

PLAN COMMISSION

Monday, November 16, 2020

7:00 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/89878399821>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 898 7839 9821

1. CALL TO ORDER
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Review and possible approval of the October 19, 2020 Plan Commission meeting minutes.
4. PUBLIC HEARING
 - a. Public hearing on a request by MSP Real Estate Inc., on behalf of Matt Kuehl, Tricycle Motors Properties, LLC, for a Certified Survey Map (CSM) located at 4845 Taylor Road and 4900 Larson Beach Road., McFarland, WI in order to combine two parcels.
5. BUSINESS.
 - a. Discussion and action to make a recommendation to the Village Board on a request by MSP Real Estate Inc., on behalf of Matt Kuehl, Tricycle Motors Properties, LLC, for a Certified Survey Map (CSM) located at 4845 Taylor Road and 4900 Larson Beach Road., McFarland, WI in order to combine two parcels, Lots 1 & 3 of CSM 11273.
 - b. Discussion regarding a potential development proposal for 5411 Bashford Street by Dan and Meg Chin for a mix-used development.
 - c. Discussion and possible action to make a recommendation to the Village Board regarding updates to Appendix A Fees of the Municipal Code of Ordinances, regarding building and zoning permit fee changes.
6. STAFF REPORTS
 - a. Property maintenance report
 - b. Directors report

7. SCHEDULE NEXT MEETING DATE.

- a. Monday, December 21st, 2020 at 7:00pm

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.

Draft - Minutes Plan Commission Meeting

October 19, 2020

Members Present: Justin Rupert, Tom Rogers, Brad Czebotar, Bruce Fischer, Eric Green, Scott Peters, Peter Bloechl-Anderson

Members Absent:

Staff Present: Andrew Bremer, Brian Berquist; Town and Country Engineering, Karen Knoll

1. CALL TO ORDER

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

2. PUBLIC APPEARANCES.
None

3. APPROVAL OF MINUTES.

- a. Review and possible approval of the September 21, 2020 Plan Commission minutes.

Czebotar called the minutes from the September 21, 2020 approved by unanimous consent.

4. PUBLIC HEARING

- a. Public hearing regarding Ordinance 2020-22, An Ordinance Amending Various Sections of the McFarland Municipal Code Including Chapter 47 Public Utilities, Chapter 56 Subdivisions, and Chapter 62 Zoning Relating to the Provisions of Storm and Sanitary Sewer Service.

Czebotar opened the public hearing at 7:12 p.m.

Bremer discussed his staff report with Commissioners. These amendments primarily address/clarify the terms under which connections to the Village's sanitary sewer system are allowed and payment of connection fees, including Capital Area Regional Planning Commission and Madison Metropolitan Sewerage District fees, to the Village. These amendments address code deficiencies Village staff have noticed over the past year while working on various CARPC, MMSD

and Village sewer expansion projects. The amendments also include a revision to a portion of Chapter 47 which addresses stormwater utility credits, Chapter 56 and Chapter 62 related to changes in state statute or conflicts within the Municipal Code.

Clair Utter – 5220 Rustling Oaks Lane – feels the zoning code also needs to be looked at and this item should be postponed until consultants can be hired to look at the entire project.

Fischer concurred with Utter; we should be looking at all of what we do in a holistic manner to have a vision for the Village. He is not sure he is comfortable with this at this time.

Commissioners discussed the bases for the changes covered by this ordinance. Czobotar closed the public hearing at 7:20 p.m.

5. BUSINESS.

- a. Discussion and possible action on a site/design review application submitted by Rick & Susan Hubanks for an expansion of Angelo's Restaurant, 4706 Farwell Street.

Bremer summarized the recent history of the property and the rezone, which was approved earlier this year to allow a possible expansion to the property. Bremer reviewed the TID #5 design guidelines, along with his staff report and the comparison of the application to the guidelines, as provided in packets, with Commissioner's.

The proposal will set the building back between 7 and 9 feet from the front property line. While the TID #5 Design Guidelines allow for the potential of zero setback buildings, Bremer feels some setback is appropriate in this corridor as it will allow for some front green space, benches, re-arrangement of the patio area and add a bike rack. Bremer went over the plans as submitted with Commissioners.

Bremer reviewed the existing ingress-egress easement with the adjacent Culver's, there is an updated plat of survey in packets, and the easement has been removed. Angelo's is proposing to remove the dual posted sign and have wall signage in its place. Public Safety wanted some type of protection, bollards, masonry column wall, or planters in front of the two parking stalls adjacent to the proposed patio area in the parking lot.

Rick Hubanks – 4706 Farwell Street Owner of Angelo's – summarized the history of his restaurant in McFarland and reasons for wanting the expansion approval for the site. They have added a second exit to the west elevation. They are hoping to

start the project as soon as possible as the COVID 19 standards are making it hard to run a restaurant and they need to expand their options.

Dave Olson – spoke in favor, but indicated concerns over parking on the west side near the storage units.

Hubanks indicated they are not losing any parking spaces with this proposal; they do not have any plans for additional parking.

Commissioners discussed the concept and site design along with concerns over the ability to have a building right up to the sidewalk, as it would not be fitting in the corridor. Bremer indicated if they were not comfortable with a zero setback, the guidelines could be amended at a later date.

Czebotar moved to approve a site/design review application submitted by Rick & Susan Hubanks for an expansion of Angelo's Restaurant, 4706 Farwell Street with the conditions of:

1. Addition of a second emergency exit on the east side of the proposed patio.
2. Providing either protective bollards, concrete planters, or concrete/masonry columns in the area of the fence in front of the two parking stalls.
3. Obtaining all necessary building permits related to the building addition, revised site signage, and new patio fencing.
4. Removal of the proposed ground mounted building accent lighting.

Rupert seconded the motion. Motion carried 7-0.

- b. Discussion and action to make a recommendation to the Village Board on a request by Veridian Homes Rosewood Fields LLC regarding Final Plat approval for Rosewood Fields Subdivision. Lands located west of CTH AB and north of the railroad in the NE 1/4 of the SE 1/4 and the SE 1/4 of the SE1/4 of Section 2, Township 6 North, Range 10 East, Village of McFarland, Dane County, Wisconsin.

Bremer summarized the history of this project and the approval process it has gone through to date, along with the other Committees and Boards it has gone before along with their approvals and conditions.

Brian Munson – Vandewalle and Associates – gave a brief overview of their proposal as submitted in packets. There will be 107 single-family homes, broken down as 24-carriage lane home and 83 conventional homes, in addition to 10 twin homes. They have adjusted the paved trail, to go further south. They are looking to start from the west and phase in to the east. Munson reviewed the proposed park

and playground area. In response to the question on the tree line, they are working to preserve as many as they can, the tree line will have to be cleaned up with some of the smaller trees removed.

Jim Sturm 5917 Peninsula Way – had concerns over the tree line on the northwest portion of the proposed Rosewood Subdivision plat. Munson indicated the trees that have to be removed are due to the stormwater management. The bike path will be east of the basin. Sturm inquired if the management area will be standing water or a drainage type system.

Dan Day – replied the northern basin would have permanent water in it as necessary for storm water management purposes. Day explained the greenway extension and the need for the lot in question. They are not looking to plant any additional trees in the stormwater basin.

Munson reviewed the timelines and phasing they are looking at for development of the subdivision.

Clair Utter - 5220 Rustling Oaks Lane indicated he is opposed to the development as presented, but as he owns property adjacent to it, he abstained from voting on the proposal as a Trustee. Utter feels there could be more density and more affordable homes on this site.

Chris Ehlers – responded they are developing with smaller lots so they can build smaller homes; their goal is to have a new home priced under \$300,000.00. They are not selling lots to other builders, which can lead to homes that are more expensive.

Wes Licht – 2964 Highway AB –wanted to know the plans for landscaping and restoration along AB, and, along the Utterback property, along with outlot 4.

Ehlers indicated they would have a buffer of either a fence, which they are working on the design of, or, they would plant some type of thick vegetation to provide a natural buffer. Ehlers is leaning towards a fence. Day indicated the vegetation would be some type of turf or prairie grass, and managed by the HOA.

Licht suggested as they have the opportunity to restore the habitat in the area, suggested they plant the buffer with tall prairie grasses and native oak trees. A design like this is low maintenance, and does not require mowing. Prairie landscape will also meet the strict guidelines of the pipeline. Prairie grasses are adaptable to both wet and dry seasons, and would be valuable habitat for various types of wildlife, along with helping with water runoff due to the root system. He would like to see the Village require this as a condition of approval. Licht inquired about the landscaping for Outlot 4; if this is not handled properly, it will become a weed patch, as it was formerly farmland it needs special attention to convert. Licht would

like to see requirements for this also as a condition. Day replied the outlot is going to be native grasses per Village requirements along with infiltration plants. They will consider Licht's recommendations; however, they have to consider the existing easements. Licht indicated he did not indicate trees in the pipeline easement areas, only the other areas. The easements should just be native prior grasses in on continuous flow. Munson indicated they are experienced with restoration, and will handle this properly, each of the outlots will have a plan for restoration, and explained their general process for restoration.

