



OFFICIAL PUBLIC NOTICE

MEETING OF THE PLANNING COMMISSION

WEDNESDAY, MAY 27, 2026 AT 5:30 PM

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

Teams Meeting: <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.*

MAYORAL APPOINTMENT OF CHAIR

APPROVAL OF MINUTES

- [1.](#) Meeting Minutes from March 30, 2026

DISCUSSION AND ACTION ITEMS

- 2. Public Hearing** for the Conditional Use Permit Application of Neil Jarman DBA New Tech Golf Carts for the Operation of an LSV Dealership at 145 Richland Square (Tax Parcel 276-2714-1000)
- [3.](#) Consider the Conditional Use Permit Application of Neil Jarman DBA New Tech Golf Carts for the Operation of an LSV Dealership at 145 Richland Square (Tax Parcel 276-2714-1000)
- 4. Public Hearing** for the Conditional Use Permit Application of Kevin Burkhamer DBA Pine River Tire and Auto LLC for the Operation of a Tire and Auto Repair Shop at 243 E Court St (Tax Parcel 276-2100-0930)
- [5.](#) Consider the Conditional Use Permit Application of Kevin Burkhamer DBA Pine River Tire and Auto LLC for the Operation of a Tire and Auto Repair Shop at 243 E Court St (Tax Parcel 276-2100-0930)
- 6. Public Hearing** for the Conditional Use Permit Application of Gary Williams DBA Gary's Lawn Care LLC for Open Storage and Sales at 789 Sextonville Rd (Tax Parcel 276-2100-7581)
- [7.](#) Consider the Conditional Use Permit Application of Gary Williams DBA Gary's Lawn Care LLC for Open Storage and Sales at 789 Sextonville Rd (Tax Parcel 276-2100-7581)

COMPREHENSIVE PLAN

REPORTS/UPDATES

FUTURE AGENDA ITEMS

SET NEXT MEETING DATE *Fourth Wednesday of the month - June 24, 2026*

ADJOURNMENT

Posted this 22nd day of May, 2026 by 5:00 PM.
Copy to the official newspaper the Richland Observer.

PLEASE NOTE: To request disability-related accommodations, please contact City Administrator Ashley Oliphant (608-647-3466 or 450 S. Main St.) at least 24 hours in advance. Notice is hereby given that a quorum of other city governmental bodies may be present at this meeting for informational and discussion purposes only, and no formal action will be taken by those bodies at this meeting. The City of Richland Center is an equal opportunity employer, provider, and lender.



MINUTES OF THE PLANNING COMMISSION AND ETZ BOARD Item 1.

MONDAY, MARCH 30, 2026 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 (left at 6:36 PM), Karin Tepley, Lisa Miller, Chris Jarvis, and Ray Wilson. Members absent: Ryan Cairns, Mark Jelinek. ETZ Board Members present: Lisa Miller, Ray Wilson, Ed Wells, and Kevin Burkhamer. ETZ Board Members absent: Mark Jelinek and Tiffany Thompson. Perkins affirmed proper notice.

APPROVAL OF MINUTES Motion by Tepley to approve the January 28, 2026 meeting minutes as presented. Seconded by Jarvis. Motion carried by voice vote.

DISCUSSION AND ACTION ITEMS

Public Hearing for the Conditional Use Permit Application of Brent & Alyssa Gaffney to build a private garage/accessory building exceeding 3,000 sq. ft. of floor area at 23936 CTY Hwy AA (Tax Parcel 022-0934-2000)

Staff presented the application, noting the structure is approximately 4,800 sq. ft. and will be used for private storage. Recommended conditions were reviewed, including limitations on use, prohibition of commercial activity, stormwater management, and sanitary compliance if applicable. The applicant confirmed the structure will be used for storage only.

The public was offered to speak three times prior to closing the public hearing. Motion by Tepley to close the public hearing. Seconded by Miller. Motion carried by voice vote. The public hearing was closed at 5:40 PM.

Conditional Use Permit Application of Brent and Alyssa Gaffney to build a private garage/accessory building exceeding 3,000 sq. ft. of floor area at 23936 CTY Hwy AA (Tax parcel 022-0934-2000)

Motion by Coppernoll to recommend to the Common Council approval of the Conditional Use Permit for Brent & Alyssa Gaffney at 23936 County Hwy AA for a private garage/accessory building exceeding 3,000 sq. ft., subject to the conditions presented. Seconded by Miller. Motion carried 7-0 by roll call vote.

ADJOURNMENT OF THE ETZ BOARD Motion to adjourn by Wells, seconded by Burkhamer. Motion carried by voice vote. The ETZ Board adjourned at 5:42 PM.

Public Hearing for the Conditional Use Application of Brad Wegner to allow tire sales and auto repairs at 780 N Orange St (Tax parcel 276-1651-1000)

The applicant described the proposed use, including tire sales and light auto repair (oil changes, brakes, minor services). Staff reviewed the application and recommended approval with conditions, including indoor operations, restrictions on outdoor storage, proper handling of materials, and permit limitations tied to the operator.

The public was offered to speak three times prior to closing the public hearing. Motion by Coppernoll to close the public hearing. Seconded by Miller. Motion carried by voice vote. The public hearing was closed at 5:48 PM.

Conditional Use Application of Brad Wegner to allow tire sales and auto repairs at 780 N Orange St (Tax parcel 276-1651-1000)

Motion by Coppernoll to recommend to the Common Council approval of the Conditional Use Permit for Brad Wagner at 780 N. Orange Street for tire sales and auto repair, subject to the conditions presented, including a one-year review. Seconded by Tepley. Motion carried 5-0 by roll call vote.

