

Tuesday, May 16, 2023

7:00 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/81726729769>

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

Webinar ID: 817 2672 9769

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 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 Commission 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 Commission 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 Commission for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to community.development@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 April 18, 2023 Plan Commission meeting.
- b. Motion to approve the minutes of the April 18, 2023 joint CDA and Plan Commission meeting.

4. BUSINESS.

- a. Discussion and possible action for a Conditional Use Permit requested by Chosen Few Gym, LLC for a fitness center at 4125 Terminal Drive, Suite 110.
- b. Discussion and possible action on a Site/Design Review application from Flint Hills Resources Pine Bend, LLC, for the addition of a fire pump building located at 4405 Terminal Drive.
- c. Discussion and possible action to make a recommendation to the Village Board to issue a Request for Proposals for Land Use Planning for Redevelopment Districts 1 & 2.
- d. Discussion regarding updates to the Village's Zoning Code related to accessory uses and structures.

5. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, June 20, 2023 at 7:00PM

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.

Plan Commission Minutes April 18, 2023, at 7:00 P.M.

Members Present: Carolyn Clow, Stephanie Brassington, Peter Bloechl-Anderson, Chris Reynolds, Austen Conrad

Members Absent: Scott Peters

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 March 21, 2023, Plan Commission meeting.

Clow moved to approve the minutes of the March 21, 2023, Plan Commission meeting. Conrad seconded the motion. Motion carried 5-0.

4. PUBLIC HEARINGS.

- a. Public hearing for a Conditional Use Permit requested by Chosen Few Gym, LLC for a fitness center at 4125 Terminal Drive, Suite 110.

The applicant is proposing to relocate from 4700 McFarland Court to 4125 Terminal Drive due to their existing lease not being renewed by the new property owner. Thao provided summary on the agenda item, highlighting the proposed use, the existing tenants and site parking, and the operating hours of the applicant. The applicant was present remotely.

Clow opened the public hearing at 7:16 PM. No comments were received during this time. Clow closed the public hearing at 7:17 PM.

5. BUSINESS

- a. Discussion and possible action regarding a Certified Survey Map requested by Mike Larson for the purpose of a lot division at 4607 Yahara Drive for planned construction of two new single-family homes.

No additional information from Staff related to the item was added since the March public hearing.

Clow motioned to approve the request on a Certified Survey Map requested by Mike Larson for the purpose of a lot division at 4607 Yahara Drive for planned construction of two new single-family homes with the following conditions of approval:

1. Applicant to revise the CSM to include a note “Garage to be Removed” and the existing garage shall be razed with the existing home.
2. Applicant to revise the CSM to include a note indicating “the minimum unprotected building foundation opening elevation shall be at least two feet above the Base Flood Elevation.”
3. Owners of Lots 1 and 2 are responsible for the replacement of any trees within the adjacent right-of-way removed as a result of the new home construction in accordance with the requirements of the Village Forester and Chapter 59 of the Municipal Code of Ordinance.
4. At the time of the submittal of a building permit for new single family homes, the owners of Lot 1 & 2 of the CSM shall pay all applicable impact fees at the then current rates for a single family home with the noted exception that the owners shall given a 50% credit for the Park-Land Impact Fee in Lieu of Dedication, Park Improvement Impact Fee and Library Impact.

Motion seconded by Brassington. Motion carried 5-0.

6. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, April 18, 2023 at 7:30PM, Joint Community Development Authority Meeting.
- b. Tuesday, May 16, 2023at 7:00PM, Regular Plan Commission Meeting.

7. ADJOURNMENT.

Brassington motioned to adjourn, Bloechl-Anderson seconded the motion. Motion carried 5-0. Meeting adjourned at 7:23 PM.

Joint Community Development Authority and Plan Commission Minutes April 18, 2023

CDA Members Present: Stephanie Brassington, TJ Jerke, Ken Brost, Kristen Ellis, Dan Kolk, Anthony Hennes,

CDA Members Absent: Benjamin Tanko

PC Members Present: Carolyn Clow, Stephanie Brassington, Peter Bloechl-Anderson. Chris Reynolds, Austen Conrad

PC Members Absent: Scott Peters

Staff Present: Andrew Bremer, Kong Thao

1. CALL TO ORDER

Clow called the meeting to order at 7:31 PM.

2. PUBLIC APPEARANCES.

None.

3. BUSINESS.

- a. Presentation by MSA Professional Services and Redevelopment Resources and discussion regarding the 2023 McFarland Economic Strategic Plan, McFarland Housing Assessment Study and McFarland East Side Plan.

Kristen Fish-Peterson, from Redevelopment Resources, provided a summary on the McFarland Economic Strategic Plan. Fish-Peterson's summary included topics on market gaps in McFarland, recommended opportunities for growth, discussion on suitable retail and commercial to McFarland's profile. Jason Valerius, MSA, provided an overview of the Housing Assessment Study which addressed housing trends, housing market, vacancies, and renter and owner distribution. Steve Tremlett, MSA Project Manager, provided an overview of the McFarland East Side Plan, proposed future land use, and a summary of the comments received from the Public Hearing for this agenda item at the March 21, 2023 Plan Commission Meeting. The Plan Commission and CDA discussed potential final revisions to the East Side Plan including revising Policy 1.1, Chapter 2 to encourage every development to provide a unit mix that supports varying household sizes, replacing the terms "less than" with "up to" in Chapter 4 LDR and MDR Policy 2, and adding a summary table of the implementation strategies within the plan organized by timeframe and then topic.

- b. Discussion and possible action to make a recommendation to the Village Board to accept the McFarland Economic Strategic Plan

Clow motioned to recommend approval to the Village Board to accept the McFarland Economic Strategic Plan. Brassington seconded the motion. Motion carried 10-0.

- c. Discussion and possible action to make a recommendation to the Village Board to accept the McFarland Housing Needs Assessment Study.

Clow motioned to recommend approval to the Village Board to accept the McFarland Housing Needs Assessment Study. Brassington seconded the motion. Motioned carried 10-0.

- d. Discussion and possible action to approve PC/CDA Resolution 2023-01, A Resolution Recommending Approval of Village Ordinance 2023-03 Amending the Village of McFarland Comprehensive Plan to Adopt and Incorporate the 2023 East Side Plan.

Clow motioned to approve PC/CDA Resolution 2023-01, A Resolution Recommending Approval of Village Ordinance 2023-03 Amending the Village of McFarland Comprehensive Plan to Adopt and Incorporate the 2023 East Side Plan. Brassington seconded the motion. Motioned carried 10-0.

- e. Discussion and possible action to make a recommendation to the Village Board to issue a Request for Proposal for Land Use Planning for Redevelopments Districts 1 & 2.

Clow motioned to postpone the agenda item to the next Plan Commission and CDA meeting. Brost seconded the motion. Motion carried 10-0.

4. SCHEDULE NEXT MEETING DATE.

- a. Community Development Authority, Wednesday, May 10th, 2023 at 7:00PM.
- b. Plan Commission, Tuesday, May 16th, 2023 at 7:00PM.

5. ADJOURNMENT.

Brost motioned to adjourn meeting. Yerke seconded the motion. Motion carried 10-0. Meeting adjourned at 9:26 PM.

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, May 16, 2023

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and possible action for a Conditional Use Permit requested by Chosen Few Gym, LLC for a fitness center at 4125 Terminal Drive, Suite 110.

PREVIOUS ACTION:

April 18, 2023 - Public Hearing for this item held at a regular scheduled Plan Commission meeting

ISSUE SUMMARY:

Joshua Sterry, owner of Chosen Few Gym LLC (Gym), is requesting a conditional use permit for a fitness center at 4125 Terminal Drive, Suite 110. The Gym was previously located at 4700 McFarland Court for over 10 years. The Gym provides mixed martial arts instructional training for many disciplines, such as Brazilian Jiu-Jitsu, Muay Thai, wrestling and boxing. The Gym includes 30-40 members, comprised of a mix of youths and adults, with 3-4 part-time employees/instructional staff. The hours of operation are 4:30 PM - 8:30 PM on weekdays and 11:00 AM - 2:00 PM on Saturdays. Peak hours are typically between 5:30 PM - 7:00 PM during the weekdays. The Gym plans for interior improvements include painting, carpet replacement and buffing/waxing floors to accommodate their equipment and staff. The improvements also include a new toilet and shower connected to the existing water supply and drain. There are no planned improvements to the exterior. Fitness centers are classified under NAICS code 713940.

EXISTING PROPERTY

The property is 3.34 acres and zoned C-H Commercial Highway. The property includes two multi-tenant commercial buildings, built in 2000. The commercial building to the west, adjacent to Terminal Drive, is 4123 Terminal Drive. This building is approximately 17,000 SF and can include up to three commercial tenants. The current tenants include Badger Acoustics, Inc., Elite Specialty Automotive, and The Shop Screen Printing. All tenants within this commercial building have operating hours ranging between 7:00 AM - 5:00 PM. The commercial building to the east facing US HWY 151, and the proposed location for the Gym, is approximately 25,000 SF and can include up to four tenants. The current tenants include Miracle Method and Advance Building Corporation, with operating hours ranging between 8:00 AM and 4:30 PM. None of the current tenants hold weekend hours. A fourth unit is used as storage by the property owner.

Parking for 4123 Terminal Drive is situated along the building's south-facing wall and includes 31 off-street parking stalls and 2 ADA stalls. Parking for 4125 Terminal Drive is adjacent to US



HWY 151 and includes 44 off-street parking stalls and 2 ADA stalls. The rear of both buildings include overhead doors appropriate for loading. Additionally, there are 6 designated parking spaces along the central north lot line, adjacent to 4117 Terminal Drive and 4121 Terminal Drive and two parallel spaces along the lot's peninsula. In total, the lot includes 83 off-street parking stalls and 4 ADA parking stalls.

The properties to the north include 4121 Terminal Drive and 4117 Terminal Drive. The multi-tenant commercial building at 4121 Terminal Drive accommodates two tenants. The property at 4117 Terminal Drive operates as a propane manufacturer/distributor. Both properties are zoned M-IC Manufactured Intensive Commercial. Adjacent to the south are three C-H Commercial Highway zoned properties. They are: 4215 Terminal Drive, a semi-truck fueling station; 4760 McFarland Court, a commercial office; and 4772-4788 McFarland Court, a truck and shipping business.

CONDITIONAL USE PERMIT REVIEW

The packet includes the Applicant's responses to Sec. 62-111, Conditional Use Standards. 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 applicant's responses to Sec. 62-111 are adequate. Additional staff comment regarding the applicant's responses is provided for Sec. 62-111(f) below:

- Sec 62-111(f) - Sec. 62-172(j) of the Village Code provides requirements for off-street parking spaces. Fitness centers are not a use specifically identified within the table of land uses. Staff applied the general commercial parking requirement for retail establishments not listed. This identifies 4 spaces/1000 sq. ft. gross floor area for centers 25,000 to 400,000 sq. ft. The 4125 Terminal Drive building is approximately 25,000 SF, which sets the requirement at 100 off-street parking spaces. The site plan for 4125 Terminal Drive was previously approved in 1995 with the 44 off-street parking stalls and 2 ADA stalls. Staff's onsite inspection of the property's existing parking lot shows minimal occupancy following working business hours from existing tenants. The applicant's operating hours do not significantly overlap the other tenants' operating hours, which should aid in providing sufficient off-street parking for all tenants and their customers. Therefore, staff does not recommend requiring additional off-street parking as may be considered



under Sec. 62-114 for conditional use permits.

STAFF COMMENTS

No other comments or concerns were received from the Village Engineer, Public Works Director, Fire Chief, and Police Chief.

PUBLIC COMMENTS

The Department did not receive any written comments or concerns prior to the publication of this packet.

FINANCIAL/BUDGET IMPACT:

The applicant will incur all costs associated with this request.

VILLAGE PLAN REFERENCE:

Terminal and Triangle District Plan, 2005 - The property is located within the Beltline-Oriented Commercial Subdistrict. The subdistrict is intended to function as a commercial center, serving an emerging regional job center given its proximity to the Beltline. Recommended uses in this area should focus on services that do not compete with interior parts of the Village. The proposed use will be occupation of an existing multi-commercial building, a building which supports commercial businesses and office spaces.

Comprehensive Plan, 2017. Map 6 of the Future Land Use identifies the property as Highway and General Commercial. The general description of land uses allowed state the following: *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.*

ORDINANCE REFERENCE:

Sec. 62-111. - Conditional Use Standards

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion, second, to approve a Conditional Use Permit requested by Chosen Few Gym, LLC for a fitness center at 4125 Terminal Drive, Suite 110.

ATTACHMENTS:

1. 4125 Terminal Drive_Chosen Few Gym CUP App_03.07.23
2. 4123-4125 Terminal Drive - Chosen Few Gym CUP 4.10.2023
3. 4125 McFarland Ct Chosen Few Gym CUP_FRD Ltr_04.11.2023
4. Map_5_-_Beltline-Oriented_Commercial_Subdistrict_TTD Plan
5. McFarland Comprehensive Plan_Map 6_Future Land Use



Plan Commission Application – 2023

~Application must be completed in full~

Applicant - Owner		Applicant's Agent	
		Name	
Address		Address	
Email		Email	
Phone #		Phone #	
Fax #		Fax #	

Parcel No(s). _____ **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	\$425+F	☐ Annexation	At cost
☐ Preliminary Plat (reapplication)	\$500+BF	☐ Rezoning (map)	\$475+F	☐ Dev. Agreement Including Addendums	\$400 F
☐ Certified Survey Map	\$300+FG	☐ Zoning Amendment (text)	\$475 +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)

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 2023 Schedule

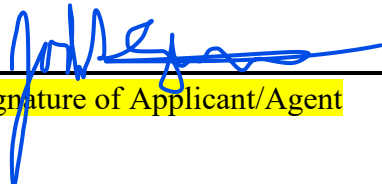
The Village of McFarland Plan Commission normally conducts meetings on the third Tuesday of each month, unless otherwise noted below at 7:00 p.m. at the McFarland Municipal Center in the Community Room. To ensure adequate time for staff review, and publication of legal notices; potential agenda item materials are required to be submitted per the schedule listed below.

<u>*Submittal Deadline Noon on:</u>	<u>For Scheduled 2023 Meeting date of:</u>
December 6 (2023)-----	January 17
January 10 -----	February 21
February 7 -----	March 21
March 7 -----	April 18
April 4-----	May 16
May 9-----	June 20
June 6-----	July 18
July 5 -----	August 15
August 8 -----	September 19
September 5 -----	October 17
October 10-----	November 21
November 7 -----	December 19 (Pending)
December 5-----	January 16, 2024 (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 
Signature of Applicant/Agent

03/06/2023
Date

Applicant - Owner	Chosen Few Gym LLC, Joshua Sterry	Applicant's Agent	
Address	4700 McFarland Ct, McFarland WI 53558	Address	
Email	Joshuasterry@yahoo.com	Email	
Phone #	608-358-2525	Phone #	
Fax #		Fax #	
Project Site Address	4125 Terminal Drive, McFarland WI 53558	Parcel No.	071027388600

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.

Village of McFarland Community & Economic Development

Chosen Few Gym is a Mixed Martial Arts gym that has been established at our current location in McFarland for over 10 years. We unfortunately were recently notified that our landlord was going to be selling and not renewing our lease with only 30 days' notice. In an effort to keep our roots in the McFarland community we are applying for a conditional use permit at 4125 Terminal Drive #110 so that we can attempt to continue with our business as usual with minimal delay. Chosen Few gym provides mixed martial arts training to both youth and adults. For those not familiar with Martial arts we offer many different disciplines including Brazilian Jiu-Jitsu, Muay Thai, wrestling and boxing. We have sustained approximately 30-40 members for the past 10 years with 3-4 part time employees who have helped run our classes. Our normal hours of operation are from 4:30p to 8:30p on the weekdays and 11a-2p on Saturdays, with peak hours of operations being 5:30p-7:30P.

Conditional Use Standards Sec. 62-111

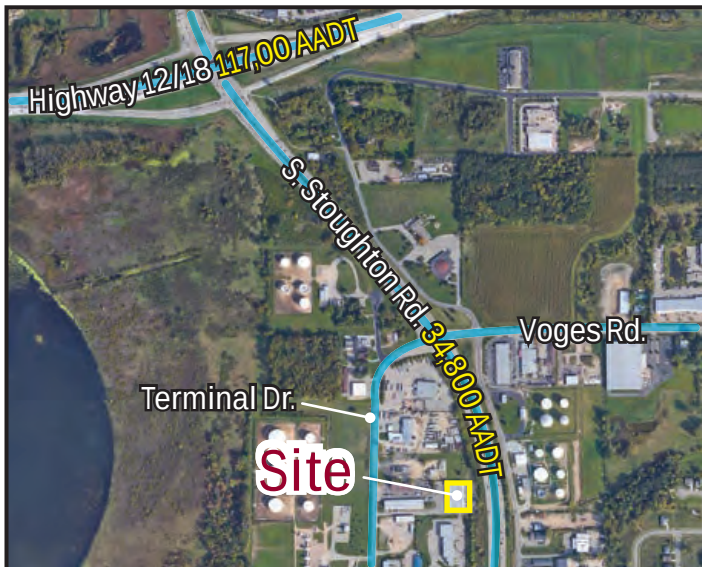
- a. The establishment we are applying for has been established for over 10 years. We will not be performing any maintenance or operations that would be detrimental to the public health or environment in any way. We have had no prior zoning violations, building violations, or police violations at our current location.
- b. Our business will not have any effect on any businesses within the community that are already permitted. We are of no competition in the area as we offer unique Mixed Martial Arts Training. The vast majority of our working hours are after the majority of the surrounding businesses are closed. Our classes and business are ran inside the building; rarely are any the activities preformed outdoors. Noise and music played inside the gym is and will continued to be closely monitored by the owners and coaches as to not affect the surrounding businesses. In 10 years of operation we have never had a noise complaint from neighboring businesses.
- c. Chosen few Gym will only be conducting classes within the facility address requested. No interruption would occur for anyone within the district.
- d. Chosen Few Gym plans on general interior maintenance; including painting, buffing/waxing floors, replacing carpet, and cleaning the interior and exterior of the rental property. We also plan on replacing a toilet with a shower where there is already an existing water supply and drain.
- e. Chosen Few Gym does not utilize and large commercial vehicles or have regular scheduled deliveries that would impede ingress or egress at this location.
- f. Chosen Few Gym will conform to all applicable regulations within our district.
- g. The rental property is not within a FEMA designated floodplain and Chosen Few Gym will not add any new impervious surfaces to the property.
- h. Chosen few Gym will conform to any and all municipal codes, laws and regulation.
- i. There will be no construction or improvements made to this existing property.
- j.

- 1) Chosen Few gym will continue to provide a safe and controlled environment for the public to train and learn the mixed martial arts disciplines.
- 2) There is no construction or outside alterations that would affect the control of water pollution.
- 3) Our move to this facility will not affect any drainage features to an already existing structure.
- 4) No construction is being performed at this location that would affect the flood ways or floodplain.
- 5) There will be no construction being performed at this location that would affect erosion.
- 6) This is an existing structure with no new construction being performed that would affect any existing or future roads.
- 7) Not Applicable
- 8) Chosen Few offers Mixed Martial arts training and is not like any other businesses adjacent to us. The two other businesses are construction related businesses. One being Advanced building Corporation and the other being Miracle method surface refinishing. The unit that is directly next to us is used strictly as storage by the landlord.
- 9) The current building owner/landlord has a disposal system already in place and we do not anticipate any additional added liquid waste out of the normal businesses.

Industrial Space for Lease

4125 Terminal Dr., Suite 105, McFarland, WI

LEE & ASSOCIATES
COMMERCIAL REAL ESTATE SERVICES



Suite #105 Details

- 3,420 sq. ft. available
 - 1,750 sq. ft. of showroom/office space
 - 1,670 sq. ft. of warehouse space
- 12'x14' overhead door
- 3 phase, 200 amp, 200 volt electrical service
- Fully sprinklered
- 4/1000 parking ratio
- Radiant heat
- MFG zoning

Lease Rate: \$6.50/Sq. Ft. (NNN)

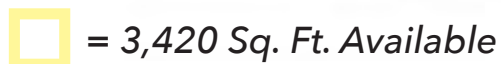


800 W. Broadway, Suite 500 | Madison, WI 53713
608-327-4000 | lee-associates.com/madison

For more information on this property, please contact:

Blake George
Direct: (608) 327-4005
Cell: (608) 209-9990
bgeorge@lee-associates.com

4125 Terminal Dr., Suite 105, McFarland, WI



Industrial Space for Lease

4125 Terminal Dr., Suite 105, McFarland, WI



Interior Photos



800 W. Broadway, Suite 500 | Madison, WI 53713
608-327-4000 | lee-associates.com/madison

For more information on this
property, please contact:

Blake George
Direct: (608) 327-4005
Cell: (608) 209-9990
bgeorge@lee-associates.com

DISCLOSURE TO NON-RESIDENTIAL CUSTOMERS

1 Prior to negotiating on your behalf the brokerage firm, or an agent associated with the firm, must provide you the
2 following disclosure statement:

3 **DISCLOSURE TO CUSTOMERS** You are a customer of the brokerage firm (hereinafter Firm). The Firm is either an agent
4 of another party in the transaction or a subagent of another firm that is the agent of another party in the transaction. A
5 broker or a salesperson acting on behalf of the Firm may provide brokerage services to you. Whenever the Firm is
6 providing brokerage services to you, the Firm and its brokers and salespersons (hereinafter Agents) owe you, the
7 customer, the following duties:

8 (a) The duty to provide brokerage services to you fairly and honestly.

9 (b) The duty to exercise reasonable skill and care in providing brokerage services to you.

10 (c) The duty to provide you with accurate information about market conditions within a reasonable time if you request
11 it, unless disclosure of the information is prohibited by law.

12 (d) The duty to disclose to you in writing certain Material Adverse Facts about a property, unless disclosure of the
13 information is prohibited by law (see lines 42-51).

14 (e) The duty to protect your confidentiality. Unless the law requires it, the Firm and its Agents will not disclose your
15 confidential information or the confidential information of other parties (see lines 23-41).

16 (f) The duty to safeguard trust funds and other property held by the Firm or its Agents.

17 (g) The duty, when negotiating, to present contract proposals in an objective and unbiased manner and disclose the
18 advantages and disadvantages of the proposals.

19 Please review this information carefully. An Agent of the Firm can answer your questions about brokerage services,
20 but if you need legal advice, tax advice, or a professional home inspection, contact an attorney, tax advisor, or home
21 inspector. This disclosure is required by section 452.135 of the Wisconsin statutes and is for information only. It is a
22 plain-language summary of the duties owed to a customer under section 452.133(1) of the Wisconsin statutes.

