VILLAGE OF MCFARLAND *NOTICE OF PUBLIC MEETING*

Plan Commission

Monday, February 21, 2022 **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/82694465193

Or by Telephone: +1 (312) 626-6799
Webinar ID: 826 9446 5193
Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER, ROLL CALL.

2. PUBLIC APPEARANCES.
   a. This is an opportunity for members of the public to address the Plan Commission. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to cassandra.suettinger@mcfarland.wi.us to be included as part of the meeting.

3. APPROVAL OF MINUTES.
   a. Review and possible approval of the January 18, 2022 draft Plan Commission minutes.

4. PUBLIC HEARING
   a. Public Hearing on a Conditional Use Permit (CUP) requested by Underdog Pet Rescue of Wisconsin, Lauren Brinkman, Executive Director for a pet rescue office and veterinary clinic including dog boarding, daycare and training services at 4800 Ivywood Trail, McFarland, WI. Property zoned C-H Highway Commercial.

   b. Public Hearing on Ordinance 2022-03: An Ordinance Amending Various Provisions of the McFarland Municipal Code Relating to Powers and Duties of the Landmarks Commission.

5. BUSINESS.
   a. Discussion and possible action on a Conditional Use Permit (CUP) amendment requested by U.S. Ventures, Inc. for installation of additional rail car spurs, at 4402 and 4306 Terminal Drive, McFarland, WI. Property zoned M-IC Manufactured-Intensive Commercial.

b. Discussion and possible action on a site design review permit requested by U.S. Ventures, Inc. for installation of additional rail car spurs, at 4402 and 4306 Terminal Drive, McFarland, WI.

c. Discussion and possible action on a temporary Conditional Use Permit (CUP) requested by Kwik Trip, Inc. for temporary parking of up to 13 fleet vehicles, at 4015 Terminal Drive, McFarland, WI. Property zoned C-H Commercial Highway.

d. Discussion and possible action on a site/design review application submitted by the Village of McFarland for proposed construction of pickleball courts and adjoining support amenities within McFarland Park. The address is 4802 Marsh Road, McFarland, WI.

e. Discussion and possible action to make a recommendation to the Village Board regarding selection of a consultant for the East Side Neighborhood Economic Development and Land Use Plan.

6. STAFF REPORTS

   a. Property Maintenance Report

   b. Directors Report

7. SCHEDULE NEXT MEETING DATE.

   a. Monday March 21, 2022 at 7:00 p.m.

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

VILLAGE OF MCFARLAND

Plan Commission Minutes

Tuesday, January 18, 2022 - 7:00 PM

1. CALL TO ORDER, ROLL CALL.

Clow called the meeting to order at 7:00 p.m.
Members Present: Carolyn Clow, Chris St. Clair, Peter Bloechl-Anderson, Tammy Olson, Christopher Reynolds
Members Absent: Scott Peters, Eric Green
Staff Present: Andrew Bremer, Karen Knoll, Kong Thao

2. PUBLIC APPEARANCES.

a. *This is an opportunity for members of the public to address the Plan Commission. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to cassandra.suettinger@mcfarland.wi.us to be included as part of the meeting.*

None

3. APPROVAL OF MINUTES.

a. *Review and possible approval of the December 20, 2021 Plan Commission meeting minutes.*

Clow moved to approve the December 20, 2021 Plan Commission meeting minutes. St. Clair seconded the motion. Motion carried 5-0.

4. PUBLIC HEARING

a. *Public Hearing on a Conditional Use Permit (CUP) amendment requested by U.S. Ventures, Inc. for installation of additional rail car spurs, at 4402 and 4306 Terminal Drive, McFarland, WI. Property zoned M-IC Manufactured-Intensive Commercial.*

Clow opened the public hearing at 7:06 p.m.
Bremer reviewed the proposal as included in packets, including the site location, history of the property and CUP's currently approved for the site. This CUP application does not include any additional buildings, only additional rail expansion.

Dan Morrill Vice President of terminal operations for U.S. Ventures gave a summary of the history of the company and their safety qualifications. They currently have a lease with a site in Madison that they use for rail car storage. This lease is expiring so they are looking to add additional rail car storage capacity to bring the cars directly into their

McFarland site. As they will be bringing more cars in and out at one time, there will be no expected increase in traffic. Morrill reviewed the application as included in packets.

Commissioners had an opportunity to ask questions of Morrill regarding the requested CUP.

Bremer reviewed the Department Head staff comments as included in packets. There was no public comment received in regards to this application, nor was there anyone online or in the meeting room wishing to speak.

Clow closed the public hearing at 7:17 p.m.

b. *Public Hearing on a temporary Conditional Use Permit (CUP) requested by Kwik Trip, Inc. for temporary parking of up to 13 fleet vehicles, at 4015 Terminal Drive, McFarland, WI. Property zoned C-H Commercial Highway.*

Clow opened the public hearing at 7:18 p.m.

Bremer reviewed the history of this site, current approved CUPS along with Kwik Trips approved CUPS for a convenience store and gas station on the site. Kwik Trip is requesting a temporary CUP, per the application in packets, to park up to 13 fleet vehicles at the property before the new store is constructed. Bremer also went over the fencing of the property along with staff report questions and responses from Kwik Trip. There is a staff recommendation for the addition of security cameras to the existing building. The request is for a temporary CUP which will terminate at the end of 2024, which coincides with the lease of the existing tenant, or upon completion of Kwik Trips new convenience store and gas station, which ever comes first. There is also a public utility easement along the southside of the property, as discussed in staff comments in the event the Village may wish to construct a frontage road. Approval would need to be contingent on that easement.

Gabe Wieser indicated he is representing Kwik Trip for their request to park fleet vehicles at this site. Wieser reviewed their application, summarizing this will be for fleet equipment of up to to four perishable and nine petroleum tractors to be parked for a short amount of time for drivers between routes, normally between shifts. The equipment will be locked when parked, and the fuel tankers will be empty. Gordon Foods currently parks their fleet at this site and intends to through the term of their lease which ends in 2024. Kwik Trip will be installing additional fencing, paint parking stalls and add signage to the site. Commissioners discussed possible traffic concerns, implications if this was not approved, what the site would look like when completely built out, the term length for this proposed temporary CUP application.

There was no one present or online indicating they wanted to make any public comments, nor had any written correspondence been received.

Clow closed the public hearing at 7:30 p.m.

5. BUSINESS.

6. STAFF REPORTS

a. *Property Maintenance Report*

Bremer summarized the snow removal code for sidewalks for property owners as December had the first snow event of the season.

b. *Director's Report*

Bremer presented his report as provided in packets.

7. SCHEDULE NEXT MEETING DATE.

a. *Monday February 21, 2022 at 7:00 p.m.*

8. ADJOURNMENT.

Reynolds moved to adjourn. Olson seconded the motion. Motion carried 5-0. The meeting adjourned at 7:42 p.m.

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Monday, February 21, 2022**

SECTION: **Business**

DEPARTMENT: **Community Development**

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

AGENDA ITEM: **Public Hearing on a Conditional Use Permit (CUP) requested by Underdog Pet Rescue of Wisconsin, Lauren Brinkman, Executive Director for a pet rescue office and veterinary clinic including dog boarding, daycare and training services at 4800 Ivywood Trail, McFarland, WI. Property zoned C-H Highway Commercial.**

PREVIOUS ACTION:

ISSUE SUMMARY:

SUMMARY OF REQUEST

Lauren Brinkman (Applicant/Executive Director of Underdog Pet Rescue) is requesting a conditional use permit for the intended use of a veterinary clinic, dog boarding, dog daycare and office space at 4800 Ivywood Trail. The request also includes a fenced in area to be located at the north end of the property. The Applicant has an accepted offer on the property, contingent on the conditional use permit. The property will be the relocation site for the organization, coming from the City of Madison. Underdog Pet Rescue is comprised of 10 employees, and over 300 volunteers. Underdog Pet Rescue is an all-breed companion animal rescue based out of Dane County. Occasionally, the organization might see a few 'critters' which include rabbits, guinea pigs, chinchillas, turtles or birds. All animals and critters will be in secure safe cages. At the new location, the organization intends to dedicate a small area for up to 20 dogs in daycare as well as 10 dogs in boarding at any given time. At their peak capacity, including the veterinary dogs, they can experience up to 40 dogs on site per day. The intended hours of operation vary from day to day but will mostly be between 9:00 AM – 9:00 PM. At the new location, the organization intends to add evening dog training classes from 7:00 PM – 9:00 PM, twice per week and 10:00 AM – Noon Saturdays. Per Sec. 62-71 of the Municipal Code of Ordinance, Veterinary Clinics (NAICS 541940) and Kennels and Pet Boarding (NAICS 812910) are conditional uses.

EXISTING PROPERTY CONDITIONS

The existing property includes a single standing structure, an 18-car parking lot, a second driveway north of the structure leading to a detached accessory shed, and a small, paved area (roughly 200 square feet) near the north lot line. There is a freestanding flagpole and a wooden sign structure at the northeast corner outside of the parking lot with electrical to support lighting fixtures. One lighting fixture is directed upward at the flagpole and another downwards towards the parking lot. The lot is 0.47 acres and currently zoned C-H, Commercial Highway. The existing building measures 3,552.5 square feet. The property is currently owned by

Common Threads Family Resource Center LTD. The Applicant has an accepted offer for the property contingent on the conditional use permit approval. The property is considered a corner lot and has a limited rear yard space. Adjacent to the property is a garage storage lot to the west, a sewer and drain service company to the south and a private business to the north. To the east, the existing property sits behind a tree line separating itself from the Siggelkow Road exit off US-51. All adjacent properties are zoned C-H, Commercial Highway.

CONDITIONAL USE PERMIT REQUIREMENTS
Sec. 62-111, Standards of Conditional Uses.
The Applicant's responses to Sec. 62-111, Conditional Use Standards, are provided in the packet. In Staff's opinion, the Applicant's responses are generally adequate. The following are additional staff comments regarding the responses to (b) and (e).

- Sec. 62-111(b), *That 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.* The applicant intends to install a six (6) foot wooden security fence on the north end of the existing building to allow for an enclosed outdoor space for dogs to urinate and defecate outdoors. The enclosed space includes part of the secondary driveway as well as the existing shed and a separate basketball concrete pad. The Applicant has expressed intent to remove the existing shed due to its deteriorated condition while running the fence across the driveway. Depending on the cost of removal, the additional rear yard basketball pad will be considered for removal and the area reseeded. Staff recommends the installation of the fenced area as a condition of approval based on the intended use by the Applicant of the area. While employees and volunteers of the Applicant intent to leash and walk each individual dog when going out back, the installation of the fence provides a more secure enclosure. Requiring the fence as a condition of approval ensures the fence is installed with occupancy of the building. The enclosed area indicated by the Applicant is approximately 1,200 square feet, but the final location of the fence has not been finalized yet. Based on Staff review, it appears that the outdoor space could be enlarged to approximately 2,200 square feet, while meeting the fence setback requirements provided under Sec. 8-369(b).

- Sec. 62-111(e), *That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.* The parking lot includes 18 total available off-street parking spaces. This meets the minimum parking requirement for the proposed use of 14. There is also available on-street parking on both sides of Ivywood Trail for additional parking should the parking lot be at capacity. There are some parking stalls that are a little oddly laid out in the center of the parking lot, resulting in driving aisles that are non-conforming to existing code requirements. The applicant has stated they will be resurfacing the parking lot and restriping the parking stalls sometime within the first couple years. Staff has included a sketch in the packet for angled side parking with recommended measurements for the

restriped lot which meets Sec. 62-172(e) – Required Off-Street Parking Facilities for appropriate design standards in spacing. The sketch is not a recommended condition of approval but an example of how the applicant could strip the lot for an angled parking pattern to maintain center parking stalls which meets the design standards for parking stalls and drive aisles.

OTHER STAFF COMMENTS
No recommended conditions of approval from the Fire Inspector, Village Engineer, or Police Chief.

PUBLIC COMMENTS
The Department has not received any public comments regarding this application prior to publication of the meeting packet.

FINANCIAL/BUDGET IMPACT:
The property is within TIF District #3. The applicant will be responsible for all costs associated with the development of the property. The applicant is not seeking any financial assistance from the Village in the development of this property.

VILLAGE PLAN REFERENCE:
2004 TID #3 Plan Project
The property is located within Tax Increment District #3

2005 Terminal and Triangle District Plan
The property is located within Map 6 - Mixed-Use Lakeview Village, a subdistrict outlined in the Terminal and Triangle District Plan. This subdistrict is envisioned to incorporate transit-oriented development, mixed development, mixed-use buildings & sites, office & residential, neighborhood & lake-oriented retail, potential transit station, high profile buildings, and under-building parking. The intended use of the property is consistent with the office and neighborhood service and retail uses designated in this subdistrict.

2017 Comprehensive Plan
Future Land Use Map, Map 6 - The property is identified as Mixed Use/Flex Commercial. As written in Figure 4.1 under the general description of land uses, "A carefully designed blend or option of commercial services, retail, office, business park, multiple family residential, and/or institutional land uses, including mixed use sites and/or buildings." The use of the property is consistent with this designation.

ORDINANCE REFERENCE:
Sec. 62-71. – Permitted or conditional uses – Commercial Districts
Sec. 62-111. – Conditional Use Standards

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
This agenda item is presented for a public hearing only. Action on the request will be considered at the March 21, 2022 Plan Commission meeting.

VILLAGE OF
McFarland

ATTACHMENTS:

1. 4800 Ivywood Trail_Underdog Pet Rescue CUP_01.06.22
2. 4800 Ivywood Trail Underdog Pet Rescue FRD_01.24.22
3. 4800 Ivywood Trail Sample Parking Lot Restripe Design

VILLAGE OF
McFarland
Community & Economic Development

Plan Commission Application – 2022

~Application must be completed in full~

Applicant - Owner	Underdog Pet Rescue of Wisconsin	Applicant's Agent	
	Lauren Brinkman, Exec. Director	Name	
Address	PO Box 0181 Monona WI 53716 Regarding 7800 Wywood Trail, McFarland	Address	
Email	Lauren@underdogpetrescue.org	Email	
Phone #	262 424 8807 (Lauren's cell)	Phone #	
Fax #	N/A	Fax #	

Parcel No(s). 154/0710-342-7232-8 **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+F	☐ Dev. Agreement Including Addendums	$400 F
☐ Certified Survey Map	$300+FG	☐ Zoning Amendment (text)	$405 +F	☐ Final Plat	$500 +CF
☐ Condominium	$300+EF	☐ USA/MMSD Annexation	At cost	☐ 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
☐ Site/Design Review (less than 2,000 sq. ft.)	$1,000
☐ Site/Design Review (2,000 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/request. (Attach additional paper if needed)

Underdog Pet Rescue proposes to purchase property for the following uses: Veterinary Clinic, dog boarding, dog daycare, dog training, and pet rescue home office. Property Located at 4800 Wywood Trail, McFarland, WI 53558. Parcel Description: Lot 2 CSM 1423 C56/100-512/74 F/K/A PRT

PLEASE READ AND SIGN AT THE BOTTOM ON THE REVERSE SIDE

Current Zoning: C-H Commercial Highway Parcel # 154/0710-342-7232-8

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.)

Submittal Requirements: One (1) hard copy 8 ½ x 11, except site plan sheets which should be 11 x 17, and one (1) electronic (pdf) copy. A completed in full application can be submitted to the Community Development Department (5915 Milwaukee Street, McFarland, WI 53558, community.development@mcfarland.wi.us), with fees included with submittal **by *NOON of the deadline day**, according to the schedule below.

Village of McFarland Plan Commission 2022 Schedule

The Village of McFarland Plan Commission normally conducts meetings on the third Monday of each month, unless otherwise noted above 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; potential agenda item materials are required to be submitted per the schedule listed below.

*Submittal Deadline Noon on:	For Scheduled 2022 Meeting date of:
December 7 (2021)	Tuesday, January 18
January 11	February 21
February 8	March 21
March 8	April 18
April 5	May 16
May 10	June 20
June 7	July 18
July 5	August 15
August 9	September 19
September 6	October 17
October 11	November 21
November 8	December 19 (Pending)
December 6	Tuesday, Jan. 17, 2023 (Pending)

Note, applications requiring a public hearing will be scheduled for a hearing according to the schedule above, with action considered at the next scheduled Plan Commission meeting following the public hearing. Applicants are encouraged to contact the Community & Economic Development Director for a pre-application meeting to review the project and submittal requirements prior to submitting an official application.

Acknowledgements:

- 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, may be held over until the next scheduled meeting.
- I understand any fees not paid for (i.e. legal notices, mailings, consultant review costs, etc.) will require any permits to be withheld until all payments are made in full. In addition, all application fees are non-refundable.
- I understand Plan Commission applications requiring a Public Hearing will not be acted on the same night as the Public Hearing.

X Lauren Brinkman — 1/6/22

Signature of Applicant/Agent — Date

VILLAGE OF
McFarland
Community & Economic Development

Applicant - Owner	Underdog Pet Rescue of Wisconsin Inc	Applicant's Agent	
Address	Current: 231 S Fair Oaks Ave Madison WI 53704	Address	
Email	Lauren@underdogpetrescue.org	Email	
Phone #	262-424-8807	Phone #	
Fax #	-	Fax #	
Project Site Address	4800 Wywood Trail mc Farland, WI 53558	Parcel No.	154/0710-342-7232-8

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.

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.

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.

d. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided.

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.

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

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

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

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.

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.

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

   3. Existing topographic and drainage features and vegetative cover on the site.

   4. The location of the site with respect 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.

   6. The location of the site with respect to existing or future access roads.

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

   8. Its compatibility with uses on adjacent land.

   9. The amount of liquid wastes to be generated and the adequacy of the proposed disposal systems.

Underdog Pet Rescue of Wisconsin, Inc
231 S Fair Oaks Ave
Madison, WI 53704

January 6, 2022

Village of McFarland
Community Development Department/Plan Commission
5915 Milwaukee Street
McFarland, WI 53558

Dear Members of the Plan Commission,

I am writing to you to introduce you to the nonprofit organization that I founded in 2012 from my basement. Underdog Pet Rescue is an all-breed companion animal rescue based out of Dane County, Wisconsin. Our mission is to find permanent homes for animals in need, and to enrich lives by strengthening the connection between animals and people through community services and outreach. We take in animals at risk of euthanasia when space or time runs out a overflowing shelters and place them in our foster homes. As a lifelong animal lover, I had always wanted to start a pet rescue. I volunteered at a number of humane organizations over the years, and learned how I wanted to run my rescue. I wanted to make pet rescue accessible and attractive to more families. I wanted to take in family-friendly pets who would make safe and loving companions. I had the goal of saving 10 animals that year, and with the help of like-minded friends, we were able to save the lives of 100 dogs, cats, and rabbits that otherwise would have not made it out of the shelter alive in 2012. Fast forward to today, nearly 10 years later, and we now save over 150 pets or more each month.

Since 2014, we’ve called 231 S Fair Oaks Ave our home in Madison. We have a small paid staff of veterinary professionals (we have 10 employees), as well as over 300 dedicated volunteers who help keep us running. We are so happy to be part of our community in the Madison area, and we’re so excited to settle down in McFarland! Our veterinary clinic serves both animals within our rescue, and community pets. Having our own vets on staff allows us to afford to take in true Underdogs–animals who need additional care like dental work or leg amputations. We offer sliding scale pricing to help lower income families in our community provide the care they need for their beloved pets. Our regular pay clients help subsidize the cost of care for animals in our program.

We have an accepted offer at 4800 Ivywood Terrace, contingent on our Conditional Use Permit's approval. We're proposing the use of the building for not only veterinary care and our rescue headquarters, but also as a place where we can provide more value for our fosters and our community. We plan to dedicate a small area for up to 20 dogs in daycare, as well as 10 dogs in boarding at any given time. We also plan to offer dog training classes for our fosters and the public, up to 10 dogs per class. This will allow us to support our fosters, our adopters, and our community. While our main sources of income are adoption fees and veterinary services (and small retail sales of logo gear/dog accessories), we believe these extra services will also help bring in additional income to put into our mission.

I welcome any questions you may have, and appreciate the opportunity to tell you about my organization. Underdog looks forward to being a part of the McFarland community!

Sincerely,

Lauren Brinkman

Lauren Brinkman
Executive Director
Underdog Pet Rescue and Veterinary Services
underdogpetrescue.org Phone: 608-224-0018
Email: lauren@underdogpetrescue.org
Vet Clinic and Outreach Office: 231 S Fair Oaks Ave in Madison, WI 53704
Mailing Address: PO Box 6181 in Monona, WI 53716
Check us out on facebook: facebook.com/underdogpetrescue

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.**
    i) Our use of this property will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare of the Village of McFarland. As important as our mission is, we also do all we can to only place safe pets into our community. We do this through screening the animals prior to taking them into our program, and offering professional training support by our dog trainer. We ensure this also by placing all animals in our program in foster homes (volunteers in our community who go through a training and onboarding process, receive ongoing support and education, and house animals in their homes leading up to adoption).
        1) Upon arrival to our program, animals go directly to volunteer foster homes. Foster parents make an appointment with our Underdog veterinary clinic. Our clinic sees all the pets in our program, as well as owned pets in the community and animals that belong to other pet rescue organizations. The work our clinic does enhances public safety by providing vaccinations for animals, and by spaying and neutering pets. These things will help prevent the spread of disease and the overpopulation of pets in our community. All staff members are trained in how to safely handle pets and we are covered by liability insurance (we have never had to deal with a claim).
        2) If animals appear to be a risk to public safety, despite all efforts, we will humanely euthanize in our vet clinic. Any animals who are humanely euthanized or pass away that we are responsible for are safely disposed of utilizing the services of Memorial Pet Services (a crematorium we use to come and pick up any deceased pets each week). Luckily our screening and training allow for our behavioral euthanasia rate to be less than 1%.
        3) Our boarding and daycare services will allow for dogs to safely be cared for by our trained staff when their owners are not available. It will allow for pets with too much energy to be worn out by playing with other dogs in our daycare program. This will make them better canine citizens in our community.
            (a) Dogs residing in our boarding facility overnight will be left unsupervised from approximately 9pm-7am daily. Dogs will be kept individually in safely constructed kennels. The kennels will be indoor only, and staff will return in the early morning to let the pets out to use the yard to relieve themselves. Cameras will be placed in all areas so if there are any concerns (ill-appearing dog, injured

dog, excessive barking), on-call staff can come in to help fix the issue. Dogs will be supervised when outdoors at all times, and will be on leash or in securely fenced areas. Dogs will also be supervised by trained staff when indoors in the play areas of the daycare.

(b) All animals in our boarding and daycare programs will be fully vaccinated prior to arrival. We will also require that they are fully de-wormed and up to date on heartworm and flea/tick preventatives. We will require negative fecal tests to make sure parasites are not present/spread to others. Only healthy appearing pets who meet all those requirements will be allowed in the daycare and boarding facilities.

(c) Our outside yard will be cleaned up daily and any feces left by dogs will be disposed of properly.

(d) This property is not located adjacent to residential properties that may be bothered by occasional barking when dogs are outside for bathroom breaks. The building is a stand-alone facility that does not share walls with any other businesses.

(e) Security cameras will be utilized in and outdoors so that staff, foster parents, or owners of pets we are caring for can keep an eye on our pets, and to make sure all animals are safe.

4) Our training classes will allow for pets with behavioral issues and their owners/guardians to work through them and become better community members. Our professional trainer has liability coverage, and our organization has liability insurance that covers all functions of our organization.

5) Our current hours are as follows:

Monday	9am-6:30pm
Tuesday	9am-5pm
Wednesday	9am-5pm
Thursday	9am-8pm
Friday	by appointment
Sunday	2pm-3pm

At this new location, our hours would remain approximately the same, with the exception of adding evening staff when dogs are being boarded (boarding would be staffed 7am-9pm daily) and we would add evening dog training classes from 7pm-9pm twice per week and Saturday mornings 10am-noon.

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 the adjacent land.

i) This property is located in zone C-H Highway Commercial District. The C-H District is intended to provide an area for those business and commercial activities which especially have to do with motor vehicles or highway transportation, or which provide goods or services primarily to travelers on a highway, or for which location adjacent to a major thoroughfare or highway is a compelling practical consideration, or for which it is especially appropriate for some other reason to be located adjacent to a major thoroughfare or highway.

1) We feel this is a great location for our pet rescue, as any occasional barking or noise emitted by pets in the clinic, boarding, training classes, or daycare will not affect any adjacent residential property owners.
2) All animals that are outdoors will be on leash or in a securely fenced area. All animals outdoors will be constantly supervised and monitored.
3) Our hope is to build a 6 foot wooden security fence in the rear yard of the property to safely allow dogs to urinate and defecate outdoors. We will clean this area daily and keep it free of mess. Please see yellow “x” area below in the photo of the property. This is where we plan to submit for a building permit for a fence if our Conditional Use Permit is approved, and we would follow all guidelines as provided by the inspector to make sure the fence fits all village standards.
4) We will improve upkeep of the landscaping of the front yard and keep the grass in the yard neat. We will have prompt plowing of the lot when it snows.
5) We hope to build positive relationships with surrounding businesses to find more ways we can help one another and save more pets.

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.

i) Our use of this property will not impede the normal and orderly development and improvement of the surrounding property.

1) We will keep our property neat and groomed, and will keep the entire yard free of pet waste and any other debris. We want the property to be neat and tidy to attract adopters and clients who will trust us with their pets, and to be welcoming to our community.
2) Ample and constant supervision of any pets outdoors will ensure that we are not too loud so as to disturb neighboring businesses.

d) Adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided.

i) All current utilities and drainage capabilities utilized in the property will fit our needs. The access roads will serve our needs as is, as we only have personal vehicles versus any large vehicles or semi trucks needing to enter our property or parking lot for our intended uses.

ii) We will make improvements within the walls of the facility and will take out any appropriate permits and follow any local guidelines that apply under the advising of a licensed contractor.

1) We plan to paint walls, replace some flooring, add or repair shelving, replace interior scuffed doors, and whatever else will improve the appearance of wear and tear as needed.

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.

i) This property has 20+ spaces in a dedicated parking lot. While our staff may arrive and leave around the same hour daily (approximately 10 individuals), clients will arrive in staggered timing to come to us at set appointment times. We don't anticipate the traffic entering and leaving our property would create any added congestion to the business area surrounding us.

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

i) Underdog Pet Rescue agrees to conform to any and all applicable regulations in the district this building is located in. We will seek approval and appropriate permitting as required by the Village of McFarland for any improvements we make, and work will be done by or under the supervision of a licensed general contractor.

ii) Underdog Pet Rescue will abide by any regulations or welcome any inspections as required by the Village of McFarland for any of our uses or purposes. We are licensed by the DATCP for our pet rescue and hold all necessary liability insurance policies for an organization with our purposes.

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

i) Our proposed use does not violate floodplain regulations because the development site is not located in a FEMA designated floodplain.

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

i) When looking at zoning rules in McFarland, conditional uses include: Veterinary Clinics (NAICS Code 541940) and Kennels and Pet Boarding (NAICS Code 812910). We believe our planned uses will fall within each of these two categories.

ii) We are licensed through the Wisconsin DATCP ("Dog Seller's License") and are in good standing.

iii) We follow all industry standards for cleanliness, record keeping, and procedures for all aspects of our nonprofit and have not encountered any fines or penalties. We value being 'by the book'.

iv) We will stay in close touch with the Village of McFarland as we do any future improvements to the building to verify we are within any laws and regulations.

i) That, when applying the standards to any new construction 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 objective of the zoning district.

i) While Underdog Pet Rescue does not have any current plans to construct or add on to the existing building, we understand that it must fit into the Plan Commission's and Board's statement of purpose for the zoning district (C-H Highway Commercial District). We will follow the set procedure for building (and the approval process) if we were to ever decide we wished to construct or make any additions.

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.

i) Please see below:

1) The maintenance of safe and healthful conditions
   - (a) Workplace safety is of high importance at Underdog. Sanitation and cleaning protocols, keeping spaces clear and organized to avoid hazards, and disposing of waste appropriately are all daily tasks taken seriously. Appropriate signage is displayed for employees to know their rights. Any industry specific OSHA standards are followed.
   - (b) Action is taken to prevent bites from animals to veterinary staff. Ongoing training as well as tools of the trade are utilized to ensure staff safety.
   - (c) All Department of Health protocols are followed and licenses are kept up to date for our X-Ray unit.
   - (d) Pet waste and trash are disposed of in plastic bags and in dumpsters/city trash containers
   - (e) Pet remains (post euthanasia or natural death) are managed appropriately through dedicated chest freezer use and partnership with Memorial Pet Services.
   - (f) Any outdoor areas where animals have relieved themselves are cleaned daily to keep the outdoor environment safe and prevent any disease or parasite sharing.
2) The prevention and control of water pollution including sedimentation
   - (a) Outdoor waste is cleaned up daily to make sure that dog feces does not get into any water sources.
   - (b) MSDS guidelines are strictly followed when using and disposing of chemicals we use for cleaning or in lab work.
3) Existing topographic and drainage features and vegetative cover on the site
   - (a) We do not plan to change any topographic/drainage features nor vegetative covers on the site, unless recommended/required by the city or building inspector.
4) The location of the site with respect to floodplains and floodways of rivers and streams
   - (a) This property is not located on a floodplain or floodway or any rivers or streams.
5) The erosion potential of the site based upon degree and direction of slope, soil type, and vegetative cover

(a) We do not plan on making any major changes that could affect erosion, unless recommended by professionals to improve the building (for example, to avoid any water seeping into the building) at the inspection prior to purchasing the property.

6) The location of the site with respect to existing or future access roads
   (a) We do not anticipate our use of the property would adversely affect existing road access. We do not have high volumes of people coming to our business at one time, and do not anticipate issues with this.
7) The need of the proposed use for a shoreland location (if applicable)
   (a) This property is not located on a shoreline, so this does not apply.
8) Its compatibility with uses on adjacent land
   (a) Adjacent land is commercial as well, and as a standalone building, the only change we anticipate would be building a fence to ensure our animals are safely contained on our land versus the adjacent land. We do not see any concerning issues to consider when reviewing compatibility with adjacent land/business owners.
9) The amount of liquid wastes to be generated and the adequacy of the proposed disposal system
   (a) The liquid wastes created with our uses are washing machine drained water (2-3 loads per day), bathroom use water for no more than 10 people in the facility at any given time, and handwashing. We will also clean up with cleaning products and water indoors as needed in the daycare area. We don’t anticipate our use of liquid waste disposal would require more than what the current utilities work with.

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

January 24, 2022

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

RE: 4800 Ivywood Trail-Underdog Pet Rescue

Dear Andrew,

The McFarland Fire & Rescue Department does not observe any conflicts regarding fire department access or the IFC-2015, Appendix D with the proposed Underdog Pet Rescue at 4800 Ivywood Trail within the Village of McFarland.

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)

Sketch Proposed Parking Lot @ 7800 Ivywood

Ivywood Trail

Assume a 60° Angled parking
16 total parking spaces

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Monday, February 21, 2022**

SECTION: **Business**

DEPARTMENT: **Community Development**

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

AGENDA ITEM: **Public Hearing on Ordinance 2022-03: An Ordinance Amending Various Provisions of the McFarland Municipal Code Relating to Powers and Duties of the Landmarks Commission.**

PREVIOUS ACTION:

ISSUE SUMMARY:

Over the past year, the Committee of the Whole (COW) has been meeting to discuss proposed changes to the organization, powers, and duties of all Village committees, commissions, and boards. The intent of these proposed amendments are to provide more effective and efficient review of various Village activities and functions, improve the operations of Village government, and simplify and clarify various roles and responsibilities of committees, commissions, and boards. These changes primarily affect Chapter 2, Administration, of the Municipal Code of Ordinances. The proposed changes to Chapter 2 are summarized in the draft Ordinance 2022-02 within the February 14, 2022 COW packet.

There are portions of the Zoning Code, Division 6 Historic Preservation, that also address the powers and duties of the Landmarks Commission. Ordinance 2022-03 included in the packet, includes some minor revisions to various portions of Division 6 or consistency with the proposed changes to the Landmarks Commission powers and duties proposed under Ordinance 2022-02 and general best practice. The proposed changes to the Zoning Code require a public hearing and Plan Commission recommendation; therefore, the ordinance revisions have been separated out from the rest of the code revisions under Ordinance 2022-02.

Ordinance 2022-03 has been drafted by the Village Attorney with input from Village Staff and the COW. The Department has not received any public comment regarding Ordinance 2022-03 prior to publication of the meeting packet.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

Chapter 62, Division 6 - Historic Preservation

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

This agenda item is presented for public hearing only. A recommendation on Ordinance 2022-03 will be considered at the Plan Commission's March 21, 2022 meeting for final action by the Village Board at its March 28, 2022 meeting.

ATTACHMENTS:

1. Ordinance 2022-03 Duties of Landmarks Commission (clean)
2. Ordinance 2022-03 Duties of Landmarks Commission (redline)

ORDINANCE 2022-03

AN ORDINANCE AMENDING VARIOUS PROVISIONS OF THE MCFARLAND MUNICIPAL CODE RELATING TO POWERS AND DUTIES OF THE LANDMARKS COMMISSION.

Purpose: To amend the Village Zoning Code to update the functions and powers of the Landmarks Commission.

Sponsor: Carolyn A. Clow, Village President

Recommended Referral: Plan Commission

Public Hearing: Class 2 noticed public hearing held by Plan Commission on February 21, 2022.

WHEREAS, the Village Board has reviewed the existing organizational structure along with the assigned functions of the various Village subordinate boards, commissions and committees and determined that revisions to that structure are appropriate; and

WHEREAS, as a part of that review, the Board has determined that certain changes should be made to the functions of the Landmarks Commission; and

WHEREAS, the Village Board has determined that the proposed amendments contained herein will promote the public interest by providing more effective and efficient regulation of historical sites and structures;

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

Section 1. Section 62-395 of the McFarland Municipal Code is repealed and recreated to read as follows:

Sec. 62-395. - Regulation of construction, reconstruction and exterior alteration.

(a) Any person filing an application for a building permit involving the exterior of a designated historic structure, or structure within a Historic District shall also file such application with the Landmarks Commission.

(b) No person in charge of a historic structure, historic site or structure within a Historic District shall reconstruct or alter any part of the exterior of such structure or construct any improvement upon such designated historic site or improvement parcel within an Historic District or cause or permit any such work to be performed upon such property unless a certificate of appropriateness has been granted by the Landmarks Commission. Unless such certificate has been granted by the Landmarks Commission, the Building Inspector shall not issue a permit for such work.

(c) Upon receiving an application, the Landmarks Commission shall determine whether or not:

(1) The proposed work would destroy, detrimentally change or adversely affect any existing exterior architectural feature of the improvement upon which said work is to be done; and

(2) The exterior of any proposed new improvement would fail to harmonize with the external appearance of other neighboring improvements on such site; or

(3) As to any property in a designated Historic District, construction, reconstruction or exterior alteration fails to conform to the objectives and design criteria of the historic preservation plan for said district as duly adopted by the Village Board.

(c) Granting of certificate. If the Landmarks Commission decides the above questions applicable in the negative, it shall grant the certificate of appropriateness. Upon the issuance of such certificate, the Building Inspector shall issue the building permit. The Landmarks Commission shall make this decision within 45 days of the filing of the application. Should the Landmarks Commission deny the application, the applicant may appeal such decision to the Village Board, which may grant said certificate by a majority vote of the membership, upon a clear showing of economic hardship by the applicant. In addition, if the Landmarks Commission fails to approve an application, the Landmarks Commission shall, at the applicant's request, cooperate and work with the applicant in an attempt to obtain a certificate of appropriateness within the guidelines of this Article.

Section 2. Section 62-399 of the McFarland Municipal Code is amended to read as follows:

Sec. 62-399. - Recognition of historic structures and historic sites.

After an historic structure or site has been so designated by the Village Board, the Landmarks Commission shall cause to be placed on such property, at Village expense, a suitable plaque declaring that such property is an historic structure or site. Such plaque shall be placed in a location readily visible to pedestrians and shall contain all information deemed appropriate by the Commission.

Section 3. Section 62-400 of the McFarland Municipal Code is repealed and recreated to read as follows:

Sec. 62-400. - Rescission of historic structure of site designation; sale.

Any owner of record of an historic structure or site who wishes to sell said historic structure but is unable to find a buyer willing to preserve the historic structure or site, may petition the Landmarks Commission for a rescission of its designation. Such petition shall contain a verified statement that the owner has made reasonable attempts in good faith to find and attract such a buyer and such other information deemed reasonably necessary by the Landmarks Commission. Following the filing of such petition:

(a) The owner and the Landmarks Commission shall work together in good faith to locate a buyer for the subject property who is willing to abide by its designation.

(b) If, at the end of a period not exceeding 12 months from the date of such petition, no such buyer can be found and if the owner still desires to obtain such a rescission, the Landmarks Commission may recommend, and the Village Board may approve, the rescission of the designation of the subject property as historic under this Article.

(c) In the event of such rescission, the Village Clerk-Treasurer shall notify the Building Inspector and the Village Assessor of the same, and shall cause the rescission to be recorded at Village expense in the Dane County Register of Deeds.

Section 4. Section 62-401(a) of the McFarland Municipal Code is amended to read as follows:

Sec. 62-401. - Historic designation procedures.

(a) *Recommendations; notice; public hearing; independent investigation; designation*. The Landmarks Commission may, after notice and public hearing, recommend that the Village Board establish historic structures, sites and historic districts. At least ten days prior to such hearing, the Landmarks Commission shall give written notice to the owners of record, listed in the Village Assessor's records, of the affected property and other property situated within 200 feet of the affected property. The Landmarks Commission shall also give notice of such hearing to the Director of Public Works, Parks and Recreation Committee, Fire and Emergency Medical Services Department, Police Department, Building Inspector and Plan Commission. Each may respond to the proposed designation in writing or by appearance at the hearing. The Landmarks Commission shall then conduct such public hearing and may hear expert witnesses and may subpoena such witnesses and records as it deems necessary. The Landmarks Commission may conduct an independent investigation into the proposed designation. Within ten days after the public hearing, the Landmarks Commission may recommend to the Village Board the designation of the property as an historic structure, an historic site, or recommend to the Village Board the designation of the property as an historic structure, an historic site, or recommend its inclusion in an historic district. The Village Board may hold a separate public hearing on the owner's or its own request before designation. After the designation has occurred, notification shall be sent to the property owner and to the persons who appeared at the public hearing. The Landmarks Commission shall cause the designation to be recorded, at Village expense, in the Dane County Register of Deeds.

The foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the _____day of _____, 2022.

APPROVED:

_____

Carolyn A. Clow, Village President

ATTEST:

_____
Cassandra Suettinger
Village Clerk-Treasurer

ORDINANCE 2022–03	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Clow -	Wreh -
Brassington -	Flaherty -
Nelson -	St. Clair -
Rupert -	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	

Chapter 62 – ZONING

Please click on this link to view the Village Code of Ordinances for this Chapter.

~~Sec. 62-395. - Landmarks Commission powers and duties.~~

(~~a~~c) ~~Designation. The Landmarks Commission may, subject to Subsection (c) of this Section,~~ recommending that the Village Board designate historic structures, historic sites, and Historic Districts within the Village limits, based on the criteria of Section 62-394. ~~Once so designated, such historic structures, sites and districts shall be subject to all the provisions of this Article.~~

(f) reviewing and determining applications for certificates of appropriateness under Section 62-395 and approving demolition of historic structures when appropriate pursuant to Section 62-397.

~~(b)~~**Section 62-395 Regulation of construction, reconstruction and exterior alteration.**

(~~1~~a) Any person filing an application for a building permit involving the exterior of a designated historic structure, or structure within a Historic District shall also file such application with the Landmarks Commission.

(b~~2~~) No person in charge of a historic structure, historic site or structure within a Historic District shall reconstruct or alter any part of the exterior of such structure or construct any improvement upon such designated historic site or improvement parcel within an Historic District or cause or permit any such work to be performed upon such property unless a certificate of appropriateness has been granted by the Landmarks Commission. Unless such certificate has been granted by the Landmarks Commission, the Building Inspector shall not issue a permit for such work.

(c~~3~~) Upon receiving an application, the Landmarks Commission shall determine whether or not:

~~a~~(1)~~.~~ The proposed work would destroy, detrimentally change or adversely affect any existing exterior architectural feature of the improvement upon which said work is to be done; and

~~b~~(2~~.~~) The exterior of any proposed new improvement would fail to harmonize with the external appearance of other neighboring improvements on such site; or

~~c~~(3)~~.~~ As to any property in a designated Historic District, construction, reconstruction or exterior alteration fails to conform to the objectives and design criteria of the historic preservation plan for said district as duly adopted by the Village Board.

(c) Granting of certificate. If the Landmarks Commission decides the above questions applicable in the negative, it shall grant the certificate of appropriateness. Upon the issuance of such certificate, the Building Inspector shall issue the building permit. The Landmarks Commission shall make this decision within 45 days of the filing of the application. Should the Landmarks Commission deny the application, the applicant may appeal such decision to the Village Board, which may grant said certificate by a majority vote of the membership, upon a clear showing of economic hardship by the applicant. In addition, if the Landmarks Commission fails to approve an application, the Landmarks Commission shall, at the applicant's request, cooperate and work with the applicant in an attempt to obtain a certificate of appropriateness within the guidelines of this Article.

Sec. 62-399. - Recognition of historic structures and historic sites.

After an historic structure or site has been so designated by the ~~Landmarks Commission~~Village Board, the Landmarks Commission shall cause to be placed on such property, at Village expense, a suitable plaque declaring that such property is an historic structure or site. Such plaque shall be placed ~~for ease of~~in a location readily visible to pedestrians ~~visibility. The plaque~~and shall contain all information deemed appropriate by the ~~Landmarks~~ Commission.

Sec. 62-400. - Rescission of historic structure of site designation; sale.

Any owner of record of an historic structure or site who wishes to sell said historic structure but is unable to find a buyer willing to preserve ~~such an~~the historic structure or site, may petition the Landmarks Commission for a rescission of its designation. Such petition shall contain a verified statement that the owner has made reasonable attempts in good faith to find and attract such a buyer and such other information deemed reasonably necessary by the Landmarks Commission. Following the filing of such petition:

(a) The owner and the Landmarks Commission shall work together in good faith to locate a buyer for the subject property who is willing to abide by its designation.

(b) If, at the end of a period not exceeding 12 months from the date of such petition, no such buyer can be found and if the owner still desires to obtain such a rescission, the Landmarks Commission ~~shall rescind its~~may recommend, and the Village Board may approve, the rescission of the designation of the subject property as historic under this Article.

(c) In the event of such rescission, the ~~Landmarks Commission shall notify the~~ Village Clerk-Treasurer shall notify ~~,~~ the Building Inspector and the Village Assessor of the same, and shall cause the rescission to be recorded at Village expense in the Dane County Register of Deeds.

~~(d) Following any such rescission, the Landmarks Commission may not redesignate the subject property as an historic structure or site for at least two years from the date of rescission.~~

Sec. 62-401. - Historic designation procedures.

(a) Recommendations; notice; public hearing; independent investigation; designation. The Landmarks Commission may, after notice and public hearing, recommend that the Village Board establish historic structures, sites and historic districts. At least ten days prior to such hearing, the Landmarks Commission shall give written notice to the owners of record, listed in the Village Assessor's records, of the affected property and other property situated within 200 feet of the affected property. The Landmarks Commission shall also give notice of such hearing to the Director of Public Works, Parks and Recreation Committee, Fire and Emergency Medical Services Department, Police Department, Building Inspector and Plan Commission. Each may respond to the proposed designation ~~or rescission~~ in writing or by appearance at the hearing. The Landmarks Commission shall then conduct such public hearing and may hear expert witnesses and may subpoena such witnesses and records as it deems necessary. The Landmarks Commission may conduct an independent investigation into the proposed designation ~~or rescission~~. Within ten days after the public hearing, the Landmarks Commission may recommend to the Village Board the designation of the property as an historic structure, an historic site, or recommend to the Village Board the designation of the property as an historic structure, an historic site, or recommend its inclusion in an historic district~~, or may rescind the designation~~. The Village Board may hold a separate public hearing on the owner's or its own request before designation. After the designation ~~or rescission of~~ designation has occurred, notification shall be sent to the property owner and to the persons who appeared at the public hearing. The Landmarks Commission shall cause the designation ~~or rescission~~ to be recorded, at Village expense, in the Dane County Register of Deeds.

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Monday, February 21, 2022**

SECTION: **Business**

DEPARTMENT: **Community Development**

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

AGENDA ITEM: **Discussion and possible action on a Conditional Use Permit (CUP) amendment requested by U.S. Ventures, Inc. for installation of additional rail car spurs, at 4402 and 4306 Terminal Drive, McFarland, WI. Property zoned M-IC Manufactured-Intensive Commercial.**

PREVIOUS ACTION:
A public hearing on this application was held at the January 18, 2022 Plan Commission meeting. Several prior conditional use permits have been approved for this business since its inception:

- CUP #98, approved 7-17-00, CUP to operate a transfer station
- CUP #208, approved 12-15-08, amended CUP to expand rail car loading rack, add trail tracks
- CUP #233, approved 10-17.11, amended CUP allowing for two 30,000 liquid petroleum gas tanks
- CUP #246, approved 11-19-12, amended CUP for a control building
- CUP #248, approved 5-20-13, amended CUP for 51,000 gallon biodiesel tank, mixing shed and piping
- CUP #267, approved 6-20-16, amended CUP for sales of propane
- CUP #275, approved 7-16-18, amended CUP for propane storage tank, rail and truck loading improvements

ISSUE SUMMARY:
SUMMARY OF REQUEST
The Applicant, US Oil/US Venture, Inc., is requesting an amendment to their existing conditional use permit (CUP), and a related site design review permit, for the addition of two railcar spurs at 4402 and 4306 Terminal Drive from the existing rail spur. The proposed extension will include installation of 1,525 feet of additional railcar space to accommodate future offline storage capacity limits the site might experience. NAICS code 482110, Rail Transportation is a conditional use under Sec. 62-71 for areas zoned M-IC. Petro Terminals (NAICS Code 424710) is also a conditional use within the M-IC District. The Applicant is the owner of both properties at 4402 and 4306 Terminal Drive as the additions will impact both properties. The majority of the rail car spur additions are on 4306 Terminal Drive extending west to the rear lot line.

VILLAGE OF
McFarland

EXISTING PROPERTY CONDITIONS
The existing property at 4306 Terminal Drive is 28.25 acres and is currently zoned M-IC, Manufactured Intensive Commercial. The existing property at 4402 Terminal Drive is 17.16 acres and also zoned M-IC. Combined the properties are 44.41 acres. Both properties are owned and operated by the Applicant for the purposes of petroleum storage and distribution since 1983. The site has been used as a petroleum terminal since the 1950s . The existing property at 4402 Terminal Drive has an existing building for onsite staff. A standing structure to the east of this primary building is a refueling station for large vehicles such as semi-trucks and other transporting vehicles. The existing pump station has a canopy cover. A security fence surrounds the perimeter of both existing properties. Both properties have six cylindrical tank structures, twelve total, used for fuel storage. They are both arranged in a 2x3 formation. An existing tree line extends from the southwest corner of 4402 Terminal Drive's lot to the northwest corner of 4306 Terminal Drive's lot. Each property has two total driveways which connect to Terminal Drive. There are train tracks that enter 4402 Terminal Drive from the south lot line then splits into two parallel tracks and continues into 4306 Terminal Drive. These tracks run parallel to one another and stop short of the northern six fuel tanks.

CONDITIONAL USE PERMIT REQUIREMENTS
The packet includes the Applicant's responses to Sec. 62-111, Conditional Uses Standards, along with their proposed site plans. Sec. 62-114 provides that prior to the granting of any conditional use, the Plan Commission may stipulate or impose such conditions and restrictions upon the establishment, location, construction, maintenance, and operation of the conditional use as deemed necessary to promote the public health, safety, and general welfare of the community and to secure compliance with the standards and requirements specified in Sec. 62-111.

Sec. 62-68(q), Statement of Purpose, M-IC, Manufactured Intensive Commercial, states that this district is "*intended to provide an area for manufacturing and industrial activities. It is also intended to provide an area for a variety of uses which require relatively large installation, facilities or land area, or which would create or tend to create conditions of public or private nuisance, hazard or other undesirable conditions, or which for these or other reasons may require special safeguards, equipment, processes, screening, barriers, or other forms of protection, including spatial distance, in order to reduce, eliminate, or shield the public from such conditions.*" In staff's opinion, the proposed use at this location is consistent with the statement of purpose for the M-IC District.

The following are C&ED staff comments related to the Applicant's responses to Sec. 62-111, Conditional Use Standards.

- Sec. 62-111(a), *That 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.* Staff notes that the Applicant's response to this standard is supplemented in further detail in their introductory letter and under their response to 62-111(j)(1).
- Sec. 62-111(b), *That 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. The Applicant's response primarily addresses the operational improvements they will gain from the rail spur extension and less how that expansion may or may not impact adjacent properties. Staff notes that the Applicant's response to this standard is supplemented in further detail under their response to 62-111(c).

- Sec. 62-111(c), *That 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.* No additional staff comments at this time.
- Sec. 62-111(d), *That adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided.* Refer to Village Engineer staff report dated January 5, 2022 regarding the need to meet stormwater management requirements given total impervious areas in excess of 20,000 square feet.
- Sec. 62-111(e), *That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.* No additional staff comments at this time.
- Sec. 62-111(f), *That the conditional use shall, except for yard requirements, conform to all applicable regulations of the district in which it is located.* No additional staff comments at this time.
- Sec. 62-111(g), *That the proposed use does not violate floodplain regulations governing the site.* No additional staff comments at this time.
- Sec. 62-111(h), *That the proposed use will not violate any applicable regulation in the McFarland Municipal Code or any other applicable law or regulation.* No additional staff comments at this time.
- Sec. 62-111(i), *That, when applying the standards to any new construction 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 objective of the zoning district.* No additional staff comments at this time.
- Sec. 62-111(j)(1), *The maintenance of safe and healthful conditions*. No additional staff comments at this time.
- Sec. 62-111(j)(2), *The prevention and control of water pollution including sedimentation.* No additional staff comments at this time.
- Sec. 62-111(j)(3), *Existing topographic and drainage features and vegetative cover on the site.* No additional staff comments at this time.
- Sec. 62-111(j)(4), *The location of the site with respect to floodplains and floodways of rivers and streams.* No additional staff comments at this time.
- Sec. 62-111(j)(5), *The erosion potential of the site based upon degree and direction of slope, soil type and vegetative cover.* No additional staff comments at this time.
- Sec. 62-111(j)(6), *The location of the site with respect to existing or future access roads.* No additional staff comments at this time.
- Sec. 62-111(j)(7), *The need of the proposed use for a shoreland location.* No additional staff comments at this time.
- Sec. 62-111(j)(8), *Its compatibility with uses on adjacent land.* No additional staff

comments at this time.

- Sec. 62-111(j)(9), *The amount of liquid wastes to be generated and the adequacy of the proposed disposal systems.* No additional staff comments at this time.

SITE DESIGN PERMIT REVIEW

The development is subject to Sec. 62-310(e). Site/Design Review:

- Bulk Standards. The proposed rail spur expansion meets the bulk standards of the M-IC District.
- Grading. Refer to the attached Village Engineer staff report for review of recommended conditions of approval regarding site grading, erosion control, and stormwater management.
- Landscaping. Sec. 62-72 provides minimum landscaping points for building foundations (not applicable), gross floor area (not applicable), street frontage (not applicable), and paved area (40 points per 10,000 square feet). In Staff's opinion, the latter is applicable given the rail car area will add impervious surface to the property. The typical cross section shows the ballast/sub-ballast to be 20 feet wide with 1,526 feet of new track, for 30,520 square feet. This equates to 122 landscaping points. The frontage along Terminal Drive includes a number of existing mature deciduous and evergreen trees which help to screen operations at the facility from streetview. However, the far northeast street frontage of 4306 Terminal Drive does not include any plants (refer to highlighted aerial map included in the packet). Staff recommends, as a condition of approval, installation of canopy deciduous trees or tall evergreen greens in this area to improve screening facility operations. Additional plants shall provide a minimum of 122 points in accordance with Appendix B, Village of McFarland Landscaping Standards. Total is 4-5 additional trees based on species selected.
- Building Relationships. The proposed rail spur will occur away from the principal building and utilize flat green space between the cluster of tanks and does not disturb existing site trees.
- Lighting. No additional lighting fixtures are proposed for this project.
- Utility Service. No additional water or sanitary sewer services are proposed with this project. Refer to Village Engineer staff report dated January 5, 2022 regarding the need to meet stormwater management requirements given total impervious areas in excess of 20,000 square feet.
- Building Design. No new buildings are proposed with this project.

Sec. 62-73. – Terminal and Triangle District Overlay District (TTDO) - Industrial Center Subdistrict

Included in the packet is Appendix B-Industrial Center Subdistrict-Building and Site Design Checklist with Staff's comments and review of the proposed rail car additions. Staff recommends additional landscaping and stormwater management planning as previously discussed.

OTHER DEPARTMENT HEAD COMMENTS

No recommended conditions of approval from the Police Chief, or Fire Chief. The Village

Engineer has indicated that the rail spur area exceeds 20,000 square feet of impervious area and is therefore subject to stormwater management requirements. Given the context of the proposed development, the Village Engineer has indicated that an infiltration trench may be sufficient to meet the requirements in lieu of a pond.

PUBLIC COMMENTS

The Department did not receive any public comments regarding this request prior to the completion of the meeting packet.

FINANCIAL/BUDGET IMPACT:

The applicant will be responsible for all costs associated with the development of the property. The applicant is not seeking any financial assistance from the Village in the development of this property.

VILLAGE PLAN REFERENCE:

2004 TID #3 Project Plan

The property is located within the boundaries of Tax Increment Finance District #3. This TID was created as an "Industrial"-type district. The TID was created for the purpose of facilitating reinvestment in the redevelopment of underutilized properties in the TID, including both private development incentives and improvements to public roads and utilities.

2005 Terminal and Triangle District Plan

The properties are located within the "Industrial Center" on Map 2, Planned Land Uses, which includes Manufacturing, Distribution, Office and Compatible Commercial developments. Per page 2 of the plan, "these areas will continue with similar uses with upgrades in development quality when new proposals are offered." Page 41 further provides that *"lands with direct rail access should be reserved for industries that will use rail service."*

2017 Comprehensive Plan

Future Land Use Map, Map 6 – The properties at 4402/4306 Terminal Drive are both identified as "Industrial". The existing zoning and use of the properties are consistent with this designation. In addition, page 47 of the plan provides a "tank farms" policy that reads *"limited expansions to petroleum distribution and/or processing operations within current parcel ownerships will be considered in areas that do not interfere with the other recommendations of the Terminal and Triangle District Plan. New operations will be supported only under those circumstances where the project provides a logical addition to existing land uses, adheres to the most current design guidelines of the Village of McFarland Terminal and Triangle District Plan and demonstrates the utilization of the most current best practices with regard to safety measures."*

In Staff's opinion, the proposed rail expansion is consistent with the general intent of these plans, provided additional front yard landscaping is installed per Staff recommendations in order to further improve site aesthetics and to screen rail operations from public view.

ORDINANCE REFERENCE:

Subdivision II - Conditional Uses

Sec. 62-71. – Permitted or conditional uses – Commercial Districts
Sec. 62-72. - Bulk Standards - Commercial Districts
Sec. 62-73. – Terminal and Triangle Design Overlay (TTDO) Zoning District
Sec. 62-310 – Site/Design Review

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Recommend approval of the conditional use permit as submitted, with the following conditions:

1. Addressing the recommended conditions of approval for stormwater management/erosion control in the Village Engineer's staff report dated January 5, 2022.
2. Applicant to install a minimum total of 122 points of new canopy deciduous trees or tall evergreen greens along the northern front yard of 4306 Terminal Drive, as depicted in the staff report, in accordance with Appendix B, Village of McFarland Landscaping Standards. Total is 4-5 additional trees based on species selected.
3. Applicant to provide stormwater management/erosion control plan and landscaping plan to the Community Development Department for staff review and acceptance prior to final issuance of the conditional use permit.

ATTACHMENTS:
1. 1.18.22 - US Ventures - CUP
2. 4306 Terminal Drive_US Oil PC Submittal_11.29.2021
3. 4306 Terminal Drive Village Engineer Ltr_01.05.22
4. 4306 Terminal Drive F&RD Ltr_01.05.22
5. 4306 Terminal Drive PD Ltr_01.10.22
6. 4306 Terminal Drive PW Ltr_01.14.22
7. Appendix B-Industrial Center Subdistrict-Building and Site Design Checklist-Terminal and Triangle District Plan-01.13.22
8. 4306 Terminal Drive Proposed Landscaping Area

Please publish in the
McFarland Thistle on
December 30, 2021 and January 6, 2022

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 Tuesday, January 18, 2022 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:

> A Conditional Use Permit (CUP) requested by U.S. Ventures, Inc. for installation of a rail car spur, at 4306 Terminal Drive, McFarland, WI. Property zoned M-IC Commercial Highway.

Information regarding this request is available for review online at www.mcfarland.wi.us/pendingrequests 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/87679545504 or Telephone: Dial (for higher quality, dial a number based on your current location): US: +1 (312) 626-6799 Webinar ID: Webinar ID: 876 7954 5504.

If you cannot attend the meeting, you may submit your written comments to the Plan Commission by email to community.development@mcfarland.wi.us or by mail to Community Development Department, Village of McFarland, P.O. Box 110, McFarland, WI 53558-0110. Submission must be received no later than the Thursday prior to the meeting date.

