VILLAGE OF MCFARLAND *NOTICE OF PUBLIC MEETING*

LANDMARKS COMMISSION

Monday, May 18, 2020 **6:15 PM** **McFarland Municipal Center**
Community Room

AGENDA

You are invited to this meeting through a Zoom webinar. The Public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:
https://us02web.zoom.us/j/84268098793

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 (929) 205-6099 or +1 (301) 715-8592 or +1 (312) 626-6799 or +1 (669) 900-6833 or +1 (253) 215-8782 or +1 (346) 248-7799

Webinar ID: 842 6809 8793

1. CALL TO ORDER
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
   a. Review and possible approval of the June 18, 2019 Landmarks Commission minutes.
4. BUSINESS.
   a. Approval of a Certificate of Appropriateness for 5923 Exchange Street - McFarland House Café for a front yard outdoor dining and consumption area.
5. 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.

LANDMARKS COMMISSION

Working Draft Minutes

May 23, 2019

Members Present: Gordon Kinder, Ron Larson, Stephanie Brassington, Kathy Krusiec,
Members Absent: Virginia Nichols
Staff Present: Pauline Boness, Karen Knoll
Others Present: Elsa Reeves

1. CALL TO ORDER
   Brassington called the meeting to order at 4:00 p.m.

2. APPROVAL OF MINUTES
   Motion by Larson to approve the May 23, 2019 minutes, seconded by Krusiec. Motion carried 4-0.

3. PUBLIC COMMENT - None

4. BUSINESS
   a. Public Hearing Review and possible recommendation to the Village Board regarding a request by Landmarks Commission to designate 5979 Siggelkow Road, Commons Threads, as a local historic structure/site. The property is currently zoned A-1 Exclusive Agricultural.

      Elsa Reeves - 5903 Juniper Ridge - Spoke in favor but did not understand why the change at this time. Kinder replied it is due to the property being annexed into McFarland. Larson pointed out it is currently on the National Historic registry, and the Landmarks Commission wanted it to also be registered as a local landmark. Brassington asked for clarification on the properties having a plaque identifying them as a historic structure. Boness responded at a previous meeting the Historical Society advised not all property owners want a plaque on their home. They are the ones who reach out to those property owners of the historically designated property. Kinder advised while the Landmarks Commission and Historical society have some parallels in what they do, they each have their own specific duties.

      Kinder moved to recommend to the Village Board approval of a request by Landmarks Commission to designate 5979 Siggelkow Road, Commons Threads, as a local historic structure/site. Krusiec seconded the motion. Motion carried 4-0.

   b. Discussion only - Holiday walk of historic homes in connection with Christmas in the Village.

Working Draft

Krusiec summarized she requested this item to be on the agenda. Krusiec would hope we could find four or five owners who would like to open their homes to the public for a holiday tour. She would like to see it start and finish at the Larson house, and this event could be used as a fundraiser. Kinder pointed out, this will take quite a few volunteers to run this event, and whomever chaired this would have to reach out to local volunteer organizations to see if they could help. Larson agreed, events like this are fun, however, a committee would need to be set up, there would have to be a budget, chairperson, and many volunteers.

Commissioners discussed issues such as people wearing shoes into people's homes, having enough volunteers in the homes to direct people and protect the homes and owner's property. Krusiec stated an event like this is quite an undertaking. Boness pointed out you first have to decide who is going to chair and run the event, running it would fall to the Historical Society.

Commissioners discussed various options with an event like this, is it self-guided, are there set times, is it like a walking tour? How you control the flow of people into homes, security of homes, and personal belongings. The possibility of musicians playing in the homes, number of volunteers needed, the need for decorations in the homes, and partners and other groups in the community in order to put this together. Krusiec envisions some Landmarks Commission members would volunteer to help with this event. Boness stated if any Commissioner wanted to work with the Historical Society in putting this event together, they could do that, but it would be a Historical Society event.

Boness summarized the first step would be to have someone to reach out to the Historical Society and see if there is any interest. If the Historical Society was, then they would form a small committee and send letters out to homeowners to gauge their interest that would give you an answer as to interest in even holding the event.

Brassington suggested first meeting with the Historical Society to see if there is any interest on their part. Boness suggested having one member of the Commission meet with the President of the Historical Society. It would only need to be a brief meeting to see if the Historical Society is even interested in holding this type of event. Larson suggested making contact with Jane Licht, as she would give honest feedback. Krusiec advised she would volunteer to make contact with the Historical Society and then contact Boness in the Community Development Department once she has made contact and has information to report.

