



# MINUTES OF THE PLANNING COMMISSION AND ETZ BOARD

WEDNESDAY, OCTOBER 29, 2025 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. Members present: Todd Coppernoll, Karin Tepley, Ryan Cairns, Mark Jelinek, Lisa Miller, and Chris Jarvis (5:36 PM). Members absent: Ray Wilson. ETZ Board Members present: Mark Jelinek, Lisa Miller, Ed Wells and Kevin Burkhamer. ETZ Board Members absent: Ray Wilson and Tiffany Thompson. Perkins affirmed proper notice.

**APPROVAL OF MINUTES** Motion by Tepley to approve the August 27, 2025 meeting minutes as presented. Seconded by Jelinek. Motion carried by voice vote.

## DISCUSSION AND ACTION ITEMS

### **Public Hearing for the Conditional Use Permit Application to Allow Mobile Service Facilities and Mobile Service Support Structures at 25079 Maple Grove Road (Tax Parcel 022-1013-2000)**

Zoning Administrator Matt Williams explained the request arose from a Diggers Hotline notice. Upon review, no existing conditional use permit was found. The applicant, Wisconsin RSA #8, operates the existing cell tower and is seeking a permit to bring the facility into compliance with current City ordinances. The site contains an existing tower; no new tower is proposed, only additional satellite equipment. The tower has been in operation for some time, and the permit is intended to formalize compliance.

*The public was offered to speak three times prior to closing the public hearing. Motion by Wells to close the public hearing. Seconded by Jelinek. Motion carried by roll call vote. The public hearing was closed at 5:39 PM.*

### **Consider the Conditional Use Permit Application to Allow Mobile Service Facilities and Mobile Service Support Structures at 25079 Maple Grove Road (Tax Parcel 022-1013-2000)**

*Motion by Jelinek to approve the Conditional Use Permit to allow mobile service facilities and support structures at 25079 Maple Grove Road (Tax Parcel 022-1013-2000). Seconded by Miller. Motion carried by roll call vote.*

### **Public Hearing for the Conditional Use Permit Application to Allow Mobile Service Facilities and Mobile Service Support Structures at 27095 Maple Ridge Lane (Tax Parcel 022-3322-1200)**

Zoning Administrator Matt Williams explained the request followed a Diggers Hotline notice. A record review found no existing conditional use permit. The applicant, Wisconsin RSA #8, operates the existing cell tower and seeks a permit to add satellite equipment and bring the site into compliance with current City ordinances.

*The public was offered to speak three times prior to closing the public hearing. Motion by Burkhamer to close the public hearing. Seconded by Miller. Motion carried by roll call vote. The public hearing was closed at 5:42 PM.*

### **Consider the Conditional Use Permit Application to Allow Mobile Service Facilities and Mobile Service Support Structures at 27095 Maple Ridge Lane (Tax Parcel 022-3322-1200)**

*Motion by Wells to approve the Conditional Use Permit to allow mobile service facilities and support structures at 27095 Maple Ridge Lane (Tax Parcel 022-3322-1200). Seconded by Miller. Motion carried by roll call vote.*

**ADJOURNMENT OF THE ETZ BOARD** The ETZ Board adjourned at 5:44 PM.

### **Conner Use of S Larson Street Right-of-Way – Plan Commission Review & Report**

DPW Jasen Glasbrenner reported that property owner Tracy Conner (Parcel 276-2100-8350) requested use of the unimproved, City-owned S. Larson Street right-of-way for lot access. The platted but undeveloped right-of-way is currently used by two adjacent owners for garage access. Public Works reviewed and referred the request; no objections were received from notified neighbors. The site is stable, outside floodplain and wetlands, and utilities and stormwater were reviewed. Staff recommended approval by resolution and access easement prepared with the City Attorney. Discussion confirmed the City will not maintain the access; Conner must construct and maintain it, with adjacent owners allowed continued use by agreement. Existing access is to be preserved.



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*Motion by Coppernoll to report to the Common Council that the Plan Commission has completed its review based on the findings of fact, conclusions of law, and the record as required by Wis. Stat. §62.23(5), and to recommend that the Council adopt a resolution granting the required access easement to Mr. Tracy Conner. Seconded by Tepley. Motion carried by roll call vote.*

## **Stori Field Duplex Development – Plan Commission Review & Report**

DPW Jasen Glasbrenner reported on the Stori Field Development, an eight-duplex (16-unit) zero-step housing project on City-owned land. The Plan Commission reviewed the project in 2021–2023, leading to Council approval of a pre-development agreement on September 24, 2025, and a development agreement on October 7, 2025. The City will convey the land to Enke Properties LLC for \$1 to offset \$800,000–\$1 million in infrastructure costs, retaining approximately 1.43 acres for stormwater and public space. The \$4–\$6 million project is expected to generate approximately \$100,000 annually in tax revenue. The proposal is consistent with the Comprehensive Plan and Future Land Use Map; utilities are adequate and the site is suitable. The property is currently zoned R-1 and will require rezoning to R-2, with a public hearing and future plat reviews returning to the Plan Commission.

*Motion by Tepley to forward the Plan Commission Review and Report to the City Administrator per Ordinance No. 2025-08, as directed by Council on October 7, 2025. Seconded by Miller. Motion carried unanimously by voice vote.*

## **COMPREHENSIVE PLAN**

**Tepley:**

- Noted the updated 2026 Highway 14 construction timeline and recommended early planning to maintain downtown access; DPW Glasbrenner concurred and noted DOT coordination on routing and signage.
- Suggested creating a Downtown Richland Center focus page for tourism, social media, and the City website, potentially through the pending Connect Communities application.
- Additional discussion included improving pedestrian and bicycle wayfinding signage and promoting tourism through parks and recreation events, including disc golf and remote-control track activities.

## **REPORTS/UPDATES**

**Coppernoll:**

- Reported excavation has begun for the Panorama project, with building permit submittal expected this week.
- Noted continued progress on the Cobblestone Hotel project; DPW Glasbrenner confirmed a December 4 Joint Review Board meeting regarding TIF.
- Reported the County's sale of the campus gymnasium and Melvill Hall to the school district for shared use with the Symons Recreation Complex, expanding recreation opportunities.
- Noted potential housing development on the campus hillside off Hive Drive and shared insights from the Viroqua Mayor on similar municipal challenges related to financing, housing, and development opposition.

**Tepley:**

- Asked how partial completion of the Panorama project affects next year's net-new construction; Chair Coppernoll confirmed year-end progress may be partially assessed, with TIF improvements assessed at a reduced rate.
- Asked about Cobblestone Hotel TIF timing; DPW Glasbrenner advised proceeding once the investor group is finalized, with surveying and agreements completed concurrently to avoid delays.

## **FUTURE AGENDA ITEMS**

**SET NEXT MEETING DATE** The next meeting was tentatively scheduled for Wednesday, November 26<sup>th</sup> at 5:30 PM.



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**ADJOURNMENT** Motion to adjourn by Tepley, seconded by Miller. Motion carried by voice vote. The meeting adjourned at 6:45 PM.

*Minutes recorded by Darcy Perkins.*