



## MINUTES OF THE PLANNING COMMISSION

WEDNESDAY, APRIL 24, 2024 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:** Chair Coppernoll called the meeting to order at 5:31 PM. A quorum was present. Oliphant affirmed proper notice. **PRESENT:** Coppernoll, Tepley, Fagerlind, Miller, Jelinek, Wilson, Cairns (by phone). **ABSENT:** None.

**APPROVAL OF MINUTES:** Not available.

### **DISCUSSION AND ACTION ITEMS**

- **Public Hearing** for the Request to Rezone 160 E Kinder St (*Tax Parcel ID 276-2100-5681*) – Chair Coppernoll requested public participation three times and with none the public hearing was closed. Motion to close the public hearing by Miller, seconded by Fagerlind. Motion carried. The public hearing was closed at 5:34PM.
- **Consider Request to Rezone 160 E Kinder St** (*Tax Parcel ID 276-2100-5681*) – Zoning Administrator Steward advised in March the applicant submitted a request to rezone the parcel. The property is being used as a duplex with one residential unit on the first floor. This is in violation of the zoning district and a rezone is necessary to obtain compliance. However, since the applicant submitted their request, ownership changed. It's unknown if the new owner desires a rezone. Further, we have no records of the property being legally converted into a duplex. Additionally, there is a property dispute involving this property and an adjacent property, further creating challenges. Staff recommendation is to deny the rezone petition. A decision letter will be provided to the applicant with options available for them to pursue. Motion to deny by Coppernoll, seconded by Miller. Motion carried unanimously.
- **Tax Incremental District (TID) Creation Update** – Glasbrenner explained TIDs are financial tool available for redevelopment or new development. He is working with SWWRPC to identify boundaries of new TIDs. Glasbrenner showed a map of a proposed TID encompassing a large area including Orange Street and the downtown. He explained the district looks as it does to allow for continued redevelopment on Orange Street, Stori Field, Richland Hospital, and a number of blighted properties. There is a multistep process required to establish a TID, which the Planning Commission will be part of.
- **City Boundary Agreement** - Glasbrenner provided an update on the city's efforts to establish a boundary agreement with the Town of Richland. Initial data compilation is underway, focusing on properties that create "balloon string" boundaries, utilize municipal utilities, or present infrastructure maintenance challenges. He noted that such an agreement would resolve annexation and TID boundary issues, as well as roadway maintenance responsibilities. Glasbrenner emphasized that the process of reaching a boundary agreement is typically extensive.
- **Short Term Rental (STR) Ordinance:** Oliphant presented Hillsboro's STR ordinance packet, requesting feedback. Wilson proposed mandatory Fire Department inspections, preferably annual. Glasbrenner emphasized the need for balanced STR regulations to protect community health and safety while supporting economic benefits. Tepley highlighted various inspection methods, including licensing, and cautioned against overly restrictive zoning. Fagerlind inquired about seller's permits and sales tax collection for STRs. Troxel questioned potential STR limitations, prompting Oliphant to summarize the ongoing research and ordinance drafting process.
- **Comprehensive Plan Updates:** Tepley advised the Wayfinding sign item in the comprehensive plan has been completed. A mockup of the new wayfinding signs was displayed for review. Two entrance signs and 25 other signs will be installed this spring.

**DEPARTMENT REPORTS:** None

**SET NEXT MEETING DATE:** The next regular meeting was scheduled for Wednesday, May 22, 2023 at 5:30PM.

**ADJOURNMENT:** The meeting adjourned at 6:14PM. Motion to adjourn by Tepley, seconded by Miller. Motion carried unanimously.