23 **CONFIDENTIALITY NOTICE TO CUSTOMERS** The Firm and its Agents will keep confidential any information given to the
24 Firm or its Agents in confidence, or any information obtained by the Firm and its Agents that a reasonable person
25 would want to be kept confidential, unless the information must be disclosed by law or you authorize the Firm to
26 disclose particular information. The Firm and its Agents shall continue to keep the information confidential after the
27 Firm is no longer providing brokerage services to you.

28 The following information is required to be disclosed by law:

29 1. Material Adverse Facts, as defined in Wis. Stat. § 452.01(5g) (see lines 42-51).

30 2. Any facts known by the Firm or its Agents that contradict any information included in a written inspection
31 report on the property or real estate that is the subject of the transaction.

32 To ensure that the Firm and its Agents are aware of what specific information you consider confidential, you may
33 list that information below (see lines 35-41) or provide that information to the Firm or its Agents by other means. At a
34 later time, you may also provide the Firm or its Agents with other information you consider to be confidential.

35 **CONFIDENTIAL INFORMATION:** _____

36 _____

37 _____

38 **NON-CONFIDENTIAL INFORMATION** (the following information may be disclosed by the Firm and its Agents): _____

39 _____

40 _____

41 _____ (Insert information you authorize to be disclosed, such as financial qualification information.)

42 **DEFINITION OF MATERIAL ADVERSE FACTS**

43 A "Material Adverse Fact" is defined in Wis. Stat. § 452.01(5g) as an Adverse Fact that a party indicates is of such
44 significance, or that is generally recognized by a competent licensee as being of such significance to a reasonable
45 party, that it affects or would affect the party's decision to enter into a contract or agreement concerning a transaction
46 or affects or would affect the party's decision about the terms of such a contract or agreement.

47 An "Adverse Fact" is defined in Wis. Stat. § 452.01(1e) as a condition or occurrence that a competent licensee
48 generally recognizes will significantly and adversely affect the value of the property, significantly reduce the structural
49 integrity of improvements to real estate, or present a significant health risk to occupants of the property; or information
50 that indicates that a party to a transaction is not able to or does not intend to meet his or her obligations under a
51 contract or agreement made concerning the transaction.

52 **NOTICE ABOUT SEX OFFENDER REGISTRY** You may obtain information about the sex offender registry and persons
53 registered with the registry by contacting the Wisconsin Department of Corrections on the Internet at
54 <http://www.doc.wi.gov> or by telephone at 608-240-5830.

No representation is made as to the legal validity of any provision or the adequacy of any provision in any specific transaction.
Copyright © 2016 by Wisconsin REALTORS® Association Drafted by Attorney Debra Peterson Conrad

4123-4125 Terminal Drive



April 10, 2023

Road Names

 Parcels

0 62.5 125 250 Feet



April 11, 2023

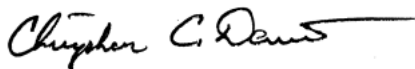
Re: 4125 McFarland Court, Chosen Few Gym, LLC, Conditional Use Permit

We reviewed the application from Joshua Sterry requesting a conditional use permit for Chosen Few Gym, LLC. The application requested the usage of 4125 McFarland Court to be utilized as a Mixed Martial Arts Business.

- Based on 2015 International Building Code (IBC) 303.4 the usage would be consistent with an Assembly Group A-3.
- The submitted information indicated the proposed space is 3,420 square feet.
- The building is fully sprinkled with a fire suppression sprinkler system.
- Based section 1004 of the 2015 IBC the occupant load would be below the threshold of providing additional building features and services.

Based on the information above the Fire & Rescue Department has determined that the proposed usage is acceptable without additional requirements.

Sincerely,

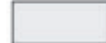


Christopher C. Dennis, EFO
Fire & Rescue Chief
Village of McFarland

Map 5: Beltline-Oriented Commercial Subdistrict

Terminal & Triangle District Plan
Village of McFarland, Wisconsin

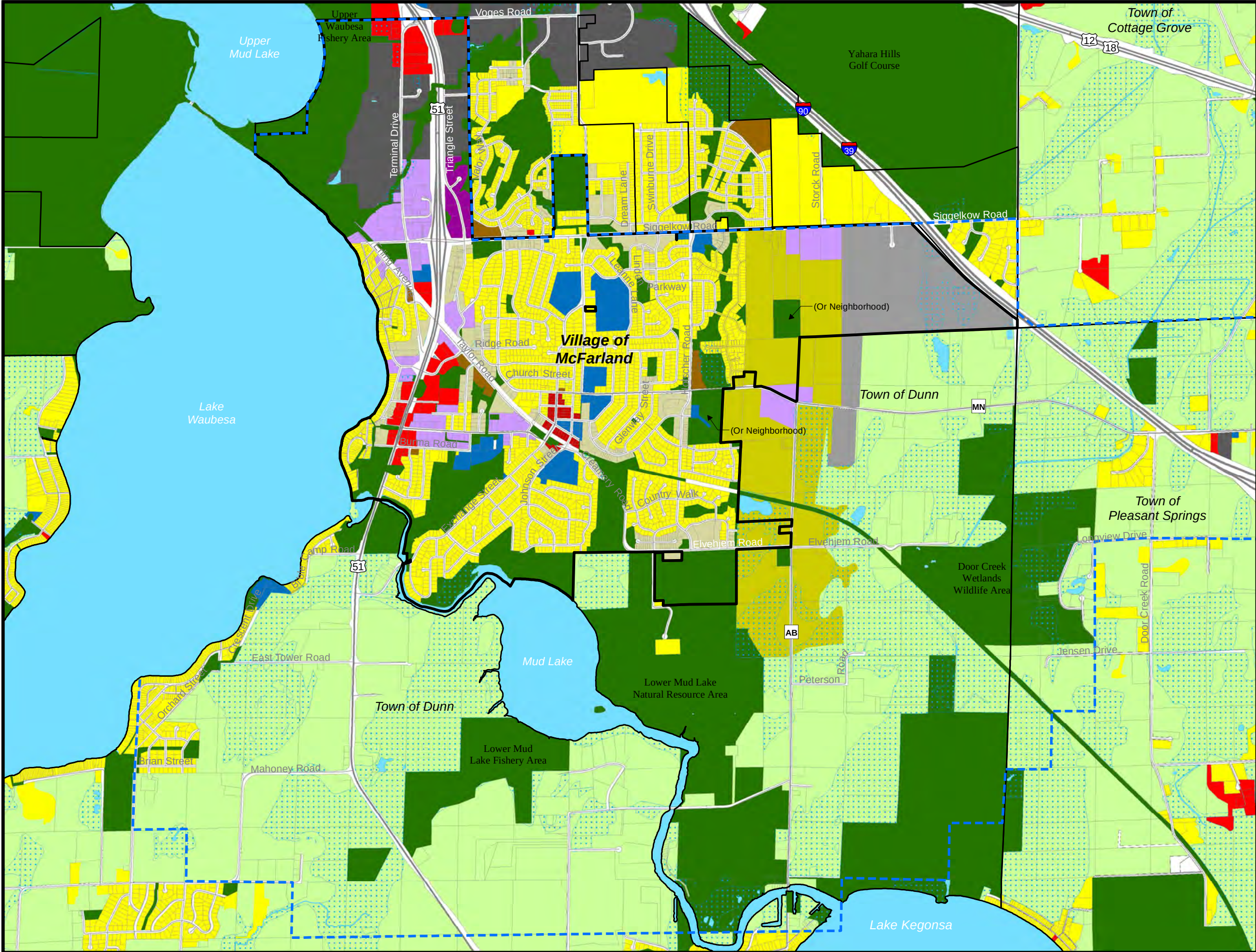
Legend

-  Commercial - Retail, service or office
-  Hotel
-  Medical Clinic/Corporate Office
-  Parking
-  Existing Buildings
-  Existing trees
-  Proposed trees



Created: 5.02.05

Vandewalle & Associates
© 2005



MAP 6

FUTURE LAND USE



COMPREHENSIVE PLAN

Legend

Future Land Use

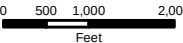
- Single Family Residential
- Two Family and Townhouse Residential
- Multiple Family Residential
- Neighborhood
- Downtown
- Highway and General Commercial
- Commercial Park
- Industrial
- Mixed Use/Flex Commercial
- Institutional and Governmental
- Public Lands, Recreation, and Environmental Corridor
- DNR Wetlands and Potential Wetland Indicators over Undeveloped Lands
- Agricultural Preservation
- Urban Reserve
- Water
- Rights-of-Way

--- Village of McFarland Extraterritorial Jurisdiction Boundary

▣ Village of McFarland Limits (8/18)

▣ Other Municipal Limits (2018)

Shapes on this map represent the Village's vision for future land use within the Village and its extraterritorial jurisdiction. For such lands, this map is not intended to represent existing land use or zoning, or to compel property owners to change the use of their land. For example, owners of agricultural or other rural land may maintain their current land use. Actual boundaries between different future use categories and implementing zoning districts may vary somewhat from representations on this map. This map also identifies the City's Marsh Road Neighborhood Plan west of the Interstate and north of Siggekow Road, and existing land use elsewhere beyond the Village's extraterritorial jurisdiction.



Date: May 2019

Data Sources: Village of McFarland, Dane County LIO, WDNR, and CARPC



McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, May 16, 2023

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and possible action on a Site/Design Review application from Flint Hills Resources Pine Bend, LLC, for the addition of a fire pump building located at 4405 Terminal Drive.

PREVIOUS ACTION:

ISSUE SUMMARY:

The Flint Hills Resources Pine Bend, LLC (FHR) is submitting a site design review application to upgrade its fire protection system at their McFarland Terminal location. The site plan includes the addition of a new 750 SF fire pump system building (50'x15') and eight new fire water mains. The new building will be located south of the southern driveway to the lot. The fire water mains will range between 4-inches to 10-inches in diameter, extending from the southwest corner east. The project will disturb approximately 1 acre of land throughout the property, adding approximately 2,000 SF of new impervious surface. The purpose of the fire pump building is to improve the on-site fire suppression capabilities of the business' operations.

EXISTING PROPERTY CONDITIONS

The property is 15.3 acres and is currently zoned M-IC Manufactured Intensive Commercial.

The property includes four existing buildings and eight above-ground cylindrical tank containers. The property includes an intermittent stream passing through from the northeast corner of the lot to the southwest corner. The property includes a security fence along the property's border, a bridge over the stream described and additional above-ground utility pipes.

There are two entrances to the property, one located near the southwest corner of the lot and the other near the northwest corner. There is an existing off-street parking lot for 13 vehicles near the northwest egress point.

Adjacent to the north is 4.3 acres of undeveloped land owned by the Village. This parcel of land is zoned C-H Commercial Highway and separates 4405 Terminal Drive from the existing businesses located at McFarland Court. Adjacent to the west along Terminal Drive are four companies all zoned M-IC. First to the northwest is Foundation Building Materials, a distributor of drywall, steel framing and construction supplies. Continuing south, is Lincoln Contractors Supply, a company specialized in construction equipment sales and rentals. South of this is an existing building with two cylindrical containers. This property is owned by Badger Pipeline Co. The last adjacent property to the southwest is another petroleum manufacturing site.

Adjacent to the south are four parcels, zoned PD Planned Development, totaling approximately 10.6 acres. Of the four lots, the east lots are under development. The central lot, and largest lot,



is approximately 5.3 acres. This lot includes a multi-family building and a privately owned property, historically used for the storage of vehicles. The last lot is located in the northwest corner, approximately 1 acre in size, and includes a fenced open space area for residents of the nearby multifamily building with a connecting boardwalk and pathway.

SITE DESIGN PERMIT REVIEW

The development request is subject to the site/design review requirements of Sec. 62-310. In addition, the property is subject to Sec. 62-73, Terminal and Triangle Design Overlay District (TTDO). The following are C&ED staff comments related to these Zoning Code provisions.

Sec. 62-310(e) - SITE DESIGN STANDARDS

- **Grading & Surfacing.** The plan submittal states no work within the bed or banks of the waterway will be conducted as part of this project. The applicant intends to restore all disturbed areas to maintain the original soil horizons. Applicant proposes to use a gravel driveway to the new building. The Terminal and Triangle District Plan, Section 6: Industrial Center Subdistrict, page 44, states *"pave all parking and loading areas with a dustless, all weather, hard surface like asphalt or concrete"*. Additionally, Sec. 62-172(h) of the Village Zoning Code requires off-street parking areas to have asphalt or concrete surfaces. Staff recommends the driveway be constructed with similar asphalt material to the existing connected driveway.
- **Landscaping.** The applicant's submittal includes intent to replace all grass/vegetation disturbed excluding areas of improvements. Replanting of vegetation is expected to be completed by September 2023. From Sec. 62-72 of the Village Zoning Code on Minimum Landscaping Points, Staff calculated 276 points required for the project. The calculation includes the replacement of the two medium deciduous trees scheduled to be removed as part of where the building's footprint will be located. The applicant has provided a landscaping plan which provides 320 total landscaping points, a surplus of 44 points. The plant species will include four medium and eight tall evergreens placed along the southwest entrance along Terminal Drive to the southwest corner of the lot.
- **Building Relationship.** The proposed new building will have a building footprint of 750 SF (15' x 50') and will stand at 13'-3". The selected placement for the new building maintains the existing contours of the surrounding area, while minimally affecting disturbances to adjacent properties and buildings. The proposed new building is located over 200 feet from the nearest existing structure. The building will be the first one located in the southwest quadrant west of the stream. The building's proposed setback from the lot line adjacent to Terminal Drive will be 46'-8". The orientation of the building will have its front face to the north of the property and its side, parallel with Terminal Drive. The colors and materials selected for the fire pump building adopt a similar color profile with the wall panels Hawaiian Blue and Polar White for its trim.
- **Lighting.** The applicant's submittal will utilize existing lighting on the property.
- **Utility service.** The applicant has indicated in Figure 2-2 of their submittal, the location of the eight water mains. This extends from the southwest corner of the property, crossing the stream, to the south of an existing structure.
- **Building Design.** The proposed building materials consist of metal siding in the same



Hawaiian Blue color as the other buildings on the property, including white trim. The selected materials and color are consistent with the existing buildings on the property.

However, existing buildings with street frontage also include a lower decorative masonry accent (Refer to pictures 1 and 2 in the packet). Sec. 62-310(e)(6)(e) for M-IC District, requires a minimum of 15 vertical feet of the front of all buildings shall be faced with nonmetallic or wood material extending across the full front of the building, and also extending a distance of not less than 20 feet on each side of the building. Staff recommends adding a similar decorative masonry design on the front wall of the new building plus the sides consistent with the existing street frontage buildings on the property.

Sec. 62-73. - Terminal and Triangle Design Overlay District (TTDO)

The packet includes a copy of the design guidelines for the Industrial Center Subdistrict of the Terminal & Triangle District Plan. The following are staff comments regarding those site and building design guidelines that have not been met, or might be partially met, with the proposed design submitted.

- **Site Design Guidelines**

- #7, Does the project provide bicycle parking? In Staff's opinion, this condition should be waived as the property is an enclosed industrial site, not suitable for public access and pedestrian activities.
- #18, Does the project include buildings which are at least two-stories in height? In Staff's opinion, this condition should be waived as the purpose of the fire pump building is not intended for office or public use. Additionally, the new building's height would be consistent with similar structures on the property.
- #23, Does the project provide overhangs for pedestrian shelter? In Staff's opinion, this condition should be waived. The property includes a security fence and gated entrypoints, not suitable for pedestrian use.
- #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? Staff calculated the floor area ratio, FAR at 0.1. Although the FAR is below the minimum requirement for Industrial use, staff recommend waiving this guideline as the property is a uniquely large industrial property that requires large open space/trenched areas.
- #25, Is a minimum of 50% of the front building wall 20' to 35' from the Terminal Drive or McFarland Street right-of-way? The proposed new building's footprint is located 46'-8" away from Terminal Drive. In Staff's opinion, this condition should be waived as the building lacks a true public entrance or use. While the front wall facing Terminal Drive exceeds the prescribed 20' to 35', the proposed setback is consistent with the existing primary office building on the property. The additional front yard space also provides more areas for the proposed landscaping which aid in screening the existing and proposed buildings from public view.

- **Building Design & Materials Guidelines**

- #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), Dry-vit, and glass? The proposed project uses a similar color profile for its existing buildings, Hawaiian Blue for its wall panels with white trim. However, existing buildings with street frontage also include a lower decorative masonry accent (Refer to pictures 1 and 2 in the packet). Staff recommends adding



a similar decorative masonry design on the front wall of the new building plus the sides consistent with the existing buildings on the property.

- #4, Does the project incorporate similar or architecturally harmonious materials for all exterior building walls and other building components visible from public streets? This guideline is partially met. See Staff comments on Building Design & Materials Guidelines #2.
- #6, Does the project encourage use of earth tone colors, such as gray, green, brown, burgundy, and tan? The selected colors for the new building are consistent with the existing buildings. Staff recommend this condition to be waived.
- Building Orientation Guidelines.
 - #2, Does the project have a minimum of 50% of the front wall to be at 20' to 35' from the street right-of-way? Staff recommends this conditioned be waived. Refer to comments under Site Design Guidelines #25.
- Lighting Guidelines.
 - There are no lighting changes proposed in the applicant's submittal. The guidelines outlined in this section would not be applicable.
- Parking Guidelines.
 - The proposed project does not include additional parking.
- Signage Guidelines
 - There is no additional signage being proposed as part of this project.

Per Sec. 62-73(c)(3), The Plan Commission may waive or alter any of the design guidelines in the Terminal and Triangle District Neighborhood Plan as they apply to a particular development project, but only if all of the following criteria are met:

- a. *Such a waiver or alteration is approved by at least a three-quarters vote of Commissioners in attendance.*
- b. *The waiver or alteration may be attributed to unique characteristics of the project or site rather than general characteristics applicable across various projects or the district.*
- c. *Supplemental design elements or improvements are incorporated into the project that compensate for the waiver or alteration of the particular guideline.*
- d. *The design guideline is not also an ordinance requirement included in this Chapter, in which case a variance would also be required under Section 62-366.*

STAFF COMMENTS

No other comments or concerns were received from the Village Engineer, Public Works Director, Fire Chief, and Police Chief.

PUBLIC COMMENTS

The Department did not receive any written comments or concerns prior to the publication of this packet.

**FINANCIAL/BUDGET IMPACT:**

The applicant will incur all costs associated with this request.

VILLAGE PLAN REFERENCE:

Terminal and Triangle Street District, 2005. The property is located within the Industrial Center Subdistrict. This subdistrict is intended to operate as a hub for industrial manufacturers.

Recommended uses in this area should include manufacturing, distribution, offices, and support uses. The applicant's submittal does not alter the existing use on the property.

Comprehensive Plan, 2017. Map 6 of the Future Land Use identifies the property as Industrial and Public Lands, Recreation, and Environmental Corridor. The Public Lands, Recreation and Environmental Corridor account for the existing intermittent stream on the property. The general description of land uses in areas mapped Industrial state the following: *Manufacturing, warehousing, distribution, office, storage, utility, and other compatible businesses and support uses (e.g., day care, health club, bank). May include screened outdoor storage, and more intensive uses than in other future land use categories. All uses served by public sewer and water systems.*

ORDINANCE REFERENCE:

Sec. 62-72 - Bulk Standard - Commercial Districts

Sec. 62-73 - Terminal and Triangle Design Overlay District (TTDO)

Sec. 62-310 - Site/Design Review

Appendix B - Landscaping Standards

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion, second, to approve the Site/Design Review application from Flint Hills Resources Pine Bend, LLC, for the addition of a fire pump building located at 4405 Terminal Drive, with the following conditions of approval:

1. The construction of the new driveway to the fire pump building shall use an asphalt surface consistent with the existing asphalt driveway.
2. The new building shall include decorative masonry materials along the full face of the building's front and side walls similar in height from the ground, materials, and colors with the design of similar finished street facing buildings on the property.

