



OFFICIAL PUBLIC NOTICE
MEETING OF THE PLANNING COMMISSION
WEDNESDAY, JULY 23, 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. **Public Hearing** for the Conditional Use Permit Application to Allow the Placement of an Accessory Structure Larger Than 120ft² at 481 E. 8th St (Tax Parcel 276-1635-3200)
3. Consider the Conditional Use Permit Application to Allow the Placement of an Accessory Structure Larger Than 120ft² at 481 E. 8th St (Tax Parcel 276-1635-3200)

COMPREHENSIVE PLAN

REPORTS/UPDATES

FUTURE AGENDA ITEMS

SET NEXT MEETING DATE *Fourth Wednesday of the month - August 27th*

ADJOURNMENT

Posted this 21st day of July, 2025 by 4:30 PM.

Copy to the official newspaper the Richland Observer.

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



WEDNESDAY, MAY 28, 2025 AT 5:30 PM

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

CALL TO ORDER Chair Coppernoll called the meeting to order at 5:30 PM. Members present: Todd Coppernoll, Karin Tepley, Ryan Cairns, Mark Jelinek, Ray Wilson, Lisa Miller, and Chris Jarvis. ETZ Board Members present: Ed Wells, Tiffany Thompson, and Kelly Bradford. Members absent: None. Williams affirmed proper notice.

APPROVAL OF MINUTES Motion to approve the meeting minutes by Jelinek seconded by Wilson. Motion carried unanimously.

PUBLIC HEARING FOR THE PETITION TO REZONE TAX PARCEL 022-2741-6000 AT 26554 CTY HWY O

Zoning Administrator Matt Williams provided an overview of the petition to rezone the property from commercial to industrial, noting the property has been used for LP tank storage for over 25 years without the required permit. Ferrellgas, the current user, seeks rezoning to bring the site into compliance.

Ferrellgas representative Andy Godwin explained the historical use of the property noting that removal of the tanks would severely impact local service capabilities. Godwin expressed willingness to install fencing and barriers for safety.

Concerns about spot zoning and the need for amending the land use map if approved were discussed. It was noted that the property's use predates much surrounding development.

The public was offered to speak three times prior to closing the public hearing. Motion by Miller to close the public hearing. Seconded by Tepley. Motion carried Unanimously. The public hearing was closed at 5:51 PM.

CONSIDER PETITION TO REZONE TAX PARCEL 022-2741-6000 AT 26554 CTY HWY O

Motion by Wilson to recommend to the Common Council to approve the rezone of tax parcel 022-2741-6000 at 26554 County Highway O to Industrial. Seconded by Jelinek. Motion carried unanimously.

PUBLIC HEARING FOR THE CONDITIONAL USE PERMIT APPLICATION TO ALLOW A MOTOR FUEL STATION AT 2393 US HWY 14 E. (TAX PARCEL 276-2471-2200)

Zoning Administrator Matt Williams provided an overview of the petition from Kwik Trip for a Conditional Use Permit to allow continued operation of a motor fuel station at 2393 US Highway 14 East. Although the site has historically functioned as a retail fuel station, a recent review of site records—conducted in connection with a proposed expansion—revealed no permit had been issued. The current application seeks to rectify this oversight and bring the property into compliance with zoning requirements.

A project engineer representing Kwik Trip participated remotely and outlined planned site improvements, which include an addition to expanding the kitchen area and a reconfiguration of the parking lot. Additionally, two adjoining parcels will be formally combined to ensure compliance with setbacks and development standards.

The public was offered to speak three times prior to closing the public hearing. Motion by Bradford to close the public hearing. Seconded by Miller. Motion carried unanimously. The public hearing was closed at 6:02 PM.

CONSIDER CONDITIONAL USE PERMIT APPLICATION TO ALLOW A MOTOR FUEL STATION AT 2393 US HWY 14 E. (TAX PARCEL 276-2471-2200)

Motion by Coppernoll to recommend to the Common Council to approve the conditional use permit application to allow a motor fuel station at 2393 US Highway 14 East (Tax Parcel 276-2471-2200).

ADJOURNMENT OF THE ETZ BOARD The ETZ Board adjourned at 6:03 PM

COMPREHENSIVE PLAN

Zoning Administrator Matt Williams noted that if the rezoning of the LP tank property proceeds, a formal amendment to the Future Land Use Map will be required. The Commission acknowledged the need to follow proper procedures for such changes and emphasized the importance of thoughtful planning to support the city's continued growth.

Item 1.

REPORTS/UPDATES

Mayor Todd Coppernoll commended the Commission for its role in guiding community growth and emphasized the importance of thoughtful planning. He encouraged members to share ideas and remain engaged as the city enters a busy season of events and activity.

The Commission discussed concerns about debris left after community events, emphasizing the importance of coordination with the Director of Public Works and the Streets Department to ensure timely cleanup and maintain a clean environment following parades and festivals.

FUTURE AGENDA ITEMS An update on the Panorama Estates project was requested and it was noted the developer has until June 15th to begin work. Mayor Coppernoll confirmed that the city's expectations and deadlines have been clearly communicated to the developer.

SET NEXT MEETING DATE The next meeting was scheduled for Wednesday, June 25, 2025 at 5:30PM.

ADJOURNMENT Motion to adjourn by Wilson seconded by Miller. Motion carried unanimously. The meeting adjourned at 6:40 PM.

Meeting minutes recorded by Clerk Keller

STAFF REPORT

Request Conditional Use

APPLICANT:	Todd and Kim Coppernoll	BUSINESS NAME:	N/A
SITE ADDRESS:	481 E. 8 th St.	ZONING DISTRICT:	R-1
TAX PARCEL:	276-1635-3200	REQUEST:	Conditional Use Permit
DESCRIPTION:	Placing an accessory structure larger than 120 Sq Ft		
MEETINGS:	Plan Commission Meeting 07/23/25		
	Common Council Meeting on 08/05/25		

Ordinance Language:

402.04 CONDITIONAL USES IN AN "R-1" DISTRICT.

(11) Accessory building other than a private garage which exceeds 120 square feet of floor area.

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 & drainage, & 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 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

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.

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.

The conditional use permit, if approved, shall not expire.

Staff Recommendation: Approval

It is recommended that the conditional use permit be approved with conditions as presented and forwarded to the Common Council for final approval.

STAFF REPORT

Request Conditional Use

