

Thursday, January 5, 2023

6:30 PM

McFarland Municipal Center
Community Room

AGENDA

You are invited to this meeting through a Zoom webinar. The public may attend in-person or remotely through the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/88228157855>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 882 2815 7855

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 Public Safety Committee for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to public.safety@mcfarland.wi.us to be included as part of the meeting.

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.

3. APPROVAL OF MINUTES.

- a. Motion to approve the minutes of the 12/5/22 meeting.

4. BUSINESS.

- a. Discussion and recommendation on a Tourist Rooming House Permit application for Carolyn Rink and Chris Fugate for the property at 6611 Sleepy Hollow Road.
- b. License Hearing
 - 1) Conduct hearing on the recommendation from Chief Chapin to deny the issuance of an operator's license for Mariah Crossman for the period ending June 30, 2023.
 - 2) Discussion and recommendation on the operator's license for Mariah Crossman for the period ending June 30, 2023.

5. SCHEDULE NEXT MEETING DATE.

6. ADJOURNMENT.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

VILLAGE OF MCFARLAND
Public Safety Committee Minutes

Monday, December 5, 2022 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

Village Trustee Edward Wreh called the regular meeting of the Public Safety Committee to order at 6:41 PM in the community room.

Members present: Edward Wreh, Rich Staley, Sandy Bakk, Hilary Brandt

Members not present: Shannon Morrison, Dottie Olson

Staff Present: Police Chief Chapin, Village Clerk Cassandra Suettinger

2. PUBLIC APPEARANCES.

- a. *This is an opportunity for members of the public to address the Public Safety Committee. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the Committee 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 Committee for their consideration. Members of the public who are present in person and wish to address the Committee 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 public.safety@mcfarland.wi.us to be included as part of the meeting.*

There were no public appearances.

3. APPROVAL OF MINUTES.

- a. *Motion to approve the minutes of the 9/7/22 meeting.*

Motion by Village Trustee Edward Wreh, second by Village Trustee Hilary Brandt, to approve the minutes of the 9/7/22 meeting. Motion carries 4 - 0 - 0 by acclamation.

4. BUSINESS.

- a. *Discussion and recommendation on a Tourist Rooming House Permit application for Shaun O'Hearn of 6131 Exchange LLC, for the property at 6131 Exchange St for the period ending June 30, 2023.*

Village Clerk Cassandra Suettinger gave an overview of the tourist rooming house permit application for Shaun O'Hearn of 6131 Exchange LLC. Village Clerk Suettinger answered questions of the committee.

Motion by Village Trustee Edward Wreh, second by Village Trustee Hilary Brandt, to recommend approval of an application for 6131 Exchange LLC for a Tourist Rooming House Permit for the property located at 6131 Exchange St. for the period ending June 30, 2023. Motion carries 4 - 0 - 0 by acclamation.

- b. *Discussion and recommendation on Ordinance 2022-12: An Ordinance amending the Municipal Code concerning provisional retail alcohol beverage licenses and the*

approval process of alcohol license renewals.

Village Clerk Cassandra Suettinger introduced the ordinance amendment, which provides changes to the alcohol ordinance, to include a provisional retail license process. The second part of the ordinance amendment addresses the order of the steps that occur, and eliminates the approval of the PSC committee for renewals where there have been no incidents. Village Clerk Cassandra Suettinger and Chief Chapin answered questions.

Motion by Village Trustee Edward Wreh, seconded by Village Trustee Hilary Brandt, to recommend approval of Ordinance 2022-12: An Ordinance amending the Municipal Code concerning provisional retail alcohol beverage licenses and the approval process of alcohol license renewals. Motion carries 4 - 0 - 0 by acclamation.

5. SCHEDULE NEXT MEETING DATE.

a. Thursday, January 5, 2023 at 6:30 p.m. (NEW PROPOSED DATE AND TIME)

The next meeting is January 5, 2022, at 6:30 p.m.

6. ADJOURNMENT.

Motion by Village Trustee Hilary Brandt, seconded by Member Sandy Bakk, to adjourn at 6:55 p.m.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Tricia Reimer
Office Manager

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Thursday, January 5, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk, Chris Dennis, Fire/Rescue Chief, Andrew Bremer, Comm & Eco Dev Director, Aaron Chapin, Police Chief

AGENDA ITEM: Discussion and recommendation on a Tourist Rooming House Permit application for Carolyn Rink and Chris Fugate for the property at 6611 Sleepy Hollow Road.

PREVIOUS ACTION:

ISSUE SUMMARY:

Carolyn Rink and Chris Fugate, have applied for a tourist rooming house permit for the property located at 6611 Sleepy Hollow Road. The application is complete and thus, as required by ordinance, has been forwarded on to the Public Safety Committee for review. All property owners within 300 feet were notified of the date and time of the meeting and noticed of their opportunity to provide input on the request at the Public Safety Committee meeting. Attached are the written comments received to date by the Village.

The ordinance provides that if the PSC Committee determines that the application meets the requirements, it shall be forwarded to the Village Board for approval. The Building Inspector and Fire Inspector have completed their inspection of the property which is attached to the application. Both inspections are complete with no violations or corrections required. All other minimum standards of the Village Ordinance regarding Tourist Rooming Houses have been verified.

