

PLAN COMMISSION

Monday, July 16, 2018

7:00 PM

McFarland Municipal Center
Community Room

1. CALL TO ORDER
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Review and approval of draft minutes from the June 18, 2018 Plan Commission meeting.
4. BUSINESS.
 - a. Public Hearing – Review and possible action regarding a Conditional Use Permit (CUP), requested by US Ventures, Inc. for installation of propane storage, rail car unloading and truck loading site at 4402 Terminal Drive, property zoned M-IC Manufactured Intensive.
 - b. Review and possible action regarding a Site/Design review requested by U.S. Oil, for installation of propane storage, rail car unloading and truck loading site at 4402 Terminal Drive.
 - c. Review and possible recommendation to the Village Board on development guidelines for TIF #5.
5. STAFF REPORTS
 - a. Highlights and updates
 - b. Property maintenance
6. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

Working Draft Minutes

Plan Commission

Meeting

June 18, 2018

Members Present: Cathy Kirby, Peter Gentry, Tom Rogers, Brad Czebotar, Dan Kolk, Jeff Sorenson

Members Absent: Bruce Fischer

Staff Present: Pauline Boness, Brian Berquist

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. Review and approval of draft Minutes from the May 21, 2018 Plan Commission meeting.

With no comments or questions voiced, Czebotar called the minutes of the May 21, 2018 meeting approved by unanimous consent.

3. BUSINESS:

- a. **Public Hearing – Review and possible action regarding a 3-Lot Certified Survey Map (CSM), for property owned by Dustin Boyd, Kenneth E. Boyd and Kenneth M. Boyd. Legal description as follows: Lots 2 and 3 of CSM No 7440 Dane County, Wisconsin. The property address is 3463 Siggelkow Road, McFarland, WI and are currently zoned A- 1 Agriculture-Transition District. Czebotar opened the public hearing at 7:05 p.m.**

Two parties indicated they do not wish to speak but are in support of the request. Dustin Boyd spoke on behalf of the owners. As it exists today, only lots one and three exist, the proposal is to add lot two for future building. There will a 66' wide easement with lots 1 & 3 if approved, for a future possible road. Kirby is concerned over the potential for future development. Boness replied the easement is only extending to a portion of lot two, if there were plans in the future for dividing off more lots, a plat could be required.

Czebotar closed the public hearing at 7:10 p.m.

Kirby moved to approve a 3-Lot Certified Survey Map (CSM), for property owned by Dustin Boyd, Kenneth E. Boyd and Kenneth M. Boyd. Legal description as

follows: Lots 2 and 3 of CSM No 7440 Dane County, Wisconsin. The property address is 3463 Siggelkow Road, McFarland, WI and are currently zoned A- 1 Agriculture-Transition District. Kolk seconded the motion. Motion carried 6-0.

- b. Public Hearing – Review and possible recommendation to the Village Board regarding Ordinance No. 2018-07. An Ordinance REZONING LANDS IN THE VILLAGE OF MCFARLAND to rezone a 9.27-acre parcel and a 0.35-acre parcel near 3457 Siggelkow Road from A-1 Agricultural Transition District to RH-1 Rural Home District to accommodate the development of the parcels. The property address is 3463 Siggelkow Road, McFarland, WI.**

Czebotar opened the public hearing at 7:15 p.m.

Boness reviewed the sites needing to be rezoned to the new RH-1 Rural Home District, which will accommodate the potential for a residential home.

Czebotar closed the public hearing at 7:17 p.m.

Kolk moved to recommend approval to the Village Board regarding Ordinance No. 2018-07. An Ordinance REZONING LANDS IN THE VILLAGE OF MCFARLAND to rezone a 9.27-acre parcel and a 0.35-acre parcel near 3457 Siggelkow Road from A-1 Agricultural Transition District to RH-1 Rural Home District. Gentry seconded the motion. Motion carried 6-0.

- c. Public Hearing – Review and possible action on a request by Michelle Gille to approve a 2-Lot Certified Survey Map (CSM), and create a zero lot line duplex at 5714 and 5716 Sauk Lane, McFarland, WI. The properties are zoned R-2, Single & Two Family Residence.**

Czebotar opened the public hearing at 7:19 p.m.

Dave Siefert 5712 Sauk Lane – concerned about losing part of his property due to garage location. Mr. Siefert was advised he would not lose any of his property.

Michelle Gille – This is creating a zero lot line. They have parking and garage easements, along with an easement for future maintenance in place to be recorded if approved for the proposal is given.

Czebotar closed the public hearing at 7:28 p.m.

Kirby moved to approve a request by Michelle Gille for a 2-Lot Certified Survey Map (CSM), and create a zero lot line duplex at 5714 and 5716 Sauk Lane, McFarland, WI. The properties are zoned R-2, Single & Two Family Residence. Kolk seconded the motion. Motion carried 6-0.

- d. Public Hearing Review and possible action regarding a temporary Conditional Use Permit (CUP), requested by Kris Sturman and Cory Sturman, Waubesa Shores, Beach House Properties LLC., allowing for off street parking on a vacant lot and a pedestrian walking path to piers. The property addresses are 4506 Larson Beach Road and 5611 Lake Edge Road, McFarland, WI. The properties are zoned Planned-Development Infill Detailed Plan Approved.**

Czebotar opened the public hearing at 7:19 p.m.

Aaron Ruengpinyophum representing the owners of Beach House Properties LLC - They are looking for a temporary CUP to park cars for construction workers, and people using the boat slips. It will provide parking for 15 vehicles. Pedestrian crossing signs have been installed. They have also installed a boardwalk access to the pier, along with crushed gravel, fire extinguishers and a gate identified for boater use only, no trespassing. In November, they will give the use of the lot back to the owner Tim Neitzel, they are not aware of his plans after that. They have been directing boaters to use the parking lot first, if full to then use the street where there are not homes.

Scott Smith – 5624 Lake Edge Road – spoke out against the proposal. This was turned down previously, yet the owners proceeded with the use of the vacant lot for parking. He would like to see restrooms, and garbage containers provided to keep the area clean. The developers had made a “good neighbor agreement” when the project was initially approved, however neighbors have not seen the Sturmans since the project started.

Terry & Deb Nelson –did not wish to speak, indicated support for a temporary parking lot.

Czebotar closed the public hearing at 7:28 p.m.