Bremer indicated they received two questions on Zoom–

Eric Swanson – regarding the drainage direction of the sump pumps, going out the back adds to the water flow towards AB. Day replied they have looked at this and are still evaluating whether they can direct the sump pumps to the street, however they do not feel it will be an issue, they are anticipating a very low flow from the sump pumps.

Jim Sturm – Is the fence that backs up to the northwest storm swell going to be ok? Day replied if it is the fence by the outlot it will be ok, if that is the one in question.

Bremer reviewed the recommended conditions for approval per his report, he indicated they are in the process of some final revisions to both the Developers Agreement and the Covenants, Conditions and Restrictions; they should be ready by the Village Board meeting.

Fischer asked for clarification on the 150-year storm event, if the storm sewers were completely clogged. Brian Berquist advised what they are looking for is making sure of the conveyance methods when the pipes are plugged; storm sewers will fail, they would never be large enough for an event as described, the streets act as shallow swales essentially, they look for the swales to be sized appropriate, the street is treated as a conveyance channel with a depth, width and slope. It gives a footprint of what it would look like in such an event. They want to show that the right of ways are wide enough and the streets are at a sufficient pitch. Berquist commented it is impossible for a community to have storm sewers large enough to handle this large of an event.

Czebotar moved to make a recommendation of approval to the Village Board on a request by Veridian Homes Rosewood Fields LLC regarding Final Plat approval for Rosewood Fields Subdivision. Lands located west of CTH AB and north of the railroad in the NE 1/4 of the SE 1/4 and the SE 1/4 of the SE1/4 of Section 2, Township 6 North, Range 10 East, Village of McFarland, Dane County, Wisconsin, with the following conditions:

1. Addressing those conditions as provided in the Village Engineer's Rosewood Fields Development - Zoning Submittal Review letter dated September 11, 2020.
2. Work with Village Staff on final landscaping design for the plat outlots.
3. Work with the Fire Chief and the Village planning staff with regards to phasing of the project and ability to move fire trucks through.
4. Review by the Village Attorney and approval by the Village Board of a Development Agreement and Declaration of Protective Covenants, Conditions, and Restrictions for the development.

Rupert seconded the motion.

Fischer inquired if they would be adding the condition on the prairie and natural landscaping in the buffer area. Czebotar advised he would let that be covered under the final landscaping design condition.

Motion carried 7-0.

- c. Discussion and possible action to make a recommendation to the Village Board regarding Ordinance 2020-22, An Ordinance Amending Various Sections of the McFarland Municipal Code Including Chapter 47 Public Utilities, Chapter 56 Subdivisions, and Chapter 62 Zoning Relating to the Provisions of Storm and Sanitary Sewer Service.

Bremer reviewed with Commissioners the proposed changes as supplied in packets. He summarized the budget, which is currently under review, and how it ties in with changes in the zoning code. He does not feel there is any reason to wait for a complete re-write of the zoning code to move ahead with this ordinance as Ordinance 2020-22 primarily addresses Chapter 47 which is unlikely to be included in the potential Zoning Code re-write in 2021. Bremer indicated this ordinance is scheduled for review tomorrow night by the Public Utilities Committee.

Czebotar moved to make a recommendation to the Village Board of approval regarding Ordinance 2020-22, An Ordinance Amending Various Sections of the McFarland Municipal Code Including Chapter 47 Public Utilities, Chapter 56 Subdivisions, and Chapter 62 Zoning Relating to the Provisions of Storm and Sanitary Sewer Service. Peters seconded the motion. Motion carried 7-0.

- d. Discussion and action to make a recommendation to the Village Board regarding possible updates to park impact fees.

Bremer informed in January 2020 the Village Board accepted a new park fee assessment study. Bremer reviewed his staff report and the history of this proposal. The park fee assessment study recommended a large increase in the park improvement impact fees. Upon recommendation of the Park Committee and Plan Commission, it was previously recommended the changes be phased in over a five-year plan. Before the Commissioners tonight is the proposed fee change for 2021, consistent with the recommended phasing. This will be also going in front of the Parks and Natural Resources Committee for their review.

Czebotar moved to make a recommendation to the Village Board to approve the updates to park impact fees for 2021. Rupert seconded the motion. Motion carried 7-0.

7. STAFF REPORTS

- a. Property maintenance report – Bremer brought to the Commissioners attention there is a property owner in the Village who has painted a mural on the side of their property. A complaint has been received about it. He has spoken to the owners, and while some neighbors do not like it, the owners indicated others do. They are new residents and indicate this is seasonal; they also had some issues with parking and minimum maintenance on the site, which they are working to correct. Prohibitions on painting murals on houses is not something covered in the current code. This is something, which they may want to look at in the future.
- b. Director's report – no comments

8. SCHEDULE NEXT MEETING DATE

- a. November 16, 2020 at 7:00 p.m.

9. ADJOURNMENT.

Rupert moved to adjourn, Peters seconded the motion. Motion carried – meeting adjourned at 8:52 p.m.

Please publish in the
McFarland Thistle on
October 29, 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, November 16, 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 action on a request by MSP Real Estate Inc., on behalf of Matt Kuehl, Tricycle Motors Properties, LLC, for a Certified Survey Map (CSM) located at 4845 Taylor Road and 4900 Larson Beach Road., McFarland, WI in order to combine two parcels.

Information regarding this request is available for review online at www.mcfarland.wi.us/activedevelopmentprojects or at the Village of McFarland Municipal Center lobby, 5915 Milwaukee Street, McFarland, WI 53558 (Monday-Friday, 8:00 a.m. to 4:30 p.m.).

COVID-19 RELATED INFORMATION

Due to the COVID-19 Pandemic, the Village recommends and **URGES** all residents to view the meeting that evening live on the Charter cable channel 982; TDS channel 1009 or online at mcfarlandcablechannel.com and those who wish to participate and provide public comment do so via Zoom(the Village's virtual meeting software). You can join the Zoom Webinar by visiting <https://us02web.zoom.us/j/89878399821>

Or Telephone: Dial (for higher quality, dial a number based on your current location): US: +1 (312) 626-6799 Webinar ID: Webinar ID: 898 7839 9821

Due to limitations from Dane County Public Health, only 10 non-employees are allowed in the Municipal Center at one time. **If you choose to attend the meeting in-person, the Village CANNOT GUARANTEE you will be allowed a spot inside the building to view the meeting.** Those who wish to provide public comment at the meeting will be ushered in and out of the building to accommodate the 10-person gathering limit.

If you cannot attend the meeting, please submit your written comments to the Plan Commission before November 16, 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, November 16, 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 on a request by MSP Real Estate Inc., on behalf of Matt Kuehl, Tricycle Motors Properties, LLC, for a Certified Survey Map (CSM) located at 4845 Taylor Road and 4900 Larson Beach Road., McFarland, WI in order to combine two parcels, Lots 1 & 3 of CSM 11273.

PREVIOUS ACTION:

November 25, 2019, approval of Ordinance 2019-21 to rezone 4845 Taylor Road and 4900 Larson Beach Road from Commercial Highway (C-H) to Planned Development Infill District - General Implementation Plan approved.

November 27, 2019, entered into a Commercial Offer to Purchase with MSP Real Estate Inc. as buyer of 4900 Larson Beach Road.

August 17, 2020, approval of a Planned Development Infill District - Detailed Implementation Plan.

ISSUE SUMMARY:

MSP has an option to purchase 4845 Taylor Road from Tricycle Motors Properties LLC (Ginger Bread House) and an option to purchase 4900 Larson Beach Road from the Village. MSP has previously obtained zoning approvals to construct a 51 unit multi-family apartment building on these properties. MSP now desires to combine the two lots upon completion of the real estate transactions with the two current property owners. Combining the two lots prior to obtaining a building permit was a condition of approval by the Plan Commission when the Planned Development Infill District - Detailed Implementation Plan was approved in August as the proposed building will be on both parcels. CSM are typically approved by the Plan Commission; however, since one of the lots in question is currently owned by the Village, staff has recommended final approval of the CSM by the Village Board.