Public Hearing for Land Division by Certified Survey Map (CSM) Application of Enke Properties, LLC for creation of an eight-duplex housing development (Tax parcel 276-1664-1000)

Staff presented the request, noting the CSM facilitates development of approximately 16 dwelling units and includes dedication of public right-of-way and approximately 1.49 acres of green space to the City.

Daniel Higby inquired whether his former property was included in the proposed development. Staff clarified that it was not part of the project area.

MONDAY, MARCH 30, 2026 AT 5:30 PM

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

Ruth Wilson raised concerns regarding a previously submitted petition and lack of follow-up, noting her comments were not directly related to the land division but to the broader process.

Barbara Cliffe asked for clarification on how much of the total site would be occupied by development versus retained as green space. Staff responded that approximately 3.35 acres would be developed, 1.49 acres dedicated as public green space, and approximately 0.87 acres as public right-of-way.

Ellen Keller-Evans requested clarification on how the green space would be conveyed and whether it would be owned by the City. Staff confirmed the land would be dedicated to and owned by the City of Richland Center.

Deb McCoy read a statement on behalf of Susan Stori, expressing concern with the overall development process and public input. Speaking on her own behalf, McCauley raised additional concerns including:

- Responsibility for storm sewer relocation and infrastructure costs
- Potential standing water and mosquito concerns related to stormwater facilities
- Status of water rights/easements associated with the property
- Safety concerns related to lack of sidewalks and school bus access
- Potential utility easements (We Energies/Wisconsin Power & Light) not reflected on plans
- Whether unresolved infrastructure and easement issues could result in future costs to taxpayers

Staff and engineering representatives responded that the developer is responsible for infrastructure improvements, stormwater systems are designed to meet code requirements, and easements/utilities are being reviewed and addressed.

Greg Dettman expressed concern that there are outstanding questions, including utility and infrastructure issues (e.g., anode field), that should be resolved prior to action being taken.

Mike [last name not provided] raised concerns regarding increased traffic, particularly near 4th Street and Cedar Street, and questioned whether the development would create circulation and safety issues. He also asked about the process for addressing rezoning, noting it is a separate action from the land division.

Al Matteson questioned how the proposal is considered consistent with current zoning while also requiring rezoning. Staff clarified the land division is consistent with residential use, while rezoning is required to allow duplex development.

Unidentified Speaker (Male) commented on the loss of the existing sledding hill/open space historically used by neighborhood children.

Unidentified Speaker (Female) questioned the size and layout of the development, including why eight duplexes were proposed and whether a smaller development was considered.

Alayne Hendricks expressed concern that the property was sold prior to being rezoned and stated that the community's input had not been adequately considered.

Peter Lawrence expressed concern regarding the loss of the sledding hill and asked how that portion of the property would be used and why it was not included in the preserved green space.

Unidentified Speaker (Female) asked for confirmation that the property is currently zoned residential, which staff confirmed (R-1 Single-Family Residential), and questioned the timing of rezoning relative to the sale and development process.

The public was offered to speak three times prior to closing the public hearing. Motion by Tepley to close the public hearing. Seconded by Coppernoll. Motion carried by roll call vote. The public hearing was closed at 6:30 PM.



MONDAY, MARCH 30, 2026 AT 5:30 PM

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

Land Division by Certified Survey Map (CSM) Application of Enke Properties, LLC for creation of an eight-duplex housing development (Tax parcel 276-1664-1000)

Motion by Tepley to recommend approval of the Certified Survey Map for the Stori Field development and forward to the Common Council. Seconded by Wilson. Motion carried 5-0 by roll call vote.

Rezoning Application of Enke Properties, LLC for Creation of an Eight-Duplex Housing Development (Tax parcel 276-1664-1000)

Staff presented the request and General Development Plan, noting consistency with the Comprehensive Plan, provision of moderate-density housing, and adequate infrastructure.

Motion by Tepley to recommend approval of the rezoning and forward to Common Council. Seconded by Jarvis. Motion carried 4-0 by roll call vote, with Coppernoll abstaining due to absence.

Specific Implementation Plan for Stori Field PUD

Staff and a representative from Vierbicher Engineering presented the Specific Implementation Plan, detailing site design, utilities, stormwater, and building plans.

Motion by Tepley to recommend approval of the Specific Implementation Plan and forward to Common Council. Seconded by Miller. Motion carried 4-0 by roll call vote, with Coppernoll abstaining due to absence.

SET NEXT MEETING DATE The next meeting was scheduled for Wednesday, April 22nd at 5:30 PM.

ADJOURNMENT Motion to adjourn by Miller, seconded by Jarvis. Motion carried by voice vote. The meeting adjourned at 6:44 PM.

Minutes recorded by Darcy Perkins.