Village of McFarland
Community & Economic Development Department

Plan Commission Application – 2021

~Application must be completed in full~

Applicant - Owner	U.S. Venture, Inc.	Applicant's Agent	
		Name	
Address	4402 Terminal Drive McFarland, WI 53558	Address	
Email	dmorrill@usoil.com	Email	
Phone #	608-512-8428	Phone #	
Fax #		Fax #	

Parcel No(s). 0710-273-8585-1 **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	❑ USA/MMSD Annexation	At cost	❑ 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
❑ Site/Design Review (less than 2,000 sq. ft.)	$1,000
☑ Site/Design Review (2,000 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/request. (Attach additional paper if needed)

Installation of a rail car spur at the U.S. Oil terminal located at 4306 Terminal Drive

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 normally 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. **Three (3) copies** of all materials, **one (1) copy must be 8 ½ x 11, two (2) 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 2021 Schedule

*Submittal Deadline Noon on:	For Scheduled 2021 Meeting date of:
December 8 (2020)	January Tuesday Jan. 19
January 5	February 15
February 2	March 15
March 9	April 19
April 6	May 17
May 11	June 21
June 8	July 19
July 7	August 16
August 10	September 20
September 7	October 18
October 5	November 15
November 2	December 20 (Pending)
December 7	(Pending) Tuesday, Jan. 18, 2022

*** Submittal deadline:**

- **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, may 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 Daniel J. Morrill 9-2-2021

Signature of Applicant/Agent Date

VILLAGE OF McFarland
Community & Economic Development

Applicant - Owner	U.S. Venture, Inc.	Applicant's Agent	
Address	4402 Terminal Drive, McFarland, WI 53558	Address	
Email	dmorrill@usoil.com	Email	
Phone #	608-512-8428	Phone #	
Fax #		Fax #	
Project Site Address	4306 Terminal Drive, McFarland, WI 53558	Parcel No.	0710-273-8585-1

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.

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.

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.

d. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided.

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.

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

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

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

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.

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.

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

    3. Existing topographic and drainage features and vegetative cover on the site.

    4. The location of the site with respect 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.

    6. The location of the site with respect to existing or future access roads.

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

    8. Its compatibility with uses on adjacent land.

    9. The amount of liquid wastes to be generated and the adequacy of the proposed disposal systems.

US Oil – Railcar Spur Expansion Project
McFarland, WI

November 29, 2021

MEMORANDUM

To:	Community and Economic Development Director
	Village of McFarland, Municipal Center
From:	Dan Morrill, US Oil
Date:	November 29, 2021
Subject:	**Site Design/Review Application for Railcar Spur Expansion**
	US Venture property at 4402/4306 Terminal Drive, McFarland, WI

U.S. Venture, Inc. (U.S. Venture) is submitting the attached Plan Commission application for site design/review to install a 16-railcar spur at 4306 Terminal Drive.

The proposed railcar spur has been designed by Volkmann Railroad Builders in accordance with regulations set forth by the Federal Railroad Administration. Wisconsin and Southern Railroad have approved the finalized design, and they have also reviewed track profiles to ensure the design meets their design and safety specifications.

Appropriate safety measures are included in this U.S. Oil design. A security fence is installed along the perimeter of the entire U.S. Venture property to prevent unauthorized access. The intent of the railcar spur is for offline storage, and there are currently no plans to add additional railcar loading or offloading capabilities as part of this expansion.

U.S. Venture has a centered focus on safety and environmental quality, winning the International Liquid Terminals Association Safety Excellence award ten times. As with all our rail assets, the tracks are inspected regularly by our staff and annually by WATCO/WSOR. Our facilities are visited frequently by the Federal Railroad Administration and audited for regulatory compliance.

.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. We are currently railcar storage constrained at our facility. While we do not anticipate an increase of railcars into our facility, we think this project will reduce switches into and out of our facility by allowing more railcars per switch.

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. We feel that this project simply extends rail operations that are already in place with

efficiency gains for the railroad and the terminal, allowing us to continue to serve our customers with commodities such as propane.

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. Since the construction and operation of this rail spur expansion resides in between existing storage facilities and railcar operations, we do not see an impact on surrounding property.

d. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided. An erosion, drainage, and track profile plan has been prepared as part of this project. Some drainage piping will be relocated to allow for acceptable track profiles.

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. There are no public streets in the proximity of this project.

f. The conditional use shall, except for yard requirements, conform to all applicable regulations of the district in which it is located. As with all our terminal and railcar operations, all applicable regulations will be adhered to.

g. The proposed use does not violate floodplain regulations governing the site. This project is not located in a floodplain.

h. That the proposed use will not violate any applicable regulation in the McFarland Municipal Code or any other applicable law or regulation. All local, state, and federal regulations will be complied to in the design and operation of this spur expansion.

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. This project is consistent with past and present operations on this parcel, and we feel that the project does not interfere with any future plans for the community.

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. U.S. Venture has been operating bulk petroleum storage in McFarland since 1983, and rail operations in McFarland since 2008. Our corporate structure includes both safety specialist and environmental specialist groups, both

internally auditing our facilities regularly to ensure safety and environmental compliance. We work closely with the EPA, OSHA, WDNR, and the FRA to obtain these goals.

2. The prevention and control of water pollution including sedimentation. An erosion control plan has been prepared to prevent water pollution and sedimentation. The area will be re-seeded to establish permanent vegetation following construction. The area is also surrounded by an elevated berm, where runoff can be controlled by a 6” drain and valve.

3. Existing topographic and drainage features and vegetative cover on the site. The proposed construction area is fairly flat, sloping from 854’ to 851’ towards Upper Mud Lake. A berm has been constructed along the West edge of the property (lowest point), along with a 6” drain and valve that extends through the berm. We typically allow this area and retention pond to drain naturally into the soil. In times of heavy rainfall, the 6” drain can be opened during manned hours. This area is grass covered.

4. The location of the site with respect to floodplains and floodways of rivers and streams. There are no floodplains, floodways, rivers, or streams near the proposed work.

5. The erosion potential of the site based upon degree and direction of slope, soil type and vegetative cover. Given the rather slight slope and ability to reestablish vegetative cover, we feel the erosion potential is low with the surrounding berm and drain valve in place.

6. The location of the site with respect to existing or future access roads. This location is not near any existing or proposed future access roads.

7. The need of the proposed use for a shoreland location. (if applicable) This is not applicable to the proposed project.

8. Its compatibility with uses on adjacent land. This parcel already to contains two rail spurs, and this project is extending existing infrastructure on U.S. Venture property. We do not fill that this has any impact on adjacent land.

9. The amount of liquid wastes to be generated and the adequacy of the proposed disposal systems. We do not intend to generate liquid wastes as part of this project.

US Oil – Railcar Spur Expansion Project
McFarland, WI

November 29, 2021

If you have any questions/concerns or require any additional information regarding the enclosed information, please contact Dan Morrill at 608-512-8428 or email me at dmorrill@usoil.com.

Sincerely,

Dan Morrill
Vice President of Terminal Operations – U.S. Oil
608.512.8428 cell *phone*
dmorrill@usoil.com *email*

Site and Design Plans

Check List

Date received: _____

Subject property address: 4402 TERMINAL DR

Landowner's name: U.S. VENTURE INC. / US. OIL

Landowner's address: 4402 TERMINAL DR

Landowner's phone/fax: 609 838 3121

Landowner's email: DMorrille USoil.com

Agent's name: _____

Agent's address: _____

Agent's phone/fax: _____

Agent's email: _____

✓ A. Title Block that indicates name and address of the current property owner.

✓ B. Name and signature of the designer.

✓ C. Date of original plan and latest date of revised plan.

✓ D. North arrow and graphic scale. Said scale shall not be smaller than 1 inch equals 100 ft.

✓ E. Existing zoning M-1C Proposed rezoning ____yes X no

NO F. All property lines, and existing and proposed right-of-way lines with bearings and dimensions clearly labeled.

NO/NA G. All required building setback lines.

✓ H. The location of all access points and connections to public streets, off-street parking, and loading areas on the subject property including a summary of the number of parking stalls, accessible parking stalls, and labels indicating the dimension of such areas.

✓ I. All existing and proposed building structures and paved areas, including walks, drives, decks, patios, balconies, fences, retaining walls, utility poles, exterior utility and mechanical equipment, and any accessory structures.

NO J. Existing and proposed site and building signage.

NA K. Color exterior façade elevations of all proposed buildings including descriptions of materials and colors.

NA L. The location of all outdoor storage areas; including proposed screening materials and colors.

✓ M. The location of existing and proposed drainage facilities including stormwater and erosion control plan.

NA N. The location and type of any permanently protected green space areas.

NA O. The location and elevation of any wetlands or floodplains.

✓ P. Grading Plan including existing & proposed topography shown at a contour interval of not more than two (2) ft.

NO Q. In the legend, data for the subject property:

(1) Lot area

(2) Building area

(3) Paved area

(4) Total impervious area

(5) Landscaping points provided and required for building foundations, gross floor area, street frontage, and paved area.

(5) Building height

(6) Existing zoning, proposed zoning

(7) Number of parking stalls provided and required.

NA R. Landscaping Plans including proposed species, quantity and planting size. Refer to Appendix B of the Village's Zoning Code for more information.

NA S. Hydrant locations and Fire Department Connection.

NA T. Lighting Plans including photometrics and description of fixture types, heights and orientation.

✓ U. Utility plans, including the location of existing and proposed overhead or underground site utilities, including piping and meter sizes and associate appurtenances.

NA V. Existing or proposed easements.

NA W. A legal description of the subject property.

General Comments: PROJECT IS TO CONSTRUCT NEW RAILROAD TRACKS TO EXPAND THE EXISTING RAIL CAPACITY NO BUILDING, FENCING, OR SIGNAGE CONSTRUCTION IS OCCURRING FOR THIS PROJECT

Note: In addition to Site and Design Permit approval, a building permit from the Village Building Inspector is required prior to the start of construction of any building, fence, or sign.

Village of McFarland Permit No. _____

Erosion Control Plan – Simplified Checklist Parcel No. _____

The short form, pages 1 & 4, may be utilized for the following:

All sites administered by the Village of McFarland under the Wisconsin Uniform Building Code (UDC).

All sites administered under the Village of McFarland Erosion Control Ordinance whenever the following conditions exist:

1. The site is not more than 20,000 square feet in area.
2. The site is not adjacent to and does not drain directly into any sensitive areas nearby; such as streams, lakes, or wetlands.
3. The slope throughout the site is less than 10 percent (10 feet vertical and 10 feet horizontal).

If the construction involves a land disturbance of more than 20,000 square feet or has a slope of more than 10 percent, then an engineering plan must be filed and pages 1 *through* 4 must be completed.

Instructions

1. Complete this plan by filling in requested information on the inside of this form and completing the site diagram page. (Refer to page 2 for assistance in completing the site diagram.)
2. Submit this plan at the time of permit application.
3. In completing this form, give consideration to minimizing the disturbed area, prompt seeding, and proper planning of water runoff patterns throughout all stages of development.

Project Location (Address)	4406 Terminal Drive
Builder (include telephone no.)	Volkmann Railroad Builders; Ed Webb; ph: 262-252-3377
Owner (include telephone no.)	U.S. Venture, Inc.; ph: 608.838.3121
Plan/Worksheet Completed by (Signature)	Jeffrey Francis
Date	November 29, 2021

Erosion Control Fees

	Fees	Notes
To 20,000 sq. ft.	$350	
20,000 sq. ft. to 2 acres	$500	
2 – 5 acres	$750	
5+ acres	$1000 deposit and actual cost	

Date Paid		Receipt No.	

Erosion Control Plan – Simplified Checklist

Complete the site diagram with the following information:

Site Characteristics

- North arrow and site boundary. Indicate and name adjacent streets or roadways.
- Location of existing drainage ways within and nearby the site and direction of flow.
- Location of existing and planned storm sewer inlets and culvert crossings nearby the site indicating size and direction of flow.
- Location of existing and proposed buildings, paved areas and elevations relative to final site grades.
- Location and approximate dimensions of the disturbed area on the site.
- Approximate gradient and direction of:
  1. existing and planned slopes; and
  2. planned drainageways on site.
- Location and approximate watershed area of overland runoff (sheet flow) and drainageways runoff (concentrated) flow coming onto the site and adjacent areas.
- Representative soil type of the disturbed area on the site (i.e., sandy, silt loam, clay loam, clay). _____

Site Diagram

See attached plans.

Erosion Control Plan Legend

═══════	Property line	– – – – – – – – – – – – – – – –	Limits of grading
———————→	Existing drainage	- - - - - - - - - - - - - - - - - ->	Finished drainage
·····→TD	Temporary diversion	♦——♦——♦——♦——♦——♦	Silt fence

Sod/Seed Please indicate north by including an arrow.

Note: Straw hay bales are not an acceptable erosion control measure.

Erosion Control Practices

Location of temporary soil storage piles

Note: √ Soil storage piles will be contained by a downslope sediment fence or be covered with a tarp. It is recommended that they be located more than 25 feet from any downslope road or drainageway.

√ It is recommended that they be temporarily seeded.

Location of temporary gravel access drives (s).

Note: √ Gravel drive will have 2 to 3 inch aggregate stone laid at least 7 feet wide and 6 inches thick.

√ Drives will extend from the roadway 50 feet or to the building (whichever is less).

Location of sediment controls (filter fabric fence, straw bale fence, or other planned practices) that will minimize amount of eroded soil leaving the site.

Note: √ Sediment controls may not be necessary if permanent seeding and mulching is completed within 30 days of the start of grading except around soil storage piles, around inlets and within drainageways.

Location of sediment barriers around storm sewer inlets.

Location of diversions.

Note: √ It is recommended that areas of concentrated flow be properly diverted around disturbed areas. Overlay runoff (sheet flow) from adjacent areas greater than 10,000 square feet is also recommended to be diverted around disturbed areas in a manner that will not adversely impact adjacent landowners.

√ Diversions will be stabilized with seeding and mulching **within 24 hours** of completion of diversion.

Location of practices that will control erosion in areas of concentrated flow.

Note: √ Drainageways will be stabilized with seeding, mulching, and other appropriate measures within 24 hours of completion of construction of drainageways unless erosion is controlled through use of such practices as properly supported filter fabric barriers or straw bale barriers.

<u>Management of Erosion Control</u>

Temporary stabilization of disturbed areas.

Note: √ It is recommended that rough graded disturbed areas (planned to be left inactive for more than 60 days during the summer or for more than 6 months of the rest of the year) have temporary soil stockpiled (planned to be left inactive for more than 7 days) and stabilized by temporary seeding (April 15 and October 15) or by other cover, such as tarping or mulching.

√ Temporary seeding of oats or sudan grass are normally sown between May 15 and July 15, and rye grass or winter wheat are normally sown between July 15 and September 15.

Permanent stabilization of site by re-vegetation or other means.

Note: √ Permanent seeding will be completed by September 15 or sodding placed by November 15.

√ Straw or grassy hay mulching is recommended on all disturbed areas that are planned to be seeded.

Permanent Seeding Type	Rate of Application
Quick-2-Gro by LaCrosse Seed (25% bluegrass, 20%	4 pounds/1,000 square feet
creeping red fescue,25% annual rye,30% perennial rye	

Maintenance of erosion control practices.

Note: √ All erosion control practices will be inspected daily and maintained in working condition.
√ Accumulated sediment will be removed from behind sediment fences and barriers before it reaches a depth that is equal to half the barrier height.
√ All sediment that moves off-site due to construction activities will be cleaned up by the end of the workday.
√ All sediment that moves off-site due to storm events will be cleaned up as soon as possible but at least by the end of the next day.
√ Temporary gravel access drives will be maintained throughout construction in working condition.
√ All erosion control practices will be maintained until the disturbed areas they protect are permanently stabilized and established. Upon permanent stabilization establishment, the temporary erosion control practices will be removed.

Schedule of erosion control practice installation and site grading.

Note: √ Necessary erosion control practices will be installed prior to beginning grading.

Activity	Completion Date	Inspection Date
Install Erosion Control Practices		
Start Grading		
Apply Temporary Stabilization		
Apply Permanent Stabilization		

Permanent Seeding Responsibility of:

Name: Mike Moll - Moll Construction

Telephone No.: 608.838.3121

Installation and Maintenance of Erosion Control Practices Responsibility of:

Name: U.S. Venture, Inc.

Telephone No.: 608.838.3121

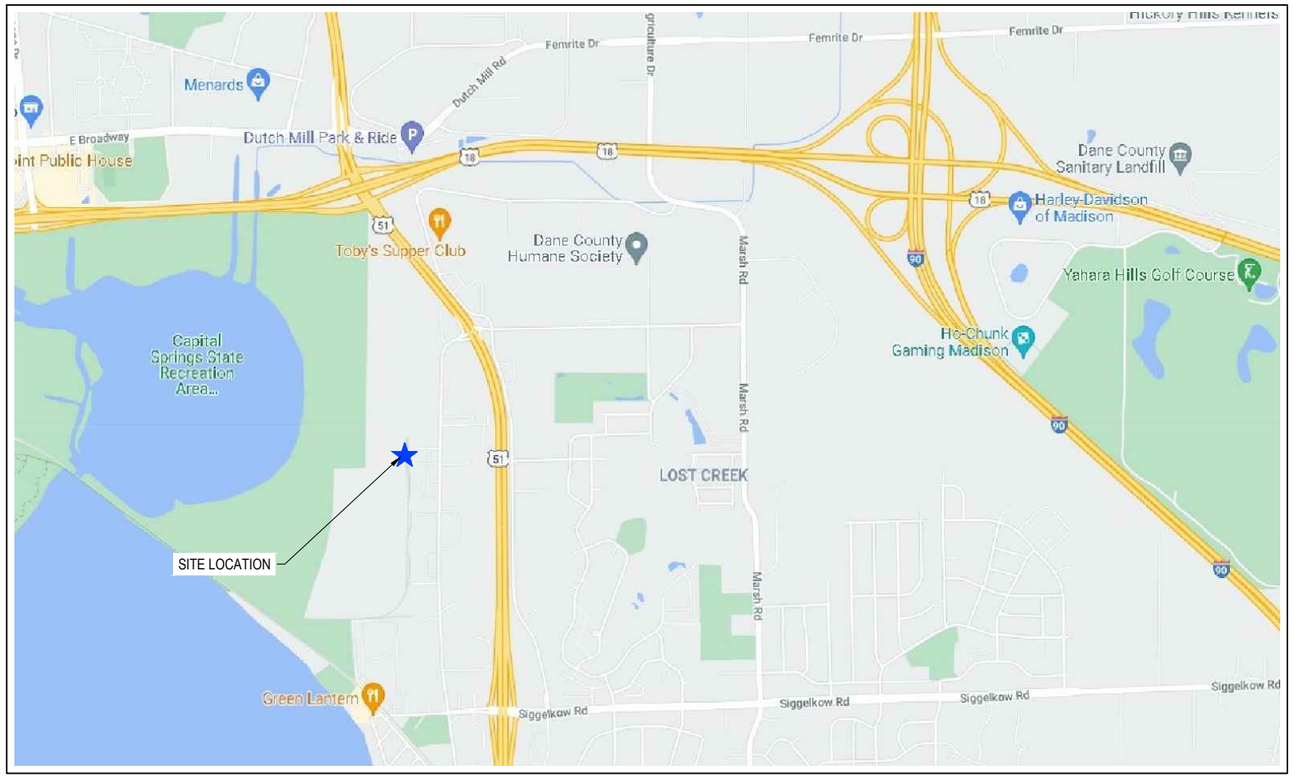
- For more assistance on plan preparation, refer to Chapter 15-5-1 of Village of McFarland Municipal Code, the Wisconsin DNR, Wisconsin Construction Site Best Management Handbook, and the UW-Extension publication, "Erosion Control for Home Builders."
- The Wisconsin Construction Site Best Management Handbook is available through State of Wisconsin Document Sales at (608) 266-3358.
- Erosion Control for Home Builders (GWQ001) can be ordered through Cooperative Extension Publications (608) 262-3346.

US OIL

4402 TERMINAL DRIVE
McFARLAND, WI

CONSTRUCTION PLANS

SHEET INDEX:



TRACK SPECIFICATIONS:

TURNOUTS	- AREMA No. 8 w/ SAMSON POINTS AND BACKSAVER SWITCH STANDS
CROSSINGS	- SINGLE TIMBER FLANGE
RAIL	- 115# MIN., JOINTED
TIES	- CONCRETE w/ PANDROL CLIPS, 24" O/C

SCOPE OF WORK:

REMOVE / REALIGN APPROXIMATELY 480-TF OF EXISTING TRACK 341.

FURNISH & INSTALL 1,525-TF INCLUDING 2- No. 8 LHTO AND 2- EARTHEN BUMPERS w/ 2x2 RED BOARDS

RELATED UTILITY MODIFICATIONS & EARTHWORK

SHEET INDEX:

SHEET No.	DESCRIPTION
01	TITLE SHEET
02	EXISTING CONDITIONS MAP
03	EXISTING CONDITIONS NOTES & LEGEND
04	SITE PREP & EROSION CONTROL MAP
05	SITE PREP & EROSION CONTROL NOTES & DETAILS
06	GRADING & DRAINAGE PLAN
07	TRACK 341 PLAN & PROFILE
08	TRACK A PLAN & PROFILE
09	TRACK B PLAN & PROFILE
10	PROPOSED EARTHWORK CROSS-SECTIONS
11	PROPOSED EARTHWORK CROSS-SECTIONS

REVISION	DESCRIPTION	DATE	BY

CADFILE 21-11 USOil 03

APPROVED BY JPF
PROJECT NO. 2108002
DATE 11/18/2021

LEGEND:

TITLE SHEET
PROPOSED INDUSTRY TRACK EXPANSION
US OIL
McFARLAND, WISCONSIN

WISCONSIN & SOUTHERN RAILROAD
MADISON SUBDIVISION
MILE POST 133.61
McFARLAND, DANE Co., WISCONSIN

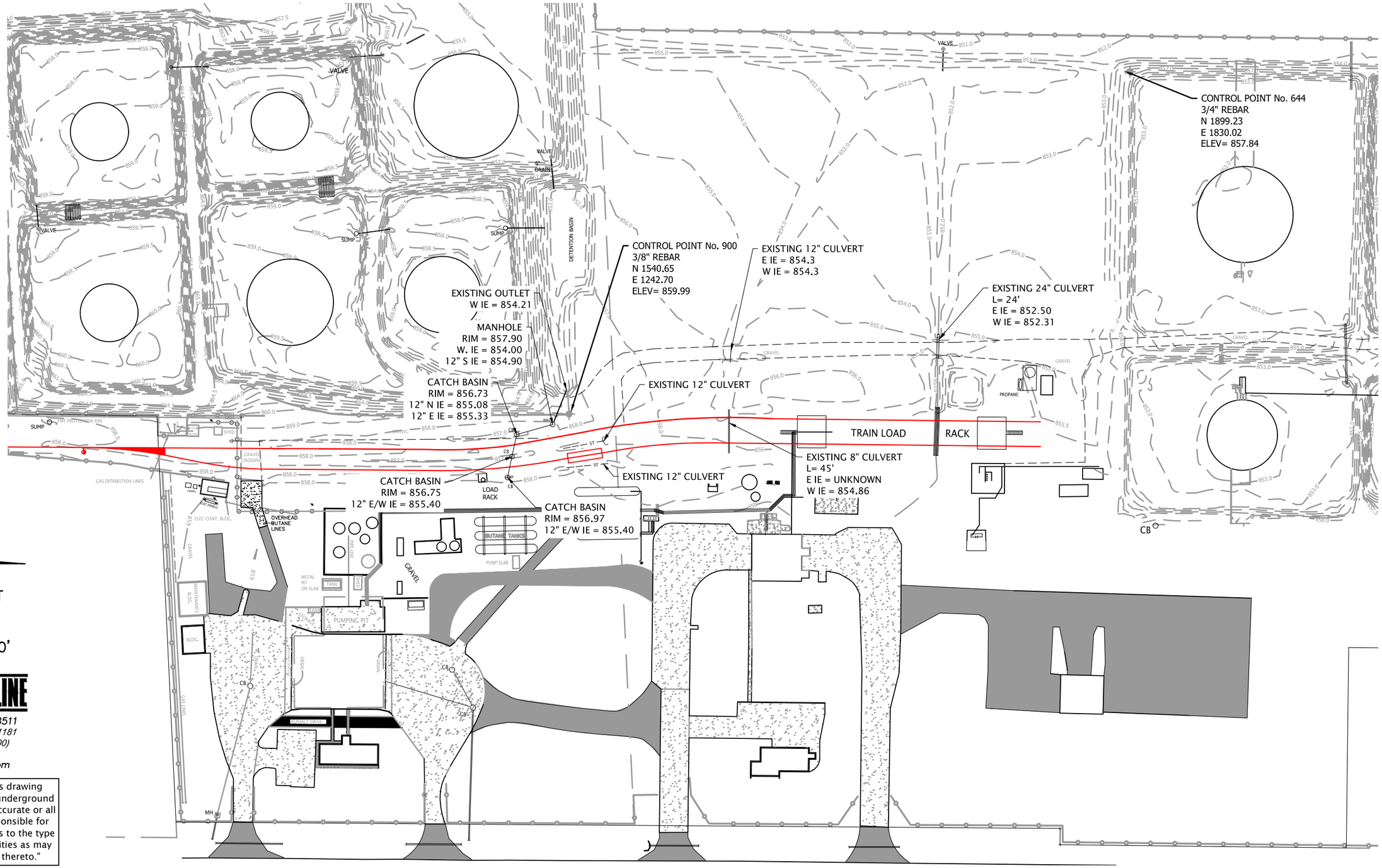
WISCONSIN & SOUTHERN RAILROAD CO.

VOLKMANN RAILROAD BUILDERS
262-252-3377
fax 262-252-3393
14625 W. Koul Ave. • Menomonee Falls, WI 53051

SHEET NUMBER
1

SURVEY NOTES:

1. FIELD SURVEY PERFORMED ON SEPTEMBER 2021, BY HARRIS & ASSOCIATES.
2. SEE SHEET 3 FOR LEGEND AND NOTES.



SCALE IN FEET

0 100'

DIGGERS HOTLINE

Toll Free (800) 242-8511
Milwaukee Area (414) 259-1181
Hearing Impaired TDD (800) 542-2289
www.DiggersHotline.com

"The information shown on this drawing concerning type and location of underground utilities is not guaranteed to be accurate or all inclusive. The contractor is responsible for making his own determinations as to the type and location of underground utilities as may be necessary to avoid damage thereto."

REVISION	DESCRIPTION	DATE	BY

CADFILE 21-11 USOil 03

APPROVED BY JPF
PROJECT NO. 2108002
DATE 11/18/2021

LEGEND:

EXISTING CONDITIONS MAP
PROPOSED INDUSTRY TRACK EXPANSION
US OIL
McFARLAND, WISCONSIN

WISCONSIN & SOUTHERN RAILROAD
MADISON SUBDIVISION
MILE POST 133.61
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SHEET NUMBER 2

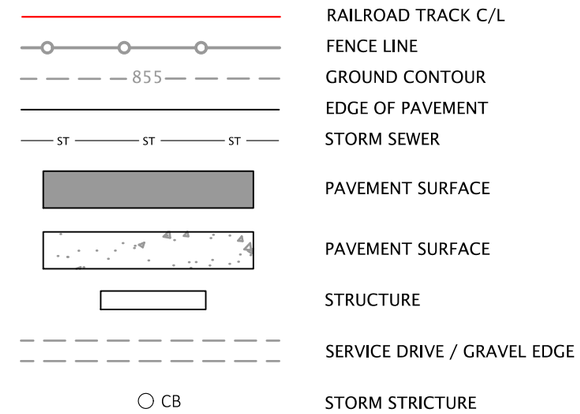
SURVEY NOTES:

1. FIELD SURVEY PERFORMED ON SEPTEMBER 2021, BY HARRIS & ASSOCIATES.

GENERAL NOTES FOR PLANS

1. SUMMARY OF WORK: PROJECT WORK SHALL INCLUDE INSTALLATION/MAINTAINENECE/REMOVAL OF EROSION CONTROLS, RELOCATION OF UTILITIES/FEATURES, CLEARING/GRUBBING, TOPSOIL STRIPPING, GRADING, INSTALLATION OF STORM SEWER SYSTEM, INSTALLATION OF TRACKS, TOPSOIL PLACEMENT, AND SEEDING/FERTLIZING/MULCHING. CONSTRUCTION DETAILS ARE INCLUDED IN THE PLAN SET.
2. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH ALL FEDERAL, STATE AND LOCAL CODES/ORDINANCES/LAWS/REQUIREMENTS.
3. THE PROPOSED IMPROVEMENTS SHALL BE CONSTRUCTED IN ACCORDANCE TO THE LATEST EDITIONS OF: WISCONSIN & SOUTHERN TRACK STANDARDS; AREMA STANDARDS; STANDARD SPECIFICATIONS FOR SEWER & WATER CONSTRUCTION IN WISCONSIN; THE WISCONSIN CONSTRUCTION SITE BEST MANAGEMENT PRACTICE HANDBOOK; THE LOCAL MUNICIPALITY'S TECHNICAL STANDARDS; (MUNCIPALITY STANDARDS); AND THE SITE GEOTECHNICAL REPORT (SITE GEOECHNICAL REPORT) THAT WAS PREPARED BY OTHERS, IF AVAILABLE.
4. ALL WORK SHALL BE CONSTRUCTED TO THE SATISFACTION OF REGULATORY AGENCIES, OWNER AND ARCHITECT.
5. THE CONTRACTOR SHALL INDEMNIFY THE OWNER, ARCHITECT, AND THEIR AGENTS FROM ALL LIABILITY INVOLVED WITH THE CONSTRUCTION, INSTALLATION AND TESTING OF THE CIVIL WORK INCLUDED ON THESE CIVIL PLANS.
6. ENGINEERING ASSUMES NO RESPONSIBILITY FOR DAMAGES, LIABILITY OR COSTS RESULTING FROM CHANGES OR ALTERATIONS MADE TO THESE PLANS WITHOUT THE EXPRESSED WRITTEN CONSENT OF ENGINEERING.
7. CONTRACTOR SHALL OBTAIN AND PAY FOR ALL NECESSARY WORK, PERMITS AND INSPECTIONS FOR THE CONSTRUCTION OF THESE CIVIL PLANS INCLUDING, BUT NOT LIMITED TO, TRAFFIC CONTROL, DEMOLITION, DISPOSAL, UTILITY REMOVAL/RELOCATION/CONSTRUCTION, GRADING/PAVING, ETC.
8. CIVIL PROJECT DRAWING VERIFICATION: CONTRACTOR SHALL REVIEW SITE PLANS PRIOR TO CONSTRUCTION. ANY DISCREPANCIES NOTED BETWEEN EXISTING SITE CONDITIONS AND PROJECT DRAWINGS, AND BETWEEN PROJECT DRAWINGS (FOR UTILITY CONFLICTS, DRAINAGE/GRADING CONFLICTS, ETC.) SHALL BE NOTED TO THE ARCHITECT IN WRITING PRIOR TO CONSTRUCTION COMMENCEMENT. CHANGES IN WORK SCOPE SHALL BE MADE ACCORDINGLY. IF CONTRACTOR (OR ITS' SUBCONTRACTORS) COMMENCES WORK (I.E., EQUIPMENT MOBILIZATION TO SITE), CONTRACTOR ACCEPTS RESPONSIBILITY/EXPENSES FOR ANY CHANGES TO BE PERFORMED AS A RESULT OF PROJECT DRAWING INCONSISTENCIES AT NO ADDITIONAL COST TO THE OWNER/ARCHITECT/ENGINEER.
9. UNDERGROUND UTILITIES ARE SHOWN FOR INFORMATIONAL PURPOSES ONLY, AND ARE NOT GUARANTEED TO BE ACCURATE OR ALL INCLUSIVE. THE CONTRACTOR IS RESPONSIBLE FOR MAKING HIS/HER OWN DETERMINATION AS TO THE TYPE AND LOCATION OF UNDERGROUND UTILITIES AS MAY BE NECESSARY TO AVOID DAMAGE THERETO. CONTRACTOR SHALL CALL DIGGER'S HOTLINE A MINIMUM OF THREE DAYS PRIOR TO THE START OF ANY CONSTRUCTION ACTIVITIES. IN ADDITION, CONTRACTOR SHALL NOTIFY UTILITY COMPANIES FOR ONSITE LOCATIONS OF EXISTING UTILITY PRIOR TO CONSTRUCTION COMMENCEMENT.
10. ALL EXISTING UTILITIES SHOWN ARE NOT TO BE INTERPRETED AS THE EXACT LOCATION OR AS THE ONLY OBSTACLES THAT MAY OCCUR ON THE SITE. CONTRACTOR SHALL VERIFY EXISTING CONDITIONS AND PROCEED WITH CAUTION AROUND ALL FEATURES. GIVE NOTICE TO UTILITY COMPANIES REGARDING DESTRUCTION AND REMOVAL OF THEIR SERVICE LINES AND CAP ALL LINES BEFORE PROCEEDING WITH WORK. DAMAGE TO UTILITIES THAT ARE TO REMAIN SHALL BE REPAIRED AT CONTRACTOR'S COST AT NO ADDITIONAL COST TO THE OWNER/ARCHITECT/ENGINEER.
11. PRIOR TO ANY CONSTRUCTION ACTIVITIES, CONTRACTOR SHALL REFER TO, AND ADHERE TO THE RECOMMENDATIONS OF THE SITE GEOTECHNICAL REPORT AND ANY RELEVANT ENVIRONMENTAL ASSESSMENT REPORTS. IF PREVIOUSLY UNIDENTIFIED HAZARDOUS, CONTAMINATED MATERIALS, ENVIRONMENAL-RELATED CONDITIONS, OR UNEXPECTED SUBGRADE CONDITIONS ARE DISCOVERED, STOP WORK IMMEDIATELY AND NOTIFY THE OWNER/ARCHITECT FOR ACTION TO BE TAKEN. DO NOT RESUME WORK UNTIL SPECIFICALLY AUTHORIZED BY THE OWNER/ARCHITECT.
12. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING SOIL CONDITIONS PRIOR TO COMMENCEMENT OF CONSTRUCTION. CHECK WITH ARCHITECT AND OWNER IF A SITE GEOTECHNICAL REPORT IS AVAILABLE. IF AVAILABLE, CONTRACTOR SHALL PERFORM ALL EXCAVATIONS, DEWATERING, BACKFILLING (MATERIALS AND PLACEMENT/COMPACTION), SUBGRADE CONSTRUCTION, ETC. IN ACCORDANCE WITH THE SITE GEOTECHNICAL REPORT.
13. CONTRACTOR IS RESPONSIBLE FOR SITE SECURITY AND SAFETY. OWNER, ARCHITECT AND ENGINEER ASSUMES NO RESPONSIBILITY FOR EITHER SITE SECURITY OR SAFETY.
14. THE MUNICIPALITY, OWNER, AND ARCHITECT SHALL HAVE THE RIGHT TO INSPECT, APPROVE, AND REJECT THE CONSTRUCTION OF THE IMPROVEMENTS DETAILED IN THESE CIVIL PLANS. CONTRACTOR TO PAY/COORDINATE ALL INSPECTIONS. REJECTED CONSTRUCTION SHALL BE RECONSTRUCTED AT CONTRACTOR'S EXPENSE AT NO ADDITIONAL COST TO THE OWNER/ARCHITECT/ENGINEER.
15. ANY ADJACENT PROPERTIES, UTILITIES, OR ROAD RIGHT-OF-WAYS WHICH ARE DAMAGED DURING CONSTRUCTION MUST BE RESTORED BY THE CONTRACTOR AT THE CONTRACTOR'S EXPENSES TO THE SATISFACTION TO THE MUNICIPALITY/OWNER/ARCHITECT AT NO ADDITIONAL COST TO THE OWNER/ARCHITECT/ENGINEER.
16. EXISTING ITEMS TO REMAIN SHALL BE CAREFULLY PROTECTED DURING CONSTRUCTION. ANY DAMAGE TO THESE ITEMS WILL BE REPAIRED OR REPLACED AT CONTRACTOR'S EXPENSE AT NO ADDITIONAL COST TO THE OWNER/ARCHITECT/ENGINEER.
17. ALL WORK IN THE RIGHT-OF-WAY SHALL BE PERFORMED IN ACCORDANCE WITH THE MUNICIPALITY'S TECHNICAL STANDARDS, COUNTY STANDARDS OR STATE STANDARDS, WHICHEVER IS MORE RESTRICTIVE.
18. FIELD TILE CONNECTION - TILE LINES CROSSED BY A TRENCH/EXCAVATION SHALL BE REROUTED AND REPLACED WITH THE SAME MATERIAL AS THE STORM SEWER TO MAINTAIN FIELD TILE DRAINAGE.

EXISTING LEGEND



REVISION	DESCRIPTION	DATE	BY	APPROVED BY JPF	LEGEND:
				PROJECT NO. 2108002	
CADFILE 21-11 USOil 03				DATE 11/18/2021	

EXISTING CONDITIONS NOTES & LEGEND
PROPOSED INDUSTRY TRACK EXPANSION
US OIL
McFARLAND, WISCONSIN

WISCONSIN & SOUTHERN RAILROAD
MADISON SUBDIVISION
MILE POST 133.61
McFARLAND, DANE Co., WISCONSIN

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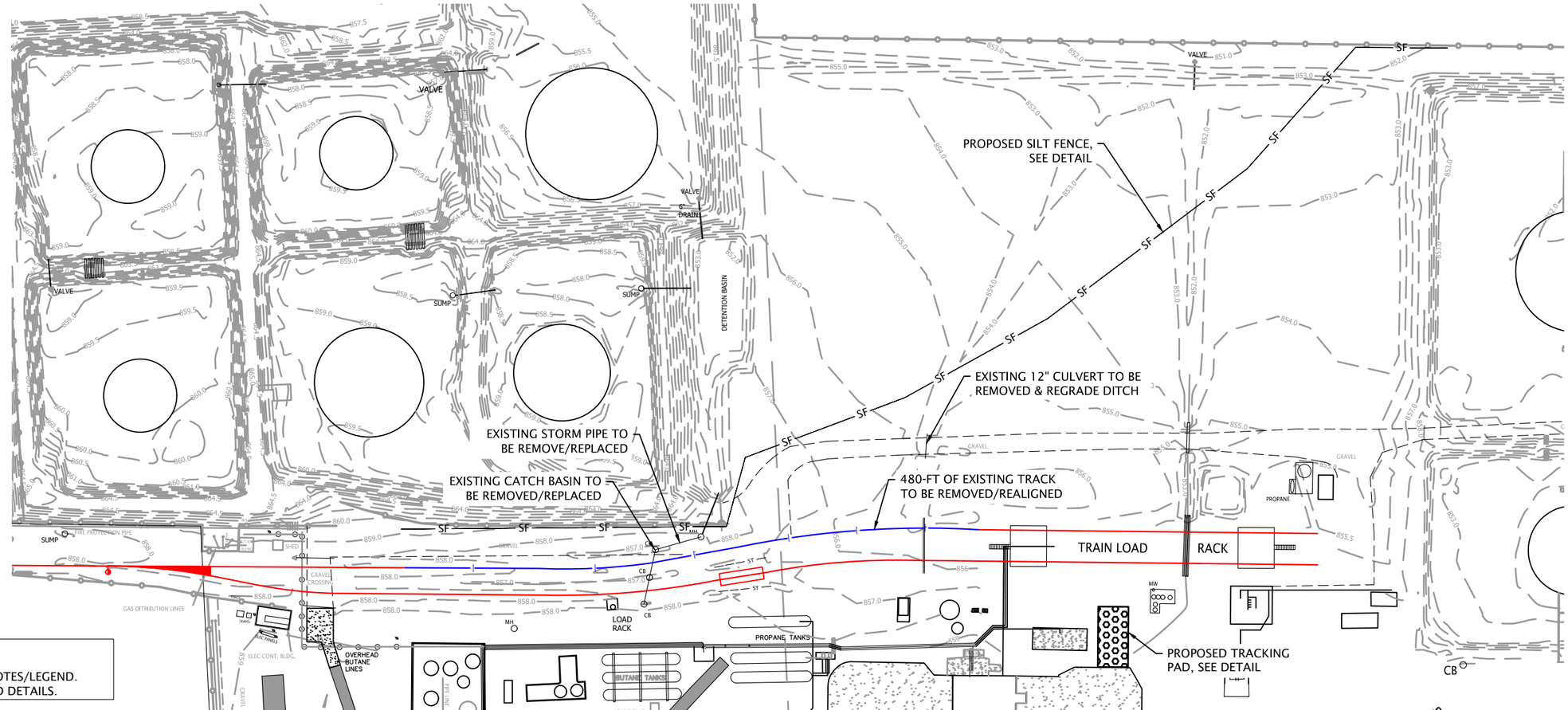
SHEET NUMBER
3

PROPOSED CONDITIONS LEGEND

RAILROAD TRACK TO BE REMOVED/REALIGNED

SF SILT FENCE

TRACKING PAD



GENERAL NOTES

1. SEE SHEET X FOR GENERAL NOTES, EXISTING CONDITIONS NOTES/LEGEND.
2. SEE SHEET Y FOR SITE PREP & EROSION CONTROL NOTES AND DETAILS.

GENERAL EROSION CONTROL AND CLEAN UP REQUIREMENTS:

1. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH ALL STATE AND LOCAL CODES AND ORDINANCES.
2. EROSION CONTROLS
   A. ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE CONSTRUCTED AND MAINTAINED IN ACCORDANCE WITH THE WDNR TECHNICAL GUIDANCE PRIOR TO OTHER CONSTRUCTION ACTIVITIES.
   B. INSTALL EROSION MAT ON ALL FINISHED GRADE SLOPES EQUAL TO OR GREATER THAN 4:1.
   C. INSPECT AND MAINTAIN ALL EROSION CONTROLS DAILY.
   D. MAINTENANCE OF ALL SEDIMENT CONTROL STRUCTURES SHALL BE PROVIDED WITH THE MEASURES IN WORKING CONDITION AT THE END OF EACH WORKING DAY.
   E. AFTER ANY SIGNIFICANT RAINFALL, SEDIMENT CONTROL STRUCTURES SHALL BE INSPECTED FOR INTEGRITY. ANY DAMAGED STRUCTURES SHALL BE CORRECTED FOR INTEGRITY.
   F. OVERLAND FLOW SHALL BE PREVENTED FROM LEAVING THE WORK SITE BY INSTALLING STRAW BALES OR FABRIC FILTER FENCING PARALLEL TO THE CONTOURS LOCATED DOWNHILL FROM THE WORK AREA.
   G. NATURAL PLANT COVERING SHALL BE PRESERVED AND PROTECTED.
   H. THE SMALLEST PRACTICAL AREA OF LAND SHALL BE EXPOSED DURING DEVELOPMENT AND KEPT TO AS SHORT A DURATION OF TIME AS IS PRACTICAL.
   I. ALL DISTURBED GROUND LEFT INACTIVE FOR TWO WEEKS DURING THE EXCAVATION OR CONSTRUCTION PROCESS SHALL BE STABILIZED BY MULCHING OR COVERING.
   J. ALL SOIL OR DIRT STORAGE PILES CONTAINING MORE THAN 10 CUBIC YARDS OF MATERIAL SHALL BE PROTECTED FROM THE FORCES OF EROSION.
   K. TEMPORARY SEDIMENT BASINS SHALL BE CONSTRUCTED AND MAINTAINED ON ALL DRAINAGE WAYS TO TRAP AND REMOVE AND PREVENT SEDIMENT AND DEBRIS FROM OCCURRING.
   L. WATER PUMPED FROM THE SITE SHALL BE TREATED BY TEMPORARY SEDIMENT BASINS, GRIT CHAMBERS OR OTHER APPROPRIATE MEASURES.
   M. ALL WASTE AND UNUSED CONSTRUCTION MATERIALS SHALL BE PROPERLY DISPOSED OF IN ACCORDANCE WITH ALL LOCAL, STATE AND FEDERAL REGULATIONS.
   N. PROVIDE ACCESS DRIVES AND PARKING AREAS OF SUFFICIENT WIDTH AND LENGTH TO PREVENT SEDIMENT FROM BEING TRACKED ONTO PUBLIC ROADWAYS. ANY SEDIMENT REACHING A PUBLIC ROADWAY SHALL BE REMOVED (NOT FLUSHING) BEFORE THE END OF EACH WORK DAY.
   O. ALL STORM DRAIN INLETS (BOTH WITHIN THE ADJACENT RIGHT-OF-WAY AND NEW INLETS BEING CONSTRUCTED) SHALL BE PROTECTED USING THE INLET PROTECTION DETAIL
3. ALL DISTURBED AREAS OUTSIDE STREET RIGHT-OF-WAYS MUST BE STABILIZED WITHIN 30 DAYS OF INITIAL GROUNDBREAKING OR WITHIN 7 DAYS OF ACHIEVING FINAL GRADE, WHICHEVER OCCURS FIRST.
4. CONTRACTOR SHALL MAINTAIN SITE DRAINAGE THROUGHOUT CONSTRUCTION. THIS MAY INCLUDE THE EXCAVATION OF TEMPORARY DITCHES OR PUMPING TO ALLEVIATE WATER PONDING.
5. CONTRACTOR SHALL NOT ALLOW MUD AND DEBRIS TO BE DEPOSITED ONTO ADJACENT ROADWAYS OR PROPERTIES. CLEANUP SHALL BE PERFORMED AT A MINIMUM OF DAILY OR AS NEEDED.

SCALE IN FEET

0 100'

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REVISION	DESCRIPTION	DATE	BY

CADFILE 21-11 USOil 03

APPROVED BY JPF

PROJECT NO. 2108002

DATE 11/18/2021

LEGEND:

SITE PREP & EROSION CONTROL MAP
PROPOSED INDUSTRY TRACK EXPANSION
US OIL
McFARLAND, WISCONSIN

WISCONSIN & SOUTHERN RAILROAD
MADISON SUBDIVISION
MILE POST 133.61
McFARLAND, DANE Co., WISCONSIN

WISCONSIN & SOUTHERN RAILROAD CO.

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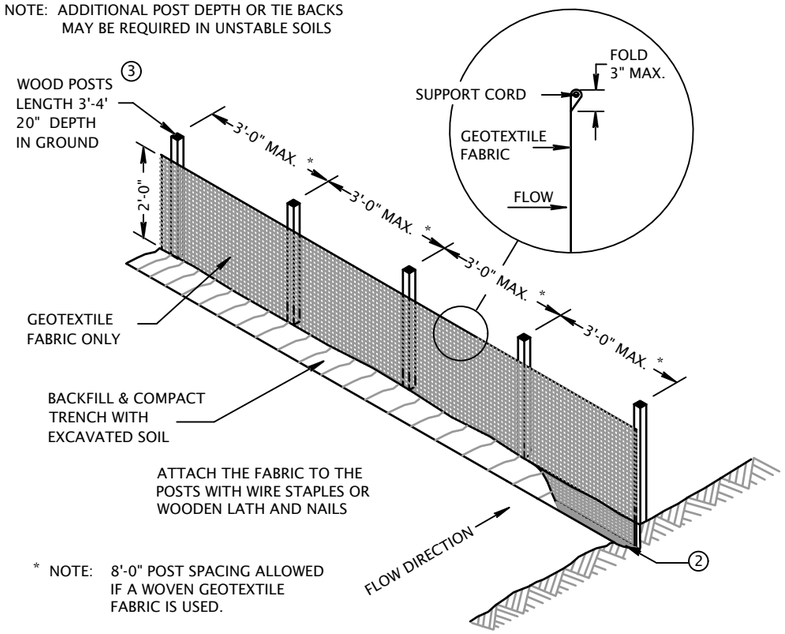
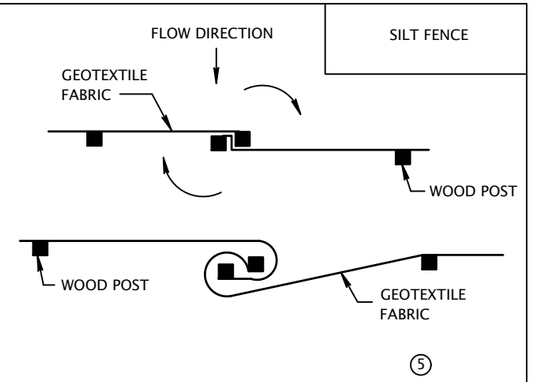
SHEET NUMBER 4

NOTE: ADDITIONAL POST DEPTH OR TIE BACKS MAY BE REQUIRED IN UNSTABLE SOILS



* NOTE: 8'-0" POST SPACING ALLOWED IF A WOVEN GEOTEXTILE FABRIC IS USED.

SILT FENCE



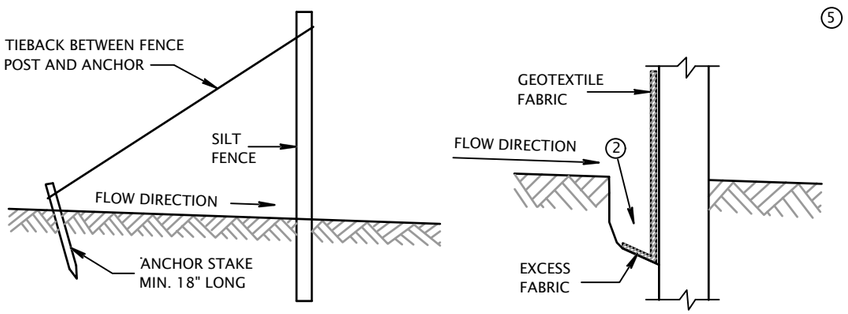
① HORIZONTAL BRACE REQUIRED WITH 2" X 4" WOODEN FRAME OR EQUIVALENT AT TOP OF POSTS.

② TRENCH SHALL BE A MINIMUM OF 4" WIDE & 6" DEEP TO BURY AND ANCHOR THE GEOTEXTILE FABRIC. FOLD MATERIAL TO FIT TRENCH AND BACKFILL & COMPACT TRENCH WITH EXCAVATED SOIL.

③ WOOD POSTS SHALL BE A MINIMUM SIZE OF 1„" X 1„" OF OAK OR HICKORY.

④ SILT FENCE TO EXTEND ACROSS THE TOP OF THE PIPE.

⑤ CONSTRUCT SILT FENCE FROM A CONTINUOUS ROLL IF POSSIBLE BY CUTTING LENGTHS TO AVOID JOINTS. IF A JOINT IS NECESSARY USE ONE OF THE FOLLOWING TWO METHODS; A) OVERLAP THE END POSTS AND TWIST, OR ROTATE, AT LEAST 180 DEGREES, B) HOOK THE END OF EACH SILT FENCE LENGTH.

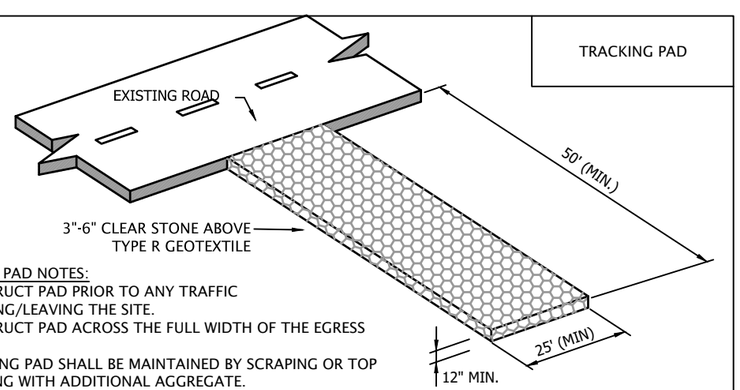


(WHEN ADDITIONAL SUPPORT REQUIRED)

DEMOLITION NOTES:

1. DEMOLITION AND DISPOSAL WORK SHALL BE PERFORMED IN ACCORDANCE WITH APPLICABLE REQUIREMENTS OF AUTHORITIES HAVING JURISDICTION OVER THIS WORK INCLUDING FEDERAL, STATE, COUNTY, AND THE LOCAL MUNICIPALITY.
2. ALL STRUCTURES, PAVEMENT AND UTILITIES SHALL BE COMPLETELY DEMOLISHED/REMOVED AS NOTED. ALL MATERIALS SHALL BECOME THE PROPERTY OF THE CONTRACTOR. DISPOSAL OF ALL ITEMS SHALL BE PROPERLY DISPOSED IN ACCORDANCE WITH ALL FEDERAL, STATE, COUNTY AND LOCAL MUNICIPALITY REGULATIONS.
3. THE OWNER, ARCHITECT, AND ENGINEER ASSUMES NO RESPONSIBILITY AND MAKES NO REPRESENTATION AS TO THE CONDITION OF THE STRUCTURES/MATERIALS TO BE REMOVED OR THE SPECIFIC MATERIALS THAT COMPRISE THEIR MAKEUP AND CONTENTS. IF HAZARDOUS MATERIALS ARE ENCOUNTERED DURING DEMOLITION OPERATIONS, DEMOLITION SHALL CEASE AND THE OWNER AND ARCHITECT SHALL BE NOTIFIED. THE MATERIAL SHALL BE REMOVED, CONTAINERIZED, TRANSPORTED AND DISPOSED IN ACCORDANCE WITH APPLICABLE FEDERAL, STATE, COUNTY AND CITY LAWS AND REGULATIONS. DO NOT RESUME UNTIL SPECIFICALLY AUTHORIZED BY THE OWNER/ARCHITECT.
4. CONTRACTOR IS RESPONSIBLE FOR REMOVING ALL DEBRIS FROM THE SITE AND DISPOSING OF THE DEBRIS IN ACCORDANCE WITH ALL FEDERAL, STATE, AND LOCAL REQUIREMENTS/LAWS.
5. NO BURNING OF MATERIALS FROM THE SITE IS PERMITTED. THE USE OF EXPLOSIVES ON THIS PROJECT IS NOT PERMITTED.
6. CONTRACTOR SHALL STRIP TOPSOIL FROM ALL AREAS THAT ARE TO BE GRADED OR BUILT UPON. TOPSOIL SHALL BE STOCKPILED IN A LOCATION PRE-APPROVED BY ARCHITECT/OWNER. STOCKPILE SHALL HAVE SILT FENCE INSTALLED AROUND THE PERIMETER.
7. ALL UTILITY REMOVALS INCLUDE REMOVAL OF THE UTILITY STRUCTURES AND LINES UNLESS SPECIFICALLY APPROVED BY THE ARCHITECT PRIOR TO UTILITY REMOVAL. UTILITIES SHALL BE REMOVED TO PROPERTY LINE AND CAPPED IN ACCORDANCE WITH SPECIFIC UTILITY REQUIREMENTS TO THE SATISFACTION OF OWNER AND UTILITY. ALL PAVEMENT/FOOTINGS/SIDEWALKS/RAMPS/STAIRS/POSTS/ETC. REMOVALS INCLUDE THE STRUCTURE AS WELL AS APPURTENANCES. RESULTANT HOLES AND EXCAVATIONS SHALL BE BACKFILLED PER SITE GEOTECHNICAL REPORT.
8. THE PROPER UTILITY COMPANIES SHALL BE NOTIFIED PRIOR TO WORK COMMENCEMENT AS REQUIRED BY THE SPECIFIC UTILITIES. ALL WORK SHALL BE COORDINATED WITH THE UTILITY COMPANY HAVING THE JURISDICTION OVER THE SPECIFIC UTILITY PRIOR TO ANY DISCONNECTION, ABANDONMENT AND/OR REMOVAL/CAPPING OF THE UTILITY. ADEQUATE TIME SHALL BE PROVIDED IN CONTRACTOR'S SCHEDULE FOR REMOVAL, RELOCATION OR INSTALLATION TO PROVIDE SMOOTH TRANSITION IN UTILITY SERVICE. CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS AND PAY FOR ALL UTILITY SERVICES/FEES/INSPECTIONS,ETC.
9. CONTRACTOR SHALL MAINTAIN ALL UTILITY SERVICES TO ADJACENT PROPERTIES. UTILITY SERVICES SHALL NOT BE INTERRUPTED WITHOUT PRE-APPROVAL FROM THE ADJACENT LAND OWNERS AND SPECIFIC UTILITY(IES).
10. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL RELOCATIONS AND PROTECTIONS FOR ALL UTILITIES, STORM DRAINAGE, SIGNS, UTILITY POLES, ETC. AS REQUIRED TO COMPLETE THE PROPOSED CONSTRUCTION IN PLACE, WHETHER SPECIFICALLY CALLED OUT ON THE PLANS OR NOT. ALL WORK SHALL BE IN ACCORDANCE WITH GOVERNING AUTHORITIES' SPECIFICATIONS.
11. NO UTILITIES SHALL REMAIN BELOW STORMWATER FEATURES AND BUILDINGS UNLESS SPECIFICALLY CALLED OUT TO REMAIN. UTILITIES SHALL EITHER BE REMOVED, REPLACED, OR RELOCATED AS DIRECTED BY ARCHITECT AND OWNER.
12. GRAVEL AREAS (IF APPLICABLE) - ONLY REMOVE GRAVEL DOWN TO FINAL GRADE (FOR PROPOSED GRAVEL AREAS) OR TOP OF SUBGRADE GRADES (FOR AREAS TO RECEIVE PAVEMENT).
13. TREE/BRUSH REMOVAL INCLUDES ROOT BALL.
14. FIELD TILE CONNECTION - TILE LINES CROSSED BY A TRENCH/EXCAVATION SHALL BE REROUTED AND REPLACED WITH THE SAME MATERIAL AS THE STORM SEWER TO MAINTAIN FIELD TILE DRAINAGE.

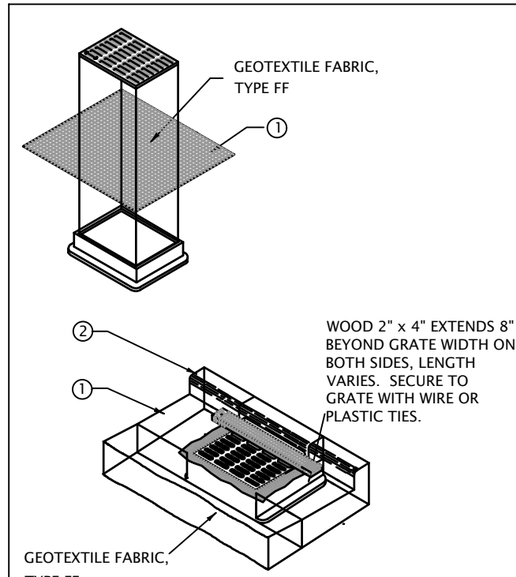
TRACKING PAD



TRACKING PAD NOTES:

1. CONSTRUCT PAD PRIOR TO ANY TRAFFIC ENTERING/LEAVING THE SITE.
2. CONSTRUCT PAD ACROSS THE FULL WIDTH OF THE EGRESS POINT.
3. TRACKING PAD SHALL BE MAINTAINED BY SCRAPING OR TOP DRESSING WITH ADDITIONAL AGGREGATE.

INLET PROTECTION



MANUFACTURED ALTERNATIVES APPROVED AND LISTED ON THE DEPARTMENT'S EROSION CONTROL PRODUCT ACCEPTABILITY LIST MAY BE SUBSTITUTED.

WHEN REMOVING OR MAINTAINING INLET PROTECTION, CARE SHALL BE TAKEN SO THAT THE SEDIMENT TRAPPED ON THE GEOTEXTILE FABRIC DOES NOT FALL INTO THE INLET. ANY MATERIAL FALLING INTO THE INLET SHALL BE REMOVED IMMEDIATELY.

