VILLAGE OF MCFARLAND *NOTICE OF PUBLIC MEETING*

PLAN COMMISSION

Monday, December 21, 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/83442954999

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

Webinar ID: 834 4295 4999

1. CALL TO ORDER

2. PUBLIC APPEARANCES.

3. APPROVAL OF MINUTES.
   a. Review and possible approval of the November 16, 2020 Plan Commission meeting minutes.

4. PUBLIC HEARING
   a. Public Hearing on a Conditional Use Permit (CUP), requested by POC, LLC/Chris Overson, for use of 5307 Hough Street, McFarland, WI as a residence. The property is zoned C-C Central Commercial.

   b. Public Hearing regarding Ordinance No. 2021-01, AN ORDINANCE REZONING REMNANT LANDS LOCATED AT 5761-71 HOLSCHER ROAD, IN THE VILLAGE OF MCFARLAND, FROM R-3 GENERAL RESIDENCE TO R-1 SINGLE FAMILY RESIDENCE. This zoning ordinance amendment requested by Matt Schuenke, Village of McFarland.

   c. Public Hearing on a request by Matt Schuenke on behalf of the Village of McFarland for a Certified Survey Map (CSM) to combine a remnant portion of lands from 5761 – 71 Holscher Road to Lot 2 of CSM 15364, McFarland, WI.

5. BUSINESS.
   a. Discussion and possible action regarding a Conditional Use Permit (CUP), requested by POC, LLC/Chris Overson, for use of 5307 Hough Street, McFarland, WI as a residence. The property is zoned C-C Central Commercial.

   b. Discussion and possible action to make a recommendation to the Village Board regarding Ordinance No. 2021-01, AN ORDINANCE REZONING REMNANT LANDS LOCATED AT 5761 & 5771 HOLSCHER ROAD, IN THE VILLAGE OF MCFARLAND, FROM R-3 GENERAL RESIDENCE TO R-1 SINGLE FAMILY RESIDENCE. This zoning ordinance amendment requested by Matt

Schuenke, Village of McFarland.

c. Discussion and possible action to make a recommendation to the Village Board on a request by Matt Schuenke, for a Certified Survey Map (CSM) to combine a remnant portion of lands from 5761 – 71 Holscher Road to Lot 2 of CSM 15364, McFarland, WI.

6. STAFF REPORTS
   a. Property maintenance report
   b. Directors report

7. SCHEDULE NEXT MEETING DATE.
   a. Tuesday, January 19th, 2021 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.

Working Draft - Minutes
Plan Commission
Meeting

November 16, 2020

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

Members Absent: Eric Green

Staff Present: Andrew Bremer, Karen Knoll

1. CALL TO ORDER

   Czebotar called the meeting to order at 7:01 p.m.

2. PUBLIC APPEARANCES.
   None

3. APPROVAL OF MINUTES.

   a. Review and possible approval of the October 19, 2020 Plan Commission minutes.

   Czebotar called the minutes from the October 19, 2020 approved by unanimous consent.

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

   Bremer summarized this is for a 51 unit workforce housing multifamily development to be located on the corner of Taylor and Larson Beach Roads. The project was rezoned approximately one year ago, and in August 2020, approval was given for the site design. The Village owns one of the lots, this was done to assist with redevelopment of the site, and they have entered into an offer to purchase with MSP who also has an offer to purchase on the other property. A CSM is needed as the development will be located across both parcels, once both closings has occurred MSP will move forward with recording the CSM to combine the lots.

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Mark Hammond of MSP concurred Bremer's summary covers their request the two sites.

Czebotar closed the public hearing at 7:07

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. Bremer reviewed the four recommended conditions of approval as submitted in the packet.

Czebotar moved to recommend to the Village Board approval of the 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. Conditioned upon:

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.

Rupert seconded the motion. Motion carried 6-0.

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

Bremer indicated he has been working with Dan and Meg Chin for the past few months in regards to the potential development of 5411 Bashford Street. The

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Village acquired this property in 2017 for the purpose of blight removal and cleaned up the site with removal of the existing building and underground tank. The property is within TID #4. The CDA met with the Chin's at their November meeting for a similar pre-application discussion-only meeting.

Dan Chin stated they have been renting an office in the area for the past three years, currently are in need of more space. They wish to remain in the downtown area. Chin shared information on a building they saw in Fontana, WI and indicated they met with the owner, as it was similar to what they would like to build on the site. Office space on the first level, with residential rentals above and parking in the rear of the building. Chin reviewed the photos with Commissioners.

Chin stated they had Quam Engineering draw a rough drawing of a site plan for their proposal.

Meg Chin indicated it would be two ground level commercial spaces and three – two-bedroom apartments on the second level. They would occupy one commercial unit and rent out the second. Chin indicated they have not met with an architect yet, this is just a preliminary drawing. They typically do not have a lot of traffic at their office; most clients meet the realtors at the homes they are viewing.

Bremer went over the site, and challenges with it including a sanitary sewer main, the building as proposed encroaches in the right-of-way and encroaches on the existing sanitary sewer. If the project were to move forward, part of the process would be to vacate the right-of-way, to enable widening the parcel; relocating the sewer main. There is also the possibility of changing the layout of the intersection. Bremer reviewed possibilities with the proposal with Commissioners.

Bremer advised the property is zoned CC- Central Commercial. You can have a zero setback in this zoning, and there are no parking requirements, they are advisory only. This proposal shows 11 stalls, other districts require 2 stalls per 2 bedroom unit, this would allow for six, plus five additional stalls. There is also on street parking available.

As the property is in the TID district, it would have to meet those design guidelines. As shown, there is no access from Bashford Street. Bremer reviewed the process and approvals needed if this project was to move forward.

Commissioners discussed the desire to see something developed on this corner, what would fit in the area, the former storage tank removal, possible options for other layouts on this site, the cost of moving sanitary sewer, and who would be responsible.

Czebotar asked the Chin's if they have contacted the owners of the surrounding properties to see if they were willing to sell to them to enlarge the parcel. Chin

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responded he has reached out, but has not heard back from one owner, and the other is a recent purchase where a sale is unlikely.

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.

Bremer summarized in 2019 they did an in-depth review of the building and zoning fee's. This is an annual update. Bremer went over costs involved in reviewing of site designs with proposed projects. Currently an escrow payment of $2,000 is only necessary if buildings are 5,000 sq.ft. or more. It is harder to collect payment after the work is done than if there are escrow funds. Bremer proposed if the project is less than 2,000 sq. feet an escrow amount of $1,000 and if 2,000 or more sq.ft. it should be $2,000.

Bremer reviewed the costs and time involved in fence permits, this is an area where more staff time is spent in not only the review and processing, but also site inspections, and issues when a fence is installed incorrectly, or without a permit, with all involved, we are not covering costs.

Czebotar moved to 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 2,000 or more square feet).
3. $75 Fence Permit Fee.

Rupert seconded the motion, Motion carried 6-0.

7. STAFF REPORTS

a. Property maintenance report - none

b. Director's report –

Bremer pointed out per his report we are catching up to the permit revenue estimates from the 2020 budget, this year was slower due to COVID, but permits have been increasing. There were seven new home permits issued and we are looking to receive the revenue from the Waubesa Shores project in November.

8. SCHEDULE NEXT MEETING DATE

a. December 21, 2020 at 7:00 p.m.

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9. ADJOURNMENT.

Rogers moved to adjourn, Rupert seconded the motion. Motion carried – meeting adjourned at 7:41 p.m.

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Please publish in the
McFarland Thistle on
December 3, 2020 and December 10, 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, December 21, 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 regarding a Conditional Use Permit (CUP), requested by POC, LLC/Chris Overson, for use of 5307 Hough Street, McFarland, WI as a residence. The property is zoned C-C Central Commercial.

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/83442954999 Or Telephone: Dial (for higher quality, dial a number based on your current location): US: +1 (312) 626-6799 Webinar ID: Webinar ID: 834 4295 4999

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 December 21, 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

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Respectfully submitted by,

Andrew Bremer
Community and Economic Development Director

PLAN COMMISSION SUMMARY SHEET

MEETING DATE: **Monday, December 21, 2020**

SECTION: **Business**

DEPARTMENT: **Community Development**

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

AGENDA ITEM: **Discussion and possible action regarding a Conditional Use Permit (CUP), requested by POC, LLC/Chris Overson, for use of 5307 Hough Street, McFarland, WI as a residence. The property is zoned C-C Central Commercial.**

PREVIOUS ACTION:

ISSUE SUMMARY:
Chris Overson (POC LLC) is requesting approval of a conditional use permit (CUP) to utilize the existing building addressed as 5307 Hough Street as a residence for one rental dwelling unit. A copy of his Plan Commission application, including his responses to the Conditional Use Standards in Sec. 62-111 are provided in the packet. Staff review letters from the Public Works Director, Village Engineer, and Fire Inspector are also included within the packet. Acting Police Chief Redman indicated no objection to the CUP.