5. SCHEDULING NEXT MEETING DATE

Meeting to be scheduled as needed

Larson would like to suggest for a future meeting looking at other properties to potentially be designated as a local landmarks. Kinder inquired if there is an age bracket for homes.

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Larson responded there was one when initially formed, many years have gone by and there are other properties, possibly from the 50's era.

Brassington thanked Boness for her 21 years of service to the community as she is retiring in July.

6. ADJOURNMENT

Kinder moved to adjourn, Larson seconded the motion. Motion carried meeting adjourned at 4:45 p.m.

Working Draft

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, May 18, 2020**

SECTION: **Business**

DEPARTMENT: **Community Development**

CONTACT: **Andrew Bremer, Comm & Eco Dev Director**

AGENDA ITEM: **Approval of a Certificate of Appropriateness for 5923 Exchange Street - McFarland House Café for a front yard outdoor dining and consumption area.**

PREVIOUS ACTION:
The existing two front yard gravel outdoor patio areas were approved by the Landmarks Commission on November 2, 2017. No record of approval of the site plan modification by the Plan Commission is on record. The Plan Commission did approval a site/design application on July 15, 2019 for potential improvements to outdoor dining areas in the rear yard and improvements to the accessory garden house. To date, the owner has not applied for a building permit to complete the improvement discussed in 2019. The site plan approval will expire on July 15, 2020 and the property owner has indicated he is aware he will need to resubmit an application if/when he decides to proceed with those improvements.

ISSUE SUMMARY:
McFarland Cafe desires to allow the consumption of alcoholic beverages within the two existing front yard gravel patio areas. The proposed consumption area is 651 square feet. This request is due in part to the owners anticipation of losing existing indoor seating capacity due to what will be either recommended or required conditions under State order for the reopening of restaurants during the Covid-19 pandemic. As part of the Badger Bounce Back Plan, the WEDC and Wisconsin Department of Health Services released a Guidance on Preparing Restaurant Workplaces for COVID-19. The guidelines include, limiting dining room tables to six guests and spacing tables a minimum of six feet apart; and in bar areas leaving two bar stools empty between customers not in the same party with the same rule applied to outdoor patio areas.

The property is zoned Central Commercial (C-C) and is a local and state designated historic property. Because of the unique nature of the property a number of committee's have a role in reviewing this request, including Public Safety, Landmarks Commission, Plan Commission, and the Village Board.

Section 11-64(n) of the Municipal Code requires a 4-foot high fence for outdoor consumption areas, constructed of wood, plastic, or metal. The applicant is proposing a four-foot high white, wood, picket fence. In addition, the applicant proposes the inclusion of exterior overhead string

lighting. The lighting component is a non-permanent site improvement. The lighting would be connected to the existing freestanding signs which includes a photovoltaic sensor. Hours of operation will be Tuesday through Sunday up to 9 pm.

While the proposed fence will not alter the historic structure, Sec. 62-395(b)(2) provides, in part, that no person in charge of a historic site shall reconstruct or alter any part of the exterior of such structure or construct any improvement upon such designated historic site upon such property unless a certificate of appropriateness has been granted by the Landmarks Commission. Historic site is defined in the Zoning Code to include a parcel on which is situated a historic structure. Thus, the request for approval of the Certificate of Appropriateness.

In staff's opinion, the proposed accessory fence and exterior lighting are compatible with the design of the existing building and unobtrusive. The proposed four-foot high white, wood, picket fence is architecturally and historically compatible with the existing primary building materials. The proposed improvements would not destroy or detrimentally change the existing historic structure or fail to harmonize with the external appearance of other neighboring improvements on the site. The improvements will expand the use and enjoyment of the historic property by residents and visitors to McFarland.

FINANCIAL/BUDGET IMPACT:
None.

VILLAGE PLAN REFERENCE:
Property is identified as Downtown use in the Village's Comprehensive Plan. One of the goals of the plan is to increase and ease opportunities for businesses to grow in McFarland and expand dining. Improving business retention and enhancing commercial uses in the downtown area are also two of the strategies identified in the Village's 2020-2030 Strategic Plan.

ORDINANCE REFERENCE:
Sec. 8-369, Fence Standards
Sec. 11-64(n), Outdoor Consumption
Sec. 62-71, Commercial District Permitted Use
Sec. 62-172(j), Parking Spaces Required
Sec. 62-310, Site/Design Review
Chapter 62, Division 6 - Historic Preservation

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Recommend approval of the certificate of appropriateness for the proposed front yard patio improvements as submitted.