① FINISHED SIZE, INCLUDING FLAP POCKETS WHERE REQUIRED, SHALL EXTEND A MINIMUM OF 10" AROUND THE PERIMETER TO FACILITATE MAINTENANCE OR REMOVAL.

② FOR INLET PROTECTION, TYPE C (WITH CURB BOX), AN ADDITIONAL 18" OF FABRIC IS WRAPPED AROUND THE WOOD AND SECURED WITH STAPLES. THE WOOD SHALL NOT BLOCK THE ENTIRE HEIGHT OF THE CURB BOX OPENING.

③ FLAP POCKETS SHALL BE LARGE ENOUGH TO ACCEPT WOOD 2X4.

REVISION	DESCRIPTION	DATE	BY	APPROVED BY JPF	LEGEND:
				PROJECT NO. 2108002	
CADFILE 21-11 USOil 03				DATE 11/18/2021	

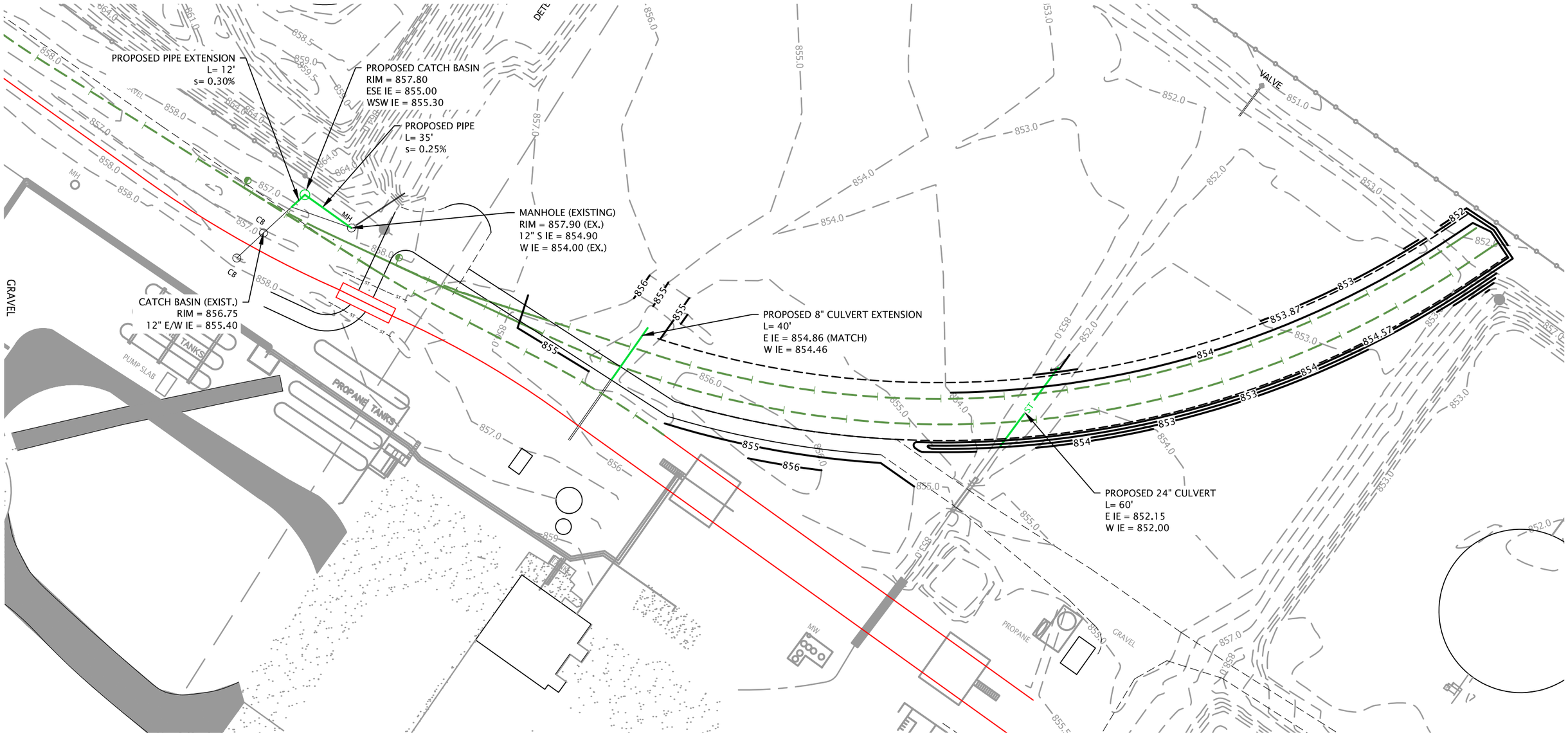
SITE PREP & EROSION CONTROL NOTES & DETAILS
PROPOSED INDUSTRY TRACK EXPANSION
US OIL
McFARLAND, WISCONSIN

WISCONSIN & SOUTHERN RAILROAD
MADISON SUBDIVISION
MILE POST 133.61
McFARLAND, DANE Co., WISCONSIN

WISCONSIN & SOUTHERN RAILROAD CO.

VOLKMANN RAILROAD BUILDERS
262-252-3377
fax 262-252-3393
14625 W. Kaul Ave. • Menomonee Falls, WI 53051

SHEET NUMBER 5



GENERAL NOTES

1. SEE SHEET X FOR GENERAL NOTES, EXISTING CONDITIONS NOTES/LEGEND.

GENERAL GRADING/PAVING NOTES

1. CONTRACTOR SHALL VERIFY ALL GRADES, MAKE SURE ALL AREAS DRAIN PROPERLY AND SHALL REPORT ANY DISCREPANCIES TO THE ENGINEER PRIOR TO CONSTRUCTION. DISCREPANCIES OR OTHER MODIFICATIONS REPORTED/MADE AFTER CONSTRUCTION COMMENCEMENT SHALL BE AT CONTRACTOR'S COST.
2. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LOCAL/STATE/FEDERAL REQUIREMENTS.
3. SUBGRADE TO BE CONSTRUCTED/PREPARED AS SPECIFIED BY SITE GEOTECHNICAL REPORT, IF AVAILABLE. IF NO GEOTECHNICAL REPORT IS AVAILABLE, PREPARE AND PROOF SUBGRADE IN ACCORDANCE WITH WISDOT STANDARDS. SOFT AREAS SHALL BE REPAIRED BY OVEREXCAVING TWO FEET, PLACING GEOTEXTILE (TYPE SR) DOWN UNDER CRUSHED STONE.

PROPOSED CONDITIONS LEGEND

- 1215 — GROUND CONTOUR
- DRIVE LANE
- ST — ST — STORM LINE
- RAILROAD TRACK C/L

SCALE IN FEET

0 60'

DIGGERS HOTLINE

Toll Free (800) 242–8511
Milwaukee Area (414) 259-1181
Hearing Impaired TDD (800) 542-2289
www.DiggersHotline.com

"The information shown on this drawing concerning type and location of underground utilities is not guaranteed to be accurate or all inclusive. The contractor is responsible for making his own determinations as to the type and location of underground utilities as may be necessary to avoid damage thereto."

REVISION	DESCRIPTION	DATE	BY

CADFILE 21–11 USOil 03

APPROVED BY JPF
PROJECT NO. 2108002
DATE 11/18/2021

LEGEND:

GRADING & DRAINAGE PLAN
PROPOSED INDUSTRY TRACK EXPANSION
US OIL
McFARLAND, WISCONSIN

WISCONSIN & SOUTHERN RAILROAD
MADISON SUBDIVISION
MILE POST 133.61
McFARLAND, DANE Co., WISCONSIN

WISCONSIN & SOUTHERN RAILROAD CO.

VOLKMANN RAILROAD BUILDERS
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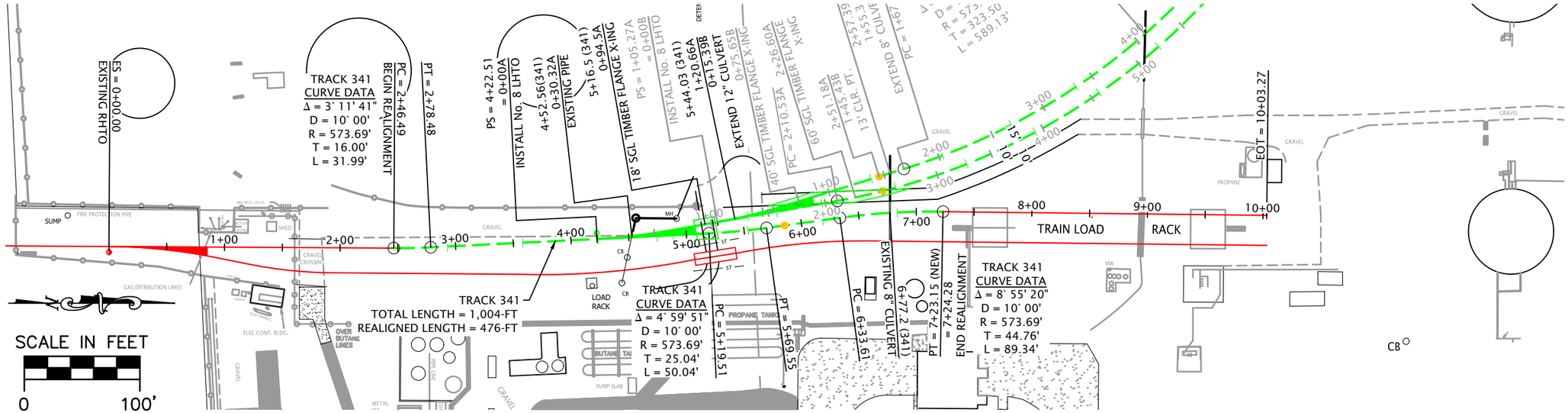
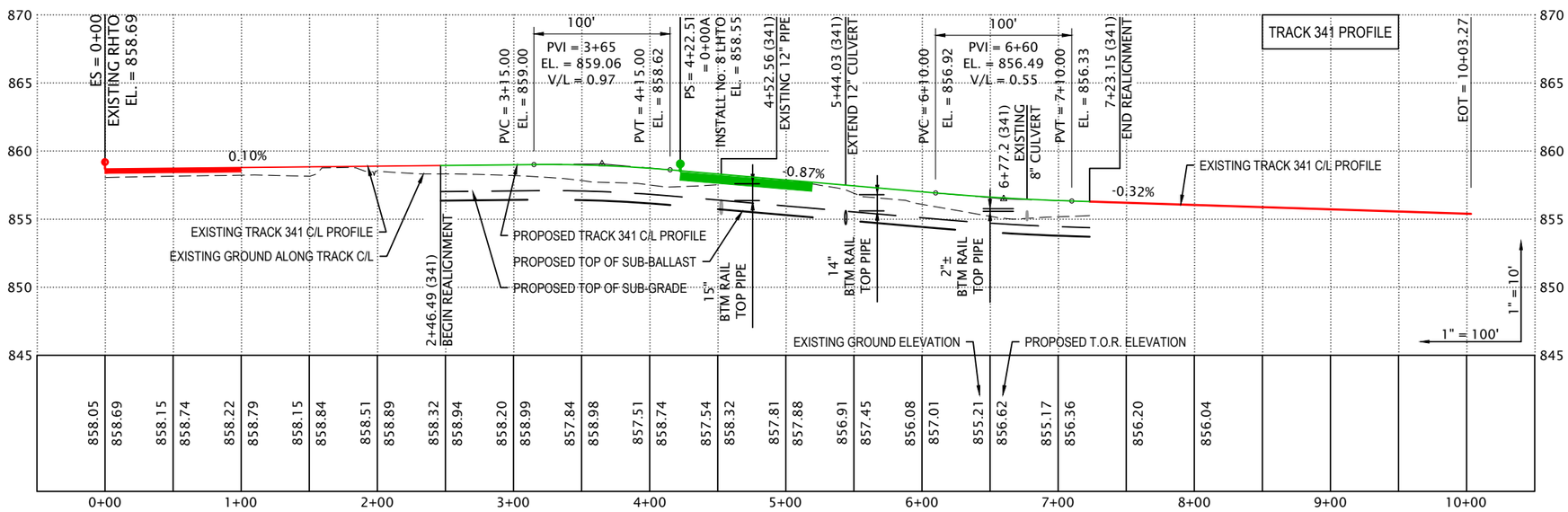
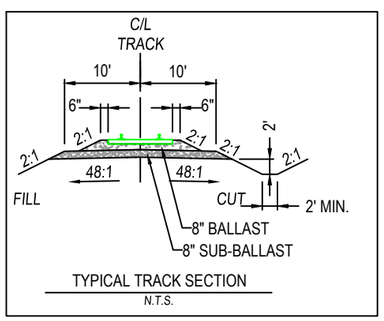
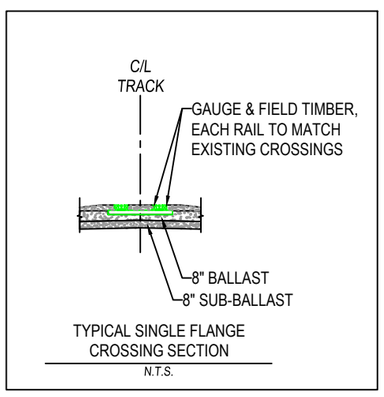
SHEET NUMBER 6







TYPICAL TRACK SECTION
N.T.S.



TYPICAL SINGLE FLANGE
CROSSING SECTION
N.T.S.

REVISION	DESCRIPTION	DATE	BY

CADFILE 21-11 USOil 03

APPROVED BY JPF
PROJECT NO. 2108002
DATE 11/18/2021

LEGEND:

TRACK 341 PLAN & PROFILE
PROPOSED INDUSTRY TRACK EXPANSION
US OIL
McFARLAND, WISCONSIN

WISCONSIN & SOUTHERN RAILROAD
MADISON SUBDIVISION
MILE POST 133.61
McFARLAND, DANE Co., WISCONSIN

WISCONSIN & SOUTHERN RAILROAD CO.

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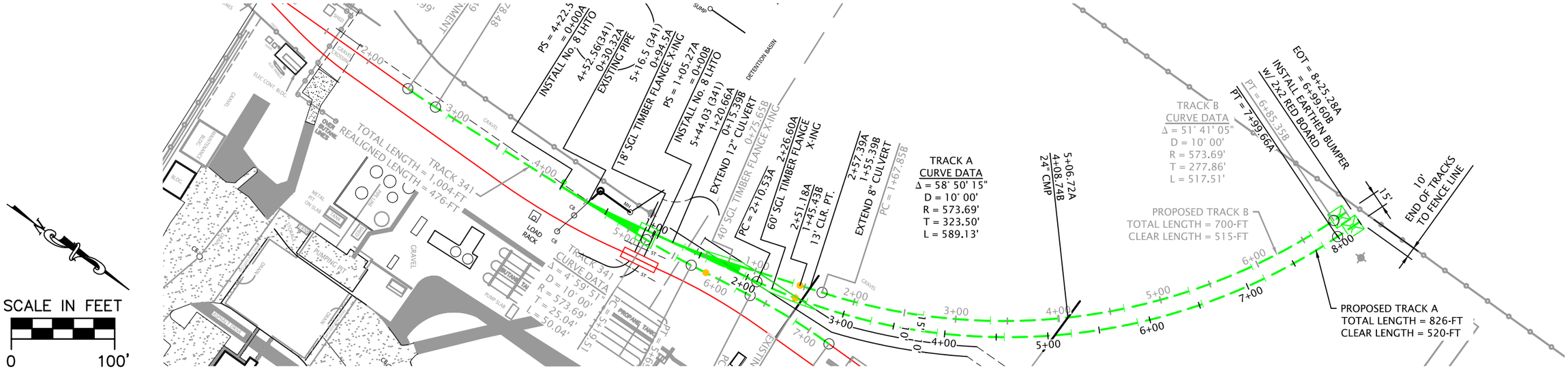
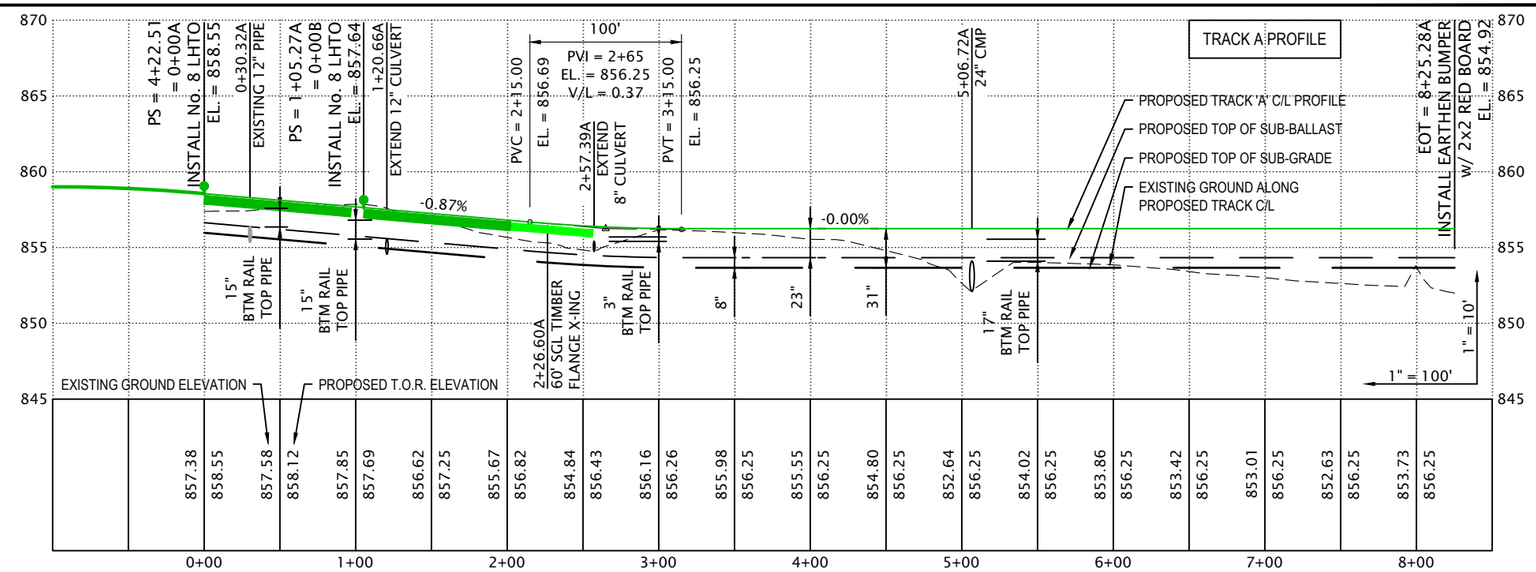
SHEET NUMBER
7





REVISION	DESCRIPTION	DATE	BY

CADFILE 21-11 USOil 03

APPROVED BY JPF

PROJECT NO. 2108002

DATE 11/18/2021

LEGEND:
- EXISTING INDUSTRY TRACK
- PROPOSED INDUSTRY TRACK OPTION 2

PROPOSED TRACK A PLAN & PROFILE
PROPOSED INDUSTRY TRACK EXPANSION
US OIL
McFARLAND, WISCONSIN

WISCONSIN & SOUTHERN RAILROAD
MADISON SUBDIVISION
MILE POST 133.61
McFARLAND, DANE Co., WISCONSIN

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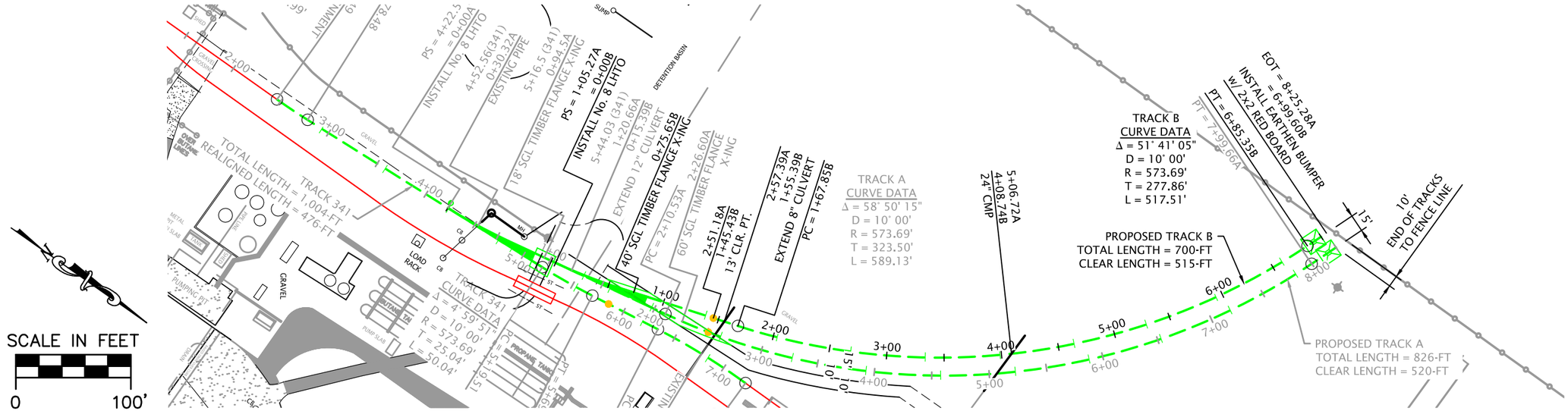
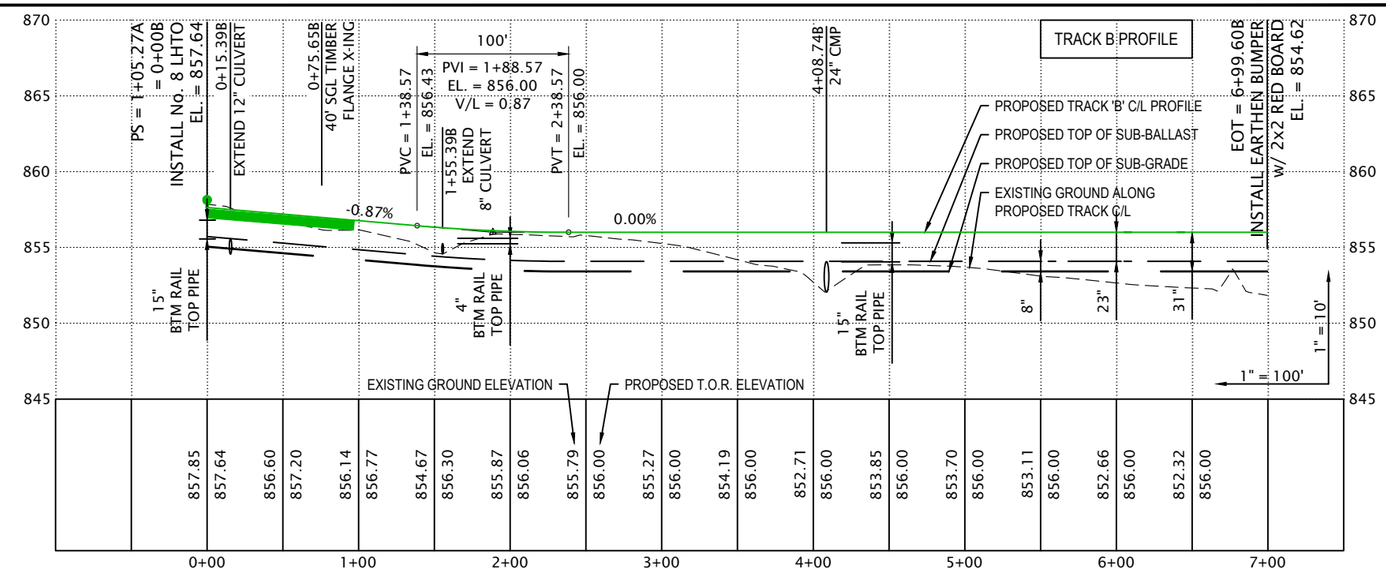
SHEET NUMBER 8





REVISION	DESCRIPTION	DATE	BY

CADFILE 21-11 USOil 03

APPROVED BY JPF

PROJECT NO. 2108002

DATE 11/18/2021

LEGEND:

PROPOSED TRACK B PLAN & PROFILE
PROPOSED INDUSTRY TRACK EXPANSION
US OIL
McFARLAND, WISCONSIN

WISCONSIN & SOUTHERN RAILROAD
MADISON SUBDIVISION
MILE POST 133.61
McFARLAND, DANE Co., WISCONSIN

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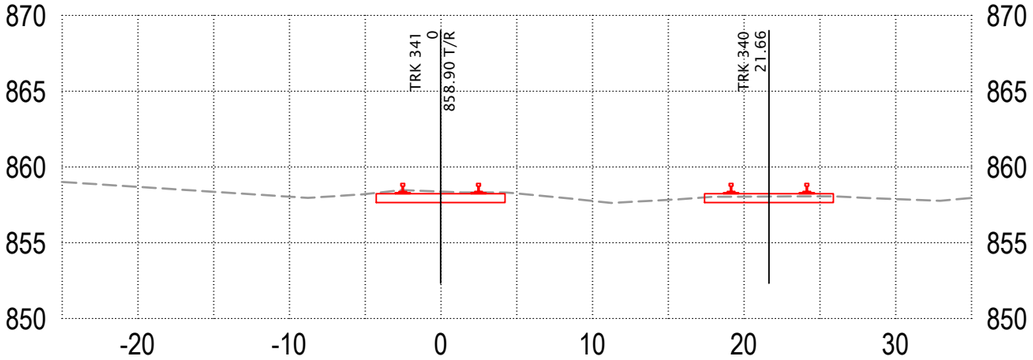
SHEET NUMBER 9



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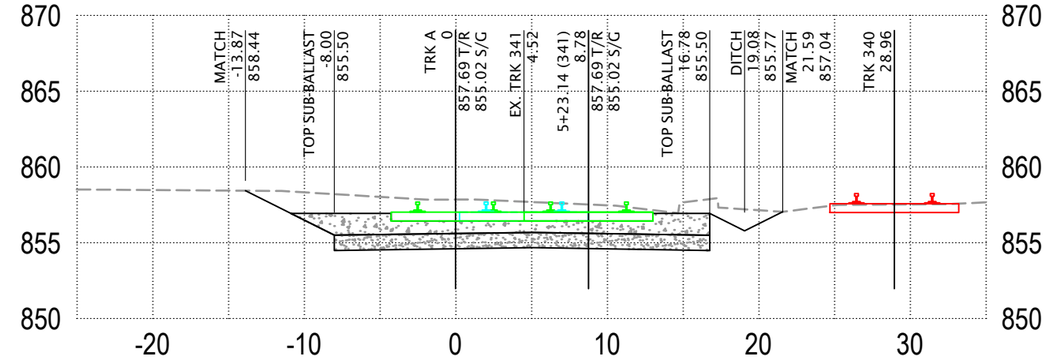

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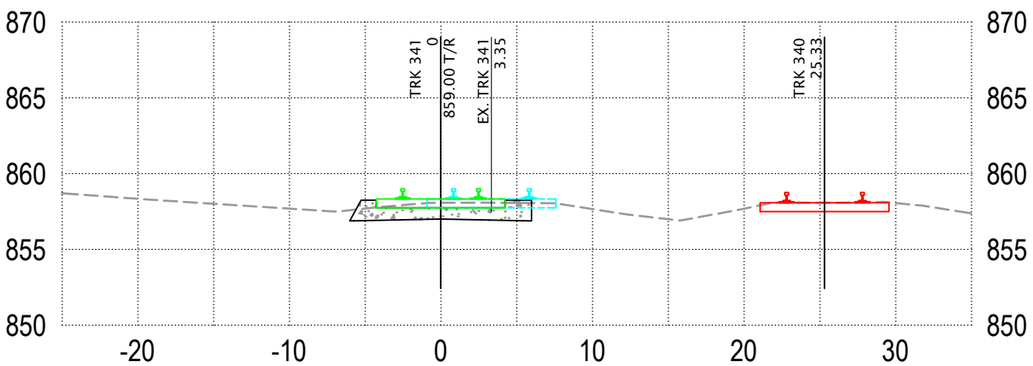

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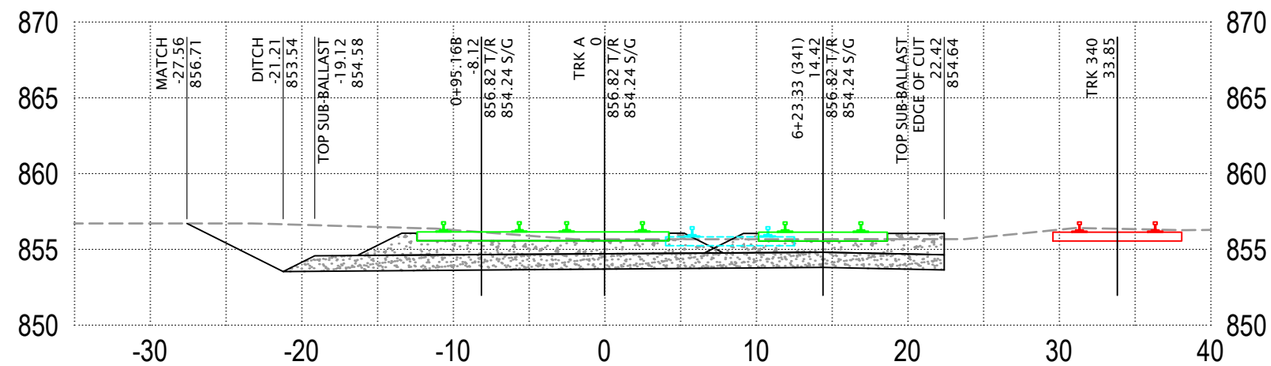

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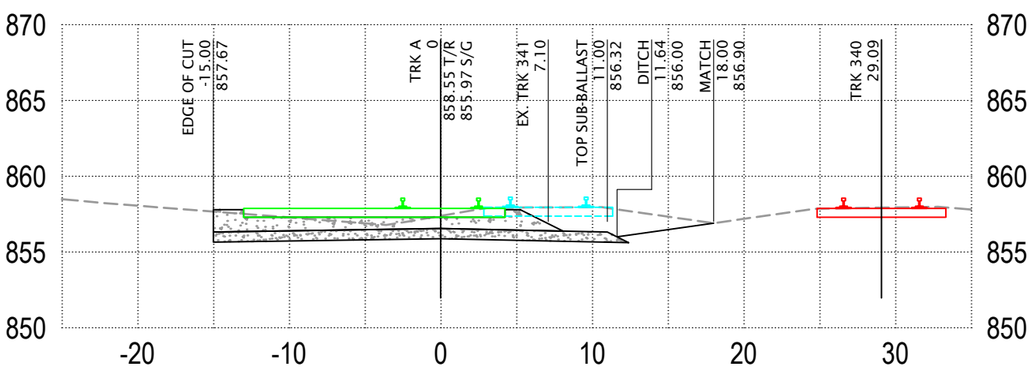

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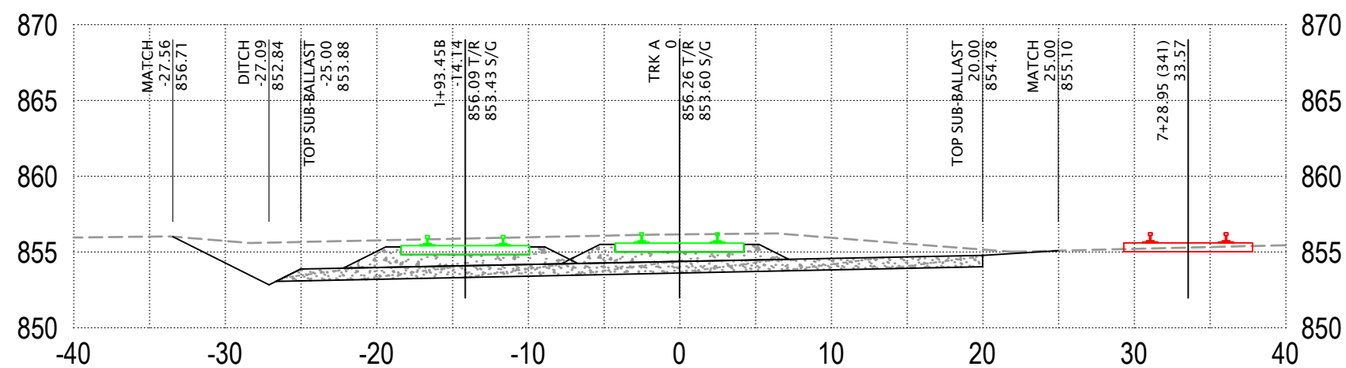

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REVISION	DESCRIPTION	DATE	BY	APPROVED BY JPF	LEGEND:
				PROJECT NO. 2108002	
CADFILE 21-11 USOil 03				DATE 11/18/2021	

PROPOSED EARTHWORK CROSS-SECTIONS
PROPOSED INDUSTRY TRACK EXPANSION
US OIL
McFARLAND, WISCONSIN

WISCONSIN & SOUTHERN RAILROAD
MADISON SUBDIVISION
MILE POST 133.61
McFARLAND, DANE Co., WISCONSIN

WISCONSIN & SOUTHERN RAILROAD CO.

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fax 262-252-3393
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SHEET NUMBER
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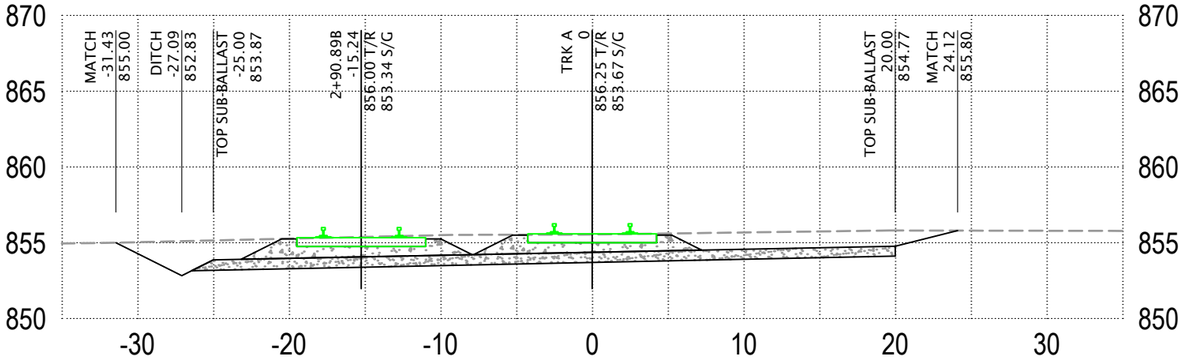

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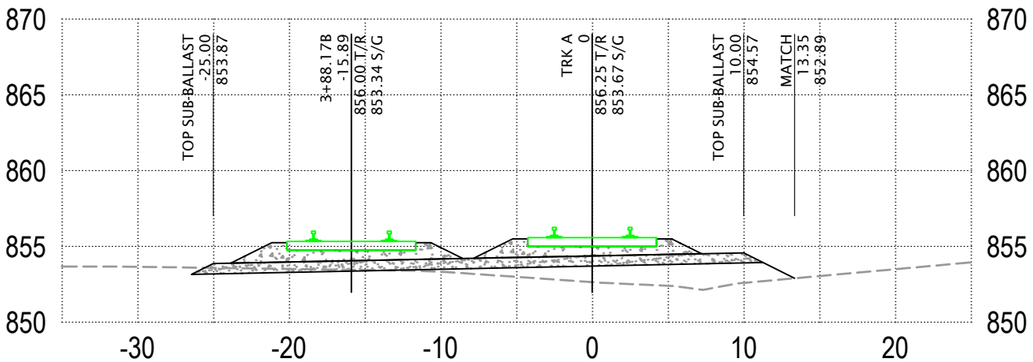

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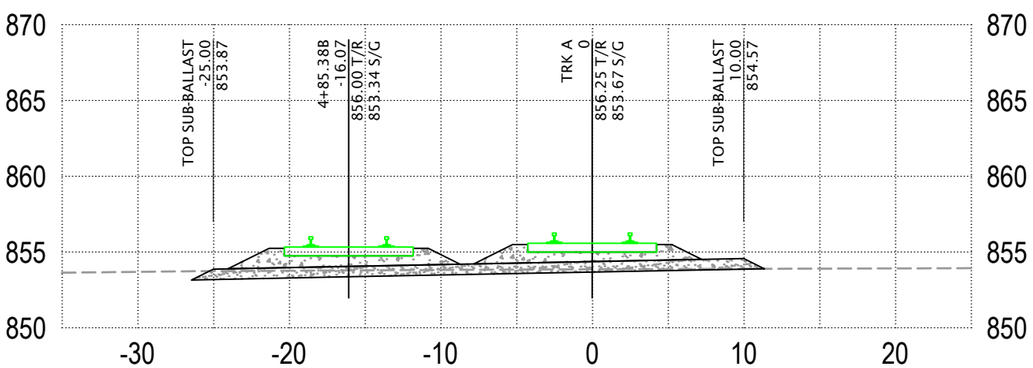

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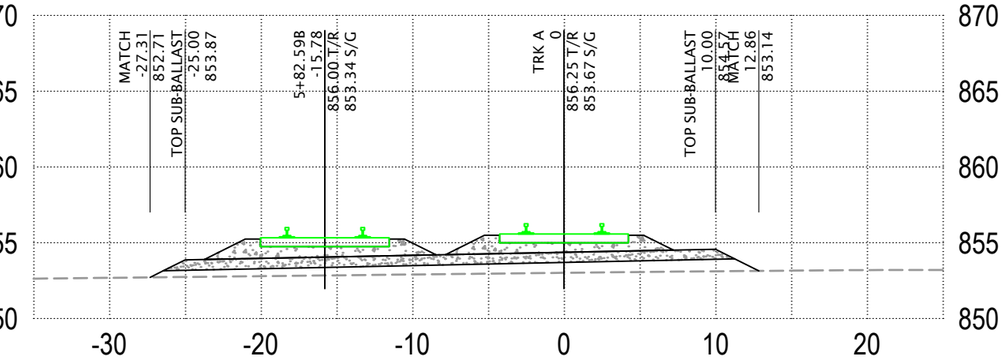

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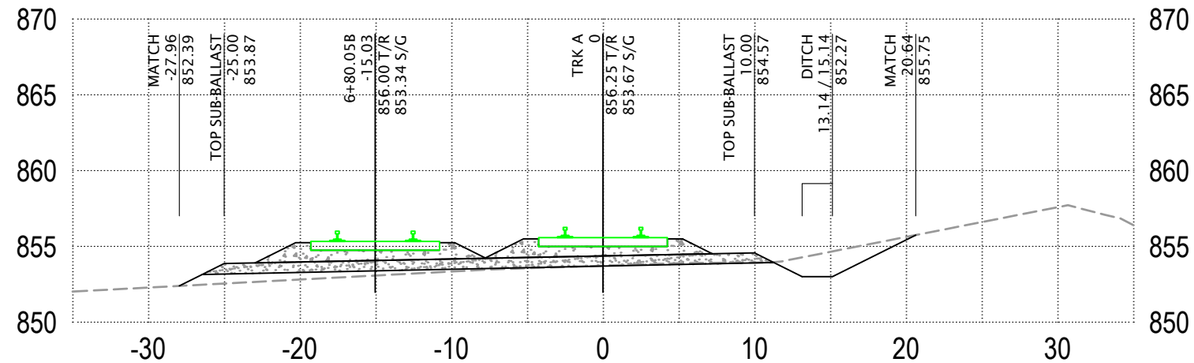

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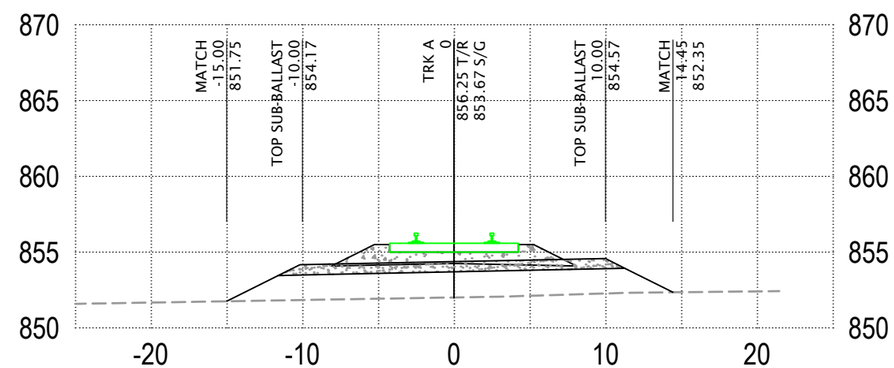

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REVISION	DESCRIPTION	DATE	BY	APPROVED BY JPF	LEGEND:
				PROJECT NO. 2108002	
CADFILE 21-11 USOil 03				DATE 11/18/2021	

PROPOSED EARTHWORK CROSS-SECTIONS
PROPOSED INDUSTRY TRACK EXPANSION
US OIL
McFARLAND, WISCONSIN

WISCONSIN & SOUTHERN RAILROAD
MADISON SUBDIVISION
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fax 262-252-3393
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SHEET NUMBER
11

TOWN & COUNTRY
ENGINEERING, INC.

January 5, 2022

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

Subject: 4306 Terminal Drive - US Oil Rail Spur Expansion Plan Submittal Review

Dear Andrew:

We have received the proposed plans dated November 18, 2021, and included in the November 29, 2021 Site Plan Submittal for a rail spur extension at the existing US Oil facility located at 4306 Terminal Drive. The submittal has been reviewed from a public works perspective.

Stormwater Management/Erosion Control Plan

The erosion control measures shown appear to be adequate, but an actual erosion control permit application should be submitted, which will involve some additional detail and the Village's permit fee.

In addition, the proposed expansion of impervious area in an industrial site triggers the Village and County stormwater management requirements. I have spoken with the applicant's engineer, who will be incorporating some best management practices. They will be revising and resubmitting the plans as needed.

Construction Plans

We have no additional comments on the plans themselves.

Please feel free to contact us with any questions or comments regarding this review.

Very truly yours,
TOWN & COUNTRY ENGINEERING, INC.

Brian R. Berquist, P.E.
President

cc: Mr. Jim Hessling, Director of Public Works, Village of McFarland *(via email)*

BRB:brb
J:\JOB#S\McFarland\MC-192-M6 2021 US Oil Terminal Drive Site Rail Expansion\Admin\Review Letter 1.docx

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

January 3, 2022

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

RE: 4306 Terminal Drive-US Oil Rail Expansion

Dear Andrew,

The McFarland Fire & Rescue Department does not observe any conflicts regarding fire department access or the IFC-2015, Appendix D with the proposed rail extension at the US Oil Terminal at 4306 Terminal Drive within the Village of McFarland.

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)

VILLAGE OF McFarland
Police Department
5915 Milwaukee St, McFarland, WI 53558 | 608.838.3151 | www.mcfarland.wi.us/police
Aaron P. Chapin | Chief of Police

DATE: January 10, 2022

TO: Andrew Bremer – Community and Economic Development Director

FROM: Aaron P. Chapin, Chief of Police

REFERENCE: Recommendation of Approval

I have reviewed the plans for the US Oil Rail spur expansion and do not have any issues with the plan as presented.

Respectfully,

Aaron P. Chapin
Chief of Police

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

January 14, 2022

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

RE: 4306 Terminal Drive
US Oil Rail Spur Expansion

Andrew,

I would like to take this opportunity to comment on the proposed expansion at the above mentioned address.

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

Sincerely,

James R. Hessling
Director of Public Works

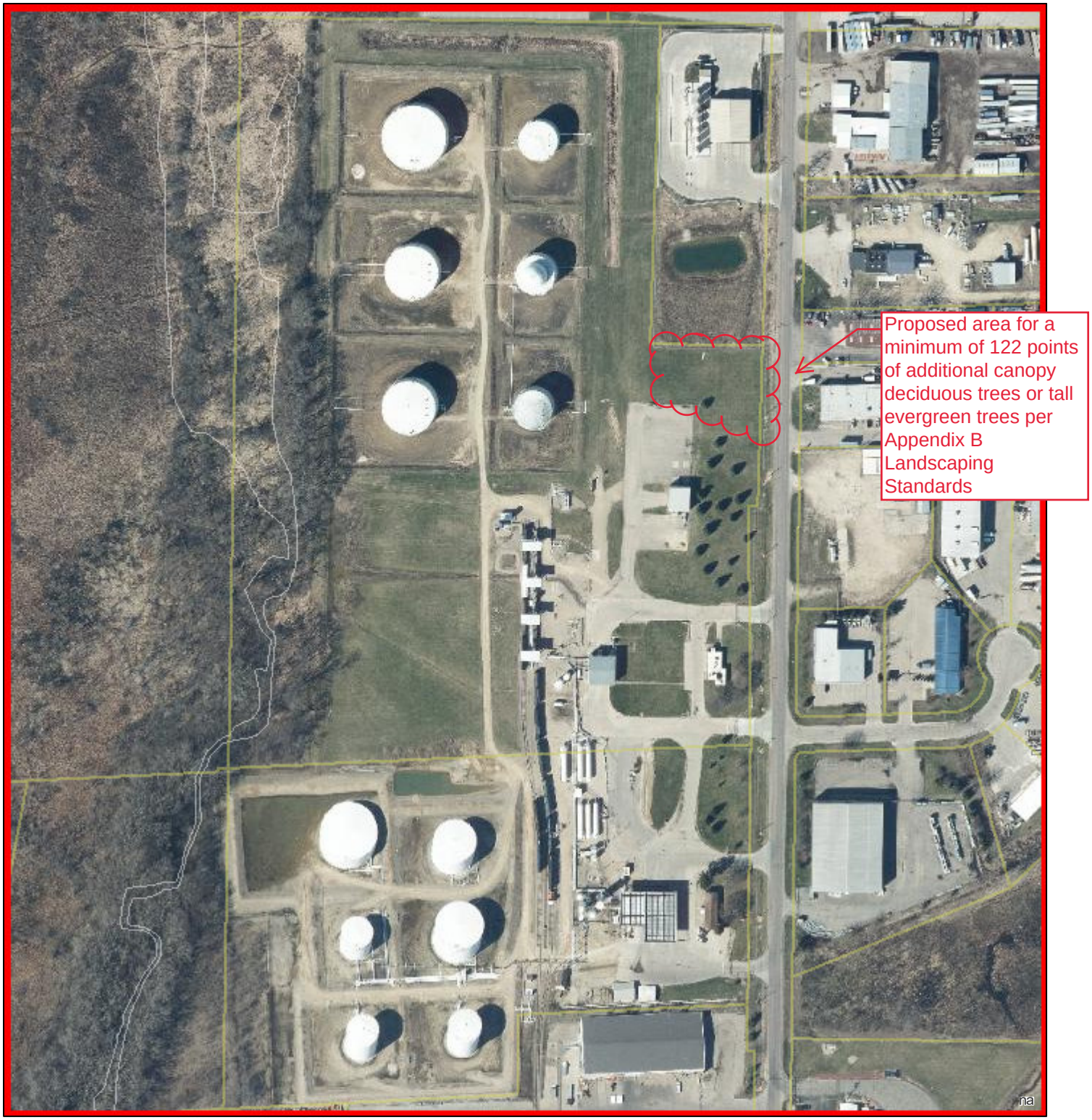
Industrial Center Subdistrict

Guidelines	Yes	No
Site Design		
1. Does the project connect building entries with walkways to planned sidewalks in Terminal Drive, distinguishing them from driving surfaces?	Not Applicable	
2. Does the project locate service areas, loading docks, mechanical equipment, and refuse containers to non-street sides of buildings and screen them?	✔	
3. Does the project include adequate, accessible, and convenient areas for collecting and loading trash and recyclables?	Not Applicable	
4. Does the project screen ground-, roof-, and wall-mounted mechanical equipment from public rights-of-way and adjacent properties?	Not Applicable	
5. Does the project include landscaped front yards, parking areas, and foundations?		✘
6. Does the project convey stormwater to on-site or in-district infiltration areas?		✘
7. Does the project provide bicycle parking?	Not Applicable	
8. Are all fully screened outdoor storage or display areas inside of all required side and rear building setbacks, with dense landscaping on the outside of these areas?	✔	
9. Does the project permanently define and screen all outdoor storage areas with dense landscaping, opaque walls and/or opaque fences?	✔	
10. Does the project limit outdoor operations and store equipment and raw materials inside buildings to ensure minimal visual impact on neighboring uses and the public?	Not Applicable	
11. Does the project locate limited outdoor merchandise display areas near building entrances, without affecting traffic flow?	Not Applicable	
12. Does the project preserve existing on-site vegetation, especially large trees, wood lots, and remnant wetlands and prairies?	✔	
13. Does the project locate service and storage areas to minimize Highway 51 visibility?	✔	
14. Does the project heavily screen parking areas adjacent to highway 51?	Not Applicable	
15. Does the project screen rooftop mechanicals and utilities?		
16. Are mechanicals and utilities shown on the project's site plan?		
17. Does the project use wall-mounted signs?		
18. Does the project include buildings which are at least two-stories in height?		
19. Does the project include buildings which are compatible with the desired gateway character of the Village?		
20. Does the project include buildings which continue the architectural theme, design elements, and detailing on all sides?		
21. Does the project include loading docks or overhead doors on street-facing facades?		
22. Does the project screen loading docks or overhead doors on other facades?		
23. Does the project provide overhangs for pedestrian shelter?		
24. Does the project have a FAR between 0.15 and 1.0 if it is an Industrial use or 0.35 and 1.5 if it is a Commercial use?		
25. Is a minimum of 50% of the front building wall 20' to 35' from Terminal Drive or McFarland Street right-of-way?		
Building Design & Materials	Not Applicable	
1. Does the project use building materials with lasting architectural character (strength, durability and quality?		
2. Does the project encourage use of the following exterior wall materials: brick, decorative masonry block, architectural grade metal panels, cedar siding, stone, architectural pre-cast concrete panels, Exterior Insulation and Finish System (EIFS),		

Refer to Staff Report regarding improvements to Terminal Drive front yard landscaping and stormwater management

Dry-vit, and glass?		
3. Does the project use corrugated-type metal or steel external siding on more than 25% of all street visible facades?		
4. Does the project incorporate similar or architecturally harmonious materials for all exterior building walls and other building components visible from public streets?		
5. For industrial buildings, does the project portray a quality office appearance at entries and around public/office spaces?		
6. Does the project encourage use of earth tone colors, such as gray, green, brown, burgundy, and tan?		
7. Does the project incorporate loading docks, truck parking, outdoor storage, trash collection, trash compaction, and other service functions into overall building design?		
8. Does the project locate loading facilities to the rear or non-street side of the building?		
9. Does the project integrate the placement and screening of mechanicals into the building architecture?		
Building Orientation	Not Applicable	
1. Are building facades oriented parallel to the primary abutting street, with entrances?		
2. Does the project have a minimum of 50% of the front building wall to be at 20' to 35' from the street right-of-way?		
3. Does the project group back-of-building areas on double-fronted lots?		
4. Does the project make public building entrances clearly identifiable and accessible?		
5. Does the project site buildings for safe pedestrian and vehicular circulation?		
Lighting	Not Applicable	
1. Are all exterior light fixtures at least three feet from all lot lines and within landscaped islands or outside parking lot edges?		
2. Does the project utilize incandescent or high-pressure sodium (HPS) light fixtures?		
3. Does the project use ninety-degree down-cast, cutoff fixtures (without drop lenses) for all lighting?		
4. Does the project include lights greater than 25 feet in height?		
5. Do average illumination levels in parking lots exceed 5 footcandles?		
6. Do illumination levels at lot lines exceed 0.5 footcandles?		
Parking	Not Applicable	
1. Does the project site employee parking to the rear or non-street side of the building?		
2. Does the project limit front yard parking to visitor spaces?		
3. Does the project provide landscaped islands, each a minimum or 200 square feet, and at a minimum rate of one island for every 12 parking spaces?		
Signage	Not Applicable	
1. Does the project include pole or pylon style signs?		
2. If there is more than one business on a lot, is ground signage combined?		
3. Does the project architecturally integrate signs with its building?		
4. Does the project frame wall mounted signs to create a clearly defined edge, provide shadow relief, and a substantial appearance?		
5. Does the project screen external spot or flood lighting of signs?		

US Oil - Landscaping Addition



January 13, 2022

0 165 330 660 Feet

Dane County Mask

- Dane County Mask
- Parcels
- Water Areas

Flood Hazard Boundaries

- Limit Lines

- SFHA / Flood Zone Boundary
- Gages
- Nodes

N

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Monday, February 21, 2022**

SECTION: **Business**

DEPARTMENT: **Community Development**

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

AGENDA ITEM: **Discussion and possible action on a site design review permit requested by U.S. Ventures, Inc. for installation of additional rail car spurs, at 4402 and 4306 Terminal Drive, McFarland, WI.**

PREVIOUS ACTION:

ISSUE SUMMARY:
The background and related attachments for this agenda item are found under Item 4.a of the packet concerning the associated conditional use permit application. Staff recommends the same conditions of approval for the site design review permit as the conditional use permit.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Recommend approval of the site design review permit as submitted, with the following conditions:

1. Addressing the recommended conditions of approval for stormwater management/erosion control in the Village Engineer's staff report dated January 5, 2022.
2. Applicant to install a minimum total of 122 points of new canopy deciduous trees or tall evergreen greens along the northern front yard of 4306 Terminal Drive, as depicted in the staff report, in accordance with Appendix B, Village of McFarland Landscaping Standards. Total is 4-5 additional trees based on species selected.
3. Applicant to provide stormwater management/erosion control plan and landscaping plan to the Community Development Department for staff review and acceptance prior to final issuance of the associated conditional use permit.

ATTACHMENTS:
None

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Monday, February 21, 2022**

SECTION: **Business**

DEPARTMENT: **Community Development**

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

AGENDA ITEM: **Discussion and possible action on a temporary Conditional Use Permit (CUP) requested by Kwik Trip, Inc. for temporary parking of up to 13 fleet vehicles, at 4015 Terminal Drive, McFarland, WI. Property zoned C-H Commercial Highway.**

PREVIOUS ACTION:
A public hearing regarding this CUP was held at the January 18, 2022 Plan Commission meeting. Other recent activities include:

- December 20, 2021, Plan Commission conditional approval of a conditional use permit for Kwik Trip to construct a new gas station and convenience store at 4015 Terminal Drive.
- December 28, 2021, Kwik Trip closed on the acquisition of the property.

ISSUE SUMMARY:
SUMMARY OF REQUEST
The Applicant (Kwik Trip, Inc.) is requesting a temporary conditional use permit to park up to 13 fleet vehicles at 4015 Terminal Drive until such time as they construct their new gas station and convenience store on the property. The property is zoned C-H Commercial Highway. Trucking (NAICS Code 484000) is listed as conditional uses in the C-H District under Sec. 62-71 of the Zoning Code.

EXISTING PROPERTY CONDITIONS
This property is 3.9 acres and is zoned C-H. The existing 14K square foot building was built in 2000 by Ruan Transportation for a semi-trunk maintenance facility, including warehousing and office space. Two outdoor fenced storage areas, one 6,400 square feet and the other at 12,000 square feet, were later added by a subsequent tenant (Stetson Building Products) via a temporary conditional use permit. These outdoor fenced areas have since been removed with temporary relocation of the fence planned along the southern lot line as part of the Applicant's proposed temporary fleet parking. Gordon Food Services (GFS) is the only remaining tenant and operates as a food distributor in the office space. GFS also has several shipping containers parked on the lot.

CONDITIONAL USE PERMIT REVIEW
The packet includes the Applicant's response to Sec. 62-111, Conditional Use Standards, along

with supplemental responses to Staff questions regarding their proposed use. Sec. 62-114 provides that prior to granting of any conditional use, the Plan Commission may stipulate or impose such conditions and restrictions upon the establishment, location, construction, maintenance, and operation of the conditional use as deemed necessary to promote the public health, safety, and general welfare of the community and to secure compliance with the standards and requirements specified in Sec. 62-111.

The property is zoned C-H Commercial Highway. Sec. 62-68(n), Statement of Purpose, C-H, Highway Commercial District, states that this district is *"intended to provide an area for those business and commercial activities which especially have to do with motor vehicles or highway transportation, or which provide goods or services primarily to travelers on a highway, or for which location adjacent to a major thoroughfare or highway is a compelling practical consideration, or for which is especially appropriate for some other reason to be located adjacent to a major thoroughfare or highway."* In staff's opinion, the proposed temporary use at this location is consistent with the statement of purpose for the C-H District.

The following are C&ED staff comments related to the Applicant's responses to Sec. 62-111, Conditional Use Standards.

- Sec. 62-111(a), *That 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.* Staff notes that the Applicant's response to this standard is supplemented with additional detail in the separate response to Staff questions as provided in the packet.
- Sec. 62-111(b), *That 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.* The response to this question just lists the adjacent land uses but does not provide a response as to why the uses, values, and enjoyment of other properties in the neighborhood will not be impaired or diminished by this development. Staff notes that these properties are all within the Beltline Oriented Commercial Subdistrict of the Terminal and Triangle District Plan, are planned for Highway and General Commercial uses in the Village's Comprehensive Plan, and with the exception of the property to the south, are also zoned C-H Commercial Highway. The property to the south is zoned (M-IC), or a more intensive use than Kwik Trip, and used for semi-trailer repair and parking. Gordon's use of the property also already includes fleet vehicle parking. These facts support the Applicant's opinion that the uses, values and enjoyment of other properties in the neighborhood will not be impaired or diminished by this development.
- Sec. 62-111(c), *That 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.* Map 5 of the Terminal and Triangle District Plan includes a conceptual site plan for this property and those adjacent properties identified in the Beltline-Oriented Commercial Subdistrict. Map 5 envisioned several new roadways within the subdistrict. One such road would divide the four properties to the south to

provide smaller and shallower lots for the purpose of redevelopment into retail and commercial businesses. These properties are currently zoned M-IC Manufacturing Intensive Commercial and planned in the Village's Comprehensive Plan for Highway and General Commercial uses. The northern connection of this conceptual road to Terminal Drive is in the vicinity of the southern driveway and lot line for 4015 Terminal Drive. It is conceivable that the four properties to the south could be redeveloped without the installation of this roadway, and at present, there are no immediate plans to construct this roadway. The construction of this roadway will likely be considered based on future redevelopment proposals and changes in landownership to the four properties south of 4015 Terminal Drive. Given these factors, the Village Plan Commission conditioned approval of Kwik Trip's new gas station and convenience store on Kwik Trip providing an easement along the southern lot line of 4015 Terminal Drive to the Village for future public road and utility improvements. The recommended size of the easement was 33 feet wide by 400 feet long. This would account for half the right-of-way for the conceptual roadway shown on Map 5 with the remaining half provided along the northern lot line of 4107 Terminal Drive at a future point in time when redevelopment is considered on this property. Although unlikely, in the event the Village desires to construct this future roadway prior to termination of the temporary fleet parking, as part of approval of the temporary conditional use permit, Staff recommends adherence to this same easement. In otherwords, the Applicant acknowledges and agrees that should the road be built in the next three years, the on-site fleet parking and associated fencing will need to be relocated outside the easement area at Applicant's expense.