Kirby wanted clarification in the current approved site plan; there is a concrete public access walkway on the north side of the project. The developers submitted and had a plan approved where they stated they would not need the lot down the street for additional parking, as they would have enough on site parking. They were going to deal with all parking onsite. The original proposal was for the boat slips to go to the condominium owners. Ruengpinyophum replied that is still correct. Originally the developer did not intend to use the piers; but received many calls about using them this summer, so just for this year the developer decided to rent the spaces. In November the project will be complete. Kirby inquired, what if the slips are not all taken by the condominium owners? Ruengpinyophum replied, they then intend to open the rental of the slips to the public. Kirby replied that is where the problem comes in; it does not appear to be a “temporary” issue. The developers went ahead and installed parking, the pathway etc. first and then came to ask for

permission to do it. Upon inspection, Kirby did not feel you would be able to park 15 vehicles on the proposed site along with all the construction equipment as they have been doing. It is very concerning that the developer moved ahead with the project, originally denied, prior to speaking with neighbors or applying for proper approval. It is the wrong approach to be taking; while, she understands people want boat slips, what is currently in place is now in violation of the approved site plan. There is also the concern of where will they find the additional parking for the following years if those slips are rented to the public. Ruengpinyophum stated, they would have 13 overflow parking spots on the project site for public to use if they rent out slips in the following years.

Czebotar asked for clarification from Boness, do they have the authority to regulate the pier, and the walking path, or just the parking lot that has been installed? Boness replied the pathway, that is part of the parking lot and crosses the public street can be regulated. Boness also wanted to follow up on a comment made by Ruengpinyophum that there is overflow parking on the surface. The overflow was for the benefit for the condominium owners if they have guests, or, for the commercial development. It was never meant or presented, as use for boat slip owners, rather it was for the owners living in the building itself as originally submitted. Czebotar inquired if the temporary CUP is not approved and they are renting out slips, the boaters would be parking on the street. Boness referred to the letter in packets from Wendy Peich “there has to be adequate parking for transient use to the general public” Boness also referred to the code where it is required to have off street parking for specific uses. Kirby stated if not approved, the developers would have to provide off street parking, this is something the developers should have considered prior to renting out stalls. The pathway is not consistent with the approved plan. Rogers asked if approved tonight, at some point the temporary parking lot and path would need to go away, how that is handled? Boness replied if it is left, they have now changed the site plan as approved, which is why they would be given a deadline date to have it removed. Ruengpinyophum replied they are asking for it to November 15, 2018, but if they do not sell all the spots and want to rent them next year, where would they have people park? Commissioners concurred that is the problem, they are asking for “temporary” but they are indicating they want this more than temporary.

Czebotar felt logically the use of the lot on Lake Edge would be more economically feasible and a better tax base for a use other than a parking lot. Currently, due to the issues now caused in the neighborhood by Beach House LLC by renting out slips to the public, it would make more sense to try to alleviate the issues caused by to allowing a temporary parking lot. Boness asked how many more slips do they plan to rent out? Ruengpinyophum stated, they are capped now at 24 slips. The north slip will be for boaters who are coming in who would be parking elsewhere. Boness inquired if they do rent out future slips to the public where would they park? Ruengpinyophum replied, he is not sure; they could possibly use the overflow on the site. Kirby pointed out, parking was an issue discussed in depth when this

project was before the Plan Commission. There was a great deal of discussion about having enough parking for the residents, their guests and people using the commercial space. It was not presented nor discussed that Beach House LLC intended to rent out 17 slips and have the overflow parking on the lot for that use. Gentry stated this is a slippery slope; you already have the issue of them going ahead and installing something, and then asking for approval after they have completed the project. There will always be the concern based on history of their actions that they will either not value the idea of temporary, or they will then come back and want it permanent. It is clear temporary now will help the neighbors, but the neighborhood is clear they want the original approval of no parking lot at 5611 Lake Edge to be upheld. Gentry strongly suggested Ruengpinyophum make this clear to the group he is representing.

Kolk felt it is very clear, Beach House LLC went ahead and completed a project without approval, and the question of why has not been answered. Kolk then asked of Ruengpinyophum why did his organization go ahead and do this? Ruengpinyophum believes it was to handle the demand of the boaters. Kolk replied, he understands that, but to go ahead and not follow the standard permitting process shows bad faith. There were enough challenges with the approval of this project, for the Sturman's to move forward in this way shows poor judgement. He feels Commissioners should approve the temporary use, but not because Beach House LLC properties deserve it, as they do not, but to help with issues they have created in the neighborhood. The tactic of taking action and then asking for approval is not one that they should consider trying again, and while he would agree to this now to help the neighbors, he will go on record to say he would never approve this again. Beach House LLC will need to come up with a plan should they decide to rent slips to the public in the future as this is not it. Kirby concurred, and advised before they publically rent one slip next spring, they had better have a plan for where those people will be parking. It should not be on site, as these parking stalls were earmarked to meet the needs of the residents, their guests and the commercial tenants. While she would agree to this to clean up the problems they have caused the neighborhood, Kirby is not impressed with the way Beach House LLC has handled things. Kirby is in agreement with Kolk, she would never approve the use of 5611 Lake Edge Road as a parking lot, and this is a property, which could be used as a much better tax base.

Czebotar moved to approve a temporary Conditional Use Permit (CUP), requested by Kris Sturman and Cory Sturman, Waubesa Shores, Beach House Properties LLC., allowing for off street parking on a vacant lot and a pedestrian walking path to piers, which will expire on November 15, 2018. The property addresses are 4506 Larson Beach Road and 5611 Lake Edge Road, McFarland, WI. The properties are zoned Planned-Development Infill Detailed Plan Approved and C-G zoning. Rogers seconded the motion.

Kirby wanted it made clear this is temporary only; she does not want to see them making the south access permanent. Boness replied if they did wish to do this they would have to apply to the Plan Commission. Ruengpinyophum inquired if they could extend the date out a bit further if construction ran behind as it often does. Sorenson pointed out construction workers should be able to park on the actual construction site by that time, he also inquired if the supplying of restrooms, and trash receptacles should be a specific part of the motion. Ruengpinyophum replied he has that in his notes and he will see that it is provided as an act of good faith.

Motion carried 6-0.

e. Public Hearing - Review and possible recommendation to the Village Board regarding addendum No. 1 Waubesa Shores Condominium Plat and Declaration relating to changes for utility and mechanical rooms, storage units, trash and janitor rooms and relocation of an outdoor hot tub.

Czebotar opened the public hearing at 7:57

Bob Bourrill identified himself as the architect for the project and representing Beach House LLC in tonight's request. They have had a few modifications to mechanicals, the hot tub and some interior reconfiguration of the project due to location of electrical panels. There is no additional square footage added. Boness asked for clarification on the number of underground parking stalls. Bouril indicated there are 50. Sorenson questioned a public access through the electrical room to the storage units shown on the plans, which is not allowable. Bouril said they would look at it, but the plans are not 100% accurate. They have added interior trash drop off rooms, so residents will no longer have to take their trash outside to the dumpsters. Sorenson inquired the narrative mentions "ventilation and frequent garbage removal" what is frequent going to be? Bouril felt this is a trade off from residents having to take their trash to their cars and drive it over, they are planning to do it daily.