FINANCIAL/BUDGET IMPACT:

Permitting and Room Tax Revenue

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

[Chapter 11 - Article XI - Tourist Rooming Houses](#)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

Motion to recommend approval of a Tourist Rooming House Permit application for Carolyn Rink and Chris Fugate for the property at 6611 Sleepy Hollow Road



ATTACHMENTS:

1. 6611 Sleepy Hollow Road McFarland, WI 53558 Tourist Rooming House Permit Application Submission_Redacted
2. Floor plan 6611 with guests and parking (1)
3. 20221201 6611 Sleepy Hollow Rd TRH Inspection Form_Redacted
4. Kaur Feedback - 6611 Sleepy Hollow Road - Application for a Tourist Rooming House Permit (1)
5. Murray Feedback - 6611 Sleepy Hollow Road - Application for a Tourist Rooming House Permit (1)



Tourist Rooming House Permit Application

Pursuant to Village Ordinance Chapter 11

New or Renewal	New Application
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Property Information

Tourist Rooming House Physical Address	6611 Sleepy Hollow Road McFarland, WI 53558
Property Owner Name	Carolyn Rink & Chris Fugate
Property Owner Address	
Property Owner Telephone Number	
Property Owner Email Address	

Resident Agent

A resident agent must be appointed in the following situations:

- The property is not your primary residence and you reside outside a 30 mile radius from the Tourist Rooming House
- You will be absent while the property is rented (An owner is considered absent if the owner cannot be contacted and be present at the Tourist Rooming House within 45 minutes.)

NOTICE: APPLICANT SHALL IMMEDIATELY NOTIFY THE VILLAGE CLERK OF ANY CHANGE IN RESIDENCE OR INFORMATION REGARDING THE RESIDENT AGENT

Will a Resident Agent be appointed?	No
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Application Fees

Application Fee (includes all required inspections) - \$500

Resident Agent Fee - \$50 (if applicable

Total application fees = \$500.00



Facility I formation

Provide the square footage of each room.

Bedrooms

Select the plus sign to add additional bedrooms.

i. **Bedroom Length**

11

Bedroom Width

9

Bedroom Total Square Footage

99 Square Feet

ii. **Bedroom Length**

17

Bedroom Width

13

Bedroom Total Square Footage

221 Square Feet

iii. **Bedroom Length**

17

Bedroom Width

13

Bedroom Total Square Footage

221 Square Feet

Dining Room

Dining Room Length 15

Dining Room Width 11

Dining Room Total Square Footage

Living Room

Living Room Length	15
Living Room Width	14
Living Room Total Square Footage	
210 Square Feet	

Family Room/Den (if applicable)

Family Room/Den Length	16
Family Room/Den Width	10
Family Room/Den Total Square Footage	
160 Square Feet	

Number of Full Bathrooms	3
Number of 3/4 Bathrooms	0
Number of 1/2 Bathrooms	0
Number of Parking Stalls	5

Not less than one and one quarter on site off street parking space for every four occupants based upon maximum occupancy



Nuisance Response Plan

The property owner or resident agent shall be responsible for promptly responding to or causing a prompt response to a nuisance complaint arising out of the occupancy or use of the short-term rental by tenants, their visitors or their guests. A return telephone call to a complainant within 45 minutes of the initial complaint shall be deemed prompt.

Proposed Maximum Number of Overnight Guests	8
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Number of Off-street Parking Spaces Available for Guests in Driveway

5

Number of Off-street Parking Spaces Available for Guests in Garage

0

Number of Bedrooms Available

3

Describe the manner of responding to or causing a response to a nuisance complaint, including but not limited to the manner in which the complainant(s) will be notified of the response and the method of documenting prompt responses and timely corrective action.

Upon receipt of a nuisance complaint or upon notification that any occupant or guest of our short-term vacation rental has created unreasonable noise or disturbances, engaged in disorderly conduct, or committed violations of the McFarland Municipal Code or any state law, the owner shall promptly respond and take timely corrective action to prevent a recurrence of such conduct by those occupants or guests. The guest will receive a verbal warning upon first occurrence, a written warning for the second occurrence, and asked to vacate the premises upon the third occurrence.

Records:
The owner, who is the local agent, shall maintain records of the name, violation, date, and time of each complaint, disturbance, response and corrective action taken.

Describe the manner of assuring timely corrective action to remedy the conditions that caused the nuisance complaint. This shall include, at a minimum, a telephone call to the primary adult occupant of the short-term vacation rental within 45 minutes of the initial nuisance complaint.

The guests will be provided the following contact information. Phone: [REDACTED] (Call and text)
Person responsible for responding to a nuisance: Carolyn Rink and Chris Fugate. Both have powers as local agent.
We will return a call to a complainant within 45 minutes

Corrective action: The guest will be notified within 30 minutes of the initial nuisance complaint by first a phone call. If unable to reach the guest, an onsite visit to the residence will occur. Since the owner is right next door, a timely corrective action is feasible.



Liability insurance must be a commercial general liability, or hotel or short-term rental policy that specifically covers liabilities arising from rental of the tourist rooming house for short-term rentals. No less than \$1,000,000 per occurrence.

Proof of Liability Insurance

File(s) attached:



6611 Insurance Liability for McFarland Permit.pdf

Copy of Wisconsin Seller's Permit is not required for those who will be listing the tourist rooming house **exclusively** through a lodging marketplace. Copy of Wisconsin Seller's Permit is required for all other touring rooming houses. Please contact the Clerk if you have questions on this provision.