- Sec. 62-111(d), *That adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided.* No additional staff comments at this time.

- Sec. 62-111(e), *That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.* No additional staff comments at this time.
- Sec. 62-111(f), *That the conditional use shall, except for yard requirements, conform to all applicable regulations of the district in which it is located.* No additional staff comments at this time.
- Sec. 62-111(g), *That the proposed use does not violate floodplain regulations governing the site.* No additional staff comments at this time.
- Sec. 62-111(h), *That the proposed use will not violate any applicable regulation in the McFarland Municipal Code or any other applicable law or regulation.* No additional staff comments at this time.
- Sec. 62-111(i), *That, when applying the standards to any new construction 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 objective of the zoning district.* No additional staff comments at this time.
- Sec. 62-111(j)(1), *The maintenance of safe and healthful conditions.* The Applicant's supplemental responses to Staff questions include the consideration of installing four exterior security cameras at each corner of the existing building to provide additional

security monitoring of the fleet parking areas. Staff recommends requiring these cameras as a condition of approval.

- Sec. 62-111(j)(2), *The prevention and control of water pollution including sedimentation.* No additional staff comments at this time.
- Sec. 62-111(j)(3), *Existing topographic and drainage features and vegetative cover on the site.* No additional staff comments at this time.
- Sec. 62-111(j)(4), *The location of the site with respect to floodplains and floodways of rivers and streams.* No additional staff comments at this time.
- Sec. 62-111(j)(5), *The erosion potential of the site based upon degree and direction of slope, soil type and vegetative cover.* No additional staff comments at this time.
- Sec. 62-111(j)(6), *The location of the site with respect to existing or future access roads.* Refer to staff comments under Sec. 62-111(c).
- Sec. 62-111(j)(7), *The need of the proposed use for a shoreland location.* No additional staff comments at this time.
- Sec. 62-111(j)(8), *Its compatibility with uses on adjacent land.* Same staff comments as addressed under Sec. 62-111(b).
- Sec. 62-111(j)(9), *The amount of liquid wastes to be generated and the adequacy of the proposed disposal systems.* No additional staff comments at this time.

The Plan Commission has previously approved a conditional use permit for Kwik Trip to construct a new gas station and convenience store. Construction of this development is anticipated to occur upon termination of Gordon's use of the property. Their lease, that was passed onto Kwik Trip, will be honored through November of 2024 per the lease contract. Therefore, Staff recommends that the approval of the temporary conditional use permit be conditioned on the following:

1. Installation of exterior security cameras as shown on the Applicant's supplemental site plan.
2. Conditional Use Permit to terminate at the earlier of either Kwik Trip's occupancy of the new gas station and convenience store previously approved for the property, or December 31, 2024, whichever comes first.
3. Applicant to provide the Village, at no cost, a public road and utility easement along the southern side lot line of approximately 33 feet wide by 400 feet long.

OTHER DEPARTMENT HEAD COMMENTS

Staff reports from the Fire Inspector and Village Engineer are included in the packet. No concerns were identified. The Police Chief has also indicated to the C&ED Director no questions or items of concern regarding this request.

PUBLIC COMMENTS

No public comments were received by the Department prior to publication of the meeting packet.

FINANCIAL/BUDGET IMPACT:

The applicant will be responsible for all costs associated with the development of the property. The applicant is not seeking any financial assistance from the Village in the development of this property.

VILLAGE PLAN REFERENCE:

The property is located within several Village plans as summarized below.

2004 TID #3 Project Plan. The property is located within the boundaries of Tax Increment Finance District #3. This TID was created as an "Industrial"-type district. The TID was created for the purpose of facilitating reinvestment in the redevelopment of underutilized properties in the TID, including both private development incentives and improvements to public roads and utilities.

2005 Terminal and Triangle District Plan. The Terminal and Triangle District Plan serves as a detailed land use guide for public and private investments for lands within and adjacent to TID #3. The proposed development falls within the Beltline-Oriented Commercial Subdistrict as shown on Map 2 Planned Land Uses. Page seven of the plan describes that *"future land uses will focus on commercial service and some retail uses that serve the traveling public, complement existing and planned businesses in the area, and serve McFarland residents with land uses not appropriate or viable for the downtown for Farwell/Highway 51 commercial areas."* Page 21 further describes that *"future land uses in this area should focus on providing services to employees of the emerging ob center and Beltline travelers, as opposed to retail and services that would be appropriate in interior parts of the Village."* The preferred land uses in this subdistrict give examples reflecting commercial uses to support highway activity. The following examples were provided for the given subdistrict: hotel with retreat/conference center, highway and job-oriented retail, sit-down restaurant, financial institution, health clinic, child care center, offices, gas station/convenience store, contractor shops/services, and other retail uses that do not complete with downtown businesses such as those oriented to home products.

2010 Redevelopment District Plan #1 (TID #3). This plan includes the same areas that are within TID #3 and was created to provide the Village with a vehicle to allow the Community Development Authority to participate in redevelopment projects under the provisions of Wis. Stats. 66.1333 (blight elimination and slum clearance). Map 6 identified the subject property as blighted due in-part to the lack of screening of truck parking and outdoor storage and bad visual images for entry to the community. The plan carries forward the same redevelopment subdistrict planned land uses as identified in the Terminal and Triangle District Plan.

2017 Comprehensive Plan. The Future Land Use Map identifies the site within the Highway and General Commercial future land use category. Figure 4.1 describes the general description of land uses allowed as "a range of retail, commercial service, office, restaurant, lodging, health care, outdoor sales, and institutional uses, with limited outdoor display and storage. Mapped mainly along Highway 51. All uses served by public sanitary sewer and water services." Typical Implementing Zoning Districts includes the current C-H Commercial Highway District. The Comprehensive Plan carries forward the recommendations of the Terminal and Triangle District Plan, including the following General Land Use Policies (page 30, Volume 2):

- Follow the land use recommendations in this Chapter and in more detailed plans for the downtown, Terminal and Triangle Drive area, and east side growth area when making detailed land use decisions, such as annexation, rezoning, subdivision, and utility and road decisions.
- Actively promote infill development and redevelopment where opportunities present themselves, particularly for underutilized properties along Terminal and Triangle Drive, Highway 51, Farwell Street, and the downtown area.

In Staff's opinion, granting of a conditional use permit for some added on-site fleet parking is consistent with these plans, provided said parking is limited in duration and not a permanent use of the property.

ORDINANCE REFERENCE:

Subdivision II – Conditional Use Standards
Subdivision IV – Vision Clearance, Parking and Loading Facilities, Screening

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommend approval of the temporary Conditional Use Permit as submitted, with the following conditions:

1. Installation of exterior security cameras as shown on the Applicant's supplemental site plan.
2. Conditional Use Permit to terminate at the earlier of either Kwik Trip's occupancy of the new gas station and convenience store previously approved for the property, or December 31, 2024, whichever comes first.
3. Applicant to provide the Village, at no cost, a public road and utility easement along the southern side lot line of approximately 33 feet wide by 400 feet long.

ATTACHMENTS:

1. 1.18.22 - Kwik Trip - 4015 Terminal Dr- temp CUP
2. 4015 Terminal Drive - Kwik Trip Temporary Parking CUP Submittal_10.26.2021
3. 4015 Terminal Drive-Kwik Trip Temp CUP-FD Ltr_01.04.22
4. 4015 Terminal Drive-Kwik Trip Temp CUP-Village Engineer Ltr_01.09.22
5. Kwik Trip Responses to Staff Follow Up Questions

Please publish in the
McFarland Thistle on
December 30, 2021 and January 6, 2022

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 Tuesday January 18, 2022 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:

> A Temporary Conditional Use Permit (CUP) requested by Kwik Trip, Inc. for temporary parking of up to 13 fleet vehicles, at 4015 Terminal Drive, McFarland, WI. Property zoned C-H Commercial Highway.

Information regarding this request is available for review online at www.mcfarland.wi.us/pendingrequests 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/87679545504 or Telephone: Dial (for higher quality, dial a number based on your current location): US: +1 (312) 626-6799 Webinar ID: Webinar ID: 876 7954 5504.

If you cannot attend the meeting, you may submit your written comments to the Plan Commission by email to community.development@mcfarland.wi.us or by mail to Community Development Department, Village of McFarland, P.O. Box 110, McFarland, WI 53558-0110. Submission must be received no later than the Thursday prior to the meeting date.

KWIK TRIP, INC.

2025 Kwik Trip Way, La Crosse, WI 54603

608-791-7426 · gwieser@kwiktrip.com

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

Re: Conditional Use Permit
Kwik Trip, Inc. – Gabe Wieser
4015 Terminal Drive Property / Kwik Trip Fleet Parking

Dear Andrew Bremer,

Kwik Trip, Inc. is applying for a conditional use permit to allow for Kwik Trip fleet vehicles to park at 4015 Terminal Drive. There is a possible total of (4) perishable trailers and tractor units and (9) petroleum tankers and tractor units that will be using this lot for parking between routes. We have also sent in a separate building permit to relocate the existing chain link fence to along the south property line to ensure a safe and efficient flow of traffic and parking. The proposed permit would be utilized up until the construction of the new Kwik Trip c-store, which the construction dates are currently under review.
A-Budget Warehouses, Inc. is the current owner of this lot, however they have given us permission to move forward with relocating the fence and allowing Kwik Trip fleet vehicles to utilize this lot.
Please see the following documents.

- Conditional Use Permit Application
- Plan Commission Application
- Site and Design Plan Check List
- Fleet vehicle parking layout
- Lot fence layout

Thank you for reviewing our applications.

Sincerely,

Gabe Wieser
Kwik Trip, Inc.

Village of McFarland
Community & Economic Development Department

Plan Commission Application – 2021

~Application must be completed in full~

Applicant - Owner	Kwik Trip, Inc,	Applicant's Agent	Snyder & Associates
		Name	Scott Anderson, P.E.
Address	2025 Kwik Trip Way La Crosse, WI 54603	Address	5010 Voges Road
Email	gwieser@kwiktrip.com	Email	sandeson@snyder-associates.com
Phone #	608-791-7426	Phone #	608-838-0444 x238
Fax #		Fax #	608-838-0445

Parcel No(s). 071027385005 **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	☐ USA/MMSD Annexation	At cost	☐ 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
☐ Site/Design Review (less than 2,000 sq. ft.)	$1,000
■ Site/Design Review (2,000 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/request. (Attach additional paper if needed)

4015 Terminal Drive - See attachments for other information

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 normally 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. **Three (3) copies** of all materials, **one (1) copy must be 8 ½ x 11, two (2) 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 2021 Schedule

*Submittal Deadline Noon on:	For Scheduled 2021 Meeting date of:
December 8 (2020)	January Tuesday Jan. 19
January 5	February 15
February 2	March 15
March 9	April 19
April 6	May 17
May 11	June 21
June 8	July 19
July 7	August 16
August 10	September 20
September 7	October 18
October 5	November 15
November 2	December 20 (Pending)
December 7	(Pending) Tuesday, Jan. 18, 2022

*** Submittal deadline:**

- **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, may 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 Dale Wiesen 10/26/21

Signature of Applicant/Agent Date

VILLAGE OF McFarland
Community & Economic Development

Applicant - Owner	Kwik Trip, Inc.	Applicant's Agent	Snyder & Associates, Scott Anderson, P.E.
Address	2025 Kwik Trip Way La Crosse, WI 54603	Address	5010 Voges Road Madison, WI 53718
Email	gwreser@kwiktrip.com	Email	sanderson@snyder-associates.com
Phone #	608-791-7426	Phone #	608-838-0444 x238
Fax #		Fax #	
Project Site Address	4015 Terminal Drive	Parcel No.	071027385005

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.

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.

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.

d. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided.

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.

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

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

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

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.

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.

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

    3. Existing topographic and drainage features and vegetative cover on the site.

    4. The location of the site with respect 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.

    6. The location of the site with respect to existing or future access roads.

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

    8. Its compatibility with uses on adjacent land.

    9. The amount of liquid wastes to be generated and the adequacy of the proposed disposal systems.

Answers to Section 62-111 A thru J

A – Parking Kwik Trip fleet vehicles will not be detrimental or endanger the public health, safety, morals, comfort or general welfare. This site is currently being used to park fleet vehicles and other locations off Terminal Dr. also have tankers parked. Kwik Trips abides by all public health and safety codes in parking petroleum tankers and perishable trailers and tractors.

B – The use, values, and enjoyment of other properties in the neighborhood will not be impaired or diminished by this additional parking of fleet vehicles – petroleum tankers, perishable trailers, and tractors. The adjacent lot to the north is a vacant lot and portions of the highway 51 and Terminal Drive intersection. Land to the east is the highway 51 right of way. Land to the south is Midwest Trailer Sales, an existing business. To the west across Terminal Drive is Line-X, an existing business, one single family home, a Ministry, and a Citgo, an existing gas station.

C – The additional parking on this parcel will have no effect or impede the normal and orderly development of the surrounding parcels. The parcel is surrounded by public road right of way to the west, north and east. The only adjacent parcel is located directly to the south. The parking of the fleet vehicles will not impede any future development of the property to the south.

D – The parcel has underground gas, electric, sanitary sewer, and water provided to the site. Given the existing site is bound by public road right of way on three sides, no access roads will be required for the additional tractor traffic. Positive drainage has been provided by the grading plan of the site.

E – The existing driveway locations will be used for entering and exiting this site. Adequate mapped out parking will minimize traffic congestion in all public streets.

F – This site is located within the Beltline Oriented Commercial Subdistrict. The existing chain link fence with privacy slats will be removed and relocated along the south property line. The parking of the Kwik Trip fleet vehicles will be parked on the existing paving and not affect any of the existing landscaping.

G – The subject property is not located in a floodplain, so floodplain regulations are not applicable.

H – The proposed Kwik Trip fleet parking will occupy this lot as it's used today by Gordon Foods.

I – The parking of the Kwik Trip fleet vehicles will not affect the building. This lot will be used as it is today with the addition of the fence being relocated to the south property line to define the property line. This will ensure adequate and organized parking on this site.

J – See Answers Below

1. For the maintenance of safe and healthful conditions: Kwik Trip is committed to the safety of our customers, employees and the traveling public. The parking of the Kwik Trip fleet vehicles will be parked in an organized fashion. This will be achieved by utilizing a parking map and the fence that is proposed along the south property line.

2. The existing lot condition (paving and landscaping) will not be changed from it's current status to ensure a safe and organized parking layout for the Kwik Trip fleet vehicles. The proposed fence along the south property line will ensure a dividing line to ensure adequate parking is allowed.
3. The existing site is 92.6% impervious. The pervious areas are small strips of grass with some trees along the north, east, and west sides of the property. Topographic features of the existing site are flat with drainage provided by a series of storm sewer inlets. These inlets feed to a storm water pump station that pumps the water to the Highway 51 right of way. No landscaping or paving will be affected with the parking of the fleet vehicles.

4. The site had an Alta survey performed. This Alta survey confirmed that the site was not within the floodplain.

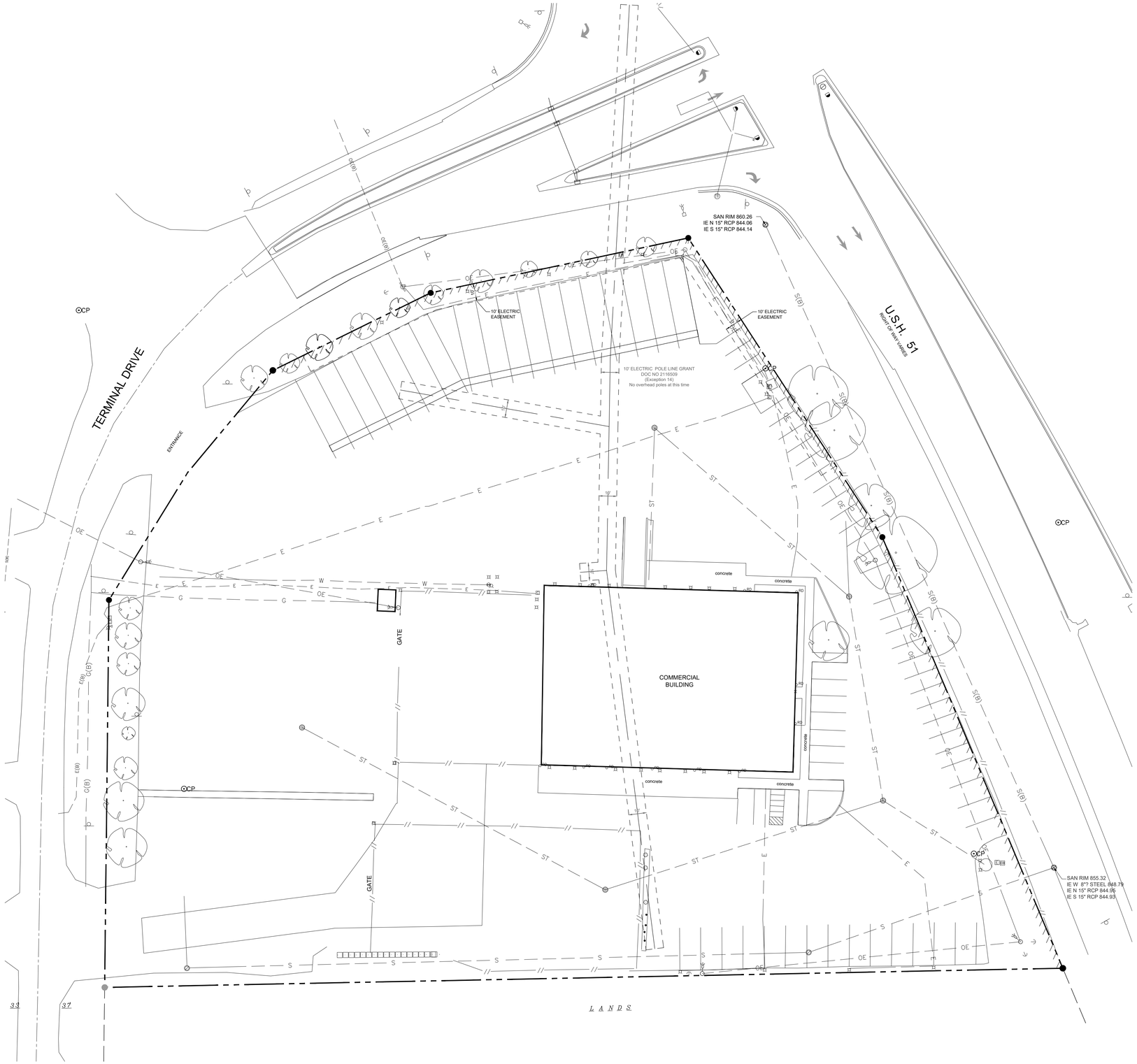
5. There will be no erosion potential as this site will not be disturbed to allow for fleet parking.

6. The site is at the intersection of Terminal Drive and STH 51. Because of that location, no future access roads are anticipated for this area.

7. Given the land locked location of the existing parcel, there would be no use for a shoreland application.

8. The proposed fleet parking is compatible with the adjacent land uses. The adjacent land uses include: to the north is a vacant lot and portions of the highway 51 and Terminal Drive intersection. Land to the east is the highway 51 right of way. Land to the south is Midwest Trailer Sales, an existing business that parks fleet vehicles and other equipment. To the west across Terminal Drive is Line-X, an existing business, one single family home, a Ministry, and a Citgo. These land uses are compatible with the use of this lot for parking fleet vehicles.

9. There will be no liquid waste being generated as this lot will be used for parking fleet vehicles, as it's currently being used today by Gordon Foods.



PLAN NOTES:

CONTRACTOR SHALL VERIFY ALL SITE CONDITIONS PRIOR TO COMMENCING WORK ON SITE

CONTRACTOR SHALL CALL FOR UTILITY LOCATIONS PRIOR TO COMMENCING WORK ON SITE

EXISTING SITE CONDITIONS BASED ON SURVEY BY:
SNYDER & ASSOCIATES
SURVEYOR: ERIC LINDAAS
PHONE: 608-838-0444
DATED: JULY 10, 2020

CONTRACTOR SHALL PROVIDE ALL NECESSARY EROSION CONTROL MEASURES PER TOWN, CITY, COUNTY AND STATE SPECIFICATIONS. ALL MEASURES ARE TO BE IN PLACE PRIOR TO COMMENCING WORK ON SITE. ALL MEASURES SHALL BE MAINTAINED UNTIL SITE SOILS ARE STABILIZED. SEE SHEET SWP1- SWP4 FOR MORE INFORMATION

CONTRACTOR TO OBTAIN ALL NECESSARY PERMITS FOR DEMOLITION AND CONSTRUCTION PRIOR TO COMMENCING ANY WORK ON SITE.

ALL DAMAGED ASPHALT ON BROADWAY DRIVE SHALL BE PATCHED TO THE CENTERLINE OF THE ROAD WITH A MINIMUM 10' WIDTH.

ALL EROSION CONTROL DEVICES SHALL BE INSTALLED PRIOR TO DEMOLITION ACTIVITIES. SEE SHEET SWP 1.0 FOR LOCATIONS OF EROSION CONTROL MEASURES.

0 30 60
SCALE: 1" =30'

PLOTTING NOTE: PLANS PLOTTED TO 11X17
SHEET SIZE ARE ½ SCALE - 1"=60'

TO OBTAIN LOCATION OF PARTICIPANTS' UNDERGROUND FACILITIES BEFORE YOU DIG IN WISCONSIN

CALL DIGGERS HOTLINE
1-800-242-8511
TOLL FREE

WIS. STATUTE 182.0175 (1974) REQUIRES MIN. OF 3 WORK DAYS NOTICE BEFORE YOU EXCAVATE

KWIK TRIP

KWIK STAR

KWIK TRIP, Inc.
P.O. BOX 2107
1626 OAK STREET
LA CROSSE, WI 54602-2107
PH. (608) 781-8988
FAX (608) 781-8960

SNYDER & ASSOCIATES
5010 VOGES ROAD
MADISON, WISCONSIN 53718
608-838-0444

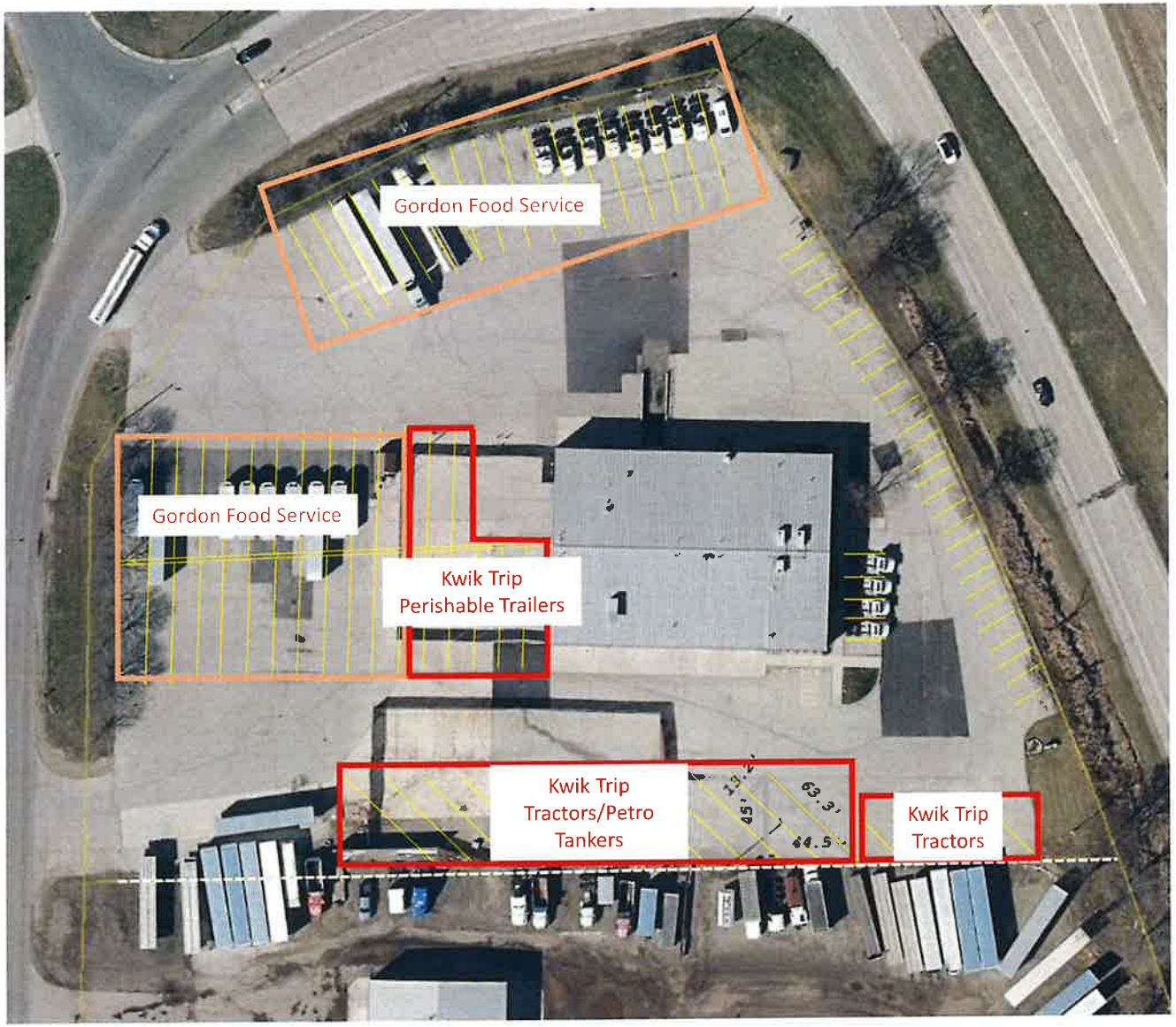
EXISTING SITE PLAN

CONVENIENCE STORE #1210 WITH Gen 3, 3-LANE DIESEL

4015 TERMINAL DRIVE
McFARLAND, WI 53558

#	DATE	DESCRIPTION

DRAWN BY	S. ANDERSON / M. WAHL
SCALE	NOTED
PROJ. NO.	121.0883.30
DATE	OCTOBER 4, 2021
SHEET	DM 1.0


Gordon Food Service
Gordon Food Service
Kwik Trip
Perishable Trailers
Kwik Trip
Tractors/Petro
Tankers
Kwik Trip
Tractors

Terminal Dr
Terminal Dr
Terminal Dr
51
51
51
51
4015 Terminal Dr,
McFarland, WI 53558
Stetson Building
Products, LLC
Remove fence
Install fence

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

January 4, 2022

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

RE: 4015 Terminal Drive - Kwik Trip Temporary CUP

Dear Andrew,

The McFarland Fire & Rescue Department does not observe any conflicts regarding fire department access or the IFC-2015, Appendix D with the proposed fleet vehicle parking at 4015 Terminal Drive within the Village of McFarland.

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)

TOWN & COUNTRY
ENGINEERING, INC.

January 9, 2022

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

Subject: 4015 Terminal Drive / Kwik Trip Conditional Use Parking Review

Dear Andrew:

We have received the proposed Conditional Use application materials for a proposed plan to utilize the property at 4015 Terminal Drive for staging trucks until a convenience store is built in the near future.

We have no concerns related to streets or utilities with this proposed conditional use

Please feel free to contact us with any questions or comments regarding this review.

Very truly yours,
TOWN & COUNTRY ENGINEERING, INC.

Brian R. Berquist, P.E.
President

cc: Mr. Jim Hessling, Director of Public Works, Village of McFarland *(via email)*

BRB:brb
J:\JOB#S\McFarland\MC-190-M6 4015 Terminal Drive - Kwik Trip\Admin\Review Letter 2.docx

Kwik Trip, Temporary Parking Conditional Use Permit Request
4015 Terminal Drive
Kwik Trip Responses to Staff Follow Up Questions

1. Your request is for a possible total of 4 perishable trailers and tractor units and 9 petroleum tankers. Can you elaborate on how you arrived at this maximum total and each subtotal?
   - (KT) We came to a total of (4) perishable units and (9) petroleum units by looking at our current fleet count and potential future fleet growth in this area. This isn't a hard count; however more so how many could be using this lot during the temporary conditional use permit.

2. Will there always be 13 or do you anticipate on average less but this is the maximum need?
   - (KT) The total of (13) fleet units is a safe fleet count looking at our current fleet in the area and potential future growth. Although there's a potential for (13) different fleet units utilizing this lot, they will rarely be parked there at one time.

3. Your marked up site plan shows more than 13 parking stalls. Are you intending to park more than 13 vehicles, or is this more conceptual to show where each type of trailer is allowed to park?
   - (KT) This parking layout doesn't represent how many total fleet units will be parked there, however, more so to understand the lot layout and what areas would allow for coupled unit parking versus single tractor parking. This layout also helps us understand Gordon Food's parking needs in conjunction with Kwik Trip's.

4. Any significance to why each area is designated in the location shown on the site plan?
   - (KT) The parking layout was decided based off unit sizes, Gordon Food's needs and how the lot lays out for traffic flow. The south property line allowed enough space for coupled tractor/tankers to be parked at an angle, as well as single perishable tractors. The center of the parking lot was ideal for our perishable fleet as we may be dropping pup trailers in this lot. This would allow our driver to drop a trailer and drive straight away without having to back up two pup trailers.

5. Will you be stripping the parking lot for the Kwik Trip vehicles?
   - (KT) We would be striping the parking lot when the weather allows. This will ensure adequate and organized parking as well as traffic flow.

6. When these trailers, tractors, and tankers are parked on-site are they only parked when empty?
   - (KT) When the perishable trailers are on site, they would either be completely empty or full of perishable product. In either fashion they would only be sitting at this lot for less than an hour before departing again. When the petroleum tankers are on site, they would always be empty. These units are never parked loaded – they're always emptied when parked between shifts.

7. Please confirm that the site would not be used for overnight parking for drivers (i.e. as a truck stop), long-periods of idling vehicles, etc.?

   - (KT) This site would not be used for overnight parking like a truck stop. The fleet vehicles and trailer/tankers will often be in route and not parked on site. The perishable routes are normally starting and ending at 2pm and 2am and the petroleum routes are starting and ending between 3pm and 4pm. The potential times that more than 3-4 units would be parked there would be between shifts or if a driver has time off.

8. What will be the typical length of time the trailers, tractors, and tankers are parked on-site? Or how frequently are they moved in and out of the property. Generally speaking…daily, weekly, etc.

   - (KT) The fleet tractor/trailer/tankers would normal only sit parked for no more than an hour. This hour would fall in between shifts. The other times that a unit is sitting longer than that is if a driver is on vacation. These units would be moved on and off this lot twice a day – roughly every 12 hours.

9. Are there exterior security cameras on the property that monitor the parking areas?

   - (KT) There are currently no cameras on site, however Kwik Trip is considering installing some facing the parking areas.

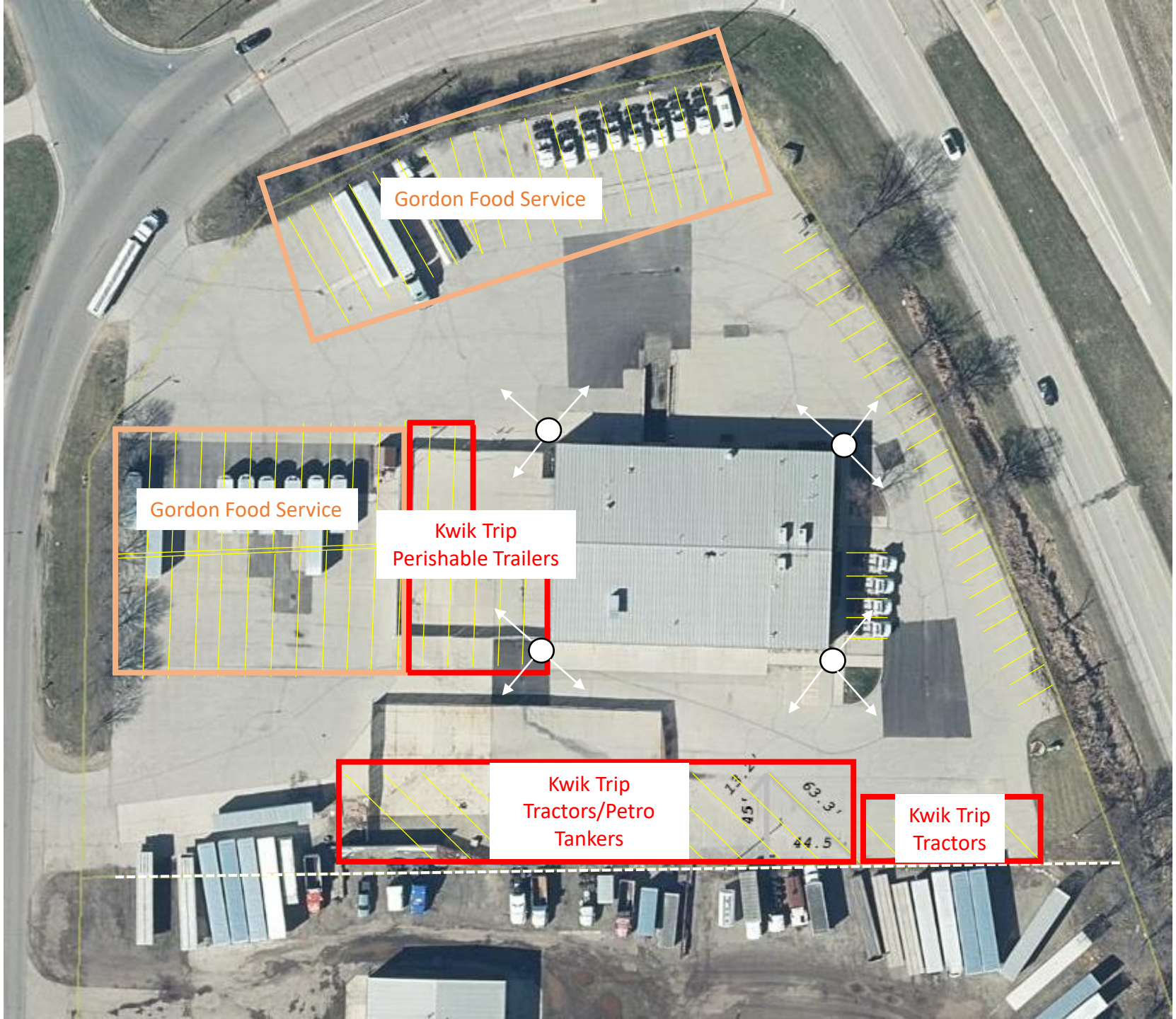
10. Under #A of your CUP responses you noted… "Kwik Trip abides by all public health and safety codes in parking petroleum tankers and perishable trailers and tractors". What public health and safety codes are you referring to?

    - (KT) Kwik Trip has a homeland security plan and safety policies and procedures in place.
      - Spill response plan (notification procedure, initial response procedure, spill cleanup procedure, incident documentation)
      - Safety Policies (no smoking within 25 feet, good housekeeping of site and equipment, reporting safety items, driver's direct attendance during all processes)
      - Homeland security plan (personal security, unauthorized access, en-route security)
      - Trained supervisors and drivers to safely operate the equipment, report damage, spills, and suspicious activities, and execute security inspections

11. Under #F of your CUP response you noted the existing fence will be relocated along the south property line. I know you already obtained the building/fence permit. I see that the fence was removed but not reestablished along the south lot line. Do you still intend to reinstall the fence? Curious why the delay?

    - (KT) Kwik Trip did receive a building permit to relocate the existing fence. The fence was removed; our fence contractor was going to reinstall this fence along the south property line based off the survey that was completed by Kwik Trip/Snyder Associates, however the neighboring property to the south believes the property line is two to three feet further to the north. They have yet to provided us evidence to confirm their beliefs. We were then unable to complete the fence install when scheduled due to the ground freezing.

Camera


Gordon Food Service
Gordon Food Service
Kwik Trip
Perishable Trailers
Kwik Trip
Tractors/Petro
Tankers
Kwik Trip
Tractors

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Monday, February 21, 2022**

SECTION: **Business**

DEPARTMENT: **Community Development**

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

AGENDA ITEM: **Discussion and possible action on a site/design review application submitted by the Village of McFarland for proposed construction of pickleball courts and adjoining support amenities within McFarland Park. The address is 4802 Marsh Road, McFarland, WI.**

PREVIOUS ACTION:

The Parks Committee met to review and discuss options for pickleball development over several meetings in 2020. Initial discussions focused on adding the amenity to either Lewis Park or Siggelkow Road Park. Based on feedback received in that process, the improvement was added to consideration for William McFarland Park where it was accepted as part of that Master Plan.

- November 8, 2021 – The Village Board accepted the master plan for William McFarland Park at the scheduled meeting
- November 22, 2021 – The Village Board adopted the 2022 Budget at its meeting which included funding for the project as presented within this design.
- December 16, 2021 – The Parks, Recreation, and Natural Resources Committee reviewed the draft design and took action to recommend approval of the design as well as authorize the project for bidding at their meeting.

ISSUE SUMMARY:

SUMMARY OF REQUEST

The Village Board is looking to construct pickleball courts and associated amenities within William McFarland Park. The project will add 8 courts, fencing, seating, lighting, shade structures, landscaping, and other support amenities to the existing park. The new courts will be located south of the Madison Curling Club, north of the park shelter, and west of the skatepark. The project location will displace two U8 soccer fields; however, Village Staff has met with the Soccer Club and they expressed support for the project as well as determining alternative locations for the fields. After several prior meetings with the Parks Committee and Village Board, this location was found to be the most feasible with its existing parking and restroom facilities already established. The expected use and operation of the new courts will be in late Summer and/or early Fall of 2022. The improvements require approval of a site design review permit from the Plan Commission. Included in the packet is the site design plans as submitted by the Village Administrator for review and approval.

VILLAGE OF
McFarland

EXISTING PROPERTY CONDITIONS

The existing property is 11.5 acres and includes the Madison Curling Club facility, a baseball field, a bocce ball court, a skate park, and field space dedicated to various configurations for soccer related activities. The property is zoned CO, Conservancy and C-L, Limited Commercial. The adjacent properties and space to the north, east and west are within the City of Madison and consist of low-density residential development. The adjacent properties to the south are 4812 Marsh Road and 4820 Marsh Road. The property at 4812 Marsh Road includes a hockey facility, outdoor lighting, and an off-street parking lot. This property is 5 acres and zoned C-L, Limited Commercial. The property at 4820 Marsh Road includes the additional six soccer fields, the outlet structure, and a shelter as a continuation of McFarland Park. This property is 8.8 acres and zoned CO, Conservancy. Together, the area is approximately 13.8 acres. All three properties make a total of 25.3 acres.

SITE DESIGN PERMIT REVIEW

Sec. 62-310 – Site Design Review

- Bulk Standards. The pickleball courts would be approximately 275 feet from the nearest residential homes, which more than exceeds requirements for accessory uses. The pickleball courts would be surrounded by a fence. The south side fence will be approximately 10 feet from the southern side lot line of the 4802 parcel. The building code allows zero lot line setbacks for fences on side lot lines.
- Grading, Erosion Control and Stormwater Management – Refer to attached Village Engineer staff report for review of recommended conditions of approval regarding site grading, erosion control, and stormwater management.
- Landscaping – The proposed project is located within areas zoned C-O and C-L zoning. There are no minimum landscaping points or areas zoned C-O; however, there are for areas zoned C-L. The application of landscaping standards will reflect C-L minimums for the paved areas of the project. The site design includes one large deciduous tree and 6 medium deciduous trees surrounding the court, for a total of 190 points. The minimum required number of points is 44.2.
- Building relationship – No building is being proposed as part of this site design submittal. In the relationship of the court's location to the existing and surrounding structures, the proposed structure will be separated by a connecting concrete pavement measuring 24.9' from the existing shelter to the south. The court's east facing side has another concrete pavement measuring 19.9', connecting the pickleball courts to the existing paved path.
- Lighting – Each corner of the lot would include a 40-foot-high LED light with underground electric service connected to the existing shelter. The lights include shields to direct the light down onto the court. The lighting system will operate under a Musco system where it has a user operated control with timer. It also has remote access for Village Staff to turn on, off, and monitor its usage.
- Utility Service. The project does not include other sewer or water utilities.
- Building Design – No building is being proposed as part of this site design submittal. The center of the courts does include two 10-foot-tall shade structures for pickleball

users.

OTHER STAFF COMMENTS
Refer to the packet for comments from the Village Engineer and Fire Inspector. The Police Chief has also indicated to Department Staff no additional questions or concerns with the application.

PUBLIC COMMENTS
The Department has not received any public comments regarding this application prior to publication of the meeting packet.

FINANCIAL/BUDGET IMPACT:
The funding for this project was approved in the 2022 Budget, initially allocating $325,000 to the project. This amount was later amended to $370,000 to account for the increases due to preliminary estimates for lighting systems and all other costs of expected increases. Final costs to the Village will not be determined until the project is up for bid. To accommodate for higher bids than the allotted budget, the Village will consider additional borrowed funds to fill the gap. Additional funding sources include Park Funds.

VILLAGE PLAN REFERENCE:
Comprehensive Plan – Future Land Use Map, Map 6 identifies the property as Public Lands, Recreation and Environmental Corridor. The proposed use is consistent with this designation.

Outdoor Recreation and Open Space Plan 2019-2023 - Pickleball is included within this plan trying to place an "emphasis on the provision of areas and facilities for those of varying physical abilities that can support lifetime recreational exercise activities" (Page 28). There are many different examples of this, this is not the only item that fits this definition. There were four locations identified within this plan for this improvement: 1) Future Eastside (Community) Park; ***2) William McFarland Park***; 3) Highland Oaks Park; and 4) Siggelkow Road Park (page 33). The proposed improvement is consistent with this plan as presented.

McFarland 2020-2030 Strategic Plan - This plan establishes the goal to "support the development of active and passive recreational amenities that appeal to all age groups and abilities" (Page 10). One of the strategies to achieve this goal, as outlined within the plan, is to "Develop new and diverse park system amenities for indoor and outdoor use that are not currently offered in our Community" (Page 10). While no organized league exists, this amenity supports the objective based on public interest. Annually, the Village Board has reviewed this as part of its goals and objectives from year-to-year, and continues to place an emphasis through the funding adopted for the project.

2021 William McFarland Park and New Community Park Master Plan -
Recently the Village has completed a Master Plan to help chart future growth for McFarland Park. The first phase of implementation was the addition of pickleball courts. The design as presented is consistent with this plan.

VILLAGE OF
McFarland

ORDINANCE REFERENCE:
Sec. 62-310. – Site Design Review

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Recommend approval of the site design review permit as submitted conditioned on meeting the requirements in the Village Engineer's staff report dated February 7, 2022.

ATTACHMENTS:
1. 4802 Marsh Road_McFarland Park Pickleball Site Design_01.10.22
2. 4802 Marsh Road McFarland Park Pickleball Site VE Ltr_02.07.22
3. 4802 Marsh Road McFarland Park Pickleball Site FRD Ltr_01.24.22

VILLAGE OF McFarland
Community & Economic Development

Plan Commission Application – 2022

~Application must be completed in full~

Applicant - Owner	Village of McFarland	Applicant's Agent	Parkitecture & Planning
	Attn: Matt Schuenke, Administrator	Name	Blake Theisen
Address	5915 Milwaukee Street, McFarland, WI 53558	Address	901 Deming Way, Suite 102, Madison, WI 53717
Email	matt.schuenke@mcfarland.wi.us	Email	blake@parkitecture.org
Phone #	(608) 838-3153	Phone #	(608) 886-6808
Fax #	(608) 838-3619	Fax #	(608) 886-6808

Parcel No(s). 154/0710-341-8310-2 **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+F	❑ Dev. Agreement Including Addendums	$400 F
❑ Certified Survey Map	$300+FG	❑ Zoning Amendment (text)	$405 +F	❑ Final Plat	$500 +CF
❑ Condominium	$300+EF	❑ USA/MMSD Annexation	At cost	❑ 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
❑ Site/Design Review (less than 2,000 sq. ft.)	$1,000
~~❑ Site/Design Review (2,000 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/request. (Attach additional paper if needed)

The Village is looking to construct pickleball courts and adjoining support amenities within William McFarland Park. Please review the enclosed memo for more background on the project. The project is located at 4802 Marsh Road with a legal description of "Lot 1 CSM 5466 CS25/14-16 R11063/95-97 SEC 34-7-10 PRT E1/2 E1/2 NE1/4 & SEC 35-7-10 PRT W1/2 NW1/4 CONT 11.501 ACRES." The property is zoned Conservancy (CO) and Limited Commercial (C-L).

The project is currently being solicited for contractors with a public bid and looking to begin construction in June of this year for completion later this Summer.

PLEASE READ AND SIGN AT THE BOTTOM ON THE REVERSE SIDE

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.)

Submittal Requirements: One (1) hard copy 8 ½ x 11, except site plan sheets which should be 11 x 17, and one (1) electronic (pdf) copy. A completed in full application can be submitted to the Community Development Department (5915 Milwaukee Street, McFarland, WI 53558, community.development@mcfarland.wi.us), with fees included with submittal **by *NOON of the deadline day**, according to the schedule below.

Village of McFarland Plan Commission 2022 Schedule

The Village of McFarland Plan Commission normally conducts meetings on the third Monday of each month, unless otherwise noted above 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; potential agenda item materials are required to be submitted per the schedule listed below.

*Submittal Deadline Noon on:	For Scheduled 2022 Meeting date of:
December 7 (2021)	Tuesday, January 18
January 11	February 21
February 8	March 21
March 8	April 18
April 5	May 16
May 10	June 20
June 7	July 18
July 5	August 15
August 9	September 19
September 6	October 17
October 11	November 21
November 8	December 19 (Pending)
December 6	Tuesday, Jan. 17, 2023 (Pending)

Note, applications requiring a public hearing will be scheduled for a hearing according to the schedule above, with action considered at the next scheduled Plan Commission meeting following the public hearing. Applicants are encouraged to contact the Community & Economic Development Director for a pre-application meeting to review the project and submittal requirements prior to submitting an official application.

Acknowledgements:

- 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, may be held over until the next scheduled meeting.
- I understand any fees not paid for (i.e. legal notices, mailings, consultant review costs, etc.) will require any permits to be withheld until all payments are made in full. In addition, all application fees are non-refundable.
- I understand Plan Commission applications requiring a Public Hearing will not be acted on the same night as the Public Hearing.

X _____ January 10, 2022

Signature of Applicant/Agent Date

Site and Design Plans

Check List

Date received: 1/3/2022

Subject property address: 4802 Marsh Road

Landowner's name: Village of McFarland

Landowner's address: 5915 Milwaukee Street
McFarland, WI 53558

Landowner's phone/fax: 608.838.3153

Landowner's email: Matt.Schuenke@mcfarland.wi.us

Agent's name: Parkitecture + Planning

Agent's address: 901 Deming Way, Ste 102
Madison, WI 53717

Agent's phone/fax: 608.886.6808

Agent's email: blake@parkitecture.org

x A. Title Block that indicates name and address of the current property owner.

x B. Name and signature of the designer.

x C. Date of original plan and latest date of revised plan.

x D. North arrow and graphic scale. Said scale shall not be smaller than 1 inch equals 100 ft.

na E. Existing zoning _____ Proposed rezoning _____yes _____no

x F. All property lines, and existing and proposed right-of-way lines with bearings and dimensions clearly labeled.

na G. All required building setback lines.

x H. The location of all access points and connections to public streets, off-street parking, and loading areas on the subject property including a summary of the number of parking stalls, accessible parking stalls, and labels indicating the dimension of such areas.

x I. All existing and proposed building structures and paved areas, including walks, drives, decks, patios, balconies, fences, retaining walls, utility poles, exterior utility and mechanical equipment, and any accessory structures.

na J. Existing and proposed site and building signage.

na K. Color exterior façade elevations of all proposed buildings including descriptions of materials and colors.

na L. The location of all outdoor storage areas; including proposed screening materials and colors.

x M. The location of existing and proposed drainage facilities including stormwater and erosion control plan.

x N. The location and type of any permanently protected green space areas.

na O. The location and elevation of any wetlands or floodplains.

x P. Grading Plan including existing & proposed topography shown at a contour interval of not more than two (2) ft.

na Q. In the legend, data for the subject property:

(1) Lot area

(2) Building area

(3) Paved area

(4) Total impervious area

(5) Landscaping points provided and required for building foundations, gross floor area, street frontage, and paved area.

(5) Building height

(6) Existing zoning, proposed zoning

(7) Number of parking stalls provided and required.

x R. Landscaping Plans including proposed species, quantity and planting size. Refer to Appendix B of the Village's Zoning Code for more information.

na S. Hydrant locations and Fire Department Connection.

x T. Lighting Plans including photometrics and description of fixture types, heights and orientation.

x U. Utility plans, including the location of existing and proposed overhead or underground site utilities, including piping and meter sizes and associate appurtenances.

na V. Existing or proposed easements.

na W. A legal description of the subject property.

General Comments: _____

Note: In addition to Site and Design Permit approval, a building permit from the Village Building Inspector is required prior to the start of construction of any building, fence, or sign.

Village of McFarland Permit No. _____

Erosion Control Plan – Simplified Checklist Parcel No. 154/0710-341-8310-2

The short form, pages 1 & 4, may be utilized for the following:

All sites administered by the Village of McFarland under the Wisconsin Uniform Building Code (UDC).

All sites administered under the Village of McFarland Erosion Control Ordinance whenever the following conditions exist:

1. The site is not more than 20,000 square feet in area.
2. The site is not adjacent to and does not drain directly into any sensitive areas nearby; such as streams, lakes, or wetlands.
3. The slope throughout the site is less than 10 percent (10 feet vertical and 10 feet horizontal).

If the construction involves a land disturbance of more than 20,000 square feet or has a slope of more than 10 percent, then an engineering plan must be filed and pages 1 *through* 4 must be completed.

Instructions

1. Complete this plan by filling in requested information on the inside of this form and completing the site diagram page. (Refer to page 2 for assistance in completing the site diagram.)
2. Submit this plan at the time of permit application.
3. In completing this form, give consideration to minimizing the disturbed area, prompt seeding, and proper planning of water runoff patterns throughout all stages of development.

Project Location (Address)	William McFarland Park, 4802 Marsh Road, McFarland, WI 53558
Builder (include telephone no.)	Village of McFarland
Owner (include telephone no.)	Matt Schuenke, Village Administrator 608-838-3153
Plan/Worksheet Completed by (Signature)	Katie MacDonald, PE Parkitecture + Planning Katherine MacDonald P.E.
Date	1/10/2022

Erosion Control Fees

	Fees	Notes
To 20,000 sq. ft.	$350	
20,000 sq. ft. to 2 acres	$500	
2 – 5 acres	$750	
5+ acres	$1000 deposit and actual cost	

Date Paid		Receipt No.	

Erosion Control Plan – Simplified Checklist

Complete the site diagram with the following information:

Site Characteristics

- North arrow and site boundary. Indicate and name adjacent streets or roadways.
- Location of existing drainage ways within and nearby the site and direction of flow.
- Location of existing and planned storm sewer inlets and culvert crossings nearby the site indicating size and direction of flow.
- Location of existing and proposed buildings, paved areas and elevations relative to final site grades.
- Location and approximate dimensions of the disturbed area on the site.
- Approximate gradient and direction of:
  1. existing and planned slopes; and
  2. planned drainageways on site.
- Location and approximate watershed area of overland runoff (sheet flow) and drainageways runoff (concentrated) flow coming onto the site and adjacent areas.
- Representative soil type of the disturbed area on the site (i.e., sandy, silt loam, clay loam, clay). _____

Site Diagram

See Attached Construction Plans and Erosion Control/Stormwater Plan

Erosion Control Plan Legend

═══	Property line	– – – – – – – – – – – – – – – –	Limits of grading
——→	Existing drainage	- - - - - - - - - - - - - - - - ->	Finished drainage
·····→TD	Temporary diversion	♦——♦——♦——♦——♦——♦	Silt fence

Sod/Seed Please indicate north by including an arrow.

Note: Straw hay bales are not an acceptable erosion control measure.

Erosion Control Practices

Location of temporary soil storage piles

Note: √ Soil storage piles will be contained by a downslope sediment fence or be covered with a tarp. It is recommended that they be located more than 25 feet from any downslope road or drainageway.

√ It is recommended that they be temporarily seeded.

Location of temporary gravel access drives (s).

Note: √ Gravel drive will have 2 to 3 inch aggregate stone laid at least 7 feet wide and 6 inches thick.

√ Drives will extend from the roadway 50 feet or to the building (whichever is less).

Location of sediment controls (filter fabric fence, straw bale fence, or other planned practices) that will minimize amount of eroded soil leaving the site.

Note: √ Sediment controls may not be necessary if permanent seeding and mulching is completed within 30 days of the start of grading except around soil storage piles, around inlets and within drainageways.

Location of sediment barriers around storm sewer inlets.

Location of diversions.

Note: √ It is recommended that areas of concentrated flow be properly diverted around disturbed areas. Overlay runoff (sheet flow) from adjacent areas greater than 10,000 square feet is also recommended to be diverted around disturbed areas in a manner that will not adversely impact adjacent landowners.

√ Diversions will be stabilized with seeding and mulching **within 24 hours** of completion of diversion.

Location of practices that will control erosion in areas of concentrated flow.

Note: √ Drainageways will be stabilized with seeding, mulching, and other appropriate measures within 24 hours of completion of construction of drainageways unless erosion is controlled through use of such practices as properly supported filter fabric barriers or straw bale barriers.

<u>Management of Erosion Control</u>

Temporary stabilization of disturbed areas.

Note: √ It is recommended that rough graded disturbed areas (planned to be left inactive for more than 60 days during the summer or for more than 6 months of the rest of the year) have temporary soil stockpiled (planned to be left inactive for more than 7 days) and stabilized by temporary seeding (April 15 and October 15) or by other cover, such as tarping or mulching.

√ Temporary seeding of oats or sudan grass are normally sown between May 15 and July 15, and rye grass or winter wheat are normally sown between July 15 and September 15.

Permanent stabilization of site by re-vegetation or other means.

Note: √ Permanent seeding will be completed by September 15 or sodding placed by November 15.

√ Straw or grassy hay mulching is recommended on all disturbed areas that are planned to be seeded.

Permanent Seeding Type	Rate of Application
WisDOT #40	3.0lb/1000sf
Bottlebrush sedges (plugs)	1ft O.C. on Infiltration Basin bottom

Maintenance of erosion control practices.

Note: √ All erosion control practices will be inspected daily and maintained in working condition.
√ Accumulated sediment will be removed from behind sediment fences and barriers before it reaches a depth that is equal to half the barrier height.
√ All sediment that moves off-site due to construction activities will be cleaned up by the end of the workday.
√ All sediment that moves off-site due to storm events will be cleaned up as soon as possible but at least by the end of the next day.
√ Temporary gravel access drives will be maintained throughout construction in working condition.
√ All erosion control practices will be maintained until the disturbed areas they protect are permanently stabilized and established. Upon permanent stabilization establishment, the temporary erosion control practices will be removed.

Schedule of erosion control practice installation and site grading.

Note: √ Necessary erosion control practices will be installed prior to beginning grading.

Activity	Completion Date	Inspection Date
Install Erosion Control Practices	5/30/2022	
Start Grading	5/30/2022	
Apply Temporary Stabilization		
Apply Permanent Stabilization	8/26/2022	

Permanent Seeding Responsibility of:

Name: _____

Telephone No.: _____

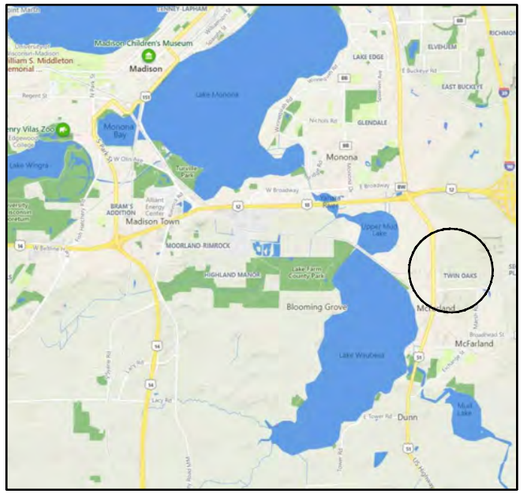
Installation and Maintenance of Erosion Control Practices Responsibility of:

Name: _____

Telephone No.: _____

- For more assistance on plan preparation, refer to Chapter 15-5-1 of Village of McFarland Municipal Code, the Wisconsin DNR, Wisconsin Construction Site Best Management Handbook, and the UW-Extension publication, "Erosion Control for Home Builders."
- The Wisconsin Construction Site Best Management Handbook is available through State of Wisconsin Document Sales at (608) 266-3358.
- Erosion Control for Home Builders (GWQ001) can be ordered through Cooperative Extension Publications (608) 262-3346.

