

PLAN COMMISSION

Thursday, January 23, 2020

7:00 PM

McFarland Municipal Center
Community Room

AGENDA

1. CALL TO ORDER
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Review and possible approval of November 18, 2019 Plan Commission minutes.
4. PUBLIC HEARING
 - a. Public hearing regarding Ordinance No. 2020-01. an Ordinance rezoning lands recently annexed near CTH. AB and Siggelkow Road and subject to Dane County zoning to classifications in the Village zoning code in the Village of McFarland.
 - b. Public hearing for a Certified Survey Map (CSM) located at 3234 County Highway AB, McFarland, WI in order to create two parcels.
 - c. Public hearing for a Certified Survey Map (CSM) located at 3583 County Highway MN, McFarland, WI in order to create two parcels.
5. BUSINESS.
 - a. Review and possible recommendation to the Village Board regarding Ordinance No. 2020-01. an Ordinance rezoning lands recently annexed near CTH. AB and Siggelkow Road and subject to Dane County zoning to classifications in the Village zoning code in the Village of McFarland.
 - b. Review and possible recommendation to the Village Board on a request by the Village of McFarland for a Certified Survey Map (CSM) located at 3234 County Highway AB, McFarland, WI in order to create two parcels.
 - c. Review and possible action on a request by the School District of McFarland for a Certified Survey Map (CSM) located at 3583 County Highway MN, McFarland, WI in order to create two parcels.
 - d. Review and possible action on a site design/review application submitted by Spartan Properties of McFarland, LLC, Tim Neitzel, for a proposed multi-tenant commercial development at 5613 Lake Edge Road, McFarland, WI.
 - e. Review and discussion of a residential subdivision concept plan by Veridian Homes for property located along CTH AB owned by Utterback LTD Partnership.
 - f. Review and possible recommendation to the Village Board regarding Ordinance No. 2020-04, an ordinance to establish a fee for building permit applications for balconies, decks and porches.

- g. Discussion and recommendation regarding the draft Park Impact Fee Study.
- h. Review and discussion regarding proposed changes to the Village's Sign Code.

6. STAFF REPORTS

- a. Property maintenance report
- b. Directors report

7. SCHEDULE NEXT MEETING DATE.

- a. Monday, February 17th, 2020 at 7:00 pm.

8. 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

November 18, 2019

Members Present: Dan Kolk, Brad Czebotar, Peter Bloechl-Anderson, Tom Rogers, Bruce Fischer, Scott Peters

Members Absent: Eric Green

Staff Present: Andrew Bremer, Karen Knoll

1. CALL TO ORDER

Czebotar called the meeting to order at 7:00 p.m.

2. PUBLIC APPEARANCES - None

3. APPROVAL OF MINUTES

- a. Motion to approve the minutes of the October 21, 2019 Plan Commission meeting.

Czebotar called the minutes from the October 21, 2019 meeting approved by unanimous consent.

4. PUBLIC HEARING:

- a. Regarding a Certified Survey Map (CSM) by Kathleen and Scott Smith for 5214 Glen Road, 4514 Wisconsin Avenue, and 5209 Card Avenue, McFarland, WI. The properties are zoned R-1B Single Family Residence.

Czebotar opened the public hearing at 7:01 p.m.

Kathleen Smith – 5624 Lake Edge Road – Owners of 4514 Wisconsin Avenue and 5214 Glen Road. The proposed CSM will make these into two lots, which are more conforming, along with giving some land to 5209 Card Avenue. The prior owner's intentions were to gift that land to them, as their fence is on part of the other property. The two homes share a water line; they are working to insure that 4514 Wisconsin Avenue will have its own water meter.

Bremer reviewed the proposal and advised this will help clear up a couple of zoning issues. Bremer did request the location of mature trees be pointed out on the CSM to avoid any future disputes, this is now shown on the updated CSM.

Czebotar closed the public hearing at 7:08 p.m.

- b. Regarding Ordinance 2019-21, request by MSP Real Estate Inc. to rezone property at 4845 Taylor Road and 4900 Larson Beach Road from Commercial Highway (C-H) to Planned Development Infill General Implementation Plan (PDI-GIP).

Czebotar opened the public hearing at 7:08 p.m.

Mark Hammond MSP Real Estate, Inc. – 7901 W. National Avenue, West Allis, WI
Summarized they were previously before the Plan Commission for an informative session. Rezoning would allow this project to proceed. Workforce housing in this area would be a good fit and complementary to the day care, which they share a lot line.

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

5. BUSINESS

- a. Discussion and action on a Certified Survey Map (CSM) by Kathleen and Scott Smith for 5214 Glen Road, 4514 Wisconsin Avenue, and 5209 Card Avenue, McFarland, WI.

Bremer advised he would condition the approval on having private water and sewer laterals for 5214 Glen Road and 4514 Wisconsin Avenue, with it taking place before the CSM is recorded.

Czebotar moved to approve a Certified Survey Map (CSM) by Kathleen and Scott Smith for 5214 Glen Road, 4514 Wisconsin Avenue, and 5209 Card Avenue, McFarland, WI conditioned upon approval and recording of the CSM on the installation of separate water and sewer laterals for 5214 Glen Road per the Director of Public Works in McFarland. Peters seconded the motion. Motion carried 6-0.

- b. Discussion and recommendation to the Village Board regarding Ordinance 2019-21, request by MSP Real Estate Inc., to rezone property at 4845 Taylor Road and 4900 Larson Beach Road from Commercial Highway (C-H) to Planned Development Infill General Implementation Plan (PDI-GIP).

Bremer advised there have been a number of changes from the initial concept discussed in October, the number of one bedrooms is reduced from 27 to 23, MSP increased the two bedroom units from 16 – 18, with an overall decrease of total units from 53 to 51. The building has been shifted to the north 6' to deepen the Larson Beach Road setback. The first four units have private walkways, there is a site for a potential resident garden, the number of parking stalls has been reduced

from 90 to 84; the underground from 54 to 53 stalls and surface stalls from 36 to 31. They do show where eight additional off street surface stalls possibly could be added. The floor area ratio has changed from .96 to .95. The location of the trash containers has been located along with the vision triangles.

The applicant is only seeking PUD - General Implementation Plan approval at this time; the PUD Detailed Implementation Plan submittal and approval will likely come along in the spring. Bremer reviewed his staff report detailing how the submittal addresses the zoning code standards for PUD Infill development. The Village Engineer has done an initial review, and he has not raised any concerns at this time, there will be more specifics when the detailed plan is submitted. The general plan is establishing the basic use of the property, 3-story 51-unit multi-family, providing the setback dimensions of the building. The details for the architecture, lighting, landscaping, and screening are part of the Detailed Plan review along with the stormwater control plan. There could be slight adjustments to the floor area ratio as the detailed plans are put together.

Czebotar inquired if the change in the number of units changed the size of the building. Was this their intent or were there other reasons. Hammond responded after the first meeting they discussed their options, and how they could make this project meet the needs.

Commissioners discussed the access onto Taylor Road, the potential traffic flow for the development and the need for the Plan Commission to approve this based on the current recorded CSM. The current day care is working with the developers as to how they will be handling the shared parking on the property; they do have an agreement in place. Kolk suggested looking at traffic being one way off Larson Beach Road, up to the underground parking, but two way after that point to allow access to the parking ramp, to keep a safer traffic flow. Hammond indicated they will work with the day care to consider this option when they complete the detailed plan. Hammond and Commissioners discussed FAR, and apartment project comparable, along with impervious area ratio and density.

Bremer advised he had two conditions to approval if Commissioners were moving in that direction; one – approval of the access road on Taylor Road as depicted on the General Implementation Plan, the second is to revise the site plan to include the setback building distance from the property line along Taylor Road. The distance from the edge of building to property line, is what he would be requesting. If Commissioners had any other concerns or recommendations, such as additional parking it should be addressed at this time.

Czebotar moved to recommend approval to the Village Board regarding Ordinance 2019-21, a request by MSP Real Estate Inc., to rezone property at 4845 Taylor Road and 4900 Larson Beach Road from Commercial Highway (C-H) to Planned Development Infill General Implementation Plan (PDI-GIP) conditioned upon

approval of a one access driveway onto Taylor Road as depicted on the General Implantation Plan and a revised site plan to include the building setback distance from the property line along Taylor Road. Kolk seconded the motion. Motion carried 6-0.

- c. Discussion and action to make a recommendation to the Village Board regarding Ordinance 2019-23, an ordinance authorizing the annexation of lands included in the Lighfoot et al annexation petition #14264, from the Town of Cottage Grove and the Town of Pleasant Springs, to the Village of McFarland.

Bremer summarized this is a nine parcel petition for direct annexation by unanimous approval; this is south of Siggelkow Road and east of AB. It includes the parcel acquired by the Village earlier this year for a new eastside park. Bremer reviewed the parcels and their current zoning, some parcels are deed restricted by Dane County, and the Dane County zoning would remain until zoned into Village of McFarland zoning. All annexation approvals are reviewed by the Department of Administration. An opinion letter from them included in packets stated the annexation is in the public interest.

Czebotar moved to recommend approval to the Village Board regarding Ordinance 2019-23, an ordinance authorizing the annexation of lands included in the Lighfoot et al annexation petition #14264, from the Town of Cottage Grove and the Town of Pleasant Springs, to the Village of McFarland. Fischer seconded the motion. Motion carried 6-0.

- d. Discussion and recommendation to the Village Board regarding amendments to planning, zoning and building permit fees, including park impact fees and fees in lieu of parkland dedication.

Bremer reviewed the process and past changes to fees in the Village, along with the current park impact fees, which have not been adjusted since 2004. The draft report includes some significant increases, as there is not only inflation but also the increased costs of providing quality play equipment, and greater varieties than in the past. They are also looking at separating out a fee to be charged for group quarters, i.e. an assisted living facility, and, they are considering the ability to, at the Village Boards desecration, based on Planning Commission recommendation, reduce or waive the park impact fee for affordable housing projects as in incentive for that type of development. Bremer stated the park impact fee is unique to each community based on the level of service and what they want to provide, along with the quality of park equipment. Bremer noted that McFarland's current park impact fees are below average compared to peer communities in the County and many communities have not raised their fees in a while. The fee in lieu of land dedication is also being looked at by staff, and the Parks, Recreation, and Natural Resources Committee for changes. This fee has not been changed since 2010. Commissioners discussed various ways of monitoring and increasing fees in a community, along

with the Village being underfunded and having to borrow for park projects. Bremer is not looking for a firm recommendation at this time; this was for an update and feedback.

Pauline Boness – 5711 Maple Court – some of the fees were possibly updated 2 years ago, the park impact fees have not been changed recently, as to do so you need to go through the needs assessment process to change them, there may be an option of putting in the ordinance, that you can use the CPI annually to change them, but you would have to check with an attorney. Previously, there was not funds put in the budget to hire the accountant to do the Public Facilities Needs Assessment - as the Village is doing now. Bremer confirmed the attorney is currently working on putting the clause that Boness suggested, into the ordinance. Commissioners discussed different types of requests, staff time dedicated to the various types, the possibility of tiered categories, current and possible changes in the fees.

Bremer reviewed packet materials of the comparison of peer community's fee's for planning and zoning permits and related costs. Bremer suggested increases for zoning, CUP and variance applications as the Villages costs for these permits are below the peer community average. Kolk pointed out some fees can be amended annually, we do not need to have our fees out of range, but do need to cover costs, which will likely go up in the future. Commissioners concurred they are comfortable with using the peer average, as long as this is something we review annually.

Bremer discussed recouping expenses for deck permits, the current building permit form does not include the square footage, and there are visits and time incurred when decks are built but we are not recouping those costs. The suggestion was .15¢ per sq.ft. with a minimum of \$125.00 or, treat it as we do fences and have a flat fee. Commissioners discussed permitting based on square footage versus the actual cost of the deck, along with the staff time of meeting with people potentially installing a deck, plan review and site inspections.

Czebotar moved to recommend to the Village Board the fee's for Conditional Use Permit to be \$370.00; Zoning, for both text and map amendments to be \$405.00; the Board of Zoning Appeals to be \$380.00. Kolk seconded the motion. Motion carried 6-0.

Czebotar moved to adjust the permit fee schedule for decks to .15 ¢/ sq. ft. with a minimum of \$125.00. Peters seconded the motion. Kolk stated he would be more comfortable with a flat fee; people will tend to lessen the value when applying to keep their cost down. We need to cover our costs, which at a minimum are \$140.00. Czebotar indicated he would take an amendment to his motion. Kolk requested the motion be amended to read, "permit to be \$150.00" and not have a reference to square footage. Fischer seconded the amendment. Czebotar stated the amended

motion has been accepted. Czebotar called for the vote on the motion of a flat fee of \$150.00 for a deck permit. Motion carried 6-0.

6. STAFF REPORTS

- a. Property Maintenance – no comments
- b. Director Report – no comments

7. SCHEDULE NEXT MEETING DATE

- a. Next meeting December 16, 2019

Czebotar indicated the agenda at this time appears to be light, if it remains that way, there may not be a meeting in December.

8. ADJOURNMENT

Motion to adjourn by Kolk, seconded by Rogers. Meeting adjourned at 8:44 p.m.

Please publish in the
McFarland Thistle on
January 2, 2020 and January 9, 2020

**VILLAGE OF MCFARLAND
NOTICE OF PUBLIC HEARING
BEFORE THE PLAN COMMISSION**

NOTICE IS HEREBY GIVEN that there will be a public hearing before the Plan Commission on Thursday, January 23 at 7:00 p.m. in the Community Room of the Municipal Center, 5915 Milwaukee St., McFarland, Wisconsin, at which time interested parties and citizens shall have an opportunity to be heard concerning the following:

Review and possible recommendation to the Village Board regarding Ordinance No. 2020-01. AN ORDINANCE REZONING LANDS RECENTLY ANNEXED NEAR CTH AB AND SIGGELKOW ROAD AND SUBJECT TO DANE COUNTY ZONING TO CLASSIFICATIONS IN THE VILLAGE ZONING CODE IN THE VILLAGE OF MCFARLAND.

Information and maps regarding these zoning requests are available for viewing at the Village of McFarland Community Development office, 5915 Milwaukee Street, McFarland, WI 53558 (Monday-Friday, 8:00 a.m. to 4:00 p.m.) and at the E.D. Locke Public Library, 5920 Milwaukee Street, McFarland, WI 53558 (Monday-Thursday 9:30 a.m. to 8:00 p.m.; Friday-Saturday 9:30 a.m. to 5:30 p.m.; and Sunday 12:30 p.m. to 3:00 p.m.).

If you cannot attend the meeting, please submit your written or email comments to the Plan Commission before January 23, 2020. The mailing address is:

Village of McFarland
Community Development Department
PO Box 110
McFarland, WI 53558-0110
community.development@mcfarland.wi.us

Respectfully submitted by,
Andrew Bremer
Community and Economic Development Director

Please publish in the
McFarland Thistle on
January 2, 2020

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Review and possible action on a request by the Village of McFarland for a Certified Survey Map (CSM) located at 3234 County Highway AB, McFarland, WI in order to create two parcels. The property is currently zoned AT-35 Agriculture Transition under the Dane County Zoning Code.

If you cannot attend the meeting, please submit your written or emailed comments to the Plan Commission before January 23, 2020. The mailing address is:

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Community Development Department
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McFarland, WI 53558-0110
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Respectfully submitted by,
Andrew Bremer
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Review and possible action on a request by the School District of McFarland for a Certified Survey Map (CSM) located at 3583 County Highway MN, McFarland, WI in order to create two parcels. The property is currently zoned R-1, Single Family Residence.

If you cannot attend the meeting, please submit your written or emailed comments to the Plan Commission before January 23, 2020. The mailing address is:

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Respectfully submitted by,
Andrew Bremer
Community and Economic Development Director



PLAN COMMISSION SUMMARY SHEET

MEETING DATE: Thursday, January 23, 2020

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Review and possible recommendation to the Village Board regarding Ordinance No. 2020-01, an Ordinance rezoning lands recently annexed near CTH. AB and Siggelkow Road and subject to Dane County zoning to classifications in the Village zoning code in the Village of McFarland.

PREVIOUS ACTION:

Lands subject to this zoning amendment were previously annexed to the Village under Ordinance 2019-23 on November 25, 2019.

ISSUE SUMMARY:

As part of the next item on the agenda, the Village is seeking to divide land it owns (parcel 071131380511, 3234 CTH AB) into two lots. The purpose of this land division is to enable the sale of Lot 1 of the proposed CSM to the McFarland School District in exchange for the District's Lot 2 of the proposed CSM for 3583 CTH MN, also on the agenda. The Village's parcel was annexed, along with other lands, as part of the Lightfoot et al annexation petition approved by the Village Board under Ordinance 2019-23. Lands within Ordinance 2019-23 are currently subject to Dane County Zoning since these lands' zoning classification was not changed at the time of annexation. The Village's proposed CSM can not be approved without first rezoning the property from County to Village zoning since proposed Lots 1 and 2 of the Village's CSM would be below the minimum lot size requirement of the County's existing AT-35 Agricultural Transition District.

Village Staff are also recommending rezoning other lands that were included within the Lightfoot et al annexation ordinance to bring these lands under Village zoning. Other portions of the annexation ordinance, those lands owned by Lightfoot, will remain under Dane County zoning for the time being until amendments to the Village's Zoning Code can be addressed. These lands currently include a landscaping business that have operational restrictions imposed via deed restrictions imposed by Dane County. Village Staff are working on drafting amendments to the Village's Zoning Code to more adequately address business uses and site plan review in the Village's A-1 and RH-1 Districts, prior to rezoning these lands from County to Village zoning. Village Staff anticipates these zoning text and map amendments will be considered later this year, at which point the Lightfoot properties can be rezoned to a Village zoning district.

The packet includes Ordinance 2020-01 and Exhibit A which identify the proposed zoning map amendments. The packet also includes a copy of the Village's Future Land Use Map from its Comprehensive Plan. Under 66.1001(3)(k) Wis. Stat., zoning ordinances must be consistent with a community's Comprehensive Plan. In Village Staff's opinion the proposed Ordinance 2020-01 is consistent with the Village's Comprehensive Plan.



1. Parcel 071131386521, 3274 CTH AB is proposed to be rezoned to the Village's RH-1 Rural Homes District. The Village's Comprehensive Plan identifies this property as Single Family Residence. The current use of the property is single family residence. Single family residences are a permitted use in the Village's RH-1 District and the parcel meets the minimum lot size requirement (1-acre) of this district.
2. Parcel 071131380511, 3234 CTH AB is proposed to be rezoned to the Village's RH-1 Rural Homes District. The Village's Comprehensive Plan identifies this property as Agricultural Preservation which is intended to support long-term farming or open space uses until development on urban services is appropriate. The current uses of the property are a vacate single family home, accessory farm structures, open space and agriculture. The Village intends to develop a community park in this area after developing a master plan for the property. Greenways, open space, parks and pools are permitted uses in the RH-1 District and the parcel meets the minimum lot size requirement (1-acre) of this district.
3. Parcel 071131390031 is proposed to be rezoned to the Village's A-1 Agricultural Transition District. The Village's Comprehensive Plan identifies this property as Agricultural Preservation which is intended to support long-term farming or open space uses until development on urban services is appropriate. The current uses of the property are open space and agriculture. The purpose of the Village's A-1 District is to preserve, for an unspecified time period in agricultural and related open-space land uses, those lands generally located in proximity to developed areas within the Village where urban expansion is inevitable and broadly keeping with long time plans for development. There are no pending development plans for this property. Agriculture and forestry are permitted accessory uses in the A-1 District and the parcel meets the minimum lot size requirement (35-acres) of this district.
4. Parcel 071131395511, 3063 Siggelkow Road is proposed to be rezoned to the Village's RH-1 Rural Homes District. The Village's Comprehensive Plan identifies this property as both Single Family Residence and Agricultural Preservation. The current uses of the property are single family residence and open space. Single family residences and open space are permitted uses in the Village's RH-1 District and the parcel meets the minimum lot size requirement (1-acre) of this district.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

Village of McFarland Comprehensive Plan, Future Land Use Map and Figure 4.1

ORDINANCE REFERENCE:

Sec. 62-62, 62-65, 62-68-70

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommend approval of Ordinance 2020-01

ATTACHMENTS:

1. 2020-01 Rezoning Lands Recently Annexed and Subject to County Zoning
2. Ordinance 2020-01 Exhibit A



3. McFarland_Comprehensive_Plan_-_Future_Land_Use_Map

ORDINANCE 2020-01
AN ORDINANCE REZONING LANDS RECENTLY ANNEXED AND SUBJECT TO
DANE COUNTY ZONING TO CLASSIFICATIONS IN THE VILLAGE ZONING CODE
IN THE VILLAGE OF MCFARLAND

Purpose: Properties that were included in the Lightfoot et al annexation petition, added to the Village as part of the approval of Ordinance 2019-23, are currently subject to Dane County Zoning since these lands' zoning classification was not changed at the time of annexation. This ordinance brings most of the recently annexed lands under Village zoning, although leaving an existing farm/landscaping business to continue under the Dane County zoning classifications, until such time they are rezoned under Village zoning as deemed appropriate by the Village.

Sponsor: Community & Economic Development Director Bremer

Recommended Referral: Plan Commission (Required)

Public Hearing: Required; Preceded by Class 2 Notice

The Village Board of the Village of McFarland does hereby ordain as follows:

1. Section 62-62(c) of the McFarland Municipal Code and the Official Zoning Map, adopted in September 2008, are hereby amended so that the following described real estate is hereby rezoned from the Dane County SFR-1 Single Family Residential District to the RH-1 Rural Home District and shall henceforth be subject to the regulations contained in Sections 62-68(r), 62-69 and 62-70 of the McFarland Municipal Code, as applicable to the RH-1 Rural Home District. The legal description of the properties to be rezoned are as follows:

LOT 1, CERTIFIED SURVEY MAP 8262, AS RECORDED IN VOLUME 44 OF CERTIFIED SURVEY MAPS ON PAGES 261 AND 262.

2. Section 62-62(c) of the McFarland Municipal Code and the Official Zoning Map, adopted in September 2008, are hereby amended so that the following described real estate is hereby rezoned from the Dane County AT-35 Agricultural Transition District to the RH-1 Rural Home District and shall henceforth be subject to the regulations contained in Sections 62-68(r), 62-69 and 62-70 of the McFarland Municipal Code, as applicable to the RH-1 Rural Home District. The legal description of the properties to be rezoned are as follows:

A PART OF THE SOUTHWEST 1/4 OF SECTION 31 IN TOWNSHIP 7 NORTH, RANGE 11 EAST, IN THE VILLAGE OF MCFARLAND, DANE COUNTY WISCONSIN, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE WEST 1/4 CORNER OF SAID SECTION 31; THENCE NORTH 87°08'17" EAST ALONG THE EAST-WEST 1/4 LINE OF SAID SECTION 31, A DISTANCE OF 628.28 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING NORTH 87°08'17" EAST ALONG THE SAID EAST-WEST 1/4 LINE, A DISTANCE OF 875.90 FEET; THENCE SOUTH 01°17'31" WEST, A DISTANCE OF 1227.86 FEET; THENCE SOUTH 81°55'51" WEST, A DISTANCE OF 982.50 FEET; THENCE NORTH 19°13'11" WEST, A DISTANCE OF 143.08 FEET TO A POINT ON THE NORTH RIGHT-OF-WAY OF BRANDT

ROAD; THENCE SOUTH 70°46'45" WEST ALONG THE SAID NORTH RIGHT-OF-WAY, A DISTANCE OF 416.31 FEET TO A POINT ON A LINE 66 FEET EASTERLY OF AND PARALLEL TO THE WEST LINE OF THE SOUTHWEST 1/4 OF SAID SECTION 31; THENCE NORTH 00°11'35" EAST ALONG THE SAID PARALLEL LINE, A DISTANCE OF 872.64 FEET TO THE SOUTHWEST CORNER OF LOT 1 OF CERTIFIED SURVEY MAP (CSM) NO. 8262; THENCE NORTH 86°55'38" EAST ALONG THE SOUTH LINE OF SAID CSM NO. 8262, A DISTANCE OF 562.23 FEET TO THE SOUTHEAST CORNER OF LOT 2 OF SAID CSM NO. 8262; THENCE NORTH 00°12'09" EAST ALONG THE EAST LINE OF SAID LOT 2 AND SAID LINE EXTENDED NORTHERLY, A DISTANCE OF 420.90 FEET TO THE POINT OF BEGINNING.

3. Section 62-62(c) of the McFarland Municipal Code and the Official Zoning Map, adopted in September 2008, are hereby amended so that the following described real estate is hereby rezoned from the Dane County RM-16 (Rural Mixed Use, 16 Acres) District to the A-1 Agriculture-Transition District and shall henceforth be subject to the regulations contained in Sections 62-65, 62-68(a), 62-69 and 62-70 of the McFarland Municipal Code as applicable to the A-1 Agriculture-Transition District. The legal description of the properties to be rezoned is as follows:

PARTS OF THE SOUTHWEST ¼ OF SECTION 31, TOWNSHIP 7 NORTH, RANGE 11 EAST, AND PARTS OF THE NORTH ½ OF THE NORTHWEST ¼ OF SECTION 6, TOWNSHIP 6 NORTH, RANGE 11 EAST, ALL IN DANE COUNTY, WISCONSIN, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE WEST ¼ CORNER OF SECTION 31; THENCE NORTH 86°44'29" EAST 1504.22 FEET ALONG THE EAST-WEST ¼ LINE OF SECTION 31; THENCE SOUTH 0°54'36" WEST 1228.29 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING SOUTH 0°54'36" WEST 43.00 FEET; THENCE SOUTHWESTERLY ALONG A NON-TANGENT CURVE TO THE LEFT HAVING A RADIUS OF 60.00 FEET, THE CHORD OF SAID CURVE BEARS SOUTH 31°28'08" WEST A DISTANCE OF 44.80 FEET; THENCE SOUTH 81°32'57" WEST 70.00 FEET; THENCE SOUTH 11°55'06" WEST 1694.84 FEET; THENCE NORTH 52°10'17" WEST 1251.30 FEET ALONG THE NORTHEASTERLY RIGHT-OF-WAY LINE OF INTERSTATE 90; THENCE NORTH 1°21'35" WEST 616.88 FEET ALONG THE EASTERN RIGHT-OF-WAY LINE OF CTH AB; THENCE NORTH 89°48'35" EAST 35.00 FEET; THENCE NORTH 0°11'22" WEST 163.79 FEET ALONG THE EASTERN RIGHT-OF-WAY LINE OF CTH AB; THENCE NORTH 70°23'50" EAST 433.74 FEET ALONG THE SOUTHERN RIGHT-OF-WAY LINE OF BRANDT ROAD; THENCE SOUTH 19°36'06" EAST 93.58 FEET; THENCE NORTH 81°32'56" EAST 982.50 FEET TO THE POINT OF BEGINNING.

4. Section 62-62(c) of the McFarland Municipal Code and the Official Zoning Map, adopted in September 2008, are hereby amended so that the following described real estate is hereby rezoned from the Dane County FP-35 General Farmland Preservation District to the RH-1 Rural Home District and shall henceforth be subject to the regulations contained in Sections 62-68(r), 62-69 and 62-70 of the McFarland Municipal Code, as applicable to the RH-1 Rural Home District. The legal description of the properties to be rezoned are as follows:

PARTS OF THE SOUTHWEST ¼ OF SECTION 31, TOWNSHIP 7 NORTH, RANGE 11 EAST, AND PARTS OF NORTH ½ OF SECTION 6, TOWNSHIP 6, RANGE 11 EAST, ALL IN DANE COUNTY, WISCONSIN, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE WEST ¼ CORNER OF SECTION 31; THENCE NORTH 86°44'29" EAST 1504.22 FEET ALONG THE EAST-WEST ¼ LINE OF SECTION 31; THENCE SOUTH 0°54'36" WEST 1271.29 FEET; THENCE SOUTHWESTERLY ALONG A NON-TANGENT CURVE TO THE LEFT HAVING A RADIUS OF 60.00 FEET, THE CHORD OF SAID CURVE BEARS SOUTH 31°28'08" WEST A DISTANCE OF 44.80 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING ALONG SAID CURVE HAVING A RADIUS OF 60.00 FEET, THE CHORD OF SAID CURVE BEARS SOUTH 31°59'27" EAST A DISTANCE OF 79.58 FEET; THENCE SOUTH 21°52'11" EAST 3067.29 FEET; THENCE NORTH 52°10'17" WEST 2030.73 FEET ALONG THE NORTHEASTERLY RIGHT-OF-WAY LINE OF INTERSTATE 90; THENCE NORTH 11°55'06" EAST 1694.84 FEET; THENCE NORTH 81°32'57" EAST 70.00 FEET TO THE POINT OF BEGINNING.

5. A map showing the rezoned areas is attached as Exhibit "A."

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the 27th day of January, 2020.

APPROVED:

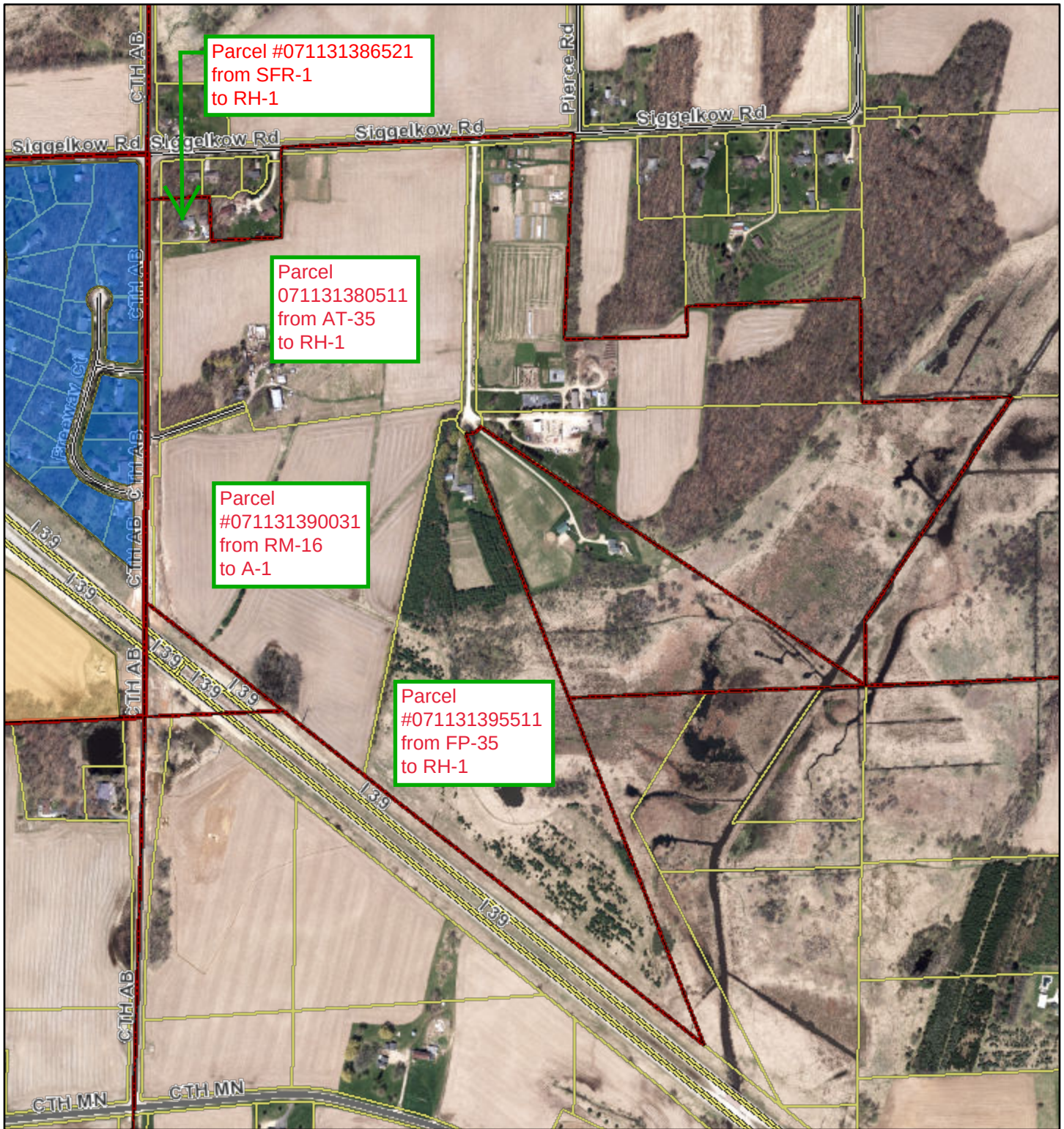
Brad Czebotar, Village President

ATTEST:

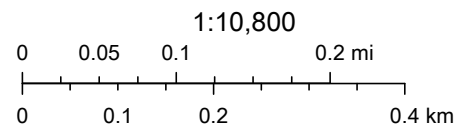
Cassandra Suettinger, Village Clerk-Treasurer

ORDINANCE 2020 – 01	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Adrian	Kryzenske
Brassington	Lytle
Czebotar	Utter
Kolk	
VOTING RESULTS	
Motion Carried:	
Motion Defeated:	

Ordinance 2020-01, Exhibit A



1/7/2020, 12:04:57 PM



Village Zoning

- A-1 (Exclusive Agriculture Dane County)
- RH-1 (Rural Homes)

Municipalities

- City
- Village

Town

Road Centerlines

Interstate Highway

US Highway

State Highway

County Highway

NA, Parcels



MAP 6

FUTURE LAND USE



COMPREHENSIVE PLAN

Legend

Future Land Use

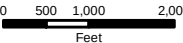
- Single Family Residential
- Two Family and Townhouse Residential
- Multiple Family Residential
- Neighborhood
- Downtown
- Highway and General Commercial
- Commercial Park
- Industrial
- Mixed Use/Flex Commercial
- Institutional and Governmental
- Public Lands, Recreation, and Environmental Corridor
- DNR Wetlands and Potential Wetland Indicators over Undeveloped Lands
- Agricultural Preservation
- Urban Reserve
- Water
- Rights-of-Way

--- Village of McFarland Extraterritorial Jurisdiction Boundary

▣ Village of McFarland Limits (8/18)

▣ Other Municipal Limits (2018)

Shapes on this map represent the Village's vision for future land use within the Village and its extraterritorial jurisdiction. For such lands, this map is not intended to represent existing land use or zoning, or to compel property owners to change the use of their land. For example, owners of agricultural or other rural land may maintain their current land use. Actual boundaries between different future use categories and implementing zoning districts may vary somewhat from representations on this map. This map also identifies the City's Marsh Road Neighborhood Plan west of the Interstate and north of Siggelkow Road, and existing land use elsewhere beyond the Village's extraterritorial jurisdiction.



