Plan Commission
Minutes
May 17, 2022

Members Present: Carolyn Clow, Chris St. Clair, Peter Bloechl-Anderson, Scott Peters, Christopher Reynolds, Kathleen Pakes.

Members Absent: Tammy Olson

Staff Present: Andrew Bremer, Karen Knoll, Kong Thao

1. CALL TO ORDER

   Chair Clow called the meeting to order at 7:01 P.M.

2. PUBLIC APPEARANCES.

   The committee welcomed new committee member, Kathleen Pakes. Clow led the introductions for committee members and staff.

3. APPROVAL OF MINUTES.

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

      Clow moved to approve the April 18, 2022 Plan Commission minutes. St. Clair seconded the motion. Motion carried 6-0.

4. PUBLIC HEARING

   a. Public hearing on a Certified Survey Map (CSM) requested by Groundswell Conservancy for the purpose of separating one lot into two at 3985 Mahoney Road, Town of Dunn WI. The property is currently zoned NR-C and RR-4, Dane County Zoning.

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

      Bremer provided summary on the public hearing item, describing the existing features, the purpose of the CSM and the role McFarland has.

      Mike Foy, Groundswell Conservancy, continues additional background information on the item, expressing their interest in protecting wetlands and Lower Mud Lake area. Foy was open to questions.

Clow provided Foy explanation with procedural processes for action on this item the following Plan Commission meeting.

Clow closed the public hearing at 7:12 p.m.

b. Public hearing on Resolution No. 2022-11, a Resolution Approving Planned Development Infill District-Detailed Plan for Phase 2 of the Atwater Development, 4719 Farwell Street, McFarland, requested by Lakestone Holdings LLC.

Clow opened the public hearing at 7:16 p.m.

Bremer provided summary and past action by the Plan Commission on the agenda item which includes Phase 1. Brett Riemen and Brian Spanos of Lakestone Properties were present to provide additional background on the agenda item. Riemen provided details of the proposed building's site plan, interior layout, square footage, building elevations and its function. Marketing the commercial space for food and drink, general retail, medical, or office, predominantly new users to the Village of McFarland. Riemen commented, should the construction begin in Fall 2022, the proposed commercial building should be available by Spring 2023.

Riemen highlighted the new renderings to include the building's dimension, a mezzanine space of 400-500 square feet above one of the building's interior ground floors. Nick Badura, Sketchworks Architect, provided comments on the mezzanine space, proposed building materials and design.

Bremer asked for additional explanation on the changes in renderings from what was included in the packet with what was displayed on screen. Riemen and Badura provided explanations on the differences in renderings and changes in planning for required parking for a larger commercial business. Riemen expanded further on the types of businesses they were in negotiations with as that altered the building's structure.

Bremer commented on the need to increase the setback for the patio brickwall by 1-3 feet to accommodate potential future work in the right-of-way. Bremer addressed several staff comments within the staff summary concerning the trash enclosure, landscaping plan, exterior materials proposed, and east elevation of the drive-through space.

Reynolds inquired about the traffic pattern related to the drive-through shown on the site map. Riemen explained the expected flow of traffic for the proposed parking area design. No traffic study has been completed on this site plan.

Clow inquired as to why residential was not included. Riemen explained the difficulty would involve the requirements for parking. Clow inquired on the confidence of filling up the retail space. Riemen and Spanos expressed confidence in continuing with the project and filling the space.

Clow closed the public hearing at 7:39 p.m.

5. BUSINESS
   a. Discussion and possible action on a Site Design Review Permit submitted by Matt Schuenke, Village Administrator for Phase 1 improvements to the new Community Park located at 3234 County Highway AB.

      Schuenke provided additional background information on the business item and summary of Phase 1 for this project. Blake Theisen, Parkitecture + Planning landscape architect, provided information regarding Phase 1's grading plan and the proposed location of parking and gravel area.

      St. Clair raised the question on the opportunity of fundraising efforts to upgrade the field. Theisen commented funding for in-ground irrigation systems would be a benefit to the site. St. Clair expanded further on a conversion to a full turf field. Theisen commented this is possible to be done in the future.

      Clow motioned for approval, seconded by Bloechl-Anderson. Vote passes 6-0.

   b. Discussion and possible action on a Site Design Review Permit amendment submitted by Louis Cheramy, Bizy Lou LLC, for the Park Woods Condominium located at 4719-4747 Lorraine Way, McFarland, WI.