PROJECT LOCATION MAP



PROJECT ADDRESS:
4802 Marsh Road, McFarland, WI 53558

NTS

PROJECT OVERVIEW

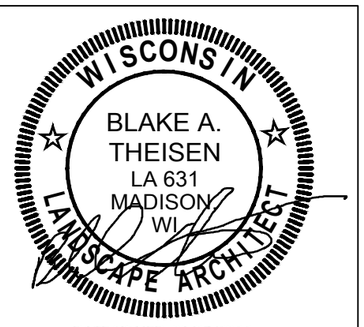
SITE LOCATION PLAN

NTS

INDEX TO DRAWINGS	
T100	TITLE SHEET
C100	EXISTING CONDITIONS
C101	DEMOLITION AND EROSION CONTROL PLAN
C200	OVERALL SITE PLAN
C201	COURT LAYOUT PLAN
C202	COURT SURFACING & LIGHTING PLAN
C203	LIGHTING PHOTOMETRICS
C300	SITE GRADING PLAN
C900	CONSTRUCTION DETAILS
C901	CONSTRUCTION DETAILS
C902	CONSTRUCTION DETAILS
C903	CONSTRUCTION DETAILS
C904	CONSTRUCTION DETAILS
C905	CONSTRUCTION DETAILS

DATE SIGNED: 01/07/2022

CIVIL ENGINEER:
PARKITECTURE + PLANNING
901 DEMING WAY, SUITE 102
MADISON, WI 53717
608.438.4253



DATE SIGNED: 01/07/2022

LANDSCAPE ARCHITECT:
PARKITECTURE + PLANNING
901 DEMING WAY, SUITE 102
MADISON, WI 53717
608.886.6808

VILLAGE OF McFarland

WILLIAM MCFARLAND PARK PHASE 1A: PICKLEBALL COURTS

VILLAGE OF MCFARLAND
MCFARLAND, WISCONSIN

PROJECT NUMBER 20.010

DIGGERS HOTLINE
Dial 811 or (800) 242-8511
www.DiggersHotline.com

PARKITECTURE + PLANNING
901 Deming Way, Suite 102
Madison,WI.53717
608.886.6808
Parkitecture

Project Name:
WILLIAM MCFARLAND PARK PHASE 1A: PICKLEBALL
4802 Marsh Road
McFarland, WI 53558

Sheet Title:
TITLE SHEET

Revisions:

Project #: 20.010
Issued For: Review
Date: 1/06/2022

Sheet Number
T100

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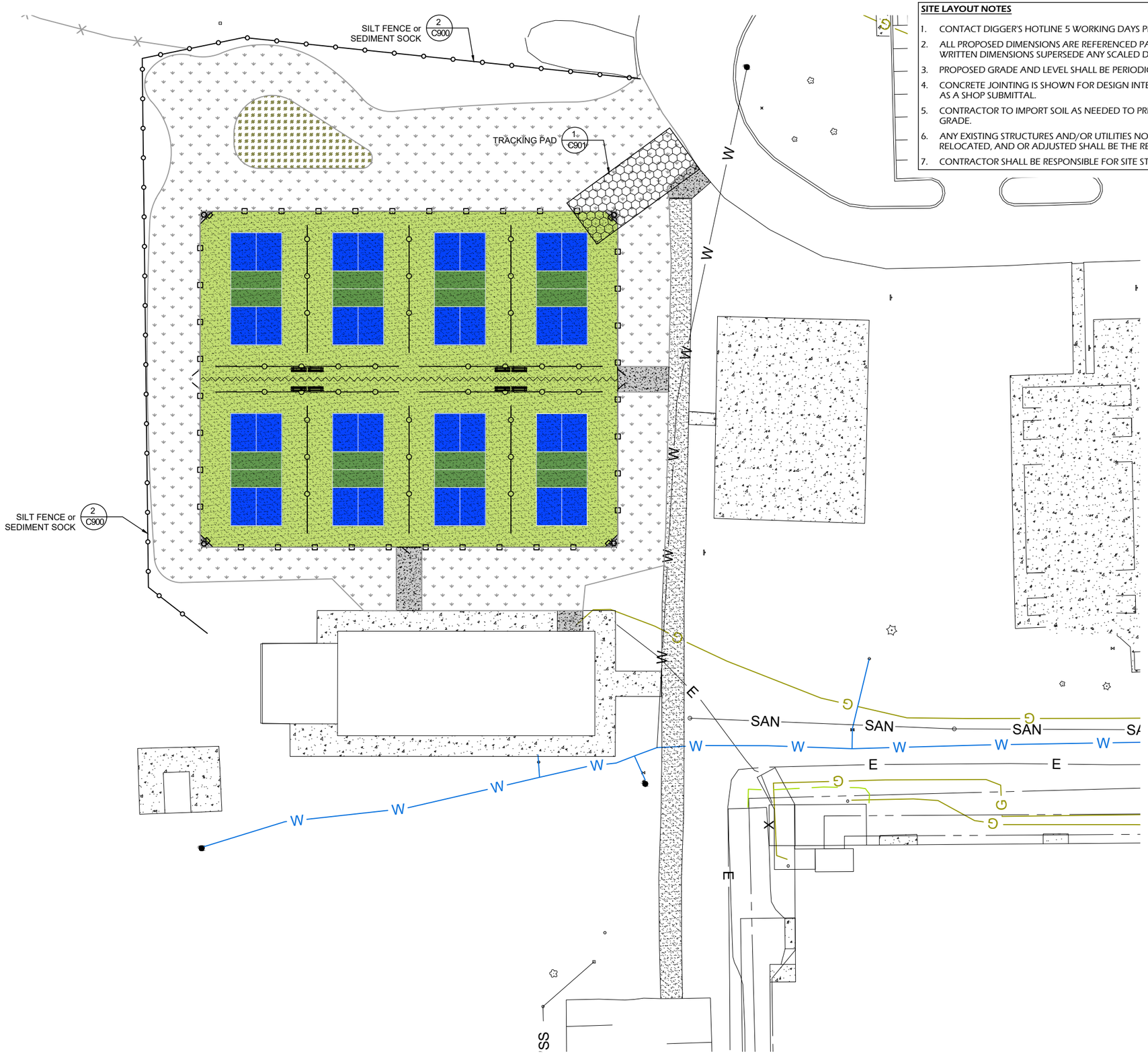

SITE LAYOUT NOTES

1. CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF CONSTRUCTION.
2. ALL PROPOSED DIMENSIONS ARE REFERENCED PARALLEL OR PERPENDICULAR TO THE PROPOSED FEATURES SHOWN. WRITTEN DIMENSIONS SUPERSEDE ANY SCALED DIMENSIONS.
3. PROPOSED GRADE AND LEVEL SHALL BE PERIODICALLY REVIEWED IN THE FIELD BY THE OWNER OR A/E.
4. CONCRETE JOINTING IS SHOWN FOR DESIGN INTENT. FINAL SCORING PLANS SHALL BE SUBMITTED TO THE A/E FOR REVIEW AS A SHOP SUBMITTAL.
5. CONTRACTOR TO IMPORT SOIL AS NEEDED TO PREPARE TURF AREAS. CONTRACTOR TO FINE GRADE ALL AREAS TO FINISH GRADE.
6. ANY EXISTING STRUCTURES AND/OR UTILITIES NOT SHOWN ON THESE DOCUMENTS WHICH NEED TO BE REMOVED, RELOCATED, AND OR ADJUSTED SHALL BE THE RESPONSIBILITY OF THE SITE CONTRACTOR AND INCLUDED IN THE BASE BID.
7. CONTRACTOR SHALL BE RESPONSIBLE FOR SITE STAKING. DIGITAL PLAN FILES MAY BE AVAILABLE FROM THE A/E.

LEGEND

- SILT FENCE/SOCK
- TRACKING PAD
- 4" CONCRETE PAVEMENT
- ASPHALT COURT WITH SURFACING
- RESTORATION
- SAWCUT LINE

LANDSCAPE AND RESTORATION NOTES

1. CONTRACTOR SHALL MEET EXISTING GRADE AT GRADING LIMITS WITH A SMOOTH AND CONTINUOUS TRANSITION.
2. SEED/SOIL PLACEMENT SHALL EXTEND TO THE LIMITS OF CONSTRUCTION DISTURBANCE.
5. ALL GENERAL LANDSCAPE AREAS DISTURBED DURING CONSTRUCTION SHALL BE RESTORED WITH 4" MINIMUM TOPSOIL DEPTH AND SEEDED IN ACCORDANCE WITH THE SPECIFICATIONS. THIS SHALL INCLUDE ANY AREAS OUTSIDE OF THE PROJECT LIMITS THAT ARE DISTURBED BY CONTRACTOR ACTIVITY.

0' 20' 40'

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Project Name:
WILLIAM MCFARLAND PARK PHASE 1A: PICKLEBALL
4802 Marsh Road
McFarland, WI 53558

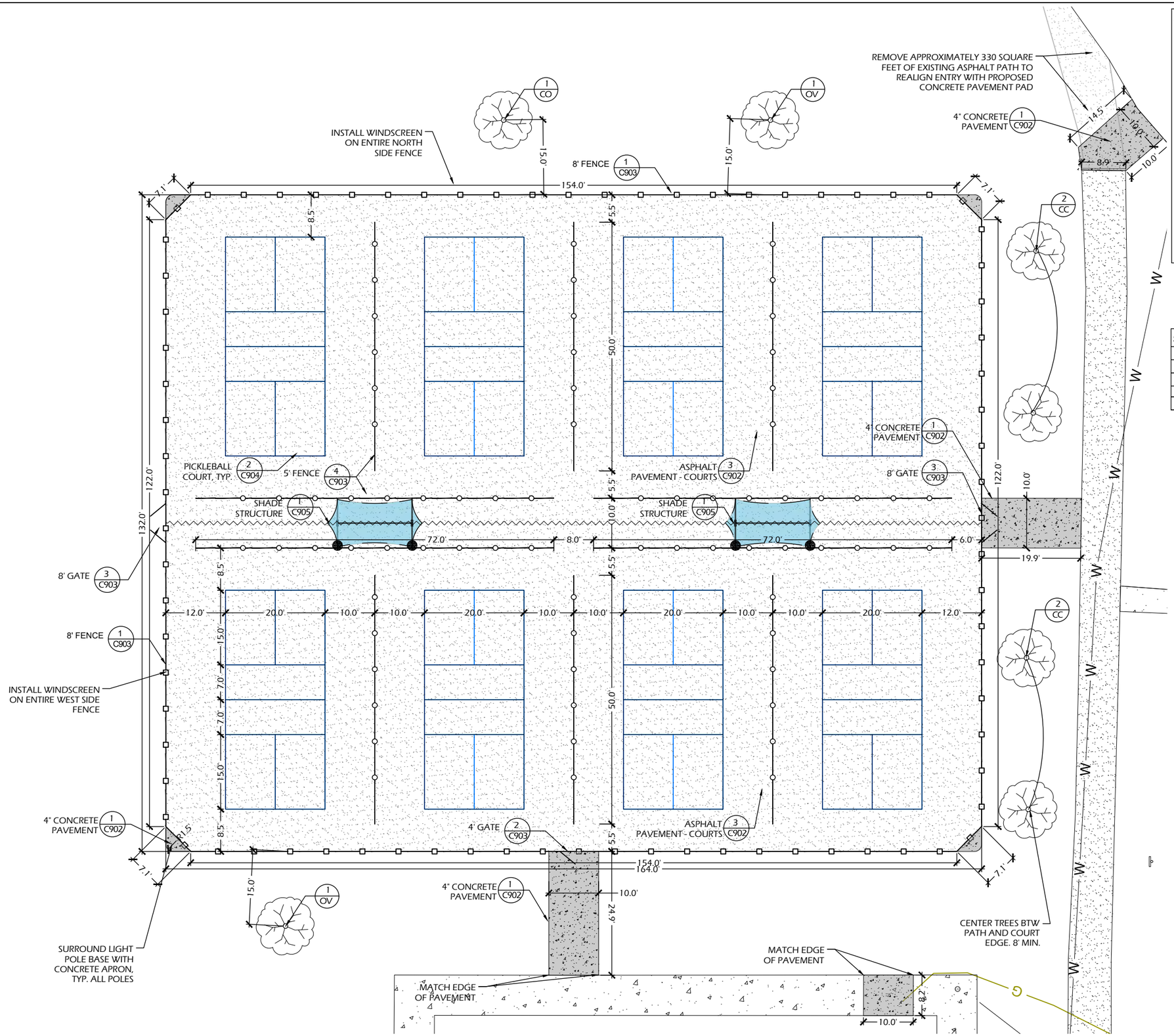
Sheet Title:
OVERALL SITE PLAN

Revisions:

Project #:	20.010
Issued For:	Review
Date:	1/06/2022

Sheet Number
C200

File: P:\20.010 McFarland Pickleball\CAD\P-SP.dwg Layout: C200 User: bluem Plotted: Jan 10, 2022 - 10:00pm



SITE LAYOUT NOTES

1. CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF CONSTRUCTION.
2. ALL PROPOSED DIMENSIONS ARE REFERENCED PARALLEL OR PERPENDICULAR TO THE PROPOSED FEATURES SHOWN. WRITTEN DIMENSIONS SUPERSEDE ANY SCALED DIMENSIONS.
3. PROPOSED GRADE AND LEVEL SHALL BE PERIODICALLY REVIEWED IN THE FIELD BY THE OWNER OR A/E.
4. CONCRETE JOINTING IS SHOWN FOR DESIGN INTENT. FINAL SCORING PLANS SHALL BE SUBMITTED TO THE A/E FOR REVIEW AS A SHOP SUBMITTAL.
5. CONTRACTOR TO IMPORT SOIL AS NEEDED TO PREPARE TURF AREAS. CONTRACTOR TO FINE GRADE ALL AREAS TO FINISH GRADE.
6. ANY EXISTING STRUCTURES AND/OR UTILITIES NOT SHOWN ON THESE DOCUMENTS WHICH NEED TO BE REMOVED, RELOCATED, AND OR ADJUSTED SHALL BE THE RESPONSIBILITY OF THE SITE CONTRACTOR AND INCLUDED IN THE BASE BID.
7. CONTRACTOR SHALL BE RESPONSIBLE FOR SITE STAKING. DIGITAL PLAN FILES MAY BE AVAILABLE FROM THE A/E.

PLANT MATERIAL SCHEDULE

Symb	Botanical name	Common Name	Size/Root	Qty
TREES				
CC	Cercis canadensis	Redbud 'Columbus'	1.5" Cal, B&B	4
CO	Celtis occidentalis	American Hackberry	2" Cal, B&B	1
OV	Ostrya virginiana	American Hophornbeam	2" Cal, B&B	2

LEGEND

- 4" CONCRETE PAVEMENT
- ASPHALT COURT WITH SURFACING
- RESTORATION
- SAWCUT LINE

LANDSCAPE AND RESTORATION NOTES

1. CONTRACTOR SHALL MEET EXISTING GRADE AT GRADING LIMITS WITH A SMOOTH AND CONTINUOUS TRANSITION.
2. SEED/SOIL PLACEMENT SHALL EXTEND TO THE LIMITS OF CONSTRUCTION DISTURBANCE. CITY TO PROVIDE SEED/STRAW.
5. ALL GENERAL LANDSCAPE AREAS DISTURBED DURING CONSTRUCTION SHALL BE RESTORED WITH 4" MINIMUM TOPSOIL DEPTH AND SEEDED IN ACCORDANCE WITH THE SPECIFICATIONS. THIS SHALL INCLUDE ANY AREAS OUTSIDE OF THE PROJECT LIMITS THAT ARE DISTURBED BY CONTRACTOR ACTIVITY. WATERING SHALL BE BY CITY.

0' 10' 20'

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Madison, WI 53717
608.886.6808
Parkitecture

Project Name:
WILLIAM MCFARLAND PARK PHASE 1A: PICKLEBALL
4802 Marsh Road
McFarland, WI 53558

Sheet Title:
COURT LAYOUT PLAN

Revisions:

Project #: 20.010
Issued For: Review
Date: 1/06/2022

Sheet Number
C201

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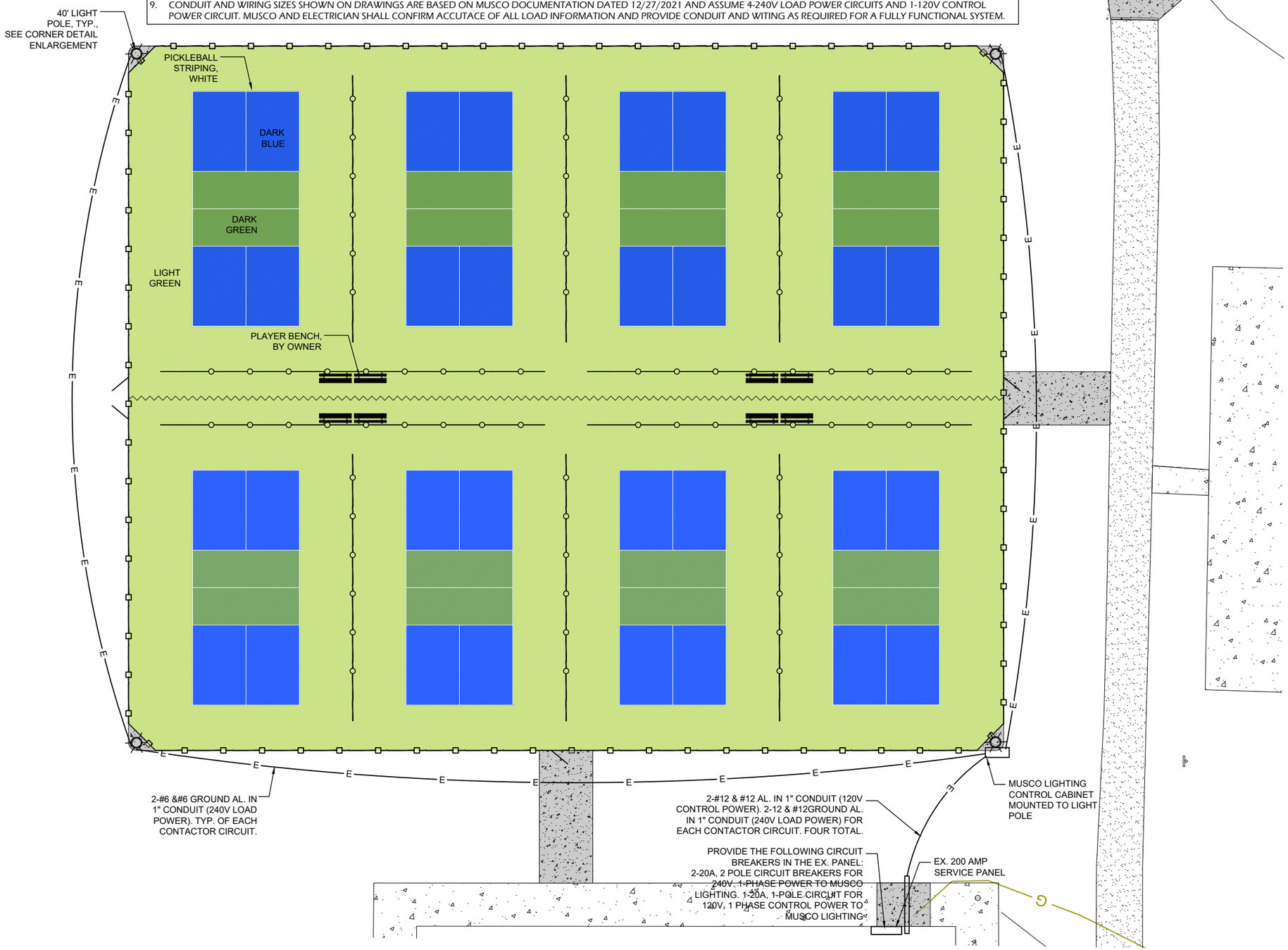
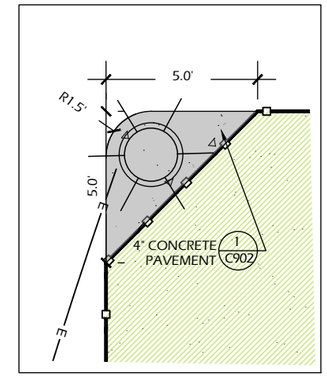
SITE UTILITY NOTES

1. CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF CONSTRUCTION.
2. ALL LIGHT FIXTURES SHALL BE LISTED FOR USE IN WET LOCATIONS.
3. ALL SURFACE MOUNTED ELECTRICAL BOXES SHALL BE RAIN TIGHT/WATERPROOF.
4. ALL ELECTRICAL RECEPTACLES SHALL BE WEATHER RESISTANT AND PROTECTED WITH WEATHERPROOF IN-USE BOXES.
5. ELECTRICAL COMPONENTS AND WORK SHALL BE LISTED AND INSTALLED IN ACCORDANCE WITH NEC 70-14.
6. EX. 200 AMP POWER PANEL IS INSTALLED INSIDE THE BUILDING ON THE NORTH WALL. SEE PHOTOGRAPHS ON THIS DRAWING FOR ADDITIONAL INFORMATION ON THE POWER PANEL.
7. CONTRACTOR TO PROVIDE FINAL PLAN, FEEDER ROUTING, AND WIRE DIAGRAM TO A/E AND CITY FOR REVIEW PRIOR TO INSTALLATION. ASBUILTS SHALL BE PROVIDED TO VILLAGE.
8. ALL LIGHT POLES SHALL BE DIRECT BURIED.
9. CONDUIT AND WIRING SIZES SHOWN ON DRAWINGS ARE BASED ON MUSCO DOCUMENTATION DATED 12/27/2021 AND ASSUME 4-240V LOAD POWER CIRCUITS AND 1-120V CONTROL POWER CIRCUIT. MUSCO AND ELECTRICIAN SHALL CONFIRM ACCUTACE OF ALL LOAD INFORMATION AND PROVIDE CONDUIT AND WITING AS REQUIRED FOR A FULLY FUNCTIONAL SYSTEM.





CORNER DETAIL - 1"=5'

PHOTOS OF EX. PANEL

LEGEND

- 4" CONCRETE PAVEMENT
- ASPHALT COURT WITH SURFACING
- RESTORATION
- SAWCUT LINE

0' 10' 20'

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901 Deming Way, Suite 102
Madison, WI 53717
608.886.6808
Parkitecture

Project Name:
WILLIAM MCFARLAND PARK PHASE 1A: PICKLEBALL
4802 Marsh Road
McFarland, WI 53558

Sheet Title:
COURT SURFACING & LIGHTING PLAN

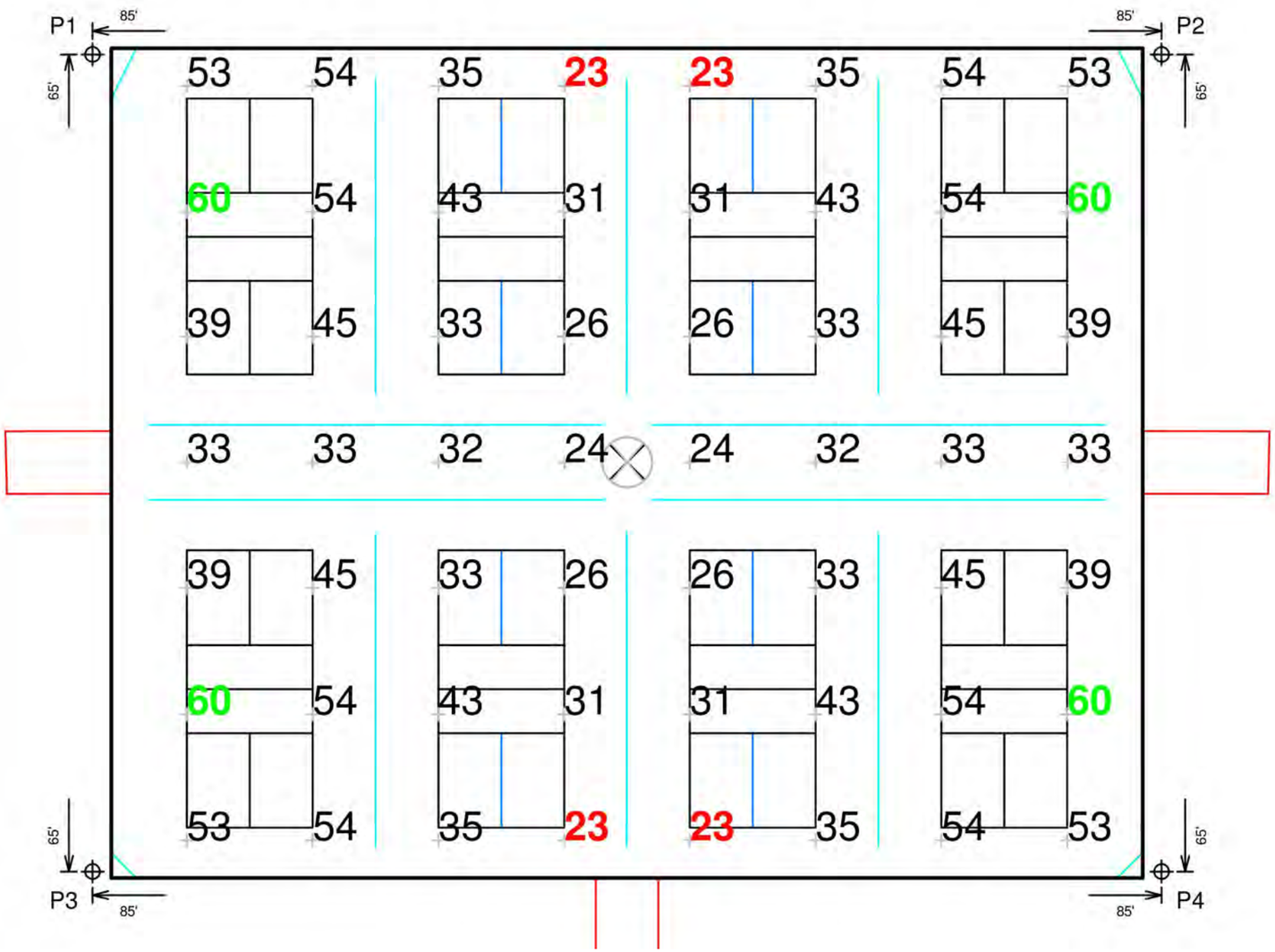
Revisions:

Project #: 20.010
Issued For: Review
Date: 1/06/2022

Sheet Number
C202

File: P:\20.010 McFarland Pickleball\CAD\P-SP.dwg Layout: C202 User: bluem Plotted: Jan 10, 2022 – 10:02pm

EQUIPMENT LIST FOR AREAS SHOWN								
Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID	OTHER GRIDS
4	P1-P4	40'	-	40'	TLC-LED-900	3	3	0
4	TOTALS					12	12	0



William McFarland Park Pickleball

McFarland,WI

GRID SUMMARY	
Name:	**Pickleball**
Size:	164' x 132'
Spacing:	20.0' x 20.0'
Height:	3.0' above grade

ILLUMINATION SUMMARY	
MAINTAINED HORIZONTAL FOOTCANDLES	
	Entire Grid
Scan Average:	**39.88**
Maximum:	60
Minimum:	23
Avg / Min:	1.72
Max / Min:	**2.59**
UG (adjacent pts):	1.55
CU:	0.85
No. of Points:	56
LUMINAIRE INFORMATION	
Applied Circuits:	A
No. of Luminaires:	**12**
Total Load:	10.68 kW

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

Field Measurements: Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the **"Musco Control System Summary"** for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.

EQUIPMENT LIST FOR AREAS SHOWN						
Pole				Luminaires		
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE
4	P1-P4	40'	-	40'	TLC-LED-900	3
4	TOTALS					12

SINGLE LUMINAIRE AMPERAGE DRAW CHART							
Ballast Specifications (.90 min power factor)	Line Amperage Per Luminaire (max draw)						
Single Phase Voltage	208 (60)	220 (60)	240 (60)	277 (50)	347 (60)	380 (50)	480 (60)
TLC-LED-900	5.3	5.0	4.6	4.0	3.2	2.9	2.3

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Madison,WI 53717
608.886.6808
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Project Name:
WILLIAM MCFARLAND PARK PHASE 1A: PICKLEBALL
4802 Marsh Road
McFarland, WI 53558

Sheet Title:
LIGHTING PHOTOMETRICS

Revisions:

Project #: 20.010
Issued For: Review
Date: 1/06/2022

Sheet Number
C203

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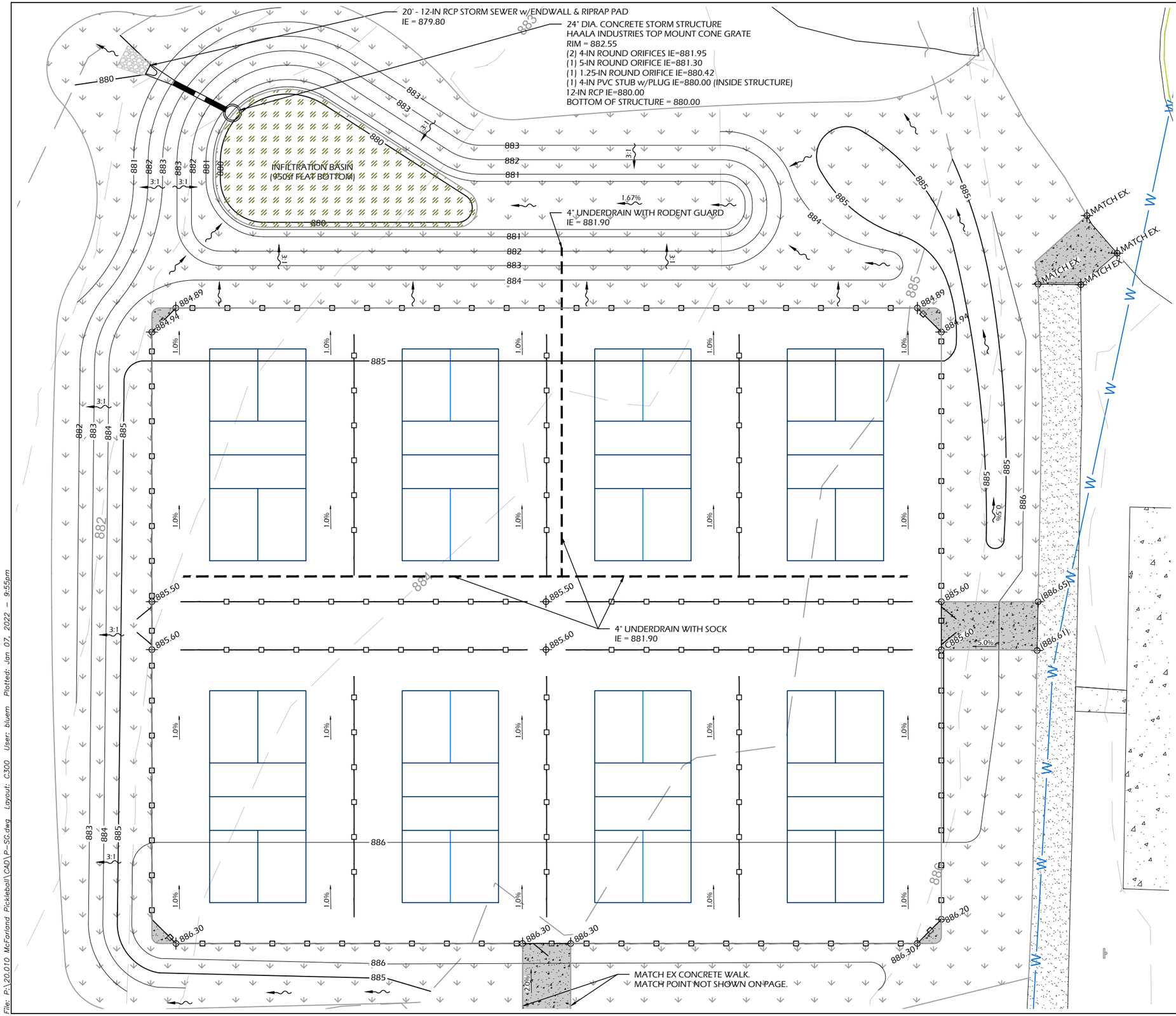

SITE GRADING NOTES

1. ALL BIDDERS SHOULD VISIT THE SITE PRIOR TO SUBMITTING A BID AND REVIEW THE EXISTING CONDITIONS OF THE SITE.
2. CONTACT DIGGER'S HOTLINE A MINIMUM OF 5 WORKING DAYS PRIOR TO THE START OF CONSTRUCTION.
3. GRADE, LINE, AND LEVEL TO BE REVIEWED IN THE FIELD BY THE OWNER OR A/E.
4. THE SITE CONTRACTOR SHALL INSTALL AND MAINTAIN ALL EROSION CONTROL ELEMENTS IN ACCORDANCE WITH THE DEPARTMENT OF NATURAL RESOURCES AND THE LOCAL GOVERNING AUTHORITY'S REGULATIONS.
5. PLACE SILT FENCE OR INLET PROTECTION AT ALL PROPOSED AND EXISTING CATCH BASINS, MANHOLES, AND INLETS FOR THE DURATION OF CONSTRUCTION.
6. ALL EXISTING STRUCTURES AND/OR UTILITIES WHICH ARE NOT SHOWN ON THESE DOCUMENTS WHICH NEED TO BE REMOVED, RELOCATED, AND OR ADJUSTED SHALL BE THE RESPONSIBILITY OF THE SITE CONTRACTOR AND INCLUDED IN THE BASE BID.
7. CONTOUR INTERVAL SHOWN REPRESENTS ONE VERTICAL FOOT AND SHALL BE CONSTRUED AS FINISH GRADE.
8. ALL HARDSCAPE SURFACES SHALL NOT EXCEED 2% RUNNING OR CROSS SLOPES UNLESS OTHERWISE INDICATED.
9. ALL TURF AREAS SHALL MAINTAIN A MINIMUM SLOPE OF 2% UNLESS OTHERWISE INDICATED.

LEGEND

- 4" CONCRETE PAVEMENT
- ASPHALT COURT WITH SURFACING
- LAWN SEED (APPROX. 17,000 sf)
- BOTTLEBRUSH SEDGE PLUGS PLANTED 12-IN O.C. RESTORE w/HARDWOOD MULCH & COVER w/CLASS 1 TYPE A URBAN EROSION MATTING PLUGS & MULCH EXTEND 1 FOOT BEYOND FLAT BASIN BOTTOM (APPROX. 1,100 SF)
- SAWCUT LINE

SPOT GRADE LEGEND

xxx.xx	CORNER OF PAVEMENT
(xxx.xx)	EXISTING GRADE

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901 Deming Way, Suite 102
Madison, WI 53717
608.886.6808
Parkitecture

PHASE 1A: PICKLEBALL

Project Name:
WILLIAM MCFARLAND PARK
4802 Marsh Road
McFarland, WI 53558

Sheet Title:
SITE GRADING PLAN

Revisions:

Project #: 20.010
Issued For: Review
Date: 1/06/2022

Sheet Number
C300

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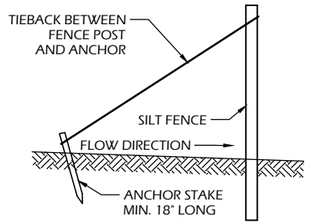
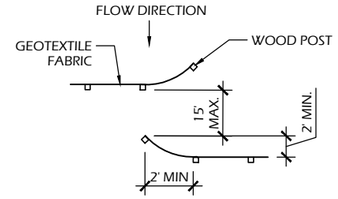
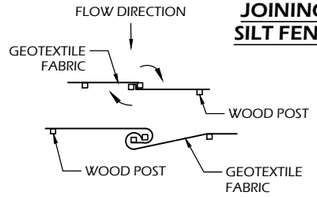


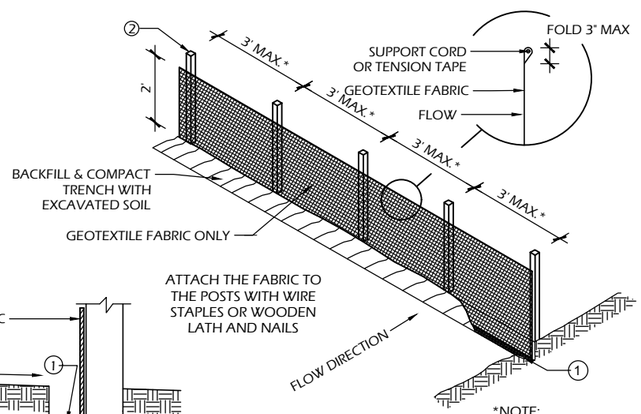
SILT FENCE TIE BACK (WHEN REQUIRED BY THE ENGINEER)



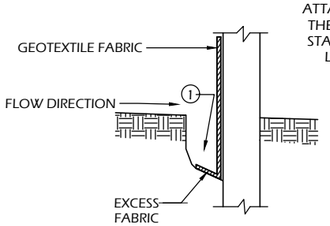
JOINING TWO LENGTHS OF SILT FENCE (HOOK METHOD)



JOINING TWO LENGTHS OF SILT FENCE (TWIST METHOD)



*NOTE:
8'-0" POST SPACING ALLOWED IF A WOVEN GEOTEXTILE FABRIC IS USED.



TRENCH DETAIL

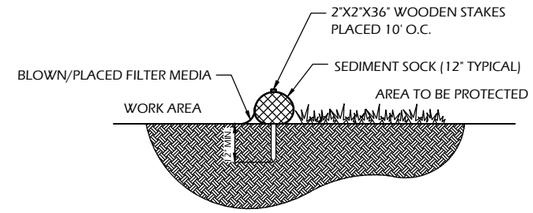
SILT FENCE

SILT FENCE GENERAL NOTES:

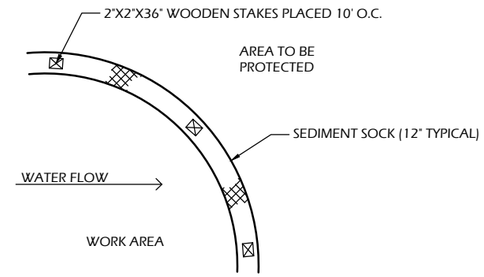
1. FOR MANUAL INSTALLATIONS THE TRENCH SHALL BE A MINIMUM OF 4" WIDE & 6" DEEP TO BURY AND ANCHOR THE GEOTEXTILE FABRIC. FOLD MATERIAL TO FIT TRENCH AND BACKFILL & COMPACT TRENCH WITH EXCAVATED SOIL.
2. WOOD POSTS SHALL BE A MINIMUM SIZE OF 3' LENGTH OF OAK OR HICKORY
3. ADDITIONAL POST DEPTH OR TIE BACKS MAY BE REQUIRED IN UNSTABLE SOILS
4. DETAILS OF CONSTRUCTION NOT SHOWN ON THIS DRAWING SHALL CONFORM TO THE PERTINENT REQUIREMENTS OF THE SPECIFICATIONS.
5. 8" OF FENCE FABRIC REQUIRED BELOW GRADE IN TRENCH PER DNR TECH STD. 1056
6. MANUFACTURED ALTERNATIVES APPROVED AND LISTED ON THE WisDOT PRODUCT ACCEPTABILITY LIST (PAL) MAY BE SUBSTITUTED.
7. FINISHED SIZE, INCLUDING FLAP POCKETS WHERE REQUIRED, SHALL EXTEND A MINIMUM OF 10" AROUND THE PERIMETER TO FACILITATE MAINTENANCE OR REMOVAL.
8. FLAP POCKETS SHALL BE LARGE ENOUGH TO ACCEPT WOOD 2"X4".
9. EROSION CONTROL SHALL BE PROVIDED IN ACCORDANCE WITH WDNR TECHNICAL STANDARD AND TECHNICAL SPECIFICATIONS.
10. CROSS BRACE WITH 2" X 4" WOODEN FRAME OR EQUIVALENT AT TOP OF POSTS AS DIRECTED BY THE ENGINEER.
11. MINIMUM 14 GAUGE WIRE REQUIRED, FOLD FABRIC 3" OVER THE WIRE AND STAPLE OR PLACE WIRE RINGS ON 12" C.C.
12. WIRE SUPPORT FENCE SHALL BE 14 GAUGE MINIMUM WOVEN WIRE WITH A MAXIMUM MESH SPACING OF 6". SECURE TOP OF GEOTEXTILE FABRIC TO TOP OF FENCE WITH STAPLES OR WIRE RINGS AT 12" C.C. (TYPE B)
13. GEOTEXTILE FABRIC SHALL BE REINFORCED WITH AN INDUSTRIAL POLYPROPYLENE NETTING WITH A MAXIMUM MESH SPACING OF 3/4" OR EQUAL. A HEAVY DUTY NYLON TOP SUPPORT CORD OR EQUIVALENT IS REQUIRED. (TYPE A)
14. STEEL POSTS SHALL BE STUDDED "TEE" OR "U" TYPE WITH A MINIMUM WEIGHT OF 1.28 LBS./LIN. FT. (WITHOUT ANCHOR) FIN ANCHORS SUFFICIENT TO RESIST POST MOVEMENT ARE REQUIRED. WOOD POSTS SHALL BE A MINIMUM SIZE OF 1 1/8" X 1 1/8" OF OAK OR HICKORY.
15. CONSTRUCT SILT FENCE FROM A CONTINUOUS ROLL, IF POSSIBLE, BY CUTTING LENGTHS TO AVOID JOINTS. IF A JOINT IS NECESSARY, USE ONE OF THE FOLLOWING TWO METHODS: A.) TWIST METHOD – OVERLAP THE END POSTS AND TWIST, OR ROTATE, AT LEAST 180 DEGREES, B:) HOOK METHOD – HOOK THE END OF EACH SILT FENCE LENGTH.

2 C900 SILT FENCE OR SEDIMENT SOCK

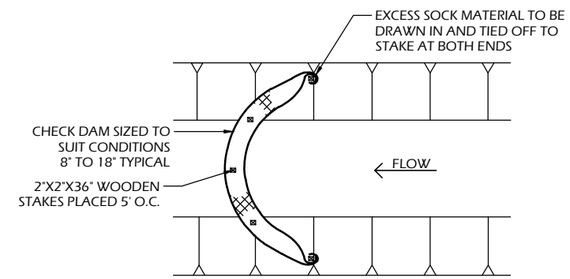
SCALE: NTS



SECTION



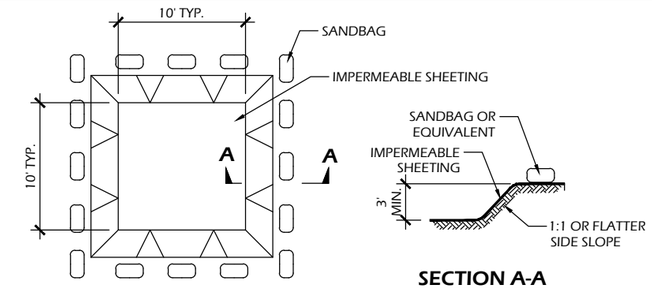
PLAN



SEDIMENT SOCK NOTES:

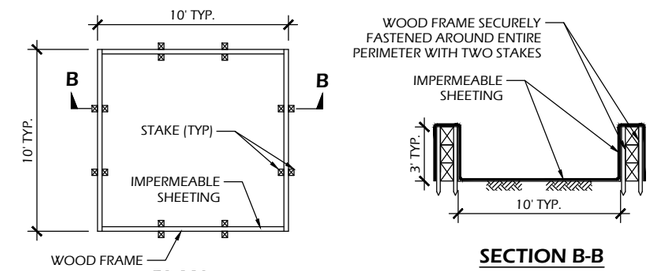
1. ALL MATERIAL TO MEET SPECIFICATIONS.
2. SEDIMENT SHOULD BE REMOVED FROM BEHIND CHECK DAM ONCE THE ACCUMULATED HEIGHT HAS REACHED ½ THE HEIGHT OF THE CHECK DAM.
3. CHECK DAM CAN BE DIRECT SEEDED AT THE TIME OF INSTALLATION.
4. FILTER MEDIA FILL TO MEET APPLICATION REQUIREMENTS.
5. COMPOST MATERIAL TO BE DISPERSED ON SITE. AS DETERMINED BY ENGINEER.

SEDIMENT SOCK



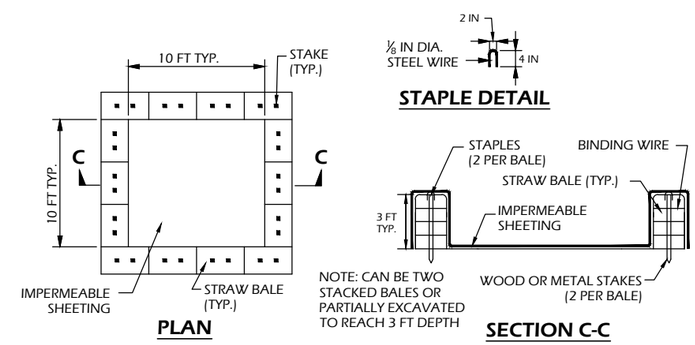
PLAN **SECTION A-A**

EXCAVATED WASHOUT STRUCTURE



PLAN **SECTION B-B**

WASHOUT STRUCTURE WITH WOOD PLANKS



PLAN **STAPLE DETAIL** **SECTION C-C**

WASHOUT STRUCTURE WITH STRAW BALES

CONSTRUCTION SPECIFICATIONS

1. TEMPORARY CONCRETE WASHOUT STRUCTURE SHALL BE USED TO WASH DOWN CONCRETE TRUCK CHUTES AND OTHER EQUIPMENT AFTER USE TO PREVENT WASHDOWN WATER FROM POLLUTING THE SITE.
2. LOCATE WASHOUT STRUCTURE A MINIMUM OF 50 FEET AWAY FROM OPEN CHANNELS, STORM DRAIN INLETS, SENSITIVE AREAS, WETLANDS, BUFFERS AND WATER COURSES AND AWAY FROM CONSTRUCTION TRAFFIC.
3. SIZE WASHOUT STRUCTURE FOR VOLUME NECESSARY TO CONTAIN WASH WATER AND SOLIDS AND MAINTAIN AT LEAST 4 INCHES OF FREEBOARD. TYPICAL DIMENSIONS ARE 10 FEET X 10 FEET X 3 FEET DEEP.
4. PREPARE SOIL BASE FREE OF ROCKS OR OTHER DEBRIS THAT MAY CAUSE TEARS OR HOLES IN THE LINER. FOR LINER, USE 10 MIL OR THICKER UV RESISTANT, IMPERMEABLE SHEETING, FREE OF HOLES AND TEARS OR OTHER DEFECTS THAT COMPROMISE IMPERMEABILITY OF THE MATERIAL.
5. PROVIDE A SIGN FOR THE WASHOUT IN CLOSE PROXIMITY TO THE FACILITY.
6. KEEP CONCRETE WASHOUT STRUCTURE WATER TIGHT. REPLACE IMPERMEABLE LINER IF DAMAGED (E.G., RIPPED OR PUNCTURED). EMPTY OR REPLACE WASHOUT STRUCTURE THAT IS 75 PERCENT FULL, AND DISPOSE OF ACCUMULATED MATERIAL PROPERLY. DO NOT REUSE PLASTIC LINER. WET-VACUUM STORED LIQUIDS THAT HAVE NOT EVAPORATED AND DISPOSE OF IN AN APPROVED MANNER. PRIOR TO FORECASTED RAINSTORMS, REMOVE LIQUIDS OR COVER STRUCTURE TO PREVENT OVERFLOWS. REMOVE HARDENED SOLIDS, WHOLE OR BROKEN UP, FOR DISPOSAL OR RECYCLING. MAINTAIN RUNOFF DIVERSION AROUND EXCAVATED WASHOUT STRUCTURE UNTIL STRUCTURE IS REMOVED.

1 C900 CONCRETE WASHOUT STRUCTURE (TEMP)

SCALE: NTS

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Project Name: **WILLIAM MCFARLAND PARK PHASE 1A: PICKLEBALL**
4802 Marsh Road
McFarland, WI 53558

Sheet Title: **CONSTRUCTION DETAILS**

Revisions:

Project #: 20.010
Issued For: Review
Date: 1/06/2022

Sheet Number **C900**

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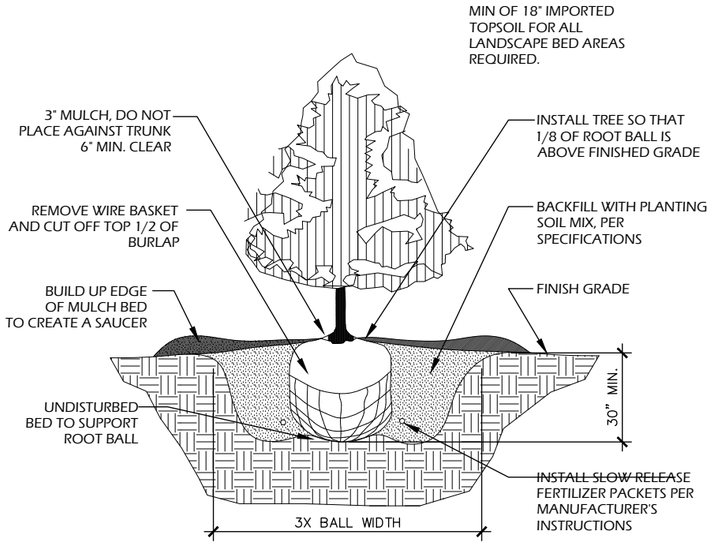
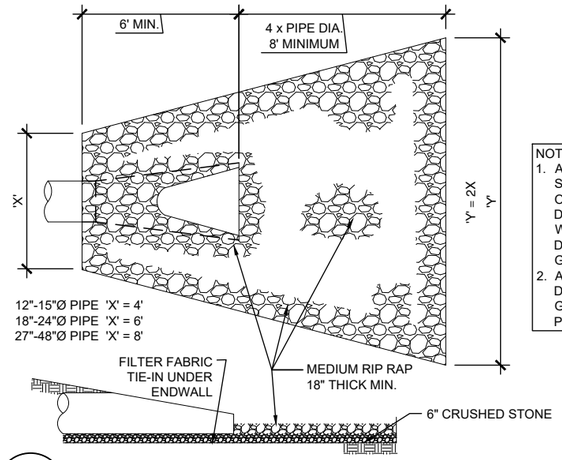


GENERAL NOTE:
REMOVE EXCESS SOIL FROM TOP OF BALL IF NEEDED. BREAK DOWN SIDES OF HOLE WHEN BACKFILLING

6 / C901 B&B EVERGREEN PLANTING

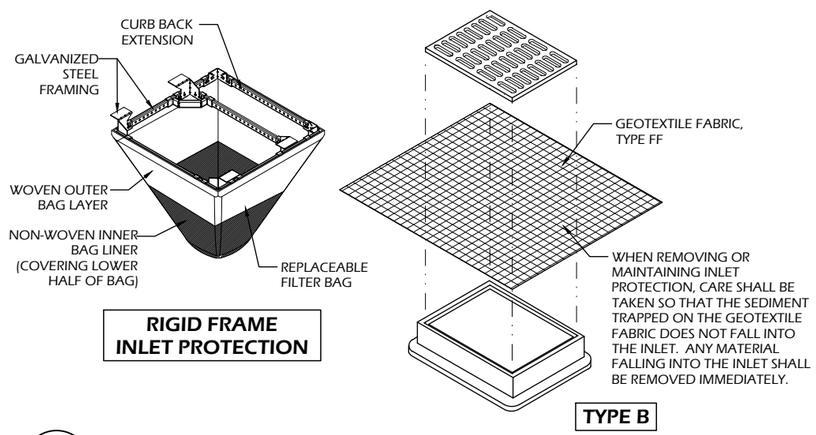
SCALE: NTS



NOTES:
1. ALL CULVERT PIPES SHALL HAVE ENDWALLS ON UPSTREAM & DOWNSTREAM ENDS WHERE THEY DAYLIGHT AT THE GROUND SURFACE.
2. ALL ENDWALLS 18" IN DIAMETER OR GREATER SHALL HAVE PIPE GATES.

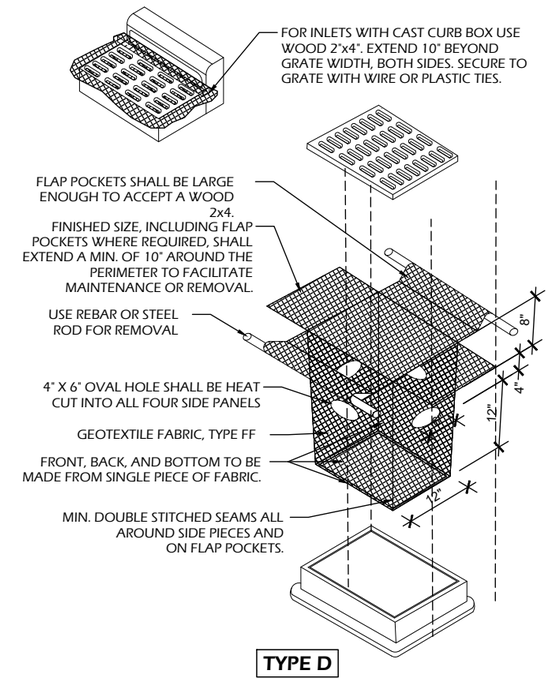
4 / C901 ENDWALL RIPRAP DETAIL

SCALE: NTS



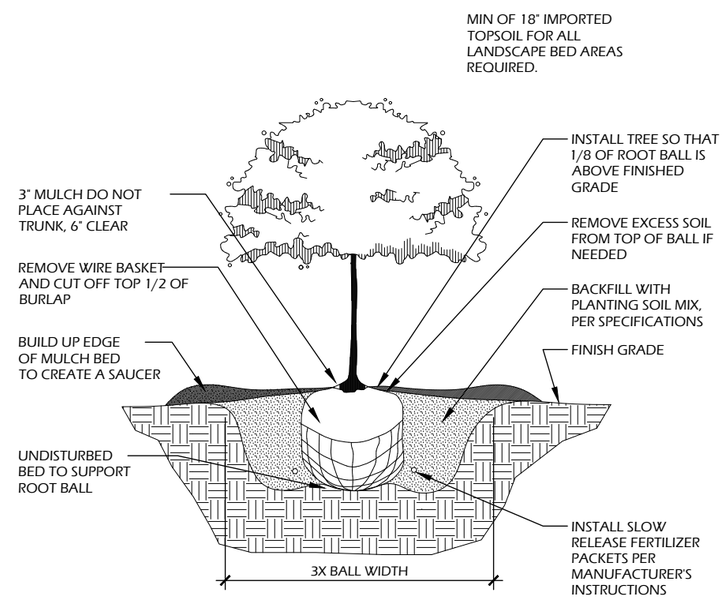
3 / C901 INLET PROTECTION TYPES B & D

SCALE: NTS



INLET PROTECTION NOTES:

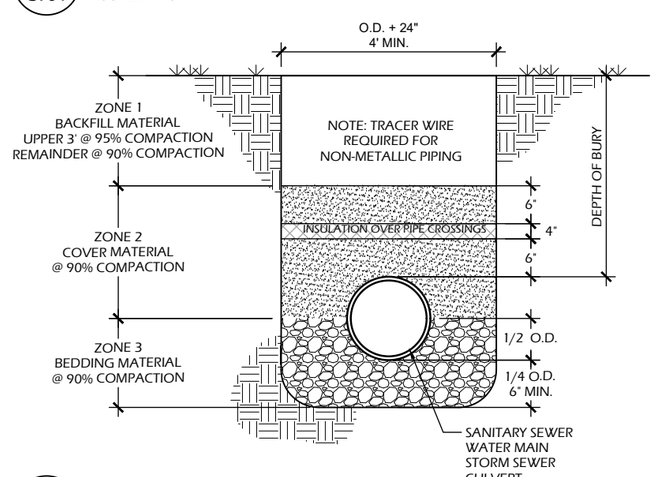
1. INSTALL PER WDNR STORM WATER CONSTRUCTION TECHNICAL STANDARD 1060.
2. INLET PROTECTION TYPE B SHALL BE USED ON STRUCTURES 30" OR LESS IN DEPTH.
3. RIGID FRAME OR TYPE D INLET PROTECTION MAY BE USED AT THE DISCRETION OF THE CONTRACTOR UNLESS OTHERWISE NOTED.
4. ROUTINELY INSPECT FOR INTEGRITY AND NEEDED MAINTENANCE.
5. EMPTY SEDIMENT WHEN THE BAG IS HALF FULL OR SEDIMENT IS WITHIN 6 INCHES OF THE OVERFLOW HOLES, OR AS DIRECTED BY THE OWNER OR A/E.
6. IMMEDIATELY REMOVE ANY SEDIMENT FALLING INTO THE INLET DURING MAINTENANCE ACTIVITIES.
7. INLET PROTECTION SHALL BE REMOVED AFTER THE SITE HAS ACHIEVED 80% STABILIZATION OR AT THE END OF THE PROJECT.



GENERAL NOTE:
1. BREAK DOWN SIDES OF HOLE WHEN BACKFILLING.

5 / C901 B&B TREE PLANTING

SCALE: NTS



2 / C901 UTILITY TRENCH SECTION

SCALE: NTS

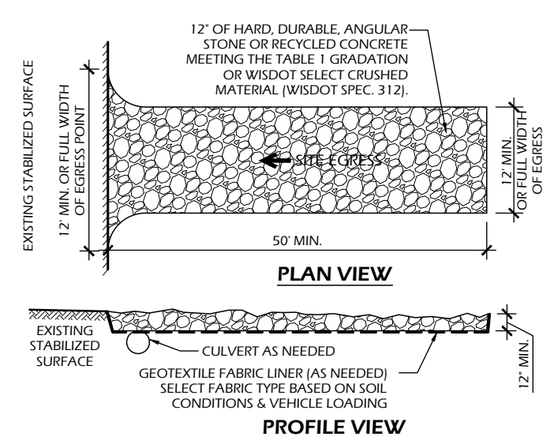


TABLE 1 AGGREGATE GRADATION	
SIEVE SIZE	PERCENT PASSING BY WEIGHT
3"	100
2 1/2"	90 - 100
1 1/2"	25 - 60
3/4"	0 - 20
3/8"	0 - 5

OPERATION & MAINTENANCE:

1. MONITOR TRACKING PADS FOR COMPACTION, SOIL DEPOSITS, AND MIXING OF UNDERLYING SOILS AND STONE LAYERS.
2. MAINTAIN A LOOSENED, ROUGH SURFACE BY SCRAPING, LOOSENING, OR TOP-DRESSING WITH ADDITIONAL AGGREGATE.
3. REPLACE GEOTEXTILE AND STONE IF LESS-INTENSIVE MAINTENANCE EFFORTS FAIL TO REESTABLISH EFFECTIVENESS.
4. ADD STONE AS NEEDED TO MAINTAIN THE MINIMUM PAD THICKNESS.
5. REPLACE DAMAGED OR CRUSHED CULVERTS UNDER TRACKING PAD.

