



OFFICIAL PUBLIC NOTICE
MEETING OF THE PLANNING COMMISSION AND
ETZ BOARD

WEDNESDAY, MAY 28, 2025 AT 5:30 PM

COUNCIL ROOM AT THE MUNICIPAL BUILDING, 450 S. MAIN STREET, RICHLAND CENTER, WI 53581

AGENDA

CALL TO ORDER *Roll Call for the meeting, determine whether a quorum is present; determine whether the meeting has been properly noticed.*

APPROVAL OF MINUTES *Entertain a motion to waive the reading of the minutes of the last meeting in lieu of printed copies and approve said minutes or correct and approve said minutes.*

1. Meeting Minutes

DISCUSSION AND ACTION ITEMS

2. **Public Hearing** for the Petition to Rezone Tax Parcel 022-2741-6000 at 26554 Cty Hwy O
3. Consider Petition to Rezone Tax Parcel 022-2741-6000 at 26554 Cty Hwy O
4. **Public Hearing** for the Conditional Use Permit Application to Allow a Motor Fuel Station at 2393 US Hwy 14 E. (Tax Parcel 276-2471-2200)
5. Consider Conditional Use Permit Application to Allow a Motor Fuel Station at 2393 US Hwy 14 E. (Tax Parcel 276-2471-2200)

ADJOURNMENT OF THE ETZ BOARD

COMPREHENSIVE PLAN

REPORTS/UPDATES

FUTURE AGENDA ITEMS

SET NEXT MEETING DATE *Fourth Wednesday of the month - June 25th*

ADJOURNMENT

Posted this 27th day of May, 2025 by 4:30 PM.

Copy to the official newspaper the Richland Observer.

PLEASE NOTE: That upon reasonable notice, a minimum of 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact Ashley Oliphant, City Administrator at 450 S. Main St., Richland Center, WI. 53581 or call 608-647-3466. Notice is hereby given that the council members who are not members of this committee may attend this meeting so as to constitute a quorum of the city council. Any such council member attendance will be for information gathering, discussion, and/or related purposes and will not result in the direct decision making by the city council at the committee meeting. The City of Richland Center is an equal opportunity employer, provider, and lender.

WEDNESDAY, APRIL 23, 2025 AT 5:30 PM

[HTTPS://YOUTU.BE/TUAFGSPNW74?si=DOWOT18oROVY5VEQ](https://youtu.be/TUAFGSPNW74?si=DOWOT18oROVY5VEQ)

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 5:30PM. A quorum was present. 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 Tepley, seconded by Jelinek. Motion carried unanimously.

RECONSIDER THE APPLICATION OF GURU RAMDAS SHAA LLC FOR A CONDITIONAL USE PERMIT TO ALLOW A TREE SERVICE AND AUTO REPAIR GARAGE OR FACILITY AT 789 SEXTONVILLE RD (TAX PARCEL ID 276-2100-7581)

The commission discussed the application by Guru Ramsha LLC for a conditional use permit to operate a tree service and auto repair garage. Discussion included flower baskets being sold onsite and whether a permit should be obtained as well as whether the applicant was conducting tree service activities within the city. Zoning Administrator Williams noted the applicant was denied a tree-cutting license for insufficient insurance, with the City Forester potentially having more details. The City Attorney explained that a 100-foot zoning restriction from residential districts posed a challenge in approving this conditional use permit, but its unclear origin requires further research. Safety concerns were expressed including equipment near sidewalks and the lot's capacity for tree service equipment. The City Attorney recommended indefinitely postponing the application until the purpose of the 100-foot restriction is clarified, noting nuisance ordinances can separately address safety concerns like sidewalk obstructions.

Motion by Coppernoll to postpone indefinitely the application of Guru Ramdas Shaa LLC for a conditional use permit to allow a tree service and auto repair garage or facility at 789 Sextonville Rd until the city attorney can investigate the 100-foot restriction and propose solutions, seconded by Miller. Motion carried unanimously.

DISCUSSION ON FURTHERING EFFORTS IN THE DOWNTOWN AND CONNECT COMMUNITIES PROGRAM (TEPLEY)

The commission discussed the Connect Communities program, a feeder to the Wisconsin Main Street program, offering grants, marketing, and business development to boost downtown growth. Jarvis supported Connect Communities noting downtown issues like poor aesthetics, low foot traffic, vacant buildings, and safety hazards. Commissioners mentioned the Comprehensive Plan addressing these concerns, including recurring warehousing issues. Tepley mentioned alternative programs like Create Wisconsin and Strong Towns for community engagement and safe streets. Tepley and Jarvis indicated their plans to meet with downtown business owners to explore these initiatives. No formal action was taken but it was determined that a meeting with downtown stakeholders is the next step to prioritize revitalization, while balancing private property rights with nuisance and zoning enforcement efforts administered by the Police Department and Zoning Department, respectively.

