



MINUTES OF THE MEETING OF THE PLANNING COMMISSION & ETZ BOARD

WEDNESDAY, FEBRUARY 26, 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, Lisa Miller, Karin Tepley, Mark Jelinek, Ray Wilson and Ryan Cairns. ETZ Board Members present: Matt Schmitz, Aaron Palmer and Kelly Bradford. Williams affirmed proper notice.

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

CONSIDER PETITION FOR ANNEXATION FROM TRI-ELITE HOLDINGS LLC (TAX PARCEL ID 022-2623-2000)

The annexation aims to facilitate future development by removing procedural hurdles. The landowners were present but had no objections or major comments. Questions arose about whether the entire parcel should be annexed rather than a portion, with the reasoning being that annexing the full parcel now would simplify any future development. A key issue discussed was a prior agreement stating that if the property ceased being used as an outdoor theater, ownership would revert to a prior holder. It was clarified that annexation does not affect private property agreements and that any potential development would require owner approval.

Zoning Administrator Matt Williams confirmed the process was properly noticed, with no objections received from the school district or township.

Motion by Wilson to recommend to the City Council to grant the petition for annexation from Tri-Elite Holdings LLC (Tax Parcel ID 022-2623-2000) Seconded by Miller. Motion carried unanimously. The ETZ Board was also present for informational purposes but had no statutory authority over the annexation.

ADJOURNMENT OF THE ETZ BOARD The ETZ Board adjourned at 5:42 PM.

PUBLIC HEARING FOR THE APPLICATION OF R & K TIRE & AUTO SERVICES FOR A CONDITIONAL USE PERMIT TO ALLOW AN AUTO REPAIR GARAGE AT 784 S. CHURCH ST. (TAX PARCEL ID 276-2100-7570)

Zoning Administrator Matt Williams provided an overview of the request for a conditional use permit to allow for an auto repair garage at 784 S. Church St. Williams advised the business has been running since 2011 without a permit, which was discovered during a routine zoning review. There were no violations beyond the lack of a permit, and the owners complied by submitting the required application.

The public was offered to speak 3 times prior to closing the public hearing. Motion to close the public hearing by Coppernoll, carried 5 – 0. The public hearing was closed at 5:53 PM.

CONSIDER THE APPLICATION OF R & K TIRE & AUTO SERVICES FOR A CONDITIONAL USE PERMIT TO ALLOW AN AUTO REPAIR GARAGE AT 784 S. CHURCH ST. (Tax Parcel ID 276-2100-7570)

Motion by Coppernoll to recommend to the City Council to grant the request for the application of R & K Tire & Auto Services for a Conditional Use Permit to allow an auto repair garage at 784 S. Church St. Seconded by Tepley. Motion carried 5 – 0.

PUBLIC HEARING FOR THE APPLICATION OF SW RAINBOW PROPERTIES LLC. FOR A CONDITIONAL USE PERMIT TO ALLOW A SELF-STORAGE WAREHOUSE AT 1850 BOHMANN DR. (TAX PARCEL ID 276-2812-4500)

Zoning Administrator Matt Williams provided an overview of the request for a conditional use permit to allow for a self-storage warehouse at 1850 Bohmann Dr. Williams advised that the property already has non-climate-controlled storage units, but converting office space into storage requires a permit per city ordinance.



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The Planning Commission reviewed the request, confirming no zoning or environmental concerns. Questions arose about building code requirements, such as fire sprinklers, but those would be addressed later during the building permit process. The property is near a school undergoing construction, raising minor concerns about fencing.

The public was offered to speak 3 times prior to closing the public hearing. Motion to close the public hearing by Coppernoll, carried 5 – 0. The public hearing was closed at 6:00 PM.

CONSIDER THE APPLICATION OF SW RAINBOW PROPERTIES LLC. FOR A CONDITIONAL USE PERMIT TO ALLOW A SELF-STORAGE WAREHOUSE AT 1850 BOHMANN DR. (TAX PARCEL ID 276-2812-4500)

Motion by Coppernoll to recommend to the City Council to grant the request for the application of SW Rainbow Properties LLC. For a Conditional Use Permit to allow a self-storage warehouse at 1850 Bohmann Dr. Seconded by Jelinek. Motion carried 5 – 0.

COMPREHENSIVE PLAN REVIEW & UPDATES

Tepley updated on planning efforts and ongoing projects. The Historic Preservation Commission reviewed a list of potential initiatives, some related to tourism and public safety.

A discussion arose about ensuring relevant departments receive applicable portions of the Comprehensive Plan, which is now a few years old. It was agreed that the City Administrator should distribute the information to the appropriate departments.

REPORTS/UPDATES

Municipal Services Specialist Darcy Perkins discussed the status of the Redevelopment Authority (RDA) and the potential establishment of a Tax Increment District (TID) to support economic development. The key focus was determining whether to reform, dissolve, or transition the RDA into a Community Development Authority (CDA). Consultants (Ehlers and Vierbicher) are advising on the best course of action, but no final decision has been made.

Regarding the TID, discussions centered on timing and feasibility. Officials emphasized that a TID should not be created too early, as its lifespan is limited, and delays in development could reduce its effectiveness. Potential areas for TID creation include Orange Street and Rainbow Drive, with a preference for mixed-use development along Highway 14. The Joint Review Board will need to approve any TID proposal before state review.

The timeline remains uncertain, as officials are waiting for consultant recommendations before moving forward. The Planning Commission intends to have further discussions once more concrete guidance is available.

FUTURE AGENDA ITEMS

SET NEXT MEETING DATE The next meeting was scheduled for Wednesday, March 26th at 5:30PM.

ADJOURNMENT Motion to adjourn by Tepley, seconded by Miller. Motion carried unanimously. The meeting adjourned at 6:21 PM.

Minutes recorded by Darcy Perkins