On the site plan, the decision was made to extend the hot tub season into the winter; they detached the hot tub from the pool so they can extend the season and changed the location to have convenient access. They feel they are within all the proper setbacks.

Czebotar closed the public hearing at 8:04 p.m.

Bones inquired about how the electrical meters will be screened on the exterior. Bouril stated they would be resubmitting a landscaping plan to handle this change. They will be looking at different elements, it could be some type of latticework fencing and dense plantings, and they will do a staff submittal on this. Boness also asked about the outdoor main switchboards, are they facing the street? Bouril replied yes. Boness advised that would need to be screened in some way. Sorenson

asked where the electrical box would be located. Bouril indicated he is unsure; he will look into it and make sure it is properly screened.

Gentry inquired on the hot tub as a structure, as it encroaches on the lake, it is closer than it was originally. Bouril advised their engineers have looked at it and feel it is within the allowable area, however he will double check.

Bouril reviewed some of the other changes to sanitary sewer, along with working with the Fire Chief regarding fire protection to the piers. Boness stated the stand pipes have been submitted to Fire and Rescue for review, but there has been no approval as of yet. Sorenson questioned the overhead electric with a pole in the center of the front of the building. Bouril stated there have only been changes in the fixtures, the electric will be underground.

Kolk inquired about the trees on the plans for the front of the building, he believes they are not on the Villages approved list. Bouril advised he thinks Madison allows them. Kolk advised he would check McFarland's allowable plantings.

Kirby moved to recommend approval to the Village Board of addendum No. 1 Waubesa Shores Condominium Plat and Declaration relating to changes for utility and mechanical rooms, storage units, trash and janitor rooms and relocation of an outdoor hot tub, conditioned upon the satisfactory relocation of the outdoor hot tub, and elimination of the public access to the electrical space, and an updated landscaping plan. Sorenson seconded the motion. Motion carried 6-0.

f. Review and possible action regarding a Site/Design review requested by Bizy-Lou, LLC, Lou Cheramy and Dave Bisbee, to construct six duplex style units at 4719 Siggelkow Road. Postponed from the April 16, 2018 Plan Commission meeting.

Ryan Quam – Quam Engineering – summarized they had a meeting with a few of the neighbors to discuss the number of units, site impact along with some communication with the DOT and McFarland Fire & Rescue Department. They have changed the private road to 30' to allow parking on the street. The driveways are all a minimum of 20' in length to allow parking of a vehicle, and added restricted and no parking signs, along with selecting the location for the cluster mailbox. They did have to shift the units a bit to allow for the wider drive. They feel this layout will give neighbors the most privacy. Quam reviewed a layout identifying the existing house and the proposed units, which was not in packets. The fencing will help keep people from cutting through yards; there also will be landscaping to enhance privacy. Vegetation at the entrance will be removed, along with lowering the slope a bit more to help with visibility.

Kirby asked if they could provide signage at the entrance/exit to warn of traffic, pedestrians, and a blind driveway for the safety of both. She suggest they work with

the police department for proper language. Kolk agreed as people in vehicles tend to look to the left but not to the right, and to cross the sidewalk before stopping rather than prior to it. He would suggest a stop sign to stop traffic before vehicles reach the sidewalk.

Quam reviewed the edging along the driveway and water flow; there will be a concrete flume with ribbon curb. Sorenson is concerned whether there will be a lot of water flowing onto Siggelkow during a rain event. Berquist reviewed the plan, and advised there is not much of a change from the driveway from what is there now.

Kirby was concerned about past issues, with the two properties being cut into the hill, what are the effects of the grade with the proposed project. Quam feels there will not be an issue, and they can add a small retaining wall. The bio-retention pond will be 4' deep dry pond with infiltration device. It should hold the water, then dry out and be able to be mowed a few days after.

Gentry felt this is not much different from previous plans, the density has not changed, which was something, brought up at previous meetings. It almost appears they are making small changes, but not dealing with the main concerns.

Sorenson stated the parking spaces previously shown were inadequate; however, there has been a -0- net increase in parking as the additional stalls have been removed and street parking added. He did not feel parking issues have been resolved. Residents will still be parking in the streets rather than their driveways due to the size. It is 12 parking spots just in different locations. Quam advised he did not do the redesign work of the roadway. He can see if they can add 3 additional stalls on the one end, he will need to speak with the fire department. Berquist suggested moving the mailbox cluster to allow for some additional parking at the outside curve. He would strongly suggest against opposite side parking, it would only confuse residents; it would be safer to have street parking all on one side. They suggested putting additional stalls by the cluster box near the entrance curve.

Joan Kranz – 5007 Terminal Drive – spoke against the proposal

Mary Link – 5015 Terminal Drive – spoke against proposal

Deb Purkle- 5011 Terminal Drive –spoke against proposal

Issues and concerns raised were:

- Too dense
- To many potential occupants,
- Dangerous entrance and exit,
- Not a lot of change from prior proposals,
- Parking issues, small driveways, too little onsite parking
- Where will the contractors park during construction?

- Previously pitched as 2 bedroom then 3 bedroom units, Cheramy now saying 4 bedroom units, only adds more vehicles, people and traffic. A 4 bedroom unit could potentially have 8 people in it –this would be 96 people living in that area
- Heavily traveled area; developers are not familiar with the amount of trucks
- Bike & pedestrian traffic is heavy in the area
- Signage does not make a person stop
- No attention to current residents, area has developed from single-family homes to 130 units. Saturated with multi-family and people in an area, which was all single family.
- The grade problems will be significant
- Noise from the units
- Feels concerns have not been listened to & developer did not take into account concerns of PC either
- Who will be supervising tenants, how will background checks be handled
- Concern over potential for accidents

Czebotar inquired, in all past presentations it was a 2 or 3 bedroom. This is the first they are hearing of the units being 4 bedroom units; could they please expand on this?

Lou Cheramy from Bizzy-Lou – the reason they are looking at 4 bedroom units is due to the walk out lower levels, they could have an egress and then add an additional bedroom to each unit. He currently has no plans for it, but it would be an option. Sorenson asked which units could be 4 bedrooms. Cheramy replied all of them. Czebotar advised this gives him a different view about the density now as an additional bedroom to each unit adds 12 to 14 more people to the area, greatly increasing the density. Gentry asked if Cheramy would consider removing one of the units. Cheramy replied he would prefer not to, they would be willing to restrict it to 3 bedrooms only. It is not their intention to use as a four bedroom now. Kirby pointed out just because it is not set up that way does not mean a tenant would use it that way. Cheramy feels they have a good management company doing background checks, and keeping it strict as to who can be on the lease or reside in a property and that will control things. Kranz stated she knows of someone in one of his rentals who is not on the lease, and the management company nor Cheramy as the owner even knows they are there. Who will actually keep an eye on the property? Cheramy admitted he does not actually go out to the properties unless there is a problem.

