



OFFICIAL PUBLIC NOTICE

MEETING OF THE PLANNING COMMISSION

WEDNESDAY, OCTOBER 25, 2023 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

1. Meeting Minutes from Previous Meetings

DISCUSSION AND POSSIBLE ACTION ITEMS

2. Public Hearing for the Request of Land Division on Tax Parcel 276-1712-1000 at 1000 USH 14W
3. Consider the Request for Land Division of Tax Parcel 276-1712-1000 at 1000 USH 14W
4. Jefferson School Redevelopment & Rezoning
5. TID Development Process

STATUS UPDATES

SET NEXT MEETING DATE *Fourth Wednesday of the month*

ADJOURNMENT

Posted this 24th day of October, 2023 by 4:30 PM.
Copy to the official newspaper the Richland Observer.

Aaron Joyce, City Clerk/Treasurer

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.

TUESDAY, SEPTEMBER 19, 2023 AT 5:30 PM

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

AGENDA

CALL TO ORDER: Meeting was called to order at 5:33 PM. Members of the Planning Commission present were Todd Coppernoll, Ryan Cairns, Karin Tepley, Ray Wilson, and Candace Fagerlund. Commission members Lisa Miller and Mark Jelinek were absent. Members of the ETZ Board present were Matt Williams and Aaron Palmer. Matt Schmitz was absent.

PUBLIC HEARING FOR THE REQUEST OF A CONDITIONAL USE PERMIT ON TAX PARCEL 022-2833-7000 AT 26635 ROCKY BRANCH LANE:

Todd Coppernoll opened the public hearing and asked for comments about the proposed project related to the permit request. Sheila Troxel spoke and said she is likely Gerald and Belinda Granger's closest neighbor. She indicated that she has no issue with the proposed project. Troxel said the Grangers keep their property in good condition and are good stewards of the land. She shared photos of the property and felt it would be a beautiful addition to the neighborhood. Howard Nelson spoke and said he agreed with Troxel but wasn't certain what would be built nor the size of the structure. Dustin Wilson spoke and said he would be the closest neighbor to the proposed structure. He said he had no issues with what was being proposed and was looking forward to the Granger's project. No additional individuals freely offered comments. Coppernoll asked three times if there were any additional comments before a motion to close the public hearing. There were none. Karin Tepley motioned to close the public hearing. Seconded by Fagerlund. Motion carried by voice vote without opposition.

CONSIDER THE REQUEST FOR A CONDITIONAL USE PERMIT ON TAX PARCEL 022-2833-7000 AT 26635 ROCKY BRANCH LANE:

City Administrator Ashley Oliphant shared the site plan and dimensions of the proposed building. It was noted in the staff report that the property is zoned "Extraterritorial Zoning – Agricultural-Residential" and an accessory building that exceeds 3,000 square feet in an "R" district may only be erected after obtaining a conditional use permit. Owner Gerald Granger explained that the proposed building would be 50' X 80' and would be used to store collector cars. He noted that excavation had already started, and trees and brush have been cleared out. Granger moved an electrical pole and constructed retaining walls to hold the bank. There were no concerns from the ETZ board members present regarding the project. Oliphant said the Zoning Administrator has proposed several conditions for the project. Those conditions are: The project must be consistent with the plans and specifications submitted at time of application and at the public hearing of the Plan Commission; The applicant shall obtain a permit from the building inspector and allow for inspections throughout the project; The project shall meet all setbacks; The project shall provide erosion control measures before and during construction and shall maintain erosion control until the site is stabilized; The applicant shall allow the Building Inspector and City Zoning Staff to have access to the construction site for inspection purposes to verify compliance with City Code, Ordinances and State Code; The permit is not transferable; The permit is not renewable without another public hearing of the Plan Commission and final decision by the Common Council; Project must start within 6 months of Plan Commission and Common Council approval; Project must be completed within 1 year of Plan Commission and Common Council approval; Any denial of a conditional use may be appealed to Circuit Court. Motion by Tepley to recommend to the Common Council the approval of the conditional use permit on tax parcel 022-2833-7000 located at 26635 Rocky Branch Lane. Seconded by Fagerlund. Motion carried with Coppernoll, Cairns, Tepley, Wilson, and Fagerlund of the Planning Commission voting Yea. ETZ Board members Matt Williams and Aaron Palmer voted Yea. Motion carried.