Form submission from: Zoning Permit Request Form

From Neil Jarman <richlandcenter-wi@municodeweb.com>
Date Wed 04/15/26 3:53 PM
To Zoning <zoning@richlandcenterwi.gov>

Submitted on Wednesday, April 15, 2026 - 3:53pm

Submitted by anonymous user: 207.190.106.251

Submitted values are:

Zoning Permits Conditional Use Permit

Applicant Information

Name Neil Jarman
Phone Number 6087458220
Email Address neil@newtechcarts.com

Property Information

Location City
Address 145 US Hwy 14, Suite 145, Richland Center, WI 53
Tax Parcel # 276-2724-1000
Property Owner Someone Else
Owner Name Lowther Brothers LLC 2912 Marketplace Drive, Suite 106 Madison, WI 53719
Owner Contact Information 608-270-0446
Zoning Category Commercial General (C-G)

Business Use

Will the property be used for business? Yes
Business Name New Tech Golf Carts LLC
Owner / Operator Name Neil Jarman
Business Type LSV dealership
Number of Employees 2

Supporting Documents

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 Neil Jarman

SITE PLAN SUBMISSION

Submitted to: City of Richland Center Zoning Office

Date Submitted: May 6, 2025

Business Name	New Tech LSV LLC
Applicant / Owner	Neil Jarman
Business Address	145 RICHLAND SQUARE, RICHLAND CENTER, WI
Mailing Address	23393 COVERED BRIDGE DR, RICHLAND CENTER, WI
Phone	608.745.8220
Email	NEIL@NEWTEHCARTS.COM
Proposed Use	Golf Cart Sales, Rentals, and Light Service

1. Proposed Use and Layout

Business Overview

The proposed business is a retail and rental dealership specializing in LSV units (luxury golf carts) and related accessories. The primary activities conducted at this location will be the display and sale of new and pre-owned golf carts, short- and long-term rentals of golf carts, and occasional light service and maintenance of units. The business does not perform fluid-related mechanical work, tire sales, or tire installation.

Traffic Flow and Parking

The business is located within an existing strip mall with established shared parking and traffic circulation. Customer traffic is expected to be low-to-moderate volume, consistent with a specialty retail dealership. No modifications to existing parking lot layout, traffic flow patterns, drive aisles, or ingress/egress points are proposed. Adequate parking exists within the shared strip mall lot to accommodate customers and staff.

Product Delivery — Frequency and Duration

New and pre-owned golf cart inventory will arrive at the location via flatbed truck delivery approximately once per month, or as inventory needs require. The owner/operator will also periodically transport individual units using a personal trailer.

Flatbed deliveries will be scheduled during business hours and are expected to take approximately 30–45 minutes per delivery. The delivery vehicle will utilize the strip mall's shared parking area and will not block traffic lanes or access points for an extended period. On-street delivery stops are not anticipated.

electronics recycler in compliance with applicable regulations. No hazardous waste will be stored on-site.

Tires

This business does not sell, install, or handle tires. Tire storage and disposal are not applicable to this operation.

Collection Site for Third-Party Items

This location will not serve as a public collection or drop-off site for recyclables, hazardous materials, electronics, or other items from outside customers or third parties.

Garbage and Waste Disposal

General business waste will be collected in a dedicated on-site dumpster maintained exclusively for this business. The dumpster will be positioned in compliance with applicable setback and access requirements and serviced on a regular scheduled basis by Republic Services. No hazardous waste will be placed in the general dumpster.

4. Additional Considerations

Setbacks and Building Compliance

This business is located within an existing strip mall unit in a commercially zoned area. No structural modifications, additions, or new construction are proposed. The business will operate within the existing footprint of the leased unit, and it is our understanding that the existing structure meets applicable setback requirements for the zoning district.

Landscaping, Water Runoff, and Drainage

No changes to existing landscaping, grading, impervious surfaces, or drainage infrastructure are proposed. The business operates within an established commercial building and parking lot. All stormwater runoff management is handled by the existing property infrastructure.

Fencing

No fencing is proposed or anticipated to be necessary for this operation.

Fire Safety and Emergency Access

The business will maintain clear and unobstructed access to all emergency exits, fire suppression equipment, and utility shutoffs within the leased unit. Fire lanes and emergency vehicle access routes will remain unobstructed at all times.

Electrical Considerations

OFFICIAL ZONING NOTICE**NOTICE OF PUBLIC HEARING ON CONDITIONAL USE PERMIT**

NOTICE IS HEREBY GIVEN that the Plan Commission of the City of Richland Center, Richland County, Wisconsin, will hold a meeting and a public hearing on the following Conditional Use Permit applications:

1. **Neil Jarman DBA New Tech Golf Carts LLC** for the operation of an LSV dealership on property zoned C-G: Commercial General in the City of Richland Center, per Code of Ordinances § 475.04(5) and § 407.04(22). The property is located at 145 Richland Square, also identified as tax parcel 276-2714-1000, in the City of Richland Center
2. **Kevin Burkhamer DBA Pine River Tire and Auto LLC** for the operation of a tire and light auto mechanical shop on property zoned C-DT: Commercial Downtown in the City of Richland Center, per Code of Ordinances § 475.04(4) and § 407.04(22). The property is located at 243 E Court St, also identified as tax parcel 276-2100-0930, in the City of Richland Center
3. **Gary Williams DBA Gary's Lawn services LLC** for the storage of business equipment and open lot sales of plants and home goods on property zoned C-G: Commercial General in the City of Richland Center, per Code of Ordinances § 407.04(22). The property is located at 789 Sextonville Rd, also identified as tax parcel 276-2100-7581, in the City of Richland Center
- 4.

The meeting of the Plan Commission, which includes a public hearing, will be held in the Council Room of the Municipal Building at 450 S Main St, Richland Center, WI on **Wednesday, May 27, 2025, at 5:30 PM**. If approved, it will go before the Richland Center Common Council during their meeting on Tuesday, June 2, 2026, commencing at 6:30 PM.

All interested parties may appear and be heard at the public hearing.

Upon reasonable notice, efforts will be made to accommodate the needs of persons with a disability through appropriate aids and services to enable participate in the public hearing. For additional information or to request such services contact the City Clerk at 450 S. Main Street, Richland Center, WI 53581 or by telephone at 608 647-3466.