FINANCIAL/BUDGET IMPACT:

To facilitate the development of this project the Village Board previously authorized the purchase of 4900 Larson Beach Road for \$250,000 from the prior owner. Following this action, the Village Board previously authorized a purchase agreement to sell the lot to MSP Real Estate Inc. for \$250,000. In addition to recouping the prior purchase costs, the development of these lots will substantially increase the taxable revenue to the Village. These current undeveloped lots provide approximately \$4,500 in annual tax revenue to the Village. The developer has estimated \$8.0M in hard construction costs and \$11M in total project costs. A final property assessment in the range of \$4-6M would provide \$25-39K in annual property tax revenue to the Village. The Village would also receive additional revenue from building permit fees, public water impact fees, library



impact fees, and park impact fees.

The estimated impact fee revenues, based on 2020 rates, are:

- Park improvement fees: \$36,338.52 (\$712.52 x 51)
- Park land impact fees: \$138,714.90 (\$2,719.90 x 51)
- Library impact fees: \$21,981 (\$431 x 51)

VILLAGE PLAN REFERENCE:

2017 Comprehensive Plan. The properties are identified for Mixed Use/Flex Commercial development on the Future Land Use Map in the Village's Comprehensive Plan. According to Figure 4.1 of the plan, this land use category allows for PD-I zoning as a "typical implementing zoning district." The general description of the Mixed-Use/Flex Commercial land use is "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 are served by public sewer and water systems."

The Village's Comprehensive Plan also includes a number of references to promoting affordable housing, including:

- Housing and Neighborhood Goal: "Promote quality, affordable housing for families and older residents within neighborhoods and mixed use settings that are organized around safety, conservation, recreation, and connection to the boarder community.
- Housing and Neighborhood Objective: "Expand the range of quality and affordable housing choices for empty nesters, seniors, and the McFarland workforce, while remaining a family-oriented community.
- Housing and Neighborhood Policies: "Direct eligible persons to Village, County, State, federal, and non-profit housing programs to promote and preserve decent, affordable housing for persons of different incomes, the elderly, and people with special housing needs."

2019-2020 Village Board Goals. Evaluation of ways to become more business friendly and flexible for economic growth is included as in objective of the 2019-2020 Village Board Goals. In addition, actively promoting and supporting affordable housing in the Village is included in the 2019-2020 Village Board Goals.

2020-2030 Strategic Plan. Developing affordable housing in the Village was also a theme that emerged from the Village's 2020-2030 Strategic Plan.

ORDINANCE REFERENCE:

Ordinance 2019-21

Sec. 56-39, Certified Survey Maps



Sec. 56-71, Technical Requirements for Certified Survey Maps

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommend approval of the Certified Survey Map, as submitted by MSP Real Estate Inc., to combine 4845 Taylor Road and 4900 Larson Beach Road, Lots 1 & 3 of CSM 11273, conditioned on the following:

1. Submittal of the Proposed Cross Access Easement to the Village for review and acceptance by the Community Development Director and Village Attorney prior to recording with the Register of Deeds.
2. Submittal of a Shared Parking Agreement between Lots 1, 2, and 3 of CSM 11273 for review and acceptance by the Community Development Director and Village Attorney prior to recording with the Register of Deeds.
3. Submittal of a final CSM for review by the Community Development Director noting the "Proposed 24' Wide Cross Access Easement" as "Existing 24' Wide Cross Access Agreement" and "Proposed Cross Access Easement" as "Existing Cross Access Easement".
4. Signature by the Village Clerk and recording of the Certified Survey Map to occur after MSP Real Estate has completed purchase of both properties and conditions 1-3 above.

ATTACHMENTS:

1. 11.16.20 PC - MSP Real Estate - CSM Application (10.6.20)

**Village of McFarland
Community Development Department**

Plan Commission Application – 2020

~Application must be completed in full~

Applicant - Owner	Tricycle Motors Properties, LLC	Applicant's Agent	MSP Real Estate, Inc.
	Matt Kuehl	Name	Danny DiFrancesco
Address	5224 Farwell St., McFarland, WI 53558	Address	1295 Northland Dr., Suite 270 Mendota Heights, MN 55120
Email	mjkuehl17@gmail.com	Email	ddifrancesco@msphousing.com
Phone #	608-513-2989	Phone #	952-351-4546
Fax #		Fax #	

Parcel No(s). 061003216501 & 061003216801 **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)

MSP is proposing a 51-unit multi-family workforce housing development at 4845 Taylor Road and 4900 Larson Beach Road. The building will be 3 stories with underground parking with a mix of 1, 2, and 3 bedrooms. See attached for legal description of 2 parcels.

What action is the applicant requesting of the Plan Commission?

Certified Survey Map combining 2 parcels into 1 parcel.

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.)

Detail Plan Approval Site/Design Approval for PD-1 on 08/17/2020 to PC

PLEASE READ AND SIGN AT THE BOTTOM ON THE REVERSE SIDE

Village of McFarland Plan Commission 2020 Schedule

Legal Descriptions

4900 Larson Beach Road Legal Description (Parcel 0610-032-1650-1)

Lot 1 of Certified Survey Map No. 11273 recorded in the Office of the Register of Deeds for Dane County, Wisconsin, in Volume 68 of Certified Survey Maps, page 109, as Document No. 3998454, being a division of Lot 1, Woodland Commons and located in the NE 1/4 of the NW 1/4 of Section 3, Township 6 North, Range 10 East and the SE 1/4 of the SW 1/4 of Section 34, Township 7 North, Range 10 East, in the Village of McFarland, Dane County, Wisconsin.

4845 Taylor Road Legal Description (Parcel 0610-032-1680-1)

Lot Three (3) of Certified Survey Map No. 11273 recorded in the office of Register of Deeds for Dane County, Wisconsin on December 07, 2004, in Volume 68 of Certified Survey Maps, Page 109 as Document No. 3998454, being a division of Lot 1, Woodland Commons and located in the NE 1/4 of the NW 1/4 of Section 3, Township 6 North, Range 10 East and the SE 1/4 of the SW 1/4 of Section 34, Township 7 North, Range 10 East, in the Village of McFarland, Dane County, Wisconsin.

CERTIFIED SURVEY MAP NO.

BEING A COMBINATION OF LOT 1 AND 3 OF CERTIFIED SURVEY MAP NO. 11273, BEING A PART OF THE NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 3, TOWNSHIP 6 NORTH, RANGE 10 EAST AND THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 34, TOWNSHIP 7 NORTH, RANGE 10 EAST, IN THE VILLAGE OF MCFARLAND, DANE COUNTY, STATE OF WISCONSIN.

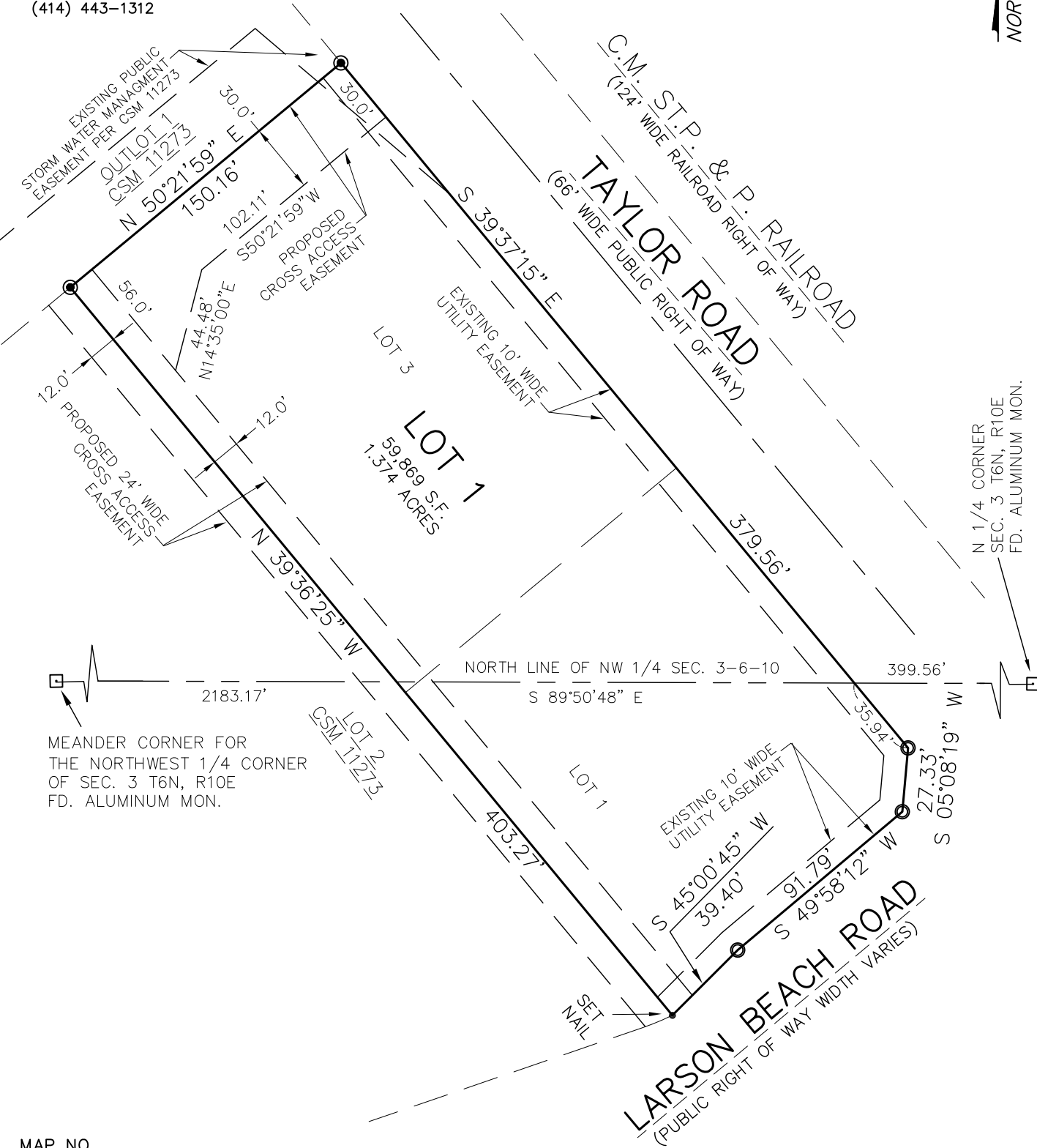
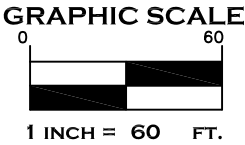
- INDICATES 3/4 INCH DIA. IRON ROD, FOUND.
- INDICATES 1" IRON PIPE SET.