COMPREHENSIVE PLAN No updates provided, or action taken.

REPORTS/UPDATES Zoning Administrator William provided updates on the Foundary's plans for expansion, a 2025 tear-down and rebuild of Taco Bell, Kwik Trip's kitchen and parking lot expansion, and rebuilding plans for the Dairy O.

FUTURE AGENDA ITEMS None

SET NEXT MEETING DATE The next meeting was scheduled for Wednesday, May 28th at 5:30PM.

ADJOURNMENT Motion to adjourn by Tepley seconded by Miller. Motion carried unanimously. The meeting adjourned at 6:06PM.

STAFF REPORT

Request Rezone

APPLICANT:	New Skelgas Inc.	BUSINESS:	Same as applicant
SITE ADDRESS:	26554 County Hwy O	DISTRICT:	Commercial General
TAX PARCEL:	022-2741-6000	REQUEST:	Rezone
DESCRIPTION:	Rezone from ETZ Commercial to ETZ Industrial to keep empty LP tanks on lot		
MEETINGS:	Plan Commission Meeting on 05/28/25 and Common Council Meeting on 06/03/25		

Background:

While reviewing the area, it was determined that the subject parcel had been using the parcel for the storage of LP tanks which is prohibited in a commercial district (ETZ). No records allowing the storage of tanks could be located. After receiving notification of the violation, the agent/owner opted to pursue rezoning the parcel. Should a rezone be approved, the owner will subsequently apply for a conditional use permit to allow the continued storage of LP tanks in an industrial district (ETZ).

Ordinance Language:

475.04 (21) REZONING.

Rezoning for any individual business or industry shall not be permitted except in the following circumstances:

- a) The rezoned property is an extension of an existing Commercial or Industrial District.
- b) The rezoned property is designed to be a part of a larger, integrated and planned business or industrial development area as designated on the City's Master Plan.
- c) The City Council finds other compelling reasons for such rezoning, not inconsistent with the overall plan of development of the City.

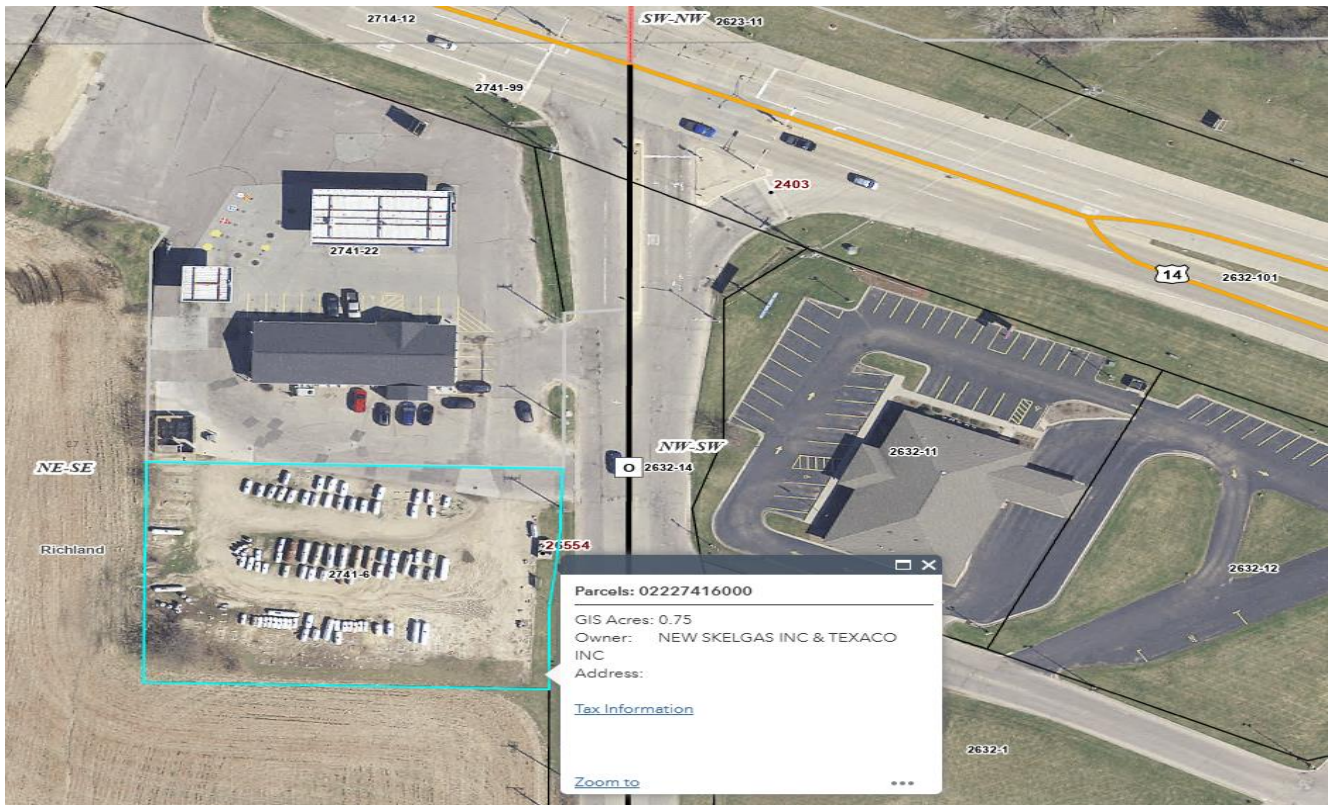
CRITERIA FOR CONSIDERATION	Yes	No
The request is consistent with the Comprehensive Plan and Future Land Use map.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The request is compatible with surrounding land uses.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The request demonstrates adequate public facilities, including roads and drainage, and utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The request will minimize adverse effects on the natural environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The request will not create undue traffic congestion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The request will not adversely affect public health, safety, and welfare.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The request serves a broader community interest rather than benefiting a single owner (spot zoning).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Staff Recommendation:

