MINUTES

Community Development Authority Meeting

July 10, 2019

Members Present: Dan Kolk, Stephanie Brassington, Scott Peters, Jerry Dietzel, Toni Stolarik, Sue Smith (arriving at 7:03)

Members Absent: Ken Brost

Staff Present: Matt Schuenke, Karen Knoll

1. **Call to Order**
   Schuenke called the meeting to order at 7:00 p.m.
   Kolk moved to appoint Brassington temporary chair. Stolarik seconded the motion. Motion carried 4-0.

2. **Public Appearances** - None

3. **Approval of Minutes**

a. Review and possible approval of the June 5, 2019 Community Development Authority minutes.

   Kolk moved to approve the minutes of June 5, 2019. Dietzel seconded the motion. Motion carried 4-0.

4. BUSINESS.

a. Discussion and action to make a recommendation to the Plan Commission regarding General Plan and Detailed Plan (Phase 1 Only) for the redevelopment of 4719 Farwell Street.

   Brian Spanos, Lakestone Properties reviewed the two-phase development. The first phase will be a three-story multi use project with 47 units in the first building – 45 residential and 2 commercial. The residential units will include 16 -1 bedroom, 14 - 2 bedrooms and 15 efficiency units. There will be 41 underground parking spaces and 29 surface spaces. The two commercial units in Phase I will encompass 2,200 sq.ft. facing Farwell Street. Spanos reviewed the finishes for the project per TIF guidelines. The first phase building will have a workout room, grilling and patio areas for the residents. They are marketing for two office style tenants for phase one, phase two of the commercial aspect will be geared towards retail and restaurant use. Members discussed the height of the building, water table issues in the area, parking lot access, and the entrance location to the property, along with where sidewalks and bike parking would be located.

Brian Stoddard architect from Knothe & Bruce Architects reviewed the plans, design, lighting and sidewalk locations.

Members discussed the staff review of the project, standards for Planned Development, design guidelines for the TIF district including building orientation, lighting, parking, design and materials, signage. Spanos reviewed the parking for both phases; they will likely have some hourly restrictions on some of the stalls for the retail portion. Kolk inquired on the retention ponds, will they be designed as wet ponds. Stoddard reviewed the retention pond locations, types proposed, and aquatic plantings. They are not proposing them to be fenced in, and have not had to do so on other similar projects. Schuenke summarized the submitted plan as proposed is compliant with the TIF standards and guidelines.

Schuenke reviewed the Planned Development process with members.

Kolk moved to make a recommendation to the Plan Commission for approval of the General Plan and Detailed Plan (Phase 1 Only) for the redevelopment of 4719 Farwell Street as presented. Peters seconded the motion. Motion carried 5-1 with Smith opposed.

b. Discussion and action to make a recommendation to the Plan Commission regarding site/design review of improvements to the McFarland House Cafe located at 5923 Exchange Street.

Schuenke summarized the proposal for a new building and patio at 5923 Exchange Street, and the member's duties to review it as a site design, along with the standards needing to be met.

Shaun O'Hearn summarized the site has had a second structure on the property for many years, formally used as a greenhouse; he is looking to tear it down and build a single story depot style structure on the current foundation. They wish to add a patio on the north side of the building along with improving landscaping and adding parking in the rear. They are looking to add an additional 1200 sq. ft. apartment on the third floor of the McFarland House. While the two buildings are separate, there is a connecting tunnel between the two. O'Hearn is looking to use the depot building as a meeting area with large exit doors to the patio. It will be available for rent; the front area will be set up like a tavern with beer, wine and cocktails available. The licensing has already been permitted. O'Hearn will be marketing towards rentals along the line of cocktail parties, sports events, and birthday parties. O'Hearn is not looking to host weddings or events like that. Events that are more of a cocktail party rather than plated dinners. He is looking to be holding events and serving into the winter months.

O'Hearn reviewed the exterior design; they are wishing to bring a historic feel to the look of the building, while being energy efficient. The foundation has some improvements needed. The whole building is 1700- 1800 sq. ft. with the building being only 20 feet wide.

The work to be done on the third floor of the café is not part of this proposal; he will have that in the financials of his TIF application. O'Hearn expects to be back at the August meeting with his financials and finish the project by next spring. He is eager to start working on the landscaping in the back of the property. Kolk inquired about the parking, are they adding spaces or just cleaning up the back of the property. O'Hearn replied they are cleaning it up; they will be striping the parking stalls. They have the option of using that area as the delivery area; currently they are using the front area next to the café for deliveries.

Members reviewed the spacing from the nearest residency in the area. Schuenke reviewed the standards and elements with members in regards to the site design. Kolk inquired of the makeup of the patio/deck area. O'Hearn replied they are looking into stamped concrete; he would like to stay away from treated lumber for maintenance reasons. The backyard sits somewhat in a "bowl" about five steps down. There will be fencing for security measures; they are attempting to make it look like a loading dock. He is currently looking at many options for the cable fencing. Kolk inquired if that meets the ordinance requirements. Schuenke replied he would look at it again, he did not think it raised any red flags; O'Hearn does have the height required.

Schuenke reviewed TID #4 guidelines with members. Members discussed the parking. Schuenke advised the zoning code recommendation standard calls for 183 parking stalls, when you apply what O'Hearn is proposing. Schuenke pointed out it has operated as a café for 10 years with no onsite parking, and as another business prior to that. It does create some parking issues at times, but O'Hearn's ability to add 8 stalls is appreciated. This is a downtown property and we are trying to encourage more density and walkability. There is on street parking and parking at the library, the parking lot at the Municipal Center is not that far, and time frames do not compete in that aspect. Schuenke summarized from both a site design guideline and TID #4 staff feels it complies with the code in those two areas. Members discussed possible signage on the building. O'Hearn advised he might install a small way finding sign on the property.

Kolk moved to make a recommendation to the Plan Commission to approve the site/design for the McFarland House Cafe located at 5923 Exchange Street as submitted Dietzel seconded the motion. Motion carried 6-0.

c. Discussion regarding annual reports completed for all Tax Increment Districts.
Schuenke advised annually there is a meeting of the Joint Review Board, which is made up of a resident of McFarland, the Village Board President and three representatives from the other tax entities. The statutes require they meet annually; we currently have three TID districts, only two require a report at this time. Schuenke shared the reports with members.

4. **SCHEDULE NEXT MEETING DATE**.

Smith inquired of the status of the sale of the vacant lot on Bashford Street. Schuenke replied per CDA recommendation it was to have been listed for sale with a realtor. A neighboring property went up for sale and Schuenke looked into purchasing it to combine with the Bashford Street site to make a larger parcel, however the neighboring site sold quickly. Schuenke advised he has not moved forward with the listing, once the new Community Development Director is in place he will hand this project over to them.

Kolk inquired about two properties on Exchange Street, and if there are any options on those buildings to encourage redevelopment. Schuenke reviewed the location of the two properties and advised they have unique issues. It is something that can be checked into.

Next meeting will be Wednesday August 7, 2019

6. ADJOURNMENT.

Kolk moved to adjourn, seconded by Stolarik. Motion carried. Meeting adjourned at 8:39 p.m.