Jeanie Parker

Zoning Assistant

STAFF REPORT – PLAN COMMISSION

PROPERTY INFORMATION

Applicant:	Neil Jarman DBA New Tech Golf Carts LLC	Date:	May 27, 2026
Property Owner:	Lowther Brothers LLC	Parcel No:	276-2724-1000
Site Address:	195 Richland Square, Suite 145	District:	Commercial General

REQUEST TYPE

Neil Jarman DBA New Tech Golf Carts LLC requests a **Conditional Use Permit** to operate a Low-Speed Vehicle (LSV) dealership at 145 Richland Square (Suite 145).

PROJECT DESCRIPTION

The business owner/operator proposes to display and sell new and pre-owned electric LSVs (golf carts), offer short- and long-term rentals, and perform occasional light service and maintenance on units. No fluid-related mechanical work, tire sales, or tire installation will be conducted. The business will be operated by two employees within an existing leased unit in the Richland Square strip mall, with no structural modifications proposed.

STAFF REVIEW AND FINDINGS

Comprehensive Plan Alignment: YES NO

The request supports key Comprehensive Plan goals related to:

- **Economic Development:** The proposal supports the Plan's goal to build a resilient economy by supporting local businesses and fostering entrepreneurship, activating an existing underutilized commercial space along the Highway 14 corridor without requiring new infrastructure.
- **Outdoor Recreation:** The Plan identifies outdoor recreation as the city's emerging brand and calls for expanded amenities and services targeting outdoor recreation enthusiasts. Electric LSVs are a recreation-oriented vehicle that directly serves the visitor and resident market the Plan seeks to grow through its outdoor recreation strategy.

Public Works / Utilities / Zoning Input: ADEQUATE INADEQUATE

Environmental / Site Conditions: SUITABLE UNSUITABLE

Recommended Conditions:

1. All display, storage, and sale of LSV inventory must occur either within the enclosed leased unit or within a designated outdoor display area approved by the Zoning Administrator.
2. The outdoor display area shall not encroach upon fire lanes, accessible parking spaces, required parking stalls, drive aisles, or neighboring tenant frontage.
3. All rental units not actively in use by a renter must be stored inside the leased unit or within the approved outdoor display area.
4. At the close of each business day, all units displayed outdoors must either remain within the approved display area or be moved inside. No units shall be left unsecured in the general parking lot overnight.

5. Light service and maintenance (battery charging, minor adjustments, cosmetic repair) is permitted within the leased unit only. No service or repair work shall be performed outdoors.
6. All waste materials, including battery components awaiting disposal, must be handled through a licensed electronics recycler in compliance with Wisconsin DNR regulations. No hazardous materials may be stored outside the building.
7. All inventory deliveries must occur during normal business hours and shall not obstruct drive aisles, fire lanes, or shared access points within the mall parking lot.
8. Should operations cease for twelve (12) or more consecutive months, the permit shall be deemed null and void.

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: Neil Jarman **Parcel Number:** 276-2724-1000 **Meeting Date:** May 27, 2026

Plan Commission Review WI §62.23(5)

Review Criteria	Standard Met	
	YES	NO
Is the proposal consistent with the City of Richland Center Comprehensive Plan (2022–2032) and the Future Land Use Map?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Can adequate public facilities and utilities be made available to serve the proposed transfer area?	<input type="checkbox"/>	<input type="checkbox"/>
Is the property environmentally suitable for the proposed use, with no significant floodplain, wetland, or slope constraints?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will the proposed use be detrimental to or endanger the public health, safety, comfort, or general welfare of the City? <i>The business involves electric vehicle batteries; however, imposed conditions requiring all storage and charging to comply with applicable fire and electrical codes, and prohibiting outdoor storage of any materials, sufficiently mitigate safety risks.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will the uses, values, and enjoyment of neighboring properties for purposes already permitted be substantially impaired or diminished by this specific use? <i>The proposed use is a specialty retail LSV dealership with low-to-moderate customer traffic, compatible in character with surrounding strip mall tenants. Potential impacts on neighboring tenants related to outdoor display of inventory are mitigated by conditions requiring a City-approved outdoor display area that prohibits encroachment upon fire lanes, accessible parking spaces, drive aisles, and neighboring tenant frontage. All service and maintenance activities are limited to the interior of the leased unit.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will the establishment of this conditional use impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district? <i>The proposal represents infill activation of an existing commercial suite. It maintains the General Commercial character of the Richland Square corridor without requiring new infrastructure.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are adequate measures taken to provide ingress and egress designed to minimize traffic congestion and ensure safety on public streets? <i>The business utilizes the existing Richland Square shared parking lot and established ingress/egress points on US Highway 14. No modifications to parking or traffic circulation are proposed. Low-to-moderate customer traffic volumes are anticipated.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has the applicant provided substantial evidence that all requirements and conditions established by the City are or shall be satisfied?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Plan Commission Acknowledgement and Action

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

1. All display, storage, and sale of LSV inventory must occur either within the enclosed leased unit or within a designated outdoor display area. The outdoor display area shall be clearly delineated on a site plan submitted to and approved by the Zoning Administrator.
2. The outdoor display area shall not encroach upon fire lanes, accessible parking spaces, required parking stalls, drive aisles, or neighboring tenant frontage.
3. All rental units not actively in use by a renter must be stored inside the leased unit or within the approved outdoor display area.
4. At the close of each business day, all units displayed outdoors must either remain within the approved display area or be moved inside. No units shall be left unsecured in the general parking lot overnight.
5. Light service and maintenance (battery charging, minor adjustments, cosmetic repair) is permitted within the leased unit only. No service or repair work shall be performed outdoors.
6. All waste materials, including battery components awaiting disposal, must be handled through a licensed electronics recycler in compliance with Wisconsin DNR regulations. No hazardous materials may be stored outside the building.
7. All inventory deliveries must occur during normal business hours and shall not obstruct drive aisles, fire lanes, or shared access points within the mall parking lot.
8. Should operations cease for twelve (12) or more consecutive months, the permit shall be deemed null and void.

