

PLAN COMMISSION

Monday, February 17, 2020

7:00 PM

McFarland Municipal Center
Conference Room A

AGENDA

1. CALL TO ORDER
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Discussion and possible approval of January 23, 2020 Plan Commission minutes
4. PUBLIC HEARING
 - a. Public hearing regarding Ordinance No. 2020-08 an Ordinance to amend the Municipal Code concerning Park Impact Fees, Parkland Dedication and Fees in Lieu of Parkland Dedication in the Village of McFarland.
5. BUSINESS.
 - a. Discussion and action to make a recommendation to the Village Board regarding Ordinance 2020-08, an ordinance to amend the municipal code concerning park impact fees, parkland dedication and fees in lieu of parkland dedication.
 - b. Discussion and action to make a recommendation to the Village Board regarding Ordinance 2020-09 an ordinance authorizing the annexation of lands from the Town of Dunn to the Village of McFarland.
 - c. Discussion and action to make a recommendation to the Village Board regarding an application to the Capital Area Regional Planning Commission to expand the Village's east side Urban Service Area Boundary.
 - d. Review and discussion regarding proposed changes to the Village Sign Code.
6. STAFF REPORTS
 - a. Property maintenance report
 - b. Directors report
7. SCHEDULE NEXT MEETING DATE.
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

January 23, 2020

Members Present: Brad Czebotar, Peter Bloechl-Anderson, Tom Rogers, Bruce Fischer, Scott Peters, Eric Green, Dan Kolk (arriving at 8:30 p.m.)

Members Absent:

Staff Present: Andrew Bremer, Karen Knoll

1. CALL TO ORDER

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

2. PUBLIC APPEARANCES

Steven Manthe – 3237 Hwy AB – addressed Commissioners with questions regarding the Village purchasing the former Brandt farm site.

3. APPROVAL OF MINUTES

- a. Motion to approve the minutes of the November 18, 2019 Plan Commission meeting.

Czebotar called the minutes from the November 18 2019 meeting approved by unanimous consent.

4. PUBLIC HEARING:

- a. Public Hearing regarding 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.

Czebotar opened the public hearing at 7:04 p.m.

Bremer reviewed the lands, and their current and future zoning. He indicated when they were annexed in the fall of 2019 the properties retained their Dane County zoning. In order to do a CSM we need to bring them under the Villages zoning.

Czebotar closed the public hearing at 7:07 p.m.

- b. Public Hearing for a Certified Survey Map (CSM) located at 3234 County Highway AB, McFarland, WI in order to create two parcels.

Czebotar opened the public hearing at 7:07 p.m.

Bremer summarized this CSM would divide the current parcel into two lots. The Village intends to retain ownership of Lot 2 for the purpose of a public park; Lot 1 would be used as a land sale transaction with the McFarland School District

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

- c. Public hearing for a Certified Survey Map (CSM) located at 3583 County Highway MN, McFarland, WI in order to create two parcels.

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

Bremer summarized this relates to the land sale transaction with the school district. The school district is proposing a two lot CSM for property they own on the south side of Brodhead Street, near the new ball diamonds. Lot 1 would be the ball diamonds, Lot 2 would be created for the exchange with the Village of McFarland.

Czebotar closed the public hearing at 7:09 p.m.

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.

Bremer and Plan Commissioners reviewed the Directors report. Bremer advised there are three other parcels that were part of the original Lightfoot et al annexation petition which are not part of Ordinance No. 2020-01. As such, these lands will maintain their Dane County classification. In the future Bremer may bring forward some minor zoning code amendments to appropriately address business uses that may occur in an A-1 or RH-1 zoning district prior to rezoning from Dane County to Village zoning.

Czebotar moved to recommend to the Village Board approval of 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. Peters seconded the motion, Motion carried 6-0.

- 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.

Bremer and Plan Commissioners reviewed the Directors report. Czebotar moved to recommend to the Village Board approval of 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. Rogers seconded the motion. Motion carried 6-0.

- 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.

Bremer and Plan Commissioners reviewed the Directors report. Bremer advised they received some inquiries to this proposal; most came from residents on Prairie Wood Drive, who were inquiring if anything was changing on the lot where the ball diamonds are situated. On that lot, there are no proposed changes. Czebotar added the idea for this land swap is for the school district to have a potential site for an additional elementary school on the Village property at 3234 CTH AB. There is no construction planned or proposed at this time by the School District. The land, being acquired by the Village from the School District, is a potential site if needed for a Village public safety facility.

Czebotar moved to approve 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. Bloechl-Anderson seconded the motion, Motion carried 6-0.

- 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.

Bremer and Plan Commissioners reviewed the Directors report. Jerry Bourquin – Dimension IV Architects addressed Commissioners. This project has been before the Plan Commission a couple of times. Neitzel now has tenants tied to the project. There have been changes to the building from the previous approval, which expired. Bourquin is working with the Fire and Rescue Department on the site plan along with working on stormwater and erosion control plan with the Village Engineer. Bourquin reviewed changes on the site plan from previous submissions.

The main change is on the front of the building they have exchanged the canvas awning to metal per the previous Plan Commission approval. They have added a third door in the center of the project, previously they were going to have two tenants, they now will have three tenants. As costs have gone up since previous proposals, they have cut down some of the masonry use on the side and back of the building. They have also removed the cupula elements on the front corner of the buildings, as they do not want a residential character to the building. They may pull the brick up at the corners. They want to keep a more commercial flat roof look to the building. There will be one drive up window on the south side. Czebotar was concerned about the loss of the cupula and the look of the side and rear of the

building. Bourquin advised the current proposed tenants wish for more of a commercial look, rather than an urban commercial look. The efface on the back and rear have been removed due to construction costs, and Neitzel feels that area is less visible. For maintenance reasons they will keep a masonry base. Commissioners reviewed and discussed the previously approved building compared to the current proposal. Bourquin added Neitzel owns the lot behind this property, on which townhouses will be built and they do not want the commercial property to be too tall, and create a shadow on the residential property. Bremer asked for a point of clarification on raising the brick, did they mean finishing the brick to the fascia or extending the height of the building. Bourquin replied raising the height of the building corners by another 3 feet. This will give some height and break the constant flat roof. Bremer asked for confirmation, the corners would go from 20'5" to 23'5" and the treatment would be the same. Bourquin replied yes.

Bourquin stated the tower elements would be the stopping point of the brickwork. He feels it will not be as noticeable due to the placement of the building on the property; the parking lots line up with the adjoining properties parking lots. Czebotar inquired on the access through Walgreens. Bourquin replied they would be connected through the front of Walgreens and the Animal Hospital's parking lots. Czebotar inquired if there was an existing easement for this. Bourquin replied there is an easement which exists, it will be recorded when the CSM is recorded. Commissioners discussed curb and gutter, trees on site, the site line of the property, roofline and the efface on the property.

Czebotar moved to approve 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, conditioned upon on the applicant resubmitting revised plans and approval by Village Staff and Village Engineer, raising the height of the two front corner towers by 3', documentation of Access Easement Agreement No. 4352970, signatures and recording of the two lot CSM from 2016; State approval of a stormwater and erosion control plans, and addressing those staff comments provided by the Village Engineer and Fire & Rescue Department. Motion seconded by Fischer, motion carried 6-0.

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

Chris Ehlers, from Veridian, Brian Munson Vandewalle & Associates and Dan Day D'onfrio Kottke & Associates presented three concept plans for a residential subdivision on 36 acres of land along county highway AB. Concept 1 would utilize the R-1A zoning district to create 98 single-family homes. Target would be first time hone buyers and move-ups with a wide range of floorplans and housing types.

They have looked at a possible 5' side yard setback, which would allow 105 homes to be built, bringing the homes closer together (Concept 2). In other communities, they have done carriage lanes homes, which would bring this to 114 total homes, with 24 carriage lane residences and 90 conventional homes (Concept 3). Commissioners discussed how the carriage lane homes work, lot sizes, price differences and who is responsible for upkeep, plowing and garbage pick-up.

Wes Licht - 2964 County Highway AB – addressed the Commissioners with concerns over:

- Protection of his land and his business
- Topography and water runoff
- Soil and soil conditions in the area
- High water table in the area and related issues
- Wildlife and the protection of it with this development and future developments in the area.
- The need for open spaces & keeping the wooded wildlife corridor
- Not clear cutting the wooded area, and the amount of wildlife it would displace
- The direction of the roads in the subdivision
- The need for alternative ways for the water runoff to be handled so it does not drain onto his and neighboring properties.
- Parkland dedication
- Access to Highway to AB
- Speed limit and possible reduction along that stretch of road

Eric Swenson – 2958 County Road AB – confirmed the prior points were very good and summarized the situation in the area. Swenson felt there is a water runoff situation in the area, and the wildlife needs to be preserved. While he understands the community is growing it needs to be done in a responsible way.

Day summarized their processes to date and confirmed they will be going through a several step design process to develop this property that will consider the input and concerns raised by the public.

Bremer and Commissioners reviewed the Directors report. This proposed development is identified for Traditional Residential development in the Village's East Side Neighborhood Growth Plan. The neighborhood plan calls for a minimum net density of 4 units per acre, minimum 50' wide lots, minimum 6' side setbacks, and integrating a mix of two-family and 3-4 unit structures within each subdivision. Bremer summarized other potential developments in the area may provide these additional types of units; however, they are on their own schedules. Czebotar brought up McFarland has a higher number of single-family homes compared to other communities.

Munson addressed questions on size of lots, price point differences, along with lot sizes, which way homes would be facing on Highway AB. Commissioners

discussed side yard setbacks, starting price points of the homes in Juniper Ridge. Ehlers addressed cost concerns for Juniper Ridge, while you can have a lower starting point, the market sets the price, and they have had customers adding up to \$100,000 of upgrades to a home. A developer cannot control that. Ehlers stated this development would be the lead in bringing development in the area; others will then feed off this development. Veridian has good communication with other developers in the area, and we are not going to replicate what they are doing. The other developers however are on other timelines; Veridian is the first coming forward with a plan. They feel Juniper Ridge became too expensive and they are trying to recalibrate that with this new development. Ehlers feels most duplexes end up as rentals rather than owner occupied the same with a four-unit property. The hard question when the term “affordable” is used, municipalities have a hard time pinpointing what an affordable home is when prices are market driven. Czebotar feels an affordable home would be lower than \$350,000.

Discussion over fire code, setbacks and code for sprinklers in multi-family with Commissioners and representatives of Veridian.

Czebotar summarized neighbors brought up good points for Veridian to look at, along with the location of the roads, not cutting it through the wooded area, the forested area near the property, the location of the planned sewer interceptor, creating more unit mix and lower price points.

- 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.

Bremer and Plan Commissioners reviewed the Directors report.

Czebotar moved to recommend to the Village Board approval of Ordinance 2020-04 with the change that “balconies, decks and porches – new buildings residential permit fee to be \$0.15 per square foot”. In addition, new buildings commercial to be a permit fee of \$.18 per square foot.” along with accepting the rest of the ordinance. Bloechl-Anderson seconded the motion. Motion carried 7-0.

- g. Discussion and recommendation regarding the draft Park Impact Fee Study.

Bremer and Plan Commissioners reviewed the Directors report. Bremer summarized the Park, Recreation and Natural Resources committee met earlier this evening to review the draft impact study by Baker Tilly. Park impact fees were last adjusted in 2004 and Fee’s in Lieu of Parkland Dedication was last adjusted in 2010. The fees must bear a rational to the need. Bremer reviewed the Baker Tilly report along with his recommendations as outlined in the packet. Kolk concurred it encapsulated the earlier Park Committee’s meeting discussion.

Kolk moved to recommend to the Village Board acceptance of the Baker Tilly report with the associated draft park impact fees and also re-establish the CORP with a level of service standard at 18.45 acres per thousand residents. Rogers seconded the motion. Motion carried 7-0.

- h. Review and discussion regarding proposed changes to the Village's Sign Code.

Czebotar moved to postpone the discussion regarding the Villages sign code until the February 17, 2020 meeting. Peters seconded the motion, motion carried

6. STAFF REPORTS

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

7. SCHEDULE NEXT MEETING DATE

- a. Next meeting February 17, 2020

8. ADJOURNMENT

Motion to adjourn by Kolk, seconded by Peters. Meeting adjourned at 9:32 p.m.

Please publish in the
McFarland Thistle on
January 30 and February 6, 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 Monday February 17, 2020, 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 on a request by the Village of McFarland regarding Ordinance 2020-08 AN ORDINANCE TO AMEND THE MUNICIPAL CODE CONCERNING PARK IMPACT FEES, PARKLAND DEDICATION, AND FEES IN LIEU OF PARKLAND DEDICATION.

Information regarding this Ordinance is 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, you may submit your written or emailed comments to the Plan Commission before February 17, 2020. The mailing address is:

Village of McFarland
Community Development Department
P.O. Box 110
McFarland, WI 53558
community.development@mcfarland.wi.us
Respectfully submitted by,
Andrew Bremer
Community and Economic Development Director



PLAN COMMISSION SUMMARY SHEET

MEETING DATE: Monday, February 17, 2020

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding Ordinance 2020-08, an ordinance to amend the municipal code concerning park impact fees, parkland dedication and fees in lieu of parkland dedication.

PREVIOUS ACTION:

October 17 Parks Committee Meeting, discussion of Park Impact Fee Study
December 12 Parks Committee Meeting, discussion of Park Impact Fee Study
January 23 Parks Committee Meeting, Recommend Accepting Park Impact Fee Study
January 23 Plan Commission Meeting Recommend Accepting Park Impact Fee Study
January 27 Village Board Meeting Accepted Park Impact Fee Study

ISSUE SUMMARY:

Ordinance 2020-08 has been prepared by the Village Attorney in order to implement the recommendations from the Park Impact Fee Study, recommended for acceptance by the Parks Committee, Plan Commission, and Village Board in January. Ordinance 2020-08 includes revisions to several provision of the Village's Municipal Code related to park impact fees, park and public land dedications. The following is a summary of the proposed changes.

1. Park Improvement Impact Fee. The purpose of this fee is to pay for the construction of new recreational facilities, including trails. The current fee is \$731.47/SF DU and \$443.93/MF DU. These fees have not been updated since 2004. The calculated fee in the Park Impact Fee Study, is \$2,572.35/SF DU, \$1,786.89/MF DU, and \$981.81/QG DU. Since the proposed fee would be a significant increase from the existing fee, due in part to the fee not being updated since 2004, the Parks Committee and the Plan Commission recommended phasing the increase in equal installments from 2020 to 2024. Therefore, Ordinance 2020-08 would establish a 2020 Park Impact Fee of \$1,099.65/SF DU, \$712.52/MF DU, and \$551.51/GQ DU.
2. Parkland Dedication. The Village's parkland dedication requirement under s. 236.45 Stats., must bear a rational relationship to the need created by the development. This can be interpreted in a number of ways; however, generally speaking falling within two categories: either the proposed land is identified for future park use in the Village's Open Space Plan (or Comp Plan) or the dedication relates to maintaining an identified level of service standard. The Village's current parkland dedication requirement of one acre per 15 DU translates to a level of service of 27 acres per 1,000 residents



(assuming 2.46 people/household which is the 2013-2017 Census average for the Village). The Village currently provides 160.5 acres of active and passively accessible parkland (including the latest east side community park acquisition). This equates to a level of service of 18.45 acres per 1,000 residents.

Page 26 of the 2019 Open Space Plan states a Village level of service standard/goal of 15.0ac/1000 people. Therefore, the current land dedication requirement does not bear a rational relationship to either the Village's stated goal or it's current level of service. Both the Parks Committee and the Plan Commission recommended the Village revise it's land dedication requirement, and Open Space Plan, based on the existing level of service of 18.45 acres per 1,000 residents. This recommendation is reflected in the Park Impact Fee Study accepted by the Village Board in January. Ordinance 2020-08 establishes a parkland dedication requirement for 2020 consistent with a level of service of 18.45 acre per 1,000 residents. The new parkland dedication is 2,106 square feet per single family dwelling unit, 1,463 square feet per multi family dwelling unit, and 804 square feet per group quarter dwelling unit.

3. Parkland Impact Fee in Lieu of Parkland Dedication. When approved by the Village Board, developers may provide fees in lieu of partial or full parkland dedication. The current fee is \$4,115/DU and has not been updated since 2010. The calculation of this fee is based on the Village's parkland dedication requirement (refer to item #2 above for recommended changes) and the cost per acre of land. In 2010, the price per acre was \$61,725. The Park Impact Fee Study updates the cost per acre of land to \$81,000. Therefore, Ordinance 2020-08 would establish a 2020 Parkland Impact Fee in Lieu of Parkland Dedication in the amount of \$3,915.46/SF DU, \$2,719.90/MF DU, and \$1,494.45/GQ DU.

FINANCIAL/BUDGET IMPACT:

Revenues collected from park improvement impact fees and parkland impact fees in lieu of parkland dedication are held in a separate account for the purposes of parkland acquisition and park facility development per Chapter 7 - Policy on Expenditure of Parks Capital Projects Fund Revenues.

VILLAGE PLAN REFERENCE:

Park Impact Fee, Fee in Lieu of Land Dedication and Public Facility Needs Assessment, accepted by Village Board on January 27, 2020.

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

Chapter 62-64 - Parkland dedication for lots existing prior to 1966 or new dwelling units not involving a land division

Appendix A - Fees

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommend approval of Ordinance 2020-08.

