

Plan Commission Minutes
December 17, 2024
7:00 P.M.

Members Present: Carolyn Clow, Stephanie Brassington, Scott Peters, Chris Reynolds, Karen Pominville

Members Absent: Austen Conrad, Jill Halverson

Staff Present: Andrew Bremer, Karen Knoll

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 either via ZOOM or in person.

3. APPROVAL OF MINUTES.

- a. Motion to approve the minutes of the November 19, 2024, Plan Commission meeting.

Clow moved to approve the minutes of the November 19, 2024, Plan Commission meeting. Brassington seconded the motion. Motion passed 4-0-1 with Reynolds abstaining.

4. PUBLIC HEARINGS.

- a. Public hearing on a Certified Survey Map for proposed Well #5 near the intersection of Prairie Wood Drive and Wiouwash Way.

Bremer summarized the four lot CSM proposal between the Village of McFarland, Urso Builders, and the McFarland School District with information as included in the packet. This will create four lots, Lot 1 will be retained by the School District for the ball diamonds, Lot 2 will be owned by the Village and Lots 3 & 4 will be owned by Urso Builders and used for the purpose of selling and building a single-family home on each lot. As indicated in packet, there are some conditions of approval which will be discussed in the business portion of tonight's meeting. Bremer reviewed the approval process for this item with Commissioners.

Clow opened the public hearing at 7:06 PM.

With no one wishing to speak either online or in person Clow closed the public hearing at 7:09 PM.

5. BUSINESS.

- a. Discussion and action on a Site Design Review permit requested by Citgo for a proposed detached accessory canopy structure located at 4606 Terminal Drive.

Bremer indicated the Citgo fuel terminal is proposing a small structure be added to their property. It would be over a vault that holds stormwater runoff from the impervious surface. They would like to cover the vault from the elements, reducing the amount accumulated due to weather. The structure would be open for air circulation. Bremer reviewed the application as submitted with Commissioners. Reynolds inquired if a homeowner were to place one on their property would they be required to have site design review. Bremer responded no, due to a homeowner being on residential property, Commercial property requires site design review per the zoning code.

Clow moved to approve a Site Design review permit as submitted requested by Citgo for a proposed detached accessory canopy structure located at 4606 Terminal Drive. Pominville seconded the motion. Motion carried 5-0.

- b. Discussion and action on a Certified Survey Map for proposed Well #5 near the intersection of Prairie Wood Drive and Wiouwash Way.

Clow moved to approve a certified survey map for proposed well #5 near the intersection of Prairie Wood Drive and Wiouwash Way conditioned on the following:

1. Approval by the Village Board of Resolution 2024-22, a resolution discontinuing a portion of Wiouwash Way abutting Lot 88 and Outlot 10, Park View Estates.
2. Completion of the associated land sales with the McFarland School District and Kevin Urso.

Brassington seconded the motion.

Reynolds inquired what type of structure would be on the Villages property. Bremer replied it would be similar in size to other well houses in the Village. Clow called for the vote. Motion carried 5-0.

- c. Discussion and action to make a recommendation to the Village Board regarding Resolution 2024-22, a resolution discontinuing a portion of Wiouwash Way abutting Lot 88 and Outlot 10, Park View Estates in the Village of McFarland as a public way.

Bremer summarized the Village Board will be holding a public hearing on resolution 2024-22 at their January 14, 2025 meeting based on the recommendation

from the Plan Commission. Bremer reviewed with Commissioners the information as provided in packets on the transaction.

Clow moved to make a recommendation of approval to the Village Board to approve Resolution 2024- 22, a resolution discontinuing a portion of Wiouwash Way abutting Lot 88 and Outlot 10, Park View Estates in the Village of McFarland as a public way. Peters seconded the motion. Motion carried 5-0.

d. Discussion regarding proposed amendments to Article 62-III Floodplain Zoning.

Bremer provided a summary on the agenda item, highlighting deadlines for ordinance adoption and properties impacted by map updates, assistance from the DNR and recommendations. There will be a public hearing at the January 21, 2025 Plan Commission meeting. The current ordinance was adopted in 2008, there are not a lot of substantial changes from the 2008 ordinance to the updated one, which uses the DNR's model ordinance. Bremer also reviewed the updated floodplain maps as included in packet, showing the revisions per FEMA's study of the Pennito Creek. Bremer reviewed optional language included in the draft ordinance related to Act 175 and Community Rating System (CRS). They are part of the model DNR ordinance, but communities can choose whether to include them in their updated ordinance. The Commission members discussed the advantages and disadvantages of the Act 175 and CRS language. Bremer indicated neither is in the current Village Floodplain Ordinance or Dane County Floodplain Ordinance and that staff is not recommending inclusion per the comments in the staff report. The Commission requested Bremer confirm with Dane County whether they were going to include either in their amended ordinance.

6. SCHEDULE NEXT MEETING DATE.

a. Wednesday, January 8, 2025 at 7:00 p.m. – Joint CDA & Plan Commission

Bremer reviewed the agenda item of Redevelopment Districts #1 and #2 and required processes for the Wednesday January 8, 2025 Joint CDA & Plan Commission meeting. Discussion included the public hearing property owner notification letter sent by the Department to all property owners in the two districts. Bremer will provide a copy of the letter to Plan Commission and CDA members. Discussion also included the format for the meeting on January 8, 2025. Bremer reviewed there will be a presentation by the planning consultant, followed the public hearing, once all comments and questions have been taken, they will end the public hearing. There is no action slated to be taken at the meeting. Bremer showed where residents can find additional information, along with the draft materials on the Village's website, and links to the past meetings and draft materials related to the redevelopment district plans.

b. Tuesday January 21, 2025 at 7:00 p.m. – Plan Commission

7. ADJOURNMENT.

Brassington motioned to adjourn; Peters seconded the motion. Motion carried 5-0. Meeting adjourned at 8:13 P.M.