1 / C901 STONE TRACKING PAD

SCALE: NTS

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Project Name:
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4802 Marsh Road
McFarland, WI 53558

Sheet Title:
CONSTRUCTION DETAILS

Revisions:

Project #: 20.010
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C901

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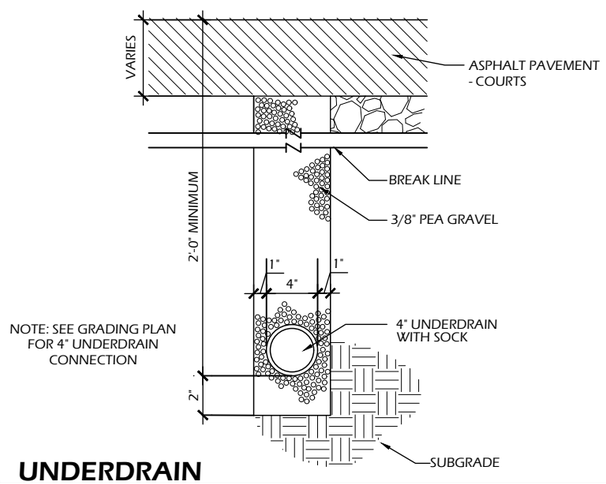
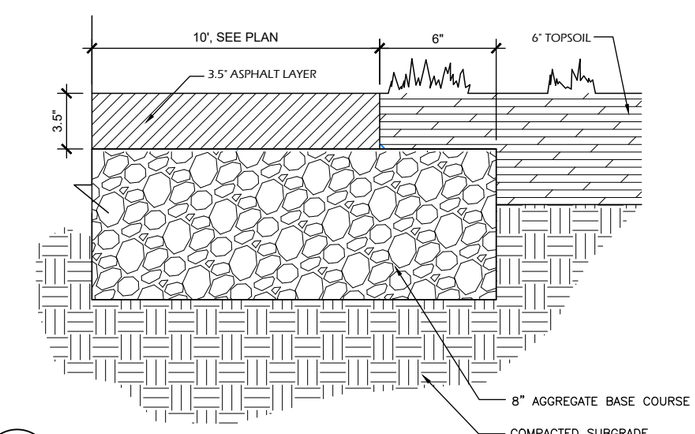


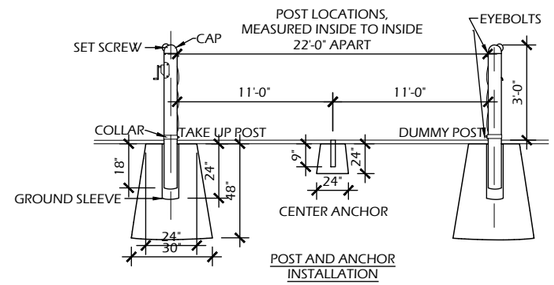
7 C902 UNDERDRAIN

SCALE: NTS



6 C902 ASPHALT PAVEMENT - PATH

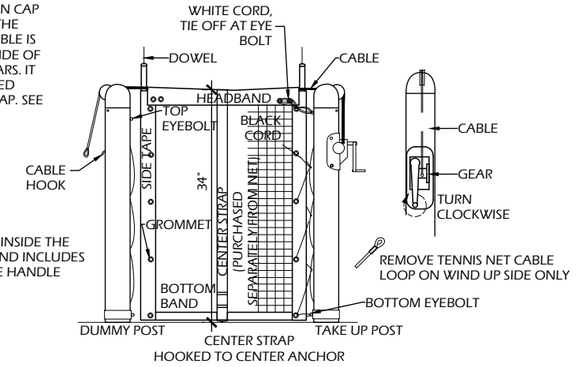
SCALE: NTS



POST AND ANCHOR INSTALLATION

NOTE: ENSURE PULLEY ON CAP IS FACING AWAY FROM THE COURT AND THE NET CABLE IS INSTALLED DOWN THE SIDE OF THE POST AND INTO GEARS. IT SHOULD **NOT** BE INSTALLED DOWN THROUGH THE CAP. SEE NET INSTALLATION INSTRUCTIONS FOR AN ILLUSTRATION.

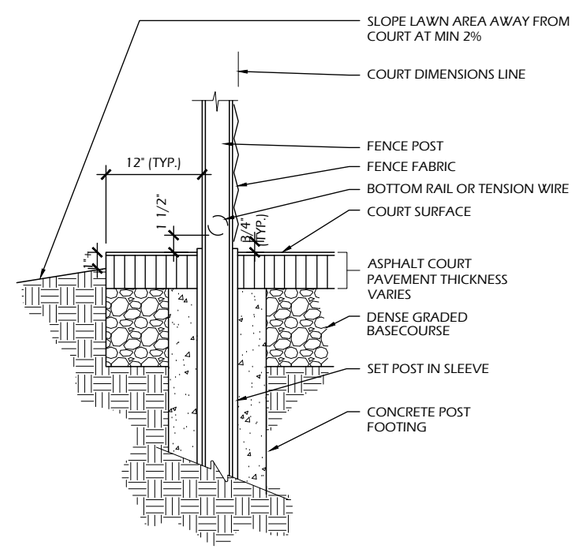
HARDWARE IS LOCATED INSIDE THE END OF TAKE UP POST AND INCLUDES (1) REMOVABLE CHROME HANDLE AND (4) EYEBOLTS.



NET INSTALLATION

5 C902 PICKLEBALL NET ASSEMBLY

SCALE: NTS

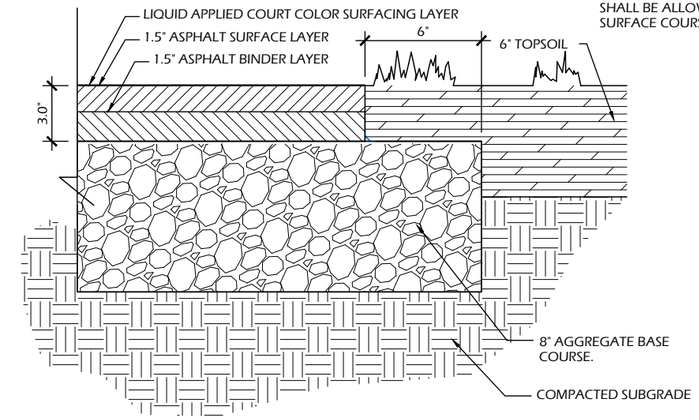


SECTION

4 C902 ASPHALT COURT EDGE

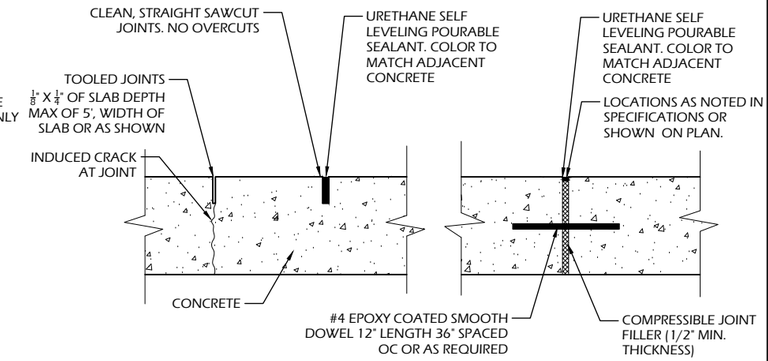
SCALE: NTS

NO RECYCLED MATERIAL SHALL BE ALLOWED IN SURFACE COURSE MIX.



3 C902 ASPHALT PAVEMENT - COURTS

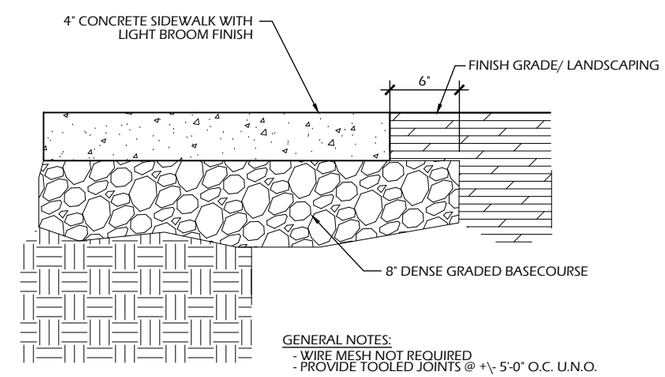
SCALE: NTS



GENERAL NOTES:
- SAWCUT ALL JOINTS
- OVERCUTS SHALL NOT BE ACCEPTED
- PROVIDE JOINTS PER JOINTING PLAN
- DOWEL BETWEEN ALL SEPARATE POURS
- ALL JOINTS SHALL BE STRAIGHT AND CONTINUOUS

2 C902 CONCRETE JOINTS

SCALE: NTS



GENERAL NOTES:
- WIRE MESH NOT REQUIRED
- PROVIDE TOOLED JOINTS @ +\- 5'-0" O.C. U.N.O.

1 C902 CONCRETE PAVEMENT

SCALE: NTS

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Project Name:
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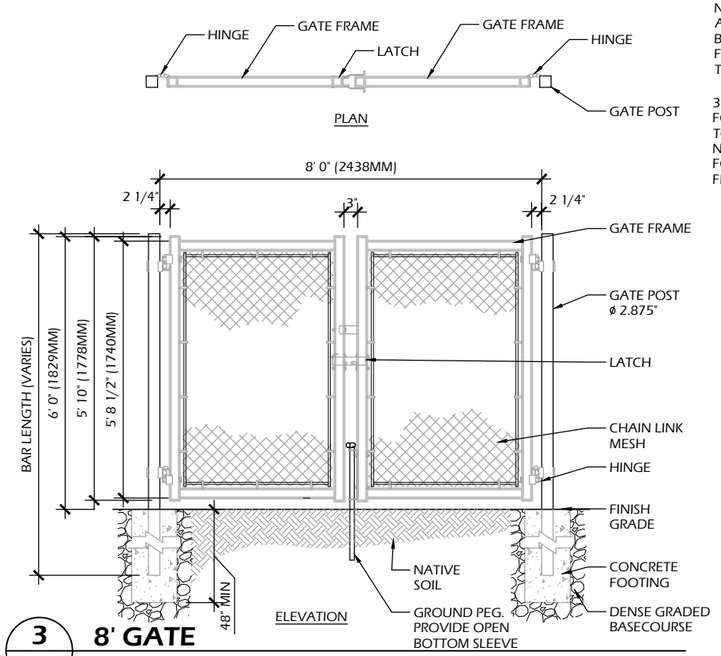
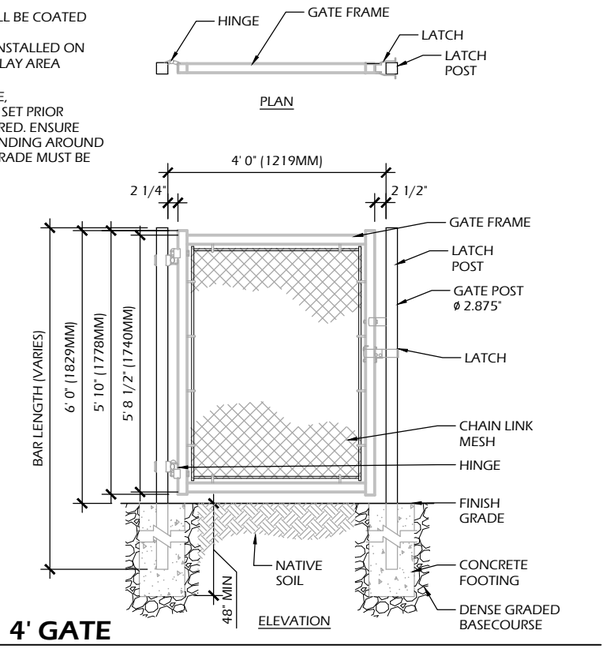


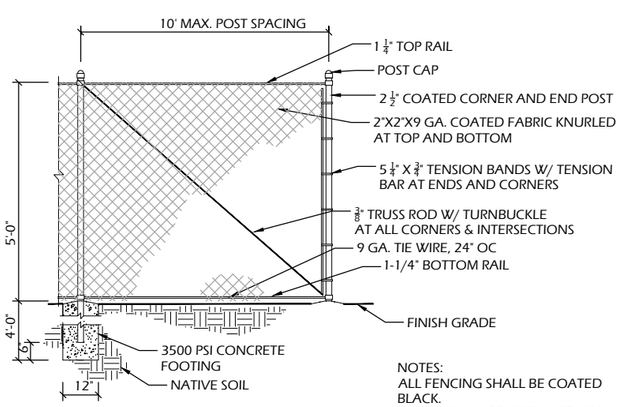
3 C903 **8' GATE**
SCALE: NTS

NOTES:
ALL FENCING SHALL BE COATED BLACK.
FABRIC SHALL BE INSTALLED ON THE OUTSIDE OF PLAY AREA

3500 PSI CONCRETE, FOOTINGS MAY BE SET PRIOR TO PAVING OR CORED. ENSURE NO ASPHALT MOUNDING AROUND FOOTING. FINAL GRADE MUST BE FLUSH.

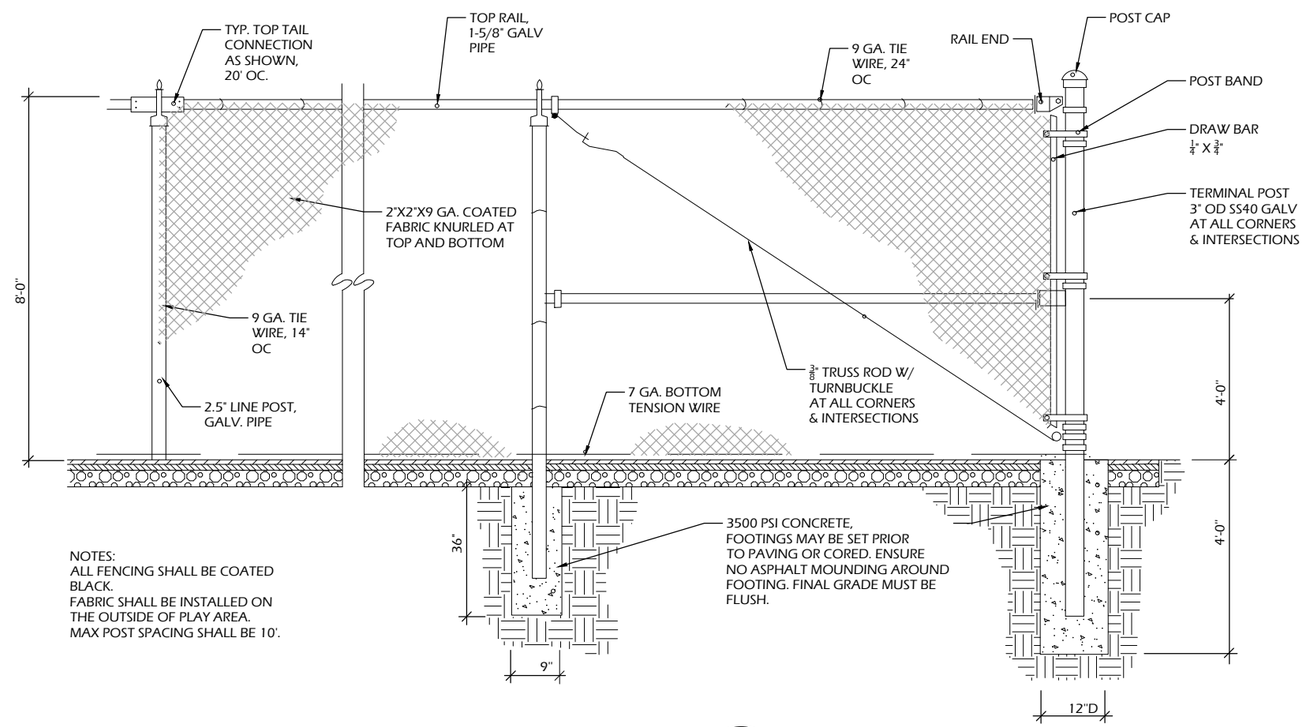


2 C903 **4' GATE**
SCALE: NTS



NOTES:
ALL FENCING SHALL BE COATED BLACK.
FABRIC SHALL BE INSTALLED ON THE OUTSIDE OF PLAY AREA.
MAX POST SPACING SHALL BE 10'.

4 C903 **5' FENCING**
SCALE: NTS



NOTES:
ALL FENCING SHALL BE COATED BLACK.
FABRIC SHALL BE INSTALLED ON THE OUTSIDE OF PLAY AREA.
MAX POST SPACING SHALL BE 10'.

CORNER AND LINE POST DETAIL

1 C903 **8' FENCING**
SCALE: NTS

PARKITECTURE + PLANNING
901 Deming Way, Suite 102
Madison,WI 53717
608.886.6808
Parkitecture

Project Name:
WILLIAM MCFARLAND PARK PHASE 1A: PICKLEBALL
4802 Marsh Road
McFarland, WI 53558

Sheet Title:
CONSTRUCTION DETAILS

Revisions:

Project #: 20.010
Issued For: Review
Date: 1/06/2022

Sheet Number
C903

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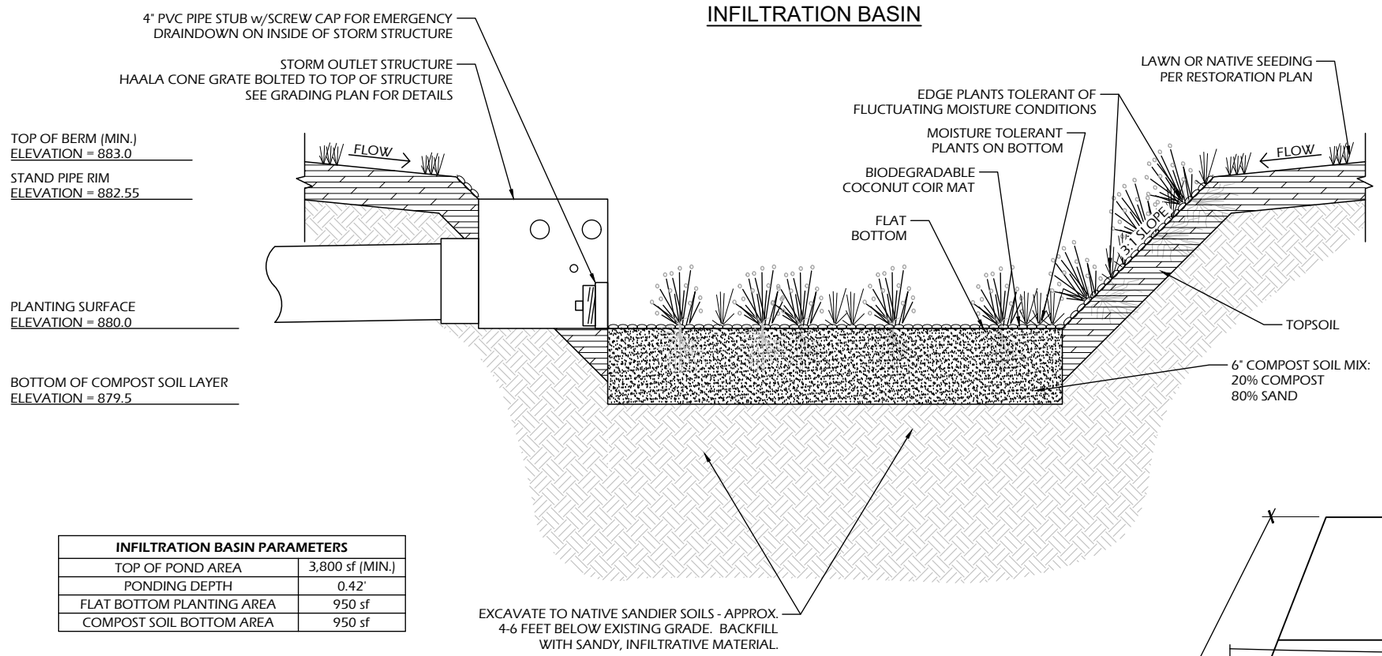
INFILTRATION BASIN



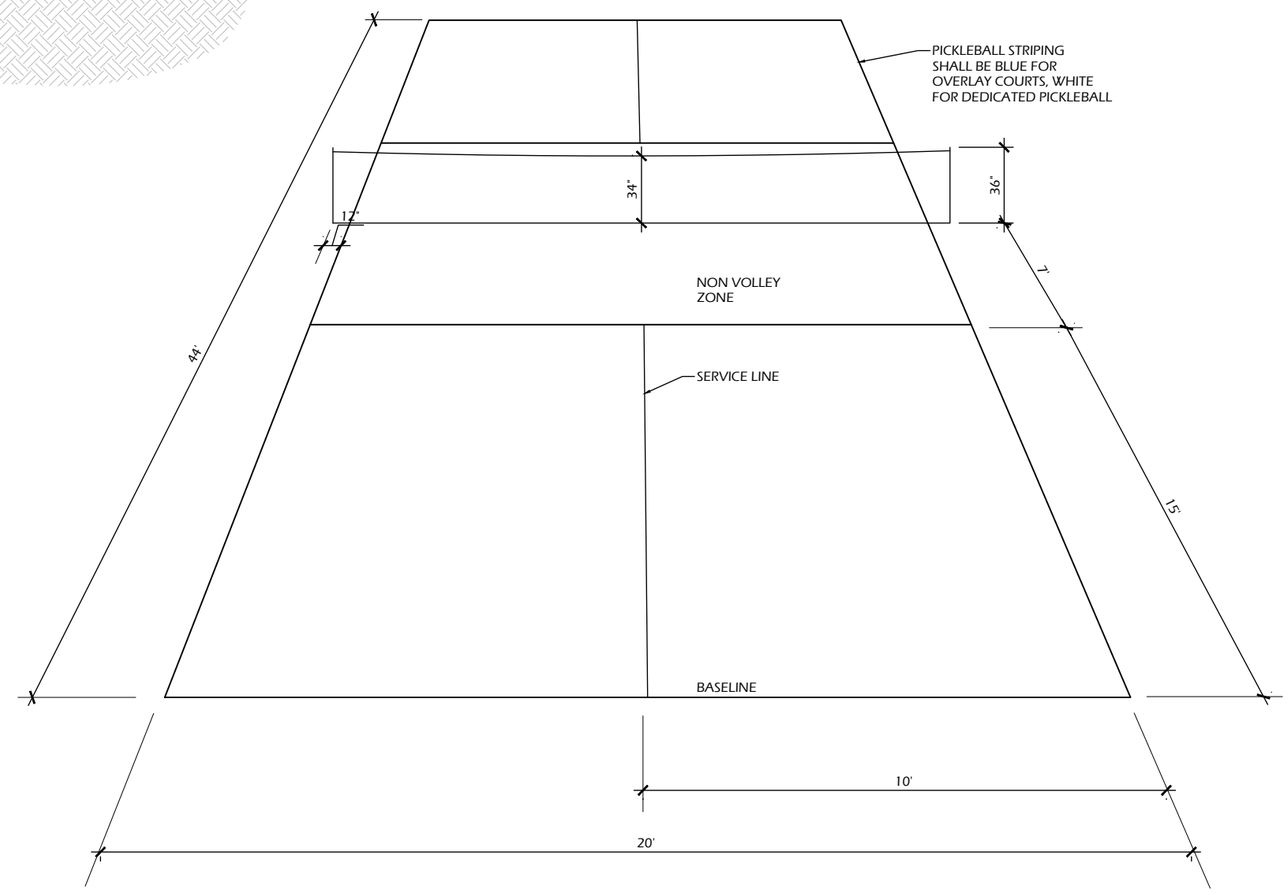
INFILTRATION BASIN PARAMETERS	
TOP OF POND AREA	3,800 sf (MIN.)
PONDING DEPTH	0.42'
FLAT BOTTOM PLANTING AREA	950 sf
COMPOST SOIL BOTTOM AREA	950 sf

INFILTRATION BASIN NOTES:

1. CONSTRUCT PER WDNR STORMWATER TECHNICAL STANDARD 1003: INFILTRATION BASIN.
2. INFILTRATION BASIN MUST BE CONSTRUCTED AFTER THE SITE HAS REACHED SUBSTANTIAL COMPLETION OR SHALL BE PROTECTED WITH SILT FENCE OR SILT SOCK SURROUNDING THE PERIMETER IF CONSTRUCTED PRIOR TO SUBSTANTIAL COMPLETION.
3. RESTORE WITH NATIVE PLANT PLUGS AT 12-IN ON CENTER AND NATIVE SEED MIX PER RESTORATION PLAN.
4. NO EQUIPMENT MAY BE DRIVEN OVER THE PROPOSED INFILTRATION AREA DURING GENERAL CONSTRUCTION OR CONSTRUCTION OF THE INFILTRATION FACILITY. INFILTRATION BASIN MUST BE HAND OR BACKHOE EXCAVATED AND LAID TO AVOID COMPACTION.
5. COMPACTION MITIGATION WILL BE REQUIRED AT THE CONTRACTOR'S EXPENSE IF AVOIDABLE COMPACTION OCCURS WITHIN STORMWATER MANAGEMENT AREAS (i.e. VEHICULAR TRAFFIC, EQUIPMENT TRAFFIC, STOCKPILES, ETC.).
6. THE CONTRACTOR IS REQUIRED TO PROVIDE QUALIFIED STAFF FOR INSPECTION, OBSERVATION, AND VERIFICATION OF THE CONSTRUCTION OF THE STORMWATER MANAGEMENT FEATURES IF REQUIRED BY LOCAL OR STATE ORDINANCES.

2 / C904 **INFILTRATION BASIN**

SCALE: NTS



TOP PERSPECTIVE

1 / C904 **PICKLEBALL COURT STRIPING**

SCALE: NTS

PARKITECTURE + PLANNING
901 Deming Way, Suite 102
Madison,WI.53717
608.886.6808
Parkitecture

Project Name: **WILLIAM MCFARLAND PARK PHASE 1A: PICKLEBALL**
4802 Marsh Road
McFarland, WI 53558

Sheet Title: **CONSTRUCTION DETAILS**

Revisions:

Project #: 20.010
Issued For: Review
Date: 1/06/2022

Sheet Number **C904**

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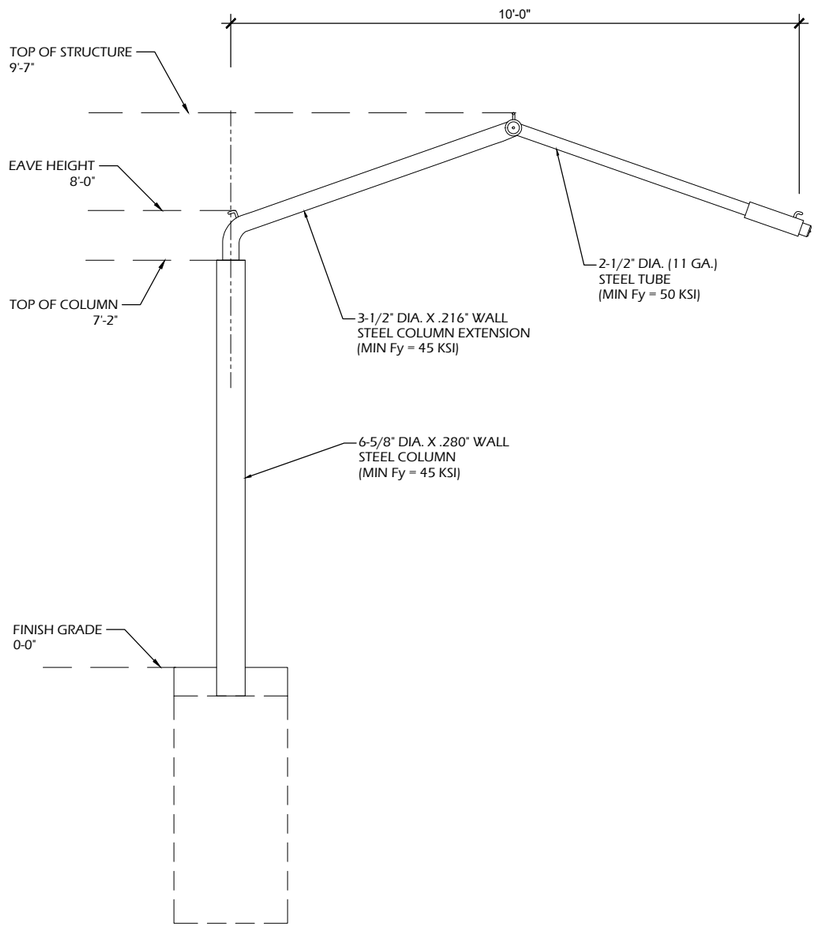
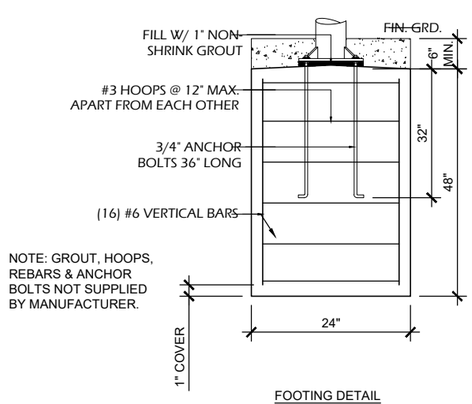
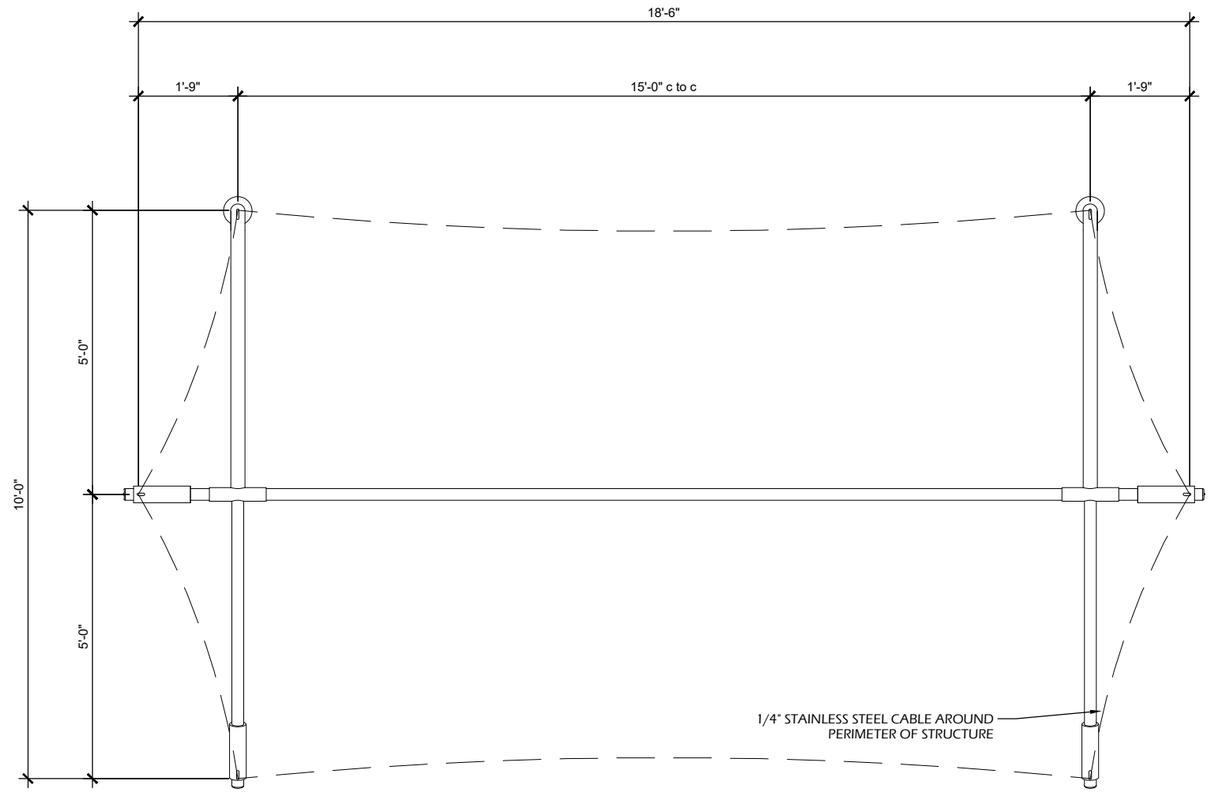


ELEVATION VIEW

NOTE: FOOTING DIMENSIONS SHOWN SHALL BE USED FOR BID ESTIMATING ONLY. CONTRACTOR SHALL SUBMIT ENGINEER SEALED DRAWINGS AND CALCULATIONS FOR SHADE STRUCTURES AND FOOTINGS. FINAL FOOTING DIMENSIONS WILL VARY.



FOOTING DETAIL



PLAN VIEW

NOTES:
1. 'SHADE SYSTEMS' MODEL SW101508 OR EQUAL.
2. ALL FASTENERS SHALL BE STAINLESS STEEL.
3. ASSEMBLE AND PLACE PER MANUFACTURER RECOMMENDATIONS.
4. IF MANUFACTURER RECOMMENDATIONS DIFFER FROM THIS DETAIL, MANUFACTURER RECOMMENDATIONS SHALL PREVAIL.
5. CONTRACTOR SHALL SUBMIT ENGINEER SEALED DRAWINGS AND CALCULATIONS FOR SHADE STRUCTURES AND FOOTINGS.

1 / C905 **SHADE STRUCTURE**

SCALE: NTS

PARKITECTURE + PLANNING
901 Deming Way, Suite 102
Madison,WI.53717
608.886.6808
Parkitecture

Project Name:
WILLIAM MCFARLAND PARK PHASE 1A: PICKLEBALL
4802 Marsh Road
McFarland, WI 53558

Sheet Title:
CONSTRUCTION DETAILS

Revisions:

Project #: 20.010
Issued For: Review
Date: 1/06/2022

Sheet Number
C905

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TOWN & COUNTRY
ENGINEERING, INC.

February 7, 2022

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

Subject: William McFarland Park Pickleball Courts Submittal Review

Dear Andrew:

We have received the proposed plans dated January 6, 2022, and included in the January 19, 2022 Site Plan Submittal for a proposed set of Pickleball Courts at William McFarland Park on Marsh Road. Jim Hessling and I have reviewed the submittal from a public works perspective.

Stormwater Management/Erosion Control Plan

A bio-retention basin in the northwest corner of the site is proposed to address the runoff rates, TSS removal, and infiltration required by Village ordinance.

We recommend that the 3:1 sideslopes along the site be changed to 4:1 to facilitate easier mowing.

The pipe end of the under drain will need a concrete pipe end protector to ensure it can be kept clean in the future and not damaged by mowers.

Construction Plans – the above items will need to be incorporated into the plans or modified in the field.

Please feel free to contact us with any questions or comments regarding this review.

Very truly yours,
TOWN & COUNTRY ENGINEERING, INC.

Brian R. Berquist, P.E.
President

cc: Mr. Jim Hessling, Director of Public Works, Village of McFarland *(via email)*

Mr. Matthew Schuenke, Administrator, Village of McFarland *(via email)*

BRB:brb
J:\JOB#S\McFarland\MC-194-M6 William McFarland Park review\Review Letter 1.docx

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

January 24, 2022

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

RE: 4802 Marsh Road-McFarland Park Pickleball Site

Dear Andrew,

The McFarland Fire & Rescue Department does not observe any conflicts regarding fire department access or the IFC-2015, Appendix D with the proposed Pickleball Court at 4802 within the Village of McFarland.

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)

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Monday, February 21, 2022**

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 selection of a consultant for the East Side Neighborhood Economic Development and Land Use Plan.**

PREVIOUS ACTION:
10.18.21 Plan Commission recommendation on RFP
11.3.21 CDA recommendationon RFP
11.8.21 Village Board approval of RFP and authorization to go out to bid

ISSUE SUMMARY:
The Village received two proposals from consultants responding to the Village's RFP. One from the team of MSA Professional Services, with sub Redevelopment Resources, and the other from Graef. MSA's base price is $92,200, with the option of several additional services totaling up to $106,025, with an average hourly rate of $135. Graef's cost proposal was $100,000, with an average hourly rate of $133. The Evaluation Team, consisting of the Village President, Plan Commission Vice Chair, CDA Chair, Village Administrator, and the Community & Economic Development Director reviewed the proposals based on the RFP evaluation criteria and unanimously recommended MSA/Redevelopment Resources as the preferred consultant to work with the Village on this project. The Evaluation Team felt that MSA assembled a team that was more experienced in completing projects similar to ours and they did the best job of providing a quality and detailed proposal that aligned with our RFP scope of services. A copy of MSA's proposal is included in the packet.

There were a couple of areas of the MSA proposal that the Evaluation Team thought could be adjusted to better align with Village's scope of services. The following is a summary of these changes which MSA has agreed to include as part of the final contract with the Village. Note the Evaluation Team has recommended declining MSA's Optional Services B (Full 3D Neighborhood Graphic/Model) and C (Story Map) due to cost considerations.

1. Task 2.2A, Comprehensive Village-Wide Housing Strategy (page 16). MSA's proposal includes an optional service for a more in-depth housing study of the entire Village. This study would be a stand-alone document that would be completed earlier in the planning process, referenced and used to support the development of the neighborhood plan. The Evaluation Team recommends this additional service as it best aligns with our needs as discussed in the RFP. In addition, as a stand-alone document this study can be more easily updated in the future as needed, e.g. as part of the next Comprehensive Plan

amendment. The study also accomplishes an action item in the Village's Capital Improvement Plan.

2. Tasks 2.3-2.5, Economic Development Market Analysis (page 17). The Evaluation Team recommends MSA's proposed retail supply & demand analysis (Task 2.3), industrial supply & demand analysis (Task 2.4), and the economic development strategy (Task 2.5), be prepared as a separate, but referenced, document from the East Side Plan similar to the housing study. This will more easily enable the updating of this study as needed in the future to support other Village planning efforts.
3. Task 7.1B, Online Preference Survey (page 19). MSA's scope provided an option for either an upfront survey, asking questions to support the market analysis/policy development, or a survey later in the process to gather input on the three neighborhood land use concepts. The Evaluation Team thought both surveys were appropriate to provide more opportunities for public input.
4. Task 7.1C, Mini Design Charrettes (page 19). MSA's proposal includes two mini design charrettes with landowners in the neighborhood. The Evaluation Team thought this activity could be widened into a broader Public Input Forum. The first forum would be used to share key findings from the housing and economic development market analysis, existing conditions maps, and an engagement activity to gather general land use input from participants. A second Public Input Forum, and online survey, would be used to gather public input on three neighborhood land use concepts.
5. Task 7.2B-D, Plan Commission, CDA, Village Board Meetings (page 22). MSA's proposal includes five Plan Commission meetings, one CDA meeting, and two Village Board meetings. The Evaluation Team desired some adjustments to the meeting schedule to better align with practices and add more review meetings:
    a. The CDA meeting (Task 7.2C) would be eliminated and instead Plan Commission Meeting #2 (Task 7.2B) will be a joint meeting of the Plan Commission and CDA. These meetings were effectively the same, discussing the results of the housing and economic development market analysis. Consolidating as a joint meeting allows for additional meetings without impacting the budget.
    b. Plan Commission Meeting #5 would include a review of the full draft plan after the Public Open House; however, no recommendation to the Village Board at that time.
    c. Plan Commission Meeting #6 & Village Board Meeting #2. The public hearing on the draft plan would be moved from the Village Board to the Plan Commission as the Plan Commission typically holds public hearings on land use and zoning matters.
    d. Plan Commission Meeting #7 would be added and include a recommendation to the Village Board on the draft plan.

The packet includes a revised project schedule from MSA based on these meeting adjustments.

FINANCIAL/BUDGET IMPACT:

The Village budget for this project is $100,000 and has been previous funding through capital borrowing.

VILLAGE OF
McFarland

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Recommend to the Village Board the proposal from MSA Professional Services and Redevelopment Resources for completion of the East Side Neighborhood Economic Development and Land Use Plan, with a lump sum budget of $99,500, including the revisions to the proposed scope of services summarized in the staff report, items 1-5a-d.

ATTACHMENTS:
1. Village of McFarland East Side Neighborhood Economic Development and Land Use Plan RFP 11.08.2021 (less exhibits)
2. MSA_McFarland ED_Land Use Plan(reduced)
3. MSA_McFarland ED_Revised Schedule

VILLAGE OF

McFarland

Request For Proposals

East Side Neighborhood
Economic Development & Land Use Plan

RFP Issuance Date: November 8, 2021

RFP Due Date: January 7, 2022

Please Submit to:

Village of McFarland Department of Community & Economic Development
Attn: East Side Neighborhood Plan RFP
5915 Milwaukee Street, PO Box 110
McFarland, WI 53558

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SECTION 1 Purpose

The purpose of this Request for Proposals (RFP) is to receive competitive proposals from qualified consultants who are interested in completing a new East Side Neighborhood Economic Development & Land Use Plan for the Village of McFarland. The creation of this document is meant to provide detailed recommendations regarding the development character of the Village's East Side Neighborhood including the specific location, types, density, and intensity of a variety of land uses. The plan should provide a comprehensive economic development analysis of the Village for the purpose of planning the creation of a new east side business park and other retail, service, and mixed-use areas. The inclusion of affordable housing, sustainable land use and transportation planning strategies will be vital to the final deliverable. Upon adoption the plan will replace the Village's existing 2008 East Side Neighborhood Growth Area Plan and will be incorporated into the Village's 2017 Comprehensive Plan. The plan will require input on its development from the Plan Commission, Community Development Authority, Village staff, public, businesses, property owners, other stakeholders, and other Village boards, commissions, and committees. The selected Consultant will need to demonstrate experience in the development of neighborhood plans of similar size, experience with economic development and retail market analysis, business park development, housing studies, and sustainable land use planning. A preferred Consultant likely consists of a multidisciplinary team of urban planners, housing professionals, economic development professionals, commercial broker and real estate professionals, landscape architects, and civil engineers.

SECTION 2 History and Background

The Village of McFarland is located adjacent to the southeast side of the City of Madison in Dane County. The current population of McFarland is estimated at 9,331 residents. The Village is serviced by USH Highway 51 serving as the main connection point between the cities of Madison and Stoughton. The Village of McFarland has 75 permanent employees supplemented by seasonal, temporary, and part-time employees when necessary. The Village's primary departments include Administration, Community & Economic Development, Communications/Technology, Fire and Rescue, Library, Public Works (including Parks and Utilities), Police, and Senior Outreach. More information about the Village is available at www.mcfarland.wi.us.

On March 10, 2008, the Village Board adopted the East Side Neighborhood Growth Area Plan. This plan includes land use recommendations for an area of approximately 850 acres lying on the east side of the Village. Refer to Exhibit A of the RFP. The boundaries of the 2008 Plan are based, in part, on an Intergovernmental Boundary Agreement with the Town of Dunn approved in 2005, which expires December 31, 2025. At the time of adoption, only a small portion of the 2008 plan was included within the Village's municipal limits. Due to the timing of adoption of this plan prior to the Great Recession, and the availability of other adjacent single-family subdivisions within the Village, very little land development has occurred in the east side neighborhood since adoption of the plan in 2008.

In 2017 the Village updated its Comprehensive Plan. As part of that planning process the 2008 East Side Neighborhood Plan was incorporated into the updated Comprehensive Plan; however, no substantial reanalysis of the 2008 East Side Neighborhood Plan's recommendations or conceptual development plan occurred at that time.

Since 2017, the Village has approved several annexations that include a substantial portion of the East Side Neighborhood and beyond. Refer to Exhibit B of the RFP. Some of these areas include existing residential homes on private well and septic systems. The Village anticipates it may receive additional requests in the future for similar types of developments.

The Village's Comprehensive Plan Future Land Use Map 6 needs updating to include all lands which are now included in the Village's Extraterritorial Plat Review Jurisdiction. Other recent activities include:

- 2017, completion of Phase 1 of the Lower Yahara River Trail connecting the City of Madison and the Village of McFarland. The Dane County Parks Department continues to work on additional trail phasing to connect the trail from the Village's southeast boundary (Urso Park) to Lake Kegonsa State Park.
- 2018, completion of the East Basin Utility Service Study.
- 2019, adoption of a new Outdoor Recreation & Open Space Plan.
- 2020, expansion of the Village's Urban Service Area Boundary. Refer to Exhibit C of the RFP.
- 2020, approval of a new 117 lot residential subdivision by Veridian Homes called Rosewood Fields. Refer to Exhibit D of the RFP.
- 2021, creation of a master plan for a new community park on land purchased by the Village in 2019. Refer to Exhibit E of the RFP.
- 2021, completion of a Village Sustainability Plan.
- The WisDOT is planning a new diamond interchange at CTH AB and US 12 & 18 that will improve access from the Village's east to I-39/90 and the Beltline. Construction is currently scheduled for Fall of 2022 through Fall of 2023. Refer to Exhibit F of the RFP.

Commercial development within the Village is primarily located along USH 51, Farwell Street and the Village's Downtown. Office and light industrial development primarily occur along Terminal Drive and Triangle Street from Siggelkow Road to Voges Road, within the Village's Tax Increment District #3. Most of the lots within these areas are built out. The Village continues to actively pursue redevelopment projects in these areas, guided by the Village's 2005 Terminal & Triangle District Plan and Redevelopment District #1 Plan. However, given these areas are mostly built out, the Village lacks areas to grow the overall amount of office and light industrial businesses in the community. Retail and service uses primarily occur along USH 51 from Larson Beach Road to the Babcock County Park, Farwell Street from USH 51 to Exchange Street, and in the Downtown. These areas are located within the Village's Tax Increment District #4 and #5. The Village continues to actively pursue mixed-use redevelopment projects in these areas, guided by the Village's 2017 Comprehensive Plan, Tax Increment District #5 Project Plan, Tax Increment District

#4 Project Plan, Redevelopment District #2 Plan, and the Village Center Master Plan. Copies of these plans are available on the Community & Economic Development website.

Due to natural limitations and jurisdictional boundaries, new housing development is primarily limited to infill development and eastward expansion of the Village. From 2016 through 2020, the Village has added 290 single family dwelling units, 60 two-family units, and 205 multi-family dwelling units. The majority of the single-family development has occurred in the Village's Juniper Ridge, Ridgeview, Prairie Place, and Parkview Estates subdivisions. Refer to Exhibit G of the RFP. New multi-family development has primarily occurred through infill development projects adjacent to the Village's commercial corridors. In 2020 and 2021, the Village approved two affordable housing (LIHTC) multi-family development projects consisting of a total of 100 dwelling units. These developments are currently under construction. The Village has a desire to continue to expand the full range of housing options within the Village, including various forms of rental and owner-occupied affordable housing units.

These activities, coupled with changes in land ownership since 2008, and general changes in local and regional market demand, have prompted the Village to consider taking a fresh look at the strategies and recommendations of the 2008 East Side Neighborhood Growth Area Plan. The planning area for the updated neighborhood plan will be finalized with input from the selected consultant, but is anticipated to include those areas within the 2008 plan, along with those lands annexed to the Village since 2017 not already included in the 2008 planning area. In addition, the Scope of Work includes some Comprehensive Plan Future Land Use map updates within the Village's extraterritorial plat review jurisdiction.

This planning process will be guided under the Direction of the Community & Economic Development Director and the Village's Plan Commission. The Plan Commission holds its regular meeting on the Third Monday of the month at 7:00pm. For this project, the Plan Commission may consider holding a separate meeting on the First Monday of the month at 7:00pm. Consultants should anticipate project meetings with the Plan Commission on either of these dates throughout the project as needed. The project is also anticipated to involve the Community Development Authority, particularly those Scope of Work items related to Market Analysis and Business Park Development Plan. The CDA meets on the first Wednesday of the month at 7:00pm. There may be opportunities for joint meetings between the CDA and Plan Commission. Additional input from other Village committees and boards is anticipated through the process including the Public Works Utilities Committee, Parks & Recreation Committee, Natural Resources & Sustainability Committee, and the Village Board. The Village is currently utilizing Zoom for remote meeting participation by commission members and the public. The Consultant should anticipate a combination of in-person, remote, or hybrid meetings throughout the planning process.

SECTION 3 Plan Objectives

This planning process will look to address several short and long ranging planning objectives and questions, including but not limited to the following:

1. Identifying the appropriate location, type, mix, and intensity of land uses (residential, commercial, mixed-use, industrial, parks, opens space, utilities, roadways, trails, etc.) within the expanded east side neighborhood boundary.

2. Identifying locations that are most desirable for the development of a new east side business park. Based on market research, what types of commercial, office, and light industrial businesses are desired and likely to succeed within the local and regional marketplace?

3. Identifying locations that are most desirable for the development of new retail and service businesses. Based on market research, what are the current and projected gaps in the types of retail and service businesses within the Village? How much additional retail and service demand will be created through future residential growth in the east side neighborhood? How much of this demand will be met through development in existing commercial corridors and districts within the Village as opposed to locating within the east side neighborhood? What specific types of retail and service businesses are desired and likely to succeed within the neighborhood, local and regional marketplace?

4. Identifying specific strategies (e.g. plan policies, zoning and subdivision ordinance revisions, etc.) to ensure a range of housing styles, densities, unit mix, and price points, including strategies for addressing rental and owner-occupied affordable (workforce and low-income) housing, that are applicable to a community of McFarland's size. Based on market research, what is the current and estimated number of housing units needed (both rental and for sale) to meet the existing and future needs of the community based on unit type, number of bedrooms, price point, and location in relation to income levels and age characteristics? Can workers in McFarland afford to live here, and if not, what are the gaps? What criteria define the most suitable locations for affordable housing units? How can we design the neighborhood to take a holistic approach to integration of affordable housing, including transportation and utility design? How might build out of the east side neighborhood impact the McFarland School District? Does the Village have the right balance of owner-occupied and rental housing? Page 66, Volume 2, of the Village's Comprehensive Plan states that the Village "intends to ensure that future single-family housing comprises at least 65% of the new units in the planned "Neighborhood" area on Map 6 of the Comprehensive Plan. This does not include areas specifically mapped "Multiple Family Residential" or "Mixed Use/Flex Commercial" on Map 6." This strategy is largely based on the current character of McFarland. Is this still a desired and sustainable land use strategy to apply to the East Side planning area? Under what circumstances and conditions, if any, should the Village consider the location of low-density residential subdivisions on private well and septic systems? If these types of residential subdivisions are going to be allowed, what specific strategies (e.g. plan

policies, zoning and subdivision ordinance revisions, etc.) can the Village employ to efficiently connect existing and any future residential properties on private well and septic systems to public sewer and water once they become available?

5. Identify specific strategies (e.g. plan policies, zoning and subdivision ordinance revisions, etc.) to ensure land use development occurs in a sustainable manner, including using green infrastructure strategies. How can the Village build on and improve the strategies from the 2008 plan?

6. Identify the location of future transportation infrastructure. This includes the location and design characteristics of future local, collector, and arterials roadways, as well as the location of future on- and off-road recreational trails. What type of neighborhood layout and design considerations might support future opportunities for transit services, affordable housing, or green infrastructure?

SECTION 4 Scope of Work

The selected Consultant will provide a full range of municipal planning services required to create a new East Side Neighborhood Plan. While it is anticipated that the new plan will build off the prior 2008 plan policies and strategies, neither the planning process nor the final deliverable need to follow those used in the creation of the 2008 plan. The desired services include, but are not specifically limited to the following:

1. Planning Area Identification & Background Analysis. Identification of the final planning area boundary. A description of the planning area, including a summary of prior planning activities, relevant planning documents and agreements, and existing natural resources and infrastructure, issues & opportunities within the neighborhood, etc. This includes both Village plans, and those relevant plans adopted by regional entities such as the Capital Area Regional Planning Commission (e.g. Regional Development Framework), Dane County Housing Initiative (e.g. Dane County Housing Needs Assessment, Dane County Regional Housing Strategy), Dane County Comprehensive Land Use Plan, surrounding local government comprehensive plans, Greater Madison Metropolitan Planning Organization (e.g. Connect Greater Madison 2050), Madison Region Economic Partnership (e.g Advance Now 2.0 Strategy), etc.

2. Market Analysis. The consultant is expected to perform a combination of demographic, housing, and economic development market profiles and assessments in order to inform decisions related to the Business Park Development Plan and Neighborhood Plan & Design. The following provides an overview of the general expectations for the market analysis. The consultant may provide other market analysis tasks and data deemed necessary or useful based on the consultant experience.

    a. Demographic Profile & Assessment. An analysis of demographic characteristics (e.g. age, sex, race, marital status, labor force, occupations, commuting status, incomes, etc.) of the Village and projected Village population to year 2050.

Income estimates and projections should be broken down into categories based on area median incomes (AMI) (e.g. extremely low <30% AMI, 30-50% AMI, 50-80% AMI, 80-100% AMI, >100% AMI).

b. Housing Profile & Assessment. An analysis of the Village's existing housing stock by structure type (# of units per building), demographic cohort, age, unit type (# bedrooms per unit), occupancy (rental vs. owner occupied), vacancy rates, incomes, prices and sales data, etc. Identify existing and projected gaps in the housing supply by incomes (e.g. 30%-80% AMI), structure types, unit type, unit mix, demographic cohort, etc.

c. Economic Development Profile & Assessment. An analysis of the Village's current industry and business mix and land use base; jobs to housing unit ratios; a retail market analysis of the Village and surrounding trade area to identify gaps in the supply and demand of retail and service businesses; identification of specific locations within the Village best suited for specific commercial uses identified in the retail analysis, including areas within or outside of the east side neighborhood; an analysis of the impacts of future population, housing and business expansion within the east side neighborhood on other commercial corridors and districts within the Village; an analysis of the existing commercial and light industrial businesses within the Village and surrounding trade area to identify specific types of business and industry needs for McFarland.

3. Business Park Development Plan. The feasibility and design of developing a new east-side business park is a critical component of the planning project. This portion of the project should identify the general types of commercial, office and light industrial businesses (by NAICS codes or other means) that are desired and likely to succeed within the local and regional marketplace. Identify the specific location, conceptual layout design, lot size, transportation facilities, and utilities necessary to serve these uses. Identify the estimated costs to develop the business park, how the development of the business park could be phased, and the economic impact of the new business park including estimated property tax revenue. Recommendations regarding interim and long-term zoning districts and zoning code amendments necessary to achieve the development of a new business park. Identify specific funding programs or partners, including public or private, that would be applicable to McFarland. Identify potential implementation, timelines, and marketing strategies to develop the business park.

4. Neighborhood Plan & Design. The Neighborhood Plan & Design shall include a description of planning principles and policies to guide development within the neighborhood; a detailed description of the intent of each future land use category planned with the neighborhood area, including recommendations regarding various design standards such as density, lot sizes, setbacks, minimum open space per dwelling unit, floor area ratios, parking requirements, street design, trail design, signage, general site and building design guidelines, typical implementing zoning districts, etc. Affordable housing and

sustainability shall be integral to the design of the neighborhood building off and strengthening those prior recommendations in the 2008 plan. The use of representative images, roadway conceptual cross-sections, and more detailed conceptual site plans for specific strategic properties or land use categories is anticipated, similar to the 2008 plan. It is anticipated that the Consultant will likely need to produce several alternative development scenarios, future land use maps, and conceptual site plans for review and consideration by the Plan Commission as part of an iterative planning process.

5. Implementation Strategies. Describe implementation strategies including amendments to the Village's existing zoning, subdivision, capital improvement plan, outdoor recreation plan which will be necessary in order to implement the recommendations of the plan. Identify strategies for addressing affordable housing, sustainability, or transportation related recommendations. Identify potential implementation, timelines, and marketing strategies to develop the business park. Strategies to draw in more retail and service businesses.

6. Mapping. The planning project is anticipated to result in several planning maps which may include, but are not limited to, the following:

    a. Planning Area
    b. Existing Land Use
    c. Natural Resources, including WDNR wetlands, FEMA Floodplains, steep slopes, hydric soils, surface water, woodlands, existing Capital Area Regional Planning Commission (CARPC) mapped Environmental Corridors and Future Potential Environmental Corridors, etc.
    d. Infrastructure. Locations of existing and future public utilities (e.g. sewer inceptors, municipal wells, drainage basins, etc.) and stormwater management areas, CARPC Urban Service Area Boundaries, etc.
    e. Neighborhood Future Land Use. A map illustrating the locations of those future land uses described within the Neighborhood Plan & Design, including conceptual locations for future collector, arterial, and local streets, bike and pedestrian facilities, parks, drainage areas and stormwater management facilities, etc.
    f. Comprehensive Plan Future Land Use Map 6A. The consultant will provide the Village with an updated Comprehensive Plan Future Land Use Map that incorporates the final Neighborhood Future Land Use Map. Map 6A will be scaled to the existing Village municipal boundary. Map 6B will be scaled to the Village's current extraterritorial plat review boundary.

7. Community Input. Selected Consultant shall develop a planning engagement plan to educate stakeholders regarding the results of the market analysis and to gather input from community stakeholders (e.g. public, local businesses, planning area property owners, School District administrative staff, etc.) on the Neighborhood Plan & Design. Consultant may engage these audiences through a variety of methods including but not limited to surveys, interviews, focus groups, open houses, virtual meetings, or other

means to be suggested and determined. The Consultant should also budget for an appropriate number of meetings with Village Staff, the Plan Commission, and other various Village committees and stakeholders, to develop the plan based on the experience of the Consultant. A final presentation of the plan will be required once the document is complete to both the Plan Commission and Village Board.

These are the general requirements for the creation of a new East Side Neighborhood Economic Development & Land Use Plan and are not intended to be an all-inclusive list of tasks and deliverables. It is expected that the chosen consultant will provide the Village with more specific recommendations for approaches, tasks, and deliverables based on their experience and expertise from past work on similar projects. Innovative approaches that meet the intent of the Plan Objectives and Scope of Work are welcomed, these could be presented as additional services or additional approaches in the consultant response.

SECTION 5 Deliverables

The selected Consultant shall complete a final East Side Neighborhood Economic Development & Land Use Plan document that contains a summary of the planning process and those items described in the final Scope of Services. The final plan document(s) shall be user friendly, incorporating graphics and minimizing text to present a clear and concise planning document.

The final plan put forth for acceptance shall be completed in such a way that it can be fully integrated with other plans and initiatives adopted by the Village. The selected Consultant shall provide the Village with an electronic copy of the final plan in its original and pdf format, including all maps, GIS data and GIS map packages, graphics, or tables used to create the plan. The selected Consultant shall provide the Village with two (2) hard copies of the final plan and an electronic PDF copy of the final plan. Draft deliverables may be provided in PDF format.

SECTION 6 RFP Submittal Requirements

1) Qualification Details consisting of:

a. Cover Letter – Including, but not limited to a statement of understanding and approach to this project.

b. Experience – A summary of five to seven similar or relevant projects that the applicant has executed within the last seven years. Electronic links to full copies of similar or relevant plans are encouraged. Hard copies of similar or relevant plans are not desired and can be provided electronically.

c. References – Provide three to five municipal client references for which the applicant has provided similar planning services within the last seven years. Include the name, email, and telephone number of the contact person and a description of services provided to that contact.

2) Technical Proposal consisting of:

a. Scope of Work – A description of the approach to be taken toward completion of each item listed under Section 4 of this RFP, including any draft and final deliverables. An explanation of any variances to the proposed Scope of Work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal or from past project experiences.

