital – development plans paused indefinitely. The city will continue to pursue the infrastructure grant; Hotel – feasibility study determined 48-54 are viable; East Hall – land division was not completed due to a concern about an adjacent use. A solution was identified; Traffic Study – MSA will provide a presentation at a future meeting.

**FUTURE AGENDA ITEMS:** Wayfinding signage bids and discussion on mutual boundary agreements.

**SET NEXT MEETING DATE:** The next regular meeting was scheduled for Wednesday, January 10, 2024 at 5:30PM.

**ADJOURNMENT:** The meeting adjourned at 6:53PM. Motion to adjourn. Motion made by Tepley, Seconded by Fagerlind. Voting Yea: Coppernoll, Tepley, Carins, Wilson, Miller, and Fagerlind. Motion carried.

*Minutes recorded by Ashley Oliphant*