ALL DIMENSIONS SHOWN ARE MEASURED TO THE NEAREST HUNDREDTH OF A FOOT.

ALL BEARINGS SHOWN ARE REFERENCED TO THE NORTH LINE OF THE NORTHWEST 1/4 OF SECTION 3, T6N, R10E AS S 89°50'48" W

SURVEYOR:
CHRISTOPHER A. JACKSON, PLS
CJ ENGINEERING, LLC
9205 W. CENTER ST., STE 214
MILWAUKEE, WI 53213
(414) 443-1312

OWNER:
TAYLOR POINTE APARTMENTS, LLC
1295 NORTHLAND DRIVE, SUITE 270
MENDOTA HEIGHTS, MN 55120



MAP NO. _____
DOCUMENT NO. _____
VOLUME _____ PAGE _____

CERTIFIED SURVEY MAP NO. _____

BEING A COMBINATION OF LOT 1 AND 3 OF CERTIFIED SURVEY MAP NO. 11273, BEING A PART OF THE
NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 3, TOWNSHIP 6 NORTH, RANGE 10 EAST AND THE
SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 34, TOWNSHIP 7 NORTH, RANGE 10 EAST, IN THE VILLAGE
OF MCFARLAND, DANE COUNTY, STATE OF WISCONSIN.

SURVEYOR'S CERTIFICATE

I, CHRISTOPHER JACKSON, A PROFESSIONAL LAND SURVEYOR, HEREBY CERTIFY:

THAT I HAVE SURVEYED AND MAPPED BEING A COMBINATION OF LOT 1 AND 3 OF CERTIFIED SURVEY MAP NO. 11273,
BEING A PART OF THE NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 3, TOWNSHIP 6 NORTH, RANGE 10
EAST AND THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 34, TOWNSHIP 7 NORTH, RANGE 10 EAST, IN
THE VILLAGE OF MCFARLAND, DANE COUNTY, STATE OF WISCONSIN.

CONTAINING 59,869 SQUARE FEET OR 1.374 ACRES MORE OR LESS

THAT I HAVE MADE SUCH SURVEY, LAND COMBINATION AND MAP BY THE DIRECTION OF TAYLOR POINTE APARTMENTS,
LLC, OWNERS OF SAID LAND.

THAT SUCH MAP IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE
DIVISION THEREOF MADE.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236 OF THE STATUTES OF THE STATE OF WISCONSIN
AND THE VILLAGE OF MCFARLAND ORDINANCE IN SURVEYING, COMBINING, MAPPING AND DEDICATING THE SAME.

DATED THIS _____ DAY OF _____, 20____.

CHRISTOPHER A. JACKSON
PROFESSIONAL LAND SURVEYOR, S-2851
STATE OF WISCONSIN

OWNER'S CERTIFICATE

TAYLOR POINTE APARTMENTS, LLC, as owner, does hereby certify that said limited liability company caused the
lands described on this CSM to be surveyed, divided, mapped and dedicated as represented on this CSM.

IN WITNESS WHEREOF, the said TAYLOR POINTE APARTMENTS, LLC, has caused these presents to be signed by
MILO PINKERTON and its corporate seal to be hereunto affixed on this _____ day of _____, 20____.

MILO PINKERTON
TAYLOR POINTE APARTMENTS, LLC

State of)
County of) SS

Personally came before me this _____ day of _____, 20____, the above-named MILO
PINKERTON of TAYLOR POINTE APARTMENTS, LLC, known by me to be the person who executed the foregoing
instrument and acknowledged the same.

Notary Public,
My Commission Expires: _____

MAP NO. _____

DOCUMENT NO. _____

VOLUME _____ PAGE _____

CERTIFIED SURVEY MAP NO. _____

BEING A COMBINATION OF LOT 1 AND 3 OF CERTIFIED SURVEY MAP NO. 11273, BEING A PART OF THE
NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 3, TOWNSHIP 6 NORTH, RANGE 10 EAST AND THE
SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 34, TOWNSHIP 7 NORTH, RANGE 10 EAST, IN THE VILLAGE
OF MCFARLAND, DANE COUNTY, STATE OF WISCONSIN.

CONSENT OF CORPORATE MORTGAGEE

BANK, A CORPORATION DULY ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF
THE LAWS OF THE STATE OF WISCONSIN, MORTGAGEE OF THE ABOVE DESCRIBED LAND, DOES HEREBY
CONSENT TO THE SURVEYING, DIVIDING AND MAPPING OF THE LAND DESCRIBED IN THE FORGOING
AFFIDAVIT OF CHRISTOPHER A. JACKSON, SURVEYOR, AND DOES HEREBY CONSENT TO THE ABOVE
CERTIFICATION OF OWNERS.

IN WITNESS WHEREOF, THE SAID _____ BANK, HAS CAUSED THESE PRESENTS TO BE
SIGNED BY _____, AT _____, WISCONSIN, THIS _____ DAY OF
_____, 20__.

STATE OF _____)
_____ COUNTY) SS

BY: _____
NAME:
TITLE:

PERSONALLY CAME BEFORE ME ON _____, 20__, BY _____, IN HIS/HER
CAPACITY AS _____ OF _____ BANK, TO ME KNOWN TO BE THE PERSON WHO
EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

NOTARY PUBLIC, STATE OF _____
MY COMMISSION EXPIRES _____

VILLAGE OF MCFARLAND APPROVAL

THIS CERTIFIED SURVEY MAP HAS BEEN DULY FILED WITH AND APPROVED BY THE VILLAGE OF
MCFARLAND, DANE COUNTY, WISCONSIN.

CASSANDRA SUETTINGER, VILLAGE CLERK

OFFICE OF THE REGISTER OF DEEDS DANE CO., WISCONSIN
RECEIVED FOR RECORDING ON _____, 20__ AT _____
AND RECORDED AS MAP NO. _____
DOCUMENT NO. _____
VOLUME _____ PAGE _____

DANE COUNTY REGISTER OF DEEDS

MAP NO. _____
DOCUMENT NO. _____
VOLUME _____ PAGE _____



COMMUNITY DEVELOPMENT AUTHORITY SUMMARY SHEET

MEETING DATE: Monday, November 16, 2020

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion regarding a potential development proposal for 5411 Bashford Street by Dan and Meg Chin for a mix-used development.

PREVIOUS ACTION:

ISSUE SUMMARY:

Dan & Meg Chin (Dan Chin Homes), have approached the Village about the possible acquisition of 5411 Bashford Street. The property is zoned C-C Central Commercial. The property is in TID #4 and was acquired by the Village in 2017 for the purpose of blight elimination and redevelopment to a higher and better use. The Village previously invested about \$65K in the purchase and clean-up of the property, including building demolition and removal of an underground tank in 2018. With removal of the tank, the WDNR has given the property a No Action Required (NAR) determination.

