



OFFICIAL PUBLIC NOTICE
MEETING OF THE PLANNING COMMISSION & ETZ BOARD

WEDNESDAY, FEBRUARY 26, 2025 AT 5:30 PM

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

AGENDA

CALL TO ORDER *Roll Call for the meeting, determine whether a quorum is present; determine whether the meeting has been properly noticed.*

APPROVAL OF MINUTES *Entertain a motion to waive the reading of the minutes of the last meeting in lieu of printed copies and approve said minutes or correct and approve said minutes.*

1. Meeting Minutes

DISCUSSION AND ACTION ITEMS

2. Consider Petition for Annexation from Tri-Elite Holdings LLC for Tax Parcel 022-2623-2000
3. Adjournment of the ETZ Board
4. **PUBLIC HEARING** for the Application of R & K Tire & Auto Services for a Conditional Use Permit to Allow an Auto Repair Garage at 784 S. Church St. (Tax Parcel ID 276-2100-7570)
5. Consider the Application of R & K Tire & Auto Services for a Conditional Use Permit to Allow an Auto Repair Garage at 784 S. Church St. (Tax Parcel ID 276-2100-7570)
6. **PUBLIC HEARING** for the Application of SW Rainbow Properties LLC. for a Conditional Use Permit to Allow a Self-Storage Warehouse at 1850 Bohmann Dr. (Tax Parcel ID 276-2812-4500)
7. Consider the Application of SW Rainbow Properties LLC. for a Conditional Use Permit to Allow a Self-Storage Warehouse at 1850 Bohmann Dr. (Tax Parcel ID 276-2812-4500)

COMPREHENSIVE PLAN

REPORTS/UPDATES

8. Status of Redevelopment Authority (RDA)
9. Status of Tax Incremental Financing (TIF) District
10. Other Reports/Updates

FUTURE AGENDA ITEMS

SET NEXT MEETING DATE *Fourth Wednesday of the month - March 26th*

ADJOURNMENT

Posted this 25th day of February, 2025 by 4:30 PM.
Copy to the official newspaper the Richland Observer.

PLEASE NOTE: That upon reasonable notice, a minimum of 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact Ashley Oliphant, City Administrator at 450 S. Main St., Richland Center, WI. 53581 or call 608-647-3466. Notice is hereby given that the council members who are not members of this committee may attend this meeting so as to constitute a quorum of the city council. Any such council member attendance will be for information gathering, discussion, and/or related purposes and will not result in the direct decision making by the city council at the committee meeting. The City of Richland Center is an equal opportunity employer, provider, and lender.



PLANNING COMMISSION

WEDNESDAY, JANUARY 22, 2025 AT 5:30 PM

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

CALL TO ORDER Karin Tepley called the meeting to order at 5:36 PM. Members present: Karin Tepley, Lisa Miller, Mark Jelinek, Chris Jarvis and Ryan Cairns. Members absent: Todd Coppernoll and Ray Wilson. Perkins affirmed proper notice.

APPROVAL OF MINUTES Motion by Jelinek to approve the Meeting Minutes from December 18, 2024, seconded by Cairns. Motion carried 5 – 0.

PUBLIC HEARING FOR THE APPLICATION OF BINDL TIRE & AUTO FOR A CONDITIONAL USE PERMIT TO ALLOW AN AUTO REPAIR GARAGE OR FACILITY AT 243 E COURT ST (TAX PARCEL ID 276-2100-0930)

Tepley opened the public hearing at 5:37 PM. Zoning Administrator Matt Williams provided an overview of the request for a conditional use permit to allow for an auto repair garage at 243 E Court St.

A citizen raised concerns about encroachment by Vendor Tire and Auto, affecting access to their garage due to equipment blocking an alleyway. He inquired whether the alley is public. Williams advised that he would investigate further.

The public was offered to speak 3 times prior to closing the public hearing. Motion to close the public hearing by Tepley, carried 5 – 0. The public hearing was closed at 5:40 PM.

CONSIDER THE APPLICATION OF BINDL TIRE & AUTO FOR A CONDITIONAL USE PERMIT TO ALLOW AN AUTO REPAIR GARAGE OR FACILITY AT 243 E COURT ST (TAX PARCEL ID 276-2100-0930)

Williams advised Bindl Tire and Auto's conditional use permit expired in 2021, and they have been operating without a valid permit since. Violations include storing prohibited items outside. Some efforts have been made to address compliance issues, but full compliance has not been achieved. Williams advised that the permit is contingent on compliance with local and state regulations. It is valid for one year and non-transferable.

Williams recommended the approval of the permit contingent upon compliance by the next council meeting on February 4th, 2025.

Motion by Jelinek to recommend to the City Council to grant the request for the application of Bindl Tire & Auto for a Conditional Use Permit to allow an auto repair garage at 243 E Court St. Seconded by Miller. Motion carried 5 – 0.

PUBLIC HEARING FOR THE APPLICATION OF GURU RAMDAS SHAA LLC FOR A CONDITIONAL USE PERMIT TO ALLOW AN AUTO REPAIR GARAGE OR FACILITY AT 789 SEXTONVILLE RD (TAX PARCEL ID 276-2100-7581)

Tepley opened the public hearing at 5:45 PM. Zoning Administrator Matt Williams provided an overview of the request for a conditional use permit to allow for an auto repair garage at 789 Sextonville Rd.

Williams advised he has received positive feedback regarding improvements in the property's condition. Concerns about future compliance were addressed by explaining permit conditions.

The public was offered to speak 3 times prior to closing the public hearing. Motion to close the public hearing by Miller, carried 5 – 0. The public hearing was closed at 5:48 PM.



PLANNING COMMISSION

WEDNESDAY, JANUARY 22, 2025 AT 5:30 PM

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

CONSIDER THE APPLICATION OF GURU RAMDAS SHAA LLC FOR A CONDITIONAL USE PERMIT TO ALLOW AN AUTO REPAIR GARAGE OR FACILITY AT 789 SEXTONVILLE RD (TAX PARCEL ID 276-2100-7581)

Williams advised Shamrock Services began operations without transferring the existing permit from the previous business. A notice of violation was issued, prompting the application for a new permit. The business has addressed initial compliance issues, maintaining the property in accordance with permit conditions. The permit is valid for one year, non-transferable, and contingent on maintaining compliance.

Williams recommended the approval of the permit contingent upon compliance by the next council meeting on February 4th, 2025.