Will you be listing your tourist rooming house exclusively through a lodging marketplace?

Yes

A current Tourist Rooming House License issued by Public Health of Madison and Dane County (PHMDC), or other applicable entity, under Wis. Stats. § 97.605, or a copy of the completed application submitted for said license if the license has not been issued.

File(s) attached:



LICHMD-2022-00707_Carolyn Rink.pdf

A copy of a completed Public Health of Madison and Dane County, or other applicable entity, tourist rooming house inspection form dated within one year of the date of issuance must be submitted before a permit can be issued.

File(s) attached:



LICHMD-2022-00707_Carolyn Rink.pdf

For more information about Tourist Rooming House Licenses from PHMDC, please visit the [PHMDC website](#).

Site Plan

File(s) attached:



Floor plan 6611 with guests and parking.pdf

A Site Plan must include location, number of units, number of people in each unit, dimensions of all rooms and common areas, laundry facilities, restroom facilities, and onsite parking dimensions.



To the Village of McFarland, Dane County, State of Wisconsin, that I the undersigned, understand that by applying for this Tourist Rooming House Permit, I am bound to all Village of McFarland Municipal Codes including Chapter 11 and any other codes or regulations that may apply. I also grant that an inspection of this property be conducted by the Village Building Inspector (or designee) and the Village Fire Inspector (or designee) prior to approval of this permit.

Certification Signature

File(s) attached:

Certification Date

09/14/2022

Driveway parking (in front of garages): 5 cars

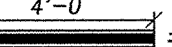
39' 5" Wide

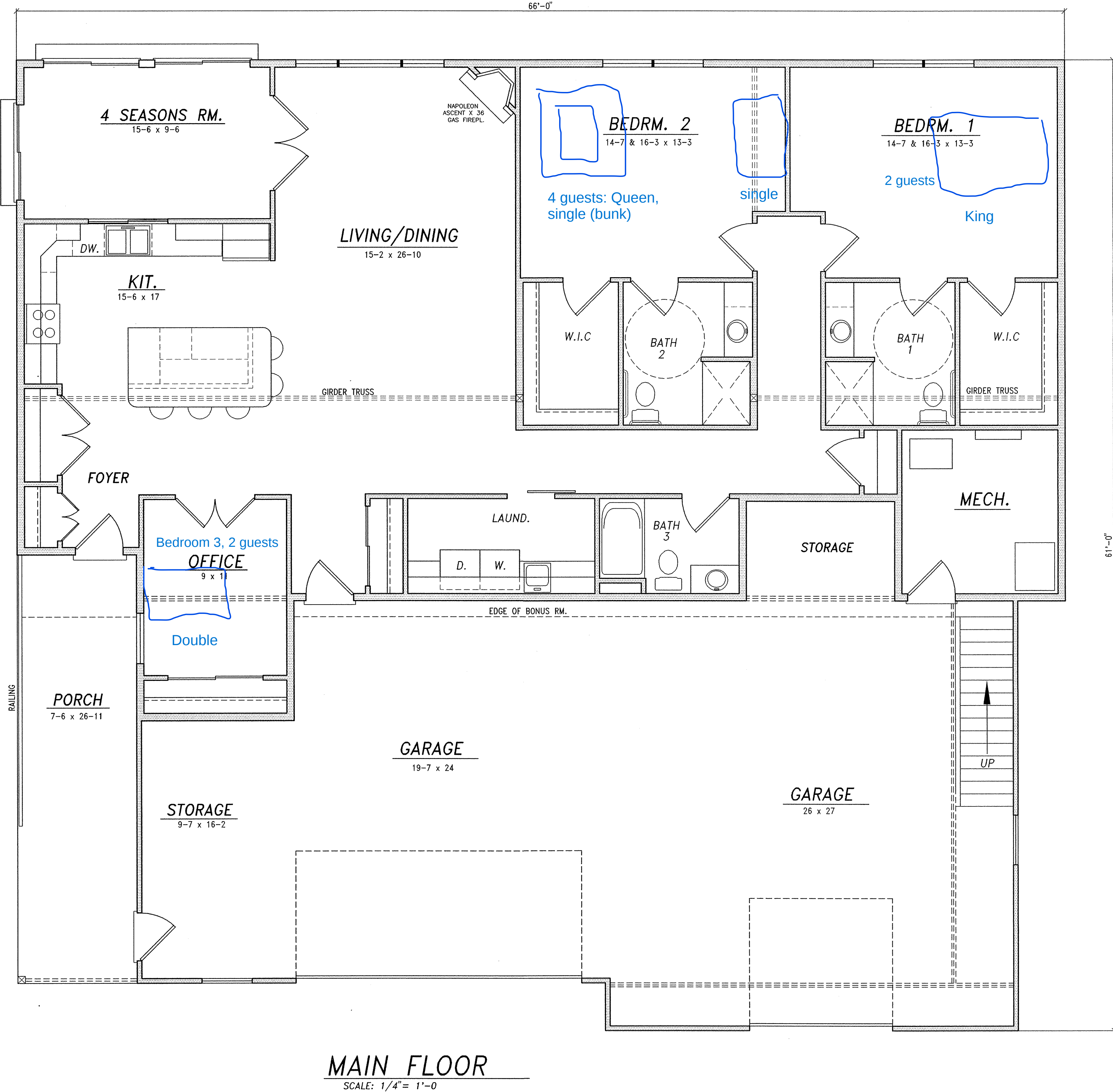
20'3" Long

20' Long

23'6" Wide

GENERAL FRAMING NOTES:

- ALL EXTERIOR HOUSE WALLS TO BE 2x6 STUDS, 16" O.C. W/R-19 INS. & VAPOR BARRIER ON HEAT SIDE, SHEATHING TO BE 7/16" OSB & 1/2" R-BRD.
- ALL GARAGE WALLS TO BE 2x4 STUDS, 16" O.C. W/TRT. BOTTOM PLATE.
- ALL WINDOW CODE NUMBERS ARE FOR ANDERSEN WITH SUPPLIER TO CONFIRM UNIT SIZES WITH OWNER/CONTRACTOR PRIOR TO ORDERING AND/OR FRAMING
- VENT ALL BATH FANS TO SOFFIT OR THRU WALL.
- ROOF TRUSSES TO BE ENGINEERED BY MANUFACTURER AND INSTALLED PER MANUFACTURER
- T.J.I. RAFTERS OR JSTS. TO BE SIZED AND INSTALLED PER MANUFACTURER
- ALL DIMENSIONS ARE TO ONE SIDE OF FRAMING AND DO NOT INCLUDE SHEATHINGS OR WALL FINISHES. FLOOR TO CLG. DIMENSIONS ARE FROM TOP OF SUBFLR. TO CEILING FRAMING.
- WINDOW SUPPLIER TO VERIFY AT LEAST ONE WINDOW IN ALL BEDRMS. TO MEET EGRESS CODE, WITH SILL HEIGHT NOT GREATER THAN 46" ABOVE FLOOR. BEDROOMS TO ALSO HAVE A MIN. OF 8% NATURAL LIGHT AND 3.5% VENTILATION OF FLOOR AREA.
- SAFETY GLAZING TO BE INSTALLED IN ANY WINDOW THAT IS WITHIN 48" VERTICALLY AND 12" HORIZONTALLY OF A STAIRWAY TREAD OR LANDING. ALSO, ANY WINDOW THAT IS PART OF A TUB AND/OR SHOWER ENCLOSURE AND WITHIN 60" VERTICALLY OF THE TUB OR SHOWER DRAIN.
- ATTIC ACCESS COVER IN HEATED LIVING AREA TO BE WEATHER STRIPPED AND INSULATED WITH (2) LAYERS OF 2" RIGID FOAM.
- WALL BRACING:  = LOCATION OF REQUIRED WALL BRACING
EXTERIOR: SHEATHING = 7/16" OR 1/2" O.S.B.
NAILING: 6d COMMON OR 1-1/2" STAPLES, SPACED 6" O.C. ON EDGES AND 10" O.C. ON INTERIOR SUPPORTS
NOTE: IF SINGLE SHEETS OF SHEATHING DO NOT COVER TOP AND BOTTOM WALL PLATES INSTALL DBL 2x6 BLOCKING IN WALL FOR REQUIRED EDGE NAILING.



 TOWER Designs P.O. BOX 1619 JANESVILLE WI 53547 608-756-4874	DRAWN FOR: <i>Chris Fugate</i>	FILE NAME: FUGATE2	REVISIONS	DATE 9-11-20
				SHEET A 2



Tourist Room House Inspection

Per Village of McFarland Code of Ordinances

License Type:

- ☒ - New Application
☐ - Renewal Application

Section 1 - Applicant Information

Premises Address: 6611 Sleepy Hollow Rd

Owner Name: Carolyn Rink & Chris Fugate

Phone:

Agent/Contact Name: N/A

Agent/Contact Phone: N/A

Section 2 - Building Inspection Only - Occupancy Verification

Requested Maximum Occupancy identified on application: _____

Does the application meeting the standard of not less than 150 square feet of floor space for the 1st occupancy thereof and at least an additional 100 square feet for every additional occupancy thereof. Floor space is determined by measures of each room. Floor space does not include kitchens, bathrooms, closets, garages or rooms not meeting the UDC requirements for occupancy.

☐ - Yes ☐ - No

If no, what is the total square footage of floor space: _____

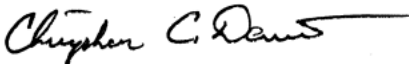
Number of **onsite off-street** parking spaces: _____

Number of Full Baths: _____ Number of $\frac{3}{4}$ Baths: _____ Number of $\frac{1}{2}$ Baths: _____

Section 3 - Fire & Rescue Department Only - TRH Minimum Specification Verification

Does the application meet the following standards:	Yes	No
Functional smoke detectors and CO2 detectors in accordance with State law.	X	
No accessible wood burning fireplace unless the owner provides a certificate from a licensed commercial building inspector, dated not more than 30 days prior to submission, certifying that the fireplace and chimney have been inspected and are in compliance with National Fire Prevention Association Fire Code Chapter 211 Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances.		X
No hibachi, gas-fired grill, charcoal grill, or other similar devices used for cooking, heating, or any other purpose on any balcony, deck or under any overhanging structure or within ten feet of any structure.	X	