Date: May 2019

Data Sources: Village of McFarland, Dane County LIO, WDNR, and CARPC





PLAN COMMISSION SUMMARY SHEET

MEETING DATE: Thursday, January 23, 2020

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Review and possible recommendation to the Village Board on a request by the Village of McFarland for a Certified Survey Map (CSM) located at 3234 County Highway AB, McFarland, WI in order to create two parcels.

PREVIOUS ACTION:

Ordinance 2020-01

ISSUE SUMMARY:

The Village is seeking to divide land it owns (parcel 071131380511, 3234 CTH AB) into two lots. The purpose of this land division is to enable the sale of Lot 1 of the proposed CSM to the McFarland School District in exchange for the District's Lot 2 of the proposed CSM for 3583 CTH MN, also on the agenda. The Village's parcel was annexed, along with other lands, as part of the Lightfoot et al annexation petition approved by the Village Board under Ordinance 2019-23. Prior to taking action on the proposed CSM, the Village is anticipated to take action on Ordinance 2020-01 to rezone the subject property from the Dane County AT-35 Agricultural Transition District to the Village's RH-1 Rural Homes District. Lots 1 and 2 of the proposed CSM meet the minimum lot size and width requirements of the RH-1 District.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

Sec. 56-39 & 56-71, Certified Survey Maps

Sec. 62-70 Bulk Standard - Residential Districts

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Since the land in question is owned by the Village this CSM will need to be approved by the Village Board. Recommend approval of the Certified Survey Map.

ATTACHMENTS:

1. 3234 CTH AB CSM Application_12062019



**Village of McFarland
Community Development Department**

Plan Commission Application – 2019

~Please complete application in full~

Applicant - Owner	Village of McFarland	Applicant's Agent	MSA Professional Services
	Matt Schuenke	Name	Kevin Lord
Address	5915 Milwaukee Street, PO Box 110 McFarland, WI 53558	Address	1702 Pankratz Street Madison, WI 53704
Email	matt.schuenke@mcfarland.wi.us	Email	klord@msa-ps.com
Phone #	(608) 838-3153	Phone #	(608) 342-6617
Fax #	(608) 838-3619	Fax #	

Type of Proposal – Please check boxes that apply. Parcel No(s). 018/0711-313-8050-9

Requires Public Hearing (Class One)	FEES	Requires Public Hearing (Class Two)	FEES	Public Hearing Not required	FEES
☐ Preliminary Plat	\$500+AF	☐ Conditional Use	\$275+F	☐ Annexation	At cost
☐ Preliminary Plat (reapplication)	\$500+BF	☒ Rezoning (map)	\$175+	☐ Dev. Agreement Including Addendums	\$400 F
☒ Certified Survey Map	\$300+F	☐ Zoning Amendment (text)	\$250+F	☐ Final Plat	\$500 +CF
☐ Condominium	\$300+EF	☐ Variance-Board of Zoning Appeals	\$250+F	☐ Final Plat (reapplication)	\$400 +DF
				☐ Site/Design Review	\$400 + F

+ = Plus publication and notification charges

A = Plus \$50.00 per lot

B = Any preliminary plat which has previously been reviewed/revised within the last 36 months

C = Plus \$50.00 for each lot within the final plat

D = Any final plat which has been previously reviewed or/ revised within the last 36 months

E = Plus \$40.00 for each unit shown

F = Plus actual legal, engineering and financial consulting costs incurred by the Village

G = Plus \$25.00 per lot for two or more lots.

Escrow Deposits (covers costs for outside consultants; e.g., engineers, attorneys, etc.)	
☐ R-E, R-3 & PD (up to 50 acres)	\$5,000
☐ R-E, R-3 & PD (greater than 50 acres)	\$10,000
☐ Commercial Site/Design Review (5,000 sq. ft. or more)	\$2,000
☐ All Plats including condominiums	\$5,000

Nature of the development proposal: Must provide address of proposed development, legal description and description of proposal. (Attach additional paper if needed)

Located at 3234 County Highway AB, proposing to subdivide what is presently a single parcel into two parcels. The property is presently undeveloped and in use for agriculture purposes, it is a former farmstead with the single-family home onsite long vacated. This CSM will create a separate parcel on the northern edge of the property that is proposed to be deeded to the School District of McFarland. Property additional resides under Dane County Zoning and the request would also include a Rezoning from existing Dane County standards to Village Zoning at RH-1 which is consistent with adjacent properties.

What action is the applicant requesting of the Plan Commission?

Approval of the CSM as presented.

Has this specific proposal been previously discussed or acted upon by the Plan Commission? ☐ YES ☒ NO (If "yes" state the nature and the date(s) of the previous application.)

PLEASE READ AND SIGN ON THE REVERSE SIDE - AT THE BOTTOM

Schedule: The Village of McFarland Plan Commission conducts meetings on the third Monday of each month at 7:00 p.m. at the McFarland Municipal Center in the Community Room. To ensure adequate time for staff review, and publication of legal notices, all potential agenda item materials are required to be submitted, per the schedule listed below.* **Twelve (12) Copies** of all materials, **one copy must be 8 ½ x 11, - 11 copies to be 11 x 17** (only one copy of application, completed in full, is necessary) shall be submitted to the Community Development Department (608-838-3154), with fees paid **by NOON of the deadline day**, according to the following schedule:

Village of McFarland Plan Commission 2019 Schedule

*Submittal Deadline Noon on:

For Scheduled 2019 Meeting date of:

December 12 (2018) -----	January Tuesday Jan. 22
January 8-----	February 18
February 12-----	March 18
March 12-----	April 15
April 9-----	May 20
May 14-----	June 17
June 11-----	July 15
July 9-----	August 19
August 13-----	September 16
September 10-----	October 21
October 8-----	November 18
November 5-----	December 16 (Pending)
December 10-----	(Pending) Tuesday, Jan. 21, 2020

* Submittal deadline: No exceptions can be given for above deadlines

- Materials submitted for review after the submittal deadline date (or incomplete submittals) will be held over until the next scheduled meeting.
- I understand failure to provide required materials/information/fees by the submittal deadline can result in this application being withdrawn for consideration by the Plan Commission. In addition any fees not paid for (i.e. legal notices, mailings, etc.) will require any permits to be withheld until all payments are made in full.

X



Signature of Applicant/Agent

12/6/2019

Date



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1702 Pankratz St Madison, WI 53704
(608) 242-7779 www.msa-ps.com
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PROJECT NO. 09361014

DRAWN BY: KCL

SURVEYOR: BLT

FILE NO. McFarland CSM.dwg

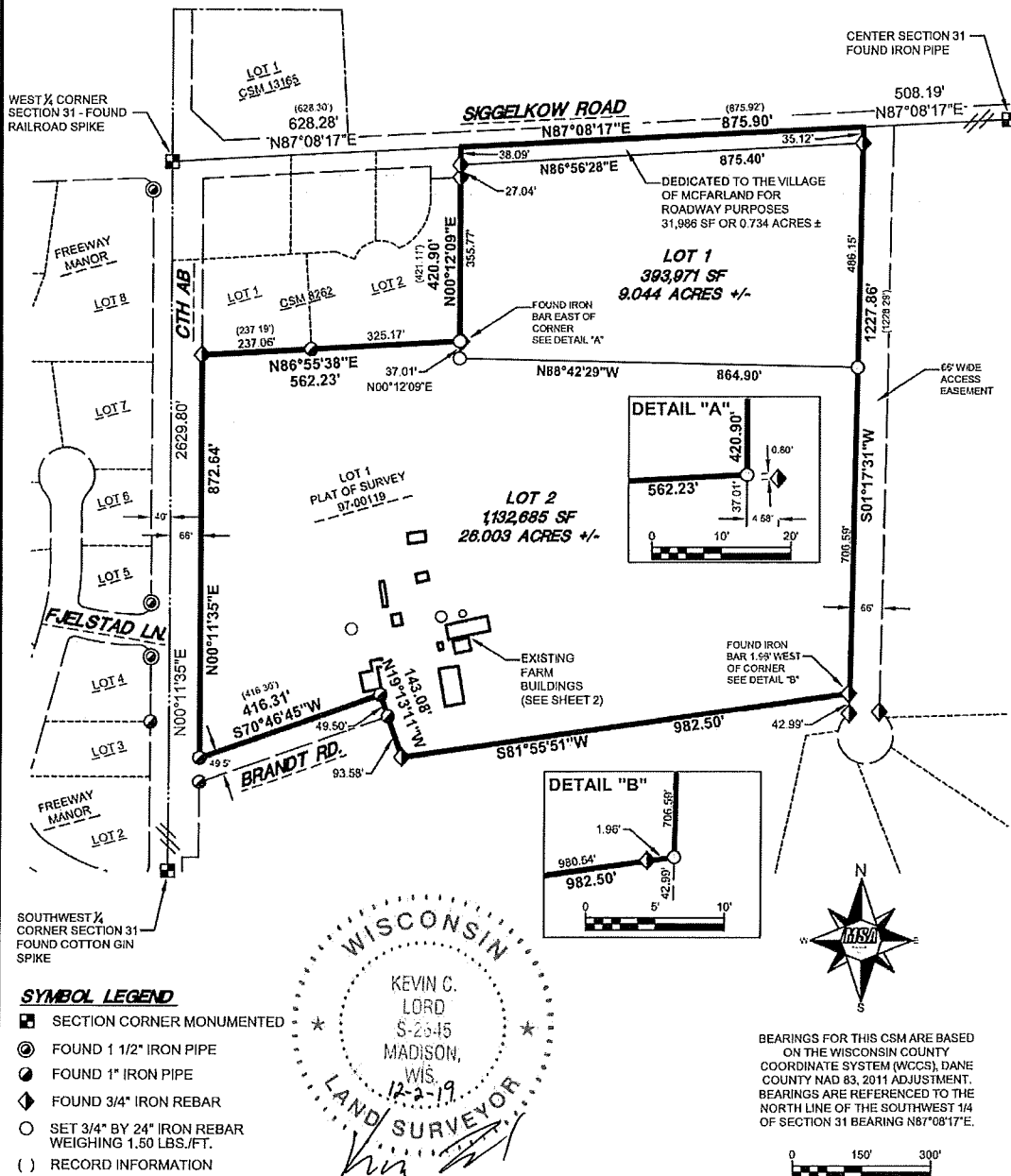
SHEET NO. 1 of 4

OWNER:

Village of McFarland
5915 Milwaukee Street
P.O. Box 110
McFarland, WI 53558

DANE COUNTY CERTIFIED SURVEY MAP #

A PART OF THE SOUTHWEST 1/4 OF SECTION 31 IN TOWNSHIP 7
NORTH, RANGE 11 EAST, IN THE VILLAGE OF MCFARLAND,
DANE COUNTY, WISCONSIN



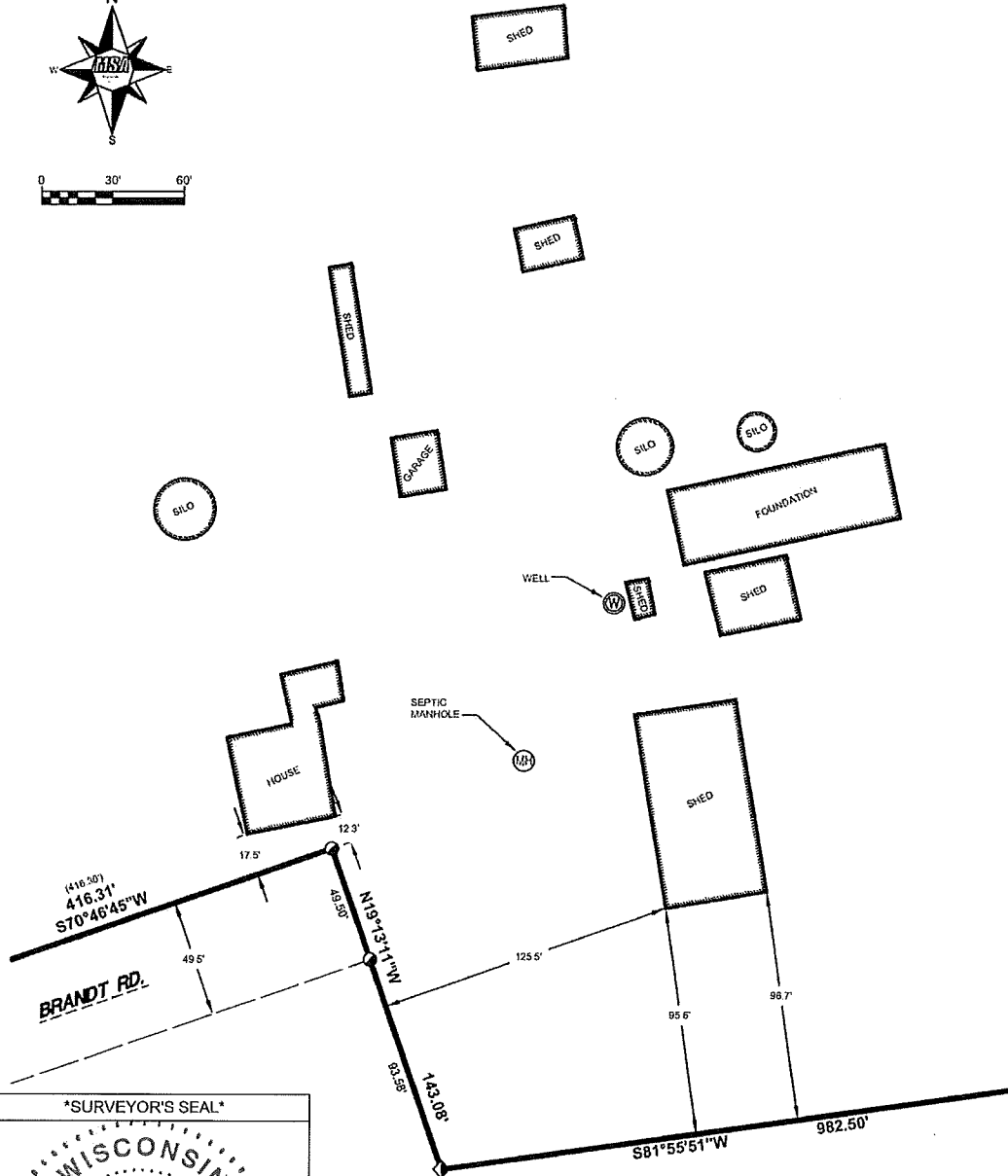


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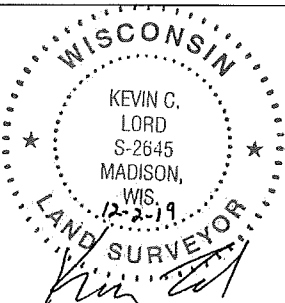
PROJECT NO.	09361014
DRAWN BY:	KCL
CHECKED BY:	BLT
FILE:	McFarland CSM.dwg
SHEET NO.	2 of 4

DANE COUNTY CERTIFIED SURVEY MAP #

A PART OF THE SOUTHWEST 1/4 OF SECTION 31 IN TOWNSHIP 7
NORTH, RANGE 11 EAST, IN THE VILLAGE OF MCFARLAND,
DANE COUNTY, WISCONSIN



SURVEYOR'S SEAL



CLIENT:

Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558
608-838-3153



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FUNDING | PLANNING | ENVIRONMENTAL
1702 Pankratz St Madison, WI 53704
(608) 242-7779 www.msa-ps.com
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PROJECT NO.	09361014
DRAWN BY:	KCL
CHECKED BY:	BLT
FILE:	Mcfarland CSM.dwg
SHEET NO.	3 of 4

DANE COUNTY CERTIFIED SURVEY MAP

A PART OF THE SOUTHWEST 1/4 OF SECTION 31 IN TOWNSHIP 7
NORTH, RANGE 11 EAST, IN THE VILLAGE OF MCFARLAND,
DANE COUNTY, WISCONSIN

LEGAL DESCRIPTION

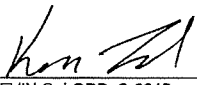
A PART OF THE SOUTHWEST 1/4 OF SECTION 31 IN TOWNSHIP 7 NORTH, RANGE 11 EAST, IN THE VILLAGE OF MCFARLAND,
DANE COUNTY WISCONSIN, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE WEST 1/4 CORNER OF SAID SECTION 31; THENCE NORTH 87°08'17" EAST ALONG THE EAST-WEST 1/4
LINE OF SAID SECTION 31, A DISTANCE OF 628.28 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING NORTH 87°08'17"
EAST ALONG THE SAID EAST-WEST 1/4 LINE, A DISTANCE OF 875.90 FEET; THENCE SOUTH 01°17'31" WEST, A DISTANCE OF
1227.86 FEET; THENCE SOUTH 81°55'51" WEST, A DISTANCE OF 982.50 FEET; THENCE NORTH 19°13'11" WEST, A DISTANCE OF
143.08 FEET TO A POINT ON THE NORTH RIGHT-OF-WAY OF BRANDT ROAD; THENCE SOUTH 70°46'45" WEST ALONG THE SAID
NORTH RIGHT-OF-WAY, A DISTANCE OF 416.31 FEET TO A POINT ON A LINE 66 FEET EASTERLY OF AND PARALLEL TO THE
WEST LINE OF THE SOUTHWEST 1/4 OF SAID SECTION 31; THENCE NORTH 00°11'35" EAST ALONG THE SAID PARALLEL LINE, A
DISTANCE OF 872.64 FEET TO THE SOUTHWEST CORNER OF LOT 1 OF CERTIFIED SURVEY MAP (CSM) NO. 8262; THENCE
NORTH 86°55'38" EAST ALONG THE SOUTH LINE OF SAID CSM NO. 8262, A DISTANCE OF 562.23 FEET TO THE SOUTHEAST
CORNER OF LOT 2 OF SAID CSM NO. 8262; THENCE NORTH 00°12'09" EAST ALONG THE EAST LINE OF SAID LOT 2 AND SAID
LINE EXTENDED NORTHERLY, A DISTANCE OF 420.90 FEET TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINS 1,558,642 SQUARE FEET OR 35.781 ACRES MORE OR LESS.

SURVEYOR'S CERTIFICATE

I, KEVIN C. LORD, PROFESSIONAL LAND SURVEYOR S-2645, DO HEREBY CERTIFY THAT BY THE DIRECTION OF THE VILLAGE
OF MCFARLAND, I HAVE SURVEYED, DIVIDED, AND MAPPED THE LANDS DESCRIBED HEREON AND THAT THE MAP IS A
CORRECT REPRESENTATION IN ACCORDANCE WITH THE INFORMATION PROVIDED. I FURTHER CERTIFY THAT THIS
CERTIFIED SURVEY MAP IS IN FULL COMPLIANCE WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE
SUBDIVISION REGULATIONS OF THE VILLAGE OF MCFARLAND, DANE COUNTY, WISCONSIN.

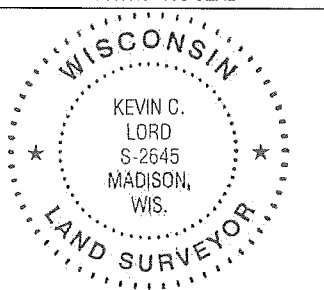


KEVIN C. LORD, S-2645
PROFESSIONAL LAND SURVEYOR

12-2-19

DATE

SURVEYOR'S SEAL



CLIENT:

Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558
608-838-3153



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(608) 242-7779 www.msa-ps.com
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PROJECT NO. 09381014

DRAWN BY: KCL

CHECKED BY: BLT

FILE: McFarland CSM.dwg

SHEET NO. 4 of 4

DANE COUNTY CERTIFIED SURVEY MAP

A PART OF THE SOUTHWEST 1/4 OF SECTION 31 IN TOWNSHIP 7
NORTH, RANGE 11 EAST, IN THE VILLAGE OF MCFARLAND,
DANE COUNTY, WISCONSIN

OWNER'S CERTIFICATE

THE VILLAGE OF MCFARLAND, AS OWNER, DO HEREBY CERTIFY THAT SAID OWNER HAS CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED, MAPPED, AND DEDICATED AS REPRESENTED HEREON. SAID OWNER FURTHER CERTIFIES THAT THIS CERTIFIED SURVEY MAP IS REQUIRED BY S.236.34, WISCONSIN STATUTES TO BE SUBMITTED TO THE VILLAGE OF MCFARLAND FOR APPROVAL.

IN WITNESS WHEREOF, THE VILLAGE OF MCFARLAND, HAVE CAUSED THESE DOCUMENTS TO BE SIGNED BY THEIR REPRESENTATIVE THIS _____ DAY OF _____, 2019.

SIGNATURE _____

SIGNATURE _____

PRINTED NAME _____

PRINTED NAME _____

STATE OF WISCONSIN) SS
DANE COUNTY) SS

PERSONALLY CAME BEFORE ME ON THIS _____ DAY OF _____, 2019.
THE ABOVE NAMED _____ AND _____, TO ME KNOWN TO BE THE
PERSON WHO EXECUTED THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED THE SAME.

NOTARY PUBLIC, DANE COUNTY, WISCONSIN

MY COMMISSION EXPIRES _____

VILLAGE OF MCFARLAND PLAN COMMISSION CERTIFICATE

THIS CERTIFIED SURVEY MAP, INCLUDING ANY DEDICATIONS SHOWN THEREON, IS HEREBY APPROVED BY THE PLAN COMMISSION OF THE VILLAGE OF MCFARLAND ON THIS _____ DAY OF _____, 2019.

TANYA O'MALLEY, DEPUTY CLERK

VILLAGE OF MCFARLAND BOARD CERTIFICATE

RESOLVED, THAT THIS CERTIFIED SURVEY MAP IS HEREBY APPROVED AND DEDICATIONS ACCEPTED BY THE VILLAGE BOARD OF THE VILLAGE OF MCFARLAND ON THIS _____ DAY OF _____, 2019.

TANYA O'MALLEY, DEPUTY CLERK

SURVEYOR'S SEAL



DANE COUNTY REGISTER OF DEEDS CERTIFICATE

RECEIVED FOR RECORDING THIS _____ DAY OF _____, 2019, AT _____
O'CLOCK __M. AND RECORDED IN VOLUME _____ OF CERTIFIED SURVEY MAPS OF
DANE COUNTY ON PAGES _____ AS DOCUMENT NO. _____.

KRISTI CHLEBOWSKI, REGISTER OF DEEDS
DANE COUNTY, WISCONSIN

CLIENT:

Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558
608-838-3153



PLAN COMMISSION SUMMARY SHEET

MEETING DATE: Thursday, January 23, 2020

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Review and possible action on a request by the School District of McFarland for a Certified Survey Map (CSM) located at 3583 County Highway MN, McFarland, WI in order to create two parcels.

PREVIOUS ACTION:

ISSUE SUMMARY:

The McFarland School District is seeking to divide land it owns (parcel 061002190531, 3583 CTH MN) into two lots. The purpose of this land division is to enable the sale of Lot 2 of the proposed CSM to the Village in exchange for the Village's Lot 1 of the proposed CSM for 3234 CTH AB, also on the agenda. The School District's property is currently zoned R-1 Single Family Residence. Lots 1 and 2 of the proposed CSM meet the minimum lot size and width requirements of the R-1 District.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

Sec. 56-39 & 56-71, Certified Survey Maps

Sec. 62-70 Bulk Standard - Residential Districts

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommend approval of the Certified Survey Map.

ATTACHMENTS:

1. 3583 CTH MN CSM_11262019

**Village of McFarland
Community Development Department**

Plan Commission Application – 2019

~Please complete application in full~

Applicant - Owner	School District of McFarland	Applicant's Agent	Snyder & Associates, Inc.
	Andrew Briddell	Name	Mike Calkins
Address	5105 Farwell Street, McFarland, WI 53558	Address	5010 Voges Road, Madison, WI 53718
Email	briddea@mcfdsd.org	Email	mcalkins@snyder-associates.com
Phone #	(608) 838-4500	Phone #	(608) 838-0444
Fax #	(608) 838-3074	Fax #	

Type of Proposal – Please check boxes that apply. Parcel No(s). 154/0610-021-9053-1

Requires Public Hearing (Class One)	FEES	Requires Public Hearing (Class Two)	FEES	Public Hearing Not required	FEES
☐ Preliminary Plat	\$500+AF	☐ Conditional Use	\$275+F	☐ Annexation	At cost
☐ Preliminary Plat (reapplication)	\$500+BF	☐ Rezoning (map)	\$175+	☐ Dev. Agreement Including Addendums	\$400 F
☒ Certified Survey Map	\$300+F	☐ Zoning Amendment (text)	\$250+F	☐ Final Plat	\$500 +CF
☐ Condominium	\$300+EF	☐ Variance-Board of Zoning Appeals	\$250+F	☐ Final Plat (reapplication)	\$400 +DF
				☐ Site/Design Review	\$400 + F
				Escrow Deposits (covers costs for outside consultants; e.g., engineers, attorneys, etc.)	
				☐ R-E, R-3 & PD (up to 50 acres)	\$5,000
				☐ R-E, R-3 & PD (greater than 50 acres)	\$10,000
				☐ Commercial Site/Design Review (5,000 sq. ft. or more)	\$2,000
				☐ All Plats including condominiums	\$5,000

+ = Plus publication and notification charges

A = Plus \$50.00 per lot

B = Any preliminary plat which has previously been reviewed/revised within the last 36 months

C = Plus \$50.00 for each lot within the final plat

D = Any final plat which has been previously reviewed or/ revised within the last 36 months

E = Plus \$40.00 for each unit shown

F = Plus actual legal, engineering and financial consulting costs incurred by the Village

G = Plus \$25.00 per lot for two or more lots.

Nature of the development proposal: Must provide address of proposed development, legal description and description of proposal. (Attach additional paper if needed)

Located at 3583 County Highway MN, proposing to subdivide what is presently a single parcel into two parcels. The property has been developed as baseball fields and green space in accordance with its approved site plan. This CSM will create a separate parcel on the northern edge of the property that is proposed to be deeded to the Village of McFarland.

What action is the applicant requesting of the Plan Commission?

Approval of the CSM as presented.

Has this specific proposal been previously discussed or acted upon by the Plan Commission? ☐ YES ☒ NO (If "yes" state the nature and the date(s) of the previous application.)

PLEASE READ AND SIGN ON THE REVERSE SIDE - AT THE BOTTOM

Schedule: The Village of McFarland Plan Commission conducts meetings on the third Monday of each month at 7:00 p.m. at the McFarland Municipal Center in the Community Room. To ensure adequate time for staff review, and publication of legal notices, all potential agenda item materials are required to be submitted, per the schedule listed below. * **Twelve (12) Copies** of all materials, **one copy must be 8 ½ x 11, - 11 copies to be 11 x 17** (only one copy of application, completed in full, is necessary) shall be submitted to the Community Development Department (608-838-3154), with fees paid **by NOON of the deadline day**, according to the following schedule:

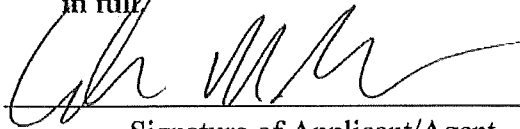
Village of McFarland Plan Commission 2019 Schedule

*Submittal Deadline Noon on:	For Scheduled 2019 Meeting date of:
December 12 (2018)-----	January Tuesday Jan. 22
January 8-----	February 18
February 12 -----	March 18
March 12 -----	April 15
April 9-----	May 20
May 14-----	June 17
June 11 -----	July 15
July 9-----	August 19
August 13 -----	September 16
September 10 -----	October 21
October 8-----	November 18
November 5 -----	December 16 (Pending)
December 10-----	(Pending) Tuesday, Jan. 21, 2020

* Submittal deadline: No exceptions can be given for above deadlines

- Materials submitted for review after the submittal deadline date (or incomplete submittals) will be held over until the next scheduled meeting.
- I understand failure to provide required materials/information/fees by the submittal deadline can result in this application being withdrawn for consideration by the Plan Commission. In addition any fees not paid for (i.e. legal notices, mailings, etc.) will require any permits to be withheld until all payments are made in full.

X



Signature of Applicant/Agent

11-26-19

Date

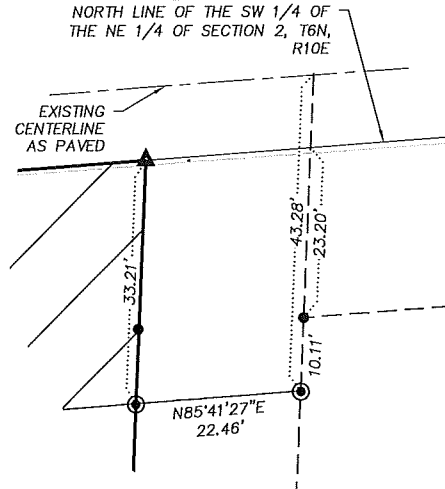
CERTIFIED SURVEY MAP No. _____

A PARCEL OF LAND LOCATED IN THE SOUTHWEST QUARTER OF THE
NORTHEAST QUARTER OF SECTION 2, TOWNSHIP 6 NORTH, RANGE 10 EAST,
VILLAGE OF MCFARLAND, DANE COUNTY, WISCONSIN.

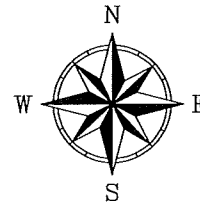
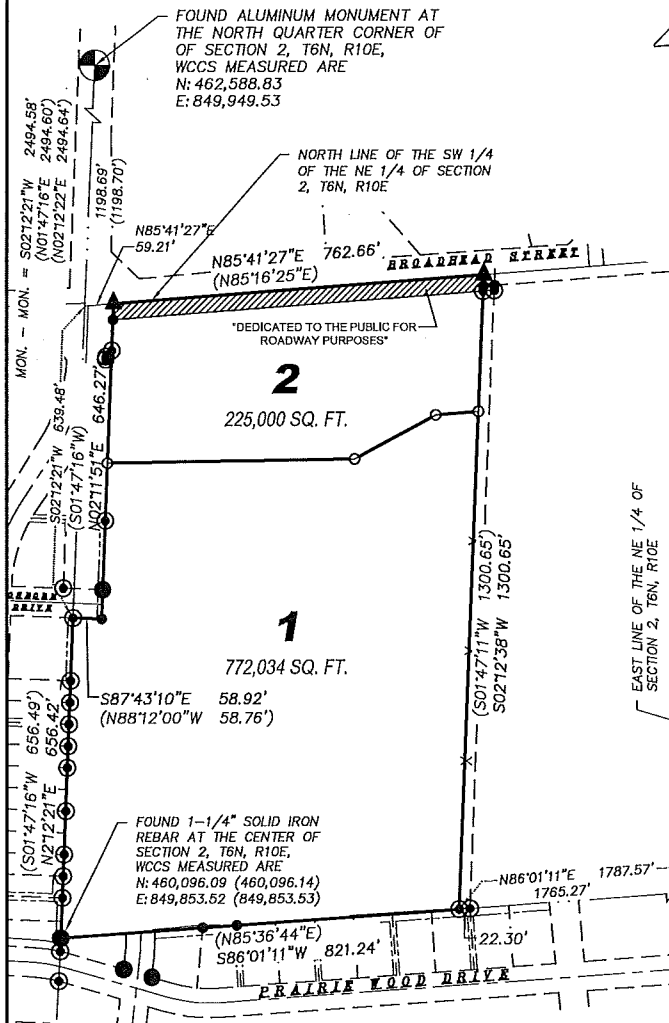


SCALE: ONE INCH = THREE HUNDRED FEET

TOTAL PLATTED AREA = 1,022,201 SQ. FT.
(23.47 ACRES)



DETAIL #1
SCALE: 1"=20'



DRAFT

C.S.M. No. _____

Doc. No. _____

Vol. _____ Page _____

SURVEYED BY:
McFarland School District
5101 Farwell Street
McFarland, WI 53558

SURVEYED BY:
Snyder & Associates, Inc.
5010 Voges Road
Madison, WI 53718
(608)-838-0444
www.snyder-associates.com



**SNYDER
& ASSOCIATES**

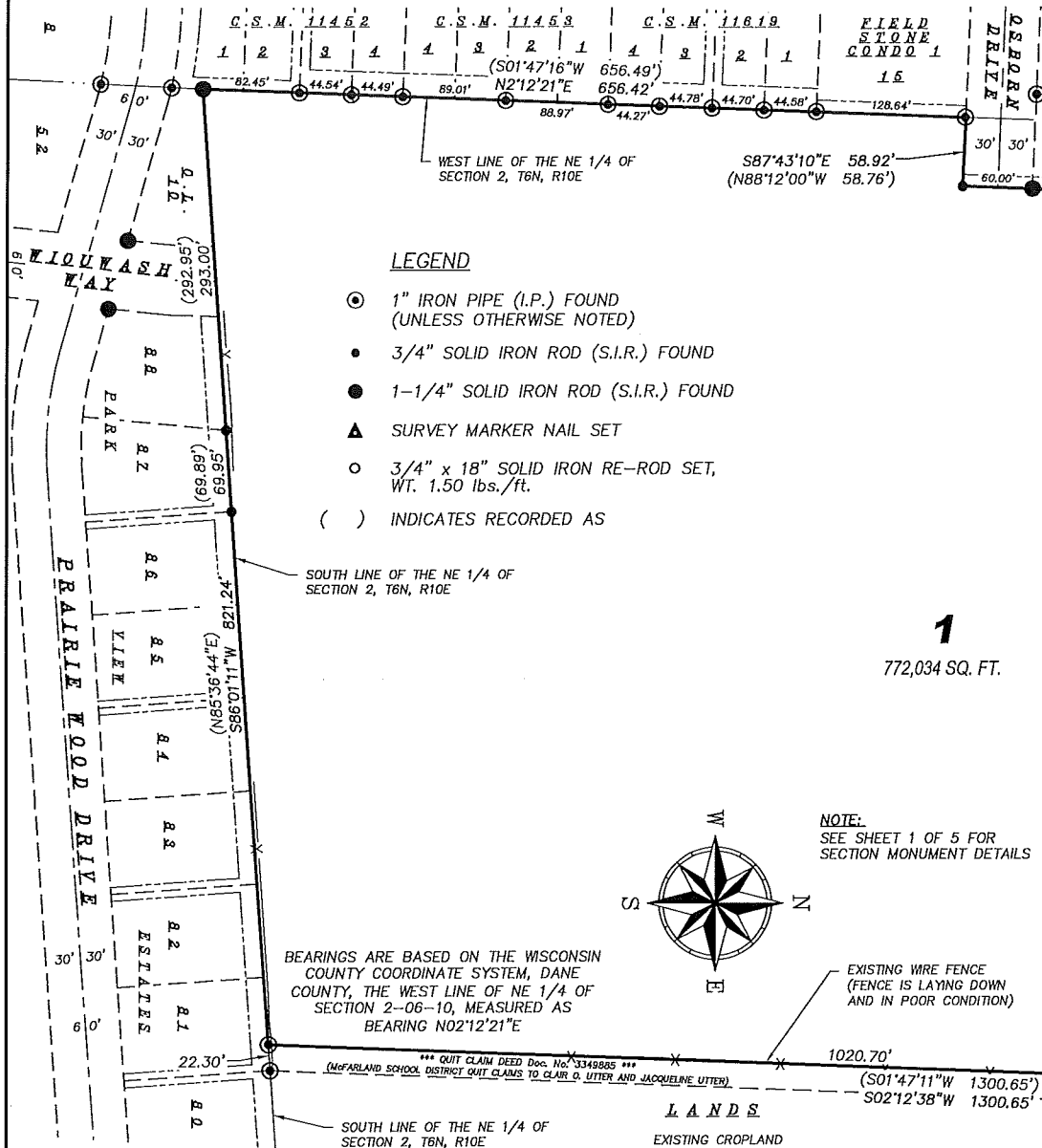
FN:117.0545.30
DATE:11-22-19

REVISIONS:

SHEET
1 OF 5

CERTIFIED SURVEY MAP No. _____

A PARCEL OF LAND LOCATED IN THE SOUTHWEST QUARTER OF THE
NORTHEAST QUARTER OF SECTION 2, TOWNSHIP 6 NORTH, RANGE 10 EAST,
VILLAGE OF MCFARLAND, DANE COUNTY, WISCONSIN.



