Plan Commission Minutes
December 20, 2022, at 7:00 P.M.

Members Present: Carolyn Clow, Stephanie Brassington, Kathleen Pakes, Scott Peters, Chris Reynolds, Austen Conrad

Members Absent: Peter Bloechl-Anderson

Staff Present: Andrew Bremer, Kong Thao

1. CALL TO ORDER, ROLL CALL

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

2. PUBLIC APPEARANCES.

   None.

3. APPROVAL OF MINUTES
   a. Motion to approve the minutes of the November 15, 2022, meeting.

      Clow moved to approve the November 15, 2022, Plan Commission minutes. Pakes seconded the motion. Motion carried 6-0.

4. PUBLIC HEARINGS.
   a. Public Hearing regarding Ordinance 2022-18, an ordinance rezoning lands at 6330 Exchange Street, McFarland from CO Conservancy to R-1 Single Family Residence and rezoning certain lands at 4901 Burma Road from R-1 Single Family to CO Conservancy. Rezoning requested by Village of McFarland and McFarland School District

      Thao provided staff summary on the public hearing item, covering transfer of the property, where the school forest is located, and a summary of the parcels being rezoned. Thao included the reason for the transfer, the continued use to the public and no land use changes associated with the request. Clow opened the public hearing at 7:11 PM. No comments or concern from the public in attendance or virtual attendees were received. Clow closed the Public Hearing at 7:12 PM.

   b. Public hearing regarding a Certified Survey Map requested by the Village of McFarland and McFarland School District for the purpose of lot line adjustments to part of Outlots 90,91, 92, and 106 of Assessor Plat, all located in Section 3,

T6N, R10E Village of McFarland, WI, (6330 Exchange Street & 4901 Burma Road).

Thao provided staff summary on the public hearing item, referring to item 4a. for the background. Clow opened the public hearing at 7:14 PM. No comments or concern from the public in attendance or virtual attendees were received. Clow closed the public hearing at 7:15 PM.

c. Public hearing regarding Ordinance 2022-19, an ordinance rezoning certain lands at Grand View Outlot 1 from CO Conservancy to R-1 Single Family Residence to accommodate reconstruction of Lift Station No. 2. Located at 6407 Pheasant Run. Rezone requested by the Village of McFarland.

Thao provided staff summary on the public hearing item covering the purpose of the associated request for rezone. Thao identified the current size of Lift Station No. 2 and the size of the space being added. Bremer added that the site design plans are being developed at this time and will be presented for approval at a later Plan Commission date. Clow opened the public hearing at 7:19 PM. No comments or concern from the public in attendance or virtual attendees were received. Clow closed the public hearing at 7:20 PM.

d. Public hearing regarding a Certified Survey Map requested by the Village of McFarland for the purpose of lot line adjustment for property located at 6407 Pheasant Run.

Thao provided staff summary on the public hearing item, referring to item 4c. for the background. Clow opened the public hearing at 7:21 PM. No comments or concern from the public in attendance or virtual attendees were received. Clow closed the public hearing at 7:22 PM.

5. BUSINESS
   a. Discussion and possible action on a Certified Survey Map (CSM) requested by Cheryl Blanchar for the purpose of a lot line adjustment for 4510 Beckler Street and 5009 Card Avenue, McFarland, WI.

Thao provided summary on the requested item and noted the public hearing previously held at the November 15th Plan Commission meeting.

Clow motioned to approve the Certified Survey Map (CSM) requested by Cheryl Blanchar for the purpose of a lot line adjustment for 4510 Beckler Street and 5009 Card Avenue, McFarland, WI. Motion was seconded by Brassington. Motion carried 6-0.

b. Discussion and possible action to make a recommendation to the Village Board on Ordinance 2022-16 an ordinance rezoning 6303 Jaeger Road, McFarland from R-1 residential to PD-I Planned Development Infill General Plan Approved. Rezoning requested by Jerry and Dawn Reiter.

Bremer provided summary of the application request and details on processes of approval. Bremer included details of the changes since the previous meeting related to this item which includes comments received in the department and side-yard setback increased for Units 2 & 3 to be a minimum of 14 feet. Bremer went over the staff recommended conditions of approval and provided rationale for each of the items listed. Melissa Arndt (Rio, Wisconsin) and Jim Reiter (5611 Glenway St) were present to provide any additional comments on the agenda item and General Plan. Arndt and Reiter are the children of the applicants and are speaking on their behalf. Discussion by the commission included topics related to the development of the condominium plat and amendments to the proposed setbacks. Arndt clarified the setbacks of 14' did not include the shared side yards between Units 2 & 3, and only the exterior of the plat. Arndt and Reiter stated they will continue to work with staff on the development of the detailed plan.