3) Project Management Plan Proposal consisting of:

a. Key Personnel – A list or organization chart of personnel directly assigned to the project, along with responsibilities on this project and resumes. Clearly illustrate the responsibilities and lines of communication and authority relative to your project management team. Describe your plan to interface with Village staff. The firm's Project Manager, who will be responsible for planning, coordinating, and conducting the majority of the work, including meeting attendance with Village Staff and the Plan Commission, must be identified and committed to the project. Village reserves the right to approve Consultant's project manager and any requested personnel and subcontractor changes during the course of the project.

b. Quality Control – Describe quality control measures and processes to ensure the project requirements are achieved within the project budget.

c. Village Staff Commitments – Identification of those items within the Scope of Work for which the Consultant anticipates assistance by Village Staff. Village Staff will serve as the point of contact for public inquires during the planning process, will attend all public meetings, will maintain a project website, and provide public outreach of planning activities through existing Village social media outlets, electronic and community newsletters.

d. Project Schedule – A proposed schedule that indicates project milestones by phases or tasks, delivery of draft and final project deliverables, and overall timeline for completion of the Plan. Identification of meetings with Village Staff, Village committees, and the public, including summary of targeted discusses and meeting outcomes.

e. Supplemental Information – Any other information deemed necessary to address the requests of this RFP.

4) Cost and Labor Hours Proposal consisting of:

a. Cost – Lump Sum price to complete the plan as proposed in the Consultant's base Scope of Work.

b. Estimated Labor Hours – A summary of estimated labor hours by task, or phase, that clearly identifies the project team members, their hourly rate, and the number of hours performed by each participant organized by task or phase.

c. Additional Scope/Fees – Total fee, hours per employee, and hourly rates by employees, for any additional services not identified as included in the Consultant's base Scope of Work.

5) General requirements consisting of:

a. Due Date – **Responses to the RFP must be received by 4:00 PM CST on Thursday, January 7, 2022.** Proposals received late, for any reason, shall not be accepted.

b. Format & Location – Prospective consultants shall provide one (1) electronic PDF copy. RFP submittals shall be emailed to the Community & Economic Development Director at andrew.bremer@mcfarland.wi.us, subject: East Side Neighborhood Plan RFP. Alternatively, consultants may submit an electronic PDF copy via a USB flash drive to the McFarland Department of Community & Economic Development, Attn: East Side Neighborhood Plan RFP, 5915 Milwaukee Street, PO Box 110, McFarland, WI 53558.

c. Property – All information developed as part of this RFP, including graphics and data, shall become the property of the Village upon completion of the report. All text shall be submitted electronically as is most convenient. All original graphics generated as a part of the RFP shall be submitted to the Village in an easily reproducible hardcopy and electronic format as applicable.

SECTION 7 Evaluation Criteria

The following criteria will be used to evaluate each proposal submitted:

- Key Personnel (15 points). Experience and qualifications relevant to key personnel and their associated project roles and estimated labor hours.

- Project Experience (15 points). Level of experience completing similar projects with local government entities of similar size, structure, and complexity.

- Scope of Work (25 points). Level of responsiveness and technical approaches to the scope of work outlined within the RFP. Demonstration of knowledge and innovative approaches particular to the desired Scope of Work and Plan Objectives.

- Cost Effectiveness (25 points). Ability to meet budget/value as related to proposed and additional costs. Hourly rates of key personnel. Estimated total labor hours.

- Project Schedule (10 points). Ability to be responsive in meeting schedule required to complete the plan and deliverables. Quality, clarity and creativity of proposed planning process and public engagement.

- Quality of Submittal (10 points). Quality, clarity and completeness of submittal package, including identification of draft and final deliverables. Consultants shall not submit verbatim sections of this RFP as their proposal.

SECTION 8 Method & Timeline of Selection

The Village Administrator; Community and Economic Development Director; Chairperson and Vice-Chairperson for the Planning Commission, and the Chairperson of the Community Development Authority will conduct the evaluation of proposals submitted. This will comprise the RFP Evaluation Team. They will make a recommendation to the Planning Commission who will make the final recommendation to the Village Board for action. The following method and timeline will be utilized in order to select the desired proposal:

- **November 9th – RFP Issuance Date.**

- **December 7th – Deadline for submittal of written questions.** Questions regarding this RFP shall be emailed to the Community & Economic Development Director at andrew.bremer@mcfarland.wi.us.

- **December 10th – Responses to written questions.** Responses to all submitted written questions will be posted to the Village website.

- **January 7th, 2022 – RFP Due Date.**

- **January 10-21 – Evaluation.** During this week, the Evaluation Team will review the proposals and decide which, in its sole discretion, it chooses to further consider via an in-person or virtual interview.

- **January 24-27 – Interviews.** During this week, the Evaluation Team may host interviews of perspective consultants in order to make a selection.

- **January 28th – Evaluation Team Recommendation.** The Evaluation Team will make its recommendation to the Plan Commission for further consideration following completion of their work to evaluate the proposals.

- **January 31st – Plan Commission Recommendation.** The Plan Commission will consider the recommendation of the Evaluation Team in order to make their own recommendation to the Village Board.

- **February 14th – Village Board.** The Board will take final action to consider acceptance of the recommended proposal and enter into a contract for this purpose.

- **March 1st – Estimated project commencement date.**
- **March, 2023 – Estimated project completion date.**

SECTION 9 Terms and Conditions

Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP. Failure to meet the requirements for the RFP can be cause for rejection of the proposal. The Village may reject any proposal if it is conditional, incomplete, contains irregularities, or if in the sole discretion of the Village not considered in our best interest. The Village may waive an immaterial deviation in a proposal, but this shall in no way modify the proposal document or excuse the Consultant from compliance with the contract requirements if the Consultant is awarded a contract. A prospective Consultant may be requested for an interview at the sole discretion of the Village. The recommended Consultant will be selected and approved by the Village Board.

The Village uses a standard template contract for such services and will require its utilization for this project. A copy of the standard template can be provided for review upon request and will be updated to adapt to the proposal ultimately selected.

There is no expressed or implied obligation for the Village to reimburse firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under Wisconsin law. Any language purporting to render the entire proposal confidential or proprietary will be ineffective and will be disregarded.

The Village will not discriminate against individuals due to sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other characteristics protected by law. This applies to all Consultants submitting proposals to this project and their sub-consultants.

The Village reserves the right to retain all proposals submitted, and to use any idea in a proposal, regardless of whether the proposal was selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village and the Consultant.

All property rights, including publication rights of all reports produced by the selected firm in connection with services performed under this agreement shall be vested in the Village.

The Village reserves the right to reject any or all proposals submitted.

SECTION 10 RFP Exhibits

Exhibit A: 2008 East Side Neighborhood Growth Area Concept Development Plan
Exhibit B: Village Annexations Since 2017
Exhibit C: 2020 Urban Service Area Amendment
Exhibit D: Rosewood Fields Subdivision
Exhibit E: Community Park Draft Concept Plan
Exhibit F: WisDOT CTH AB & US 12/18 Concept Plan
Exhibit G: East Side Subdivisions
Exhibit H: Standard Contract Template

PROPOSAL TO PROVIDE
East Side Neighborhood Plan

Prepared for:
Village of McFarland Department of Community & Economic Development
January 7, 2022

MSA

- in partnership with -

REDEVELOPMENT RESOURCES

FIRM-SPECIFIC INFORMATION

Primary Contact
Steve Tremlett, AICP, CNU-A
stremlett@msa-ps.com
(608) 242-6621

Office
1702 Pankratz Street
Madison, WI 53704
P: (608) 242-7779 | T: (800) 446-0679
F: (608) 242-5664

Website
www.msa-ps.com

MSA planning + design studio

Statement of Qualifications to Provide:
EAST SIDE NEIGHBORHOOD ECONOMIC DEVELOPMENT & LAND USE PLAN

January 7, 2022

Andrew Bremer, Community & Economic Development Director
5915 Milwaukee Street,
PO Box 110
McFarland, WI 53558

Dear Andrew,

This coordinated planning effort will help the Village of McFarland attract and manage continued, sustainable and responsible growth of the Village's East Side Neighborhood – as well as balance that growth with quality of life investments. As described in the 2008 East Side Neighborhood Plan, the plan shall focus on a sustainable mixed use / balanced neighborhood, housing for all, interconnected multi-modal transportation network, and range of protected and established outdoor recreational opportunities. However, there is need to update this 2008 Plan to provide for a resilient, unique neighborhood that responds to and meets economic, social and environmental changes over the last decade.

At MSA Professional Services, Inc. (MSA) we understand what it takes to develop property. From single-lot, single-use projects to large, mixed-use neighborhoods, our staff of experienced planners, surveyors and engineers have positively impacted the communities we work in. As an urban designer, I have worked on both sides of the table – part of a development team and also in developing/ administering regulations to guide development. Through our work in the Village of McFarland (including the recently approved Sustainability Plan), MSA has the proximity, local knowledge and staff capacity to successfully support the Village in this endeavor.

We have partnered with Redevelopment Resources, LLC to provide targeted advisory services on economic development market review and implementation strategy to arm the Village with an action plan to grow the McFarland economy.

Our project team recognizes the importance of the following core aspects of this project.

- **Public Engagement.** Effectively engaging with property owners, Village leaders and other stakeholders is key to support active citizen engagement. Vetting this plan with these important groups will also ensure those with influence (political, financial and land rights) will be supportive of the plan.
- **Sound Infrastructure.** We understand the importance and focus on sustainable and resilient development. Our team's established relationships with MMSD further develop of understanding of what's possible and truly implementable . MSA will use best management practices in all areas of design from land use to walkability to park and recreation to stormwater. This will build off our effort with the Village on the recently approved Sustainability Plan.
- **Economic Growth.** Industrial, office and commercial development has limited growth potential in the current developed portion of the Village. This growth plan will support and deliver on opportunities to grow the economy in the Village taking advantage of good access via CTH AB and planned improvements at US 12/18.
- **Marketable Development and Design.** Understanding the highest and best uses for the proposed area and merging those uses with the interests and concerns of the stakeholders will render a well-designed, development plan. to serve as an effective communication tool that will be readily used and easily understood by all stakeholders.
- **A Quality, Unique Place.** During this process, we will need to evaluate opportunities for a healthy housing mix, efficient transportation networks including walkable neighborhoods and commercial areas, increased employment opportunities, development of functional and creative public spaces, and site and building design standards that allow for architectural creativity, while maintaining a level of quality befitting the vision for a livable, quality place.
- **Integration with the Comprehensive Plan.** We will support the effort to amend the Comprehensive Plan, specifically the Future Land Use Map, to incorporate the vision for the East Side Neighborhood as well as other lands within the Village's Extraterritorial Plat Review Jurisdiction.

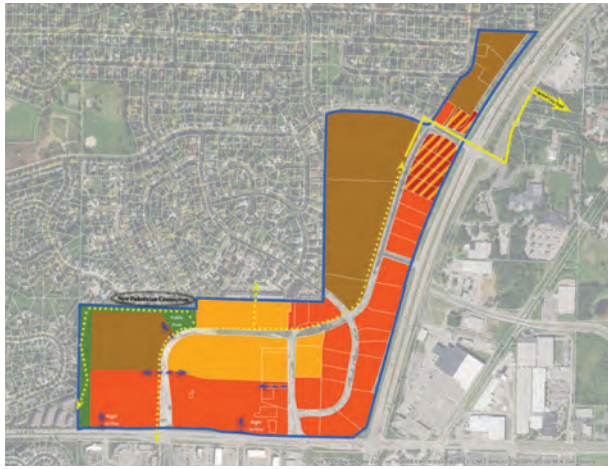
- **An Actionable Plan.** The result of these efforts will be a holistic evaluation of development tools and strategies to guide, promote and grow McFarland, meeting the needs of the community today and well into the future.

Our project team understands the many facets to achieving a well-designed, quality place that is efficient and resilient, as well as walkable and livable for all populations. We are ready to work alongside McFarland to create an attainable development plan for implementation. We look forward to continuing this conversation with you. Please contact Steve directly with any questions by phone at (608) 242-6621 or by email at stremlett@msa-ps.com.

Sincerely,
MSA Professional Services, Inc. | Planning + Design Studio

Stephen Tremlett, AICP, CNU-A

Jason Valerius, AICP



Steve Tremlett, AICP, CNU-A
Project Manager

Jason Valerius, AICP
Team Leader & MSA's Planning + Design Studio Lead

MSA Professional Services, Inc.
1702 Pankratz Street
Madison, WI 53704

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PLANNING AND DESIGN STUDIO

At MSA, we know that every project starts with a plan – a clear and consensus-driven vision for the future that can be realistically implemented. Our Planning + Design Studio is 14 strong consisting of:

- 8 American Institute of Certified Planners (AICP)
- 2 Professional Landscape Architects (PLA)
- 2 Housing Specialists
- 1 Funding Expert
- 3 Planning Specialists

Members of our studio regularly give presentations on various planning topics at state and national conferences. The professional planners that comprise the Studio have helped hundreds of communities and private organizations define their vision, obtain funding, and implement the improvements they seek. And, because our planners are part of a multi-disciplinary firm, they are able to engage our professional engineers and architects in the planning processes to aid our clients in developing sustainable, implementable plans.

CORE SERVICES

Below is a sample of the services that MSA's Planning + Design Studio can offer. The bold items are what we feel are the key services that will benefit your project:

- Capital Improvement and Strategic Plans
- Comprehensive Plans
- **Zoning: Ordinance Creation, Code Rewrites, Development Regulations and Zoning Administration**
- Community Blight Studies
- Cooperative Boundary Agreements
- **Economic Development: Market Analysis, Tax Increment Financing, Feasibility Studies**
- Funding: Grant Writing, Grant Administration, Fundraising
- **Housing Studies: Analysis of Impediments to Fair Housing, Market Analysis**
- Impact Fee Studies
- Park and Recreation Planning: Park Master Plans, Comprehensive Outdoor Recreation Plans, ADA Studies
- **Public Engagement**
- **Downtown, Neighborhood, Corridor, and Site Planning**
- Transportation Planning: Bicycle and Pedestrian Plans, Safe Routes to Schools Plans, Access Management Studies
- **Urban Design: Wayfinding, Streetscaping, and Design Standards**

MSA | planning + design studio

FIRM PROFILE

MSA Professional Services, Inc. (MSA) specializes in the sustainable development of communities. We achieve this by building honest, open relationships that go beyond the project to become a trusted source of expertise and support for immediate challenges and long-term goals. Big or small, we do whatever it takes to meet each need, working to make communities stronger in the process. **It's more than a project. It's a commitment.**

MSA's roots reach back to the 1930s. Once a rural land survey company, our firm now consists of approximately 350 engineers, architects, planners, funding experts, surveyors, GIS experts and environmental scientists. MSA excels at helping clients identify grant and funding sources and then delivering high quality, cost-effective solutions.

63
INDUSTRY AWARDS EARNED SINCE 2010

350+
TEAM MEMBERS

17 OFFICE LOCATIONS

WE'RE PROUD TO BE 100%
EMPLOYEE-OWNED

$500+ MILLION
GRANTS & LOW-INTEREST LOANS
We've helped our clients secure to help offset the cost of infrastructure projects

ENABLING PEOPLE TO **POSITIVELY IMPACT** THE LIVES OF OTHERS SINCE 1962

CLIENT EXPERIENCE

Percentage of clients who say MSA met or exceeded their expectations based on the following categories.

How does the Client Experience work in Proposals/SOQs?

As part of our ongoing quality assurance program, we periodically request feedback from clients and project stakeholders to create better project outcomes for you.

These easy-to-complete surveys offer you the opportunity to comment on several areas of our performance throughout the duration of your project, which in turn helps us adapt our processes to your unique needs. Your feedback is specific to your project, and is returned directly to the people working with you. We pledge to respond to any issues you identify as the project proceeds.

ACCURACY	HELPFULNESS	QUALITY
98%	96%	99%
SCOPE & FEES	**RESPONSIVENESS**	**SCHEDULE**
97%	98%	98%

REDEVELOPMENT RESOURCES, LLC
CORPORATE OVERVIEW

Who We Are

We are your partners in giving the community a voice and bringing innovative ideas to life

REDEVELOPMENT RESOURCES

Redevelopment Resources provides development and redevelopment solutions to municipalities, business and organizations which enhance the vitality of the community and improve the local economy. This is done by providing targeted advisory services for:

- Economic/Community Development
- Redevelopment
- Real Estate
- Retail support
- Planning
- In-depth Market Analysis

Redevelopment Resources team members have a combined 130 years of experience in communities working to create vibrant business districts and successful economies.

Our clients include municipalities, public/private partnerships, businesses and property owners. Our economic development, real estate, organizational and planning advisory services assist in realizing market opportunities, seizing a competitive advantage and successful implementation of carefully crafted plans. We identify sites, conduct the proper due diligence, and bring the resources (financial, human, technical etc.) to the project necessary to meet community goals and produce intended results.

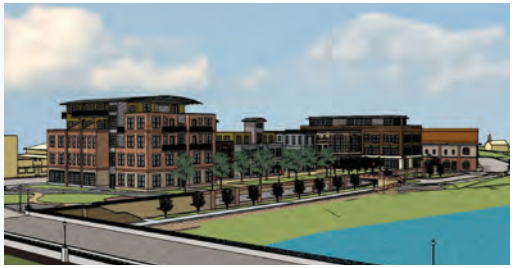
Redevelopment Resources' collective experience with market analysis is extensive. Turning market data into implementable recommendations custom fit for individual markets is a company strength. Having the vision combined with the knowledge and experience to execute complete redevelopment projects by leveraging market data gives Redevelopment Resources a competitive edge in today's marketplace.

What sets Redevelopment Resources apart from other development, planning and design firms is that our partners have successfully completed multi-million-dollar projects in communities of varying sizes and economic conditions. So not only do we talk the talk, but we have successfully identified projects, created plans, sought and secured funding, negotiated with existing property owners, eliminated blight and executed development agreements. We've written Tax Increment Financing Plans and then recruited the developments to achieve the goals set out in the plans. We've utilized a variety of funding mechanisms and have access to several developers and potential end users. We dislike plans that sit on shelves and are committed to bringing results to the communities we serve.

We also have the experience of a Commercial Real Estate broker on our team (Kristen Fish-Peterson) who keeps her license active to ensure she is up to date with legal issues and trends concerning real estate sales and development in Wisconsin.

When we study a market, we consider not only open-sourced secondary data available from sources with or without a paid subscription. We also layer in primary data from staff and stakeholder interviews, community input, surveys, and conversations with surrounding municipalities.

The firm was founded in Wausau in 2010 and moved to Madison in 2015 where it is located today. Our team has worked across the state of Wisconsin, as well as Colorado, Illinois, Indiana, Iowa, Michigan, Minnesota, Nebraska, New York, North Dakota, Ohio, Virginia, and Ontario.



PLANNING EXPERIENCE

URBAN DESIGN | NEIGHBORHOOD PLANNING

MSA's Planning + Design Studio is an award-winning team with expertise in market analysis, stakeholder engagement and urban design. We help our clients identify opportunities and resolve barriers to positive change - this includes large to small communities and private developers.

RECENT PROJECT EXPERIENCE

NEIGHBORHOOD/CORRIDOR PLANNING

- City of Baraboo, WI
- City of Des Moines, IA
- City of Fitchburg, WI
- City of River Falls, WI
- City of Sun Prairie, WI
- City of Wilton, IA

AREA PLANS/CONCEPTS

- City of Abbotsford, WI
- Village of Pardeeville, WI
- Village of Somerset, WI

DOWNTOWN PLANNING

- City of Clinton, IA
- City of La Crescent, MN
- City of Solon, IA
- City of Tomah, WI
- City of Tuscola, IL
- City of Verona, WI

HOUSING STUDIES AND PLANS

- City of Marshfield, WI
- City of Stevens Point, WI
- City of Sheboygan, WI

PRIVATE CLIENT NEIGHBORHOOD DEVELOPMENT

- Highlands of Ridgestone (Lodi, WI)
- Fieldstone Subdivision (Prairie du Sac, WI)
- Western Sunset Estates (Sun Prairie, WI)
- Stoneridge Commons (Sun Prairie, WI)
- 51 West Mixed Use District (Stoughton, WI)
- Pumpkin Patch Shopping District (Sun Prairie, WI)
- Mixed Use Subdivision Concept (Rice Lake, WI)
- City of Fitchburg, WI
- City of Park Falls, WI

FITCHBURG, WI

ANTON DRIVE REDEVELOPMENT PLAN

REFERENCE CONTACT

Mike Zimmerman, Economic Development Director
michael.zimmerman@fitchburgwi.gov
(608) 270-4245

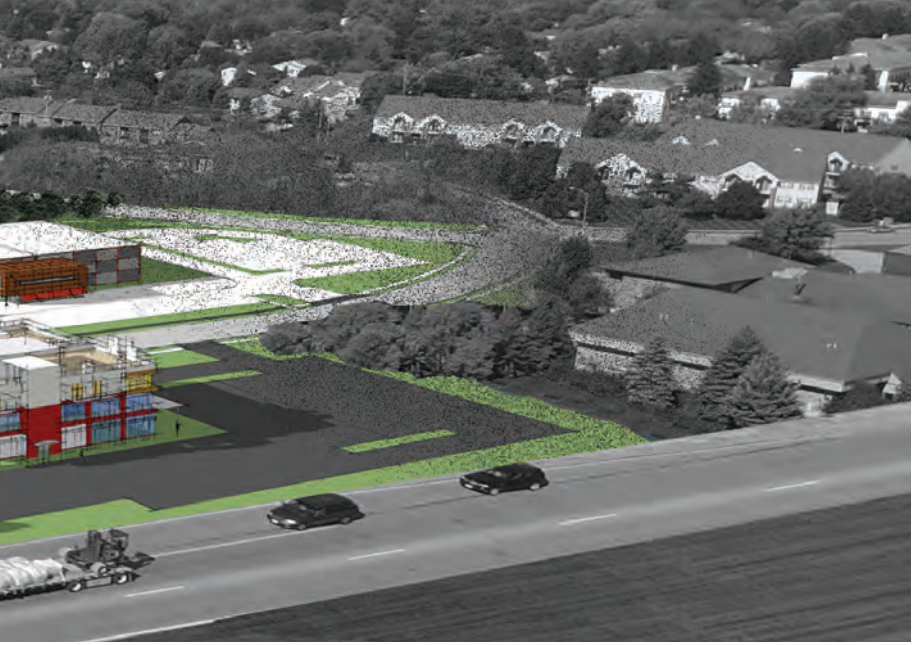
BUDGET: $134,400

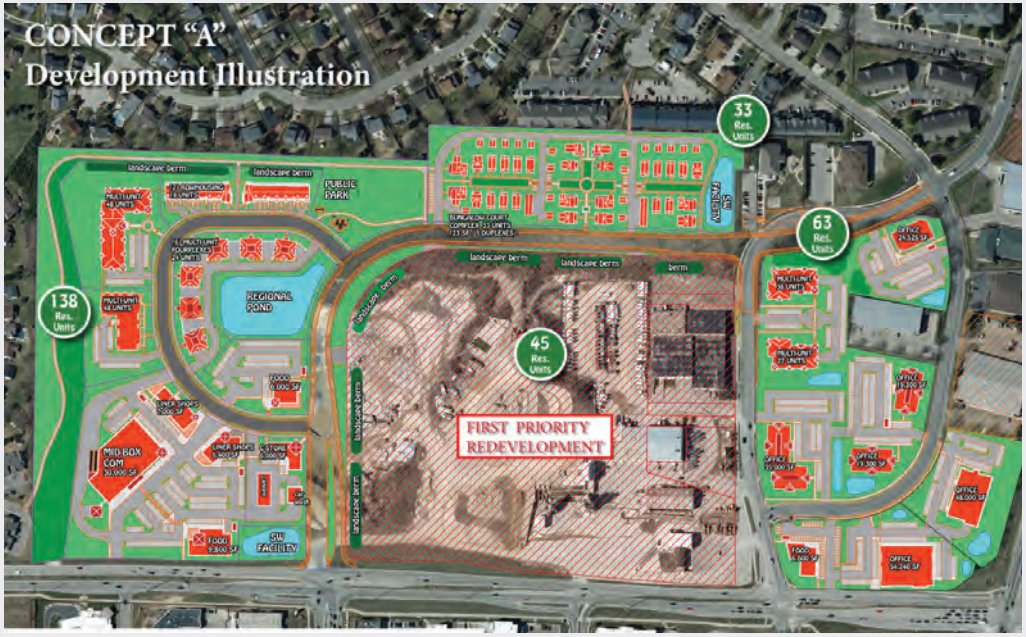
LINK TO FINISHED PRODUCT:
https://issuu.com/msaprofessionalservices/docs/fitchburg_anton_drive_plan

The purpose of this study was to create a redevelopment plan and implementation strategy for lands in the northwest quadrant of the US 18/151 and CTH PD intersection. The impetus for this study is a Wisconsin Department of Transportation's (WisDOT) major reconstruction project of US 18/151 (Verona Road), which started near the end of the planning process. The primary improvements planned with impacts on the planning area include two new grade-separated interchanges, a roundabout intersection conversion, and the extension of a major collector street through a large undeveloped portion of the study area (i.e., Wingra Stone Quarry). These changes will improve the overall regional transportation network, but will reduce the visibility of some Anton Drive parcels (from US 18/151) and change access routes to and from the planning area. The plan's overall vision will help guide land use, urban design, transportation, utilities and stormwater decisions during and after the US 18/151 reconstruction project and it was finished in 2020.

The objectives of this study included:

1. Identify development and redevelopment opportunities in the planning area, including planning for any sites where a change in use is likely or desirable.
2. Identify market opportunities and trends likely to influence redevelopment decisions and outcomes.
3. Identify any infrastructure improvements (water, wastewater, stormwater, etc.) needed to accommodate new development.
4. Project future traffic patterns and volumes to identify any traffic-related constraints on new uses in the planning area.
5. Enhance bike, pedestrian and transit accessibility throughout the planning area.
6. Identify opportunities to support and improve the adjacent Jamestown neighborhood.
7. Establish a plan for new development, including uses, intensity of use and urban design guidance, within the constraints of public infrastructure systems.
8. Create an action plan for things the City can do to implement the plan.




CONCEPT "A"
Development Illustration
33 Res. Units
63 Res. Units
138 Res. Units
45 Res. Units
PUBLIC PARK
REGIONAL POND
FIRST PRIORITY REDEVELOPMENT
landscape berm
berm
MID BOX COM
SW FACILITY

CONCEPT "B"
Development Illustration
84 Res. Units
39 Res. Units
108 Res. Units
152 Res. Units
PUBLIC PARK
REGIONAL POND
FIRST PRIORITY REDEVELOPMENT
landscape berm
berm
MID BOX COM
SW FACILITY

SUN PRAIRIE, WI

WESTSIDE NEIGHBORHOOD PLAN UPDATE

REFERENCE CONTACT

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City of Sun Prairie
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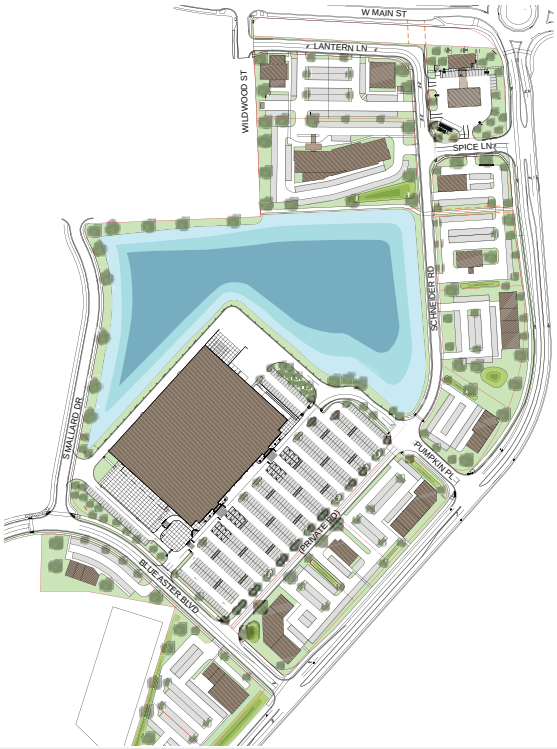
BUDGET: $19,000

LINK TO FINISHED PRODUCT:
https://www.cityofsunprairie.com/405/Westside-Plan

In 2003, the Plan Commission and City Council approved the Westside Neighborhood Plan to guide future development of lands surrounding and north of the USH 151/Grand Avenue interchange, which was completed in 2006. With the opening of the interchange, the Westside has become the primary growth area for Sun Prairie. The Westside Plan calls for the development of a high-quality neighborhood with a mix of residential, office, and smaller-scale / mixed-use commercial development. However, questions about the viability of the plan had been raised due to changing market conditions, more current information about environmental features in the area, and a recent development proposal from a large-format retailer.

During this four-month process, MSA assisted the City in facilitating stakeholder interviews, two public open houses, two City staff working meetings, and several adoption meetings. As a part of the review process, MSA produced three development scenarios for the southeast quadrant of the neighborhood with varying mix of land uses, transportation network layout (inclusive bike paths/trails/lanes), and parks and open space opportunities. The development scenarios were evaluated based on feedback at an open house and subsequent online survey. Based on this feedback, a preferred alternative was approved with development

In 2019-2020, MSA worked with a developer to receive approvals for a shopping district (inclusive of the Hyvee store) that will anchor this neighborhood commercial section and make the desired roads and on/off-street bike facility connections through the neighborhood (currently under construction).

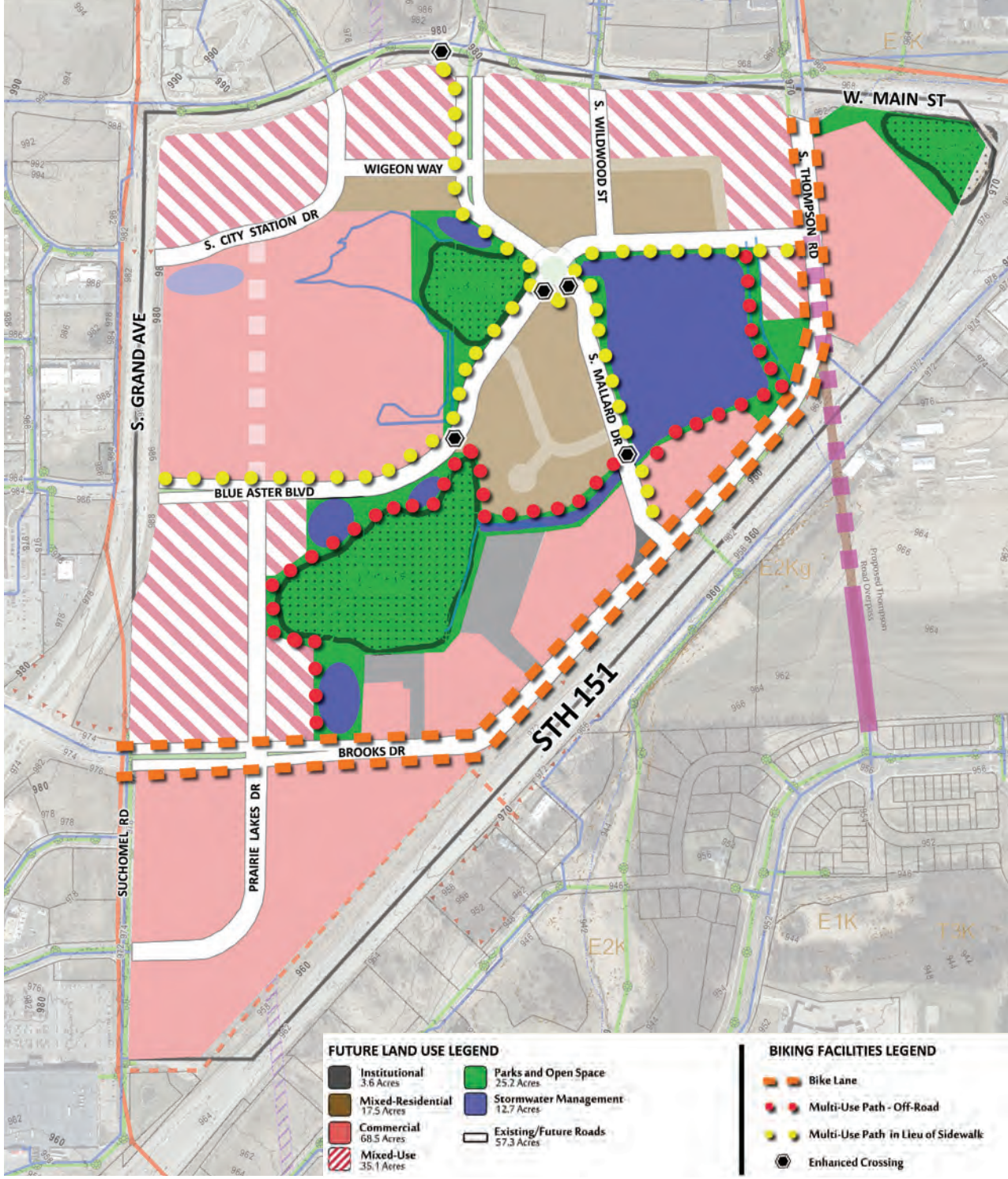


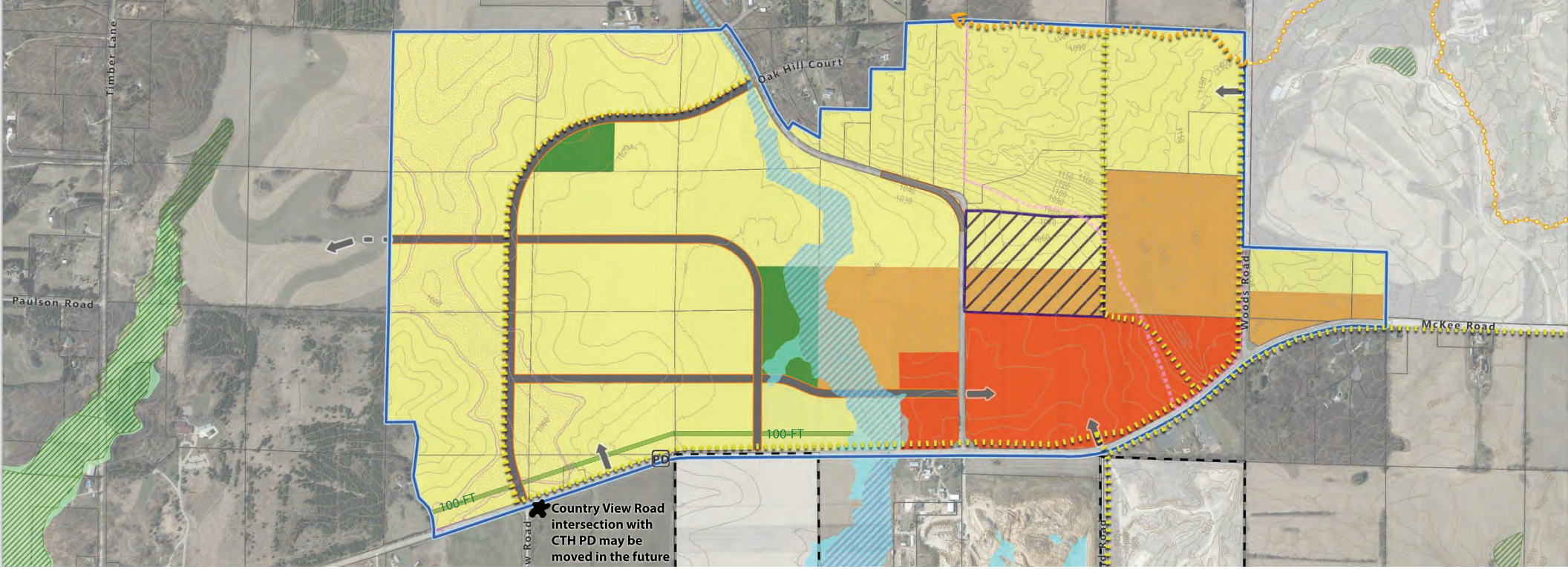
policies on land use, residential phasing, design standards, park and recreational improvements, road connections/alignment, stormwater management, and wetland protection.

From the initial 2003 neighborhood plan to MSA-led 2015 amendment, the west side of Sun Prairie is thriving with a mix of uses supporting housing diversity, economic development, and workforce opportunities. The approved amendment to the neighborhood plan paved the way for:

- a Menards home improvement store with liner commercial developments (bank and car wash facility);
- a 228-unit apartment complex with a public road required through the development;
- reconstructed minor arterial (Thompson Road) from a rural two-lane roadway to a two-lane divided urban section (with design provided by MSA);
- approvals for a shopping district inclusive of the Hyvee store (with assistance by MSA); and
- extension of roads and bike facilities through the shopping district currently under construction (with design provided by MSA).

The result will be a well-planned mixed-use neighborhood with 600+ residential units already approved and planned, ample open space and thriving commercial district – adding to the ever growing west side of Sun Prairie.





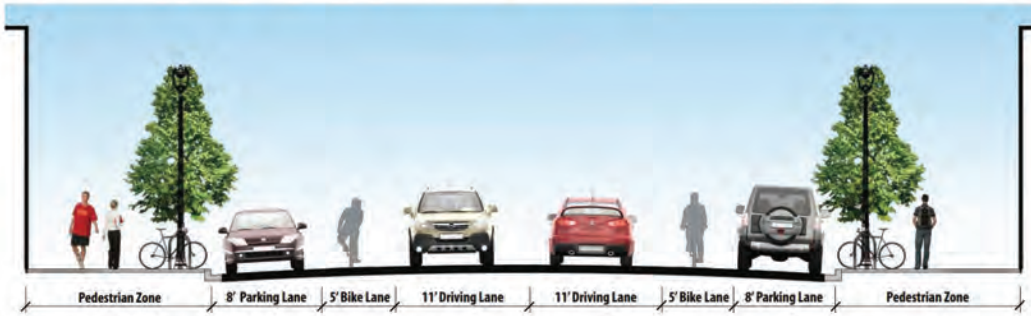
NORTHWEST NEIGHBORHOOD PLAN

VERONA, WI

BUDGET: $17,000

LINK TO FINSHED PRODUCT:
https://www.ci.verona.wi.us/578/Northwest-Neighborhood-Plan

Recommended Road Cross Sections



The City of Verona, located just outside of Madison, is growing community in size and population due to a strong school system and local employment growth, including Epic Systems Corporation. Development pressures led to the desire to plan for a mostly undeveloped area on the northwest side of the City. This neighborhood plan evaluated land use, development standards, transportation and utilities. During this six-month process, MSA – in coordination with the City – interviewed adjacent property owners, held a public informational meeting, and two plan commission meetings. The adopted plan's vision promotes a balanced neighborhood, including a mix of residential unit types and sizes, and commercial properties that serve the neighborhood and adjacent commuter traffic on CTH PD (10,000 AADT).

MANN VALLEY MIXED NEIGHBORHOOD

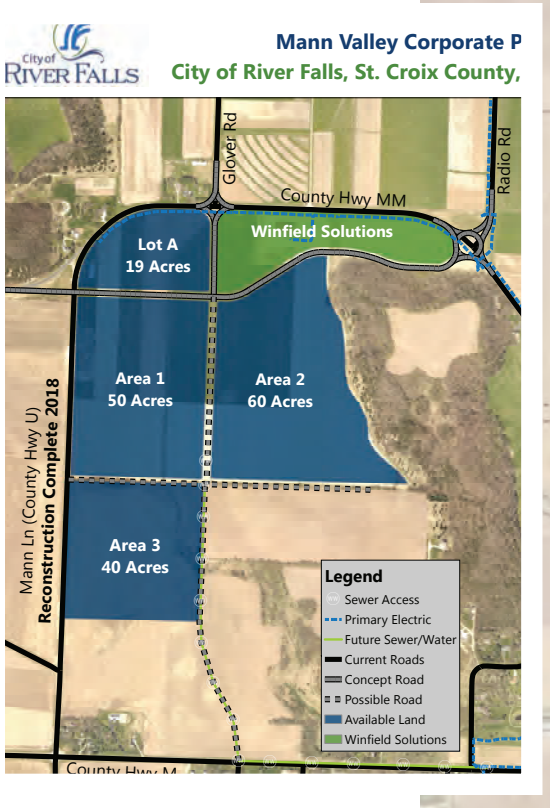
RIVER FALLS, WI

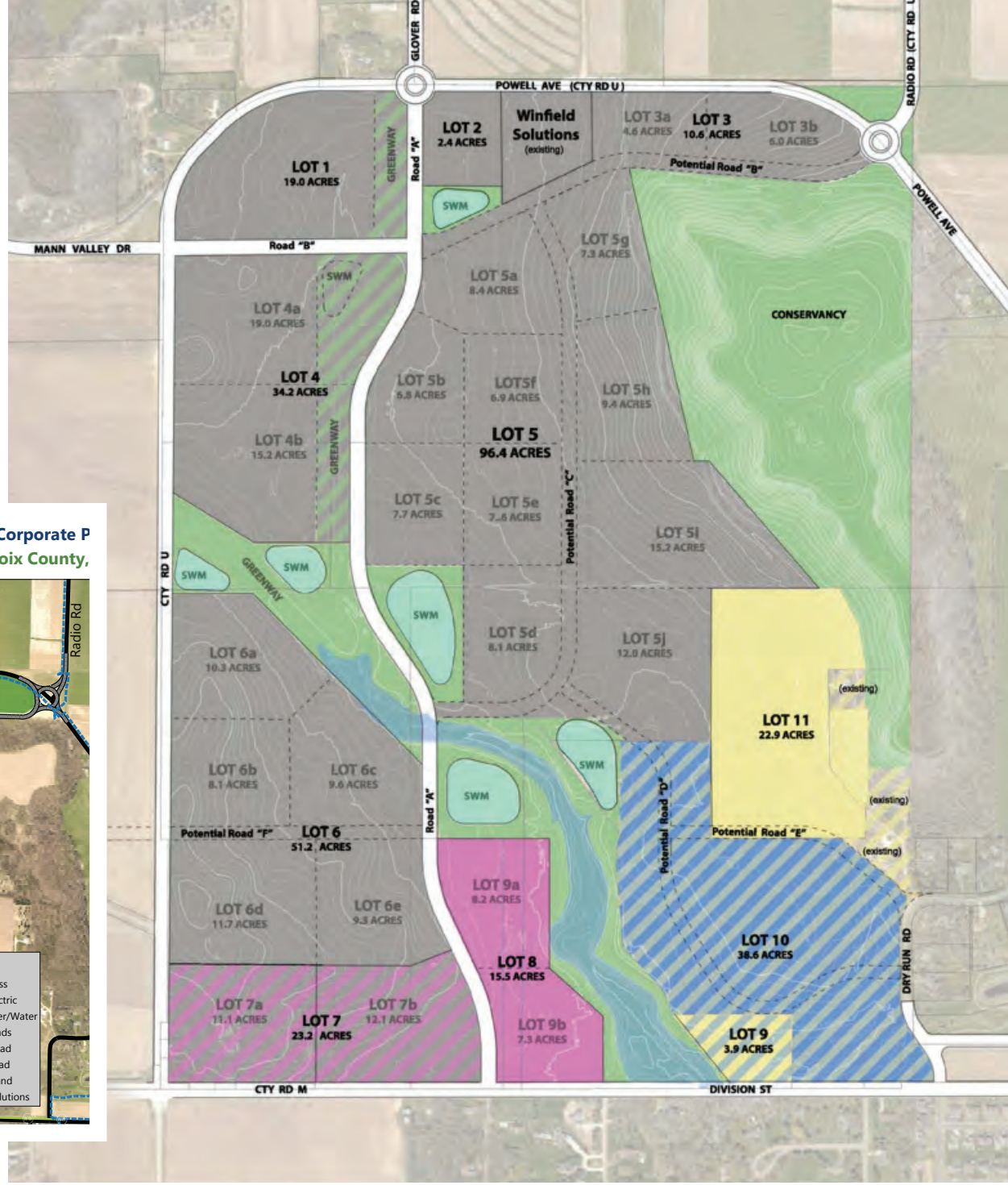
BUDGET: $13,700

The City contacted MSA regarding 500 acres of undeveloped land on the northwest side of the community. The primary focus of concept plan was to provide marketable industrial/manufacturing lots based on market research conducted during the project.

In working with City staff, MSA developed several land use and road alternatives culminating with a final preferred concept that established the primary road network, dividable industrial sites and areas for potential residential, institutional and mixed use growth near adjacent developed lands.

This concept and market research has been used by the City to support conversations with a wider set of stakeholders to plan for and fund future infrastructure projects. The City has completed preliminary engineering and are marketing nearly 285 acres Mann Valley Corporate Park along the north end of the planning area.





LINCOLN KING NEIGHBORHOOD REDEVELOPMENT + COMMUNITY CENTER MASTER PLAN

RACINE, WI

BUDGET: $51,200

REDEVELOPMENT RESOURCES

Redevelopment Resources was tapped to financially analyze the project, to determine if market rate multi-family on site would support the project via tax increment, and conduct a market study to pair private sector (taxable) uses with the FQHC and Community Center uses. Our team reviewed the market area in the neighborhood, analyzed potential private sector uses, and recommended funding sources.

Mayor Mason wanted to know if a market rate multi-family housing development could be utilized to capture increment and help fund the public sector portions of the development. It was discovered and advised that market rate housing in that neighborhood would need a significant incentive considering current construction costs, leaving little increment to support the public sector portions of the project.

Table 3. TID Increment Worksheet

Capital Investment	Potential Assessed Value	Annual Tax Increment*	Total Increment Over Life of TID**	Incentive @ 25% of Total Project	Remainder To City Over Full Life of TID***
$12,000,000	$8,400,000	$231,336	$5,783,400	$3,000,000	$2,783,400
$15,000,000	$10,500,000	$289,170	$7,229,250	$3,750,000	$3,479,250
$20,000,000	$14,000,000	$385,560	$9,639,000	$5,000,000	$4,639,000

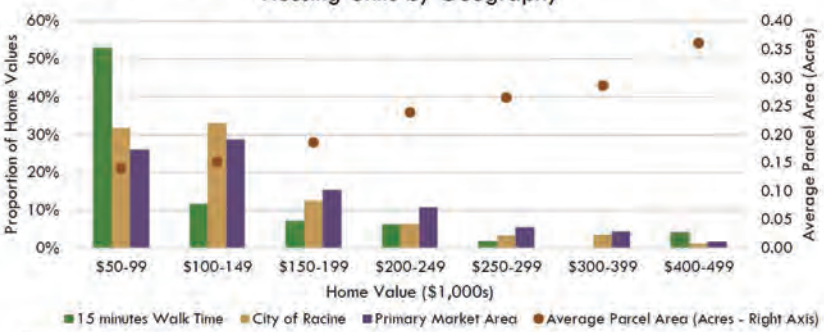
* in this example the 2019 tax rate of $27.54/000 was used

** calculated at 25 years considering project wouldn't generate increment until the second year of a 27-year TID

*** does not account for financing costs, if the city is required to cover that expense in a developer funded TIF example.

However, it would be a worthy investment by the City to encourage market-rate multi-family residential development as a component of the overall transformative development planned for Lincoln King Neighborhood. A development such as this would add vibrancy and new energy to the neighborhood. It would replace the current Community Center and generate a contributing, high impact, tax paying development.

Figure 12. Value and Area Comparison of Owner Occupied Housing Units by Geography



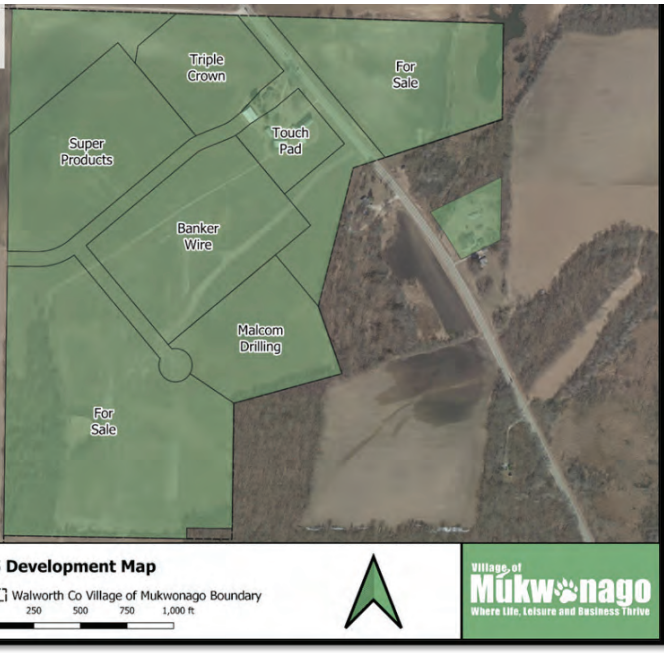
Data Source: ESRI Community Profile Reports and Racine County Assessor parcel data. Properties zoned R1 and R2 were analyzed to estimate the average parcel area from Dane County Assessment information.

MUKWONAGO INDUSTRIAL PARK FEASIBILITY STUDY AND SUBSEQUENT IMPACT ANALYSIS

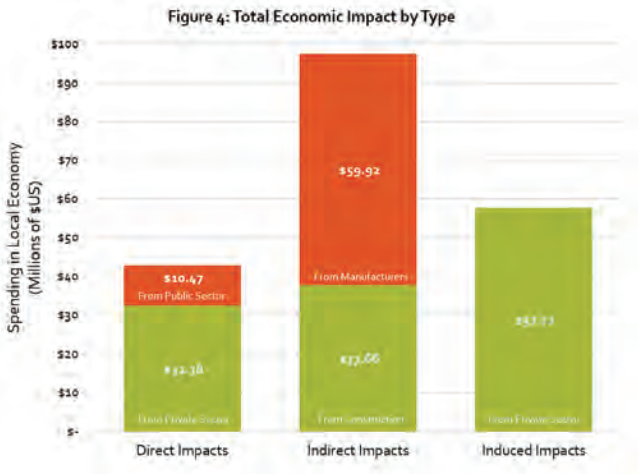
MUKWONAGO, WI

BUDGET: $19,500

REDEVELOPMENT RESOURCES



Village leaders were contemplating purchasing 100 acres of land on the east side of Mukwonago, near the I-43 interchange and wanted to know the feasibility of developing and recruiting industrial users to the new park. Redevelopment Resources studied the market for available industrial property in the area and recommended the Village purchase the land as soon as possible and install the necessary infrastructure. The results were staggering when we were asked to follow up with an economic impact analysis just two years later.



Between August of 2018 and September of 2019, the Village of Mukwonago entered into five development agreements with five different manufacturers for the development of 478,500 sq. ft. of new development. In 2019, the total equalized value of the Village increased 3.34% over 2018 which can be nearly entirely attributed to new developments in the Industrial Park. For every $1 the public sector invested the private sector invested $3.38. The total economic impact of the development of Industrial Park property in TID #5 in the Village of Mukwonago is just shy of $200 million. Total direct, indirect, and induced job creation is estimated to be 1,391.

WHAT OUR CLIENTS ARE SAYING

MSA

CITY OF FITCHBURG

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CITY OF SUN PRAIRIE

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REDEVELOPMENT RESOURCES

VILLAGE OF MUKWONAGO

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262-379-4800
johnsweidl@gmail.com

SCOPE OF WORK | APPROACH

MSA will work with the Village to craft a final scope, work plan and budget; however, based on our experience, we recommend the following approach per the RFP scope of work.

PLAN ITEM #1: BACKGROUND ANALYSIS + DEFINE THE PLANNING AREA

Task 1.1: Review Relevant Studies/Plans

MSA will review relevant Village and regional documents as noted in the RFP, and summarize issues, concerns, policies, and recommendations that should be shared and considered in developing a long-term vision and policies for McFarland's east side growth area.

Task 1.2: Review Recent Developments

We will review developments recently completed, under construction and in planning stages in the Village or within neighboring lands to identify current market trends and guiding principles, as well as highlight potential opportunities to meet under-represented development types/densities in the vision for the east side neighborhood plan.

Task 1.3: Existing Conditions Review/Analysis

MSA will walk and inventory the property, as well as use available digital resources, to document the existing conditions (e.g., surrounding character, unique features, development limitations, topography, road conditions, utilities, etc.). Results will be summarized through maps, photos and tables as appropriate. See Plan Item #6 for specific maps that we will produce.

Task 1.4: Planning Area Identification

Based on the Tasks 1.1–1.3, MSA will work with the Village staff to identify the full extents of the planning area. The boundary will be verified by Plan Commission at the working session with the project team.

PLAN ITEM #2: MARKET ANALYSIS + ECONOMIC DEVELOPMENT STRATEGY

We will work with partner firm, Redevelopment Resources, to complete this plan item.

Task 2.1: Demographic Profile & Assessment

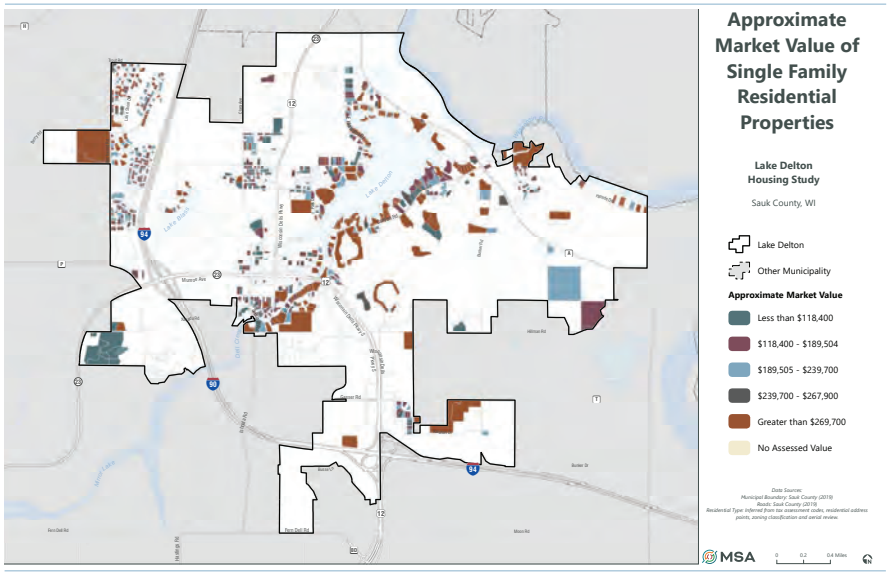
Our team will review population (through 2050), households, ages, income factors (broken down by AMI brackets) and employment statistics and trends for McFarland. Education level, disposal income spending preferences, commuting data and other items will be examined as well. We will contrast these statistics to other comparable jurisdictions for perspective (as well as the market share within the County). Demographics for each defined market will be highlighted, including population forecasts, per capita income, and household lifestyle segments (through ESRI Business Analyst). The market assessment will provide a snapshot of trends and the direction the market is heading, informing recommendations for any impact the Village could and should make through its development efforts on the East Side Neighborhood, and Village-wide. It will also be the basis for crafting marketing messages to new potential residents, businesses, and developers.

Task 2.2: Housing Assessment.

Land planning and infrastructure investment budgeting for the planning area should incorporate an understanding of the current market for various residential types and price points. The project team will review Village/County plans, policies and programs that influence housing market health. We will review current demand for varying types of residential, including current gaps in the market, local/regional trends, and comparable market research. MSA will review available American Community Survey data and supplement that with up to five (5) phone interviews with stakeholders knowledgeable in the local housing market (realtors, developers, etc.), as well as other stakeholder feedback outlined in the Outreach and Engagement Plan (see Plan Item #7). We will also map out new housing development in surrounding areas, and at what price point these new developments are being offered, to ensure recommendations are not made in a vacuum considering developments adjacent to McFarland. South Central Wisconsin Realtors' Association MLS data will be sourced for identifying ongoing demand and will support projections based on the existing market.

This section will synthesize findings of the preceding sections to identify and quantify current and projected market gaps. For each gap, we will explain the cause or causes of the gap, which will provide the basis and justification for the recommended "gap filler" strategies. The gaps will be presented in order of priority and importance.

Spatial Affordability



Examples of gaps identified to fill current or projected needs include:

- New Unit Demand by Affordability Levels (affordable, workforce, market rate).
- New Unit Demand by Tenure (owner vs. renter).
- Neighborhood development potential in Growth Area Projections.

The result of this review will reinforce the market viability of proposed development types and uses, which can help in identifying the feasibility and phasing of individual sites in the vision plan. Affordability of housing types in market sectors is a critical concern and will be a focus of our analysis.

Task 2.2A (Optional Task): Comprehensive Village-wide Housing Strategy

The project team can provide a detailed Village-wide housing study, utilizing this process to establish clear and concise policy recommendations to close identified gaps, prioritized strategies, and benchmarks that will allow staff and elected officials to confidently guide housing investment in the Village limits. Addressing housing supply gaps requires more than just numbers of units and general market areas for implementation. Achieving goals that support healthy neighborhoods requires layered municipal involvement including targeted strategies that leverage all available resources. This strategy can be provided as a standalone document with a summary included in the East Side Neighborhood Vision Plan.

The following tasks will be completed in this Village-wide strategy in addition to those outlined in Task 2.2:

- Detailed demographic trends informing housing demand – document general population characteristics, household by income levels, household tenure, housing structure deficiencies (if present), household by age, households by type, household by ability, housing instability and homelessness.
- Employment trends informing housing demand profile – analyze commuting patterns, employment sectors, unemployment, no-income households, impact of wages/cost of living.
- Housing supply and utilization profile – review historical data supplemented with development approvals and permitting, as well as unit type dispersion in the Village. Factors to be evaluated include occupancy, unit type, unit size, unit age, value, condition, construction/permit trends, vacancy and turnover/mobility, specialized housing (seniors, special needs, transitional, PSH, manufactured, etc.).
- Housing study gap analysis – determine where there is oversupply within the market and consider strategies to nudge the market toward correction including those outlined in Task 2.2, as well as specialized development types (senior, supportive, etc.), units Identified for Rehabilitation, opportunities for Missing Middle development types and areas for implementation.
- Detailed recommendations - For each gap and other issues identified, we will provide community-based strategies that can address that gap or issue. We will include brief case studies and/or references to peer communities already employing specific strategies, where possible. Example recommendations include:
  - Housing mix by product type and price point, including target buyer/renter markets for each.
  - Identify appropriate, approximate locations for housing development.
  - Housing development formats, including number of units, unit mix, sizes, sale prices or monthly rents.
  - Local program options to encourage construction of needed housing types and address affordability needs.
  - Regulatory changes that could improve the condition, cost or supply of housing.
  - Strategies and programs to improve the condition of existing housing units through rehabilitation.
  - Description of state and federal programs that can be leveraged to meet local housing needs.