SURVEYED BY:
McFarland School District
5101 Farwell Street
McFarland, WI 53558

SURVEYED BY:
Snyder & Associates, Inc.
5010 Voges Road
Madison, WI 53718
(608)-838-0444
www.snyder-associates.com



SNYDER & ASSOCIATES

FILE: 117.0545.30
DATE: 11-22-19

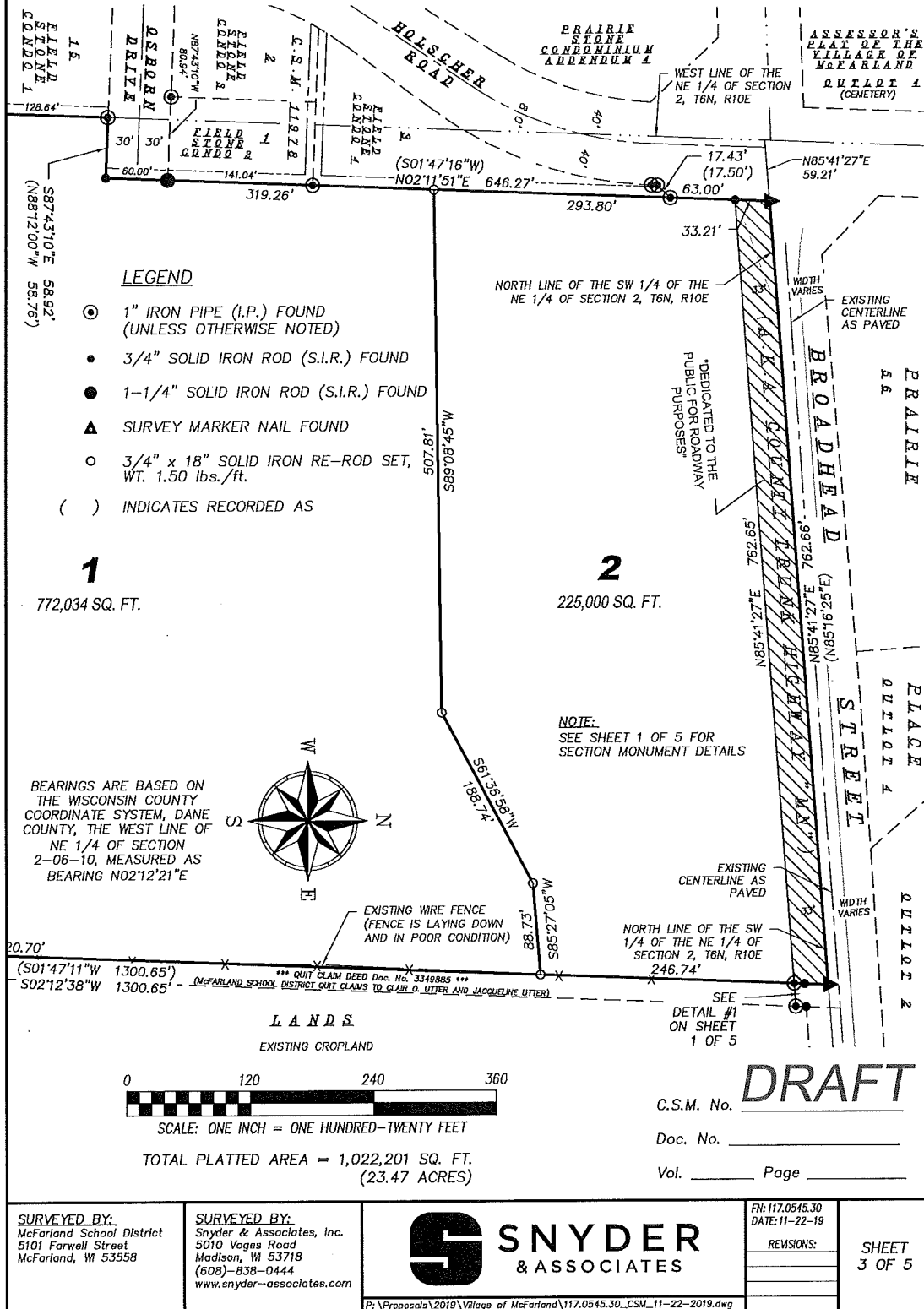
REVISIONS:

SHEET
2 OF 5

P:\Proposals\2019\Village of McFarland\117.0545.30_CSM_11-22-2019.dwg

CERTIFIED SURVEY MAP No.

A PARCEL OF LAND LOCATED IN THE SOUTHWEST QUARTER OF THE
NORTHEAST QUARTER OF SECTION 2, TOWNSHIP 6 NORTH, RANGE 10 EAST,
VILLAGE OF MCFARLAND, DANE COUNTY, WISCONSIN.



CERTIFIED SURVEY MAP No. _____

A PARCEL OF LAND LOCATED IN THE SOUTHWEST QUARTER OF THE
NORTHEAST QUARTER OF SECTION 2, TOWNSHIP 6 NORTH, RANGE 10 EAST,
VILLAGE OF MCFARLAND, DANE COUNTY, WISCONSIN.

OWNER'S CERTIFICATE

School District of McFarland, owner, we hereby certify that we caused the land described on this Certified Survey Map to be surveyed, divided, mapped and dedicated as represented on the map hereon. We further certify that this Certified Survey map is required by S236.34 of the State Statutes to be submitted to the Village of McFarland for approval. Witness the hand and seal of said owner(s) this _____ day of _____, 2019.

School District of McFarland

By: _____
Authorized Member

State of Wisconsin)
)ss.
County of Dane)

Personally came before me this _____ day of _____, 2018, the above named
_____ to me known to be the persons who
executed the foregoing instrument and acknowledged the same.

Notary Public, State of Wisconsin My Commission expires: _____

SURVEYOR'S CERTIFICATE

I, Eric E. Lindaas, Professional Land Surveyor, hereby certify: that in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the Village of McFarland and under the direction of McFarland School District, owner of said land, I have surveyed, divided and mapped this Certified Survey Map; that such Certified Survey Map correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is more fully described as follows:

The West 25 acres of the Southwest Quarter of of the Northeast Quarter of Section 2, Township 6 North, Range 10 East, in the Village of McFarland, Dane County, Wisconsin; EXCEPT for land conveyed in Document No. 3349885 and in Document No. 3911853, more fully described as follows:

Commencing at the North quarter corner of said Section 2; thence South 02 degree 12 minutes 21 seconds West along the North-South quarter line of said Section 2, 1198.69 feet to the North line of the South half of the Northeast quarter of said Section 2; thence along said North line, North 85 degrees 41 minutes 27 seconds East, 59.21 feet to the Northeasterly corner of FIELD STONE ADDITION TO HIGHLAND OAKS plat, Dane County Registry and the point of beginning; thence continuing along said North line, North 85 degrees 41 minutes 27 seconds East, 762.66 feet to the Northwest corner of the Utter property, quit claim deed recorded as document number 3349885, Dane County Registry; thence along the West line of said Utter property, South 02 degrees 12 minutes 38 seconds West, 1300.65 feet to the South line of the Southwest quarter of the Northeast quarter of said Section 2, point also being on the Northerly line of PARK VIEW ESTATES plat, Dane County Registry; thence South 86 degrees 01 minute 11 seconds West along said Northerly line, 821.24 feet to the Center of said Section 2 and the Easterly line of said FIELD STONE ADDITION TO HIGHLAND OAKS plat, thence North 02 degrees 12 minutes 21 seconds East along said East line, 656.42 feet to the Southerly right-of-way line of Osborn Drive; thence along said right-of-way line, South 87 degrees 43 minutes 10 seconds East, 58.92 feet to the Easterly line of said plat; thence along said Easterly line, North 02 degrees 11 minutes 51 seconds East, 646.27 feet to the point of beginning. This description contains approximately 1,022,201 square feet or 23.4665 acres.

Dated this _____ day of _____, 2019.

Signed:

Eric E. Lindaas, P.L.S. No. 2919
Snyder & Associates, Inc.
5010 Voges Road
Madison, WI 53718
608-838-0444
elindaas@snyder-associates.com

C.S.M. No. **DRAFT**

Doc. No. _____

Vol. _____ Page _____

SURVEYED BY:
McFarland School District
5101 Farwell Street
McFarland, WI 53558

SURVEYED BY:
Snyder & Associates, Inc.
5010 Voges Road
Madison, WI 53718
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**SNYDER
& ASSOCIATES**

FN:117.0545.30
DATE:11-22-19

REVISIONS:

SHEET
4 OF 5

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CERTIFIED SURVEY MAP No. _____

A PARCEL OF LAND LOCATED IN THE SOUTHWEST QUARTER OF THE
NORTHEAST QUARTER OF SECTION 2, TOWNSHIP 6 NORTH, RANGE 10 EAST,
VILLAGE OF MCFARLAND, DANE COUNTY, WISCONSIN.

VILLAGE OF MCFARLAND APPROVAL

Approved for recording by the Village of McFarland.

By: _____ Date: _____
Village Clerk, Village of McFarland

REGISTER OF DEEDS CERTIFICATE

Received for recording this _____ day of _____, 2018, at _____ o'clock _____, m.
and recorded in Volume _____ of Certified Survey Maps on pages _____, as
Doc. No. _____.

Kristi Chlebowski, Dane County Register of Deeds

C.S.M. No. **DRAFT**
Doc. No. _____
Vol. _____ Page _____

SURVEYED BY:
McFarland School District
5101 Farwell Street
McFarland, WI 53558

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**SNYDER
& ASSOCIATES**

FR:117.0545.30
DATE:11-22-19

REVISIONS:

SHEET
5 OF 5

P: \Proposals\2019\Village of McFarland\117.0545.30_CSM_11-22-2019.dwg



PLAN COMMISSION SUMMARY SHEET

MEETING DATE: Thursday, January 23, 2020

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Review and possible action on a site design/review application submitted by Spartan Properties of McFarland, LLC, Tim Neitzel, for a proposed multi-tenant commercial development at 5613 Lake Edge Road, McFarland, WI.

PREVIOUS ACTION:

May 21, 2018, re-approval of a commercial site plan application.

January 19, 2016, re-approval of a 2-Lot CSM.

October 15, 2012, approval of a commercial site plan application.

October 15, 2012, re-approval of a 2-Lot CSM.

June 20, 2011, approval of a 2-Lot CSM.

ISSUE SUMMARY:

Tim Neitzel, Spartan Properties of McFarland LLC, has re-submitted a site plan application for the development of a 4,955 square foot multi-tenant (3) commercial building located at 5613 Lake Edge Road between Walgreens and McFarland Animal Hospital. Note, the applicant is not seeking approval of the 6-unit Townhouses adjacent to Lake Edge Road shown on the western portion of the development site. The property is located within TID #5 and is therefore subject to the Design Guidelines for TID #5 approved August 13, 2018.

A site plan for this development has been reviewed and approved on several occasions, most recently on May 21, 2018. In 2018, the Plan Commission conditioned approval on (1) the building awnings changed to standing seam metal, (2) state approval of stormwater and erosion control and (3) the 2-Lot CSM from 2012 be filed and recorded.

Staff research indicates that the 2012 CSM was not the most recent approved CSM for the property. On January 19, 2016, the Plan Commission approved a 2-Lot CSM that reduced the utility easement on Lot 1, for the benefit of Lot 2, from 30' to 22' in width. Sheet C-3.0 of the resubmitted site plan includes a 22' utility easement as reflected in the 2016 CSM approved by the Plan Commission.

The resubmitted site plan addresses the 2018 condition related to using metal awnings in lieu of canvas. Notable changes to the site and building design from the previous 2018 plan include:

1. Number of Tenants. The number of tenants is reduced from four to three but the building size remains the same.



2. Reduction in Split Face Concrete Block on rear and side elevations. The revised plan set includes greater use of EIFS material on the lower 10' of the rear and side elevations. The previous 2018 plan utilized more split face concrete block which did a better job of continuing the architectural theme, design and detailing of the front facade, providing greater visual interest. In Village Staff's opinion, the use of greater EIFS material on the rear of the building is of lesser importance than the side elevations. The revised side and rear elevations still maintain continuation of the base and cap materials from the front facade and include a middle band of different colored EIFS. These design materials assist in continuing the architectural theme of the front facade.
3. Removal of pitched shingle corner roofs on front facade. This portion of the roof structure is now proposed as a flat roof reducing the height from 26' to 20.5'. In Village Staff's opinion, the previous design was more compatible with the adjacent buildings as both Walgreens and McFarland Hospital utilize pitched shingled roofs and have building heights exceeding 30' (two-stories). In Village Staff's opinion, this modification is of greater significance than item #2 above. The TID #5 Design Guidelines stipulate that buildings be designed so their height and scale are compatible with surrounding buildings or provide appropriate transitions for larger buildings to help reduce differences in scale. The modification from the 2018 design reduces the building height on the corner roofs by 5.5' and does not provide the same compatible transition to the surrounding buildings in terms of design and materials.

Within the packet is a review letter from the Village Engineer and Fire & Rescue Department. Village Staff recommends as a condition of approval, the applicant resubmit revised plans, including existing Access Easement Agreement No. 4352970, addressing these comments for Village Staff approval in addition to the other two remaining conditions of approval from 2018, as modified: state approval of stormwater and erosion control plans and the 2-Lot CSM from 2016 be filed and recorded. These conditions of approval are in addition to any other site or building modifications as may be required by the Plan Commission.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

Property is identified as Mixed Use/Flex Commercial in the Village's Comprehensive Plan.

ORDINANCE REFERENCE:

Sec. 62-310 Site/Design Review
Design Guidelines TID #5

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommend approval of the site plan conditioned on the applicant resubmitting revised plans, including existing Access Easement Agreement No. 4352970, addressing those staff comments provided by the Village Engineer and Fire & Rescue Department in addition to the requirement for state approval of stormwater and



erosion control plans and the 2-Lot CSM from 2016 be filed and recorded. These conditions of approval are in addition to any other site or building modifications as may be required by the Plan Commission.

ATTACHMENTS:

1. 5613 Lake Edge Road_PC Application_12.13.19
2. 5613 Lake Edge Rd McFarland_Site Plan_01.16.20
3. 5613 Lake Edge Road_CSM_2016_not recorded
4. 5613 Lake Edge Site Plan Review_Village Engineer Ltr_01.03.20
5. 5613 Lake Edge Site Plan Review_Fire Department Ltr_03.28.18
6. TID_5_-_Approved_Design_Guidelines_8-13-18
7. 5613 Lake Edge Road_Elevations_03.01.18

January 16, 2020

Mr. Andrew Bremer, Director
Community & Economic Development
5915 Milwaukee Street
P. O. Box 110
McFarland, Wisconsin 53558-0110

hand delivered and
sent via email: andrew.bremer@mcfarland.wi.us

RE: 5613 Lake Edge Road Development
Dimension IV Madison Project No. 18013

RECEIVED

JAN 16 2020

VILLAGE OF McFARLAND

Dear Andrew:

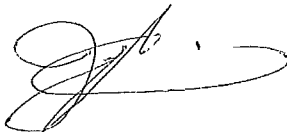
Attached are the updated drawings for 5613 Lake Edge Road development.

- The updated building size is on the cover sheet. The landscape and lighting plan building footprint minor revisions have not been revised.
- The landscape and lighting plans are unchanged.
- The trash enclosure will be the same block material as the base of the building with metal gates and colored slats.
- The easement is being sent directly by the owner.
- We did incorporate minor revisions to the building:
 - A third door and sidelight were added in the window area in the front.
 - A rear exit door was added for a third tenant.
 - The drive-up window on the north end was removed.
 - The masonry/EFIS materials were adjusted on the rear and rear sides of the building. A masonry base is being maintained on all sides.
 - The pitched shingle corner roofs were deleted and replaced with a raised parapet wall. These maintain a more commercial/urban character.

Let me know if you have any questions. Thank you.

Sincerely,

DIMENSION IV MADISON DESIGN GROUP



Jerry Bourquin, AIA
Principal

cc: Tim Neitzel
Dan Crow, KSW

Attachments: Updated Drawings

6515 Grand Teton Plaza, Suite 120
Madison, Wisconsin 53719
p 608.829.4444
f 608.829.4445

**Village of McFarland
Community Development Department**

RECEIVED

DEC 13 2019

VILLAGE OF MCFARLAND

Plan Commission Application – 2019

~Please complete application in full~

Applicant - Owner	Spartan Properties of McFarland, LLC Attention: Time Nietzel	Applicant's Agent	
		Name	
Address	5301 Voges Road Madison, Wisconsin 53718	Address	
Email	jreiff@airtemperature.com	Email	
Phone #	608-257-2600	Phone #	
Fax #	608-838-6821	Fax #	

Type of Proposal – Please check boxes below that apply - Parcel No(s). _____

Requires Public Hearing (Class One)	FEES	Requires Public Hearing (Class Two)	FEES	Public Hearing Not required	FEES
☐ Preliminary Plat	\$500+AF	☐ Conditional Use	\$275+F	☐ Annexation	At cost
☐ Preliminary Plat (reapplication)	\$500+BF	☐ Rezoning (map)	\$175+	☐ Dev. Agreement Including Addendums	\$400 F
☐ Certified Survey Map	\$300+F	☐ Zoning Amendment (text)	\$250+F	☐ Final Plat	\$500 +CF
☐ Condominium	\$300+EF	☐ Variance-Board of Zoning Appeals	\$250+EF	☐ Final Plat (reapplication)	\$400 +DF
				☐ Site/Design Review	\$400 + F
				Escrow Deposits (covers costs for outside consultants; e.g., engineers, attorneys, etc.)	
				☐ R-E, R-3 & PD (up to 50 acres)	\$5,000
				☐ R-E, R-3 & PD (greater than 50 acres)	\$10,000
				☐ Commercial Site/Design Review (5,000 sq. ft. or more)	\$2,000
				☐ All Plats including condominiums	\$5,000

+ = Plus publication and notification charges
 A = Plus \$50.00 per lot
 B = Any preliminary plat which has previously been reviewed/revised within the last 36 months
 C = Plus \$50.00 for each lot within the final plat
 D = Any final plat which has been previously reviewed or/ revised within the last 36 months
 E = Plus \$40.00 for each unit shown
 F = Plus actual legal, engineering and financial consulting costs incurred by the Village
 G = Plus \$25.00 per lot for two or more lots.

Nature of the development proposal: Must provide address of proposed development, legal description and description of proposal. (Attach additional paper if needed)

A new one-story commercial building at 5613 Lake Edge Road

What action is the applicant requesting of the Plan Commission?

Site plan/design review approval. The plan was approved in 2018; approval has lapsed.

Has this specific proposal been previously discussed or acted upon by the Plan Commission? ☒ YES ☐ NO (If "yes" state the nature and the date(s) of the previous application.)

Plan was approved in 2018

PLEASE READ AND SIGN ON THE REVERSE SIDE - AT THE BOTTOM

Schedule: The Village of McFarland Plan Commission conducts meetings on the third Monday of each month at 7:00 p.m. at the McFarland Municipal Center in the Community Room. To ensure adequate time for staff review, and publication of legal notices, all potential agenda item materials are required to be submitted, per the schedule listed below. * **Twelve (12) Copies** of all materials, **one copy must be 8 ½ x 11, - 11 copies to be 11 x 17** (*only one copy of application, completed in full, is necessary*) shall be submitted to the Community Development Department (608-838-3154), with fees paid **by NOON of the deadline day**, according to the following schedule:

Village of McFarland Plan Commission 2019 Schedule

***Submittal Deadline Noon on:**

For Scheduled 2019 Meeting date of:

December 12 (2018) -----	January Tuesday Jan. 22
January 8-----	February 18
February 12-----	March 18
March 12-----	April 15
April 9-----	May 20
May 14-----	June 17
June 11-----	July 15
July 9-----	August 19
August 13-----	September 16
September 10-----	October 21
October 8-----	November 18
November 5-----	December 16 (Pending)
December 10-----	(Pending) Tuesday, Jan. 21, 2020

*** Submittal deadline: No exceptions can be given for above deadlines**

- **Materials submitted for review after the submittal deadline date (or incomplete submittals) will be held over until the next scheduled meeting.**
- **I understand failure to provide required materials/information/fees by the submittal deadline can result in this application being withdrawn for consideration by the Plan Commission. In addition any fees not paid for (i.e. legal notices, mailings, etc.) will require any permits to be withheld until all payments are made in full.**

X _____

Signature of Applicant/Agent

_____ Date

December 12, 2019

Mr. Andrew Bremer, Director
Community Development Department
5915 Milwaukee Street
P. O. Box 110
McFarland, Wisconsin 53558-0110

RECEIVED
DEC 13 2019
VILLAGE OF McFARLAND

RE: 5613 Lake Edge Road
Site Design Review
Dimension IV Madison Project No. 18013

Dear Mr. Bremer:

Enclosed is the site design review application for 5613 Lake Edge Road.

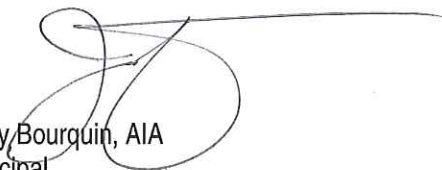
This project was previously approved in 2018; the approval has lapsed, requiring resubmission.

The plan was revised to incorporate a stacking lane for the drive-up window.

We have also enclosed the previous project drawings from 2018.

Sincerely,

DIMENSION IV MADISON DESIGN GROUP


Jerry Bourquin, AIA
Principal

Enclosures: Site Design Review Application
Previous Project Drawings

6515 Grand Teton Plaza, Suite 120
Madison, Wisconsin 53719

p 608.829.4444

f 608.829.4445

Village of McFarland
Community Development Department
608-838-3154

RECEIVED
DEC 13 2019
VILLAGE OF McFARLAND

Site and Design Plans, from Developer, to include:

- ☒ A. Title Block that indicates name and address of the current property owner.
- ☒ B. Date of original plan and latest date of revised plan.
- ☒ C. North arrow and graphic scale. Said scale shall not be smaller than 1 inch equals 100 feet.
- ☒ D. All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled.
- ☒ E. All existing and proposed building structures and paved areas – including walks, drives, decks, patios, fences, utility poles, drainage facilities and walls.
- ☒ F. All required building setback lines.
- ☒ G. A legal description of the subject property.
- ☒ H. The location of all access points and connections to public streets, off-street parking, and loading areas on the subject property including a summary of the number of parking stalls and labels indicating the dimension of such areas.
- ☒ I. The location of all outdoor storage areas – including dumpsters.
- ☒ J. The location and type of any permanently protected green space areas.
- ☒ K. The location of existing and proposed drainage facilities – including stormwater and erosion control plans.
- ☒ L. Elevations of any proposed buildings.
- ☒ M. Existing and proposed topography shown at a contour interval of not more than 2 feet.
- ☒ N. In the legend, data for the subject property:
 - ☒ (1) Lot area
 - ☒ (2) Building area
 - ☒ (3) Paved area
 - ☒ (4) Total impervious area
 - ☒ (5) Building height
 - ☒ (6) Existing zoning, proposed zoning
- ☒ O. Name and signature of the designer.
- ☒ P. Exterior façade elevations of proposed buildings – including colors and materials.
- ☒ Q. Landscaping plans.
- ☒ R. Hydrant locations and Fire Department connection.
- ☒ S. Existing or proposed easements.
- ☒ T. Location and elevations of any wetlands or floodplains.
- ☒ U. Lighting plans – including photometrics.

5613 Lake Edge Rd.

McFarland, WI



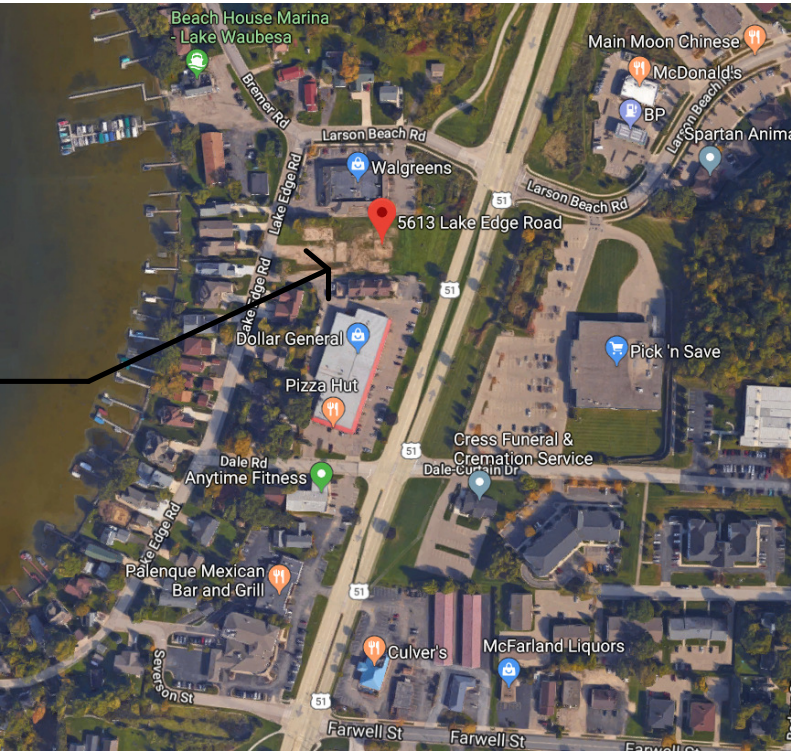
RENDERING IS REPRESENTATIVE ONLY - SEE DOCUMENTS FOR ALL BUILDING INFORMATION
PROJECT RENDERING/PERSPECTIVE/ELEVATION

BUILDING DATA

ZONING: C-G GENERAL COMMERCIAL

BUILDING AREA: 4,955GSF
MAX BUILDING HEIGHT: 20' - 5"

PROJECT LOCATION



Architecture :

Dimension IV - Madison Design Group
6515 Grand Teton Plaza, Suite 120, Madison, WI 53719
p: 608.829.4444 www.dimensionivmadison.com

CivilEngineering:

Professional Engineering, LLC
818 N Meadowbrook Ln, Waunakee, WI 53597
p: (608) 849-9378 pe-wi.com

LIST OF DRAWINGS

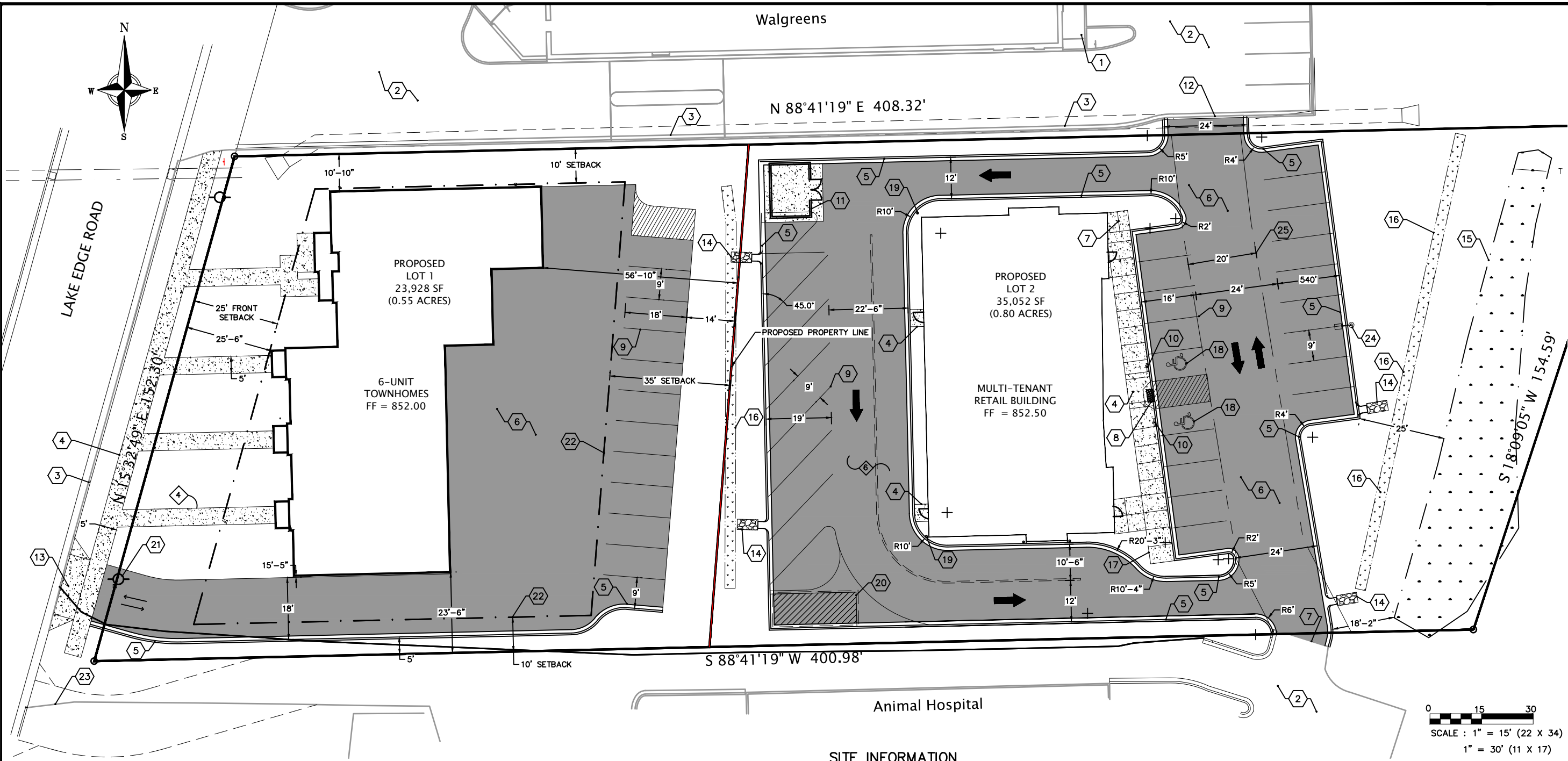
- COVER SHEET
- C1.0 SITE PLAN
C2.0 GRADING PLAN
C2.1 GRADING PLAN
C3.0 UTILITY PLAN
C4.0 EROSION CONTROL PLAN
C1.5 LANDSCAPE PLAN
C7.0 SITE LIGHTING PLAN
- FIRST FLOOR PLAN
ELEVATIONS 1
ELEVATIONS 2
PERSPECTIVE VIEW

SITE DESIGN REVIEW

G0.1

PROJECT # 18013

SUBMITTED: 12/12/2019
REVISION: 01/16/2020



PLAN KEY

- | | | |
|---|---|---|
| 1 EXISTING SIDEWALK | 10 VAN ACCESSIBLE PARKING SIGN, TYP. | 17 BIKE RACK TO BE HITCH BIKE RACK
DERO PART # BH-FT-EPX IN GROUND
MOUNT POWDER COAT FINISH |
| 2 EXISTING PARKING LOT | 11 TRASH ENCLOSURE, SEE ARCHITECTURAL
PLANS | 18 VAN ACCESSIBLE PARKING STALLS, TYP. |
| 3 EXISTING CURB AND GUTTER | 12 CONNECT TO EXISTING DRIVE OPENING | 19 CONCRETE BOLLARD |
| 4 CONCRETE SIDEWALK | 13 CONCRETE DRIVEWAY APRON. EXISTING
CURB TO BE REMOVED AND REPLACED | 20 DELIVERY TRUCK LOADING AREA |
| 5 18" CURB AND GUTTER | 14 CONCRETE FLUME & RIP RAP | 21 EXISTING POWER POLE TO BE RELOCATED |
| 6 ASPHALT DRIVEWAY/PARKING LOT | 15 WETLAND DELINEATION WAS COMPLETED
BY STANTEC ON NOVEMBER 30, 2010 | 22 BUILDING SETBACK LINE |
| 7 SAWCUT ASPHALT | 16 3" WIDE BIOSWALE FOR STORMWATER
MANAGEMENT | 23 EXISTING DRIVEWAY TO BE RELOCATED
BY OTHERS |
| 8 ACCESSIBLE RAMP TYPE 1 | | 24 PARKING LOT LIGHT |
| 9 4" WIDE PAVEMENT STRIPING
NON-EPOXY, TRAFFIC GRADE PAINT | | 25 PROPOSED 20' ACCESS EASEMENT |

PAVEMENT KEY

- | | |
|--|---------------------------|
| | 3" BITUMINOUS
PAVEMENT |
| | 4" SIDEWALK |

SITE INFORMATION

PROPERTY OWNER:
SPARTAN PROPERTIES OF MCFARLAND, LLC
5301 VOGES ROAD
MADISON, WI 53718

LEGAL DESCRIPTION:
LOTS ONE (1) AND TWO (2), CERTIFIED SURVEY MAP NO. 4586, RECORDED IN
VOLUME 20 OF CERTIFIED SURVEY MAP NO. 4586, RECORDED IN VOLUME 20 OF
CERTIFIED SURVEYS, PAGE 97 AND 98, AS DOCUMENT NO. 1867607, LOCATED IN
THE VILLAGE OF MCFARLAND, DANE COUNTY, WISCONSIN.

