

Minutes Plan Commission Meeting

January 19, 2021

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

Members Absent: Tom Rogers

Staff Present: Andrew Bremer, Andrew Day, Karen Knoll

1. CALL TO ORDER

Czebotar called the meeting to order at 7:04 p.m.

2. PUBLIC APPEARANCES.

Art Luedtke - 4914 McDaniel Lane – indicated he was in favor of the Green Lantern outdoor dining and consumption area. (item 4 (b)).

3. APPROVAL OF MINUTES.

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

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

4. BUSINESS.

- a. Discussion and possible action on a site/design review application submitted by Tricycle Motors Properties, LLC for a proposed parking lot addition and dumpster enclosure relocation at Gingerbread Preschool located at 4896 Larson Beach Road, McFarland, WI.

Bremer reviewed the submission in packets. The owner would like to relocate the existing trash collection site next to the current shed on site. The fencing would be relocated; a new light pole and five parking stalls would be added. In addition, there is some sidewalk extension proposed. Bremer reviewed the approved landscaping plan, from the adjacent MSP Real Estate apartment proposal as it coincides with the Gingerbread Preschool location and leaving part of the drive area as greenspace.

In addition, whatever landscaping is removed as part of the sidewalk extension to be returned in the same amount. Fischer requested the use of native plant species where replacement is necessary. The new trash enclosures will be of better materials than the current one.

Czebotar moved to approve the a site/design review application submitted by Tricycle Motors Properties, LLC for a proposed parking lot addition and dumpster enclosure relocation at Gingerbread Preschool located at 4896 Larson Beach Road, McFarland, WI. Conditioned upon:

1. Replacement in number and of similar species, any landscaping removed or damaged from construction of the proposed sidewalk addition to be placed on either side of the extended sidewalk.
2. Revising the proposed drive aisle to maintain the landscaping area on the adjacent Taylor Pointe Apartment development, as illustrated on the Village staff marked-up site plan included in the packet.

Peters seconded the motion, motion carried 6-0.

- b. Discussion and possible action on a site/design review application submitted by Joy Wheeler for a proposed outdoor dining patio/consumption area at the Green Lantern Restaurant located at 4412 Siggelkow Road, McFarland, WI.

Bremer reviewed the application as provided in packets the Green Lantern would like to add a 1600 sq.ft. outdoor dining patio and consumption area to the front yard of the restaurant. The Public Safety Committee gave conditional approval at their meeting and a listing of their conditions is provided in packets.

Bremer reviewed the submittal showing the proposed area, fencing, planter boxes and employee staging area with fencing and screening along with the site plan. One of the items to be addressed is the existing highway easement. Bremer reviewed the easement, property line and parcel description in relationship with the proposed outdoor area with Commissioners. Wheeler would like to have the fence 4' from the back of the curb rather than 10'. Bremer advised they do not have precise knowledge to where the highway easement is and the best way would be to have the applicant complete a plat of survey by a registered land surveyor. That would show how much of the proposed patio would encroach the highway easement area. There was a similar issue with the McFarland House Café last year and it was resolved by the Village entering into a limited liability agreement, which was reviewed by the Plan Commission and then adopted, by the Village Board. Bremer summarized the terms of that agreement with Commissioners.

Bremer reviewed the other concerns, street parking which is now a loading zone; this took place in conjunction when the work on the trail was done. The applicants are interested in return this to parking and potentially moving the freight loading to

the north side of the building. Public Safety was concerned about double parking and potential problems it could create for emergency services if needed in the area. Bremer went over other concerns Public Safety raised, as provided in packets over lighting, security cameras, and potential string lighting in the patio area, tiki torch style lights, and protective bollards. Bollards have been required before when outdoor areas are close to vehicle traffic. Bremer reviewed the conditions of approval from the Public Safety Committee with Commissioners.

Green inquired if neighbors were made aware of this request. Bremer responded a notice to neighbors was mailed to all within 300 feet informing them of the request and all upcoming meetings. Bremer read letters submitted to the Public Safety Committee. Czebotar inquired if they can move forward without the plat of survey, if they do does it limit the area for the patio. Bremer responded the applicant has indicated they do not want to limit the outdoor area to stay outside of the easement, the staff drawing in the packet is a rough sketch that conceptualizes how much the patio might have to be reduced to keep it outside the highway easement. Bremer would recommend the Plan Commission postpone any action until the plat of survey is completed, at that same time it can be brought back with the limited liability agreement so Commissioners would have both as part of the decision making process. There are enough items here that he is not comfortable recommending a conditional approval, they should be completed and then brought back for approval. Czebotar inquired on the timeframe. Bremer advised in theory it could come back to the next meeting, it is dependent upon the owner getting the survey done.