ATTACHMENTS:
1. 5923 Exchange Street Site Plan Application_05.08.20

Village of McFarland
Community Development Department

Plan Commission Application – 2020

~Application must be completed in full~

Applicant - Owner	OHearn Ventures LLC	Applicant's Agent	Shaun O'Hearn
		Name	
Address	5923 Exchange St	Address	5205 Linden Parkway
Email	mcfarlandcafe@gmail.com	Email	mcfarlandcafe@gmail.com
Phone #	608 217 6356	Phone #	608 217 6356
Fax #		Fax #	

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

Requires Public Hearing (Class One)	FEES	Requires Public Hearing (Class Two)	FEES	Public Hearing Not required	FEES
☐ Preliminary Plat	$500+AF	☐ Conditional Use	$370+F	☐ Annexation	At cost
☐ Preliminary Plat (reapplication)	$500+BF	☐ Rezoning (map)	$405+	☐ Dev. Agreement Including Addendums	$400 F
☐ Certified Survey Map	$300+FG	☐ Zoning Amendment (text)	$405 +F	☐ Final Plat	$500 +CF
☐ Condominium	$300+EF	☐ Variance-Board of Zoning Appeals	$380+F	☐ Final Plat (reapplication)	$400 +DF
☐ Comprehensive Plan Amendment	$500+F			☒ Site/Design Review	$400 + F

+ = Plus publication and notification charges

A = Plus $50.00 per lot

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

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

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

E = Plus $40.00 for each unit shown

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

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

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

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

5923 Exchange Street, see attached for legal description

CC Zoning

What action is the applicant requesting of the Plan Commission?

To correct a fence on the west side of the McFarland House

Has this specific proposal been previously discussed or acted upon by the Plan Commission?

☐ **YES** ☒ **NO (If "yes" state the nature and the date(s) of the previous application.)**

PLEASE READ AND SIGN AT THE BOTTOM ON THE REVERSE SIDE

Schedule: The Village of McFarland Plan Commission conducts meetings on the third Monday of each month at 7:00 p.m. at the McFarland Municipal Center in the Community Room. To ensure adequate time for staff review, and publication of legal notices; all potential agenda item materials -are required to be submitted per the schedule listed below. **Six (6) Copies** of all materials, **one (1) copy must be 8 ½ x 11, five (5) copies to be 11 x 17 and one (1) electronic copy** (*only one copy of application, completed in full, is necessary)* shall be submitted to the Community Development Department (608-838-3154), with fees paid **by *NOON of the deadline day**, according to the following schedule:

Village of McFarland Plan Commission 2020 Schedule

*Submittal Deadline Noon on:	For Scheduled 2020 Meeting date of:
December 12 (2019)	January Tuesday Jan. 21
January 7	February 17
February 11	March 16
March 10	April 20
April 7	May 18
May 12	June 15
June 9	July 20
July 7	August 17
August 11	September 21
September 8	October 19
October 6	November 16
November 3	December 21 (Pending)
December 8	(Pending) Tuesday, Jan. 19, 2021