The Plan Commission has completed its review based on the findings of fact, conclusions of law, and the record, as required by WI §62.23. The Plan Commission recommends **APPROVAL** of the Conditional Use Permit for Neil Jarman DBA New Tech Golf Carts for the Operation of an LSV Dealership at 195 Richland Square, Suite 145, subject to the conditions stated.

Suggested Motion: *To recommend to the Common Council the approval of Conditional Use Permit Application of Neil Jarman DBA New Tech Golf Carts for the Operation of an LSV Dealership at 195 Richland Square, Suite 145 (Tax Parcel 276-2714-1000), subject to the specific Conditions of Approval as presented.*

Chair's signature

Date: _____

CONDITIONAL USE PERMIT (CUP) APPLICATION

Site Plans are required as part of this application. See the Site Plan section below for details to include.

Applicant Information

Business Name Pine River Tire and Auto LLC

DBA Name (if applicable) _____

Principal Contact Kevin Burkhamer
First Last

Phone 608-475-9623 Email burkhamerexcavating@gmail.com

Business Street Address 243 E court st

City Richland Center State WI Zip Code 53581

Mailing Address is the same as above

Business Mailing Address _____

City _____ State _____ Zip Code _____

Site is located within city in ETZ Zoning District _____ Tax Parcel Number 276-2100-0930

Property Owner Information

Same as Applicant

Name Robert Simpson Section 21 Range 01E
down 10 N

Business Street Address 243 E court st

City Richland Center State WI Zip Code 53581

Phone 608-475-1165 Email _____

General Description of Use

Current Use: New tires/tire repair/light mechanical

Proposed Use: Same

Site Plans

- **Site Plan with proposed use and layout** - anything related to the outside of the proposed business: traffic flow, parking, on-street product delivery frequency and length of delivery stop, lighting, signage
- **Project Description** - hours, noise mitigation, list of products sold regardless of seasonal or ongoing
- **Hazardous Waste Materials Plan** - how will clean fluids be stored, how will used fluids be collected, stored, disposed of and frequency of disposal; where will new tires be stored; where will used tires be stored and how will they be disposed of, frequency of disposal; will you be a collection site for other items and their disposal; dumpster or other garbage collection units placement

I certify that the information provided is accurate and complete to the best of my knowledge. I authorize zoning staff to enter my property to confirm compliance with the applicable zoning code. I acknowledge that submitting incorrect or incomplete information may result in delays or denial of the permit. I understand that an incomplete permit application will not be accepted.

Applicant Signature [Signature] Date 5-5-26

Property Owner Signature [Signature] Date 5-5-26

Termination: If at any time after granting a CUP, the permitted conditional use fails to comply with the conditions of the original permit, the Common Council may terminate the conditional use permit. The Common Council may also treat the violation as a code infraction, subject to other enforcement actions including the issuance of citation(s).

Conditional Use Application Approval Timeline

- Publication of notice in paper is due three weeks in advance of the Public Hearing
- Mailing of notices to landowners within 300 feet is due two weeks in advance of the Public Hearing
- Public Hearing and Plan Commission: typically meets the last week of the month
- Common Council meeting: typically meets the first Tuesday of the month

Applicant attendance at the public hearing, Plan Commission and Council meetings is not mandatory, but it is highly recommended the applicant or designated agent attend to address any questions or concerns raised at the event.

Project Description and Site Plan

Site Plan Overview

The site operations have been designed to minimize community impact, particularly concerning traffic and noise. There are no traffic-related impacts associated with this site, and there will be no on-street additions or deliveries. The facility operates during standard business hours, from 8:00 AM to 5:00 PM, and the primary business activity—tire sales—generates minimal to no noise.

Hazardous Waste and Materials Management

The facility adheres to strict guidelines regarding the storage and disposal of materials to ensure environmental safety and compliance. No clean fluids will be stored or used on-site. Any waste oil generated is securely stored on-site in a designated waste oil container and repurposed for heating.

The site will not serve as a general collection site for any outside materials. Material handling and disposal are organized systematically through partnerships with specialized service providers.

Material Handling and Disposal Schedule

Material Type	Storage Policy	Disposal / Pickup Schedule	Service Provider
New Tires	Delivered daily; no long-term storage	N/A	N/A
Used Tires	Stored on-site for no more than a few days	Picked up on a weekly basis	P and J Tire Disposal
Scrap Metal	Stored in a designated dumpster	Serviced on an on-call basis	Runick Metals
Garbage & Recycling	Stored in standard receptacles	Picked up on a weekly basis	GFL

STAFF REPORT – PLAN COMMISSION

PROPERTY INFORMATION

Applicant:	Kevin Burkhamer	Date:	May 27, 2026
Property Owner:	Robert Simpson	Parcel No:	276-2100-0930
Site Address:	243 E Court Street	District:	Commercial DT

REQUEST TYPE

Kevin Burkhamer DBA Pine River Tire and Auto LLC requests a **Conditional Use Permit** to operate a tire and auto repair shop at 243 E Court Street.