Section 4 - Inspection Information			
An inspection of the above premises has disclosed the following:			
Ord. Number	Code Section	Description of Violation	
	505.1	Missing address numbers on the property	
11-361(b)(3)		Require an inspection report for the fire place	
☐ - No Violations Observed (skip to Section 6)		☒ - Hold for Corrections (complete Section 5)	
Section 5 - Use only if Corrections are Needed			
Noncompliant Order No.		16228	
Date Corrections must be completed		Tentative 10/05/2022	
Is reinspection required?		☐ - Yes ☒ - No	
If reinspection is required , provide contact information for applicant to use when ready to schedule.			
If reinspection is not required , what materials/documentation/proof of compliance should applicant submit.		Proof of address numbers installed and copy of fireplace inspection	
Signature			Date 09/21/2022

Section 6 - Determination – USE ONLY AFTER ALL VIOLATIONS ARE CORRECTED, IF APPLICABLE			
RECOMMENDATION FROM:			
☒ - Fire & Rescue Department ☐ - Community Development Department ☒ - Grant License ☐ - Refuse License			
Signature			Date 12/1/2022

McFARLAND FIRE & RESCUE

INSPECTION REPORT

6611 SLEEPY HOLLOW RD, MC FARLAND WI 53558



DETAILS

Inspection Date: 09/21/2022 | Inspection Type: INSPECTION - Tourist Rooming House | Inspection Number: 16228 |
Shift: Non Scheduled | Station: McFarland Fire & Rescue | Unit: N/A | Lead Inspector: Christopher Dennis |
Other Inspectors: Jennifer Palmer

STATUS

CODE

DESCRIPTION

FAIL

505.1 - Address identification

New and existing buildings shall be provided with approved address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be not less than 4 inches (102 mm) high with a minimum stroke width of 1/2 (12.7 mm). Where required by the fire code official, address identification shall be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address identification shall be maintained.

Inspector: Christopher Dennis - Comments:

FAIL

VOM-Sec. 11-361. (b) (3) - TRH-Fireplace

No accessible wood burning fireplace unless the owner provides a certificate from a licensed commercial building inspector, dated not more than 30 days prior to submission, certifying that the fireplace and chimney have been inspected and are in compliance with National Fire Prevention Association Fire Code Chapter 211 Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances.



Inspector: Christopher Dennis - Comments: New unit will need to get certificate of installation.

REINSPECTION DATE

10/05/2022

CONTACT SIGNATURE

Carolyn Rink
Signed on: 09/21/2022 @ 14:40

A handwritten signature in black ink, appearing to be 'Carolyn Rink', written over a horizontal line.**INSPECTOR SIGNATURE**

Christopher Dennis
Signed on: 09/21/2022 @ 14:40

A handwritten signature in black ink, appearing to be 'Christopher Dennis', written over a horizontal line.**QUESTIONS ABOUT YOUR INSPECTION?**

Christopher Dennis
chris.dennis@mcfarland.wi.us
6088383278

McFARLAND FIRE & RESCUE

INSPECTION REPORT

6611 SLEEPY HOLLOW RD, MC FARLAND WI 53558



DETAILS

Inspection Date: 12/01/2022 | Inspection Type: INSPECTION - Tourist Rooming House | Inspection Number: 16229 |
Shift: Non Scheduled | Station: McFarland Fire & Rescue | Unit: N/A | Lead Inspector: Christopher Dennis |
Other Inspectors: Jennifer Palmer

VIOLATIONS

No Violations Found

GENERAL NOTES

Christopher Dennis - 12/01/2022 @ 11:33 Fire place inspection report provided

Christopher Dennis - 12/01/2022 @ 11:33 House number picture provided

NEXT INSPECTION DATE

09/21/2023

CONTACT SIGNATURE

Carolyn Rink

Contact Refused
Refusal Reason: Not required with information provided.

INSPECTOR SIGNATURE

Christopher Dennis
Signed on: 12/01/2022 @ 11:32

QUESTIONS ABOUT YOUR INSPECTION?

Christopher Dennis
chris.dennis@mcfarland.wi.us
6088383278

Cassandra Suettinger

From: Gurpreet Kaur <gurpreetkaur8523@gmail.com>
Sent: Tuesday, December 27, 2022 4:08 PM
To: Village Clerk
Subject: Tourist rooming housing 6611 sleepy hollow road

Hello sir/ mam

We live at 6405 Brandon Circle if I stand from my patio I see that house I have two little kids. I spend all my life earnings in buying this beautiful house we want to live in peace and quiet. We have so many neighbors with small kids this is not a commercial area. The reason we choose to live here is peace and quiet next to the river looking at the nature and we don't want all that unwanted traffic here except people who own their houses, if you allow this permit that will bring all kind of traffic into the neighborhood we already know there is so much going on. This will decrease our property values down too. We spend so much money in buying these houses. They should never be approved they should only remain as a residential place not a business, place.

If I look at the structure of the house this house looks like a multi family house city should've never approved this house in the first place I was wondering about it.

We don't want this, so if you look at this neighborhood, this river is one of the finest and big houses neighborhood and we don't want this in our neighborhood.

Me and my neighbors will do everything to do to stop this happening..

That house is already built on a very small lot. It has no lawn and then on top of it. It won't have any place to park.

If you think about the neighborhood next-door, is the elderly couple, you think they going to tolerate all this. They are on this property for a very long time they don't deserve this.

Mcfarland should draw other kind of tension on this. This is a residential peaceful area.

I hope you understand our concerns and declined that this how should have not been allowed to build at first place the structure is a build for rental purposes I was wondering about it cause every story has a balcony.

