

**Community Development Authority
MINUTES
March 3, 2021**

Members Present: Ken Brost, Austen Conrad, Dan Kolk, Stephanie Brassington, Mike Flaherty, Jerry Dietzel

Members Absent: Toni Stolarik

Staff Present: Andrew Bremer, Stephanie Miller, 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 February 3, 2021 Community Development Authority minutes.

Brassington moved to approve the February 3, 2021 Community Development Authority minutes. Flaherty seconded the motion. Motion carried 6-0.

4. BUSINESS

- a. Discussion regarding redevelopment of 4313 Triangle Street including a preliminary development proposal by CTW Abbey Carpet & Floor for an office/warehouse development.

Austen Conrad indicated he is recusing himself for this topic as he is representing Joe Burkeland of CTW Flooring regarding the design of a building Joe would like to build as part of a future request to acquire 4313 Triangle Street from the Village. Bremer indicated this is for discussion only; no action will be taken tonight.

Burkeland advised his business, CTW Flooring, has been in McFarland for approximately 6 years. He has another business, Wisco Cabinets, which is currently in Waunakee and he would like to have both businesses in McFarland. The cabinets are made in Indiana then shipped to his business in Waunakee. There is approximately a semi load brought in bi-weekly, the cabinets are stored and then shipped out as needed. They will be bringing six jobs from Waunakee, and this will give them the potential to expand both the cabinet company and CTW flooring. He has have been looking in the area for a while and he

recently was made aware of this site. Burkeland indicated he would be looking to move in December of 2021.

Conrad reviewed the submission as included in packets. Conrad went over the potential design, where employee parking along with the loading docks would be located, and a small area for a showroom, parking for access to the showroom and the traffic flow around the building. Conrad also reviewed the preliminary elevations, including a glass entryway, decorative angles to the design and discussed materials, which possibly would be used on the building. Conrad also covered the scale of the building; total would be about 25,000 sq.ft.

Bremer reviewed with members, this type of proposal would be allowed under the current zoning, if there were to be any type of outdoor storage a conditional use permit would be needed. There previously was an underground storage tank on this property, which was removed. A Phase I was done in February of 2020, and surface parking above that area would be allowed. Bremer indicated some initial concerns with the design include the potential need for easements on the neighboring driveway, storm water management, along with some fine-tuning of the exterior side elevations based on the TID #3 design guidelines. Bremer indicated overall this does a nice job of meeting the design guidelines. Members need to consider if they want to hold on to this property, proceed with development, or try to acquire other properties to add to this parcel.

Brost polled members for feedback on the potential proposals. Members concurred they liked this idea and it would be good use of the property, it would be nice to have more businesses in McFarland. Members questioned if a CUP would be needed to have a showroom on this site due to the TID district. Bremer reviewed the history of the site with members, and inquired of Burkeland's intentions on the tenant space shown on the plans. Burkeland indicated it would be nice to have a tenant space, which would provide potential expansion space for them at a later date, he has had some businesses inquire about this, as they have heard he is looking to do something, he has not marketed anything at this time. They are currently in 5,000 sq. ft. in Waunakee, and he intends to move some of the business/office aspect employees from the CTW Flooring site to this property.

Bremer summarized if the CDA wanted this to move forward the next step would be for Burkeland to continue moving forward on their site and design plan. They would need site plan approval and a real estate and development agreement for the sale of the property. Brost indicated per feedback received tonight the CDA would like to see them move forward with this proposal.

b. Discussion regarding a Tax Increment Financing Development Incentives Application by Dan & Meg Chin – 5411 Bashford LLC, for 5411 Bashford Street, Tax Increment District #4.

Bremer reviewed the history of the process on the application as submitted by Dan & Meg Chin for 5411 Bashford Street and the process of tonight's meeting. Dan Chin summarized their reasons for the proposal for 5411 Bashford Street; they felt it would offer them the

ability to keep their business in the downtown area, while giving them the additional space they need. There would be two commercial spaces on the main floor and three apartments on the second level. Meg Chin indicated since their primary proposal they have been working with Ryan Quam and he will be presenting their design proposal.

Ryan Quam of Quam Engineering reviewed the plan as submitted in packets and indicated the detailed plan will be going before the Plan Commission on March 15, 2021. Quam discussed the storm sewer, sanitary line, permeable pavement, utility plan, and entryway on both the Bashford and Johnson Street sides of the building, parking area, site plan and general layout of the proposal with members. Quam also went over the landscaping, dumpster location and a potential patio on Johnson Street. Nick Badura, project architect, reviewed the building plan including interior layout, elevations, roll up doors on Johnson Street, design, and materials as indicated in the submittal.