ATTACHMENTS:

1. 4405 Terminal Drive_Flint Hills_Site Design App_04.03.23
2. Appendix B-Industrial Center Subdistrict-Building and Site Design Checklist-Terminal and Triangle District Plan-09.08.2005 (5.11.2023)
3. 4405 Terminal Drive Photo (1) 5.11.2023
4. 4405 Terminal Drive Photo (2) 5.11.2023
5. 4405 Terminal Drive, Flint Hills - Fire & Rescue Site Design Review Letter 5.1.23
6. 4405 Terminal Drive, Flint Hills - Village Engineer Letter 5.10.2023
7. Map_2_-Planned_Land_Use_TTD Plan_2005
8. McFarland Comprehensive Plan_Map 6_Future Land Use





Plan Commission Application – 2023

~Application must be completed in full~

Applicant - Owner		Applicant's Agent	
		Name	
Address		Address	
Email		Email	
Phone #		Phone #	
Fax #		Fax #	

Parcel No(s). _____ **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	\$425+F	☐ Annexation	At cost
☐ Preliminary Plat (reapplication)	\$500+BF	☐ Rezoning (map)	\$475+F	☐ Dev. Agreement Including Addendums	\$400 F
☐ Certified Survey Map	\$300+FG	☐ Zoning Amendment (text)	\$475 +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)

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 2023 Schedule

The Village of McFarland Plan Commission normally conducts meetings on the third Tuesday of each month, unless otherwise noted below 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 2023 Meeting date of:

December 6 (2023)-----	January 17
January 10-----	February 21
February 7-----	March 21
March 7-----	April 18
April 4-----	May 16
May 9-----	June 20
June 6-----	July 18
July 5-----	August 15
August 8-----	September 19
September 5-----	October 17
October 10-----	November 21
November 7-----	December 19 (Pending)
December 5-----	January 16, 2024 (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

Signature of Applicant/Agent

Date

4/3/2023

Site and Design Plans

Check List

Date received: _____

Subject property address: 4405 Terminal Dr.
McFarland, WI 53558

Landowner's name: Flint Hills Resources Pine Bend LLC

Landowner's address: 4111 E. 37th St. North
Wichita, KS 67220

Landowner's phone/fax: (608) 509-7962

Landowner's email: Tim.Solberg@fhr.com

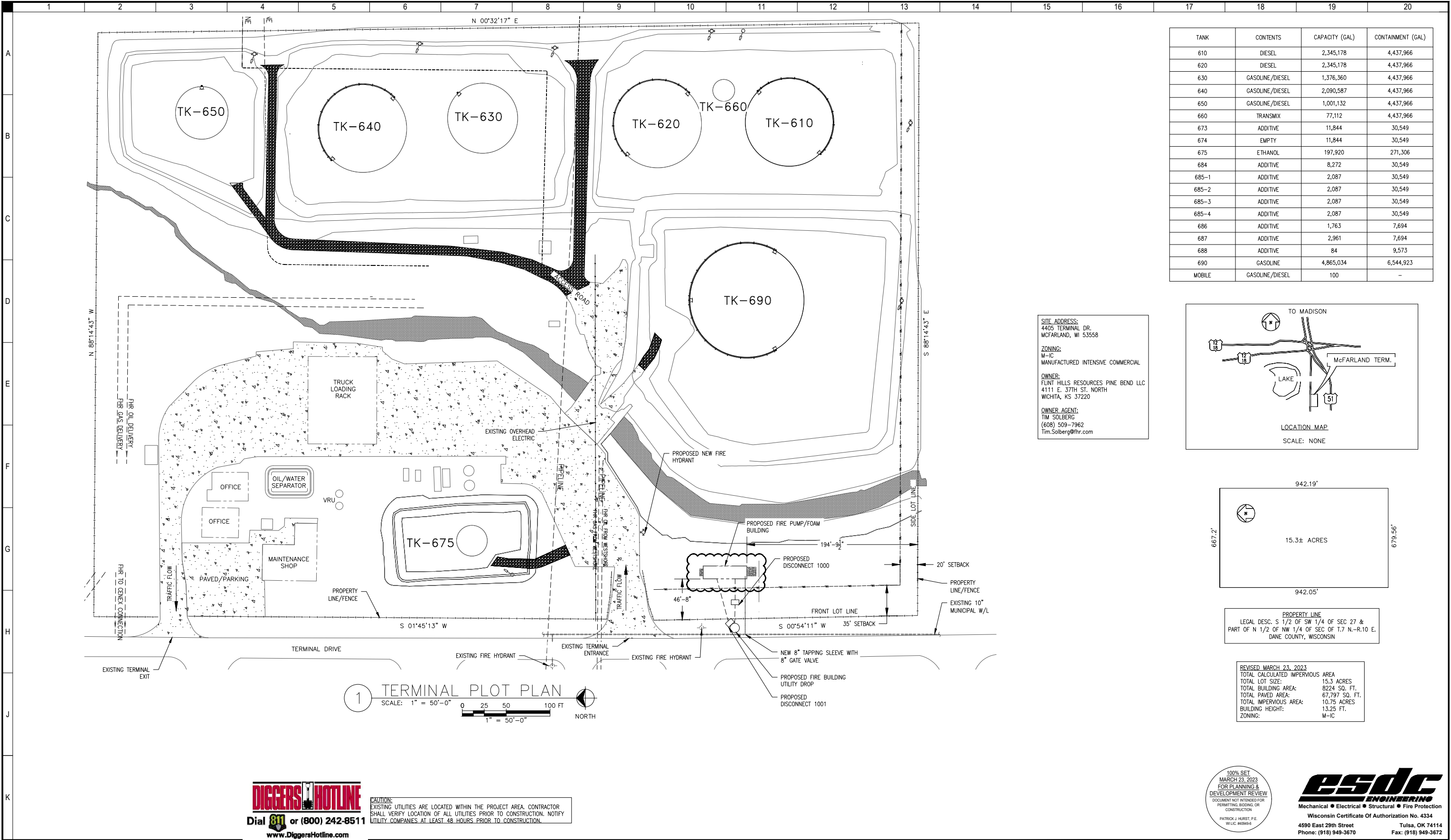
Agent's name:	Tim Solberg
Agent's address:	4405 Terminal Dr. McFarland, WI 53558
Agent's phone/fax:	(608) 509-7962
Agent's email:	Tim.Solberg@fhr.com

- 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.
- X E. Existing zoning MI-C Proposed rezoning yes X no
- X F. All property lines, and existing and proposed right-of-way lines with bearings and dimensions clearly labeled.
- X 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.
- N/A J. Existing and proposed site and building signage.
- X K. Color exterior façade elevations of all proposed buildings including descriptions of materials and colors.
- N/A 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.
- N/A O. The location and elevation of any wetlands or floodplains.

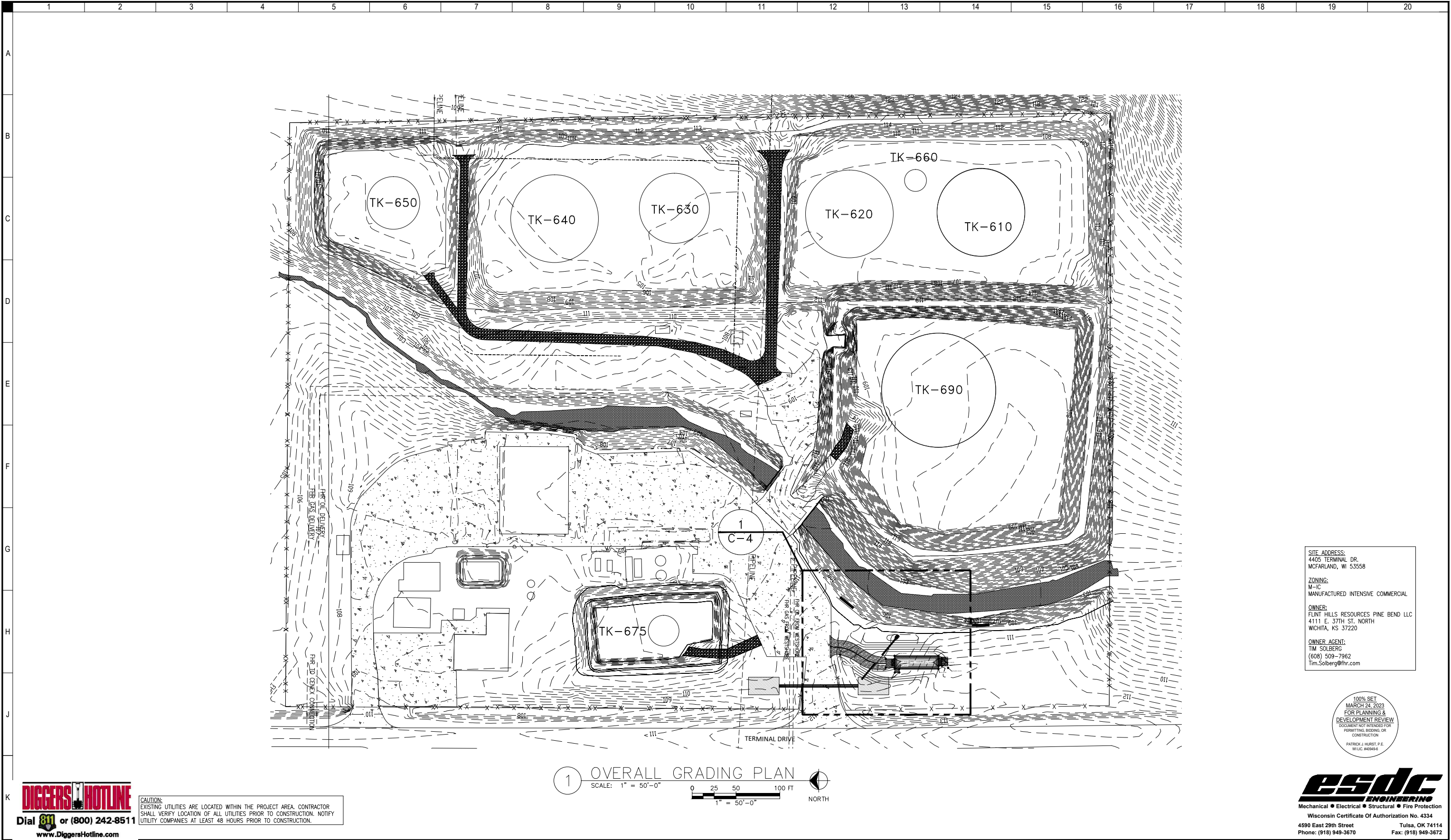
- X P. Grading Plan including existing & proposed topography shown at a contour interval of not more than two (2) ft.
- X Q. In the legend, data for the subject property:
- (1) Lot area 15.3 ACRES
 - (2) Building area 8,224 SQ. FT. (ALL BLDGS), 750 SQ. FT. (FOR THIS PROJECT)
 - (3) Paved area 67,797 SQ. FT.
 - (4) Total impervious area 10.75 ACRES
 - (5) Landscaping points provided and required for building foundations, gross floor area, street frontage, and paved area.
 - (5) Building height 13'-3"
 - (6) Existing zoning, proposed zoning MI-C, PROPOSED THE SAME
 - (7) Number of parking stalls provided and required. ZERO FOR THIS PROJECT
- N/A R. Landscaping Plans including proposed species, quantity and planting size. Refer to Appendix B of the Village's Zoning Code for more information.
- X S. Hydrant locations and Fire Department Connection.
- N/A 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.
- X V. Existing or proposed easements.
- X W. A legal description of the subject property.

General Comments: SOW for the project is to provide a new fire pump/foam equipment bulding
to serve new onsite fire hydrants and new tank foam/water fire suppression systems.

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.



MK	DATE	CURRENT REVISION	BY	CHK	REF#	MK	DATE	PREVIOUS REVISIONS	BY	CHK	REF#	NOTICE	DWG NO.	REFERENCE DRAWINGS	FLINT HILLS resources	MADISON WISCONSIN	CIVIL TERMINAL PLOT PLAN MADISON TERMINAL McFARLAND, WISCONSIN	DES. LBH	REF#	DATE 7/27/21	DWG. NO.	REV.
0	03/06/23	ISSUED FOR PLANNING AND DEVELOPMENT REVIEW	JMR	LBH	-	-	-	-	-	-	-	This drawing has not been published and is the sole property of FLINT HILLS RESOURCES, LP, Wichita, Kansas, and is lent to the borrower for his confidential use only, and in consideration of the loan of the drawing the borrower promises and agrees that it shall not be reproduced, copied, lent or otherwise disposed of directly or indirectly, nor used for any purpose other than for which it is specifically furnished.	-	-				CH. ALS	SCALE 1" = 50'-0"		C-2	0
MK	DATE	PREVIOUS REVISIONS	BY	CHK	REF#	-	-	-	-	-	-		-	-				AP. -	OLD DWG NO.			



SITE ADDRESS:
4405 TERMINAL DR.
MCFARLAND, WI 53558

ZONING:
M-IC
MANUFACTURED INTENSIVE COMMERCIAL

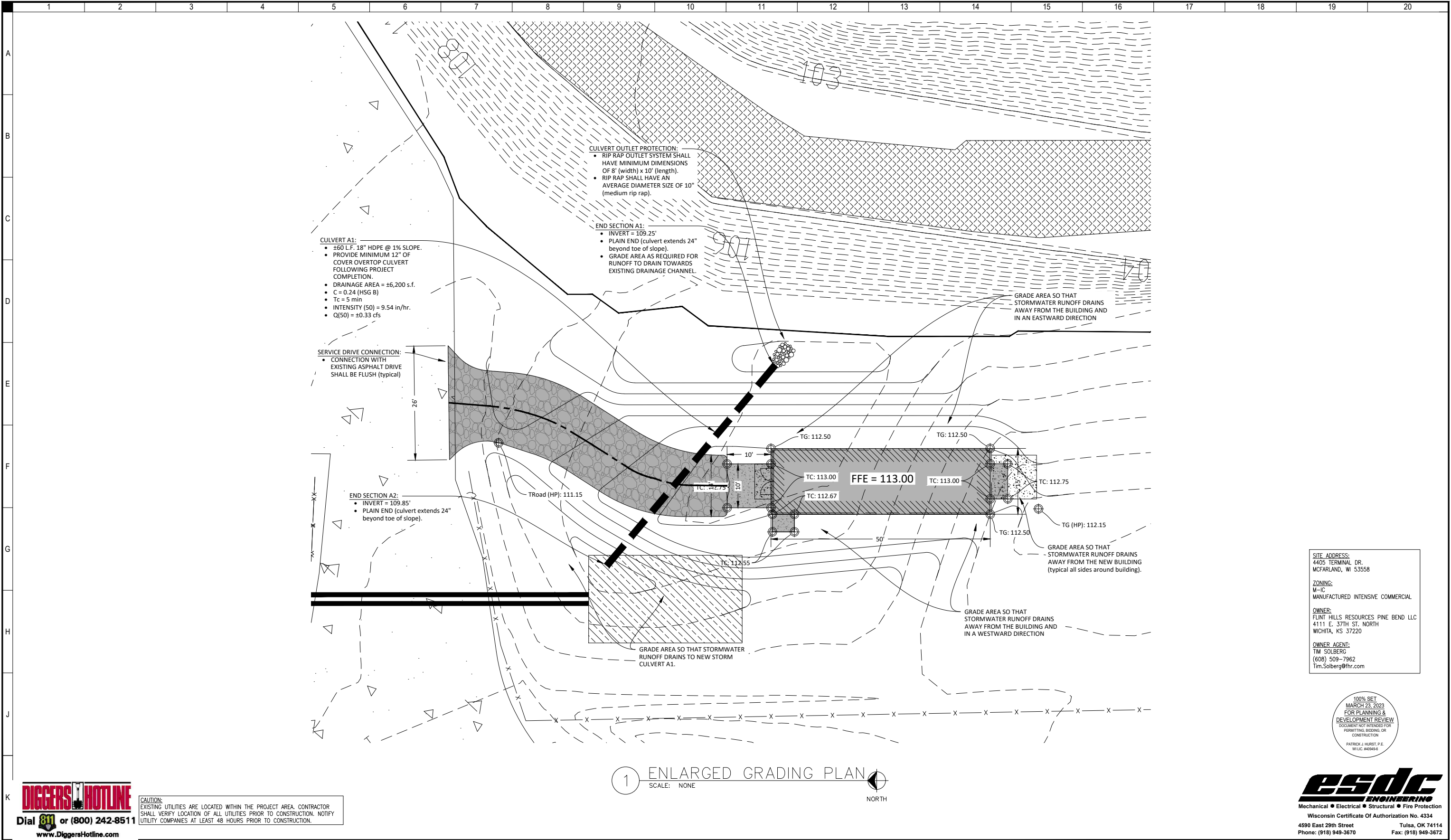
OWNER:
FLINT HILLS RESOURCES PINE BEND LLC
4111 E. 37TH ST. NORTH
WICHITA, KS 37220

OWNER AGENT:
TIM SOLBERG
(608) 509-7962
Tim.Solberg@fhr.com

100% SET
MARCH 24, 2023
FOR PLANNING &
DEVELOPMENT REVIEW
DOCUMENT NOT INTENDED FOR
PERMITTING, BIDDING, OR
CONSTRUCTION
PATRICK J. HURST, P.E.
WILKIE HERRICK

esdc
ENGINEERING
Mechanical • Electrical • Structural • Fire Protection
Wisconsin Certificate Of Authorization No. 4334
4590 East 29th Street
Phone: (918) 949-3670
Tulsa, OK 74114
Fax: (918) 949-3672

MK	DATE	CURRENT REVISION	BY	CHK	REF#	MK	DATE	PREVIOUS REVISIONS	BY	CHK	REF#	NOTICE	DWG NO.	REFERENCE DRAWINGS	CIVIL GRADING MADISON TERMINAL MCFARLAND, WISCONSIN			
0	03/06/23	ISSUED FOR PLANNING AND DEVELOPMENT REVIEW	JMR	LBH	-	-	-	-	-	-	-	This drawing has not been published and is the sole property of FLINT HILLS RESOURCES, LP, Wichita, Kansas, and is lent to the borrower for his confidential use only, and in consideration of the loan of the drawing the borrower promises and agrees that it shall not be reproduced, copied, lent or otherwise disposed of directly or indirectly, nor used for any purpose other than for which it is specifically furnished.			DES. LBH			
MK	DATE	PREVIOUS REVISIONS	BY	CHK	REF#	-	-	-	-	-	-				REF#			
-	-	-	-	-	-	-	-	-	-	-	-				DATE 7/27/21			
-	-	-	-	-	-	-	-	-	-	-	-				DWG. NO.			
-	-	-	-	-	-	-	-	-	-	-	-				REV.			
-	-	-	-	-	-	-	-	-	-	-	-				SCALE 1" = 50'-0"			
-	-	-	-	-	-	-	-	-	-	-	-				OLD DWG NO.			
-	-	-	-	-	-	-	-	-	-	-	-				C-3			
-	-	-	-	-	-	-	-	-	-	-	-				0			



SITE ADDRESS:
4405 TERMINAL DR.
MCFARLAND, WI 53558

ZONING:
M-IC
MANUFACTURED INTENSIVE COMMERCIAL

OWNER:
FLINT HILLS RESOURCES PINE BEND LLC
4111 E. 37TH ST. NORTH
WICHITA, KS 37220

OWNER AGENT:
TIM SOLBERG
(608) 509-7962
Tim.Solberg@fhr.com



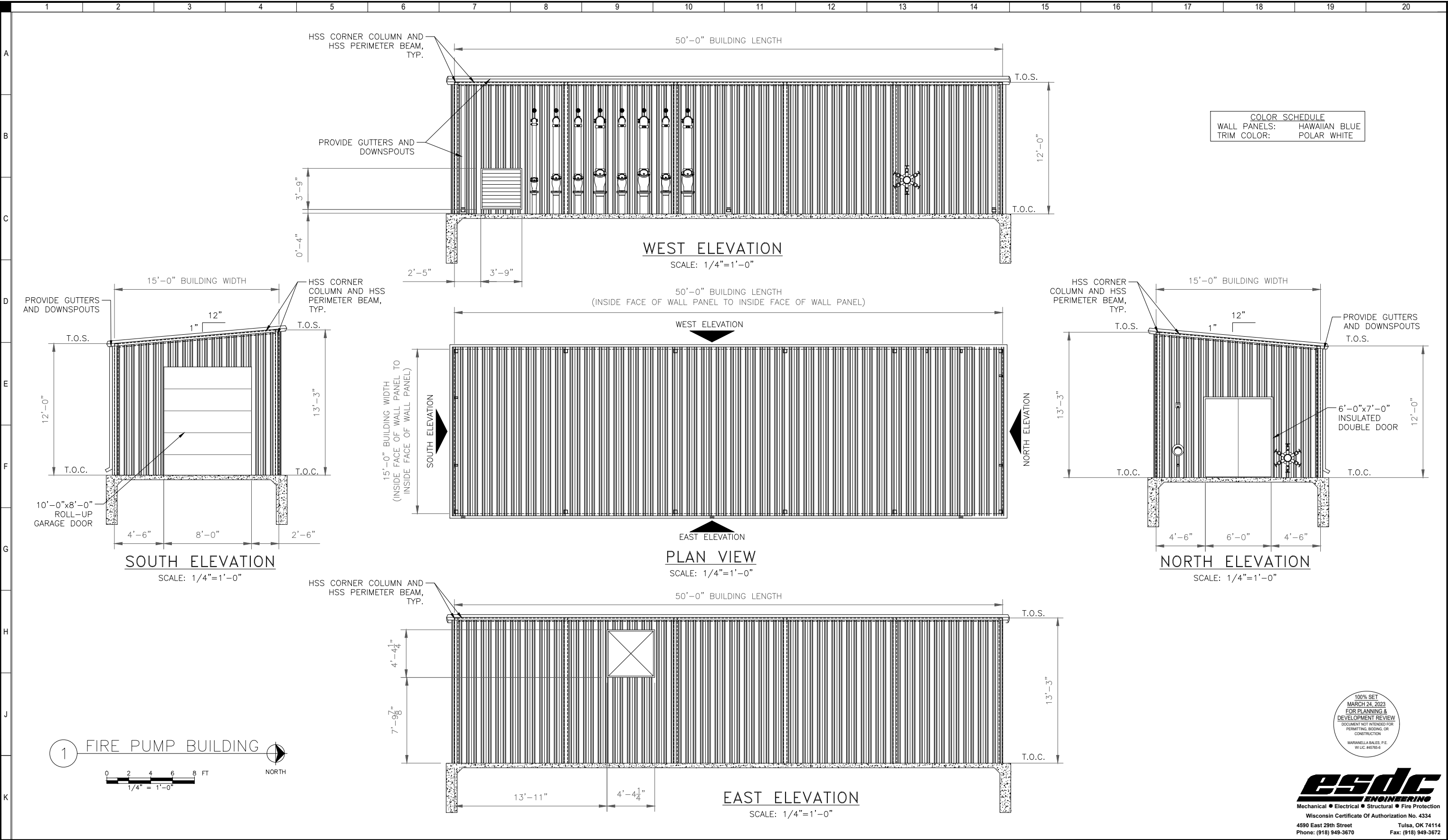
esdc
ENGINEERING

Mechanical • Electrical • Structural • Fire Protection

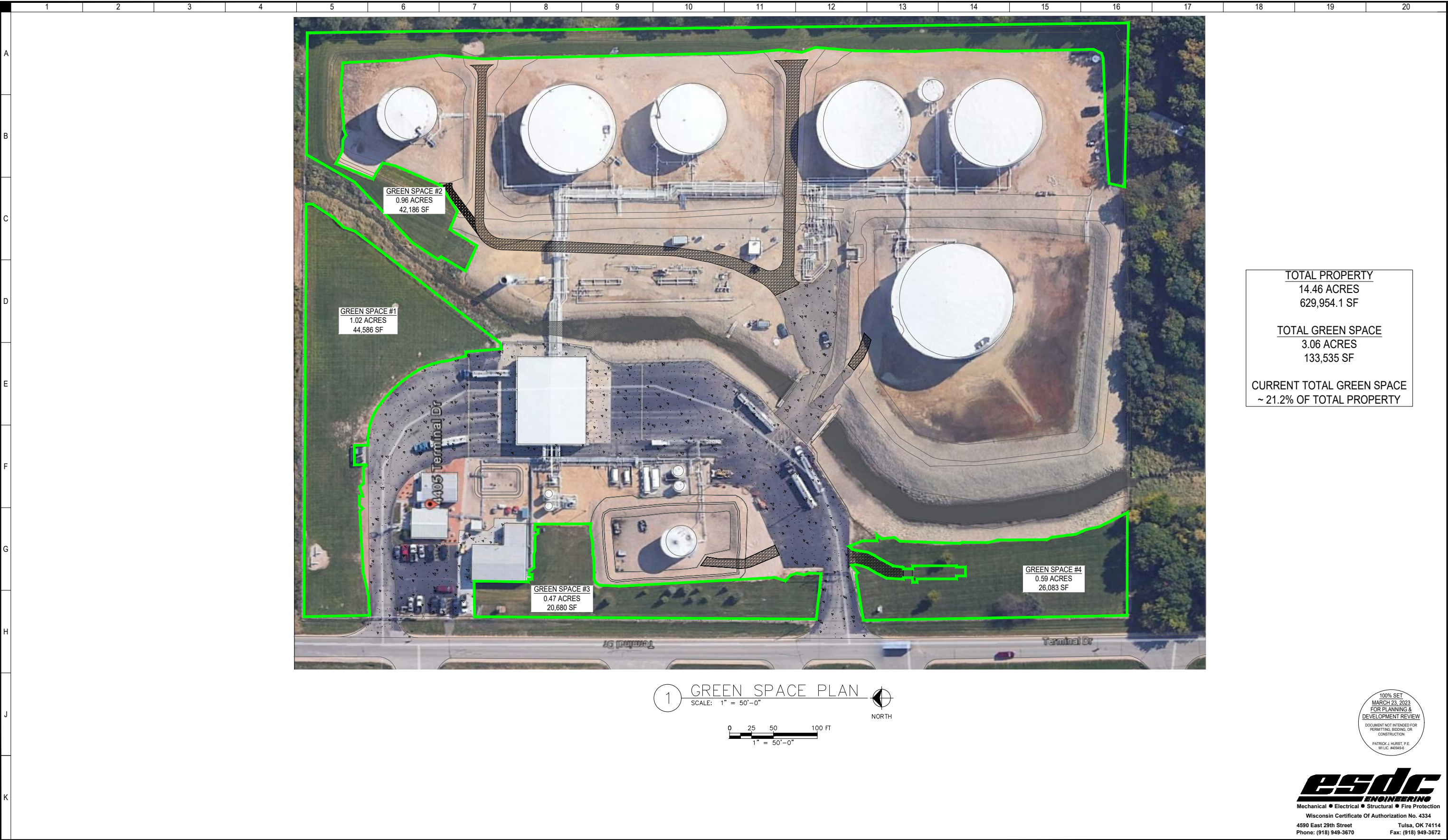
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MK	DATE	CURRENT REVISION	BY	CHK	REF#	MK	DATE	PREVIOUS REVISIONS	BY	CHK	REF#	NOTICE	DWG NO.	REFERENCE DRAWINGS	FLINT HILLS resources®	MADISON WISCONSIN	CIVIL ENLARGED GRADING MADISON TERMINAL McFARLAND, WISCONSIN	DES. LBH	REF#	DATE 7/27/21	REV.
0	03/06/23	ISSUED FOR PLANNING AND DEVELOPMENT REVIEW	JMR	LBH	-	-	-	-	-	-	-	This drawing has not been published and is the sole property of FLINT HILLS RESOURCES, LP, Wichita, Kansas, and is lent to the borrower for his confidential use only, and in consideration of the loan of the drawing the borrower promises and agrees that it shall not be reproduced, copied, lent or otherwise disposed of directly or indirectly, nor used for any purpose other than for which it is specifically furnished.						DR. LBH	SCALE NONE	DWG. NO.	0
MK	DATE	PREVIOUS REVISIONS	BY	CHK	REF#	-	-	-	-	-	-							CH. ALS	OLD DWG NO.	C-4	
-	-	-	-	-	-	-	-	-	-	-	-							AP. -	-		



