

Plan Commission Minutes October 15, 2024, at 7:00 P.M.

Members Present: Carolyn Clow, Stephanie Brassington, Chris Reynolds, Austen Conrad, Jill Halverson

Members Absent: Scott Peters

Staff Present: Andrew Bremer, Kong Thao

1. CALL TO ORDER, ROLL CALL

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

2. PUBLIC APPEARANCES.

There were no public appearances during this section.

3. APPROVAL OF MINUTES.

- a. Motion to approve the minutes of the September 17, 2024, Plan Commission meeting.

Clow moved to approve the minutes of the September 17, 2024, Plan Commission meeting. Conrad seconded the motion. Motion carried 5-0.

4. PUBLIC HEARINGS.

- a. Public hearing on a Certified Survey Map requested by MCGN Properties, LLC for a property located at 4719 Burma Road, McFarland, WI.

Bremer's summary included agenda items 4.a., 4.b., 5.a., and 5.b., since they are all related to the same project. Bremer highlighted the changes made since the previous meeting, Staff's recommended conditions of approval associated with the Certified Survey Map and Conditional Use Permit. The applicant was present at the meeting and did not add additional comments to Bremer's summary.

Clow opened the public hearing at 7:21 PM. There were no persons attending in person or virtual who wished to speak on the item. Clow closed the public hearing at 7:22 PM.

- b. Public hearing on a Conditional Use Permit requested by MCGN Properties, LLC for a proposed 12-unit multifamily development at 4719 Burma Rd, McFarland, WI.

The summary for this agenda item was covered in Bremer's summary in agenda item 4.a. Clow opened the public hearing at 7:25 PM. There were no persons attending in person or virtual who wished to speak on the item. Clow closed the public hearing at 7:26 PM.

5. BUSINESS.

- a. Discussion and action on a Certified Survey Map requested by MCGN Properties, LLC for a property located at 4719 Burma Road, McFarland, WI.

The summary for this agenda item was covered in Bremer's summary in agenda item 4.a. No additional questions or concerns from the Commission or Staff.

Clow motioned to approve a Certificate Survey Map requested by MCGN Properties, LLC for a property located at 4719 Burma Road, McFarland, conditioned on:

1. Removal of Note #2 on Sheet 1 of the CSM.
2. Recording of the Public Trail Easement Agreement prior to obtaining a building occupancy permit.

Seconded by Conrad. Motion passed 5-0.

- b. Discussion and action on a Conditional Use Permit requested by MCGN Properties, LLC for a proposed 12-unit multifamily development at 4719 Burma Rd, McFarland, WI.

This agenda item was covered in Bremer's summary in agenda item 4.a. No additional questions or concerns from the Commission or Staff.

Clow motioned to approve a Conditional Use Permit requested by MCGN Properties, LLC for a proposed 12-unit multifamily development at 4719 Burma Road, McFarland, WI with the following conditions of approval:

1. Revise the site design plans to address the comments in the Village Engineer's staff report dated October 7, 2024.
2. Installation of watch for pedestrian crossing signs on both sides of Burma Road near the proposed curb ramp. Final location to be coordinated with the Public Works Department.
3. The proposed access road will need to be marked or signed as No Parking.
4. Installation of one exterior light pole facing north along the southern edge of the parking lot area. The light pole shall not exceed 15 feet in height and shall include a full cut-off light fixture. Building mounted light fixture shall be downcast full-cut off. Applicant to provide staff with a cut sheet for proposed exterior light fixtures and a photometric lighting plan per the Site Design Review Checklist for review and approval by staff prior to obtaining a building permit.

5. The proposed fence along the west side of the development shall be a solid fence made of wood or plastic material measuring six feet in height.
6. The proposed dumpster shall be placed in an enclosure meeting the requirements of Section (i) of Appendix B, Landscaping Standards, of the Municipal Code, excepting the need for gate side to be oriented toward the interior of the site.
7. Applicant to provide the Community & Economic Development Director updated site design sheets meeting the conditions of approval prior to obtaining building permits.

Seconded by Conrad. Motion passed 5-0.

- c. Discussion and action on a Site Design Review permit requested by MCGN Properties, LLC for a proposed 12-unit multifamily development located at 4719 Burma Road.

No additional comments or information to add from the previous summary provided by Bremer in agenda item 4.a. The Commission did not have any additional comments or concerns.

Clow motioned to approve a Site Design Review Permit requested by MCGN Properties, LLC for a proposed 12-unit multifamily development at 4719 Burma Road, McFarland, WI with the following conditions of approval:

1. Revise the site design plans to address the comments in the Village Engineer's staff report dated October 7, 2024.
2. Installation of watch for pedestrian crossing signs on both sides of Burma Road near the proposed curb ramp. Final location to be coordinated with the Public Works Department.
3. The proposed access road will need to be marked or signed as No Parking.
4. Installation of one exterior light pole facing north along the southern edge of the parking lot area. The light pole shall not exceed 15 feet in height and shall include a full cut-off light fixture. Building mounted light fixture shall be downcast full-cut off. Applicant to provide staff with a cut sheet for proposed exterior light fixtures and a photometric lighting plan per the Site Design Review Checklist for review and approval by staff prior to obtaining a building permit.
5. The proposed fence along the west side of the development shall be a solid fence made of wood or plastic material measuring six feet in height.
6. The proposed dumpster shall be placed in an enclosure meeting the requirements of Section (i) of Appendix B, Landscaping Standards, of the Municipal Code, excepting the need for gate side to be oriented toward the interior of the site.

7. Applicant to provide the Community & Economic Development Director updated site design sheets meeting the conditions of approval prior to obtaining building permits.

Seconded by Conrad. Motion passed 5-0.

6. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, November 19 at 7:00PM

7. ADJOURNMENT.

Conrad motioned to adjourn; Reynolds seconded the motion. Motion carried 5-0.
Meeting adjourned at 7:39 P.M.