ADJOURNMENT OF THE ETZ BOARD:

Palmer motioned to adjourn the ETZ Board. Williams seconded. Motion carried 2-0 at 5:53 PM.

CONSIDER THE REQUEST TO REZONE TAX PARCEL 276-1645-7000 AT 286 W. SIXTH STREET:

Administrator Oliphant reported the request is to rezone the property from Commercial-General to R-5 Residential. The Carley family, representing the owner/applicant Marion M. Carley Revocable Trust, would like to raze the existing structure utilized for housing and construct a duplex. The Dairy-O business is located in the front portion of the lot and the intent is to not close, move, or raze the Dairy-O portion of the property. The rezone would apply to the entire parcel. The housing structure is considered beyond repair. Oliphant noted that there is some concern that if the parcel is rezoned to R-5 it would be in conflict with the future land use map and the possibility of the Dairy-o being a non-conforming structure. In addition, if the Dairy-O was ever removed, it would need to comply with R-5 zoning. The future land use map would have to be amended in the comprehensive plan. It was noted that the parcel cannot be split because of potentially cutting off access for the buildings in the rear and challenges in the dimensions and required setbacks. The property owners would need to work with the Zoning Administrator and builder to make sure the project would fit on the space allowed. Economic Development Director Jasen Glasbrenner said he feels the best path forward is to do a land split and see if the proposed structure will fit on the land with the required setbacks. Glasbrenner felt that the Zoning Administrator should review the proposal again. The Carley family said they would work with Zoning Administrator Mark Steward on a solution. Motion by Coppernoll to place this topic on the next Planning Commission meeting. Wilson seconded. Motion carried 5-0.

ADJOURNMENT:

Motion to adjourn made by Tepley. Seconded by Fagerlund. Motion carried 5-0 at 6:21 PM.

Minutes respectfully submitted by Aaron Joyce, City Clerk/Treasurer

MINUTES OF THE PLANNING COMMISSION

WEDNESDAY, AUGUST 23, 2023 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 5:31PM. A quorum was present. Oliphant affirmed proper notice.

PRESENT: Chair Todd Coppernoll, Karin Tepley, Ray Wilson, Candace Fagerlind, Lisa Miller, Mark Jelinek

ABSENT: Ryan Cairns

OTHERS PRESENT: Economic Development Director Glasbrenner and City Administrator Oliphant

APPROVAL OF MINUTES- Motion to approve the July 5, 2023 meeting minutes. Motion made by Tepley, Seconded by Wilson. Voting Yea: Coppernoll, Tepley, Wilson, Fagerlind, Miller, Jelinek.

DISCUSSION AND ACTION ITEMS

Future Land Use Planning Related to the Campus Property – Glasbrenner explained that Richland County has commenced a reconfiguration process to determine the future use of the campus property. Although the campus property is owned by Richland County, it is within city boundaries and subject to zoning regulations. Some areas of consideration to be aware were the impact to streets, bridge capacity and lifespan, floodplain, stormwater, rezoning, and compatibility with the comprehensive plan. Due to this, Glasbrenner explained the need for clear and consistent communication with Richland County. Further, it is the desire to work in partnership with the County to support the process. Motion to submit a letter of support and request for communication to the Richland County Board of Supervisors. Motion by Tepley, seconded by Cairns. Motion carried.

Implementation of the Comprehensive Plan – The regulation of short-term rentals was discussed. More research to be conducted on this topic.

STATUS UPDATES & FUTURE AGENDA ITEMS –include agenda item for updates/comments.

Stori Field: conceptual plans were completed but development is cost prohibitive. Infrastructure costs are estimated to be approximately \$700,000 or more. Consideration of development other than duplexes should be considered.