The packet includes a conceptual site plan developed by the Chins for the potential construction of a two-story, mixed-use building. The ground floor would consist of 3,659 total square feet. Dan Chin Homes would occupy the larger commercial unit and there would be a second smaller commercial unit available for lease (tenant TBD). The second floor of the building would consist of three two-bedroom apartments. The packet includes a representative photo of the architectural building style the Chins are considering for the project (at a smaller scale).

There are several site design challenges associated with this project. The concept plan identifies the existing parcel boundaries (green lines). The proposed building would encroach the right-of-way along Johnson Street. In addition, there is an existing sanitary sewer main within the right-of-way of Johnson Street, outside of the existing curb that connects to an existing man-hole on Bashford Street. The proposed building would also encroach on the existing sanitary main. To address these site constraints, the applicants desire to have the Village vacate a portion of the right-of-way along Johnson Street to the property to enlarge the parcel size. In addition, the applicants propose relocating the existing sanitary sewer main closer to the existing curb along Johnson Street. The existing right-of-way along Johnson Street is approximately 100 feet wide at the intersection with Bashford Street, tapering to 51 feet wide at the southeast corner (rear) of the property. The concept plan identifies a proposed right-of-way of 60 feet, except in those areas where the existing ROW is already less than 60 feet. This conforms to the minimum ROW width of the Village's Subdivision Code for local streets. No changes to the actual curb-to-curb street width are proposed. The concept plan identifies a proposed crosswalk across Bashford Street. The Village may want to further evaluate the configuration of the



existing intersection, as part of any redevelopment of the adjacent parcel, to improve vehicular and pedestrian safety.

Additional site constraints include traffic circulation and parking. The concept plan includes an off-street parking lot consisting of 11 stalls with access from Johnson Street only. Johnson Street is a one-way street so vehicular access from Bashford Street would not be feasible with the design as proposed. The off-street parking requirements in Sec. 62-172(j) are advisory only for the C-C District. In areas outside the C-C District, the Zoning Code requires two spaces per two-bedroom dwelling units, and one space per 300 square feet of commercial gross floor area. This equates to 17 total stalls. The proposed concept should provide adequate off-street parking for the residential tenants with a few remaining spaces for commercial use. Additional on-street parking is available as well as a public parking lot across Bashford Street. Note, reductions in the proposed off-street parking may be necessary to accommodate a dumpster enclosure.

The proposed building would have front setbacks ranging from ~1-9 feet along Bashford and Johnson Street, ~5-foot side setback to 5407 Bashford, ~70-foot rear setback to 6004/6006 Johnson Street, and would be two stories in height with a hip roof. There is no minimum lot area, lot width, building height or setback requirements for properties zoned C-C under Sect. 62-72 of the Zoning Code. The property is subject to the TID #4 Design Guidelines which are included in the packet. The proposed building setbacks, height and uses are consistent with the guidelines; however, consideration should be given to appropriate transitions to adjacent buildings, the context of the proposed buildings relative to the site, and ensuring building materials meet or exceed the TID #4 building design guidelines.

The project as proposed would need several plan and permit approvals including:

- Vacation of the Right-of-Way. This requires completion of several steps including recording a Lis Pendens, public hearing and resolution approved by the Village Board.
- Conditional Use Permit. Residential units in the C-C District require approval of a CUP from the Plan Commission.
- Site/Design Permit. The project would require approval of a site/design review permit from the Plan Commission.
- TIF Application/Real Estate Acquisition & Development Agreement. Any requests for TIF assistance will require the review and approval of a TIF Development Incentives Application by the CDA and Village Board and an associated Real Estate Acquisition and Development Agreement.

Before the applicant and Village staff invest further resources pursuing these permits, the project is being presented for pre-application discussion with the CDA on November 4 and the Plan Commission on November 16. The purpose of the pre-application meetings is to provide the applicant and Village staff with initial non-binding comments regarding the proposed use and design of the site before working on the more detailed planning and design efforts.

FINANCIAL/BUDGET IMPACT:

The applicant's have estimated a preliminary construction budget of \$800K-\$1M. Assuming the conservative end of that range, and an assessment to construction cost ratio of 75%, the property upon completion would



have an estimated assessed value of \$600K. If the project were completed in 2021, the estimated annual tax increment generated from the project would be \$12K, with a total of \$144k over the remaining life of TIF #4. A more detailed proforma analysis will be completed if the project proceeds and more detailed construction cost estimates are provided. In addition to tax increment, the three apartments would be subject to parkland impact fees, park improvement impact fees, and library impact fees. By way of example, these fees would total \$11,590.26 using year 2020 effective rates.

VILLAGE PLAN REFERENCE:

The property is identified within the Downtown future land use category within the Village's 2017 Comprehensive Plan. Figure 4.1 of the plan, provides a general description of preferred land uses including commercial services, retail, restaurants, lodging, office, multiple family residential (mainly in upper stories), and institutional including on site and/or buildings that mix uses. Figure 4.1 further recommends development policies including arranging uses in a bike and pedestrian oriented environment with off- and on-street parking; minimal building setbacks; and building materials, designs, placement, and scale that are compatible with existing development form.

Over the past couple of years the CDA has discussed various potential future uses of the property including for a single family home, duplex, commercial or mixed-uses. Within the packet is a copy of the Priority Redevelopment Sites from the Village's Redevelopment District No. 2 Plan adopted in 2010. The plan identified the property, along with the adjacent 5407 Bashford Street parcel, for potential residential redevelopment for four townhouse units. More recent discussions by the CDA have indicated a preference for mixed-use development on the site, consistent with the 2017 Comprehensive Plan and C-C Zoning. Early this year the Village Board authorized an offer to purchase 5407 Bashford Street but the Village was unable to come to agreeable terms with the property owner which would have enabled the Village to combine the two properties to create a larger redevelopment site. Staff recommends consideration for recording potential easements on the 5411 parcel that could enable future shared vehicular access along the shared side lot line with 5407 Bashford Street should this parcel redevelop in the future.

ORDINANCE REFERENCE:

Sec. 56-140, Specifications for Preparation, Construction and Dedication of Streets and Roads
Sec. 62-71, Commercial District Permitted Uses
Sec. 62-72, Bulk Standards for Commercial Districts
Sec. 62-311, Site/Design Review
TID #4 Design Guidelines

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

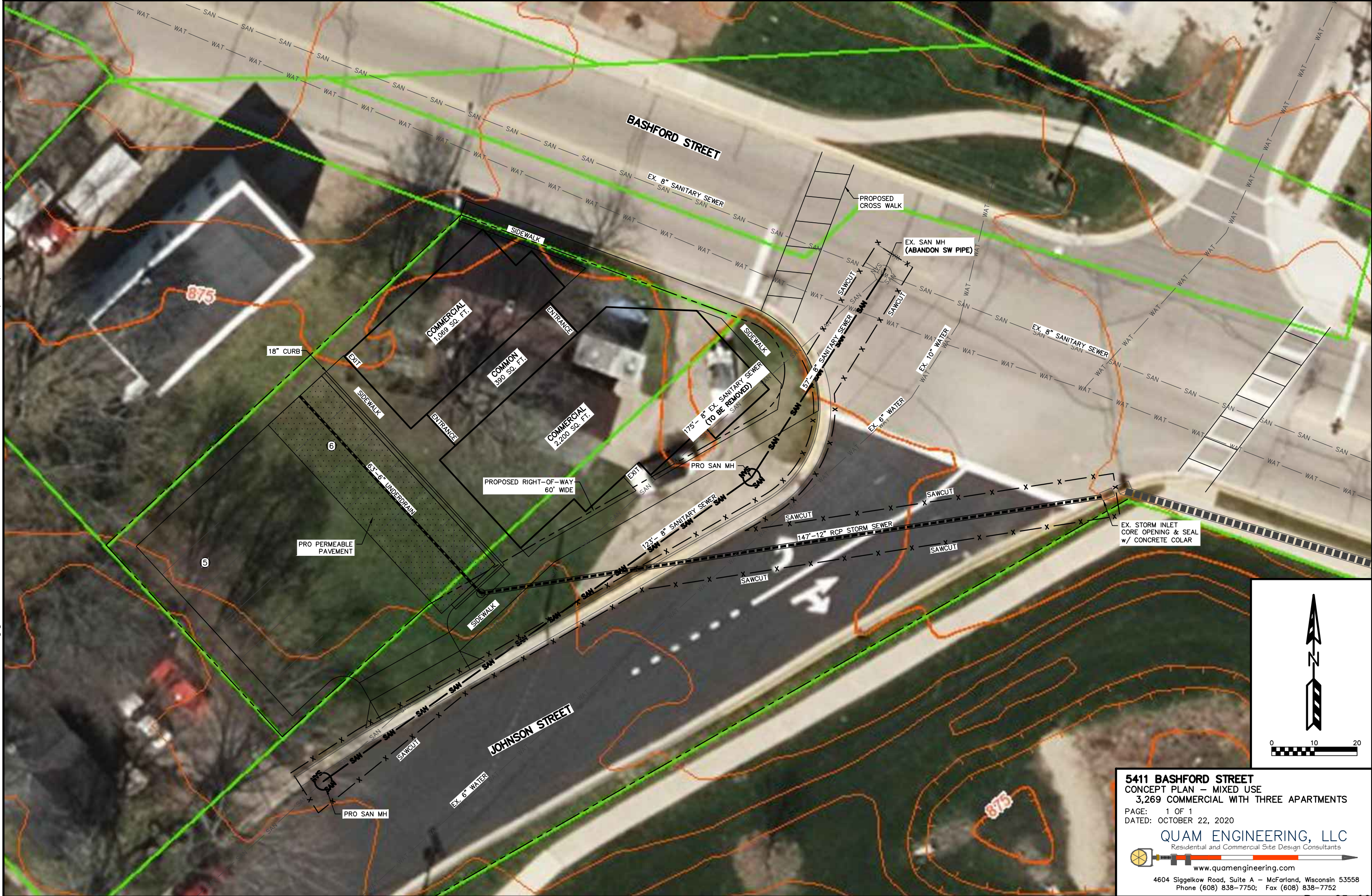
This agenda item is presented for discussion only.