MK	DATE	CURRENT REVISION	BY	CHK	REF#	MK	DATE	PREVIOUS REVISIONS	BY	CHK	REF#	NOTICE	DWG NO.	REFERENCE DRAWINGS	FLINT HILLS resources®	MCFARLAND WISCONSIN	FIRE PUMP BUILDING - EXTERIOR ELEVATIONS MADISON TERMINAL MCFARLAND, WISCONSIN			
0	03/06/23	ISSUED FOR PLANNING AND DEVELOPMENT REVIEW	JMR	LBH	-	-	-	-	-	-	-	This drawing has not been published and is the sole property of FLINT HILLS RESOURCES, LP, Wichita, Kansas, and is lent to the borrower for his confidential use only, and in consideration of the loan of the drawing the borrower promises and agrees that it shall not be reproduced, copied, lent or otherwise disposed of directly or indirectly, nor used for any purpose other than for which it is specifically furnished.	-	-			DES. MB REF# DATE 9/7/21			
MK	DATE	PREVIOUS REVISIONS	BY	CHK	REF#	-	-	-	-	-	-		-	-			DWG. NO. REV.			
-	-	-	-	-	-	-	-	-	-	-	-		-	-			CH. MB OLD DWG NO. C-5			
-	-	-	-	-	-	-	-	-	-	-	-		-	-			AP. - - 0			
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TOTAL PROPERTY
14.46 ACRES
629,954.1 SF

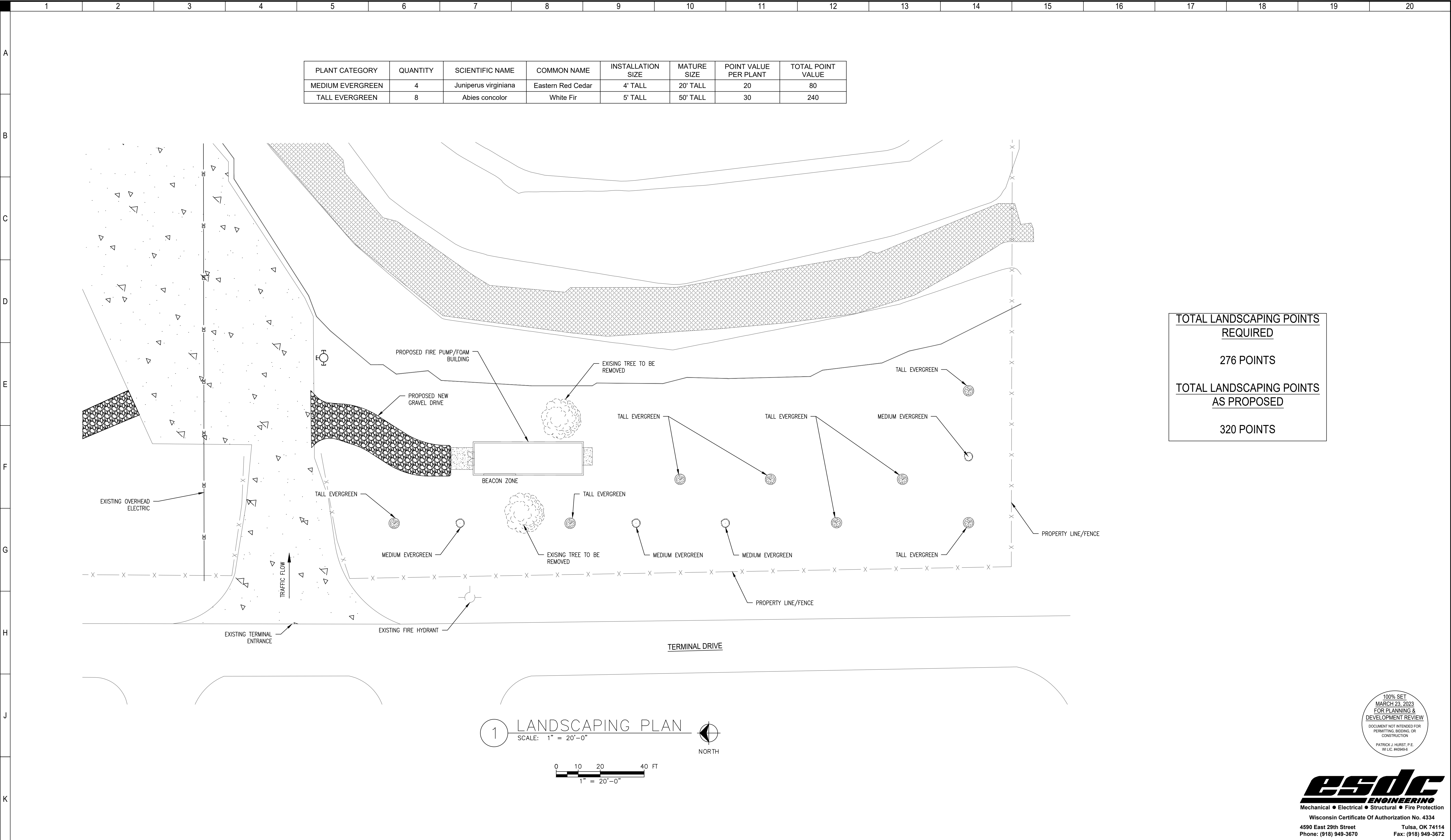
TOTAL GREEN SPACE
3.06 ACRES
133,535 SF

CURRENT TOTAL GREEN SPACE
~ 21.2% OF TOTAL PROPERTY

100% SET
MARCH 23, 2023
FOR PLANNING &
DEVELOPMENT REVIEW
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WISC. REG. #00684

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0	04/07/2023	ISSUED FOR REVIEW ONLY	JMR	LBH	-	-	-	-	-	-	-		-	-				DES. LBH	REF#	DATE 7/27/21	
MK	DATE	PREVIOUS REVISIONS	BY	CHK	REF#	-	-	-	-	-	-		-	-				DR. LBH	SCALE 1" = 50'-0"	DWG. NO.	REV.
-	-	-	-	-	-	-	-	-	-	-	-		-	-				CH. ALS	OLD DWG NO.	C-6	0
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-	-	-	-	-	-	-	-	-	-	-	-		-	-							



PLANT CATEGORY	QUANTITY	SCIENTIFIC NAME	COMMON NAME	INSTALLATION SIZE	MATURE SIZE	POINT VALUE PER PLANT	TOTAL POINT VALUE
MEDIUM EVERGREEN	4	Juniperus virginiana	Eastern Red Cedar	4' TALL	20' TALL	20	80
TALL EVERGREEN	8	Abies concolor	White Fir	5' TALL	50' TALL	30	240

TOTAL LANDSCAPING POINTS REQUIRED
276 POINTS
TOTAL LANDSCAPING POINTS AS PROPOSED
320 POINTS



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0	04/13/2023	ISSUED FOR REVIEW ONLY	JMR	LBH	-	-	-	-	-	-	-		-	-				DES. LBH	REF#	DATE 7/27/21	
MK	DATE	PREVIOUS REVISIONS	BY	CHK	REF#	-	-	-	-	-	-		-	-				DR. LBH	SCALE 1" = 20'-0"	DWG. NO.	REV.
-	-	-	-	-	-	-	-	-	-	-	-		-	-				CH. ALS	OLD DWG NO.	C-7	0
-	-	-	-	-	-	-	-	-	-	-	-		-	-				AP. -	-		

Village of McFarland

Erosion Control Plan – Simplified Checklist

Permit No. _____

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)	Flint Hills Resources Pine Bend, LLC, 4405 Terminal Dr, McFarland, WI 53558
Builder (include telephone no.)	Flint Hills Resources Pine Bend, LLC; Attn: Tim Solberg (608-220-3927)
Owner (include telephone no.)	Flint Hills Resources Pine Bend, LLC; Attn: Tim Solberg (608-220-3927)
Plan/Worksheet Completed by (Signature)	
Date	

Erosion Control Fees

Fees		Notes
To 20,000 sq. ft.	\$350	
20,000 sq. ft. to 2 acres	\$500	Project will disturb approximately 0.92 acres
2 – 5 acres	\$750	
5+ acres	\$1000 deposit and actual cost	

Date Paid		Receipt No.	
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Erosion Control Plan – Simplified Checklist

Complete the site diagram with the following information:

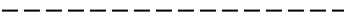
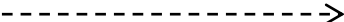
Site Characteristics

- 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

Refer to attached figures

Erosion Control Plan Legend

	Property line		Limits of grading
	Existing drainage		Finished drainage
	TD Temporary diversion		Silt fence

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.

Management of Erosion Control

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 Mix #30 or #40 (per WisDOT Std. Spec Table 630-1)	87.2 lbs/ac (2.0 lbs/1000 sf)

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	Spring 2023	Spring 2023
Start Grading	Spring 2023	Spring 2023
Apply Temporary Stabilization	Spring 2023	Spring 2023
Apply Permanent Stabilization	Spring/Summer 2023	Spring/Summer 2023

Permanent Seeding Responsibility of:

Name: Contractor TBD

Telephone No.: _____

Installation and Maintenance of Erosion Control Practices Responsibility of:

Name: Contractor TBD

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.

Supplemental Information
Flint Hills Resources Pine Bend, LLC
Village of McFarland, Wisconsin
McFarland Terminal Fire Protection System Installation Project

Project Description

The Flint Hills Resources Pine Bend, LLC (FHR) is upgrading its McFarland Terminal (Terminal) fire protection system. The upgrades will include a new fire pump system, new fire system building, and eight new fire water mains. The project is referred to as the FHR McFarland Terminal Fire Protection System Installation Project (Project) and is planned to be completed in the spring of 2023.

The new fire water mains range in size from 4-inch to 10-inch-diameter. The water mains will be installed via open trench method for the majority of the Project throughout the existing containment areas. The mains will be installed via horizontal directional drill method under an unnamed tributary. No impacts to the waterway are anticipated. The Project will also construct an associated fire building within the terminal property. The new building dimensions are approximately 50 feet by 15 feet (750 sq. ft.). A new gravel driveway will be installed between the Terminal's existing drive and the new building. The planned gravel driveway, building and western HDD excavation sites will be located in a vegetated area. In these areas, all grass/vegetation will be removed, and topsoil will be stripped. Topsoil stripped from the new impervious gravel driveway and building areas will be reapplied to other locations within the project footprint. Grading and earthwork will be completed as specified in the engineering plans. All work will be completed within the existing Terminal. Access will be from established roads into the Terminal and along existing routes within the facility.

The approximate area of disturbance for the Project is 0.92-acre (40,100 sq. ft.), of which approximately 0.05-acre (2,000 sq. ft.) is anticipated to be new impervious surface.

A Village of McFarland Erosion Control Plan – Simplified Checklist is being submitted as an application for authorization of the Project in accordance with Village of McFarland Site Erosion Control Ordinance (Article XVII). Village of McFarland Stormwater Management Ordinance (Article XVIII) would not be applicable to the scope of work as the project will result in less than 0.46 acre (20,000 sq. ft.) cumulative addition of impervious surface to the site.

The following items are included with this submittal:

- Village of McFarland Erosion Control Plan – Simplified Checklist
- Figures
 - Figure 1. Project Location
 - Figure 2-X. Project Details
 - Figure 3. Grading Plan

- Figure 4. NRCS Soils
- Engineering Plans

Best Management Practices

All sediment control Best Management Practices (BMPs) will be constructed and placed in operation prior to runoff entering waters of the state. All sediment control BMPs will stay in place and functional until final restoration is achieved. No solid materials, including building materials, may be discharged in violation of chs. 30 and 31, Wis. Stats., or 33 USC 1344 or a U.S. Army Corps of Engineers Section 404 permit issued under 33 USC 1344.

A silt fence will be installed at surrounding the construction area in downslope locations. The silt fence will be installed in accordance with the Wisconsin Department of Natural Resources (WDNR) Technical Standard #1056 to limit the discharge of pollutants from the construction site.

Excavated soil will be stockpile immediately adjacent to the trench and HDD excavation area as practicable. Soil storage piles will be located more than 25 feet from any downslope road or drainageway as practicable. When not in use, soil storage piles will be contained by a downslope sediment fence or be covered with a tarp.

Discharge from the construction site via the overland flow is only expected from areas outside of the containment areas. As specified above, the silt fence will be installed downslope from these areas. Stormwater from the containment areas will be discharged via existing outfall structures and the sediment logs will be installed at the inlet of each structure.

Inspection and Maintenance

All BMPs 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.

Stabilization and Restoration

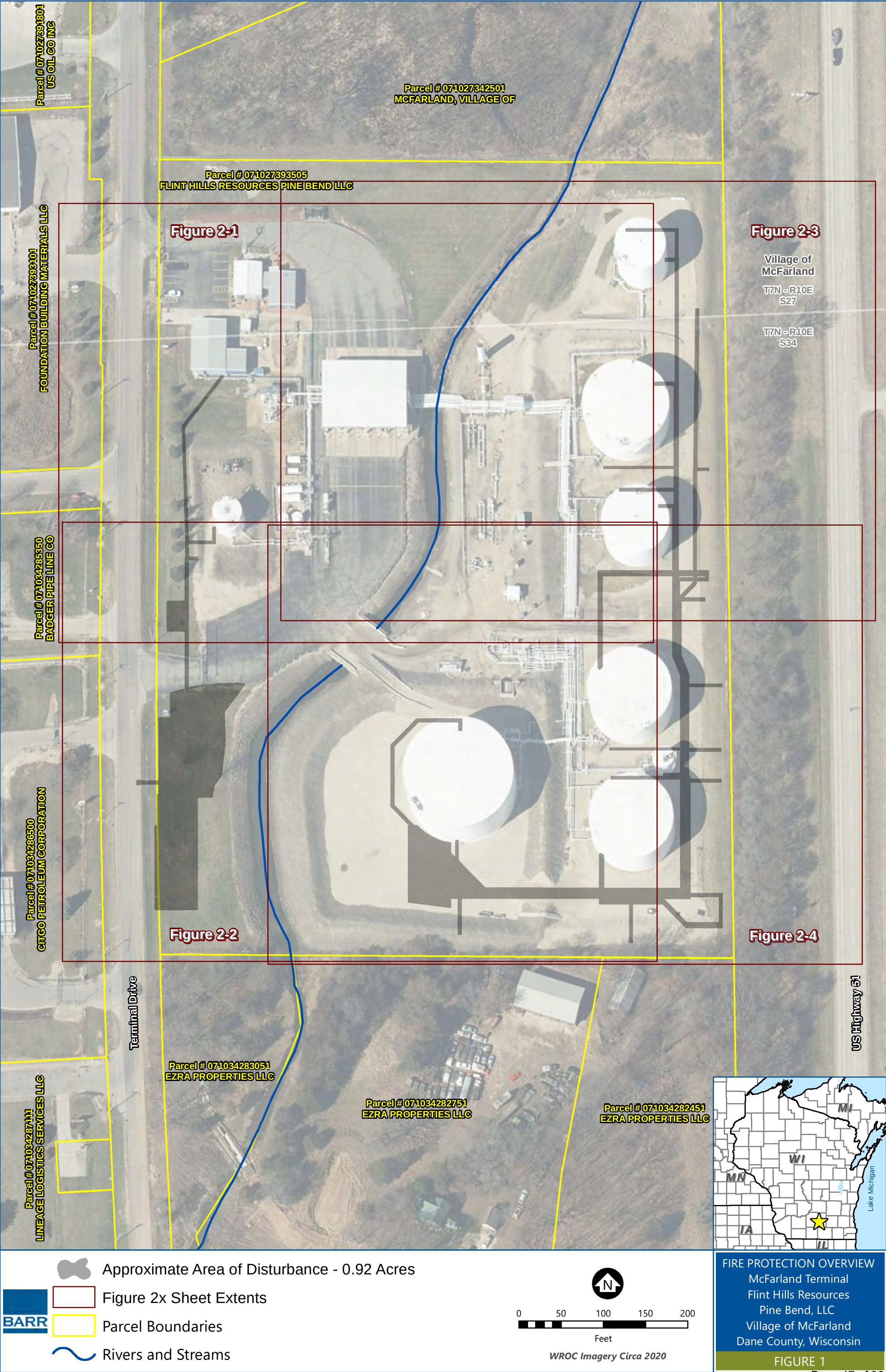
Project locations outside of the containment areas where land disturbing construction activities will temporarily cease for a period exceeding 14 calendar days will be temporarily stabilized with straw or hay much in accordance with the WDNR Stormwater Construction Technical Standard (Technical Standards) # 1058.

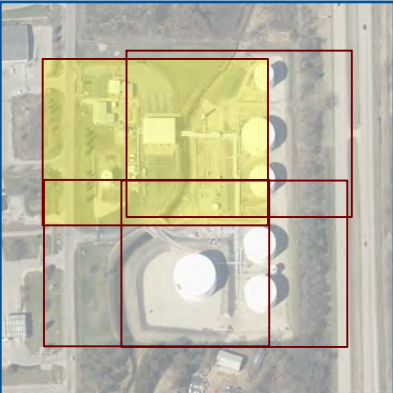
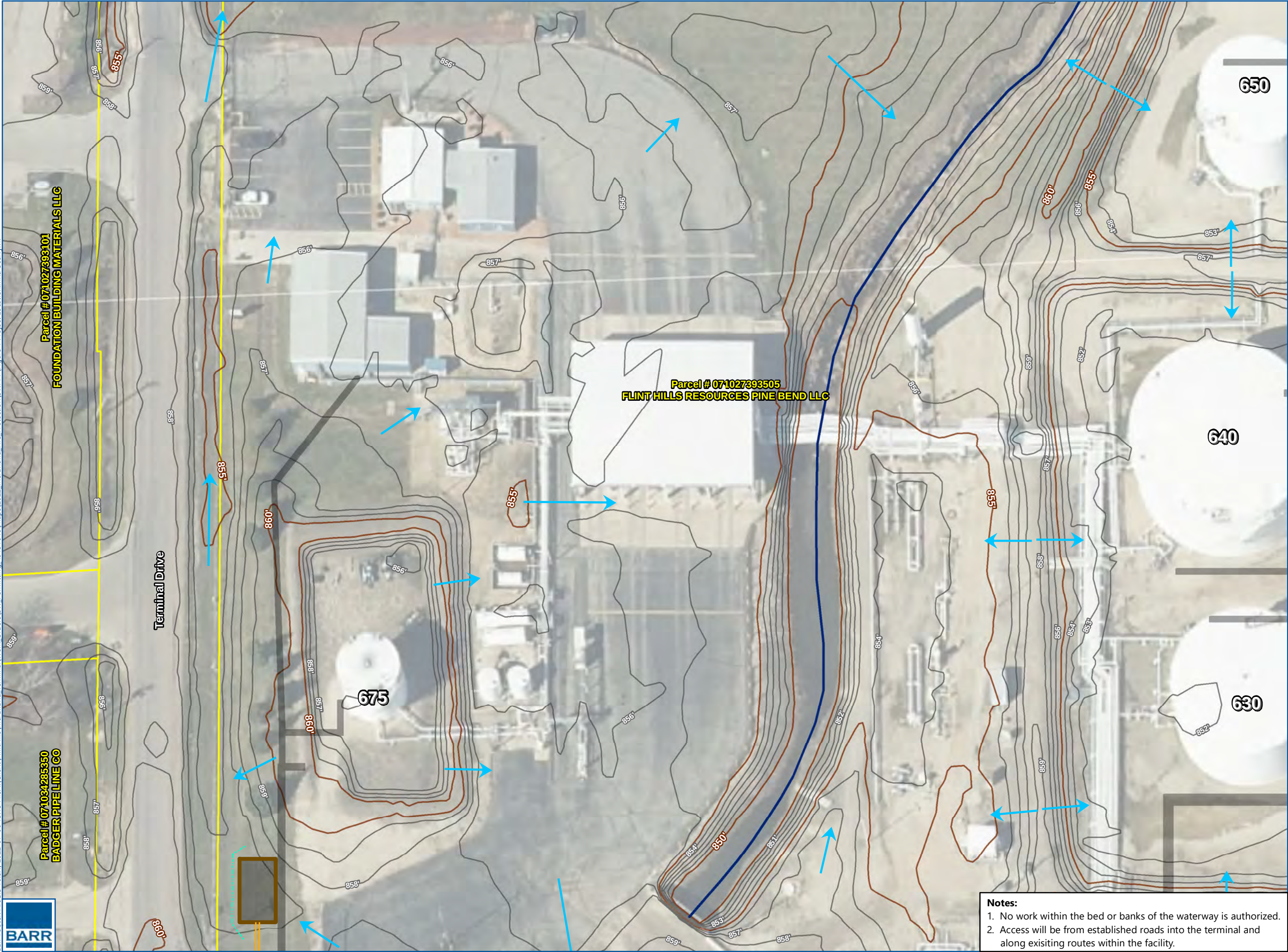
Upon completion of the work, backfilling of the trench and HDD excavations will begin immediately, and these sites will be restored to preconstruction conditions. Excavated subsoil will be backfilled first and then the topsoil or gravel to maintain the original soil horizons.