ATTACHMENTS:

1. 2020-08 Parkland Dedication and Impact Fees



ORDINANCE 2020-08

AN ORDINANCE TO AMEND THE MUNICIPAL CODE CONCERNING PARK IMPACT FEES, PARKLAND DEDICATION, AND FEES IN LIEU OF PARKLAND DEDICATION.

Purpose: To amend the Municipal Code to revise the regulations concerning park impact fees and fees in lieu of land dedication.

Sponsor: Community & Economic Development Director Bremer

Recommended Referral: Plan Commission & Park, Recreation & Natural Resource Committee

Public Hearing: Required; Preceded by Class 2 Notice

WHEREAS, the Village of McFarland currently imposes an impact fee for park improvements and requires land dedication for parks, or fees in lieu of land dedication, to accommodate the impact of land development; and

WHEREAS, the Village recently completed a needs assessment for park impact fees, which included an inventory of existing park lands and improvements, as well as the anticipated need for the same caused by further residential development; and

WHEREAS, Village staff has proposed amending the Municipal Code to reflect the findings of the new needs assessment and to comply with recent changes in the law concerning park land dedication and fees in lieu of park land dedication; and

WHEREAS, the Village Board agrees with the recommendations, and that the proposed amendments are in the public interest;

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

1. Section 8-462 of the McFarland Municipal Code is created to reflect the following:

Sec. 8-462. – Definitions.

As used in this Article, multifamily residential units and multifamily residential dwelling units include duplexes and group quarters dwelling units. A group quarters dwelling unit is 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. 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.

2. Section 8-464 of the McFarland Municipal Code is amended to reflect the following:

Sec. 8-464. - Park impact fees.

- (a) No building permit for a residential development shall be issued unless the impact fees provided in this section have been paid.
- (b) *Park Improvement Impact Fee.* A park improvement impact fee shall be collected at the time a building permit is issued for construction of all new single-family and multifamily residential dwelling units, condominium units, and additions that increase the number of dwelling units on a lot.
- (c) *Park-Land Impact Fee.* A park-land impact fee shall be collected for construction of all new single-family and multifamily residential dwelling units, condominium units, and additions that increase the number of dwelling units on a lot. If the Village accepts dedication of parkland from the developer, the fee required under this paragraph shall apply only with respect to the number and type of dwelling units in excess for which the land dedication was made.

The park-land impact fee shall be payable upon execution of a development agreement required by ordinance by the developer, unless otherwise provided in such agreement, or as otherwise provided by law. In developments in which the improvements will be constructed, or sales will occur in phases, the Plan Commission may establish an alternate time schedule for payment of the park-land impact fee. In cases where no development agreement is required by ordinance, the fee shall be tendered with a building permit application. The fee may be paid at other times as may be required by the Village and permitted by law.

- (d) The following shall be exempt from any park impact fee:
 - (1) Additions that do not increase the number of dwelling units;
 - (2) Tear-downs and replacement of dwelling units with the same number of dwelling units, for which the park impact fee has already been paid.
 - (3) Developments for which the park impact fee has already been paid, and in the case of the park-land impact fee, a sufficient land dedication has been made by the developer acceptable to the Village.
 - (4) Those developments determined by the Village Board to warrant a waiver or partial waiver of a park impact fee for the purpose of developing affordable housing.
- (e) The park improvement impact fee and the park-land impact fee shall be as established by the Village Board from time to time and provided in Appendix A to this Code. Unless modified further by the Village Board, the fee shall be adjusted annually on January 1st by the Community Development Director utilizing the Consumer Price Index—All Urban Consumers-Midwest Region prepared by the United States Department of Labor.

3. Division 5, Impact Fees, of Chapter 23 of the McFarland Municipal Code, is amended to reflect the following:

DIVISION 5. - IMPACT FEES

Sec. 23-117. - Intent and purpose.

This Division is intended to allocate financial burdens of providing public facilities fairly between residents living in the Village at the time of adoption of the ordinance from which this Division is derived and owners of existing development projects in the Village and developers of new land developments, as well as to comply with Wis. Stats. § 66.0617. The Village Board is adopting this Division to provide a means to recover the cost of development beyond that already existing to finance public facilities by other means authorized by law as authorized under Wis. Stats. § 66.0617(2)(b), including, without limitation because of enumeration herein, Wis. Stats. §§ 236.45, and Chapter 56.

Sec. 23-118. - Established fees.

The following fees are impact fees established by the Village pursuant to Wis. Stats. § 66.0617:

- (a) Public water impact fees pursuant to Section 8-463.
- (b) Park improvement impact fees pursuant to Section 8-464.
- (c) Park-land impact fee pursuant to Section 8-464.
- (c) Public library impact fees pursuant to Section 8-465.

Sec. 23-119. - Needs assessments; revenues; time periods; installment payments; appeals.

- (a) The following Village documents contain the needs assessments for the impact fees identified under Section 23-118, and demonstrate Village compliance with the requirements of Wis. Stats. § 66.0617(4):
 - (1) Public Facilities Needs Assessment for Public Water Impact Fees prepared by Town & Country Engineers dated December 9, 1997;
 - (2) Report on Impact Fees prepared by Virchow, Krause & Company dated December 9, 1997, as amended by Report dated February 21, 2002;
 - (3) Park Impact Fee, Fee in Lieu of Land Dedication and Public Facility Needs Assessment prepared by Baker Tilly Virchow Krause, LLP dated January 27, 2020; and
 - (4) Public Facilities Needs Assessment for Public Library Impact Fees prepared by Virchow Krause & Company, LLP dated March 7, 2006.
- (b) Revenues collected by the Village as impact fees shall be placed by the Village Clerk-Treasurer in separate segregated interest-bearing accounts, and shall be accounted for separately from other funds of the Village. Impact fee revenues and interest earned on impact fee revenues may be expended by the Village only for the particular capital costs for which the impact fee was imposed, and shall be expended on a first-in first-out basis. Separate accounts shall be kept of fees collected from different impact fee zones, where the particular impact fee ordinance provides for differential fees according to zones, and revenues collected in particular zones shall be spent in those zones as appropriate.

- (c) All fees collected under this Section shall be spent or refunded to the current property owner within the time set forth in the study prepared under Subsection (a) of this Section, but no later than the maximum time period permitted by law.

Fees held by the Village and not used within the time period specified herein or pursuant to Wis. Stats. § 66.0617(9) shall be refunded to the current owner of record of the property at the time of the refund with respect to which the impact fees were imposed along with any interest that has accumulated.

- (d) The Village Board may authorize the payment of impact fees otherwise payable in full at the time of the issuance of a building permit in installment payments. If installment payments are authorized, interest shall be paid on the installment payments at the same rate charged by the Village on installments of special assessments.

- (e) A "developer," as defined in Wis. Stats. § 66.0617(1)(b), may appeal to contest the amount, collection or use of the impact fee in the manner provided herein:

- (1) It shall be a condition to the commencement of such an appeal that the impact fee from which the developer appeals shall be paid as and when the fee becomes due and payable, and upon default in making any such payment, such appeal may be dismissed.

- (2) The only questions appealable under this Section are the following, as authorized by Wis. Stats. § 66.0617(10):

- a. The amount of fee charged and paid by the developer;
 - b. The method of collection of the impact fee;
 - c. The use to which the particular fee paid by the developer is made by the Village.

- (3) Appeals must be brought within thirty (30) days of the date of payment of the impact fee.

- (4) The appellant shall pay the filing fee stated in the fee schedule established by the Village Board from time to time and provided in Appendix A to this Code at the time of filing of the appeal. The notice of appeal shall be filed with the Village Administrator.

- (5) Following the filing of the notice of appeal, the Village Administrator shall compile a record of the ordinance imposing the impact fee that is the subject of the appeal, a record of the management and expenditure of the proceeds of the impact fee, and shall transmit these documents to the Village Board. In consultation with the Village departments, the Village Administrator shall also compile a report on each appeal in which the appellant is seeking a reduction or total refund of the impact fee paid. This report shall specify the fiscal impact on the Village if the appeal overturns the impact fee. If the fiscal impact report indicates that the appeal, if successful, will cause a revenue shortfall that otherwise was not budgeted with respect to the public facility, and if this revenue shortfall cannot be reconciled by reduction in impacts caused by development on the appellant's property, the report shall estimate whether it will be necessary for the Village to adjust impact fees, or amend existing ordinances to recover the proposed revenue shortfall.

- (6) The Village Board shall hold a public hearing on the appeal, preceded by a class 1 notice, providing fair opportunity for the appellant to be heard. The burden shall be on the appellant to establish illegality or impropriety of the fee from which the appeal has been taken. Following the close of the public hearing, the Village Board shall deliberate upon

the matter, and shall conduct such studies and inquiries as it deems appropriate to decide the appeal.

- (7) If the Village Board determines that the appeal has merit, it shall determine appropriate remedies. These may include reallocation of the proceeds of the challenged impact fee to accomplish the purposes for which the fee was collected, refunding the impact fee in full or in part, along with interest collected by the Village thereon, or granting the appellant the opportunity to make the impact fee payment installments, or such other remedies as it deems appropriate in a particular case.

4. Article VI. – Park and Public Land Dedications, of Chapter 56 of the McFarland Municipal Code, is amended to reflect the following:

ARTICLE VI. - PARK AND PUBLIC LAND DEDICATIONS

Sec. 56-172. - General requirements.

- (a) *Dedication requirement.* In order that adequate open spaces and sites for public uses may be properly located and reserved and in order that the cost of providing public areas, such as but not limited to, parks and recreation areas, may be equitably apportioned on the basis of additional need created by development, each subdivider shall be required to reserve land, dedicate parkland or pay impact fees, or some combination thereof, pursuant to Sections 56-173 through 56-176 of this Code, and Section 8-464 and Sections 23-117 through 23-119 of this Code, incorporated into this Chapter by reference.
- (b) *General design.* In the design of a Subdivision, Certified Survey Map, planned unit development or condominium project, provisions shall be made for suitable sites of adequate area for schools, parks, playgrounds, open spaces, drainageways and other public purposes. Such sites are to be shown on the Preliminary Plat and Final Plat, or map, and shall comply with the Village Comprehensive Plan or component of said plan. Consideration shall be given to the preservation of scenic and historic sites, stands of trees, marshes, lakes, ponds, streams, watercourses, watersheds, ravines and woodlands, prairie and wetlands, and plant and animal communities, as recommended by the Village Engineer and Plan Commission, and approved by the Village Board.

Sec. 56-173. - Land dedication.

- (a) *Required Land Dedication.* The subdivider shall dedicate usable land to provide park, playground, recreational and open space to meet the needs to be created by the Subdivision, land division, or development project in accordance with the standards set forth in this Article, subject to approval by the Village Board. Whenever a proposed park, playground, or other public land, other than streets or drainageways, is designated in the Village Comprehensive Plan and Outdoor Recreation & Open Space Plan is included, all or in part, in a tract of land to be subdivided, these proposed public lands shall be dedicated to the public by the subdivider. The parkland dedication shall meet the service standard of 2,106 square feet per single family dwelling unit, 1,463 square feet per multi family dwelling unit, including apartments and duplexes, and 804 square feet per group quarters dwelling unit, determined by the number and types of dwelling units in the proposed development and the

most current needs assessment. The dedication shall be made part of the Plat or Certified Survey Map.

- (b) *Park-land Impact Fee in Lieu of Parkland Dedication.* The Plan Commission may determine in any proposed Subdivision or other land division that, based on an evaluation of the proposed dedication against the Village's Comprehensive Plan and Outdoor Recreation & Open Space Plan, and any other policies adopted by the Village Board, the subdivider shall pay the park-land impact fee in lieu of dedicating parklands. If the Plan Commission determines that a proposed dedication meets some but not all the usable land criteria, the Plan Commission may recommend, and the Village Board may approve, acceptance of that land with partial credit to the land dedication requirement.
- (c) *Other Land Dedications.* Whenever a tract of land to be subdivided embraces all or any part of an arterial street, collector street, drainageway or other public way that has been designated in the Village Comprehensive Plan, said public way shall be dedicated by the subdivider in the locations and dimensions indicated on said plan, and made part of the Plat or Certified Survey Map.
- (d) *Shoreland.*
 - (1) *Public Access.* All Subdivisions abutting on a navigable lake or stream shall provide public access at least 60 feet wide providing access to the low watermark so that there will be public access, which is connected to existing public roads, at not more than one-half-mile intervals as measured along the lake or stream shore except where greater intervals and wider access is agreed upon by the Wisconsin Department of Natural Resources and the Wisconsin Department of Administration, and excluding shore areas where public parks or open-space streets or roads on either side of a stream are provided. No public access established under this Chapter may be vacated except by Circuit Court action. This Subsection does not require the Village to improve land provided for public access.
 - (2) *Lake and stream shore plats.* The lands lying between the meander line, established in accordance with Wis. Stats. § 236.20(2)(g), and the water's edge, and any otherwise unplattable lands that lie between a proposed Subdivision and the water's edge shall be included as part of lots, outlots or public dedications in any plat abutting a lake or stream. This Subsection applies not only to lands proposed to be subdivided but also to all lands under option to the subdivider or in which the subdivider holds any interest and which are contiguous to the lands proposed to be subdivided and which abut a lake or stream.
- (e) *Unknown number of dwelling units.* Where the plat, certified survey, or condominium does not specify the number of dwelling units to be constructed, the land dedication shall be based upon the maximum number of units permitted by the Village Zoning Chapter and this Chapter.
- (f) *Access to dedicated land.* All dedicated land shall have frontage on a public street and shall have unrestricted public access.

Sec. 56-174. - Reservation of additional land.

When public parks and sites for other public areas as shown on the Comprehensive Plan lie within the proposed area for development and are greater in area than required by Section 56-

173, the owner shall reserve for acquisition by the Village, through agreement, purchase or condemnation, the remaining greater public area for a period of three years of Final Plat approval unless extended by mutual agreement.

Sec. 56-175. - Development of park area.

- (a) When parklands are dedicated, the subdivider is required to:
 - (1) Properly grade and contour for proper drainage;
 - (2) Provide surface contour suitable for anticipated use of area;
 - (3) Cover areas to be seeded with a minimum of four inches of quality topsoil, seed as specified by the Director of Public Works, fertilized with 16-6-6 at a rate of seven pounds per 1,000 square feet, and mulched. The topsoil furnished for the park site shall consist of the natural loam, sandy loam, silt loam, silty clay loam or clay loam humus-bearing soils adapted to the sustenance of plant life, and such topsoil shall be neither excessively acid nor excessively alkaline; and
 - (4) Install or provide for installation of water and sanitary sewer lines to the property line of all dedicated land.
- (b) The Village Board may require certification of compliance by the Village Engineer. The cost of such report shall be paid by the subdivider.
- (c) Grading and seeding of parklands is to be completed as soon as ten percent (10%) of the planned lots in the Subdivision are sold, as determined by the Village Board.
- (d) If the subdivider fails to satisfy the requirements of this Section, the Village Board may contract said completion and bill such costs to the subdivider, following a public hearing and written notice to the subdivider of noncompliance. Failure to pay such costs may result in the immediate withholding of all building permits until such costs are paid.

Sec. 56-176. – Credit toward Park-land Impact Fee.

Parkland dedicated and accepted by the Village shall act as a credit toward any required Park-land impact fee, pursuant to Section 8-464, in an amount determined by the Community Development Director, consistent with the needs assessment and the amount of the park-land impact fee.

5. Section 62-64 of the McFarland Municipal Code is repealed.

6. Appendix A of the McFarland Municipal Code is amended to reflect the following amounts for park impact fees.

8-464(b) Park improvement impact fee:

Type of dwelling unit:	Amount:
Single-Family	\$1,099.65
Multi-Family	\$712.52
Group Quarters	\$551.51

8-464(b) Park-land impact fee (also known as fees in lieu of parkland dedication):

Type of dwelling unit:	Amount:
Single-Family	\$3,915.46
Multi-Family	\$2,719.90
Group Quarters	\$1,494.45

Reference to fees in lieu of parkland dedication under 56-176 are removed from Appendix A.

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the 24th day of February, 2020.

APPROVED:

Brad Czebotar, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-Treasurer

ORDINANCE 2020 – 08	
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:	



PLAN COMMISSION SUMMARY SHEET

MEETING DATE: Monday, February 17, 2020

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding Ordinance 2020-09 an ordinance authorizing the annexation of lands from the Town of Dunn to the Village of McFarland.

PREVIOUS ACTION:

ISSUE SUMMARY:

Skaalen Retirement Services, Inc. has submitted a petition (#14286) for direct annexation by unanimous approval. The request includes one 13.8 acre parcel lying north of CTH MN on the east side of the Village in the Town of Dunn. The parcel is adjacent to other lands owned by Skaalen Retirement Services, which are already within the Village. The home is vacate and therefore the population in the area to be annexed is zero. The petition has been signed by Kris Krentz, President/CEO of Skaalen Retirement Services and includes a legal description and scale map.

Existing uses of the property include a single family home, accessory agricultural structures and open space. The existing zoning of the property is RR-8 Rural Residential under the Dane County Zoning Code. Skaalen desires to annex this property into the Village in order to eventually obtain urban services and utilities to develop senior housing for the 50 total acres of land they own in this area of the Village. The Village's Comprehensive Plan Future Land Use Map designates the future land uses of these properties as future Neighborhood and Mixed-Use/Flex Commercial.

