

Plan Commission Minutes February 21, 2022

Members Present: Scott Peters, Eric Green, Christopher Reynolds, Carolyn Clow, Peter Bloechl-Anderson, Chris St. Clair, Tammy Olson

Members Absent:

Staff Present: Andrew Bremer, Matt Schuenke, Karen Knoll, Kong Thao

1. CALL TO ORDER

Clow called the meeting to order at 7:00 P.M.

2. PUBLIC APPEARANCES.

None.

3. APPROVAL OF MINUTES.

- a. Review and possible approval of the January 18, 2022 Plan Commission meeting minutes.

Clow moved to approve the January 18, 2022 Plan Commission minutes. St. Clair seconded the motion. Motion carried 5-0-2, with Peters and Green abstaining.

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.

Clow opened the public hearing at 7:06 p.m.

Bremer reviewed the history of the site and the application as included in packets. The applicant is not proposing any major changes to the site, but will be fencing in a small portion of the rear yard for use.

Lauren Brinkman – founder and Executive Director of Underdogs Pet Rescue advised they take in animals from high kill shelters and foster them for adoption. The main function of the building will be as their vet clinic; they are currently in a smaller space and are looking to expand their space and rescue. Fifty percent of the animals they see are from their rescue who get spayed or neutered and are provided

any medical care needed. They do see some public clients, many who are low income, along with pets of the foster parents. They are looking to add a small boarding facility and day care for their fosters.

Bremer discussed the location of any nearby residents with Commissioners along with other properties in the area. Commissioners also discussed zoning codes for the number of animals per square foot of a building. Brinkman indicated they are licensed through the Department of Agriculture who does screenings on a set basis, and they follow their guidelines for number of animals. Brinkman in response to a question would like to be able to house 10 spaces for boarding and 20 for daycare not including any animals in the veterinary clinic, which would be the larger portion of the building. The boarding area would be unsupervised from approximately 9:00 p.m. to 7:00 a.m., but they intend to have security cameras to monitor the animals.

Jason and Krista Brinkmeier – 4718 Ivywood Trail – had questions regarding expected traffic and any improvements to Ivywood/Terminal intersection, hours of operation, how noise complaints would be handled, would dogs be loose outside, are there screening requirements when next to a residential home, even if the home is on a commercially zoned site.

Brinkman responded to the questions indicating they will have plenty of parking, hours, appointments and employee arrival is staggered. The appointments start at 7:30 a.m. running until 6:30 p.m. on their late nights. The dogs are always supervised when outside, and if approved to have the boarding, the animals would be on leash. They currently do not have weekend hours; it may be possibility in the future.

Bremer replied the current intersection is part of a separate Village road reconstruction project this year and some of the sight lines should be improved. As part of the application, the applicant included a map showing the proposed area to be fenced. Staff would recommend the fence be required and there is room to enlarge the fenced in area. The fence would be wooden, six-feet in height. The location in the rear yard would be an additional buffer. Any noise complaints would be handled as any currently are per the terms of the noise ordinance. As this would be a conditional use permit, the Commission would always have the ability to revoke or amend the CUP if there is a violation.

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

- 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.

Clow opened the public hearing at 7:31 p.m.

Bremer summarized, as included in packets, this is addressing powers of duties and structures of the committees, there are some changes in Chapter 2 which addresses the Landmarks Commission and the overlap of the powers and duties in Chapter 62 of the zoning code. There is a redline version in packets, along with a clean version for review. A public hearing and Village Board action is required per code. Bremer reviewed the changes with Commissioners.

Clow closed the public hearing at 7:36 p.m.

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.

Bremer reviewed there was a public hearing on January 18, 2022. Their request is to add additional rail car spurs. There were some recommended conditions of approval and those are included in staff report packets. Dan Morrill with U.S. Ventures is in attendance if there are any additional questions.

Clow moved to approve 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 conditioned upon;

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.

Seconded by Bloechl-Anderson. Motion carried 7-0.

- 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.

Bremer reviewed the changes to the property require a site design approval as indicated in packets. Staff recommends the same site design conditions of approval as the CUP.

Clow moved to approve 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. Conditioned upon:

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.

Olson seconded the motion. Motion carried 7-0.

- 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.

Bremer reviewed there was a public hearing on January 18, 2022 for this request along with recommendations for approval, which are included in packets in the staff summary.

Clow moved to approve 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 conditioned upon:

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. St. Clair seconded the motion. Motion carried 7-0.

- 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.

Don Peterson – 6710 Sleepy Hollow Road – spoke in favor of the project but had questions regarding only having wind screening on two sides of the court when typically it is provided on three sides of a court. Screening is good for not only the wind but also to buffer some noise. He would like to see it added to the eastern side of the court.

Blake Theisen (of Parkitecture + Planning) reviewed the proposal as provided in packets with Commissioners. Theisen reviewed the stormwater management along with the wind screening as proposed. They are proposing fabric shade structures to coincide with the ones at the bocce ball courts, along with the color scheme and lighting.

Bremer discussed the one recommended condition of approval per the Village Engineers letter as included in staff reports.

Schuenke indicated this does displace two soccer fields; the Village is working with the soccer club, who is in support of this project, to make up for that space within the park. There are a couple of options being studied.

Clow asked Commissioners if they wanted to make the suggestion of additional screening on the eastside part of the condition of approval for this project. Schuenke felt it would be possible to add and discussed the options which may be available.

Bremer felt it appeared to be a reasonable request, the screening is of a somewhat transparent fabric, 70% screen per Theisen, so there is not a visibility safety issue. Commissioners discussed the options, and why not originally included in the proposal, costs, if it can fit into the budget, or into the contingency planning.

Clow moved to approve a site/design review application submitted by the Village of McFarland for proposed construction of pickleball courts and adjoining support amenities within McFarland Park as submitted conditioned on meeting the requirements in the Village Engineer's staff report dated February 7, 2022 and instruct staff to look at wind screening on the east side if the project budget contingency allows. Seconded by St. Clair. Motion carried 7-0.

- 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.

Bremer summarized the history of the RFP that was recommended at the October 2021 Plan Commission meeting with the Village Board approval in November of 2021. There were two responses received and reviewed by the evaluation team. The

MSA team was unanimously recommended by the Evaluation Team. Bremer reviewed the costs and packages offered by the applicants, along with some items wishing to be tweaked which are indicated in the staff report.

The team is made up of Steve Tremlett, Jason Valerius, and Kristen Fish-Peterson. They reviewed the history of MSA, and their proposed timeline. Bremer reviewed the timeline and reasons why it has been changed slightly along with the review process on the RFP's received with Commissioners along with them providing feedback of what they feel should be added.

Clow moved to recommend to the Village Board approval of 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 1-5 a-d. Seconded by Peters. Motion carried 7-0.

6. STAFF REPORTS

- a. Property Maintenance Report – no comments
- b. Director's Report - Bremer reviewed his staff report as provided in packets.

7. SCHEDULE NEXT MEETING DATE.

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

8. ADJOURNMENT.

St. Clair motioned to adjourn, Peters seconded the motion. Motion carried 7-0. Meeting adjourned at 8:28 p.m.