OFFICIAL PUBLIC NOTICE

MEETING OF THE PLANNING COMMISSION

WEDNESDAY, NOVEMBER 25, 2026 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. October 28, 2026 Meeting Minutes

DISCUSSION AND ACTION ITEMS

2. **Public Hearing** for Conditional Use Application of Schreiber Foods Inc. (Tax Parcel 276-2813-4100)
3. **Conditional Use Application** of Schreiber Foods Inc. (Tax Parcel 276-2813-4100)
4. **Public Hearing** for Conditional Use Application of Shawn McCauley (Tax Parcel 276-1656-1200)
5. **Conditional Use Application** of Shawn McCauley (Tax Parcel 276-1656-1200)
6. Consider and Report on the Proposed Sale of City-Owned Property Located at 1300 N Park Street (Tax Parcel 276-1623-2100)

COMPREHENSIVE PLAN

REPORTS/UPDATES

7. Zoning Administrator's Report
8. Report: 2025 Listing of Unimproved Parcels
9. Other Reports/Updates

FUTURE AGENDA ITEMS

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

ADJOURNMENT

Posted this 23rd day of November, 2026 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.

MINUTES OF THE PLANNING COMMISSIO

WEDNESDAY, OCTOBER 28, 2026 AT 5:30 PM

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 5:33PM. Keller affirmed proper notice. A quorum was present. Members present: Chris Jarvis, Karin Tepley, Ryan Cairns, Ray Wilson, Duane Welte, and Mark Jelinek. ETZ Board Members present: Matt Williams and Tiffany Thompson. Absent: Kevin Burkhamer.

APPROVAL OF MINUTES: Motion by Jelinek, second by Cairns to approve the September 23, 2026, meeting minutes as presented. Motion carried unanimously.

DISCUSSION AND ACTION ITEMS

Public Hearing for Land Division by Certified Survey Map (CSM) Application of Wisconsin Corporation of Seventh Day Adventists (Tax Parcel 022-2832-4000): Chair Jarvis opened the public hearing at 5:34PM. Zoning Administrator Unbehaun explained that the proposal would transfer 2.45 acres from 26625 Crestview Drive to the adjoining parcel, increasing Lot 2 to approximately 5.01 acres for potential residential development. An access easement would prevent the parcel from becoming landlocked and avoid creating another driveway near the intersection. The Commission discussed the existing zoning, future driveway approvals, and portions of the property shown within the floodplain. Chair Jarvis called for public comment three times. With no further comments, the public hearing closed at 5:37PM.

Land Division by CSM Application of Wisconsin Corporation of Seventh Day Adventists (Tax Parcel 022-2832-4000): The Commission reviewed the staff report and found the proposed division consistent with Chapter 448, the applicable zoning requirements, and the Comprehensive Plan. The resulting parcels would remain zoned Ag-Residential, and the proposed easement would maintain access to Lot 2.

Motion by Williams, second by Welte to recommend that the Common Council approve the CSM submitted by submitted by Seventh Day Adventists., which transfers 2.45 acres from 26625 Crestview Dr, Parcel No. 022-2832-4000, to the adjacent Parcel No. 022-2832-6200, based on the following findings: 1. The land division is permitted to proceed by certified survey map under §448.04(7)(a), fewer than five parcels being proposed. 2. Notice of public hearing was given to owners of property within 300 feet of the exterior boundaries as required by §448.04(7)(c), and a public hearing was held. 3. The certified survey map conforms to Chapter 448, the Zoning Ordinance, and the master plan and master plan components as required by §448.04(7)(d). 4. The resulting parcels comply with the requirements of an A-R District, and the division creates no nonconforming lot, structure, or use; subject to the conditions of approval set forth in the staff report dated 10/28/2026. Motion carried unanimously.

ADJOURNMENT OF THE ETZ BOARD: *Motion by Williams, second by Thompson to adjourn the ETZ Board. Motion carried unanimously.* The ETZ Board adjourned at 5:42PM.

Public Hearing for Conditional Use Application of Kalerry LLC (Tax Parcel 276-0920-0600): Chair Jarvis opened the public hearing at 5:42PM. Unbehaun explained that the building was originally constructed for childcare and is proposed for use by SWCAP for infant and toddler childcare, Head Start programming, and related professional offices. Property owner Terry Sebranek described the proposed family-support services and stated that the facility was well suited for the use. Chair Jarvis called for public comment three times. With no further comments, the public hearing closed at 5:47PM.

Conditional Use Application of Kalerry LLC (Tax Parcel 276-0920-0600): The Commission reviewed licensing, outdoor safety and fencing, signage, parking, and Industrial Park performance standards. Staff found that the proposed use was consistent with the Comprehensive Plan and that adequate public facilities and parking were available.

Motion by Welte, second by Jelinek to recommend that the Common Council approve a Specific Conditional Use Permit for Kalerry LLC. At 45 East Robb Road (Tax Parcel No. 276-0920-0600) for the operation of a day care center

under §410.04(6a) and professional offices under §410.04(14), subject to the Conditions of Approval set forth in Plan Commission report dated 10/28/2026. Motion carried unanimously.