Skaalen's other adjacent undeveloped lands are currently zoned A-1 Agriculture Transition under the Village Zoning Code. Ordinance 2020-09 recommends temporarily zoning the lands in the annexation petition to the Village's A-1 Agriculture Transition District. The purpose of the Agriculture-Transition District is to "preserve in agricultural and related open space uses those lands generally located in proximity to developed areas within the Village where urban expansion is likely and in keeping with long-term plans for development. It is intended that urban development be deferred in such areas until the appropriate authorities determine that it is economically and financially feasible to provide public services and facilities. It is also intended that the status of all areas in this district be reviewed by the appropriate authorities periodically in order to determine whether, in light of current land development trends, there should be a transfer of all or any part of those areas to some other appropriate use district. Any such review will consider local and regional land use plans. Existing homes are grandfathered as are existing house lots. No new house lots can be created without rezoning."



FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

Comprehensive Plan, Map 6 Future Land Use Map

ORDINANCE REFERENCE:

Sec. 62-68 A-1 Agriculture Transition Statement of Purpose.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2020-09 Annexing Lands from the Town of Dunn
2. 14286 Petitioners Submittal

ORDINANCE NO. 2020-09
AN ORDINANCE ANNEXING LANDS FROM THE
TOWN OF DUNN TO THE VILLAGE OF
McFARLAND

The Village Board of the Village of McFarland do ordain as follows:

WHEREAS, a proper petition having been presented seeking direct annexation, pursuant to Wis. Stats. §66.0217(2), of the property legally described on Exhibit “A,” attached hereto, to the Village of McFarland, Wisconsin; and

WHEREAS, the signatories on the petition constitute the qualified electors, and the owners of the real property in assessed value within the territory legally described in Exhibit “A;” and

Cassandra Suettinger
Village of McFarland
P.O. Box 110
McFarland, WI 53558-0110

Tax Parcel No. 028/0610-012-8590-4

WHEREAS, a scale map of the land proposed for annexation is attached hereto as Exhibit “B;” and

WHEREAS, the current population of the annexed property is 0; and

WHEREAS, pursuant to Wis. Stats. §66.0217(14)(a)1. the Village shall pay to the Town of Dunn for the property legal described in Exhibit "A," annually for 5 years, an amount equal to the property taxes that the Town of Dunn would levy on the annexed territory identified in Exhibit "A" and as graphically depicted in Exhibit "B;" and

WHEREAS, the Department of Administration has reviewed the proposed annexation under Wis. Stats. §66.0217(6)(a) and has found that the annexation is in the public interest; and

WHEREAS, upon recommendation of the McFarland Plan Commission, the territory annexed to the Village of McFarland by this ordinance is temporarily zoned A-1 Agriculture-Transition District, pursuant to Wis. Stats. 66.0217(8)(a).

NOW, THEREFORE, the above-described property is hereby annexed from the Town of Dunn and is hereby located in Ward 6 of the Village of McFarland, and in the School District of McFarland, County Supervisory District 34, Assembly District 47 and Senate District 16.

This Ordinance shall take effect upon its passage.

[signature page follows]

Adopted on roll call at a regular meeting of the Village Board of the Village of McFarland held on the 24th day of February, 2020.

APPROVED:

Brad Czebotar, Village President

ATTEST:

Cassandra Suettinger, Clerk

ORDINANCE 2020-09	
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:	

I certify that on the 24th day of February, 2020, the foregoing Ordinance Annexing Lands from the Town of Dunn to the Village of McFarland was adopted by a vote of __ ayes and __ nays by the Village Board of the Village of McFarland, Dane County, Wisconsin.

Cassandra Suettinger, Village Clerk-Treasurer

Request for Annexation Review

Wisconsin Department of Administration

WI Dept. of Administration
Municipal Boundary Review
PO Box 1645, Madison WI 53701
608-264-6102 Fax: 608-264-6104
wimunicipalboundaryreview@wi.gov
<http://doa.wi.gov/municipalboundaryreview>

Petitioner Information

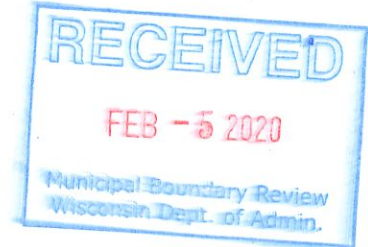
Name: **SKAALEN RETIREMENT SERVICES, INC.**

Address: **400 N MORRIS STREET**

STOUGHTON, WI 53589

Email: **kkrentz@skaalen.com**

Office use only:



1. Town where property is located: **Dunn**
2. Petitioned City or Village: **McFarland**
3. County where property is located: **Dane**
4. Population of the territory to be annexed: **0**
5. Area (in acres) of the territory to be annexed: **13.8 acres**
6. Tax parcel number(s) of territory to be annexed
(if the territory is part or all of an existing parcel): **061001285904**

Petitioners phone:

608-316-7964

Town clerk's phone:

608-838-1081 EXT. 208

City/Village clerk's phone:

608-838-2316

Contact Information if different than petitioner:

Representative's Name and Address:

Kris Krentz

400 North Morris St.

Stoughton, WI 53589

Phone: **608-316-7964**

E-mail: **kkrentz@skaalen.com**

Surveyor or Engineering Firm's Name & Address:

SNYDER & ASSOCIATES, INC.

5010 Voges Road

Madison, WI 53718

Phone: **608-838-0444**

E-mail: **mcalkins@snyder-associates.com**

Required Items to be provided with submission (to be completed by petitioner):

1. ☒ Legal Description meeting the requirements of s.66.0217 (1) (c) [see attached annexation guide]
2. ☒ Map meeting the requirements of s. 66.0217 (1) (g) [see attached annexation guide]
3. ☒ Signed Petition or Notice of Intent to Circulate is included
4. Indicate Statutory annexation method used:
 - ☒ Unanimous per s. 66.0217 (2), or,
 - OR
 - ☐ Direct by one-half approval per s. 66.0217 (3)
5. ☒ Check or money order covering review fee [see next page for fee calculation]

Annexation Review Fee Schedule

A Guide for Calculating the Fee Required by ss.16.53 (4) and 66.0217, Wis. Stats.

Required Fees

There is an initial filing fee and a variable review fee

\$350 Initial Filing Fee (required with the first submittal of all petitions)

\$200 – 2 acres or less

\$350 – 2.01 acres or more

\$800 Review Fee (required with all annexation submittals except those that consist ONLY of road right-of-way)

\$200 – 2 acres or less

\$600 – 2.01 to 10 acres

\$800 – 10.01 to 50 acres

\$1,000 – 50.01 to 100 acres

\$1,400 – 100.01 to 200 acres

\$2,000 – 200.01 to 500 acres

\$4,000 – Over 500 acres

\$1150 TOTAL FEE DUE (Add the Filing Fee to the Review Fee)

Attach check or money order here, payable to: **Department of Administration**

THE DEPARTMENT WILL NOT PROCESS
AN ANNEXATION PETITION THAT IS NOT ACCOMPANIED
BY THE REQUIRED FEE.

THE DEPARTMENT'S 20-DAY STATUTORY REVIEW PERIOD
COMMENCES UPON RECEIPT OF THE PETITION AND REVIEW FEE

Shaded Area for Office Use Only

Date fee received: 2-5-20

Payee: SKAALEN VILLAGE

Check Number: 003742

Check Date: 1-30-20

Amount: \$1150

ANNEXATION SUBMITTAL GUIDE

s. 66.0217 (5) THE PETITION

- ☒ State the purpose of the petition:
 - Direct annexation by unanimous approval; OR
 - Direct annexation by one-half approval; OR
 - Annexation by referendum.
- ☒ Petition must be signed by:
 - All owners and electors, if by unanimous approval.
 - See 66.0217 (3) (a), if by one-half approval.
 - See 66.0217 (3) (b), if by referendum.
- ☒ State the population of the land to be annexed.

[It is beneficial to include Parcel ID or Tax numbers, the parcel area, and identify the annexee (Town) and annexor (Village or City) in the petition.]

s. 66.0217 (1) (c) THE DESCRIPTION

☒ The annexation petition must include a legal description of the land to be annexed. The land must be described by reference to the government lot, private claim, quarter-section, section, town and range in which the land lies. The land must be further described by metes and bounds commencing from a monumented corner of the section or quarter-section, or the monumented end of a private claim or federal reservation, in which the land lies; OR

☐ If the land is wholly and entirely within a lot or lots, or all of a block or blocks of a recorded subdivision plat or certified survey map, it must be described by reference to the lot (s) and/or block (s) therein, along with the name of the plat or the number, volume, page, and County of the certified survey map.

☐ The land may NOT be described only by:

- Aliquot part;
- Reference to any other document (plat of survey, deed, etc.);
- Exception or Inclusion;
- Parcel ID or tax number.

s. 66.0217 (1) (g) THE MAP

☒ The map shall be an **accurate reflection** of the legal description of the parcel being annexed. As such, it must show:

- A tie line from the parcel to the monumented corner of the section or quarter-section, or the monumented end of a private claim or federal reservation, in which the parcel lies. The corner and monument must be identified.
- Bearings and distances along all parcel boundaries as described.
- All adjoining as referenced in the description.

☒ The map must include a **graphic scale**.

☒ The map must show and identify the existing municipal boundary, in relation to the parcel being annexed.

[It is beneficial to include a North arrow, and identify adjacent streets and parcels on the map.]

s. 66.0217 FILING

☒ The petition must be filed with the Clerk of the annexing City or Village and with the Clerk of the Town in which the land is located.

☐ If the annexation is by one-half approval, or by referendum, the petitioner must post notice of the proposed annexation as required by s. 66.0217 (4).

☒ If the lands being annexed are within a County of 50,000 or greater population, the petition must also be filed with the Department of Administration for review

[Note that no municipality within a County of 50,000 or greater population may enact an annexation ordinance prior to receiving a review determination from the Department of Administration.]

**UNANIMOUS PETITION FOR DIRECT ANNEXATION
UNDER 66.0217(2), WIS. STATS.**

To the Village Board of the Village of McFarland, Dane County, Wisconsin:

1. The undersigned hereby petition for direct annexation of the territory legally described on Exhibit A attached hereto to the Village of McFarland, Dane County, Wisconsin, whereby said territory would be detached from the Town of Dunn, Dane County, Wisconsin, pursuant to 66.0217(2), Wis. Stats.
2. Attached hereto as Exhibit B is a scale map that accurately reflects the legal description of the property to be annexed and the boundary of the annexing Village and includes a graphic scale on the face of the map.
3. The current population of the territory proposed to be annexed is zero.
4. This petition has been signed by the owners of all of the land within the territory proposed to be annexed. There are no electors residing within the territory proposed to be annexed.

Owner of All Lands within the Territory Proposed to be
Annexed:

Name of Owner: Skaalen Retirement Services

Address of Owner: 400 North Morris Street

Stoughton, WI 53589

Date of Signing: January 31, 2020

Signature:

By: _____

Kris Krentz, President/CEO

EXHIBIT A

LANDS TO BE ANNEXED TO THE VILLAGE OF MCFARLAND

Lot 1 of Certified Survey Map No. 4274 of Dane County Records recorded in Volume 18, Pages 141-143 as Document Number 1817392, located in part of the Northwest 1/4 of the Northwest 1/4 and part of the Southwest 1/4 of the Northwest 1/4 of Section 1, Township 6 North, Range 10 East, Town of Dunn, Dane County, Wisconsin, more fully describes as follows:

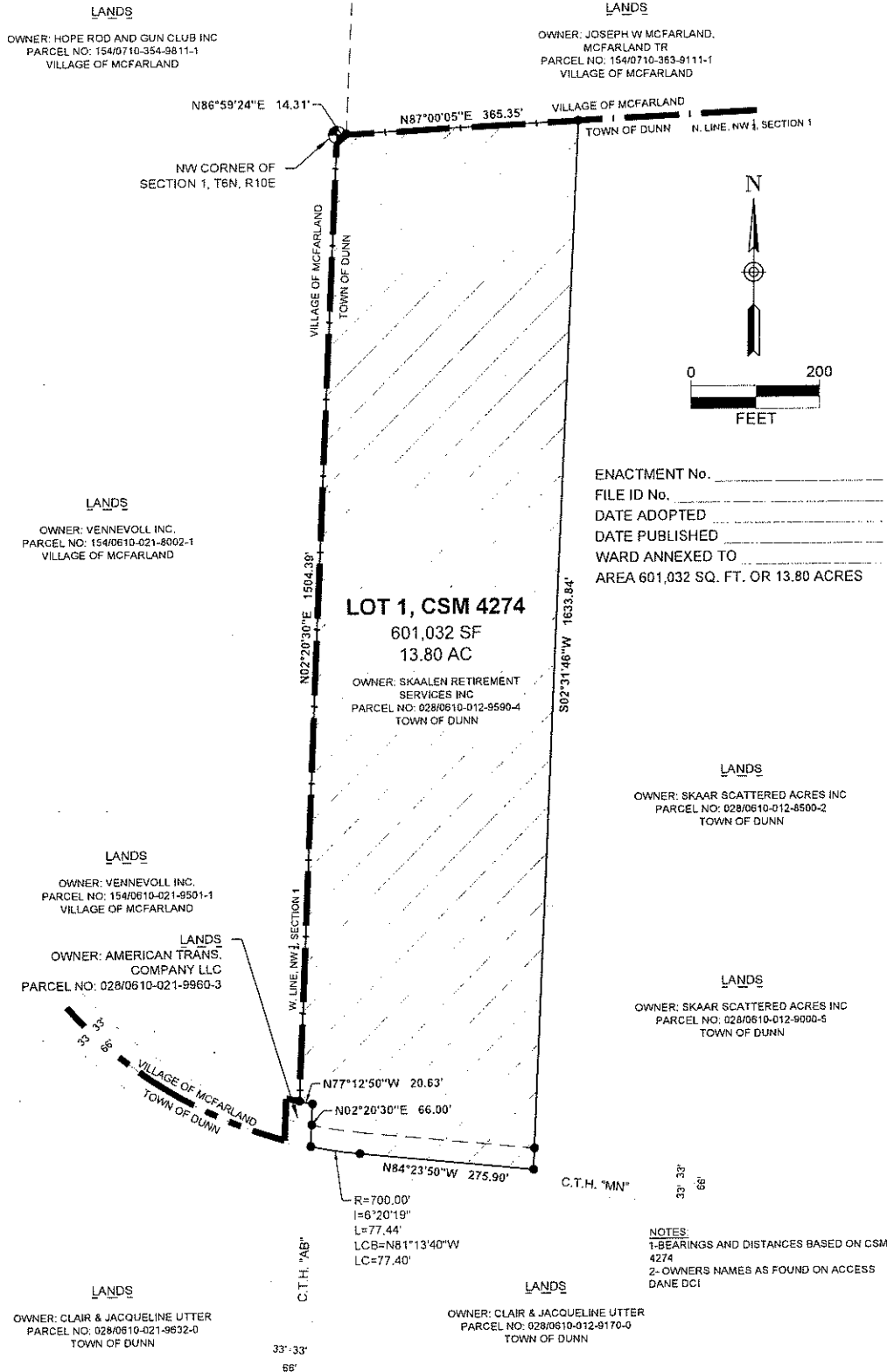
Beginning at the Southwest corner of Section 36, Township 7 North, Range 10 East;
Thence N87°00'05"E, 365.35 feet along the North line of the Northwest 1/4 of said Section 1;
Thence S02°31'46"W, 1633.84 feet;
Thence N84°23'50"W, 275.90 feet along the centerline of County Trunk Highway "MN";
Thence continuing along said centerline, being a curve to the right having a radius of 700.00 feet, and a chord bearing N81°13'40"W, 77.40 feet;
Thence N02°20'30"E, 66.00 feet;
Thence N77°12'50"W, 20.63 feet;
Thence N02°20'30"E, 1504.39 feet along the West line of the Northwest 1/4 of said Section 1 to the Northwest corner thereof;
Thence N86°59'24"E, 14.31 feet along the North line of the Northwest 1/4 of said Section 1 to the Point of beginning of this description.

This parcel contains 13.80 acres

Date: December 20th, 2019

ANNEXATION EXHIBIT MAP

LOT 1 OF CERTIFIED SURVEY MAP NO. 4274 OF DANE COUNTY RECORDS RECORDED IN VOLUME 18, PAGES 141-143 AS DOCUMENT NUMBER 1817392, LOCATED IN PART OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4 AND PART OF THE SOUTHWEST 1/4 THE NORTHWEST 1/4 OF SECTION 1, TOWNSHIP 6 NORTH, RANGE 10 EAST, TOWN OF DUNN, DANE COUNTY, WISCONSIN



PREPARED FOR:
Skaalen Retirement
Services, Inc.
400 North Morris St.
Stoughton, WI 53589

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

FN: 119,1175 30
DATE: 12-19-19
REVISIONS:
REV1 12-24-19
REV2
REV3

SHEET 1 OF 1



PLAN COMMISSION SUMMARY SHEET

MEETING DATE: Monday, February 17, 2020

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding an application to the Capital Area Regional Planning Commission to expand the Village's east side Urban Service Area Boundary.