Sent from my iPhone

Clifford and Tammie Murray
6705 Sleepy Hollow Road
McFarland, WI 53558

12/27/2022

RE: 6611 Sleepy Hollow Road - Application for a Tourist Rooming House Permit

Village of McFarland, Public Safety Committee:

This letter is regarding the application for a Tourist Rooming House Permit for the property at 6611 Sleepy Hollow Road. Our concerns echo the issues outlined in Article XI. Tourist Rooming Houses, Sec. 11-350 - Purpose:

ARTICLE XI. - TOURIST ROOMING HOUSES

Sec. 11-350. - Purpose.

The purpose of this Article is to ensure that the quality of tourist rooming houses operating within the Village is adequate for protecting public health, safety, and general welfare, including establishing minimum standards of space for human occupancy and an adequate level of maintenance; determining the responsibilities of owners, operators and property managers offering these properties for tourists or transients, to protect the character and stability of residential areas of the Village; to provide minimum standards necessary for the health and safety of persons occupying or using buildings, structures or premises; and provisions for the administration and enforcement thereof. ***The Village Board specifically finds that use of single-family residences in the Village for short-term rental creates the increased potential for adverse impacts on single-family neighborhoods. The increased potential for adverse impacts is due to a higher degree of residential use and occupancy by vacationers who may tend to more frequently keep different hours engaging in recreational and activities than the permanent residents in the surrounding neighborhood. Further, lacking any connection to the surrounding neighborhood, are less likely to be sensitive to the needs and concerns of neighbors. Finally, the lake-side neighborhoods in which tourist rooming houses may be most likely to operate in the Village typically have small lots with homes very close to one another thereby increasing the potential for conflicts or disturbances.***

Potential for adverse impacts:

- Sleepy Hollow Road currently consists of homes that have all been purchased and owned as residential properties. Allowing this permit would conflict with the current neighborhood character and makeup. Transient vacationers without ties to the neighborhood or community would negatively affect the quality of life and property values of residents and families as vacationers often feel they should be able to do as they please without regard to anyone else because they are paying customers.
- Sleepy Hollow Road is narrow and without sidewalks, which makes street parking an obstacle to normal traffic flow. Residents currently walk with children and pets on the street, and increased traffic and parking issues would create safety hazards. Additional vehicles, trailers for boats, and various other recreational vehicles of transient vacationers and their guests would further increase safety issues and negatively affect current residents and families. Without the use of the garage, this would be an issue.

Transient vacationers tend to more frequently keep different hours engaging in recreational and social activities than permanent residents.

- Transient vacationers would affect the quality of life for current residents and families. In addition, the potential for transient vacationers to entertain additional guests multiplies the negative impact on the neighborhood.

Transient vacationers lacking any connection to the surrounding neighborhood are less likely to be sensitive to the needs and concerns of neighbors.

- Transient vacationers would significantly affect elderly property owners and families with children. Current residents know their neighbors and can talk to them if/when issues arise. A transient population would need to be dealt with/by village officials/police. Knowing who "belongs" in a neighborhood is also challenging when a transient population is always coming and going.

Lake (river) side neighborhoods in which tourist rooming houses may be most likely to operate in the Village typically have small lots with homes very close to one another, thereby increasing the potential for conflicts or disturbances.

- Noise, extra river traffic in a no-wake zone, and road congestion problems will negatively impact property owners, especially elderly property owners and families with children. Because of the transient nature of vacationers, dealing with their conflicts and disturbances would be difficult.
- Granting this permit would also make it more difficult not to allow potential future request(s) for additional Transient Rooming House permits on the street. We feel the Village Boards' concerns in **Article XI. Tourists Rooming Houses Sec. 11-350 - Purpose, "The Village Board specifically finds that use of single-family residences in the Village for short-term rental creates the increased potential for adverse impacts on single-family neighborhoods."** Article XI applies specifically to this permit request and is an evident and valid concern. Sleepy Hollow Road is not in a Tourist District, Business Area, or Zoned as such, nor should it be.
- When all other properties on the street are year-round single-family residences, granting this Transient Vacation Rental Permit would negatively impact all residents' quality of life and property values. Over the years, Sleepy Hollow/Meredith Heights families have invested significantly in their homes because of the neighborhood's current culture. It is not reasonable to negatively impact this quiet and peaceful neighborhood at the expense of all other homeowners. If the property owners need to do something with the vacant property, they can rent the property to a year-round resident or sell it. They are not without options.

We ask the Village of McFarland Public Safety Committee to consider these long-term adverse effects on current residents of Sleepy Hollow/Meredith Heights and their families when making your decision on this permit application.

Sincerely,

Clifford and Tammie Murray

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Thursday, January 5, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Aaron Chapin, Police Chief

AGENDA ITEM: Conduct hearing on the recommendation from Chief Chapin to deny the issuance of an operator's license for Mariah Crossman for the period ending June 30, 2023.

PREVIOUS ACTION:

ISSUE SUMMARY:

Chief Chapin has reviewed the operator's license application from Mariah Crossman and based on the Village's Operator License Approval policy has recommended denial. Attached is Chief Chapin's letter outlining his reasoning for recommending denial. Pursuant to Village policy, the application has been referred to the Public Safety Committee for further review and a recommendation to the Village Board. This item is to conduct a hearing on the issuance of the license. Once the hearing is concluded the Public Safety Committee will move on to the next agenda item to make their official recommendation to the Village Board.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

[Village Operator's License Review Policy](#)

ORDINANCE REFERENCE:

Village Ordinance 11-74

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action recommended on this item.