Sorenson is concerned about the retention basin; it is in a location attractive to children. Boness asked of Berquist, after the recent rain of 4" in 24 hours what would the proposed retention pond look like? Berquist responded it would be about 2 ½ to 3' deep and it would take approximate 24 hours to drain out, it would over flow to the driveway and then onto Siggelkow Road in a disaster or fail situation. McFarland has had the practice that new ponds are not fenced. If the pond is a

retrofit or converting a dry into a wet pond, they would fence them. This pond is located closer to the properties than other developments. Kirby feels this is a similar situation to the school districts, where they then agreed to accept all liability for any issues or miss-haps.

Berquist indicated the driveway is as far east as the DOT requirements would allow. It is flatter at the end than previous drawings. Gentry is still concerned over the physical grade, there is an area at the end of the driveway about 10' tall. Berquist stated it does meet the 25' vision triangle, which is usually the rule of thumb, they could request more if felt necessary. Quam feels it will actually have better visibility than they have now. Czebotar asked if there was anything more that can be added safety wise, as if rumble strips, speed bumps, flashing signs. Quam advised they could put in a 3" high 2' wide speed bump.

Gentry stated, he is still not in favor of this, the conversation keeps going back to density, and that issue has not been addressed. It is many people in one area. Czebotar summarized the parking issues also fall back to the number of people who would be living there. Kolk did not feel the parking is a much of an impact, or, he could be underestimating it. He does see this as rentals for small families; this is not the size of rental for 2 people. This is solving an issue of the need for family rentals. He feels this does meet our standards, with no need to change the density. Safety issues can be addressed. He does feel it is an issue of traffic affecting the bike and pedestrian traffic in the area.

Kirby still has issues with the density, is not sure how from a Village standpoint you would control the number living in a unit, and she is still concerned about the lower levels being turned into living units along with the issues of the detention pond being a potential accident. However, at some point, you have to put the responsibility on the adults and parents of the children to monitor them. Kirby still does not feel the Siggelkow access is the safest. Rogers feels if you reduced the number of units, it would not decrease the potential problems at the entrance. He does have concerns about the location of the detention pond to some of the units and the potential for issues. Some changes have been made, is it enough; that is a gray area. Gentry pointed out, you would not have all these issues if it was two single-family homes, and it appears no one is completely comfortable with the proposal.

Boness inquired to confirm the rendering, which will be built, would be raised panel garage doors, with windows and the brick front. Cheramy responded yes, except he feels residents want privacy and he would have a problem with the windows in the garage doors, he is ok with the raised panels.

Kolk moved to approve the site design requested by Bizy-Lou, LLC, Lou Cheramy and Dave Bisbee, to construct six duplex style units at 4719 Siggelkow Road. Contingent upon the rezoning approval. Czebotar asked to make a friendly

amendment to include the signage, speedbump and additional parking. Kolk advised he would accept the amendment for the signage and speedbump as outlined at the meeting tonight, he would not accept the additional parking. Czebotar seconded the motion.

Czebotar inquired of Quam how confident they are that they could add the additional parking stalls. Quam replied they could add three, he cannot guarantee 4 stalls due to the hydrant location. Boness pointed out they will have to move the hydrant in any case. Sorenson inquired where are the pad-mounted transformers are located? Quam was not familiar with that part of the design, as they have not gotten that far in the design.

Kolk moved to amend his motion to stipulate the addition of three additional off street parking stalls. Czebotar seconded the amendment. Motion passed five – 1 with Sorenson voting nay.

- g. Public Hearing - Review and possible recommendation to the Village Board regarding Ordinance No. 2018-05. An Ordinance REZONING LANDS IN THE VILLAGE OF MCFARLAND AT 4719 Siggelkow Road from R-1 Single Family Residence to R-3 General Residence. Postponed from the April 16, 2018 Plan Commission meeting.**

Czebotar opened the public hearing at 9:29

Two persons from audience spoke out against the passing of this ordinance.

Czebotar closed the public hearing at 9:30

Czebotar said this is in keeping with the Comprehensive Plan, the surrounding areas have already been zoned R-3. Gentry understand it is in keeping with the Comp Plan, but does not feel it should be zoned R-3 in keeping with the neighborhood.

Czebotar moved to approve Ordinance No. 2018-05. An Ordinance rezoning lands in the Village of McFarland at 4719 Siggelkow Road from R-1 Single Family Residence to R-3 General Residence. Seconded by Rogers. Motion passed 4 – 2 with Gentry and Sorenson voting nay.

- h. Review and possible action regarding a Site/Design review, requested by MMI, LLC Tim Neitzel, for approval of an 8000 sq. ft. building located at 4915 Voges Road; property zoned C-H Highway Commercial. Postponed from the April 16, 2018 Plan Commission meeting.**

Dave Utteck with Keller Structures advised they went before the CDA and were approved. He summarized from a prior meeting, they have finished off the design for the detention pond along with other minor issues. This building will be hidden

from the road; you cannot see the building from the street. Boness indicated they would need a variance for the metal exterior. Boness inquired of Berquist of the water quality approval from CARPC. Berquist replied he did not feel that would apply to this project, a stormwater management plan has been provided, he has no other concerns.

Boness inquired about semi deliveries to the site. Uteck replied he assumed there would be based on the loading dock. Sorenson inquired as to the parking for the building to the west. Uteck reviewed the parking and loading dock areas. Boness advised the landscaping is limited and was approved when the 20,000 sq.ft. building on Voges Road came before the Plan Commission.

Kolk moved to approve a Site/Design review, requested by MMI, LLC Tim Neitzel, for approval of an 8000 sq. ft. building located at 4915 Voges Road; property zoned C-H Highway Commercial with the variance to allow for the exterior to have a full metal finish. Sorenson seconded the notion. Motion carried 6-0.

i. Review and possible recommendation to the Village Board on development guidelines for TIF #5.

Boness indicated these were developed at the request of the CDA as guidelines rather than requirements so as to allow some flexibility.

Commissioners reviewed the guidelines. Kolk is concerned this is an all or nothing approach, some buildings look too intimidating being right on the roadway. Sorenson inquired on the width of the sidewalks, rather than stating the number of people for width, why not have a specific number, the verbiage appears awkward. Boness advised this could be changed; these are set to be guidelines with flexibility. Gentry felt the designs were quite open; other communities have something, which specify all brick, or a Cape Cod design to a structure. These to not appear to be very specific. Commissioners discussed the options of aesthetics and the opportunity to drive them in this area, along with the concern of driving development away. Boness advised they or future Plan Commissions would have to be willing to turn a project down, if they did not like the design. You can do standards for rooflines by allowing only hip-roof design for example, without tying all to the same design. The possibility was discussed of stating no metal on the buildings.

Boness said as long as they have some definite ideas for the July meeting this will still be able to move ahead for an August RFP.