Zoning Modernization: Personnel are in the process of reviewing a use matrix.

Highway 14 Traffic Study: Several engineers were contacted for the purpose of quoting a traffic study. Quotes/proposals were received from two the four firms personnel were in communication with. Personnel are in the process of reviewing the proposals and upon completion will recommend a firm to contract with.

Financial Planning: The City is currently seeking financial planning services to include tax incremental district planning. This process to include the Utilities with the intent to identify available all financial tools and implement a strategy allowing for the execution of projects with a unified approach.

TIF Planning: Although the utilization of TIDs should be carefully considered due to impact to other taxing entities, it seems necessary to do so to support development due to rising costs. Several potential TIDS were displayed for viewing.

Sale of City Owned Land: An offer to purchase was received for 460 W 1st St which the Common Council approved. A development agreement to be executed within 15 days.

SET NEXT MEETING DATE - The next regular meeting was scheduled for September 27, 2023 at 5:30PM with a special joint meeting with the ETZ Board scheduled for Tuesday, September 19, 2023 at 6:30PM.

ADJOURNMENT - The meeting adjourned at 6:33PM. Motion to adjourn. Motion made by Tepley Seconded by Miller. Voting Yea: Coppernoll, Cairns, Tepley, Wilson, Fagerlind, Miller, Jelinek.

Minutes recorded by Ashley Oliphant

CERTIFIED SURVEY MAP No.

PART OF THE SOUTHWEST QUARTER OF THE
NORTHEAST QUARTER AND PART OF THE
NORTHWEST QUARTER OF THE SOUTHEAST
QUARTER OF SECTION 17, TOWN 10 NORTH,
RANGE 1 EAST, CITY OF RICHLAND CENTER,
RICHLAND COUNTY, WISCONSIN.

DWG NO: 1016-18

DATE: AUGUST 17, 2023

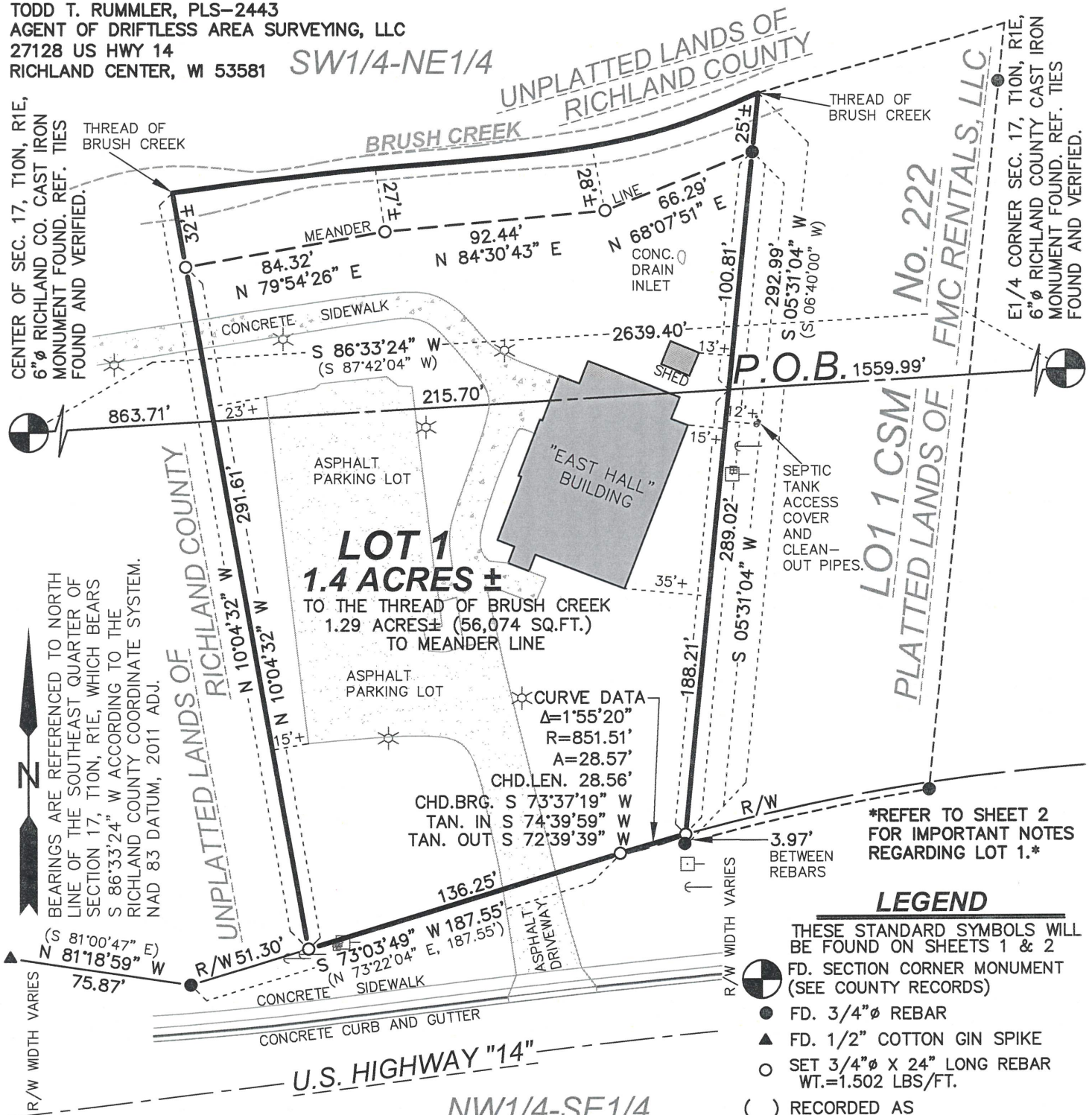
SURVEYED FOR:

THE RICHLAND COUNTY PUBLIC
WORKS STANDING COMMITTEE
C/O STEVE WILLIAMSON - CHAIR
181 W. SEMINARY STREET
RICHLAND CENTER, WI 53581

DRAFT**SURVEY BY:**

TODD T. RUMMLER, PLS-2443
AGENT OF DRIFTLESS AREA SURVEYING, LLC
27128 US HWY 14
RICHLAND CENTER, WI 53581

SW1/4-NE1/4



COMPLETE REAL ESTATE BROKERAGE,
INSURANCE & LAND SURVEYING FIRM

27128 US Hwy 14
Richland Center, WI 53581

Phone: 608-647-9050

Fax: 608-647-9080

Visit! www.driftlessareallc.com



SCALE: 1"=60'

SHEET 1 OF 3

CERTIFIED SURVEY MAP No.

PART OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER AND PART OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 17, TOWN 10 NORTH, RANGE 1 EAST, CITY OF RICHLAND CENTER, RICHLAND COUNTY, WISCONSIN.

IMPORTANT NOTES REGARDING LOT 1

- 1.)NUMEROUS UTILITY STRUCTURES SUCH AS POLES, PEDESTALS, OVERHEAD AND UNDERGROUND CABLES, GUY ANCHORS, WARNING SIGNS, ETC. EXIST WITHIN, OR IN PROXIMITY TO THE LOTS ON THIS CSM. THESE UTILITY STRUCTURES MAY INDICATE THE PRESENCE OF ASSOCIATED RECORDED AND/OR PRESCRIPTIVE EASEMENTS BOTH BENEFITING AND ENCUMBERING THE PROPERTY.
- 2.)THE FIELD WORK FOR THIS CSM WAS COMPLETED ON AUGUST 17, 2023.
- 3.)THE NORTHERLY RIGHT-OF-WAY LIMIT OF U.S. HIGHWAY 14 WAS DETERMINED FROM SURVEY MONUMENTATION FOUND IN THE AREA, THE INFORMATION SHOWN ON WISCONSIN DEPARTMENT OF TRANSPORTATION PROJECT PLAT NUMBERS 1643-07-21-4.02 AND 1643-07-21-4.03 AND FROM THE DESCRIPTION RECORDED IN DOCUMENT No. 170503 OF THE RICHLAND COUNTY REGISTRY. THE WIDTH OF THE RIGHT-OF-WAY OF U.S. HIGHWAY 14 IN THE AREA OF LOT 1 OF THIS CSM VARIES.
- 4.)AN EXISTING DRIVEWAY PROVIDES ACCESS FROM LOT 1 TO U.S. HIGHWAY 14. THE SURVEYOR HAS PERFORMED NO INVESTIGATION REGARDING IF THIS DRIVEWAY HAS A VALID PERMIT ISSUED BY THE WISCONSIN DEPARTMENT OF TRANSPORTATION OR THE CITY OF RICHLAND CENTER. IT IS THE LANDOWNERS' RESPONSIBILITY TO APPLY FOR ANY PERMITS THAT MAY BE REQUIRED.
- 5.)THE LAND INCLUDED IN LOT 1 IS CURRENTLY ZONED "R-1" SINGLE FAMILY RESIDENTIAL DISTRICT. THE BUILDING SETBACKS THAT APPLY TO THIS ZONING DISTRICT ARE: SIDE YARD SETBACK=NO SINGLE SIDE YARD SHALL BE LESS THAN 8 FEET; SETBACK FOR STREET=20 FEET FROM R/W OF PUBLIC STREET; REAR YARD=25 FEET.