Clow motioned to approve recommendation to the Village Board of Ordinance 2022-16, an ordinance rezoning 6303 Jaeger Road, McFarland from R-1 residential to PD-I Planned Development Infill General Plan Approved with the following conditions of approval:

1. Applicant to revise the General Plan (text) to include a statement that the maximum impervious surface ratio for any ownership Unit, and the property in total, will not exceed 0.50.
2. Applicant to revise the General Plan (text) to include a statement that the maximum floor area ratio of any ownership Unit, and the property in total, will not exceed 0.70.
3. Applicant to revise the General Plan (text) to include a statement that principal structures on Unit 1 will follow the minimum bulk requirements for similar structures in the R-1B District and principal structures on Units 2 and 3 will follow the minimum bulk requirements for similar structures in the R-1 District, with the exception that the minimum side yard setback shall be 14 feet for principal structures on Units 2 and 3 as measured from the exterior boundaries of the condo plat.
4. Applicant to revise the General Plan (text) to include a statement that any proposed accessory structures on ownership Units 2-3 will follow the same standards and requirements as similar accessory structures in the R-1 District and R-1B District for Unit 1.
5. Applicant to revise the General Plan (site plan) to show the minimum setback requirements of the R-1 district as applied to ownership Units 2-3, and the R-1B district as applied to the ownership of Unit 1, including a minimum side

yard setback of 14 feet for Units 2 and 3 as measured from the exterior boundaries of the condo plat.

6. Applicant to provide an archeological survey, from a certified professional, of the property for the presence of Native American mounds for submittal with the Detailed Implementation Plan.
7. Applicant to provide a permanent utility and access easement to the Village, at no cost, along the west lot line of the property to the Village's existing fire hydrant (H35). The detailed location and terms of the easement shall be included as part of the Detailed Implementation Plan.

Motion seconded by Brassington. Motion carries 6-0.

c. Discussion and possible action to make a recommendation to the Village Board regarding Condominium Plat and request from Jaeger Estates Condominium Association, Inc Jerry and Dawn Reiter for the property located at 6303 Jaeger Road, McFarland, WI

Bremer provided summary of the item and rationale related to the recommended postponement of the agenda item to avoid the potential need to revise the plat based on the completion of the detailed plan. Arndt stated their confidence to move forward for approval as they also have a timeline with the parties they are working with. Bremer indicating the risk of potentially having to revise the condo plat based on the work of detailed plan is borne by the applicant and not a risk to the Village. Clow concurred.

Clow motioned to recommend approval to the Village Board regarding Condominium Plat and request from Jaeger Estates Condominium Association, Inc Jerry and Dawn Reiter for the property located at 6303 Jaeger Road, McFarland, WI. Motioned seconded by Conrad. Motion carries 6-0.

d. Discussion and possible action on an extension of a conditional use permit for Kwik Trip located at 4015 Terminal Drive.

Bremer provided summary for the agenda item which included the procedures for requesting extensions of previously approved conditional use permits. Bremer answered commission member’s questions related to the timeline, expected construction of the project, and potential future additional one-year extensions.

Clow motioned to approve a one-year extension of a conditional use permit requested by Kwik Trip to construct a 24-hour per day gasoline station and convenience store located at 4015 Terminal Drive, including all prior conditions of approval from the December 20, 2021, Plan Commission meeting. Seconded by Pakes, Motion carries 6-0.

e. Discussion and possible action to approve Plan Commission Resolution No. 2022-31, a resolution to amend the Planned Development Infill District Detailed Plan for Atwater Phase II, 4719 Farwell Street, McFarland.

Bremer provided a background summary of the request and the details related to the site's changes. Bremer indicated the patio space change, fire department connection, landscaping changes, and design. The Commission discussed the fire department connection and the grading as indicated in the applicant's submittal.

Clow motioned to approve Plan Commission Resolution No. 2022-21, a resolution to amend the Planned Development Infill District Detailed for Atwater Phase II at 4719 Farwell Street, McFarland, Wisconsin as submitted. Peters seconded the motion. Motion carried 6-0.

f. Discussion and possible recommendation to the Village Board regarding updates to Community Development Department permit and impact fees for 2023.

Bremer provided summary of the agenda item from the staff report which included history of the Village's 2020 Public Facilities Needs Assessment for Parks, past annual fee updates to park impact feesand rationale for the proposed park impact fees and building permit fee increases identified in the packet. Bremer noted that the Village has been annually updating the park impact fees based on the results of the needs assessment as prior to 2020 the fees had not been updated since the 2004 needs assessment. Bremer also noted that with few exceptions the Village's building permit fees had not been updated in many years and that the fees for the Village's contracted building inspector will be increasing in 2023 under the new contract approved by the Village Board. Clow concurred with the suggested rationale of reviewing fees annually for smaller adjustments rather than going decades without fee adjustment that result in larger increases.

Clow motioned to recommend approval to the Village Board updates to park impact fees and building permit fees as provided in the packet, with changes to park impact fees contingent on final inflation adjustments by the Community Development Director based on the Department of Labor final index total for December 2022, per Sec. 8-464(e). Motion seconded by Peters. Motion carried 6-0.

6. SCHEDULE NEXT MEETING DATE.

a. Wednesday, January 11, 2023 – Joint meeting with Community Development Authority at 7:00 PM
b. Tuesday, January 17, 2023 at 7:00 PM

7. ADJOURNMENT.

Brassington motioned to adjourn, Pakes seconded the motion. Motion carried 6-0. Meeting adjourned at 8:25 PM.