Czebotar moved to postpone possible action on development guidelines for TIF #5 to the July meeting. Kirby seconded the motion. Motion carried.

j. Discussion item - Update implementation of priorities identified in 2017 Comprehensive Plan.

Boness reviewed with Commissioners the implementation and status of the priorities as identified in the 2017 Comprehensive Plan.

4. STAFF REPORTS

- a. Highlights and updates – No comments.
- b. Property Maintenance – No comments.

5. ADJOURNMENT

Kirby moved to adjourn at 10:08 p.m. – Sorenson seconded the motion. Czebotar called the meeting adjourned by unanimous consent.

Working Draft

Plan Commission

Background and Recommendations

July 16, 2018

Agenda Item a & b– U.S. Oil CUP and Site design propane tank, racking system and driveway addition.

Back in June of 2016, a CUP and site plan were approved to allow U.S. Oil to sell propane and install two thirty thousand gallon above ground storage tanks and associated offload racking system. U.S. Oil wishes to expand their conditional use permit to allow a third forty-five thousand gallon propane tank and associated vapor lines and railcar off loading rack. An additional drive up lane is also proposed in order to mitigate any truck backups on Terminal Drive.

Dan Morrill of U.S. Oil has submitted a written response to how this project continues to meet CUP standard listed in our code. The propane is in liquid form and would vaporize once it reaches open air.

We have had no incidents since this product was made available at the U.S. Oil site in 2016. Plan Commission members were not opposed to allowing wholesaling of this product, which was an addition to U.S. Oil's product line at its Terminal Drive location.

Recommendation: Approval conditioned upon received no objections from the CDA. Normally the CDA would have reviewed this first but they held a special meeting the last week of June, as their July meeting would have been on the fourth. We did not have all necessary information from U.S. Oil in time for the CDA meeting in late June.

Agenda item c - Review and possible recommendation to the Village Board development guidelines for TID #5

This is an item postponed from our June meeting. TID's three and four all have design guidelines, which are typically given to developers when planning projects. The CDA felt it was appropriate to create the same for TID #5. Authority members reviewed and recommended the list in your packets.

Prior to submitting to the Village Board, the Village Attorney will most likely want to format as a resolution.



US Oil – Madison Terminal Propane Expansion Project McFarland, WI

July 2, 2018

MEMORANDUM

To: Community Development Director
Village of McFarland, Municipal Center

From: Dan Morrill, US Oil

Date: July 2, 2018

Subject: **Conditional Use Permit Application for additional Propane System Installation – Sec.62.111. Standards; Conditional Uses - Responses**
US Venture property at 4402 Terminal Drive, McFarland, WI

U.S. Venture, Inc. (U.S. Venture) is submitting this memo to describe how its proposed project for the installation of an additional Propane System meets the standards as described in **Sec.62.111. Standards; Conditional Use** for the Conditional Use Permit application and Site Plan Review previously submitted.

Sec.62-111. (a) Public health, safety, morals, comfort or general welfare:

The proposed propane system installation will be installed as per all safety requirements of NFPA 58. The system will be a closed system, meaning that during normal operations, product is not exposed to the atmosphere and that there is a continuous sealed line connecting all components together. The system is installed with all necessary pressure reliefs, emergency stop controls and leak detection sensors that can automatically isolate components in the event of a line breach. All emergency shut down valves fail in the closed position. The US Venture property is fenced in and under 24 hr video surveillance. In the event of a product release, an alarm sounds alerting anyone in the vicinity. This system will be installed with the same safety systems as the previous (3) LPG installations at this site were.

Sec.62-111. (b) Impairment of surrounding Properties

The majority of the surrounding properties are of an industrial nature. All necessary property line setbacks have been maintained in the design of this system and the new installations have been positioned in such a way as to blend in with the existing site infrastructure. This system will in no way impair or diminish the enjoyment of any of the adjacent land.

Sec.62.111. (c) Impediment of Development of surrounding Properties

The proposed installation is located centrally on the US Venture property and all necessary property line setbacks have been maintained. As a result, this installation will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.



US Oil – Madison Terminal Propane Expansion Project McFarland, WI

July 2, 2018

Sec.62.111. (d) Adequate utilities, access roads, drainage and other necessary improvements.

This installation project will utilize existing spare utility capacities and drainage systems. Due to the small foot print of the project, the site drainage will be minimally impacted. Part of this project will involve the addition of a second Propane Access drive which will reduce congestion on the current single drive.

Sec.62.111. (e) Ingress/Egress

This system installation project will utilize the existing ingresses/egresses. An additional Propane access roadway will be added interior to the site to allow for reduced congestion on both the site and in the public street.

Sec.62.111. (f) Regulation conformity

This installation shall conform to all National, State and local laws, regulations and standards, including NFPA 58 and WAC Chapter SPS 340.

Sec.62.111. (g) Floodplain

This installation does not violate any floodplain regulations governing the site.

Sec.62.111. (h) Building Zoning

This installation does not include the addition of any buildings. The proposed installation is identical to the existing propane system and the site is zoned appropriately for both.

Sec.62.111. (i) Effect of the proposed use upon:

(1) Maintenance of Safe and Healthful conditions:

This installation through the previously stated safety measures provide a safe and healthful condition. This system is inspected annually for any variations from the planned condition and unwanted variations are correct. Routine maintenance is performed on all necessary items and any issues are reported through our Management of Change system.

(2) Prevention/Control of Water Pollution

Site drainage is closely monitored through our SPCC plan and the site grading is in such a way to help prevent any liquid discharges from contaminating any ground water surrounding the site. In addition, propane vaporizes at -44 degrees F so most product discharges will vaporize before coming in contact with ground water.

(3) Existing Topography, drainage and vegetative cover

The existing topography and drainage system will be minimally impacted. The majority of the new items will be installed within the foot print of the previously installed system. The one main exception is the additional propane access roadway. While the topography will not change, site for the new access roadway will convert from grass cover to gravel/asphalt cover.

(4) Floodplains and Floodways of rivers and streams

The proposed installation is not within any flood plans or floodways of any rivers or streams.



US Oil – Madison Terminal Propane Expansion Project McFarland, WI

July 2, 2018

(5) Erosion Potential

There are not major changes proposed to the site topography, as such, no additional erosion potential will be added.

(6) Existing/future Access roads

The proposed installation is centrally located on the US Venture property and as such poses not impact on any existing or future access road ways.

(7) Shoreland location need

The proposed installation is not a Shoreland installation.

(8) Adjacent Land Compatibility

The area surrounding the US Venture property is mainly industrial in nature and is compatible with the proposed installation.

(9) Liquid Waste Generation

No additional liquid waste will be generated as a result of this installation.

If you have any questions/concerns or require any additional information regarding the enclosed information, please contact Dan Morrill at 608-512-8428 or email me at dmorrill@usoil.com.