- 6.)THE MAJORITY OF THE LAND INCLUDED IN LOT 1 OF THIS CSM IS LOCATED WITHIN FLOOD HAZARD AREA AE SHOWN ON FEMA FIRM PANEL NUMBER 5505360307D.

SURVEYOR'S CERTIFICATE

I, TODD T. RUMMLER, PROFESSIONAL WISCONSIN LAND SURVEYOR – 2443, DO HEREBY CERTIFY: THAT IN FULL COMPLIANCE WITH THE PROVISIONS OF SECTION 236.34 OF THE WISCONSIN STATUTES, CHAPTER A-E 7 OF THE WISCONSIN ADMINISTRATIVE CODE AND THE LAND DIVISION ORDINANCE OF THE CITY OF RICHLAND CENTER, AND AT THE DIRECTION OF STEVE WILLIAMSON, CHAIR OF THE RICHLAND COUNTY PUBLIC WORKS STANDING COMMITTEE ACTING AS AGENT FOR LANDOWNER RICHLAND COUNTY; I HAVE SURVEYED, AND MAPPED THIS CERTIFIED SURVEY MAP, THAT SUCH PLAT CORRECTLY REPRESENTS ALL OF THE EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE DIVISION THEREOF MADE, TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT THIS LAND IS PART OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER AND PART OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 17, TOWN 10 NORTH, RANGE 1 EAST, CITY OF RICHLAND CENTER, RICHLAND COUNTY, WISCONSIN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:


COMMENCING AT THE EAST QUARTER CORNER OF SECTION 17, T10N, R1E; THENCE S 86°33'24" W ON THE NORTH LINE OF THE SOUTHEAST QUARTER, 1559.99' TO A POINT ON THE WEST LINE OF LOT 1 OF CERTIFIED SURVEY MAP NUMBER 222 AND THE POINT OF BEGINNING;THENCE S 05°31'04" W ON THE WEST LINE OF LOT 1 OF CERTIFIED SURVEY MAP NUMBER 222, 188.21' TO THE NORTHERLY RIGHT-OF-WAY LIMIT OF U.S. HIGHWAY 14; THENCE SOUTHWESTERLY ON SAID RIGHT-OF-WAY LIMIT, 28.57' ON ARC OF A 851.51' RADIUS CURVE TO THE LEFT, MAKING A CENTRAL ANGLE OF 01°55'20" AND A LONG CHORD OF 28.56' THAT BEARS S 73°37'19" W; THENCE S 73°03'49" W, 136.25' TO THE LAST POINT ON THE NORTHERLY RIGHT-OF-WAY LIMIT OF U.S. HIGHWAY 14; THENCE N 10°04'32" W, 291.61' TO A POINT ON A MEANDER LINE OF BRUSH CREEK; THENCE N 79°54'26" E ON SAID MEANDER LINE, 84.32'; THENCE N 84°30'43" E ON SAID MEANDER LINE, 92.44'; THENCE N 68°07'51" E, 66.29' TO THE WEST LINE OF LOT 1 OF CERTIFIED SURVEY MAP NUMBER 222 AND THE LAST POINT ON SAID MEANDER LINE; THENCE S 05°31'04" W, 100.81' TO THE POINT OF BEGINNING.