PREVIOUS ACTION:

ISSUE SUMMARY:

Given the recent pace of development, the Village anticipates that by the end of 2020 all of the existing platted single family residential lots on the east side (i.e. Juniper Ridge, Prairie Place, and Park View Estates) will be build out. Village staff have been approached by a number of developers and landowners (e.g. Skaalen, Veridian, Urso Bros, etc.) regarding future development of lands on the east side of the Village along Elvehjem Road, CTH AB, and CTH MN. Future development of these lands includes numerous plan and permit approvals (e.g. sewer interceptor studies, annexation petitions, rezoning petitions, preliminary plats, final plats, development agreements, etc.). One of the initial steps in the planning process is to submit an application to the Capital Area Regional Planning Commission (CARPC) to expand the Village's Urban Service Area Boundary as part of an amendment to the State's Dane County Water Quality Management Plan. This process is summarized in the material provided in the packet.

Village staff have prepared an application to CARPC to expand the Urban Service Area to include an additional 270 acres. The proposed expansion area includes lands identified for future urban development in the Village's East Side Neighborhood Growth Area Plan. In addition, the amendment area includes Urso Community Park and Orchard Hills Park. These lands have been included in order to provide future utilities to planned park shelters/restrooms. Based on prior plans for this area, and conceptual site plans by developers, the amendment area is anticipated to support an estimated 617 housing units plus additional commercial development. Based on historical growth patterns, lands within the amendment area are likely to be build-out within the next 10 years; however this is subject to market conditions and the readiness to proceed by landowners/developers.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:



East Side Neighborhood Growth Area Plan

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommend submittal of an application to the Capital Area Regional Planning Commission to expand the Village's Urban Service Area Boundary

ATTACHMENTS:

1. USA_Amendment_Info
2. Village of McFarland Urban Service Area Amendment Application_02.14.20



Urban Service Area Amendment Application Packet 2019

CARPC conducts water quality management planning, including the administration of Water Quality Management Plan amendments, in Dane County under a contractual agreement with the Wisconsin Department of Natural Resources.

Municipalities are encouraged to work with CARPC staff in planning for future service area additions and in preparing amendment applications. General guidance is provided by the following documents in this packet:

- 1) **Overview of Areawide Water Quality Management Planning:** This information sheet outlines the general state statutory requirements for water quality planning and the plan amendment process.
- 2) **Service Area Amendment Flow Chart:** This graphic outlines the general schedule and process for a service area amendment. This guideline will help applicants plan a timeline for submission of an amendment.
- 3) **USA Amendment Application Checklist:** The checklist is a general guideline for submitting a complete application. Applicants are encouraged to contact CARPC staff with questions related to a specific amendment application. The checklist identifies the information needed by CARPC staff to prepare a staff analysis report for a proposed amendment.
- 4) **Policies and Criteria:** The policies and criteria for review of updates and amendments to the Dane County Water Quality Management Plan adopted by the DNR in June 2017.
- 5) **Service Area Amendment Fees:** CARPC Resolution No. 2018-03 explains the fees that are required for processing service area amendments.
- 6) **Environmental Corridor Fact Sheet:** This fact sheet explains the purpose and designation of environmental corridors or open space corridors within sewer service areas.
- 7) **FUDA (Future Urban Development Area) Fact Sheet:** This fact sheet describes the FUDA purpose and process, and the relationship to the USA amendment process.

Questions: Please contact Mike Rupiper, Director of Environmental Resources Planning, at 608-266-9283 or by email at MikeR@CapitalAreaRPC.org, if you have any questions or would like to set up a pre-application information meeting.

Areawide Water Quality Management Planning

The Wisconsin Department of Natural Resources is required to have a continuing water quality management planning process, under [Wis. Stat. 283.83](#). These Areawide Water Quality Management Plans are defined in [NR 121](#) as “a plan for managing, protecting and enhancing groundwater and surface water quality which considers the interrelationship of water quality and land and water resources on an areawide basis.”

One component of areawide water quality management planning, is Urban Service Area (including sewer service area) planning. One purpose of this planning process is to help communities develop cost-effective and environmentally sound wastewater collection and treatment systems. Urban Service Area planning identifies areas most suitable for sewered development as well as Environmental Corridors for environmentally sensitive areas where development would have an adverse impact upon water quality. These plans also identify the best management practices needed to protect groundwater and surface water from the adverse impacts of urbanization, including nonpoint source pollution.

CARPC conducts water quality management planning, including the administration of Water Quality Management Plan amendments, in Dane County under a contractual agreement with the Wisconsin Department of Natural Resources.

Water Quality Management Plan Amendments

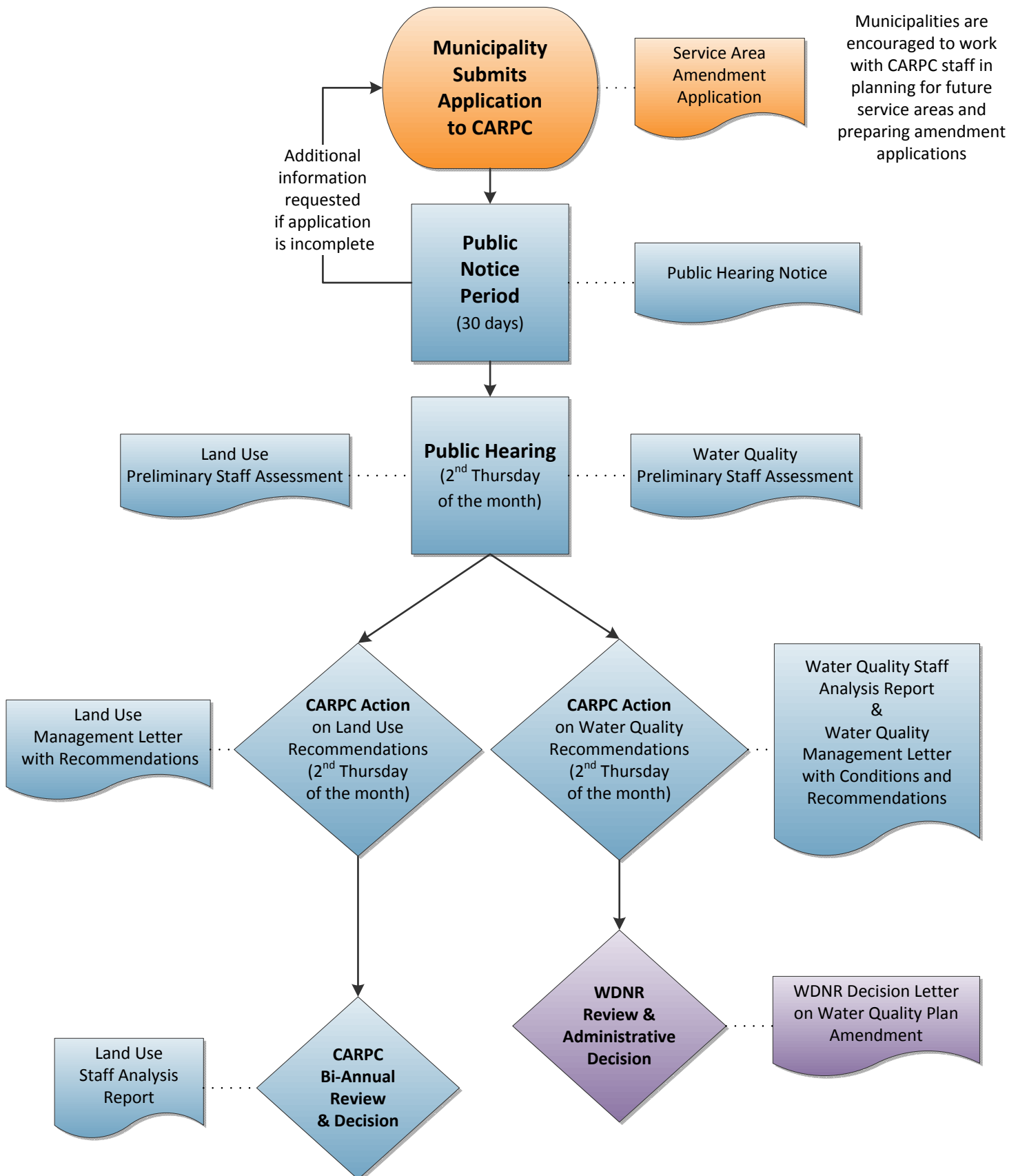
One of the most common amendments to the State’s *Dane County Water Quality Management Plan* is a change to the Urban Service Area boundaries.

Plan Amendment Process

1. Urban Service Area Amendment Submittal
 - a. Municipality submits amendment application to CARPC following the checklist in the Service Area Amendment Application Packet.
 - b. CARPC reviews the application for completeness and requests additional information if necessary.
2. Urban Service Area Amendment Review
 - a. CARPC prepares a staff analysis on the proposed amendment
 - b. CARPC holds a public hearing for consideration of the amendment
 - c. CARPC makes a recommendation to DNR on amendment of the State’s *Dane County Water Quality Management Plan*.
3. DNR Administrative Decision
 - a. DNR reviews the recommendation and materials provided by CARPC and issues an administrative decision on the proposed amendment within 90 days, based on conformance with state water quality standards under [Wis. Stat. 281.15](#)

This is a general overview of the WQM Plan amendment process for changing Urban Service Area boundaries as established in [Wis. Stat. 283.83\(1m\)](#). Contact CARPC staff with any questions or requests for additional information.

Process for Plan Amendments in Dane County WDNR Water Quality Plan & Regional Land Use Plan





Urban Service Area Amendment Application

East Side Growth Area

DRAFT

Date: 02/14/2020



www.mcfarland.wi.us | 5915 Milwaukee St, McFarland, WI 53558 | 608.838.3154

February 14, 2020

Mike Rupiper, Director of Environmental Resources Planning
Capital Area Regional Planning Commission
City County Building, Room 362
210 Martin Luther King Jr. Blvd.
Madison, WI 53703

RE: Village of McFarland – East Side Growth Area, Central Urban Service Area Amendment

Please accept this letter as a formal request by the Village of McFarland to amend the Central Urban Service Area to include 270 acres encompassing lands within the Village's East Side Growth Area. Attached is the complete urban service area amendment application following the checklist provided by CARPC.

Any questions regarding this application can be addressed to myself at andrew.bremer@mcfarland.wi.us, or 608-838-3154.

Sincerely,

A handwritten signature in black ink that reads 'Andrew Bremer'.

Andrew Bremer, AICP
Community & Economic Development Director

cc: Matt Schuenke, Village Administrator
Brian Berquist, Village Engineer, Town and Country Engineering

The following document was assembled to support the Village of McFarland’s application for an amendment to the Central Urban Service Area as outlined by the Capital Area Regional Planning Commission (CARPC). The application follows CARPC’s “Process for Service Area Amendments to the WDNR Water Quality Plan for Dane County” flow chart and “Urban Service Area Amendment Application Checklist”:

1. USA Amendment submittal
2. USA Amendment review
3. DNR administrative decision

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Appendix A: Maps

USAA, Boundary Map

USAA, Existing Land Use Map

Village of McFarland, Comprehensive Plan, Future Land Use Map

Village of McFarland, East Side Neighborhood Growth Area Plan, Conceptual Development Plan Map

Village of McFarland, Town of Down, Intergovernmental Agreement, Exhibit C Map

USAA, 10-Year Build-Out Staging Map

USAA, Natural Resources Map

USAA, Environmental Corridors Map *(to be completed in coordination with CARPC staff)*

USAA, Proposed Sanitary Sewer Interceptor Map

Description of the Proposed Amendment Area

The proposed amendment area is approximately 270 acres and includes parts of the Northeast Quarter and the Southeast Quarter of Section 2, Township 06 North, Range 10 East; parts of the Southwest Quarter and Northwest Quarter of Section 1, Township 06 North, Range 10 East; and parts of the Northeast Quarter and Northwest Quarter of Section 11, Township 06 North, Range 10 East. The proposed amendment area includes 24 parcels and is adjacent to the Central Urban Service Area that is within the Village of McFarland. Approximately 50% of the amendment area lies within the Village's existing municipal boundary, with a total of 75% after anticipated petitions for annexation in 2020 (Skaalen and Utterback properties). The remaining areas lie adjacent to the Village's existing municipal boundary and the Village anticipates requests for annexation will occur with requests for urban services. Refer to Appendix A for a map of the proposed urban service area extension.

Plan Consistency and Need

1.1 Comprehensive Plan Consistency

The Village's Comprehensive Plan was adopted on August 28, 2017 and was last amended in May of 2019. The Future Land Use Map (refer to Appendix A) identifies most of the land within the proposed urban service area extension for future "Neighborhood" uses. Page 35 of the plan includes additional details regarding the intent of this future land use category, as summarized in Figure 1. In general, future Neighborhood areas are intended for a mixture of residential development and accessory park and institutional uses.

Figure 1. Neighborhood Future Land Use Description

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.

The Future Land Use Map identifies portions of properties adjacent to the intersection of CTH AB and CTH MN as suitable for "Mixed Use/Flex Commercial". Page 36 of the plan includes additional details regarding the intent of this future land use category, as summarized in Figure 2. In general, future Mixed Use/Flex Commercial areas are intended for a mixed of multi-family residential and commercial uses.

Figure 2. Mixed Use/Flex Commercial Future Land Use Description

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)
Mixed Use/Flex Commercial	A carefully designed blend or option of commercial services, retail, office, business park, multiple family residential, and/or institutional land uses, including mixed use sites and/or buildings. Compared to the Neighborhood future land use category, Mixed Use/Flex Commercial areas typically are denser, include some non-residential component, and do not typically include single family housing. All uses served by public sewer and water systems.	Appropriate traditional zoning districts (e.g., C-H, C-P, R-3) or PD or PD-I Planned Development zoning	1. Design "Mixed Use/Flex" areas to skillfully mix different uses on the same area, site, and/or building, and/or to serve as transitions between broader areas of different land uses. This future land use category is NOT intended to enable an unplanned or haphazard mix of different uses on any site or in any area. 2. Preserve and blend with surrounding residential character through appropriate building scale, building appearance, landscaping, screening, signs, and limited traffic and loading, and access from the adjacent collector or arterial street. Utilize the approach and standards in Figure 4-2 in such settings. 3. Rezone sites designated for Mixed Use/Flex use only after public sanitary sewer and water service is available, the land is within Village limits, and a development proposal is offered. 4. Refer also to policies applicable to Two and Multiple Family Residential, Highway and General Commercial, Commercial Park, and other more specific future land use categories that logically guide the development of each planned Mixed Use/Flex area given the range of proposed uses there.

A small portion of the lands within the proposed urban service area extension are identified as "Agricultural Preservation". These lands are not in agricultural production and represent areas of WDNR mapped wetlands which are likely to remain as environmental corridors.

The Village's Comprehensive Plan is available at the following link:

<https://www.mcfarland.wi.us/ComprehensivePlan>

1.2 Link to the Village of McFarland East Side Neighborhood Growth Area Plan

Lands within the proposed urban service area extension are also within the Village's East Side Neighborhood Growth Area Plan, adopted March 10, 2008. The East Side Neighborhood Growth Plan was prepared after adoption of the Village's prior Comprehensive Plan in 2006 to provide more detailed planning for anticipated Village growth areas. The plan was prepared under the direction of an Ad Hoc Committee comprised of elected and appointed Village officials along with neighborhood stakeholders. The Village's 2017 Comprehensive Plan carries forward the 2008 East Side Neighborhood Growth Area Plan for further conceptual guidance for land uses in this area. Refer to Appendix A for a map of the Conceptual Development Plan.

The Conceptual Development Plan identifies most lands within the urban service extension area for "Traditional Residential" development. This land use category is intended for walkable neighborhoods with a combination of single-family, two-family, and 3-4 unit structures with a minimum density of four units per acre. Lands adjacent to CTH AB and CTH MN are identified as "Crossroads Commercial". The vision for this area is about 50,000 square feet of retail and service business space. This center is not intended to be a typical strip commercial center. The desired development will have multiple small buildings with a residential character, clustered around small public plazas or greenspaces. It is meant to resemble a small village or rural crossroads hamlet. "Multi-Unit Residential" areas are identified as a buffer between the Traditional Residential and Crossroads Commercial areas. The minimum density in these areas are eight units per acre and buildings with more than five units. Remaining proposed land uses include "Large-Lot Residential" areas and "Parks and Open Space" uses. The Large-Lot Residential areas are intended to serve as a transition between higher density development and adjacent farmland or environmental corridors with average densities of one to two units per acre.

The Village's East Side Neighborhood Growth Area Plan is available at the following link:

<https://www.mcfarland.wi.us/developmentplans#3FD9BE4A-7C65-4B47-98F0-7E00F9BD691A>

1.3 Need for the addition to the USA

The proposed USAA is intended to allow for the continued east-side growth of the Village of McFarland to meet projected population, housing and commercial development needs of the Village. The January 1, 2019 population estimate for the Village is 8,700 (source: WDOA). Figure 3 on page 5, illustrates the historical and projected population of the Village from 1970 to 2040. The graph includes four projections of future population growth, one created by the WDOA in 2013 and three created by the Village in 2019:

- Projection #1 is the WDOA's projected population statistics as prepared in year 2013. Notable, is that the WDOA's population estimate of 8,700 residents for 1/1/19 exceeds their 2020 projections for the Village created in 2013 by 210 persons. In 2013, the WDOA projected the Village will add 1,405 people between 2020-2040, which translates to 571 housing units or just 27 housing units per year (assuming 2.46 persons per household, 2013-2017 ACS value for McFarland).
- Projection #2 estimates the Village population grows at an annual rate of 1.3%, which is same average annual growth rate the Village experienced from 2010-2019. Under this assumption, the Village will add 2,528 people between 2020-2040, which translates to 1,028 housing units, or 49 housing units per year.