LOT 1 DENSITY:
LOT AREA: 23,928 S.F. (0.55 ACRES)
DWELLING UNITS: 6 (4-2 BEDROOM TOWNHOMES & 2-1 BEDROOM TOWNHOMES)
LOT AREA / D.U. 10.9 D.U./ACRE

LOT 1 COVERAGE:
BUILDING AREA: 5,458 S.F. 23 %
PAVED AREA: 10,448 S.F. 44 %
PERVIOUS AREA: 8,022 S.F. 33 %

GROSS FLOOR AREA:
FIRST LEVEL: 5,458 S.F.
SECOND LEVEL: 4,271 S.F.
TOTAL: 9,729 S.F.

LOT 1 USEABLE OPEN SPACE:
REQUIRED: 500 SF/DU
TOTAL DU = 6
TOTAL REQ'D USABLE OPEN SPACE = 3,000 S.F.
TOTAL PROVIDED = 3,210 S.F.

VEHICLE PARKING:
SURFACE: 12
GARAGE: 10
TOTAL: 26

LOT 2 COVERAGE:
BUILDING AREA: 4,950 S.F. 14 %
PAVED AREA: 14,948 S.F. 43 %
PERVIOUS AREA: 15,154 S.F. 43 %

LOT 1 LIGHTING LEGEND:
WALL MOUNTED LIGHT ON BUILDING (TO BE SELECTED BY OWNER)
LIGHT FIXTURES TO BE 'CUT-OFF' TYPE TO MINIMIZE GLARE TO NEIGHBORING
PROPERTIES

ISSUANCE/REVISION
SITE PLAN REVIEW

DATE
03/05/18

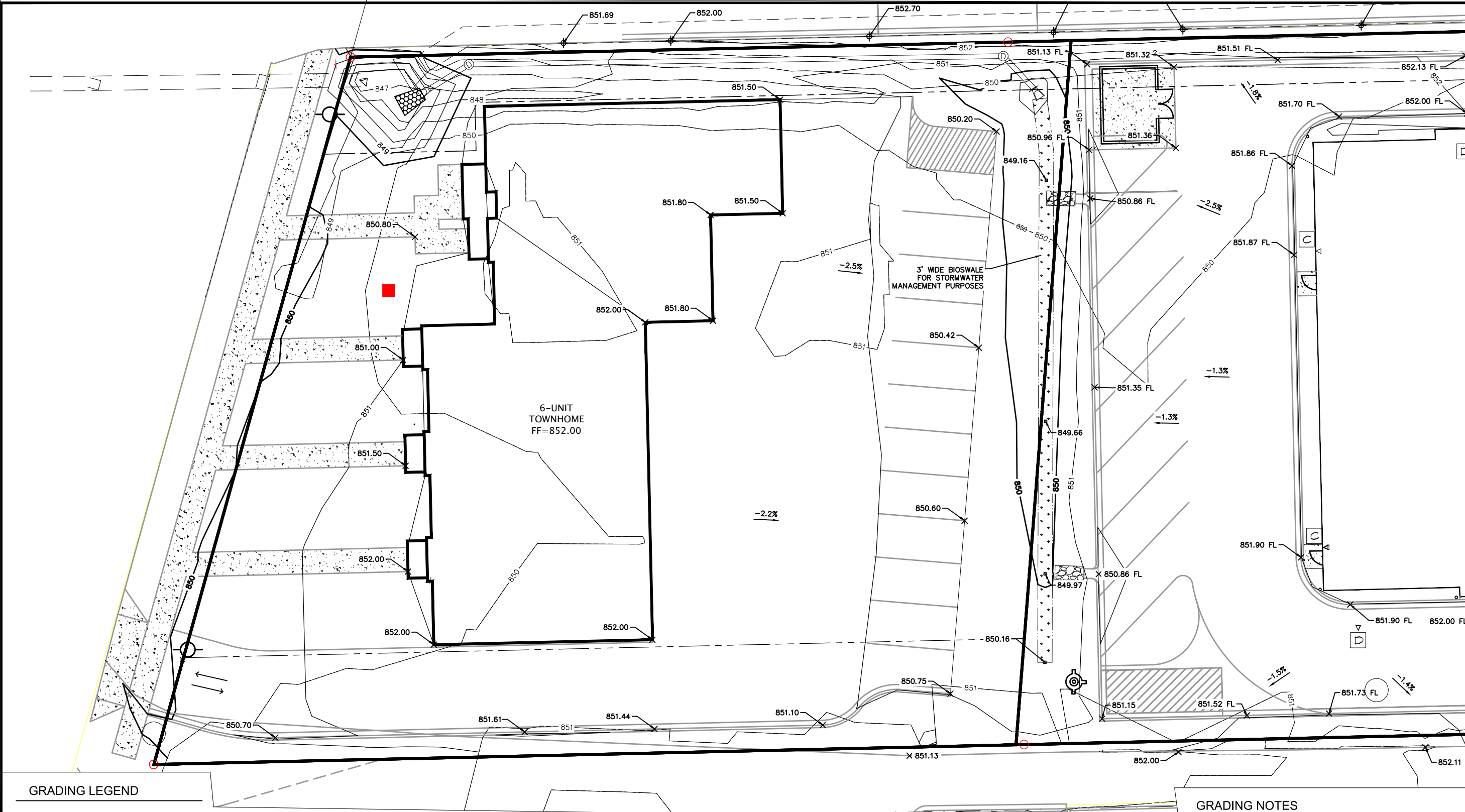
818 N Meadowbrook Ln
Wauwatosa, WI 53597
phone (608) 849-9378
fax (608) 237-2129

**PROFESSIONAL
ENGINEERING**
LLC

5611 & 5613 LAKE EDGE ROAD
SITE PLAN

MCFARLAND, WISCONSIN

C-1.0



GRADING LEGEND

- EXISTING CONTOUR
- PROPOSED CONTOUR
- X 850.00 PAVEMENT ELEVATION
- ⊕ 850.00 BACK OF CURB ELEVATION
- 850.00 GROUND ELEVATION
- -2.0% FINISH GRADE SLOPE

0 10 20 30
SCALE : 1" = 10' (24 X 36)
1" = 20' (11 X 17)

GRADING NOTES

- CONTRACTOR SHALL CALL DIGGERS HOTLINE PRIOR TO ANY CONSTRUCTION.
UTILITIES MARKED BY DIGGERS HOTLINE INCLUDE:
 - VERIZON NORTH, INC.
 - VILLAGE OF MCFARLAND
 - MADISON GAS & ELECTRIC
 - DOT SOUTHWEST REGION
 - MMSD
 - ALLIANT ENERGY
 - CHARTER
- ALL MATCHING PAVEMENT AND STORM SEWER ELEVATIONS SHALL BE VERIFIED IN THE FIELD TO ALLOW FOR PROPER DRAINAGE.
- CONTOUR AND SPOT ELEVATIONS SHOWN ARE FINISH GRADE ELEVATIONS.
- ALL LAWN AND PLANTING AREAS WHICH HAVE BEEN COMPACTED DUE TO CONSTRUCTION SHALL BE LOOSENEED PRIOR TO ADDITION OF TOPSOIL.

5611 & 5613 LAKE EDGE ROAD
GRADING PLAN

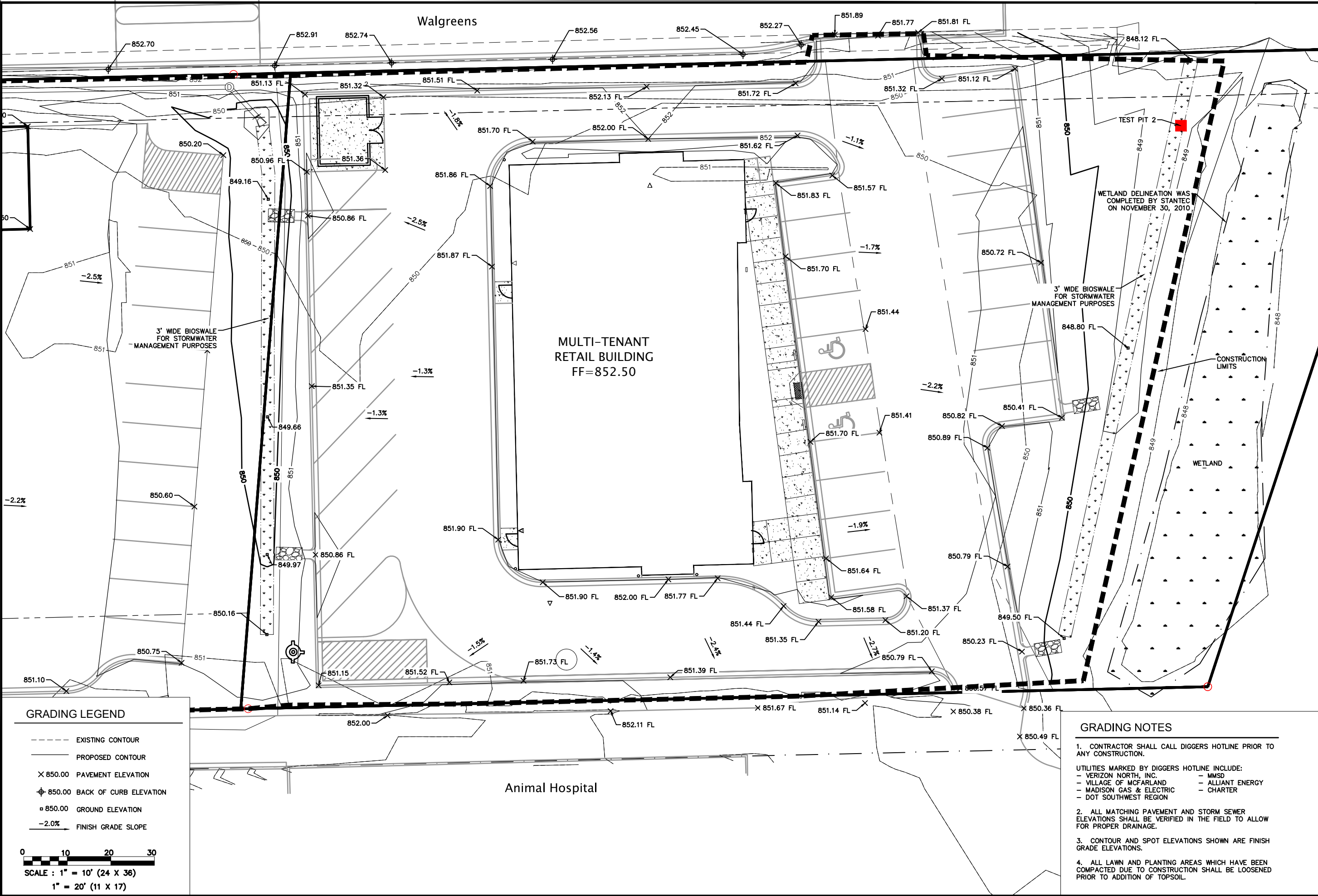
MCFARLAND, WISCONSIN

C-2.0



818 N Meadowbrook Ln
Waukegan, WI 53597
phone (608) 849-9378
fax (608) 237-2129

ISSUANCE/REVISION	DATE
SITE PLAN REVIEW	03/05/18



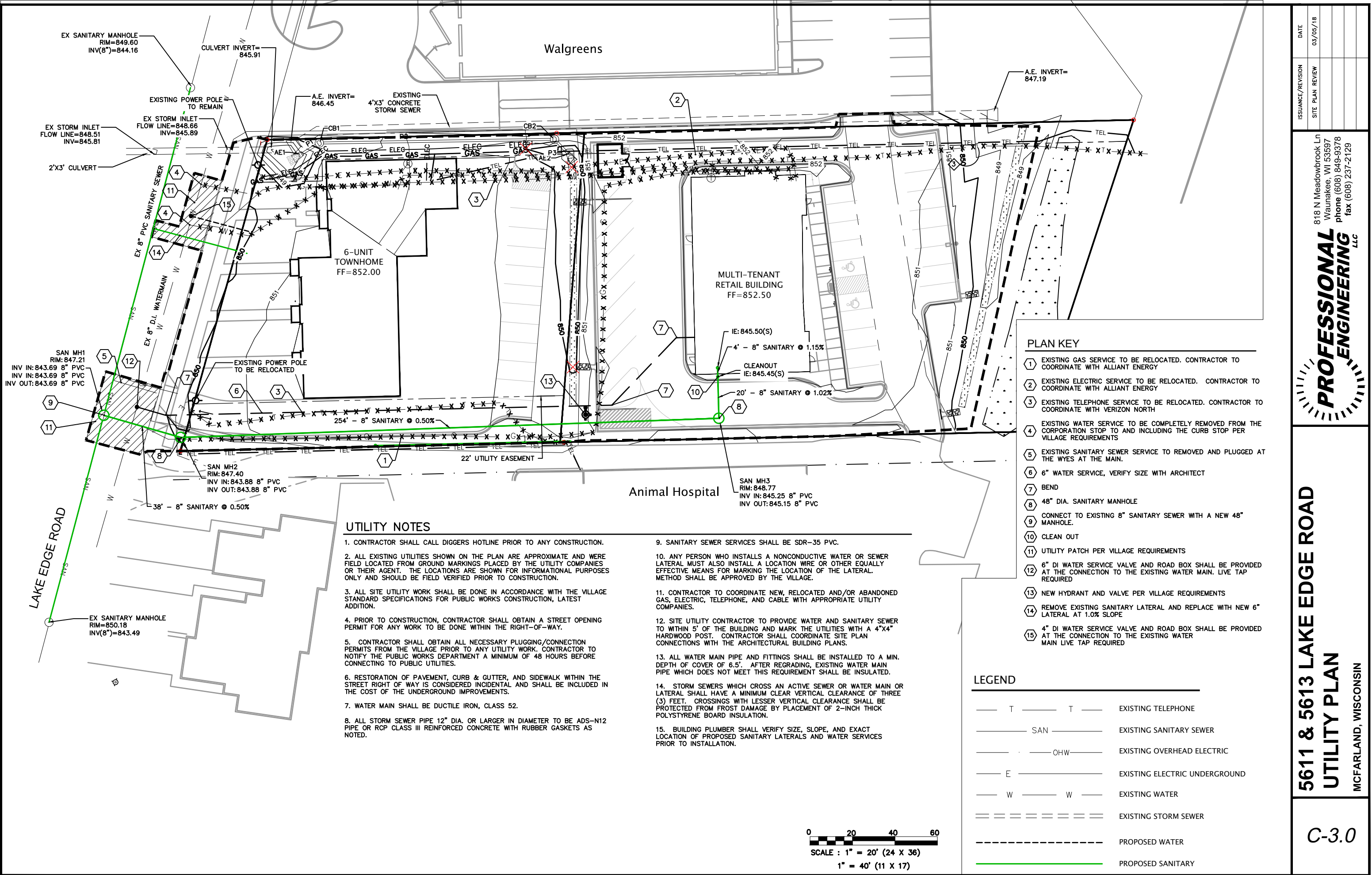
ISSUANCE/REVISION	DATE
SITE PLAN REVIEW	03/05/18

818 N Meadowbrook Ln
Wauwatosa, WI 53597
phone (608) 849-9378 fax (608) 237-2129

PROFESSIONAL ENGINEERING LLC

5611 & 5613 LAKE EDGE ROAD
GRADING PLAN
MCFARLAND, WISCONSIN

C-2.1



ISSUANCE/REVISION

DATE

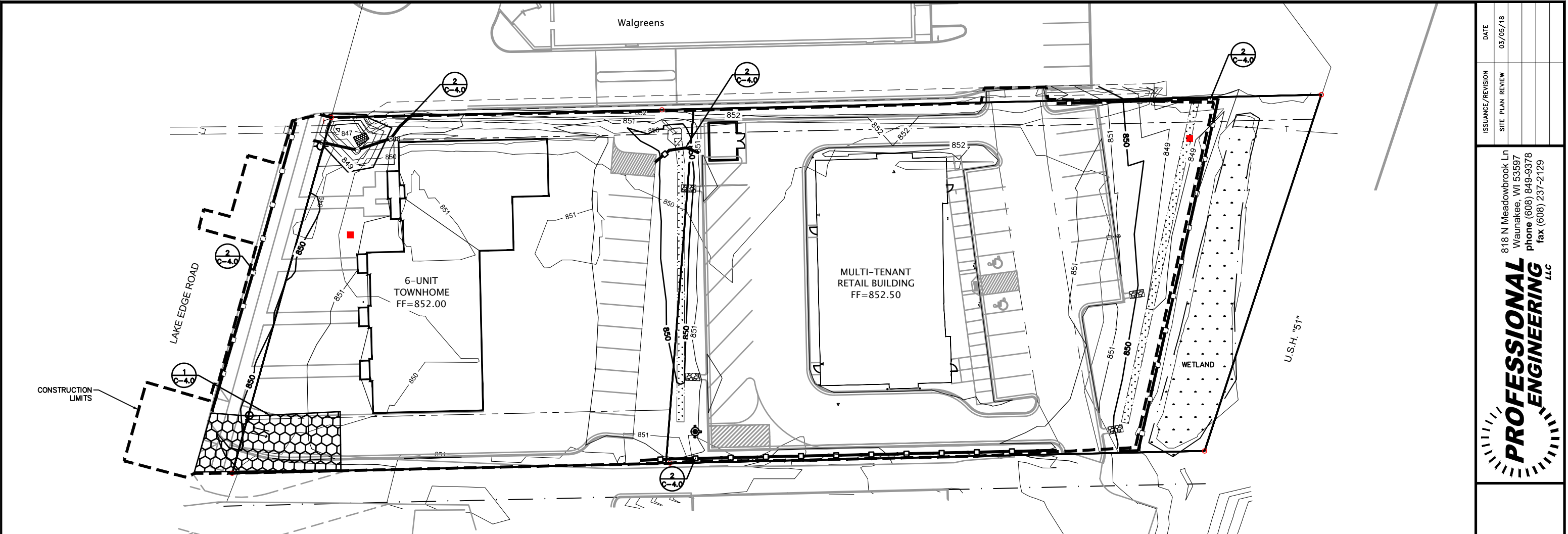
05/05/18

818 N Meadowbrook Ln
Waunakee, WI 53597
phone (608) 849-9378
fax (608) 237-2129

**PROFESSIONAL
ENGINEERING** LLC

5611 & 5613 LAKE EDGE ROAD
UTILITY PLAN
MCFARLAND, WISCONSIN

C-3.0



50' MIN. LENGTH
MIN. 12" BASE
3-6" STONE

EXISTING GROUND

GEOTEXTILE LINER
(IF NECESSARY)

PROFILE

MOUNTABLE BERM
(OPTIONAL)

EXISTING PAVEMENT

50' MIN. LENGTH

24' MIN. WIDTH

10' MIN.

10' MIN.

EXISTING PAVEMENT

PLAN VIEW

STONE TRACKING PAD

NTS

10' MIN.

POST

GEOTEXTILE FABRIC

INSLOPE

GROUND LINE

EXCAVATE A TRENCH A MINIMUM OF 4" WIDE & 6" DEEP TO BURY AND ANCHOR THE GEOTEXTILE FABRIC, FOLD MATERIAL TO FIT

2

C-4.0

SILT FENCE

NTS

EROSION CONTROL NOTES

(1) THE CONTRACTOR SHALL IMPLEMENT AND MAINTAIN EROSION CONTROL DEVICES FROM THE START OF LAND DISTURBING CONSTRUCTION ACTIVITIES UNTIL FINAL STABILIZATION OF THE CONSTRUCTION SITE.

(2) ALL EROSION CONTROL MEASURES SHALL BE INSTALLED IN ACCORDANCE WITH THE VILLAGE ORDINANCE AND THE DANE COUNTY EROSION CONTROL AND STORMWATER MANAGEMENT MANUAL. THE VILLAGE RESERVES THE RIGHT TO REQUIRE ADDITIONAL EROSION CONTROL MEASURES AS CONDITIONS WARRANT.

(3) CLEANING. RIGHT-OF-WAY SURFACES SHALL BE THOROUGHLY CLEANED BEFORE THE END OF EACH WORKING DAY.

(4) RESTORATION. RESTORATION SHALL BE COMPLETED AS NOTED IN THE CONSTRUCTION SCHEDULE UNLESS OTHERWISE AUTHORIZED BY THE CITY.

(5) INSPECTION. THE CONTRACTOR SHALL INSPECT EROSION AND SEDIMENT CONTROL PRACTICES WEEKLY, AND WITHIN 24 HOURS FOLLOWING A RAINFALL OF 0.5 INCHES OR GREATER. DOCUMENTATION OF EACH INSPECTION SHALL INCLUDE THE TIME, DATE AND LOCATION OF INSPECTION, THE PHASE OF LAND DISTURBANCE AT THE CONSTRUCTION SITE, PERSON CONDUCTING THE INSPECTION, ASSESSMENT OF CONTROL PRACTICES, AND A DESCRIPTION OF ANY EROSION OR SEDIMENT CONTROL MEASURE INSTALLATION.

(6) STONE TRACKING PAD. BEFORE BEGINNING CONSTRUCTION, CONTRACTOR SHALL INSTALL A STONE TRACKING PAD AT EACH POINT WHERE VEHICLES ENTERS/EXITS THE CONSTRUCTION SITE. STONE TRACKING PADS SHOULD BE AT LEAST 24 FEET WIDE AND 50 FEET LONG, AND CONSTRUCTED OF 3-6 INCH WASHED STONE WITH A DEPTH OF AT LEAST 12 INCHES. ON SITES WITH CLAY SOILS, STONE TRACKING PADS MUST BE UNDERLAIN WITH A GEOTEXTILE LINER TO PREVENT THE STONE FROM SINKING INTO THE SOIL.

(7) INLET PROTECTION. ALL INLETS SUBJECT TO DRAINAGE SHALL BE PROTECTED WITH A WISCONSIN DOT TYPE "D" CATCH BASIN FILTER INSERT. ANY DEPOSITS OF DIRT, MUD, ROCK, DEBRIS, OR OTHER MATERIAL ENTERING THE STORM SEWER SYSTEM SHALL BE PROMPTLY AND THOROUGHLY CLEANED OUT.

(8) EROSION MAT. AREAS OR EMBANKMENTS HAVING SLOPES GREATER THAN OR EQUAL TO 4H:1V SHALL BE STABILIZED WITH WISCONSIN DOT CLASS 1, TYPE B, EROSION MAT.

(9) TEMPORARY EROSION CONTROL. ALL TEMPORARY EROSION AND SEDIMENT CONTROL MEASURES SHALL BE REMOVED WITHIN 30 DAYS AFTER FINAL SITE STABILIZATION IS ACHIEVED OR AFTER THE TEMPORARY MEASURES ARE NO LONGER NEEDED.

(10) STABILIZATION. ALL DISTURBED AREAS SHALL BE SEEDED & MULCHED AS SPECIFIED WITHIN 14 WORKING DAYS OF FINAL GRADING.

(11) TOPSOIL. A MINIMUM OF 4 INCHES OF TOPSOIL MUST BE APPLIED TO ALL AREAS TO BE SEEDED OR SODDED.

(12) SEEDING. SEED MIXTURE SHALL BE APPLIED AT A RATE OF 2 LBS PER 1,000 SF OF AREA.

(13) STOCKPILES. ANY SOIL STOCKPILED THAT REMAINS FOR MORE THAN 30 DAYS SHALL BE COVERED OR TREATED WITH STABILIZATION PRACTICES SUCH AS TEMPORARY OR PERMANENT SEEDING AND MULCHING.

0 20 40 60

SCALE : 1" = 20' (24 X 36)

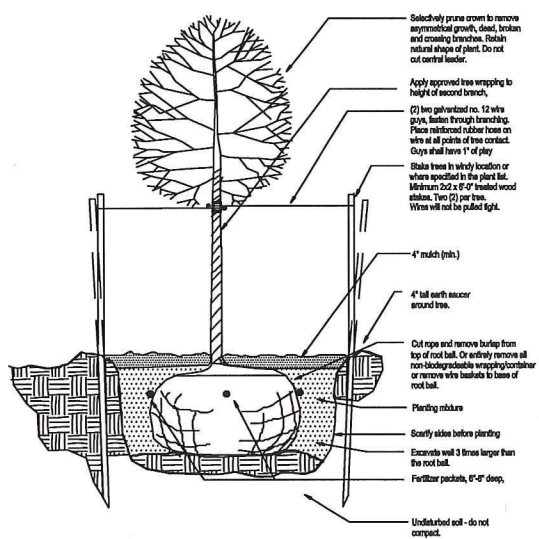
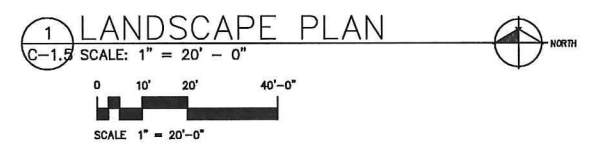
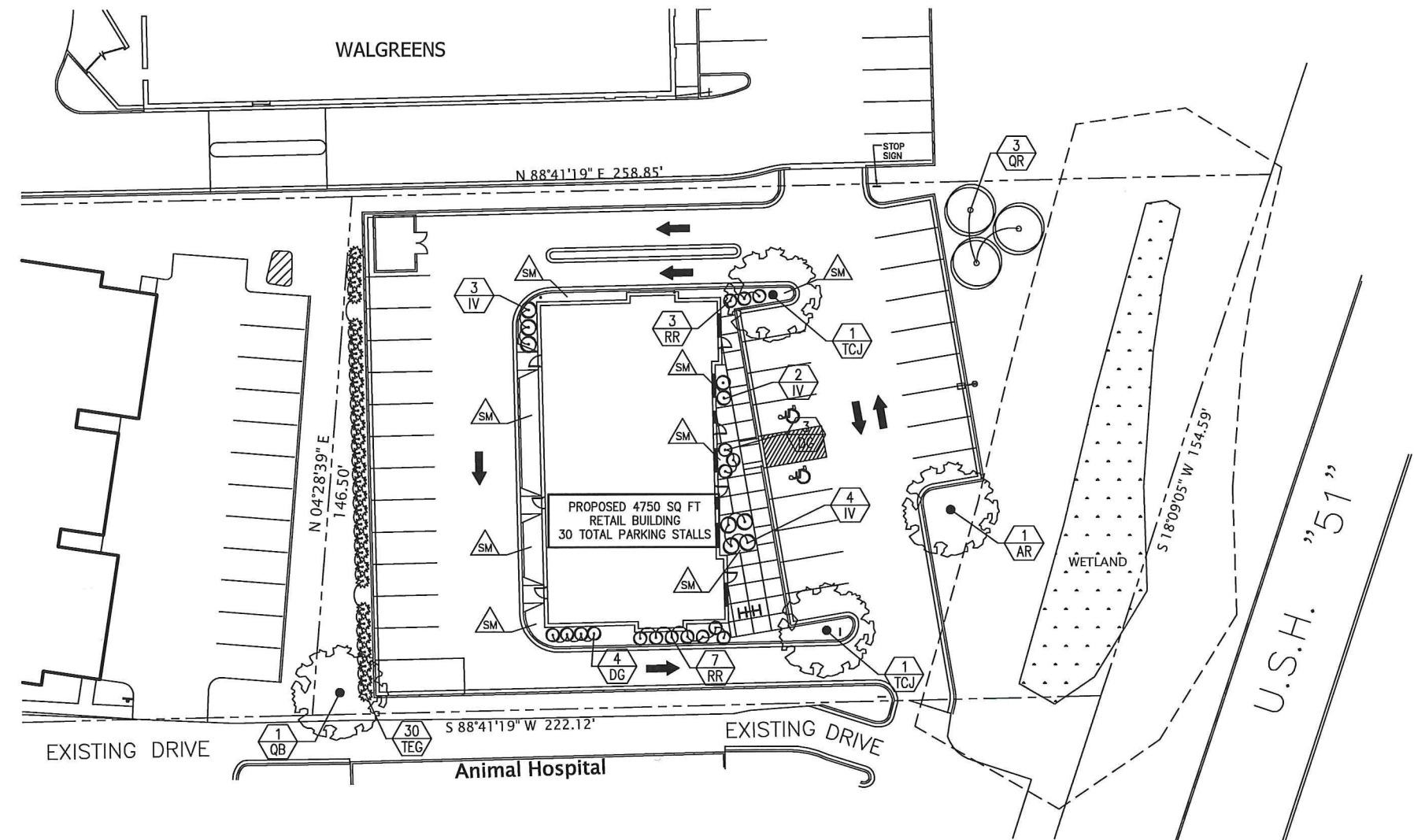
1" = 40' (11 X 17)

5611 & 5613 LAKE EDGE ROAD

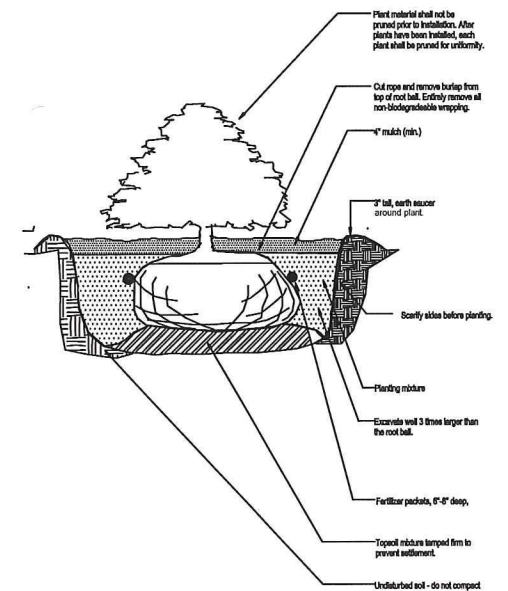
EROSION CONTROL PLAN

MCFARLAND, WISCONSIN

C-4.0



2 SMALL TREE PLANTING
C-1.5 UP TO 2 1/2" CAL
NO SCALE



3 SHRUB PLANTING
C-1.5 NO SCALE

PLANT SCHEDULE AND LEGEND

Key	Botanical Name	Common Name	Qty	Planting Size	Root Spec	Spacing	Comments
Major Deciduous Trees							
AR	Acer rubrum 'Red Sunset'	Red Sunset Maple	1	2-2 1/2" cal	B&B	As shown	Straight leader
QR	Quercus robur x bicolor 'Long'	Regal Prince Oak	3	2-2 1/2" cal	B&B	As shown	Straight leader
TCJ	Tilia cordata 'June Bride'	June Bride Littleleaf Linden	2	2-2 1/2" cal	B&B	As shown	Straight leader, matched
QB	Quercus Bicolor	Swamp White Oak	1	2-2 1/2" cal	B&B	As shown	Straight leader
Evergreens							
TEG	Thuja occidentalis 'Emerald Green'	Emerald Green Arborvitae	30	6' HT min	B&B	As shown	Full plants, matched
Deciduous Shrubs							
DG	Deutzia gracilis 'Chardonay Pearls'	Chardonay Pearls Deutzia	7	18" HT min	CONT	As shown	Full, matched plants
IV	Itea virginica 'Little Henry'	Little Henry Sweetpire	9	18" HT min	CONT	As shown	Full, matched plants
RR	Rosa rugosa 'Fox'	Foxi Pavement Rose	10	18" HT min	CONT	As shown	Full, matched plants

SM

Stone Mulch

BM

Shredded Bark Mulch

LANDSCAPE POINTS

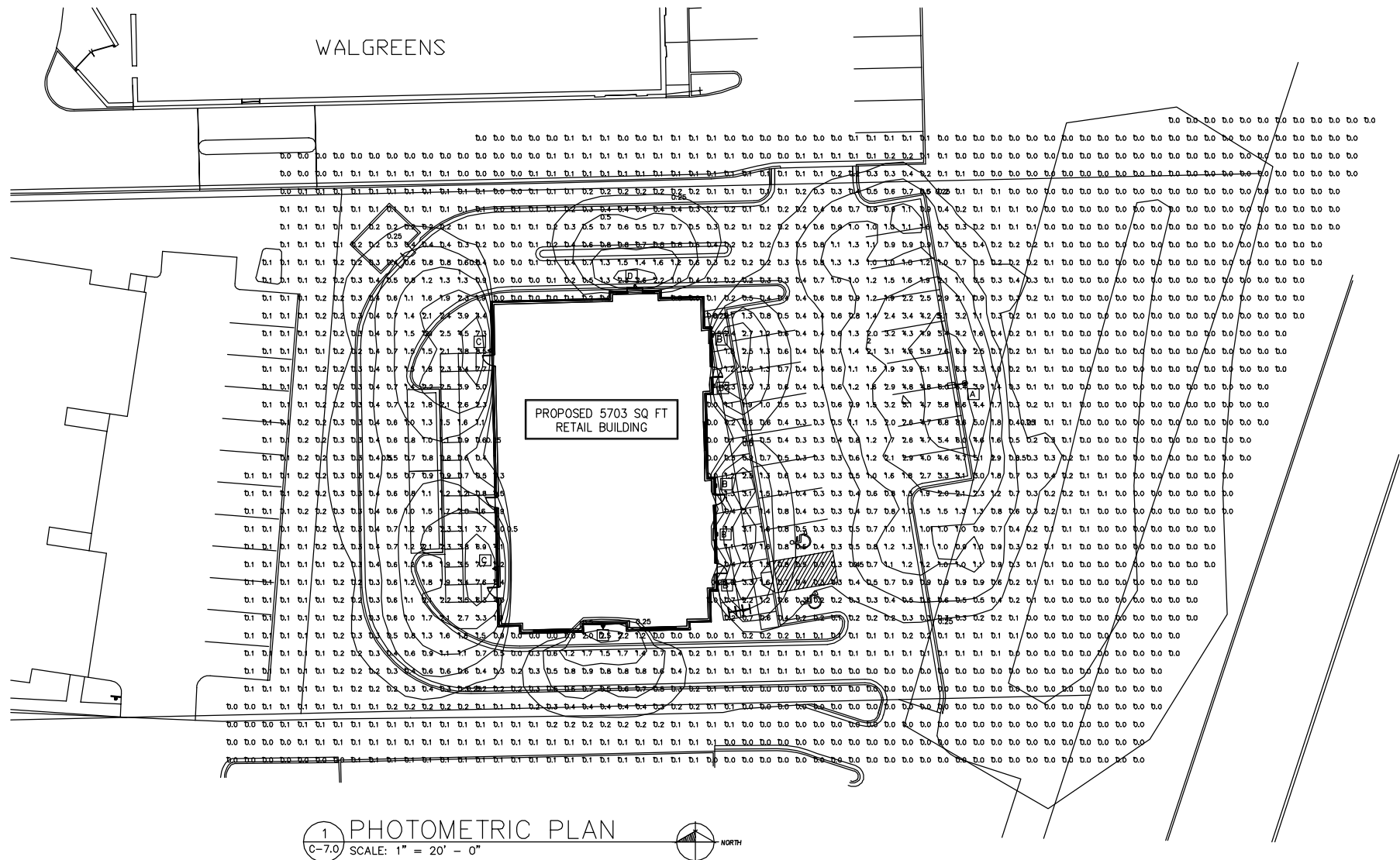
PAVED AREA
15,179 SQ FT / 10,000 SQ FT X 80 = 121.4 PTS
PTS REQUIRED = 122 PTS
PTS PROVIDED = 160 PTS

