



OFFICIAL PUBLIC NOTICE

MEETING OF THE PLANNING COMMISSION

WEDNESDAY, AUGUST 26, 2026 AT 5:30 PM

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

Teams Virtual Meeting Link: <http://bit.ly/RCTeamsMeeting>

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

1. July 22, 2026 Meeting Minutes

DISCUSSION AND ACTION ITEMS

2. **Public Hearing** for the Conditional Use Permit Application of Schreiber Foods Inc to process dairy products at 920 Sextonville Rd (Tax Parcel 276-2100-7630)
3. **Consider the Conditional Use Permit Application** of Schreiber Foods Inc to process dairy products at 920 Sextonville Rd (Tax Parcel 276-2100-7630)

COMPREHENSIVE PLAN

REPORTS/UPDATES

4. Zoning Department Monthly Report

FUTURE AGENDA ITEMS

SET NEXT MEETING DATE *Fourth Wednesday of the month - September 23rd*

ADJOURNMENT

Posted this 20th day of August, 2026 by 4:30 PM.

Copy to the official newspaper the Richland Observer.

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

CALL TO ORDER Chair Jarvis called the meeting to order at 5:30 PM. Oliphant affirmed proper notice. Members present: Karin Tepley, Ryan Cairns, Chris Jarvis, and Ray Wilson. Members absent: Mark Jelinek (excused) and Duane Welte.

APPROVAL OF MINUTES *Motion by Wilson, second by Cairns to approve the June 24, 2026, meeting minutes as presented. Motion carried unanimously.*

DISCUSSION AND ACTION ITEMS

Consider and Report on Proposed Conveyance of City-Owned Property Located at 929 W Seminary St (Tax Parcel 276-2012-0900) to Lydia's House Ministries: Administrator Oliphant provided an overview of the proposed conveyance of city-owned property at 929 W Seminary Street to Lydia's House Ministries (LHM). The City acquired the parcel when SWCAP recorded a quit claim deed on August 27, 2025. LHM has since requested conveyance, and the terms are under consideration by the General Government Committee.

Oliphant reported that LHM has operated the property as a 60- to 90-day transitional housing shelter since 2014, continuing residential services at the site dating to at least the 1980s. The parcel is designated "Residential" on the Future Land Use Map and zoned R-2, One and Two Family Residential District; transitional housing is not listed as a permitted or conditional use in Chapter 403. Staff determined the use qualifies as legal nonconforming under § 400.04(3)(a), as it predates June 14, 1990 and has continued without a six-month discontinuation, and that no additional zoning action is required for continued operation.

Oliphant asked the Plan Commission to review the proposed conveyance and continued use for consistency with the comprehensive plan and Future Land Use Map.

Motion by Jarvis, seconded by Cairns to issue a favorable report and recommendation to the Common Council regarding the proposed conveyance of city-owned property located at 929 W. Seminary Street (Tax Parcel 276-2012-0900) to Lydia's House Ministries, finding that:

- 1. Comprehensive Plan Consistency: The proposed conveyance and continued operation as a transitional housing shelter align with the 'Residential' designation on the City's Future Land Use Map.*
- 2. Zoning Compliance: The historical and continuous operation of the property as a residential transitional shelter predates June 14, 1990, and has continued without interruption, constituting a legal nonconforming use pursuant to Chapter 400.04(3)(a) of the Municipal Code; therefore, no further zoning action or re-zoning is required prior to transfer.*
- 3. Statutory Referral: This action shall serve as the official consideration and report of the Plan Commission as required by Wis. Stat. § 62.23(5) for referral to the Common Council for final disposition.*

An Ordinance Amending Chapter 485: Authorizing Electronic Message Center Signs on Public Property:

Administrator explained that the Community Center (1050 N. Orange St., R-1 district) currently operates an electronic message center sign and the Brewer Public Library has expressed interest in installing one, but Chapter 485 does not affirmatively authorize such signs in residential districts, leaving the existing sign arguably nonconforming and the Library's proposal without a clear authorization pathway.