PARCEL CONTAINS 1.29 ACRES (56,704 SQ.FT.), MORE OR LESS TO THE ABOVE DESCRIBED MEANDER LINE OF BRUSH CREEK. PARCEL ALSO INCLUDES ALL THAT AREA OF LAND LYING BETWEEN THE ABOVE DESCRIBED MEANDER LINE AND THE THREAD OF BRUSH CREEK FOR A TOTAL LOT AREA OF 1.4 ACRES, MORE OR LESS. PARCEL IS SUBJECT TO ANY AND ALL EASEMENTS AND RIGHTS-OF-WAY OF RECORD AND/OR USAGE.

DATED: AUGUST 17, 2023

DRAFT

TODD T. RUMMLER
PROFESSIONAL LAND SURVEYOR – 2443



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CERTIFIED SURVEY MAP No.

PART OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER AND PART OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 17, TOWN 10 NORTH, RANGE 1 EAST, CITY OF RICHLAND CENTER, RICHLAND COUNTY, WISCONSIN.

OWNER’S CERTIFICATE

AS THE OWNER OF LOT 1, RICHLAND COUNTY DOES HEREBY CERTIFY THAT IT HAS CAUSED LOT 1 HEREON DESCRIBED TO BE SURVEYED, DIVIDED, MAPPED, AND MONUMENTED AS REPRESENTED ON THIS CERTIFIED SURVEY MAP.

STEVE WILLIAMSON – COMMITTEE CHAIR DATE
THE RICHLAND COUNTY PUBLIC WORKS STANDING COMMITTEE
ACTING AS AGENT FOR RICHLAND COUNTY – LANDOWNER


CITY OF RICHLAND CENTER APPROVAL

RESOLVED, THAT THIS CERTIFIED SURVEY IN THE CITY OF RICHLAND CENTER, RICHLAND COUNTY, WISCONSIN BE AND HEREBY IS APPROVED FOR RECORDING IN ACCORDANCE WITH THE CITY OF RICHLAND CENTER LAND DIVISION ORDINANCE.

TODD COPPERNOLL – MAYOR DATE
THE CITY OF RICHLAND CENTER

AARON JOYCE – CLERK/TREASURER DATE
THE CITY OF RICHLAND CENTER

DRAFT



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**CITY OF RICHLAND CENTER
OFFICIAL ZONING NOTICE**

Item 2.

NOTICE OF PUBLIC HEARING ON PROPOSED LAND SPLIT

NOTICE IS HEREBY GIVEN that the Plan Commission of the City of Richland Center, Richland County, Wisconsin will meet and hold a public hearing on the application of The Richland County Public Works Standing Committee to divide a parcel of land of with Lot 1 being 1.4 acres located in the southwest quarter of the northeast quarter and part of the northwest quarter of the southeast quarter of Section 17, Town 10 North, Range 1 East, City of Richland Center, Richland County, Wisconsin.

The property is located at 1000 US Hwy 14 W, also identified as tax parcel 276-1712-1000.

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, October 25th at 5:30 PM. If approved, it will be before the Richland Center Common Council during their meeting on Tuesday, November 8, 2023 commencing at 6:30 PM.

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

If you have any questions or concerns on the above, please call the City Clerk / Treasurer's office at 608-647-3466.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services to enable them to attend and participate in the public hearing. For additional information or to request such services contact Aaron Joyce, City Clerk/Treasurer at 450 S. Main Street, Richland Center, WI 53581 or by telephone at 647-3466.

Aaron Joyce
City Clerk / Treasurer