Motion by Jelinek to recommend to the City Council to grant the request for the application of Guru Ramdas Shaa LLC for a Conditional Use Permit to allow an auto repair garage at 789 Sextonville Rd. Seconded by Miller. Motion carried 5 – 0.

COMPREHENSIVE PLAN REVIEW & UPDATES

- Tepley advised that Land Use and Implementation is well underway. She provided that the Richland Center assessment level is currently at 86.93% of full market value. A community-wide evaluation is underway to better reflect reality.
- Tepley suggested bringing together various community organizations, such as the Chamber, tourism, and historic preservation groups in order to set a unified agenda.

REPORTS/UPDATES

- Municipal Services Specialist Darcy Perkins advised that the City of Richland Center's Hotel RFP was released in December and is currently gaining traction with various developers. She advised that the RFP is set to close at the end of February.
- Perkins advised that TIF discussions are still in progress.
- Perkins advised that RDA discussions are still in progress.

FUTURE AGENDA ITEMS

- Cairns requested "Status of TIF" be included as a standing item in the Reports/Updates section moving forward.
- Jelinek requested "Status of RDA" be included as a standing item in the Reports/Updates section moving forward.

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

ADJOURNMENT Motion to adjourn by Jelinek, seconded by Miller. Motion carried 5 – 0. The meeting adjourned at 5:59 PM.

ANNEXATION PROCESS**TRI-ELITE HOLDINGS LLC – PARCEL 022-2326-2000****Direct Annexation by Unanimous Approval Process**

- 1) Petition filed with the City Clerk and the Town Clerk and signed by all the owners of the real property within the annexation territory. (See Wis. Stats § 66.0217(2) and Sec 400.04(9) of the City Code of Ordinances).
 - a) Direct Annexation petition shall state the purpose of the petition and shall contain a clear and concise description of the exterior boundary of the land proposed to be annexed.
 - b) Petition shall include the population within the boundary of the annexation.
 - c) The Petition shall have submitted therewith a certified survey map which meets the requirements of Wis. Stats. § 236.34
 - i) The certified survey map shall show:
 - (1) All exterior boundaries of the territory to be annexed.
 - (2) The geographic relationship of the territory to the municipalities involved (City of Richland Center and Town of Richland).
 - (3) Access to existing facilities and/or installation of projected facilities related to the furnishing of city services to the lands depicted on the CSM.
 - (4) Access to adequate public highways to serve the lands depicted on the CSM.
 - (5) Placement and development of interior streets, sidewalks and other public works upon the platted lands.
 - (6) Drainage and disposal of rainwater and waters generated by snowmelt.
- 2) Petition for annexation and annexation ordinance on the next Common Council meeting agenda.
- 3) After annexation ordinance adopted – City agrees to pay the Town, for 5 years (or one lump sum equal to the 5 years), an amount equal to the amount of property taxes that the town levied on the annexed territory, as shown on the tax roll in the year in which the annexation becomes effective.

Tri-Elite Holdings LLC Annexation Timeline:

- 12/9/2024: Tri-Elite Holdings LLC submitted a Petition for Annexation.
- 2/26/2025: Petition for Annexation to be reviewed by the ETZ Board and Planning Commission.
- 3/4/2025: Petition for Annexation to be considered for approval by the Common Council.
 - Common Council acts on the Annexation Petition and Annexation Ordinance
- March 5-9 – City Clerk shall file with:
 - The Department of Administration:
 - Clerk's certification
 - Certified copy of the annexation ordinance with effective date
 - Accurate legal description
 - Population of territory being annexed
 - Certified Survey Map
 - The Utilities that service the area annexed:
 - Certified copy of the annexation ordinance with effective date
 - Certified Survey Map
 - The County Clerk:
 - Within 5 days of adoption (no later than March 9) – transmit one copy of the annexation ordinance and legal description to the County Clerk
 - The Register of Deeds:
 - Record the annexation ordinance and legal description
 - The School District:
 - File the annexation ordinance and legal description with the School District

CITY OF RICHLAND CENTER

PETITION FOR ANNEXATION

TO: The Common Council of the City of Richland Center, Richland County, Wisconsin:

PURPOSE OF THE PETITION:

The undersigned, being the owners of all the real property withing the hereinafter described property contiguous to the City of Richland Center, Richland County, Wisconsin, herby petition for annexation of property into the City of Richland Center, Richland County, Wisconsin, said property being described as follows:

NOTE: Petitioners need to furnish a clear and concise description of the exterior boundary of the land to be annexed in the form of a full legal description of property sought to be annexed. This shall be done by a certified survey map which meets the requirements of Wis. Stats. § 236.34.

CLEAR AND CONCISE DESCRIPTION:

Starlite 14 Drive Inna to be Annexed to
City of Richland Center, WI

Population within the boundary of the annexation: 0Tax Parcel Number: 022-2623-2000

Street Address, if any: _____

Said Parcel contains 20 acres.

Said Parcel is located in the _____ Quarter of the _____ Quarter of Section _____,
North, Range _____ East, Richland County, Wisconsin SW 1/4 NW 1/4 Sec 12 E 1/2

Now, therefore, the undersigned do respectfully petition the Common Council of the City of Richland Center, Richland County, Wisconsin, to annex the above-described contiguous territory to the City of Richland Center, Richland County, Wisconsin zoned as: G2-5, AG 14.6 - On Ordinance 1370