ATTACHMENTS:

1. 5411 Bashford Street_Concept Plan_2020-10-22
2. 5411 Bashford_Example Building Photo
3. TID 4 Design Guidelines_09.22.08
4. McFarland_Comprehensive_Plan_-_Future_Land_Use_Map
5. Comp Plan, Figure 4.1(page 35)



6. Pages from Redevelopment District No. 2





TID #4 – DESIGN GUIDELINES

**APPROVED BY RESOLUTION 06-2008
September 22, 2008**

SITE DESIGN

- Connect building entries to sidewalks and crosswalks.
- Provide bicycling parking.
- Locate service area, mechanical equipment and refuse containers to the rear of the building and screen them. Mechanical equipment may be located on top of the building if adequate screening is provided.
- Setback new building 0-10 feet from the front lot line. Large buildings may require a greater setback to provide an appropriate transition for adjacent buildings.
- Locate parking behind or to the side of the main building or underground with overhead doors facing the side or rear yard.
- Orient primary building facades parallel to the primary and abutting street with entrances to store fronts oriented to that street.
- Coordinate vehicular and pedestrian circulation with adjacent lots to promote shared parking and to minimize creation of excess paved areas.
- Developers are encouraged to refer to the Dane County Erosion Control and Stormwater Management Manual – Appendix I, 2nd Edition, January 2007, when designing stormwater plans.

BUILDING DESIGN

- Vertically mix use with commercial/retail/office on ground floor and residential above.
- Commercial buildings should be 2 – 3 stories in height. If a one story building is allowed, design exterior walls to appear at least one and one-half stories in height.
- Vary building facades by using different but complementary colors, material arrangements, wall setbacks, (staggered facades) roof lines, and/or window design. Architectural design should be compatible to surrounding structures.
- For larger buildings use various techniques to reduce apparent scale and monotony and to maintain the traditional theme of the downtown by proper use of window patterns, courtyards, parapets, articulated entranceways, wall setbacks, roof overhangs, awnings, moldings and fixtures. The front facade of wider buildings should be divided into separate bays consistent with prevailing storefronts.

- For multiple building projects design each building to create a visual relationship among all buildings.
- Provide overhangs for pedestrian shelter.
- Emphasize high quality wall materials such as brick, glass, or wood. Do not allow concrete block and vinyl siding on facades facing primary streets. Metal siding is prohibited see Section 13-1-224 (2) h.5. of the Municipal Code.
- Maintain the high proportion of transparency from ground-level display windows and doors found among existing buildings. The proportions of door and window openings should be consistent with existing pattern in the area to reinforce a strong horizontal relationship along the block.

LIGHTING

- Locate pedestrian scale lighting in front of buildings, not to exceed 12 feet in height and parking lot lighting to not exceed 25 feet in height (including concrete base). Lights shall not point or glare into 2nd story of residential units.
- Utilize light fixtures with 90° downcast cutoff fixtures (without drop lenses) to minimize lighting impacts on nearby residential properties.
- Average illumination levels in parking lots should not exceed 5 foot candles, and at the property lines shall not exceed .5 foot candles.
- Light fixtures shall have a complementary architectural style replicating the traditional architectural style of the area.
- Provide appropriately scaled lighting along pedestrian pathways along the side and rear of the buildings.
- Encourage energy efficient lighting whenever possible. Mercury vapor lights are prohibited.

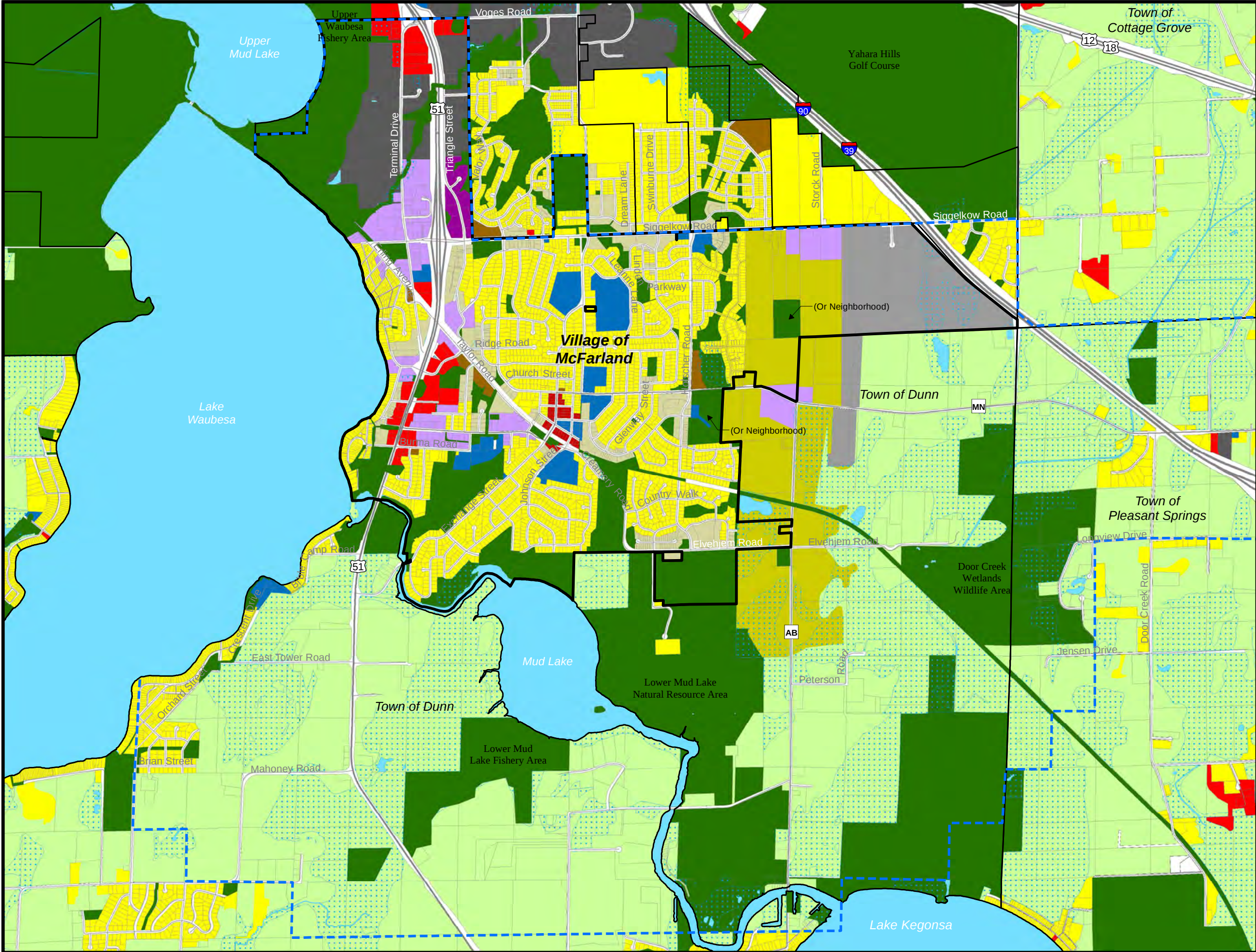
PARKING

- Allow on-street parking for commercial businesses.
- Site parking should be to the rear on non-street side. Side parking may be allowed if buffered.
- Promote shared parking lots among uses with parking demands at different times of the day.
- Locate parking lots to the inside of all setbacks (to eliminate encroachments), except for approved shared parking areas.