Public Hearing for Repeal and Replacement of Chapter 452 Floodplain Zoning Ordinance: Chair Jarvis opened the public hearing at 5:53PM. Unbehaun explained that the ordinance incorporates updated Wisconsin Department of Natural Resources and Federal Emergency Management Agency standards and the updated Richland County Flood Insurance Study effective January 22, 2027. The Commission discussed potential changes to mapped floodplain areas, legal nonconforming structures, and development and repair requirements. Updated mapping was not yet available. Chair Jarvis called for public comment three times. With no further comments, the public hearing closed at 5:58PM.

Repeal and Replacement of Chapter 452 Floodplain Zoning Ordinance as Mandated by Wisconsin DNR: *Motion by Welte, second by Jelinek to recommend Common Council approve and adopt Ordinance 2026-10, Repealing and Replacing Chapter 452 of the Code of Ordinances Pertaining to Floodplain Zoning. Motion carried unanimously.*

COMPREHENSIVE PLAN

Jarvis requested an inventory of vacant residential lots, their zoning, and potential infill opportunities. The Commission discussed consulting builders regarding barriers to development, opportunities for smaller homes or alternative uses, and possible renewal of a prior City-County effort involving tax-delinquent properties. Staff will locate previously created lists or compile the available information for future review.

REPORTS/UPDATES

Zoning Administrator's Report: Zoning Administrator Unbehaun reviewed the Zoning Administrator Report, summarizing 2025 and 2026 zoning, permit, and project activity. He reviewed the time required for statutory public notices and the City's additional requirement to mail notices to property owners within 300 feet. The Commission discussed the administrative cost of the mailings, limited responses received, and the value of direct notice for transparency, particularly for rezoning requests. Unbehaun may return with proposed revisions to the notification requirements and additional information regarding mailing volume and cost.

Other Reports/Updates: None

FUTURE AGENDA ITEMS: Members discussed the Plan Commission's responsibility for implementing and regularly reviewing the Comprehensive Plan. Members were encouraged to identify plan objectives for discussion and possible referral to the appropriate committee or department.

SET NEXT MEETING DATE: The next meeting was scheduled for November 25th at 5:30PM.

ADJOURNMENT: *Motion by Tepley, second by Welte to adjourn at 6:24PM. Motion carried unanimously.*

Minutes recorded by Amanda Keller

STAFF REPORT

November 25, 2026

PROPERTY INFORMATION

Applicant/Agent:	Paul Weber	**Date:**	November 25, 2026
Property Owner:	Schreiber Foods Inc.	**Parcel No:**	276-2813-4100
Site Address:	2101 Bohmann Dr	**District:**	Industrial

REQUEST TYPE

Schreiber Foods Inc requests a **Conditional Use Permit (CUP)** to process dairy products in accordance with §409.04(3a) at 2101 Bohmann Drive.

Upon issuance of a CUP, the Schreiber East Plant will be in compliance with the zoning code to support day to day operations and any future expansions.

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 2101 Bohmann Drive Parcel No. 276-2813-4100, 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 §409.06(2)(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.

PLAN COMMISSION REVIEW

Applicant: Schreiber Foods Inc **Parcel Number:** 276-2813-4100 **Meeting Date:** Nov. 25 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**. *The use has long operated at this location and adjoins other industrial uses.*	☒	☐
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.** *Existing structure and use with infrastructure in place. Wastewater is treated by RCRE rather than City Utilities.*	☒	☐
4. **The request can demonstrate adequate provisions for maintenance of the use and associated structures approved under the permit.** *The applicant is an established operator that maintains the facility and associated structures as part of ongoing operations.*	☒	☐
5. **The request has minimized, to the degree possible, adverse effects on the natural environment.** *The property presents no significant floodplain, wetland, or slope constraints. Operations are conducted within enclosed structures.*	☒	☐
6. **The request will not create undue traffic congestion.** *The site uses existing access onto Bohmann Drive, requiring no new access points or modifications to traffic circulation.*	☒	☐
7. **The request will not adversely affect public health, safety and welfare.** *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.*	☒	☐
8. **The request conforms to all applicable provisions of this code.** *The use complies with the dimensional requirements of §409.05 and the performance standards of §409.06*	☒	☐

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

Richland CENTER
HOMETOWN CHARM. NATURAL BEAUTY.

PLAN COMMISSION REPORT

November 25, 2026

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 2101 Bohmann Drive Parcel No. 276-2813-4100, 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 §409.06(2)(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)(h), 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 2101 Bohmann Drive, Parcel No. 276-2813-4100, subject to the conditions set listed in this report.

Suggested Motion: *Motion to recommend that the Common Council approve a Specific Conditional Use Permit for Schreiber Foods, Inc. at 2101 Bohmann Drive (Tax Parcel No. 276-2813-4100) 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 11/25/2026.*

Signature: _____ **Date:** _____

Chris Jarvis, Chair

STAFF REPORT

November 25, 2026

PROPERTY INFORMATION

Applicant/Agent:	Shawn McCauley	**Date:**	November 25, 2026
Property Owner:	Shawn McCauley	**Parcel No:**	276-1656-1200
Site Address:	886 North Central Avenue	**District:**	R-1 Single Family

REQUEST TYPE

Shawn McCauley requests a **Conditional Use Permit (CUP)** for not more than one additional dwelling unit located entirely within an existing residential structure on the lot, in addition to the primary dwelling unit, at 886 North Central Avenue. According to the landowner, the structure has operated as two dwelling units for approximately 20 years, and he has owned the property for approximately 10 years. The applicant is seeking the CUP to bring the existing use into compliance with §402.04(1). No new construction or exterior alterations are proposed.