- Projection #3 estimates the Village population grows at an annual rate of 1.9%, which is the same average annual growth rate the Village experienced from 2000-2019. Under this assumption, the Village will add 3,984 people between 2020-2040, which translates to 1,620 housing units, or 77 housing units per year. This projection is consistent with the trend line of historical population.
- Projection #4 estimates the Village population grows at an annual rate of 2.3%, which is the same average annual growth rate the Village experienced from 1990-2019. Under this assumption, the Village will add 5,085 people between 2020-2040, which translates to 2,067 housing units, or 98 housing units per year.

Figure 3. McFarland Population Projections

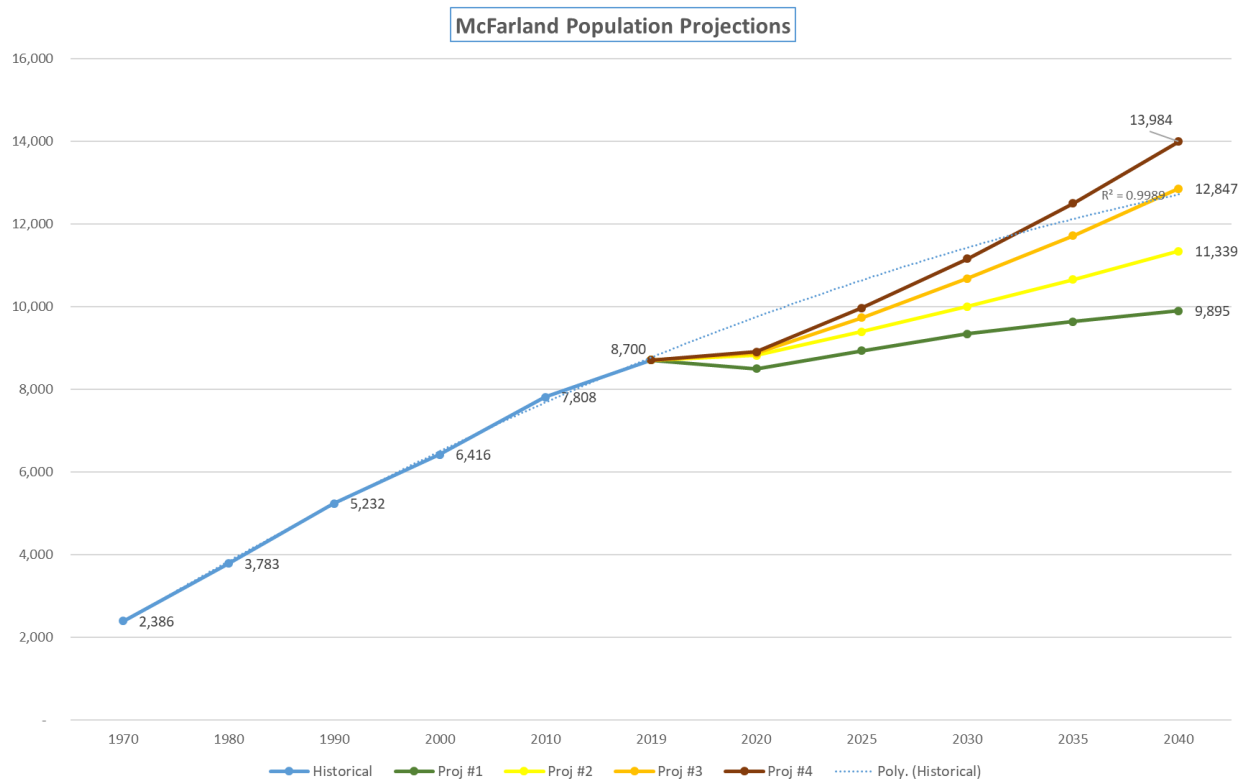
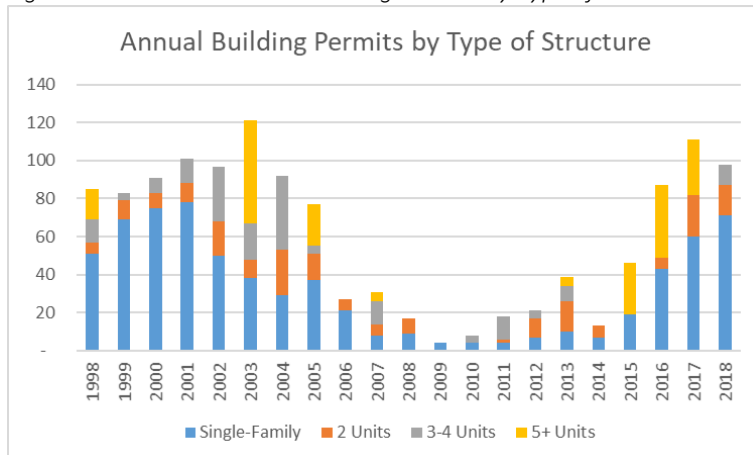


Figure 4. McFarland Annual Building Permits by Type of Structure



Since 1998, the Village of McFarland has averaged 60 residential building permits per year. Since 2015, the Village has averaged 87 residential building permits per year. Since 1998, the portion of residential building permits that are for single-family units is approximately 55%; therefore, the total number of housing units added per year is in excess of the average number of residential building permits. This historical data supports the projected population projections #3 and #4 in Figure #3. The Village does not concur with the WDOA population projections from 2013.

While the Village has been actively investing in redevelopment of under-utilized properties within the existing urban service area for mixed-use and higher density residential developments (239 units approved since 2016), infill development alone will not sufficiently account for the housing needs (total and type) of the Village. Therefore, expansion of the urban service area within the Village's east side growth area will be necessary. The few remaining vacant lots in the subdivisions adjacent to the proposed USAA (i.e. Park View Estates, Prairie Place, and Juniper Ridge) are anticipated to be built out in year 2020 given the current pace of development. These subdivisions were platted to allow for future connectivity to lands within the proposed USA extension.

Intergovernmental Cooperation

In 2005, the Village of McFarland and the Town of Dunn adopted an Intergovernmental Agreement for most of the area included in the proposed USAA. The Agreement runs through year 2025. Exhibit C of the Agreement (refer to Appendix A) includes a map of the Village's Planned Eastside Growth Area. Section 4 of the Agreement specifies that the Town agrees not to oppose annexations of territory to the Village located within the Village's planned East Side Growth Area as shown in Exhibit C. Section 2 of the Agreement also provides that the Town shall not purchase conservation easements or provide direct or indirect support to other parties specifically seeking conservation easements within the planned East Side Growth Area. The Agreement does not prohibit the Village from annexation lands outside of the planned East Side Growth Area, except for certain lands located south of the Yahara River between Lake Waubesa and Lower Mud Lake. This "No Annexation Buffer Area" is not applicable to the lands within this USAA.

2.1 Notification of Adjacent Local Governmental Units

The Village provided the Town of Dunn a copy of this USAA with its official submittal to CARPC. CARPC staff will also notify the adjacent local governments of the USA Amendment request and the associated public hearing.

2.2 Adjacent Local Government Objections and Support

Any documented letter of support, neutrality, or opposition received by the Village from the Town of Dunn regarding this USAA will be provided to CARPC.

Land Use

3.1 Map of Proposed USAA Boundary and Existing Rights-of-Way

Refer to the map in Appendix A.

3.2 Tables of Existing and Proposed Land Uses

Table 1 on the following page provides the total acreage of existing and proposed development by major land use categories. Figures for proposed land uses are based on a combination of preliminary concept plans as submitted by developers to the Village and the Village's East Side Neighborhood Conceptual Development Plan Map. The proposed land use acreages and number of housing units in Table 1 are estimates subject to change based on final plats approved by the Village.

Table 1 Existing & Proposed Land Uses and Housing Units				
Land Use	Existing Acres	Existing Number of Housing Units	Proposed Acres	Proposed Number of Housing Units
Agriculture	153.1	0	0.0	0
Single-Family Residential	8.4	10	41.1	205
Multi-Family Residential	0	0	58.7	412
Commercial	2.2	0	10.9	0
Industrial	0	0	0.0	0
Institutional	0	0	0.0	0
Park & Open Space	95.0	0	108.2	0
Stormwater Management	0	0	14.4	0
Utility	0.3	0	0.3	0
Right-of-Way	11.1	0	36.8	0
Total	270.3	10.0	270.3	617

3.3 Map of Existing and Planned Land Uses

Refer to the maps in Appendix A. Existing land use data is from 2016; however, land uses in the USAA have not changed. Appendix A includes the Village's Future Land Use Map and East Side Neighborhood Conceptual Development Plan Map.

3.4 Quantity and Type of Proposed Housing Units

The estimated quantity of new housing units is 617. This includes an estimated 205 single family homes, 110 duplex units, and 302 multi-family units. Of the 302 multi-family units, 96 units are proposed for CBRF/RCAC units, 142 units are proposed for 3-4 unit structures (including 130 senior independent living structures), and 64 units are proposed for 4+ unit buildings.

3.5 Map of 10-Year Staging Boundaries

All developable lands within the proposed USA extension are anticipated to be built-out within 10 years. Within that timeframe various properties are anticipated to develop based on readiness to proceed and market conditions. Those parcels with existing development are anticipated to connect to urban services within the same 10-year period as annexation petitions are approved and utilities become available. Refer to Appendix A for a map of the general 10-year staging boundaries.

Natural Resources

4.1 Map of Natural Resources

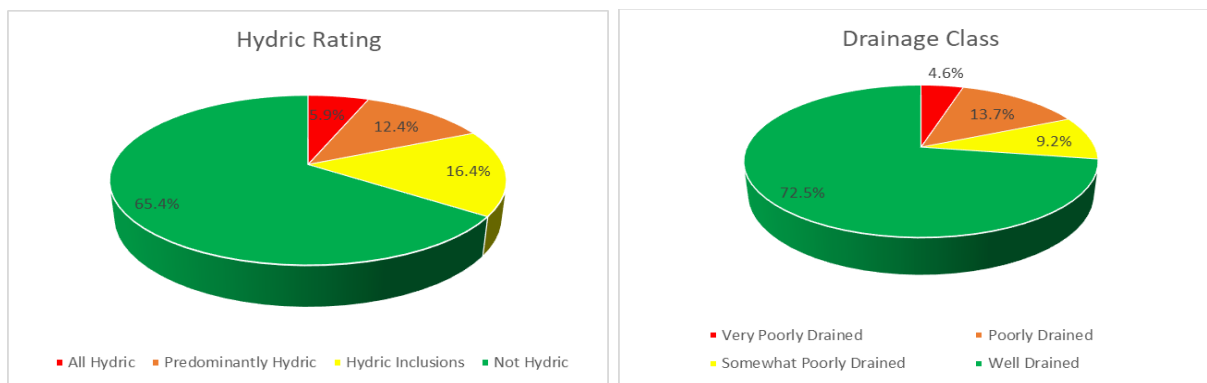
Appendix A includes a map identifying natural resources within and adjacent to the proposed USAA. The following is a summary of natural resources within the proposed USA extension:

- **Rivers or Streams.** There are no navigable rivers or streams within the proposed USA Amendment area. Those streams shown on the maps in Appendix A represent constructed drainage.
- **Lakes and Ponds.** Dane County DCiMap identifies a 5.9 acres undesignated pond adjacent to the southside of the railroad west of CTH AB. Based on a review of historical aerial photographs, this pond has not historically consistently held water but is part of a WDNR designated wetland area.
- **Wetlands.** According to the WDNR Surface Water Data Viewer there are three areas of wetlands within the proposed USAA, all south of the railroad. The wetlands to the west of CTH AB are

approximately 13 acres in area consisting of emergent/wet meadows and forested wetlands. The wetlands to the east of CTH AB are approximately 7.5 acres in area consisting of emergent/wet meadows and forested wetlands. The developers for these lands have completed field delineated wetland surveys, the boundaries of which are shown on the Map of Natural Resources. The third wetland area is within the Village's parklands south of Elvejhem Road.

- **Floodplains.** There are no FEMA designated floodplains within the proposed USAA according to FIRM Panel 55025C0444H, effective data 9/17/2014.
- **Topography.** Elevations range from 922 feet on the north edge of the proposed USAA to 855 feet in the southeast corner of the proposed USAA. Slopes are predominantly less than 12%.
- **Public Lands.** There are two existing Village parks in the USAA. Urso Community Park includes the Village's dog park and associated walking trails. Adjacent to Urso Park is Orchard Hills Park. The Village is planning to construct a frisbee disc golf course at this park. This parks are also part of the planned Lower Yahara River Trail. The Village desires to add shelters with restrooms to each of these parks for recreational users. Other public lands include existing rights-of-way, including a portion of the Wisconsin & Southern Railroad owned by the WisDOT.
- **Soils.** Most of the USAA consists of silt loam soils that are well drained and not hydric. Soils that are somewhat poorly or poorly drained, and predominantly hydric or all hydric, coincide with the wetland areas. Soils present within the proposed USAA are described in Table 2 below, and summarized by hydric rating and drainage class.

Soils		Acres	Percent of USAA	Drainage Class	Hydric Rating
Ad	Adrian muck	4.3	1.6%	Very Poorly Drained	All Hydric
BbA	Batavia silt loam	16.5	6.1%	Well Drained	Not Hydric
Co	Colwood silt	3.5	1.3%	Poorly Drained	All Hydric
DnB	Dodge silt loam	30.3	11.2%	Well Drained	Not Hydric
DnC2	Dodge silt loam	17.2	6.4%	Well Drained	Not Hydric
DsB	Dresden silt loam	3.9	1.4%	Well Drained	Not Hydric
DsC2	Dresden silt loam	0.0	0.0%	Well Drained	Not Hydric
EgA	Elburn silt loam	1.1	0.4%	Somewhat Poorly Drained	Hydric Inclusions
GsB	Grays silt loam	3.7	1.4%	Well Drained	Not Hydric
HaA	Hayfield silt	0.1	0.0%	Somewhat Poorly Drained	Hydric Inclusions
KeB	Kegonsa silt loam	23.5	8.7%	Well Drained	Not Hydric
KrD2	Kidder soils	20.4	7.6%	Well Drained	Not Hydric
Mc	Marshaun silt loam	0.5	0.2%	Very Poorly Drained	All Hydric
MdC2	McHenry silt loam	15.5	5.7%	Well Drained	Not Hydric
MdD2	McHenry silt loam	1.0	0.4%	Well Drained	Not Hydric
PoA	Plano silt loam	20.7	7.7%	Well Drained	Not Hydric
PoB	Plano silt loam	23.7	8.8%	Well Drained	Not Hydric
RaA	Radford silt loam	0.6	0.2%	Somewhat Poorly Drained	Hydric Inclusions
SaA	Sable silty clay loam	33.4	12.4%	Poorly Drained	Predominantly Hydric
ScB	St. Charles silt loam	19.3	7.1%	Well Drained	Hydric Inclusions
ScC2	St. Charles silt loam	0.3	0.1%	Well Drained	Not Hydric
VwA	Virgil silt loam	23.2	8.6%	Somewhat Poorly Drained	Hydric Inclusions
Wa	Wacousta silty clay loam	7.6	2.8%	Very Poorly Drained	All Hydric



4.2 Public Outlots Intended for Parks and Stormwater Management

Appendix A includes the Village's East Side Neighborhood Conceptual Development Plan. This map shows the preliminary location of planned public outlots intended for parks and stormwater management. The location of these outlots coincide with the topography (low elevations) and map of natural resources. The location and size of public outlots intended for parks and stormwater management are subject to change based on final plats approved by the Village.

4.3 Delineate Environmental Corridors

Dane County DCiMap identifies the areas previously discussed as WDNR designated wetlands as Resource Protection Corridors. In addition, DCiMap identifies a few small fragmented areas as Resource Protection Corridors due to possible steep slopes. Current uses in these areas are agricultural fields and shrublands. The Village will work with CARPC staff to delineate Environmental Corridors meeting the criteria adopted in the Water Quality Plan for Dane County.

4.4 Proposed Environmental Corridors

Refer to Appendix A for a map of proposed environmental corridors in the USAA as prepared in coordination with CARPC staff. Exact locations of environmental corridors may need to be refined closer to the time of development and the corridor should be updated accordingly in these areas.

4.5 Surpassing Minimum Environmental Corridor Requirements

Development within the proposed USAA will meet or exceed minimum environmental corridor requirements.

Utilities and Stormwater Management

5.1 Proposed Sanitary Sewer Extension

The amendment area will be served by two interceptor sewers. A 12" sanitary sewer interceptor which will connect to the Village's existing sanitary main at Devils Lake Way and a 10" interceptor which will connect to the Village's existing sanitary main at Tuscobia Trail. Refer to Appendix A for the conceptual location of this sewer interceptor. Future developments within the USAA will connect to the interceptor through additional gravity fed sanitary sewer mains. Flow from these mains will connect to the Village's existing Lift Station #2, near the intersection of Fox Run and Pheasant Run, and eventually to the Madison Metropolitan Sewer Treatment Plant through the Village's existing network of sanitary sewer mains. The Village's is working on design documents for the proposed sanitary sewer interceptor with project bidding anticipated to occur in the Summer of 2020 to enable construction to occur in the winter of 2020-21. Refer to Appendix A for a map of the proposed sanitary sewer interceptor extension. The Village plans to

recoup the expense of the sanitary sewer interceptors through deferred assessments for those property owners that benefit from its installation. Developers will be responsible for the design and construction of additional sanitary sewer mains and laterals to serve proposed developments.