- Provide landscape islands, each with a minimum size of 200 square feet and at the minimum rate of one island for every 12 parking spaces. The number of islands may be reduced for approved shared parking spaces.
- Encourage pedestrian walkways through parking lots to buildings.
- All parking area shall be paved with an approved hard surface such as asphalt, concrete, or pervious pavement.

SIGNAGE

- On-building signage shall be on the first floor areas of the building.
- On-building signs may be awning, projecting, wall-mounted, or window-type signs. Signs shall be shaped to reflect the use of the building, scaled with relation to the size and traditional architectural style of the building as well as the pedestrian orientation of the downtown area.
- Monument signs shall be constructed of durable materials which are the same as those materials on the main building.
- The following types of signs will not be permitted: roof signs; temporary signs(defined in Section 15-1-31(w) of the Municipal Code). displayed for more than 10 consecutive days or 30 total days in a calendar year; inflatable signs or displays; portable signs, such as mobile trailer signs, changeable message or streaming message signs; flashing signs; internally illuminated signs; rippling or sparkling signs; spotlights; and a wide variety of strings of lights, tinsel, pom pons, pinwheels, pennants, banners, streamers, and related attention-getting devices.



MAP 6

FUTURE LAND USE



COMPREHENSIVE PLAN

Legend

Future Land Use

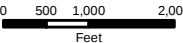
- Single Family Residential
- Two Family and Townhouse Residential
- Multiple Family Residential
- Neighborhood
- Downtown
- Highway and General Commercial
- Commercial Park
- Industrial
- Mixed Use/Flex Commercial
- Institutional and Governmental
- Public Lands, Recreation, and Environmental Corridor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

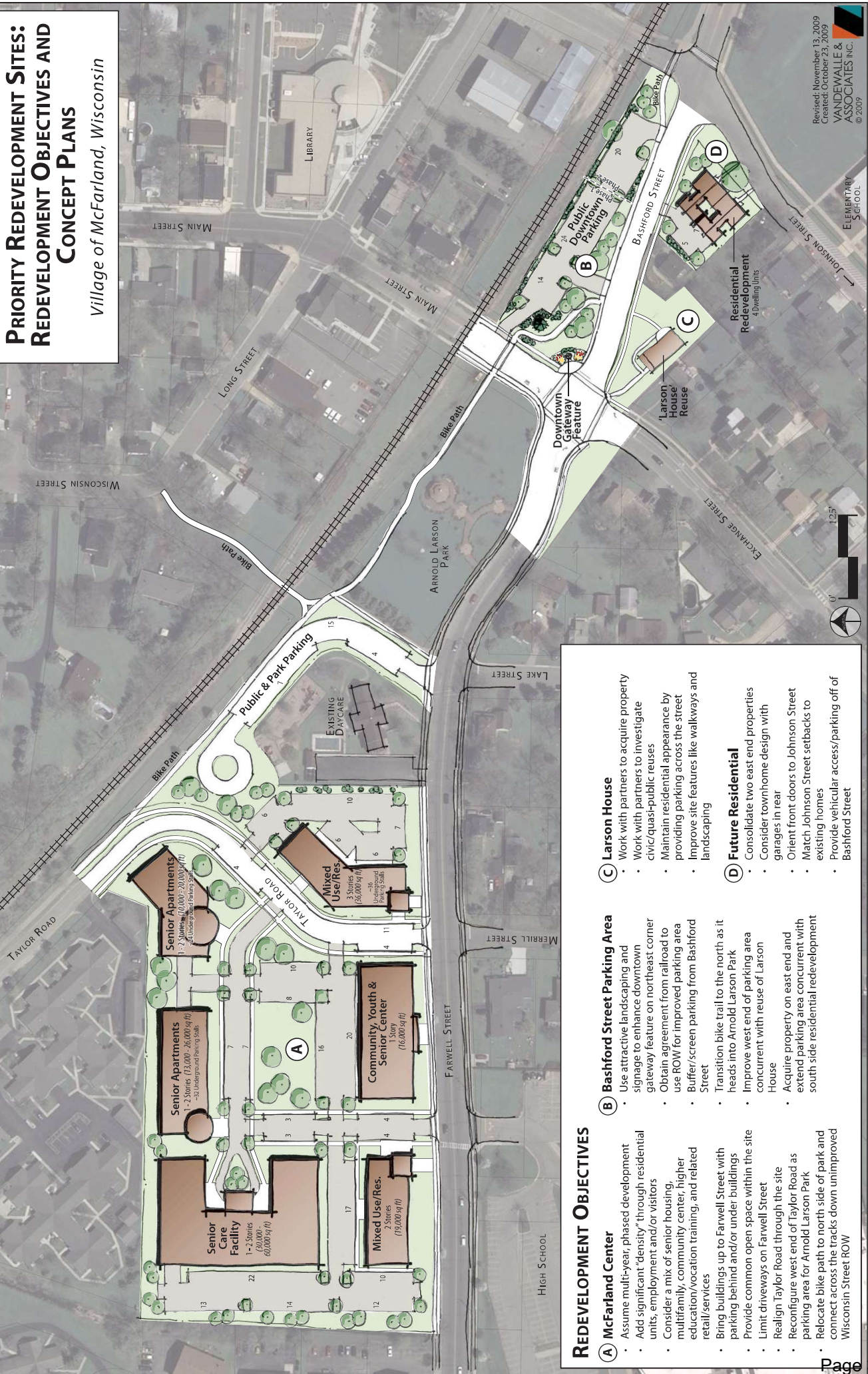


Future Land Use Category	General Description of Land Uses Allowed	Typical Implementing Zoning Districts	Development Policies (see also Village zoning, subdivision, stormwater management, and other ordinances)
Neighborhood	A carefully planned mix of mostly single-family residential development, with well-designed,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

PRIORITY REDEVELOPMENT SITES: REDEVELOPMENT OBJECTIVES AND CONCEPT PLANS

Village of McFarland, Wisconsin

Revised: November 13, 2009
Created: October 23, 2009
VANDEWALLE &
ASSOCIATES INC.
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REDEVELOPMENT OBJECTIVES

A McFarland Center

- Assume multi-year, phased development
- Add significant "density" through residential units, employment and/or visitors
- Consider a mix of senior housing, multifamily, community center, higher education/vocation training, and related retail/services
- Bring buildings up to Farwell Street with parking behind and/or under buildings
- Provide common open space within the site
- Limit driveways on Farwell Street
- Realign Taylor Road through the site
- Reconfigure west end of Taylor Road as parking area for Arnold Larson Park
- Relocate bike path to north side of park and connect across the tracks down unimproved Wisconsin Street ROW

B Bashford Street Parking Area

- Use attractive landscaping and signage to enhance downtown gateway feature on northeast corner
- Obtain agreement from railroad to use ROW for improved parking area
- Buffer/screen parking from Bashford Street
- Transition bike trail to the north as it heads into Arnold Larson Park
- Improve west end of parking area concurrent with reuse of Larson House
- Acquire property on east end and extend parking area concurrent with south side residential redevelopment

C Larson House

- Work with partners to acquire property
- Work with partners to investigate civic/quasi-public reuses
- Maintain residential appearance by providing parking across the street
- Improve site features like walkways and landscaping

D Future Residential

- Consolidate two east end properties
- Consider townhome design with garages in rear
- Orient front doors to Johnson Street
- Match Johnson Street setbacks to existing homes
- Provide vehicular access/parking off of Bashford Street



PLAN COMMISSION SUMMARY SHEET

MEETING DATE: Monday, November 16, 2020

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and possible action to make a recommendation to the Village Board regarding updates to Appendix A Fees of the Municipal Code of Ordinances, regarding building and zoning permit fee changes.

PREVIOUS ACTION:

ISSUE SUMMARY:

As part of the annual review of the Village's Fee Schedule, the Department is bringing forward for discussion and recommendation by the Plan Commission a few proposed changes to Department fees to be effective starting on January 1, 2021.