      Thao provided summary and background on the agenda item which includes the previous action by the Plan Commission on March 21, 2022 to table the agenda item.

      Reynolds asked where the Condo Association Board (Condo Association), is currently with on this matter, noting the 8 of 12 condo members letters of support in the packet. Bremer provided no letter was received by the Condo Association in support or opposition therefore the prior letter still stands that they are in opposition to this. The Developer, Lou Cheramy, contacted all condo owners for the opportunity to provide input on the matter. The 8 letters are in support of the developer to remove the fence. Reynolds asked if the Condo Association were available to speak in opposition on the matter, assuming a reversal of opinions.

      David Franchek, President of the Condo Association, commented the Condo Association has stood in favor of the fence. Franchek continued to address the changes made by the Developer throughout the development of the condos, during which an amendment should have been proposed earlier to change the fence requirement. Franchek commented on the expectation and the details within the plan to be completed. Franchek stated there have been no alternatives provided by the developer to the Condo Association but are open to discussions for alternatives.

Reynolds asked Franchek about the alternative of a partial fence to be constructed. Franchek stated the Condo Association is open to alternatives then addressed the recent plantings where the fence was shown to be located as an action done to upset the possibility of a fence, knowingly. St. Clair asked if the Developer reached out to the Condo Association. Franchek stated the Developer did reach out after the March meeting, but no alternatives were proposed. Clow asked Franchek to comment on the letters by the 8 of the 12 owners who had indicated support for no fence and how this was different from what the Condo Association has voted on. Francheck answered that the minutes of the Condo Association has been in support of a completed project as it stood with a fence, with only one person in opposition to the fence.

Lou Cheramy, Developer and representing Bizy Lou, LLC stated the fence was not a requirement by the Village to have the project approved. The issue was brought forward from neighbors on Terminal Drive with concern over the potential trespassing to get to Brandt Park. St. Clair asked on what action the Developer has done with the Condo Association since the previous Plan Commission meeting in March. Cheramy stated they have only drafted letters to the Condo Association concerning support for no fence prior to the March Meeting. No action was done by the Cheramy following the Plan Commission meeting as requested of them.

Peters asked Bremer if the development was approved conditionally with the fence. Bremer recalled that the residents from Terminal Drive had raised concerns over trespassing. Continuing, the Developer later had conversations with those residents and addressed those concerns with a proposed fence. Bremer stated the requirement of the fence was not a specific motion of the Planning Commission, upon submittal and approval of the revised site plan which includes the fence, therefore would not need to be a condition of approval. Peters continues by stating that the Condo Association represent the owners and the "current law" would dictate that the plans, as submitted with the fence included, thereby must be completed in the project site.

Reynolds comments that it is the expectation from the homeowner to have the fence as it shows. Cheramy comments on the fence to have no value. St. Clair comments that the protest over a fence should be with the Condo Association.

Clow commented on the action possible by the Committee: the option to approve or reject the removal of the fence or table the item for the next meeting on June 21 where the Committee must act. Reynolds commented they want the Condo

Association to revote on the issue with a definite stand. Bloechl-Anderson concurred with Reynolds statement. Bremer commented that the completion of the fence is for the completion of the development., it is the Developer's responsibility to install the fence unless the site plan is amended as approved by the Plan Commission.

Clow motioned to postpone the agenda item to the June 21 Plan Commission meeting with suggestion to have a clear standing on the Condo Association. Seconded by St. Clair. Motion fails 1-4-1 with Clow voting Yes, Reynolds, Peters, St. Clair and Bloechl-Anderson voting Nay, and abstain from Pakes.

St. Clair commented no confidence to post-pone will achieve a different stance from Condo Association. Concurred by Reynolds and Peters.

St. Clair motions to deny the application for the removal of the fence from the plan submission for the Parkwood Condominiums Association. Seconded by Reynolds. Motion passes 5-0-1 with Pakes abstaining.

Cheramy asked when this item can be returned to the Commission. Bremer stated this would be considered a new application and the deadline is Tuesday June 2, for the July 19 Plan Commission meeting.

c. Discussion and possible action on a recommendation to the Village Board on a request by Waubesa Shores Condos, DBA Beach House Properties, LLC for approval of Amendment No. 2 to Declarations of Condominium for Waubesa Shores Condominiums relating to changes to electrical room, storage room locations, and parking spaces for the development located at 5600 - 5604 Lake Edge Road, McFarland, WI.