5.2 Estimated Average Daily and Peak Wastewater Flow for the USAA

Each housing unit in the proposed development is expected to contribute an additional 212 gallons per day, and would amount to approximately 130,958 gallons per day for the estimated 617 housing units planned or existing in the USAA. The residential peak flow is estimated at 458,354 gallons per day. These values assume 2.83 persons per home, 75 gallons per person per day, and a peaking factor of 3.5.

Using an average of 1,000 gallons per day per acre for commercial development, the estimated wastewater flow is 10,900 gallons per day. The commercial peak flow is 350% of average daily flow, the resulting peak flow is 38,150 gallons per day.

5.3 Current Average Daily flow

Lift Station #2 receives an average of 146,880 gallons per day, and has a capacity of 979,200 gallons per day. The existing peak base flow to Lift Station #2 is 535,680 gallons per day.

5.4 Wastewater Treatment Plant & Interceptor Sewer Capacity

The Madison Metropolitan Sewerage District (MMSD) Nine Springs regional wastewater treatment plant serves the Village of McFarland and will provide wastewater treatment for development within the amendment area. Capacity information for the Nine Springs treatment plant can be obtained from Curt Sauser at 608-222-1201.

The proposed sanitary sewer interceptor is anticipated to have a capacity of 1,265 gallons per minute (gpm). Including the proposed development, the anticipated peak flow in the proposed sanitary sewer interceptor would be 318 gpm. The existing sanitary sewer main from Lift Station #2 to Devils Lake Way has a capacity of 1,010gpm. Including the proposed development, the peak demand on this existing interceptor would be 508 gpm.

5.5 Proposed Public Water Supply

Proposed development within the USAA will be served by the Village's existing Wells #1, 3, and 4. Future water main extensions in the USAA will range from 8 to 12-inch diameter.

5.6 Estimated Average Daily and Peak Hourly Water Demand for the USAA

Each housing unit in the proposed development is expected to require an additional 283 gallons per day, and would amount to approximately 174,611 gallons per day for the estimated 617 housing units planned or existing in the USAA. The residential peak hourly demand within the USAA is estimated at 401,605 gallons per day. This values assumes 2.83 persons per home, 100 gallons per person per day, and a ratio of maximum day to average day of 2.3.

5.7 Current Average Daily and Peak Hourly Water Demand

The current capacity of the Village's public water system is 2,159,571 gpd. This is the Village's firm capacity and assumes that the Village's largest well is offline. The average daily demand is 849,431 gallons. Peak hourly demand is estimated at 1,953,691 gpd.

5.8 Current Capacity of the Water Supply System

The Village of McFarland has 1,250,000 gallons of elevated water storage in two water towers and a pumping capacity (wells) of 2,500 gallons per minute. The Village currently has three wells. Well 1 pumps has a capacity of 500 gpm, Well 3 has a capacity of 1,000 gpm, and Well 4 has a capacity of 1,000 gpm. The Village's pumping capacity with its largest well out of service is 1,500 gpm.

5.9 Proposed Stormwater Management Standards and Practices

The Village of McFarland has adopted stormwater management requirements meeting the current Dane County stormwater management requirements. Appendix A includes the Village's East Side Neighborhood Conceptual Development Plan. This map shows the preliminary location of planned public outlots intended for parks and stormwater management. The location of these outlots coincide with the topography (low elevations) and map of natural resources. The location and size of public outlots intended for parks and stormwater management are subject to change based on final plats approved by the Village.

Stormwater management practices will be obligatory for each development as well as erosion control requirements during site grading and other development activities and will be conducted in accordance with the Village's adopted stormwater management and erosion control ordinances. The Village Engineer reviews all erosion control and stormwater management permit applications.

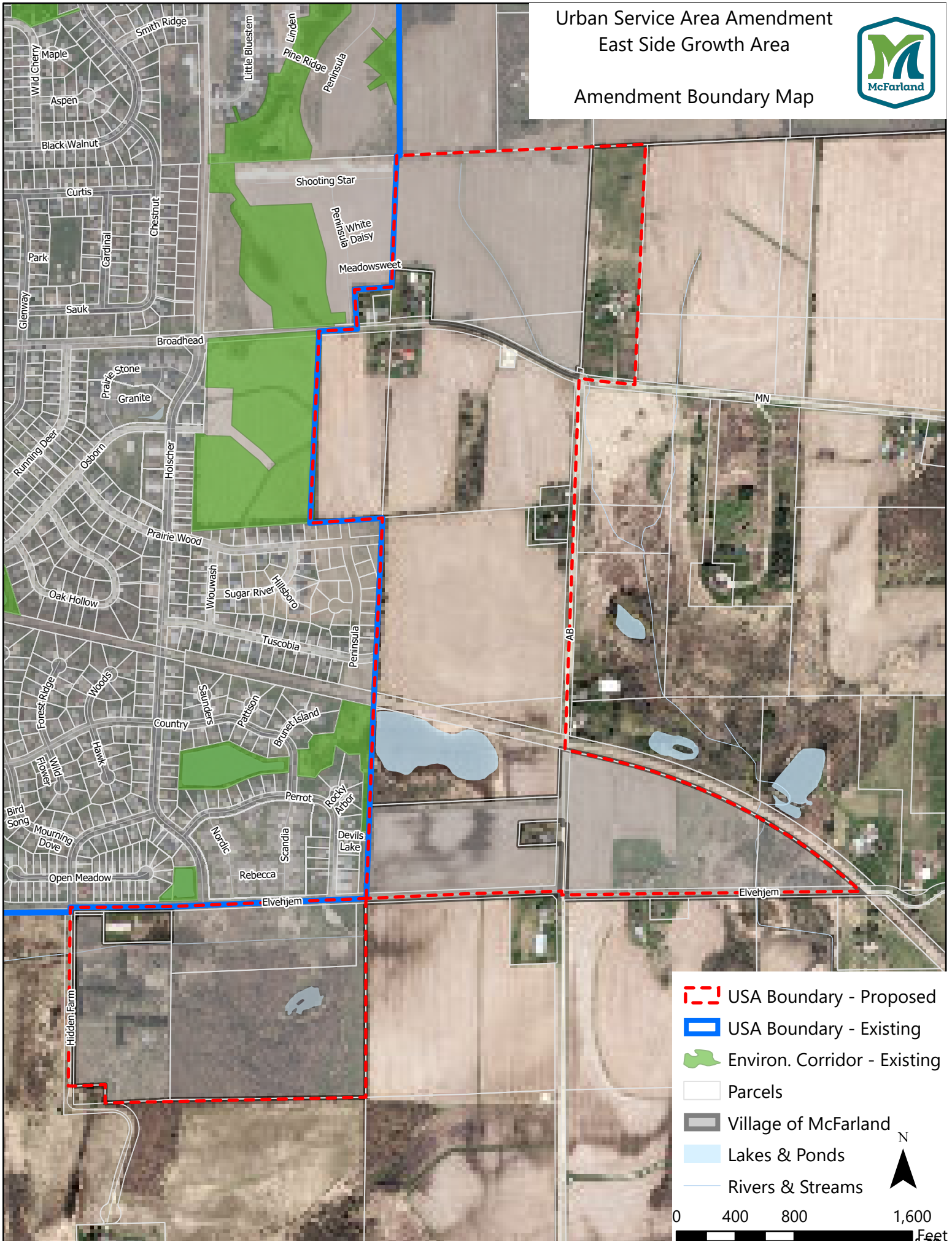
5.10 Stormwater Facilities Long-Term Maintenance and Management

The Village's Public Works Department is responsible for insuring that private and public stormwater management facilities within the Village are being managed and maintained according to the approved management plans for these facilities. The ownership and management follows the Village's development procedures. Stormwater management facilities that are designed at the plat level or certified survey map (CSM) level and located in outlots that are dedicated to the public are ultimately owned and managed by the Village. Facilities that are not dedicated to the Village are owned and maintained by the property owner.

Urban Service Area Amendment East Side Growth Area



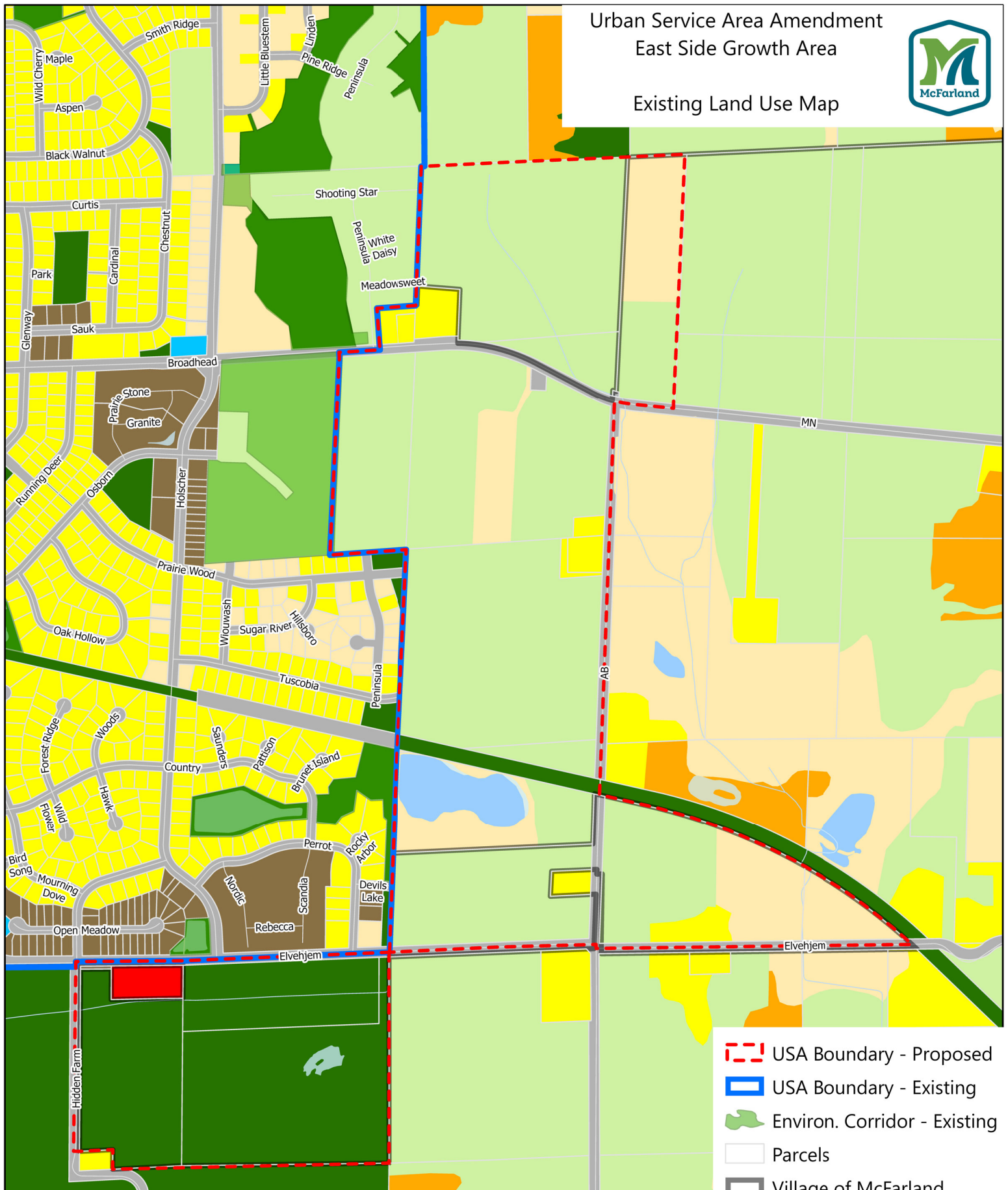
Amendment Boundary Map



Urban Service Area Amendment East Side Growth Area



Existing Land Use Map



2016 Land Use

Agriculture

Woodlands

Other Open Land

Public Lands and Recreation

Residential

Two and Multiple Family Residential

Commercial

Industrial

Institutional/Governmental

Mineral Extraction

Transportation, Communications, and Utilities

Water

USA Boundary - Proposed

USA Boundary - Existing

Environ. Corridor - Existing

Parcels

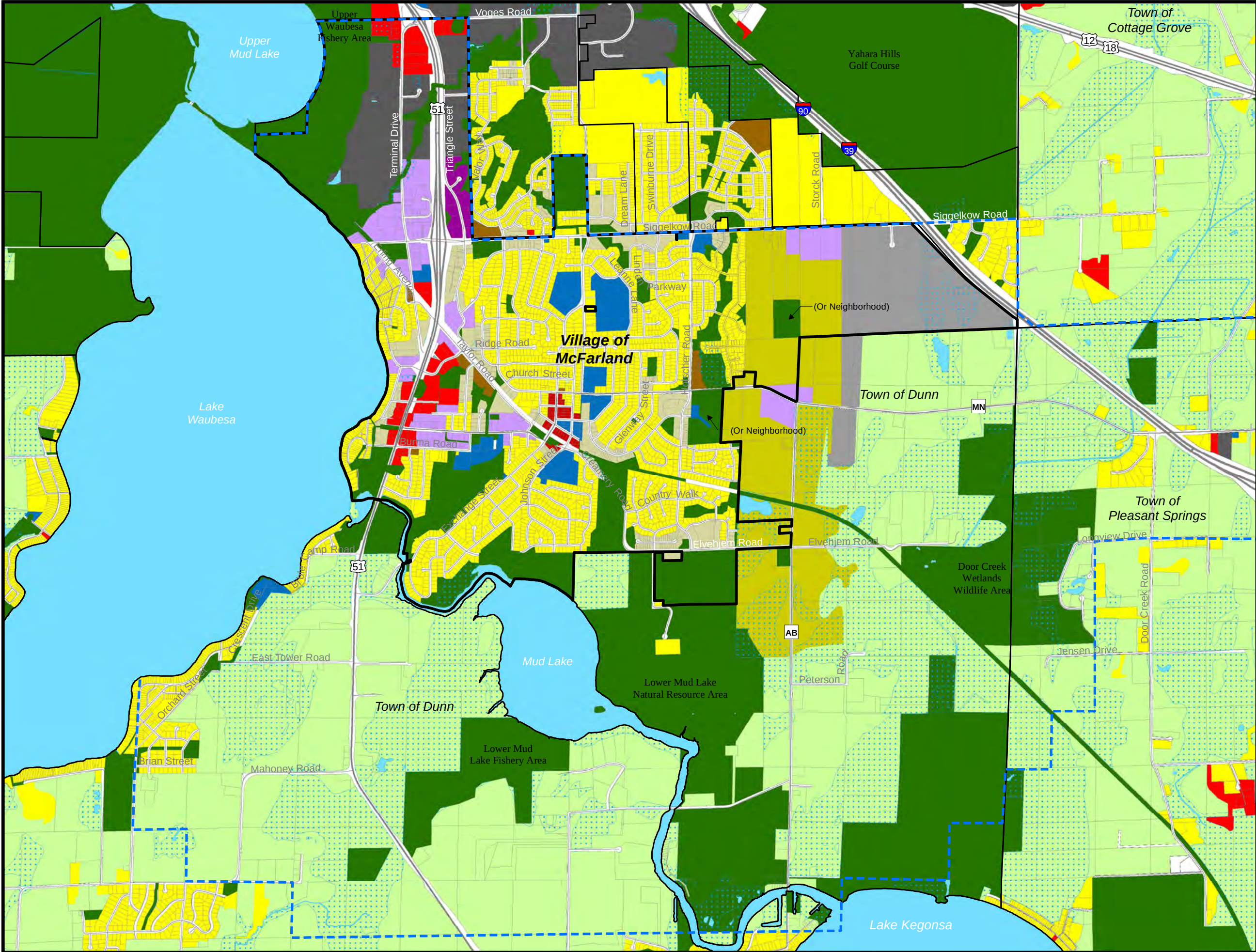
Village of McFarland

Lakes & Ponds

Rivers & Streams

400 800 1,600

Feet



MAP 6

FUTURE LAND USE



COMPREHENSIVE PLAN

Legend

Future Land Use

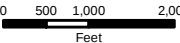
- Single Family Residential
- Two Family and Townhouse Residential
- Multiple Family Residential
- Neighborhood
- Downtown
- Highway and General Commercial
- Commercial Park
- Industrial
- Mixed Use/Flex Commercial
- Institutional and Governmental
- Public Lands, Recreation, and Environmental Corridor
- 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)

