



MINUTES OF THE PLANNING COMMISSION

WEDNESDAY, JULY 23, 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, Karin Tepley, Ryan Cairns, Mark Jelinek, Ray Wilson, Lisa Miller, and Chris Jarvis. Members absent: None. Williams affirmed proper notice.

APPROVAL OF MINUTES: Motion to approve the meeting minutes by Jelinek. Seconded by Tepley. Motion carried unanimously.

DISCUSSION AND ACTION ITEMS

Public Hearing for the Conditional Use Permit Application to Allow the Placement of an Accessory Structure Larger Than 120ft² at 481 E. 8th St (Tax Parcel 276-1635-3200): Public hearing opened to consider a request to place an accessory structure larger than 120 square feet at 481 E. 8th Street. Discussion clarified that the property already contained a detached garage, and the addition of another structure over 120 ft² required a conditional use permit. The applicant described the proposed structure's use as a seasonal sitting space for personal enjoyment and indicated that neighbor notification had occurred with no objections received. After three calls for public comment with no response, a motion by Jelinek to close the public hearing. Seconded by Cairns. Motion carried unanimously.

Consider the Conditional Use Permit Application to Allow the Placement of an Accessory Structure Larger Than 120ft² at 481 E. 8th St (Tax Parcel 276-1635-3200): Motion by Tepley to approve the Conditional Use Permit application to allow the placement of an accessory structure larger than 120ft² at 481 E. 8th Street. Seconded by Jelinek. Motion carried unanimously.

COMPREHENSIVE PLAN: Staff noted that the City Council had selected a hotel developer for a project on Orange Street, which may influence future planning opportunities within the Comprehensive Plan. No further discussion was held.

REPORTS/UPDATES: Commissioners discussed updates regarding the property on Sextonville Road previously considered for a tree cutting service conditional use. Concerns were raised about noncompliance, unauthorized structures, and the general condition of the site. Zoning Administrator Matt Williams indicated he would follow up with Attorney Windle for further clarification and provide an update to the Commission.

FUTURE AGENDA ITEMS: None

SET NEXT MEETING DATE - August 27, 2025

ADJOURNMENT: Motion to adjourn by Cairns, seconded by Tepley. Motion carried unanimously. Meeting adjourned at 6:25 PM.

Meeting minutes recorded by Matt Williams