STAFF REVIEW AND FINDINGS

Comprehensive Plan Alignment: ☒ YES ☐ NO

Affordable and available housing from an Economic Development perspective is critical to the City's long-term growth. The continued use of this property in its current state satisfies the Plan through increased density within an existing structure, requiring no additional land to be developed.

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

Environmental / Site Conditions: ☒ SUITABLE ☐ UNSUITABLE

Recommended Conditions:

1. This permit authorizes not more than one additional dwelling unit located entirely within an existing residential structure on the lot, in addition to the primary dwelling unit within the structure at 886 North Central Avenue Parcel No. 276-1656-1200, as described in the application.
2. Number of dwelling units within the structure shall not exceed two (2).
3. Each dwelling unit shall be equipped with its own complete bath, toilet and kitchen facilities per §402.04(1).
4. Off-street parking shall be limited to an aggregate of not more than three (3) passenger automobiles and pick-up trucks owned by residents of the premises, all of which shall be in condition to be legally operated upon the highways of the state and shall display current registration per §402.06(1)(e).
5. Property shall be kept orderly in accordance with Chapter 307 prohibiting the dumping of trash and debris, leaving specified items at curbside, keeping indoor furniture outside of a structure or accumulating waste or junk materials, damaged or inoperable motorized vehicles, equipment, or similar items outside of a structure including penalties for violation(s).
6. 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.

PLAN COMMISSION REVIEW

Applicant: Shawn McCauley **Parcel Number:** 276-1656-1200 **Meeting Date:** Nov. 25 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.** *Use supports the Plan's need for housing*	☒	☐
2. **The request is compatible with the existing or allowable uses of adjacent properties**. *The use has long operated at this location and adjoins other similar residential uses.*	☒	☐
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.** *Existing structure and use of City infrastructure is in place.*	☒	☐
4. **The request can demonstrate adequate provisions for maintenance of the use and associated structure approved under the permit.** *The applicant is an established owner that maintains the property and associated structure as part of ongoing landlord operations.*	☒	☐
5. **The request has minimized, to the degree possible, adverse effects on the natural environment.** *No new construction or land disturbance; unit is entirely within an existing structure.*	☒	☐
6. **The request will not create undue traffic congestion.** *The site has existing off-street parking and requires no new access points.*	☒	☐
7. **The request will not adversely affect public health, safety and welfare.** *Compliance with Chapter 307 sufficiently mitigates risk to the public.*	☒	☐
8. **The request conforms to all applicable provisions of this code.** *The use complies with the performance standards of §§402.06 and 402.05.*	☒	☐

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 REPORT

November 25, 2026

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 not more than one additional dwelling unit located entirely within an existing residential structure on the lot, in addition to the primary dwelling unit within the structure at 886 North Central Avenue Parcel No. 276-1656-1200, as described in the application.
2. Number of dwelling units within the structure shall not exceed two (2).
3. Each dwelling unit shall be equipped with its own complete bath, toilet and kitchen facilities per §402.04(1).
4. Off-street parking shall be limited to an aggregate of not more than three (3) passenger automobiles and pick-up trucks owned by residents of the premises, all of which shall be in condition to be legally operated upon the highways of the state and shall display current registration per §402.06(1)(e).
5. Property shall be kept orderly in accordance with Chapter 307 prohibiting the dumping of trash and debris, leaving specified items at curbside, keeping indoor furniture outside of a structure or accumulating waste or junk materials, damaged or inoperable motorized vehicles, equipment, or similar items outside of a structure including penalties for violation(s).
6. 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)(h), 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 Shawn McCauley authorizing not more than one additional dwelling unit located entirely within an existing residential structure on the lot, in addition to the primary dwelling unit within the structure at 886 North Central Avenue, Parcel No. 276-1656-1200, subject to the conditions set forth below.

Suggested Motion: *Motion to recommend that the Common Council approve a Specific Conditional Use Permit for Shawn McCauley at 886 North Central Avenue (Tax Parcel No. 276-1656-1200) authorizing not more than one additional dwelling unit located entirely within the existing residential structure, in addition to the primary dwelling unit, in accordance with §402.04(1), subject to the Conditions of Approval set forth in the Plan Commission report dated 11/25/2026.*

Signature: _____ **Date:** _____

Chris Jarvis, Chair

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Agenda Item: Consider and Report on the Proposed Sale of City-Owned Property Located at 1300 N Park Street (Tax Parcel 276-1623-2100)

Requested & Presented by: Darcy Perkins, Municipal Services Specialist

Meeting Date: Plan Commission on 11-25-2026

Committee Review:

Background: The Budget Committee approved moving forward with the proposed sale of the City-owned cemetery garage property at 1300 N Park Street. Staff proposes selling the property through Wisconsin Surplus, with a minimum bid established by the City Assessor's opinion of value.