Signature(s) of all Owners

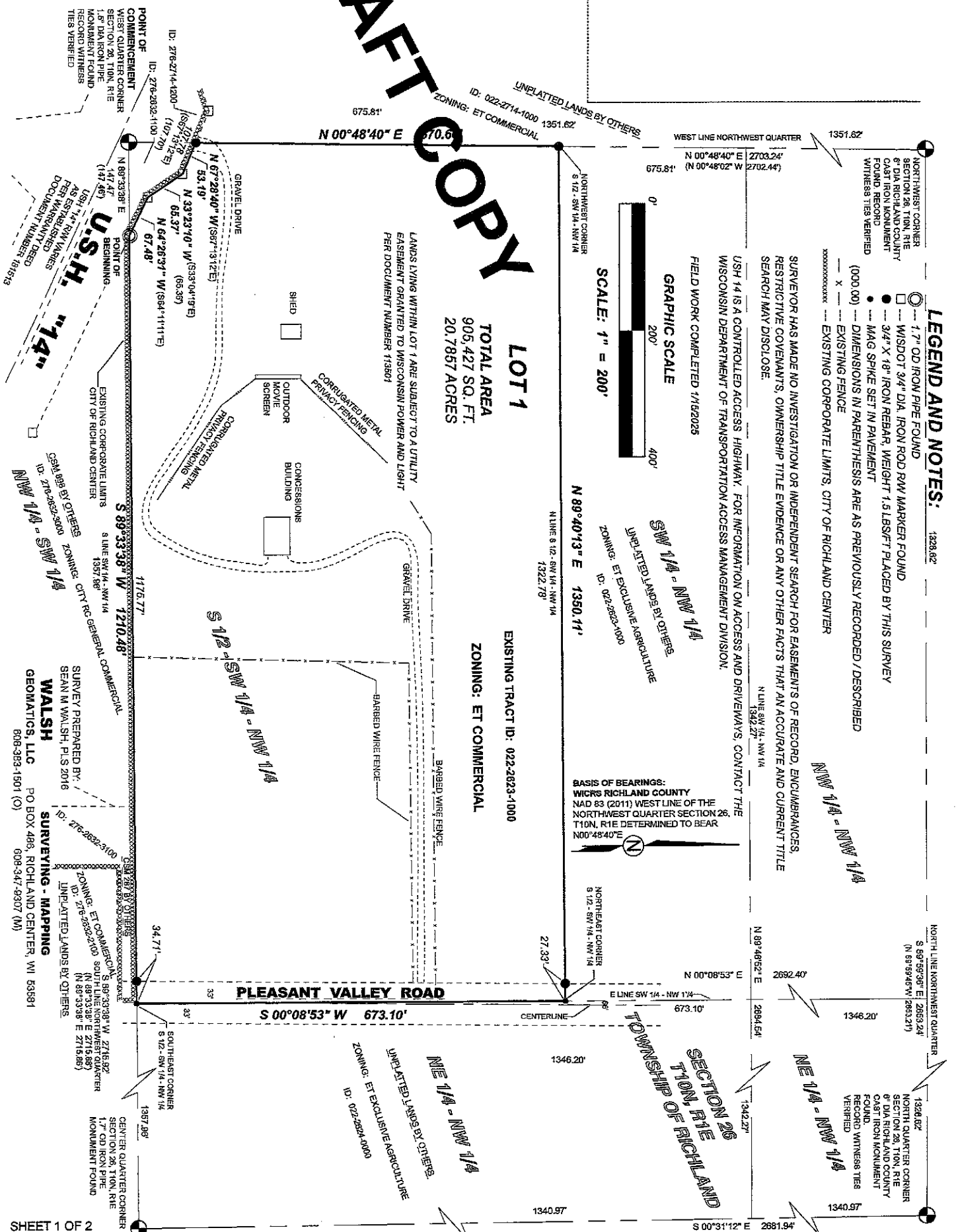
Address

Date

Phone Number

[Signature] 3192 City Hwy B 12/9/24 608 604
CEO-Pratt Low Park WI 5398
OF TRIELITE Holdings LLC 5354

SURVEY PREPARED FOR:
TRI-ELITE HOLDINGS, LLC
TONY JOHNSON, PRESIDENT
27188 USH 14 EAST
RICHLAND CENTER, WI 53581



RICHLAND COUNTY CERTIFIED SURVEY MAP NO. _____ CONT'D.
BEING LOCATED IN PART OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 26,
TOWNSHIP 10 NORTH, RANGE 1 EAST, TOWN OF RICHLAND, RICHLAND COUNTY, WISCONSIN.

SURVEY PREPARED FOR:
TRI-ELITE HOLDINGS, LLC
TONY JOHNSON, PRESIDENT
27188 USH 14 EAST
RICHLAND CENTER, WI 53581

SURVEYOR'S CERTIFICATE:

I, SEAN M. WALSH, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY: THAT I HAVE SURVEYED, DIVIDED, MAPPED AND MONUMENTED THE LANDS SHOWN HEREON, BEING LOCATED IN PART OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 26, TOWNSHIP 10 NORTH, RANGE 1 EAST, TOWN OF RICHLAND, RICHLAND COUNTY, WISCONSIN. MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE WEST QUARTER CORNER OF SAID SECTION 26;
THENCE NORTH 89°33'38" EAST, ALONG THE SOUTH LINE OF SAID NORTHWEST QUARTER, 147.47 FEET TO A POINT ON THE NORTHERLY RIGHT-OF-WAY FOR UNITED STATES HIGHWAY 14 AND THE POINT OF BEGINNING OF THE LANDS HEREINAFTER DESCRIBED;
THENCE NORTH 64°26'31" WEST, ALONG SAID RIGHT-OF-WAY, 67.48 FEET;
THENCE NORTH 33°23'10" WEST, ALONG SAID RIGHT-OF-WAY, 65.37 FEET;
THENCE NORTH 67°28'40" WEST, ALONG SAID RIGHT-OF-WAY, 53.19 FEET TO A POINT ON THE WEST LINE OF SAID NORTHWEST QUARTER;
THENCE NORTH 00°48'40" EAST, ALONG SAID WEST LINE, 570.60 FEET TO THE NORTHWEST CORNER OF THE SOUTH HALF OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER;
THENCE NORTH 89°40'13" EAST, ALONG THE NORTH LINE OF THE SOUTH HALF OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER, 1350.11 FEET TO THE NORTHEAST CORNER OF SAID SOUTH HALF OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER;
THENCE SOUTH 00°08'53" WEST, ALONG THE EAST LINE OF SAID SOUTHWEST QUARTER OF THE NORTHWEST QUARTER, 673.10 FEET TO THE SOUTHEAST CORNER OF SAID SOUTHWEST QUARTER OF THE NORTHWEST QUARTER;
THENCE SOUTH 89°33'38" WEST, ALONG THE SOUTH LINE OF SAID SOUTHWEST QUARTER OF THE NORTHWEST QUARTER, ALSO BEING THE NORTH LINE OF RICHLAND COUNTY CERTIFIED SURVEY MAP NUMBER 287 AND THE NORTH LINE OF RICHLAND COUNTY CERTIFIED SURVEY MAP NUMBER 898, A DISTANCE OF 1210.48 FEET TO THE POINT OF BEGINNING.

THAT I HAVE MADE THIS SURVEY AND LAND DIVISION UNDER THE DIRECTION OF
TONY JOHNSON, PRESIDENT OF TRI-ELITE HOLDINGS, LLC., OWNER OF SAID LANDS;

THAT THIS MAP IS A CORRECT REPRESENTATION OF ALL OF THE EXTERIOR BOUNDARIES
OF THE LAND SURVEYED AND THE DIVISION OF SAID LAND.