Mr. Overson purchased the property in 2017 and it is around this time that the former tenant (McFarland Food Pantry) relocated from the premise. The existing duplex includes a total of four bedrooms, two per unit, and the Hough Street building would be renovated to include four bedrooms. The property is zoned C-C Central Commercial. The C-C District is designed to accommodate those retail, service and office uses characteristic of the original downtown area of McFarland. The C-C district allows residences permitted in the R-2 and R-3 districts as conditional uses. The property includes two principal structures; note, Sec. 62-9(d) allows more than one principal detached residential building on a zoning lot with another principal building in the case of multifamily developments. The parcel already includes a duplex (5802 & 5804 Main Street) and this request will add one dwelling unit to the building addressed 5307 Hough Street. The total size of the parcel is 0.25 acres. The R-3 District allows up to 15 dwelling units per acre as a conditional use. Approval of the CUP would result in a density of 12 DU/AC in compliance with the density limits of the R-3 District. No additions to the existing building are proposed nor any exterior improvements to the building; however, Mr. Overson has indicated he may in the future want to add some brick on the front and repaint the exterior. The property does not include a garage; however, there is a driveway that is approximately 48' wide and 20' deep in front of the 5307 Hough Street building, which should support six off-street parking stalls based on the Village's parking stall design standards. The Village's off-street parking requirements are advisory only in the C-C District. In R-3 districts, the total required off-street parking spaces would equate to 4 spaces given the proposed number of bedrooms for the unit. There is also an existing driveway for the 5802/5804 Main Street residence which provides off-street parking for the existing duplex. Sewer and water utilities already exist to 5307 Hough Street; however, these laterals are connected through the premise at 5802/5804 Main Street, and collectively to the Village's utility mains on Main Street. This type of configuration is not ideal but allowed as the Public Service Commission's single connection requirements, PSC 185.52(2)(b), does not apply to multi-occupancy premises. Mr. Overson will remain as the owner of all units on the property and is the billing customer and

property owner in charge of any maintenance or repair of the on-site utilities. However, should the owner ever seek to subdivide the property to separate the buildings onto separate lots or ownership, for example to enable separate sale of each building or creation of a condominium, separate sewer and water laterals should be installed to each building so each customer's lateral is directly connected to utility owned facilities. Staff recommends a deed restriction be filed with the Dane County Register of Deeds as a condition of approval to prohibit further division of the parcel, or conversion to a condominium, unless separate sewer and water laterals are installed to each principal building on the parcel from direct connection to public utility mains, or the restriction is released by the Village of McFarland.

FINANCIAL/BUDGET IMPACT:

The property is located within TIF District #4 and identified within the Project Plan for redevelopment. The renovations of the structure for residential purposes should provide a modest increase in the valuation of the property, and therefore, modest increase in tax increment for the District. The Village will also collect parkland impact fees ($2,755.26), park improvement impact fees ($990.38) and library impact fees ($431) for the one additional dwelling unit created from this application in addition to traditional building permit fees for renovation of the structure. Rates shown are for 2021.

VILLAGE PLAN REFERENCE:

The property is identified within the "Downtown" future land use category within the Village's Comprehensive Plan adopted in 2017. Figure 4.1 (page 35) of the plan describes desirable land uses as including, in-part, "multiple family residential (mainly in upper stories)". In staff's opinion, the use of 5307 Hough Street for residential purposes is consistent with the intent of the Comprehensive Plan as the text clearly does not prohibit ground floor residential uses. Lacking a clear prohibition, the Plan Commission has the discretion to consider multiple family residential on ground/first floors. The plan notation "mainly in upper stories" is meant to reflect "traditional main street development" with ground/first floors principally devoted to non-residential uses, with residential uses above ground floor or accessory to ground floor commercial uses. Generally speaking, this is the optimal arrangement of mixed-use developments; however, the location and context of the site are important considerations in regards to whether the proposal is consistent with the intent of the Comprehensive Plan. The parcel already contains a building with ground floor residential uses, and all of the other parcels along Hough Street also contain ground floor residential uses. In addition, the building is not located along Main Street, or a similar higher traffic downtown roadway, where ground floor commercial is more viable or desired.

The property is also included within the Redevelopment District No. 2 Plan adopted in 2010. The plan identifies the property as one of several properties with a "blighted" designation. The plan does not provide any specific recommendations regarding redevelopment objectives for the parcel.

ORDINANCE REFERENCE:

Chapter 8, Article X - Impact Fees
Sec. 62-9(d), Number of Residential Buildings on a Zoning Lot
Sec. 62-68, Statement of Purpose - C-C District
Sec. 62-71, Permitted or Conditional Uses - Commercial Districts
Chapter 62, Conditional Uses

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommend approval of a conditional use permit for 5307 Hough Street for one residential dwelling unit,

conditioned on recording with the Dane County Register of Deeds a deed restriction on the property to prohibit further division of the parcel, or conversion to a condominium, unless separate sewer and water laterals are installed to each principal building on the parcel from direct connection to public utility mains, or the restriction is released by the Village of McFarland.

ATTACHMENTS:

1. 12.21.20 PC - 5307 Hough Street - CUP (10.31.20)
2. 5307 Hough Street
3. 5307 Hough Street DPW Ltr 12.4.20
4. 5307 Hough Street Village Engineer Ltr 12.11.20
5. 5307 Hough Street Fire Department Ltr 12.14.20

Village of McFarland
Community Development Department

Plan Commission Application – 2020

~Application must be completed in full~

Applicant - Owner	POC, LLC	Applicant's Agent	Chris Overson
		Name	
Address	PO Box 26 Stoughton WI	Address	PO Box 26 Stoughton WI
Email	info@pocbuilds.com	Email	chris.overson@me.com
Phone #	608-205-9557	Phone #	608-279-9601
Fax #		Fax #	

Parcel No(s). 154/0618-031-6471-9 **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)

Address: 5307 Hough St.

Current zone: Commercial

What action is the applicant requesting of the Plan Commission?

Conditional use to use 5307 Hough St as a residence instead of a commercial building

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 _____ 10-31-20

Signature of Applicant/Agent — Date

To Whom It May Concern,

We are looking to get a conditional use to make 5307 Hough St a residence.

The building was previously used as the Food Pantry.

The building is part of 5802 Main St. property

After discussing the building with all the neighbors on the street, everyone is in favor of seeing the building used as a residence versus another business.

One of the ladies on the block has already reserved the unit for her sister when the renovation is completed

Thank you,
Chris Overson
(608) 279-9101

Parcel Maps

DCiMap | Google Map | Bing Map

VILLAGE OF McFarland
Community & Economic Development

Applicant - Owner	**POC, LLC**	Applicant's Agent	**Chris Overon**
Address	**PO Box 26 Stoughton WI 53589**	Address	**PO Box 26 Stoughton WI 53589**
Email	**info@pocbuilds.com**	Email	**Chris.overson@me.com**
Phone #	6082799101	Phone #	**6082799101**
Fax #	**NA**	Fax #	**NA**
Project Site Address	**5307 Hough St. Mcfarland WI 53558**	Parcel No.	**154/0610-031-6471-9**

Conditional Uses

The McFarland zoning code identifies land uses, which are not permitted, permitted, and permitted upon approval of a conditional use permit. Conditional uses are land uses not permitted outright but may be allowed if certain standards and conditions are met and Plan Commission grants approval.

All submitted Plan Commission applications which encompasses a request for a Conditional Use Permit (CUP) must include "substantial evidence", which identifies specifically how the proposed conditional use meets each of the standards listed below. Substantial evidence is defined as facts and information other than merely personal preferences or speculation directly pertaining to the requirements and conditions the applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.

Written responses such as "see plans" are not acceptable. The applicant must identify what specific portion of the project or plans supports the contention that a standard will be met by including for example a detailed description of compliance with any applicable regulations regarding light, dust, particulate emissions, noise, frequency, vibration, traffic, nuisances, odors, visibility, health, safety welfare and the environment. All written responses to CUP standards must be submitted as part of your Plan Commission Application.