Under a broad interpretation of Wis. Stat. § 62.23(5), this parcel constitutes "public grounds," and the sale, donation, or change of use of public grounds must be referred to the Plan Commission for its consideration and report before final action is taken by the Council. This item is before the Plan Commission to satisfy that referral requirement.

The property is zoned R-1 Single-Family Residential. Although a standalone garage or storage facility is not permitted as a principal use, the existing structure predates the current zoning requirements and qualifies as a legal nonconforming structure and use. Its existing indoor storage use may continue under private ownership, subject to restrictions on expansion, changes in use, discontinuance for 12 consecutive months, and structural alterations. Combining the parcel with an adjacent residential property may allow the garage to become a conforming accessory structure, potentially subject to a Conditional Use Permit.

The proposed sale would be as-is by quitclaim using deed, with the buyer paying recording and closing costs. The City would reserve the right to reject all bids, and final sale terms would require Common Council approval. Staff would notify the adjacent landowner when the property is listed.

Department Recommendation: The Plan Commission is asked to review the proposed conveyance for consistency with the Comprehensive Plan and Future Land Use Map, and to provide its consideration and report for referral to Council. Based on the property's established use predating June 14, 1990, staff considers the existing garage and storage use to be a legal nonconforming use under § 400.04(3)(a), which may continue under private ownership subject to applicable zoning restrictions. No further zoning action is necessary for continuation of the existing use. Staff recommends the Commission's report address whether the proposed conveyance and continued garage and storage use are consistent with the Comprehensive Plan and Future Land Use Map.

Financial Impact: Revenue from sale.

Requested Action:

PLAN COMMISSION: Motion to forward the Plan Commission's completed review and report to the Common Council, recommending approval of the proposed sale of the City-owned cemetery garage property at 1300 N Park Street (Tax Parcel 276-1623-2100).

Attachment(s):

- Plan Commission Staff Report & Decision Form

Outlook

Special Project: Sale of Cemetery Garage Property, 1300 N Park St

From Ashley Oliphant <ashley.oliphant@richlandcenterwi.gov>
Date Thu 2026-10-22 17:05
To Darcy Perkins <darcy.perkins@richlandcenterwi.gov>
Cc Jasen Glasbrenner <jasen.glasbrenner@richlandcenterwi.gov>

Darcy,

The Budget Committee approved selling the cemetery garage property at 1300 N Park St. I'd like you to lead the sale. I expect it to take about three months, so we'll need to start soon.

Steps

1. Ask the assessor for an opinion of value. We'll use it to set the minimum sale price.
2. Send the sale to the Plan Commission for review and a report to Council. You can follow how we handled Lydia's House this year.
3. Draft a resolution for Council that:
    1. Declares the property surplus and authorizes the sale on Wisconsin Surplus.
    2. Sets a minimum price of $[assessor's valuation] as the auction's reserve price.
    3. Authorizes staff to accept the highest bid at or above the minimum.
    4. Authorizes the Mayor and Clerk to sign the deed and closing documents.
    5. Sells the property as is, by quit claim deed, with the buyer paying recording and closing costs.
    6. Keeps the right to reject all bids.
    7. Requires a return to Council if no bid meets the minimum.
4. Let the adjacent landowner know before we list the property.

Zoning

The property is zoned R-1. The current code doesn't allow a garage without a house, or a storage building as the main use of a lot. However, the garage was built between 1955 and 1982, before the current code took effect in 1990. That makes it a legal nonconforming structure and use.

The protected use is indoor storage of equipment, vehicles, supplies, and chemicals at the level typical of grounds maintenance. It has no customer traffic, retail sales, or repair work for others. This status goes with the land, not the owner, so a private buyer may continue the same use. These limits apply:

1. **No expansion.** No additions, outdoor storage, increased traffic, or larger amounts of chemicals.
2. **No change in character.** A different kind of use, such as a repair business, ends the protected status. Any new use would have to meet R-1 rules.
3. **The 12-month rule.** If the use stops for 12 months in a row, the protected status is lost permanently, regardless of who owns the property.
4. **Repairs and remodeling.** Normal maintenance and repairs are allowed. Structural repairs or alterations may not total more than 50% of the building's assessed value over its life. Past that point, the property must change to a use allowed in R-1.

If the lot is combined with an adjacent lot that has a house, the garage could become a conforming private garage for that home, possibly with a CUP.

Please let me know what questions you might have and how I can support you on this project.

Ashley Oliphant
City Administrator

City of Richland Center
450 S Main Street
Richland Center, WI 53581

November 25, 2026

STAFF REPORT – PLAN COMMISSION

(For use by the Plan Commission and Common Council)

Project Review Type

☒ Land Sale / Acquisition ☐ Change of Use ☐ Dedication ☐ Easement
☐ Rezone ☐ Land Division (CSM/Plat)
☐ Other: _____

Property Information

Project Title	Sale of Cemetery Garage Property	**Parcel Number(s)**	276-1623-2100
Site Address / Location Description	1300 N Park Street		
Zoning District	R-1	**Acreage / Area Affected**	.10 Acres

Project Description

Proposed sale of the City-owned cemetery garage property through Wisconsin Surplus, with a minimum reserve of $46,200.00.