All vegetated areas will be seeded to restore vegetation. Permanent seeding will be completed by September 15, 2023. Seeding will include the following:

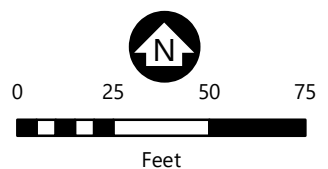
- Prepare and complete all seeding operations as specified
- Apply 6" topsoil to prepared subgrade
- Seed with WisDOT Mix #30 or #40 (per WisDOT Std. Spec Table 630-1) at a rate of 87.2 lbs/ac (2.0 lbs/1000 sf).
- Provide nurse crop per in addition to permanent seeding per at a rate of 34.9 lbs/ac (0.8 lbs/1000 sf)
- Mulch seeded areas (per WisDOT 627) with weed-seed-free straw (hay is not an acceptable substitution) at a rate of 2.0 tons/ac and crimp to anchor to surface
- Water and maintain as specified for the establishment period

All disturbed areas within the containment areas and along existing access routes will be stabilized with clean rock, gravel, or according to facility preference. Temporary, non-biodegradable sediment control BMPs will be removed from the site after vegetation and/or stabilization has been achieved.





- ★ Site Location
- Approximate Area of Disturbance - 0.92 Acres
- Proposed Features**
 - Suggested Sediment Control BMPs
 - RDS-NEW BUILDING
 - Concrete Pad
 - Contour
 - Road
 - Road Centerline
 - HDD Driveway Bores
 - HDD Fire Water
 - HDD Pits
 - New Stormwater Culvert
- Contours (2017 Lidar)**
 - 5-Foot
 - 1-Foot
 - Surface Flow Direction
 - Rivers and Streams
 - Parcel Boundaries



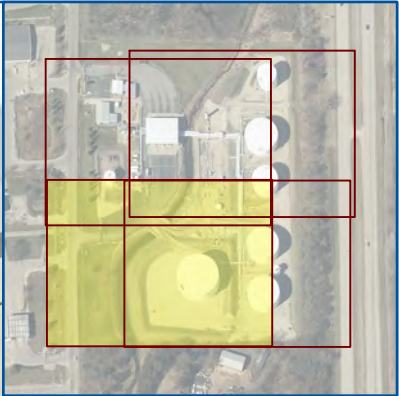
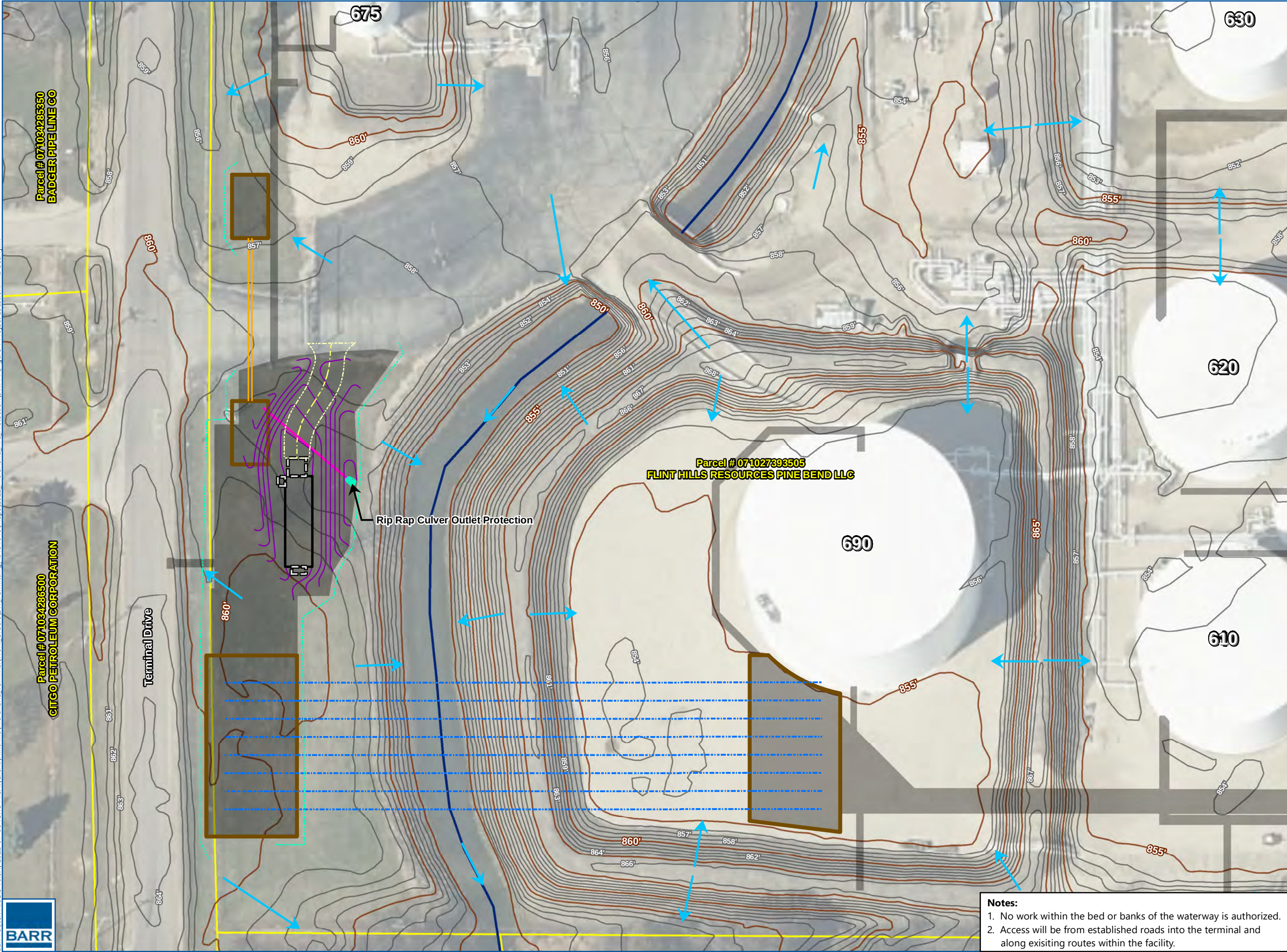
WROC Imagery Circa 2020

FIRE PROTECTION DETAIL
McFarland Terminal
Flint Hills Resources
Pine Bend, LLC
Village of McFarland
Dane County, Wisconsin

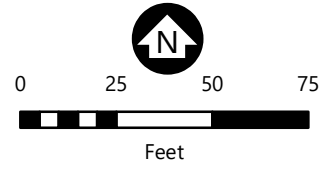
FIGURE 2-1

- Notes:**
1. No work within the bed or banks of the waterway is authorized.
 2. Access will be from established roads into the terminal and along existing routes within the facility.





- ★ Site Location
- Approximate Area of Disturbance - 0.92 Acres
- Proposed Features**
 - Suggested Sediment Control BMPs
 - RDS-NEW BUILDING
 - Concrete Pad
 - Contour
 - Road
 - Road Centerline
 - HDD Driveway Bores
 - HDD Fire Water
 - HDD Pits
 - New Stormwater Culvert
- Contours (2017 Lidar)**
 - 5-Foot
 - 1-Foot
 - Surface Flow Direction
 - Rivers and Streams
 - Parcel Boundaries

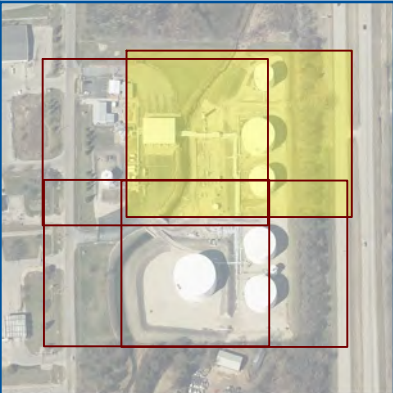
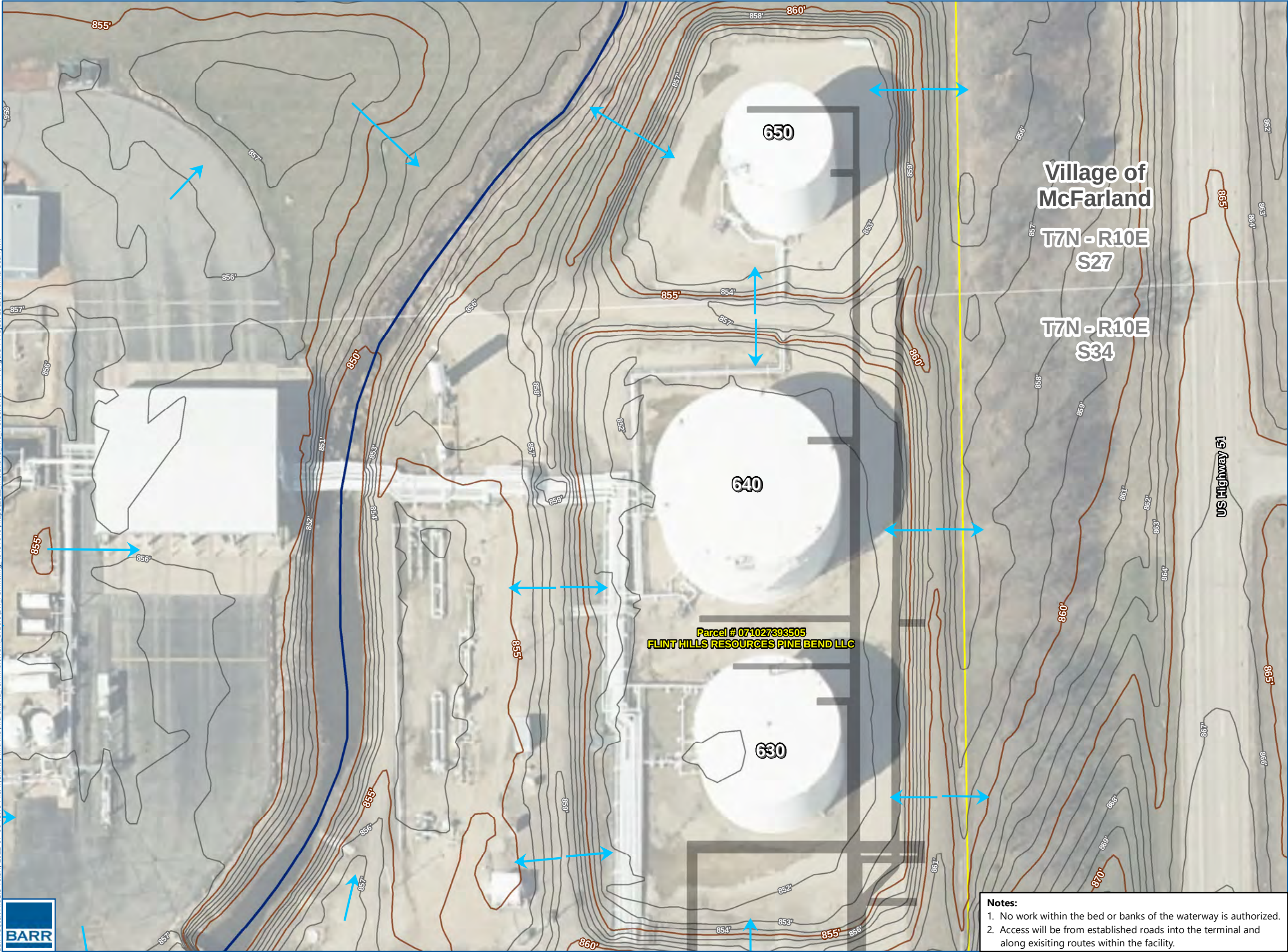


WROC Imagery Circa 2020

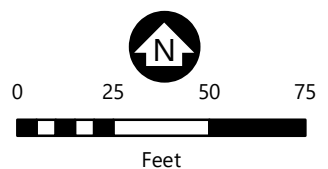
FIRE PROTECTION DETAIL
McFarland Terminal
Flint Hills Resources
Pine Bend, LLC
Village of McFarland
Dane County, Wisconsin
FIGURE 2-2

- Notes:**
1. No work within the bed or banks of the waterway is authorized.
 2. Access will be from established roads into the terminal and along existing routes within the facility.





- ★ Site Location
- Approximate Area of Disturbance - 0.92 Acres
- Proposed Features**
- Suggested Sediment Control BMPs
- RDS-NEW BUILDING
- Concrete Pad
- Contour
- Road
- Road Centerline
- HDD Driveway Bores
- HDD Fire Water
- HDD Pits
- New Stormwater Culvert
- Contours (2017 Lidar)**
- 5-Foot
- 1-Foot
- Surface Flow Direction
- Rivers and Streams
- Parcel Boundaries



WROC Imagery Circa 2020

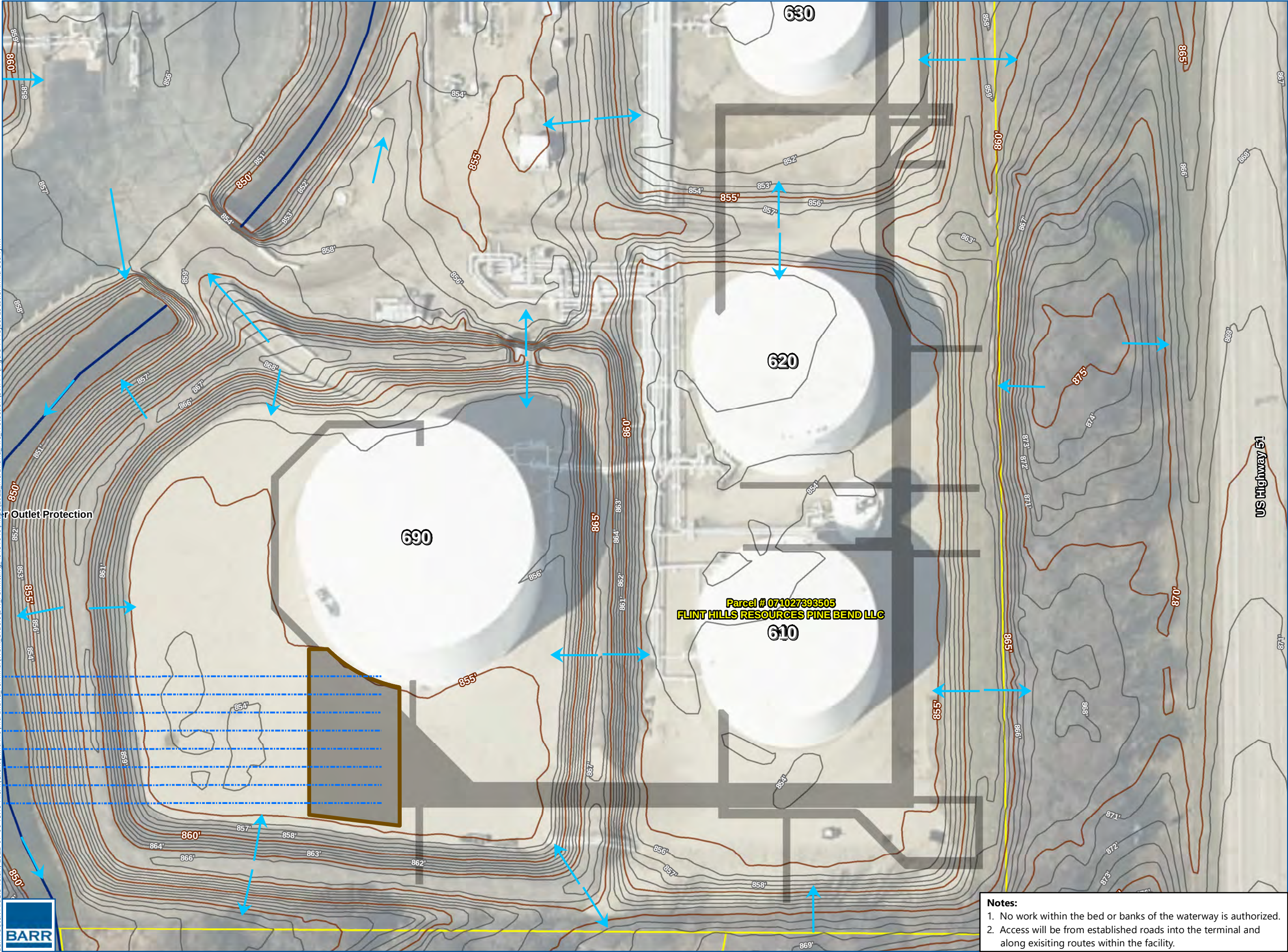
FIRE PROTECTION DETAIL
McFarland Terminal
Flint Hills Resources
Pine Bend, LLC
Village of McFarland
Dane County, Wisconsin

FIGURE 2-3

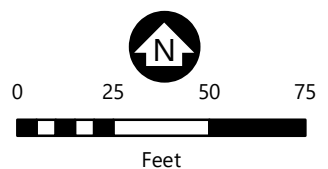
- Notes:**
1. No work within the bed or banks of the waterway is authorized.
 2. Access will be from established roads into the terminal and along existing routes within the facility.



\\Barr\GIS\10.8.1, 2022-07-06 13:13 File: \\Client\FlintHills\McFarland_Terminal\Work_Orders\SW_Permitting_49131016\Maps\2022_McFarland_Fire_Protection\SWPPP\Figure 1 Project Location.mxd User: jwk



- ★ Site Location
- Approximate Area of Disturbance - 0.92 Acres
- Proposed Features**
 - Suggested Sediment Control BMPs
 - RDS-NEW BUILDING
 - Concrete Pad
 - Contour
 - Road
 - Road Centerline
 - HDD Driveway Bores
 - HDD Fire Water
 - HDD Pits
 - New Stormwater Culvert
- Contours (2017 Lidar)**
 - 5-Foot
 - 1-Foot
 - Surface Flow Direction
 - Rivers and Streams
 - Parcel Boundaries



WROC Imagery Circa 2020

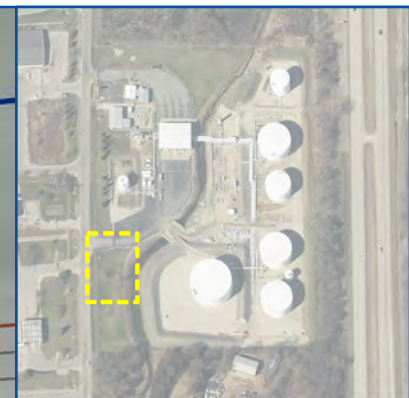
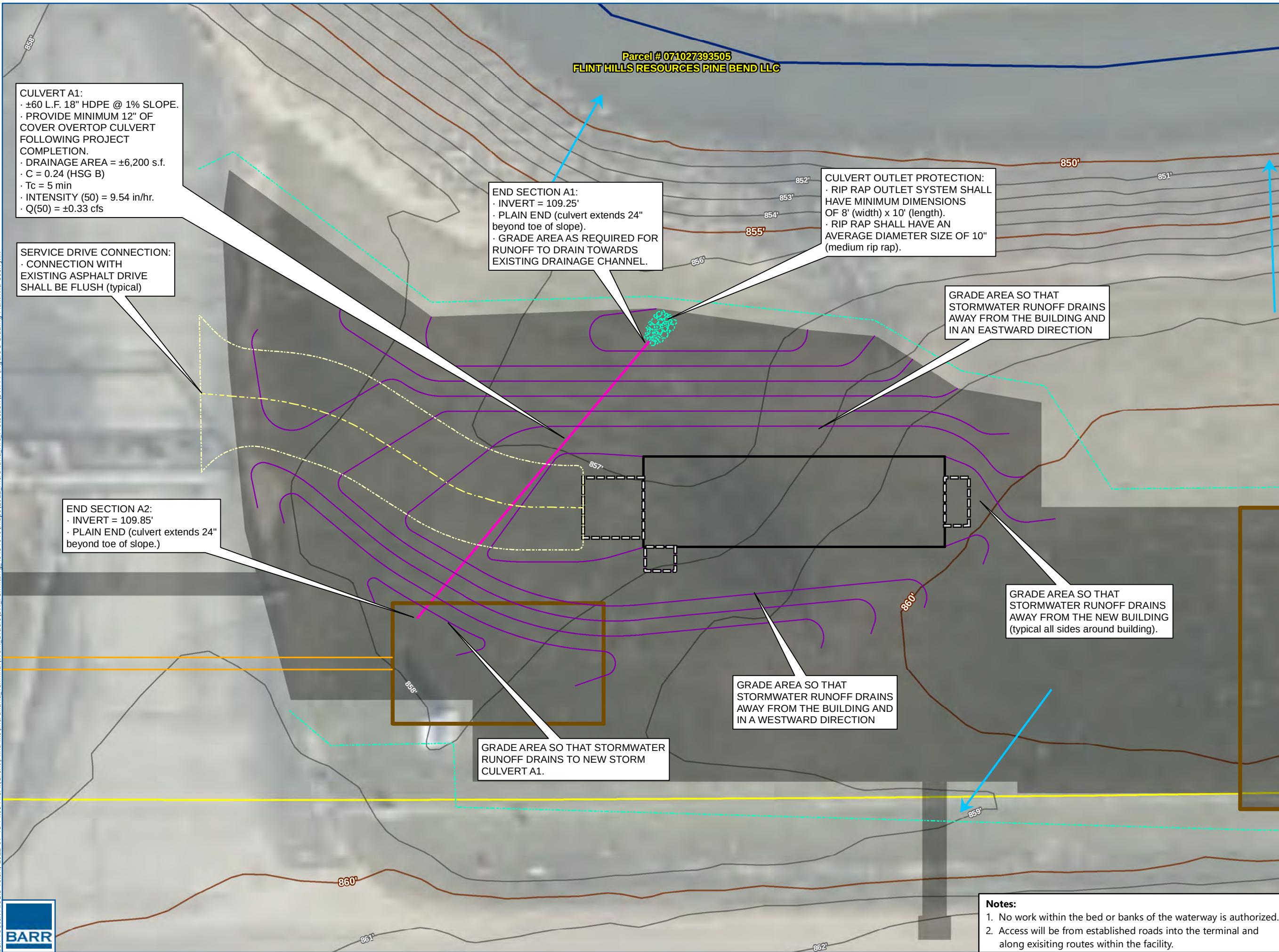
FIRE PROTECTION DETAIL
McFarland Terminal
Flint Hills Resources
Pine Bend, LLC
Village of McFarland
Dane County, Wisconsin

FIGURE 2-4

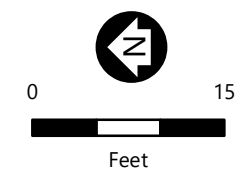
- Notes:**
1. No work within the bed or banks of the waterway is authorized.
 2. Access will be from established roads into the terminal and along existing routes within the facility.