Sec. 62-111, Conditional Use Standards

a. The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.
   - Having approval to allow the building as a residence will not endanger the public but actually be safer for the general welfare of the neighborhood because having a residence will keep traffic down versus using the building for business

b. The uses, values and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by the establishment, maintenance or operation of the conditional use and the proposed use is compatible with the use of adjacent land.
   - Having approval to allow the building as a residence will fit in the neighborhood better than as a commercial building. There are multiple family members that live in the

neighborhood and one of the family members plan on moving into the property in question. Many residences have offered to come to the December meeting to support the use.

c. The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
   - Having approval to allow the building as a residence will not impede the normal development of the surrounding properties. The building will fit in

d. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided.
   - All utilities are already present on the site and in the building. No adjustments will be needed for drainage or access roads

e. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
   - Having approval to allow the building as a residence will require no adjustment in traffic. Actually, allowing the building to be a residence will lower traffic and congestion versus a business.

f. The conditional use shall, except for yard requirements, conform to all applicable regulations of the district in which it is located.
   - Yes

g. The proposed use does not violate floodplain regulations governing the site.
   - Correct

h. That the proposed use will not violate any applicable regulation in the McFarland Municipal Code or any other applicable law or regulation.
   - Correct

i. That, when applying the standards to any new consecution of a building or an addition to an existing building, the Plan Commission and Board shall bear in mind the statement of purpose for the zoning district such that the proposed building or addition at its location does not defeat the purposes and objectives of the zoning district.
   - Having approval to allow the building as a residence will not defeat the purpose of the zoning district.

j. In its review, the Plan Commission shall also evaluate the effect of the proposed conditional use upon the following items listed below. Identify how your project will impact and/or address each of these items.

   1. The maintenance of safe and healthful conditions.
      - Having approval to allow the building as a residence will keep the traffic low

   2. The prevention and control of water pollution including sedimentation.

- Having approval to allow the building as a residence will keep water pollution and sedimentation to an equal or lesser amount versus if the property was used for a business, mainly from the reduction in traffic and use.

3. Existing topographic and drainage features and vegetative cover on the site.
   - Having approval to allow the building as a residence will not change the topography and drainage on the property. The property is very nicely manicured and all vegetation is nicely done on the parcel and will not change.

4. The location of the site with respect to floodplains and floodways of rivers and streams.
   - The property is not close to floodplains and floodways of rivers and streams

5. The erosion potential of the site based upon degree and direction of slope, soil type and vegetative cover.
   - The property has great gardens and flowers present. There is zero erosion potential

6. The location of the site with respect to existing or future access roads.
   - All roads and potential roads have been established and having approval to allow the building as a residence will not affect any roadway

7. The need of the proposed use for a shoreland location. (if applicable)
   - NA

8. Its compatibility with uses on adjacent land.
   - Having approval to allow the building as a residence is compatible with all the other homes and multifamily buildings in the neighborhood

9. The amount of liquid wastes to be generated and the adequacy of the proposed disposal systems.
   - There will be no additional liquid waste created

This Conditional Use request for this property is unique in nature because the building and property is fully established and zero infrastructure is needed. The building in question is an existing building that has been on the parcel for over 50+ years. Currently there are no other businesses on Hough St. Allowing the building to be used as a residence will provide a safe neighborhood, add value to the neighborhood, keep the neighborhood quiet, keep the street low in traffic and is favored by all the current residence on the street.

December 4, 2020

Andrew Bremer
Community & Economic Development Director
5915 Milwaukee Street
McFarland, WI 53558

RE: 5307 Hough Street

Andrew,

I would like to take this opportunity to comment on the proposed building renovation at the above address.

Although I can't locate any verified records on this parcel, I believe that the water and sewer utility services are attached to the residence at 5802/5804 Main Street.

It is my recommendation that the parcel remain "as is" for the water and sewer utilities. If at any time in the future the parcel is divided, our requirement will be that the newly created parcel (5307 Hough) will be required to separate the utilities from the current 5802/5804 Main Street parcel and install new water and sewer services to the property. This would also need to be recorded as a deed restriction on the current property before remodeling starts.

Sincerely,

James R. Hessling
Director of Public Works

TOWN & COUNTRY ENGINEERING, INC.

December 11, 2020

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

Subject: 5307 Hough Street Review

Dear Andrew:

We have received the proposed application for converting the former Food Pantry site at 5307 to residential use.

Director of Public Works Jim Hessling confirmed that both of the existing buildings on the site are served via a single water and single sewer lateral coming off of Main Street. As long as the property continues to remain as a single parcel, this arrangement can continue.

We concur with Jim's recommendation that an affidavit be recorded now by the property owner confirming that they understand and future property divisions on the site would require individual utility laterals for each new parcel.

Please feel free to contact us with any questions or comments regarding this review. I could also attend the December 21 virtual Plan Commission meeting if desired.

Very truly yours,
TOWN & COUNTRY ENGINEERING, INC.

Brian R. Berquist, P.E.
President

cc: Mr. Jim Hessling, Director of Public Works, Village of McFarland *(5915 Milwaukee Street, P.O. Box 110, McFarland, WI 53558)*

Mr. Matthew Schuenke, Administrator, Village of McFarland *(5915 Milwaukee Street, P.O. Box 110, McFarland, WI 53558)*

BRB:sai
J:\JOB#S\McFarland\MC-00-00\Correspondence\2020\5307 Hough Street Plan Commission Review Letter.docx

McFarland Fire & Rescue Department
5915 Milwaukee Street • PO Box 110 • McFarland, WI 53558-0110
(608) 838-3278 • Fax: (608) 838-3619
Emergency: 911

December 14, 2020

Andrew Bremer, AICP
Community & Economic Development Director
5915 Milwaukee St.
McFarland, WI 53558

RE: 5307 Hough Street

Dear Andrew,

The McFarland Fire & Rescue does not have any concerns with the building be turned into a private residence. When this occurs McFarland Fire & Rescue will no longer have jurisdiction or responsibilities for code enforcement on the property.

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

Sincerely,

Mitchell Sutter

Mitchell Sutter
Fire Inspector/Public Education Specialist

Cc: Chris Dennis, Fire & EMS Chief (McFarland Fire & Rescue Department)

PLAN COMMISSION SUMMARY SHEET

MEETING DATE: **Monday, December 21, 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 Ordinance No. 2021-01, AN ORDINANCE REZONING REMNANT LANDS LOCATED AT 5761 & 5771 HOLSCHER ROAD, IN THE VILLAGE OF MCFARLAND, FROM R-3 GENERAL RESIDENCE TO R-1 SINGLE FAMILY RESIDENCE. This zoning ordinance amendment requested by Matt Schuenke, Village of McFarland.**

PREVIOUS ACTION:

ISSUE SUMMARY:

The Village Administrator Matt Schuenke is requesting approval to rezone 5,023 square feet of land from R-3 General Residence to R-1 Single Family Residence, and through separate action (Agenda Item 5.c.), adjoin said lands to Lot 2 of CSM 15364 through approval of a CSM. The Village already being the owner of Lot 2. The land to be rezoned is part of the Field Stone Condominium 4, Units 1 & 2, 5761 & 5771 Holscher Road, parcel 061002277201. The land proposed for rezoning is unimproved. The size of the existing condominium parcel is 20,410 square feet and the removal of the 5,023 square feet of land will still leave a lot that conforms to the minimum lot size requirements of the R-3 district. The Village Board previously authorized entering into a purchase agreement with the current landowners and acquisition is anticipated to be completed by the end of the year. The Village Board is considering the development of a Public Safety building on Lot 2 of CSM 15364. The purpose of the acquisition is to provide an employee only driveway from Holscher Road to the Public Safety building. In order to combine the remnant lands with Lot 2 of CSM 15364 to form one lot, the properties must be zoned within the same district. Both the R-3 and R-1 District allow fire stations as permitted uses and off-street parking facilities and driveways as permitted accessory uses. Note, at this time the Village Administrator is not seeking approval of a site/design application for the proposed Public Safety building. Those design plans are still under development, and upon completion, a separate site/design application will be submitted for review and consideration by the Plan Commission and Village Board. A copy of the Plan Commission application, including conceptual Public Safety Building site plan, is provided in the packet. The packet also includes a copy of Ordinance 2021-01. Staff review letters from the Public Works Director, Village Engineer, and Fire Inspector are also included within the packet. Acting Police Chief Redman indicated no objection to the rezone or CSM. The Village Engineer noted a desire to chamfer the northwest corner of the site to provide a larger triangle of right-of-way at the Holscher/Broadhead intersection by extending the northwest property line of the portion of lands to be removed from 5761 & 5771 Holscher Road along its existing bearing until it intersects the south right-of-way line on Broadhead Street (refer to image in the Engineer's report). This comment is addressed in the recommended conditions of approval for agenda Item 5.c. The CSM can be adjusted to account for this recommendation and then recorded following completion of the acquisition of the remnant lands by the Village.

FINANCIAL/BUDGET IMPACT:
The Village Board has previously authorized acquisition of the remnant lands and there is an assigned fund balance within the Capital Projects Fund for property acquisitions.

VILLAGE PLAN REFERENCE:
The remnant lands are identified within the "Two Family and Townhouse Residential" future land use category within the Village's Comprehensive Plan adopted in 2017, reflecting the primary use of the existing parcel at the time of plan adoption. Figure 4.1 (page 34) of the plan describes desirable land uses as including, in-part, "small-scale institutional and recreation uses". "Small-scale institutional" is not further defined within the plan. In staff's opinion, the proposed rezone is consistent with the Comprehensive Plan given the intended use of the remnant lands is for a public employee only driveway to a fire station; with said uses constituting permitted uses in the both the existing R-3 District and R-1 District.