   Thao provided summary and background for this item. A public hearing was held for this agenda item at the April 18, 2022 Plan Commission meeting. Bremer stated the Developer/Applicant was not available due to outside engagements.

   Clow motioned to approve. Seconded by St. Clair. Motion passes 6-0.

d. Discussion and possible action on a recommendation to the Village Board regarding Ordinance 2022-05: An Ordinance Adopting an Amendment to the Village of McFarland Comprehensive Plan for 5979 Siggelkow Road, McFarland, WI. Requested by Urso Bros, LLC to amend the Future Land Use designation from Institutional and Governmental to Mixed Use/Flex Commercial.

   Bremer provided summary and background on the agenda item. A public hearing was held for this agenda item at the April 18, 2022 Plan Commission meeting. Kevin Urso, Applicant and Urso Brothers, and Melissa Hunt was present for the meeting. Bremer noted a Certificate of Appropriateness was granted by the

Landmarks Commission for the proposed site improvements at their May 11, 2022 meeting.

Clow motioned to approve. Seconded by Bloechl-Anderson. Motion passes 6-0.

e. Discussion and possible action on Resolution 2022-13, A Resolution Approving and Recommending Amendment to the Village of McFarland Comprehensive Plan for 5979 Siggelkow Road.

   Clow motions to approve. Seconded by Peters. Motion passes 6-0.

f. Discussion and possible action on a recommendation to the Village Board regarding Ordinance No. 2022-08, an Ordinance Rezoning 5979 Siggelkow Road, McFarland, WI from A-1 Exclusive Agriculture to PD-I Planned Development Infill, General and Detailed Plan Approved. Rezoning requested by Urso Brothers, LLC.

   Bremer provided summary and background on the agenda item. A public hearing was held for this agenda item at the April 18, 2022 Plan Commission meeting. Clow motions to approve. Bremer added with the conditions of approval in the staff report. Clow revises her motion to include the conditions of approval from the staff report:

   1. Addressing those recommended conditions of approval from the Village Engineer's staff report dated April 8, 2022
   2. Applicant to provide a Stormwater Maintenance Agreement for recording with the Office of Register of Deeds for Dane County for the proposed bioretention basin.
   3. Amending the General Plan to include the location of a future trash and recycling dumpster enclosure.
   4. Approval of a future occupancy permit is conditioned on the completion of recording the private utility easement, stormwater maintenance agreement, CSM, abandonment of private on-site sewer and water utilities, and connection to public sewer and water utilities.

   Seconded by Peters. Motion passes 6-0.

   Bremer addresses the conditions of approval and background on the item. Reynolds asks about the disposal of trash onsite and how the applicant addresses this matter. Bremer stated that the applicant intended to remove their own trash and recyclable from the site, but that the site plan would include trash and recyclable to be added in the future should that be their choice to avoid reappearing at another Plan Commission meeting.

g. Discussion and possible action on a Certified Survey Map (CSM) requested by Urso Brothers, LLC for the purpose of dedicating approximately 15,089 sq. ft. for public right-of-way purposes at 5979 Siggelkow Road, McFarland, WI.

Bremer provided summary and background on the agenda item. A public hearing was held for this agenda item at the April 18, 2022 Plan Commission meeting. Clow motions to approve with the conditions of approval stated in the staff report. Seconded by Peters. Motion passes 6-0.

Bremer commented C&ED received a draft of the CSM with the connotations included but Urso and Hunt are already working to include these items.

h. Discussion and possible action on a recommendation to the Village Board regarding Ordinance No. 2022-07, An Ordinance Rezoning Lands in the Village of McFarland at 4603 Triangle Street, McFarland, WI from C-P Commercial Park to C-H Highway Commercial. Requested by A & J Mobility.

Bremer provided summary and background on the agenda item. A public hearing was held for this agenda item at the April 18, 2022 Plan Commission meeting. Clow motions to approve. Seconded by Bloechl-Anderson. Motion passes 6-0.

i. Discussion and possible action on a Conditional Use Permit (CUP) requested by A & J Mobility for a mobility auto retail sales and service business, at 4603 Triangle Street, McFarland, WI.

Bremer provided summary and background on the agenda item. Bremer provided summary and background on the agenda item. Bremer highlights staff's recommended conditions of approval. The applicant has indicated they do not have any issues with the conditions of approval.