Barr Footer: ArcGIS 10.8.1, 2022-07-13 14:05 File: I:\Client\FlintHills\McFarland_Terminal\Work_Orders\SW_Permitting_49131016\Maps\2022_McFarland_Fire_Protection\SWPPP\Figure 3 Grading Plan.mxd User: jvk



- ★ Site Location
- Approximate Area of Disturbance - 0.92 Acres
- Proposed Features**
 - Suggested Sediment Control BMPs
 - RDS-NEW BUILDING
 - Concrete Pad
 - Contour
 - Road
 - Road Centerline
 - HDD Driveway Bores
 - HDD Fire Water
 - HDD Pits
 - New Stormwater Culvert
- Contours (2017 Lidar)**
 - 5-Foot
 - 1-Foot
 - Surface Flow Direction
 - Rivers and Streams
 - Parcel Boundaries



WROC Imagery Circa 2020

FIRE PROTECTION - GRADING
McFarland Terminal
Flint Hills Resources
Pine Bend, LLC
Village of McFarland
Dane County, Wisconsin

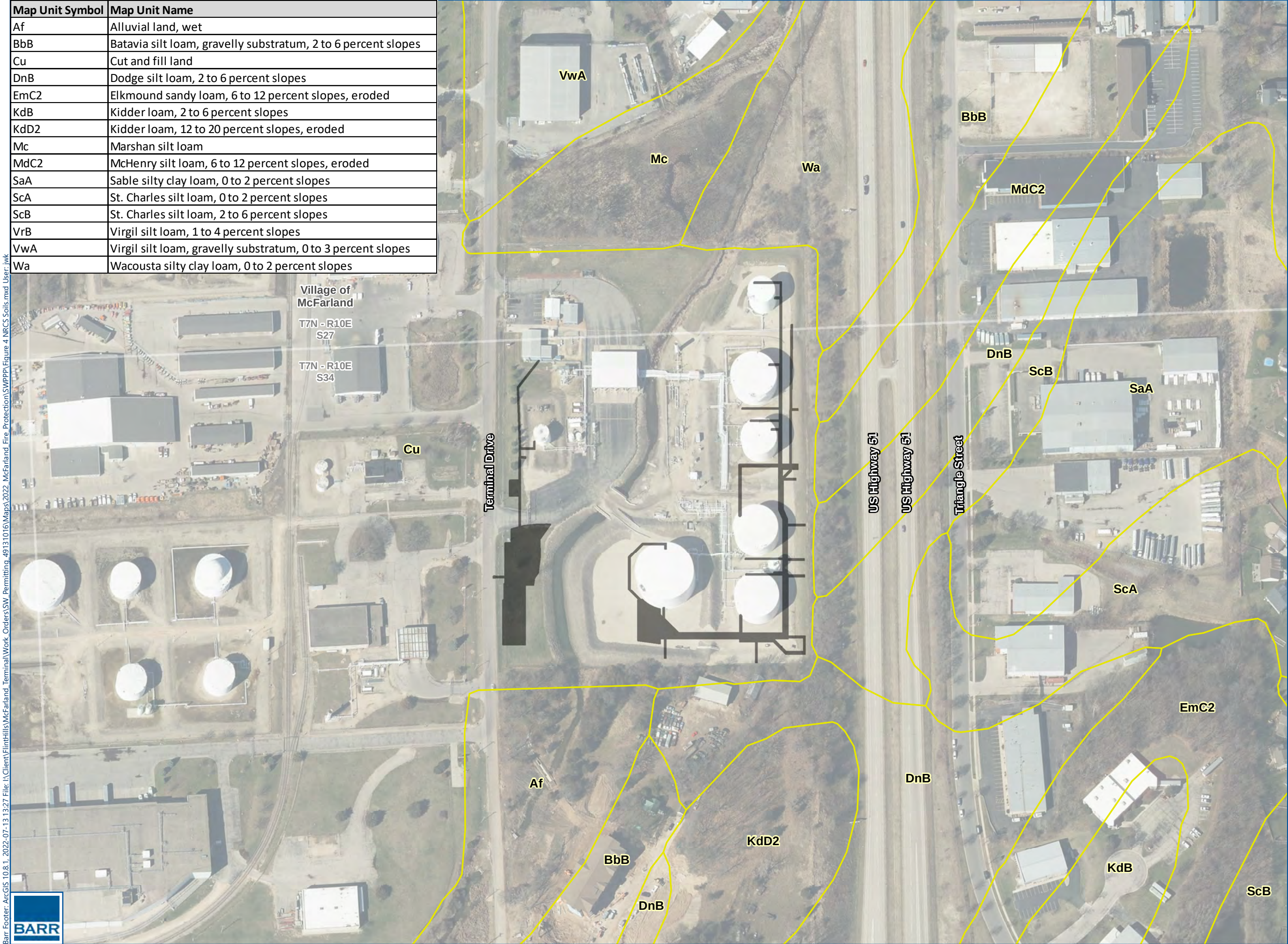
FIGURE 3

- Notes:**
- No work within the bed or banks of the waterway is authorized.
 - Access will be from established roads into the terminal and along existing routes within the facility.

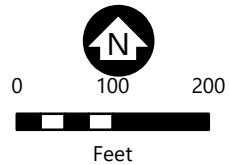


Map Unit Symbol	Map Unit Name
Af	Alluvial land, wet
BbB	Batavia silt loam, gravelly substratum, 2 to 6 percent slopes
Cu	Cut and fill land
DnB	Dodge silt loam, 2 to 6 percent slopes
EmC2	Elkmound sandy loam, 6 to 12 percent slopes, eroded
KdB	Kidder loam, 2 to 6 percent slopes
KdD2	Kidder loam, 12 to 20 percent slopes, eroded
Mc	Marshan silt loam
MdC2	McHenry silt loam, 6 to 12 percent slopes, eroded
SaA	Sable silty clay loam, 0 to 2 percent slopes
ScA	St. Charles silt loam, 0 to 2 percent slopes
ScB	St. Charles silt loam, 2 to 6 percent slopes
VrB	Virgil silt loam, 1 to 4 percent slopes
VwA	Virgil silt loam, gravelly substratum, 0 to 3 percent slopes
Wa	Wacousta silty clay loam, 0 to 2 percent slopes

Barr Footer: ArcGIS 10.8.1, 2022-07-13 13:27 File: I:\Client\FlintHills\McFarland_Terminal\Work_Orders\SW_Permitting_49131016\Maps\2022_McFarland_Fire_Protection\SWPPP\Figure 4 NRCS Soils.mxd User: jvk



- Site
- Approximate Area of Disturbance - 0.92 Acres
- NRCS



WROC Imagery Circa 2020

NRCS SOILS

McFarland Terminal

Flint Hills Resources

Pine Bend, LLC

Village of McFarland

Dane County, Wisconsin

FIGURE 4

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?	✓	
2. Does the project locate service areas, loading docks, mechanical equipment, and refuse containers to non-street sides of buildings and screen them?		N/A
3. Does the project include adequate, accessible, and convenient areas for collecting and loading trash and recyclables?		N/A
4. Does the project screen ground-, roof-, and wall-mounted mechanical equipment from public rights-of-way and adjacent properties?	✓	
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?		✗
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?	N/A	
9. Does the project permanently define and screen all outdoor storage areas with dense landscaping, opaque walls and/or opaque fences?		N/A
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?	✓	
11. Does the project locate limited outdoor merchandise display areas near building entrances, without affecting traffic flow?		N/A
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?	N/A	
15. Does the project screen rooftop mechanicals and utilities?		N/A
16. Are mechanicals and utilities shown on the project's site plan?	✓	
17. Does the project use wall-mounted signs?		N/A
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?	Property not for public access	✗
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?	(62,000+750)/666,468 = .0941	✗
25. Is a minimum of 50% of the front building wall 20' to 35' from Terminal Drive or McFarland Street right-of-way?	46'-8"	✗
Building Design & Materials		
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),		✗

The request does not include outdoor storage.

The request does not include new parking. Existing parking is adjacent to Terminal Drive

The request does not include new signage.

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?		N/A
6. Does the project encourage use of earth tone colors, such as gray, green, brown, burgundy, and tan? No, however the selected colors for the new building are consistent with the existing buildings.		✗
7. Does the project incorporate loading docks, truck parking, outdoor storage, trash collection, trash compaction, and other service functions into overall building design?		N/A
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?		N/A
Building Orientation		
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?		N/A
4. Does the project make public building entrances clearly identifiable and accessible?		N/A
5. Does the project site buildings for safe pedestrian and vehicular circulation?	✓	
Lighting The project does not include additional lighting fixtures.		
1. Are all exterior light fixtures at least three feet from all lot lines and within landscaped islands or outside parking lot edges?		N/A
2. Does the project utilize incandescent or high-pressure sodium (HPS) light fixtures?		N/A
3. Does the project use ninety-degree down-cast, cutoff fixtures (without drop lenses) for all lighting?		N/A
4. Does the project include lights greater than 25 feet in height?		N/A
5. Do average illumination levels in parking lots exceed 5 footcandles?		N/A
6. Do illumination levels at lot lines exceed 0.5 footcandles?		N/A
Parking The project does not include additional off-street parking.		
1. Does the project site employee parking to the rear or non-street side of the building?		N/A
2. Does the project limit front yard parking to visitor spaces?		N/A
3. Does the project provide landscaped islands, each a minimum of 200 square feet, and at a minimum rate of one island for every 12 parking spaces?		N/A
The existing parking lot only includes up to 7 parking spaces in a row.		
Signage The project does not include additional signage.		
1. Does the project include pole or pylon style signs?		N/A
2. If there is more than one business on a lot, is ground signage combined?		N/A
3. Does the project architecturally integrate signs with its building?		N/A
4. Does the project frame wall mounted signs to create a clearly defined edge, provide shadow relief, and a substantial appearance?		N/A
5. Does the project screen external spot or flood lighting of signs?		N/A

New building includes overhead doors on south facing side, a non-street side.





May 1, 2023

Re: Site Design Review for 4405 Terminal Drive

We have reviewed the Plan Commission application for site design review of 4405 Terminal Drive submitted by Tim Solberg of Flint Hills Resources Pine Bend, LLC. to add a 50' 0" x 15' 0" fire pump building.

The existing property has access roadway complying with the International Fire Code (IFC) 2015 edition. All portions of the new building are proposed to be within 150 feet of the existing fire department access roadways and provide compliance with IFC 503.1.1. If the building location or size is modified and a portion of the new building is not within 150 feet of the existing fire department access roadway, the new access roadway will be required to be modified. The proposed access roadway is assumed to be less than 20 feet wide, as required by IFC 503.2.1, to be considered a fire department access roadway.

Based on our review of the submitted application, we are not recommending any site design modifications.

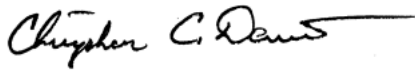
To proactively coordinate the installation of fire protection systems, below is a list of items the owner should be aware of.

- The Village of McFarland is a delegated agent of the State of Wisconsin for fire protection system plan review. Submissions must be submitted to the Fire & Rescue Department to obtain a fire protection system work permit.
- A fire protection system work permit is required before any work commences on a fire protection system.
- Village Ordinance 26-146 requires key boxes and building keys on all newly constructed commercial buildings. The proposed building will require access from a department-approved key, and the existing key box for the complex may be utilized.

We have communicated with the owner on the proposed fire protection system. We would also commend the property owner for being proactive with adding a fire

protection system that will protect not only their employees and property but also the commuters, visitors, and residents of McFarland.

Sincerely,

A handwritten signature in black ink, reading "Christopher C. Dennis". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

Christopher C. Dennis, Chief
Fire & Rescue Department
Village of McFarland

May 10, 2023

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

Subject: 4405 Terminal Drive – Flint Hills Fire Protection Submittal Review

Dear Andrew:

We have received the site plan and erosion control permit application for a proposed new fire protection shed and associated piping construction for the site at 4405 Terminal Drive dated April 4, 2023.

We have reviewed the plan and permit application with Village public works staff and have no additional comments. Approval is recommended.

Very truly yours,
TOWN & COUNTRY ENGINEERING, INC.



Brian R. Berquist, P.E.
President

cc: Mr. Lee Igl, Director of Public Works, *(via email)*

BRB:sai

J:\JOB#S\McFarland\MC-00-00\Correspondence\2023\Flint Hills Fire Protection review letter.docx

Terminal & Triangle District Plan
Village of McFarland, Wisconsin

Terminal & Triangle District Plan
Village of McFarland, Wisconsin

Triangle/Meinders Subdistrict

- Land use mix similar to Badger Business Park & employment center to the south
- Stormwater improvements
- Possible land assembly/consolidation

- Hotel
- Retreat/conference center
- Sit-down restaurant
- Highway & job-oriented retail
- Clinics and daycare
- Office
- Limited fuel/convenience

- Manufacturing
- Distribution
- Office
- Compatible commercial

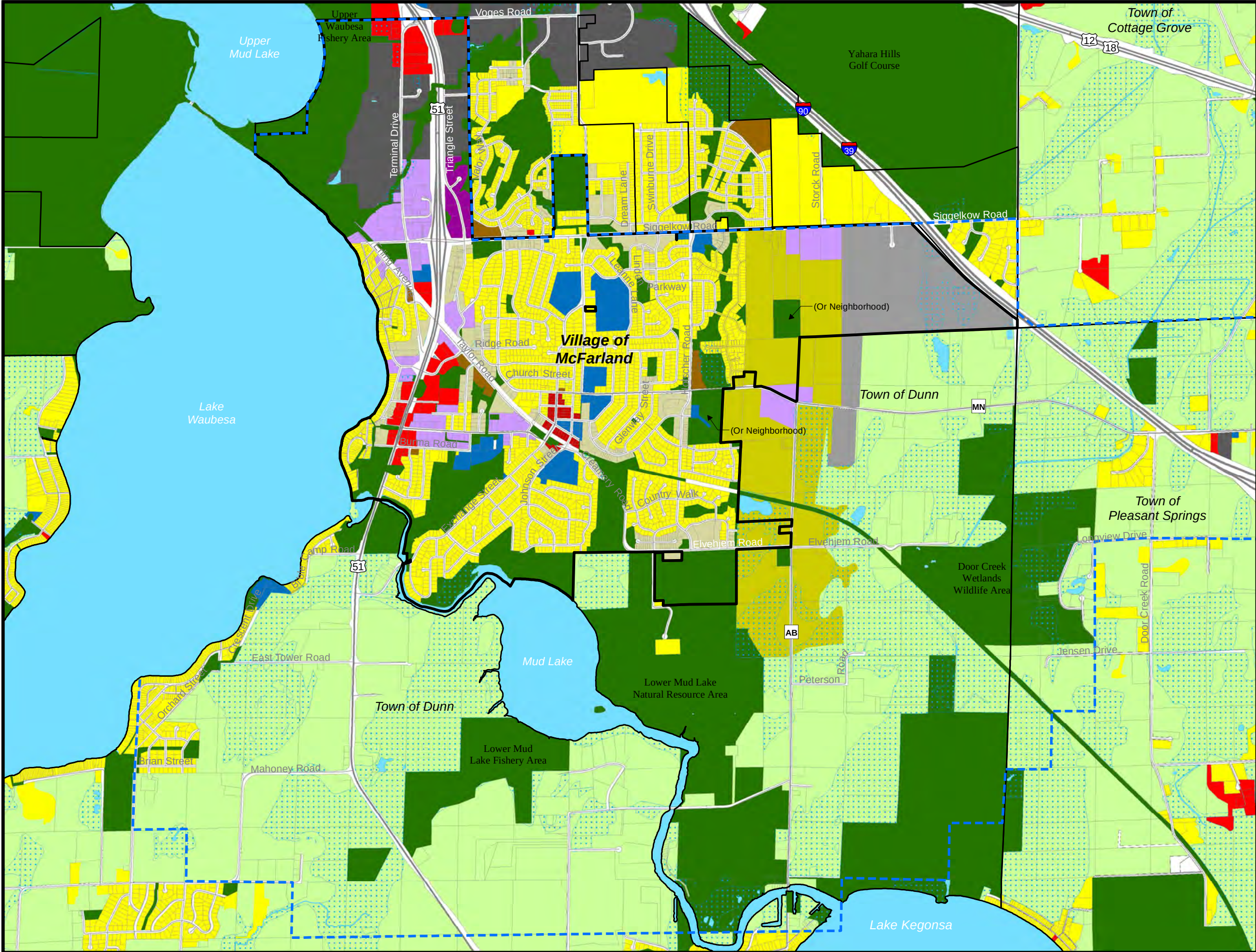
Highway 51
Design Subdistrict

- Mixed-use buildings & sites
- Office & residential
- Neighborhood & lake-oriented retail
- Potential transit station
- Higher profile buildings
- Under-building parking

- Mixed-use buildings & sites
- Office & residential
- Neighborhood & lake-oriented retail
- Potential transit station
- Higher profile buildings
- Under-building parking

 TIF Boundary
 Municipal Boundary
 Planning Area Boundary

Created: 4.26.05
Revised: 8.31.05
Hendewalle & Associates
2005



MAP 6

FUTURE LAND USE



COMPREHENSIVE PLAN

Legend

Future Land Use

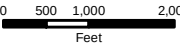
- Single Family Residential
- Two Family and Townhouse Residential
- Multiple Family Residential
- Neighborhood
- Downtown
- Highway and General Commercial
- Commercial Park
- Industrial
- Mixed Use/Flex Commercial
- Institutional and Governmental
- Public Lands, Recreation, and Environmental Corridor
- DNR Wetlands and Potential Wetland Indicators over Undeveloped Lands
- Agricultural Preservation
- Urban Reserve
- Water
- Rights-of-Way

--- Village of McFarland Extraterritorial Jurisdiction Boundary

⬢ Village of McFarland Limits (8/18)

⬢ Other Municipal Limits (2018)

Shapes on this map represent the Village's vision for future land use within the Village and its extraterritorial jurisdiction. For such lands, this map is not intended to represent existing land use or zoning, or to compel property owners to change the use of their land. For example, owners of agricultural or other rural land may maintain their current land use. Actual boundaries between different future use categories and implementing zoning districts may vary somewhat from representations on this map. This map also identifies the City's Marsh Road Neighborhood Plan west of the Interstate and north of Siggelkow Road, and existing land use elsewhere beyond the Village's extraterritorial jurisdiction.



Date: May 2019

Data Sources: Village of McFarland, Dane County LIO, WDNR, and CARPC



**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, May 16, 2023

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 to issue a Request for Proposals for Land Use Planning for Redevelopment Districts 1 & 2.

PREVIOUS ACTION:

February 2, 2023 CDA meeting to discuss RFP preparation.

February 20, 2023 Plan Commission meeting to discuss RFP preparation.

May 10, 2023 CDA recommendation regarding the RFP

ISSUE SUMMARY:

Within the packet is a copy of the draft Request for Proposals to update Redevelopment District No. 1 (Terminal & Triangle District Plan) and Redevelopment District No. 2 (Downtown Master Plan). Staff will review the RFP with the Plan Commission members and discuss any desired revisions prior to a recommendation to the Village Board to issue the RFP.

FINANCIAL/BUDGET IMPACT:

Funding for this project is included within the Village's 2023 Budget.

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

A number of recent Village plans have identified the need to update the land use plans for Redevelopment Districts No. 1 and No. 2:

- 2022-23 Strategic Plan, Goal C Housing & Economic Development, Action ii. Development RFP, bid, hire and complete Terminal & Triangle District Plan/Redevelopment District Plan No. 1, including new Overlay TIF District.
- 2022-23 Strategic Plan, Goal C Housing & Economic Development, Action iii. Begin process (i.e. RFP, Award, Plan Development) to establish a new Downtown Redevelopment Plan.
- 2017 Comprehensive Plan, Initiative #4. Implement and Update Plans for Downtown Revitalization.
- 2017 Comprehensive Plan, Initiative #5. Implement and Review the Terminal and Triangle District Plan.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:



Motion, and second, to make a recommendation to the Village Board to issue a Request for Proposals for Land Use Planning for Redevelopment Districts 1 & 2.

ATTACHMENTS:

1. Village of McFarland RFP Land Use Planning for Redevelopment Districts 1 & 2_05.03.2023



Request For Proposals

Land Use Planning for Redevelopment Districts 1 & 2

RFP Issuance Date: May 23, 2023

RFP Due Date: By 4:00 PM on July 6, 2023

Please Submit to:

Village of McFarland
Department of Community & Economic Development
Attn: Andrew Bremer, AICP
Community & Economic Development Director
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 updated land use plans for Redevelopment District Plan No. 1 and No. 2 for the Village of McFarland. The creation of these separate plans is meant to provide detailed recommendations regarding the development character of the Village's Redevelopment District No. 1 (aka Terminal & Triangle District) and Redevelopment District No. 2 (aka Downtown District), including the specific future locations, types, densities, and intensities of a variety of land uses and future public infrastructure improvements. The updates to Redevelopment District No. 1 are also anticipated to include the creation of a new overlay Tax Increment Finance District. The inclusion of redevelopment concepts, site and building design guidelines, affordable housing, sustainable land use and transportation planning strategies will be vital to the final deliverables of both plans. The planning process will require input from various Village committees/commissions/board, Village staff, residents, property, and business owners.

The selected consultant will need to demonstrate experience in the development of neighborhood, district, and downtown master plans and the creation of Tax Increment Finance District Project Plans under Wis. Stat. 66.1105, including performing blight analysis. A preferred consultant likely consists of a multidisciplinary team including urban planners, landscape architects, civil engineers, housing professionals, economic development professionals, commercial broker and real estate professionals. The Village prefers to work with one consultant to complete both Redevelopment Plans; however, consultants may submit a proposal for completion of just one of the Redevelopment Plans and the Village reserves the right to select separate consultants for each project if deemed in the best interests of the Village.