The proposed new § 485.04(14) would authorize one electronic message center sign per lot on public property in any zoning district, subject to performance standards, rather than relying on the content-defined "Government Sign" classification in § 485.03(34). Authorization is limited to property owned by the City of Richland Center, Richland

County, the State of Wisconsin, the United States, a school district, or a public library; private businesses, churches, private schools, and nonprofits are excluded and would continue under existing § 485.04(7).

Item 1.

Oliphant summarized the standards: exempt from the zoning permit requirements of § 485.04(3); one sign per lot; 75 square feet per surface, maximum two surfaces; 12 feet above grade; static messages only with an eight-second minimum dwell time; 5,000 nits daytime and 500 nits nighttime with automatic photocell dimming; default to static or off upon malfunction; no electronic operation between 10:00 p.m. and 6:00 a.m. in residential districts; and no sign within 50 feet of a residential dwelling on an adjoining lot. Existing lawfully installed signs would be deemed legal nonconforming signs under § 485.07.

Motion by Tepley, seconded by Cairns to recommend approval of the proposed ordinance amendment to Chapter 485 relating to electronic message center signs on public property as written and forward it to the Common Council for consideration and final action.

Draft Ordinance Review: R-1/R-2 District Consolidation: Administrator Oliphant presented the revised draft ordinance for continued discussion and reiterated that it consolidates the R-1 and R-2 districts into a single R-1/2 district to increase housing supply through accessory dwelling units (ADUs) and two-family use, simplify standards, align with the Comprehensive Plan's direction toward infill and missing-middle housing, codify a voluntary-compliance posture, and correct legal citations. Oliphant reviewed the revisions made since the January 2026 draft, including removal of neighborhood commercial uses, non-owner-occupied ADUs by conditional use permit, and the short-term rental CUP and cap as preempted by Wis. Stat. § 66.1014, and addition of a 45-foot building height and nonconforming provisions corrected to Wis. Stat. § 62.23.

Oliphant posed a series of policy questions, which elicited discussion and the following direction:

- **Short-term rentals.** Compare regulation through zoning versus licensing before selecting a mechanism and determine whether the City may legally require an owner or responsible agent to be within a specified distance of, or response time to, the property.
- **ADUs.** Do not limit the number of ADUs per parcel provided all other standards are met; allow single-story ADUs by right, with anything taller requiring a conditional use permit.
- **Fences.** Retain the 30-inch front-yard fence limit, citing the impact on fire response.
- **Impervious surface.** Apply the limit as written, with staff to report back on any issues identified.

COMPREHENSIVE PLAN: None.

REPORTS/UPDATES: Attorney Windle affirmed that the process for appointing the Committee Chair was executed properly in a prior meeting. Zoning Administrator Unbehaun introduced himself and provided a brief overview of department activities and projects undertaken since assuming his role on July 6, 2026.

FUTURE AGENDA ITEMS: None.

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

ADJOURNMENT: Motion by Tepley, second by Cairns to adjourn at 6:46PM. Motion carried unanimously.

Minutes recorded by Ashley Oliphant

PROPERTY INFORMATION

Applicant/Agent: Excel Engineering Inc.

Date: August 26, 2026

Property Owner: Schreiber Foods Inc.

Parcel No: 276-2100-7630

Site Address: 920 Sextonville Rd

District: Industrial

REQUEST TYPE

Schreiber Foods Inc requests a **Conditional Use Permit (CUP)** to process dairy products in accordance with 409.04(3a) at 920 Sextonville Road.

Upon issuance of a CUP, Schreiber will obtain zoning permits for two projects: whey silo additions on the eastern side of the property, and a new intake bay on the south side of the property.

STAFF REVIEW AND FINDINGS

Comprehensive Plan Alignment: ☒ YES ☐ NO

Schreiber Foods is a long-established employer in Richland Center whose operation sits at the intersection of the two industries the Comprehensive Plan identifies as the city's largest economic drivers — manufacturing and agriculture — and reflects the community's longstanding ties to the Wisconsin dairy industry. The plan calls on the City to build strong partnerships with existing industries and documents a decline in local manufacturing employment over the past decade. This request represents reinvestment by an established employer at an existing facility with existing infrastructure, on land already designated Industrial. It retains jobs and processing capacity in the city and requires no conversion of undeveloped land. Staff find the request consistent with applicable provisions of the Comprehensive Plan.