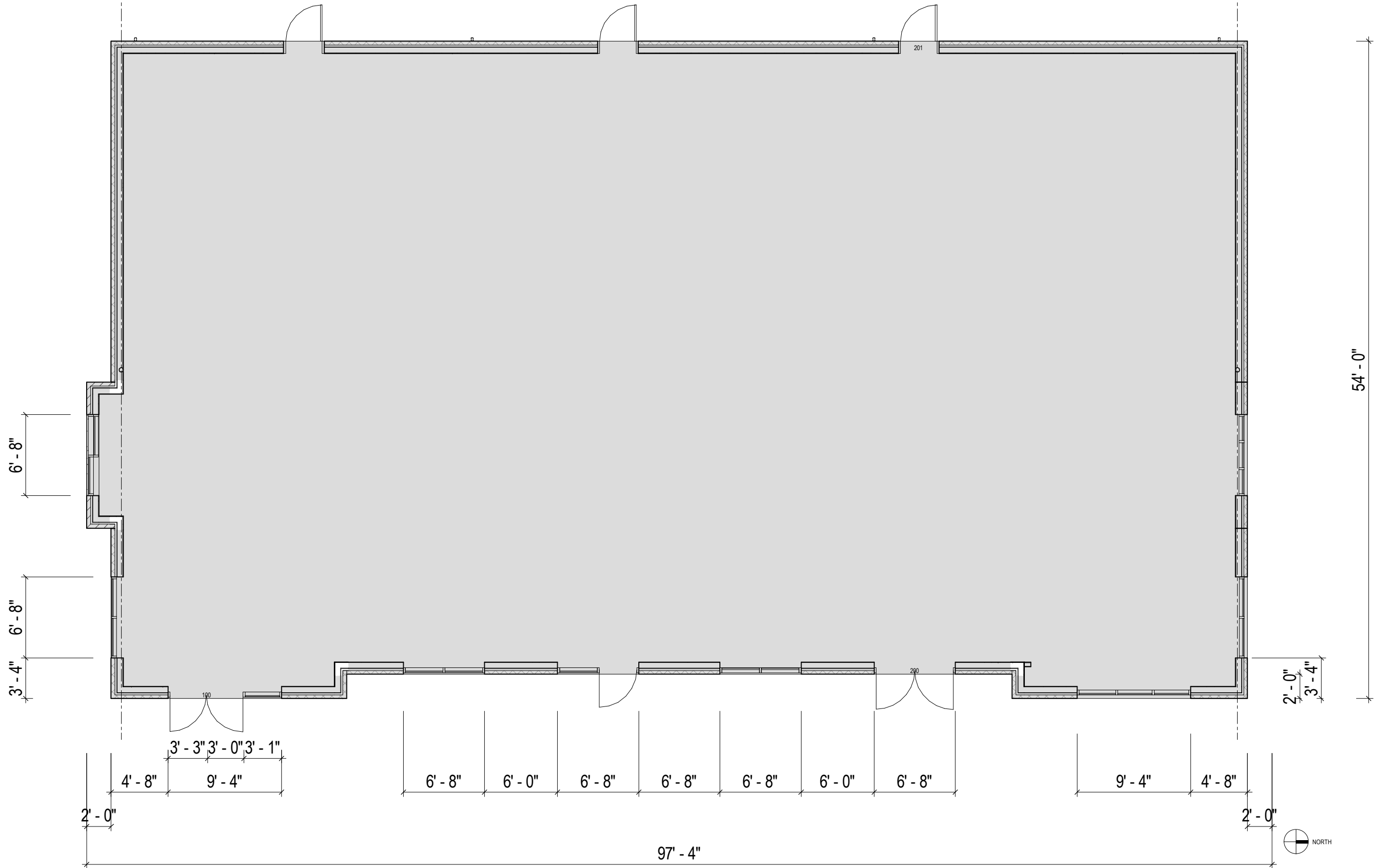
STREET FRONTAGE
155 FT / 100 FT X 40 = 62 PTS
PTS REQUIRED = 62 PTS
PTS PROVIDED = 120 PTS

BUILDING PERIMETER
300 FT / 100 X 40 = 120 PTS
PTS REQUIRED = 120 PTS
PTS PROVIDED = 120 PTS

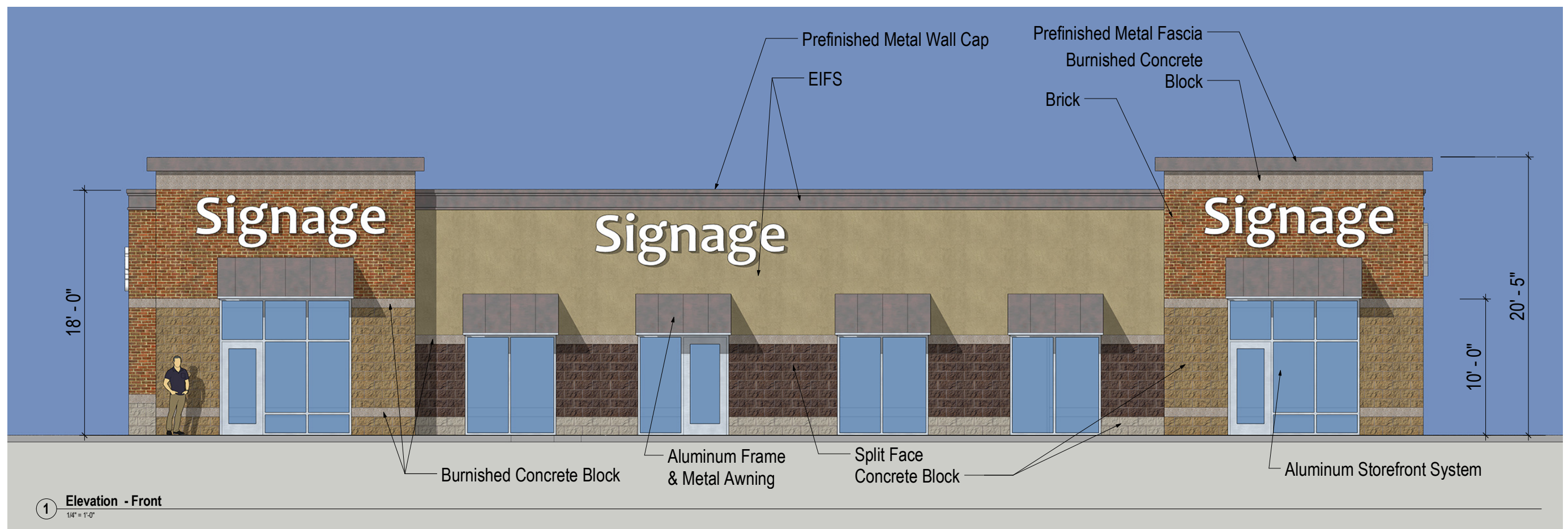
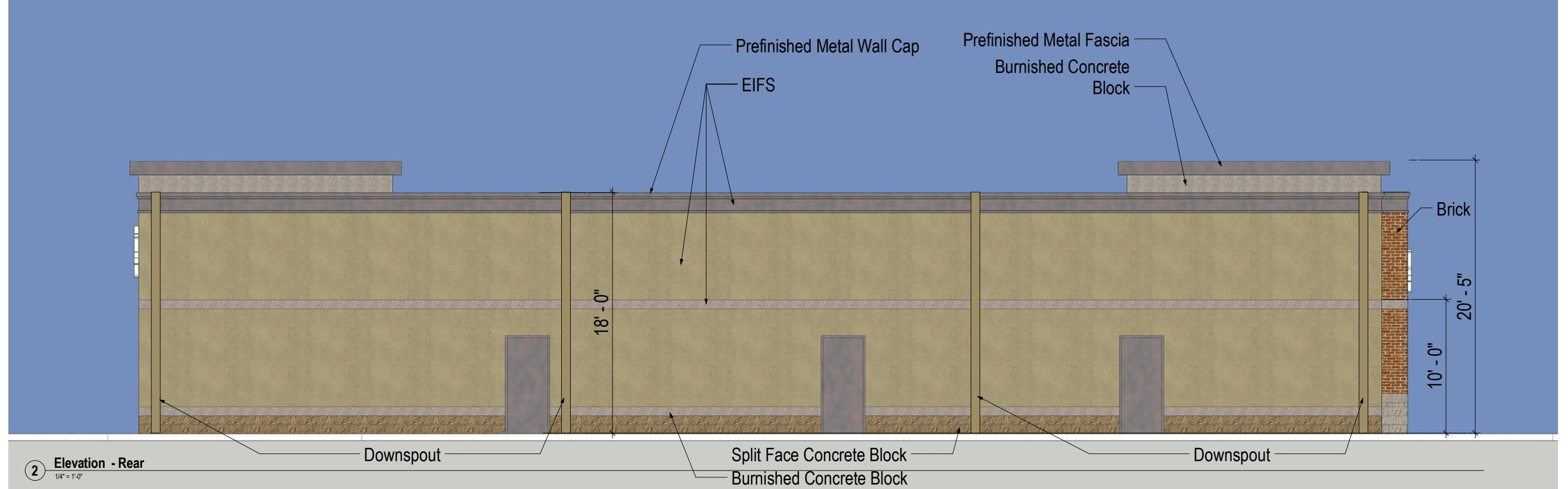
BUILDING FLOOR AREA
4,750 SQ FT / 1,000 SQ FT X 10 = 47.50
POINTS REQUIRED = 48 PTS
PTS PROVIDED = 150 PTS

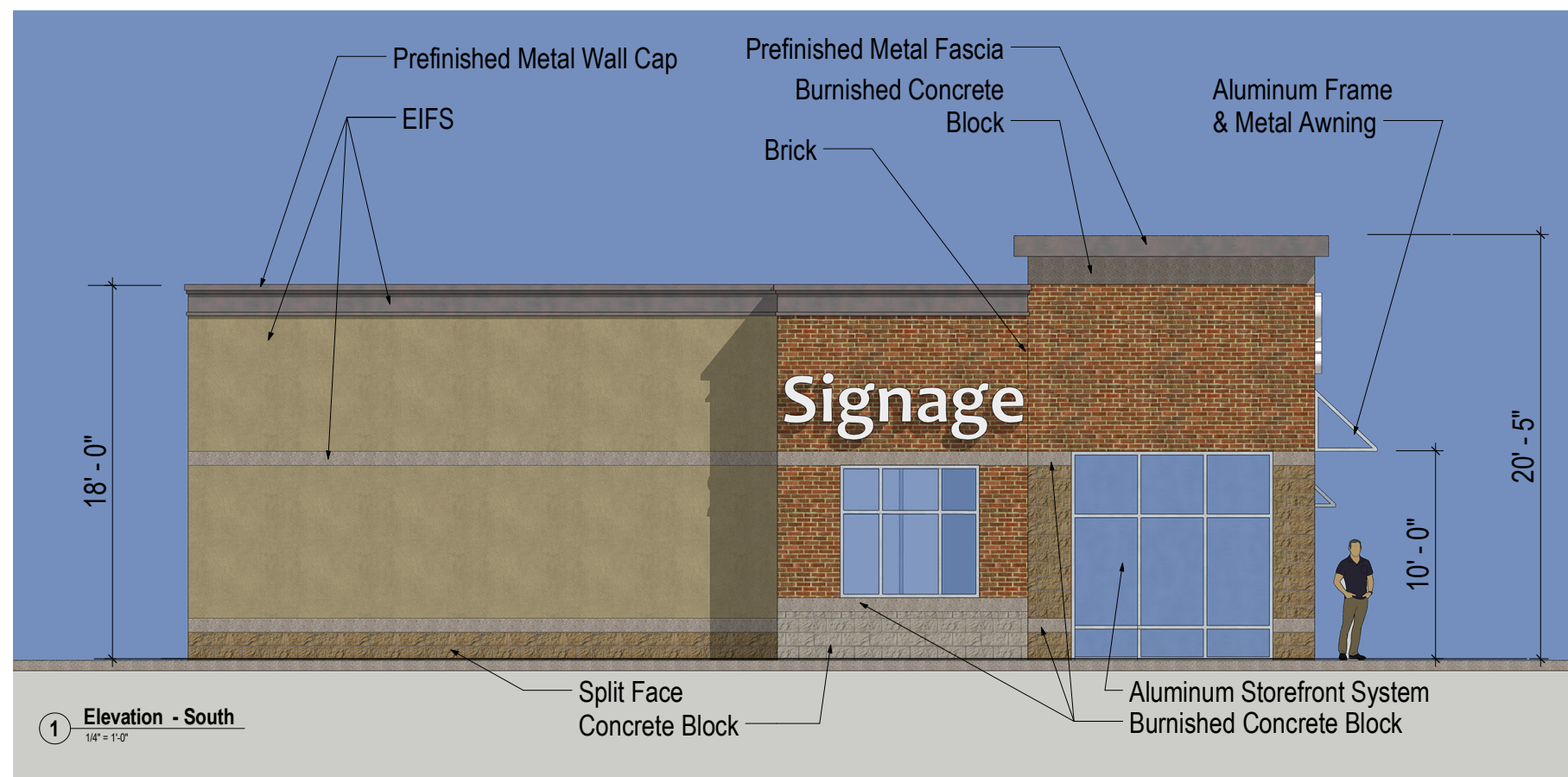
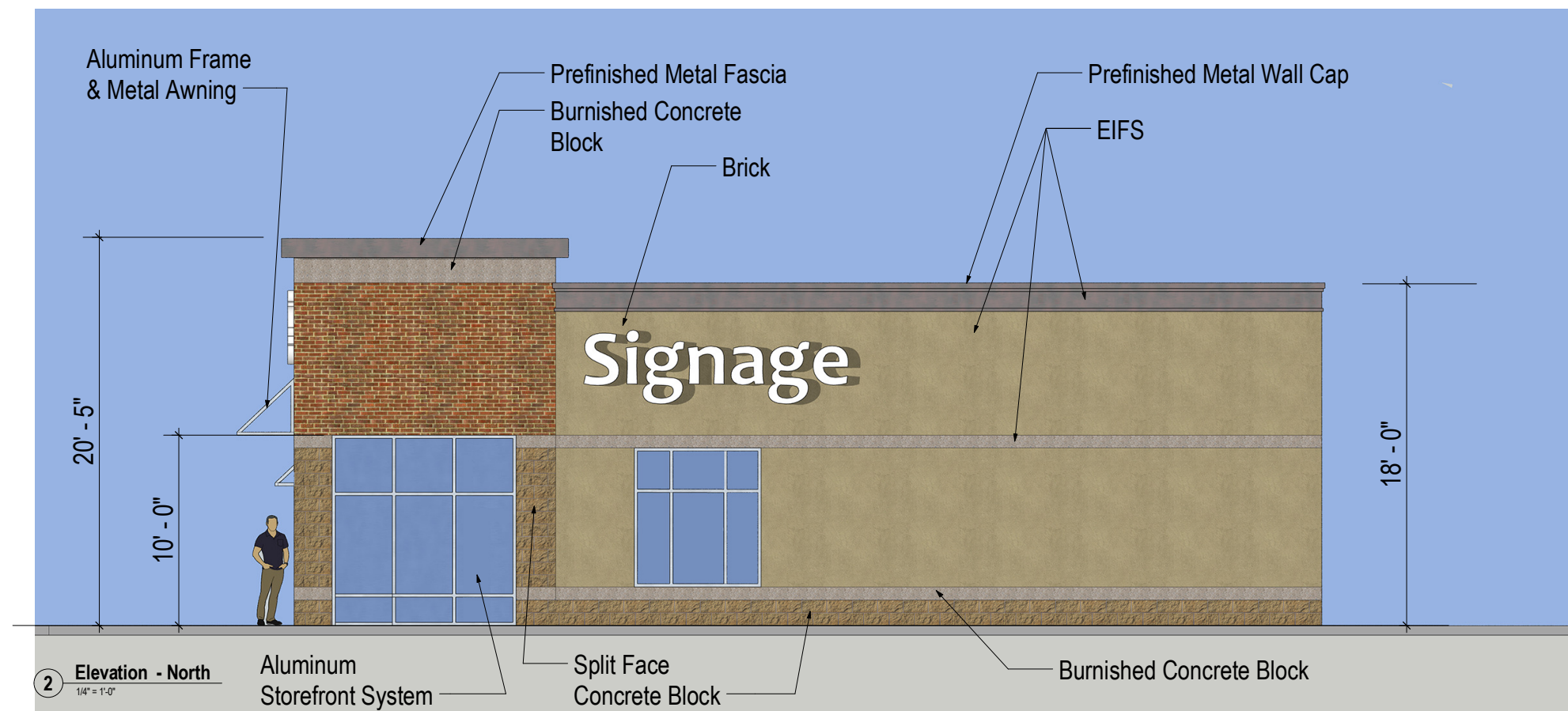
TOTAL PTS REQUIRED = 352 PTS
TOTAL PTS PROVIDED = 550 PTS





1 01-FIRST FLOOR
1/4" = 1'-0"







① View to NW
1/4" = 1'-0"

CERTIFIED SURVEY MAP

DESCRIPTION:

LOTS ONE (1) AND TWO (2), CERTIFIED SURVEY MAP NO. 4586, RECORDED IN VOLUME 20 OF CERTIFIED SURVEYS, PAGE 97 AND 98, AS DOCUMENT NO. 1867607, LOCATED IN THE VILLAGE OF MCFARLAND, DANE COUNTY, WISCONSIN.

NORTH 1/4 CORNER OF
SECTION 3, T6N, R10E
ALUMINUM MONUMENT

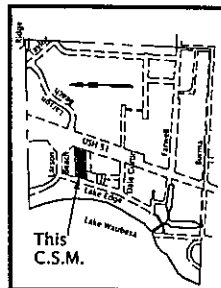
WI STATE PLANE N:372,057.33
COORDINATE SYSTEM E:2,156,717.34
SOUTH ZONE

CENTER OF SECTION 3
T6N, R10E, ALUMINUM MONUMENT

WI STATE PLANE N: 357,120.54
COORDINATE SYSTEM E: 2,156,508.62
SOUTH ZONE

— S. H. '5 1
WIDTH VARIES —

This C.S.M. Contains
58,980 S. F.
1.35 Acres



Location Map: Not to scale

BEARINGS ARE BASED ON THE
STATE PLANE COORDINATE
SYSTEM, WISCONSIN SOUTH ZONE



LEGEND

- 3/4" SOLID IRON ROD FOUND
- ⊙ 1" Diam. IRON PIPE FOUND
- 3/4"x18" SOLID IRON ROD SET
1.13 Lbs./LINEAL FOOT.

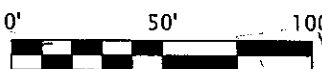
() INDICATES RECORDED AS
DISTANCES ARE MEASURED TO THE
NEAREST HUNDREDTH OF A FOOT.

SURVEYED BY:
ISTHMUS SURVEYING, LLC
450 NORTH BALDWIN STREET
MADISON, WI 53703
(608) 244.1090
www.isthmussurveying.com

SURVEYED FOR:
PROFESSIONAL ENGINEERING, LLC
818 N. MEADOWBROOK LANE
WAUNAKEE, WI 53597
(608) 849.9378

DEVELOPER/OWNER:
SPARTAN PROPERTIES
OF MCFARLAND LLC
PO BOX 229
McFARLAND, WI 53558

NON-EXCL
UTILITY EAS
DEDICAT



MAP NO.

DOCUMENT NO.

VOLUME	PAGE
--------	------

C:\PROJECTS\100610-PROENG_TJK\100610-PROENG_TJKCSM3.DWG

SHEET 1 OF 3

RECEIVED

NOV 18 2015

Page 57 of 120

January 3, 2020

Mr. Andrew Bremer
Director of Community Development
Village of McFarland
5915 Milwaukee Street
P.O. Box 110
McFarland, WI 53558

Subject: Review of 5611 and 5613 Lake Edge Road Commercial Property

Dear Andrew:

We have completed a review of the 5611 and 5613 Lake Edge Road commercial redevelopment plans submitted by Professional Engineering, LLC. Previous iterations of the plans were submitted in 2012, 2014 and 2018. The project as currently proposed involves just the area shown as "Proposed Lot 2", covering a multi-tenant retail building and associated parking lot. The townhomes shown on "Proposed Lot 1" are being deferred to a later time.

The plans are clear and well done. However, there are a few minor issues that must be addressed prior to approval. The following comments are separated per plan sheet:

C-1.0

- The wetland delineation is labelled as 2010. We understand the developer renewed the delineation in 2018. If so, this should be updated. We understand that DNR typically only allows for a five year life span on a wetland delineation. Because the proximity of proposed pavement to the wetland boundary, we recommend that the delineation be renewed.
- Lot 2 is only accessible via existing driveways for the Animal Hospital and Walgreens. We presume that existing easements already are in place to allow for that access.
- We note that the parking stall count for Lot 2 as decreased from 30 (in 2014) to 26 in this version.

C-1.1

- The fire department should review the parking lot layouts for apparatus accessibility.
- A temporary grading easement should be obtained from the north and south property owners for the purposes of construction when connecting to the existing parking areas.
- Parking areas should be a minimum of 5 feet from side and rear lot lines. The curb appears to be closer than 5 feet at the northwest and northeast corners of the property.

C-3.0

- New utility connections and abandonment of old lateral in Lake Edge Road are shown. These street patches should extend either to the centerline or all the way across Lake Edge Road.
- The new sanitary sewer service for Lot 2 requires a new manhole in Lake Edge Road. The new service is quite shallow, approximately 3.5 feet deep. While this is a private line, we recommend the pipe be laid at the minimum slope for 8-inch pipe (0.4%) instead

of the 0.5% shown and that insulation be installed for all instances where ground cover is less than 4 feet to decrease the chance of freezing. In addition, the developer may desire to move the location of new Sanitary Manhole 1 southward to eliminate new Sanitary Manhole 2.

- The existing water services to be removed should be located and completely removed from the corporation stop to and including the curb stop.

C-5.0

- It appears that a proposed tree may be in conflict with the south end of the west bio swale.

Stormwater Management Plan

- The shared bio-swale could present issues with future maintenance responsibilities. An easement should be created to outline the responsible parties' commitments.

Within ten days after the storm water device is constructed, per Village Ordinance, Sec. 8-882, the Director of Public Works or Building Inspector should be notified and drawings need to be submitted documenting construction. The developer's engineer also needs to submit as-built certification.

A long term maintenance agreement is provided but must be completed and recorded prior to completion of construction.

If you have any questions, please do not hesitate to contact me.

Sincerely,
TOWN & COUNTRY ENGINEERING, INC.



Brian Berquist, P.E.
President

cc: Mr. Jim Hessling, Director of Public Works (*Village of McFarland, 5915 Milwaukee Street, McFarland, WI 53558*)

Ms. Roxanne Johnson, Professional Engineering, LLC (*818 North Meadowbrook Lane, Waunakee, WI 53597*)

BRB:sai

J:\TCDead\McFarland\MC-63-15 Lake Edge Road Review\Admin\2020 Review Ltr. (4).docx



McFarland Fire & Rescue Department

5915 Milwaukee Street • PO Box 110 • McFarland, WI 53558-0110
(608) 838-3278 • Fax: (608) 838-3619

Emergency: 911

Christopher Dennis
Fire & Rescue Chief

March 28, 2018

Pauline Boness
Village of McFarland Community Development
5915 Milwaukee St.
McFarland, WI 53558

RE: Site Plan Review for proposed 5613 Lake Edge Road development

Dear Pauline,

I have reviewed the submitted plans for the proposed 5613 Lake Edge Road development. The following are some items that we noted and had questions or concerns on:

1. The proposed site plan fire hydrant location is on the Southwest corner of the property.
2. The driveway on the north and south side of the building is not the required 20 feet width for a fire lane per IBC-2009, Appendix D.

Our department's request is moving the fire hydrant to the Southeast corner of the lot next to the animal hospital driveway, the driveways on the north or south side of the building would then not be considered a fire lane. Note per the International Building Code, the indicated fire lane would require 20 feet or more of paved width and the area marked as "Fire Lane-No Parking Allowed."

If you have any questions regarding the above, please contact me via phone at 608-838-3278 or via email at mitchell.sutter@mcfarland.wi.us

Sincerely,

Mitchell Sutter
Fire Inspector/Public Education Specialist

Cc: Chris Dennis, Fire & EMS Chief (McFarland Fire & Rescue Department)
Martin Pilger, Building Inspector (Community Development Department)

DESIGN GUIDELINES TID #5

Approved August 13, 2018

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 to 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

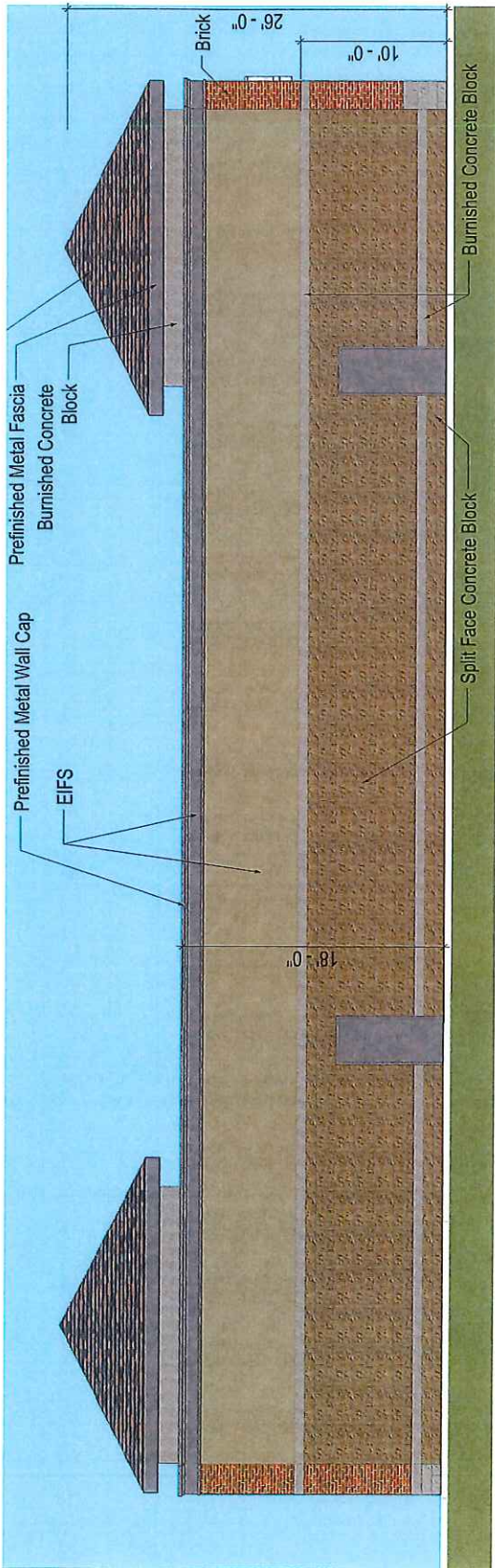
- Site parking to rear or side of main building. Screen from street light views to minimize visual impacts.
- Encourage shared parking between nearby building, parcels, to minimize creation of excess paved areas.
- Provide safe pedestrian walkways from the parking lot as well as from any municipal sidewalks.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

SIGNAGE

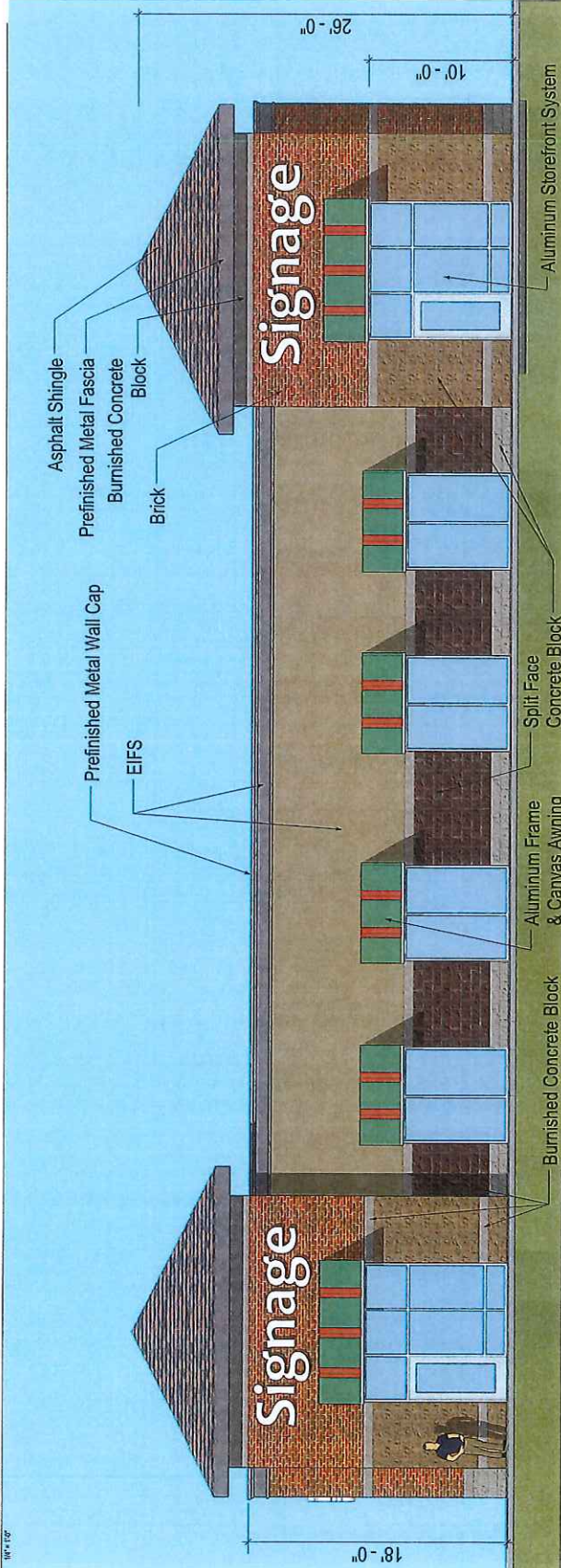
- Use on-site monument type signs with exterior lighting and integrate with site landscaping. Screen exterior lighting from direct view of street, sidewalks or driveways with landscaping.
- With monument signs use base materials that are similar to main building materials.
- Encourage combining signage onto one ground monument sign where there is more than one business on a lot.

GAS STATIONS AND CONVENIENCE STORES

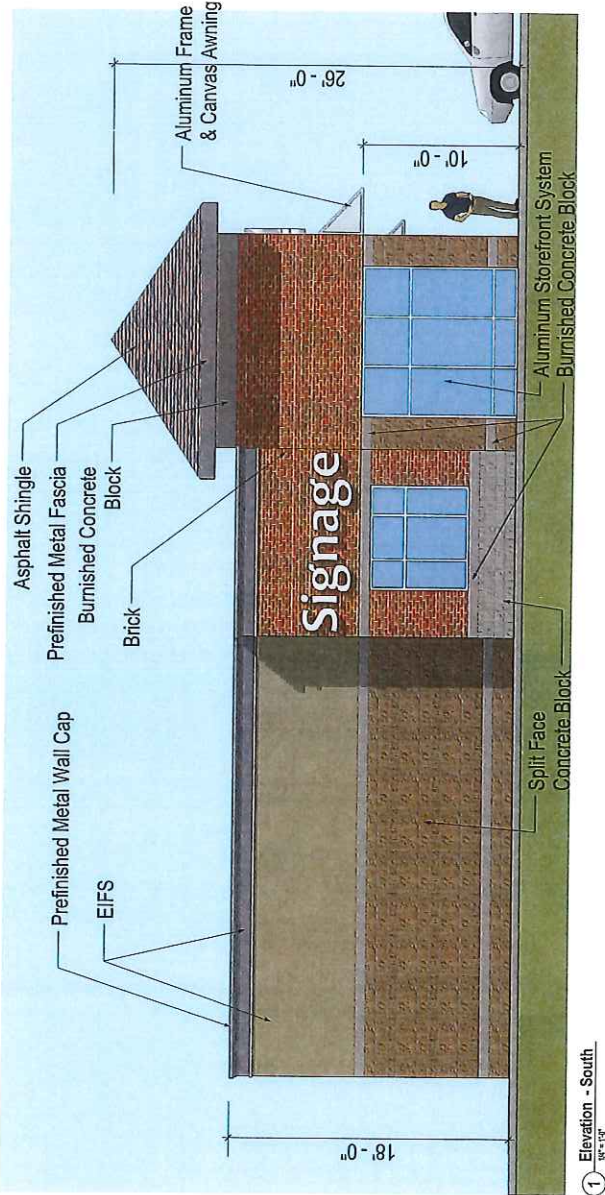
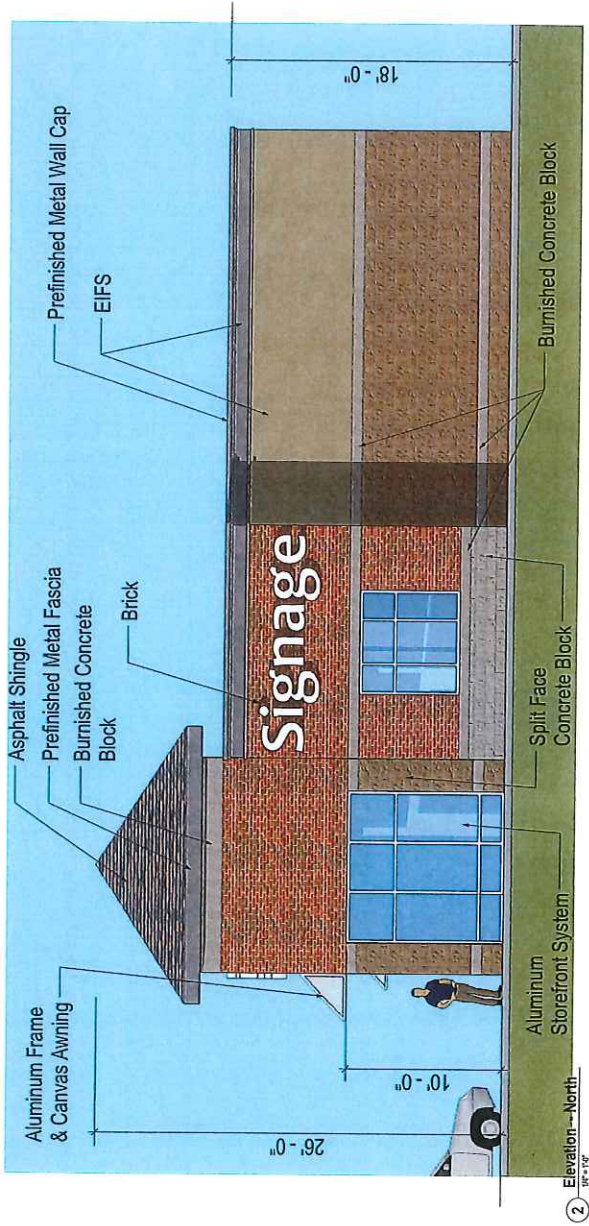
- Limit the amount of unrelieved paved area on the site by using landscaping and other site design techniques.
- Designs should provide an attractive appearance to building that is comparable with the surrounding area.
- Design any on-site separate structures, canopy, car wash etc. with consistent materials 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.