Chapter 62, Zoning

Currently the Department collects an escrow deposit of \$2,000 for commercial site/design review projects; however, only if the project contains a building project 5,000 square feet or larger. Escrow deposits are collected at the time an applicant submits plans for approval and are used to pay for the actual cost of staff and consultant review of their application, with any unused funds returned to the applicant once the project is complete. The 5,000 square foot threshold is large and results in many projects that, while still requiring staff and consultant review, there is no upfront escrow deposited. This results in having to bill the applicant for the amount due rather than subtracting from the escrow funds deposited with an application. Since the complexity and amount of staff/consultant review time does tend to correlate to the size of the project, staff recommends a tiered approach:

1. \$1,000 Commercial Site/Design Review Escrow (building project less than 2,000 square feet)
2. \$2,000 Commercial Site/Design Review Escrow (building project more than 2,000 square feet)

Chapter 8, Buildings and Building Regulations

There are a number of building permit fees that are established at \$50. The Village utilizes a contracted Building Inspector at a rate of \$70 per hour. The combination of pre-application consultation, application review, permit issuance, and inspection follow-up can be up to and exceeding an hour. One area where this seems to be occurring more frequently is with fence permits. Fences are allowed to be placed along side and rear lot lines, and within two feet of street and front yard property lines. In addition, the type of fence allowed varies by where it is located. These factors tend to lead to increased staff time to work with applicants to



ensure code compliance. Staff recommends adjusting the fence permit fee to \$75.

FINANCIAL/BUDGET IMPACT:

Any changes in Department fees are used to recoup expenses incurred by the Village for staff and consultant review of applications.

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

[Appendix A: Fee Schedule](#)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommend to the Village Board revising Appendix A Fee Schedule to include the following changes effective January 1, 2021:

1. \$1,000 Commercial Site/Design Review Escrow (building project less than 2,000 square feet).
2. \$2,000 Commercial Site/Design Review Escrow (building project more than 2,000 square feet).
3. \$75 Fence Permit Fee.

ATTACHMENTS:

None

Memorandum

To: McFarland Plan Commission

From: Community Development Department Staff

Date: November 12, 2020

Re: **October Property Maintenance Report**

Date	Address	Owner	Complaint Type	Complaint Comments	Status
10/2/2020	5018 Paulson Ct - #5	Evans	Other Property Maintenance	Firewood storage	Resolved
10/5/2020	6109 South Court	Hess	Other Property Maintenance	Grass height, rodents, boat w/tree	Resolved
10/12/2020	6119 Johnson Street	Deyoe	Junk/Debris	Debris, junk, tires, etc	Letter Sent
10/15/2020	5604 Holscher Road	Meyer	Other	Trespass, tree removal	Monitoring
10/15/2020	5509 N. Cook Street	Lin/Yang	Work w/o Permit	fence no permit - wrong side	Letter Sent
10/19/2020	5413/5411 N. Cook Street	Westerhof Trust	Junk/Debris	mattresses in yard	Ticket Issued
10/20/2020	5009 Marsh Road	Suchla	Work w/o Permit	fence installed w/out permit	Resolved
10/26/2020	5413/5411 N. Cook Street	Westerhof Trust	Junk/Debris	mattresses in yard	Ticket Issued
10/26/2020	5006 Farwell Street	Lein	Inoperable Vehicle	truck w/flat & no tires	Resolved

Memorandum

To: McFarland Plan Commission & Community Development Authority Members

From: Andrew Bremer, AICP
Community & Economic Development Director

Date: November 11, 2020

Re: **October Community & Economic Development Department Highlights**

The following is a summary of new construction activity for the month of October and YTD, including permit numbers and associated revenues.

YTD New Construction Building Permits

Community Development Department, Number of Permits Issued								
	2019	5-Year	4-Year	3-Year	2020	2019	2018	2017
Building Permits (new construction)	Actual	Average	Average	Average	Actual YTD	Actual YTD	Actual YTD	Actual YTD
SF	67	52	60	66	45	50	61	43
MF	8	3	4	4	3	8	11	12
Com	1	3	3	3	2	0	4	7
Total	76	58	67	74	50	58	76	62

48 total building permits issued in October, including seven new single-family dwellings and one 27-unit multi-family (Waubesa Village – Phase 3). October was a stronger month for new single-family home permits; however, new home construction will likely continue to lag 2017-19 YTD totals; however, these were very active construction years compared to the Village's prior 20-year average of 33 new SF residential units per year. The Village is currently on pace for 54 new SF home permits for 2020. The year started with 61 vacant SF lots in the active east-side subdivisions.

YTD Department Revenues

Community Development Department, Annual Revenues									
		2019	6-Year	4-Year	2-Year	2020	2020	YTD % of	2019
Account		Actual	Average	Average	Average	Budget	Actual YTD	Budget	Actual YTD
44300-101	Building Permit	\$ 107,314	\$ 73,920	\$ 94,578	\$ 115,945	\$ 100,000	\$ 75,093	75%	\$ 89,494
44300-102	HVAC Permit	\$ 31,034	\$ 27,285	\$ 36,095	\$ 40,340	\$ 45,000	\$ 25,522	57%	\$ 24,226
44300-103	Plumbing Permit	\$ 37,370	\$ 29,268	\$ 38,326	\$ 43,597	\$ 45,000	\$ 24,305	54%	\$ 27,559
44300-104	Electrical Permit	\$ 47,101	\$ 37,331	\$ 47,273	\$ 54,900	\$ 50,000	\$ 36,160	72%	\$ 33,772
44300-105	Sprinkler Fee	\$ 2,722	\$ 2,263	\$ 3,223	\$ 3,409	\$ 4,000	\$ 3,855	96%	\$ 2,737
44300-106	Fire Alarm Inspection Fee	\$ 4,515	\$ 2,093	\$ 3,111	\$ 5,473	\$ 2,000	\$ 2,465	123%	\$ 4,515
44300-108	CD Occupancy Inspection Fee	\$ 8,450	\$ 6,842	\$ 9,250	\$ 9,300	\$ 10,000	\$ 6,045	60%	\$ 6,665
44900-000	Misc. CD Permit Fees	\$ 104,710	\$ 103,794	\$ 142,423	\$ 147,591	\$ 100,000	\$ 125,353	125%	\$ 79,443
46800-000	Community Development Fees	\$ 9,777	\$ 9,130	\$ 9,840	\$ 9,324	\$ 10,000	\$ 21,521	215%	\$ 8,822
47210-000	City - Building Inspection	\$ -	\$ 24,802	\$ 19,456	\$ 3,440	\$ -	\$ -	0%	\$ -
	Total Revenue	\$ 352,993	\$ 316,728	\$ 357,574	\$ 433,317	\$ 366,000	\$ 320,319	87.5%	\$ 277,233
	Percent Change	-31.3%	x	x	x				

* As of 10/31, 83% through calendar year

Total C&ED deposits for the month of October were \$24,594.75, note the Waubesa Village Phase 3 will be part of November's deposits. Total C&ED revenues are 4.19% higher than the YTD percent of budget and tracking to finish near the 2020 budget estimate.

Summary of Department Activities:

- Village Board action on October C&ED related applications/projects:
 - Approved contract with MSA Professional Services for Sustainability Plan
 - 4706 Farwell Street (Angelo's). Approved site/design and change to license premise.
 - Rosewood Fields (Veridian). Approved Final Plat, CCR's, Development Agreement and Park Concept Plan.
 - Review of 2021 Department budget
- Status update of larger development projects previously approved:
 - 4719 Farwell Street (The Atwater, mixed use). Construction on-going. Applied for reimbursement of \$250,000 WEDC Grant as part of Village's development incentive. Payment received. Phase II construction of the adjacent commercial development has been slowed due to COVID. Developer still working with perspective tenants. Phase 1 likely to be completed by the end of year ahead of schedule.
 - 4608 Siggelkow Road (Waubesa Village Phase 3). Began construction in October.
 - Condos at Prairie Place Condominium (CF Investments). Received early start permit.
- Meetings, Webinars & Conferences attended by Department Director:
 - October 1st & 2nd, WEDA Annual Conference
 - October 6th, Ad Hoc Sustainability Committee Meeting
 - October 8th, Village Board Meeting
 - October 12-14th, Upper Midwest Planning Conference
 - October 12th, Village Board Meeting
 - October 13th, Public Works Committee Meeting
 - October 14th, Public Safety Committee Meeting
 - October 15th, Village Board Meeting
 - October 19th, Board of Zoning Appeals Meeting
 - October 19th, Plan Commission Meeting
 - October 20th, Public Utilities Meeting
 - October 22nd, Parks Committee Meeting
 - October 26th, Green Tier Member Meeting
 - October 26th, Village Board Meeting

Look ahead to potential December 2nd CDA Agenda Applications:

- None at this time.

Look ahead to potential December 21st PC Agenda Applications:

- 5761-5771 Holscher Road. Rezone and CSM related to planned access to proposed Public Safety Building.
- 5307 Hough Street. Conditional Use Permit for a residential dwelling unit in the former food pantry building.
- 4896 Larson Beach Road. Site/design permit for relocation of trash enclosure and additional off-street parking.
- 6014-16 & 6018-20 Johnson Street. Rezone existing duplex properties from R-1A to R-2.