Denial of the petition to rezone as it is inconsistent with the Comprehensive Plan and Future Land Use Map. Additionally approving the petition to rezone would likely constitute spot zoning.

STAFF REPORT

Request Rezone



STAFF REPORT

Request Conditional Use

APPLICANT/AUTHORIZED AGENT	KT Real Estate Holdings LLC.	BUSINESS NAME:	Kwik Trip
SITE ADDRESS:	2393 US Hwy 14 E.	ZONING DISTRICT:	Commercial General
TAX PARCEL:	276-2741-2200	REQUEST:	Conditional Use Permit
DESCRIPTION:	Operate Motor Fuel Station		
MEETINGS:	Plan Commission Meeting 05/28/25 Common Council Meeting on 06/03/25		

Background:

The subject property is zoned as a General Business District. The property operates as a motor fuel station requiring a conditional use permit (CUP). No record of a CUP being issued could be located during a recent review of the proposed building addition. The property owner was contacted and informed of the CUP requirements. The property owner has since submitted a completed CUP application and paid the required fee.

Ordinance Language:

407.04 CONDITIONAL USES IN A "C-G" GENERAL BUSINESS DISTRICT.

(21) Motor fuel stations

CRITERIA FOR CONSIDERATION	Yes	No
The project is consistent with the Comprehensive Plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The request demonstrates adequate public facilities, including roads & drainage, and utilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The request will minimize adverse effects on the natural environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The request will not create undue traffic congestion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The request will not adversely affect public health, safety, and welfare.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The request conforms to all applicable provisions of the code.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

CONDITIONS FOR APPROVAL

1. The completed project must be consistent with the plans and specifications submitted at time of application and at the public hearing of the Plan Commission.
2. The applicant shall allow the Building Inspector and Zoning staff to have access to the project site to verify compliance.
3. The CUP shall remain valid for a period of one (1) year from the date of approval by the Common Council. Upon expiration, the CUP will be renewed provided that all conditions continue to comply with applicable ordinances.
4. The conditional use permit is not transferable.

Staff Recommendation:

PLANNING: Motion to recommend to the Common Council the approval of the application of KT Real Estate Holdings LLC. of Richland Center for a conditional use permit to allow a motor fuel station at 2393 US Hwy 14 E. (Tax Parcel ID 276-2471-2200) with conditions as presented.

COUNCIL: Motion to approve the application of KT Real Estate Holdings LLC. of Richland Center for a conditional use permit to allow a motor fuel station at 2393 US Hwy 14 E. (Tax Parcel ID 276-2471-2200) with conditions as presented.

STAFF REPORT

Request Conditional Use