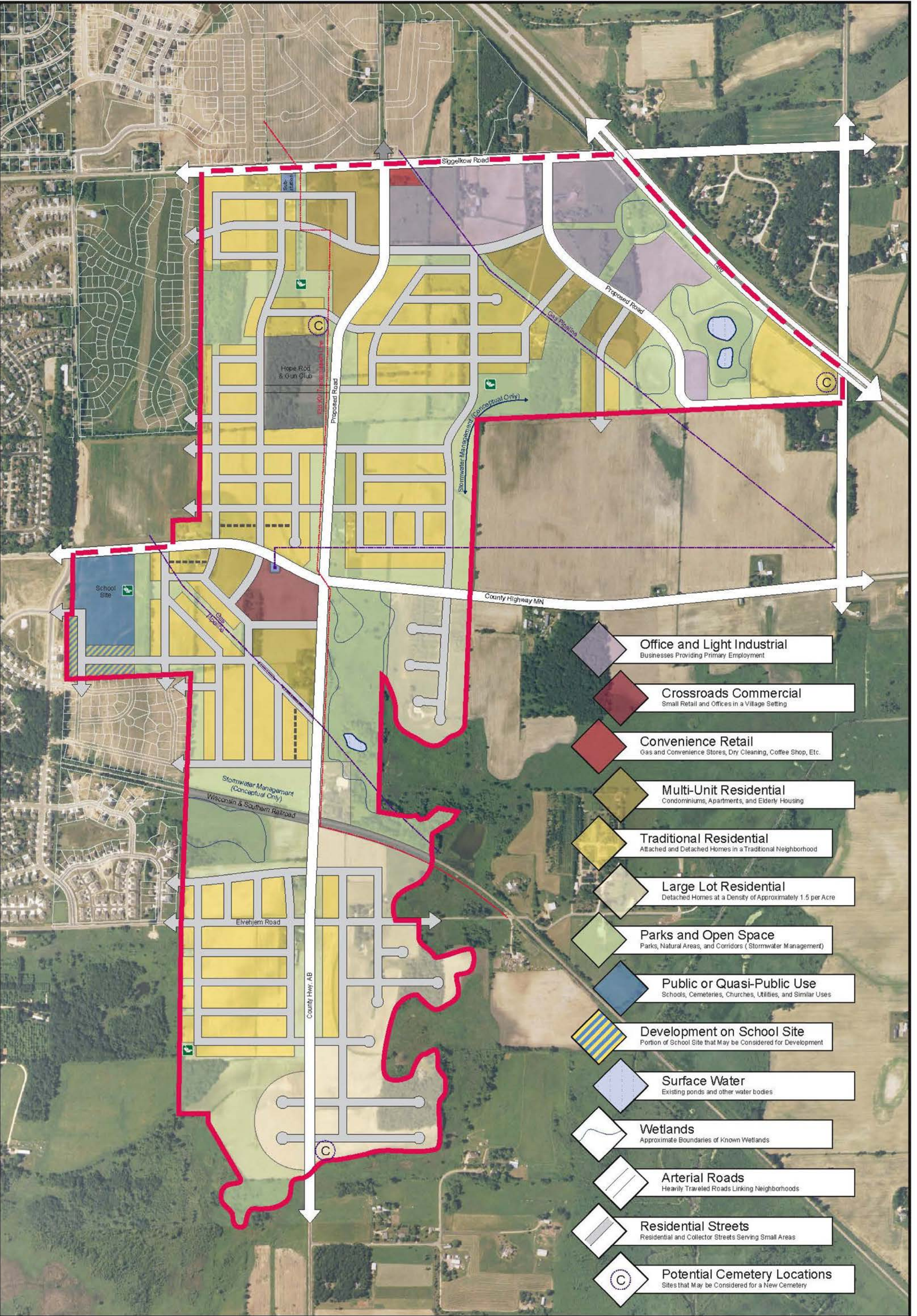
Shapes on this map represent the Village's vision for future land use within the Village and its extraterritorial jurisdiction. For such lands, this map is not intended to represent existing land use or zoning, or to compel property owners to change the use of their land. For example, owners of agricultural 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

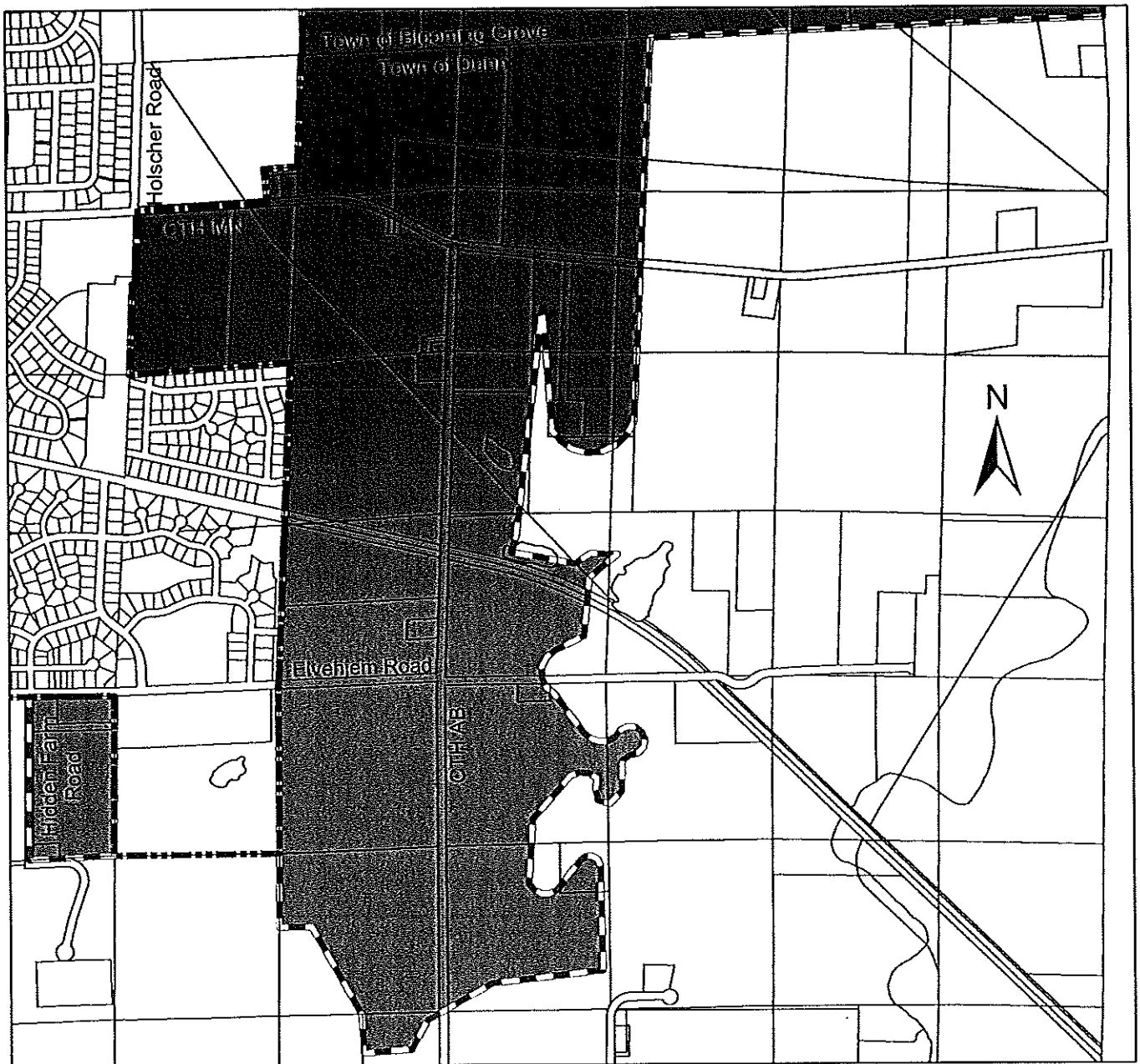




-  **Office and Light Industrial**
Businesses Providing Primary Employment
-  **Crossroads Commercial**
Small Retail and Offices in a Village Setting
-  **Convenience Retail**
Gas and Convenience Stores, Dry Cleaning, Coffee Shop, Etc.
-  **Multi-Unit Residential**
Condominiums, Apartments, and Elderly Housing
-  **Traditional Residential**
Attached and Detached Homes in a Traditional Neighborhood
-  **Large Lot Residential**
Detached Homes at a Density of Approximately 1.5 per Acre
-  **Parks and Open Space**
Parks, Natural Areas, and Corridors (Stormwater Management)
-  **Public or Quasi-Public Use**
Schools, Cemeteries, Churches, Utilities, and Similar Uses
-  **Development on School Site**
Portion of School Site that May be Considered for Development
-  **Surface Water**
Existing ponds and other water bodies
-  **Wetlands**
Approximate Boundaries of Known Wetlands
-  **Arterial Roads**
Heavily Traveled Roads Linking Neighborhoods
-  **Residential Streets**
Residential and Collector Streets Serving Small Areas
-  **Potential Cemetery Locations**
Sites that May be Considered for a New Cemetery

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

Exhibit C



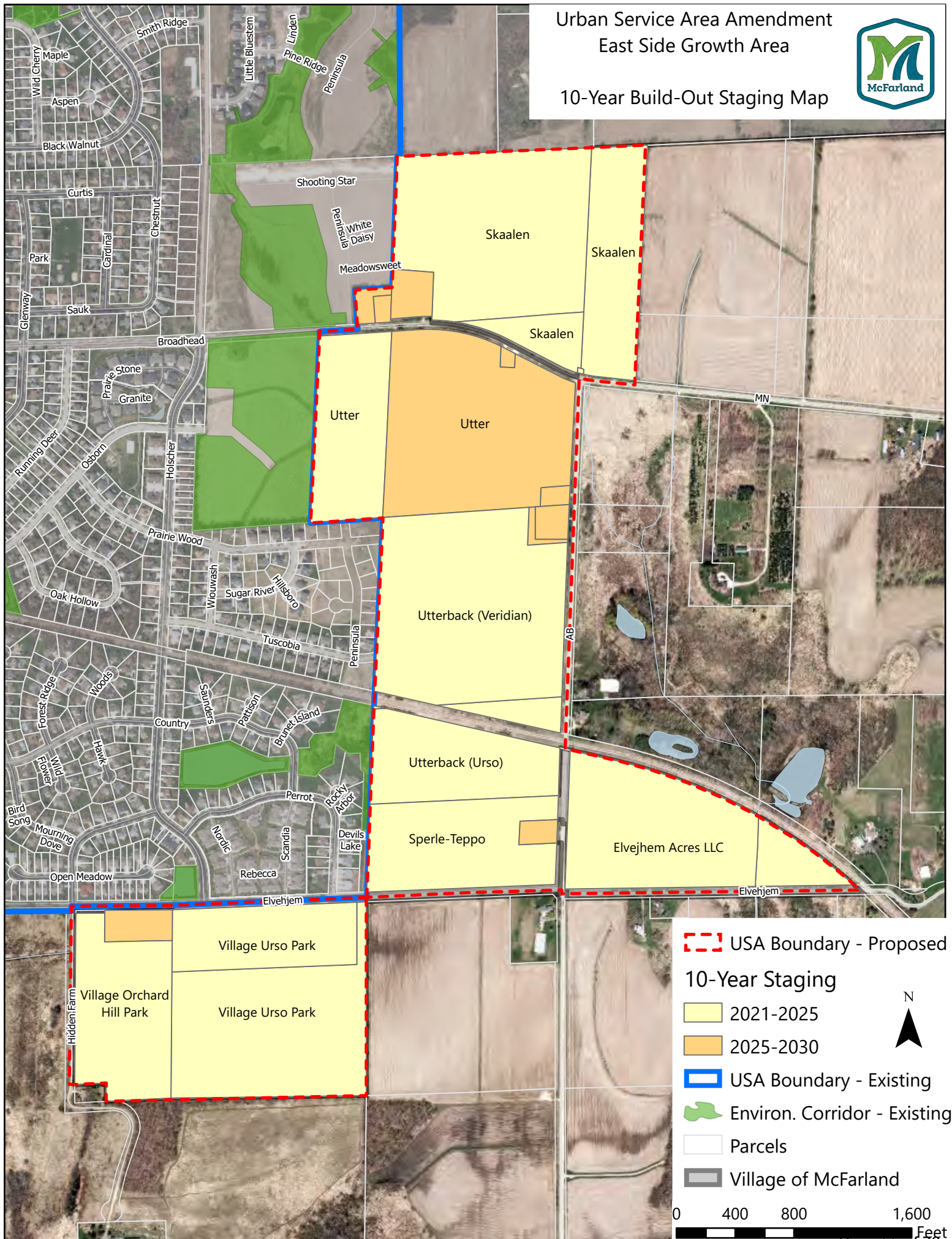
Legend

-  Municipal Boundary
-  Proposed East Side Growth Boundary

Urban Service Area Amendment
East Side Growth Area



10-Year Build-Out Staging Map



**Urban Service Area Amendment
East Side Growth Area
Natural Resources Map**

Legend:

- USA Boundary - Proposed (Red dashed line)
- USA Boundary - Existing (Blue solid line)
- Environ. Corridor - Existing (Green shaded area)
- Parcels (Thin grey lines)
- Village of McFarland (Thick grey line)
- Soils (Brown lines)
- Slopes 12% to 20% (Pink hatched area)
- Slopes > 20% (Dark pink hatched area)
- FEMA 100-Year Floodplain (Blue wavy lines)
- Field Delineated Wetland (Green wavy lines)
- DNR Wetland (Blue wavy lines)
- Lakes & Ponds (Blue solid area)
- Rivers & Streams (Blue line)

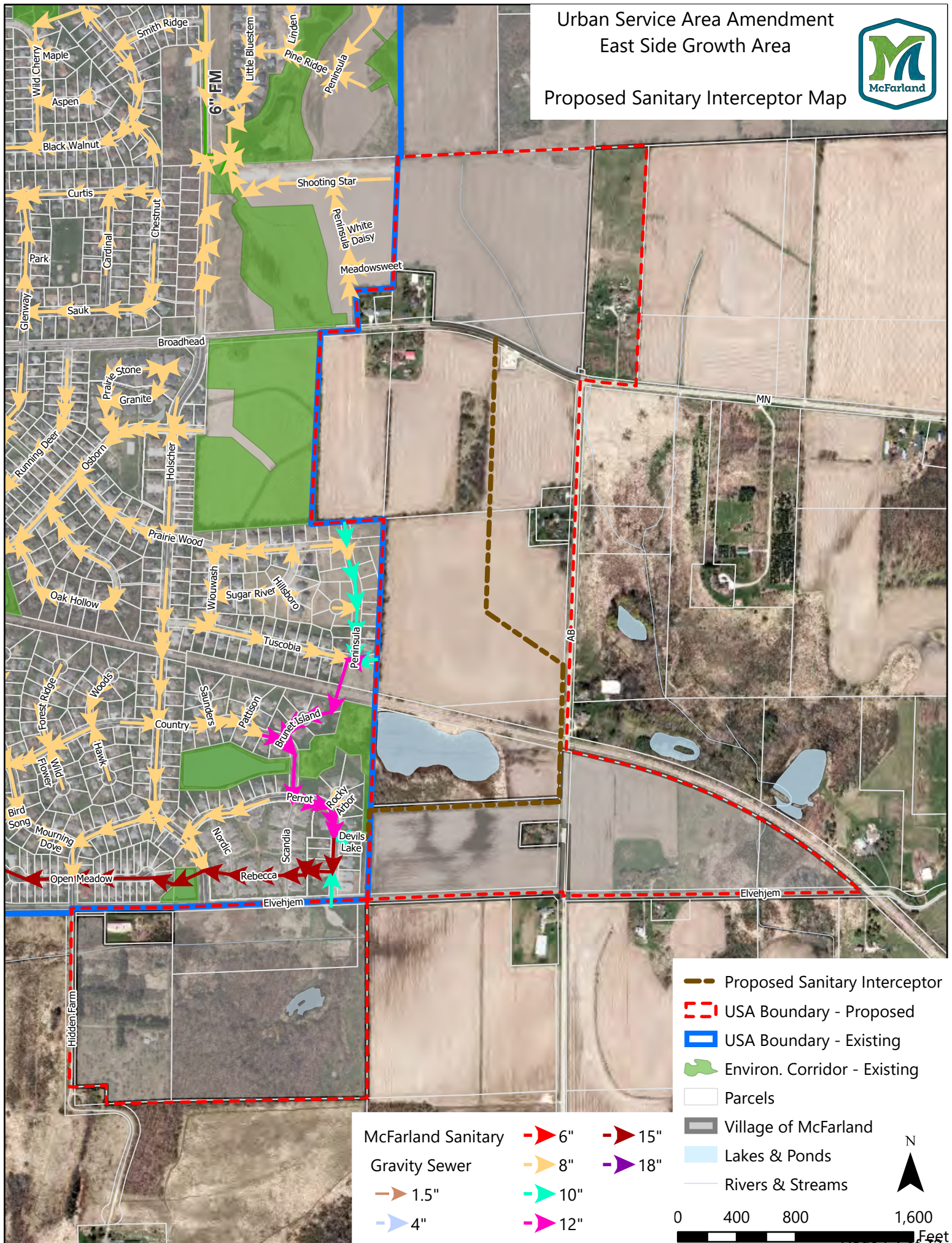
Scale: 0 400 800 1,600 Feet

North Arrow: N

Urban Service Area Amendment East Side Growth Area



Proposed Sanitary Interceptor Map





PLAN COMMISSION SUMMARY SHEET

MEETING DATE: Monday, February 17, 2020

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Review and discussion regarding proposed changes to the Village 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 02.13.20

Draft, 2-13-2020

For review at the February 17, 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 Dangerous and Unsafe Signs
- 8-489 Removal of Sign and Sign Structures where Business is no Longer in Operation
- 8-490 Exemptions
- 8-491 Permit Procedures
- 8-492 Measurement Standards
- 8-493 Construction and Maintenance

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

- 8-494 General Provisions
- 8-495 Landscaping
- 8-496 Signs Permitted in Agricultural Districts With a Permit
- 8-497 Signs Permitted in Residential Districts With a Permit
- 8-498 Signs Permitted in Business and Manufacturing Districts with a Permit
- 8-499 Signs Permitted in Institutional and Park 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 Section 8-490.