② Elevation - Rear
11/14/12



① Elevation - Front
11/14/12



A2.1
5613 Lake Edge Rd.

McFarland, WI
Division 2
3 MARCH 2016
1001



A2.3

5613 Lake Edge Rd.

1 View to NW
1/8" = 1'-0"

DIMENSION Madison Design Group
architecture - interior design - planning
6515 Grand View Plaza, Suite 120, Madison, Wisconsin 53719
608.829.4444 dimensionmadison.com

McFarland, WI
Exterior View
March 2018
100%



PLAN COMMISSION SUMMARY SHEET

MEETING DATE: Thursday, January 23, 2020

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Review and discussion of a residential subdivision concept plan by Veridian Homes for property located along CTH AB owned by Utterback LTD Partnership.

PREVIOUS ACTION:

ISSUE SUMMARY:

Veridian Homes is proposing to create a single-family residential subdivision on 36.29 acres of land owned by Utterback LTD Partnership along CTH AB in the Town of Dunn. Representatives of the development team will make a presentation to the Plan Commission regarding their initial concept plan and obtain information on desired changes prior to their efforts to prepare and submit a preliminary plat. Although the property is currently located within the Town of Dunn, the Village anticipates a petition for annexation will be submitted by the property owner prior to consideration of the preliminary plat. Village staff are also working on an application to amend the Village's Urban Service Area boundary to include these and other lands within the Village's east side growth area. Development of these lands will require the extension and installation of a sanitary sewer interceptor from Devils Lake Way. The Village Engineer is working on plans for this extension. Annexation, urban service area amendment, preliminary and final plat approvals are anticipated to occur in 2020. Construction of the sewer interceptor and residential home construction is anticipated to begin in 2020-21 with 2-4 years for full build-out based on market conditions.

Veridian submitted three concept plans:

1. Option 1 utilizes R1-A zoning similar to Juniper Ridge, creating 98 single family detached homes with a gross density of 2.7 DU/AC; 3.81 DU/AC excluding park, stormwater and wetland areas but inclusive of land area dedicated to public rights-of-way.
2. Option 2 utilizes PUD zoning, creating 105 single family detached homes with a gross density of 2.9 DU/AC; 4.08 DU/AC excluding park, stormwater and wetland areas but inclusive of land area dedicated to public rights-of-way. The PUD zoning would reduce the minimum side setbacks from 7' to 5'.
3. Option 3 utilizes the same PUD zoning, creating 114 single family detached homes with a gross density of 3.14 DU/AC; 4.43 DU/AC excluding park, stormwater and wetland areas but inclusive of land area dedicated to public rights-of-way. This option includes a block of homes that would have rear yard garages accessed by a private alley. As proposed some of these lots would be less than 50 feet wide.



Consistency with the Village Comprehensive Plan of 2017

The Village's Future Land Use Map identifies the subject property in the "Neighborhood" category. Figure 4.1 of the Comp Plan provides additional details regarding development policies for this future land use category. The general description of land uses includes mostly single-family residential development with components of two family and townhouse residential, multi-family and institutional, and recreational land uses. The Development Policies in Figure 4.1 further explain the desire to accommodate a mixture of housing types, costs, and densities while maintaining at least 65% single family housing. Typical implementing zoning districts include R-1 and PD as proposed by Veridian, but can also include R-2, R-3, and R-E. The comp plan references the Village's separate East Side Neighborhood Growth Area Plan for further conceptual guidance.

Consistency with the East Side Neighborhood Growth Area Plan of 2008

The packet includes the Concept Development Plan from the 2008 East Side Neighborhood Plan. The subject property is identified for Traditional Residential development. According to the plan, Traditional Neighborhood Areas are predominantly owner-occupied and intended to contain a combination of single-family, two-family, and 3-4 unit structures at a minimum density of four units per acre. The plan stipulates that density recommendations are inclusive of land area dedicated to public rights-of-way and utilities, but not dedicated parks and open space (including stormwater management facilities)

Veridian's concept plans largely follow the recommendations of the Comprehensive Plan and East Side Growth Area Plan in terms of providing a majority single-family detached homes in a walkable neighborhood, connectivity to existing roadways (Prairie Wood Drive, and Tuscobia Trail), the location of planned parks and stormwater management areas, minimum lot sizes of 5,000 square feet, and minimum lot widths of 50 feet (except for a portion of the alley lots in Option 3). The concept plans also include an off-road recreational trail to serve as a link between the Lower Yahara Trail along Elvehjem Road and the existing trails in the Juniper Ridge Subdivision. Each concept includes an approximate 4.5 acre neighborhood park with the remaining required park land dedication satisfied via fees in lieu of land dedication.

The concepts deviate from the Comprehensive Plan and East Side Growth Area Plan in terms of total density, unit mix, minimum lot width and side yard setbacks.

1. Net Density (Option 1). The East Side Plan calls for a minimum of 4 DU/AC, inclusive of rights-of-way. Options 2 and 3 achieve net densities of 4.08 and 4.43 DU/AC, while Option 1 achieves a net density of 3.81 DU/AC. These calculations exclude areas dedicated as park, stormwater, and wetland, but include rights-of-way.
2. Unit Mix (Options 1-3). Each concept includes 100% single family detached dwelling units. While each concept provides for some deviation in lot sizes & width, the proposed unit mix remains 100% detached single family homes. The Eastside Plan recommends 70% detached single family, 15% two-family, and 15% 3-4 unit structures for this area. The Plan Commission should consider whether they desire to see the inclusion of a broader mix of housing units that would still be compatible with the majority single family detached homes. This could take the form of a few strategically placed townhouses, duplexes, or 3-4 unit buildings, likely along CTH AB. Inclusion of these types of housing units would widen the choice and price of housing options in this subdivision, while maintaining net



densities higher than 4 DU/AC. There is the possibility that some of this higher density housing will be accomplished on adjacent lands south of the railroad based on Village Staff discussions with that developer (Urso). However, one of the Housing and Neighborhood Policies within the Comprehensive Plan is to "integrate two and multiple family developments into the fabric of neighborhoods and the community, rather than isolating and concentrating them." Similar, the Eastside Plan recommends "providing a variety of home styles in every proposed development. No one style should make up more than 35% of the units in that development."

3. Lot Width and Side Yard Setbacks (Options 2 and 3). The Eastside Plan recommends a minimum 50' wide lots and a minimum 6' side setbacks. Option 3 includes a block of homes that would have rear yard garages accessed by a private alley. Some of these lots would be less than 50 feet wide. Options 2 and 3 include minimum side yard setbacks of 5 feet. Veridian proposes utilizing PUD zoning to allow for these reductions.
4. Roadway and Utility Extensions (Options 1-3). Another concern of Village Staff is the location of planned roadway extensions to undeveloped property to the north (Utter) as it relates to topography, potential parks, and the optimal location of the planned sewer interceptor. The packet includes a marked up copy of Veridian's concept with notes documenting these concerns.
5. Fire Suppression (Options 2-3). The Fire Department has indicated that if side setbacks are reduced below the minimum requirement for the R1-A District, the Fire Department would likely require those lots/homes to include a 13D sprinkler system. The system is installed by a plumber with little maintenance required. This concept has been used by other areas to provide the additional fire protection that is lost when setbacks, in particular side lot setbacks, are reduced to assist in preventing fire from spreading from building to building.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

Village of McFarland Comprehensive Land Use Plan, 2017

Village of McFarland East Side Neighborhood Growth Plan, 2008

ORDINANCE REFERENCE:

Sec. 56-35 Preliminary Plat Consultation

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

This agenda item is for discussion only. Input provided by the Plan Commission will be considered by the development team as they prepare the preliminary plat.

ATTACHMENTS:

1. Utterback Property Concept Plan Submittal (1.6.20)



2. McFarland Comprehensive Plan_Map 6_Future Land Use
3. Figure 4.1(page 35)
4. East Side Neighborhood Growth Area Concept Development Plan
5. Staff Comments_Utterback Property Concept Plan Submittal (1.6.20)



VANDEWALLE & ASSOCIATES INC.

To: Andrew Bremer
From: Brian Munson
CC: Chris Ehlers
Dan Day
Date: Monday, January 06, 2020
Re: Utterback Property Concept Plan Submittal

Veridian Homes is pleased to submit the following concept plans detailing the development of the Utterback Property, for discussion at the January 23rd Plan Commission. These concepts illustrate three development options focused on creating housing choices in both format and price point while continuing the single-family context of the adjoining Park View Estates neighborhood.

We look forward to discussing these options with the Village and working together to create an exciting addition to the community.

Project Team:

Applicant: Veridian Homes, LLC.
Chris Ehlers cehlers@veridianhomes.com

Planning: Vandewalle & Associates
Brian Munson bmunson@vandewalle.com

Engineering: D'Onofrio Kottke
Dan Day dday@donofrio.cc

Concepts:

Option One: R1-A Conforming

Option one illustrates a single-family neighborhood utilizing lots conforming to the R-1A residential district. This plan builds upon the adjoining neighborhood character with a grid of walkable streets and housing comparable to Veridian's Juniper Ridge Neighborhood in McFarland.

Options two and three illustrate ways to incorporate additional housing variety, in response to discussions with Village Staff, and are presented as a broader discussion about offering a more diverse housing product to achieve different price-points within the community.

Option Two: PUD Alternate

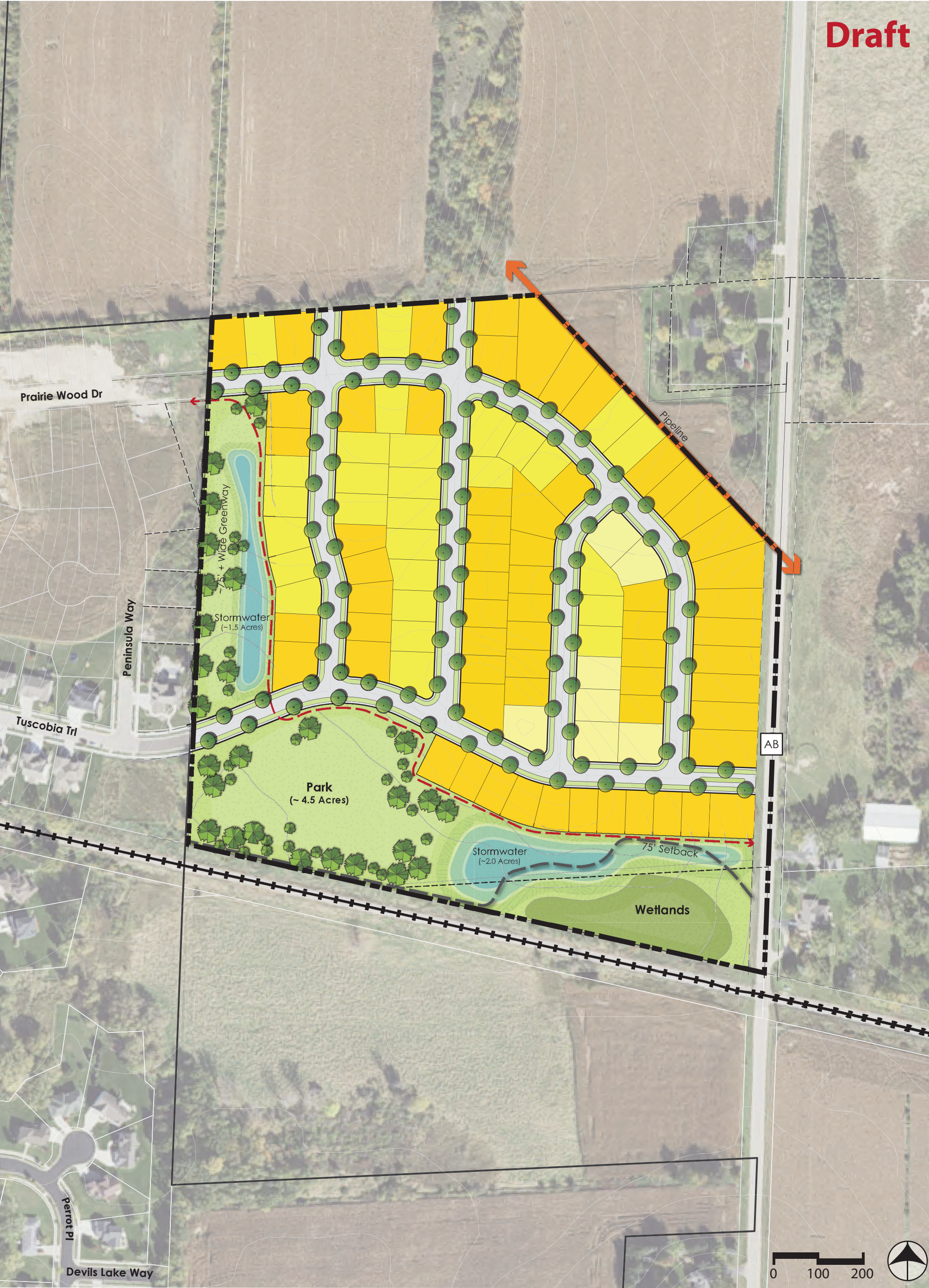
This option creates additional home sites by looking to reduce the side yard setbacks to a minimum of 5', consistent with single family home sites within Madison. The additional home sites gained would allow the project to deliver houses at lower price points without impacting the format or character of the neighborhood.

Option Three: PUD Carriage Lane

Option builds upon the 5' side yard concept and integrates another housing format through the use of rear access garages and carriage lanes. This format allows for greater housing variety in format, price point and floorplans while maintaining an owner-occupied format.

Project Schedule: 2020 Zoning & Platting Approvals
Late 2020 Construction Start

Proposed Phasing: 2-4 year build out.



UTTERBACK OPTION 1: R1A CONCEPT

McFarland, WI

Single Family (R1-A District)

Terrace	Interior (63')	Exterior (81')	64
Manor	Interior (69')	Exterior (87')	27
Estate	Interior (73')	Exterior (91')	7

Total Units : 98

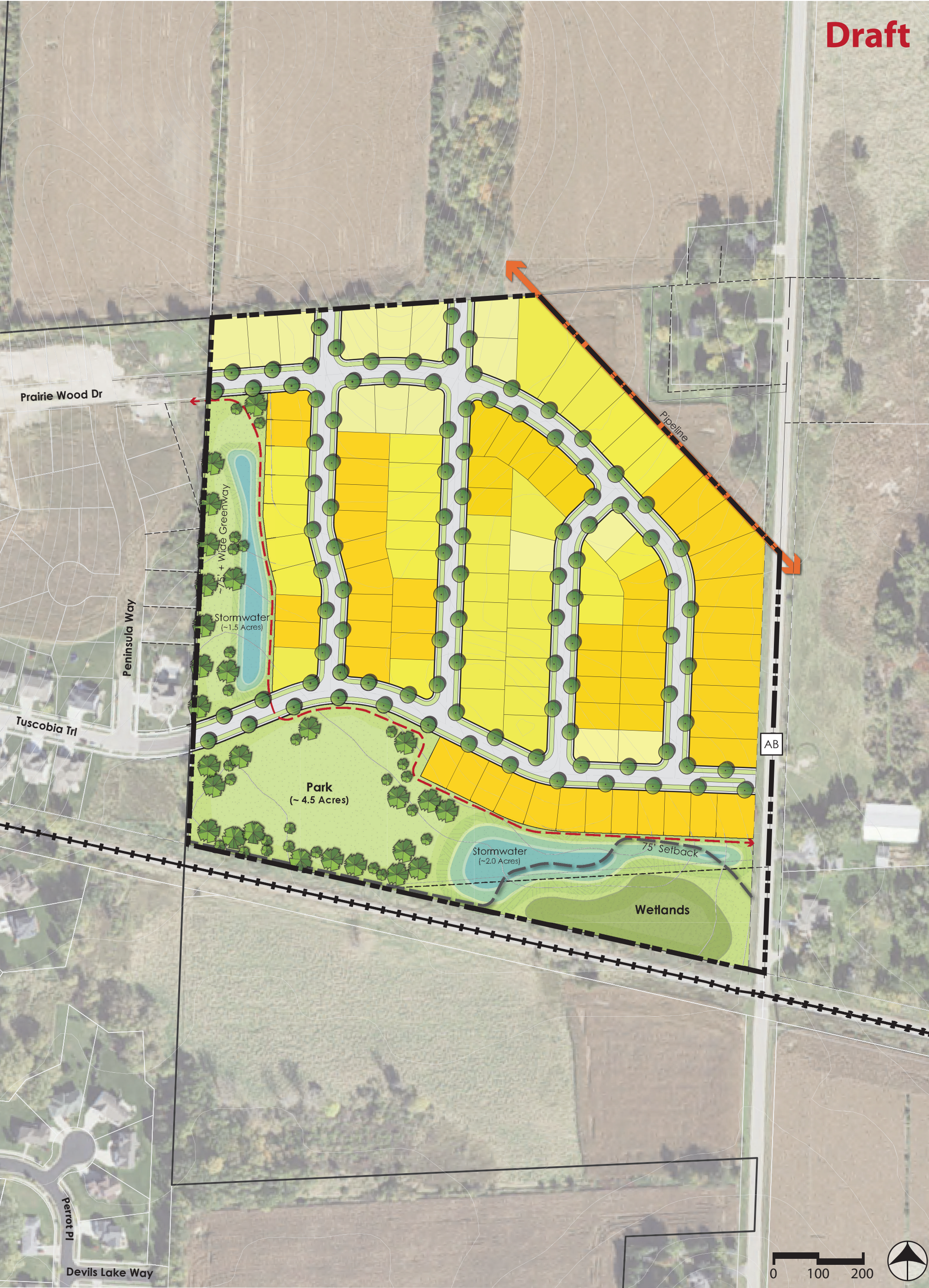
Park Dedication

Required: 6.5 acres
Dedicated: ~4.5 acres



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HOMES

Revised: 1/2/20
VANDEWALLE & ASSOCIATES
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UTTERBACK OPTION 2: PUD 5' SIDEYARD CONCEPT

McFarland, WI

Single Family

Terrace	Interior (59')	Exterior (64')	56
Manor	Interior (65')	Exterior (70')	34
Estate	Interior (69')	Exterior (74')	15

Total Units : 105

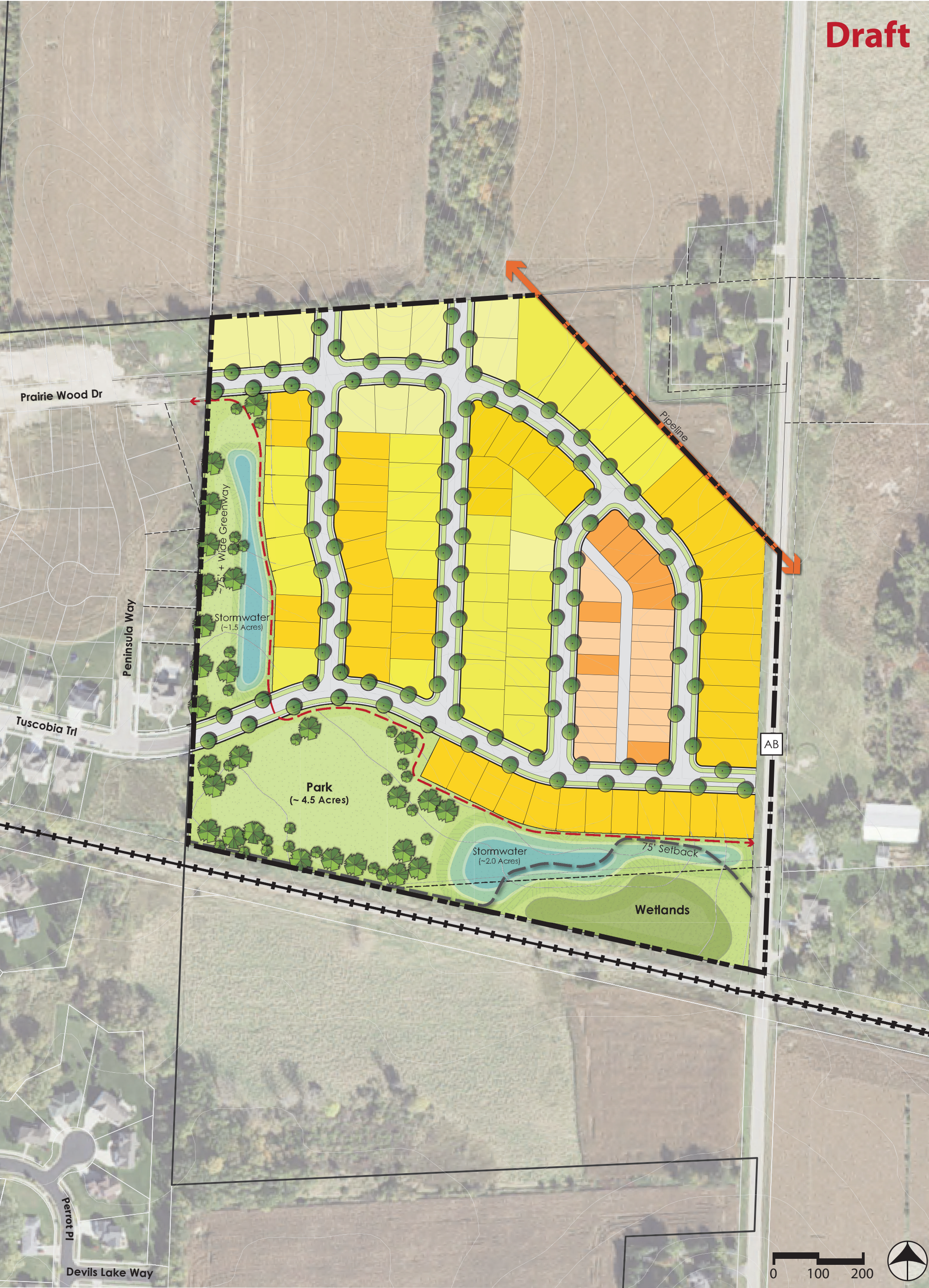
Park Dedication

Required: 7.0 acres
Dedicated: ~4.5 acres



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UTTERBACK OPTION 3: PUD ALLEY CONCEPT

McFarland, WI

Single Family

Cottage	Interior (37')	Exterior (42')	16
Village	Interior (45')	Exterior (50')	8
Terrace	Interior (59')	Exterior (64')	46

Manor	Interior (65')	Exterior (70')	32
Estate	Interior (69')	Exterior (74')	12

Park Dedication
Required: 7.6 acres
Dedicated: ~4.5 acres

Total Units : 114



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MAP 6

FUTURE LAND USE



COMPREHENSIVE PLAN

Legend

Future Land Use

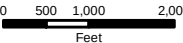
- Single Family Residential
- Two Family and Townhouse Residential
- Multiple Family Residential
- Neighborhood
- Downtown
- Highway and General Commercial
- Commercial Park
- Industrial
- Mixed Use/Flex Commercial
- Institutional and Governmental
- Public Lands, Recreation, and Environmental Corridor
- DNR Wetlands and Potential Wetland Indicators over Undeveloped Lands
- Agricultural Preservation
- Urban Reserve
- Water
- Rights-of-Way

--- Village of McFarland Extraterritorial Jurisdiction Boundary

▬ Village of McFarland Limits (8/18)

- - - Other Municipal Limits (2018)

Shapes on this map represent the Village's vision for future land use within the Village and its extraterritorial jurisdiction. For such lands, this map is not intended to represent existing land use or zoning, or to compel property owners to change the use of their land. For example, owners of agricultural or other rural land may maintain their current land use. Actual boundaries between different future use categories and implementing zoning districts may vary somewhat from representations on this map. This map also identifies the City's Marsh Road Neighborhood Plan west of the Interstate and north of Siggekow Road, and existing land use elsewhere beyond the Village's extraterritorial jurisdiction.

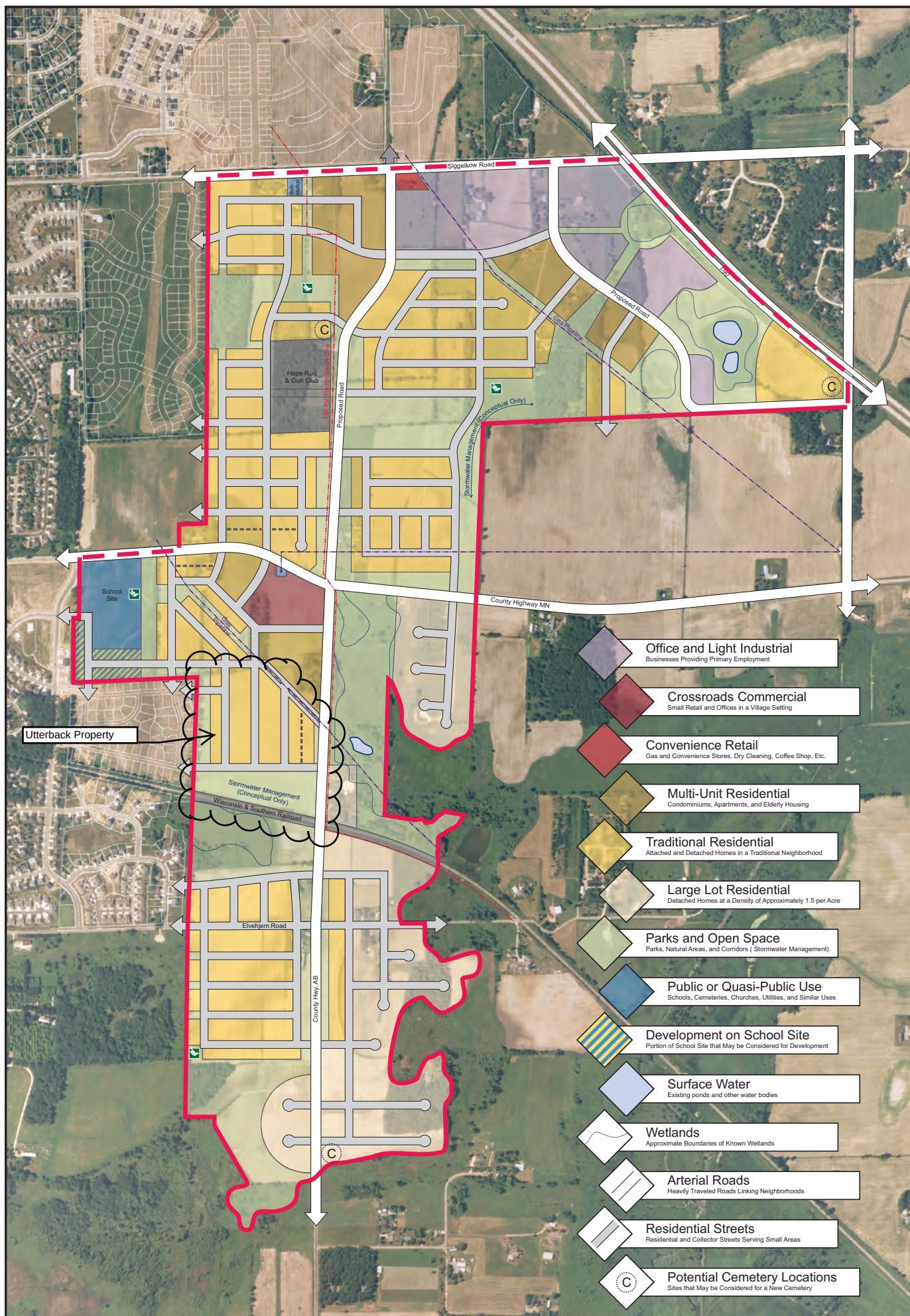


Date: May 2019

Data Sources: Village of McFarland, Dane County LIO, WDNR, and CARPC



Future Land Use Category	General Description of Land Uses Allowed	Typical Implementing Zoning Districts	Development Policies (see also Village zoning, subdivision, stormwater management, and other ordinances)
Neighborhood	A carefully planned mix of mostly single-family residential development, with well-designed, limited components of two family and townhouse residential, multiple family residential, institutional, and recreational land uses. All served by public sanitary sewer and water systems.	R-1 Residence District R-2 Single- and Two-Family Residence R-3 General Residence R-E Elderly Residence PD, PD-I Planned Development (Village may also wish to establish a “neighborhood” zoning district)	1. Unless the developer is following the Village’s East Side Neighborhood Growth Area Plan, require preparation of detailed neighborhood plans in advance of development applications in planned Neighborhood areas. Neighborhood development plans specify the arrangement of different land uses, environmentally sensitive areas, roadways, parks and trails, and other major infrastructure investments. 2. Accommodate a mixture of housing types, costs, and densities, while maintaining the predominance of single-family housing in the community. The Village policy is that at least 65% of new housing units in the planned Neighborhood area as a whole should be single family residences. 3. Promote neighborhoods that instill a sense of community with their design – including gathering places, parks, open spaces, pedestrian and bicycle access, schools, and churches. 4. Refer also to policies applicable to Single Family Residential, Two Family and Townhouse Residential, Multiple Family Residential, and other future land use categories that comprise each Neighborhood area.
Downtown	Mapped within the historic Downtown area of the Village, generally aligning with the Village’s TID #4 boundary. Land uses and activities here are designed to create vibrant places and community gathering spots. Desirable land uses include commercial services, retail, restaurants, lodging, office, multiple family residential (mainly in upper stories), and institutional, including on sites and/or buildings that mix uses.	C-C Central Commercial PD-I Planned Development-Infill R-3 General Residence (limited use)	1. Follow the recommendations of more detailed plans for the Downtown area, such as the TID #4 Project Plan, the Downtown Strategic Market Analysis and Opportunities Assessment, the Downtown Plan (1999), and the Village Center Master Plan. Per the recommendations of the Economic Development chapter, the Village may update and possibly consolidate such plans. 2. Preserve the architectural and historic character of the Downtown with the application of such detailed plans, design standards there and in the zoning ordinance, and incentives where practical. 3. Arrange uses in a bike and pedestrian oriented environment with off- and on-street parking; minimal building setbacks; and building materials, designs, placement, and scale that are compatible with existing development form. 4. Retain and expand governmental facilities in the Downtown area to reinforce public commitment and enhance activity, perhaps including a new family-oriented recreational facility and/or municipal campus expansion.
Highway and General Commercial	A range of retail, commercial service, office, restaurant, lodging, health care, outdoor sales, and institutional uses, with limited outdoor display and storage. Mapped mainly along Highway 51. All uses served by public sanitary sewer and water services.	C-H Highway Commercial C-G General Commercial PD, PD-I Planned Development	1. Rezone sites designated for Highway and General Commercial use on Map 6 only after public sanitary sewer and water service is available, the land is within Village limits, and a specific development proposal is offered. 2. Require larger-scale commercial developments to address traffic, environmental, and neighborhood impacts, including neighborhood-sensitive recommendations in areas adjacent to existing single family uses using the standards in Figure 4-2 and the zoning code.



Village of McFarland - East Side Neighborhood Growth Area - Concept Development Plan

Woodlands/Ridgetop on Utter property. Could be location of a park for this future subdivision. As proposed the planned N-S roadway would bisect these woodlands, presumably with homes on either side resulting in woodland clearing. This area also has topography challenges for road construction. Consider rerouting both proposed N-S roadways so woodlands form the backyards of a row of homes on either side with a center trail connecting to the proposed trail network as a linear outlot. Woodlands are 200 feet wide. Minimum rear yard setback for R1-A is 30 feet; therefore, the outer 10-30 feet of the woodlands could be private rear yards with the interior forming a 140-180 foot wide outlot with a park on northern end.