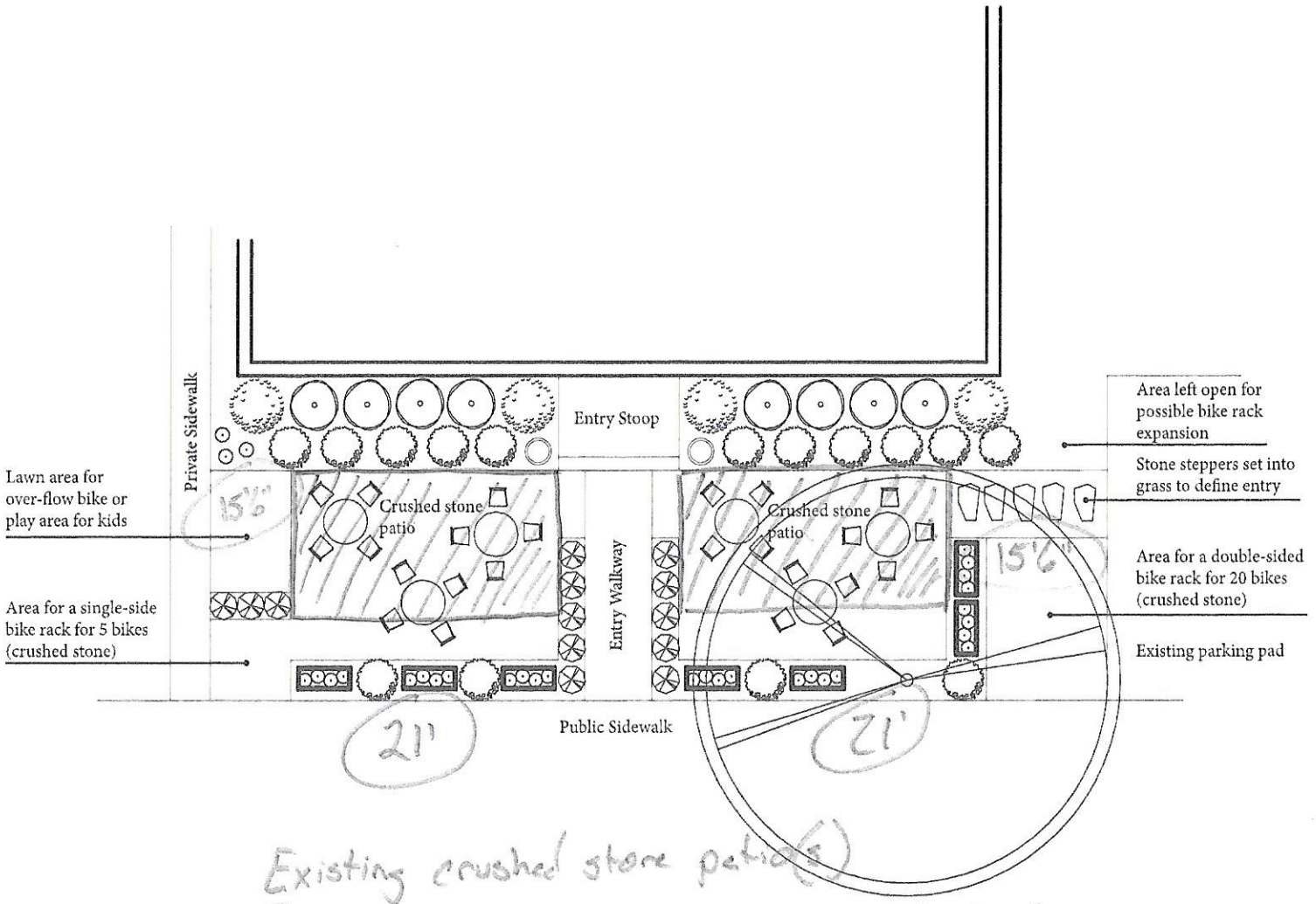
*** Submittal deadline: No exceptions are given for above deadlines**

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

X _____ 5/8/2020

Signature of Applicant/Agent Date

USER ACCESS & USE PLAN



Existing crushed stone patio(s)
Proposed outdoor drinking area = 651 ft²
Footprint for cafe interior = 1568 ft²
Outdoor percentage = 41.5%

SCALE 1/8"=1'-0"

2019-0077

ADVANCED LANDSCAPE

HOMESTEAD

5.9.2019

McFarland House Cafe

McFarland WI

QUAM ENGINEERING, LLC 4604 Siggelkow Road, Suite A – McFarland, WI 53558 (608) 838-7750 \SO-02-19\S002BASE.DWG