Sincerely,

Dan Morrill

Director of Terminal Operations

U.S. Oil

608.512.8428 cell *phone*

dmorrill@usoil.com *email*





US Oil – Madison Terminal Propane Project McFarland, WI

June 11, 2018

MEMORANDUM

To: Community Development Director
Village of McFarland, Municipal Center

From: Dan Morrill, US Oil

Date: June 11, 2018

Subject: **Conditional Use Permit Application for additional Propane System Installation**
US Venture property at 4402 Terminal Drive, McFarland, WI

U.S. Venture, Inc. (U.S. Venture) is submitting the attached Plan Commission Application for Conditional Use Permit and Site Plan Review to install additional Propane Bulk Storage, Rail Car offloading and Truck loading Site, at the middle/southern portion of their Madison Terminal (the "Site"), located at 4402 Terminal Drive in McFarland, Wisconsin. A tank installation application will be submitted to the Wisconsin Department of Safety and Professional Services (DSPS) and the McFarland Fire Inspector. A copy of the approved application can be provided to the Plan Commission upon request. The Site is a petroleum bulk terminal facility. U.S. Venture owns the Site and will be operating the propane system.

The proposed propane system has been designed in accordance with Wisconsin Administrative Code (WAC) SPS 340 and National Fire Protection Association (NFPA) 58, 2011 edition. It will consist of one (1) Propane Rail Car offloading site, one (1) 45,000 gal Propane Pressure Vessel, one (1) Propane Truck loading site, one (1) Propane Vapor Compressor and all necessary 6", 4", 3" and 2" Liquid/Vapor lines needed to interconnect the system. All equipment will be purchased new and installed above ground. Approximately 25' of 6" Liquid, 50' of 4" Liquid, 75' of 3" Vapor and 12' of 2" Vapor lines will be installed above ground. The one (1) 45,000 gal Propane Pressure Vessels will be purchased used and is currently not in US Venture's possession. All piping will be carbon steel with threaded and welded connections that meet ASME Process Piping Section B31.3 requirements. The above ground piping and equipment will be painted for corrosion protection. The corrosion protection will be designed and installed by a licensed Wisconsin corrosion system expert (Wisconsin Administrative Code SPS 305.89).

The proposed system is to enable the Site to have additional Propane storage, Rail Car unloading and truck loading capabilities. These additions will help reduce congestion from the current single unit unloading/loading infrastructure. This installation will not affect site staffing or require modifications to site utilities or alter sewer or water use. The facility is surrounded by a fence and has a closed circuit surveillance system, and access to the facility is controlled. This additional system will be identical to the existing propane system with the exception of the storage capacity (i.e. tank size/volumes).

The siting of the system was chosen to ensure the required setbacks from sensitive material and landmarks was maintained as well as to reduce visibility from the road. The propane vessels will be



US Oil – Madison Terminal Propane Project McFarland, WI

June 11, 2018

located approximately 76 ft from the nearest building (North Load Rack) in accordance with NFPA 58 Section 6.3.3. Refer to **MD0225 Sheet 1-3** for system location.

The Propane Storage Vessels shall be placed on precast concrete saddles. To adequately support them, the ground at each saddle location shall be excavated until a soil with suitable bearing strength is reached. The hole will then be backfilled/compacted with crushed stone until the desired bottom of saddle elevation is reached. This form of foundations has been successfully preformed to support similar butane pressure vessels at this site. Due to the low amount of impermeable material being used in this project, no changes are planned to the existing storm water plan.

Appropriate safety measures are included in the system design. The security fence is installed along the perimeter of the entire U.S. Venture property to prevent unauthorized access. All components of the propane system near normal egresses will be surrounded by concrete-filled bollards or concrete barriers to provide crash protection (**MD0225 Sheet 2**). The pressure vessels will have pressure relief valves sized in accordance with ASME requirements for that vessel and excess flow valves. The rail car offloading and truck loading connections will have emergency stop devices and backflow check valves. The pump/compressor skid will also have a disconnect switch and emergency stop button in accordance with NFPA 58 Section 6.18.2.4. Appropriate signage will be placed on the propane system, tanker cars, and on the emergency stop button in accordance with WAC SPS 340.43 and NFPA 58 for wording, size and lettering. The electrical equipment associated with the propane system will have Underwriters Laboratory (UL) certification and meet the classification requirements of NFPA 58 Section 6.22.2.2. A fire safety analysis (FSA) and process hazard analysis (PHA) were completed for the initial butane system at the property. Both of these safety documents will be reviewed and updated for the proposed propane system addition.

If you have any questions/concerns or require any additional information regarding the enclosed information, please contact Dan Morrill at 608-512-8428 or email me at dmorrill@usoil.com.