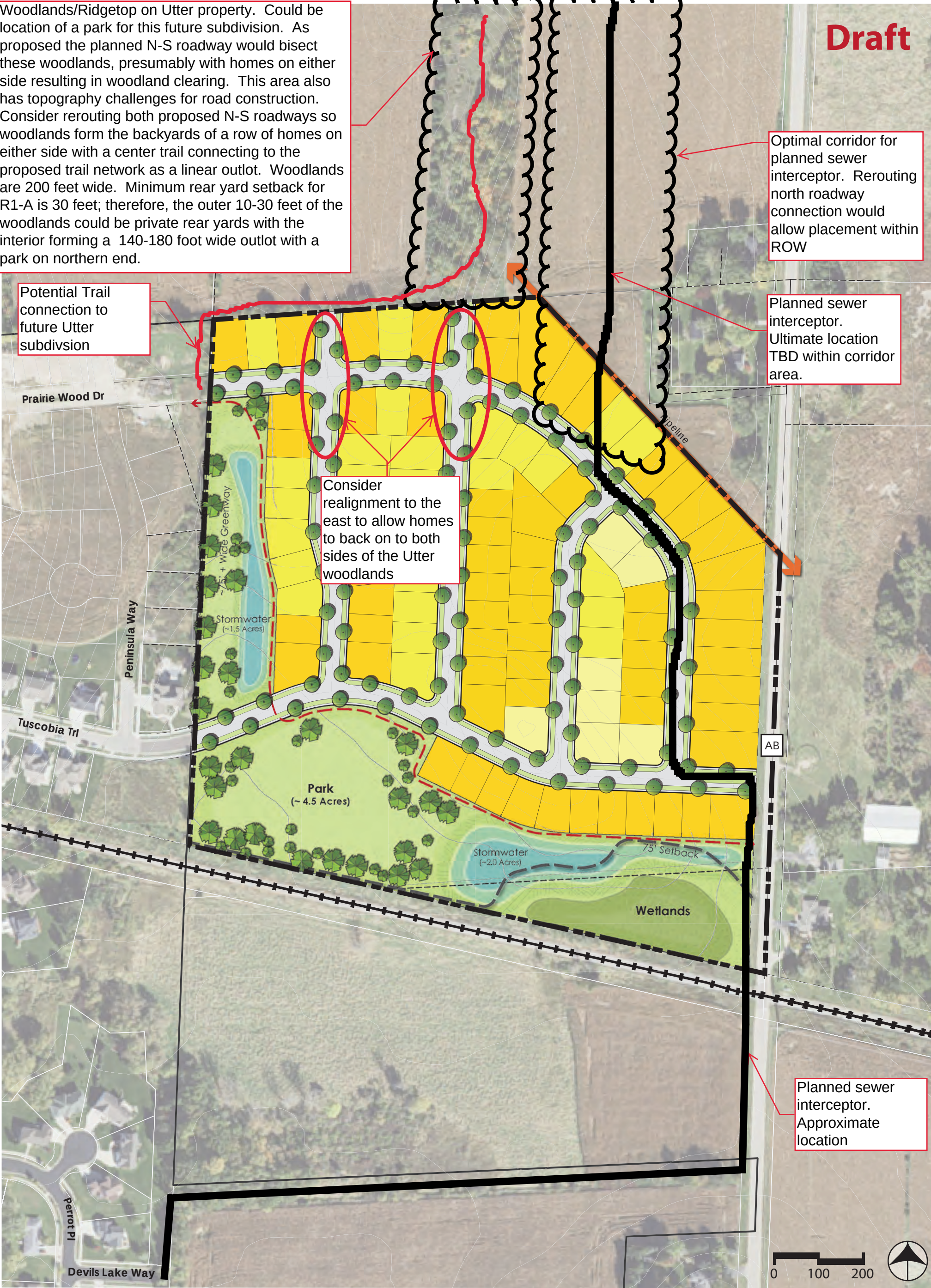
Draft

Optimal corridor for planned sewer interceptor. Rerouting north roadway connection would allow placement within ROW

Planned sewer interceptor. Ultimate location TBD within corridor area.

Potential Trail connection to future Utter subdivision

Consider realignment to the east to allow homes to back on to both sides of the Utter woodlands



UTTERBACK OPTION 1: R1A CONCEPT

McFarland, WI

Single Family (R1-A District)

Terrace	Interior (63')	Exterior (81')	64
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Estate	Interior (73')	Exterior (91')	7

Total Units : 98

Park Dedication

Required: 6.5 acres
Dedicated: ~4.5 acres



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Revised: 1/2/20
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PLAN COMMISSION SUMMARY SHEET

MEETING DATE: Thursday, January 23, 2020

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Review and possible recommendation to the Village Board regarding Ordinance No. 2020-04, an ordinance to establish a fee for building permit applications for balconies, decks and porches.

PREVIOUS ACTION:

November 18, 2019 recommendation of a flat fee of \$150.00 for a deck permit.

ISSUE SUMMARY:

The Village currently does not collect a fee for the review and inspection of balconies, decks and porches. Establishing a fee is recommended given the Village incurs expenses related to permit processing, review, and inspection.

At the November 18, 2019 Plan Commission meeting, members recommended a flat fee of \$150 for the construction of a deck to an existing home to cover the Village's expenses related to permit processing, review and inspection. This recommendation necessitates changes to Appendix A (Fees) of the Village's Coded of Ordinances. Each fee in Appendix A references the applicable portion of the Municipal Code requiring such fee. Currently none exists for balconies, decks and porches. The discussion of the permit fee at the November 18, 2019 meeting centered on fees for construction of decks to existing homes. Ordinance 2020-04 is intended to be more comprehensive and include similar structures such as balconies and porches.

Ordinance 2020-04 has been prepared to create Division 9. Balconies, Decks and Porches within Chapter 8, Article II of the Municipal Code of Ordinances. This ordinance provides a definition of a balcony, deck, and porch and stipulates under what conditions a permit and fee are required.

The ordinance provides that when a balcony, deck, or porch is purposed as part of the initial construction of a new residential or commercial building the permit fee would be \$75.00. In those instances when a balcony, deck or porch is added after a principal structure is constructed, or in cases of structural alterations to existing buildings, the permit fee would be \$150. The rationale for this approach is that if the balcony, deck or porch is constructed as part of the initial principal building the Building Inspector is already reviewing the plan set and performing multiple inspections of the property for which additional fees are being collected; therefore the costs associated with just the review and inspection of a balcony, deck or porch are part of a larger review and inspection process. When these structures are added after the existing principal structure is built the Building Inspectors review and inspection time is just solely related to this feature and not offset by other permit inspections and fees.



If desired the Plan Commission could recommend a flat \$150 fee in any instance of a permit involving construction of a balcony, deck or porch. Another alternative for fees related to new construction is to charge the same cost as the rest of the structure (i.e. \$0.15/sqft residential and \$0.18/sqft commercial). Village Staff still recommends the flat fee of \$150 when these building features are added to an existing building.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

Article II - Building Regulations, of Chapter 8 of the McFarland Municipal Code

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommend approval of Ordinance 2020-04.

ATTACHMENTS:

1. 2020-04 Creating Balcony, Deck and Porch Application Fees

ORDINANCE NO. 2020-04

AN ORDINANCE AMENDING THE MCFARLAND MUNICIPAL CODE TO ESTABLISH A FEE FOR BUILDING PERMIT APPLICATIONS FOR BALCONIES, DECKS AND PORCHES.

Purpose: To amend the McFarland Municipal Code, Chapter 8, Article II, to establish an application fee for building permit applications for balconies, decks, and porches.

Sponsor: Community & Economic Development Director Bremer

Recommended Referral: Plan Commission.

Public Hearing: None required.

WHEREAS, the McFarland Municipal Code establishes fees for various building approval applications to defray the cost of review, permitting and inspection services; and

WHEREAS, the Code does not currently require a fee for the construction of balconies, decks, and porches; and

WHEREAS, the Village Board has determined that it is reasonable and appropriate that fees be charged to defray the costs of processing an application, plan review, and inspection of balconies, decks and porches; and

NOW, THEREFORE, the Village Board of McFarland, Wisconsin does ordain as follows:

Section 1. Article II - Building Regulations, of Chapter 8 of the McFarland Municipal Code is amended to read as follows:

DIVISION 9. BALCONIES, DECKS AND PORCHES

Sec. 8-248. – Purpose.

The purpose of this Article is to regulate the construction of balconies, decks and porches to protect and foster the health, safety and well-being of persons occupying or using such structures and the general public.

Sec. 8-249. – Definitions.

The following words, terms and phrases, when used in this Article, shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning:

- a) Balcony. An unenclosed exterior platform open to the sky projecting from a structure and supported by that structure with no additional independent supports.
- b) Deck. An unenclosed exterior platform open to the sky, either freestanding or attached to a building, that is supported by pillars or posts.
- c) Minor Repairs. Repairs for the purposes of maintenance which do not involve the structural portions of a balcony, deck or porch and which do not increase a given occupancy, size or use.
- d) Porch. An exterior platform with a roof-like structure attached to the exterior walls of a building and open on one or more sides so constructed as to form an integral part of the principal building. Stoops are not considered porches.
- e) Stoop. An exterior platform that is less than nine square feet in area, three or fewer steps, and used primarily as an access platform to a building.

Sec. 8-250. – Permit required.

No person shall construct, reconstruct, or make structural alterations, to any balcony, deck, or porch unless such person has first obtained a building permit from the Building Inspector. The fee for such permit shall be as established by the Village Board from time to time and provided in Appendix A to this Code. The applicant shall provide the Building Inspector with information on location, size and construction materials. Minor repairs to existing balconies, decks, and porches shall not require a permit.

Secs. 8-251 – 8-270. Reserved.

Section 2. The portion in Appendix A, Fees, identifying the fees charged for building permits under Chapter 8 of the Municipal Code is hereby amended to read as follows:

CHAPTER 8—BUILDINGS AND BUILDING REGULATIONS

<u>8-250</u>	Balconies, Decks and Porches	
	Balconies, Decks and Porches, New Buildings – Residential	\$75.00
	Balconies, Decks and Porches, New Buildings – Commercial	\$75.00
	Balconies, Decks and Porches, Additions or Alterations to Existing Residential or Commercial Buildings	\$150.00

Section 3. This Ordinance shall take effect the day after its enactment.

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the 27th day of January, 2020.

APPROVED:

Brad Czebotar, Village President

ATTEST:

Cassandra Suettinger, Village Clerk/Treasurer

ORDINANCE 2020 – 04	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Adrian	Kryzenske
Brassington	Lytle
Czebotar	Utter
Kolk	
VOTING RESULTS	
Motion	
Carried:	
Motion	
Defeated:	



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, January 23, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and recommendation regarding the draft Park Impact Fee Study.

PREVIOUS ACTION:

ISSUE SUMMARY:

The packet includes the draft Park Impact Fee, Fee in Lieu of Land Dedication and Public Facility Needs Assessment report. The Parks Committee reviewed the draft park impact fees and fee in lieu of land dedication at their December 12th meeting. There seemed to be a consensus comfort level with the proposed changes in the park impact fees, as phased in equal installments through 2024 (refer to Exhibit A).

There was less comfort with the proposed changes to the fees in lieu of land dedication. The fees in lieu of land dedication is a computation of the Village's updated price per acre for land (\$81,000) and the parkland dedication requirement. The latter is currently 1 acre/15 DU, which translates to a level of service of 27.1 acres/1000 people, assuming 2.46 people/household (from the 2013-2017 American Community Survey). Page 26 of the 2019 CORP states a Village level of service standard of 15.0ac/1000 and the Village's current estimated level of service is 18.45ac/1000 people. These are significantly lower than the Village's calculated level of service based on the current parkland dedication requirement and an average of 2.46 people/household. The Village's parkland dedication requirement under s. 236.45 Stats., must bear a rational relationship to the need created by the development. At the December 12th meeting, the Parks Committee expressed concern that reducing the parkland dedication requirement may result in a decrease in the actual acres/1000 residents which has been gradually increasing since 1995 when it was 12.9ac/1000 (refer to Exhibit B). The Parks Committee requested a review of a comparison of McFarland's level of service standard to our peer communities in Dane County. Exhibit B includes this information. McFarland currently provides the most active parkland/1000 residents, the most total parkland/1000 residents, and the Village is tied with Cottage Grove and Fitchburg for the highest parkland dedication requirement.

Some options the Village could consider (as shown in Exhibit C):



1. Maintain the current land dedication requirement and adjust the parkland impact fee accordingly. This may leave the Village more open to being challenged that both the parkland dedication and parkland impact fee do not bear a rational relationship to the need for either given the Village CORP's stated standard of 15ac/1000 residents. The Village's CORP could be amended to reflect the change from 15 to 27ac/1000.
2. Proceed with option #1, but phase the parkland impact fees in equal installments through 2024 similar to the park impact fees to dampen the immediate increase from the current fee (refer to the second table in Exhibit C). There is still the potential for challenge and the opportunity to make the corresponding CORP amendment to address that issue.
3. Adjust the parkland dedication and parkland impact fee based on the current LOS of 18.45ac/1000. Note this is the fee shown in the draft report.
4. Adjust the parkland dedication and parkland impact fee based on a revised LOS standard of 20.0ac/1000. This revised standard should accomplish desires to minimize any potential backslide in the actual parkland acres/1000 residents, maintain McFarland's status as a regional leader in the amount of parkland provided/resident, while bearing a more rational relationship to the Village's current LOS (18.45). The CORP could be amended to reflect the change from 15 to 20ac/1000.

FINANCIAL/BUDGET IMPACT:

Final recommended changes to park impact fees, parkland dedication and fees in lieu of land dedication will impact available future revenue collection for park and recreation improvements.

VILLAGE PLAN REFERENCE:

Outdoor Recreation and Open Space Plan, 2019-2023

Draft Park Impact Fee, Fee in Lieu of Land Dedication and Public Facility Needs Assessment

ORDINANCE REFERENCE:

Chapter 8, Article X - Impact Fees

Chapter 23, Article II, Division 5 - Impact Fees

Chapter 56, Article IV - Park and Public Land Dedications

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommendation regarding the Park Impact Fee Study and any changes to the proposed park impact fees, parkland dedication requirements, and fees in lieu of parkland dedication.

ATTACHMENTS:

1. Exhibit A Proposed Park Impact Fee Phasing 2019-2024
2. Exhibit B Peer Community Parkland LOS
3. Exhibit C Proposed Parkland Dedication and Fees
4. McFarland Impact Fee DRAFT 1.7.20

Park Impact Fee Phasing*						
Unit Type	2019	2020	2021	2022	2023	2024
Single Family	\$ 731.47	\$ 1,099.65	\$ 1,467.83	\$ 1,836.01	\$ 2,204.19	\$ 2,572.37
Multi Family	\$ 443.93	\$ 712.53	\$ 981.12	\$ 1,249.72	\$ 1,518.31	\$ 1,786.91
Group Quarters	\$ 443.93	\$ 551.51	\$ 659.08	\$ 766.66	\$ 874.23	\$ 981.81

*Years 2021-2024 to also be adjusted annually utilizing Consumer Price Index-All Urban Consumers-Midwest Region prepared by the United States Department of Labor

Community	Active Parkland per 1,000 Residents	Total Parkland* per 1,000 Residents	CORP Goal (active parkland ac/1000)	Parkland Dedication Requirement	Adjusted to acres per 15 SF du
Cottage Grove	13.1	19.7	13	2,919 sqft per unit	1.01
DeForest	10.5	35.0	15	1,921 sqft per SFU and 1,440 sq per MFU	0.66
Fitchburg	12.1	22.5	12	2,900 sqft per unit	1.00
Madison	11.2	22.0	10.5	1,081 sqft per SFU and 734 to 1,424 for MFU	0.37
McFarland (Existing)	18.4	46.6	15	1 acre per 15 du	1.00
Middleton	8.6	30.8	15	1,450 sqft per DU	0.50
Monona	12.1	46.3	12	2,000 sqft per DU	0.69
Stoughton	10.2	22.3	10.5	1,468 sqft per DU	0.51
Sun Prairie	8.3	12.4	10	1 acre per 23 du	0.68
Verona	11.9	15.6	17	1,800 per DU (SF/D), 1,250 (MF), 4% of ac (C & I)	0.62
Waunakee	16.6	25.4	15	10% of land area	0.58
Average (ex. McF.)	11.5	25.2	13.0	x	0.66
McF. Deviation from Avg.	6.9	21.4	2.0	x	0.34

*Includes conservancy areas

McFarland	Active Parkland per 1,000 Residents
1995	12.9
2001	10.0
2007	15.7
2013	16.8
2019	16.3
2020	18.4

2019 DOA Pop 8700	Price per Acre \$ 81,000	Price per SQFT \$ 1.86	Active/Access Passive Parkland 160.5	2013-2017 Owner-Occup People/HH 2.62	2013-2017 Rent-Occup People/HH 1.82	People/DU Group Quarters 1.00	2013-2017 ACS People/Household 2.46
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2019 CORP standard LOS
2020 actual LOS
LOS based on current Land Dedication Req.

Level of Service (active parkland ac/1000)	2020 SF Parkland Dedication Requirement SQFT/DU	2020 MF Parkland Dedication Requirement SQFT/DU	2020 GQ Parkland Dedication Requirement SQFT/DU	2020 Parkland Impact Fee in Lieu of Parkland Dedication SF/DU*	2020 Parkland Impact Fee in Lieu of Parkland Dedication MF/DU*	2020 Parkland Impact Fee in Lieu of Parkland Dedication GQ/DU*
15.00	1,711.91	1,189.19	653.40	\$ 3,183.30	\$ 2,211.30	\$ 1,215.00
18.45	2,105.65	1,462.70	803.68	\$ 3,915.46	\$ 2,719.90	\$ 1,494.45
20.00	2,282.54	1,585.58	871.20	\$ 4,244.40	\$ 2,948.40	\$ 1,620.00
27.10	3,092.85	2,148.47	1,180.48	\$ 5,751.16	\$ 3,995.08	\$ 2,195.10
Existing Req.	2,904.00	2,904.00	2,904.00	\$ 4,115.00	\$ 4,115.00	\$ 4,115.00

*Parkland Impact Fee for years 2021-2024 to also be adjusted annually utilizing Consumer Price Index-All Urban Consumes-Midwest Region prepared by the United States Department of Labor

0.786

Parkland Impact Fee Phasing* based on LOS of 27.1 ac/1000 or 1 ac/15DU						
Unit Type	2019	2020	2021	2022	2023	2024
Single Family	\$ 4,115.00	\$ 4,442.23	\$ 4,769.46	\$ 5,096.70	\$ 5,423.93	\$ 5,751.16
Multi Family	\$ 4,115.00	\$ 4,091.02	\$ 4,067.03	\$ 4,043.05	\$ 4,019.07	\$ 3,995.08
Group Quarters	\$ 4,115.00	\$ 3,731.02	\$ 3,347.04	\$ 2,963.06	\$ 2,579.08	\$ 2,195.10

*Years 2021-2024 to also be adjusted annually utilizing Consumer Price Index-All Urban Consumes-Midwest Region prepared by the United States Department of Labor

VILLAGE OF MCFARLAND

McFarland, Wisconsin

PARK IMPACT FEE, FEE IN LIEU OF LAND DEDICATION AND PUBLIC FACILITY NEEDS ASSESSMENT

DRAFT

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Dated: xxxx xx, 2020

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Executive Summary

The purpose of this project was to evaluate and update the Village's current park impact fee under Wisconsin Statute, Chapter 66, Section 66.0617 Impact Fees and its fee in lieu of land dedication under Wisconsin Statute, Chapter 236, Section 236.45 Local Subdivisions Requirements. The park impact fee(s) as referenced throughout this report include both the trail and park development aspects of the park impact fee. Throughout the report, the term "fee in lieu of land dedication" is utilized this is synonymous with "parkland impact fee". The Village will be utilizing the term "parkland impact fee" in its ordinance.

According to the Village of McFarland's (the "Village") Outdoor Recreation & Open Space Plan 2019 – 2023, the Village is expecting to have population growth slightly higher than Dane County as a whole through 2040. This anticipated growth will require additions to the Village's parkland and park facilities (trails and park capital improvements). Impact fees will continue to assist in financing the capital costs associated with trails and park facility improvements. A fee in lieu of land dedication will continue to assist in financing the acquisition or initial improvement of land for public parks.

The Village currently charges a park impact fee and a fee in lieu of land dedication as established by the following reports and ordinances:

Village of McFarland Ordinance 2004-07 (original impact fee adoption)

Public Facilities Needs Assessment for Park Improvements (Virchow, Krause & Company, LLP 2003 / revised 2004)

Village of McFarland Outdoor Recreation Plan approved May 29, 2001

Ordinance No. 2010-01 updating Chapter 56 – Subdivisions Section 56-176 Fee in Lieu of Parkland Dedication

The Village has not updated its park impact fees since establishment. The Village implemented a fee in lieu of land dedication fee in the 1980's. The fee was updated in 2010.

This document serves as a summary of Baker Tilly's analysis of the Village's existing park impact fee and its fee in lieu of land dedication. It also serves to satisfy the statutory obligations as outlined in Wisconsin Statute 66.0617 and Wisconsin Statute 236.45 to update its existing fees and public facility needs assessment. The primary resources used in this development of this study include:

- > *The Village of McFarland Outdoor Recreation & Open Space Plan 2019 – 2023 (the Plan)* adopted on May 28, 2019. See the acknowledgements section of the Plan for those that were involved in its creation. The Plan is located on the Village's website.
- > *The park inventory listing as provided by the Village.* This document was compiled by the Village from the Village insurance listing, replacement values, internal capital asset listing and observation. Refer to Appendix A.
- > *The trail inventory listing as provided by the Village.* This document was compiled by the Village with assistance from the Village engineer. Refer to Appendix A.
- > The land cost is based on the village-wide average cost of unimproved land acquisition based on recent land sales.

This study should be read in conjunction with these resources. We provide no assurance on the accuracy of the resources used to develop this study. The Village may implement or update other impact fees at a later date; however, no consideration has been given to those possibilities in this report.

Introduction

As previously stated in the Executive Summary, the Village expects to experience population growth through 2040. Planning responsibly for new growth within a community is one of many challenges facing local governments. Effective accommodation of this development requires the construction and upgrade of public facilities and infrastructure to serve new residents. As well as additional park land to accommodate growth.

It is common that during the construction and upgrade of public infrastructure, many residents and businesses that will occupy the newly developed areas of the community may not yet be present. The purchase of land and the development of land often precedes the inhabiting of the property. While this may be an obvious fact, it holds important consequence for the public financing of new development. In order to apportion the public costs of new development fairly and responsibly, some measure must be undertaken to ensure that the entire cost of accommodating new development is not born solely by the current residents of the municipality. One such measure to accomplish this goal is the use of impact fees and a fee-in-lieu of land dedication to offset the initial cost to local taxpayers of satisfying the additional demand on the public infrastructure and park land.

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Section A – Impact Fee Statutory Requirements

Wisconsin's Impact Fee Statute 66.0617 prescribes the types of public infrastructure for which an impact fee may be charged, the costs that may be included in developing an impact fee, as well as the obligations on the part of the issuing municipality prior to and subsequent to the fee being charged. These obligations are detailed below.

In addition, if a municipality charges a fee in lieu of land dedication in accordance with Wisconsin State Statute 236.45(6), the municipality must follow the procedures under s. 66.0617 (3) to (5) and meet the requirements under s. 66.0617 (6) to (10). This is detailed below.

Wisconsin State Statute Section 66.0617(1) Definitions:

The following definitions as outlined in Wisconsin State Statute 66.0617(1) have been addressed in the fee computation. The requirements are as follows:

- > *Per Subsection(1)(a), "Capital costs" means the capital costs to construct, expand or improve public facilities, including the cost of land, and including legal, engineering and design costs to construct, expand or improve public facilities, except that not more than 10% of capital costs may consist of legal, engineering and design costs unless the municipality can demonstrate that its legal, engineering and design costs which relate directly to the public improvement for which the impact fees were imposed exceed 10% of capital costs. "Capital costs" does not include other noncapital costs to construct, expand or improve public facilities, vehicles; or the costs of equipment to construct, expand or improve public facilities.*

Based on the definition above, only allowable capital costs are included in the impact fee computation.

- > *Per Subsection (1)(f)(1), "Public Facilities" means...parks, playgrounds, and land for athletic fields.....".*

The projects included in the fee computation meet this definition.

- > *Per Subsection (1)(g), "Service area" means geographical area delineated by a municipality within which there are public facilities.*

The park types, acreage standards and service area radius are detailed in the Village of McFarland Outdoor Recreation & Open Space Plan 2019 – 2023. This document is located on the Village's website.

- > *Per Subsection (1)(h), "Service standard" means a certain quantity or quality of public facilities relative to a certain number of persons, parcels of land or other appropriate measure, as specified by the municipality.*

The park types, acreage standards and service area radius are detailed in the Village of McFarland's Outdoor Recreation & Open Space Plan 2019 – 2023.

The cost standard per acre is based on the replacement value of improvements provided to the Village's insurer and supported by the Village's capital asset records as well as observation. See Appendix A.

The standards and service areas used for consideration in this study are for "active-use and accessible passive-use" parks. It does not include conservancy park areas and drainageways. Although these areas may be used for recreational purposes, they are not suitable for long-term "active-use and accessible passive-use" recreational facility improvements. The Village currently provides 18.5 acres of active-use and accessible passive use acres of parkland per 1,000 residents.

Section A – Impact Fee Statutory Requirements (cont.)

Wisconsin State Statute Section 66.0617(1) Definitions (cont.):

This is up from the 16.3 acres of active and accessible passive use acres per 1,000 residents from the 2019 Outdoor Recreation & Open Space Plan. The difference in these values reflects additional parkland additions and population growth that occurred after the 2019 Open Space Plan was adopted and before the adoption of this report. In total, the Village provide 46.6 acres of active, passive and conservancy parkland per 1,000 residents at the time this report was adopted.

The Village trail standard is outlined in Appendix A.

Wisconsin State Statute Section 66.0617(6) – Standards for Impact Fees:

This report adheres to what an impact fee should reflect according to Wisconsin State Statute 66.0617(6). The standard requirements are as follows:

- > *Per Section (6)(a), shall bear a rational relationship to the need for new, expanded or improved public facilities that are required to serve land development.*

The fees found herein are for public facilities and land that are required to serve future developed land and the service demands that development creates.

- > *Per Section (6)(am), may not include amounts for an increase in service capacity greater than the capacity necessary to serve the development for which the fee is imposed.*

The fees were developed to address the capacity necessary to service the development for which the fees are being imposed.

- > *Per Section (6)(b), may not exceed the proportionate share of the capital costs that are required to serve land development, as compared to existing uses of land within the municipality.*

The capital costs, which form the basis for the fees developed as a part of this study, include actual as well as estimated replacement costs for land costs, park improvements and trail improvements. These costs were based on what was known at the time the study as assembled by village staff. These standards were then used to calculate a cost to be charged.

- > *Per Section (6)(c), shall be based upon actual capital costs or reasonable estimates of capital costs for new, expanded or improved public facilities.*

The capital costs, which form the basis for the fee developed as a part of this study, include actual as well as estimated replacement costs for land costs, park improvements and trail improvements. These costs were based on what was known at the time of the study as assembled by village staff. These standards were then used to calculate a cost to be charged.

- > *Per Section (6)(d), shall be reduced to compensate for other capital costs imposed by the municipality with respect to land development to provide or pay for public facilities, including special assessments, special charges, land dedications or fees in lieu of land dedications under Chapter 236 or any other items of value.*

The other financing sources listed above were taken into consideration as a part of the fee computations. It has been determined that these financing sources have not been used to finance capital costs for park improvements. Therefore, these sources were not included in the fee calculations.

Section A – Impact Fee Statutory Requirements (cont.)

Wisconsin State Statute Section 66.0617(6) – Standards for Impact Fees (cont.):

- > *Per Section (6)(e), shall be reduced to compensate for moneys received from the federal or state government specifically to provide or pay for the public facilities for which the impact fees are imposed.*

The receipt of federal and or state grants was considered in the fee development. No grant funds have been received from federal or state governments specifically for park improvements or land purchases in the last ten years. Village staff determined that state and federal grant funds cannot be relied upon to fund future park projects. Therefore, the fee has not been reduced for such funds. The village will continue to attempt to secure park grant funding. Any grant funds received in the future will be factored in future impact fee calculations.

- > *Per Section (6)(f), may not include amounts necessary to address existing deficiencies in public facilities.*

The capital costs included in the fee computations are not related to curing existing deficiencies.

- > *Per Section (6)(fm), may not include expenses for operation or maintenance of a public facility.*

The costs included in the fee computations do not include expenses for operation or maintenance of a public facility.

- > *Section (6)(g) except as provided under this paragraph, shall be payable by the developer or the property owner to the municipality in full upon issuance of a building permit by the municipality. There are exceptions to this outlined in the statute.*

All fees will be due at the time of building permit issuance except for situations allowed for under this section of the impact fee statute.

Wisconsin State Statute Section 66.0617 (7r) – Impact Fee Reports

- > *At the time that the municipality collects an impact fee, it shall provide to the developer for which it received the fee an accounting of how the fee will be spent.*

The Village is aware of this requirement.

Wisconsin State Statute Section 66.0617 (8) – Requirements for Impact Fee Revenues

- > *Revenues from each impact fee that is imposed shall be placed in a separate segregated interest-bearing account and shall be accounted for separately from the other funds of the municipality. Impact fee revenues and interest earned on impact fee revenues may be expended only for the particular capital costs for which the impact fee was imposed, unless the fee is refunded under sub. (9).*

The Village accounts for its impact fees in a separate general ledger account. Interest income is allocated to this account on a monthly basis.

Section A – Impact Fee Statutory Requirements (cont.)

Wisconsin State Statute Section 66.0617 (9) – Refund of Impact Fees

- > *Except as provided in this subsection, impact fees that are not used within 8 years after they are collected to pay capital costs for which they were imposed shall be refunded to the payer of fees for the property with respect to which the impact fees were imposed, along with any interest that has accumulated, as described in sub. (8). Impact fees that are collected for capital costs related to lift stations or collecting and treating sewage that are not used within 10 years after they are collected to pay the capital costs for which they were imposed, shall be refunded to the payer of the fees for the property with respect to which the impact fees were imposed, along with any interest that has accumulated, as described in sub.(8). The 10-year time limit for using impact fees that is specified under this subsection may be extended for 3 years if the municipality adopts a resolution stating that, due to extenuating circumstances or hardship in meeting the 10 year limit, it needs an additional 3 years to use the impact fees that were collected.*

The resolution shall include detailed written findings that specify the extenuating circumstances or hardship that led to the need to adopt a resolution under this sub-section. For purposes of the time limits in this subsection, an impact fee is paid on the date the developer obtains a bond or irrevocable letter of credit in the amount of the unpaid fees executed in the name of the municipality under sub. (6) (g).

According to Village management, the Village has spent down its impact fee collections in accordance with state statute guidance and no refunds have been made to date.

NOTE: The impact fee requirements outlined in this section are subject to change by the legislature at any time. Refer to the state statute for the impact fee statutory requirements.

Section B – Compliance with Wisconsin Impact Fee Requirements

Impact Fee Process

See Wisconsin State Statute 66.0617 for the detailed process. In addition, if a municipality charges a fee in lieu of land dedication in accordance with Wisconsin State Statute 236.45(6), the municipality must follow the procedures under s. 66.0617 (3) to (5) and meet the requirements under s. 66.0617 (6) to (10).

The process followed and information utilized in the development of the impact fees / fee in lieu of land dedication is summarized below:

- Requires a Public Hearing:
 - Class 1 notice under Chapter 985
 - Provide copy of proposed ordinances
 - Provide public facilities needs assessment
- Based on a Public Facilities Needs Assessment (for facilities included in the impact fee calculation):
 - Inventory of existing facilities, including deficiencies
 - Identification of new public facilities
 - Estimated (or actual) capital cost of new public facilities
 - Effect of recovering capital costs on affordable housing
 - Available for public inspection and copying in the office of the clerk at least 20 days before hearing
- Follow Impact Fee Standards:
 - Rational relationship to the need for new facilities
 - Proportionality
 - Actual costs or reasonable estimates
 - Net of other charges
 - Net of grants
 - Must exclude improvements to address deficiencies
 - May not include expenses for operation or maintenance of a public facility
 - Payable by the developer or property owner to the village in full upon the issuance of a building permit by the Village
- Establish Accounting Requirements:
 - Use of funds restricted
 - Subject to refund
- Specify Appeal Procedure

Section B – Compliance with Wisconsin Impact Fee Requirements (cont.)

Imposition of the Park Impact Fee / Fee-in-lieu of Land Dedication

The park impact fee and fee-in-lieu of land dedication will be due at the time of building permit issuance except for situations allowed for under this section of the impact fee statute.

Wisconsin State Statute Section 66.0617(7) - Low Cost Housing

In general, the level of the fees in relation to average housing cost should not impede the affordability of low-cost housing. For example, including the proposed single family park impact fee and fee in lieu of land dedication of \$5,935, in a typical 30 year mortgage at 4% interest would equate to an additional monthly payment of \$28. According to AreaVibes Inc., the median home price in McFarland is \$243,000. Assuming a down payment of 20%, the average monthly mortgage payment would be \$928. The impact fee would be 3% of this monthly payment. In addition, if the owner of a multifamily dwelling were to include the proposed multi-family fees of \$4,122 in a mortgage with the same terms, the additional monthly payment would be \$19.

The impact fee statute allows for an exemption from or reduced fees on new development that is approved for affordable housing. If a portion of the project has been approved for affordable housing, then the fee may be adjusted accordingly at the discretion of the Village Board upon recommendation of the Planning Commission.

Information from the 2012-2016 US Census showed that the Village of McFarland's median household income was \$78,009 (2016 dollars). Dane County's median household income was \$64,773 (2016 dollars). Wisconsin's household income was \$53,357 (2015 dollars).

Updates to the Report

Unless modified further by the Village Board, the park impact fees and the fee-in-lieu of land dedication shall be adjusted annually on January 1 by the Community Development Director utilizing the consumer Price Index – All Urban Consumers – Midwest Region prepared by the United States Department of Labor. This will allow for changes in growth, project costs, estimates or other projects to be incorporated into the fees. See assumptions for recommendations.