PROJECT DESCRIPTION

The business owner/operator proposes to operate a tire sales and light auto repair shop at 243 East Court Street. The proposed use continues the former operation/use at this location, which includes new tire sales, tire installation, tire repair, and light mechanical services. The facility operates Monday through Friday, 8:00 AM to 5:00 PM. No structural modifications to the existing building are proposed. The applicant has submitted a Hazardous Waste and Materials Management Plan detailing indoor storage and licensed disposal procedures for waste oil, used tires, scrap metal, and general waste.

STAFF REVIEW AND FINDINGS

Comprehensive Plan Alignment: YES NO

The request supports key Comprehensive Plan goals related to:

- **Economic Development:** The proposal supports the Plan's goal to build a resilient economy by supporting existing local businesses and fostering entrepreneurship. Pine River Tire and Auto LLC represents a small business investment that retains an active commercial use within the downtown district.
- **Economic Development:** The Plan calls to keep downtown first-floor commercial spaces actively occupied and commercially viable. The continuation of a service-oriented business at this location is consistent with that goal, preventing vacancy in the downtown core.

Public Works / Utilities / Zoning Input: ADEQUATE INADEQUATE

Environmental / Site Conditions: SUITABLE UNSUITABLE

Recommended Conditions:

1. All standard automotive maintenance and repair services, including tire installations, brake work, and alignments, must be conducted entirely within the enclosed service bays of the building.
2. Repair work performed outside the building shall be strictly limited to vehicles or agricultural equipment that exceed the physical dimensions of the service bay doors (e.g., large tractors, combines, or oversized trailers).
3. All inventory, including new tires and tires awaiting installation, must be stored inside the primary structure. Outdoor display of tires for sale is prohibited.
4. All waste tires must be stored inside the building and disposed of in accordance with all applicable federal, state and local regulations.

5. All hazardous materials, including new and used motor oil, must be stored inside the building. Waste oil repurposed for heating is permitted provided it is handled in compliance with applicable federal, state, and local regulations.
6. No dismantled vehicles, "parts cars," or salvaged automotive components may be stored outside the building at any time.
7. All floor jacks, pneumatic tools, and other mobile shop equipment must be moved inside the building at the close of each business day.
8. Scrap metal shall be stored in a designated on-site dumpster and removed by a licensed hauler. No scrap metal shall be stored outside the building or dumpster.
9. Should operations cease for twelve (12) or more consecutive months, the permit shall be deemed null and void.

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: Kevin Burkhamer **Parcel Number:** 276-2100-0930 **Meeting Date:** May 27, 2026

Plan Commission Review WI §62.23(5)

Review Criteria	Standard Met	
	YES	NO
Is the proposal consistent with the City of Richland Center Comprehensive Plan (2022–2032) and the Future Land Use Map?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Can adequate public facilities and utilities be made available to serve the proposed area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the property environmentally suitable for the proposed use, with no significant floodplain, wetland, or slope constraints?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will the proposed use be detrimental to or endanger the public health, safety, comfort, or general welfare of the City? <i>The proposed automotive use involves waste oil and used tires; however, the applicant has submitted a Hazardous Waste and Materials Management Plan detailing indoor storage and licensed disposal through P and J Tire Disposal (used tires) and Runick Metals (scrap metal). Conditions requiring indoor-only storage and compliance with applicable DNR regulations sufficiently mitigate environmental and fire safety risks.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will the uses, values, and enjoyment of neighboring properties for purposes already permitted be substantially impaired or diminished by this specific use? <i>The facility operates during standard business hours with no on-street deliveries and minimal noise, as tire sales is the primary activity. Conditions requiring all operations and storage to occur indoors protect neighboring properties and the downtown streetscape</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will the establishment of this conditional use impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district? <i>The proposal maintains active commercial use of an existing downtown building, consistent with the Plan's Strategy 3 emphasis on keeping downtown first-floor spaces occupied. No new infrastructure is required.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are adequate measures taken to provide ingress and egress designed to minimize traffic congestion and ensure safety on public streets? <i>The site utilizes existing access on East Court Street. The applicant represents there are no traffic-related impacts and no on-street deliveries. Customer traffic is consistent with a neighborhood auto service operation.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has the applicant provided substantial evidence that all requirements and conditions established by the City are or shall be satisfied?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Plan Commission Acknowledgement and Action

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

1. All standard automotive maintenance and repair services, including tire installations, brake work, and alignments, must be conducted entirely within the enclosed service bays of the building.
2. Repair work performed outside the building shall be strictly limited to vehicles or agricultural equipment that exceed the physical dimensions of the service bay doors (e.g., large tractors, combines, or oversized trailers).
3. All inventory, including new tires and tires awaiting installation, must be stored inside the primary structure. Outdoor display of tires for sale is prohibited.
4. All waste tires must be stored inside the building and disposed of in accordance with all applicable federal, state and local regulations.
5. All hazardous materials, including new and used motor oil, must be stored inside the building. Waste oil repurposed for heating is permitted provided it is handled in compliance with applicable federal, state, and local regulations.
6. No dismantled vehicles, "parts cars," or salvaged automotive components may be stored outside the building at any time.
7. All floor jacks, pneumatic tools, and other mobile shop equipment must be moved inside the building at the close of each business day.
8. Scrap metal shall be stored in a designated on-site dumpster and removed by a licensed hauler. No scrap metal shall be stored outside the building or dumpster.
9. Should operations cease for twelve (12) or more consecutive months, the permit shall be deemed null and void.