Clow motions to approve with the following conditions of approval:

1. Approval of Ordinance 2022-07 by the Village Board.
2. Parking of display vehicles and vehicles listed for sale shall be limited to designated off- street hard-surfaced parking stalls as shown on the approved site plan for the property.
3. Installation of air handling systems within the service area of the building capable of properly filtering vehicle exhaust and paint shop fumes (particulate emissions) within and exiting the building.

Seconded by Bloechl-Anderson. Motion passes 6-0.

j. Discussion and possible action on a Site Design Review Permit requested by A & J Mobility for a mobility auto retail sales and service business, at 4603 Triangle Street, McFarland, WI.

Bremer provided summary and background on the agenda item. Bremer highlighted staff's recommended conditions of approval. Although not a condition of approval, the applicant will consider more of a design to incorporate windows to the doors. Corey Kupsh, Applicant, expressed they will take this into consideration. Clow asked the applicant why no windows on the door. Kupsh stated it is a privacy issue for the activity and work they do in the shop.

Clow motions to approve with the following conditions of approval:

1. Approval of Ordinance 2022-07 by the Village Board.
2. Approval of the associated Conditional Use Permit by the Plan Commission.

Seconded by Bloechl-Anderson. Motion passes 6-0.

k. Discussion regarding East Side Neighborhood Plan update.

Bremer provided summary and background on the agenda item mentioning the questions in the packet and Housing and Marketing Analysis Survey, currently ongoing through May 29, 2022. Bremer commented on the outreach activities the staff has done.

Steve Tremlett, MSA Consultant Project Manager, provided summary on the progress of the plan. Tremlett shared the survey has 659 responses and 491 of those response were residents in the Village. Tremlett discussed the topic of the plan boundaries, utilities, annexations, existing landfills, growth and uses.

Bremer asked the committee if the boundaries are what they expected. Peters concurs with the proposed boundaries. Clow asked about the concerns on the boundary agreement with the Town of Dunn. Bremer stated they have met with the Town of Dunn planner to discuss the plan and the potential for the study area boundaries to follow section or parcel lines instead of undelineated wetland boundaries like as was done in 2008. The boundary agreement the Village has with the Town of Dunn does not prevent any planning the Village's east side that differs from the agreed area. The Town is prevented from purchasing more development rights and certain actions of annexations. The boundary agreement expires December 31, 2025. Bremer clarified that the inclusion of properties within the boundaries are not considered for immediate development, rather are strategic to the Village and recommended to take a detailed look at through this process. No proposed uses or extension of utilities and infrastructure at this time.

Reynolds asked if the areas indicated in the boundary be considered for annexation goals in the future. Bremer indicated that the study could be used by the Village in the future as a tool to evaluate annexation requests, but lands don't have to be in the study area as a prerequisite for annexation. Pakes asked if the annexation would make the property fall within the school district of McFarland. Bremer answered that all the areas in the boundaries indicated are already in the McFarland School District boundaries. Pakes inquired on what the Town of Dunn's biggest objection might be. Bremer answered that the Town adopts a no-growth or slow-growth approach, instead promoting farmland preservation.

Tremlett continued to lead the committee in discussion with the questions included in the staff summary. Bremer commented on the housing mix indicated in the 2008 East Side Neighborhood Plan to be too high in terms of single family to multi-family as it appeared to be set based on the mix of those units in the Village in 2008, recommend a different policy moving forward. Bremer expressed support for mix of housing types as suggested in the 2008 East Side Neighborhood Plan but across the area as a whole and not specifically in set areas. Clow concurred with the mixed option for future development and possibly an update to the zoning to improve these areas. Discussion on utilities and connection to public utilities versus private septic and wells. Thao expressed interest in the inclusion of sustainable features to be included in the new plan that addresses reducing carbon emissions, solar energy installation, increasing walkability, healthy living and equity.

Reynolds raised the question for mass transit. Clow provided clarification for transit in Sun Prairie involving state policies. Bremer added to the conversation asking where the Village might want to plan for these locations.

Tremlett asked what need in housing does the Village need and a concern. St. Clair expressed affordable housing options of all types.

There will be a joint Plan Commission and Community Development Authority meeting on Thursday June 23rd, at 7:00 PM.

6. SCHEDULE NEXT MEETING DATE.

   a. Tuesday, June 21, 2022 at 7:00 p.m.

7. ADJOURNMENT.

   Peters motioned for adjournment, Pakes seconded the motion. Motion carried 6-0. Meeting adjourned at 9:32 p.m.