THAT I HAVE FULLY COMPLIED WITH CHAPTER A-E7 OF THE WISCONSIN ADMINISTRATIVE CODE
SECTION 236.34 OF THE WISCONSIN STATUTES AND THE LAND DIVISION ORDINANCES OF
RICHLAND COUNTY, TOWN OF RICHLAND AND THE CITY OF RICHLAND CENTER IN
SURVEYING, DIVIDING AND MAPPING THE SAME.

OWNERS CERTIFICATE - TONY JOHNSON, PRESIDENT TRI-ELITE HOLDINGS, LLC:

AS PRESIDENT OF TRI-ELITE HOLDINGS LLC., OWNER OF THE LANDS SHOWN HEREON, I, TONY JOHNSON DO HEREBY CERTIFY THAT I CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED AND MAPPED AS REPRESENTED HEREON.
I ALSO CERTIFY THAT THIS CERTIFIED SURVEY MAP IS REQUIRED BY SECTIONS 236.10 OR 236.12 TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL:

RICHLAND COUNTY
TOWN OF RICHLAND
CITY OF RICHLAND CENTER

TONY JOHNSON, PRESIDENT TRI-ELITE HOLDINGS, LLC DATE

NOTARY CERTIFICATE:

STATE OF WISCONSIN)

COUNTY OF _____)

PERSONALLY CAME BEFORE ME THIS ____ DAY OF _____, 20____, THE ABOVE NAMED TONY JOHNSON, KNOWN BY ME TO BE THE PERSON WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

NAME

NOTARY PUBLIC, _____ COUNTY, WISCONSIN

MY COMMISSION EXPIRES _____

CITY OF RICHLAND CENTER EXTRATERRITORIAL APPROVAL CERTIFICATE:

RESOLVED THAT THE THIS CERTIFIED SURVEY MAP LOCATED WITHIN THE CITY OF RICHLAND CENTER EXTRATERRITORIAL REVIEW JURISDICTION IN THE TOWN OF RICHLAND, TRI-ELITE HOLDINGS, LLC., OWNER, IS HEREBY APPROVED BY THE CITY OF RICHLAND CENTER IN ACCORDANCE WITH CHAPTER 448 OF THE CODE OF ORDINANCES FOR THE CITY OF RICHLAND CENTER.

APPROVED THIS _____ DAY OF _____, 20____

ASHLEY OLIPHANT , ADMINISTRATOR, CITY OF RICHLAND CENTER

RICHLAND COUNTY ZONING APPROVAL:

RESOLVED THAT THE THIS CERTIFIED SURVEY MAP LOCATED IN THE TOWN OF RICHLAND, RICHLAND COUNTY, TONY JOHNSON MANAGING MEMBER OF TRI-ELITE HOLDINGS LLC., OWNER, IS HEREBY APPROVED BY RICHLAND COUNTY ZONING.

APPROVED THIS _____ DAY OF _____, 20____

RICHLAND COUNTY ZONING ADMINISTRATOR

ORDINANCE 2025-02
ANNEXING TERRITORY TO THE CITY OF RICHLAND CENTER, WISCONSIN
 (Tri -Elite Holdings LLC - Parcel 022-2623-2000)

WHEREAS, a petition for annexation was filed on December 9, 2024 with the City Clerk; and

WHEREAS, Wis. Stat. § 66.0217(2) is by unanimous approval of the Wisconsin Statutes and the petition filed with the City clerk authorizes and provides procedures for annexation of property initiated by a petition signed by all the owners of real property; and

WHEREAS, the Common Council has determined that such property should be annexed into the City; and

NOW THEREFORE BE IT ORDAINED by the Common Council of the City of Richland Center as follows:

SECTION 1. TERRITORY ANNEXED. In accordance with Wis. Stat. § 66.0217(2) and the abovementioned petition received by the City, the territory described below and in the attached Certified Survey Map, both incorporated by reference as Exhibits A, respectively, in the Town of Richland ("Town"), Richland County, Wisconsin is annexed to the City of Richland Center, Richland County, Wisconsin:

SEE ATTACHED LEGAL DESCRIPTION (Exhibit B)

SECTION 2. EFFECT OF ANNEXATION. From and after the effective date of this ordinance, the territory described in SECTION 1/Exhibit A, which has a current population of zero (0), shall be a part of the City of Richland Center for any and all purposes provided by law and all persons coming or residing within such territory shall be subject to all ordinances, rules, and regulations governing the City of Richland Center.

SECTION 3. ZONING CLASSIFICATION. The territory annexed to the City of Richland Center by this ordinance is zoned Commercial General (C-G). The territory annexed shall be subject to the appropriate Richland County Shoreland Protection Ordinance(s) in effect on the date of the territory's annexation.

SECTION 4. WARD DESIGNATION. The territory described in SECTION 1 is hereby made part of Ward 17 of the City and is subject to all the rules and regulations governing the same.

SECTION 5. PAYMENT TO THE TOWN OF RICHLAND. Pursuant to Wis. Stat. § 66.0217(14)(a), the Common Council agrees to pay annually to the Town, for five (5) years, an amount equal to the amount of property taxes that the Town levied on the annexed territory, as shown by the tax roll under Wis. Stat. § 70.65 for the year 2024. The 2024 Property taxes for parcel 022-2623-2000 payable in 2025: \$337.12 equaling a five-year total of \$1685.60.

SECTION 6. SEVERABILITY. If any provision of this ordinance is held to be invalid or unconstitutional, or if the application of this ordinance to any person or circumstances is held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this ordinance, which can be given effect without the invalid or unconstitutional provision or application.

SECTION 7. EFFECTIVE DATE. This ordinance shall take effect as provided by law. Adopted by the Common Council of the City of Richland Center this 4th day of March 2025.