Foster a sense of place for residents.

STEPS TO FOSTER A SENSE OF PLACE INCLUDE:

With the importance of the tourist economy, there are aspects of Lake Delton that can sometimes feel like "a place for tourists" instead of "a place for residents". The Village should actively look for ways to increase sense of place - the feeing that there are distinct, residential neighborhoods inhabited primarily by year-round residents who know and love the Village, which is why they call it home. These neighborhoods can include resident serving commercial pockets and gathering spaces that make the Village an even more desirable place for families to live.

CONSIDER THE USER WHEN REVIEWING DEVELOPMENT PROPOSALS

As a community whose economy is centered on tourism, many developments are targeted to further capture that economic base. When considering proposals and improvements, look for opportunities that have shared value for tourists and residents alike, increasing the amenities available to and promoted for local households. For residential developments, if targeted to residents, ensure they fit into the community in ways that actively work to promote pockets of resident engagement, activity, and community. The Village can work to ensure the same high-quality experiences for residents that tourists have, while also promoting a unique residential place.

ENCOURAGE VILLAGE-COMMUNITY SUBDIVISIONS

There is a need for housing in the Village, but also a need for increased community connection. In planning for future subdivisions and other residdential developments, promote aspects that connect the community and promote amenities complementary to housing for year-round residents.

In practice, a Village-Community subdivision would foster neighborhood-based engagement, creating a unique sense of "home". Amenities could include neighborhood-serving commercial pockets and ranges of different housing types by cost, structure, size, and tenure. This could include small multi-unit buildings, attached unit townhomes, single-unit detached family housing, accessory dwelling units, cottage courts, and options for ownership or rental of all types.

COMMUNITY CONVERSATIONS & THE COMPREHENSIVE PLAN

The Village of Lake Delton's Comprehensive Plan was last updated in 2003. Since then, the Village has overcome major challenges and undergone large changes. As the policy document that guides decisions on future growth and connections in the community, this plan should be updated to reflect most recent conditions and evolving needs - not just in housing, but in economic development, community resources, and other key topics.

Importantly, the Comprehensive Planning process works best when fostering and facilitating large-scale community and resident conversations about shared experiences and a shared future. The Village should utilize this process to connect residents, and ensure that needs are being met on every level to attract and retain households to the community.

PROVIDE CONNECTIONS BETWEEN FUTURE DEVELOPMENT AND AMENITIES

As part of any future housing development, the Village should consider how residents can access multi-use paths, trails, parks, and other community amenities. New housing should be connected to existing and future trail and path systems that allow nearby (or in-neighborhood) access to parks, open spaces, playgrounds, and centers of community activity.

2020 Housing Study 85

Task 2.3: Retail Supply & Demand.

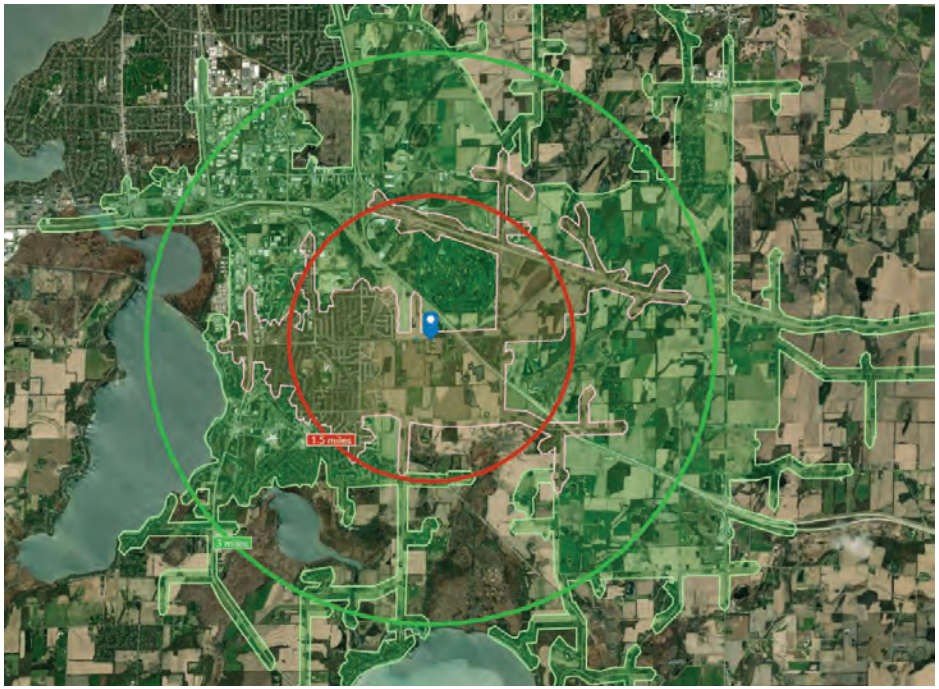
Based on the primary and secondary trade areas (i.e., 1.5 miles and 3 miles, respectively), our team will perform a retail supply and demand analysis, which will highlight specific retail segments with retail sale leakages (i.e. demonstrated supply gap) to surrounding areas. We will also review each identified retail "opportunity" to the number of competing locations for a particular business within the identified trade areas and will review average sales per store data to verify there is enough annual sales to likely sustain a store. This data will ultimately guide recommendations for sizing areas for commercial and/or mixed uses that will likely consider this neighborhood based on access, visibility, and other factors. Factored into this analysis will be primary research based on our experience and what we believe will be successful in McFarland based on the market data and conversations we will have with existing business owners and operators. It is important to challenge the data as it appears on paper and match it up with the realities of the market, competitive forces, peoples' actual shopping habits, and their access to options on the way to and from work.

Task 2.4: Industrial Supply & Demand

The project team will define the current village industry/business mix (including inventorying the Village's existing business/industrial development areas), provide current local industrial trends (e.g., jobs to housing unit ratios and key industry types in the Village/County, etc.), and identify up to three comparable industrial/business parks in the market to conduct a comparative analysis of price per acre and lot size dispersion. This will inform Village-wide needs, and more specifically appropriate lot sizes and potential property tax revenues within an East Side Neighborhood Business Park in the planning area (see Plan Item #3).

Task 2.5: Economic Development Strategy

The project team will complete an Economic Development Strategy that will assess the Village's existing and future marketplace, evaluate the Village's commercial and industrial areas for redevelopment opportunities, and develop a strategic implementation plan that will capitalize on market opportunities identified during the planning process. Through the analyses outlined in Tasks 2.1-2.4, the project team will provide a snapshot of the Village's market conditions and provide a defined strategy. In addition to basing our strategy on the above data, we will also use interviews with current industry within and around McFarland to understand any supply-chain linkages or challenges existing in the real estate market for industrial property. If any of those challenges can be solved with specific recommendations on industrial property within the East Side Neighborhood, our team will include those items in our recommendations (for example, is there a shortage of cold storage in the area and are there specific infrastructure needs to accommodate that type of development).



McFarland's potential primary and secondary trade areas is based generally on a 4- and 8-minute drive time. These trade areas will determine the residential-based income that may support retail and commercial growth in and around the East Side Neighborhood.

The implementation plan will feature specific strategies that are likely to increase investment and economic activity in the Village. Each strategy will be accompanied by a set of actions covering the following topics: organization, funding, business recruitment, events, marketing, redevelopment sites/opportunities and infrastructure improvements. Strategies will be assigned a deadline (i.e. phasing plan) and responsible party. For any action with a cost we will recommend a source of funding. It is likely that many of the recommendations will require action by private sector businesses and developers. The implementation plan will clearly identify steps that the Village and the Community Chamber can take to leverage private investment.

PLAN ITEM #3: BUSINESS PARK DEVELOPMENT PLAN

Task 3.1 Business Park Location

Based on Plan Items #1 and #2, we will work with staff to define the ideal size and location for a business park. To supplement the background and market review, the project team will complete the following efforts:

1. Truck Routing. Identify access locations, existing and potential truck routes to best serve the subject property. There are two County Highways, CTH 'AB' and CTH 'MN' as well as an aging Interstate 39/90 underpass (on Siggelkow Rd) that may have implications to truck routing. We will reach out to Dane County to discuss limitations, existing conditions and required improvements for truck access. One concern of the highway departments and information they may need is volume and weight. We will discuss with you the option of projecting this type of information if needed in the future.

2.Rail Service. If desired, we can conduct a Fatal Flaw Analysis for Rail Service, which will require the following:

- Verify and report on the railroad operator and owner as they can be differing entities.
- Review the potential to extend a spur to the site from the active mainline. This will require coordination with the railroad operator, marketing department.
- Review potential routes and topography to report on found challenges.
- Review area sites for existing spur lines for potential use.

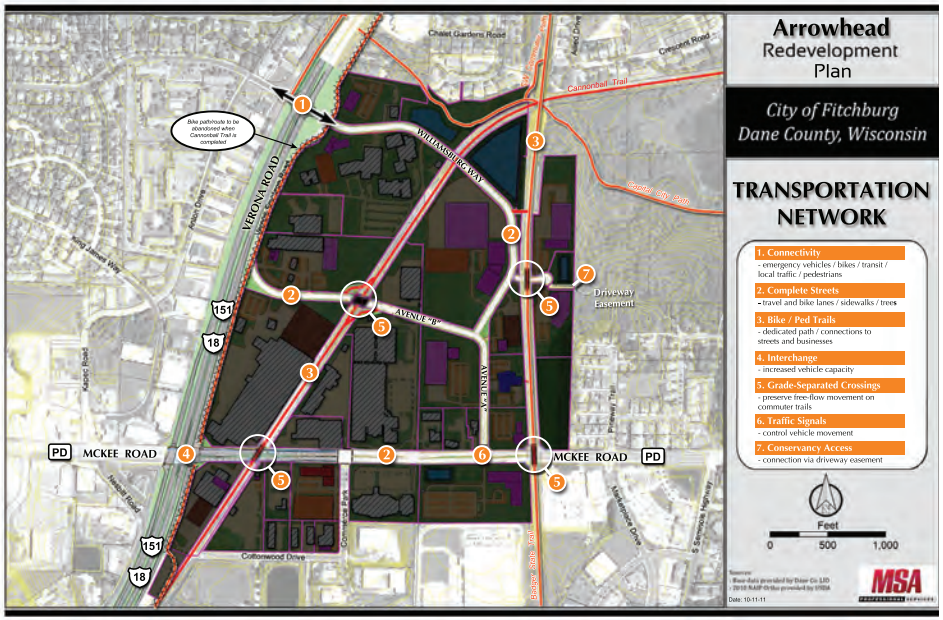
3.Stormwater. If the designated lands are outside of the Urban Service Area, the design will require capacity to handle a peak rate control for the 200-year 24-hour storm events per recent County zoning amendments.

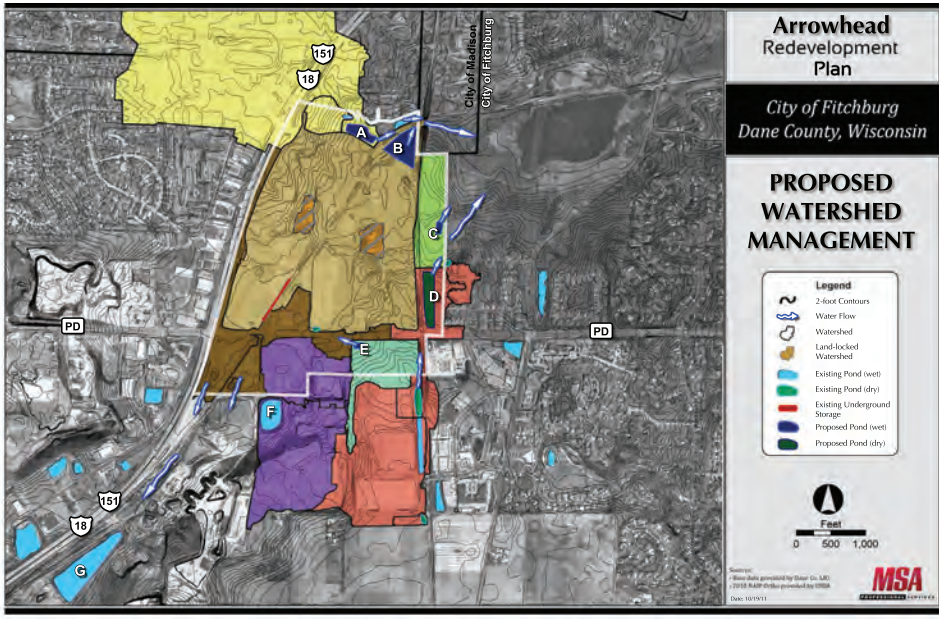
4. Utilities. The project team will discuss with the McFarland Water Utility, Alliant Energy, and telecommunications companies the availability of their services to the site

.

Task 3.2: Concept Planning.

The project team will draft two (2) development alternatives for staff consideration, including road layouts, land use and intensity designations, stormwater management areas, and off-street paths (if desired). For each alternative we will indicate, by use, the total acreage and developable acreage (after accounting for steep slopes, wetlands and floodplains). We will also provide representative photos of potential development, and a bulleted list of strengths and weaknesses of each alternative for your review. Based on recent trends in the market there is need for larger industrial sites, so it is assumed at least one concept will provide flexibility with a larger lot(s) that could be subdivided (with

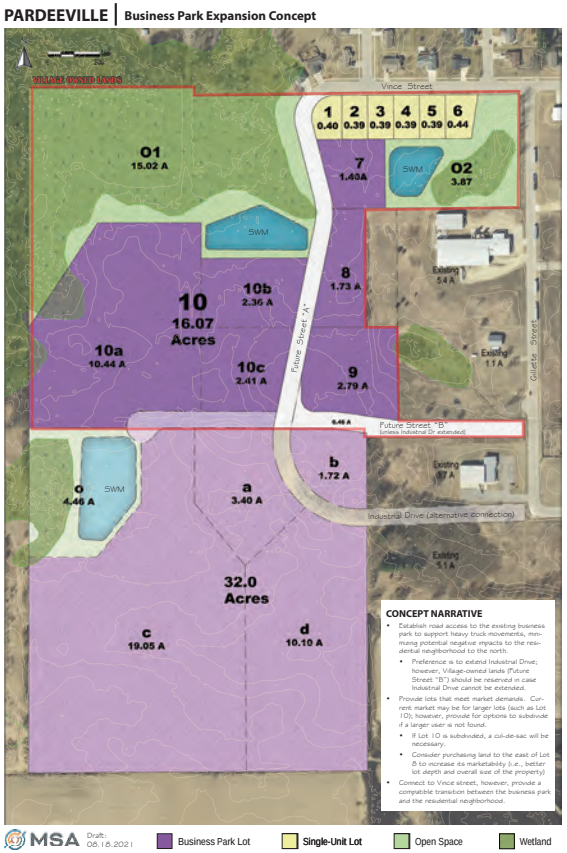




additional roads as necessary) to support smaller lot sizes (e.g., 2-5 acres ,6-10 acres). This need for larger lots will be verified through Plan Item #2 efforts. The two concepts can be tweaked prior to sharing with Plan Commission and the CDA.

Task 3.3: Preferred Concept & Phasing Plan.

Based on feedback from Village staff, Plan Commission and the CDA, the project team will produce a preferred concept. A phasing plan will be recommended with relevant costs (e.g., infrastructure, grading, etc.) and revenues associated with each phase defined. We will provide implementation strategies, including recommendations on zoning code/map amendments, identifying funding programs, potential partnerships, marketing strategies and an action plan with a projected timeline and lead entity to move the action forward.



PLAN ITEM #4: NEIGHBORHOOD MASTER PLAN + DESIGN STANDARDS.

The MSA team excels at the ability to see the "big picture." Consolidating the competing interests of property owners interests, traffic, infrastructure and diversity of land uses to create a safe and appealing environment is critical to establishing a viable and marketable development.

Task 4.1: Conceptual Development Scenarios.

As described in Plan Item #7, the project team recommends a two-part development scenario process, as outlined here.

A. The first step will be a mini charrette process where the project team will work with landowners, Village staff and other key stakeholders to sketch one (1) to two (2) options for their property and adjoining properties (likely splitting the East Side Neighborhood into four (4) sections). These sketches will include land use, typical densities, road layout, and other important features desired by the participants (e.g., primary trail network). The project team will take the area specific sketches and combine them into three (3) full neighborhood concepts for review by the full group of participants – plus, Plan Commissioners and other with vested interest in the process. See Task 7.1 C for more details on the mini charrette process.

B. Per feedback from the mini charrette, two (2) development scenarios will be further refined to identify uses inclusive of representative images defining typical development character and scale, as well as stormwater management areas, open space areas, roads, major trail network(s), etc. These concepts will be vetted by the Village staff, Plan Commission and the general public through an online preference survey (see Task 7.1 B).

Task 4.2: Master Plan.

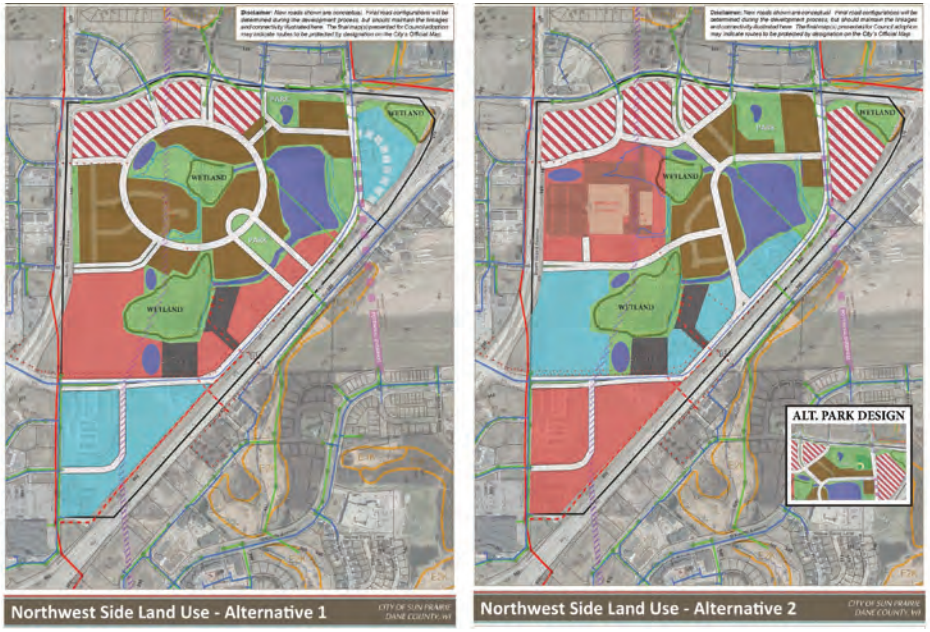
Based on the feedback from Task 4.1 B, a preferred master plan will be developed and receive one (1) update per review by Plan Commission. Massing model images for up to three (3) primary land use areas (e.g., industrial, low-density residential, mixed residential, commercial/mixed use) will supplement the master plan. This will be limited to vantage points that will provide general character for portions of the neighborhood, meaning not a full buildout of the entire neighborhood. These images will supplement the vision policies and design standards (see Task 4.3).

Task 4.3: Vision Policies + Design Standards.

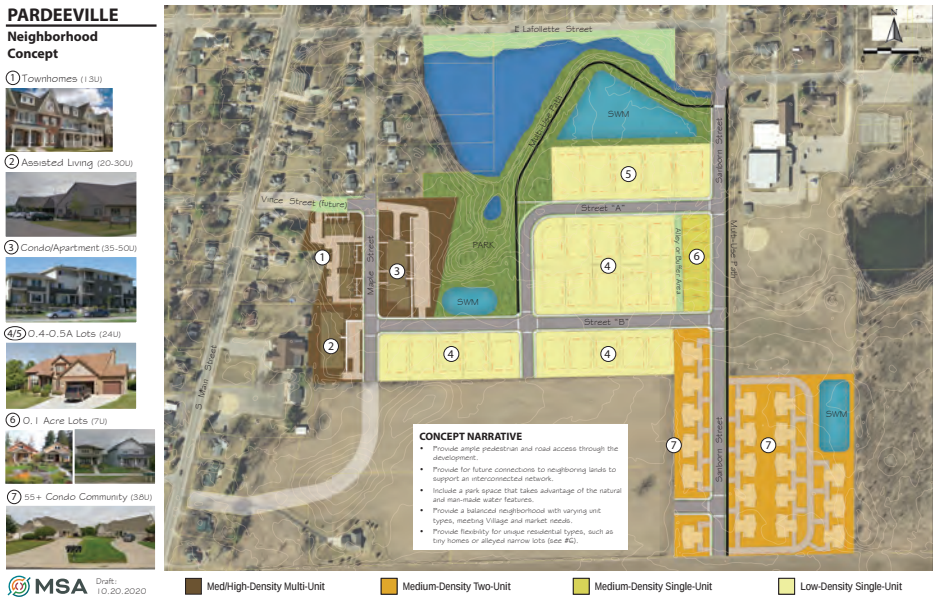
The design team will build off the 2008 Plan design policies and standards, refining and adding as necessary to meet the new vision, as well as incorporate best practices and cover all elements defined in the RFP (i.e., density, lot sizes, setbacks, minimum open space per dwelling unit, floor area ratios, parking requirements, street design, trail design, signage, general site and building design guidelines, typical implementing zoning districts, sustainability, and placemaking strategies).

Task 4.4 (Optional Task): Full 3D Vision Model + Images.

A 3D computer-generated model can be created for the entire neighborhood to provide a full vision with context that can used in the final plan (e.g., cover, explain design preferences/standards) and in marketing materials. *The Fitchburg Anton Drive project (on pages 5-6 in this proposal) provides examples of vision graphics.*



Sun Prairie - Land Use Scenario Planning



Pardeeville - Detailed Neighborhood Concept

PLAN ITEM #5: IMPLEMENTATION STRATEGY

Task 5.1: Implementation Strategy.

The reward of completing a Neighborhood Plan is watching it become a reality. Creating a detailed implementation plan is a critical step towards that reality, including identifying key activities to implement the short-term and long-term goals. We will provide implementation strategies and actions addressing housing, marketing commercial/industrial development, sustainability, transportation, and open space/parks. Tools to be reviewed include Village ordinances (i.e., zoning, subdivision, etc.), capital improvement plan, and outdoor recreation plan.

Task 5.2: Business Park Detailed Action Plan.

As defined in the Business Park Development Plan, a detailed action plan will be established with timelines, lead agency/department, and funding/marketing strategies.

PLAN ITEM #6: MAPPING

Task 6.1: Existing Conditions Maps.

We will provide the following maps to aide in the plan development:

- Planning Area.
- Existing Land Use.
- Natural Resources. (i.e., WDNR wetlands, FEMA Floodplains, steep slopes, hydric soils, surface water, woodlands, existing Capital Area Regional Planning Commission (CARPC) mapped Environmental Corridors and Future Potential Environmental Corridors, etc.)
- Existing Infrastructure. Locations of existing public utilities (e.g. sewer inceptors, municipal wells, drainage basins, etc.) and stormwater management areas, CARPC Urban Service Area Boundaries, etc.

Task 6.2: Implementation Maps.

We will provide the following maps to aide in the plan development:

- Neighborhood Future Land Use. A map illustrating the future land uses described within the Neighborhood Plan & Design – plus, any placemaking strategies. Map notes can be incorporated to provide narrative and intent.
- Planned Utility Infrastructure. Locations of existing and future public utilities (e.g. sewer inceptors, municipal wells, drainage basins, etc.) and stormwater management areas.
- Planned Transportation Network, including conceptual locations for future collector, arterial, and local streets, bike and pedestrian facilities, parks, etc.
- Updated Comprehensive Plan Future Land Use Map 6A & 6B. Map 6A will be scaled to the existing Village municipal boundary. Map 6B will be scaled to the Village's current extraterritorial plat review boundary.

PLAN ITEM #7: OUTREACH + ENGAGEMENT PLAN

Task 7.1: Outreach Plan.

Providing opportunities for elected officials, property owners and other stakeholders will offer valuable input and increase support of the final plan. Based on our past successful public outreach projects, we are recommending the following process to involve a diverse population with varying interests.

A. Interviews. Our team proposes facilitating up to four (4) remote (via Zoom/Teams) interviews to explain the planning process and facilitate discussion about issues and opportunities for the planning area and beyond. Interviews should take place near the beginning of the planning process and is suggested after Plan Items #1 and #2 have been completed. Those interviewed during the 2008 Plan (i.e., member(s) of the cemetery association, Hope Rod & Gun Club, School District, and Senior Outreach Services Committee) might be the likely entities/committees to contact. Additional interviews are planned as part of the housing assessment (see Task 2.2) and Village committees may join staff meetings based on topics of interest (see Task 7.2 A).

B. Online Preference Survey. This can be a short survey asking thoughts on the scenarios based on land use, transportation and general character, or can be a larger survey, asking questions on development types and design through a series of images. This survey will be conducted through surveymonkey.com.

C. Mini Design Charrette. A 2-day mini charrette (approx. 2-hour sessions, one on each day) can provide substantial feedback over a short period. Working with landowners and other key stakeholders, the project team will summarize data/trends identified in Plan Items #1 and #2. The second “day” (likely a week later) can include refined concepts with key development ideas and representative images. Plan Commission and Village Board members should be encouraged to attend the second day activities to get an understanding of what the property owners would like to see in the area.

D. Developer Focus Group. The focus group will be focused on reviewing the initial neighborhood concepts, involving local developers and real estate brokers, community leaders and business leaders. MSA has some contacts to local real estate brokers and developers but would welcome Village contacts as well. This focus group will verify our market conditions analysis, as well as suggest potential modifications to the neighborhood concept.

E. Public Input Workshop. Facilitate one (1) public review meeting after Plan Commission Meeting #4 to garner feedback and review the Neighborhood Master Plan and

implementation strategy. MSA will lead this meeting with assistance from Village staff. We can hold this meeting on a Saturday morning/afternoon, or tie it to another Village event ideally not in Village Hall to maximize attendance. If held virtually, we can record the meeting and have it available online with a short questionnaire available to provide feedback for 1-2 weeks following the meeting. Another option if it's held virtually is to hold it during the lunch hour, as we have found that more people may be able to attend during that time than other times of the day.

Task 7.2: Engagement Plan.

We understand the need for quality and frequent communication to make the process run smoothly. As such, we propose the following procedure for communication between MSA and the Village regarding materials, draft documents, and meetings:

Typical Schedule

- ***3 weeks*** prior to Plan Commission meeting: MSA to provide draft materials to Village staff.
- ***2 weeks*** prior to Plan Commission meeting: Teams/Zoom call with staff to review revisions and comments.
- ***1 week*** prior to Plan Commission: Provide meeting materials.

A. Staff Meetings. We will hold a staff meeting to kick-off the project prior to the first Plan Commission meeting, as well as meet virtually prior to each future Plan Commission working session (discussed above in the typical schedule). Additionally, we will work with Village staff via email and phone/Zoom conversation to move the plan along and work through any issues or opportunities which may arise. Village committee chairs (or other members) can join these calls dependent on the topic to be discussed (e.g. Public Utilities Committee, Public Works Committee, Parks, Recreation & Natural Resources Committee, etc.).

B. Plan Commission Working Sessions. We will attend five (5) Plan Commission Meetings at the following stages (in-person or virtual dependent on local preference):

Meeting #1: Discuss existing conditions (Plan Item #1 + Plan Item #6.1). The intent of this meeting will be to understand the existing conditions, get Plan Commissions thoughts on the neighborhood and confirm the neighborhood planning area boundary.

Meeting #2: Review market analysis (Plan Item #2) and draft Business Park Development Plan (Plan Item #3). The intent of this meeting is to provide an understanding of economic conditions, review and provide feedback on the business park plan, and provide an opportunity to weigh in on initial strategies to expand McFarland's economy.

Meeting #3: Review draft Neighborhood Plan + Design sections (Plan Item #4). The intent of this meeting is to provide direction towards a preferred concept, and initial feedback on general policies and standards.

Meeting #4: Review updated Neighborhood Plan + Design sections (Plan Item #4), inclusive of Implementation Maps (Plan Item #6.2), and draft Implementation Strategies (Work Item #5). Intent of this meeting will be to vet the full Neighborhood Master Plan, and initial feedback on implementation strategies.

Meeting #5: Review the full plan, discuss feedback from the public house and consider recommendation for adoption by the Village Board (with any necessary edits).

C. CDA Meetings. We will attend one (1) meeting prior to Plan Commission Meeting #2 to update on current market conditions (Plan Item #2) and to get feedback on the Business Park Development Plan (Plan Item #3). CDA members are welcome to join any of the other engagement and outreach activities.

D. Village Board Meetings. We will attend two (2) Village Board meetings at the following stages (in-person or virtual dependent on local preference):

1. After Plan Commission Meeting #3 to get feedback on the preferred concept based on summaries of Plan Items #1 - #3.
2. Hold a public hearing and adoption of the plan.

(Optional Task): Story Map.

To further enhance the outreach plan, MSA has the ability to share information and ideas through an interactive website utilizing ArcGIS Story Mapping software. This service can supplement or take the place of the Village website information for this planning process. You can view an example from our Madison Vilas Park Planing Process (click here).

ORGANIZATIONAL CHART

The team we have organized includes experienced planners and technical service leads who bring an efficient blend of skills that will assist the Village of McFarland with the upcoming projects. What you may not see, however, is that this team is backed by more than 350 engineers, architects, planners, funding experts, surveyors, GIS experts and environmental scientists. **Rest assured, you will always have the support necessary to achieve a successful project.**

PROJECT MANAGEMENT: At MSA, our client service approach is simple: We strive to be our clients' trusted partner. We proactively communicate opportunities and identify potential issues early on so small concerns do not grow into big problems. To do this, you need a trusted planner who is well versed in managing a full range of projects and can effectively communicate back to all vested stakeholders. ***Steve Tremlett is just that.*** *He believes that effective, efficient communication is critical to project success. Steve will serve at the Village's main point of contact throughout the project.*

AVAILABILITY: Based on our honest commitment to our clients, we immediately establish accountability of all personnel involved in a project's completion. When our team starts a project, we analyze the proposed schedule and compare it to each team member's potential workload. We then obtain commitments from all individuals on the project team to complete the work as identified within the proposed schedule. This approach helps to foster a team mentality and results in personal accountability of all team members involved.

QUALITY CONTROL: We assign a senior staff member to provide QA/QC review at identified milestones in the project. Jason Valerius will serve in this role. Steve Tremlett, as project manager, will utilize our *Vision Software* to review hours and budget based on regular basis to verify individual tasks are staying on budget.

Steve Tremlett, AICP, CNU-A
Project Manager | Urban Designer
Steve will be the designated project manager for this work, and will be heavily involved in developing the neighborhood plan.

Jason Valerius, AICP
Principal In Charge
Jason will provide strategic direction and collaborative refinement of all deliverables.

Dan Schmitt, PLA
Landscape Architect II
Dan will support public engagement and park/recreation planning.

VILLAGE OF McFarland
Naturally Connected

The planning and urban design staff above will be the primary team members working with the Village on this project with the three technical senior staff below providing a wealth of knowledge and support the planning process. Redevelopment Resources staff will support economic development tasks.

Kristen Fish-Peterson, CEcD| EDFP
Principal & CEO

Dayna Sarver
Development Specialist

Becky Binz, AICP
Housing & Recreational Specialist

Brian Huibregtse, PE, PTOE
Senior Traffic Engineer

Eric Thompson, PE
Senior Water Resources Engineer

Stephen Tremlett, AICP, CNU-A

PROJECT MANAGER | URBAN DESIGNER

Steve will be responsible for the

With more than 15 years of consulting experience, Steve has taken on primary roles in downtown planning and design projects, commercial/residential development concept plans, bike/pedestrian plans, and the development of comprehensive plans and design standards. His architectural and planning background includes emphases in site planning, urban redevelopment, zoning administration and urban design using a variety of applications, including AutoCAD, Photoshop, InDesign, Illustrator, GIS, SketchUp, Lumion and Microsoft Office applications.

EDUCATION

M.S., Architecture & Urban Planning
University of Wisconsin-Milwaukee

B.S., Architecture
University of Wisconsin-Milwaukee

CERTIFICATIONS

American Institute of Certified Planners

AFFILIATIONS

Congress of New Urbanism – Accredited American Planning Association

AREAS OF EXPERTISE

- Urban Design and Redevelopment
- **Comprehensive Planning**
- Park Planning
- **Streetscape Planning**
- 3-D Modeling

SELECTED PROJECT EXPERTISE

Anton Drive Redevelopment Plan, Fitchburg, WI

The purpose of this study was to create a redevelopment plan and implementation strategy for lands in the northwest quadrant of the US 18/151 and CTH PD intersection. The primary improvements impacted the planning area include two new grade-separated interchanges, a roundabout intersection conversion, and the extension of major collector street through a large undeveloped portion of the study area (i.e., Wingra Stone Quarry). The changes improved the overall regional transportation network, and change access routes to and from the planning area. The Plan's overall vision guided land use, urban design, transportation, utilities and stormwater decisions during and after the US 18/151 reconstruction project in 2020.

Westside Neighborhood Plan Update, Sun Prairie, WI

From the initial 2003 neighborhood plan to MSA-led 2015 amendment, the west side of Sun Prairie is thriving with a mix of uses supporting housing diversity, economic development, and workforce opportunities. The approved amendment to the neighborhood plan paved the way for a well-planned mixed-use neighborhood with 600+ residential units already approved and planned, ample open space and thriving commercial district – adding to the ever growing west side of Sun Prairie

Neighborhood/Corridor Plans

Cross Plains, WI; Holmen, WI; Middleton, WI; Fitchburg, WI; Rothschild, WI; Sun Prairie, WI; Verona, WI; Rock Island, IL

Downtown Plans:

Over 20 communities

Economic Development Strategies:

Black River Falls, WI; LeRoy, IL; Casey, IL

Industrial/Business Park:

Alliant Energy (Beaver Dam | Sheboygan properties); Fitchburg, WI; Prairie du Sac, WI; River Falls, WI; Sparta, WI; Whitewater, WI

Private Development:

Cambridge, WI; DeForest, WI; Lodi, WI; Madison, WI; Merrimac, WI; Richfield, WI; Stoughton, WI; Sun Prairie, WI; Sussex, WI

Jason Valerius, AICP

Principal in Charge

Jason has more than 20 years of proven community planning and design experience across the Midwest. He has led the development of comprehensive plans, neighborhood plans, redevelopment plans, housing studies and zoning ordinances.

Education

M.S., Architecture & Urban Planning, University of Wisconsin-Milwaukee
B.A., Government/Psychology, Lawrence University

Certification

American Institute of Certified Planners

Selected Project Experience

- **Neighborhood/Corridor Plans:** Middleton, WI; Fitchburg, WI; Sun Prairie, WI; Verona, WI
- **Downtown Plans:** Over 10 communities
- **Private Development:** Madison, WI; Merrimac, WI; Prairie du Sac, WI; Roxbury, WI; Stoughton, WI; Sun Prairie, WI
- **Housing Studies:** More than 12 communities

Dan Schmitt, PLA

Landscape Architect II

Dan is a professional landscape architect and plays a key role in each of our recreation-based projects. His academic focus was to design enriching outdoor spaces for children and he enjoys working on playground projects and exploring techniques for implementing Natural Play. His experiences provide a comprehensive knowledge of site inventory, concept development, landscape plans, planting design and construction details.

Education

M.S., Landscape Architecture
University of Wisconsin-Madison
B.S., Landscape Architecture
University of Wisconsin-Madison

Certification

Landscape Architect, IL, MN, WI

Selected Project Experience

- **Housing Development Landscape Plans:** Wales, WI**;** Hales Corners, WI**;** Abbotsford, WI
- **Park (Master) Plans:** More than 10 communities

Becky Binz, AICP

Housing & Recreational Specialist

Becky brings a wide variety of planning experience, with a focus primarily on housing and park/recreation planning. She has led a number of planning studies that have helped communities understand existing conditions and community needs through a combination of data analysis and conversations with stakeholders. Each community has a unique story to tell, she helps figure out what that narrative is and craft strategies to achieve your goals.

Brian Huibregtse, PE, PTOE

Senior Traffic Engineer

Brian is experienced in project management and design engineering for traffic and transportation projects. He has been involved in the completion and QA/QC of more than 30 intersection control studies and traffic signal design projects throughout the Midwest.

Joe DeYoung, PE

Client Liaison

Joe has 22 years of experience and serves as the client liaison for a variety of municipalities that represent the full spectrum of work that is completed by MSA. Growth is a common issue with any area where Joe has assisted with all aspects related to the impacts of changing environments. From traffic to stormwater to funding, he provides a resource to governments to help navigate funding options.

Eric Thompson, PE

Senior Water Resources Engineer

Eric leads MSA's water resources team of nine professionals. He has over 27 years' experience in water resources engineering and has experience working on projects throughout the United States. His experience includes planning, study, and design of water resources systems at all levels.

Kristen Fish-Peterson, CEcD| EDFP

Principal & CEO

Ms. Peterson has over 30 years of direct experience in active economic development, including strategic planning, municipal organizational structure, redevelopment, market analysis, implementation, grant writing, brokerage, business development, media, manufacturing, and marketing. In 2009, she and two colleagues started Redevelopment Resources, a community impact consulting firm which operates throughout the Midwest. She has managed all aspects of economic development programs, strategic planning processes, and market assessments. She has extensive experience in policy/ program development, entrepreneurial programming, loan fund management, deal structuring, blight elimination and strategic planning.

Education

M.B.A., University of Wisconsin, Oshkosh
B.B.A. - Marketing, University of North Dakota

Registration

Certified Economic Developer, International Economic Development Council (IEDC)
Economic Development Finance Professional, National Development Council
Licensed Realtor®, Wisconsin, *Commercial Focus*

Selected Project Experience

- **Interim Executive, Staff**
  Provided interim staff and executive level services for Fond du Lac Economic Development Corporation, Village of Rothschild, Village of Pulaski, RDA for the City of Watertown, WI and others
  Conducted business attraction, business retention/expansion and entrepreneurial development activities
  Project intake, lead cultivation, RFP response, meeting coordination
- **Market Analysis, Fiscal and Economic Impact Analysis**
- **Strategic Planning and Implementation**
- **Project Funding**
- **Organizational Structure Analysis and Recommendations**

Dayna Sarver

Development Specialist

Dayna brings over five years of professional experience in economic development and real estate redevelopment to the Redevelopment Resources team. She holds a master's degree in Urban and Regional Planning from the University of Wisconsin –Madison. Prior to joining Redevelopment Resources, she was the Economic Development Manager for the City of Verona and the Economic Development Coordinator for the City of Janesville. She was also a project assistant for Bill Ryan at the University of Wisconsin Extension. Dayna desires to help others reach their full capacity and enjoys engaging with local and state stakeholders with a multi-disciplinary approach to the development of the community's natural, social and fixed assets.

Education

M.S Urban and Regional Planning, University of Wisconsin, Madison
B.A. Economics, Central College, Pella, IA

Registration

Pursing Economic Developer Certification, International Economic Development Council (IEDC)

Selected Project Experience

- **Market Analysis**
  Analyzed the affordability of the housing stock in the City of Verona for the Housing Affordability Report.
  Conducted market analysis of WI downtown communities
- **Strategic Planning and Implementation**
  Assisted with the creation of a downtown redevelopment strategy and carried out implementation activities for City of Janesville.
  Developed an RFP for a redevelopment project near downtown Verona.
  Implementation activities have included, securing appraisals and negotiating the sale of City owned property; hiring and overseeing environmental studies, and finding funding sources for redevelopment projects.
- **Project Funding**
- **Stakeholder & Public Engagement**

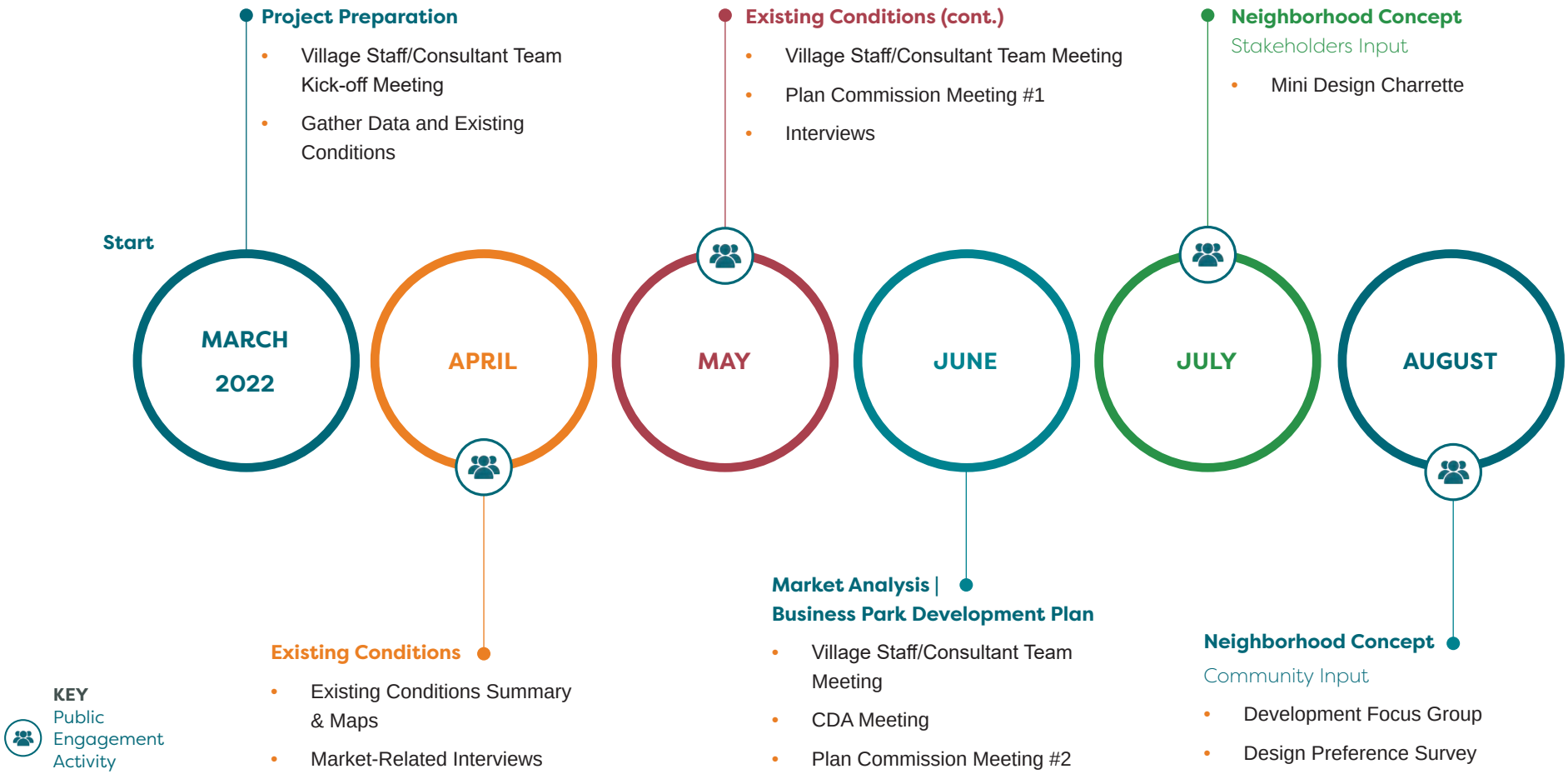
VILLAGE STAFF COMMITMENTS

We value local perspective, knowledge, and leadership, and we see staff as critical stakeholders. Working knowledge of current conditions and other stakeholder needs is your daily work – and we see your input as vital to project success. MSA asks the following of McFarland Village staff during this process:

- All coordination and arrangement for engagement and outreach efforts, including the location, publishing and posting of public meeting notices, printing and distribution of draft meeting materials to committee members.
- A list of interview candidates with contact information and space to meet, if needed.
- Copies of all relevant studies that have been completed prior to this project.
- Assistance with obtaining existing relevant building permit, GIS and CADD data (e.g. land use, zoning, utilities, etc.) for the project.

PROPOSED TIMELINE

MSA anticipates the following estimated project schedule:



SEPTEMBER

Master Plan + Policies

- Village Staff/Consultant Team Meeting
- Plan Commission Mtg #3
- Village Board Meeting #1

OCTOBER

NOVEMBER

Master Plan + Implementation

- Village Staff/Consultant Team Meeting
- Plan Commission Meeting #4

DECEMBER

Draft Plan
Public Review

- Public Open House

JANUARY 2023

Draft Plan
PC Recommendation

- Village Staff/Consultant Team Working Team Meeting
- Plan Commission Meeting #5

FEBRUARY

MARCH

Completion

Plan Approval

- Village Board #2 Public Hearing & Adoption

COST DETAIL

Based on the scope provided, the base cost of the project is $92,200 with $13,825 in optional services (see details below).

This assumes the following deliverables:

- PDF copies of all draft and final documents, including all plan elements and maps will be shared throughout the process;
- Digital Data (i.e., GIS map and data packages, graphics, tables); and,
- Two (2) paper copies of the final adopted plan in 3-ring binders, including 8-1/2" X 11" and/or 11" x 17" color maps and section tabs.

STAFF AVAILABILITY

TASK	RATE/HR	HOURS (base-optional tasks)
Jason Valerius, AICP	$190.00	48
Stephen Tremlett, AICP, CNU-A	$135.00	310
Becky Binz, AICP	$110.00	70
Dan Schmitt, PLA	$125.00	86
Brian Huibregtse, PE, PTOE	$170.00	6
Eric Thompson, PE	$190.00	8
Joe DeYoung, PE	$200.00	8
Sarah Morrison	$85.00	40
Kristen Fish-Peterson, CEcD| EDFP Dayna Sarver	$135.00	108
TOTAL HOURS		**684**

COST DETAIL

SCOPE ITEM	HOURS	COST
Plan Item 1 - Background + Planning Area		
Jason Valerius, AICP	2	$2,200
Stephen Tremlett, AICP, CNU-A	28	$3,500
Becky Binz, AICP	16	$2,500
TOTAL	**46**	**$5,620**
Plan Item 2 - Market Analysis		
Jason Valerius, AICP	6	$1,540
Stephen Tremlett, AICP, CNU-A	16	$2,160
Becky Binz, AICP	20	$2,200
Fish-Peterson, Sarver	80	$10,800
TOTAL	**122**	**$16,700**

SCOPE ITEM	HOURS	COST
Plan Item 3 - Business Park Development		
Jason Valerius, AICP	8	$1,520
Stephen Tremlett, AICP, CNU-A	24	$3,240
Dan Schmitt, PLA	4	$500
Brian Huibregtse, PE, PTOE	4	$680
Eric Thompson, PE	4	$760
Joe DeYoung, PE	2	$400
TOTAL	**46**	**$7,100**

COST DETAIL (CONT.)

SCOPE ITEM	HOURS	COST
Plan Item 4 - Neighborhood Plan		
Jason Valerius, AICP	8	$1,520
Stephen Tremlett, AICP, CNU-A	70	$9,450
Dan Schmitt, PLA	50	$6,250
Brian Huibregtse, PE, PTOE	2	$340
Eric Thompson, PE	4	$760
Joe DeYoung, PE	4	$800
TOTAL	**138**	**$19,120**

SCOPE ITEM	HOURS	COST
Plan Item 5 - Implementation Strategy + Plan		
Jason Valerius, AICP	4	$760
Stephen Tremlett, AICP, CNU-A	55	$7,425
Joe DeYoung, PE	2	$400
Fish-Peterson, Sarver	8	$1,080
TOTAL	**69**	**$9,665**

SCOPE ITEM	HOURS	COST
Plan Item 6 - Mapping		
Sarah Morrison	40	$3,400
Stephen Tremlett, AICP, CNU-A	5	$675
TOTAL	**45**	**$4,075**

SCOPE ITEM	HOURS	COST
Plan Item 7 - Engagement + Outreach Plan		
Jason Valerius, AICP	20	$760
Stephen Tremlett, AICP, CNU-A	124	$7,425
Dan Schmitt, PLA	32	$4,000
Becky Binz, AICP	22	$2,420
Fish-Peterson, Sarver	20	$2,700
TOTAL	**218**	**$29,660**

SCOPE ITEM	HOURS	COST
Reimbursables		**$260**
TOTAL	**684**	**$92,200**

ADDITIONAL TASKS	HOURS	COST
Plan Item A - Village-Wide Housing Study		
Jason Valerius, AICP	12	$2,280
Becky Binz, AICP	33	$3,630
Fish-Peterson, Sarver	15	$2,025
TOTAL	**60**	**$7,935**
Plan Item B - Full 3D Neighborhood Graphics/Model		
Jason Valerius, AICP	2	$380
Stephen Tremlett, AICP, CNU-A	26	$3,510
TOTAL	**28**	**$3,890**
Plan Item C - Story Map		
Dan Schmitt, PLA	16	$2,000
TOTAL	16	$2,000

IT'S MORE THAN A PROJECT. IT'S A COMMITMENT.

EAST SIDE NEIGHBORHOOD ECONOMIC DEVELOPMENT & LAND USE PLAN

MCFARLAND, WI | JANUARY 7, 2022

MSA planning + design studio

www.msa-ps.com

VILLAGE STAFF COMMITMENTS

We value local perspective, knowledge, and leadership, and we see staff as critical stakeholders. Working knowledge of current conditions and other stakeholder needs is your daily work – and we see your input as vital to project success. MSA asks the following of McFarland Village staff during this process:

- All coordination and arrangement for engagement and outreach efforts, including the location, publishing and posting of public meeting notices, printing and distribution of draft meeting materials to committee members.
- A list of interview candidates with contact information and space to meet, if needed.
- Copies of all relevant studies that have been completed prior to this project.
- Assistance with obtaining existing relevant building permit, GIS and CADD data (e.g. land use, zoning, utilities, etc.) for the project.

PROPOSED TIMELINE

MSA anticipates the following estimated project schedule:

SEPTEMBER

Master Plan + Policies (cont.)

- Village Board Meeting #1

OCTOBER

Master Plan + Implementation

- Village Staff/Consultant Team Meeting
- Plan Commission Meeting #4

NOVEMBER

Draft Plan
Public Review

- Public Open House

DECEMBER

Draft Plan
PC Review

- Village Staff/Consultant Team Working Team Meeting
- Plan Commission Meeting #5

JANUARY 2023

FEBRUARY

Draft Plan
Public Hearing

- Plan Commission #6

MARCH

Completion

Plan Approval

- Plan Commission #7 *(no MSA attendance)*
- Village Board #2

Memorandum

To: McFarland Plan Commission
From: Karen Knoll, Property Maintenance Officer
Date: February 16, 2022

Re: January Property Maintenance Report

Date	Address	Owner	Complaint Type	Complaint Comments	Status
12.22.21	5219 Church Street	Hazimze	Excessive Vehicles	6 auto on site, non running, debris, work no permit	Ticket Issued
12.22.21	5503 Alben	Torbleau	Other Property Maintenance	downed trees, debris, bldg. materials	Ticket Issued
12.20.22	6503 Crestwood	Dodge	Other Property Maintenance	dirt bottom & sides to pool	Ticket Issued
12.20.21	5315 N. Cook Street	Noriega	Vehicle Improperly Parked	2 auto on lawn, 1 non-running	Letter Sent
1.3.22	5405 N. Cook Street	Bloyer, Stormer	Vehicle Improperly Parked	RV in backyard	Monitoring
1.3.22	5606 Scott Street	Kristapovich III	Vehicle Improperly Parked	van & trailer on lawn	Letter Sent
1.7.22	5702 Milwaukee Street	Leeder	Snow Removal	sidewalk not shoveled	Phoned
1.10.22	4805 Dale Street	Curtin	Snow Removal	sidewalk not shoveled	Resolved
1.12.22	5619 Alben Street	Hund, Wexler, Hund	Snow Removal	sidewalk not shoveled	Resolved
1.12.22	5409 Valley Drive	Halsey	Other	Autos in road, snow plowing, rental	Monitoring
1.12.22	5610 Scott Street	Kruse	Snow Removal	sidewalk not shoveled	Resolved
1.13.22	5602 Alben Street	Snyder	Work w/o Permit	siding w/out permit	Resolved
1.18.22	5113 Summer Trail	Russel - Conyers	Junk/Debris	tree at curb	Resolved
1.19.22	5203 Church Street	Krepski	Vehicle Improperly Parked	truck on lawn	Monitoring
1.24.22	5619 Alben Street	Hund, Wexler, Hund	Snow Removal	sidewalk not shoveled	Resolved
1.24.22	5406 Hough Street	Aerts	Junk/Debris	tree at curb	Monitoring
1.25.22	4701 Farwell Street	Kwik Trip	Snow Removal	sidewalk not shoveled	Resolved
1.25.22	4711 Farwell Street	Lucky Strikes LLC	Snow Removal	sidewalk not shoveled	Resolved
1.25.22	5215 Church Street	Krantz	Other	fire hydrant not shoveled out	Sent to Public Works
1.25.22	Taylor & Larson Beach	Village of McFarland	Snow Removal	sidewalk not shoveled	Sent to Public Works
1.25.22	5702 Main Street	Bennethum	Work w/o Permit	windows installed w/no permit	Resolved
1.31.22	6003 Exchange Street	McFarland Historical Soc	Snow Removal	sidewalk not shoveled	Monitoring
1.31.22	6007 Exchange Street	Buhler	Snow Removal	sidewalk not shoveled	Monitoring
1.31.22	6227 Exchange Street	Murray	Snow Removal	sidewalk not shoveled	Monitoring

VILLAGE OF McFarland
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Memorandum

To: McFarland Plan Commission

From: Andrew Bremer, AICP
Community & Economic Development Director

Date: February 16, 2022

Re: January 2022, Community & Economic Development Department Highlights

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

YTD New Construction Building Permits

	2021	7-Year	5-Year	3-Year	2022
Building Permits (new construction)	**Actual**	**Average**	**Average**	**Average**	**Actual YTD**
SF (Total Units)	18	47	53	45	3
Duplex (Total Units)	0	9	11	5	0
MF (Total Units)	104	44	54	77	0
Total Res. Units	**122**	**100**	**118**	**127**	**3**
Commercial	0	3	3	2	0

42 total building permits issued in the month with three new single family housing permits issued for Rosewood Fields, bringing the total to six for Phase 1 of this development. There are 7 remaining vacant single family building sites in the other active east-side subdivisions (5 in Ridge View along Holscher Drive and 2 in Park View Estates).

YTD Department Revenues

		2021	7-Year	5-Year	3-Year	2022	2022	YTD % of
Account		**Actual**	**Average**	**Average**	**Average**	**Budget**	**Actual YTD**	**Budget**
44300-101	Building Permit	$ 83,031	$ 86,357	$ 103,223	$ 99,408	$ 95,000	$ 5,324	6%
44300-102	HVAC Permit	$ 22,960	$ 30,602	$ 35,823	$ 29,921	$ 37,000	$ 1,853	5%
44300-103	Plumbing Permit	$ 26,399	$ 32,606	$ 37,894	$ 32,838	$ 37,000	$ 2,243	6%
44300-104	Electrical Permit	$ 34,549	$ 41,582	$ 48,559	$ 43,995	$ 45,000	$ 3,187	7%
44300-105	Sprinkler Fee	$ 8,870	$ 4,007	$ 5,594	$ 5,934	$ 6,500	$ -	0%
44300-106	Fire Alarm Inspection Fee	$ 1,790	$ 2,386	$ 3,340	$ 2,923	$ 3,500	$ 240	7%
44300-108	CD Occupancy Inspection Fee	$ 6,645	$ 7,933	$ 8,926	$ 8,210	$ 8,000	$ 425	5%
44900-000	Misc. CD Permit Fees (fence, sig	$ 89,959	$ 120,198	$ 143,569	$ 110,296	$ 50,000	$ 29,872	60%
46800-000	Community Development Fees	$ 11,240	$ 11,795	$ 12,272	$ 14,524	$ 12,500	$ 488	4%
47210-000	City - Building Inspection	$ -	$ 16,025	$ 8,127	$ -	$ -	$ -	0%
	Total Revenue	**$ 285,442**	**$ 353,492**	**$ 407,327**	**$ 348,050**	**$ 294,500**	**$ 43,633**	**14.8%**

* As of 1/31, 8% through calendar year

Total C&ED deposits for the month were $24,336.60.

Summary of Department Activities:

- Draft revisions to Tax Increment Finance Development Incentives Policy Manual & Application.
- Review of proposals for East Side Neighborhood Plan Update.
- Committee, Commission, and Board restructuring ordinances.
- Economic development planning and development meetings for various properties in TID #3, 4, & 5.
- Village Board action on prior month C&ED related applications/projects:
    - Approval of Resolution 2022-02 regarding satisfaction of TIF agreement with Midwest Refrigerant Services.
    - Approval of Ordinance 2021-11 regarding updates to vision triangle regulations.
    - Approval of Ordinance 2022-01 regarding updating Department fees and park impact fees.
    - Approval of various Department Staff job description changes, including job description for new Associate Planner Position and authorization to fill vacancy.
- Status update of larger development projects previously approved:
    - 5411 Bashford (Dan Chin Homes). Completed sale of property to new owners.
    - 4902 Terminal Drive (Waubesa Village Phase IV). Completed sale of property to new owners.
    - 4900 Larson Beach Road (Taylor Pointe Apt). Exterior siding, pervious pavement parking lot, sidewalks, and landscaping completed. Working on interior finishes.
    - Rosewood Fields (Veridian, CTH AB). Construction of Phase 1 site utilities, roads and sidewalks complete. Department has received 6 building permits to date.
    - Northpointe Development (Holscher & Broadhead). Site grading and foundation work commenced on three story apartment building.
- Public Meetings, Webinars & Conferences attended by Department Director:
    - January 4th, Chamber Board meeting
    - January 7th, MadREP meeting
    - January 10th, Village Board meeting
    - January 12th, Board of Zoning Appeals meetings
    - January 18th, Chamber Board meeting
    - January 18th, Plan Commission meeting

Look ahead to potential March 2nd CDA Agenda Items:

- Continued review of Village TIF Development Incentives Policy Manual & Application

Look ahead to potential March 21st PC Agenda Items:

- 4800 Ivywood Trail, Underdog Pet Rescue. Action on a conditional use permit from Underdog Pet Rescue for a veterinary clinic, dog boarding, dog daycare and dog training business.
- Ordinance 2022-03. Action on amendments to Zoning Code for Landmarks Commission.
- Parkwoods Condominiums (near Siggelkow/51). Action on a site plan amendment request to remove requirement for a rear yard chain link fence.
- Update on East Side Neighborhood Planning activities (likely a standing agenda item for the next year).