ATTACHMENTS:

1. M Crossman Exhibit A_Redacted
2. M Crossman Exhibit B_Redacted
3. M Crossman Exhibit C

**Operator's License**

To Serve Fermented Malt Beverages and Intoxicating Liquors

License Type:
☒ - New ☐ - Renewal
To Be Issued:
☒ - As soon as approved OR ☐ - At the beginning of the next license year (July 1)
Fees:
☒ - 1 year License - \$35

☐ - 1 year License + Provisional* - \$50

☐ - Duplicate License - \$5/each - Number Requested: _____

*Provisional Licenses are only issued between May 1 and June 30 and cover a new applicant until the beginning of the new license year (July 1)

This application must be completed in its entirety or it will be rejected as incomplete. This application will also be rejected for any omissions. The fee is not refundable should this application be rejected or denied. For rejected applications should the applicant wish to reapply, the applicant will be required to complete a new application at an additional fee of \$35.00.

The Village of McFarland Operator License Approval Policy can be found on the Village website at <https://www.mcfarland.wi.us/licensepermits> under Alcohol Beverage Licenses for Operators.

Applicant Information

Place of Employment:

Pick N Save

Last Name:

Crossman

First Name:

Mariah

Middle Initial:

N

Home Address:

City, State and Zip Code:

Date of Birth:

Social Security Number:

Wisconsin Driver License/ID:

E-mail address:

Home/Cell Phone Number:

Work Phone Number:

Notification

Provide the e-mail address we should use for notification when the license is ready:

Prior Residences

Within the past five years, have you lived at any address other than the one listed above? ☒ yes ☐ no

If yes, please list all additional addresses. Attach additional pages, if necessary

Address, including City and State

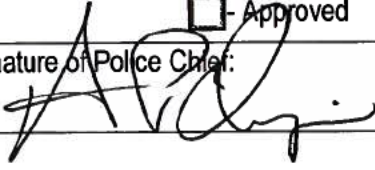
Dates

Questionnaire	Additional Information
1. Have you completed a WI-approved Responsible Beverage Server Course? ☒ Yes ☐ No	If yes, when and where: 11/11/22 Pick N Save
2. Have you held an Operator's License within the last 2 years? ☐ Yes ☒ No	If yes, when and where:
3. Have you ever had a license to serve alcohol beverages suspended or revoked, or surrendered the license in lieu of suspension or revocation? ☐ Yes ☒ No	If yes, when and where:
4. Have you ever been convicted of a felony substantially related* to the licensed activity? ☐ Yes ☒ No	If yes, please complete Appendix A
5. Have you been arrested for and/or convicted of violating any law or ordinance in the last 10 years substantially related* to the license activity? ☒ Yes ☒ No	If yes, please complete Appendix A
6. Do you have any pending charges, including criminal and ordinance violations substantially related* to the license activity? ☐ Yes ☒ No	If yes, please complete Appendix A

*Examples of "substantially related" might include, but are not limited to: underage drinking, OWI/DUI, selling to a minor, overserving, etc.

Required Documentation
If the application is a renewal application, no additional documentation is required.
If the application is a new application, one of the following must be provided: ☒ - A copy of the certificate indicating completion of a Wisconsin-approved Responsible Beverage Server Course, valid within the two years prior to the date of this application OR ☐ - A copy of an Operator's license from a Wisconsin municipality, valid within the two years prior to the date of this application

Certification
I hereby apply for a license to serve Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by Chapter 125 of the Wisconsin Statutes, Chapter 11 of the McFarland Municipal Code and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations Federal, State or Local, affecting the sale of such beverages and liquors if a license is granted to me.
I certify that I am the applicant in the foregoing application and any attachments thereto, that I have read and made complete answers to each question, and that my answers in each instance are true and correct.
Signature of Applicant:  Date: 11-15-22

FOR OFFICE USE ONLY
RECOMMENDATION FROM MCFARLAND POLICE DEPARTMENT ☐ Approved ☒ Denied ☐ Rejected - Incomplete Application
Signature of Police Chief:  Date: 11/16/22



Operator's License – Appendix A Arrest and Conviction Record

Appendix A only needs to be completed if an applicant answered "Yes" to questions 4, 5, and/or 6 on the Operator's License Application.

Any omissions from this Appendix will result in the rejection of the Operator's License Application. The fee is not refundable should this application be rejected. For rejected applications should the applicant wish to reapply, the applicant will be required to complete a new application at an additional fee of \$35.00.

