

**Community Development
Authority**

Wednesday, January 6, 2021

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/83846456683>

Or by Telephone: +1 (312) 626-6799
Webinar ID: 838 4645 6683

1. CALL TO ORDER
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Review and possible approval of the November 1, 2020 draft Community Development Authority minutes.
4. CLOSED SESSION.
 - a. Discussion and action in order to convene in Closed Session in accordance with Wis. Stats. 19.85(1)(e) to deliberate or negotiate the investment of public funds or other specified public business whenever competitive or bargaining reasons require a closed session, specifically related to the acquisition of property at the following locations:
 - 1) 4008 & 4012 Terminal Drive, including parcel# 071027386201 (Tax Increment District #3)
 - b. Discussion and action to reconvene into Open Session.
5. BUSINESS.
 - a. Discussion and possible action to make a recommendation to the Village Board regarding the acquisition of property located at 4008 & 4012 Terminal Drive, including parcel# 071027386201, within Tax Increment District #3.
 - b. Presentation of Community & Economic Development Department Monthly Report
6. SCHEDULE NEXT MEETING DATE.

a. Wednesday, February 3rd, 2021 at 7:00 pm.

7. 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.

Community Development Authority

Working Draft - MINUTES

November 4, 2020

Members Present: Ken Brost, Austen Conrad, Toni Stolarik, Jerry Dietzel, Stephanie Brassington, Mike Flaherty

Members Absent: Dan Kolk

Staff Present: Andrew Bremer, Karen Knoll

1. CALL TO ORDER

Brost called the meeting to order at 7:00 pm.

2. PUBLIC APPEARANCES

None

3. APPROVAL OF MINUTES

- a. Review and possible approval of the September 2, 2020 Community Development Authority minutes.

Dietzel moved to approve the September 2, 2020 Community Development Authority minutes. Brassington seconded the motion. Motion carried 5-0-1 with Flaherty abstaining.

4. BUSINESS

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

Bremer indicated Dan and Meg Chin contacted him regarding the purchase of 5411 Bashford Street with the intention to build a mixed-use building. Bremer asked the Chin's to develop a preliminary design to give an idea of what they were interested in doing, for review for any potential issues, possible layout and to see if the Village would be interested in the idea. The Chins had Ryan Quam draw up a preliminary design to show how it would sit on the site. This is before the CDA tonight for pre-applications only, and the Chin's are scheduled to do the same at the Plan Commission meeting later this month.

Dan Chin of Dan Chin Home's, stated they have been renting an office in the area for the past three years, and 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, not as large but the same general concept. Office space on the first level, with residential rentals above and parking in the rear of the building. Chin reviewed the photos with CDA members.

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 commercial unit. Chin indicated they have not met with an architect yet, this is just a preliminary drawing.

Bremer summarized the parcel is a little less than 10,000 sq.ft. Bremer reviewed the prior building layout and the potential proposal along with challenges with it including a sanitary sewer main. The building as proposed encroaches in the right-of-way and 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 and relocating the sewer main. There is also the possibility of changing the layout of the intersection, as the current intersection has a unique layout.

Bremer reviewed some of the property background with members. The Village acquired this property in 2017 for the purpose of blight removal. The Village cleaned up the site with removal of the existing building and underground tank. The property is within TID #4. The Comprehensive Plan identifies the property as part of the downtown area, which encourages mixed-use. It is zoned C-C Central Commercial and this type of proposal would be allowed with a Conditional Use Permit.

Brost inquired of members if they had any questions or concerns, Members discussed the desire to see something developed on this corner, what would fit in the area, the former storage tank, possible options for other layouts on this site, the cost of moving sanitary sewer, and who would be responsible. They also discussed the entrance off Johnson Street rather than any on Bashford Street, and the traffic flow onto the site. Ryan Quam, Quam Engineering indicated he has concerns with making the building too narrow by adding access off Bashford Street, it would affect the architectural design, as it is a redevelopment site there are always issues with design and layout. Residents and employees would know how to access the property with little issues. Moving the building would have an impact on the design. Members also had concerns if there were two access it would be tempting for school traffic to cut through the site.

Flaherty asked for clarification on why the sewer main had to be moved, and can it be paid for with the TID. Bremer responded there are two reasons; you cannot have a building on top of a sewer main and the desire to keep the public main on public property. Relocation of the sewer main could qualify as a TID expense.

Flaherty inquired about the previous proposals from the Village to purchase the adjoining properties. Bremer reviewed how they were not able to move forward, as there was not an agreement on the purchase price, or a right of first refusal. Flaherty inquired if the Chin's had reached out to the property owners.

Chin 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. Members also discussed the possibility of having a future easement to allow future connection to the rear parking lot.

Members discussed the possibility of a common area on the property, creating an urban edge on Bashford Street, sidewalks, setbacks of the potential proposal. Members concurred they would like to see development such as this rather than a single family home on the site. Brassington inquired if they had any possible concerns over traffic during school pick up times. Chin replied they are used to it in their current location and feel it is a plus for advertising, and due to the type of work, they do not have a lot of traffic at their office. They feel due to the size of the other commercial space, it would likely be a low traffic type of business. Chin indicated they typically do not have a lot of traffic at their office; most clients meet the realtors at the properties they are viewing.

Bremer reviewed per page six of the packet provided, the process and approvals needed if this project was to move forward.

b. Presentation of Community & Economic Development Monthly Report

Bremer reviewed his monthly report as provided in packets.

5. SCHEDULE NEXT MEETING DATE.

a. December 2, 2020 @ 7:00 p.m.

6. ADJOURNMENT.

Stolarik moved to adjourn. Flaherty seconded the motion. Motion carried. Meeting adjourned at 7:54 p.m.



COMMUNITY DEVELOPMENT AUTHORITY SUMMARY SHEET

MEETING DATE: Wednesday, January 6, 2021

SECTION: Business

DEPARTMENT: Community Development

CONTACT:

AGENDA ITEM: Discussion and possible action to make a recommendation to the Village Board regarding the acquisition of property located at 4008 & 4012 Terminal Drive, including parcel# 071027386201, within Tax Increment District #3.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 4008-Terminal-Dr-McFarland-WI-Commercial-Land-Flyer

Land For Sale

4008 Terminal Drive
McFarland, WI

Three adjacent parcels of land off the intersection of Hwy 51 and 12/18 Beltline Hwy, backing up to the waterfront of Capital Springs Recreation Area. Ideal location for a future hotel, headquarters, or high-rise office building to set the gateway to McFarland.

Highlights:

- Just south of Madison, near two highways
- Located in a TIF District of McFarland, who has interest in seeing the land developed
- Parcel Size: 5.94 Acres
- Price: \$1,200,000
- Zoning: Highway/Industrial Commercial



Listing Agent:

John Schneider

Cell: 608-217-4602

Office: 608-838-4457

Co-Listing Agent:

Bryan Earleywine

Cell: 608-206-7270

Office: 608-838-4457



EXIT Realty HGM

4211 W Beltline Hwy

Madison, WI 53711



COMMUNITY DEVELOPMENT AUTHORITY SUMMARY SHEET

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AGENDA ITEM: Presentation of Community & Economic Development Department Monthly Report

PREVIOUS ACTION:

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FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 12.14.2020 CD Highlights

Memorandum

To: McFarland Plan Commission & CDA

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

Account		2019	6-Year	4-Year	2-Year	2020	2020	YTD % of	2019
		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.

Look ahead to potential February 3rd, CDA Applications:

- 5411 Bashford Street (Chin) TIF Application.