Sincerely,

Dan Morrill

Director of Terminal Operations

U.S. Oil

608.512.8428 cell phone

dmorrill@usoil.com email





1" = 20'
DETAIL A

(2) EXISTING
PROPANE TANKS

NEW
PROPANE
TANKS

NEW PROPANE
LINES

PROPANE
PIPES

EXISTING PIPE BRIDGE

VALVE PIT

EMERGENCY
STOP

PROPANE
PUMPS
FIRE
EXTINGUISHER
EMERGENCY
STOP

PROPANE
LOA
RAC

PROPANE
BULKHEAD

CARD
READER

NEW CARD
READER

NEW PROPANE
BULKHEAD
FIRE
EXTINGUISHER

NEW
DRIVEWAY

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REV.	DESCRIPTION	DATE	APPROVED
-	INITIAL RELEASE	18/05/09	KKK

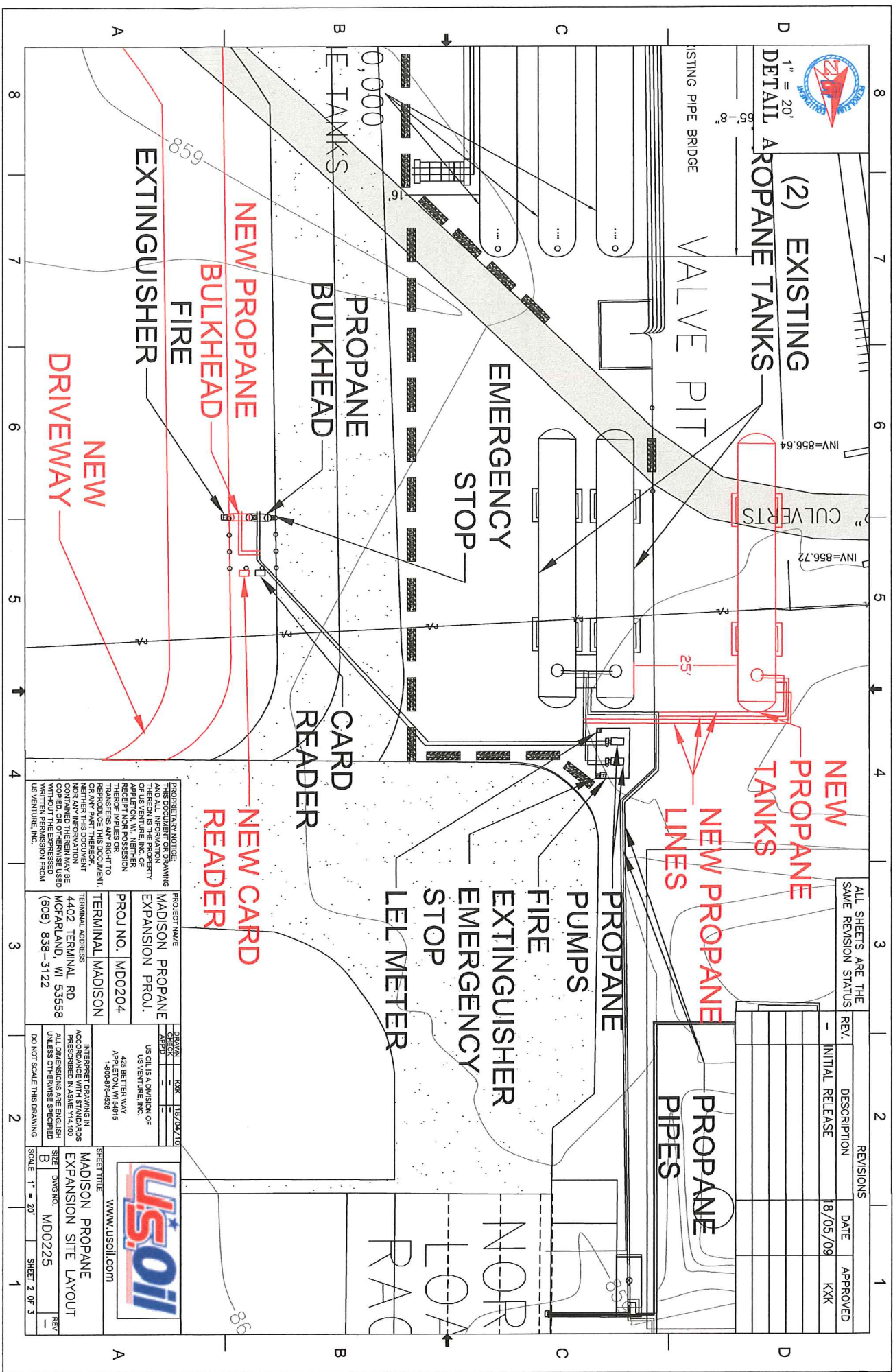
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PROJECT NAME
MADISON PROPANE
EXPANSION PROJ.
PROJ. NO. MD0204
TERMINAL ADDRESS
4402 TERMINAL RD
MCFARLAND, WI 53568
(608) 838-3122

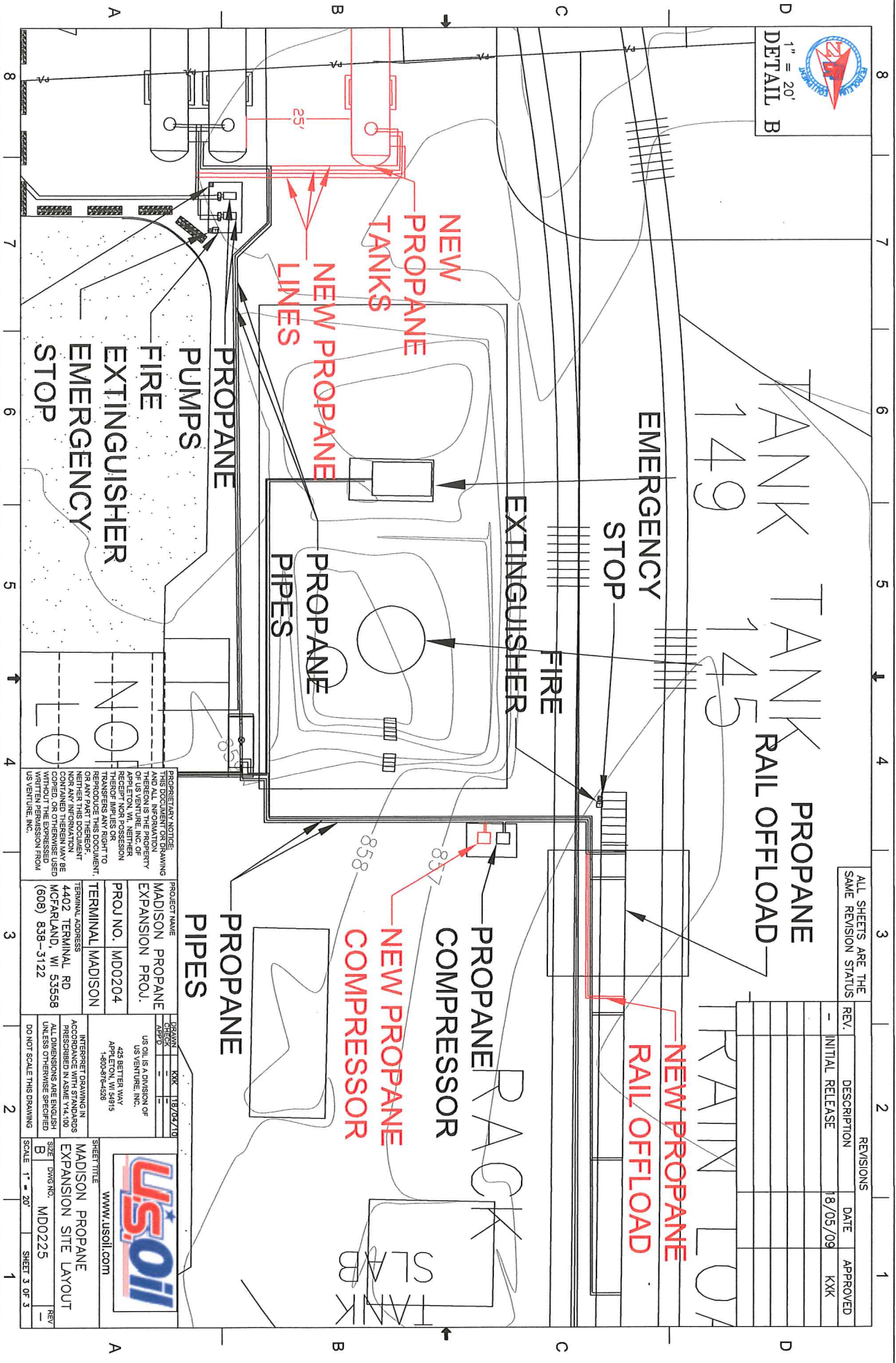
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MADISON PROPANE
EXPANSION SITE LAYOUT
SIZE DWG NO. MD0225
SCALE 1" = 20'
SHEET 2 OF 3





1" = 20'
DETAIL B



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EXPANSION PROJ.
PROJ. NO. MD0204
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TERMINAL MADISON
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MCFARLAND, WI 53568
(608) 838-3122

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MADISON PROPANE
EXPANSION SITE LAYOUT
3021 DWG NO. MD0225
SCALE 1" = 20' SHEET 3 OF 3



DESIGN GUIDELINES TID #5 – June 2018 **Draft**

In drafting design guidelines for TID # 5 we look to land uses which make-up our existing Farwell St. or “Main Street” corridor and is really the backbone of this TID. Today various businesses, civic uses, residences open spaces, parking areas, streets and sidewalks all make-up land uses along the corridor. This thoroughfare primarily served as a commercial link to the Village populace. In more recent times, the corridor morphed to serve as a link to a bigger market area-namely Madison and Dane County.