ORDINANCE REFERENCE:
Sec. 62-69. Permitted Uses
Chapter 62, Article II, Division 4. Changes and Amendments to the Zoning Code

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Recommend to the Village Board approval of Ordinance 2021-01, conditioned on approval of a certified survey map to combine the land described in Ordinance 2021-01 with Lot 2 of CSM 15364 and completion of the acquisition of the remnant lands by the Village.

ATTACHMENTS:
1. 12.21.20 PC - 5761-71 Holscher Road - Rezone and CSM (11.02.20)
2. 2021-01 Rezoning Remnant Lands 5761-71 Holscher Road
3. 5761-71 Holscher Road DPW Ltr 12.4.20
4. 5671-71 Holscher Road Village Engineer Ltr 12.11.20
5. 5761-71 Holscher Road Fire Inspector Ltr 12.14.20

Village of McFarland
Community Development Department

Plan Commission Application – 2020
~Application must be completed in full~

Applicant - Owner	Village of McFarland	Applicant's Agent	Matt Schuenke, Administrator
		Name	Public Safety Center Land Division
Address	5915 Milwaukee Street, McFarland, WI 53558	Address	5761-71 Holscher Road, McFarland, WI 53558
Email	matt.schuenke@mcfarland.wi.us	Email	Same
Phone #	(608) 838-3153	Phone #	Same
Fax #	(608) 838-3619	Fax #	Same

Parcel No(s). 154/0610-022-7720-1 154/0610-022-7722-1 **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)

The Village is in the process of designing a new Public Safety Center that will be located on the parcel immediately to the east of this location. The area in question to be subdivided is planned to be used for access on the site directly to Holscher Road as part of the preliminary site plan for the project. The land in question is essentially remnant area remaining from when the plat was developed and its removal from the parcel(s) in question do not affect the remaining condominiums conformance to local codes. The site is zoned R-3 and this application also requests changing that designation from R-3 to R-1 to be consistent with the larger site to the east of which this smaller piece will be combined with.

What action is the applicant requesting of the Plan Commission?

Requesting approval from the Plan Commission for the Certified Survey Map and Rezoning from R-3 to R-1.

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

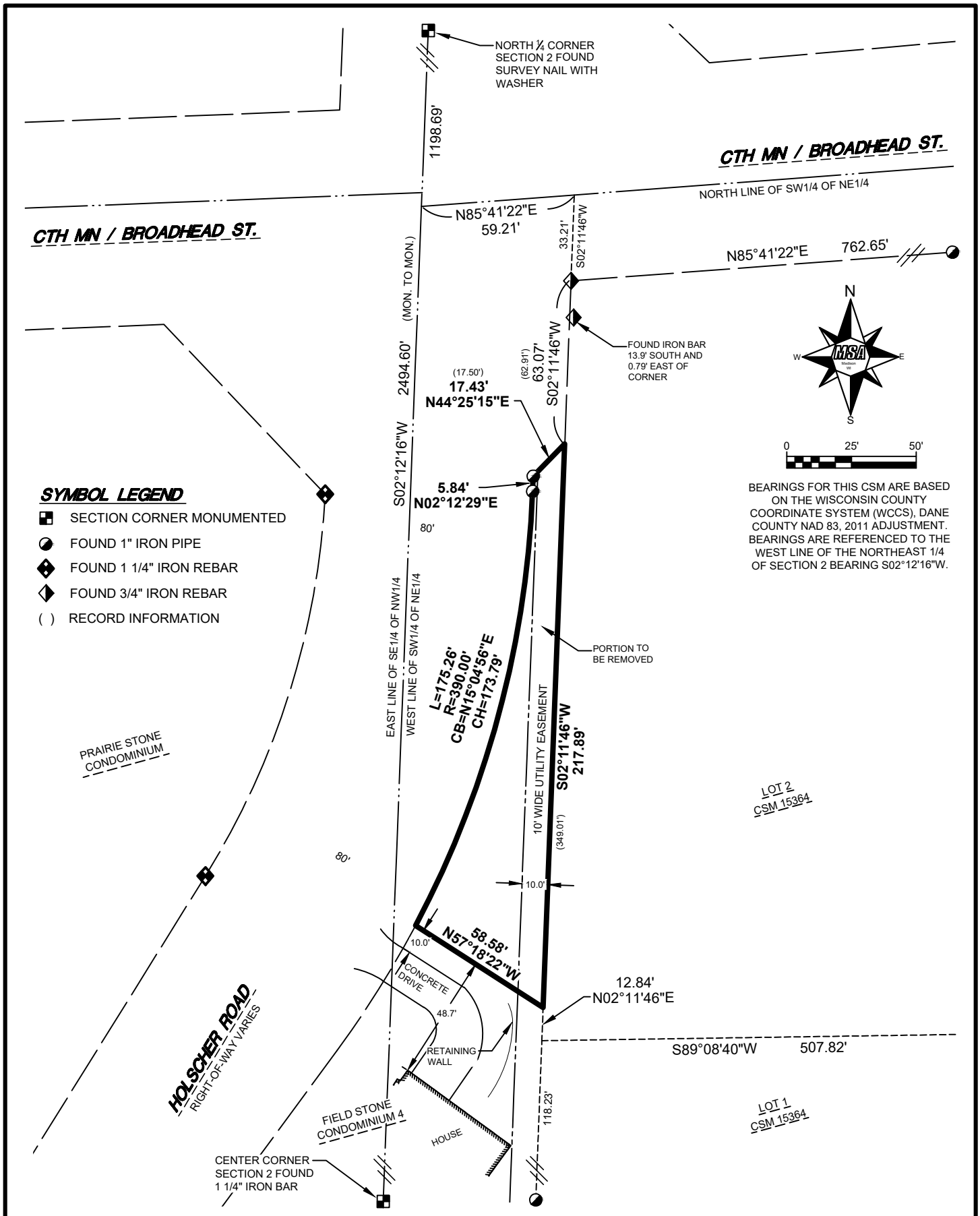
*Submittal Deadline Noon on:	For Scheduled 2020 Meeting date of:
December 12 (2019)	January Tuesday Jan. 21
January 7	February 17
February 11	March 16
March 10	April 20
April 7	May 18
May 12	June 15
June 9	July 20
July 7	August 17
August 11	September 21
September 8	October 19
October 6	November 16
November 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 _____ November 2, 2020

Signature of Applicant/Agent — Date



MSA	EXHIBIT	CONDOMINIUM REMOVAL Field Stone Condominium 4 McFarland, WI	FILE NO. 09361022 SHEET 1

File Name: G:\09\09361\00361022\CADD\Survey\09361022-McFarland CSM.dwg

LEGAL DESCRIPTION CONDOMINIUM REMOVAL

A PART OF FIELD STONE CONDOMINIUM 4 RECORDED AS DOCUMENT NO. 4347301 LOCATED IN THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 2 IN TOWNSHIP 6 NORTH, RANGE 10 EAST, IN THE VILLAGE OF MCFARLAND, DANE COUNTY WISCONSIN , MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTH 1/4 CORNER OF SAID SECTION 2; THENCE SOUTH 02°12'16" WEST ALONG THE WEST LINE OF THE NORTHEAST 1/4 OF SAID SECTION 2, A DISTANCE OF 1198.69 FEET; THENCE NORTH 85°41'22" EAST ALONG THE NORTH LINE OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF SAID SECTION 2, A DISTANCE OF 59.21 FEET; THENCE SOUTH 02°11'46" WEST, A DISTANCE OF 33.21 FEET TO THE NORTHWEST CORNER OF LOT 2 OF CERTIFIED SURVEY MAP (CSM) NO 15364; THENCE CONTINUING SOUTH 02°11’46” WEST ALONG THE WEST LINE OF SAID LOT 2, A DISTANCE OF 63.07 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE CONTINUING SOUTH 02°11’46 WEST ALONG THE WEST LINE OF SAID LOT 2, A DISTANCE OF 217.89 FEET; THENCE NORTH 57°18'22" WEST, A DISTANCE OF 58.58 FEET TO A POINT ON THE WEST LINE OF FIELD STONE CONDOMINIUM 4 ALSO BEING ON THE EAST RIGHT-OF-WAY OF HOLSCHER ROAD; THENCE NORTHERLY 175.26 FEET ALONG THE SAID EASTERLY RIGHT-OF-WAY BEING A CURVE TO THE LEFT HAVING A RADIUS OF 390.00 FEET, THE CHORD OF SAID CURVE BEARS NORTH 15°04'56" EAST A DISTANCE OF 173.79 FEET; THENCE NORTH 02°12'29" EAST ALONG THE SAID EASTERLY RIGHT-OF-WAY, A DISTANCE OF 5.84 FEET; THENCE NORTH 44°25'15" EAST ALONG THE SAID EASTERLY RIGHT-OF-WAY, A DISTANCE OF 17.43 FEET TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINS 5,023 SQUARE FEET OR 0.115 ACRES MORE OR LESS.