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 DAMAGED and UNSAFE

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

- a) **Damaged and Unsafe Signs.** Should any sign be or become unsafe, in danger of falling or damaged beyond normal wear and tear, the tenant and/or the owner of the property on which the sign is located or the person maintaining the same shall, upon receipt of written notice from the Building Inspector, proceed at once to put such sign in a safe and secure condition, restore the sign to its original condition, or remove the sign. If the sign is nonconforming the provisions of Section 8-487 shall apply. If any such person fails to comply within 30 days of such notice, he or she will be in violation of this Chapter. 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 damaged or unsafe sign is located. The Building Inspector, or their agents, may without notice order any structurally unsafe or structurally insecure sign to be immediately removed if the sign presents an immediate peril to the public health or safety.

8-489 REMOVAL OF SIGN AND SIGN STRUCTURES WHERE BUSINESS IS NO LONGER IN OPERATION

Commented [AB4]: New, not addressed in existing code.

- a) A building, portion of a building, or site shall be determined to be vacated based on the following criteria: (1) vacancy, (2) cessation of some or all utilities, or (3) lapse or termination of occupational license. Vacation of a building, structure or site shall have the following effect:
 - 1) At 30 days, nonconforming signs shall lose their legal nonconforming status per Section 8-487.
 - 2) At 30 days, the owner of the property shall take action regarding any legal permanent or temporary signs and/or sign structures associated with the vacant building, portion of a building, or site located on the property. At the property owner's option, the property owner shall do one of the following: remove all such signs and structures, or replace the face of such signs with a blank sign face. If the property owner is granted an extension under Subsection (3) below, the requirement shall not apply during the extension period.
 - 3) An extension allowing signs and/or sign structures associated with vacant buildings, portions of buildings, or sites to remain on the property for an additional six-month time period after the original 30 days have lapsed may be granted under the following conditions:
 - a. The property owner shall submit an application with the appropriate fee and allow the Building Inspector to inspect the signs and/or sign structures on the vacated building, portion of a building, or site.
 - b. The Building Inspector shall review the application and sign to determine that the sign will not be a hazard, safety concern, or blight for the duration of the extended time period.

- c. Signs shall be properly blanked out and contain no commercial message.
 - d. If the sign has been damaged during the vacated period to the point it becomes a safety hazard or blight on the property, staff may have the structure removed per Section 4-488.
 - e. After the original six-month extension, one additional six-month extension may be approved by the Building Inspectore for up to one year upon submittal of a new application and fee. Any additional applications for an extension, beyond the first year, shall be approved by the Plan Commission.
 - f. Owners of nonconforming signs may also apply for an extension; however, the sign shall not thereafter be reestablished except in full compliance with this Chapter.
- b) Sign structures that have been left without a sign face, or where the permit holder no longer has any interest in the site as owner or tenant, any of which for a continuous period of 90 days, shall be deemed abandoned and shall be removed by the owner of the property or the Village shall proceed to remove such sign structure pursuant to the terms of this Article if the owner has not been granted an extension.
 - c) If the sign and/or sign structure(s) have not been removed, the Village shall send written notification to the property owner of record and/or last known occupant, via certified mail, return receipt requested, indicating that said property owner or occupant remove the sign and/or sign structure or apply for and be granted an extension. If the sign and/or sign structure have not been removed within 30 days after the Village sends notice, and an extension has not been granted, the Village may have the sign and/or sign structure removed.
 - d) Any and all costs incurred by the Village in the removal of a sign or sign structure pursuant to the provisions of this Section, which authorized assessment of the cost, shall constitute a lien against the property upon which the sign or sign structure existed and shall be collected in the same manner as provided elsewhere in the regulations of the Village of McFarland.

8-490 EXEMPTIONS

The following signs are exempt from the permit regulations contained in Section 8-490, 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.

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

Commented [AB6]: 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 [AB7]: New, not addressed in existing code

- 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 Section 8-490.
- 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 9 square feet in area on one side or 18 square feet in area on all sides and a maximum of six feet in height in a residential district; or not exceeding 48 square feet in area on one side or 96 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 11 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.

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 Section 8-490 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:

Commented [AB8]: Existing code does not limit the number or size of flags

Commented [AB9]: Existing code does not provide a height limit.

Commented [AB10]: Existing code is 32 sqft

Commented [AB11]: Existing code does not provide a height limit.

Commented [AB12]: Current code specifies removal immediately after sale or rent.

Commented [AB13]: New, not addressed in existing code

Commented [AB14]: New, brings election signs in conformance with 12.04 Wis. Stat.

Commented [AB15]: Consolidates a few sections of the existing code regarding permit procedures under one section. Includes a few best practice updates as well.

- 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 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.

Commented [AB16]: As an incentive to remove nonconforming signs this provision could remain open-ended with no time limit.

Commented [AB17]: Existing code stipulates 5 days. Suggest 10 now that the Village is using a contracted inspector.

- 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.

8-491 MEASUREMENT STANDARDS

- a) Signable Area. The signable area of a building is designated as the area of the facade of the principal building up to the roof line on which signs may be displayed. In computing signable area, any facade which faces or abuts a public right-of-way may be utilized. Calculations may include parapet walls, door and window openings.
- b) **Measuring Sign Face.** In calculating the area of a sign to determine whether it meets the requirement of this Article, the Building Inspector shall include the sign copy and any border or frame surrounding that copy. Supporting posts or foundations shall be excluded from the area calculation. The area of irregularly shaped signs or signs containing two or more detached elements shall be determined by the area of the smallest regular polygon that will encompass all elements of the sign.
- c) **Measuring Sign Height.** The sign height shall be the vertical distance measured from the grade at the base of the sign structure to the highest point of such sign or sign structure. In the case where a sign is to be located in a raised planting bed or berm, the grade shall be determined by the average of the grades measured at the base of the planting bed or the toes of the slope at the front and back of the bed or berm.

Commented [AB18]: New, not addressed in existing code.

Commented [AB19]: New, not addressed in existing code.

8-492 CONSTRUCTION AND MAINTENANCE

- a) Wind Pressure and Dead Load Requirements. All signs and supporting structures shall be designed and constructed to withstand wind pressure of not less than 40 pounds per square foot of area; and shall be constructed to receive dead loads as required in the Village Building Code or other applicable Article.
- b) Protection of the Public. The temporary occupancy of a sidewalk or street or other public property during construction, removal, repair, alteration, or maintenance of a sign is permitted provided the space occupied is roped or fenced off, or otherwise isolated.
- c) Supporting Foundations, Posts, or Braces shall be constructed of galvanized iron or properly treated wood, steel, copper, brass, or other noncorrosive and noncombustible material. Projecting signs shall be attached to the supporting building or structure by noncorrosive metal bolts, anchors, cable, or other metal attachments so as to ensure permanent and safe construction, and shall be maintained free from rust or other defects. Every means or device used for attaching any sign shall extend through the walls of the building should the Building Inspector determine that the safe and permanent support of such sign so requires and shall be securely anchored by wall plates and nuts to the inside of the walls or to bearings on the underside of two or more roof or ceiling joists in accordance with instructions given by the Building Inspector. Small flat signs containing less than 10 square feet of area may be attached to a building by the use of lag bolts or other means to the satisfaction of the Building Inspector.
- d) No Signs or sign anchors, braces, or guide rods shall be attached, fastened, or anchored to any fire escape, fire ladder, or standpipe. No sign or any sign anchor, brace, or guide rod shall be erected or maintained so as to hinder or prevent ingress or egress through any door, window, or fire escape or so as to hinder or prevent the raising or placing of ladders against such building by the Fire Department.
- e) Signs with Electrical Wiring shall require an electrical permit from the Village Building Inspector. Electric service to ground signs shall be concealed, overhead electrical wiring shall be prohibited. Wiring of all electrical signs must conform to the Electrical Code of the Village and the National Electrical Code. Electric sign contractors and their employees are herein authorized to perform the following specific tasks:
 - 1) Install exterior electric signs, ballasts, or high voltage transformers to sockets or outline lighting tubes, and may connect said signs to primary branch circuit, if said circuit already exists outside of the building.
 - 2) Install interior electric signs, but may not connect said signs to the primary branch circuit.
 - 3) Maintain and replace any electric component within the sign, on its surface, or between the sign and building for exterior signs only. This Article prohibits the electric sign contractor or its employees from performing work on electric signs in contradiction to the National Electrical Code or the Village Electrical Code.

Commented [AB20]: Provides additional detail beyond construction specifications of the existing sign code.

Commented [AB21]: New, not addressed in existing code.

Commented [AB22]: To be reviewed by Electrical Inspector

- f) If External Illumination is approved, the fixture shall be mounted on a permanent unmovable base and the neck soldered so as to prevent the fixture from being tampered with or redirected.
- g) All signs shall be marked with a manufacturer's name in a size that is easily visible from the ground. All electric signs shall also include: for incandescent lamp signs, the number of lamp holders; and for electric discharge-lamp signs, the input amperes at full load and the input voltage.
- h) It shall be the responsibility of the property owner to mark the location of all underground utilities prior to the installation of ground signs.
- i) Maintenance. The owner of any sign shall keep the sign and supporting structure in good maintenance and repair which includes restoring, repainting, or replacement of a worn or damaged legally existing sign to its original condition; and shall maintain the premises on which the sign is erected in a clean, sanitary, and inoffensive condition, free and clear of all obnoxious substances, rubbish, and weeds. Restoration or painting which changes the size, color, or location of a sign will require a new sign permit.

Commented [AB23]: New, not addressed in existing code.

Commented [AB24]: New, not address in existing code.

Memorandum

TO: Plan Commission Members
 FROM: John Griffith, Code Enforcement Officer
 DATE: February 10, 2020
 RE: January Property Maintenance Report

<u>ADDRESS-OWNER OR TENANT OCCUPIED (DECEMBER AND PRIOR LETTERS/CONTACT)</u>	<u>VIOLATION & DATE LETTER DELIVERED/SENT:</u>	<u>STATUS /DATE</u>	<u>DATE RESOLVED OR NEXT STEP</u>
5201 Bremer (Heilskov)	Fence installed higher than permit allows, and installed in public right of way – referred to building inspector- 12/2/19	Letter sent 12/2/19; 12/9/19 owner agreed to correct by 12/31/19; 12/30/19 -Owner req. extension to correct – given until 1/20/20	Follow up on 1/21/2020
4608 Larson Beach Road (Ring)	To many vehicles/trailers on property	Trailer moved from property-11-30-19	No action needed
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, 2/6/2020 – ticket issued
5905 Smith Ridge Road (Hemp)- rental	Expired plates on vehicles stored on site (9/30/19)	Second letter to owner sent 10/30/19	Not corrected 11/1/19, 2/6/2020 – ticket issued
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 additional 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
4313 Triangle Street (Goben)	Noncompliance with Conditional Use Permit on fence/screening. -12/5/19	Forward to Village Atty.	Agreement reached through attys. 2-3-20 \$187.00 ticket issued – 60 days to pay.
6062 E. Linden Parkway (Johnson)	No building permit – 12/6/19	Letter from Building Inspector	
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
6002 E. Linden Parkway (Burger)	No building permit - 12/5/19	Letter sent by Building Inspector	Permit applied for – will not pick up & pay
4831 Larson Beach Road – Commercial (Judd)	No permit for new sign- 12/13/19	Letter sent by Building Inspector	Owner stated has permit, has not provided it
6011 Tuscobia Trail (Weisensel)	Work being done without a building permit - 12/18/19	Letter sent by Building Inspector	Permit applied and paid for.

<u>LETTERS /CONTACT IN JANUARY:</u>	<u>VIOLATION AND DATE OF CONTACT/POSTING/ LETTER SENT:</u>
<u>ADDRESS AND OWNER</u>	
5114 Ridge Road (Washa Const)	Work done without permit 1-21-2020
5603 Wimbledon Ct. (Dimeo)	Inoperable/ unlicensed vehicles, trash/debris on site 1.9.2020
5506 Valley Drive (Owner – Vogel)	Excessive # vehicles, vehicles on lawn, non-running/licensed vehicles 1.15.2020
6139/41 Exchange Street (Rental W. Paul)	Failure to clear snow off sidewalks 1.21.2020
6221 Renee Ct – (Crockett)	Business without a permit in residential area, sign without a permit 1.23.20

6217 Renee Court (Couey)	Vehicle parked in front yard lawn 1.21.20
6139/41 Exchange Street (Rental) W. Paul	Failure to clear snow off sidewalks 1.21.2020
6119 Johnson St (Deyoe)	Min. maintenance accumulated debris on property, non-running vehicles, vehicles being used as storage
Siggelkow Road – new construction project – BizyLou – Lou Chermay	Failure to clear snow off sidewalks 1.30.2020
5320 Autumn Lane (owner) Cullum-Powers	Failure to clear snow off sidewalks 1.27.2020
5323 Autumn Lane (rental) Hansen	Failure to clear snow off sidewalks 1.27.2020
4810 & 4816 Farwell St. (rentals) Dakota RE	Failure to clear snow off sidewalks 1.27.2020
Farwell Street – construction site – Lakestone Properties	Failure to clear snow off sidewalks 1.27.2020
4802 Burma Road (rentals) Burma Woods LLC	Failure to clear snow off sidewalks 1.27.2020
5619 Alben Avenue (rental) Hund/Wexler	Failure to clear snow off sidewalks 1.27.2020
Sugar River – new subdivision	Failure to clear snow off sidewalks 1.27.2020
6069 E. Linden Parkway (Owner) Devous	Failure to clear snow off sidewalks 1.29.2020

Memorandum

To: Plan Commission

From: Andrew Bremer, AICP
Community & Economic Development Director

Date: February 13, 2020

Re: January Community Development Department Highlights

YTD New Construction Building Permits

	2019	5-Year	4-Year	3-Year	2020
Building Permits (new construction)	Actual	Average	Average	Average	Actual
SF	67	52	60	66	4
MF	8	3	4	4	0
Com	1	3	3	3	0
Total	76	58	67	74	4

30 total building permits issued in January, including four new home permits.

YTD Department Revenues

Community Development Department, Annual Revenues									
		2019	5-Year	4-Year	3-Year	2020	2020	YTD % of	2019
Account		Actual	Average	Average	Average	Budget	Actual YTD	Budget	Actual YTD
44300-101	Building Permit	\$ 107,314	\$ 82,718	\$ 94,578	\$ 108,402	\$ 100,000	\$ 4,083	4%	\$ 2,926
44300-102	HVAC Permit	\$ 31,034	\$ 31,097	\$ 36,095	\$ 40,128	\$ 45,000	\$ 1,558	3%	\$ 1,405
44300-103	Plumbing Permit	\$ 37,370	\$ 33,420	\$ 38,326	\$ 42,774	\$ 45,000	\$ 1,202	3%	\$ 1,484
44300-104	Electrical Permit	\$ 47,101	\$ 41,239	\$ 47,273	\$ 52,637	\$ 50,000	\$ 1,881	4%	\$ 1,640
44300-105	Sprinkler Fee	\$ 2,722	\$ 2,594	\$ 3,223	\$ 4,297	\$ 4,000	\$ 1,775	44%	\$ -
44300-106	Fire Alarm Inspection Fee	\$ 4,515	\$ 2,489	\$ 3,111	\$ 4,148	\$ 2,000	\$ 55	3%	\$ 2,260
44300-108	CD Occupancy Inspection Fee	\$ 8,450	\$ 7,870	\$ 9,250	\$ 9,483	\$ 10,000	\$ 255	3%	\$ 350
44900-000	Misc. CD Permit Fees	\$ 109,484	\$ 123,997	\$ 143,617	\$ 165,481	\$ 100,000	\$ 17,239	17%	\$ 4,092
46800-000	Community Development Fees	\$ 9,777	\$ 9,753	\$ 9,840	\$ 9,188	\$ 10,000	\$ 152	2%	\$ 700
47210-000	City - Building Inspection	\$ -	\$ 22,435	\$ 19,456	\$ 13,546	\$ -	\$ -	0%	\$ -
	Total Revenue	\$ 357,767	\$ 357,613	\$ 357,574	\$ 450,085	\$ 366,000	\$ 28,201	7.7%	\$ 14,857

Summary of Department Activities:

- Village Board action on January Plan Commission recommendations:
 - Accepted Park Impact Fee Study.
 - Ordinance 2020-01, rezoning lands near CTH AB Community Park, approved.
 - CSM to subdivide CTH AB Community Park approved.
 - Ordinance 2020-04, fees and permits for balconies, decks and porches, approved.
- Status update of larger development projects previously approved:
 - Building construction for Phase 1 of Ezra project on Terminal Drive is on-going.
 - 4719 Farwell Street. An early start permit for footings and foundation work has been issued.
- Community Development Authority activities:
 - Received accepted offer to purchase 4313 Triangle Street. Village is in the process of completing environmental assessments of the property prior to closing.
 - Awaiting response to an offer to purchase 5407 Bashford Street (TID #4).
- Meetings & Conferences:
 - Various meetings with applicants appearing on the February 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.
 - January 7th CDA meeting
 - January 23rd Parks Committee
 - January 23rd Plan Commission meeting
 - January 13th and January 27th Committee of the Whole
 - January 13th and January 27th Village Board Meeting
 - January 30th Strategic Plan Public Workshop
- Department Projects/Initiatives/Activities:
 - 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.
 - Continued refinement of Strategic Plan.
 - On-going coordination related to Census 2020.

Look ahead to potential March Plan Commission Agenda Items:

- Discussion of proposed amendments to the Sign Code.
- Site/Design Permit for McDonalds façade improvements.