

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.

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

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

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.

Czebatar 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.

9. ADJOURNMENT.

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

Approved