Staff Review and Findings

Comprehensive Plan Alignment: ☒ YES ☐ NO
The proposal is consistent with the Comprehensive Plan's goals for responsible land use, efficient use of existing resources, and appropriate development within established zoning districts (pp. 40–48). The sale would return City-owned property to private ownership while maintaining applicable zoning protections.

Public Works / Utilities / Zoning Input: ☒ ADEQUATE ☐ INADEQUATE
The property is zoned R-1 and its existing garage/storage use is legally nonconforming. The use may continue under private ownership, subject to restrictions on expansion, changes in use, and discontinuance for 12 consecutive months. Normal maintenance is permitted; structural alterations are limited to 50% of the building's assessed value over its lifetime. Combining the parcel with an adjacent residential lot may allow a conforming accessory garage, potentially requiring a Conditional Use Permit.

The sale will require a utility easement which will be in place prior to the sale.

Environmental / Site Conditions: ☒ SUITABLE ☐ UNSUITABLE
The proposed sale involves an existing developed property, with no new construction or change in use proposed. No site-specific environmental assessment or floodplain, wetland, or drainage review has been provided.

Staff Recommendation

☒ Approve the proposed sale of cemetery garage property as presented.

☐ Approve the proposed sale of cemetery garage property with conditions.

☐ Deny the proposed sale of cemetery garage property.

November 25, 2026

REVIEW & REPORT – PLAN COMMISSION

(For use by the Plan Commission and Common Council)

Project Information

Project Title	Sale of Cemetery Garage Property		
Parcel Number(s)	276-1623-2100	**Meeting Date**	November 25, 2026

Plan Commission Review *WI §62.23(5)*

Review Criteria	Yes	No	N/A
Is the proposal consistent with the City of Richland Center Comprehensive Plan (2022–2032) and the Future Land Use Map?	☒	☐	☐
Can adequate public facilities and utilities be made available to serve the proposed transfer area?	☒	☐	☐
Is the property environmentally suitable for the proposed use, with no significant floodplain, wetland, or slope constraints?	☒	☐	☐

Additional Considerations Made: _____

_____

Plan Commission Acknowledgement

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(5). This report is now formally forwarded to the designated City Officer for final action.

Chris Jarvis, Chair: _____ **Date:** _____

Plan Commission Action

Motion to forward the Plan Commission Review and Report Form to the Common Council for further action.

Reference Documents

- Comprehensive Plan pp., 40-48
- WI §62.23(5)

Assessor's 2025 Listing of Unimproved Parcels within the City of Richland Center

(excluding tax exempt parcels)

Parcel #	Street Address	#	Dir.	Address Street	Type	Acreage	Land Value Total	Total Improvement
276-0431-5100	Cty Hwy Aa			County Hwy AA		0.950	$ 300.00	$ -
276-0842-0000	1000 Parkview Dr	1000		Parkview	Dr	71.420	$ 134,000.00	$ -
276-1650-1000	800 Blk N Orange St	800	N	Orange		0.096	$ 10,800.00	$ -
276-1650-4000	800 Blk N Orange St	800	N	Orange		0.200	$ 34,800.00	$ -
276-1683-2100	560 N Orange St	560	N	Orange	St	0.086	$ 13,500.00	$ -
276-1683-3000	540 N Orange St	540	N	Orange	St	0.300	$ 40,200.00	$ -
276-1683-4100	520 N Orange St	520	N	Orange	St	0.100	$ 15,700.00	$ -
276-1686-7000	400 Blk N Orange St	400	N	Orange	St	0.400	$ 54,500.00	$ -
276-1731-1110	950 Panorama Ct	950		Panorama	Ct	3.380	$ 9,500.00	$ -
276-1731-1111	Panorama Ct			Panorama	Ct	0.310	$ 900.00	$ -
276-1731-1130	901 Panorama Ct	901		Panorama	Ct	3.270	$ 27,600.00	$ -
276-1731-2000	US Hwy 14 W			US Hwy 14 W		0.380	$ 18,800.00	$ -
276-1741-0320	US Hwy 14 W			US Hwy 14 W		0.280	$ 6,400.00	$ -
276-2000-0200	Cairns Ave			Cairns	Ave	0.878	$ 32,200.00	$ -
276-2021-2500	Norman Dr			Norman	Dr	1.530	$ 47,800.00	$ -
276-2021-7000	Cty Hwy Y			County Hwy Y		1.620	$ 32,200.00	$ -
276-2100-0170	200 Blk N Church St	200	N	Church	St	0.200	$ 29,400.00	$ -
276-2100-0581	W Court St		W	Court	St	0.029	$ 6,600.00	$ -
276-2100-0651	Private Aly			Private Aly		0.036	$ 3,000.00	$ -
276-2100-0872	E Court St		E	Court	St	0.030	$ 6,900.00	$ -
276-2100-1622	217 S Church St	217	S	Church	St	0.091	$ 20,800.00	$ -
276-2100-1720	W Union St		W	Union	St	0.200	$ 34,800.00	$ -
276-2100-1774	300 Blk W Mill St	300	W	Mill	St	0.036	$ 2,800.00	$ -
276-2100-5010	300 Blk S Main St	300	S	Main	St	0.165	$ 49,500.00	$ -
276-2100-7110	S Main St		S	Main	St	0.260	$ 21,400.00	$ -
276-2133-1000	S State Hwy 80		S	State Hwy 80		14.170	$ 1,400.00	$ -
276-2133-4000	S State Hwy 80		S	State Hwy 80		11.890	$ 4,100.00	$ -
276-2147-2000	200 Blk W Haseltine St	200	W	Haseltine	St	0.715	$ 147,100.00	$ -
276-2152-0000	100 Blk E Gage St	100	E	Gage	St	2.520	$ 41,200.00	$ -