The following websites, provided as a courtesy, may provide information on your records:

<https://recordcheck.doj.wi.gov/> <https://wcca.wicourts.gov/> <https://www.dmv.us.org>

Date of Arrest	Date of Conviction	Specific Offense	Name and Location of Court	Describe the nature and circumstances of the offense	Were you consuming alcohol or drugs at the time of the incident?	Did the incident occur in or around a facility that serves alcohol?	Were alcohol or drugs involved in the incident in any way?
5/2019	5/2019	OWI	Watertown Municipal Court	Got pulled over for speeding and then got a sobriety test and failed so got arrested	☒ - Yes ☒ - No	☐ - Yes ☒ - No	☐ - Yes ☐ - No
10/2018	10/2018	Disorderly conduct intoxicated	Fort Atkinson Municipal Court	My records show a conviction for disorderly conduct intoxicated	☐ - Yes ☒ - No	☐ - Yes ☒ - No	☒ - Yes ☐ - No
					☐ - Yes ☐ - No	☐ - Yes ☐ - No	☐ - Yes ☐ - No
					☐ - Yes ☐ - No	☐ - Yes ☐ - No	☐ - Yes ☐ - No
					☐ - Yes ☐ - No	☐ - Yes ☐ - No	☐ - Yes ☐ - No
					☐ - Yes ☐ - No	☐ - Yes ☐ - No	☐ - Yes ☐ - No
					☐ - Yes ☐ - No	☐ - Yes ☐ - No	☐ - Yes ☐ - No
					☐ - Yes ☐ - No	☐ - Yes ☐ - No	☐ - Yes ☐ - No

You may submit evidence of rehabilitation and fitness to perform the licensed activity.

Wisconsin Responsible Beverage Seller/Server Training

MARIAH CROSSMAN

has met all training requirements and successfully completed the above course and/or exam.

Certification Number: SL169627

Date of Completion: 11/08/2022



Authorized Signature

This certificate represents the successful completion of an approved Wisconsin Department of Revenue Responsible Beverage Server Course in compliance with secs. 125.04(5)(a)5., 125.17(6), and 134.66(2m), Wis. Stats. Present this certificate to your local municipal clerk's office to receive your Operator's or Retail license.

Diversys Learning, Inc.
1101 Arrow Point Drive, Suite 302
Cedar Park, TX 78613

November 16, 2022

Mariah Crossman
[REDACTED]
[REDACTED]

Dear Ms. Crossman,

Your application for an alcohol operator's license for the period through June 30, 2023 was received. A review of your application, criminal history, and arrest records, as maintained by the State of Wisconsin, has resulted in a recommendation from Police Chief Aaron Chapin for denial pursuant to the Village's operator license approval policy. Attached is a copy of Chief Chapin's memo to the Public Safety Committee.

You have 30 days from receipt of this letter to exercise your right to request a hearing before the Public Safety Committee to discuss the matter. If a hearing is requested, the Public Safety Committee will review your record, along with the recommendation from Chief Chapin and you will have the opportunity to provide the Committee with substantial evidence in the form of credible documentation of rehabilitation. Attached is section 5 of the operator's license approval policy which outlines the process and acceptable forms of credible documentation. Please be advised the hearing will be held as part of a public meeting.

Please contact me directly at 608-838-3153 or via email at cassandra.suettinger@mcfarland.wi.us to request a hearing before the Public Safety Committee.

Sincerely,

A handwritten signature in black ink, appearing to read 'Cassandra Suettinger'.

Cassandra Suettinger
Clerk/Treasurer

VILLAGE OF McFarland

Police Department

EXHIBIT C

5915 Milwaukee St, McFarland, WI 53558 | 608.838.3151 | www.mcfarland.wi.us/police

Aaron P. Chapin | Chief of Police

DATE: November 16, 2022

TO: Public Safety Committee

FROM: Aaron P. Chapin, Chief of Police

REFERENCE: Alcohol Operators License for Mariah Crossman

On this date I reviewed a new application for an Alcohol Operator's License submitted by the above applicant. Having completed my review of his application, my recommendation is that of denial of the application based on village ordinance and the applicant's history.

I base my decision on the following section of Village Ordinance and the McFarland Alcohol Licensure Policy:

1. Village Ordinance 11-74 (c) (3), Guideline 3 which states, in part:

Provided the circumstances substantially relate to the circumstances of the job, any person who has been convicted of or has a current charge pending, for two (2) or more offenses, arising out of separate incidents, within the last five (5) years immediately preceding the license application in the following subcategories does not qualify for an operator's license:

(e) Operating a motor vehicle while under the influence of intoxicants or drugs.

(f) Disorderly conduct, criminal damage to property, solicitation of prostitution or other prostitution related offenses, wherein the offense involves an incident at a place that is, or should have been licensed under Wis. Stat. Ch. 125.

Ms. Crossman's history shows:

- A conviction for Operating a Motor Vehicle While Intoxicated on 05-05-2019.
- A conviction for Disorderly Conduct – Intoxication in the City of Fort Atkinson from an incident on 10-20-2018.

These convictions occurred within the five-year period preceding the application date, thus qualifying Ms. Crossman as a Habitual Law Offender for the purposes of Village Ordinance and corresponding State law and disqualifying her from eligibility to receive an Operator's License.

McFarland
SUMMARY SHEET

MEETING DATE: Thursday, January 5, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: Discussion and recommendation on the operator's license for Mariah Crossman for the period ending June 30, 2023.

PREVIOUS ACTION:

ISSUE SUMMARY:

This item is the second part of the license hearing process. After conducting the hearing on the recommendation for denial of the license, the Public Safety Committee will make an official recommendation to the Village Board on an operator's license for Mariah Crossman.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

Village Operator's License Review Policy

ORDINANCE REFERENCE:

11-74

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Pursuant to section 5 of the Village Operator's License approval policy the Committee may only recommend approval of an operator's license application if the applicant presents the PSC with substantial evidence in the form of credible documentation of rehabilitation. The committee shall state reasons for approval or denial for the record.

ATTACHMENTS:

None