APPROVED:

ATTEST:

 Todd Coppernoll, Mayor

 Amanda Keller, Clerk

AYES:

NAYS:

Publication Date:

Effective Date:

ORDINANCE 2025-02
ANNEXING TERRITORY TO THE CITY OF RICHLAND CENTER, WISCONSIN
(Tri -Elite Holdings LLC - Parcel 022-2623-2000)

Exhibit B

Legal Description

COMMENCING AT THE WEST QUARTER CORNER OF SAID SECTION 26;
THENCE NORTH 89°33'38" EAST, ALONG THE SOUTH LINE OF SAID NORTHWEST QUARTER, 147.47 FEET TO A POINT ON THE NORTHERLY RIGHT-OF-WAY FOR UNITED STATES HIGHWAY 14 AND THE POINT OF BEGINNING OF THE LANDS HEREINAFTER DESCRIBED;
THENCE NORTH 84°26'31" WEST, ALONG SAID RIGHT-OF-WAY, 67.46 FEET;
THENCE NORTH 33°23'10" WEST, ALONG SAID RIGHT-OF-WAY, 65.37 FEET;
THENCE NORTH 67°28'40" WEST, ALONG SAID RIGHT-OF-WAY, 53.19 FEET TO A POINT ON THE WEST LINE OF SAID NORTHWEST QUARTER;
THENCE NORTH 00°48'40" EAST, ALONG SAID WEST LINE, 570.60 FEET TO THE NORTHWEST CORNER OF THE SOUTH HALF OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER;
THENCE NORTH 89°40'13" EAST, ALONG THE NORTH LINE OF THE SOUTH HALF OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER, 1350.11 FEET TO THE NORTHEAST CORNER OF SAID SOUTH HALF OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER;
THENCE SOUTH 00°08'53" WEST, ALONG THE EAST LINE OF SAID SOUTHWEST QUARTER OF THE NORTHWEST QUARTER, 673.10 FEET TO THE SOUTHEAST CORNER OF SAID SOUTHWEST QUARTER OF THE NORTHWEST QUARTER;
THENCE SOUTH 89°33'38" WEST, ALONG THE SOUTH LINE OF SAID SOUTHWEST QUARTER OF THE NORTHWEST QUARTER, ALSO BEING THE NORTH LINE OF RICHLAND COUNTY CERTIFIED SURVEY MAP NUMBER 287 AND THE NORTH LINE OF RICHLAND COUNTY CERTIFIED SURVEY MAP NUMBER 898, A DISTANCE OF 1210.48 FEET TO THE POINT OF BEGINNING.

STAFF REPORT

Request Conditional Use

APPLICANT/AUTHORIZED AGENT	Ken Burns	BUSINESS NAME:	R & K Tire & Auto Services
SITE ADDRESS:	784 S. Church St.	ZONING DISTRICT:	General Business District
TAX PARCEL:	276-2100-7570	REQUEST:	Conditional Use Permit
DESCRIPTION:	Operate auto and tire repair shop		
MEETINGS:	Plan Commission Meeting 02/26/25		
	Common Council Meeting on 03/04/25		

Background:

Property records indicate that the subject property has been used as an automotive and tire repair facility since 2011. A review of historical records reveals that no Conditional Use Permit (CUP) application has been filed for this use during this period.

Further review of CUP records confirms that R & K Tire & Auto Services has been operating without a valid CUP. A Notice of Violation was issued on January 30, 2025, directing the applicant to apply for a CUP.

Ordinance Language:

407.04(4) CONDITIONAL USES IN A "C-G" CENTRAL BUSINESS DISTRICT.

(4) Auto Repair garage or facility.

CRITERIA FOR CONSIDERATION	Yes	No
Is the project consistent with the Comprehensive Plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Can the request demonstrate adequate public facilities, including roads and drainage, and utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will the request minimize adverse effects on the natural environment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The request will not create undue traffic congestion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The request will not adversely affect public health, safety, and welfare.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The request conforms to all applicable provisions of the code.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

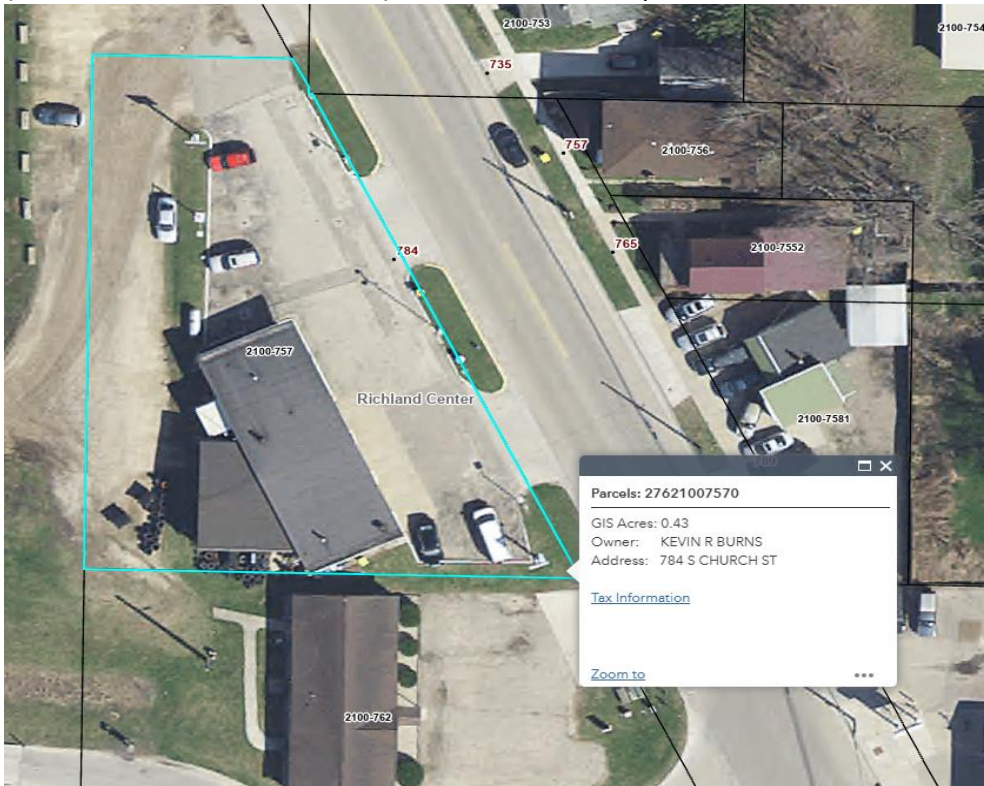
CONDITIONS FOR APPROVAL

1. The completed project must be consistent with the plans and specifications submitted at time of application and at the public hearing of the Plan Commission.
2. The applicant shall allow the Building Inspector and City Zoning Staff to have access to the project site for inspection purposes to verify compliance with City Code, Ordinances and State Code.
3. The applicant is prohibited from storing new or used tires outside, inoperable vehicles, scrap metal, auto parts, and similar items.
4. The CUP is valid for 1 year from the date of approval by the Common Council.
5. This CUP will be renewable if compliant with the Code of Ordinances and prescribed conditions of this permit.
6. The conditional use permit is not transferable.

