



OFFICIAL PUBLIC NOTICE
MEETING OF THE PLANNING COMMISSION
WEDNESDAY, AUGUST 27, 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. Reconsideration of Application for a Conditional Use Permit by Guru Ramdas Shaa, LLC
3. Wisconsin Economic Development Connect Communities

COMPREHENSIVE PLAN

REPORTS/UPDATES

FUTURE AGENDA ITEMS

SET NEXT MEETING DATE - September 24th

ADJOURNMENT

Posted this 25th day of August, 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, 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 530 PM. Members present: Todd Coppernoll, Karin Tepley, Ryan Cairns, Mark Jelinek. 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 27th

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

Meeting minutes recorded by Matt Williams



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Item 2.

August 22, 2025

Richland Center Planning Commission
450 South Main Street
Richland Center, WI 53581

RE: Consideration of Conditional Use Permit for Guru Ramdas Shaa, LLC

Dear Commission Members:

I have reviewed the applicable ordinance and relevant documentation regarding this matter and my conclusion remains that there is no way to both adhere to the zoning ordinance and grant the conditional use permit ("CUP"). Therefore, I must recommend that the CUP be denied. To do otherwise is inconsistent with your responsibility as public officials, especially since you also hold the power to remedy the situation should you choose to do so.

You will recall that the crux of the issue is that the application submitted to the Zoning Department indicated the intended use of the property was for an automotive repair facility, which had been the previous use of the building. During Council consideration of the CUP application, the property owner indicated that the automotive repair taking place on the property was incidental to its primary use as the base of operations for his tree service. This discrepancy led the Council to refer the matter back to the Planning Commission for further information gathering and review.

The property is zoned Commercial-General ("C-G"), governed by Sec. 408.04 of the Richland Center Code of Ordinances ("408.04"). 408.04 does allow the operation of an automotive repair facility, but not a tree service. 408.04 does allow "[s]imilar commercial uses, provided the structure in which the use is carried out shall not be within one hundred (100) feet of any [Residential] District," and a tree service could be reasonably interpreted to fall within that definition. However, the structure is within 100 feet of a residential district, and thus a permit is still not allowed.

While my recommendation is denial of the application, that need not be the end of the matter. I have not found, and cannot come up with, a logical reason for the 100-foot limit imposed on uses so similar to others allowed with no such restriction. Thus, a change in the ordinance may be in order. That would certainly be within the Planning Commission's power to recommend for Council consideration. The alternative is to ignore the direct statements of the landowner and grant the permit for the originally proposed use, which would be allowed without revision of the Code. Doing so, however, puts the landowner at risk of future violations and/or enforcement action if it is found that he is making the stated use of the building, rather than the one reflected in his application. While this may resolve the situation in the short-term, I believe it will create a situation ripe for issues to arise later on.

I am happy to attend a future meeting if there are additional questions or concerns about this matter.

Sincerely,

/s/

Michael S. Windle
City Attorney