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FUNDING | PLANNING | ENVIRONMENTAL
1702 Pankratz St Madison, WI 53704
(608) 242-7779 www.msa-ps.com
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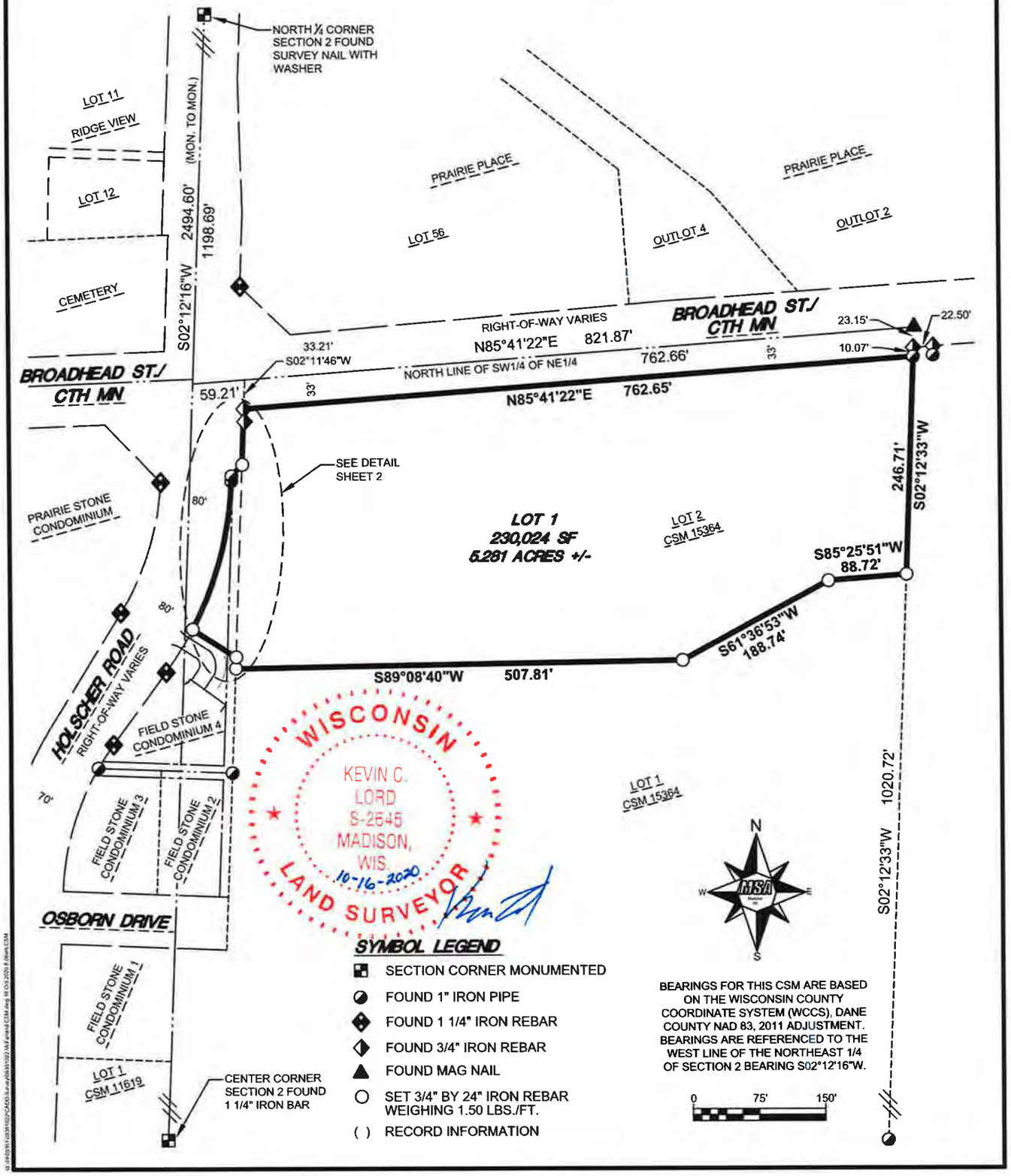
PROJECT NO.	09361022
DRAWN BY:	KCL
SURVEYOR:	BLT
FILE NO.	Mcfarland CSM.dwg
SHEET NO.	1 of 4

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

DANE COUNTY CERTIFIED SURVEY MAP

LOT 2 OF CSM 15364 AND THE REMOVED PORTION OF FIELD STONE CONDOMINIUM 4 LOCATED IN THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 2 IN TOWNSHIP 6 NORTH, RANGE 10 EAST, IN THE VILLAGE OF MCFARLAND, DANE COUNTY, WISCONSIN



SYMBOL LEGEND

- SECTION CORNER MONUMENTED
- FOUND 1" IRON PIPE
- FOUND 1 1/4" IRON REBAR
- FOUND 3/4" IRON REBAR
- FOUND MAG NAIL
- SET 3/4" BY 24" IRON REBAR WEIGHING 1.50 LBS./FT.
- ( ) RECORD INFORMATION

BEARINGS FOR THIS CSM ARE BASED ON THE WISCONSIN COUNTY COORDINATE SYSTEM (WCCS), DANE COUNTY NAD 83, 2011 ADJUSTMENT. BEARINGS ARE REFERENCED TO THE WEST LINE OF THE NORTHEAST 1/4 OF SECTION 2 BEARING S02°12'16"W.

0 75' 150'

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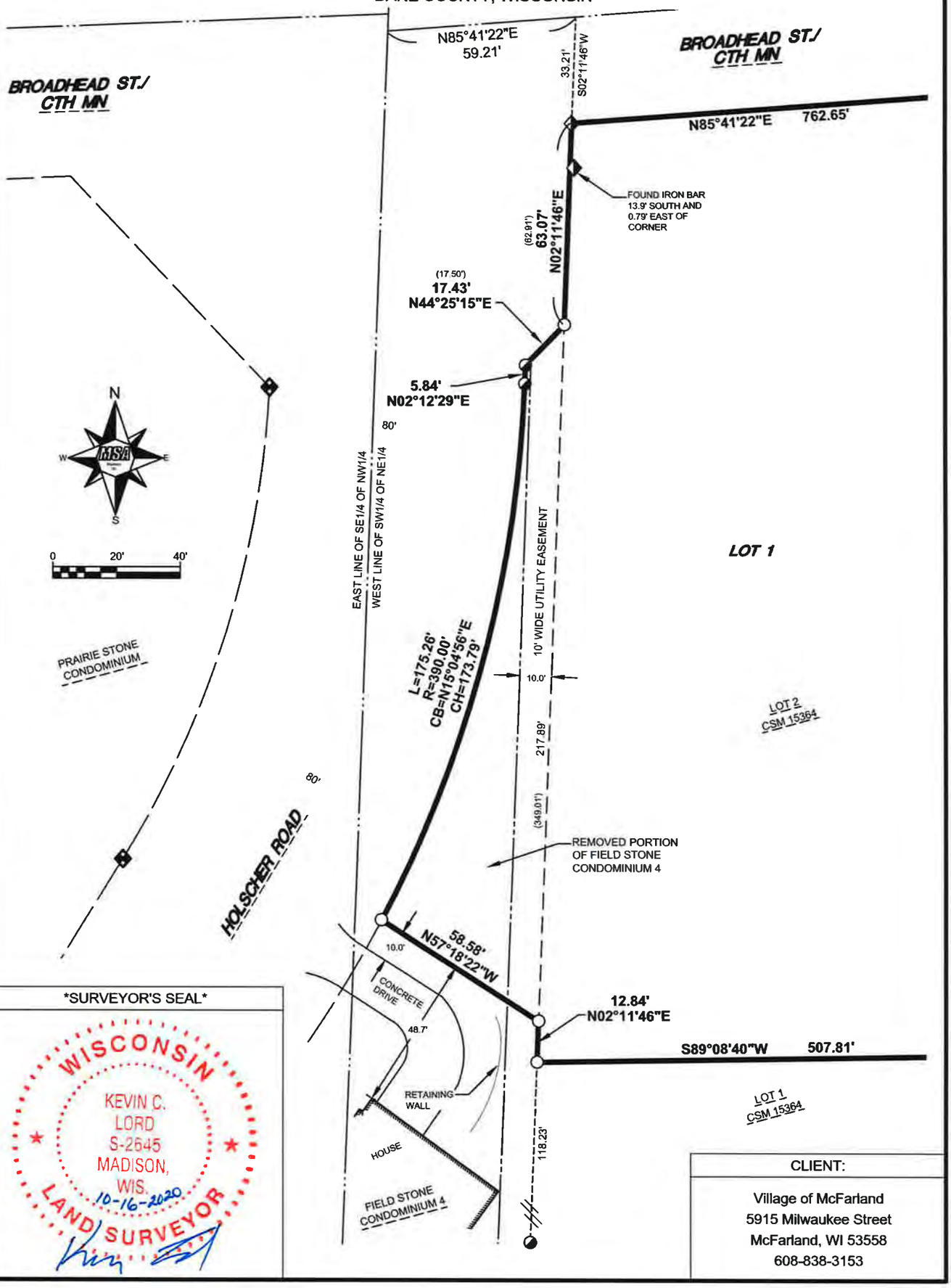
CHECKED BY:	BLT
FILE:	Mcfarland CSM.dwg
SHEET NO.	2 of 4