STAFF REPORT

Request Conditional Use

Staff Recommendation: Motion to approve and forward on to Common Council the application of R & K Tire & Auto Services for a conditional use permit to allow an auto repair garage at 784 S. Church St. (Tax Parcel ID 276-2100-7570) with conditions as presented.



STAFF REPORT

Request Conditional Use

CITY OF RICHLAND CENTER

Zoning Administration

450 S. Main Street, Richland Center, WI 53581
608-647-3466

January 30, 2025

Kevin Burns
24355 Fawn Meadow Ln.
Richland Center WI 53581

RE: Notice of Violation operating Auto Repair Shop at 784 S. Church St. without a Conditional Use Permit.

Dear Mr. Burns,

This letter concerns the operation of your tire and auto repair shop at 784 S. Church St. A review of the City records indicates that a Conditional Use Permit, as required by City of Richland Center Code Section 407.04, has not been obtained for this business operation in the "C-G" General Business District.

Specifically, Section 407.04(4) of the City of Richland Center Code states that "Auto Repair garage or facility" is permitted use in a "C-G" General Business District with an approved Conditional Use Permit.

To continue operating an auto repair business in a Commercial General District you are required to apply for a Conditional Use Permit immediately. Please complete the enclosed application form and return it to the City of Richland Center Zoning Department along with the \$400 permit fee by **February 14, 2025**.

If you have any questions or require assistance with the application process, please do not hesitate to contact the Zoning Department at 608-647-3466 Ext. 207 or by email at matt.williams@richlandcenterwi.gov.

Sincerely,



Matt Williams
Zoning Administrator

STAFF REPORT

Request Conditional Use

APPLICANT/AUTHORIZED AGENT	Scott Sawle	BUSINESS NAME:	SW Rainbow Properties LLC
SITE ADDRESS:	1850 Bohmann Dr.	ZONING DISTRICT:	General Business District
TAX PARCEL:	276-2812-4500	REQUEST:	Conditional Use Permit
DESCRIPTION:	Operate a Self-Storage warehouse		
MEETINGS:	Plan Commission Meeting 02/26/25		
	Common Council Meeting on 03/04/25		

Background:

Currently the rear of this property has non-climate controlled self-storage. The owner wants to turn the current office building into a climate controlled self-storage facility that will be available 24 hours a day for this use a Conditional Use Permit is required.

Ordinance Language:

407.04 CONDITIONAL USES IN A "C-G" GENERAL BUSINESS DISTRICT.

(33) Self Storage warehouse or mini warehouse in which retail sales are not permitted

CRITERIA FOR CONSIDERATION	Yes	No
Is the project consistent with the Comprehensive Plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Can the request demonstrate adequate public facilities, including roads and drainage, and utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will the request minimize adverse effects on the natural environment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The request will not create undue traffic congestion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The request will not adversely affect public health, safety, and welfare.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The request conforms to all applicable provisions of the code.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

CONDITIONS FOR APPROVAL

1. The completed project must be consistent with the plans and specifications submitted at time of application and at the public hearing of the Plan Commission.
2. The applicant shall allow the Building Inspector and City Zoning Staff to have access to the project site for inspection purposes to verify compliance with City Code, Ordinances and State Code.
3. The CUP, is valid from the date of approval by the Common Council.
4. The conditional use permit is not transferable.

Staff Recommendation: Motion to approve and forward on to Common Council the application of SW Rainbow Properties LLC. for a conditional use permit to allow a self-storage warehouse at 1850 Bohmann Dr. (Tax Parcel ID 276-2812-4500)

STAFF REPORT

Request Conditional Use



City of Richland Center Planning Commission

Project & Initiative Update Report Form

Item 8.

Prepared by: Darcy Perkins
Project Lead: Jasen Glasbrenner
Project: Status of Redevelopment Authority (RDA)

Department: Economic Development
Meeting Date: February 26, 2025
Status: In Progress

PROJECT DESCRIPTION

Determine whether the RDA should be reformed, dissolved, or transitioned to a Community Development Authority (CDA).

STATUS

- Continuing to evaluate the most appropriate path forward and consulting with subject matter experts such as Attorney Jared Walker Smith and Ehlers.
- Evaluating the impact of establishing a TID within the RDA's existing redevelopment zone.

CONSIDERATIONS/CONCERNS

- **Potential for Intergovernmental Friction:** The creation of an RDA/CDA introduces the possibility of conflict or misalignment with the Common Council, potentially hindering unified decision-making and project execution.
- **Procedural Delays:** An independent RDA/CDA may add layers of bureaucracy, leading to slower redevelopment processes compared to streamlined Council-led initiatives.
- **Financial Viability:** The long-term effectiveness of an RDA is contingent on securing a stable and recurring funding source. Without this, its operational capacity and project implementation will be severely limited.
- **Community and Stakeholder Participation:** The RDA's ability to achieve meaningful public engagement and stakeholder participation needs to be carefully evaluated.
- **Administrative Support:** The city's capacity to provide adequate personnel support to the RDA is critical for its success.
- **CDA Operational Capacity:** If transitioning to a CDA, the city must assess its ability to manage the significantly expanded roles and responsibilities that entails.

NEXT STEPS & ACTION ITEMS

- Complete the evaluation to determine whether establishing an RDA would support or hinder planned redevelopment projects.
- Decide whether creating a TID is both feasible and essential for supporting redevelopment within the proposed RDA zone.
- Determine whether a sustainable long-term funding mechanism can be established to enable the RDA to operate effectively within its full statutory authority.

ADDITIONAL COMMENTS

- A measured approach is being taken before making any formal recommendations.
 - Anticipated outcome: reformation of the RDA and the establishment of a TID upon executing a development agreement.
 - RDA and CDA overviews have been included to provide a general understanding of both structures.
-

Redevelopment Authority (RDA) Overview

A Redevelopment Authority (RDA) is a public body created under Wisconsin Statutes Chapter 66.1333. An RDA helps improve blighted areas and promote economic development. RDAs can acquire property, issue bonds, and provide financial assistance.