Bremer discussed the right of way issues with the property, and the adjacent McFarland School District property (6009 Johnson Street). It was found the property lines are different from shown on the county GIS website, along with what was originally platted, and the changes made in the 1960's when Johnson Street was reconstructed. The Village did a quitclaim deed with the school district a few years ago and the school now owns 6009 Johnson Street, the Village has reached out to the school and what is needed is a dedication deed from the school board to bring the right-of-way line to the inside of the sidewalk, where it would commonly be placed. This along with the vacation of the right-of-way adjacent to 5411 Bashford Street by the Village Board, would allow the minimum right-of-way along Johnson Street to be maintained, while increasing the size of 5411 Bashford Street to permit the building and site design as proposed.

Quam reviewed the TIF application as provided in packets. Quam went over with members the cost estimate based on construction costs he has had previously on his projects, along with the fee schedule, the "but for" TIF eligible costs estimate, loan amounts and contribution percentages along with the Proforma. Bremer reviewed the proforma for the project in the packet. Per the Chins application there is an assessment guarantee of about 1.1 million, on the 1.5 million of construction costs. Bremer summarized this will generate a little over \$20,000 in tax increment starting in the year 2023 and would cash flow in about 12 years. Bremer reviewed the TIF development incentives criteria as summarized in the packet.

Brost polled members for any questions or concerns. Members asked for clarification on the number of parking stalls provided, and is there any on street parking in the area. Bremer advised there is some street parking, and there is the municipal lot across the street on Bashford Street. Chin had indicated their particular business is one where they meet people off site rather than people coming in to the business. Bremer reviewed, as this property is zoned central commercial, the off-street parking requirements are listed as a guideline, it was expressed to the Chins to cover at least the residential units and a few extra stalls, in any other residential zoning district, two per two-bedroom unit would be required. They will have 11 off-street stalls. The Chins indicated they would not have a high need for parking for customers due to the nature of their business. Flaherty inquired what the actual

material make-up of the siding is. Bremer indicated it is LP smart siding, which meets the design guideline for the district and the base is stone veneer. Conrad asked for more details under apartment interior upgrades in the “but for” clause. Quam indicated he pulled that from previous projects he had done, high-end interior finishes. Members also asked for details on the overhead doors. Chin indicated the three-garage door style glass walls will be able to open up the space to allow more circulation of fresh air and make the area feel more spacious, and allow them to use the patio space for meetings with clients if they chose to. Members felt overall this was a good fit and nice design for the site.

5. 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 purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically related to the sale of property and the investment of public funds regarding the Tax Increment Financing Development Incentives Application by Dan & Meg Chin – 5411 Bashford LLC, for 5411 Bashford Street, Tax Increment District #4.

Flaherty moved to convene into closed session, Kolk seconded the motion. Motion carried on a roll call vote 6-0. Meeting moved into closed session at 8:08 p.m.

b. Discussion and action to reconvene into Open Session.

Flaherty moved to reconvene in open session. Conrad seconded the motion. Motion carried 6-0. Meeting reconvened into open session at 8:27 p.m.

6. BUSINESS

a. Discussion and action to make a recommendation to the Village Board regarding a Tax Increment Financing Development Incentives Application by Dan & Meg Chin – 5411 Bashford LLC, for 5411 Bashford Street, Tax Increment District #4.

Brassington moved to recommend approval to the Village Board regarding a Tax Increment Financing Development Incentives Application by Dan & Meg Chin – 5411 Bashford LLC, for 5411 Bashford Street, Tax Increment District #4, with the condition of revising page 38 of the packet; “Mixed use building “but for” TIF eligible costs estimate” to strike in its entirety the line item with “Apartment Finishes Upgrade (Granite Counters, Stainless Steel Appliances) \$20,000” and increase by \$8000 the line item “Apartment Materials Upgrade” (Stone Veneer, LP Smartsiding) To \$53,000 to a total incentive of \$160,000, plus the land donation valued at \$60,000. Dietzel seconded the motion. Motion carried 6-0

b. Presentation of Community & Economic Development Monthly Report

Bremer reviewed possible items for the April agenda; some will depend on how they are progressing.

7. SCHEDULE NEXT MEETING DATE

a. April 7, 2021 @ 7:00 p.m.

8. ADJOURNMENT.

Kolk moved to adjourn. Flaherty seconded the motion. Motion carried. Meeting adjourned at 8:35 p.m.