Section C – Impact Fee for Park Facility Improvements

Assumptions

- > The existing park impact fees were based on *Village of McFarland Ordinance 2004-07, Public Facilities Needs Assessment for Park Improvements (Virchow, Krause & Company, LLP, 2003 / revised 2004)*, and the *Village of McFarland Outdoor Recreation Plan approved May 29, 2001*. These fees have not been updated by the Village since they were put in place.
- > The fee in lieu of parkland dedication was updated in 2010 per village Ordinance 2010-01.
- > The Village's current Outdoor Recreation & Open Space Plan 2019 – 2023 (Plan) was used as the basis for this study. This Plan was approved on May 28, 2019. As noted in the Plan, "Recreation planning has become an essential element of long-range community planning." The plan also supports the guidelines established in the Village of McFarland 2017 Comprehensive Plan which can be found on the Village website.
https://www.mcfarland.wi.us/index.asp?SEC=0E83C2A4-E3E3-452E-B443-D0155A06F2DE&DE=300AF5FC-C27A-4DBB-A7D1-48B424F3368B&Type=B_BASIC
- > According to the US Census, 2011-2015, the most recent population estimate for the Village is 8,168 as of July 1, 2016, which is an increase of approximately 1,700 since 2000 (6,400 population) or a 26% increase. According to the US Census 2011-2015 survey results, it is expected that the Village's population will grow to 9,895 by the year 2040 or an increase of approximately 1,700 or 21%. The current 2019 population is 8,700.
- > According to the United States Census Bureau (2010 results – latest known), the Village has a total land area in square miles of 3.55 which equates to a population density of 2,300 inhabitants per square mile when using the 2011-2015 ACS estimates and 2,450 inhabitants per square mile when using the 2019 population.
- > According to the Village's parkland inventory records (see Appendix A, Table II.), the Village has approximately 160.5 improved acres of active and accessible passive use parkland for existing residents.
- > According to the Village, the Village has park improvements in the amount of \$5,761,746. This includes all Village parks that only have Village improvements i.e. no developer added improvements. The estimated improvement cost per acre is \$47,035 (see Appendix A, Table I.)
- > According to the Village, the Village has also used its resources to finance trails in the amount of \$2,780,000. The estimated cost per foot of trail is \$55 (see Appendix A, Table III.)
- > The land costs to calculate the fee-in-lieu of land dedication is based on the village-wide average cost of land acquisition and the updated Village land dedication requirement. The cost per acre is \$81,000 (see Appendix A, Table IV).
- > Park development fees will not be assessed to nonresidential land uses as park usage is primarily residential in this community.
- > The Park & Open Space standards can be found in the Outdoor Recreation & Open Space Plan 2019 – 2024. These standards have been updated to reflect current data at the time this impact fee report was adopted.

Section C – Impact Fee for Park Facility Improvements (cont.)

Assumptions (cont.)

- > For purposes of this analysis, it is assumed that there will be an average of 2.62 persons per household for single-family housing units and 1.82 persons per household for duplex and multifamily housing units. See Section C (pages 11 – 13) for the computation and source information.
- > For purposes of this report, “Group Quarters Dwelling Unit” is defined as follows: a dwelling unit where individuals live or stay that is owned or managed by an entity or organization providing housing and / or services for the residents. The services may include, but are not limited to, custodial or medical care and other types of assistance (for example a skilled-nursing facility). Residency is restricted to the individuals receiving the services, and the individuals typically do not participate in the labor force while a resident. Typically, a Group Quarters Dwelling Unit has one resident per unit.
- > It is assumed that Village of McFarland parks, particularly the athletic facilities, will be used by other nearby communities. However, it is further assumed that such use will be reciprocal in that McFarland residents will use facilities in other jurisdictions in roughly equal measure. Nonresident use is not considered to have a measurable influence on the level of improvement or the allocation of capital improvement costs as the Village does not include non-residents in its park standard.
- > The village has one impact fee zone which is comprised of the entire Village of McFarland.

The standards and service areas used for consideration in this study are for “active-use and accessible-passive” parks. It does not include conservancy park areas and drainage-ways. Although these areas may be used for recreational purposes, they are not suitable for long-term “active-use and accessible passive-use” recreational facility improvements. The Village currently provides 18.5 acres of active and accessible passiveuse acres of parkland per 1,000 residents.

This is up from the 16.3 acres of active and accessible passive use acres per 1,000 residents from the 2019 Outdoor Recreation & Open Space Plan. The difference in these values reflects additional parkland additions and population growth that occurred after the 2019 Open Space Plan was adopted and before the adoption of this report. In total, the Village provide 46.6 acres of active, passive and conservancy parkland per 1,000 residents at the time this report was adopted.

Recommendation

The Village should consider whether its existing park impact fee and fee in lieu of land dedication fee should be updated with the fees identified and explained on the following pages. The recommended single family and multi-family fees represent an increase from the existing fee. The Group Quarters dwelling unit type has been broken out from the multi-family dwelling unit type.

Section C – Impact Fee for Park Facility Improvements (cont.)

Fee Summary

Dwelling Unit Type	Park Facilities Improvement	Trail	Fee in Lieu of Land Dedication	Total
Single Family	\$ 1,735	\$ 837	\$ 3,915	\$ 6,487
Multi Family	1,205	581	2,719	4,505
Group Quarters	662	319	1,494	2,475

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APPENDIX A

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Section C - Impact Fee for Park Facility Improvements (cont.)

Park Facilities Improvement Impact Fee Calculation

Dwelling Unit Type	1 (A) Persons per Household	2 Cost per Person	3 (1*2) Fee
Single Family	2.62	\$ 662.27	\$ 1,735.16
Multi Family	1.82	\$ 662.27	\$ 1,205.34
Group Quarters	1.00	\$ 662.27	\$ 662.27

Cost Recovery:

Total cost of improved parkland \$ 5,761,746 B

Current residents 8,700 C

Cost per Person

\$ 662.27

A) Source: U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates.

B) Per the Village of McFarland - Appendix A. Table I.

C) Per the Village of McFarland

Section C - Impact Fee for Park Facility Improvements (cont.)

Trail Impact Fee Calculation

Dwelling Unit Type	1 (A) Persons per Household	2 Cost per Person	3 (1*2) Fee
Single Family	2.62	\$ 319.54	\$ 837.21
Multi Family	1.82	\$ 319.54	\$ 581.57
Group Quarters	1.00	\$ 319.54	\$ 319.54

Standards:

Cost standard per foot \$ 55 B

Current Statistics:

Estimated 2019 Village population 8,700 C

Footage per person

Total footage	50,591	D
Divided by: current residents	<u>8,700</u>	C
Foot per person	<u>5.8150575</u>	

Cost per Person:

Cost standard per foot	\$ 55	B
Multiplied by: footage per person	<u>5.8150575</u>	per above
Cost per person	<u>\$ 319.54</u>	

A) Source: U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates.

B) Per the Village of McFarland - Appendix A. Table III.

C) Source: U.S. Census, Wisconsin Department of Administration 2019 population estimate

D) Per the Village engineer

Section C - Impact Fee for Park Facility Improvements (cont.)

Fee in lieu of land dedication

Dwelling Unit Type	1 (A) Persons per Household	2 Cost per Person	3 (1*2) Fee
Single Family	2.62	\$ 1,494.45	\$ 3,915.47
Multi Family	1.82	\$ 1,494.45	\$ 2,719.91
Group Quarters	1.00	\$ 1,494.45	\$ 1,494.45

Standards:

Cost standard per acre \$ 81,000 B

Parkland acres per 1,000 residents 18.5 C

Cost per Person:

Cost standard per acre	\$ 81,000	B
Multiplied by: acres per person	0.0184500	per above
Cost per person	\$ 1,494.45	

A) Source: U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates.

B) Per the Village of McFarland - Appendix A. Table IV.

C) Per the Village of McFarland

Appendix A**Table I. Inventory of Park Capital Improvements**

Neighborhood Parks	Acres	2019
		Replacement Value of Village Improvements
Cedar Ridge Park	3.90	\$ 68,835
Woodland Estates Park	2.40	114,297
Highland Oaks Park	2.20	177,620
Jaegar Park	2.00	46,049
Autumn Grove Park	1.50	108,890
Egner Park	2.30	72,525
Orchard Hill Park	58.30	142,388
Arnold Larson Park	1.40	144,232
Subtotal	74.00	874,836
Mini Parks		
Valley Totlot	1.00	26,190
Discovery Garden Park	0.20	179,135
Ridgeview Totlot	0.40	15,894
Subtotal	1.60	221,219
Community Parks		
Brandt Park	4.90	1,771,880
Lewis Park/Legion Memorial	13.00	1,203,322
McDaniel Park	8.70	570,569
William McFarland Park	20.30	1,119,920
Subtotal	46.90	4,665,691
Park improvement subtotal	122.50	5,761,746
AVERAGE COST PER ACRE TO IMPROVE		\$ 47,035

Source: Village of McFarland

Appendix A
Table II. Park Inventory

Park	Park Type	Acres	Total Replacement Costs	Less Developer Funded	Net	10% Engineering Planning	Total	Improvement Cost Per Acre
Included In Park Improvement Calculation								
Brandt Park	Community	4.90	\$ 1,610,800	\$ -	\$ 1,610,800	\$ 161,080	\$ 1,771,880	\$ 361,608
Lewis Park/Legion Memorial	Community	13.00	1,093,929	-	1,093,929	109,393	1,203,322	92,563
McDaniel Park	Community	8.70	518,699	-	518,699	51,870	570,569	65,583
William McFarland Park	Community	20.30	1,018,109	-	1,018,109	101,811	1,119,920	55,168
Subtotal		46.90	4,241,537	-	4,241,537	424,154	4,665,691	
Cedar Ridge Park	Neighborhood	3.90	62,577	-	62,577	6,258	68,835	17,650
Woodland Estates Park	Neighborhood	2.40	103,906	-	103,906	10,391	114,297	47,624
Highland Oaks Park	Neighborhood	2.20	161,473	-	161,473	16,147	177,620	80,736
Jaeger Park	Neighborhood	2.00	41,863	-	41,863	4,186	46,049	23,025
Autumn Grove Park	Neighborhood	1.50	98,991	-	98,991	9,899	108,890	72,593
Egner Park	Neighborhood	2.30	65,932	-	65,932	6,593	72,525	31,533
Orchard Hill Park	Neighborhood	58.30	129,444	-	129,444	12,944	142,388	2,442
Arnold Larson Park	Neighborhood	1.40	131,120	-	131,120	13,112	144,232	103,023
Subtotal		74.00	795,306	-	795,306	79,530	874,836	
Valley Totlot	Mini Park	1.00	23,809	-	23,809	2,381	26,190	26,190
Discovery Garden Park	Mini Park	0.20	162,850	-	162,850	16,285	179,135	895,675
Ridgeview Totlot	Mini Park	0.40	14,449	-	14,449	1,445	15,894	39,735
Subtotal		1.60	201,108	-	201,108	20,111	221,219	
Total Park Improvements		122.50	\$ 5,237,951	\$ -	\$ 5,237,951	\$ 523,795	\$ 5,761,746	\$ 47,035

Note 1: Table II. includes all Village parks that have been improved by the Village.

Note 2: The following parks are unimproved and were not included in the park improvement computation:

	Acres
CTH AB	Community 26.00
Woodland Commons	Neighborhood 5.00
Siggelkow Road Park	Neighborhood 5.50
Juniper Ridge	Neighborhood 1.50
Total unimproved parks	38.00

Note 3: Total active-use and accessible passive-use acres per the Village Outdoor Recreation Plan equals 132.5. The total park improvement acreage above (122.50) in addition to unimproved parks (38.0) equals 160.5. The difference of 28.0 acres accounts for additional park acreage added to the Village following adoption of the Outdoor Recreation Plan prior to the adoption of this report.

Table III. Trail Inventory

Total feet of Village Trails	50,591
Total miles of Village Trails	9.58
Replacement Value	\$ 2,780,000
Replacement cost per foot	\$ 55

Table IV. Fee in lieu of land dedication

Cost per acre	\$ 81,000
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PLAN COMMISSION SUMMARY SHEET

MEETING DATE: Thursday, January 23, 2020

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Review and discussion regarding proposed changes to the Village's Sign Code.

PREVIOUS ACTION:

May 29, 2019, discussion only

June 17, 2019, discussion only

October 21, 2019, discussion only

ISSUE SUMMARY:

In 2019, Village Staff and the Plan Commission began discussions regarding updates to the Village's Sign Ordinance. This initiative is intended to bring the Village's sign regulations in compliance with the Reed v. Town of Gilbert U.S. Supreme Court decision, which determined that content-based sign regulations for non-commercial speech are unconstitutional. Content-based sign regulations are those that consider the message, text, or event on the sign when determining if a sign is an allowed use. In other words, if the Zoning Administrator must read what will be on the sign to determine which regulations apply, the sign is NOT content neutral. Regulations that have nothing to do with a sign's message, including size, type of sign (wall sign, pylon sign, etc.), lighting, and construction materials, may continue to be regulated under local ordinance. In addition, to removing content-based sign regulations, Village Staff recommended considering other best practice sign code updates.

The Plan Commission recommended, at its October 21, 2019 meeting, utilizing the model sign code developed by the Southeastern Wisconsin Regional Planning Commission, as adjusted to reflect McFarland's zoning districts and sign regulation preferences. The Plan Commission further requested staff provide notes regarding where the model sign code deviates from the current sign regulations. Within the packet is a marked-up copy of the model sign code with staff notes. Due to time commitments for other agenda items staff is recommending reviewing Sections 8-484 through 8-490. The remaining sections will be reviewed at a future Plan Commission meeting.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:



Chapter 8, Article XI Sign and Billboard Regulations

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Discussion only. Staff will obtain input on the draft sign code and continue process of developing a new sign ordinance that will repeal and replace the existing sign ordinance.

ATTACHMENTS:

1. McFarland Draft Sign Code 01.16.20

Draft, 1-16-2020

For review at the January 23rd, 2020 Plan Commission Meeting

ARTICLE XI. – SIGN REGULATIONS

- 8-484 Purpose and Intent
- 8-485 Compliance
- 8-486 Substitution of Noncommercial Speech for Commercial Speech
- 8-487 Nonconforming Signs
- 8-488 Exemptions
- 8-489 Abandoned Signs
- 8-490 Permit Procedures

The following sections will be reviewed at a future Plan Commission meeting.

- 8-491 Measurement Standards
- 8-492 Construction and Maintenance
- 8-493 General Provisions
- 8-494 Landscaping
- 8-495 Signs Permitted in Agricultural Districts With a Permit
- 8-496 Signs Permitted in Residential Districts With a Permit
- 8-497 Signs Permitted in Business and Manufacturing Districts with a Permit
- 8-498 Signs Permitted in Institutional and Park Districts with a Permit
- 8-499 Signs Permitted in Nonmetallic Mining and Landfill Districts With a Permit
- 8-500 Temporary and Portable Signs [*and Searchlights*]
- 8-501 Signs Prohibited in Any District
- 8-502 Definitions

8-484 Purpose and Intent

The purpose of this Article is to provide comprehensive and balanced sign regulations that will preserve the right of free speech and expression; avoid excessive levels of visual clutter or distraction that are potentially harmful to traffic, bicycle and pedestrian safety, property values, business opportunities, and community appearance; and ensure that signs are well-constructed and maintained and expressive of the identity of individual activities and the community as a whole. It is further the intent of this Article to ensure signs advance the goals, objectives, and policies of adopted Village land use plans and are compatible with their surroundings and neighborhood character and to minimize the possible adverse effect of signs on nearby public and private property.

The sign regulations in this Article are not intended to censor speech or to regulate viewpoints, but instead are intended to regulate the adverse secondary effects of signs. Furthermore, these regulations leave ample and adequate alternative channels of commercial speech communication for the messages portrayed on advertising signs - namely, distributed print media, broadcast media, social media, and point-of-purchase display- and is narrowly defined so as to limit said prohibition to commercial speech on exterior signage and signage intended to be viewed from beyond the boundaries of a site.

Commented [AB1]: Expands upon the purpose statement within the existing Sign Code to address a broader range of reasons for regulating signage.

8-485 Compliance

No sign shall hereafter be located, erected, moved, reconstructed, extended, enlarged, converted, or structurally altered without conformance with the provisions of this Article and a sign permit, unless exempted from sign permit requirements under Article 8-488.

8-486 Substitution of Noncommercial Speech for Commercial Speech

Any sign authorized by this Article may contain a noncommercial message. Noncommercial signs shall be subject to the same permit requirements, restrictions on size and type, and other specifications set forth in this Article.

Commented [AB2]: New content, addresses best practice.

8-487 NONCONFORMING SIGNS

- a) Signs lawfully existing at the time of the adoption or amendment of this Article may be continued except that if its use, the purpose for which it was intended, or the business to which it relates is sold, or is discontinued for a period of 30 days or more, or if the individual or business owning such nonconforming sign moves from the premises where such sign is located, it shall be deemed abandoned and any further use of said sign, either on the premises where located or on new premises, will not be allowed unless the sign conforms with this Article. It is the intent of this Article that a nonconforming sign, maintained by virtue of the rights conferred by this Section, shall not be continued after the sale or other disposition of the business to which it relates.
- b) Normal maintenance, such as painting, repairing without removal, cleaning, maintaining electrical wiring and appurtenances on site and changing or repairing fasteners or guy wires or chains shall be permitted on any lawful nonconforming sign.
- c) Any nonconforming sign existing at the time this Article takes effect, which is destroyed by fire or the elements, may be reconstructed only in conformity with this Article.
- d) A lawful nonconforming sign shall not be enlarged or altered, except as allowed under Subsection (b) of this Section for normal maintenance or to make such sign conform to this Article.
- e) Any lawful nonconforming sign under this Article, which is altered or changed so as to conform with this Article, shall not thereafter be changed so as to again become nonconforming.

8-488 EXEMPTIONS

The following signs are exempt from the regulations contained in this Article, subject to the specified conditions:

- a) A sign not visible from any public street, highway, sidewalk, bicycle path, or park.

- b) A sign posted by the Village; a County, State, or Federal agency on public rights-of-way, parks and other public property.
- c) A sign integrated into or on an automatic teller machine, coin-operated machine, or vending machine.
- d) A sign carried by a person.
- e) Street addresses and numbers and other signs required to be maintained by law or governmental order, rule or regulation, provided that the content and size of the sign do not exceed the requirements of such law, order, rule or regulation.
- f) Memorial signs and tablets displayed in cemeteries.
- g) In residential zoning districts, yard signs on private property not exceeding four square feet in area, for a maximum two on each property. No sign under this section shall be illuminated or contain electrical, mechanical or audio auxiliary parts.
- h) Flags or emblems displayed on private property which do not contain a commercial message. The total number of flags per lot or parcel shall not exceed three. If the flag is displayed on a flagpole, the maximum dimension of any flag shall be proportional to the flagpole height, and the hoist side of the flag shall not exceed 20 percent of the vertical height of the pole. Any flag not meeting these requirements shall be considered a sign subject to the requirements of this Article and not allowed as an exemption under this Article 8-488.
- i) Signs carved into or affixed flat to a building in such a way that they are not directly illuminated, are not made of a reflecting material, do not contrast sharply in color with the building, and do not exceed two inches in thickness.
- j) Temporary freestanding or wall signs on properties or buildings for sale, lease, or rent not exceeding 12 square feet in area on one side or 24 square feet in area on all sides and a maximum of six feet in height in a residential district; or not exceeding 24 square feet in area on one side or 48 square feet in area on all sides and a maximum of 12 feet in height in other districts. If not attached to a wall, such signs shall be set back at least 10 feet from a side or rear lot line, shall not be located in a public right-of-way, and shall be removed within 10 days after the property or building is sold, leased, or rented. No sign under this section shall be illuminated or contain electrical, mechanical or audio auxiliary parts. The total number of signs shall be limited to one per parcel, except for corner lots or waterfront lots which shall be allowed a maximum of two signs provided both signs are not located on the same lot line.
- k) Election Campaign Signs. As provided in Section 12.04 of the Wisconsin Statutes, election campaign signs are permitted on private property in residential districts subject to the following requirements:
 - 1) The sign shall not be erected prior to the first day of the "election campaign period" as defined in Section 12.04 of the Wisconsin Statutes, and shall be removed within 10 days following the election.
 - 2) Election signs shall not exceed 12 square feet in area unless the sign is affixed to a permanent structure; does not extend beyond the perimeter of the structure; and does not obstruct a window, door, fire escape, ventilation shaft, or other area which is required by the Village building code to remain unobstructed.
 - 3) No election campaign sign shall be placed within a public right-of-way nor so close to a pedestrian way as to hinder or endanger safe passage.
 - 4) No sign shall contain electrical, mechanical or audio auxiliary parts.
 - 5) The renter of residential property may exercise the same right as the owner to place a sign upon the property under this section in any area of the property occupied exclusively by the renter. The terms of a lease or other agreement under which residential property is occupied shall control in determining whether property is occupied exclusively by a renter.
 - 6) The owner of residential property may exercise the right granted under this section in any portion of the property not occupied exclusively by a renter.

Commented [AB3]: New, not addressed in existing code.

Commented [AB4]: Existing code allows maximum of two square feet with no limit on the total number or location. This provision addresses common civic yard signs displayed in residential yards.

Commented [AB5]: New, not addressed in existing code

Commented [AB6]: Existing code does not limit the number or size of flags

Commented [AB7]: Existing code limits SF to 9 sqft

Commented [AB8]: Existing code does not provide a height limit.

Commented [AB9]: Existing code is 32 sqft.

Commented [AB10]: Existing code does not provide a height limit.

Commented [AB11]: Current code specifies removal immediately after sale or rent.

Commented [AB12]: New, not addressed in existing code

Commented [AB13]: New, brings election signs in conformance with 12.04 Wis. Stat.

8-489 ABANDONED SIGNS

All signs, sign messages, and/or supporting structures, as applicable, shall be removed by the owner or lessee of the premises upon which a sign is located when the business it advertises is no longer conducted, or is dilapidated or beyond repair under the provisions of Section 66.0413 of the Wisconsin Statutes. If the owner or lessee fails to remove such signs or sign structures, the Building Inspector shall give the owner a 30-day written notice by certified mail to remove said sign. Upon failure to comply with the first notice, the Building Inspector shall, by certified mail, send a second notice giving the owner an additional 14 days to remove the sign. Upon failure to comply with the second notice, the Village may cause removal to be executed, the expenses of which will be assessed as a special tax to the property on which the abandoned sign is located.

8-490 PERMIT PROCEDURES

No sign shall hereafter be located, erected, moved, reconstructed, extended, enlarged, converted, or structurally altered without a sign permit except those signs exempted in Article 8-488 of this Article, and all signs shall fully conform with the provisions of this Article.

a) Sign Permit Applications. Applications for a Sign Permit shall be made on forms provided by the Building Inspector and shall include the following information:

- 1) Name, address, and telephone number of the applicant and property owner.
- 2) Signature of the applicant.
- 3) Location of the building, structure, or lot upon which the sign is to be attached or erected.
- 4) Name and telephone number of the person, firm, corporation, or association erecting the sign.
- 5) Written consent of the owner or lessor of the building, structure, or lot upon which the sign is to be affixed. No written consent is required if the property owner is the applicant.
- 6) A scale drawing or image of the sign, including colors to be used. A written description of the drawing shall also be submitted, including a detailed description of the materials, colors, and letter height, type, and style to be used; the sign dimensions; the type of illumination, if any; and the method of construction and attachment.
- 7) A scale drawing of the site indicating the location and position of the sign in relation to nearby buildings and structures, existing signs on the site, and abutting public streets, parks, and public rights-of-way.
- 8) The location, size, and types of existing signs on the premises to remain where the proposed sign is to be located.
- 9) Copies of any other permits required and issued for the sign.
- 10) Additional information as may be required by the Building Inspector, Zoning Administrator, or Plan Commission.

b) Permit Fees. The applicant shall pay the permit fee established by the Village Board from time to time and provided in Appendix A to this Code. Permit fees may be waived for any nonconforming sign that is reconstructed in conformity with this Article within one year of the original effective date of the ordinance from which this Article is derived.

c) Sign Permit Review and Issuance. Sign permit applications shall be filed with the Building Inspector or designee. The Building Inspector shall review the application for its completeness and accuracy and approve or deny, in writing, the application within 10 working days of receipt of a complete application and permit fee, unless Plan Commission review is required or the time is extended by written agreement with the applicant. Failure to act within 10 working days shall not be deemed approval of the sign permit but shall be cause for appeal to the Board of Zoning Appeals. If deemed necessary because of sign type, location, or proposed construction, the Building Inspector may refer any application for a sign permit to the Zoning Administrator and/or

Commented [AB14]: Consolidates a few sections of the existing code regarding permit procedures under one section. Includes a few best practice updates as well.

Commented [AB15]: As an incentive to remove nonconforming signs this provision could remain open-ended with no time limit.

Commented [AB16]: Existing code stipulates 5 days. Suggest 10 now that the Village is using a contracted inspector.

the Plan Commission for review and guidance. The Zoning Administrator and/or Plan Commission shall review and make a recommendation within 45 days of receiving the application. When reviewing a sign permit application, the Village shall consider the following:

- 1) The location, appearance, material, lighting, height, and size of the proposed sign and supporting structure in relation to the site and surrounding uses.
 - 2) The safety of pedestrians, bicyclists, and vehicle operators on adjoining streets and highways and occupants of abutting properties.
 - 3) The effect of the sign on the scenic beauty or character of the streetscape, neighborhood, and community.
 - 4) Adherence to the terms of this Article and the Village Code of Ordinances.
- d) Permit Denial. If the sign permit is denied by the Building Inspector, Zoning Administrator and/or Plan Commission, the Building Inspector shall give written notice of the denial to the applicant, together with a brief written statement of the reasons for the denial. Appeal from denial of a sign permit by the Building Inspector, Zoning Administrator and/or the Plan Commission, may be taken to the Board of Zoning Appeals following the procedures enumerated in Section 62-362 through 62-392 of the Village's Zoning Code.
- e) **Time to Construct.** A sign permit shall become null and void if work authorized under the permit has not been completed within 12 months of the date of issuance. The Building Inspector may approve an extension of up to three months based on a written request from the applicant.
- f) Contractor's Insurance or Bond. When required by the Building Inspector, a sign contractor shall file with the Building Inspector a certificate of insurance indicating the applicant holds a public liability insurance policy, including worker's compensation, public liability and property damage specifically to include the hold harmless clause with bodily injury limits of at least \$300,000.00 per occurrence and \$300,000.00 aggregate and property damage insurance of at least \$100,000.00 per occurrence and \$100,000.00 aggregate. Such insurance shall not be cancelled or reduced without the insured first giving 30 days' notice in writing to the Village of such cancellation or reduction.
- g) Indemnification of Village. All persons engaged in the erection, alteration, relocation or maintenance of a sign or other sign work in the Village shall agree to hold harmless and indemnify the Village, its officers, agents and employees, from any and all claims of negligence resulting from the erection, alteration, relocation or maintenance of this sign or any other sign work insofar as this Article has not specifically directed the placement of the sign.

Commented [AB17]: New, not addressed in existing code.

Memorandum

TO: Plan Commission Members
 FROM: John Griffith, Code Enforcement Officer
 DATE: January 13, 2020
 RE: December Property Maintenance Report

<u>ADDRESS-OWNER OR TENANT OCCUPIED (NOVEMBER AND PRIOR LETTERS/CONTACT)</u>	<u>VIOLATION & DATE LETTER DELIVERED/SENT:</u>	<u>STATUS /DATE</u>	<u>DATE RESOLVED OR NEXT STEP</u>
5706 Wisconsin Street (Frisch)	Trash bins left at street	Trash bins moved into driveway	12/9/2019
5105 Summer Trail (Schaller/Gasser-Casucci)	Installation of fence with no permit	Permit applied and paid for	n/a
4608 Larson Beach Road (Ring)	To many vehicles/trailers on property	Trailer moved from property	11-30-19
5905 Smith Ridge Road (Hemp) rental	Junk/brush/trailer on lawn (9/9/19)	Second notice to correct sent 10/13/19	Not corrected 11/1/19
5806 Milwaukee Street (Torbleau)	Junk/debris on property – downed tree/firewood front area	Junk removed by owner, firewood not removed from front area.	Second letter about firewood storage sent 10/21/19. Wood given away to neighbor 12-9- 19
5300 Marshwoods Road (Krenz)	Improper firewood storage	Owner given 60 days to move	Follow up - 11/21/19 Under review 12-9-19
5915 Exchange St. (Byrne)	Tuck pointing	Letter sent to owner- 10-22-18 No response from owner	No further action has been taken
5701 Leanne Lane (Rental) (owner HSBC Bank USA)	Failure to clear snow off	Posted notice at property 11-12-19	Corrected

National)	sidewalks		11-14-19
5608 Leanne Lane (Gray)	Failure to clear snow off sidewalks	Posted notice at property 11-12-19	Corrected 11-14-19
6403 Crestwood Circle(Dodge)	Unlicensed/inoperable vehicles on property (letter sent 9/23/19) no response or action	Second letter sent 10/22/19	Possible citation to be issued 11/22/19. Citation issued court date – 12-10-19
5309 Leanne Lane (Siler)	Failure to clear snow off sidewalks	Posted notice at property 11-12-19	Corrected 11-14-19
5905 Smith Ridge Road (Hemp)- rental	Expired plates on vehicles stored on site (9/30/19)	Second letter to owner sent 10/30/19	
5201 Bremer (Heilskov)	Work done without permit	Fence permit applied for and issued	No further action
5714 Milwaukee Street	Failure to clear snow off sidewalks	Posted notice at property 11-12-19	Corrected 11-14-19
5701 Milwaukee Street	Failure to clear snow off sidewalks	Posted notice at property 11-12-19	Corrected 11-14-19
6120 Exchange Street (Charlesworth)	Work done without permit	Letter sent	Permit applied and paid for
4806 Farwell Street (Stephen)	Sign installed without permit	Notice sent 11/13/19	Permit applied and paid for

<u>LETTERS /CONTACT IN DECEMBER:</u>	<u>VIOLATION AND DATE OF CONTACT/POSTING/ LETTER SENT:</u>
<u>ADDRESS AND OWNER</u>	
5201 Bremer (Heilskov)	Fence installed higher than permit allows, and installed in public right of way – referred to building inspector- 12/2/19
4313 Triangle Street (Goben)	Noncompliance with Conditional Use Permit on fence/screening. -12/5/19
6002 E. Linden Parkway (Burger)	No building permit - 12/5/19
6062 E. Linden Parkway (Johnson)	No building permit – 12/6/19

4831 Larson Beach Road (Judd)	No permit for new sign- 12/13/19
6011 Tuscobia Trail (Weisensel)	Work being done without a building permit - 12/18/19

Memorandum

To: Plan Commission

From: Andrew Bremer, AICP
Community & Economic Development Director

Date: January 10, 2020

Re: December 2019 Community Development Department Highlights

Year-End Building Permits

	2018	5-Year	4-Year	3-Year	2019
Building Permits (new construction)	Actual	Average	Average	Average	Actual
SF	71	40	48	58	67
MF	3	1.4	2	2	8
Com	4	3.2	3	4	1
Total	78	45	53	64	76

29 total building permits issued in December, including nine new home permits. Including the new construction permits in the table above, the Department issued a total of 582 building permits for 2019.

YTD Department Revenues

Community Development Department, Annual Revenues								
		2018	5-Year	4-Year	3-Year	2019	2019	YTD % of
Account		Actual	Average	Average	Average	Budget	Actual	Budget
44300-101	Building Permit	\$ 124,577	\$ 67,242	\$ 76,569	\$ 90,333	\$ 95,000	\$ 107,314	113%
44300-102	HVAC Permit	\$ 49,645	\$ 26,536	\$ 31,113	\$ 37,782	\$ 45,000	\$ 31,034	69%
44300-103	Plumbing Permit	\$ 49,824	\$ 27,647	\$ 32,433	\$ 38,644	\$ 45,000	\$ 37,370	83%
44300-104	Electrical Permit	\$ 62,698	\$ 35,377	\$ 39,773	\$ 47,330	\$ 50,000	\$ 47,101	94%
44300-105	Sprinkler Fee	\$ 4,095	\$ 2,171	\$ 2,563	\$ 3,390	\$ 2,000	\$ 2,722	136%
44300-106	Fire Alarm Inspection Fee	\$ 6,430	\$ 1,608	\$ 1,983	\$ 2,643	\$ 2,000	\$ 4,515	226%
44300-108	CD Occupancy Inspection Fee	\$ 10,150	\$ 6,520	\$ 7,725	\$ 9,517	\$ 10,000	\$ 8,450	85%
44900-000	Misc. CD Permit Fees	\$ 190,471	\$ 103,611	\$ 127,625	\$ 154,994	\$ 60,000	\$ 110,816	185%
46800-000	Community Development Fees	\$ 8,871	\$ 9,001	\$ 9,747	\$ 9,861	\$ 10,000	\$ 9,777	98%
47210-000	City - Building Inspection	\$ 6,880	\$ 29,762	\$ 28,043	\$ 25,942	\$ -	\$ -	0%
	Total Revenue	\$ 513,641	\$ 309,475	\$ 357,574	\$ 420,437	\$ 319,000	\$ 359,099	113%
	Percent Change	7.3%	x	x	x			

Summary of Department Activities:

- Village Board action on November Plan Commission recommendations:
 - Ordinance 2019-21 approved (MSP rezone for 4845 Taylor & 4900 Larson Beach Road).
 - Ordinance 2019-23 approved (Lightfoot et al annexation).
- Status update of larger development projects previously approved:
 - Building construction for Phase 1 of Ezra project on Terminal Drive is on-going.
 - Completed real estate transaction with Lakestone Properties for 4719 Farwell Street. An early start permit for footings and foundation work has been issued.
 - Completed offer to purchase 4900 Larson Beach Road with MSP for future affordable housing project.
- Community Development Authority activities:
 - Continued work with the CDA regarding advancing potential land acquisitions in TID #3, #4, and #5. Offers to purchase 4313 Triangle Street and 5407 Bashford Street prepared and submitted to property owners.
- Meetings & Conferences:
 - Various meetings with applicants appearing on the January Plan Commission agenda.
 - Meetings with various property owners in TID #3 concerning future development projects.
 - Meetings with landowners within the Village's planned East Side Growth Area concerning future requests for annexation and Urban Service Area Amendments.
 - Meetings with various property owners regarding property maintenance/zoning compliance issues.
 - Meeting with representatives of St. Ambros Academy concerning potential new private 6-12 school at Christ the King.
 - Attended November and December Chamber Board meetings.
 - Meeting with Ann Kleinhaus concerning community art initiatives.
- Department Projects/Initiatives/Activities:
 - Citation issued and CUP terminated related to TDS outdoor storage at 4313 Triangle Street. TDS has now vacated the property and the property owner has relinquished right to CUP.
 - Research and staff coordination regarding the potential sale of former Well #2 property on Bremer Road for a new single-family residence.
 - Drafting of an application for Urban Service Area Amendment for planned east-side growth area. Coordination with landowners, developers, Village and CARPC staff.
 - Continued work on an updated Village Sign Code.
 - Continued work on the Village's park impact fees and fees in lieu of land dedication study.
 - On-going coordination related to Census 2020.

Look ahead to potential February Agenda Items:

- Discussion of proposed amendments to the Sign Code.
- Review of draft Urban Service Area Amendment Application.