Wis. Stat. [§ 66.1333\(3\)\(a\)1](#). It is found and declared that a redevelopment authority, functioning within a city in which there exists blighted areas, constitutes a more effective and efficient means for preventing and eliminating blighted areas in the city and preventing the recurrence of blighted areas.

The statutory authority of an RDA includes the following powers and responsibilities:

ESTABLISHMENT & GOVERNANCE

- A city may create an RDA through a resolution adopted by its governing body.
- The RDA is governed by a board of seven commissioners, typically appointed by the mayor or city council.

POWERS & DUTIES

- **Acquisition of Property:** RDAs have the authority to acquire real estate through purchase, lease, eminent domain, or other legal means.
- **Redevelopment Planning:** RDAs create and implement redevelopment plans that align with municipal goals.
- **Property Disposition:** RDAs may sell, lease, or transfer properties to private developers or public agencies for redevelopment purposes.
- **Financing & Grants:** RDAs can issue bonds, apply for state and federal funding, and enter into agreements to support redevelopment projects.
- **Blight Elimination:** RDAs have the power to identify and remediate blighted areas through property improvements, clearance, and rehabilitation.
- **Public-Private Partnerships:** RDAs can engage in partnerships with private entities to support economic development and revitalization projects.
- **Tax Increment Financing (TIF) Coordination:** While RDAs themselves do not create Tax Increment Districts (TIDs), they often work closely with municipalities to align redevelopment efforts with TIF policies.

LIMITATIONS & OVERSIGHT

- RDAs operate independently but must report to the municipal governing body.
- All redevelopment plans require approval from the local governing body before implementation.
- RDAs cannot levy taxes but may generate revenue through property sales, grants, and bond issuance.

Community Development Authority (CDA) Overview

A Community Development Authority (CDA) is a public entity created under Wisconsin Statutes Chapter 66.1335. A CDA combines the powers of both a Redevelopment Authority (RDA) and a Housing Authority, allowing for a broader scope of community and economic development initiatives.

Wis. Stat. [§ 66.1335\(1\)](#) A city may, by a two-thirds vote of the members of the city council present at the meeting, adopt an ordinance or resolution creating a housing and community development authority which shall be known as the “Community Development Authority” of the city. It is a separate body politic for the purpose of carrying out blight elimination, slum clearance, urban renewal programs and projects and housing projects. The ordinance or resolution creating a housing and community development authority may also authorize the authority to act as the agent of the city in planning and carrying out community development programs and activities approved by the mayor and common council under the federal housing and community development act of 1974 and as agent to perform all acts, except the development of the general plan of the city, which may be otherwise performed by the planning commission under s. [66.1105](#), [66.1301](#) to [66.1329](#), [66.1331](#) or [66.1337](#).

ESTABLISHMENT & GOVERNANCE

- A municipality may establish a CDA by resolution of its governing body.
- The CDA is governed by a seven-member board of commissioners, with appointments made by the mayor and confirmed by the governing body.
- The CDA operates as an independent but municipal-affiliated body, carrying out housing and redevelopment functions as delegated by the municipality.

POWERS & DUTIES

A CDA has all the powers of a Redevelopment Authority (RDA) under Wis. Stat. § 66.1333 and a Housing Authority under Wis. Stat. § 66.1201, including:

REDEVELOPMENT & ECONOMIC DEVELOPMENT POWERS

- **Property Acquisition & Disposition:** Can acquire, hold, lease, or sell properties for redevelopment.
- **Redevelopment Planning:** Prepares and executes redevelopment projects to revitalize blighted areas.
- **Blight Elimination:** Engages in slum clearance, rehabilitation, and revitalization efforts.
- **Public-Private Partnerships:** Facilitates partnerships to support economic development.
- **Bond Issuance & Financing:** Can issue revenue bonds and access grants for redevelopment initiatives.

HOUSING DEVELOPMENT & REHABILITATION POWERS

- **Affordable Housing Programs:** Develops, manages, or supports affordable housing projects.
- **Rental Assistance & Public Housing:** Administers public housing programs and rental assistance.
- **Housing Rehabilitation:** Provides financial assistance for housing improvements.

RELATIONSHIP WITH TAX INCREMENT FINANCING (TIF)

While a CDA does not create Tax Increment Districts (TIDs), it often works closely with municipalities to align redevelopment projects with TIF funding.

OVERSIGHT & LIMITATIONS

- A CDA must report to the municipality’s governing body, which has final approval over its major plans and actions.
- Unlike an RDA, a CDA also function as a Housing Authority, making it more versatile in addressing both economic and housing development needs.

Comparing RDA vs CDA

FACTORS	RDA	CDA
Legal Basis	Wisconsin Statutes § 66.1333	Wisconsin Statutes § 66.1335
Primary Purpose	Focuses on redevelopment and economic revitalization, mainly targeting blighted areas.	Combines the functions of an RDA and a Housing Authority, addressing both redevelopment and affordable housing needs.
Powers & Authority	<ul style="list-style-type: none"> • Can acquire, sell, lease, and develop properties for redevelopment. • Issues bonds for financing redevelopment. • Engages in public-private partnerships to encourage economic development. • Does not directly administer housing programs. 	<ul style="list-style-type: none"> • Has all the powers of an RDA. • It also functions as a Housing Authority, meaning it can manage affordable housing programs, public housing, and rental assistance. • Can issue bonds for both redevelopment and housing initiatives.
TIF Role	Works closely with the city to implement redevelopment efforts that align with TIF-funded projects but does not directly create TIF districts.	Same as an RDA, but it can also apply TIF funding toward housing-related projects, expanding its financial flexibility.
Oversight & Governance	Independent from the city but reports to the governing body. Only oversees redevelopment projects.	More integrated with the city's municipal operations and oversees both redevelopment and housing programs.
Ideal Use Case	Best for cities focused primarily on economic revitalization through redevelopment projects in blighted areas.	Best for cities needing a mix of redevelopment and housing initiatives, particularly if affordable housing is a concern.
Challenges & Limitations	<ul style="list-style-type: none"> • Does not have authority over housing initiatives. • Limited flexibility in funding sources. 	<ul style="list-style-type: none"> • More complex administration due to housing responsibilities. • Requires oversight of both economic development and housing programs.