Today, successful main st. environments really are a step back to a time when local businesses sought to locate along corridors with a pedestrian focus. Vehicular mobility is not ignored however; rather, new design ideas create a safe and mobile environment for pedestrian and vehicle movements. Incorporating the following design elements will create a unifying sense of place within an aesthetically pleasing environment that can create destinations that recapture the original intent of a main street.

BUILDING ORIENTATION

- Provide ample sidewalk locations and corridor widths of one two three people for ease of pedestrian mobility.
- Locate smaller buildings of one or two stories immediately adjacent to sidewalks (no setbacks).
- Locate parking to the side or rear of buildings.
- Coordinate vehicles and pedestrian circulation with development on adjacent lots
- Install sidewalks on all streets, connect building entries to sidewalks, provide bicycle parking.
- Locate service areas, mechanical equipment, and refuse containers to the rear of buildings and screen them.
- Screen any roof and wall mounted mechanical equipment.
- Construct parking areas and landscape islands with curb and gutters at the edges
- Any onsite storm infiltration areas should be incorporated as site amenities.
- Avoid deep building setbacks on buildings to avoid large expanses of parking lot or impervious surfaces.
- **We encourage sustainable design and materials in construction projects.**

BUILDING DESIGN AND MATERIALS

- Design buildings between one and **four** stories in height
- Promote high quality design by architects and design exterior walls to appear at a min.1 ½ stories in height.
- Avoid stock building designs

- Discourage standardized franchise or corporate architecture and bright or highly contrasting color schemes.
- Continue the architectural theme, design, and detailing on all three sides of the building.
- Do not allow loading docks or overhead utility doors on street facing facades.
- Provide overhangs along front facades for pedestrian shelter.
- Design buildings so their height and scale are compatible with surrounding buildings or provide appropriate transitions for larger buildings to help reduce differences in scale.
- Use natural building materials such as stone, wood, brick, and glass.
- For larger buildings use techniques to reduce scale and monotony, such as window patterns, roof overhangs siding awnings moldings, fixtures, structural bays and articulated entryways.
- We encourage sustainable practices with site development, design, and methods in building of any project.

LIGHTING

- Design pedestrian lighting in the front of buildings not to exceed 15ft. in height and parking lot lighting not to exceed 25 ft. in height. Select lighting to match or compliment any decorative lighting along the right-of-way.
- Use building mounted lighting to highlight architectural features or main building entrances. Avoid general floodlighting or neon outlining of the building façade.
- Use ninety degree down cast cutoff fixtures (without drop lenses) for all lighting.
- Avoid lighting “hot spots”.
- Keep lighting levels at lot lines to a max. of .5 foot-candles
- Provide use of energy efficient fixtures and bulbs

PARKING

- Site parking to rear or side of main building. Screen from street light views to minimize visual impacts.
- Encourage shared parking between nearby building, parcels, to minimize creation of excess paved areas.
- Provide safe pedestrian walkways from the parking lot as well as from any municipal sidewalks.
- We encourage natural green shielding over landscaping where applicable.

SIGNAGE

- Use on-site monument type signs with exterior lighting and integrate with site landscaping. Screen exterior lighting from direct view of street, sidewalks or driveways with landscaping.
- With monument signs use base materials that are similar to main building materials.

- Encourage combining signage onto one ground monument sign where there is more than one business on a lot.

GAS STATIONS AND CONVENIENCE STORES

- Limit the amount of unrelieved paved area on the site by using landscaping and other site design techniques.
- Designs should provide an attractive appearance to building that is comparable with the surrounding area.
- Design any on-site separate structures, canopy, car wash etc. with consistent materials and architectural details for a cohesive project.
- Carefully site any car wash facilities. No direct view should be visible from the street. Careful consideration should be given to off street noise, lighting, hours of operation, vacuum placement and vehicle stacking.

Community Development Highlights

June 2018

- During the month of June, 72 building permits were issued. Seven permits were issued for new single-family homes and one for a duplex. Six months into 2018, we have issued over 300 permits with 35 permits for new single-family homes, 3 duplexes and one commercial building. Last year at this time, 217 permits had been issued comprised of 24 single-family homes, 6 duplexes, 2 commercial buildings and 0 multi-family. Total revenues for the month of June were \$99,283.00.
- Finalized Paulson Road agreement with developer Dave Bisbee relating to road improvements.
- Per a May 14, 2018 directive from the Village Board and input from the CDA, working on a request for proposals to develop properties at 4719-4723 Farwell Street.
- Working with Kevin Urso to carve out one buildable lot from outlot 9 Parkview Estates. Kevin should have a definitive layout soon.
- Along with Matt Schuenke and Brad Czebatar met with property owner Wayne Utterback who requested some additional information regarding future utility connections and dedication of parklands. Mr. Utterback and his siblings inherited about 55 acres just outside the Villages eastern boundary along CTH AB.
- Contacted by Steve Steinhoff of CARPC regarding a survey designed to receive input for CARPC's Regional Development Plan. This plan will guide growth and development in the greater Madison region through 2040. Participants will be able to evaluate choices relating to growth issues.
- Parks & Recreation survey is out on the Villages website. Hard copies are available at the Library and Village Hall; thus far, we have received approximately 130 responses.
- The BizyLou duplex project off Siggelkow Road was approved with conditions at the Plan Commission's June meeting.
- Construction has finally started at the "Village at Cedar Glade" a duplex project at the southeast corner of Marsh and Siggelkow Roads.
- The attorney for Veridian is working on the development agreement for Phase 6 of Juniper Ridge. This should be coming before the Plan Commission and Village Board for action in July or August.

- Was able to find a digital camera at a garage sale to replace our old Kodak for the great price of only \$20.00. Great deal!
- Attended the June Chamber of Commerce meeting.
- Attended the following monthly meetings:
 - Village Board
 - Plan Commission
 - CDA
 - Ad Hoc Branding Committee

Submitted by:
Pauline Boness
Community Development Director