Public Works / Utilities / Zoning Input: ☒ ADEQUATE ☐ INADEQUATE

Environmental / Site Conditions: ☒ SUITABLE ☐ UNSUITABLE

Recommended Conditions:

1. This permit authorizes the processing of dairy products at 920 Sextonville Road Parcel No. 276-2100-7630, as described in the application.
2. Dairy processing operations shall not encroach upon required parking, fire lanes, or public sidewalks.
3. All fuel, chemicals, and other hazardous or flammable materials associated with the use shall be stored in appropriate leak-proof containers in compliance with applicable Wisconsin DNR, EPA, and fire code requirements.
4. All industrial waste materials, including empty chemical containers, shall be disposed of in accordance with all applicable federal, state, and local regulations per Ord. 409.06(e).
5. This permit is granted as a Specific Conditional Use and runs with the land.

Staff Recommendation

- ☐ Approve the application for a Conditional Use Permit as presented.
- ☒ Approve the application for a Conditional Use Permit with conditions as presented.
- ☐ Deny the application for Conditional Use Permit.

Applicant: Schreiber Foods

Parcel Number: 276-2100-7630

Meeting Date: Aug 26, 2026

Plan Commission Review Criteria (§400.05(7)(h))	YES	NO
1. The request is consistent with applicable provisions of the Comprehensive Plan (2022–2032) and the Future Land Use Map.	☒	☐
2. The request is compatible with the existing or allowable uses of adjacent properties. <i>The use has long operated at this location and adjoins other industrial uses.</i>	☒	☐
3. The request can demonstrate adequate public facilities (roads, drainage, potable water, sanitary sewer, and police and fire protection) exist or will exist to serve the use at the time such facilities are needed. <i>Existing structure and use with infrastructure in place. Wastewater is treated by RCRE rather than City Utilities.</i>	☒	☐
4. The request can demonstrate adequate provisions for maintenance of the use and associated structures approved under the permit. <i>The applicant is an established operator that maintains the facility and associated structures as part of ongoing operations.</i>	☒	☐
5. The request has minimized, to the degree possible, adverse effects on the natural environment. <i>The property presents no significant floodplain, wetland, or slope constraints. Operations are conducted within enclosed structures.</i>	☒	☐
6. The request will not create undue traffic congestion. <i>The site uses existing access onto Sextonville Road, requiring no new access points or modifications to traffic circulation.</i>	☒	☐
7. The request will not adversely affect public health, safety and welfare. <i>The use involves cleaning chemicals, ammonia, fuel and other hazardous materials; conditions requiring storage in appropriate containers and disposal in compliance with applicable DNR, EPA, and fire code regulations sufficiently mitigate risk to the public.</i>	☒	☐
8. The request conforms to all applicable provisions of this code. <i>The use complies with the performance standards of §409.06.</i>	☒	☐

Finding under Wis. Stat. § 62.23(7)(de): The applicant has demonstrated by substantial evidence that all requirements and conditions established by the City are or shall be satisfied. ☒ YES ☐ NO

Plan Commission Acknowledgement and Action

Based on the substantial evidence provided in the application and the testimony at the public hearing, the Plan Commission finds that all criteria have been met, subject to the following conditions:

1. This permit authorizes the processing of dairy products at 920 Sextonville Road Parcel No. 276-2100-7630, as described in the application.
2. Dairy processing operations shall not encroach upon required parking, fire lanes, or public sidewalks.
3. All fuel, chemicals, and other hazardous or flammable materials associated with the use shall be stored in appropriate leak-proof containers in compliance with applicable Wisconsin DNR, EPA, and fire code requirements.
4. All industrial waste materials, including empty chemical containers, shall be disposed of in accordance with all applicable federal, state, and local regulations per Ord. 409.06(e).
5. This permit is granted as a Specific Conditional Use and runs with the land.