Plan Commission vs. Redevelopment Authority

FEATURE	PLAN COMMISSION	RDA
Primary Function	Planning and land use regulation.	Implementation of redevelopment projects.
Focus	<i>Long-term</i> comprehensive planning, zoning, and land use.	<i>Specific</i> redevelopment areas and projects.
Key Responsibilities	<ul style="list-style-type: none"> Developing and maintaining the comprehensive plan. Reviewing and recommending zoning changes, subdivision plats, and conditional use permits. Advising the governing body on planning matters. 	<ul style="list-style-type: none"> Acquiring and clearing blighted areas. Facilitating redevelopment projects. Implementing redevelopment plans. Potentially issuing bonds, and other financial tools.
Relationship to Comprehensive Plan	Creates and upholds the comprehensive plan.	Must ensure redevelopment projects align with the comprehensive plan.
Decision-Making Authority	Advisory role; recommendations to the governing body.	More direct decision-making authority for redevelopment projects within designated areas.
Scope	City-wide or jurisdiction wide.	Focused on specific redevelopment areas.
Coordination	Requires coordination with the governing body and other agencies.	Requires coordination with the Plan Commission and governing body.
Wisconsin Statutes	Wis. Stat. §§ 62.23	Wis. Stat. §§ 66.1333
Overlapping Areas	Both are concerned with the future development of the city.	

KEY TAKEAWAYS

- The Plan Commission is the "planner," setting the long-term vision
- The RDA is the "implementer," taking action to achieve specific redevelopment goals.
- Effective redevelopment relies on close coordination between these two entities.

City of Richland Center Planning Commission
Project & Initiative Update Report Form

Item 9.

Prepared by:	Darcy Perkins	Department:	Economic Development
Project Lead:	Jasen Glasbrenner	Meeting Date:	February 26, 2025
Project:	Status of Tax Incremental District (TID) Creation	Status:	In Progress

STATUS UPDATE: City personnel are currently conducting a comprehensive review of anticipated development projects and their potential locations to assess the necessity and type of TID. A recommendation to establish a TID will be contingent upon demonstrating a clear need for financial assistance to facilitate development that would not occur "but for" the creation of a TID. Staff will provide further updates as this evaluation progresses.

Present Areas of Focus:

- **Project Evaluation:** Analyzing proposed development projects to determine their financial feasibility and alignment with city goals.
- **"But For" Test Application:** Rigorously evaluating whether projects require TID assistance.
- **TID Type Determination:** Assessing the appropriate TID classification (e.g., blight, rehabilitation, industrial) based on project location and needs, city plans, and statutory requirements.
- **Timeline Analysis:** Evaluating the likelihood of near-term project commencement.
 - Staff will *not* recommend preemptive TID establishment for projects with distant timelines, to maximize the effectiveness of the TID's lifespan and expenditure period.
- **Defining Economic Development Goals:** Establishing the primary objectives for the TID ensuring alignment with the comprehensive plan, long-term sustainable growth and development.

WHAT IS A TIF?

Tax Increment Financing (TIF) is a financial tool that allows municipalities to capture increased property tax revenue from a designated Tax Increment District (TID) and reinvest it in public improvements to stimulate growth. TIF is a critical instrument for local governments to drive economic growth, improve infrastructure, and revitalize underdeveloped areas while ensuring that all taxing jurisdictions benefit from increased property values.

HOW DOES A TIF WORK?

When a TID is created, property tax revenue is frozen at its base level. As property values increase due to development, the additional tax revenue (the "increment") is used to fund public improvements and developer incentives.

ARE THERE DIFFERENT TYPES OF TIDS?

<u>TID Type</u>	<u>Basic Requirements</u>	<u>Key Characteristics</u>
Blight TID Lifespan: 27 yrs	<ul style="list-style-type: none">• At least 50% of the area must be blighted.• Focus on eliminating conditions that cause blight.	<ul style="list-style-type: none">• Aims to revitalize areas with deteriorated or decaying structures and infrastructure.• Addresses conditions that negatively impact public health, safety, and welfare.
Rehabilitation/Conservation TID Lifespan: 27 yrs	<ul style="list-style-type: none">• At least 50% of the area must need rehabilitation or conservation.• Focus on preserving and improving existing structures and areas.	<ul style="list-style-type: none">• Targets areas where existing buildings or infrastructure require upgrades or repairs.• Promotes the preservation of historical or architecturally significant properties.

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Industrial TID Lifespan: 20 yrs	<ul style="list-style-type: none"> At least 50% of the area must be suitable for industrial uses. Focus on attracting or expanding industrial development. 	<ul style="list-style-type: none"> Encourages the development of manufacturing, warehousing, and other industrial facilities. Aims to create jobs and expand the local economy.
Mixed-Use TID Lifespan: 20 yrs	<ul style="list-style-type: none"> At least 50% of the area must be suitable for mixed-use development. Focus on creating areas with a combination of residential, commercial, and/or industrial uses. 	<ul style="list-style-type: none"> Promotes the development of vibrant, walkable areas that combine different types of land uses. May include a mix of housing, retail, office, and entertainment.
Environmental Remediation TID Lifespan: 27 yrs	<ul style="list-style-type: none"> Focuses on the remediation of environmentally contaminated sites. Created to cleanup sites. 	<ul style="list-style-type: none"> Enables the cleanup of brownfield sites, and other environmentally damaged locations. This allows for the reuse of land that otherwise may be unusable.

TID CREATION & REQUIREMENTS: Districts must meet specific criteria based on TID type, zoning, land use, and economic necessity. Each district has a defined lifespan.

TID CONSIDERATIONS: Critical questions to consider before creating a TID:

1. "But For" a TID would the proposed development occur?
2. What are the market conditions? Is there demonstrated market demand for the proposed development?
3. Is the developer financially sound and capable of completing the project?
4. What are the potential economic downturns, changes in market conditions, or other factors that could impact the project's success?
5. What is the likelihood that the development will occur?
6. Is the lifespan of the TID sufficient to generate the tax increment necessary to fund the proposed project?
7. Can the projects be completed within the TID's lifespan?
8. Will the timing of project implementation align with market demand and community needs?
9. What are the potential impacts on other taxing jurisdictions?
10. Is there broad community support for the TID?
11. Is the proposed project consistent with the municipality's comprehensive plan?
12. Are there sufficient staff and resources to oversee the project?
13. Is there a clear plan for ongoing monitoring and evaluation?

FUNDING METHODS: TIF projects can be financed through municipal debt issuance or a Pay-As-You-Go system where developers front costs and are reimbursed through tax increments.

CHALLENGES & SOLUTIONS: Issues like underperforming TIDs, funding gaps, and legislative changes require careful financial oversight, debt restructuring, and proactive adjustments.