Assessor's 2025 Listing of Unimproved Parcels within the City of Richland Center

(excluding tax exempt parcels)

276-2155-1200	Pine River			Pine	River	2.000	$	1,200.00	$	-
276-2158-2400	Wedgewood Dr			Wedgewood	Dr	0.180	$	500.00	$	-
276-2631-1000	US Hwy 14 E			US Hwy 14 E		2.640	$	186,700.00	$	-
276-2631-1200	US Hwy 14 E			US Hwy 14 E		0.110	$	7,600.00	$	-
276-2632-3200	2410 US Hwy 14 E	2410		US Hwy 14 E		1.160	$	107,000.00	$	-
276-2632-3210	2410 US Hwy 14 E	2410		US Hwy 14 E		0.160	$	14,800.00	$	-
276-2634-1000	26425 US HWY 14	26425		US Hwy 14		32.410	$	447,300.00	$	-
276-2643-2000	US HWY 14			US Hwy 14		9.930	$	50,800.00	$	-
276-2714-4000	2315 U S Hwy 14	2315		US Hwy 14		0.500	$	75,000.00	$	-
276-2722-5000	US Hwy 14 E			US Hwy 14 E		10.430	$	25,300.00	$	-
276-2723-1100	US Hwy 14 E			US Hwy 14 E		0.110	$	8,300.00	$	-
276-2723-4000	1591 US Hwy 14 E	1591		US Hwy 14 E		0.566	$	84,900.00	$	-
276-2723-4100	US Hwy 14 E			US Hwy 14 E		0.200	$	30,000.00	$	-
276-2724-5000	US Hwy 14 E			US Hwy 14 E		0.310	$	46,500.00	$	-
276-2813-2000	Bohmann Dr			Bohmann	Dr	4.060	$	58,400.00	$	-
276-2813-3300	Bohmann Dr			Bohmann	Dr	0.550	$	21,300.00	$	-
276-2813-4000	Bohmann Dr			Bohmann	Dr	6.380	$	1,900.00	$	-
276-2813-7000	Pine River			Pine	River	2.000	$	1,200.00	$	-
276-2820-1600	1500 Wedgewood Dr	1500		Wedgewood	Dr	0.356	$	31,200.00	$	-
276-2821-2100	Wedgewood Rd			Wedgewood	Rd	0.220	$	700.00	$	-
276-2822-1000	S State Hwy 80		S	State Hwy 80		30.000	$	16,300.00	$	-
276-2822-4000	S State Hwy 80		S	State Hwy 80		7.110	$	1,800.00	$	-
276-0844-5120	1925 Hillside Drive	1925		Hillside	Dr	0.250	$	24,700.00	$	-
276-0845-2090	2360 N Preston Dr	2360	N	Preston	Dr	0.287	$	26,000.00	$	-
276-0846-1400	Emelia St			Emelia	St	0.422	$	30,700.00	$	-
276-0846-1500	Emelia St			Emelia	St	0.327	$	27,400.00	$	-
276-0846-2300	Emelia St			Emelia	St	0.300	$	26,500.00	$	-
276-0846-2500	Snyder Dr			Snyder	Dr	3.660	$	16,100.00	$	-
276-0846-3800	Hillside Dr			Hillside	Dr	0.400	$	6,300.00	$	-
276-0925-0010	Oman Dr			Oman	Dr	1.400	$	1,000.00	$	-
276-0925-0300	Oman Dr			Oman	Dr	0.300	$	2,000.00	$	-
276-0925-0700	3140 Oman Dr, Bldg 1	3140		Oman	Dr	0.250	$	1,700.00	$	-
276-0925-0800	Oman Dr			Oman	Dr	0.190	$	11,900.00	$	-

Assessor's 2025 Listing of Unimproved Parcels within the City of Richland Center

(excluding tax exempt parcels)