The Plan Commission has completed its review based on the findings of fact, conclusions of law, and the record, as required by WI §62.23. The Plan Commission recommends **APPROVAL** of the Conditional Use Permit for Kevin Burkhamer DBA Pine River Tire and Auto LLC to operate a tire and auto repair shop at 243 E Court Street, subject to the conditions stated.

Suggested Motion: *To recommend to the Common Council the approval of Conditional Use Permit Application Kevin Burkhamer DBA Pine River Tire and Auto LLC to operate a tire and auto repair shop at 243 E Court Street (Tax Parcel 276-2100-0930), subject to the specific Conditions of Approval as presented.*

Chair's signature

Date: _____

CONDITIONAL USE PERMIT (CUP) APPLICATION

Site Plans are required as part of this application. See the Site Plan section below for details to include.

Applicant Information

Business Name Gary's Lawn Service LLC.

DBA Name (if applicable) _____

Principal Contact Gary Williams
First Last

Phone 608-604-4655 Email gfwilliams1956@gmail.com

Business Street Address 789 Sextonville Rd.

City Richland Center State WI Zip Code 53581

Mailing Address is the same as above

Business Mailing Address _____

City _____ State _____ Zip Code _____

Site is located within city in ETZ Zoning District CG Tax Parcel Number 276-2100-7587

Property Owner Information

Same as Applicant

Name Guru Romdas Shaa, LLC. (Harry)

Business Street Address 1801 Waterbend Dr.

City Verona State WI Zip Code 53593

Phone 608-279-4729 Email _____

General Description of Use

Current Use: Open

Proposed Use: Storage of lawn equipment, open lot sales ex. Flowers, Plants, Amish Made Goods.

Site Plans

- **Site Plan with proposed use and layout** - anything related to the outside of the proposed business: traffic flow, parking, on-street product delivery frequency and length of delivery stop, lighting, signage
- **Project Description** - hours, noise mitigation, list of products sold regardless of seasonal or ongoing
- **Hazardous Waste Materials Plan** - how will clean fluids be stored, how will used fluids be collected, stored, disposed of and frequency of disposal; where will new tires be stored; where will used tires be stored and how will they be disposed of, frequency of disposal; will you be a collection site for other items and their disposal; dumpster or other garbage collection units placement

- **Other** – if applicable you may need to address meeting or not meeting setback requirements; landscaping, water runoff, drainage issues; fencing needs, etc. Keep in mind that the above is generic and not all will apply to your business or location thereof and as equally important to include anything not mentioned above that you feel is relevant to your business or location thereof.

I certify that the information provided is accurate and complete to the best of my knowledge. I authorize zoning staff to enter my property to confirm compliance with the applicable zoning code. I acknowledge that submitting incorrect or incomplete information may result in delays or denial of the permit. I understand that an incomplete permit application will not be accepted.

Applicant Signature *Gary K. Martin* Date ~~5/10/20~~ 5/10/20

Property Owner Signature _____ Date _____

Termination: If at any time after granting a CUP, the permitted conditional use fails to comply with the conditions of the original permit, the Common Council may terminate the conditional use permit. The Common Council may also treat the violation as a code infraction, subject to other enforcement actions including the issuance of citation(s).

Conditional Use Application Approval Timeline

- Class 1 Notice publication at least seven days in advance of the Public Hearing/Plan Commission meeting
- Mailing notices to landowners within 300 feet at least seven days in advance of the Public Hearing/Plan Commission meeting
- Public Hearing and Plan Commission: typically meets the last Wednesday of the month
- Common Council meeting: typically meets the first Tuesday of the month

Applicant attendance at the public hearing, Plan Commission and Council meetings is not mandatory, but it is highly recommended the applicant or designated agent attend to address any questions or concerns raised at the event.

STAFF REPORT – PLAN COMMISSION

PROPERTY INFORMATION

Applicant:	Gary Williams DBA Gary's Lawn Care LLC	Date:	May 27, 2026
Property Owner:	Guru Ramdas Shaa LLC	Parcel No:	276-2100-7581
Site Address:	789 Sextonville Rd	District:	Commercial General

REQUEST TYPE

Gary Williams DBA Gary's Lawn Care LLC requests a **Conditional Use Permit** for open storage of commercial landscaping equipment and an open sales lot for plants, flower baskets, Amish-made goods, and related home goods at 789 Sextonville Road.

PROJECT DESCRIPTION

The business owner/operator proposes the outdoor storage of landscaping business equipment and the outdoor sales of flower baskets, plants, and related home goods. Landscaping equipment, trailers, and associated vehicles will be stored within the paved driveway area of the property. Seasonal outdoor sales of flower baskets and related items will occur within a designated area on the site. No structural modifications to the existing building are proposed. The applicant represents that no hazardous materials will be stored outdoors.

STAFF REVIEW AND FINDINGS

Comprehensive Plan Alignment: YES NO

The request supports key Comprehensive Plan goals related to:

- **Economic Development:** The proposal supports the Plan's goal to build a resilient economy by supporting local businesses and fostering entrepreneurship. Gary's Lawn Care LLC represents a small business investment that activates an existing underutilized commercial property along the Sextonville Road corridor without requiring new infrastructure.
- **Economic Development:** The Plan calls for expanded amenities and services that serve residents and visitors. The seasonal outdoor sales component — flower baskets, plants, and home goods — contributes to the city's goal of offering locally-oriented retail experiences that enhance quality of life and community character.