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 January 1, 2023 population of McFarland is estimated at 9,537 residents. US Highway 51 serves 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.

Redevelopment District No. 1 (Terminal & Triangle District)

On August 9, 2004, the Village adopted the Project Plan for Tax Increment District #3 (TID #3). TID #3 is located along US 51 between Siggelow Road and Vogus Road. TID #3 was created as an Industrial post-95 TID. The expenditure period for TID #3 ended on August 9, 2022, and the TID is anticipated to close in 2027. The TID #3 Project Plan was amendment in 2007 to add additional territory and again in 2015 to establish TID #3 as a Donor to TID #4.

In 2005, the Village adopted the Terminal & Triangle District Plan to guide future public and private investments within and adjacent to TID #3, including areas within the City of Madison north of Terminal Drive. In 2010, the Village adopted Redevelopment District No. 1. The study area for Redevelopment District No. 1 matches the current TID #3 boundary. The 2010 plan carried forward many of the land use recommendations from the 2005 Terminal & Triangle District Plan, with the addition of a property blight analysis.

Several public and private redevelopment projects have occurred in Redevelopment District No. 1 since the inception of TID #3. Significant private redevelopment projects include the development of Lineage Logistics (4704 Terminal Drive), Lincoln Contractors Supply (4414 Terminal Drive), development of the Badger Business Park (McFarland Court), various fuel terminal improvements including the addition of 4110 Terminal Drive, Waubesa Village a mixed-use development at 4604-4608 Siggelkow Road & 4908 Terminal Drive, Humble Oaks Apartment at 4703 Terminal Drive (phase 1 of a four phase office and multi-family development site), and development of a new office and warehouse facility at 4313 Triangle Street. In 2021, Kwik Trip received approval of a conditional use permit to develop a new gas station and convenience store at 4015 Terminal Drive. Construction is anticipated to occur in 2025 or sooner based on existing property leases. In 2023, structures at 4008 and 4012 Terminal Drive were razed by the property owner in anticipation of future redevelopment. Despite these improvements, many properties within and adjacent to Redevelopment District No. 1 remain under-utilized including industrial, commercial, and residential areas. The Village desires to continue to improve these areas.

Recent and upcoming public infrastructure improvement projects include the 2022 reconstruction of Terminal Drive from Siggelkow Road to 4703 Terminal Drive. The Village's Capital Improvement Plan identifies reconstruction of the remaining portion of Siggelkow Road from 4703 Terminal Drive to US Highway 51 in 2027. There is also a segment of Triangle Street planned for reconstruction from a rural to urban cross-section in 2028. Future pavement rehabilitation projects include Ivywood Trail in 2024 and McFarland Court in 2025. The study area also includes two Village Parks (Brandt and McDaniel), adjacent to the Lower Yahara River Trail connecting McFarland to Madison. Several park improvement projects have occurred over the past two decades. In 2023, the Village is anticipated to improve the beach at McDaniel Park with the installation of a water filtration system in collaboration with Dane County Parks Department. The Village desires to continue to improve these two parks, including potential expansion opportunities.

The WisDOT is also currently working on two USH 51 projects and studies that are included within the Redevelopment District No. 1 area. The first project is in the design phase and extends from Stoughton to Meinders Road ([US 51 Stoughton to McFarland](#)). The second project is in the study phase and extends from Vogus Road/Terminal Drive to WIS 30 ([US 51 Stoughton Road South Study](#)).

Redevelopment District No. 2 (Downtown District)

A desire to improve the Downtown area of McFarland has been a consistent theme within Village planning projects for many decades. In 1999, the Village adopted a Village Center Master Plan. The most significant outcome of this planning project was the development of the E.D. Locke Public Library. On January 14, 2008 the Village adopted the Project Plan for Tax Increment District #4 (TID #4). TID #4 was created as a Blighted post-95 TID. Due to the Great Recession, the financial performance of TID #4 underperformed until 2015 when the Village approved a Base-Value Redetermination and identified TID #4 as a Receipt to TID #3. Due to the Base-Value Redetermination, the expenditure period for TID #4 was revised to January 14, 2028 and the TID is anticipated to close in 2033. In 2010, the Village completed a Downtown Strategic Market Analysis Opportunities Assessment. This project included a retail market analysis to identify niche market opportunities. Concurrent with the Market Analysis, in 2010 the Village adopted Redevelopment District No. 2. The study area for Redevelopment District No. 2 matches the current TID #4 boundary. The 2010 plan carried forward many of the land use recommendations from the Market Analysis, with the addition of a property blight analysis.

Several public and private redevelopment projects have occurred in Redevelopment District No. 2 since the inception of TID #4. Significant private redevelopment projects include the development of the Farwell Place Apartments (5020 Farwell Street, phase 1 of a planned 2 or 3 phase development site), a new mixed-use building at 5411 Bashford Street opened in 2023, rehabilitation of 5910 Main Street a locally designated historical property, rehabilitation of 5923 Exchange Street (McFarland Café) a local and nationally designated historical property and the oldest building within McFarland. Despite these improvements, many properties within and adjacent to Redevelopment District No. 2 remain under-utilized including industrial, commercial, and residential areas. The Village desires to continue to improve these areas.

In 2017, Exchange Street was reconstructed from Bashford/Farwell Street to Broadhead Street. This project included new decorative terraces, benches, cross walks, trash receptacles, and bike lanes. In addition, a new public parking lot was added at 6001 Exchange Street. More recently the Village has purchased two residential properties (5802/04 Main Street and 5817 Milwaukee Street) with an eye toward future redevelopment opportunities. In 2022, the Village began construction of a new Public Safety Center at 6001 Broadhead Street. This building is nearing completion and the Village's Police, Fire/EMS, and Municipal Court services will relocate from the Municipal Center. The Village is also nearing completion of a [Municipal Campus Plan](#). The purpose of this study is to identify a plan for the adaptive reuse of the Municipal Building into a Community Center, including relocation of the existing Youth Center (5114 Farwell Street) within the building, adding a new Senior Center, space for additional Library programming, and growth for the remaining Village Departments and services (Administration, Community & Economic Development, Communications & Technology, Senior Outreach). The study area also includes Arnold Larson Park and the Lower Yahara River Trail. The Village desires to continue to build on these past and current public improvement projects. In 2020, the Village developed a draft Enhancement Plan for Arnold Larson Park and the Village desires to build-off this initial concept. This park is part of a closed WDNR BRRS site (#03-13-000811).

The Village most recently updated its Comprehensive Plan in 2017, Land Use Initiatives #4 and #5 directly speak to this planning RFP:

- 2017 Comprehensive Plan, Initiative #4. Implement and Update Plans for Downtown Revitalization.
- 2017 Comprehensive Plan, Initiative #5. Implement and Review the Terminal and Triangle District Plan.

Other relevant previous studies include:

- 2023 Municipal Center Campus Master Plan
- 2023 Economic Strategic Plan
- 2023 Housing Needs Assessment Study
- 2021 Sustainability Plan
- 2020 Larson Park Enhancement Plan
- 2019 Outdoor Recreation & Open Space Plan
- 2019 Hotel Feasibility Study
- 2017 McDaniel Park Master Plan
- 2015 TIF #3 Amended Project Plan
- 2015 TIF #4 Amended Project Plan
- 2010 Redevelopment District No 1
- 2010 Redevelopment District No. 2
- 2010 Downtown Strategic Market Analysis and Opportunities Assessment
- 2008 TIF District #4 Project Plan
- 2007 TIF District #3 Amended Project Plan
- 2007 Larson Park Clay Cap Cover Barrier Maintenance Plan
- 2006 Brandt Park Master Plan
- 2005 Terminal & Triangle District Plan
- 2005 Highway 51 Corridor Concept Plan
- 2004 TIF District #3 Project Plan
- 1999 Village Center Master Plan

Copies of these plans are available on the Community & Economic Development website under the [Community Development Plans tab](#).

The planning area for the updated redevelopment plans will be finalized with input from the selected consultant but is anticipated to include those areas within the 2010 plans along with expansion to adjacent properties. Preliminary study area maps are provided in Exhibit A and B of this RFP.

This planning process will be guided under the Direction of the Community & Economic Development Director and the Village's Plan Commission and Community Development Authority. The Plan Commission holds its regular meeting on the Third Tuesday of the month at 7:00pm. The Community Development Authority holds its regular meeting on the Second Wednesday of the month at 7:00pm. For this project, the Plan Commission and CDA may consider holding joint meetings on either of these two nights. Consultants should anticipate project meetings with the Plan Commission and CDA on either of these dates throughout the project as needed. Additional input from other Village committees and boards is anticipated through the planning process including the Public Works and Utilities Committee, Parks & Recreation Committee, Landmarks Commission, and the Village Board. The Village is currently

utilizing a hybrid of in-person and Zoom public meetings. The Consultant should anticipate a combination of in-person, remote, or hybrid meetings throughout the planning process.

SECTION 3 Plan Objectives

Broad objectives for this planning project include, but are not limited to:

1. Reassess the land use plans, concepts, and strategies identified in the 2010 Redevelopment Plans No. 1 & 2. Build on what has been accomplished or worked well and revisit planning assumptions, concepts and strategies that have not worked well or have yet to come to fruition. Build-off the work completed as part of the 2023 Municipal Center Master Plan, 2023 Housing Needs Assessment, 2023 Economic Strategic Plan, and the other prior plans identified in Section 2, including past park master plans.
2. Strengthen opportunities to diversify the Village's housing stock, including affordable rental and homeowner units, and mixed-use developments.
3. Identifying locations that are most desirable and feasible for the (re)development of new recreation, residential, mixed-use, retail, commercial, office, and light industrial businesses. Based on market research, identify the types of retail, commercial, office, and light industrial businesses that are desired and likely to succeed within each redevelopment area. Identify how the Village's existing Zoning Map and list of permitted or conditional uses may need to be revised to implement the plan recommendations.
4. Identify specific strategies (e.g. plan policies, zoning and subdivision ordinance revisions, public and private infrastructure improvements, land acquisition, funding sources, etc.) to implement the vision and recommendations within the plan and to ensure land use development occurs in a sustainable manner.
5. Identify the type and location of future transportation infrastructure, including streetscaping enhancements applicable to the desired design character of each redevelopment area, including subareas. This includes the location and design characteristics of future new or reconstructed roadways, as well as the location of future on- and off-road recreational trails. Identify what type of land use and zoning design considerations would support future opportunities to provide transit services within these areas.
6. Obtain input from a broad set of community stakeholders including various Village committees/commissions/board, Village staff, residents, property, business owners, real estate and development professionals. Provide innovative approaches to educate stakeholders on urban planning principles, including reaching and obtaining input from typically unrepresented stakeholders and silent supporters.

Upon adoption, the plans will replace the Village's existing 2010 Redevelopment District No. 1 and No. 2, as well as replace the Village's 2005 Terminal & Triangle District Plan, 2010 Downtown Strategic Market Analysis and Opportunities Assessment, 2005 Terminal and Triangle District Plan, and 1999 Village Center Master Plan.

SECTION 4 Scope of Work

The selected Consultant will provide a full range of municipal planning services required to create new Redevelopment District No 1 & 2 Plans. While it is anticipated that the new plans will build off the prior 2010 plans, neither the planning process nor the final deliverable need to prescriptively follow those used in the creation of the 2010 plans. 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 studies identified in Section 2, existing natural resources and infrastructure, issues & opportunities within the redevelopment districts, 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), Greater Madison Metropolitan Planning Organization (e.g. [Connect Greater Madison 2050](#)), Madison Region Economic Partnership (e.g. [Advance Now 2.0 Strategy](#)), and [City of Madison Comprehensive Plan and neighborhood plans](#) (as related to Redevelopment District No. 1 only). Incorporate WisDOT US 51 design plans and studies as applicable (as related to Redevelopment District No. 1 only).
2. Existing Conditions Analysis & Blight Evaluations. The consultant shall perform a combination of land use, zoning, demographic, housing, and economic development market profiles and assessments in order to evaluate the planning areas and inform creation of concepts and recommendations within each redevelopment plan. This task shall also include a blight analysis of properties within the two studies areas following best practices and applicable Wis. Stat. (e.g. Wis. Stat. 66.1105, 66.1301 to 66.1329, 66.1331, 66.1333, and 66.1337).
3. Preferred Land Use Plan, Conceptual Renderings and Site Plans. The consultant shall develop a preferred land use map for each redevelopment area. The Preferred Land Use Plan for both redevelopment plans are expected to include more detailed subdistrict land use categories, maps, concepts, policies, and recommendations. This includes recommendations regarding the location of preferred land uses, suggested development density and intensity, recommended building heights, floor area ratios, principal building setbacks, minimum or maximum parking requirements, and typical implementing zoning districts. The use of representative images and more detailed conceptual renderings and scaled site plans for specific strategic properties or land use categories is anticipated,

including both public and private properties. The creation of roadway conceptual cross sections is also anticipated. The level of detail should match or exceed what was provided in the 2010 redevelopment plans. It is anticipated that the consultant will likely need to produce several alternative development scenarios, preferred land use maps, and conceptual renderings and site plans for review and consideration by the Village as part of an iterative planning process. Areas for more specific conceptual renderings and site plans may include, but are not limited to:

Redevelopment District No. 1:

- a. McDaniel Park. Potential future expansion south to include 4912 and 4914 McDaniel Lane.
- b. Brandt Park. Potential future expansion west to include 4519 Siggelkow Road, primarily for additional off-street parking and opportunities to add parking along the Terminal Drive side of the park.
- c. Areas adjacent to the intersection of Siggelkow Road and Terminal Drive, including the area bounded by Ivywood Trail, Terminal Drive, Siggelkow Road, and US 51.
- d. Areas north of McFarland Court along Terminal Drive north to the Village limits.
- e. Properties in the vicinity of Meinders Road north to Vogus Road.
- f. Properties along Erling Avenue, including 5100 Erling Avenue.

Redevelopment District No. 2:

- a. McFarland Centre (5210 Farwell Street), including the existing Youth Center (5114 Farewell Street).
 - b. Farwell Street, from Merrill Street to Exchange Street.
 - c. Chase Lumber (5417 Long Street).
 - d. 5800 block of Main, Milwaukee and Wisconsin Street.
 - e. 5300 block of Long Street.
 - f. Arnold Larson Park.
4. Design Guidelines. The consultant shall prepare detailed site and building design guidelines for each redevelopment area and applicable subdistricts. This shall include representative photos and illustrations to convey design principles. Site and building design guidelines shall be tailored to the context of each redevelopment area and applicable to McFarland, including recommendations specific to historically designated properties within the project areas. This task shall also include the development of a checklist that developers, Village staff and Plan Commission can utilize in the future when reviewing actual development proposals. The consultant shall also identify recommended streetscaping enhancements within each redevelopment area including preliminary cost estimates.
5. Implementation Recommendations & 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 redevelop the planning areas, including potential land acquisition needs. Provide preliminary cost estimates for proposed recommendations and where applicable estimated impacts to property values and tax increment. Identify specific funding programs or partners, including public or private, that would be applicable to McFarland.

6. Mapping. The planning project is anticipated to result in several planning maps for each redevelopment plan which may include, but are not limited to, the following:
 - a. Planning Area
 - b. Existing Land Use
 - c. Existing Zoning
 - d. 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.
 - e. Infrastructure & Project Locations Map. Locations of existing and future public utilities (e.g. sewer, water, etc.), stormwater management areas, transportation, landscaping and streetscaping improvements.
 - f. Blight Determination Parcels. A map of properties determined to be blighted based on the work completed within Task 2.
 - g. Park Concept Plans & Preliminary Cost Estimates. Park improvement concept plans for McDaniel Park, Brandt Park, and Arnold Larson Park including preliminary cost estimates.
 - h. Future Land Use. A map illustrating the locations of those future land uses described within Task 3, including conceptual locations for road improvements, bike and pedestrian facilities, park expansions, drainage areas and stormwater management facilities, etc.
 - i. Comprehensive Plan Future Land Use Map. The consultant will provide the Village with an updated Comprehensive Plan Future Land Use Map that incorporates the final Future Land Use Plan for both redevelopment areas.
7. TID #6 Overlay District Project Plan. Based on the analysis completed in Task 1-6, the consultant shall prepare a TID #6 Overlay District Project Plan meeting the requirements of Wis. Stat. 66.1105. The Village does not assume that all areas within the existing TID #3 and Redevelopment District No. 1 will be included in the new TID #6 Overlay District. Note, this task does not assume assistance with adoption of the TID #6 Project Plan. Adoption of the Project Plan will be coordinated by Village staff.
8. Community Input. The consultant shall develop and execute a public engagement plan to inform and gather input from stakeholders regarding this planning project. The planning process will require input from various Village committees/commissions/board, Village staff, residents, property, business owners, real estate and development

professionals. The consultant may engage these audiences through a variety of methods including but not limited to listening sessions, surveys, interviews, focus groups, open houses, virtual meetings, or other means to be suggested and determined. Consultants are expected to gather input from a variety of stakeholders in addition to those who live or work within the study areas. Given the distinct nature of each planning area, the consultant may need to consider separate public involvement meetings for each redevelopment plan. The consultant should also budget for an appropriate number of meetings with Village Staff, the Plan Commission/CDA, and other various Village committees and stakeholders, to develop the plan based on the experience of the Consultant and the needs of this project. A final presentation of the plan will be required once the document is complete to both the Plan Commission/CDA and Village Board. This includes a public hearing on the final draft document. Proposals shall specifically describe the public engagement tools and meetings the consultant proposes as part of their cost estimate.

These are the general requirements for the creation of a new Redevelopment District No. 1 and No. 2 Plans and are not intended to be an all-inclusive list of every task necessary to complete the project. It is expected that consultants will submit proposals that provide the Village with more specific recommendations for approaches, tasks, and deliverables based on their 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 and separate Redevelopment District Plan No. 1 and No. 2 plan documents that contain at a minimum those items described in the final Scope of Services. The final plan documents shall be user friendly, incorporating graphics and minimizing text to present clear and concise planning documents.

The final plans put forth for acceptance shall be completed in such a way that they 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 plans. The selected Consultant shall provide the Village with one (1) hard copy of the final plans and an electronic PDF copy of the final plans. 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. Consultants shall clearly identify whether they are

submitting a proposal for completion of only one specific individual Redevelopment District Plan or both Redevelopment District Plans.

- b. Experience – A summary of five to seven similar or relevant projects that the consultant 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 consultant 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 Consultant's Project Manager, who will be responsible for planning, coordinating, and conducting the majority of the work, including meeting attendance with Village Staff, Plan Commission and CDA, must be identified and committed to the project. The 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 and schedule.
- 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. Village Staff can also assist in providing

parking occupancy counts within the study areas as needed and providing existing GIS data.

- 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 Redevelopment Plans. 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 July 6, 2023.** 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: Proposal for Redevelopment Districts 1 & 2. Note, an email more than 30 MB won’t be accepted by the Village’s email server. Alternatively, consultants may submit an electronic PDF copy via a USB flash drive to the McFarland Department of Community & Economic Development:

Attn: Andrew Bremer, AICP
Community & Economic Development Director
Proposal for Redevelopment Districts 1 & 2
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. 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. Total project budget.
- 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, including specific proposed engagement tools and project meetings.
- 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 and Vice-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 & Community Development Authority who will make the final joint recommendation to the Village Board for action. The following method and timeline will be utilized in order to select the desired proposal:

- **May 23rd – RFP Issuance Date.**

- **June 14th – 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.
- **June 16th – Responses to written questions.** Responses to all submitted written questions will be posted to the Village website.
- **July 6th – RFP Due Date.** RFP's shall be submitted no later than 4:00 PM on Thursday, July 6th.
- **July 10-21 – Evaluation.** 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.
- **July 24th – August 2nd – Interviews.** At its discretion, the Evaluation Team may host interviews of perspective consultants in order to make a selection.
- **August 3rd – Evaluation Team Recommendation.** The Evaluation Team will make its recommendation to the Plan Commission & Community Development Authority for further consideration following completion of their work to evaluate the proposals. The Village prefers to work with one consultant to complete both Redevelopment Plans; however, the Village reserves the right to select separate consultants for each project if deemed in the best interests of the Village.
- **August 9th – Community Development Authority Recommendation.** The CDA will consider the recommendation of the Evaluation Team in order to make their own recommendation to the Village Board.
- **August 15th – 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.
- **August 22nd – Village Board.** The Board will take final action to consider acceptance of the recommended proposal and enter into a contract for this purpose.
- **August 23rd – September 1st – Final Contract.** The Village Attorney will draft the final contract for signatures utilizing the approved proposal and the Village's Standard Contract.
- **September 5th – Estimated project commencement date.**
- **March 26th, 2024 – Estimated project completion date.** Village Board acceptance of final plans.

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: Draft Redevelopment District No. 1 Study Area

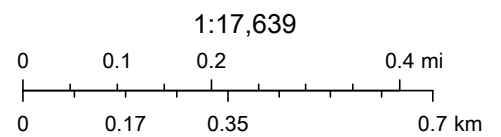
Exhibit B: Draft Redevelopment District No. 2 Study Area

Exhibit C: Standard Contract Template

Preliminary Redevelopment District No. 1 Study Area



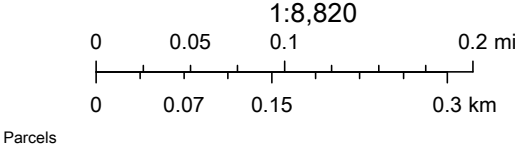
4/14/2023, 2:42:00 PM



Preliminary Redevelopment District No. 2 Study Area



4/14/2023, 2:52:49 PM



VILLAGE OF MCFARLAND CONTRACT

Expiration Date: _____

Maximum Cost: _____

Registered Agent: _____

Address: _____

THIS CONTRACT, made and entered into, by and between the Village of McFarland (hereinafter referred to as "VILLAGE") and _____ (hereafter, "PROVIDER"),

WHEREAS VILLAGE, whose address is 5915 Milwaukee St., P.O. Box 110, McFarland, WI 53558, desires to purchase services from PROVIDER for the purpose of _____
_____; and

WHEREAS PROVIDER, whose address is _____,
is able and willing to provide such services;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which are acknowledged by each party, VILLAGE and PROVIDER agree as follows:

- I. TERM. The term of this Contract shall commence as of the date on which all parties have executed this Contract and shall end as of the EXPIRATION DATE set forth on page 1 hereof, unless sooner agreed to in writing by the parties or as provided in Section IV. PROVIDER shall complete its obligations under this Contract not later than the EXPIRATION DATE.
- II. SERVICES.
 - A. PROVIDER agrees to provide the services detailed in the attached Schedule A.
 - B. PROVIDER shall commence, carry on and complete its obligations under this Contract with all deliberate speed and in a sound, economical and efficient manner, in accordance with this Contract and all applicable laws. In providing services under this Contract, PROVIDER agrees to cooperate with the various departments, agencies, employees and officers of VILLAGE. Time is of the essence with regard to all dates for completion of any services under this Contract unless expressly provided otherwise.
 - C. PROVIDER agrees to secure at PROVIDER's own expense all personnel necessary to carry out PROVIDER's obligations under this Contract. Such personnel shall not be deemed to be employees of VILLAGE nor shall they or any of them have or be deemed to have any direct contractual relationship with VILLAGE.