Commissioners discussed the distance and their comfort of being 4' off the curb, protective bollards and concurred they are comfortable with the fence but agreed on the need for bollards on both streets and other conditions of approval. Czebotar inquired on how a motion could be made at this time. Bremer reviewed options with Commissioners. Czebotar inquired of Wheeler if she had any questions or concerns. Wheeler indicated she could speak with her vendors regarding loading and unloading on the north end of the property, Wheeler asked would the Village change the signs regarding the parking in that area. Commissioners and Bremer discussed the number of parking stalls, the street parking and possible change of the two street loading zone parking stalls. Commissioners concurred they preferred the current loading zone/parking area remain the same.

Peters moved to recommend approval of the site plan for an approximately 1600 sq.ft. dining and consumption area conditioned upon:

- Maintaining the current on street parking restriction in front of the property unchanged.
- To install protective bollards along the perimeter of the fencing along Siggelkow Road and McDaniel Lane spaced out 4;' apart.

- To have the fence extend no closer than 4' to the back of the curb along McDaniel Lane.
- To have the property owner complete a plat of survey by a registered land surveyor to show the highway easement area and proposed fencing and patio area in relation to the building.
- A limited liability agreement approved by the Village Board to approve the fencing and patio area in the highway easement.

Seconded by Rupert. Motion carried 6-0.

- c. Discussion regarding potential use and revitalization of 5979 Siggelkow Road, former Waubesa School, pre-application meeting requested by property owner Urso Bros LLC.

Bremer reviewed information as provided in packets. Urso Brothers LLC purchased the property. They are looking to relocate their offices here in the future and renovate the building to bring it back to more of its original state. There is the potential for some exterior renovation related to relocation of accessible stairs, potentially building an accessory workshop/storage building in the rear yard. The property was annexed to the Village in 2008 and is currently zoned A-1 Exclusive Agricultural under Dane County. In the past, the current tenant was thinking of expanding the building and rezoning, they did not move forward with their proposal. Bremer reviewed the history of the property and its zoning, along with reviewing the current zoning and potential zoning possibilities and permitted uses in the possible zoning, along with the current Comprehensive Plan, possible Comprehensive Plan amendments with Commissioners per information provided in packets. Bremer also reviewed per packets, the right – of – way concerns with the property, the non- conforming fence, site utilities and the properties historic designation with Commissioners.

Kevin Urso 4719 Farwell Street – indicated they are not looking for major changes to the property, they want to bring the interior back to its original look and upgrade things like the old windows, the stairs. The potential storage building would be per code, they have not selected an exact location at this time. They have not contacted the condominium association to date regarding the easement. They would possibly be looking for a tenant to rent part of the building, something that would be low impact to the area.

Czebotar inquired if the Village is under any time constraints when they annex property but have not changed from the temporary zoning. Bremer replied the Village does not have a set timeframe. Bremer discussed the easement and possible options; he will contact the Village Engineer regarding the feasibility of some of the ideas. The utility code discusses hooking up to public utilities, Urso indicated the well and septic are up to code but they would be looking to hook up to Village sewer and water at some point.

Czebotar summarized there are a number of steps that would have to be taken as this moves forward. Bremer discussed with Commissioners the steps of zoning, historic preservation, and permitted uses. It was agreed the first step would be for Urso to have a survey done on the property, then right-of-way vacations and dedications can be drawn-up for consideration, along with discussion with the adjacent condominium association regarding extension of public water and sewer laterals, and future applications for comprehensive plan and zoning amendments.

- d. Discussion and recommendation to the Personnel Committee regarding amendments to the Community Development Clerk III job description.

Bremer reviewed with Commissioners

Bremer reviewed as indicated in packets, the part time property maintenance officer resigned in July of 2020 and the position has not been filled. The duties have been picked up by department staff, mostly the clerk and Bremer along with the building inspector if needed. Bremer would like to recommend, for the clerk's job description, to include the duties and responsibilities for the position of code enforcement officer, turning it over to the clerk to run full time. She currently has been assisting with the of writing letters, property inspections and was also doing that prior to the maintenance officer resigning. The position was part time and there would be times when complaints needed to be addressed, the Village Attorney needed photos or inspections, so the clerk would assist if the property maintenance officer was not available. One operational issue is the clerk currently cannot issue municipal citations. Per code, there is a set list of officers who can write citations. By amending the job description, she would be able to write citations for property maintenance violations. As the Plan Commission reviews the maintenance report this is brought before you for review. Commissioners discussed the duties of the job, the amount of hours the prior property maintenance person worked, the current clerk's schedule.

Czebotar did not feel a motion was needed on this request to move it to the Personnel Committee.

7. STAFF REPORTS

- a. Property maintenance report – Bremer reviewed the report as provided with Commissioners. He indicated the clerk proactively sent a letter out to property owners outlining the code for clearing of sidewalks after a snowfall, which has helped.
- b. Director's report – Bremer reviewed his report as provided in packets along with the year-end housing totals. We did end up ahead of the budgeting estimate by about 10 %.

8. SCHEDULE NEXT MEETING DATE

- a. February 15, 2021 at 7:00 p.m.

9. ADJOURNMENT.

Rupert moved to adjourn, Peters seconded the motion. Motion carried – meeting adjourned at 8:40 p.m.