MCFARLAND HOUSE – VILLAGE OF MCFARLAND

PROPOSED SITE PLAN

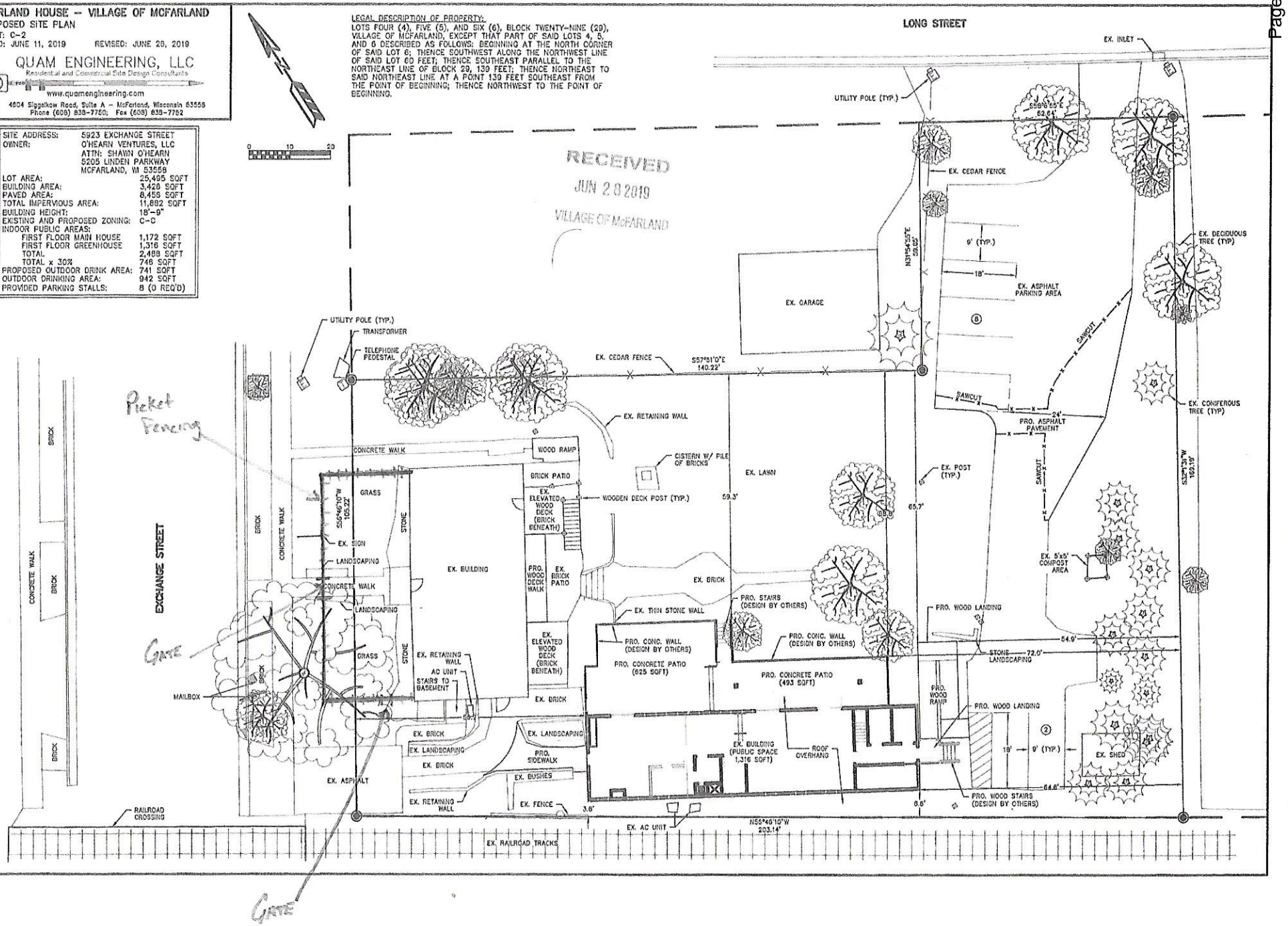
SHEET: C-2

DATED: JUNE 11, 2019 REVISED: JUNE 28, 2019

QUAM ENGINEERING, LLC
Residential and Commercial Site Design Consultants
www.quamengineering.com
4604 Siggelkow Road, Suite A – McFarland, Wisconsin 53558
Phone (608) 838-7750; Fax (608) 838-7752

SITE ADDRESS:	5923 EXCHANGE STREET
OWNER:	O'HEARN VENTURES, LLC ATTN: SHAWN O'HEARN 5205 LINDEN PARKWAY MCFARLAND, WI 53558
LOT AREA:	25,495 SQFT
BUILDING AREA:	3,428 SQFT
PAVED AREA:	8,455 SQFT
TOTAL IMPERVIOUS AREA:	11,882 SQFT
BUILDING HEIGHT:	18'-9"
EXISTING AND PROPOSED ZONING:	C-C
INDOOR PUBLIC AREAS:	
FIRST FLOOR MAIN HOUSE	1,172 SQFT
FIRST FLOOR GREENHOUSE	1,316 SQFT
TOTAL	2,488 SQFT
TOTAL x 30%	746 SQFT
PROPOSED OUTDOOR DRINK AREA:	741 SQFT
OUTDOOR DRINKING AREA:	942 SQFT
PROVIDED PARKING STALLS:	8 (0 REQ'D)

LEGAL DESCRIPTION OF PROPERTY:
LOTS FOUR (4), FIVE (5), AND SIX (6), BLOCK TWENTY-NINE (29), VILLAGE OF MCFARLAND, EXCEPT THAT PART OF SAID LOTS 4, 5, AND 6 DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTH CORNER OF SAID LOT 6; THENCE SOUTHWEST ALONG THE NORTHWEST LINE OF SAID LOT 60 FEET; THENCE SOUTHEAST PARALLEL TO THE NORTHEAST LINE OF BLOCK 29, 139 FEET; THENCE NORTHEAST TO SAID NORTHEAST LINE AT A POINT 139 FEET SOUTHEAST FROM THE POINT OF BEGINNING; THENCE NORTHWEST TO THE POINT OF BEGINNING.



- 4' Fencing
- White
- Wood