DANE COUNTY CERTIFIED SURVEY MAP

LOT 2 OF CSM 15364 AND THE REMOVED PORTION OF FIELD STONE CONDOMINIUM 4
LOCATED IN THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 2 IN
TOWNSHIP 6 NORTH, RANGE 10 EAST, IN THE VILLAGE OF MCFARLAND,
DANE COUNTY, WISCONSIN



SURVEYOR'S SEAL

WISCONSIN
KEVIN C. LORD
S-2645
MADISON, WIS.
10-16-2020
LAND SURVEYOR

CLIENT:

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

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PROJECT NO.	09361022
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FILE:	Mcfarland CSM.dwg
SHEET NO.	3 of 4

DANE COUNTY CERTIFIED SURVEY MAP

LOT 2 OF CSM 15364 AND THE REMOVED PORTION OF FIELD STONE CONDOMINIUM 4
LOCATED IN THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 2 IN
TOWNSHIP 6 NORTH, RANGE 10 EAST, IN THE VILLAGE OF MCFARLAND,
DANE COUNTY, WISCONSIN

LEGAL DESCRIPTION

LOT 2 OF CSM 15364 AND THE REMOVED PORTION OF FIELD STONE CONDOMINIUM 4 LOCATED IN THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 AND THE SOUTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 2 IN TOWNSHIP 6 NORTH, RANGE 10 EAST, IN THE VILLAGE OF MCFARLAND, DANE COUNTY WISCONSIN , MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTH 1/4 CORNER OF SAID SECTION 2; THENCE SOUTH 02°12'16" WEST ALONG THE WEST LINE OF THE NORTHEAST 1/4 OF SAID SECTION 2, A DISTANCE OF 1198.69 FEET; THENCE NORTH 85°41'22" EAST ALONG THE NORTH LINE OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF SAID SECTION 2, A DISTANCE OF 59.21 FEET; THENCE SOUTH 02°11'46" WEST, A DISTANCE OF 33.21 FEET TO THE NORTHWEST CORNER OF SAID LOT 2 BEING THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE NORTH 85°41'22" EAST ALONG THE NORTH LINE OF SAID LOT 2, A DISTANCE OF 762.65 FEET TO THE NORTHEAST CORNER OF SAID LOT 2; THENCE SOUTH 02°12'33" WEST ALONG THE EAST LINE OF SAID LOT 2, A DISTANCE OF 246.71 FEET TO THE SOUTHEAST CORNER OF SAID LOT 2; THENCE SOUTH 85°25'51" WEST ALONG THE SOUTH LINE OF SAID LOT 2, A DISTANCE OF 88.72 FEET TO AN ANGLE POINT; THENCE SOUTH 61°36'53" WEST ALONG THE SOUTH LINE OF SAID LOT 2, A DISTANCE OF 188.74 FEET TO AN ANGLE POINT; THENCE SOUTH 89°08'40" WEST ALONG THE SOUTH LINE OF SAID LOT 2, A DISTANCE OF 507.81 FEET TO THE SOUTHWEST CORNER OF SAID LOT 2; THENCE NORTH 02°11'46" EAST ALONG THE WEST LINE OF SAID LOT 2, A DISTANCE OF 12.84 FEET; THENCE NORTH 57°18'22" WEST, A DISTANCE OF 58.58 FEET TO A POINT ON THE WEST LINE OF FIELD STONE CONDOMINIUM 4 ALSO BEING ON THE EAST RIGHT-OF-WAY OF HOLSCHER ROAD; THENCE NORTHERLY 175.26 FEET ALONG THE SAID EASTERLY RIGHT-OF-WAY BEING A CURVE TO THE LEFT HAVING A RADIUS OF 390.00 FEET, THE CHORD OF SAID CURVE BEARS NORTH 15°04'56" EAST A DISTANCE OF 173.79 FEET; THENCE NORTH 02°12'29" EAST ALONG THE SAID EASTERLY RIGHT-OF-WAY, A DISTANCE OF 5.84 FEET; THENCE NORTH 44°25'15" EAST ALONG THE SAID EASTERLY RIGHT-OF-WAY, A DISTANCE OF 17.43 FEET TO A POINT ON THE WEST LINE OF SAID LOT 2; THENCE NORTH 02°11'46" EAST ALONG THE SAID WEST LINE, A DISTANCE OF 63.07 FEET TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINS 230,024 SQUARE FEET OR 5.281 ACRES MORE OR LESS.

SURVEYOR'S CERTIFICATE

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

Kevin Lord

KEVIN C. LORD, S-2645
PROFESSIONAL LAND SURVEYOR

10-16-2020
DATE

SURVEYOR'S SEAL

CLIENT:

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

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DRAWN BY:	KCL
CHECKED BY:	BLT
FILE:	Mcfarland CSM.dwg
SHEET NO.	4 of 4

DANE COUNTY CERTIFIED SURVEY MAP

LOT 2 OF CSM 15364 AND THE REMOVED PORTION OF FIELD STONE CONDOMINIUM 4
LOCATED IN THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 2 IN
TOWNSHIP 6 NORTH, RANGE 10 EAST, IN THE VILLAGE OF MCFARLAND,
DANE COUNTY, WISCONSIN

OWNER'S CERTIFICATE

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

IN WITNESS WHEREOF, THE VILLAGE OF MCFARLAND, HAS CAUSED THESE DOCUMENTS TO BE SIGNED BY THEIR REPRESENTATIVE THIS _____ DAY OF _____, 2020.

_____ _____
BRAD CZEBOTAR, VILLAGE PRESIDENT CASSANDRA SUETTINGER, VILLAGE CLERK/TREASURER

STATE OF WISCONSIN) SS
DANE COUNTY) SS

PERSONALLY CAME BEFORE ME ON THIS ____ DAY OF _____, 2020.
THE ABOVE NAMED _____ AND _____, TO ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED THE SAME.

_____ _____
NOTARY PUBLIC, DANE COUNTY, WISCONSIN MY COMMISSION EXPIRES

VILLAGE OF MCFARLAND PLAN COMMISSION CERTIFICATE

THIS CERTIFIED SURVEY MAP, INCLUDING ANY DEDICATIONS SHOWN THEREON, IS HEREBY APPROVED BY THE PLAN COMMISSION OF THE VILLAGE OF MCFARLAND ON THIS _____ DAY OF _____, 2020.

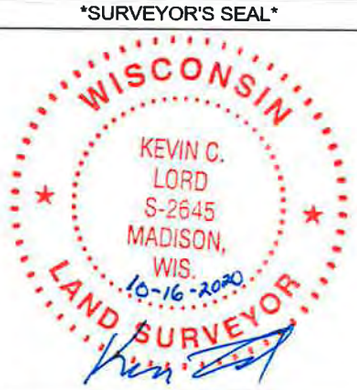
_____
CASSANDRA SUETTINGER, VILLAGE CLERK/TREASURER

VILLAGE OF MCFARLAND BOARD CERTIFICATE

RESOLVED, THAT THIS CERTIFIED SURVEY MAP IS HEREBY APPROVED AND DEDICATIONS ACCEPTED BY THE VILLAGE BOARD OF THE VILLAGE OF MCFARLAND ON THIS _____ DAY OF _____, 2020.