Having reviewed the application against the criteria in §400.05(7)(i), and finding the applicant has demonstrated by substantial evidence that the applicable requirements are or will be satisfied as required by Wis. Stat. § 62.23(7)(de), the Plan Commission recommends **APPROVAL** of a Specific Conditional Use Permit to Schreiber Foods, Inc. for the processing of dairy products at 920 Sextonville Road, Parcel No. 276-2100-7630, subject to the conditions set forth below.

Suggested Motion: *Motion to recommend that the Common Council approve a Specific Conditional Use Permit for Schreiber Foods, Inc. at 920 Sextonville Road (Tax Parcel No. 276-2100-7630) for the processing of dairy products in accordance with §409.04(3a), subject to the Conditions of Approval set forth in the Plan Commission report dated 8/26/2026.*

Signature: _____
Chris Jarvis, Chair

Date: _____

Form submission from: Zoning Permit Request Form

From Excel Engineering Inc <richlandcenter-wi@municodeweb.com>

Date Wed 8/5/2026 2:08 PM

To Zoning <zoning@richlandcenterwi.gov>

 1 attachment (1,023 KB)

260011500c-1_1.pdf;

Submitted on Wednesday, August 5, 2026 - 2:08pm

Submitted by anonymous user: 71.87.23.242

Submitted values are:

Zoning Permits Conditional Use Permit

Applicant Information

Name Excel Engineering Inc

Phone Number 920-322-1777

Email Address devin.w@excelengineer.com

Property Information

Location City

Address 920 Sextonville Rd

Tax Parcel # 27621007630

Property Owner Someone Else

Owner Name Schreiber Foods Inc

Owner Contact Information jacob.gatien@schreiberfoods.com

Zoning Category Industrial (IND)

Business Use

Will the property be used for business? Yes

Business Name Schreiber Foods Inc

Owner / Operator Name Schreiber Foods Inc

Business Type 409.04 (3a) Creamery, cheesemaking or other processing of dairy products

Number of Employees

Supporting Documents [260011500c-1_1.pdf](#)

Applicant's Statement

I certify that the information provided on this form is complete and accurate and agree to comply with all applicable codes and ordinances of the City of Richland Center and the State of Wisconsin and any conditions attached hereto. It is further agreed that we hereby absolve and release the City of Richland Center, its agent or agents, from liability, if through the owner or his agent, an

error is made in determining the property lines. It is further agreed that the City of Richland Center, its agent or agents, have no responsibility as to the determination of the property lines.
Owner / Agent Signature Devin Winter

Item 3.

The results of this submission may be viewed at:

<https://www.richlandcenterwi.gov/node/4710/submission/1166>

ZONING ADMINISTRATOR'S MONTHLY REPORT

PREPARED FOR Plan Commission
 MEETING August 26, 2026
 REPORTING PERIOD July 2026

SUMMARY

This report summarizes zoning and permit activity for the reporting period. Forty-one projects and inquiries were tracked during the period, of which eight permits were issued and eight inquiries were completed. Twenty-three items remain in process, one item is on hold, and one remains an open inquiry.

Twenty-eight items are located within City limits and thirteen within the Extraterritorial Zone.

41	8	8	23
ITEMS TRACKED	PERMITS ISSUED	INQUIRIES CLOSED	IN PROCESS

PROJECT ACTIVITY BY STATUS

The table below shows current status for each project type. Items marked “In Process” have been received and are under active review or awaiting applicant response.

Project Scope	Complete	In Process	Inquiry	On Hold	Total
Addition to existing building	—	4	—	—	4
Building: Agricultural	—	3	—	—	3
Building: Commercial / Industrial	—	—	—	1	1
Building: Storage / Accessory >120ft ²	—	1	—	—	1
Conditional Use	1	2	—	—	3
Deck / Porch / Patio	2	—	—	—	2
Demolition / Raze	1	—	—	—	1
Fence / Retaining Wall	2	3	—	—	5
Home: 1–2 Family Dwelling	—	2	—	—	2
Inquiry	8	3	1	—	12
Land Division	—	1	—	—	1
Remodeling	2	4	—	—	6
Total	16	23	1	1	41

NOTES

Additional context and detail will be provided at future meetings. This agenda item and the accompanying visuals remain a work in progress as additional data is collected and analyzed.