- D. All services by PROVIDER shall be performed in a good and workmanlike manner and consistent with all standards of performance customary in the State of Wisconsin as well as any standards of quality advertised by PROVIDER.
- III. ASSIGNMENT/TRANSFER: PROVIDER shall neither assign nor transfer any interest or obligation in this Contract, without the prior written consent of VILLAGE unless otherwise provided herein, provided that claims for money due or to become due PROVIDER from VILLAGE under this Contract may be assigned to a bank, trust company or other financial institution without such approval if and only if the instrument of assignment contains a provision substantially to the effect that the right of the assignee in and to any moneys due or to become due to PROVIDER shall be subject to prior claims of all persons, firms and corporations for services rendered or materials supplied for the performance of the work called for in this Contract. PROVIDER shall promptly provide notice of any such assignment or transfer to VILLAGE.
- IV. TERMINATION.
- A. The Village may terminate this Contract for any reason upon thirty (30) day written notice to PROVIDER.
- B. The following shall constitute grounds for immediate termination:
1. violation by PROVIDER of any State, Federal or local law, or failure by PROVIDER to comply with any applicable States and Federal service standards, as expressed by applicable statutes, rules and regulations.
 2. failure by PROVIDER to carry applicable licenses or certifications as required by law in order to complete the services to be provided under this Contract.
 3. failure of PROVIDER to comply with reporting requirements contained herein.
 4. inability of PROVIDER to perform the work provided for herein.
- C. Failure of the Village Board or the State or Federal Governments to appropriate sufficient funds to carry out VILLAGE's obligations hereunder, shall result in automatic termination of this Contract as of the date funds are no longer available, without notice.
- D. Upon the expiration or any termination of this Contract, all finished and unfinished documents, services, papers, data, products, and the like prepared, produced or made by PROVIDER under this Contract shall at the option of VILLAGE become the property of VILLAGE, and PROVIDER shall be entitled to receive just and equitable compensation, for any satisfactory work completed on such documents, services, papers, data, products. Notwithstanding the above, PROVIDER shall not be relieved of liability to VILLAGE for damages sustained by VILLAGE by virtue of any breach of this Contract by PROVIDER, and VILLAGE may withhold any payments to PROVIDER for the purpose of offset.
- V. PAYMENT. VILLAGE agrees to make such payments for services rendered under this Contract as and in the manner specified herein and in the attached Schedule B, which is fully incorporated herein by reference. Notwithstanding any language to the contrary in this Contract or its attachments, VILLAGE shall never be required to pay more than the sum set forth on page 1 of this Contract under the heading MAXIMUM COST, for all services rendered by PROVIDER under this Contract.
- VI. REPORTS. PROVIDER agrees to make such reports as are required in the attached Schedule C, which is fully incorporated herein by reference. With respect to such reports it is expressly understood that time is of the essence.

VII. DELIVERY OF NOTICE. Notices, bills, invoices and reports required by this Contract shall be deemed delivered as of the date of postmark if deposited in a United States mailbox, first class postage attached, addressed to a party's address as set forth above. Either party may change the address to which notices should be sent by written notice to the other party.

VIII. INSURANCE.

A. PROVIDER shall indemnify, hold harmless and defend VILLAGE, its boards, committees, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which VILLAGE, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of PROVIDER's acts or omissions in the course of furnishing the services or goods required to be provided under this Contract, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses to the extent caused by or resulting from the acts or omissions of VILLAGE, its agencies, boards, commissions, officers, employees or representatives. The obligations of PROVIDER under this paragraph shall survive the expiration or termination of this Contract.

B. In order to protect itself and VILLAGE, its officers, boards, committees, agencies, agents, volunteers, employees and representatives under the indemnity provisions of the subparagraph above, PROVIDER shall, at PROVIDER's own expense, obtain and at all times during the term of this Contract keep in full force and effect the insurance coverages, limits, and endorsements listed below. When obtaining required insurance under this Contract and otherwise, PROVIDER agrees to preserve VILLAGE's subrogation rights in all such matters that may arise that are covered by PROVIDER's insurance. Neither these requirements nor the VILLAGE's review or acceptance of PROVIDER's certificates of insurance is intended to limit or qualify the liabilities or obligations assumed by the PROVIDER under this Contract.

Commercial General Liability.

PROVIDER agrees to maintain Commercial General Liability insurance at a limit of not less than \$1,000,000 per occurrence. Coverage shall include, but not be limited to, Bodily Injury and Property Damage to Third Parties, Contractual Liability, Personal Injury and Advertising Injury Liability, Premises-Operations, Independent PROVIDERs and Subcontractors, and Fire Legal Liability. The policy shall not exclude Explosion, Collapse, and Underground Property Damage Liability Coverage unless the VILLAGE waives such requirement in writing. The policy shall list the VILLAGE as an Additional Insured.

Commercial/Business Automobile Liability.

PROVIDER agrees to maintain Commercial/Business Automobile Liability insurance at a limit of not less than \$1,000,000 Each Occurrence. PROVIDER further agrees coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event PROVIDER does not own automobiles, PROVIDER agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

Environmental Impairment (Pollution) Liability

PROVIDER agrees to maintain Environmental Impairment (Pollution) Liability insurance at a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, and environmental cleanup costs caused by pollution conditions, both sudden and non-sudden, unless the VILLAGE waives this requirement in writing. This requirement can be satisfied by either a separate environmental liability policy or through a modification to the Commercial General Liability policy. Evidence of either must be provided.

Workers' Compensation.

PROVIDER agrees to maintain Workers Compensation insurance to the extent required by law.

Umbrella or Excess Liability.

PROVIDER may satisfy the minimum liability limits required above for Commercial General Liability and Business Auto Liability through an Umbrella or Excess Liability policy provided that the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for the Commercial General Liability and Business Auto Liability. PROVIDER agrees to list the VILLAGE as an "Additional Insured" on its Umbrella or Excess Liability policy.

- C. Upon execution of this Contract, PROVIDER shall furnish VILLAGE with a Certificate of Insurance listing VILLAGE as an additional insured and, upon request, certified copies of the required insurance policies. If PROVIDER's insurance is underwritten on a Claims-Made basis, the Retroactive Date shall be prior to or coincide with the date of this Contract. The Certificate of Insurance shall state that professional malpractice or errors and omissions coverage, if the services being provided are professional services is Claims-Made and indicate the Retroactive Date, and PROVIDER shall maintain coverage for the duration of this Contract and for six (6) years following the completion of this Contract. PROVIDER shall furnish VILLAGE, annually on the policy renewal date, a Certificate of Insurance as evidence of coverage. It is further agreed that PROVIDER shall furnish the VILLAGE with a 30-day notice of aggregate erosion, in advance of the Retroactive Date, cancellation, or renewal. It is also agreed that on Claims-Made policies, either PROVIDER or VILLAGE may invoke the tail option on behalf of the other party and that the Extended Reporting Period premium shall be paid by PROVIDER. In the event any action, suit or other proceeding is brought against VILLAGE upon any matter herein indemnified against, VILLAGE shall give reasonable notice thereof to PROVIDER and shall cooperate with PROVIDER's attorneys in the defense of the action, suit or other proceeding. PROVIDER shall furnish evidence of adequate Worker's Compensation Insurance, if required. In case of any sublet of work under this Contract, PROVIDER shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of PROVIDER.
- D. The VILLAGE, acting at its sole option and through its Village Board, may waive any and all requirements contained in this Contract, such waiver to be in writing only. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by Village Board taking into account the nature of the work and other factors relevant to VILLAGE's exposure, if any, under this Contract.
- IX. NO WAIVER BY PAYMENT OR ACCEPTANCE. In no event shall the making of any payment or acceptance of any service or product required by this Contract constitute or be construed as a waiver by VILLAGE of any breach of the covenants of this Contract or a waiver of any default of PROVIDER and the making of any such payment or acceptance of any such service or product by VILLAGE while any such default or breach shall exist shall in no way impair or prejudice the right of VILLAGE with respect to recovery of damages or other remedy as a result of such breach or default.
- X. NON-DISCRIMINATION. During the term of this Contract, PROVIDER agrees not to discriminate on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs against any person, whether a recipient of services (actual or potential) or an employee or applicant for employment, except to the extent that such factors are substantially related to the qualifications of such person to perform the work or receive the services. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, and any other form of compensation or level of service(s). PROVIDER agrees to post in conspicuous places, available to all employees, service recipients and applicants for employment and services, notices setting forth the provisions of this paragraph.

XI. MISCELLANEOUS.

- A. Registered Agent. PROVIDER warrants that it has complied with all necessary requirements to do business in the State of Wisconsin, that the persons executing this Contract on its behalf are authorized to do so, and, if a corporation, that the name and address of PROVIDER's registered agent is as set forth opposite the heading REGISTERED AGENT on page 1 of this Contract. PROVIDER shall notify VILLAGE immediately, in writing, of any change in its registered agent, his or her address, and PROVIDER's legal status. For a partnership, the term 'registered agent' shall mean a general partner. The person(s) executing this Contract on behalf of PROVIDER individually warrants and represents that he, she or they are duly authorized to enter into this Contract and bind the PROVIDER hereto, and that no signatures other than those shown in the signature blocks below are necessary to make this Contract binding on PROVIDER.
- B. Controlling Law and Venue. It is expressly agreed that in the event of any disagreement or controversy between the parties, Wisconsin law shall be controlling. Venue for any legal proceedings shall lie solely in the Dane County Circuit Court.
- C. Limitation of Contract. This Contract is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Contract shall be construed to add to, supplement, amend, abridge or repeal existing duties, rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.
- D. Entire Contract. The entire agreement of the parties is contained herein and this Contract supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that this Contract shall not be amended in any fashion except in writing, executed by both parties.
- E. Counterparts. The parties may evidence their agreement to this contract upon one or several counterparts of this instrument, which together shall constitute a single instrument.
- F. Severability. In the event any provision, term or clause contained in this Contract shall be determined unlawful or unenforceable, such determination shall not affect the remaining provisions of this Contract which shall remain in full force and effect. In the event any such provision, term or clause shall be determined unlawful or unenforceable as to any particular person or circumstances, such determination shall not affect the applicability of such provision to any other person or under any other circumstances.

IN WITNESS WHEREOF, VILLAGE and PROVIDER, by their respective authorized agents, have caused this Contract and its Schedules to be executed, effective as of the date by which all parties hereto have affixed their respective signatures, as indicated below.

FOR PROVIDER:

Date Signed: _____

Date Signed: _____

* [print name and title, below signature line of any person signing this document]

* * *

FOR VILLAGE:

Date Signed: _____
Brad Czebotar, Village President

Date Signed: _____
Cassandra Suettinger, Clerk/Treasurer

Approved as to form:

Allen D. Reuter
Village Attorney

GENERAL INSTRUCTIONS FOR COMPLETING SCHEDULES “A”, “B”, “C”

Schedule A

1. Describe services to be performed **in detail**.
2. Add in any time limits on when the services are to begin, when to end, and any other definite or referable time limits.
3. Put in any cancellation provision you want or reference cancellation to a proposal or bid. If you don't do anything, there will be no cancellation provision.
4. Add in any assignment provisions, if necessary, or reference proposal or bid provision. Again, if you do nothing, there will be no assignment provisions allowable. That is the normal course of events.
5. Include any standards to be used by the Provider when doing the work; these can be referenced to a proposal or can be written out here and subject to your on-going approval.
6. Add in anything you are supposed to do to aid or facilitate the work of the Provider.

Schedule B

1. Indicate the maximum amount the Provider will be paid.
2. Include how Provider will be paid, that is, whether in one lump sum at the beginning or end, a percentage now and installments later on, how payments are referenced if installments (whether by percent and dates, by amount of work done, flat dollar amount by units of service billed to you, etc.). If you are using unit cost basis, make sure that a unit is identifiable and measurable and is described in Schedule “A”.
3. Describe how the Provider is to bill the VILLAGE. If a Provider is to bill you, indicate when they will be paid (30 days, 60 days, etc.) after receipt of the bill.

Schedule C

1. Describe the nature and dates of any reports required. Be specific.
2. If audits are to be performed or permitted at your option, indicate that here. Remember: audits after the term of the contract are useless unless you have withheld a part of the payments until the audit is complete and satisfactory to you.

Example

SCHEDULE "A"

- I. Pursuant paragraph #1 of the attached CONTRACT, the PROVIDER shall provide the following services:
 - a. Examine in detail the operations of the Sanitary department with a view toward recommending improvements in the manner in which in-coming work is assigned to the various field personnel. It is contemplated that this work shall be accomplished by the PROVIDER assigning one of its staff full-time to this phase until accomplished. Date of completion: not later than 7-15-16.
 - b. Make detailed written recommendations for the improvement of the in-take functions of the Sanitary department described in a. above. The goal of this phase is to increase the efficiency of the department and to expedite requests for inspections by members of the public. Date of completion: 7-15-16.
 - c. Evaluate the recommendations in b. above by auditing the intake functions of the department after the recommendations have been instituted and make any necessary adjustments. This is contemplated to be an on-going process over a period of 5 months, with a completion date of January 15, 2016.
- II. In accomplishing the objectives of I. above, the PROVIDER is to adhere to the concepts and provisions of its proposal dated July 1, 2015, and attached hereto and incorporated herein by reference.
- III. VILLAGE personnel shall cooperate with the PROVIDER and its agents in the performance of the PROVIDER'S obligations hereunder.

Example

SCHEDULE "B"

- I. PROVIDER shall be paid on the basis of work completed, when completed at the following rates:
 - a. For the completion of Schedule "A", para I.a., the sum of \$2,000.00 if completed timely, with a reduction of 1% of said amount for each calendar day uncompleted beyond the schedule completion date.
 - b. For the completion of Schedule "A", para I.b., the sum of \$5,000.00 if completed timely, a reduction of 2% for each day late.
 - c. For completion of Schedule "A", para I.c., the sum of \$25.00 for each hour of service actually spent evaluating and auditing the performance of the department under the recommendations of the PROVIDER, the PROVIDER to submit monthly, by the 10th of the succeeding month, a bill itemizing hours spend in performance of said duties.
- II. If PROVIDER is timely with respect to all its obligations under this CONTRACT, the VILLAGE shall make payments due within 30 days of the dates of completion of PROVIDER'S obligations or of billing, as appropriate. If PROVIDER fails to meet time limits, VILLAGE'S payments will be delayed an additional 30 days.
- III. In no event shall the PROVIDER be paid more than the sum of \$2,000.00 for its obligations under para. I.c. above.

SCHEDULE "C"

- I. In addition to other reports required herein, the PROVIDER shall provide a written summary of its audit results under Schedule "A", para. I.c., no later than March 15, 2001. The VILLAGE shall withhold the sum of \$500.00 due as payment hereunder until such written summary is received.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, May 16, 2023

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion regarding updates to the Village's Zoning Code related to accessory uses and structures.

PREVIOUS ACTION:

ISSUE SUMMARY:

As part of the Village's approved Capital Improvement Plan, the Department/Plan Commission will be undertaking a comprehensive rewrite of the Village's Zoning Code beginning in 2024, with adoption likely in 2025. One area of the code that has been increasingly problematic to enforce is accessory uses and structures. The Department has had to enforce ordinance provisions that may run contrary to modern planning best practices or historically acceptable neighborhood development patterns. Staff is proposing to complete a minor update to the Zoning Code focused on accessory uses and structures prior to the comprehensive rewrite in 2024. General areas of modification may include:

- **Definitions.** Clarifying definitions of what is an accessory use and structure, and when a permit is required.
- **Defining Categories.** Consider classifying accessory structures into those that are permitted by right vs. those that may be permitted with a conditional use permit.
- **Placement Restrictions.** Consider allowances for accessory structures in side or front yards. Currently, accessory structures are only allowed in rear yards only.
- **Maximum Size Restrictions.** Addressing the maximum percentage of required yards that may be occupied by an accessory structure. Currently, the size is limited to 40% of the rear yard area; however, the existing code is unclear whether the 40 percent is cumulative or per structure and the threshold of 40% should be revisited.
- **Setback and Height Restrictions.** Consider variations in accessory structure bulk requirements and placement restrictions based on the type of zoning district and/or size of structure (major vs. minor). For example, small R-1B lots are subject to the same accessory structure provisions of larger RH-1 lots.
- **Building Materials.** Currently the Zoning Code provides an accessory structure needs to be similar in style and materials to the principal buildings in the neighborhood. This is vague and broad.
- **Accessory Dwelling Units.** Establishing regulations to allow for accessory dwelling units. Accessory dwelling units are currently not allowed under the Zoning Code. The accepted 2023 McFarland Housing Needs Assessment recommends amending the Zoning Code to allow accessory dwelling units in some capacity. Staff may desire to address this



component as part of the entire Zoning Code rewrite in 2024 as it relates more to uses of property versus dimensional and locational placement of accessory structures.

When considering revisions to Village ordinances, it is often helpful to start with a review of how other communities address accessory structures in their ordinances. Included in the packet is a review of the key bulk requirements for accessory structures from a peer review of other communities in Dane County. Staff proposes to review this material to obtain input on potential changes to size, height, yard location, setback and material regulations before bringing back a revised ordinance for Plan Commission review in June.

FINANCIAL/BUDGET IMPACT:

This project will be completed utilizing internal staff with a review of the draft ordinance by the Village Attorney.

VILLAGE PLAN REFERENCE:

Sustainability Plan, 2021. - Within the Land Use & Development Action category, a mid-term action identifies the following: *Amend the zoning ordinances to allow for more housing options, including accessory dwelling units and attached unit housing.*

ORDINANCE REFERENCE:

[Sec. 62-227. - Accessory uses, buildings or structures.](#)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

This item is for discussion only.

ATTACHMENTS:

1. Accessory Structure Research Draft_05.11.2023

Accessory Structures Research & Proposed Amendments

The following document provides a summary review of how McFarland regulates residential accessory structures in relation to other peer communities in Dane County.

SUMMARY OF NEIGHBORING COMMUNITIES IN DANE COUNTY – RESIDENTIAL

	Max Size	Max Number	Max Height	Yard Location	Min. Setback	Materials
McFarland	40% of rear yard	NA	15'	Rear	3'	Similar style and materials as neighborhood
Cottage Grove	10% of lot area, or 30% of rear yard or 1,000 SF whichever is less, increases allowed in RH district with CUP	2, plus 1 garage	15'	Rear & Side	3', 5' from alleys	High quality decorative material
Deforest	30% or 200 SF (P), >200 SF (C)	2	12' (P), 25' (C), Ag use no limit	Rear, Side, and Front	5' rear and side, front same as principal	Does not specify
Fitchburg	400 SF per structure and can't exceed total lot coverage for principal structures	NA	15'	Rear, Side and Front provided can't be forward of the front face of the principal structure	4'	Does not specify
Madison	1,000 SF (P), >1,000 SF (C)	NA	15'	Rear & Side	3' when located in the rear yard, equal to principal building when located in the side and front yard	Does not specify
Middleton	700 SF per structure, except garages less than maximum lot coverage	NA	15'	Rear & Side	2'	Does not specify
Monona	1,000 SF combined	NA	14'	Rear & Side	3'	Does not specify
Oregon	30% of rear yard or 1,000 SF whichever is less, increases allowed in RH district with CUP	2, plus 1 garage, greater than 2 by CUP	Does not specify	Rear & Side	3'	Does not specify

Stoughton	900 SF per structure, 1,000 SF total without CUP, increases allowed in RH district with CUP	2, plus 1 garage, greater than 2 by CUP	20'	Rear & Side	4'	Does not specify
Sun Prairie	Can't exceed total lot coverage for principal structures	Does not specify	15'	Rear, Side and Front provided can't be forward of the front face of the principal structure	3-5' in rear yard, same as principle building in front and side yards	Similar style and materials as neighborhood
Verona	900 SF, except with CUP in RA district	1	15'	Rear & Side	5' in rear yard, side same as principle	Does not specify
Waunakee	30% of rear yard	1, plus 1 garage and 1 children's play structure	15'	Rear	3', 5' from alleys	Does not specify

Key Takeways

- Max Size.** There is substantial variation in how each community regulates the maximum size. Three communities (including McFarland) use a maximum percentage of the rear yard. Six communities use a universal maximum size. Three communities use a combination of the percentage of yard area and maximum size.
 - Possible revision. Clarify 40% is a cumulative total per lot.
- Max Number.** Half the communities set a total maximum number of accessory structures. While having a proliferation of small accessory structures could negatively impact the aesthetics of a property, if the total area is the same as one larger accessory structure, the impacts to the total lot coverage are the same.
 - Possible revision. None.
- Max Height.** The majority of communities utilize a maximum height of 15 feet.
 - Possible revision. Allow for taller structures in the RH-1 and A-1 districts. For example, 20 feet with the ability to increase height with a CUP in the A-1 for agricultural uses. Properties in the RH-1 and A-1 have larger lots and are more rural in nature. Some allowance for slightly taller structures would likely be appropriate within the context of these two districts.
- Yard Location.** With the exception of Waunakee, McFarland is the only community that does not allow accessory structures in some capacity in the side yard.
 - Possible revision. In addition to the rear yard, allow accessory structures in the side yard if they meet the minimum side yard setback requirements for principal structures. Encroachment into the side yard setback area could be considered for

smaller structures. For example, within three feet of the side yard lot line for accessory structures equal to or less than 50 square feet.

- **Minimum Setback.** Seven communities (including McFarland) require a minimum of three feet from the side and rear lot line (when located in the rear yard).
 - Possible revision. None.
- **Materials.** Most communities do not regulate the exterior design materials or colors of accessory structures. Those that do use similar vague language as McFarland's, see below.
 - Possible revision. Strike the second sentence of the materials regulation below.
"The neighborhood" is an undefined area. Style and materials can also vary within a neighborhood significantly including the use of roofs with or without gables, roofs with metal or asphalt shingles, homes with wood, brick, stone, vinyl, aluminum, stucco, LP siding, etc.

Materials. No accessory building located in a Special or Residential District shall be constructed or finished with nonresidential building materials such as nondecorative concrete block or nondecorative plywood. Furthermore, all accessory buildings within Special or Residential Districts shall be constructed in a similar style and with similar materials to the principal buildings in the neighborhood.