Public Works / Utilities / Zoning Input: ADEQUATE INADEQUATE

Environmental / Site Conditions: SUITABLE UNSUITABLE

Recommended Conditions:

1. All landscaping equipment, trailers, and vehicles associated with the business must be stored within the paved driveway area of the property. No equipment or vehicles shall be stored on unpaved surfaces, in the public right-of-way, or on adjacent parcels.
2. The outdoor storage area shall be clearly delineated on a site plan submitted to and approved by the Zoning Administrator. The storage area shall not encroach upon required parking, fire lanes, or public sidewalks.

3. Outdoor sales of flower baskets, plants, and related home goods are permitted within the approved outdoor sales area. The sales area shall be clearly delineated on the approved site plan and shall not encroach upon required parking, fire lanes, or public sidewalks.
4. All fuel, fertilizers, pesticides, herbicides, and other hazardous or flammable materials associated with the landscaping business must be stored inside the building in appropriate, leak-proof containers in compliance with applicable Wisconsin DNR, EPA, and fire code regulations. No hazardous materials shall be stored outdoors.
5. All waste materials, including empty chemical containers, shall be disposed of in accordance with all applicable federal, state, and local regulations. The site shall not serve as a collection or drop-off point for outside materials.
6. No major mechanical repair of equipment shall be performed outdoors. Routine field maintenance (e.g., blade sharpening, belt replacement) is permitted within the approved storage area provided it does not create a nuisance to neighboring properties.
7. The outdoor sales area shall be kept neat and orderly at all times. Unsold inventory shall not be left in a deteriorated or unsightly condition.
8. Should operations cease for twelve (12) or more consecutive months, the permit shall be deemed null and void.

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: Gary Williams **Parcel Number:** 276-2100-7581 **Meeting Date:** May 27, 2026
DBA Gary's Lawn Care LLC

Plan Commission Review WI §62.23(5)

Review Criteria	Standard Met	
	YES	NO
Is the proposal consistent with the City of Richland Center Comprehensive Plan (2022–2032) and the Future Land Use Map?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Can adequate public facilities and utilities be made available to serve the proposed area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the property environmentally suitable for the proposed use, with no significant floodplain, wetland, or slope constraints?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will the proposed use be detrimental to or endanger the public health, safety, comfort, or general welfare of the City? <i>The landscaping business involves fuel, fertilizers, pesticides, and other hazardous materials; however, conditions requiring all such materials to be stored indoors in appropriate containers and disposed of in compliance with applicable DNR, EPA, and fire code regulations sufficiently mitigate environmental and safety risks to the public.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will the uses, values, and enjoyment of neighboring properties for purposes already permitted be substantially impaired or diminished by this specific use? <i>Potential impacts related to outdoor equipment storage and sales activity are mitigated by conditions requiring a City-approved site plan that clearly delineates the storage and sales areas and prohibits encroachment upon required parking, fire lanes, and public sidewalks. The outdoor sales component — seasonal flower baskets and plants — is of a character compatible with surrounding commercial uses.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will the establishment of this conditional use impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district? <i>The proposal activates an existing underutilized commercial property. No new infrastructure is required and the use is consistent with the commercial character of the Sextonville Road corridor.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are adequate measures taken to provide ingress and egress designed to minimize traffic congestion and ensure safety on public streets? <i>The site utilizes existing access on Sextonville Road. Equipment storage and sales activity within the paved driveway area will not require new access points or modifications to traffic circulation. Customer traffic associated with seasonal plant sales is expected to be low to moderate in volume.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has the applicant provided substantial evidence that all requirements and conditions established by the City are or shall be satisfied?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Plan Commission Acknowledgement and Action

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

1. All landscaping equipment, trailers, and vehicles associated with the business must be stored within the paved driveway area of the property. No equipment or vehicles shall be stored on unpaved surfaces, in the public right-of-way, or on adjacent parcels.
2. The outdoor storage area shall be clearly delineated on a site plan submitted to and approved by the Zoning Administrator. The storage area shall not encroach upon required parking, fire lanes, or public sidewalks.
3. Outdoor sales of flower baskets, plants, and related home goods are permitted within the approved outdoor sales area. The sales area shall be clearly delineated on the approved site plan and shall not encroach upon required parking, fire lanes, or public sidewalks.
4. All fuel, fertilizers, pesticides, herbicides, and other hazardous or flammable materials associated with the landscaping business must be stored inside the building in appropriate, leak-proof containers in compliance with applicable Wisconsin DNR, EPA, and fire code regulations. No hazardous materials shall be stored outdoors.
5. All waste materials, including empty chemical containers, shall be disposed of in accordance with all applicable federal, state, and local regulations. The site shall not serve as a collection or drop-off point for outside materials.
6. No major mechanical repair of equipment shall be performed outdoors. Routine field maintenance (e.g., blade sharpening, belt replacement) is permitted within the approved storage area provided it does not create a nuisance to neighboring properties.
7. The outdoor sales area shall be kept neat and orderly at all times. Unsold inventory shall not be left in a deteriorated or unsightly condition.
8. Should operations cease for twelve (12) or more consecutive months, the permit shall be deemed null and void.

The Plan Commission has completed its review based on the findings of fact, conclusions of law, and the record, as required by WI §62.23. The Plan Commission recommends **APPROVAL** of the Conditional Use Permit for Gary Williams DBA Gary's Lawn Care LLC at 789 Sextonville Road, subject to the conditions stated.

Suggested Motion: *To recommend to the Common Council the approval of the Conditional Use Permit for Gary Williams DBA Gary's Lawn Care LLC at 789 Sextonville Road for open storage of landscaping business equipment and outdoor sales of plants and home goods (Tax Parcel 276-2100-7581), subject to the specific Conditions of Approval as presented.*

Chair's signature

Date: _____