276-0925-0900	3040 Oman Dr	3040		Oman	Dr	0.260	$	25,100.00	$	-
276-0925-1200	Oman Dr			Oman	Dr	0.190	$	2,000.00	$	-
276-0933-2510	Allison Park Dr			Allison Park	Dr	0.290	$	1,700.00	$	-
276-0933-2610	E Preston Dr		E	Preston	Dr	0.374	$	14,500.00	$	-
276-1608-2050	Collins Dr			Collins	Dr	0.281	$	25,800.00	$	-
276-1609-1800	Off Allison Park Dr			Allison Park	Dr	0.290	$	3,500.00	$	-
276-1609-4500	1698 Allison Park Dr	1698		Allison Park	Dr	0.880	$	58,700.00	$	-
276-1609-7400	Off Allison Park Dr			Allison Park	Dr	0.750	$	500.00	$	-
276-1620-1300	Pearl St			Pearl	St	0.227	$	22,300.00	$	-
276-1620-1500	Twelfth St			Twelfth	St	0.464	$	2,500.00	$	-
276-1622-0000	Off N Church St		N	Church	St	8.670	$	5,200.00	$	-
276-1625-0600	1152 N Central Ave	1152	N	Central	Ave	0.200	$	19,600.00	$	-
276-1627-4710	8th and Church			8th & Church		0.121	$	11,900.00	$	-
276-1633-2160	Off Valley View Dr			Valley View	DR	2.045	$	1,200.00	$	-
276-1633-2170	Valley View Dr			Valley View	Dr	0.205	$	20,000.00	$	-
276-1633-4100	Off Valley View Dr			Valley View	DR	3.603	$	1,000.00	$	-
276-1633-4120	Off Valley View Dr			Valley View	DR	1.903	$	2,500.00	$	-
276-1635-6700	Off 800 Blk Summit D	800	Off	Summit	D	0.841	$	4,000.00	$	-
276-1635-7000	800 Blk Summit Dr	800		Summit	Dr	0.522	$	32,100.00	$	-
276-1641-8200	907 N Central Ave	907	N	Central	Ave	0.101	$	2,500.00	$	-
276-1647-2000	300 Blk W Seventh St	300	W	Seventh	St	0.200	$	19,600.00	$	-
276-1661-1000	200 Blk E Fifth St	200	E	Fifth	St	0.400	$	28,100.00	$	-
276-1664-1200	700 Blk N Cedar St	700	N	Cedar	St	0.020	$	2,100.00	$	-
276-1668-0000	Off Chestnut St			Chestnut	St	8.000	$	5,200.00	$	-
276-1675-2000	562 N Church St	562	N	Church	St	0.200	$	19,600.00	$	-
276-1684-6000	455 N Congress St	455	N	Congress	St	0.200	$	19,600.00	$	-
276-1685-5100	457 W First St	457	W	First	St	0.100	$	9,800.00	$	-
276-1688-1200	478 N Main St	478	N	Main	St	0.100	$	9,800.00	$	-
276-1689-3000	344 N Main St	344	N	Main	St	0.177	$	17,400.00	$	-
276-1710-5040	S Fern Dr		S	Fern	Dr	0.210	$	22,000.00	$	-
276-1710-5060	W Fern Dr		W	Fern	Dr	0.420	$	30,600.00	$	-
276-1710-5080	W Fern Dr		W	Fern	Dr	0.450	$	31,700.00	$	-
276-1710-5120	Sunset Ln			Sunset	Ln	0.209	$	21,800.00	$	-

Assessor's 2025 Listing of Unimproved Parcels within the City of Richland Center

(excluding tax exempt parcels)

276-1715-0300	1518 Rainbow Dr	1518		Rainbow	Dr	0.935	$	55,100.00	$	-
276-1740-3300	634 N Congress St	634	N	Congress	St	0.200	$	19,600.00	$	-
276-1741-0400	West Side Dr			West Side	Dr	2.250	$	52,500.00	$	-
276-1741-0420	N Grove St		N	Grove	St	0.302	$	24,900.00	$	-
276-1741-0641	300 Blk N Stewart St	300	N	Stewart	St	0.150	$	800.00	$	-
276-1742-5000	West Side Dr			West Side	Dr	11.000	$	23,700.00	$	-
276-1743-2500	N Stewart St		N	Stewart	St	0.300	$	4,500.00	$	-
276-1743-2600	N Stewart St		N	Stewart	St	0.300	$	24,800.00	$	-
276-1743-2700	N Stewart St		N	Stewart	St	0.300	$	3,000.00	$	-
276-1743-2800	N Stewart St		N	Stewart	St	0.200	$	3,000.00	$	-
276-1743-2900	N Stewart St		N	Stewart	St	0.360	$	3,600.00	$	-
276-2000-1006	W Fairview St		W	Fairview	St	0.200	$	20,100.00	$	-
276-2000-1101	W Fairview St		W	Fairview	St	1.850	$	8,000.00	$	-
276-2000-1102	W Fairview St		W	Fairview	St	0.643	$	9,700.00	$	-
276-2000-1103	W Fairview St		W	Fairview	St	1.080	$	11,600.00	$	-
276-2000-1108	625 Leona Ave	625		Leona	Ave	0.630	$	6,300.00	$	-
276-2000-1202	Leona Ave			Leona	Ave	0.721	$	28,700.00	$	-
276-2013-9100	S Cairns Ave		S	Cairns	Ave	24.680	$	70,600.00	$	-
276-2014-2000	S Grove St		S	Grove	St	8.000	$	4,800.00	$	-
276-2014-4100	S Stewart St		S	Stewart	St	29.000	$	26,100.00	$	-
276-2014-5000	S Stewart St		S	Stewart	St	0.075	$	800.00	$	-
276-2014-6100	S Stewart St		S	Stewart	St	0.230	$	15,000.00	$	-
276-2014-7000	Hwy 80 S			Hwy 80 South		39.560	$	27,400.00	$	-
276-2014-7100	Hwy 80 S			Hwy 80 South		0.440	$	100.00	$	-
276-2021-4200	Woodland Cir			Woodland	Cir	1.130	$	9,700.00	$	-
276-2100-1682	272 E Haseltine St	272	E	Haseltine	St	0.069	$	6,800.00	$	-
276-2100-1712	W Union St		W	Union	St	0.100	$	9,800.00	$	-
276-2100-1773	W Mill St		W	Mill	St	0.061	$	5,900.00	$	-
276-2100-1781	W Mill St		W	Mill	St	0.070	$	6,900.00	$	-
276-2100-2220	200 Blk N Stewart St	200	N	Stewart	St	0.700	$	18,300.00	$	-
276-2100-4110	400 Blk E Union St	400	E	Union	St	0.600	$	2,500.00	$	-
276-2100-4160	241 N Sheldon St	241	N	Sheldon	St	0.200	$	20,900.00	$	-
276-2100-4783	382 E Haseltine St	382	E	Haseltine	St	0.150	$	15,700.00	$	-