_____
CASSANDRA SUETTINGER, VILLAGE CLERK/TREASURER

SURVEYOR'S SEAL



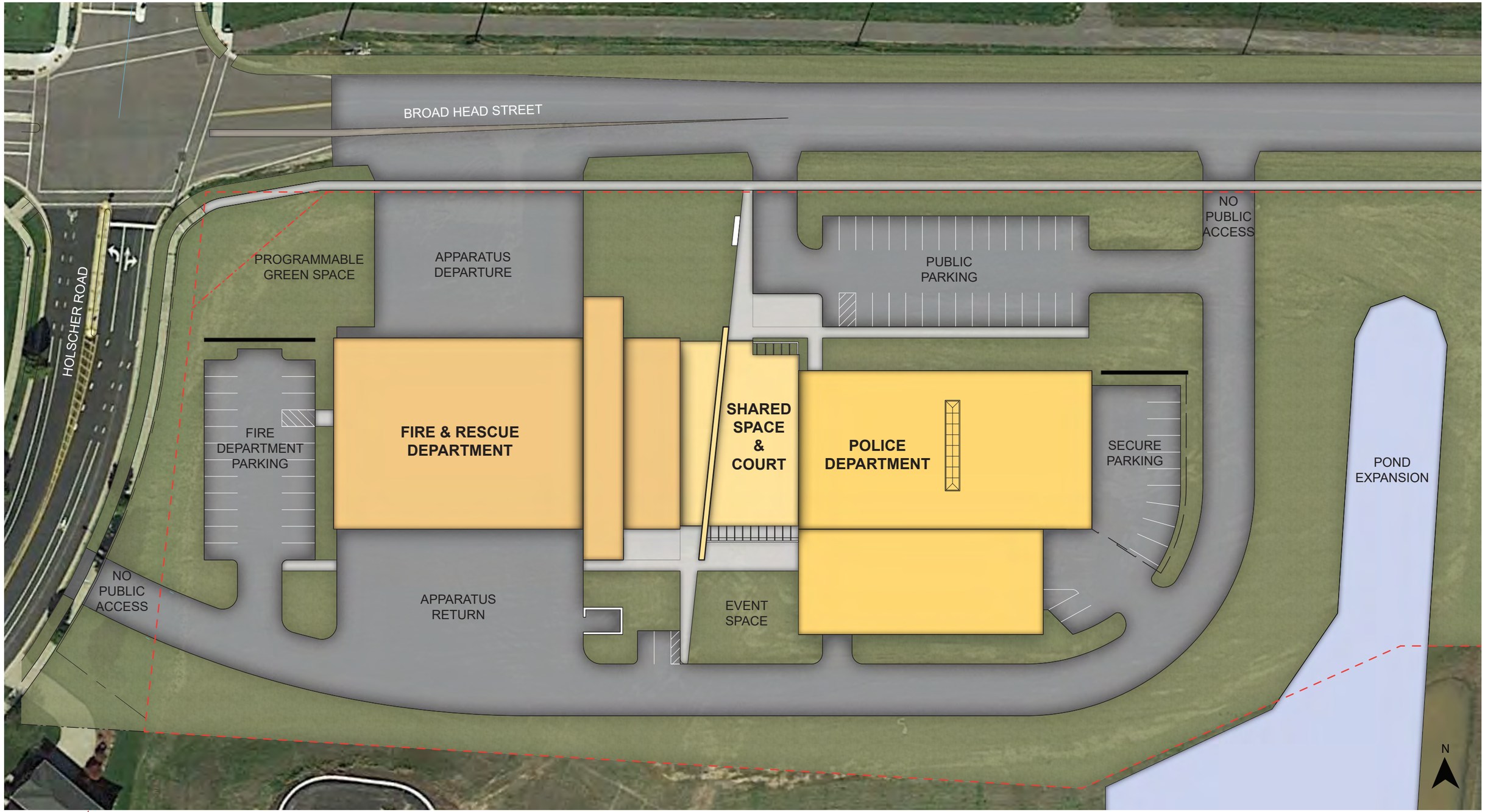
DANE COUNTY REGISTER OF DEEDS CERTIFICATE

RECEIVED FOR RECORDING THIS _____ DAY OF _____, 2020, AT _____ O'CLOCK __.M. AND RECORDED IN VOLUME _____ OF CERTIFIED SURVEY MAPS OF DANE COUNTY ON PAGES _____ AS DOCUMENT NO. _____.

_____
KRISTI CHLEBOWSKI, REGISTER OF DEEDS
DANE COUNTY, WISCONSIN

CLIENT:

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



bray architects

Project #: 3488

SITE PLAN

SCALE: 1" = 50' - 0"

McFarland Public Safety Building

Broadhead St. & Holscher Rd.

August 13, 2020

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ORDINANCE 2021-01

AN ORDINANCE TO REZONE REMNANT LANDS LOCATED AT 5761 & 5771 HOLSCHER ROAD FROM THE R-3 GENERAL RESIDENCE DISTRICT TO THE R-1 SINGLE FAMILY RESIDENCE DISTRICT

Purpose: To rezone certain lands on Holscher Road to R-1 Single Family Residence.

Sponsor: Community & Economic Development Director Bremer

Recommended Referral: Plan Commission (Required)

Public Hearing: Required; Preceded by Class 2 Notice

WHEREAS, the Village Administrator has applied to rezone remnant lands located at 5761 & 5771 Holscher Road from R-3 General Residence to R-1 Single Family Residence; and,

WHEREAS, the Village Administrator has submitted documents fulfilling the requirements for approval of the rezoning; and

WHEREAS, the proposed rezoning is consistent with the Village of McFarland Comprehensive Plan, which designates the subject land as Two Family and Townhouse Residential; and

WHEREAS, the Village Board is willing to grant approval of the request to rezone and the Village Board finds approval thereof is in the public interest;

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

1. Section 62-62(a) of the McFarland Municipal Code and the Official Zoning Map are hereby amended so that the following described real estate is hereby rezoned from the R-3 General Residence to R-1 Single Family Residence:

A PART OF FIELD STONE CONDOMINIUM 4 RECORDED AS DOCUMENT NO. 4347301 LOCATED IN THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 2 IN TOWNSHIP 6 NORTH, RANGE 10 EAST, IN THE VILLAGE OF MCFARLAND, DANE COUNTY WISCONSIN, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTH 1/4 CORNER OF SAID SECTION 2; THENCE SOUTH 02°12'16" WEST ALONG THE WEST LINE OF THE NORTHEAST 1/4 OF SAID SECTION 2, A DISTANCE OF 1198.69 FEET; THENCE NORTH 85°41'22" EAST ALONG THE NORTH LINE OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF

SAID SECTION 2, A DISTANCE OF 59.21 FEET; THENCE SOUTH 02°11'46" WEST, A DISTANCE OF 33.21 FEET TO THE NORTHWEST CORNER OF LOT 2 OF CERTIFIED SURVEY MAP (CSM) NO 15364; THENCE CONTINUING SOUTH 02°11'46" WEST ALONG THE WEST LINE OF SAID LOT 2, A DISTANCE OF 63.07 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE CONTINUING SOUTH 02°11'46 WEST ALONG THE WEST LINE OF SAID LOT 2, A DISTANCE OF 217.89 FEET; THENCE NORTH 57°18'22" WEST, A DISTANCE OF 58.58 FEET TO A POINT ON THE WEST LINE OF FIELD STONE CONDOMINIUM 4 ALSO BEING ON THE EAST RIGHT-OF-WAY OF HOLSCHER ROAD; THENCE NORTHERLY 175.26 FEET ALONG THE SAID EASTERLY RIGHT-OF-WAY BEING A CURVE TO THE LEFT HAVING A RADIUS OF 390.00 FEET, THE CHORD OF SAID CURVE BEARS NORTH 15°04'56" EAST A DISTANCE OF 173.79 FEET; THENCE NORTH 02°12'29" EAST ALONG THE SAID EASTERLY RIGHT-OF-WAY, A DISTANCE OF 5.84 FEET; THENCE NORTH 44°25'15" EAST ALONG THE SAID EASTERLY RIGHT-OF-WAY, A DISTANCE OF 17.43 FEET TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINS 5,023 SQUARE FEET OR 0.115 ACRES MORE OR LESS.

2. The Zoning Administrator is hereby directed to label these changes on the Official Zoning Map, once the rezoning is effective.

3. This ordinance does not constitute approval of any earthwork or building construction within any of the property described in the ordinance. No construction of any kind, including earthwork or building construction, is permitted on the parcel described in Section 1 of this ordinance until applicable site design and building permits are approved by the Village.

The above and foregoing Ordinance was duly adopted at a regular meeting of the Village Board of the Village of McFarland held on the 11th day of January, 2021.

[signature page follows]

ORDINANCE 2021 – 01	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brassington –	Kryzenske -
Clow –	Rupert –
Czebotar –	Utter –
Flaherty –	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	

APPROVED:

_____

Brad Czebotar, Village President

ATTEST:

_____

Cassandra Suettinger, Village Clerk-Treasurer

www.mcfarland.wi.us | 5115 Terminal Drive, McFarland, WI 53558 |
608.838.7287

December 4, 2020

Andrew Bremer
Community & Economic Development Director
5915 Milwaukee Street
McFarland, WI 53558

RE: 5761-71 Holscher Road.

Andrew,

I would like to take this opportunity to comment on the rezone and CSM at the above address.

The department of public works does not have any issue with this plan as presented.

Sincerely,

James R. Hessling
Director of Public Works

TOWN & COUNTRY
ENGINEERING, INC.