Assessor's 2025 Listing of Unimproved Parcels within the City of Richland Center

(excluding tax exempt parcels)

276-2100-5330	S Sheldon St		S	Sheldon	St	0.138	$	13,900.00	$	-
276-2100-5613	Haseltine St			Haseltine	St	0.086	$	8,400.00	$	-
276-2100-6040	442 S James St	442	S	James	St	0.200	$	20,000.00	$	-
276-2100-7820	E Kinder St		E	Kinder	St	0.200	$	20,000.00	$	-
276-2100-8271	693 S James St	693	S	James	St	0.100	$	10,000.00	$	-
276-2100-8350	600 Blk S Larson St	600	S	Larson	St	0.400	$	3,000.00	$	-
276-2100-8880	768 E Burton St	768	E	Burton	St	0.200	$	20,000.00	$	-
276-2100-9030	Rosa St			Rosa	St	0.090	$	9,000.00	$	-
276-2100-9040	787 E South St	787	E	South	St	0.200	$	20,000.00	$	-
276-2100-9350	800 Blk E South St	800	E	South		0.200	$	3,000.00	$	-
276-2101-0500	E Haseltine St		E	Haseltine	St	0.169	$	16,900.00	$	-
276-2101-1320	S Schmitz St		S	Schmitz	St	0.050	$	5,000.00	$	-
276-2101-1610	E Court St		E	Court	St	0.380	$	3,000.00	$	-
276-2101-4100	710 E Kinder St	710	E	Kinder	St	0.200	$	20,000.00	$	-
276-2105-1100	784 E Jarvis St	784	E	Jarvis	St	0.260	$	23,800.00	$	-
276-2105-1200	700 Blk E Court St	700	E	Court	St	0.126	$	12,600.00	$	-
276-2105-1300	700 Blk E Court St	700	E	Court	St	0.100	$	2,500.00	$	-
276-2111-3200	Ithaca Rd			Ithaca	Rd	0.110	$	600.00	$	-
276-2114-1082	1000 Blk Haseltine Ct	1000		Haseltine	Ct	0.330	$	2,100.00	$	-
276-2114-1092	Center Ln			Center	Ln	0.360	$	26,400.00	$	-
276-2114-2161	Blk E Kinder St		E	Kinder		20.310	$	43,800.00	$	-
276-2114-2166	Kinder & East St			Kinder & East	St	0.210	$	1,100.00	$	-
276-2115-3000	Ithaca Rd			Ithaca	Rd	0.430	$	28,200.00	$	-
276-2149-2000	Hwy 80 S			Hwy 80 South		22.000	$	16,100.00	$	-
276-2150-5000	Pine River			Pine	River	1.000	$	2,800.00	$	-
276-2177-0000	S Sheldon St		S	Sheldon	St	0.980	$	1,000.00	$	-
276-2178-0000	S James St		S	James	St	4.970	$	1,000.00	$	-
276-2179-1000	Pleasant View Ct			Pleasant View	Ct	14.814	$	12,800.00	$	-
276-2179-1900	650 Pleasant View Ct	650		Pleasant View	Ct	0.352	$	26,200.00	$	-
276-2222-1000	E Haseltine St		E	Haseltine	St	4.080	$	2,400.00	$	-
276-2820-1910	Off 1560 Wedgewood D	1560		Wedgewood	DR	0.740	$	300.00	$	-
276-2820-2110	Off 1590 Wedgewood D	1590		Wedgewood	DR	0.960	$	400.00	$	-
276-2820-2210	Off 1610 Wedgewood D	1610		Wedgewood	DR	1.670	$	700.00	$	-

Assessor's 2025 Listing of Unimproved Parcels within the City of Richland Center

(excluding tax exempt parcels)

276-2820-2310	Off 1620 Wedgewood D	1620	Wedgewood	DR	1.190	$	500.00	$	-
276-2820-2410	Off 1630 Wedgewood D	1630	Wedgewood	DR	1.160	$	700.00	$	-
276-2820-2510	Off 1640 Wedgewood D	1640	Wedgewood	DR	0.720	$	300.00	$	-
276-2822-3000	26000 Arnell Dr	26000	Arnell	Dr	0.850	$	34,200.00	$	-
276-2823-2100	State Hwy 80 S		State Hwy 80 S		0.130	$	7,900.00	$	-