December 11, 2020

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

Subject: Public Safety Site Certified Survey Map Review

Dear Andrew:

We have received the proposed Certified Survey Map for the Village's Public Safety Site and completed a review.

Our only comment would be to chamfer the northwest corner of the site to provide a larger triangle of right-of-way at the Holsher Road/Broadhead Street intersection. The triangle geometry was initiated on the Field Stone Condominium Plat a number of years ago, but not extended at the time because the School District owned the property.

Please feel free to contact us with any questions or comments regarding this review. I could also attend the December 21 virtual Plan Commission meeting if desired.

Very truly yours,
TOWN & COUNTRY ENGINEERING, INC.

Brian R. Berquist, P.E.
President

cc: Mr. Jim Hessling, Director of Public Works, Village of McFarland *(5915 Milwaukee Street, P.O. Box 110, McFarland, WI 53558)*

Mr. Matthew Schuenke, Administrator, Village of McFarland *(5915 Milwaukee Street, P.O. Box 110, McFarland, WI 53558)*

BRB:sai
J:\JOB#S\McFarland\MC-00-00\Correspondence\2020\Public Safety site CSM Plan Commission Review Letter.docx

S02°12'16"
33.21'
S02°11'46"W
NORTH LINE
59.21'
33'
SEE DETAIL
SHEET 2
80'

McFarland Fire & Rescue Department
5915 Milwaukee Street • PO Box 110 • McFarland, WI 53558-0110
(608) 838-3278 • Fax: (608) 838-3619
Emergency: 911

December 14, 2020

Andrew Bremer, AICP
Community & Economic Development Director
5915 Milwaukee St.
McFarland, WI 53558

RE: 5761-71 Holscher Road-Village of McFarland PSB

Dear Andrew,

I have reviewed the proposed Village of McFarland Public Safety Building at 5761-71 Holscher Road.

At this time the McFarland Fire & Rescue does not have any concerns with the proposed fire department access and fire protection systems.

The following will also be required for conditional approval:

1. All new commercial or multi-residential properties will require a Knox Box to be installed.
2. McFarland Fire & Rescue is a Delegated Agency of the Department of Safety and Professional Services (DSPS). Therefore, all fire protection systems plans (fire alarm and sprinkler) shall be submitted for approval to the McFarland Fire & Rescue along with a completed application and corresponding fees.
3. A Fire Prevention Inspection will take place upon building construction completion and building occupancy permit issued

McFarland Fire & Rescue would request electronic floor plans of the building if available.

The McFarland Fire & Rescue would like to offer to have a meeting with the project engineers and project developer to address any issues in regards to the fire protection systems and fire hydrant requirements. The goal would be to attempt to achieve an agreement that addresses the concerns of the fire department yet allowing the developer to meet their project objectives.

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

Sincerely,

Mitchell Sutter
Fire Inspector/Public Education Specialist

Cc: Chris Dennis, Fire & EMS Chief (McFarland Fire & Rescue Department)

PLAN COMMISSION SUMMARY SHEET

MEETING DATE: **Monday, December 21, 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 on a request by Matt Schuenke, for a Certified Survey Map (CSM) to combine a remnant portion of lands from 5761 – 71 Holscher Road to Lot 2 of CSM 15364, McFarland, WI.**

PREVIOUS ACTION:

ISSUE SUMMARY:
The application and associated staff reports are addressed under Item 5.b of the agenda.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Recommend approval of the CSM to the Village Board conditioned on revising the CSM to chamber the northwest corner of the site to provide a larger triangle of right-of-way at the Holscher Road/Broadhead Street intersection, as provided in the Village Engineer's staff report dated December 11, 2020.

ATTACHMENTS:
None

Memorandum

To: McFarland Plan Commission

From: Community Development Department Staff

Date: December 15, 2020

Re: November Property Maintenance Report

Date	Address	Owner	Complaint Type	Complaint Comments	Status
11/5/2020	6403 Crestwood Circle	Dodge	Other Property Maintenance	Lawn, weeds, pool, debris	Letter Sent
11/17/2020	5805 Anthony Street	Thompson	Vehicle Improperly Parked	trailer parked on lawn	Letter Sent
11/23/2020	4706 Siggelkow Rd (rental)	Manget	Vehicle Improperly Parked	cars on lawn	Letter Sent
11/23/2020	5721 Lake Edge Road	Doolan	Vehicle Improperly Parked	trailer parked on lawn	Letter Sent

VILLAGE OF McFarland
Community & Economic Development
www.mcfarland.wi.us/communityandeconomicdevelopment | 5915 Milwaukee St, McFarland, WI 53558 | 608.838.3154

Memorandum

To: McFarland Plan Commission

From: Andrew Bremer, AICP
Community & Economic Development Director

Date: December 14, 2020

Re: November Community & Economic Development Department Highlights

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

YTD New Construction Building Permits

	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	50	58	67	53
MF	8	3	4	4	4	8	11	12
Com	1	3	3	3	2	0	4	7
Total	**76**	**58**	**67**	**74**	**56**	**66**	**82**	**72**

50 total building permits issued in November, including five new single-family dwellings and one 8-unit multi-family (CF Investments). 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 55 new SF home permits for 2020. The year started with 61 vacant SF lots in the active east-side subdivisions, with 17 vacate lots remaining.

YTD Department 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	$ 87,809	88%	$ 98,404
44300-102	HVAC Permit	$ 31,034	$ 27,285	$ 36,095	$ 40,340	$ 45,000	$ 29,799	66%	$ 27,059
44300-103	Plumbing Permit	$ 37,370	$ 29,268	$ 38,326	$ 43,597	$ 45,000	$ 28,328	63%	$ 31,266
44300-104	Electrical Permit	$ 47,101	$ 37,331	$ 47,273	$ 54,900	$ 50,000	$ 41,847	84%	$ 41,446
44300-105	Sprinkler Fee	$ 2,722	$ 2,263	$ 3,223	$ 3,409	$ 4,000	$ 3,960	99%	$ 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	$ 7,115	71%	$ 7,515
44900-000	Misc. CD Permit Fees	$ 104,710	$ 103,794	$ 142,423	$ 147,591	$ 100,000	$ 135,575	136%	$ 95,428
46800-000	Community Development Fees	$ 9,777	$ 9,130	$ 9,840	$ 9,324	$ 10,000	$ 22,457	225%	$ 9,020
47210-000	City - Building Inspection	$ -	$ 24,802	$ 19,456	$ 3,440	$ -	$ -	0%	$ -
	Total Revenue	**$ 352,993**	**$ 316,728**	**$ 357,574**	**$ 433,317**	**$ 366,000**	**$ 359,356**	**98.2%**	**$ 317,391**
	Percent Change	**-31.3%**	**x**	**x**	**x**				
* As of 11/30, 92% through calendar year									

Total C&ED deposits for the month of November were $105,002.48. Total C&ED revenues are 6.5% higher than the YTD percent of budget and tracking to finish in excess of the 2020 budget estimate.

Summary of Department Activities:

- Village Board action on November C&ED related applications/projects:
  - 4900 Larson Beach Road (MSP Real Estate). Approval of CSM for multi-family development.
  - Approval of 2021 Department budget.
  - Approval of Ordinance 2020-24, amendments to Chapter 47, 56, and 62.
  - Approval of updates to Appendix A Fees for year 2021.

- Status update of larger development projects previously approved:
  - 4719 Farwell Street (The Atwater, mixed use). Construction completed. Paid TIF development incentive of $350,000. Phase II construction of the adjacent commercial development has been slowed due to COVID. Developer still working with perspective tenants.
  - 4608 Siggelkow Road (Waubesa Village Phase 3). Began construction in October.
  - Condos at Prairie Place Condominium (CF Investments). Started construction on the 8-unit building, has received building permits for the two 5-unit buildings and two 4-unit buildings.

- Meetings, Webinars & Conferences attended by Department Director:
  - November 4th, CDA meeting
  - November 5th, Village Board meeting
  - November 9th, Village Board meeting
  - November 12th, Landmarks Commission meeting
  - November 16th, Plan Commission meeting
  - November 17th, Chamber Board meeting
  - November 17th, Public Utilities Committee meeting
  - November 18th, CARPC meeting
  - November 19th, Smart Growth Online Webinar: Blueprint for Greening Affordable Housing
  - November 19th, Dane County Housing Summit Webinar: Small Format Housing and Tax Increment Housing for Workforce and Affordable Housing.
  - November 23rd, Village Board meeting
  - November 30th, UW-EX Center for Land Use Education Webinar: Refreshing Your Zoning Ordinance
  - December 1st Thistle Article: In a seller's market, low housing vacancy rates can make it difficult for buyers.

Look ahead to potential January 19th, PC Agenda Applications:

- 4896 Larson Beach Road (Gingerbread House). Site/design permit for relocation of trash enclosure and additional off-street parking.
- 4412 Siggelkow Road (Green Lantern). Site/design permit for outdoor patio area.